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

CONVENES: WEDNESDAY, OCTOBER 11, 2023 - 2:00 P.M. - RECESS
RECONVENES: THURSDAY, OCTOBER 12, 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

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

1. Discuss FY 23-24 Hyatt Regency Conroe Hotel & Convention Center Operating Budget.
   C. Boothe

2. Discuss proposal for Hotel & Convention Center consulting services.
   C. Boothe

ADJOURN CLGC MEETING, RESUME CITY COUNCIL MEETING

3. Discuss requested partial release of a 16-ft. Utility Easement established on Final Plat Montgomery Oaks Trail Street Dedication.
   C. Bogert

4. Conduct a Public Hearing for requested partial release of a 16-ft. Utility Easement established on Final Plat Montgomery Oaks Trail Street Dedication.
   C. Bogert

5. Discuss the Sanitary Sewer Overflow Initiative Program (SSOI) Section 9 bids.
   C. Bogert

6. Discuss change order for the Rivershire Street Rehab project.
   C. Bogert

7. Discuss additional cost for material testing for the Upper Stewarts Creek Sewer Rehab project.
   C. Bogert

8. Discuss Warranty Deed of Real Property from Barkley W. Spikes and Lacey L. Spikes to City to construct certain water facilities at existing Wedgewood Water Plant #14.
C. Bogert

9. Discuss the bids received for the Traffic Signal - Seven Coves at Farrell Road project.
C. Bogert

10. Discuss requested easement from Sam Houston Electric Cooperative, INC. (SHECO) to construct certain electrical facilities as part of SHECO's power system.
C. Bogert

11. Discuss Bid Award to Buckalew Chevrolet for the annual purchase of city vehicles.
N. McGuire

12. Discuss updated Mental Health Leave Policy.
A. Houser

13. Discuss proposals for all lines of employee benefits for 2024.
A. Houser

14. Discuss a Bid Award for the CDBG Housing Reconstruction Project in the amount of $807,300.00 to Quality Works Construction, Inc.; Misheck Kiragu, President, out of Navasota, TX.
N. Mikeska

15. Discuss amendment to Resolution 4721-23 for authorization to enter into a Multiple Use Agreement - TxDOT - Flock.
J. Christy

16. Discuss award of Mowing and Landscape Maintenance Bid for Conroe Park North and Deison Technology Park.
D. Scheiner

17. Discuss awarding the Utility Billing 3rd party printing and mailing bid.
C. Boothe

18. Discuss amending Article I of Chapter 102 of the Code of Ordinances to prevent the clearance of residentials lots for future commercial purposes.
M. Garner

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:

19. *SJRA GRP Contract litigation (Sec. 551.071).
*QUADVEST, LP, et al vs. SJRA vs. CITY OF CONROE, ET AL (Sec. 551.071).
*Legal advice concerning contract provisions related to Hotel Convention Center project (Sec.551.071).
*Deliberation concerning the purchase, exchange, lease or value of real property (Sec.551.072).
*Personnel Matters (Sec.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: 10/11/2023
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: CLGC

Description

Discuss FY 23-24 Hyatt Regency Conroe Hotel & Convention Center Operating Budget.

Summary / Recommendation

The purpose of this agenda item is to consider the operating budget for the hotel and convention center. Attached to this agenda item is the proposed budget that was requested by Hyatt Corporation and reviewed by Jeff Binford of Garfield Public/Private (GPP). GPP has been retained by the City/Conroe Local Government Corporation (CLGC) to be the hotel and convention center asset manager, and they provide oversight of the property. The budget request also includes reimbursable expenses, professional services expenses, and property insurance.

Fiscal Impact

Expenditure Amount: $12,754,935
Revenue Amount: $12,761,358
Account Number: TBD
Budget Amendment Required Y/N: N
Financial Review Complete: CS
Financial Review Notes:
Fund 700 is the CLGC Operating that is accounted for as a Special Revenue Fund; while the Hotel Operations will be accounted for as an Enterprise Fund.

Attachments

Hyatt Hotel-CC Budget Presentation
FY24 Hotel-CC Operating Budget
Projected Net Ending Fund Balance

Meeting Date: 10/11/2023
Department: Finance
Contact: Collin Boothe, Asst. City Administrator and Director of Finance
Submitted By: Michael Monteilh, Financial Analyst

Workshop

Item Type: PRES,BA

C. Boothe

Joint Meeting: CLGC

Description

Discuss proposal for Hotel & Convention Center consulting services.

Summary/Recommendation

On Monday, August 14, 2023, a Request for Proposals (RFP) was advertised for Hotel & Convention Center consulting services. The scope of services includes long-term financial projections of the Hyatt Regency Conroe Hotel & Convention Center, annual review of Hyatt's proposed marketing plan and operating/capital budget, and other services that may be requested. On Thursday, September 7, 2023, three (3) proposals were received and reviewed/evaluated by the committee. Staff recommends the proposal from REVPAR International be approved.

1. Is the request necessary?

Yes.

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

The need for third-party consulting services was not anticipated during the normal budget process.

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

Funding will come from reserves within fund 700.

Source of Funds & Amount of Amendment Needed:

Reserves: $49,800	Grants: $
Bond Proceeds: $	Additional Revenues: $

5-Year Budget Impact

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Revenues						
Expenditures						
Personnel	$	$	$	$	$	$
Supplies						
Contractual	49,800	40,247	41,454	42,698	43,979	218,178
Capital						
Total	**$49,800**	**$40,247**	**$41,454**	**$42,698**	**$43,979**	**$218,178**
Net Impact	**$(49,800)**	**$(40,247)**	**$(41,454)**	**$(42,698)**	**$(43,979)**	**$(218,178)**

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: $49,800
Revenue Amount:
Account Number: 700-7100-8031
Budget Amendment Required Y/N: Y
Financial Review Complete: CS
Financial Review Notes:

No budget was adopted for Fund 700 (CLGC Operating with the FY23-24 budget). This will be reviewed by Finance and established with budget amendment #1 in FY24.

Attachments

Meeting Date: 10/11/2023
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 16-ft. Utility Easement established on Final Plat Montgomery Oaks Trail Street Dedication.

Summary / Recommendation

On behalf of the developer, EHRA Engineering has requested the partial release of a 16-ft. Utility Easement dated October 19, 2021, recorded under Clerk's File No. Cabinet Z, Sheet 7897-7898 in the Final Plat Montgomery Oaks Trail Street Dedication. When Forest Stream Way and Madeley Creek Drive right-of-way extensions are recorded in the proposed plat of Madeley Creek Section 1, the portion of the existing easement located within those rights-of-way will become obsolete. Therefore, the existing easement is not needed and must be released prior to final plat approval. EHRA Engineering, Inc. has secured the required releases for the easements from all utility companies. The partial 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 Easement Workshop

Meeting Date: 10/11/2023
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 16-ft. Utility Easement established on Final Plat Montgomery Oaks Trail Street Dedication.

Summary / Recommendation

On behalf of the developer, EHRA Engineering has requested the partial release of a 16-ft. Utility Easement dated October 19, 2021, recorded under Clerk's File No. Cabinet Z, Sheet 7897-7898 in the Final Plat Montgomery Oaks Trail Street Dedication. When Forest Stream Way and Madeley Creek Drive right-of-way extensions are recorded in the proposed plat of Madeley Creek Section 1, the portion of the existing easement located within those rights-of-way will become obsolete. Therefore, the existing easement is not needed and must be released prior to final plat approval. EHRA Engineering, Inc. has secured the required releases for the easements from all utility companies. The partial 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 Easement Public Hearing

Meeting Date: 10/11/2023
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 the Sanitary Sewer Overflow Initiative Program (SSOI) Section 9 bids.

Summary/Recommendation

The scope of the project is to rehab 7,800 linear fee of 6-inch and 8-inch sanitary sewer lines. This project is part of an agreement with Texas Commission of Environmental Quality that requires the City to address sewer line replacements, manhole inspections and rehabilitation, sewer capacity assessments and studies, lift station improvements, etc. This project was designed in-house and four (4) bids were received on August 31. The committee reviewed and scores the bidders. Staff negotiated the price with the contractor on two items we felt were too high. Attached is the letter to confirm the new price, saving the City $77,750. Staff recommends the bid to T Construction LLC in the amount of $1,313,204.

1. Is the request necessary?

Yes, this project cost came in higher than expected.

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

Yes this was budget.

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

No, this is a capital expense. Funds from project (I16) 505 can be transferred to cover the overage.

Source of Funds & Amount of Amendment Needed:

Reserves: $	Grants: $
Bond Proceeds: $463,204	Additional Revenues: $

5-Year Budget Impact

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Revenues						
Expenditures						
Personnel	$	$	$	$	$	$
Supplies						
Contractual						
Capital	463,204					463,204
Total	**$463,204**	**$**	**$**	**$**	**$**	**$463,204**
Net Impact	**($463,204)**	**$**	**$**	**$**	**$**	**($463,204)**

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: $1,313,204
Revenue Amount: $0
Account Number: Multiple - See below
Budget Amendment Required Y/N: Y
Financial Review Complete: CS
Financial Review Notes:
505-8050-9030-I16 = $463,204 (Budget Amendment)
508-8050-9030-I74 = $850,000

Attachments

Bid Tabulation - Corrected
Contractor's Letter
CIP Sheet

Meeting Date: 10/11/2023
Department: Public Works
Contact: Chris Bogert, Asst. Director Engineering/Capital Imprvmts
Submitted By: Brandy Taylor, Engineering Projects Coordinator

Workshop

Item Type: Other

C. Bogert

Joint Meeting: No Joint Meeting

Description
Discuss change order for the Rivershire Street Rehab project.

Summary/Recommendation
The change order is to reconcile final quantities at the end of the project. Some pay items have incurred additional quantities due to unknown field conditions. Included in the reconciliation of quantities you will also see pay item deductions for decreased pay items along with construction reports reflecting the field conditions that required necessary repairs. The original contract amount was $3,166,088, this change order in the amount of $231,751.56 to Larry Young Paving will bring us to 8.8% change order which is well under the 25% allowable Texas State law. Staff recommends approval of this item.

1. Is the request necessary?
Yes, this is a Capital Improvement Project. Transfer $20,213.56 from old bond money 601, project I08.

2. Why was the item not budgeted in the normal budget process?
This is due to field conditions requiring repairs.

3. Why can a transfer not be made within the department?
This is a capital asset.

Source of Funds & Amount of Amendment Needed:

Reserves: $0	Grants: $0
Bond Proceeds: $20,213.56	Additional Revenues: $0

5-Year Budget Impact

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Revenues						
Expenditures						
Personnel	$	$	$	$	$	$
Supplies						
Contractual						
Capital	20,213.56					20,213.56
Total	**$20,213.56**	**$**	**$**	**$**	**$**	**$20,213.56**
Net Impact	**($20,213.56)**	**$**	**$**	**$**	**$**	**($20,213.56)**

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: $231,751.56
Revenue Amount: $0
Account Number: Multiple - See below
Budget Amendment Required Y/N: Y
Financial Review Complete: CS
Financial Review Notes:
608/8060/9030/I52=$211,538
601/8060/9030/I08=$20,213.56 Budget Amendment

Attachments

Meeting Date: 10/11/2023
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 additional cost for material testing for the Upper Stewarts Creek Sewer Rehab project.

Summary / Recommendation

The material testing agreement is to test 11,100 linear feet of 48" gravity sanitary sewer from approximately 200 feet south of SH 105 north along Stewarts Creek to approximately 300 feet north of North Loop 336. Additional testing is necessary for the sewer line. The original agreement with ECS Southwest, LLP is $43,784.25 and this request is for an additional $22,519.95, making the new total $66,304.20. Staff recommends approval.

Fiscal Impact

Expenditure Amount:	$22,519.95
Revenue Amount:	$0
Account Number:	508-8050-9030 H55-XP
Budget Amendment Required Y/N:	N
Financial Review Complete:	CS
Financial Review Notes:	

Attachments

Amendment 01
Original Agreement
CIP Sheet

Meeting Date: 10/11/2023
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 Warranty Deed of Real Property from Barkley W. Spikes and Lacey L. Spikes to City to construct certain water facilities at existing Wedgewood Water Plant #14.

Summary / Recommendation

Barkley and Lacey Spikes wishes to convey to the City in fee simple a tract or parcel of land approximately 0.1078 acres of land situated in the R. Marsh Survey A-355, Montgomery County Texas. Such land shall be used by the City as an extension of the existing Wedgewood Water Plant #14, including the construction of a new 2,000 gpm Jasper well. The new well will replace the existing well to provide the needed capacity for current and further demands. Staff recommends approval.

Attachments

Warranty Deed_Water Plant #14

Meeting Date: 10/11/2023
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 the bids received for the Traffic Signal - Seven Coves at Farrell Road project.

Summary / Recommendation

The scope of the project consists of installation of mast-arm configuration traffic signal including pavement markings. On September 14 the City received three bids. The committee reviewed, evaluated, and scored each bid. Staff recommends the contract be awarded to Traffic Systems Construction, Inc. in the amount of $369,320 to be substantially complete in 180 days and final completion in 200 days. This project is funded by CIDC.

Fiscal Impact

Expenditure Amount:	$369,320
Revenue Amount:	$0
Account Number:	608-8070-9030 I77-XP
Budget Amendment Required Y/N:	N
Financial Review Complete:	CS
Financial Review Notes:	

Attachments

Bid Tabulation
CIP Sheet

Meeting Date: 10/11/2023
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 easement from Sam Houston Electric Cooperative, INC. (SHECO) to construct certain electrical facilities as part of SHECO's power system.

Summary / Recommendation

SHECO INC. wishes to acquire an additional easement for the purpose of constructing electrical facilities as part of their power system. The City owns a 1.533 acre tract of land situated in the Nat Hart Davis Survey, A-185 - Parcel R40599. SHEECO requires an additional easement for relocation the existing poles to omit conflict with proposed Water Plant #29 - Seven Coves. The easement will allow the poles to be closer to the right-of-way. Staff recommends approval.

Attachments

Pole Conflicts
Easement Document

Meeting Date: 10/11/2023
Department: Public Works
Contact: Norman McGuire, Asst. City Administrator and Public Works Director
Submitted By: Kristina Colville, Purchasing Mgr

Workshop

Item Type: Bid Award

N. McGuire

Joint Meeting: No Joint Meeting

Description

Discuss Bid Award to Buckalew Chevrolet for the annual purchase of city vehicles.

Summary / Recommendation

Discuss the bid award to Buckalew Chevrolet for the annual purchase of city vehicles. Bids were opened on September 9, 2023. Buckalew Chevrolet was the low bidder. The total bid award is $ 399,138.00.

Fiscal Impact

Expenditure Amount:	$399,138.00
Revenue Amount:	0
Account Number:	Multiple
Budget Amendment Required Y/N:	N
Financial Review Complete:	CS

Financial Review Notes:

Majority of this will come from the VERF fund (003)

Meeting Date: 10/11/2023
Department: Human Resources
Contact: Andre Houser, Human Resources Director
Submitted By: Andre Houser, Human Resources Director

Workshop

Item Type: Resolution

Item Type: Resolution

A. Houser

Joint Meeting: No Joint Meeting

Description

Discuss updated Mental Health Leave Policy.

Summary / Recommendation

HB 1486 of the 88th Texas Legislative Session amended Chapter 614.015 of the Texas Government Code, by adding full time telecommunicators to the mental health leave requirements that were enacted for sworn peace officers by the 87th Texas Legislative Session. This policy reflects those changes. Staff recommends approval of the updated policy.

Attachments

Mental Health Leave Policy

Meeting Date: 10/11/2023
Department: Human Resources
Contact: Andre Houser, Human Resources Director
Submitted By: Andre Houser, Human Resources Director

Workshop

Item Type: PRES,BA

A. Houser

Joint Meeting: No Joint Meeting

Description

Discuss proposals for all lines of employee benefits for 2024.

Summary / Recommendation

The City of Conroe requested RFPs for all lines of employee benefits for the policy year beginning on January 1, 2024, with the assistance of HUB International, our benefits advisors. Presented today are the results of those RFPs. The recommendations are to keep all of our existing vendors, with the exception of our EAP provider, in which case we are recommending a switch to Aetna for that benefit. There are no substantial changes to the health plan, however the following changes are recommended. The individual deductible for the HSA plan will increase to $3,200 as required by the IRS. We are recommending increasing the city contribution to that plan to $1,000 per individual or $2,000 per family. There are no premium increases to any of our health plans. There is a recommended 6.1 percent increase to the vision plan and to the dental plan, in order to meet rising expenses of those plans. HUB has negotiated an increase to the Long-Term Disability Plan from a $7,000 to $10,000 monthly maximum, with no increased cost to the city. Finally, we have negotiated a re-structure of our life insurance plans to allow more flexibility for our employees and to increase coverage in some classes. There is no final recommendation for stop loss insurance, which will be brought to Council at a later date. Staff recommends approval of these proposals and recommendations.

Fiscal Impact

Expenditure Amount:	$15,926,929
Revenue Amount:	
Account Number:	081-8100-8060
Budget Amendment Required Y/N:	N
Financial Review Complete:	CS
Financial Review Notes:	

Attachments

HUB 2024 RFP Presentation

Meeting Date: 10/11/2023
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: Bid Award

N. Mikeska

Joint Meeting: No Joint Meeting

Description

Discuss a Bid Award for the CDBG Housing Reconstruction Project in the amount of $807,300.00 to Quality Works Construction, Inc.; Misheck Kiragu, President, out of Navasota, TX.

Summary/Recommendation

Discuss a Bid Award for the CDBG Housing Reconstruction Project in the amount of $807,300.00 to Quality Works Construction, Inc.; Misheck Kiragu, President, out of Navasota, TX.

1. Is the request necessary?

Yes

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

The item is budgeted but may be in a different year's budget.

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

It can but it would still require the budget amendment,

Source of Funds & Amount of Amendment Needed:

Reserves: $	Grants: $807,300
Bond Proceeds: $	Additional Revenues: $

5-Year Budget Impact

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Revenues	807,300	0	0	0	0	0
Expenditures	807,300	0	0	0	0	0
Personnel	$	$0	$0	$0	$0	$0
Supplies		0	0	0	0	0
Contractual	807,300	0	0	0	0	0
Capital		0	0	0	0	0
Total	**$807,300**	**$**	**$**	**$**	**$**	**$**
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: $807,300
Revenue Amount: $807,300
Account Number: 024-2400-8060
Budget Amendment Required Y/N: Y
Financial Review Complete: CS
Financial Review Notes:
This project is 100% reimbursed by federal grant funding.

Attachments

Meeting Date: 10/11/2023
Department: Police
Contact: Jeff Christy, Police Chief
Submitted By: Jeff Christy, Police Chief

Workshop

Item Type: Resolution

Item Type: Resolution

J. Christy

Joint Meeting: No Joint Meeting

Description

Discuss amendment to Resolution 4721-23 for authorization to enter into a Multiple Use Agreement - TxDOT - Flock.

Summary / Recommendation

Discuss amendment of Resolution 4721-23 to include authorization for the City Administrator to enter into a Multiple Use Agreement (MUA) with TXDOT for the installation of LPR cameras on TXDOT right-of-way.

Attachments

Flock/ TXDOT Resolution 2023
TXDOT MUA Example

Meeting Date: 10/11/2023
Department: Conroe Economic Development Council
Contact: Danielle Scheiner, Executive Director CEDC
Submitted By: Danielle Scheiner, Executive Director CEDC

Workshop

Item Type: Bid Award

Item Type: Bid Award

D. Scheiner

Joint Meeting: No Joint Meeting

Description

Discuss award of Mowing and Landscape Maintenance Bid for Conroe Park North and Deison Technology Park.

Summary / Recommendation

The City of Conroe went out to bid on the Mowing and Landscape Maintenance of Conroe Park North and Deison Technology Park (RFP #0921-2023) and received 10 responses. A committee of three people individually scored the responses and a spreadsheet with the responses ranked by score and by price was created. After reviewing the rankings and checking with provided references, staff is recommending awarding the bid to PVW Services for $105,290.00. They were second in both score and price. The top score was far out of price range and the top price is the current contractor who has not performed according to the contract. There is no fiscal impact on this one as the bid amount is within the approved budget for FY 24.

Attachments

Bid Tab Sheet
PVW Bid Response

Meeting Date: 10/11/2023
Department: Finance
Contact: Collin Boothe, Asst. City Administrator and Director of Finance
Submitted By: Karl Brosch, Utility Billing Mgr

Workshop

Item Type: Bid Award

C. Boothe

Joint Meeting: No Joint Meeting

Description

Discuss awarding the Utility Billing 3rd party printing and mailing bid.

Summary / Recommendation

Bid proposals were opened on August 17, 2023, and we had 2 bidders. After completing the evaluation scorecard, staff recommends awarding Data Prose the 3rd party billing and mailing contract. The contract award also includes postage costs.

Fiscal Impact

Expenditure Amount:	$246,889.65
Revenue Amount:	
Account Number:	002-2800-8060
Budget Amendment Required Y/N:	N
Financial Review Complete:	CS
Financial Review Notes:	

Bid Award

Attachments

Data Prose yr1
Printing and Mailing Contract
Printing and Mailing Contract

Meeting Date: 10/11/2023
Department: Legal
Contact: Mike Garner, Interim City Attorney
Submitted By: Mike Garner, Interim City Attorney

Workshop

Item Type: Ordinance

Item Type: Ordinance

M. Garner

Joint Meeting: No Joint Meeting

Description

Discuss amending Article I of Chapter 102 of the Code of Ordinances to prevent the clearance of residentials lots for future commercial purposes.

Summary / Recommendation

The proposed amendments to Chapter 102 will require: a permit to remove a heritage tree from a residential lot; forbid a residential property from being used for commercial purposes for five (5) years following removal of a tree from the lot without a permit; and require a variance to this five-year requirement be made to City Council.

Meeting Date: 10/11/2023
Department: Legal
Contact: Mike Garner, Interim City Attorney
Submitted By: Yanira Peres-Gutierrez, Adm. Assistant - Legal

Workshop

Item Type: Executive Session

Item Type: Executive Session

Mayor Czajkoski

Joint Meeting: No Joint Meeting

Description

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

Summary / Recommendation

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