



*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 26, 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 26, 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
- c. Regular Meeting March 12, 2026 – No Quorum

**7. Updates**

- a. Ackerman Rd. Project

**8. Presentation**

- a. Proclamation Acknowledging March as Colorectal Cancer Awareness Month
- b. Proclamation Acknowledging March as Women's History Month
- c. Lone Star Consulting Grant

**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 the Texas Water Development Board (TWDB) Grant.
- c. Discussion on the FY24 City of Kirby Boatman and Swann Ln. project, 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 Ln. by Bain Medina Bain.
- e. Discussion and Possible Action on the FY25 City of Kirby Senior Center project, utilizing Program Year 2025 Community Development Block Grant (CBDG) funds.
- f. Discussion regarding the Texas Commission of Environmental Quality Letter.
- g. Second Reading 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. First Reading Monday, February 23, 2026.
- h. Presentation and Discussion on the City of Kirby Police Department Racial Profiling Report for 2025. (Police Chief Cardona)

- i. Discussion and Possible Action on Resolution 2026-119 authorizing the City Manager to submit an application for funding from the program year (PY) 2026 allocation of Bexar County's Community Development Block Grant (CDBG) program.
- j. Discussion and Possible Action to approve signature authorization form for Bexar County's Community Development Block Grant (CDBG) funding consideration for the program year 2026.
- k. Discussion and Possible Action of Tex-Pool Resolution for Tex-Pool Account Signers.
- l. Discussion and Possible Action Appointing member to Economic Development Committee.

**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

Egg Stuffing March 27, 2026, 4:00pm – 6:00pm

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

Economic Development Committee Monday, March 30, 2026, 6:30pm

- Kirby Master Plan Community Work Session

Good Friday April 3, 2026, City Hall Closed

Beautification and Recycling Committee Monday, April 13, 2026, 6:00pm

Planning and Zoning Commission Tuesday, April 14, 2026, 6:30pm

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

Regular City Council Meeting

- April 9, 2026, at 7:00PM

- April 16, 2026, at 7:00PM  
Townhall April 15, 2026, 6:00pm

**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 20th day of March, 2026, which is more than **three (3) business days** prior to the scheduled meeting on the 26<sup>th</sup> March, 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 26, 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  
 Fire Timothy Gill  
 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	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Motion Passes (5/0)**

**6. Adjournment 6:08pm**

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**Janeshia Grider**  
**Mayor**

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**Christine Wilson**  
**City Secretary**

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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 26, 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

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**CITY COUNCIL AGENDA  
REGULAR MEETING MINUTES  
THURSDAY, FEBRUARY 26, 2026 – 7:00 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 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)

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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**

	<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 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 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 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 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 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 Incident  
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**

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<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  
AGENDA ITEM SUMMARY**

**DATE: MARCH 26, 2026**

**AGENDA ITEM: 6. c.**

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

c. Regular Meeting March 12, 2026 – No Quorum

<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"/>	UPDATES
<input type="checkbox"/>	WORKSHOP

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

**DATE: MARCH 26, 2026**

**AGENDA ITEM: 7. a**

**7. Updates**

a. Ackerman Rd. Project

_____	DISCUSSION AND
_____	POSSIBLE ACTION ITEMS
_____	SPECIAL CONSIDERATION
_____	CONSIDERATION OF MINUTES
_____	PUBLIC HEARING
<u>  X  </u>	PRESENTATION
_____	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 26, 2026**

**AGENDA ITEM: 8. a.**

**8. Presentation**

a. Proclamation Acknowledging March as Colorectal Cancer Awareness Month

<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  
A G E N D A I T E M S U M M A R Y**

**DATE: MARCH 26, 2026**

**AGENDA ITEM: 8. b.**

**8. Presentation**

b. Proclamation Acknowledging March Women's History Month

_____	DISCUSSION AND
_____	POSSIBLE ACTION ITEMS
_____	SPECIAL CONSIDERATION
_____	CONSIDERATION OF MINUTES
_____	PUBLIC HEARING
<u>  X  </u>	PRESENTATION
_____	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 26, 2026**

**AGENDA ITEM: 8. c.**

**8.   Presentation**

c.   Lone Star Consulting Grant

	DISCUSSION AND
<u>  X  </u>	POSSIBLE ACTION ITEMS
<u>      </u>	SPECIAL CONSIDERATION
<u>      </u>	CONSIDERATION OF MINUTES
<u>      </u>	PUBLIC HEARING
<u>      </u>	PRESENTATION
<u>      </u>	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 26, 2026**

**AGENDA ITEM: 9.**

**9. Items for Individual Consideration**

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

**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

	DISCUSSION AND
<u>  X  </u>	POSSIBLE ACTION ITEMS
<u>      </u>	SPECIAL CONSIDERATION
<u>      </u>	CONSIDERATION OF MINUTES
<u>      </u>	PUBLIC HEARING
<u>      </u>	PRESENTATION
<u>      </u>	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 26, 2026**

**AGENDA ITEM: 9.**

**9. Items for Individual Consideration**

Discussion regarding the 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 26, 2026**

**AGENDA ITEM: 9.**

**9. Items for Individual Consideration**

Discussion on the FY24 City of Kirby Boatman and Swann Ln. project, 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)**  
 Bain Medina Bain Inc  
 01/18/2026  
 Carl Bain, P.E.  
 Lorena Carter, P.E.

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

Senior Project Manager	Senior Project Engineer	ET II	CADD III	Admin Assistant	PPLS	Survey Tech IV	CADD Technician II	3 person Crew	Inspector	Total Hours
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Swann Ln.	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
<b>70% Design Phase</b>											
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 sh. Index, Notes & Quantities	2	2									4
01.04. List of Governing Specs	1	1									2
01.05. 70% Submittal	2	2									4
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											
02.02. Coordinate underground utility markings through Texas 811											
02.03. Survey topographical features (improvements, grade breaks, and natural ground)											
02.04. Survey HV cross sections at 50' intervals											
02.05. Perform deed and plat research and drafting											
02.06. Survey, determine, and draft an apparent ROW											
02.07. Field locate utilities marked by Texas 811 and above ground											
02.08. Obtain top and invert elevation of manholes											
02.09. Create 2D and 3D CAD file showing topography, utilities, and apparent boundary											
02.10. OADCC											
03. Roadway & Sewer Design											
03.01. Typical Sections - Existing and Proposed											
03.02. Establish existing Roadway Baseline Alignment											
03.03. Overall Site Plan											
03.04. Overall Sewer Plan											
03.05. Develop Roadway and Sewer Plan and Profiles											
03.06. Intersection Plans											
03.07. Develop Roadway and Sewer Detail Sheets											
04. Traffic Control Plan											
04.01. Construction Phasing and Sequence of Work											
05. Cost Estimating											
05.01. Prepare 70% Engineers Opinion 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
Printing & Miscellaneous											\$150.00
Subconsultant Participation (Geotech (Burge Engineering & Associates))											\$3,500.00
<b>Total 70% Design Phase</b>											<b>\$42,000.00</b>

**100% Design Phase**

01. Project Management and General Items											
01.01. Coordination Meetings	2	2									4
01.02. Final General Sheets - Title sh. Index, Notes and quantities	2	2									4
01.03. List of Governing Specs	1	1									2
01.04. Project Manual	1	4									5
01.05. Final Submittal	2	2									4

WA:PROP:OSALS:2025:RP-3897.15 City of Kirby Swann Ln - City of Kirby Proposal RP-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
-------------	-------------	-----------	----------------	-------------

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

	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"/>	OPEN SESSION

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

**DATE: MARCH 26, 2026**

**AGENDA ITEM: 9.**

**9. Items for Individual Consideration**

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

## City Secretary

---

**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

O: 210.494.7223 ext. 275

C: 210.878.5564

F: 210-490-5120

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

**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 26, 2026**

**AGENDA ITEM: 9.**

**9. Items for Individual Consideration**

Discussion and Possible Action on the FY25 City of Kirby Senior Center project, utilizing Program Year 2025 Community Development Block Grant (CBDG) funds.

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"/> CLOSED SESSION

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

**DATE: MARCH 26, 2026**

**AGENDA ITEM: 9.**

**9. Items for Individual Consideration**

Discussion regarding the Texas Commission of Environmental Quality Letter

Brooke T. Paup, *Chairwoman*  
Catarina R. Gonzales, *Commissioner*  
Tonya R. Miller, *Commissioner*  
Kelly Keel, *Executive Director*



## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

*Protecting Texas by Reducing and Preventing Pollution*

Dear Resident:

This notice is to inform you about recently discovered groundwater contamination in your area. The Texas Commission on Environmental Quality (TCEQ) is required by Texas Water Code Section 26.408 to notify all residents who live within one mile of a groundwater contamination site, but no action is needed from you.

Based on sampling data from the site (LPST ID No. 121738, Kirby Convenience Store, 3127 Ackerman Road, Kirby), the TCEQ does not suspect your residence or drinking water are affected by the groundwater contamination from this site.

Additional information about the groundwater contamination can be found by scanning the QR code with your smartphone camera to access TCEQ's webpage. You may also contact the TCEQ Groundwater Notification Team at 512-239-4660 or <gwnotify@tceq.texas.gov>.



<[www.tceq.texas.gov/groundwater/groundwater-planning-assessment/groundwater-contamination-notification-what-you-need-to-know](http://www.tceq.texas.gov/groundwater/groundwater-planning-assessment/groundwater-contamination-notification-what-you-need-to-know)>.

Brooke T. Paup, *Presidenta*  
Catarina R. Gonzales, *Comisionada*  
Tonya R. Miller, *Comisionada*  
Kelly Keel, *Directora Ejecutiva*



\*\*\*\*\*ECRWSSEDDM\*\*\*\*\*  
Local  
Postal Customer



402016

## COMISIÓN DE CALIDAD AMBIENTAL DE TEXAS

*Protegiendo a Texas Mediante la Reducción y la Prevención de la Contaminación*

Estimado residente:

Este aviso es para informarle sobre la contaminación de aguas subterráneas descubierta recientemente en su área. La Comisión de Calidad Ambiental de Texas (TCEQ) está obligada por la Sección 26.408 del Código de Aguas de Texas a notificar a todos los residentes que vivan a menos de una milla de un sitio de contaminación de aguas subterráneas. No es necesario que usted tome ninguna medida.

Con base en datos de muestreo del sitio (LPST ID No. 121738, Kirby Convenience Store, 3127 Ackerman Road, Kirby), la TCEQ no sospecha que su vivienda o agua potable se vea afectada por la contaminación de aguas subterráneas de este sitio.

Para más información sobre la contaminación de aguas subterráneas, favor de escanear el código QR con la cámara de su teléfono inteligente para acceder a la página web de la TCEQ. También es posible ponerse en contacto con el Equipo de Notificación de Aguas Subterráneas de la TCEQ mediante llamada al 512-239-4660 o mensaje de correo electrónico a <gwnotify@tceq.texas.gov>.



<[www.tceq.texas.gov/groundwater/groundwater-planning-assessment/groundwater-contamination-notification-what-you-need-to-know](http://www.tceq.texas.gov/groundwater/groundwater-planning-assessment/groundwater-contamination-notification-what-you-need-to-know)>.

P.O. Box 13087 • Austin, Texas 78711-3087 • 512-239-1000 • [tceq.texas.gov](http://tceq.texas.gov)

¿Qué opina de nuestro servicio al cliente? [tceq.texas.gov/customerurvey](http://tceq.texas.gov/customerurvey)

<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"/>	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 26, 2026**

**AGENDA ITEM: 9.**

**9. Items for Individual Consideration**

Second Reading 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. First Reading Monday, February 23, 2026.

**ORDINANCE NO. 2026 - 8100**

**AN ORDINANCE OF THE CITY OF KIRBY, TEXAS, 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**

**WHEREAS**, the City of Kirby has followed the H.B. 2559, codified as Texas Local Government Code Subchapter E, Moratorium on Property Development in Certain Circumstances, Section 212.131, et. seq. to enact a 90-day moratorium for the development of new automobile dealerships and storage facilities in the City of Kirby; and

**WHEREAS**, the City of Kirby needs time to develop its infrastructure for these businesses; and

**WHEREAS**, the City Council finds that enacting the 90-day moratorium will allow the City of Kirby to develop its infrastructure and will be able to better serve these businesses; and

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

**SECTION 1. 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**

The City of Kirby hereby enacts this Ordinance so that the City of Kirby may develop its infrastructure accordingly to better serve these businesses.

**SECTION 2. SEVERABILITY**

If any section, subsection, clause, or phrase of this Ordinance is found to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the Ordinance.

**SECTION 3. PUBLICATION AND CODIFICATION**

The City of Kirby shall publish this Ordinance in the newspaper designated as the official newspaper of the City as required by Section 10.14 of the City Charter.

**SECTION 4. OPEN MEETING COMPLIANCE**

The City Council finds that the meeting at which this Ordinance passed was conducted in compliance with the Texas Open Meetings Act.

**SECTION 5. EFFECTIVE DATE**

This Ordinance shall take effect immediately upon its passage, approval, and publication as described above in Section 3 in the corporate city limits of the City of Kirby, Texas.

**PASSED AND APPROVED** this \_\_\_ day of \_\_\_\_\_, 2026, by the City Council of the City of Kirby, Texas.

CITY OF KIRBY, TEXAS

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

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
DNRBSZ  
City Attorney

**Ordinance 2026-8100 Timeline**



**PROPOSED MORATORIUM-HB2559** A development moratorium is a temporary halt on residential or commercial development applications, allowing a city to pause new growth while it addresses inadequate public facilities or prepares new regulations. Traditionally, cities have used this tool to prevent growth from outpacing essential services such as water, sewer, storm drainage, or street capacity. [House Bill 2559](#) makes major changes to how cities may impose development moratoria. House Bill 2559 is codified as Texas Local Government Code Subchapter E, Moratorium on Property Development in Certain Circumstances, Section 212.131, et. seq.

Publish Dates & Public Hearing Dates. Used and New Car Lots and Storage Facility Moratorium	Publish in Newspaper November 3, 2025  First Public Hearing December 4, 2025  First Reading of Ordinance within 12 days of Second Public Hearing  Monday, February 23, 2026	Publish in Newspaper January 10, 2026  Second Public Hearing February 12, 2026
Council sets date for first reading of Ordinance 2026-8100	Second Reading of Ordinance at least 28 days from First Ordinance Reading  March 26, 2026	

Publication date -30-day notice for first Public Hearing

More than 30-day Notice for Second Public Hearing

Moratoria are capped at 180 days and cannot be repeated in the same area for two years.

### **Notice and Hearing Requirements**

Under prior law, a city could publish notice four days before a public hearing, at which point a temporary moratorium would take effect. H.B. 2559 eliminates this temporary moratorium and requires much longer notice. A city must now hold two public hearings, separated by at least thirty days, before adopting a moratorium. These hearings must be preceded by notice published in a newspaper at least thirty days before the first hearing, along with certified mail notice to anyone who has requested mailed notice within the past two years.

### **Adoption and Voting Thresholds**

The process for adopting a moratorium has also become more protracted. Previously, a city council could adopt a moratorium ordinance within twelve days after the first hearing, with two readings separated by four days. Under the new law, the governing body must begin the adoption process within twelve days after the second hearing, give the ordinance two readings separated by at least twenty-eight days. Of particular significance for cities, H.B. 2559 requires approval by a three-fourths vote of all council members on second reading in order for the moratorium to take effect.

Unlike the prior system, where a temporary moratorium could take effect just four days after initial council action, the new extended notice and waiting periods mean a moratorium will take at least about ninety days to take effect following publication of the initial hearing notice.

### **Expiration and Extensions**

H.B. 2559 also repeals prior provisions that allowed moratoria to remain in effect for up to 120 days. Instead, all moratoria—residential, commercial, or mixed—now expire after 90 days unless extended by the governing body. An extension requires a new public hearing and updated written findings that identify the problem requiring extension, describe the progress made to address it, specify a definite renewal period, and show that the problem will be resolved during the extended period. However, no moratorium may remain in effect for more than 180 days in the aggregate. Additionally, H.B. 2559 restricts repeat use. A city may not impose a new moratorium in the same geographic area affecting the same type of property until two years after the expiration of a prior moratorium.

	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"/>	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 26, 2026**

**AGENDA ITEM: 9.**

**9. Items for Individual Consideration**

Presentation and Discussion on the City of Kirby Police Department Racial Profiling Report for 2025. (Police Chief Cardona)

	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"/>	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 26, 2026**

**AGENDA ITEM: 9.**

**9. Items for Individual Consideration**

Discussion and Possible Action on Resolution 2026-119 authorizing the City Manager to submit an application for funding from the program year (PY) 2026 allocation of Bexar County's Community Development Block Grant (CDBG) program.

State of Texas

County of Bexar

Resolution No. R-2026-119

City of Kirby

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO  
SUBMIT AN APPLICATION FOR FUNDING FROM THE  
PROGRAM YEAR (PY) 2026 ALLOCATION OF BEXAR  
COUNTY'S COMMUNITY DEVELOPMENT BLOCK GRANT  
(CDBG) PROGRAM**

WHEREAS, the City of Kirby is a participating City in Bexar County's Community Development Block Grant Program; and

WHEREAS, City Council has directed staff to pursue funding to strengthen community development projects and

WHEREAS, the City approves the City Manager to submit the application for funding from the program year 2026 and

WHEREAS, if awarded, a survey will be conducted to determine if the area meets the low to moderate income objectives as prescribed by the U.S. Department of Housing and Urban Development.

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

The City hereby authorizes and directs the City Manager to submit this application and act on the City's behalf in all matters pertaining to this application.

PASSED AND APPROVED this the     day of March 2026.

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

ATTEST:

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

	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"/>	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 26, 2026**

**AGENDA ITEM: 9.**

**9. Items for Individual Consideration**

Discussion and Possible Action to approve signature authorization form for Bexar County's Community Development Block Grant (CBDG) funding consideration for the program year 2026.

**SIGNATURE AUTHORIZATION FORM**

The Board of Directors/City Council of \_\_\_\_\_ does hereby resolve that on \_\_\_\_\_ (date), the Board/City Council reviewed the Application to be submitted to Bexar County Economic and Community Development Department- Community Development Division for funding consideration for the program year 2026 and in a proper motion and vote approved this application for submission.

The Board/City Council further certifies that the organization making this application has complied with all applicable laws and regulations pertaining to the application and is a non-profit organization, tax-exempt, and incorporated in the State of Texas.

\_\_\_\_\_ (Name of organization requesting CDBG/HOME/ESG funds) hereby proposes to provide services or the project identified in the Scope of Services in accordance with this application for CDBG/HOME/ESG Funds. If the application is approved and this organization receives CDBG/HOME/ESG funding from Bexar County, this organization agrees to adhere to all relevant Federal, State, and local regulations and other assurances as required by the County. Furthermore, as the duly authorized representative of the organization, I certify that the organization is fully capable of fulfilling its obligation under this application as stated herein.

I further certify that this application and the information contained herein are true, correct, and complete.

I also authorize the following person(s) to have signatory authority regarding this grant:

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
President/Board President/Mayor (or other authorized person)

\_\_\_\_\_  
Date

**PENALTY FOR FALSE OR FRAUDULENT STATEMENT**  
U.S. Code Title 18, Section 1001, provides that a fine up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.

	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"/>	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 26, 2026**

**AGENDA ITEM: 9.**

**9. Items for Individual Consideration**

Discussion and Possible Action of Tex-Pool Resolution for Tex-Pool Account Signers.



**Authorized Representatives of the Participant (continued)**

<p>5. <input type="text"/> Signature</p> <p><input type="text"/> Printed Name</p> <p><input type="text"/> Title</p>	<p><input type="text"/> Telephone Number</p> <p><input type="text"/> Fax Number</p> <p><input type="text"/> Email</p>
<p>6. <input type="text"/> Signature</p> <p><input type="text"/> Printed Name</p> <p><input type="text"/> Title</p>	<p><input type="text"/> Telephone Number</p> <p><input type="text"/> Fax Number</p> <p><input type="text"/> Email</p>

List the name of the Authorized Representative provided above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Printed Name

In addition and at the option of the Participant, additional authorized representative(s) can be designated to perform inquiry only of selected information. This limited representative cannot make deposits or withdrawals. If the Participant desires to designate a representative with inquiry rights only, complete the following information.

<p>1. <input type="text"/> Printed Name</p> <p><input type="text"/> Telephone Number</p>	<p><input type="text"/> Title</p> <p><input type="text"/> Fax Number</p>	<p><input type="text"/> Email</p>
<p>2. <input type="text"/> Printed Name</p> <p><input type="text"/> Telephone Number</p>	<p><input type="text"/> Title</p> <p><input type="text"/> Fax Number</p>	<p><input type="text"/> Email</p>
<p>3. <input type="text"/> Printed Name</p> <p><input type="text"/> Telephone Number</p>	<p><input type="text"/> Title</p> <p><input type="text"/> Fax Number</p>	<p><input type="text"/> Email</p>
<p>4. <input type="text"/> Printed Name</p> <p><input type="text"/> Telephone Number</p>	<p><input type="text"/> Title</p> <p><input type="text"/> Fax Number</p>	<p><input type="text"/> Email</p>
<p>5. <input type="text"/> Printed Name</p> <p><input type="text"/> Telephone Number</p>	<p><input type="text"/> Title</p> <p><input type="text"/> Fax Number</p>	<p><input type="text"/> Email</p>
<p>6. <input type="text"/> Printed Name</p> <p><input type="text"/> Telephone Number</p>	<p><input type="text"/> Title</p> <p><input type="text"/> Fax Number</p>	<p><input type="text"/> Email</p>

**Authorized Representatives of the Participant (continued)**

C. That this resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool/TexPool Prime receives a copy of any such amendment or revocation.

This resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the

day of , 20.

**Document is to be signed by a Board Officer, Mayor or County Judge and attested by a Board Officer, City Secretary or County Clerk.**

Name of Participant

**SIGNED:**

Signature

Printed Name

Title

**ATTEST:**

Signature

Printed Name

Title

**Delivery Instructions**

Please return this document to **TexPool Participant Services:**

**Email:** [texpool@dtsystems.com](mailto:texpool@dtsystems.com)

**Fax:** 866-839-3291

	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"/>	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 26, 2026**

**AGENDA ITEM: 9.**

**9. Items for Individual Consideration**

Discussion and Possible Action Appointing member to Economic Development Committee.



# Application for Appointment to Boards, Commissions and Committees

## PERSONAL INFORMATION

Last Name: Jones First Name: Cassandra MI: L.  
Street Address: 3603 CHARLES CONRAD DR.  
City: KIRBY State: TX Zip Code: 78219  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_@com  
Position(s) Applying For: Crime Control & Economic Development

Are you a registered voter?  Yes  No

Availability Start Date: ASAP

Currently serve on any City Board/Commission?  Yes  No

If yes, list: N/A

Previously employed by the City of Kirby?  Yes  No If yes, dates: N/A

Are you or your spouse related to any City official/employee?  Yes  No

## EDUCATION AND TRAINING

Name of Schools Attended and Location	Dates Attended	Major Field	Degree Received
<u>See Attached Resume</u>			

## SKILLS AND EXPERIENCE

Please use the space below to provide any additional information, special training, experience, or interests relevant to your application.

See attached

**CONVICTIONS**

Have you ever been convicted of a felony or other crime?  Yes  No

If yes, date and explanation: N/A

**REFERENCES (Optional)**

Please list three individuals, not related to you, who can speak to your qualifications, experience, and suitability for the position.

Name	Address	Phone	Occupation
Katie Lutz			
Christine Leon			
Lisa Tornatore			

**ETHICS & CONFLICT OF INTEREST ACKNOWLEDGMENT**

I acknowledge that, if appointed, I will comply with all applicable City of Kirby ordinances, state laws, and ethical standards governing public service. I agree to disclose any conflicts of interest and abstain from participation in matters where a conflict exists.

I acknowledge and agree to the above statement.

**APPLICANT CERTIFICATION**

I certify that the information provided in this application is true and complete to the best of my knowledge.

Signature of Applicant: Camandra Jones Date: 3/10/2026

**CITY USE ONLY**

Date Received \_\_\_\_\_

Board/Commission Requested \_\_\_\_\_

Reviewed By \_\_\_\_\_

Council Appointment Date \_\_\_\_\_

<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  
AGENDA ITEM SUMMARY**

**DATE: MARCH 26, 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  
AGENDA ITEM SUMMARY**

**DATE: MARCH 26, 2026**

**AGENDA ITEM: 11.**

**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

<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"/>	CITY MANAGER UPDATE

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

**DATE: MARCH 26, 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

Egg Stuffing March 27, 2026, 4:00pm – 6:00pm

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

Economic Development Committee Monday, March 30, 2026, 6:30pm

- Kirby Master Plan Community Work Session

Good Friday April 3, 2026 City Hall Closed

Beautification and Recycling Committee Monday, April 13, 2026, 6:00pm

Planning and Zoning Commission Tuesday, April 14, 2026, 6:30pm

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

Regular City Council Meeting

- April 9, 2026, at 7:00PM
- April 16, 2026, at 7:00PM

Townhall April 15, 2026, 6:00pm