

**Notice of City Council Regular Meeting  
AGENDA**

**August 09, 2022 at 6:00 PM**

**NOTICE IS HEREBY GIVEN** that a Meeting of the Montgomery City Council will be held on **Tuesday, August 09, 2022, at 6:00 PM** at the City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas.

Members of the public may view the meeting live on the City's website under Agenda/Minutes and then select **Live Stream Page (located at the top of the page)**. The Meeting Agenda Pack will be posted online.

**CALL TO ORDER**

**INVOCATION**

**PLEDGE OF ALLEGIANCE TO FLAGS**

1. RECOGNITION: Lake Creek High School Varsity Girls Softball Team

**VISITOR/CITIZENS FORUM:**

Citizens are invited to speak for three (3) minutes on matters relating to City Government that relate to agenda or non-agenda items. Prior to speaking, each speaker must be recognized by the Presiding Officer. All speakers should approach the podium to address Council and give their name and address before sharing their comments. City Council may not discuss or take any action on an item, but may place the issue on a future agenda.

**CONSENT AGENDA:**

2. Minutes of City Council Budget Workshop 07-19-2022
3. Minutes of Regular City Council Meeting 07-26-2022

**CONSIDERATION AND POSSIBLE ACTION:**

4. Matters related to a request to locate a HUD-code manufactured home at 15329 Liberty Street, Montgomery, Texas:
  - a. Convene into a Public Hearing on the request.
  - b. Consideration and possible action on the request.
5. Consideration and possible action on electing a representative for the cities of Montgomery County to serve a two-year term on the Montgomery County Emergency Communication District Board of Managers.
6. Consideration and possible action on a RESOLUTION APPROVING THE MONTGOMERY COUNTY EMERGENCY COMMUNICATION DISTRICT BUDGET FOR FISCAL YEAR 2023.
7. Consideration and possible action on a proposal from the city engineer for design and construction administration of the Lift Station No. 8 Force Main Repair.

**8.** Call the Budget Public Hearing for the FY2022-2023 City Operating Budget

**EXECUTIVE SESSION:**

The City Council reserves the right to discuss any of the items listed specifically under this heading or for any items listed above in executive closed session as permitted by law including if they meet the qualifications in Sections 551.071(consultation with attorney), 551.072 (deliberation regarding real property), 551.073 (deliberation regarding gifts), 551.074 (personnel matters), 551.076 (deliberation regarding security devices), and 551.087 (deliberation regarding economic development negotiations) of Chapter 551 of the Government Code of the State of Texas.

**POSSIBLE ACTION FROM EXECUTIVE SESSION:**

**COUNCIL INQUIRY:**

Pursuant to Texas Government Code Sect. 551.042 the Mayor and Council Members may inquire about a subject not specifically listed on this Agenda. Responses are limited to the 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 on the agenda of a future meeting.

**ADJOURNMENT**

Nici Browe, City Secretary

I certify that the attached notice of meeting was posted on the bulletin board at City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas, on August 5, 2022, at 4:00 p.m. I further certify that the following news media was notified of this meeting as stated above: The Courier

---

*This facility is wheelchair accessible and accessible parking spaces are available. Please contact the City Secretary's office at 936-597-6434 for further information or for special accommodations.*

---

**Notice of City Council Budget Workshop  
MINUTES**

**July 19, 2022, at 1:00 PM**

**CALL TO ORDER**

Mayor Byron Sanford called the meeting to order at 1:00 p.m.

- Present:        Byron Sanford        Mayor
- Carol Langley        City Council Place #1
- Casey Olson        City Council Place #2
- T.J. Wilkerson        City Council Place #3
- Cheryl Fox        City Council Place #4
- Patricia Easley        City Council Place #5

- Also Present:    Dave McCorquodale    Assistant City Administrator& Planning Development
- Nici Browe        City Secretary & Director of Administrative Services
- Anthony Solomon    Police Chief
- Kimberly Duckett    Court Administrator
- Mike Muckleroy    Public Works Director
- Anthony Lasky        Senior Accounting Clerk
- Chris Roznovsky    WGA City Engineer

**INVOCATION**

Byron Sanford provided the invocation.

**PLEDGE OF ALLEGIANCE TO FLAGS**

**BUDGET WORKSHOP**

Dave McCorquodale stated that the desire would be to go through the pages and speak to items of concern only.

- 1.    Proposed Budget 2022-2023 Summary

Mr. McCorquodale provided Council with some clarity over the headings on the Summary page.

- 2.    General Fund Revenue

Mr. McCorquodale informed Council that on the revenue page that we are currently dealing with several unknowns. The Montgomery County Appraisal District have notified us that there will be a delay in final numbers for property taxes. Anthony Lasky has taken note of that and provided you with an estimate as close but conservative as he can for the budget purpose.

Councilmember Carol Langley inquired what the “Miscellaneous Permit Fee” was.

Anthony Lasky responded that it is for something like photo permits, or event and festival permits.

Council discussed the sales tax projections, and the amount of homes estimated to be completed within the next fiscal year. Council concluded discussions on General Fund Revenues.

### 3. General Fund Administration

Nici Browe, City Secretary presented the Administration budget and pointed out that council will notice several changes within the line items as well as new line items. Ms. Browe explained that she took about a clean up of accounts as some things were previously being billed to an incorrect line item. She noted the following:

**100-10-16015** Dependent Coverage has been zeroed out and has been merged into Health Insurance.

**100-10-16105** Records Codification was previously miss billed under computer Technology, as Municode who does the codification, also do the agenda management and web access. This is a new line item that will show specifically codified records expenses.

**100-10-16106** Records Management/Retention is a new line item. This is the annual cost to operate the retention program, which this year will include a company coming in and doing a full assessment, catalog and identification of items passed retention.

**100-10-16107** Records Request/FOIA is a new line item. This is the annual cost to have a new program for all FOIA’s. It is citywide, and engineers and legal counsel are given free access to assist with responsive documents. This new program prevents errors and omissions and a lifetime log of all FOIA’s.

**100-10-16108** Vendor Subscriptions. This new line item to correct miss billing to the incorrect line item. We have subscriptions at the city that are NOT to be billed to City employee subscriptions.

Ms. Browe informed City Council that the following benefits have increased:

**100-10-16002/16005/16006** TML Health Coverage (includes dental and vision) up by 12%. TML will send final reports and packages in September, this % increase is based on our usage and claims.

**100-10-16003/16004/16701/16702 TMLIRP** is going up by 10.8%

**100-10-16013** MASA is staying the same.

**100-10-16009/16014** are proposed increases of 6.6% wages and 1.4 COLA.

Ms. Browe responded to questions from council on the following:

- What is MASA
- Why is Computer Technology so high?
- What is Records management retention and do they shred the items.
- Explain why retirement is so much.

### 4. General Fund Police Department

Police Chief, Anthony Solomon introduced his proposed budget stating that he is wanting/needing to add two more officers, they are currently down one and he wishes to promote two officers to sergeant.

He advised council that is supposed to have 60% dedicated to patrol, however, with all of the programs we have that no city truly has 60% dedication to patrol. The city is seeing large growth now and coming

with 4 new subdivisions which would equate to 1165 homes with the potential for 4600 people within the city, not counting the pass-through population daily.

Chief provided council with an update on the training his staff undergo, the community interaction and activities, the emergency response including CERT team.

Chief responded to questions from council on the following:

- What is happening for the overtime?
- Why is the computer technology so high?
- What is going on with Traffic Cameras?
- Payroll, Health is that due to the new hires you propose?
- Are you not planning on any grants?
- Is it possible to wait until the homes are complete before hiring in new officers?
- Cost for ammunition.
- Police vehicle status.

#### 5. General Fund Municipal Court Department

Municipal Court Administrator, Kim Duckett introduced her budget for the Court Department. Ms. Duckett explained to Council that she had originally budgeted for a Part-time position, however, with the mandated changes in the County, she will require a full-time person, initially to input all of the warrants into the new warrant system, however, the workload has increased that a full-time person will still be needed.

Ms. Duckett responded to questions from Council on the following:

- Why is there Overtime if a new person is being hired?
- Why is the equipment so high? Ticket writers? Court Technology Fund
- The costs associated with potential facility change. Court Security Fund
- Will the fines increase with more officers?
- Are we still collecting past dues?

**Council went into Recess at 2:29 P.M.**

**Council Reconvened at 2:43 P.M.**

#### 6. General Fund Public Works

Mr. Muckleroy introduced his budget for Public Works. He provided council with the information that he intends to add one more position, a single man crew that can work the smaller tasks of Public Works that would then free up the two-man crews.

Mr. Muckleroy responded to questions from Council on the following:

- How many staff are there in Public Works?
- Did the position approved prior to COVID ever get filled?
- New person for MEDC – is that a split for Public Works
- Overtime clarification = what is it for?
- Cleaning/janitorial company – performance?
- Mowing, how often? Company performance?
- Mosquito spraying, will it expand areas?
- Maintenance of Fernland Cabins?

- Capital Outlay – vehicles
- Capital Outlay – Public Works Facility improvements.
- Street repairs – crack seal, locations, methodology for prioritizing.
- 213 Prairie Street

#### 7. Debt Service Fund

Anthony Lasky, Senior Accounting Clerk spoke on this item. He provided Council with information that at this time this is an estimate as there is a delay on the County end getting us the tax rates. He then went through the debt service fund explaining each line.

#### 8. Water & Sewer Fund

Mr. Muckleroy spoke on the Water Sewer Fund and informed council that there is a flat rate on the revenue side. He also stated that the Tap Fees is what it is, as it come directly from the number of houses coming in.

Mr. Chris Roznovsky spoke on the Water Sewer fund and provided detailed information on the Impact Fees, and spoke on Redbird Meadows, Pulte, Nantucket housing and Hills of Town Creek Subdivision.

He went on to break down the cost of the Engineering, being that it is made up of general consulting, water/sewer, drainage, inspections, meeting attendance, coordinating with various agencies, TX dot and other city development projects.

Mr. Muckleroy answered question from Council on the following:

- H2O contractor
- Billing and Collection
- Tap Fee includes inspection
- Maintenance line item – why so high
- What does the STP stand for.... (Sewer Treatment Plant)

#### 9. Special Fund - Capital Project Fund

Mr. McCorquodale and the City Engineer spoke on the Capital Project Fund.

Questions raised on this fund were as follows:

- GLO grants
- Clepper Sidewalks
- MEDC contributions
- Engineering – development agreements
- Lone Star Improvements
- Sewer Manhole rehabilitation

Mr. Roznovsky responded that the potholes on Flagship – waiting on videos from contractor for their recommendation.

He went on to discuss College Street and have priced out the project with scope of work, to replace the culvert.... with guardrails, it's going to be in the ballpark of \$100,000.

He spoke on Lone Star Parkway Intersection and stated that its going to be 50% contribution from the County.

He concluded with discussion on MLK Sidewalks, stating that the city applied for grants last year with TXDoT, but the project was too small, now that the scope has expanded, he would recommend reapplying.

**Council went into Recess at 4:01 P.M.**

Council reconvened at 4:16 P.M.

10. Special Fund - Court Security Fund

11. Special Fund - Court Technology Fund

Ms. Kim Duckett, Court Administrator discussed the Court Security and Court Technology Funds.

12. Special Fund - Hotel Occupancy Tax

Mr. McCorquodale and Council discussed the Hotel Occupancy Tax fund and held a discussion on Air Bnb and how to make sure those that rent their properties on such media platforms are paying the tax.

13. Special Fund - Police Asset & Forfeiture

Mr. Anthony Solomon, Police Chief provided Council with details on the Police Asset & Forfeiture fund and answered questions from council on arrests and utilizing funds along with the mandated restrictions.

14. Montgomery Economic Development Corporation

Mr. McCorquodale provided the Council with a brief discussion on the MEDC budget.

15. Discussion of Tax Rate

Mr. McCorquodale and Anthony Lasky provided Council with estimates and informed them that the delay came from the County, the certified will be reported as soon as they are received.

**ADJOURNMENT**

**City Council Adjourned at 5:02 P.M.**

Nici Browe, City Secretary

Submitted by: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Nici Browe, City Secretary

\_\_\_\_\_

Byron Sanford, Mayor

**REGULAR CITY COUNCIL MEETING MINUTES  
July 26, 2022 at 6:00 PM**

**CALL TO ORDER**

Mayor Byron Sanford called the meeting to order at 6:00 p.m.

Present:	Byron Sanford	Mayor
	Carol Langley	City Council Place #1
	Casey Olson	City Council Place #2
	T.J. Wilkerson	City Council Place #3
	Cheryl Fox	City Council Place #4
	Patricia Easley	City Council Place #5

Also Present:	Dave McCorquodale	Assistant City Administrator& Planning Development
	Nici Browe	City Secretary & Director of Administrative Services
	Alan Petrov	City Attorney

**CALL TO ORDER**

Mayor Byron Sanford called the meeting to order at 6:00 P.M.

**INVOCATION**

Mayor Pro Tem TJ Wilkerson provided the invocation.

**PLEDGE OF ALLEGIANCE TO FLAGS**

**VISITOR/CITIZENS FORUM:**

Citizens are invited to speak for three (3) minutes on matters relating to City Government that relate to agenda or non-agenda items. Prior to speaking, each speaker must be recognized by the Presiding Officer. All speakers should approach the podium to address Council and give their name and address before sharing their comments. City Council may not discuss or take any action on an item, but may place the issue on a future agenda.

No members of the public addressed City Council.

**CONSENT AGENDA:**

1. Minutes of City Council meeting 07-12-2022
2. Consider and accept excess collections for 2021 Debt Service and certification for Debt Service Collection Rate for 2022/2023.
3. Consideration and possible action on Departmental Reports.



Councilmember Carol Langley moved to have Mr. Muckleroy of Public Works introduce the new representatives from H2O. Mayor Pro Tem TJ Wilkerson seconded the motion. Motion passed (4-0).

Mr. Muckleroy stated that Mike Williams was no longer with H2O, therefore, he wanted City Council to meet the representatives that will be working with the City. He introduced Mr. Howard Wilhide and Mr. Creston Minter.

Both representatives thanked Council for the opportunity to meet with them and stated that they look forward to a good and long working relationship with the City of Montgomery.

Mayor Pro Tem TJ Wilkerson moved to approve the Consent Agenda as presented. Councilmember Cheryl Fox seconded the motion. Motion passed (4-0).

#### **CONSIDERATION AND POSSIBLE ACTION:**

4. Consideration and possible action to approve the Montgomery Economic Development Corporation's expenditure of \$11,700 for an archaeological survey of a portion of 21050 Eva Street, Montgomery, TX 77356.

Mr. Dave McCorquodale introduced this item and provided a recap of events and discoveries thus far at the location of 21050 Eva Street. The exact location of the two infants graves are as yet undetermined, however, Cadaver dogs have pinned down a location. This approval to expend in excess of \$10,000 requires City Council Approval. The expenditure is for ground penetrating radar. Experts have said even with that technology, back in the 1800's not all burials were in a casket so remains may well of disintegrated over time. He also noted that the seller of the property noted that they had someone who could do this for less. The Engineers have spoken to this individual and what they do is archival research. Through official records and ancestral records, sometimes exact location can be discovered. The thought here is to go with that approach first before the large expense of \$11,700 for the ground penetrating radar.

Councilmember Carol Langley enquired what happens if the graves and their remains are discovered.

Mr. McCorquodale responded that the City would insure they were properly marked and maintained, this would also impact the cost of the property and we would go back to the seller and renegotiate terms.

Councilmember Carol Langley moved to approve the MEDC expenditure of \$11,700 for the purpose of locating infant graves at the property located at 21050 Eva Street. Councilmember Patricia Easley seconded the motion. Motion Passed (4-0).

#### **EXECUTIVE SESSION:**

The City Council reserves the right to discuss any of the items listed specifically under this heading or for any items listed above in executive closed session as permitted by law including if they meet the qualifications in Sections 551.071(consultation with attorney), 551.072 (deliberation regarding real property), 551.073 (deliberation regarding gifts), 551.074 (personnel matters), 551.076 (deliberation regarding security devices), and 551.087 (deliberation regarding economic development negotiations) of Chapter 551 of the Government Code of the State of Texas, including the recruitment process of a City Administrator.

**COUNCIL CONVENE INTO EXECUTIVE SESSION AT: 6:16 P.M.**

**COUNCIL RECONVENES INTO REGULAR SESSION AT: 8:03 P.M.**

**POSSIBLE ACTION FROM EXECUTIVE SESSION:**

551.074 (personnel matters)

No items were required to have a motion.

Mayor Byron Sanford stated that he had been made aware that there was a member of the public who had been waiting to talk and had not realized there was a sign in sheet at the front of the room.

He recognized: Rachel Cobor – A Civil Engineer from Texas A&M.

Ms. Cobor discussed the previously requested and denied use of polypropylene piping. She introduced the product and provided specifications and the uses for which it is manufactured. She provided projects throughout the United States that use the pipes and provided a large sample of the product for the Council to look at.

She stated that during the Executive Session she was able to meet with representatives of both the City and the Engineering company and promised to continue to work with them to provide trust and faith in this product.

She thanked Council for the opportunity.

**COUNCIL INQUIRY:**

Pursuant to Texas Government Code Sect. 551.042 the Mayor and Council Members may inquire about a subject not specifically listed on this Agenda. Responses are limited to the 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 on the agenda of a future meeting.

Mayor Sanford informed Council and Staff that he had a conversation with Abraham Guzman of TXDOT and discuss4ed the Right Hand Turn Lane, and other TXDOT projects ongoing in the City. He further concluded that he is requesting a follow up meeting with the Commissioner about the Lone Star Parkway and the bridges, in the hope of concessions coming our way.

Mayor Pro Tem TJ Wilkerson moved to Adjourn. Councilmember Patricia Easley seconded the motion. Motion passed (4-0).

**ADJOURNMENT 8:11 PM**

Submitted by: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Nici Browe, City Secretary

\_\_\_\_\_

Byron Sanford, Mayor

Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date:</b> August 9, 2022	<b>Budgeted Amount:</b> N/A
<b>Department:</b> Admin	<b>Prepared By:</b> Dave McCorquodale

### Subject

Matters related to a request to locate a HUD-code manufactured home at 15329 Liberty Street, Montgomery, Texas:

- a. Convene into a Public Hearing on the request.
- b. Consideration and possible action on the request.

### Recommendation

Step 1: Hold the Public Hearing

Step 2: Consider the information provided and either approve or deny the request.

I do not have any objections to the request and recommend approval of the application.

### Discussion

As you know, HUD-code manufactured homes (often referred to as trailer houses or mobile homes) are prohibited outside of a City-permitted HUD-code manufactured home park without specific approval from City Council. Per Chapter 54 of the City Code of Ordinances, the City Council must hold a Public Hearing prior to discussing and acting on the request.

The requirements of Chapter 54 are as follows with notes on status:

- (1) The property owner shall present a written request to the city for approval to place a HUD code manufactured home outside of a licensed HUD code manufactured home park. *Yes*
- (2) A public hearing will be scheduled by the city council to hear the request, with proper legal notice and publication required. *Yes*
- (3) No HUD code manufactured home not existing on the effective date of the ordinance from which this article is derived will be allowed along the Highway 105 corridor. *Yes*
- (4) The property must be one-fourth of an acre or larger in size. *Yes (3.2 acres)*
- (5) No more than one dwelling is permitted on any residential lot. *Yes (an old home is on the property and will be demolished)*
- (6) The property must have a minimum of 75 linear feet street frontage. *Yes*
- (7) The HUD code manufactured home must be placed a minimum of 15 feet from side property lines. *Yes*
- (8) The HUD code manufactured home must be set back a minimum of 25 feet from the frontage line of the property, or 35 feet where the property faces a major street. *Yes*
- (9) The HUD code manufactured home must be set back a minimum of 25 feet from the back property line. *Yes*
- (10) The HUD code manufactured home must be used as a single-family dwelling. *Yes*
- (11) The HUD code manufactured home must contain no less than 1,000 square feet. *Yes (1,153)*
- (12) The HUD code manufactured home shall be no older than five years and in good condition at the time of permitting. *Yes (new)*

Montgomery City Council  
**AGENDA REPORT**

- (13) The HUD code manufactured home must be anchored to meet the manufacturer's specifications. *Done at placement.*
- (14) Four-inch sewer service shall be connected with SCH 40 PVC pipe, and shall be equipped with a sewer cleanout and P-trap. The line shall be left open for inspection. *Done at placement.*
- (15) Water service will be three-fourths of an inch rigid PVC pipe equipped with a cut-off valve within five feet of the service entrance to the HUD code manufactured home. *Done at placement.*
- (16) Electrical service from the utility pole will be routed underground and protected with a two-inch PVC conduit from the body of the HUD code manufactured home to the service disconnect on the utility pole. The line shall be left open for inspection. *Done at placement.*
- (17) Gas service lines must be routed underground to the service connection on the HUD code manufactured home. No gas lines shall be enclosed under the HUD code manufactured home by skirting. *Done at placement if gas service part of work.*
- (18) Each HUD code manufactured home shall have a service porch at the primary entrance to be of a size no less than 12 feet by eight feet, with the long side to be against the manufactured home. *Done at placement.*
- (19) All HUD code manufactured homes and required porches shall be underpinned with products designed for such use and shall be properly skirted. *Done at placement.*
- (20) Upon completion of the items listed in subsections (4) through (19) of this section, each HUD code manufactured homeowner shall contact the city building official to inspect and certify to the city, in writing, that the manufactured home is in compliance with this article. Such inspection shall also certify that the property meets or exceeds the requirements of the state plumbing code and the National Electrical Code, the requirements of the state department of labor and standards, and the requirements of all applicable technical codes adopted by the city.

The application and photos of the home are attached for reference. The home is still at the manufacturer and not on the site.

**Approved By**

Interim City Administrator

Dave McCorquodale

Date: 08/04/2022



WWW.MONTGOMERYTEXAS.GOV

**CITY OF MONTGOMERY**

P.O. BOX 708  
MONTGOMERY, TX 77356  
936-597-6434  
permits@ci.montgomery.tx.us

# Manufactured Home Permit

**PERMIT NUMBER:**

Home Owner Name: Nicholas Davis

Phone Number: \_\_\_\_\_ | Cell Number: 936-718-2717

Job Site Address: 15329 North Liberty Montgomery 77356

Mailing Address: 22928 W. FM1097 Montgomery TX 77356

City: Montgomery | State: TX | Zip Code: 77356

TOTAL COST DUE: \$250 | Receipt # \_\_\_\_\_

I hereby certify that I have read and examined this application and know the same to be true & correct. All provisions of law and ordinances governing this type of work will be complied with whether or not specified herein. The granting of this permit does not presume to give authority to violate or cancel the provisions of any state or local law office regulating construction of the performance of construction.

Applicant Name (print) Nicholas Davis

Applicant Signature Nicholas Davis

**APPLICATIONS MUST BE SUBMITTED WITH A LEASE AGREEMENT AND A PICTURE OF THE HUD TAG.**

**NOTICE: SEPARATE PERMITS ARE REQUIRED FOR PUBLIC UTILITIES, ELECTRICAL, PLUMBING, HEATING, VENTILATION, AIR CONDITIONING, GRADING, ALARMS, ROOFING, LANDSCAPING, FIRE SPRINKLERS AND LAWN SPRINKLERS.**

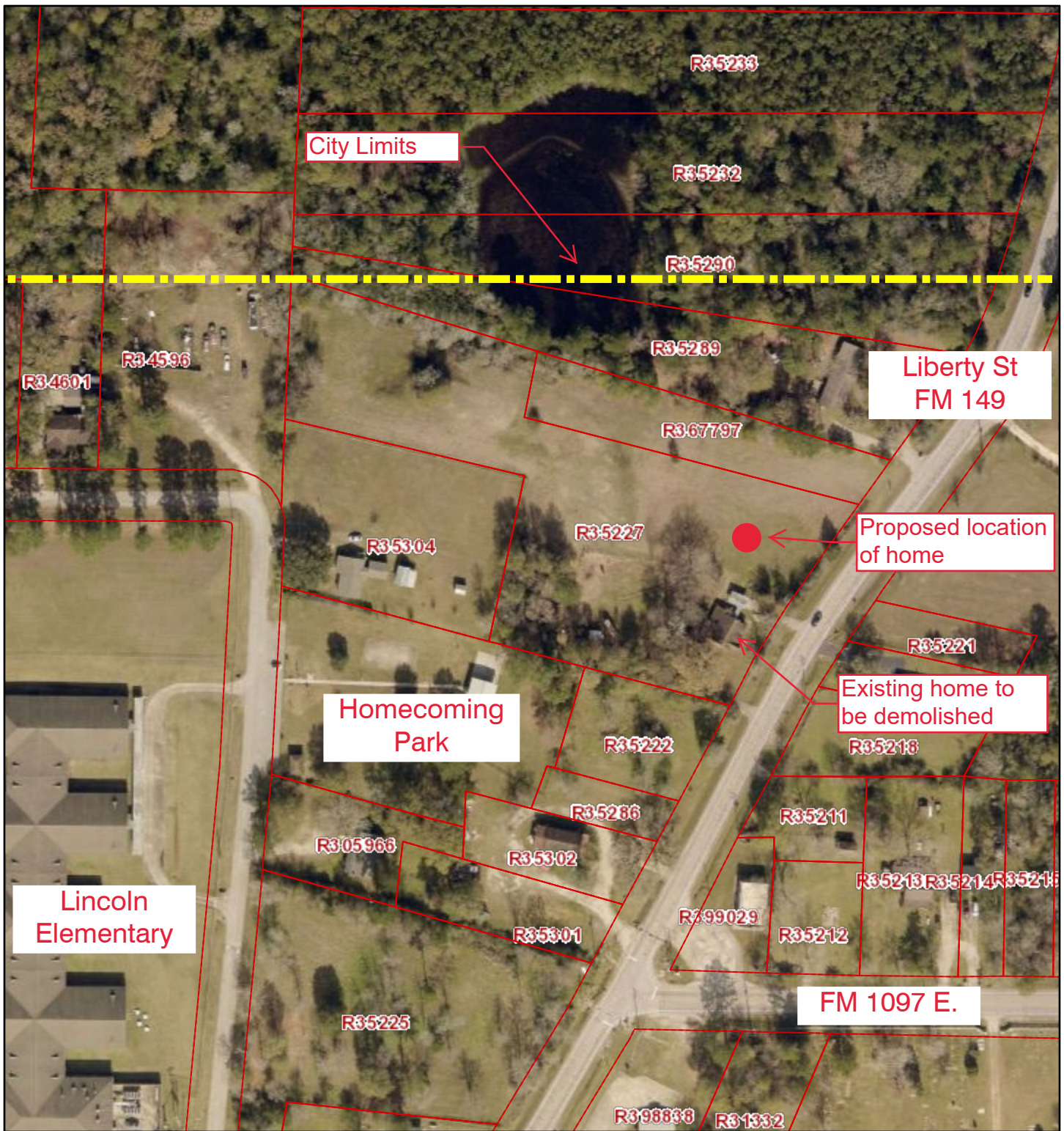
**OFFICE USE ONLY**

ACCEPTED BY: [Signature]

DATE: 06/10/2022



Revised 08/21/2019

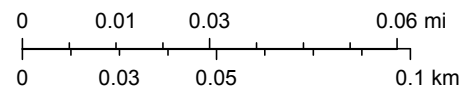
# 15329 N. Liberty Site Plan



8/5/2022, 10:09:03 AM

1:2,257

-  Parcels
-  Lot Lines



© OpenStreetMap (and) contributors, CC-BY-SA

Photos of the proposed HUD-code Manufactured Home

Proposed location: 15329 N. Liberty Street

\*\*\*Note: photos taken at manufacturer; skirting, porches, etc. added on site



Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date:</b> August 9, 2022	<b>Budgeted Amount:</b> N/A
<b>Department:</b> Admin	<b>Prepared By:</b> Dave McCorquodale

**Subject**

Consideration and possible action on electing a representative for the cities of Montgomery County to serve a two-year term on the Montgomery County Emergency Communication District Board of Managers.

**Recommendation**

Motion to cast a vote for Kathy Reyer to serve a two-year term on the MCECD Board of Managers.

**Discussion**

The letter and ballot from MCECD are attached for review. Ms. Reyer received the most nominations from cities that submitted them. This position is one of two on the Board of Managers specifically representing cities of Montgomery County.

<b>Approved By</b>		
		Date:
Interim City Administrator	Dave McCorquodale	Date: 08/04/2022





# Montgomery County Emergency Communication District

Item 5.

August 2, 2022

Mayor Byron Sanford  
City of Montgomery  
101 Old Plantersville Road  
Montgomery, TX 77356

Dear Mayor Sanford:

As previously notified, Richard Tramm's service on the Board of Manager of the Montgomery County Emergency Communication District expires on September 30, 2022. Mr. Tramm was elected to serve in one of the two positions that represent all the cities in the county. Nominations were requested for any qualified individual willing to serve a two-year term, expiring September 30, 2024.

Nominees are:

Kathy Reyer, City Administrator for the City of Shenandoah  
Sheyi Ipaye, City Manager for the City of Wills  
Tom Libby, Police Chief for the City of Oak Ridge North

Nominations were received from:

Mayor Bond, City of Oak Ridge North (Tom Libby)  
Mayor Reed, City of Willis (Sheyi Ipaye)  
Mayor Kana, City of Magnolia (Kathy Reyer)  
Mayor Czajkoski, City of Conroe (Kathy Reyer)  
Mayor Escoto, City of Shenandoah (Kathy Reyer)  
Mayor Tyson, City of Woodbranch Village (Kathy Reyer)

Enclosed with this letter is a ballot for the election based on the nominations received. Please return it as soon as possible but no later than 11:00 a.m. on September 15, 2022.

Thank you for your participation in selecting a member of the MCECD Board of Managers. If you should have any questions, please call me at (936) 523-5915.

Sincerely,

Chip VanSteenberg  
Executive Director

Enclosure

2257 N Loop 336 W #140144 Conroe, Texas 77304  
Main: (936) 523-5911

Cities and Towns of Montgomery County  
9-1-1 Board of Managers Appointment for  
October 1, 2022 - September 30, 2024

BALLOT

**Nominee** **Place an "X" in the box for your Candidate**

---

Kathy Reyer

Sheyi Ipaye

Tom Libby

-----

---

Signature: -----

Printed Name: -----

Date: -----

City: -----

***Please complete and fax to (936) 539-9111, or email to tgill@mc911.org no later than 11:00 a.m. on September 15, 2022.***

Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date:</b> August 9, 2022	<b>Budgeted Amount:</b> N/A
<b>Department:</b> Admin	<b>Prepared By:</b> Dave McCorquodale

**Subject**

Consideration and possible action on a RESOLUTION APPROVING THE MONTGOMERY COUNTY EMERGENCY COMMUNICATION DISTRICT BUDGET FOR FISCAL YEAR 2023.

**Recommendation**

Motion to adopt the resolution as presented.

**Discussion**

The MCECD budget is presented to county governing bodies annually for review and action. In speaking with their staff, no one was available to attend the meeting on their behalf, though the information is not overly complex there may be points which you want clarification on. My recommendation is to adopt the resolution and request that they attend a future meeting to give us an update on their operations and future plans.

If no action is taken at this meeting the approval is automatic.

<b>Approved By</b>		
		Date:
Interim City Administrator	Dave McCorquodale	Date: 08/04/2022



# Montgomery County Emergency Communication District

June 22, 2022

Mayor Sara Countryman  
City of Montgomery  
101 Old Plantersville Road  
Montgomery, TX 77356

Dear Mayor Countryman:

The Montgomery County Emergency Communication District (MCECD) hereby submits a proposed budget in accordance with the Emergency Telephone Act of the Texas Health and Safety Code, Section 772.309. The budget was approved by the MCECD Board of Managers on June 21, 2022, for the fiscal year that begins on October 1<sup>st</sup>.

To be effective, the budget must be approved by a majority of the governing bodies of participating jurisdictions, such as your city, and by the Montgomery County Commissioners Court. The law allows sixty (60) days from the date of receipt to take action on this budget. If your governing body does not act within that time, your city's approval is granted automatically.

We request the opportunity to present MCECD's budget to your governing body in person so we can share information about our current operations and future plans. Please contact Terri Gill at 936 523-5911 or [tgill@mc911.org](mailto:tgill@mc911.org) with the date and time of the meeting at which that the District's budget will be considered. Additional budget details are available upon request.

I appreciate your continued support of the 9-1-1 system and your prompt attention to this matter.

Respectfully,

A handwritten signature in blue ink, appearing to read "Chip VanSteenberg", written over a light blue horizontal line.

Chip VanSteenberg  
Executive Director

CC: City Secretary  
Enclosures

RESOLUTION APPROVING THE MONTGOMERY COUNTY  
EMERGENCY COMMUNICATION DISTRICT BUDGET FOR  
FISCAL YEAR 2023

**WHEREAS**, on June 21, 2022, the Board of Managers of the Montgomery County Emergency Communication District (MCECD) adopted a proposed budget for the fiscal year that begins on October 1, 2022; and

**WHEREAS**, the MCECD Board of Managers has submitted the proposed budget to \_\_\_\_\_ (Name of Participating Jurisdiction) for approval in accordance with the Emergency Telephone Act of the Texas Health and Safety Code, Section 772.309; and

**WHEREAS**, to be effective the budget must be approved by the Montgomery County Commissioners Court and by a majority of the governing bodies of the participating jurisdictions; and

**WHEREAS**, if the governing body of a participating jurisdiction does not approve or disapprove of MCECD's budget before the sixty first (61<sup>st</sup>) day after the date receipt, the budget is approved by that participating jurisdiction by operation of law; and

**WHEREAS**, the budget is satisfactory as submitted;

**NOW, THEREFORE, BE IT RESOLVED BY THE** \_\_\_\_\_  
(Governing Body of the Participating Jurisdiction) that the Montgomery County Emergency Communication District's Budget for Fiscal Year 2023 is approved.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Title: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



## Montgomery County Emergency Communication District Proposed Budget for Fiscal Year 2023

OPERATING REVENUES & EXPENSES	FY 2022 Budget	FY 2023 Budget
<b>REVENUES</b>		
9-1-1 Fees - Landlines	\$ 808,500	\$ 808,800
9-1-1 Fees: Wireless	3,112,000	3,198,800
9-1-1 Fees: VoIP	891,600	1,026,600
Interest Earned	133,200	141,200
Other Income	400	1,500
NG911 Grant Program	-	1,424,000
<b>Total Revenues</b>	<b>\$ 4,945,700</b>	<b>\$ 6,600,900</b>
<b>OPERATING EXPENSES</b>		
Cost of Services	\$ 2,552,300	\$ 3,172,300
Personnel Costs	\$ 1,778,800	\$ 1,765,700
General & Administrative Costs	\$ 586,300	\$ 561,000
<b>Total Expenditures</b>	<b>\$ 4,917,400</b>	<b>\$ 5,499,000</b>
<b>Surplus of Revenues over Expenditures</b>	<b>\$ 28,300</b>	<b>\$ 1,101,900</b>
<b>Emergency Allocation for Repairs and Replacements</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>
CAPITAL OUTLAY	FY 2022 Budget	FY 2023 Budget
<b>Estimated Project Costs</b>		
Technology	\$ 623,000	\$ 1,600,000
PSAP Improvement Grants	500,000	500,000
Facilities	425,000	695,000
Vehicles	-	-
<b>Total Estimated Project Costs</b>	<b>\$ 1,548,000</b>	<b>\$ 2,795,000</b>

Proposed - 6/21/22



## Montgomery County Emergency Communication District Proposed Budget for Fiscal Year 2023

### Cash Flow Estimates

#### Operating Funds

Estimated Cash Balance on 10/1/2022	\$ 6,235,175
Surplus of Revenues over Expenditures	1,101,900
Net Funds Available	7,337,075
Operating Reserve (3 months of expenses)	1,374,800
Emergency Allocation for Repairs and Replacements	500,000
Capital Reserve	5,900,000
Total for Restricted Reserves	7,274,800
<b>Unencumbered Reserves (est. on 9/30/2023)</b>	<b>\$ 62,275</b>

#### Capital Outlay

Estimated Capital Reserve on 10/1/2022	\$ 5,900,000
Net Proceeds from Operations	-
Available for Capital Outlay	5,900,000
Capital Outlay Budget for FY 2023	2,795,000
<b>Estimated Capital Reserve on 9/30/2023</b>	<b>\$ 3,105,000</b>



## Montgomery County Emergency Communications District Proposed Budget for FY 2023

	FY 2020	FY 2021	FY 2022 Budget	FY 2022 Estimate	Variance (est.)	FY 2023 Budget	Increase (Decrease)	Inc (Dec)
<b>REVENUES</b>								
911 Fees - Landline/Primary	707,539	693,384	646,800	676,500	29,700	653,400	6,600	1.0%
911 Fees - Landline/Resellers	153,802	171,373	161,700	161,400	(300)	155,400	(6,300)	-3.9%
911 Fees - Wireless/Contract	2,585,911	2,735,997	2,750,400	2,856,700	106,300	2,876,400	126,000	4.6%
911 Fee - Wireless/Prepaid	382,982	356,948	361,600	318,500	(43,100)	322,400	(39,200)	-10.8%
911 Fees - VoIP	888,054	1,002,230	891,600	981,200	89,600	1,026,600	135,000	15.1%
Interest Earned	173,217	9,161	133,200	103,600	(29,600)	141,200	8,000	6.0%
Misc. Income	2,297	2,321	400	1,500	1,100	1,500	1,100	275.0%
NG911 Grant Program	-	-	-	-	-	1,424,000	1,424,000	n/a
<b>Total Revenues</b>	<b>4,893,801</b>	<b>4,971,413</b>	<b>4,945,700</b>	<b>5,099,400</b>	<b>153,700</b>	<b>6,600,900</b>	<b>1,655,200</b>	<b>33.5%</b>
<b>OPERATING EXPENSES</b>								
Cost of Services	2,357,067	2,446,704	2,552,300	2,540,100	(12,200)	3,172,300	620,000	24.3%
Personnel Costs	1,508,213	1,560,369	1,778,800	1,559,400	(219,400)	1,765,700	(13,100)	-0.7%
General & Administrative Costs	458,866	501,362	586,300	553,600	(32,700)	561,000	(25,300)	-4.3%
<b>Total Expenditures</b>	<b>4,324,146</b>	<b>4,508,435</b>	<b>4,917,400</b>	<b>4,653,100</b>	<b>(264,300)</b>	<b>5,499,000</b>	<b>581,600</b>	<b>11.8%</b>
<b>SUMMARY</b>								
Revenues	4,893,801	4,971,413	4,945,700	5,099,400	153,700	6,600,900	1,655,200	33.5%
Operating Expenses	4,324,146	4,508,435	4,917,400	4,653,100	(264,300)	5,499,000	581,600	11.8%
<b>Surplus/(Deficit)</b>	<b>569,655</b>	<b>462,978</b>	<b>28,300</b>	<b>446,300</b>	<b>418,000</b>	<b>1,101,900</b>	<b>1,073,600</b>	<b>3793.6%</b>





## Montgomery County Emergency Communications District Proposed Budget for FY 2023

	FY 2020	FY 2021	FY 2022 Budget	FY 2022 Estimate	Variance (est.)	FY 2023 Budget	Increase (Decrease)	Inc (Dec)
<b>Operating Expenses Line Item Detail</b>								
<b>COST OF SERVICES</b>								
<b>Communication</b>								
9-1-1 Trunks & Exchanges	216,572	229,259	237,800	216,600	(21,200)	220,800	(17,000)	-7.1%
9-1-1 Fiber & Data Connections	53,055	74,919	73,200	76,200	3,000	77,400	4,200	5.7%
Operational Telephone & Data	41,279	51,214	56,400	56,100	(300)	57,000	600	1.1%
<b>Communications Subtotal</b>	<b>310,906</b>	<b>355,392</b>	<b>367,400</b>	<b>348,900</b>	<b>(18,500)</b>	<b>355,200</b>	<b>(12,200)</b>	<b>-3.3%</b>
<b>Education</b>								
Conferences and Seminars	4,601	5,778	12,600	10,100	(2,500)	11,400	(1,200)	-9.5%
Travel Expenses	14,689	8,586	50,400	30,800	(19,600)	38,400	(12,000)	-23.8%
Tuition Reimbursement	-	-	1,200	-	(1,200)	600	(600)	-50.0%
<b>Education Subtotal</b>	<b>19,290</b>	<b>14,364</b>	<b>64,200</b>	<b>40,900</b>	<b>(23,300)</b>	<b>50,400</b>	<b>(13,800)</b>	<b>-21.5%</b>
<b>Service Delivery</b>								
Call-taking Contracts	1,672,096	1,730,045	1,759,700	1,814,000	54,300	2,076,700	317,000	18.0%
Certificate Pay Reimbursements	173,971	160,060	197,600	177,500	(20,100)	189,600	(8,000)	-4.0%
Service Enhancements	168,075	173,621	148,800	145,600	(3,200)	486,500	337,700	226.9%
Network and System Monitoring	-	494	1,300	-	(1,300)	1,000	(300)	-23.1%
Other Services	12,730	12,730	13,300	13,200	(100)	12,900	(400)	-3.0%
<b>Service Delivery Subtotal</b>	<b>2,026,871</b>	<b>2,076,948</b>	<b>2,120,700</b>	<b>2,150,300</b>	<b>29,600</b>	<b>2,766,700</b>	<b>646,000</b>	<b>30.5%</b>
<b>TOTAL - COST OF SERVICES</b>	<b>2,357,067</b>	<b>2,446,704</b>	<b>2,552,300</b>	<b>2,540,100</b>	<b>(12,200)</b>	<b>3,172,300</b>	<b>620,000</b>	<b>24.3%</b>



## Montgomery County Emergency Communications District Proposed Budget for FY 2023

	FY 2020	FY 2021	FY 2022 Budget	FY 2022 Estimate	Variance (est.)	FY 2023 Budget	Increase (Decrease)	Inc (Dec)
<b>PERSONNEL COSTS</b>								
<b>Wages &amp; Salary</b>								
Regular	782,455	770,648	960,800	882,200	(78,600)	998,400	37,600	3.9%
Leave Time	116,041	142,271	126,000	125,300	(700)	133,800	7,800	6.2%
Allowances	21,180	21,356	26,400	22,800	(3,600)	26,400	-	0.0%
Longevity	3,684	4,176	5,200	4,300	(900)	4,800	(400)	-7.7%
Overtime	3,512	4,090	17,000	7,900	(9,100)	9,000	(8,000)	-47.1%
<b>Wages and Salary Subtotal</b>	<b>926,872</b>	<b>942,540</b>	<b>1,135,400</b>	<b>1,042,500</b>	<b>(92,900)</b>	<b>1,172,400</b>	<b>37,000</b>	<b>3.3%</b>
<b>Employment Taxes</b>								
Social Security	52,903	53,648	71,500	58,100	(13,400)	72,900	1,400	2.0%
Medicare	12,384	12,731	16,900	13,900	(3,000)	18,000	1,100	6.5%
Unemployment Insurance	1,489	2,560	300	300	-	300	-	0.0%
<b>Employment Taxes Subtotal</b>	<b>66,777</b>	<b>68,939</b>	<b>88,700</b>	<b>72,300</b>	<b>(16,400)</b>	<b>91,200</b>	<b>2,500</b>	<b>2.8%</b>
<b>Benefits</b>								
Retirement	282,310	299,773	245,600	205,700	(39,900)	247,000	1,400	0.6%
Group Insurance	221,883	239,235	290,400	225,600	(64,800)	237,600	(52,800)	-18.2%
Supplemental Insurance	7,274	6,922	13,500	9,300	(4,200)	13,500	-	0.0%
Workers Compensation	3,097	2,960	5,200	4,000	(1,200)	4,000	(1,200)	-23.1%
<b>Benefits Subtotal</b>	<b>514,564</b>	<b>548,889</b>	<b>554,700</b>	<b>444,600</b>	<b>(110,100)</b>	<b>502,100</b>	<b>(52,600)</b>	<b>-9.5%</b>
<b>TOTAL - PERSONNEL COSTS</b>	<b>1,508,213</b>	<b>1,560,369</b>	<b>1,778,800</b>	<b>1,559,400</b>	<b>(219,400)</b>	<b>1,765,700</b>	<b>(13,100)</b>	<b>-0.7%</b>



## Montgomery County Emergency Communications District Proposed Budget for FY 2023

	FY 2020	FY 2021	FY 2022 Budget	FY 2022 Estimate	Variance (est.)	FY 2023 Budget	Increase (Decrease)	Inc (Dec)
<b>GENERAL &amp; ADMINISTRATIVE COSTS</b>								
<b>Supplies</b>								
Office Supplies	1,876	2,889	3,600	2,900	(700)	3,300	(300)	-8.3%
Computers & Electronics	2,770	3,327	6,000	13,500	7,500	8,900	2,900	48.3%
Small Equipment	125	3,081	3,000	2,800	(200)	3,000	-	0.0%
Operating Supplies	49,323	24,523	42,000	36,900	(5,100)	37,200	(4,800)	-11.4%
Business Meetings	11,171	11,159	17,400	15,400	(2,000)	16,200	(1,200)	-6.9%
<b>Supplies Subtotal</b>	<b>65,264</b>	<b>44,980</b>	<b>72,000</b>	<b>71,500</b>	<b>(500)</b>	<b>68,600</b>	<b>(3,400)</b>	<b>-4.7%</b>
<b>Contract Services</b>								
Professional Fees	91,096	44,307	54,000	52,200	(1,800)	52,600	(1,400)	-2.6%
Maintenance	38,048	43,995	59,400	46,400	(13,000)	50,700	(8,700)	-14.6%
General Consulting	5,395	47,367	106,900	103,800	(3,100)	102,000	(4,900)	-4.6%
Bank Fees	-	349	3,600	1,100	(2,500)	1,200	(2,400)	0.0%
Property Insurance	30,725	32,127	33,500	34,400	900	36,000	2,500	7.5%
Software & Licensing	114,262	157,189	120,200	118,200	(2,000)	114,100	(6,100)	-5.1%
Printing	2,315	1,630	3,300	2,500	(800)	2,700	(600)	-18.2%
Equipment Leasing	4,404	4,908	5,100	5,700	600	5,700	600	11.8%
Postage	810	882	1,200	1,100	(100)	1,200	-	0.0%
Advertisements	55,930	71,427	67,200	59,100	(8,100)	61,200	(6,000)	-8.9%
Legal Notices	126	420	300	200	(100)	300	-	0.0%
Dues & Subscriptions	4,659	4,079	4,800	4,100	(700)	4,800	-	0.0%
Waste Disposal	6,865	2,852	5,100	3,800	(1,300)	4,200	(900)	-17.6%
Misc Fees	(14)	20	300	300	-	300	-	0.0%
<b>Contract Services Subtotal</b>	<b>354,621</b>	<b>411,553</b>	<b>464,900</b>	<b>432,900</b>	<b>(32,000)</b>	<b>437,000</b>	<b>(27,900)</b>	<b>-6.0%</b>



## Montgomery County Emergency Communications District Proposed Budget for FY 2023

	FY 2020	FY 2021	FY 2022 Budget	FY 2022 Estimate	Variance (est.)	FY 2023 Budget	Increase (Decrease)	Inc (Dec)
<b>Transportation</b>								
Fuel	535	784	1,800	2,000	200	2,500	700	38.9%
Vehicle Maint. & Inspections	397	776	2,100	1,500	(600)	1,800	(300)	-14.3%
Mileage Reimbursement	640	620	1,200	800	(400)	900	(300)	-25.0%
Insurance (auto)	1,992	1,940	2,200	2,000	(200)	2,200	-	0.0%
<b>Transportation Subtotal</b>	<b>3,564</b>	<b>4,121</b>	<b>7,300</b>	<b>6,300</b>	<b>(1,000)</b>	<b>7,400</b>	<b>100</b>	<b>1.4%</b>
<b>Utilities</b>								
Water & Sewer	2,662	3,016	3,300	3,200	(100)	3,500	200	6.1%
Natural Gas	405	392	600	500	(100)	600	-	0.0%
Electricity	32,350	37,300	38,200	39,200	1,000	43,900	5,700	14.9%
<b>Utilities Subtotal</b>	<b>35,417</b>	<b>40,708</b>	<b>42,100</b>	<b>42,900</b>	<b>800</b>	<b>48,000</b>	<b>5,900</b>	<b>14.0%</b>
<b>TOTAL - GENERAL &amp; ADMIN COSTS</b>	<b>458,866</b>	<b>501,362</b>	<b>586,300</b>	<b>553,600</b>	<b>(32,700)</b>	<b>561,000</b>	<b>(25,300)</b>	<b>-4.3%</b>
<b>TOTAL - OPERATING EXPENSES</b>	<b>4,324,146</b>	<b>4,508,435</b>	<b>4,917,400</b>	<b>4,653,100</b>	<b>(264,300)</b>	<b>5,499,000</b>	<b>581,600</b>	<b>11.8%</b>
<b>CAPITAL OUTLAY</b>								
Technology	41,391	-	623,000	121,200	(501,800)	1,600,000	977,000	n/a
Interoperability Projects	559,816	-	500,000	497,200	(2,800)	500,000	-	0.0%
Facilities	-	-	425,000	203,000	(222,000)	695,000	270,000	-
Vehicles	-	-	-	-	-	-	-	-
<b>TOTAL - CAPITAL OUTLAY</b>	<b>601,207</b>	<b>-</b>	<b>1,548,000</b>	<b>821,400</b>	<b>(726,600)</b>	<b>2,795,000</b>	<b>1,247,000</b>	<b>80.6%</b>

Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date:</b> August 9, 2022	<b>Budgeted Amount:</b> N/A
<b>Department:</b> Admin	<b>Prepared By:</b> Dave McCorquodale

**Subject**

Consideration and possible action on a proposal from the city engineer for design and construction administration of the Lift Station No. 8 Force Main Repair.

**Recommendation**

Approval of the proposal as presented.

**Discussion**

As you are aware, the sanitary sewer force main from Lift Station No. 8 was damaged from erosion in the Town Creek channel and a temporary reroute has been set up along Lone Star Parkway since early July. This proposal is for the permanent repair to reroute the force main to hang from the structure of the bridge adjacent to the original route of the line (see exhibit in the proposal). Mounting the line to bridge structure ensures that no future erosion will affect the integrity of the line. This solution is normal practice and is similar to the water line mounted on the Buffalo Springs bridge.

**Approved By**

		Date:
Interim City Administrator	Dave McCorquodale	Date: 08/04/2022



## Lift Station No. 8 Force Main Repair

### City of Montgomery

This proposal is submitted pursuant to and in accordance with that certain Professional Services Agreement dated May 25, 2021, by and between Ward, Getz & Associates, LLP and the City of Montgomery (the "City").

WGA understands the City plans to repair the Lift Station No. 8 force main, as it was damaged crossing Town Creek. WGA also understands the City plans to hang the proposed force main from the Lone Star Parkway bridge over Town Creek to tie into the existing force main. The force main relocation totals approximately 600 LF.

#### SCOPE OF WORK

- *Design Phase Services*
  - *WGA will create preliminary site layout and coordinate with the City for approval. This phase will include internal/external project kickoff meetings and the establishment of the design and schedule.*
  - *WGA will develop drawings and specifications for the successful construction of the force main relocation along Lone Star Parkway.*
  - *Design changes initiated by the Client after the design is complete may result in a request for additional authorization.*
  
- *Construction Administration*
  - *Coordinate advertising for bids, hold a pre-bid conference, answer questions from bidders, hold bid opening, prepare bid tabulation, and prepare recommendation of award.*
  - *Prepare construction contracts and coordinate execution of the same.*
  - *Issue notice to proceed and hold pre-construction meeting.*
  - *Review of construction submittals and RFIs.*
  - *Preparation of pay estimates, change orders, and other associated construction documents.*
  - *General oversight and coordination of construction contract.*
  
- *Field Project Representation*
  - *Onsite inspection by a Field Project Representative for approximately 10 hours per week (including travel time) for the duration of the projected contract period of performance (60 days).*
  - *Onsite inspection by the project team throughout the duration of the project to attend periodic site visits, final walkthrough inspections, etc.*
  
- *Reimbursable Expenses*
  - *Includes surveying, construction staking, structural engineer for hanger design, construction materials testing, advertising expenses, and other reimbursable expenses.*



**ENGINEERING COST**

The cost to perform the scope of services described above is as follows:

Preliminary and Design Phase -	\$6,500	(Time and Materials)
Construction Administration -	\$5,500	(Time and Materials)
Field Project Representation -	\$5,000	(Time and Materials)
Additional Services and Reimbursable Expenses -	\$11,000	(Time and Materials)

**WGA requests City Council’s authorization to proceed with the preparation of the design plans for the Lift Station No. 8 Force Main Repair on a time and materials basis as described above.**

**SCHEDULE**

Authorization to Proceed	1	calendar days*
Survey	21	calendar days
Design	14	calendar days
Approval	30	calendar days
Bidding	30	calendar days
Contracts	30	calendar days
Construction	60	calendar days
<b>TOTAL DURATION</b>	<b>186</b>	<b>calendar days</b>

\* If approved, the effective start date is the following business day from the date of acceptance.



**Preliminary Cost Estimate**  
**Lift Station No. 8 Force Main Relocate**  
**City of Montgomery**  
August 4, 2022

<u>ITEM</u>	<u>Description</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>ITEM TOTAL</u>
1	Move-In and Start-Up, Performance and Payment Bonds, Insurance (Includes Clearing & Grubbing)	1	LS	\$ 7,500	\$ 7,500
2	4-Inch (4") PVC Force Main	480	LF	30	14,000
3	4-Inch (4") Steel Force Main	120	LF	90	11,000
4	Clevis Hangers, Brackets & Anchors	12	EA	1,000	12,000
5	Connect proposed 4-inch (4") Force Main to Existing	2	EA	2,500	5,000
6	Remove and Replace Existing Slope Paving	1	LS	5,000	5,000
7	Stormwater Pollution Prevention	1	LS	5,000	5,000
8	Site Restoration	1	LS	3,000	3,000
9	Traffic Control	1	LS	5,000	5,000
10	Trench Safety	480	LF	2	1,000
Subtotal					\$ 68,500
Contingencies (15%)					10,000
Design Phase					6,500
Construction Administration					5,500
Field Project Representation					5,000
Additional Services & Reimbursable Expenses					11,000
<b>Total Construction Cost</b>					<b>\$ 107,000</b>

Notes:

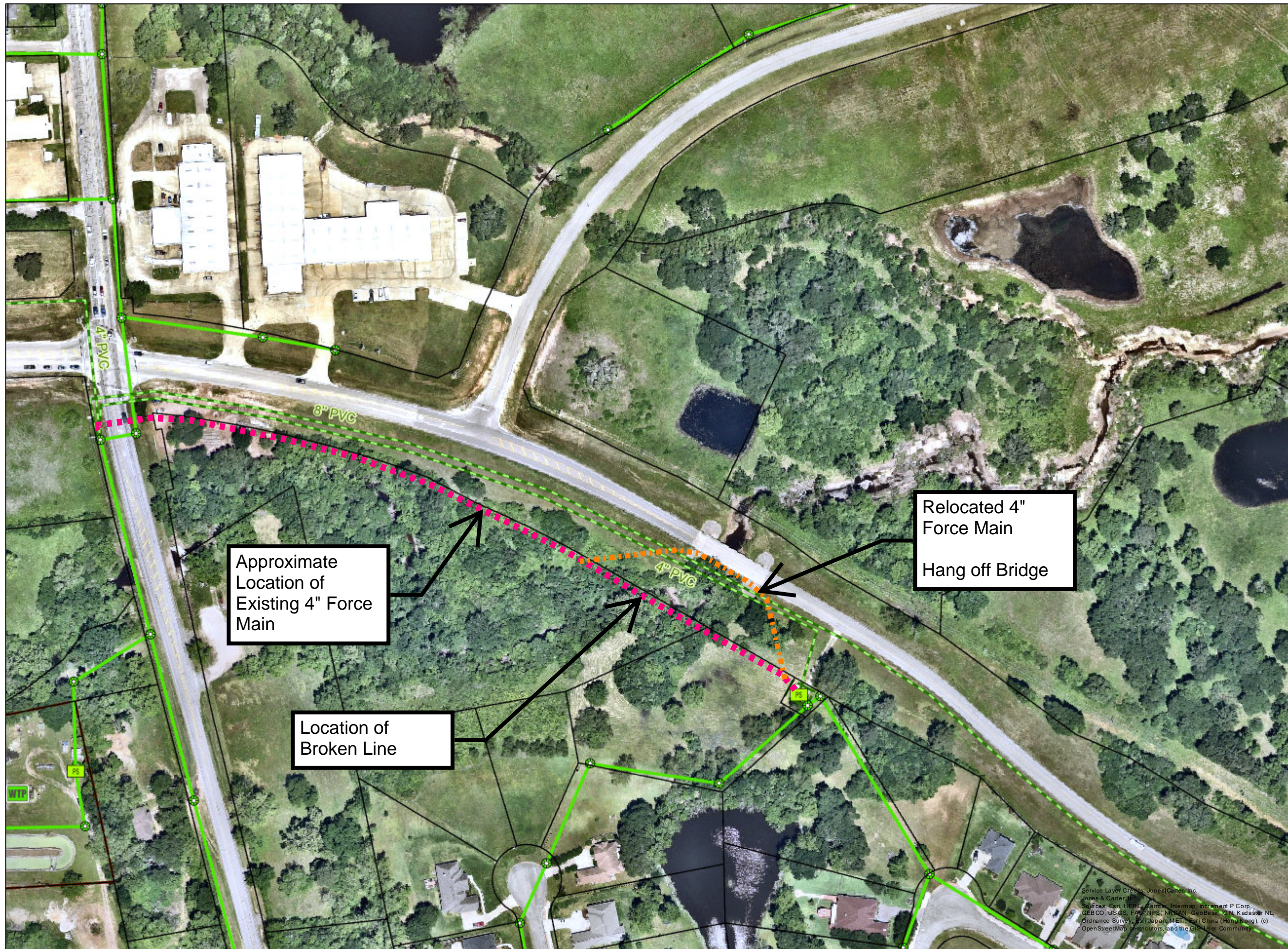
(1) All values rounded up to the nearest thousand.

(2) This estimate is based on my best judgement as a design professional familiar with the construction industry. We cannot and do not guarantee that bids will not vary from this cost estimate.

(3) This includes topographic survey, construction staking, construction materials testing, reproduction, advertising expenses, and other miscellaneous reimbursable costs.



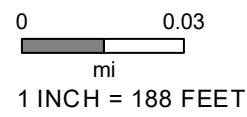
# LS 8 Force Main Relocation



### LEGEND

- |                                |                 |
|--------------------------------|-----------------|
| - - - City Limit               | MH Label        |
| - - - City ETJ                 | MH Point        |
| - - - MCAD Property Boundaries | FM Label        |
| - - - Abandoned Sewer Lines    | FM Line         |
| - - - Abd. Gravity Main        | GM Label        |
| - - - Abd. Force Main          | GM Line         |
| + Sewer Discharge Point        | Lateral Label   |
| <b>Network Structures</b>      | Sewer Lateral   |
| + Lift Station                 | LS Boundary     |
| + Treatment Plant              | WTP Boundary    |
| CO Label                       | <b>mosaic</b>   |
| CO Point                       | Red: mosaicc1   |
| Stack                          | Green: mosaicc2 |
|                                | Blue: mosaicc3  |

Date: 8/3/2022



Disclaimer: This product is offered for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property, governmental and/or political boundaries or related facilities to said boundary. No express warranties are made by Jones & Carter, Inc. concerning the accuracy, completeness, reliability, or usability of the information included within this exhibit.

Service Layer Credits: Jones & Carter, Inc.  
 Jones & Carter, Inc.  
 Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri, Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date:</b> August 9, 2022	<b>Budgeted Amount:</b> n/a
<b>Department:</b> Administration	<b>Prepared By:</b> Nici Browe

**Subject**

Call the Budget Public Hearing for the FY2022-2023 City Operating Budget

**Recommendation**

This is to call the Budget Public Hearing, as required by the Texas Local Government Code, prior to the adoption of the City Budget. The date being recommended for the Budget Public Hearing is September 13, 2022 at 6:00 P.M.

**Discussion**

Local Government Code stated that the governing body shall set the date of the Public Hearing on the Proposed Operating Budget for a date occurring AFTER the 15<sup>th</sup> day AFTER the date the proposed budget is filed with the City Secretary, which in this instance is August 12, 2022. This date is before the date the City makes its tax levy.

**Approved By**

Interim City Administrator	Dave McCorquodale	Date: 08/05/2022
City Secretary	Nici Browe	Date:08/05/2022

**BUDGET CALENDAR**

- July 8-14, 2022** Interim City Administrator review with Department Heads.
- July 15, 2022** Proposed preliminary budget presented to council.
- July 19, 2022** Budget Workshop # 1 with City Council
- Aug 8, 2022** Chief Appraiser delivers certified Appraisal Roll or Estimate of Taxable value to Tax Assessor  
Tax Assessor submits No New Revenue and Voter Approval Tax rates to City Council.
- Aug 9, 2022** Council meeting – propose a tax rate for FY2023
- Aug 10, 2022** Deadline for the City to post No New Revenue Tax Rate and Voter approval Tax rate along with Certain Debt Information on the Webpage in the form prescribed by the Comptroller.
- Aug 10, 2022** Budget Workshop # 2 with City Council
- Aug 12, 2022** Proposed Budget Filed with the City Secretary and posted to City Website. (30<sup>th</sup> day before tax rate adoption).
- Aug 22, 2022** City Secretary sends notice of public hearings on proposed FY2023 Budget and Property Tax Rate to Newspaper.
- Aug 25, 2022** Budget Workshop #3 (Tentative) to review proposed FY2023 budget.
- August 29, 2022** Publish Notice of Public Hearing on Proposed FY 2023 Budget.  
Publish Notice of Public Hearing on Proposed FY 2023 Tax Rate.  
Continuous Internet Notice of Tax Rate Hearing begins.

- September 13, 2022** Council holds Public Hearing on Proposed Budget  
Council Adopts FY 2022-2023 Budget  
Adopted Budget Filed with the City Secretary and  
Montgomery County Clerk.
- September 14, 2022** Filing and Distribution of Adopted Budget.
- October 1, 2022** Begin New Fiscal Year.