

**MINUTES  
CITY OF ALVIN, TEXAS  
216 W. SEALY STREET  
CITY COUNCIL REGULAR MEETING  
THURSDAY, AUGUST 21, 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 Meagan DeKeyzer; Council members: Ashley Davis, Richard Garivey, Keko Moore, Scott Salter, and Chris Vaughn.

Staff members present: Miltresa McMichael, Assistant City Attorney; Dixie Roberts, Assistant City Manager/City Secretary; Chris Thomas, Director of Finance; Dan Kelinske, Parks and Recreation Director; Brandon Moody, Director of Public Services; Paul Chavez, Economic Development Director and Robert E. Lee, Police Chief.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

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

**PRESENTATION**

Police Departmental Update

Robert Lee, Chief of Police, delivered the annual departmental update of the Alvin Police Department.

**PUBLIC COMMENT**

There were no comments from the public.

**PUBLIC HEARING**

Public Hearing to receive comments on the proposed Fiscal Year 2025-26 Annual Budget.

Mayor Adame opened the public hearing at 7:19 p.m. There were no comments made. Mayor Adame closed the public hearing at 7:20 p.m.

**CONSENT AGENDA**

Consider approval of the July 28, 2025, City Council Workshop minutes.

Consider approval of the August 7, 2025, City Council Workshop minutes.

Consider approval of the August 7, 2025, City Council meeting minutes.

Consider approval of the August 12, 2025, City Council Workshop minutes.

Consider approval of the August 12, 2025, Special City Council minutes.

Consider Ordinance 25-T, amending Chapter 15, "Offenses and Miscellaneous Provisions," and Chapter 17½, "Signs," of the Alvin Code of Ordinances, City of Alvin, Texas, to update regulations for Electioneering and Political Signs; providing for severability; providing a for a penalty of fine not to exceed the sum of \$500.00; providing for an effective date; providing for publication; and providing for other matters related thereto.

*This Ordinance was previously reviewed and discussed by City Council at the August 7, 2025, meeting. During that discussion, City Council suggested one clarification - to specify that any canopy containing printed words, slogans, logos, images, or other markings intended to convey a message would be considered a sign affixed to the canopy. That clarification has been incorporated into the proposed ordinance, which is now being presented for formal consideration. Overall, the proposed revisions stem from observations and complaints received during the May 2025 election cycle and are intended to improve the usability and safety of designated electioneering areas on City-owned property used as polling places. The proposed changes include:*

- *Adding language requiring that all canopies be properly weighted or anchored to prevent tipping or movement due to wind or weather conditions, thereby promoting public safety;*
- *Allowing signage to be affixed to canopies, which shall not count toward the maximum of four ground-placed signs allowed on-site under Section 17½-41; this also includes language specifying that any canopy containing printed words, slogans, logos, images, or other markings intended to convey a message shall be considered a sign affixed to the canopy, and that only signage physically attached to the canopy qualifies for this exemption, with ground-placed or adjacent signs counted separately toward the maximum; and*
- *Removing existing language prohibiting all other structures (e.g., booths, tables), which will now allow for the placement of tables under permitted canopies.*

*If approved, these revisions will amend the current ordinance to address concerns raised during recent elections while maintaining clear and enforceable guidelines for electioneering activities on City property.*

**Consider and take action to set the date for the official adoption of the Fiscal Year 2025–2026 Annual Budget for the City Council meeting on September 4, 2025, at 7:00 p.m. at Alvin City Hall, 216 West Sealy Street, in accordance with Texas Local Government Code §102.007.**

*Texas Local Government Code section 102.007 states that at the conclusion of a public hearing on the budget, the governing body of the municipality shall take action on the proposed budget. This action could be a vote to adopt the budget or a vote to postpone the adoption to a future meeting. Generally, municipalities will postpone the vote to adopt the budget to have additional time to address citizens' concerns from the hearing, finalize the budget document, or align the budget vote with the vote on the tax rate. Per statute, some action must be taken, and staff recommends postponing a vote to adopt the budget until the September 4, 2025, regular City Council meeting in order to align with the vote on the tax rate as presented on the budget calendar located within the document.*

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

## **OTHER BUSINESS**

**Discuss and consider entering into a Professional Services Agreement with Randall Scott Architects, Inc. for the design, engineering, and architectural planning of a new City Hall; and authorize the City Manager to execute the agreement upon legal review.**

*On April 6, 2025, the City issued a Request for Qualifications (RFQ) for architectural services for the design of a new City Hall facility. The RFQ solicitation period closed on April 24, 2025, with a total of nine (9) architectural firms submitting proposals.*

*A review committee consisting of City staff and a representative from AGCM Inc., the City's construction management consultant, evaluated and scored all nine proposals based on:*

- ***Qualifications of Firm*** -- specifically as it relates to experience on similar projects.
- ***Team Members*** -- related project experience of the firm and the individuals who would be assigned to this project.
- ***Project Approach*** -- clear understanding of the project scope and well-structured approach to successful execution.
- ***Capacity & Availability*** -- capacity to take on the project, with dedicated resources and staff readily available.
- ***Professional References*** -- proven past performance
- ***Quality & Responsiveness of Submittal*** -- Complete and highly responsive ability to meet timelines and

*Following the initial evaluation, the top four scoring firms were invited for in-person interviews conducted on May 28, 2025. The firms interviewed were:*

- *Randall Scott Architects, Inc.*
- *BRW Architects*
- *Ziegler Cooper Architects*
- *Joiner Architects*

*Following the interviews, Randall Scott Architects, Inc. received the highest overall score, reflecting both the strength of their proposal and their performance during the interview process. The selection committee recommends engaging Randall Scott*

*Architects, Inc. to provide architectural services for the new City Hall project. The new multi-story City Hall will be constructed on the existing City Hall site following demolition of the current building.*

*This project will be delivered using the Construction Manager at Risk (CMAR) method. Under this delivery model, the City will procure a construction manager through a separate, competitive selection process, with assistance from the architecture firm. The selected contractor will be brought on board early in the design phase to collaborate closely with the architect throughout the project. Once the design is sufficiently developed, the CMAR contractor will propose a Guaranteed Maximum Price (GMP) for construction. The contractor will then be responsible for delivering the project within the agreed-upon GMP and will assume the financial risk for any cost overruns beyond that amount. This professional services contract with Randall Scott Architects, Inc. will be funded through proceeds from the Certificates of Obligation issued for this project as authorized on August 4, 2025. Staff recommends approval.*

Dixie Roberts, Assistant City Manager/City Secretary, presented this item before City Council with explanation. Council member Moore asked whether the design of the façade had been considered in a way that would complement the surrounding buildings in downtown Alvin. Randall Scott, of Randal Scott Architects, who was present at the meeting, responded that their design philosophy emphasizes incorporating the character and identity of the City into each project, and that this approach would be reflected in the final design. Council member Garivey asked whether the firm had completed any local projects. Mr. Scott responded that they had, citing Huntsville City Hall as well as projects in Center, Texas, and Willis, Texas. Council member Moore then inquired why the geotechnical specifications were not included in the proposal. Mr. Scott explained that most cities prefer to handle this work independently, but noted that it could be added as an optional service if desired.

Council member Garivey moved to approve a Professional Services Agreement with Randall Scott Architects, Inc. for the design, engineering, and architectural planning of a new City Hall; and authorize the City Manager to execute the agreement upon legal review. Seconded by Council member Moore; motion carried with all members present voting Aye.

Consider Ordinance 25-U, amending Chapter 28, Comprehensive Fee Ordinance of the Code of Ordinances of the City of Alvin, Texas, for the purpose of revising certain water and wastewater fees for residential and commercial customers; providing for a ten percent (10%) penalty for late payment; providing for an effective month of October billing cycles for the Fiscal Year 2025-26; and setting forth other provisions related thereto.

*The City Ordinance requires that water and sewer rates be increased, at minimum, based on the annual consumer price index rate for all urban consumers (CPI-U) for the Houston-Galveston-Brazoria, Texas area. The ordinance also allows the consideration of other factors to determine if an additional increase in water and sewer rates is warranted.*

*In January 2023, the City held a City Council workshop in which the City's consultants presented the results of the Wastewater Master Plan and the Water & Wastewater rate study. The rate study identified the need to increase water and wastewater rates by 8.5% in FY26 to implement the projects identified in the Wastewater Master Plan. However, to mitigate spikes in water and wastewater rates, staff rescheduled some of the utility projects. As a result, for FY26, staff is proposing to increase water and wastewater rates by 6% (2.5% below the planned rate study increase). This calculates to an approximately \$6.26 monthly increase for the average residential customer, using 5,000 gallons per month. The revenue generated from the rate increase will be used to fund the continuation of the Water/Wastewater Master Plan capital improvement program, water and wastewater operations and maintenance needs, as well as the annual principal and interest payments on bonds and other bond covenant requirements. The proposed water and wastewater rate increases for FY26 are as follows:*

<b>WATER RATES</b>	<b>Current Rate</b>	<b>6.00% rate Increase</b>	<b>Proposed Rate</b>
Base 2,000 Gallons			
Residential	\$25.61	\$1.54	\$27.15
Commercial	\$26.87	\$1.61	\$28.48
Per each 1,000 (2,001-7,000)	\$ 6.54	\$0.39	\$ 6.93
Per each 1,000 (7,001-above)	\$10.00	\$0.60	\$10.60

<b>WASTEWATER RATES</b>	<b>Current</b>	<b>6.00% rate Increase</b>	<b>Proposed Rate</b>
<i>Base 2,000 Gallons</i>			
<i>Residential</i>	\$39.70	\$2.38	\$42.08
<i>Commercial</i>	\$40.85	\$2.45	\$43.30
<i>Per each 1,000 (2,001-above)</i>	\$ 6.54	\$0.39	\$ 6.93

Staff recommends approval of Ordinance 25-U.

Chris Thomas, Director of Finance, presented this item before City Council with explanation.

Council member DeKeyzer moved to approve Ordinance 25-U, amending Chapter 28, Comprehensive Fee Ordinance of the Code of Ordinances of the City of Alvin, for the purpose of revising certain water and wastewater fees for residential and commercial customers; providing for a ten percent (10%) penalty for late payment; providing for an effective date on the October 2025 billing cycles for Fiscal Year 2025-2026; and setting forth other provisions related thereto. Seconded by Council member Moore; motion carried with all members present voting Aye, except Council member Salter, who voted No.

Consider Ordinance 25-V, amending Chapter 28, Comprehensive Fee Ordinance of the Code of Ordinances of the City of Alvin, Texas, for the purpose of setting certain solid waste collection and disposal fees for residential, commercial, and roll-off containers; providing for a ten percent (10%) penalty for late payment; providing for an effective date of October 2025 billing cycles; providing for publication; and setting forth other provisions related thereto.

*The City's ordinance requires that solid waste rates be increased, at minimum, based on the annual CPI-U index rate for the Houston-Galveston-Brazoria, Texas area. The ordinance also allows the consideration of other factors to determine if an additional increase in solid waste rates is warranted. As a result, staff is recommending increasing the solid waste rates by 2.0% for commercial and residential customers for FY 26 – resulting in an approximate \$0.31 monthly increase to residential solid waste bills.*

*The City accounts for solid waste revenues and expenses in the Sanitation Fund. Over the past few years, the City has been able to sustain a “healthy” fund balance in the Sanitation fund as a result of the CPI-U provision in the City’s ordinance and other factors. In fact, Since FY21, the city has systematically reduced our Sanitation Fund Balance by over \$800,000 in an effort to mitigate the financial impact to our residential and commercial customers. As a result, the 2% proposed rate increase for FY26 is needed to reduce the gap between the cost of providing sanitation services and the charge to the customers who receive the sanitation services. Should the City Council elect to increase the rate by 2.00%, then both residential and commercial rates will reflect an increase that will take effect in the first billing cycles in October 2025. This increase is reflected in the FY26 Proposed Budget and staff recommends approval of Ordinance 25-V using the proposed rates:*

<b>Type</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>Inc</b>	<b>Inc%</b>
<i>Residential (garbage monthly charge)</i>	\$12.40	\$12.80	\$13.06	+\$0.26	
<i>Residential (bulky trash)</i>	\$ 1.58	\$ 1.63	\$ 1.66	+\$0.03	
<b>Residential Total</b>	<b>\$13.98</b>	<b>\$14.43</b>	<b>\$14.72</b>	<b>\$0.29</b>	<b>2.000%</b>

*Commercial +2.000%*

Chris Thomas, Director of Finance, presented this item before City Council with explanation.

Council member DeKeyzer moved to approve Ordinance 25-V, amending Chapter 28, Comprehensive Fee Ordinance of the Code of Ordinances of the City of Alvin, Texas, for the purpose of setting certain solid waste collection and disposal fees for residential, commercial, and roll-off containers; providing for ten percent (10%) penalty for late payment; providing for an effective date of October 2025 billing cycles; providing for publication; and setting forth other provisions related thereto. Seconded by Council member Moore; motion carried with all members present voting Aye.

Consider an appointment to fill the unexpired term of Sussie Sutton on the Building Board of Adjustments and Appeals through December 31, 2029.

*On June 19, 2025, Building Board of Adjustments & Appeals member Susie Sutton passed away, creating a vacancy. Ordinance 09-X requires 5 members, so City Council must appoint a replacement to serve the unexpired term through December 31, 2029. The City of Alvin initially advertised for a realtor to fill this vacancy. Historically, this position has been held by a realtor because earlier versions of the International Building Code (IBC)—2018 and prior—outlined more specific qualifications for service. However, with the recent adoption of the 2024 IBC, which includes broader and less-specific requirements, the pool of eligible candidates has expanded. Section [A] 113.3 of the 2024 IBC states: “The Board of Appeals shall consist of members who are qualified by experience and training on matters pertaining to the provisions of this code and who are not employees of the jurisdiction.” Given this new standard, Council may now consider applicants who are not realtors for appointment while remaining in full compliance with the newly adopted IBC. Additionally, members of this board need not be residents of Alvin, or registered voters. A detailed spreadsheet of applicant information is attached. **Current Applicants** - Adam Arendell, Lizbeth Garcia, Jared Kelly, Julia Nash, and Vicky Smith.*

Dixie Roberts, Assistant City Manager/City Secretary, presented this item before City Council with explanation. Mayor Adame inquired if anyone in the audience was an applicant for the board. Mr. Kelly addressed the City Council, introducing himself and expressing his interest in serving on the board.

Council member Moore moved to appoint Jared Kelly to fill the unexpired term on the Building Board of Adjustments and Appeals through December 31, 2029. 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.

Dixie Roberts, Assistant City Manager/City Secretary, announced items of community interest; and she reviewed the preliminary list for the September 4, 2025, 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.

Council member DeKeyzer wished Mayor Adame a Happy Birthday.

Council member Salter extended kudos to Paul Chavez, Director of Economic Development, for his efforts at the recent commercial real estate event at the Nolan Ryan Center. He also expressed thanks to Brandon Moody, Director of Public Works, for handling a residential drainage issue.

Council member Moore echoed the same sentiment regarding Mr. Chavez's efforts at the real estate event.

#### **ADJOURNMENT**

Mayor Adame adjourned the meeting at 7:41 p.m.

PASSED and APPROVED the 4th of September 2025.

ATTEST:

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Gabe Adame, Mayor

\_\_\_\_\_  
Dixie Roberts, City Secretary