NOTICE OF REGULAR MEETING
May 13, 2020
SHENANDOAH CITY COUNCIL

STATE OF TEXAS AGENDA
COUNTY OF MONTGOMERY
CITY OF SHENANDOAH

This meeting will be closed to in person attendance by the public. A temporary suspension of the Open Meetings Act to allow telephone or videoconference public meetings has been granted by Governor Greg Abbott. These actions are being taken to mitigate the spread of COVID-19 by avoiding meetings that bring people into a group setting and in accordance with Section 418.016 of the Texas Government Code. Telephonic and videoconferencing capabilities will be utilized to allow individuals to address the Council. Emails may also be submitted. Members of the public are entitled to participate remotely by telephone.

Citizens may join the meeting by calling 832-585-8138. Callers will be asked to identify themselves and will then be added to the call queue in the order they are received. The Mayor will then retrieve each call. The meeting will be broadcasted on YouTube as usual and the conference line audio will be audible to the YouTube viewers.

NOTICE IS HEREBY GIVEN that a Meeting of the Shenandoah City Council will be held on Wednesday, May 13, 2020 at 7:00 p.m. at the City of Shenandoah Municipal Complex, 29955 IH-45 North, Shenandoah, Texas for the purpose of considering the following:

1. CALL TO ORDER
2. CALL OF ROLL
3. PLEDGE OF ALLEGIANCE
4. INVOCATION
5. CITIZENS FORUM (**CALL IN ONLY**)

   Citizens are invited to speak for three (3) minutes on matters relating to city government that relate to agenda or non-agenda items. Speakers are asked to address Council and give their name and address before sharing their comments.

   Responses to inquiries are limited by state law 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.

6. 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 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.

INDIVIDUAL CONSIDERATION:

7. Promotion of Sergeant Jake Reuvers.
8. Discussion regarding monument sign designs.
9. Discussion regarding the Water/Sewer rate study.
10. Discussion regarding the residential permit fee schedule.
11. Discussion and possible action regarding an appointment to the Montgomery County Emergency Communication District Board of Managers.
12. Discussion and possible action to renew a Mayoral Declaration of Local State of Disaster Due to Public Health Emergency.
13. Discussion and possible action to adopt the following Resolution:

    A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHENANDOAH, TEXAS, PROVIDING FOR THE APPOINTMENT TO FILL THE POSITIONS OF PLACE TWO (2) AND PLACE THREE (3) ON THE SHENANDOAH PLANNING AND ZONING COMMISSION.
14. Discussion and possible action to amend the Civic Club bylaws.
15. Discussion and possible action regarding approval of the 2020 Budget Workshop dates.
16. Discussion regarding 2020-2021 Council Budget Requests.
17. Discussion and possible action to approve the minutes of the April 8, 2020 regular meeting.
18. CITIZENS FORUM (**CALL IN ONLY**)

    Citizens are invited to speak for three (3) minutes on matters relating to city government that relate to agenda or non-agenda items. Speakers are asked to address Council and give their name and address before sharing their comments.

    Responses to inquiries are limited by state law 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.
19. City Administrator updates.
20. 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 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.

EXECUTIVE SESSION

Public notice is given that the City Council may elect to go into Executive Session at any time during the meeting in order to discuss any matters listed on the Agenda when authorized by the provisions of the Open Meeting Act, 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.

Executive Session – According to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code as follows:

i) Government Code § 551.074. Personnel Matters

- Police Chief

a) Consideration and if determined appropriate, take action resulting from the item(s) listed under Executive Session.

ADJOURN

The Council may vote and/or act upon each of the items listed on this Agenda. One agenda item will be discussed at a time unless logic and practical consideration allow similar topics to be considered together for purposes of convenience and efficiency. The Council may retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act.

Any discussion item on the City Council agenda permits City Council to question the involved parties or receive a presentation by the involved parties.

City Hall is wheelchair accessible. A sloped entry is available at the entrance with specially marked parking spaces available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 281-298-5522 or Fax 281-367-2225 for information.

I certify that the attached notice of meeting was posted on the bulletin board at City of Shenandoah Municipal Complex, 29955 IH-45 North, Shenandoah, Texas, on the 8 day of May 2020 at: 6:20 o'clock p.m.

Courtney Clary, City Secretary

CITY OF SHENANDOAH TEXAS

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	May 13, 2020	ITEM NUMBER:	**8**
DEPARTMENT:	Public Works	PREPARED BY:	Joseph Peart
PRICING:	NA	EXHIBITS:	Conceptual Drawings

SUBJECT/PROCEEDING:

Discussion regarding new design of city limits monument signs.

RECOMMENDED ACTION:

Discussion only.

BACKGROUND/DISCUSSION:

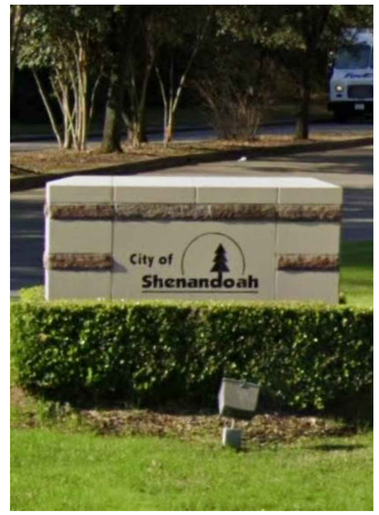
City council approved design of new city limits monuments signs at the February 12 council meeting due to a pending relocation of an existing monument sign by the Lifetime Fitness development. Since that meeting an attempt was made to move the sign and it was broken beyond repair. Lifetime fitness will need to replace the sign in a new location to accommodate a new turn lane into their development.

Landology has completed two conceptual designs for consideration by council.

- Estimated construction costs for Concept A are $35,000.
- Estimated construction costs for Concept B are $30,000.

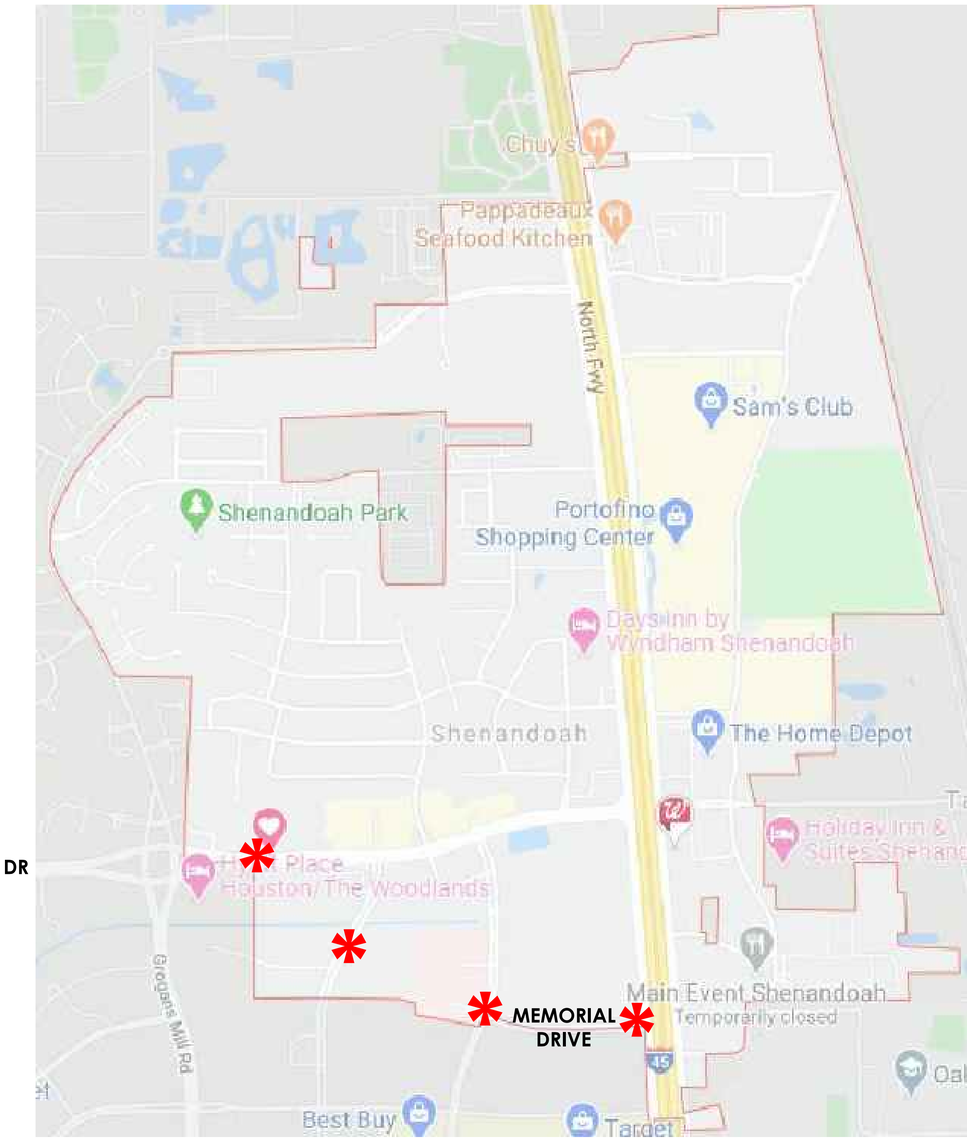
APPROVALS:

DEPARTMENT HEAD	Joseph Peart	DATE:	May 7, 2020
CITY ADMINISTRATOR		DATE:	May 8, 2020



✱ EXISTING CITY LIMITS MONUMENT

EXISTING RESIDENTIAL ENTRY MONUMENT



RESEARCH FOREST DR

SIX PINES DR

PINECROFT DR

LAND·ology
defining design

SHENANDOAH CITY LIMITS MONUMENT

MONTGOMERY COUNTY, CITY OF SHENANDOAH, TEXAS

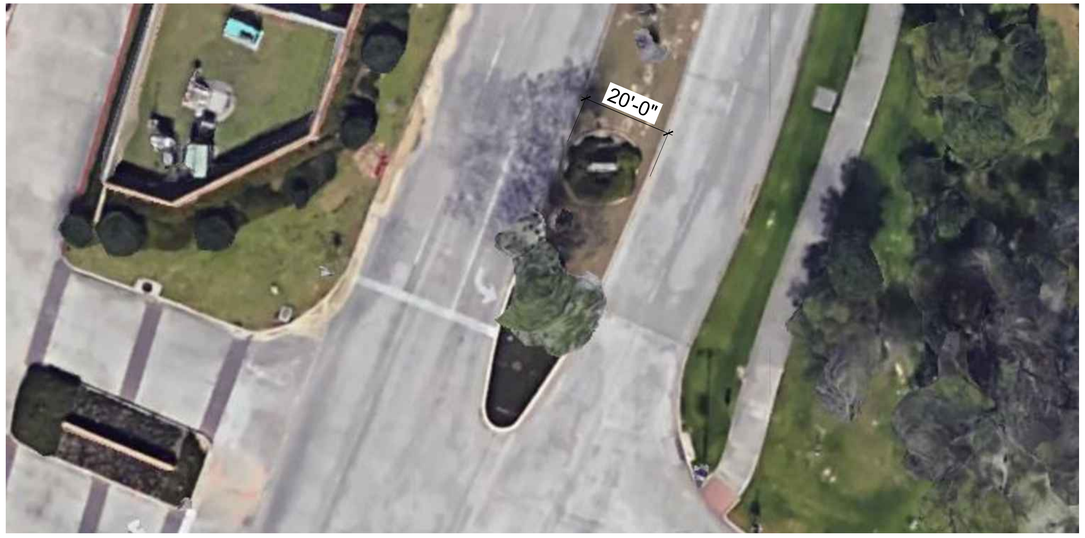
CITY OF SHENANDOAH

CITY OF SHENANDOAH CITY LIMITS MONUMENT

May 6th, 2020
LAND Project # 041.020

This drawing is conceptual in nature and is subject to change. No warranties or representations, expressed or implied concerning the actual design, location or character of this plan are intended. This plan is not for permit or construction purposes.

RESEARCH FOREST DRIVE



PINECROFT DRIVE

LAND·ol·ogy
defining design

SHENANDOAH CITY LIMITS MONUMENT

MONTGOMERY COUNTY, CITY OF SHENANDOAH, TEXAS

CITY OF SHENANDOAH

STUDY LOCATIONS

May 6th, 2020
LAND Project # 041.020

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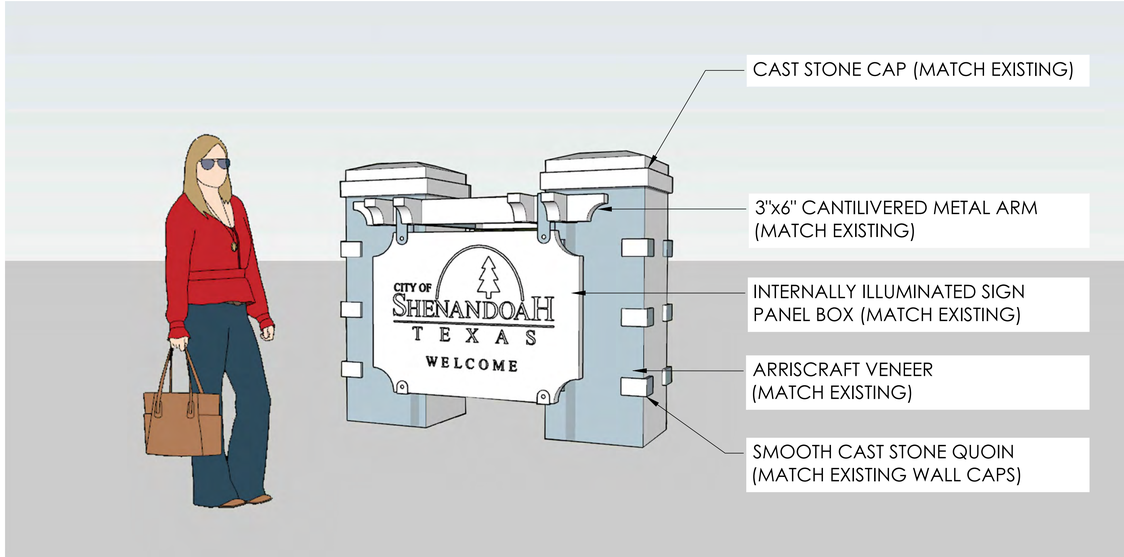

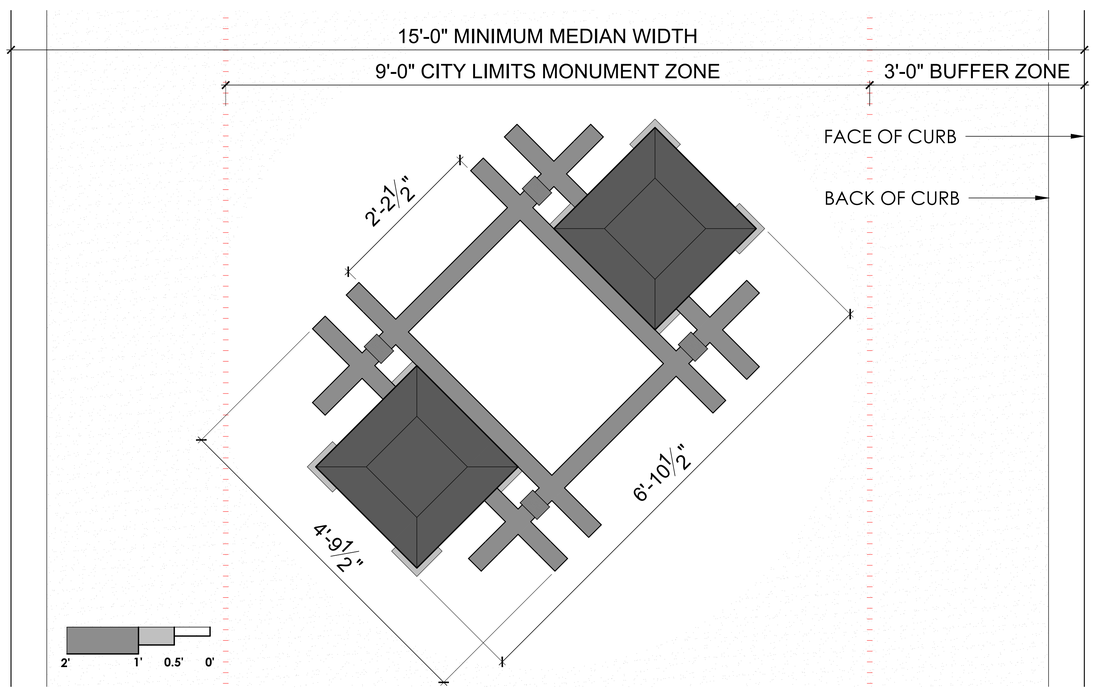

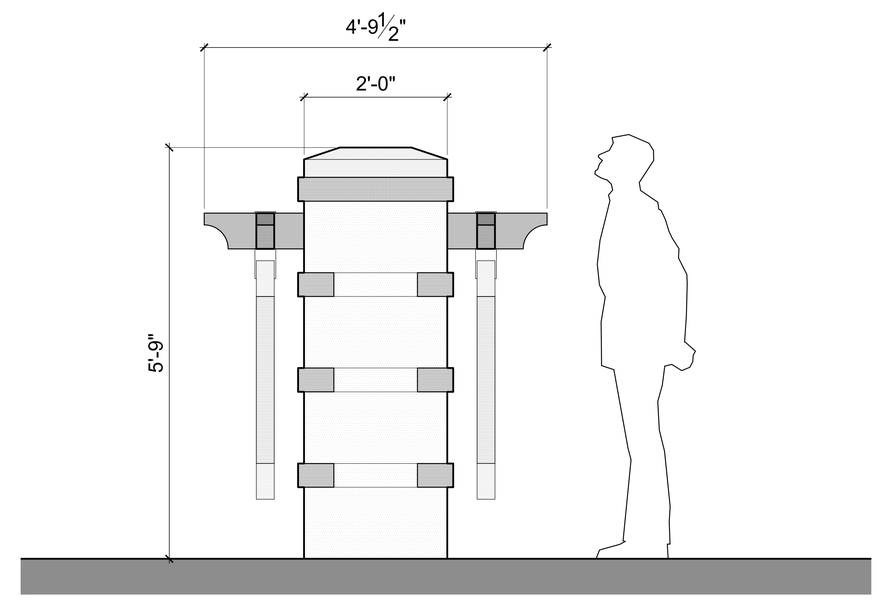

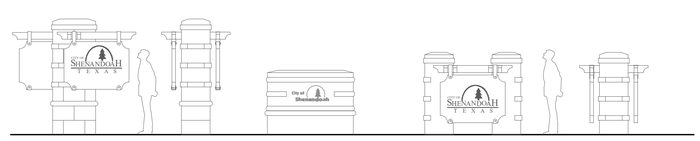

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SHENANDOAH CITY LIMITS MONUMENT

MONTGOMERY COUNTY, CITY OF SHENANDOAH, TEXAS

CITY OF SHENANDOAH

CONCEPT A

May 6th, 2020
LAND Project # 041.020

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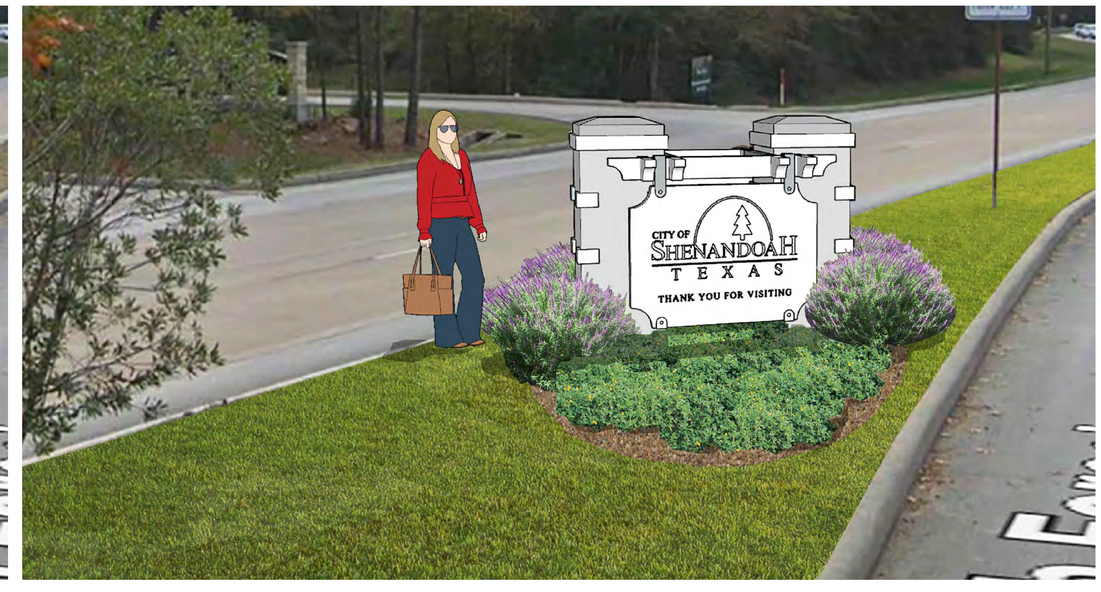
EXISTING "WELCOME" MONUMENT

PROPOSED "WELCOME" MONUMENT

EXISTING "THANK YOUR FOR VISITING" MONUMENT

PROPOSED "THANK YOUR FOR VISITING" MONUMENT



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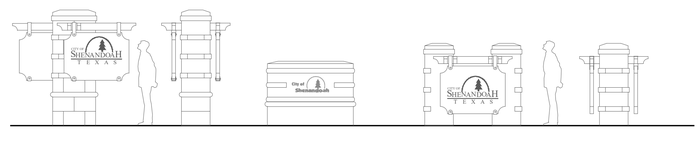
defining design



SHENANDOAH CITY LIMITS MONUMENT

MONTGOMERY COUNTY, CITY OF SHENANDOAH, TEXAS

CITY OF SHENANDOAH

CONCEPT A - RESEARCH FOREST DRIVE

May 6th, 2020
LAND Project # 041.020

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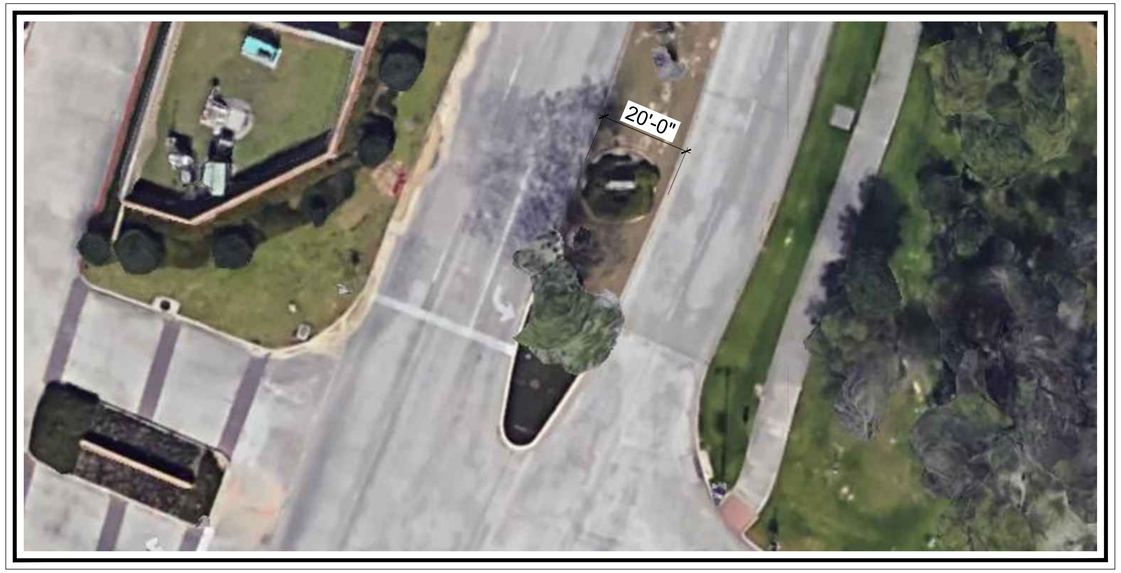
RESEARCH FOREST DRIVE



PINECROFT DRIVE

LAND·ol·ogy
defining design

SHENANDOAH CITY LIMITS MONUMENT

MONTGOMERY COUNTY, CITY OF SHENANDOAH, TEXAS

CITY OF SHENANDOAH

STUDY LOCATIONS

May 6th, 2020
LAND Project # 041.020

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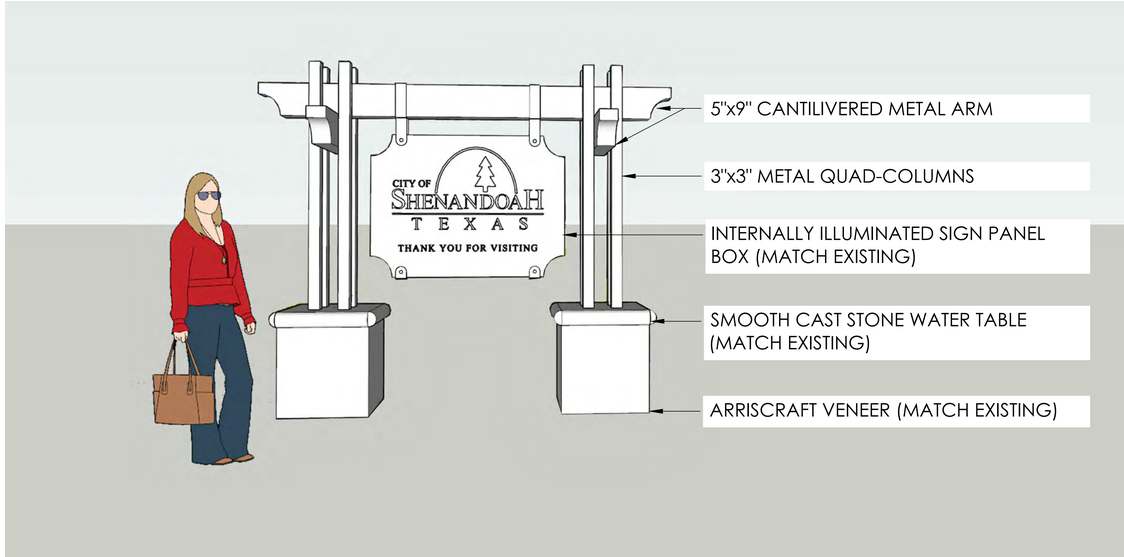

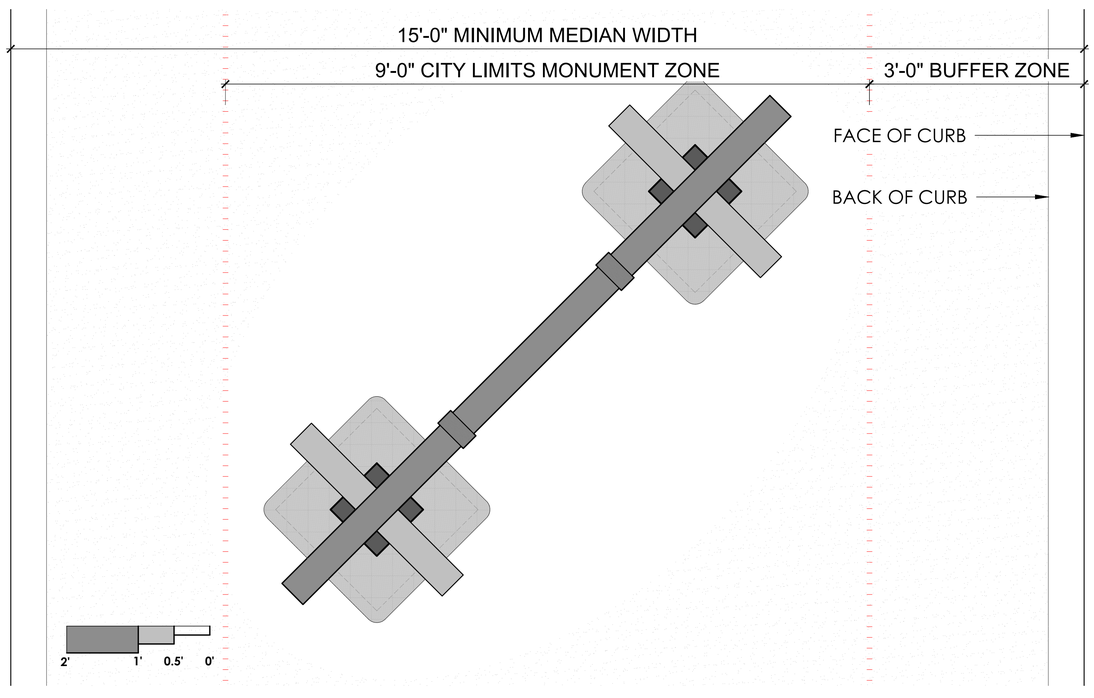

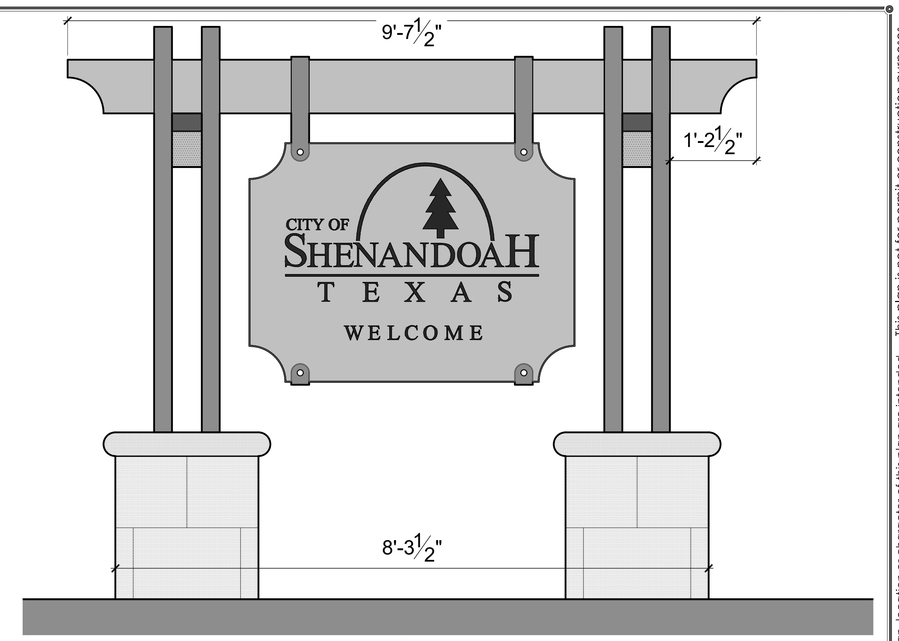

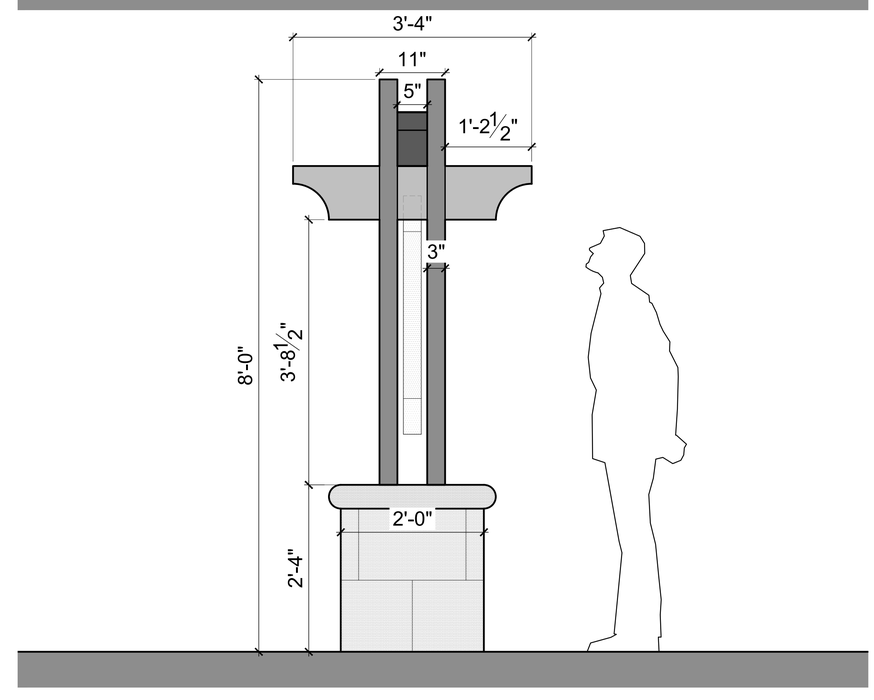

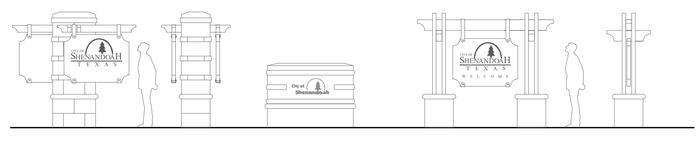

LAND·ology
defining design

SHENANDOAH CITY LIMITS MONUMENT

MONTGOMERY COUNTY, CITY OF SHENANDOAH, TEXAS

CITY OF SHENANDOAH

CONCEPT B

May 6th, 2020
LAND Project # 041.020

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EXISTING "WELCOME" MONUMENT

PROPOSED "WELCOME" MONUMENT

EXISTING "THANK YOUR FOR VISITING" MONUMENT

PROPOSED "THANK YOUR FOR VISITING" MONUMENT

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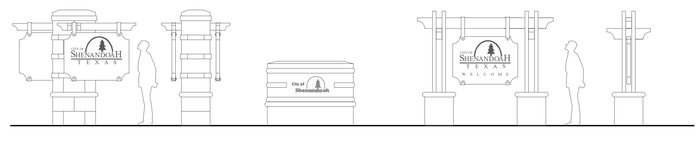

SHENANDOAH CITY LIMITS MONUMENT

MONTGOMERY COUNTY, CITY OF SHENANDOAH, TEXAS

CITY OF SHENANDOAH

CONCEPT B - PINECROFT DRIVE

May 6th, 2020
LAND Project # 041.020

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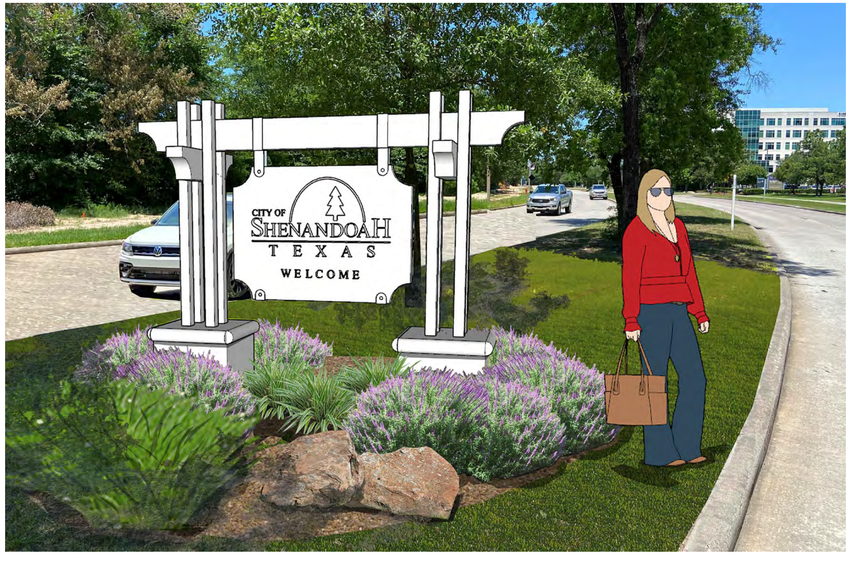
A

CONCEPT A - STUDY LOCATION : RESEARCH FOREST DRIVE "WELCOME" "THANK YOU FOR VISITING"

CONCEPT B - STUDY LOCATION : PINECROFT DRIVE "WELCOME" "THANK YOU FOR VISITING"

B



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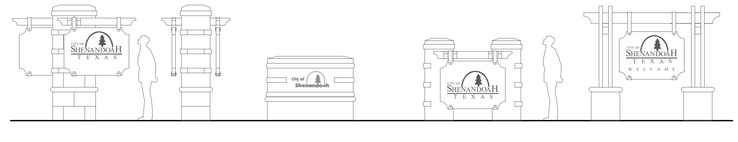

SHENANDOAH CITY LIMITS MONUMENT

MONTGOMERY COUNTY, CITY OF SHENANDOAH, TEXAS

CITY OF SHENANDOAH

CONCEPTS SUMMARY

May 6th, 2020
LAND Project # 041.020

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Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	May 13, 2020	ITEM NUMBER:	**9**
DEPARTMENT:	Water and Sewer	PREPARED BY:	Joseph Peart
PRICING:	NA	EXHIBITS:	Rate Study Summary

SUBJECT/PROCEEDING:

Discussion regarding rate study.

RECOMMENDED ACTION:

Discussion only.

BACKGROUND/DISCUSSION:

City staff and Bleyl Engineering have worked together on a rate study concerning the water and sewer rates charged to residential and commercial customers. Staff used projections over the next five years when determining new rates. Expense projections included anticipated Operation and Maintenance (O&M) costs, debt service on existing bonds, and the Capital Improvement Plan (CIP). Revenue projections included predicted consumption based on past usage and anticipated growth.

The rate study was completed using the following guidelines and assumptions:

- The water/sewer enterprise is not a "for profit" business. Ideally revenues will equally match expenses.
- No other funding source was included in the proposed rates, with the exception of a loan or bond.
- Costs will increase over time due to inflation.
- Projected revenues are fluid and can be greatly affected by environmental conditions (i.e. a drought will increase revenue due to increased consumption).
- Projected O&M expenses are estimates, with unplanned repairs quickly reaching into the hundreds of thousands of dollars.

APPROVALS:

DEPARTMENT HEAD	Joseph Peart	DATE:	May 7, 2020
CITY ADMINISTRATOR		DATE:	May 8, 2020

BLEYL ENGINEERING

PLANNING • DESIGN • MANAGEMENT

100 Nugent Street
Conroe, TX 77301
Tex. Reg. No. F-678
www.bleylengineering.com

May 7, 2020

City of Shenandoah
29955 I-45 North
Shenandoah, TX 77381

Attn: Mr. Joseph Peart
Public Works Director

Re: City of Shenandoah 2020 Rate Study Summary

Dear Mr. Peart,

Bleyl Engineering is pleased to present the City of Shenandoah 2020 Rate Study for Staff and Council consideration. The following is a summary of the key elements of the study, along with our recommendations for consideration.

The objective given by Staff was to develop water and sewer rates to produce revenues which will support expenses for the next five (5) years in the City (October 1, 2020 through September 30, 2025). Information was gathered from Staff, and various scenarios were generated to accomplish this goal. It should be noted that City water and sewer rates have not been amended since November 10, 2010.

Revenues: Include income from residential and commercial water and sewer bills along with other incidental sources.

Expenses: Include Operations and Maintenance Costs, debt service on existing bonds, and future utility improvement projects which are included in the City's Five (5) Year Capital Improvement Plan (CIP).

Two Options are included in the Study:

Option 1: Revenues required to fund all expenses, through water and sewer bills and other incidental sources.

Option 2: Revenues required to fund all expenses, through water and sewer bills, other incidental sources, and financing a portion of the expenses (Wastewater Treatment Plant Improvements) through the Texas Water Development Board (TWDB) Clean Water State Revolving Fund (CWSRF) Program.

The Study provides all data used in generating projected water and sewer rates for these two options. No potential Municipal Development District (MDD) cost sharing was considered in this Study. After consulting the City of Shenandoah's Bond Counsel and Staff, Bleyl Engineering contacted the TWDB for information to consider the Clean Water State Revolving Fund resource for Option 2.

Based on the information obtained from the TWBD, along with the City's Bond Counsel and Staff, **Bleyl Engineering recommends Option 2** for the following reasons:

1. The current interest rate quoted by the TWDB is near 0%. An interest rate of 1.5% amortized over 20 years was used in the Study to be conservative.

2. The WWTP improvements are scheduled to begin in 2021. This project is estimated to cost $6,000,000 for design and construction. The capacity of the plant will be increased by almost 50% upon completion. The loan will be used to fund this capital project only, which will have an estimated life of 25 – 30 years.

3. The proposed water and sewer rate increase is lowered considerably by financing the WWTP Project over the 20 year period.

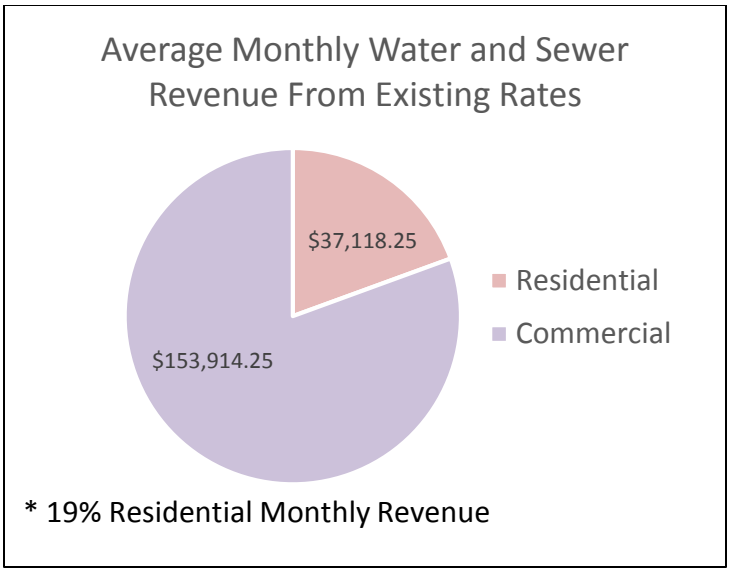
As always, it has been a pleasure to work with you and other City Staff to complete this project.

Please contact me with any questions or comments.

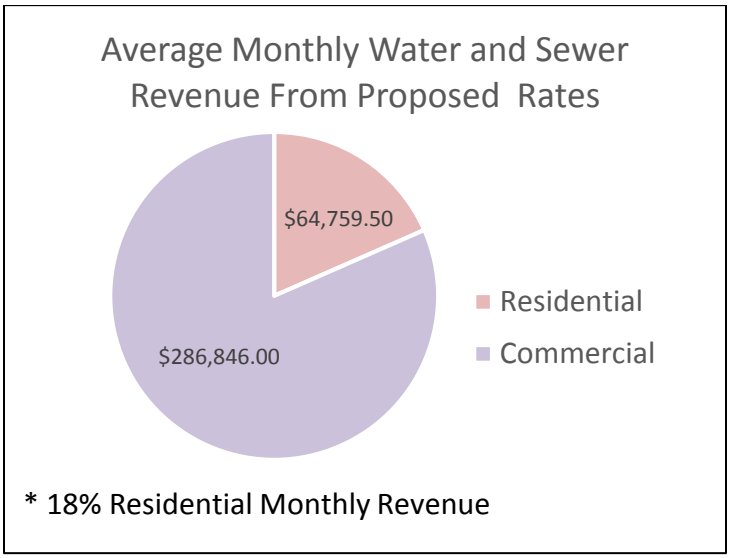
Sincerely,

John D. Bleyl, P.E.

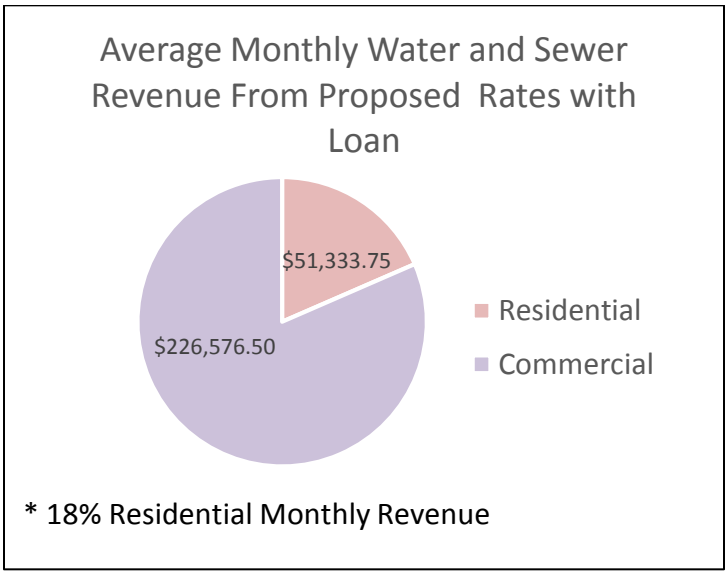
Cc: Kathie Reyer, City Administrator
Derek Wind, P.E.
Jennifer Steen, P.E.



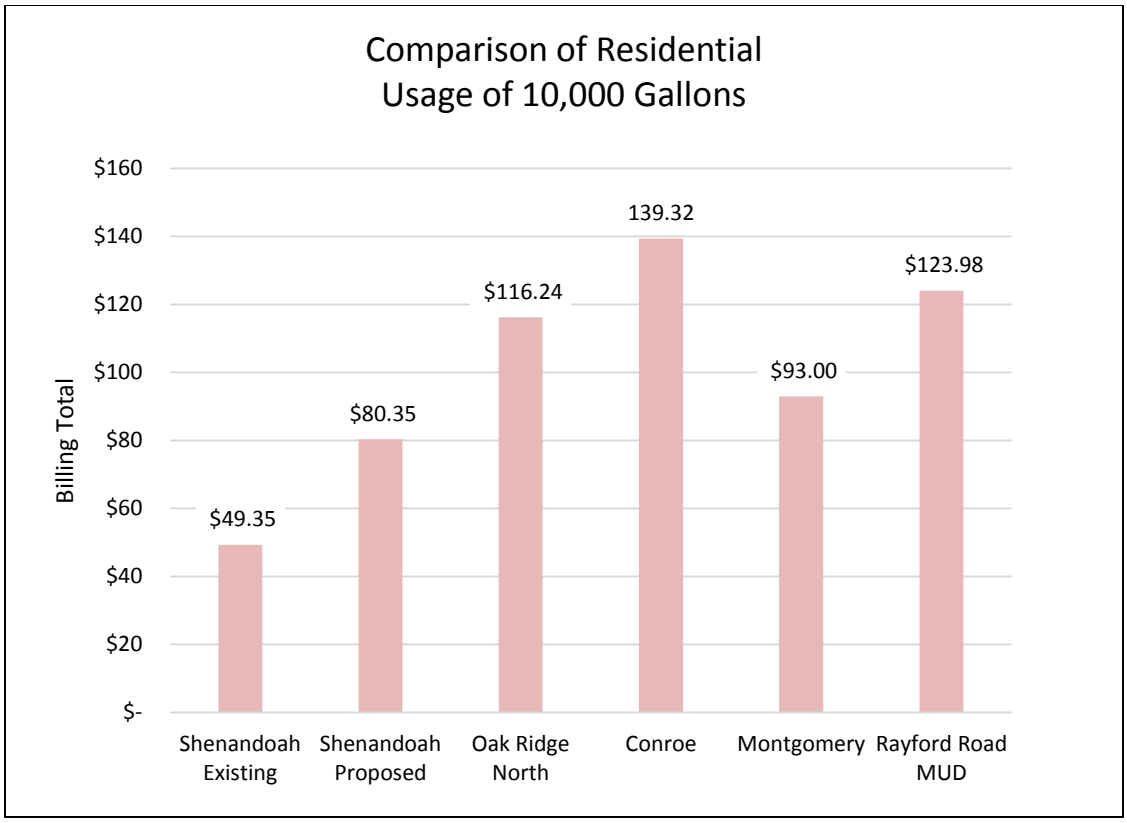
* 19% Residential Monthly Revenue

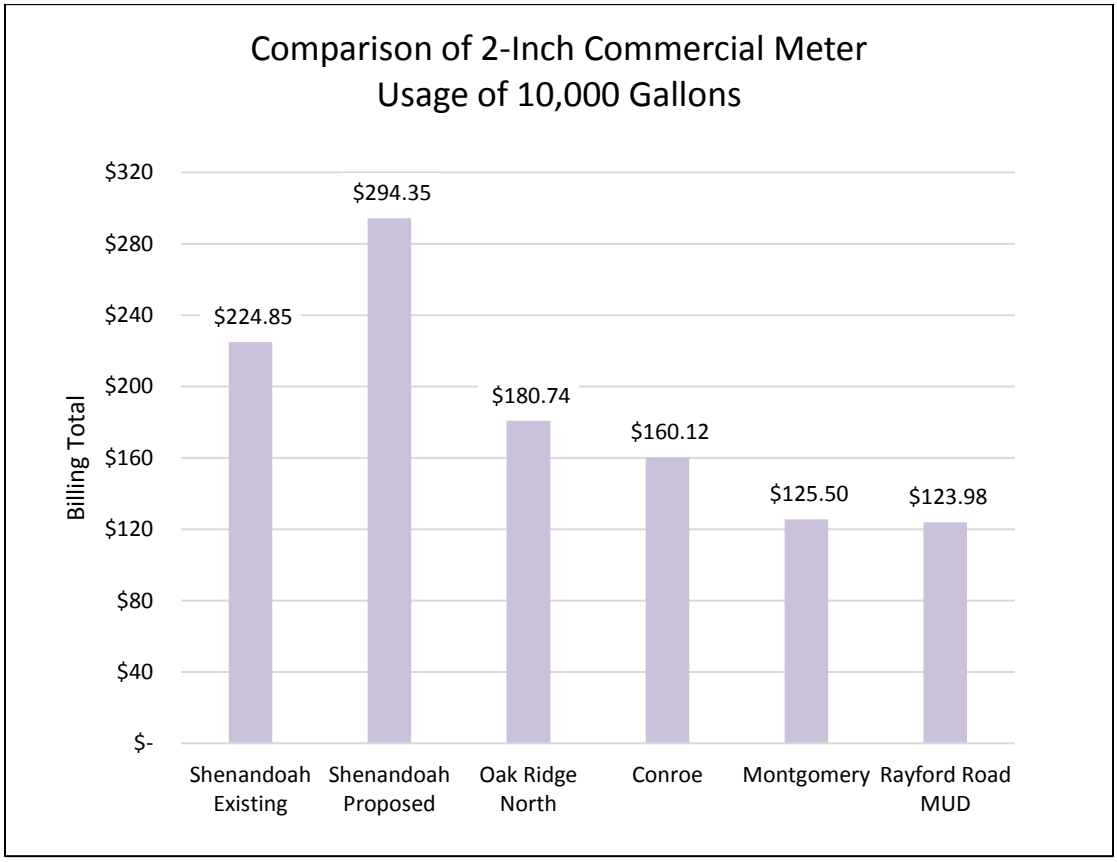


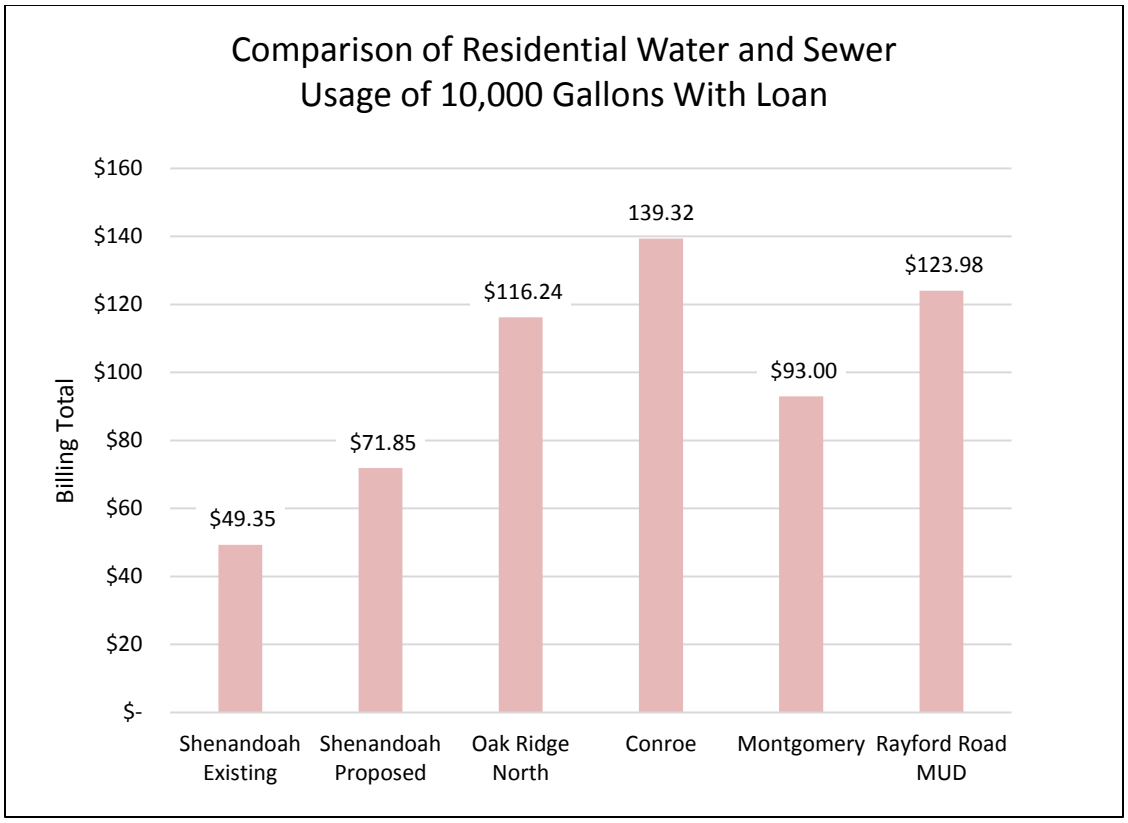
* 18% Residential Monthly Revenue

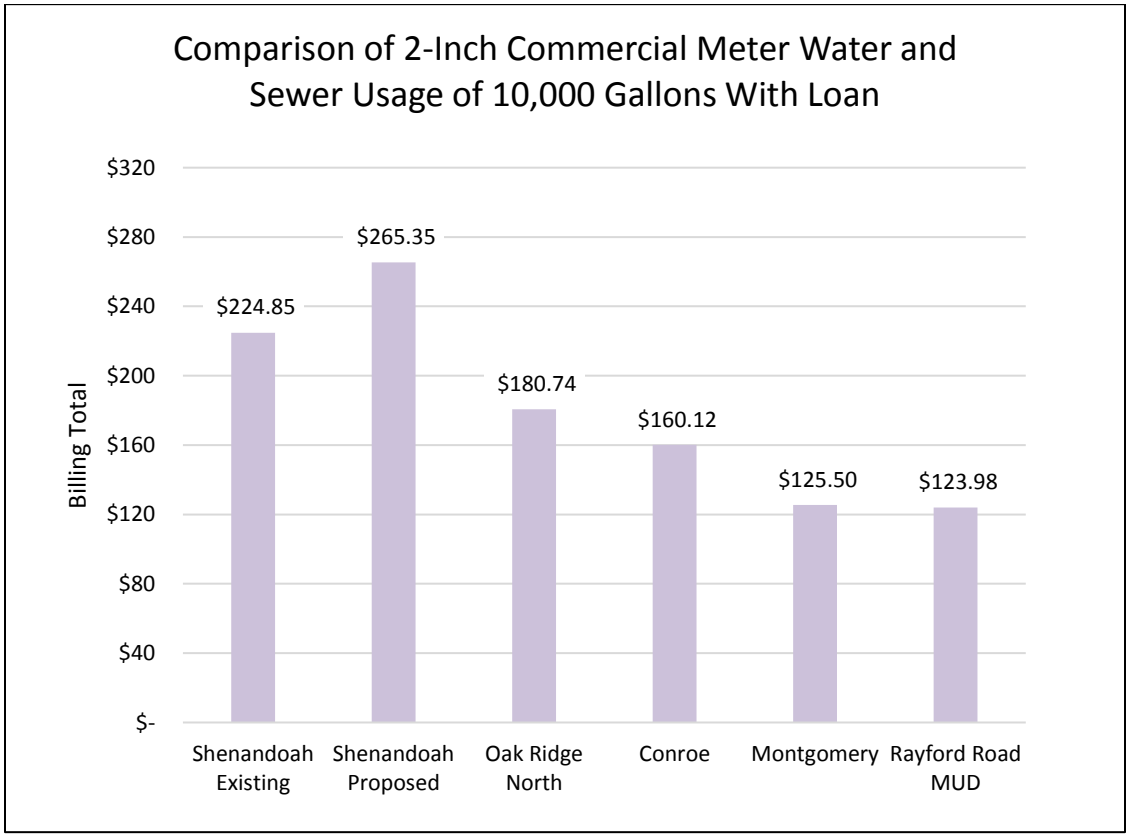


* 18% Residential Monthly Revenue


Comparison of Residential
Usage of 10,000 Gallons
Billing Total
$160
$140
$120
$100
$80
$60
$40
$20
$-
$49.35
$80.35
$116.24
139.32
$93.00
$123.98
Shenandoah Existing
Shenandoah Proposed
Oak Ridge North
Conroe
Montgomery
Rayford Road MUD


Comparison of 2-Inch Commercial Meter
Usage of 10,000 Gallons
Billing Total
$320
$280
$240
$200
$160
$120
$80
$40
$-
$224.85
$294.35
$180.74
$160.12
$125.50
$123.98
Shenandoah Existing
Shenandoah Proposed
Oak Ridge North
Conroe
Montgomery
Rayford Road MUD


Comparison of Residential Water and Sewer Usage of 10,000 Gallons With Loan
Billing Total
$160
$140
$120
$100
$80
$60
$40
$20
$-
$49.35
$71.85
$116.24
139.32
$93.00
$123.98
Shenandoah Existing
Shenandoah Proposed
Oak Ridge North
Conroe
Montgomery
Rayford Road MUD


Comparison of 2-Inch Commercial Meter Water and Sewer Usage of 10,000 Gallons With Loan
Billing Total
$320
$280
$240
$200
$160
$120
$80
$40
$-
$224.85
$265.35
$180.74
$160.12
$125.50
$123.98
Shenandoah Existing
Shenandoah Proposed
Oak Ridge North
Conroe
Montgomery
Rayford Road MUD

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	May 13, 2020	ITEM NUMBER:	**10**
DEPARTMENT:	Community Development	PREPARED BY:	Jackie Thompson
PRICING:	N/A	EXHIBITS:	Fee Schedule

SUBJECT/PROCEEDING:

Discussion regarding residential fee schedule

RECOMMENDED ACTION:

BACKGROUND/DISCUSSION:

During the April 22, 2020 Councilmember Fletcher and Mayor Wheeler requested further discussion regarding the current residential fee schedule. Construction fees under the current fee schedule are as outlined below. Fees are paid by the general contractor at the time an application is submitted and includes all sub-contractors fees, plan review, and inspections.

- **New residential homes and additions**: $300 plus $0.55 per square foot of air conditioned space (plus digital plan review fee and digitizing plans fee is applicable)
- **Residential pool greater than $100,000**: $300 plus digital review and digitizing fees for pools greater than $50,000.
- **All Residential Remodels, Pools less than $100,000, and independent trade permits**: No Fee

Based on the request from Council, staff is seeking guidance on any desired modifications to the residential fee schedule.

APPROVALS:

DEPARTMENT HEAD	JThompson	DATE:	
CITY ADMINISTRATOR		DATE:	May 8, 2020

Residential Permit Fee Schedule

City of Shenandoah
29955 I-45 North
Shenandoah, Texas 77381
281-298-5522

New Residential Home

- Building Permit (includes all sub-contractors fees, plan review, and inspections) ....$300.00 plus $0.55 per square foot of air conditioned space

Digital Plan Review

Digital sheets submitted for review (based on number of sheets submitted)

- 1-10 sheets $15.00
- 11-20 sheets $20.00
- 21-30 sheets $25.00
- 31-40 sheets $30.00
- 41-50 sheets plus $50.00

Digitizing Plans

Paper plans converted to digital format (based on number of sheets submitted)

- 1-20 sheets $25.00
- 21-50 sheets $50.00
- 50 sheets plus.....$75.00
  *in addition to the digital plan review fee

Residential Pool greater than $100,000

- Building Permit (includes all sub-contractors fees, plan review, and inspections)…….$300.00
  *Cost valuation is only for work requiring a permit
  *Digital plan review and digitizing fee also applies to pools greater than $50,000.00

Residential Remodels and Residential Pools less than $100,000

- Building Permit (plan review and inspections).....No fee
- Trade Permits (Electrical, Mechanical, Plumbing).....No fee
  *Cost valuation is only for work requiring a permit.

Tap Fees

- Application Fee.....$10
- Inspection Fee.....$50
- Residential Sewer Tap $450
- Residential Water Tap $450
- Transponder Fee $125

Date of Adoption: February 12, 2014, September 21, 2015, and February 22, 2017, August 23, 2017, June 27, 2018, June 26, 2019

Other Fees

- Re-Inspection Fee (assessed after 2nd failed inspection) $50
- Additional Plan Review (assessed after two reviews for each subsequent review).....$250
- Additional Plan Review (assessed after plans approved)……...1st review $500 each additional review increase by $250
- Investigation Fee (assessed for working without permit...…….1st offense $250. Each additional infraction $1,000 per day
- After Hour Inspection……....1st hour $300 each additional half hour $150
- Large Format Scanning (11" X 17" and above) ..... $2 per sheet
- Roof, fence, irrigation, alarm, generator, demo .....No fee

Note: All permits shall be on display at the site of the project prior to any work being started. If a permit is not on display at the site or a permit has not been attained, the individual/contractor doing the work may incur an investigation fee of $250.00 for the first offense and each additional infraction will increase to $1,000.00 each day. This fee is in addition to any permit fees or criminal charges. If it has been determined that work has been done prior to pulling the permit the contractor must cease doing any further work until a permit has been issued unless it has been determined by the Director of Public Works and Community Development that it is an emergency situation. No fee permits do not imply that a permit is not required.

After hour inspections must be scheduled 72 hours in advance and must be cancelled 24 hours prior to inspection to avoid any penalties. The rate for the 1st hour is $300.00 each additional half hour is $150.00 each inspection is a one hour minimum.

Inspections must be cancelled by 8:30 a.m. the day of the inspection request in order to have the inspection cancelled. If the request is not cancelled by 8:30 a.m. fees will occur.

If an inspection fails and the re-inspection fee is applied, that fee must be paid prior to receiving any further inspections for that segment of the project.

If building plans have been approved, any additional plan sheets submitted after approval will require the Additional Plan Review fee of $500.00 for the first review each additional review will increase by 250.00.

Additions are defined as construction, which adds new air conditioned space to the property.

Commercial Permit Fee Schedule

City of Shenandoah
29955 I-45 North
Shenandoah, Texas 77381
281-298-5522

Building Permit

Based on Cost Valuation (Valuation is based on estimate of work):

- $0 – 50,000 ..... $1,200 for first $1,000 plus $8 for each $1,000*
- $50,001 – 100,000 ..... $1,592 for first $50,000 plus $7 for each additional $1,000*
- $100,001 – 500,000 .....$1,942 for first $100,000 plus $4 for each additional $1,000*
- $500,001 plus.....$3,542 for first $500,000 plus $3.75 for each additional $1,000*
  *or fraction thereof

Fire Plan Review Fee

Based on square footage

- 0-100,000 sq. ft. .....$500 for the first 10,000 sq. ft. plus $100 for each additional 2,000 sq. ft.*
- 100,001 sq. ft. plus.....$500 for the first 10,000 sq. ft. plus $150 for each additional 2,000 sq. ft.*
  *or fraction thereof

Digital Plan Review

Digital sheets submitted for review (based on number of sheets submitted)

- 1-10 sheets $15
- 11-20 sheets $20
- 21-30 sheets $25
- 31-40 sheets $30
- 41-50 sheets plus $50

Digitizing Plans

Paper plans converted to digital format (based on number of sheets submitted)

- 1-20 sheets $25
- 21-50 sheets $50
- 50 sheets plus.....$75
  *in addition to the digital plan review fee

Single Trade Building Permit Fee (Mechanical, Electrical, Plumbing, Irrigation, Sign and Roofing)

Based on Cost Valuation (Valuation is based on estimate of work):

- $0 – 50,000 ..... $160 for first $1,000 plus $5 for each $1,000*
- $50,001 – 100,000 ..... $405 for first $50,000 plus $4 for each additional $1,000*
- $100,001 – 500,000 ..... $605 for first $100,000 plus $3 for each additional $1,000*
- $500,001 plus.....$1805 for first $500,000 plus $2 for each additional $1,000*
  *or fraction thereof

Existing Construction

- Certificate of Occupancy/Life Safety Inspections (existing commercial occupancy) $450
- Listed/Registered/Licensed Child Care Home (care up to 12 children in primary care giver home less than 24 hrs.) $100
- Licensed Day Care Centers (cares for 13 or more children under 14 years of age for less than 24 hrs.) $150
- Public Schools (K-12) .....no fee
- All other Education Educational Facilities $200

Date of Adoption: February 12, 2014, September 21, 2015, and February 22, 2017, August 23, 2017, June 27, 2018, June 26, 2019

- Foster Home (licensed for 1-6 children).....$50
- Foster Group Home (licensed for 6-12 children).....$100
- Hospital or Nursing Home (per structure).....$325
- Other 24-hr Care Facility (such as residential treatment, personal care centers, or similar facilities).....$250
- Demolition $100

Fire Systems

- Fire Sprinkler (less than 200 devices).....$200
- Fire Sprinkler (201 or more devices).....$200 plus .50¢ per device
- Fire Alarm (less than 200 devices).....$200
- Fire Alarm (201 or more devices).....$200 plus .50¢ per device
- Ansul or Fixed Suppression System (per kitchen).....$200
- Door Access Control (first 20 doors).....$200
- Door Access Control (21 or more doors).....$200 plus $20 per door
- All Hazardous Material Occupancies (add to basic fee schedule, including service stations).....$250
- Smoke Control, Elev. Recall, Standpiping, Dry Pipe Hose Connections, Wall Hydrants, Fixed Chemical Suppression ..... $200 ea.
- Occupancy Load Evaluation.....$50
- Fire Lane Design.....$200
- Inspection Assistance (assistance prior to permitting).....$100
- Other Inspections (per inspector hour).....$50
- Fire Expedite (five working days or after hours).....$500
- Fire Re-inspection Fees .....½ of original permit fee
-

Tap

- *Commercial Water.....2.5¢ per sq. ft.
- *Commercial Sewer .....2.5¢ per sq. ft.

Commercial taps are based on the square footage of the entire lot – not just the building footprint

Generator

- Generator Permit.....$250

Temporary Meter

- Monthly Fee.....$100
- Meter Deposit $2,000

****Site Work Permits**

- Clearing Permit.....$500
- Grading Permit $500

Other Fees

- Re-Inspection Fee (assessed after 2nd failed inspection) $50
- Additional Plan Review (assessed after two reviews for each subsequent review).....$250 per 10 sheets
- Additional Plan Review (assessed after plans approved)……...1st review $500 each additional review increase by $250
- Investigation Fee (assessed for working without permit)..……1st offense $250 Each additional infraction $1,000 per day
- Fire Investigation Fee (assessed for working without a permit).....½ of the original permit fee
- After Hour Inspection…….……1st hour $300 each additional half hour $150

- Fire After Hour Inspection.....$500
- Large Format Scanning (11" X 17" and above) ..... $2 per sheet
- Temporary Trailer Permit.....$100

Notes: All permits shall be on display at the site of the project prior to any work being started. If a permit is not on display at the site or a permit has not been attained, the individual/contractor doing the work may incur an investigation fee of $250.00 for the first offense and each additional infraction will increase to $1,000.00. If a fire permit is not on display at the site or a permit has not been attained, the individual/contractor doing the work may incur an investigation fee of ½ of the original permit fee. This fee is in addition to any permit fees or criminal charges. If it has been determined that work has been done prior to pulling the permit the contractor must cease doing any further work until a permit has been issued unless it has been determined by the Building Official that it is an emergency situation.

If the contractor's declared building permit valuations appear unreasonably low staff can use International Code Council's (ICC) most current valuation table to verify accuracy of declared value. If the declared building permits value is 10% less than the ICC's determined value then staff can use the ICC value instead or staff can request the contractor to provide the bid to verify the declared amount.

If building plans have been approved any additional plan sheets submitted after approval will require the Additional Plan Review fee of $500.00 for the first review each additional review will increase by $250.00 .

After hour inspections must be scheduled 72 hours in advance and must be cancelled 24 hours prior to inspection to avoid any penalties. The rate for the 1st hour is $300.00 each additional half hour is $150.00 each inspection is a one hour minimum. Fire after hour inspections must be scheduled 72 hours in advance and must be cancelled 24 hours prior to inspection to avoid any penalties. The after hour inspection rate is $500 per fire inspection.

Inspections must be cancelled by 8:30 a.m. the day of the inspection request in order to have the inspection cancelled. If the request is not cancelled by 8:30 a.m. fees will occur.

If an inspection fails and the re-inspection fee is applied that fee must be paid prior to receiving any further inspections.

**The fee for site work permits are included in the building permit if the plans are submitted with the building plans as on combined submission. If the plans are submitted separately the fees for the building permit and site work permits will be charged separately and in their full amounts.

City of Shenandoah
29955 I-45 North
Shenandoah, Texas 77381
281-298-5522

Plat (Land Study, Amending, Development, Minor, Preliminary, Final)

- Plat Review $375
- Legal Review $200
- Engineer Review $200

Zoning/Comprehensive Plan Amendment (Special Use Permit, Variance, Rezoning, Planned Development District, Text Amendment), all items requiring Public Hearing(s).

- *Zoning Amendment $1,000
- Legal Review $200
- Engineer Review (if applicable) $200
  *Any change in original application requiring a new posting of a public hearing will be an additional $1,000.

Development Agreements

- City Template
  - Review Fee $100
  - Legal Review $200
  - Engineer Review (if applicable) $200

- Custom Agreement Drafted by Applicant
  - Review Fee $200
  - Legal Review $750
  - Engineer Review (if applicable) $750

Encroachment Agreement

- Application Fee $100
- Legal Review $100

Special Exceptions (Signs)

- Special Exception Fee $500
- Legal Review $100

Special Called Planning and Zoning Commission Meeting (Expedited process at the applicant's request)

- Special Meeting $1,000

Annexation Agreements

- Application Fee $500
- Legal Review $250
- Engineering/Mapping Fee $250

Copy of City Maps

- Ledger (11 X 17) $2.50
- Arch C (18 X 24) $5.00
- Arch D (24 X 36) $10.00
- Arch E (36 X 48) $15.00

*Custom map sizes are available and are priced based on their proximity to the preceding scale, plus $1.00 per sheet.

- All original fees will cover two reviews of submitted information. Each review thereafter that will be 50% of the original fee.

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	May 13, 2020	ITEM NUMBER:	**11**
DEPARTMENT:	Administration	PREPARED BY:	Courtney Clary
PRICING:		EXHIBITS:	Letter, Nomination Form

SUBJECT/PROCEEDING:

Vote for nominee to complete unexpired term ending on September 30, 2020 for the MCECD Board of Directors

RECOMMENDED ACTION:

BACKGROUND/DISCUSSION:

The term for Jack Yates expires on September 30, 2020. Mr. Yates has retired from the City of Montgomery and is unable to complete his term. Since the term for Mr. Yates' seat is so close to being over, the nominating process for his unexpired term is being combined with the nominating process for the next term. The City may submit a nomination for a qualified individual to complete the two-year term and to serve for the new term. Alternatively, the City can nominate different individuals for each term.

Richard Tramm, the current City Manager of the City of Montgomery, has indicated his willingness to serve in the unexpired term and in the new term that follows.

APPROVALS:

DEPARTMENT HEAD		DATE:	
CITY ADMINISTRATOR		DATE:	May 7, 2020

Montgomery County Emergency Communication District

April 27, 2020

Mayor Ritch Wheeler
City of Shenandoah
29955 I-45 North
Shenandoah, Texas 77381

Dear Mayor Wheeler:

The Montgomery County Emergency Communication District (MCECD) oversees and administers the 9-1-1 system for all of Montgomery County in partnership with four public safety agencies which operate emergency call centers. Over 242,000 Montgomery County residents called or texted 9-1-1 last year when they urgently needed a police officer, the fire department or emergency medical care.

MCECD is governed by a five member Board of Managers appointed for staggered terms of two (2) years. Two of the members are appointed by a majority vote of the cities within the county. Two others are appointed by the County Commissioners Court and the remaining member is appointed by the fire chiefs of the volunteer fire departments. (All appointments are governed by Texas Health and Safety Code, Section 772.306 c 1A.) The board currently consists of the following persons:

- Appointed by the cities: Paul Virgadamo and Jack Yates
- Appointed by the Commissioners Court: Jim Simon and Ryan Gable
- Appointed by the fire departments: Robert Hudson

The term for Jack Yates expires on September 30, 2020. Mr. Yates has retired from the City of Montgomery and is unable to complete his term. Since the term for Mr. Yates' seat is so close to being over, the nominating process for his unexpired term is being combined with the nominating process for the next term. Your city may submit a nomination for a qualified individual to complete the two-year term and to serve for the new term. Alternatively, you can nominate different individuals for each term.

Please complete and return the enclosed nomination form as soon as possible, but no later than Friday, May 29, 2020. A ballot with the names of all the nominees for both the remainder of the current term and the upcoming term will be sent in June for your city's final vote.

If you should have any questions, please call me at (936) 523-5915. Thank you for your consideration in this matter.

Sincerely,

Chip VanSteenberg
Executive Director

Enclosure

2257 N Loop 336 W #140144 Conroe, Texas 77304

Montgomery County Emergency Communication District

Cities of Montgomery County
9-1-1 Board of Managers Appointment
To serve the balance of a two-year term
(currently held by Jack Yates)
May 1, 2020 – September 30, 2020
And
October 1, 2020 – September 30, 2022

NOMINATION FORM

Nominee to complete unexpired Term which ends 9/30/2020:

Name: _____

Nominee to complete Term for 10/1/2020 through 9/30/2022:

Name: _____

Date: _____

Printed Name: _____

Signature: _____

City of _____

Please complete and fax to (936) 539-9111, or email to tgill@mc911.org, no later than close of business on Friday, May 29, 2020.

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

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	May 13, 2020	ITEM NUMBER:	**12**
DEPARTMENT:	Administration	PREPARED BY:	Kathie Reyer
PRICING:		EXHIBITS:	Declaration

SUBJECT/PROCEEDING:

Discussion and possible action to renew a Mayoral Declaration of Local State of Disaster Due to a Public Health Emergency.

RECOMMENDED ACTION:

BACKGROUND/DISCUSSION:

At the April 22 meeting, Council renewed the Mayor's declaration through May 13, 2020. As of today's date, the declaration expires at midnight. The Mayor would like to renew the declaration again for a period of time to be determined by Council. The terms of the declaration are consistent with those of the Governor's most recent order, which allow a gradual reopening of certain businesses and facilities.

APPROVALS:

DEPARTMENT HEAD		DATE:	
CITY ADMINISTRATOR		DATE:	May 8, 2020

CITY OF SHENANDOAH, TEXAS
EXTENDED MAYORAL DECLARATION OF LOCAL STATE OF DISASTER
DUE TO PUBLIC HEALTH EMERGENCY

WHEREAS, beginning in December 2019, a novel coronavirus, now designated SARS-CoV2 which causes the disease COVID-19, has been declared a global pandemic by the World Health Organization; and

WHEREAS, the symptoms of COVID-19 can range from mild to severe illness and cause further complications including death; and

WHEREAS, COVID-19 virus mainly spreads between people who are in close contact with one another through respiratory droplets produced when an infected person coughs or sneezes; and

WHEREAS, on March 13, 2020, the Governor of the State of Texas issued a proclamation certifying that COVID-19 poses an imminent threat of disaster in the state and declaring a state of disaster for all counties in Texas; and

WHEREAS, on March 18, 2020, the Montgomery County Judge issued an amended order affecting the occupancy of certain food and drink establishments; and

WHEREAS, on March 17, 2020, the Mayor of the City of Shenandoah declared an emergency pursuant to Chapter 418 of the Texas Government Code; and

WHEREAS, on March 23, 2020, the City Council of the City of Shenandoah renewed the Mayor's Declaration of a Local Disaster for a period of 30 days pursuant to Chapter 418 of the Texas Government Code; and

WHEREAS, on April 17, 2020, the Montgomery County Judge terminated the Stay at Home Stop the Spread order and initiated steps to facilitate a safe opening of the Montgomery County economy; and

WHEREAS, on April 22, 2020, the City Council of the City of Shenandoah renewed the Mayor's Declaration of a Local Disaster through May 13, 2020 pursuant to Chapter 418 of the Texas Government Code; and

WHEREAS, an extension of the Declaration of Local Disaster may only be continued with the consent of City Council; and

WHEREAS, City Council is of the opinion the Declaration of Local Disaster should be extended through _____; and

WHEREAS, said state of disaster requires that certain emergency protective measures be taken pursuant to the Texas Disaster Act of 1975 relating to Emergency Management and Public Health, pursuant to Chapter 418 of the Texas Government Code.

NOW THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF SHENANDOAH, TEXAS:

SECTION 1. That a local state of disaster for public health emergency is hereby declared for the City of Shenandoah, Texas, pursuant to Section 418.108(a) of the Texas Government Code.

SECTION 2. That pursuant to Section 418.108(b) of the Texas Government Code the state of disaster for public health emergency shall continue through _____ or until revoked by the Mayor or City Council.

SECTION 3. That pursuant to Section 418.108(c) of the Texas Government Code this declaration of a local state of disaster for public health emergency shall be given prompt and general publicity and shall be filed promptly with the City Secretary.

SECTION 4. That pursuant to Section 418.108(d) of the Texas Government Code, this declaration of a local state of disaster activates the City of Shenandoah, Texas, emergency management plan, and authorizes the furnishing of aid and assistance under the declaration.

SECTION 5. That this declaration authorizes the City to take any actions necessary to promote health and suppress the virus, including the quarantine of persons and occupied structures, examining and regulating hospitals, regulating ingress and egress from the City, regulating ingress and egress to occupied structures, establishment of quarantine stations, emergency hospitals, and other hospitals, and insuring compliance for those who do not comply with the City's rules, pursuant to Section 122.006 of the Health and Safety Code.

SECTION 6. That this declaration hereby limits the size of gatherings to not more than 10 people and mandates the cancellation of all such gatherings until further notice. A "gathering" refers generally to a scheduled event or common endeavor where 10 persons are present in a confined space, room, or area. Certain businesses in the City of Shenandoah are still restricted per the previous order.

SECTION 7. To continue the safe opening of the local economy, the City of Shenandoah will operate in compliance with any and all Executive Orders issued by Governor Abbott.

SECTION 8. In accordance with Texas Government Code §418.173, a person who knowingly or intentionally violates this declaration commits an offense, punishable by a fine up to $1,000.00 or confinement in jail for a term that does not exceed 180 days.

SECTION 9. That this declaration hereby authorizes the use of all lawfully available enforcement tools.

SECTION 10. That this declaration shall take effect immediately from and after its issuance.

DECLARED this 13th day of May, 2020.

_____

M. Ritchey Wheeler, Mayor
City of Shenandoah, Texas

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	May 13, 2020	ITEM NUMBER:	**13**
DEPARTMENT:	Administration	PREPARED BY:	Kathie Reyer
PRICING:		EXHIBITS:	Resolution

SUBJECT/PROCEEDING:

Resolution appointing a member to Place 2 and Place 3 on Planning and Zoning Commission

RECOMMENDED ACTION:

Adopt the resolution

BACKGROUND/DISCUSSION:

The term for Place 2 on the Planning and Zoning Commission expired on December 31, 2019 and the position needs to be appointed, and the term for Place 3 has been vacated and it is necessary to fill the unexpired term. John Escato and Robert Cloninger have submitted the necessary application to serve on P&Z.

APPROVALS:

DEPARTMENT HEAD		DATE:	
CITY ADMINISTRATOR		DATE:	May 8, 2020

Revised 05/18

RESOLUTION NO. R-20-002

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHENANDOAH, TEXAS, PROVIDING FOR THE APPOINTMENT TO FILL THE POSITIONS OF PLACE TWO (2) AND PLACE THREE (3) ON THE SHENANDOAH PLANNING AND ZONING COMMISSION.

WHEREAS, the term for Place 2 on the Planning and Zoning Commission of the City of Shenandoah expired on December 31, 2019 and the position needs to be appointed; and

WHEREAS, the term for Place 3 on the Planning and Zoning Commission of the City of Shenandoah has been vacated and it is necessary to fill this position; and

WHEREAS, the City Council desires to appoint members to these Places.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHENANDOAH, TEXAS:

That the following person is appointed to fill Place 2 for the term beginning on June 1, 2020 and ending in December 31, 2022:

Place 2: John Escoto

That the following person is appointed to Place 3 for the term beginning on June 1, 2020 and ending in December 31, 2022:

Place 3: Robert M. Cloninger

That the Mayor of the City of Shenandoah, Texas, is hereby authorized to execute the resolution on behalf of the City of Shenandoah and the City Council.

PASSED THIS THE 13th day of May, 2020.

CITY OF SHENANDOAH, TEXAS

_____

M. RITCHEY WHEELER, MAYOR

ATTEST:

_____

COURTNEY CLARY, CITY SECRETARY

APPROVED AS TO FORM:

_____

WILLIAM C. FEREBEE, CITY ATTORNEY

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	May 13, 2020	ITEM NUMBER:	**14**
DEPARTMENT:	Administration	PREPARED BY:	Debbie Pilcher
PRICING:		EXHIBITS:	Amended Bylaws

SUBJECT/PROCEEDING:

Discussion and possible action to amend the Civic Club bylaws

RECOMMENDED ACTION:

Approve the amended Civic Club Bylaws to ensure continuity of operations for the group

BACKGROUND/DISCUSSION:

In September 2019, City Council approved bylaws for the Civic Club which had been previously organized under a resolution. It is now being proposed that a change in the management of the club move from elected officers to city staff representative to ensure continuity in the club's operation.

After a little more than a year of operating under the bylaws, some of the organizational points in the bylaws need updating. The Civic Club realized that there was no need for a financial secretary as the city staff representative had access to the most up-to-date financial reporting. In addition, the staff member is also the one that does most of the ordering of needed supplies and coordinates with event chairs on their vendor needs.

During the 2018-19 fiscal year, the club had a turn-over of officers and difficulty in electing replacement officers for 2019-20. At this time, the Council representatives feel that a change from officers back to the original event chairs makes more sense for the club and would propose that the meetings are chaired by the city staff representative. This change will ensure the continuity of services for the Civic Club. This change would also allow the civic club members and volunteers to focus on what they do best, which is planning and executing the events.

APPROVALS:

DEPARTMENT HEAD	dpilcher	DATE:	May 13, 2020
CITY ADMINISTRATOR		DATE:	May 8, 2020

BYLAWS OF THE SHENANDOAH CIVIC CLUB

Preamble

The Shenandoah Civic Club (herein after "Club") is an unincorporated entity owned by the City of Shenandoah. The City of Shenandoah will act as the 100% owner of the Civic Club in the same manner as a 100% shareholder. All final decisions, including any change in the Officers, Voting Members, funding of the Civic Club and these Bylaws will ultimately rest in the hands of the City Council. Any conflict in these Bylaws or operation of the Civic Club will be determined and decided by the Shenandoah City Council.

Mission Statement

The Shenandoah Civic Club is a community service organization developed to bring its citizens, their families and the businesses of Shenandoah together for interactive social and educational events, as well as recreational activities.

ARTICLE 1. OFFICE AND AGENT

Registered Office

1.01. The registered office of the Civic Club is located at Shenandoah Municipal Complex.

Registered Agent

1.02. The registered agent of the Civic Club shall be the City Administrator of the City of Shenandoah.

ARTICLE 2. MEETINGS

Place of Meetings

2.01. All meetings of the Civic Club will be held at the Executive Conference Room or any other place within the City Limits of Shenandoah as may be designated for that purpose from time to time by the Presiding Officer.~~Voting Members.~~

Time of Meetings

2.02. Regular meetings of the Civic Club will be held each month on the second Tuesday of the month excluding December.

2.03. Special meetings of the Civic Club for any purpose may be called by the Presiding Officer~~President~~ or by the Shenandoah City Council.

Notice of Meetings

2.04. Notice of the regular and special meetings of the Civic Club, stating the place, day, and hour of the meeting and in the case of a special meeting, the purpose(s) of the meeting, will be given through email, City website, posting at City Hall, or social media at least three calendar days before the date of the meeting.

Quorum

2.05. With respect to any matter, the presence of at least 5 Voting Members constitutes a quorum for the transaction of business. Once the presence of a quorum has been confirmed, business may continue despite the failure to maintain a quorum during the remainder of the meeting or the refusal of a member to vote.

Voting

2.06. All residents of the City of Shenandoah are encouraged and invited to become Voting Members. Voting Members must be residents of the City of Shenandoah.

2.07. The initial Voting Members and those eligible to become Voting Members in fiscal year 2018 are listed on Attachment 1. These initial Voting Members will cease to be Voting Members on October 1, 2019 unless they qualify as set forth in Paragraph 2.09.

2.08. The Voting Members of the Civic Club are as follows:

a. The ~~President, Vice President,~~ Secretary ~~and Financial Secretary~~;

b. A maximum of two City Council members as appointed by City Council;

c. Those residents who qualify to become Voting Members as set forth in Paragraph 2.09.

2.09. Any resident of the City of Shenandoah will become a Voting Member of the Civic Club as follows:

a. A person who was a voting member on September 30 will be a voting member beginning October 1; or

b. A person who has attended five meetings in one fiscal year will automatically become a Voting Member of the Civic Club on the sixth meeting attended; or

c. A person who attended at least three consecutive meetings of the Civic Club will automatically become a Voting Member when he/she attends the fourth consecutive meeting.

2.10. Any voting member that misses 3 consecutive regular meetings will cease to be a Voting Member until their right to vote is reinstated in accordance with Paragraph 2.09.

Nonvoting Membership

2.11. All residents of the City are invited and encouraged to be a part of the Civic Club and are automatically members of the Civic Club by virtue of being a resident of the City. Nonvoting Members are all residents of the City who have not qualified as Voting Members in accordance with Paragraph 2.09.

2.12. Nonvoting Members are encouraged to attend meetings and participate in Civic Club functions.

2.13. Nonvoting Members are not only permitted but encouraged to actively participate in Civic Club meetings and events, offering their comments and suggestions in all discussions.

Proxies

2.14. Proxies are not allowed. A Voting Member must be present at the meeting to vote.

ARTICLE 3. POWERS OF VOTING MEMBERS

3.01. The Voting Members may act only as a board, and an individual Voting Member has no power to speak for or bind the Civic Club.~~as such~~.

3.02. The Voting Members shall conduct the business and affairs of the Civic Club.

3.03. Any one or more of the Voting Members, including officers, may be removed~~ with cause~~ by a vote of the City Council.

ARTICLE 4. OFFICERS

Title and Appointment

4.01. The officers of the Club will be a Presiding Officer, a~~esident, Vice President,~~ and Secretary ~~and a Financial Secretary~~. The Presiding Officer will be an employee of the City, appointed by the City Administrator. The Secretary ~~and Financial Secretary All officers~~ will be elected by the Voting Members at the regular meeting in September, to serve during ~~for~~ the fiscal year beginning October 1. The Secretary ~~and Financial Secretaryse officers~~ will remain in office during the fiscal year unless removed by City Council. ~~The Officers will be elected by and hold office for the fiscal year.~~ The Club will send the names of the Secretary ~~and Financial Secretarylist of new Officers~~ to City Council for approval before September 30 of each year.

4.02. If ~~either~~ the Secretary ~~or Financial Secretaryan officer~~ misses three consecutive meetings, he/she will automatically be removed from the position and will no longer be a Voting Member until or unless he/she qualifies pursuant to Paragraph 2.09.

4.03. If ~~either~~ the Secretary ~~or Financial Secretaryan officer~~ resigns, he/she will automatically be removed from the position but will be a Voting Member if he/she qualifies pursuant to Paragraph 2.09.

4.04. If there is a vacancy in one of the offices because of an event described in Paragraph 4.02 or 4.03, the Voting Members will elect a person to fill the vacancy for the remainder of the fiscal year.

Powers and Duties of Officers

4.05. The officers of the Club will have the powers and duties generally ascribed to the respective offices. ~~, and additional authority or duty as may from time to time be established by the Voting Members~~.

4.06. The Presiding Officer ~~Club's President~~ will ~~be responsible for planning, organizing, and carrying out the activities of the Club,~~ serve as the Club's chief executive officer and preside over the meetings.

~~**4.07.** The Club's Vice-President will assume the role of President in the absence of the President and perform such other duties as directed by the President.~~

4.07~~8~~. The ~~Club's~~ Secretary will prepare and maintain the minutes of all meetings of the Club and will also maintain a copy of all club correspondence and keep a record of attendance.

~~**4.089.** The Financial Secretary shall be responsible for recording expenses incurred by the Club and having the expenditures available for inspection and review. The Financial Secretary is NOT responsible for budgeting, auditing or assuring that a particular event is conducted within the budget.~~

4.9~~10~~. All meetings will be conducted in accordance with Robert's Rules of Order.

~~ARTICLE 5. EX OFFICIO MEMBER~~

~~**5.01.** The City Administrator may appoint one City employee to attend Club meetings and coordinate Club events with the City as an Ex Officio member. The Ex Officio member will not be a Voting Member.~~

ARTICLE 5~~6~~. BOOKS AND RECORDS

5~~6~~**.01.** The Club will keep written minutes of each meeting recording any action taken and keeping an accurate account of all persons who attended the meeting.

5~~6~~**.02.** The Club will keep accurate financial records and report its financial operations to the City when requested.

ARTICLE 6~~7~~. AMENDMENT OF BYLAWS

6~~7~~**.01.** The City Council has the power to amend or repeal these Bylaws or adopt new bylaws.

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	May 13, 2020	ITEM NUMBER:	**15**
DEPARTMENT:	Finance	PREPARED BY:	Lisa Wasner
PRICING:		EXHIBITS:	2020-2021 Budget Calendar

SUBJECT/PROCEEDING:

Approval on Final Budget Workshop Meeting Dates

RECOMMENDED ACTION:

Staff Recommends Approval of July 31 & August 1 as the 2020-2021 Budget Workshop Dates

BACKGROUND/DISCUSSION:

At the March 11 meeting, Council adopted the 2020-2021 Budget Calendar with the workshop dates for July 31 and August 1, but with the option of an alternate date of August 7 and 8. Council requested this item be brought back at a later meeting to finalize a date in consideration of Council's summer schedules.

For public notice requirements and Tax Assessor reporting we need to establish an official workshop date as soon as possible.

APPROVALS:

DEPARTMENT HEAD		DATE:	May 5, 2020
CITY ADMINISTRATOR		DATE:	May 8, 2020

Revised 05/18

2021 Budget Calendar

April 24 : Initial Department Budgets Due to City Administrator & Finance

May 1: Council Request Sheets Due to Finance Department

May 4—7: Department Meetings with City Administrator & Finance

May 11: Revisions to Budget Due to City Administrator & Finance

May 13: Council Request Discussion & Consensus *(Agenda Item)*

May 18—22: Department Meetings with City Administrator & Finance

June 5: Capital Project & Purchase Sheets Due to Finance Department

June 26: Proposed Budget Books Delivered to Staff & Council & Posted Online

July 8: 1st Proposed Budget Discussion—Operating Budget

- General Fund Revenue
- Admin
- Finance
- Community Outreach
- Fire Services
- Emergency Management
- Police
- Municipal Court
- Community Development
- Technology

July 22: 2nd Proposed Budget Discussion—Operating Budget

- Non-Department
- Public Works
- Pool
- Parks
- Water & Sewer Revenue
- Water & Sewer Expenses
- Utility Billing
- CVB
- Trash/Recycling
- Non-Major Funds

July 31—August 1: Proposed Budget Workshop [Alternate Date: August 7-8]

- Capital Project Discussion & Selection
- Follow up Discussion of Operating Budgets
- Discuss Tax Rate (Vote if Plan to Adopt Rate Higher than the Effective Tax Rate)

August 26: Possible Adoption/Possible Tax Rate Hearing

- First Public Hearing on Tax Rate, if Necessary, OR
- Public Hearing & Adoption of Budget & Tax Rate, if Tax Rate Hearing Not Required

September 9 : Adoption of Budget & Tax Rate (if August 26 Meeting is a Tax Rate Public Hearing)

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	May 13, 2020	ITEM NUMBER:	**16**
DEPARTMENT:	Finance	PREPARED BY:	Lisa Wasner
PRICING:		EXHIBITS:	

SUBJECT/PROCEEDING:

Discussion of 2020-2021 Council Budget Requests

RECOMMENDED ACTION:

Staff requests guidance with the following requests

BACKGROUND/DISCUSSION:

The only item that was presented to staff from Council for consideration for the 2020-2021 Budget was to revisit the Holly Hill Park discussion.

Staff is requesting that Council provide guidance on specifications for the park that Joseph Peart presented at the Town Hall meeting. Council could also consider phasing the project and start with drainage improvements in the upcoming budget year. Staff has a proposal from Bleyl Engineering for design, which will be brought to budget workshop for consideration, along with construction estimates. Drainage improvements will need to be completed before construction of the park itself can begin.

APPROVALS:

DEPARTMENT HEAD		DATE:	May 5, 2020
CITY ADMINISTRATOR		DATE:	May 8, 2020

MINUTES OF REGULAR MEETING

April 8, 2020

SHENANDOAH CITY COUNCIL

The meeting was called to order by Mayor M. Ritchey Wheeler at 7:00 p.m. City Council members present, Councilmember McLeod, Councilmember Bradt, Councilmember Gristy, Councilmember Fletcher and Councilmember Raymaker. City Administrator Kathie Reyer, City Secretary Courtney Clary, City Attorney William Ferebee, Finance Director Lisa Wasner, Public Works Director Joseph Peart, Police Chief Raymond Shaw, Communications Manager Debbie Pilcher, CVB Director John Mayner, and IT Manager Chris Grizzaffi were also present.

1. CALL TO ORDER

Mayor Wheeler called the meeting to order at 7:00 p.m.

2. CALL OF ROLL

Mayor Wheeler stated for the record that all members were present.

3. PLEDGE OF ALLEGIANCE

4. INVOCATION

Mayor Wheeler gave the invocation.

5. CITIZENS FORUM

Responses to inquiries are limited by state law 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.

Mayor Wheeler stated for the record that there were no citizens that wished to speak.

6. COUNCIL'S 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 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.

Mayor Wheeler stated for the record that there were no Councilmembers wishing to speak.

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INDIVIDUAL CONSIDERATION:

7. Proclamation declaring April 2020 as Child Abuse Prevention and Awareness Month.

Mayor Wheeler presented a Proclamation declaring April 2020 as Child Abuse Prevention and Awareness Month.

8. Discussion and possible action to amend the Planning and Zoning Commission bylaws.

COUNCILMEMBER BRADT MADE A MOTION TO AMEND THE PLANNING AND ZONING COMMISSION BYLAWS SECTION 6.1 TO PROVIDE FOR THE COMMISSION TO MEET ON THE THIRD TUESDAY OF EACH MONTH AT 6:00 P.M. INSTEAD OF 7:00 P.M., COUNCILMEMBER FLETCHER SECONDED. THE MOTION CARRIED 5/0.

9. Discussion and possible action to ratify the purchase of a pump for the Research Forest lift station.

COUNCILMEMBER RAYMAKER MADE A MOTION TO RATIFY THE PURCHASE OF A PUMP FOR THE RESEARCH FOREST LIFT STATION, COUNCILMEMBER GRISTY SECONDED. THE MOTION CARRIED 5/0.

10. Discussion and possible action to fund an advertising campaign for local retail and restaurants.

COUNCILMEMBER MCLEOD MADE A MOTION TO FUND AN ADVERTISING CAMPAIGN FOR LOCAL RETAIL AND RESTAURANTS, COUNCILMEMBER BRADT SECONDED. THE MOTION CARRIED 4/1 WITH COUNCILMEMBER RAYMAKER AS THE OPPOSING VOTE.

11. Discussion regarding incentives for hotel guests.

Ms. Reyer stated that the Mayor requested at the previous meeting for staff to look into incentives for hotel guests in the City. Mr. Mayner contact the Hotel Lodging Association and was informed that providing an incentive for hotel guests is legal, but it would only be allowed at restaurants in the City. Ms. Reyer suggested parameters be set.

Mayor Wheeler suggested $30 per night at a minimum stay of two nights. He suggested

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finding out hotel rack rates for the previous year to get better numbers.

Ms. Reyer stated that Ms. Wasner was researching the virtual pay option and one concern was theft of physical cards or vouchers.

Councilmember McLeod stated that he felt some hotels would be generating less and felt the $30 rate might be too high and suggested that there be expiration dates attached to. He also suggested finding a way to guarantee the incentive funds were spent only at restaurants in the City.

Councilmember Bradt stated that he wanted to keep everything as simple as possible.

Councilmember McLeod stated that he would like restaurants to register to participate in the incentive program and that one requirement be that the address listing shows as Shenandoah rather than Conroe, spring, and other surrounding cities. He stated this would potentially help with tracking the program. Councilmember McLeod also suggested more advertising for hotels regarding the incentive.

Councilmember Fletcher suggested a $25 limit for each voucher.

Mayor Wheeler requested the item be brought back at the next meeting.

12. Discussion and possible action to approve the minutes of the February 12, 2020 and the February 26, 2020 regular meetings.

COUNCILMEMBER BRADT MADE A MOTION TO APPROVE THE MINUTES OF THE FEBRUARY 12, 2020 AND THE FEBRUARY 26, 2020 REGULAR MEETINGS, COUNCILMEMBER GRISTY SECONDED. THE MOTION CARRIED 5/0.

13. Discussion and possible action to ratify the accounts payable for February, 2020.

COUNCILMEMBER BRADT MADE A MOTION TO RATIFY THE ACCOUNTS PAYABLE FOR

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FEBRUARY, 2020, COUNCILMEMBER RAYMAKER SECONDED. THE MOTION CARRIED 5/0.

14. CITIZENS FORUM

Responses to inquiries are limited by state law 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.

Mayor Wheeler stated for the record that there were no citizens wishing to speak.

15. City Administrator Updates

Ms. Reyer presented the following updates:

- Community room under construction
- Kenny Eickelberg has found a job in Alabama closer to family. We wish him the best
- David Memorial and Tamina intersection work will be done to fix sunken pavers and there will be some lane closures
- Officers have slowed down contact with senior residents in order to limit face to face contact due to the potential spread of COVID-19
- Regular calls for service are down and officers are monitoring and enforcing the guidelines put in place for businesses
- The April 29, 2020 meeting will be moved back to the original April 22, 2020 date
- Mr. Ferebee filed stated that a suit was filed in late March against Jacobson Hotel due to a variety of issues including past due payments, bedbugs, and a small child was stuck with a used syringe in the one of the rooms. An injunction hearing was set for April 3, 2020. On April 2, 2020 the Jacobson Hotel paid $52,000 in past due property taxes, $7,008 in past due HOT taxes, and filed their past HOT tax reports. A hearing was held and the hotel was forced to close until the bedbugs were removed. Permanent residents of the hotel will be removed after the disaster declarations and bans are lifted.

  Mayor Wheeler stated that the action taken against the hotel was more for human safety and health conditions, especially when children are involved.

16. COUNCIL'S 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 a recitation of existing

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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.

Councilmember Mcleod thanked the staff for great communication with the residents and the police for their presence in the City during the COVID-19 pandemic.

Councilmember Gristy also thanked the staff for keeping everyone informed and the officers for everything they did to keep the residents safe.

Councilmember Fletcher also stated that City staff and the police department had done a phenomenal job and that Ms. Reyer was doing a wonderful job leading the City.

Councilmember Raymaker thanked Ms. Reyer for leading the City and helping the staff and residents.

Mayor Wheeler stated that at the previous meeting he shared an idea about deferring some property tax and sales from City restaurants tax to the City. He stated that he would like staff to look at whether the City would have the funds to do something for restaurants and retails stores in the City. Mayor Wheeler stated that while on a conference call with Governor Abbott and Congressman Brady he learned that the state of Texas was deferring payroll taxes until the end of the year, and those businesses would have two years to pay it back. He stated that he was then told that the City could come up with creative ideas to help local businesses and restaurants. Mayor Wheeler asked that staff continue to explore this option.

Mayor Wheeler stated that Judge Keough shared that he was impressed with City staff, police officers, and local businesses for their hard work and for following guidelines in place. Mayor Wheeler

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also suggested a potential future event for the community due to the cancelation of the Easter Egg Hunt.

Mayor Wheeler stated that only 3 cases were reported in Montgomery County as of the time of the meeting.

EXECUTIVE SESSION

Public notice is given that the City Council may elect to go into Executive Session at any time during the meeting in order to discuss any matters listed on the Agenda when authorized by the provisions of the Open Meeting Act, 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.

There being no further business, Mayor Wheeler adjourned the meeting at 7:56 p.m.

ADJOURN

The Council may vote and/or act upon each of the items listed on this Agenda. One agenda item will be discussed at a time unless logic and practical consideration allow similar topics to be considered together for purposes of convenience and efficiency. The Council may retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act.

Any discussion item on the City Council agenda permits City Council to question the involved parties or receive a presentation by the involved parties.

SUBMITTED BY: _____ DATE APPROVED: _____
Courtney Clary, City Secretary

_____
M. Ritchey Wheeler, Mayor

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