

**MINUTES
CITY OF ALVIN, TEXAS
216 W. SEALY STREET
CITY COUNCIL REGULAR MEETING
THURSDAY, DECEMBER 19, 2024
7:00 PM**

CALL TO ORDER

BE IT REMEMBERED that, on the above date, the City Council of the City of Alvin, Texas, met in Regular Session at 7:00 PM in the Council Chambers at City Hall, with the following members present: Mayor Gabe Adame; Mayor Pro-Tem Keko Moore; Council members: Joel Castro, Meagan DeKeyzer, Richard Garivey, Glenn Starkey, Chris Vaughn, and Martin Vela.

Staff members present: Junru Roland, City Manager; Suzanne Hanneman, City Attorney; Dixie Roberts, Assistant City Manager/City Secretary; Kendall Hunting, Fire Chief; Dan Kelinske, Parks and Recreation Director; Brandon Moody, Director of Public Services; Michelle Segovia, City Engineer; Chris Thomas, Director of Finance; and Robert E. Lee, Police Chief.

INVOCATION AND PLEDGE OF ALLEGIANCE

Dixie Roberts, Assistant City Manager/City Secretary, gave the invocation. Council member Starkey led the Pledge of Allegiance to the American Flag. Council member Garivey led the Pledge to the Texas Flag.

PRESENTATIONS

Finance & Utility Billing - Annual Departmental Presentation.

Chris Thomas, Director of Finance, delivered the Annual Departmental Update before City Council.

Recognition of Alvin Volunteer Firefighters who assisted the Rosharon Volunteer Fire Department on October 22, 2024, in response to the collapse of a manufactured home.

Fire Chief Kendall Hunting recognized Alvin Volunteer Firefighters in attendance.

PUBLIC COMMENT

There were no comments from the public.

CONSENT AGENDA

Consider approval of the December 5, 2024, City Council Workshop minutes.

Consider approval of the December 5, 2024, City Council meeting minutes.

Consider the cancelation of City Council Meeting for January 2, 2025.

All non-emergency City of Alvin offices will be closed on January 2, 2025, in observance of the New Year's Day Holiday.

Consider Resolution 24-R-37, ratifying the City Manager's appointment of Jeffrey Foley to the City of Alvin Civil Service Commission Place One (1), for a three (3) year term, to expire December 31, 2027; and setting forth other provisions related thereto.

Civil Service for Police Officers was voted in by the citizens of Alvin on November 3, 2020. Chapter 143 of the Texas Local Government Code establishes the legislation and requirements for Civil Service under which our police department operates. Section 143.006 establishes the requirement for a Civil Service Commission, consisting of three (3) members appointed by the municipality's chief executive officer, and confirmed by the governing body of the municipality. The Commission's duties are also established by Chapter 143. Unlike other City boards and commissions, the Civil Service Commission is not an advisory body and makes no policy recommendations to the City Council. The Commission has the responsibility to adopt, publish, and enforce Chapter 143 rules pertaining to:

- 1. Examinations for entry level and promotional eligibility;*

2. Procedures for appointment and certification;
3. Proper conduct of appeals of testing and examination scoring;
4. Prescribed cause(s) for the removal or suspension of a civil service employee;
5. Procedures for hearing appeals concerning indefinite suspensions, suspensions, promotional bypasses or recommended involuntary demotions; and
6. Other such matters reasonably related to the selection, promotion, and discipline of civil service employees, which includes only sworn police personnel.

Per Section 143.006, the Commission members serve staggered three-year terms with the term of one member expiring each year.

Persons appointed to the Commission must be:

- of good moral character;
- be a United States Citizen;
- be a resident of the municipality and have resided in the municipality for more than three (3) years;
- be over the age of 25 years; and
- not have held public office within the preceding three (3) years.

Clenon Mitchell, the current Commission Member for Place 1, has decided not to continue his service, resulting in a vacancy on the Commission. After several months of advertising the position, the City received three applications from interested candidates: Phyllis Alexander, Thomas Hockin, and Jeff Foley.

I am recommending the appointment of Mr. Jeffrey Foley to serve a three (3) year term on the Civil Service Commission and recommend approval of Resolution 24-R-37.

Consider approving the lease agreements with Enterprise Fleet Management for sixteen (16) lease vehicles for an amount not to exceed \$133,111.92 from the FY25 budget; and authorize the City Manager to sign the Lease Agreements upon legal review.

In the FY25 budget, the City Council approved the leasing of the following sixteen (16) new vehicles for the Police, Inspections, Parks, Code, and Street Departments. Six (6) of the new lease vehicles will be replacing currently City-owned vehicles which will be sold at auction, six (6) will be replacing outgoing lease vehicles which will be returned to Enterprise Lease for sale, and five (4) new leases will be additions to the fleet. The proceeds from the auctioned vehicles will go into the vehicle replacement fund, and the proceeds from the returned leases will be used to reduce the cost of new leases.

New Lease Vehicle	Dept.	Monthly/Annual cost	Replacing
2025 Nissan Kicks	Parks	\$501.98 / \$6,023.76	New addition
2025 F-150	Building Inspector	\$763.14 / \$9,157.68	2013 F-150
2025 F-150	Building Inspector	\$763.14 / \$9,157.68	2013 F-150
2025 Nissan Frontier	Code Officer	\$616.80 / \$7,401.60	2013 F-150
2025 Ram 1500	Street Supervisor	\$807.62 / \$9,691.44	2013 F-150
2025 F-250	Street Crew	\$951.67 / \$11,420.04	2013 E-350
2025 F-250	Street Crew	\$951.67 / \$11,420.04	2013 F-250
2025 Nissan Pathfinder	Police CID	\$634.74 / \$7,616.88	2017 Edge
2025 Nissan Pathfinder	Police CID	\$634.74 / \$7,616.88	2017 Edge
2025 Nissan Pathfinder	Police CID	\$634.74 / \$7,616.88	2017 Edge
2025 Nissan Pathfinder	Police CID	\$634.74 / \$7,616.88	2017 Edge
2025 Nissan Pathfinder	Police CID	\$634.74 / \$7,616.88	2017 Edge
2025 Nissan Pathfinder	Police CID	\$634.74 / \$7,616.88	2017 Edge
2025 Nissan Frontier	PD Support	\$675.64 / \$8,107.68	New addition
2025 Nissan Frontier	PD Support	\$616.80 / \$7,401.60	New addition
2025 Nissan Frontier	PD Support	\$635.76 / \$7,629.12	New addition
		\$11,092.66 / \$133,111.92	

Staff recommends approval of the expenditure of FY25 funds not to exceed \$133,111.92 for the lease of sixteen (16) vehicles from Enterprise Fleet for various City departments.

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

OTHER BUSINESS

Consider Resolution 24-R-38 of the City Council of the City of Alvin, Texas, accepting the donation of \$10,000 from the Hand in Hand Child Development Center to the Alvin Animal Adoption Center; and providing for other matters related thereto.

Hand in Hand Child Development Center was established over 40 years ago as a non-profit organization to provide day care for the children of Alvin. In June 2024, after struggling to recover from the pandemic years, they shut their doors as they were unable to sustain a program at the level of quality they deemed necessary. The Board of Directors, of which Twanna Lee has been the Vice President of for 10 years, voted to equally divide the remaining assets of the Center among the Board of Directors and allow them to donate their portion to charities or other non-profits in the Alvin area. Mrs. Lee chose the Alvin Animal Adoption Center as the recipient of the \$10,000 she was allotted to donate. Staff recommends approval of Resolution 24-R-38, accepting a \$10,000 donation to the Alvin Animal Adoption Center from Hand in Hand Child Development Center.

Autumn Miller, Shelter Manager, presented this item before City Council with explanation.

Council member Starkey moved to approve Resolution 24-R-38 of the City Council of the City of Alvin, Texas, accepting the donation of \$10,000 from the Hand in Hand Child Development Center to the Alvin Animal Adoption Center; and providing for other matters related thereto. Seconded by Council member Vela; motion carried with all members present voting Aye.

Consider Ordinance 24-II, amending Chapter 24, Traffic, of the Code of Ordinances, City of Alvin, Texas, for the purpose of amending and altering the prima facie speed limit established for vehicles under the provisions of §545.356 of the Texas Transportation Code, upon the basis of a Texas Department of Transportation engineering and traffic investigation, upon certain streets and highways, or parts thereof, within the corporate city limits of the City of Alvin, as set out in this Ordinance; providing for a penalty; providing for a repealer clause and severability clause; providing for publication, and effective date; and setting forth other provisions related thereto.

On November 25, 2024, the City received a letter from the Director of Transportation Operations for the Texas Department of Transportation (TXDOT), notifying the City of changes to the posted speed limits along the SH 288 frontage roads near the FM 1462 intersection. TXDOT revised the speed limits based on a Speed Zone Study that they recently conducted. In order for these changes to be enforceable, the City must approve an ordinance to amend Chapter 24 Traffic to revise the speed limits. Ordinance 24-II amends Chapter 24, therefore accomplishing this goal. The speed limit change is as follows:

- 1. Along SH 288 (East and West frontage roads), from the point 1,541 feet north of FM 1462 (MP 17.460) to the intersection of FM 1462 (MP 17.759), a distance of approximately 0.299 mile, the speed limit shall be 50 MPH.*
- 2. Along SH 288 (East frontage road) from the intersection of FM 1462 (MP 18.089) to the point 2,011 feet south of the intersection of FM 1462 (MP 18.470), a distance of approximately 0.381 mile, the speed limit shall be 50 MPH.*
- 3. Along SH 288 (West frontage road) from the intersection of FM 1462 (MP 18.089) to the point of 1,536 feet south of the intersection of FM 1462 (MP 18.380), a distance of approximately 0.291 mile, the speed limit shall be 45 MPH.*

Staff recommends approval of Ordinance 24-II.

Michelle Segovia, City Engineer, presented this item before City Council with explanation.

Council member Moore moved to approve Ordinance 24-II, amending Chapter 24, Traffic, of the Code of Ordinances, City of Alvin, Texas, for the purpose of amending and altering the prima facie speed limit established for vehicles under the provisions of §545.356 of the Texas Transportation Code, upon the basis of a Texas Department of Transportation engineering and traffic investigation, upon certain streets and highways, or parts thereof, within the corporate city limits of the City of Alvin, as set out in this Ordinance; providing for a penalty; providing for a repealer clause and severability clause; providing for publication, and effective date; and setting forth other provisions related thereto. Seconded by Council member Starkey; motion carried with all members present voting Aye.

Consider Resolution 24-R-39, by the City Council of the City of Alvin, Texas, revising the City's Athletic Facilities Policy for the Use of the City's Parks and Recreational Facilities; updating the Alvin Sport Association List as set forth in Exhibit A; establishing an effective date; and setting further other related matters thereto.

Diamond of Hope, also known as Blue Chips Baseball, submitted an application by the deadline of September 15, 2024, for recognition as an Alvin Sport Association but was denied for failure to provide non-profit status as a 501(c)3. On October 3, 2024, City Council adopted the current Athletic Facility Policy, including Exhibit A, which lists all sport organization applicants recognized as Alvin Sport Associations for fiscal year 2025 (October 1, 2024, through September 30, 2025).

On October 10, 2024, Mr. Josh Jones of Diamond of Hope met with Parks Department staff and presented an IRS letter dated August 28, 2024, as proof of non-profit 501(c)3 and requested consideration as an Alvin Sport Association for fiscal year 2025.

<u>Proposed Changes</u>	<u>Rationale</u>
<i>Exhibit A - adding Diamond of Hope as a recognized Alvin Sport Association</i>	<i>Mr. Jones did not possess proof of non-profit 501(c)3 status by the IRS until after the application deadline of September 15, 2024. The IRS letter was in fact dated August 28, 2024.</i>

This item was unanimously approved by the Park Board at the regular meeting on December 3, 2024.

Staff recommends approval of Diamond of Hope aka Blue Chips Baseball as a recognized Alvin Sport Association for fiscal year 2025, ending September 30, 2025.

Dan Kelinske, Director of Parks and Recreation, presented this item before City Council with explanation.

Council member DeKeyzer moved to approve Resolution 24-R-39, by the City Council of the City of Alvin, Texas, revising the City's Athletic Facilities Policy for the Use of the City's Parks and Recreational Facilities; updating the Alvin Sport Association List as set forth in Exhibit A; establishing an effective date; and setting further other related matters thereto. Seconded by Council member Garivey; motion carried with all members present voting Aye.

Consider Resolution 24-R-40, by the City Council of the City of Alvin, Texas, amending the City of Alvin's Personnel Policy Manual to include the addition of Veterans Day as an official City Holiday, detailed holiday pay terms for shift workers, an adjustment to the Mental Health Leave policy from a fiscal year based system to a rolling 12-month period, and the inclusion of a payback clause in the paid parental leave section; and providing for other matters related thereto.

The City of Alvin Personnel Policy Manual is periodically reviewed and updated to ensure compliance with current regulations, operational efficiency, and alignment with the needs of City employees. Resolution 24-R-40 proposes amendments to the Personnel Policy Manual, incorporating the following changes:

- 1. Veterans Day Addition:**
Veterans Day will be added as an official City holiday to honor the service and sacrifices of veterans within our community and beyond. (Pg. 40)
- 2. Holiday Pay Terms for Shift-Scheduled Employees:**
The policy now includes more detailed terms outlining holiday pay specifically for shift-scheduled employees (those not covered under the Collective Bargaining Agreement), ensuring clarity and consistency in its application. (Pg. 41)
- 3. Mental Health Leave Adjustment:**
The policy has been revised to shift mental health leave eligibility from a fiscal year-based period to a rolling 12-month period. This change provides greater flexibility for employees needing this leave. (Pg. 54)
- 4. Paid Parental Leave – Payback Clause:**
The Paid Parental Leave section now explicitly includes a payback clause, stipulating that employees who do not return to work after their leave, or who leave within 90 days of their return, are required to repay the City. (Pg. 57)

Staff recommends the adoption of Resolution 24-R-40, amending the Personnel Policy Manual to reflect these updates. These changes aim to enhance employee support, improve clarity in policy implementation, and align City operations with best practices.

Tina Rodriguez, Director of Human Resources, presented this item before City Council with explanation.

Council member Garivey moved to approve Resolution 24-R-40, by the City Council of the City of Alvin, Texas, amending the City of Alvin's Personnel Policy Manual to include the addition of Veterans Day as an official City Holiday, detailed holiday pay terms for shift workers, an adjustment to the Mental Health Leave

policy from a fiscal year based system to a rolling 12-month period, and the inclusion of a payback clause in the paid parental leave section; and providing for other matters related thereto. Seconded by Council member Vela; motion carried with all members present voting Aye.

Consider appointment to Parks Board.

PARKS AND RECREATION BOARD: Ordinance calls for 7 members, resident and qualified voter of the city, and can serve no more than 3 consecutive 2-year terms. At the last meeting, Kim Dugas was appointed to serve on the Board. However, the City Secretary's Office did not verify her voter registration status prior to the appointment. It has since been confirmed that she is not a registered voter of the City of Alvin, which makes her ineligible to serve in this position. We sincerely apologize for this oversight and will ensure greater diligence in the future. As a result, a new appointment will need to be made to this Board.

- Current Applicants: Larry Davidson (resident/reg voter), Jerry Persefield (resident/reg voter), Sylvia Callahan (resident/reg voter)

Dixie Roberts, Assistant City Manager/City Secretary, presented this item before City Council with explanation.

Council member Starkey moved to appoint Jerry Persefield to serve a two (2) year term on the Alvin Parks and Recreation Board. Seconded by Council member Vela; motion carried with all members present voting Aye.

Discuss appointments to the Tax Increment Reinvestment Zone (TIRZ) 1 and TIRZ 2 (Kendall Lakes).

Update on TIRZ Board Appointments: At the last meeting, City Council discussed the proposed appointments for the TIRZ 1 Board (Preservation Creek Development area) and the TIRZ 2 Board (Kendall Lakes).

- **TIRZ 1 Board:** This board requires the appointment of 8 members, including one member to serve as the Chair. During the December 5th meeting, City Council appointed 5 applicants to serve on the board. However, 3 additional appointments are still needed to complete this board.
- **TIRZ 2 Board:** At the December 5th meeting, City Council proposed the reappointment of three members to serve another 2-year term. 2 additional appointments, each for a 2-year term, are still needed to complete this board.

Once these appointments are finalized, staff will prepare the necessary Resolutions for City Council's consideration at the next meeting to officially confirm the appointments.

TIRZ 1

- Taylor LeBlanc
- Holland DeKeyzer
- Jaime Van Horne
- Paul Horn
- Monio Mark

3 more members are needed to serve on this 8 member board.

TIRZ 2 (Kendall Lakes)

- Armando Cespedes - Place 2 (reappointment - 2 year term)
- Mark Nokelby - Place 5 (reappointment - 2 year term)
- Emily Wikcs - Place 8 - (reappointment - 2 year term)

2 additional appointments are needed to serve on this 8 member board (Position #4, and Position #6).

Dixie Roberts, Assistant City Manager/City Secretary, presented this item before City Council with explanation. Staff contacted applicants that were not appointed at the last City Council meeting to confirm they are all willing to serve on other boards. Based on those confirmations, it was recommended that Council appoint Alejandra Turpin, Larry Davidson, and Kurt Overby to TIRZ 1 Board. Discussion was had on whether or not members can serve on both TIRZ boards. It was recommended that Holland DeKeyzer and Paul Horn, who are already appointed to TIRZ 1, also be appointed to TIRZ 2 Board. An official Resolution will be brought before City Council at the next meeting for consideration of these appointments.

Council member Starkey moved to appoint Alejandra Turpin, Larry Davidson and Kurt Overby to TIRZ 1 Board; Seconded by Council member Moore; motion carried with all members present voting Aye.

Council member Garivey moved to appoint Holland DeKeyzer and Paul Horn to TIRZ 2 Board; Seconded by Council member Moore; motion carried with all members present voting Aye, and Council member DeKeyzer abstaining.

Consider, if any, requests from individual council members for an item or items to be placed on the upcoming agenda for the next regularly scheduled meeting.

No items were requested by any Council members to be placed on the upcoming agenda.

REPORTS FROM THE CITY MANAGER

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

Mr. Junru Roland announced items of community interest.

ITEMS OF COMMUNITY INTEREST

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

Council member Starkey mentioned that former City of Alvin Associate Judge Pannel recently passed away. Visitation will be Sunday December 22nd, with the funeral being held on Monday December 23rd at the Presbyterian Church. He asked that everyone keep his family in their prayers.

Council member DeKeyzer wished everyone a Merry Christmas and Happy New Year and reminded everyone to be safe on the roads during this season.

Council member Castro, Moore, Vaughn, Vela and Garivey wished everyone a Merry Christmas.

Mayor Adame wished everyone a Merry Christmas and stated that he is honored to serve with all his fellow council members and the City of Alvin staff.

ADJOURNMENT

Mayor Adame adjourned the meeting at 7:37 p.m.

PASSED and APPROVED the 16th of January 2025.

ATTEST:

Gabe Adame, Mayor

Dixie Roberts, City Secretary