NOTICE OF REGULAR & JOINT MEETING OF CONROE CITY COUNCIL AND CONROE LOCAL GOVERNMENT CORPORATION WORK SESSION CITY HALL COUNCIL CHAMBERS - 300 WEST DAVIS ST.

CONVENES: WEDNESDAY, APRIL 12, 2023 - 2:00 P.M. - RECESS
RECONVENES: THURSDAY, APRIL 13, 2023 - 6:00 P.M.

VIDEO CONFERENCE PARTICIPATION ALLOWED:

It is intended that a quorum of the City Council be physically present in the City Council Chambers at all times during the meeting. If a quorum of the Council is physically present then, any other member of the Council, officer or employee of the City may participate in the meeting from a remote location by means of a video conference call if the video and audio feed of the remote participant is broadcast live at the meeting and complies with the provisions of Texas Gov. Code Section 551.127.

EXECUTIVE SESSION

At any time during the WORK SESSION or ACTION AGENDA the City Council may announce it will go into closed session pursuant to Chapter 551 of the Texas Government Code to receive advice from legal counsel, to discuss matters of land acquisition, personnel matters or other lawful matters that are specifically related to items listed on this agenda. Prior to any such closed session the Mayor, in open session, will identify the agenda item to be discussed and the section or sections of Chapter 551 under which the closed discussion is authorized.

CALL TO ORDER

CALL OF ROLL

CITIZEN INQUIRIES – NOT TO EXCEED 30 MINUTES

Citizen inquiries are limited to 3 minutes per person. Preference is given to speakers addressing agenda items. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision by Council shall be limited to a proposal to place the subject on the agenda of a future meeting.

WORK SESSION

1. Discuss the Main Street Advisory Board Strategic Plan.
   C. Boothe

2. Discuss revisions to Conroe Personnel Policies.
   A. Houser

3. Discuss 3 year contract for EPR Systems to become the new vendor for the Fire Department Records Management System (RMS).
   K. Kreger

4. Discuss initial offer from Entergy Texas Inc. to acquire easements from the City to construct certain electrical facilities as part of Entergy's power system.
   C. Bogert

5. Discuss Special Warranty Donation Deed of Real Property from MRSS Partners, LTD to City to construct certain water facilities as proposed Water Plant #30 Moran Ranch.
   C. Bogert

6. Discuss requested partial release of a Combination Drainage and Utility Easement in the proposed Ladera Trails Section 4 Subdivision.
   C. Bogert

7. Conduct a Public Hearing for requested partial release of a Combination Drainage and Utility Easement in the proposed Ladera Trails Section 4 Subdivision.
   C. Bogert

8. Discuss approval of the Knight Security facility quote for the new Oscar Johnson Jr. Community Center.
   C. Bogert

9. Discuss bids received for the Downtown Alley Conversion Projects.
C. Bogert

10. Discuss bids received for the Street Rehab - Tanglewood 1A Project, Dallas Street Realignment Project, Access to Fire Station No. 8, and Repairs to Fire Station No. 6 Entrance.
C. Bogert

11. Discuss the Old Conroe Road amended Advance Funding Agreement with Texas Department of Transportation.
N. McGuire

12. Discuss appointment of 2023 Transportation Policy Council revision.
N. McGuire

13. Discuss contract extension for the City of Conroe Transit Operations Service - Solicitation No. 1101-2019.
N. Mikeska

14. Discuss committing local match for the FY20 Section 5339 Bus and Bus Facilities grant program.
N. Mikeska

15. Discuss a Resolution to appoint an alternate member to the Conroe Woodlands Urbanized Area Transit Advisory Committee.
N. Mikeska

16. Discuss carpet installation in lobby of City Hall/Visitor's Center.
C. Boothe

17. Discuss purchase of replacement modems for Police Patrol and Fire vehicles from NewCom under the Buyboard State Contract 603-20.

18. Discuss AT&T's 2nd Amendment for the Radio Tower located at 401 Sgt. Ed Holcomb Blvd.
C. Boothe

19. Discuss consideration for renovations of various Engineering/Permits offices at Conroe Municipal Center.
C. Boothe

20. Discuss adoption of a Resolution approving the appointment of a Director to the Conroe Municipal Management District 1.
G. Scott

CONVENE MEETING OF THE CITY COUNCIL OF CONROE, TEXAS AND THE CONROE LOCAL GOVERNMENT CORPORATION (CLGC). MEETING AGENDA

21. Discuss Amendment to Hotel & Convention Center Project Budget.
C. Boothe

22. Vendor: DPR Construction
C. Boothe

23. Vendor: Garfield Public Private
C. Boothe

ADJOURN CLGC MEETING, RESUME CITY COUNCIL MEETING

Recess Open Meeting in order to conduct Closed Executive Session for consultation with attorney to receive legal advice concerning the following threatened, contemplated or pending claims and litigation, and to deliberate other matters as authorized by Texas Government Code Chapter 551.071, 551.072, and 551.074 relating to:

24. * SJRA GRP Contract litigation (Section 551.071);
* QUADVEST, LP, et al vs. SJRA vs. CITY OF CONROE, ET AL (Section 551.071);
* Legal advice concerning contract provisions related to Hotel Conference Center project (Sec. 551.071);
* Deliberation concerning the purchase, exchange, lease or value of real property (Section 551.072); and
* Personnel Matters (Section 551.074).
Mayor Czajkoski

Reconvene Open Meeting

Briefing – The Council will be briefed on and may discuss any item on the Action Agenda.

Council Members Inquiry Time – Pursuant to Tex. Gov. Code Sec. 551.042 the Mayor or Council Members may inquire about a subject not specifically listed on this agenda. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.

RECESS

Meeting Date: 04/12/2023
Department: Finance
Contact: Collin Boothe, Asst. City Administrator and Director of Finance
Submitted By: Collin Boothe, Asst. City Administrator and Director of Finance

Workshop

Item Type: Presentation

Item Type: Presentation
C. Boothe
Joint Meeting: No Joint Meeting

Description
Discuss the Main Street Advisory Board Strategic Plan.

Summary / Recommendation
The Downtown Conroe Main Street Advisory Board will present the 2023-2025 Strategic Plan. This is a presentation and discussion item only.

Attachments
MSAB Strategic Plan Presentation

Meeting Date: 04/12/2023
Department: Human Resources
Contact: Andre Houser, Human Resources Director
Submitted By: Andre Houser, Human Resources Director

Workshop

Item Type: Presentation

Item Type: Presentation
A. Houser
Joint Meeting: No Joint Meeting

Description
Discuss revisions to Conroe Personnel Policies.

Summary / Recommendation
Revisions to the Conroe Personnel Policies are presented for discussion. Updates required by Federal and State regulations have been made. New areas have been added, including: A section that allows a method for employees to report harassment other issues anonymously. Several areas that address opportunities and requirements for additional straining. Updates to the harassment policies, and addition of a policy addressing workplace relationships. More clearly defined discipline policies. Other areas that were discussed with either Council Members or Department Directors have been addressed. The policies have been vetted by the Legal Department, and have been sent to the Department Directors for comment on more than one occasion. Staff recommends approval.

Attachments
Chapter 1 and 2
Chapter 3
Chapter 4
Chapter 5 and 6
Chapter 7

Meeting Date: 04/12/2023
Department: Fire
Contact: Ken Kreger, Fire Chief
Submitted By: Mike Legoudes, Assistant Fire Chief

Workshop

Item Type: Bid Award

K. Kreger

Joint Meeting: No Joint Meeting

Description

Discuss 3 year contract for EPR Systems to become the new vendor for the Fire Department Records Management System (RMS).

Summary / Recommendation

EPR proposed to replace Firehouse Software, which has been in use by the Department since approximately 2007. Firehouse has reached end-of-life with support for the product ending on June 30, 2023. Total first year cost is $28,105.00. Total 3 year cost is $71,815.00. First year cost will be absorbed in the current FY 22-23 Fire Department budget. The RMS is necessary to maintain records on emergency response incidents, fire and arson investigations, and commercial occupancy pre-planning. The system meets all local, State, and Federal requirements for reporting and record retention. Approval of the proposed 3 year contract with EPR systems, with first year expenditure of $28,105.00 is recommended.

Fiscal Impact

Expenditure Amount: $28,105.00
Revenue Amount: 0
Account Number: 001-1300-8041
Budget Amendment Required Y/N: N
Financial Review Complete: CS
Financial Review Notes:
A line-item budget adjustment will be needed. The budget for the current year can be reclassified from 001-1300-8060 (contract services)

Attachments

MSLA
Price Evaluation

Meeting Date: 04/12/2023
Department: Public Works
Contact: Chris Bogert, Asst. Director Engineering/Capital Imprvmts
Submitted By: Melannie Borbon, Engineering Aide

Workshop

Item Type: Other

C. Bogert

Joint Meeting: No Joint Meeting

Description

Discuss initial offer from Entergy Texas Inc. to acquire easements from the City to construct certain electrical facilities as part of Entergy's power system.

Summary / Recommendation

Entergy Texas Inc. wishes to acquire two easements for the purpose of constructing electrical facilities as part of their power system. Entergy is offering the City $6,825 as compensation for the acquisition of easements. Staff recommends approval.

Fiscal Impact

Expenditure Amount:	$0
Revenue Amount:	$6,825.00
Account Number:	001-1020-6060
Budget Amendment Required Y/N:	N
Financial Review Complete:	CS
Financial Review Notes:	

Attachments

Entergy Easement Acquisition

Meeting Date: 04/12/2023
Department: Public Works
Contact: Chris Bogert, Asst. Director Engineering/Capital Imprvmts
Submitted By: Melannie Borbon, Engineering Aide

Workshop

Item Type: Other

Item Type: Other

C. Bogert

Joint Meeting: No Joint Meeting

Description

Discuss Special Warranty Donation Deed of Real Property from MRSS Partners, LTD to City to construct certain water facilities as proposed Water Plant #30 Moran Ranch.

Summary / Recommendation

MRSS Partners, LTD wishes to convey to the City in fee simple a tract or parcel of land approximately 5.155 acres of land in the F.K. Henderson Collard Survey, Abstract 248, Montgomery County, Texas. Such land shall be for use by the City as a water plant site, including an elevated storage tank and related appurtenances to extend water utilities to serve the Moran Ranch Development within the city limits. Staff recommends approval.

Attachments

Special Warranty Donation Deed

Meeting Date: 04/12/2023
Department: Public Works
Contact: Chris Bogert, Asst. Director Engineering/Capital Imprvmts
Submitted By: Melannie Borbon, Engineering Aide

Workshop

Item Type: Other

Item Type: Other

C. Bogert

Joint Meeting: No Joint Meeting

Description

Discuss requested partial release of a Combination Drainage and Utility Easement in the proposed Ladera Trails Section 4 Subdivision.

Summary / Recommendation

Friendswood Development Company has requested a partial release of a Combination Drainage and Utility Easement in the proposed Ladera Trails Section 4 Subdivision. When the Valencia Place 60-ft right-of-way is recorded in the Section 4 plat, the portion of the existing easement located within the right-of-way will become obsolete. The preliminary plat of Ladera Trails Section 4 Subdivision has been conditionally approved by the Planning Commission and the abandonment is a condition which must be addressed prior to final plat approval. The existing easement is not needed and must be released prior to final plat approval. A “Release of Easement” has been provided for the Mayor’s signature. Staff recommends approval.

Attachments

Partial Release Combo Easement Workshop

Meeting Date: 04/12/2023
Department: Public Works
Contact: Chris Bogert, Asst. Director Engineering/Capital Imprvmts
Submitted By: Melannie Borbon, Engineering Aide

Workshop

Item Type: Hearing

Item Type: Hearing

C. Bogert

Joint Meeting: No Joint Meeting

Description

Conduct a Public Hearing for requested partial release of a Combination Drainage and Utility Easement in the proposed Ladera Trails Section 4 Subdivision.

Summary / Recommendation

Friendswood Development Company has requested a partial release of a Combination Drainage and Utility Easement in the proposed Ladera Trails Section 4 Subdivision. When the Valencia Place 60-ft right-of-way is recorded in the Section 4 plat, the portion of the existing easement located within the right-of-way will become obsolete. The preliminary plat of Ladera Trails Section 4 Subdivision has been conditionally approved by the Planning Commission and the abandonment is a condition which must be addressed prior to final plat approval. The existing easement is not needed and must be released prior to final plat approval. A “Release of Easement” has been provided for the Mayor’s signature. Staff recommends approval.

Attachments

Partial Release Combo Easement Public Hearing

Meeting Date: 04/12/2023
Department: Finance
Contact: Collin Boothe, Asst. City Administrator and Director of Finance
Submitted By: Pam Cobb, Asst. Director IT

Workshop

Item Type: Presentation

C. Bogert

Joint Meeting: No Joint Meeting

Description

Discuss approval of the Knight Security facility quote for the new Oscar Johnson Jr. Community Center.

Summary / Recommendation

Discuss approval of Knight Security facility security quote for the new Oscar Johnson Jr. Community Center. This quote includes access control and surveillance cameras. This quote is state contract pricing under DIR-CPO-4494 for a total cost of $178,444.24.

Fiscal Impact

Expenditure Amount: $178,444.24
Revenue Amount: 0
Account Number: 607-8090-9050-H64
Budget Amendment Required Y/N: N
Financial Review Complete: CS
Financial Review Notes:
A line-item budget adjustment will be needed. The budget for the current year can be reclassified from 607-8090-9020

Attachments

Knight Security Quote for OJJCC

Meeting Date: 04/12/2023
Department: Public Works
Contact: Chris Bogert, Asst. Director Engineering/Capital Imprvmts
Submitted By: Brandy Taylor, Engineering Projects Coordinator

Workshop

Item Type: Bid Award

C. Bogert

Joint Meeting: No Joint Meeting

Description

Discuss bids received for the Downtown Alley Conversion Projects.

Summary/Recommendation

The scope of this project is the beautification of three alleys in the Downtown District by converting overhead electric and telecommunication lines to underground, waterline rehabilitation, sanitary and storm sewer lines rehabilitation and repaving two alleys with pavers and one with asphalt. Project includes some electrical and telecommunication work on the customer side. Due to the complexity of this project several contractors downloaded the plans and specifications, however we only received one bid. Staff recommends awarding the project to Larry Young Paving in the amount of $6,475,888.56 to be substantially complete in 270 days and full complete in 300 days.

1. Is the request necessary?

Yes, this project is for Capital Improvements.

2. Why was the item not budgeted in the normal budget process?

This project was budgeted during the normal process. However, bids came in higher than expected due to inflation. Project savings from various projects listed will cover this project. The budget amendment necessary will be within the capital project funds and only be between the projects. No additional funding is required.

3. Why can a transfer not be made within the department?

This is a capital expense.

Source of Funds & Amount of Amendment Needed:

Reserves: $	Grants: $
Bond Proceeds: $1,308,138.56	Additional Revenues: $

5-Year Budget Impact

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Revenues						
Expenditures						
Personnel	$	$	$	$	$	$
Supplies						
Contractual						
Capital	$1,308,138.56					$1,308,138.56
Total	$1,308,138.56	**$**	**$**	**$**	**$**	$1,308,138.56
Net Impact	($1,308,138.56)	**$**	**$**	**$**	**$**	($1,308,138.56)

City of Conroe Financial Management Policy, Section V.B. - The budget may be amended by using the following criteria for evaluation of requests. The following questions must be answered by the appropriate department head prior to submittal to the City Council for approval and shall be included as a part of the agenda packet:

The Director of Finance certifies that there are available revenues in excess of those estimated in the budget or that unreserved/unencumbered fund balance is available.

Fiscal Impact

Expenditure Amount: $1,308,138.56
Revenue Amount: $0
Account Number: Multiple - See below
Budget Amendment Required Y/N: N
Financial Review Complete: CS
Financial Review Notes:

The budget amendment will be between various projects and not require additional funds.

601-UNALLOCATED SAVINGS $32,000 (TO I01)
602-UNALLOCATED SAVINGS - $215,000 (To I01)
605-UNALLOCATED SAVINGS $18,000 (To I01)
602-8060-9030-I01-$70,594 (TRANSFER FROM PROJECT H47)
605-8060-9030-I01-$87,079 (TRANSFER FROM PROJECT I64)
605-8060-9030-I01-$232,000 (TRANSFER FROM PROJECT G95)
606-8060-9030-I01-$1,195,750
608-8060-9030-I01-$3,972,000
608-8060-9030-I01-$653,465.56 (TRANSFER FROM PROJECT I12)

Attachments

Contractor's Bid
CIP Sheet
Plan Holder's List

Meeting Date: 04/12/2023
Department: Public Works
Contact: Chris Bogert, Asst. Director Engineering/Capital Imprvmts
Submitted By: Brandy Taylor, Engineering Projects Coordinator

Workshop

Item Type: Bid Award

C. Bogert

Joint Meeting: No Joint Meeting

Description

Discuss bids received for the Street Rehab - Tanglewood 1A Project, Dallas Street Realignment Project, Access to Fire Station No. 8, and Repairs to Fire Station No. 6 Entrance.

Summary/Recommendation

The project includes the following work in Tanglewood area: Mill and overlay of approx. 22,790 SY of asphalt road; approx. 140 LF of road extension and removal of 9,000 SY of asphalt and concrete road; construction of approx. 9,000 SY of concrete, curbed roads; and 2,150 SY of new concrete road for the realignment of a street in the Uptown District including pavement markings, small road sign relocation, water valve and manhole adjustments, and drainage improvements. The project also includes additional work in several areas of the City such as: Mill and overlay 1,200 SY at Southmore Dr.; road widening which includes removal of 480 SY of asphalt and installation of 870 SY of asphalt, drainage improvements, pavement markings, concrete driveway installation, manhole adjustments and small sign relocations at Presswood Rd.; and a driveway repair and installation of a small drainage system at Fire Station 6. On March 2, five bids were received by the City Secretary's office. The committee met to review and evaluate the bids for the best bid. Staff recommends the award to Texas Materials Group dba Gulf Coast in the amount of $2,647,235.80 to be substantially complete in 240 days and fully complete in 270 days.

1. Is the request necessary?

Yes, for access to Fire Station No. 08.

2. Why was the item not budgeted in the normal budget process?

Fire Station No. 08 was budgeted during the ordinary budget process, but the access road was not included. Engineering is using project savings to pay construction for this project. Use funding from project G85 in the amount of $210,935.30 (to project I37).

3. Why can a transfer not be made within the department?

This is a capital expense.

Source of Funds & Amount of Amendment Needed:

Reserves: $	Grants: $
Bond Proceeds: $210,935.30	Additional Revenues: $

5-Year Budget Impact

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Revenues						
Expenditures						
Personnel	$	$	$	$	$	$
Supplies						
Contractual						
Capital	$210,935.30					$210,935.30
Total	$210,935.30	**$**	**$**	**$**	**$**	$210,935.30
Net Impact	($210,935.30)	**$**	**$**	**$**	**$**	($210,935.30)

City of Conroe Financial Management Policy, Section V.B. - The budget may be amended by using the following criteria for evaluation of requests. The following questions must be answered by the appropriate department head prior to submittal to the City Council for approval and shall be included as a part of the agenda packet:

The Director of Finance certifies that there are available revenues in excess of those estimated in the budget or that unreserved/unencumbered fund balance is available.

Fiscal Impact

Expenditure Amount: $210,935.30
Revenue Amount: $0
Account Number: Multiple - See below

Budget Amendment Required Y/N: N
Financial Review Complete: CS
Financial Review Notes:
Budget Amendment is between projects and does not require additional funding.

601-8060-9030-G85-$1,970,156
602-8060-9030-G85-$110,312.50
602-8060-9030-I04-$39,317
605-8060-9030-I04-$245,000
608-8060-9030-I04-$20,109
608-8060-9030-I37-$210,935.30 (Transfer money from G85 to I37 in the amount of $210,935.30)
001-1300-7180=$51,406

Attachments

Bid Tabulation
CIP Sheet
CIP Sheet

Meeting Date: 04/12/2023
Department: Public Works
Contact: Norman McGuire, Asst. City Administrator and Public Works Director
Submitted By: Brandy Taylor, Engineering Projects Coordinator

Workshop

Item Type: Resolution

N. McGuire

Joint Meeting: No Joint Meeting

Description

Discuss the Old Conroe Road amended Advance Funding Agreement with Texas Department of Transportation.

Summary / Recommendation

Consider the approval of the amended design Advance Funding Agreement with TxDOT for the widening of Old Conroe Road, from South Loop 336 to FM 1488, to four lanes extending the roadway to include a bridge over the West Fork of San Jacinto River. At this time the design Advance Funding Agreement obligates the City to contribute $10,129,969 total. This includes $150,000 initial upfront cost until such time we bring the Construction Advance Funding Agreement for City Council's future consideration. The City will purchase the right-of-way separate from this agreement. Staff is also in the process of negotiating with the County to split the local portion for future construction. There is the potential for the City to request additional funding from HGAC in the future. Staff recommends approval of this amended design Advance Funding Agreement.

Fiscal Impact

Expenditure Amount: $10,129,969
Revenue Amount: $0
Account Number: Multiple - See Below
Budget Amendment Required Y/N: N
Financial Review Complete: CS
Financial Review Notes:
601-8060-9030-H31-$2,365,000 605-8060-9030-H31-$135,000 608-8060-9030-H31-$3,814,984.50 608-8060-9030-G58-$3,814,984.50 This project has budget to be encumbered.

Attachments

Resolution
Advance Funding Agreement
CIP Sheet

Meeting Date: 04/12/2023
Department: Public Works
Contact: Norman McGuire, Asst. City Administrator and Public Works Director
Submitted By: Brandy Taylor, Engineering Projects Coordinator

Workshop

Item Type: Resolution

Item Type: Resolution
N. McGuire
Joint Meeting: No Joint Meeting

Description
Discuss appointment of 2023 Transportation Policy Council revision.

Summary / Recommendation
Discuss appointment of the Transportation Policy Council members for 2023. Howard Wood - Remains the same (Primary voting member) and Norman McGuire -Replacement (Alternate voting member).

Attachments
Appointment Form
Resolution

Meeting Date: 04/12/2023
Department: Community Development
Contact: Nancy Mikeska, Asst. City Administrator and Community Development Director
Submitted By: Shawn Davis, Asst. Director Transportation

Workshop

Item Type: Other

N. Mikeska

Joint Meeting: No Joint Meeting

Description

Discuss contract extension for the City of Conroe Transit Operations Service - Solicitation No. 1101-2019.

Summary / Recommendation

Discuss extension of MTM contract for an additional 60 days to allow for a smoother transitional period for in-house operation.

Fiscal Impact

Expenditure Amount:	$70,436
Revenue Amount:	
Account Number:	001-1044-8057
Budget Amendment Required Y/N:	N
Financial Review Complete:	CS
Financial Review Notes:	

Meeting Date: 04/12/2023
Department: Community Development
Contact: Nancy Mikeska, Asst. City Administrator and Community Development Director
Submitted By: Shawn Davis, Asst. Director Transportation

Workshop

Item Type: Other

N. Mikeska

Joint Meeting: No Joint Meeting

Description
Discuss committing local match for the FY20 Section 5339 Bus and Bus Facilities grant program.

Summary/Recommendation
Staff sought Council's support to apply for the FY20 5339 grant in February 2020. Staff was awarded $896,000 to purchase vehicles to support the growth of the transit system. Staff is looking to procure non-CDL revenue vehicles to support in-house operations and recruitment efforts.

1. Is the request necessary?
To support in-house operations, it is vital that the transit program has non-CDL vehicles to recruit operators and further the City's vision of system efficiencies.

2. Why was the item not budgeted in the normal budget process?
The transit department received an increase of federal funding during and after the pandemic. We were required by law, to spend those funds first. With the new direction of the City to move operations in-house and the lapsing time to program/accept this funding staff recommends securing the funding now for our future use.

3. Why can a transfer not be made within the department?
The 1044-8057 budget has approximately $60,000 that can be used toward the local match.

Source of Funds & Amount of Amendment Needed:

Reserves: $60,000 (1044-8057)	Grants: $896,000
Bond Proceeds: $	Additional Revenues: $119,000

5-Year Budget Impact

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Revenues						
Expenditures	119,000	0	0	0	0	119,000
Personnel	$	$	$	$	$	$
Supplies						
Contractual						
Capital						
Total	**$119,000**	**$0**	**$0**	**$0**	**$0**	**$0**
Net Impact	**$119,000**	**$0**	**$0**	**$0**	**$0**	**$0**

City of Conroe Financial Management Policy, Section V.B. - The budget may be amended by using the following criteria for evaluation of requests. The following questions must be answered by the appropriate department head prior to submittal to the City Council for approval and shall be included as a part of the agenda packet:

The Director of Finance certifies that there are available revenues in excess of those estimated in the budget or that unreserved/unencumbered fund balance is available.

Fiscal Impact

Expenditure Amount: 119,000
Revenue Amount:
Account Number: 001-1044-8057
Budget Amendment Required Y/N: N
Financial Review Complete: CS
Financial Review Notes:
Budget available to cover these costs.

Attachments

2020 Agenda Item and Resolution

Meeting Date: 04/12/2023
Department: Community Development
Contact: Nancy Mikeska, Asst. City Administrator and Community Development Director
Submitted By: Shawn Davis, Asst. Director Transportation

Workshop

Item Type: Resolution

Item Type: Resolution
N. Mikeska
Joint Meeting: No Joint Meeting

Description
Discuss a Resolution to appoint an alternate member to the Conroe Woodlands Urbanized Area Transit Advisory Committee.

Summary / Recommendation
The Conroe –Woodlands Urbanized Area Transit Advisory Committee advises and consults the designated recipients (Conroe and The Woodlands) on expenditures of the transit funding related to planning, service delivery, administration and oversight duties for the provision of public transportation services and related programs in the Conroe-Woodlands Urbanized Area; while assuring an impartial and equitable approach to meeting the transit needs of all stakeholders of the UZA. The alternate appointee may be an elected official or an employee of the entity. Paul Virgadamo served as the alternate member since 2015. Due to his position concluding; staff is seeking to replace his member chair with Councilman Howard Wood. The current primary appointee is Councilman Todd Yancey. Approve a resolution reassigning a new alternate committee member in accordance with the Transit Advisory Committee bylaws. Appoint Councilman Howard Wood as the alternate committee member, replacing Paul Virgadamo.

Attachments
UZA Interlocal Agreement and Bylaws
UZA Alternate Appointee Resolution

Meeting Date: 04/12/2023
Department: Finance
Contact: Collin Boothe, Asst. City Administrator and Director of Finance
Submitted By: Tammie Rushing, Facilities Mgr

Workshop

Item Type: Presentation

C. Boothe

Joint Meeting: No Joint Meeting

Description

Discuss carpet installation in lobby of City Hall/Visitor's Center.

Summary/Recommendation

Discuss the consideration of carpet installation in the lobby of City Hall/Visitor's Center. Carpet is planned for areas not currently tiled until the final remodel has been completed. This will make the space useable for various groups for rehearsals and classes. The Facilities Management Fund will expend $12,181.53 for the Human Resources area, H.O.T. will expend $9,849.46 for Visitor's Center and the balance of $53,009.52 will be charged to the Facilities Management CIP

1. Is the request necessary?

The flooring needs to be installed because the entire area is very rough with un-level concrete and not useable for any kind of function. This area is also very dusty for our HVAC system.

2. Why was the item not budgeted in the normal budget process?

At the time that the budget was prepared we did not have final plans for the future of this area of the building. Plans have now been completed.

3. Why can a transfer not be made within the department?

The funds are from 2 different accounts. The Facilities Management Fund has a CIP for part and the HOT portion will be an amendment.

Source of Funds & Amount of Amendment Needed:

Reserves: $9,849.46	Grants: $
Bond Proceeds: $65,201.05	Additional Revenues: $

5-Year Budget Impact

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Revenues						
Expenditures	$75,050.15	0	0	0	0	$75,050.15
Personnel	$	$	$	$	$	$
Supplies						
Contractual						
Capital						
Total	**$**	**$**	**$**	**$**	**$**	**$**
Net Impact	**$**	**$**	**$**	**$**	**$**	**$**

City of Conroe Financial Management Policy, Section V.B. - The budget may be amended by using the following criteria for evaluation of requests. The following questions must be answered by the appropriate department head prior to submittal to the City Council for approval and shall be included as a part of the agenda packet:

The Director of Finance certifies that there are available revenues in excess of those estimated in the budget or that unreserved/unencumbered fund balance is available.

Fiscal Impact

Expenditure Amount: $9,849.46
Revenue Amount:
Account Number: 004-4010-9030 I26-XP
Budget Amendment Required Y/N: Y
Financial Review Complete: CS
Financial Review Notes:

Expenditure Amount: $12,191.53
Revenue Amount:
Account Number: 025-2500-8060 I26-XP
Budget Amendment Required Y/N: N
Financial Review Complete: CS
Financial Review Notes:

Expenditure Amount: $53,009.52
Revenue Amount:
Account Number: 608-8080-9030 I26-XP
Budget Amendment Required Y/N: N
Financial Review Complete: CS
Financial Review Notes:

Attachments

carpet quote for lobby

Meeting Date: 04/12/2023
Department: Finance
Contact: Collin Boothe, Asst. City Administrator and Director of Finance
Submitted By: Pam Cobb, Asst. Director IT

Workshop

Item Type:

Joint Meeting:

Description

Discuss purchase of replacement modems for Police Patrol and Fire vehicles from NewCom under the Buyboard State Contract 603-20.

Summary / Recommendation

The current modems are past their useful life span. This is funded in the IT Technology Fund.

Fiscal Impact

Expenditure Amount:	$85,393.00
Revenue Amount:	
Account Number:	150-1130-7254 and 001-1130-8060
Budget Amendment Required Y/N:	N
Financial Review Complete:	CS
Financial Review Notes:	

Attachments

Quote Newcom MP70
Quote NewCom RV55

Meeting Date: 04/12/2023
Department: Finance
Contact: Collin Boothe, Asst. City Administrator and Director of Finance
Submitted By: Tammie Rushing, Facilities Mgr

Workshop

Item Type: Presentation

C. Boothe

Joint Meeting: No Joint Meeting

Description

Discuss AT&T's 2nd Amendment for the Radio Tower located at 401 Sgt. Ed Holcomb Blvd.

Summary / Recommendation

AT&T has an agreement with the City of Conroe and Montgomery County Hospital District for lease space on the Radio Tower located at 401 Sgt Ed Holcomb Blvd. The lease originated May 1, 2017. This is the 2nd amendment to the lease. The equipment proposed to be replaced will require an additional 2.6% of weight load on the tower. This is an increase of $163.67 monthly for a total of $1,964.04 additional annual revenue.

Fiscal Impact

Expenditure Amount:	0
Revenue Amount:	$1964.04
Account Number:	001-1020-6030
Budget Amendment Required Y/N:	N
Financial Review Complete:	CS
Financial Review Notes:	

Attachments

Second Amendment AT&T Sgt Ed Holcomb

Meeting Date: 04/12/2023
Department: Finance
Contact: Collin Boothe, Asst. City Administrator and Director of Finance
Submitted By: Tammie Rushing, Facilities Mgr

Workshop

Item Type: Presentation

C. Boothe

Joint Meeting: No Joint Meeting

Description

Discuss consideration for renovations of various Engineering/Permits offices at Conroe Municipal Center.

Summary / Recommendation

Renovation of various offices in the Engineering/Permits Department located at Conroe Municipal Center. Due to the City growth additional personnel are being hired and require the extra workspace.

Fiscal Impact

Expenditure Amount:	$49,200
Revenue Amount:	
Account Number:	025-2500-8060, 001-1570-8060
Budget Amendment Required Y/N:	N
Financial Review Complete:	CS
Financial Review Notes:	

Attachments

Engineering Renovations

Meeting Date: 04/12/2023
Department: Administration
Contact: Gary Scott, City Administrator
Submitted By: Pamela Brown, Adm. Assistant - Adminstration

Workshop

Item Type: Resolution

Item Type: Resolution
G. Scott
Joint Meeting: No Joint Meeting

Description
Discuss adoption of a Resolution approving the appointment of a Director to the Conroe Municipal Management District 1.

Summary / Recommendation
Conroe MMD No. 1 was created to aid the development of the Grand Central Property, formally the Boy Scout property in south Conroe. Under the terms of the MMD enabling statute the District's board is authorized to nominate directors who must be either approved or disapproved by the City Council. The District's board has nominated Stephen Jager Livingston to serve on the board for a term expiring in April 23, 2027.

Attachments
H:\Dynamic\Legal Secretary\RESOLUTI

Meeting Date: 04/12/2023
Department: Finance
Contact: Collin Boothe, Asst. City Administrator and Director of Finance
Submitted By: Collin Boothe, Asst. City Administrator and Director of Finance

Workshop

Item Type: PRES,OTH

C. Boothe

Joint Meeting: No Joint Meeting

Description

Discuss Amendment to Hotel & Convention Center Project Budget.

Summary/Recommendation

The purpose of this agenda item is to amend the Hotel & Convention Center project budget in the amount of $377,316 for furniture, fixtures, and equipment (FF&E) and operating supplies and equipment (OS&E). The City's development manager, Garfield Public/Private, has requested the additional funding primarily due to inflation cost increases. The revenue source for this increase is interest earnings within the project construction funds.

The prior project budget was $107,410,494, and the revised project budget will be $108,566,483, which is an increase of $1,155,989. Of this amount, $377,316 is additional for FF&E and OS&E, and $778,673 is related to Amendment 007 with DPR for construction.

1. Is the request necessary?

Yes, these items are necessary to complete the construction and opening of the Hyatt Regency Conroe Hotel & Convention Center.

2. Why was the item not budgeted in the normal budget process?

These cost increases were unforeseen at the time the budget was considered.

3. Why can a transfer not be made within the department?

Funding will come from interest earnings on the construction accounts.

Source of Funds & Amount of Amendment Needed:

Reserves: $	Grants: $
Bond Proceeds: $	Additional Revenues: $377,316

5-Year Budget Impact

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Revenues	$377,316					
Expenditures						
Personnel	$	$	$	$	$	$
Supplies						
Contractual						
Capital	$377,316					
Total	**$377,316**	**$**	**$**	**$**	**$**	**$**
Net Impact	**$0**	**$**	**$**	**$**	**$**	**$**

City of Conroe Financial Management Policy, Section V.B. - The budget may be amended by using the following criteria for evaluation of requests. The following questions must be answered by the appropriate department head prior to submittal to the City Council for approval and shall be included as a part of the agenda packet:

The Director of Finance certifies that there are available revenues in excess of those estimated in the budget or that unreserved/unencumbered fund balance is available.

Fiscal Impact

Expenditure Amount: $377,316
Revenue Amount: $377,316
Account Number: Various
Budget Amendment Required Y/N: Y
Financial Review Complete: CHB
Financial Review Notes:

This budget amendment will impact the construction trust, Fund 603, and Fund 609

Attachments

Project Budget

Meeting Date: 04/12/2023
Department: Finance
Contact: Collin Boothe, Asst. City Administrator and Director of Finance
Submitted By: Cassie Smith, Asst. Director of Finance

Workshop

CITY OF CONROE

Joint Meeting:
C. Boothe

CLGC

Vendor Name
Vendor: DPR Construction

Invoice Number
DPRB013709 - A

Description
DPR Construction March 2023 Pay App #18

Amount
$2,251,200.00

Attachments

DPR

Meeting Date: 04/12/2023
Department: Finance
Contact: Collin Boothe, Asst. City Administrator and Director of Finance
Submitted By: Cassie Smith, Asst. Director of Finance

Workshop

CITY OF CONROE

Joint Meeting:
C. Boothe

CLGC

Vendor Name
Vendor: Garfield Public Private

Invoice Number
423-030-A

Description
GPP March 2023 Pay Application

Amount
$1,489,295.98

Attachments

423-030

Meeting Date: 04/12/2023
Department: Administration
Contact: Gary Scott, City Administrator
Submitted By: Pamela Brown, Adm. Assistant - Adminstration

Workshop

Item Type: Executive Session

Item Type: Executive Session

Mayor Czajkoski

Joint Meeting: No Joint Meeting

Description

* SJRA GRP Contract litigation (Section 551.071);
* QUADVEST, LP, et al vs. SJRA vs. CITY OF CONROE, ET AL (Section 551.071);
* Legal advice concerning contract provisions related to Hotel Conference Center project (Sec. 551.071);
* Deliberation concerning the purchase, exchange, lease or value of real property (Section 551.072); and
* Personnel Matters (Section 551.074).

Summary / Recommendation

* SJRA GRP Contract litigation (Section 551.071); * QUADVEST, LP, et al vs. SJRA vs. CITY OF CONROE, ET AL (Section 551.071); * Legal advice concerning contract provisions related to Hotel Conference Center project (Sec. 551.071); * Deliberation concerning the purchase, exchange, lease or value of real property (Section 551.072); and * Personnel Matters (Section 551.074).