

Citizen Participation Guidelines



COUNCIL AGENDAS

Copies of the agenda for each of the meetings are available in the office of the City Clerk prior to each meeting. Agendas are prepared by the City Clerk and are posted on the bulletin boards at City Hall at least 72 hours before each meeting. (Two-hour postings are permitted by law for emergency meetings.) Agendas and agenda packets are also posted on the City web site at www.alvin-tx.gov.

COUNCIL POWERS

The City Council is the legislative branch of your City government. They consider and adopt ordinances (laws) for the community, and enact such regulations as may be expedient for the maintenance of good government, order, and peace of the City; and providing welfare, health, morals, comfort, safety, and convenience of its inhabitants.

The Council also reviews, revises, and adopts the budget, makes appropriations, levies taxes, authorizes bond issues, supervises the spending of its appropriations, initiates hearings for the purpose of gathering information for ordinance making, airing public programs, and establishing general municipal policy.

City of Alvin

City Hall
216 W. Sealy
Alvin, Texas 77511
(281) 388-4200

**The City Council, administration,
and all employees of the City of Alvin
are pleased to be public servants
working for the betterment
of the citizens of Alvin.**

ADMINISTRATION

Sereniah Breland, City Manager
Junru Roland, Asst. City Manager
Chief Financial Officer
Bobbi Kacz, City Attorney

Larry Buehler,
Director of Economic Development
Dan Kelinske, Director of Parks & Recreation
Rex Klesel, Fire Chief
Robert Lee, Chief of Police
Dixie Roberts, City Clerk
Ron Schmitz, Director of EMS/Emergency Mgmt.
Michelle Segovia, City Engineer
Brian Smith, Director of Public Services

Meetings are cablecast on Comcast Channel 16
And live-streamed and archived on
www.alvin-tx.gov

CITY COUNCIL MEMBERS:

Paul Horn, Mayor
phorn@cityofalvin.com

**Gabe Adame, Mayor Pro-tem,
District E**
gadame@cityofalvin.com

Brad Richards, At Large 1
brichards@cityofalvin.com

Chris Sanger, At Large 2
csanger@cityofalvin.com

Scott Reed, District A
sreed@cityofalvin.com

Adam Arendell, District B
aarendell@cityofalvin.com

Keith Thompson, District C
kthompson@cityofalvin.com

Glenn Starkey, District D
gstarkey@cityofalvin.com

WELCOME!

Welcome to a meeting of the Alvin City Council. The City of Alvin was incorporated in 1893; and was the first incorporated city within Brazoria County. Alvin is Home Rule and operates under the Council/City Manager form of government. The City Council is composed of a Mayor and seven (7) Council Members. The council single member districts are designated as Districts A, B, C, D and E and At-Large Positions 1 and 2. Elections are held in May and all terms are for three (3) years.

Regular City Council meetings are held at City Hall on the 1st and 3rd Thursday of the month, beginning at 7pm, unless otherwise approved by Council.

Workshop meetings of the Council, when scheduled, generally begin at 6pm in the 1st floor conference room of City Hall on the 1st and 3rd Thursday of the month.

Special meetings may be called as deemed necessary.

Citizens are always encouraged to attend meetings so that they might see firsthand the operation of the business of the City and thereby learn of the important issues that their elected representatives face from week to week. This exposure will give them a better understanding of the governmental process and a new appreciation for the work their elected representatives do for them.

All meetings of the Council are open to the public except "Executive Sessions." During executive session, the following may be discussed:

- private consultation by the governmental body with its attorney concerning pending or contemplated litigation, settlements offers, or other privileged matters
- discussion of purchase or acquisition of real property or contract for gift or donation when such discussion would have a detrimental effect on the negotiation position of the City
- deliberation regarding economic development negotiation
- evaluation or discipline of a public officer or employee, unless such person requests a public hearing
- deliberation regarding the deployment or implementation of security personnel or devices

APPEARANCES BEFORE THE COUNCIL

Citizens are invited to appear before the Council to discuss matters of local interest with reference to City business.

Citizens may speak before Council by completing a Public Comment Card and placing the card on the City Clerk's desk on the dais prior to the start of the meeting.

Comments will be limited to three (3) minutes; time may be extended at the discretion of the presiding officer.

The City Clerk will provide notification of time remaining.

If you wish to make a formal complaint, please contact the City Manager's office.

State law prohibits the Mayor and members of the City Council from commenting on any

statement or engaging in dialogue without an appropriate agenda item being posted in accordance with the Texas Open Meetings Act.

Speakers will be heard only upon recognition of the presiding officer, and will address the Council from the podium and observe the following Code of Conduct:

- Treat Others with Respect
- Focus on Issues – No Personal Attacks
- Honor the Roles and Responsibilities
- Be Punctual and Prepared
- Act in a Professional Manner
- Respect Ideas and Opinions of Others

The Mayor or presiding officer reserves the right to end public comment if the above behaviors are not followed.

Clearly state your name before beginning the presentation.

In situations where a large number of citizens representing a certain delegation wish to speak, the group is encouraged to designate a spokesperson to present the group's comments.

A copy of any documentation you wish to distribute at the meeting must be provided to the City Manager for the official record.

Event announcements may be made during the *Community Announcements* item listed on the agenda.