

City of Alvin, Texas

Paul Horn, Mayor

Glenn Starkey, Mayor Pro-tem, District D
Brad Richards, At Large Pos. 1
Joel Castro, At Large Pos. 2
Martin Vela, District A



Adam Arendell, District B
Keith Thompson, District C
Gabe Adame, District E

ALVIN CITY COUNCIL AGENDA THURSDAY, NOVEMBER 21, 2019 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 Secretary's Office at 281-388-4255 or drobot@cityofalvin.com 48 hours prior to the meeting time. City Hall is wheel chair accessible and a sloped curb entry is available at the front east entrance to City Hall.

NOTICE is hereby given of a Regular Meeting and Executive Session of the City Council of the City of Alvin, Texas, to be held on **THURSDAY, NOVEMBER 21, 2019**, 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. PRESENTATIONS

A. Alvin Animal Adoption Center Departmental Update.

4. PUBLIC COMMENT

5. CONSENT AGENDA: CONSIDERATION AND POSSIBLE ACTION:

An item(s) may be removed from the Consent Agenda for full discussion by the request of a member of Council. Item(s) removed will automatically become the first item up for discussion under Other Business.

A. Consider approval of the October 17, 2019 City Council Workshop meeting minutes.

B. Consider approval of the November 7, 2019 City Council meeting minutes.

C. Acknowledge receipt of the Quarterly Investment Report ending September 30, 2019.

D. Acknowledge receipt of the 2018 Tax Increment Reinvestment Zone Number Two Annual Report.

6. OTHER BUSINESS

A. Accept the resignation of Municipal Court Judge Deanie King effective December 1, 2019.

B. Consider the appointment of Mohamad Ghuneim as Interim Presiding Municipal Court Judge of the Alvin Municipal Court.

C. Consider a Memorandum of Understanding between the City of Alvin and Mike Merkel for service as an Associate Municipal Court Judge of the Alvin Municipal Court; and authorize the Mayor to sign.

- D. Consider Ordinance 19-AA, amending Chapter 8 1/2 , Emergency Medical Services of the Code of Ordinances, City of Alvin, Texas for the purpose of revising certain Emergency Medical Services fees; providing for certain exemptions to fees for Emergency Medical Services to be effective November 2019; and setting forth other provisions related thereto.
- E. Consider Ordinance 19-BB, amending Chapter 28, Comprehensive Fee Ordinance of the Code of Ordinances of the City of Alvin, Texas for the purpose of setting a rental fee for the use of Audio Visual Equipment at the Alvin Senior; providing for publication; providing for an effective date; and setting forth other provisions related thereto.
- F. Consider Resolution 19-R-42, adopting the 2019 Alvin Senior Center rules and Regulations and setting forth other matters related thereto.
- G. Consider Resolution 19-R-41, casting votes for the Board of Directors of the Brazoria County Appraisal District.

7. EXECUTIVE SESSION

City Council will meet in Executive Session pursuant to:

- A. **Section 551.074** of the Local Government Code: Deliberation on the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
 - 1. City Attorney Evaluation.

8. RECONVENE TO OPEN SESSION

- A. Take action on Executive Session item(s) if necessary.

9. ADJOURNMENT

I hereby certify that a copy of this notice was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City’s website: www.alvin-tx.gov, in compliance with Chapter 551, Texas Government Code, on MONDAY November 18, 2019 at 5:15 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).**

Minutes
City of Alvin
Parks and Recreation Board Meeting
Public Services Facility Conference Room
1100 W. Hwy. 6
August 6, 2019
6:30 P.M.

CALL TO ORDER

The meeting was called to order by Dwight Rhodes, Chair at 6:35 p.m.

ROLL CALL

Board members present were Dwight Rhodes, Chair; Terrie Beasley, Vice Chair; Randy Race and Jamie Vaughn. **Staff member present:** Dan Kelinske, Director of Parks and recreation.

APPROVAL OF MINUTES

The minutes of the July 2, 2019 were unanimously approved.

PETITIONS/REQUEST FROM THE PUBLIC

There were no petitions or requests from the public.

CHAIRMAN REPORT

None

DIRECTOR REPORT

Update on past/upcoming events

- Operation Recreation 7/11 1 125 unregistered participants
- 8/8 Morgan Park 11am-2pm
- Summer Movie – Incredibles 2 – 75 unregistered participants
- 8/9 How to Train Your Dragon
- Event ‘Lunar Landing’ - 173 unregistered participants
- Nerf Nights 7/26 – 75 unregistered participants
- 8/23 Newman Park 6pm-8pm
- Pickleball every Wednesday 6pm, National Oak Park
- Sand Volleyball every Thursday 8pm, Morgan Park

Update on park projects/improvements

- Art in the Park – artist rendering of potential tree sculpture in Sealy Park
- Discuss sign options for disc golf course.
- Account Balances:
- No change from previous
- FYTD 2019 enrollments
- Course Participants : 4488
- Course Enrollment Transactions: 5157

- General Enrollment : 3002
- Online Enrollment : 2155
- Event Participants: 6006

OLD BUSINESS

- Discussion continued on the Hike and Bike Phase III.

ITEMS OF COMMUNITY INTEREST

There were no items of community interest.

ADJOURNMENT

Dwight Rhodes, Chair, called to adjourn the meeting at 8:20 p.m.

Upcoming meeting: Parks and Recreation Board Meeting –October 1, 2019 at 6:30PM.

Alvin Animal Adoption Center

City of Alvin - Departmental Update



Our Team

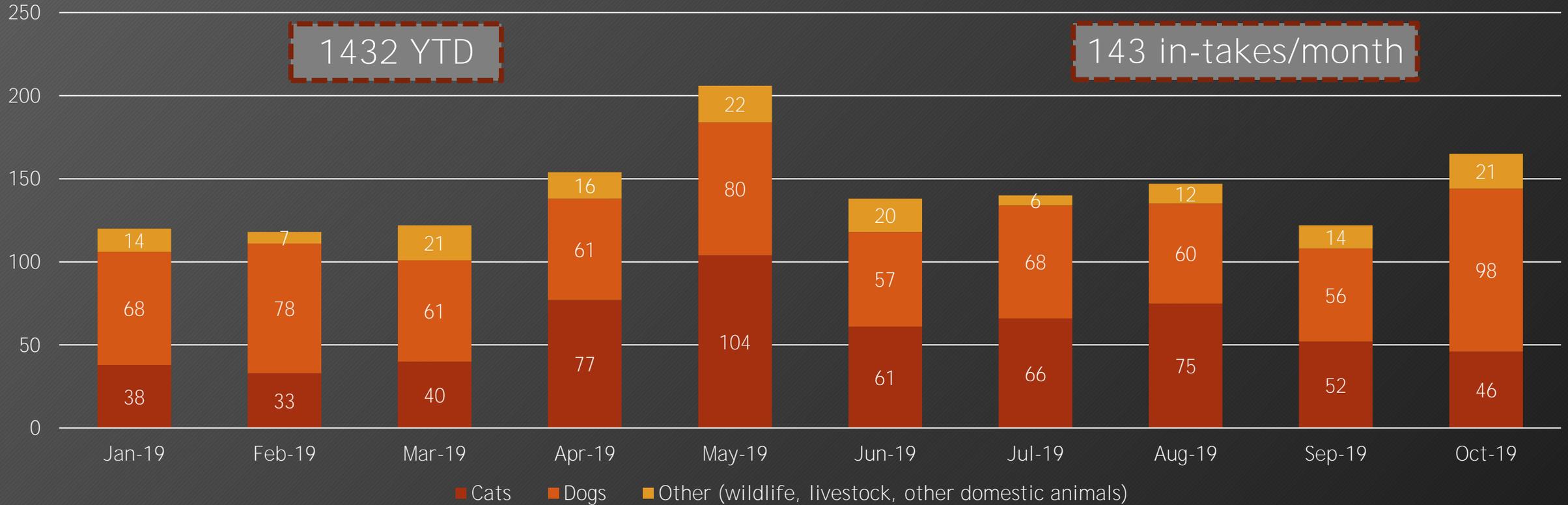


- Kim Vera, Kennel Tech
- Michaela Knape, Kennel Tech
- Megan Connelly, Kennel Tech
- Tonya Douglas, Animal Control Supervisor
- Richard Villaloboz, Animal Control Officer
- Brittney Moore, Animal Control Officer
- Autumn Miller, Shelter Manager

In-Takes



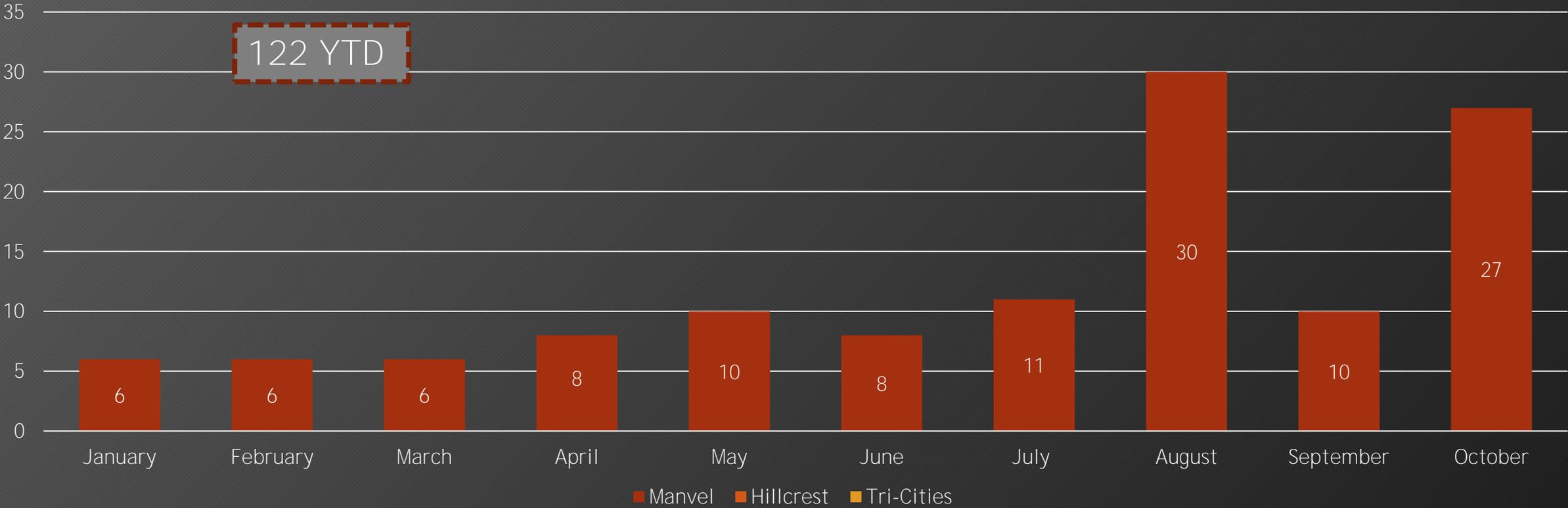
Monthly In-takes



Other Agency In-Takes



Other Agency In-Takes



Happy Tail



August
←

October
→



Hermione
is now a happy
resident at
Starlight Outreach
and Rescue

A white silhouette graphic on a black background showing a dog sitting in the center, a cat sitting to the right, and a rabbit sitting to the left. A pink starburst is positioned above the dog.

Milestones

*Pets wouldn't give up on us
so why would we give up on them?*

**2018 marked three years
since we've had to
euthanize any healthy
adoptable pet.**



Alvin Animal Adoption Center



Milestones

- Low-cost spay/neuter mobile unit
- Appointments available to the public

The Alvin Animal Adoption Center & The POPS Truck

are excited to offer you a
low-cost spay and neuter service!

Call 713.738.3131 to schedule your appointment.
A \$25 non-refundable deposit is required upon
scheduling.
A limited number of spaces are available.

The POPS Truck will be at the
Alvin Animal Adoption Center
to provide you with a low-cost spay and neuter option.



Community Involvement

- We need sponsors!

Help a Homeless Pet & Promote your Business or Organization by teaming up with the **Alvin Animal Adoption Center**

The Alvin Animal Adoption Center is responsible for taking in the homeless pets of Alvin. We save them from the streets and provide them with care until we are able to find them new families.

Our adoption fees cover the sterilization (spay or neuter), microchip, rabies vaccination, deworming, flea medication, and basic vaccinations. When we are able to find sponsors for the sterilization of these pets, we are able to lower the adoption fee and increase the chance of adoption for that pet.



By donating \$85 toward the sterilization of a dog or \$65 toward the sterilization of a cat, you can make a difference! We will post a flyer on that pet's kennel stating your organization sponsored the sterilization, post it on our Facebook page, and provide you with a flyer to display at your facility!

Don't hesitate – there are many pets counting on you!

Alvin Animal Adoption Center

550 West Highway 6
Alvin, Texas 77511

To participate, please call 281.388.4331 or email amiller@cityofalvin.com



Community Involvement



- Puppy Pals at the Alvin Library
- First Tuesday each month
6pm - 7pm



Community Involvement



- Taco Truck Showdown at the Shelter
 - The Pink Box
 - Wylie Street Tacos
- Raised over \$4000

\$5 HORSE RIDES! \$5
at the Alvin Animal Adoption Center
JUNE 29 10AM - 2PM

Romeo Daisy

Taco truck SHOWDOWN at the SHELTER
Saturday, June 29 550 W Hwy 6
10am - 2pm Alvin, TX 77511

The Pink Box vs. Wylie St. Tacos

\$10 = taco from each truck & a drink
Donation

RAFFLE TICKETS \$5 EACH OR 5/\$20
\$1 HOT DOGS
\$45 PET ADOPTIONS

100% of proceeds will be donated to
ALVIN ANIMAL ADOPTION CENTER



Community Involvement



- Raise money for our medical and sterilization funds through raffles

Medical fundraiser!

ALVIN ANIMAL ADOPTION CENTER
550 W Highway 6 • Alvin, TX
281.388.4331

Wreath designed and donated by:

Wicked Wreath Designs
Ciera N. Udick
★★★
281-299-7853
cudick@yahoo.com
Like my Facebook page:
facebook.com/WickedWreathDesigns
Alvin, Texas 77511

\$1 Raffle tickets
Winner will be drawn June 30

Christmas raffle

ALVIN ANIMAL ADOPTION CENTER
550 W HWY. 6

\$1 per ticket
Winner drawn December 20

Raffle Tickets!
\$5 each
OR
5/\$20

Available @
Alvin Animal Adoption Center

MADE WITH
PIC-COLLAGES

Donations



- Donations to the Alvin Animal Adoption Center can be made:
 - At the shelter (550 W Hwy 6)
 - Over the phone (281.388.4331)
 - Via our Alvin Animal Adoption Center Facebook page
 - Via our City Webpage (www.alvin-tx.gov)
 - At the Veterinary Hospital of Alvin (Medical fund)

Thank you



MINUTES
CITY OF ALVIN, TEXAS
216 W. SEALY STREET
CITY COUNCIL WORKSHOP MEETING
THURSDAY OCTOBER 17, 2019
6:00 P.M.

CALL TO ORDER

BE IT REMEMBERED that, on the above date, the City Council of the City of Alvin, Texas, met in Regular Session at 6:00 P.M. in the First Floor Conference Room at City Hall, with the following members present: Mayor Paul A. Horn; Mayor Pro-Tem Glenn Starkey; Councilmembers: Gabe Adame, Adam Arendell, Joel Castro, Brad Richards, Keith Thompson and Martin Vela.

Staff members present: Junru Roland, City Manager; Dixie Roberts, City Secretary; Michael Higgins, Chief Financial Officer; Brandon Moody, Utility Superintendent; and Robert E. Lee, Police Chief.

WORKSHOP ITEM:

Solid Waste Request for Proposals.

Michael Higgins, CFO reviewed the tentative calendar for the RFP process with the anticipated start date for the new contract being October 1, 2020.

All contractor inquires will be directed to the CFO, all questions and answers will be made available to all potential contractors, and communication with City Council or any other employees will be prohibited. The RFP review team will consist of the city manager, chief financial officer, parks & recreation director, public works director and utility billing supervisor.

Waste Connections is the current contractor. The current contract started on October 1, 2004 as a 10-year agreement and was renewed Oct. 1, 2014 for 5 more years. The current contract expires on September 30, 2020, as there are not more renewals available. This contract services approximately 6,300 residential homes and approximately 960 commercial accounts (244 with 95-gallon carts, 716 with containers of 2yds to 8yds).

The current residential and recycling rates are \$12.86 with once a week pickup, use of 95 gallon refuse containers and a monthly curbside heavy trash service. Commercial billing rates vary based upon the size of the container. A 2 cubic yard containers to 8 cubic yard container is serviced one to six times weekly. Recycling rates are included with garbage rates with once a week pickup and use of 95-gallon refuse containers. Initial recycling carts are provided at no charge to residential customers.

What is in the RFP? Seven-year initial term, with two (2) three (3) year options. An a-la-carte menu – contractors can bid on different options. The possibility for once or twice a week pickup, providing for penalties for non-compliance and an annual update to City Council from the contractor. Disaster relief services, customer service enhancements, new or enhanced route options, funding for City specialties (marketing, fireworks, scholarships, Keep Alvin Beautiful, bi-annual clean-up/hazardous waste event).

Bidders will be allotted up to 30 minutes for the initial presentation. Thereafter, the review team will interview the company and obtain clarification on any outstanding items from the submitted RFP. Mr. Higgins reviewed the scoring system and the review process.

ADJOURNMENT

Mayor Horn adjourned the meeting at 6:50 p.m.

PASSED and APPROVED the 21st day of November 2019.

Paul A. Horn, Mayor

ATTEST: _____
Dixie Roberts, City Secretary

**MINUTES
CITY OF ALVIN, TEXAS
216 W. SEALY STREET
REGULAR CITY COUNCIL MEETING AND
EXECUTIVE SESSION
THURSDAY NOVEMBER 7, 2019
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 Glenn Starkey; Councilmembers: Gabe Adame, Joel Castro, Brad Richards and Keith Thompson.

Staff members present: Junru Roland, City Manager; Suzanne Hanneman, City Attorney; Dixie Roberts, City Secretary; Michelle Segovia, City Engineer; Larry Buehler, Director of Economic Development; Dan Kelinske, Parks and Recreation Director; Rex Klesel, Fire Chief; Ron Schmitz, EMS Director/EM Coordinator and Todd Arendell, Police Captain.

INVOCATION AND PLEDGE OF ALLEGIANCE

Wayne Barber with Crossover to Christ Community Church gave the invocation.

Council member Joel Castro led the Pledge of Allegiance to the American Flag; and Council member Keith Thompson led the Pledge to the Texas Flag.

PRESENTATIONS

Municipal Court Week Proclamation.

Mayor Horn presented a proclamation to Judge Deanie King; Alternate Judge Mohamad Ghuneim and Court staff recognizing the week of November 4th as Municipal Court Week.

PUBLIC COMMENT

J. R. Tyson gave an update on state and local events that recently occurred. He reminded Council of the 2020 Census and to consider on how the census will be conducted. He also commented that the May 2020 local election is an important one.

John Burkey highlighted the upcoming Senior Citizen's Center events for the months of November and December.

CONSENT AGENDA: CONSIDERATION AND POSSIBLE ACTION

Consider approval of the October 17, 2019 City Council Regular meeting minutes.

Accept resignation from Planning Commission member Charles Buckelew.

Charles Buckelew submitted his resignation from the Planning Commission for his term ending on December 31, 2020 due to health issues. This agenda item is the formal acceptance of his resignation.

With the resignation of Mr. Buckelew, there are now eight (8) members on this commission. The Charter states that the commission is to be comprised of at least five (5) members, with no more than eleven (11) members. There is no need to fill this position at this time as it leaves no vacancy. All board and commission appointments will be considered at the December 7, 2019 City Council meeting.

Consider Ordinance 19-Z, annexing 3.97 acres of land, more or less, located along State Highway 35 and Moore Road, in Brazoria County, Texas; approving a service plan for the annexed area; making findings of fact; providing a severability clause; and providing an effective date.

On August 27, 2019, DGO Galvintx10252018, LLC., petitioned the City to annex approximately 3.97 acres for the purpose of constructing a Dollar General Store. Council authorized the commencement of annexation procedures on September 5, 2019, in Resolution 19-R-35. Public hearings were held on October 3, 2019 and October 17, 2019. This ordinance will finalize the annexation of approximately 3.97 acres of land of the Lenamon Grove Addition, located along State Highway 35 and Moore Road, in Brazoria County, Texas. The Ordinance includes the Municipal Service Plan.

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

OTHER BUSINESS

Consider Ordinance 19-Y, amending Chapter 24-½, Manufactured Homes and Manufactured Home Parks, of the Code of Ordinances, City of Alvin, Texas for the purpose of amending Article V. Recreational Vehicle Parks and Resorts, by not allowing for the construction of new Recreational Vehicle Resorts; providing for a penalty; and setting forth other provisions related thereto.

On July 6, 2017 Council approved Ordinance 17-L which defined and allowed for the construction of Recreational Vehicle Resorts. Since Ordinance 17-L was approved there has been one RV Resort (along Nelson Road) approved and will start construction soon.

On July 30, 2019 a joint workshop was held with the City Council and the City Planning Commission, at this workshop the Recreational Vehicle Ordinance was discussed, and Council conveyed to the Planning Commission that they would consider proposed amendments to the ordinance.

On September 17, 2019, the Planning Commission discussed the Recreational Vehicle Ordinance and requested that Staff draft an amendment to the ordinance that would prevent the construction of new Recreational Vehicle Resorts. Staff drafted the amendment to the ordinance (Ord. 19-Y) and presented it to the Planning Commission on October 15, 2019 for their consideration. The Planning Commission voted 5 votes to 1 vote to approve Ordinance 19-Y. Commission Member Hartman voted against the ordinance, stating that he felt there needed to be requirements in the ordinance allowing for the construction of new RV Resorts. Staff recommended approval of Ordinance 19-Y.

(This item was considered as the fourth item on the agenda but is recorded here to maintain the integrity of the outline of the agenda.)

No action taken; Ordinance 19-Y was referred to Planning Commission.

Consider Resolution 19-R-40, accepting the petition for annexation of 5.058 acres, more or less, parcel of land located at 3513 County Road 161, in Brazoria County, Texas; setting an annexation schedule that includes public hearings on December 5, 2019 and December 19, 2019; providing for open meetings and other related matters.

Blake and Kelley Lacy are petitioning the City to annex approximately 5.058 acres of land, located at 3513 County Road 161, for the purpose of developing the tract by constructing a multi-phase business park. This Resolution will set two public hearings for December 5, 2019, and December 19, 2019. Staff recommended approval of Resolution 19-R-40.

Council member Castro moved to approve Resolution 19-R-40, accepting the petition for annexation of 5.058 acres, more or less, parcel of land located at 3513 County Road 161, in Brazoria County, Texas; setting an annexation schedule that includes public hearings on December 5, 2019 and December 19, 2019; providing for open meetings and other related matters. Seconded by Council member Adame; motion carried on a vote of 5 Ayes.

Consider a Memorandum of Understanding (MOU) between the City of Alvin and the Brazoria County Conservation and Reclamation District No. 3 (C&R#3) for the development of the new Fire/EMS building to be located at the northeast corner of South Street and Bellaire Boulevard, as it

relates to providing for adequate stormwater detention and floodplain fill mitigation storage for the site; and authorize the Mayor to sign.

This MOU allows for the City and C & R #3 to work in cooperation to provide the required stormwater detention and floodplain mitigation storage for the development of the combination Fire and EMS Station to be constructed on the 5.4 acres of City owned property located at the northeast corner of South Street and Bellaire Boulevard.

As stated in the MOU, the C & R #3 would provide up to 5 acre-feet of stormwater detention and floodplain fill mitigation storage for the site in one of their existing regional detention pond facilities at no charge to the City. An additional amount of floodplain fill mitigation storage, not to exceed ten (10) acre-feet, is available for the City to purchase from the district for \$15,000 per acre-foot (not to exceed \$150,000) which is \$5,000 less per acre-foot than the district currently charges. The Fire/EMS site, as currently designed, requires approximately 14 acre-feet of detention and floodplain fill mitigation storage. C&R #3 approved the MOU at their meeting on November 5, 2019. Funding would come from the 2019 Certificate of Obligations. Staff recommended approval of the MOU.

(This item was considered as the first item on the agenda but is recorded here to maintain the integrity of the outline of the agenda.)

Council member Castro moved to approve a Memorandum of Understanding (MOU) between the City of Alvin and the Brazoria County Conservation and Reclamation District No. 3 (C&R#3) for the development of the new Fire/EMS building to be located at the northeast corner of South Street and Bellaire Boulevard, as it relates to providing for adequate stormwater detention and floodplain fill mitigation storage for the site; and authorize the Mayor to sign. Seconded by Council member Richards; motion carried on a vote of 5 Ayes.

Consider a Chapter 380 Agreement with Cline Crossing Partners, Ltd. to permit the construction of certain improvements necessary for the operation of a Class “A” apartment development; and authorize the Mayor to sign said Agreement upon legal review.

On October 17, 2019, the Cline Crossing Partners, Ltd. (the Company) submitted a proposal to the City requesting certain administrative actions to permit the construction of certain improvements necessary for the operation of a Class “A” apartment development, which is defined as upscale, luxury apartments, enhanced greenspace/landscaping, enhanced swimming pool, and a clubhouse/common space/business center, etc., which will appreciate in value. These improvements will have an estimated value of \$12,500,000. The City will allow for up to 24 units per building, and all other portions of the City of Alvin Ordinances will be followed by the developer/owner. The agreement will be for three (3) years to ensure the improvements are completed and the new value is created. Staff recommends approval of this Agreement.

(This item was considered third on the agenda but is recorded here to maintain the integrity of the outline of the agenda.)

Council member Adame moved to approve a Chapter 380 Agreement with Cline Crossing Partners, Ltd. to permit the construction of certain improvements necessary for the operation of a Class “A” apartment development; and authorize the Mayor to sign said Agreement upon legal review. Seconded by Council member Castro; motion carried on a vote of 5 Ayes.

Consider an award of bid to DivisionOne Construction for the construction of the new Fire/EMS Station to be located at the northeast corner of South Street and Bellaire Boulevard in an amount not to exceed \$11,673,900; and authorize the City Manager to sign the contract upon legal review.

On September 17, 2019, sealed proposals were received and opened for the Fire and EMS Station #1 replacement project. Joiner Architects, the City’s consultant that designed the project, reviewed all nine (9) bids that were received and is recommending DivisionOne Construction for this project.

This project consists of building a 29,310 square foot facility to house the Fire and EMS administration and equipment – replacing a 50-year-old fire station and a 40-year-old EMS station. Funding for the construction of this project will come from the 2019 Certificates of Obligation Bonds. This project is scheduled to start November 2019, with move-in scheduled for November 2020.

Original Project Estimate \$14,131,290 (including contingency)

<i>Contract Amount</i>	<i>\$11,118,000</i>
<i>Contingency (5%):</i>	<i>\$555,900</i>
<i>Total Amount</i>	<i>\$11,673,900</i>

A representative from Joiner Architects will be in attendance at the council meeting to review the results of the proposals and answer any questions had.

(This item was considered second but is recorded here to maintain the integrity of the outline of the agenda.)

Council member Thompson moved to award of bid to DivisionOne Construction for the construction of the new Fire/EMS Station to be located at the northeast corner of South Street and Bellaire Boulevard in an amount not to exceed \$11,673,900; and authorize the City Manager to sign the contract upon legal review. Seconded by Council member Starkey; motion carried on a vote of 6 Ayes.

Discuss and consider an exemption from the EMS Utility Fee.

Staff was asked to place on the agenda for discussion and consideration the waiver of the EMS Utility Fee for Utility account holders who are 100% disabled veterans. Currently the City's Ordinance allows a waiver of the EMS Fee for the EMS and Fire Department staff and their families.

A discussion was had on considering an exemption from the EMS Utility Fee for veterans that are 100% disabled. Following discussion, Council directed staff to revise the ordinance to exempt from the EMS Utility Fee veterans that are 100% disabled and volunteers who are first responders.

Consider an Agreement with Kimley Horn for professional design services for the Hike and Bike Trail Phase III, in amount not to exceed \$85,300; and authorize the City Manager to sign said Agreement upon legal review.

In FY2019, City Council approved \$100,000 in the General Projects Fund for the design of Phase III of the Hike and Bike Trail. In October 2018, staff approved an agreement with Kimley-Horn at a cost of \$9,760.00 to perform a feasibility study which included a technical memorandum documenting conceptual engineering plan to establish alignments, schedule and an opinion of probable construction cost (OPCC).

Since the conclusion of the feasibility study, on August 15, 2019, Fairway Lakes property was sold to Benson Development for residential development, and the lake itself was conveyed to Conservation and Reclamation District #3. These entities, along with other developments in the immediate vicinity (Pulte Homes and Whitestone MGH Holding), have expressed interest in the final design of the Hike and Bike Trail, as they feel it is an important amenity for future homeowners of that area.

At this time, staff along with the Parks and Recreation Board, are recommending design of the trail from Nelson Road at Fairway Drive to Alvin Community College, leaving the crossing of the Bypass for a future "Phase IV". Staff recommended approval of a design agreement with Kimley-Horn which includes a Topographic Survey, Preliminary Design and Drainage Analysis in the amount of \$85,300.

Council member Castro moved to approve an agreement with Kimley-Horn to provide professional design services for the Hike and Bike Trail Phase III, in amount not to exceed \$85,300; and authorize the City Manager to sign said Agreement upon legal review. Seconded by Council member Thompson; motion carried on a vote of 5 Ayes.

REPORTS FROM 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 21st City Council meeting.

ITEMS OF COMMUNITY INTEREST

Mrs. Roberts reviewed items of community interest.

Council member Starkey reminded that Veteran's Day is approaching.

EXECUTIVE SESSION

Mayor Horn called for an executive session at 8:06 p.m. in accordance to the following:

Section 551.074 of the Local Government Code: Deliberation on the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

Municipal Court Judge

Associate Municipal Court Judge

RECONVENE TO OPEN SESSION

Mayor Horn reconvened the meeting into open session at 9:51 p.m.

Take action on Executive Session item(s) if necessary.

No action was taken.

ADJOURNMENT

Mayor Horn adjourned the meeting at 9:51 p.m.

PASSED and APPROVED the 21st day of November 2019.

Paul A. Horn, Mayor

ATTEST: _____
Dixie Roberts, City Secretary



AGENDA COMMENTARY

Meeting Date: 11/21/2019

Department: Finance

Contact: Michael Higgins, CFO

Agenda Item: Acknowledge receipt of the 2018 Quarterly Investment Report ending September 30, 2019.

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

Summary: In 2013, the City of Alvin adopted the Public Funds Investment Act pursuant to Chapter 2256 of the Texas Government Code. The Code contains certain requirements for investing public funds and how those funds are to be administered. These requirements include annual reviews of the policy, training, internal controls, prudence, ethics, and reporting.

The City's investment policy states that the investment officer shall generate quarterly (investment) reports to the City Manager, Mayor, and City council. Attached is the quarterly report for the period ending September 30, 2019.

In summary, as of September 30, 2010, the City of Alvin's investment portfolio totaled **\$83.7 million**, which consists of \$62.9 million invested in the Local Government Investment Pools, \$750,000 in Certificates of Deposits, and \$20 million in the City's bank depository accounts (i.e. checking accounts). Interest earned during the quarter was \$397,357.

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:** 11/18/2019 SLH _____

Supporting documents attached:

- Investment Report

Recommendation: Move to acknowledge receipt of the 2018 Quarterly Investment Report ending September 30, 2019.

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

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

City of Alvin
Quarterly Investment Report
9/30/19

City of Alvin
Investment Report Commentary
For the Quarter Ended, September 30, 2019

The City of Alvin has an investment portfolio at September 30, 2019, of **\$83.7 million**, which consists of \$62.9 million invested in the Local Government Investment Pools, \$750,000 in Certificates of Deposits, and \$20 million in the City's bank depository accounts (i.e. checking accounts). Interest earned during the quarter was \$397,357. During the previous quarter, the City's total portfolio was \$85.1 million, with total interest of \$243,000. The total Market Value of the City's portfolio decreased during the quarter by \$1.5 million as the City needed to meet basic operating needs. We expect the Market Value to increase during the next quarter as property tax receipts will begin in November and December.

The City of Alvin earned a Weighted Average Yield-to-Maturity rate of **2.06%** during the current quarter. The market benchmark that is being used as a comparison is the 90-day T-Bill which was **1.93%** for the quarter. The City's yield was 13 basis points higher than the 90 day T-Bill rate. During the previous quarter, the city's Weighted Average Yield-to-Maturity rate was **1.88%**, and the 90-day T-Bill average was **2.32%**, or a difference of 44 basis points less than the T-Bill rate.

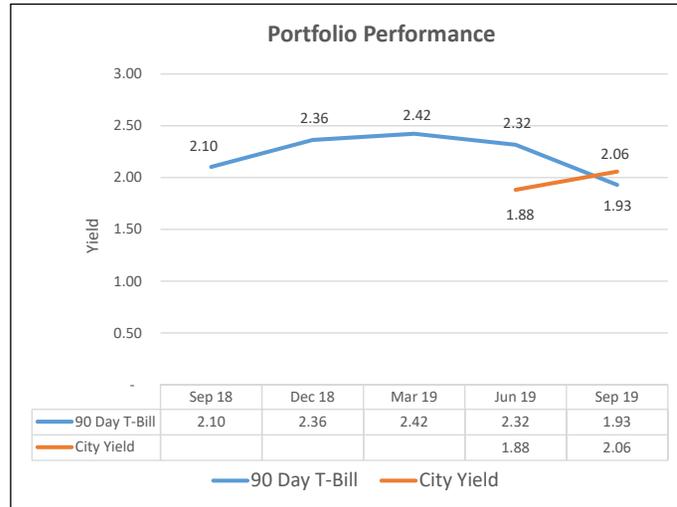
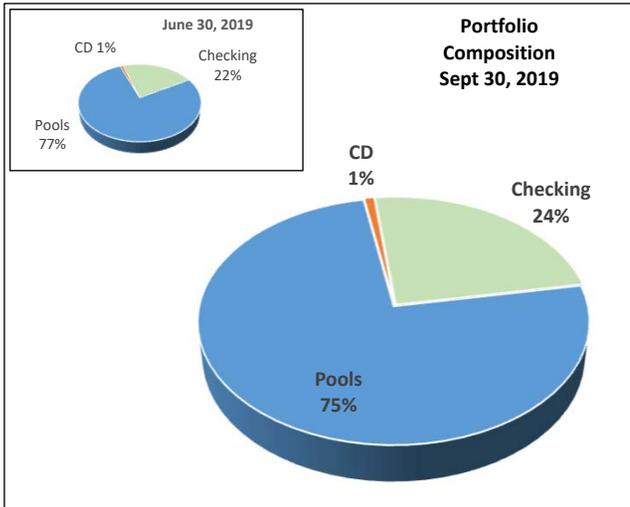
The overall Weighted Average Maturity (WAM in days) was **2.4 days** during the quarter, compared to **3.1 days** in the previous quarter. These WAM days are very low because 99% of the portfolio is invested in the 1 day maturities, primarily investment pools. The City's maximum allowable maturity days varies on the type of investment which can be from 30 days up to 3 years. The City's \$750,000 in certificates of deposits averages out to 150 days, however their balances as compared to the overall portfolio reduces their maturity days to only 1.37 days.

As mentioned above, the City's benchmark rate at September 30, 2019, is the 90-day T-Bill, which had a 1.93% average for the quarter. The rate a year ago at September 30, 2018, was 2.10%. The T-Bill rate peaked at 2.42% in March 2019. According to the Texstar September 2019 economic outlook, *"Economic growth and global trade continued to dominate investor attention. The third quarter was marked by a continued slowdown in the global economy off set by further monetary easing. The Federal Reserve cut interest rates 25 bps at the July and September FOMC meetings bringing the fed funds rate target range to 1.75% to 2.0% in an attempt to prolong the economic expansion in the face of a slowdown in the pace of growth. The Fed stated that it will "continue to monitor the implications" and "will act as appropriate" as "uncertainties about [the] outlook remain."* Further, Texstar mentioned, *"With the U.S. and China embroiled in a trade war, and little hope of rescue by fiscal stimulus, all eyes are on the central banks and their willingness to off set the global downturn by returning to the aggressive policy tools seen early in the post-financial crisis world."*

The City of Alvin Finance Department will continue to monitor the market rates looking for the best options to increase our investment earnings, while remaining in a safe position. In addition, we plan to monitor our bank depository balances more closely as the earnings rate for the bank account is currently at 1%.

**City of Manvel
Investment Portfolio
September 30, 2019**

Asset type	CUSIP	Purchase Date	Maturity Date	Days to Maturity	Avg Yield for Qtr	June 30, 2019		Net Purchases & Disb During Qtr	Sept 30, 2019		Interest Earned During Qtr
						Book Value	Market Value		Book Value	Market Value	
Bank Depository/Demand Accounts			open	1	1.000%	18,435,863	18,435,863	1,570,645	20,006,508	20,006,508	30,362
Certificates of Deposit - Pref Life	740367GK7	9/28/2018	3/27/2020	179	2.650%	248,000	248,857		248,000	248,857	1,657
Certificates of Deposit - Bk of Amer	06051VG67	5/30/2019	3/2/2020	154	2.350%	250,000	250,309		250,000	250,309	1,469
Certificates of Deposit - Beal Bank	07370XWR1	1/30/2019	1/29/2020	121	2.450%	250,000	250,428		250,000	250,455	1,531
Investment Pool - Texstar			open	1	2.207%	54,689,570	54,689,570	(2,665,590)	52,023,980	52,023,980	298,612
Investment Pool - Texas Class			open	1	2.280%	1,832,504	1,832,504	10,360	1,842,864	1,842,864	10,360
Investment Pool - Texpool (Consolidated)			open	1	2.241%	8,304,959	8,304,959	47,014	8,351,973	8,351,973	47,014
Investment Pool - Texpool (2008 CO)			open	1	2.241%	470,971	470,971	(470,971)	-	-	2,638
Investment Pool - Texpool (2006 CO)			open	1	2.241%	5,024	5,024	(5,024)	-	-	28
Investment Pool - Texpool (TIRZ#2)			open	1	2.241%	649,302	649,302	45,685	694,987	694,987	3,685
						\$85,136,193	\$85,137,786	(\$1,467,881)	\$83,668,312	\$83,669,933	\$397,357



	6/30/2019	9/30/2019
Book Value	85,136,193	83,668,312
Market Value	85,137,786	83,669,933
Change in MV		(\$1,467,853)

Weighted Avg Maturity (days)	3.1	2.4
Weighted Avg YTM	1.88%	1.94%
Avg Yield of 90 day T-Bill	2.32%	1.93%

Accrued Interest @ 9/30/19 \$11,963

This report is presented in accordance with the Texas Government Code Title 10 Section 2256.023. The below signed hereby certify that, to the best of their knowledge on the date this report was created, the City is in compliance with the provisions of Government Code 2256 and with the stated policies and strategies of the City of Alvin, Texas.

Michael G. ...

Chief Financial Officer



AGENDA COMMENTARY

Meeting Date: 11/21/2019

Department: Economic Development

Contact: Larry Buehler, Director

Agenda Item: Acknowledge receipt of the 2018 Tax Increment Reinvestment Zone Number Two Annual Report.

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

Summary: 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 engages a zone administrator to conduct and record all the business activity. The annual report shows the budget, revenues, expenditures, and development activity. The State of Texas requires the city council to formally receive and acknowledge the report and then the zone administrator files all necessary document with the State of Texas. Staff recommends approval.

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:** 11/18/2019 SLH

Supporting documents attached:

- 2018 Tax Increment Reinvestment Zone (TIRZ) Number Two Annual Report

Recommendation: Move to acknowledge receipt of the 2018 Tax Increment Reinvestment Zone Number Two Annual Report.

Reviewed by Department Head, if applicable

Reviewed by Chief Financial Officer, if applicable

Reviewed by City Attorney, if applicable

Reviewed by City Manager

2018 ANNUAL REPORT

**TAX INCREMENT REINVESTMENT ZONE
NUMBER TWO
CITY OF ALVIN, TEXAS**



Tax Year 2018

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COMPLIANCE

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CITY OF ALVIN, TEXAS

2018 CITY COUNCIL

Mayor

Hon. Paul Horn

Council Members

Hon. Scott Reed
District A

Hon. Adam Arendell
District B

Hon. Keith Thompson
Mayor Pro Tem (eff 05.16.18)
District C

Hon. Glenn Starkey
District D

Hon. Gabe Adame
District E

Hon. Brad Richards
Mayor Pro Tem (until 05.16.18)
At Large 1

Hon. Joel Castro (eff 03.24.18)
At Large 2

**TAX INCREMENT REINVESTMENT ZONE NUMBER
TWO, CITY OF ALVIN, TEXAS
2018 BOARD OF DIRECTOR**

Position 1	Lindsey Vaughn City Council Designee
Position 2	Armando Cespedes City Council Designee
Position 3	Alfred Froberg City Council Designee
Position 4	Vicki Ennis City Council Designee
Position 5	Andy Reyes City Council Designee
Position 6	Scott Salter City Council Designee
Position 7	Ron Mercer City Council Designee
Position 8	Tom Stansel City Council Designee
Position 9	Ricky Kubeczka, Chair Developer Designee

DESCRIPTION OF ZONE

In accordance with the Tax Increment Financing Act (Chapter 311, Texas Tax Code), the City of Alvin, Texas (the “City”) established Reinvestment Zone Number Two, City of Alvin, Texas (the “Zone”) on December 22, 2003. The Zone, also known as the Kendall Lakes TIRZ, consists of approximately 541 acres located in Brazoria County, Texas (the “County”) near the City’s northern boundary. The Project Plan and Reinvestment Zone Financing Plan (the “Plan” or “Project Plan”) was adopted by City Council on April 19, 2007. An amended Project Plan was adopted by City Council on April 2, 2009.

To aid and assist in the implementation of the Plan, the City created the Kendall Lakes TIRZ Redevelopment Authority (the “Authority”), a Local Government Corporation incorporated on August 2, 2006. The private sector developer for the Zone is Skymark Development Company, Inc. (the “Developer”), a Texas corporation. The Zone, Authority and the Developer entered into an Amended and Restated Development Agreement in 2009.

The Zone is bounded generally by the American Canal, State Highway 35, a southern boundary approximately parallel to Victory Lane, and the Atchison Topeka and Santa Fe Railroad. All of the land is located in the City of Alvin, Brazoria County, Texas and at the inception of the Zone was predominantly open and platted as residential. A map illustrating the general vicinity of the Zone within the City follows as Figure 1. Figure 2 depicts the Zone boundary. The Zone was created to capture the great potential the property has due to its location by partnering with the Developer to reimburse the infrastructure necessary to support commercial and residential development. The Zone was created for a 30-year duration, or until dissolved by the City.

Figure 1: Vicinity Map

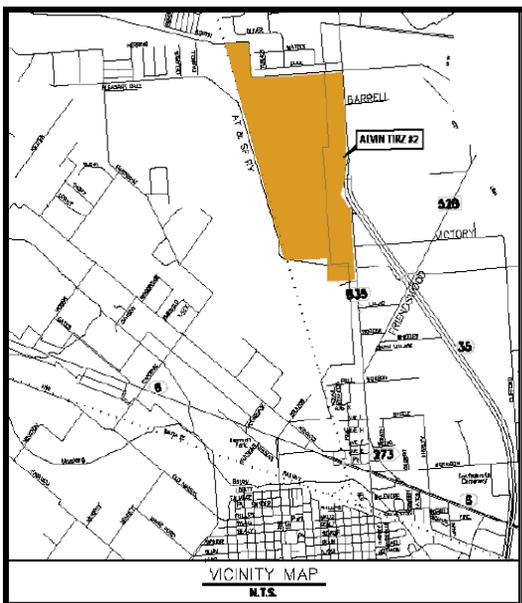


Figure 2: Zone Boundary



PURPOSE OF ZONE

The original purpose of the Zone was to facilitate the development of a quality master-planned community, including a new single-family development consisting of 1,869 new homes, 52 acres of commercial development, with amenities and sustainability that will contribute to the growth of the tax base for the City.

The City Council in adopting the ordinance creating the Zone, found that the projects described in the Plan provided a focused planning and financing mechanism to promote and monitor this significant development effort to the benefit of all the citizens of the City, individual and corporate. But for the creation of the Zone and the participating jurisdictions, this area would not likely experience the magnitude of private investment necessary for this property to develop in the proposed manner or to the standards and quality planned in the foreseeable future.

The City Council further found that improvements in the Zone will enhance the value of all taxable real property within the Zone and will be of general benefit to the City. The methods of financing and the sources of funding available to the Zone are described in the Project Plan.

The Project Plan was amended in 2009 to revise land uses and project descriptions, and to update various revenue and budget schedules for the Plan. The City's Economic Development Department has begun to utilize the revised land plan as the basis to market and attract commercial and industrial uses as the highest and best use in the southernmost portion of the Zone. Table A shows the breakdown of the revised land uses shown in the amended Plan.

Table A: Revised Land Use Breakdown

Land Use	Acreage	Percent
Residential	99	18%
Commercial/Retail	42	8%
Light Industrial	177	32%
Detention/Amenity Lakes/Drainage	81	16%
Roadways/Easements/Open Space	142	26%
Total	541	100%

The original Land Plan for the Zone is shown below as Figure 3 and the amended Land Plan is shown in Figure 4.

Figure 3: Original Land Plan



Figure 4: Amended Land Plan



Brazoria County Certified Appraisal Roll for 2018 indicated a total of 328 single family homes were completed.

STATE OF THE ZONE AND PLAN IMPLEMENTATION IN 2018

Revenue

1. The information provided in the section is in accordance with § 311.016 (a) (1) of the Texas Tax Code, which requires inclusion of the amount and source of revenue in the tax increment fund established for the Zone.

In 2018, the City was the sole participating taxing entity in the Zone. Table B below shows the City's tax rate for 2018 and the 2 previous years, all in which the City has dedicated 100% to the Zone.

Table B: Participation Schedule

Jurisdiction	2016 Tax Rate	2017 Tax Rate	2018 Tax Rate	Zone Duration
City of Alvin	\$0.7980	\$0.7880	\$0.7880	2004-2034

Tax Rate Source: Brazoria County Appraisal District

Table C illustrates the captured appraised value between the base year 2004 and tax year 2018.

Table C: Captured Appraised Value Generated For 2018

Taxing Entity	Base Year Value (2004)	2018 Value	2018 Captured Appraised Value (Increment)
City of Alvin	\$286,780	\$56,513,638	\$56,226,858

Table D below shows the amount of the City's incremental revenue paid into the tax increment fund for the previous 5-year period.

Table D: Five-Year Tax Increment Revenue Fund Balance History

Taxing Entity	2014	2015	2016	2017	2018
City of Alvin	\$143,289	\$184,435	\$236,143	\$243,683	\$439,037

Note: Amounts shown include City's 5% Administrative Fee

Expenditures

2. The information provided in this section is in accordance with § 311.016 (a) (2) of the Texas Tax Code, which requires inclusion of the amount and purpose of expenditures from the fund.

The Board of Directors of the Zone has been granted by City Council, in accordance with Section 311.010 of the Texas Tax Code, the power to administer, manage and operate the Zone and to implement the Plan. The Zone was created for duration of 30 years, or until dissolved by the City.

In 2018, the Board authorized the payment of insurance, legal, operations, administrative and cost of service reimbursements, for the TIRZ and the Kendall Lakes Redevelopment Authority in the amount of \$124,023.

The total estimated cost of the public improvements within the Zone that will be reimbursed with tax increment, as outlined in the amended Project Plan, amounts to \$29,877,039. The overall development financing structure includes both TIRZ and Municipal Utility District (“MUD”) infrastructure reimbursements. Table E shows the specific changes to project costs included in the amended Project Plan. Table F reflects the amended total for TIRZ and MUD project costs.

Table E: Project Costs Changes in Amended Project Plan

Revised Estimated Project Costs Based on Land Plan Revision		
TIRZ Projects	Original Project Costs	Revised Projected Costs
Public Streets	\$3,228,039	\$4,130,000
Clearing and Grubbing	\$140,420	\$194,000
Parks and Recreation	\$920,000	\$920,000
Enhanced Landscaping	\$2,976,885	\$1,830,000
Engineering	\$1,037,302	\$1,061,000
Contingency	\$691,534	\$707,400
Total	\$8,994,180	\$8,842,400

Table F: Amended Total TIRZ and MUD Project Costs

Proposed Distribution of Public Infrastructure Costs

Projects	TIRZ Projects	MUD Projects	Total
Public Streets	\$4,130,000		\$4,130,000
Clearing and Grubbing	\$194,000	\$685,580	\$879,580
Parks and Recreation	\$920,000		\$920,000
Enhanced Landscaping	\$1,830,000		\$1,830,000
Water Lines		\$3,261,793	\$3,261,793
Sanitary Sewer Lines		\$6,451,264	\$6,451,264
Storm Sewers		\$4,982,872	\$4,982,872
Storm Water PPP		\$773,961	\$773,961
Detention Pond and Channel		\$3,434,383	\$3,434,383
Engineering	\$1,061,000	\$3,033,400	\$4,094,400
Contingency	\$707,400	\$1,683,583	\$2,390,983
TIRZ Creation Costs	\$125,000		\$125,000
TIRZ Administration	\$600,000		\$600,000
Value Rebated to MUD	\$12,564,422		\$12,564,422
City 5% Administration Charge	\$1,303,607		\$1,303,607
Reimbursable to City for Services	\$6,441,610		\$6,441,610
Miscellaneous		\$1,052,653	\$1,052,653
Total	\$29,877,039	\$25,359,489	\$55,236,528

TIRZ Authorized Projects in 2018:

No TIRZ Projects were authorized or constructed in 2018.

Interest Due on Outstanding Bonds

3. The information provided in this section is in accordance with § 311.016 (a) (3) of the Texas Tax Code, which requires inclusion of the amount of principal and interest due on outstanding bonded indebtedness.

The Zone issued no debt and therefore had no interest or principal due on outstanding bonds.

Base Value & Captured Appraised Value

4. The information provided in this section is in accordance with § 311.016 (a) (4) of the Texas Tax Code, which requires inclusion of the tax increment base and current captured appraised value retained by the Zone.

The captured appraised value of the Zone is the total appraised value of all real property located within the Zone, less the tax increment base value. In each year subsequent to the base year, the Zone will receive tax increment revenue based on ad valorem property taxes levied and collected by each participating taxing unit on the captured appraised value of the Zone.

As of January 1, 2004, the base year for the Zone, the total appraised value of the property was \$286,780. On January 1, 2018, the area encompassed by the Zone had a total appraised value of \$56,513,638. As a result, the total captured appraised value on the tax roll as of January 1, 2018 was \$56,226,858, all as illustrated in Table C.

Increment Received by Taxing Entities

5. The information provided in this section is in accordance with § 311.016 (a) (5) of the Texas Tax Code, which requires inclusion of the captured appraised value shared by the City and other taxing units, the total amount of tax increments received, and any additional information necessary to demonstrate compliance with the Plan.

The City is the only participating taxing entity in the Zone. The increment revenue generated for tax year 2018 was \$439,037 as shown in Table D.

TAX INCREMENT REINVESTMENT ZONE NUMBER TWO
CITY OF ALVIN, TEXAS
2017 ANNUAL REPORT
Tax Year Ending December 31, 2018

Prepared by Marsh Darcy Partners, Inc.



AGENDA COMMENTARY

Meeting Date: 11/21/2019

Department: City Manager's Office

Contact: Junru Roland, City Manager

Agenda Item: Accept the resignation of the Presiding Municipal Court Judge, Deanie King, effective December 1, 2019.

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

Summary: On November 11, 2019, Deanie King, the Presiding Municipal Court Judge, submitted her letter of resignation effective December 1, 2019.

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:** 11/18/2019 SLH _____

Supporting documents attached:

- Letter of Resignation
-

Recommendation: Move to accept the resignation from the Presiding Municipal Court Judge, Deanie King, effective December 1, 2019.

Reviewed by Department Head, if applicable

Reviewed by City Attorney, if applicable

Reviewed by Chief Financial Officer, if applicable

Reviewed by City Manager

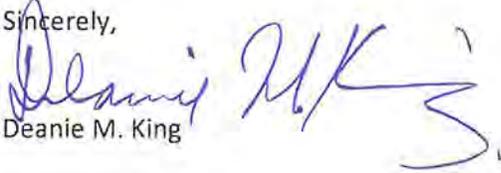
November 11, 2019

11/11/19
DK

Honorable Mayor and
City Council Members
(Via City Secretary)

This letter is to inform you that I have decided to retire effective December 1, 2019. It has been my honor to serve the City of Alvin as part of the Municipal Court Staff. I am proud of the projects and changes we have been able to implement during my tenure as Presiding Municipal Court Judge.

Sincerely,


Deanie M. King



AGENDA COMMENTARY

Meeting Date: 11/21/2019

Department: Legal

Contact: Suzanne Hanneman, City Attorney

Agenda Item: Consider the appointment of Mohamad Ghuneim as the Interim Presiding Municipal Court Judge of the Alvin Municipal Court.

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

Summary: The resignation of Deanie King as the Presiding Municipal Court Judge leaves the Court without a presiding judge. It is imperative that the Court has a presiding judge, who has the authority to approve and sign standing orders for the Court. Judge Ghuneim, who is currently an Associate Judge for Alvin, has agreed to assume the interim role until such time as Council appoints a Presiding Municipal Court Judge. This appointment shall be effective December 1, 2019.

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: 11/18/2019 SLH

Supporting documents attached:

Recommendation: Move to appoint Mohamad Ghuneim as the Interim Presiding Municipal Court Judge of the Alvin Municipal Court, effective December 1, 2019, and shall continue until such time as Council appoints a Presiding Municipal Court Judge.

Reviewed by Department Head, if applicable

Reviewed by City Attorney, if applicable

Reviewed by Chief Financial Officer, if applicable

Reviewed by City Manager



AGENDA COMMENTARY

Meeting Date: 11/21/2019

Department: Legal

Contact: Suzanne Hanneman, City Attorney

Agenda Item: Consider a Memorandum of Understanding between the City of Alvin and Mike Merkel for temporary service as an Associate Municipal Judge of the Alvin Municipal Court; and authorize the Mayor to sign.

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

Summary: Mike Merkel was appointed as an Associate Judge in 2013, and he continued to volunteer his time serving the City, handling the City's magistrations in the Alvin City Jail. Council accepted Merkel's resignation on September 17, 2019.

With the resignation of Judge Deanie King, Judge Merkel has agreed to continue serving the City of Alvin, handling the magistrations at the Alvin City Jail. Judge Merkel has agreed to continue in this capacity until such time as City Council appoints a new Presiding Municipal Court Judge, but in no event later than February 28, 2020, unless agreed to in writing by the parties. The City recommends compensating Judge Merkel in the amount of \$450.00 per month.

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:** 11/18/2019 SLH _____

Supporting documents attached:

- Memorandum of Understanding

Recommendation: Move to approve a Memorandum of Understanding between the City of Alvin and Mike Merkel for service as an Associate Municipal Judge of the Alvin Municipal Court; compensating Judge Merkel \$450 a month; and authorize the Mayor to sign.

Reviewed by Department Head, if applicable

Reviewed by City Attorney, if applicable

Reviewed by Chief Financial Officer, if applicable

Reviewed by City Manager

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF ALVIN
AND
MIKE MERKEL**

THE STATE OF TEXAS §
 §
COUNTY OF BRAZORIA §

This Memorandum of Understanding (“MOU”) is made by and between the City of Alvin (herein called “City”), a home rule municipal corporation located in Brazoria County, Texas, and Mike Merkel (herein called “Associate Judge”), who resides in Brazoria County, Texas.

WITNESSETH:

Mike Merkel was appointed as an Associate Judge in 2013, and he continued to volunteer his time serving the City, handling the City’s magistrations in the Alvin City Jail.

On or about August 29, 2019, Merkel submitted his letter of resignation, which Council accepted on September 17, 2019.

The City, acting by and through its City Council, exercising its discretion pursuant to the City Charter, Code of Ordinances and the laws of the State of Texas, hereby reappoints Mike Merkel as an Associate Judge for the City of Alvin, until such time as the Presiding Judge position is filled, but in no event, shall extend beyond February 29, 2020, unless agreed upon in writing by the parties.

IN WITNESS WHEREOF, the Mayor of the City of Alvin, by and through the City Council, has caused this Extension to be executed and that upon execution thereof, it shall be deemed the act and deed of the City of Alvin, Texas.

Executed on this _____ day of _____, 2019.

By: _____
Paul A. Horn, Mayor

Mike Merkel
Associate Municipal Court Judge

ATTEST:

By: _____
Dixie Roberts, City Secretary



AGENDA COMMENTARY

Meeting Date: 11/21/2019

Department: City Manager's Office

Contact: Junru Roland, City Manager

Agenda Item: Consider Ordinance 19-AA, amending Chapter 8 1/2 , Emergency Medical Services of the Code of Ordinances, City of Alvin, Texas, for the purpose of revising certain Emergency Medical Services fees; providing for certain exemptions to fees for Emergency Medical Services to be effective November 2019; and setting forth other provisions related thereto.

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

Summary: In order to partially defray the costs incurred by the City in providing ambulance service, a user fee was set for any transport of a resident and nonresident of the city via the emergency medical service department ambulance system. Prior to October 1, 2019, the fee was voluntary. Effective October 1, 2019, the fee became required for every City resident transported by the City of Alvin emergency medical service department, with the exception of EMS employees and their immediate families, City fire department employees and their immediate families, and fire volunteers. The fee is \$6 per month for residents in residential houses and those living in apartments or mobile home parks serviced by a master meter, \$144 annually for nonresidents, and \$10 per month for commercial businesses.

Staff is recommending waivers of the fees for 100% Disabled Veterans and Volunteer Fire Fighters. The waiver for the EMS and Fire Department employees and their families are being recommended for removal.

The following items are recommended in the application process for the waiver of the fees for Disabled Veterans application:

- 1) An application must be submitted by the account holder who is a **100% disabled veteran** with a rating designated as such;
- 2) A qualified account holder is entitled to the EMS fee waiver of **one property** the account holder applicant owns or resides at;
- 3) The exemption will apply to all members who have verification that they reside at the address;
- 4) The application is effective the day is it submitted and cannot be retroactively backdated;
- 5) For mailed in, emailed, and faxed applications, the date sent or submitted shall be used as the application date. If that day is on a holiday, or a non-City business day, then the date used for the application will be the next business day;
- 6) The application must be furnished with all information and documentation required so the City staff can determine whether the exemption requirements have been met. This information must be submitted with the application to the City of Alvin Utility Billing Department;
- 7) Exemption forms that are incomplete must be resubmitted. Missing, incomplete or inaccurate forms will delay the processing and a new date will be used when all of the required documentation has been received;
- 8) Once this exemption is allowed, an application does not have to be filed again unless the account holder changes or the qualifications for the exemption change;
- 9) The City of Alvin may require a new application to be filed to confirm current eligibility;

10) If eligibility ends or changes, the account holder must notify the City of Alvin in writing as soon as possible. The City may retroactively adjust the waiver in the event the account owner fails to notify the City and the change has occurred from more than 30 days;

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:** 11/18/2019 SLH

Supporting documents attached:

- Ordinance 19-AA
 - Application Form
-

Recommendation: Move to approve Ordinance 19-AA, amending Chapter 8 1/2 , Emergency Medical Services of the Code of Ordinances, City of Alvin, Texas, for the purpose of revising certain Emergency Medical Services fees; providing for certain exemptions to fees for Emergency Medical Services to be effective November 2019; and setting forth other provisions related thereto.

Reviewed by Department Head, if applicable

Reviewed by City Attorney, if applicable

Reviewed by Chief Financial Officer, if applicable

Reviewed by City Manager

ORDINANCE NO. 19-AA

AN ORDINANCE AMENDING CHAPTER 8½, EMERGENCY MEDICAL SERVICES OF THE CODE OF ORDINANCES, CITY OF ALVIN, TEXAS, FOR THE PURPOSE OF REVISING CERTAIN EMERGENCY MEDICAL SERVICE FEES; PROVIDING FOR CERTAIN EXEMPTIONS TO FEES FOR EMERGENCY MEDICAL SERVICES TO BE EFFECTIVE NOVEMBER 2019; AND SETTING FORTH OTHER PROVISIONS RELATED THERETO.

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

Section 1. That the Code of Ordinances, City of Alvin, Texas, Chapter 8½, Emergency Medical Services, is hereby amended to read as follows:

“Chapter 8 ½

Emergency Medical Services

...

Sec. 8½-18. - Fees for service; refunds; billing and collection.

- (a) In order to partially defray the costs incurred by the city in providing ambulance service, the following fees are hereby established to be collected for the provision of emergency ambulance service by the city:
- (1) A user fee in the amount set forth in chapter 28 of this Code, payable by or on behalf of the person served upon billing by the city, for any transport of a resident citizen of the city via the emergency medical service department ambulance system. Every resident citizen transported by the emergency medical service department shall owe this fee; provided, however, that the city shall forgive that portion of the fee not covered by a third-party insurance carrier if the resident citizen has paid the EMS Utility Fee set forth in chapter 28 of this Code to the emergency medical service department contained on the resident's utility bill for the billing period immediately preceding the use of the emergency ambulance service.
 - (2) The user fee set forth in chapter 28 of this Code payable by or on behalf of the person served upon billing by the city, for any transport of nonresident citizen via the emergency medical service department ambulance system. Every nonresident citizen transported by the emergency medical service department shall owe this fee; provided, however, that the city shall forgive that portion of the fee not covered by a third-party insurance carrier if the nonresident citizen has made the voluntary and elective contribution set forth in chapter 28 of this Code to the emergency medical service department within the twelve (12) months immediately preceding the use of the emergency ambulance service.
 - (3) An apartment complex or mobile home park serviced by a master meter shall pay EMS Utility Fee set forth in chapter 28 of this Code for each occupied unit which shall be determined on a quarterly basis as provided for water utility purposes in section 25-13.1 of this Code. In such event, all the residents of that apartment complex or mobile home

park shall be deemed covered for emergency medical ambulance service and the city shall forgive that portion of the fee not covered by a third-party insurance carrier upon proof of residence within such apartment complex or manufactured home park. This subparagraph applies to apartment complexes and manufactured home parks within the City of Alvin.

- (4) An itemized charge for all disposable supplies used, the rate to be based on reasonable and customary charges.
- (5) For residents within the city limits and nonresident citizens outside the city limits, a one-way mileage fee in an amount set forth in chapter 28 of this Code for each mile of transport. Such fee shall be imposed only when a patient is being transported in the ambulance. Fees shall be prorated for fractions of a mile.
- (6) A non-transport fee in an amount set forth in chapter 28 of this Code, payable by or on behalf of the person for whom ambulance service was sought but who was subsequently not transported, and payable upon billing by the city. Such non-transport fee shall not be charged in the instance where the ambulance call was initiated by or the ambulance dispatched based upon information received from a disassociated third party not involved with the potential patient or the family of same. The non-transport fee shall be payable according to the terms set forth in subsections (1) through (3) above.
- (7) Veterans with a 100% disability and volunteer firefighters of the membership emergency medical service department and City of Alvin Volunteer Fire Department fire department of the city, and members of their immediate families, shall be exempt from all fee requirements contained in this section. ~~For the purpose of this subsection "immediate family" shall mean the spouse, parent(s) and legally dependent children of the Alvin E.M.S. or fire department member.~~
- (8) The city may contract with recognizable entities outside the city limits to provide emergency medical service under such terms as may be defined by the city council and by the contracting entity. ”

...

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

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

Section 4. Effective Date. This Ordinance shall take effect immediately after its passage and publication in accordance with the provisions of Chapter 52 of the Texas Local Government Code the City of Alvin Charter.

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

PASSED AND APPROVED on first and final reading on the 21st day of November 2019.

CITY OF ALVIN, TEXAS:

ATTEST:

By: _____
Paul A. Horn, Mayor

By: _____
Dixie Roberts, City Secretary

City of Alvin

Application for 100% Disabled Veteran's Exemption for EMS Fees

GENERAL INSTRUCTIONS: This application is for use in claiming an exemption from the City of Alvin EMS fee for account holders who are 100% Disabled Veterans with a service connected disability. A qualified account holder is entitled to an exemption of one property the account holder designates. This application applies to address of the account holder from the date of the application.

FILING INSTRUCTIONS: Each account holder must furnish all information and documentation required by this application to determine whether the qualifications for the EMS fee exemption have been met. This document and all supporting documentation must be filed with the City of Alvin Utility Billing office' located at 216 W. Sealy Street, Alvin, Texas, 77511. Do not file this document with the County, or any other agency as it only relates to the City of Alvin Emergency Medical Services department.

APPLICATION REQUIREMENTS: The completed application and supporting documents must be submitted to the City of Alvin and is effective from the date of submittal. An application must be submitted by the account holder who is a 100% disabled veteran with a rating designated as such. A qualified account holder is entitled to the EMS fee waiver of one property the account holder applicant owns or resides at. The exemption will apply to all members who have verification that they reside at the address. The application is effective the day is it submitted and cannot be retroactively backdated. For mailed in, emailed, and faxed applications, the date sent or submitted shall be used as the application date. If that day is on a holiday, or a non-City business day, then the date used for the application will be the next business day. The application must be furnished with all information and documentation required so the City staff can determine whether the exemption requirements have been met. This information must be submitted with the application to the City of Alvin Utility Billing Department. Exemption forms that are incomplete must be resubmitted. Missing, incomplete or inaccurate forms will delay the processing and a new date will be used when all of the required documentation has been received. Once this exemption is allowed, an application does not have to be filed again unless the account holder changes or the qualifications for the exemption change.

DUTY TO NOTIFY: The City of Alvin may require a new application to be filed to confirm current eligibility. If eligibility ends or changes, the account holder must notify the City of Alvin in writing as soon as possible. The City may retroactively adjust the waiver in the event the account owner fails to notify the City and the change has occurred for more than 30 days.

City of Alvin

Application for 100% Disabled Veteran's Exemption for EMS Fees

SECTION 1: Property Owner/Applicant

Name of Account Holder _____

Driver's License, Personal I.D. Certificate or Social Security Number _____

Physical Address, City, State, ZIP Code _____

Phone Number (include area code) _____

Email Address _____

Mailing Address of Account Holder (if different): _____

Section 2: Type of Exemption and Qualifications

Veteran's Name (account holder) _____

Disability Rating (must be 100 to qualify) _____ (attach letter)

Names of members residing at the address with the account holder:

SECTION 3: Certification and Signature

NOTICE REGARDING PENALTIES FOR MAKING OR FILING AN APPLICATION CONTAINING A FALSE STATEMENT: If you make a false statement on this form, you could be found guilty of a Class A misdemeanor or a state jail felony.

I, _____ (printed name of account holder), swear or affirm the following:

1. that each fact contained in this application is true and correct;
2. that the account holder identified in this application meets the qualifications; and
3. that I have read and understand the Notice Regarding Penalties for Making or Filing an Application Containing a False Statement.

**sign
here** 

Signature of Account Holder or Authorized Representative

Date

Submit to: City of Alvin
Utility Billing Department
216 W. Sealy Street
Alvin, Texas 77511

or

Email: utilitybilling@cityofalvin.com
Fax: 281-388-7215



AGENDA COMMENTARY

Meeting Date: 11/21/2019

Department: Parks and Recreation

Contact: Dan Kelinske, Director

Agenda Item: Consider Ordinance 19-BB, amending Chapter 28, Comprehensive Fee Ordinance, of the Code of Ordinances, City of Alvin, Texas, for the purpose of setting a rental fee for the use of audio/visual equipment at the Alvin Senior Center; providing for an effective date; and setting forth other provisions related thereto.

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

Summary: At the regular Senior Citizen Board meeting on May 13, 2019, the Board unanimously approved the purchase of an Optoma 1080p projector and automated projector mount, which retracts from the ceiling allowing use of the projector when needed and concealing it when not in use. Both items were purchased using funds from the Senior Center donation account and installed by Parks Department staff in the West Assembly Room of the Senior Citizen Center. A small sound bar was later installed and connected to the projector to allow for audio.

At the regular Senior Citizen Board meeting on November 11, 2019, the Board unanimously recommended adding a \$40 flat fee for the use of the audio / visual equipment provided by the City at the Senior Center as part of the Senior Citizen Center section of Chapter 28 Comprehensive Fee Ordinance.

Staff and the Senior Citizen Board recommend approval of the \$40 flat fee for usage of audio/visual equipment provided by the City at the Senior Citizen Center.

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:** 11/18/2019 SLH

Supporting documents attached:

- Ordinance 19-BB

Recommendation: Move to approve Ordinance 19-BB, amending Chapter 28, Comprehensive Fee Ordinance, of the Code of Ordinances, City of Alvin, Texas, for the purpose of setting a rental fee for the use of audio/visual equipment at the Alvin Senior Center; providing for an effective date; and setting forth other provisions related thereto.

Reviewed by Department Head, if applicable

Reviewed by Chief Financial Officer, if applicable

Reviewed by City Attorney, if applicable

Reviewed by City Manager

ORDINANCE 19-BB

AN ORDINANCE AMENDING CHAPTER 28, COMPREHENSIVE FEE ORDINANCE, OF THE CODE OF ORDINANCES, CITY OF ALVIN, TEXAS, FOR THE PURPOSE OF SETTING A RENTAL FEE FOR THE USE OF AUDIO/VISUAL EQUIPMENT AT THE ALVIN SENIOR CENTER; PROVIDING FOR AN EFFECTIVE DATE; AND SETTING FORTH OTHER PROVISIONS RELATED THERETO.

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

Section 1. That Section 28-2 of the Code of Ordinances, City of Alvin, Texas, is hereby amended by revising the Senior Center Rental fees as follows:

Sec. 28-2. In General.

...

SENIOR CITIZEN CENTER

Rental of Audio/Visual Equipment..... \$ 40.00.

....

Section 2. That except as amended herein all other provisions of Chapter 28 of the Code of Ordinances, City of Alvin, Texas, shall remain in full force and effect. To the extent of any conflict or inconsistency between the provisions of this ordinance and any other ordinance, the provisions of this ordinance shall control.

Section 3. Severability. Should any section or part of this Ordinance be held unconstitutional, illegal, invalid, or the application to any person or circumstance for any reasons thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this ordinance are declared to be severable.

Section 4. Effective Date. This Ordinance shall take effect immediately after its passage and publication in accordance with the provisions of Chapter 52 of the Texas Local Government Code the City of Alvin Charter.

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

PASSED AND APPROVED on first and final reading on the 21st day of November 2019.

CITY OF ALVIN, TEXAS:

ATTEST

By: _____
Paul A. Horn, Mayor

By: _____
Dixie Roberts, City Secretary



AGENDA COMMENTARY

Meeting Date: 11/21/2019

Department: Parks and Recreation

Contact: Dan Kelinske, Director

Agenda Item: Consider Resolution 19-R-42, adopting the 2019 Alvin Senior Center Rules and Regulations; and setting forth other matters related thereto.

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

Summary: The Alvin Senior Center Rules and Regulations is a document which identifies the mission, participant eligibility, management, reservations, and overall operational guidelines related to the Alvin Senior Center. Staff along with the Senior Citizen Board collectively reviewed and recommended revisions to the current Senior Center Rules and Regulations, which were originally adopted by Resolution 16-R-18 on October 20, 2016.

Changes include:

1. **Code of Conduct** – added additional descriptions of behavior and clothing that would constitute a violation of the policy.
2. **Senior Group Benefits, Section 5-C** – added language to include access to audio/visual equipment.
3. **Rental of Audio / Visual Equipment** – listing \$40 fee per fee ordinance (fee waived for Senior Groups per Section 5-C of policy).

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:** 11/18/2019 SLH

Supporting documents attached:

- Resolution 19-R-42
- 2019 Senior Center Rules and Regulations
- 2016 Senior Center Rules and Regulations

Recommendation: Move to approve Resolution 19-R-42, adopting the 2019 Alvin Senior Center Rules and Regulations; and setting forth other matters related thereto.

Reviewed by Department Head, if applicable

Reviewed by City Attorney, if applicable

Reviewed by Chief Financial Officer, if applicable

Reviewed by City Manager

RESOLUTION 19-R-42

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS, ADOPTING THE 2019 ALVIN SENIOR CENTER - RULES AND REGULATIONS; AND SETTING FORTH OTHER MATTERS RELATED THERETO.

WHEREAS, the Alvin Senior Center is a public facility owned by the City of Alvin where Seniors in the Alvin area can meet for social, recreational, educational, and fitness opportunities;

WHEREAS, the Alvin Senior Center is available for other community-related activities and programs for which rules and regulations are needed to govern the rental of this facility;

WHEREAS, the City Charter provides that the rules and regulations established by the City Council may be changed from time to time to meet the needs of the Senior Citizen Center; and

WHEREAS, the Alvin Senior Center – 2019 Rules and Regulations, attached hereto as Exhibit "A" (and incorporated herein by reference), upon review and consideration by the City Council, deem it in the public interest to authorize this action, **NOW, THEREFORE**,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS, THAT:

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Proceedings. That the 2019 Alvin Senior Center - Rules and Regulations attached hereto as Exhibit "A" are hereby adopted.

Section 3. Open Meetings. It is hereby officially found and determined that the meeting at which this resolution was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, *Chapt. 551, Tex. Gov't Code*.

Section 4. Effective Date. This resolution shall take effect upon its adoption.

PASSED AND APPROVED on this the 21st day of November 2019.

CITY OF ALVIN, TEXAS

ATTEST

By: _____
Paul A. Horn, Mayor

By: _____
Dixie Roberts, City Secretary

CITY OF ALVIN

ALVIN SENIOR CENTER RULES AND REGULATIONS

PARKS AND RECREATION DEPARTMENT

2019 RULES AND REGULATIONS

EXHIBIT A to Res. [19-R-42](#)

ALVIN SENIOR CENTER

MISSION STATEMENT

The Alvin Senior Center is a community gathering place where adults age 50+ in the Alvin area can meet for social, recreational, educational and fitness opportunities. The Alvin Senior Center is also offered for rental space to Alvin community members.

ELIGIBILITY FOR SENIOR CITIZEN PROGRAMS

The Alvin Senior Center programs are designed for adults age 50 years of age and older living in the Alvin area, who are independent and can care for their own personal needs. In the event a participant needs a caregiver or attendant dedicated to their needs, that caregiver or attendant shall be allowed to accompany the participant at the sole expense and responsibility of the participant. The attendant shall be considered a separate participant. The spouse of a participant not meeting the age qualification of 50 years of age or older shall be allowed to accompany his/her spouse to any/all programs he/she has registered as a separate participant subject to any/all applicable fees/charges.

A meal program is administered by ActionS, Inc. an independent agency established to plan and coordinate services for older adults. To participate in any ActionS program, persons must meet the guidelines set forth by ActionS, Inc. Transportation to and from the Center is provided through ActionS. Further information regarding the ActionS program is available from the site director during ActionS operational times, or by calling (281) 585-4677.

OWNERSHIP AND MANAGEMENT OF CENTER

The Alvin Senior Center is a public building owned by the City of Alvin. Management of the Center is supervised by the City of Alvin Parks & Recreation Department. A site manager provides daily management of the facility.

OTHER FUNCTIONS AND USES

The Senior Center may be used by other individuals and groups according to the rules and regulations for operation, use, and rental of Alvin Senior Center which have been approved by the City Council.

All rules must be initialed by renter/group representative as understanding of each Rule.

- _____ 1. Animals Prohibited – No animals are permitted in or around the Senior Center except animals, required to assist disabled persons or approved by the Senior Center Manager.
- _____ 2. No Smoking or Alcoholic Beverages – No alcoholic beverages are permitted in or around the Senior Center. Smoking is prohibited inside the facility by City Ordinance.
- _____ 3. Equipment – The TV, VCR, or any other equipment shall not be removed from the Senior Center unless expressed written authorization by the Director of Parks and Recreation.
- _____ 4. Decorations –Decorations may not be displayed in a manner that would damage, puncture or leave residue upon removal. (ex. thumbtacks, tape, staples, etc.).
- _____ 5. Open Flames – The use of open flames and flammable material is not allowed inside the Senior Center. These include but are not limited to; torches, incense burners, charcoal grills and candle center pieces. Exceptions may be granted for the use of small flame producing devices such as candles on cakes and in ceremonies, and sterno-type materials used to maintain food temperature.
- _____ 6. Thermostat Controls – The user shall not attempt to make adjustments to the thermostat controls. Users of the Center may be held liable for any damage caused from tampering with these instruments.
- _____ 7. Personal Losses and Damages – The City of Alvin is not responsible for lost, damaged or misplaced property placed in or on its facilities or grounds. Furthermore, the City of Alvin is released and discharged from any and all liability for loss injury, or damage to persons or property that may be sustained arising out of the use or occupancy of the Senior Center and its grounds.
- _____ 8. Parking – Parking is available at the Senior Center in designated areas only. Additional parking is located across the street at the Stanton’s overflow lot. Please do not park at Jodie’s Hair Salon.
- _____ 9. Set Up and Clean Up Times – The renter is allowed 30 minutes before an event to set up and 30 minutes after an event for proper cleanup. If you cannot meet these time limits you are required to pay for the extra set-up and clean-up times.
- _____ 10. Clean-Up – Failure to properly clean the reserved area will result in a forfeiture of the room rental deposit (if applicable) and/or subject to actual clean and repair costs.
 - A. All spillage will be properly cleaned.
 - B. All floors including restrooms and kitchen must be swept and high-traffic areas mopped.
 - C. The kitchen, if used, must be thoroughly cleaned, including floors, walls, appliances, sinks and counters.
 - D. All trash and debris must be removed from the building and parking lot and placed in the onsite dumpster provided in the rear of the building, or removed from the premises.
 - E. All tables and chairs must be returned to their original location.
- _____ 11. Damages to Center – The renter is responsible for any damages caused during their rental times. To the extent the deposit is insufficient to pay for all the damages the renter shall be liable for the difference.
- _____ 12. On Site Representative – The renter or his/her designated representative, is required to be present at the Alvin Senior Center and must be available to City personnel during the entire course of the rental period.
- _____ 13. Facility Monitor and Access – A City representative will be on duty to open the Center. This individual will also secure the Center upon the conclusion of the rental. The renter and City representative are responsible to check the reserved area before and after the rental period for damage and cleanliness.

- _____ 14. Advertising – The use of the Alvin Senior Center by an individual or group does not constitute endorsement of that individual, group, vendor, agency, philosophy, opinion or product by the Center or the City of Alvin. No advertisement or announcement implying endorsement will be permitted. All promotional or advertising copy that includes the Alvin Senior Center name must be approved prior to release by the Manager of the Center or a designated representative.
- _____ 15. Abuse of Operational Rules – Any person who abuses the operational rules or any other laws or policies applicable to the Center may be required to vacate the Center and may be barred from further use of the Center.
- _____ 16. Contacts – For building concerns or questions contact on-call personnel. In the event of an emergency dial 911. For police non-emergency call 281-388-4370.
- _____ 17. Marquee Use – The marquee use shall be at the discretion of the Department Director with the primary use for advertisement related to senior center programs, trips and related information

1. Reservation Requirements

- A. Reservations may be made by applying to the City of Alvin Senior Center, 309 West Sealy, Alvin, Texas 77511, or by calling or 281-388-4298.
- B. Senior activities and programs will have priority use of the Center. All other reservations will be taken on a first-come, first-serve basis.
- C. Rental reservations may not be made more than twelve (12) months in advance.
- D. Groups or individuals may not reserve a rental space on a standing, weekly basis for more than six months. This will allow the renter time to locate a permanent meeting place. Future rental periods and/or extension of rentals will be evaluated by the Manager of the Alvin Senior Center.
- E. Reservations shall be made by an adult (18 or older).
- F. Senior Center order of priority usage:
- Senior Center activities and programs.
 - Programs conducted and/or sponsored by the City.
 - Senior Group meetings/events
 - Room rentals and reservations.
2. Right of Entry: The City may enter upon the Senior Center at any time for any purpose necessary, incidental to or connected with any other program's use of the Senior Center or in the exercise of the City's governmental functions. Any such re-entry shall not constitute a trespass or create a cause of action for damages against the City.
3. Cancellations – All cancellations of rentals must be requested in writing to the Senior Center Manager or Center staff. The following refund schedule will apply:
- Two week or more notice: Full refund less a \$25 refund processing fee.
 - Less than two week notice: \$75.00 Cancellation Fee, \$25.00 Refund Processing Fee

4. Fees - The rental fees for the Alvin Senior Center can be found in Chapter 28 of the Comprehensive Fee Ordinance. The hourly rental fees will be calculated by the half hour and hour only.

- Deposit is required at the time of reservation.
- Payment for rental period shall be paid in full two (2) business days prior to rental date.
- Payment made within two (2) business days of rental date, excluding holidays, must be made in cash or credit card.

5. Senior Groups

A. Definition

A Senior group is defined by the Alvin Senior Center staff as an organization having at least ninety (90%) percent of its membership fifty (50) years of age or older with its mission or common purpose benefitting community members fifty (50) years of age or older in the Alvin area.

B. Determining Senior Center Use

Use of the Alvin Senior Center facilities shall be determined by “historical precedent” (Grandfather Clause). “Historical Precedent”, for the purpose of this document, is defined to mean “that particular senior group which has been first to establish a continued use of the Alvin Senior Center.”

These groups include:

- Alvin Area Retired Teachers
- Alvin Garden Club
- Alvin Museum Society
- Are You OK
- Bible Study
- Daytimers
- Gulf Coast Quilters Guild
- Lone Star Daylily Society
- Monsanto/Solutia Retiree Club
- Mustang Club
- Purple Cats Chapter Red Hat Society
- South Park Senior Adults
- U.S. Coast Guard Auxiliary; and
- Woodmen of the World

C. Benefits

(1) One (1) meeting/event per month at no cost within any room or combination of rooms within the Senior Center, **includes access to audio / visual equipment.**

(2) A separate second meeting/event is permissible at no cost providing it meets the following conditions:

- Open to the general public with no membership requirements
- provide a service or benefit to the Alvin area adults age fifty (50) or older
- Not conflict with scheduled Senior Center activities

If more than two (2) meetings/events are scheduled by a senior group during a calendar month, the senior group shall pay the applicable fees for the third or succeeding meeting/event.

(3) On Site Storage

- Items used by organizations on a regular basis may be stored at the Senior Center when and where space is available. Seasonal decorations used annually should be stored elsewhere.
- Food items shall be canned or securely packaged. Opened packages of food or condiments shall be removed immediately.
- No flammable items shall be stored. Flammable items include, but are not limited to; spray cans, hand sanitizer, acetone, WD40, matches, lighters and candles.
- All storage spaces should be cleaned out annually, overseen by Senior Center Staff
- The City of Alvin and the Alvin Senior Center are not responsible for loss or theft of items stored at the Center.
- No right of privacy
- Senior Center Staff reserves the right to change/modify storage availability

D. Expectations

- (1) Follow the Senior Center Rules and Regulations.
- (2) Notify Staff of Changes in contact information and change in reservation schedule

6. Non-profit Organizations - A qualified, non-profit shall be defined as a group or organization in possession of an active 501c3 with proof of non-profit status. The deposit for a qualified non-profit (501c3) organization will be waived. An hourly rental fee of \$45 will be charged.

7. Governmental Entities – Rental fees will not be charged to local or other governmental entities desiring to use the Alvin Senior Center if the request is made on official stationery of the governmental entity, and the Alvin Senior Center will be used for a governmental purpose.

8. Meeting Room Facilities and Capacities:

- A. West side assembly room rental includes the room, bathrooms, and kitchen facilities and has a maximum capacity of 229 persons.
- B. East side assembly room rental includes the room space up to the bi-fold doors, bathrooms, kitchen facilities and has a maximum capacity of 80 persons.
- C. Exercise Room includes the room space from the bi-fold doors to the adjacent wall. This room may only be used in conjunction with an existing rental/reservation of the east side room and has a maximum capacity of 150 persons.
- D. Craft room and/or Board room includes the room, bathrooms, and has a maximum capacity of 25 persons per room . No kitchen facilities are provided.

9. Available Rental Times

West Side Assembly Room

Monday – Friday 7:30 AM – 10:30 PM

Saturday - Sunday 7:30 AM – 10:30 PM

East Side – Assembly Room

Monday – Friday 7:30 AM – 10:30 PM

Saturday – Sunday 7:30 AM – 10:30 PM

Craft Room and/or Board Room

Monday – Friday

7:30 AM – 10:30 PM

Saturday – Sunday

7:30 AM – 10:30 PM

10. Youth Group Restrictions – It is recommended groups composed of youth 17 years of age and younger must have one (1) adult 18 years of age or older present at all times for each ten (10) youths in attendance.

11. Indemnification -The renter/group is responsible for the acts or omissions of the renter's/group's invitees, licensees, relatives, friends and their invitees or licensees. The renter/group agrees to indemnify and hold harmless the City of Alvin, its officers, agents and employees from any and all actions, claims, costs, damages, injuries, and expenses, including but not limited to attorney's fees and court costs, arising out of the use of the Senior Center by the renter. Furthermore, such indemnification shall apply with respect to all acts or omissions of the renter/group, the renter's/group's invitees, licensees, relatives, friends, and their respective invitees, licensees, relatives, friends, and their respective invitees or licensees associated with rental use of the Alvin Senior Center.

Code of Conduct Policy

Purpose

The Alvin Senior Center provides a safe, friendly, and welcoming environment for seniors to participate in activities, enjoy fellowship and engage in lifelong learning opportunities. For the safety and benefit of all participants, the following Code of Conduct Policy shall be observed.

Policy

Participants in Alvin Senior Center Activities shall:

- (1) Treat other participants and staff respectfully and courteously.
- (2) Treat others in the same manner you would like to be treated.

Behavior that constitutes violation of this Policy includes, but is not limited to:

- (1) Loud, disruptive, obscene, hateful, insulting or abusive language.
- (2) Making threats or demonstrating threatening behavior, verbally or in writing, to participants or staff.
- (3) Violation of smoking ordinances.
- (4) Defacing or destroying any city City property.
- (5) Activities that negatively affect the health or safety of others.
- (6) Racial, religious, or sexual harassment of participants or staff. Harassing or intimidation of participants or staff with words, gestures, body language, or any menacing behavior.
- (7) Physical altercations with participants or staff.
- (8) Removal of another participant's or city City property without permission.
- (9) Participating in activities while under the adverse influence of alcohol or drugs.
- (10) Committing or attempting to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance.
- (11) Exhibiting illness, poor personal hygiene, and/or related conditions that may compromise the health or safety of others.
- (12) Clothing containing offensive language, inappropriate length or fit of clothing that shows undergarments or that is excessively revealing, including footwear.
- (13) Other behavior that is deemed inappropriate by the Senior Center Manager or their designee.

Consequences of Policy Violation

Violation(s) of this policy may result in the suspension of participant(s) from Senior Center activities.

The Senior Center Manager is responsible for ensuring that this policy is maintained. Any questions or comments concerning this policy should contact the Director of Parks and Recreation.

Also, please note: The Alvin Senior Center programs are for senior citizens who are independent and can care for their own personal needs. Seniors are welcome to bring an attendant or care giver with them in order to enjoy our services and programs.

EXHIBIT B

RENTAL OF WEST SIDE ASSEMBLY ROOM: (WEST OCCUPANCY 229)

Refundable Deposit - Clean-up/Damage Deposit	\$ 100.00
Assembly Room (Business Hours*)	<u>Per/Hr.</u>
Resident/Resident Group	70.00
Nonresident/Nonresident Group	80.00
Assembly Room (After Business Hours)	
Resident/Resident Group	80.00
Nonresident/Nonresident Group	90.00

RENTAL OF EAST SIDE WITH KITCHEN: (OCCUPANCY 80)

Refundable Deposit - Clean-up/Damage Deposit	\$100.00
Assembly Room (Business Hours)	<u>Per/Hr.</u>
Resident/Resident Group	50.00
Nonresident/Nonresident Group	60.00
Assembly Room (After Business Hours)	
Resident/Resident Group	60.00
Nonresident/Nonresident Group	70.00

RENTAL EAST AND WEST SIDES: (OCCUPANCY 309)

Refundable Deposit - Clean-up/Damage Deposit	\$150.00
Assembly Room (Business Hours*)	<u>Per/Hr</u>
Resident/Resident Group	90.00
Nonresident/Nonresident Group	95.00
Assembly Room (After Business Hours)	
Resident/ Resident Group	100.00
Nonresident/ Nonresident Group	105.00

RENTAL OF CRAFT ROOM OR BOARD ROOM: (OCCUPANCY 25)

(This room is available only for rental by adult organizations Mon. – Fri.)

Refundable Deposit – Clean-up/ Damage Deposit	\$100.00
	<u>Per/Hr</u>
Resident/ Resident Group	35.00
Nonresident/ Nonresident Group	45.00

RENTAL FOR NON-PROFIT ORGANIZATION/501C-3

Deposit is Waived

Resident/ Non Resident Group \$ 45.00

RENTAL OF AUDIO / VISUAL EQUIPMENT \$ 40.00

Cancellation fee within two weeks \$75.00

Refund Processing Fee \$25.00

RESOLUTION NO. 16-R-18

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS, ADOPTING THE 2016 ALVIN SENIOR CENTER - RULES AND REGULATIONS; AND SETTING FORTH OTHER MATTERS RELATED THERETO.

WHEREAS, the Alvin Senior Center is a public facility owned by the City of Alvin where Seniors in the Alvin area can meet for social, recreational, educational, and fitness opportunities;

WHEREAS, the Alvin Senior Center is available for other community-related activities and programs for which rules and regulations are needed to govern the rental of this facility;

WHEREAS, the City Charter provides that the rules and regulations established by the City Council may be changed from time to time to meet the needs of the Senior Citizen Center; and

WHEREAS, the Alvin Senior Center - Rules and Regulations, attached hereto as Exhibit "A" (and incorporated herein by reference), upon review and consideration by the City Council, deem it in the public interest to authorize this action, **NOW, THEREFORE**,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS, THAT:

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Proceedings. That the 2016 Alvin Senior Center - Rules and Regulations attached hereto as Exhibit "A" are hereby adopted.

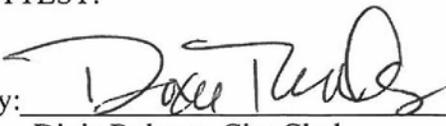
Section 3. Open Meetings. It is hereby officially found and determined that the meeting at which this resolution was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, *Chapt. 551, Tex. Gov't Code*.

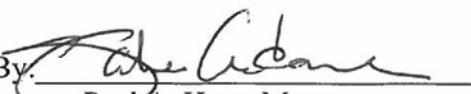
Section 4. Effective Date. This resolution shall take affect upon its adoption.

PASSED AND APPROVED on this the 20 day of October, 2016.

ATTEST:

CITY OF ALVIN, TEXAS

By: 
Dixie Roberts, City Clerk

By: 
Paul A. Horn, Mayor

CITY OF ALVIN

ALVIN SENIOR CENTER RULES AND REGULATIONS

PARKS AND RECREATION DEPARTMENT

2016 RULES AND REGULATIONS

EXHIBIT A to Res. 16-R-18

ALVIN SENIOR CENTER

MISSION STATEMENT

The Alvin Senior Center is a community gathering place where adults age 50+ in the Alvin area can meet for social, recreational, educational and fitness opportunities. The Alvin Senior Center is also offered for rental space to Alvin community members.

ELIGIBILITY FOR SENIOR CITIZEN PROGRAMS

The Alvin Senior Center programs are designed for adults age 50 years of age and older living in the Alvin area, who are independent and can care for their own personal needs. In the event a participant needs a caregiver or attendant dedicated to their needs, that caregiver or attendant shall be allowed to accompany the participant at the sole expense and responsibility of the participant. The attendant shall be considered a separate participant. The spouse of a participant not meeting the age qualification of 50 years of age or older shall be allowed to accompany his/her spouse to any/all programs he/she has registered as a separate participant subject to any/all applicable fees/charges.

A meal program is administered by ActionS, Inc. an independent agency established to plan and coordinate services for older adults. To participate in any ActionS program, persons must meet the guidelines set forth by ActionS, Inc. Transportation to and from the Center is provided through ActionS. Further information regarding the ActionS program is available from the site director during ActionS operational times, or by calling (281) 585-4677.

OWNERSHIP AND MANAGEMENT OF CENTER

The Alvin Senior Center is a public building owned by the City of Alvin. Management of the Center is supervised by the City of Alvin Parks & Recreation Department. A site manager provides daily management of the facility.

OTHER FUNCTIONS AND USES

The Senior Center may be used by other individuals and groups according to the rules and regulations for operation, use, and rental of Alvin Senior Center which have been approved by the City Council.

All rules must be initialed by renter/group representative as understanding of each Rule.

- _____ 1. Animals Prohibited – No animals are permitted in or around the Senior Center except animals, required to assist disabled persons or approved by the Senior Center Manager.
- _____ 2. No Smoking or Alcoholic Beverages – No alcoholic beverages are permitted in or around the Senior Center. Smoking is prohibited inside the facility by City Ordinance.
- _____ 3. Equipment – The TV, VCR, or any other equipment shall not be removed from the Senior Center unless expressed written authorization by the Director of Parks and Recreation.
- _____ 4. Decorations –Decorations may not be displayed in a manner that would damage, puncture or leave residue upon removal. (ex. thumbtacks, tape, staples, etc.).
- _____ 5. Open Flames – The use of open flames and flammable material is not allowed inside the Senior Center. These include but are not limited to; torches, incense burners, charcoal grills and candle center pieces. Exceptions may be granted for the use of small flame producing devices such as candles on cakes and in ceremonies, and sterno-type materials used to maintain food temperature.
- _____ 6. Thermostat Controls – The user shall not attempt to make adjustments to the thermostat controls. Users of the Center may be held liable for any damage caused from tampering with these instruments.
- _____ 7. Personal Losses and Damages – The City of Alvin is not responsible for lost, damaged or misplaced property placed in or on its facilities or grounds. Furthermore, the City of Alvin is released and discharged from any and all liability for loss injury, or damage to persons or property that may be sustained arising out of the use or occupancy of the Senior Center and its grounds.
- _____ 8. Parking – Parking is available at the Senior Center in designated areas only. Additional parking is located across the street at the Stanton's overflow lot. Please do not park at Jodie's Hair Salon.
- _____ 9. Set Up and Clean Up Times – The renter is allowed 30 minutes before an event to set up and 30 minutes after an event for proper cleanup. If you cannot meet these time limits you are required to pay for the extra set-up and clean-up times.
- _____ 10. Clean-Up – Failure to properly clean the reserved area will result in a forfeiture of the room rental deposit (if applicable) and/or subject to actual clean and repair costs.
 - A. All spillage will be properly cleaned.
 - B. All floors including restrooms and kitchen must be swept and high-traffic areas mopped.
 - C. The kitchen, if used, must be thoroughly cleaned, including floors, walls, appliances, sinks and counters.
 - D. All trash and debris must be removed from the building and parking lot and placed in the onsite dumpster provided in the rear of the building, or removed from the premises.
 - E. All tables and chairs must be returned to their original location.
- _____ 11. Damages to Center – The renter is responsible for any damages caused during their rental times. To the extent the deposit is insufficient to pay for all the damages the renter shall be liable for the difference.

- _____ 12. On Site Representative – The renter or his/her designated representative, is required to be present at the Alvin Senior Center and must be available to City personnel during the entire course of the rental period.
- _____ 13. Facility Monitor and Access – A City representative will be on duty to open the Center. This individual will also secure the Center upon the conclusion of the rental. The renter and City representative are responsible to check the reserved area before and after the rental period for damage and cleanliness.
- _____ 14. Advertising – The use of the Alvin Senior Center by an individual or group does not constitute endorsement of that individual, group, vendor, agency, philosophy, opinion or product by the Center or the City of Alvin. No advertisement or announcement implying endorsement will be permitted. All promotional or advertising copy that includes the Alvin Senior Center name must be approved prior to release by the Manager of the Center or a designated representative.
- _____ 15. Abuse of Operational Rules – Any person who abuses the operational rules or any other laws or policies applicable to the Center may be required to vacate the Center and may be barred from further use of the Center.
- _____ 16. Contacts – For building concerns or questions contact on-call personnel. In the event of an emergency dial 911. For police non-emergency call 281-388-4370.
- _____ 17. Marquee Use – The marquee use shall be at the discretion of the Department Director with the primary use for advertisement related to senior center programs, trips and related information

1. Reservation Requirements

- A. Reservations may be made by applying to the City of Alvin Senior Center, 309 West Sealy, Alvin, Texas 77511, or by calling or 281-388-4298.
- B. Senior activities and programs will have priority use of the Center. All other reservations will be taken on a first-come, first-serve basis.
- C. Rental reservations may not be made more than twelve (12) months in advance.
- D. Groups or individuals may not reserve a rental space on a standing, weekly basis for more than six months. This will allow the renter time to locate a permanent meeting place. Future rental periods and/or extension of rentals will be evaluated by the Manager of the Alvin Senior Center.
- E. Reservations shall be made by an adult (18 or older).
- F. Senior Center order of priority usage:
 - Senior Center activities and programs.
 - Programs conducted and/or sponsored by the City.
 - Senior Group meetings/events
 - Room rentals and reservations.

2. Right of Entry: The City may enter upon the Senior Center at any time for any purpose necessary, incidental to or connected with any other program's use of the Senior Center or in the

exercise of the City's governmental functions. Any such re-entry shall not constitute a trespass or create a cause of action for damages against the City.

3. Cancellations – All cancellations of rentals must be requested in writing to the Senior Center Manager or Center staff. The following refund schedule will apply:
 - Two week or more notice: Full refund less a \$25 refund processing fee.
 - Less than two week notice: \$75.00 Cancellation Fee, \$25.00 Refund Processing Fee
4. Fees - The rental fees for the Alvin Senior Center can be found in Chapter 28 of the Comprehensive Fee Ordinance. The hourly rental fees will be calculated by the half hour and hour only.
 - Deposit is required at the time of reservation.
 - Payment for rental period shall be made in full two (2) business days prior to rental date.
 - Payment made within two (2) business days of rental date, excluding holidays, must be made in cash or credit card.
5. Senior Groups
 - A. Definition

A Senior group is defined by the Alvin Senior Center staff as an organization having at least ninety (90%) percent of its membership fifty (50) years of age or older with its mission or common purpose benefitting community members fifty (50) years of age or older in the Alvin area.
 - B. Determining Senior Center Use

Use of the Alvin Senior Center facilities shall be determined by “historical precedent” (Grandfather Clause). “Historical Precedent”, for the purpose of this document, is defined to mean “that particular senior group which has been first to establish a continued use of the Alvin Senior Center.”

These groups include:

 - Alvin Area Retired Teachers
 - Alvin Garden Club
 - Alvin Museum Society
 - Are You OK
 - Bible Study
 - Daytimers
 - Gulf Coast Quilters Guild
 - Lone Star Daylily Society
 - Monsanto/Solutia Retiree Club
 - Mustang Club
 - Purple Cats Chapter Red Hat Society
 - South Park Senior Adults
 - U.S. Coast Guard Auxiliary; and
 - Woodmen of the World
 - C. Benefits
 - 1) One (1) meeting/event per month at no cost within any room or combination of rooms within the Senior Center
 - 2) A separate second meeting/event is permissible at no cost providing it meets the following conditions:
 - Open to the general public with no membership requirements
 - provide a service or benefit to the Alvin area adults age fifty (50) or older
 - Not conflict with scheduled Senior Center activities

If more than two (2) meetings/events are scheduled by a senior group during a calendar month, the senior group shall pay the applicable fees for the third or succeeding meeting/event.

3) On Site Storage

- Items used by organizations on a regular basis may be stored at the Senior Center when and where space is available. Seasonal decorations used annually should be stored elsewhere.
- Food items shall be canned or securely packaged. Opened packages of food or condiments shall be removed immediately.
- No flammable items shall be stored. Flammable items include, but are not limited to; spray cans, hand sanitizer, acetone, WD40, matches, lighters and candles.
- All storage spaces should be cleaned out annually, overseen by Senior Center Staff
- The City of Alvin and the Alvin Senior Center are not responsible for loss or theft of items stored at the Center.
- No right of privacy
- Senior Center Staff reserves the right to change/modify storage availability

D. Expectations

- 1) Follow the Senior Center Rules and Regulations.
- 2) Notify Staff of Changes in contact information and change in reservation schedule

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6. Non-profit Organizations - A qualified, non-profit shall be defined as a group or organization in possession of an active 501c3 with proof of non-profit status. The deposit for a qualified non-profit (501c3) organization will be waived. An hourly rental fee of \$45 will be charged.
7. Governmental Entities – Rental fees will not be charged to local or other governmental entities desiring to use the Alvin Senior Center if the request is made on official stationary of the governmental entity, and the Alvin Senior Center will be used for a governmental purpose.
8. Meeting Room Facilities and Capacities:
 - A. West side assembly room rental includes the room, bathrooms, and kitchen facilities and has a maximum capacity of 229 persons.
 - B. East side assembly room rental includes the room space up to the bi-fold doors, bathrooms, kitchen facilities and has a maximum capacity of 80 persons.
 - C. Exercise Room includes the room space from the bi-fold doors to the adjacent wall. This room may only be used in conjunction with an existing rental/reservation of the east side room and has a maximum capacity of 150 persons.
 - D. Craft room and/or Board room includes the room, bathrooms, and has a maximum capacity of 25 persons per room . No kitchen facilities are provided.

9. Available Rental Times

West Side Assembly Room

Monday – Friday 7:30 AM – 10:30 PM

Saturday - Sunday 7:30 AM – 10:30 PM

East Side – Assembly Room

Monday – Friday 7:30 AM – 10:30 PM

Saturday – Sunday 7:30 AM – 10:30 PM

Craft Room and/or Board Room

Monday – Friday 7:30 AM – 10:30 PM

Saturday – Sunday 7:30 AM – 10:30 PM

10. Youth Group Restrictions – It is recommended groups composed of youth 17 years of age and younger must have one (1) adult 18 years of age or older present at all times for each ten (10) youths in attendance.

11. Indemnification -The renter/group is responsible for the acts or omissions of the renter's/group's invitees, licensees, relatives, friends and their invitees or licensees. The renter/group agrees to indemnify and hold harmless the City of Alvin, its officers, agents and employees from any and all actions, claims, costs, damages, injuries, and expenses, including but not limited to attorney's fees and court costs, arising out of the use of the Senior Center by the renter. Furthermore, such indemnification shall apply with respect to all acts or omissions of the renter/group, the renter's/group's invitees, licensees, relatives, friends, and their respective invitees, licensees, relatives, friends, and their respective invitees or licensees associated with rental use of the Alvin Senior Center.

Code of Conduct Policy

Purpose

The Alvin Senior Center provides a safe, friendly, and welcoming environment for seniors to participate in activities, enjoy fellowship and engage in lifelong learning opportunities. For the safety and benefit of all participants, the following Code of Conduct Policy shall be observed.

Policy

Participants in Alvin Senior Center Activities shall:

- (1) Treat other participants and staff respectfully and courteously.
- (2) Treat others in the same manner you would like to be treated.

Behavior that constitutes violation of this Policy includes, but is not limited to:

- (1) Loud, disruptive, obscene, hateful, or abusive language.
- (2) Making threats or demonstrating threatening behavior, verbally or in

- writing, to participants or staff.
- (3) Violation of smoking ordinances.
 - (4) Defacing or destroying any city property.
 - (5) Activities that negatively affect the health of others.
 - (6) Racial, religious, or sexual harassment of participants or staff.
 - (7) Physical altercations with participants or staff.
 - (8) Removal of city property without permission.
 - (9) Participating in activities while under the adverse influence of alcohol or drugs.
 - (10) Committing or attempting to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance.
 - (11) Other behavior that is deemed inappropriate by the Senior Center Manager or their designee.

Consequences of Policy Violation

Violation(s) of this policy may result in the suspension of participant(s) from Senior Center activities.

The Senior Center Manager is responsible for ensuring that this policy is maintained. Any questions or comments concerning this policy should contact the Director of Parks and Recreation.

Also, please note: The Alvin Senior Center programs are for senior citizens who are independent and can care for their own personal needs. Seniors are welcome to bring an attendant or care giver with them in order to enjoy our services and programs.



AGENDA COMMENTARY

Meeting Date: 11/21/2019

Department: City Secretary

Contact: Dixie Roberts, City Secretary.

Agenda Item: Consider Resolution 19-R-41, casting votes for the Board of Directors of the Brazoria County Appraisal District.

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

Summary: This resolution is to cast votes for candidates to serve on the Board of Directors of the Brazoria County Appraisal District. This board of directors is an authoritative body of individuals that govern our local appraisal district and serves as part of the local property tax system equation of checks and balances.

The directors have no authority to set values or appraisal methods. The chief appraiser is appointed by and serves at the pleasure of the appraisal district board of directors. It is the responsibility of the chief appraiser to carry out the appraisal district's legal duties, hire staff, administer the annual appraisal process, and operate the appraisal office.

Every other year each governing body within Brazoria County is allotted a certain number of votes to cast toward the nominated candidates on the ballot. The City of Alvin is allotted 66 votes. City Council may cast all 66 votes for one candidate or distribute the votes among any number of the nominated candidates. Each governing body must vote by written resolution and submit to the Chief Appraiser before December 15, 2019.

Candidates: Tommy King (Alvin Representative), Ro'Vin Garrett, Timothy Hardesty, A J Jinkins, Gail Robinson, Glenn Salyer, George Sandars, Susan Spoor, and Angie Taylor.

In 2015 and 2017 City Council cast all the City's votes for Tommy King.

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:** 11/18/2019 SLH

Supporting documents attached:

- Resolution 19-R-41
- BCAD Request Letter

Recommendation: Move to approve Resolution 19-R-41, casting ___ (#votes)___ votes for ___(person)_____ to serve on the Board of Directors of the Brazoria County Appraisal District Board.

Reviewed by Department Head, if applicable

Reviewed by City Attorney, if applicable

Reviewed by Chief Financial Officer, if applicable

Reviewed by City Manager

RESOLUTION 19-R-41

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS
CASTING VOTES FOR CANDIDATES FOR THE BOARD OF DIRECTORS OF
THE BRAZORIA COUNTY APPRAISAL DISTRICT.**

WHEREAS, the official ballot containing the names of the duly nominated candidates for the Board of Directors of the Brazoria County Appraisal District has been received from the Chief Appraiser of the Brazoria County Appraisal District; and

WHEREAS, the City Council may cast all of its votes for one candidate or distribute the votes among any number of candidates; and

WHEREAS, the City Council of the City of Alvin, Texas, must provide official notification to the Brazoria County Appraisal District of both the distribution of its votes and the total number of votes cast.

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

Section 1. That the City Council hereby casts a total of _____ votes to be allocated as follows:

Nominations/Candidates	Vote(s) Cast
<u>1. Tommy King</u>	<u>1.</u>
<u>2. Ro'Vin Garrett</u>	<u>2.</u>
<u>3. Timothy Hardesty</u>	<u>3.</u>
<u>4. A J Jinkins</u>	<u>4.</u>
<u>5. Gail Robinson</u>	<u>5.</u>
<u>6. Glenn Salyer</u>	<u>6.</u>
<u>7. George Sandars</u>	<u>7.</u>
<u>8. Susan Spoor</u>	<u>8.</u>
<u>9. Angie Taylor</u>	<u>9.</u>

Section 2. That the official Ballot of the Brazoria County Appraisal District Board of Directors Election 2020-2021, a copy of which is attached as Exhibit "A," shall be completed in accordance with the action taken by the City Council.

Section 3. That the Official Ballot shall be returned to the Brazoria County Appraisal District before December 15, 2019.

PASSED AND APPROVED on this the 21st day of November 2019.

CITY OF ALVIN, TEXAS

ATTEST

By: _____
Paul A. Horn, Mayor

By: _____
Dixie Roberts, City Secretary

BRAZORIA COUNTY APPRAISAL DISTRICT

Rec'd
10/28/19

MEMBERS OF THE BOARD

Rc' Vin Garrett
Tommy King
Ruby Jo Knight
Gail Robinson
Glenn Salyer
Susan Spoor

CHIEF APPRAISER

Cheryl Evans
500 N. Chenango
Angleton, Texas 77515
979-849-7792
Fax 979-849-7984

October 21, 2019

Honorable Paul Horn
Mayor of Alvin
216 W. Sealy
Alvin, TX 77511

Dear Honorable Paul Horn,

Thirty-four voting taxing units were entitled to submit by written resolution, nominations to fill the five-member board of directors of the Brazoria County Appraisal District. **Attached is the official ballot with the nominations we received.**

CITY OF ALVIN IS ENTITLED TO CAST **66** VOTE(S).

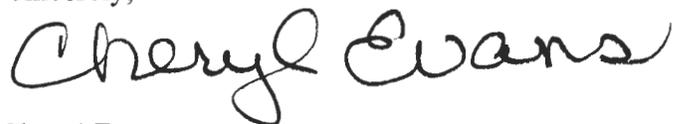
Each voting unit must vote by **Written Resolution** and submit it to the chief appraiser before **December 15, 2019**. The governing body of the taxing unit may cast all of its votes for one candidate or distribute the votes among any number of candidates. When you add the column of your votes, your total should not be greater than your allotted number.

A voting unit must cast its votes for a person nominated and named on the ballot. There is no provision for write-in candidates. The chief appraiser may not count votes cast for someone not listed on the official ballot.

Please complete the ballot and return to Cheryl Evans, Chief Appraiser, 500 North Chenango, Angleton, Texas 77515, **along with a Written Resolution** before **December 15, 2019**. If you have any questions about the format of your resolution or any other matter, give me a call immediately.

It is important that you return your **Ballot and Resolution** to the chief appraiser before **December 15, 2019**, so that we may count the votes, declare the winners, and notify all taxing units and candidates of the results.

Sincerely,



Cheryl Evans
Chief Appraiser

CE/td
Enclosure

**BRAZORIA COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS ELECTION 2020-2021**

OFFICIAL BALLOT

<u>NOMINATIONS/CANDIDATES</u>	<u>VOTE(S) CAST</u>
1. <u>Tommy King</u>	1. _____
2. <u>Ro'Vin Garrett</u>	2. _____
3. <u>Timothy Hardesty</u>	3. _____
4. <u>A J Jinkins</u>	4. _____
5. <u>Gail Robinson</u>	5. _____
6. <u>Glenn Salyer</u>	6. _____
7. <u>George Sandars</u>	7. _____
8. <u>Susan Spoor</u>	8. _____
9. <u>Angie Taylor</u>	9. _____

PLEASE ATTACH YOUR RESOLUTION TO THIS FORM

SUBMITTED BY: _____

VOTES ENTITLED TO: _____

VOTES CAST: _____

RESOLUTION NO. _____

WHEREAS, the official ballot containing the names of the duly nominated candidates for the Board of Directors of the Brazoria County Appraisal District has been received from the Chief Appraiser of the Brazoria County Appraisal District; and

WHEREAS, the _____ wishes to cast its votes thereon;

NOW, THEREFORE, BE IT RESOLVED, the _____ does hereby determine and cast its votes for the candidates for the Board of Directors of the Brazoria County Appraisal District as follows:

BE IT FURTHER RESOLVED that the official ballot be marked in accordance with this resolution and returned to the Chief Appraiser of the Brazoria County Appraisal District with a copy of this resolution attached hereto prior to December 15, 2019.

PASSED AND APPROVED this _____ Day of _____, 2019.

Presiding Officer

ATTEST:

Secretary