



Janeshia A. Grider, Mayor

Sylvia Apodaca
Christopher Garza
Joe Molina

Maria Lozano
Mike Martin
Sally Hitt

**CITY COUNCIL AGENDA
REGULAR MEETING
THURSDAY, OCTOBER 26, 2023 - 7:00 P.M.
CITY HALL COUNCIL CHAMBER
112 BAUMAN, KIRBY, TX 78219**

This meeting will also be held by videoconference call. The location where a quorum of the governmental body will be physically present is City Hall, City Council Chambers at 112 Bauman Street, Kirby, Texas 78219 and it is the intent to have a quorum present at that location and for the member of the governmental body presiding over the meeting to be physically present at that location. A member of the public may testify from a remote location by videoconference at:

Topic: Regular City Council Meeting

Date and Time: October 26, 2023 at 7:00 P.M. (Central Time)

Join Zoom Meeting:

Video Participation: Join Zoom Meeting

<https://zoom.us>

Meeting ID: 956 855 1663 and Passcode: 1955

1. **Call Meeting to Order**
2. **Invocation and Pledge of Allegiance to the Flag**
3. **Mission Statement**

"The City of Kirby is dedicated to delivering excellent municipal services to our community in a fiscally responsible manner."

4. **Roll Call**
5. **Citizen Participation**

Citizens Participation Is For The City Council To Receive Information On Issues That May Be Of Concern To The Public. Citizens Participation Is Limited To Five (5) Minutes. A Purpose Of The Open Meetings Act Is To Ensure That The Public Is Always Given Notice Of The Items That Will Be Discussed By The Council. Should A Member Of The Public Bring An Item To The Council For Which The Subject Was Not Posted On The Agenda For The Meeting, The Council May Receive The Information, But Cannot Discuss Or Act Upon It At The Meeting

6. Consideration Of And Action On Minutes

- a. Regular Minutes – July 6, 2023
- b. Regular Minutes – October 12, 2023

7. Presentations

- a. Givler Engineering introduction presentation
- b. Beautification and Recycle Committee Yard of the Quarter

8. Discussion And Possible Action

- a. Discussion and Update on correcting the resolution number for the cafeteria plan.
- b. Discussion and Possible Action on releasing 4907 Borchers Liens due to tax sale.
- c. Discussion and Possible Action on Ackerman Rd change order 3 and 5 and update on project.
- d. Discussion and Possible Action to hire Employment Company for Executive positions such as City Manager, Financial Director/ HR Manager.
- e. Discussion and Possible Action to hire consultant to evaluate the placement of an election for an Economic Development Corporation, dissolve or reduce tax from Crime Control & Prevention District Board, and withdrawal from San Antonio Metropolitan Transit Authority on May 2024 Ballot.
- f. Discussion and Possible Action on approving members for economic development committee.
- g. Discussion and Possible Action to change November and December Council dates due to holiday schedule.
- h. Discussion and Possible Action to Purchase Holiday Decorations for City of Kirby Christmas Tree Lighting.
- i. Discussion and Possible Action to contract an outside law enforcement agency to assist Kirby Police Department due to officer vacancies.
- j. Discussion and Possible Action to organize a petition to amend the charter for board and commissions qualifications and/or disqualifications.
- k. Discussion and Possible Action on support for City of Kirby Halloween community events.

9. City Manager Announcements

- a. Announcements On City Events And Items Of Community Interest

10. Request And Announcements

- a. Requests By Mayor And Council Members For Items To Be Placed On Future City Council Agendas And Announcements On City Events/Community Interest

11. Adjournment

Katelyn Ueckert
Interim City Secretary

The City Council reserves the right to adjourn into executive session at any time to discuss any of the matters listed on this agenda if authorized by Texas Government Code Section 551.071, Consultation with Attorney, Texas Government Code Section 551.072, Deliberations about Real Property, Texas Government Code Section 551.074, Personnel Matters, and Texas Government Code Section 551.076, Security Devices or Security Audits.

This meeting is wheelchair parking accessible at the main entrance located at 112 Bauman. Auxiliary services are available upon request (interpreters for the deaf must be requested twenty-four (24) hours prior to the meeting) by calling 210/661-3198 or Relay Texas 800/735-2989 (hearing/speech impaired assistance)

DATE OF POSTING: October 23, 2023
TIME OF POSTING: 6:00 P.M.



Janeshia A. Grider, Mayor

Sylvia Apodaca
Christopher Garza
Joe Molina

Mike Martin
Sally Hitt
Maria Lozano

**CITY COUNCIL MINUTES
REGULAR MEETING
THURSDAY, JULY 6, 2023 - 7:00 P.M.
CITY HALL COUNCIL CHAMBER
112 BAUMAN, KIRBY, TX 78219**

This meeting will also be held by videoconference call. The location where a quorum of the governmental body will be physically present is City Hall, City Council Chambers at 112 Bauman Street, Kirby, Texas 78219, and it is the intent to have a quorum present at that location and for the member of the governmental body presiding over the meeting to be physically present at that location. A member of the public may testify from a remote location by videoconference at:

Topic: Regular City Council Meeting

Date and Time: July 6, 2023 at 7:00 P.M. (Central Time)

Join Zoom Meeting:

Video Participation: Join Zoom Meeting

<https://zoom.us>

Meeting ID: 956 855 1663 and Passcode: 1955

1. Call Meeting to Order

Meeting called to order at 7:01 P.M.

2. Invocation and Pledge of Allegiance to the Flag

Mayor Grider gives the Invocation and Pledge

3. Mission Statement

"The City of Kirby is dedicated to delivering excellent municipal services to our community in a fiscally responsible manner."

4. Roll Call

Present

Absent

Council Member Garza
Council Member Hitt
Council Member Lozano
Council Member Martin
Council Member Molina
Mayor Pro-Tem Apodaca
Mayor Grider

5. **Citizen Participation**

6. **Discussion And Possible Action**

- a. Discuss, consider, and take action on Resolution No. R-2023-756 to remove City Secretary Patty Cox as a Signer on all bank accounts, credit card and legal documents; and take action to add Katelyn Ueckert and Dr. Brian Rowland to all bank accounts, credit cards and legal documents.

Motion Made by Council Member Lozano Seconded by Pro-Tem Apodaca to Accept Resolution No. R-2023-756 to remove City Secretary Patty Cox as a Signer on all bank accounts, credit card and legal documents; and take action to add Katelyn Ueckert and Dr. Brian Rowland to all bank accounts, credit cards and legal documents

AYE:

NAY:

Mayor Pro-Tem Apodaca
Council Member Molina
Council Member Garza
Council Member Hitt
Council Member Lozano
Council Member Martin
Mayor Grider

Resolution passed with a 7-0 vote

- b. Discuss, consider, and take action on acquiring a credit card for the City of Kirby.

City Manager Brian Rowland Discussed reasons for acquiring a credit card for the City of Kirby

Council Discussed uses and limits on Credit Cards

Motion Made by Mayor Pro-Tem Apodaca Seconded by Council Member Molina to allow City Manager and City Secretary to obtain a Credit Card for the City of Kirby from Schertz bank and trust

AYE:

Mayor Pro-Tem Apodaca
Council Member Molina
Council Member Garza
Council Member Hitt
Council Member Lozano
Council Member Martin
Mayor Grider

NAY:

Resolution passed with a 7-0 vote

7. Adjournment

Meeting adjourned at 7:19 P.M.

Janeshia Grider,

Mayor

Katelyn Ueckert,

Interim City Secretary

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DATE OF POSTING: July 3, 2023

TIME OF POSTING: 10:45 A.M.

DATE REMOVED



Janeshia A. Grider, Mayor

Sylvia Apodaca
Christopher Garza
Joe Molina

Mike Martin
Sally Hitt
Maria Lozano

**CITY COUNCIL MINUTES
REGULAR MEETING
THURSDAY, OCTOBER 12, 2023 - 7:00 P.M.
CITY HALL COUNCIL CHAMBER
112 BAUMAN, KIRBY, TX 78219**

This meeting will also be held by videoconference call. The location where a quorum of the governmental body will be physically present is City Hall, City Council Chambers at 112 Bauman Street, Kirby, Texas 78219, and it is the intent to have a quorum present at that location and for the member of the governmental body presiding over the meeting to be physically present at that location. A member of the public may testify from a remote location by videoconference at:

Topic: Regular City Council Meeting

Date and Time: October 12, 2023 at 7:00 P.M. (Central Time)

Join Zoom Meeting:

Video Participation: Join Zoom Meeting

<https://zoom.us>

Meeting ID: 956 855 1663 and Passcode: 1955

1. Call Meeting to Order

Meeting called to order a 7:05 P.M.

2. Invocation and Pledge of Allegiance to the Flag

Mr. Rich lead with the Invocation and Pledge of Allegiance to the Flag

3. Mission Statement

"The City of Kirby is dedicated to delivering excellent municipal services to our community in a fiscally responsible manner."

4. Roll Call

Present

Absent

Council Member Garza
Council Member Hitt
Council Member Lozano
Council Member Martin
Council Member Molina
Mayor Grider
Mayor Pro-Tem Apodaca

5. Citizen Participation

Brian Rowlands- discussed passion for work and employment and addressed complaints against him

6. Consideration Of And Action On Minutes

a. Regular Minutes – September 7, 2023

Motion made by Mayor Pro-Tem Apodaca seconded by Council Member Hitt to Approve Regular Minutes – September 7, 2023 with spelling correction Resend to rescind

Aye:

Nay:

Council Member Garza
Council Member Hitt
Council Member Lozano
Council Member Martin
Council Member Molina
Mayor Grider
Mayor Pro-Tem Apodaca

Motion passed with a 7-0 Vote

b. Regular Minutes – September 14, 2023

Motion made by Mayor Pro-Tem Apodaca seconded by Council Member Molina to Approve Regular Minutes – September 14, 2023

Aye:

Nay:

Council Member Garza
Council Member Hitt
Council Member Lozano
Council Member Martin
Council Member Molina
Mayor Grider
Mayor Pro-Tem Apodaca

Motion passed with a 7-0 Vote

c. Regular Minutes – September 23, 2023

Motion made by Mayor Pro-Tem Apodaca seconded by Council Member Molina to Approve Regular Minutes – September 23, 2023

Aye:

Nay:

Council Member Garza
Council Member Hitt
Council Member Lozano
Council Member Martin
Council Member Molina
Mayor Grider
Mayor Pro-Tem Apodaca

Motion passed with a 7-0 Vote

d. Regular Minutes – September 27, 2023

Motion made by Mayor Pro-Tem Apodaca seconded by Council Member Hitt to Approve Regular Minutes – September 27, 2023

Aye:

Nay:

Council Member Garza
Council Member Hitt
Council Member Lozano
Council Member Martin
Council Member Molina
Mayor Grider
Mayor Pro-Tem Apodaca

Motion passed with a 7-0 Vote

e. Public Hearing Minutes – September 14, 2023

Motion made by Mayor Pro-Tem Apodaca seconded by Council Member Molina to Approve Public Hearing Minutes – September 14, 2023

Aye:

Council Member Garza
Council Member Hitt
Council Member Lozano
Council Member Martin
Council Member Molina
Mayor Grider
Mayor Pro-Tem Apodaca

Nay:

Motion passed with a 7-0 Vote

f. Public Hearing Minutes – September 27, 2023

Motion made by Mayor Pro-Tem Apodaca seconded by Council Member Molina to Approve Public Hearing Minutes – September 27, 2023

Aye:

Council Member Garza
Council Member Hitt
Council Member Lozano
Council Member Martin
Council Member Molina
Mayor Grider
Mayor Pro-Tem Apodaca

Nay:

Motion passed with a 7-0 Vote

7. Executive Session

- a. The City Council will meet in Closed Session pursuant to Texas Government Code Section 551.074, Personnel, and 551.071 Consultation with Attorney to receive advice, discuss and address the findings of the investigation on City Managers Suspension.

Regular meeting closed at 7:18 P.M.

8. Reconvene to Open Session

- a. Following deliberation in Closed Session, the City Council will reconvene in Open Session to take any final action required on the matters discussed in Closed Session.

Regular meeting reconvened to open session at 9:18 P.M.

Break Taken from 9:20P.M. - 9:41 P.M.

9. Staff/Contractor Reports

- a. Discussion and Update on construction materials left on Gaiety Lane.

Armonda and council Discussed Agenda Item 9A

- b. Discussion and Update on placing restrooms at Hugo Lentz Park.

Acting City Manager William Hilburn Discussed Agenda Item 9B and options

- c. Discussion and Update on purchase of Water Cooler for Public Works Department.

Armonda and Council Discussed Agenda Item 9C

- d. Discussion and Update on Ackerman Road Project.

Engineer Bain Medina Bain Discussed Agenda item D

- e. Discussion and Update on law firm cost.

Council Discussed Agenda Item E

- f. Discussion and Update on creating budget timeline.

Council Discussed April as a Good time to start Budget Process

- g. Discussion and Update from RRGP on Computer issues.

Council and Acting City Manager William Hilburn Discussed Item 9G

10. Discussion And Possible Action

- a. Discussion and Possible Action Appointing Crime Control Board Members.

Motion made by Council Member Martin seconded by Council Member Garza to Approve Jackie Wyn to the Crime Control Board

Aye:

Nay:

Council Member Garza
Council Member Hitt
Council Member Lozano
Council Member Martin
Council Member Molina
Mayor Grider
Mayor Pro-Tem Apodaca

Motion passed with a 7-0 Vote

Motion made by Council Member Hitt seconded by Council Member Martin to Approve Glenda Bayer to the Crime Control Board

Aye:

Nay:

Council Member Garza
Council Member Hitt
Council Member Lozano
Council Member Martin
Council Member Molina
Mayor Grider
Mayor Pro-Tem Apodaca

Motion passed with a 7-0 Vote

- b. Discussion and Possible Action on appointing secondary Acting City Manager in case of Chief Hilburn's absence.

Motion made by Council Member Lozano seconded by Council Member Hitt to Approve appointing Armondo Marquez secondary Acting City Manager in case of Chief Hilburn's absence.

Aye:

Nay:

Council Member Garza
Council Member Hitt
Council Member Lozano
Council Member Martin
Council Member Molina
Mayor Grider

Mayor Pro-Tem Apodaca

Motion passed with a 7-0 Vote

- c. Discussion and Possible Action on Ackerman Road change order 3 and 4.

Motion made by Council Member Martin seconded by Council Member Garza to Approve Change Order 4

Aye:

Nay:

Council Member Garza
Council Member Hitt
Council Member Lozano
Council Member Martin
Council Member Molina
Mayor Grider
Mayor Pro-Tem Apodaca

Motion passed with a 7-0 Vote

- d. Discussion and Possible Action on permitting process and requirements for home owners and contractors.

Council Discussed Agenda Item 10D

- e. Discussion and Possible Action on 4907 Borchers liens.

Council and Acting City Manager Discussed Agenda Item E

- f. Discussion and Possible Action on extending iWork for Code enforcement purposes.

Motion made by Council Member Garza seconded by Council Member Molina to Approve extending iWork for Code enforcement purposes.

Aye:

Nay:

Council Member Garza
Council Member Hitt
Council Member Lozano
Council Member Martin
Council Member Molina
Mayor Grider
Mayor Pro-Tem Apodaca

Motion passed with a 7-0 Vote

- g. Discussion and Possible Action on Chris Garza's resignation from Senior Center Board.

Council Discussed agenda item 10G

- h. Discussion and Possible Action on Resolution R-2023-764 on Cafeteria Plan.

Motion made by Council Member Molina seconded by Council Member Garza to Approve Resolution R-2023-764 on Cafeteria Plan

Aye:

Nay:

Council Member Garza

Council Member Hitt

Council Member Lozano

Council Member Martin

Council Member Molina

Mayor Grider

Mayor Pro-Tem Apodaca

Motion passed with a 6-0 Vote

Mayor Absent For vote

- i. Discussion and Possible Action on Resolution R-2023-765 on Mission Square- ICMA Retirement Plan.

Motion made by Council Member Garza seconded by Council Member Lozano to Approve Resolution R-2023-765 on Mission Square- ICMA Retirement Plan.

Aye:

Nay:

Council Member Garza

Council Member Hitt

Council Member Lozano

Council Member Martin

Council Member Molina

Mayor Grider

Mayor Pro-Tem Apodaca

Motion passed with a 7-0 Vote

- j. Discussion and Possible Action on Resolution R-2023-763 on appointment of a City Prosecutor.

Motion made by Council Member Garza seconded by Council Member Molina to Approve Resolution R-2023-763 on appointment of Rafael Antonio Arriaga as City Prosecutor.

Aye:

Nay:

Council Member Garza
Council Member Hitt
Council Member Lozano
Council Member Martin
Council Member Molina
Mayor Grider
Mayor Pro-Tem Apodaca

Motion passed with a 7-0 Vote

11. City Manager Announcements

Acting City Manager William Hillburn Announced Trunk Or Treat event also announced City Hall Early Closure for training October 23rd
Announced Early Voting from October 23rd-27th

12. Request And Announcements

Council Member Garza thanked everyone who participated and requested everyone follow construction signs
Council Member Molina Thanked everyone for support and announced November 4th Bexar Hazard Waste drop off
Mayor Pro-Tem Apodaca Via Virtual Meeting and Bexar business meeting in December
Council Member Hitt requested everyone drive safe
Council Member Martin Thanked everyone
Mayor Grider Announced Senior Center is open to surrounding Cities as well as Kirby

13. Adjournment

Meeting Adjourned at 12:07 P.M.

Mayor Janeshia Grider

Katelyn Ueckert
Interim City Secretary

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DATE OF POSTING: October 6, 2023

TIME OF POSTING: 5:30 P.M.

<input checked="" type="checkbox"/>	DISCUSSION AND POSSIBLE ACTION ITEMS
<input type="checkbox"/>	SPECIAL CONSIDERATION
<input type="checkbox"/>	CONSIDERATION OF MINUTES
<input type="checkbox"/>	PUBLIC HEARING
<input type="checkbox"/>	PRESENTATION
<input type="checkbox"/>	WORKSHOP

**CITY OF KIRBY
CITY COUNCIL MEETING
AGENDA ITEM SUMMARY**

DATE: October 26, 2023

AGENDA ITEM: 10 a.

Discussion and Update on correcting the resolution number for the cafeteria plan.

Resolution No. R-2023-766

**RESOLUTION OF THE CITY OF KIRBY CITY COUNCIL FOR THE
ADOPTION OF THE CITY OF KIRBY CAFETERIA PLAN PURSUANT TO
SECTION 125 OF THE INTERNAL REVENUE CODE AND CREATING AN
EFFECTIVE DATE.**

WHEREAS, it is determined to be in the best interest of the City of Kirby to participate in a Section 125 plan authorized under the Internal Revenue Code, or “Cafeteria Plan” to provide eligible employees with a program that allows for employees to choose among taxable and nontaxable qualified benefits; and

WHEREAS, the City has a written plan describing all benefits which establishes the rules for eligibility and elections for its employees as required under Section 125.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Kirby that:

Section 1. The City Council hereby finds that all of the recitals above are true and correct and are incorporated herein as restated in full.

Section 2. On this date, the CITY OF KIRBY City Council did meet to discuss the implementation of CITY OF KIRBY Flexible Benefits Plan to be effective, October 1, 2023. Let it be known that the following resolutions were duly adopted by the CITY OF KIRBY City Council and that such resolutions have not been modified or rescinded as of the date hereof.

Section 3. That the form of Cafeteria Plan, as authorized under Section 125 of the Internal Revenue Code of 1986, presented at this meeting is hereby adopted and approved and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Plan Administrator one or more copies of the Plan.

Section 4. That the Plan Year shall be for a period beginning on October 1, 2023 and ending September 30, 2024.

Section 5. That the Employer shall contribute to the Plan amounts sufficient to meet its obligation under the Cafeteria Plan, in accordance with the terms of the Plan Document and shall notify the Plan Administrator to which periods said contributions shall be applied.

Section 6. That the proper officers of the Employer shall act as soon as possible to notify employees of the adoption of the Cafeteria Plan by delivering to each Employee a copy of the Summary Plan Description presented to this meeting, which form is hereby approved.

Section 7. That adoption of the Cafeteria Plan shall be effective as of October 1, 2023.

Section 8. The undersigned certifies that attached hereto as Exhibits A and B respectively are true copies of the Plan Document, and Summary Plan Description for CITY OF KIRBY’s Flexible Benefits Plan approved and adopted in the foregoing resolutions.

Section 9. The undersigned further certifies and attests that the above resolutions were made with the consent of the City Council members of whom were in attendance on this date.

Section 10. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 11. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

PASSED AND APPROVED this the 12th day of October 2023.

Grider, Janeshia
Mayor

Ueckert, Katelyn
Interim City Secretary

<input checked="" type="checkbox"/>	DISCUSSION AND POSSIBLE ACTION ITEMS
<input type="checkbox"/>	SPECIAL CONSIDERATION
<input type="checkbox"/>	CONSIDERATION OF MINUTES
<input type="checkbox"/>	PUBLIC HEARING
<input type="checkbox"/>	PRESENTATION
<input type="checkbox"/>	WORKSHOP

**CITY OF KIRBY
CITY COUNCIL MEETING
A G E N D A I T E M S U M M A R Y**

DATE: October 26, 2023

AGENDA ITEM: 10 b.

Discussion and Possible Action on releasing 4907 Borchers Liens due to tax sale.

Brian Rowland

From: William Hilburn
Sent: Tuesday, September 26, 2023 12:26 PM
To: City Manager
Subject: FW: Regarding Liens on 4907 BORCHERS DR KIRBY, TX 78219
Attachments: 4907 Borchers Sheriff's Tax Deed 2023.06.28.pdf; 4907 Borchers Release of Order 2020.12.09 Doc 20200301614.pdf; 4907 Borchers Lien 2019.05.10.pdf

Pride comes from your own actions and is a very contagious thing, take pride in yourself and it will show through everthing you do.

One Kirby

William R. Hilburn Jr

Fire Chief



Kirby Fire Department

5560 Duffek Drive

Kirby, Texas 78219

Station: (210) 661-2612 Fax: (210) 661-8074

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From: Dalia Alvarez
Sent: Friday, September 22, 2023 13:26
To: William Hilburn <WHilburn@cityofkirby.org>
Subject: Regarding Liens on 4907 BORCHERS DR KIRBY, TX 78219

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#)

Good Afternoon Mr. Hilburn,

Thank you for taking my call on Wednesday, 9/20/2023, regarding 4907 Borchers. I apologize for the delay in sending you this email. It took me longer than expected to obtain copies of the attached documents.

As I explained on the call, I purchased the property on 5/2/2023 at the Bexar County Sheriff's Tax Foreclosure Auction and was given the deed on 6/28/2022. The property does not have a dwelling and is only land.

I am inquiring if the City of Kirby would be able to forgive said debt and do a Release of Liens on the property that were previously filed under the previous owners; or transfer that debt to the owners; or reduce the debt.

I've attached the Liens and Deed for documentation in 2 seperate emails due to file size, as requested.

Please let me know if you have any questions and kindly reply to this email acknowledging it's receipt.

Thank you,

Basidalia Alvarez

Brian Rowland

From: William Hilburn
Sent: Tuesday, September 26, 2023 12:27 PM
To: City Manager
Subject: FW: Part 2- Regarding Liens on 4907 BORCHERS DR KIRBY, TX 78219
Attachments: 4907 Borchers Lien 2020.04.17.pdf; 4907 Borchers Lien 2021.08.24.pdf; 4907 Borchers Lien 2022.05.25.pdf; 4907 Borchers Lien 2022.10.31.pdf

Pride comes from your own actions and is a very contagious thing, take pride in yourself and it will show through everthing you do.

One Kirby

William R. Hilburn Jr
Fire Chief



Kirby Fire Department
5560 Duffek Drive
Kirby, Texas 78219

Station: (210) 661-2612 Fax: (210) 661-8074

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From: Dalia Alvarez
Sent: Friday, September 22, 2023 13:29
To: William Hilburn <WHilburn@cityofkirby.org>
Subject: Part 2- Regarding Liens on 4907 BORCHERS DR KIRBY, TX 78219

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#)

Good Afternoon Mr. Hilburn,

Here is part 2 of email for attached documents. Please see previous email.

Please let me know if you have any questions and kindly reply to this email acknowledging it's receipt.

Thank you,

Basidalia Alvarez



City of Kirby

112 Bauman Street, Kirby, TX 78219 Phone: (210) 661-2100 | Fax: (210) 661-4525 | www.kirbytx.org

LIEN AFFIDAVIT

STATE OF TEXAS §
COUNTY OF BEXAR §

The undersigned City of Kirby, Texas (the "Claimant") acting by and through its duly authorized City Manager, claims a lien against the hereinafter described property for labor performed and materials used in connection with the said property from such property city clean up overgrown weeds, brush, and grass pursuant to authority granted in Chapter 94 of the Code of Ordinances and Ordinance # 811 of the City of Kirby, Texas.

1. The Claimant is a municipal corporation located in Bexar County, Texas, whose mailing address is 112 Bauman Street, Kirby, Texas 78219-1098.

2. The owner of the property, to the best knowledge of the Claimant, is **Salinas Gonzalo & Dominga, PO BOX 65278, San Antonio, Tx 78265-5278**

3. The property on which the labor was performed, the materials were used, and upon which the lien is levied, is as follows: **4907 Borchers Kirby, TX 78219, CB5094A, Blk 10, Lot 32** located within the City of Kirby, Bexar County, Texas (the "Property") being covered by Bexar Appraisal District Property ID **327373**.

4. The work performed by the Claimant on said Property. Such action was taken by the Claimant pursuant to its police power as a municipal corporation in order to eliminate an immediate and continuing danger to the public and the public property.

5. The cost of the work and the amount claimed is **\$ 240.00**.

6. The amount as indicated in paragraph 5 above shall bear interest at a rate of 10 percent (10%) per annum.

Signed this 24th day of April, 2019

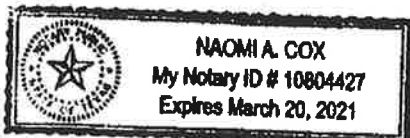
CITY OF KIRBY, TEXAS

Monique Vernon
Monique Vernon, City Manager

STATE OF TEXAS §
COUNTY OF BEXAR §

Before me, the undersigned, a Notary Public in and for the State of Texas and the County of Bexar, on this day personally appeared Monique Vernon, known to me to be the person and officer whose name is subscribed to the foregoing document and on her oath stated that the above and foregoing statement and every part thereof are true and correct and that she personally knows that they are true and correct.

Given under my hand and seal of office this 24 day of April, 2019



Naomi A. Cox
Notary Public, State of Texas



VG-66-2019-20190086364

File Information

**FILED IN THE OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY
LUCY ADAME-CLARK, BEXAR COUNTY CLERK**

Document Number: 20190086364
Recorded Date: May 10, 2019
Recorded Time: 10:02 AM
Total Pages: 2
Total Fees: \$26.00

**** THIS PAGE IS PART OF THE DOCUMENT ****

**** Do Not Remove ****

Any provision herein which restricts the sale or use of the described real property because of race is invalid and unenforceable under Federal law

STATE OF TEXAS, COUNTY OF BEXAR

I hereby Certify that this instrument was FILED in File Number Sequence on this date and at the time stamped hereon by me and was duly RECORDED in the Official Public Record of Bexar County, Texas on:
5/10/2019 10:02 AM



Lucy Adame-Clark
Lucy Adame-Clark
Bexar County Clerk



City of Kirby

SCANNED

112 Bauman Street, Kirby, TX 78219 Phone: (210) 661-2100 | Fax: (210) 661-4525 | www.kirbytx.org

LIEN AFFIDAVIT

STATE OF TEXAS §
COUNTY OF BEXAR §

The undersigned City of Kirby, Texas (the "Claimant") acting by and through its duly authorized City Manager, claims a lien against the hereinafter described property for labor performed and materials used in connection with the said property from such property city clean up overgrown weeds, brush, and grass pursuant to authority granted in Chapter 94 of the Code of Ordinances and Ordinance # 706 of the City of Kirby, Texas.

1. The Claimant is a municipal corporation located in Bexar County, Texas, whose mailing address is 112 Bauman Street, Kirby, Texas 78219-1098.

2. The owner of the property, to the best knowledge of the Claimant, is **Salinas Gonzalo & Dominga, PO Box 65278, San Antonio Texas 78265**

3. The property on which the labor was performed, the materials were used, and upon which the lien is levied, is as follows: **4907 Borchers Dr., Kirby, TX 78219, CB 5094A, Blk 10, Lot 32** located within the City of Kirby, Bexar County, Texas (the "Property") being covered by Bexar Appraisal District Property ID **327373**.

4. The work performed by the Claimant on said Property. Such action was taken by the Claimant pursuant to its police power as a municipal corporation in order to eliminate an immediate and continuing danger to the public and the public property.

5. The cost of the work and the amount claimed is **\$10,430**.

6. The amount as indicated in paragraph 5 above shall bear interest at a rate of 10 percent (10%) per annum.

Signed this 14th day of April, 2020.

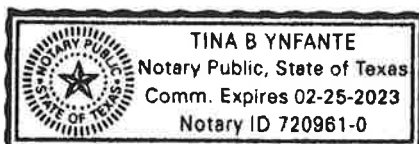
CITY OF KIRBY, TEXAS

Monique Vernon
Monique Vernon, City Manager

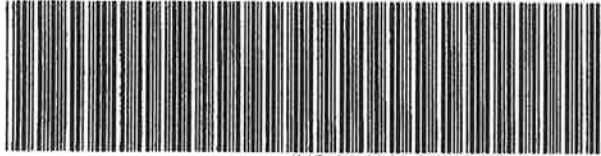
STATE OF TEXAS §
COUNTY OF BEXAR §

Before me, the undersigned, a Notary Public in and for the State of Texas and the County of Bexar, on this day personally appeared Monique Vernon, known to me to be the person and officer whose name is subscribed to the foregoing document and on her oath stated that the above and foregoing statement and every part thereof are true and correct and that she personally knows that they are true and correct.

Given under my hand and seal of office this 16 day of April, 2020.



Ana B. Ynfante
Notary Public, State of Texas



VG-66-2020-20200079554

File Information

**FILED IN THE OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY
LUCY ADAME-CLARK, BEXAR COUNTY CLERK**

Document Number: 20200079554
Recorded Date: April 17, 2020
Recorded Time: 8:04 AM
Total Pages: 2
Total Fees: \$26.00

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**** Do Not Remove ****

Any provision herein which restricts the sale or use of the described real property because of race is invalid and unenforceable under Federal law

STATE OF TEXAS, COUNTY OF BEXAR

I hereby Certify that this instrument was FILED in File Number Sequence on this date and at the time stamped hereon by me and was duly RECORDED in the Official Public Record of Bexar County, Texas on:
4/17/2020 8:04 AM



Lucy Adame-Clark
Lucy Adame-Clark
Bexar County Clerk



City of Kirby

SCANNED

112 Bauman Street, Kirby, TX 78219 Phone: (210) 661-2100 | Fax: (210) 661-4525 | www.kirbytx.org

RELEASE OF ORDER

THE STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF BEXAR

The **CITY OF KIRBY, TEXAS**, the holder of that certain dangerous structures board of appeals order requiring abatement of public nuisances and establishing schedule for compliance, more fully described in a statement filed by the City of Kirby, Texas, duly recorded on document number 20190199766, Deed Records of BEXAR County, Texas against the property located in BEXAR County, Texas, known as 4907 Borchers, Kirby, TX 78219, CB 5094A BLK 10 Lot 32 owned by Salinas Gonzalo & Dominga.

FOR AND IN CONSIDERATION of a good and valuable consideration paid to the undersigned the receipt and sufficiency of which is hereby acknowledged, hereby **RELEASES AND DISCHARGES** the above described property from said orders.

EXECUTED this 9th day of December, 2020

CITY OF KIRBY, TEXAS

By Monique Vernon

Monique Vernon, City Manager

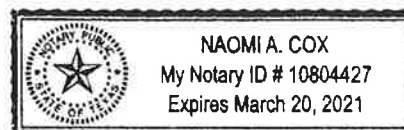
THE STATE OF TEXAS

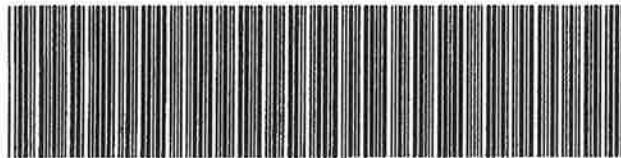
COUNTY OF BEXAR

Now, on this 9th day of December, 2020, the City Manager of the **CITY OF KIRBY, TEXAS**, a municipal corporation, personally appeared and upon oath stated that the statements contained in the above and foregoing **RELEASE OF ORDER** are true and correct, all to his / her best knowledge and belief.

Naomi A. Cox

NOTARY PUBLIC in and for
THE STATE OF TEXAS





VG-103-2020-20200301614

File Information

**FILED IN THE OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY
LUCY ADAME-CLARK, BEXAR COUNTY CLERK**

Document Number: 20200301614
Recorded Date: December 09, 2020
Recorded Time: 2:58 PM
Total Pages: 2
Total Fees: \$26.00

**** THIS PAGE IS PART OF THE DOCUMENT ****

**** Do Not Remove ****

Any provision herein which restricts the sale or use of the described real property because of race is invalid and unenforceable under Federal law

STATE OF TEXAS, COUNTY OF BEXAR

I hereby Certify that this instrument was FILED in File Number Sequence on this date and at the time stamped hereon by me and was duly RECORDED in the Official Public Record of Bexar County, Texas on:
12/9/2020 2:58 PM



Lucy Adame-Clark
Lucy Adame-Clark
Bexar County Clerk



City of Kirby

112 Bauman Street, Kirby, TX 78219 Phone: (210) 661-2100 | Fax: (210) 661-4525 | www.kirbytx.org

LIEN AFFIDAVIT

STATE OF TEXAS §
COUNTY OF BEXAR §

The undersigned City of Kirby, Texas (the "Claimant") acting by and through its duly authorized City Manager, claims a lien against the hereinafter described property for labor performed and materials used in connection with the said property from such property city clean up overgrown weeds, brush, and grass pursuant to authority granted in Chapter 94 of the Code of Ordinances and Ordinance # 811 of the City of Kirby, Texas.

1. The Claimant is a municipal corporation located in Bexar County, Texas, whose mailing address is 112 Bauman Street, Kirby, Texas 78219-1098.

2. The owner of the property, to the best knowledge of the Claimant, is **Salinas Gonzalo & Dominga, PO BOX 65278. San Antonio, Tx 78265-5278**

3. The property on which the labor was performed, the materials were used, and upon which the lien is levied, is as follows: **4907 Borchers Kirby, TX 78219, CB5094A, Blk 10, Lot 32** located within the City of Kirby, Bexar County, Texas (the "Property") being covered by Bexar Appraisal District Property ID **327373**.

4. The work performed by the Claimant on said Property. Such action was taken by the Claimant pursuant to its police power as a municipal corporation in order to eliminate an immediate and continuing danger to the public and the public property.

5. The cost of the work and the amount claimed is **\$ 440.00**.

6. The amount as indicated in paragraph 5 above shall bear interest at a rate of 10 percent (10%) per annum.

Signed this 17th day of August, 2021.

CITY OF KIRBY, TEXAS

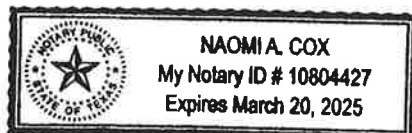
Monique Vernon

Monique Vernon, City Manager

STATE OF TEXAS §
COUNTY OF BEXAR §

Before me, the undersigned, a Notary Public in and for the State of Texas and the County of Bexar, on this day personally appeared Monique Vernon, known to me to be the person and officer whose name is subscribed to the foregoing document and on her oath stated that the above and foregoing statement and every part thereof are true and correct and that she personally knows that they are true and correct.

Given under my hand and seal of office this 17 day of August, 2021.



Naomi A. Cox

Notary Public, State of Texas



VG-66-2021-20210233528

File Information

**FILED IN THE OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY
LUCY ADAME-CLARK, BEXAR COUNTY CLERK**

Document Number: 20210233528
Recorded Date: August 24, 2021
Recorded Time: 9:49 AM
Total Pages: 2
Total Fees: \$26.00

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Any provision herein which restricts the sale or use of the described real property because of race is invalid and unenforceable under Federal law

STATE OF TEXAS, COUNTY OF BEXAR

I hereby Certify that this instrument was FILED in File Number Sequence on this date and at the time stamped hereon by me and was duly RECORDED in the Official Public Record of Bexar County, Texas on:
8/24/2021 9:49 AM



Lucy Adame-Clark
Lucy Adame-Clark
Bexar County Clerk



City of Kirby

SCANNED

112 Bauman Street, Kirby, TX 78219 Phone: (210) 661-2100 | Fax: (210) 661-4525 | www.kirbytx.org

LIEN AFFIDAVIT

STATE OF TEXAS §
COUNTY OF BEXAR §

The undersigned City of Kirby, Texas (the "Claimant") acting by and through its duly authorized City Manager, claims a lien against the hereinafter described property for labor performed and materials used in connection with the said property from such property city clean up overgrown weeds, brush, and grass pursuant to authority granted in Chapter 94 of the Code of Ordinances and Ordinance # 811 of the City of Kirby, Texas.

1. The Claimant is a municipal corporation located in Bexar County, Texas, whose mailing address is 112 Bauman Street, Kirby, Texas 78219-1098.
2. The owner of the property, to the best knowledge of the Claimant, is **Salinas Gonzalo & Dominga, PO Box 65278, San Antonio Texas 78265**
3. The property on which the labor was performed, the materials were used, and upon which the lien is levied, is as follows: **4907 Borchers Dr., Kirby, TX 78219, CB 5094A, Blk 10, Lot 32** located within the City of Kirby, Bexar County, Texas (the "Property") being covered by Bexar Appraisal District Property ID **327373**.
4. The work performed by the Claimant on said Property. Such action was taken by the Claimant pursuant to its police power as a municipal corporation in order to eliminate an immediate and continuing danger to the public and the public property.
5. The cost of the work and the amount claimed is **\$300**.
6. The amount as indicated in paragraph 5 above shall bear interest at a rate of 10 percent (10%) per annum.

Signed this 23rd day of May, 2022

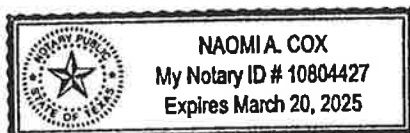
CITY OF KIRBY, TEXAS

Monique Vernon, City Manager

STATE OF TEXAS §
COUNTY OF BEXAR §

Before me, the undersigned, a Notary Public in and for the State of Texas and the County of Bexar, on this day personally appeared Monique Vernon, known to me to be the person and officer whose name is subscribed to the foregoing document and on her oath stated that the above and foregoing statement and every part thereof are true and correct and that she personally knows that they are true and correct.

Given under my hand and seal of office this 23rd day of May, 2022.



Naomi A. Cox
Notary Public, State of Texas



VG-66-2022-20220131100

File Information

**FILED IN THE OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY
LUCY ADAME-CLARK, BEXAR COUNTY CLERK**

Document Number: 20220131100
Recorded Date: May 25, 2022
Recorded Time: 9:00 AM
Total Pages: 2
Total Fees: \$26.00

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**** Do Not Remove ****

Any provision herein which restricts the sale or use of the described real property because of race is invalid and unenforceable under Federal law

STATE OF TEXAS, COUNTY OF BEXAR

I hereby Certify that this instrument was FILED in File Number Sequence on this date and at the time stamped hereon by me and was duly RECORDED in the Official Public Record of Bexar County, Texas on:
5/25/2022 9:00 AM



Lucy Adame-Clark
Lucy Adame-Clark
Bexar County Clerk



City of Kirby

SCANNED

112 Bauman Street, Kirby, TX 78219 Phone: (210) 661-2100 | Fax: (210) 661-4525 | www.kirbytx.org

LIEN AFFIDAVIT

STATE OF TEXAS §
COUNTY OF BEXAR §

The undersigned City of Kirby, Texas (the "Claimant") acting by and through its duly authorized City Manager, claims a lien against the hereinafter described property for labor performed and materials used in connection with the said property from such property city clean up overgrown weeds, brush, and grass pursuant to authority granted in Chapter 94 of the Code of Ordinances and Ordinance # 864 of the City of Kirby, Texas.

1. The Claimant is a municipal corporation located in Bexar County, Texas, whose mailing address is 112 Bauman Street, Kirby, Texas 78219-1098.
2. The owner of the property, to the best knowledge of the Claimant, is **Salinas Gonzalo & Dominga, PO BOX 65278. San Antonio, Tx 78265-5278**
3. The property on which the labor was performed, the materials were used, and upon which the lien is levied, is as follows: **4907 Borchers Kirby, TX 78219, CB5094A, Blk 10, Lot 32** located within the City of Kirby, Bexar County, Texas (the "Property") being covered by Bexar Appraisal District Property ID **327373**.
4. The work performed by the Claimant on said Property. Such action was taken by the Claimant pursuant to its police power as a municipal corporation in order to eliminate an immediate and continuing danger to the public and the public property.
5. The cost of the work and the amount claimed is **\$ 325.00**.
6. The amount as indicated in paragraph 5 above shall bear interest at a rate of 10 percent (10%) per annum.

Signed this 28th day of October, 2022

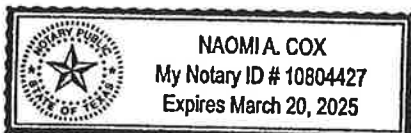
CITY OF KIRBY, TEXAS


Monique Vernon, City Manager

STATE OF TEXAS §
COUNTY OF BEXAR §

Before me, the undersigned, a Notary Public in and for the State of Texas and the County of Bexar, on this day personally appeared Monique Vernon, known to me to be the person and officer whose name is subscribed to the foregoing document and on her oath stated that the above and foregoing statement and every part thereof are true and correct and that she personally knows that they are true and correct.

Given under my hand and seal of office this 28 day of October, 2022.




Notary Public, State of Texas



VG-66-2022-20220257725

File Information

**FILED IN THE OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY
LUCY ADAME-CLARK, BEXAR COUNTY CLERK**

Document Number: 20220257725

Recorded Date: October 31, 2022

Recorded Time: 10:43 AM

Total Pages: 2

Total Fees: \$26.00

**** THIS PAGE IS PART OF THE DOCUMENT ****

**** Do Not Remove ****

Any provision herein which restricts the sale or use of the described real property because of race is invalid and unenforceable under Federal law

STATE OF TEXAS, COUNTY OF BEXAR

I hereby Certify that this instrument was FILED in File Number Sequence on this date and at the time stamped hereon by me and was duly RECORDED in the Official Public Record of Bexar County, Texas on:
10/31/2022 10:43 AM



Lucy Adame-Clark
Lucy Adame-Clark
Bexar County Clerk

Notice of confidentiality rights: If you are a natural person, you may remove or strike any or all of the following information from any instrument that transfers an interest in real property before it is filed for record in the public records: your social security number or your driver's license number.

SHERIFF'S TAX DEED

SCANNED

STATE OF TEXAS

X

X KNOW ALL MEN BY THESE PRESENTS

COUNTY OF BEXAR

X

That, whereas, by virtue of an Order of Sale issued by the Clerk of the District Court in and for Bexar County, dated on a certain judgment rendered in said Court on the 20th day of July, 2022, in a certain **Suit No. 2014TA100443, Bexar County, Et Al vs. Gonzalo Salinas, Et Al**, I, Sheriff Javier Salazar, of said County, did upon April 3, 2023, levy upon and advertise the said premises as described in said Order of Sale, by giving public notice of the time and place of said sale by an advertisement in the English language, published once a week for three (3) consecutive weeks preceding such sale, the first publication appearing not less than twenty (20) days immediately preceding the day of sale, beginning on April 7, 2023, in the SAN ANTONIO EXPRESS - NEWS, a newspaper published in the County of Bexar, stating in said advertisement the authority by virtue of which such sale was to be made, the time of levy, the time and place of sale, a brief description of the property to be sold, the number of acres, the original survey, its locality in the County, and the name by which the land is generally known, and by delivering a similar notice to each of the named Defendants, and on the first Tuesday, on the 2nd day of May, 2023 beginning at 10:00 AM sold said hereinafter described land or lots at public venue, at the area located outside on the west side of the Bexar County Courthouse which is near the intersection of East Nueva Steet and the closed portion of South Main Avenue, San Antonio of the Courthouse of said County, at which sale the premises hereinafter described were sold to

Basidalia Alvarez
1959 Edenvdale
San Antonio, TX 78224

for the sum of **\$31,820.00**, *said being for an equal or greater sum than the lesser of the adjudged fair value of such property, or the taxes, interest, penalty and costs due upon such property*, Basidalia Alvarez being the highest bidder(s), and that being the highest bid for the same, NOW, THEREFORE, in consideration of the premises aforesaid, and of the payment of the aforesaid sum, the receipt of which is hereby acknowledged, I as Sheriff aforesaid, have Granted, Sold, and Conveyed, and by these presents do Grant, Sell, and Convey unto the said grantee(s) all of the estate, right, title, and interest which the Defendants in such suit had on the date said judgment was rendered or at any time afterwards, in and to the following described land and premises, as described in the Order of Sale, viz:

PROPERTY DESCRIPTION

ACCOUNT NO. 050940200320, COUNTY BLOCK 5094A BLOCK 10 LOT 32 KIRBY TERRACE UNIT 5 PHASE 2 IN THE CITY OF KIRBY, BEXAR COUNTY, TEXAS, AS SHOWN IN VOLUME 06600, PAGE 0191 OF THE DEED AND PLAT RECORDS OF BEXAR COUNTY, TEXAS

TO HAVE AND TO HOLD the above described premises unto the said grantee(s), heirs and assigns forever, as fully and absolute as I, as Sheriff aforesaid, can convey by virtue of said Order of Sale;

Subject, however to the owner's right to redeem the same in the manner and within the time prescribed by Section 34.21 of the Property Tax Code of the State of Texas.

This conveyance is made expressly subject to recorded restrictive covenants running with the land, and valid easements of record as of the date of this sale, if such covenants or easements were recorded prior to January 1 of the year the tax lien(s) arose.

As required by Section 34.015, Texas Tax Code, the **Grantee(s)** exhibited to me an unexpired written statement issued to the **Grantee(s)** showing that the Tax Assessor-Collector for the county in which this sale was made determined that: (1) there are no delinquent ad valorem taxes owed by the **Grantee(s)** to said county, and (2) for each school district or municipality having territory in said county, there are no known or reported delinquent ad valorem taxes owed by the **Grantee(s)** to that school district or municipality.

IN TESTIMONY WHEREOF, I have hereunto set my hand this the 1st day of June, 2023.

Sheriff Javier Salazar
Bexar County, Texas

[Signature]
By: Sergeant Thomas Dorsa

STATE OF TEXAS

X

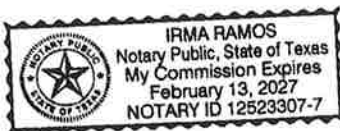
BEXAR COUNTY

X

X

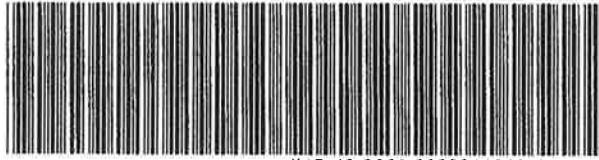
Before me, the undersigned authority, on this day personally appeared Sergeant Thomas Dorsa of Bexar County, Texas, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes, consideration, and in the capacity therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE 1 DAY OF June, 2023.



Irma Ramos
Printed Name:
[Signature]
Notary Public, State of Texas
My Commission Expires: 2-13-27

After recording return to:
Basidalia Alvarez
1959 Edenvdale
San Antonio, TX 78224



VG-42-2023-20230116474

File Information

**FILED IN THE OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY
LUCY ADAME-CLARK, BEXAR COUNTY CLERK**

Document Number: 20230116474
Recorded Date: June 28, 2023
Recorded Time: 10:38 AM
Total Pages: 3
Total Fees: \$0.00

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Any provision herein which restricts the sale or use of the described real property because of race is invalid and unenforceable under Federal law

STATE OF TEXAS, COUNTY OF BEXAR

I hereby Certify that this instrument was FILED in File Number Sequence on this date and at the time stamped hereon by me and was duly RECORDED in the Official Public Record of Bexar County, Texas on:
6/28/2023 10:38 AM



Lucy Adame-Clark
Lucy Adame-Clark
Bexar County Clerk

<input checked="" type="checkbox"/>	DISCUSSION AND POSSIBLE ACTION ITEMS
<input type="checkbox"/>	SPECIAL CONSIDERATION
<input type="checkbox"/>	CONSIDERATION OF MINUTES
<input type="checkbox"/>	PUBLIC HEARING
<input type="checkbox"/>	PRESENTATION
<input type="checkbox"/>	WORKSHOP

**CITY OF KIRBY
CITY COUNCIL MEETING
A G E N D A I T E M S U M M A R Y**

DATE: October 26, 2023

AGENDA ITEM: 10 c.

Discussion and Possible Action on Ackerman Rd change order 3 and 5 and update on project.^[VE1]

Brian Rowland

From: Humberto Zambrano <hzambrano@austin-ind.com>
Sent: Friday, October 20, 2023 7:46 AM
To: Lorena Carter
Cc: Carl Bain; City Manager; Brock Gordon; James Stricker
Subject: Change Order #03 Off Duty Police Officers

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#)

Lorena: in reference to the offer made by the City Mayor and City Councils to split in half the cost (\$36,154.98) of Change Order #03-Off Duty Police Officers, I regret to inform you that ABR finds the offer unacceptable for the following reasons:

First, ABR already spend over \$30K in Traffic Control Flaggers to help minimize the issue of traffic control around the City of Kirby.

Second, the statement mentioned at the meeting, that "our price of \$60/Hr. is too high and that they can get Off Duty Police Officers for \$35/Hr.", ABR industry related findings tell us the price for an Off Duty Police Officer is higher at about \$80/Hr. to \$100/Hr.

ABR finds that \$60/Hr. is a competitive price and If the City can provide the Police Officers for \$35/Hr. please by all means forward the Contact to our attention.

Third, this is Change Order that was already approved by the previous City Manager Dr. Brian Roland on previous Construction Bi-Weekly meeting.

Any questions, Please let us know

Thank You,



Humberto Zambrano | Project Manager
AUSTIN BRIDGE & ROAD
8122 Whisper Oak, San Antonio, Texas 78266-4404
www.austin-ind.com
W: 210-742-8990 C: 210-931-7392

Change Order No. 5

Date of Issuance: _____ Effective Date: April 3, 2023
Owner: City of Kirby Contractor's Project No.: 522012
Contractor: Austin Bridge and Road Engineer's Project No.: C-1594.03
Engineer: Bain Medina Bain, Inc.
Project: 2018 Street Bond Projects – Phase II

The Contract is modified as follows upon execution of this Change Order:

Description: Contractor is seeking financial compensation for the relocation of sewer lateral service lines in conflict with storm drainage pipe. 46 sanitary sewer laterals @ \$4,254.31.

Attachments: ABR Change Order #5 Letter

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>10,066,581.70</u>	Original Contract Times: Substantial Completion: <u>February 3, 2025</u> Ready for Final Payment: <u>April 3, 2025</u> days or dates
<u>(Increase)</u> <u>(Decrease)</u> from previously approved Change Orders No. <u>1</u> to No. <u>4</u> : \$ <u>144,286.46</u>	<u>(Increase)</u> <u>(Decrease)</u> from previously approved Change Orders No. <u>1</u> to No. <u>4</u> : Substantial Completion: <u>February 29, 2025</u> Ready for Final Payment: <u>April 29, 2025</u> Increase of 26 days
Contract Price prior to this Change Order: \$ <u>9,922,295.24</u>	Contract Times prior to this Change Order: Substantial Completion: <u>February 29, 2025</u> Ready for Final Payment: <u>April 29, 2025</u> Increase of 26 days
<u>(Increase)</u> <u>(Decrease)</u> of this Change Order: \$ <u>195,698.26</u>	<u>(Increase)</u> <u>(Decrease)</u> of this Change Order: Substantial Completion: <u>March 20, 2025</u> Ready for Final Payment: <u>May 19, 2025</u> Increase of 20 days
Contract Price incorporating this Change Order: \$ <u>10,117,993.50</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>March 20, 2025</u> Ready for Final Payment: <u>May 19, 2025</u> Increase of 46 days

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____ Engineer	By: _____ City of Kirby	By: <u>Humberto Zambrano</u> Austin Bridge and Road
Title: <u>Executive Vice President</u>	Title: <u>City Manager</u>	Title: <u>Humberto Zambrano</u>
Date: _____	Date: _____	Date: <u>10/23/23</u>



Austin Bridge & Road

An Austin Industries Company

8122 Whisper Oak
San Antonio, TX 78266

10/19/2023

Bain Medina Bain, Inc
Attn: Lorena Carter, P. E
7073 San Pedro
San Antonio, Texas 78216

Re: 2018 Street Bond Projects Phase II

Dear Lorena Carter,

Enclosed is a formal request for Change Order No. 05 for the above-referenced project.

Austin Bridge & Road (ABR) is seeking financial compensation for the relocation of Sewer lateral service lines in conflict with Storm Drainage Pipe.

ABR Subcontractor (RAM2) for the installation of the storm Drainage, discover the lateral Sanitary Sewer service lines (46) running from the business and neighborhoods homes to the Sanitary Sewer Main, are located directly in conflict with the installation of the Storm Drainage Pipe for the Project.

ABR directed RAM2 to lower the SS service line located at STA 36+90 on a T&M basis to estimate the cost, attached find RAM2 cost estimate for lowering each of the SS Service Lines.

The total estimated amount requested in this change order is \$ 195,698.26 and 20 days be added to the contract.

Item	Qty	Unit	Subunit Price \$	Subtotal	Bond & Ins (1%)	Contractor Fee (5%)	Total
Lower SS Service line below the new RCP	46	LF	\$ 4013.50	\$ 184,621.00	\$ 1,846.21	\$ 9,231.05	\$ 195,698.26
					TOTAL C.O. #05		\$ 195,698.26

Your attention to this matter is greatly appreciated. Please contact me if you have any questions or need further information.

Sincerely,

Humberto Zambrano

 Digitally signed by Humberto Zambrano
DN: cn=Humberto Zambrano, o=Humberto Zambrano
Date: 2022.09.12 14:39:52 CDT

Humberto Zambrano
Project Manager
(210)-931-7392



Justin Nowacki
Justin@ram2.net
210-460-8368
5511 Dietrich Rd
San Antonio, Tx 78219

PROJECT NAME: 2018 Bond Ackerman
COUNTY: Bexar
TXDOT PROJECT Date: 10/16/2023
Relocate Sewer Lateral at Station 36+00 Time
and Material

Description	Quantity	Unit	Total Labor	Total Equipment	Total Material	Total Subcontract	Total
	1.00	EA	\$1,096.00	\$1,830.00	\$1,087.50	\$0.00	\$4,013.50
Labor Burden	30%		\$328.80				\$328.80
OH&P - Labor	15%		\$164.40				\$164.40
OH&P - Equipment	15%			\$274.50			\$274.50
OH&P - Materials	15%				\$163.13		\$163.13
Admin. Costs - Subcontracts	5%					\$0.00	\$0.00
			\$493.20	\$274.50	\$163.13	\$0.00	\$930.83
Bonds	1.0%						
TOTAL COST			\$1,589.20	\$2,104.50	\$1,250.63	\$0.00	\$4,944.33

UNIT PRICE

\$4,944.33

BREAKDOWN											
Description	Quantity	Unit	Labor Unit Price	Equipment Unit Price	Material Unit Price	Sub Unit Price	Labor Total	Equipment Total	Material Total	Sub Total	Total
Foreman	8	HR	\$35.00				\$280.00				\$280.00
Lead Man	0	HR	\$25.00				\$0.00				\$0.00
Operator	8	HR	\$22.00				\$176.00				\$176.00
Operator	8	HR	\$22.00				\$176.00				\$176.00
Pipelayer	8	HR	\$20.00				\$160.00				\$160.00
Pipelayer	8	HR	\$20.00				\$160.00				\$160.00
Utility Labor	8	HR	\$18.00				\$144.00				\$144.00
	0										\$0.00
#57 Stone	10	TON			\$25.00				\$250.00		\$250.00
Pipe	25	FT			\$21.50				\$537.50		\$537.50
Fittings	10	EA			\$30.00				\$300.00		\$300.00
Testing	0	LS									\$0.00
	0										\$0.00
Excavator	1	day		\$600.00				\$600.00			\$600.00
Front End Loader	1	day		\$700.00				\$700.00			\$700.00
Pickup	1	day		\$150.00				\$150.00			\$150.00
Trench Shoring	1	day		\$30.00				\$30.00			\$30.00
Trench Compactor	1	day		\$350.00				\$350.00			\$350.00
											\$0.00
TOTAL DIRECT COST							\$1,096.00	\$1,830.00	\$1,087.50	\$0.00	\$4,013.50

<input checked="" type="checkbox"/>	DISCUSSION AND POSSIBLE ACTION ITEMS
<input type="checkbox"/>	SPECIAL CONSIDERATION
<input type="checkbox"/>	CONSIDERATION OF MINUTES
<input type="checkbox"/>	PUBLIC HEARING
<input type="checkbox"/>	PRESENTATION
<input type="checkbox"/>	WORKSHOP

**CITY OF KIRBY
CITY COUNCIL MEETING
A G E N D A I T E M S U M M A R Y**

DATE: October 26, 2023

AGENDA ITEM: 10 d.

Discussion and Possible Action to hire Employment Company for Executive positions such as City Manager, Financial Director/ HR Manager.

PROPOSAL

City of Kirby

Executive Recruitment Services for
City Manager / Finance Director / HR Manager

SUBMITTED BY:

MELISSA ASHER

Sr. Practice Leader, Products and Services

CPS HR Consulting
Texas Regional Office
20211 Guadalupe Street, Suite 260
Austin, TX 78705
P: 916-471-3358
masher@cpshr.us
Tax ID: 68-0067209

www.cpshr.us



Your Path to Performance

October 20, 2023

Mayor Janeshia A. Grider
City of Kirby
112 Bauman St
Kirby, TX 78219

Submitted via email to: jgrider@cityofkirby.org

Subject: Executive Recruitment for City Manager / Finance Director / HR Manager

Dear Mayor Grider:

CPS HR Consulting (CPS HR) is pleased to have the opportunity to submit a proposal for Outreach/Advertising services to assist the City of Kirby (City) with the recruitment of a new City Manager, Finance Director, and HR Manager. We are uniquely qualified to undertake this type of project as we have vast experience assisting public agencies within-depth outreach and research to find high caliber (active and passive) candidates.

Due to our current recruitment bandwidth, we are submitting a proposal for an Outreach/Advertising project to provide you some assistance in attracting candidates and promoting your position. We have conducted numerous outreach projects for executive-level positions, even for city management roles, and feel this would be an effective option for you to consider. We saw that you currently have your positions open on TML, and this project type provides you an opportunity to fill these roles quicker than a full recruitment process allows.

Our executive recruiter, Ms. Kylie Wilson, is located in the Houston, Texas area and will facilitate and manage these recruitment processes for you. She has successfully completed a number of executive recruitments both in Texas and nationwide. It is our commitment to work in partnership with your organization to achieve a successful result.

Thank you for the opportunity to be considered for this assignment. Should you have questions or comments about the information presented in this proposal, **please contact me at masher@cpshr.us or (916) 471-3358.**

Sincerely,



Melissa Asher
Senior Practice Leader, Products and Services

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About CPS HR Consulting

CPS HR Consulting has been assisting organizations with their talent management needs for over 35 years. We have unique expertise in delivering HR management and consulting services, employment testing, and assessment services to government agencies throughout North America. Our core competency is its knowledge of and expertise in the public sector.

OUR VISION:

Enabling people to
realize the promise of
public service

CPS HR offers clients a comprehensive range of competitively priced services, all of which can be customized to meet your organization's specific needs. We are committed to supporting and developing strategic organizational leadership and human resource management in the public sector. We offer expertise in the areas of organizational strategy, recruitment and selection, training and development, and organization and workforce management.

CPS HR occupies a unique position among its competitors in the field of government consulting; as a Joint Powers Authority, whose charter mandates that we serve only public sector clients, we actively serve all government sectors including Federal, State, Local, Special Districts, Higher Education, and Non-Profit Organizations. This singular position provides CPS HR with a systemic and extensive understanding of how each government sector is inter-connected to each other and to their communities. That understanding, combined with our knowledge of public and private sector best practices, translates into meaningful and practical solutions for our clients' operational and business needs.

With more than 85 full-time employees as well as 200+ project consultants and technical experts nationwide, CPS HR delivers breakthrough solutions that help public sector organizations impact the communities they serve. CPS HR has worked with more than 1,200 government and public/non-profit clients throughout the United States and Canada.

Our headquarters are located in Sacramento, California. We have regional offices in **Austin, TX**; Littleton, CO; and Orange County, CA.

Recruitment Experts

CPS HR specializes in the recruitment and selection of key professionals for cities, counties, special districts, and non-profits. Working in partnership with the governing body or selection team, we develop customized search strategies that focus on locating and recruiting qualified candidates who match the agency's unique needs. Our wealth of recruitment experience has been gained through *more than 20 years* of placing top and mid-level executives in public agencies throughout the United States.

- **Unmatched Recruitment Experience for Government Agencies.** CPS HR has extensive experience in recruiting executive-level professionals for public agencies across the United States. As a public agency ourselves, we understand how to work with and within government. Our understanding of public sector culture and policy uniquely sets us apart from our competitors.
- **Seasoned Executive Recruiters.** Our recruiters possess a high level of expertise in recruiting and placing executive-level professionals. Our staff of experts includes an exceptional group of full-time employees as well as a full complement of subject matter experts, intermittent employees, and part-time employees with a variety of public and private sector experience.
- **Focus on Diversity Recruiting.** In the past three years, *57%* of the candidates placed by CPS HR are female, members of ethnic minorities or both. To continue this trend, CPS HR is constantly assessing the best methods for reaching the broadest network of possible candidates. To that end, we have just signed a contract with Zoom Info, a new sourcing platform, which includes a diversity sourcing filter.
- **Detailed Needs Assessments.** We conduct a detailed needs assessment to identify 1) future organizational direction; 2) challenges facing the position; 3) the working style and organizational climate; and 4) required core and job specific competencies as well as personal and professional characteristics.
- **Success Recruiting Non-Job Seeking Talent.** We recognize that the very best candidates for some types of positions may not be looking for a career change, therefore, our recruitment team takes a very aggressive approach to identify and recruit such candidates.
- **Vast Pool of Public Agency Contacts.** CPS HR maintains a database of candidates and an extensive network of external resources to leverage for executive-level positions. We utilize our vast pool of public and non-profit contacts to deliver a strong list of competitive candidates who will be well prepared to assist you in the accomplishment of your specific mission and goals.
- **Satisfied Clients.** *Our executive search client satisfaction rating averages 4.6 on a scale of 5.* While many companies talk about client satisfaction, how many measure the impact of that through assessing client satisfaction by distributing written surveys and tying the results of these surveys to their performance management system? CPS HR Consulting

does. A client satisfaction survey is sent at the end of every engagement requesting feedback on the quality of our staff, deliverables, and the overall consulting relationship.

- **Retention/Success Rate.** Our success rate is tied to the longevity of the candidates we place, currently more than 95% of our placements are still in their position after two years.
- **Use of Innovative Concepts.** CPS HR currently utilizes LinkedIn Recruiter, the most robust LinkedIn recruiting package, to assist in identifying the candidates who are the best fit for our clients' needs. We use robust advertising platforms and are constantly striving to find the best way to reach passive candidates.
- **Partial list of recruitments.** Below is a brief listing of recent recruitments to show our experience conducting executive recruitment projects in Texas.

TEXAS RECRUITMENTS WITHIN LAST 7 YEARS		
Agency	Title	Year Completed
City of Lockhart	Director of Finance	Current
City of Victoria	Director of Parks & Recreation	Current
City of Fort Worth	Talent Acquisition Manager	Current
Galveston County	Facilities Director	Current
Travis County	Human Resources Management Director	Current
City of New Braunfels	Director of Parks & Recreation	2023
City of Fort Worth	Government Contracts Administrator	2023
City of Missouri City	Chief Financial Officer	2023
City of Missouri City	Director of Neighborhood Services	2023
North Texas Municipal Water District	General Counsel	2023
City of Iowa Colony	City Attorney	2023
City of Fort Worth	Assistant Director of HR	2023
Travis County	Engineer/Sr. Engineer - Traffic	2023
Travis County	Engineer – Development Services	2023
City of Baytown	City Manager	2023
Travis County	Risk Safety Specialist II	2022
Travis County	Finance Director	2022
City of Bellaire	City Manager	2022

*Proposal to the City of Kirby
Executive Recruitment for City Manager / Finance Director / HR Manager*

Travis County	Survey Records Manager	2022
Travis County	Engineer – Development Services	2022
City of Fort Worth	City Auditor	2022
City of Cleveland	City Manager	2022
City of Fort Worth	Assistant Director of Human Resources	2022
City of Dallas	Assistant Director of Development Services	2022
City of Santa Fe	City Manager	2022
City of Grand Prairie	Epic – General Manager	2022
City of Santa Fe	City Engineer	2022
City of Dallas	Water Conservation Manager	2022
Travis County	Senior Engineer – CIP & Public Works	2022
Travis County	Floodplain Project Manager	2022
City of Dickinson	City Secretary	2022
Galveston County	Chief Financial Officer	2022
City of Dallas	Director of Dallas Water Utilities	2022
City of Dickinson	Director of Animal Services	2022
The Woodlands, Texas	Director of Human Resources	2022
Texas Recreation and Park Society (TRAPS)	Executive Director	2022
City of Dayton	City Manager	2021
City of Piney Point Village	City Administrator	2021
Travis County	Public Works Director	2021
City of League City	Fire Chief	2021
City of League City	Finance Director	2021
City of Dickinson	City Manager	2021
City of League City	Director of Human Resources & Civil Service	2021
City of Dallas	Director of Solid Waste	2021
City of Brownsville	Assistant Director Animal Care Center	2021
City of League City	Assistant Director of Project Management	2021

*Proposal to the City of Kirby
Executive Recruitment for City Manager / Finance Director / HR Manager*

City of Missouri City	Director of Development Services	2021
City of Missouri City	Fire Chief	2021
Travis County	Administrative Services Division Director	2020
City of League City	City Auditor	2020
City of Amarillo	Drainage Utility Superintendent	2020
City of Amarillo	Assistant Solid Waste Superintendent-Disposal	2020
Galveston Island Park Board of Trustees	Chief Financial Officer	2020
City of Sugar Land	Intelligent Transportation Systems (ITS) Manager	2020
City of Dallas	Chief Information Officer	2020
City of McAllen	Deputy Public Works Director	2020
City of Dallas	Park & Recreation Director	2020
City of Austin	Assistant Director – Customer & Employee Experience	2020
City of McAllen	Finance Director	2019
City of Missouri City	Fire Emergency Manager	2019
City of Missouri City	Chief Financial Officer	2018
City of Dallas	Director of Animal Services	2017
Austin Energy	Employee Development Director	2017
City of Victoria	Director of Development Services	2017
Dallas County	HR Director	2016
City of Garland	Senior Managing Director of Development Services	2016
Travis County	Executive Manager	2016

A strong understanding of Texas local government.

CPS HR Consulting had the pleasure of working with many agencies in Texas on recent projects including: conducting a classification and compensation study for the City of Waxahachie, a total compensation study for Austin Energy, conducting an analysis of the hiring practices performed by the City of Dallas for non-uniformed personnel in which services included reviewing current practices, identifying best industry practices, and providing recommendations for improvement; we have also conducted several executive recruitments for the cities in Dallas, Austin, Fort Worth, Bellaire, Santa Fe, League City, New Braunfels, The Woodlands Township, Dayton, Farmers Branch, Amarillo, Iowa Colony, Dickinson, Garland, Missouri City, Arlington, Victoria, and the counties of Dallas, Galveston, Harris and Travis.

CPS HR Consulting also performed on-site Conflict Management/Resolution training for the City of Waco, on-site leadership, communication, and Supervisory Skills training for the City of Alamo Heights, Supervisory Skills Academy for the City of Irving, and iterative Lean Continuous Improvement Training for the City of Pearland. In 2018, we conducted an Employee Engagement Survey for Dallas Area Rapid Transit and will be conducting action planning as a next step of the engagement study in 2019. In addition, CPS HR has also conducted several regional supervisory and risk management trainings in the DFW area.

In addition, CPS HR conducts entry-level and/or promotional public safety testing for the cities of Abilene, Ft. Worth, Irving, Arlington, Grand Prairie, and Denison.

In the areas of organizational Development, CPS HR Consulting has conducted organizational assessments for the City of Austin, HR Audits for the City of Prosper, a policy and procedure review for the City of Del Rio and Brownsville Utility Board, Succession Planning consulting for the City of Dallas Water Utilities Department, 360 Development Assessments for the City of Georgetown, and employment engagement studies for the City of San Antonio and the Texas Municipal Retirement System.

Finally, CPS HR has also worked with the City of Plano to provide compensation consulting services; the City of Abilene to provide public safety promotional assessments; the Brownsville Texas Public Utility Board to provide succession planning services and review/revision of their employee policies and procedures; we are scheduled to provide organizational change management training for the Capital Metropolitan Transportation Authority this year; and we provide employment examinations for several agencies throughout Texas.

Our Approach

City's Needs

The City of Kirby is seeking the services of a professional consulting firm to provide Outreach/Advertising services for a new City Manager, Finance Director, and HR Manager. CPS HR can step in to provide outreach services to bring wider exposure to these positions, identify the most desirable and qualified candidates, and engage with candidates to build your pool.

Aggressive, Proactive, and Robust Recruitment

A critical first step in a successful search is for the Hiring Authority to define the professional and personal qualities required of the City Manager, Finance Director, and HR Manager. To be certain this occurs, we have developed a very effective process that will permit the Hiring Authority to clarify the preferred future direction for the City; the specific challenges the City is likely to face in achieving this future direction; the working style and organizational climate the Hiring Authority wishes to establish with these positions; and ultimately, the professional and personal qualities that will be required of each position.

We take an aggressive approach in identifying the best available candidates. There are those candidates who would gladly rise to the professional challenge and apply for this position; however, some of the best candidates are often not actively seeking a new position and may only consider a change once we present them with your opportunity. Evoking the sense of vision and opportunity in qualified persons is among the responsibilities of CPS HR, and we pride ourselves in our efforts to reach the best available potential candidates.

Project Tasks

Phase I (Outreach/Advertising Only)

Task 1 - Review and Finalize Executive Search Process and Schedule

The first step in this engagement is a thorough review of the following with the Hiring Authority:

- City's needs, culture, and goals
- Executive outreach process efforts to date, so we complement rather than duplicate efforts
- Timeline for the project

This will ensure that the City's needs are met in the most complete manner possible.

Task 2 - Candidate Profile and Recruitment Strategy Development

This task will be accomplished during a discussion involving the Hiring Authority and CPS HR. It will result in the identification of the personal and professional attributes required for the position and will include the following activities:

- Development of a recruitment brochure that will highlight the unique benefits and favorable conditions that would attract a new Incumbent. In this way we can draw attention to the reasons why your position and region would be a great opportunity for a candidate.
- CPS HR will identify and place advertising with various professional and affiliate organizations to attract the best candidates.

CPS HR is focused on reaching a diverse candidate pool and would recommend publications/websites that are targeted to minority and female candidates.

Task 3 - Targeted Outreach

CPS HR will prepare an email distribution list containing prospective candidates and referral sources gleaned from our database and research in targeted regional areas as well with other public sector organizations. This will include a nationwide search. These individuals will receive a link to the City Manager, Finance Director, and HR Manager brochure for each recruitment, along with a personal invitation to contact CPS HR should they have any questions about the position.

CPS HR will also make personal contact with the prospective candidates we identify as the most promising based on the ideal candidate profile.

Timeline

The project team CPS HR has selected is prepared to begin work upon receipt of a fully executed contractual agreement. Each individual Outreach/Advertising project can be completed in approximately 5-6 weeks. The precise timeline will depend on the placement of advertising, and the ability to schedule an initial kick-off meeting as quickly as possible. A proposed schedule of major milestones is presented below.

Phase I Timeline

Task Name						
Weeks	1	2	3	4	5	6
Initial Meeting/Candidate Profile	➤					
Aggressive Recruiting	➤					
Final Filing Date	➤					
Weeks	1	2	3	4	5	6

Our Executive Recruiting Team

CPS HR has assembled a strong project team with each member possessing extensive recruiting experience and a direct, in-depth understanding of local government. Our executive recruitment team will work collectively to fulfill the City's needs in a timely and effective manner.

The dedicated Recruiting Project Manager for this engagement will be **Ms. Kylie Wilson**, and she will be assisted by **Ms. Rachael Danke**. Our team members will work closely with you throughout the search.

We are committed to providing each of our clients the same level of service excellence, and we take great care not to take on more work than this commitment allows. We will not utilize subcontractors for these services. No staff members will be removed or replaced without the prior written concurrence of the City.

Role/Project Assignment	Name	Phone	Email
Project Manager / Principal Consultant	Kylie Wilson	(916) 471-3325	kwilson@cpshr.us
Associate Executive Recruiter	Rachael Danke	(916) 263-1401	rdanke@cpshr.us

Team Biographies

Kylie Wilson, Project Manager / Principal Consultant (Based in Texas)

Kylie Wilson has over 25 years of professional and management experience in the public sector. Ms. Wilson has worked directly with local government organizations and associations, predominately human resources personnel, city management, parks and recreation, project management, employee development, executive recruitment, strategic planning, and other client needs. Ms. Wilson has conducted numerous executive recruitments for all types of organizations for General Manager/City Management, Chief Information Officers, Chief Financial Officers, City Auditors, City Clerks, Directors for various departments, along with numerous other manager level positions.

She has worked in several impactful management roles for municipal government entities in Texas to include the City of Baytown, the City of Missouri City, the City of Georgetown, and the City of League City. She also previously worked for Strategic Government Resources (SGR) overseeing member relations, leadership conferences, job board vacancies, live training and workshops, and online learning management system (LMS) opportunities.

She has a passion for public service and a strong skill set for being mission driven and results oriented, while always maintaining an optimistic and engaging demeanor. Ms. Wilson also

provided management and oversight to key programs, projects and processes by evaluating City operations and making recommendations to improve operational implementation of a strategic plan, to include short-term and long-term goals and objectives, for City operations, and identifying opportunities for improving methods and procedures.

Rachael Danke, Associate Executive Recruiter

Rachael Danke has spent her entire career in the non-profit and public sector. With five years of experience in Human Resources, Rachael has assisted agencies with recruitment, hiring, benefits, policy analysis and development, and more. She is currently finishing her Master's Degree in Human Resources at Pepperdine University and is excited to continue to attract new talent to the public sector.

References

Provided below is a partial list of clients we have recently worked with in providing similar executive recruitment services. We are confident that these public-sector clients will tout our responsiveness and ability to successfully place candidates that were a good fit for their organization's needs.

CLIENT/POSITIONS	CONTACT(S)
City of Bellaire 7008 S. Rice Ave. Bellaire, TX 77401	Mayor Andrew S. Friedberg (713) 662-8222 afriedberg@bellairetx.gov
City Manager (2022)	Tracy L. Dutton, City Clerk (713) 662-8275 tdutton@bellairetx.gov
City of Baytown 2401 Market Street Baytown, Texas 77520	Carol Flynt, Assistant City Manager (281) 420-6521 Carol.flynt@baytown.org
City Manager (2023)	
City of Dickinson 4403 Highway 3 Dickinson, TX 77539	Mayor Sean Skipworth (281) 377-6202 sskipworth@ci.dickinson.tx.us
City Secretary (2022) Director of Animal Services (2022) City Manager (2021)	Kerilyn Bascle HR Director 281-337-6235 kbascle@ci.dickinson.tx.us

Professional Fees

Professional Services

Outreach/Advertising Only

The fee for each Outreach/Advertising project is **\$10,000 per position**. This flat fee for each recruitment includes the consultant fees/services, the development of a professional color marketing brochure, and advertising placement.

**Professional fees would be billed and paid at the conclusion of each project.*



We thank you for your consideration of our proposal. We are committed to providing high quality and expert solutions and look forward to partnering with the City of Kirby in this important endeavor.

Appendix A: Sample Brochure



City of Bellaire

**CITY
MANAGER**



■ THE CITY

Bellaire, Texas is located seven miles southwest of downtown Houston with a population of approximately 17,202 residents and spans 3.5 square miles. Founded in 1908, Bellaire is an enclave residential community surrounded by Houston, offering a quality of life that promotes a family atmosphere with great amenities and the charm of a small town.

Bellaire provides full-service fire and police protection, excellent parks, award-winning recreation programs, a library, and active engagement with community partners including PATRONS for Bellaire Parks, Nature Discovery Center, Evelyn's Park Conservancy, Bellaire Business Association, Bellaire Southwest Houston Rotary, Bellaire Little League, and the Bellaire Optimist Club, Friends of the Bellaire Library, and the Bellaire Police and Fire Foundation.

Bellaire is one of the most sought-after neighborhoods in the area with its spacious lots, streets lined with oak trees, and beautiful parks, as well as easy access to one of the finest health care facilities in the world, the Texas Medical Center. Residents are minutes away from the Uptown Houston/Galleria area, one of the most popular retail and tourist destinations. The median household income in Bellaire is \$206,734, with 79.6% of residents holding a bachelor's degree or higher.

Bellaire has a reputation of excellence in education with both public and private elementary schools, middle schools and high schools. It is within the Houston Independent School District, and is near numerous colleges and universities to include Rice University, Texas Southern University, South Texas College of Law, Texas Women's University, Houston Baptist University, McGovern Medical School, Texas A&M Health, Baylor College of Medicine, the University of Houston, and the Houston Community College System.

■ GOVERNANCE

Bellaire is a Home Rule city, having first adopted a charter on April 2, 1949, and operates under a Council-Manager form of government. The City Council is composed of a Mayor and six Councilmembers, all of whom are elected at large. The Mayor is elected for regular terms of two years, and the Councilmembers are elected for regular terms of four years. The Mayor and three Councilmembers are elected on two year intervals at each regular election.

The City Council appoints the city manager, city clerk, prosecutor, and two municipal court judges. The Council contracts with external firms to provide legal services as the city attorney and engineering services as the city engineer.

The City Manager is the chief executive for the city and leads city staff with approximately 180 employees and oversees an annual general fund budget of \$23M, and an enterprise fund budget of \$10.4M for water, wastewater and solid waste and a variety of capital projects. The City of Bellaire is comprised of the following departments: City Clerk, City Manager's Office, Development Services, Finance, Fire, Human Resources, Library, Municipal Court, Parks, Recreation & Facilities, Police, Public Works and Utility Billing.



To learn more about the City of Bellaire visit: <https://www.bellairtex.gov/>

■ POSITION OVERVIEW

The City of Bellaire Mayor & Council are seeking a leader who will effectively manage the day-to-day operations of the city while also representing the interests of the Bellaire residents and various community organizations and businesses. The City Manager will work with elected and public officials, community stakeholders and staff to achieve results which are aligned with the goals set by City Council.

This position requires getting things done quickly and handling a variety of activities simultaneously. The City Manager must determine which issues are of a sensitive nature and should communicate in an appropriate format and timely manner to keep Council well informed. The City Manager must be transparent and forthcoming when dealing with issues of a public nature, yet discreet when dealing with sensitive employee or legal issues.

Key Areas of Responsibility:

- Ensures the execution, enforcement, and administration of all laws, provisions of the City Charter, City Codes, City Ordinances, or other acts of the City Council.
- Appoints, suspends, or removes any employee of the city not appointed by City Council as provided for in the City Charter.
- Oversees the preparation of meeting agendas and supporting materials; attends all meetings of the City Council; presents recommendations and alternatives to Council; and responds to questions and direction from City Council.

- Oversees the preparation of the annual budget and submits it to the City Council for consideration and adoption; is responsible for its administration after its adoption; prepares long-term plans for capital improvement projects and fiscally responsible financing.
- Advises and informs City Council on a "real-time" basis of the City's financial condition, progress of programs, present and future needs of the City; matters requiring Council consideration or implementation of policy and makes such recommendations as may be necessary.
- Oversees the City's daily operations by managing all City departments as well as all outsourced functions and services of the City (except those departments, functions, or services for which other provisions are made by City charter or applicable law or contractual agreement); and is responsible for all City activities, programs and services including directing development and implementation of goals, objectives, policies, and procedures and ensuring that City goals and priorities are achieved.
- Reviews and evaluates programs, service delivery methods, and systems within the city, including administrative and support systems and internal relationships; identifies opportunities for improvement and implements changes to standard operating procedures to enhance services.
- Directs the implementation, maintenance, and enforcement of City policies and practices as prescribed by the City Council and addresses the City Council on behalf of City staff.
- Serves on the Emergency Management Team in the event of a disaster.

■ CHARACTERISTICS OF THE IDEAL CANDIDATE

The new City Manager shall have the political aptitude and intelligence to make financially and ethically sound decisions ensuring the City's financial transparency, accountability, and sustainability. This strategic-minded individual will be dedicated to the successful delivery of City services across all sectors of the population with an emphasis on customer service excellence and improving organizational efficiencies, service levels, and public engagement. This highly collaborative leader shall have exceptional interpersonal and analytical skills to bring credibility to the role and have the ability to quickly establish mutual respect and trust with Mayor and Council. This "community steward" must be deeply committed to the mission of public service to celebrate, respect, and encourage diversity with the Bellaire employees, partners, and the community as a whole.



The ideal candidate for the next City Manager shall have the following core competencies:

- **Leadership** – Empowers a diverse workforce; creates an environment where ideas are fostered and nurtured; exhibits engaging and approachable behavior; listens attentively to understand the needs, intentions, and values of others.
- **Politically Astute / Community Collaborator** – Successfully engages with the Mayor and Council, senior management, external stakeholders, and civic leaders; maintains positive, productive community partnerships and collaborations; maintains relationships with other local, regional, and state elected officials and agencies.
- **Forward-Thinking** – Has patience and perseverance to foster a vision and direction for the city; seeks “best practices” and trends for continued growth and relevance; develops short and long-range plans, strategies, priorities, goals, and objectives.
- **Adaptable and Manages Change** – Able to adapt to ongoing challenges and capable of shifting direction when necessary; effectively communicates within the organization.
- **Communication Skills** – Exceptional listener; outstanding communicator with exceptional interpersonal, analytical, written, and verbal communication and presentation skills; handles sensitive situations with tact and diplomacy.
- **Financial Development / Acumen** – Ensures the effective use of revenue, resources, and adherence to generally accepted accounting principles, and related budget and financial matters; understands and can manage operations within budget constraints; experience with government finance mechanisms.
- **People Management** – Maintains and builds high-performing teams that hold themselves and staff accountable for their performance; delegates appropriately; optimizes resources; pursues achievable goals and works strategically to achieve them.
- **Problem-Solving and Strategic Thinking** – Demonstrates the ability to analyze, interpret, and effectively identify and solve problems; makes informed decisions, and successfully addresses complex organizational challenges; provides/implements creative solutions; provides direction by clearly and effectively setting courses of action; and improves and sustains superior project and program delivery.

■ MINIMUM QUALIFICATIONS

Education

Candidates must possess at least a bachelor's degree from an accredited college or university. Exceptional and extensive work or military experience may substitute for a college degree. Possession of a master's or doctorate degree in a related field is a plus, or in the alternative a history of continued growth in management and leadership responsibilities, such as but not limited to City Manager, Assistant City Manager or Department Director, and a record of and continued desire for personal and professional growth opportunities. Candidates shall currently be, or become upon hire, an active member of the Texas City Management Association (TCMA) and International City Management Association (ICMA).

Experience

Candidates should have broad experience in local government. Knowledge of finance (municipal preferred), as well process and project management is preferred. Representative experience should include the areas of engineering, zoning and land use planning/policies, capital projects, code enforcement, construction permitting and inspections, licensing, and development application review services for the development community.

■ COMPENSATION & BENEFITS

Salary will be commensurate with the qualifications and experience of the successful candidate. The City of Bellaire offers an excellent benefits package including medical and dental, as well as participation in the Texas Municipal Retirement System.

To learn more visit: <https://www.bellairetx.gov/613/Summary-of-Benefits>

■ APPLICATION PROCESS & RECRUITMENT SCHEDULE

To be considered for this career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Monday, April 18, 2022**.

Please submit your materials to: <https://www.cpshr.us/recruitment/1971>.

Candidates deemed to have the most relevant backgrounds will be invited to participate in online assessments and a preliminary screening interview. Those individuals determined to be best suited will be invited to participate further in a formal assessment process with the city.

For additional information about this position please contact:

KYLIE WILSON

Senior Executive Recruiter

kwilson@cpshr.us

www.cpshr.us

CPS HR  CONSULTING





RECRUITING PROPOSAL

PREPARED BY:
CHRIS HARL
VP OF REVENUE

tri-starr talent
we work for you.

EXECUTIVE SUMMARY

Chief Hilburn,

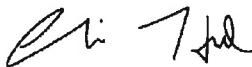
We want to express our gratitude for the invitation and opportunity to explore a strategic partnership for your immediate and long-term hiring needs. We know that the recruiting partner you select is vital to your success and Tri-Starr Talent has a long-proven track record in supporting city government talent placement and staff augmentation. In the following sections, we outline our plan to deliver recruiting resources, conducting job description recommendations/revisions, provide wage market analysis on all open positions, and will implement a streamlined process with your team to deliver the talent you are looking for.

In addition to our extensive history and expertise, there are a few unique reasons why the City of Kirby will benefit from working with Tri-Starr Talent.

- **Digital Marketing Strategy.** We are leading the digital sourcing charge via sniper like communication directly to candidates while casting a wide net of subject matter expertise allowing us to reach the greatest audience possible.
- **Passive Candidate Hunting.** We have a tenacious approach to reaching passive candidates that are highly talented, actively working but in the wrong organization.
- **30-year database.** We have developed a database and pipeline of over 200,000 candidates that we have met or interviewed which gives Tri-Starr Group access to candidates that you will not find on job boards.

In working with Tri-Starr Talent, the City of Kirby can rest assured that you are receiving top-quality candidates that have been taken through our rigorous screening process and meet not only your skill requirements but will thrive and accelerate the development of your current team. Our proven history of filling a broad range of roles are why our clients have been continually working with us year after year for over 30 years to scale their teams. We eagerly look forward to implementing these processes for the City of Kirby Council, employees, and constituents to ensure a successful outcome.

Sincerely,



Chris Harl
VP of Revenue
Tri-Starr Talent

OUR PROCESS

1. **Complete Agreement:** Sign digital agreement, including Background Check and Company Policy requirements (Yours or Ours).
2. **Intake Call (QC):** For each new position we will schedule an intake call which includes your Tri-Starr recruiter(s), Tri-Starr account management, and the pre-defined member of the City of Kirby leadership team for the role, to thoroughly explore the primary requirements, team dynamics, and overall expectations. This process is proven and ensures a comprehensive understanding of the role, team dynamic and intangible skills required so that Tri-Starr Talent can identify, screen, and deliver your ideal new hire.
3. **Candidate Submission:** Based on your position priority request. You will be presented a minimum of (3) three qualified candidates within the first two weeks that have been fully vetted for your specific role at the City of Kirby.
4. **Guarantee:** Tri-Starr will provide a 90-Day Replacement Program for all Full-Time hires.

VOLUME & SCALABILITY

As a demonstration of our proficiency in handling high-volume recruitment, provided below is a compilation of industries (without specific names of accounts) along with the corresponding number of positions we successfully filled at each account during a single calendar year.

- Global industry company – 651 hires
- Independent non-profit, applied research and development company – 351 hires
- Major city in South Texas – 455 hires
- Global leader in energy, air treatment and climate solutions – 135 hires

KEY CLIENTS



PRICING

Tri-Starr Talent will invoice the City of Kirby a Service Fee calculated at twenty percent (20%) of the Candidates' annual salary and guaranteed bonus (where applicable) (the "Annual Compensation") for the Candidates' first full year of employment (the "Service Fee").

Direct Hire Placement Fee	20% of annual salary
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(For example, when our ideal candidate is extended an offer position with a salary of \$100,000/year the one-time fee will be \$20,000.)

SUMMARY

We strongly believe that the City of Kirby provides an outstanding opportunity for candidates that have the desire to make a big impact in a small city with a big heart. It is evident that the City of Kirby Council embodies strong core values and is wholeheartedly committed to the growth, development, and well-being that candidates seek today. We eagerly anticipate the opportunity to support the expansion of the City of Kirby leadership team.

Clear Career Professionals, LLC

Proposal to Provide Professional
Executive Search Services for the

Kirby, City Manager Position



Michael Boese, President

3000 Custer Rd #270191

Plano, TX. 75075

(972) 837.0916

michael@clearcareerpro.com

October 19, 2023

William Hilburn Jr., Fire Chief
City Manager Recruitment
City of Kirby
5560 Duffek Drive
Kirby, Texas 78219

RE: City Manager Recruitment Proposal

Dear Mayor Grider and City Council:

Kirby is a vibrant community with a rich history. Recognizing the pivotal role of the City Manager in coordinating and streamlining municipal operations, it is imperative to approach this process with diligence, transparency, and a keen focus on aligning with the city's mission and vision. To identify and appoint a City Manager who embodies leadership, understands the city's unique challenges and strengths, and can work collaboratively with various departments and the community to empower the organization towards a brighter and more prosperous future.

Our recruitment proposal focuses on the following key aspects:

Projected Timeline: The entire process, from the initial consultations to the successful onboarding of the City Manager, is anticipated to span 8 to 10 weeks.

Search Foundation: Host meetings with the city council, department heads, and community leaders to crystallize the qualifications, experience, and attributes desired in the next City Manager.

Search Strategy: Design a detailed job posting that encapsulates the roles, responsibilities, and expectations from the City Manager. Disseminate this through local media outlets, state and national municipal associations, and pertinent online platforms.

Identify Top Candidates: Employ a mix of digital and traditional recruitment methods, ensuring accessibility for all potential candidates.

ADW Assessment & Verify Candidate Background: View the candidate mindset and perform rigorous background verifications to ensure credibility and to safeguard the city's reputation.

Interview & Hire: Organize multiple rounds of interviews, incorporating one-on-one meetings, panel discussions, and even public forums to gauge community interactions.

Budget Consideration: A firm fixed fee of \$16,000 is proposed to cover all aspects of the recruitment process, including publicity, administrative costs. Note: this fee does not include travel expenses for the finalist candidates in-person interviews with the city.

The overall value of this proposition is in our ability to provide a comprehensive professional recruitment for the city, reflecting our commitment to the elected governing body along with the city's residents.

In closing, we understand the transformative potential this recruitment holds for the City of Kirby. With our collaboration the city can further establish an era characterized by innovation, excellence, and sustained growth.

Thank you for your consideration,



Michael Boese, President

WHY CHOOSE US?



PROFILE

Clear Career Professionals founded in September 2022, boasts a team of 12 professionals dedicated to leading executive recruitments in collaboration with local governments in both Texas and Arkansas. The recruitment process is synergistically managed by our team, drawing upon their rich experience and insights.

MICHAEL BOESE, M.P.A

With over 24 years of local government experience including 7 years as a city manager, Michael will work closely with you to customize a search approach that best serves your specific objectives.

KENT MYERS, Ph.D.

Kent has over 40 years of city manager experience in four different states and serves as the ICMA Chairman of the Job Hunting Task Force. Kent will assist the state and national recruitment effort.

APPROACH

Clear Career Professionals (Clear) is customer service-oriented and committed to recruiting qualified, diverse applicants. Our approach is collaborative, customized, and relationship based. As former city managers, we understand the executive search process and how selecting a City Manager can empower the organizational culture. We are passionate about public service and inclusion. We focus on getting to know your city and your community. We will strive to match qualified candidates to the unique attributes of the organization and the community.

OUR NETWORK

As former city managers and candidates ourselves, we understand the hiring process and how it can impact the candidate. At Clear Career Professionals we treat every candidate as our customer. We communicate with them weekly to keep them updated throughout the process. We have developed deep relationships across the government sector and understand how to attract top candidates. We are connected to modern, accomplished, qualified public managers, both directly and indirectly through our extensive network. We have worked with many of them as colleagues. Most importantly, we are committed to attracting diverse, inclusive candidates that are underrepresented in many executive search processes. We work closely with chapters of women leading government, HBCUs, along with similar organizations and institutions to continually grow diversity in executive leadership throughout the state.

We also know the newsletters, publications, and websites these professional candidates subscribe to and utilize them in the search process.

Finally, because of our lengthy and direct experience in the public sector, we are also able to streamline the selection process improving efficiently and reducing costs.



CITY MANAGER / ADMINISTRATOR PLACEMENTS

Successful Placements

City of Clear Lake Shores - City Administrator

City of Van Horn - City Administrator/City Secretary

City of Kemah - City Administrator

City of Merkel - City Manager

City of Whitesboro - City Manager

City of Kerrville - City Manager

City of Hondo - City Manager

Ongoing Recruitments

City of Murphy - City Manager

Salado - Village Administrator

Jamaica Beach - City Administrator



Clear Career Professionals will customize a search process that best serves your specific objectives and situation.

General Recruitment Timeline

Search Foundation - 1 Week

- Understanding the Community
- Selection Criteria
- Candidate Profile
- Position Description

Search Strategy - 3-4 Weeks

- Recruiting Brochure
- Outreach to Network
- Regional & National Postings

Identify Top Candidates - 2 Weeks

- Screen Candidates
- Recommend Semi-Finalists
- Select Finalists

Verify & Check Finalists - 1 Week

- Reference Reports
- Background Checks
- Academic Verifications
- ADW Assessment

Interview & Hire - 2-3 Weeks

- Set Up & Confirm Interviews
- Schedule Travel Logistics
- Manage Finalist Interviews

STEP 1: SEARCH FOUNDATION

Working hand-in-hand with you, we devise a robust outreach strategy to notify potential candidates of the open position. Our aim is to orchestrate an inclusive recruitment that attracts a diverse and talented array of seasoned professionals. Our recommended search approach encompasses national, state, regional, and local dimensions.

Tapping into Our Network

At the heart of our strategy lies our expansive network of city management professionals. Notably, we are often privy to qualified candidates who are actively exploring new opportunities and can be engaged through our advertising efforts. A pivotal tool in our arsenal is the detailed recruitment brochure, which augments all our networking and publicity initiatives. This brochure not only encapsulates the candidate profile, as defined in the preliminary stage but also offers insights into the city's challenges, priorities, and positions your community as an enticing locale for both living and professional growth.

Engaging with ICMA, TCMA & Affiliated Bodies

Drawing upon our years in public sector leadership, we actively engage with esteemed bodies like the International City/County Management Association (ICMA) and the Texas City Management Association (TCMA). These associations resonate with the caliber of candidates you're seeking. City management stalwarts usually associate with one or both, marking them as primary resources for industry professionals scouting for new roles. As active members of these organizations, we are adeptly versed with their leadership, operational intricacies, and vast networking capabilities.

Furthermore, our extensive affiliations span organizations such as the Women's Leadership Institute, Texas Women Leading Government, and Historically Black Colleges and Universities (HBCUs). Regionally, we collaborate with the Texas Municipal League (TML) to ensure effective reach to potential in-state contenders.



STEP 2: SEARCH STRATEGY

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STEP 3: IDENTIFY TOP CANDIDATES

Once the custom search strategy and marketing tools gain your approval, we swiftly commence the search, prioritizing our established network as our initial point of contact.

We will systematically process and categorize all candidate packets based on the delineated rating criteria. This ensures the assembled candidate pool aligns well with the desired skills and backgrounds.

We keep the city informed with our weekly progress reports detailing the evolution of the candidate pool. Additionally, comprehensive details of all candidates will be meticulously maintained for record-keeping and will be shared with you at the process's conclusion. Every candidate who submits a resume receives a prompt acknowledgment, accompanied by an indicative timeline of the recruitment process. We believe consistent communication is key. Each candidate is updated weekly about the ongoing recruitment stages and their current status within it. Our screening approach hinges on the pre-established position criteria. When the position closes to new candidates, we present to you a curated list of 6-8 standout semi-finalists.

Semi-finalists undergo an interactive video storytelling interview, allowing them to chronicle their public service journeys. This immersive format not only reveals their career trajectory but also provides a window into their personas and leadership ethics. It aids in gauging their spontaneous responses and offers insights into both their personal and professional demeanor. Should the governing body wish to conduct these semi-finalist interactions, we're equipped to facilitate these virtual exchanges and manage the entire coordination seamlessly.

Our comprehensive semi-finalist report, provided to you, will encapsulate all marketing materials, a master list of applicants, and for each semi-finalist: a cover letter, resume, filled-out leadership profile, and their video interviews. Upon reviewing this in-depth compilation with you, we'll identify and recommend the finalists for in-person interviews with the selection committee.



STEP 4: ADW ASSESSMENT AND VERIFY CANDIDATE BACKGROUND

When you approve a group of finalists for on-site interviews, we will ask them to complete the ADW Profile and begin the process of conducting reference checks, background checks, social media reviews, and academic verifications. The ADW Profile is a powerful tool for understanding an individual in A Deeper Way. The ADW Profile is a global measure of personality that measures 9 different families (40 scales) of an individual's personality, including the Big 5, Self-Concept, Psychological Values, and Conflict Energies – all at one's best, on a typical day, and under stress.

For the background checks, we will collect information on the candidates in the following areas:

- City/County/State Criminal
- Federal District Criminal
- City/County/State Civil Litigation
- Employment Verification
- Reference Verification
- Social Media Review
- Federal District Civil Litigation
- Judgement/Tax Lien
- Sex Offender Registry
- Motor Vehicle Driving Record
- Educational Verification
- Professional Association Verification



STEP 5: INTERVIEW AND HIRE

Upon finalizing the candidate verification and assessment, we'll join forces with you to craft the ultimate interview blueprint.

Before kicking off the interviews, we will furnish you with a comprehensive Final Candidate Report. Within this dossier, you'll find the recruitment brochure, an interview timetable, and for each finalist: an introduction letter, their resume, a leadership profile, the ADW Profile, and the outcomes of their reference and comprehensive background verification. This report will also feature our meticulous analysis, comparing each candidate against the ideal profile we collaboratively charted, which will encompass evaluations of their foundational professional qualifications.

Kindly note: Once the finalists are pinpointed, we need a minimum of one week to assemble this in-depth package for your review.

Alongside the final report, we'll provide a structured interview manual – encompassing recommended interview questions for your interview panel(s). To ensure seamless execution and uphold the integrity of the interview process, we'll be present during the finalist interactions. Our commitment is to co-create an interview approach with you that's not only exhaustive but also resonates with the ethics of your organization and the pulse of your community.

Reflecting on our successful past engagements, potential inclusions can be: a community meet-and-greet, allowing stakeholders ranging from community members to elected officials to connect with the finalists; an inclusive community interview panel embedded within the face-to-face interview journey; an enlightening community tour; or a vibrant community dialogue event.

Finally, we notify candidates of the final decision and will confirm final process close out items with you.



AGREEMENT TO USE CITY CONTRACT

We can provide our standard engagement agreement or execute a standard contract form provided by the City if preferred. Clear Career Professionals further acknowledges that our firm maintains, or will acquire, the minimum or greater of the insurance limits required.

AGREEMENT TO COMPLETE PROJECT ACCORDING TO PROJECT SCHEDULE

The timeline provided is a general breakdown of tasks, milestones, and timeframes to support a thorough and successful recruitment process.

This timeline is a suggestion only and we will work with you to finalize and approve an exact timeline.

OVERALL COST AND VALUE OF PROJECT

CITY MANAGER SEARCH:

Clear Career Professionals offers a firm, fixed fee of \$16,000 which includes all our expenses and costs.

The only thing you will pay Clear Career Professionals is the agreed upon fee. This includes costs for professional graphic design, background, and academic verification, and consultant travel and expenses. This means the only other costs you will be responsible for are the costs associated with the candidates' (and spouses, if invited) travel, accommodations, and meals for the interview process.

The advantage to you is you know exactly what you will pay and do not have to worry about reviewing costs associated with the project.

We will bill the fee as the phases are completed and according to the following schedule:

- \$9,000 upon execution of the contract
- \$4,000 upon selection of the group of semi-finalists
- \$3,000 upon selection of final candidate

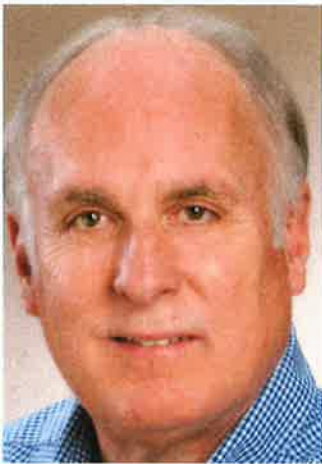


BIOGRAPHIES



Michael Boese, M.P.A.

Michael began his local government career in 1999, with the Plano Police Department. Over his 23-year career with the cities of Plano, Venus, Keene, and Wimberley he served in a number of management and executive positions. While at Plano, he served as the commander of the Professional Standards Unit, where he was responsible for developing and implementing a comprehensive recruiting and selection plan including a nationally recognized annual Women in Law Enforcement recruiting event. Michael became the Chief of Police for the City of Venus, Texas. Shortly thereafter, he was appointed by the city council to serve as the city manager and chief of police. Michael has also served as a city manager for the cities of Keene, and Wimberley, Texas. With more than 7 years of experience serving as a city manager, leading a variety of departments he has a thorough understanding of the executive recruitment process. Michael holds a B.A. in History from Metropolitan State University and an MPA from the University of Texas at Dallas. He is a member of the International City Management Association (ICMA), Texas City Management Association (TCMA), International Association of Chiefs of Police (IACP), Texas Police Chiefs Association (TPCA), Government Finance Officers Association (GFOA), past member of the Texas Police Chief's Legislative Committee, and the Professional Development Committee for the Texas City Manager Association. He also serves as an instructor at the Bill Blackwood Law Enforcement Management Institute of Texas (LEMIT) Leadership Command College.



Kent Myers, PhD

Kent, a native of Fort Worth, was appointed City Manager of Fredericksburg in May 2012, where he served for 10 years. Prior to this appointment, Dr. Myers served as City Manager in four other communities during his 40-year city management career. He started in the profession as the first City Manager in Converse, Texas. He also served as City Manager in Casa Grande, Arizona, Hot Springs, Arkansas, and Port Angeles, Washington. He graduated from the University of Texas at Arlington with a Bachelor's in Criminal Justice. He received his MPA degree from TCU. In 2021, he received his Ph.D. in Leadership Studies from Our Lady of the Lake University. He has been active in the community including the Fredericksburg Morning Rotary Club. He has also received the National Service to Youth Award from the Boys and Girls Clubs of America. Dr. Myers is a member of the Texas City Management Association (TCMA) and is a lifetime member of the International City Management Association (ICMA). He previously served for 7 years as the manager in residence (MIR) of the University of Texas at San Antonio. He was recently awarded the TCMA Mentor of the Year Award. He formerly served as the Past-President of the Texas Public Power Association (TPPA). During his career, Dr. Myers hired numerous department directors. This includes public works directors, planning directors, finance directors, police chiefs, and fire chiefs. This experience has resulted in highly qualified individuals being hired by cities over the past 40 years.



BIOGRAPHIES



Kelly Kuenstler, M.P.A.

Kelly's passion for public service has led her in the direction of serving as the Director of the Administrative Office of the District Attorneys (a statewide agency), a County Manager, and a City Manager. She joins Clear Career Professionals as a Vice President of Training Services. She earned her master's degree in Public Administration from New Mexico State University in 2002 and has been a part of many board appointments, guest lectures, and professional development committees for over 25 years. Born in Cotulla, Texas, but raised primarily in New Mexico, Kelly spends time between the two states. Her commitment to public service has earned her statewide awards in both New Mexico and Texas. She was the Employee of the Year for the State of New Mexico in 2002 and was the City Manager of the Year in Texas in 2020. She has served on many boards in both States and has also been actively

involved in the New Mexico Association of Counties, the Texas Municipal League, and the Texas City Management Association. Kelly's commitment to quality management is also demonstrated in her involvement at the University of Texas, San Antonio, MPA Program, where she served as an adjunct instructor; on the Public Administration Advisory Board, and as a coach & advocate for students in graduate school who choose government management as their career path. She cares deeply about responsible and ethical government management and is a great addition to our team.



Brian Beasley

Brian is an experienced Human Resources leader with a proven track record of success in developing and implementing strategies to advance organizational culture and employee engagement. With over two decades in the Fortune 500 world and just shy of 10 years in local government, Brian brings a depth of experience in executive coaching, organizational design, recruiting, talent management, compensation and benefits design, performance management and employee engagement. Brian delivers real-world strategies and strategic partnering to our clients and is passionate about

hearing the voice of the customer to do so. Brian is a Texas Native with two Bachelor's degrees from the University of Texas at San Antonio. He is married and has two adult boys and one elementary age adopted daughter.



Clear Career Professionals, LLC

Proposal to Provide Professional
Executive Search Services for the

Kirby Finance/HR Director Position



Michael Boese, President

3000 Custer Rd #270191

Plano, TX. 75075

(972)837-0916

michael@clearcareerpro.com

WHY CHOOSE US?



MICHAEL BOESE, M.P.A

With over 24 years of local government experience including 7 years as a city manager, Michael will work closely with you to customize a search approach that best serves your specific objectives.

KENT MYERS, Ph.D.

Kent has over 40 years of city manager experience in four different states and serves as the ICMA Chairman of the Job Hunting Task Force. Kent will assist in the state and national recruitment effort.

KELLY KUENSTLER, M.P.A

Kelly's passion for public service led her to serve as a county manager, city manager, and director of a statewide agency. Texas city manager of the year in 2020, Kelly has over 25 years of executive experience.

APPROACH

Clear Career Professionals (Clear), is customer service-oriented and committed to recruiting qualified, diverse applicants. Our approach is collaborative, customized, and relationship based. As former city managers, we understand the executive search process and how selecting a Finance/HR Director can empower the organizational culture. We are passionate about public service and inclusion. We focus on getting to know your city and your community. We will strive to match qualified candidates to the unique attributes of the organization and the community.

OUR NETWORK

As former city managers and candidates ourselves, we understand the hiring process and how it can impact the candidate. At Clear Career Professionals we treat every candidate as our customer. We communicate with them weekly to keep them updated throughout the process. We have developed deep relationships across the government sector and understand how to attract top candidates. We are connected to modern, accomplished, qualified public managers, both directly and indirectly through our extensive network. We have worked with many of them as colleagues. Most importantly, we are committed to attracting diverse, inclusive candidates that are underrepresented in many executive search processes. We work closely with chapters of women leading government, HBCUs, along with similar organizations and institutions to continually grow diversity in executive leadership throughout the state.

We also know the newsletters, publications, and websites these professional candidates subscribe to and utilize them in the search process.

Finally, because of our lengthy and direct experience in the public sector, we are also able to streamline the selection process improving efficiently and reducing costs.



Clear Career Professionals will customize a search process that best serves your specific objectives and situation.

The general workflow process is below

<u>Search Foundation</u>	<u>Search Strategy</u>	<u>Identify Top Candidates</u>	<u>Verify & Check Finalists</u>	<u>Interview & Hire</u>
<ul style="list-style-type: none">● Understanding the Community● Selection Criteria● Candidate Profile● Position Description	<ul style="list-style-type: none">● Recruiting Brochure● Outreach to Network● Regional & National Postings	<ul style="list-style-type: none">● Screen Candidates● Recommend Semi-Finalists● Select Finalists	<ul style="list-style-type: none">● Reference Reports● Background Checks● Academic Verifications● ADW Assessment	<ul style="list-style-type: none">● Set Up & Confirm Interviews● Schedule Travel Logistics● Manage Finalist Interviews
Timeframe: 1 week	Timeframe: 3-4 weeks	Timeframe: 2 weeks	Timeframe: 1 week	Timeframe: 2-3 weeks



STEP 1: SEARCH FOUNDATION

The first, and most important part of our process is getting to know you and your community. In our experience, we know finding the next leader for an organization is not a one-size fits all approach. Our process is focused on developing a community profile and quickly finding the best candidate. As former public executives, we understand how important it is to understand your community and to have a complete, professional, and thorough process. We structure time to spend in your community to experience its amenities, economy, and people.



Developing the ideal candidate profile begins with a survey sent to you and designated staff prior to our first meeting. Members individually complete these surveys to help begin to paint the picture of what you want to see in your next Finance/HR Director. We can also distribute similar customized surveys to stakeholders that you identify to make sure there is broad-based support for the process.

We then meet on-site with you, designated staff, and stakeholders to discuss the required background, professional experience, management and leadership characteristics desired for your position. We work with you to thoroughly understand (or help identify) the position's requirements, current challenges, strategic priorities, organizational culture, and expectations. Information obtained from these efforts, coupled with our review of any provided resources, is used to prepare selection criteria, a position description, and candidate profile, which is completed before recruitment begins.

STEP 2: SEARCH STRATEGY

We work collaboratively with you to develop a comprehensive outreach strategy to notify potential candidates about the vacancy and conduct an open recruitment that encourages applications from a talented and diverse pool of experienced professionals. We will recommend a search strategy that may include national, state, regional, and local elements.

Leveraging our network

Central to that strategy is to leverage our extensive network of city management executives. Often, we know qualified candidates who are actively seeking new employment and will respond to an advertisement.

One of the tools we leverage is a comprehensive recruitment brochure that can accompany all networking and outreach efforts. This brochure typically includes the candidate profile defined in Step 1, a summary of city challenges and priorities, and information that conveys your community as a highly attractive place to live and work.

Leveraging ICMA, TCMA & other professional organizations

From our decades in city leadership, we utilize the International City/County Management Association (ICMA) and the Texas City Management Association (TCMA), as do the type of candidates you want for this position. Most city management executives are members of one or both, and it is the first stop for anyone in the industry looking for a new job. As members of the organization, we are highly familiar with its leadership, processes, and network. We also use our extensive network including the Womens Leadership Institute, Texas Women Leading Government, and HBCUs. At the state level, we use the Texas Municipal League (TML) to ensure we are adequately marketing to in-state candidates.



STEP 3: IDENTIFY TOP CANDIDATES

Upon approval of the custom search strategy and marketing tools, we promptly begin the search process, starting first and foremost with our network.

Application packets will be received and categorized according to the rating criteria established by you and your team to ensure that the candidate pool has the matching skills and background. You will receive weekly updates on the development of the candidate pool. Information on all applicants will be retained and organized for recordkeeping purposes and will be transmitted to you upon completion.

Each candidate submitting a resume is sent a timely acknowledgment, including an approximate schedule for the recruitment. Throughout the process, we communicate weekly with each candidate regarding information about the recruitment progress and their status.

We will screen candidates using the position criteria and recommend a list of 6-8 semi-finalists to you.

Important tools we use during this process include a candidate leadership profile customized to your unique position and situation. The candidate leadership profile goes to all semi-finalists and provides additional information about their background and experience.

We interview semi-finalists through engaged video storytelling where they are given an opportunity to tell us about their journey in public service. This is intended to help us, and you better assess who they are as people and as leaders. This approach can help develop a more comprehensive understanding of the candidate's ability to think on their feet and their personal and professional demeanor. Occasionally, the governing body wants to conduct the semi-finalist interviews. We have the ability to set-up the virtual interviews and coordinate the process for the governing body.

We will provide you with a semi-finalist report that includes copies of all marketing media, the master applicant list, as well as a cover letter, resume, completed leadership profile, and videos for each semi-finalist. From there, we will review semi-finalist information with you and recommend finalists for your personal interviews.



STEP 4: ADW ASSESSMENT AND VERIFY INFORMATION

When you approve a group of finalists for on-site interviews, we will ask them to complete the ADW Profile and begin the process of conducting reference checks, background checks, social media reviews, and academic verifications. The ADW Profile is a powerful tool for understanding an individual in A Deeper Way. The ADW Profile is a global measure of personality that measures 9 different families (40 scales) of an individual's personality, including the Big 5, Self-Concept, Psychological Values, and Conflict Energies – all at one's best, on a typical day, and under stress.

For the background checks, we will collect information on the candidates in the following areas:

City/County/State Criminal	Federal District Civil Litigation
Federal District Criminal	Judgement/Tax Lien
City/County/State Civil Litigation	Sex Offender Registry
Employment Verification	Motor Vehicle Driving Record
Reference Verification	Educational Verification
Social Media Review	Professional Association Verification

STEP 5: INTERVIEW AND HIRE

Upon completing the candidate verifications and checks, we will work collaboratively with you to develop the final interview process.

We will provide you with a Final Candidate Report prior to the commencement of interviews. This report will include a copy of the recruitment brochure and interview schedule, as well as a cover letter, resume, completed questionnaire, ADW Profile, and reference/background results for each finalist to be interviewed. It will also include our individual analysis of each candidate compared to the ideal candidate profile developed with you (e.g., our evaluation of minimum professional qualifications, responses to the questionnaire, etc.). Note: A minimum of one week is required to develop the packet of information for your review once finalists have been identified.

Accompanying the final report will be guidelines for interviewing the finalists, suggested interview questions, and a customized interview grading tool for your interview panel(s). We will attend finalist interviews to support the continuity of the process.

We will work with you to develop an interview process that is thorough and inclusive of your organization and community. Successful options we have used in the past include: a community meet and greet (this allows community members, elected officials, and staff to meet and visit with the finalists), a community interview panel to serve as one of the events for finalists during the in-person interview process, a community tour, and/or a community dialogue event.

Additional options available to you but not included are:

- *Assistance with developing a compensation package and related employment considerations
- *Participation in the deliberation of candidates
- *Assistance with employment agreement negotiations

Finally, we notify candidates of the final decision and will confirm final process close out items with you.



AGREEMENT TO USE CITY CONTRACT

We can provide our standard engagement agreement or execute a standard contract form provided by the City if preferred. Clear Career Professionals further acknowledges that our firm maintains, or will acquire, the minimum or greater of the insurance limits required.

AGREEMENT TO COMPLETE PROJECT ACCORDING TO PROJECT SCHEDULE

The timeline provided is a general breakdown of tasks, milestones, and timeframes to support a thorough and successful recruitment process.

This timeline is a suggestion only and we will work with you to finalize and approve an exact timeline.

OVERALL COST AND VALUE OF PROJECT

FINANCE/ HR DIRECTOR SEARCH:

Clear Career Professionals offers a firm, fixed fee of \$16,000 which includes all our expenses and costs for a single search. A discount of \$2,000 will be available for this search if Clear Career Professionals is also selected for the City Manager recruitment. **Fee schedule below reflects this discount.**

The only thing you will pay Clear Career Professionals is the agreed upon fee. This includes costs for professional graphic design, background, and academic verification, and consultant travel and expenses. This means the only other costs you will be responsible for are the costs associated with the candidates' (and spouses, if invited) travel, accommodations, and meals for the interview process.

The advantage to you is you know exactly what you will pay and do not have to worry about reviewing costs associated with the project.

We will bill the fee as the phases are completed and according to the following schedule:

- \$9,000 upon execution of the contract
- \$3,000 upon selection of the group of semi-finalists
- \$3,000 upon selection of final candidate



BIOGRAPHIES



Michael Boese, M.P.A.

Michael began his local government career in 1999, with the Plano Police Department. Over his 23-year career with the cities of Plano, Venus, Keene, and Wimberley he served in a number of management and executive positions. While at Plano, he served as the commander of the Professional Standards Unit, where he was responsible for developing and implementing a comprehensive recruiting and selection plan including a nationally recognized annual Women in Law Enforcement recruiting event. Michael became the Chief of Police for the City of Venus, Texas. Shortly thereafter, he was appointed by the city council to serve as the city manager and chief of police. Michael has also served as a city manager for the cities of Keene, and Wimberley, Texas. With more than 7 years of experience serving as a city manager, leading a variety of departments he has a thorough understanding of the executive recruitment process. Michael holds a B.A. in History from Metropolitan State University and an MPA from the University of Texas at Dallas. He is a member of the International City Management Association (ICMA), Texas City Management Association (TCMA), International Association of Chiefs of Police (IACP), Texas Police Chiefs Association (TPCA), Government Finance Officers Association (GFOA), past member of the Texas Police Chief's Legislative Committee, and the Professional Development Committee for the Texas City Management Association. He also serves as an instructor at the Bill Blackwood Law Enforcement Management Institute of Texas (LEMIT) Leadership Command College.



Kent Myers, PhD

Kent, a native of Fort Worth, was appointed City Manager of Fredericksburg in May 2012, where he served for 10 years. Prior to this appointment, Dr. Myers served as City Manager in four other communities during his 40-year city management career. He started in the profession as the first City Manager in Converse, Texas. He also served as City Manager in Casa Grande, Arizona, Hot Springs, Arkansas, and Port Angeles, Washington. He graduated from the University of Texas at Arlington with a Bachelor's in Criminal Justice. He received his MPA degree from TCU. In 2021, he received his Ph.D. in Leadership Studies from Our Lady of the Lake University. He has been active in the community including the Fredericksburg Morning Rotary Club. He has also received the National Service to Youth Award from the Boys and Girls Clubs of America. Dr. Myers is a member of the Texas City Management Association (TCMA) and is a lifetime member of the International City Management Association (ICMA). He previously served for 7 years as the manager in residence (MIR) of the University of Texas at San Antonio. He was recently awarded the TCMA Mentor of the Year Award. He formerly served as the Past-President of the Texas Public Power Association (TPPA). During his career, Dr. Myers hired numerous department directors. This includes public works directors, planning directors, finance directors, police chiefs, and fire chiefs. This experience has resulted in highly qualified individuals being hired by cities over the past 40 years.



BIOGRAPHIES



Kelly Kuenstler, M.P.A.

Kelly's passion for public service has led her in the direction of serving as the Director of the Administrative Office of the District Attorneys (a statewide agency), a County Manager, and a City Manager. She joins Clear Career Professionals as a Vice President of Training Services. She earned her master's degree in Public Administration from New Mexico State University in 2002 and has been a part of many board appointments, guest lectures, and professional development committees for over 25 years. Born in Cotulla, Texas, but raised primarily in New Mexico, Kelly spends time between the two states. Her commitment to public service has earned her statewide awards in both New Mexico and Texas. She was the Employee of the Year for the State of New Mexico in 2002 and was the City Manager of the Year in Texas in 2020. She has served on many boards in both States and has also been actively involved in the New Mexico

Association of Counties, the Texas Municipal League, and the Texas City Management Association. Kelly's commitment to quality management is also demonstrated in her involvement at the University of Texas, San Antonio, MPA Program, where she served as an adjunct instructor; on the Public Administration Advisory Board, and as a coach & advocate for students in graduate school who choose government management as their career path. She cares deeply about responsible and ethical government management and is a great addition to our team.



Texas First Group

Interim Management Services for Texas Municipalities

Texas First Group was established in 2000 to provide **interim management services** for Texas municipalities. Today, **Texas First Group** is woman-owned and operated by Karen and Joe Dickson. Joe has over 27 years' experience in public administration while Karen has over 23 years' experience in economic development. Additionally, **Texas First Group** has over 250 associates with an average of over 33 years of public administration experience.

Meet the team



Karen Dickson, CEC, MPA

MANAGER



Joe Dickson

MANAGER

What clients are saying

Read how Texas First Group has helped Texas cities meet their vacancy needs



City of Huntsville

MAC WOODWARD, MAYOR

"Thank you very much for the services provided to the City of Huntsville, I would happily recommend Texas First to any local government needing assistance."



City of Angleton

J. PATRICK HENRY, MAYOR

"Please let this letter stand as reference for your firm and the fine service they provide. We were able to continue to pursue our yearly goals and objectives, not wait until a qualified administrator arrived to make decisions. We found an excellent candidate because we had the time to look."



City of Galveston

JOE JAWORSKI, MAYOR

"The City of Galveston was very pleased with the services of Texas First Group, and should the need arise, we will certainly keep you at the top of our list"



Town of Pantego

DOUG DAVIS, MAYOR

"The Town Council would like to thank Texas First group for providing an interim City Manager that allowed the town to operate smoothly and without disruption during the past five months. I knowledge, experience and leadership was invaluable during this transition. During his short tenure with Pantego, he worked closely with the staff and provided the Council with an overall evaluation which identified operational strengths and weaknesses within the Town. The information and recommendations he provided to the Council will be extremely useful as the Town moves forward in 2020. Again, thank you for the services you provided to the Town of Pantego"



City of Magnolia

TODD KANA, MAYOR

"As a result of unexpectedly losing our City Administrator in August 2019, the City of Magnolia again relied on Texas First Group, this time to provide an Interim City Administrator who saw us through a very challenging time for the past twenty-one (21) weeks, as well as provided recruitment services to find our new City Administrator. Our Interim, performed at the highest level of professionalism, his solid experience, knowledge, expertise and abilities were much needed and appreciated during this difficult transition. We are truly grateful and sincerely appreciate that you were able to provide us with a seasoned professional to carry us through and we would not hesitate to recommend and/or use your services again, should it ever become necessary."



City of Fair Oaks Ranch

GARRY MANITZAS, MAYOR

"The Texas First Group interim provided us with the experience and knowledge we needed to help the City Council and staff to continue operationally while searching for a permanent City Administrator. I heartily recommend Texas First Group to any City."

Get in Touch

If we can be of assistance to your city, please reach out to us.



Mail us

15015 Faldsper Dr, Austin, Texas 78729



Give us a ring

(737) 655-8952

From: Joe Dickson <joe@texasfirstgroup.com>
Sent: Wednesday, October 18, 2023 15:42
To: William Hilburn <WHilburn@cityofkirby.org>
Subject: Quote for Interim City Manager and Finance Direct

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#)

William,

Thank you for calling Texas First Group for your City's interim management needs. Below is the quote for our services:

Budgeted annual salary + 30% (average benefits package) / 2080 = hourly rate rounded to the nearest dollar billed to the City. The City pays daily round trip commute at the current IRS rate of .655 per mile. If a daily commute is not feasible the City will provide housing for the Associate and two round trips per month to their home.

City Manager: $\$105,000 + \$31,500 = \$136,500 / 2080 = \66 per hour billed to the City

Finance Dir.: $\$70,000 + \$21,000 = \$91,000 / 2080 = \44 per hour billed to the City

The company we work with for the permanent search is Clear Career Professionals

Michael Boese
214-308-1941
michael@clearcareerpro.com

I look forward to hearing from you.

Joe

--

Texas First Group LLC

13515 Feldspar Dr

Austin, Texas 78729

(737) 615-8952

www.TexasFirstGroup.com

Karen Dickson

Joe Dickson

(940) 230-4788 cell

(409) 771-8131 cell

karen@texasfirstgroup.com

joe@texasfirstgroup.com

TFG



Mike Wilson, CEO
Mica A. Lunt, COO
PO Box 7130
Fort Worth, Texas 76111
P: 469.847.8175
EIN: 87-3174027

City of Kirby Proposal

Transmittal Authorization

October 18, 2023

Mica A. Lunt, COO

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Mike Wilson, CEO
Mica A. Lunt, COO
PO Box 7130
Fort Worth, Texas 76111
P: 469.847.8175
EIN: 87-3174027

October 18, 2023*

City of Kirby
112 Bauman Street
Kirby, Texas 78219

City of Kirby: Data-Driven Pathway for Success

Project Overview

T2L Professional Consulting (T2LPC) is a Texas-based collaboration of government and corporate experts who provide a host of services and tools that foster a healthier work environment for our clients. We help organizations establish a sustainable trajectory for success. We utilize the most accurate, research-backed hiring and training tools to help organizations achieve their goals. Members of T2LPC have provided consulting, training, and software solutions designed to enhance efficiencies, effectiveness, community engagement, communication, wellness, and safety to private and public organizations across the United States.

T2LPC recognizes that every organization we work with has unique needs. In addition to working with the leaders and of the City of Kirby, our approach differs from other firms in that we conduct a comprehensive organizational assessment that drives our continued work and partnership with Kirby. Our recruitment and selection projects include engaging with subject matter experts including those both internal and external to Kirby to determine the superior performance attributes and ideal candidate profile of the positions for which we are recruiting. Our analysis also includes the ways a successful candidate must be motivated, the conduct they must exhibit, and the drivers and competence they must possess to sustain long-term success at the City of Kirby. **Our process is unique to T2LPC, cutting edge, legally defensible, patented and in use by world-class organizations** such as American Express, Deloitte, GE, Pepsi Company, Mercedes-Benz, and over 100,000 organizations across the globe. Finally, T2LPC is

adept at and has considerable experience in providing consulting services, coaching, and guidance to executive leaders, elected leaders, and department directors.

The Texas Attorney General has affirmed T2LPC's right to keep our process confidential, R002883012723. Texas Government Code: 552.110 (a) (1) the owner of a trade secret has taken reasonable measures under the circumstances to keep this information secret; and 2) the information derives independent economic value, actual, or potential from not being generally known to and not being readily ascertainable through proper means by, another person who can obtain economic value from the disclosure or use of the information.

Goals

- The City of Kirby will receive a comprehensive strengths, weaknesses, opportunities, and threats (SWOT) analysis. Specifically, the City of Kirby will understand:
 - The current perceptions of workplace culture and the quality of life in the City of Kirby organization;
 - If the workplace culture promotes employee engagement and how to facilitate a more engaged culture (if necessary);
 - If employee relations policies are current, conform to best-practices, and are legally compliant and if patterns or practices exist that foster hostile, discriminatory, or other negative and litigiously risky environments;
 - If employee relations policies foster accountability and due process;
 - If existing policies, programs, and patterns of communication are effective; and
 - If employees, supervisors, and managers have received the necessary training for their roles.
- By partnering with T2LPC, the City of Kirby should experience clarity and confidence that the path forward will give employees, citizens, business owners, and other stakeholders peace of mind that their community is moving forward with its best interests in mind.
- The City of Kirby will receive data-driven recommendations to improve workforce engagement and the quality of life in the organization. These recommendations will cover organizational development, communication, executive advising, organizational processes, structural/positional recommendations (if needed), policy revising/creation (if needed), supervision, management, and leadership tools, promotional processes (if needed), and team development.
- The City of Kirby will be presented with candidates for who are not only a good fit but are likely to have the most success and sustain a positive trajectory for the position to which they are applying due to T2LPC's unique, proven process of recruiting and selection.
- Upon completion of this project, the City of Kirby will have a highly qualified candidate uniquely selected who will be able to hit the ground running with a current, comprehensive assessment of the organization coupled with your goals for the future.
- If requested, T2LPC can extend our partnership with the City of Kirby to provide ongoing consulting to the newly selected member(s).

Success Metrics

As a result of this engagement, the City of Kirby will realize:

- Significant improvements in post-project organizational assessments compared to pre-project assessments. These improvements will represent noticeable enhancements to communication and overall efficacy across the organization. *If these improvements result in retaining even one employee, the City of Kirby can expect to save 33% of that employee's annual salary from cost savings attributed to replacing employees who resign – especially when three of four employee turnovers are preventable* (Work Institute, 2020).
- Significant reductions in legal risk from a lack of training in supervisory and management principles including to what employees can specifically be held accountable, and how to focus on performance, conduct, and attendance that drives mission-accomplishment without fear of protected class membership or other EEOC violations. *The prevention of one EEOC claim saves an organization on average of \$125,000 to defend the claim* (Simpson, 2015) *and more if that claim was found or settled unfavorably for the City of Kirby.*
- Based upon the provided SWOT analysis and the implementation of T2LPC's data-driven recommendations, the City of Kirby will achieve an organizational culture anchored in civility, professionalism, and mission-driven process. *Research shows that the experience of incivility in the workplace costs approximately \$14,000 per employee per year in lost productivity, leave usage, benefits usage, etc.* (Schilpzand, De Pater, & Erez, 2014).
- The recruitment and selection of highly qualified executive leaders for the City of Kirby. By using T2LPC's unique approach, that is scientifically backed, legally defensible, and patented to construct the ideal candidate profile and measure candidates against the profile, selected candidates and the City of Kirby, will be more likely to experience years of excellence in leadership and mutually beneficial relationships.

Return on Investment

By partnering with T2LPC, the City of Kirby will experience clarity and have confidence in the chosen path forward. Other firms may provide recruitment and selection services, but often those services are the same or very similar to the services the firm provided to their last customer. T2LPC not only embraces and utilizes scientifically reliable, proven, patented, and cutting-edge tools, we approach each client with fervor to understand their unique needs. All our services and recommendations and ultimately the candidates we recruit and help you select are tailored to the City of Kirby's needs.

While T2LPC endeavors to be a partner and resource for life to the City of Kirby, our intent is to "teach others to fish" and share resources. From the results of the organizational assessment alone, the City of Kirby is going to gain knowledge and insight about improving employee engagement and overall effectiveness. *Gallup research shows that organizations with employee engagement levels in the top quartile enjoy 23% higher profitability (or return of value per taxpayer dollar), 14% greater production, and 10% higher customer loyalty (or citizen satisfaction).*

Options & Projected Timeline

Item/Task	Deliverable	Time Frame
Phase I: Comprehensive Evaluation and Assessment	<ul style="list-style-type: none"> Survey issued to all employees. Interviews and focus groups with selected/random employees. Diagnostic interviews/focus groups with external community stakeholders (citizens, faith leaders, business owners, other government units). Review of existing policies and procedures 	2 Weeks, including 1-2 days on-site for in-person interviews and focus-groups.
Phase II: Preparation of SWOT Analysis and Presentation of Findings & Recommendations to Governing Body	<ul style="list-style-type: none"> Written report presented to governing body. Presentation of report to governing body. Action plan to address SWOT findings and accomplish governing body's goals. 	2 Weeks, including one day on-site for presentation of findings and action plan along with discussing strategy to accomplish the action plan with key personnel.
Phase III: Job Benchmarking Process for Positions	<ul style="list-style-type: none"> Assist with selection of Job Benchmark Committee. Conduct the Job Benchmark process. Revise job descriptions to match job benchmark. Prepare position marketing collateral and job posting. Finalize selection process with governing body. 	<p>2 Weeks occurring concurrently with Phase II.</p> <p>(Compressed time frame due to concurrent work)</p>
Phase IV: Manage Applicant Processing & Selection Process	<ul style="list-style-type: none"> Receive applications from candidates; verify minimum qualifications. Conduct initial interviews based on job benchmark and conduct open-source investigations. Formally assess top candidates using T2LPC's unique approach. Present appointing authority with finalists and coordinate final interviews/final selection process with appointing authority. 	<p>8-12 Weeks. This expanded time frame is based on the number and speed of applications received.</p> <p>T2LPC is experienced and has had success in successfully marketing to and developing a large applicant pool. Barring a smaller than typical applicant pool, it is entirely possible that Phase IV can be conducted in 8 weeks.</p>

Phase V (Optional): Training	<ul style="list-style-type: none"> ▪ Conduct customized training based upon the SWOT analysis and assessment findings. ▪ Conduct training on leadership transitions that prepare the City of Kirby for smoother changes in leadership. 	1-2 Weeks. We would be present on-site for 2-4 days depending upon the City of Kirby's ability to maintain operations and schedule personnel to attend training as well as deliver the necessary blocks of instruction.
Phase VI (Optional): Employee Handbook Development & Training in Supervision, Management, and Leadership for all Formal Leaders	<ul style="list-style-type: none"> ▪ Custom employee handbook for the City of Kirby that is compliant with the law and addresses any deficient employee relations policies. ▪ 16 hours of training on the handbook, how to use the step-by-step scripts for employee relations issues, and how to blend supervision and management tactics with the art and science of leadership. 	<p>4 Weeks for employee handbook development after the completion of Phase I.</p> <p>2 days of on-site training delivered when feasible.</p>

As shown in the table above, Phases I-IV (including the comprehensive assessment of the City of Kirby to the selection of a candidate for the positions, the total time is estimated to be 12-16 weeks. In our experience, failing to engage in these steps and take the necessary time and use data-driven approaches is a waste of resources. Quality information and stakeholder buy in provides clarity of direction and is the most likely means of identifying well-fitting executive leaders who will sustainably and positively guide the City of Kirby forward.

Investment

Phases (Required/Optional)	Investment
Phases I-IV (Required) are critical to the success of the City of Kirby. As members of its governing body, you and your constituents can confidently invest in the services of T2LPC and expect to receive excellent value as well as the return on investment presented above.	\$45,225
Phase V is optional and includes the referenced training to prepare the workforce for a leadership change and to begin addressing the findings from the SWOT analysis. Phase V adds to the overall value of the City of Kirby's investment and provides the additional benefit of receiving tailored training from T2LPC based specifically on your needs.	\$8,100 (Optional)
Phase VI is optional and includes a customized employee handbook for the City of Kirby along with associated training on how to use the manual and how formal leaders must engage in supervisory, management, and leadership conduct that is both lawful and effective. Phase VI adds to the overall value of the City of Kirby's investment and provides the additional benefit of receiving a tailored employee handbook that is compliant with the law and literally provides formal leaders with a step-by-step guide in how to handle employee relations issues that are both effective and prevents litigation.	\$21,250 (Optional)
Phases I-IV, V, & VI (recommended, best value, most comprehensive solution).	\$74,575

Responsibilities

T2LPC will provide all the aforementioned deliverables, materials, assessments, expertise, and availability as described for the selected options as well as necessary ongoing coaching and consulting for the governing body and executive leaders via phone, video-conference, text message, and email to facilitate the completion of this project. There are no additional costs.

City of Kirby will provide a suitable location for on-site work and training (A/V capabilities) and refreshments for attendees at any in-person events.

Warranty

T2LPC agrees to re-initiate the search for the positions, at no fee to the City of Kirby, if a selected candidate recommended by T2LPC leaves employment either through resignation or termination (with or without cause) within one year of placement (i.e. official hire date). This warranty also reflects our confidence in our process and offers peace of mind in your investment.

Terms

The project will begin upon the execution of a professional services agreement between T2LPC and the City of Kirby. Executing agreement on this proposal indicates intent to move forward and sign a formal contract that reflects the content of this proposal.

T2LPC Qualifications

T2LPC represents decades of experience and expertise in business administration development and training, and in the design of organizational ethics systems. We have over 120 years of combined experience in consulting and providing solutions to promote individual and organizational wellness and safety, efficiency and effectiveness, and mitigation of risk. T2LPC members and affiliates have served over 100 private and public organizations across the United States.

- Developing and delivering Comprehensive Assessment and Evaluation Programs and Training Programs.
- Public Relations and Communication Experts
- Provide National and International training services.
- Established client and consultant partnerships.
- Assess critical factors and develop recommendations.
- Responsive to client requests and feedback
- Deliverables that meet personal and organizational goals
- Provides a business perspective with emotionally intelligent leadership.
- Excellent customer service designed to exceed expectations.

T2LPC **CEO Michael Wilson** is a proven leader, known for initiating and delivering sustained results and effective, fundamental change. A retired police chief and municipal executive, he puts his passion and acumen into smart solutions to work with T2LPC. Mike quickly rose through the ranks of the Keller Police Department, retiring in 2019 as Chief of Police after 20 years of service with the agency. During that time, his measurable accomplishments and penchant for cross-organizational teamwork covered a wide spectrum of functions: enterprise software; financial processes; design, development, and construction of government facilities; threat identification and mitigation; campus security; governmental mergers and inter-local negotiations; and public information.

As a recognized trailblazer in community policing, implementing technology and taking data-driven approaches to reduce crime and traffic collisions, to advancing the department's relationships with public and private partners, Mike's management and enterprise led to unprecedented progress, collaboration, and initiative during his tenure with the City of Keller. Collaborations with non-profits, surrounding cities, and the school district that resulted in more than \$3.5 million in revenue, minimizing the financial impact on taxpayers and saving more than \$1.2 million annually, and under Mike's supervision the design and implementation of software solutions and workflows that facilitated communications between regional agencies to enhance transparency and implement financial controls.

Mike Wilson holds bachelor's and master's degrees in business administration, with a concentration in finance earned during his career in law enforcement. He also received graduate-level education in communications and

organizational leadership. Mike's career is punctuated with distinguished affiliations and certifications including the Texas Police Chiefs Association Training Advisory Board, and Instructor and Master Peace Officer licenses with the Texas Commission on Law Enforcement. As an expert in strategy, process, and effectiveness, Mike now utilizes the skills and knowledge refined during his extensive law enforcement career to serve as an elite consultant across industries.

T2LPC **COO Mica A. Lunt**'s unique experience of serving in the private and public sectors as a leader, follower, and facilitator has fueled his passion for understanding and applying the art and science of people engagement to accomplish organizational objectives in the most efficacious way possible. At a basic level, Mica believes that effective supervision, management, leadership, and followership are skills to be continuously studied and refined. In service to the clients of T2LPC, Mica continues his mission by helping create cultures where people are excited to go to work!

Prior to devoting full-time effort to T2LPC, Mica served at the Director level in Lexipol, an organization that provides policy, training, and wellness solutions to police, fire, and local government organizations across the United States. Merging an industry business model with Mica's 14 years of service as a police professional, he personally facilitated a 42.5% increase in sales over the same period in the previous year and led his team to an accelerated 22% increase in sales compared to the previous quarter under different leadership.

While Mica continues to serve the public as a Reserve Deputy Sheriff in his Oklahoma community, he is the former Police Chief for the Forney Police Department (FPD) in Texas. During his tenure with the City of Forney, Mica brought about progressive enhancements such as geographic and community-based policing techniques and philosophies which directly resulted in a 9% decrease in violent crime, faster response times, and the highest citizen and prosecutor satisfaction scores in the city's history. Rising through the ranks at the Plano Police Department, Mica commanded the Homeland Security, Training, and Special Events units where he formed strong partnerships with local businesses and faith-based communities to improve community-wide emergency preparedness. As a police professional, Mica specialized in drug and alcohol impairment investigations, public safety leadership, and emergency management.

Mica is scheduled to complete an Executive MBA in the Spring of 2024, and has earned a graduate certificate in Criminal Justice, a Master of Science degree in Psychology (and Management), and a bachelor's degree with honors in Psychology and Physics.

For executive search and placement projects, T2LPC also leverages the talents and successes of **Ms. Suzie Price**. Ms. Price is a human resources expert with multiple certifications in administering and evaluating the formal assessments used during the selection process – including one of only 24 people in the world to obtain the prestigious Advanced Master Axiologist certification. Ms. Price brings over 25 years of recruiting, hiring, and promoting experience across private and public sectors.

Citations

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Interim Public Management

Get in touch



Tim Pickering

President and CEO

Credentialed City Manager since 2002 and Certified Economic Developer since 1999.

 480.577.0949

 Tim@IPMaz.com

 Interim Public Management, LLC

17871 E. Paria Canyon Dr

Scottsdale AZ 85263

How Can We Help?

Contact us to provide the right interim executive for your public organization.

If you're looking for a manager to help get you through a temporary vacancy, to improve performances or change initiatives, we can help. Fill out the form below and we will contact you promptly.

protected by reCAPTCHA

Privacy Policy

Your Name (required)

Your Email (required)

Nancy Schwander

Senior Associate

Subject

For those interested in becoming an Associate, contact Nancy.

SEND

✕

✓

THANK YOU FOR YOUR
MESSAGE. IT HAS BEEN
SENT



<input checked="" type="checkbox"/>	DISCUSSION AND POSSIBLE ACTION ITEMS
<input type="checkbox"/>	SPECIAL CONSIDERATION
<input type="checkbox"/>	CONSIDERATION OF MINUTES
<input type="checkbox"/>	PUBLIC HEARING
<input type="checkbox"/>	PRESENTATION
<input type="checkbox"/>	WORKSHOP

**CITY OF KIRBY
CITY COUNCIL MEETING
A G E N D A I T E M S U M M A R Y**

DATE: October 26, 2023

AGENDA ITEM: 10 e.

Discussion and Possible Action to hire consultant to evaluate the placement of an election for an Economic Development Corporation, dissolve or reduce tax from Crime Control & Prevention District Board, and withdrawal from San Antonio Metropolitan Transit Authority on May 2024 Ballot.

<input checked="" type="checkbox"/>	DISCUSSION AND POSSIBLE ACTION ITEMS
<input type="checkbox"/>	SPECIAL CONSIDERATION
<input type="checkbox"/>	CONSIDERATION OF MINUTES
<input type="checkbox"/>	PUBLIC HEARING
<input type="checkbox"/>	PRESENTATION
<input type="checkbox"/>	WORKSHOP

**CITY OF KIRBY
CITY COUNCIL MEETING
AGENDA ITEM SUMMARY**

DATE: October 26, 2023

AGENDA ITEM: 10 f.

Discussion and Possible Action on approving members for economic development committee.

<input checked="" type="checkbox"/>	DISCUSSION AND POSSIBLE ACTION ITEMS
<input type="checkbox"/>	SPECIAL CONSIDERATION
<input type="checkbox"/>	CONSIDERATION OF MINUTES
<input type="checkbox"/>	PUBLIC HEARING
<input type="checkbox"/>	PRESENTATION
<input type="checkbox"/>	WORKSHOP

**CITY OF KIRBY
CITY COUNCIL MEETING
A G E N D A I T E M S U M M A R Y**

DATE: October 26, 2023

AGENDA ITEM: 10 g.

Discussion and Possible Action to change November and December Council dates due to holiday schedule.

<input checked="" type="checkbox"/>	DISCUSSION AND POSSIBLE ACTION ITEMS
<input type="checkbox"/>	SPECIAL CONSIDERATION
<input type="checkbox"/>	CONSIDERATION OF MINUTES
<input type="checkbox"/>	PUBLIC HEARING
<input type="checkbox"/>	PRESENTATION
<input type="checkbox"/>	WORKSHOP

C I T Y O F K I R B Y
C I T Y C O U N C I L M E E T I N G
A G E N D A I T E M S U M M A R Y

DATE: October 26, 2023

AGENDA ITEM: 10 h.

Discussion and Possible Action to Purchase Holiday Decorations for City of Kirby Christmas Tree Lighting.

<input checked="" type="checkbox"/>	DISCUSSION AND POSSIBLE ACTION ITEMS
<input type="checkbox"/>	SPECIAL CONSIDERATION
<input type="checkbox"/>	CONSIDERATION OF MINUTES
<input type="checkbox"/>	PUBLIC HEARING
<input type="checkbox"/>	PRESENTATION
<input type="checkbox"/>	WORKSHOP

C I T Y O F K I R B Y
C I T Y C O U N C I L M E E T I N G
A G E N D A I T E M S U M M A R Y

DATE: October 26, 2023

AGENDA ITEM: 10 i.

Discussion and Possible Action to contract an outside law enforcement agency to assist Kirby Police Department due to officer vacancies.

<input checked="" type="checkbox"/>	DISCUSSION AND POSSIBLE ACTION ITEMS
<input type="checkbox"/>	SPECIAL CONSIDERATION
<input type="checkbox"/>	CONSIDERATION OF MINUTES
<input type="checkbox"/>	PUBLIC HEARING
<input type="checkbox"/>	PRESENTATION
<input type="checkbox"/>	WORKSHOP

C I T Y O F K I R B Y
C I T Y C O U N C I L M E E T I N G
A G E N D A I T E M S U M M A R Y

DATE: October 26, 2023

AGENDA ITEM: 10 j.

Discussion and Possible Action to organize a petition to amend the charter for board and commissions qualifications and/or disqualifications.

<input checked="" type="checkbox"/>	DISCUSSION AND POSSIBLE ACTION ITEMS
<input type="checkbox"/>	SPECIAL CONSIDERATION
<input type="checkbox"/>	CONSIDERATION OF MINUTES
<input type="checkbox"/>	PUBLIC HEARING
<input type="checkbox"/>	PRESENTATION
<input type="checkbox"/>	WORKSHOP

**CITY OF KIRBY
CITY COUNCIL MEETING
A G E N D A I T E M S U M M A R Y**

DATE: October 26, 2023

AGENDA ITEM: 10 k.

Discussion and Possible Action on support for City of Kirby Halloween community events.