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, JULY 12, 2023 - 2:00 P.M. - RECESS
RECONVENES: THURSDAY, JULY 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 Bond Election Overview.
   C. Boothe

2. Discuss the replacement of playground equipment for Roberson Park.
   M. Riggens

3. Discuss adding PLC Panel Replacement to Water Well 24 Blending Project.
   N. McGuire

4. Discuss Bid Award for Conroe Central Wastewater Treatment Plant Odor Control System.
   N. McGuire

5. Discuss Notification of Lot Consolidation Approvals.
   C. Bogert

6. Discuss purchase of ticket writing software.
   J. Christy

7. Discuss a cooling center to open in partnership with the Sacred Heart Catholic Church.
   N. Mikeska

8. Discuss a Resolution appointing the City Administrator to the Montgomery County Emergency Communication District Board of Managers for a two-year term commencing October 1, 2023.
   M. Garner

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

9. Vendor: Garfield Public Private
C. Boothe

10. 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, 551.074, 551.076, and 551.089 relating to:

11. * 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);
* Personnel Matters (Section 551.074);
* Deliberation regarding Security Personnel, Security Devices, or Security Audits (Sec.551.076 and Sec. 551.089).
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: 07/12/2023
Department: Finance
Contact: Collin Boothe, Asst. City Administrator and Director of Finance
Submitted By: Cassie Smith, Asst. Director of Finance

Workshop

Item Type: Presentation

Item Type: Presentation

C. Boothe

Joint Meeting: No Joint Meeting

Description

Discuss Bond Election Overview.

Summary / Recommendation

Bond Election Overview Presentation, which provides an overview on how to develop a bond election plan and when to call a bond election.

Attachments

bond election overview

Meeting Date: 07/12/2023
Department: Parks & Recreation
Contact: Mike Riggens, Parks & Recreation Director
Submitted By: Mike Riggens, Parks & Recreation Director

Workshop

Item Type: Other

M. Riggens

Joint Meeting: No Joint Meeting

Description

Discuss the replacement of playground equipment for Roberson Park.

Summary / Recommendation

Funds are budgeted each year for the replacement of playground equipment and Roberson Park was chosen this year as the playground equipment is 23 years old. Depending on maintenance, weather, use, etc., the typical life expectancy of playground equipment is 20 years. Staff recommend Cunningham Recreation for the project. Cunningham Recreation is a Buy Board vendor (contract #679-22) and the Purchasing Department confirmed the quote is in accordance with the vendor's Buy Board contract. Buy Board is a purchasing cooperative that was created to support and serve public schools, municipalities, counties and all types of local government agencies and nonprofits. Contracts and vendors awarded through Buy Board have been competitively procured.

Fiscal Impact

Expenditure Amount: $69,768.14
Revenue Amount: N/A
Account Number: 001-1450-9050
Budget Amendment Required Y/N: N
Financial Review Complete: CS
Financial Review Notes:
Budget will be reclassified from 001-1450-8060

Attachments

Cunningham Quote

Meeting Date: 07/12/2023
Department: Public Works
Contact: Norman McGuire, Asst. City Administrator and Public Works Director
Submitted By: Jennifer Gilmore, Adm. Assistant - Public Works

Workshop

Item Type: Presentation

N. McGuire

Joint Meeting: No Joint Meeting

Description

Discuss adding PLC Panel Replacement to Water Well 24 Blending Project.

Summary / Recommendation

The existing MultiSmart Conroller is not able to operate added equipment for water blending. This PLC control panel and programming is required to move forward with Water Well 24 Water Blending. Staff recommends adding additional funds in the amount of $61,415.00 to this project with D.L. Elliott Enterprises, Inc.

Fiscal Impact

Expenditure Amount:	$61,415.00
Revenue Amount:	
Account Number:	501-8040-9030-H05
Budget Amendment Required Y/N:	N
Financial Review Complete:	CS
Financial Review Notes:	

Attachments

WW24 Blending Change Order

Meeting Date: 07/12/2023
Department: Public Works
Contact: Norman McGuire, Asst. City Administrator and Public Works Director
Submitted By: Jennifer Gilmore, Adm. Assistant - Public Works

Workshop

Item Type: Bid Award

N. McGuire

Joint Meeting: No Joint Meeting

Description
Discuss Bid Award for Conroe Central Wastewater Treatment Plant Odor Control System.

Summary/Recommendation
Two bids were received on June 22, 2023 for the Conroe Central Wastewater Treatment Plant Odor Control System. After committee met and scored the responses, the low bid was chosen in the amount of $738,000.00 submitted by C3 Constructors. Staff recommends awarding bid to C3 Contractors.

1. Is the request necessary?
Yes

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

3. Why can a transfer not be made within the department?
Overage will be funded by project I70 savings in Fund 508.

Source of Funds & Amount of Amendment Needed:

Reserves: $	Grants: $
Bond Proceeds: $738,000.00	Additional Revenues: $

5-Year Budget Impact

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Revenues	$738,000.00					$738,000.00
Expenditures						
Personnel	$	$	$	$	$	$
Supplies						
Contractual						
Capital	($738,000.00)					($738,000.00)
Total	**($738,000.00)**	**$**	**$**	**$**	**$**	**($738,000.00)**
Net Impact	**($0.00)**	**$**	**$**	**$**	**$**	**($0.00)**

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: $738,000.00
Revenue Amount:
Account Number: Multiple
Budget Amendment Required Y/N: Y
Financial Review Complete: CS
Financial Review Notes:
501-8050-9030-975 - $140,271.00
508-8050-9030-975 - $597,729.00

Attachments

CCWWTP Odor Control System Bid Tab

Meeting Date: 07/12/2023
Department: Public Works
Contact: Chris Bogert, Asst. Director Engineering/Capital Imprvmts
Submitted By: Jennifer Gilmore, Adm. Assistant - Public Works

Workshop

Item Type: Presentation

Item Type: Presentation

C. Bogert

Joint Meeting: No Joint Meeting

Description

Discuss Notification of Lot Consolidation Approvals.

Summary / Recommendation

As required by Ordinance 2487-19, Amending Code of Ordinances 14-43 Consolidated Building Sites, attached is the most recent Lot Consolidation including the location, ownership and size of the consolidated building site.

Attachments

Notification of Lot Consolidation Approvals

Meeting Date: 07/12/2023
Department: Police
Contact: Jeff Christy, Police Chief
Submitted By: Jeff Christy, Police Chief

Workshop

Item Type: Presentation

J. Christy

Joint Meeting: No Joint Meeting

Description
Discuss purchase of ticket writing software.

Summary/Recommendation
Discuss purchase and migration to Tyler Technology ticket writer software. Software will integrate with current RMS/CAD and with Municipal Court software for citation processing. Sole source provider and Sourcewell Cooperative contract.

1. Is the request necessary?
Yes

2. Why was the item not budgeted in the normal budget process?
Current software is antiquated and issues have arisen.

3. Why can a transfer not be made within the department?
Funding for purchase and installation of software available through savings on the RMS/CAD project. Annual fees will be absorbed through Courts technology account.

Source of Funds & Amount of Amendment Needed:

Reserves: $82,495.00	Grants: $
Bond Proceeds: $	Additional Revenues: $

Initial purchase cost of $34,655.00 - 1201-9050
Annual operations/maintenance fee of $47,840.00 - 1070-8060

5-Year Budget Impact

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Revenues						
Expenditures						
Personnel	$	$	$	$	$	$
Supplies						
Contractual	($47,840.00)	($50,232.00)	($52,743.00)	($55,381.00)	($58,150.00)	($264,346.00)
Capital	($34,755.00)	0	0	0	0	($34,755.00)
Total	**($82,595.00)**	**(**$50,232.00)	**(**$52,743.00)	**(**$55,381.00)	**(**$58,150.00)	**($299,101.00)**
Net Impact	**($82,595.00)**	**(**$50,232.00)	**(**$52,743.00)	**(**$55,381.00)	**(**$58,150.00)	**($299,101.00)**

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: $82,595.00
Revenue Amount:
Account Number: 1201-9050, 1070-8060
Budget Amendment Required Y/N: Y
Financial Review Complete: CS
Financial Review Notes:
1201-9050 - initial purchase and install $34,655.00
1070-8060 - annual operation/maintenance $47,840.00

Attachments

Ticket Writer Install
Ticket Writer Operation/ Maintenance
Sole Source- Tyler

Meeting Date: 07/12/2023
Department: Community Development
Contact: Nancy Mikeska, Asst. City Administrator and Community Development Director
Submitted By: Nancy Mikeska, Asst. City Administrator and Community Development Director

Workshop

Item Type: Other

Item Type: Other

N. Mikeska

Joint Meeting: No Joint Meeting

Description

Discuss a cooling center to open in partnership with the Sacred Heart Catholic Church.

Summary / Recommendation

Discuss a cooling center to open in partnership with the Sacred Heart Catholic Church.

Meeting Date: 07/12/2023
Department: Legal
Contact: Mike Garner, Interim City Attorney
Submitted By: Mike Garner, Interim City Attorney

Workshop

Item Type: Resolution

Item Type: Resolution

M. Garner

Joint Meeting: No Joint Meeting

Description

Discuss a Resolution appointing the City Administrator to the Montgomery County Emergency Communication District Board of Managers for a two-year term commencing October 1, 2023.

Summary / Recommendation

Discuss a resolution appointing the City Administrator to the Montgomery County Emergency Communication District Board of Managers for a two-year term commencing October 1, 2023.

Attachments

H:\Dynamic:Garner:MCECD
H:\Dynamic:Garner:MCECD

Meeting Date: 07/12/2023
Department: Finance
Contact: Collin Boothe, Asst. City Administrator and Director of Finance
Submitted By: Cassie Smith, Asst. Director of Finance

Workshop

Item Type: Other

C. Boothe

Joint Meeting: CLGC

Description

Vendor: Garfield Public Private

Summary / Recommendation

Invoice: 423-032A $400,000.00 deferred from the June 22, 2023 meeting.

Fiscal Impact

Expenditure Amount:	$400,000.00
Revenue Amount:	
Account Number:	609-8080-9020 H90-XP
Budget Amendment Required Y/N:	N
Financial Review Complete:	CS
Financial Review Notes:	

Attachments

423-032

Meeting Date: 07/12/2023
Department: Finance
Contact: Collin Boothe, Asst. City Administrator and Director of Finance
Submitted By: Cassie Smith, Asst. Director of Finance

Workshop

Item Type: Other

C. Boothe

Joint Meeting: CLGC

Description

Vendor: Garfield Public Private

Summary / Recommendation

Invoice: 423-033A FF&E Use $59,573.80

Fiscal Impact

Expenditure Amount:	$59,573.80
Revenue Amount:	
Account Number:	609-8080-9020 H90-XP
Budget Amendment Required Y/N:	N
Financial Review Complete:	CS
Financial Review Notes:	

Attachments

423-033

Meeting Date: 07/12/2023
Department: Mayor & Council
Contact: Gary Scott, City Administrator
Submitted By: Sami Quinlan, Assistant City Secretary

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);
* Personnel Matters (Section 551.074);
* Deliberation regarding Security Personnel, Security Devices, or Security Audits (Sec.551.076 and Sec. 551.089).

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); * Personnel Matters (Section 551.074); * Deliberation regarding Security Personnel, Security Devices, or Security Audits (Sec.551.076 and Sec. 551.089).