

**MINUTES
CITY OF ALVIN, TEXAS
216 W. SEALY STREET
REGULAR CITY COUNCIL MEETING
THURSDAY MAY 3, 2018
7:00 P.M.**

CALL TO ORDER

BE IT REMEMBERED that, on the above date, the City Council of the City of Alvin, Texas, met in Regular Session and Executive Session at 7:00 P.M. in the Council Chambers at City Hall, with the following members present: Mayor Paul A. Horn; Mayor Pro-Tem Brad Richards; Councilmembers: Gabe Adame, Joel Castro, Scott Reed, Glen Starkey, and Keith Thompson.

Staff members present: Sereniah Breland, City Manager; Suzanne Hanneman, City Attorney; Junru Roland, Assistant City Manager/CFO; Dixie Roberts, City Secretary; Dan Kelinske, Parks and Recreation Director and Robert E. Lee, Police Chief.

INVOCATION AND PLEDGE OF ALLEGIANCE

Darren Shelton gave the invocation.

Council member Castro led the Pledge of Allegiance to the American Flag and Council member Reed led the Pledge to the Texas Flag.

PRESENTATIONS

Proclamation – Police Week.

Mayor Horn proclaimed the week of May 13-19 as National Police Week.

Proclamation – Mental Illness Awareness Month.

Mayor Horn proclaimed the month of May as Mental Health Awareness Month.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

Approve minutes of the April 19, 2018 City Council meeting.

Consider Addendum No. 3 for a one (1) year renewal Agreement with Comfort Systems USA (South Central) for Heating, Ventilation and Air Conditioning (HVAC) preventative maintenance and repair services of various city building, in an amount not to exceed \$38,430.31; and authorize the City Manager to sign.

The HVAC preventative maintenance and repair agreement is designed to provide routine maintenance by a certified technician for all HVAC equipment in order to prolong the efficient life of the equipment. This agreement also allows for faster response time and fixed pricing for HVAC related repairs.

On September 17, 2015, the initial HVAC preventative maintenance agreement was awarded to Comfort Systems USA (South Central). The term of the original agreement commenced on October 10, 2015, and terminated on September 30, 2016; with an option to renew for a maximum of 3 additional one-year renewal terms. In August 2016, Council approved Addendum 1, the 1st of 3 one-year renewal terms allowed in the HVAC agreement. In May 2017, Council approved Addendum 2, the 2nd of 3 one-year renewal terms allowed in the HVAC agreement.

Comfort Systems USA (South Central) is requesting that the City Council approve the 3rd one-year renewal term, which would allow Comfort Systems USA (South Central) to provide HVAC preventative maintenance and repair services for City facilities through September 30, 2019 (FY19).

Staff recommends City Council approve the 3rd of 3 one-year renewal options allowed in the HVAC preventative maintenance agreement. The following are the annual proposals submitted to the City by Comfort Systems USA (South Central).

Service Year	Proposal
FY16 (Initial Award)	\$32,440
FY17 (1 st one-year renewal option – Addendum 1) *	\$36,440
FY18 (2 nd one-year renewal option – Addendum 2)	\$37,310
FY19 (3 rd one-year renewal option – Addendum 3)	\$38,430

The City facilities included in the HVAC agreement are: City Hall, Animal Adoption Center, Public Services Facility, Public Services Facility #2 at Dyche Lane, Library, Senior Citizens Center, Museum, Alvin Convention and Visitor's Bureau/Train Depot, Waste Water Treatment Plant, Fire Stations 1, 2 and 3, EMS Station and Police Station.

*The Animal Adoption Center HVAC equipment was added into the Agreement as an addendum in February 2016 for an annual amount of \$3,960.

Consider Addendum No. 1 for a one (1) year renewal Agreement with LTS Lawncare as the City's manicured mowing services provider of select City owned and State Right of Way property including parkland, lift stations, water wells and various building grounds in an amount not to exceed \$72,723.33; and authorize the City Manager to sign.

This is the first of two different manicured mowing agreements. This scope of service has supplemented the lawn maintenance efforts of City staff for over fifteen years.

The North and South Areas of Highway 35 were originally included because those are two of the major entrances into the City limits and the desire to maintain the areas remained in the scope of work.

The agreement was originally approved in the amount of \$72,723.33 with LTS Lawncare by City Council on May 4, 2017 utilizing the public bid process, Bid # B-17-05. The following locations would continue under this agreement: Lift Stations 23B, 14, 29, 30, 31, and 33, Water Wells 3, 4, 6, 7, and 8, Water Towers 3 of 3, City Hall, Lot at W. Willis St. & Hardie St., Library, Senior Citizen Center, Museum, Public Service Facility, Public Service Facility #2, Animal Adoption Center, Alvin Police Department, Bob Owen Pool, Girl Scout House Lot, American Legion Lot, Fire Stations 1, 2, 3, EMS, Park and Ride, Fire Training Field, Lot at Gordon St. & Willis St., Train Depot, Welcome to Alvin sign areas 2 of 2, North and South Bypass areas, Ruben Adame Park, Newman Park, Citizens Park, Sealy Park, Prairie Dog Park, and Oak Park Cemetery.

Manicured Mowing Bid # B-17-05 opened on April 19, 2017 and advertised on March 27, 2017 and April 3, 2017. The agreement began May 8, 2017 thru September 30, 2017 in an amount of \$41,224.17. The first complete year of service began October 1, 2017 thru September 30, 2017 in the amount of \$72,723.33.

For reference, the prior manicured mowing service contract for the same scope of services, less one property totaled \$101,085.00.

Staff is recommending a one (1) year renewal of the current manicured mowing agreement in the amount of \$72,723.33 with LTS Lawncare as their performance continues to provide a good value to the City of Alvin.

Consider an award of bid (B-18-06), Manicured Mowing Services Contract, to LTS Lawncare, for mowing services of select parkland and other City owned property and State Right of Way, in an amount not to exceed \$33,075; and authorize the City Manager to sign the agreement.

This is the second of two manicured mowing agreements. This scope of service was originally created and publicly bid in FY 2014 when one of four park equipment operator positions became vacant along with an increased need for mowing frequency. This scope of service continues to provide a cost-effective solution to supplement lawn maintenance efforts of City staff.

Staff recommends awarding a Manicured Mowing Agreement from the results of public Bid # B-18-06 to LTS Lawncare in the amount of \$33,075.00 to provide manicured mowing services for the following locations: Hike and Bike Trail (Adoue Street to South Street), Hugh Adams Park, Marina Park, Morgan Park, Pearson Park, and Talmadge Park; two lots located at 3404 Hummingbird and 1409 Talmadge; and four corner areas of the Gordon Street Bridge.

Manicured Mowing Bid # B-18-06 opened on April 17, 2018 and advertised on April 1, 2018 and April 8, 2018.

Consider an award of Bid (B-18-10) Janitorial Services Provider Contract, to American Janitorial, for janitorial services of City owned buildings and park restrooms in an amount not to exceed \$44,310.00 for the remaining FY2017-2018 and first year of service for FY2018-2019; and authorize the City Manager to sign.

Consider awarding a service contract from the results of public bid #B-18-10 to American Janitorial Services in the amount of \$44,310.00 to provide janitorial services for the remaining FY2018, beginning May 8, 2018 and ending September 30, 2018 and include the first year full year of service beginning October 1, 2018 and ending September 30, 2019 in an amount of \$106,344.00 for the following locations: City Hall, Public Services Facility, Public Services Facility #2 (Dyche Lane), Library, Senior Citizen Center, Museum, Train Depot, Police Department, Animal Adoption Center and National Oak Park Restrooms. Additional sites include: Portable Restroom Trailer, Bob Briscoe Park Restrooms, Lions Park Restrooms, Pearson Park Restrooms, Morgan Park Restrooms, Bob S. Owen Pool Restrooms, and Girl Scout House. These additional sites are scheduled and billed separately as requested by the City of Alvin.

Staff evaluated the bidding companies by calling references and recommended the top three for a panel interview comprised of department directors. American Janitorial was unanimously selected as the best value for the City. American Janitorial showcased great managerial oversight, effective and efficient response to customer complaints and extensive expertise in the janitorial industry.

Janitorial Services Contract Bid # B-18-10 opened on April 24, 2018 and advertised on April 8, 2018 and April 15, 2018.

M&R's Elite Janitorial Solutions, LLC was the lowest bidder, however they were not recommended for an interview as they did not provide any references nor attended the recommended facility walk thru held on April 18, 2018.

**This current scope of work included Public Service Facility #2 (Dyche Lane) as well as routine tile floor polishing not previously listed in the agreement with Oriental Building Solutions which totaled \$90,780.48 annually.*

Consider a final plat of Sananikone Place (located west of the Adoue and Second Street intersection) being a subdivision of 0.6568 acres (28,611 sq ft) in the H.T. & B. R. R. survey, A-449, also being a portion of track 2, block J in the City of Alvin, Brazoria County, Texas.

On March 29, 2018 the Engineering Department received the final plat of Sananikone Place for review. The property is located to the west of the Adoue and Second Street intersection and is being platted for conveyance. This plat complies with all requirements of the City's Subdivision Ordinance. The City Planning Commission unanimously approved the plat at their meeting on April 17, 2018.

Consider a final plat of Mustang Crossing Detention (located at the northwest corner of FM 1462 and Johnson Street), being a PUD subdivision containing 14.35 acres of land located in the Hooper & Wade Survey, Abstract 488, in the City of Alvin, Brazoria County, Texas.

On March 29, 2018, the Engineering Department received the final plat of Mustang Crossing Detention for review. The property is located at the northwest corner of the intersection of FM 1462 and Johnson Street. This plat contains two reserves and is being platted for the construction of a detention pond to serve Mustang Crossing Sections 5, 6, and 7. This plat complies with all requirements of the City's Subdivision Ordinance. The Planning Commission unanimously approved the plat at their meeting on April 17, 2018.

Consider a final plat of Mustang Crossing Section 5 (located northwest of the intersection of FM 1462 and Mustang Crossing Boulevard), being a PUD subdivision containing 18.26 acres of land located in the Hooper & Wade Survey, Abstract 488, in the City of Alvin, Brazoria County, Texas.

On March 29, 2018, the Engineering Department received the final plat of Mustang Crossing Section 5 for review. The property is located at the northwest corner of the intersection of FM 1462 and Mustang Crossing Boulevard. This section consists of seventy-nine (79) single-family lots, two (2) reserves, and three (3) blocks. The Mustang Crossing Subdivision currently consists of three previously platted sections containing 204 single-family residential lots of which approximately 196 have homes on them. This plat complies with all requirements of the City's Subdivision Ordinance. The Planning Commission unanimously approved the plat at their meeting on April 17, 2018.

Consider a final plat of Oasis Laydown Yard (located along the north side of W. Highway 6, just east of CR 99), being a subdivision of 16.2056 acres of land in the H.T.& B. R.R. Co. Survey, Abstract 230, Brazoria County, Texas.

On March 29, 2018, the Engineering Department received the final plat of Oasis Laydown Yard for review. The property is in the City of Alvin's Extraterritorial Jurisdiction (ETJ) along the north side of W. Highway 6 and east of County Road 99. The property is being platted to consolidate parcels for CenterPoint Energy's future equipment laydown yard. This plat complies with all requirements of the City's Subdivision Ordinance. The City Planning Commission unanimously approved the plat at their meeting on April 17, 2018.

Council member Adame moved to approve the consent agenda as presented. Seconded by Council member Richards; motion to approve carried on a vote of 7 Ayes.

OTHER BUSINESS

Consider an award of Bid (B-18-10) Janitorial Services Provider Contract, to American Janitorial, for janitorial services of City owned buildings and park restrooms in an amount not to exceed \$44,310.00 for the remaining FY2017-2018 and first year of service for FY2018-2019; and authorize the City Manager to sign.

Consider awarding a service contract from the results of public bid #B-18-10 to American Janitorial Services in the amount of \$44,310.00 to provide janitorial services for the remaining FY2018, beginning May 8, 2018 and ending September 30, 2018 and include the first year full year of service beginning October 1, 2018 and ending September 30, 2019 in an amount of \$106,344.00 for the following locations: City Hall, Public Services Facility, Public Services Facility #2 (Dyche Lane), Library, Senior Citizen Center, Museum, Train Depot, Police Department, Animal Adoption Center and National Oak Park Restrooms. Additional sites include: Portable Restroom Trailer, Bob Briscoe Park Restrooms, Lions Park Restrooms, Pearson Park Restrooms, Morgan Park Restrooms, Bob S. Owen Pool Restrooms, and Girl Scout House. These additional sites are scheduled and billed separately as requested by the City of Alvin.

Staff evaluated the bidding companies by calling references and recommended the top three for a panel interview comprised of department directors. American Janitorial was unanimously selected as the best value for the City. American Janitorial showcased great managerial oversight, effective and efficient response to customer complaints and extensive expertise in the janitorial industry.

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M&R's Elite Janitorial Solutions, LLC was the lowest bidder, however they were not recommended for an interview as they did not provide any references nor attended the recommended facility walk thru held on April 18, 2018.

**This current scope of work included Public Service Facility #2 (Dyche Lane) as well as routine tile floor polishing not previously listed in the agreement with Oriental Building Solutions which totaled \$90,780.48 annually.*

Council member Thompson inquired about the difference in cost for the remainder of the year between the previous contractor and American Janitorial. Dan Kelinske, Parks Director, responded that he will calculate the difference and provide the information to council.

Following discussion, Council member Thompson moved to approve an award of Bid (B-18-10) Janitorial Services Provider Contract, to American Janitorial, for janitorial services of City owned buildings and park restrooms in an amount not to exceed \$44,310.00 for the remaining FY2017-2018 and first year of service for FY2018-2019; and authorize the City Manager to sign. Seconded by Council member Richards. Councilmember Adame pointed out to include "in an amount not to exceed \$106, 344.00 for first year of service for FY2018-2019" in the motion". No objections were made by Council to include the additional wording; motion carried on a vote of 7 Ayes.

Consider a Construction Management & Inspection Services Agreement with AGCM, Inc. in an amount not to exceed \$280,875 for project management services for the design and construction of the new Fire/EMS Station to replace Fire Station #1 and EMS Station; and authorize the City Manager to sign upon legal review.

Large design/construction projects, such as the construction of the new Fire/EMS station, call for a knowledgeable and experienced “overseer” -- one that has the time and ability to facilitate every aspect of the design and construction process. Currently, the city does not have the staffing level to coordinate the overall planning and control of the new Fire Station from inception to completion. As a result, a Request for Proposal (RFP) for Construction Management & Inspection Services was advertised on Sunday, April 8, 2018 and Sunday April 15, 2018. Staff also emailed RFPs directly to ten project management firms, as well as advertised on the City’s webpage. The City received one RFP from AGCM, Inc. Staff has selected AGCM, Inc. to submit a proposal for the design and construction management services for the new Fire/EMS Station.

The submittal was evaluated by an evaluation team consisting of City Staff Representatives. The criteria used to evaluate the RFP responses included the following:

- Years of relevant experience of firm*
- Qualifications and relevant experience of similar fire/ems station projects*
- Demonstrated ability to respond quickly based on references*
- Cost effectiveness*

If selected, AGCM, Inc. will work with the design committee of employees, volunteers and a community member, the architects, and construction contractors to perform the following tasks, but not limited to:

Programming /Pre-Construction Phase

Meeting with City to obtain a clear understanding of goals and expectations

Meeting with Architect and City to determine major design parameters/standards

Assisting the City in determining appropriate delivery method

Initiating a series of design review meetings

Construction Phase

Be the ears, eyes, and “boots on the ground” construction manager for the City

Conduct pre-construction meetings

Perform job-site visits to monitor quality, oversee testing/inspections, monitor adherence to safety plans

Providing reports on key issues covering all aspects of the project to keep the City informed

Reviewing and evaluating the appropriateness of all proposed change orders

Close-out and Warranty Phase

Coordinating final walk through

Ensuring Owner’s receipt of all documentation

Facilitating start and completion of all punch lists

Approving final contractors’ payments

Should City Council agree to approve Construction Management & Inspection Services Agreement with AGCM, Inc, the agreement would remain in full force and effect through June 30, 2020 -- the anticipated grand opening/project closeout phase of the new Fire/EMS station. If need be, the Construction Management & Inspection Services Agreement may be extended past June 30, 2020; subject to mutual approval by the City and AGCM

Council member Thompson moved to approve a Construction Management & Inspection Services Agreement with AGCM, Inc. in an amount not to exceed \$280,875 for project management services for the design and construction of the new Fire/EMS Station to replace Fire Station #1 and EMS Station; and authorize the City Manager to sign upon legal review. Seconded by Council member Arendell; motion to approve carried on a vote of 7 Ayes.

Consider Resolution 18-R-17, authorizing the payment of the fourteen (\$0.14) cents per capita to the Gulf Coast Coalition of Cities to fund regulatory and related activities related to electric and gas utility service; and other matters related thereto.

The City of Alvin has been a member of the Gulf Coast Coalition of Cities (“GCCC”) since 2012. GCCC has been the primary public interest advocate before the Public Utility Commission, ERCOT, the Courts, and the Legislature on

electric utility regulation matters for nearly two decades. There are non-reimbursable proceedings, rulemakings, and legislative efforts impacting the rates charged within the City. It is possible that additional efforts will be necessary on new issues that arise during the year, and it is important that GCCC be able to fund its participation on behalf of its member cities. When needed, a per capita assessment has historically been used, and is a fair method for the members to bear the burdens associated with the benefits received from that membership. With the current population of 26,164, the City of Alvin's shared cost will be \$3,662.96.

Council member Reed moved to approve Resolution 18-R-17, authorizing the payment of the fourteen (\$0.14) cents per capita to the Gulf Coast Coalition of Cities to fund regulatory and related activities related to electric and gas utility service; and other matters related thereto. Seconded by Council member Castro; motion to approve carried on a vote of 7 Ayes.

Consider Resolution 18-R-18, finding that CenterPoint Energy Houston Electric, LLC's Application for approval to amend its distribution cost recovery factor pursuant to 16 Tex. Admin. Code §25.243 to increase distribution rates within the City should be denied; finding that the City's reasonable rate case expenses shall be reimbursed by the company; finding that the meeting at which this resolution is passed is open to the public as required by law; requiring notice of this resolution to the company and legal counsel.

The City, along with approximately 38 other cities served by CenterPoint Energy Houston Electric, LLC ("CenterPoint" or "Company") is a member of the Gulf Coast Coalition of Cities ("GCCC"). The coalition has been in existence since the early 1990's. GCCC has been the primary public interest advocate before the Public Utility Commission, the Courts, and the Legislature on electric utility regulation matters for over 20 years.

On April 4, 2018, CenterPoint filed an Application for Approval to Amend its Distribution Cost Recovery Factor ("DCRF") Pursuant to 16 Texas Administrative Code § 25.243 to Increase Distribution Rates with each of the cities in their service area. In the filing, the Company is proposing an adjustment to reflect changes in the federal income tax rate resulting from the Tax Cuts and Jobs Act of 2017. As a result of that adjustment, the Company is proposing a Total DCRF Revenue Requirement of \$82,620,101 to be effective on September 1, 2018. The resulting Total DCRF Revenue Requirement sought by the Company constitutes a \$7 million decrease to the currently approved total distribution revenue requirement that is scheduled to go into effect on September 1, 2018.

GCCC has engaged the services of a consultant, Mr. Karl Nalepa, to review the Company's filing. GCCC's attorney recommends that all GCCC members adopt the Resolution denying the rate change. Once the Resolution is adopted, CenterPoint will have 30 days to appeal the decision to the Public Utility Commission where the appeal will be consolidated with CenterPoint's filing for the environs and those cities that have relinquished their original jurisdiction currently pending at the Commission.

Council member Arendell moved to approve Resolution 18-R-18, finding that CenterPoint Energy Houston Electric, LLC's Application for approval to amend its distribution cost recovery factor pursuant to 16 Tex. Admin. Code §25.243 to increase distribution rates within the City should be denied; finding that the City's reasonable rate case expenses shall be reimbursed by the company; finding that the meeting at which this resolution is passed is open to the public as required by law; requiring notice of this resolution to the company and legal counsel. Seconded by Council member Thompson; motion to approve carried on a vote of 7 Ayes.

REPORTS FROM CITY MANAGER

Review preliminary list of items for next Council meeting.

Ms. Breland reviewed the preliminary list for the May 17, 2018 City Council meeting.

ITEMS OF COMMUNITY INTEREST

Hear announcements concerning items of community interest from the Mayor, Council members, and City staff, for which no action will be discussed or taken.

Mrs. Roberts reviewed items of community interest.

Council member Thompson mentioned that there are many activities in Alvin for the weekend; he thanked Chief Lee for placing the radar signs out.

Council member Reed expressed his appreciation to staff for taking care of issues that are brought to his attention. He announced the scholarship fund raiser at Knights of Columbus Hall in memory of the student killed in auto accident.

Council member Arendell thanked everyone who helped with the Frontier Day and Tour de Braz event; both were a success.

Council member Richards thanked the city staff for the great job they do.

Council member Castro announced that today was National Day of Prayer and he thanked Sereniah Breland and Priya Bhakta for a job well done on the Tour de Braz event.

Council member Adame announced the Noon Lions Club Casino Night on May 19th.

Council member Starkey cautioned everyone that school will be ending soon and to drive safely. He congratulated his grandson for being inducted into the National Honor Society.

Mayor Horn requested that Council member Thompson follow the Fire/EMS Facility project and Council member Arendell to follow the FM 528 extension project.

EXECUTIVE SESSION

Mayor Horn called for an executive session at 7:35 p.m. in accordance to the following:

SECTION 551.076 – Discuss security personnel, security devices, or a security audit.

RECONVENE TO OPEN SESSION

Mayor Horn reconvened the meeting into open session at 8:31 p.m.

ADJOURNMENT

Mayor Horn adjourned the meeting at 8:31 p.m.

PASSED and APPROVED this _____ day of _____, 2018.

Paul A. Horn, Mayor

ATTEST: _____
Dixie Roberts, City Secretary