

**MINUTES
CITY OF ALVIN, TEXAS
216 W. SEALY STREET
REGULAR CITY COUNCIL MEETING
THURSDAY DECEMBER 7, 2017
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 Brad Richards; Council members: Gabe Adame, Keith Thompson, and Glenn Starkey.

Staff members present: Sereniah Breland, City Manager; Junru Roland, Assistant City Manager/CFO Suzanne Hanneman, City Attorney; Dixie Roberts, City Secretary; Michelle Segovia, City Engineer; Robert E. Lee, Chief of Police; Brian Smith, Public Services Director; and Larry Buehler, Director of Economic Development.

INVOCATION AND PLEDGE OF ALLEGIANCE

Judy Zavalla gave the invocation.

Council member Richards led the Pledge of Allegiance to the American Flag.

Council member Thompson led the Pledge to the Texas Flag.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

Approve minutes of the November 17, 2017 City Council regular meeting.

Consider Ordinance 18-A, annexing a 10.00-acre tract within Alvin Sunset Ranch located along Heights Road a/k/a County Road 145, more or less, into the corporate limits of the City; approving a service plan for the annexed area; making findings of fact; providing a severability clause; and providing an effective date on first reading.

On September 19, 2017, Will Benson of Alvin Sunset Ranch, LLC, petitioned the City to annex +/- 10 acres, out of a 20-acre parcel for the purpose of the construction of the Sunset Ranch subdivision, owned by Alvin Sunset Ranch, LLC. Council authorized the commencement of annexation procedures on September 21, 2017, in Resolution 17-R-25. Public hearings were held on November 2, 2017, and November 16, 2017. This Ordinance, upon passage of the second reading, will finalize the annexation of that +10.00-acre tract of land for Sunset Ranch located along Heights Road a/k/a County Road 145, in Brazoria County, Texas. The Ordinance includes the Municipal Service Plan.

State law requires two readings of annexation ordinances. The second reading will be held on January 4, 2018.

Consider Ordinance 18-B, annexing a 19.134-acre tract, more or less in Forest Heights, Section 6 located along the proposed 528 extension between Business 35 and SH6, into the corporate limits of the City; approving a service plan for the annexed area; making findings of fact; providing a severability clause; and providing an effective date on first reading.

On September 15, 2017, Don Barras Development, LLC, petitioned the City to annex approximately 19.134 acres for the purpose of constructing Forest Heights, Section 6. Council authorized the commencement of annexation procedures on September 21, 2017, in Resolution 17-R-26. Public hearings were held on November 2, 2017, and November 16, 2017. This ordinance, upon passage of the second reading, will finalize the annexation of that +19.134-acre tract of land for Forest Heights, Section 6, located along the proposed FM 528 extension between Business 35 and State Highway 6 in Brazoria County, Texas. The Ordinance includes the Municipal Service Plan. State law requires two readings of annexation ordinances. The second reading will be held on January 4, 2018.

Consider a contract for Election Services with Joyce Hudman, County Clerk, Brazoria County, Texas for the February 3, 2018 Special Election; and authorize the Mayor to sign.

This is a contract for election services with Brazoria County to conduct the Special Election to fill the City Council At Large Position 2 vacancy. This contract is very similar to the contract authorized by City Council every year to conduct the City's General Elections. The cost for this Special Election is estimated to be \$12,986.50 and was not a budgeted item in the FY18 budget. This amount does not include the price for a potential run-off election. If a run-off is necessary, the City will enter into another contract with Brazoria County to conduct such election. In May 2018, the City will have a General Election to elect Council members to District's B, C and At Large Position 1. Historic figures indicate that the cost for the May 2018 General Election will range anywhere from \$6,000-\$10,000.

Historical Election Cost (General May Election):

May 2015: \$9,471

May 2016: \$6,151

May 2017: \$9,200

Early voting will be held at the Alvin Library. Election Day voting will be at both the Alvin Library and at the Nolan Ryan Center at Alvin Community College.

Consider leasing four (4) non-emergency vehicles and three (3) emergency vehicles from Enterprise Fleet Management through the TIPS/TAPS purchasing program for a period of five (5) years for an annual cost of \$56,004 and a one-time cost of \$35,000 for the outfitting of specialized equipment.

On January 7, 2016, the City entered into an agreement using TIPS/TAPS with Enterprise Fleet Management for the lease of (5) five non-emergency vehicles as a trial. Throughout the two years of using this program the City of Alvin has been able to reduce maintenance cost on an annual basis. The program has allowed the Central Shop to direct its focus on emergency vehicles and heavy equipment instead of non-emergency vehicles with now 17 vehicles removed from the regular maintenance schedule because of this program providing for outsourced maintenance to local facilities.

The (7) seven vehicles proposed for this fiscal year will continue to reduce the City's operational maintenance cost and the ability to focus on heavy equipment and emergency vehicles all while still protecting the life of the vehicle and safety of drivers. An annual lease cost for the (7) seven vehicles is \$56,004 including maintenance plus a one-time cost of \$35,000 for outfitting of specialized equipment (Police Equipment transfer from old vehicle to new vehicle) compared to the traditional purchase cost of \$264,764 plus maintenance cost of \$105,000 for the life of the vehicles totaling \$369,764.

This program continues to save on maintenance fees over the life of the lease with a total savings since the start of the program at \$195,000 in maintenance fees alone. Last year (13) vehicles were placed in the lease program through Enterprise Fleet Management with a savings of \$151,258.20 combined savings for maintenance and when lease vs. purchase is compared. This year the City will see an additional savings over the course of a (5) five-year lease of \$147,992. In addition, Enterprise has released a new program now leasing emergency Police vehicles which includes (3) three of the (7) seven purposed vehicles mentioned and that will be evaluated for future leasing of emergency vehicles.

Consider Ordinance 17-X, determining the official population of the City of Alvin, Brazoria County, Texas, at over 25,000 inhabitants; providing for the statistical analysis and demographic information verifying the estimation of inhabitants.

In 2010, the United States Census Bureau statistics and demographics estimated the population of the City of Alvin to be 24,236 inhabitants.

The U.S. Census annual estimates of the residential population are based on the 2010 Census and reflect changes using data on births, deaths, and domestic and international migration. As of July 1, 2016, the U.S. Census annual estimate for the City of Alvin's population was 26,164.

Since 2011, the City of Alvin, Texas, has issued 748 new building permits for residential homes.

In 2016, during a Texas Commission on Environmental Quality (TCEQ) inspection, TCEQ determined, with information provided by the utilities department, that the City of Alvin had 8,083 single service utility connections, and 2,537 apartment units. The TCEQ multiplier of three (3) showed an estimated population of 31,860. The average 124 new yearly home permits, multiplied by the timeframe between the 2010 census and now, with an average household size of 3.1, yields a population estimate over 25,000. City staff estimates coincide with the U.S. Census data that there are over 25,000 inhabitants in the City limits.

Although there are some incidental impacts on this inhabitant declaration, the only substantive impact is the change to the City's extraterritorial jurisdiction, which will extend from 1 to 2 miles from the City limits.

Consider Resolution 17-R-29, amending the City of Alvin's Personnel Policy Manual to update Sections III (Qualifications and Eligibility for Hire); Sections IV (Pay and Benefits); Section V (Paid Time Off Benefits); and Section IX (Prohibited Conduct), and providing for related matters thereto.

It is essential that the City's Personnel Policy Manual be reviewed periodically to ascertain that the City is maintaining a personnel system that will promote a fair and effective means of employee recruitment and selection; as well as develop and maintain an effective and responsible work force.

The major revisions to the current personnel policy are as follows:

- 1.) Section III, Rule 8 (D) (Hiring Incentive) – Reward current employees up to \$250 for referring qualified candidates who subsequently are hired and successfully complete their probation period. Funding for this program was approved in the FY18 budget.*
- 2.) Section III, Rule 13 (B) (Health/Medical Examinations) – To encourage health and well-being of employees, employees will receive 10 hours of paid time off for preventative wellness exams.*
- 3.) Section IV, Rule J (3) (Compensation during disaster) – The current policy allows employees who are classified as “non-exempt personnel” according to IRS regulations to be paid one and one-half (1.5X) time their base pay only for hours worked outside of the employee's regular scheduled work hours during a declared emergency/disaster. Also, the current policy does not allow employees who are classified as “exempt personnel” according to IRS regulations to be paid one and one-half (1.5X) for any hours worked during a declared disaster. The proposed policy revision would allow both exempt and nonexempt personnel who work during a declared disaster to be paid one and one-half (1.5X) for all hours worked during the declared emergency.*
- 4.) Section V, Rule 22(B) (Holiday Benefit) – Add Presidents' Day as an official holiday of the City. (AISD and ACC both recognize president's day)*
- 5.) Section IX, Rule 47 (L) (Smoking and Tobacco Use) – Restricts employees from using tobacco products within 25 feet from the doorway, entryway, window, or fuel storage facility; as well as at city facilities outside of designated areas.*

Consider the Right of Entry Agreement with the Alvin Museum Society to allow access to City property to inspect, explore, dig and/or excavate for artifacts; and authorize the City Manager to sign.

The Alvin Museum Society is requesting access to City property to inspect, explore, dig and/or excavate for artifacts. The Museum Society has agreed to assume all costs associated with said activities, perform all activities in the least obtrusive way, and restore any property disturbed to the original condition. The Museum Society has agreed it will give to the City all artifacts, materials or associated findings found or excavated from the work performed on the property.

This agreement shall be in effect for six (6) months and may be extended to complete any activities by mutual agreement.

Consider a final plat of Forest Heights Section 7, being a subdivision of 23.004 acres (located northwest of the Heights Road and Brazos Street intersection) being a portion of 227.12 acres (B.C.C.F. No. 97-024069), a portion of 7.3186 acres (B.C.C.F. No. 2004075510), all of 3.6879 acres (B.C.C.F. No. 2005000328), a portion of 25.915 acres (B.C.C.F. No. 2016016098) and a portion of right-of-way extensions across Forest Heights Section 4 detention pond canal (B.C.C.F. No. 2006004775) being situated in lots 63 and 62 of the Hooper and Wade Survey Section 23 A-420, and out of lots 8, 9, and 10 of Pierce's Addition of the Hooper and Wade Survey, Section 24, A-485 Brazoria County, Texas.

On November 1, 2017, the Engineering Department received the final plat of Forest Heights Section 7 for review. The property is located in the City of Alvin Extraterritorial Jurisdiction (ETJ) northwest of the intersection of Heights Road and Brazos Street. This section consists of sixty-eight (68) single-family lots, eighteen (18) reserves, and nine (9)

blocks. The Forest Heights Subdivision currently consists of five previously platted sections totaling 275 residential lots of which approximately 254 have homes on them. Following platting this section will be annexed into the City, at the Developer's request, in exchange for the ability to connect to City utilities. This plat complies with all requirements of the City's Subdivision Ordinance.

The Planning Commission unanimously approved the plat at their meeting on November 28, 2017. Staff recommends approval.

Consider a final plat of Fire/EMS Station (northeast corner of the intersection of Bellaire Boulevard and South Street), being a plat of 5.15 acres, being part of Reserve A of Bayou Bend, a subdivision as recorded in volume 8, pages 147-148, Plat Records, Brazoria County, Texas, and a 9,120 square feet tract of land called Tract 2 as recorded in a deed to Christopher Iguh, Jr. as recorded in document number 2015040454, Brazoria County, Texas.

On November 13, 2017, the Engineering Department received the final plat of Fire/EMS Station for review. The property is located on the northeast corner of the intersection of Bellaire Boulevard and South Street and is being platted so the Owner can convey Lot 1 to the City of Alvin to build a Fire and EMS Station in the future. The plat complies with all requirements of the City's Subdivision Ordinance.

The City of Alvin Planning Commission unanimously approved the plat at their meeting on November 28, 2017. Staff recommends approval.

Consider a final plat of the Alvin City Pool (919 Bayou Drive), being a plat of 1.35 acres, being part of tract 1 and tract 2 as recorded in volume 1230, page 940, Deed Records, Brazoria County, Texas, situated in the B.B.B. & C.R.R. Company Survey, Abstract 159, Brazoria County, Texas.

On November 1, 2017, the Engineering Department received the final plat of Alvin City Pool for review. The property is located at 919 Bayou Drive and is being platted in order to consolidate parcels and to define the property boundaries of the City's Bob S. Owen Pool Facility. Consolidating parcels into one lot with a defined boundary will aid in the design process when there is a need to add structures/amenities to this facility in the future. The plat complies with all requirements of the City's Subdivision Ordinance.

The City Planning Commission unanimously approved the plat at their meeting on November 28, 2017. Staff recommends approval.

Consider 2018 Interlocal Agreement for Emergency Services with Brazoria County Emergency Services District #3 (ESD); and authorize the Mayor to sign said contract.

The ESD was first formed in 2004; Brazoria County Commissioners will select the five ESD Board of Directors to provide funding for Fire and Emergency Medical Services (EMS) to the approximate 120 Sq. miles surrounding the city limits of Alvin. The homeowners in the ESD annually pay approximately \$100 per \$100,000 on the value of their home or business.

In 2017 the ESD paid the following amount to the City of Alvin for Emergency Services:
\$335,000 for Fire and Rescue; \$342,400 for Emergency Medical Services; 2017 total: \$677,400.

2018 proposed ESD agreement with the City of Alvin:

\$350,000 (\$15,000 increase) for Fire and Rescue; \$350,000 (\$7,600 increase) for Emergency Medical Services; 2018 total: \$700,000 (3.34% increase).

Council member Adame moved to approve the consent agenda as presented. Seconded by Council member Thompson; motion to approve carried on a vote of 4 Ayes.

OTHER BUSINESS

Discuss and provide staff direction regarding the Tour de Braz biking event including possible funding from the Hotel Occupancy Tax Fund.

2018 marks the 25th anniversary of the Tour de Braz recreational bicycle ride which originates in Alvin having bike routes extending throughout Brazoria County. This event has been hosted yearly by volunteers and sponsors such as, Friends of Alvin Parks Foundation, Alvin YMCA, Associated Credit Union and many others. The City typically provided park and/or portable restroom usage at no cost as well as administrative support in preparation for the event.

The total revenue for the Tour de Braz bike ride generated approximately \$27,000 while having expenses of approximately \$18,000. Alvin YMCA and Friends of Alvin Parks Foundation shared equal portions of the annual net revenue, which was generated through event sponsorships and registrations of approximately 400-500 bike riders per year. The 2018 revenues will be donated to the Alvin Volunteer Fire Department.

The ad hoc event coordinators, Dwight Rhodes and Bill Dewitt, have expressed their desire to step aside and request the City of Alvin continue the event. Mr. Rhodes will address City Council during the 12/7 meeting.

Staff is requesting direction from City Council to pursue the Tour de Braz as a fully controlled event hosted by the City of Alvin.

Council member Adame moved to approve the City of Alvin staff to pursue hosting the Tour de Braz Bike Ride as a City of Alvin sponsored event and to allow for upfront expenditures not to exceed \$17,000 from the Hotel/Motel Occupancy Tax Fund. Seconded by Council member Thompson; motion carried on a vote of 4 Ayes.

Consider Resolution 17-R-33, designating the old Methodist Church building located at 800 W. Sidnor St. as a local historic building.

Tom Stansel is requesting this historical building designation on behalf of the Alvin Karpeles Manuscript Museum in an effort to preserve this building as a historic structure in the City of Alvin. This resolution will simply state that the City recognizes this building as having historic value in hopes of seeing the building maintain its historic architectural integrity. The building was built in 1925/26 and is the oldest standing church in near original configuration in the City.

The Museum is also seeking the Medallion designation through The Brazoria County Historical Commission. The Medallion designation recognizes restoration efforts when attempting to comply with the Texas Historical Commission Marker Standards.

Council member Thompson moved to approve Resolution 17-R-33, designating the old Methodist Church building located at 800 W. Sidnor St. as a local historic building. Seconded by Council member Starkey; motion carried on a vote of 4 Ayes.

Discuss and provide staff direction regarding the Nolan Ryan statue.

City Council allocated \$75,000 for the repair and reinstallation of the Nolan Ryan Statue in the FY18 budget. To date, \$10,225 has been encumbered for crating, shipment, repair and refurbishment of the statue.

The following are cost estimates related to the reinstallation of the Nolan Ryan Statue at either the Museum or City Hall. These estimates were compiled using the construction costs for related material from other City projects, current agreements and proposals from Ty-Art for the base and bronze plaque. These cost estimates should be considered preliminary and subject to change.

Museum – Option 1a

• New Concrete Base	\$15,645
• New Bronze Plaque (fabricate & install)	\$3,500 - \$5,000
• Landscaping	\$1,500
• Lighting/Electrical	\$3,000
• (2) Benches w/ 2 concrete pads	\$3,000
• Removal & reinstallation of fence stretcher	\$2,650
Total estimated Budget	\$29,295 to \$30,795

Museum – Option 1b

• New Concrete Base	\$15,645
• New Bronze Plaque (fabricate & install)	\$3,500 - \$5,000
• Landscaping	\$1,500
• Lighting/Electrical	\$3,000
• (1) Bench	\$1,000
• Removal & Reinstallation of fence stretcher	\$2,650
Total estimated Budget	\$27,295 to \$28,795

City Hall – Option 2

• <i>New Concrete Base (same location)</i>	\$15,645
<i>Total estimated Budget</i>	\$15,645

Council member Starkey moved to direct staff to place the Nolen Ryan statute to option 1b location. Seconded by Council member Adame; motion carried on a vote of 4 Ayes.

Consider a variance request for the property owner at 1062 Jennifer Street to reduce the street side building setback from 25 feet to 15 feet for the construction of a swimming pool.

On November 1, 2017, the Engineering Department received a variance request, from the property owners of 1062 Jennifer Street, to reduce the street side building setback from 25 feet to 15 feet. The Homeowners are proposing to construct a 14' x 50' in-ground swimming pool along the west side of their home located at 1062 Jennifer Street, which is a corner lot in Forest Heights Section 4. In accordance with the recorded plat of the property, a 25' street side setback is required for all structures. The Homeowners are requesting to be permitted to construct the pool with a 15' street side setback for reasons outlined in the attached request letter. The swimming pool as proposed, will encroach 8.9' into the 25' side building setback, however it will still be within the wood fence and approximately 34' from the nearest edge of the side street (Lepper Street) pavement. The City's Subdivision Ordinance allows for a minimum 15' street side building setback for standard size residential lots such as this one should the Developer had chosen to plat the property in this manner originally.

The City Planning Commission unanimously approved the variance request at their meeting on November 28, 2017. Staff recommends approval.

Council member Adame moved to approve variance request for the property owner at 1062 Jennifer Street to reduce the street side building setback from 25 feet to 15 feet for the construction of a swimming pool. Seconded by Council member Richards; motion carried on a vote of 4 Ayes.

Consider the purchase of a new musical system for the clock tower at the Alvin Depot as either a direct purchase with a vendor, or as a reimbursement to Keep Alvin Beautiful, in an amount not to exceed \$7,000.

The current musical system on the clock tower was originally installed in 2009. The system consisted of a portable controller placed inside the tower and is currently not operational and in need of replacement. Staff is requesting authorization up to \$7,000 for the purchase and installation of a new musical system for the clock tower. The recommended replacement system would allow the controller to be placed inside the train depot rather than inside the clock tower.

Council member Starkey moved to approve the purchase of a new musical system for the clock tower at the Alvin Depot as either a direct purchase with a vendor, or as a reimbursement to Keep Alvin Beautiful, in an amount not to exceed \$7,000. Seconded by Council member Richards; motion carried on a vote of 4 Ayes.

Consider Ordinance 17-W, amending the City of Alvin 2017-2018 Fiscal Year-End budget by increasing (decreasing) certain expenditures and increasing (decreasing) certain revenues to the individual budget accounts in all funds set forth in the attached Exhibit "A".

Each fiscal year, the City amends the budget twice. In the Spring (mid-fiscal year), the city amends the budget to appropriate any prior year budget surplus to fund new capital items. In the Fall (fiscal year-end), the City amends the budget to appropriate or adjust (authorized/approved) revenues and/or expenditures which occurred during the year that were not originally budgeted. Reason being, under certain circumstances, staff has more definite revenue and cost information at year end.

FY17 has ended and staff needs to make budget adjustments as a way to put the final FY17 budget in line with actual (approved and/or authorized) revenues and expenditures for financial reporting purposes. Per the City's auditor's recommendation, the City should do a batch budget amendment at the end of the fiscal year to capture expenditures and/or revenues from the year that require a budget amendment.

Hurricane Harvey Fund FY17 Year-End Budget Adjustments (\$597,334)

This budget amendment amends the budget to reflect the expenses relating to Hurricane Harvey through FY17. Funding to cover these expenditures comes from the City's fund balance reserves in the General Fund (\$299,103), Sanitation Fund (\$151,792), Utility Fund (\$43,871), Sales Tax Fund (\$26,000), IT Maintenance Fund (\$2,177), Fleet

Maintenance Fund (\$2,141) and the EMS Fund (\$72,250). We are anticipating receiving approximately 80% of reimbursement from FEMA.

General Fund FY17 Year-End Budget Adjustments (\$162,480)

This budget amendment adjusts the FY17 budget to reflect: a.) professional development and equipment upgrades to stream city council meetings; b.) Separation Agreement with former City Attorney; and c.) an adjustment to sales tax revenue related to the sales tax rebate to Vybranz LLC for cost recovery services as approved by council on August 6, 2015.

Special Investigation Fund FY17 Year-End Budget Adjustments (\$34,080)

The Special Investigation Fund is used to account for seized funds, which are acquired through the sale of seized property that was used in the commission of a crime. These funds may only be used for law enforcement purposes such as officer training, salaries for officers, special investigative equipment and supplies, and items used by officers in direct law enforcement duties. This budget amendment reflects seized funds that were used to acquire various equipment and supplies used to support policing activities and law enforcement operations.

Donation Fund FY17 Year-End Budget Adjustments (\$17,105)

In FY17, the City received donations from Waste Connections (per contract), Sunrise Rotary (per contract approved by city council 12/18/2014; Resolution 14-R-37) and various other donors. In FY17, the City expended the donated funds in accordance with the donors' requests. This budget amendment adjusts the FY17 revenue and expenditure budgets to reflect the receipt and use of donated proceeds.

Council member Adame moved approve Ordinance No. 17-W, amending the City of Alvin 2017-2018 Fiscal Year-End budget by increasing (decreasing) certain expenditures and increasing (decreasing certain revenues to the individual budget accounts in all funds set forth in the attached Exhibit "A". Seconded by Council member Starkey; motion carried on a vote of 4 Ayes.

Consider Ordinance 17-V, amending the City of Alvin FY18 budget for the purpose of appropriating \$1,428,197.90 of prior fiscal year encumbrances into the current fiscal year as set forth for each individual account in the attached Exhibit "A".

An encumbrance is basically the reserving of funds when a purchase order is approved. Accounting practices require that these funds be reserved or encumbered until they are paid. When the books were closed September 30, 2017, there were open (outstanding) purchase orders. As the encumbered items are delivered and paid during FY18, negative budget variances will be reflected in the departmental accounts unless budget appropriations for the previous year's outstanding encumbrances are moved from the previous fiscal year (FY17) into the current fiscal year (FY18). Total outstanding encumbrances to be carried over from FY17 is \$1,428,197.90.

FY17 Outstanding Encumbrances Carried Over to FY18	
General Fund	\$18,773.71
Special Investigation Fund	\$3,435.25
Utility Fund	\$119,790.23
Impact Fee Fund	\$325,205.76
EMS Fund	\$10,511.00
General Projects Fund	\$54,732.93
Sales Tax (Street & Drainage Improvement) Fund	\$445,250.14
2015 Certificate of Obligation Fund - WWTP	\$290,106.41
Central Shop Fund	\$1,265.00
Vehicle Replacement Fund	\$63,408.21
IT Maintenance	\$23,366.96
Computer Replacement Fund	\$73,352.30
TOTAL	\$1,428,197.90

Council member Thompson moved to approve Ordinance 17-V, amending the City of Alvin FY18 budget for the purpose of appropriating \$1,428,197.90 of prior fiscal year encumbrances into the current fiscal year as set forth for each individual account in the attached Exhibit "A". Seconded by Council member Starkey; motion carried on a vote of 4 Ayes.

Consider Resolution 17-R-31, re-appointing the directors of the Kendall Lakes TIRZ Board and Authority Board odd numbered positions from December 31, 2017 to December 31, 2019; and consider appointment of board chair.

The Kendall Lakes Tax Increment Reinvestment Zone (TIRZ) was created in 2005 to assist in the development of Kendall Lakes, a residential, commercial, and industrial area on the north side of the City of Alvin. There is a tax increment that is used for providing the needed infrastructure for the site through the ability of using bond proceeds. The TIRZ Authority and Board have the responsibility to develop policies that ensure good quality development for this site. Position #1 is held by Mike Pyburn who has submitted his resignation with thanks to the city for allowing him to have an active role in our development. Positions #3 (Alfred Froberg), Positions #5 (Andy Reyes), #7 (Ron Mercer), and #9 (Ricky Kubeczka) terms expire December 31, 2017. Position #6 is currently vacant. The current Chair of both the Board and Authority is Ricky Kubeczka. Council may wish to appoint new members to Positions #1 and #6. Position #1 is nominated by the mayor, and Position #6 is nominated by the District D council member.

Staff recommends accepting the resignation of Mike Pyburn with gratitude and thanks for his service, and recommends the current directors be reappointed in their respective terms that would expire December 31, 2019, appoint Lindsey Vaughn to Position #1 who's term will expire December 31, 2019, to appoint Scott Salter to Position #6 who's term will expire December 31, 2018, and to reappoint Ricky Kubeczka as the Chair of both the TIRZ and Authority Boards.

Council member Starkey moved to approve Resolution 17-R-31, accepting the resignation of Mike Pyburn; reappointing position #3 Alfred Froberg; #5 Andy Reyes; #7 Ron Mercer; and #9 Ricky Kubeczka whose terms that will expire December 31, 2019; appoint Lindsey Vaughn to position #1 whose term will expire December 31, 2019; and appoint Scott Salter to position #6 whose term will expire December 31, 2018 to the Kendall Lake TIRZ Board and Authority Board. Reappoint Ricky Kubeczka as chair of both the TIRZ and Authority Board. Seconded by Council member Thompson; motion carried on a vote of 4 Ayes.

Consider Resolution 17-R-32, casting votes for the Board of Directors of the Brazoria County Appraisal District.

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

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

Every other year each governing body within Brazoria County is allotted a certain number of votes to cast toward the nominated candidates on the ballot. The City of Alvin is allotted 74 votes. City Council may cast all 74 votes for one candidate or distribute the votes among any number of the nominated candidates. Each governing body must vote by written resolution and submit to the Chief Appraiser before December 15, 2017.

Candidates: Tommy King (Alvin Representative), Rubye Jo Knight, Gail Robinson, Glenn Salyer, and Susan Spoor.

In 2015, City Council cast all 74 votes for Tommy King.

Council member Thompson moved to approve Resolution 17-R-32, casting 74 votes for Tommy King to the board of directors of the Brazoria County Appraisal District. Seconded by Council member Richards; motion carried on a vote of 4 ayes.

Consider the appointment of members to various board and commissions.

Terms will expire for various for various citizen boards committees, and commissions on December 31, 2017. All board or commission members with expiring terms were mailed notification letters along with a Consent and Willingness to Serve form. Volunteer recruitment ads were published in the Alvin Sun, the City's monthly newsletter, and notifications were pushed out via the city's social media networks. Members appointed during this process will begin service in January 2018. All residency requirements have been verified.

Staff suggests that Council have a time of discussion to decipher which appointments should be made to specific boards/commissions. Once a consensus is agreed upon motions can be made for appointments for each board/commission.

A discussion was had on the appointments of the various boards and commissions.

PLANNING COMMISSION: City Charter calls for 5-11 members, resident, 3 year terms.

Board currently comprised of 10 members (including termed members)

- Termed members: Charles Buckelew, Darrell Dailey, Martin Vela, Robin Revak-Golden, and Sussie Sutton (doesn't wish to continue service on commission)
- City Council may choose to:
 - not reappoint the 3 termed members who reapplied, leaving the commission at 5 members
 - reappoint the 3 termed members, bringing the commission to 8 members
appoint the 3 termed members and the 1 new applicant, bringing the commission to 9 members
- Current Applicants: Charles Buckelew*, Darrell Dailey*, Martin Vela*, and Ashley Davis (new applicant). * indicates termed member reapplying

PARKS AND RECREATION BOARD: City Charter calls for 7-9 members, 2 year terms, resident, qualified voter with interest in leisure time.

- Board currently comprised of 7 members (including termed members)
- Termed members: Dwight Rhodes, Milton Morgan, Cindy DeJongh (doesn't wish to continue service on the board)
- 3 seats open
- Current Applicants: Dwight Rhodes*, and Milton Morgan*. *indicates termed member reapplying

If City Council chooses to re-appoint both Dwight Rhodes and Milton Morgan, there will still be one vacancy on the board. The City Secretary's Office will continue advertising for this vacancy in an effort to receive volunteer interest.

SENIOR CITIZENS BOARD: Ordinance calls for 7 members, 2 year terms.

- Board currently comprised of 7 members (including termed members)
- Termed members: Judy Zavalla, Betty Hodges, and Loretta Smith
- 3 seats open
- Current Applicants: Betty Hodges*, Loretta Smith*, and Judy Zavalla*. *indicates termed member reapplying

If City Council re-appoints all three termed members who applied to re-serve, the board will be at the required 7 members.

PUBLIC LIBRARY BOARD: Ordinance calls for at least 5 members who must reside within the corporate limits of the city, 2 members **may** be appointed from the Alvin area in Brazoria County, provided that such members have resided within such area for at least 1 year preceding their appointment, 3 year terms.

- Board currently comprised of 6 members (including termed members)
- Termed members: Sandra Curtner, Becky Clapsaddle, and Pam Lewis
- 2 seats open to make the required 5 members, can appoint 2 additional members
- 2 appointments needed to bring the total to 5 members
- Current Applicants: Sandra Curtner*, Laura Parker (new applicant), and Janet Riddle (new applicant). *indicates termed member reapplying

If City Council re-appoints the termed member who applied to re-serve and both new applicants, the board will be 6 members, satisfying the required 5 members (no more than 7 total).

BUILDING BOARD OF ADJUSTMENTS AND APPEALS: Ordinance calls for 5 members, 2 year terms.

- Board currently comprised of 5 members (including termed member).
- Termed member: James Thompson
- 1 seat open
- Current Applicants: James Thompson*, *indicates termed member reapplying

If City Council re-appoints the termed member who applied to re-serve, the board will be at the required 5 members.

ANIMAL SHELTER ADVISORY COMMITTEE: Ordinance calls for 7 members, at least 1 licensed veterinarian, 1 city official, 2 members whose duties include the daily operation of an animal shelter, 1 representative from an animal welfare organization, and 2 citizens who will reside within the city limits of Alvin, 3 year terms.

- Committee currently comprised of 6 members (including termed members, the current board is one member shy of the 7 required)
- Termed members: Tonya Douglas, Autumn Miller, Sandra Curtner, James Thompson, and Dr. Jim Crumm
- 6 seats open
- Current Applicants: Autumn Miller (daily operations)*, Tonya Douglas (city official)*, James Thompson (citizen)*, and Dr. Jim Crumm (veterinarian)*. *indicates termed members reapplying

All members termed wish to be re-appointed to the committee. If all members are reappointed, there will still be one vacancy on the board. No other applicants.

Council member Starkey moved to appoint/reappoint members to the various boards as presented below. Seconded by Council member Richards; motion carried on a vote of 4 Ayes.

PLANNING COMMISSION to serve a 3-year term: Charles Buckelew, Darrell Dailey, Martin Vela and Ashley Davis.

PARKS AND RECREATION BOARD to serve a 2-year term: Dwight Rhodes, and Milton Morgan.

SENIOR CITIZENS BOARD to serve a 2-year term: Betty Hodges, Loretta Smith, and Judy Zavalla.

PUBLIC LIBRARY BOARD to serve a 3-year term: Sandra Curtner, Laura Parker, and Janet Riddle.

BUILDING BOARD OF ADJUSTMENTS AND APPEALS to serve a 2-year term: James Thompson.

ANIMAL SHELTER ADVISORY COMMITTEE to serve a 3-year term: Autumn Miller (daily operations), Tonya Douglas (city official), James Thompson (citizen), and Dr. Jim Crumm (veterinarian).

Consider the cancellation of the December 21, 2017 City Council meeting.

There are no tentative items for consideration for the regular City Council meeting scheduled for December 21, 2017. The cancellation of said meeting will also give members of council and staff extra time to spend with family and friends during the Christmas season.

Council member Richards moved to cancel the December 21, 2017 City Council meeting. Seconded by Council member Starkey; motion carried on a vote of 4 Ayes and 1 No by Council member Adame.

REPORTS FROM CITY MANAGER

Review preliminary list of items for next Council meeting.

Ms. Breland reviewed the preliminary list for the January 4, 2018 City Council meeting.

ITEMS OF COMMUNITY INTEREST

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

Mrs. Roberts reviewed items of community interest.

Council member Thompson thanked those who prepared the Home for the Holidays event; he wished everyone a Merry Christmas and a Happy New Year and expressed how impressed he was on number of candidates running for the special election.

Council member Richards thanked the city staff for the great job they've done all year; and he thanked the Council for being patient with him because of his health issues; and he also commended the Mayor for doing a great job.

Council member Starkey reminded everyone to drive safe during the holiday season and to be aware of the surroundings and to remember those who are working during the holidays. He wished everyone a Merry Christmas and a Happy New Year.

Mayor Horn reminded everyone that there are still citizens whose homes that were flooded but have not started rebuilding. He encouraged people to help the flood victims. Mayor Horn commended the City Manager for working with Waste Connections to keep the city clean and for helping people affected by Hurricane Harvey flooding event.

ADJOURNMENT

Mayor Horn adjourned the meeting at 8:02 p.m.

PASSED and APPROVED this 4th day of January 2018.

Paul A. Horn, Mayor

ATTEST: _____
Dixie Roberts, City Secretary