**MINUTES**
**CITY OF ALVIN, TEXAS**
**216 W. SEALY STREET**
**REGULAR CITY COUNCIL MEETING**
**THURSDAY MAY 19, 2016**
**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 Adam Arendell; Council members: Gabe Adame, Roger Stuksa, Keith Thompson, Scott Reed, Brad Richards and Council Member elect Chris Sanger and Glenn Starkey.

Staff members present: Sereniah Breland, City Manager; Junru Roland, Assistant City Manager/CFO; Dixie Roberts, City Clerk; Larry Buehler, Economic Development Director; Robert Lee, Police Chief; Michelle Segovia, City Engineer; and Dan Kelinske, Director of Parks and Recreation.

## INVOCATION AND PLEDGE OF ALLEGIANCE

Ms. Judy Zavala, Alvin Police Department Chaplain gave the invocation.

Council member Stuksa's grandson led the Pledge of Allegiance to the American Flag.

Council member Stuksa's grandson led the Pledge to the Texas Flag.

## PUBLIC COMMENT

Council member Stuksa provided the following statement "I have been sworn in as a member of the Alvin Community College Board of Regents and therefore I will not participate in deliberations or voting tonight".

## CONSENT AGENDA: CONSIDERATION AND POSSIBLE ACTION:

Approve minutes of the May 5, 2016 City Council meeting.

Acknowledge resignation of Chris Sanger from the Parks and Recreation Board.

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

## OTHER BUSINESS:

Consider Ordinance 16-H; repealing Ordinance No. 07-CCC, whereby the City Council adopted the City of Alvin Personnel Policy; and repealing Ordinance Nos. 08-ll, 09-R, 10-O, 11-V, 11-SS, 12-B, 12-E, 12-F, 12-G, 12-II, 13-K, 13-W, 13-KK; whereby the City Council amended the Personnel Policy.

*This ordinance repeals the existing personnel policy and subsequent amendments to it since its adoption in 2007. Resolution 16-R-10 provides the newly updated personnel policy manual.*

Council member Reed moved to approve Ordinance 16-H; repealing Ordinance No. 07-CCC, whereby the City Council adopted the City of Alvin Personnel Policy; and repealing Ordinance Nos. 08-ll, 09-R, 10-O, 11-V, 11-SS, 12-B, 12-E, 12-F, 12-G, 12-II, 13-K, 13-W, 13-KK; whereby the City Council amended the Personnel Policy. Seconded by Council member Arendell; motion carried on a vote of 5 Ayes.

Consider Resolution 16-R-10; adopting the City of Alvin Personnel Policy Manual.

*This resolution adopts a new comprehensive Personnel Policy Manual. The new Manual updates the existing personnel policies to bring the City into compliance with current federal and state laws and City practices. Several Department Directors along with the Human Resource Manager provided input regarding various provisions and the applications to their respective departments. This Manual is the result of the cumulative suggested changes and combines multiple policies that were previously 'stand-alone' city policies. Ordinance 16-H repealed the prior Personnel Policy in its entirety.*

Council member Arendell moved to approve Resolution 16-R-10; adopting the City of Alvin Personnel Policy Manual. Seconded by Council member Thompson; motion carried on a vote of 5 Ayes.

Administer Oath of Office to: City Council member District A, Scott Reed; City Council member District D, Glenn Starkey; and City Council member At Large Position 2, Chris Sanger.

Municipal Court Judge Donna Starkey administered the oath of office to City Council member District A, Scott Reed; City Council member District D, Glenn Starkey; and City Council member At Large Position 2, Chris Sanger.

Consider mayor's appointment of mayor pro-tem.

Mayor Horn selected Council member Adame to serve as Mayor Pro-Tem.

Council Member Adame moved to approve the Mayor's appointment of Council member Adame to serve as Mayor Pro-Tem. Seconded by Council Member Reed; motion carried a vote of 5 Ayes.

Consider Resolution 16-R-11; honoring Roger Stuksa for years of service to the community as a member of the Alvin City Council District D, from May 2008 – May 2016.

Mayor Horn presented Council member Stuksa with a copy of Resolution 16-R-11.

Council Member Reed moved to approve Resolution 16-R-11; honoring Roger Stuksa for years of service to the community as a member of the Alvin City Council District D, from May 2008 – May 2016. Seconded by Council Member Arendell; motion carried a vote of 7 Ayes.

Consider Resolution 16-R-12; honoring Terry Droege for years of service to the community as a member of the Alvin City Council At Large Position 2, from May 2010 – May 2016.

Council Member Arendell moved to table Resolution 16-R-12; honoring Terry Droege for years of service to the community as a member of the Alvin City Council At Large Position 2, from May 2010 – May 2016. Seconded by Council Member Adame; motion carried on a vote of 7 Ayes.

Consider variance request from Everest Design Group to the façade requirement of Chapter 35, Section 35-19(a)(4) of the Code of Ordinances, for a restaurant to be located on Reserve F of the Heritage South Development (Highway 6 across from Joe's BBQ).

*On April 26, 2016 the Engineering Department received a variance request, from Everest Design Group on behalf of the franchisor of King's BierHaus Restaurant and Tommy Bui (retail center developer), for a waiver to the façade requirement of section 35-19(a)(4) of the City Code of Ordinances. Mr. Bui is proposing to build two multi-tenant retail buildings on the 2.5 ac. Reserve F of the Heritage South development adjacent to Highway 6 as shown on the attached building layout. King's BierHaus Restaurant is proposing to owner occupy the end cap of the easternmost building and wishes to use Hardi-Plank siding on a portion of the building to provide a "wood plank" appearance in compliance with their franchise branding (rendering attached). The Corridor Land Use Ordinance does not allow for the use of this type of façade on portions of the building elevation that are visible from the corridor (Highway 6). The majority of the façade of both buildings will be a combination of stone and stucco which are acceptable for use in accordance with the ordinance. The City Planning Commission voted unanimously to approve this variance request at their meeting on May 17, 2016.*

Council Member Adame moved to approve variance request from Everest Design Group to the façade requirement of Chapter 35, Section 35-19(a)(4) of the Code of Ordinances, for a restaurant to be located on Reserve F of the Heritage South Development (Highway 6 across from Joe's BBQ). Seconded by Council Member Thompson; motion carried a vote of 7 Ayes.

Consider second variance request for the property owners at 404 Lulac Street to waive the building setback requirement of Chapter 21, Section 37 (a) of the Code of Ordinances.

*On May 9, 2016 the Engineering Department received a second variance request, from the property owners of 404 Lulac Street, for a waiver to the 25' front building setback required by section 21-37(a) of the City Code of Ordinances. The homeowners are proposing to construct a 20' X 24' porte cochere along the front of their home located at 404 Lulac Street. The porte cochere, as proposed, will encroach 8 feet into the 25' front building setback, however the nearest edge will be 33' from the edge of the Lulac Street pavement. The Homeowners are wanting to construct this addition to provide protection for their vehicles, as well as, to provide protection from the weather when entering and exiting the front door of their residence since they do not have a garage.*

*The identical original variance request was approved by the Planning Commission on November 17, 2015. The request was considered by the City Council on December 3, 2015, a motion to approve the request was made by Councilman Reed, but failed due to the lack of a second.*

*The Planning Commission voted unanimously to approve this second variance request at their meeting on May 17, 2016.*

Council Member Arendell moved to approve second variance request for the property owners at 404 Lulac Street to waive the building setback requirement of Chapter 21, Section 37 (a) of the Code of Ordinances. Seconded by Council Member Sanger. Mayor Horn called for a roll call vote:

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|---|---|---|---|
| Council member Thompson | No | Council member Sanger | Aye |
| Council member Reed | Aye | Council member Adame | Aye |
| Council member Arendell | Aye | Council member Starkey | Aye |
| Council member Richards | No | | |

Motion to approve carried a vote of 5 Ayes and 2 No's.

Consider Consulting Services Agreement with RPS Klotz Associates in an amount not to exceed $100,000 for engineering design services relating to the second phase of the City's Thoroughfare Plan Update; and authorize the City Manager to sign.

*On April 7, 2016 RPS Klotz Associates completed Phase I of the Thoroughfare Plan Update which concluded with the acceptance of the Thoroughfare Plan map and roadway classifications by City Council. Phase II of this two phase Thoroughfare Plan Update includes the preparation of an Implementation Plan with cost estimates, a Capital Improvements Program, and the development of funding options including Transportation Improvement Program (TIP) submittals to the Houston Galveston Area Council (HGAC) and is scheduled to be completed in 18 months.*

*The update of the City's Thoroughfare Plan was one of the short term projects recommended by the recently approved 2035 Comprehensive Plan Update.*

Council Member Reed moved to approve a consulting Services Agreement with RPS Klotz Associates in an amount not to exceed $100,000 for engineering design services relating to the second phase of the City's Thoroughfare Plan Update; and authorize the City Manager to sign. Seconded by Council Member Richards; motion carried a vote of 7 Ayes.

Consider Engineering Services Agreement with Dannenbaum Engineering Corporation in an amount not to exceed $97,810 for engineering design services to update the 2011 M-1 Ditch Watershed Study, including a drainage analysis for the Durant Road detention pond; also including

the design of the proposed dry detention pond at the northwest corner of South Street and Durant Road; and authorize the City Manager to sign.

*In 2011 Dannenbaum Engineering completed a grant funded drainage analysis/study of the M-1 Ditch Watershed. The study identified possible locations for storm water detention ponds along South Street. Following the study, the City acquired two tracts of land; a 15-acre tract at the northwest corner of Kost/South Street (Kost Pond site) and a 5-acre tract at the northwest corner of Durant/South Street (Durant Pond site) to be used for detention. The Kost Pond is currently under construction and the design of the Durant Pond is included in this agreement and will commence once this agreement is approved.*

*The Engineering Services Agreement being considered will update the 2011 M-1 Ditch Watershed Study to include drainage analysis for the Durant Pond and provide a design with complete plan set for this proposed dry detention pond. Approval of this agreement will insure that construction plans are available in order to start construction on the Durant Pond in 2017 following the completion of the Kost Pond. More information on both of these projects can be found in the Capital Improvement Program (CIP) Quarterly Report that was distributed to City Council May 5, 2016.*

Council Member Adame moved to approve an Engineering Services Agreement with Dannenbaum Engineering Corporation in an amount not to exceed $97,810 for engineering design services to update the 2011 M-1 Ditch Watershed Study, including a drainage analysis for the Durant Road detention pond; also including the design of the proposed dry detention pond at the northwest corner of South Street and Durant Road; and authorize the City Manager to sign. Seconded by Council Member Sanger; motion carried on a vote of 7 Ayes.

Consider Resolution 16-R-15; authorizing the Alvin Museum Society to utilize and occupy the old Post Office building located at 302 Sealy Street.

*This resolution will allow the Alvin Museum Society to use and occupy the old Post Office building, which is owned by the City. Certain provisions to occupy and use the building are:*

- *Museum Society is responsible for cleaning and maintaining after any event or function.*
- *Museum Society will be responsible for damage from their use of the building.*
- *Museum Society will indemnify and hold the city harmless from any claims from their use of the building.*
- *City will allow the Museum Society to serve alcohol during events and functions.*
- *Prior City Manager approval before any event or function.*

Council Member Arendell moved to approve Resolution 16-R-15; authorizing the Alvin Museum Society to utilize and occupy the old Post Office building located at 302 Sealy Street. Seconded by Council Member Reed; motion carried a vote of 7 Ayes.

Consider request from the Alvin Historical Society for the authorization to install a LED scrolling sign on city property located in front of the Alvin Historical Museum (302 West Sealy).

*This will take the place of the current sign in front of the building. The City is the owner of said property. The Museum Society will pay for the sign, installation, and maintenance. They are asking for City Council's approval for the placement of the sign and operation on city property.*

Council Member Adame moved to approve request from the Alvin Historical Society for the authorization to install a LED scrolling sign on city property located in front of the Alvin Historical Museum (302 West Sealy); and waive permit fee for said sign. Seconded by Council Member Richards; motion carried a vote of 7 Ayes.

Consider purchase of eleven (11) replacement consolette radios through the Houston Galveston Area Council (HGAC) for Emergency Service Departments in an amount not to exceed $132,986.22.

*The City currently has nine (9) Motorola XTL 5000 Consolettes that need to be replaced. Consolettes are the RF (radio frequency) control stations of our radio system; and the "heart" of the radio system. Motorola informed staff that as of April 2016 they will no longer manufacture or service our brand of consolettes. In addition, our current consolettes do not have the capacity to download time division multiple access (TDMA) software; which Harris County Radio (our*

*provider) notified us as being required for continued radio service by year's end 2017. TDMA is a channel access method for shared networks that allow several users to share the same frequency channel by dividing the signal into time slots. This allows more data to be sent/received without having to increase channel capacity. Without this upgrade our dispatch center will not be able to communicate with our mobile and handheld radios or with other agencies once Harris County's service change becomes effective. Additional to the nine (9) consolettes are two (2) back up consolettes which will be available in case of failure of a primary consolette.*

*An additional dispatch console is also included in this project. The third console completes a partial work station and will allow for expanded operational coverage during major incidents. All current equipment is Motorola as is all the proposed replacement equipment. Since Motorola is a HGAC vendor it was not expected that a bid would have returned a lower purchase amount. On April 7, 2016 City Council adopted Ordinance 16-G amending the Fiscal Year 15-16 mid-year budget which allocated funds for this purchase as a non-recurring capital expenditure.*

Council Member Thompson moved to approve the purchase of eleven (11) replacement consolette radios through the Houston Galveston Area Council (HGAC) for Emergency Service Departments in an amount not to exceed $132,986.22. Seconded by Council Member Sanger; motion carried a vote of 7 Ayes.

Consider bid award for Uniform Services to Unifirst for two (2) years with an option to continue for an additional two (2) years at the same price and conditions.

*Uniforms are provided for employees in Public Works, Parks and Recreation, Inspections, and Fleet Departments. The uniform services contract provides for eleven (11) uniforms per employee, the cleaning on a weekly basis and repair to damaged garments, yearly fittings, and a set of new uniforms annually. Each departmental uniform is color coded, making the departments more identifiable by staff and the community.*

*On March 15, 2016 bids were opened and Unifirst was the lowest bidder. Unifirst is the current vendor, and has provided these services for the past two years.*

Council Member Arendell moved to approve a bid award for Uniform Services to Unifirst for two (2) years with an option to continue for an additional two (2) years at the same price and conditions. Seconded by Council Member Thompson; motion carried a vote of 7 Ayes.

Consider Resolution 16-R-13; adopting a Hiring Incentive Program for the City of Alvin Police Department.

*In a concerted effort to attract qualified TCOLE (Texas Commission on Law Enforcement) certified police applicants the City proposes implementing a Hiring Incentive Program. It is anticipated that such an incentive would attract qualified certified officers as a lateral transfer or as certified but not yet employed candidate. These types of candidates, once they pass an extensive background check and intensive field training program, would shorten the time from hire to independent officer by a minimum of 6-months. The proposed hiring incentive encompasses two phases, the hiring incentive and the additional hiring incentive. The hiring incentive of $3,000 would be paid to qualified employees who have successfully completed the field training program and who agree not to voluntarily terminate their employment prior to completing the 1-year probationary period. The additional hiring incentive of $3,000 would be paid to the employee after completion of the 1-year probationary period on condition that they do not voluntarily terminate their employment for 2 additional years from the date of completion of probation. If the employee voluntarily terminates their employment prior to the end of either period, it results in a requirement of a prorated repayment of the hiring incentive or the additional hiring incentive as outlined in the attached Hiring Incentive Agreement. The attached Hiring Incentive Agreement also outlines the City's recourse if an employee voluntarily terminates employment then defaults on repayment. Departmental savings from personnel vacancies will cover the cost of the implementation of this program for the current fiscal year.*

Council Member Reed moved to approve Resolution 16-R-13; adopting a Hiring Incentive Program for the City of Alvin Police Department. Seconded by Council Member Arendell; motion carried on a vote of 7 Ayes.

Consider appointment to the Parks and Recreation Board to fill the unexpired term of Chris Sanger.

*Council member elect Sanger resigned from the Parks and Recreation Board. His resignation will leave one seat vacant on the board. City Council appointed Mr. Sanger in December 2015 to serve a 2-year term. The Charter says that this board is to have 7 members. These members shall reside within the Alvin city limits for at least 6 months, be a registered voter and be interested in leisure time of the citizens. The individual selected by City Council to fill this unexpired term will serve out the remainder of Mr. Sanger's term through December 2017.*

Council Member Sanger moved to appoint Milton Morgan to the Parks and Recreation Board to fill the unexpired term of Chris Sanger through December 2017. Seconded by Council member Adame; motion carried on a vote of 7 Ayes.

## PRESENTATIONS

Police/Humane Departmental Update

Chief Robert E. Lee gave the Police Departmental update. Autumn Miller, Alvin Animal Adoption Center manager gave the Humane Departmental update.

## REPORTS FROM CITY MANAGER

Review preliminary list of items for next Council meeting.

Ms. Breland reviewed the preliminary list for the June 2, 2016 City Council meeting.

Items of Community Interest.

Mrs. Roberts reviewed items of community interest.

## REPORTS FROM COUNCIL MEMBERS

*Pursuant to S.B. No. 1182, City Councilmembers 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.*

Announcements and requests from Council members.

Council member Thompson thanked Council member's Stuksa and Droege for their service to the City. He also wished Ms. Mary Dearing a happy birthday.

Council member Reed stated that he is still very passionate about the municipal shooting range and hopes to move forward with the project. He thanked Council member Stuksa and Council member Droege for their service.

Council member Arendell thanked Council member Stuksa and Council member Droege for their service. He asked staff to look into the high grass along Heritage South.

Council member Richards thanked Council member's Stuksa and Droege for their service. He welcomed the newly elected members of Council.

Council member Sanger thanked Council member's Stuksa and Droege for their service to this community and thanked all of those who voted in this election. He asked staff to look into a situation on S. House Street where someone is parking a horse trailer in the bike lane.

Council member Adame reported that the Education Foundation will be unveiling a rolling library which is an old school bus that has been converted into a library on wheels.

Council member Starkey thanked Council member Stuksa and Droege for their service and stated that he looks forward to working with City Council. He thanked members of staff for their assistance in providing information to help bring him up to speed. He asked staff look into the intersections at Bypass 35 at Mustang Road and Johnson at South Street.

**EXECUTIVE SESSION**

Mayor Horn called for an Executive Session at 8:54 p.m. in accordance to the following:

City Council will meet in Executive Session pursuant to Texas Government Code Section 551.071(2) Attorney consultation to receive attorney advice and counsel in connection with the city's legal rights, duties, privileges, and obligations related to the notice of intent to bargain submitted the Alvin Police Officers Association to the City for a new bargaining cycle.

**RECONVENE TO OPEN SESSION**

Consider action, if any, on item discussed in Executive Session.

Mayor Horn reconvened to Open Session at 9:48 p.m.

No action was taken.

**ADJOURNMENT**

Council member Arendell moved to adjourn the meeting at 9:48 p.m. Seconded by Council member Adame; motion carried on a vote of 7 Ayes.

PASSED and APPROVED this 2 day of June, 2016.

Paul A. Horn, Mayor

ATTEST: Dixie Roberts

Dixie Roberts, City Clerk