

City of Alvin, Texas

Paul Horn, Mayor

Gabe Adame, Mayor Pro-tem, District E
Brad Richards, At Large Position 1
Chris Sanger, At Large Position 2
Scott Reed, District A



Adam Arendell, District B
Keith Thompson, District C
Glenn Starkey, District D

ALVIN CITY COUNCIL AGENDA

THURSDAY MARCH 16, 2017

7:00 P.M.

(Council Chambers)

Alvin City Hall, 216 West Sealy, Alvin, Texas 77511

Persons with disabilities who plan to attend this meeting that will require special services please contact the City Clerk's Office at 281-388-4255 or droberts@cityofalvin.com 48 hours prior to the meeting time. City Hall is wheel chair accessible and a sloped curb entry is available at the east and west entrances to City Hall.

NOTICE is hereby given of a Regular Meeting of the City Council of the City of Alvin, Texas, to be held on **Thursday, March 16, 2017** at 7:00 p.m. in the Council Chambers at: City Hall, 216 W. Sealy, Alvin, Texas.

REGULAR MEETING AGENDA

1. **CALL TO ORDER**
2. **INVOCATION AND PLEDGE OF ALLEGIANCE**
3. **PUBLIC COMMENT**
4. **PRESENTATIONS**
 - A. Proclamation; Crime Victims' Rights Week.
 - B. Proclamation; April Fair Housing Month.
 - C. Alvin Upfront Citizens Academy Recognition.
5. **CONSENT AGENDA: CONSIDERATION AND POSSIBLE ACTION:** An item(s) may be removed from the Consent Agenda for full discussion by the request of a member of Council. Item(s) removed will automatically become the first item up for discussion under Other Business.
 - A. Approve minutes of the March 2, 2017 City Council workshop meeting.
 - B. Approve minutes of the March 2, 2017 City Council regular meeting.
 - C. Consider a professional services agreement with Gormly Surveying, Inc. to provide platting and surveying services for twelve (12) park locations; and authorize the City Manager to sign.
 - D. Consider an agreement with Horizon International Group, LLC through the BuyBoard Cooperative Purchasing Network in the amount of \$181,220, for improvements to the Alvin Senior Center; and authorize the City Manager to sign.
 - E. Consider the appointment of Richard Juarez as a reserve Alvin Police Department Officer.
6. **OTHER BUSINESS:**

Council may approve, discuss, refer, or postpone items under Other Business.

- A. Consider a License Agreement for Exclusive Use of City Property between the City of Alvin and the Alvin Noon Rotary Club (Frontier Day) to hold a concert at National Oak Park, April 28, 2017 10:00AM – midnight; and authorize the City Manager to sign.
- B. Consider Ordinance 17-I; modifying Chapter 16 ½-30 (c) Park User Fees in the Code of Ordinances, by removing item (c) eliminating the requirement of the City to collect ten (10) percent of gross revenue derived from admission fees as well as eliminate the Parks and Recreation Director to require certain methods of accounting for paid admission; providing an effective date; and related matters.

7. REPORTS FROM CITY MANAGER

- A. Review preliminary list of items for next Council meeting.
- B. Items of Community Interest.

8. REPORTS FROM COUNCIL MEMBERS

Pursuant to S.B. No. 1182, City Council Members may make a report or an announcement about items of community interest during a meeting of the governing body. No action will be taken or discussed.

- A. Announcements and requests from Council members.

9. ADJOURNMENT

I hereby certify that a copy of this notice was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website: www.alvin-tx.gov, in compliance with Chapter 551, Texas Government Code on MONDAY, March 13, 2017 at 5:15 P.M.



(SEAL)


Dixie Roberts, City Clerk

Removal Date: _____

**** All meetings of the City Council are open to the public, except when there is a necessity to meet in Executive Session (closed to the public) under the provisions of Chapter 551, Texas Government Code. The Council reserves the right to convene into executive session on any of the above posted agenda items that qualify for an executive session by publicly announcing the applicable section of the Open Meetings Act, including but not limited to sections 551.071 (litigation and certain consultation with the attorney), 551.072 (acquisition of interest in real property), 551.073 (contract for gift to city), 551.074 (certain personnel deliberations), or 551.087 (qualifying economic development negotiations).**

Meeting Minutes – City of Alvin Parks and Recreation Board Meeting

Meeting Information

Objective:	Regular Monthly Meeting of City of Alvin Parks and Recreation Board		
Date:	02/07/2017	Location:	CONFERENCE ROOM OF THE PUBLIC SERVICE FACILITY, 1100 W. HIGHWAY 6, ALVIN, TEXAS, 77511
Time:	6:30 PM	Meeting Type:	Regular Monthly Meeting
		Facilitator:	Dan Kelinske, Director of Parks and Recreation
		Note Taker:	Carrie Parker
Attendees:	Board Members: Dwight Rhodes, Cindy DeJohng, Debra Palin, Terrie Beasley, Kerry Ulm, Carrie Parker Other Attendees: Dan Kelinske, Director of Parks and Recreation. Mark Patterson, Noon Rotary Club		

Agenda Items

1. CALL TO ORDER – meeting called to order at 6:31 PM by the Chair, Dwight Rhodes
2. ROLL CALL – see above for attendees
3. SPECIAL PRESENTATIONS - Mark Patterson Representing Alvin Rotary Club.
 - a) Rotary club would like to fund an amphitheater in Oak Park. Project is in information gathering stage.
4. APPROVAL OF MINUTES – all minutes approved unanimously
 - a. January 3, 2017 - APPROVED
 - b. January 14, 2017 - APPROVED
 - c. January 24, 2017 - APPROVED
5. PETITIONS/REQUEST FROM THE PUBLIC – None
6. CHAIRMAN REPORT – Nothing to report
7. DIRECTOR REPORT
 - a. Update on upcoming events
 - a. Father/Daughter Dance – sold 224 tickets
 - b. Caboose Restaurant is hosting a free concert on 2/17
 - c. Depot Days 2/18
 - b) Update on park projects/improvements
 - a. Benches are in at nature observatory at Oak Tree Park
 - b. Parks CIP is due by 3/1/17

- c. Pearson Park, 3 slides are closed for repair
- d. Senior Center – working through \$100,000 for Capital Improvement Projects
- e. Briscoe Park – water fountains waiting for installation
- f. Eagle Scout Project is complete at Hugh Adams and Pearson Park
- g. Vandalism at Talmadge Park – has been repaired cost of repair \$83
- h. Programming enrollment for FY2017
 - i. 1250 total enrollment
 - ii. 1034 general enrollment
 - iii. 216 online enrollment
 - iv. 144 withdraws

8. NEW BUSINESS

- d. Alvin Noon Rotary Capital Improvement Project recommendation
 - a. Dwight Rhodes, Chair motions to table this project until Parks and Recreation staff can bring back more information about the site.
 - i. Seconded by Vice Chair, Debra Palin
 - ii. Unanimously approved
 - b. Director will provide more details about electrical, drainage, etc.
 - c. Board members will independently visit the site for further information

9. OLD BUSINESS

- a. Review Chapter 3 and 4 of the Parks Master Plan.
 - a. Tabled until March meeting – Board has not had opportunity to review
 - b. Director will email Chapter 4 to Board
- b. Discuss and recommend Parks capital improvement projects.
 - a. Director provided new CIP list to Board
 - i. Purchased 5 bbq pits to be distributed throughout the parks
 - ii. Explore alternate media for sidewalks throughout parks
 - b. City Manager plans to ask City Council for funds from FY2017 budget to fulfil some Parks and Recreation CIP projects. Director has recommended the following future scheduled items be moved forward:
 - i. Lions Park bleachers
 - ii. Hugh Adams Park parent/child swing
 - iii. Picnic Tables (general throughout parks)
 - iv. Benches (general throughout parks)
 - v. Survey and Re-plating of all parkland
 - vi. Wooden planks for bridge in Oak Tree Park
 - vii. Initial assessment for blue trail
 - c. Disc Golf Course
 - i. Dwight Rhodes, Chair makes a motion to recommend that the disc golf course be installed at Bob Briscoe Park provided that the cost of installation does not exceed the budgeted amount of \$35,000
 - 1. Seconded by Terrie Beasley and Debra Palin
 - 2. Unanimously approved
 - d. Terrie Beasley makes a motion to approve the CIP with the addition of the Disc golf course
 - i. Seconded by Debra Palin
 - ii. Unanimously approved

10. ITEMS OF COMMUNITY INTEREST –

- c) Director will request copy of original agreement for Nelson Road/Lake Property to determine original intention/use
- d) Bat houses installed by Eagle Scouts across from National Oak Park are leaning, need maintenance.

11. ADJOURNMENT – meeting adjourned at 8:37 by Dwight Rhodes, Chair. Seconded by Secretary, Carrie Parker. Passed unanimously.

Upcoming meetings:

- Parks and Recreation Board March Meeting – March 7, 2017 6:30PM
 - o Meet at Public Service Facility
-

ALVIN SR. BOARD MEETING Minutes
February 13, 2017

CALL TO ORDER:

Roll call: Betty Hodges, Beverly Kimbrough, Nell Shimek, Judy Zavalla, Darrell Brady & Marie Hodges. Visitor was Loretta Smith. Also present was Dan Kelinske, Director of Alvin Parks and Recreation Department and Marla Grigsby, Senior Center Manager.

Approval of Minutes for January 9, 2017 as written.

Petitions/Request from the Public, none were noted.

REPORTS:

Board President reported Open Meetings Act training deadline was mandatory.

Dan Kelinske gave updates on upcoming events. He reported on duties and responsibilities of Senior Citizen Advisory Board and Senior Center staff's roles and responsibilities. He also reported additional funding for Senior Center renovations in the amount of \$120,000 was approved.

Marla Grigsby gave reports of Senior Center events, facility and vehicle maintenance. Heart Healthy Lunch on 02-16-17 and Mardi Gras Lunch on 02-28-17 coming up. She also reported Volunteer Hour forms will become effective on May 1, 2017. Marla thanked the Alvin Garden Club for all their hard work at the Girl Scout House and the Senior Center Rose Garden.

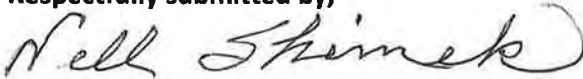
NEW BUSINESS:

2017 Volunteer Appreciation Luncheon gift discussed.

ANNOUNCEMENTS: Next Meeting March 13, 2017

ADJOURNMENT: Darryl Brady made motion to adjourn at 9:15am. Marie Hodges seconded the motion. Motion approved.

Respectfully submitted by,

A handwritten signature in cursive script that reads "Nell Shimek". The signature is written in dark ink and is positioned above the printed name of the signatory.

Nell Shimek, Alvin Sr. Board Secretary



Office of the Mayor, City of Alvin, Texas

Proclamation

-
- WHEREAS,** Americans are the victims of more than 20 million crimes each year affecting individuals, and communities; and
- WHEREAS,** providing knowledge of their rights and available services further strengthens their ability to recover by restoring a sense of self-empowerment; and
- WHEREAS,** victims who feel understood and supported are more likely to disclose their victimization, seek services, and participate in the justice process; and
- WHEREAS,** the victim services community has worked for decades to create an environment for victims that is safe, supportive, and effective.

NOW, THEREFORE, I, Paul A. Horn, as Mayor of the City of Alvin and on behalf of the City Council, do hereby proclaim the week of April 2-8, 2017, as Crime Victims' Rights Week and that the City of Alvin is dedicated to serving victims, building trust, and restoring hope for justice and healing.

WITNESS my hand and seal this
16th day of March, 2017.

Paul A. Horn, Mayor

PROCLAMATION

WHEREAS, the Department of Housing and Urban Development has initiated the sponsorship of activities during the month of April of each year designed to reinforce the Department's commitment to the concept of Fair Housing and Equal Opportunity; and

WHEREAS, the City of Alvin affirmatively supports the efforts of the Federal Government and the State of Texas to assure equal access to all Americans to rental housing and homeownership opportunities; and

WHEREAS, the City of Alvin welcomes this opportunity to reaffirm its commitment to provide equal access to housing to all of its residents without regard to race, color, religion, sex, disability, familial status, national origin or source of income; and

WHEREAS, the City of Alvin affirmatively supports programs that will educate the public concerning their rights to equal housing opportunities and to participate in efforts with other organizations to assure every person their right to fair housing; and

WHEREAS, the City of Alvin is honored to join the Federal Government, the State of Texas, and local jurisdictions across America in celebrating the rich diversity of our people and the right of all citizens to live where they choose without fear of discrimination.

NOW, THEREFORE, be it resolved, the City of Alvin, does hereby proclaim April as the month to celebrate and honor all efforts which guarantee the right to live free of discriminatory housing practices and proclaim this month as:

“FAIR HOUSING MONTH”

and urge all local officials and public and private organizations to join activities designed to further Fair Housing objectives.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Alvin to be affixed this the 16th day of March, 2017.

Mayor

**MINUTES
CITY OF ALVIN, TEXAS
216 W. SEALY STREET
CITY COUNCIL WORKSHOP MEETING
THURSDAY MARCH 2, 2017
6:00 P.M.**

CALL TO ORDER

BE IT REMEMBERED that, on the above date, the City Council of the City of Alvin, Texas, met in Workshop Session at 6:00 P.M. in the first floor conference room at City Hall, with the following members present: Mayor Paul A. Horn, Mayor Pro-tem Gabe Adame; Council members: Adam Arendell, Brad Richards, Chris Sanger, Glenn Starkey, and Keith Thompson.

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

WORKSHOP ITEMS:

Discuss Disc Golf Course.

Dan Kelinske introduced Disc Golf Pro Chris Vandagriff. Mr. Vandagriff explained the disc golf game and reviewed the positive impacts to gain from the installation of a 9 or 18-hole disc golf course at National Oak Park. This course, if placed at National Oak Park, would be one of very few lighted courses not only in Texas, but in the United States. Discussion was had on the placement location and cost associated with such course. Temporary holes will be installed at National Oak, Briscoe, and Marina Parks by Mr. Vandagriff. Disc golf players will be invited to play the course in order to gain feedback on the layout and course location before moving forward.

Discuss the creation of an Alvin Animal Adoption Center (AAAC) donation option on residential monthly water bills.

Council discussed the possibility of adding a donation option to the monthly residential water bill. After a brief discussion it was agreed that staff would market the various AAAC donation/giving options available to the public.

ADJOURNMENT

Mayor Horn adjourned the meeting at 6:45 p.m.

PASSED and APPROVED this _____ day of _____, 2017.

Paul A. Horn, Mayor

ATTEST: _____
Dixie Roberts, City Clerk

**MINUTES
CITY OF ALVIN, TEXAS
216 W. SEALY STREET
CITY COUNCIL
REGULAR MEETING
THURSDAY, MARCH 2, 2017
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 Paul A. Horn, Mayor Pro-tem Gabe Adame; Council members: Adam Arendell, Brad Richards, Chris Sanger, Glenn Starkey, and Keith Thompson.

Staff members present: Sereniah Breland, City Manager; Bobbi Kacz, City Attorney; Junru Roland, Assistant City Manager/CFO; Dixie Roberts, City Clerk; Michelle Segovia, City Engineer; Robert Lee, Police Chief; Dan Kelinske, Parks Director.

INVOCATION AND PLEDGE OF ALLEGIANCE

Judy Zavala gave the invocation.

Council member Richards led the Pledge of Allegiance to the American Flag.

Council member Thompson led the Pledge to the Texas Flag.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA: CONSIDERATION AND POSSIBLE ACTION

Approve minutes of the February 9, 2017 City Council workshop meeting.

Approve minutes of the February 16, 2017 City Council workshop meeting.

Approve minutes of the February 16, 2017 City Council regular meeting.

Consider awarding a bid to Napco Chemical Company to purchase Sodium Bisulfite for one (1) year with the option to extend for one year at the same terms and conditions for an estimated total of \$30,000.

Sodium Bisulfite is used at the Waste Water Treatment Plant after chlorine disinfection prior to discharging the effluent to receiving water in an effort to process and treat the wastewater.

On February 7, 2017, bids were opened and Napco Chemical Company was the lowest qualified bidder for Sodium Bisulfite at \$1.60 per gallon, which is a decrease in their price from the previous year at \$1.65 per gallon.

The amount of wastewater being treated is contingent upon the amount of wastewater sent to the wastewater treatment plant for treatment from the community. The projected annual cost for Sodium Bisulfite in FY17 at \$1.60 per gallon is \$20,848. However, \$30,000 was budgeted for in FY17 in the event of an increase in wastewater treatment were to occur. Last year \$21,500 was spent on Sodium Bisulfite at \$1.65 per gallon.

Upon Council approval an award letter will be sent to the vendor and city departments.

Consider a Master Preliminary Plat of Sunset Ranch, (1185 Heights Rd.) being 20 acres of land out of the Hooper & Wade Survey, A-420, Brazoria County, Texas.

On February 1, 2017 the Engineering Department received the master preliminary plat of Sunset Ranch for review. The property is located at 1185 Heights Road and is being subdivided for a new single family residential planned unit development subdivision containing 82 lots and 4 reserves. The Developer plans to construct the subdivision in two sections. Currently the 10 acres that fronts Heights Road is in the City's Extraterritorial Jurisdiction (ETJ) and the

remaining 10 acres is in the City. The Developer has submitted a written request for annexation of the portion of the property that is currently outside the City in exchange for being allowed to connect to City utilities. This plat complies with all requirements of the City's Subdivision Ordinance.

The Planning Commission unanimously approved the plat at their meeting on February 21, 2017. Staff recommends approval.

Consider a Final Plat of Gordon Plaza, (1800 N. Gordon) being a subdivision of 3.33 acres out of the Hooper & Wade Survey, abstract 421 as recorded in volume 522, page 337 of the Deed Records of Brazoria County, Texas.

On February 1, 2017 the Engineering Department received the final plat of Gordon Plaza for review. The property is located at 1800 N. Gordon and is being subdivided for future commercial development on Reserve B. This plat complies with all requirements of the City's Subdivision Ordinance.

The City Planning Commission unanimously approved the plat at their meeting February 21, 2017. Staff recommends approval.

Consider a Final Plat of Morton and Morton, (2465 W. Highway 6) being a subdivision of 5.820 acres in the H.T. & B.R.R. Co. Section 17, A-228, and being a partial replat of lot 4 of Morton Place Subdivision recorded in file number 2008020950 of the Plat Records of Brazoria County, City of Alvin, Brazoria County, Texas.

On February 1, 2017 the Engineering Department received the final plat of Morton and Morton for review. The property is located at 2465 W. Highway 6 and is being platted for future commercial development on Lot 2. This plat complies with all requirements of the City's Subdivision Ordinance.

The City Planning Commission unanimously approved the plat at their meeting February 21, 2017. Staff recommends approval.

Consider appointment of Belt Harris Pechacke, LLP as the City's auditors for the fiscal year ending September 30, 2017; and authorize the City Manager to sign the Auditor's Engagement Letter.

Chapter 103 of the Local Government Code requires cities to have its records and accounts audited; and a financial statement prepared based on the audit, annually. Belt Harris Pechacek, LLP (BHP) has served as the City's independent auditors since FY 2009. BHP is proposing a base estimated fee of \$38,240 for the City's FY17 financial statement audit; with an additional estimated fee of \$7,000, if the City requires a single audit*.

Staff is requesting that City Council approve the engagement of BHP to provide auditing services for FY17. By engaging BHP for FY17, the City retains an audit firm that is extremely knowledgeable of the City's accounting and internal controls.

BHP's Prior Fiscal Year Engagement Fees

Base audit fee: \$36,416 + \$7,000 for single audit.

FY17 Audit Budgets for Comparative Cities:

Lake Jackson: \$42,000

Webster: \$43,200

Friendswood: \$45,000

La Porte: \$62,950

Deer Park: \$65,400

* A "single audit" is additional auditing procedures that are required if the City expends over \$750,000 of federal (grant) funds in a fiscal year.

Council member Adame moved to approve the consent agenda as presented. Seconded by Council member Arendell; motion to approve carried on a vote of 6 Ayes.

OTHER BUSINESS:

Presentation by Belt Harris Pechacek, LLP of the City's Comprehensive Annual Financial Report (CAFR) as of September 30, 2016; and Council's acknowledgement of receipt of the CAFR.

As required by state statute, an independent audit has been completed by the CPA firm of Belt Harris Pechacek, LLP, for the fiscal year ended September 30, 2016. At the end of an audit, Generally Accepted Auditing Standards mandate that auditors must express an opinion on the financial records. For FY16, the City received an unmodified opinion from the auditors – which is the highest form of assurance that our financial statements “give a true and fair view” of the City’s financial position.

Pursuant to Section 103.003 of the Texas Local Government Code, the annual financial statements, including the auditor’s opinion must be filed with the City Secretary within 180 days after the last day of the fiscal year (September 30, 2016). The CAFR, which includes the auditor’s opinion, will be presented to the Mayor and City Council; and to the City Clerk for filing.

Stephanie Harris, from Belt Harris Pechacek, LLP was present the CAFR information to City Council.

Mr. Roland introduced and thanked members of his staff.

Council member Adame moved to acknowledge of receipt of the City of Alvin Comprehensive Finance Report prepared by Belt Harris Pechacek, LLP. Seconded by Council Member Richards; motion carried on a vote of 6 Ayes.

Consider a License Agreement for Exclusive Use of City Property between the City of Alvin and the Alvin Sunrise Rotary Foundation for the Music Fest and Bar-B-Q Cook-off to be held at Briscoe Park on Friday, April 7 to Sunday, April 9, 2017; and authorize the City Manager to sign.

Summary: *The Alvin Sunrise Rotary Foundation has requested the City issue a license agreement for the purpose of holding a fundraising event, Music Fest and Bar-B-Q Cook-off (April 7-8, 2017) in Briscoe Park to include food and alcoholic beverages and providing music and other entertainment. The exclusive use agreement outlines operational responsibilities of the City and the Alvin Sunrise Rotary Foundation. The City’s Event application, adopted by council (Resolution 14-R-37), states that the Recognized Group [hosting entity] shall provide security at the sole expense of the recognized group [hosting entity] ...with City of Alvin police personnel given first consideration for paid positions.*

Alvin Sunrise Rotary Foundation shall:

- Adhere to governmental regulations concerning the sale of food and alcohol & obtain appropriate permits
- Fence the park area to be used exclusively for the event
- Maintain the property in clean condition
- Adhere to City’s noise ordinance and obtain appropriate sound/noise permit
- Abide by all terms of Community Wide Event Application including insurance requirements

The City shall:

- Provide barricades and cones for street closure
- Waive park user fees
- Provide portable restroom
- Authorize Alvin Sunrise Foundation to sell alcoholic beverages on city property
- Provide onsite EMS personnel and ambulance
- Provide up to 20 picnic tables and 30 trash barrels
- Provide electricity, where already furnished
- Contribute up to 30 hours of the ACVB Director’s time
- Contribute up to \$15,000 of ACVB budgeted funds for reimbursement of entertainment
- Contribute up to \$7,000 of ACVB budgeted funds for advertising
- Provide up to 15 hours of the Alvin Fire Marshall or Assistant Fire Marshall’s time for inspection of cookers and other Fire Safety and prevention services required by the City.

The City has executed exclusive use agreements with the Alvin Restaurant Group (cooler build out sits on city property) and Noon Rotary (Steak of the Arts). February 21, 2017, staff emailed the initial draft of the Exclusive Use Agreement to the chairman of the Alvin Sunrise Rotary for the 2017 Music Fest and Bar-B-Q Cook-Off.

In 2016, the city spent approximately \$67,000 (labor, equipment, and other costs) for the Music Fest and Bar B-Q Cook-off event. For 2017, the City anticipates spending approximately \$50,000 (labor, equipment and other costs).

Any reimbursements to the Alvin Sunrise Rotary Foundation for security expenses will only be for security services provided by the Alvin Police Department. The City will provide police department equipment.

The City's current event application was adopted by city council in March, 2013. During that time, three (3) of the current councilmembers were serving as city council. In 2009, the city council adopted an ordinance authorizing the city to assess park user fees (equal to 10% of gross revenue derived from an event's admission fees). Staff is planning to propose a revision to that ordinance which would remove the 10% park user fee.

Discussion was had. Mike Hoover with the Rotary Foundation was present and stated that the terms of the contract were agreeable.

Council member Adame moved to approve a License Agreement for Exclusive Use of City Property between the City of Alvin and the Alvin Sunrise Rotary Foundation for the Music Fest and Bar-B-Q Cook-off to be held at Briscoe Park on Friday, April 7 to Sunday, April 9, 2017; and authorize the City Manager to sign. Seconded by Council member Thompson; motion carried on a vote of 5 Ayes, with Council member Sanger voting No.

Consider a Preliminary Plat of Stonewall Subdivision, (southeast of the intersection of County Road 143 and County Road 128), being a subdivision of 42.84 acres of land out of and a part of section thirty-four (34) of the H.T.&B.R.R. Company Survey, Abstract No. 526, City of Alvin E.T.J., Brazoria County, Texas and with consideration of variances to the City's Code of Ordinances Section 21-57 (b)(1) regarding lot size and Section 21-57 (c) regarding right-of-way.

On February 1, 2017, the Engineering Department received the preliminary plat of Stonewall Subdivision for review. This subdivision is located southeast of the intersection of County Road 143 and County Road 128 in the City of Alvin's Extraterritorial Jurisdiction (ETJ). This preliminary plat consists of 38 lots, 7 reserves, and 2 blocks. The Developer is proposing a residential development consisting of 38 half acre lots for modular homes.

LJA Engineering, Inc., on behalf of the Developer Clayton Homes, has requested two variances to the City Code of Ordinances. The variances being requested are as follows:

- 1. A variance to Section 21-57(b)(1) which states that new subdivisions with roadside ditch drainage systems are required to have minimum one acre lots. Clayton Homes has requested to be permitted to construct half acre lots for reasons outlined in the attached letter.*
- 2. A variance to Section 21-57(c) which states that new subdivisions with roadside ditch drainage systems are required to have road rights-of-ways with minimum widths of seventy feet. Clayton Homes has requested to be allowed to utilize a sixty feet wide right-of-way for the portion of Stonewall Road that crosses the neighboring property from County Road 143 to the west boundary line of the property being platted, for reasons outlined in the attached letter.*

The City Planning Commission voted 7 to 2 to approve the plat and the two variance requests at their meeting on February 21, 2017. The Commissioners voting against the request did not give reasons for their no votes. Staff recommends approval.

Council member Starkey moved to approve a Preliminary Plat of Stonewall Subdivision, (southeast of the intersection of County Road 143 and County Road 128), being a subdivision of 42.84 acres of land out of and a part of section thirty-four (34) of the H.T.&B.R.R. Company Survey, Abstract No. 526, City of Alvin E.T.J., Brazoria County, Texas and with consideration of variances to the City's Code of Ordinances Section 21-57 (b)(1) regarding lot size and Section 21-57 (c) regarding right-of-way. Seconded by Council member Sanger, motion carried on a vote of 4 Ayes with Council member's Arendell, Thompson and Richards voting, No and Mayor Horn breaking the tie with an Aye vote.

Acknowledge receipt of the Parks and Recreation five-year Capital Improvement Recommendations.

The City charter states the Parks and Recreation Board “shall make recommendations to the city council for the improvement and betterment of public parks and recreational facilities by March first of each year.” The Parks and Recreation Board held a special meeting on January 14, 2017, to tour all of the parks within the City in order to gain first-hand insight as to the condition of the parks and amenities as well as the uniqueness of the surrounding area to which these parks serve. Bringing back with them their first-hand experience, the Park and Recreation Board discussed and unanimously approved the five-year Capital Improvement Recommendations (CIR) at their meeting on February 7, 2017. The five-year CIR is a planning document. The CIR is revised at least annually, and many times throughout the year as per need; at which time new recommendations may be added to the CIR. City staff recognizes that funding may not be available to fund all the projects listed.

Council member Arendell moved to acknowledge of receipt of the Parks and Recreation five-year Capital Improvement Recommendations. Seconded by Council member Thompson; motion carried on a vote of 6 Ayes.

Consider Ordinance 17-D; adding a new article, styled Article IX, “Tree Preservation” to Chapter 15 Offenses and Miscellaneous Provisions of the City of Alvin Code of Ordinances, relating to the preservation of trees within the territorial limits of the City; providing for a penalty; providing for severability; providing for repeal; providing for an effective date; and related matters.

The 2035 Comprehensive Plan outlined recommendations on numerous projects and programs for implementation. From this list, tree preservation was one of the many strategic projects selected for implementation. The 2035 Comprehensive Plan stated, “require tree preservation for residential development and especially for infill development and redevelopment in neighborhoods with mature tree canopies.” A five- member team consisting of City staff as well as Mr. Adam Burkey, a citizen volunteer and also member of Keep Alvin Beautiful, worked together to create a final draft of Ordinance 17-D. This draft was presented to the City Planning Commission (CPC) on 11/16/2016. The CPC recommended to exclude development by individual lot/homeowners and only include new subdivision development (3 or more houses) and all commercial property development. Upon making that correction, the ordinance returned to the CPC on January 17, 2017 where it was unanimously approved.

Council member Adame moved approve Ordinance 17-D; adding a new article, styled Article IX, “Tree Preservation” to Chapter 15 Offenses and Miscellaneous Provisions of the City of Alvin Code of Ordinances, relating to the preservation of trees within the territorial limits of the City; providing for a penalty; providing for severability; providing for repeal; providing for an effective date; and related matters. Seconded by Council member Arendell; motion carried on a vote of 5 Ayes, with Council member Sanger voting No.

Consider Ordinance 17-E; amending Chapter 2, Administration of the Code of Ordinances, City of Alvin, Texas, by amending Article I – In General, and Article II – City Council, for the purpose of amending various council meeting provisions and Article IV – Board of Trustees Public Library Board, for the purpose of amending terms and officers; providing an effective date; and related matters.

This ordinance revision is an effort to clean up Chapter 2, Administration, and also to provide a clear process for the placement and removal of items on the agenda by members of City Council. Summary of Changes presented in this ordinance:

- *Removing Section 2-18 Alternates for boards and commissions. Removing of this section will reflect current practice.*
- *Section 2-20.3 – Senior citizens board – removing the use of the word president and vice president to describe the chair and vice chair of the commission. This will allow for consistency providing for a chairperson and vice chairperson for all boards and commissions.*
 - o *Inserting language that requires amendments made to the rules and regulations governing the Senior Center shall be adopted by Resolution.*
- *Adding Section 2-21.1 – Preparation of agenda - Mayor, city manager or any two (2) members of city council may submit items for consideration on an agenda. 2 members must submit written request to the city clerk containing brief summary statement of the proposed agenda item (can be in electronic form).*
- *Adding Section 2-21.2 - Reconsideration of items - past agenda items that were subject to a final vote may be placed on a future agenda for reconsideration by a city council member who voted on the prevailing side, or by a member of council absent at the time of original action. If a non-prevailing city council member desires an item to be reconsidered, the city council member must wait ninety (90) days from the date of the final vote and then submit*

notice to the City Clerk to request that city council consider the reconsideration of such item. A majority vote is required to place request on future agenda for consideration.

- Section 2-23 – inserting a provision for the roll call to be noted by the city clerk and the determination of a quorum by the presiding officer.
- Section 2-24 – removing the requirement that persons speaking before city council at a public meeting state their address for the record, only their residing city.
 - o Inserting language that gives procedure to the voting process by city council and removing the use of Robert's Rules of Order as a procedural guide for all motions.
 - o Amending the deadline to submit consent and willingness forms (volunteer form to serve on a board or commission) to the city clerk's office from five (5) working days before the scheduled city council meeting to make board appointments to three (3) working days. This gives more time for the submission of forms.
- Section 2-48 Terms of members of the Board of Trustees of the Alvin Public Library – removing language that limits members serving on this board to two (2) terms; term limits are not imposed on any other board or commission.
 - o Removing the use of the word president and vice president to describe the chair and vice chair of the Alvin Library Board. This will allow for consistency providing for a chairperson and vice chairperson for all boards and commissions.
 - o Removing the treasurer position on the Alvin Library board. There is no need for a treasurer on this board.

Ms. Roberts reviewed the suggested changes within the ordinance.

Council member Arendell moved approve Ordinance 17-E; amending Chapter 2, Administration of the Code of Ordinances, City of Alvin, Texas, by amending Article I – In General, and Article II – City Council, for the purpose of amending various council meeting provisions and Article IV – Board of Trustees Public Library Board, for the purpose of amending terms and officers; providing an effective date; and related matters. Seconded by Council member Richards; motion carried on a vote of 6 Ayes.

Consider appointment to fill an unexpired term on the Senior Citizens Board.

The board currently has 6 members: Judy Zavala (Chair), Betty Hodges, Marie Hodges (Vice Chair), Beverly Kimbrough, Nell Shimek (Secretary), and Darrell Brady. Section 2-20.3 of the Alvin Code of Ordinances states that the Senior's Board shall consist of seven (7) members. Members of the board shall be appointed by the mayor subject to the approval of the council by a majority vote. Vacancies on the board shall be filled according to the same procedure. In January, 2017 City Council accepted the resignation from Senior Citizen Board member Brenda Maust. Her term went through December, 2017. The appointed person to this term will serve out the remainder of this term, and may apply for reappointment in December 2017, if they so choose.

Loretta Smith has submitted a Consent and Willingness to Serve Form to specifically serve on the Senior Citizen Board. Information obtained from Ms. Smith's Consent Form:

Council Member moved to nominate Loretta Smith to fill an unexpired term on the Senior Citizens Board through December, 2017. Seconded by Council member Thompson; motion carried on a vote of 6 Ayes.

REPORTS FROM CITY MANAGER

Review preliminary list of items for next Council meeting.

Ms. Breland reviewed the preliminary list for the March 16, 2017 City Council meeting. She also thanked Mr. Roland for the outstanding job he does for the City of Alvin.

Items of Community Interest.

Mrs. Roberts reviewed items of community interest.

REPORTS FROM COUNCIL MEMBERS

Announcements and requests from Council members.

Council member Thompson thanked Mr. Roland and the Finance team for their outstanding job. He also asked staff to look at repairing the pothole(s) in the left turn lane at the Bypass 35 and FM 528.

Council member Arendell thanked Mr. Roland and the Finance team a job well done. He also asked for more information on the Quiet Zone and commented on the monthly reports provided by the city manager.

Council member Richards thanked all of the department heads for the job they do for the City.

Council member Adame thanked Mr. Roland and the Finance team for a job well done. He invited everyone to attend the upcoming Soroptimist fundraiser.

Council member Starkey asked staff to look at the sinkhole near the intersection of Salisbury and Ryan Street next to Pearson Park.

Mayor Horn thanked Mr. Roland and the Finance team. He also spoke about future development and the use of Special Districts and the workshop scheduled for March 9th.

EXECUTIVE SESSION

Mayor Horn called for an Executive Session at 8:04 p.m. in accordance to the following:

SECTION 551.071 - of the Government Code: Consultation between governmental body and its attorney to seek advice of attorney about pending or contemplated litigation or a settlement offer or a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act.

RECONVENE TO OPEN SESSION

Mayor Pro-tem Adame reconvened the meeting into open session at 9:26 p.m.

ADJOURNMENT

Mayor Pro-Tem, Adame adjourned the meeting at 9:26 p.m.

PASSED and APPROVED this _____ day of _____, 2017.

Paul A. Horn, Mayor

ATTEST: _____
Dixie Roberts, City Clerk



AGENDA COMMENTARY

Meeting Date: 3/16/2017

Department: Parks and Recreation

Contact: Dan Kelinske, Director of Parks & Recreation

Agenda Item: Consider a professional services agreement with Gormly Surveying, Inc. to provide platting and surveying services for twelve (12) park locations; and authorize City Manager to sign.

Type of Item: ☐ Ordinance ☐ Resolution ☒ Contract/Agreement ☐ Public Hearing ☐ Discussion & Direction

Summary: On February 9, 2017, a city council budget workshop was held, where staff proposed various projects that could be funded using the FY16 year-end budget savings. One of the projects recommended by staff at the workshop was the surveying and platting of existing parks. The surveying and platting of existing parks is needed in order to dedicate the land as parkland. February 16, 2017, city council amended the budget to appropriate \$52,500 to fund the platting and surveying for the following park locations:

- Bob S. Owen Pool
- Hike and Bike Trail
- National Oak Park
- Citizens Park
- Lions Park
- Morgan Park
- Pearson Park
- Marina Park (including Brazoria county owned portion)
- Ruben Adame Park
- Newman Park
- Talmadge Park
- Sealy Park

Upon completion of this project, all land currently owned and considered parkland by the City of Alvin will be properly platted and therefore, greatly ensuring the existence and continued legacy of these parks for future generations.

*Hugh Adams Park is located on leased property from Alvin Community College.

Chapter 2254 of the Texas Government Code categorizes land surveying as a professional service. State law exempts professional services from the competitive sealed bidding and competitive sealed proposal requirements; and requires entities to select providers of professional services on the basis of demonstrated competence and qualifications to perform the services; and for a fair and reasonable price.

Funding Expected: Revenue ____ Expenditure X N/A ____ **Budgeted Item:** Yes X No ____ N/A ____

Funding Account: 311-7001-00-4110 **Amount:** \$52,500 **1295 Form Required?** Yes X No ____

Legal Review Required: N/A ____ Required X **Date Completed:** 3/17/17

Supporting documents attached:

- Professional Services Agreement with Gormly Surveying, Inc.
-

Recommendation: Move to approve a professional services agreement with Gormly Surveying, Inc. for the purpose of surveying and platting twelve (12) park locations; and authorize the City Manager to sign.

Reviewed by Department Head, if applicable ☒

Reviewed by City Attorney, if applicable ☐

Reviewed by Chief Financial Officer, if applicable ☒

Reviewed by City Manager ☒

GORMLY SURVEYING, INC.
REGISTERED PROFESSIONAL LAND SURVEYORS
P. O. BOX 862, ALVIN, TEXAS, 77512-0862
PHONE 281-331-0883
FIRM# 10097500

December 15, 2016

City of Alvin
Dan Kelinske, Director of Parks and Recreation
1100 W. Highway 6
Alvin, TX 77511
281.388.4299

RE: Professional Land Surveying Services – Platting City Parks

Dear Mr. Kelinske:

Thank you for selecting Gormly Surveying, Inc. to provide your platting and surveying services. This letter will serve as the second part of contracting for Professional Surveying Services for the surveying and platting of City Parks listed below, in the City of Alvin.

The scope of work for this project will include boundary surveys, necessary for platting in the City of Alvin, Brazoria County, Texas, and preparation of Abbreviated or Final Plats for the following tracts (parks) of land:

- a) Bob S. Owens Pool – located in Abstract 159, Parcel ID 163057
- b) Hike and Bike Trail – located in Towne Oaks, Parcel ID 506283
- c) National Oak Park – located in Abstract 227 and Leclere's Addition, including abandonment of multiple roads, and dedication or parceling Mustang Bayou
- d) Citizens Park – located in Leclere's Addition, Parcel ID 225360
- e) Lions Park – Located in Abstract 449, Parcel ID's 173251 & 173262 – approx. 10 acres
- f) Morgan Park – located in Abstract 449, Parcel ID 173238, approx. 10 acres
- g) Pearson Park – located in Abstract 488, Parcel ID 175151, approx. 24 acres
- h) Marina Park and Brazoria County Park – located in Abstract 227, Parcel ID 164975 & 491526, approx. 5 acres
- i) Ruben Adame Park – Lots 1-6, Block 14, Morgan's Addition, and ALLEY Abandonment, Parcel ID 231474
- j) Newman Park – located in Easton's Addition and Abstract 480, Parcel ID 206122 & 172446
- k) Talmage Park – Lots 1-12, Block 45, Easton's Addition, Parcel ID 205947
- l) Sealy Park – Lot H, Easton's Addition & tract south of American Legion tract plus ROW dedication for W. Lang St.

Compensation for the professional service items above is estimated to be \$52,500.00 USD. A retainer fee of N/A will be required at the signing of this contract. Interim invoices may be sent based on completed plats taken through the approval process. The final balance will be due at the time the mylar(s) is given to the Client for proper endorsement. This compensation is derived with respect to field time, office/calculation time, courthouse research, and drafting, and has been estimated from an hourly perspective.

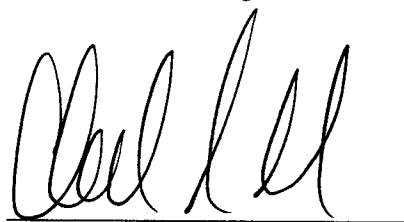
Gormly Surveying, Inc. will be responsible for delivering the plats in the format satisfactory to be taken through the platting process of the City of Alvin. The City staff will represent each of these plats in the process.

Based on current workload, the boundary surveys and plats can be expected to begin within 30 days from the signing and acceptance of this agreement.

This agreement, when signed by both Gormly Surveying, Inc. and Client(s), will serve a contract between both parties. Gormly Surveying Inc. liabilities will be limited to the amount of billed professional service fees.

Gormly Surveying appreciates the opportunity to provide you with Professional Land Surveying Services, and I look forward to working with you on this project.
If you have any further questions, feel free to contact me.

With Warmest Regards,



Chad A. Gormly, RPLS

Approved and Accepted

City of Alvin

Date

Print Name and Title



AGENDA COMMENTARY

Meeting Date: 3/16/2017

Department: Parks and Recreation

Contact: Dan Kelinske, Director of Parks & Recreation

Agenda Item: Consider an agreement with Horizon International Group, LLC through the BuyBoard Cooperative Purchasing Network in the amount of \$181,220, for improvements to the Alvin Senior Center; and authorize the City Manager to sign.

Type of Item: ☐ Ordinance ☐ Resolution ☒ Contract/Agreement ☐ Public Hearing ☐ Discussion & Direction

Summary: In December, 2012, staff received a job order cost estimate proposal from Construction Masters Inc. for Senior Center Improvements; which included the following scope of work:

Initial Scope of Work - \$92,340	
Remove all rubber base	Remove existing vinyl wall covering
Float and sand walls to a paintable finish	Texture all walls (excluding kitchens)
Prime and paint all walls and door frames	Install new 4" rubber base
Re-laminate all cabinetry and countertops	Install new sliding display rails similar to what is existing
Remove and dispose of cabinets along wall adjacent to TV Room	Fabricate and install new tall cabinets in TV Room
Install new tile backsplash at 3 serving lines	Install extension rings on electrical receptacles
Remove and replace 3 accordion wall partitions	Install 2 lights in men's and women's restrooms

The City did not appropriate funding for the Senior Center Improvement project until September, 2016, when City Council adopted the FY17 annual budget; appropriating \$110,000 for Senior Center Improvements. The Senior Center Improvement that was adopted in the FY17 budget was based on the scope of work initially presented to staff in December, 2012.

In 2017, staff utilized BuyBoard Cooperative Purchasing Network and engaged the services of Horizon International Group, LLC for an updated proposed scope of work on the Senior Center Improvement Project. The estimated cost for the updated scope of work necessitated staff to ask City Council to amend the mid-year budget to appropriate additional funding from the FY16 surplus funds to cover the (updated) cost of the Senior Center Improvements. The updated scope of work is as follows:

Updated Scope of Work - \$181,220	
Remove and replace Flooring and add new all base	Remove and replace ceiling
Remove vinyl from all walls	Skim coat all walls and sand chair rails
Paint all walls and chair rails	Replace 4 exterior doors on south side of building and add new panic hardware
Demo existing restroom doors and replace with new steel door frames and P-lam doors	Install FRP paneling in both kitchens as backsplash for counters

Replace ceiling in both kitchens with vinyl coated sheetrock tiles.	Install new solid surface counter top in the kitchen
Install 2 new double doors between activity rooms 100 and 101	Remove existing exterior door on east side of activity room 101 and add new exterior door with push button access.
Remove and fill in window in office 110	Add Chair rail to office 109
Replace drywall at windows on north side of activity room 101	Install mecho type shades or similar on exterior windows in activity room 101 and craft room 107
Replace mismatched cabinet doors	Demo 2 projector screens
Demo 2 existing manual pull down projector screens.	Replace motion sensor automatic door opener with remote push button door opener on west end assembly room exterior door
New interior non-load bearing wall	

Advantages of using BuyBoard Cooperative Purchasing Network:

- * Fast track procurement process
- * Lower procurement and administrative costs
- * Fewer change orders and claims
- * Competitively bid local pricing in a lump sum proposal
- * Ability to accomplish a substantial number of individual projects with a competitively bid contract
- * Oversight through the Gordian Group which audits the accuracy of all job order contract proposals

In order for local vendors to be considered for this project, local vendors must meet Horizon International Group, LLC's insurance requirements, expected quality of work; and competitively submit a bid.

For your consideration, Jeff Greytok, Senior Project Manager, with Horizon International Group, LLC and Ryan Burwell, Senior Account Manager, with the Gordian Group are scheduled to attend the council meeting, in order to answer any questions that you may have concerning the Senior Center Improvement Project.

Funding Expected: Revenue ___ Expenditure X N/A ___ **Budgeted Item:** Yes X No ___ N/A ___

Funding Account: 311-7001-02-4100 **Amount:** \$181,220 **1295 Form Required?** Yes X No ___

Legal Review Required: N/A ___ Required X **Date Completed:** 3/9/17

Supporting documents attached:

- Agreement
-

Recommendation: Move to approve the agreement with Horizon International Group, LLC through the BuyBoard Cooperative Purchasing Network in the amount of \$181,220, for improvements to the Alvin Senior Center; and authorize the City Manager to sign

Reviewed by Department Head, if applicable ☒

Reviewed by City Attorney, if applicable ☐

Reviewed by Chief Financial Officer, if applicable ☒

Reviewed by City Manager ☒



Work Order Signature Document

ezIQC Buy Board Contract No.: 520-16 Area C - HIG

☒

New Work Order

☐

Modify an Existing Work Order

Work Order Number.: 047245.00

Work Order Date: 02/17/2017

Work Order Title: City of Alvin - Parks Dept

Owner Name: City of Alvin

Contractor Name: Horizon International Group, LLC

Contact: Dan Kelenske

Contact: Jeff Greytok

Phone: 832-473-8456

Phone: (361) 563-1070

Work to be Performed

Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of ezIQC Buy Board Contract No 520-16 Area C - HIG.

Brief Work Order Description:

Parks Dept Remodel.

Time of Performance

Estimated Start Date:

Estimated Completion Date:

Liquidated Damages

Will apply:

☐

Will not apply:

☒

Work Order Firm Fixed Price: \$181,217.91

Owner Purchase Order Number:

Approvals

Owner

Date

Contractor

Date

Detailed Scope of Work

To: Jeff Greytok
Horizon International Group, LLC
4204 Bellaire Blvd, Suite 210
Houston, TX 77025
(361) 563-1070

From: Dan Kelenske
City of Alvin
1100 W Hwy 6
Alvin, TX 77511
832-473-8456

Date Printed: February 17, 2017

Work Order Number: 047245.00

Work Order Title: City of Alvin - Parks Dept

Brief Scope: Parks Dept Remodel.

☐

Preliminary

☐

Revised

☒

Final

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

1. Remove and replace flooring and add new wall base
2. Remove and replace ceiling
3. Remove vinyl from all walls
4. Skim coat all walls and sand chair rails
5. Paint all walls and chair rails
6. Replace 4 exterior doors on south side of building and add new panic hardware.
7. Demo existing restroom doors and replace with new steel door frames and P-lam doors
8. Install FRP paneling in both kitchens as backsplash for counters
9. Replace ceiling in both kitchens with vinyl coated sheetrock tiles
10. Install new solid surface counter top in the kitchen on the west side of building only
11. Install 2 new double doors between Activity rooms 100 and 101, Each double doors to be a pair of 4ft x 7ft storefront type with blackout film installed on glass
12. Remove existing exterior door on east side of activity room 101 and add new exterior storefront door with push button access.
13. Remove and fill in window in office 110
14. Add chair rail to office 109
15. Replace drywall at windows on north side of Activity room 101
16. Install mecho type shades or similar on exterior windows in Activity Room 101 and Craft room 107
17. In west side kitchen replace mismatched cabinet doors with doors from cabinets that are being demoed on west side of building.
18. Demo 2 projector screens
19. Demo 2 existing manual pull down projector screens.

Subject to the terms and conditions of JOC Contract **520-16 Area C - HIG**.

Detailed Scope of Work Continues..

Work Order Number: 047245.00
Work Order Title: City of Alvin - Parks Dept

Contractor

Date

Owner

Date

Contractor's Price Proposal - Summary

Date: February 17, 2017

Re: IQC Master Contract #: 520-16 Area C - HIG
Work Order #: 047245.00
Owner PO #:
Title: City of Alvin - Parks Dept
Contractor: Horizon International Group, LLC
Proposal Value: \$181,217.91

Section - 01	\$405.09
Section - 06	\$1,057.99
Section - 08	\$39,927.72
Section - 09	\$122,473.61
Section - 10	\$310.09
Section - 11	\$237.27
Section - 12	\$14,715.88
Section - 28	\$2,090.26
Proposal Total	\$181,217.91

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %

Contractor's Price Proposal - Detail

Date: February 17, 2017

Re: IQC Master Contract #: 520-16 Area C - HIG
 Work Order #: 047245.00
 Owner PO #:
 Title: City of Alvin - Parks Dept
 Contractor: Horizon International Group, LLC
 Proposal Value: \$181,217.91

Sect.	Item	Mod.	UOM	Description	Line Total
Labor	Equip.	Material	(Excludes)		
Section - 01					
1	01 95 06 00 0026		EA	>36"-42" Wide, 34-1/2" High x 24" Deep 2 Drawer And 2 Door CabinetPrefinished with solid hardwood face frames, hardwood door frames and drawer fronts. Solid hardwood door panels. Excludes countertop.	\$239.90
			Installation	Quantity 0.00 x Unit Price 299.38 x Factor 1.2870 = Total 0.00	
			Demolition	5.00 x 37.28 x 1.2870 = 239.90	
2	01 95 06 00 0054		EA	Up To 27" Wide, 30" High x 13" Deep Double Door Wall CabinetPrefinished with solid hardwood face frames, hardwood door frames. Solid hardwood door panels.	\$165.19
			Installation	Quantity 0.00 x Unit Price 164.43 x Factor 1.2870 = Total 0.00	
			Demolition	5.00 x 25.67 x 1.2870 = 165.19	
Subtotal for Section - 01					\$405.09
Section - 06					
3	06 41 13 00 0388		LF	Remove And Reinstall Wood Base Cabinets	\$236.83
			Installation	Quantity 6.00 x Unit Price 30.67 x Factor 1.2870 = Total 236.83	
4	06 41 13 00 0389		LF	Remove And Reinstall Wall Cabinets	\$205.87
			Installation	Quantity 6.00 x Unit Price 26.66 x Factor 1.2870 = Total 205.87	
5	06 83 00 00 0002		SF	Fiberglass Reinforced Polyester (FRP) Paneling Including Adhesive And Trim	\$615.29
			Installation	Quantity 192.00 x Unit Price 2.49 x Factor 1.2870 = Total 615.29	
Subtotal for Section - 06					\$1,057.99
Section - 08					
6	08 12 13 13 0041		EA	3' x 6'-8" Through 7'-2" x 5-3/4" Deep Metal Door Frame, 16 Gauge	\$991.76
			Installation	Quantity 4.00 x Unit Price 192.65 x Factor 1.2870 = Total 991.76	
				4 for restrooms	
7	08 12 13 13 0041 0079		MOD	For Baked Enamel Finish, Add	\$235.62
			Installation	Quantity 4.00 x Unit Price 45.77 x Factor 1.2870 = Total 235.62	
8	08 13 13 13 0024		EA	3' x 7' x 1-3/4" 20 Gauge Metal Door (Unrated)	\$1,640.51
			Installation	Quantity 4.00 x Unit Price 318.67 x Factor 1.2870 = Total 1,640.51	
				4 for south side of building	

Contractor's Price Proposal - Detail Continues..

Work Order Number: 047245.00
Work Order Title: City of Alvin - Parks Dept

Section - 08

9	08	13	13	13	0024	0106	MOD	For Baked Enamel Finish, Add										\$566.43
							Installation	Quantity	4.00	x	Unit Price	110.03	x	Factor	1.2870	=	Total	566.43
10	08	13	13	13	0024	0109	MOD	For 1 Hour To 1-1/2 Hour Rated Door And FM Label, Add										\$284.53
							Installation	Quantity	4.00	x	Unit Price	55.27	x	Factor	1.2870	=	Total	284.53
11	08	14	16	00	0067		EA	3' x 7' x 1-3/8" Solid Core Wood Plastic Laminated Door										\$1,244.99
							Installation	Quantity	4.00	x	Unit Price	241.84	x	Factor	1.2870	=	Total	1,244.99
							Restroom doors											
12	08	14	16	00	0067	0126	MOD	For Machining for Mortise Lock, Add										\$180.18
							Installation	Quantity	4.00	x	Unit Price	35.00	x	Factor	1.2870	=	Total	180.18
13	08	42	26	00	0003		PR	6' x 7' x 1/2" Thick Glass Entrance Door, Full Glass, Tempered, Including Trim And Hardware (Per Pair 3' x 7' x 1/2")										\$12,602.23
							Installation	Quantity	2.00	x	Unit Price	4,895.97	x	Factor	1.2870	=	Total	12,602.23
14	08	42	29	33	0002		EA	Concealed Single Door Swing Door Operator, Up To 350 LB PanelFor new storefront or existing concealed operator installations.										\$2,631.66
							Installation	Quantity	1.00	x	Unit Price	2,044.80	x	Factor	1.2870	=	Total	2,631.66
15	08	42	29	33	0005		EA	Exposed Pair Of Doors Swing Door Operator, Up To 350 LB Panel										\$4,033.27
							Installation	Quantity	1.00	x	Unit Price	3,133.85	x	Factor	1.2870	=	Total	4,033.26
16	08	42	29	33	0011		EA	Jamb Mounted Push Button For Door Operator (MS Sedco 425 Series)Excludes wiring from operator to push button.										\$183.94
							Installation	Quantity	2.00	x	Unit Price	71.46	x	Factor	1.2870	=	Total	183.94
17	08	42	29	33	0012		EA	Radio Control System For Door Operator (MS Sedco Clearpath)Includes receiver and two push plate transmitters.										\$1,028.11
							Installation	Quantity	2.00	x	Unit Price	399.42	x	Factor	1.2870	=	Total	1,028.11
18	08	43	13	00	0002		SF	Aluminum Storefront Framing										\$2,207.21
							Installation	Quantity	140.00	x	Unit Price	12.25	x	Factor	1.2870	=	Total	2,207.20
19	08	71	16	00	0033		PR	4" x 4", Standard Duty, Full Mortise, Plain Bearing, Wrought Steel Hinge										\$410.35
							Installation	Quantity	12.00	x	Unit Price	26.57	x	Factor	1.2870	=	Total	410.35
							6 for restrooms and 6 for south side of building											
20	08	71	16	00	0033	0223	MOD	For Stainless Steel, Add										\$55.44
							Installation	Quantity	12.00	x	Unit Price	3.59	x	Factor	1.2870	=	Total	55.44
21	08	71	16	00	0560		EA	Bright Chrome Finish, Brass Kick Down Door Holder (Ives FS455)										\$144.61
							Installation	Quantity	4.00	x	Unit Price	28.09	x	Factor	1.2870	=	Total	144.61
							4 for south side of building											

Contractor's Price Proposal - Detail Continues..

Work Order Number: 047245.00
Work Order Title: City of Alvin - Parks Dept

Section - 08

22	08	71	16	00	0571	EA	Up To 1/2" Door To Floor Clearance, Satin Bronze Finish, Brass Floor Stop And Automatic Door Holder (Ives FS40)							\$308.26
						Installation	Quantity	Unit Price	Factor	=		Total		
							4.00	59.88	x	1.2870		308.26		
							4 for restrooms							
23	08	71	16	00	0571	0546	MOD	For >1-9/16" To 2-11/16" Door To Floor Clearance, Add						\$81.34
						Installation	Quantity	Unit Price	Factor	=		Total		
							4.00	15.80	x	1.2870		81.34		
24	08	71	16	00	2130	EA	3' Push Bar Exit Device, Concealed Vertical Rods, Fire Rated, Narrow StileAluminum anodized finish. Von Duprin Series 3347-F/3547-F.							\$6,477.88
						Installation	Quantity	Unit Price	Factor	=		Total		
							4.00	1,258.33	x	1.2870		6,477.88		
							4 for south side of building							
25	08	71	16	00	2243	EA	Surface Mounted Heavy Duty Door Closer (LCN 4040XP/4041 Series)							\$3,126.48
						Installation	Quantity	Unit Price	Factor	=		Total		
							8.00	303.66	x	1.2870		3,126.48		
							4 for restrooms and 4 for south side of building							
26	08	71	16	00	2243	0528	MOD	For Stainless Steel Finish, Add						\$1,492.92
						Installation	Quantity	Unit Price	Factor	=		Total		
							8.00	145.00	x	1.2870		1,492.92		

Subtotal for Section - 08

\$39,927.72

Section - 09

27	09	01	20	00	0004	SF	>4 To 8 SF, Cut And Patch Hole In Drywall To Match ExistingPer location.							\$286.23
						Installation	Quantity	Unit Price	Factor	=		Total		
							40.00	5.56	x	1.2870		286.23		
							Used for patching drywall at north windows in activity room							
28	09	01	60	00	0012	SY	Grinding Of Existing Concrete Floor Prior To Installation Of Carpet							\$1,040.54
						Installation	Quantity	Unit Price	Factor	=		Total		
							150.00	5.39	x	1.2870		1,040.54		
29	09	05	71	00	0004	SF	Vinyl, Linoleum, LVT And Vinyl Strip Flooring Acoustical Underlayment (Impacta, Soundseal VC300)							\$0.00
						Installation	Quantity	Unit Price	Factor	=		Total		
							0.00	1.60	x	1.2870		0.00		
30	09	22	16	13	0010	SF	3-5/8" Width, 16" On Center, 20 Gauge, Non Load Bearing, Non Structural Metal Stud Framing With Tracks And Runners							\$457.76
						Installation	Quantity	Unit Price	Factor	=		Total		
							208.00	1.71	x	1.2870		457.76		
31	09	29	00	00	0006	SF	5/8" Gypsum Board							\$460.44
						Installation	Quantity	Unit Price	Factor	=		Total		
							416.00	0.86	x	1.2870		460.44		
32	09	29	00	00	0056	SF	Up To 10' High, Walls, Tape, Spackle And Finish Gypsum Board							\$171.33
						Installation	Quantity	Unit Price	Factor	=		Total		
							416.00	0.32	x	1.2870		171.33		
33	09	29	00	00	0056	0044	MOD	For ASTM C840 Level 5 High Quality Finish, Add						\$123.14
						Installation	Quantity	Unit Price	Factor	=		Total		
							416.00	0.23	x	1.2870		123.14		

Contractor's Price Proposal - Detail Continues..

Work Order Number: 047245.00
 Work Order Title: City of Alvin - Parks Dept

Section - 09

34	09 29 00 00 0062	LF	Up To 10' High, Vertical Corners, Tape, Spackle And Finish Gypsum Board						\$42.47
		Installation	Quantity	Unit Price	Factor	=	Total		
			50.00 x	0.66 x	1.2870	=	42.47		
35	09 29 00 00 0062 0044	MOD	For ASTM C840 Level 5 High Quality Finish, Add						\$30.24
		Installation	Quantity	Unit Price	Factor	=	Total		
			50.00 x	0.47 x	1.2870	=	30.24		
36	09 29 00 00 0074	LF	Corner Bead, Galvanized Steel For Gypsum Board						\$97.81
		Installation	Quantity	Unit Price	Factor	=	Total		
			50.00 x	1.52 x	1.2870	=	97.81		
37	09 51 13 00 0017	SF	2' x 2' x 5/8" Mineral Fiber Acoustical Ceiling Panels						\$15,680.29
		Installation	Quantity	Unit Price	Factor	=	Total		
			9,900.00 x	0.98 x	1.2870	=	12,486.47		
		Demolition	10,340.00 x	0.24 x	1.2870	=	3,193.82		
38	09 51 13 00 0023	SF	2' x 2' x 1/2", Vinyl Faced, Gypsum Core Ceiling Panel						\$1,636.55
		Installation	Quantity	Unit Price	Factor	=	Total		
			440.00 x	2.89 x	1.2870	=	1,636.55		
39	09 51 13 00 0023 0094	MOD	For >200 To 500, Add						\$96.27
		Installation	Quantity	Unit Price	Factor	=	Total		
			440.00 x	0.17 x	1.2870	=	96.27		
40	09 51 13 00 0023 0098	MOD	For Individual Room Quantities <495, AddFor use with projects >500 SF						\$107.59
		Installation	Quantity	Unit Price	Factor	=	Total		
			440.00 x	0.19 x	1.2870	=	107.59		
41	09 65 13 13 0007	LF	4" High, 1/8" Rubber Base, Group 2 All (Except White)						\$3,504.76
		Installation	Quantity	Unit Price	Factor	=	Total		
			1,480.00 x	1.84 x	1.2870	=	3,504.76		
42	09 65 13 13 0011	EA	4" High, 1/8" Rubber Corner						\$421.00
		Installation	Quantity	Unit Price	Factor	=	Total		
			141.00 x	2.32 x	1.2870	=	421.00		
43	09 65 13 33 0002	SF	1/8" Thick, Flexible Self Leveling Cementitious Underlayment With Liquid Latex Modifiers						\$5,189.96
		Installation	Quantity	Unit Price	Factor	=	Total		
			5,170.00 x	0.78 x	1.2870	=	5,189.96		
44	09 65 13 33 0005	SF	Remove Glue From Concrete FloorFor removal of glue from VCT or carpet placement. Not to be used in conjunction with demolition tasks associated with floor tile installation.						\$756.76
		Installation	Quantity	Unit Price	Factor	=	Total		
			1,200.00 x	0.49 x	1.2870	=	756.76		
45	09 65 13 36 0002	LF	Vinyl Transition Strip, Brown Or Black						\$270.27
		Installation	Quantity	Unit Price	Factor	=	Total		
			200.00 x	1.05 x	1.2870	=	270.27		
46	09 65 19 19 0003	SF	1/8" Thick, Class 2 Through Pattern, Vinyl Composition Tile (VCT) (Armstrong® Standard Excelon MultiColor™)						\$0.00
		Installation	Quantity	Unit Price	Factor	=	Total		
			0.00 x	1.73 x	1.2870	=	0.00		
47	09 65 19 19 0005	SF	1/8" Thick, Class 2 Through Pattern, Vinyl Composition Tile (VCT) (Armstrong® ChromaSpin™)						\$41,424.17
		Installation	Quantity	Unit Price	Factor	=	Total		
			9,843.00 x	2.67 x	1.2870	=	33,823.40		
		Demolition	9,843.00 x	0.60 x	1.2870	=	7,600.76		

Contractor's Price Proposal - Detail Continues..

Work Order Number: 047245.00
Work Order Title: City of Alvin - Parks Dept

Section - 09

48	09 68 13 00 0024	SY	30 Ounce, Patterned, Nylon Carpet Tile							\$7,874.51
			Installation	Quantity		Unit Price		Factor	=	Total
				150.00	x	40.79	x	1.2870	=	7,874.51
			New carpet tiles							
49	09 68 13 00 0024 0416	MOD	For Cushion Backed Tile, Add							\$945.95
			Installation	Quantity		Unit Price		Factor	=	Total
				150.00	x	4.90	x	1.2870	=	945.95
50	09 68 16 00 0027	SY	30 Ounce, Medium Traffic, Non Patterned, Nylon Broadloom Carpet							\$2,057.91
			Installation	Quantity		Unit Price		Factor	=	Total
				0.00	x	24.94	x	1.2870	=	0.00
			Demolition	150.00	x	10.66	x	1.2870	=	2,057.91
			Demo existing roll carpet							
51	09 72 16 00 0004	SF	Vinyl Wall Covering, 20-25 Oz/SY							\$5,359.84
			Installation	Quantity		Unit Price		Factor	=	Total
				0.00	x	1.72	x	1.2870	=	0.00
			Demolition	12,620.00	x	0.33	x	1.2870	=	5,359.84
			Demo existing wall covering							
52	09 81 16 00 0016	SF	3-1/2" Thick, Kraft Faced Sound Attenuation Batt							\$149.91
			Installation	Quantity		Unit Price		Factor	=	Total
				208.00	x	0.56	x	1.2870	=	149.91
			New insulation for new wall on west side of building							
53	09 91 23 00 0006	SF	Paint Interior Brick Walls, 1 Coat Filler, Brush/Roller Work							\$60.23
			Installation	Quantity		Unit Price		Factor	=	Total
				120.00	x	0.39	x	1.2870	=	60.23
54	09 91 23 00 0006 0280	MOD	For >100 To 250, Add							\$15.44
			Installation	Quantity		Unit Price		Factor	=	Total
				120.00	x	0.10	x	1.2870	=	15.44
55	09 91 23 00 0008	SF	Paint Interior Brick Walls, 2 Coats Paint, Brush/Roller Work							\$131.27
			Installation	Quantity		Unit Price		Factor	=	Total
				120.00	x	0.85	x	1.2870	=	131.27
56	09 91 23 00 0008 0280	MOD	For >100 To 250, Add							\$32.43
			Installation	Quantity		Unit Price		Factor	=	Total
				120.00	x	0.21	x	1.2870	=	32.43
57	09 91 23 00 0062	SF	Paint Interior Plaster/Drywall Walls, 1 Coat Primer, Brush/Roller Work							\$0.00
			Installation	Quantity		Unit Price		Factor	=	Total
				0.00	x	0.34	x	1.2870	=	0.00
			Line item used for bonding sealer for new skim coat							
58	09 91 23 00 0062	SF	Paint Interior Plaster/Drywall Walls, 1 Coat Primer, Brush/Roller Work							\$5,522.26
			Installation	Quantity		Unit Price		Factor	=	Total
				12,620.00	x	0.34	x	1.2870	=	5,522.26
59	09 91 23 00 0064	SF	Paint Interior Plaster/Drywall Walls, 2 Coats Paint, Brush/Roller Work							\$10,557.26
			Installation	Quantity		Unit Price		Factor	=	Total
				12,620.00	x	0.65	x	1.2870	=	10,557.26
60	09 91 23 00 0236	LF	Paint Interior Wood Door Frame And Trim, 1 Coat Primer, Brush/Roller Work							\$321.62
			Installation	Quantity		Unit Price		Factor	=	Total
				510.00	x	0.49	x	1.2870	=	321.62

Contractor's Price Proposal - Detail Continues..

Work Order Number: 047245.00
Work Order Title: City of Alvin - Parks Dept

Section - 09

61	09 91 23 00 0238	LF	Paint Interior Wood Door Frame And Trim, 2 Coats Paint, Brush/Roller Work						\$682.62
		Installation	Quantity	Unit Price	Factor	=	Total		
			510.00	1.04	x	1.2870	=	682.62	
62	09 91 23 00 0259	EA	Paint Interior Wood Door, Both Faces, 1 Coat Primer, Brush/Roller Work						\$824.52
		Installation	Quantity	Unit Price	Factor	=	Total		
			15.00	42.71	x	1.2870	=	824.52	
63	09 91 23 00 0261	EA	Paint Interior Wood Door, Both Faces, 2 Coats Paint, Brush/Roller Work						\$1,503.47
		Installation	Quantity	Unit Price	Factor	=	Total		
			15.00	77.88	x	1.2870	=	1,503.47	
64	09 91 23 00 0340	SF	Paint Interior Wood Trim, 1 Coat Primer, Brush/Roller Work						\$1,855.85
		Installation	Quantity	Unit Price	Factor	=	Total		
			1,400.00	1.03	x	1.2870	=	1,855.85	
65	09 91 23 00 0342	SF	Paint Interior Wood Trim, 2 Coats Paint, Brush/Roller Work						\$4,378.37
		Installation	Quantity	Unit Price	Factor	=	Total		
			1,400.00	2.43	x	1.2870	=	4,378.37	
66	09 91 43 00 0014	SF	Scrape, Repair And Sand Severely Damaged Drywall Surfaces						\$7,573.74
		Installation	Quantity	Unit Price	Factor	=	Total		
			12,260.00	0.48	x	1.2870	=	7,573.74	
			Line item used to repair drywall after wall covering is removed						
67	09 91 43 00 0039	SF	Sanding Wood Trim						\$828.83
		Installation	Quantity	Unit Price	Factor	=	Total		
			1,400.00	0.46	x	1.2870	=	828.83	

Subtotal for Section - 09 **\$122,473.61**

Section - 10

68	10 21 13 19 0160	EA	24" x 42" x 1/2", Wall Hung, Solid Phenolic, Urinal Screen						\$310.09
		Installation	Quantity	Unit Price	Factor	=	Total		
			1.00	214.90	x	1.2870	=	276.58	
		Demolition	Quantity	Unit Price	Factor	=	Total		
			1.00	26.04	x	1.2870	=	33.51	

Subtotal for Section - 10 **\$310.09**

Section - 11

69	11 52 13 13 0023	EA	6' x 8' Pull Down Projection Screen (Da-Lite C)						\$237.27
		Installation	Quantity	Unit Price	Factor	=	Total		
			0.00	503.37	x	1.2870	=	0.00	
		Demolition	Quantity	Unit Price	Factor	=	Total		
			2.00	92.18	x	1.2870	=	237.27	

Subtotal for Section - 11 **\$237.27**

Section - 12

70	12 24 13 00 0003	SF	0% Openness, Blackout, Vinyl Coated Fiberglass, Roller Window Shades						\$2,397.68
		Installation	Quantity	Unit Price	Factor	=	Total		
			180.00	10.35	x	1.2870	=	2,397.68	
			Used to black-out 2 new doors in between Activity room 100 and Activity room 101						
71	12 24 13 00 0004	SF	1% To 10% Openness, Vinyl Coated Fiberglass, Roller Window Shades						\$10,310.03
		Installation	Quantity	Unit Price	Factor	=	Total		
			774.00	10.35	x	1.2870	=	10,310.03	
			Used to shade windows in Activity room 101 and Craft room 107						

Contractor's Price Proposal - Detail Continues..

Work Order Number: 047245.00
Work Order Title: City of Alvin - Parks Dept

Section - 12

72	12 36 61 16 0004	SF	1/2" Solid Polyester (Corian) Countertop, Group B Colors	Quantity based on area of counter, backsplash and apron. Includes drilling holes for fixtures and 1-1/2" drop edge with 1/8" radius edges (when apron not used).					\$2,008.17
			Installation	Quantity	Unit Price	Factor	=	Total	
				55.00	28.37	x	1.2870	=	2,008.17
			New kitchen counter for west side of building						

Subtotal for Section - 12 **\$14,715.88**

Section - 28

73	28 13 33 16 0008	EA	Handicap/Push To Open, Push Button Controls, Exterior Stand Alone Access Controls	Controls mount into a single gang electrical box. Excludes electrical box.					\$97.27
			Installation	Quantity	Unit Price	Factor	=	Total	
				1.00	75.58	x	1.2870	=	97.27
74	28 13 33 16 0009	EA	42" High Aluminum Post With Handicap/Push To Open, Push Button Controls, Exterior Stand Alone Access Controls	Includes post, mounting base and push button control. Excludes concrete foundation.					\$475.87
			Installation	Quantity	Unit Price	Factor	=	Total	
				1.00	369.75	x	1.2870	=	475.87
75	28 31 23 00 0465	EA	Standard Sensor Base (Simplex 4098-9792)						\$303.22
			Installation	Quantity	Unit Price	Factor	=	Total	
				0.00	153.16	x	1.2870	=	0.00
			Demolition	40.00	5.89	x	1.2870	=	303.22
			20 to remove and 20 to reinstall after ceiling tile is installed						
76	28 31 23 00 1404	EA	Intelligent Addressable Beam Smoke Detector (Notifier FSB-200)						\$1,213.90
			Installation	Quantity	Unit Price	Factor	=	Total	
				0.00	1,127.17	x	1.2870	=	0.00
			Demolition	40.00	23.58	x	1.2870	=	1,213.90
			20 to remove and 20 to reinstall after ceiling tile is installed						

Subtotal for Section - 28 **\$2,090.26**

Proposal Total **\$181,217.91**

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %



Subcontractor Listing

Date: February 17, 2017

Re: IQC Master Contract #: 520-16 Area C - HIG
Work Order #: 047245.00
Owner PO #:
Title: City of Alvin - Parks Dept
Contractor: Horizon International Group, LLC
Proposal Value: \$181,217.91

Name of Contractor	Duties	Amount	%
No Subcontractors have been selected for this Work Order		\$0.00	0.00



AGENDA COMMENTARY

Meeting Date: 3/16/2017

Department: Police

Contact: Chief Robert E Lee

Agenda Item: Consider the appointment of Richard Juarez as a reserve Alvin Police Department Officer.

Type of Item: ☐ Ordinance ☐ Resolution ☐ Contract/Agreement ☐ Public Hearing ☒ Discussion & Direction

Summary: In December 2016, Richard Juarez, a three-year Officer, left Alvin Police Department to pursue a non-law enforcement career. During his tenure Juarez proved himself a capable and hardworking individual who amassed a significant number of in-service training hours during his tenure. Upon his resignation he expressed his desire to continue to serve the City of Alvin and Alvin Police Department as a reserve officer.

The Alvin Code of Ordinances Section. 15-53 (Appointment, approval and removal of members) states that “no person appointed to the police reserve force may carry a weapon or otherwise act as a peace officer until he/she has been approved by city council.”

As a reserve officer for Alvin Police Department Juarez would be subject to the same training standards and regulations as a full-time officer. In addition, he would be required to complete a minimum number of hours yearly in order to remain a reserve officer.

Staff recommends the appointment of former Alvin Police Department Officer Richard Juarez as a reserve Alvin Police Department Officer.

Funding Expected: Revenue ___ Expenditure ___ N/A ☒ **Budgeted Item:** Yes ___ No ___ N/A ☒

Funding Account: _____ **Amount:** _____ **1295 Form Required?** Yes ___ No ☒

Legal Review Required: N/A ☒ Required ___ **Date Completed:** _____

Supporting documents attached:

Recommendation: Move to approve the appointment of Richard Juarez as a reserve Alvin Police Department Officer.

Reviewed by Department Head, if applicable ☐
Reviewed by City Attorney, if applicable ☐

Reviewed by Chief Financial Officer, if applicable ☐
Reviewed by City Manager ☒



AGENDA COMMENTARY

Meeting Date: 3/16/2017

Department: Parks and Recreation

Contact: Dan Kelinske, Director of Parks & Recreation

Agenda Item: Consider a License Agreement for Exclusive Use of City Property between the City of Alvin and the Alvin Rotary Club (Frontier Day) to hold a concert at National Oak Park, April 28, 2017, 10:00AM – midnight; and authorize the City Manager to sign.

Type of Item: ☐ Ordinance ☐ Resolution ☒ Contract/Agreement ☐ Public Hearing ☐ Discussion & Direction

Summary: The Alvin Rotary Club has requested the City to issue a license agreement for the purpose of holding a fundraising event, concert (April 28, 2017) in National Oak Park to include food and alcoholic beverages and providing music and other entertainment.

The exclusive use agreement outlines operational responsibilities of the City and the Alvin Rotary Club.

Alvin Noon Rotary Club shall:

- Adhere to governmental regulations concerning the sale of food and alcohol & obtain appropriate permits.
- Fence the park area used for exclusively for the event.
- Maintain the property in clean condition.
- Adhere to City's noise ordinance and obtain appropriate sound/noise permit.
- Abide by all terms of Community Wide Event Application including insurance requirements.

The City shall:

- Provide barricades for street closure (no cost to Club).
- Waive park user fees.
- Authorize Alvin Rotary Club to sell alcoholic beverages on city property.
- Provide onsite EMS personnel and ambulance.
- Provide onsite dumpsters.
- Provide up to 12 additional picnic tables and 15 trash barrels with liners (no cost to Club).
- Provide electricity, where already furnished (no cost to Club).
- Contribute up to \$12,500 of ACVB budgeted funds for reimbursement of entertainment.
- Contribute up to \$2,500 of ACVB budgeted funds for advertising.
- Provide up to 15 hours of the Alvin Fire Marshall or Assistant Fire Marshall's time for inspection of food vendors and other Fire Safety and prevention services required by the City.

Other Information

The City has executed exclusive use agreements with the Alvin Restaurant Group (cooler build out sits on city property), Noon Lions Club (Steak of the Arts) and Alvin Sunrise Rotary (Music Fest).

March 8, 2017, staff emailed initial draft of the Exclusive Use Agreement to the Alvin Rotary Club for the 2017 Frontier Day event.

In 2016, the City spent approximately \$19,500 (labor, equipment, and other costs) for the Frontier Day event. For 2017, the City anticipates spending approximately \$21,000 (labor, equipment, and other costs).

Any reimbursements to the Alvin Rotary Club for their security expenses will only be for security services provided by the Alvin Police Department.

In 2009, city council adopted an ordinance authorizing the city to assess park user fees (equal to 10% of gross revenue derived from an event's admission fees). At the March 16, 2017 council meeting, staff will be proposing a revision to the ordinance, which would remove the 10% park user fee.

Funding Expected: Revenue ___ Expenditure ___ N/A ☒ **Budgeted Item:** Yes ___ No ___ N/A ☒

Funding Account: _____ **Amount:** _____ **1295 Form Required?** Yes ___ No ☒

Legal Review Required: N/A ___ Required ☒ **Date Completed:** 3/9/17

Supporting documents attached:

- License Agreement for Exclusive Use of City Property
- Exhibit A - Concert site map
- Community-Wide Event Application

Recommendation: Move to approve License Agreement for Exclusive Use of City Property between the City of Alvin and the Alvin Rotary Club (Frontier Day) to hold a concert at National Oak Park, April 28, 2017, 10:00AM – midnight; and authorize the City Manager to sign.

Reviewed by Department Head, if applicable ☒

Reviewed by City Attorney, if applicable ☐

Reviewed by Chief Financial Officer, if applicable ☒

Reviewed by City Manager ☒

**LICENSE AGREEMENT
FOR EXCLUSIVE USE OF CITY PROPERTY**

THIS LICENSE AGREEMENT ("Agreement") is entered into on this _____ day of _____, 2017 by and between the City of Alvin, a municipal corporation ("the City"), and Alvin Rotary Club, a Domestic Non-Profit Corporation, ("Licensee").

RECITALS:

- A. The Licensee hereby requests use of a city park for a fundraising event for the Alvin Rotary Club and agrees to abide by all rules and procedures as set forth by the City.
- B. Licensee has requested the City to issue Licensee a license for the purpose of holding a concert in conjunction with Frontier Days event in the city park known as National Oak Park, located at 118 S. Magnolia, Alvin, Texas for the purpose of providing music and other entertainment. Licensee will have exclusive use of the city park, charge admission to the public to enter the city park property and sell beer, food and other items.

NOW, THEREFORE, and subject to the terms and conditions below, the City hereby grants to Licensee the exclusive use of the city park described and defined below and, in consideration of the license granted to Licensee herein, Licensee agrees to the following:

1. Licensed Property. The licensed property consists of that city park property highlighted on the map attached as Exhibit A, (the "Licensed Property"). The Licensee accepts the property "as is" and the City makes no warranty or guarantee as to the suitability of said property for the purpose of a fundraising event involving the sale of beer and food, and providing music and other entertainment.

2. Purposes. Licensee may use the Licensed Property for the purposes stated herein and for no other purpose or use without the express written consent of the City.

3. Term of License. This License shall begin Friday, April 28, 2017, from 10:00 am until midnight.

4. Operation Requirements.

Licensee agrees to the following:

- a. Licensee shall adhere to all local, state and federal regulations concerning the sale and distribution of food and alcohol, including obtaining a food/beverage sales permit and alcoholic beverage distribution requirements and permit.
- b. Licensee shall obtain a sound and noise permit. The approval of said permit shall exempt the Licensee from the current maximum permissible sound levels outlined in Section 15-9.2 of the code of ordinances. This exemption is clearly stated in Section 15-9.4 of the code of ordinances.

- c. Licensee shall fence the entire Licensed Property area to be used for Licensee's exclusive use.
- d. Licensee qualified as a "Recognized Group" in the Community Wide Event application and shall provide security personnel for the entire time Licensee sells or distributes alcoholic beverages on Friday, April 28, 2017 beginning 10:00 am to midnight; and in accordance with all local, state and federal regulations concerning the sale and distribution of alcoholic beverages.
- e. Licensee shall provide security personnel to perform any traffic control related to the event.
- f. Licensee acknowledges the required security personnel is defined in the "Recognized Group" document to consist of a ratio of one (1) currently certified Texas peace officer to every fifty (50) patrons in the alcohol area, with City of Alvin police personnel given first consideration for paid positions. Licensee further acknowledges the Alvin Chief of Police reserves the right to establish, change or modify the amount and type of peace officers needed.
- g. Licensee shall pay the required police security and traffic control at Licensee's expense. For reimbursement of security wages of Alvin police officers, Licensee shall submit an invoice to the City within 60 days after the event. Reimbursement of security wages of Alvin police officers shall not exceed \$10,000.
- h. Licensee and its agents shall maintain the property in a reasonably clean condition, and, at the termination of the license, shall remove all equipment, refuse and any other materials brought onto the property by the Licensee and its guests.
- i. Licensee shall abide by all the terms of the Community Wide Event Application, Ordinances and/or Fees that are not excepted in this Agreement.

City agrees to the following:

- a. Authorize Licensee (TABAC permit holder) to sell alcoholic beverages on the Licensed Property during the term of the License in accordance with local, state and federal regulations concerning the sale and distribution of alcohol.
- b. Provide necessary barricades and cones for street closures at no cost to Licensee.
- c. Provide onsite EMS personnel and ambulance.
- d. Waive the Park User Fee required by Section 16½-30(c), Code of Ordinances.

- e. Provide up to 12 additional picnic tables and 15 trash barrels with liners at no cost to Licensee.
- f. Provide onsite dumpsters.
- g. Provide electricity, where already furnished, which includes electrical outlets, security lights, etc.
- h. Provide a contribution of the Alvin Convention and Visitor's Bureau (ACVB) for \$12,500 of ACVB budgeted funds for reimbursement of entertainment and up to \$2,500 of ACVB budgeted funds for advertising.
- i. Provide up to 15 hours of the Alvin Fire Marshall or Assistant Fire Marshall's time for inspection of food vendors and other Fire Safety and prevention services required by the City.

5. Qualifications of Licensee. Licensee shall be qualified to perform all activities described in the Recitals and shall perform all activities in compliance with applicable laws and regulations.

6. Indemnification and Insurance. Licensee shall defend, indemnify and hold harmless the City, its officers, agents, employees, successors and assigns from any and all claims, losses, costs, damages, expenses and liabilities, including reasonable attorneys' fees, for or from loss of life or damage or injury to any person or property of any person or entity, including, without limitation, the agents, officers, employees, invitees and licensees of the City, arising out of, connected with or incidental to, either directly or indirectly, Licensee's negligent use of, construction on, or maintenance of the Licensed Property during the term of this License by Licensee, its employees, agents, contractors and subcontractors, licensees or invitees or the exercise by Licensee of any of its rights or the performance by Licensee of any of its obligations. Licensee shall not interfere with or damage existing utility facilities or City infrastructure, on, off, under, or near the Licensed Property, and shall indemnify and reimburse the City for any damages, costs, expenses or liabilities resulting from Licensee's damage or interference therewith. The indemnity obligation contained in this Section shall survive the expiration or earlier termination of this License. In no event, however, shall the foregoing agreement to defend, indemnify and hold harmless the City be deemed to extend to any liability for any environmental condition of the Licensed Property.

Licensee shall, at its own expense, defend the City in all litigation, pay all reasonable attorneys' fees, reasonable damages, court costs and other reasonable expenses arising out of such litigation or claims incurred in connection therewith; and shall, at its own expense, satisfy and cause to be discharged such judgments as may be obtained against the City, or any of its officers, agents or employees, arising out of such litigation.

Licensee shall not cause or permit any mechanic's or similar liens to be filed against City's property arising from any work done by Licensee, and Licensee hereby agrees to and shall indemnify and defend and hold harmless CITY with respect to any such lien or claim (including any attorneys' fees incurred by City in connection with any such lien or claim). If any mechanic's lien or other lien shall be created or filed against City's property by reason of labor performed by or materials

furnished to Licensee, then Licensee shall, within ten (10) days thereafter, at Licensee's sole cost and expense, cause such lien or liens, together with any notices of intention to file mechanic's liens that may have been filed with respect thereto, to be satisfied or discharged of record.

Licensee shall take out and maintain at its own expense during the term of this License, Comprehensive General Liability insurance, wherein the City is named as an additional insured, as shall protect itself, the City, and any entity performing work covered by this License from claims for damage for personal injury, disease, illness or death, including accidental death, as well as from claims for property damages which may arise from operations under this License, whether such operations be by itself or by any entity or by anyone directly or indirectly employed by either of them. The Comprehensive General Liability insurance policy shall have limits of liability of not less than One Million Dollars (\$1,000,000.00) applicable to the liability assumed by Licensee under this Section 5. Licensee shall provide the City Manager for the city of Alvin, Texas, with a copy of its Certificate of Insurance at the time of execution of this License.

All insurance required hereunder shall be effected under valid and enforceable policies issued by insurers of recognized responsibility authorized to do business in the State of Texas, and shall contain a provision whereby the insurer agrees not to cancel the insurance without ten (10) days prior written notice to the City Manager, 216 W. Sealy, Alvin, TX 77511.

7. Events of Default. Each of the following, without limitation, shall constitute an event of default by Licensee:

- a. Licensee fails to keep, perform and observe any promise or agreement contained in this License; or
- b. Any lien is filed against the Licensed Premises because of any act or omission of Licensee.

7.1. Upon the occurrence of any of items (a) through (b) of Section 7, the City may, at its option, exercise any one or more of the following rights and remedies:

- a. deny access to the Licensed Property; or
- b. terminate this License Agreement; or
- c. Exercise any and all additional rights and remedies that the City may have at law or in equity.

7.2. No waiver by the City at any time of any of the terms or conditions of this License Agreement shall be deemed or taken as a waiver at any time thereafter of the same or any other terms or condition herein or of the strict and prompt performance thereof.

No delay, failure or omission of the City to take or to exercise any right, power, privilege or option arising from any default, or subsequent acceptance of any fee then or thereafter accrued shall impair or be construed to impair any such right, power, privilege or option to waive any such default or relinquish thereof, or acquiescence therein and no notice by the City shall be required to restore or revive any option, right, power, remedy or privilege after waiver by the City of default in one or more instances.

No waiver shall be valid against the City unless reduced to writing and signed by an officer of the City duly empowered to execute same.

- 7.3. Except as otherwise provided herein, neither the City nor Licensee shall be deemed to be in default or breach of this License Agreement by reason of failure to perform any one or more of its obligations hereunder if, while and to the extent that such failure is due to acts of God, acts of government authority, or any other circumstances for which it is not responsible and which are not within its control; provided that Licensee's obligation to pay fees, additional fees, charges or other money payments required by this License Agreement which have been incurred prior to the force majeure event or following its cessation shall continue.

8. Compliance with Laws. Licensee shall comply with local, state, and federal laws, regulations, ordinances and orders governing the Licensed Property and the activities authorized hereunder, and shall obtain all necessary permits from the City prior to commencement of the activities authorized hereunder.

9. Safety Measures. Licensee shall fence, barricade or take such other measures as are necessary or appropriate to protect the general public from any danger posed by Licensee's activities or Licensee's property under this License. Licensee shall also take measures to protect existing City infrastructure on the property, including but not limited to sidewalks, water and sewer lines, water meters and other utilities.

10. Taxes and Other Charges. Licensee agrees to timely pay all taxes, if applicable, and any other charges or expenses attributable to Licensee's activities.

11. Surrender of Premises and Title to Improvements. Licensee shall release to the City possession of the Licensed Property on the time prescribed of this License, whether such cessation be by revocation, termination, expiration or otherwise, promptly and in good condition.

Prior to such surrender of the Licensed Property, Licensee shall restore and repair any and all damage to the Licensed Property caused by, related to or resulting from Licensee's operations thereon, normal wear and tear excepted.

12. Entire Agreement. This License constitutes the entire agreement between the parties as of the date hereof. Any provisions of prior licenses, agreements or documents which conflict in any manner with the provisions of this License are hereby specifically declared void and of no effect.

13. City's Right of Entry. The City of Alvin, its officers and employees, shall be entitled to enter the Licensed Property at any time for all reasonable purposes, including, without limitation, inspection of the Licensee's activities hereunder.

14. Licensing Fee. Licensee shall pay a one-time licensing fee of One Dollar (\$1.00).

15. Right to Assign or Sublet. This License may not be assigned to any person or group, nor sublet in any part for any purpose without written consent from the City.

16. Amendments. Amendments and alterations to this License shall be in writing and directed to the below addresses by hand delivery or via first class U.S. Mail.

To the City of Alvin:

City Manager
216 W. Sealy
Alvin, TX 77511

To the Licensee:

Name: Alvin Rotary Club

Address: P.O. Box 1345
Alvin, TX 77511

Contact Person: Scott Helpenstill
Phone: 281-900-4781

IN WITNESS WHEREOF, the parties hereto have caused this License to be executed as of the date first set forth above.

CITY OF ALVIN

By: _____
Sereniah Breland, City Manager

Date: _____

The undersigned hereby agrees and consents to the terms and conditions of this License, and further states that she/he has authority to sign on behalf of the Licensee.

Signature: _____

Title: Frontier Day Marshal, Alvin Rotary Club

Print Name: Scott Helpenstill

Date: _____

Attachment: Exhibit A [map]

Noon Rotary Concert

Friday, April 28, 2017 10AM—Midnight

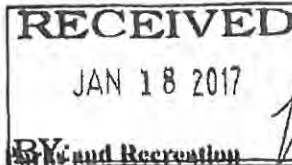




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CITY OF ALVIN

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COMMUNITY WIDE EVENT APPLICATION

Contact Person / Safety Liaison

The Requesting Entity shall designate one "Contact Person" as their sole designated Liaison between the City of Alvin and the Requesting Entity throughout the submittal and event process unless a Safety Liaison (SL) is listed on this document, then both shall act on behalf of the Requesting Entity

The City recommends designating a Safety Liaison (SL) on behalf of the Requesting Entity as this individual shall be expected to attend any/all safety planning meetings with City of Alvin personnel, speak and act on behalf of the Requesting Entity in these meetings as well as ensure compliance with any/all directives from the City of Alvin and/or other governing entities

ACTIVITY/EVENT: Frontier Day

SPONSORING AGENCY: Alvin Noontime Rotary

DATE(S) OF EVENT: April 28, 29th 2017

TIME OF EVENT: From 6:30 AM To 10:30 AM
(Please include set-up and take-down time)

PURPOSE OF ACTIVITY/EVENT: Fundraiser / civic event / parade

REVENUE GENERATED: YES ☒ NO ☐

PURPOSE OF REVENUE: Give back to community thru multiple

CONTACT PERSON: Scott Helpenstiel

CONTACT ADDRESS: [Redacted]

CITY: Cirepo! STATE: TX ZIP: 77577

HOME PHONE: 2 MOBILE: [Redacted]

E-MAIL: [Redacted] FAX: ---

*SAFETY LIAISON: Neal Stanton

HOME PHONE: --- MOBILE: [Redacted]

E-MAIL: --- FAX: ---



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CITY OF ALVIN

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Parks and Recreation

COMMUNITY WIDE EVENT APPLICATION

**CARNIVAL AND FAIR
OPERATIONAL PERMIT
REQUESTED:**

YES ☒ NO ☐

IF YES: A permit shall be required AND available on site for all events where a carnival and/or fair will be hosted. All mechanical rides require post set-up inspections by the Alvin Fire Marshal's Office prior to any patron ridership.

*see attached fee structure for pricing

*see attached permit application

**ALCOHOLIC BEVERAGE
SALES/DISTRIBUTION:**

YES ☒ NO ☐

IF YES: Only available to Recognized Groups

*see Benefits and Governance of the Recognized Group

ROAD CLOSURES:

YES ☒ NO ☐

Right of way agreement

Parade Route

Road Closure Permit

IF YES: A detailed map of the street(s) must accompany this document as part of the Site Plan.

TIME OF CLOSURE(S):

From: _____ To: _____

Please note that all street closures must be approved by Alvin City Council AND the Public Safety Agency(s) who maintain jurisdiction of same. Furthermore, the requesting entity may be required to provide notice of street closures to affected businesses and residences.

SECURITY:

YES ☒ NO ☐

IF YES: City of Alvin Police Chief or his/her designee shall determine quantity and type of Alvin Police Personnel to deploy based on the overall scope and nature of the community wide event.

INSURANCE:

YES ☒ NO ☐

General Liability Insurance is required by the City of Alvin up to \$1,000,000. A Certificate of Insurance shall be submitted along with this application naming the City of Alvin as an additional insured for the date(s) of event.



CITY OF ALVIN

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Parks and Recreation

COMMUNITY WIDE EVENT APPLICATION

REFUSE / RECYCLING COLLECTION:

The Requesting Entity is responsible for the overall cleanliness of the grounds during and after the Community Wide Event. **RECYCLING** is preferred in addition to general trash collection. Existing trash cans at the park(s) may be used, but if additional cans are needed, the Requesting Entity shall submit in writing the quantity desired, along with this application. Every effort shall be made to meet the request. Trash/Recycle bins shall not be allowed to overflow AND all trash/recycling resulting from the event shall be collected from individual containers, suitably centralized on site and removed from the premises on/by the first business day following the last day of the event. General trash/recycling collection and disposal shall be at the sole obligation and cost of the Requesting Entity. To obtain dumpsters/large bulk trash/recycling receptacles please contact the City of Alvin waste disposal contractor, Progressive Waste Solutions, (281) 331-0810.

ADVERTISING & PROMOTIONS:

Please attach an abbreviated copy of your activity/event marketing plan. The City of Alvin reserves the right to pre-approve all forms of advertising relative to activities/events conducted at municipal facilities.



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CITY OF ALVIN

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Parks and Recreation

COMMUNITY WIDE EVENT APPLICATION PARK RULES

- Parks hours are 6:30 a.m. to 10:30 p.m.
- Glass bottles and containers are prohibited.
- Overnight camping in city parks is prohibited without approval from the Parks Director.
- No livestock in the park, except as specially permitted.
- All animals must be on a leash no longer than 6 ft. and under the direct control of its owner.
- Pet owners must properly dispose of their pet's waste.
- Picnic areas are on a first come, first serve basis unless the area has been reserved in the Parks office.
- Renters of Parks are responsible for any damages that they, their vendors or event attendees may cause.
- The selling of food, drink or other commodities on park property is prohibited without proper permits.
- Consuming, possessing, or selling alcoholic beverages of any kind is prohibited, except as specially permitted.
- Carrying or discharging any firearms, fireworks or weapons of any kind is prohibited.
- To damage, disturb, deface, vandalize or remove any tree, plant, shrub, rock, or structure/apparatus of any kind is prohibited.
- All garbage must be deposited in the proper trash receptacles.
- Speaking in an abusive, threatening, insulting or indecent manner to others is prohibited.
- Parking is only allowed in the designated parking areas.
- No overnight parking between the hours of 10:30 p.m. and 6:30 a.m.
- No motor vehicles are allowed on walking trails or property, except as specially permitted.
- No loud music.
- Open camp fires are prohibited in any of the city parks without approval from the Parks Director.
- Dumping of hot coals after barbequing is prohibited.
- Appropriate attire required.
- Police have the authority to stop any event or gathering that they deem to be out of control.
- Skateboarding, BMX freestyle biking, Rollerblading and Roller Skating are strictly prohibited from using any park structures to perform tricks or jumps except in the designated Alvin Skate Park located in National Oak Park.
- Skateboarding, BMX freestyle biking, Rollerblading and Roller Skating are permitted to use the hike and bike trail systems for access to the Skate Park

These rules and regulations are adopted pursuant to authority granted by Sec 16% - 22, Code of Ordinances, City of Alvin. Any person who violates these regulations will be subject to penalties prescribed by law. For reservations, call Parks and Recreation at 281-388-4299

Ex. A. to Ord. 12-X

Amended April 4, 2013

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CITY OF ALVIN

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Parks and Recreation

COMMUNITY WIDE EVENT APPLICATION

Please review the items listed below carefully. As the Requesting Entity, you will be responsible for obtaining and having in your possession at the event site, all required permits and permissions. This will ensure your event is carried out compliantly and safely.

FOOD/BEVERAGE SALES/
DISTRIBUTION PERMIT
REQUESTED:

YES (☒) NO ()

IF YES: ALL food and beverage vendors must obtain an individual food and beverage permit AND have it on display during the event.

*see attached fee structure for pricing

*see attached permit application and rules

TENT STRUCTURE

PERMIT REQUESTED: YES (☒) NO ()

IF YES: A permit shall be required AND available on site for all temporary membrane structures AND tent/canopy structures in excess of 700 square feet or having an occupant load of 50 or more persons. A post set-up inspection is required by the Fire Marshal's Office prior to occupying the structure to ensure compliance.

*see attached fee structure for pricing

*see attached permit application

SOUND & NOISE

PERMIT REQUESTED: YES (☒) NO ()

IF YES: A permit shall be required AND available on site for all events where music and/or sound is produced, whereas the music or sound can be heard on the streets or neighboring premises to the annoyance or inconvenience of a reasonable person having normal nervous sensibilities and being of ordinary tastes, habits and modes of living.

*see attached fee structure for pricing

*see attached permit application



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Parks and Recreation

COMMUNITY WIDE EVENT APPLICATION

TEMPORARY SIGNS: YES () NO ()

If Yes: Sec. 17 ½ - 59 Special event signs applies.

(a) *On private property.* Temporary signs that direct the public to, or advertise, an event of civic interest, such as parades, organized holiday festivities, special events on behalf of charitable organizations, and the like are allowed on private property provided that:

- (1) Such signs do not exceed thirty-two (32) square feet in area for business establishments and sixteen (16) square feet for residential properties; and
- (2) Signs are erected only for a time period not to exceed thirty (30) days before and three (3) days after the event.

RESTROOM FACILITIES:

The Requesting Entity shall pay the City of Alvin any cost associated with providing restroom facilities. Where applicable, the portable restroom will be used and any additional temporary restroom facilities, herein called Port-O-Cans, will be used as supplemental facilities.

*see attached fee structure for pricing

PARK RENTAL:

Based on the location of the Community Wide Event, amenities and services may vary. The Requesting Entity shall be responsible to adhere to the Park Rules where applicable based on permitted use.

*see attached fee structure for pricing

*see attached Park Rules

SITE PLAN:

This document acts as a visual guide showing locations of pertinent structures, event/public parking, activity areas, vendor locations, refuse collection area, etc.

*Requested road closure map shall accompany this document.



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Parks and Recreation

COMMUNITY WIDE EVENT APPLICATION

Fee Structure for City of Alvin Permits and Services

Park Usage/Pavilion Rental

Under normal conditions, \$40 per hour
electricity and water included (where
available)

Portable Restroom

\$300 first day, \$75 each additional day
Women's side may serve up to 600 / 8 hour
Men's side may serve up to 600 / 8 hour

Port-O-Cans

market rate
currently estimated \$139/each
may serve up to 300 / 8 hour

***Site Restoration Refundable Deposit**

0-50 participants, \$150
51-499 participants, \$350
500+ participants, \$500

Temporary Food Permit

\$50 per food vendor

***Carnival and Fair Operational Permit**

\$50.00

Noise Permit

FREE

Temporary membrane structures

\$200.00

Any tent or canopy in excess of 700 sq feet
or having an occupant load of 50 or more
persons

\$100.00

***Non-waivable fees.**



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Parks and Recreation

COMMUNITY WIDE EVENT APPLICATION

INDEMNITY AGREEMENT

1) As a condition of a Permit being issued, the Applicant acknowledges that he/she has voluntarily applied for a Community Wide Event Application Event permit that in consideration of the privileges associated therewith, Applicant agrees to PROTECT, INDEMNIFY and HOLD HARMLESS, the City, its officers, agents and employees, from and against suits, actions, claims, losses, liability or damage of any character, and from and against costs and expenses including attorney fees incidental to the defense of such suits, actions, claims, losses, damage or liability on account of injury, death or otherwise, to any person or damage to any property, arising from any negligent act, error or omission of the undersigned, its officers, employees or agents, arising out of, resulting from, or caused by any act occurring as a result of the exercise of the privileges granted by this permit.

2) APPLICANT AGREES THAT THIS INDEMNITY AGREEMENT IS INTENDED TO BE AS BROAD AND INCLUSIVE AS IS PERMITTED BY THE LAWS OF THE STATE OF TEXAS, AND THAT IF ANY PORTION IS HELD INVALID, THEN IT IS AGREED THAT THE BALANCE SHALL, NOTWITHSTANDING, CONTINUE IN FULL LEGAL FORCE AND EFFECT.

3) This indemnity agreement contains the entire agreement of the undersigned and the City of Alvin, Texas, and may not be modified or altered without the express written consent of the City of Alvin.

4) This indemnity agreement is interpreted by Texas law and is performable for all purposes in the County of Brazoria, State of Texas.

AFFIDAVIT OF APPLICANT/REQUESTING ENTITY:

I certify that the information contained in the Community Wide Event Application is true and correct to the best of my knowledge and belief, that I understand, and agree to abide by all the regulations, provisions and rules governing Community Wide Events as set forth by the City of Alvin. That I understand that this Application is made subject to the rules and regulations established by the Alvin City Council. I have read the entire Application and agree to abide by these rules and further certify that, on behalf of the organization, I am authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the Event to the City of Alvin. I further agree that the organization shall not discriminate against any person or persons because of race, age, gender, religion, color, national origin, sexual orientation, or disability.

Applicant: J. Scott Hebert
Marshall
 Title (Print or type)

Date of Application: 1-18-17
[Signature]
 Signature of Applicant (Event Organizer)



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Parks and Recreation

RECOGNIZED GROUP

Definition

A "Recognized Group" shall be defined as the City of Alvin or a Civic organization comprised of people who join together to provide a service or services to the Alvin community, having a non-profit 501(c) status as deemed by the Internal Revenue Service, being located or having a local chapter within the city limits of Alvin AND having a local chapter budget where the majority of fundraising proceeds are used to benefit the community in the Alvin area.

Benefits and Governance

In addition for consideration of fee waivers outlined in the Community Wide Event Application, a "Recognized Group" may be permitted to furnish, sell and distribute alcohol on City of Alvin owned property, except where otherwise prohibited, under the following provisions:

- All vendors of alcoholic beverages have obtained a permit or proof of submittal for permit from the Texas Alcohol and Beverage Commission Texas Alcoholic Beverage Commission (TABC). Actual issued permit must be on display for each vendor on the date(s) of the event.

1521 Eugene Helman Circle, Suite 111
Richmond, TX 77469
Phone: 281-239-2607

- The Recognized Group has received the Permit to Proceed from the City of Alvin
- No one under 21 years of age is allowed to consume alcohol
- Alcohol sales/consumption area shall contain a secure boundary surrounding the perimeter of the area, providing a single entrance/exit which is staffed at all times by a person(s) over 18 years of age working on behalf of the Recognized Group to enforce a visual identification system to clearly and consistently identify persons under the age of 21 for purposes to curtail under age persons from being served or consuming alcohol.
- All vendors shall follow State and Local governance concerning sales, distribution and consumption of alcoholic beverages
- The Recognized Group shall provide security at the sole expense of the recognized group. Security personnel shall consist of a ratio of one (1) currently certified Texas peace officer to every fifty (50) patrons in the alcohol area, with City of Alvin police personnel given first consideration for paid positions. The City of Alvin Chief of Police reserves the right to establish, change or modify the amount and type of peace officers needed. To schedule Alvin Police officers please contact the office of the Chief of Police at 281-585-7101



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CITY OF ALVIN

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Parks and Recreation

RECOGNIZED GROUP

Application

For consideration as a "Recognized Group" please provide all requested documents and submit to the Alvin Parks and Recreation Department, email: mgrigsby@cityofalvin.com, fax: 281-331-7516, mail/in person: 1100 W. Highway 6 Alvin, TX 77511. The application process may take up to sixty (60) days from the date this application is received. The president or his/her designee may be required to attend a meeting(s) with City of Alvin staff and/or elected officials during this application process.

Group/Organization Name: Alvin NoonTime Rotary Club

Contact Person on behalf of the Group: Scott Helperstills

Home Phone: _____ Mobile Phone: 281 900-4781

Email Address: Helperstills@gmail.com

- List of Current Board of Directors listing name, title, address, phone, email.
- Letter of explanation including why petitioning group is seeking "Recognized Group" status AND explain the percentage of revenue from fundraising efforts and the local impact to the Alvin Community
- Proof of 501(c) status. Acceptable forms of proof include: Texas Sales and Use Tax Exemption Certification, letter from the State of Texas Comptroller of Public Accounts or a letter from the IRS.
- City of Alvin reserves the right to request any additional information beyond what is listed



AGENDA COMMENTARY

Meeting Date: 3/16/2017

Department: Parks and Recreation

Contact: Dan Kelinske, Parks & Recreation Director

Agenda Item: Consider Ordinance 17-I; modifying Chapter 16 ½ - 30 (c) Park User Fees in the Code of Ordinances, by removing item (c) eliminating the requirement of the City to collect ten (10) percent of gross revenue derived from admission fees as well as eliminate the Parks and Recreation Director to require certain methods of accounting for paid admission; providing an effective date; and related matters.

Type of Item: ☒ Ordinance ☐ Resolution ☐ Contract/Agreement ☐ Public Hearing ☐ Discussion & Direction

Summary: Chapter 16 ½ - 30 (c) of the Park User Fee code of ordinances states: “In the event a participation or admission fee is charged by any person for any activity using park grounds or facilities, then the user fee applicable thereto shall be ten (10) percent of the gross revenue derived from participation and admission fees, plus the park user fee established by the city council, if any. The parks director shall require the use of consecutively numbered admission tickets, recording cash registers or other reasonable methods to ensure accurate accounting of receipts and revenues derived from such activities.”

This section of the ordinance was adopted in March, 2009. The City has not historically enforced this section of the code of ordinance for events that charge admission fees. As a result, staff is requesting that city council remove Chapter 16 ½ - 30 (c) from the Parks and Recreation code of ordinance. Removing this section would eliminate the need for fee waiver variances and would also incentivize organizations to continue to host events in the City.

Events held on City owned property that have charged admissions include: Music Fest, Steak of the Arts and Frontier Day, State softball tournaments.

Funding Expected: Revenue ___ Expenditure ___ N/A X **Budgeted Item:** Yes ___ No ___ N/A X

Funding Account: ___ **Amount:** ___ **1295 Form Required?** Yes ___ No ___

Legal Review Required: N/A ___ Required X **Date Completed:** 3/9/17

Supporting documents attached:

- Ordinance 17-I

Recommendation: Move to approve Ordinance 17-I; modifying Chapter 16 ½ - 30 (c) Park User Fees in the Code of Ordinances, by removing item (c) eliminating the requirement of the City to collect ten (10) percent of gross revenue derived from admission fees as well as eliminate the Parks and Recreation Director to require certain methods of accounting for paid admission; providing an effective date; and related matters.

Reviewed by Department Head, if applicable ☒
Reviewed by City Attorney, if applicable ☐

Reviewed by Chief Financial Officer, if applicable ☒
Reviewed by City Manager ☒

ORDINANCE NO. 17-I

AN ORDINANCE AMENDING CHAPTER 16 ½ PARKS AND RECREATION, OF THE CODE OF ORDINANCES, CITY OF ALVIN, TEXAS, FOR THE PURPOSE OF DELETING A PROVISION OF THE PARK USER FEES; AND SETTING FORTH OTHER PROVISIONS RELATED THERETO.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS:

Section 1. That the Code of Ordinances, City of Alvin, Texas, Chapter 16 ½, Parks and Recreation, is hereby amended by deleting the section regarding Park User Fees, to read as follows:

"Chapter 16 ½

Parks and Recreation

...

Sec. 16½-30. - Park user fees.

- (a) Fees and charges for park concessions, rentals, admissions, vending licenses and permits, as well as athletics and recreation classes sponsored by department (collectively denoted "park user fees") shall be established by the city council. A copy of the schedule of park user fees shall be maintained for public inspection both in the office of the city clerk and the office of the parks director.
- (b) It shall be the responsibility of the parks director to submit to the city council, as appropriate, revisions to the schedule of park user fees. The city council may act upon any such submittal by motion.
- (c) ~~In the event a participation or admission fee is charged by any person for any activity using park grounds or facilities, then the user fee applicable thereto shall be ten (10) percent of the gross revenue derived from participation and admission fees, plus the park user fee established by the city council, if any. The parks director shall require the use of consecutively numbered admission tickets, recording cash registers or other reasonable methods to ensure accurate accounting of receipts and revenues derived from such activities.~~
- (d) Park facilities may, if available, be used as election day polling places by political subdivisions of the state. In lieu of the applicable fee established by the city council, the user shall reimburse the city for the cost of providing department staff for duty during the time that the park facility is used. Cost will be calculated based on the actual staff salary cost excluding employee fringe benefits.
- (e) The parks director, by regulation, shall establish uniform procedures relating to reservations, deposits and the manner for paying park user fees.
- (f) The parks director may waive park user fees for any city-sponsored or cosponsored function or event. For purposes of this subsection, the parks director is authorized to declare "city sponsorship."

...

Section 2. Severability. If any provision of this ordinance or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared to be severable.

Section 3. Code of Ordinances. It is the intention of the Council that this ordinance shall become a part of the Code of Ordinances of the City of Alvin, Texas, and may be renumbered and codified therein accordingly.

Section 4. Effective Date. This ordinance shall take effect immediately after its passage and publication in accordance with the provisions of *Chapt. 52, Tex. Loc. Gov't. Code, and the City of Alvin Charter*.

Section 5. Open Meetings. It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act.

PASSED AND APPROVED on first and final reading on the _____ day of _____, 2017.

ATTEST:

CITY OF ALVIN, TEXAS:

By: _____
Dixie Roberts, City Clerk

By: _____
Paul A. Horn, Mayor