

**SPECIAL MEETING OF THE
CITY OF ALVARADO CITY COUNCIL
104 W. COLLEGE
MARCH 13, 2025
6:30 PM
AGENDA**

The City Council of the City of Alvarado will meet in a Special Called Session on Thursday, March 13, 2025 at 6:30 p.m. in the Council Chambers at City Hall for the following agenda items.

CALL TO ORDER

- Roll Call

INVOCATION

PLEDGE OF ALLEGIANCE

CITIZEN PARTICIPATION AND PUBLIC INPUT:

This is an opportunity for citizens to address the convened City Council of this meeting on any matter. The presiding officer may ask for the citizen to hold his or her comment on an agenda item until that agenda item is reached. Any response from a member of the convened City Council to comments related to items not on the agenda is limited to a statement of specific factual information, a recitation of existing policy, or direction to staff to place the subject on the agenda for a future meeting. Citizens may obtain a form to speak by requesting it from the City Secretary or the City Marshal prior to the start of the meeting.

COUNCIL COMMENTS:

Pursuant to LGC Section 551.0415, City Council Members may make a report about items of Community interest during a meeting of the governing body without having given notice of the report. Items of community interest may include, but not necessarily limited to any of the following:

- Expressions of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- An honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of the person's public office of public employment is not an honorary or salutary recognition for purposes of this subdivision;
- A reminder about an upcoming event organized or sponsored by the governing body;
- Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and
- Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

INTRODUCTION OF NEW EMPLOYEES

CONSENT AGENDA:

1. Consideration and action to approve minutes from the 02/17/2025 Regular City Council Meeting. (Walls)

NEW BUSINESS:

2. Public Improvement District (PID) bond workshop. (McCall, Parkhurst, & Horton)

SPECIAL City Council Meeting Agenda

March 13, 2025

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3. Consideration and action to accept the Alternate Bid "C" from Day Services, LLC, awarding them a contract in the alternate bid amount of \$3,625,299.25 for the construction of the Davis Street Sanitary Sewer project. (Chavarria)
4. Consideration, discussion and possible action on appointing ten stakeholders to be interviewed for the Comprehensive Plan in the Resilient Communities Program grant project. (French)
5. Consideration, discussion and possible action on appointing members to the Plan Advisory Committee (PAC) for the Comprehensive Plan in the Resilient Communities Program grant project. (French)
6. Discuss and identify possible venues for the Community Forum of the Comprehensive Plan in the Resilient Communities Program grant project. (French)
7. First public reading of Resolution No. R2025-0008 regarding a Food Truck Incubator Program and guidelines. (Cromer)

EXECUTIVE SESSION:

EXECUTIVE SESSION: Pursuant to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, the City Council may convene in executive session to deliberate regarding the following matters:

1. § 551.071. Consultation with Attorney. The City Council may convene in executive session to conduct a private consultation with its attorney on any legally posted agenda item, when the City Council seeks the advice of its attorney about pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provisions of Chapter 551, including the following items:
 - o Any item on the agenda.

ACCESSIBILITY STATEMENT

The Alvarado City Hall and Council Chamber are wheelchair accessible. The exit and parking ramps are located in the front of the building. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 817-790-3351, FAX: 817-783-7925, e-mail: wallsb@cityofalvarado.org Please call at least two (2) working days prior to the meeting so that appropriate arrangements can be made.

NON-DISCRIMINATION STATEMENT

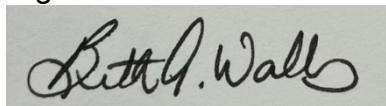
The City of Alvarado does not discriminate on the basis of race, color, national origin, sex, religion, or disability in the employment or the provision of services.

I, the undersigned authority, do hereby certify that the above Agenda was posted on the bulletin board in the City Hall of the City of Alvarado, Texas, a place convenient and readily accessible to the general public at all times, and said Agenda was posted on March 10, 2025 at 6:30 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

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A handwritten signature in black ink, reading "Beth A. Walls", is displayed on a light gray rectangular background.

Beth A Walls, TRMC, IPMA-SCP, CPM
City SecretaryHRD

CITY OF ALVARADO
County of Johnson
State of Texas
02/17/2025
City Council Minutes

The City Council of the City of Alvarado met in Regular Called Session on Monday, February 17, 2025, at 6:30 p.m. The following were present for roll call:

Name	Title	Present	Absent	Excused
Jacob Wheat	Mayor	X		
Carrie Keeton	Council Ward 1	X		
Beverly Short	Council Ward 1	X		
Lydia Moon	Mayor Pro-Tem Ward 2	X		
Cherry Bryant	Council Ward 2	X		
Scott Arthur	Council Ward 3	X		
Kevin Thomas	Council Ward 3	X		

Others Present:

Paul DeBuff	City Manager
Beth A Walls	City Secretary
Laura Cox	Chief Financial Officer
Ashley Dierker	City Attorney
Donielle Suber	Director of Administrative Services
Justin French	Community Development Director
Hillary Cromer	Economic Development Director
Brad Hargrove	Assistant Fire Chief
Teddy May	Police Chief
Mike Dwigins	Public Works Director
Gus Chavarria	City Engineer
Mikaela Hall	Communications Manager

Mayor Jacob Wheat called the meeting to order at 6:32 p.m. and Jacob Wheat gave the invocation.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS:

Jameye Jones: Great turnout for Helping Hands for Jesus. Estate sale 3/22 – 3/23 located at Alvarado Apartments, Apt. 21, 1035 N. Cummings Dr.

Chris Magee: Jumpstart Foundation participants receive college scholarships at no cost to the students on 2/20 from 6:30 p.m. to 9:30 p.m.

COUNCIL COMMENTS:

None.

RECOGNITION:

2024 Employee of the 3rd Quarter – Samantha Hawley, Animal Control Manager
Government Communicators Day presented by Mikaela Hall, Communications Manager

CONSENT AGENDA:

1. **Consideration and action to approve minutes from the 01/22/2025 Regular City Council Meeting.**
2. **Consideration and action to approve minutes from the 02/03/2025 Special City Council Meeting.**
4. **Consideration and action to approve an amendment to the 2024-25 Interlocal Cooperation Agreement for Dispatching Services between the City of Alvarado Police Department and Johnson County, Texas.**
5. **Consideration and action to approve an amendment to the 2024-25 Interlocal Cooperation Agreement for Dispatching Services between the City of Alvarado Marshal and Johnson County, Texas.**

Motion was made by Lydia Moon and seconded by Kevin Thomas to approve items 1, 2, 4, and 5 of the consent agenda as amended.

This motion supported 6 votes in approval and 0 votes opposed. Motion carried.

ITEMS PULLED FROM CONSENT:

3. **Consideration and action to approve Resolution R2025-0006 for the 2025 Atmos Cities Steering Committee payment.**

The ACSC safeguards municipalities' authority over monopoly natural gas providers and advocates for the interests of its customers. We pay an annual fee for those services.

Motion was made by Lydia Moon and seconded by Carrie Keeton to approve Resolution R2025-0006 for the 2025 Atmos Cities Steering Committee payment.

This motion supported 6 votes in approval and 0 votes opposed. Motion carried.
Item #6 was moved to after Executive Session, per Mayor Jacob Wheat.

REGULAR BUSINESS:

7. Consideration and action to approve Ordinance No. 2025-0005, establishing the creation of Alvarado's Downtown District.

The purpose of the Downtown Overlay District is to establish safeguards for the core of Downtown Alvarado and ensure that any new development reflects a historic character, is functional, and has organized design. On February 13, 2025, the Planning and Zoning Commission recommended the City Council approve the creation of the Downtown Overlay District with the following changes: 1. Limit shipping containers to three days within any 30-day period rather than require SUP approval; 2. Remove the SUP requirement for single-family residential; 3. Limit masonry requirements to front facades only; and 4. Remove parking requirements.

Abra Nusser with LJA presented.

Mayor pro-Tem asked for clarification regarding properties and businesses being grandfathered in. It was confirmed that they would be, as long as they were compliant up to that point and were not considered vacant for six months or longer.

MAYOR WHEAT OPENED THE PUBLIC HEARING AT 6:55 P.M. AND CLOSED THE PUBLIC HEARING AT 7:17 P.M.

Business owner Greg LaFountain was called to the podium to speak, but stated his question had already been answered.

Motion was made by Lydia Moon and seconded by Beverly Short to approve Ordinance No. 2025-0005, establishing the creation of Alvarado's Downtown District, with P&Z recommendations.

This motion supported 5 votes in approval and 0 votes opposed. Councilmember Carrie Keeton abstained. Motion carried.

8. Consideration and action to approve Ordinance No. 2025-0006, rezoning property to Alvarado's Downtown District.

The proposed rezoning of the subject site to the Downtown Overlay District is consistent with the Future Land Use map within the 2017 Comprehensive Plan. On February 13, the Planning and Zoning Commission recommended that the City Council disapprove the rezoning of the subject site as presented.

Abra Nusser with LJA presented.

Due to P&Z's recommendation not to approve, a super majority is needed for the item to pass.

MAYOR WHEAT OPENED THE PUBLIC HEARING AT 7:18 P.M. AND CLOSED THE PUBLIC HEARING AT 7:25 P.M.

Motion was made by Cherry Bryant and seconded by Beverly Short to approve Ordinance No. 2025-0006, rezoning property to Alvarado's Downtown District.

This motion supported 4 votes in approval and 1 vote opposed. Councilmember Carrie Keeton abstained. Motion carried.

9. Workshop and discussion on policies and guidelines for mobile vendors.

The Community Development Director addressed the council regarding existing mobile vendor policies and sought input on future guidelines, specifically on the council's opinions about allowing mobile vendors to operate on private and/or public property for long-term use.

Mayor Pro-tem requested that staff investigate the requirements for rezoning 200 Parkway to commercial.

Council emphasized the importance of implementing regulations to ensure mobile vendors maintain cleanliness.

No action taken.

10. Consideration and guidance on the Alvarado Downtown Square Planting Project.

Parks Superintendent presented. The council requested that this item be brought back and include concept ideas in color, and other projects currently in the works be completed.

No action taken.

11. Presentation, consideration and guidance on Council Chamber Seal design.

In September 2024, the Alvarado City Council approved \$100,000 for upgrades to City Hall and the Council Chamber. From December 2024 through January 2025, City Hall received a refresh consisting of paint, a wood panel accent wall, countertops, and flooring. As part of this project, the existing plaque was removed to install wood paneling behind the Council Chamber dais. The plaque was not reinstalled due to the City Council's request for an updated sign/plaque.

Administrative Service Director presented five (5) options.

Council favored option number two, with raised acrylic, black and gold seal.

No action taken.

12. Consideration and action to approve Resolution No. R2025-0007, affirming the nomination(s) for candidate(s) for the board of directors for the Central Appraisal District of Johnson County, Texas.

Motion was made by Lydia Moon and seconded by Beverly Short to approve Ordinance No. 2025-0007, affirming the nomination for Peter Svendsen as a candidate for the board of directors for the Central Appraisal District of Johnson County, Texas.

This motion supported 6 votes in approval and 0 votes opposed. Motion carried.

13. Presentation on Public Improvement Districts (PIDs)

Green Brick Partners presented to council, giving an update on the current development and initiation of the first PID, improvement area number one, for Lone Oak.

No action taken.

14. Consideration and action to approve the Second Amendment to the Municipal Materials Management Agreement with Republic Services.

Economic Development Director addressed the council. The City of Alvarado and Republic Services entered a Municipal Materials Management Agreement on July 1, 2020, for waste collection and recycling services. The amendment is an adjustment to the notice date for non-renewal.

Motion was made by Lydia Moon and seconded by Carrie Keeton to approve the Second Amendment to the Municipal Materials Management Agreement with Republic Services extending to April 3, 2025.

This motion supported 6 votes in approval and 0 votes opposed. Motion carried.

- 15. Consideration and action to authorize the City of Alvarado to proceed with necessary environmental and structural remediation efforts, including the abatement of asbestos, remediation of mold, and demolition, for the Economic Development Corporation's (EDC) property located at 201 E. College Avenue; and to authorize the expenditure of the City funds for the cost of the work and for the City to accept reimbursement from the EDC for fifty percent (50%) of the cost of the work, up to a maximum amount of \$30,000.**

Economic Development Director presented and discussed the environmental remediation and demolition plan for the property at 201 E. College Avenue, previously known as the Senior and Recreation Center.

Motion was made by Lydia Moon and seconded by Carrie Keeton to action to authorize the City of Alvarado to proceed with necessary environmental and structural remediation efforts, including the abatement of asbestos, remediation of mold, and demolition, for the Economic Development Corporation's (EDC) property located at 201 E. College Avenue; and to authorize the expenditure of the City funds for the cost of the work and for the City to accept reimbursement from the EDC for fifty percent (50%) of the cost of the work, up to a maximum amount of \$30,000, salvaging the sign and pole.

This motion supported 6 votes in approval and 0 votes opposed. Motion carried.

MAYOR WHEAT DECLARED COUNCIL TO BE IN EXECUTIVE SESSION AT 8:30 P.M. AND RECONVENED TO REGULAR SESSION AT 9:40 P.M.

- 6. Consideration and action to authorize the City Manager to execute an Interlocal Agreement regarding shared Chambers Creek Regional Wastewater System Study.**

TRA presented. They are conducting the Chambers Creek Regional Wastewater Study to evaluate the feasibility of a regional wastewater treatment facility to serve multiple jurisdictions in the future to lessen the environmental impacts of multiple smaller treatment plants into one large treatment facility. They are asking the city to participate for \$10,000.00.

Motion was made by Lydia Moon and seconded by Carrie Keeton to deny the City Manager authorization to execute an Interlocal Agreement regarding shared Chambers Creek Regional Wastewater System Study.

This motion supported 3 votes in approval and 3 votes opposed. Mayor Jacob Wheat opposed. Motion denied.

Motion was made by Kevin Thomas and seconded by Cherry Bryant to authorize the City Manager to execute an Interlocal Agreement regarding shared Chambers Creek Regional Wastewater System Study.

This motion supported 3 votes in approval and 3 votes opposed. Mayor Jacob Wheat voted in approval. Motion carries.

16. Discussion, Consideration and any action necessary as a result of items legally discussed in Executive Session.

No action taken.

17. Consider the use of eminent domain to condemn property and consider Resolution No. R2025-0009, authorizing the filing of eminent domain proceedings for the purpose of obtaining the necessary real property north of the intersection of Highway 67 and CR 209 for construction and maintenance of public roadway and utility improvements and for other public purposes permitted by law.

Motion was made by Lydia Moon and seconded by Scott Arthur that the City Council of the City of Alvarado authorize the use of the power of eminent domain to acquire the real property described in Resolution No. R2025-0009, as presented, specifically:

- 1.379 acre right-of-way on a tract of land situated in the Williams Hickman Survey, Abstract No. 327, City of Alvarado, Johnson County, Texas, and being a portion of a called 97.47 acre tract of land described in the Warranty Deed to The Matriarch Trust, record in Volume 1546, Page 725, Deed Records, Johnson County, Texas;
- 0.226 acre Drainage and Grading Easement on a tract of land situated in the William Hickman Survey, Abstract No. 327, City of Alvarado, Johnson County, Texas, and being a portion of a called 97.47 acre tract of land described in the Warranty Deed to The Matriarch Trust, recorded in Volume 1546, Page 725, Deed Records, Johnson County, Texas; and
- 0.249 acre Utility Easement on a tract of land situated in the William Hickman Survey, Abstract No. 327, City of Alvarado, Johnson County, Texas, and being a portion of a called 97.47 acre tract of land described in the Warranty Deed to The Matriarch Trust, recorded in Volume 1546, Page 725, Deed Records, Johnson County, Texas,

for the public use in construction and maintenance of public roadway and utility improvements, and further moved to adopt Resolution No. R2025-0009, as presented.

This motion supported 5 votes in approval and 1 vote opposed. Motion carried.

18. Consideration and action to revise agreements with Millis Transfer based on terms discussed in Executive Session.

Motion was made by Lydia Moon and seconded by Beverly Short to revise agreements with Millis Transfer based on terms discussed in Executive Session.

This motion supported 6 votes in approval and 0 votes opposed. Motion carried.

19. Consideration and action to revise the Project S Parkway 2024 A agreement based on terms discussed in Executive Session.

Motion was made by Carrie Keeton and seconded by Beverly Short to authorize the Economic Developer and City Manager to revise the Project S Parkway 2024 A agreement based on terms discussed in Executive Session.

This motion supported 6 votes in approval and 0 votes opposed. Motion carried.

There being no further business, Mayor Wheat adjourned the meeting at 9:42 P.M.

Passed and approved this the 13th day of March, 2025.

Jacob Wheat, Mayor

Respectfully Submitted,

Beth A. Walls, City Secretary/HRD



City Council Meeting Management Report

Meeting Date: March 13, 2025

Contact: Paul DeBuff

AGENDA ITEM:

Public Improvement District (PID) bond workshop.

BACKGROUND & FINDINGS:

In next several Council meetings, proceedings will move forward for the Lone Oak PID bond sale. This workshop will serve to refresh Council on this financing mechanism.

FINANCIAL IMPACT

N/A

RECOMMENDATION:

N/A

MANAGEMENT REVIEW:

Paul DeBuff, City Manager



City Council Meeting Management Report

Meeting Date: March 13, 2025

Contact: Gus Chavarria

AGENDA ITEM:

Consideration and action to accept the Alternate Bid "C" from Day Services, LLC, awarding them a contract in the alternate bid amount of \$3,625,299.25 for the construction of the Davis Street Sanitary Sewer project.

BACKGROUND & FINDINGS:

The Davis Street sanitary sewer line project was awarded to Day Services, LLC, at the February 4, 2025, Council meeting for an amount not to exceed \$3,458,878 for a 30-inch pipe, with an alternative bid of \$3,625,299 for a 36-inch pipe, which is a \$166,299 increase. The alternative bid increases the sewer line size from 30 to 36 inches, increasing the capacity and the number of lots we can serve from 938 to 4,977.

As a reminder, this project enables the abandonment of the current Davis lift station, resulting in significant maintenance cost savings. Staff recommends amending the contract and adding the alternative bid to Day Services, LLC.

FINANCIAL IMPACT

The cost of this job is a base bid of \$3,625,299 for the construction of the project, which the developers will pay for.

RECOMMENDATION:

Staff recommends awarding this bid to Day Services, LLC, with the alternative bid, and allowing the City Manager to sign the contract with Day Services.

MANAGEMENT REVIEW:

Paul DeBuff, City Manager

BIRKHOFF, HENDRICKS & CARTER, L.L.P.
PROFESSIONAL ENGINEERS

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GARY C. HENDRICKS, P.E., R.P.L.S.
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ANDREW MATA, JR., P.E.

DEREK B. CHANEY, P.E., R.P.L.S.
JUSTIN R. IVY, P.E.
COOPER E. REINBOLD, P.E.
CHASE R. CRAWFORD, R.P.L.S.

February 26, 2025

Mr. Paul DeBuff
City Manager
City of Alvarado
104 W. College Street
Alvarado, Texas 76009

Re: Davis Street Sanitary Sewer

Dear Mr. DeBuff:

We checked the bids received at 11:00 a.m., Tuesday, January 21, 2025, for the Davis Street Sanitary Sewer project and we are enclosing one (1) copy of the itemized Bid Tabulation and one (1) copy of the Contractor Scoring Compilation for the City's reference and files.

A committee reviewed the references, experience, and safety record of all bidders to formulate a recommendation for awarding this project. Following this review, we recommend the City accept the Alternate Bid "C" from Day Services, LLC and award them a contract in the alternate bid amount of \$3,625,299.25 for the construction of the Davis Street Sanitary Sewer project.

We are available to discuss this project and our recommendation further at your convenience.

Sincerely,



Cooper Reinbold, P.E.

Attachments:

Bid Tabulation
Contractor Scoring Compilation



City Council Meeting Management Report

Meeting Date: March 13, 2025

Contact: Justin French, Community Development Director

AGENDA ITEM:

Consideration, discussion and possible action on appointing ten stakeholders to be interviewed for the Comprehensive Plan in the Resilient Communities Program grant project. (French)

BACKGROUND & FINDINGS:

On October 16, 2023, the City Council authorized the City Manager to enter into an agreement with the GLO for the awarding of a Resilient Communities Program grant not to exceed \$300,000, payable as reimbursements of allowable expenses, under the U.S. Department of Housing and Urban Development's CDBG-MIT.

On November 18, 2024, the City Council approved Resolution No. R2024-0023 of the City of Alvarado, Texas, authorizing a professional service with LJA for the management of the Community Development Block Grant-Mitigation (CDBG-MIT) Resilient Communities Program grant through the Texas General Land Office (GLO), while also retaining other elements with the cost to the City of \$75,000.

On January 10, 2025, the professional service agreement with LJA for the RCP grant project was executed and work on the project commenced immediately. Within this agreement, LJA will interview up to ten stakeholders as part of the planning process to create the new comprehensive plan for the City of Alvarado.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Consider nomination and potentially vote on appointing up to ten stakeholders to be interviewed by LJA for the preparation of the City's new comprehensive plan.

MANAGEMENT REVIEW:

Paul DeBuff, City Manager

ATTACHMENT:

NA



City Council Meeting Management Report

Meeting Date: March 13, 2025

Contact: Justin French, Community Development Director

AGENDA ITEM:

Consideration, discussion and possible action on appointing members to the Plan Advisory Committee (PAC) for the Comprehensive Plan in the Resilient Communities Program grant project.

BACKGROUND & FINDINGS:

On October 16, 2023, the City Council authorized the City Manager to enter into an agreement with the GLO for the awarding of a Resilient Communities Program grant not to exceed \$300,000, payable as reimbursements of allowable expenses, under the U.S. Department of Housing and Urban Development's CDBG-MIT.

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On January 10, 2025, the professional service agreement with LJA for the RCP grant project was executed and work on the project commenced immediately. Within this agreement, LJA will meet with obtain insight from the PAC as part of the planning process to create the new comprehensive plan for the City of Alvarado.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Consider nomination and potentially vote on appointing members to the PAC.

MANAGEMENT REVIEW:

Paul DeBuff, City Manager

ATTACHMENT:

NA



City Council Meeting Management Report

Meeting Date: March 13, 2025

Contact: Justin French, Community Development Director

AGENDA ITEM:

Discuss and identify possible venues for the Community Forum of Comprehensive Plan in the Resilient Communities Program grant project.

BACKGROUND & FINDINGS:

On October 16, 2023, the City Council authorized the City Manager to enter into an agreement with the GLO for the awarding of a Resilient Communities Program grant not to exceed \$300,000, payable as reimbursements of allowable expenses, under the U.S. Department of Housing and Urban Development's CDBG-MIT.

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On January 10, 2025, the professional service agreement with LJA for the RCP grant project was executed and work on the project commenced immediately. Within this agreement, LJA will conduct a Community Forum as part of the planning process to create the new comprehensive plan for the City of Alvarado.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Consider nomination and potentially vote on a venue at the Community Forum will be held for the preparation of the City's new comprehensive plan.

MANAGEMENT REVIEW:

Paul DeBuff, City Manager

ATTACHMENT:

NA



City Council Meeting Management Report

Meeting Date: February 13, 2025

Contact: Hillary Cromer

AGENDA ITEM

First public reading of Resolution No. R2025-0008 regarding a Food Truck Incubator program and guidelines.

BACKGROUND & FINDINGS

The Alvarado Economic Development Corporation (EDC) approved the Food Truck Incubator Program on March 10, 2025. A Public Hearing will be held on March 13, 2025, and this meeting serves as the first reading of the resolution. The second reading and consideration for approval will be held at the March 17, 2025 City Council meeting.

This initiative provides aspiring food entrepreneurs an opportunity to test and develop their business concepts without the high upfront costs of purchasing a food truck. The program supports the EDC's goals of small business growth, economic development, and community engagement while enhancing Alvarado's local dining scene.

Program Benefits to the City

The Food Truck Incubator Program serves as an economic development tool by:

- **Stimulating Local Commerce** – Food trucks create opportunities for both direct revenue generation and spillover spending at nearby businesses, helping strengthen the local economy.
- **Enhancing Community Engagement** – A diverse and dynamic food scene attracts residents and visitors, making Alvarado a more appealing destination for both consumers and potential investors.
- **Encouraging Small Business Growth** – Providing entrepreneurs with the necessary resources and mentorship reduces failure rates and helps transition temporary vendors into permanent business owners who may later establish brick-and-mortar locations within the city.
- **Increasing Sales Tax Revenue** – As food truck businesses operate and grow, they contribute to the city's overall sales tax revenue, further supporting municipal services and infrastructure.
- **Supporting Downtown and Event Activation** – The program encourages mobile food vendors to participate in city-sponsored events, boosting attendance and increasing overall engagement in community activities.

Program Overview

- **Duration** – Up to 180 days (initial 90-day trial).
- **Participation Fee** – \$500 per month.
- **Legal Agreement** – Drafted by the city attorney to protect the City and EDC.

Eligibility & Selection

- **Applicants must** present a viable food business concept and demonstrate financial capability.
- **Selection Process**
 - Submit a business plan, financial strategy, and marketing approach.
 - Finalists present to the EDC Board.
 - One participant per cycle for focused support.

Financial Impact

The EDC has allocated \$65,000 for the program, including the purchase of a food truck. If the cost exceeds \$25,000, the Economic Development Director will seek Board and City Council approval before purchase. Entrepreneurs will contribute \$500/month in rental fees.

NEXT STEPS

- **First reading of the resolution** – March 13, 2025
- **Second reading & final approval** – March 17, 2025

RECOMMENDATION

First Reading of the Food Truck Incubator Program Resolution No. R2025-0008

MANAGEMENT REVIEW

Paul DeBuff, City Manager

ATTACHMENTS

Food Truck Program Guidelines & Application

RESOLUTION NO. R2025-0008

**A RESOLUTION OF THE CITY OF ALVARADO, TEXAS, APPROVING
THE ALVARADO FOOD TRUCK INCUBATOR PROGRAM; AND
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of Alvarado (“City”) is a home rule municipality operating under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the Alvarado Economic Development Corporation adopted the Alvarado Food Truck Incubator Program Guidelines and Application (the “Program”) dated January 27, 2024, attached hereto as **Exhibit A** and incorporated herein by reference, to support small business entrepreneurs and aspiring food truck owners by providing them with an opportunity to test their menus without the initial cost of purchasing a food truck and related expenses, with the aim of building a local food truck community; and

WHEREAS, upon full review and consideration of the Program, and all matters attendant and related thereto, the City Council is of the opinion that the Program should be approved.

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

SECTION 1.

The Alvarado Food Truck Incubator Program Guidelines and Application dated January 27, 2024 attached hereto as **Exhibit A** is found to be in the best interest of the City of Alvarado and its citizens and is approved.

SECTION 2.

This Resolution shall become effective from and after its passage.

PASSED AND APPROVED ON THIS THE 13th DAY OF MARCH, 2025.

Jacob Wheat, Mayor

ATTEST:

Beth A. Walls, City Secretary/HRD

EXHIBIT “A”

Alvarado Food Truck Incubator Program
Guidelines and Application
January 27, 2024



INTRODUCTION

The Alvarado Economic Development Corporation (EDC) is excited to announce the launch of the Alvarado Food Truck Incubator Program. This initiative is designed to support small business entrepreneurs and aspiring food truck owners by providing them with an opportunity to test their menus without the initial cost of purchasing a food truck and related expenses. By fostering entrepreneurial spirit and innovation, the Alvarado EDC aims to build a vibrant local food truck community.

OBJECTIVE

To provide aspiring entrepreneurs with an opportunity to test and develop their food business ideas in a supportive and structured environment.

Please return completed application with necessary attachments and signature to:

City of Alvarado
Economic Development Corporation
104 West College Street
Alvarado, TX 76009

If you have any application questions, please contact the Director of Economic Development at (817) 790-3351, extension 123 or email at econdev@cityofalvarado.org

APPLICATION AND SELECTION

Eligibility:

- Applicants must demonstrate a viable food business concept.
- Applicants must provide proof of adequate financial resources to sustain operations.

Application Process:

Interested individuals must submit an application on page 4 outlining their business concept, menu ideas, and vision for their food truck.

Selection Criteria:

Applications will be evaluated based on creativity, feasibility, and potential impact on the local community.

Number of Participants:

Only one entrepreneur will be selected each cycle to ensure personalized support and access to resources.

PROGRAM DETAILS

Duration: Entrepreneurs may use the food truck for up to 180 days, with an initial 90-day trial period.

Fees: Participants are required to pay \$500 per month during the program.

Insurance: Participants must secure liability insurance with coverage of up to \$1 million.

Business Plan Presentation: Top applicants will be required to present their business plan to the EDC Board during the selection process.

Legal Review: The City Attorney will review all program documents and draft a formal agreement between the EDC and the selected entrepreneurs.

PROGRAM BENEFITS

Support Provided:

- Use of a fully equipped food truck tailored for professional operations.
- Comprehensive marketing and promotional support to maximize visibility and reach.
- Personalized business coaching and mentorship throughout the program.
- Guidance and support for menu development to ensure culinary success.
- Reimbursement for the cost of obtaining a food handler's license.
- Exclusive opportunities to operate the food truck at designated city events, including fairs and festivals, with an annual event schedule provided upon selection.
- Access to pre-approved locations for consistent food truck operations.

PROGRAM RULES AND REQUIREMENTS

1. **Geographic Restriction:**
Entrepreneurs are required to operate the food truck within Alvarado, Texas, for a duration specified upon selection.
2. **Ownership:**
The food truck remains the property of Alvarado EDC and must be returned in the same condition at the end of the program.
3. **Compliance:**
Participants must comply with all local health and safety regulations and maintain a high standard of food quality and service.
4. **Insurance Requirement:**
Entrepreneurs are required to obtain liability insurance for the program duration.
5. **End-of-Program Reporting:**
Participants must submit a report at the end of the program detailing their experience, challenges faced, and future plans.

Application Process:

1. Submit a completed application form, including:
 - Business concept overview
 - Financial plan
 - Marketing strategy
2. Participate in an interview and business plan presentation.
3. Await selection and formal agreement signing.

Evaluation Criteria:

1. Feasibility and innovation of the business concept.
2. Strength and viability of the business plan.
3. Entrepreneur's commitment and ability to fulfill program requirements.

The Alvarado Food Truck Incubator Program is a unique opportunity for aspiring entrepreneurs to gain hands-on experience and test their food truck business concepts in a supportive environment. By providing access to resources and expertise, the Alvarado EDC is committed to fostering entrepreneurship and enhancing the local food scene. We invite interested individuals to apply and take the first step towards realizing their culinary dreams.

Application

Please return the completed application with necessary attachments and signature to Alvarado Economic Development Office, 104 West College Street, Alvarado TX 76009. If you have any application questions, please contact the Director of Economic Development Director at (817) 790-3351, extension 123 or email at cromerh@cityofalvarado.org

Applicant Name:	Date
Business Name:	
Mailing Address:	
Contact Phone:	
Email Address:	
Business Concept	
What items do you plan to include on your menu?	
What's your vision for your foot truck?	

Applicant Signature

Date

Applicant Signature

Date