

City of Alvin, Texas

Paul Horn, Mayor

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



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

ALVIN CITY COUNCIL AGENDA THURSDAY, SEPTEMBER 17, 2020 7:00 P.M.

VIA VIDEO/TELECONFERENCE

NOTICE IS HEREBY GIVEN in accordance with order of the Office of the Governor issued March 16, 2020, the **City Council** of the **City of Alvin** will conduct a **Regular Meeting** on **Thursday, SEPTEMBER 17, 2020, at 7:00 p.m.** by telephone/video conference in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19).

This Notice and Meeting Agenda, and the Agenda Packet, are posted online at www.alvin-tx.gov.

The public dial-in number to participate in the telephonic/video meeting is hosted through **ZOOM**: 1.346.248.7799 or 1.669.900.9128 or 1.301.715.8592 or 1.646.558.8656 or 1.253.215.8782 - **Webinar ID 812 2491 8935** **Passcode: 266545** or access the meeting by visiting: <https://us02web.zoom.us/j/81224918935?pwd=MTJSOUNTYTdLaGdvd3hOL21XZHVoZz09>
Password: 266545

A recording of the telephone/video meeting will be made and will be available to the public in accordance with the Open Meetings Act upon written request.

REGULAR MEETING AGENDA

1. **CALL TO ORDER**
2. **INVOCATION AND PLEDGE OF ALLEGIANCE**
3. **PUBLIC COMMENT**
4. **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 September 3, 2020 City Council Regular meeting minutes.
 - B. Accept resignation from Kerry Ulm from the Parks and Recreation Board.
 - C. Consider Resolution 20-R-25, adopting the City of Alvin Investment Policy for Fiscal Year 2020-2021; providing for an effective date; and setting forth other related matters.
 - D. Consider an award of Bid 20-06 to UniFirst Corporation, as the vendor for the City’s uniform services for two (2) years with an option to continue for an additional two (2) years at the same price and conditions; and authorize the City Manager to sign the contract upon legal review.

- E. Consider an award of Bid 20-10 to JDB Services, Inc., as the vendor for the purchase of stabilized sand for one (1) year with an option to renew for an additional one (1) year at the same price and conditions; and authorize the City Manager to sign the contract upon legal review.
- F. Consider an award of Bid 20-12 to Core & Main LP, as the vendor for the purchase of water/wastewater parts and fittings for one (1) year with an option for one (1) additional year at the same price and conditions; and authorize the City Manager to sign the contract upon legal review.

5. OTHER BUSINESS

- A. Consider an award of Bid 20-05 to Mitchell Contracting, Inc., for the Northeast and Northwest Basin Sanitary Sewer Rehabilitation Project in an amount not to exceed \$540,265.00; and authorize the City Manager to sign the contract upon legal review.

6. REPORTS FROM CITY MANAGER

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

7. ITEMS OF COMMUNITY INTEREST

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

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

8. 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, SEPTEMBER 14, 2020 at 4:00 P.M.



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, TEXAS
BUILDING BOARD OF ADJUSTMENTS AND APPEALS
JANUARY 6, 2020**

Call To Order

The meeting was called to order at 6:06 p.m. Board members Santos Garza, Betsy Grubbs, Sussie Sutton, James Thompson and Roger Stuksa were present in the First Floor Conference Room at the City of Alvin Public Service Facility, 1100 W. Highway 6. Also present were staff members Mike Collins, Building Official; Roy Sosa, Plans Examiner; and Shana Church, Executive Secretary.

Petition and Requests from the Public

There were no petitions or requests from the public.

Oath of Office to newly appointed members Deputy City Secretary administered the oath of office to reappointed member James Thompson and newly appointed member Betsy Grubbs.

Approve the minutes of the Building Board of Adjustments and Appeals meeting of February 4, 2019. Roger Stuksa motioned to approve the minutes of the Building Board of Adjustments and Appeals meeting of February 4, 2019. Seconded by James Thompson, the motion carried on a vote of 5 ayes and 0 nays.

Consider a request from IES Commercial Inc., representing Chick-Fil-A Restaurant for a special use permit concerning wall signs and a pylon sign located at 2018 E. Highway 6:

Section 17 ½ -38. Signs on general rights-of-way.

(1) Wall signs – number.

(2) Ground signs or freestanding signs – size and height.

Roger Stuksa made a motion to approve the special use permit for the ground sign height of 35', seconded by Sussie Sutton. The motion carried on a vote of 4 ayes and 1 nay, Betsy Grubbs abstained from the vote. James Thompson made a motion to approve the special use permit for 3 additional wall signs, seconded by Sussie Sutton. The motion carried on a vote of 4 ayes and 1 nay, Betsy Grubbs abstained from the vote.

Items of Community Interest

Roger Stuksa asked what new businesses were coming to Alvin. Roy Sosa and Mike Collins mentioned Burger King on 288 and FM 1462, Title Max on Gordon Street, a retail center on Bypass 35, a new church on Mustang and DJ Nail Resort on Fairway. Sussie Sutton asked when the Mobile Food Vendor Ordinance changed. Roy Sosa stated the Ordinance changed 1 ½ to 2 years ago. Sussie Sutton asked the status on the RV Resort Ordinance. Roy Sosa stated Planning Commission and City Council are working through Ordinance changes. Betsy Grubbs asked about the new Disc Golf Course. Mike Collins stated the grand opening is going to be January 8th. Betsy Grubbs also asked what

business is going to be at the old hospital on Medic Ln. Mike Collins stated the owner is remodeling the current building into a climate-controlled storage facility.

Adjournment

Roger Stuksa motioned to adjourn the meeting, seconded by James Thompson. The motion carried on a vote of 5 ayes. The meeting ended at 7:07 p.m.

Passed and Approved the 31st day of August 2020.

Alvin Parks Board Meeting Minutes for August 04, 2020

Meeting Information

Objective: Regular Monthly Meeting of City of Alvin Parks and Recreation Board

Date: August 04, 2020 Location: Council Chambers at Alvin City Hall
216 West Sealy Street,
Alvin, TX

Time: 6:30 Pm Regular Monthly Meeting
Facilitator: Dan Kelinske, Director of Alvin Parks and Recreation
Note Taker: Dwight Rhodes

Attendees: Board Members Present: Jamie Vaughn, Chair; Terry Beasley, Kerry Ulm
Randy Race, Milton Morgan; Janice Burnett; Dwight Rhodes
Absent: Carrie Parker

Other Attendees:

Agenda Items

1. CALL TO ORDER – Called to order by Jamie Vaughn at 6:30 pm
2. ROLL CALL – See above attendees
3. Approval of Minutes:
 - a. June 09, 2020 – Approved; 1st, Milton Morgan and 2nd Kerry Ulm
4. PETITIONS or REQUEST FROM THE PUBLIC - NONE
5. CHAIRMAN’S REPORT - NONE
6. DIRECTOR’S REPORT –
 - a. Disc Golf Course –Contractor will overseeded some areas with Bermuda, 27,000 ft2
 - b. Trick or Treat Trail scheduled for October 30,2020
 - c. Disc Golf electrical bill for June & July was \$3,304
 - d. Planned development known as Mustang Point on Hwy 35 By-Pass was discussed and plans for a possible link to Hike and Bike Trail along Mustang Bayou
7. NEW BUSINESS – NONE
8. Old Business
 - a. Discuss and recommend expenditures for Park Dedication Funds: Dan reviewed the availability and usage of funds in the Park dedication fund and the Tree Dedication Fund.
 - i. Discussion of improvements of at Hugh Adams park; Dan will bring plans of improvements back to the Board; Dan showed different types of shade structures for Hugh Adams park.
Some artistic butterflies and flowers that would cost approximately \$21,00 for a 24’x24’ butterfly and about \$23,00 for a 22’ wide flower.

The committee discussed a shade pavilion, similar to the one at Briscoe Park, a rectangle that would cover 56'x90' and cost about \$63,000.

The Board was more interested in the larger rectangle or sail type structure. Dan was going get more information on the rectangle/ sail canopy cover and report back to the Board.

There was some discuss of the use of the City property at the corner of South street and Kost street. Suggestions range from a park for the school kids to sitting Pocket Park for the neighborhood. No decision was made on the parks usage.

9. Items of Community Interest: Carry Parker had emailed Dan and ask if the Committee would consider Virtual Meetings in the future.
10. Adjournment: Milton Morgan moved to adjourn at 7:30 pm, seconded by Kerry Ulm. Passed unanimously

MINUTES
CITY OF ALVIN, TEXAS
216 W. SEALY STREET
REGULAR CITY COUNCIL MEETING
SEPTEMBER 3, 2020
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 Joel Castro; Councilmembers: Gabe Adame, Adam Arendell, Brad Richards, Glenn Starkey, Keith Thompson and Martin Vela.

Staff members present: Junru Roland, City Manager; Suzanne Hanneman, City Attorney; Dixie Roberts, City Secretary; Michael Higgins, Chief Financial Officer; Larry Buehler, Economic Development Director; Michelle Segovia, City Engineer; Dan Kelinske, Parks and Recreation Director; and Robert E. Lee, Police Chief.

INVOCATION AND PLEDGE OF ALLEGIANCE

Mr. Junru Roland gave the invocation. Council member Arendell led the Pledge of Allegiance to the American Flag and Council member Thompson led the Pledge to the Texas Flag.

PRESENTATION

Alvin Draft Hazard Mitigation Plan.

Michelle Segovia gave an update on the draft Hazard Mitigation Plan. She explained that the public is invited to submit comments until October 5th and that the draft plan can be found on the city's website.

PUBLIC COMMENT

Larry Buehler, Economic Development Director, encouraged everyone to support our local businesses.

CONSENT AGENDA

Consider approval of the August 20, 2020 City Council Regular meeting minutes.

Consider a final plat of Caldwell Ranch Section 3A (located along the east side of FM 521 and north of Juliff-Manvel Road), being a subdivision of 6.420 acres of land situated in the William Hall League, abstract 31, Fort Bend County, Texas; also being a partial replat of lots 5 and 6 of the T.W. & J. W. B. House Subdivision, as recorded in volume 7, page 301 of the Fort Bend County deed records.

On July 30, 2020, the Engineering Department received the Final Plat of Caldwell Ranch Section 3A for review. This subdivision is in the City of Alvin's Extraterritorial Jurisdiction (ETJ) within Fort Bend County, located along the east side of FM 521 and north of Juliff-Manvel Road. This final plat consists of 8 lots, 2 reserves, and 1 block. This plat complies with all requirements of the City of Alvin's Planned Unit Development section of the Subdivision Ordinance. This section is contained in the Master Preliminary Plat of Caldwell Ranch, that was approved by Council May 7, 2020. The City Planning Commission unanimously approved the plat at their meeting on August 18, 2020. Staff recommended approval.

Consider a final plat of Caldwell Ranch Section 3B, (located along the east side of FM 521 and north of Juliff-Manvel Road), being a subdivision of 34.171 acres of land situated in the William Hall League, Abstract 31, Fort Bend County, Texas; also being a partial replat of Lots 5, 6 & 7 of the T.W. & J.W.B. House Subdivision, as recorded in Volume 7, Page 301 of the Fort Bend County deed records.

On July 30, 2020, the Engineering Department received the Final Plat of Caldwell Ranch Section 3B for review. This subdivision is in the City of Alvin's Extraterritorial Jurisdiction (ETJ) within Fort Bend County, located along the east side of FM 521 and north of Juliff-Manvel Road. This final plat consists of 104 lots, 5 reserves, and 3 blocks. This plat complies with all requirements of the City of Alvin's Planned Unit Development section of the Subdivision Ordinance.

This section is contained in the Master Preliminary Plat of Caldwell Ranch, that was approved by Council May 7, 2020. The City Planning Commission unanimously approved the plat at their meeting on August 18, 2020. Staff recommended approval.

Consider a final plat of Waller Crossing Drive Street Dedication (located along the east side of FM 521 and north of Juliff-Manvel Road), being a subdivision of 2.865 acres of land situated in the William Hall League, abstract 31, Fort Bend County, Texas; also being a partial replat of Lots 3, 7 & 12 of the T.W. & J.W.B. House Subdivision, as recorded in volume 7, page 301 of the Fort Bend County deed records.

On July 30, 2020, the Engineering Department received the Final Plat of Waller Crossing Drive Street Dedication for review. This subdivision is in the City of Alvin's Extraterritorial Jurisdiction (ETJ) within Fort Bend County, located along the east side of FM 521 and north of Juliff-Manvel Road. This final plat consists of a 60' wide road right-of-way dedication for the future Waller Crossing Drive within the Caldwell Ranch Development. This plat complies with all requirements of the City's Subdivision Ordinance.

This right-of-way was included for the minor collector roadway on the Master Preliminary Plat of Caldwell Ranch, that was approved by Council May 7, 2020. The City Planning Commission unanimously approved the plat at their meeting on August 18, 2020. Staff recommended approval.

Consider a final plat of Heights Grove (located at 840 Heights Road), being a subdivision of 1.1390 acres in the H.T. & B.R.R. Co Survey, A-465, City of Alvin, Brazoria County, Texas.

On July 30, 2020, the Engineering Department received the final plat of Heights Grove for review. The property is located at 840 Heights Road and is being platted for conveyance. The plat consists of 1 lot and 1 block and complies with all requirements of the City's Subdivision Ordinance. The City Planning Commission unanimously approved the plat at their meeting on August 18, 2020. Staff recommended approval.

Consider Resolution 20-R-24, amending the County-Wide Election Day polling locations for the City of Alvin Joint Special Election ordered for November 3, 2020, through Resolution 20-R-22, Resolution 20-R-13 and Resolution 20-R-04, for the purpose of submitting to the qualified voters of the City of Alvin, Texas, a proposition to vote "for" or "against" the "Adoption of the fire fighters' and police officers' civil service law, applicable to only the police department;" and providing for other related matters thereto.

Brazoria County amended the Election Day Voting Center locations by removing the Mims Community Center in Brazoria and added in its place, the Greater Mount Zion Event Center in Brazoria. Because of this change, Alvin's Election Order needs to be amended. This is the only change.

Early Voting will begin on Tuesday, October 13, 2020, and will go through Friday, October 30, 2020, and will be held at the Alvin Library. Voters can cast their ballot at any Early Voting location throughout Brazoria County.

Early Voting Locations:

Angleton (Main): East Annex, 1524 E. Mulberry

Alvin: Alvin Library, 105 S. Gordon

Brazoria: Brazoria Library, 620 S. Brooks

Freeport: Freeport Library, 410 Brazosport Blvd.

Lake Jackson: Lake Jackson Civic Center, 332 Hwy. 332 East

Manvel: North Annex, 7313 Corporate Dr.

Pearland East: Tom Reid Library, 3522 Liberty Dr.

Pearland West: Westside Event Center, 2150 Country Place Pkwy.

Shadow Creek: Pearland Westside Library, 2803 Business Center Dr. #101

West Columbia: Precinct 4 Building, 121 N. 10th Street

Early voting dates and hours:

October 13-24; 7am-7pm

October 25; 1 pm-6pm

October 26-30; 7am-7pm

Election Day voting will be held at the Alvin Library and the Alvin Senior Center. Voters may also cast their ballot at any Voting Center in Brazoria County. Staff recommended approval of Resolution 20-R-24.

Consider annual windstorm renewal from Victor O. Schinnerer & Company, Inc. in an amount not to exceed \$198,948.75, for the City of Alvin’s windstorm and hail coverage for Fiscal Year 2021; and authorize the City Manager to sign the Proposal Acceptance Form.

Windstorm insurance is property and casualty insurance that specifically covers loss due to damage by high winds: i.e., hurricane and hail damage. The City’s general property and liability insurance provider (Texas Municipal League – Intergovernmental Risk Pool [TMLIRP]) does not provide any windstorm and hail coverage for the City of Alvin. However, TMLIRP has an arrangement with Victor O. Schinnerer & Company, Inc. (VOSCO), an underwriting manager of professional liability and specialty insurance, to serve as the City’s insurance agent in placing windstorm coverage. VOSCO has written the City’s windstorm coverage through various companies since 10/01/2000. The current (annual) windstorm policy with VOSCO expires October 1, 2020.

VOSCO canvassed the open marketplace and approached 23 different carriers on behalf of the City of Alvin. Each carrier modeled and reviewed multiple layers (i.e., primary, buffers, and excess), as well as various terms (deductibles, extensions of coverage, etc.) in an attempt to yield the most competitive placement available. Of the 23 carriers that were approached, 14 declined to submit a proposal, 7 carriers only offered excess coverage, and 1 responded that they would offer a very high premium of over \$250,000, but did not provide a quote. VOSCO did not approach Texas Windstorm Insurance Association (TWIA) for FY21 because TWIA would not be able to cover the City’s total limit as many of the properties do not have the required WPI8 wind certifications.

The deductible is 1% per location/\$25,000 per occurrence minimum for named storms and a \$25,000 deductible per item for unnamed storms such as a tornado. For a named storm, the total assets affected are grouped together for a minimum deductible of \$25,000, and then increases by 1% of any additional assets. Instead, the assets are valued at replacement cost and would only be rebuilt or replaced back to the current replacement value (not the original purchase value).

In FY20, the City’s total premium was \$188,990 which included an added buydown deductible of \$10,000 for wind & hail coverage. The quotes for FY21 premium are below. Option 1 is the basic quote. Option 2 includes the option for windstorm terrorism. Staff is not recommending coverage for windstorm terrorism and the likelihood of a windstorm terrorism is nearly impossible. VOSCO indicated no other client has ever accepted this option.

| Oct 1, 2020 - Oct 1, 2021 | | | | | | | | | | |
|---------------------------|---------------------------------------------------------------------------|---------------|--------------|-------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------|--------------------------|--------------------|
| | Carrier | Property Type | Total Limit | Coinsurance | Valuation Basis | Deductible (Per Occurrence) | Premium | Policy/ Inspection Fee | Surplus Lines Tax & Fees | Total |
| FY21 Option 1 | Arch Specialty United Specialty Underwriters of Lloyds (Primary) | Commercial | \$33,956,728 | Nil | Replacement Cost | 1% per location/per occur \$25,000 per occ - Named Storm \$25,000 - All Other Wind/Hail 3% Windstorm Deductible \$165,000 Wind Driven Precip. | \$175,000.00 | \$14,475.00 | \$9,473.75 | \$198,948.75 |
| | Ventus Risk Management Inc. | | | | | | | | | |
| FY21 Option 2 | Arch Specialty United Specialty Underwriters of Lloyds (Primary) | Commercial | \$33,956,728 | Nil | Replacement Cost | 1% per location/per occur \$25,000 per occ - Named Storm \$25,000 - All Other Wind/Hail 3% Windstorm Deductible \$165,000 Wind Driven Precip. | \$175,000.00 | \$14,475.00 | \$9,473.75 | \$198,948.75 |
| | Ventus Risk Management Inc. | | | | | | | | | Terrorism Coverage |

Recommendation:

Staff is recommending Option 1, using Arch Specialty/United Specialty/Underwriters of Lloyds, in the amount of \$198,948.75. This amount also is in line with the City’s FY21 budget.

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

OTHER BUSINESS

Consider a request for the property owner at 1613 Alta Vista Drive to waive the front and side building setback requirement of Chapter 21 Subdivisions and Property Development, Section 37 (a) Lots, minimum setback lines, of the Alvin Code of Ordinances, for the construction of a carport.

On July 30, 2020, the Engineering Department received a variance request from the property owner at 1613 Alta Vista Drive, for a waiver to the 25’ front and the 5’ side building setbacks required by section 21-37(a) of the City Code of Ordinances. As explained in

the attached request letter, the Owner is proposing to construct a 27' x 24' carport along the front of the home at 1613 Alta Vista to replace a carport that was recently removed. The carport, as proposed, will be 20' from the edge of the Alta Vista Drive pavement. The encroachment of the new carport will not cause any traffic safety concerns and will blend with existing structures in the area.

The City Planning Commission unanimously approved this request at their meeting on August 18, 2020. Numerous variances to the building setback requirements have been approved in the past several years. The most recent one being for the construction of a porch at 618 W. Lang Street in June of 2019. Staff recommended approval.

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Council member Castro moved to approve the variance request for the property owner at 1613 Alta Vista Drive to waive the front and side building setback requirement of Chapter 21 Subdivisions and Property Development, Section 37 (a) Lots, minimum setback lines, of the Alvin Code of Ordinances, for the construction of a carport. Seconded by Council member Richards; motion carried on a vote of 7 Ayes.

Consider Ordinance 20-X, adopting the annual budget for the City of Alvin, Texas, for Fiscal Year 2020-2021; directing the City Secretary to post a copy of the budget on the City of Alvin website; and setting forth other provisions related thereto.

On July 16, 2020, the City Manager presented the FY 2020-2021 proposed budget to City Council. Subsequently, two (2) budget workshops were held on August 6, 2020, and August 11, 2020, whereby City Council and staff reviewed the proposed budget. State law and the City's Charter require that the City enact an annual budget. The City Charter requires that an ordinance to establish appropriation must be approved by a favorable vote of a majority of the members of the City Council.

Council member Starkey moved to approve Ordinance 20-X, adopting the budget for the City of Alvin, Texas, for Fiscal Year 2020-2021; directing the City Secretary to post a copy of the budget on the City of Alvin website; and setting forth other provisions related thereto. Seconded by Council member Arendell; motion carried on a vote of 7 Ayes.

Consider Ordinance 20-Y, adopting the proposed tax rate of \$0.7680 (per \$100 of taxable assessed value), which is 6.85 percent greater than the No New Revenue tax rate for the City of Alvin.

A taxing unit may not impose property taxes an any year until the governing body has adopted a tax rate for that year, and the annual tax rate must be set by ordinance, resolution or order, depending on the method prescribed by law for adoption of a law by the governing body. The vote on the ordinance, resolution, or order setting the tax rate must be separate from the vote adopting the budget.

For a taxing unit, other than a school district, the vote on the ordinance, resolution, or order setting a tax rate that exceeds the effective tax rate must be a record vote, and at least 60 percent of the members of the governing body must vote in favor of the ordinance, resolution, or order.

According to the Texas Tax Code 26.05(b), a motion to adopt an ordinance, resolution, or order setting a tax rate that exceeds the no new revenue tax rate must be made in the following form: "I move that the property tax rate be increased by the adoption of a tax rate of (specify tax rate), which is effectively a (insert percentage by which the proposed tax rate exceeds the effective tax rate) percent increase in the tax rate." For Tax Year 2020, staff is proposing that City Council adopt a tax rate of \$0.7680 per \$100 of taxable assessed value, which is 6.85% above the 2020 No New Revenue tax rate of \$0.718765.

| Tax Year | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Tax Rate | \$0.8436 | \$0.8386 | \$0.8386 | \$0.7980 | \$0.7880 | \$0.7880 | \$0.7780 | \$0.7680 |

Council member Thompson moved that the property tax rate be increased by the adoption of a tax rate of \$0.7680 per \$100 of taxable assessed value, which is effectively a 6.85 percent increase in the tax rate, as described in Ordinance 20-Y. Seconded by Council member Starkey. A roll call vote was taken with all members present voting Aye, motion carried on a vote of 7 Ayes.

Discuss and consider re-opening of the Alvin Senior Center relating to the COVID-19 pandemic.

At the regular City Council meeting on June 18, 2020, staff was directed to explore opening the Alvin Senior Center. Since that time, staff has offered non-senior exclusive programming at the Senior Center by successfully implementing

the State required minimum standard health protocols to help prevent the spread of COVID-19. By continuing to follow the practices, staff is confident in offering limited senior exclusive programming, which would include two to four exercise classes, crochet, painting, quilting, along with the monthly book club and lifestyle support group and Senior Board meetings. Staff will continue to monitor for changes in guidance from the State of Texas and respond accordingly by expanding or contracting program offerings. Staff recommended the phased-in opening of the Senior Center for senior exclusive programming.

Dan Kelinske, Parks and Recreation Director explained the plan to open the Senior Center limited to 8 senior programs and 8 non-senior programs that are within the guidelines of the State due to the COVI-19 pandemic. He explained that he will monitor the State guidelines and offer only what his staff can manage and have proper oversight. Discussion continued.

Council member Starkey moved to approve the phased-in opening of the Alvin Senior Center for senior exclusive programming. Seconded by Council member Thompson; motion carried on a vote of 5 Ayes; with Council member Castro and Council member Vela voting No.

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 September 17th City Council meeting.

ITEMS OF COMMUNITY INTEREST

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

Council member Thompson commended Mr. Roland and staff for their work on the budget.

Council member Vela thanked Michelle Segovia and her staff for their work on the Hazardous Mitigation Plan. He also announced that he is a proud new grandfather.

Council member Castro thanked the staff for the preparation of the budget. He explained why he voted no on the opening of the Senior Center.

Council member Adame commended staff for the preparation of the budget.

Council member Starkey congratulated Sonya Cates, Court Administrator, for receiving the Outstanding Clerk of the Year by the Texas Municipal Courts Association. He also recognized Municipal Court and Tyler for receiving the “Partner and Client” award from Amazon Web Services for best work solutions.

Mayor Horn requested that City Council be provided an update on the Municipal Court.

ADJOURNMENT

Mayor Horn adjourned the meeting at 7:30 p.m.

PASSED and APPROVED the 17th day of September 2020.

Paul A. Horn, Mayor

ATTEST: _____
Dixie Roberts, City Secretary



AGENDA COMMENTARY

Meeting Date: 9/17/2020

Department: City Secretary

Contact: Dixie Roberts, City Secretary

Agenda Item: Accept resignation from Kerry Ulm from the Parks and Recreation Board.

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

Summary: Kerry Ulm submitted her resignation from the Parks and Recreation Board for her term ending on December 31, 2020. She is moving outside of the city. This agenda item is the formal acceptance of her resignation.

With the resignation of Ms. Ulm, there will be seven (7) members on this board. The City Charter states that the Parks and Recreation Board is to be comprised of at least seven (7) members with no more than nine (9) members. No appointment to this board is necessary at this time.

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:** 9/9/2020 SLH

Supporting documents attached:

- Resignation letter from Ms. Ulm

Recommendation: Move to accept the resignation from Parks & Recreation Board member, Kerr Ulm.

Reviewed by Department Head, if applicable

Reviewed by City Attorney, if applicable

Reviewed by Chief Financial Officer, if applicable

Reviewed by City Manager

From: Kerry
Sent: Tuesday, September 1, 2020 12:58 PM
To: Dan Kelinske <dkelinske@psf.cityofalvin.com>
Subject: Park board meeting

Hi Dan,

I am sorry to say I am resigning from Park board. We are currently in the process of selling our home. We have an offer to buy. We will be moving to Friendswood. Tell everyone I apologize for the short notice.

Please let me know what steps I need to take in order to end my position.

I really enjoyed being on the board. I will miss you all very much. I have learned a lot.

Thank you,
Kerry Ulm



AGENDA COMMENTARY

Meeting Date: 9/17/2020

Department: Finance

Contact: Michael Higgins, CFO

Agenda Item: Consider Resolution 20-R-25, adopting the City of Alvin Investment Policy for Fiscal Year 2020-2021; providing for an effective date; and setting forth other related matters.

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

Summary: Pursuant to Chapter 2256.005 of the Texas Government Code, the Texas Public Funds Investment Act (PFIA), the governing body of an investing entity shall review its investment policy and strategies not less than annually. The City's current Investment Policy was certified by the Government Treasurers' Organization of Texas (GTOT) as meeting the requirements of the Public Funds Investment on March 31, 2019. The certification remains effective through March 31, 2021.

As part of the investment policy review process, the investment policy requires that the investment officer (CFO) conduct an annual review of all financial institutions and broker/dealers who are qualified to invest City funds. In addition, the policy requires that a list of those qualified financial institutions and brokers/dealers be maintained pursuant to the investment policy. Staff is not recommending any updates to the investment policy for Fiscal Year 2020-2021.

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:** 9/14/2020 SLH _____

Supporting documents attached:

- Resolution 20-R-25
- Exhibit A - FY21 Investment Policy
- Exhibit B - Broker/Dealer list
- 2018 GTOT Certification Award

Recommendation: Move to approve Resolution 20-R-25, adopting the City of Alvin Investment Policy for Fiscal Year 2020-2021; providing for an effective date; and setting forth other related matters.

Reviewed by Department Head, if applicable

Reviewed by Chief Financial Officer, if applicable

Reviewed by City Attorney, if applicable

Reviewed by City Manager

RESOLUTION NO. 20-R-25

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS, ADOPTING THE CITY OF ALVIN INVESTMENT POLICY FOR THE FISCAL YEAR 2020-2021 FOR THE INVESTMENT OF MUNICIPAL FUNDS; AND SETTING FORTH OTHER RELATED MATTERS.

WHEREAS, Chapter 2256 of the Texas Government Code, the Public Funds Investment Act, requires the City Council to annually review its Investment Policy regarding the investment of City funds and funds under its control; and

WHEREAS, the City Council of the City of Alvin, Texas, desires to adopt its FY21 Investment Policy in accordance with Chapter 2256 of the Texas Government Code, Public Funds Investment Act; and

WHEREAS, pursuant to the Public Funds Investment Act, the governing body of the City shall adopt a resolution stating it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies;

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. The FY21 City of Alvin Investment Policy does not include amendments since the last adoption on May 21, 2020, and is hereby adopted as the investment policy of the City of Alvin, attached hereto as "Exhibit A."

Section 3. The City Council approves and adopts the list of qualified brokers/dealers that are authorized to engage in investment transactions with the City, attached hereto as "Exhibit B."

Section 4. 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, Chapter 551 of the Texas Government Code.

PASSED AND APPROVED this the 17th day of September 2020.

THE CITY OF ALVIN, TEXAS

ATTEST

Paul A. Horn, Mayor

Dixie Roberts, City Secretary

CITY OF ALVIN INVESTMENT POLICY

I. PURPOSE AND INTENT

It is the policy of the City of Alvin that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner which will provide the maximum security of principal invested through limitations and diversification while meeting the daily cash flow needs of the City and conforming to all applicable State statutes, the City of Alvin Home-Rule Charter, City Ordinances and the standards of the Governmental Accounting Standards Board. The receipt of a market rate of return will be secondary to the requirements for safety and liquidity while incurring minimal risks.

It is the stated intent of the policy to adhere by and to be in conformance with the statute known as Chapter 2256 of the Texas Government Code, Public Funds Investment Act. Specific interpretation of a section contrary to this intent shall not avoid the remaining policy.

II. SCOPE

Consistent with this Policy the City will endeavor to earn a return on funds invested at the highest investment return possible after taking into account the primary goals of preservation and safety of principal, liquidity of funds invested, and yield. This investment policy applies to the funds of the City of Alvin, which include the following:

- A. General Fund
- B. Special Revenue Funds
- C. Capital Projects Fund
- D. Enterprise Funds
- E. Trust and Agency Funds
- F. Debt Service Fund, including Reserves and I & S Funds
- G. Any other funds created by the City

III. OBJECTIVES

The primary objectives, in priority order, of the City investment activities for all fund groups shall be as follows:

- A. **Preservation and Safety Principal** – Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification along credit and maturity lines is required so that potential losses on individual securities are a small fraction of the overall portfolio and do not exceed the income generated from the remainder of the portfolio.
- B. **Liquidity** – The investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements, which might be reasonably anticipated.

C. **Yield** – The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

D. **Public Trust** – All participants in the City’s investment process shall seek to act responsibly as custodians of public trust. Investment officials shall avoid any transaction which might impair public confidence in the City’s ability to govern effectively.

IV. AUTHORIZED INVESTMENTS

All City investments shall comply with the Public Funds Investment Act and other applicable laws. Investments authorized by the Public Funds Investment Act are listed in Sections 2256.009 – 2256.016 and Sections 2256.019 – 2256.0201 of the Public Funds Investment Act. It is the policy of the City of Alvin to limit its investments to the following:

A. Obligations of the U.S. Treasury Bills and Notes

1. Maximum remaining maturity at time of purchase shall be three (3) years.
2. Maximum portfolio mix for these instruments, inclusive of all types, shall be fifty-percent (50%).

B. Local Government Investment Pools that have been authorized by the City Council by rule, ordinance, or resolution in accordance with the Interlocal Cooperation Act, Chapter 791, Texas Government Code, which authorizes local governments in Texas to participate in an investment pool established hereunder.

1. Maximum weighted maturity of ninety (90) days.
2. To be eligible to receive funds from and invest funds on behalf of the City, the investment pool shall furnish to the investment officer an offering circular or other similar disclosure instrument that contains, at a minimum, the following information:
 - (a) the types of investments in which money is allowed to be invested;
 - (b) the maximum average dollar-weighted maturity allowed, based on the stated maturity date, of the pool;
 - (c) the maximum stated maturity date any investment security within the portfolio has;
 - (d) the objectives of the pool;
 - (e) the size of the pool;
 - (f) the names of the members of the advisory board of the pool and dates their terms expire;
 - (g) the custodian bank that will safe-keep the pool’s assets;
 - (h) whether the intent of the pool is to maintain a net asset value of one dollar and the risk of market price fluctuation;
 - (i) whether the only source of payment is the assets of the pool at market value or whether there is a secondary source of payment,

- such as insurance or guarantees, and a description of the secondary source of payment;
 - (j) the name and address of the independent auditor of the pool;
 - (k) the requirements to be satisfied for an entity to deposit funds in and withdraw funds from the pool and any deadlines or other operating policies required for the City to invest funds in and withdraw funds from the pool; and
 - (l) the performance history of the pool, including yield, average dollar-weighted maturities, and expense ratios.
3. To maintain eligibility to receive funds from and invest funds on behalf of the City, the investment pool must furnish to the investment officer the following:
- (a) investment transaction confirmations; and
 - (b) a monthly report that contains, at a minimum, the following information:
 - i. the types and percentage breakdown of securities in which the pool is invested.
 - ii. the current average dollar-weighted maturity, based on the stated maturity date, of the pool;
 - iii. the current percentage of the pool's portfolio in investments that have stated maturities of more than one year;
 - iv. the book value versus the market value of the pool's portfolio, using amortized cost valuation;
 - v. the size of the pool;
 - vi. the number of participants in the pool;
 - vii. the custodian bank that is safekeeping the assets of the pool;
 - viii. a listing of daily transaction activity of the City;
 - ix. the yield and expense ratio of the pool;
 - x. the portfolio managers of the pool; and
 - xi. any changes or addenda to the offering circular.
4. A public funds investment pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service. A public funds investment pool created to function as a money market mutual fund must mark its portfolio to market daily and, to the extent reasonably possible, stabilize at a \$1 net asset value. If the ratio of the market value of the portfolio divided by the book value of the portfolio is less than 0.995 or greater than 1.005, portfolio holdings shall be sold as necessary to maintain the ratio between 0.995 and 1.005. In addition to the requirements of its investment policy and any other forms of reporting, a public funds investment pool created to function as a money market mutual fund shall report yield to its investors in accordance with regulations of the federal Securities and Exchange Commission applicable to reporting by money market funds.

- C. Repurchase Agreements – Fully collateralized direct repurchase agreements having a defined termination date, secured by direct obligations of the U.S. Treasury or U.S. agencies and instrumentalities, in market value of not less than one-hundred and two percent (102%) of the principal amount of the City funds disbursed, pledged to the City, held in the City’s name and deposited at the time the investment is made with a third party selected or approved by the City and placed through a primary government securities dealer, as defined by the Federal Reserve or a financial institution doing business in the State of Texas.
1. Maximum maturity at purchase shall not exceed ninety (90) days with a total weighted average maturity, at any point in time, not to exceed thirty (30) days.
 2. Portfolio mix of repurchase agreements shall be:
 - (a) Overnight repurchase agreements - No limit
 - (b) 30-day repurchase agreements – Not to exceed 15%
 - (c) 60-day repurchase agreements – Not to exceed 10%
 - (d) 90-day repurchase agreements – Not to exceed 5%
- D. Certificates of Deposits issued by national and state banks domiciled in the State of Texas that are guaranteed or insured by the FDIC or its successor(s)
1. All certificates of deposits, in excess of the FDIC, must be collateralized and collateral must be held by a third party selected or approved by the City and valued on a monthly basis. The percentage of collateralization will adhere to law for deposits.
 2. Maximum maturity on any certificate shall be three (3) years from the time of purchase and the portfolio mix shall not exceed forty percent (40%).
- E. Certificate of Deposits made in accordance with the following conditions:
1. A broker that has its main office or a branch office in Texas and is selected from a list adopted by the City;
 2. the funds are invested by the City through a depository institution that has its main office or a branch office in Texas and that is selected by the City;
 3. the broker or the depository institution selected by the City under Subdivision (2) arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, whenever located, for the City’s account;
 4. the full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States;
 5. the depository institution selected by the City under Subdivision (2), an entity described by Section 2257.041(d), or a clearing broker dealer registered with the Securities and Exchange Commission and operating pursuant to Security and Exchange Commission Rule 15c3-3 (17 C.F.R. Section 240.15c3-3) as custodian for the Authority with respect to the certificates of deposit issued for the City’s account.

- F. Municipals – Obligations of states, agencies, counties, cities and other political subdivisions of any state having been rated as to investment quality by a nationally recognized rating agency and having received a rating of not less than “A” or its equivalent.
 - 1. Maximum maturity shall be two years from the date of purchase
 - 2. The portfolio mix shall not exceed thirty percent (30%).

- G. Federal Instruments – Eligible for purchase are notes and discount notes of the Federal Home Loan Mortgage Association, Federal National Mortgage Association and Student Loan Marketing Association.
 - 1. Maximum maturity at purchase shall be four (4) years.
 - 2. Maximum portfolio mix for these instruments, inclusive of all types, shall not exceed fifty percent (50%).

- H. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by or backed by the full faith and credit of the United States or the State of Texas or their respective agencies and instrumentalities including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States.

- I. No-load. SEC registered and regulated money market mutual fund with a minimum rating of AAA-, or at an equivalent rating by at least one (1) nationally recognized rating service.

- J. Overnight balances remaining with the City’s depository institution subject to a written depository agreement. These are interest-bearing accounts, fully collateralized by pledged U.S. and Texas State government securities.

- K. Although additional types of securities and instruments are approved for investment, they are not eligible for investment by the City under this policy. An amended version of this policy approved by the City Council is required prior to investments in any other investment instrument not specified herein.

V. MONITORING THE RATING CHANGES IN INVESTMENTS

Consistent with Section 2256.021, Texas Government Code, as amended, the Investment Officer shall monitor all investments that require a minimum rating under subchapter A of Chapter 2256 such that any such investment that does not have the minimum rating shall no longer constitute an authorized investment. Such investments that do not have the required minimum rating shall be liquidated within thirty (30) days of the investment’s failure to maintain its required minimum rating.

VI. INVESTMENT STRATEGY FOR EACH OF THE FUND GROUPS

The investment strategy for each of the fund groups identified in the Scope section is set forth as follows:

A. General Fund Investment Objectives:

1. Diversification to eliminate risk of loss resulting from over concentration of assets in a specific maturity, specific issuer, or specific class of investment instruments;
2. Matching of regular operational expenditures of funds with investment interest, maturing investments, and other income sources of the funds;
3. Selection of maturities that provide for stability of income and liquidity;
4. Short-term investments;
5. The dollar weighted average maturity of 730 days or less will be calculated using the stated final maturity dates of each security.

B. Special Revenue Funds Investment Objectives:

1. Diversification to eliminate risk of loss resulting from over concentration of assets in a specific maturity, specific issuer, or specific class of investment instruments;
2. Matching of regular operational expenditures of funds with investment interest, maturing investments, and other income sources of the funds;
3. Selection of maturities that provide for stability of income and liquidity
4. Short-term investments.

C. Capital Projects Fund Investment Objectives:

1. Diversification to eliminate risk of loss resulting from over concentration of assets in a specific maturity, specific issuer, or specific class of investment instruments;
2. Matching of regular operational expenditures of funds with investment interest, maturing investments, and other income sources of the funds;
3. Selection of maturities that provide for stability of income and liquidity;
4. Short-term investments.

D. Enterprise Funds Investment Objectives:

1. Diversification to eliminate risk of loss resulting from over concentration of assets in a specific maturity, specific issuer, or specific class of investment instruments;
2. Matching of regular operational expenditures of funds with investment interest, maturing investments, and other income sources of the funds;
3. Selection of maturities that provide for stability of income and liquidity;
4. Short-term investments.

E. Trust and Agency Funds Investment Objectives:

1. Diversification to eliminate risk of loss resulting from over concentration of assets in a specific maturity, specific issuer, or specific class of investment instruments;
2. Matching of regular operational expenditures of funds with investment interest, maturing investments, and other income sources of the funds;

3. Selection of maturities that provide for stability of income and liquidity;
4. Short-term investments.

F. Debt Service Fund Investment Objectives:

1. Diversification to eliminate risk of loss resulting from over concentration of assets in a specific maturity, specific issuer, or specific class of investment instruments;
2. Matching of debt service required expenditures of funds with investment interest, maturing investments, and other income sources of the funds;
3. Selection of maturities that provide for stability of income and liquidity;
4. Short-term investments.

G. Investment Objectives of Any Other Funds Created by the City:

1. Diversification to eliminate risk of loss resulting from over concentration of assets in a specific maturity, specific issuer, or specific class of investment instruments;
2. Matching of regular operational expenditures of funds with investment interest, maturing investments, and other income sources of the funds;
3. Selection of maturities that provide for stability of income and liquidity;
4. Investment of bond proceeds in accordance with the provisions of the bond ordinance, resolution or trust indenture authorizing the issuance of bonds.

H. Priorities Used for Determination

The separate investment strategies for these fund groups have been determined by using the following priorities in order of importance:

1. Understanding of the suitability of the investment to the financial requirements of the City;
2. Preservation and safety of principal;
3. Liquidity;
4. Marketability of the investment if the need arises to liquidate the investment before maturity;
5. Diversification of the investment portfolio; and
6. Yield.

VII. INVESTMENT OFFICER

The Chief Financial Officer/Director of Administrative Services is designated the investment officer of the City and is responsible for investment decisions and activities which shall be conducted under the direction of the City Manager. The investment officer shall develop and maintain written and administrative procedures for operation of the investment program, which must be consistent with the pertinent federal and state laws and this Policy. In order to optimize total return through active portfolio management and preservation of capital, resources shall be allocated to the cash management program. The commitment of resources shall include financial and staffing considerations. The investment officer shall designate a staff person as a liaison/deputy in the event circumstances require timely action and the investment officer is not available. No officer

or designee may engage in an investment transaction except as provided under the terms of this Policy and the procedures established.

A. Training

The investment officer, under Section 2256.008 of the Public Funds Investment Act, shall attend at least ten (10) hours of investment training within twelve months after assuming duties. At least ten (10) hours of training must be received every two (2) consecutive years beginning October 1st of the first year. This training shall be approved or endorsed by Government Treasurers Organization of Texas (GTOT), Government Finance Officers Association of Texas (GFOAT), the Texas Municipal League (TML), or North Central Texas Council of Governments.

B. Internal Controls

The investment officer is responsible for establishing and maintaining an internal control structure designed to prevent losses of public funds arising from fraud, theft, misuse, employee error, misrepresentations of third parties, unanticipated changes in financial markets or imprudent actions by any person involved in the investment program. Cash flow forecasting is designed to protect and sustain cash flow requirements of the City. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived, and (2) the valuation of costs and benefits requires estimates and judgments by management.

The internal control shall address the following points:

1. Control of Collusion – Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
2. Separation of Transaction Authority from Accounting and Record Keeping – By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
3. Custodial Safekeeping – Securities purchased from any bank or dealer including appropriate collateral (as defined by State Law) shall be placed with an independent third party for custodial safekeeping.
4. Avoidance of Bearer Form Securities – Book entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
5. Clear delegation of Authority to Subordinate Staff Member – Subordinate staff member must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
6. Written Confirmation of Telephone Transactions for Investments and Wire Transfers – Due to the potential for error and improprieties arising from telephone transactions, all telephone transactions should be supported by

written communications and approved by the appropriate person. Written communications may be via fax, if on letterhead, and the safekeeping institution has a list of authorized signatures.

7. Development of a Wire Transfer Agreement with the Lead Bank or Third-Party Custodian – This agreement should outline the various controls, security provisions, and delineated responsibilities of each party making and receiving wire transfers.
8. Documentation of transactions and strategies.
9. Transfer of funds on behalf of the City shall only be to an account in the name of the City of Alvin at the City’s depository bank.

C. Prudence

Investments shall be made with judgment and care under circumstances then prevailing that a person of prudence, discretion and intelligence would exercise in the management of the person’s own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. The standard of care shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. In other words, in determining whether the investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration (i) the investment of all funds or funds under the City’s control over which the officer has responsibility rather than a consideration as to the prudence of a single investment; and (ii) whether the investment decision was consistent with this Investment Policy.

D. Limitation of Personal Liability

The investment officer and those delegated investment authority, acting in accordance with the law and this Policy and exercising due diligence and prudence, shall not be held personally responsible for a specific security’s credit risk or market price changes, provided that the deviations are reported immediately to the City Council and the City Manager and appropriate action is taken to control adverse conditions.

All participants in the investment process must seek to act responsibly as custodians of the public trust. Investment officials shall endeavor to avoid any transaction that might impair public confidence in the City of Alvin’s ability to govern effectively.

E. Ethics and Conflicts of Interest

If the investment officer has a personal business relationship with an entity seeking to sell an investment to the City, he/she shall file a statement with the Texas Ethics Commission and City Council disclosing the personal business interest. If the investment officer is related within the second degree by affinity or consanguinity, as determined under Chapter 573 of the Government Code, to an individual seeking to sell an investment to the City, he/she shall file a statement with the Texas Ethics Commission and City Council disclosing the relationship.

F. Reporting Requirements

The investment officer shall generate quarterly reports, which shall be submitted to the City Manager, Mayor, and City Council at the second regularly scheduled Council Meeting after the end of each quarter. The report shall cover the investment transactions for all funds identified in the Scope section for the preceding quarter. The report will include the following:

1. A detailed description of the City's investment position on the date of the report;
2. A summary statement of each pooled fund group that states the:
 - (a) beginning market value for the reporting period;
 - (b) additions and changes to the market value during the period;
 - (c) ending market value for the period; and
 - (d) fully accrued interest for the reporting period.
3. A statement delineating the book value and market value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested;
4. The maturity date of each separately invested asset that has a maturity date;
5. The account or fund or pooled group fund in the City for which each individual investment was acquired;
6. Overall weighted average maturity of the portfolio;
7. Overall current yield of the portfolio;
8. A statement of compliance of the investment portfolio as it relates to the investment strategy expressed in this Policy and the requirements of the Public Funds Investment Act;
9. Any additional information sufficient to permit an independent audit.

The report shall be signed by the investment officer. The City, in conjunction with its annual financial audit, shall conduct a compliance audit of management controls on investments and adherence to this Policy.

G. Compliance

Quarterly reports must be formally reviewed at least annually by an independent auditor and reported to the governing body. (The City is exempt from this review if it only invests in money market mutual funds, investment pools or accounts offered by its depository bank in the form of CDs or money market accounts) PFIA 2256.023 (d).

VIII. REVIEW AND ADOPTION OF INVESTMENT POLICY

The City of Alvin Investment Policy shall be reviewed on an annual basis by the City Council and shall be formally adopted by Resolution of the City Council.

IX. DIVERSIFICATION LIMITATIONS

At a minimum, diversification standards by security type and issuer shall be:

| | |
|------------------------------------------------------------|-------------------------|
| U.S Treasury and Securities with U.S. Government guarantee | Not to Exceed 50% |
| U.S. Government Agencies and Instrumentalities | Not to Exceed 50% |
| Certificates of Deposits | Not to Exceed 40% |
| CDARS | Not to Exceed 40% |
| Money Market Funds | Not to Exceed 30% |
| Local Government Investment Pools | Not to be less than 50% |
| Repurchase Agreements: | |
| Overnight repurchase agreements | No limit |
| 30-day repurchase agreements | Not to Exceed 15% |
| 60-day repurchase agreements | Not to Exceed 10% |
| 90-day repurchase agreements | Not to Exceed 5% |

X. EXISTING INVESTMENTS

Any investments currently held that do not meet the guidelines of this Policy shall be reviewed to determine ability to liquidate. If the security cannot be liquidated because of material adverse changes in value since the time of purchase, and holding the security to maturity does not negatively affect disbursement or cash flow, a recommendation of holding the security to maturity is acceptable. At all times, liquidations shall be effected taking into account the prudent person standard.

XI. PROHIBITED INVESTMENTS

There is an absolute prohibition on investments in any of the following investment instruments:

- A. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal; interest-only strips.
- B. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest; principal-only strips.
- C. Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years.
- D. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index; inverse floaters.

- E. The City will not invest in mortgage backed derivative products.
- F. The City will not invest in commercial paper.
- G. The City is not authorized to invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, in mutual funds described in §2256.014 Section (b) of the Public Funds Investment Act.

XII. INVESTMENT OF BOND PROCEEDS

Bond proceeds may be invested in accordance with the provisions of the bond ordinance, resolution or trust indenture authorizing the issuance of the bonds. To the extent of any inconsistency between the provisions of this Policy and the operative bond instrument, the investment terms contained in the operative bond instrument shall control; provided however, that no such investment of bond proceeds shall be made in investments which are not authorized by this Policy.

XIII. PERFORMANCE STANDARDS

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should earn a market average rate of return during a market/economic environment of stable interest rates. The market price of investments acquired with public funds should be monitored at least quarterly. Portfolio performance shall be compared to appropriate benchmark on a regular basis. The City's portfolio shall be compared to the rate of return of the Three (3) month Treasury Bill as reported by the U.S. Department of the Treasury.

XIV. QUALIFIED INSTITUTIONS

A Depository Bank shall be selected through the City's banking services procurement process, which shall include a formal request for proposal (RFP). In selecting a depository, the credit worthiness of institutions and the ability to meet the City's banking needs shall be considered, and the Chief Financial Officer shall conduct a comprehensive review of each prospective depository. No deposit of public funds shall be made except in a qualified depository as established and defined by state laws. Banks and Savings and Loan Associations seeking to establish eligibility for the competitive certificates of deposit purchase programs shall submit a current audited financial statement and must comply with the requirements of the Public Funds Investment Act and other applicable laws.

The City shall maintain a list of financial institutions and brokers/dealers that have been selected by credit worthiness and authorized to provide investment services pursuant to this Policy. These may include "primary" dealers reporting to the Market Reports Division of the Federal Reserve Board of New York, also known as the "Primary Government Security Dealers" unless a comprehensive credit and capitalization analysis reveals that other firms are adequately financed to conduct public business. Investment officials shall not knowingly conduct business with any firm with whom public entities have sustained losses on investments. All Securities dealers shall provide the City with references from public entities they are currently serving.

Brokers/Dealers that desire to become qualified bidders for investment transactions must submit the following documents: audited financial statements, proof of Financial Industry Regulatory Authority (FINRA) certificate, and certification of having read the City's investment policy signed by a qualified representative of the organization acknowledging that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the City and the organization that are not authorized by the City's investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires and interpretation of subjective investment standards.

“Qualified representative” means a person who holds a position with a business organization, who is authorized to act on behalf of the business organization, and who is one of the following:

- A. For an organization doing business that is regulated by or registered with a securities commission, a person who is registered under the rules of the Financial Industry Regulatory Authority;
- B. For a state or federal bank, a savings bank, or a state or federal credit union, a member of the loan committee for the bank or branch of the bank or a person authorized by corporate resolution to act on behalf of and bind the banking institution; or
- C. For an investment pool, the person authorized by the elected official or board with authority to administer the activities of the investment pool to sign the certification on behalf of the investment pool.

An annual review of all qualified financial institutions and broker/dealers will be conducted by the investment officer and adopted by the council.

XV. SAFEKEEPING

All instruments purchased by the City shall be held in third party safekeeping by an institution designated as primary agent and shall be conducted on a delivery versus payment basis. The primary agent shall issue a safekeeping receipt with securities held in the City's name to the City listing the specific instrument, rate, maturity, and other pertinent information. The City shall enter into a formal agreement with an institution of such size and expertise as is necessary to provide the services needed to protect and secure the investment assets of the City, as may be required by state or federal law. Safekeeping procedures shall be reviewed annually by the City's independent auditor and the Committee.

XVI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the City invests surplus funds, a “bid” process shall be conducted. Bids will be solicited from at least three financial institutions or brokers/dealers. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, bids will be requested for instruments which meet the maturity requirement.

The City will consider a successful bid that conforms to this Policy and the law and that provides the highest rate of return with the required maturity. Records will be kept of the bids offered, the bids accepted, and a brief explanation of the decision, which was made regarding the investment.

XVII. COLLATERALIZATION

Collateralization is required for all uninsured collected balances, plus accrued interest, if any. Except for government securities, as security for deposits, the financial institution or broker/dealer shall pledge securities equal to 102 percent of the investment or be adequately covered by FDIC insurance.

Evidence of the pledged collateral shall be maintained by the Chief Financial Officer and held by an independent third party with whom the City has a current custodial agreement. Any financial institution requesting substitution of collateralized securities must contact the Investment Officer for approval and settlement. The substituted security's value will be equal to or greater than the required security value. Written notification of the substitution must be provided to the bank or safekeeping agent prior to any security release.

Collateralized securities such as repurchase agreements shall be purchased using the delivery vs. payment procedure.

In cases where the City purchased any securities from its depository institution, under the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA), valid collateral pledges for deposits against the FDIC must meet the following requirements:

- A. The security agreement must be in writing.
- B. It must be executed contemporaneously with the acquisition of the asset by the depository institution.
- C. It must be approved by the depository institution's board of directors or loan committee, and that approval must be reflected in the minutes of the board of committee.
- D. It must be an official record of the depository institution continuously since it was executed.

EXHIBIT "B"

List of Authorized Broker/Dealers

AMEGY BANK
ALLEGIANCE BANK
AMERICAN BANK
BANK OF AMERICA
BANK OF HOUSTON
BANK OF NEW YORK
BANK OF TEXAS
BANK OF THE WEST
BBVA COMPASS
CAPITAL ONE
CAPITAL BANK
CENTRAL BANK
CHASEWOOD BANK
CITIBANK N.A.
COMERICA BANK
COMMERCIAL STATE BANK
COMMUNITY BANK OF TEXAS
COMMUNITY STATE BANK
COASTAL SECURITIES
ENCORE BANK
ENTERPRISE BANK
FEDERATED INVESTORS, INC.
FIDELITY INVESTMENTS
FIRST BANK OF CONROE
FIRST BANK OF TEXAS
FIRST BANK AND TRUST
FIRST COMMUNITY BANK
FIRST NATIONAL BANK
FIRST NATIONAL BANK BASTROP
FIRST TEXAS BANK
FISERV INVESTOR SERVICES
FOUNDERS BANK
FROST BANK
GREEN BANK
HERITAGE BANK
HERRING NATIONAL BANK
HILLTOP SECURITIES
HOMETOWN BANK N.A.
HOUSTON COMMUNITY BANK
HOUSTON SAVINGS
ICON BANK
INDEPENDENCE BANK
INTERNATIONAL BANK OF COMMERCE
JP MORGAN CHASE
LIBERTAD BANK
LEGACY TEXAS BANK
LOCAL GOVT INVESTMENT COOPERATIVE
LONE STAR BANK
LONE STAR INVESTMENT POOL
MAIN STREET BANK
MBIA TEXAS CLASS
MERRILL LYNCH, INC.
MIDSOUTH BANK NA
METRO BANK
MEMORIAL CITY BANK
MOODY NATIONAL BANK
MORGAN KEEGAN, INC.
MORGAN STANLEY
NEW FIRST NATIONAL BANK OF ROSENBERG
OASIS CAPITAL BANK
OMNI BANC
PARTNERS BANK OF TEXAS
PATRIOT BANK
PLAINS CAPITAL BANK
PLAINS STATE BANK
POST OAK BANK
PREFERRED BANK
PROSPERITY BANK
RBC CAPITAL MARKETS
REGIONS BANK
SECURITY STATE BANK
SPIRIT OF TEXAS BANK
STATE BANK OF TEXAS
STERLING BANK
TEXPOOL
TEXSTAR INVESTMENT POOL
TEXAN BANK (formerly Bank of Fort Bend)
TEXAS CAPITAL BANK
TEXAS CLASS INVESTMENT POOL
TEXAS COMMUNITY BANK
TEXAS FIRST BANK
TEXAS INDEPENDENT BANK
TEXAS SAVINGS BANK
TEXAS CITIZENS BANK
THE BANK OF RIVER OAKS
THE RIGHT BANK FOR TEXAS
TRADITION BANK
TRUSTMARK NATIONAL BANK
TRI STAR FINANCIAL
UNITY NATIONAL BANK
US BANK
VISTA BANK TEXAS
WALLIS STATE BANK
WELLS FARGO
WESTBOUND BANK
WHITNEY BANK
WOODFOREST NATIONAL BANK

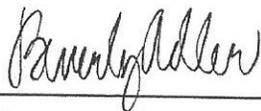


Government Treasurers' Organization of Texas
Certification of Investment Policy

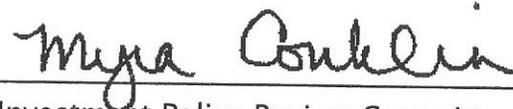
Presented to the

City of Alvin

for developing an investment policy that meets the requirements of the Public Funds Investment Act and the standards for prudent public investing established by the Government Treasurers' Organization of Texas.



Government Treasurers' Organization of Texas
President



Investment Policy Review Committee
Chairperson

For the two-year period ending March 31, 2021



AGENDA COMMENTARY

Meeting Date: 9/17/2020

Department: Public Services

Contact: Brandon Moody, Director of Public Services

Agenda Item: Consider an award of Bid 20-06 to UniFirst Corporation as the vendor for the City's uniform services for two (2) years with an option to continue for an additional two (2) years at the same price and conditions; and authorize the City Manager to sign said contract upon legal review.

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

Summary. Uniforms are supplied to Public Services, Parks & Recreation, and Inspection staff. On July 21, 2020, uniform bids were opened and UniFirst was the lowest bidder. Upon approval, an award letter will be sent to the vendor and city departments.

Funding Expected: Revenue Expenditure N/A **Budgeted Item:** Yes No N/A
312-5501-00-3320
211-6001-00-3320
211-6002-00-3320
211-6003-00-3320
211-6006-00-3320
111-7001-00-3320
111-5001-11-3320

Funding Account: 111-5001-17-3320 **Amount:** \$20,200 **1295 Form Required?** Yes No

Legal Review Required: N/A Required **Date Completed:** 9/14/2020 SLH

Supporting documents attached:

- Bid tabulation

Recommendation: Move to award Bid 20-06 to UniFirst Corporation as the vendor for the City's uniform services for two (2) years with an option to continue for an additional two (2) years at the same price and conditions; and authorize the City Manager to sign said contract upon legal review

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 BID TABULATION

UNIFORM SERVICES

B-20-06

| | UNIFIRST | CINTAS | ALSCO INC |
|--------------------------------------------------------------------|----------------|----------------|----------------|
| WEEKLY UNIFORM CHARGES | | | |
| I. UNIFORMS-Per Employee | | | |
| Shirts (11 count, 100% cotton, long or short sleeve) | \$1.65 | \$3.85 | \$4.50 |
| Poplin Shirts (11 count, 65/35 cotton blend, long or short sleeve) | \$2.20 | \$3.96 | \$4.50 |
| Polos Shirts (11 count, 60/40 blend, long or short sleeve) | \$1.54 | \$4.51 | \$4.50 |
| Slacks/pants (11 counts, regular or western cut) | \$2.20 | \$3.30 | \$4.50 |
| II. WIPING TOWELS-Per Bundle | | | |
| Towels (50 count, 18" x18", 100% cotton) | \$4.00 | \$4.00 | \$3.45 |
| III. ENTRANCE MATS-Per Mat | | | |
| 3' x 5' regular (rubber back) | \$1.25 | \$2.87 | \$2.75 |
| 3' x 4' regular (rubber back) | \$1.25 | \$2.87 | \$2.75 |
| 3' x 10' regular (rubber back) | \$3.00 | \$4.22 | \$5.00 |
| 4' x 6' regular (rubber back) | \$2.00 | \$3.54 | \$4.00 |
| GRAND TOTAL | \$19.09 | \$33.12 | \$35.95 |
| PRICE PER EMPLOYEE - SHIRT/PANTS | \$3.85 | \$7.15 | \$9.00 |
| PRICE PER EMPLOYEE-POPLIN/PANTS | \$4.40 | \$7.26 | \$9.00 |
| PRICE PER EMPLOYEE-POLO/SLACKS | \$3.74 | \$7.81 | \$9.00 |
| UNRETURNED INVENTORY CHARGES | | | |
| UNIFORMS (per item) | | | |
| Shirt (short or long sleeve) | \$10.45 | \$15.00 | \$12.00 |
| Poplin Shirt | \$15.60 | \$22.00 | \$15.00 |
| Dress Shirt | \$12.15 | \$20.00 | \$15.00 |
| Slack/Pant | \$14.05 | \$18.00 | \$12.00 |
| TOWELS | | | |
| Per Towel | \$0.50 | \$0.41 | \$0.60 |
| Per Bundle | \$25.00 | \$20.50 | \$30.00 |
| 3' x 5' regular (rubber back) | \$34.20 | \$40.50 | \$40.00 |
| 3' x 4' regular (rubber back) | \$34.20 | \$40.50 | \$40.00 |
| 3' x 10' regular (rubber back) | \$69.90 | \$81.00 | \$80.00 |
| 4' x 6' regular (rubber back) | \$52.35 | \$63.00 | \$60.00 |



AGENDA COMMENTARY

Meeting Date: 9/17/2020

Department: Public Services

Contact: Brandon Moody, Director of Public Services

Agenda Item: Consider an award of Bid 20-10 to JDB Services, Inc., as the vendor for the purchase of stabilized sand for one (1) year with an option to renew for an additional one (1) year at the same price and conditions; and authorize the City Manager to sign the contract upon legal review.

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

Summary: Stabilized sand is used as a base material for roadways, driveways, installing culverts, and the installation of water/wastewater lines. On August 11, 2020, bids were opened and JDB Services, Inc. was the lowest bidder. The references for this company have been verified and are satisfactory. Upon approval, an award letter will be sent to the vendor and city departments.

Funding Expected: Revenue Expenditure N/A **Budgeted Item:** Yes No N/A
312-5501-00-2375

211-6001-00-2500
Funding Account: 211-6002-00-2500 **Amount:** \$25,000 **1295 Form Required?** Yes No

Legal Review Required: N/A Required **Date Completed:** 9/9/2020 SLH

Supporting documents attached:

- Bid tabulation

Recommendation: Move to award Bid-20-10 to JDB Services, Inc., as the vendor for the purchase of stabilized sand for one (1) year with an option to renew for an additional one (1) year at the same price and conditions; and authorize the City Manager to sign the contract upon legal review

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 BID TABULATION
STABILIZE SAND
B-20-10**

| | | | | | | | | | |
|----------------------------------------------------------------------------------|--------------------------|----------------------------|-------------------------------|-----------------------------|-----------------------------------|------------------------------------|----------------------------|--------------------------------|----------------------------|
| DATE OF BID OPENING Tuesday, August 11, 2020 2:15PM | BIDDER'S NAME | JDB Services, Inc. | | Cherry Crushed Concrete Inc | | Gulf Coast Stabilized Materials | | Wholesale & MFR PVF Inc | |
| | | 3418 Bliss Meadows | | 6131 Selinsky | | 10621 Clodine Road | | 14235 Ingham Court | |
| | | Pasadena, Texas 77505 | | Houston, Texas 77048 | | Richmond, Texas 77407 | | Sugarland, Texas 77498 | |
| | QUOTED BY | Jason Beam | | John Convey | | Clifton Bullard | | Rosch Wadera | |
| | CONTACT | Jason Beam | | John Convey | | Clifton Bullard | | Rosch Wadera | |
| | TELEPHONE | 281-331-0927 | | 713-987-0000 | | 713-297-1224 | | 281-896-7647 | |
| | FAX | 281-331-0006 | | 281-692-9471 | | 281-491-2756 | | purchasing@wholesaleandmfr.com | |
| PRODUCT | | COST PER UNIT PICKED UP | COST PER UNIT DELIVERED | COST PER UNIT PICKED UP | COST PER UNIT DELIVERED | COST PER UNIT PICKED UP | COST PER UNIT DELIVERED | COST PER UNIT PICKED UP | COST PER UNIT DELIVERED |
| STABILIZED SAND 1.5 | | \$15.52 | \$20.02 | \$17.00 | \$25.04 | \$18.30 | \$24.45 | \$25.49 | \$35.58 |
| STABILIZED SAND 2.0 | | \$18.24 | \$22.74 | \$22.00 | \$27.18 | \$20.80 | \$26.95 | \$28.48 | \$38.51 |
| Additional Charges | | | | | \$2.60 delivery \$.12 Per mile | | | | |



AGENDA COMMENTARY

Meeting Date: 9/17/2020

Department: Public Services

Contact: Brandon Moody, Director of Public Services

Agenda Item: Consider an award of Bid 20-12 to Core & Main LP, as the vendor for the purchase of water/wastewater parts and fittings for one (1) year with an option for one (1) additional year at the same price and conditions; and authorize the City Manager to sign the contract upon legal review.

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

Summary: Water/Wastewater parts and fittings are used in the maintenance and repairs of the water and sanitary sewer system. On August 11, 2020, bids were opened, and Core & Main LP was the lowest bidder. The references for this company have been verified and are satisfactory. Upon approval, an award letter will be sent to the vendor and city departments.

Funding Expected: Revenue Expenditure N/A **Budgeted Item:** Yes No N/A
211-6001-00-2500
211-6001-00-2475
211-6002-00-2500

Funding Account: 211-6003-00-2500 **Amount:** \$80,000 **1295 Form Required?** Yes No

Legal Review Required: N/A Required **Date Completed:** 9/14/2020 SLH

Supporting documents attached:

- Bid tabulation

Recommendation: Move to award Bid 20-12 to Core & Main LP, as the vendor for the purchase of water/wastewater parts and fittings for one (1) year with an option for one (1) additional year at the same price and conditions; and authorize the City Manager to sign the contract upon legal review.

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 BID TABULATION
WATER & SEWER PARTS AND FITTINGS
B-20-12**

| | | | | | | |
|------------------------------------------|---------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| DATE OF BID OPENING | BIDDER'S NAME | Core and Main | Coburn Supply Company | Ferguson Enterprises | ACT Pipe and Supply | Fortiline Inc |
| Tuesday, August 11, 2020 | | 7022 Easthaven Blvd | 21371 US Hwy 35 N | 2435 S FM 359 | 8921 Frey Road | 14500 Beamer Road |
| | | Houston, Texas 77017 | New Caney, Texas 77357 | Brookshire, Texas 77423 | Houston, Texas 77034 | Friendswood, Texas 77546 |
| | QUOTED BY | Wendy Niemczak | Jeffrey Wimp | Jacob Jourdan | Rebecca Martin | Matt Norris |
| | CONTACT | Wendy Niemczak | Jeffery Wimp | Jacob Jourdan | Rebecca Martin | Matt Norris |
| | TELEPHONE | 713-378-0129 | 281-354-0300 | 713-675-2211 | 713-947-7132 | 713-947-2500 |
| | FAX | 713-378-0429 | 281-354-0302 | 713-676-0803 | 713-947-7451 | 713-947-1299 |
| TOTAL BID ITEMS | | \$151,463.29* | \$155,758.93* | \$156,851.30 | \$161,201* | \$228,616.74* |
| Water Main Supplies | | \$34,981.52 | \$33,767.39* | \$34,916.10 | \$36,526.00* | \$37,058.05 |
| Water Tap Supplies | | \$57,569.40* | \$59,837.76 | \$62,022.26 | \$61,987.85* | \$99,321.68* |
| Repair Clamps | | \$42,702.07* | \$44,776.23 | \$44,006.11 | \$44,821.55 | \$74,028.81* |
| Sewer Main Supplies | | \$5,938.75* | \$6,140.45 | \$6,233.60 | \$6,373.75 | \$7,589.45 |
| Sewer Tap Supplies | | \$10,271.55 | \$11,237.10 | \$9,673.20 | \$11,491.25* | \$10,618.75 |
| Mathematical Errors *corrected totals | | #94 Correct \$76.60 #160 Correct \$310.86 Sewer Main Supplies totals incorrect / Corrected | #15 Correct \$412.70 #18 Correct \$201.90 #20 Correct \$145.92 | | #6 Correct \$7,247 #32 Correct \$346.20 #89 No Bid #158 Correct \$450.70 #228 Correct \$225 #236 Correct \$675 | #17 No Bid #72 Correct \$21,846 #131 No Bid #132 Correct \$1,791 #202 Correct \$28.40 |



AGENDA COMMENTARY

Meeting Date: 9/17/2020

Department: Public Services

Contact: Brandon Moody, Director of Public Services

Agenda Item: Consider an award of Bid 20-05 to Mitchell Contracting, Inc., for the Northeast and Northwest Basin Sanitary Sewer Rehabilitation Project in an amount not to exceed \$540,265.00; and authorize the City Manager to sign the contract upon legal review.

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

Summary: On August 4, 2020, bids were opened for the Northeast and Northwest Basin Sanitary Sewer Rehabilitation Project, and Mitchell Contracting, Inc. was the qualified bidder. Freese and Nichols, the City’s consultant that designed the project, and City Staff, reviewed all bids that were received and have recommended Mitchell Contracting, Inc. (recommendation letter attached).

Original Project Estimate: \$647,820.00

Contract Amount: \$491,150.00 (Base Bid)

10% Contingency: \$49,115.00

Total Amount: \$540,265.00

This project consists of the rehabilitation of approximately 920 linear feet of sanitary sewer laterals and the rehabilitation of 69 manholes. Once complete, these improvements will minimize the amount of inflow and infiltration entering the sanitary sewer system.

The project is scheduled to start in October 2020 and has a construction time of 122 calendar days. Staff recommends bid award and contract to Mitchell Contracting Inc.

This project will be paid for out of the Utility Projects Fund.

Funding Expected: Revenue Expenditure N/A **Budgeted Item:** Yes No N/A

Funding Account: 220-6003-00-9006 **Amount:** \$540,265.00 **1295 Form Required?** Yes No

Legal Review Required: N/A Required **Date Completed:** 9/9/2020 SLH

Supporting documents attached:

- Freese and Nichols Recommendation Letter
- Bid Tabulation

Recommendation: Move to award Bid 20-05 to Mitchell Contracting, Inc., for the Northeast and Northwest Basin Sanitary Sewer Rehabilitation Project in an amount not to exceed \$540,265.00; and authorize the City Manager to sign the contract upon legal review.

Reviewed by Department Head, if applicable

Reviewed by City Attorney, if applicable

Reviewed by Chief Financial Officer, if applicable

Reviewed by City Manager

8/19/20

Brandon Moody
Director of Public Services
City of Alvin
1100 W Hwy 6
Alvin, TX 77511

Re: Account No.: 220-6003-00-9006
Bid No.: B-20-05
Northeast and Northwest Basin Sanitary Sewer Rehabilitation

Dear Brandon:

Listed below is the summary of bids for Northeast and Northwest Basin Sanitary Sewer Rehabilitation project. A total of three bid proposals were received on August 4, 2020. The bids are shown below.

Summary of Bids:

| <u>Bidder</u> | <u>Bid</u> |
|-----------------------------------|--------------|
| 1) Mitchell Contracting, Inc | \$491,150.00 |
| 2) Texas Pride Utilities, LLC | \$618,100.00 |
| 3) T Gray Utility & Rehab Co, LLC | \$801,184.00 |

Freese and Nichols' estimate for the Total Project was \$ 647,820.00. A copy of the bid tabulation is attached for your use and information.

Based on their references feedback, Mitchell Contracting Inc. appears to have a good record on this type of project. Freese and Nichols, checked several references and received very positive feedback on the work performance of Mitchel Contracting Inc. Based on this information, Freese and Nichols recommends that the City of Alvin award the construction contract for this project to Mitchell Contracting Inc. in the amount of \$ 491,150.00.

Please call me at (832) 456-4745 if you have any questions.

Sincerely,
Freese and Nichols, Inc.

Jared Barber, P.E.
Project Manager

Attachments: Bid Tabulation



8/19/20

FREESE AND NICHOLS, INC.
TEXAS REGISTERED
ENGINEERING FIRM
F-2144



BID TABULATION



| Client: City of Alvin Project: Northeast and Northwest Basin Sanitary Sewer Rehabilitation Bid Date: August 4, 2020 Account No.: 220-6003-00-9006 Bid No.: B-20-05 | | | | Mitchell Contracting, Inc. P.O. Box 116 Madisonville, LA 70447 | | Texas Pride Utilities, LLC 725 Carby Rd Houston, TX 77037 | | T Gray Utility & Rehab Co, LLC PO BOX 2176 CYPRESS, TX 77410-2176, US | | Freese & Nichols Inc. Opinion of Probable Construction Cost 11200 Broadway Street, Suite 2320 Pearland, TX 77585 | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|----------|--------|--------------------------------------------------------------------------|---------------------|---------------------------------------------------------------------|---------------------|---------------------------------------------------------------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------|
| # | Description | Quantity | Unit | Unit Cost | Total Cost | Unit Cost | Total Cost | Unit Cost | Total Cost | Unit Cost | Total Cost |
| 1 | MOBILIZATION (MAX 3% OF TOTAL CONTRACT) | LS | 1.00 | \$17,500.00 | \$17,500.00 | \$10,000.00 | \$10,000.00 | \$25,000.00 | \$25,000.00 | \$19,000.00 | \$19,000.00 |
| 2 | TRAFFIC CONTROL (INCLUDING BARRIERS, BARRICADES, DETOUR SIGNS, TEMPORARY TRAFFIC CONTROL, ETC) | EA | 1.00 | \$35,000.00 | \$35,000.00 | \$12,000.00 | \$12,000.00 | \$10,000.00 | \$10,000.00 | \$5,000.00 | \$5,000.00 |
| 3 | LATERAL CONNECTION | EA | 13.00 | \$7,500.00 | \$97,500.00 | \$11,000.00 | \$143,000.00 | \$11,888.00 | \$154,544.00 | \$6,500.00 | \$84,500.00 |
| 4 | LATERAL LINING | LF | 410.00 | \$300.00 | \$123,000.00 | \$160.00 | \$65,600.00 | \$69.00 | \$28,290.00 | \$100.00 | \$41,000.00 |
| 5 | LOCAL POINT REPAIR AND GROUT | EA | 2.00 | \$5,000.00 | \$10,000.00 | \$3,000.00 | \$6,000.00 | \$1,900.00 | \$3,800.00 | \$2,000.00 | \$4,000.00 |
| 6 | MANHOLE LINING | EA | 12.00 | \$5,000.00 | \$60,000.00 | \$2,800.00 | \$33,600.00 | \$3,240.00 | \$38,880.00 | \$2,500.00 | \$30,000.00 |
| 7 | REPLACE FRAME AND COVER, GRADE RINGS AND CONE | EA | 8.00 | \$2,500.00 | \$20,000.00 | \$2,500.00 | \$20,000.00 | \$6,150.00 | \$49,200.00 | \$3,600.00 | \$28,800.00 |
| 8 | MANHOLE LINING AND REPLACE FRAME AND COVER, GRADE RINGS AND CONE | EA | 48.00 | \$500.00 | \$24,000.00 | \$5,500.00 | \$264,000.00 | \$9,390.00 | \$450,720.00 | \$7,950.00 | \$381,600.00 |
| 9 | REMOVE AND REPLACE CONCRETE PAVEMENT | SY | 16.00 | \$150.00 | \$2,400.00 | \$300.00 | \$4,800.00 | \$450.00 | \$7,200.00 | \$100.00 | \$1,600.00 |
| 10 | REMOVE AND REPLACE ASPHALT PAVEMENT | SY | 20.00 | \$75.00 | \$1,500.00 | \$300.00 | \$6,000.00 | \$450.00 | \$9,000.00 | \$75.00 | \$1,500.00 |
| 11 | BYPASS PUMPING | LS | 1.00 | \$75,000.00 | \$75,000.00 | \$34,000.00 | \$34,000.00 | \$7,500.00 | \$7,500.00 | \$35,000.00 | \$35,000.00 |
| 12 | POST-CONSTRUCTION CCTV OF SANITARY SEWER LATERALS | LF | 410.00 | \$25.00 | \$10,250.00 | \$10.00 | \$4,100.00 | \$5.00 | \$2,050.00 | \$2.00 | \$820.00 |
| 13 | OWNER DIRECTED ITEMS | LS | 1.00 | \$15,000.00 | \$15,000.00 | \$15,000.00 | \$15,000.00 | \$15,000.00 | \$15,000.00 | \$15,000.00 | \$15,000.00 |
| TOTAL AMOUNT BID | | | | | \$491,150.00 | | \$618,100.00 | | \$801,184.00 | | \$647,820.00 |