

CANCELLED DUE TO LACK OF  
QUORUM



Janeshia A. Grider, Mayor

Mike Grant  
Sylvia Apodaca  
Englan Sanchez

Maria Lozano  
Joe Molina  
Susan Street

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**CITY COUNCIL AGENDA  
REGULAR MEETING  
THURSDAY, MARCH 12, 2026 – 7:00 P.M.  
CITY HALL COUNCIL CHAMBER  
112 BAUMAN, KIRBY, TX 78219**

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This notice is posted pursuant to the Texas Open Meetings Act. The location where a quorum of the governmental body will be physically present is Kirby 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. If any members of the governmental body attend by videoconference, they will have two-way audio and video communication during the entire meeting and remain visible and audible. A member of the public who wishes to speak may do so by signing the participation sheet prior to the meeting being called to order. Attendance by Other Elected or Appointed Officials: It is anticipated that members of other City boards, commissions and/or committees may attend the open meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of any other boards, commissions and/or committees of the City, whose members may be in attendance in numbers constituting a quorum. These members of other City boards, commissions, and/or committees may not deliberate or act on items listed on the agenda. [Attorney General Opinion – No. GA-0957 (2012)].

Topic: Regular Meeting

Date and Time: Thursday, March 12, 2026, at 7:00 P.M. (Central Time)

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**1. Call Meeting to Order**

**2. Invocation and Pledge of Allegiance to the Flag**

**3. Mission Statement**

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

**4. Roll Call**

**5. Citizens Participation**

Citizens Participation is for the City Council to receive information on issues that may be of concern to the public. Citizens should limit their comments to three (3) minutes. Should a member of the

public bring an item to City Council for which the subject was not posted on the agenda of that meeting, the City Council may receive the information, but it cannot act upon it at that meeting.

**6. Consideration and Action on Meeting Minutes**

- a. Special Meeting February 23, 2026
- b. Regular Meeting February 26, 2026

**7. Presentation**

- a. Proclamation Acknowledging March as Colorectal Cancer Awareness Month
- b. Lone Star Consulting Grant

**8. Updates**

- a. Ackerman Rd. Project

**9. Items for Individual Consideration**

- a. Discussion and Possible Action on Resolution 2026-2026 authorizing the City Manager to enter into an agreement with Lone Star Consulting LLC; providing for severability; and providing an effective date.
- b. Discussion regarding Texas Water Development Board (TWDB) Grant.
- c. Discussion on the PY24 City of Kirby project Boatman and Swann In. utilizing Program Year 2024 Community Development Block Grant (CBDG) funds.
- d. Discussion and Possible Action Approving Notice to Proceed for Community Development Block Grant FY 2024 for Boatman and Swann by Baine Medina Baine.

**10. Closed Session: The City of Kirby City Council will convene in executive session on the following items:**

Pursuant to Texas Government Code Section 551.071  
Discussion Regarding Pending Lawsuits – Mayle v. City of Kirby

**11. Open Session: The City Council Will Reconvene into Regular Session Upon Conclusion of The Closed Session and May Recall Any Item Posted for Closed Session for Action, As Necessary.**

Pursuant to Texas Government Code Section 551.071  
Discussion Regarding Pending Lawsuits – Mayle v. City of Kirby

**12. City Manager Update:**

ABC's

Job Fair

City Manager Coffee March 16, 2026, 9:30am

Business Mixer Women's History Month Thursday March 19, 2026, 6:00pm – 8:00pm

Easter Egg Hunt March 29, Friendship Park 2pm – 4pm

Beautification and Recycling Monday, April 13, 2026

Planning and Zoning Tuesday, April 14, 2026

Fiesta Decorating Contest – Beautification and Recycling April 16 – April 26, 2026

-Regular City Council Meeting

- March 26, 2026, at 7:00PM
- April 9, 2026, at 7:00PM

### **13. 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.

### **14. Adjournment**



**Christine Wilson**  
**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; Texas Government Code Section 551.076, Security Devices or Security Audits; and Section 551.087 of the Texas Government Code, Deliberation about Economic Development.

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).

*The notice for the upcoming City Council meeting was posted on the 6th day of February, 2026, which is more than **three (3) business days** prior to the scheduled meeting on the 12<sup>th</sup> February, 2026.*

<input type="checkbox"/>	DISCUSSION AND
<input type="checkbox"/>	POSSIBLE ACTION ITEMS
<input type="checkbox"/>	SPECIAL CONSIDERATION
<input checked="" 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: MARCH 12, 2026**

**AGENDA ITEM: 6. a.**

**6. Consideration of and Action on Minutes**

a. Special Meeting February 23, 2026



*Janeshia A. Grider, Mayor*

Mike Grant  
Sylvia Apodaca  
Englan Sanchez

Maria Lozano  
Joe Molina  
Dr. Susan Street

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**CITY COUNCIL AGENDA  
SPECIAL MEETING MEETINGS  
MONDAY, FEBRUARY 23, 2026 – 6:00 P.M.  
KIRBY SENIOR CENTER  
3211 ALAN SHEPARD KIRBY, TX 78219**

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This notice is posted pursuant to the Texas Open Meetings Act. The location where a quorum of the governmental body will be physically present is Kirby Senior Center, 3211 Alan Shepard 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. If any members of the governmental body attend by videoconference, they will have two-way audio and video communication during the entire meeting and remain visible and audible. A member of the public who wishes to speak may do so by signing the participation sheet prior to the meeting being called to order. Attendance by Other Elected or Appointed Officials: It is anticipated that members of other City boards, commissions and/or committees may attend the open meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of any other boards, commissions and/or committees of the City, whose members may be in attendance in numbers constituting a quorum. These members of other City boards, commissions, and/or committees may not deliberate or act on items listed on the agenda. [Attorney General Opinion – No. GA-0957 (2012)].

Topic: Special Meeting

Date and Time: Monday, February 23, at 6:00 P.M. (Central Time)

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**1. Call Meeting to Order 6:03pm**

**2. Invocation and Pledge of Allegiance to the Flag**

Prayer Mayor Grider and Pledge of Allegiance

**3. Mission Statement**

- i. *“The City of Kirby is dedicated to delivering excellent municipal services to our community in a fiscally responsible manner.”*

**4. Roll Call**

	<u>Here</u>	<u>Absent</u>
Council Member Mike Grant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Maria Lozano	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Council Member Englan Sanchez	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Susan Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Council Member Joe Molina	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mayor Pro-Tem Sylvia Apodaca	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mayor Janeshia Grider	<input checked="" type="checkbox"/>	<input type="checkbox"/>

You have a quorum.

**5. Citizens Participation**

Citizens Participation is for the City Council to receive information on issues that may be of concern to the public. Citizens should limit their comments to three (3) minutes. Should a member of the public bring an item to City Council for which the subject was not posted on the agenda of that meeting, the City Council may receive the information, but it cannot act upon it at that meeting.

No Citizens Participation

**STAFF**

Senior Center Kathy Gomez  
 Chief Roxanne Cardona  
 Public Works Armando Marquez  
 Senior Attorney Dan Jones  
 City Secretary Christine Wilson  
 City Manager Dr. Brian Rowland

**6. Items for Individual Consideration**

- a. Discussion and Possible Action Adopting Ordinance 2026 – 8100 to place a moratorium on the development of new automobile dealerships and storage facilities for a period of 90 days to allow the City of Kirby infrastructure to develop accordingly in these businesses; publication and codification; declaring that the meeting at which this ordinance was adopted was conducted in compliance with the Texas open meetings act; providing for severability; and providing an effective date

**Motion made by Council Member Grant and Seconded by Mayor Pro-Tem Apodaca.**

	<u>1<sup>st</sup>/2<sup>nd</sup></u>	<u>Aye</u>	<u>Nay</u>
Council Member Grant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Lozano	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Member Sanchez	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Member Molina	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mayor Pro-Tem Apodaca	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Mayor Grider



**Motion Passes (5/0)**

**6. Adjournment 6:08pm**

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**Janeshia Grider**  
**Mayor**

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**Christine Wilson**  
**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; Texas Government Code Section 551.076, Security Devices or Security Audits; and Section 551.087 of the Texas Government Code, Deliberation about Economic Development.

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*The notice for the upcoming City Council meeting was posted on Friday, February 13, 2026, which is more than **three (3) business days** prior to the scheduled meeting on Monday, February 23, 2026*

<input type="checkbox"/>	DISCUSSION AND
<input type="checkbox"/>	POSSIBLE ACTION ITEMS
<input type="checkbox"/>	SPECIAL CONSIDERATION
<input checked="" 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: MARCH 12, 2026**

**AGENDA ITEM: 6. b.**

**6. Consideration of and Action on Minutes**

b. Regular Meeting February 26, 2026



Janeshia A. Grider, Mayor

Mike Grant  
Sylvia Apodaca  
Englan Sanchez

Maria Lozano  
Joe Molina  
Susan Street

**CITY COUNCIL AGENDA  
REGULAR MEETING MINUTES  
THURSDAY, FEBRUARY 26, 2026 – 7:00 P.M.  
KIRBY SENIOR CENTER  
3211 ALAN SHEPARD, KIRBY, TX 78219**

This notice is posted pursuant to the Texas Open Meetings Act. The location where a quorum of the governmental body will be physically present is Kirby Senior Center at 3211 Alan Shepard 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. If any members of the governmental body attend by videoconference, they will have two-way audio and video communication during the entire meeting and remain visible and audible. A member of the public who wishes to speak may do so by signing the participation sheet prior to the meeting being called to order. Attendance by Other Elected or Appointed Officials: It is anticipated that members of other City boards, commissions and/or committees may attend the open meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of any other boards, commissions and/or committees of the City, whose members may be in attendance in numbers constituting a quorum. These members of other City boards, commissions, and/or committees may not deliberate or act on items listed on the agenda. [Attorney General Opinion—No. GA-0957 (2012)].

Topic: Regular Meeting

Date and Time: Thursday, February 26, 2026, at 7:00 P.M. (Central Time)

**1. Call Meeting to Order 7:02pm**

**2. Invocation and Pledge of Allegiance to the Flag  
Mayor Grider prayed and Pledge of Allegiance**

**3. Mission Statement**

- i. *“The City of Kirby is dedicated to delivering excellent municipal services to our community in a fiscally responsible manner.”*

**4. Roll Call**

Council Member Mike Grant

<u>Here</u>	<u>Absent</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Council Member Maria Lozano	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Council Member Englan Sanchez	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Susan Street	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Joe Molina	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Pro-Tem Sylvia Apodaca	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mayor Janeshia Grider	<input checked="" type="checkbox"/>	<input type="checkbox"/>

You have a quorum.

**5. Citizens Participation**

Citizens Participation is for the City Council to receive information on issues that may be of concern to the public. Citizens should limit their comments to three (3) minutes. Should a member of the public bring an item to City Council for which the subject was not posted on the agenda of that meeting, the City Council may receive the information, but it cannot act upon it at that meeting.

Martinez, Margaret  
 Urnetia, Lisa  
 Griffin Peggy

**STAFF**

Firefighter Tim Gill  
 Senior Center Director Kathy Gomez – Presided over Meeting  
 Public Works Director Armando Marquez  
 Police Chief Roxanne Cardona  
 Senior Attorney Dan Jones  
 Acting City Manager Christine Wilson

**6. Consideration and Action on Meeting Minutes**

a. Regular Meeting Minutes February 12, 2026

**Motion made by Mayor Pro-Tem Apodaca and Seconded by Council Member Grant.**

	<u>1<sup>st</sup>/2<sup>nd</sup></u>		<u>Aye</u>	<u>Nay</u>
Council Member Grant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Lozano	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Council Member Sanchez	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Street	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Molina	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Mayor Pro-Tem Apodaca	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mayor Grider	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Motion Passes (5/0)**

**7. Updates**

- a. Ackerman Rd. Project – In the final stages.
- b. Kirby Festival Event -May 30, 2026, Save the Date Flyer

**8. Items for Individual Consideration**

- a. Second Reading Discussion and Possible action to adopt Ordinance 2025-2010 amending the City's Zoning Ordinance to adopt Article X, Site Development, which includes, but is not limited to, when a site plan is required, the standards for review, and responsibilities for maintaining compliance with approved site plans. First Reading February 12, 2026

**Motion made by Mayor Pro-Tem Apodaca and Seconded by Council Member Grant.**

	<u>1<sup>st</sup>/2<sup>nd</sup></u>	<u>Aye</u>	<u>Nay</u>
Council Member Grant	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Lozano	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Member Sanchez	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Council Member Molina	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mayor Pro-Tem Apodaca	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mayor Grider	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Motion Passes (4/1)**

- b. Second Reading Discussion and Possible Action Adopting Ordinance no. 2026-17021 amending the garbage rates fee schedule; adopting new garbage rates; implementing a rate change; implementation of the amended rate schedule; declaring a public purpose; providing for severability; setting an effective date. First Reading February 12, 2026

**Motion made by Mayor Pro-Tem Apodaca and Seconded by Council Member Grant**

	<u>1<sup>st</sup>/2<sup>nd</sup></u>	<u>Aye</u>	<u>Nay</u>
Council Member Grant	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Lozano	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Member Sanchez	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Street	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Council Member Molina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Pro-Tem Apodaca	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mayor Grider	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Motion Passes (4/1)**

- c. Discussion and Possible Action setting a Date, Time, and Location changing Regular Thursday, April 23, 2026, at 7:00pm due to early voting

**Motion to change the Regular Thursday, April 23, 2026, at 7:00pm to Thursday, April 16, 2026 at 7:00pm at City Hall due to early voting made by Council Member Grant and Seconded by Mayor Pro-Tem Apodaca**

	<u>1<sup>st</sup>/2<sup>nd</sup></u>	<u>Aye</u>	<u>Nay</u>
Council Member Grant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Lozano	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Member Sanchez	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Council Member Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Molina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Pro-Tem Apodaca	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mayor Grider	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Motion Passes (5/0)**

- d. Discussion and possible action to initiate the Charter Review process; establish a Charter Review timeline; and appoint a seven-member Charter Review Commission pursuant to Section 12.11 of the City Charter

**Bring Item back to Next City Council Meeting**

**Motion to enter into Executive Session made by Council Member Grant and Seconded by Mayor Pro-Tem Apodaca.**

	<u>1<sup>st</sup>/2<sup>nd</sup></u>	<u>Aye</u>	<u>Nay</u>
Council Member Grant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Lozano	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Sanchez	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Molina	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mayor Pro-Tem Apodaca	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mayor Grider	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Motion Passes (5/0)**

**9. Closed Session 7:27pm:** The City of Kirby City Council will convene in executive session on the following items:

Texas Government Code Section 551.071(1)

(A), pending or contemplated litigation, regarding Austin Bridge & Road and

(2), consultation with attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter, regarding Austin Bridge & Road.

**Motion to Open into Regular Session Council Member Grant and Seconded by Mayor Pro-Tem Apodaca.**

	<u>1<sup>st</sup>/2<sup>nd</sup></u>	<u>Aye</u>	<u>Nay</u>
Council Member Grant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Lozano	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Member Sanchez	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Molina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Pro-Tem Apodaca	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mayor Grider	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Motion Passes (5/0)**

**10. Open Session 7:43pm:** The City of Kirby City Council will convene in executive session on the following items:

Texas Government Code Section 551.071(1)

(A), pending or contemplated litigation, regarding Austin Bridge & Road and

(2), consultation with attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter, regarding Austin Bridge & Road.

**Motion made to allow Denton Navarro to represent the City of Kirby in all pre-litigation and litigation involving Austin Bridge and Road as subcontractors by Mayor Pro-Tem Apodaca and Seconded by Council Member Grant.**

	1 <sup>st</sup> /2 <sup>nd</sup>	Aye	Nay
Council Member Grant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Lozano	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Member Sanchez	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Member Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Council Member Molina	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mayor Pro-Tem Apodaca	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mayor Grider	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Motion Passes (5/0)**

**11. City Manager Update:**

- Job Fair
- Water Drainage Survey Due October 26, 2026
- H.O.D Acting Fire Chief
- Beautification and Recycling Committee Meeting Monday, March 9, 2026, 6:00pm
- Planning and Zoning Commission Meeting Tuesday, March 10, 2026, 6:30pm
- Regular City Council Meeting
  - March 12, 2026, at 7:00PM
  - March 26, 2026, at 7:00PM
- Household Hazardous Waste Collection Event March 7, 2026
- Kirby Animal Services March 11, 2026, 12pm – 2pm
- Bulk Brush Pick-Up March 30 – April 10

**12. 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.

Discussion regarding Land Purchase with St. Joan of Arc Church  
Discussion Staffing Strategy  
Discussion Senior Center  
Update on Audio/Visual Surveillance Equipment for Chambers

13. **Adjournment 7:53pm**

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**Janeshia Grider  
Mayor**

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**Christine Wilson  
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; Texas Government Code Section 551.076, Security Devices or Security Audits; and Section 551.087 of the Texas Government Code, Deliberation about Economic Development.

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*The notice for the upcoming City Council meeting was posted on the 20th day of February, 2026, which is more than **three (3) business days** prior to the scheduled meeting on the 26<sup>th</sup> February, 2026.*

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

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

**DATE: MARCH 12, 2026**

**AGENDA ITEM: 7. a.**

**7. Presentation**

a. Proclamation Acknowledging March as Colorectal Cancer Awareness Month

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

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

**DATE: MARCH 12, 2026**

**AGENDA ITEM: 7. b.**

**7. Presentation**

b. Lone Star Consulting Grant

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

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

**DATE: MARCH 12, 2026**

**AGENDA ITEM: 8. a**

**8. Updates**

a. Ackerman Rd. Project

<input type="checkbox"/>	DISCUSSION AND
<input checked="" type="checkbox"/>	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: MARCH 12, 2026**

**AGENDA ITEM: 9**

**9. Items for Individual Consideration**

- a. Discussion and Possible Action on Resolution 2026-2026 authorizing the City Manager to enter into an agreement with Lone Star Consulting LLC; providing for severability; and providing an effective date.

**RESOLUTION NO. 2026-2026**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRBY, TEXAS,  
AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH  
LONE STAR CONSULTING, LLC; PROVIDING FOR SEVERABILITY; AND  
PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council seeks to secure federal and state funding for various projects for the City of Kirby; and

**WHEREAS**, the City Council recognizes Lone Star Consulting, LLC will utilize its expertise in state and federal appropriations to propose key grants to city staff for approval to pursue; and

**WHEREAS**, the City Council finds that Lone Star Consulting, LLC will research, collect data, and write the approved grants for the city, and submit multiple grants for the City of Kirby; and

**WHEREAS**, the City Council seeks to employ Lone Star Consulting, LLC, who will shepherd the grants through the grant process, working with the federal agencies, the Administration, key Members of Congress, the US Senate, key funding committees, the regional offices and related state agencies for benefit of the City of Kirby; and

**WHEREAS**, Lone Star Consulting, LLC will work with key US Senators and Members of Congress to push for Congressional Earmarks (CPFs) to fund various projects within the City of Kirby; and

**WHEREAS**, the Lone Star Consulting, LLC will provide options to the City Council and City of Kirby staff for state and federal loans where there is loan forgiveness; and

**WHEREAS**, the City Council finds that it is in the best interests for the City of Kirby and its residents to employ Lone Star Consulting, LLC to assist the City of Kirby in new opportunities; and

**WHEREAS**, the City Council seeks to ensure that the residents of Kirby receive federal and state grants to improve the quality of life; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KIRBY, TEXAS, THAT:**

1. The City of Kirby authorizes the City Manager to enter into a service agreement with Lone Star Consulting, LLC.
2. The City of Kirby seeks to provide for its' residents ensuring that their needs are met through federal and state grants as well as loan forgiveness.
3. If any provision of this Resolution is determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.
4. This Resolution shall take effect immediately upon its adoption.

**PASSED AND APPROVED** this \_\_\_ day of \_\_\_\_\_, 2026.

**CITY OF KIRBY, TEXAS**

\_\_\_\_\_  
Janeshia Grider, Mayor

ATTEST:

\_\_\_\_\_  
Christine Wilson, City Secretary

DRAFT

**Lone Star  Consulting**  
601 Pennsylvania Ave. NW, Suite #900, Washington, DC 20004  
(202) 412-2689 [www.LSConsulting.us](http://www.LSConsulting.us)

**SERVICE AGREEMENT No. 2108-001**

This agreement is made on January 6<sup>th</sup>, 2026, by and between:

- **Lone Star Consulting, LLC**  
(hereinafter referred to as "LSC")  
Located at:  
601 Pennsylvania Ave., NW, #900  
Washington, DC, 20004  
Represented by:  
Stephen Hofmann, President of Lone Star Consulting  
Tel: 202-412-2689  
E-mail: [SHofmann@LSConsulting.us](mailto:SHofmann@LSConsulting.us)
  
- **City of Kirby, Texas**  
(hereinafter referred to as "City of Kirby")  
Located at:  
Kirby City Hall  
112 Bauman Street  
Kirby, Texas 78219  
Represented by:  
Dr. Brian Rowland, City Manager  
Tel: 210-661-3198  
E-mail: [Citymanager@cityofkirby.org](mailto:Citymanager@cityofkirby.org)

Section I. Subject of the Agreement

- LSC shall work with the City of Kirby elected officials and city staff to help secure federal and state funding for various projects in the City of Kirby.
- Specifically, LSC will utilize its expertise in state and federal appropriations to propose key grants to city staff for approval to pursue.
- LSC will research, collect data, and write the approved grants for the city. Overall, LSC will submit multiple grants for the City of Kirby.
- Once the grants are submitted, LSC will shepherd the grants through the grant process, working with the federal agencies, the Administration, key Members of Congress, the US Senate, key funding committees, the regional offices and related state agencies.
- Additionally, LSC will work with key US Senators and Members of Congress to push for Congressional Earmarks (CPFs) to fund various projects within the City of Kirby.

- LSC will work with the City on options for state and federal loans where there is loan forgiveness.
- Lastly, LSC will work with the City of Kirby on any federal and state government relations and lobbying as the City leadership deem necessary.

## Section II. Community Engagement

- A. Most federal grants require “Community Engagement” as part of the grant submission. This is separate from the grant facilitation portion of the agreement. For the purposes of this agreement, the City of Kirby shall retain LSC for Community Engagement to help inform the community of the changes that will be taking place in the area due to the grant funding.

The Community Engagement portion consists of brochure and signage design and production, as well as coordination of the Town Hall meetings. This includes providing food, renting the facility, and managing lighting and sound production.

The fee for the Community Engagement portion is 2% of the grant and is not paid by the City of Kirby, but rather the fee is built into the grant itself.

## Section III Expenses and Payment

- A. The City of Kirby shall pay \$3,500 USD on a month to month basis, to Lone Star Consulting on the 8th of each month, beginning January 8<sup>th</sup>, 2026.
- B. The City of Kirby shall not pay LSC expenses related to this contract. There are no billable hours and no fee for daily expenses as the retainer is a flat fee.

## Section IV Community Engagement Fee

- A. The City of Kirby authorizes LSC to receive a fee for Community Engagement which is built into the grant itself. The fee for Community Engagement is equivalent to 2% of the grant. The City of Kirby does not pay the Community Engagement fee. The fee is built into the grant and paid as the grant funds are dispersed.

## Section V Duration and Terms

### Duration

This contract shall be valid for a term of 1 month, and shall automatically renew each subsequent month until terminated by the City of Kirby, or if a longer 12 month agreement between the two parties supersedes the month-to-month agreement.

Termination

The City of Kirby may terminate this agreement at any time during the duration of the agreement.

Arbitration

A. All disputes in connection with this Agreement or the execution thereof shall be settled by friendly negotiation. In cases where no settlement can be reached through negotiation, the matter shall be submitted to the proper judicial court in the State of Texas, in which case the award is final and binding to both Parties.

B. This Agreement is governed in accordance with United States law.

Effective date

This agreement shall come into force upon signature of both parties and shall remain effective for the duration of the contract. This Agreement has been executed by two originals, each with the same validity, one for each party.

**For Lone Star Consulting, LLC**



\_\_\_\_\_  
Stephen Hofmann  
President  
601 Pennsylvania Ave., NW #900  
Washington, DC 20004

**For the City of Kirby, Texas**

\_\_\_\_\_  
Dr. Brian Rowland  
City Manager  
112 Bauman Street  
Kirby, Texas 78219

<input type="checkbox"/>	DISCUSSION AND
<input checked="" type="checkbox"/>	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: MARCH 12, 2026**

**AGENDA ITEM: 9**

**9. Items for Individual Consideration**

- b. Discussion regarding Texas Water Development Board (TWDB) Grant.

<input type="checkbox"/>	DISCUSSION AND
<input checked="" type="checkbox"/>	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: MARCH 12, 2026**

**AGENDA ITEM: 9.**

**9. Items for Individual Consideration**

c. Discussion on the PY24 City of Kirby project Boatman and Swann Ln. utilizing Program Year 2024 Community Development Block Grant (CBDG) funds.



January 16, 2026

Dr. Brian Rowland  
City Manager  
City of Kirby  
112 Bauman  
Kirby, TX 78219

**Re: Proposal for City of Kirby for Civil Engineering Services  
Task Order #8 – Swann Ln. Street Reconstruction and Sanitary Sewer Replacement  
BMB Project No. P-3897.15**

Dear Dr. Rowland:

Bain Medina Bain, Inc. (BMBI) is pleased to submit this fee proposal to provide engineering and surveying services for the reconstruction of Swann Ln. Street Reconstruction and Sanitary Sewer Replacement from Alan Shepherd to French Sea.

**SCOPE OF SERVICES**

The proposed Scope of Work is outlined in the attached Scope of Work Narrative.

**COMPENSATION**

BMB's proposed fee for the scope of services described is based on a lump sum fee. The following is a breakdown of the total fee:

70%	\$42,000
100%	\$15,500
Bidding	\$ 5,750
Construction Administration	\$18,500
<u>Closeout</u>	<u>\$ 2,800</u>
<b>TOTAL FEE=</b>	<b>\$84,550</b>

Attached is a breakdown by task, man hours, and dollars for each task.

**SCHEDULE**

BMB anticipates the following project schedule can begin immediately after receiving the Notice to Proceed and each successive phase beginning after receiving acceptance to the previous phase. Below is the Total design estimate with one week of review from the City of Kirby between 70% and 100% design phases. Attached is a breakdown of the timeline per phase.

<b><u>Swann Ln.</u></b>	<b><u>330 days</u></b>
Survey & Geotech	30 days
70% Design Phase	60 days
100% Design Phase	30 days
Bidding Assistance	60 days
Construction Administration	120 days
Project Closeout	30 days



Please call if you have any questions or comments.

Sincerely,

A handwritten signature in black ink, appearing to read 'Carl Bain'.

**Carl Bain, P.E. | Executive Vice-President**

**Bain Medina Bain, Inc.**

Engineers & Surveyors

HUB, SBE, MBE, DBE, HABE TxDOT Pre-Certified Firm

TBPE Registered Firm Engineering Number: F-1712

TBPLS Firm Surveying Number: 10020900

[www.bmbi.com](http://www.bmbi.com)

Attachments: Scope of Work Narrative  
BMB Project Work Plan and Fee Proposal Breakdown

City of Kirby  
 Fee/Price Proposal Breakdown for Professional Services  
 CIVIL Engineering Services for the City of Kirby

Project Name  
 Name of Firm/Prime  
 Date Proposal Submitted  
 Senior Project Manager  
 Senior Project Engineer

WA - Swann Ln. Street Reconstruction and Sanitary Sewer Replacement (Alan Shepard to French Sea)  
 Bin Medina Bain Inc.  
 01/16/2026  
 Carl Bain, P.E.  
 Lorrena Carter, P.E.

Position/Personnel Title  
 Fully-Loaded Hourly Wage Rates - (as defined below)  
 Task to be performed/Phase Description (including Sub-consultant work)

70% Design Phase	Senior Project Manager	Senior Engineer	EIT II	CADD III	Admin Assistant	RPLS	Survey Tech IV	CADD Technician II	3 person Crew	Inspector	Total Hours
Swann Ln.	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
01. Project Management and General Items											
01.01. Site Visit	2	2									4
01.02. Coordination Meetings	2	2									4
01.03. General Sheets - Title sht, Index, Notes & Quantities	2	2	2	2							6
01.04. List of Governing Specs	1	1	1								2
01.05. 70% Submittal	2	2		2							6
01.06. 70% Design Review Meeting	2	2									4
02. Topographic, Tree & Utility Survey (Approx. 1,100 L.F.)											
02.01. Set horizontal and vertical control					0.5	2	4	2	6		14.5
02.02. Coordinate underground utility markings through Texas 811					2			4	8		14
02.03. Survey topographical features (improvements, grade breaks, and natural ground)					1	1	4	8	8		22
02.04. Survey HV cross sections at 50' intervals					1	1	2	8	8		20
02.05. Perform deed and PAI research and drafting					0.5	1	4	4	4		13.5
02.06. Survey, determine, and draft an apparent ROW					0.5	2	1	6	4		10.5
02.07. Field locate utilities marked by Texas 811 and above ground					0.5	1	1	4	4		10.5
02.08. Obtain top and invert elevation of manholes					0.5	1	1	4	4		10.5
02.09. Create 2D and 3D CAD file showing topography, utilities, and apparent boundary					0.5	1	2	2	2		7.5
02.10. OACCC						2					2
03. Roadway & Sewer Design											
03.01. Typical Sections - Existing and Proposed		2	2	4							8
03.02. Establish existing Roadway Baseline Alignment		4	4	4							12
03.03. Overall Site Plan		2	2	4	8						18
03.04. Overall Sewer Plan		2	2	4	8						18
03.05. Develop Roadway and Sewer Plan and Profiles		2	4	4	8						18
03.06. Intersection Plans		3	3	6	6						18
03.07. Develop Roadway and Sewer Detail Sheets		1	1	1	1						3
04. Traffic Control Plan											
04.01. Construction Phasing and Sequence of Work	1	1	1	2							5
05. Cost Estimating											
05.01. Prepare 70% Engineers Duration of Probable Construction Cost	1	4	8								13
Phase Total Hours	10	34	39	45	7	12	15	42	36	0	240
Phase Total Fee Proposal	\$2,000.00	\$6,120.00	\$4,680.00	\$5,400.00	\$770.00	\$2,400.00	\$2,100.00	\$5,880.00	\$9,000.00	\$0.00	\$38,350.00
Priority & Miscellaneous											\$150.00
Subconsultant Participation (Geotech (Burge Engineering & Associates))											\$3,500.00
Total 70% Design Phase											\$42,000.00
100% Design Phase											
01. Project Management and General Items											
01.01. Coordination Meetings	2	2									5
01.02. Final General Sheets - Title sht, Index, Notes and quantities	2	2	2	2							7
01.03. List of Governing Specs	1	1	1								3
01.04. Project Manual	1	4	4	2							17
01.05. Final Submittal		2	2								8

WA\PROPOSALS\2025\15 City of Kirby Swann Ln - City of Kirby\ProposalP-3897\08 City of Kirby Swann Ln. Reconstruction Fee Proposal Breakdown



CITY OF KIRBY

**STREET RECONSTRUCTION (Swann Ln.)**

**SCOPE OF WORK NARRATIVE- Task Order #8**

**BACKGROUND**

Bain Medina Bain, Inc. (BMB) was awarded the work order to provide professional engineering and surveying services under the City of Kirby Civil Engineering Services.

**PROJECT SCOPE**

BMB has been asked to survey, design, and prepare plans for the street rehabilitation of one (1) street in Kirby. The one street is:

Street Name	From Street	To Street	Function Class	Application
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Swann Ln.	Alan Shepard St.	French Sea St..	Local	Rehabilitation with Asphalt
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- Swann Ln.- approximately 1,100 ft long, 30 ft wide pavement.

It is understood that the Rehabilitation application will include the rehabilitation of the existing asphalt and base material. Pavement design will be provided by the Geotech investigation. Traffic Control will likely include detours or phased construction with temporary access to residents. Grading of the streets may require adjustment of driveways to maintain positive drainage on the street. A site visit with Public Works PM will aid in identifying ponding issues.

If the estimated construction cost is more than the City's budget for this project, BMB will evaluate ways to reduce the scope such as mill and overlay for some portion.

BMB will place a series of temporary benchmarks (TBM's) and temporary control points along the project route to facilitate data acquisition. Apparent right of way will be used during this project.

BMB will coordinate with Texas 811 and other utility purveyors to mark on the ground the locations of their respective utilities to a Level C accuracy.

Submittals of plans will be 70% and 100%. Specification package will only be a list of standard specifications (COSA, SAWS or TXDOT). Special specifications are not anticipated to be used on this street.

The following are the tasks included in this Task Order for Swann Ln.:

70% Design Phase

1. **Project Management and General Items**
  - 1.1. **Site Visit**
  - 1.2. **Coordination meetings**
  - 1.3. **General Sheets- Title sheets, Index of Sheets, General Notes, and Quantities**
  - 1.4. **List of Governing Specs**
  - 1.5. **70% Submittal**
  - 1.6. **70% Design Review Meetings**
2. **Topographic, Tree & Utility Survey (Approx. 1,100 L.F.)**
  - 2.1. **Set horizontal and vertical control**
  - 2.2. **Coordinate underground utility markings through Texas 811**
  - 2.3. **Survey topographical features (improvements, grade breaks, and natural ground)**
  - 2.4. **Survey H/V cross sections at 50' intervals**
  - 2.5. **Perform deed and plat research and drafting**
  - 2.6. **Survey, determine, and draft an apparent ROW**
  - 2.7. **Field locate utilities marked by Texas 811 and above ground**
  - 2.8. **Obtain top and invert elevation of manholes along the alignment**
  - 2.9. **Create 2D and 3D CAD file showing topography, utilities, and apparent boundary**
  - 2.10. **QA/QC**
3. **Roadway and Sewer Design**
  - 3.1. **Typical Sections - Existing and Proposed**
  - 3.2. **Establish Existing Roadway Baseline Alignment**
  - 3.2. **Overall Site Plan**
  - 3.3. **Overall Sewer Plan**
  - 3.4. **Develop Roadway and Sewer Plan and Profiles**
  - 3.5. **Intersection Plans**
  - 3.6. **Develop Roadway and Sewer Detail Sheets**
4. **Traffic Control Plans**
  - 4.1. **Construction Phasing and Sequence of Work**
5. **Cost Estimating**
  - 5.1. **70% Engineer's opinion of probable construction cost**

100% Design Phase

1. **Project Management and General Items**
  - 1.1. **Coordination meetings**
  - 1.2. **Final General Sheets- Title sheets, Index of Sheets, General Notes and Quantities**
  - 1.3. **Final List of Governing Specs**
  - 1.4. **Project Manual**
  - 1.5. **Final Submittal**
3. **Roadway and Sewer Design**
  - 3.1. **Final Typical Sections**
  - 3.2. **Final Overall Site Plan**

- 3.3. Final Overall Sewer Plan
- 3.4. Final Roadway and Sewer Plan and Profiles
- 3.5. Final Intersection Plans
- 3.6. Final Roadway and Sewer Detail Sheets
- 4. Traffic Control Plans
  - 4.1. Final Construction Phasing and Sequence of Work
- 5. Cost Estimating
  - 5.1. 100% Engineer's opinion of probable construction cost

**Bidding Assistance**

- 1. Bidding Assistance
  - 1.1. Attend 100% Review Meeting
  - 1.2. Assist the City in Preparing Advertising Documents
  - 1.3. Coordinate Plans, Specifications, and Project Manual to Uploads
  - 1.4. Attend Pre-Bid Meeting
  - 1.5. Respond to Contractor Questions
  - 1.6. Prepare and Distribute Necessary Addenda
  - 1.7. Prepare Bid Tabulation and Letter of Recommendation

**Construction Phase**

- 1. Construction Administration
  - 1.1. Attend Pre-Construction Conference
  - 1.2. Review Contractor Pay Estimates
  - 1.3. Review/ Negotiate Change Orders
  - 1.4. Review Submittals
  - 1.5. Respond to RFIs
  - 1.6. Project Site Visits and Reports (Minimum Two Per Month)
  - 1.7. Participate in Construction Progress Meetings and Prepare Meeting Minutes
  - 1.8. Final Walkthrough and Punchlist Review

**Project Closeout**

- 1. Project Closeout
  - 1.1. Prepare Record Drawings
  - 1.2. Final Warranty Inspection



January 16, 2026

Dr. Brian Rowland  
City Manager  
City of Kirby  
112 Bauman  
Kirby, TX 78219

**Re: Proposal for City of Kirby for Civil Engineering Services  
Task Order #9 – Boatman Ln. Street Rehabilitation  
BMB Project No. P-3897.14**

Dear Dr. Rowland:

Bain Medina Bain, Inc. (BMBI) is pleased to submit this fee proposal to provide engineering and surveying services for the reconstruction of Boatman Street Rehabilitation from Blue Jay to Ackerman Rd. intersection.

**SCOPE OF SERVICES**

The proposed Scope of Work is outlined in the attached Scope of Work Narrative.

**COMPENSATION**

BMB's proposed fee for the scope of services described is based on a lump sum fee. The following is a breakdown of the total fee:

70%	\$30,650
100%	\$10,100
Bidding	\$ 4,500
Construction Administration	\$ 9,750
Closeout	\$ 2,000
<b>TOTAL FEE=</b>	<b>\$57,000</b>

Attached is a breakdown by task, man hours, and dollars for each task.

**SCHEDULE**

BMB anticipates the following project schedule can begin immediately after receiving the Notice to Proceed and each successive phase beginning after receiving acceptance to the previous phase. Below is the Total design estimate with one week of review from the City of Kirby between 70% and 100% design phases. Attached is a breakdown of the timeline per phase.

<b><u>Boatman Rd.</u></b>	<b><u>225 days</u></b>
Survey & Geotech	30 days
70% Design Phase	30 days
100% Design Phase	30 days
Bidding Assistance	45 days
Construction Administration	60 days
Project Closeout	30 days



Please call if you have any questions or comments.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Carl Bain'.

**Carl Bain, P.E. | Executive Vice-President**

**Bain Medina Bain, Inc.**

Engineers & Surveyors

HUB, SBE, MBE, DBE, HABE TxDOT Pre-Certified Firm

TBPE Registered Firm Engineering Number: F-1712

TBPLS Firm Surveying Number: 10020900

[www.bmbi.com](http://www.bmbi.com)

Attachments: Scope of Work Narrative  
BMB Project Work Plan and Fee Proposal Breakdown







CITY OF KIRBY

**STREET REHABILITATION (Boatman Rd.)**

**SCOPE OF WORK NARRATIVE- Task Order #9**

**BACKGROUND**

Bain Medina Bain, Inc. (BMB) was awarded the work order to provide professional engineering and surveying services under the City of Kirby Civil Engineering Services.

**PROJECT SCOPE**

BMB has been asked to survey, design, and prepare plans for the street rehabilitation of one (1) street in Kirby and the drainage improvements at the Blue Jay/Ackerman Rd. intersection. The one street is:

Street Name	From Street	To Street	Function Class	Application
Boatman Rd.	Blue Jay St.	Ackerman Rd.	Local	Rehabilitation with Asphalt

- Boatman Rd.- approximately 400 ft long, 30 ft wide pavement.

It is understood that the Rehabilitation application will include the rehabilitation of the existing asphalt and base material. Pavement design will be provided by the Geotech investigation. Traffic Control will likely include detours or phased construction with temporary access to residents. Grading of the streets may require adjustment of driveways to maintain positive drainage on the street. A site visit with Public Works PM will aid in identifying ponding issues.

If the estimated construction cost is more than the City's budget for this project, BMB will evaluate ways to reduce the scope such as mill and overlay for some portion.

BMB will place a series of temporary benchmarks (TBM's) and temporary control points along the project route to facilitate data acquisition. Apparent right of way will be used during this project.

BMB will coordinate with Texas 811 and other utility purveyors to mark on the ground the locations of their respective utilities to a Level C accuracy.

Submittals of plans will be 70% and 100%. Specification package will only be a list of standard specifications (COSA, SAWS or TXDOT). Special specifications are not anticipated to be used on this street.

The following are the tasks included in this Task Order for Boatman Rd.:

**70% Design Phase**

- 1. Project Management and General Items**
  - 1.1. Site Visit**
  - 1.2. Coordination meetings**
  - 1.3. General Sheets- Title sheets, Index of Sheets, General Notes, and Quantities**
  - 1.4. List of Governing Specs**
  - 1.5. 70% Submittal**
  - 1.6. 70% Design Review Meetings**
- 2. Topographic, Tree & Utility Survey (Approx. 400 L.F.)**
  - 2.1. Set horizontal and vertical control**
  - 2.2. Coordinate underground utility markings through Texas 811**
  - 2.3. Survey topographical features (improvements, grade breaks, and natural ground)**
  - 2.4. Survey H/V cross sections at 50' intervals**
  - 2.5. Perform deed and plat research and drafting**
  - 2.6. Survey, determine, and draft an apparent ROW**
  - 2.7. Field locate utilities marked by Texas 811 and above ground**
  - 2.8. Obtain top and invert elevation of manholes along the alignment**
  - 2.9. Create 2D and 3D CAD file showing topography, utilities, and apparent boundary**
  - 2.10. QA/QC**
- 3. Roadway and Drainage Design**
  - 3.1. Typical Sections - Existing and Proposed**
  - 3.2. Establish Existing Roadway Baseline Alignment**
  - 3.2. Overall Site Plan**
  - 3.3. Overall Drainage Plan**
  - 3.4. Develop Roadway Plan and Profiles**
  - 3.5. Intersection Plans**
  - 3.6. Develop Roadway and Drainage Detail Sheets**
- 4. Traffic Control Plans**
  - 4.1. Construction Phasing and Sequence of Work**
- 5. Cost Estimating**
  - 5.1. 70% Engineer's opinion of probable construction cost**

**100% Design Phase**

- 1. Project Management and General Items**
  - 1.1. Coordination meetings**
  - 1.2. Final General Sheets- Title sheets, Index of Sheets, General Notes and Quantities**
  - 1.3. Final List of Governing Specs**
  - 1.4. Project Manual**
  - 1.5. Final Submittal**
- 3. Roadway and Drainage Design**
  - 3.1. Final Typical Sections**

- 3.2. Final Overall Site Plan
- 3.3. Final Overall Drainage Plan
- 3.4. Final Roadway Plan and Profiles
- 3.5. Final Intersection Plans
- 3.6. Final Roadway and Drainage Detail Sheets
- 4. Traffic Control Plans
  - 4.1. Final Construction Phasing and Sequence of Work
- 5. Cost Estimating
  - 5.1. 100% Engineer's opinion of probable construction cost

**Bidding Assistance**

- 1. Bidding Assistance
  - 1.1. Attend 100% Review Meeting
  - 1.2. Assist the City in Preparing Advertising Documents
  - 1.3. Coordinate Plans, Specifications, and Project Manual to Uploads
  - 1.4. Attend Pre-Bid Meeting
  - 1.5. Respond to Contractor Questions
  - 1.6. Prepare and Distribute Necessary Addenda
  - 1.7. Prepare Bid Tabulation and Letter of Recommendation

**Construction Phase**

- 1. Construction Administration
  - 1.1. Attend Pre-Construction Conference
  - 1.2. Review Contractor Pay Estimates
  - 1.3. Review/ Negotiate Change Orders
  - 1.4. Review Submittals
  - 1.5. Respond to RFIs
  - 1.6. Project Site Visits and Reports (Minimum Two Per Month)
  - 1.7. Participate in Construction Progress Meetings and Prepare Meeting Minutes
  - 1.8. Final Walkthrough and Punchlist Review

**Project Closeout**

- 1. Project Closeout
  - 1.1. Prepare Record Drawings
  - 1.2. Final Warranty Inspection

<input type="checkbox"/>	DISCUSSION AND
<input checked="" type="checkbox"/>	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: MARCH 12, 2026**

**AGENDA ITEM: 9.**

**9. Items for Individual Consideration**

d. Discussion and Possible Action Approving Notice to Proceed for Community Development Block Grant FY 2024 for Boatman and Swann by Baine Medina Baine.

## City Secretary

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**From:** Lorena Carter - Bain Medina Bain Inc. <LCarter@bmbi.com>  
**Sent:** Monday, March 2, 2026 2:33 PM  
**To:** City Manager; Carl Bain - Bain Medina Bain Inc.  
**Cc:** Joe Molina; Public Works Director; City Secretary  
**Subject:** RE: CDBG PY24- City of Kirby (Boatman & Swann Ln)

Dr. Rowland,

Below is an outline of next steps for these two projects.

1. Signed Work Order for each project
2. Notice to Proceed (NTP) for each project
3. Decisions on whether to include portion of Swann Ln. between Alan Shepard and Deer Grove
4. Per proposal design schedule below is the breakdown of our design:

a. Swann Ln:

<b>Swann Ln.</b>	<b>330 days</b>
Survey & Geotech	30 days
70% Design Phase	60 days
100% Design Phase	30 days
Bidding Assistance	60 days
Construction Administration	120 days
Project Closeout	30 days

b. Boatman:

<b>Boatman Rd.</b>	<b>225 days</b>
Survey & Geotech	30 days
70% Design Phase	30 days
100% Design Phase	30 days
Bidding Assistance	45 days
Construction Administration	60 days
Project Closeout	30 days

Let me know if you have any questions.

Thank you.



**Lorena De Leon, P.E. | Design Engineer**  
**Bain Medina Bain, Inc.**

Engineers & Surveyors

DBE, ACDBE, MBE, HABE, SBE, HUB & TxDOT Pre-Certified Firm

TBPELS Firm Engineering Number: F-1712

TBPELS Firm Surveying Number: 10020900

<http://bmbi.com/>

7073 San Pedro Avenue, San Antonio, TX 78216

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C: 210.878.5564

F: 210-490-5120

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

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

**DATE: MARCH 12, 2026**

**AGENDA ITEM: 10.**

- 10. Closed Session:** The City of Kirby City Council will convene in executive session on the following items:

Pursuant to Texas Government Code Section 551.071

Discussion Regarding Pending Lawsuits – Mayle v. City of Kirby

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

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

**DATE: MARCH 12, 2026**

**AGENDA ITEM: 11.**

- 11. Open Session:** The City of Kirby City Council will convene in executive session on the following items:  
Pursuant to Texas Government Code Section 551.071

Discussion Regarding Pending Lawsuits – Mayle v. City of Kirby

<input type="checkbox"/>	DISCUSSION AND POSSIBLE ACTION ITEMS
<input type="checkbox"/>	SPECIAL CONSIDERATION
<input type="checkbox"/>	CONSENT AGENDA
<input checked="" type="checkbox"/>	CITY MANAGER UPDATE

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

**DATE: MARCH 12, 2026**

**AGENDA ITEM: 12.**

**12. City Manager Update:**

ABC's

Job Fair

City Manager Coffee March 16, 2026, 9:30am

Business Mixer Women's History Month Thursday March 19, 2026, 6:00pm – 8:00pm

Easter Egg Hunt March 29, Friendship Park 2pm – 4pm

Beautification and Recycling Monday, April 13, 2026

Planning and Zoning Tuesday, April 14, 2026

Fiesta Decorating Contest – Beautification and Recycling April 16 – April 26, 2026

-Regular City Council Meeting

- March 26, 2026, at 7:00PM
- April 9, 2026, at 7:00PM