

**MINUTES
CITY OF ALVIN, TEXAS
216 W. SEALY STREET
REGULAR CITY COUNCIL MEETING
THURSDAY DECEMBER 17, 2020
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 at 7:00 P.M. in the Council Chambers at City Hall, with the following members present: Mayor Pro-Tem Joel Castro; Councilmembers: Brad Richards, Glenn Starkey, Keith Thompson and Martin Vela.

Staff members present: Junru Roland, City Manager; Suzanne Hanneman, City Attorney; Dixie Roberts, City Secretary; Michelle Segovia, City Engineer; Larry Buehler, Economic Development Director; Athlyn Allen, Convention and Visitors Bureau Coordinator and Robert E. Lee, Police Chief.

INVOCATION AND PLEDGE OF ALLEGIANCE

Elder Richardson of the Jesus Christ of Latter Day Saints gave the invocation.

The Royal Rangers led the Pledge of Allegiance to the American Flag and the Pledge to the Texas Flag.

PRESENTATION

Proclamation - Keep Alvin Beautiful Governor's Community Achievement Award.

Mayor Pro-tem Castro presented a proclamation to members of the Keep Alvin Beautiful for receiving the 2020 Governor's Community Award.

PUBLIC COMMENT

There were no comments from the public.

CONSENT AGENDA

Consider approval of the December 3, 2020 City Council Regular meeting minutes.

Consider an award of bid to Greenscapes Six, LLC., for the 2021-2022 Concrete Repair Program, in an amount not to exceed \$225,000 for a term of one (1) year with an option to renew for one (1) year with the same terms and conditions; and authorize the City Manager to sign the contract subject to legal review.

On November 10, 2020, bids were opened for the 2021-2022 Concrete Repair Program, and Greenscapes Six, LLC was the qualified bidder. This Contractor has worked on previous City of Alvin projects and Staff were pleased with the work completed. Total Contract Amount Including Alternate Bid Items: \$225,000

The 2021-2022 Concrete Repair Program utilizes the Contractor to perform point repairs on concrete streets, sidewalks, curbs, storm inlets, and ADA ramps at locations throughout the City as directed by the City's Public Services Department. The City has bid Concrete Repair Program projects similar to this one for the last nine years. Staff recommends approval.

Council member Thompson moved to approve the consent agenda as presented. Seconded by Council member Vela; motion to approve carried on a vote of 5 Ayes.

OTHER BUSINESS

Receive and acknowledge the 2020 Charter Review Commission Report.

The Alvin City Charter is the governing document of the City of Alvin and was initially adopted in February 1963. The Charter is the City's constitution, and effectively creates the municipality and defines its functions. The Charter requires a review to occur at least every 4 years but no more often than every 2 years. The required review is to ensure the residents

and the governing body of the City that the Charter is adequately consistent with state and federal law, promotes good government practice by the City, creates better efficiency and effectiveness of City governance is at its best, and ensures clarification of charter terms to present day practice. The Charter Commission is tasked with reviewing the Charter and making recommendations to the City Council about the Commission's conclusions about these issues. The prior Commission served in 2016.

The 2020 Charter Review Commission was appointed by City Council June 18, 2020. The 7 Commission members are: Lindsey Vaughn, Chair, Beth Nelson, Vice-Chair, Nicole Kelinske, Secretary, and members Richard Garivey, Cary Perrin, Donna Starkey, and Heather Van Dine. As staff support, the City Attorney attended and assisted at all 11 meetings held by the Commission and throughout the entire process.

The Commission reviewed the Charter multiple times, received input from city staff and the City Attorney. The Commission prepared a report identifying its concerns and recommendations of changes to the Charter. Once the Commission submits its Report to Council, its duties are concluded although it may convene for the sole purpose of meeting with Council to discuss its report. Such a joint meeting will be scheduled in January 2021 for the purpose of discussing the Commission's recommendations with the Council. At that time, Council will vote to include, decline, or propose other changes to the Charter. Those proposed changes, if any, will be drafted by the City Attorney as an ordinance of the proposed amendments to the Charter for public vote at the May election. Council is required to call for a special election for any propositions of charter amendments, which must be done by February 19, 2021, pursuant to state election law. It is anticipated that Council would formally call for a special election, if needed, at the February 17, 2021 regular council meeting.

Suzanne Hanneman, City Attorney, presented to Council the 2020 Charter Review Commission's Report.

Council member Thompson moved to acknowledge receipt of the 2020 Charter Review Commission Report. Seconded by Council member Starkey; motion carried on a vote of 5 Ayes.

Discuss and consider Resolution 20-R-35, establishing the Guidelines for Filming in Alvin, Texas; and setting forth other matters related thereto.

Resolution 20-R-35 will establish the creation of Guidelines for Filming in Alvin, Texas, which outline the terms, criteria, and procedure to follow for obtaining the necessary permission, permits, and fees.

The State of Texas Film Commission and film friendly program connects media industry professionals with community liaisons across the state to provide local expertise and production support. Participation in this program provides Texas communities with a network for fostering media production in their municipalities and sends a clear message to media industry professionals that film friendly certified communities are serious about attracting their business.

The adoption of the Film Application Guidelines will allow us to work closely with the film friendly program to market Alvin to media production industries. If Alvin is selected for filming activity, this will help stimulate Alvin's economy by creating jobs for Texas-based crew members and residents as well as spurring on-site spending at local businesses. This type of economic development includes but is not limited to: lodging, catering, transportation, location fees, lumber, construction supplies, local hires and more.

The Department Heads have been able to review and add their input to the Guidelines for Filming in Alvin, Texas. The next steps after the approval of the Guidelines for Filming in Alvin, Texas, are to upload five filming locations to the film friendly website to finalize our certification into the program. Staff and our consultant met, compared several other city submittals, and are focusing on ten locations in the Alvin area that we felt were unique to Alvin, but also fit in with locations film productions are already looking for. Staff recommended approval of the Guidelines for Filming in Alvin, Texas.

Athlyn Allen, CVB Director presented this item before City Council with explanation.

Council member Starkey moved to approve Resolution 20-R-35, establishing the Guidelines for filming in Alvin, Texas and setting forth other provisions related thereto. Seconded by Council member Thompson; motion carried on a vote of 5 Ayes.

Discuss and consider Ordinance 20-EE, amending Chapter 28, Comprehensive Fee Ordinance of the Code of Ordinances, City of Alvin, Texas, for the purpose of establishing fees associated with the Guidelines for Filming in Alvin, Texas.

With the adoption of the Guidelines for Filming in Alvin, Texas, the City's fee ordinance has to be updated to reflect the fees associated with this activity. This fee ordinance will establish fees for filming City owned property or on City owned property, as well as for use of City equipment and personnel. These fees are suggested by the Texas Film Commission and are also based on the research of six (6) other film friendly cities' film application fees. Many of the cities follow the suggested rates, and a few cities change the application fee price depending on what works best for them. Staff recommends approval for amending the Chapter 28, Comprehensive Fee Ordinance.

Athlyn Allen, CVB Director presented this item before City Council with explanation.

Council member Thompson moved to approve Ord 20-EE, amending Chapter 28, Comprehensive Fee Ordinance of the Code of Ordinances, City of Alvin, Texas, for the purpose of establishing fees associated with the Guidelines for Filming in Alvin, Texas. Seconded by Council member Starkey motion carried on a vote of 5 Ayes.

Discuss and consider Resolution 20-R-32, for the re-appointment of Directors on the Kendall Lakes TIRZ Board and Authority Board for even numbered positions #2, #6, and #8, from December 31, 2020 to December 31, 2022; the appointment even number position #4 from December 31, 2020 to December 31, 2022, the appointment odd number position #5 from December 31, 2020 to December 20, 2021; and reappoint Ricky Kubeczka as the chairman.

The Kendall Lakes Tax Increment Reinvestment Zone (TIRZ) was created in 2005 to assist in the development of Kendall Lakes, a residential, commercial, and industrial area on the north side of the City of Alvin. There is a tax increment that is used for providing the needed infrastructure for the site through the ability of using bond proceeds. The TIRZ Authority and Board have the responsibility to develop policies that ensure good quality development for this site. TIRZ board members serve staggered even and odd year terms. Those positions up for re-appointment are Position #2 held by Armando Cespedes, Position #4 held by Vicki Ennis, Position #6 held by Scott Salter, and Position #8 held by Tom Stansel. Position #5 is vacant, and Cathy Fontenot is willing to fill the term ending December 31, 2021. Vicki Ennis is resigning from Position #4 and Sussie Sutton is willing to fill the term ending December 31, 2022. The Chair of both the Board and Authority is Ricky Kubeczka, and this position is reappointed each year. Staff recommends the current directors be reappointed in their respective terms that would expire December 31, 2022, appoint Sussie Sutton to Position #4, appoint Cathy Fontenot to Position #5, and to reappoint Ricky Kubeczka as the Chair of both the TIRZ and Authority Boards.

Larry Buehler, Economic Development Director, provided an explanation of the Kendall Lakes Tax Increment Reinvestment Zone (TIRZ) and Redevelopment Authority.

Council member Thompson moved to approve Resolution 20-R-32, re-appointing Position #2 held by Armando Cespedes, Position #6 held by Scott Salter, Position #8 held by Tom Stansel, appoint Sussie Sutton to Position #4 to the Kendall Lake TIRZ Board and Authority who's terms will expire December 31, 2022; appointing Cathy Fontenot to the vacant Position #5, who's term will expire December 31, 2021; and to reappoint Ricky Kubeczka as Chair of both the TIRZ and the Authority Board. Seconded by Council member Vela; motion carried on a vote of 5 Ayes.

Discuss and consider an award of bid to Harper Brothers Construction, LLC., for the 54 – Inch Eastside Interceptor Project in an amount not to exceed \$16,044,021.84; and authorize the City Manager to sign the contract upon legal review.

On November 17, 2020, bids were opened for the 54-Inch Eastside Interceptor Project, and Harper Brothers Construction, LLC. was the qualified low bidder. Freese and Nichols, the City's consultant that designed the project, reviewed all bids that were received and has recommended Harper Brothers Construction, LLC. for this project.

Engineer's Project Estimate: \$16,798,645

Contract Amount: \$ 15,280,020.80 (Base Bid and Alternate Bid Items)

5% Contingency: \$ 764,001.04
Total Amount: **\$ 16,044,021.84**

This project consists of the installation of approximately 16,400 linear feet of 54-inch sanitary sewer trunk main line from Bypass 35 to the existing Wastewater Treatment Plant. This new line will replace the existing fifty plus year old 27-inch and 33-inch sanitary sewer trunk main lines and add needed capacity to the system. The alternate bid items will allow for consolidation of a lift station, include additional pavement replacement along the pipe alignment, and include additional sanitary sewer rehab adjacent to the new line. These improvements were based on recommendations in the 2015 Utility Master Plan by Freese and Nichols, Inc. that was approved by City Council on March 3, 2016. \$16,399,450 of Water & Sewer Revenue bonds were previously issued by city council to fund this project -- \$6,251,200 of the Series 2019 Revenue bonds, issued and approved on May 16, 2019; and \$10,148,250 of the Series 2020 Revenue bonds, issued and approved on October 15, 2020. The project is scheduled to start in January 2021 and has a construction time of 540 calendar days.

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

Council member Starkey moved to award a bid to Harper Brothers Construction, LLC., for the 54-Inch Eastside Interceptor Project in an amount not to exceed \$16,044,021.84; and authorize the City Manager to sign the contract upon legal review. Seconded by Council member Thompson; motion carried on a vote of 5 Ayes.

Discuss and consider an award of bid to Triple B Services, LLP., for the Moller Road Storm Sewer and Pavement Improvements Phase 1 Project in an amount not to exceed \$1,292,298.60; and authorize the City Manager to sign the contract upon legal review.

On November 17, 2020, bids were opened for the Moller Road Storm Sewer and Pavement Improvements Phase 1 Project, and Triple B Services, LLP. was the qualified low bidder. Dannenbaum Engineering Corp., the City's consultant that designed the project, reviewed all bids that were received and has recommended Triple B Services, LLP for this project.

Project Budget:	\$1,800,000.00
Contract Amount:	\$1,230,760.57
5% Contingency:	\$ 61,538.03
Total Amount:	\$1,292, 298.60

This project is the first of a three-phase project to add a storm sewer system, concrete curb and gutter pavement, and sidewalk along Moller Road. This project is the third of several drainage improvement projects that were recommended in the M-1 Ditch Watershed Study that was completed in January 2011 by Dannenbaum Engineering. This project will be paid from the 2019 Certificates of Obligation that were approved by Council on June 6, 2019. The project is scheduled to start in January 2021 and has a construction time of 410 calendar days.

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

Council member Thompson moved to award a bid to Triple B Services, LLP., for the Moller Road Storm Sewer and Pavement Improvements Phase 1 Project in an amount not to exceed \$1,292,298.60; and authorize the City Manager to sign the contract upon legal review. Seconded by Council member Vela; motion carried on a vote of 5 Ayes.

Discuss and consider Ordinance 20-DD, amending the City of Alvin, Texas Ordinance 20-X, passed and approved on September 3, 2020, an ordinance approving and adopting the City of Alvin's budget for Fiscal Year 2020-2021 by approving a budget amendment to the original 2020-2021 budget; providing for a transfer of funds for the purpose of amending the budget and the organizational chart of the Engineering Department by funding an additional Building Inspector II position and

eliminating the CAD Technician II position as set forth in “Exhibit A;” providing for severability; and providing for other matters related thereto.

The Engineering Department is requesting a change to the Department’s Organizational Chart by eliminating the recently vacated CAD Technician II position and adding a Building Inspector II position to service the City. With the shift in the operation of the Department, in recent years, from “in-house” project design to the use of hired consultants for project design, the City no longer has a need for a dedicated AutoCAD Technician to draft plans. The small amount of “in-house” design work that is done will be completed by the GIS Coordinator and the Assistant City Engineer.

The City currently has two Building Inspectors, and with the increase in development activity both now and in the future, there is a need for an additional building inspector. Since the CAD Technician II position and the Building Inspector II position are both in pay grade 11 this change would be a level transfer of funds within the current budget with no further appropriations needed. Approval of Ordinance 20-DD will amend the 2020-2021 budget by adding a Building Inspector II position and eliminating the CAD Technician II position from the Engineering Department Organizational Chart and will transfer the funds budgeted for the CAD Technician II position to the new Building Inspector position.

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

Council member Vela moved to approve Ordinance 20-DD, amending the City of Alvin, Texas Ordinance 20-X, passed and approved September 3, 2020, an ordinance approving and adopting the City of Alvin’s budget for Fiscal Year 2020-2021 by approving a budget amendment to the original 2020-2021 budget; providing for a transfer of funds for the purpose of amending the budget and the organizational chart of the Engineering Department by funding an additional Building Inspector II position as set forth in “Exhibit A;” providing for severability; and providing for other matters related thereto. Seconded by Council member Thompson motion carried on a vote of 5 Ayes.

REPORTS FROM CITY MANAGER

Items of Community Interest and 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 Thompson announced that an Alvin Police Officer Goode was severely injured, and a Go Fund was set up to assist with his expenses. He wished everyone a Merry Christmas and a Happy New Year.

Council member Vela wished everyone a Merry Christmas and Happy New. He echoed the sentiments of Council member Thompson.

Council member Arendell was absent; therefore, he asked that Mayor Pro-Tem Castro would speak on his behalf. Council member Arendell requested that funding would be added to next year’s budget to update the Christmas decorations along Gordon Street.

Council member Richards wished everyone a Merry Christmas and a Happy New Year. He thanked the city employees for the great job they do.

Council member Castro commented that the new Senior Center van is a good investment that is being used to transport Seniors throughout Alvin. He announced that former Mayor Joe Rossano had passed away. He encouraged everyone to support Officer Goode by donating to the Go Fund Me account. He wished everyone a Merry Christmas.

Council member Starkey spoke in support of assisting Officer Goode that was injured. He commended the Senior Center staff for maintaining a clean environment due to COVID. He reported

that the Senior Shuttle van is being put to good use and he will follow up to make sure that the reporting requirements are being met. He wished everyone a good holiday.

ADJOURNMENT

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

PASSED and APPROVED the 7th day of January 2021.

Paul A. Horn, Mayor

ATTEST: _____
Dixie Roberts, City Secretary