

**MINUTES
CITY OF ALVIN, TEXAS
216 W. SEALY STREET
CITY COUNCIL REGULAR MEETING
THURSDAY, SEPTEMBER 18, 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 Session at 7:00 PM in the Council Chambers at City Hall, with the following members present: Mayor Gabe Adame; Mayor Pro-Tem Meagan DeKeyzer; Council members: Ashley Davis, Richrd Garivey, Keko Moore, Scott Salter, Chris Vaughn, and Martin Vela.

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; Shana Church, Assistant City Engineer; Brandon Moody, Director of Public Services; Paul Chavez, Economic Development Director; Tina Rodriguez, Director of Human Resources, and Robert E. Lee, Police Chief.

INVOCATION AND PLEDGE OF ALLEGIANCE

Elder David Cisneros of Transformation Church gave the invocation. Council member Davis led the Pledge of Allegiance to the American Flag. Council member Garivey led the Pledge to the Texas Flag.

PRESENTATION

Presentation - Parks and Recreation Departmental Update

Dan Kelinske, Director of Parks and Recreation, delivered the annual Parks and Recreation Departmental presentation to City Council.

PUBLIC COMMENT

There were no comments from the public.

CONSENT AGENDA

Consider approval of the September 4, 2025, City Council meeting minutes.

Consider Resolution 25-R-22, accepting a \$15,000.00 donation from the Southeast Texas Housing Finance Corporation (SETH) to the City of Alvin Police, Fire, and EMS Departments.

The Southeast Texas Housing Finance Corporation (SETH) is the owner of Stonegate Apartments, and is actively involved in helping the Alvin community. Stonegate is an apartment community located at 1277 Dickinson Road featuring a 160-unit affordable housing development that leases 75% of the units to families whose incomes are below 60% of the Area Mean Income (AMI), and the other 25% of the units are leased to market renters. SETH is donating \$5,000 each to the Alvin Police, Fire, and EMS Departments for a total donation to the City of \$15,000. This donation will be used for community outreach, recruiting, and the purchase of equipment. The City's donation policy requires donations to the City, valued at a sum of \$5,000 or greater, be accepted by Resolution of the City Council. Resolution 25-R-22 is the formal acceptance of this donation. Staff recommends approval.

Consider an Interlocal Agreement between the City of Alvin and the City of Hillcrest Village for the provision of fire protection and emergency medical services, for a term beginning October 1, 2025, and ending September 30, 2028; and authorizing the City Manager to sign the Agreement.

In 2010, the City of Alvin and the City of Hillcrest Village entered into an interlocal agreement. Under the agreement, the Alvin Volunteer Fire Department and Emergency Medical Services provide firefighting operations and emergency medical services, respectively, to the citizens of Hillcrest Village. In response, the City of Hillcrest Village is required to compensate the City \$40,000 annually.

At the beginning of the year, the City Manager and staff met with the Mayor and administration staff of Hillcrest Village to discuss increasing the annual compensation to the City of Alvin. As part of the analysis of the annual payment, we evaluated: the increase in the City of Hillcrest Village's property values, the current tax rate of the Brazoria County Emergency Service District (ESD) --

should Hillcrest Village have elected to terminate the current contract with the City to levy a tax on its residences and receive services from the ESD -- and the increase in the City's cost to provide services to Hillcrest Village. Taking all of this together, the following annual payment structure was agreed to by staff and the City of Hillcrest Village:
Hillcrest Village will compensate the City of Alvin in the following amounts:

- \$48,630.00 in 2025 (payment due by December 31, 2025)
- \$55,260.00 in 2026 (payment due by December 31, 2026)
- \$61,890.00 in 2027 (payment due by December 31, 2027)

Term:

The agreement is effective October 1, 2025, through September 30, 2028, unless terminated earlier by either party with ninety (90) days' written notice. City of Hillcrest Village has already signed and approved this Agreement. Staff recommends approval.

Consider Ordinance 25-Y, amending Chapter 17.5, Signs, of the Code of Ordinances of the City of Alvin, Texas, for the purpose of amending Chapter 17.5–2, Definitions, amending Section 17.5–5, Exceptions and Exemptions, and amending Section 17.5–18, Fees, to provide a permit process for temporary signs for garage sales; providing for publication; providing for severability; and setting forth other provisions related thereto.

During the City Council Workshop on August 12, 2025, Councilmember Davis shared concerns from her constituents pertaining to the City's Ordinance not allowing temporary off-premises garage or estate sale signs. Following the Workshop, City staff met with Councilmember Davis to discuss options for ordinance revisions that would provide a permit process for a maximum of (3) three temporary off-premise garage or estate sale signs per individual event. The proposed revisions include:

- Changed "Enforcement" to "Compliance" throughout.
- 17.5 - 2. Definitions — Added a definition of "Estate Sale."
- 17.5 - 5. Exceptions and exemptions (7) – Inserted requirements for Temporary Off-Premises Garage/Estate Sale Signs.
- 17.5 - 18. Fees (a) – Added "garage sales, estate sales"

Staff's recommendations were presented to City Council at the September 4, 2025, Workshop.

Consider Resolution 25-R-24, amending the City of Alvin Personnel Policy Manual, and providing for other matters related thereto.

Due to recent events and at the direction of City Council, staff is recommending amendments to the City's Personnel Policy. To provide clarity and efficiency, all proposed changes have been consolidated into Resolution 25-R-24 for Council consideration.

Amendment 1 – Rule 19.I. (FLSA, OVERTIME, COMP TIME AND TIME MANAGEMENT)

We recommend revising Rule 19.I. to include compensatory time as hours worked when determining eligibility for overtime pay. This adjustment aligns the City's personnel policy with provisions in the collective bargaining agreement with the Alvin Police Officers Association (APOA).

Amendment 2 – Rules 50.E. and 50.F. (Identification Badges)

Following a recent incident involving the replication of a City-issued identification badge, staff identified the need for a clear security policy. We are recommending the addition of Rules 50.E. and 50.F. to establish safeguards against duplication, replication, or misuse of City identification badges.

Amendment 3 – Rules 64.B., 64.C., 64.D., and New Rule 65.K. (Conduct While in Uniform)

At the direction of Council, staff reviewed the Personnel Policy regarding employee conduct while in City attire. To maintain professionalism and uphold the City's image, staff proposes amending the policy to clarify prohibited actions "while in uniform" as amended in Rules 65.B., 65.C., and 65.D. Additionally, staff recommends amending the policy to list other prohibited behavior while in city uniform or attire (Rule 65.K.).

Recommendation

Staff respectfully recommends approval of Resolution 25-R-24, amending the Personnel Policy as outlined.

Consider Resolution 25-R-23, adopting the City of Alvin Investment Policy for the investment of municipal funds; and setting forth other matters related thereto.

Pursuant to Section 2256.005(e) of the Texas Government Code, part of the Texas Public Funds Investment Act (PFLA), the governing body of an investing entity shall review its investment policy and strategies not less than annually. Staff is not recommending any changes to the current investment policy. Even if there are no changes to the policy, the governing body must still review and confirm by written instrument that the policy has been reviewed and accepted for the following year.

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

OTHER BUSINESS

Consider a request from the owner of The Fillin' Station located at 603 West Sealy Street, for a variance from the location restrictions in Section 3-19 of the Alvin Code of Ordinances related to the sale of alcoholic beverages.

Mr. Corey Scopel, owner of The Fillin' Station, a restaurant located at 603 West Sealy Street, is requesting a variance from the City's alcohol location restriction in order to apply for a Food and Beverage (FB) / Mixed Beverage (MB) license with the Texas Alcoholic Beverage Commission (TABC). Because the premises are located within 300 feet of nearby residences, City Council approval of a variance is needed before he can move forward with his application. Section 3-19 of the City of Alvin Code of Ordinances establishes restrictions on the sale of alcoholic beverages within 300 feet of a church, public or private school, public hospital, or residence. While the ordinance provides certain exceptions for restaurants with a Food and Beverage Certificate in relation to churches, private schools, and hospitals, the restriction for residences does not contain such an exception. Although the property is also within 300 feet of a church, this restriction does not apply since The Fillin' Station is a restaurant and would otherwise qualify for a Food and Beverage Certificate. Per Section 3-19(f), City Council may grant a variance to these restrictions if it determines that enforcement in this particular instance:

- Is not in the best interest of the public;*
- Constitutes waste or inefficient use of land or resources;*
- Creates an undue hardship on the applicant;*
- Does not serve its intended purpose;*
- Is not effective or necessary; or*
- For any other reason Council determines, after considering public health, safety, welfare, and the equities of the situation, that granting the variance is in the best interest of the community.*

City Council is asked to consider and take action on the variance request by Mr. Scopel to allow the sale of alcoholic beverages under a FB/MB license from the TABC at The Fillin' Station, located at 603 West Sealy Street, as a variance to the location restrictions in Section 3-19 of the City of Alvin Code of Ordinances regarding the 300-foot distance from a residence.

Dixie Roberts, Assistant City Manager, presented this item before City Council with explanation. Owner, Corey Scopel, was in attendance. Discussion addressed the proximity of the Fillin' Station to nearby residences, with debate centered on the value of a business reinvesting in Alvin versus the concerns of operating a restaurant serving alcohol in close proximity to homes.

Council member Vela moved to approve a request from the owner of The Fillin' Station located at 603 West Sealy Street, for a variance from the location restrictions in Section 3-19 of the Alvin Code of Ordinances related to the sale of alcoholic beverages. Seconded by Council member Salter; motion carried with all members present voting Aye, and Council member Vaughn voting No.

Consider Ordinance 25-Z, amending Chapter 26, Wreckers, of the Code of Ordinances of the City of Alvin, Texas; providing for severability; providing for a penalty; providing for publication; providing for an effective date; and setting for other matters related thereto.

Ordinance 25-R, amending Chapter 26, Wreckers, cleans up language throughout the chapter and specifically addresses the issue of too many wreckers on the police rotation list. Section 26-31, Towing company rotation list, sets a limitation on the number of slots available on the rotation list and conditions for being eligible to have one of the slots. Current companies on the rotation list as of September 1, 2025, that meet the new qualification, may reapply for a permit and will receive one (1) rotation slot. Future companies will not be allowed a slot on the rotation list unless the list falls to four (4), in which case applications will be taken on a first-come, first-served basis and the first to apply for a new permit who meets all requirements will be allowed to claim a rotation slot. The rotation list will be limited to a maximum of five (5) companies from that point forward. A meeting was on September 5, 2025, with the current rotation list of wrecker owners to inform them of these changes to the ordinance. Staff recommends approval of Ordinance 25-R.

Chief Lee and Corporal Cleere, presented this item before City Council with explanation.

Council member Garivey moved to approve Ordinance 25-R, amending Chapter 26, Wreckers, of the Code of Ordinances of the City of Alvin, Texas; providing for severability; providing for a penalty; providing for

publication; providing for an effective date; and setting for other matters related thereto. Seconded by Council member Moore; motion carried with all members present voting Aye.

Discussion regarding a request from R. West Development to de-annex 3.14 acres along the north side of West Highway 6, between County Road 146 and County Road 147, for the development of a single family residential subdivision.

R. West Development is planning to develop 196 single-family residential subdivision along Hwy 6 – between CR 146 and CR 147. Rene McGuire with R. West Development requests to de-annex 3.14 acres along the north side of W. Highway 6 so that her proposed 50-acre residential development, Boulder Ridge Crossing, can be served water and sewer by existing MUD 24. This proposed development is a total of 50 acres which will contain 196 single-family lots. Inclusive of the 50 acres are 3.14 acres currently in the City limits. 19 of the 196 total lots are planned on the 3.14 acres. A Wastewater Improvement Study was previously done by Freese & Nichols and outlines the projects that the city would be required to complete in order to provide wastewater capacity to service the 50+ acres. In essence, in order for the city to serve the development, the Lift Station 23 Expansion Project would have to be complete. We have just started construction on this 18-month project. In addition, the Highway 6 Lift Station Consolidation projects - Phases 1 and 2 as identified in the 2022 Wastewater Master Plan Update would need to be complete. The Highway 6 Lift Station Consolidation Projects Phases 1 and 2 are currently scheduled in the 2022 Wastewater Master Plan to be complete in 2027 and 2032, respectively, and are not funded to date. The estimated cost of the Highway 6 Lift Station Consolidation Projects Phases 1 and 2, including the increased capacity required to serve Boulder Ridge is \$12,652,820.

Michelle Segovia, City Engineer, presented this item before City Council with explanation. Justin Barnett, representative of the developer, was also in attendance. Ms. Segovia explained that the area in question cannot currently be served by the City of Alvin for wastewater services. A feasibility study conducted by Freese and Nichols estimated the cost at \$12.6 million for three separate projects, none of which are funded or scheduled for completion until 2032. Mr. Barnett emphasized the importance of finding a solution to sustain the City's partnership with the developer, noting that completion of the 196 lots depends on the availability of wastewater services. Mr. Barnett noted that the development includes future plans to purchase additional property and expand within Alvin. Council further discussed potential options, including utilizing Municipal Utility District 24. Creating another MUD within City limits was deemed not cost-effective. Mr. Barnett explained it would cost the developer \$3 million to construct a standalone wastewater treatment plant. The item on the agenda this evening is for discussion purposes only.

Consider an award of bid to Tandem Services, LLC., for the 2024 Concrete Pavement and Drainage Project for Hood Street, in an amount not to exceed \$8,085,191, and authorize the City Manager to sign the contract upon legal review.

On September 2, 2025, bids were opened for the 2024 Concrete Pavement and Drainage Project- Hood Street (B-25-10), and Tandem Services, LLC was the qualified bidder. Adico Consulting Engineers, LLC., the City's consultant that designed the project, and City Staff reviewed the three bids that were received and have recommended Tandem Services, LLC. for this project (recommendation letter attached). Tandem Services, LLC. has done work for the City in the past and Staff was pleased with the work performed.

Contract Amount:	\$7,700,181.81
5% Contingency:	\$ 385,009.19
Total Amount:	\$8,085,191.00

The 2024 Concrete Pavement and Drainage Project – Hood Street consists of the total replacement of the concrete pavement, sidewalks, water, sanitary sewer and associated storm sewer improvements on Hood Street from W. Sealy Street to W. South Street. These improvements were based on recommendations in the 2020 Concrete Pavement Assessment by JET Civil Consulting, LLC. More information on this project can be found in the Capital Improvement Program (CIP) Quarterly Report that was distributed to City Council on August 7, 2025. The project is scheduled to start in October 2025 and has a construction time of 540 calendar days. Funding for this project is from the Sales Tax Fund. Staff recommends approval.

Michelle Segovia, City Engineer, presented this item before City Council with explanation. She explained it will be a 540 calendar-day project improving the entire roadway, utilities, and sidewalks, possibly starting next month.

Council member Moore moved to award a bid to Tandem Services, LLC., for the 2024 Concrete Pavement and Drainage Project for Hood Street, in an amount not to exceed \$8,085,191, and authorize the City Manager to sign the contract upon legal review. Seconded by Council member Garivey; motion carried with all members present voting Aye.

Consider an agreement from PACS Construction Laboratories and Testing Services, LLC. in an amount not to exceed \$102,775 for materials testing services for the 2024 Concrete Pavement and Drainage Project – Hood Street; and authorize the City Manager to sign the Agreement upon legal review.

The Agreement being considered will provide construction materials testing services for the 2024 Concrete Pavement and Drainage Project – Hood Street. Funding will come from the Sales Tax Fund. Staff recommends approval of this Agreement.

Michelle Segovia, City Engineer, presented this item before City Council with explanation.

Council member Garivey moved to approve an agreement with PACS Construction Laboratories and Testing Services, LLC. in an amount not to exceed \$102,775 for materials testing services for the 2024 Concrete Pavement and Drainage Project – Hood Street; and authorize the City Manager to sign the Agreement upon legal review. Seconded by Council member Moore; motion carried with all members present voting Aye.

Consider the proposed Collective Bargaining Labor Agreement between the City of Alvin, Texas, and the Alvin Police Officer's Association (APOA).

The current Contract was approved by City Council on August 4, 2022, and expires September 30, 2025. In February 2025, the City and the Association began negotiations for the new contract terms. The parties were able to reach a ONE-YEAR agreement. The highlights of the negotiation terms include, but are not limited to, the following:

- *1 Year contract term. The new contract will be effective 10/1/2025 through 9/30/2026, with two (2) years of "evergreen," with final termination 9/30/2028.*
- *Changes to the Base Pay Matrix (attached to the Agreement as Exhibit A), to include the following increases:*
 - *a \$4.00 per hour increase in base wages to the Police Officer paygrade.*
 - *a \$4.00 per hour increase in base wages to the Corporal/Detective/Specialist paygrade*
 - *a \$4.00 per hour increase in base wages to the Sergeant paygrade*
 - *a \$4.00 per hour increase in base wages to the Lieutenant paygrade*
 - *a \$4.00 per hour increase in base wages to the Captain paygrade*

The APOA approved the proposed terms for the Collective Bargaining Agreement at their last meeting. Staff recommends approval of the Collective Bargaining Agreement.

Suzanne Hanneman, City Attorney, presented this item before City Council with explanation. Justin Kelly, President of the Alvin Police Officer's Association, was also in attendance.

Council member Garivey moved to approve the Collective Bargaining Labor Agreement between the City of Alvin, Texas, and the Alvin Police Officer's Association (APOA). Seconded by Council member Salter; 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.

Council member Vela would like a workshop to discuss a finance policy related to reserve contingencies. Council member Vaughn would also like a workshop to discuss food trucks.

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 Moore thanked the Alvin Volunteer Fire Department for their assistance with a recent fire at his father-in-law's home, commending their service and efficiency. He gave special recognition to Firefighter Donalon, who entered the home three times to rescue his father-in-law's dogs.

Council member Davis mentioned the Hispanic Heritage Fiesta at the Museum on Saturday at 10:00 a.m.

ADJOURNMENT

Mayor Adame adjourned the meeting at 8:01 p.m.

PASSED and APPROVED the 2nd of October 2025.

ATTEST:

Gabe Adame, Mayor

Dixie Roberts, City Secretary