

# City of Alvin, Texas

Gabe Adame, Mayor

Keko Moore, Mayor Pro-tem, At-Lg P1  
Joel Castro, At-Lg P2  
Martin Vela, District A  
Chris Vaughn, District B



Richard Garivey, District C  
Glenn Starkey, District D  
Meagan DeKeyzer, District E

## Alvin City Council Agenda

**Thursday, May 15, 2025**

**7:00 PM**

(Council Chambers)

### Alvin City Hall, 216 West Sealy, Alvin, Texas 77511

Persons with disabilities who plan to attend this meeting that will require special services please contact the City Secretary's Office at 281-388-4255 or [droberts@cityofalvin.com](mailto:droberts@cityofalvin.com) 48 hours prior to the meeting time. City Hall is wheelchair accessible, and a sloped curb entry is available at the south entrance to City Hall.

NOTICE is hereby given of a Regular Meeting of the City Council of the City of Alvin, Texas, to be held on Thursday, **MAY 15, 2025**, at 7:00 PM in the Council Chambers at: City Hall, 216 W. Sealy, Alvin, Texas.

#### **1. CALL TO ORDER**

#### **2. INVOCATION AND PLEDGE OF ALLEGIANCE**

#### **3. PENDING BUSINESS OF THE CURRENT CITY COUNCIL**

- A. Consider Resolution 25-R-12, declaring the results of the General Election held on May 3, 2025, for the purpose of electing a member to City Council District A, District D, and At Large Position 2; and providing for other matters related thereto.
- B. Consider Resolution 25-R-06 of the City Council of the City of Alvin, authorizing members of the governing body to volunteer for organizations that protect the health, safety, or welfare of the municipality in accordance with Section 21.003 of the Texas Local Government Code; and setting forth other provisions related thereto.

#### **4. OATH OF OFFICE**

- A. Administer Oath of Office to Martin Vela, City Council District A, by Mo Ghuneim, Alvin Municipal Court Judge.
- B. Administer Oath of Office to Ashley Davis, City Council District D, by Mo Ghuneim, Alvin Municipal Court Judge.
- C. Administer Oath of Office to Scott Salter, City Council At Large Position 2, by Mo Ghuneim, Alvin Municipal Court Judge.

#### **5. RECOGNITION OF OUTGOING CITY COUNCIL MEMBERS**

- A. Consider Resolution 25-R-13, honoring Glenn Starkey for his service as City Council member District D, City of Alvin, Texas.
- B. Consider Resolution 25-R-14, honoring Joel Castro for his service as City Council member At Large Position 2, City of Alvin, Texas.

#### **6. PRESENTATIONS**

- A. Proclamation – Emergency Medical Services Week – May 18-24, 2025
- B. Proclamation – Public Works Week – May 18-24, 2025

## 7. PUBLIC COMMENT

## 8. CONSENT AGENDA

- A. Consider approval of the May 1, 2025, City Council meeting minutes.
- B. Consider awarding bid (B-25-07) to Stronghold Vegetation Management for the Bypass 35 Mowing Services for a period of one (1) year, with an option to extend for two (2) successive one-year terms; and authorize the City Manager to sign the Agreement upon legal review.
- C. Call a public hearing to receive comment regarding an ordinance establishing Standards of Care for Youth Recreation Programs conducted by the City of Alvin Parks and Recreation Department for elementary children ages five (5) through thirteen (13), for Thursday, June 5, 2025, at 7:00 p.m. in the City Council Chambers of Alvin City Hall, 216 West Sealy.
- D. Consider Resolution 25-R-15, authorizing and approving the renewed membership in the Gulf Coast Coalition of Cities (“GCCC”) for the purpose of protecting the interest of the City and its citizens with respect to electric and gas utility matters; finding that the meeting at which this Resolution is passed is open to the public as required by law; and requiring notice of this Resolution to legal counsel.
- E. Consider Resolution 25-R-16, designating authorized signatories for the Texas General Land Office (GLO) Community Development Block Grant – Mitigation (CDBG-MIT) Program, Contract No. 24-065-151-F010, related to the Durant Street Drainage and M-1 Crossing Improvements Project.
- F. Consider Resolution 25-R-17 adopting required civil rights policies and procedures in connection with the Community Development Block Grant - Mitigation (CDBG-MIT), Program, State Contract No. 24-065-151-F010; and providing for other related matters thereto.

## 9. OTHER BUSINESS

- A. Consider Ordinance No. 25-L, amending Chapter 13, Itinerant Merchants and Vendors, of the Code of Ordinances of the City of Alvin, Texas, for the purpose of amending Section 13-5, Application for registration certificate and ID card; and amending Chapter 28, Comprehensive Fee Ordinance, of the Code of Ordinances of the City of Alvin, Texas, for the purpose of amending Section 28-2, In general, Itinerant Merchants and Vendors/Other Merchants, increasing the cost of registration fees, identification cards, and replacement identification cards; providing for severability; providing for a penalty; providing for publication; providing an effective date; and setting forth other matters related thereto.
- B. Discuss and consider a request from Schneider Investment Group, Inc. to waive the requirements in Section IV – Street Paving Design of the City Alvin Design Criteria Manual, specifically, Section H – Requirements for Curbs and Sidewalks, which mandates that sidewalks be installed along all street frontages within the City of Alvin, in relation to the construction of the new *Crossroads on the Bypass Shopping Center*, located 1741 Bypass 35 North.
- C. Consider the Mayor's appointment of Mayor pro-tem.

- D. Consider, if any, requests from individual council members for an item or items to be placed on the upcoming agenda for the next regularly scheduled meeting.

#### 10. REPORTS FROM THE CITY MANAGER

- A. Items of Community Interest and/or review preliminary list of items for next Council meeting.

#### 11. ITEMS OF COMMUNITY INTEREST

Pursuant to 551.0415 of the Texas Government Code reports or an announcement about items of community interest during a meeting of the governing body. No action will be taken or discussed.

- A. Hear announcements concerning items of community interest from the Mayor, Council members, and City staff, for which no action will be discussed or taken.

#### 12. ADJOURNMENT

I hereby certify that a copy of this notice was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website: [www.alvin-tx.gov](http://www.alvin-tx.gov), in compliance with Chapter 551, Texas Government Code, on **MONDAY May 12, 2025 at 5:00 p.m.**



/s/ Dixie Roberts

Dixie Roberts, City Secretary

Removal Date: \_\_\_\_\_

**\*\* All meetings of the City Council are open to the public, except when there is a necessity to meet in Executive Session (closed to the public) under the provisions of Chapter 551, Texas Government Code. The Council reserves the right to convene into executive session on any of the above posted agenda items that qualify for an executive session by publicly announcing the applicable section of the Open Meetings Act, including but not limited to sections 551.071 (litigation and certain consultation with the attorney), 551.072 (acquisition of interest in real property), 551.073 (contract for gift to city), 551.074 (certain personnel deliberations), or 551.087 (qualifying economic development negotiations).**



# AGENDA COMMENTARY

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**Meeting Date:** 5/15/2025

**Department:** City Secretary

**Contact:** Dixie Roberts, Asst. City Manager/City Secretary

**Agenda Item:** Consider Resolution 25-R-12, declaring the results of the General Election held on May 3, 2025, for the purpose of electing a member to City Council District A, District D, and At Large Position 2; and providing for other matters related thereto.

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**Type of Item:** Resolution

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**Summary:** The official canvassing for this election is scheduled for Wednesday, May 14, 2025, at 5:31 p.m., which is the statutory last day to canvass the election. A meeting notice was posted for said canvassing. Chapter 67 of the Texas Election Code provides that a full quorum of the governing body is not required for the canvassing of an election and can be completed with only two (2) members of the governing body in attendance. At the canvassing, the election returns will be read aloud by the City Secretary and an affidavit signed by those in attendance declaring the official results.

Resolution 25-R-12 formally declares the results of the May 3, 2025, General Election in resolution and minute format, where it will be maintained as an official record of the City. The election returns for each item on the ballot do not have to be read orally at the May 15, 2025, City Council meeting, as this will be done at the official canvassing on Wednesday, declaring the votes received for City Council District A, District D, and At Large Position 2. Staff recommends the approval of Resolution 25-R-12.

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**Funding Expected:** Revenue ☐ Expenditure ☐ N/A ☒ **Budgeted Item:** Yes ☐ No ☐ N/A ☒  
**Funding Account:** \_\_\_\_\_ **Amount:** \_\_\_\_\_ **1295 Form Required?** Yes ☐ No ☒  
**Legal Review Required:** N/A ☐ Required ☒ **Date Completed:** 5/8/2025 SLH  
**Finance Review Required:** N/A ☒ Required ☐ **Date Completed:** \_\_\_\_\_

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**Supporting documents attached:**

1. Res 25-R-12; General Election Results
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**Recommendation:** Move to approve Resolution 25-R-12, declaring the results of the General Election held on May 3, 2025, for the purpose of electing a member to City Council District A, District D, and At Large Position 2; and providing for other matters related thereto.

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Reviewed by Department Head, if applicable: ☐  
Reviewed by City Attorney, if applicable: ☒

Reviewed by Chief Financial Officer, if applicable: ☐  
Reviewed by City Manager, if applicable: ☒

## RESOLUTION 25-R-12

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS, DECLARING THE RESULTS OF THE GENERAL ELECTION HELD ON MAY 3, 2025, FOR THE PURPOSE OF ELECTING A MEMBER TO CITY COUNCIL DISTRICT A, DISTRICT D, AND AT LARGE POSITION 2; AND PROVIDING FOR OTHER RELATED MATTERS THERETO.**

**WHEREAS**, on May 3, 2025, a General Election was held in the City of Alvin, Texas for the purpose of electing a member to City Council District A, District D, and At Large Position 2; and

**WHEREAS**, the said election was duly and legally held in conformity with the election laws of the State of Texas, and the results of said election have been verified and returned by the proper judges and clerks; and

**WHEREAS**, a total of 1,097 voters of 16,666 registered voted in said election; and

**WHEREAS**, the governing body as the canvassing authority of the City of Alvin, Texas, canvassed said returns on Wednesday, May 14, 2025, and hereby declare the result of such General Election for public record.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS:**

**Section 1.** The facts set forth in the preamble of this Resolution are hereby found to be true and correct and are incorporated herein and made a part hereof for all purposes.

**Section 2.** The official canvass of the returns of General Election held on May 14, 2025, reflect that the following named persons received the number of votes appearing opposite their names in the respective position to be filled:

| City Council District A |             |     |
|-------------------------|-------------|-----|
|                         | Total Votes | %   |
| Martin Vela             | 159         | 100 |
|                         |             |     |

| City Council District D |             |       |
|-------------------------|-------------|-------|
|                         | Total Votes | %     |
| Seth Candan Carrasco    | 124         | 32.04 |
| Ashley Davis            | 263         | 67.96 |

| City Council At Large Position 2 |             |       |
|----------------------------------|-------------|-------|
|                                  | Total Votes | %     |
| Kathleen Holton                  | 219         | 20.32 |
| Charles Batty                    | 44          | 4.08  |
| Scott Salter                     | 815         | 75.60 |

**Section 3.** In accordance with the official canvass of the returns of the General Election held on May 3, 2025, the following persons were duly elected to the respective position as shown:

Council Member District A: Martin Vela  
Council Member District D: Ashley Davis  
Council Member At Large Position 2: Scott Salter

**Section 4. Open Meetings Act.** It is hereby officially found and determined that this meeting was open to the public, and public notice of the time, place and purpose of said meeting was given, all as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

**PASSED AND APPROVED** on this the 15<sup>th</sup> day of May 2025.

**CITY OF ALVIN, TEXAS**

**ATTEST:**

By: \_\_\_\_\_  
Gabe Adame, Mayor

By: \_\_\_\_\_  
Dixie Roberts, City Secretary



# AGENDA COMMENTARY

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**Meeting Date:** 5/15/2025

**Department:** City Manager

**Contact:** Junru Roland, City Manager

**Agenda Item:** Consider Resolution 25-R-06 of the City Council of the City of Alvin, authorizing members of the governing body to volunteer for organizations that protect the health, safety, or welfare of the municipality in accordance with Section 21.003 of the Texas Local Government Code; and setting forth other provisions related thereto.

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**Type of Item:** Resolution

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**Summary:** The proposed resolution authorizes members of the Alvin City Council to serve as volunteers for organizations that protect the health, safety, or welfare of the municipality, in accordance with Texas Local Government Code Section 21.003. While this Resolution permits council members to engage in such volunteer service, they may be required to recuse themselves from discussions or votes on matters related to the organization with which they volunteer, in accordance with applicable ethical and legal considerations.

Section 21.003 of the Texas Local Government Code provides:

"MEMBERS OF MUNICIPAL GOVERNING BODIES MAY VOLUNTEER. A member of the governing body of a municipality may serve as a volunteer for an organization that protects the health, safety, or welfare of the municipality, regardless of whether the organization is funded or supported in whole or part by the municipality if the governing body adopts a resolution allowing members of the governing body to perform service of that nature."

This item was previously presented to City Council on March 6, 2025, at which time no action was taken. City Council requested that the item be brought back for future consideration following the May 3rd election.

Staff recommends approval of Resolution 25-R-06.

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|                                 |                                                                                                               |                            |                                                                                                  |
|---------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------|--------------------------------------------------------------------------------------------------|
| <b>Funding Expected:</b>        | Revenue <input type="checkbox"/> Expenditure <input type="checkbox"/> N/A <input checked="" type="checkbox"/> | <b>Budgeted Item:</b>      | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/> |
| <b>Funding Account:</b>         | _____                                                                                                         | <b>Amount:</b>             | _____                                                                                            |
| <b>Legal Review Required:</b>   | N/A <input type="checkbox"/> Required <input checked="" type="checkbox"/>                                     | <b>1295 Form Required?</b> | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                              |
| <b>Finance Review Required:</b> | N/A <input checked="" type="checkbox"/> Required <input type="checkbox"/>                                     | <b>Date Completed:</b>     | <u>5/8/2025 SLH</u>                                                                              |
|                                 |                                                                                                               | <b>Date Completed:</b>     | _____                                                                                            |

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**Supporting documents attached:**

1. Res 25-R-06; Volunteering City Council members
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**Recommendation:** Move to approve Resolution 25-R-06, authorizing members of the governing body to volunteer for organizations that protect the health, safety, or welfare of

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the municipality in accordance with Section 21.003 of the Texas Local Government Code; and setting forth other provisions related thereto.

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Reviewed by Department Head, if applicable: \_\_  
Reviewed by City Attorney, if applicable: X

Reviewed by Chief Financial Officer, if applicable: \_\_  
Reviewed by City Manager, if applicable: X

## **RESOLUTION 25-R-06**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS, AUTHORIZING MEMBERS OF THE GOVERNING BODY TO VOLUNTEER FOR ORGANIZATIONS THAT PROTECT THE HEALTH, SAFETY, OR WELFARE OF THE MUNICIPALITY IN ACCORDANCE WITH SECTION 21.003 OF THE TEXAS LOCAL GOVERNMENT CODE; AND SETTING FORTH OTHER PROVISIONS RELATED THERETO.**

**WHEREAS**, the City of Alvin, Texas, recognizes the dedication and commitment of its elected officials to the well-being of the community; and

**WHEREAS**, Section 21.003 of the Texas Local Government Code provides that a member of the governing body of a municipality may serve as a volunteer for an organization that protects the health, safety, or welfare of the municipality, regardless of whether the organization is funded or supported in whole or part by the municipality, if the governing body adopts a resolution allowing such service; and

**WHEREAS**, the City Council of Alvin acknowledges the value and importance of civic engagement and voluntary service by its members to support public health, safety, and welfare initiatives within the community; and

**WHEREAS**, the City Council finds it in the best interest of the City of Alvin to formally authorize its members to volunteer for such organizations while ensuring transparency and adherence to all applicable ethical and legal standards.

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

**Section 1. Findings.**

(a) That members of the City Council of Alvin, Texas, are hereby authorized to serve as volunteers for organizations that protect the health, safety, or welfare of the municipality, regardless of whether the organization is funded or supported in whole or part by the City of Alvin.

(b) That such volunteer service shall be conducted in accordance with all applicable laws, regulations, and ethical guidelines, ensuring no conflict of interest with official duties.

**Section 2. Open Meetings Act.** It is hereby officially found and determined that this meeting was open to the public, and public notice of the time, place and purpose of said meeting was given, all as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

This Resolution shall be effective on the date of passage in accordance with the Alvin City Charter.

**AND, IT IS SO RESOLVED.**

**PASSED AND APPROVED** on the 15th day of May 2025.

**CITY OF ALVIN, TEXAS**

**ATTEST**

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Gabe Adame, Mayor

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Dixie Roberts, City Secretary

In the name and by the authority of

# The State of Texas

## OATH OF OFFICE

I, Martin Vela, do solemnly affirm, that I will faithfully execute the duties of the office of City Council member District A of the City of Alvin and of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

\_\_\_\_\_  
Affiant

SWORN TO and subscribed before me by the affiant on this 15th day of May 2025.

\_\_\_\_\_  
Signature of Person Administering Oath

(Seal)

Mo Ghuneim  
Printed Name

Alvin Municipal Court Judge  
Title

In the name and by the authority of

# The State of Texas

## OATH OF OFFICE

I, Ashley Davis, do solemnly affirm, that I will faithfully execute the duties of the office of City Council member District D of the City of Alvin and of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

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Affiant

SWORN TO and subscribed before me by the affiant on this 15th day of May 2025.

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Signature of Person Administering Oath

(Seal)

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Mo Ghuneim  
Printed Name

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Alvin Municipal Court Judge  
Title

In the name and by the authority of

# The State of Texas

## OATH OF OFFICE

I, Scott Salter, do solemnly affirm, that I will faithfully execute the duties of the office of City Council member At Large Position 2 of the City of Alvin and of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

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Affiant

SWORN TO and subscribed before me by the affiant on this 15th day of May 2025.

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Signature of Person Administering Oath

(Seal)

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Mo Ghuneim  
Printed Name

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Alvin Municipal Court Judge  
Title



# AGENDA COMMENTARY

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**Meeting Date:** 5/15/2025

**Department:** City Secretary

**Contact:**

**Agenda Item:** Consider Resolution 25-R-13, honoring Glenn Starkey for his service as City Council member District D, City of Alvin, Texas.

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**Type of Item:** Resolution

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**Summary:** This Resolution is in recognition of City Council member Starkey who has served in District D from May 2016 to May 2025.

This Resolution will be presented to Council member Starkey during the May 15th meeting.

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**Funding Expected:** Revenue ☐ Expenditure ☐ N/A ☒

**Budgeted Item:** Yes ☐ No ☐ N/A ☒

**Funding Account:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

**1295 Form Required?** Yes ☐ No ☒

**Legal Review Required:** N/A ☐ Required ☒

**Date Completed:** 5/8/2025 SLH

**Finance Review Required:** N/A ☒ Required ☐

**Date Completed:** \_\_\_\_\_

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**Supporting documents attached:**

1. Res 25-R-13; Starkey Recognition
- 

**Recommendation:** Move to approve Resolution 25-R-13, honoring Glenn Starkey for his service as City Council member District D, City of Alvin, Texas.

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Reviewed by Department Head, if applicable: ☐

Reviewed by City Attorney, if applicable: ☒

Reviewed by Chief Financial Officer, if applicable: ☐

Reviewed by City Manager, if applicable: ☒

**RESOLUTION NO. 25-R-13**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ALVIN,  
TEXAS, HONORING GLENN STARKEY FOR HIS SERVICE AS  
COUNCIL MEMBER DISTRICT D, CITY OF ALVIN, TEXAS.**

**WHEREAS**, Glenn Starkey has unselfishly contributed his time, talents, and energies to serve the people of the City of Alvin as Member of the City Council, District D, for the period of May 2016 to May 2025; and

**WHEREAS**, such contribution has become part of the foundation upon which this City stands; and

**WHEREAS**, the members of the City Council of the City of Alvin, Brazoria County, Texas, wish to recognize the service and contribution of

**GLENN STARKEY**

**NOW, THEREFORE**, be it resolved that the City Council and the people of the City of Alvin do gratefully acknowledge and express their sincere thanks and appreciation for your outstanding service.

PASSED and APPROVED this 15<sup>th</sup> day of May 2025.

**CITY OF ALVIN, TEXAS**

**ATTEST:**

By: \_\_\_\_\_  
Gabe Adame, Mayor

\_\_\_\_\_  
Dixie Roberts, City Secretary



# AGENDA COMMENTARY

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**Meeting Date:** 5/15/2025

**Department:** City Secretary

**Contact:** Dixie Roberts, Asst. City Manager/City Secretary

**Agenda Item:** Consider Resolution 25-R-14, honoring Joel Castro for his service as City Council member At Large Position 2, City of Alvin, Texas.

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**Type of Item:** Resolution

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**Summary:** This Resolution is in recognition of City Council member Castro, who has served in the At Large Position 2 from May 2018 to May 2025.

This framed Resolution will be presented to Council member Castro during the May15th meeting.

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**Funding Expected:** Revenue ☐ Expenditure ☐ N/A ☒

**Budgeted Item:** Yes ☐ No ☐ N/A ☒

**Funding Account:** ☐ **Amount:** ☐

**1295 Form Required?** Yes ☐ No ☒

**Legal Review Required:** N/A ☐ Required ☒

**Date Completed:** 5/8/2025 SLH

**Finance Review Required:** N/A ☒ Required ☐

**Date Completed:** ☐

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**Supporting documents attached:**

1. Res 25-R-14; Castro Recognition
- 

**Recommendation:** Move to approve Resolution 25-R-14, honoring Joel Castro for his service as City Council member At Large Position 2, City of Alvin, Texas.

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Reviewed by Department Head, if applicable: ☐

Reviewed by Chief Financial Officer, if applicable: ☐

Reviewed by City Attorney, if applicable: ☒

Reviewed by City Manager, if applicable: ☒

**RESOLUTION NO. 25-R-14**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ALVIN,  
TEXAS, HONORING JOEL CASTRO FOR HIS SERVICE AS COUNCIL  
MEMBER AT LARGE POSITION 2, CITY OF ALVIN, TEXAS.**

**WHEREAS**, Joel Castro has unselfishly contributed his time, talents, and energies to serve the people of the City of Alvin as Member of the City Council, At Large Position 2, for the period of April 2018 to May 2025; and

**WHEREAS**, such contribution has become part of the foundation upon which this City stands; and

**WHEREAS**, the members of the City Council of the City of Alvin, Brazoria County, Texas, wish to recognize the service and contribution of

**JOEL CASTRO**

**NOW, THEREFORE**, be it resolved that the City Council and the people of the City of Alvin do gratefully acknowledge and express their sincere thanks and appreciation for your outstanding service.

PASSED and APPROVED this 15<sup>th</sup> day of May 2025.

**CITY OF ALVIN, TEXAS**

**ATTEST:**

By: \_\_\_\_\_  
Gabe Adame, Mayor

\_\_\_\_\_  
Dixie Roberts, City Secretary



Office of the Mayor, City of Alvin, Texas

## *Proclamation*

- WHEREAS,** 2025 marks the 51st anniversary of Emergency Medical Services Week, celebrating the vital contributions of EMS professionals under the national theme “We Care for Everyone,” which highlights the inclusive, compassionate, and lifesaving care EMS teams provide to individuals from all walks of life; and
- WHEREAS,** Emergency Medical Services teams provide critical, life-saving pre-hospital care, support vital public health efforts through community-based healthcare, and play an essential role in emergency preparedness and response; and
- WHEREAS,** the dedicated men and women of EMS teams in the Alvin area serve our residents with professionalism and compassion—responding to emergencies 24 hours a day, 7 days a week; and
- WHEREAS,** the City of Alvin proudly recognizes the skill, knowledge, and commitment of its EMS personnel, who selflessly serve the greater Alvin community in times of need.

**NOW, THEREFORE,** I, Gabe Adame, as Mayor of the City of Alvin, Texas, and on behalf of the City Council hereby declare the week of **May 18 - May 24, 2025**, as:

## *Emergency Medical Services Week*

in the City of Alvin and encourage all citizens to recognize and honor our EMS professionals for their unwavering dedication to saving lives and safeguarding public health.

**WITNESS** my hand and seal this 15<sup>th</sup> day  
of May 2025.

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Gabe Adame, Mayor



Office of the Mayor, City of Alvin, Texas

## *Proclamation*

- WHEREAS,** 2025 marks the 65th annual observance of National Public Works Week, celebrated under the theme “People, Purpose, Presence,” which honors the dedication, mission, and visibility of public works professionals who serve their communities with commitment and pride; and
- WHEREAS,** the infrastructure, facilities, and essential services that support a sustainable and resilient community are made possible through the expertise and hard work of public works professionals; and
- WHEREAS,** the continued growth and development of the Alvin community is strengthened by the efforts of the City’s Public Works teams, who plan, build, maintain, and safeguard the critical systems that enhance everyday life for all residents.

**NOW, THEREFORE I,** Gabe Adame, as Mayor of the City of Alvin, Texas, and on behalf of the City Council do hereby proclaim **May 18-24, 2025**, as:

## *Public Works Week*

in the City of Alvin and encourage all residents to recognize and express appreciation for the vital contributions our Public Works professionals make in protecting public health, ensuring safety, and improving quality of life throughout our community.

**WITNESS** my hand and seal this 15<sup>th</sup> day of May 2025.

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Gabe Adame, Mayor

**MINUTES  
CITY OF ALVIN, TEXAS  
216 W. SEALY STREET  
CITY COUNCIL REGULAR MEETING  
AND EXECUTIVE SESSION  
THURSDAY, MAY 1, 2025  
7:00 PM**

**CALL TO ORDER**

BE IT REMEMBERED that, on the above date, the City Council of the City of Alvin, Texas, met in Regular and Executive Sessions at 7:00 PM in the Council Chambers at City Hall, with the following members present: Mayor Gabe Adame; Mayor Pro-Tem Keko Moore; Council members: Martin Vela, Chris Vaughn, Joel Castro, Glenn Starkey, Richard Garivey and Meagan DeKeyzer.

Staff members present: Junru Roland, City Manager; Suzanne Hanneman, City Attorney; Dixie Roberts, Assistant City Manager/City Secretary; Chris Thomas, Director of Finance; Dan Kelinske, Parks and Recreation Director; Michelle Segovia, City Engineer; Brandon Moody, Director of Public Services; Paul Chavez, Economic Development Director; Kendall Hunting, Fire Chief, and Robert E. Lee, Police Chief.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

Ray Jensen with Calvary Chapel gave the invocation. Council member Starkey led the Pledge of Allegiance to the American Flag. Council member Garivey led the Pledge to the Texas Flag.

**PRESENTATIONS**

Proclamation - Police Week - May 11-17, 2025.

Mayor Adame proclaimed May 11-17, 2025 as Police Week and formally issued the proclamation to members of the Alvin Police Department in attendance.

Proclamation - Richard Klapper Day (Keep Alvin Beautiful) - May 2, 2025.

Mayor Adame proclaimed Friday, May 2, 2025, as Richard Klapper Day and formally issued the proclamation to Mr. Klapper and members of Keep Alvin Beautiful in attendance.

Proclamation - Motorcycle Safety Awareness Month - May 2025.

Mayor Adame proclaimed May 2025 as Motorcycle Safety Awareness Month and formally issued the proclamation to members of Warriors Bikers 4 Charity in attendance.

Proclamation - The 2nd Annual Sound of Alvin Music Weekend, May 23-24, 2025.

Mayor Adame proclaimed May 23-24, 2025, as the 2nd Annual Sound of Alvin Music Weekend and formally issued the proclamation to members of Alvin Opry House in attendance.

**PUBLIC COMMENT**

Athlyn Roberts, Communications Manager, introduced Courtney Landers, the new Tourism and Marketing Officer.

T'Liza Kiel presented comments regarding her candidacy for the Alvin Independent School District Board of Trustees Position 5.

Brian Roberts presented comments regarding his candidacy for the Alvin Independent School District Board of Trustees Position 4.

**CONSENT AGENDA**

Consider approval of the April 3, 2025, City Council Workshop meeting minutes.

Consider approval of the April 3, 2025, City Council meeting minutes.

Consider approval of the April 15, 2025, City Council Workshop meeting minutes.

Consider Ordinance 25-K, amending Chapter 9, Fire Prevention and Protection, of the Code of Ordinances, City of Alvin, Texas, providing for the adoption of the 2024 International Fire Code as published by the National Fire Protection Association; providing certain amendments and deletions to said standard code; providing for a severability clause; providing for a penalty; providing for publication; providing for a savings clause; providing an effective date, and setting forth other provisions related thereto.

*Ordinance 25-K amends Chapter 9, Fire Prevention and Protection, of the City of Alvin Code of Ordinances by adopting the 2024 International Fire Code with staff-recommended amendments and deletions to reflect local needs and practices. This update helps the City remain relevant by reflecting advancements in technology, updated terminology, and current industry standards, while also supporting the City's ISO rating and streamlining the code by removing outdated provisions.*

Consider Addendum No. 3 for a one (1) year renewal agreement with American Janitorial Services LTD, for janitorial services of City-owned buildings and park restrooms, in the amount of \$220,340.40; and authorize the City Manager to sign the Addendum upon legal review.

*This agreement with American Janitorial Services LTD was initially approved in the amount of \$140,976.00 by City Council on April 21, 2022, utilizing the public bid process, Bid # B-22-04. Addendum No. 1 was the first of up to three one-year renewal options, which began October 1, 2023, and ended September 30, 2024. Amendment No. 1, adding the new Recreation Center, was approved by City Council on February 1, 2024, for an amount not to exceed \$38,456 for janitorial service from March 1 through September 30, 2024. Addendum No. 2 is the second of up to three one-year renewal options and includes the full year of janitorial service (\$77,204.00) at the Recreation Center location, which began October 1, 2024, and ends September 30, 2025. Addendum No. 3 is the third and final one-year renewal option and has no increase in pricing, which will begin on October 1, 2025, and end on September 30, 2026.*

| Service Year                                    | Proposal                         |
|-------------------------------------------------|----------------------------------|
| FY26 (3rd one-year renewal option - Addendum 3) | \$220,340.40                     |
| FY25 (2nd one-year renewal option - Addendum 2) | \$220,340.40                     |
| FY24 (1st one-year renewal option - Addendum 1) | \$143,136 + \$38,456 = \$181,592 |
| FY23 (Initial Award)                            | \$140,976                        |

*Staff recommends approval of Addendum No.3 as allowed in the Janitorial Services agreement in the amount of \$220,340.40 with American Janitorial Services as their performance continues to provide good value to the City of Alvin.*

Consider Addendum No. 3 for a one (1) year renewal agreement with The Brandt Companies, LLC, for HVAC preventative maintenance services of City-owned buildings, in the amount of \$113,256; and authorize the City Manager to sign the Addendum upon legal review.

*The agreement with the Brandt Companies, LLC, was initially approved in fiscal year 2022 in the amount of \$10,437 for two (2) months -- August and September 2022; and \$84,667 for the first full year of service from October 1, 2022, through September 30, 2023. Addendum No. 1 was the first of three one (1) year renewal options with an annual cost of \$84,667 beginning October 1, 2023, and ending September 30, 2024. Within the same year, Amendment 1 added the new Recreation Center and was approved by City Council on February 1, 2024, for an amount of \$15,489, with service at that location from March 1 through September 30, 2024. Addendum No. 2 was the second of three one (1) year renewal options with an annual cost of \$87,207, which includes a 3% price increase from the prior year and first full year of service at the Recreation Center for a cost of \$22,751 beginning October 1, 2024, and ending September 30, 2025. Addendum No. 3 is the third and final one (1) year annual renewal option with an annual cost of \$113,256, which includes a 3% price increase from the prior year. Per the agreement, "This contract is subject to a price revision upon the renewal date. The revision will be based on the current Consumer Price Index (CPI)".*

| Service Year                                                                                | Proposal                          |
|---------------------------------------------------------------------------------------------|-----------------------------------|
| FY26 (3rd and final one-year renewal, Addendum 3 incl 3% inc)                               | \$113,256 = (\$109,958 + \$3,298) |
| FY25 (2nd one-year renewal, Addendum 2 incl 3% inc + 1st full year PM service @ Rec Center) | \$109,958 = (\$87,207 + \$22,751) |

|                                                                         |                                   |
|-------------------------------------------------------------------------|-----------------------------------|
| FY24 (1st one-year renewal, Addendum 1 + Amendment 1 adding Rec Center) | \$100,156 = (\$84,667 + \$15,489) |
| FY23 (1st full year of service)                                         | \$84,667                          |
| FY22 (Initial Award, 2 months of service)                               | \$10,437                          |

HVAC equipment repair and replacement services provided by The Brandt Companies, LLC, are utilized on an "as-needed" basis with all costs pre-priced with "not to exceed" pricing already established by the Choice Partners cooperative purchasing network, Contract # PU19500.

*Advantages of using Choice Partners Cooperative Purchasing Network:*

- 1.) Fast Track procurement process
- 2.) Lower procurement process
- 3.) Fewer change orders and claims
- 4.) Competitively bid local pricing in lump sum proposal
- 5.) Ability to accomplish a substantial number of individual projects with competitively bid contracts
- 6.) Oversight through Choice Partners, which audits the accuracy of all job order contract proposals

*Staff recommends approval as their performance continues to provide good value to the City of Alvin.*

Consider Addendum No. 1 for a one (1) year renewal agreement with Landscape Professionals of Texas for lawn services through public bid process B-24-05 containing select City-owned and State Right of Way property, including parkland, lift stations, water wells, and various building grounds, in the amount of \$265,671; and authorize the City Manager to sign the agreement upon legal review.

*The agreement with Landscape Professionals of Texas was originally approved for an amount of \$265,671 by City Council on September 19, 2024, utilizing public bid process, Bid #B-24-05, beginning October 1, 2024, and set to end September 30, 2025. Addendum No. 1 is the first of up to three one (1) year renewal options, which would begin October 1, 2025, and end September 30, 2026.*

| Service Year                                    | Proposal  |
|-------------------------------------------------|-----------|
| FY26 (1st one-year renewal option - Addendum 1) | \$265,671 |
| FY25 (Initial Award)                            | \$265,671 |

*Staff recommends approval of addendum No. 1 allowed in the manicured mowing agreement in the amount of \$265,671, with Landscape Professionals of Texas as their performance continues to provide good value to the City of Alvin.*

Consider Addendum No. 1 for a one (1) year renewal agreement with Landscape Professionals of Texas for lawn services through public bid process B-24-06 containing select parkland and other City-owned property and Gordon Street Bridge, in the amount of \$68,100; and authorize the City Manager to sign the agreement upon legal review.

*This second agreement with Landscape Professionals of Texas was initially approved for an amount of \$68,100 by City Council on September 19, 2024, utilizing public bid process, Bid #B-24-05, beginning October 1, 2024, and set to end September 30, 2025. Addendum No. 1 is the first of up to three one (1) year renewal options, which would begin October 1, 2025, and end September 30, 2026.*

| Service Year                                    | Proposal B-24-06 |
|-------------------------------------------------|------------------|
| FY26 (1st one-year renewal option - Addendum 1) | \$68,100         |
| FY25 (Initial Award)                            | \$68,100         |

*This second agreement was originally created to meet the demand for increased manicured mowing frequency while reducing in-house mowing expenses.*

*Staff recommends approval of addendum No. 1 allowed in the manicured mowing agreement in the amount of \$68,100, with Landscape Professionals of Texas as their performance continues to provide good value to the City of Alvin.*

Consider Addendum No. 2 for a one (1) year renewal agreement with Horticare Landscape Management for landscape maintenance services for flowerbeds of City-owned buildings, parks, and other City property and rights-of-way, in the amount of \$82,772; and authorize the City Manager to sign the Addendum upon legal review.

The agreement was originally approved for the amount of \$82,772.00 with Horticare Landscape Management by City Council on August 3, 2023, utilizing public request for pricing, RFP 23-04. The first year of service began August 3, 2023, and ended September 30, 2024. Addendum No.1 was the first of up to three one (1) year renewal options approved by City Council on May 2, 2024, which began October 1, 2024, and will end September 30, 2025. Addendum No. 2 is the second of up to three one (1) year renewal options, which would begin September 1, 2025, and end September 30, 2026.

| Service Year                                    | Proposal RFP 23-04 |
|-------------------------------------------------|--------------------|
| FY26 (2nd one-year renewal option - Addendum 2) | \$82,772.00        |
| FY25 (1st one-year renewal option - Addendum 1) | \$82,772.00        |
| FY24 (Initial Award)                            | \$82,772.00        |

Staff recommends approval of Addendum No. 2 with Horticare Landscape Management for landscape maintenance services as their performance continues to provide good value to the City of Alvin.

Consider an agreement with Facilities Sources for foundation repair of the City-owned building located at 800 Dyche Lane (Public Service Facility #2) through the BuyBoard interlocal purchasing system, in the amount of \$80,170; and authorize the City Manager to sign related documents upon legal review.

The existing concrete foundation at 800 Dyche Lane (Public Service Facility #2) is uneven, causing cracks in some interior walls. The proposal from Facilities Sources includes the installation of twelve (12) pressed concrete piles around the perimeter of the existing building. The installation will include saw-cutting and demolition of the existing concrete sidewalk and driveway, excavation of all pier locations, and installation of pier sections, blocks, and shims as needed to level the existing slab. It will also involve backfilling the excavated areas with proper compaction, installing new concrete to match the existing sidewalk and driveway thickness, and providing foam injection by drilling the existing slab on a 4-foot grid throughout the injection process. The Proposal also includes hydronic testing of existing plumbing systems prior to and after completion, with an allowance of up to \$7,500 for plumbing investigation / repairs required after completion of work. The price includes \$75,631.92 quote + \$4,538.08 (6% contingency) = \$80,170.00. Funds for this project were approved by the City Council in the Facility Maintenance Fund - Buildings and Property account in the Fiscal Year 2025 Budget. Staff recommends approval of the agreement with Facilities Sources.

Consider a contract between the City of Alvin and the Texas General Land Office (GLO) for Community Development Block Grant Mitigation (CDBG-MIT) Program funding in the amount of \$6,000,500 under GLO Contract No. 24-065-151-F010, for the Durant Street Drainage and M-1 Crossing Improvements Project, and authorize the Mayor to sign the contract upon legal review.

The City of Alvin has been awarded \$6,000,500 in grant funding through the Texas General Land Office (GLO) under the Community Development Block Grant Mitigation (CDBG-MIT) Program, as part of the Regional Mitigation Program. This funding, secured through GLO Contract No. 24-065-151-F010, will support the Durant Street Drainage Improvements and M-1 Crossing Improvements—projects identified in the 2011 M-1 Watershed Study and the City's 2020 Hazard Mitigation Plan Update. These infrastructure improvements were prioritized based on engineering analysis, community feedback, and vulnerability assessments focused on flood-prone areas. Specifically, the projects will:

- Replace approximately 2,000 linear feet of storm sewer and pavement on Durant Street, including sidewalks and reinforced concrete box (RCB) lateral connections.
- Replace approximately 660 linear feet of culverts at the M-1 crossing at West South Street.

The upgrades aim to mitigate flooding, improve storm water flow, and provide safer evacuation and emergency access. The improvements are expected to increase Alvin's resilience against future storms and reduce the financial impact of disasters on local infrastructure and residents. Upon contract execution, the City will initiate environmental review and engineering design (approx. 7 months), followed by public bidding and construction (estimated 11–14 months). The project will be completed in accordance with federal procurement and reporting guidelines. GrantWorks, the City's grant administrator for this project, supports the contract as written. Staff recommends approval.

Consider a final plat of Preservation Creek Phase 1, Section 1 (located along the south side of Farm to Market 1462 1.0 mile east of the SH-288 intersection), being a Planned Unit Development of 29.86 acres containing 40 lots, 6 reserves and 2 blocks, situated in the C.M. Hays Survey, Abstract 534, City of Alvin, Brazoria County, Texas.

On January 23, 2025, the Engineering Department received the final plat of Preservation Creek Phase 1, Section 1 for review. The property is located along the south side of Farm to Market 1462 (1.0 mile east of the SH-288 intersection), being a Planned Unit Development of 29.86 acres containing 40 lots, 6 reserves and 2 blocks, and complies with the Preservation Creek Development Agreement (Ordinance 23-O) and the master preliminary plat previously approved by City Council. The City Planning Commission approved the plat unanimously at their meeting on April 15, 2025. Staff recommends approval of the final plat.

Acknowledge receipt of the Quarterly Investment Report as of March 31, 2025.

*The City Charter, along with Texas Government Code 2256.023, requires that the investment officer present to the governing body not less than a quarterly written report on the investment transactions of the City. Chapter 2256 is also referred to as the Public Funds Investment Act and guides investment officers on how to create and modify policies relating to investments, implement internal controls, incorporate ethics, find suitable investment options, complete training and create or present reports including pertinent financial investment data. Attached is the quarterly investment report for the period ending March 31, 2025.*

*The City's investment portfolio as of March 31, 2025, totaled \$135,508,656.68. In summary:*

- *\$97,025,969.10 in the investment pool options*
- *\$38,482,687.58 in the bank depository accounts*
- *\$1,123,831.62 in interest earned during the quarter*
- *The City's average yield for the quarter was 3.7697% while the City's benchmark rate (i.e. 90-day T-Bill) would be between 4.2084% - 4.3093%*

Acknowledge receipt of the Fiscal Year 2025 Capital Improvement Program Quarterly Report.

*Staff continues to carry out actions on budgeted projects as defined in the 2025 Capital Improvement Program (CIP). This report is an update as to the progress of each project year to date.*

Council member Garivey moved to approve the consent agenda as presented. Seconded by Council member Vela; motion carried with all members present voting Aye.

**OTHER BUSINESS**Discuss and consider Resolution 25-R-10, adopting the Alvin Public Art Program (APAP) to enhance community beautification and to support the integration of public art into the community; and setting forth other provisions related thereto.

*The Alvin Public Art Program (APAP), attached as Exhibit A in Resolution 25-R-10, establishes a formal framework for promoting, supporting, and implementing public art projects throughout the City of Alvin. The program is intended to enhance community beautification, foster public engagement, and support creative placemaking by integrating public art into City spaces.*

*Alvin's commitment to public art is already visible through several installations across the city, including a series of murals featured in the "Art Walk" program promoted by the Alvin Convention and Visitors Bureau (CVB). Additionally, decorative art tiles at the Alvin Public Library, and sculptured trees at various city parks/ facilities further reflect the City's ongoing efforts to incorporate artistic elements into public spaces and celebrate local creativity.*

*The APAP outlines project goals, types of public art, community collaboration opportunities, and strategies for implementation and funding. It also sets forth the creation of a Public Art Committee, which will be appointed and overseen by City staff, to help guide project selection and policy development. Membership will be open to residents, artists, business owners, and other stakeholders who express an interest in contributing to the City's public art efforts.*

*All public art projects implemented under the APAP will be coordinated and overseen by the Alvin Convention and Visitors Bureau (CVB) department, which will also serve as the primary point of contact for program management and project coordination.*

*There is no direct fiscal impact associated with adoption of the APAP. Any future projects, funding sources, or expenditures will be brought forward through the annual budget process. The program is designed to be flexible and scalable, allowing staff to pursue partnerships, grants, and community-driven projects, including potential collaborations with Alvin ISD and local nonprofits and businesses.*

*This Resolution serves as a foundational step in the City's broader public art efforts and is a precursor to the Alvin Art Traffic Box Installation Program, which will be presented as a separate item on this agenda. Adoption of the APAP will guide the implementation of that initiative and future public art projects Citywide. Staff recommends approval of Resolution 25-R-10.*

Dixie Roberts, Assistant City Manager/City Secretary, presented this item before City Council with explanation.

Council member Garivey moved to approve Resolution 25-R-10, adopting the Alvin Public Art Program (APAP) to enhance community beautification and to support the integration of public art into the

community; and setting forth other provisions related thereto. Seconded by Council member Starkey; motion carried with all members present voting Aye.

Discuss and consider Resolution 25-R-11, adopting the Traffic Control Box Wrapping/Painting Program as an official component of the Alvin Public Art Program (APAP); and setting forth other related matters thereto.

*This Resolution formally adopts the Traffic Control Box Wrapping Program as an official component of the Alvin Public Art Program (APAP). This initiative seeks to transform select traffic control boxes throughout the City into vibrant works of public art through high-quality vinyl wraps featuring original artwork by local and regional artists. This program is identified as an action step in the City's Strategic Plan. The program supports the City's beautification efforts, enhances civic pride, and fosters creative placemaking by engaging the community in meaningful artistic expression. As outlined in the program document (Exhibit A), the initiative includes criteria for artist eligibility, a selection and approval process, technical requirements, maintenance responsibilities, and funding options through partnerships with Keep Alvin Beautiful, community sponsorships, and the City.*

*An official Request for Proposals (RFP) will be issued, inviting artists to submit original designs for the beautification of traffic control boxes throughout the City of Alvin. All submissions must adhere to the criteria set forth by the Alvin Public Art Committee (APAC) to ensure alignment with the City's vision and public art standards. The APAC will review and recommend proposals, with final approval granted by the City Manager or their designee to facilitate timely implementation. Designs intended for traffic boxes owned by the Texas Department of Transportation (TxDOT) will require separate approval from TxDOT prior to installation. There are approximately twenty-four (24) traffic control boxes owned by TxDOT and six (6) boxes owned by the City of Alvin identified as potential candidates for artwork installation. Designs intended for TxDOT-owned boxes will require separate approval from TxDOT prior to installation.*

*The estimated cost to wrap a standard traffic control box is approximately \$2,500-\$3,000 per box, which includes professional design layout, high-quality UV-resistant vinyl printing, and installation. This cost may vary depending on box size and location. Funding for this program will be provided through a collaborative effort involving Keep Alvin Beautiful, the City of Alvin, and community sponsorships. No ongoing obligation of City funds is created by adoption of the program; individual projects will be evaluated and presented as needed for future consideration. The CVB budget includes funding for public art initiatives, which may be combined with contributions from Keep Alvin Beautiful (KAB) and other sponsorships to maximize project impact. Keep Alvin Beautiful has reviewed the contents of this document/program. Staff recommends approval of Resolution 25-R-11.*

Dixie Roberts, Assistant City Manager/City Secretary, presented this item before City Council with explanation.

Council member DeKeyser moved to approve Resolution 25-R-11, adopting the Traffic Control Box Wrapping Program as an official component of the Alvin Public Art Program (APAP); and setting forth other related matters thereto. Seconded by Council member Starkey; motion carried with all members present voting Aye.

Consider the purchase of 30 Mobile Computer Terminals (MCTs) for the Police Department for the amount of \$157,831.89, and authorize the City Manager to sign the purchase upon legal review.

*In March 2025, the new Motorola PremierOne CAD/RMS system (Computer-Aided Dispatch/Records Management System) went live, revealing that our current MCTs (Mobile Computer Terminal) are outdated and lack the CPU (Central Processing Unit) and RAM (Random Access Memory) capacity to effectively support the more robust system. Although the MCTs initially met minimum requirements of the upgrade process two years ago, increased demands—such as integrated Automated License Plate Reading (ALPR) functions in all in-car cameras and enhanced security updates—have since pushed them to their limits. Additionally, Microsoft will end Windows 10 security updates in October 2025, rendering the current MCTs non-compliant with CJIS (Criminal Justice Information Services) requirements. The attached Technical/Financial Justification from Chief Information Technology Officer, Nick Newell, provides further detail on the system limitations and the urgent need for replacement. This was not a budgeted item, but will be funded out of the General Capital Projects Fund, and purchased through the NCPA (National Cooperative Purchasing Alliance) under contract #NCPA 01-070. Staff recommends approval of the purchase of 30 new MCT units for the Police Department.*

Police Chief Lee presented this item before City Council with explanation.

Council member Castro moved to approve purchase of 30 Mobile Computer Terminals (MCTs) for the Police Department for the amount of \$157,831.89 and authorize the City Manager to sign the purchase upon legal review. Seconded by Council member DeKeyser; motion carried with all members present voting Aye.

Consider, if any, requests from individual council members for an item or items to be placed on the upcoming agenda for the next regularly scheduled meeting.

No items were requested by any Council members to be placed on the upcoming agenda.

### **REPORTS FROM THE CITY MANAGER**

Items of Community Interest and/or review preliminary list of items for next Council meeting.

Mr. Junru Roland announced items of community interest.

### **ITEMS OF COMMUNITY INTEREST**

Hear announcements concerning items of community interest from the Mayor, Council members, and City staff, for which no action will be discussed or taken.

Council member Garivey mentioned that next week is Municipal Clerks Week and thanked Dixie Roberts for all that she does for Council and the City of Alvin.

Council member Starkey stated that, as this was his last official meeting of the Alvin City Council, he has been honored to serve over the past nine years.

### **EXECUTIVE SESSION**

Mayor Adame called for executive session at 7:48 p.m. in accordance with the following:

Section 551.074 of the Local Government Code: Deliberation on the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

### **RECONVENE TO OPEN SESSION**

Mayor Adame reconvened the meeting to open session at 9:00 p.m.

Consider and take appropriate action, if any, regarding the employment contract of the City Attorney.

Council member Castro moved to approve the City Attorney's contract as presented; Seconded by Council member Vaughn; motion to approve carried with all members present voting Aye.

### **ADJOURNMENT**

Mayor Adame adjourned the meeting at 9:01 p.m.

PASSED and APPROVED the 15th of May 2025.

ATTEST:

\_\_\_\_\_  
Gabe Adame, Mayor

\_\_\_\_\_  
Dixie Roberts, City Secretary



# AGENDA COMMENTARY

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**Meeting Date:** 5/15/2025

**Department:** Public Services

**Contact:** Brandon Moody, Director of Public Services

**Agenda Item:** Consider awarding bid (B-25-07) to Stronghold Vegetation Management for the Bypass 35 Mowing Services for a period of one (1) year, with an option to extend for two (2) successive one-year terms; and authorize the City Manager to sign the Agreement upon legal review.

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**Type of Item:** Action Item

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**Summary:** The bid for the Bypass 35 Mowing Services includes 139.5 acres of the median, eastside right-of-way, and westside right-of-way from the Recreation Center/Kroger's on the south end of town to Fox Meadows entrance on the north end. These services include collecting trash and debris prior to mowing, mowing to a uniform height of 4–6 inches, weed-eating, or trimming around objects that can't be mowed around, such as signs, utility poles, guidewires, drainage structures, ditches, etc., on a monthly basis or a 30-day cycle. The contractor shall be responsible for obtaining any permits necessary and provide traffic control when necessary, such as posting the appropriate caution signs.

On April 22, 2025, bids were opened for the Bypass 35 Mowing Services. There were a total of 3 bids – Morton Brother's Inc., Stronghold Vegetation Management, and Yellowstone Landscape. The lowest bidder is Stronghold Vegetation Management. They have held the contract for the last 3 years, have provided excellent services, and currently hold mowing contracts with the City of Pearland, the TxDOT Brazoria County Office, and the TxDOT Fort Bend County Office. Stronghold's bid is \$2,880 lower than their previous bid in 2022 of \$97,680.

Staff recommends awarding the bid to Stronghold Vegetation Management.

***\*This is separate and unrelated to the Parks and Recreation mowing contract services***

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|                                 |                                                                                                               |                        |                                                                                                  |
|---------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------|
| <b>Funding Expected:</b>        | Revenue <input type="checkbox"/> Expenditure <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | <b>Budgeted Item:</b>  | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| <b>Funding Account:</b>         | <u>312-5501-00-3420</u>                                                                                       | <b>Amount:</b>         | <u>\$94,800</u>                                                                                  |
|                                 |                                                                                                               | <b>1295</b>            | <b>Form Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>                  |
|                                 |                                                                                                               | <b>Required?</b>       |                                                                                                  |
| <b>Legal Review Required:</b>   | N/A <input type="checkbox"/> Required <input checked="" type="checkbox"/>                                     | <b>Date Completed:</b> | <u>5/8/2025 SLH</u>                                                                              |
| <b>Finance Review Required:</b> | N/A <input type="checkbox"/> Required <input checked="" type="checkbox"/>                                     | <b>Date Completed:</b> | <u>                    </u>                                                                      |

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**Supporting documents attached:**

1. Bypass 35 Mowing Services Agreement; SVM; FY25-26
  2. Stronghold Vegetation Management Proposal; B-25-07; Bypass 35 Mowing Services
  3. B-25-07 Bypass 35 Mowing Services Bid Tabulation
-

**Recommendation:** Move to award bid (B-25-07) to Stronghold Vegetation Management for the Bypass 35 Mowing Services for a period of one (1) year, with an option to extend for two (2) successive one-year terms; and authorize the City Manager to sign the Agreement upon legal review.

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Reviewed by Department Head, if applicable: \_\_

Reviewed by City Attorney, if applicable: X

Reviewed by Chief Financial Officer, if applicable: \_\_

Reviewed by City Manager, if applicable: X

## AGREEMENT FOR BYPASS 35 MOWING SERVICES

**THE STATE OF TEXAS**                      §

## KNOW ALL MEN BY THESE PRESENTS:

**COUNTY OF BRAZORIA**                      §

THIS AGREEMENT for BYPASS 35 MOWING SERVICES (the “Agreement”) is made and entered into on this 15<sup>th</sup> day of May 2025, by and between the CITY OF ALVIN, TEXAS (the “City”), a municipal corporation of the State of Texas, situated in Brazoria County, Texas, and STRONGHOLD VEGETATION MANAGEMENT (the “Contractor”).

**WITNESSETH:**

**WHEREAS**, on or about April 6, 2025, and April 13, 2025, the City advertised for bids for Bypass 35 Mowing Services for Fiscal Year 2025-2026; and

**WHEREAS**, the Contractor submitted the lowest bid or the bid that will provide the best value for the City; and

**WHEREAS**, on or about May 15, 2025, the City Council awarded a Bypass 35 Mowing Services bid to the Contractor; and

**WHEREAS**, this Agreement defines the rights and obligations of the parties.

**NOW, THEREFORE**, for and in consideration of the mutual covenants and promises contained herein the City and the Contractor hereby agree as follows:

I.

## SCOPE OF SERVICES

The Contractor shall perform services necessary to provide a well-maintained and groomed area in those locations identified in the bid entitled City of Alvin, Texas Bypass 35 Mowing Services, attached hereto as Exhibits “A, B, C, and D,” and incorporated herein by reference (the “Bid”). Such services shall include, but not be limited to, the services specified in the Bid and shall be performed according to the schedule set forth in the bid for Exhibits “A, B, C, and D.” Notwithstanding the foregoing, the City reserves the right to delete locations from the scope of services at any time during this Agreement and reduce the payment to the Contractor in the amount of the per trip price for such location(s), multiplied by the number of trips remaining in the fiscal year. During the term of this Agreement, the City may issue a change order and add or delete to the mowing locations.

Contractor shall use professionally accepted mowers as determined by location. All curb lines, edges, etc., shall be edged with every mowing. Weed-eating shall be done around all buildings, trees, shrubs, posts, tire stops, etc., with every mowing. Contractor shall take all necessary precautions to minimize and avoid damage to trees, glass windows, doors, vehicles, etc. The contractor shall be held accountable for any damages.

## **II.**

### **COMPENSATION**

#### **2.01 – Payment Terms.**

Subject to the terms of this Agreement and in consideration for the services to be performed hereunder, the City agrees to pay and the Contractor agrees to accept during the term hereof the amount of Ninety-Four Thousand Eight Hundred Dollars (\$94,800.00) for Bypass 35 mowing services required hereunder for the fiscal year 2025-2026.

In each fiscal year hereafter in which this Agreement is funded by the City Council, the annual amount of Ninety-Four Thousand Eight Hundred Dollars (\$94,800.00), may be renewed by mutual agreement between Contractor and the City at the same rate.

To receive payment the Contractor shall submit monthly invoices to the City following the completed mowing services each month, specifying the services rendered, dates of service, and the amount(s) owed pursuant to this Agreement.

Payments shall be made in equal monthly installments or for exact moneys on or about thirty (30) days after receipt and approval of the invoice(s). The City shall be entitled to any reimbursement from the Contractor for overpayments due to election of equal monthly installments based upon time of contract termination.

#### **2.02 – Allocated Funds.**

- (a) The City's duties to pay money to the Contractor for any purposes under this Agreement are limited in their entirety by the provisions of this Section 2.02.
- (b) The Contractor recognizes and understands that the City has appropriated and allocated the sum of Ninety-Four Thousand Eight Hundred Dollars (\$94,800.00), to be used to discharge its duties to pay money under this Agreement (the "Original Allocation") during the fiscal year 2025-2026. The parties recognize that the executive and legislative officers of the City, in the exercise of their sound discretion, may allocate supplemental sums of money for the purpose of this

Agreement for succeeding fiscal years. Because the City's officers are not obligated to make any such supplemental allocations, the parties have agreed to certain procedures and remedies to be followed with respect thereto.

- (c) A supplemental allocation will only be deemed to be made when the City sends a written notice to the Contractor indicating that supplemental sums have been allocated for the purpose of this Agreement.
- (d) The aggregate of the Original Allocation and all supplemental allocations effected by notice to the Contractor, if any, shall be the Allocated Funds. The City shall never be obligated to pay any money by, through or under this Agreement in an aggregate amount which exceeds the Allocated Funds.
- (e) Suspension of performance and receipt of payment of sums owed by the City for services rendered shall be the Contractor's exclusive remedies in the event that the City fails or refuses to make supplemental allocations. No such failure or refusal shall constitute a default or breach of this Agreement by the City, and the Contractor waives any claim (other than its claim for payment of sums owed for services rendered) it may have now or in the future for financial losses or other damages which may be occasioned by any such failure or refusal.

### **III.**

#### **TERM AND RENEWAL OPTION**

This Agreement shall commence on **May 15, 2025**, and shall end on **May 15, 2026**. However, upon mutual consent of the parties and approval of the governing body, this Agreement may be extended for two (2) additional one (1) year extensions, for a total of three (3) consecutive years. Each extension must be evidenced in writing and approved by the appropriate authorities of each party. Such renewal shall be for the same compensation provided in Section 2.02 of this Agreement, unless terminated earlier in accordance with the terms of this Agreement.

### **IV.**

#### **TERMINATION**

##### **4.01 – With Cause.**

The City may terminate this Agreement upon default of the Contractor. A default shall be deemed to have occurred if the Contractor fails to perform or observe any of the terms or conditions of this Agreement required to be performed or observed by it. Should such a default occur, the City shall have the right to terminate the Contractor's duties under this Agreement as of the (10<sup>th</sup>)

day following the receipt of a written notice to the Contractor from the City describing such default and intended termination, provided that:

- (i) such termination shall be ineffective if within the ten (10) day period the Contractor cures the default; and
- (ii) such termination may be stayed, at the sole option of the City pending cure of the default if action to cure begins during the ten (10) day period and is successfully complete within a reasonable time thereafter.

#### **4.02 – Without Cause.**

This Agreement may be terminated by the City without cause upon thirty (30) days advance written notice to the Contractor.

### **V. INSURANCE**

In accordance with the Insurance requirements in the Terms and Conditions contained within the Notice to Bidders, Contractor shall provide and maintain insurance in full force and effect at all times during the term of this Agreement.

Failure on the part of the Contractor to furnish a new policy or certified copy thereof before the expiration date of any such policy, or failure to obtain a new policy before the date fixed for the cancellation of an existing date of any existing policy, so that the insurance referred to shall be continuously in effect, shall constitute a default on the part of the Contractor entailing the City, at its option, to terminate its duties and the Contractor rights under this Agreement upon at least three (3) days' notice in writing to the Contractor.

### **VI. MISCELLANEOUS**

#### **6.01 – Independent Contractor.**

The relationship of the Contractor to the City shall be that of an independent contractor. Nothing herein contained shall be constructed as constituting the Contractor an employee, agent, servant, or department of the City. The City shall not be liable for the acts or omissions of the Contractor, its officers, members, agents or employees. All persons employed by the contractor must be legally approved to work in the United States.

## **6.02 – Applicable Laws.**

This Agreement is subject to and shall be constructed in accordance with the laws of the State of Texas, the City Charter and Ordinances of the City of Alvin, the laws of the federal government of the United States of America and all rules and regulations of any regulatory body or officer having jurisdiction over the Contractor's services required by this Agreement. This Agreement is performable in Brazoria County, Texas.

## **6.03 – Notices.**

All notices required or permitted hereunder shall be in writing and shall be deemed received when actually received or if earlier, on the third (3<sup>rd</sup>) day following deposit in the United States Postal Services post office or receptacle with proper postage affixed (certified mail, return receipt requested) addressed to the other party at the address set forth below or at such other addresses as the receiving party may have therefore prescribed by the notice to the sending party:

Director of Public Services  
City of Alvin  
216 W. Sealy Street  
Alvin, Texas 77511  
Phone No: (281) 388-4325

Michael Goble  
Stronghold Vegetation Management  
P.O. Box 553  
Rosharon, Texas 77583  
Phone No: (979) 300-4726

## **6.04 – Contract Documents.**

The Contract Documents which comprise and supplement this Agreement consist of the following documents, which documents are made part of this Agreement as fully as if disclosed and written at length and made a part hereof:

- (a) This Agreement;
- (b) Exhibit A, B, C, and D – the maps of the locations to be mowed (included below)
- (c) Notice to Bidders (including Terms and Conditions, Specifications and Bid), submitted by Contractor;
- (d) Notice of Award;
- (e) Any modifications, including Change Orders duly delivered after execution of this Agreement.

## **6.05 – Entire Agreement.**

This Agreement contains all the agreement of the parties relating to the subject matter hereto and is the full and final expression of the agreement between parties.

**IN WITNESS WHEREOF**, the parties have made and executed this Agreement in multiple copies, each of which shall be an original, as of this 15<sup>th</sup> day of May 2025.

**CONTRACTOR:**  
**STRONGHOLD VEGATATION**  
**MANAGEMENT**

BY: \_\_\_\_\_  
Michael Goble

**CITY:**  
**CITY OF ALVIN, TEXAS**

BY: \_\_\_\_\_  
Junru Roland  
City Manager

**ATTEST/SEAL**

BY: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**ATTEST/SEAL**

BY: \_\_\_\_\_  
Dixie Roberts  
City Secretary

**APPROVED AS TO FORM:**

BY: \_\_\_\_\_  
Suzanne L. Hanneman  
City Attorney





## City of Alvin Mowing Map - Exhibit "B"

EngineeringGIS  
Rev. Date 2/9/2022



City of Alvin Mowing Map - Exhibit "C"

EngineeringGIS  
Rev. Date 2/5/2022



City of Alvin Mowing Map - Exhibit "D"

Engineering/GIS  
Rev. Date 2/9/2022

Bypass 35 Mowing Services

Proposal Cover Sheet  
Due Date: Tuesday, April 22, 2025, by 2:00 p.m.

Stronghold Vegetation Management  
Name of Firm/Company

Michael Goble Sales/Account Manager  
Agent's Name (Please Print) Agent's Title

PO Box 553 Rossharon, TX 77583  
Mailing Address City State Zip

979-300-4726 sales@Strongholdtexas.com  
Telephone Number Email Address

 owner 4/10/25  
Authorized Signature Date

| Proposal Submission Checklist |                                                                       |
|-------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/>      | Proposal Cover Sheet                                                  |
| <input type="checkbox"/>      | Proposal (3) hard copies (1) electronic PDF version (via flash drive) |
| <input type="checkbox"/>      | Proposal Cost Sheet                                                   |
| <input type="checkbox"/>      | Public Information Act Form                                           |
| <input type="checkbox"/>      | Conflict of Interest Questionnaire                                    |

**Texas Public Information Act**

Steps to Assert that Information is Confidential or Proprietary

# **BID SUMMARY SHEET** **B-25-07**

| ITEM | ITEM AND DESCRIPTION                                            | Per Mow                      | TOTAL for 12 times            |
|------|-----------------------------------------------------------------|------------------------------|-------------------------------|
|      | Bypass 35 MOWING CONTRACT, per Requirements and Specifications. |                              |                               |
| 1    | EXHIBIT A:                                                      | \$ <u>1,501<sup>00</sup></u> | \$ <u>18,012<sup>00</sup></u> |
| 2    | EXHIBIT B:                                                      | \$ <u>2,449<sup>00</sup></u> | \$ <u>29,388<sup>00</sup></u> |
| 3    | EXHIBIT C:                                                      | \$ <u>1,817<sup>00</sup></u> | \$ <u>21,804<sup>00</sup></u> |
| 4    | EXHIBIT D:                                                      | \$ <u>2,133<sup>00</sup></u> | \$ <u>25,596<sup>00</sup></u> |
|      | <b>GRAND TOTAL</b>                                              | \$ <u>7,900<sup>00</sup></u> | \$ <u>94,800<sup>00</sup></u> |

No additional charges of any kind will be allowed to be charged during the term of the contract if not noted in the bid summary. Any variations from the detailed specifications must be noted. The City of Alvin reserves the right to increase or decrease the estimated quantities. The City reserves the right to award this contract to the lowest or best bidder of each item or the entire bid to one lowest or best bidder, whichever is in the best interest of the City.

*Special Note: Altered bids will not be accepted.*

NAME: Michael Goble  
 TITLE: Sales/Account Manager  
 COMPANY: Stronghold Vegetation Management  
 ADDRESS: 16710 CR 569  
Rosharon, TX 77583  
 TELEPHONE: 979-300-4726

EMAIL: Sales@strongholdtexas.com

SIGNATURE: 

Mail / deliver bid to: City of Alvin  
Attn: City Clerk (Bid Title)  
216 West Sealy  
Alvin, Texas 77511

THIS SPACE  
INTENTIONALLY  
LEFT BLANK



All proposals, data, and information submitted to the City of Alvin are subject to release under the Texas Public Information Act ("Act") unless exempt from release under the Act. You are not encouraged to submit data and/or information that you consider to be confidential or proprietary unless it is absolutely required to understand and evaluate your submission.

**On each page where confidential or proprietary information appears,** you must label the confidential or proprietary information. Do not label every page of your submission as confidential as there are pages (such as the certification forms and bid sheet with pricing) that are not confidential. It is recommended that each page that contains either confidential or proprietary information should be printed on colored paper (such as yellow or pink paper). At a minimum, the pages where the confidential information appears should be labeled and the information you consider confidential or proprietary clearly marked.

**Failure to label the actual pages on which information considered confidential appears will be considered as a waiver of confidential or proprietary rights in the information.**

In the event a request for public information is filed with the City which involves your submission, you will be notified by the City of the request so that you have an opportunity to present your reasons for claims of confidentiality to the Texas Attorney General.

**In signing this form, I acknowledge that I have read the above and further state: (Please check one):**

The proposal/bid submitted to the City contains NO confidential information and may be released to the public if required under the Texas Public Information Act.

The proposal/bid submitted contains confidential information which is labeled and which may be found on the following pages: \_\_\_\_\_ and any information contained on page number not listed above may be released to the public if required under the Texas Public Information Act.

Vendor/Proposer Submitting: Stronghold Vegetation Management

Signature:  Date: 4/10/25

Print Name: Michael Goble Print Title: Sales/Account Manager

**Standard Terms and Conditions**

| <b>CONFLICT OF INTEREST QUESTIONNAIRE</b><br><b>For vendor doing business with local governmental entity</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | <b>FORM CIQ</b>                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>                                                                                                                                                                                                                                                                                           |  | <b>OFFICE USE ONLY</b><br><br><div style="border: 1px solid black; height: 100px; width: 100%;"></div>                              |
| <p><b>1 Name of vendor who has a business relationship with local governmental entity.</b></p> <p style="text-align: center; font-size: 1.5em; color: blue;">N/A</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                                                                                                     |
| <p><b>2</b> <input type="checkbox"/> <b>Check this box if you are filing an update to a previously filed questionnaire.</b> (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                                                                                     |
| <p><b>3 Name of local government officer about whom the information is being disclosed.</b></p> <p style="text-align: center; font-size: 1.5em; color: blue;">N/A</p> <p style="text-align: center; font-size: 0.8em;">Name of Officer</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                                                                     |
| <p><b>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</b></p> <p style="margin-top: 20px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No         </p> <p style="margin-top: 10px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No         </p> |  |                                                                                                                                     |
| <p><b>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                                                                     |
| <p><b>6</b> <input type="checkbox"/> <b>Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                                                                                                     |
| <p><b>7</b></p> <p style="text-align: center; font-size: 1.5em; color: blue;">N/A</p> <p style="text-align: center; font-size: 0.8em;">Signature of vendor doing business with the governmental entity</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | <p style="text-align: center; font-size: 1.5em; color: blue;">4/10/25</p> <p style="text-align: center; font-size: 0.8em;">Date</p> |

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

|                                                                                |                          |                                        |                        |
|--------------------------------------------------------------------------------|--------------------------|----------------------------------------|------------------------|
| <b>Bypass 35 Mowing<br/>City of Alvin<br/>April 22, 2025<br/>Bid # B-25-07</b> | Vendor                   | Vendor                                 | Vendor                 |
|                                                                                | Yellowstone<br>Landscape | Stronghold<br>Vegetation<br>Management | Morton<br>Brothers Inc |
|                                                                                |                          |                                        |                        |
|                                                                                | \$ 129,108.00            | \$94,800.00                            | \$100,800.00           |
| <b>TOTAL BID</b>                                                               |                          |                                        |                        |



# AGENDA COMMENTARY

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**Meeting Date:** 5/15/2025

**Department:** Parks and Recreation

**Contact:** Dan Kelinske, Director of Parks and Recreation

**Agenda Item:** Call a public hearing to receive comment regarding an ordinance establishing Standards of Care for Youth Recreation Programs conducted by the City of Alvin Parks and Recreation Department for elementary children ages five (5) through thirteen (13), for Thursday, June 5, 2025, at 7:00 p.m. in the City Council Chambers of Alvin City Hall, 216 West Sealy.

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**Type of Item:** Action Item

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**Summary:** In response to community demand for after-school and summer day camp programs, the Parks and Recreation Department plans to offer these style camps. A day camp is considered extending 11.5 hours per day for approximately five (5) days per week. A participant (ages 5 to 13) can expect daily engagement from instructor lead learning, crafts, physical activity, as well as the inclusion of lunch and snacks.

Chapter 42 of the Texas Human Resources Code exempts certain after-school and summer recreation programs from state licensing requirements as identified in Subsection 42.041 (14), provided that the governing body of the municipality annually adopts standards of care by ordinance after a public hearing, and that such standards are provided to the parents of each program participant. The ordinance shall include minimum staffing ratios, qualifications, facility, health and safety standards and mechanisms for monitoring and enforcing the adopted local standards, as well as notify parents that the program is not licensed by the state and cannot be advertised as a child-care facility.

Before the adoption of this ordinance, a public hearing must be held before the governing body. The notice of said public hearing will be published in the Alvin Sun on May 25, 2025, and posted on the City's website. At the June 5th meeting, City Council will conduct the public hearing and consider the annual adoption of said ordinance. A copy of the draft ordinance for consideration on June 5, 2025 is included in your packet.

---

**Funding Expected:** Revenue ☐ Expenditure ☐ N/A ☒

**Budgeted Item:** Yes ☐ No ☐ N/A ☒

**Funding Account:**  **Amount:**

**1295 Form Required?** Yes ☐ No ☒

**Legal Review Required:** N/A ☐ Required ☒

**Date Completed:** 5/6/2025 SLH

**Finance Review Required:** N/A ☒ Required ☐

**Date Completed:**

---

**Supporting documents attached:**

1. Notice of Public Hearing Standards of Youth Care
  2. Ord. 25-\_\_\_; Parks - Alvin Standards of Care Youth Programs
-

### 3. EXHIBIT A - Standards of Care

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#### **Recommendation:**

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Reviewed by Department Head, if applicable: \_\_

Reviewed by City Attorney, if applicable: X

Reviewed by Chief Financial Officer, if applicable: \_\_

Reviewed by City Manager, if applicable: X

**[PUBLISH ON May 25, 2025]**

### **NOTICE OF PUBLIC HEARING**

The City Council of the City of Alvin, Texas , will hold a public hearing in the Council Chambers at the Alvin City Hall at 216 West Sealy, Alvin, Texas, on Thursday, June 5, 2025, at 7:00 p.m. The purpose of the public hearing will be to receive public comments on the proposed Ordinance for the Standards of Care for the Youth Programs, which will provide basic childcare regulations for day camp activities operated by the City of Alvin Parks and Recreation Department, in accordance with Section 42.041(b)(14) of the Human Resources Code.

(s) Dixie Roberts, City Secretary

## **ORDINANCE 25-**

### **AN ORDINANCE OF THE CITY OF ALVIN, TEXAS, ESTABLISHING STANDARDS OF CARE FOR YOUTH RECREATION PROGRAMS CONDUCTED BY THE CITY OF ALVIN PARKS AND RECREATION DEPARTMENT FOR ELEMENTARY AGE CHILDREN AGES FIVE (5) THROUGH THIRTEEN (13); PROVIDING FOR COMPLIANCE WITH STATE LAW; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Alvin, Texas (the “City”), is a home rule municipal corporation pursuant to Article 11, Section 5 of the Texas Constitution and its Home Rule Charter; and

**WHEREAS**, the City operates recreation programs for children, including elementary age children (ages 5 through 13); and

**WHEREAS**, Chapter 42 of the Texas Human Resources Code exempts certain after-school and summer recreation programs from state licensing requirements as identified in Subsection 42.041(14) stating “an elementary-age (ages 5-13) recreation program operated by a municipality provided the governing body of the municipality annually adopts standards of care by ordinance after a public hearing for such programs, that such standards are provided to the parents of each program participant, and that the ordinances shall include, at a minimum, staffing ratios, minimum staff qualifications, minimum facility, health, and safety standards, and mechanisms for monitoring and enforcing the adopted local standards; and further provided that parents be informed that the program is not licensed by the state and the program may not be advertised as a child-care facility;” and

**WHEREAS**, the City Council held a public hearing on June 5, 2025, regarding the Standards of Care for its Youth Recreation Programs for elementary age children (ages 5 through 13) before passing and approving this Ordinance 25-\_\_ adopting such Standards of Care;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF ALVIN, TEXAS, THAT:**

**Section 1.** The above and foregoing recitals and premises to this Ordinance are true and correct and are incorporated herein and made a part hereof for all purposes.

**Section 2.** The standards of care set forth in Exhibit A attached hereto and made a part of this Ordinance for all purposes (the “Standards of Care”) are hereby adopted as the standards of care for all elementary age (ages 5 through 13) recreation programs operated by the City of Alvin, Texas (collectively “Programs” and each a “Program”), including without limitation, any summer camp program.

**Section 3.** All Programs are to be operated by the City of Alvin’s Park and Recreation Department (“Department”). The Director of the Department, or the Director’s designee, (individually or collectively, the “Director”), shall administer the Programs in accordance with the Standards of Care. The Director may adopt rules in writing relating to the operations of Programs, which rules may be more restrictive than the Standards of Care. The Programs shall be operated

in accordance with the Standards of Care (or, in the event the Director adopts rules that are more restrictive than the Standards of Care, in accordance with such rules).

**Section 4.** The Director shall provide the Standards of Care to the parents of each Program participant (and, in the event the Director adopts rules that are more restrictive than the Standards of Care, shall provide such rules to the parents of each Program participant). Further, the Director, or the Director's designee, shall inform the parents of each Program participant that the Program is not licensed by the State of Texas.

**Section 5.** The Program shall not be advertised as a child-care facility.

**Section 6.** The Director is authorized to take any and all steps, if any, as may be necessary to confirm the Program's exemption from State law as set forth in Section 42.041 of the Texas Human Resources Code.

**Section 7.** This Ordinance shall be cumulative of all other ordinances of the City of Alvin, Texas, and shall not repeal any of the provisions of these ordinances except in those instances where the provisions of those ordinances are in direct conflict with the provisions of this Ordinance.

**Section 8.** The provisions of this Ordinance are severable, and if any section or provision of this Ordinance or the application of any section or provision to any person, firm, corporation, entity, situation or circumstance is for any reason adjudged invalid or held unconstitutional by a court of competent jurisdiction, the same shall not affect the validity of any other section or provision of this Ordinance or the application of any other section or provision to any other person, firm corporation, entity, situation or circumstance, and the City Council declares that it would have adopted the valid portions of this Ordinance adopted herein without the invalid or unconstitutional parts and to this end the provisions of this Ordinance adopted herein shall remain in full force and effect.

**Section. 9.** It is hereby officially found and determined that the meeting at which this ordinance was passed was open to the public as required and the public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code. Notice was also provided as required by Chapter 52 of the Texas Local Government Code and the City of Alvin Charter.

**Section 10.** This Ordinance shall take effect upon its passage and approval.

**PASSED** on the first and final reading on the 5<sup>th</sup> day of June 2025.

**CITY OF ALVIN, TEXAS**

**ATTEST:**

By: \_\_\_\_\_  
Gabe Adame, Mayor

By: \_\_\_\_\_  
Dixie Roberts, City Secretary

**EXHIBIT A  
TO ORDINANCE 25-\_\_**

**STANDARDS OF CARE FOR YOUTH RECREATION PROGRAMS  
ELEMENTARY AGE (5-13)**

The following Standards of Care are adopted in compliance with Section 42.041(b)(14) of the Texas Human Resources Code. The Standards of Care herein set forth are intended to be minimum standards applicable to all elementary age (ages 5 through 13) recreation Programs operated by the City of Alvin Parks and Recreation Department, including without limitation, any summer camp program and any spring break program. The Programs are recreational in nature and not designated as childcare programs nor licensed by the State of Texas.

**GENERAL ADMINISTRATION**

**1. Organization.**

- A. The governing body of the Youth Recreation Programs is the City Council of the City of Alvin, Texas.
- B. Implementation of the Youth Recreation Programs Standards of Care is the responsibility of the Parks and Recreation Department Director or his or her designee and Department employees.
- C. These Standards of Care will apply to all Programs, including, without limitation, the Summer Camp Program.
- D. Each Program Site will have available for public and staff review a current copy of the Standards of Care.
- E. Parents of participants will be provided a current copy of the Standards of Care during the registration process for a Program. Further, a copy of the Standards of Care shall be placed online on the City's primary website.
- F. Criminal background checks will be conducted on prospective camp program staff. The following convictions, including deferred adjudication and pretrial diversions, regardless of when the conviction occurred, will render applicant's ineligible for participation with the City of Alvin's Parks and Recreation Camp Programs:
  - (1) Any drug distribution activity, including misdemeanor or felony;
  - (2) Sexual Assault;
  - (3) Aggravated Assault;
  - (4) Child Abuse or Molestation;
  - (5) Murder;
  - (6) Kidnapping; and

- (7) Any other felony or crime involving moral turpitude, which involves acts of physical violence.

G. The following convictions within ten (10) years from the date of application for employment will render applicant's ineligible for participation with the City of Alvin's Parks and Recreation Camp Programs:

- (1) Any drug possession, including misdemeanor or felony;
- (2) Assault; or
- (3) Any other felony or crime involving moral turpitude which does not involve acts of physical violence.

2. **Definitions.** For purposes of these Standards of Care, the following words shall have the respective meaning ascribed to them:

"Camp Program Staff" means a person responsible for the direct care or supervision of participants, including volunteers and contractors. The term excludes a person whose primary duties include administration, clerical support, or facility maintenance.

"City" means the City of Alvin, Texas.

"Department" means the City of Alvin Parks and Recreation Department.

"Director" means the director of the Parks and Recreation Department.

"Designee" means a person appointed by the director to act on the director's behalf.

"Facility" means a building or improvement operated or used by the department in conducting a recreational program.

"Parent" means legal guardian of a participant.

"Participant" means a child age 5 to 13 years old that is enrolled in a recreational program and is under the supervision of department staff.

"Recreational Program or Program" means a fee-based children's program or activity offered and supervised by the department that requires a participant to enroll or register to participate.

"Staff" means a person who is employed by the department to work in a recreational program.

## OPERATIONS

### A. Camp Staff-Participant Ratios.

- (1) Camp programs shall have no greater than a 15/1 ratio of participant to camp program staff for children 5-9 years of age.
- (2) Camp programs shall have no greater than a 17/1 ratio of participants to camp program staff for children 10-13 years of age.
- (3) Each participant should have a program employee who is responsible for him or her and who is aware of details of the participant's habits, interests, and any special problems as identified by the participant's parents during the registration process.

### B. Minimum Camp Program Staff Qualifications.

- (1) Camp program staff must be at least sixteen (16) years of age.
- (2) At least fifty percent (50%) of camp program staff must possess certification from a nationally recognized body in:
  - (a) First Aid; and
  - (b) Community CPR or equivalent.
- (3) Camp program staff must complete a camp program staff orientation including but not limited to:
  - (a) An overview of the City of Alvin's Standards of Care;
  - (b) Policies including discipline, guidance, and the release of participants;
  - (c) An overview of symptoms of child abuse, neglect, and sexual abuse and the responsibility of reporting these;
  - (d) The procedures to follow in handling emergencies, including but are not limited to fire, explosion, tornado, toxic fumes, volatile persons, and severe injury or illness of a child or adult; and
  - (e) The use and locations of fire extinguishers and first aid equipment.

### C. Minimum Building Standards.

- (1) The facility and equipment used shall not present any known fire, health, or safety hazards and shall be kept free of accumulations of objectionable debris.
- (2) The facility shall be subject to an annual safety inspection.

- (3) The facility shall reasonably be kept free of insects, rodents, and stray animals.
- (4) Facility buildings shall maintain clearly marked emergency exits.
- (5) A disaster and evacuation procedure shall be posted at the facility.
- (6) First-aid kits and infection control kits shall be available at the facility and taken to other locations at which the participants are engaged in program activities.
- (7) First-aid guidelines shall be on file and available at the facility.
- (8) The facility shall have a sufficient number of restrooms maintained in good repair and equipped for independent use by children and designed to permit staff supervision as needed.

D. Minimum Health and Safety Standards.

- (1) A participant who is ill or injured shall be supervised until the participant is released to a parent or other authorized person.
- (2) A participant whose illness or medical condition requires a degree of supervision by staff that would compromise the health or safety of the other participants shall be kept separate from the other participants until the participant is removed from the facility.
- (3) A participant whose illness or medical condition prevents the participant from comfortably participating in program activities or places other participants at risk may not be admitted or readmitted to the facility for the duration of the illness or condition.
- (4) A staff member may not administer medication to a participant without a written parental medication authorization. Staff may not knowingly administer medication that is not in its original container or that is past the expiration date on the container.
- (5) A staff member may not administer an amount of medication that is inconsistent with the prescribed dosage and parental direction. A staff member shall return the unused medication to the parent on the last program day.
- (6) Medication should be kept in a secured location that is not accessible by participants.
- (7) A staff member shall maintain a medication and first aid log.

E. Mechanisms for Monitoring and Enforcing Standards.

The director or designee shall monitor the camp programs for performance. Compliance with these standards will be a factor in rating the performance of the youth program.

F. Standards of Care Review.

Standards of Care will be reviewed annually and brought to the City Council for the City of Alvin, Texas, no later than April 1 for approval after a public hearing is held to pass an ordinance regarding Section 42.041(b)(14) of the Texas Human Resources Code. Childcare Licensing will not regulate these programs nor be involved in any complaint investigation related to the program.

Any parent, visitor, or staff may register a complaint by contacting the Alvin Parks and Recreation Department – Recreation Superintendent at 281-388-4327.



# AGENDA COMMENTARY

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**Meeting Date:** 5/15/2025

**Department:** Legal Department

**Contact:** Suzanne Hanneman, City Attorney

**Agenda Item:** Consider Resolution 25-R-15, authorizing and approving the renewed membership in the Gulf Coast Coalition of Cities (“GCCC”) for the purpose of protecting the interest of the City and its citizens with respect to electric and gas utility matters; finding that the meeting at which this Resolution is passed is open to the public as required by law; and requiring notice of this Resolution to legal counsel.

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**Type of Item:** Resolution

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**Summary:** Consider Resolution 25-R-15, of the City of Alvin, Texas, The City of Alvin has been a member of the Gulf Coast Coalition of Cities since 2012. GCCC has been the primary public interest advocate before the Public Utility Commission, ERCOT, the Courts, and the Legislature on electric utility regulation matters for nearly two decades. There are non-reimbursable proceedings, rulemakings, and legislative efforts impacting the rates charged within the City. It is possible that additional efforts will be necessary on new issues that arise during the year, and it is important that GCCC be able to fund its participation on behalf of its member cities. When needed, a per capita assessment has historically been used, and is a fair method for the members to bear the burdens associated with the benefits received from that membership.

At its annual meeting in April 2025, the Coalition approved the budget and a membership fee for 2025-226. The 2025-2026 assessment for existing members is \$0.08 per capita as contained in the TML Online Directory. With the current population of 28,633, the City of Alvin’s shared cost will be \$2,290.64. In 2024, the City’s population was 28,205, the assessment was \$0.06 per capita per member, and the City’s shared cost was \$1,692.30.

Staff recommends approval of Resolution 25-R-15.

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|                                                                                                                             |                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Funding Expected:</b> Revenue <input type="checkbox"/> Expenditure <input type="checkbox"/> N/A <input type="checkbox"/> | <b>Budgeted Item:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/> |
| <b>Funding Account:</b> <input type="checkbox"/>                                                                            | <b>1295 Form Required?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                         |
| <b>Legal Review Required:</b> N/A <input type="checkbox"/> Required <input checked="" type="checkbox"/>                     | <b>Date Completed:</b> <u>5/8/2025 SLH</u>                                                                             |
| <b>Finance Review Required:</b> N/A <input checked="" type="checkbox"/> Required <input type="checkbox"/>                   | <b>Date Completed:</b> _____                                                                                           |

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**Supporting documents attached:**

1. Res 25-R-15; GCCC Membership Assessment 2025
  2. Alvin 2025 Membership Invoice
- 

**Recommendation:** Move to approve Resolution 25-R-15, authorizing and approving the renewed membership in the Gulf Coast Coalition of Cities (“GCCC”) for the purpose of protecting the interest of the City and its citizens with respect to electric and gas

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utility matters; finding that the meeting at which this Resolution is passed is open to the public as required by law; and requiring notice of this Resolution to legal counsel.

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Reviewed by Department Head, if applicable: \_\_  
Reviewed by City Attorney, if applicable: X

Reviewed by Chief Financial Officer, if applicable: \_\_  
Reviewed by City Manager, if applicable: X

## **RESOLUTION NO. 25-R-15**

**A RESOLUTION OF THE CITY OF ALVIN, TEXAS, AUTHORIZING AND APPROVING RENEWED MEMBERSHIP IN THE GULF COAST COALITION OF CITIES (“GCCC”) FOR THE PURPOSE OF PROTECTING THE INTEREST OF THE CITY AND ITS CITIZENS WITH RESPECT TO ELECTRIC AND GAS UTILITY MATTERS; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO LEGAL COUNSEL.**

**WHEREAS**, the City of Alvin, Texas (“City”) is an electric and gas utility customer and a regulatory authority over electric rates with an interest in the rates that it and its citizens are charged; and

**WHEREAS**, the City is concerned about the impact of such rates on its citizenry; and

**WHEREAS**, the Gulf Coast Coalition of Cities (“GCCC”) is a coalition of 41 similarly situated political subdivisions in the Greater Houston area that represents the interests of its members on gas and electric utility matters before the Public Utility Commission, the Railroad Commission, the Electric Reliability Council of Texas, and the courts; and

**WHEREAS**, the GCCC has been an active intervenor in all of the major electric and gas ratemaking proceedings involving CenterPoint Electric, Texas-New Mexico Power Company, CenterPoint Gas, and Texas Gas Service during the past 20 years; and

**WHEREAS**, GCCC was created in response to concerns about the price of gas and electricity paid by its member cities, as well as the citizens living within the boundaries of its members, and to ensure a separate representation in order to ensure that their interests were not being overlooked; and

**WHEREAS**, by joining together, the members of the GCCC have been able to present a strong voice to the Railroad Commission, Public Utility Commission, and courts; and

**WHEREAS**, GCCC’s participation has served to reduce the prices that member cities and their residents pay for gas and electricity; and

**WHEREAS**, by participating in the GCCC, its members are taking an active role in promoting economic development through reasonable gas and electric rates; and

**WHEREAS**, participation in GCCC demonstrates the concern of its members about the reliability, quality of service and prices its citizens pay for gas and power; and

**WHEREAS**, in order for GCCC to continue its participation in these activities that affect the provision of electric and gas utility service and the rates to be charged, it must assess its members for such costs.

**WHEREAS**, the City is currently a member of GCCC and is free to withdraw from the GCCC at its discretion.

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

**Section 1.** The City authorizes renewed membership and participation in the Gulf Coast Coalition of Cities and cooperation with the members of the Coalition on electric and gas utility matters.

**Section 2.** Subject to City retaining the right to withdraw from any proceeding, the City authorizes the GCCC to intervene and participate on its behalf in reimbursable electric and gas utility ratemaking proceedings according to the Public Utility Regulatory Act and the Gas Utility Regulatory Act.

**Section 3.** The City is further authorized to pay its 2025 assessment to GCCC of eight cents (\$0.08) per capita based on the population figures for the City shown in the latest TML Directory of City Officials.

**Section 4.** The assessment payment check made payable to “Gulf Coast Coalition of Cities” shall be sent to: Sherri Russell, City Attorney, 5B Oak Drive, Lake Jackson, Texas 77566.

**Section 5.** It is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the *Texas Government Code*.

**Section 6.** That a copy of this Resolution shall be sent to Thomas Brocato, General Counsel to the Gulf Coast Coalition of Cities, at Lloyd Gosselink Rochelle & Townsend, P.C., 816 Congress Avenue, Austin, Texas 78701.

**PASSED AND APPROVED** on this 15<sup>th</sup> day of May 2025.

**CITY OF ALVIN, TEXAS**

**ATTEST**

By: \_\_\_\_\_  
Gabe Adame, Mayor

By: \_\_\_\_\_  
Dixie Roberts, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Suzanne L. Hanneman  
City Attorney

## Alvin Invoice

| Date | Invoice #  |
|------|------------|
| 2025 | Alvin-2025 |

### Gulf Coast Coalition of Cities

|               |
|---------------|
| Bill To:      |
| City of Alvin |

| Population   | Item                 | Per Capita | Amount            |
|--------------|----------------------|------------|-------------------|
| 28,633       | 2025 Membership Dues | 0.08       | \$2,290.64        |
| <b>Total</b> |                      |            | <b>\$2,290.64</b> |

### **For EFT/ACH:**

Name of Account: Gulf Coast Coalition of Cities

Bank/Branch: Moody Bank  
128 Oyster Creek Drive  
Lake Jackson, Texas 77566

Account Number: 3010103749

Routing Number: 113100091

### **For Checks:**

Pay to: Gulf Coast Coalition of Cities

Mail to: GCCC  
c/o Sherri Russell  
City Attorney  
5B Oak Drive  
Lake Jackson, Texas 77566



# AGENDA COMMENTARY

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**Meeting Date:** 5/15/2025

**Department:** Administration - Asst. City Manager

**Contact:** Dixie Roberts, Asst. City Manager/City Secretary

**Agenda Item:** Consider Resolution 25-R-16, designating authorized signatories for the Texas General Land Office (GLO) Community Development Block Grant – Mitigation (CDBG-MIT) Program, Contract No. 24-065-151-F010, related to the Durant Street Drainage and M-1 Crossing Improvements Project.

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**Type of Item:** Action Item

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**Summary:** The Texas General Land Office (GLO) requires that authorized signatories be designated by resolution for all contracts under the Community Development Block Grant – Mitigation (CDBG-MIT) Program. Resolution 25-R-16 formally designates the Mayor and City Manager as authorized representatives to execute contract documents and undertake necessary actions on behalf of the City of Alvin related to State Contract No. 24-065-151-F010. The Resolution also authorizes the Mayor, City Manager, and Assistant City Manager to approve and sign payment requests associated with this grant. The City of Alvin has been awarded \$6,000,500 in CDBG-MIT funds to support the Durant Street Drainage and M-1 Crossing Improvements Project, which will mitigate flood risks and enhance stormwater drainage infrastructure in the project area.

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**Funding Expected:** Revenue ☐ Expenditure ☐ N/A ☒

**Budgeted Item:** Yes ☐ No ☐ N/A ☒

**Funding Account:** ☐ **Amount:** ☐

**1295 Form Required?** Yes ☐ No ☒

**Legal Review Required:** N/A ☐ Required ☒

**Date Completed:** 5/12/2025 SLH

**Finance Review Required:** N/A ☐ Required ☒

**Date Completed:** ☐

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**Supporting documents attached:**

1. Resolution 25-R-16; GLO Grant Signatories
- 

**Recommendation:** Move to approve Resolution 25-R-16, designating authorized signatories for the Texas General Land Office (GLO) Community Development Block Grant – Mitigation (CDBG-MIT) Program, Contract No. 24-065-151-F010, related to the Durant Street Drainage and M-1 Crossing Improvements Project.

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Reviewed by Department Head, if applicable: ☐  
Reviewed by City Attorney, if applicable: ☒

Reviewed by Chief Financial Officer, if applicable: ☐  
Reviewed by City Manager, if applicable: ☒

## **RESOLUTION 25-R-16**

### **AUTHORIZING SIGNATORIES**

**A RESOLUTION BY THE CITY COUNCIL OF CITY OF ALVIN DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE COMMUNITY DEVELOPMENT BLOCK GRANT – MITIGATION PROGRAM (CDBG-MIT) GENERAL LAND OFFICE (GLO) STATE CONTRACT NUMBER 24-065-151-F010; AND SETTING FORTH OTHER PROVISIONS RELATED THERETO.**

**WHEREAS**, City of Alvin has received a Community Development Block Grant - Mitigation Program (CDBG-MIT) award to provide Flood and Drainage Facilities.; and

**WHEREAS**, it is necessary to appoint persons to execute contractual documents and documents requesting funds from the Texas General Land Office and;

**WHEREAS**, an original signed copy of the CDBG-MIT Depository/Authorized Signatories Designation Form is to be submitted with a copy of this Resolution, and;

**WHEREAS**, City of Alvin acknowledges that in the event that an authorized signatory changes (elections, illness, resignations, etc.) the following will be required:

- a resolution stating the new authorized signatory (A new resolution is not required if this original resolution names only the title and not the name of the signatory); and
- a revised CDBG-MIT *Depository/ Authorized Signatories Designation Form*.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CITY OF ALVIN, TEXAS, AS FOLLOWS:**

**SECTION 1:** The Mayor and City Manager be authorized to execute contractual documents between the Texas General Land Office and the City of Alvin for the Community Development Block Grant - Mitigation Program (CDBG-MIT) Program.

**SECTION 2:** The Mayor, City Manager, and Assistant City Manager be authorized to execute the *State of Texas Purchase Voucher* and *Request for Payment Form* documents required for requesting funds approved in the Community Development Block Grant - Mitigation Program (CDBG-MIT) Program.

**SECTION 3:** The Mayor and City Manager be authorized to execute environmental review and related documents as the responsible entity (RE) for the Community Development Block Grant - Mitigation Program (CDBG-MIT) Program.

**SECTION 4:** This resolution shall take effect immediately upon its passage.

**SECTION 5:** It is hereby officially found and determined that the meeting at which this

resolution was passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meeting Act, Chapter 551 of the Texas Government Code.

**PASSED AND APPROVED** this the 15<sup>th</sup> day of May 2025.

**THE CITY OF ALVIN, TEXAS**

**ATTEST**

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Gabe Adame, Mayor

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Dixie Roberts, City Secretary



# AGENDA COMMENTARY

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**Meeting Date:** 5/15/2025

**Department:** Administration - Asst. City Manager

**Contact:** Dixie Roberts, Asst. City Manager/City Secretary

**Agenda Item:** Consider Resolution 25-R-17 adopting required civil rights policies and procedures in connection with the Community Development Block Grant - Mitigation (CDBG-MIT), Program, State Contract No. 24-065-151-F010; and providing for other related matters thereto.

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**Type of Item:** Resolution

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**Summary:** As a requirement of participation in the Community Development Block Grant – Mitigation (CDBG-MIT) Program administered by the Texas General Land Office (GLO), the City of Alvin must formally adopt certain Civil Rights policies to remain in compliance with federal and state regulations.

Resolution 25-R-17 adopts the following policies and procedures: Citizen Participation Plan and Grievance Procedures, Section 3 Policy, Excessive Force Policy, Limited English Proficiency (LEP) Standards Plan, Section 504 Policy and Grievance Procedures, Code of Conduct Policy, and Fair Housing Policy. These policies support the administration of the City's \$6,000,500 CDBG-MIT award for the Durant Street Drainage and M-1 Crossing Improvements Project.

Staff recommends approval of Resolution 25-R-17

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**Funding Expected:** Revenue ☐ Expenditure ☐ N/A ☒

**Budgeted Item:** Yes ☐ No ☐ N/A ☒

**Funding Account:** ☐ **Amount:** ☐

**1295 Form Required?** Yes ☐ No ☒

**Legal Review Required:** N/A ☐ Required ☒

**Date Completed:**

**Finance Review Required:** N/A ☒ Required ☐

**Date Completed:**

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**Supporting documents attached:**

1. Resolution 25-R-17; GLO Grant Civil Rights
- 

**Recommendation:** Move to approve Resolution 25-R-17 adopting required civil rights policies and procedures in connection with the Community Development Block Grant - Mitigation (CDBG-MIT), Program, State Contract No. 24-065-151-F010; and providing for other related matters thereto.

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Reviewed by Department Head, if applicable: ☐

Reviewed by City Attorney, if applicable: ☐

Reviewed by Chief Financial Officer, if applicable: ☐

Reviewed by City Manager, if applicable: ☐

## **RESOLUTION 25-R-17**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS, ADOPTING REQUIRED CIVIL RIGHTS POLICIES AND PROCEDURES IN CONNECTION WITH THE COMMUNITY DEVELOPMENT BLOCK GRANT – MITIGATION (CDBG-MIT) PROGRAM, STATE CONTRACT NO. 24-065-151-F010; AND PROVIDING FOR OTHER RELATED MATTERS THERETO.**

**WHEREAS**, City of Alvin, Texas, (hereinafter referred to as “City of Alvin”) has been awarded a Community Development Block Grant – Mitigation Program (CDBG-MIT) grant from the Texas General Land Office (hereinafter referred to as “GLO”); and

**WHEREAS**, City of Alvin, in accordance with Section 109 of the Title I of the Housing and Community Development Act. (24 CFR 6); the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107); and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and for construction contracts greater than \$10,000, must take actions to ensure that no person or group is denied benefits such as employment, training, housing, and contracts generated by the CDBG-MIT activity, on the basis of race, color, religion, sex, national origin, age, or disability; and

**WHEREAS**, City of Alvin, in consideration for the receipt and acceptance of federal funding for the Contract, agrees to comply with all federal rules and regulations including those rules and regulations governing citizen participation and civil rights protections; and

**WHEREAS**, City of Alvin, in accordance with Section 3 of the Housing and Urban Development Act of 1968, as amended, and 24 CFR Part 135 is required, to the greatest extent feasible, to provide training and employment opportunities to lower income residents and contract opportunities to businesses in the CDBG-MIT project area; and

**WHEREAS**, City of Alvin, in accordance with Section 104(1) of the Housing and Community Development Act, as amended, and State’s certification requirements at 24 CFR 91.325(b)(6), must adopt an excessive force policy that prohibits the use of excessive force against non-violent civil rights demonstrations; and

**WHEREAS**, City of Alvin, in accordance with Executive Order 13166, must take reasonable steps to ensure meaningful access to services in federally assisted programs and activities by persons with Limited English Proficiency (LEP) and must have an LEP plan in place specific to the locality and beneficiaries for each CDBG-MIT project; and

**WHEREAS**, City of Alvin, in accordance with Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability and agrees to ensure that qualified individuals with disabilities have access to programs and activities that receive federal funds; and

**WHEREAS**, City of Alvin, in accordance with Section 808(e)(5) of the Fair Housing Act (42 USC 3608(e)(5)) that requires HUD programs and activities be administered in a manner affirmatively to further the policies of the Fair Housing Act, agrees to conduct at least one activity during the contract period, to affirmatively further fair housing; and

**WHEREAS**, City of Alvin, has designated an overseer and will maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

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

1. Citizen Participation Plan and Grievance Procedures;
2. Section 3 Policy;
3. Excessive Force Policy;
4. Limited English Proficiency (LEP) Standards Plan;
5. Section 504 Policy and Grievance Procedures;
6. Code of Conduct Policy; and
7. Fair Housing Policy.

**Section 1. Findings.** That the findings set forth above are hereby found to be true and correct and are adopted as part of this Resolution. The policies attached hereto as *Exhibit A*, are hereby incorporated by reference for all purposes.

**Section 2. Effective Date.** This resolution shall take effect immediately upon its passage,

**Section 3. Open Meetings.** It is hereby officially found and determined that the meeting at which this resolution was passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meeting Act, Chapter 551 of the Texas Government Code.

**PASSED AND APPROVED** this the 15<sup>th</sup> day of May 2025.

**THE CITY OF ALVIN, TEXAS**

**ATTEST**

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Gabe Adame, Mayor

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Dixie Roberts, City Secretary

**ALVIN  
CITIZEN PARTICIPATION PLAN  
TEXAS GENERAL LAND OFFICE (GLO)  
COMMUNITY DEVELOPMENT BLOCK GRANT – MITIGATION PROGRAM  
(CDBG-MIT) PROGRAM**

**COMPLAINT PROCEDURES**

These complaint procedures comply with the requirements of the Texas General Land Office's Community Development Block Grant – Mitigation Program (CDBG-MIT) Program and Local Government Requirements found in 24 CFR §570.486 (Code of Federal Regulations). Citizens can obtain a copy of these procedures at Alvin offices, 216 West Sealy, Alvin, Texas 77511, (Street Address), (281) 388-4278 (Phone) during regular business hours.

Below are the formal complaint and grievance procedures regarding the services provided under the CDBG-MIT project.

1. A person who has a complaint or grievance about any services or activities with respect to the CDBG-MIT project(s), whether it is a proposed, ongoing, or completed CDBG-MIT project(s), may during regular business hours submit such complaint or grievance, in writing to the Mayor of Alvin at 216 West Sealy, Alvin, Texas 77511 or may call (281) 388-4278.
2. A copy of the complaint or grievance shall be transmitted by the Mayor to the entity that is the subject of the complaint or grievance and to the City Attorney within five (5) working days after the date of the complaint or grievance was received.
3. The Mayor shall complete an investigation of the complaint or grievance, if practicable, and provide a timely written answer to person who made the complaint or grievance within ten (10) days.
4. If the investigation cannot be completed within ten (10) working days per 3. above, the person who made the grievance or complaint shall be notified, in writing, within fifteen (15) days where practicable after receipt of the original complaint or grievance and shall detail when the investigation should be completed.
5. If necessary, the grievance and a written copy of the subsequent investigation shall be forwarded to the CDBG-MIT for their further review and comment.
6. If appropriate, provide copies of grievance procedures and responses to grievances in both English and Spanish, or other appropriate language.

**TECHNICAL ASSISTANCE**

When requested, the City shall provide technical assistance to groups that are representative of persons of low- and moderate-income in developing proposals for the use of CDBG-MIT funds. The City, based upon the specific needs of the community's residents at the time of the request,

shall determine the level and type of assistance.

## PUBLIC OUTREACH EFFORTS

In instances of a change in scope or impact to beneficiaries that result in a 15% increase or decrease in quantities, a 25% variance in number of beneficiaries, addition or subtraction of a targeted beneficiary area, or addition or subtraction of a HUD activity, the City shall provide for reasonable public notice, appraisal, examination and comment on the activities proposed for the use of CDBG-MIT funds. These efforts shall include:

1. Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG-MIT funds are proposed to be used;
2. Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to an entity's proposed and actual use of CDBG-MIT funds;
3. Furnish citizens information, including but not limited to:
  - a) the amount of CDBG-MIT funds expected to be made available
  - b) the range of activities that may be undertaken with the CDBG-MIT funds
  - c) the estimated amount of the CDBG-MIT funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons
  - d) if applicable, the proposed CDBG-MIT activities likely to result in displacement and the entity's anti-displacement and relocation plan;
4. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the entity's application to the state. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the state; and
5. These outreach efforts may be accomplished through one or more of the following methods:
  - a) Publication of notice in a local newspaper—a published newspaper article may be used so long as it provides sufficient information regarding program activities and relevant dates;
  - b) Notices prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups;
  - c) Posting of notice on the local entity website (if available);
  - d) Public Hearing; or
  - e) Individual notice to eligible cities and other entities as applicable using one or more of the following methods:
    - i. Certified mail
    - ii. Electronic mail or fax

- iii. First-class (regular) mail
- iv. Personal delivery (e.g., at a Council of Governments [COG] meeting).

## PUBLIC HEARING PROVISIONS

For each public hearing scheduled and conducted by a CDBG-MIT applicant or recipient, the following public hearing provisions shall be observed:

1. 1. Furnish citizens information, including but not limited to:
  - (a) The amount of CDBG-MIT funds available per application for Mitigation Program;
  - (b) The range of activities that may be undertaken with the CDBG-MIT - Mitigation Program funds;
  - (c) The estimated amount of the CDBG-MIT - Mitigation Program funds proposed to be used for activities that will meet the national objective of benefit to low- and moderate-income persons; and
  - (d) The proposed CDBG-MIT activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under 24 CFR 570.488.
2. Public notice of any hearings must be published at least seventy-two (72) hours prior to the scheduled hearing. The public notice must be published in a local newspaper. Each public notice **MUST** include the DATE, TIME, LOCATION and TOPICS to be considered at the public hearing. A published newspaper article may also be used to meet this requirement so long as it meets all content and timing requirements. Notices should also be prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups.
3. Each public hearing shall be held at a time and location convenient to potential or actual beneficiaries and will include accommodation for persons with disabilities. Persons with disabilities must be able to attend the hearings and an applicant must make arrangements for individuals who require auxiliary aids or services if contacted at least two days prior to each hearing.
4. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter will be present to accommodate the needs of the non-English speaking residents.
5. City may conduct a public hearing via webinar if they also follow the provisions above. If the webinar is used to conduct a public hearing, a physical location with associated reasonable accommodations must be made available for citizens to participate so as to ensure that those individuals without necessary technology are able to participate.
6. If applicable, the locality must retain documentation of the hearing notice(s), attendance lists, minutes of the hearing(s), and any other records concerning the actual

use of funds for a period of three years after the project is closed out. Such records must be made available to the public in accordance with Chapter 552, Government Code.

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Gabe Adame  
Mayor

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Date

**ALVIN**  
**PLAN DE PARTICIPACIÓN CIUDADANA**  
**PROGRAMA DE RECUPERACIÓN DE DESASTRES EN ASIGNACIONES EN**  
**BLOQUES DE DESARROLLO COMUNITARIO (CDBG-MIT)**

**PROCEDIMIENTOS DE QUEJA**

Estos procedimientos de queja cumplen con los requisitos del La Oficina General de Tierras de Texas de Recuperación de Desastres en Asignaciones en Bloques de Desarrollo Comunitario (CDBG-MIT) y los requisitos del gobierno local de Texas que se encuentran en 24 CFR §570.486 (Código de Regulaciones Federales). Los ciudadanos pueden obtener una copia de estos procedimientos en Alvin, 216 West Sealy, Alvin, Texas 77511 (Dirección postal), (281) 388-4278, ( teléfono ) durante el horario de oficina.

A continuación se presentan los procedimientos formales de quejas y reclamos relacionados con los servicios prestados en el marco del proyecto CDBG-MIT.

1. Una persona que tiene una queja o reclamo sobre cualquier servicios o actividad en relación con el proyecto CDBG-MIT, ya sea un proyecto propuesto, en curso o completado de CDBG-MIT, pueden durante las horas regulares presentar dicha queja o reclamo, por escrito al Mayor, a Alvin, 216 West Sealy, Alvin, Texas 77511, (281) 388-4278.
2. Una copia de la queja o reclamo se transmitirá por el Alcalde a la entidad que es encargada de la queja o reclamo y al Abogado del La Ciudad dentro de los cinco (5) días hábiles siguientes a la fecha de la queja o día que el reclamo fue recibida.
3. El Alcalde completará una investigación de la queja o reclamo, si es posible, y dará una respuesta oportuna por escrito a la persona que hizo la queja o reclamo dentro de los diez (10) días.
4. Si la investigación no puede ser completada dentro de diez (10) días hábiles, la persona que hizo la queja o reclamo será notificada, por escrito, dentro de los quince (15) días cuando sea posible después de la entrega de la queja original o reclamo y detallará cuando se deberá completar la investigación.
5. Si es necesario, la queja y una copia escrita de la investigación posterior se remitirán a la CDBG-MIT para su posterior revisión y comentarios.
6. Se proporcionara copias de los procedimientos de queja y las respuestas a las quejas, tanto en inglés y español, u otro lenguaje apropiado.

**ASISTENCIA TÉCNICA**

Cuando se solicite, La Ciudad proporcionará asistencia técnica a los grupos que son representantes de las personas de ingresos bajos y moderados en el desarrollo de propuestas para el uso de los fondos CDBG-MIT. La Ciudad, basándose en las necesidades específicas de los

residentes de la comunidad en el momento de la solicitud, deberá determinar el nivel y tipo de asistencia.

## ESFUERZOS PUBLICOS

En casos de un cambio en el alcance o impacto para los beneficiarios que resulte en un aumento o disminución del 15% en las cantidades, una variación del 25% en el número de beneficiarios, aumento o disminución de un área beneficiaria específica, o suma o resta de una actividad de HUD, el La Ciudad proporcionará un aviso público razonable para la evaluación, examinación y comentarios sobre las actividades propuestas para el uso de fondos de CDBG-MIT. Estos esfuerzos incluirán:

1. Proveer y fomentar la participación ciudadana, en particularmente por personas de ingresos bajos y moderados que residen en áreas marginales o deterioradas y áreas en las cuales se proponen utilizar fondos de CDBG-MIT;
2. Asegurar que los ciudadanos tendrán acceso razonable y oportuno a las reuniones locales, información y registros relacionados con el uso propuesto y real de fondos de CDBG-MIT por parte de la entidad;
3. Proporcionar información a los ciudadanos, incluyendo pero no limitado a:
  - a) la cantidad de fondos CDBG-MIT que se espera estén disponibles
  - b) la gama de actividades que se pueden emprender con los fondos CDBG-MIT
  - c) La cantidad estimada de los fondos CDBG-MIT que se propone utilizar para actividades que cumplan el objetivo nacional de beneficio para personas de ingresos bajos y moderados
  - d) si corresponde, las actividades propuestas de CDBG-MIT que puedan resultar en desplazamiento y el plan de anti-desplazamiento y reubicación de la entidad;
4. Proporcionar a los ciudadanos un aviso anticipado razonable y la oportunidad de comentar sobre las actividades propuestas en una solicitud al estado y, para las subvenciones ya realizadas, las actividades que se proponen agregar, eliminar o cambiar sustancialmente de la aplicación de la entidad al estado. Cambios sustanciales significa cambios hechos en términos de propósito, alcance, ubicación o beneficiarios según lo definido por los criterios establecidos por el estado; y
5. Estos esfuerzos de divulgación pueden lograrse a través de uno o más de los siguientes métodos:
  - a) Publicación de un aviso en un periódico local: se puede utilizar un artículo de periódico publicado siempre que proporcione información suficiente sobre las actividades del programa y las fechas pertinentes;
  - b) Avisos destacados en edificios públicos y distribuidos a las Autoridades Locales de Vivienda ya otros grupos comunitarios interesados;
  - c) Publicación de aviso en el sitio web de la entidad local (si está disponible);
  - d) Audiencia pública; o

- e) Notificación individual a ciudades elegibles y otras entidades según sea aplicable usando uno o más de los siguientes métodos:
  - i. Correo certificado
  - ii. Correo electrónico o fax
  - iii. Correo de primera clase (regular)
  - iv. Entrega personal (por ejemplo, en una reunión del Consejo de Gobiernos [COG]).

## DISPOSICIONES PARA LA AUDIENCIA PÚBLICA

Para cada audiencia pública programada y conducida por un solicitante o receptor de CDBG-MIT, se observarán las siguientes disposiciones de audiencia pública:

1. Proporcionar a los ciudadanos información, que incluye pero no se limita a:
  - a. La cantidad de fondos de CDBG-MIT disponibles por solicitud para Mitigation Program;
  - b. El rango de actividades que se pueden realizar con los fondos de la CDBG de Mitigation Program;
  - c. El monto estimado de los fondos de CDBG-MIT Mitigation Program propuestos para ser utilizados en actividades que cumplirán el objetivo nacional de beneficiar a las personas de ingresos bajos y moderados; y
  - d. Las actividades propuestas de CDBG-MIT que probablemente resulten en desplazamiento y la unidad de los planes generales de anti desubicación y reubicación del gobierno local requeridos bajo 24 CFR 570.488
2. El aviso público de cualquier audiencia debe ser publicado por lo menos setenta y dos (72) horas antes de la audiencia programada. El aviso público debe ser publicado en un periódico local. Cada aviso público DEBE incluir la FECHA, TIEMPO, LOCALIZACIÓN y TEMAS a ser considerados en la audiencia pública. Un artículo de periódico publicado también puede usarse para cumplir este requisito, siempre y cuando cumpla con todos los requisitos de contenido y tiempo. Los avisos también deben ser destacados en los edificios públicos y distribuidos a las Autoridades Locales de Vivienda ya otros grupos comunitarios interesados.
3. Cada audiencia pública se celebrará en un momento y lugar conveniente para los beneficiarios potenciales o reales e incluirá alojamiento para personas con discapacidades. Las personas con discapacidades deben ser capaces de asistir a las audiencias y el solicitante debe hacer arreglos para las personas que requieren ayudas o servicios auxiliares si se ponen en contacto por lo menos dos días antes de cada audiencia.
4. Cuando un número significativo de residentes que no hablan inglés puede ser razonablemente esperado para participar en una audiencia pública, un intérprete estará presente para acomodar las necesidades de los residentes que no hablan inglés.
5. La Ciudad puede conducir una audiencia pública a través de un seminario si también siguen las disposiciones anteriores. Si el seminario web se utiliza para llevar a cabo

una audiencia pública, debe ponerse a disposición de los ciudadanos un lugar físico con adaptaciones razonables asociadas para garantizar que los individuos sin la tecnología necesaria puedan participar.

6. Si es aplicable, la localidad debe conservar la documentación de los avisos de audiencia, las listas de asistencia, las actas de las audiencias y cualquier otro registro referente al uso real de los fondos por un período de tres años después del cierre del proyecto. Dichos registros deben ponerse a disposición del público de conformidad con el Capítulo 552, Código del Gobierno.

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Gabe Adame  
Alcalde

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Fecha

### SECTION 3 POLICY

In accordance with 12 U.S.C. 1701u, (Section 3), City of Alvin agrees to implement the following steps, which, to the *greatest extent feasible*, will provide job training, employment and contracting opportunities for Section 3 residents and Section 3 businesses of the areas in which the program/project is being carried out.

- A. Introduce and pass a resolution adopting this plan as a policy to strive to attain goals for compliance to Section 3 regulations by increasing opportunities for employment and contracting for Section 3 residents and businesses.
- B. Assign duties related to implementation of this plan to the designated Section 3 Coordinator.
- C. Notify Section 3 residents and business concerns of potential new employment and contracting opportunities as they are triggered by CDBG-MIT grant awards through the use of: Public Hearings and related advertisements; public notices; bidding advertisements and bid documents; notification to local business organizations such as the Chamber(s) of Commerce or the Urban League; local advertising media including public signage; project area committees and citizen advisory boards; local HUD offices; regional planning agencies; and all other appropriate referral sources. Include Section 3 clauses in all covered solicitations and contracts.
- D. Maintain a list of those businesses that have identified themselves as Section 3 businesses for utilization in CDBG-MIT funded procurements, notify those businesses of pending contractual opportunities, and make this list available for general Grant Recipient procurement needs.
- E. Maintain a list of those persons who have identified themselves as Section 3 residents and contact those persons when hiring/training opportunities are available through either the Grant Recipient or contractors.
- F. Require that all Prime contractors and subcontractors with contracts over \$100,000 commit to this plan as part of their contract work. Monitor the contractors' performance with respect to meeting Section 3 requirements and require that they submit reports as may be required by HUD or GLO to the Grant Recipient.
- G. Submit reports as required by HUD or GLO regarding contracting with Section 3 businesses and/or employment as they occur; and submit reports within 20 days of federal fiscal year end (by October 20) which identify and quantify Section 3 businesses and employees.
- H. Maintain records, including copies of correspondence, memoranda, etc., which document all actions taken to comply with Section 3 regulations.

As officers and representatives of the City of Alvin, we the undersigned have read and fully agree to this plan and become a party to the full implementation of this program.

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Gabe Adame, Mayor

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Date

## **Excessive Force Policy**

In accordance with 24 CFR 91.325(b)(6), City of Alvin hereby adopts and will enforce the following policy with respect to the use of excessive force:

1. It is the policy of City of Alvin to prohibit the use of excessive force by the law enforcement agencies within its jurisdiction against any individual engaged in non-violent civil rights demonstrations.
2. It is also the policy of City of Alvin to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.
3. City of Alvin will introduce and pass a resolution adopting this policy.

As officers and representatives of City of Alvin, we the undersigned have read and fully agree to this plan and become a party to the full implementation of this program.

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Gabe Adame, Mayor

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Date

**Limited English Proficiency Plan - 24-065-151-F010**  
**Texas General Land Office**  
**Community Development Block Grant - Mitigation Program**

|                                                                                                                                                                                                                                          |                                          |                         |                              |                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-------------------------|------------------------------|---------------------------------------------------------------------|
| Grant Subrecipient:                                                                                                                                                                                                                      | City of Alvin                            |                         |                              |                                                                     |
| Languages spoken:<br>1) by more than 5% of the eligible population or beneficiaries and has more than 50 in number; or<br>2) By more than 1,000 individuals in the eligible population in the market area or among current beneficiaries | <b>Language Group</b>                    | <b>Census Data</b>      | <b>Estimated</b>             | <b>Speaks English</b>                                               |
|                                                                                                                                                                                                                                          | <b>Table B16001</b>                      | <b>Group Population</b> | <b>less than "very well"</b> | <b>Percent LEP (as compared to Total Est Group Pop<sup>1</sup>)</b> |
|                                                                                                                                                                                                                                          | Total Community Population Table B16001* | 25,663                  | 2,718                        | 10.59%                                                              |
|                                                                                                                                                                                                                                          | Spanish*                                 | 6,657                   | 2,645                        | 10.31%                                                              |
|                                                                                                                                                                                                                                          | Other:                                   |                         |                              |                                                                     |

**Program activities to be accessible to LEP persons:**

|                                     |                                                                                                                                                                                                                                                                 |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Public Notices and hearings regarding applications for grant funding, amendments to project activities, and completion of grant-funded project                                                                                                                  |
| <input checked="" type="checkbox"/> | Publications regarding CDBG-MIT application, grievance procedures, <i>complaint procedures, complaint procedures, answers to complaints, notices, notices of rights and disciplinary action</i> , and other vital hearings, documents, and program requirements |
| <input checked="" type="checkbox"/> | Other program documents:<br>Documents available in Spanish for directly assisted beneficiaries, if applicable.                                                                                                                                                  |

**Resources available to Grant Recipient:**

|                                     |                                                                |
|-------------------------------------|----------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Translation services: available upon request                   |
| <input checked="" type="checkbox"/> | Interpreter services: available upon request with prior notice |
|                                     | Other resources: _____                                         |

**Language Assistance to be provided:**

|                                     |                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Translation (oral and/or written) of advertised notices and vital documents for:<br><u>Public hearing, Complaint and Grievance, Equal Opportunity, Policy of Non-discrimination Based on Disability Status and Fair Housing notices are available in Spanish. Other CDBG required program notices are available in Spanish upon request.</u> |
| <input checked="" type="checkbox"/> | Referrals to community liaisons proficient in the language of LEP persons<br><u>Spanish-speaking liaisons are available upon request.</u>                                                                                                                                                                                                    |
| <input checked="" type="checkbox"/> | Public meetings conducted in multiple languages:<br><u>Available upon request with two days advance notice.</u>                                                                                                                                                                                                                              |
| <input checked="" type="checkbox"/> | Notices to recipients of the availability of LEP services:<br><u>Included in translated notices.</u>                                                                                                                                                                                                                                         |
|                                     | Other services:<br>_____                                                                                                                                                                                                                                                                                                                     |

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Gabe Adame, Mayor

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Date

## **Section 504 Policy against Discrimination based on Handicap and Grievance Procedures**

In accordance with 24 CFR Section 8, Nondiscrimination based on Handicap in federally assisted programs and activities of the Department of Housing and Urban Development, Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and Section 109 of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309), City of Alvin hereby adopts the following policy and grievance procedures:

1. Discrimination prohibited. No otherwise qualified individual with handicaps in the United States shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Housing and Urban Development (HUD).
2. City of Alvin does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its federally assisted programs and activities.
3. City of Alvin's recruitment materials or publications shall include a statement of this policy in 1. above.
4. City of Alvin shall take continuing steps to notify participants, beneficiaries, applicants and employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipients that it does not discriminate on the basis of handicap in violation of 24 CFR Part 8.
5. For hearing and visually impaired individuals eligible to be served or likely to be affected by the CDBG-MIT program, City of Alvin shall ensure that they are provided with the information necessary to understand and participate in the CDBG-MIT program.
6. Grievances and Complaints
  - a. Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for City of Alvin to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.
  - b. Complaints should be addressed to the Mayor, 216 West Sealy, Alvin, TX, 77511 or call (281) 388-4255, who has been designated to coordinate Section 504 compliance efforts.
  - c. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
  - d. A complaint should be filed within thirty (30) working days after the complainant becomes aware of the alleged violation.

- e. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by the Mayor. Informal but thorough investigations will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
- f. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by Mayor, and a copy forwarded to the complainant with fifteen (15) working days after the filing of the complaint where practicable.
- g. The Section 504 coordinator shall maintain the files and records of the City of Alvin relating to the complaint files.
- h. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the determination/resolution as described in f. above. The request for reconsideration should be made to City of Alvin within ten working days after the receipt of the written determination/resolution.
- i. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the U.S. Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- j. These procedures shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and assure that City of Alvin complies with Section 504 and HUD regulations.

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Gabe Adame, Mayor

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Date

## **Code of Conduct Policy of City of Alvin**

As a Grant Recipient of a CDBG-MIT contract City of Alvin shall avoid, neutralize or mitigate actual or potential conflicts of interest so as to prevent an unfair competitive advantage or the existence of conflicting roles that might impair the performance of the CDBG-MIT contract or impact the integrity of the procurement process.

For procurement of goods and services, no employee, officer, or agent of City of Alvin shall participate in the selection, award, or administration of a contract supported by CDBG-MIT funds if he or she has a real or apparent conflict of interest. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No officer, employee, or agent of City of Alvin shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

For all other cases, no employee, agent, consultant, officer, or elected or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving CDBG-MIT funds, that has any CDBG-MIT function/responsibility, or is in a position to participate in a decision-making process or gain inside information, may obtain a financial interest or benefit from the CDBG-MIT activity.

The conflict of interest restrictions and procurement requirements identified herein shall apply to a benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a CDBG-MIT contract or award, or that is required to complete some or all work under the CDBG-MIT contract in order to meet the National Program Objective.

Any person or entity including any benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a CDBG-MIT contract or award, or that is required to complete some or all work under the CDBG-MIT contract in order to meet a National Program Objective, that might potentially receive benefits from CDBG-MIT awards may not participate in the selection, award, or administration of a contract supported by CDBG-MIT funding.

Any alleged violations of these standards of conduct shall be referred to the City of Alvin Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

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Gabe Adame, Mayor

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Date

*These procedures are intended to serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the Community Development Block Grant (CDBG-MIT) Program. The regulations related to conflict of interest and nepotism may be found at the Texas Government Code Chapter 573, Texas Local Government Code Chapter 171, Uniform Grant Management Standards by Texas Comptroller, 24 CFR 570.489(g) &(h), and 2 CFR 200.318*

## **Fair Housing Policy**

In accordance with Fair Housing Act, City of Alvin hereby adopts the following policy with respect to the Affirmatively Furthering Fair Housing:

1. City of Alvin agrees to affirmatively further fair housing choice for all seven protected classes (race, color, religion, sex, disability, familial status, and national origin).
2. City of Alvin agrees to plan at least one activity during the contract term to affirmatively further fair housing.
3. City of Alvin will introduce and pass a resolution adopting this policy.

As officers and representatives of City of Alvin, we the undersigned have read and fully agree to this plan and become a party to the full implementation of this program.

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Gabe Adame, Mayor

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Date

## **PROCLAMATION OF APRIL AS FAIR HOUSING MONTH**

**WHEREAS**, Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, for fair housing in the United States; and

**WHEREAS**, the principle of Fair Housing is not only national law and national policy, but a fundamental human concept and entitlement for all Americans; and

**WHEREAS**, the National Fair Housing Law, during the month of April, provides an opportunity for all Americans to recognize that complete success in the goal of equal housing opportunity can only be accomplished with the help and cooperation of all Americans.

**NOW, THEREFORE**, We, the City Council of City of Alvin, do proclaim April as Fair Housing Month in City of Alvin and do hereby urge all the citizens of this locality to become aware of and support the Fair Housing law.

Passed and adopted by the City Council of City of Alvin, State of Texas, on the 15<sup>th</sup> day of May 2025.

### **APPROVED:**

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Mayor

### **ATTEST:**

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City Secretary



# AGENDA COMMENTARY

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**Meeting Date:** 5/15/2025

**Department:** Police Department

**Contact:** Robert Lee, Police Chief

**Agenda Item:** Consider Ordinance No. 25-L, amending Chapter 13, Itinerant Merchants and Vendors, of the Code of Ordinances of the City of Alvin, Texas, for the purpose of amending Section 13-5, Application for registration certificate and ID card; and amending Chapter 28, Comprehensive Fee Ordinance, of the Code of Ordinances of the City of Alvin, Texas, for the purpose of amending Section 28-2, In general, Itinerant Merchants and Vendors/Other Merchants, increasing the cost of registration fees, identification cards, and replacement identification cards; providing for severability; providing for a penalty; providing for publication; providing an effective date; and setting forth other matters related thereto.

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**Type of Item:** Ordinance

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**Summary:** A comparison of City of Alvin Itinerant Vendor fees to surrounding cities shows that our fee structure for solicitors is well out of line with other cities' current fees for permits and ID cards. Currently, our fee is \$5 for the permit and \$5 for each ID card. In comparison:

- League City - the permit is \$100 for local and \$200 for non-local and \$50 per ID card
- Pearland - the permit is \$75 and \$5 per ID card
- Angleton - the permit is \$100 and \$15 per ID card
- Rosenberg - the permit is \$50 per solicitor
- La Porte - the permit is \$75 and \$2 per ID card

Staff recommend that Chapter 28 of the City of Alvin Code of Ordinances, ITINERANT MERCHANTS AND VENDORS/OTHER MERCHANTS, be amended to reflect a \$75 Registration certificate (permit) fee, a \$15 certificate replacement fee, a \$15 fee per ID card issued and \$15 for each replacement ID card. Staff also recommends deletion of (4) Permit for the Conduct of Outdoor Sales from this section, as the permit is included in the registration fee.

Staff also recommend changing the City of Alvin Code of Ordinances, Chapter 13 - Itinerant Merchants and Vendors, section 13-5 - Application for registration certificate and ID card, (c) by deleting "replacement of registration certificate and a permit for the conducting of outdoor sales". The term "permit for conducting outdoor sales" appears to be a leftover from previous versions of the Ordinance as the only fee charged for a permit is the registration fee.

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**Funding Expected:** Revenue ☐ Expenditure ☐ N/A ☒

**Budgeted Item:** Yes ☐ No ☐ N/A ☒

**Funding Account:** ☐ **Amount:** ☐

**1295 Form Required?** Yes ☐ No ☐

**Legal Review Required:** N/A ☐ Required ☒

**Date Completed:** 5/6/2025 SLH

**Finance Review Required:** N/A ☐ Required ☐

**Date Completed:** ☐

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**Supporting documents attached:**

1. Ord. 25-L; Chapter 13 and Chapter 28, Itinerant Merchants and Vendors redlined
  2. Ord. 25-L; Chapter 13 and Chapter 28, Itinerant Merchants and Vendors clean copy
  3. Chapter 13 Excerpt and Chapter 28 Excerpt
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**Recommendation:** Move to approve Ordinance No. 25-L, amending Chapter 13, Itinerant Merchants and Vendors, of the Code of Ordinances of the City of Alvin, Texas, for the purpose of amending Section 13-5, Application for registration certificate and ID card; and amending Chapter 28, Comprehensive Fee Ordinance, of the Code of Ordinances of the City of Alvin, Texas, for the purpose of amending Section 28-2, In general, Itinerant Merchants and Vendors/Other Merchants, increasing the cost of registration fees, identification cards, and replacement identification cards; providing for severability; providing for a penalty; providing for publication; providing an effective date; and setting forth other matters related thereto.

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Reviewed by Department Head, if applicable: \_\_

Reviewed by City Attorney, if applicable: X

Reviewed by Chief Financial Officer, if applicable: \_\_

Reviewed by City Manager, if applicable: X

## **ORDINANCE NO. 25-L**

**AN ORDINANCE AMENDING CHAPTER 13, ITINERANT MERCHANTS AND VENDORS, OF THE CODE OF ORDINANCES OF THE CITY OF ALVIN, TEXAS, FOR THE PURPOSE OF AMENDING SECTION 13-5, APPLICATION FOR REGISTRATION CERTIFICATE AND ID CARD; AND AMENDING CHAPTER 28, COMPREHENSIVE FEE ORDINANCE, OF THE CODE OF ORDINANCES OF THE CITY OF ALVIN, TEXAS, FOR THE PURPOSE OF AMENDING SECTION 28-2, IN GENERAL, ITINERANT MERCHANTS AND VENDORS/OTHER MERCHANTS, INCREASING THE COST OF REGISTRATION FEES, IDENTIFICATION CARDS, AND REPLACEMENT IDENTIFICATION CARDS; PROVIDING FOR SEVERABILITY; PROVIDING FOR A PENALTY; PROVIDING FOR PUBLICATION; PROVIDING AN EFFECTIVE DATE; AND SETTING FORTH OTHER MATTERS RELATED THERETO.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS;**

**Section 1.** That the Code of Ordinances, City of Alvin, Texas, Chapter 13, Itinerant Merchants and Vendors, is hereby amended to read as follows:

### **CHAPTER 13 – ITINERANT MERCHANTS AND VENDORS**

#### **ARTICLE I. IN GENERAL**

...

#### **Sec. 13-5. Application for registration certificate and ID card.**

- (a) Prior to commencement of business and related activities by any peddler, solicitor, canvasser or itinerant vendor, the applicant shall submit an application for the purpose of obtaining a registration certificate and identification card on a form provided by the chief of police for that purpose, stating the following:
  - (1) Name of applicant (person who completes the registration statement).
  - (2) Height, weight, gender and hair color of applicant.
  - (3) Applicant's date of birth.
  - (4) Social Security Number of applicant.
  - (5) Permanent home address, and local address, if different.

- (6) Applicant's driver's license number and state of issuance, if applicable.
- (7) Applicant's cellular and home telephone numbers, if applicable.
- (8) Applicant's email address, if applicable.
- (9) Name of individual, firm, company or organization represented, if any, and the permanent address and local address of any individual, firm, company or organization represented.
- (10) The last four (4) communities in which business was conducted by the individual, firm, company or organization represented shall be listed, with the period (beginning and ending month/year) business was conducted in each community listed, if applicable.
- (11) Providing the following information:
  - a. If such applicant or individual, firm, company or organization represented is a corporation incorporated under the laws of this state, the corporation shall provide a certified copy of the charter or articles of incorporation; or
  - b. If such applicant or individual, firm, company or organization represented is a corporation incorporated under the laws of a state other than this state, the corporation shall provide a certified copy of its certificate of authority to do business in this state.
- (12) Description, vehicle license number, and state of registration of each vehicle, if any, that will be operated under the registration certificate being applied for.
- (13) The last and first name for each individual who will be involved in business under the registration certificate.
- (14) A description of the business and related activities to be conducted.
- (15) Character and description of commodities, goods, merchandise or services to be offered for sale.
- (16) Location or locations from which the business and other activities will be conducted.
- (17) The term or period during which the business and activities will be conducted, not to exceed ninety (90) days. Upon expiration of the ninety (90) day period, or shorter period indicated by the applicant on the application for registration certificate, the applicant must complete a new application for registration certificate, in accordance with the requirements of this article, if renewal is desired.
- (18) Written acknowledgment by applicant of the Texas Sales Tax Remittance laws.

- (b) Persons applying only for an identification card for the purpose of transacting business and related activities pursuant to an existing registration certificate shall submit an application for an ID card stating the following:
- (1) Name of applicant (person who completes the registration statement).
  - (2) Height, weight, gender and hair color of applicant.
  - (3) Applicant's date of birth.
  - (4) Social Security Number of applicant.
  - (5) Permanent home address, and local address, if different.
  - (6) Applicant's driver's license number and state of issuance, if applicable.
  - (7) Applicant's cellular and home telephone numbers, if applicable.
  - (8) Applicant's email address, if applicable.
  - (9) The City of Alvin registration certificate number (if known), or the name of individual, firm, company or organization represented.
- (c) Every application for registration certificate shall be accompanied by a nonrefundable registration fee established in chapter 28, comprehensive fee ordinance, itinerant merchants and vendors to compensate the city for the cost of administration of this article. Chapter 28 also establishes fees for replacement of a registration certificate, for ID cards and replacement ID cards, ~~replacement of a registration certificate and a permit for the conducting of outdoor sales.~~

...

**Section 2.** That the Code of Ordinances, City of Alvin, Texas, Chapter 28, Comprehensive Fee Ordinance, is hereby amended to read as follows:

## CHAPTER 28 – COMPREHENSIVE FEE ORDINANCE

...

### Sec. 28-2. In general.

...

#### ITINERANT MERCHANTS AND VENDORS/OTHER MERCHANTS

- (1) Registration fee .....~~\$5.00~~75.00
- (2) Replacement of registration certificate .....~~\$5.00~~15.00

(3) Identification cards and replacement cards, per card .....~~\$5.00~~15.00

~~(4) — Permit for the conduct of outdoor sales .....\$25.00~~

...

**Section 3. Severability.** Should any section or part of this Ordinance be held unconstitutional, illegal, invalid, or the application to any person or circumstance for any reasons thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this Ordinance are declared to be severable.

**Section 4. Code of Ordinances.** It is the intention of the Council that this Ordinance shall become a part of the Code of Ordinances of the City of Alvin, Texas, and may be renumbered and codified therein accordingly.

**Section 5. Penalty.** Any person, firm or corporation violating a provision of this chapter shall be guilty of a misdemeanor, and upon conviction shall be subject to a fine in accordance with the general penalty section 1-5 of the Code of Ordinances.

**Section 6. Publication.** The City Secretary of the City of Alvin is hereby directed to publish this Ordinance, or its caption and penalty clause, in one issue of the official City newspaper as required by Chapter 52 of the Texas Local Government Code and the City of Alvin Charter.

**Section 7. Effective Date.** This Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of Chapter 52 of the *Texas Local Government Code*, and the *City of Alvin Charter*.

**Section 8. Open Meetings.** It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the *Texas Government Code*.

**PASSED AND APPROVED** on this 15th day of May 2025.

**THE CITY OF ALVIN, TEXAS**

**ATTEST**

By: \_\_\_\_\_  
Gabe Adame, Mayor

By: \_\_\_\_\_  
Dixie Roberts, City Secretary

## **ORDINANCE NO. 25-L**

**AN ORDINANCE OF THE CITY OF ALVIN, TEXAS, AMENDING CHAPTER 13, ITINERANT MERCHANTS AND VENDORS, OF THE CODE OF ORDINANCES OF THE CITY OF ALVIN, TEXAS, FOR THE PURPOSE OF AMENDING SECTION 13-5, APPLICATION FOR REGISTRATION CERTIFICATE AND ID CARD; AND AMENDING CHAPTER 28, COMPREHENSIVE FEE ORDINANCE, OF THE CODE OF ORDINANCES OF THE CITY OF ALVIN, TEXAS, FOR THE PURPOSE OF AMENDING SECTION 28-2, IN GENERAL, ITINERANT MERCHANTS AND VENDORS/OTHER MERCHANTS, INCREASING THE COST OF REGISTRATION FEES, IDENTIFICATION CARDS, AND REPLACEMENT IDENTIFICATION CARDS; PROVIDING FOR SEVERABILITY; PROVIDING FOR A PENALTY; PROVIDING FOR PUBLICATION; PROVIDING AN EFFECTIVE DATE; AND SETTING FORTH OTHER MATTERS RELATED THERETO.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS;**

**Section 1.** That the Code of Ordinances, City of Alvin, Texas, Chapter 13, Itinerant Merchants and Vendors, is hereby amended to read as follows:

### **CHAPTER 13 – ITINERANT MERCHANTS AND VENDORS**

#### **ARTICLE I. IN GENERAL**

...

#### **Sec. 13-5. Application for registration certificate and ID card.**

- (a) Prior to commencement of business and related activities by any peddler, solicitor, canvasser or itinerant vendor, the applicant shall submit an application for the purpose of obtaining a registration certificate and identification card on a form provided by the chief of police for that purpose, stating the following:
- (1) Name of applicant (person who completes the registration statement).
  - (2) Height, weight, gender and hair color of applicant.
  - (3) Applicant's date of birth.
  - (4) Social Security Number of applicant.

- (5) Permanent home address, and local address, if different.
- (6) Applicant's driver's license number and state of issuance, if applicable.
- (7) Applicant's cellular and home telephone numbers, if applicable.
- (8) Applicant's email address, if applicable.
- (9) Name of individual, firm, company or organization represented, if any, and the permanent address and local address of any individual, firm, company or organization represented.
- (10) The last four (4) communities in which business was conducted by the individual, firm, company or organization represented shall be listed, with the period (beginning and ending month/year) business was conducted in each community listed, if applicable.
- (11) Providing the following information:
  - a. If such applicant or individual, firm, company or organization represented is a corporation incorporated under the laws of this state, the corporation shall provide a certified copy of the charter or articles of incorporation; or
  - b. If such applicant or individual, firm, company or organization represented is a corporation incorporated under the laws of a state other than this state, the corporation shall provide a certified copy of its certificate of authority to do business in this state.
- (12) Description, vehicle license number, and state of registration of each vehicle, if any, that will be operated under the registration certificate being applied for.
- (13) The last and first name for each individual who will be involved in business under the registration certificate.
- (14) A description of the business and related activities to be conducted.
- (15) Character and description of commodities, goods, merchandise or services to be offered for sale.
- (16) Location or locations from which the business and other activities will be conducted.
- (17) The term or period during which the business and activities will be conducted, not to exceed ninety (90) days. Upon expiration of the ninety (90) day period, or shorter period indicated by the applicant on the application for registration certificate, the applicant must complete a new application for registration certificate, in accordance with the requirements of this article, if renewal is desired.
- (18) Written acknowledgment by applicant of the Texas Sales Tax Remittance laws.

- (b) Persons applying only for an identification card for the purpose of transacting business and related activities pursuant to an existing registration certificate shall submit an application for an ID card stating the following:
- (1) Name of applicant (person who completes the registration statement).
  - (2) Height, weight, gender and hair color of applicant.
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  - (4) Social Security Number of applicant.
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  - (9) The City of Alvin registration certificate number (if known), or the name of individual, firm, company or organization represented.
- (c) Every application for registration certificate shall be accompanied by a nonrefundable registration fee established in chapter 28, comprehensive fee ordinance, itinerant merchants and vendors to compensate the city for the cost of administration of this article. Chapter 28 also establishes fees for a replacement of a registration certificate, for ID cards and replacement ID cards.

...

**Section 2.** That the Code of Ordinances, City of Alvin, Texas, Chapter 28, Comprehensive Fee Ordinance, is hereby amended to read as follows:

## **CHAPTER 28 – COMPREHENSIVE FEE ORDINANCE**

...

### **Sec. 28-2. In general.**

...

### **ITINERANT MERCHANTS AND VENDORS/OTHER MERCHANTS**

- (1) Registration fee .....\$75.00
- (2) Replacement of registration certificate .....\$15.00

(3) Identification cards and replacement cards, per card .....\$15.00

...

**Section 3. Severability.** Should any section or part of this Ordinance be held unconstitutional, illegal, invalid, or the application to any person or circumstance for any reasons thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this Ordinance are declared to be severable.

**Section 4. Code of Ordinances.** It is the intention of the Council that this Ordinance shall become a part of the Code of Ordinances of the City of Alvin, Texas, and may be renumbered and codified therein accordingly.

**Section 5. Penalty.** Any person, firm or corporation violating a provision of this chapter shall be guilty of a misdemeanor, and upon conviction shall be subject to a fine in accordance with the general penalty section 1-5 of the Code of Ordinances.

**Section 6. Publication.** The City Secretary of the City of Alvin is hereby directed to publish this Ordinance, or its caption and penalty clause, in one issue of the official City newspaper as required by Chapter 52 of the Texas Local Government Code and the City of Alvin Charter.

**Section 7. Effective Date.** This Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of Chapter 52 of the *Texas Local Government Code*, and the *City of Alvin Charter*.

**Section 8. Open Meetings.** It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the *Texas Government Code*.

**PASSED AND APPROVED** on this 15th day of May 2025.

**THE CITY OF ALVIN, TEXAS**

**ATTEST**

By: \_\_\_\_\_  
Gabe Adame, Mayor

By: \_\_\_\_\_  
Dixie Roberts, City Secretary



### **Sec. 13-5. Application for registration certificate and ID card.**

- (a) Prior to commencement of business and related activities by any peddler, solicitor, canvasser or itinerant vendor, the applicant shall submit an application for the purpose of obtaining a registration certificate and identification card on a form provided by the chief of police for that purpose, stating the following:
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  - (6) Applicant's driver's license number and state of issuance, if applicable.
  - (7) Applicant's cellular and home telephone numbers, if applicable.
  - (8) Applicant's email address, if applicable.
  - (9) Name of individual, firm, company or organization represented, if any, and the permanent address and local address of any individual, firm, company or organization represented.
  - (10) The last four (4) communities in which business was conducted by the individual, firm, company or organization represented shall be listed, with the period (beginning and ending month/year) business was conducted in each community listed, if applicable.
  - (11) Providing the following information:
    - a. If such applicant or individual, firm, company or organization represented is a corporation incorporated under the laws of this state, the corporation shall provide a certified copy of the charter or articles of incorporation; or
    - b. If such applicant or individual, firm, company or organization represented is a corporation incorporated under the laws of a state other than this state, the corporation shall provide a certified copy of its certificate of authority to do business in this state.
  - (12) Description, vehicle license number, and state of registration of each vehicle, if any, that will be operated under the registration certificate being applied for.
  - (13) The last and first name for each individual who will be involved in business under the registration certificate.
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  - (17) The term or period during which the business and activities will be conducted, not to exceed ninety (90) days. Upon expiration of the ninety (90) day period, or shorter period indicated by the applicant on the application for registration certificate, the applicant must complete a new application for registration certificate, in accordance with the requirements of this article, if renewal is desired.
  - (18) Written acknowledgment by applicant of the Texas Sales Tax Remittance laws.
- (b) Persons applying only for an identification card for the purpose of transacting business and related activities pursuant to an existing registration certificate shall submit an application for an ID card stating the following:
  - (1) Name of applicant (person who completes the registration statement).
  - (2) Height, weight, gender and hair color of applicant.

- (3) Applicant's date of birth.
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  - (5) Permanent home address, and local address, if different.
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  - (7) Applicant's cellular and home telephone numbers, if applicable.
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  - (9) The City of Alvin registration certificate number (if known), or the name of individual, firm, company or organization represented.
- (c) Every application for registration certificate shall be accompanied by a nonrefundable registration fee established in chapter 28, comprehensive fee ordinance, itinerant merchants and vendors to compensate the city for the cost of administration of this article. Chapter 28 also establishes fees for replacement of a registration certificate, for ID cards and replacement ID cards.~~replacement of a registration certificate and a permit for the conducting of outdoor sales.~~

## Chapter 28 Comprehensive Fees

### ITINERANT MERCHANTS AND VENDORS/OTHER MERCHANTS

- (1) Registration fee .....~~\$5.00~~75.00
- (2) Replacement of registration certificate .....~~\$5.00~~15.00
- (3) Identification cards and replacement cards, per card .....~~\$5.00~~15.00
- (4) ~~Permit for the conduct of outdoor sales~~ .....\$25.00



# AGENDA COMMENTARY

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**Meeting Date:** 5/15/2025

**Department:** City Manager

**Contact:** Junru Roland, City Manager

**Agenda Item:** Discuss and consider a request from Schneider Investment Group, Inc. to waive the requirements in Section IV – Street Paving Design of the City Alvin Design Criteria Manual, specifically, Section H – Requirements for Curbs and Sidewalks, which mandates that sidewalks be installed along all street frontages within the City of Alvin, in relation to the construction of the new *Crossroads on the Bypass Shopping Center*, located 1741 Bypass 35 North.

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**Type of Item:** Action Item

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**Summary:** Schneider Investment Group, Inc. (SIG) is constructing a new shopping center along Bypass 35 North and has requested a waiver from the City of Alvin's sidewalk installation requirements as outlined in Section IV - Street Paving Design of the City of Alvin Design Criteria Manual. The current requirement mandates that sidewalks be installed along all street frontages within the City.

The future Grand Parkway (SH99) toll road will change the functional character of the City's current corridor, creating a feeder route for the tollway, and making the installation of a pedestrian sidewalk along this section unsafe. As a result, SIG is requesting a variance from the Design Criteria Manual.

**Design Criteria Manual:**

*H. Requirements for Curbs and Sidewalks*

1. Standard height is 6 inches or 4 inch by 12 inch wide for curb located along outside edges of residential streets. Curb height for streets other than residential shall be 6 inches. The curb height for all esplanades shall be 6 inches.
  2. Sidewalk wheelchair ramps shall be required at all intersections and driveways. Ramps shall not direct pedestrians toward the center of an intersection.
  3. Sidewalks shall be provided for all developments. Concrete sidewalks (4 feet wide, 4 inches thick with steel reinforcement) shall be required along all street frontage.
- 

**Funding Expected:** Revenue ☐ Expenditure ☐ N/A ☒

**Budgeted Item:** Yes ☐ No ☐ N/A ☒

**Funding Account:** ☐ **Amount:** ☐

**1295 Form Required?** Yes ☐ No ☒

**Legal Review Required:** N/A ☐ Required ☒

**Date Completed:** 5/12/2025 SLH

**Finance Review Required:** N/A ☒ Required ☐

**Date Completed:** ☐

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**Supporting documents attached:**

1. Schneider Variance Request Letter
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## 2. Map of Variance Request

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**Recommendation:** Move to approve a request from Schneider Investment Group, Inc. to waive the requirements in Section IV – Street Paving Design of the City Alvin Design Criteria Manual, specifically, Section H – Requirements for Curbs and Sidewalks, which mandates that sidewalks be installed along all street frontages within the City of Alvin, in relation to the construction of the new *Crossroads on the Bypass Shopping Center*, located 1741 Bypass 35 North.

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Reviewed by Department Head, if applicable: \_\_

Reviewed by City Attorney, if applicable: X

Reviewed by Chief Financial Officer, if applicable: \_\_

Reviewed by City Manager, if applicable: X



**SCHNEIDER INVESTMENT GROUP, INC.**

107 East Sealy Street

Alvin, Texas, 77511

281/388-0858

May 6, 2025

**May 6, 2025**

**Subject:** Request for Sidewalk Variance – 1741 Bypass 35N (Crossroads on the Bypass Shopping Center)

Mr. Junru Roland, City Manager  
City of Alvin  
216 W. Sealy Street  
Alvin, TX 77511

Dear Mr. Roland and Members of the City Council,

On behalf of Schneider Investment Group, Inc., I am writing to respectfully request a variance from the City's requirement to install a sidewalk or to contribute to the sidewalk fund for the property located at 1741 Bypass 35N, known as the Crossroads on the Bypass Shopping Center.

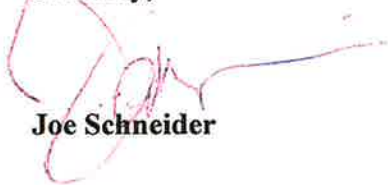
When the site plan for this development was originally approved, the future Grand Parkway (SH 99) toll road had not yet been finalized. Since that time, Bypass 35N has been designated as a feeder route for the tollway. This significant infrastructure change has altered the functional character of the corridor, making the installation of a pedestrian sidewalk along this section both impractical and unsafe.

The current conditions do not support pedestrian use, and it is unlikely that a sidewalk would serve any meaningful purpose given the anticipated traffic volume and speed along this future feeder road. Installing a sidewalk in this location would result in unnecessary expenditure with no foreseeable public benefit.

We respectfully request that the City grant a full variance waiving both the requirement to install a sidewalk and the payment into the sidewalk fund, as outlined in Section 21-42 of the City of Alvin Code of Ordinances.

We appreciate your consideration of this request and remain available to discuss the matter further at your convenience.

Sincerely,

  
**Joe Schneider**





# AGENDA COMMENTARY

Meeting Date: 5/15/2025

Department: City Secretary

Contact: Dixie Roberts, Asst. City Manager/City Secretary

Agenda Item: Consider the Mayor's appointment of Mayor pro-tem.

Type of Item: Action Item

**Summary:** Per Article II, Section 8 of the City's Code of Ordinances, the first regular meeting following the election of members of Council, the Mayor shall appoint one of its members as Mayor Pro Tem, subject to approval by the Council. The Mayor Pro Tem shall serve for one year and shall act as Mayor during the absence or disability of the Mayor, and shall have power to perform every act the Mayor could perform if present.

## History of Mayor Pro-tem appointments:

| City Council Position | Council member  | Year Elected     | Term Expires | Served as Mayor Pro-tem |
|-----------------------|-----------------|------------------|--------------|-------------------------|
| At Large 1            | Keko Moore      | 2021, 2024       | 2027         | Current                 |
| At Large 2            | Scott Salter    | 2025             | 2028         | No                      |
| District A            | Martin Vela     | 2019, 2022, 2025 | 2025         | Yes                     |
| District B            | Chris Vaughn    | 2021, 2024       | 2027         | Yes                     |
| District C            | Richard Garivey | 2021, 2024       | 2027         | No                      |
| District D            | Ashley Davis    | 2025             | 2028         | Yes                     |
| District E            | Meagan DeKeyzer | 2023             | 2026         | No                      |

Funding Expected: Revenue \_ Expenditure \_ N/A ☒

Budgeted Item: Yes \_ No \_ N/A ☒

Funding Account: \_ Amount: \_

1295 Form Required? Yes \_ No ☒

Legal Review Required: N/A ☒ Required

Date Completed: \_\_\_\_\_

Finance Review Required: N/A ☒ Required \_

Date Completed: \_\_\_\_\_

## Supporting documents attached:

None

**Recommendation:** Move to approve the Mayor's appointment of City Council member \_\_\_\_\_ to serve as Mayor Pro-tem.

Reviewed by Department Head, if applicable: \_

Reviewed by Chief Financial Officer, if applicable: \_

Reviewed by City Attorney, if applicable: \_

Reviewed by City Manager, if applicable: \_