

**MINUTES
CITY OF ALVIN, TEXAS
216 W. SEALY STREET
CITY COUNCIL REGULAR MEETING
AND EXECUTIVE SESSION
THURSDAY, OCTOBER 19, 2023
7:00 PM**

CALL TO ORDER

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

Staff members present: Junru Roland, City Manager; Suzanne Hanneman, City Attorney; Dixie Roberts, Assistant City Manager/City Secretary; Michelle Segovia, City Engineer; Brandon Moody, Director of Public Services and Todd Arendell, Police Captain.

INVOCATION AND PLEDGE OF ALLEGIANCE

Darren Shelton, APD Chaplain, gave the invocation. Council member DeKeyzer led the Pledge of Allegiance to the American Flag. Council member Garivey led the Pledge to the Texas Flag.

PRESENTATION

Proclamation - declaring November 2023 as Alzheimer's Awareness Month.

Mayor Pro Tem Vaughn proclaimed the month of November as Alzheimer's Awareness Month and formally issued the proclamation to Mary Pat Carrol and representatives of The Gathering Place Interfaith Ministries in attendance.

Proclamation - declaring the week of October 22 - 28, 2023 as Alvin Police Department Chaplain's Week.

Mayor Pro-Tem Vaughn proclaimed the week of October 22-28, 2023, as Alvin Police Department Chaplain Week and formally issued the proclamation to Chaplains and APD Staff members in attendance.

Alvin Historical Museum Update - Tom Stansel.

Mr. Tom Stansel and Ms. Donna Starkey presented an update on the current activities and operations of the Alvin Museum.

PUBLIC COMMENT

There were no comments from the public.

CONSENT AGENDA

Consider approval of the September 21, 2023 City Council meeting minutes.

Consider approval of the September 25, 2023 Special City Council meeting minutes.

Consider an Engineering Services Agreement with Adico Consulting Engineers, LLC., in an amount not to exceed \$664,000 for engineering design services for the 2024 Concrete Pavement and Drainage Project - Hood Street; and authorize the City Manager to sign the agreement upon legal review.

The FY 2023-24 Concrete Pavement and Drainage Project consists of the removal and replacement of all concrete pavement, curb and gutters, storm sewer inlets, and driveway approaches along Hood Street from Sealy Street to South Street.

The Engineering Services Agreement being considered will provide a topographic survey, condition assessment of the storm and sanitary sewer systems, geotechnical study, preliminary and final engineering design, bid phase services, construction phases services and complete plan set with bid package for this important roadway infrastructure Capital Improvement Plan (CIP) project. It is proposed that design services culminating in a final bid package will be complete and ready to bid in May 2024.

Funding will come from the Sales Tax Street Improvement Fund. Staff recommends approval of this Agreement.

Consider an Engineering Services Agreement with Freese and Nichols, Inc. in an amount not to exceed \$145,000 for engineering design services for the 2024 Water Master Plan Update; and authorize the City Manager to sign the agreement upon legal review.

The Engineering Services Agreement being considered will provide an update to the Water portion of the City's 2015 Utility Master Plan. It is proposed that design services culminating in the 2024 Water Master Plan Report, will be complete in a period of ten months. This study was approved in the FY 2024 budget and will be funded from the Utility Project Fund. Staff recommends approval of this Agreement.

Acknowledge receipt of the 2022 Kendall Lakes Tax Increment Reinvestment Zone Number Two Annual Report.

The Kendall Lakes development has a Tax Increment Investment Zone (TIRZ) covering the entire development. A TIRZ is utilized by cities and developers as a way to fund infrastructure inside a development. A TIRZ issues bonds to cover the costs and is reimbursed by the ad valorem (property) taxes collected. Currently no bonds have been issued as the developer is covering infrastructure costs until sufficient development is on the ground to support bond financing. The TIRZ is governed by a board appointed by City Council. The Board works closely with staff and a Zone Administrator to conduct and record all the business activity. The annual report shows the budget, revenues, expenditures, and development activity. The Board approved the report at their meeting held on September 18, 2023. The State of Texas requires the City Council to formally acknowledge receipt of the report and then staff will file all the necessary documentation with the State of Texas. Staff recommends acknowledging receipt of the 2022 Kendall Lakes TIRZ Report.

Consider Resolution 23-R-33, removing and adding certain authorized representatives of the City to complete the necessary transactions in connection with the TexPool Investment Accounts; and providing for other related matters thereto.

This Resolution updates various City Officials on the City of Alvin Texpool Investment Account, effective November 2, 2023.

Texpool Investment Pool

Add: Kara Evans, Controller (Authorized Rep)

Add: Sokheng Thou, Accountant (Inquiry Only)

Remove: Christine Turner, Controller (former employee), Michael Higgins, Administrative Services Director (resignation effective 11/2/23)

Consider Resolution 23-R-34, updating the designation of persons authorized to act on behalf of the City of Alvin in connection with TexSTAR.

This Resolution removes Michael Higgins, Chief Financial Officer, and authorizes Kara Evans, Controller, as an "Authorized Representative" and authorizes Sokheng Thou as an "Inquiry Only" Representative on all current TexSTAR accounts, effective 11/2/2023. TexSTAR is an investment service for local governments. Staff recommends approval of Resolution 23-R-34.

Consider Resolution 23-R-35, updating the designation of persons authorized to act on behalf of the City of Alvin in connection with Texas CLASS (Texas Cooperative Liquid Assets Security System) Trust.

This Resolution removes Michael Higgins, Chief Financial Officer, and Paul Horn, Mayor, as authorized representatives on all current Texas Class accounts, effective November 2, 2023. In addition, this Resolution adds Gabe Adame, Mayor, and Kara Evans, Controller, as "Authorized Representatives" on all current Texas Class accounts and approves Sokheng Thou, Accountant I, to have authorized "Read Only" access. Texas Cooperative Liquid Assets Securities System Trust (Texas Class) is a local government investment pool. Staff recommends approval of Resolution 23-R-35.

Consider Resolution 23-R-36, updating certain officers of the City of Alvin for the City of Alvin bank accounts.

This Resolution updates various City Officials as authorized signers and limited signers to the City of Alvin bank accounts, effective November 2, 2023.

Account # XXX0295 Operating Account

Remove Michael Higgins, Dir. of Adm. Svcs

Account # XXXXXX7428 Utility Billing

Remove Michael Higgins, Dir. of Adm. Svcs

Account # XXXXXX4433 TIRZ-Kendall Lakes

Remove Michael Higgins, Dir. of Adm. Svcs

Account # XXXXX9224 EMS/Medicare

Remove Michael Higgins, Dir. of Adm. Svcs

Staff recommends approval of Resolution 23-R-36.

Consider Resolution 23-R-37, authorizing changes to Authorized Representatives for Local Government Investment Cooperative ("LOGIC"); and providing an effective date.

The Local Government Investment Cooperative (LOGIC) is an investment pool that is currently used by the City of Alvin. This Resolution amends the Authorized Representatives for the account, effective November 2, 2023. Michael Higgins, Director of Administrative Services, will be removed as an "Authorized Representative." Junru Roland, City Manager, and Dixie Roberts, Asst. City Manager, will remain "Authorized Representatives." Kara Evans, Controller, will be added as an "Authorized Representative", and Sokheng Thou, Accountant I, will be added as an "Inquiry Only Representative" to obtain account information.

Consider the resignation of Jennifer Ahlbaum from the Charter Review Commission.

Jennifer Ahlbaum tendered her resignation from the Charter Review Commission on October 12, 2023. At this time, a replacement is not recommended, as the Charter Review Commission has almost completed their review of the Charter.

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

OTHER BUSINESS

Consider Resolution 23-R-38, designating one representative and one alternate representative to the Houston-Galveston Area Council (H-GAC) General Assembly for 2024.

HGAC's bylaws provide that each Home Rule City member with a population under 99,999 as of the latest (2020) Federal Census, is entitled to designate one representative and one alternate to serve in the H-GAC General Assembly. The two designees must be elected officials of Alvin's governing body. Each year, the City Council is asked to appoint elected officials to serve as members of this assembly. Appointments must be made by October 30, 2023. Appointees are asked to represent the city and county whom they represent at monthly meetings held typically at the HGAC offices in Houston. City Council is tasked with appointing two (2) members of City Council to serve in the 2024 Assembly; one (1) representative, and one (1) alternate.

Prior year appointments:

2023: Council member Vela (representative); Council member Moore (alternate)

2022: Council member Vela (representative); Council member Castro (alternate)

2021: Council member Castro (representative); Council member Vela (alternate)

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

Council member Garivey moved to approve Resolution 23-R-38, designating Council member Vela to serve as the representative and Council member DeKeyser to serve as the alternate representative on the H-GAC General Assembly for 2024. Seconded by Council member Starkey; motion carried with all members present voting Aye.

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

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

REPORTS FROM THE CITY MANAGER

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

Mr. Junru Roland announced items of community interest; and he reviewed the preliminary list for the November 2nd, 2023, City Council Meeting.

ITEMS OF COMMUNITY INTEREST

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

EXECUTIVE SESSION

Mayor Pro-Tem Vaughn called for an Executive Session at 7:41 p.m. in accordance with the following:

Section 551.072 of the Local Government Code provides as follows: Deliberation regarding the purchase, exchange, lease, or value of real properties.

RECONVENE TO OPEN SESSION

Mayor Pro-Tem Vaughn reconvened the meeting to open session at 8:15 p.m.

ADJOURNMENT

Mayor Pro-Tem Vaughn adjourned the meeting at 8:15 p.m.

PASSED and APPROVED the 2nd of November, 2023.

ATTEST:

Gabe Adame, Mayor

Dixie Roberts, City Secretary