



**ALVARADO ECONOMIC DEVELOPMENT BOARD
AGENDA
SPECIAL - APRIL 13, 2026 - 6:30 PM
CITY COUNCIL CHAMBERS - 104 W COLLEGE AVE.
ALVARADO, TEXAS 76009**

CALL TO ORDER

Roll Call

INVOCATION

PLEDGE OF ALLEGIANCE

CITIZEN PARTICIPATION AND PUBLIC INPUT

This is an opportunity for citizens to address the convened Alvarado Economic Development Corporation Board 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 Economic Development Corporation 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 Board Secretary prior to the start of the meeting.

BOARD COMMENTS

The Board 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 include:

- Expressions of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- An honorary or salutory 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 salutory 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.

STAFF UPDATES AND REPORTS

1. Discuss Upcoming Alvarado Job Fair Scheduled for Wednesday, May 6, 2026.

CONSENT AGENDA

2. Consideration and possible action of the January 5, 2026 AEDC Board Meeting Minutes.
3. Consideration and possible action of the February 3, 2026 AEDC Board Meeting Minutes.
4. Consideration and possible action of the March 2, 2026 AEDC Board Meeting Minutes.

NEW BUSINESS

5. Consideration and possible action regarding approval of a Professional Services Agreement between the Alvarado Economic Development Corporation, City of Alvarado and Innovative

Transportation Solutions, Inc. (ITS) for transportation consulting services related to TxDOT and other transportation projects.

6. Consideration and possible action regarding the presentations by the finalist(s) for the Alvarado Economic Development Corporation's (AEDC) Food Truck Incubator Program and selection of the next participant based on these presentations.
7. Consideration and possible action to approve the Downtown Refresh Initiative as an Alvarado Economic Development Corporation (AEDC) project and authorize associated expenditures in an amount not to exceed \$300,000.
8. Consideration and possible action related to amending the Alvarado Economic Development Corporation (AEDC) Food Truck Entrepreneur Program to establish a program participation fee structure.
9. Consideration and possible action related to authorizing the Pecan Orchard Improvements as an AEDC project and approving expenditures in an amount not to exceed \$250,000.

EXECUTIVE SESSION

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

§ 551.071. Consultation with Attorney. The AEDC Board of Directors may conduct a private consultation with its attorney when the Board seeks advice from its attorney concerning any item on this agenda, about pending and contemplated litigation, or a settlement offer, or on a matter in which the duty of the attorney to the Board under the Texas Disciplinary Rules of Professional Conduct of the State Board of Texas clearly conflicts with Chapter 551.

Any item on the agenda
Executive Session Training
Food Truck Incubator Program

§ 551.087. Deliberation regarding economic development negotiations. The Board may convene in Executive Session to discuss or deliberate regarding commercial or financial information that the city has received from a business prospect that the city seeks to have locate, stay, or expand in or near the city and with which the city is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect as described above.

"Project Ember"
"Project Meatball"
"Project Purple Orchid"

§ 551.072: Deliberation regarding real property. The Board may conduct a closed meeting to deliberate the purchase, exchange, lease or value of real property.

"Project Align"
"Project Red-C-8"

RECONVENE INTO OPEN SESSION AND TAKE ANY ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

ADJOURNMENT

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 April 6, 2026, and remained so

posted continuously for three (3) business days prior to the date of the meeting.

A handwritten signature in black ink that reads "Hillary Cromer". The signature is written in a cursive, flowing style.

Hillary Cromer
Economic Development and Downtown Revitalization Director


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: taylorb@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.

JOB FAIR 2026

 MAY 6, 2026 | 10:00 AM - 2:00 PM

 102 S. BILL JACKSON DR.,
ALVARADO, TX 76009

HIGHLIGHTS



Connect with 40+ Employers: Meet local companies across multiple industries and build real relationships.



Mock Interviews & On-the-Spot Interviews: Meet employers directly, gain immediate feedback, and potentially leave with an offer in hand.



Resume Reviews: Get expert guidance to strengthen your resume and stand out in today's market.



Free Professional Headshots: Update your LinkedIn and job applications with a polished photo.



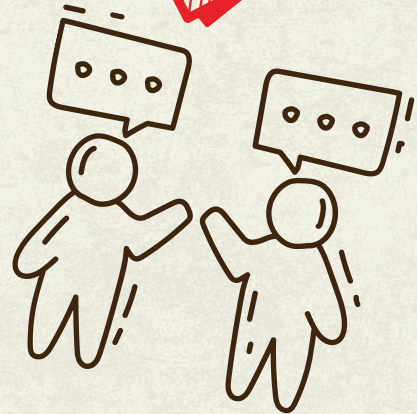
Booth Challenge: Visit 10 booths and receive a FREE lunch (while supplies last).



Free Coffee at Check-In: Start the day with a complimentary cup of coffee (while supplies last).



Whether you're launching your career or making a change, this event is designed to help you stand out.





CITY OF ALVARADO
County of Johnson
State of Texas
1/5/2026
Economic Development Board Regular Meeting Minutes

CALL TO ORDER

Roll Call

Board President Marty Douglas called the meeting to order at 6:30 PM.

Roll call was conducted, and the following board members were present:

Tom Durlington

Marty Douglas

Jonathan Webb

Carrie Keeton

Cherry Bryant

The following member was absent:

Jerry Pritchard

A quorum was established.

The following staff members were present:

Hillary Cromer

Jessica Hill

INVOCATION

Board Member Tom Durlington offered the invocation.

PLEDGE OF ALLEGIANCE

Board President Marty Douglas led the Pledge of Allegiance.

PUBLIC COMMENTS

This is an opportunity for citizens to address the convened Alvarado Economic Development Corporation Board 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 Economic Development Corporation 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 Board Secretary prior to the start of the meeting

Board President Marty Douglas opened the floor for public comments. No public comments were made.

BOARD COMMENTS

EDC Board 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 include:

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Board members were given the opportunity to make comments regarding items of community interest. Boardmember Carrie Keeton reported on visiting Leap of Faith and commended the owner for maintaining an attractive and well-organized operation and for the good experience at the recent ribbon cutting held there with the Chamber of Commerce. Board President, Marty Douglas, noted the positive impact of that business and encouraged others to visit and support it.

CONSENT AGENDA

Board member Tom Durlington made a motion to approve the consent agenda as presented.

Board member Cherry Bryant seconded the motion.

No opposition, no abstentions

Vote: 5/0 Motion passed unanimously.

- Consider and Possibly Approve the Regular Meeting Minutes of the October 27, 2025, AEDC Board Meeting
- Consider and Possibly Approve the Special Meeting Minutes of the November 17, 2025, AEDC Board Meeting
- Consider and Possibly Approve the Special Meeting Minutes of the November 24, 2025, AEDC Board Meeting
- Consider and Possibly Approve the Special Meeting Minutes of the December 16, 2025, AEDC Board Meeting

Boardmember Tom Durlington motioned to approve all items listed on the consent agenda.

Boardmember Cherry Bryant seconded the motion.

No opposition, No abstentions

Vote: 5/0 Motion passed unanimously.

NEW BUSINESS

- Administration of Oath of Office to Newly Appointed Board Member, William Plemons, to Fill the Unexpired Place 7 Term

Newly appointed Board Member William Plemons was administered the required oath of office by staff. Upon completion of the oath, the Board welcomed Mr. Plemons to Place 7 on the AEDC Board.

- Discuss and Receive Board Guidance Regarding a Second Downtown Mural Project

Staff presented a discussion item on a second downtown mural project as part of ongoing downtown revitalization and public art efforts. The purpose of the discussion was to: (1) continue downtown revitalization and public art, (2) identify a preferred mural location, (3) receive guidance on concept and artist selection, and (4) determine whether to issue a Request for Proposals (RFP) for an artist at this time. Staff presented two primary location options:

Option A – Alvarado Dental Office:

Recently painted façade with siding, better suited to a simpler but bold mural, with strong exposure to vehicle traffic entering downtown. Owner has been working to sell the building to a prospective dental user; existing dental equipment is in place. Board discussed ensuring that any agreement include provisions requiring maintenance of the mural for a minimum term, preventing it from being painted over or obscured by awnings or signage, and potentially requiring repayment if the mural were removed early.

Option B – “Indians and Outlaws” Building (brick façade):

Brick wall similar to the first mural site, which would allow for a more detailed mural. Location would provide strong pedestrian interaction, particularly as an adjacent area may include future seating where people could view the mural while dining. Board members expressed concern that this building reportedly has major structural issues, making a mural investment on that wall risky.

Staff advised that the project is budgeted at \$20,000, the same amount as the first downtown mural, and no additional funding is requested. Staff suggested a railroad-related concept due to its historic relevance to Alvarado.

The Board discussed structural and long-term concerns, visibility, traffic counts, and long-term value of a mural, contractual restrictions preventing the mural from being covered or removed, with possible repayment requirements if it is removed before the minimum term.

Consensus emerged that additional building/location options should be explored before selecting a final site. The Board requested that staff continue to identify and evaluate potential locations and bring back additional options at a future meeting.

No formal action was taken on this item. Direction was given to staff to explore additional suitable mural locations and return to the Board at a later date.

EXECUTIVE SESSION

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Any item on the agenda.

§ 551.087. Deliberation regarding economic development negotiations. The Board may convene in Executive Session to discuss or deliberate regarding commercial or financial information that the city has received from a business prospect that the city seeks to have locate, stay, or expand in or near the city and with which the city is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect as described above.

"Project Orange-N-6"
"Project Yellow Submarine"
"Project Hearth"

§ 551.072: Deliberation regarding real property. The Board may conduct a closed meeting to deliberate the purchase, exchange, lease or value of real property.

"Project Red-C-8"

The Board convened into Executive Session at 6:50 p.m.

RECONVENE INTO OPEN SESSION AND TAKE ANY ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

The Board reconvened into Open Session at 7:47 p.m.

vii. Consider and possibly approve Project Yellow Submarine and authorize the Economic Development Director

and/or City Manager to negotiate and execute all necessary documents to advance the project, consistent with the guidance received in Executive Session.

No action was taken.

- viii. Consider and possibly approve Project Hearth and authorize the Economic Development Director and/or City Manager to negotiate and execute all necessary documents to advance the project, consistent with the guidance received in Executive Session.

Boardmember Jonathan Webb made a motion to approve Project Hearth as presented and to authorize the Economic Development Director and/or City Manager to negotiate and execute all necessary documents to advance the project, consistent with guidance received in Executive Session. The motion was seconded.

Boardmember Carrie Keeton seconded the motion.
No opposition, Jerry Pritchard absent

Vote: 6/0 Motion passed unanimously.

- ix. Consider and possibly approve Project Orange-N-6 and authorize the Economic Development Director and/or City Manager to negotiate and execute all necessary documents to advance the project, consistent with the guidance received in Executive Session.

Board member Carrie Keeton made a motion to approve Orange-N-6 as presented and to authorize the Economic Development Director and/or City Manager to negotiate and execute all necessary documents to advance the project, consistent with guidance received in Executive Session. The motion was seconded.

Board member Tom Durlington seconded the motion.
No opposition, no abstentions

Vote: 6/0 Motion passed unanimously.

- x. Consider and possibly approve Project Red-C-8 and authorize the Economic Development Director and/or City Manager to negotiate and execute all necessary documents to advance the project, consistent with the guidance received in Executive Session.

No action was taken.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:49 PM.

Marty Douglas, EDC Board President

Hillary Cromer, Economic Development Director



CITY OF ALVARADO
County of Johnson
State of Texas
2/3/2026
Economic Development Board Special Meeting Minutes

CALL TO ORDER

Roll Call

Board President, Marty Douglas, called the meeting to order at 6:30 PM.

Roll call was conducted, and the following board members were present:

Tom Durlington

Marty Douglas

Jonathan Webb

Jerry Pritchard

Cherry Bryant

William Plemons

The following board members were absent:

Carrie Keeton

A quorum was established.

The following staff members were present:

Hillary Cromer

Jessica Hill

INVOCATION

Board President Marty Douglas offered the invocation.

PLEDGE OF ALLEGIANCE

Board President Marty Douglas led the Pledge of Allegiance.

CITIZEN PARTICIPATION AND PUBLIC INPUT

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Board President Marty Douglas opened the floor for public comments. No public comments were made.

BOARD COMMENTS

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Board President Marty Douglas opened the floor for board comments. No comments were made.

STAFF UPDATES AND REPORTS

No staff updates were presented.

CONSENT AGENDA

No consent items presented.

NEW BUSINESS

1. Alvarado Economic Development Corporation Strategic Planning Workshop

Consultants from Civic Connection Group addressed board members and explained their roles in assisting with strategic and planning efforts, the purpose and scope of the workshop, the schedule, and roles/responsibilities.

During the workshop the AEDC Board discussed emphasis on site readiness (infrastructure, zoning, land availability) and incentives as foundational to attracting projects, desire to focus on downtown revitalization and small business support, while also recognizing the importance of highway-oriented development along US-67 and I-35, recognition that traffic congestion and the US-67/I-35 intersection are constraints on growth, and that TxDOT timelines and funding are long-term challenges, interest in ensuring AEDC investments produce measurable economic outcomes and a clear return on investment, and the need to prioritize limited AEDC resources and focus on projects that best advance the community's long-term vision.

Regarding alignment with the City's Comprehensive Plan, the Board reached general consensus that the AEDC Strategic Plan should align with the overall City vision and policy direction, but maintain a distinct AEDC mission and identity.

No formal Board action was requested or taken on the Strategic Planning Workshop item.

EXECUTIVE SESSION

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Any item on the agenda.
"Project Hearth"

§ 551.087. Deliberation regarding economic development negotiations. The Board may convene in Executive Session to discuss or deliberate regarding commercial or financial information that the city has received from a business prospect that the city seeks to have

locate, stay, or expand in or near the city and with which the city is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect as described above.

"Project Lumen"
"Project Yellow Submarine"
"Project Hearth"

The Board convened into Executive Session at 8:39 PM.

RECONVENE INTO OPEN SESSION AND TAKE ANY ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

The Board reconvened into Open Session at 8:39 PM.

2. Consider and possibly approve Project Yellow Submarine and authorize the Economic Development Director and/or City Manager to negotiate and execute all necessary documents to advance the project consistent with the guidance received in executive session.

Boardmember Jonathan Webb motioned to approve Project Yellow Submarine and authorize the Economic Development Director and/or City Manager to negotiate and execute all necessary documents to advance the project consistent with the guidance received in executive session..

Boardmember Jerry Pritchard seconded the motion.
No opposition, no abstentions

Vote: 6/0 Motion passed unanimously.

3. Consider and possibly approve Project Hearth and authorize the Economic Development Director and/or City Manager to negotiate and execute all necessary documents to advance the project consistent with the updated guidance received in executive session.

No action was taken.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:43 PM.

Marty Douglas, EDC Board President

Hillary Cromer, Economic Development Director



CITY OF ALVARADO
County of Johnson
State of Texas
3/2/2026
Economic Development Board Special Meeting Minutes

CALL TO ORDER

Roll Call

Board President Marty Douglas called the meeting to order at 6:31 PM.

Roll call was conducted, and the following board members were present:

Tom Durlington

Marty Douglas

Jonathan Webb

Carrie Keeton

Jerry Pritchard

Cherry Bryant

William Plemons

A quorum was established.

INVOCATION

Board President Marty Douglas offered the invocation.

PLEDGE OF ALLEGIANCE

Board President Marty Douglas led the Pledge of Allegiance.

CITIZEN PARTICIPATION AND PUBLIC INPUT

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Board President Marty Douglas opened the floor for public comments. No public comments were made.

BOARD COMMENTS

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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.

Board President Marty Douglas opened the floor for board comments. No board comments were made.

STAFF UPDATES AND REPORTS

1. Discussion regarding the May 6, 2026 Community Job Fair

Staff reported that the Community Job Fair has been scheduled for May 6, 2026, from 10:00 a.m. to 2:00 p.m. at the Alvarado ISD Administration Building. The ISD has again graciously agreed to host the event at no cost. Staff noted that marketing for the event has begun, a registration link for employers seeking a booth is open and being promoted, a registration link for job seekers is also open, though pre-registration is not required; it is used to estimate attendance for participating employers.

Last year's job fair, held in partnership between the City, EDC, ISD, and Chamber, generated significantly more participation than earlier, chamber-only events.

Board members expressed support and commented positively on the partnership with the ISD and prior success of the event.

No action was taken.

2. Downtown Alvarado Business Spotlight

Staff provided an update on the new Downtown Business Spotlight program, which features one downtown business each month on the City's social media. The goals of the program include: defining the downtown district, bringing awareness to downtown, increasing foot traffic, supporting existing businesses, strengthening relationships, and building a downtown brand identity.

Board members indicated they were pleased that the program is underway and expressed support for continuing the spotlight initiative.

No action was taken.

CONSENT AGENDA

There were no Consent Agenda items for this meeting.

NEW BUSINESS

3. Update, consideration and guidance on the Downtown Welcome Sign and Landscaping Project for 303 E. College Street.

Staff presented an update on the Downtown Welcome Sign and landscaping project at 303 E. College Street, noting that demolition and concrete removal are complete, scrub trees have been cleared, a water bore for irrigation is in place, and additional dirt fill anticipated to address ponding. Prior fundraising with Trees for Texas was unsuccessful this season, so the effort will be revisited in fall 2026.

Staff reviewed earlier sign concepts and then introduced a new brick and cast-stone monument design, emphasizing its historic character, long lifespan, closer alignment with the Comprehensive Plan, and discussed adding a monarch butterfly feature to the design for an additional cost. The Board expressed support for a durable brick and cast-stone design, focused on minimizing long-term maintenance, and discussed preferred wording (Welcome to Historic Downtown

Alvarado, with established year), possible symbols (such as an "A" or City logo, State of Texas outline, or horse and buggy), and decorative framing elements, directing staff to refine and return with design options.

No formal action was taken; staff was provided guidance and directed to return with refined design options and updated cost information.

EXECUTIVE SESSION

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Any item on the agenda.

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"Project Yellow Submarine"
"Project Hearth"

The Board convened into Executive Session at 6:55 PM.

RECONVENE INTO OPEN SESSION AND TAKE ANY ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

The Board reconvened into Open Session at 7:25 PM.

4. Consider and possibly approve Project Yellow Submarine and authorize the Economic Development Director and/or City Manager to negotiate and execute all necessary documents to advance the project consistent with the updated guidance received in executive session.

Boardmember Tom Durlington made a motion to approve Project Yellow Submarine and authorize the Economic Development Director and/or City Manager to negotiate and execute all necessary documents to advance the project consistent with the updated guidance received in executive session.

Boardmember Jonathan Webb seconded the motion.

No opposition, No abstentions

Vote: 7/0 Motion passed unanimously.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:25 PM.

Marty Douglas, EDC Board President

Hillary Cromer, Economic Development Director



ALVARADO ECONOMIC DEVELOPMENT CORPORATION MANAGEMENT REPORT

Date: April 13, 2026

Agenda Item: Consideration and possible action regarding approval of a Professional Services Agreement between the Alvarado Economic Development Corporation, City of Alvarado and Innovative Transportation Solutions, Inc. (ITS) for transportation consulting services related to TxDOT and other transportation projects.

Information

The City has negotiated a Professional Services Agreement with Innovative Transportation Solutions, Inc. to provide transportation consulting services, including acting as a liaison with regional, state, and federal agencies, identifying funding opportunities, and supporting key transportation initiatives. The agreement is for a one-year term (June 2026–June 2027) with an automatic one-year extension.

Financial Impact:

The contract provides for a monthly retainer of \$3,500, not to exceed \$42,000 annually. This cost can be accommodated within the existing budget, provided staff carefully manages remaining professional services expenditures for the remainder of the fiscal year.

Recommendation:

Staff recommends approval of the agreement. Upon AEDC Board approval, the item will be presented to City Council for final consideration.

THE STATE OF TEXAS §
 §
COUNTY OF JOHNSON §

**PROFESSIONAL SERVICES AGREEMENT WITH
INNOVATIVE TRANSPORTATION SOLUTIONS, INC.**

This contract (“CONTRACT”) is entered into on this _____ day of _____, 20____, by and between the **CITY OF ALVARADO, TEXAS**, a municipal corporation located in Johnson County, Texas, (the “CITY”), acting by and through its City Manager, the **ALVARADO ECONOMIC DEVELOPMENT CORPORATION** (the “EDC”), and **Innovative Transportation Solutions, Inc.**, (the "CONSULTANT") whose address is 1422 West Main Street, Lewisville, TX 75067. Each may be referred to individually as a (“party”) or collectively as the (“parties”).

RECITALS

WHEREAS, the CITY desires to obtain professional services from the CONSULTANT;
and

WHEREAS, the EDC desires to assist the CITY by providing funding to cover a portion of the fees for professional services from the CONSULTANT; and

WHEREAS, the CONSULTANT is a transportation consulting firm qualified to provide such services and is willing to undertake the performance of such services for the CITY in exchange for fees hereinafter specified.

TERMS OF AGREEMENT

NOW, THEREFORE, in consideration of the covenants and agreements hereinafter contained and subject to the terms and conditions hereinafter stated, the parties hereto do mutually agree as follows:

I.
Term

The term of this CONTRACT shall be for one year beginning May 18, 2026, to May 18, 2027, with one automatic one-year extension.

II.
Scope of Services

CONSULTANT will provide the following Transportation Consultation services for the CITY:

CONSULTANT will provide transportation consulting services as directed by the City Manager or other appropriate staff. As a part of this CONTRACT, CONSULTANT will actively pursue all transportation related issues as identified by the CITY with the understanding that the current focus will be on transportation issues in the CITY related to the Business 67 project from FM 35 to US 67 as a local street (the “PROJECT”). CONSULTANT will maintain dialogue with the CITY and appropriate CITY staff and attend Alvarado City Council meetings, when requested by CITY, to provide updates on the PROJECT and transportation activities. CONSULTANT will perform tasks, as assigned by the City Manager or his designee, related to advancing projects to address the transportation needs of the CITY. Other services include, but are not limited to, the following:

TASK 1: Act as a liaison between the CITY and other local, state, and federal transportation bodies. When requested, CONSULTANT will act as liaison between the CITY and other local, state, and national transportation groups. CONSULTANT will act as the transportation advocate for the CITY by working positively and efficiently with other transportation groups toward completion of projects critical to the CITY. CONSULTANT will interact, on behalf of the CITY, with the Federal Highway Administration, the Texas Transportation Commission, and the Texas Department of Transportation. In addition, CONSULTANT will act as liaison between the CITY and other groups such as the Regional Transportation Council of the North Central Texas Council of Governments and Project Specific Task Force Groups.

TASK 2: Provide innovative funding partnership strategies. CONSULTANT has an unparalleled history of leveraging scarce transportation dollars to garner maximum return on the investments of its clients. For the CITY, the following is a list of possible strategies:

1. ***Leveraging funding*** – Transportation Infrastructure funding is almost always a partnership process. CONSULTANT will strive to maximize the CITY’s transportation dollars by leveraging those funds with eligible federal, state, and regional funding sources.
2. ***Regulatory Issues*** – CONSULTANT will assist the CITY in achieving its transportation goals by ensuring that the proper regulatory processes are not only followed but also streamlined to the shortest schedule possible. This will place the CITY’s PROJECT in the best favorable position to receive future funding.

TASK 3: Provide other transportation consulting services as directed by the CITY. CONSULTANT will actively pursue all transportation related issues as identified by the CITY. CONSULTANT will continue to dialogue with the CITY staff to ascertain the relative priority of each project to other projects and attend CITY meetings as directed to provide updates on all transportation activities.

III. Payment for Services

In consideration for professional services, made available to the City on a monthly retainer basis, by CONSULTANT, the CITY agrees to pay CONSULTANT a reasonable and customary not-to-exceed annual fee of FORTY-TWO THOUSAND DOLLARS (\$42,000.00), per year (the "Annual Fee"). The CITY agrees to pay CONSULTANT the amount of THREE THOUSAND FIVE HUNDRED DOLLARS (\$3,500.00) per month (the "Monthly Payment") towards satisfaction of the CITY's Annual Fee obligation. The monthly retainer is payable regardless of the level of services requested or utilized by the City during any given month. The CITY shall make the Monthly Payment, processing the statement in its usual and customary fashion, making all reasonable efforts to process the Monthly Payment within thirty (30) days from the CITY's receipt of each monthly statement. This CONTRACT does not entitle the CONSULTANT to any reimbursable expenses.

CONSULTANT shall submit its monthly invoices to the Alvarado City Manager, at 104 West College, Alvarado, TX 76009.

IV.

Contract Termination Provision

Notwithstanding any other provision of this CONTRACT, this CONTRACT may be terminated at any time by the CITY for any reason, with or without cause, by providing the CONSULTANT thirty (30) days written notice of such termination. Upon receipt of such notice, the CONSULTANT shall immediately terminate working on, placing orders or entering into contracts for supplies, assistance, facilities, or materials in connection with this CONTRACT and shall proceed to promptly cancel all existing contracts insofar as they are related to this CONTRACT. Upon termination of this CONTRACT, CONSULTANT shall be compensated for actual work performed and accepted by CITY. CITY shall have no obligation to pay for unperformed or incomplete work.

V.

Ownership of Documents

All materials and documents prepared or assembled by the CONSULTANT under this CONTRACT shall become the sole property of the CITY and shall be delivered to the CITY without restriction on future use. The CONSULTANT shall provide documents in any commonly-used electronic file format as requested by the CITY. The CONSULTANT may retain in its files copies of all drawings, specifications, and all other pertinent information for the work. The CONSULTANT shall have no liability for changes made to any materials or other documents by others subsequent to the completion of the CONTRACT.

VI.

Insurance

The CONSULTANT shall furnish to the CITY certificates of insurance executed by the insurer or its authorized agent stating coverages, limits, expiration dates, and compliance with all applicable required provisions. CONSULTANT shall name the CITY as an additional insured on all required insurance policies. Certificates shall reference the PROJECT and be addressed as

follows:

City of Alvarado
104 West College
Alvarado, TX 76009

The following policies and coverage shall be required:

1. Workers Compensation Insurance (as required by law) with the policy endorsed to provide a waiver of subrogation as to the CITY; such policy to provide for Employers' Liability Insurance of not less than \$100,000.00 for each accident, \$100,000.00 disease-each employee, \$500,000.00 disease-policy limit;
2. Commercial General Liability Insurance including, but not limited to, Premises/Operations, Personal & Advertising Injury, Products/Completed Operations, Independent Contractor's and Contractual Liability, including, but not limited to, coverage for all of the indemnification obligations of CONSULTANT under this CONTRACT, and fully insuring CONSULTANT's liability for injury to or death of employees of the CITY and of third parties, extended to include personal injury liability coverage and for damage to property of third parties, with minimum combined single limits of \$1,000,000.00 per occurrence, \$1,000,000.00 Products/Completed Operations Aggregate and \$1,000,000.00 general aggregate per occurrence. Coverage must be written on an occurrence form. The General Aggregate shall apply on a per project basis;
3. Business Automobile Liability Insurance, covering owned, hired, and non-owned vehicles, with a minimum combined bodily injury and property damage limit of \$1,000,000.00 per occurrence; and
4. Professional Liability Insurance: The CONSULTANT shall obtain and maintain at all times during the prosecution of the work under this CONTRACT professional liability insurance, which may be written on a claims made form provided that "tail coverage" or continuation coverage is provided. Limits of liability shall be \$1,000,000.00 per claim, \$1,000,000.00 annual aggregate. The coverage under this policy shall include a contractual liability endorsement.

VII.

Successors and Assigns

The CITY and the CONSULTANT each bind themselves and their successors, executors, administrators, and assigns to the other party to this CONTRACT and to the successors, executors, administrators, and assigns of such other party in respect to all covenants of this CONTRACT. Neither the CITY nor the CONSULTANT shall assign or transfer its interest herein without the prior written consent of the other party.

VIII.

Independent Contractor

The CONSULTANT's status shall be that of an Independent Contractor and not an agent, servant, employee, or representative of the CITY in the performance of this CONTRACT. No term or provision of or act of CONSULTANT or the CITY under this CONTRACT shall be construed as changing that status. The CONSULTANT will have exclusive control of and the exclusive right to control and details of the work performed hereunder, and shall be liable for the acts and omissions of its officers, agents, employees, contractors, subcontractors, and engineers. The doctrine of respondeat superior shall not apply as between the CITY and the CONSULTANT, its officers, agents, employees, contractors, subcontractors, and engineers; and nothing herein shall be construed as creating a partnership or joint enterprise between the CITY and the CONSULTANT.

IX.
Conflicts of Interest

The CONSULTANT covenants and agrees that the CONSULTANT and its associates and employees will have no interest, and will acquire no interest, either direct or indirect, which will conflict in any manner with the performance of the services called for under this CONTRACT. All activities, investigations, and other efforts made by the CONSULTANT pursuant to this CONTRACT will be conducted by employees, associates, or subcontractors of the CONSULTANT.

No officer or employee of the CITY shall have any personal or financial interest, either direct or indirect, in this CONTRACT, nor have any direct financial interest in the sale to the CITY of any land, materials, supplies, or services under this CONTRACT, except on behalf of the CITY as a CITY officer or employee. Any violation of this prohibition with knowledge, expressed or implied, of the person or corporation contracting with the CITY shall render the CONTRACT voidable by the Director or the City Council.

X.
Confidential Information

The CONSULTANT hereby acknowledges and agrees that its representatives may have access to or otherwise receive information during the furtherance of its obligations in accordance with this CONTRACT, which is of a confidential, non-public, or proprietary nature. The CONSULTANT shall treat any such information received in full confidence and will not disclose or appropriate such Confidential Information for its own use or the use of any third party at any time during or subsequent to this CONTRACT. As used herein, "Confidential Information" means all oral and written information concerning the CITY, its affiliates and subsidiaries, and all oral and written information concerning the CITY or its activities, that is of a non-public, proprietary, or confidential nature including, without limitation, information pertaining to customer lists, services, methods, processes, and operating procedures, together with all analyses, compilation, studies, or other documents, whether prepared by CONSULTANT or others, which contain or otherwise reflect such information. The term "Confidential Information" shall not include such materials that are or become generally available to the public other than as a result of disclosure of CONSULTANT, or are required to be disclosed by a governmental authority or by law, as

determined by the CITY's attorney.

XI.
Notice Information

All notices and communications under this CONTRACT to be mailed via certified mail to the CITY shall be sent to the address of the CITY agent as follows, unless and until the CONSULTANT is otherwise notified:

Paul DeBuff, City Manager
City of Alvarado
104 West College
Alvarado, Texas 76009
(817) 790-3351

Notices and communications to be mailed or delivered to the CONSULTANT shall be sent to the address of the CONSULTANT as follows, unless and until the CITY is otherwise notified:

John R. Polster, President
Innovative Transportation Solutions, Inc.
1422 West Main Street
Lewisville, TX 75067
(972) 484-2525

Any notices and communications required to be given in writing by one party to the other shall be considered as having been given to the addressee on the date the notice or communication is posted, faxed, or personally delivered by the sending party.

XII.
Applicable Law

The CONTRACT is entered into subject to the City of Alvarado and ordinances of the CITY, as same may be amended from time to time, and is subject to and is to be construed, governed, and enforced under all applicable State of Texas and federal laws. The CONSULTANT will make any and all reports required per federal, state, or local law including, but not limited to, proper reporting to the Internal Revenue Service, as required in accordance with the CONSULTANT's income.

XIII.
No Waiver of Governmental Immunity

Nothing in this CONTRACT shall be construed as a waiver of the CITY's governmental immunity, or of any applicable limitation on damages, or any other legal protection or defense or privilege of the CITY, except to the extent expressly provided otherwise herein.

XIV.

Severability

If any of the terms, provisions, covenants, conditions, or any other part of this CONTRACT are for any reason held to be invalid, void, or unenforceable, the remainder of the terms, provisions, covenants, conditions, or any other part of this CONTRACT shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

**XV.
Remedies**

No right or remedy granted herein or reserved to the parties is exclusive of any other right or remedy herein by law or equity provided or permitted; but each shall be cumulative of every other right or remedy given hereunder. No covenant or condition of this CONTRACT may be waived without written consent of the parties. Forbearance or indulgence by either party shall not constitute a waiver of any covenant or condition to be performed pursuant to this CONTRACT.

**XVI.
Entire Agreement**

This CONTRACT embodies the entire agreement of the parties hereto, superseding all oral or written previous and contemporaneous agreements between the parties relating to matters herein, and except as otherwise provided herein cannot be modified without written agreement of the parties.

**XVII.
Non-Waiver**

It is further agreed that one (1) or more instances of forbearance by the CITY in the exercise of its rights herein shall in no way constitute a waiver thereof.

IN WITNESS WHEREOF, the parties hereto have caused this document to be executed as of the date first above written.

THE CITY OF ALVARADO, TEXAS

By: _____
Paul DeBuff
City Manager, City of Alvarado

Date Signed: _____

Attest:

City Secretary

Approved:

City Attorney

**INNOVATIVE TRANSPORTATION
SOLUTIONS, INC.**

By: _____
John R. Polster
President

Date Signed: _____



ALVARADO ECONOMIC DEVELOPMENT CORPORATION MANAGEMENT REPORT

Date: April 13, 2026

Agenda Item: Consideration and possible action related to the presentation of applications and selection of the next participant for the Alvarado Economic Development Corporation's (AEDC) Food Truck Incubator Program.

Background:

Staff recently completed the initial application and review process for the Food Truck Incubator Program. A total of five (5) applications were received. After evaluation, the staff review committee identified two (2) finalists whose concepts were determined to be the best fit for the program based on readiness, viability, and alignment with program goals.

Since that time, one of the two finalists has withdrawn from consideration in order to pursue a brick-and-mortar opportunity. While they are no longer able to participate in the incubator at this time, they have expressed interest in exploring a potential partnership with the City in the future. Due to the demands of launching a permanent location, they are not able to commit to both efforts simultaneously.

Program Approach:

Entrepreneur(s) selected as finalists for the program will be invited to deliver a brief presentation to the Board. During this presentation, participants will outline their concept and explain why they believe their business is a strong fit for the Food Truck Incubator Program.

Financial Impact:

There is no direct financial impact associated with this component of the program.

Recommendation:

Staff recommends that the Board receive the presentation from the Food Truck Incubator Program finalist and provide direction on whether to move forward with the proposed participant.

ALVARADO ECONOMIC DEVELOPMENT CORPORATION MANAGEMENT REPORT

Date: April 13, 2026

Agenda Item: Consideration and possible action to approve the Downtown Refresh Initiative as an Alvarado Economic Development Corporation (AEDC) project.

Background

The Downtown Refresh Initiative is a targeted effort to enhance the appearance, functionality, and overall experience of Historic Downtown Alvarado through a series of short-term, high-impact improvements. These improvements are intentionally designed to be flexible, movable, and reusable, allowing the City and AEDC to make immediate progress while long-term planning efforts, including the Downtown Master Plan, continue to evolve.

The initiative focuses on creating a more welcoming and cohesive environment that encourages foot traffic, supports existing businesses, and strengthens downtown as a destination. The proposed improvements include elements such as planters, lighting, seating, gateway features, and other placemaking enhancements.

Project Scope & Budget

The total estimated cost of the Downtown Refresh Initiative is approximately **\$300,000**, with an estimated **\$250,000** excluding power enhancements.

Formal project approval by the Board will allow staff to move forward with implementation, vendor coordination, and phased execution of the identified improvements.

Strategic Importance

This initiative aligns with AEDC priorities related to:

- Downtown revitalization and placemaking
- Business retention and attraction
- Enhancing quality of place to support economic growth

These improvements are intended to generate immediate visual impact while laying the groundwork for future permanent investments.

Financial Impact

If the Board elects not to move forward with additional storefront improvement grants this fiscal year, staff can reallocate approximately **\$100,000** from that program, along with **\$40,000** from the capital outlay budget for public art. Additionally, **\$80,000** is already

allocated in the current budget for the downtown monument sign, which is a component of this initiative. Staff has also identified approximately **\$25,000** in savings within the administrative line item and anticipates an additional **\$5,000** in savings within the General Services budget.

Should the Board choose to defer power enhancements until permanent infrastructure improvements are undertaken, the remaining funding gap would be minimal. In short, staff can absorb approximately **\$250,000** of this project within the current fiscal year budget through strategic reallocation of existing funds. Overall, staff believe the Downtown Refresh Initiative can be accommodated without requiring an increase to the total adopted budget.

Recommendation

Staff recommends that the Board approve the Downtown Refresh Initiative as an official AEDC project and authorize staff to proceed with implementation consistent with the approved budget and project scope.



ALVARADO ECONOMIC DEVELOPMENT CORPORATION MANAGEMENT REPORT

Date: April 13, 2026

Agenda Item: Consideration and possible action related to amending the Alvarado Economic Development Corporation (AEDC) Food Truck Entrepreneur Program to establish a program participation fee structure.

Background:

The Food Truck Incubator Program was established to support emerging entrepreneurs by providing an accessible pathway to launching a food-based business. The current program fee is set at \$500 per month, with no upfront financial commitment required beyond standard onboarding.

Proposed Change:

Staff recommends adjusting the program structure to better balance accessibility with participant commitment. Specifically, staff proposes:

- Reducing the monthly program fee from \$500 to \$300; and
- Requiring a \$1,000 upfront deposit prior to issuance of keys and program entry.

Rationale:

The reduced monthly fee lowers the ongoing financial burden for participants, making the program more attainable for early-stage entrepreneurs. At the same time, the upfront deposit serves as a demonstration of commitment and investment in the business venture. This approach is intended to encourage serious participation while still remaining reasonable and not overly burdensome to new business owners.

Financial Impact:

The upfront deposit does not represent revenue but may be held in accordance with program policies (e.g., refundable or applied toward damages, if applicable).

Recommendation:

Staff recommends Board approval of the revised fee structure for the Food Truck Incubator Program as outlined above.



ALVARADO ECONOMIC DEVELOPMENT CORPORATION MANAGEMENT REPORT

Date: April 13, 2026

Agenda Item: Consideration and possible action related to authorizing the Pecan Orchard Improvements as an AEDC project and approving expenditures in an amount not to exceed \$250,000.

Background:

The Pecan Orchard site has been identified as a key opportunity for public space enhancement and long-term placemaking within the City of Alvarado. The City successfully applied for and was awarded funding through the Texas Parks and Wildlife Department (TPWD) Non-Urban Outdoor Recreation Grant Program for improvements at this site.

As part of the grant requirements, the project must be developed as a public park and maintained for recreational use in perpetuity. The site, located at 101 S. Parkway and 310 W. Atchley Street, has been formally dedicated for this purpose through prior City Council action.

The grant requires a 50% match. The City and the Alvarado Economic Development Corporation (AEDC) have partnered to meet this requirement, with AEDC contributing toward the match through funding of site improvements.

AEDC has already budgeted \$250,000 for Pecan Orchard Improvements. However, in accordance with Type B requirements, the Board must formally authorize the project and approve the associated expenditures as an official AEDC project. This action formalizes AEDC's participation in the project and allows funds to be expended in support of the grant-funded improvements.

While the final scope will be refined through design and procurement, the project is focused on transforming the Pecan Orchard into a functional public park space consistent with TPWD grant requirements, including water and electrical infrastructure, site development and grading, pedestrian pathways, restroom facilities, lighting and safety enhancements, irrigation, and other supporting improvements.

Financial Impact:

AEDC has previously budgeted \$250,000 for Pecan Orchard Improvements. Approval of

this item authorizes the expenditure of those funds, in an amount not to exceed \$250,000, as part of the City's required match for the TPWD grant.

Recommendation:

Staff recommends that the Board find the Pecan Orchard Improvements to be a quality-of-life asset in furtherance of economic development, authorize the improvements as an AEDC project, and approve expenditures in an amount not to exceed \$250,000.