CITY OF CONROE

NOTICE OF REGULAR
WORK SESSION
CITY HALL COUNCIL CHAMBERS - 300 WEST DAVIS ST.

CONVENES: WEDNESDAY, APRIL 26, 2023 - 2:00 P.M. - RECESS
RECONVENES: THURSDAY, APRIL 27, 2023 - 9:30 A.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 status of current Capital Improvement Projects.
   C. Bogert

2. Discuss the update to existing Resolution 4722-23 related to the Federal Emergency Management Agency (FEMA) for the 2022 Flood Mitigation Assistance (FMA) Program and the Building Resilient Infrastructure and Communities (BRIC) funding program.
   C. Bogert

3. Discuss three variance requests from DFD Architects to Sections 14-35, 14-83, and 86-3 of the Conroe Code of Ordinances.
   N. McGuire

4. Discuss a variance request from Baker's Signs submitted on behalf of Montgomery County Veterans Memorial Commission to allow for an increased sign height and increased sign area as regulated by Chapter 90, Conroe Code of Ordinances.
   N. McGuire

5. Discuss awarding grant & sponsorships from Hotel Occupancy Tax.
   C. Boothe

6. Discuss second amendment to the City's Operating Budget for FY 22-23.
   C. Boothe

7. Discuss the second amendment to the FY 22-23 Capital Improvement Program Budget.
   C. Boothe

8. Discuss the FY 22-23 2nd Quarter Investment Report.
   C. Boothe

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:

9. * SJRA GRP Contract litigation (Section 551.071);
   * QUADVEST, LP, et al vs. SJRA vs. CITY OF CONROE, ET AL (Section 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: 04/26/2023
Department: Public Works
Contact: Chris Bogert, Asst. Director Engineering/Capital Imprvmts
Submitted By: Brandy Taylor, Engineering Projects Coordinator

Workshop

Item Type: Presentation

CITY OF CONROE

Item Type: Presentation

C. Bogert

Joint Meeting: No Joint Meeting

Description

Discuss the status of current Capital Improvement Projects.

Summary / Recommendation

Discuss the status of current Capital Improvement Projects.

Meeting Date: 04/26/2023
Department: Public Works
Contact: Chris Bogert, Asst. Director Engineering/Capital Imprvmts
Submitted By: Brandy Taylor, Engineering Projects Coordinator

Workshop

Item Type: Resolution

CITY OF CONROE

Item Type: Resolution

C. Bogert

Joint Meeting: No Joint Meeting

Description

Discuss the update to existing Resolution 4722-23 related to the Federal Emergency Management Agency (FEMA) for the 2022 Flood Mitigation Assistance (FMA) Program and the Building Resilient Infrastructure and Communities (BRIC) funding program.

Summary / Recommendation

Discuss the update to existing Resolution 4722-23 for application and designate the City's Project Engineer and Assistant Director of Capital Projects/City Engineer as the City's Authorized Representative to act in all matters in connection with the application and participation with the grant. This update is necessary due to reorganization of City staff for improved operations.

Attachments

RESOLUTION
Resolution 4722-23

Meeting Date: 04/26/2023
Department: Public Works
Contact: Norman McGuire, Asst. City Administrator and Public Works Director
Submitted By: John Mangiameli, Asst. Director Building Inspect. and Permits

Workshop

Item Type: Other

Item Type: Other

N. McGuire

Joint Meeting: No Joint Meeting

Description

Discuss three variance requests from DFD Architects to Sections 14-35, 14-83, and 86-3 of the Conroe Code of Ordinances.

Summary / Recommendation

This is a series of three variance requests for an age restricted multifamily independent living and an assisted living facility to be located at 2190 Westview. Variance request 1) is to allow a reduction to the minimum size dwelling unit from 650 square feet to 632 square feet (staff has no objection). Variance request 2) is to allow for the elimination of the required fence specified in section 14-83 of the ordinance (staff does not support this request except along the North boundary). Variance request 3) is to allow the use of the age restricted parking requirements for 55 and older instead of 65 and older (staff has no objection). See attached memo for additional details.

Attachments

Variance Request Memo

Meeting Date: 04/26/2023
Department: Public Works
Contact: Norman McGuire, Asst. City Administrator and Public Works Director
Submitted By: Stacy Kelemen, Administrative Coordinator - Eng

Workshop

Item Type: Presentation

Item Type: Presentation

N. McGuire

Joint Meeting: No Joint Meeting

Description

Discuss a variance request from Baker's Signs submitted on behalf of Montgomery County Veterans Memorial Commission to allow for an increased sign height and increased sign area as regulated by Chapter 90, Conroe Code of Ordinances.

Summary / Recommendation

The Montgomery County Veterans memorial Commission (MCVMC) has a proposed pylon sign at the MCVMC park along Interstate Highway 45. The proposed pylon sign exceeds the height and area limitations established by city ordinance (Max height 42.5 feet, Max digital display area 150 square feet, Max overall area 225 square feet) This variance request is to allow for an additional 10 feet in height as regulated by city ordinance, section 90-8; to allow for an additional 162 square feet of area as regulated by section 90-13; and to exceed the overall area regulated by section 90-8. The attached variance request lays out the applicant's justification, provides a color rendering, and is accompanied by a staff memorandum.

Attachments

MCVCM Memo and Variance Request

Meeting Date: 04/26/2023
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

C. Boothe

Joint Meeting: No Joint Meeting

Description

Discuss awarding grant & sponsorships from Hotel Occupancy Tax.

Summary / Recommendation

On April 4, 2023, the Tourist Advisory Council (TAC) met and reviewed applications for grants and sponsorships. The TAC board voted to give grants to the following events. (1) Oilman Triathlon ($15,000) - Event to be held on November 5, 2023; (2) Houston Money Show ($15,000) - Event to be held January 18, 2024; (3) Conroe Cajun Catfish Festival ($20,000) - Event to be held October 13-15, 2023 Each event has certified that it directly enhances and promotes tourism and the convention and hotel industry in Conroe.

Fiscal Impact

Expenditure Amount:	$50,000
Revenue Amount:	
Account Number:	004-4010-8060
Budget Amendment Required Y/N:	N
Financial Review Complete:	CS
Financial Review Notes:	

Attachments

TAC Agenda - 4/4/2023

Meeting Date: 04/26/2023
Department: Finance
Contact: Collin Boothe, Asst. City Administrator and Director of Finance
Submitted By: Rachel Kulhavy, Finance Mgr

Workshop

Item Type: O,PRES

C. Boothe

Joint Meeting: No Joint Meeting

Description

Discuss second amendment to the City's Operating Budget for FY 22-23.

Summary / Recommendation

This agenda item request is the second budget amendment to the fiscal year 2022-2023 operating budget. Detailed information about each item in the amendment is attached.

Fiscal Impact

Expenditure Amount:	$3,496,950
Revenue Amount:	$678,972
Account Number:	Various Funds/Accounts
Budget Amendment Required Y/N:	Y
Financial Review Complete:	CS
Financial Review Notes:	

Attachments

Ordinance
Operating BA #2

Meeting Date: 04/26/2023
Department: Finance
Contact: Collin Boothe, Asst. City Administrator and Director of Finance
Submitted By: Michael Monteilh, Financial Analyst

Workshop

Item Type: O,PRES

C. Boothe

Joint Meeting: No Joint Meeting

Description

Discuss the second amendment to the FY 22-23 Capital Improvement Program Budget.

Summary / Recommendation

Below is a listing of proposed amendments to the FY 22-23 Capital Improvement Program (CIP). These changes are a result of the shifting priorities of the City since the beginning of the fiscal year, and they will only affect FY 22-23, as the CIP is appropriated by Council on an annual basis. Staff recommends approval of these amendments.

Fiscal Impact

Expenditure Amount:	$841,000
Revenue Amount:	$ -
Account Number:	Various CIP Accounts
Budget Amendment Required Y/N:	Y
Financial Review Complete:	CS
Financial Review Notes:	

Attachments

FY 22-23 CIP BA#2
FY 22-23 CIP BA #2 - Ordinance
FY 22-23 CIP BA #2 - 10-Year Summary
FY 22-23 CIP BA #2 - Fund Summaries

Meeting Date: 04/26/2023
Department: Finance
Contact: Collin Boothe, Asst. City Administrator and Director of Finance
Submitted By: Michael Monteilh, Financial Analyst

Workshop

Item Type: Presentation

Item Type: Presentation

C. Boothe

Joint Meeting: No Joint Meeting

Description

Discuss the FY 22-23 2nd Quarter Investment Report.

Summary / Recommendation

Presentation of the FY 22-23 2nd Quarter Investment Report. Staff recommends approval of this item.

Attachments

FY 22-23 2nd Quarter Investment Report

Meeting Date: 04/26/2023
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);
* 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; *Deliberation concerning the purchase, exchange, lease or value of real property (Section 551.072); and * Personnel Matters (Section 551.074).