

City of Alvin, Texas

Paul Horn, Mayor

Brad Richards, Mayor Pro-tem, At Large Pos. 1
Joel Castro, At Large Pos. 2
Scott Reed, District A
Adam Arendell, District B



Keith Thompson, District C
Glenn Starkey, District D
Gabe Adame, District E

ALVIN CITY COUNCIL AGENDA

THURSDAY MAY 17, 2018

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 drobotts@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, May 17, 2018** 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. OATH OF OFFICE

A. Administer the Oath of Office to City Council member At Large Position 1, Brad Richards; City Council member District B, Adam Arendell; and City Council member District C, Keith Thompson.

4. PRESENTATIONS

A. Proclamation – Public Works Week.

B. Check Presentation to Henry Dillmann of Gordon Street Tavern as the first recipient of the Alvin Downtown Business Incentive Grant.

C. Check Presentation from the Associated Credit Union of Texas for the 25th Annual Tour De Braz Bike Ride sponsorship and hear staff update regarding post event information.

D. Presentation of the wayfinding signage design recommendation from the wayfinding signage stakeholders group and explanation of the upcoming planning stage.

5. PUBLIC COMMENT

6. 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 May 3, 2018 City Council meeting.

- B. Consider Resolution 18-R-19, declaring the results of the May 5, 2018 General Election for the purpose of electing members to City Council District B, District C and At Large Position 1.

7. OTHER BUSINESS:

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

- A. Consider the Mayor’s appointment of Mayor Pro-tem.

8. REPORTS FROM CITY MANAGER

- A. Review preliminary list of items for next Council meeting.

9. ITEMS OF COMMUNITY INTEREST

Pursuant to 551.0415 of the Texas Government Code reports or an announcement about items of community interest during a meeting of the governing body. No action will be taken or discussed.

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

10. 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, May 14, 2018 at 5:00 P.M.



(SEAL)

Dixie Roberts, City Secretary

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).**



Office of the Mayor, City of Alvin, Texas

Proclamation

WHEREAS, public works professionals focus on infrastructure, facilities and services that provide our community with public health, high quality of life and well-being; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff Alvin's Public Works Department is materially influenced by people's attitude and understanding of the importance of the work they perform; and

WHEREAS, this year theme "**Power of Public Works**" speaks to the vital role that Public Works is a part of the everyday life of the citizens of Alvin.

NOW, THEREFORE I, Paul A. Horn, as Mayor of the City of Alvin, Texas, and on behalf of the Council do hereby proclaim May 20-26, 2018 as

National Public Works Week

in the City of Alvin and urge our citizens to recognize the contributions that the City of Alvin Public Works professionals make to our health, safety, welfare and quality of life.

WITNESS my hand and seal this 17th day
of May, 2018.

Paul A. Horn, Mayor



AGENDA COMMENTARY

Meeting Date: 5/17/2018

Department: Economic Development

Contact: Larry Buehler, Director

Agenda Item: Check Presentation to Henry Dillmann of Gordon Street Tavern as the first recipient of the Alvin Downtown Business Incentive Grant.

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

Summary: Council approved the creation of the Downtown Business Incentive Grant program that encourages business owners to make improvements to downtown locations. The first allocation was for a 50% match for up to \$25,000. Mr. Dillmann submitted his application, and the Grant Award Committee reviewed and approved the project. This project qualified for the maximum amount for the 2017 fiscal year award. It consisted of a complete covered patio with new lighting, tables and chairs. The design was purposely made to blend with the Railroad Depot and Clock Tower. The project was completed with a new Certificate of Occupancy awarded by the City of Alvin Building Department.

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:** 5/14/2018 SLH

Supporting documents attached:

- Pictures of Completed Project

Recommendation: Congratulate Henry Dillmann on his successful completion of the new covered patio at the Gordon Street Tavern

Reviewed by Department Head, if applicable

Reviewed by City Attorney, if applicable

Reviewed by Chief Financial Officer, if applicable

Reviewed by City Manager



RESTAURANT
BAR

SPECIAL
PARKING

HEALTHY
PARKING



AGENDA COMMENTARY

Meeting Date: 5/17/2018

Department: Economic Development

Contact: Josh Dearing, Coordinator

Agenda Item: Presentation of the wayfinding signage design recommendation from the wayfinding signage stakeholders group and explanation of the upcoming planning stage.

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

Summary: A Wayfinding Signage Stakeholders Committee was formed to evaluate, revise, and recommend a wayfinding signage system for the City of Alvin. The stakeholders met for the first time in October of 2017 to hear a presentation from National Sign Plazas (NSP) on the importance of wayfinding signage systems. A wayfinding signage system is intended to create a “sense of place” for a community, while promoting economic and community development through increased use of public facilities, visitor-oriented businesses, recreational areas, and other points of interest. Following the presentation, the group discussed desirable attributes for a wayfinding system for the City of Alvin and to identify a preliminary list of locations to be identified within Alvin. Once initial designs were received, the stakeholders met six (6) separate times to request multiple revisions to many different designs. In April of 2018, the stakeholders came to a consensus on a design for presentation to City Council. The final design features a black and silver color pattern with the City of Alvin’s logo protruding from the top left of the sign. The location identifiers are the focal point of the sign, located in the middle. The bottom of the sign features a black train silhouette with a train engine followed by a coal car and a box car.

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:** 5/14/2018 SLH

Supporting documents attached:

- Final Wayfinding Signage Design

Recommendation: Thank the wayfinding signage stakeholders for their participation and effort, and plan for the wayfinding signage implementation phase.

Reviewed by Department Head, if applicable

Reviewed by City Attorney, if applicable

Reviewed by Chief Financial Officer, if applicable

Reviewed by City Manager

WAYFINDING SIGNAGE DESIGN

MAY 17, 2018

Wayfinding signage is a set of directional signs that are intended to direct motorists and pedestrians to a specific destination.

PURPOSE OF WAYFINDING SIGNAGE

- CREATE A “SENSE OF PLACE”
- MAKE AN AREA MORE MEMORABLE FOR VISITORS
- INFORM RESIDENTS AND VISITORS
- DEFINE PATHWAYS FOR VEHICULAR TRAFFIC
- INCREASE ECONOMIC OPPORTUNITIES WITHIN ALVIN
- ENCOURAGE TRAVELERS TO RETURN TO ALVIN



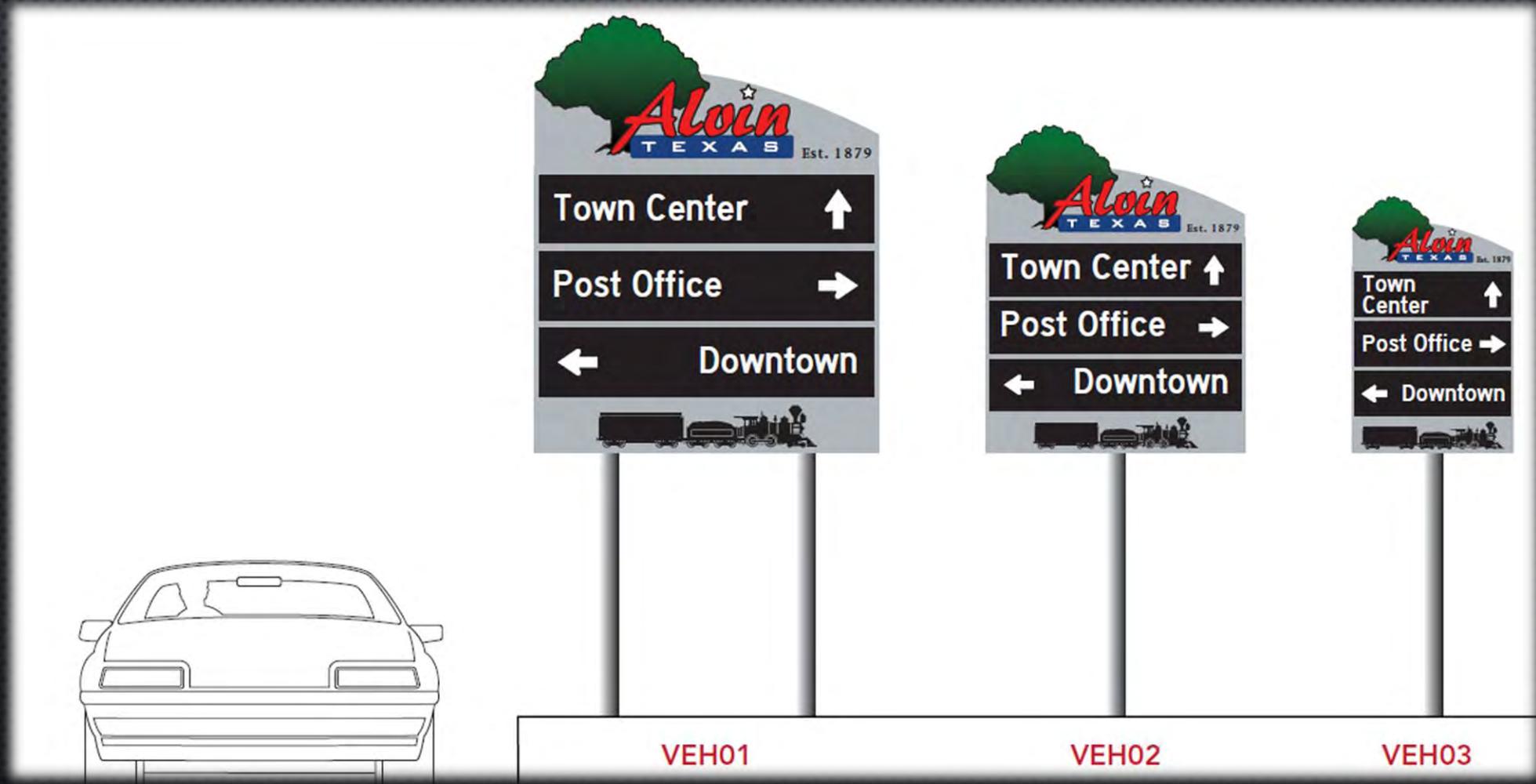
WAYFINDING SIGNAGE STAKEHOLDERS

- ALVIN COMMUNITY COLLEGE – WENDY DEL BELLO
- ALVIN INDEPENDENT SCHOOL DISTRICT – CARLA NEWSOM
- ALVIN-MANVEL AREA CHAMBER OF COMMERCE – JOHANNA MCWILLIAMS
- ALVIN MUSEUM SOCIETY – TOM STANSEL
- ALVIN POLICE DEPARTMENT – SHAWN SEWELL
- ALVIN PUBLIC LIBRARY – LUCIA BRIGGS
- CITY OF ALVIN CONVENTION AND VISITOR'S BUREAU – PRIYA BHAKTA

OCTOBER 2017 TO PRESENT

- 6 STAKEHOLDERS MEETINGS
 - 7 REVISION REQUESTS
- CITY OF ALVIN PARKS AND RECREATION DEPARTMENT – MICHELLE NESRSTA
 - DOWNTOWN ALVIN REVITALIZATION TEAM – MARY SMITH
 - KEEP ALVIN BEAUTIFUL – ALICE SLOAN
 - PLANNING COMMISSION – SUSSIE SUTTON
 - REMAX AMERICAN DREAM – LINDSEY VAUGHN
 - RESIDENT – TOMMY PEEBLES

FINAL DESIGN RECOMMENDATION



PLANNING STAGE

- NATIONAL SIGN PLAZAS WILL DEVELOP A WAYFINDING MANUAL THAT INCLUDES:
- FAMILY OF SIGN DESIGNS
 - LARGE VEHICULAR, SMALL VEHICULAR, TERTIARY AND PEDESTRIAN SIGNAGE
- BRANDING STANDARD
 - COLORS, PAINT, VINYL, POWDER COATING, LOGOS, ARROW FORMS AND FONTS
- SIGN SCHEDULING
 - TEXT THAT IS INCLUDED ON EACH INDIVIDUAL SIGN IN ACCORDANCE TO THE ESTABLISHED WAYFINDING MODEL, MUTCD, AND TXDOT STANDARDS.
- SIGN DETAIL SHEETS FOR EACH SIGN DESIGN
 - SIGN MATERIALS, PAINT/COLOR SCHEME, FABRICATION INSTRUCTIONS AND INSTALLATION GUIDELINES
- MAPPING STRATEGIES
 - LOCATION MAP WITH SIGN LOCATIONS AND SUGGESTIONS FOR EXISTING SIGN REMOVAL TO ELIMINATE REDUNDANCY
- FIELD ANALYSIS INDIVIDUAL SITE PLAN
 - FIELD ANALYSIS OF SIGN LOCATIONS
- SITE PLAN
 - SIGN ELEVATION, OFFSET FROM TRAVEL LANE, SITE TRIANGLE, SETBACK FROM EXISTING ROAD SIGN AND SIGN LAYOUT
- PHASING SCHEDULE
 - A PHASING SCHEDULE TO ACCOMMODATE ANY BUDGETARY CONSTRAINTS, IF NECESSARY

UPCOMING PROJECT COSTS

- PLANNING STAGE: \$50,000.00
- FABRICATION AND INSTALLATION ESTIMATE*: \$150,000.00
- *THE ACTUAL COST OF FABRICATION AND INSTALLATION WILL NOT BE KNOWN UNTIL COMPLETION OF THE PLANNING PHASE. THE COST WILL BE CONTINGENT ON THE TYPES OF SIGNS USED AND THE TOTAL NUMBER OF SIGNS. A PHASING SCHEDULE WILL BE PROVIDED BY NATIONAL SIGN PLAZAS IN CONSIDERATION OF ANY BUDGETARY CONSTRAINTS.

MINUTES
CITY OF ALVIN, TEXAS
216 W. SEALY STREET
REGULAR CITY COUNCIL MEETING
THURSDAY MAY 3, 2018
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 and Executive 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 Brad Richards; Councilmembers: Gabe Adame, Joel Castro, Scott Reed, Glen Starkey, and Keith Thompson.

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

INVOCATION AND PLEDGE OF ALLEGIANCE

Darren Shelton gave the invocation.

Council member Castro led the Pledge of Allegiance to the American Flag and Council member Reed led the Pledge to the Texas Flag.

PRESENTATIONS

Proclamation – Police Week.

Mayor Horn proclaimed the week of May 13-19 as National Police Week.

Proclamation – Mental Illness Awareness Month.

Mayor Horn proclaimed the month of May as Mental Health Awareness Month.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

Approve minutes of the April 19, 2018 City Council meeting.

Consider Addendum No. 3 for a one (1) year renewal Agreement with Comfort Systems USA (South Central) for Heating, Ventilation and Air Conditioning (HVAC) preventative maintenance and repair services of various city building, in an amount not to exceed \$38,430.31; and authorize the City Manager to sign.

The HVAC preventative maintenance and repair agreement is designed to provide routine maintenance by a certified technician for all HVAC equipment in order to prolong the efficient life of the equipment. This agreement also allows for faster response time and fixed pricing for HVAC related repairs.

On September 17, 2015, the initial HVAC preventative maintenance agreement was awarded to Comfort Systems USA (South Central). The term of the original agreement commenced on October 10, 2015, and terminated on September 30, 2016; with an option to renew for a maximum of 3 additional one-year renewal terms. In August 2016, Council approved Addendum 1, the 1st of 3 one-year renewal terms allowed in the HVAC agreement. In May 2017, Council approved Addendum 2, the 2nd of 3 one-year renewal terms allowed in the HVAC agreement.

Comfort Systems USA (South Central) is requesting that the City Council approve the 3rd one-year renewal term, which would allow Comfort Systems USA (South Central) to provide HVAC preventative maintenance and repair services for City facilities through September 30, 2019 (FY19).

Staff recommends City Council approve the 3rd of 3 one-year renewal options allowed in the HVAC preventative maintenance agreement. The following are the annual proposals submitted to the City by Comfort Systems USA (South Central).

Service Year	Proposal
FY16 (Initial Award)	\$32,440
FY17 (1 st one-year renewal option – Addendum 1) *	\$36,440
FY18 (2 nd one-year renewal option – Addendum 2)	\$37,310
FY19 (3 rd one-year renewal option – Addendum 3)	\$38,430

The City facilities included in the HVAC agreement are: City Hall, Animal Adoption Center, Public Services Facility, Public Services Facility #2 at Dyche Lane, Library, Senior Citizens Center, Museum, Alvin Convention and Visitor's Bureau/Train Depot, Waste Water Treatment Plant, Fire Stations 1, 2 and 3, EMS Station and Police Station.

*The Animal Adoption Center HVAC equipment was added into the Agreement as an addendum in February 2016 for an annual amount of \$3,960.

Consider Addendum No. 1 for a one (1) year renewal Agreement with LTS Lawncare as the City's manicured mowing services provider of select City owned and State Right of Way property including parkland, lift stations, water wells and various building grounds in an amount not to exceed \$72,723.33; and authorize the City Manager to sign.

This is the first of two different manicured mowing agreements. This scope of service has supplemented the lawn maintenance efforts of City staff for over fifteen years.

The North and South Areas of Highway 35 were originally included because those are two of the major entrances into the City limits and the desire to maintain the areas remained in the scope of work.

The agreement was originally approved in the amount of \$72,723.33 with LTS Lawncare by City Council on May 4, 2017 utilizing the public bid process, Bid # B-17-05. The following locations would continue under this agreement: Lift Stations 23B, 14, 29, 30, 31, and 33, Water Wells 3, 4, 6, 7, and 8, Water Towers 3 of 3, City Hall, Lot at W. Willis St. & Hardie St., Library, Senior Citizen Center, Museum, Public Service Facility, Public Service Facility #2, Animal Adoption Center, Alvin Police Department, Bob Owen Pool, Girl Scout House Lot, American Legion Lot, Fire Stations 1, 2, 3, EMS, Park and Ride, Fire Training Field, Lot at Gordon St. & Willis St., Train Depot, Welcome to Alvin sign areas 2 of 2, North and South Bypass areas, Ruben Adame Park, Newman Park, Citizens Park, Sealy Park, Prairie Dog Park, and Oak Park Cemetery.

Manicured Mowing Bid # B-17-05 opened on April 19, 2017 and advertised on March 27, 2017 and April 3, 2017. The agreement began May 8, 2017 thru September 30, 2017 in an amount of \$41,224.17. The first complete year of service began October 1, 2017 thru September 30, 2017 in the amount of \$72,723.33.

For reference, the prior manicured mowing service contract for the same scope of services, less one property totaled \$101,085.00.

Staff is recommending a one (1) year renewal of the current manicured mowing agreement in the amount of \$72,723.33 with LTS Lawncare as their performance continues to provide a good value to the City of Alvin.

Consider an award of bid (B-18-06), Manicured Mowing Services Contract, to LTS Lawncare, for mowing services of select parkland and other City owned property and State Right of Way, in an amount not to exceed \$33,075; and authorize the City Manager to sign the agreement.

This is the second of two manicured mowing agreements. This scope of service was originally created and publicly bid in FY 2014 when one of four park equipment operator positions became vacant along with an increased need for mowing frequency. This scope of service continues to provide a cost-effective solution to supplement lawn maintenance efforts of City staff.

Staff recommends awarding a Manicured Mowing Agreement from the results of public Bid # B-18-06 to LTS Lawncare in the amount of \$33,075.00 to provide manicured mowing services for the following locations: Hike and Bike Trail (Adoue Street to South Street), Hugh Adams Park, Marina Park, Morgan Park, Pearson Park, and Talmadge Park; two lots located at 3404 Hummingbird and 1409 Talmadge; and four corner areas of the Gordon Street Bridge.

Manicured Mowing Bid # B-18-06 opened on April 17, 2018 and advertised on April 1, 2018 and April 8, 2018.

Consider an award of Bid (B-18-10) Janitorial Services Provider Contract, to American Janitorial, for janitorial services of City owned buildings and park restrooms in an amount not to exceed \$44,310.00 for the remaining FY2017-2018 and first year of service for FY2018-2019; and authorize the City Manager to sign.

Consider awarding a service contract from the results of public bid #B-18-10 to American Janitorial Services in the amount of \$44,310.00 to provide janitorial services for the remaining FY2018, beginning May 8, 2018 and ending September 30, 2018 and include the first year full year of service beginning October 1, 2018 and ending September 30, 2019 in an amount of \$106,344.00 for the following locations: City Hall, Public Services Facility, Public Services Facility #2 (Dyche Lane), Library, Senior Citizen Center, Museum, Train Depot, Police Department, Animal Adoption Center and National Oak Park Restrooms. Additional sites include: Portable Restroom Trailer, Bob Briscoe Park Restrooms, Lions Park Restrooms, Pearson Park Restrooms, Morgan Park Restrooms, Bob S. Owen Pool Restrooms, and Girl Scout House. These additional sites are scheduled and billed separately as requested by the City of Alvin.

Staff evaluated the bidding companies by calling references and recommended the top three for a panel interview comprised of department directors. American Janitorial was unanimously selected as the best value for the City. American Janitorial showcased great managerial oversight, effective and efficient response to customer complaints and extensive expertise in the janitorial industry.

Janitorial Services Contract Bid # B-18-10 opened on April 24, 2018 and advertised on April 8, 2018 and April 15, 2018.

M&R's Elite Janitorial Solutions, LLC was the lowest bidder, however they were not recommended for an interview as they did not provide any references nor attended the recommended facility walk thru held on April 18, 2018.

**This current scope of work included Public Service Facility #2 (Dyche Lane) as well as routine tile floor polishing not previously listed in the agreement with Oriental Building Solutions which totaled \$90,780.48 annually.*

Consider a final plat of Sananikone Place (located west of the Adoue and Second Street intersection) being a subdivision of 0.6568 acres (28,611 sq ft) in the H.T. & B. R. R. survey, A-449, also being a portion of track 2, block J in the City of Alvin, Brazoria County, Texas.

On March 29, 2018 the Engineering Department received the final plat of Sananikone Place for review. The property is located to the west of the Adoue and Second Street intersection and is being platted for conveyance. This plat complies with all requirements of the City's Subdivision Ordinance. The City Planning Commission unanimously approved the plat at their meeting on April 17, 2018.

Consider a final plat of Mustang Crossing Detention (located at the northwest corner of FM 1462 and Johnson Street), being a PUD subdivision containing 14.35 acres of land located in the Hooper & Wade Survey, Abstract 488, in the City of Alvin, Brazoria County, Texas.

On March 29, 2018, the Engineering Department received the final plat of Mustang Crossing Detention for review. The property is located at the northwest corner of the intersection of FM 1462 and Johnson Street. This plat contains two reserves and is being platted for the construction of a detention pond to serve Mustang Crossing Sections 5, 6, and 7. This plat complies with all requirements of the City's Subdivision Ordinance. The Planning Commission unanimously approved the plat at their meeting on April 17, 2018.

Consider a final plat of Mustang Crossing Section 5 (located northwest of the intersection of FM 1462 and Mustang Crossing Boulevard), being a PUD subdivision containing 18.26 acres of land located in the Hooper & Wade Survey, Abstract 488, in the City of Alvin, Brazoria County, Texas.

On March 29, 2018, the Engineering Department received the final plat of Mustang Crossing Section 5 for review. The property is located at the northwest corner of the intersection of FM 1462 and Mustang Crossing Boulevard. This section consists of seventy-nine (79) single-family lots, two (2) reserves, and three (3) blocks. The Mustang Crossing Subdivision currently consists of three previously platted sections containing 204 single-family residential lots of which approximately 196 have homes on them. This plat complies with all requirements of the City's Subdivision Ordinance. The Planning Commission unanimously approved the plat at their meeting on April 17, 2018.

Consider a final plat of Oasis Laydown Yard (located along the north side of W. Highway 6, just east of CR 99), being a subdivision of 16.2056 acres of land in the H.T.& B. R.R. Co. Survey, Abstract 230, Brazoria County, Texas.

On March 29, 2018, the Engineering Department received the final plat of Oasis Laydown Yard for review. The property is in the City of Alvin's Extraterritorial Jurisdiction (ETJ) along the north side of W. Highway 6 and east of County Road 99. The property is being platted to consolidate parcels for CenterPoint Energy's future equipment laydown yard. This plat complies with all requirements of the City's Subdivision Ordinance. The City Planning Commission unanimously approved the plat at their meeting on April 17, 2018.

Council member Adame moved to approve the consent agenda as presented. Seconded by Council member Richards; motion to approve carried on a vote of 7 Ayes.

OTHER BUSINESS

Consider an award of Bid (B-18-10) Janitorial Services Provider Contract, to American Janitorial, for janitorial services of City owned buildings and park restrooms in an amount not to exceed \$44,310.00 for the remaining FY2017-2018 and first year of service for FY2018-2019; and authorize the City Manager to sign.

Consider awarding a service contract from the results of public bid #B-18-10 to American Janitorial Services in the amount of \$44,310.00 to provide janitorial services for the remaining FY2018, beginning May 8, 2018 and ending September 30, 2018 and include the first year full year of service beginning October 1, 2018 and ending September 30, 2019 in an amount of \$106,344.00 for the following locations: City Hall, Public Services Facility, Public Services Facility #2 (Dyche Lane), Library, Senior Citizen Center, Museum, Train Depot, Police Department, Animal Adoption Center and National Oak Park Restrooms. Additional sites include: Portable Restroom Trailer, Bob Briscoe Park Restrooms, Lions Park Restrooms, Pearson Park Restrooms, Morgan Park Restrooms, Bob S. Owen Pool Restrooms, and Girl Scout House. These additional sites are scheduled and billed separately as requested by the City of Alvin.

Staff evaluated the bidding companies by calling references and recommended the top three for a panel interview comprised of department directors. American Janitorial was unanimously selected as the best value for the City. American Janitorial showcased great managerial oversight, effective and efficient response to customer complaints and extensive expertise in the janitorial industry.

Janitorial Services Contract Bid # B-18-10 opened on April 24, 2018 and advertised on April 8, 2018 and April 15, 2018.

M&R's Elite Janitorial Solutions, LLC was the lowest bidder, however they were not recommended for an interview as they did not provide any references nor attended the recommended facility walk thru held on April 18, 2018.

**This current scope of work included Public Service Facility #2 (Dyche Lane) as well as routine tile floor polishing not previously listed in the agreement with Oriental Building Solutions which totaled \$90,780.48 annually.*

Council member Thompson inquired about the difference in cost for the remainder of the year between the previous contractor and American Janitorial. Dan Kelinske, Parks Director, responded that he will calculate the difference and provide the information to council.

Following discussion, Council member Thompson moved to approve an award of Bid (B-18-10) Janitorial Services Provider Contract, to American Janitorial, for janitorial services of City owned buildings and park restrooms in an amount not to exceed \$44,310.00 for the remaining FY2017-2018 and first year of service for FY2018-2019; and authorize the City Manager to sign. Seconded by Council member Richards. Councilmember Adame pointed out to include "in an amount not to exceed \$106, 344.00 for first year of service for FY2018-2019" in the motion". No objections were made by Council to include the additional wording; motion carried on a vote of 7 Ayes.

Consider a Construction Management & Inspection Services Agreement with AGCM, Inc. in an amount not to exceed \$280,875 for project management services for the design and construction of the new Fire/EMS Station to replace Fire Station #1 and EMS Station; and authorize the City Manager to sign upon legal review.

Large design/construction projects, such as the construction of the new Fire/EMS station, call for a knowledgeable and experienced “overseer” -- one that has the time and ability to facilitate every aspect of the design and construction process. Currently, the city does not have the staffing level to coordinate the overall planning and control of the new Fire Station from inception to completion. As a result, a Request for Proposal (RFP) for Construction Management & Inspection Services was advertised on Sunday, April 8, 2018 and Sunday April 15, 2018. Staff also emailed RFPs directly to ten project management firms, as well as advertised on the City’s webpage. The City received one RFP from AGCM, Inc. Staff has selected AGCM, Inc. to submit a proposal for the design and construction management services for the new Fire/EMS Station.

The submittal was evaluated by an evaluation team consisting of City Staff Representatives. The criteria used to evaluate the RFP responses included the following:

- Years of relevant experience of firm
- Qualifications and relevant experience of similar fire/ems station projects
- Demonstrated ability to respond quickly based on references
- Cost effectiveness

If selected, AGCM, Inc. will work with the design committee of employees, volunteers and a community member, the architects, and construction contractors to perform the following tasks, but not limited to:

Programming /Pre-Construction Phase

*Meeting with City to obtain a clear understanding of goals and expectations
Meeting with Architect and City to determine major design parameters/standards
Assisting the City in determining appropriate delivery method
Initiating a series of design review meetings*

Construction Phase

*Be the ears, eyes, and “boots on the ground” construction manager for the City
Conduct pre-construction meetings
Perform job-site visits to monitor quality, oversee testing/inspections, monitor adherence to safety plans
Providing reports on key issues covering all aspects of the project to keep the City informed
Reviewing and evaluating the appropriateness of all proposed change orders
Close-out and Warranty Phase
Coordinating final walk through
Ensuring Owner’s receipt of all documentation
Facilitating start and completion of all punch lists
Approving final contractors’ payments*

Should City Council agree to approve Construction Management & Inspection Services Agreement with AGCM, Inc, the agreement would remain in full force and effect through June 30, 2020 -- the anticipated grand opening/project closeout phase of the new Fire/EMS station. If need be, the Construction Management & Inspection Services Agreement may be extended past June 30, 2020; subject to mutual approval by the City and AGCM

Council member Thompson moved to approve a Construction Management & Inspection Services Agreement with AGCM, Inc. in an amount not to exceed \$280,875 for project management services for the design and construction of the new Fire/EMS Station to replace Fire Station #1 and EMS Station; and authorize the City Manager to sign upon legal review. Seconded by Council member Arendell; motion to approve carried on a vote of 7 Ayes.

Consider Resolution 18-R-17, authorizing the payment of the fourteen (\$0.14) cents per capita to the Gulf Coast Coalition of Cities to fund regulatory and related activities related to electric and gas utility service; and other matters related thereto.

The City of Alvin has been a member of the Gulf Coast Coalition of Cities (“GCCC”) since 2012. GCCC has been the primary public interest advocate before the Public Utility Commission, ERCOT, the Courts, and the Legislature on

electric utility regulation matters for nearly two decades. There are non-reimbursable proceedings, rulemakings, and legislative efforts impacting the rates charged within the City. It is possible that additional efforts will be necessary on new issues that arise during the year, and it is important that GCCC be able to fund its participation on behalf of its member cities. When needed, a per capita assessment has historically been used, and is a fair method for the members to bear the burdens associated with the benefits received from that membership. With the current population of 26,164, the City of Alvin's shared cost will be \$3,662.96.

Council member Reed moved to approve Resolution 18-R-17, authorizing the payment of the fourteen (\$0.14) cents per capita to the Gulf Coast Coalition of Cities to fund regulatory and related activities related to electric and gas utility service; and other matters related thereto. Seconded by Council member Castro; motion to approve carried on a vote of 7 Ayes.

Consider Resolution 18-R-18, finding that CenterPoint Energy Houston Electric, LLC's Application for approval to amend its distribution cost recovery factor pursuant to 16 Tex. Admin. Code §25.243 to increase distribution rates within the City should be denied; finding that the City's reasonable rate case expenses shall be reimbursed by the company; finding that the meeting at which this resolution is passed is open to the public as required by law; requiring notice of this resolution to the company and legal counsel.

The City, along with approximately 38 other cities served by CenterPoint Energy Houston Electric, LLC ("CenterPoint" or "Company") is a member of the Gulf Coast Coalition of Cities ("GCCC"). The coalition has been in existence since the early 1990's. GCCC has been the primary public interest advocate before the Public Utility Commission, the Courts, and the Legislature on electric utility regulation matters for over 20 years.

On April 4, 2018, CenterPoint filed an Application for Approval to Amend its Distribution Cost Recovery Factor ("DCRF") Pursuant to 16 Texas Administrative Code § 25.243 to Increase Distribution Rates with each of the cities in their service area. In the filing, the Company is proposing an adjustment to reflect changes in the federal income tax rate resulting from the Tax Cuts and Jobs Act of 2017. As a result of that adjustment, the Company is proposing a Total DCRF Revenue Requirement of \$82,620,101 to be effective on September 1, 2018. The resulting Total DCRF Revenue Requirement sought by the Company constitutes a \$7 million decrease to the currently approved total distribution revenue requirement that is scheduled to go into effect on September 1, 2018.

GCCC has engaged the services of a consultant, Mr. Karl Nalepa, to review the Company's filing. GCCC's attorney recommends that all GCCC members adopt the Resolution denying the rate change. Once the Resolution is adopted, CenterPoint will have 30 days to appeal the decision to the Public Utility Commission where the appeal will be consolidated with CenterPoint's filing for the environs and those cities that have relinquished their original jurisdiction currently pending at the Commission.

Council member Arendell moved to approve Resolution 18-R-18, finding that CenterPoint Energy Houston Electric, LLC's Application for approval to amend its distribution cost recovery factor pursuant to 16 Tex. Admin. Code §25.243 to increase distribution rates within the City should be denied; finding that the City's reasonable rate case expenses shall be reimbursed by the company; finding that the meeting at which this resolution is passed is open to the public as required by law; requiring notice of this resolution to the company and legal counsel. Seconded by Council member Thompson; motion to approve carried on a vote of 7 Ayes.

REPORTS FROM CITY MANAGER

Review preliminary list of items for next Council meeting.

Ms. Breland reviewed the preliminary list for the May 17, 2018 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.

Mrs. Roberts reviewed items of community interest.

Council member Thompson mentioned that there are many activities in Alvin for the weekend; he thanked Chief Lee for placing the radar signs out.

Council member Reed expressed his appreciation to staff for taking care of issues that are brought to his attention. He announced the scholarship fund raiser at Knights of Columbus Hall in memory of the student killed in auto accident.

Council member Arendell thanked everyone who helped with the Frontier Day and Tour de Braz event; both were a success.

Council member Richards thanked the city staff for the great job they do.

Council member Castro announced that today was National Day of Prayer and he thanked Sereniah Breland and Priya Bhakta for a job well done on the Tour de Braz event.

Council member Adame announced the Noon Lions Club Casino Night on May 19th.

Council member Starkey cautioned everyone that school will be ending soon and to drive safely. He congratulated his grandson for being inducted into the National Honor Society.

Mayor Horn requested that Council member Thompson follow the Fire/EMS Facility project and Council member Arendell to follow the FM 528 extension project.

EXECUTIVE SESSION

Mayor Horn called for an executive session at 7:35 p.m. in accordance to the following:

SECTION 551.076 – Discuss security personnel, security devices, or a security audit.

RECONVENE TO OPEN SESSION

Mayor Horn reconvened the meeting into open session at 8:31 p.m.

ADJOURNMENT

Mayor Horn adjourned the meeting at 8:31 p.m.

PASSED and APPROVED this _____ day of _____, 2018.

Paul A. Horn, Mayor

ATTEST: _____
Dixie Roberts, City Secretary



AGENDA COMMENTARY

Meeting Date: 5/17/2018

Department: City Secretary

Contact: Dixie Roberts, City Secretary

Agenda Item: Consider Resolution 18-R-19, declaring the results of the May 5, 2018 General Election for the purpose of electing members to City Council At Large Position 1, District B, and District C.

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

Summary: The official canvassing for this election will be held on Wednesday, May 16, 2018, which is the statutory last day to canvass this election per State Election Code. A full quorum of the governing body is not required for the canvassing of an election and can be completed with just two (2) members of the governing body in attendance. At the canvassing, the official election returns will be read aloud by the City Secretary and an affidavit signed declaring the official results.

Resolution 18-R-19 formally declares the results of this election in resolution and minute format, where it will be maintained as an official record of the City. Staff recommends the approval of Resolution 18-R-19.

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:** 5/14/2018 SLH

Supporting documents attached:

- Resolution 18-R-19

Recommendation: Move to approve Resolution 18-R-19, declaring the results of the May 5, 2018 General Election for the purpose of electing members to City Council District B, District C and At Large Position 1.

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

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

RESOLUTION 18-R-19

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS, DECLARING THE RESULTS OF THE GENERAL ELECTION HELD ON MAY 5, 2018, FOR THE PURPOSE OF ELECTING A MEMBER TO CITY COUNCIL AT LARGE POSITION 1, DISTRICT B, AND DISTRICT C; AND PROVIDING FOR RELATED MATTERS.

WHEREAS, on May 5, 2018, a General Election was held in the City of Alvin, Texas, for the purpose of electing a member to City Council At Large Position 1, District B, and District C; and

WHEREAS, the said election was duly and legally held in conformity with the election laws of the State of Texas, and the results of said election have been verified and returned by the proper judges and clerks; and

WHEREAS, a total of 734 voters voted in such election; and

WHEREAS, the governing body as the canvassing authority of the City of Alvin, Texas, canvassed said returns on May 16, 2018, and hereby declare the result of such General Election for public record;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS:

Section 1. The facts set forth the in the preamble of this Resolution are hereby found to be true and correct and are incorporated herein and made a part hereof for all purposes.

Section 2. The official canvass of the returns of General Election held on May 5, 2018, reflect that the following named persons received the number of votes appearing opposite their names in the respective position to be filled:

City Council At Large Position 1		
	Total Votes	%
Bunky Jordan	277	40.8
Brad Richards	402	59.2

City Council District B		
	Total Votes	%
Adam Arendell	80	100

City Council District C		
	Total Votes	%
Keith Thompson	100	100

Section 3. In accordance with the official canvass of the returns of the General Election held on May 5, 2018, the following persons were duly elected to the respective position as shown:

Council Member At Large Position 1: Brad Richards
Council Member District B: Adam Arendell
Council Member District C: Keith Thompson

Section 5. Open Meetings Act. It is hereby officially found and determined that this meeting was open to the public, and public notice of the time, place and purpose of said meeting was given, all as required by the Open Meetings Act, *Chapter 551 of the Texas Government Code*.

PASSED AND APPROVED on this the 17th day of May 2018.

CITY OF ALVIN, TEXAS

ATTEST:

By: _____
Paul A. Horn, Mayor

By: _____
Dixie Roberts, City Secretary



AGENDA COMMENTARY

Meeting Date: 5/17/2018

Department: City Council

Contact: Paul Horn, Mayor

Agenda Item: Consider the Mayor's appointment of Mayor Pro-tem.

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

Summary:

City Council Position	Council member	Year Elected	Term Expires	Served as Mayor Pro-tem
At Large 1	Brad Richards	2012, 2015, 2018	2021	Current
At Large 2	Joel Castro	2018	2019	No
District A	Scott Reed	*2011, 2013, 2016	2019	Yes
District B	Adam Arendell	2012, 2015, 2018	2018	Yes
District C	Keith Thompson	*2014, 2015, 2018	2018	No
District D	Glenn Starkey	2016	2019	No
District E	Gabe Adame	2017	2020	Yes

*= filled unexpired term

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: N/A

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

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