

# City of Alvin, Texas

Gabe Adame, Mayor

Meagan DeKeyzer, Mayor Pro-tem, District E  
Martin Vela, District A  
Chris Vaughn, District B  
Richard Garivey, District C



Ashley Davis, District D  
Keko Moore At-Lg P1  
Scott Salter, At-Lg P2

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## Alvin City Council Agenda

Thursday, February 5, 2026

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 [dixie.roberts@alvin.gov](mailto:dixie.roberts@alvin.gov) 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.

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NOTICE is hereby given of a Regular Meeting and Executive Session of the City Council of the City of Alvin, Texas, to be held on Thursday, **FEBRUARY 5, 2026**, 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. PRESENTATIONS**

- A. Presentation of the Alvin Police Department 2025 Officer of the Year, Trace Darnell, the 2025 Rookie of the Year, Christopher Eklund, and 2025 Civilian of the year, Charlotte Esther.

**4. PUBLIC COMMENT**

**5. CONSENT AGENDA**

- A. Consider approval of the January 15, 2026, City Council workshop minutes.
- B. Consider approval of the January 15, 2026, City Council meeting minutes.
- C. Consider Resolution 26-R-03, calling and establishing the procedures for the May 2, 2026, General Election in Alvin, Texas; authorizing the execution of an Election Services Agreement with Brazoria County upon legal review; and providing for other matters related thereto.
- D. Consider a License Agreement for the Exclusive Use of City Property between the City of Alvin and the Alvin Sunrise Rotary Foundation for the Alvin Crawfest & Cook-Off at Briscoe Park from March 23, 2026, to March 29, 2026, with the actual event scheduled for Friday, March 27, 2026, at 10:00 a.m. through Sunday, March 29, 2026, at 12:00 a.m.; and authorize the City Manager to sign the Agreement upon legal review.
- E. Consider the 2026 Interlocal Agreement for Emergency Services and Amendment with Brazoria County Emergency Services District #3 (ESD); and authorize the Mayor to sign upon legal review.

**6. OTHER BUSINESS**

- A. Consider a variance request from the homeowner at 1740 Glennview Drive to encroach

twenty-five feet into the twenty-five-foot front building setback for the construction of a carport.

- B. Consider a variance request from the homeowner at 2710 Westfield to encroach twenty-five feet into the twenty-five-foot street side building setback for the construction of a carport.
- C. Consider Resolution 26-R-02, authorizing an Interlocal Agreement with the City of Iowa Colony, adjusting the boundaries between Iowa Colony and the City of Alvin so that the current Alvin City limit strip will be reduced from 100 feet to 1 foot for approximately 0.6131 miles in the Meridiana Master Planned Community, and authorize the Mayor to sign the Agreement upon legal review.
- D. Consider Resolution 26-R-04, authorizing City staff to submit one or more State of Texas cybersecurity grant applications; designating an authorized official; acknowledging required matching funds; and providing for other matters related thereto.
- E. Consider Resolution 26-R-05, affirming City Council's intent and policy direction to proceed with preliminary consideration and evaluation of zoning, consistent with the City's adopted Strategic Plan and Comprehensive Plan; and providing for other matters related thereto.
- F. 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.

## **7. REPORTS FROM THE CITY MANAGER**

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

## **8. 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.

## **9. EXECUTIVE SESSION**

- A. Section 551.87 (1) of the Local Government Code provides as follows: Deliberation regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations.
- B. **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.

## **10. RECONVENE TO OPEN SESSION**

## **11. 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.gov](http://www.alvin.gov), in compliance with Chapter 551, Texas Government Code, on **MONDAY February 2, 2026, at 5:15 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).**

**MINUTES  
CITY OF ALVIN, TEXAS  
216 W. SEALY STREET  
CITY COUNCIL WORKSHOP MEETING  
THURSDAY, JANUARY 15, 2026  
6:00 PM**

**CALL TO ORDER**

BE IT REMEMBERED that, on the above date, the City Council of the City of Alvin, Texas, met in Workshop Session at 6:00 PM in the First Floor Conference Room at City Hall, with the following members present: Mayor Gabe Adame; Mayor Pro-Tem Meagan DeKeyzer; Council members: Ashley Davis, Richard 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; 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 and Robert E. Lee, Police Chief.

**WORKSHOP BUSINESS**

Discuss a proposed 533 Acre Master Planned Community Development by Starwood Land along FM 1462 in the City's ETJ and adjacent to the future Grand Parkway property.

Carson Nunnally with Starwood Land Development, presented this item before City Council with explanation. Mr. Nunnally provided an overview of the company's history, key accomplishments, and recent projects. He also discussed the average lot sizes of nearby development projects in Brazoria County and presented maps illustrating the proximity of the proposed subdivision to the City of Alvin's limits.

Harry Thompson, an attorney with ABHR representing Starwood Land, explained the proposed master-planned community of approximately 1,450 homes with associated commercial development, green space, trails, and parks. To support the project, the developer requested the creation of a Municipal Utility District (MUD) through TCEQ to provide water, wastewater, drainage, park, and roadway facilities.

The MUD would construct and finance all facilities at its sole expense, retain bonding authority, and assume ownership and maintenance of public roads, which would be designed to City standards. The developer and the City would enter into a Development Agreement and Strategic Partnership Agreement addressing MUD creation, future annexation, shared sales tax revenue, development standards, and parkland dedication.

Discussion followed regarding the proposed variance for 40–45 foot lot sizes, with several council members expressing concerns. Council generally expressed that while they do not wish to discourage development, the City of Alvin's existing building standards are in place for a reason and should be carefully considered. Additional discussion addressed potential amenities and the overall feasibility of the proposal within the Alvin community.

Discuss commercial motor vehicles parking on city streets, alleys, or other public rights of way of the city.

Council Member DeKeyzer presented the item to City Council and provided an overview of the issue. Council Member DeKeyzer reviewed the applicable City ordinances and discussed potential updates to address concerns on Hood Street. Discussion included comparisons to deed-restricted neighborhoods with more restrictive provisions and whether the ordinance could be amended to reflect similar standards. Council Member DeKeyzer stated that while she is seeking a resolution, she does not wish to negatively impact the livelihoods of individuals who operate commercial vehicles. Police Chief Lee explained that the current ordinance applies only to vehicles 25 feet or longer, which limits enforcement by the Alvin Police Department. Additional discussion followed regarding possible amendments to expand the ordinance's provisions. Council member DeKeyzer will work with Chief Lee to explore potential solutions.

**ADJOURNMENT**

Mayor Adame adjourned the meeting at 6:55 p.m.

PASSED and APPROVED the 5th of February 2026.

ATTEST:

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

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

**MINUTES  
CITY OF ALVIN, TEXAS  
216 W. SEALY STREET  
CITY COUNCIL REGULAR MEETING  
AND EXECUTIVE SESSION  
THURSDAY, JANUARY 15, 2026  
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 Meagan DeKeyzer; Council members: Ashley Davis, Richard 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, Asst. City Engineer; Brandon Moody, Director of Public Services; Paul Chavez, Economic Development Director; and Robert E. Lee, Police Chief.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

Kurt Wise with Alvin Bible Church gave the invocation. Council member DeKeyzer led the Pledge of Allegiance to the American Flag. Council member Garivey led the Pledge to the Texas Flag.

**PRESENTATION**

Proclamation — National Mentoring Month — Honoring YET Mentoring Program.

Mayor Adame proclaimed January as National Mentoring Month and formally issued the proclamation to members of Alvin ISD and YET Mentoring staff in attendance.

**PUBLIC COMMENT**

Mrs. Kristina Cox and Darrell Bailey presented comments regarding the first Martin Luther King Jr. event and parade in the community, commencing at the Morgan Falls Event Center, 2300 Koster Road, Monday, January 19, 2026, with the parade beginning in the Stanton's downtown parking lot.

**CONSENT AGENDA**

Consider Approval of the December 18, 2025, City Council workshop minutes.

Consider approval of the December 18, 2025, City Council meeting minutes.

Consider a final plat of Magnolia Trails Section 1, a subdivision of 51.4068 acres (2,239,282.05 square feet) of land, being out of and a part of a 140.702 acre tract of land located in the William Harris 2/3 League, Abstract Number 72, Brazoria County, Texas; said 140.702 acre tract being all those particular tracts as conveyed by deeds recorded under Brazoria County Clerk's File Numbers 2022040995, 2022040900 and 2022040749 all of the official public records of Brazoria County, Texas.

*On November 6, 2025, the Engineering Department received a final plat of Magnolia Trails, Section 1 for review. The property is located off FM 2403, in the City of Alvin. This final plat consists of 113 lots, 6 reserves and 6 blocks, and complies with the master preliminary plat previously approved by Council. The City Planning Commission approved the plat unanimously at their meeting on December 16, 2025. Staff recommends approval of the plat.*

Acknowledge receipt of the Quarterly Investment Report as of December 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 December 31, 2025. The City's investment portfolio as of December 31, 2025, totaled \$140,145,724.33. In summary:*

- *\$109,834,641.92 in the investment pool options*
- *\$30,311,082.41 in the bank depository accounts*
- *\$1,204,577.66 in interest earned during the quarter*
- *The City's average yield for the quarter was 3.3722%, while the City's benchmark rate (i.e. 90-day T-Bill) would be between 3.7290% and 3.8160%*

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

### **OTHER BUSINESS**

Consider an Interlocal Agreement with the City of Iowa Colony, adjusting the boundaries between Iowa Colony and the City of Alvin so that the current Alvin City limit strip will be reduced from 100 feet to 1 foot for approximately 0.6131 miles in the Meridiana Master Planned Community, and authorize the Mayor to sign the Agreement upon legal review.

*Vision Element 4.1 of the Strategic Master Plan states: "Determine reducing [the] size of the 100' strip due to code enforcement issues with City Council direction." Over the last several years, we have been working with the City of Iowa Colony on the portion of our City limits strip that runs through the Meridiana master planned community.*

*Section 43.003 of the Texas Local Government Code, cities are permitted to:*

- (1) fix the boundaries of the municipality;*
- (2) extend the boundaries of the municipality and annex area adjacent to the municipality; and*
- (3) exchange area with other municipalities.*

*Cities are also permitted, pursuant to Section 43.015 of the Texas Local Government Code, to make mutually agreeable changes in their boundaries of areas that are less than 1,000 feet in width. Attached is the Meridiana General Development plan. Sections 34B, 34C, and 35B and the Southwest Village Center encroach into the City of Alvin's 100-foot City limits strip. With assistance from the MUD District and Developer's attorneys, we are proposing to reduce the width of the strip that runs through that portion of Meridiana from 100 feet to 1 foot, keeping our City limit strip intact. Although the Iowa Colony City Council approved the Agreement at their Council meeting on Monday, December 15, 2025, the reduction of the strip will not be effective until Alvin's City Council approves the Agreement and the reduction of the strip.*

*During City Council workshops on January 17, 2023, and October 17, 2024, Council discussed the City's 100-foot City limits strip in Iowa Colony and throughout the County. Staff recommends approval.*

Suzanne Hanneman, City Attorney, presented this item before City Council with explanation. Council Member Vela expressed concerns regarding the proposed interlocal agreement with the City of Iowa Colony stating that, contrary to prior assertions, the agreement would result in the City of Alvin relinquishing annexed city limits rather than only extraterritorial jurisdiction, with potential impacts on existing or planned residential development. Council Member Vela noted that the information provided was vague and did not clearly illustrate how the proposed boundary adjustment would affect development areas or resolve existing boundary issues. He further questioned what benefit the City of Alvin would receive in exchange for the proposed boundary changes and expressed concern that the agreement would not fully address existing boundary complications. Council Member Vela emphasized the need for greater Council involvement in negotiations and additional time to review comprehensive information before taking action, noting the limited time Council had to review the agenda materials. Ms. Hanneman explained this has been an ongoing discussion since 2018, and has been addressed in many workshops and council meetings and the agreement was emailed to City Council in December. Attorney from Allen Boone Humphries Robinson echoed Ms. Hanneman's summary and timeline of this unique issue and how it potentially affects homeowners in that residential development.

The consensus of Council was to take no action until such time that more information can be provided to Council members for consideration. No action was taken on this item.

Consider authorizing Randall Scott Architects to incorporate the closing and abandonment of North Hood Street (from Sealy Street to Willis Street) and North Hardie Street (from Sealy Street to Willis Street) into the design of the new City Hall / Municipal Court Building located at 216 West Sealy Street, Alvin, Texas.

*At the December 18, 2025, City Council workshop, Randall Scott (Randall Scott Architects) presented a preliminary site concept plan which incorporated the abandonment of Hardie Street (from Sealy to Willis) and Hood Street (from Sealy to Willis) into the site plan for the new City Hall. This item requests authorization for staff and Randall Scott Architects to explore and proceed with the design and subsequent closure of a portion of Hood Street, from Sealy Street to Willis Street, and a portion of Hardie Street, from Sealy Street to Willis Street, in connection with the construction of the new City Hall/Municipal Court Building at 216 West Sealy Street, Alvin, Texas. This authorization allows the project team to evaluate site design options, right-of-way impacts, and necessary coordination related to the proposed street closures as part of the overall City Hall/Municipal Court project. The official abandonment or release of the public right-of-way is not authorized by this action. The official closure, abandonment, or disposition of the right-of-way would require separate City Council consideration and approval through formal action at a future meeting.*

Junru Roland, City Manager, presented this item before City Council with explanation.

Council member Moore moved to authorize Randall Scott Architects to incorporate the closing and abandonment of North Hood Street (from Sealy Street to Willis Street) and North Hardie Street (from Sealy Street to Willis Street) into the design of the new City Hall / Municipal Court Building located at 216 West Sealy Street, Alvin, Texas. Seconded by Council member Salter; motion carried with all members present voting Aye.

Consider authorizing staff and Randall Scott Architects to proceed with the design of the new City Hall / Municipal Court Building based on an approximate building size of 31,190 gross square feet.

*In August 2024, AGCM provided the City with a preliminary cost estimate for the construction of a new City Hall based on the existing City Hall square footage of 26,750. In 2025, Randall Scott (Randall Scott Architects) met with City Hall staff and conducted "needs assessment interviews." The initial needs assessment interviews resulted in a 39,535 square feet facility. However, after more thorough review and collaboration with City administration, the square footage was reduced from 39,535 to 31,190. At the December 18, 2025, City Council workshop, Randall Scott presented a preliminary site plan that encompassed a 31,190 square feet new City Hall, and also provided an estimation of the associated costs.*

*This agenda item requests authorization for staff and Randall Scott Architects to proceed with the design of the new City Hall/Municipal Court Building based on an approximate building size of 31,190 gross square feet, with an estimated Construction Only Cost (COC) range of \$21,053,549 to \$22,613,071, and an estimated Total Project Cost (TPC) range of \$26,948,543 to \$28,944,731. TPC include: construction cost, fees, materials testing, commissioning, test and balance, surveying, geotechnical engineering, and contingencies. This action does not constitute final approval of construction costs, project scope, or procurement of construction services. Any future action related to construction authorization, guaranteed maximum pricing, or funding approval will require separate City Council consideration and approval at a future meeting.*

Junru Roland, City Manager, presented this item before City Council with explanation.

Council member Vela moved to authorize staff and Randall Scott Architects to proceed with the design of the new City Hall / Municipal Court Building based on an approximate building size of 31,190 gross square feet. Seconded by Council member Moore; 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 Garivey requested a workshop to discuss future redistricting.

## **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 Salter reminded everyone of the upcoming Alvin ISD Education Foundation Turtle Race on February 21, 2026.

**EXECUTIVE SESSION**

Mayor Adame called for executive session at 7:46 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 the (1) Municipal Court Judge and (2) Associate Municipal Court Judge(s).

**RECONVENE TO OPEN SESSION**

Mayor Adame reconvened the meeting to open session at 7:54 p.m.

Consider Resolution 26-R-01 of the City Council of the City Of Alvin, Texas, appointing Mohamad (“Mo”) Ghuneim as the Presiding Municipal Court Judge for the Alvin Municipal Court for a two (2) year term; approving an Employment Agreement with Mohamad (“Mo”) Ghuneim as the Presiding Municipal Court Judge of the City of Alvin Municipal Court; authorizing the Mayor to sign the Employment Agreement; and setting forth other provisions related thereto.

Council member Garivey moved to approve Resolution 26-R-01 of the City Council of the City Of Alvin, Texas, appointing Mohamad (“Mo”) Ghuneim as the Presiding Municipal Court Judge for the Alvin Municipal Court for a two (2) year term; approving an Employment Agreement with Mohamad (“Mo”) Ghuneim as the Presiding Municipal Court Judge of the City of Alvin Municipal Court; authorizing the Mayor to sign the Employment Agreement; and setting forth other provisions related thereto. Seconded by Council member Vela; motion carried with all members present voting Aye.

Consider employment agreements for the Associate Municipal Court Judges.

Council member Vela moved to approve employment agreements for the Associate Municipal Court Judges. Seconded by Council member Moore; motion carried with all members present voting Aye.

**ADJOURNMENT**

Mayor Adame adjourned the meeting at 7:55 p.m.

PASSED and APPROVED the 5th of February 2026.

ATTEST:

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

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



# AGENDA COMMENTARY

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**Meeting Date:** 2/5/2026

**Department:** City Secretary

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

**Agenda Item:** Consider Resolution 26-R-03, calling and establishing the procedures for the May 2, 2026, General Election in Alvin, Texas; authorizing the execution of an Election Services Agreement with Brazoria County upon legal review; and providing for other matters related thereto.

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**Type of Item:** Resolution

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**Summary:** This Resolution calls the City of Alvin General Election to be held on Saturday, May 2, 2026, for the purpose of electing a Mayor and one member of the City Council for District E, and state law requires the governing body to order the election no later than Friday, February 13, 2026, and to authorize execution of an Election Services Agreement with Brazoria County.

The City of Alvin will contract with the Brazoria County Elections Office to conduct the upcoming election, as Brazoria County provides the necessary voting equipment for the process. The City Secretary's Office will oversee candidate filings, required documentation, and postings in compliance with state election law.

The filing period for a place on the May 2026 General Election ballot began on Wednesday, January 14, 2026, and will remain open through Friday, February 13, 2026.

The main Early Voting location for Alvin will be at the Alvin Library from Monday, April 20, 2026, through Saturday, April 25, 2026; and Monday, April 27, 2026, through Tuesday, April 28, 2026, with voting hours from 8:00 a.m. to 5:00 p.m. each day (No Sunday voting). On Election Day, voting will be conducted at the Alvin Library from 7:00 a.m. - 7:00 p.m. Qualified voters may also cast their ballots at any Early Voting or Election Day voting location across Brazoria County. All other EV and Election Day voting locations throughout the county will be designated after the filing deadline.

This Resolution also includes the Election Services Agreement with Brazoria County, which is similar to the agreement authorized by City Council each year for the conduct of the City's General Election. The cost of this election is estimated to range from \$5,000 to \$10,000, depending on the number of other jurisdictions conducting elections on the May uniform election date. Election costs are allocated among all participating entities.

Historical Election Cost (General May Election):

May 2021:	\$ 6,200
May 2022:	\$10,600
May 2023:	\$ 8,020
May 2024:	\$10,940

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May 2025: \$ 5,470

Staff recommends approval of Resolution 26-R-03.

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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:** 1/27/2026 SLH  
**Finance Review Required:** N/A  Required       **Date Completed:** \_\_\_\_\_

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**Supporting documents attached:**

1. Res 26-R-03; Calling for General Election
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**Recommendation:** Move to approve Resolution 26-R-03, calling and establishing the procedures for the May 2, 2026, General Election in Alvin, Texas; authorizing the execution of an Election Services Agreement with Brazoria County upon legal review; 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 26-R-03

### **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS, ESTABLISHING THE PROCEDURE FOR THE MAY 2, 2026, GENERAL ELECTION IN ALVIN, TEXAS; AUTHORIZING THE EXECUTION OF AN ELECTION SERVICES AGREEMENT WITH BRAZORIA COUNTY UPON LEGAL REVIEW; AND PROVIDING FOR OTHER MATTERS RELATED THERETO.**

**WHEREAS**, on May 2, 2026, there shall be elected the following officials for this City: Mayor and a member to City Council District E, each for a term of three (3) years; and

**WHEREAS**, the *Texas Election Code* is applicable to the election and this Resolution establishes procedures consistent with the Code, and designates the voting places and times for the election; and

**WHEREAS**, the City of Alvin, Texas (hereinafter the “City”), has made provisions to contract with Brazoria County to conduct the City’s election, pursuant to Chapter 31 of the *Texas Election Code*, and Chapter 791 of the *Texas Government Code* (the Joint Election Agreement and Contract for Election Services, hereafter called the “Election Agreement”), and such Election Agreement provides for political subdivisions subject to the election agreement that hold elections on the same day in all or part of the same territory to hold a joint election as authorized by Chapter 271 of the *Texas Election Code*.

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

**Section 1. General Election Ordered.** The General Election of the City shall be held on Saturday, May 2, 2026, to elect Mayor and a member to City Council District E; each for a term of three (3) years.

**Section 2. Filing Period.** Candidates at the election for the above offices shall file their application to become candidates with the City Secretary of the City at City Hall, 216 W. Sealy, Alvin, Texas 77511, beginning January 14, 2026, and continuing through February 13, 2026. Candidates shall file their applications with the City Secretary on any weekday that is not a City holiday, between 7:00 a.m. and 6:00 p.m., Monday through Thursday. On Friday, February 13, 2026, the office hours will be from 8:00 a.m. to 5:00 p.m. All applications for candidacy shall be on a form as prescribed by the *Texas Election Code*.

**Section 3. Drawing.** The order in which the names of the candidates for each office are to be printed on the ballot shall be determined by a drawing conducted by the City Secretary as provided by the *Texas Election Code*. Such drawing will be held in the Office of the City Secretary at City Hall on Tuesday, February 17, 2026, at 5:30 p.m., for the general election.

**Section 4. Notice of Election.** Notice of the election shall be given and the election shall be held in compliance with the provisions of the *Texas Election Code*, the *Federal Voting Rights Act of 1965, as amended*, and the *City Charter* in all respects. Notice of the election shall be made by publishing the Notice of Election, in both English and Spanish, at least one time, not earlier than thirty (30) days nor later than ten (10) days prior to said election, in a newspaper of general

circulation published within the City; and by posting of the notice on the bulletin board used for posting notices of meetings of City Council at City Hall as required by state law.

**Section 5. Ballots.** The ballots for the election shall comply with the *Texas Election Code* and be in the form provided by the City to the Brazoria County Election Officer for use on the voting devices and ballots used by Brazoria County.

**Section 6. Election Procedures.** The Brazoria County Election Officer and his/her employees and appointees, and the election judges, alternate judges and clerks properly appointed for the election, shall hold and conduct the election in the manner provided by the Election Agreement and the law governing the holding of general elections by home rule cities of the State of Texas; and the official ballots, together with such other election materials as are required by the *Texas Election Code*, shall be prepared in both the English and Spanish languages and shall contain such provisions, markings and language as is required by law.

**Section 7. Early Voting.** Early voting, both by personal appearance and by mail, will be conducted by the Brazoria County Election Officer, who is designated and appointed as the Early Voting Clerk, in accordance with the *Texas Election Code*. Early voting by personal appearance shall be conducted at places and locations authorized by state law and the Brazoria County Election Officer. The main Early voting location will be at the Alvin Library, 105 S. Gordon and shall commence on Monday, April 20, 2026, through Saturday, April 25, 2026 and then Monday, April 27 through Tuesday, April 28, 2026; early voting polls shall remain open for the time specified by the *Texas Election Code* and at any time and location authorized by the Brazoria County Election Officer. Early voting by City residents may be conducted at any Brazoria County early voting location and any location exclusively designated by the Brazoria County Election Officer.

**Section 8. Election Precincts and Polling Places.** The election precincts for the election shall be the election precincts established by Brazoria County, provided that each shall contain and include geographic area that is within the City. The polling place for each such election precinct shall be the polling place established by Brazoria County for such election precincts in Brazoria County and voting by residents of the City. Voting by qualified voters may be conducted at any Brazoria County voting location and any location exclusively designated by the Brazoria County Election Officer. The main voting location for the City of Alvin will be the Alvin Library, 105 S. Gordon; polls shall remain open on the day of the election from 7:00 a.m. to 7:00 p.m. The returns for precincts in Brazoria County will be provided by precinct and the Brazoria County Election Officer shall tabulate and provide the election returns for the election.

**Section 9. Joint Election.** The City agrees to conduct a joint election with other political subdivisions within Brazoria County, provided that such political subdivision holds an election on May 2, 2026, in all or part of the same territory as the City (the "Political Subdivisions"). The joint election shall be conducted in accordance with state law, this Resolution, and the 2026 Joint Election Agreement and Contract for Election Services with Brazoria County as authorized by the Alvin City Council.

**Section 10. Duties of City Secretary and Election Officer.** The City Secretary, or designee, is instructed to aid the Brazoria County Election Officer in the acquisition and furnishing of all election supplies and materials necessary to conduct the election as provided by the Election Agreement. The City Secretary is further authorized to give or cause to be given notices required for the election, and to take such other and further action as is required to conduct the election in compliance with the *Texas Election Code*; provided that, pursuant to the Election Agreement between Brazoria County

and the City, the Brazoria County Election Officer shall have the duty and be responsible for organizing and conducting the election in compliance with the *Texas Election Code*; and for providing all services specified to be provided in the Election Agreement. The Brazoria County Election Officer shall give the notices required by the *Texas Election Code* to be given for the election not required to be given by the City under the Election Agreement.

**Section 11. Election Judges.** The presiding judges, alternate presiding judges and clerks for the election shall be selected and appointed by Brazoria County and its appointees in compliance with the requirements of state law, and such judges and clerks so selected by Brazoria County and its appointees are hereby designated and appointed by the City Council as the election officers, judges, and clerks, respectively, for the holding of said general election. The presiding judges, alternate presiding judges and clerks shall perform the functions and duties of their respective positions that are provided by state law. The City Council confirms and appoints the election judges and alternate election judges that are appointed by Brazoria County for the election.

**Section 12. Official Newspaper.** It is hereby found and determined that The Alvin Sun is a newspaper published within the City of Alvin, Texas, is a newspaper of general circulation within the City, and is the official newspaper of the City of Alvin. Brazoria County and/or the City Secretary is hereby authorized and directed to cause notice to be given as directed above in Section 4. Further orders are reserved until the returns of the election are made by the duly authorized election officials and received by this body.

**Section 13. General.** The election shall be held and conducted by the Brazoria County Election Officer in compliance with the *Texas Election Code* and the Election Agreement.

**Section 14. Effective Date.** This Resolution shall be in force and effect from and after its passage on the date shown below.

**Section 15. 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*.

**AND, IT IS SO RESOLVED.**

**PASSED AND APPROVED** on this the 5<sup>th</sup> day of February 2026.

**CITY OF ALVIN, TEXAS**

**ATTEST:**

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

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



# AGENDA COMMENTARY

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Meeting Date: 2/5/2026

**Department:** Parks and Recreation

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

**Agenda Item:** Consider a License Agreement for the Exclusive Use of City Property between the City of Alvin and the Alvin Sunrise Rotary Foundation for the Alvin Crawfest & Cook-Off at Briscoe Park from March 23, 2026, to March 29, 2026, with the actual event scheduled for Friday, March 27, 2026, at 10:00 a.m. through Sunday, March 29, 2026, at 12:00 a.m.; and authorize the City Manager to sign the Agreement upon legal review.

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**Type of Item:** Contract/Agreement

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**Summary:** This Agreement is unchanged from the previous year. No material, substantive, or operational changes have been made; all terms, conditions, and obligations remain the same as the prior year's approved agreement.

This License Agreement for Exclusive Use of City Property is used as an annual instrument to acknowledge the dates of exclusive use of Briscoe Park and to capture City-owned resources such as equipment and personnel requested by the Alvin Sunrise Rotary Foundation for the purpose of holding the fundraising event known as the Alvin Crawfest and Cook-Off.

Under this Agreement, exclusive use of Briscoe Park is requested beginning **Monday, March 24, 2026, at 6:00 a.m.**, and continuing through **Sunday, March 29, 2026, at 9:00 p.m.** The event activities, including food service, alcoholic beverage sales, music, and other entertainment, are scheduled to occur on **Friday, March 27, 2026, and Saturday, March 28, 2026**, with activities concluding at **12:00 a.m. on Sunday, March 29, 2026**, in accordance with the License Agreement.

Pursuant to the Licensing Agreement, Alvin Sunrise Rotary Club agrees to:

- Adhere to governmental regulations concerning the sale of food and alcohol and obtain appropriate permits
- Adhere to the City's Noise ordinance and obtain an appropriate sound/noise permit
- Fence the area used exclusively for Sunrise Rotary Club's alcohol sales and consumption
- Ensure the deployment of police for security and pay the cost of City of Alvin police officers to perform security and/ or traffic control
- Maintain the property in clean condition
- Abide by all terms of the Event Application, including insurance requirements
- Maintain Comprehensive General Liability Insurance naming the City of Alvin as an additional insured

Pursuant to the Licensing Agreement, the City agrees to:

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- Contribute \$25,000 of Hotel Occupancy Tax funds from the HOT fund grant program
- Authorize Alvin Sunrise Rotary to sell alcoholic beverages on City property
- Waive tent fees for individual participating cookers/cook teams
- Waive Park user fees as outlined in the Event Application
- Reimbursement to Alvin Sunrise Rotary not to exceed \$1,500 for rental of a portable restroom trailer
- Provide up to 15 hours of Alvin Fire Marshal or Assistant Fire Marshal's time for inspection of cookers and other Fire Safety and Prevention services required by the City
- Provide barricades and cones for street closure
- Provide EMS personnel and ambulance
- Provide Mobile Command Truck
- Provide up to 20 picnic tables and 30 trash barrels with liners
- Provide electricity and water where not already furnished

Staff recommends approval of this Agreement.

<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> _____ <b>Amount:</b>	<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>1/27/2026 SLH</u>
<b>Finance Review Required:</b> N/A <input type="checkbox"/> Required <input checked="" type="checkbox"/>	<b>Date Completed:</b> <u>CT 2/2/26</u>

**Supporting documents attached:**

1. 2026 Sunrise Rotary Music Fest; License Agreement

**Recommendation:** Move to approve a License Agreement for the Exclusive Use of City Property between the City of Alvin and the Alvin Sunrise Rotary Foundation for the Alvin Crawfest & Cook-Off at Briscoe Park from March 23, 2026, to March 29, 2026, with the actual event scheduled for Friday, March 27, 2026, at 10:00 a.m. through Sunday, March 29, 2026, at 12:00 a.m.; and authorize the City Manager to sign the Agreement upon legal review.

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:

**LICENSE AGREEMENT  
FOR EXCLUSIVE USE OF CITY PROPERTY**

**THIS LICENSE AGREEMENT** (“Agreement”) is entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by and between the City of Alvin, a municipal corporation (“the City”), and Alvin Sunrise Rotary Foundation, a Domestic Non-Profit Corporation (“Licensee”).

**RECITALS:**

- A. The Licensee hereby requests use of a City park for a fundraising event for the Alvin Sunrise Rotary Foundation and agrees to abide by all rules and procedures as set forth by the City.
- B. Licensee has requested the City to issue Licensee a license for the purpose of holding the Crawfest and Cook-Off in the City park known as Briscoe Park, located at 3625 Briscoe Drive, Alvin, Texas, for the purpose of providing music and other entertainment. Licensee will have exclusive use of the City park and will sell beer, food, and other items.
- C. The City and Licensee entered into a donation agreement signed by Mayor Paul Horn with authorization from the City Council on December 18, 2014, which granted the Licensee naming rights to the pavilion located at Briscoe Park ending January 1, 2034.

**NOW, THEREFORE**, and subject to the terms and conditions below, the City hereby grants to Licensee the exclusive use of the city park described and defined below and, in consideration of the license granted to Licensee herein, Licensee agrees to the following:

**1. Licensed Property.** The licensed property consists of that city park property highlighted on the map attached as Exhibit A, (the “Licensed Property”), known as Briscoe Park, located at 3625 Briscoe Drive, Alvin, Texas. The Licensee accepts the property “as is” and the City makes no warranty or guarantee as to the suitability of said property for the purpose of a fundraising event involving the sale of beer and food and providing music and other entertainment.

**2. Purposes.** Licensee may use the Licensed Property for the purposes stated herein and for no other purpose or use without the express written consent of the City.

**3. Term of License.** This License shall begin Monday, March 23, 2026, at 6:00 a.m. and continue through Sunday, March 29, 2026, at 9:00 p.m. (a period of approximately seven (7) consecutive days), unless revoked earlier by the City at its sole discretion.

**4. Operation Requirements.**

Licensee agrees to the following:

- a. Licensee shall adhere to all local, state and federal regulations concerning the sale and distribution of food and alcohol, including obtaining a food/beverage sales permit and alcoholic beverage distribution requirements and permit.

- b. Licensee shall obtain a sound and noise permit. The approval of said permit shall exempt the Licensee from the current maximum permissible sound levels outlined in Section 15-9.2 of the City of Alvin's Code of Ordinances. This exemption is clearly stated in Section 15-9.4 of the Code of Ordinances.
- c. Licensee shall fence area to be used for Licensee's alcohol sales and consumption.
- d. Licensee shall provide security personnel for the entire time Licensee sells or distributes alcoholic beverages on Friday, March 27, 2026, beginning at 11:00 a.m. through 12:30 a.m. and Saturday, March 28, 2026, beginning at 11:00 a.m. through Sunday, March 29, 2026, 1:00 a.m., and in accordance with all local, state and federal regulations concerning the sale and distribution of alcoholic beverages.
- e. Licensee agrees the security and traffic operational plan will be developed and staffed by Alvin Police Department and Office of Emergency Management. Licensee shall pay the personnel contracted to provide security and traffic control for the event.
- f. Licensee acknowledges the required security personnel is defined in the Event Application. Licensee further acknowledges the Alvin Chief of Police or designee reserves the right to establish, change or modify the amount and type of peace officers needed.
- g. Licensee and its agents shall maintain the property in a reasonably clean condition, and, at the end of the license period, shall remove all equipment, garbage/trash and any other materials brought onto the property by the Licensee and/or its guests.
- h. Licensee shall abide by all the terms of the Event Application, Ordinances and/or Fees that are not excepted in this Agreement.

City agrees to the following:

- a. Authorize Licensee (TABC permit holder) to sell alcoholic beverages on the Licensed Property during the term of the License in accordance with local, state and federal regulations concerning the sale and distribution of alcohol.
- b. Provide necessary barricades and cones for street closures at no cost to Licensee.
- c. Provide onsite EMS personnel and ambulance at no cost to Licensee.
- d. Provide onsite Alvin Office of Emergency Management Mobile Command Truck at no cost to Licensee.
- e. Provide use of up to 20 picnic tables and 30 trash barrels with liners at no cost to Licensee.

- f. Provide electricity and water, where already furnished, which includes electrical outlets, security lights, athletic field lighting as well as interior and exterior lighting on the concession stand and press box buildings at no cost to Licensee.
- g. Contribute Twenty-Five Thousand and No/100 Dollars (\$25,000) from the Hotel Occupancy Tax Fund to be used in accordance with the Hotel Occupancy Tax Funding Application approved by the Hotel Occupancy Tax (H.O.T.) grant review committee on September 23, 2025.
- h. Provide up to 15 hours of the Alvin Fire Marshal or Assistant Fire Marshal's time for inspection of cookers and other Fire Safety and prevention services required by the City at no cost to Licensee.
- i. Waive tent permit fee for each participating cooker/cook team required by Section 28-2, Code of Ordinances.
- j. Reimbursement to Alvin Sunrise Rotary not to exceed \$1,500 for rental of a portable restroom trailer.

**5. Qualifications of Licensee.** Licensee shall be qualified to perform all activities described in the Recitals and shall perform all activities in compliance with applicable laws and regulations.

**6. Indemnification and Insurance.** Licensee shall defend, indemnify and hold harmless the City, its officers, agents, employees, successors and assigns from any and all claims, losses, costs, damages, expenses and liabilities, including reasonable attorneys' fees, for or from loss of life or damage or injury to any person or property of any person or entity, including, without limitation, the agents, officers, employees, invitees and licensees of the City, arising out of, connected with or incidental to, either directly or indirectly, Licensee's negligent use of, construction on, or maintenance of the Licensed Property during the term of this License by Licensee's, its employees, agents, contractors and subcontractors, licensees or invitees or the exercise by Licensee of any of its rights or the performance by Licensee of any of its obligations. Licensee shall not interfere with or damage existing utility facilities or City infrastructure, on, off, under, or near the Licensed Property, and shall indemnify and reimburse the City for any damages, costs, expenses or liabilities resulting from Licensee damage or interference therewith. The indemnity obligation contained in this Section shall survive the expiration or earlier termination of this License. In no event, however, shall the foregoing agreement to defend, indemnify and hold harmless the City be deemed to extend to any liability for any environmental condition of the Licensed Property.

Licensee shall, at its own expense, defend the City in all litigation, pay all reasonable attorneys' fees, reasonable damages, court costs and other reasonable expenses arising out of such litigation or claims incurred in connection therewith; and shall, at its own expense, satisfy and cause to be discharged such judgments as may be obtained against the City, or any of its officers, agents or employees, arising out of such litigation.

Licensee shall not cause or permit any mechanic's or similar liens to be filed against City's property arising from any work done by Licensee, and Licensee hereby agrees to and shall indemnify and

defend and hold harmless City with respect to any such lien or claim (including any attorneys' fees incurred by City in connection with any such lien or claim). If any mechanic's lien or other lien shall be created or filed against City's property by reason of labor performed by or materials furnished to Licensee, then Licensee shall, within ten (10) days thereafter, at Licensee's sole cost and expense, cause such lien or liens, together with any notices of intention to file mechanic's liens that may have been filed with respect thereto, to be satisfied or discharged of record.

Licensee shall take out and maintain at its own expense during the term of this License, Comprehensive General Liability insurance, wherein the City is named as an additional insured, as shall protect itself, the City, and any entity performing work covered by this License from claims for damage for personal injury, disease, illness or death, including accidental death, as well as from claims for property damages which may arise from operations under this License, whether such operations be by itself or by any entity or by anyone directly or indirectly employed by either of them. The Comprehensive General Liability insurance policy shall have limits of liability of not less than One Million Dollars (\$1,000,000.00) applicable to the liability assumed by Licensee under this Section 5. Licensee shall provide the City Manager for the city of Alvin, Texas, with a copy of its Certificate of Insurance at the time of execution of this License.

All insurance required hereunder shall be effected under valid and enforceable policies issued by insurers of recognized responsibility authorized to do business in the State of Texas, and shall contain a provision whereby the insurer agrees not to cancel the insurance without ten (10) days prior written notice to the City Manager, 216 W. Sealy, Alvin, Texas 77511.

**7. Events of Default.** Each of the following, without limitation, shall constitute an event of default by Licensee:

- a. Licensee fails to keep, perform and observe any promise or agreement contained in this License; or
- b. Any lien is filed against the Licensed Premises because of any act or omission of Licensee.

7.1. Upon the occurrence of any of items (a) through (b) of Section 7, the City may, at its option, exercise any one or more of the following rights and remedies:

- a. deny access to the Licensed Property; or
- b. terminate this License Agreement; or
- c. exercise any and all additional rights and remedies that the City may have at law or in equity.

7.2. No waiver by the City at any time of any of the terms or conditions of this License Agreement shall be deemed or taken as a waiver at any time thereafter of the same or any other terms or condition herein or of the strict and prompt performance thereof.

No delay, failure or omission of the City to take or to exercise any right, power, privilege or option arising from any default, or subsequent acceptance of any fee then or thereafter accrued shall impair or be construed to impair any such right, power, privilege or option to waive any such default or relinquish thereof, or acquiescence

therein and no notice by the City shall be required to restore or revive any option, right, power, remedy or privilege after waiver by the City of default in one or more instances.

No waiver shall be valid against the City unless reduced to writing and signed by an officer of the City duly empowered to execute same.

- 7.3. Except as otherwise provided herein, neither the City nor Licensee shall be deemed to be in default or breach of this License Agreement by reason of failure to perform any one or more of its obligations hereunder if, while and to the extent that such failure is due to acts of God, acts of government authority, or any other circumstances for which it is not responsible and which are not within its control; provided that Licensee's obligation to pay fees, additional fees, charges or other money payments required by this License Agreement which have been incurred prior to the force majeure event or following its cessation shall continue.

**8. Compliance with Laws.** Licensee shall comply with local, state, and federal laws, regulations, ordinances and orders governing the Licensed Property and the activities authorized hereunder, and shall obtain all necessary permits from the City prior to commencement of the activities authorized hereunder.

**9. Safety Measures.** Licensee shall fence, barricade or take such other measures as are necessary or appropriate to protect the general public from any danger posed by Licensee's activities or Licensee's property under this License. Licensee shall also take measures to protect existing City infrastructure on the property, including but not limited to sidewalks, water and sewer lines, water meters and other utilities.

**10. Taxes and Other Charges.** Licensee agrees to timely pay all taxes, if applicable, and any other charges or expenses attributable to Licensee's activities.

**11. Surrender of Premises and Title to Improvements.** Licensee shall release to the City possession of the Licensed Property at the time prescribed on this License, whether such cessation be by revocation, termination, expiration or otherwise, promptly and in good condition.

Prior to such surrender of the Licensed Property, Licensee shall restore and repair any and all damage to the Licensed Property caused by, related to or resulting from Licensee operations thereon, normal wear and tear excepted.

**12. Entire Agreement.** This License constitutes the entire agreement between the parties as of the date hereof. Any provisions of prior licenses, agreements or documents which conflict in any manner with the provisions of this License are hereby specifically declared void and of no effect. Except as otherwise specifically provided, any change in the terms of this Agreement shall be made by an amendment in writing and signed by both parties.

**13. City's Right of Entry.** The City of Alvin, its officers and employees, shall be entitled to enter the Licensed Property at any time for all reasonable purposes, including, without limitation, inspection of the Licensee's activities hereunder.

**14. Right to Assign or Sublet.** This License may not be assigned to any person or group, nor sublet in any part for any purpose without written consent from the City.

**15. Notices.** Notices shall be in writing and directed to the parties at the addresses below. Delivery shall be by hand delivery, facsimile, messenger, overnight courier, or via first class U.S. mail.

To the City of Alvin:

City Manager  
216 W. Sealy  
Alvin, Texas 77511

To the Licensee:

Name: Alvin Sunrise Rotary Foundation  
Address: P.O. Box 42  
Alvin, Texas 77512

Contact Person:  
Phone:

IN WITNESS WHEREOF, the parties hereto have caused this License to be executed as of the date first set forth above.

**CITY OF ALVIN, TEXAS**

By: \_\_\_\_\_  
Junru Roland, City Manager

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

The undersigned hereby agrees and consents to the terms and conditions of this License, and further states that she/he has authority to sign on behalf of the Licensee.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_, Alvin Sunrise Rotary Foundation

Print Name: \_\_\_\_\_

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

Attachment: Exhibit A [map]



# AGENDA COMMENTARY

**Meeting Date:** 2/5/2026

**Department:** Fire Department

**Contact:** Kendall Hunting, Fire Chief

**Agenda Item:** Consider the 2026 Interlocal Agreement for Emergency Services and Amendment with Brazoria County Emergency Services District #3 (ESD); and authorize the Mayor to sign upon legal review.

**Type of Item:** Contract/Agreement

**Summary:** The Brazoria County Emergency Services District #3 was first formed in 2004. Brazoria County Commissioners appoint five (5) ESD #3 Board of Directors to authorize and appropriate funding for Fire and Emergency Medical Services (EMS) to the approximately 120 square miles surrounding the city limits of Alvin. Each entity/provider is allowed to submit a budget to the five (5) member ESD #3 Board of Directors each year. The ESD #3 Board of Directors then review the budget requests and allows each entity/provider the opportunity to give a short presentation on their budget requests. Upon approval, the Board of Directors allocates the funds to each entity/provider accordingly.

The agreement remains largely unchanged. The primary revision is in Section V, Subsection (g) – Quarterly Reports to the District, which adds a requirement to include additional information on specific types of incidents in the City’s quarterly reports to the District.

There is also an addendum to the existing interlocal agreement between Brazoria County Emergency Services District No. 3, the City of Alvin, and the Liverpool area, related to fire protection services. This addendum is part of the overall ESD agreement and has been in place for several years following the District’s assumption of operations for the Liverpool Volunteer Fire Department in 2023. No changes from previous years.

<b>BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT #3 ANNUAL CONTRIBUTIONS TO THE CITY OF ALVIN</b>				
<b>Calendar Year</b>	<b>Emergency Medical Services</b>	<b>Fire &amp; Rescue Services</b>	<b>Fire &amp; Rescue Services (Liverpool)</b>	<b>Total</b>
2022	\$408,000	\$399,240	\$12,000	\$819,240
2023	\$420,000	\$419,202	\$12,000	\$851,202
2024	\$445,000	\$431,778	\$12,000	\$888,778
2025	\$463,000	\$453,367	\$12,000	\$928,367
2026 (Proposed)	\$486,000	\$476,035	\$12,000	\$974,035

Staff recommends approval.

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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:**      1/28/2026 SLH  
**Finance Review Required:**      N/A  Required       **Date Completed:**      CT 2/2/26

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**Supporting documents attached:**

1. BC ESD #3 Interlocal Agreement; 2026
- 

**Recommendation:** Move to approve the 2026 Interlocal Agreement for Emergency Services and Amendment with Brazoria County Emergency Services District #3 (ESD); and authorize the Mayor to sign upon legal review.

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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:

**INTERLOCAL AGREEMENT FOR  
EMERGENCY SERVICES**

This **INTERLOCAL AGREEMENT FOR EMERGENCY SERVICES** (herein "Agreement") is entered into effective the 1<sup>st</sup> day of January, 2026, by and between **BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT NO. 3** ("DISTRICT"), a political subdivision of the State of Texas, organized and operating pursuant to the provisions of Section 48-e, Article III of the Texas Constitution and Chapter 775 of the Health and Safety Code and **THE CITY OF ALVIN, TEXAS** ("CITY OF ALVIN") for TEN AND NO/100 (\$10.00) DOLLARS, the mutual covenants and agreements herein contained, and other good and valuable consideration. Accordingly, **DISTRICT** and **CITY OF ALVIN** agree to the following:

**I.**

**PARTIES**

**BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT NO. 3** is a political subdivision of the State of Texas, organized and operating in portions of Brazoria County, Texas under Chapter 775 of the Texas Health & Safety Code. **THE CITY OF ALVIN, TEXAS** is a municipal body politic of the State of Texas. Both DISTRICT and CITY OF ALVIN propose to enter into an Agreement pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The purpose of the Agreement is for CITY OF ALVIN to perform certain government functions and services for DISTRICT. Such government functions and services are limited to emergency medical services, emergency ambulance services, fire protection and suppression services to protect life and property from fire and conserve natural and human resources, and to provide rescue services (referred to herein as "emergency services") to persons and commercial interests located within the geographic boundaries of a portion of the DISTRICT (herein the "Service Area", as described and set forth in Exhibits "A1 - Fire" and "A2- EMS", attached hereto and incorporated by reference). The City and the Department agree that the Emergency Services are "governmental functions" as defined in the Interlocal Agreement Act, Texas Government Code §791.003. The City and the Department further

agree that the Emergency Services are “homeland security activities” as defined under Texas Government Code § 421.001.

CITY OF ALVIN acknowledges and represents that it is familiar with the Service Area and agrees to provide the emergency services in accordance with this Agreement. The parties, CITY OF ALVIN and DISTRICT, agree and acknowledge that CITY OF ALVIN shall in its sole discretion determine the manner in which to perform and deliver said emergency services, including the selection of the service provider. The parties, CITY OF ALVIN and DISTRICT, both agree and acknowledge that CITY OF ALVIN intends to select and assign the responsibility of providing such emergency services to the service area to Alvin Emergency Medical Services Department and Alvin Volunteer Fire Department, departments of the CITY OF ALVIN.

## II.

### TERM; EARLY TERMINATION

The term of this Agreement will be for a period beginning January 1, 2026 and ending December 31, 2026. Either party may terminate this Agreement upon six months written notice to the other party, along with a copy of same to the Alvin Emergency Medical Services Department and Alvin Volunteer Fire Department.

The term of this Agreement may be extended only upon the mutually signed agreement of both parties upon such terms and conditions as agreed to at that time.

## III.

### TERMS OF COMPENSATION

- (a) During the original term of this Agreement, the Compensation to be paid by DISTRICT to CITY OF ALVIN for the services to be provided by CITY OF ALVIN hereunder shall be as follows: DISTRICT to pay to CITY OF ALVIN an amount of **\$962,035** per annum. These payments shall be made in quarterly installments paid at the District’s regular meetings held in January, April, July and October. The Parties agree that the distribution of the funds is to be **\$486,000** for emergency medical services and **\$476,035** for fire and rescue services. Any payments made to the CITY by the

DISTRICT for fire protection, suppression and rescue services under a temporary extension of the 2025 annual contract shall be applied towards the total annual Compensation amount stated above.

- (b) In the event DISTRICT shall choose to terminate the Agreement during the term, the compensation paid to the date of termination shall be non-refundable. In the event CITY OF ALVIN terminates this Agreement during the term, the compensation paid or due and payable shall be refundable to DISTRICT based on a pro rata basis (to wit, the percentage of the term completed as of the termination date).
- (c) The CITY OF ALVIN has the sole discretion to determine how these funds are expended.

#### **IV.**

#### **LIMITATIONS ON REPRESENTATIONS AND WARRANTIES**

CITY OF ALVIN agrees to use its best efforts in carrying out its duties under this Agreement, and represents that the quality of the emergency services provided will be equal to or better than the services that had been provided in the Service Area as of January 1, 2025. Neither CITY OF ALVIN nor Alvin Emergency Medical Services Department (including its employees, volunteers or members) nor Alvin Volunteer Fire Department (including its employees, volunteers or members) may waive or limit any grounds or basis of immunity or limitation of liability as a political subdivision or as a volunteer or emergency organization (as the case may be), including, but not limited to, V.T.C.A., Civil Practice & Remedies Code, Subchapter B. Tort Liability of Governmental Units, Section 101.001, et seq.

#### **V.**

#### **DUTIES AND RESPONSIBILITIES OF THE CITY OF ALVIN AND THE DEPARTMENTS**

- (a) CITY OF ALVIN agrees to provide the emergency services to the Service Area, as provided and subject to the limitations and provisions contained herein.

However, DISTRICT acknowledges that it recognizes that CITY OF ALVIN is a municipality with similar statutory obligations to its own corporate area and that the Alvin Emergency Medical Services Department and Alvin Volunteer Fire Department similarly provide similar emergency services to CITY OF ALVIN. DISTRICT further acknowledges that it recognizes that the providing of necessary emergency services to DISTRICT shall not be exclusive, but shall be rendered in the context of the CITY OF ALVIN's and Alvin Emergency Medical Services Department's and Alvin Volunteer Fire Department's emergency response protocols, including CITY OF ALVIN's use and reliance from time to time on mutual aid agreements that it has or will have with other emergency services providers.

(b) CITY OF ALVIN shall provide the necessary staffing and equipment for the providing of the emergency services to the service area in accordance with this Agreement, and shall enter into and maintain reciprocal mutual aid agreements with surrounding EMS departments and fire departments when necessary or advisable. Firefighting personnel are required to complete a minimum of 40 hours of certified training per year, prorated for partial year for any personnel who join the Fire Department later than January 15<sup>th</sup>. EMS personnel shall maintain training as required by the Texas Department of State Health Services.

(c) The Mayor of the CITY OF ALVIN or his/her designee shall be the liaison with DISTRICT.

(d) Notwithstanding anything in this Agreement which may be construed to the contrary, this interlocal agreement shall not operate as a merger, consolidation or annexation of one political subdivision by another.

(e) It is not the intention of the parties hereto to create a partnership or association. The duties and liabilities of CITY OF ALVIN and DISTRICT are intended to be separate and not joint or collective. Nothing contained in this Agreement and in any agreement made pursuant hereto shall ever be construed to create a partnership or association or impose a partnership duty, obligation or liability with respect to any one or more of the parties hereto.

(f) CITY OF ALVIN shall name DISTRICT as an additional insured on its liability insurance policies during the original and any extended term of this Agreement.

(g) QUARTERLY REPORTS TO DISTRICT

(1) CITY OF ALVIN shall furnish to DISTRICT no later than 30 days following the end of each fiscal quarter, a copy of the monthly reports listing the total number of runs made by Alvin Volunteer Fire Department within the Service Area for the prior quarter, including a breakdown of total runs by category using the Department's category designations. Failure to provide the required quarterly reports will result in the District withholding quarterly payments until the reports are received.

(2) Quarterly report information shall include response times for the prior quarter using the following criteria:

(A). From time of dispatch or time Department receives call to time first fire unit on location

(B). Average Response times overall

(C). Response times to these categories of calls - Structure Fires, Motor vehicle crashes, and EMS calls, including

(i). Average response time to each category;

(ii). Fastest response time to each category; and

(iii). Slowest response time to each category

(3) CITY OF ALVIN shall furnish to District no later than 30 days following the end of each fiscal quarter, a copy of the monthly reports listing the total number of runs made by Alvin EMS within the Service Area for the prior quarter, including a breakdown of total runs by category using the Department's category designations. Failure to provide the required quarterly reports will result in the District withholding quarterly payments until the reports are received. Quarterly report information shall include response times for the prior quarter using the following criteria:

(A). Incident information to be provided:

(i). Total number of incidents responded to within the District service area.

(ii). Number of incidents by incident type, specifically noting the number of Cardiac Arrest, Traumatic injuries, Motor vehicle crashes, Difficulty breathing, or any other Echo or Delta or high acuity incident.

(iii). Number & Type of calls by the hour & day of the week.

(B). Response Times information to be provided:

(i). From time of dispatch/time EMS receives call to time first EMS unit on location

(ii). Average Response times overall for all District incidents

(iii). Response times to Cardiac Arrest, Traumatic injuries, Motor vehicle crashes, Difficulty breathing, or any other Echo or Delta or high acuity incident.

(aa). Average response time to each category;

(bb). Fastest response time to each category; and

(cc). Slowest response time to each category.

(4) City shall include a list of Department personnel with the 2<sup>nd</sup> and 4<sup>th</sup> quarter reports filed with the District. The City/Department providing lists/rosters of personnel to the District is not a waiver of the Government Code section 418.176 requirement to keep staffing information confidential, as the District will not publicly discuss or distribute the staffing information. The District is an emergency services provider and any exchange of staffing information between the District and City/Department is an intergovernmental transfer of information and not a public release of said information. Information provided under this subsection shall include NIMS certifications for each emergency responder.

(h) CITY OF ALVIN will provide to the DISTRICT an audit, or portion of the City's audit, showing the funding and expenditures for EMS and fire services funded by the DISTRICT for the prior fiscal year. The audit will be provided to the DISTRICT no later than 60 days after it is completed and accepted by the CITY OF ALVIN.

(i) City and Department agree that for any dispatched call in the District's contracted area for a structure fire, the Department shall have automatic aid or automatic mutual aid with neighboring agencies in place to ensure adequate response to such calls.

(j) Upon receiving an extrication dispatch, the Department will take reasonable steps to ensure that the response will include personnel with two sets of rescue tools. Department shall request mutual aid if needed to meet this objective.

**VI.**

**DISPATCH COOPERATION**

DISTRICT and CITY OF ALVIN both agree to cooperate in presenting any letters or Resolutions to the 911 Network and the CITY OF ALVIN's local dispatchers.

**VII.**

**AUTOMATIC AMENDMENT**

This Agreement shall be automatically amended to conform to any laws or city ordinances that are applicable to CITY OF ALVIN or DISTRICT. Should any of the provisions of this Agreement be in such conflict, the contrary provision of this Agreement shall be amended to conform to said law or ordinance.

**VIII.**

**AMENDMENT BY MUTUAL AGREEMENT**

This Agreement may be amended only by the mutually signed and written agreement of the parties.

**IX.**

**ASSIGNABILITY**

This Agreement shall not be assigned by either party regarding delivery of necessary emergency services by CITY OF ALVIN.

**X.**

**MISCELLANEOUS**

If any term or provision of this Agreement shall be held invalid or unenforceable, then the remainder of the Agreement, other than the invalid unenforceable part, shall not be affected thereby and each other term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

This Agreement embodies the whole agreement of the parties and supersedes all previous communications, representations or agreements between the parties with respect to the matters contained herein.

**XI.  
NOTICES**

All notices hereunder shall be in writing and delivered or sent Certified Mail, Return Receipt Requested to the parties at their addresses below. Notices sent to the District shall be copied to the District's counsel, Coveler & Peeler, P.C. at 820 Gessner, Suite 1710, Houston, Texas 77024.

**XII.  
VENUE AND CONTROLLING LAW**

The validity, interpretation, and performance of this Contract shall be governed by the laws of the State of Texas. This Contract is fully performable and enforceable in Brazoria County, Texas wherein venue hereunder shall lie.

**CITY OF ALVIN, TEXAS**

**BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT NO. 3**

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By:  \_\_\_\_\_  
Darrell Valusek, President

Address for Notice:  
\_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_

Address for Notice:  
P.O. Box 1253  
Manvel, TX 77578  
Date: October 13, 2025

Acknowledged:

Acknowledged:

**ALVIN EMERGENCY MEDICAL SERVICES DEPARTMENT**

**ALVIN VOLUNTEER FIRE DEPARTMENT**

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**Address for Notice:**

---

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**Address for Notice:**

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**EXHIBIT "A-1 Fire"**

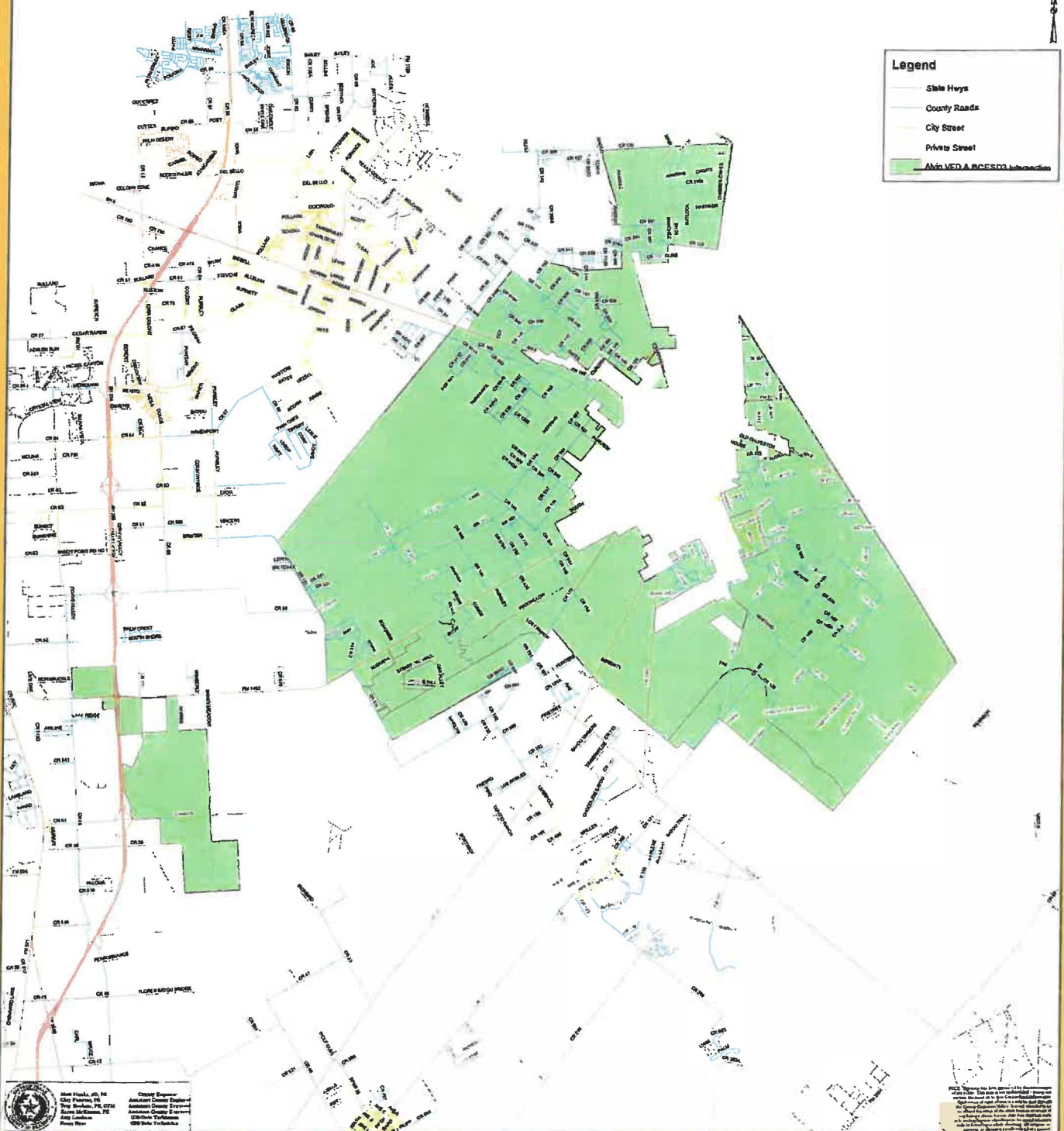
# Alvin Fire District & Brazoria County Emergency Service District 3

Miles  
0 0.425 0.85 1.7 2.55 3.4



**Legend**

- State Highways
- County Roads
- City Street
- Private Street
- Alvin VED & BCESD3 Jurisdiction

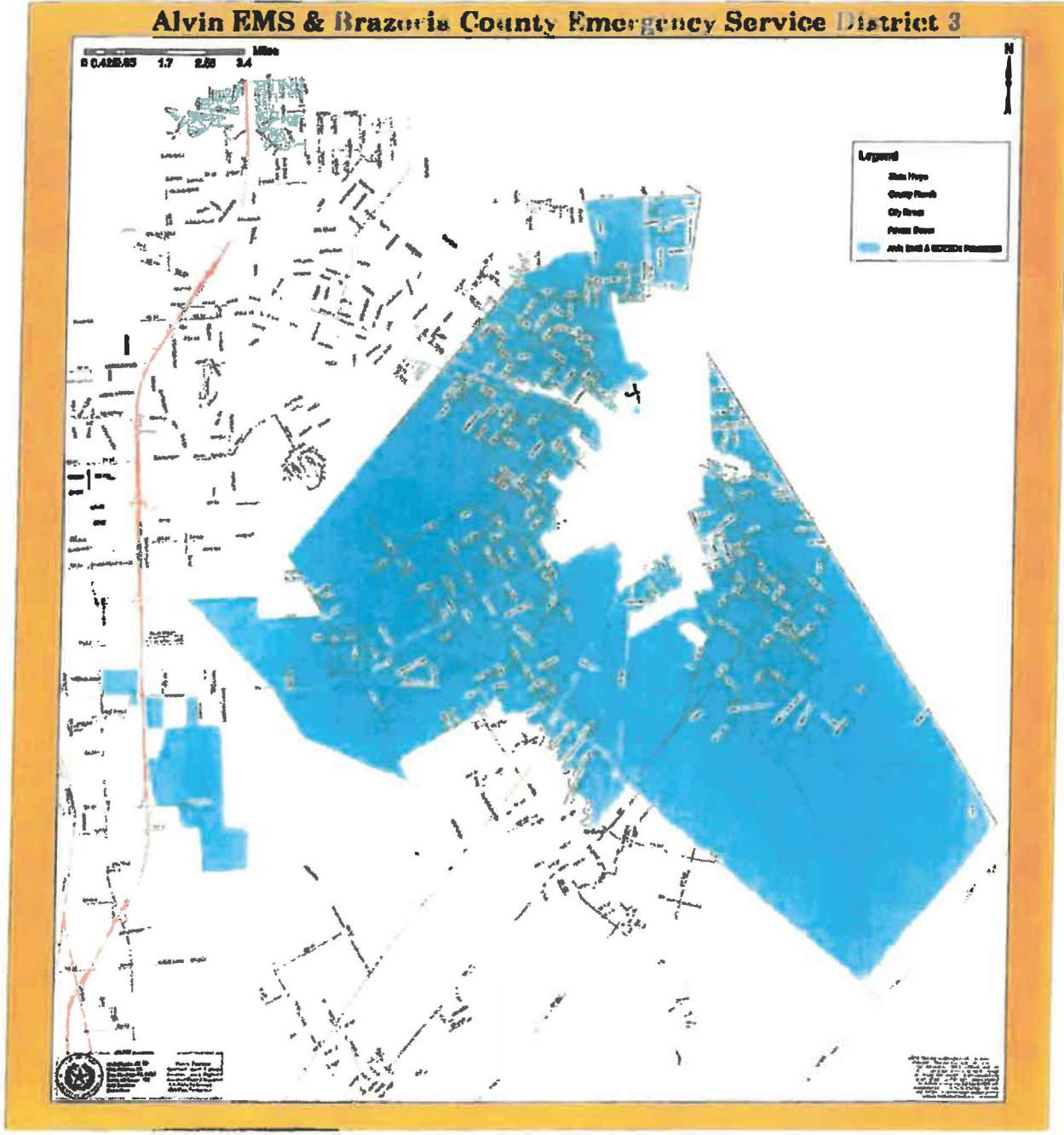


City Engineer  
 Alvin Fire District  
 Brazoria County Emergency Service District 3  
 Alvin, Texas 77511

This map was prepared by the City Engineer and the City Engineer's Office. It is intended for informational purposes only and should not be used for legal or financial purposes. The City of Alvin is not responsible for any errors or omissions on this map.

**EXHIBIT "A-2 EMS"**

# Alvin EMS & Brazoria County Emergency Service District 3



**Addendum to Interlocal Agreement for Providing Fire Protection Services  
Between  
Brazoria County Emergency Services District No. 3  
and City of Alvin  
Effective for Fiscal Year 2026**

**BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT NO. 3** ("DISTRICT"), and **CITY OF ALVIN** ("CITY") have entered into an Interlocal Agreement for Providing Fire Protection Services (the "Contract") which was entered into and effective as of January 1, 2026. The Parties agree to the following amendments to the Contract.

**Article I –Costs for Coverage of District’s Liverpool Area Territory**

The parties agree to amend that Contract by adding Article III, Sections (d)-(f) that state:

(d) The District and City agree that City’s Alvin Fire Department will act as Co-Provider for the area which receives fire suppression and rescue services from the District’s Liverpool Fire Station (“Liverpool Coverage Area” as described in Exhibit AA, attached), effective January 1, 2026.

(e) The District and City agree that in order to fund the additional costs to be incurred by the City for the provision of fire protection and suppression services to the Liverpool Coverage Area, the District will provide additional funding to the City in the amount of \$1,000 per month, to be paid quarterly when the District makes its normal payments to the City under the Contract.

(f) Either Party may cancel this Amendment and terminate the Department’s operations as Co-Provider for the Liverpool Coverage Area upon 30 days written notice to the other Party. Upon cancellation of this Amendment, the remaining portion of the Contract shall remain in full force and effect.

**Article II – All other Terms Unchanged**

All other terms of the Contract remain in full effect for the duration of the Contract including sections concerning the Term of the Contract and the Renewal Term(s).

[Remainder of this page is left intentionally blank. Signatures are found on the following page.]

This amendment is effective January 1, 2026.

**CITY OF ALVIN, TEXAS**

**BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT NO. 3**

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By:  \_\_\_\_\_  
Darrell Valusek, President

Address for Notice:  
\_\_\_\_\_  
\_\_\_\_\_

Address for Notice:  
P.O. Box 1253  
Manvel, TX 77578

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

Date: October 13, 2025

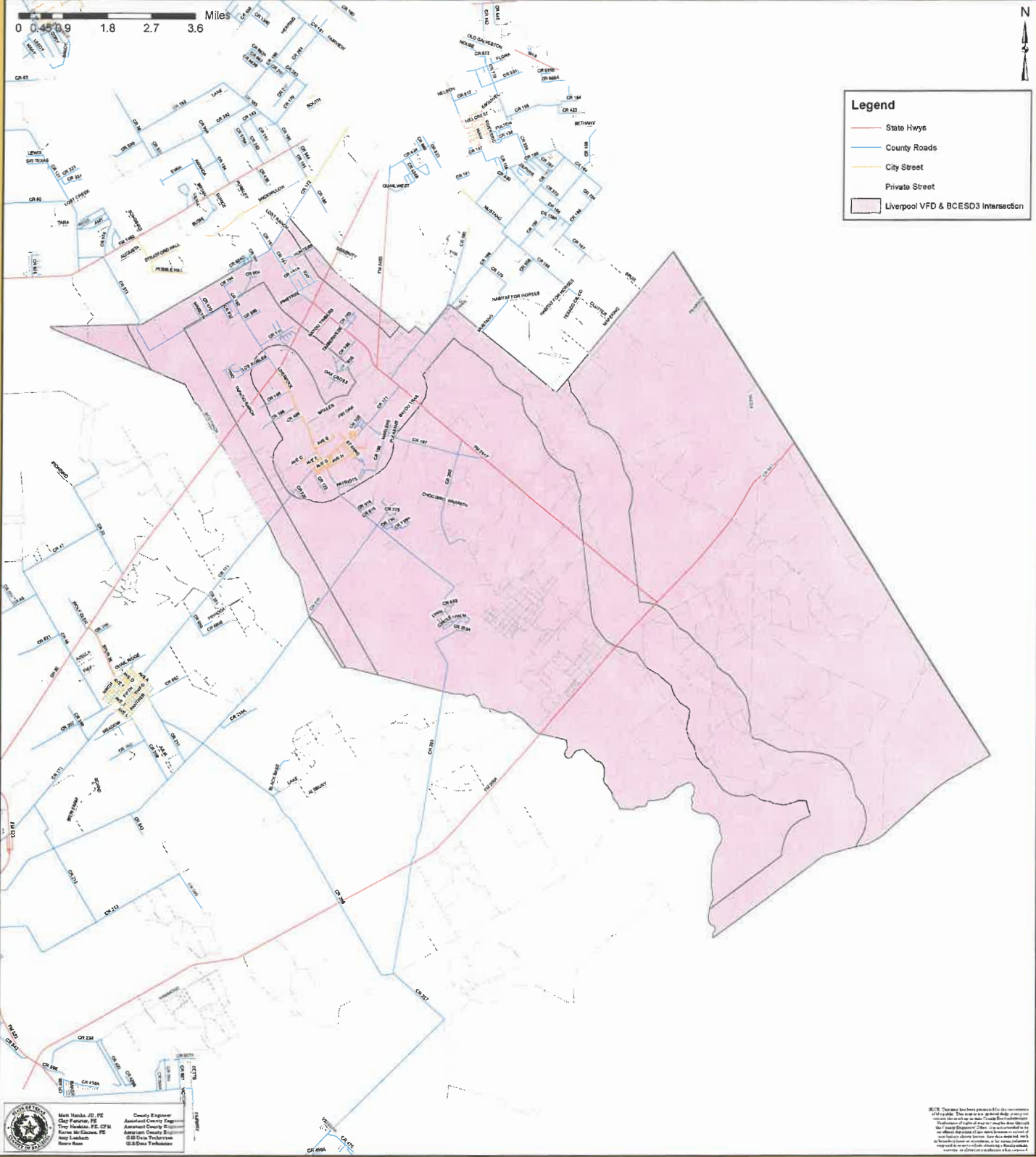
**Acknowledged:**

**ALVIN VOLUNTEER FIRE DEPARTMENT**

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Address for Notice:  
\_\_\_\_\_  
\_\_\_\_\_

# Liverpool Fire District & Brazoria County Emergency Service District 3



**Legend**

- State Hwy
- County Roads
- City Street
- Private Street
- Liverpool VFD & BCESD3 Intersection



**BOAZ COUNTY**  
 Matt Hanko, J.D., P.E. County Engineer  
 Clay Farnham, J.E. Assistant County Engineer  
 Troy Harkins, P.E., CEM Assistant County Engineer  
 James McCallum, P.E. Assistant County Engineer  
 Amy Luskuth GIS Data Technician  
 Steve Rasmussen GIS Data Technician

NOT: This map has been prepared for the convenience of the public. It is not to be used as a legal document. The user assumes all responsibility for the accuracy of the information shown on this map. The user agrees to hold the County harmless for any and all claims, damages, or losses, including reasonable attorneys' fees, arising from the use of this map. The County makes no warranty, express or implied, as to the accuracy, completeness, or timeliness of the information shown on this map. The County is not responsible for any errors or omissions in this map or for any consequences arising from the use of this map.



# AGENDA COMMENTARY

Meeting Date: 2/5/2026

**Department:** Engineering

**Contact:** Shana Church, Assistant City Engineer

**Agenda Item:** Consider a variance request from the homeowner at 1740 Glennview Drive to encroach twenty-five feet into the twenty-five-foot front building setback for the construction of a carport.

**Type of Item:** Action Item

**Summary:** On January 12, 2026, the Engineering Department received a variance request from the homeowners at 1740 Glennview Drive, to be permitted to encroach twenty-five feet into the twenty-five-foot front building setback for the construction of a carport. The homeowners are proposing to construct a carport along the front of their home located at 1740 Glennview Drive, for reasons outlined in the attached request letter. The carport, as proposed on the attached property survey, will encroach 25 feet into the 25' front building setback; however, it will still be approximately 14 feet from the nearest edge of the Glennview Drive pavement.

The City Planning Commission approved the variance request unanimously at their meeting on January 20, 2026. Staff recommends approval.

<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>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>1/28/2026 SLH</u>
<b>Finance Review Required:</b> N/A <input checked="" type="checkbox"/> Required <input type="checkbox"/>	<b>Date Completed:</b> _____

**Supporting documents attached:**

- Variance Request; 1740 Glennview Dr

**Recommendation:** Move to approve the variance request from the homeowner at 1740 Glennview Drive to encroach twenty-five feet into the twenty-five-foot front building setback for the construction of a carport.

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:

# Southern Styles

10601 North Ave H

La Porte, Texas 77571

713-898-2138 cell / Coppedge.md@gmail.com

France Beechinor

1740 Glennview

Alvin, Texas 77511

## Request of Variance

Install freestanding Carport over the concrete pad.

- On behalf of the Beechinor family, I Michael D. Coppedge requesting a variance to build a carport approximately 25' beyond the building line.
- The end of the carport will be 14' from the edge of the street.
- Approximate height at the garage will be 10'-6" and approximately 9'-9" at the front of the carport.
- Customer is requesting the carport to extend so that both vehicles are cover during weather events.
- Both Mr. and Mrs. Beechinor are coming up of age in their late 70's.
- Mrs. Beechinor has fallen multiple times over the last few years.
- By allowing the carport to extend the 25' past the build line, this will help with the slippery surface when it rains or ices over.
- Encroaching 25' into the building setback.
- By allowing the variance to approve the carport the extend 25' past the build line it would allow both Mr. & Mrs. Beechinor to safely get in and out of their vehicles in a timely and safe manner.
- Please see the drawings of the plot survey and the pictures I have taken of other carports in the neighborhood.
- **Description of materials to be used**
- 8" galvanized framework 12-gauge for the cee beams and 14-gauge for the open face beams.
- All the frameworks will be screwed together using tek screws.
- 6 - 4"x 4" galvanized 14-gauge posts will be set in the ground 28" to 32" in concrete.
- 26-gauge White r-panel for the roof system.
- White for the trim color.
- The cover will meet the 140 mph per City of Alvin code.
- Drawings will be engineered and stamped once the variance is approved.
- 811 will be called before any work is performed, to mark all lines in the area.

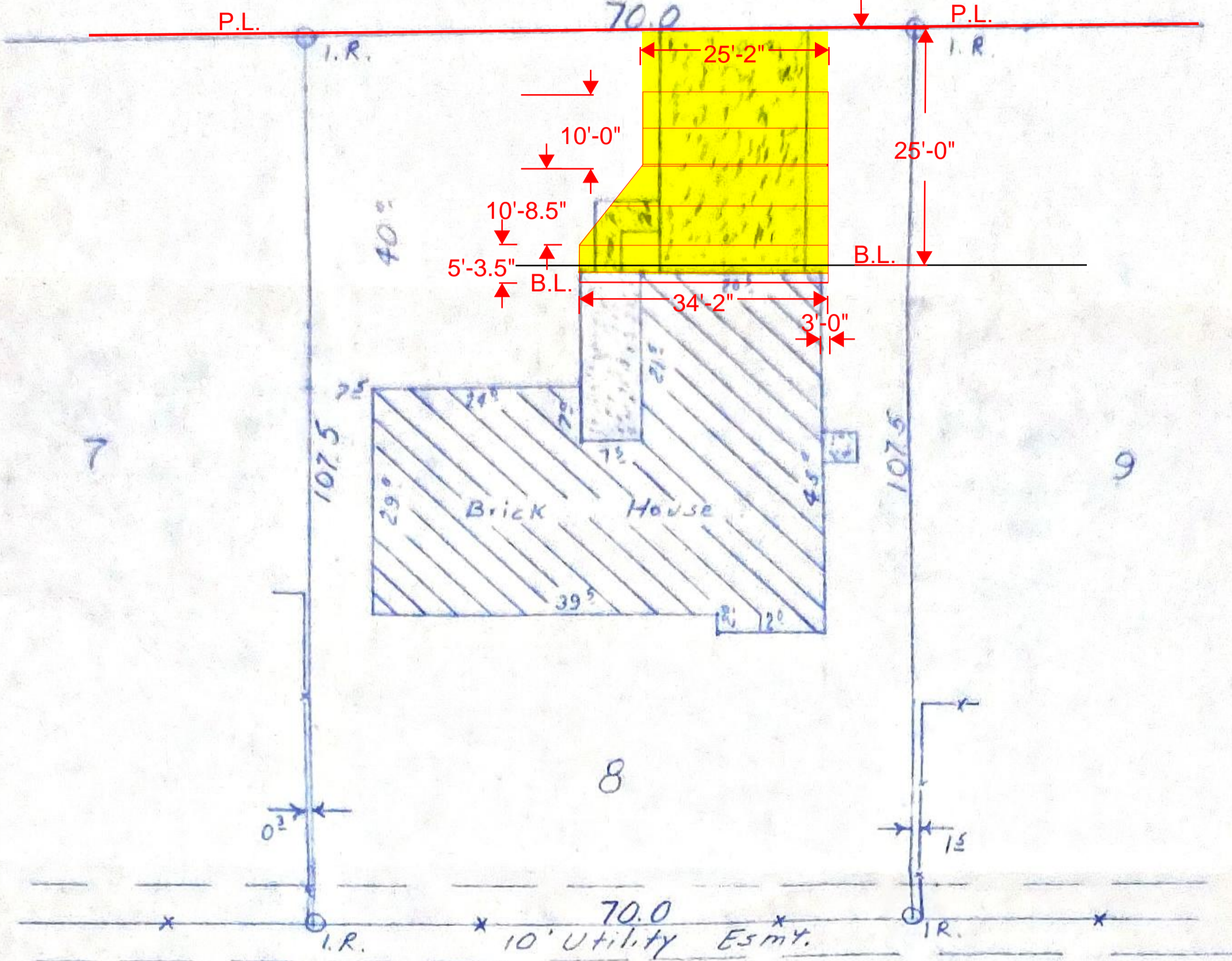
Thank you for your time:

Michael D. Coppedge

Southern Styles

# GLENN VIEW DRIVE

14'-0" to the edge of Glennview Dr.



SCALE: 1" = 20.0'

GF# 6670

Purchaser:

France M. Beechinor et ux  
Thelma R. Beechinor

1740 Glennview Drive  
Alvin, Texas 77511

SURVEY PLAT SHOWING BOUNDARIES AND IMPROVEMENTS ON LOT EIGHT (8), BLOCK THREE (3), GLENNVIEW SUBDIVISION OF PART OF TRACT 1 AND ALL OF TRACTS 6 AND 7, BIERING SUBDIVISION OF SECTION 13, H. T. & B. RR COMPANY SURVEY, ABSTRACT 225, BRAZORIA COUNTY, TEXAS, AS SHOWN ON THE MAP OR PLAT THEREOF RECORDED IN VOLUME 8, PAGE 66, PLAT RECORDS, BRAZORIA COUNTY, TEXAS.


I, D. H. ADAMS, Registered Public Surveyor No. 580, do hereby certify that the above survey was made on the ground under my supervision, June 8, 1977, and this plat is true and correct to the best of my knowledge and belief.

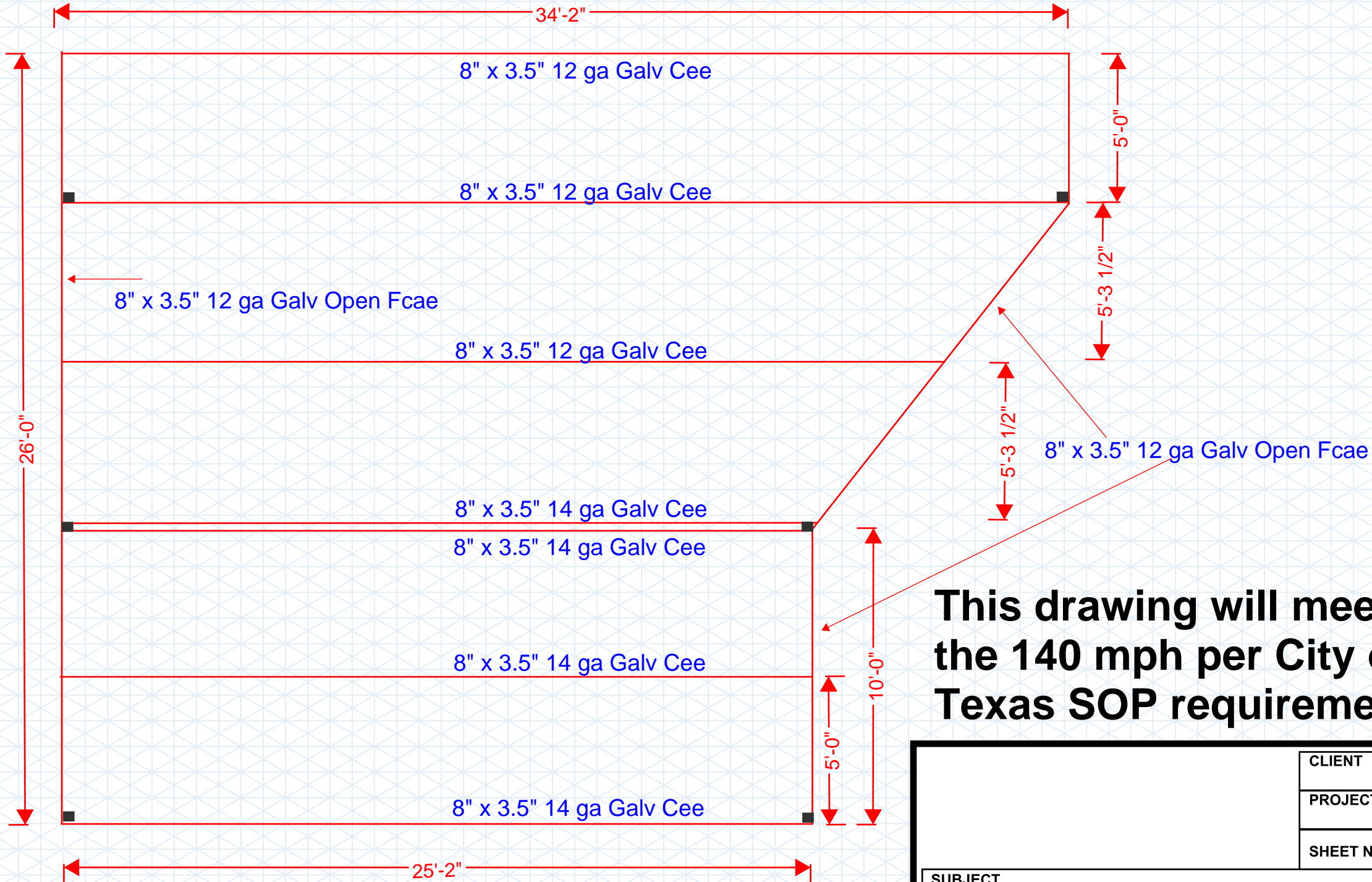


*D. H. Adams*  
D. H. Adams, Registered Public Surveyor No. 580

**Contractor will be:**  
**Southern Styles**  
**10601 North Ave H**  
**La Porte, Texas 77571**  
**713-898-2138**

**Address to be built at:**  
**France Beechinor**  
**1740 Glennview**  
**Alvin, Texas 77511**

-  8" x 2.875" 14 ga Galv Open Face
-  8" x 3.5" 12 ga Galv Cee
-  8" x 3.5" 14 ga Galv Cee
-  4" x 4" 14 ga Galv. Post

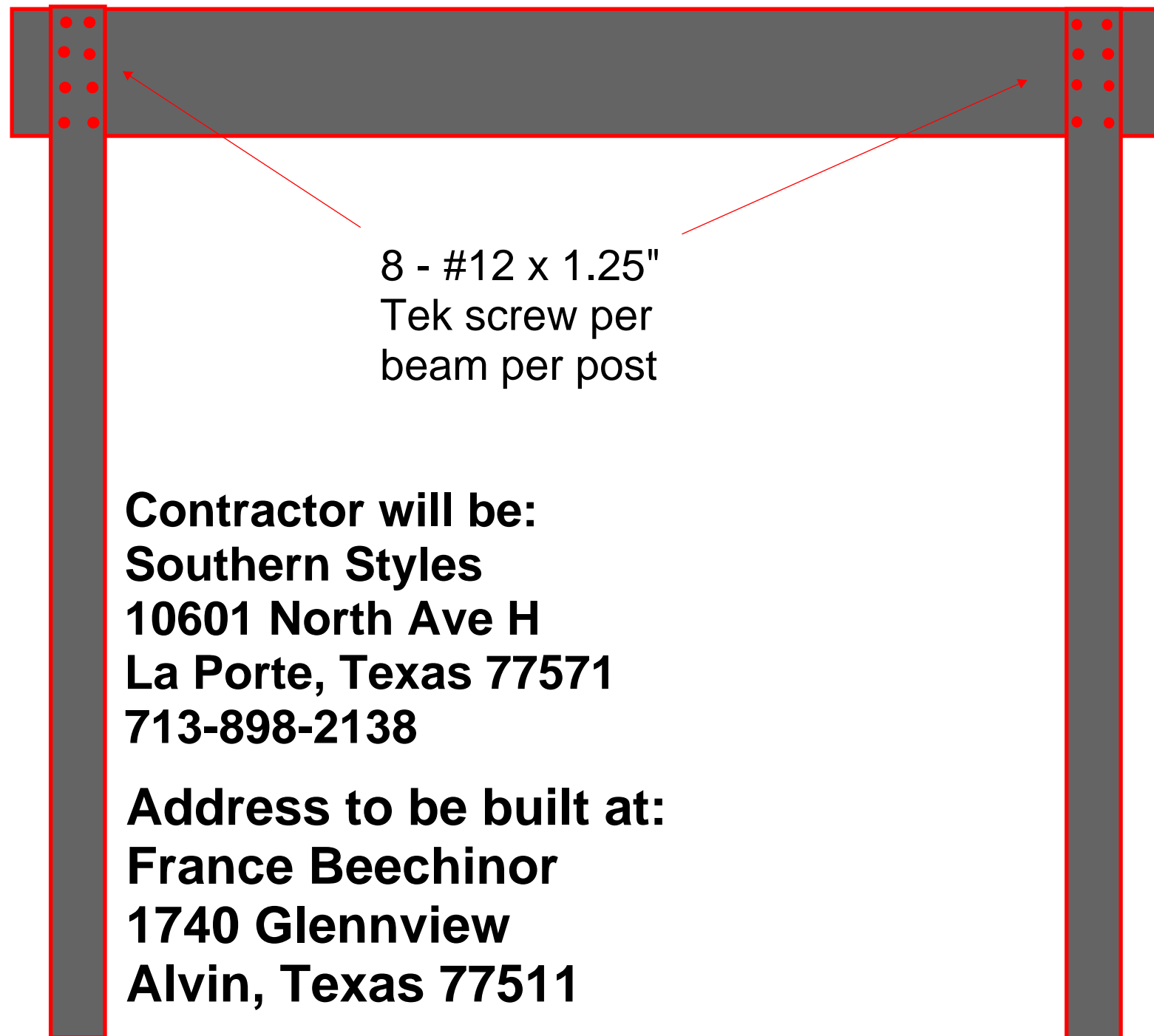


**This drawing will meet and exceed the 140 mph per City of Alvin, Texas SOP requirements.**

CLIENT		DATE	
PROJECT NO.	PROJECT TITLE		
SHEET NO. ____ OF ____	BY	CHK'D BY	
SUBJECT			



# Screw placement for mounting the post



8 - #12 x 1.25"  
Tek screw per  
beam per post

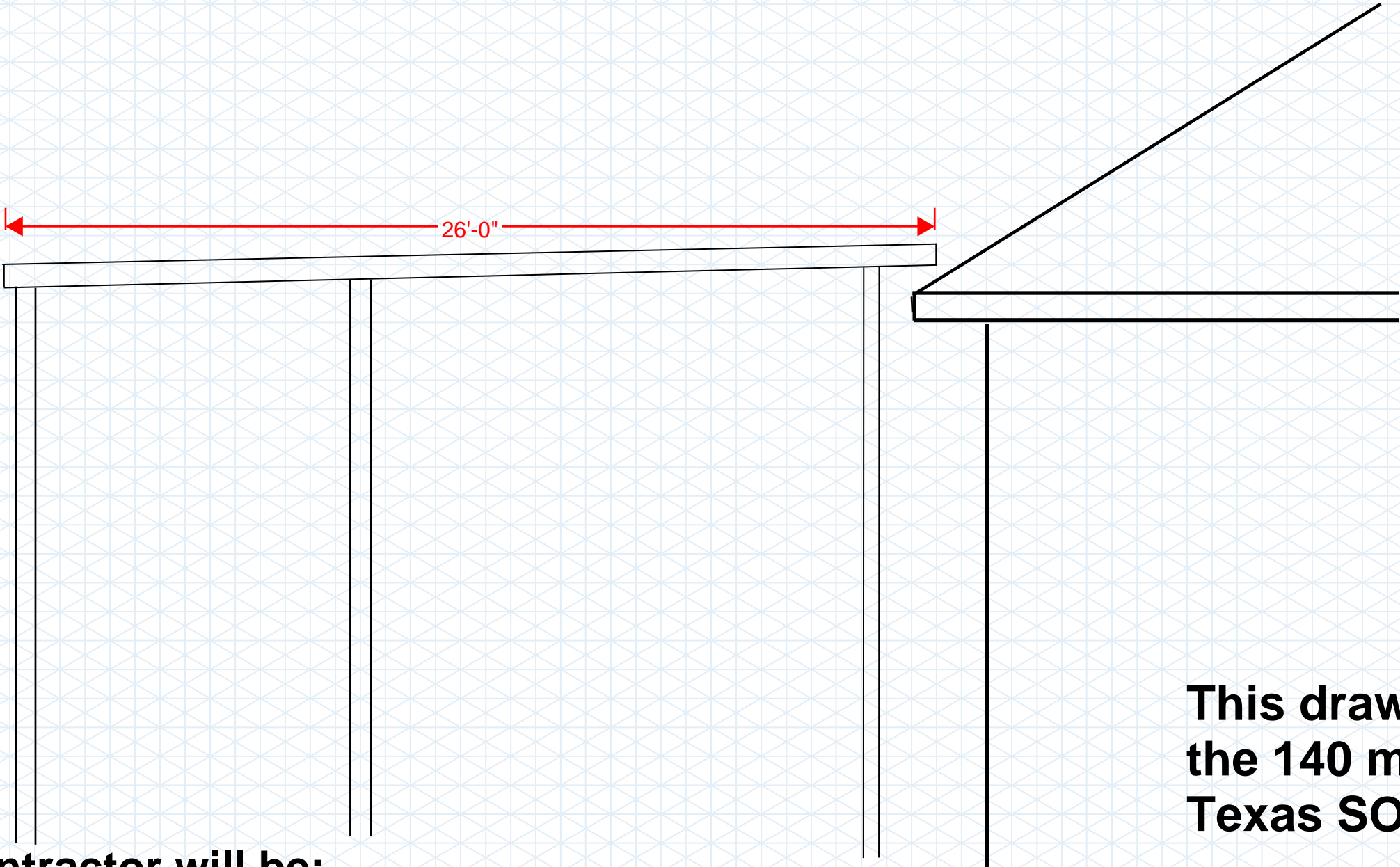
**Contractor will be:**  
**Southern Styles**  
**10601 North Ave H**  
**La Porte, Texas 77571**  
**713-898-2138**

**Address to be built at:**  
**France Beechinor**  
**1740 Glennview**  
**Alvin, Texas 77511**

**All post will be set in the ground  
24" to 28" with a bell hole. The post  
on the west side will be mounted to  
the top of the concrete.**

**This drawing will meet and exceed  
the 140 mph per City of Alvin,  
Texas SOP requirements.**

Side view



**This drawing will meet and exceed the 140 mph per City of Alvin, Texas SOP requirements.**

**Contractor will be:  
Southern Styles  
10601 North Ave H  
La Porte, Texas 77571  
713-898-2138**

**Address to be built at:  
France Beechinor  
1740 Glennview  
Alvin, Texas 77511**

SUBJECT	CLIENT		DATE
	PROJECT NO.	PROJECT TITLE	
	SHEET NO. ____ OF ____	BY	CHK'D BY

# 1817 Meadowview Dr

21'-6" from the curb of the street

## Legend

● XP Automotive

This house is on the same street

1731 Glennview

1728

1732

1734

1736

1738

1815

1817 Meadowview

1817

1819

1821

Meadowview Dr

Meadow

Meadowvie

This house is one street behind them

1814

1816

1818

1820

Google Earth

Data SIO, NOAA, U.S. Navy, NGA, GEBCO

100 ft

Page 48 of 127





Customer house that is requesting the variance.



Customer house that is requesting the variance.



Customer house that is requesting the variance.



1731 Glennview

This house is on the same street



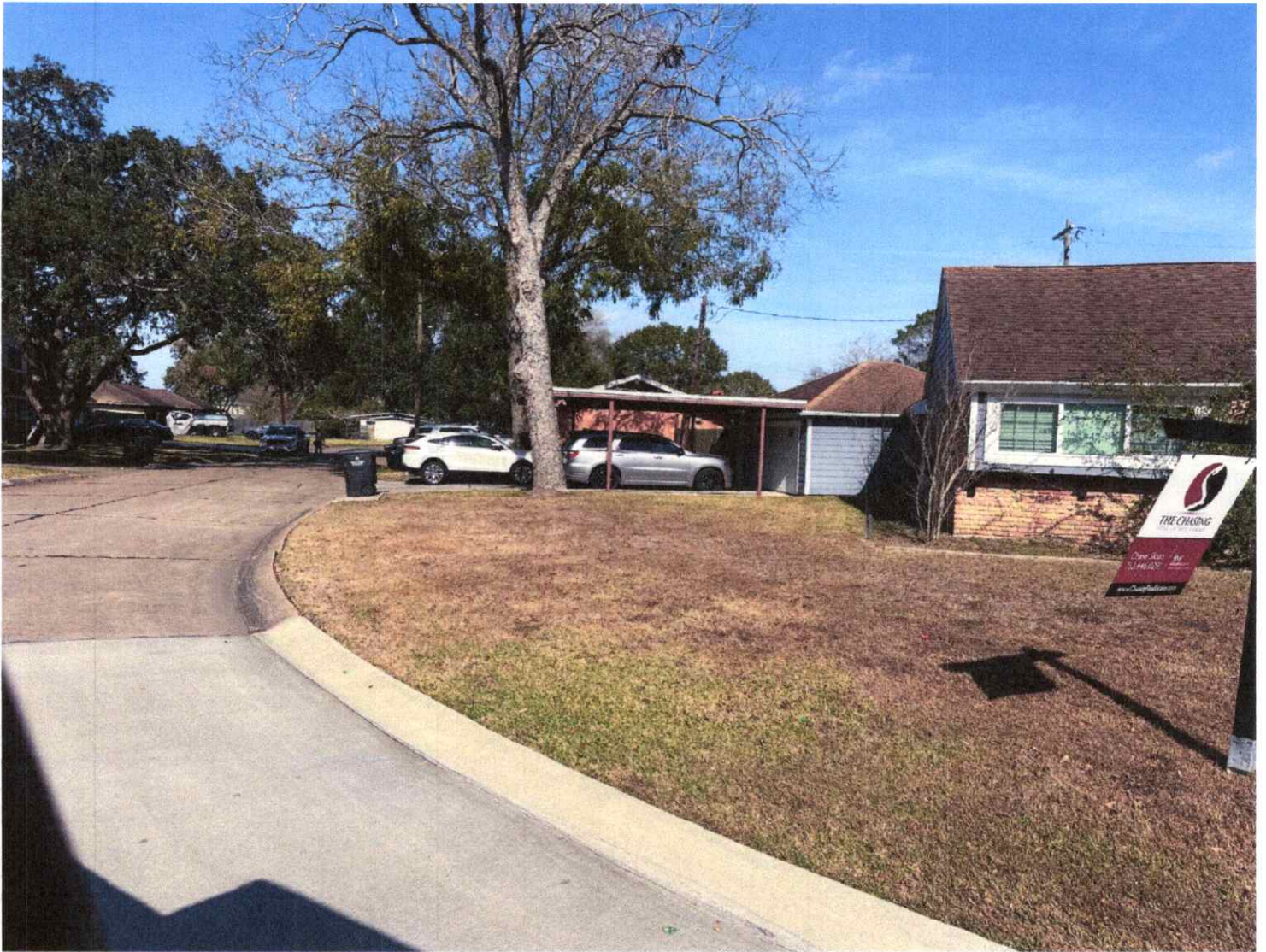
1823 Meadow view

This house is one  
street behind them



This house is one street behind them

1817 Meadow view



1813 Meadow view dr

This house is one street behind them

# 1725 S. Park

Less than 16' from the curb and is on a corner lot

## Legend

● XP Automotive



Google Earth

Image Landsat / Copernicus  
Data SIO, NOAA, U.S. Navy, NGA, GEBCO

50 ft

# 1813 Meadowview Dr

Less than 20' from the curb and is on a corner lot

## Legend

● XP Automotive



This house is one street behind them





# AGENDA COMMENTARY

Meeting Date: 2/5/2026

**Department:** Engineering

**Contact:** Shana Church, Assistant City Engineer

**Agenda Item:** Consider a variance request from the homeowner at 2710 Westfield to encroach twenty-five feet into the twenty-five-foot street side building setback for the construction of a carport.

**Type of Item:** Action Item

**Summary:** On January 12, 2026, the Engineering Department received a variance request from the homeowners at 2710 Westfield, to be permitted to encroach twenty-five feet into the twenty-five-foot street side building setback for the construction of a carport. The homeowners are proposing to construct a carport along the side of their home located at 2710 Westfield, for reasons outlined in the attached request letter. The carport, as proposed on the attached property survey, will encroach 25 feet into the 25' street side building setback; however, it will still be approximately 17 feet from the nearest edge of the Jones Drive pavement.

The City Planning Commission approved the variance request unanimously at their meeting on January 20, 2026. Staff recommends approval.

**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:** 1/28/2026 SLH

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

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

**Supporting documents attached:**

- 1. Variance Request; 2710 Westfield

**Recommendation:** Move to approve a variance request from the homeowner at 2710 Westfield to encroach twenty-five feet into the twenty-five-foot street side building setback for the construction of a carport.

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:

# BUNKY AND SON CONSTRUCTION, LLC

Mailing: PO Box 1755, Alvin, TX 77512  
Office: 798 FM 517, Bldg B, Alvin, TX 77511  
Email: [Bunkyandson@gmail.com](mailto:Bunkyandson@gmail.com)  
Office # 281-245-6243



January 9, 2026

Michelle Segovia, City of Alvin Engineering  
1100 W HWY 6  
Alvin, TX 77511

Re: Variance request (sideyard setback) for 2710 Westfield Street, Alvin, TX- Malone

Dear Michelle Segovia,

Enclosed please find Windstorm Engineered plans for the construction of a 22' x 30' freestanding, timber and metal carport to be built at 2710 Westfield Street, Alvin, TX 77511. We are requesting a variance to the 25' ft side yard setback.

The Homeowner has an adult, handicapped son that enters and exits the house with a wheelchair. This house was built in 1974. The garage doors are not large enough to fit a full-size suburban which is the vehicle that carries the handicapped son and wheelchair. A carport would help with moving son in and out of house to the vehicle in bad weather. (See photo of suburban in front of garage area)

In reference to other carport structures in the area, a photo is attached of an older metal carport (2613 Westfield) on same street which appears to be approximately 16' x 16" from the road.

The attached PE Engineer windstorm plans detail a framed lumber carport with a metal roof, meeting the 2024 IRC and 144 MPH windspeed for Alvin.

A survey from Gormly surveying is attached, as well as a 'cropped area' of the survey and driveway/carport area, marked in red, of the proposed carport.

Upon reviewing, any questions or comments please advise.

Sincerely,

A handwritten signature in black ink that reads "Bunky Jordan".

Bunky Jordan, Owner

*For up-to-date information or project pictures:*

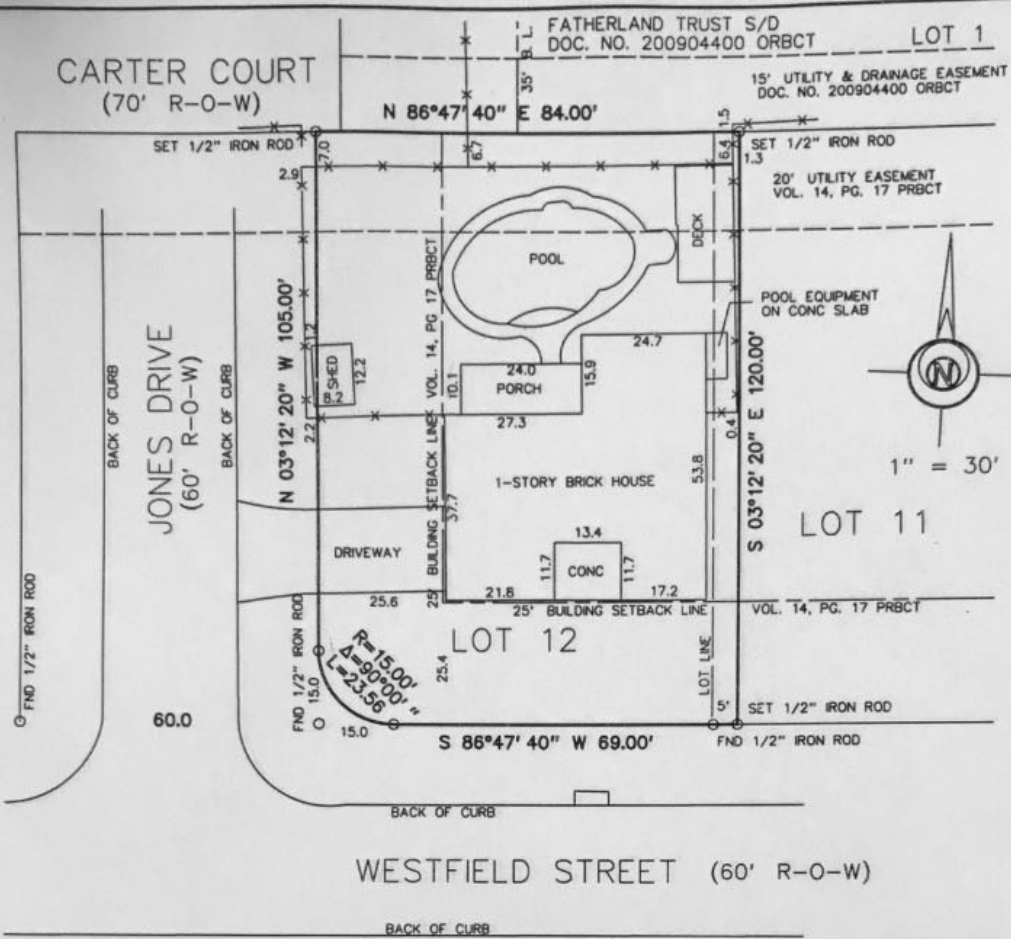
Visit our Facebook page: Bunky and Son Construction, LLC, or visit our website for other information about our company at: [www.bunkyandsonconstruction.com](http://www.bunkyandsonconstruction.com)

**\*\*Please note\*\*** For project scheduling purposes, ALL visits to the Office are done by appointment only.



Cc: File, City of Alvin Engineering VIA US Mail

LOT 13



WESTFIELD STREET (60' R-O-W)

CHICAGO TITLE INSURANCE COMPANY  
 COMMITMENT NO: CTT15656025  
 GF No: CTH-FRW-CTT-15656025SCM

SURVEY MAP SHOWING BOUNDARIES AND IMPROVEMENTS ON LOT 12 AND THE WEST 5 FEET OF LOT 11, KINGS ROW IV, AS RECORDED IN VOLUME 14, PAGE 17, PLAT RECORDS, BRAZORIA COUNTY, TEXAS.

This survey was made on the ground on August 7, 2015, under my supervision, and conforms to the Texas Professional Land Surveying Practices Act and the General Rules of Procedures and Practices of the Texas Board of Professional Land Surveying as revised August 2013.

Chad A. Gormly, Registered Professional Land Surveyor No. 5796  
 Gormly Surveying, Inc. FIRM# 10095700  
 P. O. Box 862, Alvin, Texas 77512-0862 Phone (281) 331-0883



SOURCE OF BEARING BASED UPON THE TEXAS COORDINATE SYSTEM OF 1983 (SOUTH CENTRAL ZONE) AS COMPUTED FROM GPS OBSERVATIONS.  
 Chad A. Gormly has not performed an abstract of title on the above surveyed Lots.



General Contractor:

Bunky And Son Construction LLC  
P.O Box 1755 Alvin TX 77512  
Phone: 281-245-6243  
bunkyandsonconstruction@gmail.com

Customer Name & Location:

**Ray & Jean Malone**  
**Sheryl Black**  
**2710 Westfield St**  
**Alvin TX 77511**

Project Work Description:

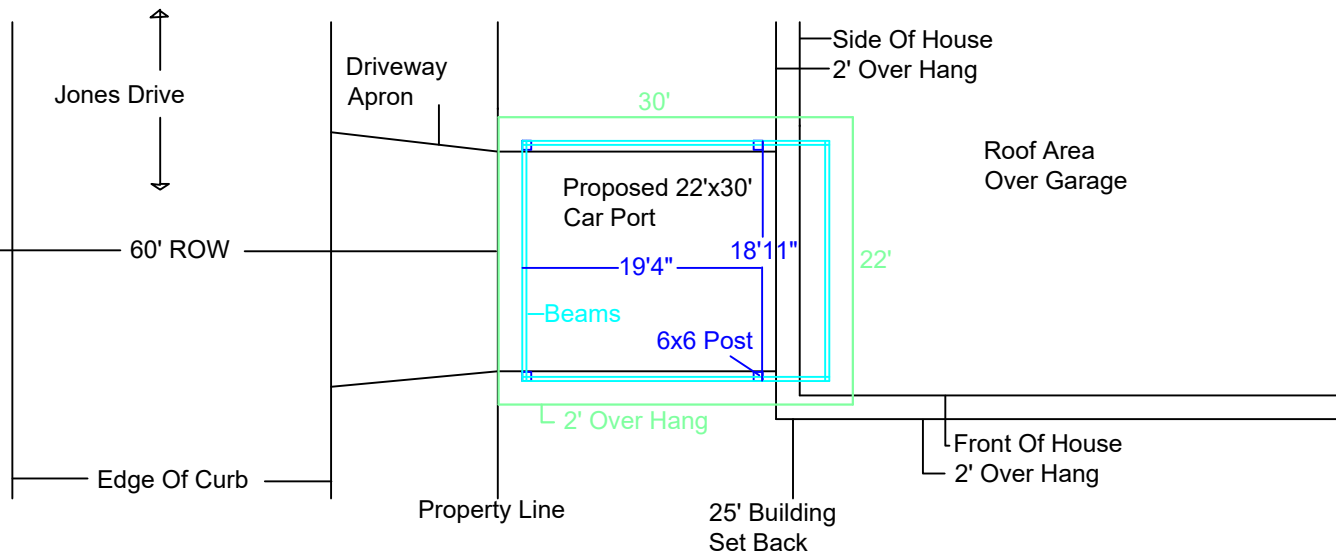
**Proposed Car Port Plot Plan**

Disclaimer:

Per the attached proposal, these plans are for visual purposes only. The Contractor is not an Architect or Engineer. Per the proposal if a set of Engineered plans is required, once proposal is accepted a set of Engineered plans will be provided. Any questions, please ask. Changes to these plans can be made prior to Engineer plans being drawn. These drawings are to be used on a Bunky and Son Construction project only and not reproduced without the Contractor's permission.

Date: 1-12-2026

Scale: (Not To Scale)



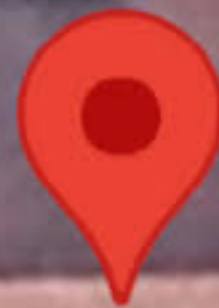
2710 Westfield Str...



Jones Dr

Jones Dr

Jones Dr



2710 West  
Recently view



Westfield St

20 ft

10

Westfield









2613 Westfield St

11 months ago · [See more dates](#) >





# AGENDA COMMENTARY

Meeting Date: 2/5/2026

**Department:** Legal Department

**Contact:** Suzanne Hanneman, City Attorney

**Agenda Item:** Consider Resolution 26-R-02, authorizing an Interlocal Agreement with the City of Iowa Colony, adjusting the boundaries between Iowa Colony and the City of Alvin so that the current Alvin City limit strip will be reduced from 100 feet to 1 foot for approximately 0.6131 miles in the Meridiana Master Planned Community, and authorize the Mayor to sign the Agreement upon legal review.

**Type of Item:** Contract/Agreement

**Summary:** Vision Element 4.1 of the *Strategic Master Plan* states: "Determine reducing [the] size of the 100' strip due to code enforcement issues with City Council direction." Over the last several years, we have been working with the City of Iowa Colony on the portion of our City limits strip that runs through the Meridiana master planned community.

Section 43.003 of the Texas Local Government Code, cities are permitted to:

- (1) fix the boundaries of the municipality;
- (2) extend the boundaries of the municipality and annex area adjacent to the municipality; and
- (3) exchange area with other municipalities.

Cities are also permitted, pursuant to Section 43.015 of the Texas Local Government Code, to make mutually agreeable changes in their boundaries of areas that are less than 1,000 feet in width.

Attached is the Meridiana General Development plan. Sections 34B, 34C, and 35B and the Southwest Village Center encroach into the City of Alvin's 100-foot City limits strip.

With assistance from the MUD District and Developer's attorneys, we are proposing to reduce the width of the strip that runs through that portion of Meridiana from 100 feet to 1 foot, keeping our City limit strip intact.

Although the Iowa Colony City Council approved the Agreement at their Council meeting on Monday, December 15, 2025, the reduction of the strip will not be effective until Alvin's City Council approves the Agreement and the reduction of the strip.

During City Council workshops on January 17, 2023, and October 17, 2024, Council discussed the City's 100-foot City limits strip in Iowa Colony and throughout the County.

Staff recommends approval.

**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:** 1/11/2026 SLH  
**Finance Review Required:** N/A  Required  **Date Completed:** \_\_\_\_\_

---

**Supporting documents attached:**

1. Resolution 26-R-02; 100 ft Strip Iowa Colony
  2. Interlocal Agreement (Alvin and Iowa Colony) re Alvin Strip
  3. Exhibit C; City of Iowa Colony Resolution 2025-35
  4. Email RE: Iowa Colony Interlocal Agreement
  5. Meridiana Development
  6. 100 ft Strip Strategic Plan Goal
  7. 20251121 Conceptual Master Plan\_Meridiana
  8. Meridiana Alvin Strip Exhibit\_20250925 (1)
  9. Meridiana Section 34C PPlat\_20260114
  10. Meridiana Section 34D\_PPlat\_20260106
  11. Map\_11\_10\_2022
  12. Google Maps 2026
- 

**Recommendation:** Move to approve Resolution 26-R-02, authorizing an Interlocal Agreement with the City of Iowa Colony, adjusting the boundaries between Iowa Colony and the City of Alvin so that the current Alvin City limit strip will be reduced from 100 feet to 1 foot for approximately 0.6131 miles in the Meridiana Master Planned Community, and authorize the Mayor to sign the Agreement upon legal review.

---

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 26-R-02**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS, APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF ALVIN AND THE CITY OF IOWA COLONY ADJUSTING MUNICIPAL BOUNDARIES BY REDUCING THE EXISTING ALVIN CITY LIMIT STRIP FROM ONE HUNDRED (100) FEET TO ONE (1) FOOT FOR APPROXIMATELY 0.6131 MILES WITHIN THE MERIDIANA MASTER PLANNED COMMUNITY; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT; AND PROVIDING FOR OTHER MATTERS RELATED THERETO.**

**WHEREAS**, the City of Alvin, Texas (“Alvin”), and the City of Iowa Colony, Texas (“Iowa Colony”), are home-rule municipalities located in Brazoria County, Texas; and

**WHEREAS**, Chapter 791 of the Texas Government Code (the Interlocal Cooperation Act) authorizes local governmental entities to enter into interlocal agreements for the performance of governmental functions and services; and

**WHEREAS**, Sections 43.003 and 43.015 of the Texas Local Government Code authorize municipalities to fix and adjust municipal boundaries and to make mutually agreeable boundary changes for areas less than 1,000 feet in width; and

**WHEREAS**, Alvin and Iowa Colony desire to enter into an Interlocal Agreement to adjust the municipal boundary between the two cities within the Meridiana Master Planned Community, including reducing the width of the existing Alvin city limit strip from approximately one hundred (100) feet to one (1) foot for a distance of approximately 0.6131 miles, as more particularly described by metes and bounds and depicted in the exhibits attached to the Interlocal Agreement; and

**WHEREAS**, the City Council of the City of Alvin finds that approving the Interlocal Agreement and adjusting the municipal boundary as described therein serves a valid public purpose and is in the best interest of the City of Alvin.

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

**Section 1. Approval.** The Interlocal Agreement between the City of Alvin and the City of Iowa Colony providing for the adjustment of municipal boundaries within the Meridiana Master Planned Community, including the reduction of the existing Alvin city limit strip from approximately one hundred (100) feet to one (1) foot for approximately 0.6131 miles, is hereby approved.

**Section 2. Authorization.** The Mayor of the City of Alvin is hereby authorized to execute the Interlocal Agreement upon legal review and approval by the City Attorney.

**Section 3. Administration.** The City Secretary is authorized to take all necessary administrative actions to effectuate this Resolution, including recording the approved Interlocal Agreement and this resolution in the Official Public Records of Brazoria County, Texas, as required by law.

**Section 4. Open Meetings.** It is hereby officially found and determined that the meeting at which this Resolution is 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 5. Effective Date.** This Resolution shall take effect immediately upon its adoption.

**PASSED AND APPROVED** on this 5<sup>th</sup> day of February 2026.

**THE CITY OF ALVIN, TEXAS**

**ATTEST**

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

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

**INTERLOCAL AGREEMENT**

THE STATE OF TEXAS                   §  
   §  
COUNTY OF BRAZORIA               §

**THIS INTERLOCAL AGREEMENT** (this "Agreement") is made and entered into by and between the City of Alvin, Texas ("Alvin"), a home rule municipality located in the County of Brazoria, Texas, and the City of Iowa Colony, Texas, a home rule municipality located in the County of Brazoria, Texas ("Iowa Colony"). Alvin and Iowa Colony are individually referred to herein as a "Party" and collectively referred to herein as the "Parties." This Agreement is to become effective upon execution by all parties, as of the date of the final signature (the "Effective Date").

**RECITALS**

This Agreement is entered into pursuant to Chapter 791 of the Texas Government Code, the Interlocal Cooperation Act (the "Act"), which authorizes local governments to contract with one another to provide governmental functions, mutual aid, and services under the terms of the Act.

The Parties are each a local governmental entity and are authorized under the Act to provide certain governmental functions, including, but not limited to the provision of road and drainage improvements.

Alvin and Iowa Colony are permitted, pursuant to Section 43.003 of the Texas Local Government Code, to: (1) fix the boundaries of the municipality; (2) extend the boundaries of the municipality and annex area adjacent to the municipality; and (3) exchange area with other municipalities.

Alvin and Iowa Colony are also permitted, pursuant to Section 43.015 of the Texas Local Government Code, to make mutually agreeable changes in their boundaries of areas that are less than 1,000 feet in width.

Brazoria County Municipal Utility District No. 55 ("BC MUD 55") is a municipal utility district within Brazoria County, Texas. BC MUD 55 is entirely within the corporate limits of Iowa Colony. BC MUD 55 was created for the purposes of, among other things, providing water distribution, wastewater collection and drainage facilities, roads, and parks and recreational facilities to serve development within BC MUD 55, which is a part of a master-planned community known as Meridiana.

While the corporate boundaries of Alvin are not currently within the boundaries of BC MUD 55, a portion of Alvin's corporate boundaries is adjacent to and affecting

development that is occurring within the boundaries of BC MUD 55, with such corporate boundaries described by metes and bounds and depicted on **Exhibits A-1 and A-2** attached hereto (the "Current Alvin Strip"). The Current Alvin Strip is less than 1,000 feet in width.

Pursuant to Sections 43.003 and 43.015 of the Texas Local Government Code, the Parties wish to adjust their boundaries as set forth in Section 1.a. below, and as depicted on **Exhibits B-1 and B-2** attached hereto (the "Boundary Adjustment").

The City Council for Alvin and Iowa Colony approved entering into this Agreement by resolution, dated \_\_\_\_\_, and \_\_\_\_\_, respectively, which are attached hereto as **Exhibit C**.

### AGREEMENT

**NOW THEREFORE**, in consideration of the foregoing premises and mutual covenants and agreements expressed herein, Alvin and Iowa Colony hereby agree as follows:

1. Boundary Adjustment. The Parties agree to adjust their boundaries in the following order:
  - a. First, pursuant to Texas Local Government Code Sections 43.003 and 43.015, Alvin and Iowa Colony hereby agree that the boundaries between the cities are adjusted so that the Current Alvin Strip will be reduced in width to one (1) foot, as described by metes and bounds and depicted on **Exhibits B-1 and B-2** attached hereto (the "Revised Alvin Strip"). Alvin and Iowa Colony agree to protect, preserve, and defend the mutually agreeable changes in their boundaries as depicted above.
  - b. Within forty-five (45) days after submission of a Petition for Addition of Certain Land, Iowa Colony will adopt a resolution or ordinance consenting to the annexation of the property within the Current Alvin Strip (save and except the Revised Alvin Strip), into BC MUD 55.
  - c. Pursuant to Section 54.739, et. seq. of the Texas Water Code, BC MUD 55 will annex the land within the Current Alvin Strip, save and except the Revised Alvin Strip, into its boundaries.
2. Jurisdiction of Iowa Colony and Alvin. From and after the Effective Date, the Parties agree as follows:

- a. Iowa Colony will have complete jurisdiction over all zoning, platting, permitting, and land use matters within the Revised Alvin Strip.
  - b. Iowa Colony agrees to operate, maintain, repair, and replace any water, sewer, drainage facilities and provide water and sewer service within the Revised Alvin Strip after conveyance of such facilities by BC MUD 55 to Iowa Colony, and to accept roads to be constructed within the Revised Alvin Strip for operation, maintenance, repair, and replacement.
  - c. Iowa Colony and Alvin agree that Alvin will have no obligation to provide municipal services or otherwise exert jurisdiction over the Current Alvin Strip, and that Iowa Colony shall have no obligation to provide municipal services or otherwise exert jurisdiction over the Revised Alvin Strip except as set forth in subsections 2.a. and b. above.
3. Official Map. The respective governing bodies of Alvin and Iowa Colony shall take appropriate action to effectuate the terms of this Agreement through the adoption of the official map showing their respective boundaries as required by Texas Local Government Code Section 41.001, shown on **Exhibit D** attached hereto (the "Official Map"). Alvin and Iowa Colony agree that each Party will cause its GIS map to be updated to reflect the Official Map within forty-five (45) days of the Effective Date.
  4. Notice of Boundary Adjustment. Alvin and Iowa Colony will each record a certified copy of this Agreement with the ordinance or resolution adopting and authorizing the execution of this Agreement in the Official Public Records of Brazoria County within thirty (30) days of the Effective Date.
  5. Interpretation and Authority. The Parties acknowledge that this Agreement is entered into pursuant to the authority of Texas law, including, without limitation, the authority conferred in the Texas Government Code, Chapter 791, et. seq. In the event of any conflict between the provisions of this Agreement and the provisions of any other agreement entered into by and between the Parties, the provisions of this Agreement shall prevail with respect to the subject matter hereof. Except as set forth above, this Agreement shall not be construed so as to modify, supplement, or otherwise alter the provisions of any other agreement entered into by and between Alvin and Iowa Colony.
  6. Payment from Current Revenues. The Parties agree that any payments due hereunder be made from current revenues or other funds of said party lawfully available for this purpose.

7. Entirety. This Agreement contains the entire agreement of the Parties and supersedes all prior and contemporaneous understandings or representations, whether oral or written, respecting the subject matter hereof.
8. No Third-Party Beneficiaries. Except as expressly provided above, nothing herein shall be construed to confer upon any person other than the Parties hereto any rights, benefits or remedies under or by reason of this Agreement.
9. No Joint Venture, Partnership, Agency. This Agreement shall not be construed in any form or manner to establish a partnership, joint venture or agency, express or implied, or any employer-employee or borrowed servant relationship by and among the Parties hereto.
10. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.
11. Venue. Venue for any suit arising under this Agreement shall be Brazoria County, Texas.
12. Duplicate Originals. This Agreement may be executed in one or more duplicate originals, each of equal dignity.
13. Warranty. By execution of this Agreement, the Parties warrant that the duties accorded herein are within their respective powers and authority.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement effective as of the Effective Date.

The City of Alvin, Texas

By: \_\_\_\_\_

Gabe Adame, Mayor

ATTEST:

By: \_\_\_\_\_

Dixie Roberts, City Secretary

The City of Iowa Colony, Texas

By: \_\_\_\_\_

Wil Kennedy, Mayor

ATTEST:

By: \_\_\_\_\_

Kayleen Rosser, City Secretary

**EXHIBIT A-1**

**Current Alvin Strip  
Metes and Bounds**

**METES AND BOUNDS DESCRIPTION  
BEING 7.341 ACRES  
SITUATED IN THE  
W.H. DENNIS SURVEY, ABSTRACT 514,  
BRAZORIA COUNTY, TEXAS**

A 7.341 ACRE TRACT OF LAND SITUATED IN THE W.H. DENNIS SURVEY, ABSTRACT NO. 514, BRAZORIA COUNTY, TEXAS, BEING A OUT OF A CALLED 120.58 ACRE TRACT OF LAND CONVEYED TO GR-M1 AND RECORDED UNDER BRAZORIA COUNTY CLERKS FILE NUMBER (B.C.C.F. NO.) 2006048994; SAID 7.341 ACRE TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS (BEARINGS BASED ON TEXAS STATE PLANE COORDINATE SYSTEM OF 1983, SOUTH CENTRAL ZONE 4204, AS DETERMINED BY GPS MEASUREMENTS):

**BEGINNING** at a 5/8-inch capped iron rod stamped "E.H.R.A. 713-784-4500" found marking the northeasterly corner of said 120.58 acre tract and the southeasterly corner of Merdiana Section 34A, as per plat recorded under Brazoria County Plat Record Number (B.C.P.R. No.) 2024053575;

(1) **THENCE**, South 29°57'08" East, along the northeasterly line of said 120.58 acre tract for a distance of 1,342.93 feet to the southeasterly corner of called 120.58 acre tract being in the northerly line of Lulling Stone Section 2 as per plat recorded in Volume 23, Pages 77 through 82 of the Brazoria County Plat Records from which a found 5/8-inch iron rod bears North 49°42' West, a distance of 0.4 feet;

(2) **THENCE**, South 36°36'16" West, along the common line between the called 120.58 acre tract and Lulling Stone Section 2 for a distance of 109.00 feet to a point for corner;

**THENCE**, over and across the called 120.58 acre tract the following two (2) courses and distances:

(3) North 29°57'08" West, parallel with and 100.00 feet at a right angle from the northeasterly line of said 120.58 acre tract for a distance of 1,325.34 feet to a point for corner being 100.00 feet at a right angle from the common line between the called 120.58 acre tract and said Merdiana Section 34A;

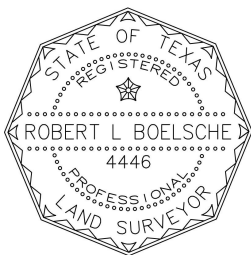
(4) South 87°19'17" West, parallel with and 100.00 feet at a right angle from the common line between the called 120.58 acre tract and said Merdiana Section 34A for a distance of 1,833.04 feet to a point for corner;

(5) North 02°40'43" West, for a distance of 100.00 feet to a point for corner in the northerly line of the said 120.58 acre tract marking the northwesterly corner of the herein described tract of land;

(6) **THENCE**, North 87°19'17" East, along the common line between the said 120.58 acre tract and said Meridiana Section 34A for a distance of 1,893.99 feet to **POINT OF BEGINNING** and containing 7.341 Acres of land. This description was prepared in conjunction with an exhibit map (08101100V-2025-EH-ALVIN-STRIP-100'.DWG) dated November 11, 2025.

**EDMINSTER, HINSHAW, RUSS AND ASSOCIATES, INC. dba EHRA, Inc.**

**TBPELS NO. 10092300**



*Robert L. Boelsche*

Robert L. Boelsche, R.P.L.S. \_\_\_\_\_  
Texas Registration No. 4446  
10011 Meadowglen Ln.  
Houston, Texas 77042  
713-784-4500

Date: November 11, 2025

Job No: 081-011-00

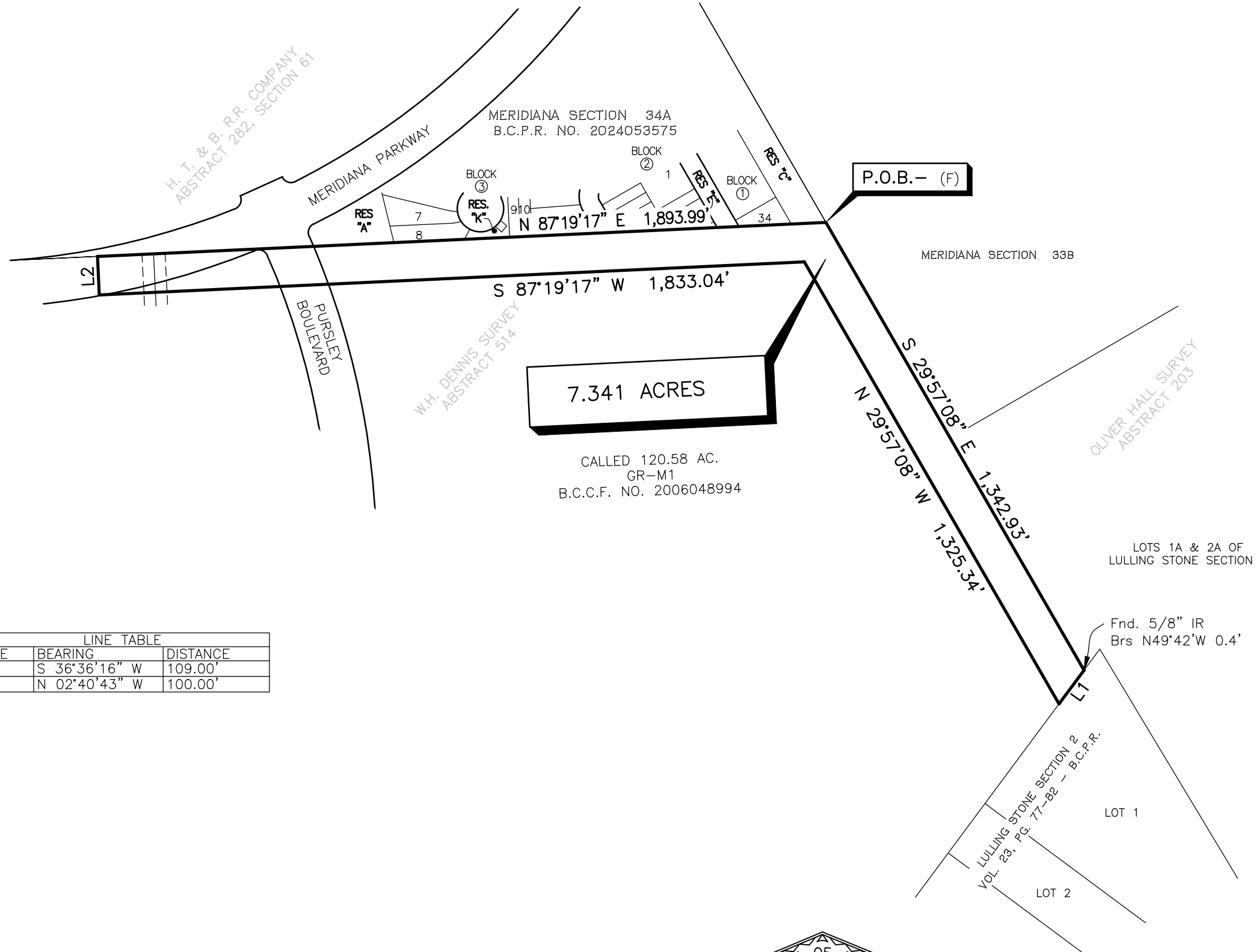
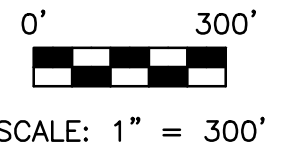
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**EXHIBIT A-2**

**Current Alvin Strip  
Survey**

**LEGEND**

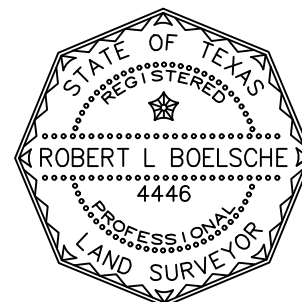
AC.	Acres
FND.	Found
B.C.C.F.	Brazoria County Clerk File
B.C.D.R.	Brazoria County Deed Records
B.C.P.R.	Brazoria County Plat Records
I.R.	Iron Rod
P.O.B.	Point of Beginning
PG.	Page
SQ. FT.	Square Feet
VOL.	Volume
(F)	Found 5/8" capped iron rod stamped "E.H.R.A. 713-784-4500"



LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 36°36'16" W	109.00'
L2	N 02°40'43" W	100.00'

**NOTES:**

1. Bearings shown hereon refer to the Texas State Plane Coordinate System of 1983, South Central Zone, as determined by GPS measurements.
2. This exhibit was prepared without the benefit of a current title report, therefore, all easements or other matters of record might not be shown hereon.
3. For additional information about the subject tract, see the metes and bounds description prepared separately.
4. No Visible or apparent improvements or features are shown hereon.



*Robert L. Boelsche*

	10011 MEADOWGLEN LN HOUSTON, TEXAS 77042 713-784-4500 WWW.EHRA.TEAM TBPE No. F-726 TBPELS No. 10092300	
	EXHIBIT MAP OF A 7.341 ACRE TRACT OF LAND SITUATED IN THE W.H. DENNIS SURVEY, A-514, BRAZORIA COUNTY, TEXAS	
DATE: November 11, 2025	SCALE: 1" = 300'	JOB NO.: 081-011-00
DWG. NAME: 08101100V-2025-EH-ALVIN-STRIP-100'.dwg	DRAWING NO.: NONE	

**EXHIBIT B-1**

**Revised Alvin Strip  
Metes and Bounds**

**METES AND BOUNDS DESCRIPTION  
BEING 3,237 SQUARE FEET OR 0.0743 ACRES  
SITUATED IN THE  
W.H. DENNIS SURVEY, ABSTRACT 514,  
BRAZORIA COUNTY, TEXAS**

A 3,237 SQUARE FOOT OR 0.0743 ACRE TRACT OF LAND SITUATED IN THE W.H. DENNIS SURVEY, ABSTRACT NO. 514, BRAZORIA COUNTY, TEXAS, BEING A OUT OF A CALLED 120.58 ACRE TRACT OF LAND CONVEYED TO GR-M1 AND RECORDED UNDER BRAZORIA COUNTY CLERKS FILE NUMBER (B.C.C.F. NO.) 2006048994; SAID 3,237 SQUARE FOOT OR 0.0743 ACRE TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS (BEARINGS BASED ON TEXAS STATE PLANE COORDINATE SYSTEM OF 1983, SOUTH CENTRAL ZONE 4204, AS DETERMINED BY GPS MEASUREMENTS):

**BEGINNING** at a 5/8-inch capped iron rod stamped "E.H.R.A. 713-784-4500" found marking the northeasterly corner of said 120.58 acre tract and the southeasterly corner of Merdiana Section 34A, as per plat recorded under Brazoria County Plat Record Number (B.C.P.R. No.) 2024053575;

(1) **THENCE**, South 29°57'08" East, along the northeasterly line of said 120.58 acre tract for a distance of 1,342.93 feet to the southeasterly corner of called 120.58 acre tract being in the northerly line of Lulling Stone Section 2 as per plat recorded in Volume 23, Pages 77 through 82 of the Brazoria County Plat Records from which a found 5/8-inch iron rod bears North 49°42' West, a distance of 0.4 feet;

(2) **THENCE**, South 36°36'16" West, along the common line between the called 120.58 acre tract and Lulling Stone Section 2 for a distance of 1.09 feet to a point for corner;

**THENCE**, over and across the called 120.58 acre tract the following two (2) courses and distances:

(3) North 29°57'08" West, parallel with and 1.00 foot at a right angle from the northeasterly line of said 120.58 acre tract for a distance of 1,342.75 feet to a point for corner being 1.00 foot at a right angle from the common line between the called 120.58 acre tract and said Merdiana Section 34A;

(4) South 87°19'17" West, parallel with and 1.00 foot at a right angle from the common line between the called 120.58 acre tract and said Merdiana Section 34A for a distance of 1,893.38 feet to a point for corner;

(5) North 02°40'43" West, for a distance of 1.00 foot to a point for corner in the northerly line of the said 120.58 acre tract marking the northwesterly corner of the herein described tract of land;

(6) **THENCE**, North 87°19'17" East, along the common line between the said 120.58 acre tract and said Meridiana Section 34A for a distance of 1,893.99 feet to **POINT OF BEGINNING** and containing 3,237 Square Feet or 0.0743 Acres of land. This description was prepared in conjunction with an exhibit map (08101100V-2025-EH-ALVIN-STRIP-REV\_2.DWG) dated July 9, 2025 and revised October 21, 2025.

**EDMINSTER, HINSHAW, RUSS AND ASSOCIATES, INC. dba EHRA, Inc.**

**TBPELS NO. 10092300**



Robert L. Boelsche, R.P.L.S.  
Texas Registration No. 4446  
10011 Meadowglen Ln.  
Houston, Texas 77042  
713-784-4500



Date: July 9, 2025; rev. October 21, 2025

Job No: 081-011-00

File No: R:\2008\081-011-00\documents\technical\Exhibits\2025\08101100V-2025-EH-ALVIN-STRIP-REV\_2 MB.docx

**EXHIBIT B-2**

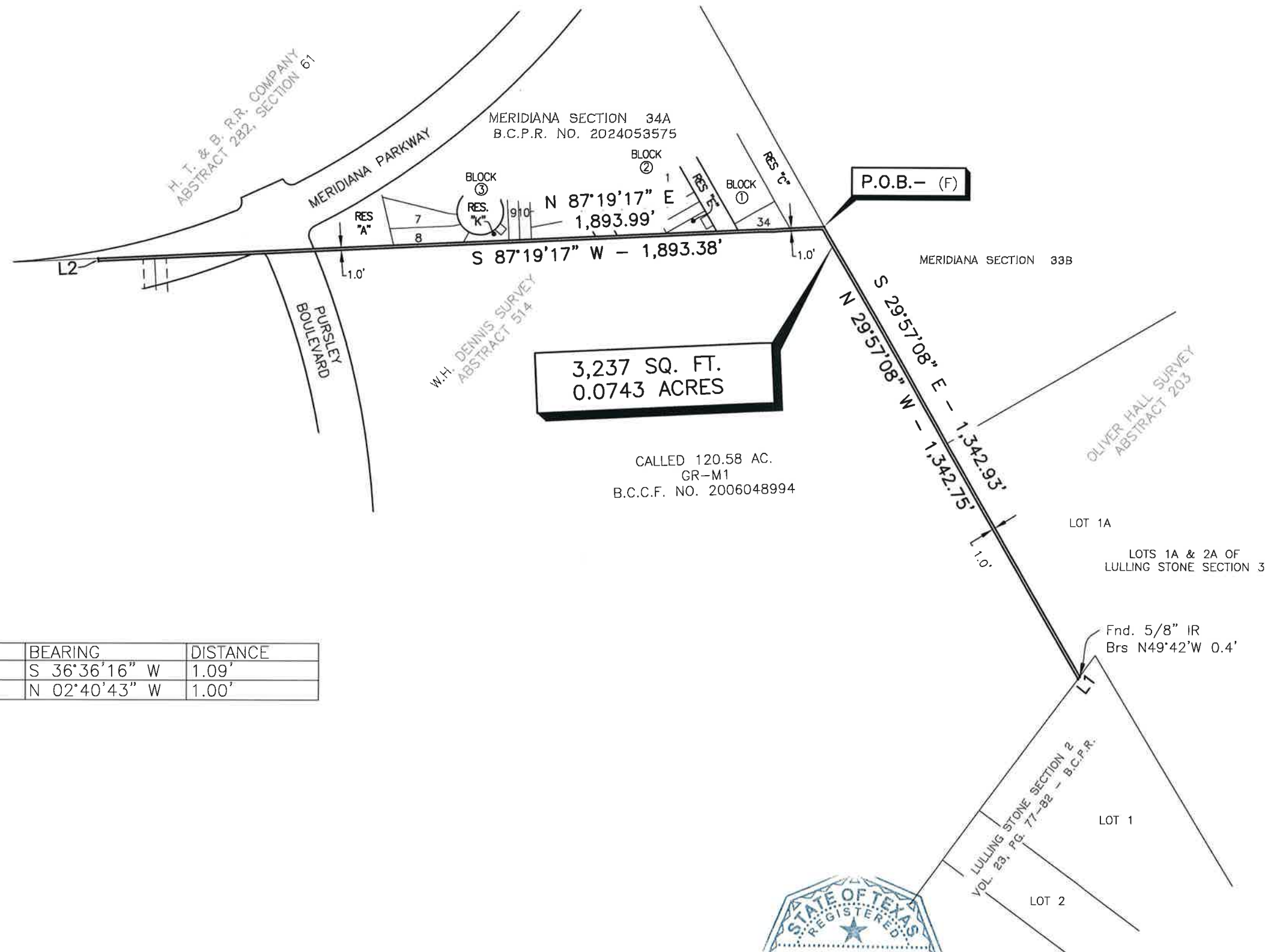
**Revised Alvin Strip  
Survey**

**LEGEND**

AC.	Acres
FND.	Found
B.C.C.F.	Brazoria County Clerk File
B.C.D.R.	Brazoria County Deed Records
B.C.P.R.	Brazoria County Plat Records
I.R.	Iron Rod
P.O.B.	Point of Beginning
PG.	Page
SQ. FT.	Square Feet
VOL.	Volume
(F)	Found 5/8" capped iron rod stamped "E.H.R.A. 713-784-4500"



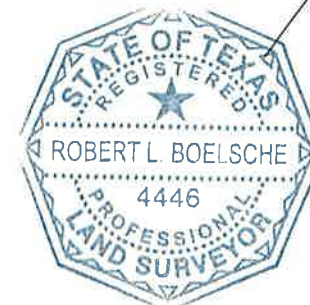
SCALE: 1" = 300'



LINE	BEARING	DISTANCE
L1	S 36°36'16" W	1.09'
L2	N 02°40'43" W	1.00'

**NOTES:**

1. Bearings shown hereon refer to the Texas State Plane Coordinate System of 1983, South Central Zone, as determined by GPS measurements.
2. This exhibit was prepared without the benefit of a current title report, therefore, all easements or other matters of record might not be shown hereon.
3. For additional information about the subject tract, see the metes and bounds description prepared separately.
4. No Visible or apparent improvements or features are shown hereon.



*Robert L. Boelsche*

Revised: October 21, 2025

<b>EHRA</b>		10011 MEADOWGLEN LN HOUSTON, TEXAS 77042 713-784-4500 WWW.EHRA.TEAM TBPE No. F-726 TBPELS No. 10092300	
<b>EXHIBIT MAP OF A 3,237 SQUARE FOOT OR 0.0743 ACRE TRACT OF LAND SITUATED IN THE W.H. DENNIS SURVEY, A-514, BRAZORIA COUNTY, TEXAS</b>			
DATE: July 9, 2025	SCALE: 1" = 300'	JOB NO.: 081-011-00	
DWG. NAME: 08101100V-2025-EH-ALVIN-STRIP-REV_2.dwg		DRAWING NO.: NONE	

**EXHIBIT C**

**Resolutions of City of Alvin  
and City of Iowa Colony**

**Exhibit D**  
**Official Map**

RESOLUTION NO. 2025-35

COPY

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IOWA COLONY, TEXAS, APPROVING AND AUTHORIZING THE CITY TO ENTER INTO AN INTERLOCAL AGREEMENT WITH THE CITY OF ALVIN, TEXAS, FOR THE PURPOSE OF ADJUSTING CITY BOUNDARIES AND RELATED MATTERS; AND AUTHORIZING THE NECESSARY ACTIONS FOR THE IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City of Iowa Colony, Texas (“Iowa Colony”) and the City of Alvin, Texas (“Alvin”) desire to enter into an Interlocal Agreement pursuant to Chapter 791 of the Texas Government Code for the mutual benefit of both municipalities; and

**WHEREAS**, the Interlocal Agreement provides for a mutually agreed boundary adjustment involving the reduction of the existing Alvin boundary strip and subsequent actions related to Brazoria County Municipal Utility District No. 55; and

**WHEREAS**, the City Council finds that entering into this Agreement is in the best interest of Iowa Colony and promotes orderly development, jurisdictional clarity, and efficient governmental services; and

**WHEREAS**, the City Council desires to approve the Interlocal Agreement and authorize the Mayor to execute the Agreement on behalf of the City;

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


**SECTION 1.** The City Council hereby approves the Interlocal Agreement between the City of Iowa Colony and the City of Alvin, attached hereto as Exhibit “A” and incorporated herein by reference.

**SECTION 2.** The Mayor is authorized to execute the Interlocal Agreement and any necessary supporting documents on behalf of the City of Iowa Colony.

**SECTION 3.** City staff is directed to take all actions necessary to implement the Agreement, including but not limited to updating official maps, preparing required filings in the Official Public Records of Brazoria County, and coordinating with Brazoria County Municipal Utility District No. 55.

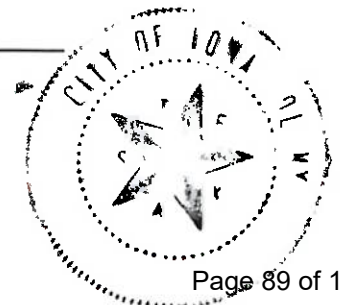
**PASSED AND APPROVED ON THIS 15<sup>th</sup> DAY OF DECEMBER, 2025.**

CITY OF IOWA COLONY

  
\_\_\_\_\_  
Wil Kennedy, Mayor

ATTEST:

  
\_\_\_\_\_  
Kayleen Rosser, City Secretary



**From:** Suzanne Hanneman

**Sent:** Thursday, December 18, 2025 1:19 PM

**To:** Gabe Adame ; Ashley Davis <[ashley.davis@alvin.gov](mailto:ashley.davis@alvin.gov)>; Meagan DeKeyzer <[mdekeyzer@cityhall.cityofalvin.com](mailto:mdekeyzer@cityhall.cityofalvin.com)>; Scott Salter <[scott.salter@alvin.gov](mailto:scott.salter@alvin.gov)>; Keko C. Moore <[kmoore@cityhall.cityofalvin.com](mailto:kmoore@cityhall.cityofalvin.com)>; Chris Vaughn <[cvaughn@cityhall.cityofalvin.com](mailto:cvaughn@cityhall.cityofalvin.com)>; Martin Vela <[mvela@cityhall.cityofalvin.com](mailto:mvela@cityhall.cityofalvin.com)>; Richard Garivey <[rgarivey@cityhall.cityofalvin.com](mailto:rgarivey@cityhall.cityofalvin.com)>

**Cc:** Junru Roland <[junru.roland@alvin.gov](mailto:junru.roland@alvin.gov)>; Dixie Roberts <[dixie.roberts@alvin.gov](mailto:dixie.roberts@alvin.gov)>

**Subject:** Iowa Colony Interlocal Agreement

Mayor and Council,

As you know, we have been working with Iowa Colony for years on the portion of our City limits strip that runs through Meridiana in Iowa Colony. After several discussions, Iowa Colony (and the Developer/MUD district) have agreed to reduce the size of the Strip running through Meridiana from 100 feet to 1 foot, keeping our strip intact.

The Iowa Colony City Council approved the Agreement at their Council meeting on Monday. The reduction of the strip will not be effective until Alvin's City Council consents to or approves the reduction of the strip. This Agreement will be on our January 15<sup>th</sup> agenda.

Let me know if you have any questions.

*~Suzanne*

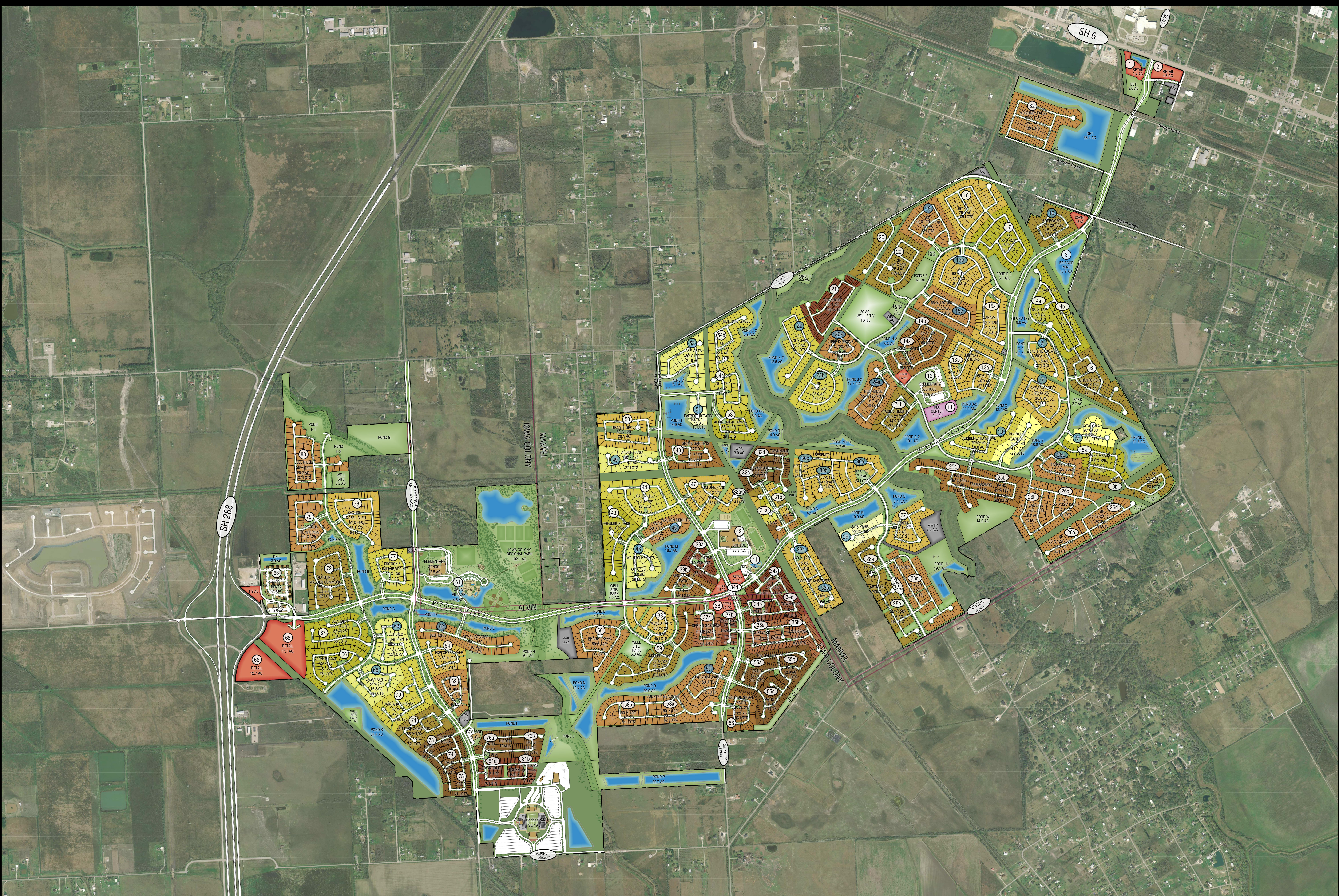




## Vision Element #4 Governance

**Guiding Principle:** The City of Alvin will govern in a way that provides leadership, meaningful communication, outlines expectations for themselves and staff and established a vision for the future.

Strategic Initiatives		Goals	Action Steps	Dept	FY 25	FY 26	FY 27
4.1	Review the ETJ issues.	Determine the continued feasibility of the ETJ in light of legislative constraints with council direction.		Legal CM Council		X	
		Determine reducing size of the 100' strip due to code enforcement issues with Council direction		Legal CM Council		X	



# Meridiana: Conceptual Master Plan

Brazoria County, TX

November 21, 2025

SCALE: 1"=100'

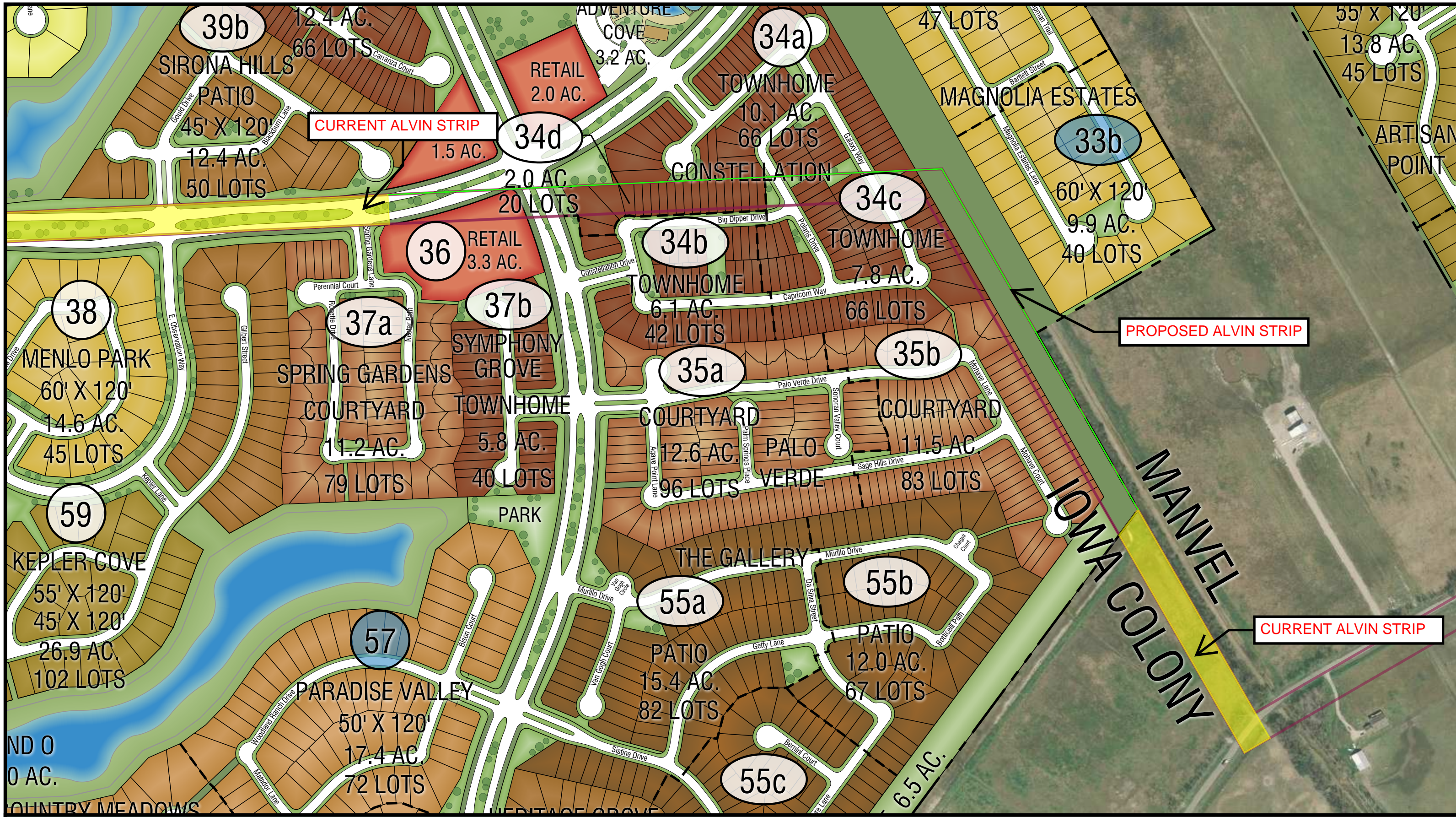


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 SINCE 1958

10011 MEADOWGLEN LANE  
 HOUSTON, TEXAS 77042  
 713.784.4500  
 EHR@EHRA.COM  
 TBPE No. F-726  
 TBPLS No. 10092300

EHRA JOB NO:  
 081-011-150

No warranty or representation of intended use, design or project requirements are made herein. All Plans for use of facilities are subject to change without notice.



# Meridiana: Alvin Strip Exhibit

Brazoria County, Texas.

September 29, 2025  
 SCALE: 1" = 200'  
 TRUE SCALE AT 11" x 17"



EHRA JOB NO. 081-011-150  
 No warranty or representation of intended use, design or proposed improvements are made herein. All Plans for land or facilities are subject to change without notice.



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 HOUSTON, TEXAS 77042  
 713.784.4500  
 WWW.EHRA.TEAM  
 TBPE NO. F-726  
 TBPLS NO. 10092300

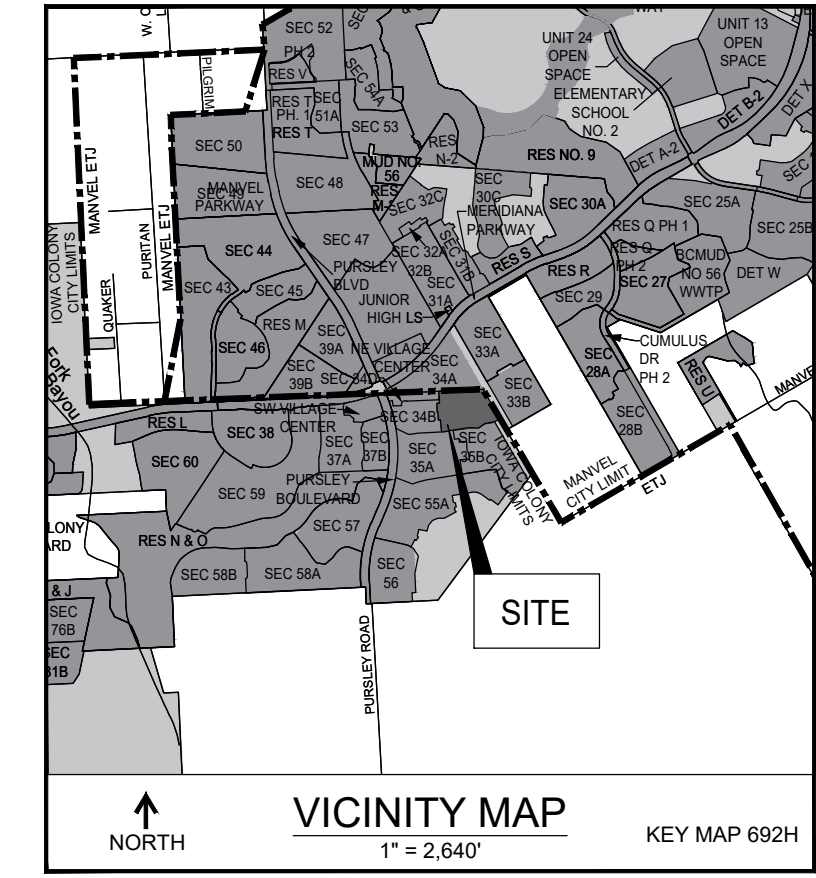
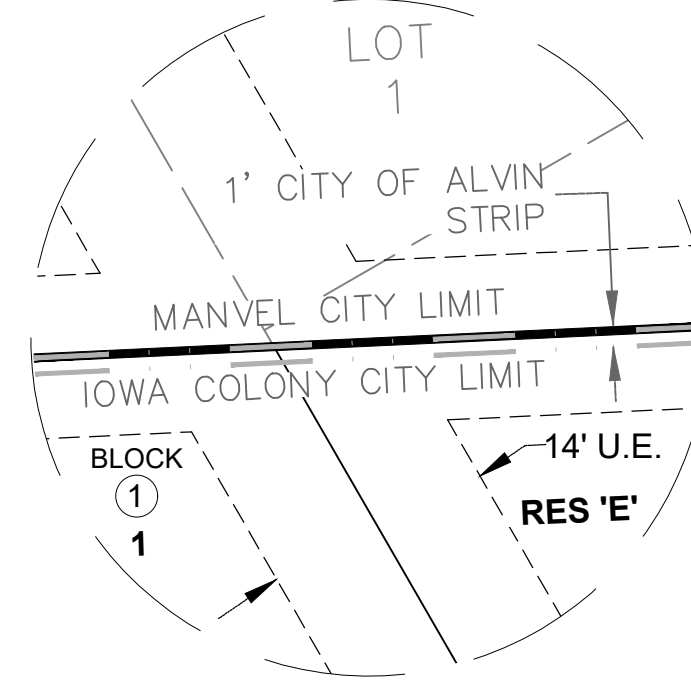
**GENERAL NOTES:**

- Bearing orientation is based on the Texas State Plane Coordinate System of 1983, South Central Zone as determined by GPS measurements.
- The Coordinates shown hereon are Texas South Central Zone No. 4204 state plane grid coordinates (NAD 83) and may be brought to surface by applying the following scale factor: 0.9998742185.
- According to the Federal Emergency Management Agency Flood Insurance Rate Map, Brazoria County, Texas, Community Panel No. 48039C0110K and No. 48039C0120K, dated December 30, 2020, the property lies within Unshaded Zone X.  
This flood statement does not imply that the property or structures thereon will be free from flooding or flood damage. On rare occasions floods can and will occur and flood heights may be increased by man-made or natural causes. The location of the flood zone was determined by scaling from said FEMA map. The actual location, as determined by elevation contours, may differ. Edminster, Hinshaw, Russ & Associates, Inc. d/b/a EHRA, assumes no liability as to the accuracy of the location of the flood zone limits. This flood statement shall not create liability on the part of Edminster, Hinshaw, Russ & Associates, Inc. d/b/a EHRA.
- B.C.C.F. indicates Brazoria County Clerk's File.  
B.C.P.R. indicates Brazoria County Plat Records.  
B.L. indicates Building Line.  
D.E. indicates Drainage Easement.  
M.H. indicates Manhole.  
NO. indicates Number.  
PG. indicates Page.  
P.A.E. indicates Permanent Access Easement.  
P.O.B. indicates Point of Beginning.  
P.U.E. indicates Public Utility Easement.  
P.V.T. indicates Private.  
R indicates Radius.  
R.O.W. indicates Right-Of-Way.  
S.S.E. indicates Sanitary Sewer Easement.  
S.T.M.S.E. indicates Storm Sewer Easement.  
U.E. indicates Utility Easement.  
VOL. indicates Volume.  
W.L.E. indicates Water Line Easement.  
indicates change in street name.
- The property subdivided in the foregoing plat lies in Brazoria County, the City of Iowa Colony, the City of Alvin, BCMUD 55, and Brazoria County Drainage District No. 5.
- Property within the boundaries of this plat and adjacent to any drainage easement, ditch, gully, creek, or natural drainage way shall hereby be restricted to keep such drainage ways and easements clear of fences, buildings, plantings, and other obstructions.
- The Developer/Homeowners' Association/Municipal Utility District/Drainage District shall be responsible for maintenance of all reserves.
- Contour lines shown hereon are based on the NGS Benchmark E 306 being noted hereon.
- Preliminary, this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.
- The approval of the preliminary plat shall expire twelve (12) months after City Council approval unless the final plat has been submitted for final approval during that time. An extension of time may be given at the discretion of the City Council for a single extension period of six (6) months.
- Drainage plans to be provided prior to final plat submittal.
- Owners to hereby certify that they are the owners of all property immediately adjacent to the boundaries of the above and foregoing subdivision of Meridiana Section 34C where building setback lines or public utility easements are to be established outside the boundaries of the above and foregoing subdivision and do hereby make and establish all building setback lines and dedicate to the use of the public, all public utility easements shown in said adjacent acreage.
- This plat is subject to the Development Agreement for Meridiana PUD Amendment Number 4.
- This plat is subject to an interlocal agreement between Iowa Colony and Alvin whereby Iowa Colony is granted authority to approve subdivisions within the 1 foot strip along the northern boundary of this plat, as recorded at \_\_\_\_\_ of the Brazoria County Clerk's Files.
- All area of this subdivision except the 1 foot Alvin Strip shall be annexed into Brazoria County Municipal Utility District No. 55 prior to final plat approval.

**OFF-STREET GUEST PARKING SPACES**

NO. OF PROPOSED LOTS	NO. OF GUEST SPACES REQUIRED	NO. OF GUEST SPACES PROVIDED WITHIN R.O.W.	NO. OF GUEST SPACES PROVIDED OUTSIDE R.O.W.
66	17	0	17

**DETAIL 'A'**



**LINE TABLE**

LINE	ANGLE	DISTANCE
L1	S 60°02'52" W	60.00'
L2	S 80°40'54" W	139.87'
L3	S 54°04'41" W	106.61'
L4	S 89°02'39" W	56.00'
L5	N 81°00'09" W	27.74'
L6	S 87°43'07" W	56.06'
L7	S 80°30'26" W	113.30'
L8	S 79°30'30" W	60.26'
L9	S 85°33'45" W	31.15'
L10	N 06°00'02" W	165.42'
L11	S 84°48'01" W	27.25'
L12	N 04°23'56" W	114.61'
L13	S 87°19'17" W	5.91'
L14	N 02°40'43" W	115.00'
L15	N 87°19'17" E	15.36'

**CURVE TABLE**

CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	975.00'	27.25'	S 84°48'01" W	27.25'
C2	225.00'	20.35'	N 84°43'49" E	20.34'

**RESERVE TABLE**

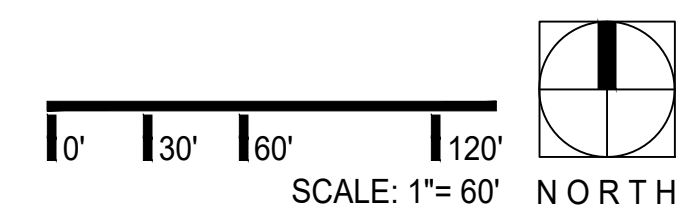
RESERVE	RESTRICTIONS	SQ. FT.	ACREAGE
A	LANDSCAPE, OPEN SPACE, & UTILITY PURPOSES	2,632.57	0.06
B	PARKING	943.50	0.02
C	PARKING	573.50	0.01
D	LANDSCAPE, OPEN SPACE, & UTILITY PURPOSES	1,586.63	0.04
E	LANDSCAPE, OPEN SPACE, & UTILITY PURPOSES	2,650.83	0.06
F	PARKING	573.50	0.01
G	LANDSCAPE, OPEN SPACE, & UTILITY PURPOSES	1,869.19	0.04
H	DRAINAGE, LANDSCAPE, OPEN SPACE, & UTILITY PURPOSES	39,116.40	0.90
I	LANDSCAPE, OPEN SPACE, & UTILITY PURPOSES	1,017.94	0.02
J	LANDSCAPE, OPEN SPACE, & UTILITY PURPOSES	2,186.75	0.05
K	PARKING	1,128.50	0.03
TOTAL		54,279.31	1.24



**OWNER CONTACT INFORMATION**  
 GR-M1, LTD., A TEXAS LIMITED PARTNERSHIP  
 1602 AVENUE D, STE. 100  
 KATY, TX 77493  
 832-916-2162

**BENCHMARK(S):**

NGS MONUMENT # E 306 DISK SET IN TOP OF CONCRETE MONUMENT, LOCATED 2.0 MILES WEST OF MANVEL, 2 MILES WEST ALONG THE GULF, COLORADO AND SANTA FE RAILWAY FROM THE STATION AT MANVEL, BRAZORIA COUNTY, 0.2 MILE WEST OF A SHELL-ROAD CROSSING, 5-1/2 FEET NORTHWEST OF MILE POLE 38, 39 FEET SOUTH OF THE SOUTH RAIL, 33 FEET NORTH OF THE CENTERLINE OF A DIRT ROAD, 6.7 FEET NORTH OF THE RIGHT-OF-WAY FENCE, 3 FEET WEST OF A WHITE WOODEN WITNESS POST AND SET IN THE TOP OF A CONCRETE POST ABOUT FLUSH WITH THE GROUND.  
 ELEV.=52.00 (NAVD '88) 1991 ADJUSTMENT



**Meridiana Section 34C** A subdivision of 8.72 acres out of the H.T. & B. R.R. Co. Survey, Section 54, A-514, City of Iowa Colony and City of Alvin, Brazoria County, Texas.  
 66 Lots, 3 Blocks and 11 Reserves  
 Owner: GR-M1, LTD., a Texas Limited Partnership

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 10011 MEADOWGLEN LANE  
 HOUSTON, TEXAS 77042  
 WWW.EHRATEAM.COM  
 TBP# NO. F-726  
 TBP#S NO. 10072500

February 6, 2025

EHRA JOB NO. 081-011-34-03

**GENERAL NOTES:**

- Bearing orientation is based on the Texas State Plane Coordinate System of 1983, South Central Zone as determined by GPS measurements.
- The Coordinates shown hereon are Texas South Central Zone No. 4204 state plane grid coordinates (NAD 83) and may be brought to surface by applying the following scale factor: 0.99996742185.
- According to the Federal Emergency Management Agency Flood Insurance Rate Map, Brazoria County, Texas, Community Panel No. 480302110K and No. 4803020129K, dated December 30, 2020, the property lies within Unshaded Zone X.  
This flood statement does not imply that the property or structures thereon will be free from flooding or flood damage. On rare occasions floods can and will occur and flood heights may be increased by man-made or natural causes. The location of the flood zone was determined by scaling from said FEMA map. The actual location, as determined by elevation contours, may differ. Edminster, Hinshaw, Russ & Associates, Inc. d/b/a EHRA, assumes no liability as to the accuracy of the location of the flood zone limits. This flood statement shall not create liability on the part of Edminster, Hinshaw, Russ & Associates, Inc. d/b/a EHRA.
- B.C.C.F. indicates Brazoria County Clerk's File.  
B.C.P.R. indicates Brazoria County Plat Records.  
B.L. indicates Building Line.  
D.E. indicates Drainage Easement.  
M.H. indicates Manhole.  
P.G. indicates Page.  
P.A.E. indicates Permanent Access Easement.  
P.O.B. indicates Point of Beginning.  
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P.V.T. indicates Private.  
R indicates Radius.  
R.O.W. indicates Right-Of-Way.  
S.S.E. indicates Sanitary Sewer Easement.  
S.T.M.S.E. indicates Storm Sewer Easement.  
U.E. indicates Utility Easement.  
V.O.L. indicates Volume.  
W.L.E. indicates Water Line Easement.  
X indicates change in street name.
- The property subdivided in the foregoing plat lies in Brazoria County, the City of Alvin, the City of Iowa Colony, and Brazoria County Drainage District No. 5.
- Property within the boundaries of this plat and adjacent to any drainage easement, ditch, gully, creek, or natural drainage way shall hereby be restricted to keep such drainage ways and easements clear of fences, buildings, plantings, and other obstructions.
- The Developer/Homeowners' Association and Municipal Utility District shall be responsible for maintenance of all reserves.
- Contour lines shown hereon are based on the NGS Benchmark E 306 being noted hereon.
- Preliminary, this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.
- The approval of the preliminary plat shall expire twelve months after City Council approval unless the final plat has been submitted for final approval during that time. An extension of time may be given at the discretion of the City Council for a single extension period of six months.
- Drainage plans to be provided prior to final plat submittal.
- Owners do hereby certify that they are the owners of all property immediately adjacent to the boundaries of the above and foregoing subdivision of Meridiana Section 34B where building setback lines or public utility easements are to be established outside the boundaries of the above and foregoing subdivision and do hereby make and establish all building setback lines and dedicate to the use of the public, all public utility easements shown in said adjacent acreage.
- This plat is subject to the Development Agreement for Meridiana PUD Amendment Number 4
- This plat is subject to an interlocal agreement between Iowa Colony and Alvin whereby Iowa Colony in granted authority to approve subdivisions within the 1 foot strip along the northern boundary of this plat as recorded at \_\_\_\_\_ of the Brazoria County Clerk's Files.
- All area of this subdivision except the 1 foot Alvin Strip shall be annexed into Brazoria County Municipal Utility District No. 55 prior to final plat approval.
- Off-street guest parking spaces will be provided by Section 34B, which has 5 excess parking spaces

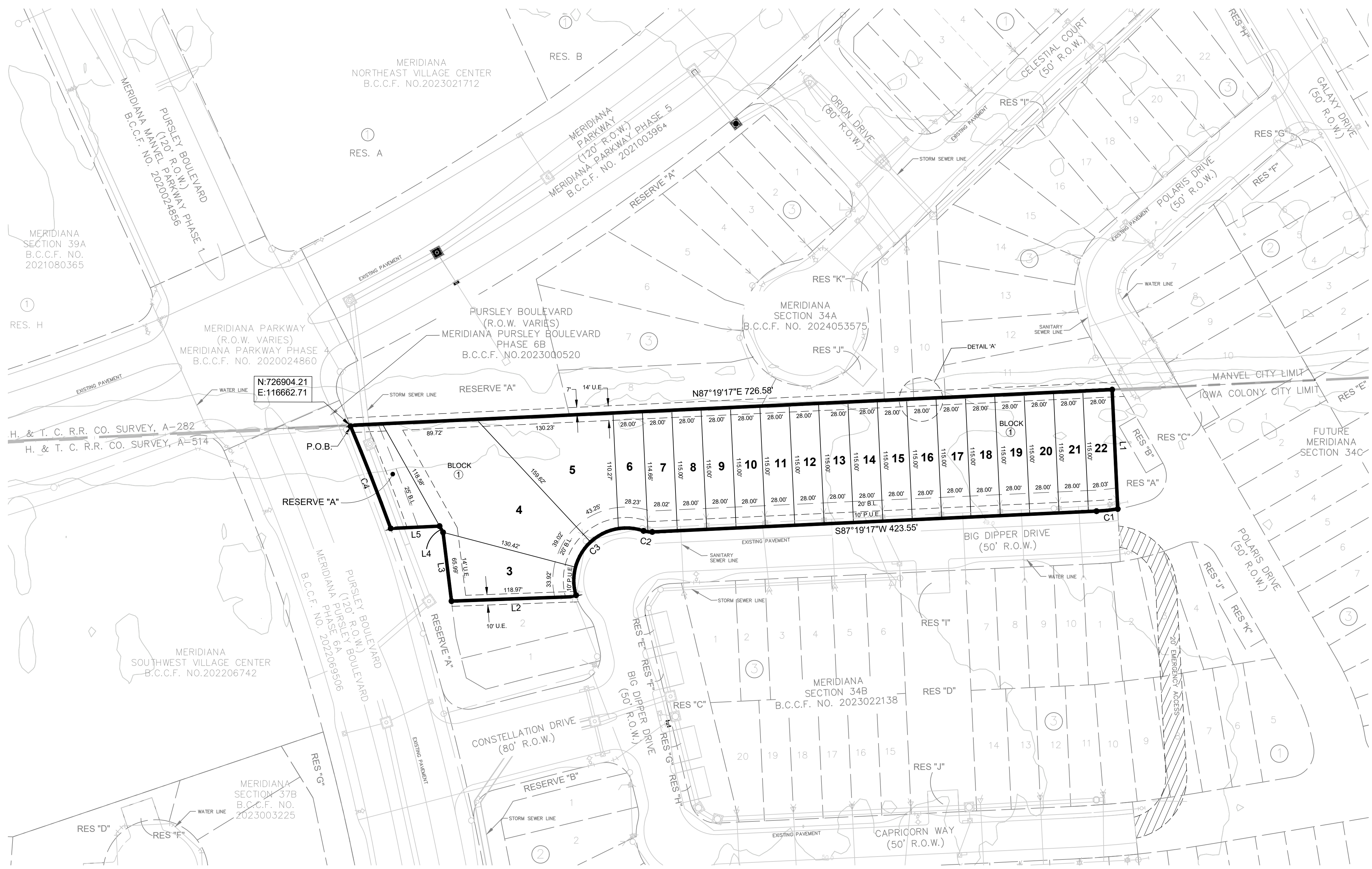
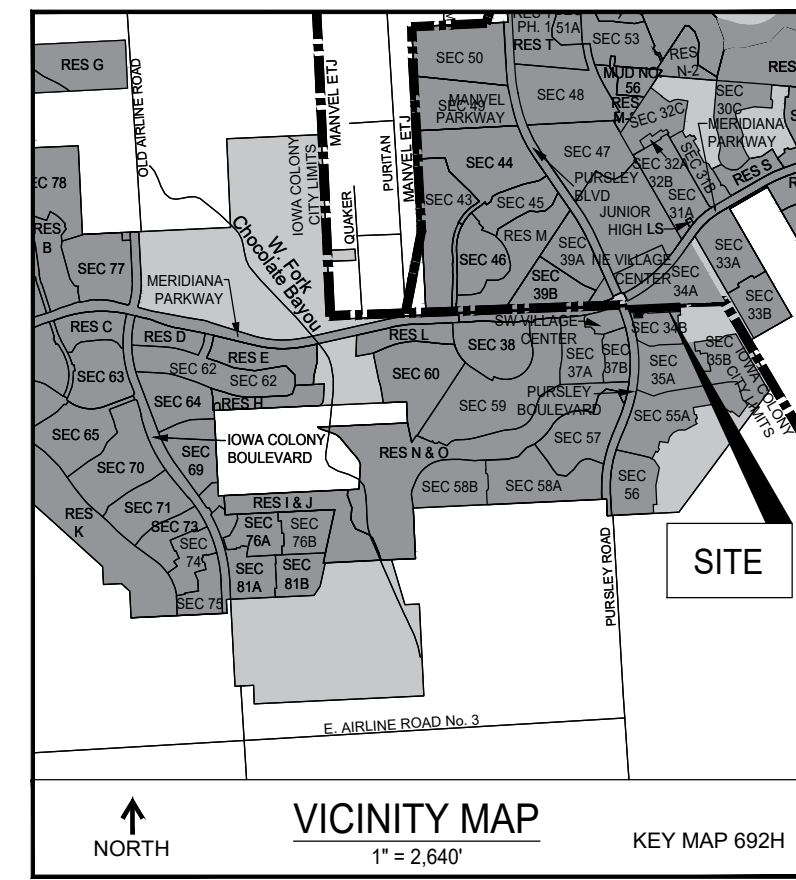
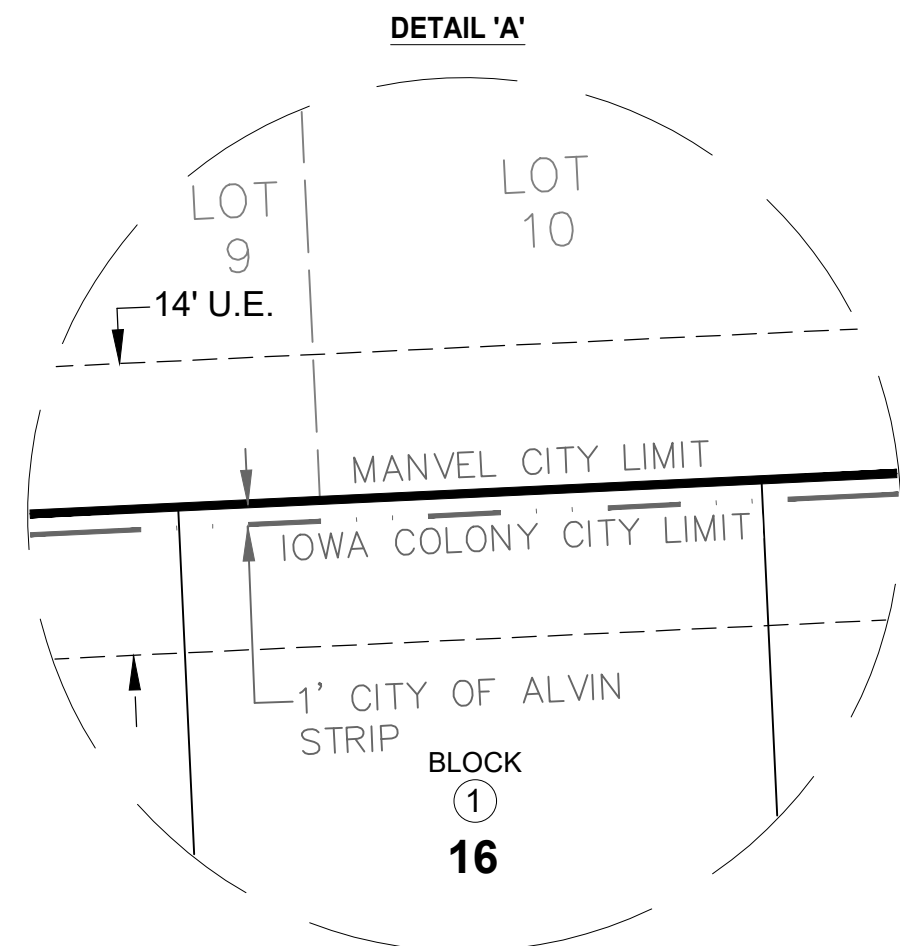
LINE TABLE		
LINE	BEARING	DISTANCE
L1	S02°40'43"E	113.82'
L2	S87°56'07"W	118.97'
L3	N07°00'52"W	65.99'
L4	N29°12'27"W	6.81'
L5	S87°19'17"W	46.58'

CURVE TABLE				
CURVE	RADIUS	BEARING	CHORD	LENGTH
C1	175.00'	S83°59'14"W	20.36'	20.37'
C2	25.00'	N82°09'32"W	9.13'	9.18'
C3	50.00'	S45°12'26"W	89.22'	110.22'
C4	2060.00'	N21°25'31"W	106.94'	106.95'

OFF-STREET GUEST PARKING SPACES		
NO. OF PROPOSED LOTS	NO. OF GUEST SPACES REQUIRED	NO. OF GUEST SPACES PROVIDED
20	5	0

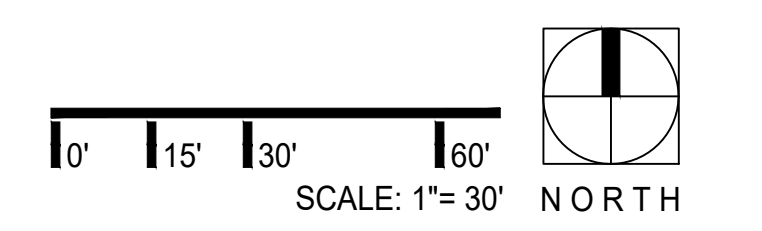
5 EXCESS SPACES IN SECTION 34B

RESERVE TABLE			
RESERVE	RESTRICTIONS	SQ. FT.	ACREAGE
A	LANDSCAPE, OPEN SPACE, & UTILITY PURPOSES	3,813.43'	0.09
TOTAL		3,813.43'	0.09



**BENCHMARK(S):**  
 NOS MONUMENT # E 306 DISK SET IN TOP OF CONCRETE MONUMENT, LOCATED 2.0 MILES WEST OF MANVEL, 2 MILES WEST ALONG THE GULF, COLORADO AND SANTA FE RAILWAY FROM THE STATION AT MANVEL, BRAZORIA COUNTY, 0.2 MILE WEST OF A SHELL-ROAD CROSSING, 5-1/2 FEET NORTHWEST OF MILE POLE 38, 39 FEET SOUTH OF THE SOUTH RAIL, 33 FEET NORTH OF THE CENTERLINE OF A DIRT ROAD, 6.7 FEET NORTH OF THE RIGHT-OF-WAY FENCE, 3 FEET WEST OF A WHITE WOODEN WITNESS POST AND SET IN THE TOP OF A CONCRETE POST ABOUT FLUSH WITH THE GROUND.  
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**OWNER CONTACT INFORMATION**  
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 KATY, TX 77493  
 832-916-2162



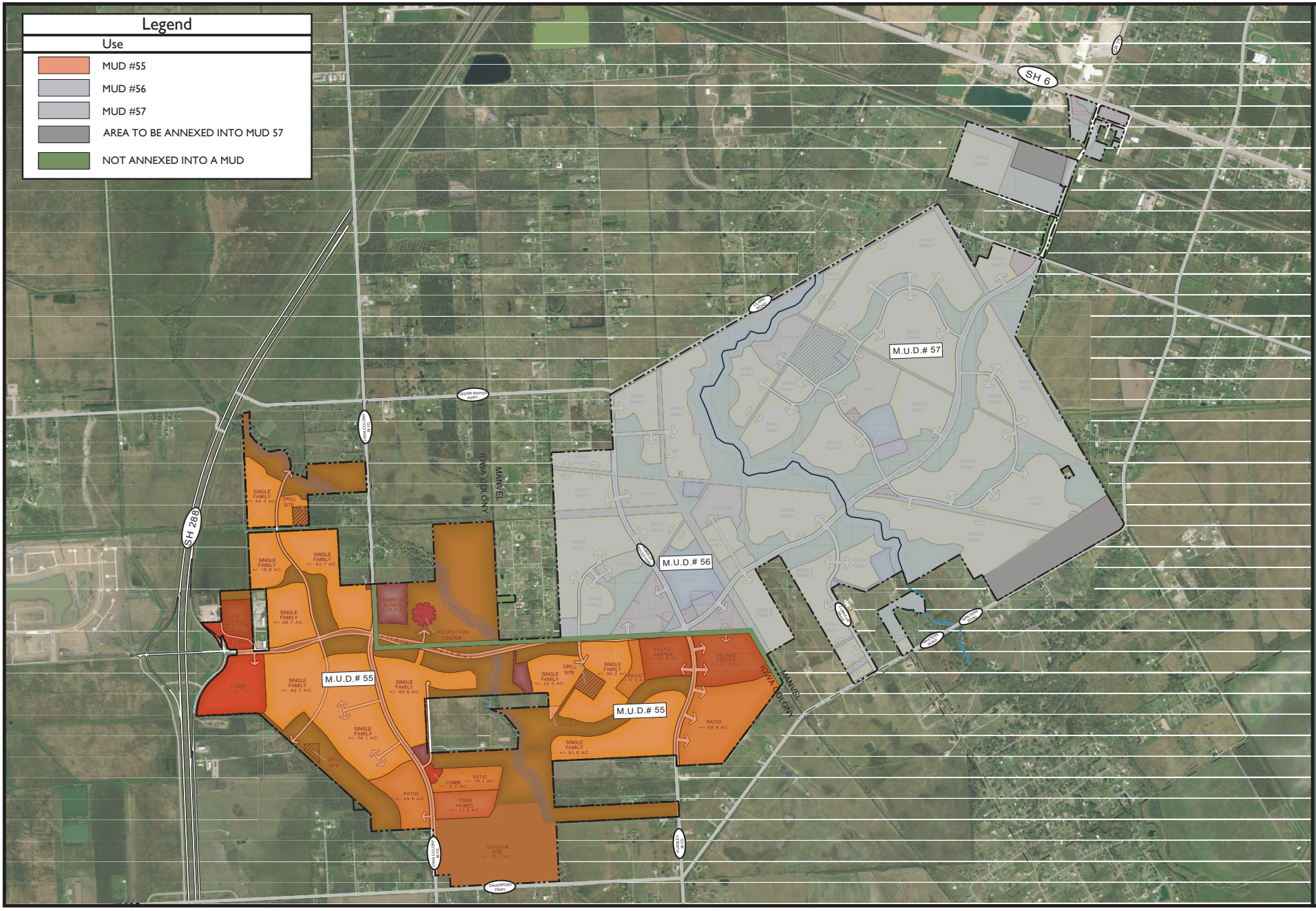
**Meridiana Section 34D**  
 A Subdivision of 2.01 acres out of the H.T. & B. R.R. Co. Survey, Section 54, A-512, City of Iowa Colony and City of Alvin, Brazoria County, Texas.  
 20 Lots, 1 Block and 1 Reserve  
 Owner: GR-M1, LTD., a Texas Limited Partnership

January 7, 2026

10311 MADONVILLE LANE  
 HOUSTON, TEXAS 77042  
 713.784.4500  
 WWW.EHRAINC.COM  
 TBP# No. F-726  
 TBP# L5 No. 10092800

**EHRA**  
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 SINCE 1936

No warranty or representation of interest, design or construction is made by this plat. The plat and facilities are subject to change without notice.  
 EHRA JOB NO. 081-011-34-04



Legend	
Use	
<span style="display:inline-block; width:15px; height:10px; background-color:orange;"></span>	MUD #55
<span style="display:inline-block; width:15px; height:10px; background-color:lightblue;"></span>	MUD #56
<span style="display:inline-block; width:15px; height:10px; background-color:mediumslateblue;"></span>	MUD #57
<span style="display:inline-block; width:15px; height:10px; background-color:darkslateblue;"></span>	AREA TO BE ANNEXED INTO MUD 57
<span style="display:inline-block; width:15px; height:10px; background-color:green;"></span>	NOT ANNEXED INTO A MUD

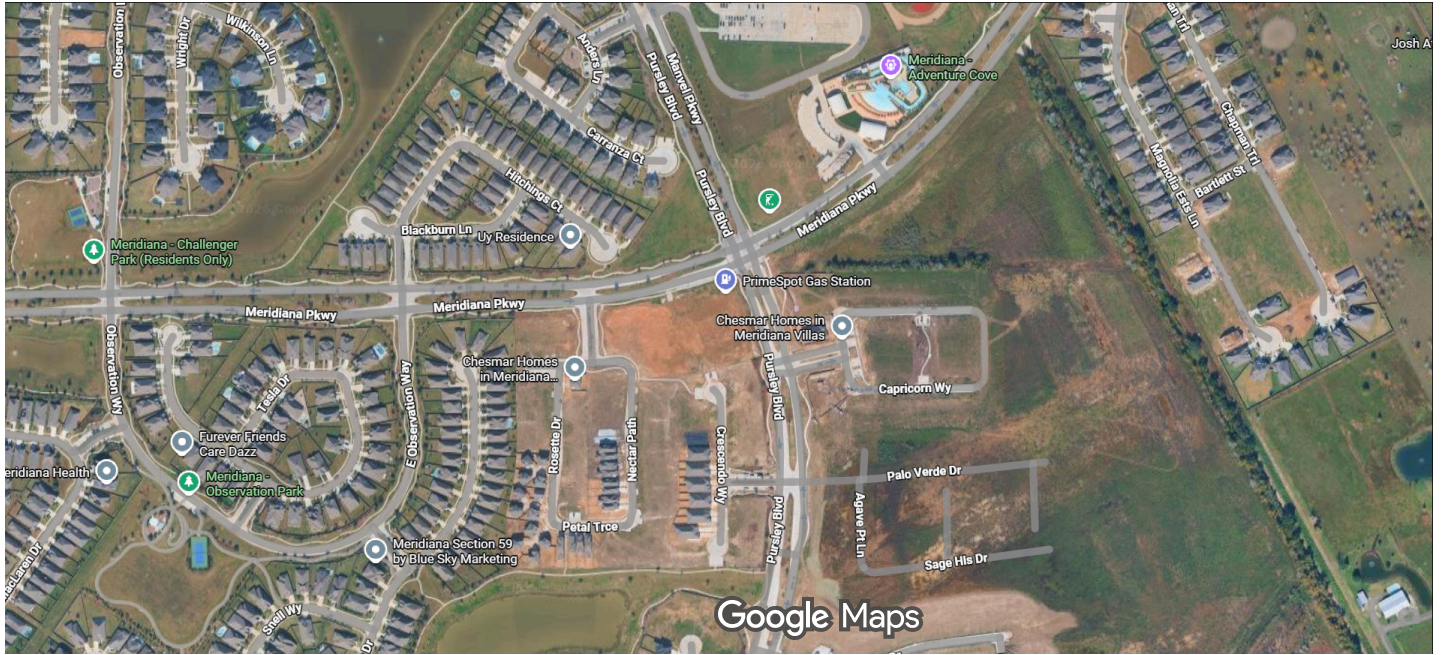
**Meridiana**  
 Municipal Utility District No. 55 Map  
 Brazoria County, Texas  
 P:\081-011-150\LandPlan\Map\DU55\Map02202009\_Aud\_Map\_Overall.dwg Mar 09 2022 4:04pm Edited by: mtruzzi

March 2022  
 NOT TO SCALE

EHRA JOB NO  
 081-011-150  
 No warranty is made by EHRA or its affiliates, or design or proposed improvements are subject to change without notice.

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 SINCE 1996

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 713.784.4500  
 EHRAINC.COM  
 TBPE No. E-226  
 TBPLS No. 10092300



Imagery ©2026 Airbus, Maxar Technologies, Vexcel Imaging US, Inc., Map data ©2026 Google 200 ft



# AGENDA COMMENTARY

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**Meeting Date:** 2/5/2026

**Department:** Information Technology

**Contact:** Nicholas Newell, Chief IT Officer

**Agenda Item:** Consider Resolution 26-R-04, authorizing City staff to submit one or more State of Texas cybersecurity grant applications; designating an authorized official; acknowledging required matching funds; and providing for other matters related thereto.

---

**Type of Item:** Resolution

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**Summary:** The proposed Resolution authorizes the City of Alvin to pursue one or more State of Texas cybersecurity grant opportunities in support of the City's ongoing efforts to strengthen its information technology systems, cybersecurity posture, continuity of operations, and resilience against cyber threats.

The Resolution establishes the City of Alvin Cyber Operations Resilience Enhancement Program (CORE) as the umbrella program under which grant-funded cybersecurity initiatives would be developed and implemented. CORE is intended to support coordinated cybersecurity improvements across governance and planning, assessment and evaluation, mitigation, and workforce development.

Cybersecurity threats, including ransomware and system disruptions, pose increasing operational and financial risks to municipal governments. Participation in state cybersecurity grant programs provides an opportunity for the City to advance planned IT initiatives while leveraging external funding to offset costs.

## **Grant Scope and Alignment**

Grant-funded activities under CORE may include, but are not limited to:

- [Governance & Planning Projects](#) - development or refinement of cybersecurity governance structures and plans
- [Assessment & Evaluation](#) - assessment of the City's current cybersecurity posture and identification of risk mitigation strategies
- [Mitigation](#) - implementation of cybersecurity protections and infrastructure enhancements commensurate with identified risks
- [Workforce Development](#) - training and workforce development to ensure City personnel are appropriately prepared to manage cybersecurity responsibilities

All proposed activities are consistent with and supportive of the City's IT Master Plan, strategic initiatives, and anticipated future budgetary investments.

## **Matching Funds**

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State cybersecurity grant programs generally require a local match. This Resolution acknowledges this requirement and affirms the City’s intent to provide the required matching funds if a grant is awarded, subject to final grant terms, scope of work, and City Council budget approval. The total **potential** grant award for **all** IT projects under the CORE program is \$500,000, with a required City match of \$150,000 (30%), subject to City acceptance and inclusion in a future annual budget.

Approval of this Resolution does not appropriate funds and does not commit the City to any specific expenditure at this time. Any required matching funds would be considered through the normal budgetary process.

**Authority and Administration**

This Resolution clearly establishes administrative roles and responsibilities to ensure proper oversight and compliance with grant requirements:

- The Assistant City Manager, acting under the administrative oversight of the City Manager, is designated as the City’s Authorized Official. This designation authorizes the Assistant City Manager to apply for, accept, reject, execute, amend, administer, or terminate grant agreements and related documents on behalf of the City, in accordance with applicable law.
- The Chief Information Technology Officer, subject to the approval and oversight of the Authorized Official, is authorized to prepare and submit grant applications and supporting documentation.
- The Finance Director, or the Finance Director’s designee, is designated as the Financial Officer for any awarded grant and is authorized to submit required financial, reimbursement, and programmatic reports; to request or process grant amendments or budget revisions as permitted by the grant; and to administer all fiscal requirements associated with the grant.

These designations ensure appropriate executive oversight, operational efficiency, and fiscal accountability.

**Fiscal Impact**

There is no immediate fiscal impact associated with adoption of this Resolution. Any future fiscal impact would depend on the award of grant funding and the final scope of approved projects. Required matching funds, if any, would be addressed through the City’s budget process.

Staff recommends approval of Resolution 26-R-04.

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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> <input type="checkbox"/> <b>Amount:</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>2/2/2026 SLH</u>
<b>Finance Review Required:</b> N/A <input type="checkbox"/> Required <input checked="" type="checkbox"/>	<b>Date Completed:</b> <u>CT 2/2/26</u>

---

**Supporting documents attached:**

1. Resolution 26-R-04; IT Grants with State of Texas
2. IT Master Plan - 2025-2030
3. Information Technology Strategic Plan Initiatives

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**Recommendation:** Move to approve Resolution 26-R-04, authorizing City staff to submit one or more State of Texas cybersecurity grant applications; designating an authorized official; acknowledging required matching funds; and providing for other matters

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related thereto.

---

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

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

**RESOLUTION 26-R-04**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS, AUTHORIZING CITY STAFF TO SUBMIT ONE OR MORE STATE OF TEXAS CYBERSECURITY GRANT APPLICATIONS; DESIGNATING AN AUTHORIZED OFFICIAL; ACKNOWLEDGING REQUIRED MATCHING FUNDS; AND PROVIDING FOR OTHER MATTERS RELATED THERETO.**

**WHEREAS**, the City Council of the City of Alvin, Texas, finds it to be in the best interest of the citizens of Alvin that the City of Alvin Cyber Operations Resilience Enhancement Program (CORE) be developed and implemented to strengthen the City's cybersecurity posture, continuity of operations, and resilience against cyber threats; and

**WHEREAS**, the City of Alvin seeks grant funding from the State of Texas to support cybersecurity planning, assessment, mitigation, and workforce development activities consistent with state and federal cybersecurity objectives; and

**WHEREAS**, the proposed project aligns with the City's IT Master Plan, strategic initiatives, and planned future budgetary investments; and

**WHEREAS**, the City of Alvin acknowledges that the grant program requires local matching funds and agrees to provide the required matching funds for the project, subject to final grant award terms, scope of work, and budget approval; and

**WHEREAS**, the City Council of the City of Alvin agrees that, in the event of loss or misuse of State of Texas grant funds, the City assures that such funds will be returned to the State of Texas in full and in accordance with grant requirements; and

**WHEREAS**, the City Council of the City of Alvin designates the Assistant City Manager, acting under the authority of the City Manager, as the grantee's Authorized Official, who is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the City, and to authorize the Chief Information Technology Officer, subject to the approval and oversight of the Authorized Official, to prepare and submit the grant application and supporting documentation; and

**WHEREAS**, the City Council of the City of Alvin designates the Finance Director, or the Finance Director's designee, as the grantee's Financial Officer, who is given the power to submit financial and/or programmatic reports, to request or process grant amendments or budget revisions as permitted by the grant, and to administer fiscal requirements associated with the grant on behalf of the City; and

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

**Section 1. Findings.** The foregoing recitals are true and correct and are hereby adopted as findings of the City Council.

**Section 2. Grant Submission.** The City Council hereby approves the submission of one or more grant applications for the City of Alvin Cyber Operations Resilience Enhancement Program (CORE) to the State of Texas and authorizes City staff to prepare and submit all required application materials.

**Section 3. Authorized Official and Authorization to Act.** The Assistant City Manager, acting under the administrative oversight of the City Manager, is hereby designated as the grantee's Authorized Official and is authorized to apply for, accept, reject, execute, amend, administer, or terminate the grant and all related agreements and documents on behalf of the City, in accordance with applicable law and City Council oversight.

The Chief Information Technology Officer, subject to the approval and oversight of the Authorized Official, is authorized to prepare and submit the grant application and supporting documentation on behalf of the City.

**Section 4. Financial Administration.** The Finance Director, or the Finance Director's designee, is hereby designated as the grantee's Financial Officer and is authorized to submit required financial, reimbursement, and programmatic reports, to request or process grant amendments or budget revisions as permitted by the grant, and to administer all fiscal requirements associated with the grant in accordance with State requirements.

**Section 5. Open Meetings.** It is hereby officially found and determined that the meeting at which this Resolution is 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. Take Effect.** This Resolution shall take effect immediately upon its adoption.

**PASSED AND APPROVED** this 5<sup>th</sup> day of February 2026.

**THE CITY OF ALVIN, TEXAS**

**ATTEST**

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

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

**IT Master Plan**  
**FY25-FY30**  
**“We’re Here to Serve”**

## **Introduction**

### **Mission Statement: "We're here to serve."**

At the City of Alvin IT Department, we aim to provide exceptional IT services that empower city staff to deliver top-tier services to our community. We are committed to modernizing our IT infrastructure, enhancing cybersecurity, fostering innovative solutions, and ensuring seamless, reliable support for all city operations over the next five years.

### **Purpose of the Plan**

The IT Master Plan has been developed to guide the transformation and enhancement of our IT infrastructure, services, and community engagement initiatives. This plan is strategically aligned with the city's overarching goals of efficiency, security, and excellence in service delivery. By establishing a clear roadmap for the next five years, we are laying the foundation to ensure that our IT capabilities support every facet of city operations and adapt to future needs.

### **Background on the Current IT Environment**

The City of Alvin's IT infrastructure supports a range of critical services across multiple city departments. However, the current IT environment faces several challenges, including outdated hardware, limited network capabilities, and insufficient cybersecurity measures. These issues hinder the efficiency and effectiveness of city operations, highlighting the need for a comprehensive IT modernization effort that includes community-centered technology initiatives and continuous staff development.

### **Rationale for the IT Master Plan**

The IT Master Plan addresses these challenges by building a robust, secure, and scalable IT environment capable of supporting future growth and promoting digital literacy within the city. Modernizing the IT environment is essential for improving service delivery, safeguarding sensitive data, and enhancing operational efficiency. By aligning the IT Master Plan with the city's strategic goals, we aim to provide the technological foundation necessary to support Alvin's mission and objectives, preparing city staff to navigate an evolving digital landscape.

### **Stakeholder Engagement**

The development of the IT Master Plan involved extensive engagement with key stakeholders, including city departments, IT staff, , and external partners. This collaborative approach has been instrumental in shaping a plan that is comprehensive, practical, and aligned with the city's strategic objectives.

## Goals and Objectives

The primary goals of the IT Master Plan are to:

### 1. **Improve IT Resilience**

- Enhance the ability to recover quickly from disruptions and ensure continuous service availability.
- Implement advanced cybersecurity practices to protect city data and systems from threats.

### 2. **Modernize IT Systems**

- Upgrade hardware, software, and network systems to ensure reliability and scalability.
- Remove previously established bad practices and replace them with industry best practices.

### 3. **Enhance IT Services**

- Improve the quality and efficiency of IT support and services provided to city departments.
- Optimize workflows for staff members to enhance productivity and service delivery.

### 4. **Optimize IT Policies & Procedures**

- Streamline and standardize IT policies and procedures to improve consistency and efficiency.
- Develop clear documentation for all IT processes and procedures.

### 5. **Innovative Technology Awareness**

- Promote awareness and adoption of innovative technologies to enhance city services and operations.
- Encourage continuous learning and exploration of emerging technologies within the IT team.

### 6. **IT Community Engagement**

- Develop programs that allow the IT department to give back to the community, supporting city-wide goals.
- Explore initiatives like technology literacy workshops, internships, or partnerships with local schools and communities to foster digital inclusivity and technology engagement.

## Improve IT Resilience

### Current Operations

The City of Alvin's IT infrastructure faces challenges with resilience, impacting our ability to maintain continuous service availability. Recent events have underscored gaps in our disaster recovery capabilities, security defenses, and backup strategies. Current infrastructure lacks redundancy, creating risks due to single points of failure. Additionally, our cybersecurity practices need reinforcement to meet evolving threats effectively. Current practices do not fully meet PCI compliance requirements, specifically PCI policies 12.10.1 for incident response and 8.3.8 for secure access controls, highlighting the need for enhanced security and access management.

### Objectives

1. **Enhance Disaster Recovery and Business Continuity**
  - a. Develop and implement a comprehensive disaster recovery plan that integrates with a robust infrastructure for city operations.
  - b. Adopt the 3-2-1-1-0 Backup Philosophy: maintain **3 copies of data** (primary and two backups) on **2 different media**, with **1 copy off-site**, **1 offline** copy, and **0 unverified backups** to ensure all critical data is resilient against incidents.
  - c. Automate and schedule regular backup validation to maintain data integrity and availability.
  - d. Establish a procedure for conducting regular disaster recovery (DR) drills to evaluate the effectiveness of recovery plans and make adjustments as needed.
2. **Implement Redundant Infrastructure**
  - a. Upgrade network infrastructure with redundant pathways and failover mechanisms to eliminate single points of failure.
  - b. Invest in redundant power supplies and cooling systems to protect data centers from environmental disruptions.
  - c. Introduce load balancing across servers to distribute workloads evenly, reducing the risk of overload and downtime.
3. **Strengthen Cybersecurity Practices**
  - a. Deploy advanced security tools, including intrusion detection and prevention systems (IDPS) with automatic machine isolation based on threat metrics to prevent breaches. This allows for immediate containment of compromised devices upon detection of specific security events.
  - b. Leverage a Security Information and Event Management (SIEM) system for centralized monitoring and response. Establish clear procedures for SIEM use, focusing on setting alert thresholds, incident response actions, and review protocols to maximize its efficacy in threat management.

- c. Conduct periodic security drills to identify vulnerabilities and train team members in defense practices. These drills will improve response capabilities and enhance the security team's familiarity with evolving tactics and tools.
- 4. Enhance Cybersecurity Training**
- a. Expand the annual training program to include additional targeted sessions for employees who initially fail security assessments, emphasizing practical application of security practices.
  - b. Conduct targeted phishing simulations and scenario-based training for high-risk departments, focusing on real-world threat recognition and response to improve the organization's security posture.
- 5. Implement Advanced Access Controls**
- a. Deploy Multi-Factor Authentication (MFA) across all critical systems as a mandatory security measure, meeting PCI policy 8.3.8 requirements. Research and implement a suitable MFA technology that aligns with city infrastructure and ensures authenticated access for all users.
  - b. Conduct regular audits of system access to monitor for unauthorized activities and ensure compliance with city standards and PCI policy 12.10.1.
  - c. Implement strict role-based access controls with detailed logs and routine reviews to secure sensitive data and critical systems.

By addressing these areas, the City of Alvin will strengthen its IT resilience, building a robust, secure infrastructure capable of supporting uninterrupted operations, protecting city data, and meeting compliance and security standards.

## **Modernize IT Systems**

### **Current Operations**

The City of Alvin's IT systems rely on a mix of legacy hardware, a poorly organized storage structure, and fragmented security measures. The IT ecosystem includes all-in-one desktops that do not meet current performance standards, an outdated file storage setup, and a complex council meeting broadcast system. Additionally, server infrastructure is spread across various sites with varying security levels, and security systems citywide are outdated, lacking the necessary safeguards and organization for staff and visitor management.

### **Objectives**

#### **1. Selective Transition to Cloud-Based Solutions**

- a. Move one of the three backups in the city's 3-2-1-1-0 backup strategy to a secure cloud environment, ensuring offsite resilience and enabling rapid recovery in case of data loss.
- b. Migrate specific applications to cloud platforms, reducing the need for on-premises infrastructure and associated maintenance costs. Prioritize the migration of applications that can leverage the scalability and redundancy benefits of cloud environments without compromising security or compliance.
- c. Develop a phased cloud adoption roadmap, assessing each application for compatibility, cost-effectiveness, and performance in a cloud setting to ensure minimal disruption during the transition.

#### **2. Implement VMware for Virtualization**

- a. Transition from Scale Computing VM nodes to VMware to enhance flexibility, compatibility, and management options for virtualized infrastructure.
- b. Establish redundancy measures within the VMware environment to improve resilience, with automated failover capabilities to ensure continuous operation of critical services.
- c. Standardize server configurations within VMware to streamline resource allocation and simplify maintenance, facilitating smoother management and reducing potential downtime.

#### **3. Upgrade Workstations and Standardize Hardware**

- a. Phase out all-in-one (AIO) desktops across city departments and transition to custom-built PCs tailored to specific staff requirements, enhancing performance and ease of maintenance.
- b. Standardize hardware configurations to streamline IT support and improve resource allocation, allowing for more efficient deployment and troubleshooting.

#### **4. Modernize and Organize User Storage**

- a. Implement folder redirection for user data to ensure efficient and centralized storage, simplifying backups and reducing data redundancy.
- b. Overhaul shared file storage by replacing the current disorganized “Data” folder with a structured, department-based storage system. This new setup will include distinct directories for departmental and personal user files, making data easier to locate, manage, and secure.
- c. Establish clear guidelines for file organization and educate staff on proper storage practices to maintain organization over time.

#### **5. Optimize Network Infrastructure**

- a. Complete the implementation of the city-wide fiber ring project to connect city facilities, dramatically improving network speed, reliability, and bandwidth. This enhanced network foundation will support increased data transfer demands, especially as cloud adoption grows.
- b. Ensure that network infrastructure can handle additional traffic from cloud-hosted applications, monitoring and adjusting bandwidth allocations as necessary to maintain optimal performance across all departments.

#### **6. Enhance Interdepartmental Communication**

- a. Adopt Microsoft Teams as the primary collaboration platform for city staff, fostering interdepartmental communication and collaboration. Integrate Teams with existing tools and workflows where possible, encouraging staff engagement and information sharing.
- b. Develop guidelines and training for Teams to maximize adoption and build a community culture among staff, promoting collaborative workspaces and enhancing transparency.

#### **7. IT Takeover of Council Meeting Streaming Setup**

- a. Transition responsibility for council meeting livestreams to the IT department, simplifying the current complex broadcast system.
- b. Implement a reliable, user-friendly broadcasting solution that reduces the technical burden on staff and ensures a high-quality streaming experience for the public.
- c. Provide training for IT staff on the updated broadcast equipment and workflows to ensure smooth operation during council meetings.

#### **8. Consolidate Server Infrastructure at the Police Department**

- a. Migrate the core server infrastructure to the Police Department, leveraging its higher security standards to centralize and protect critical systems.
- b. Implement enhanced security measures for the centralized servers, including restricted access, multi-layer authentication, and physical security controls.
- c. Establish server redundancy within the Police Department to ensure continuous operation and quick recovery in the event of a failure.

## 9. Overhaul Security Systems Citywide

- a. Standardize physical security by replacing outdated systems with high-quality Verkada cameras across all city facilities, extending the upgraded setup currently in place at the Recreation Center.
- b. Implement Verkada badge readers for door access, replacing the existing end-of-life system to enhance access control and streamline entry management across city facilities.
- c. Introduce a new badge-based employee identification system to manage secure access for all city personnel.
- d. Develop comprehensive visitor protocols, establish designated staff-only areas, and enforce CJIS-compliant security zones, especially within facilities handling sensitive data.

By addressing these modernization goals, the City of Alvin will achieve a more efficient, organized, and secure IT environment that supports staff productivity, enhances data management, and safeguards critical systems.

## **Enhance IT Service**

### **Current Operations**

The City of Alvin's IT department currently operates with a structured service desk team, led by the CITO, followed by a system administrator, a network administrator, and two IT technicians. While effective, the current service model is reaching its capacity as the city continues to grow. IT support demand is expected to rise as new staff, facilities, and technology needs emerge. Though a knowledge base exists, it requires further development, and a self-service portal and formal training for end-users are still in early stages. Moreover, workflows between IT and other departments need enhancement, with automation as a core focus for efficiency gains.

### **Objectives**

- 1. Expand and Grow IT Team to Align with City Growth**
  - a. Develop a structured metric-based growth plan for IT staffing levels, defining specific ratios of IT staff relative to the number of city staff, business types served, and buildings supported.
  - b. Grow the IT team by at least two additional members in the near term, with planned staffing adjustments as the city expands.
  - c. Implement an IT Staff Retention and Development Plan, establishing career paths across positions, including IT Technician, System Administrator, and Network Administrator roles, each structured from levels 1 to 5. This structured progression will foster long-term retention and support professional growth, encouraging staff to advance within the city's IT department.
- 2. Develop Self-Service Tools and User Training**
  - a. Fully develop and expand the IT knowledge base, covering frequently asked questions, troubleshooting steps, and department-specific resources to provide staff with easy access to solutions.
  - b. Implement a self-service portal that allows city employees to submit support requests, track ticket status, and access self-help resources, reducing dependence on direct IT support for routine inquiries.
  - c. Establish onboarding training videos assigned through KnowBe4 for all new hires, covering the city's technology ecosystem and emphasizing cybersecurity best practices. This training will introduce staff to essential tools, processes, and potential risks.
- 3. Implement Service Metrics and SLAs**
  - a. Define key performance indicators (KPIs) and Service Level Agreements (SLAs) for IT services, including response times, ticket resolution metrics, and overall service quality benchmarks.

- b. Utilize monitoring and reporting tools to track performance metrics, generate monthly reports, and identify trends or areas for improvement. These metrics will provide a foundation for continuous service enhancement and support transparency with city departments.
  - c. Create a structured feedback loop with city departments to review IT service performance, gather input on service quality, and adjust SLAs as needed to match evolving needs.
- 4. Strengthen Inter-Departmental Workflows**
- a. Design and document workflows for essential processes, such as staff onboarding, offboarding, and cross-departmental projects, to streamline operations and reduce administrative friction.
  - b. Research and assess city-specific workflow needs to identify additional processes that IT can support or optimize through standardized practices.
  - c. Establish a formal channel for staff across departments to submit technology and service requests, fostering open communication and enabling IT to better respond to city-wide technology needs.
- 5. Representation in Upper Management**
- a. Ensure the CITO's presence in upper management meetings, enabling IT to align closely with city objectives and respond effectively to cross-departmental initiatives.
  - b. This involvement will provide IT with insight into city-wide projects and anticipated resource needs, allowing the IT department to respond proactively and support other departments in achieving their objectives.
- 6. Leverage AI and Automation**
- a. Integrate AI and automation solutions where possible to enhance service efficiency for both staff and citizen-facing services. This includes automating ticket routing, system monitoring alerts, and streamlining common workflows.
  - b. Explore AI-powered tools to improve IT support responsiveness and increase self-service options, such as chatbots for basic troubleshooting or knowledge base access.
  - c. Prioritize opportunities for automation in repetitive processes to free up IT resources for higher-impact tasks and strategic initiatives.
- 7. Expand Education and Training Budget**
- a. Increase the education budget to foster continuous learning within the IT team, aiming to cultivate the highest-trained staff in the area.
  - b. Encourage certifications, specialized training, and attendance at industry events to keep IT staff up-to-date with evolving technologies and best practices.
  - c. Incorporate regular training sessions as part of the IT Staff Retention and Development Plan, supporting career progression and skill enhancement at every level.

By focusing on these areas, the City of Alvin's IT department will enhance its ability to deliver quality service, proactively support city growth, and foster a culture of continuous improvement. These initiatives will ensure that IT services remain responsive, efficient, and aligned with the city's evolving needs.

## Optimize IT Policies & Procedures

### Current Operations

The City of Alvin's IT policies and procedures are in various stages of maturity, with some policies not yet fully developed or documented. Compliance with frameworks such as CJIS and PCI is critical to city operations, yet several key policies, including those for incident response, security incidents, and disaster recovery, require immediate attention. The current policy documentation is decentralized, which complicates policy management and adherence. While the IT team maintains strong communication with other departments, there is a need for structured policy review, a centralized repository, improved risk reporting, and enhanced processes for change and exception management.

### Objectives

#### 1. Develop NIST CSF-Aligned Policies

- a. Research and adhere to the NIST Cybersecurity Framework (NIST CSF) for policy development. This framework provides a proven, structured approach to improving cybersecurity risk management and aligning with industry standards.
- b. NIST CSF will provide a consistent format and set of standards for IT policies, helping the city address cybersecurity requirements comprehensively, including risk assessment, incident response, and recovery protocols.

#### 2. Centralize Documentation in a Unified Repository

- a. Establish a centralized, digital repository for all IT policies, procedures, and documentation. This will enable quick access, consistent updates, and streamlined management of policy documentation.
- b. Consolidate existing Standard Operating Procedures (SOPs) by converting them into formal policies, following NIST CSF standards for clarity and consistency.

#### 3. Implement an Annual Policy Review Cycle

- a. Conduct annual reviews of all IT policies to keep them relevant, effective, and compliant with evolving standards and regulations. This regular cadence ensures that policies remain up-to-date without overwhelming resources.
- b. Include a structured checklist for reviewing and updating policies to ensure adherence to CJIS, PCI, and any additional regulatory requirements relevant to city operations.

#### 4. Enhance Compliance with CJIS and PCI Standards

- a. Develop immediate policies to address CJIS requirements, including a **CJIS Security Incident Policy**, **Yearly Incident Response Training Policy**, **Yearly Incident Response Testing Policy**, and **Security Incident Reporting Policy**.

- b. Establish comprehensive policies for **PCI 10.7.3 (Log Retention)**, **PCI 11.4.1 (Intrusion Detection)**, and **PCI 11.5.2 (File Integrity Monitoring)** to ensure PCI compliance across city systems.
  - c. Implement a formal **IT Security Policy** and **IT Security Training Policy** to protect city data, covering mandatory security training and awareness programs for all staff.
5. **Implement Risk Evaluation and Reporting**
- a. Develop a structured risk evaluation system to assess and report on risks associated with deferred IT updates, cybersecurity vulnerabilities, and potential system downtime.
  - b. Create periodic risk reports for upper management, documenting potential consequences and resource needs to mitigate risks. This approach will ensure that decision-makers have a clear understanding of IT-related risks, encouraging proactive investment in technology and security.
  - c. Design these reports to be accessible and informative, making complex IT risks understandable to non-technical city leaders.
6. **Establish a Change Management Process**
- a. Research and develop a robust change management process to ensure smooth policy updates and system changes. Evaluate potential software solutions that can support change management, such as automated workflows, change logs, and approval tracking.
  - b. Designate roles and responsibilities within the IT team for managing change requests, approvals, and implementations, ensuring consistency and accountability in the change process.
7. **Implement Exception Management for Specialized Access**
- a. Formalize an exception management process for policies that require flexibility, especially for the Criminal Investigation Division (CID) and other departments needing specific exceptions for investigative purposes.
  - b. Track and review exceptions periodically to ensure that they remain justified and do not compromise security, while also documenting any adjustments as needed to accommodate department-specific requirements.
8. **Create a Comprehensive Disaster Recovery Plan**
- a. Develop a complete Disaster Recovery (DR) Plan Policy, addressing protocols for data protection, backup procedures, and emergency response in the event of service disruptions.
  - b. Include a **Testing Policy** for regular DR drills to validate the effectiveness of the disaster recovery plan and make necessary adjustments based on testing outcomes.
9. **Define Hardware Refresh Cycles**

- a. Establish a **Hardware Refresh Policy** to ensure all PCs, servers, network equipment, and other critical infrastructure are regularly updated. This policy will set lifecycle standards for city hardware, enhancing system reliability and performance.
- b. Create a phased replacement schedule for all equipment types, considering budget constraints, technological advances, and operational priorities.

By establishing these optimized policies and procedures, the City of Alvin will achieve greater consistency, security, and compliance in its IT operations. This structured approach will also enhance risk management, ensure regulatory adherence, and lay a strong foundation for future policy development.

# **Innovate Technology Awareness**

## **Current Operations**

The City of Alvin's IT department recognizes the potential of emerging technologies, including automation and AI, to enhance city operations, support department workflows, and improve service delivery. While the department encourages ongoing exploration, there is no formal process in place to evaluate, test, or implement new technologies. Additionally, there is an opportunity to strengthen IT's role in promoting digital self-service tools and resources that can empower city staff and improve efficiency.

## **Objectives**

- 1. Explore Automation, AI, and Emerging Technologies**
  - a. Formalize a Research & Development (R&D) process to evaluate and pilot new technologies that align with city goals, including automation, AI, and self-service platforms. Incentivize this exploration within IT to foster a culture of innovation, rewarding team members for identifying and testing high-impact tools and approaches.
  - b. Conduct regular cybersecurity assessments to stay aware of evolving threats and incorporate findings into R&D priorities, ensuring the IT department stays proactive in adapting to emerging risks.
- 2. Foster Collaboration and Continuous Learning**
  - a. Actively collaborate with other city departments to identify specific technology needs and opportunities, supporting them with customized solutions that align with their goals. Encourage cross-departmental projects to bring innovative tech solutions into everyday operations.
  - b. Provide a mix of structured training and flexible certification opportunities, tied to the department's tiered advancement system, to keep IT staff engaged and informed about new technologies. Encourage staff to pursue certifications in technologies of their choice to foster specialized expertise within the team.
- 3. Consider a Future Technology Innovation Lab**
  - a. Research and develop a Technology Innovation Lab as a dedicated space for testing, piloting, and assessing the impact of emerging technologies and risk factors. This lab would allow IT to evaluate new tools on a small scale before broader implementation and align closely with the department's R&D process.
- 4. Establish a Yearly Innovation Review Process**
  - a. Host an annual Innovation Review, inviting IT team members and stakeholders from other departments to share insights on emerging technologies and share feedback from their respective areas. This review would support IT's alignment

with departmental needs and foster an environment of continuous learning and collaboration across the city.

By focusing on technology awareness, collaboration, and continuous learning, the City of Alvin's IT department will be positioned to integrate new technologies that strengthen city services and create an innovative, adaptable digital environment for both staff and residents.

## **IT Community Engagement**

### **Current Operations**

The City of Alvin's IT department is committed to supporting not only the technological needs of city staff but also the digital literacy and security of its residents. While there is interest in community-oriented initiatives, there is currently no formal program for IT outreach. However, the department is already making strides toward engaging local educational institutions, including an internship program with Alvin Community College. This emerging focus on community engagement aligns with city goals to promote public awareness and digital accessibility.

### **Objectives**

- 1. Promote Digital Literacy and Cybersecurity Awareness**
  - a. Launch initiatives to help residents, particularly vulnerable populations such as the elderly, understand cybersecurity risks and protect themselves from scams. These programs will raise awareness about common threats and provide practical strategies for staying safe online.
  - b. Host educational workshops that address digital literacy topics, such as online safety, email basics, and responsible social media use, equipping citizens with foundational skills for navigating the digital world.
- 2. Develop Partnerships and Community Programs**
  - a. Collaborate with Alvin Community College to establish a yearly internship program, providing students with hands-on experience in IT and exposure to city operations. This partnership will serve as a foundation for community-centered IT education and skills development.
  - b. Explore partnerships with additional local institutions, organizations, and nearby communities to create programs that further the city's digital inclusivity and technology engagement goals.
- 3. Host "Look into IT" Workshops and Events**
  - a. Organize periodic public events that offer citizens an inside look into the IT department's processes and capabilities. For example, host PC-building workshops where residents can observe and participate in the process of building a computer, gaining insights into both hardware and software fundamentals.
  - b. Use these events as opportunities to answer questions, showcase city technology initiatives, and build a stronger connection between IT and the community.
- 4. Explore Online Resources for Resident Support**
  - a. Research the development of online resources, such as guides, how-to videos, and cybersecurity tips, that residents can access through city websites. These

resources will provide 24/7 support, covering common technology challenges and enhancing digital literacy.

- b. Tailor content to the needs of different resident groups, including seniors, job seekers, and students, helping each group find relevant information for their specific needs.

**5. Consider a Community Internet Cafe**

- a. Explore the feasibility of establishing an internet cafe using retired city machines, where residents could access technology for essential tasks, such as checking email, applying for jobs, or completing educational modules. This concept would require partnerships, research, and community feedback but could significantly enhance technology access for underserved residents.
- b. Partner with local organizations to provide resources, staffing, or space for this potential project, aligning with the city's broader goal of digital accessibility.

Through these initiatives, the City of Alvin's IT department will foster an environment of digital inclusivity and community support, ensuring that residents have the resources and knowledge to engage safely and confidently with technology.

## **Conclusion**

The City of Alvin’s IT Master Plan represents a strategic commitment to modernize, secure, and expand the city’s technological capabilities, ensuring that every department and resident benefits from reliable, responsive, and innovative IT services. Through goals like improving IT resilience, modernizing critical systems, and fostering a proactive culture of technology awareness, the plan sets a clear path for the future of technology in the city.

The IT department’s dedication to optimizing policies, enhancing service delivery, and expanding community engagement reinforces its role as a vital partner in the city’s mission. By aligning IT goals with city objectives, we are not only safeguarding our infrastructure but also empowering departments, supporting our citizens, and building a digitally inclusive community.

This five-year roadmap is more than a set of initiatives—it’s a pledge to continuously improve, adapt, and lead the city into a future where technology serves as a powerful tool for growth, resilience, and public service. As Alvin grows, its IT department stands ready to evolve alongside it, ensuring that every step forward is taken with purpose, security, and a shared vision for excellence.

Information Technology Strategic Plan Initiatives

Strategic Initiatives		Goals	Action Steps	Dept	FY 25	FY 26	FY 27
5.5	Financial Reporting	Issue monthly financial reports within 15 days of end of month	All month end entries posted/reconciled within the first week of the month	Finance	X	X	
			Complete report/slides by 10th of the month	Finance			
	Excellence in Financial Reporting	Obtain GFOA recognition for Financial Reporting and Budgeting	Finance	X	X	X	
		Receive clean Audit opinion	Finance	X	X	X	
5.6	Information Technology Infrastructure Improvements	Create an IT Strategic Master plan for next 5 years		IT	X		
		Clean up security permissions for Active Directory		IT		X	
5.7	EMS	Training	Hold training with all employees regarding emergency operations procedures prior to May 31 of each year	EMS	X	X	X
			Hold annual NIMS exercise for the City of Alvin	EMS	X	X	X



# AGENDA COMMENTARY

Meeting Date: 2/5/2026

**Department:** City Manager

**Contact:** Junru Roland, City Manager

**Agenda Item:** Consider Resolution 26-R-05, affirming City Council’s intent and policy direction to proceed with preliminary consideration and evaluation of zoning, consistent with the City’s adopted Strategic Plan and Comprehensive Plan; and providing for other matters related thereto.

**Type of Item:** Resolution

**Summary:** This item considers a resolution affirming City Council’s intent and policy direction to proceed with the preliminary consideration and evaluation of zoning as a tool for the City, consistent with the goals outlined in the City’s adopted Strategic Plan and Comprehensive Plan.

The City’s adopted Strategic Plan and Comprehensive Plan both recognize zoning as a potential tool to support orderly growth and long-range planning objectives. This item acknowledges that policy direction and provides a starting point for staff to move forward with initial analysis and discussion of zoning as part of the City’s overall planning framework.

Adoption of this resolution provides clear policy direction for City staff to undertake preliminary efforts related to zoning. These efforts are intended to inform future policy discussions and potential recommendations to City Council.

The resolution does not adopt zoning regulations, zoning districts, or a zoning map, nor does it impose land use restrictions. Any future zoning ordinance or regulatory framework would require separate City Council action following public hearings and compliance with applicable state law.

Approval of this resolution affirms City Council’s intent to follow a deliberate, transparent, and inclusive process to evaluate zoning in alignment with the City’s long-range planning documents.

Staff recommends approval of Resolution 26-R-05.

**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:** 1/28/2026 SLH

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

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

**Supporting documents attached:**

- 1. Resolution 26-R-05; Zoning

**Recommendation:** Move to approve Resolution 26-R-05, affirming City Council’s intent and policy

direction to proceed with preliminary consideration and evaluation of zoning, consistent with the City's adopted Strategic Plan and Comprehensive Plan; and providing for 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

**RESOLUTION 26-R-05**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS, AFFIRMING CITY COUNCIL'S INTENT AND POLICY DIRECTION TO PROCEED WITH PRELIMINARY CONSIDERATION AND EVALUATION OF ZONING, CONSISTENT WITH THE CITY'S ADOPTED STRATEGIC PLAN AND COMPREHENSIVE PLAN; AND PROVIDING FOR OTHER MATTERS RELATED THERETO.**

**WHEREAS**, the City of Alvin has adopted a Strategic Plan establishing long-term goals and priorities to guide growth, development, infrastructure, and quality of life within the community, including Vision Element #2, Section 2.3, and Vision Element #3, Section 3.1, which direct the City to review codes and ordinances, determine whether zoning is an appropriate development control tool, and continue exploring zoning to improve development standards and permitting processes; and

**WHEREAS**, the City Council has also adopted a Comprehensive Plan to serve as the City's primary policy document for land use, development patterns, transportation, housing, and community character, which includes a Future Land Use framework and implementation policies that contemplate the use of zoning or similar regulatory mechanisms to align development regulations with the Plan's long-term vision, promote compatible land uses, and provide predictability for growth and investment; and

**WHEREAS**, both the Strategic Plan and the Comprehensive Plan recognize zoning as a potential tool to support orderly growth, protect property values, promote compatible land uses, and provide predictability for residents, property owners, and the development community; and

**WHEREAS**, the City Council desires to provide clear policy direction to City staff regarding the initiation of preliminary consideration and evaluation of zoning; and

**WHEREAS**, the City Council recognizes that implementation of zoning is a multi-step process that will require research, public engagement, Planning Commission involvement, and future City Council consideration prior to any regulatory adoption.

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

**Section 1. Findings.** The foregoing recitals are true and correct and are hereby adopted as findings of the City Council.

**Section 2. Policy Direction.** The City Council hereby affirms its intent and policy direction to proceed with the preliminary consideration and evaluation of zoning in the City of Alvin, consistent with the City's Strategic Plan and adopted Comprehensive Plan, including the policy direction and implementation guidance contained therein regarding zoning and land use regulation.

**Section 3. Authorization to Proceed.** City staff is directed to begin preliminary consideration and evaluation efforts related to zoning, which may include research, analysis, public

education and outreach, stakeholder engagement, coordination with the Planning Commission, and the development of zoning options and recommendations for future City Council consideration.

**Section 4. No Regulatory Adoption.** This Resolution does not adopt zoning regulations, zoning districts, or a zoning map, nor does it impose land use restrictions. Any zoning ordinance or regulatory framework shall require separate City Council action in accordance with applicable law.

**Section 5. Open Meetings.** It is hereby officially found and determined that the meeting at which this Resolution is 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. Take Effect.** This Resolution shall take effect immediately upon its adoption.

**PASSED AND APPROVED** this 5<sup>th</sup> day of February 2026.

**THE CITY OF ALVIN, TEXAS**

**ATTEST**

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Gabe Adame, Mayor

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Dixie Roberts, City Secretary