

**MINUTES
CITY OF ALVIN, TEXAS
216 W. SEALY STREET
CITY COUNCIL REGULAR MEETING
THURSDAY, JUNE 20, 2024
7:00 PM**

CALL TO ORDER

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

Staff members present: Junru Roland, City Manager; Suzanne Hanneman, City Attorney; Dixie Roberts, Assistant City Manager/City Secretary; Chris Thomas, Director of Administrative Services; Dan Kelinske, Parks and Recreation Director; Michelle Segovia, City Engineer; Brandon Moody, Director of Public Services; Paul Chavez, Economic Development Director, and Robert E. Lee, Police Chief.

INVOCATION AND PLEDGE OF ALLEGIANCE

Pastor Eric Garcia with Faith Assembly of God gave the invocation. Council member Starkey led the Pledge of Allegiance to the American Flag. Council member Garivey led the Pledge to the Texas Flag.

PRESENTATIONS

Parks & Recreation Month Proclamation; July 2024.

Mayor Adame proclaimed July as Parks & Recreation Month and formally issued the proclamation to staff members of the Parks & Recreation Department in attendance.

PUBLIC COMMENT

There were no comments from the public.

CONSENT AGENDA

Consider approval of the June 6, 2024, City Council Workshop minutes.

Consider approval of the June 6, 2024, City Council meeting minutes.

Consider the cancellation of the July 4, 2024, regular City Council meeting due to the Independence Day Holiday.

On Thursday, July 4, 2024, all non-emergency City offices will be closed in observance of Independence Day. The Parks & Recreation Department has planned some fun family activities that evening at Briscoe Park, to include the annual fireworks show beginning at 9:00 p.m. As a result, staff proposes to cancel the July 4, 2024, regular City Council meeting.

Consider an amendment to the Cooperation Agreement with Brazoria County to continue as a participating jurisdiction in the Community Development Block Grant Program for Fiscal Year's 2025-2027; and authorize the Mayor to execute the necessary documents subject to legal review.

The City of Alvin is one of twenty cities in Brazoria County currently participating in the Community Development Block Grant (CDBG) program. Every three years, Brazoria County is awarded CDBG funds from the U.S. Department of Housing and Urban Development. Brazoria County allocates the grant funds to eligible cities within the county for projects that will benefit low- and moderate-income areas. In order to be awarded CDBG funds, the City is required to submit an application in the spring of the award year. The application must include projects that meet the county's criteria, and are in the low-and/or moderate-income areas of the City as determined by CDBG guidelines. The City of Alvin has received numerous CDBG grants for utility and park projects over the last nineteen plus years. The most recent CDBG grant, awarded in October 2023, is for waterline improvements along Bypass 35. Since 2002, Alvin has received \$1.3M in CDBG funds from Brazoria County. To continue participating in the program through

FY 2027, the attached amendment to the cooperation agreement must be approved and executed. Staff recommends approval of the cooperation agreement for the City to continue participating in the CDBG Program.

Consider Ordinance 24-Q, amending the City of Alvin Ordinance 23-V, passed and approved September 7, 2023, same being an ordinance approving and adopting the City of Alvin's budget and fiscal year 2023-24, for the purpose of amending the budget and providing for supplemental appropriation and/or transfer of certain funds as set forth as described in Exhibit A; providing for severability; and providing for other matters related thereto.

On May 16, 2024, the City's independent auditing firm presented the Fiscal Year End 2023 (FY23) Annual Comprehensive Financial Report. After City Council acknowledged receipt of the audited financial statements, staff compared the audited (actual) end of year balances in the General Operating Fund and the Utility Operating Fund with the estimated (FY23) end of year balances that were projected when the current year's budget was adopted by City Council (September 7, 2023).

RESULTS OF THE FY23 COMPARISON

At the end of the FY23 audit, the City exceeded fund balance requirements/expectations in the General Operating Fund and the Utility Operating Fund; \$888,962 and \$1,276,808 respectively. The budget savings resulted from personnel vacancies, water/sewer savings, lower than expected costs of materials and supplies, and revenues exceeding budget expectations.

FUND	Projected 2023 Fiscal Year End Balance	Audited 2023 Fiscal Year End Balance	Budget Savings
General Operating Fund	\$9,646,000	\$10,534,962	\$888,962
Utility Operating Fund	\$7,478,211	\$8,755,019	\$1,276,808

Staff requests that city council amend the FY24 budget to utilize the prior year budget savings in the following ways:

FISCAL YEAR 2023 GENERAL OPERATING FUND BUDGET SAVINGS: \$888,962

Transfer \$388,000 to the General Projects Fund

** \$196,000 for the security camera upgrades for the Recreation Center, authorized by City Council at the June 6, 2024, City Council meeting.*

** \$192,962 to fund future capital projects, items or programs on a cash basis, versus issuing debt.*

Transfer \$500,000 to the General Revenue Fund

These funds will be used for future non-recurring expenditures.

FISCAL YEAR 2023 UTILITY OPERATING FUND BUDGET SAVINGS: 1,276,808

Transfer 1/2 of the budget savings to the Utility Debt Service Fund - \$638,404

Financial Advisors recommend that we seek to reserve a fund balance in our Utility Debt Service Fund that will cover next year's debt service payment. Following the Financial Advisor's recommendation results in favorable credit ratings, lower interest rates when issuing bonds for water and sewer capital projects, and creates a reserve to meet debt payments in the event of catastrophe.

Transfer 1/2 of the budget savings to the Utility Capital Projects Fund - \$638,404

This transfer will allow the City to fund future water/sewer projects on a cash basis, versus issuing debt.

Staff recommends approval of Ordinance 24-Q.

Consider Ordinance 24-R, amending the City of Alvin Park Rules and rules relating to the Skate Park located within National Oak Park; authorizing the posting of signage of the rules at appropriate locations; and setting forth other provisions related thereto.

Ordinance 13-I was adopted by City Council on April 4, 2013 revising the Park Rules. At the regular Parks Board meeting on May 7, 2024, the Board unanimously recommended the following changes to the Park Rules.

Current Rule	Proposed change	Reason
Carrying or discharging any firearms, fireworks or weapons of any kind is prohibited.	Carrying or discharging fireworks of any kind are prohibited.	A public park is not included as a place where weapons are prohibited. Texas Penal Code 46.03
Skateboarding, BMX freestyle biking, Rollerblading and Roller Skating are strictly	Skateboarding, BMX freestyle biking, Rollerblading and Roller Skating are	Combine two separately listed rules into one rule.

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.	encouraged to use the hike and bike trail systems for access to the Skate Park located within National Oak Park, although strictly prohibited from using any park structures to perform tricks or jumps outside the confines of the Skate Park.	
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Staff recommends approval of Ordinance 24-R.

Consider an agreement with Progressive Commercial Aquatics, Inc, through the Buy Board Cooperative Purchasing Network, to re-plaster the pool and replace the two main drain covers at the Recreation Center, located at 3201 TX 35, in an amount not to \$95,835; and authorize the City Manager to sign the agreement upon legal review.

As part of the upgrade and upkeep of the Recreation Center, staff requests the council's consideration to re-plaster the pool at the Recreation Center and replace two main drain covers. Plaster is a material that is used to cover the surfaces of a pool and prevent water leakage. Shortly after commencing public use of the Recreation Center pool, staff noticed that plaster began cracking and breaking in various areas of the pool. As a result, staff recommends re-plastering the entire pool area; the concern is, if existing plaster issues are not addressed, the existing plaster will continue to crack and break into pieces, creating sharp/rough surfaces throughout the pool. Replacement of the plastic main drain covers capitalizes on the re-plaster of the pool. The current covers were installed in 2010, and the replacement of plastic main drain covers is recommended approximately every ten years. The estimated downtime of the pool would be approximately three (3) weeks. Funding for the re-plaster and drainage replacement covers is through bond proceeds and interest earned on the 2023 Certificate of Obligations issued through Ordinance 23-R, adopted by City Council on August 17, 2023, for the acquisition and subsequent renovations of the Rec Center. Quote \$90,410 + \$5,425 (6% contingency) = \$95,835.00. Advantages of using BuyBoard Cooperative Purchasing Network: competitive bid pricing, streamlined purchasing process compliant with procurement laws, lower procurement and administrative costs, oversight thru the BuyBoard which audits the accuracy of proposals, and member Rebates. Staff recommends Progressive Commercial Aquatics, Inc. to re-plaster the pool using white quartz plaster and replace both plastic main drain covers.

Consider an agreement with Sign Express, through the Buy Board Cooperative Purchasing Network, to remove and replace the existing marquis sign and new lighted building sign at the Recreation Center, located at 3201 TX 35, in an amount not to exceed \$65,000; and authorize the City Manager to sign the agreement upon legal review.

Removal and replacement of the marquis sign and the "Y" sign on the building will complete the re-branding of the Recreation Center, making it easily identifiable as the Alvin Recreation Center. Funding is provided through the proceeds and interest earned on the Certificate of Obligation Bond issued through Ordinance 23-R, adopted by City Council on August 17, 2023, for the acquisition and subsequent renovations to the Recreation Center. The budget includes 4% contingency amount of \$2,665.46 + \$62,334.54 (quote) = \$65,000. Advantages of using BuyBoard Cooperative Purchasing Network: competitive Bid Pricing, streamlined purchasing process compliant with procurement laws, lower procurement and administrative costs, oversight through the BuyBoard, which audits the accuracy of proposals, and member rebates. Staff recommends Sign Express to remove and replace the existing marquis sign and provide and install the new lighted building sign.

Item F, Ordinance 24-R Amending City of Alvin Park Rules, was removed by Council member Vela.

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

OTHER BUSINESS

Item removed from Consent agenda by Council member Vela: Consider Ordinance 24-R, amending the City of Alvin Park Rules and rules relating to the Skate Park located within National Oak Park; authorizing the posting of signage of the rules at appropriate locations; and setting forth other provisions related thereto.

Council Member Vela requested that Item F be removed from the Consent Agenda to seek clarification on the proposed removal of the wording "firearms and weapons." Dan Kelinske, the Parks and Recreation Director, explained that this change is intended to ensure compliance with Texas State Law 46.03 of the Penal Code, which permits the carrying of these items in public parks. Council Member Vela expressed concerns that this wording change might have unintended consequences, despite his support for the lawful possession of such items, and emphasized the importance of not encouraging any unlawful activities.

Additionally, Council Member DeKeyser noted that the current format is not user-friendly. A discussion ensued regarding possible alternative wordings. Suzanne Hanneman, the City Attorney, indicated that the wording could be revised to address these concerns and enhance readability.

Council member Castro moved to approve Ordinance 24-R, amending the City of Alvin Park Rules and rules relating to the Skate Park located within National Oak Park; authorizing the posting of signage of the rules at appropriate locations; and setting forth other provisions related thereto. Seconded by Council member Vela; motion carried with all members present voting Aye.

Consider a Master Engineering Services Agreement for Consulting Services with Baxter & Woodman, Inc., in an amount not to exceed \$219,200 for services to draft an update to the City's Comprehensive Master Plan in response to Alvin RFP-24-02; and authorize the City Manager to sign the Agreement upon legal review.

A comprehensive master plan is a long-term planning document that provides a framework for the future development and growth of a community. It outlines the City's vision, goals, and strategies for various aspects, including infrastructure, transportation, current and future land use, facilities, parks, trails, and open space, sustainability, housing development, and historical preservation. Crucially, the formulation of this plan involves City official and public participation to ensure that the community's values and aspirations are reflected in the City's future direction. Updates to a long range plan such as this are typically updated every ten years. The last update to the City's comprehensive master plan was completed by Kendig Keast Collaborative and adopted by the City Council on October 2, 2014. Funds for this update were appropriated through the adoption of the FY 2023-24 budget and identified in the General Projects Fund. Earlier this year, the City advertised a request for proposals for an update to the City's Comprehensive Master Plan. Five responses were received, independently reviewed, and scored by staff. Unanimously, the team selected Baxter & Woodman for the project based on the criteria of prior experience, project approach, costs, and innovation in community engagement. The project team lead was also involved in the City's last Comprehensive Plan update and also worked on the City's most recent Parks Master Plan update. The expected duration for completing this project is approximately 12 months. Staff recommends approval of this Agreement.

Paul Chavez, Economic Development Director, presented this item before City Council with explanation.

Council member Starkey moved to approve a Master Engineering Services Agreement for Consulting Services with Baxter & Woodman, Inc., in an amount not to exceed \$219,200 for services to draft an update to the City's Comprehensive Master Plan in response to Alvin RFP-24-02; and authorize the City Manager to sign the Agreement upon legal review. Seconded by Council member Moore; motion carried with all members present voting Aye.

Consider a Memorandum of Understanding with the City of Pearland, allowing members of the Pearland Recreation Center and Natatorium temporary access to the Bob S. Owen Pool, located at 919 Bayou Drive, during their recapitalization project of the Natatorium from July 1, 2024, through August 13, 2024, and authorize the City Manager to sign upon legal review.

In early June 2024, City of Pearland staff members reached out to request access to the Bob S. Owen pool for members of the Pearland Recreation Center and Natatorium (RCN) beginning July 1, 2024, through August 13, 2024, while the Pearland Natatorium is closed for renovation. Access would include a waiver of the \$40 lap swim fee and provide access Monday through Friday, 6:30a.m. to 9:00a.m. Alvin staff members would facilitate a "check-in" process using a list provided by the Pearland Recreation Department to collect visiting RCN members' names and RCN member key tag and ID numbers. This information will be collected and returned to Pearland Parks and Recreation Department. In return, the City of Pearland would provide space at no cost at the Pearland Natatorium for City of Alvin Lifeguard and Water Safety Instructor certification classes for the remaining 2024 calendar year. Staff recommends approval of the Memorandum of Understanding with the City of Pearland for access by RCN members for the use of the Bob S. Owen pool for lap swimming.

Dan Kelinske, Director of Parks and Recreation, presented this item before City Council with explanation.

Council member Vela moved to approve the Memorandum of Understanding with the City of Pearland, allowing members of the Pearland Recreation Center and Natatorium temporary access to the Bob S. Owen Pool, located at 919 Bayou Drive, during their recapitalization project of the Natatorium beginning July 1, 2024, through August 13, 2024; and authorize the City Manager to sign upon legal review. 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/or review preliminary list of items for next Council meeting.

Mr. Junru Roland announced items of community interest.

ITEMS OF COMMUNITY INTEREST

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

Council member Starkey invited everyone on June 28, 2024, at 7:00 p.m. to the Alvin Community College Theater to watch the showing of The Orphan Train; Admission is free.

ADJOURNMENT

Mayor Adame adjourned the meeting at 7:24 p.m.

PASSED and APPROVED 18th of July 2024.

ATTEST:

Gabe Adame, Mayor

Dixie Roberts, City Secretary