

FY19 COMPREHENSIVE PLAN PROJECT WORKSHEET OVERVIEW

June 2019

PARKS ANNUAL OPERATION AND MAINTENANCE PLAN				
Project Scope	Develop an annual operation and maintenance plan for Alvin's parks system, including provisions for regular physical condition assessments of grounds and facilities, equipment safety inspections, maintenance scheduling and personal tracking and funding and resource assessment.			
Background/Community Value	Items 9 and 14 from the 2035 Comp Plan help create standardized criteria of maintenance and improvements of parks to enhance neighborhood viability. To illustrate, "item 9" encourages staff to focus on park and recreation improvements as a means for elevating neighborhood viability. Also, "item 14" directs staff to develop a park standards manual that outlines equipment standards (types and finishes), branding guidelines, and design requirements so that the Alvin park system maintains a consistent level of quality, maintenance and aesthetic appeal. By developing a park standards manual that outlines equipment standards (types and finishes), branding guidelines, and design requirements, the Alvin park system will maintain a consistent level of quality, maintenance, and desirable aesthetic appeal. This will help sustain and improve the quality, condition and attractive appearance of public areas and facilities within our community.			
Team Leader and Members	Dan Kelinske, Parks & Rec. Dir., Team Leader; Carlos Tavira, Park Operations Manager; Michelle Nesrsta, Recreation Manager; Dwight Rhodes, Chairperson Parks and Recreation board.			
Quarterly Updates	Due by 9/29/2016	Due by 12/29/2016	Due by 03/30/2017	Due by 06/29/2017
	Host team meeting in December, once Park Standards Manual is completed to begin information gathering, establish processes and overall plan outline.	Awaiting initial draft of standards manual. Will host initial meeting by January 25 th utilizing draft Park Standards Manual as a guide.	Now that final draft of Parks Standard Manual is complete, will now host initial meeting June 2017	Parks Standard Manual adopted by Council on 6-15-17. Host initial meeting utilizing Park Standards Manual as a guide by August 2017
Quarterly Updates	Due by 09/28/2017	Due by 12/28/2017	Due by 03/29/2018	Due by 06/28/2018
	Conference call scheduled for 11-29 to explore outsourcing draft plan.	Received proposal from KKC. Currently identifying funding source. If approved, this would be a 4-month process.	Project on hold, pending funding.	New Operations Manager hired on 6-25-18 to move plan forward. Next task is to organize contents of plan
Quarterly Updates	Due by 09/27/2018	Due by 12/27/2018	Due by 03/27/2019	Due by 06/27/2019
	Parks Director moved the team meeting to organize contents of plan to October 2018	Due to the specificity and comprehensive nature, staff recommends outsourcing plan,	Requesting funding in next fiscal year budget	Requesting funding in next fiscal year budget

WALKABILITY

Project Scope	<p>Improve the walkability of neighborhoods with the installation of sidewalks concurrent with all new development and rehabilitation or construction of construction of new sidewalks in the older neighborhoods, particularly adjacent to schools and parks. Sidewalks at the following locations are currently being designed: Willis St. (north side between Gordon and Hardie), Gordon St. (west side in front of Kibbe Realty), Sealy St. (south side between Gordon and Hardie), Hardie St. (east side mid-block to Sealy), Willis St. (south side between Second and Hood), Second St. (west side between Sealy and the Mustang Bayou Bridge), and E. House St. (south side between Hassen Elementary and La Quinta Inn).</p>			
Background/Community Value	<p>Provide safe areas to walk in and around the older sections of town where pedestrians are frequently observed.</p>			
Team Leader and Members	<p>Michelle Segovia, City Engineer, Team Leader; Brian Smith, Public Services Director</p>			
Quarterly Updates	Due by 9/29/2016	Due by 12/29/2016	Due by 03/30/2017	Due by 06/29/2017
	Project Areas currently being surveyed to identify right-of-way.	Survey work	Survey work to continue through mid-April and begin design.	4-15-17 Project areas have been surveyed to identify right-of-way. Now finishing design and preparing bid package
Quarterly Updates	Due by 09/28/2017	Due by 12/28/2017		
	Bid package sent out and bids were opened on 9-12-17. Going to Council on 10-19-17 for approval. On 10-19-17, Council approved the project in the amount of \$299,038.59	This project will continue from year to year, was moved to the CIP , and will be tracked there		

MAJOR THOROUGHFARE PLAN PHASE II

Project Scope	Klotz Associates in conjunction with City Staff is currently working on Phase II of this two phase Thoroughfare Plan Update which includes the preparation of an Implementation Plan with cost estimates, a Capital Improvements Program (CIP), and the development of funding options including Transportation Improvement Program (TIP) submittals to the Houston Galveston Area Council (HGAC) and is scheduled to be complete March 15, 2018.			
Background/Community Value	The Thoroughfare Plan Update was identified as a near term (less than two years) project in the 2035 Comprehensive Plan. The Thoroughfare Plan benefits the community by establishing a plan for future roadway projects that will increase mobility and ease traffic congestion as the City continues to grow			
Team Leader and Members	Michelle Segovia, City Engineer, Team Leader; David Balmos, Project Manager Klotz Associates; Brian Smith, Public Services Director			
Quarterly Updates	Due by 9/29/2016	Due by 12/29/2016	Due by 03/30/2017	Due by 06/29/2017
	David Balmos to submit draft of the Implementation Plan by 12/31/2016.	Draft Implementation Plan submitted. Now working on cost estimates and prioritization to be submitted as part of a manageable Capital Improvements Program (CIP)	A prioritized list of projects is to be submitted by the end of April 2017.	6-15-17 Completed draft project list with preliminary project cost estimates.
Quarterly Updates	Due by 09/28/2017	Due by 12/28/2017		
	Beth Shelton with RPS Klotz presented plan to Council on 8-3-17. Next goal is to Submit project applications for Transportation Improvement Program (TIP) funding through the Houston Galveston Area Council (HGAC) by 3-15-18	This project was moved to the CIP , and will be tracked there		

DOWNTOWN IMPROVEMENTS				
Project Scope	Create a distinct identity of Downtown, including forming an identifiable edge to the district with monuments and gateway treatments at the entries from each direction (particularly along Business 35 at the northern and southern entries and Sealy street from the west and House street for the east), along with unifying design elements, such as unique signage and banners, landscaping decorative lighting, street and sidewalk/crosswalk patterns and other unique urban design treatments.			
Background/Community Value	Through citizen's input and initial analysis of downtown Alvin, a framework from which to envision a revitalization has been established. The analysis provided an objective view of the study area from varying scales. Both strengths and weaknesses were revealed. The Downtown Improvement Task Force's feedback helped bring us closer to discovering Downtown Alvin's full potential.			
Team Leader and Members	Larry Buehler, Economic Development Dir, Team Leader; Priya Bhakta, Convention Visitor Bureau			
Quarterly Updates	Due by 9/29/2016	Due by 12/29/2016	Due by 03/30/2017	Due by 06/29/2017
	Vision and Next Steps were presented to City Council. Currently reviewing current task force and seeking potential new members and identifying projects.	Henry Dillmann, Kathy Hermann, Paul Stanton on board, seeking other new members. New EDC Employee started January 3 rd , brought up to speed. Staff reviewing the Texas Main Street Program, the Texas Downtown Association, and H-GAC resources to discuss with the group.	LED lights on top of buildings in design and implementation. Engineering designing 5 new decorative street lights. 2 nd Annual Art Walk on May 6 th 2 locations selected for temporary bump-outs. Downtown grant program launched.	<ol style="list-style-type: none"> 1. LED lighting not moving forward due to owner of private buildings not participating, looking at alternative options. 2. Bump-outs will not be done due to traffic pattern concerns relating to TxDOT Business 35 highway. 3. Parking solutions presentation given to Council on 6-15-17 for FY 18 budget consideration. 4. Engineering hired consultant who is designing initial 9 decorative street lights and up to 13 with phasing option. 5. Sidewalk on Willis from city hall to Stanton's Center under design for bidding. 6. 47 businesses mailed grant information. Three have verbally expressed interest in applying.
Quarterly Updates	Due by 09/28/2017	Due by 12/28/2017	Due by 03/29/2018	Due by 06/28/2018
	Dumpsters at the library moved to	New meter and LED lights installed	Repairs completed to globe and	Contract let for 9 new decorative

<p>grass between parking lot and Depot Centre Blvd. to open up 3 parking spaces.</p> <p>Public parking signs installed at City Hall parking lots and in parking lot at southeast intersection of Gordon St. and Sealy St.</p> <p>New concrete pole and street light installed on Sealy St. across from City Hall.</p> <p>Electrical engineer has been hired to design all 13 decorative street lights – will go out for bid following review.</p> <p>Sidewalk project to begin construction in upcoming quarter</p> <p>Yarn-bombing installation removed.</p> <p>Meeting with the Stanton's to discuss building improvement and marketing opportunities.</p>	<p>to light interior of city-owned parking lot at the southeast corner of the Gordon St. and Sealy St. intersection.</p> <p>Downtown Business Improvement Grant application received, reviewed, and approved for a new covered patio at the Gordon Street Tavern.</p> <p>Engineered plans received on 12/04/17.</p> <p>Original National Oak Park parking lot located at E. Sidnor St. and Depot Centre Blvd. intersection re-paved and re-striped.</p> <p>Decorative street lighting meeting held between city staff, electrical engineer, and LESCO representative to determine full scope of project. Revisions to engineered drawings are ongoing, and will be reviewed upon completion.</p> <p>Bidding for the project is expected in the next quarter with construction soon to follow.</p> <p>Sidewalk project bid awarded to McCrory-CTI Services. Contract will be initiated on 01/03/18.</p>	<p>parking lot lights at the Alvin Public Library.</p> <p>Staff reviewed modified specifications from LESCO on 02-07-18 and are sending to electrical engineer for minor adjustments.</p> <p>Anticipated return time from electrical engineer is 2-3 weeks. Staff will review updated lighting specifications, taking approximately 2 more weeks. Upon approval, staff will solicit bids for the project, which will take between 6-8 weeks. Once a contractor is selected, a pre-construction meeting will be held to determine contractor availability and start date. The bid will be for 9 new decorative street lights along Willis Street between Gordon Street and Taylor Street. An alternate bid for 4 additional street lights around city hall along Hood Street (2 lights) and Hardie Street (2 lights) will also be solicited.</p> <p>Renovations completed and certificate of occupancy issued to Gordon Street Tavern on 03-14-18. All necessary paperwork submitted, reviewed, and approved.</p> <p>Reimbursement payment was issued to H&S Dillmann,</p>	<p>street lights along Willis Street between Gordon Street and Taylor Street, early October completion date.</p> <p>FY18 Downtown Grant awarded to Corey's Kitchen (new food establishment) at 319 West Willis Street for projects totaling \$36,000 (\$18,000 match). Project complete.</p> <p>New sidewalks continue down Willis Street to Second Street.</p> <p>Stanton's Retail Center painted the front of their center to help in downtown renovations.</p>
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			<p>Inc. on 03-28-18. Local businesses used for the project include: McCoy's Building Supply, Helpenstihl Construction, TDEC, Inc., Home Depot, Wendel's Tool Repair, and Patco Hardware and Lumber.</p> <p>Downtown Incentive Grant review committee met on 03-05-18 to review an application received by Corey's Kitchen to 319 West Willis Street. Application was approved for projects totaling \$36,000 (\$18,000 match from the City of Alvin) and acceptance letter issued to Corey Scopel for improvements to include new plumbing for water and wastewater, new electrical for property lighting, construction and installation of restrooms, new perimeter fencing, new business signage, landscaping, and a new driveway.</p> <p>New sidewalk being installed on Depot Centre Boulevard on 03-08-18. Contractors are expected to begin the remaining downtown sidewalk portions following the completion of the sidewalk on Depot Centre Boulevard.</p>	
Quarterly Updates	Due by 09/27/2018	Due by 12/27/2018	Due by 03/27/2019	Due by 06/27/2019
	Brick paver sidewalks completed along	FY19 Downtown Grant to Fade Stop Barber Shop for	Total Chem opened at 118 West Sealy Street.	FY19 Downtown Grant review committee

	<p>Willis Street, Hardie Street, Sealy Street and Gordon Street.</p> <p>Nine (9) new decorative street lights installed along Willis Street between Gordon Street and Taylor Street. TNMP contacted to activate lights.</p> <p>FY18 Downtown Grant awarded to Stanton's Shopping Center at 219 North Taylor Street for projects totaling \$3,775.93 (\$1,887.97 match). The grant approved the installation of nine (9) new LED lights atop Stanton's Shopping Center to illuminate the parking lot. Project complete.</p> <p>FY18 Downtown Grant awarded to Fade Stop Barber Shop at 221 West Sealy Street for projects totaling \$4,200 (\$2,100 match). The grant approved the installation of a new LED lit wall sign on the front of Fade Stop Barber Shop. Project complete.</p> <p>FY18 Downtown Grant awarded to Tommaso's Italian Restaurant at 507 North Gordon Street for projects totaling \$2,679.18 (\$1,339.59 match). The grant approved the installation of five (5) new LED lights mounted atop Tommaso's Italian</p>	<p>expansion of storefront window completed on 11-06-18 and reimbursement check issued. Project complete.</p> <p>FY19 Downtown Grant to Jodie's Hair Center for installation of a new front door completed on 10-24-18 and reimbursement check issued. Project complete.</p> <p>Rocket Boom Coffee opened at 419 West Sealy Street.</p> <p>FY19 Downtown Grant awarded to Rocket Boom Coffee at 419 West Sealy Street for projects totaling \$4,704.98 (\$2,352.49 match). The grant approved painting of the exterior of the building and installation of a new wall sign. Project complete.</p> <p>G & G Kustom Designing opened at 219 West Sealy Street.</p> <p>Direct mail out of grant guidelines, application, past projects and boundary map to 49 downtown businesses.</p>	<p>Ugly corner well plugging completed and the City can now move forward to secure the Marton property.</p> <p>D.A.R.T. meeting held on 02-04-19 to provide updates to the group and discuss potential downtown events in the Stanton's overflow parking lot.</p>	<p>meeting held on 07-09-19 for Patco Hardware & Lumber. The review committee has postponed a final determination pending more extensive plans and bid information from the applicant.</p> <p>Downtown grant information provided to two (2) interested business owners.</p> <p>Monthly car shows being held during the summer months in Stanton's overflow parking lot on Sunday mornings, hosted by Rocket Boom Coffee.</p>
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	<p>Restaurant and their pole sign to illuminate the parking lot. Project complete.</p> <p>FY19 Downtown Grant awarded to Fade Stop Barber Shop at 221 West Sealy Street for projects totaling \$6,100.00 (\$3,050.00 match). The grant approved the expansion of a window on the front of the building to allow for passing vehicles and pedestrians to see inside of the barber shop. Project ongoing.</p> <p>FY19 Downtown Grant awarded to Jodie's Hair Center at 104 South Hood Street for projects totaling \$1,880.00 (\$940.00 match. The grant approved the replacement of the front door to Jodie's Hair Center, and is the first phase of renovations that are to include new fencing, a new awning, parking lot resurfacing and an exterior paint job of the building. Project ongoing.</p>			
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DEVELOPMENT OF BLUE TRAILS				
Project Scope	Develop a "Blue Trails" concept plan and trail network that establishes the Mustang Bayou waterways as a key addition to the larger Alvin Trails Network and capitalizes on local resources as a means of tourism, education, research and recreation			
Background/Community Value	This goal was adopted into the City's comprehensive plan. The City Council provided funding in the FY2018 budget to conduct a study.			
Team Leader and Members	Dan Kelinske, Parks and Recreation			
Quarterly Updates	Due by 12/29/2017	Due by 3/29/2018		
	Initial call with consultant to discuss scope of services 11-29-2017.	This project was moved to the CIP , and will be tracked there		

REVISION TO PARKLAND DEDICATION FEES IN LIEU				
Project Scope	Revise parkland dedication fees in lieu and development ordinance to establish a fund to allow for community park dedication and subsequent fund allocation so that the City might have more opportunities to acquire larger parcels of land. This will benefit a larger service area rather than solely requiring dedication within dedication "zones".			
Background/Community Value	This goal was adopted into the City's comprehensive plan. By completing this goal, the current quadrants which were established to limit the area where parkland dedication funds could be spent based on area of fee collection would be eliminated. By eliminating the quadrants, future parkland dedication funds would be available for use throughout the City.			
Team Leader and Members	Dan Kelinske, Parks and Recreation Florence Chappa - Finance Diane Harper - Legal			
Quarterly Updates	Due by 12/29/2017	Due by 3/29/2018		
	Hold team meeting to review draft of changes to Ord. 06-U and establish mechanism to "freeze" existing funds within quadrants 1-4	1/3/2018 - Park Board discussed and recommended approval of Ordinance 18-C revision of parkland dedication fees in lieu. 2/15 -City Council approved Ordinance 18-C. Project Completed		

REGIONAL DETENTION				
Project Scope	Form a target-area capital investment program focused on infrastructure improvements within at-risk neighborhoods.			
Background/Community Value	This goal was adopted into the City's comprehensive plan. By completing this goal,			
Team Leader and Members	Michelle Segovia – City Engineer			
Quarterly Updates	Due by 12/29/2017	Due by 3/29/2018		
		This project is addressing drainage for at risk neighborhoods, was moved to the CIP , and will be tracked there		

TREES WITHIN CITY RIGHT OF WAY				
Project Scope	Address trees in all new residential developments in relationship to street and utility placement to avoid problems			
Background/Community Value	This goal was adopted into the City's comprehensive plan. By completing this goal, it will avoid problems within utility placement as the street trees grow.			
Team Leader and Members	Michelle Segovia – City Engineer			
Quarterly Updates	Due by 09/29/2016	Due by 12/29/2016		
	Team to approve final draft of tree ordinance.	Recommend removal of residential new construction from ordinance following CPC review. Team approval of final draft of ordinance. CPC review completed and City Council approval completed. Project Completed		

PRO-ACTIVE CODE ENFORCEMENT	
Project Scope	Employ a pro-active code enforcement strategy that first offers helpful assistance to property owners in complying with municipal codes rather than a punitive approach, so that enforcement resources may be targeted to the worst areas and offenders.
Background/Community Value	This goal was adopted into the City's comprehensive plan. By completing this goal, Code Compliance will provide assistances and education before a punitive approach.
Team Leader and Members	Brian Smith – Public Works Director

Quarterly Updates		Due by 3/29/2018	Due by 6/28/2018	Due by 9/27/2018
		<p>Management Assistant (MA) is researching the process and procedures of Code Compliance.</p>	<p>MA spent time inside the department and out in the field, now exploring new options</p>	<p>Project was delayed during this quarter while Code Compliance was down to one staff member. Project is continuing now that staffing level is back to normal. Code continues to approach each case in an educational way before enforcement. Although Code continues to approach each case in this way it is always changing, and Code makes the necessary adjustments.</p> <p>Project Completed</p>