



# CITY OF MELISSA CITY COUNCIL WORK SESSION AND REGULAR MEETING AGENDA

Tuesday, May 9, 2023  
Work Session - 5:15 p.m.  
Regular Meeting - 6:00 p.m.

City of Melissa City Hall  
3411 Barker Avenue  
Melissa, TX 75454

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## WORK SESSION AGENDA

- A. Call to Order
- B. Roll Call
- C. Public Comments
- D. Presentation and discussion regarding a potential annexation and zoning application for a property generally located 138 ft north of Sequoia Lane, west of CR 418, and 450 ft south of the Outer Loop
- E. Presentation and discussion regarding proposed DOD Street Light Enhancements
- F. Discussion regarding any items on the Regular Agenda
- G. Discussion regarding any future agenda items
- H. Adjourn

## REGULAR MEETING AGENDA

### 1. CALL TO ORDER AND ROLL CALL

### 2. INVOCATION AND PLEDGE OF ALLEGIANCE

### 3. PUBLIC COMMENTS – AGENDA ITEMS

*This item is available for citizens to speak for up to 3 minutes on any item on the current agenda. General public comments can be made at the end of the Council meeting.*

### 4. PROCLAMATIONS AND PRESENTATIONS

- A. National Police Week
- B. Public Works Recognition Week
- C. EMS Week

### 5. CONSENT AGENDA

- A. Consider and act upon minutes from the April 25, 2023 Work Session and Regular Meeting.

### 6. REGULAR AGENDA

- A. Consider a Resolution authorizing the City Manager of the City of Melissa, Texas, to execute all

documents necessary for the purchase of water pressure monitoring equipment and software for the Melissa Public Works Department.

- B. Presentation and discussion regarding FY24 preliminary General Fund Revenue Forecast
- C. Presentation and discussion regarding proposed Community Event
- D. Presentation and discussion regarding proposed branding revamp.

**7. PUBLIC COMMENTS – NON-AGENDA ITEMS**

*This item is available for citizens to speak for up to 3 minutes on any subject of which the City of Melissa has authority. However, no discussion or action, by law, may be taken on the topic unless and until properly posted on a future agenda.*

**8. COUNCIL DISCUSSION**

*Council discussion with staff concerning any actions required by City Staff as a result of any item on tonight's agenda.*

**9. ADJOURN**

Certified to this the 5th day of May, 2023

Posted: May 5, 2023 @ 11:30 a.m.

\_\_\_\_\_  
Hope Cory, City Secretary

If during the course of the meeting covered by this notice, the City Council should determine that a closed or executive meeting or session of the City Council or a consultation with the attorney for the City should be held or is required, then such closed or executive meeting or session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code §551.001 et seq., will be held by the City Council at the date, hour and place given in this notice or as soon after the commencement of the meeting covered by this notice as the City Council may conveniently meet in such closed or executive meeting or session or consult with the attorney for the City concerning any and all subjects and for any and all purposes permitted by the Act, including, but not limited to, the following sanctions and purposes:

**Texas Government Code Section:**

- 551.071 Private consultation with the attorney for the City.
- 551.072 Discussing purchase, exchange, lease or value of real property.
- 551.074 Discussing personnel or to hear complaints against personnel

# Proclamation

by the  
Mayor of the City of Melissa

## NATIONAL POLICE WEEK 2023

**To recognize National Police Week 2023 and to honor the service and sacrifice of police officers protecting our communities.**

**WHEREAS**, May 15-21, 2023 has been designated as National Police Week;

**WHEREAS**, the International Association of Chiefs of Police has declared police officer safety and wellness a top priority, and the IACP's Center for Officer Safety and Wellness promotes the importance of individual, agency, family, and community safety and wellness awareness; and

**WHEREAS**, the members of the police department of the City of Melissa play an essential role in safeguarding the rights and freedoms of the citizens of our community; and

**WHEREAS**, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

**WHEREAS**, the men and women of the police department of the City of Melissa unceasingly provide a vital public service each and every day;

**NOW, THEREFORE**, I, Mayor Jay Northcut, call upon all citizens of the City of Melissa to observe the week of May 15-21, 2023 as National Police Week and commemorate police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to our community.

**I FURTHER** call upon all citizens of the City of Melissa to observe May 15, 2023 as Peace Officers Memorial Day to honor those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 9th day of May, 2023.

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Jay Northcut, Mayor

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Hope Cory, City Secretary

# Proclamation

by the  
Mayor of the City of Melissa

## NATIONAL PUBLIC WORKS WEEK 2023

“Connecting the World Through Public Works”

**WHEREAS**, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Melissa, Texas; and,

**WHEREAS**, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

**WHEREAS**, it is in the public interest for the citizens, civic leaders and children in the City of Melissa to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

**WHEREAS**, the year 2023 marks the 63<sup>rd</sup> annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

**NOW, THEREFORE**, I, Mayor Jay Northcut, do hereby designate the week May 21–27, 2023 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 9th day of May, 2023.

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Jay Northcut, Mayor

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Hope Cory, City Secretary

# Proclamation

by the  
Mayor of the City of Melissa

## NATIONAL EMS WEEK 2023

**To designate the Week of May 21 - 27, 2023, as National Emergency Medical Services Week:**

**WHEREAS**, emergency medical services is a vital public service; and

**WHEREAS**, the members of emergency medical services teams are ready to provide life-saving care to those in need 24 hours a day, seven days a week; and

**WHEREAS**, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

**WHEREAS**, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

**WHEREAS**, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

**WHEREAS**, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their life-saving skills; and

**WHEREAS**, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; and

**WHEREAS**, with the EMS Strong theme, “*EMS WEEK: Where Emergency Care Begins,*” I encourage the community to observe this week with appropriate programs, ceremonies, and activities;

**NOW THEREFORE**, I, Jay Northcut Mayor of Melissa, Texas in recognition of this event do hereby proclaim the week of May 21 - 27, 2023, as National Emergency Medical Services Week.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 9th day of May, 2023.

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Jay Northcut, Mayor

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Hope Cory, City Secretary

**MINUTES**  
**CITY OF MELISSA City Council**  
**WORK SESSION AND**  
**REGULAR MEETING AGENDA**  
**April 25, 2023**  
**5:15 PM**

**WORK SESSION AGENDA**

**A. Call to Order**

Mayor Northcut called the meeting to order at 5:16 p.m.

**B. Roll Call**

Mayor Northcut, Mayor Pro Tem Craig Ackerman, Joseph Armstrong, Dana Conklin, Rendell Hendrickson, and Sean Lehr were present.

Jennifer Clark was absent.

**C. Public Comments**

There were no public comments.

Motion was made by Joseph Armstrong and seconded by Rendell Hendrickson to recess into Executive Session at 5:16 p.m.

Vote: 6/0/0

**D. Recess into Executive Session in compliance with Section 551.001 et seq. Texas Government Code, to wit:**

**I. 551.071 Private consultation with City Attorney**

**i. Proposed residential development in the ETJ**

**ii. Disposal of surplus property**

**iii. Legal issues related to City events**

Jason Little, Tyler Brewer, Nolan Harvey, Hope Cory, and City Attorney Ryan Pittman, were present.

**E. Reconvene into Work Session**

Motion was made by Joseph Armstrong and seconded by Sean Lehr to reconvene into the Work Session at 6:04 p.m.

Vote: 6/0/0

**F. Discussion regarding any items on the Regular Agenda**

There was no discussion regarding items on the Regular Agenda.

**G. Discussion regarding any future agenda items**

There was no discussion regarding future agenda items.

**H. Adjourn**

Motion was made by Craig Ackerman and seconded by Sean Lehr to adjourn the meeting.

Vote: 6/0/0

Mayor Northcut adjourned the meeting at 6:04 p.m.

## **REGULAR MEETING AGENDA**

### **1. CALL TO ORDER AND ROLL CALL**

Mayor Northcut called the meeting to order at 6:09 p.m.

Mayor Northcut, Mayor Pro Tem Craig Ackerman, Joseph Armstrong, Dana Conklin, Rendell Hendrickson, and Sean Lehr were present.

Jennifer Clark was absent.

### **2. INVOCATION AND PLEDGE OF ALLEGIANCE**

Rendell Hendrickson gave the invocation.

### **3. PUBLIC COMMENTS – AGENDA ITEMS**

There were no public comments.

### **4. PROCLAMATIONS AND PRESENTATIONS**

#### **A. Public Service Recognition Week**

Mayor Northcut presented the Proclamation to members of the City of Melissa Police Department on behalf of all public service individuals, declaring May 7-13, 2023 as Public Service Recognition Week.

### **5. CONSENT AGENDA**

#### **A. Consider and act upon the minutes from the April 11, 2023 Work Session and Regular Meeting.**

#### **B. Consider authorizing the City Manager to negotiate and execute a development agreement regarding building materials with Melissa Joint Venture.**

**Applicant: Melissa Joint Venture**

**Council Action**

Motion was made by Craig Ackerman and seconded by Dana Conklin to approve the Consent Agenda items as noted.

Vote: 6/0/0

### **6. REGULAR AGENDA**

#### **A. Conduct a public hearing and consider an ordinance amending Melissa's Code of Ordinances, Ordinance No. 92-04, as amended, Chapter 12 (Planning and Zoning), Article**

**12.300 (Zoning Ordinance Adopted), Section 3 (Zoning Districts Established), Section 18 (Special Zoning Districts). The Planning and Zoning Commission recommended approval.**

**Applicant: City of Melissa**

Mayor Northcut opened the public hearing at 6:15 p.m.

Tyler Brewer, Executive Director of Development, presented Council with the item stating that after review of the code with the City Attorney, several instances were found where it was not fully clear in the Commercial Corridor Overlay District (CC/O) if a proposed Planned Development (PD) or base code regulation prevails in the event of a conflict. The language in this ordinance would clarify that in the event of a conflict between the CC/O and the Planned Development District Zoning (PD), the PD shall supersede. From Staff's perspective, this is consistent with the purpose of PDs in general and this proposed language change clarifies that concept.

Motion was made by Joseph Armstrong and seconded by Dana Conklin to close the public hearing at 6:16 p.m.

Vote: 6/0/0

Council Action

Motion was made by Joseph Armstrong and seconded by Craig Ackerman to approve the ordinance as noted.

Vote: 6/0/0

- B. Conduct a public hearing and consider an ordinance amending Melissa's Zoning Ordinance, Ordinance No. 92-08, as amended, to rezone 0.499± acres of land, situated in the John Fitzhugh Survey, Abstract No. 319, in the City of Melissa, Collin County, Texas, heretofore zoned Single-Family Residential District-3 (SF-3) within the Downtown Overlay District Transitional Mixed-Use (DOD/TMU) Zoning Classification; providing that the property is rezoned and placed in the Planned Development District/General Commercial-2 District (PD/C-2) within the Downtown Overlay District Transitional Mixed-Use (DOD/TMU) Zoning Classification. The Planning and Zoning Commission recommended approval.**

**Applicant: ALJ Lindsey, LLC on behalf of Scooter's Coffee**

Mayor Northcut opened the public hearing at 6:18 p.m.

Tyra LaVerne, Assistant Director of Development Services, presented Council with the item stating that at the March 28, 2023 Council meeting the applicant came forward with a C-2 zoning for the full ±3.129 acres tract. After discussions with Council regarding positive feedback for Scooter's Coffee ±0.5 acre site and concerns with future development on the remaining parent tract, the applicant withdrew his application. The applicant is now present with the PD C-2 request for the ±0.5 acre site. The applicant has requested the PD allow land-uses on this tract be limited to only allowing two land-uses: Restaurants and Drive In Restaurants.

Motion was made by Dana Conklin and seconded by Rendell Hendrickson to close the public hearing at 6:19 p.m.

Vote: 6/0/0



Council Action

Motion was made by Dana Conklin and seconded by Sean Lehr to approve the ordinance as noted.

Craig Ackerman thanked the applicant for taking the feedback given by Council.  
Dana Conklin thanked the applicant.

Vote: 6/0/0

- C. Consider the Scooter's Final Engineering Site Plan, consisting of 0.499± acres situated in the J.F. Fitzhugh Survey, Abstract No. 319, City of Melissa, Collin County, Texas and generally located at 2403 McKinney St, City of Melissa, COLLIN County, Texas. The Planning and Zoning Commission recommended approval.**

**Applicant: ALJ Lindsey, LLC**

Tyra LaVerne, Assistant Director of Development Services, presented Council with the item stating that this Final Engineering Site Plan complies with code except for one Downtown Overlay District design guideline related to window design. Scooter's Coffee is proposing to meet the window glazing requirements but would like to request to use spandrel glass on two of the four windows of the front facade. The reason for the request is because Scooter's Coffee is a drive-thru, and windows on the front of the store pose an issue with equipment being visible to the public. Additionally, spandrel glass will allow Scooter's Coffee to cover the windows on the interior with drywall so that electrical outlets can be placed along the front counter.

Council Action

Motion was made by Dana Conklin and seconded by Joseph Armstrong to approve the Final Engineering Site Plan with the requested variances as noted.

Vote: 6/0/0

- D. Conduct a public hearing and consider an ordinance amending Ordinance No. 22-06 and Melissa's Zoning Ordinance, Ordinance No. 92-08, as amended, to rezone and modify certain Planned Development standards pertaining to a portion of that certain tract identified as "Tract 1," in Ordinance No. 22-06, consisting of 9.47± acres, situated in the John Emberson Survey, Abstract No. 294, and the Andrew Thomas Survey, Abstract No. 894, in the City of Melissa, Collin County, Texas, heretofore zoned Planned Development-General Commercial-2 (PD/C-2) within the Commercial Corridor Overlay District (CC/O); providing that the tract is placed in the Planned Development-General Commercial-2 (PD/C-2) within the Commercial Corridor Overlay District Zoning Classification with modified development standards. The Planning and Zoning Commission recommended approval.**

**Applicant: Kimley-Horn on behalf of Green Acres**

Mayor Northcut opened the public hearing at 6:23 p.m.

Tyra LaVerne, Assistant Director of Development Services, presented Council with the item stating that this rezone request is to allow for Major Nursery and Outdoor Display/Storage land uses for Green Acres Nursery. The applicant has requested certain development standards including prohibited future land uses, parking, signage, and roof screening.

Motion was made by Joseph Armstrong and seconded by Rendell Hendrickson to close the public hearing at 6:25 p.m.

Vote: 6/0/0

Mick Granlund with O'Brien Architects and one of the owners, Josh Hochschuler, were present to answer questions.

Dana Conklin asked what the exterior from the perspective of someone driving up to the store would look like. Mr. Granlund referred to a picture on the screen that would best portray what customers would see driving up. Mr. Granlund also described the different areas of the nursery. Mrs. Conklin asked which pictures were which according to the presentation.

Mr. Hochschuler stated that the inside of the store sells a variety of products such as fertilizer, decor, insect sprays, while the outdoor areas house most of the plants.

Dana Conklin asked how unique this store is to this area. Mr. Hochschuler stated that there is only one other location nearby in Irving. The company is based out of Sacramento, California.

Craig Ackerman stated that Green Acres Nursery does look like it will be a cut above the standard nursery.

Jason Little, City Manager, asked what the timeline for the completion of the project. Mr. Granlund stated that the engineering plans are being reviewed by the City, and tentatively the building plans will be reviewed in the next few months with a building permit likely being issued in the fall. Mr. Hochschuler stated that the goal is to open by February 2023 in time for spring.

Dana Conklin asked if the water tower was just for looks or if it was functioning. Mr. Hochschuler stated that it is just a piece of art or a sculpture. Mrs. Conklin asked if it was lit. Mr. Hochschuler confirmed.

#### Council Action

Motion was made by Craig Ackerman and seconded by Sean Lehr to approve the ordinance as noted.

Dana Conklin asked if we needed to clarify the variances.

Tyler Brewer, Executive Director of Development, stated that clarification is not needed as it is in the planned development document.

Vote: 6/0/0

- E. Conduct a public hearing and consider an ordinance amending Ordinance No. 04-09 and Melissa's Zoning Ordinance, Ordinance No. 92-08, as amended, to rezone and modify certain planned development standards pertaining to a portion of that certain tract identified as "Tract W1" in Ordinance No. 04-09, consisting of 2.68± acres, situated in the John A. Throckmorton Survey, Abstract No. 900, City of Melissa, Collin County, Texas, heretofore zoned Planned Development-General Commercial-2 (PD/C-2) within the Commercial Corridor Overlay District (CC/O); providing that the tract is placed in the**

**Planned Development-General Commercial-2 (PD/C-2) Zoning District within the Commercial Corridor Overlay District (CC/O) Zoning Classification with modified development standards. The Planning and Zoning Commission recommended approval. Applicant: GYS Development, LLC**

Mayor Northcut opened the public hearing at 6:33 p.m.

Tyra LaVerne, Assistant Director of Development Services, presented Council with the item stating that this rezone request is specific to land-uses not currently contemplated in the CC/O district. The applicant is not currently requesting any design or site variances to the City's base code. The City's future land-use map shows this tract as mixed use.

Chris Rhodes, the applicant for this request, gave a presentation to Council regarding the self-storage facility.

Motion was made by Joseph Armstrong and seconded by Rendell Hendrickson to close the public hearing at 6:37 p.m.

Vote: 6/0/0

Craig Ackerman asked if there would be garage door access on some of the units. Mr. Rhodes confirmed that typically there are only about 10 units that are drive-up units; however, they are not always included and not currently being proposed for this project.

Mayor Northcut stated that while he is not opposed to storage style projects, but is apprehensive with this being in the Commercial Corridor Overlay District. Mayor Northcut asked for confirmation from Tyler Brewer if this type of use was included in the base Overlay District. Mr. Brewer confirmed that storage is not an allowed use in the CC/O. Mayor Northcut stated that with this corridor being not very large, he is not convinced that this would be the highest and best use for this property.

Dana Conklin stated that she is not opposed to the development itself, but is hesitant with location being on the US-75 Frontage Road vision presented by Stoneridge.

Mr. Rhodes stated that he has been in contact with Stoneridge and given the typography of the tract, not many developments would be suitable on this tract. The storage facility will be able to utilize the tract given its split level design. Mayor Northcut asked Nolan Harvey, City Engineer, to speak to the typography of the tract of land. Mr. Rhodes stated that the property owner has a few other tracts of land that could be developed on in the future for different uses. Mr. Harvey confirmed that being on the west side of US-75, the tract does begin to slope; however, that will be the case for many of the developments in that area. Mayor Northcut stated that there is a 35 acre tract just north that was approved late last year and asked if there were similar issues. Mr. Harvey confirmed.

Rendell Hendrickson asked if Mr. Rhodes' company owns the storage facility on Fannin Road. Mr. Rhodes confirmed. Mr. Hendrickson stated that he likes the product, but not the location.

Council Action

Motion was made by Joseph Armstrong and seconded by Rendell Hendrickson to deny the ordinance as noted.

Vote: 6/0/0

- F. Consider an amendment to the Z-Plex Phase 3 Final Engineering Site Plan, generally located at 4220 E. Melissa Rd, City of Melissa, Collin County, Texas. The Planning and Zoning Commission recommended approval.**

**Applicant: City of Melissa on behalf of Melissa Sports, LLC**

Tyra LaVerne, Assistant Director of Development Services, presented Council with the item stating that in September 2021 and June 2022, Council approved the placement of two temporary portable classroom buildings for the Alpha School Soccer Program. The request is to amend the site plan to allow for two additional temporary portable classroom buildings. The approval of the two original temporary buildings is set to expire in September 2024. These temporary buildings are the same size and type as the original. The future plan is to construct a public-private partnership building next to the multi-purpose baseball facility that will provide soccer, volleyball, basketball, and classroom facilities, which will then eliminate the need for the temporary portable classroom buildings on site. The Planning and Zoning Commission recommended approval on the condition that the two new temporary buildings are set on the same expiration timeline as the originals.

Doug Zadow was present to answer questions.

Dana Conklin asked if there are adequate restrooms on site. Mr. Zadow confirmed that there are many restroom facilities on site that are available to those occupying the temporary classroom buildings.

Dana Conklin asked if there are any gender alternative restrooms or family restrooms on site. Mr. Zadow stated that there are not.

#### Council Action

Motion was made by Dana Conklin and seconded by Joseph Armstrong to approve the amendment to the Z-Plex Phase 3 Final Engineering Site Plan as noted.

Rendell Hendrickson asked if that motion also included the expiration date.  
Dana Conklin confirmed.

Vote: 6/0/0

- G. Consider an Ordinance amending the Melissa Code of Ordinances, Ordinance No. 92-04, as amended, Chapter 10 (Traffic Control), Article 10.200 (Stop Intersections) and Article 10.300 (Parking Regulations), Section 10.302 (Parking on Specified Streets).**

Tyler Brewer, Executive Director of Development, stated that this item is related to the codes pertaining to the traffic control regulations that are out of date, specifically for stop-sign intersections and no-parking areas. The original ordinance was adopted in the early 1980s and modified several times since then, but not recently. This ordinance identifies specific intersections that are stop-sign intersections and no-parking areas. Due to Melissa's growth, this ordinance needs updating. From Staff's perspective, it would be helpful if it were made more fluid to install stop signs and designate no-parking areas where needed. This ordinance would also specify towing and storing vehicles regulations.

Rendell Hendrickson asked if this was typical in the operation of cities. Mr. Brewer confirmed.

Joseph Armstrong asked if it is safe to assume public safety reviewed the proposed ordinance. Mr. Brewer confirmed and stated that the Chief of Police put together the no-parking regulation and the stop sign regulation was prepared by Development Services. Both were reviewed by the City Attorney.

Dana Conklin asked if there was a way for citizens to suggest locations that need attention or protest any with a point of contention. Mr. Brewer stated that there are no specific protest opportunities written in the ordinance, but this ordinance would allow for Staff to have the ability to review requests that come in.

Council Action

Motion was made by Rendell Hendrickson and seconded by Sean Lehr to approve the ordinance as noted.

Vote: 6/0/0

**7. PUBLIC COMMENTS – NON-AGENDA ITEMS**

There were no public comments.

**8. COUNCIL DISCUSSION**

There was no Council discussion.

**9. ADJOURN**

Council Action

Motion was made by Joseph Armstrong and seconded by Rendell Hendrickson to adjourn the meeting.

Vote: 6/0/0

Mayor Northcut adjourned the meeting at 6:55 p.m.

ATTEST:

\_\_\_\_\_  
Hope Cory, City Secretary

\_\_\_\_\_  
Jay Northcut, Mayor

## City of Melissa City Council Staff Report



**Date** May 9, 2023

**Subject** Consider a Resolution authorizing the City Manager of the City of Melissa, Texas, to execute all documents necessary for the purchase of water pressure monitoring equipment and software for the Melissa Public Works Department.

**Submitted By** Tyler Brewer, Executive Director of Development

### **Action Requested**

Approval of a Resolution authorizing the purchase of water pressure monitoring equipment and software for the Melissa Public Works Department.

### **Summary of Subject**

City Staff is requesting authorization to purchase water pressure monitoring equipment and related software in an amount of \$167,675.00. This equipment and software, developed by Syrinix, serves as an extension of the Melissa Public Works Department by deploying strategically located pressure monitoring devices on water mains throughout the City and utilizing software to proactively monitor water pressure throughout the City's water system to assist with daily operation of the water system, water system modeling, etc. In the event of a leak or pipe burst, the software will also alert Public Works Staff and direct them to the location of the leak, leading to quicker isolation and repair of leaks and less time for Melissa property owners to be without water.

### **Budget Impact**

This Resolution authorizes an up front expenditure of \$167,675.00 for the pressure monitoring equipment and first year of monitoring software and an ongoing annual expense of \$19,200.00 per year to pay for the monitoring software. Funding for this purchase has been identified in the Water Fund.

### **Comprehensive Plan Comments**

N/A

### **Staff Recommendation**

Staff recommends approval of this Resolution.

### **Supporting Documents**

1. Resolution - Pressure Monitoring Equipment
2. Pressure Monitoring Equipment Quote

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS, HEREBY AUTHORIZING THE CITY MANAGER OF THE CITY OF MELISSA, TEXAS, TO EXECUTE ALL DOCUMENTS NECESSARY FOR THE PURCHASE OF WATER PRESSURE MONITORING EQUIPMENT AND SOFTWARE FOR THE MELISSA PUBLIC WORKS DEPARTMENT, IN AN AMOUNT OF \$167,675.00.**

**NOW, THEREFORE LET IT BE RESOLVED BY THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS:**

**SECTION 1:** The City Manager of the City of Melissa, Texas, is hereby authorized to execute all documents related to the purchase of water pressure monitoring equipment and software for the Melissa Public Works Department in an amount of \$167,675.00

**SECTION 2:** This Resolution shall take effect immediately upon its passage.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS, ON THE 9<sup>th</sup> DAY OF MAY, 2023.**

\_\_\_\_\_  
Jay Northcut, Mayor

**ATTEST TO:**

\_\_\_\_\_  
Hope Cory, City Secretary



# HydroPro Solutions, Inc

907 Rockmoor Dr.  
 Georgetown, Texas 78626  
 Phone (512)996 8944 Fax (512)879-9098

# Quotation

**DATE** March 13, 2023  
**Quotation #**  
**Salesperson:** CD/BH

To: City of Melissa

Quotation valid until: April 30, 2023  
 Prepared by: BH



## Syrinx PMH Unit Purchase Quote

Qty	Product No	Description	Unit Cost	AMOUNT
32	SX-102280	PMH 4G, e-SIM Card (excl data), 13.2V 11.8AHr Lithium Ion rechargeable battery	\$ 4,300.00	\$137,600.00
32	SX-RDR12PMSCH	12 Mth - RADAR - PipeMinder-S/C/H/One	\$ 475.00	\$15,200.00
32	SX-SIM12L	12 Mth - Low volume (30MB per Month) PAYG data plan	\$ 125.00	\$4,000.00
3	SX-101969	Battery charger - PMS/C/H/One	\$ 300.00	\$900.00
2	SX-101912	Activator - PMH	\$ 800.00	\$1,600.00
5	SX-ADVENG	Syrinx Engineering Services - 1 Day Rate. Includes deployment planning, 1 month follow-up review of observations/recommendation, 4 quarterly reports with the final 4th report covering a 1 yr overview.	\$ 975.00	\$4,875.00
1	HPS-INSTALL	2-3 Day installation of all devices - includes RADAR training following deployment.	\$ 3,500.00	\$3,500.00
				\$0.00
				\$0.00
				\$0.00
		Estimated Freight	<b>TBD</b>	TBD
			<b>TOTAL</b>	<b>\$167,675.00</b>

PLEASE NOTE: We reserve the right to amend prices after the valid date listed at the top of the quote.

**Shipping is TBD in this quote.**

**A 2.5% processing fee will be applied for all credit card purchases.**

All invoices are due Net 30 per HydroPro Solutions standard terms and conditions

**Annual charges**

**THANK YOU FOR YOUR BUSINESS!**