

**MINUTES
CITY OF ALVIN, TEXAS
216 W. SEALY STREET
CITY COUNCIL REGULAR MEETING
THURSDAY, FEBRUARY 6, 2025
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: Martin Vela, Chris Vaughn, Joel Castro, Glenn Starkey and Meagan DeKeyzer.

Staff members present: Junru Roland, City Manager; Suzanne Hanneman, City Attorney; Sara Cruz, Deputy City Secretary; Chris Thomas, Director of Finance; Dan Kelinske, Parks and Recreation Director; Michelle Segovia, City Engineer; Brandon Moody, Director of Public Services; Ron Schmitz, Director of EMS/Emergency Management Coordinator; Deanna Bray, Assistant EMS Director of Operations and Robert E. Lee, Police Chief.

INVOCATION AND PLEDGE OF ALLEGIANCE

Pastor Lee Peoples with Heights Baptist Church gave the invocation. Council member Castro led the Pledge of Allegiance to the American Flag. Council member Starkey led the Pledge to the Texas Flag.

PRESENTATIONS

Presentation of the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) as awarded to the City of Alvin for Fiscal Year 2024-25.

The Distinguished Budget Presentation Award has been awarded to the City of Alvin by the Government Finance Officers Association of the United States and Canada (GFOA) for the Fiscal Year ending September 30, 2025. This award is the highest form of recognition in governmental budgeting and its attainment represents a significant achievement by our organization. The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy documentation*
- a financial plan*
- an operations guide*
- a communications device*

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the department designated as being primarily responsible for its having achieved the award.

Chris Thomas, Director of Finance, presented this item to City Council and expressed gratitude to the staff for their efforts in securing this award.

EMS/Emergency Management - Annual Departmental Presentation.

Ron Schmitz, Director of EMS/Emergency Management Coordinator, and Deanna Bray, Assistant EMS Director of Operations, delivered the EMS/Emergency Management Department's annual presentation.

PUBLIC COMMENT

Ray Lewis and Aimee Ordeneaux, of Texas Pride Disposal, introduced themselves to Council.

Suzanne Dillman provided an update of Keep Alvin Beautiful's activities.

CONSENT AGENDA

Consider approval of the January 16, 2025, City Council Workshop minutes.

Consider approval of the January 16, 2025, City Council meeting minutes.

Consider Resolution 25-R-03, calling and establishing the procedures for the May 3, 2025, General Election in Alvin, Texas, and providing for other matters related thereto.

This Resolution is calling for the City of Alvin General Election for Saturday, May 3, 2025, to elect members to City Council District A, District D, and At Large Position 2. The City of Alvin will contract with the Brazoria County Elections Office to conduct the upcoming election, as Brazoria County provides the necessary voting equipment for the process. The City Secretary's Office will oversee candidate filings, required documentation, and postings in compliance with state election law. The filing period for a place on the May 2025 General Election ballot began on Wednesday, January 15, 2025, and will remain open through Friday, February 14, 2025. Early Voting for the upcoming election will take place at the Alvin Library from Tuesday, April 22, 2025, through Saturday, April 26, 2025, and Monday, April 28, 2025, through Tuesday, April 29, 2025, with voting hours from 8:00 AM to 5:00 PM each day. Voters may also cast their ballot at any Early Voting location across Brazoria County.

Early Voting Locations (subject to change)

- Angleton (Main): East Annex, 1524 E. Mulberry
- Alvin: Alvin Library, 105 S. Gordon
- Brazoria: Brazoria Library, 620 S. Brooks
- Clute: Clute Event Center, 100 Parkview Dr.
- Freeport: Freeport Library, 410 Brazosport Blvd.
- Lake Jackson: Doris Williams Civic Center, 333 E. Hwy 332
- Manvel: Manvel Annex, 7313 Corporate Dr.
- Pearland East: Tom Reid Library, 3522 Liberty Dr.
- Pearland West: West Pearland Community Center, 2150 Countryplace Pkwy.
- Shadow Creek: West Pearland Library, 11801 Shadow Creek Pkwy.
- Sweeny: Sweeny Community Center, 205 W. Ashley Wilson Rd.
- West Columbia: Precinct 4 Building #2, 121 N. 10th Street

Early voting dates and hours:

- April 22-26; 8am-5pm
- April 28-29; 8am-5pm

Election Day voting will be held at the Alvin Library. Voters can also cast their ballot at any Voting Center in Brazoria County. An election contract with Brazoria County for the May 4th General Election will be also be considered at this meeting. Staff recommends approval of Resolution 25-R-03.

Consider a contract for Election Services with Joyce Hudman, County Clerk, Brazoria County, Texas, for the May 3, 2025, General Election; and authorize the Mayor to sign upon legal review.

This is a contract for election services with Brazoria County to conduct the May 3, 2025, General Election for City Council District A, District D, and At Large Position 2. This contract is similar to the contract authorized by City Council every year to conduct City elections. The cost for this General Election could range anywhere from \$6,000 to \$12,000. The cost depends on how many other jurisdictions will be holding a May election. The City Secretary's Office will handle all the required notices, filings, and general paperwork as required by state election law.

Historical Election Cost (General May Election):

Nov 2020:	\$12,300 – (May 2020 election moved to November because of COVID)
May 2021:	\$ 6,200
May 2022:	\$10,600
May 2023:	\$ 8,020
May 2024:	\$10,940

Early voting and Election Day voting will take place at the Alvin Library. Registered voters have the flexibility to cast their votes at any Early Voting location within the County during the Early Voting period. On Election Day, they also have the option to vote at any Voting Center located in Brazoria County. Staff recommends approval of said contract.

Consider an amendment to the construction phase contract with CSA Construction, Inc. in an amount not to exceed \$71,464,410.56 to provide Construction Manager at Risk Construction Phase Services for the

Wastewater Treatment Plant Expansion and Improvements Project; and authorize the City Manager to sign the amendment upon legal review.

On December 1, 2022, the City Council approved Resolution 22-R-32, which authorized the use of the Construction Manager at Risk (CMAR) delivery method for the Wastewater Treatment Plant (WWTP) Expansion Project. On January 30, 2023, an Industry Awareness Meeting was held to make interested contractors aware of the upcoming project and representatives from six (6) companies attended the meeting. A Request for Proposals (RFP) for construction manager at risk services was advertised on March 26 and April 2, 2023. Proposals were received from four (4) companies on April 24, 2023. Proposals from all companies were reviewed/ranked by a Staff Review Committee, consisting of the Engineering and Public Services Department Staff, in May 2023. The top two companies were then interviewed on May 15, 2023. Following the interviews, the Staff Review Committee selected CSA Construction, Inc. (CSA) to submit a fee-based proposal for CMAR services for the Wastewater Treatment Plant Expansion Project. On June 15, 2023, City Council approved a contract with CSA Construction, Inc. to provide Construction Manager at Risk Design phase Services for the WWTP Expansion Project. On October 17, 2024, City Council approved a construction phase contract with CSA Construction, Inc. which included Guaranteed Maximum Price Proposal #1 (GMP #1) in the amount of \$2,269,460.27 for the purchase of two generators and two rotary drum thickeners that are required for the project. The current contract amendment being considered will provide Construction Manager at Risk services during the construction phase of the project, which includes the approval and inclusion of Guaranteed Maximum Price (GMP) Proposal #2. GMP #2 includes the construction and all remaining equipment purchases/installations for the WWTP Expansion Project.

GMP #2:	\$69,721,376.16
2.5% Contingency	<u>\$ 1,743,034.40</u>
Total :	\$71,464,410.56

This project was identified in the 2022 Wastewater Master Plan Update that was presented to City Council in workshops on March 1, 2022, and January 17, 2023. The project includes the expansion of the City's sole Wastewater Treatment Plant from 5.0 million gallons per day (MGD) to 7.5 MGD along with the remaining critical improvements that were identified in the 2021 Wastewater Treatment Plant Facility Plan. The expansion project will be partially funded from 2023 Revenue Bonds that were issued 11/16/2023 and future bond issues. Staff recommends approval of this Contract Amendment.

Consider a Professional Services Agreement with Freese and Nichols, Inc. in an amount not to exceed \$5,248,800 for construction phase engineering services for the construction of the Wastewater Treatment Plant Expansion Project; and authorize the City Manager to sign the Agreement upon legal review.

On March 1, 2022, during the Visioning and Goal-setting Workshop, Staff presented the City Council draft results of the 2022 Wastewater Master Plan Update. The updated plan proposed the need for a 2.5 MGD expansion to the City's only Wastewater Treatment Plant. The expansion to the plant is necessary due to the increased flows (7% annual average increase in flow since 2016) at the plant and the need to stay in compliance with TCEQ regulations. The Professional Services Agreement currently being considered will provide construction phase services, as outlined in the attached agreement, for the construction of the 2.5 MGD Wastewater Treatment Plant (WWTP) Expansion Project. This Professional Services Agreement will be funded from the 2022 & 2023 Water and Sewer System Revenue Bonds that were authorized by City Council on July 7, 2022, and November 16, 2023, respectively, as well as, from future bond funds. Staff recommends approval of this Agreement.

Consider an Engineering Services Agreement with LJA Engineering in an amount not to exceed \$718,000 for engineering design services for the Water Line Improvements Phase 5 Project; and authorize the City Manager to sign the Agreement upon legal review.

The Water Line Improvements Phase 5 Project was identified in the 2015 Utility Master Plan that was approved by City Council on March 3, 2016, and consists of the replacement/addition of 6" and 8" waterlines in the area generally bounded by Rosharon Road, Kost Road, Adams Street, and Stevenwood Lane. The Engineering Services Agreement being considered will provide surveying and geotechnical data, preliminary and final engineering design, complete plan set with bid package, easement preparation/acquisition services (up to 10 easements), and construction phase services for this important water system rehabilitation CIP project. It is proposed that design services culminating in a final bid package will be completed in a period of eight months. Approval of this Agreement will ensure that construction plans are available and ready for bid in November 2025. This project is being funded by 2022 Water and Sewer System Revenue Bonds that were authorized and approved by City Council on July 7, 2022. Staff recommends approval of this Agreement.

Consider a License Agreement for the Exclusive Use of City Property between the City of Alvin and the Alvin Sunrise Rotary Foundation for the Music Festival and Bar-B-Q Cook-Off at Briscoe Park from March 24, 2025, to March 30, 2025, with the actual event scheduled for Friday, March 28, 2025, at 10:00 a.m. through Sunday, March 30, 2025, at 1:00 a.m.; and authorize the City Manager to sign the Agreement upon legal review.

This License Agreement for Exclusive Use of City Property is used as an annual instrument to acknowledge dates of exclusive use of Briscoe Park and capture other City-owned resources such as equipment and personnel requested by the Alvin Sunrise Rotary Club for the purpose of holding the fundraising event "Music Fest and Bar-B-Q Cook-Off." This year, exclusive park use is requested by

Alvin Sunrise Rotary Club from March 24, 2025, to March 30, 2025, with the actual event scheduled to begin at 10:00 a.m. on Friday, March 28, 2025, and ending at 1:00 a.m. on Sunday, March 30, 2025, in Briscoe Park to include food, alcoholic beverages, music, and other entertainment. No changes have been made to the agreement as approved in 2024. Pursuant to the Licensing Agreement, Alvin Sunrise Rotary Club agrees to:

- *Adhere to governmental regulations concerning the sale of food and alcohol and obtain appropriate permits*
- *Adhere to the City's Noise ordinance and obtain an appropriate sound/noise permit*
- *Fence the park area used exclusively for the event*
- *Ensure the deployment of police for security and pay the cost of City of Alvin police officers to perform security and/or traffic control*
- *Maintain the property in clean condition*
- *Abide by all terms of the Event Application, including insurance requirements*
- *Maintain Comprehensive General Liability Insurance naming the City of Alvin as an additional insured*

Pursuant to the Licensing Agreement, the City agrees to:

- *Contribute \$20,000 of Hotel Occupancy Tax funds from the HOT fund grant program*
- *Authorize Alvin Sunrise Rotary to sell alcoholic beverages on City property*
- *Waive tent fees for individual participating cooks/cook teams*
- *Waive Park user fees as outlined in the Event Application*
- *Reimbursement to Alvin Sunrise Rotary not to exceed \$1,500 for rental of a portable restroom trailer*
- *Provide up to 15 hours of Alvin Fire Marshal or Assistant Fire Marshal's time for inspection of cooks and other Fire Safety and Prevention services required by the City*
- *Provide barricades and cones for street closure*
- *Provide EMS personnel and ambulance*
- *Provide Mobile Command Truck*
- *Provide up to 20 picnic tables and 30 trash barrels with liners*
- *Provide electricity and water where not already furnished*

Staff recommends approval of this Agreement.

Consider accepting the resignation of Santos Garza from the Planning Commission.

On Monday, January 13, 2025, The Assistant City Manager/City Secretary, Dixie Roberts, received a resignation letter from Santos Garza for his unexpired term on the Planning Commission. This agenda item is the formal acceptance of his resignation. Consideration of appointment to that vacancy will be presented at a future meeting.

Consider accepting the resignation of Michelle Vela from the Civil Service Commission.

On January 14, 2025, the City Manager received the resignation of Michelle Vela from the Civil Service Commission. Ms. Vela has been on the Civil Service Commission from its inception, having been appointed through the adoption of Resolution 22-R-29 for a term ending on December 31, 2025. She has moved out of the City of Alvin, and is therefore, no longer qualified to serve on the Commission. On January 14, 2025, the City Manager received the resignation of Michelle Vela from the Civil Service Commission. Ms. Vela has served on the Commission since its inception, having been appointed through the adoption of Resolution 22-R-29 for a term ending on December 31, 2025. Due to her relocation outside the City of Alvin, she is no longer eligible to serve on the Commission. Residency is required by Section 143.006 (c)(3) of the Texas Local Government Code: (c) A person appointed to the commission must: . . . (3) be a resident of the municipality who has resided in the municipality for more than three years; Advertisements have already begun in an effort to find a replacement for this vacancy.

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

OTHER BUSINESS

Consider Resolution 25-R-04, releasing and abandoning a 0.0741 acre utility easement located on property on County Road 171/South Johnson Street, south of FM 1462, for the Texas Department of Transportation State Highway 99 road project, and authorize the Mayor to sign the Release upon legal review.

This Resolution formally acknowledges the City's release and abandonment of a 0.0741 acre utility easement on CR 171/South Johnson Street, south of FM 1462. The property owners, Barbara Louise Davis and Susan Lee Williams, have agreed to sign a deed to the State of Texas for the Texas Department of Transportation's State Highway 99 project. This easement must be formally released so that the title company can process the closing of this parcel. Staff recommends approval of Resolution 25-R-04.

Suzanne Hanneman, City Attorney, presented this item before City Council with explanation. Ms.

Hanneman clarified that the City of Alvin does not own the plot of land but holds an easement on the property. She noted that this is the first of several upcoming utility easement releases planned in preparation for the Grand Parkway. Michelle Segovia, City Engineer, further explained the easement's location and its role in providing retention for the future Grand Parkway development.

Council member Castro moved to approve Resolution 25-R-04, releasing and abandoning a 0.0741 acre utility easement located on property on County Road 171/South Johnson Street, south of FM 1462, for the Texas Department of Transportation State Highway 99 road project, and authorize the Mayor to sign the Release upon legal review Seconded by Council member Vaughn; motion carried with all members present voting Aye.

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.

No items were presented by Mayor or Council members.

ADJOURNMENT

Mayor Adame adjourned the meeting at 7:34 p.m.

PASSED and APPROVED the 20th of February 2025.

ATTEST:

Gabe Adame, Mayor

Dixie Roberts, City Secretary