

**MINUTES  
CITY OF ALVIN, TEXAS  
216 W. SEALY STREET  
REGULAR CITY COUNCIL MEETING  
THURSDAY MARCH 21, 2019  
7:00 P.M.**

**CALL TO ORDER**

BE IT REMEMBERED that, on the above date, the City Council of the City of Alvin, Texas, met in Regular Session at 7:00 p.m. in the Council Chambers at City Hall, with the following members present: Paul A. Horn, Mayor; Keith Thompson, Mayor Pro-Tem and Councilmembers: Gabe Adame, Adam Arendell, Joel Castro, Brad Richards, Scott Reed and Glen Starkey.

**Staff members present:** Junru Roland, City Manager; Suzanne Hanneman, City Attorney; Dixie Roberts, City Secretary; Florence Chapa, Interim Finance Director; Michelle Segovia, City Engineer; Dan Kelinske, Director of Parks and Recreation and Todd Arendell, Police Captain.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

Matt Hogan, Heights Baptist Church, gave the invocation.

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

**PRESENTATIONS**

Presentation of the Certificate of Achievement for Excellence in Financial Reporting awarded to the City of Alvin for Fiscal Year ending September 30, 2017.

*The Certificate of Achievement for Excellence in Financial Reporting has been awarded to the City of Alvin by the Government Finance Officers Association of the United States and Canada (GFOA) for its Fiscal Year end 9/30/2017 Comprehensive Annual Financial Report (CAFR). The Certificate of Achievement is the highest form of significant accomplishment by a government and its management.*

Florence Chapa, Interim Finance Director, presented the Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year ending September 30, 2017. She recognized the Finance staff for their efforts and dedication for obtaining this prestigious award.

Mr. Junru Roland, City Manager, recognized Ms. Chapa for her achievement in receiving the Financial Reporting award and for serving as the interim Chief Financial Officer.

Proclamation: April 2019 Fair Housing Month.

Mayor Horn proclaimed the month of April as Fair Housing Month.

Utilities Departmental Presentation.

Brandon Moody, Utilities Superintendent, gave an update on the Utilities Department.

**PUBLIC COMMENT**

There were no comments from the public.

**CONSENT AGENDA**

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

Consider the appointment of Belt Harris Pechacek, LLP as the City's auditors for the Fiscal Year ending September 30, 2019; and authorize the City Manager to sign the Auditor's Engagement Letter.

*Chapter 103 of the Texas Local Government Code requires cities to have its records and accounts audited, and an annual financial statement prepared based on the audit. Belt Harris Pechacek, LLP (BHP) has served as the City's independent auditors since FY09. BHP is proposing a base estimated fee of \$42,480 for the City's FY19 financial statement audit; with an additional single audit\* one program base fee (if required) of \$8,725.*

Staff is requesting that City Council approve the engagement of BHP to provide auditing services for FY19. By engaging BHP for FY19, the City retains an audit firm that is extremely knowledgeable of the City's accounting and internal controls.

BHP's Prior Fiscal Year Engagement Fees

Base audit fee: \$38,910 + \$7,000 for single audit one program + \$1,000-\$2,500 Other Post Employment Benefit (OPEB)

FY19 Audit Budgets for Comparative Cities

Lake Jackson: \$50,000

Webster: \$46,000

Friendswood: \$56,200

La Porte: \$66,100

Deer Park: \$58,000

\* A "single audit" is additional auditing procedures that are required if the City expends over \$750,000 of federal (grant) funds in a fiscal year.

Consider authorizing the City Manager to send a letter to the Brazoria County Mosquito Control District for the continuation of aerial spraying services for the 2019 season.

This is an annual request for authorization from the Brazoria County Mosquito Control District for the continuance of aerial spraying over the City of Alvin. The spraying is performed during massive outbreaks of mosquitoes (typically in summer and fall months) by the contracted aerial sprayer. The County will put out notifications through their respective social media accounts and other means available. The flying schedule depends heavily upon the landing rate counts, weather and wind conditions. As a result of the variables listed, the County is unable to give notice of the specific flying time in advance.

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

**OTHER BUSINESS**

Presentation by Belt Harris Pechacek, LLP of the City's Comprehensive Annual Financial Report (CAFR) as of September 30, 2018; and acknowledge receipt of the 2018 CAFR.

As required by state statute, an independent audit has been completed by the CPA firm of Belt Harris Pechacek, LLP, for the fiscal year ending September 30, 2018. At the end of an audit, Generally Accepted Auditing Standards mandate that auditors must express an opinion on the financial records. For FY18, the City received an unmodified opinion from the auditors – which is the highest form of assurance that our financial statements "give a true and fair view" of the City's financial position.

Pursuant to Section 103.003 of the Texas Local Government Code, the annual financial statements, including the auditor's opinion must be filed with the City Secretary within 180 days after the last day of the fiscal year (September 30, 2018). The CAFR, which includes the auditor's opinion, will be presented to the Mayor and City Council, and to the City Secretary for filing.

Mike Brotherton, from Belt Harris Pechacek, LLP will present the report.

Mike Brotherton, Belt Harris Pechacek, LLP, gave a presentation of the City's Comprehensive Annual Financial Report (CAFR) as of September 30, 2018. Council member Reed moved to acknowledge receipt of the 2018 CAFR. Seconded by Council member Richards; motion carried on a vote of 7 Ayes.

Consider Resolution 19-R-12, adopting the "City of Alvin Financial Management Policy Statements."

At the February 12, 2019 Special Meeting (Goals/Visioning workshop) of the City Council, staff presented a draft version of the Financial Management Policy Statements to City Council for review. For the most part, the proposed Financial Management Policy Statements combine the City's financial policies into one, all-inclusive document. As stated during the special meeting, the Financial Management Policy Statements were drafted in response to inquiries from bond rating agency.

The Financial Management Policy includes the following sections:

1. Accounting, Auditing, and Financial Reporting
2. Budget and Long-Range Financial Planning
3. Revenues & Expenditures
4. Fund Balance Policy
5. Capital Expenditures and Improvements
6. Debt Policy
7. Cash Management & Investments
8. Grants

*These sections have been reviewed and revised by the City Manager's office, Finance Department, as well as the City's Financial Advisors.*

*The City Council should also be aware that as is the case with all City policy documents, this is a "living document" and can therefore be revised by action of the City Council when necessary. It is common best practice that municipalities as well as other governmental entities adopt financial policies.*

Mr. Roland reviewed in brief the City of Alvin Financial Management Policy Statements given to City Council at the February 2019 workshop.

Council member Starkey moved to approve Resolution 19-R-12, adopting the "City of Alvin Financial Management Policy Statements." Seconded by Council member Arendell; motion carried on a vote of 7 Ayes.

Consider Ordinance 19-F, amending the City of Alvin, Texas Ordinance 18-O passed and approved on September 20, 2018, same being an ordinance approving and adopting the City of Alvin's budget for Fiscal Year 2018-19 by approving a budget amendment to the original 2018-19 budget; providing for supplemental appropriation and/or transfer of funds for the purpose of amending the budget and the organizational chart of the Engineering Department by funding an additional Construction Inspector position as set forth in "Exhibit A;" providing for severability; and providing for other matters related thereto.

*The City Engineer is requesting an additional Construction Inspector to service the City. The city has only one Construction Inspector, and the increase in construction activity in our city is necessitating the need for an additional construction inspector. Currently, there are 7 (seven) City CIP projects and 1 (one) subdivision development that are under construction and being inspected by the Construction Inspector, with the help of the CIP Project Manager. Two additional City CIP projects will start construction in April, and 7 (seven) more will begin construction before the end of the year. In addition to the CIP projects, there are at least 4 (four) subdivision developments that will be starting infrastructure construction before the end of the year as well, hence the need for the additional Construction Inspector.*

#### **Essential Functions of a Construction Inspector**

*Simply put, the Construction Inspector is the Engineer's "eyes & ears" in the field when a capital infrastructure project is being constructed. Once plans are approved, whether they are designed by the City Engineer or by a Consultant Engineer (hired by the City or by a Developer), the Inspector's job is to make sure that the construction of all capital infrastructure (water mains, sanitary sewer mains, lift stations, water plants, storm sewer mains, detention ponds, roadways, etc.) is built in accordance with the approved plans and specifications.*

*The essential functions include, but are not limited to:*

- Overseeing city construction projects throughout all phases of construction;
- Inspecting construction projects for compliance with codes, ordinances, standards of quality, and contract specifications;
- Ordering, scheduling and analyzing the results and implications of various types of laboratory testing; and
- Responding to citizen inquiries and complaints regarding the construction that is taking place.

#### **Full-Time Preference**

*Staff prefers hiring a full-time Construction Inspector rather than a part-time Construction Inspector for the following reasons:*

- 1.) *The City's current project workload requires a full-time inspector (40+ hours per week).*

- 2.) *Contract/part-time inspectors are typically scheduled and paid per inspection, therefore, they do not handle all the extra items like coordination with other entities, citizen notification/complaint resolution, and problem-solving in the field when projects do not work as planned.*
- 3.) *Difficulty finding a person that is qualified and willing to work part-time.*

### **Funding**

*Current Year funding for the additional Construction Inspector position will come from salary savings from current year employee vacancy lapses.*

Council member Castro moved to approve Ordinance 19-F, amending the City of Alvin, Texas Ordinance 18-O passed and approved on September 20, 2018, same being an ordinance approving and adopting the City of Alvin's budget for Fiscal Year 2018-19 by approving a budget amendment to the original 2018-19 budget; providing for supplemental appropriation and/or transfer of funds for the purpose of amending the budget and the organizational chart of the Engineering Department by funding an additional Construction Inspector position as set forth in "Exhibit A;" providing for severability; and providing for other matters related thereto. Seconded by Council member Thompson; motion carried on a vote of 7 Ayes.

### **Acknowledge receipt of the Parks and Recreation Department's five-year list of recommended park improvement projects.**

*The City Charter requires the Parks and Recreation Board to make recommendations to the City Council for the improvement and betterment of public parks and recreational facilities by March 1st of each year. The Parks and Recreation Board discussed and finalized this list on January 19th following a tour of 17 locations including 12 parks, hike and bike trail, pool and other publicly owned property. The list was presented to City Council during the February 12th workshop alongside other recommended City of Alvin Capital Improvement Projects. The Parks and Recreation Board unanimously approved the list of recommended park improvements at the regular meeting on March 5th. The park improvement projects will remain part of the City's comprehensive Capital Improvement Project list, reviewed by the Planning Commission and presented to City Council again in the month of April.*

*The five-year park improvement projects list is a planning document. City staff recognizes that funding may not be available to fund all projects listed.*

Council member Thompson moved to acknowledge receipt of the Parks and Recreation Department's five-year list of recommended park improvement projects. Seconded by Council member Adame; motion carried on a vote of 7 Ayes.

### **REPORTS FROM CITY MANAGER**

Review preliminary list of items for next Council meeting.

Mr. Junru Roland reviewed the preliminary list for the April 7, 2019 City Council meeting.

### **ITEMS OF COMMUNITY INTEREST**

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

Mrs. Roberts reviewed items of community interest.

Council member Thompson thanked Florence Chapa and the Finance Department staff for their work.

Council member Reed thanked staff and others who contributed to the achievement of the Financial Excellence Award.

Council member Arendell congratulated Ms. Chapa on the Financial Reporting award. He also extended an invitation to the Alvin Music Festival.

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

Council member Castro congratulated Ms. Chapa on the Financial Reporting award. He also extended an invitation to the Alvin Music Festival.

Council member Adame gave kudos to Ms. Chapa and Finance Staff for their award.

Mayor Horn announced that a Wendy's is being built next to McDonald's on FM 1462.

**ADJOURNMENT**

Mayor Horn adjourned the meeting at 7:40 p.m.

PASSED and APPROVED the \_\_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
Paul A. Horn, Mayor

ATTEST: \_\_\_\_\_  
Dixie Roberts, City Secretary