NOTICE OF REGULAR MEETING
January 8, 2020
SHENANDOAH CITY COUNCIL

STATE OF TEXAS AGENDA
COUNTY OF MONTGOMERY
CITY OF SHENANDOAH

NOTICE IS HEREBY GIVEN that a Meeting of the Shenandoah City Council will be held on Wednesday, January 8, 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

CITIZEN'S FORUM

5. CITIZENS FORUM

   Citizens are invited to speak for three (3) minutes on matters relating to city government that relate to agenda or non-agenda items. Speakers are asked to stand up and approach the podium 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'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.

INDIVIDUAL CONSIDERATION:

7. Discussion regarding curb address painting.
8. Discussion regarding the addition of pathway lighting at the Toddler Park.
9. Discussion and possible action to adopt the following Ordinance:

   AN ORDINANCE OF THE CITY OF SHENANDOAH PROHIBITING CAMPING EXCEPT IN DESIGNATED AREAS.

10. Discussion and possible action to appoint members to the Sick Pool Committee.

11. Discussion and possible action to cast votes for 2020 H-GAC Officers.

12. Discussion and possible action to approve the minutes of the December 11, 2019 regular meeting.

13. Non-Action Items

    The following budgeted items were authorized by the City Administrator, per Council approval:

    - Police Tahoe Unit 19-04 Purchase - $33.475.00
    - Police Tahoe Unit 19-04 Emergency Equipment - $14,462.92
    - Microsoft Enterprise Agreement - $16,795.68
    - Police Units (3) – In Car Video Systems - $17,400.00
    - Park Greenspace Improvements - $20,700.00
    - Main Park Drainage - $24,500.00

14. CITIZENS FORUM

    Citizens are invited to speak for three (3) minutes on matters relating to city government that relate to agenda or non-agenda items. Speakers are asked to stand up and approach the podium 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.

15. City Administrator updates – Monthly Reports

    - Administration
    - Finance
    - Police/Fire
    - Public Works/Capital Projects
    - Community Development/Municipal Court
    - Convention and Visitors Bureau

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 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 § 551.087. Deliberation Regarding Economic Development Negotiations

- PILOT Agreement with Memorial Hermann

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 3 day January 2020 at: 12:00 o'clock p.m.

Courtney Clary, City Secretary

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	January 8, 2020	ITEM NUMBER:	7
DEPARTMENT:	Public Works	PREPARED BY:	Joseph Peart
PRICING:		EXHIBITS:	

SUBJECT/PROCEEDING:

Discussion regarding City project to paint address numbers on curbs.

RECOMMENDED ACTION:

Discussion only.

BACKGROUND/DISCUSSION:

At the December 11, 2019 city council meeting, Councilmembers McLeod and Bradt requested staff to gather cost estimates and decide the logistics of a city project. The project will consist of the city painting address numbers on the curb in front of resident homes, after payment by the resident. Some homes in the city do not have their address number on the home or it is obscured and difficult to locate and read from the roadway. This presents problems with packages getting delivered to the wrong home and makes it more difficult for emergency services to locate the correct home during an emergency response. No city ordinance could be found prohibiting painting address numbers on the curb.

The following guidelines were determined by staff to provide consistency of the service:

1. The service is at the request of the resident and will be paid for by the resident through the City's EZ Pay system.
2. The service will be offered as a one-time service. Notifications can be made on the website, social media, and a utility billing insert. A deadline for payment will be established and the work will commence a short time after the payment deadline passes.
3. Residents will be required to have written permission from their Home (or Property) Owners Association. In particular neighborhoods with privately maintained streets. This will be submitted online with payment.
4. Numbers shall have the appearance of a 12" tall white reflective background with black 6" tall numbering on top of white background. Placement shall follow a straight line from the front door to curb. Off-set is allowed to avoid printing numbering on driveways, seams, damaged curb, and storm inlets.
5. No maintenance will be performed after install.
6. Cost hasn't been determined, but will likely be around $30. Staff is waiting on contractors to provide estimates.

APPROVALS:

DEPARTMENT HEAD	Joseph Peart	DATE:	December 31, 2019
CITY ADMINISTRATOR		DATE:	January 2, 2020

Revised 05/18

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	December 11, 2019	ITEM NUMBER:	8
DEPARTMENT:	Public Works	PREPARED BY:	Joseph Peart
PRICING:	$5,219	EXHIBITS:	Proposal – JEC Energy Solutions, Map

SUBJECT/PROCEEDING:

Discussion of adding pathway lighting at the Toddler Park.

RECOMMENDED ACTION:

Discussion only.

BACKGROUND/DISCUSSION:

The Toddler Park currently has one security light at the far southern end of the pathway. The light is controlled by a photocell and turns on at dusk and off at dawn.

This project would add two 40 Watt (equivalent to approximately 250W per light incandescent) motion sensor controlled LED lights to the pathway, proposed locations are attached to this report. The light distribution would be Type II, which will cast the light side to side to illuminate as much pathway and park grounds as possible and reduce the amount of light cast back toward the neighboring homes. The motion sensor lights have the ability to turn off or dim after the park closes and activate to full luminosity when motion is detected.

The project will also include replacing the existing security light with a brighter light, and pricing is not separately listed, but included. This light would continue to be controlled by a photocell.

APPROVALS:

DEPARTMENT HEAD	Joseph Peart	DATE:	December 2, 2019
CITY ADMINISTRATOR		DATE:	January 2, 2020

Date: 12/2/2019

JEC Energy Solutions
1362 Exchange Drive
Richardson, TX 75081

Project: **TODDLER PARK (NO LABOR)**
SOLAR LED PROPOSAL

Company: CITY OF SHENANDOAH
Contact Name: JOSEPH PEART
Street: 29955 I-45 NORTH
City, State, Zip CONROE, TX 77384
Email: jpeart@shenandoahtx.us
Phone: 281-295-5522

PROPOSAL PREPARED BY:
Contact: ROCKY STULTS
Email: rocky@jeces1.com
Phone: 972-832-2443

Plan Type	Qty	JEC Model No.	Location/Description	Unit Price	Ext Price
1	2	JEC-XE-LED-S03-AIO-40W-MS	40 WATT ALL-IN-ONE SOLAR LED W/MOTION CONTROLS	$1,602.00	$ 3,204.00
2	2	JEC-DBP-16X4	16FT DIRECT BURIAL FLUTED ALUMINUM POLE	$531.00	$ 1,062.00
	0	LABOR		$ -	$ -
	1	10% DISCOUNT PER CONTRACT 512-19		$ 427.00	3,839
				Total Quote	***$ 3,839.00***
				SALES TAX	***$ -***
			TOTAL INVESTMENT		***$ 3,839.00***

Payment Schedule

Downpayment: 50% of Lump Sum at Signing	***$ 1,919.50***
50% Due upon Delivery of Materials	***$ 1,919.50***
Total Out of Pocket	***$ 3,839.00***

Terms and Conditions:

PAYMENTS: *Per Payment Schedule above.*
WARRANTIES: *New LED Fixtures 60 months, LED Light Bulbs same as Manufacturer's Warranty.*

SCHEDULE: *After downpayment is received 90 days for delivery.*
After downpayment is received, the complete order is manufactured and this contract is not cancellable.
If all proposed items/quantities are not ordered, proposed prices are subject to change.
Your order will be subject to acceptance by JECES.
This quote is valid for 30 days.

JOSEPH PEART

JECES

Date: 12/2/2019

JEC Energy Solutions
1362 Exchange Drive
Richardson, TX 75081

Project: **TODDLER PARK (LABOR ONLY)**
SOLAR LED PROPOSAL

Company: CITY OF SHENANDOAH
Contact Name: JOSEPH PEART
Street: 29955 I-45 NORTH
City, State, Zip CONROE, TX 77384
Email: jpeart@shenandoahtx.us
Phone: 281-295-5522

PROPOSAL PREPARED BY:
Contact: ROCKY STULTS
Email: rocky@jeces1.com
Phone: 972-832-2443

Plan Type	Qty	JEC Model No.	Location/Description	Unit Price	Ext Price
1	0	JEC-XE-LED-S03-AIO-40W-MS	40 WATT ALL-IN-ONE SOLAR LED W/MOTION CONTROLS	$1,602.00	$ -
2	0	JEC-DBP-16X4	16FT DIRECT BURIAL FLUTED ALUMINUM POLE	$531.00	$ -
3	1	LABOR (includes rental of necessary equipment)		$ 1,380.00	$ 1,380.00
				Total Quote	***$ 1,380.00***
				SALES TAX	***$ -***
			TOTAL INVESTMENT		***$ 1,380.00***

Payment Schedule

Downpayment: 50% of Lump Sum at Signing	***$ 690.00***
50% Due upon Delivery of Materials	***$ 690.00***
Total Out of Pocket	***$ 1,380.00***

Terms and Conditions:

PAYMENTS: *Per Payment Schedule above.*
WARRANTIES: *New LED Fixtures 60 months, LED Light Bulbs same as Manufacturer's Warranty.*

SCHEDULE: *After downpayment is received 90 days for delivery.*
After downpayment is received, the complete order is manufactured and this contract is not cancellable.
If all proposed items/quantities are not ordered, proposed prices are subject to change.
Your order will be subject to acceptance by JECES.
This quote is valid for 30 days.

JOSEPH PEART

JECES

JEC Energy Solutions

Project Name
Plan Type
Order Number

JEC – All-in-One Smart Solar

***JEC* – All In One Smart Solar Light** is the clear choice for energy savings an superior light output

Integrated Solar Panel, LED Light, LiFEPO4 Battery, Battery Charger and IoT Controls In One Convenient Package!!

Years of Maintenance Free Service

- **5 Year, No Fear, Warranty**
- **Lithium Iron Phosphate (LiFEPO4) Battery**
- **Patent Pending Integrated Design**
- **Easy Installation – No Power required**
- **Instant on/off, no flickering or buzzing**
- **IP66 Rated**
- **Sunpower Monocrystalline Solar Panel**
- **Efficient Maximum Power Point Tracking (MPPT) controller/charging system**
- **IoT Controls or Motion Sensor**
- **Illuminated by Cree LEDs**

Perfect for Many Applications

Can be utilized for:

- **Parks, Plazas**
- **Pathways**
- **Walking Trails**
- **Parking Lots**
- **Monument Signs**

Go Green! With Energy Savings & Sustainability

- **100% Energy Savings when replacing any light source powered from the grid**
- **Non hazardous – No mercury**
- **Emits no UV or IR light**
- **RoHS Compliant, UL and CUL listed**

Many Options:

- **WATTAGES**
  - **20W**
  - **30W**
  - **40W**
  - **80W**
  - **120W**
- **CCT**
  - **3000K**
  - **4000K**
  - **5000K**

RoHS

CREE SUNPOWER

FIVE YEAR • NO FEAR 5 WARRANTY

Contact JEC Energy Solutions for a free demonstration

1362 Exchange Dr., • Richardson, TX 75081 • 214.428.3500 • www.jeces1.com • sales@jeces1.com

Ordering Information

MODEL NUMBER	WATTS	CCT	OPTIONS
JEC-XE-LED-S03-AiO-	_____W -	_____K -	_____
	20 = 20W (2700 LMS)	30 = 3000K	MS = MOTION SENSOR
	30 = 30W (4050 LMS)	40 = 4000K	T2 = Type II Distribution
	40 = 40W (5400 LMS)	50 = 5000K	T3 = Type III Distribution
	80 = 80W (10800 LMS)		T5 = Type V Distribution
	120 = 120W (16200 LMS)		IoT = IoT CONTROLS

JEC Energy Solutions

Project Name	ESTATES OF BISON CREEK
Plan Type	1
Order Number	JEC-XBI-POLES-16-FLUTED

JEC – Direct Burial Poles

***JEC* – Direct Burial Light Poles** are the perfect solution for solar area lighting!

Years of Maintenance Free Service

- **5 Year, No Fear Warranty**
- **Long Lasting Powder Coat Finish**
- **High Strength 6061-T6 Aluminum**

Perfect for Many Applications

- **Very Economical**
- **Low cost installation**
- **Great Esthetics**
- **Perfect for heights 18' or lower**
- **Non Corrosive – Does not Rust**

Many Options:

- **Up to 20' in Length**
- **Fluted or Smooth Finish**
- **Can be painted any color**
- **2-3/8", 3" and 4" outside diameters**
- **Various wall thicknesses**

FIVE YEAR • NO FEAR 5 WARRANTY

Contact JEC Energy Solutions for a free demonstration

1362 Exchange Dr., • Richardson, TX 75081 • 214.428.3500 • www.jeces1.com • sales@jeces1.com

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	January 8, 2020	ITEM NUMBER:	**9**
DEPARTMENT:	Administration	PREPARED BY:	Kathie Reyer
PRICING:		EXHIBITS:	Draft Ordinance

SUBJECT/PROCEEDING:

Ordinance prohibiting camping except in designated areas.

RECOMMENDED ACTION:

BACKGROUND/DISCUSSION:

At a previous meeting, Mayor Wheeler raised the issue of camping in the City. He asked the City Attorney to research the subject and draft an ordinance prohibiting camping in the City except in a specifically designated area. The draft ordinance designates two acres of undeveloped City owned property located east of I-45 as the proposed location where camping would be allowed. Such a designated area would protect the City parks and other facilities from camping, which could damage the property over time and create potential health and safety concerns.

APPROVALS:

DEPARTMENT HEAD		DATE:	
CITY ADMINISTRATOR		DATE:	January 2, 2020

Revised 05/18

LT1-1-2010032010-1

|0010001|
Montgomery County Title Co.
7511 FM 1488
Magnolia, Texas 77354

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

WARRANTY DEED

THE STATE OF TEXAS §

KNOW ALL MEN BY THESE PRESENTS;

COUNTY OF MONTGOMERY §

THAT **CHELYN PIERSON, FEME SOLE,** hereinafter called Grantor, for and in consideration of the sum of TEN AND NO/100 ($10.00) DOLLARS and other valuable consideration to the Grantor paid by

CITY OF SHENANDOAH, TEXAS
29955 I45 NORTH
SHENANDOAH, TX 77381,

hereinafter called the Grantee, the receipt of which is hereby acknowledged, has GRANTED, SOLD AND CONVEYED, and by these presents does GRANT, SELL AND CONVEY unto the Grantee all of that certain lot, tract or parcel of land, together with all improvements thereon, lying and being situated in the County of Montgomery, State of Texas, described as follows:

1.878 acres of land in the Montgomery County School Land Survey, Abstract No. 350, Montgomery County, Texas, being more particularly described by metes and bounds on Exhibit "A" attached hereto and made a part hereof for all purposes, being the same tract as described in deeds recorded in Volume 449, Page 281, in Volume 676, Page 219, in Volume 859, Page 90, of the Deed Records, and under Clerk's File No. 8941736, 9260511, 9733469, 9741653, and 2002-065670 of the Real Property Records of Montgomery County, Texas.

This conveyance, however, is made and accepted subject to the following matters, to the extent same are in effect at this time: Any and all restrictions, covenants, and easements, if any, relating to the hereinabove described property, but only to the extent they are still in effect, shown of record in the hereinabove mentioned County and State, and to all zoning laws, regulations and ordinances of municipal and/or governmental authorities, if any, but only to the extent they are still in effect, relating to the hereinabove described property, likewise this conveyance is made and accepted subject to any and all mineral and/or royalty interests or predecessors in title.

TO HAVE AND TO HOLD the above described premises, together with all and singular the rights and appurtenances thereto in anywise belonging unto the said Grantee, Grantee's successors and assigns forever, and Grantor does hereby bind Grantor, Grantor's heirs, administrators, successors and assigns to WARRANT AND FOREVER DEFEND all and singular the said premises unto the said Grantee, Grantee's successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

EXECUTED this 16th day of APRIL, 2010.

Chelyn Pierson
CHELYN PIERSON

STATE OF TEXAS §
COUNTY OF MONTGOMERY §

This instrument acknowledged before me on this the 16th day of APRIL, 2010, by CHELYN PIERSON.

Susan Hensley
NOTARY PUBLIC

SUSAN HENSLEY NOTARY PUBLIC STATE OF TEXAS EXPIRES 2-14-2011

AFTER RECORDING RETURN TO:
NICKEY DEISON
BAGGETT, GORDON & DEISON
307 NORTH SAN JACINTO
CONROE, TX 77301

G:\Gregg\Montgomery County Title\Deed\Cash\Pierson-CityofShenandoah.doc

LT2-3

EXHIBIT "A"

BEING 1.878 ACRES OF LAND IN THE MONTGOMERY COUNTY SCHOOL LAND SURVEY, A-350, MONTGOMERY COUNTY, TEXAS, SAID 1.878 ACRES BEING THE SAME TRACT OF LAND CALLED 2.00 ACRES AS CONVEYED TO CHELYN PIERSON, DED OF WHICH IS RECORDED UNDER COUNTY CLERK'S FILE NUMBER 2002-065670, MONTGOMERY COUNTY REAL PROPERTY RECORDS, SAID 1.878 ACRES BEING DESCRIBED MORE PARTICULARLY AS FOLLOWS:

BEGINNING at a 5/8" iron rod found for the Southeast corner of the herein described tract, the Southwest corner of Lot 6, the Northwest corner of Lot 5, and the Northeast corner of Lot 4, Kimblewood, a Subdivision, map of which is recorded in Volume 5, Page 341, Montgomery County Map Records;

THENCE S. 89° 17' 25" W., along the North line of Lots 1-4, Kimblewood for a distance of 391.55 feet to a ½" iron rod set for the Northwest corner of said Lot 1, the Southwest corner of the herein described tract in the East line of Moore Street, (Main Street a prescriptive right of way);

THENCE N. 11° 30' 00" W., along the East line of Moore Street for a distance of 212.54 feet to a ½" iron rod found for the Northwest corner of the herein described tract, the Southwest corner of the City of Shenandoah 0.945 acre tract of land described by a Notice of Lis Pendens recorded under County Clerk's File Number 2010- 022165, Montgomery County Real Property Records;

THENCE N. 89° 15' 00" E., along the South line of the above mentioned 0.945 acre tract for a distance of 391.50 feet to a 3" iron pipe found for the Southeast corner of the 0.945 acre tract, the Southwest corner of Lot 8, the Northwest corner of Lot 7, Kimblewood, for the Northeast corner of the herein described tract;

THENCE S. 11° 30' 00" E., along the West line of said Lots 6 & 7 for a distance of 212.82 feet to the POINT OF BEGINNING and containing in all 1.878 acres of land.

ORDINANCE O-20-001

AN ORDINANCE OF THE CITY OF SHENANDOAH PROHIBITING CAMPING EXCEPT IN DESIGNATED AREAS.

WHEREAS, the City wishes to designate a certain area owned by the City for camping purposes; and

WHEREAS, for reasons of public safety and the efficient use of police resources, the City does not want camping in its public parks or other public areas; and

WHEREAS, the City owns property that is appropriate for public camping; and

WHEREAS, the City Council finds that it is in the best interest of the City and for its safety, health and welfare to regulate camping to certain designated property owned by the City:

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SHENANDOAH, TEXAS, THAT:

Camping in Public Areas Prohibited

(A) Except in designated Camping Areas, it shall be unlawful for any person to camp in any Public Area

(B) Definitions

(1) Public Area means an outdoor area accessible to the public including a street, highway, park, parking lot, alleyway, underpass, pedestrian way, and the common areas of a school, church, hospital, apartment building, office building, transport facility, or business.

(2) Camp, Camps and Camping means the use of a Public Area for living or overnight accommodation purposes, including but not limited to:
   a. Storing personal belongings;
   b. Making a fire;
   c. Using a tent, shelter or other material or structure or vehicle for a living accommodation or overnight stays;
   d. Carrying on cooking activities; or
   e. Digging or earth breaking activities.

(3) Camping Area means the 1.878 acres of land in the Montgomery County School Land Survey, Abstract No. 350, Montgomery County, Texas, being more particularly described by metes and bounds on Exhibit "A" attached hereto and made a part hereof for all purposes, being the same tract as described in deed records in Volume 449, Page 281, in Volume 676, Page 219, in Volume 859, Page 90, of the Deed Records,

and under Clerk's File No. 8941736, 9260511, 9733469, 9741653, and 2002-065670 of the Real Property Records of Montgomery County, Texas.

(C) Except as provided in Subsection (E), a person commits an offense if, after having been notified by a law enforcement officer that the conduct violates this section and having been given a reasonable opportunity by a law enforcement officer to correct the violating conduct, the person Camps in a Public Area that is not designated as a Camping Area by the City of Shenandoah.

(D) A person is Camping if the person engages in any of the activities listed in Subsection (A)(2) if it reasonably appears, based on the totality of the circumstances, that the person conducting the activity is using a Public Area for living accommodation purposes, regardless of the person's intent or engagement in other activities.

(E) This section does not apply to permitted camping in a Camping Area.

(F) A person who violates this chapter commits a Class C misdemeanor, punishable in accordance with Tex. Penal Code Ann., Section 12.22.

PASSED, APPROVED AND ADOPTED this the 8th day of January, 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:	January 8, 2020	ITEM NUMBER:	**10**
DEPARTMENT:	Administration	PREPARED BY:	Courtney Clary
PRICING:		EXHIBITS:	

SUBJECT/PROCEEDING:

Sick Pool Committee expired terms

RECOMMENDED ACTION:

Staff recommends reappointing positions 2, 4, 6, and 8

BACKGROUND/DISCUSSION:

The Committee is composed of eight (8) regular full-time employees from the following Departments: 2-Police Department, 2-Public Works, 1-Convention and Visitor's Bureau, 1-Administration 1-Building Department, and 1-Finance. Committee Members shall be appointed by Council for positions one through eight. Odd numbered positions expire in odd numbered years and even numbered positions expire in even numbered years.

The table below shows current Sick Pool Committee members:

Position 1 – Joel Gordon, Police Department
Position 2 – Jeremy Thompson, Police Department
Position 3 – Stacie Newsom, Building Department
Position 4 – Steffani Konzem, CVB
Position 5 – Debbie Pilcher, Administration
Position 6 – Tammy Daley, Finance
Position 7 – Adrian Salinas, Public Works
Position 8 – Leslie Stevens, Public Works
Chairman – City Administrator (Non-voting)
Secretary – City Secretary (Non-voting)

Staff recommends the following appointments:

Position 2 – Jeremy Thompson, Police Department
Position 4 – Steffani Konzem, CVB
Position 6 – Tammy Daley, Finance
Position 8 – Leslie Stevens, Public Works

APPROVALS:

DEPARTMENT HEAD		DATE:	
CITY ADMINISTRATOR		DATE:	January 2, 2020

Revised 05/18

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	January 8, 2020	ITEM NUMBER:	**11**
DEPARTMENT:	Administration	PREPARED BY:	Kathie Reyer
PRICING:		EXHIBITS:	Letter, Ballot, Nominee Bios

SUBJECT/PROCEEDING:

Casting votes for 2020 H-GAC Officers

RECOMMENDED ACTION:

BACKGROUND/DISCUSSION:

As a General Assembly representative City, we are asked to cast votes for 2020 H-GAC Officers. The Election Committee nominated three individuals, who are listed on the ballot. Bios for each nominee are also included for reference. Votes may be cast for the nominees or other names can be written on to the ballot. Any write-in candidates must have been designated to serve on the 2020 H-GAC Board of Directors.

APPROVALS:

DEPARTMENT HEAD		DATE:	
CITY ADMINISTRATOR		DATE:	January 2, 2020

Revised 05/18

Nancy Arnold
Councilmember
City of Waller

Nancy Arnold has lived in Waller all of her life, with the exception of eleven years when work took her to Austin and then Houston. She returned to Waller in 1997, never more to leave! Waller has always been "home" to Nancy, and she wants to help make it a great place for others to call "home," too. She has three grandchildren, two grandsons and a granddaughter.

She is the Director of Center Development for Fortusis, LLC, a franchising company with five printing franchise brands in the United States. Her responsibilities include new center sales (including site selection, build-out, and training); resales; contract renewals; contract negotiations; marketing initiatives, and operations assistance to franchisees. She was on the senior finance staff for several years as Credit Manager. Nancy is the editor of the company magazine and electronic newsletters.

Highlights of Nancy's career:

- Has served on Waller City Council for nine years
- Appointed by Council as a representative to the Houston-Galveston Area Council (H-GAC), a 13-county regional council of governments
- Serves on Board of Directors for H-GAC representing General Law Cities in the 13-county Gulf Coast region
- Writes a folksy newspaper column, Waller Wonders, for the Waller Times; have written this column for various newspapers since 1978
- Served on board of Houston Area Quick Printers (HAQPA) as vice president (one term) and then president (three terms)
- Named HAQPA Member of the Year in 1991
- Served on board of Printing Industries of the Gulf Coast (PIGC), affiliate of Printing Industries of America (PIA)
- Owned a print franchise, first in Austin, another one later in Houston
- Owned several businesses in Waller in the 1970s
- One of the first members of the Waller Chamber of Commerce
- Was an early member of the Waller Young Women's Club, now the Women's Club of Waller
- Author of the book I Feel Like Me Again, now out of print, about the challenges faced by women with health issues

County Judge Phillip Spenrath
Wharton County

- Served as Wharton County Judge for the past 3+ years - duties included presiding over criminal misdemeanor court, probate court, mental health proceedings, juvenile detention hearings, the Wharton County Bail Bond Board, and a commissioner's court that oversees the county's 233 employees and its $23 Million budget.
- Served as El Campo Mayor and City Councilman from 2006-2010.
- Graduate of Thomas M. Cooley School of Law.
- Passed bar exam and sworn in to practice law in Texas.
- Taught High School Government Class for 20 years (1991-2010).
- Served as a Head Varsity Basketball and Football Coach for 19 (1991-2010) years and helped start and rebuild several high school programs.
- Taught Wharton County Junior College Government Class for past 5 years.
- Deacon at First Baptist Church El Campo.
- Organized, initiated, and led our First Baptist Church's Sunday Morning Children’s Church Service from its inception until 2010.
- Leads a Sunday Morning Young Adults Sunday School Class.
- Served as an ex-officio Officer for the City Development Corporation of El Campo, the Economic Development Corporation of El Campo, and the El Campo Chamber of Commerce and Agriculture.
- Served on the Board of Directors for South Texas Summer Musical Encores.
- Born, raised, and lived in Texas for 47 years.
- He and wife Chandra are proud parents of 5 young men and have been very active in Little League Baseball and Boys & Girls Club Soccer & Basketball programs

William King, III
Councilmember
City of Dickinson

On August 4, 1965 in the Third Ward section of Houston, Texas William H. King III was born to the proud parents of Mr. and Mrs. William H. King Junior. Dr. King is the fifth child of eight children. He is the husband of Shemika King and the father of Destini D. King, Bailee M. King, and William H. King IV.
In 1983 he graduated from James Madison Senior High School. He has attended San Diego Community College, Houston Community College, College of Biblical Studies (Houston), Southwest Theological Seminary, Institute for Teaching God's Word Theological Seminary, and the Minnesota Graduate School of Theology where he received his Doctorate in Divinity.

Dr. King served his country in the United States Marine Corp from 1982-1992. With strong will and aspirations he rapidly excelled in rank. He completed his tour after serving in the Operation Desert Storm/Desert Shield as a gunnery sergeant. Throughout his military years Dr. King received several meritorious promotions, two certificates of merit and a Commanding General Award. Upon returning to Houston after his military tour Dr. King was employed by the United States Postal Service from 1986-1997. While working at the United States Postal Service he demonstrated enormous leadership ability as a letter carrier and was promoted to a 204B carrier supervisor.

Dr. William H. King III is currently the pastor of Greater New Hope Missionary Baptist Church, a Chaplain for the Dickinson Police Department, City Councilman, and a professor at the Institute for Teaching God's Word Theological Seminary and Equipping the Saints School of Ministry. Dr. King also serves as third Vice Moderator of the American Baptist District Association and the Recording Secretary for the American Baptist General Convention of Texas.

Dr. King is striving hard to bring unity in the community where he serves. His efforts, energy, and enthusiasm are to find the common thread that will unify pastors, politicians, and people from all classes of life. No matter how difficult the struggle he believes that the minorities of his community should have a place for education, recreation, and restoration. Therefore, he is determined to build a Family Life Center for the outcast and upper class during their time of need.

Houston-Galveston Area Council Office of the Executive Director

ACTION REQUIRED

TO: Members, 2020 H-GAC General Assembly
SUBJECT: Ballots for Election of 2020 H-GAC Officers
FROM: Chuck Wemple
DATE: December 17, 2019

In accordance with the H-GAC Bylaws, each General Assembly representative is requested to execute and return the enclosed ballot for H-GAC's 2020 officers, in the envelope provided. **These ballots must be mailed no later than Friday, January 17** in order to be counted.

Nominations on the ballots were made by the Election Committee, composed of Council Member Floyd Emery of the City of Missouri City, County Commissioner Gary Nelson of Chambers County, Councilmember Chuck Engelken, Jr. of the City of La Porte, County Judge Nate McDonald of Matagorda County, County Commissioner Andy Meyers of Fort Bend County, and Mayor Tom Reid of the City of Pearland.

General Assembly members may vote for the Election Committee candidates or write-in another name. The write-in provision is provided in lieu of nominations from the floor. Should you choose to write-in candidates, please keep in mind that the candidate must have been designated as a member of H-GAC's 2020 Board of Directors.

These ballots will remain unopened and the Election Committee will canvass the ballots and report to the General Assembly. Annual Meeting invitations will be mailed in the coming days, so mark your calendar for Friday evening, January 24. Reception begins at 6:00 P.M. with dinner at 7:00 P.M. Judge Albert M. McCaig, Jr. of the 506th Judicial District Court of Texas, will be our speaker.

Please be sure to mark your ballot, sign and mail no later than Friday, January 17.

I hope to see you at the Annual Meeting on Friday evening, January 24.

CW/cj
Enclosures: Ballot
Ballot Envelope

Mailing Address
PO Box 22777
Houston, Texas 77227-2777
Phone 713-627-3200

Recycled

Physical Address
3555 Timmons Lane, Suite 120
Houston, Texas 77027-6466
Phone 713-627-3200

HOUSTON-GALVESTON AREA COUNCIL

OFFICIAL BALLOT*

2020 H-GAC OFFICERS ELECTION

H-GAC Officer Nominations:

CHAIR	Councilmember Nancy Arnold City of Waller General Law Cities
CHAIR ELECT	County Judge Phillip Spenrath Wharton County
VCE CHAIR	Councilmember William King, III City of Dickinson Home Rule Cities

PLEASE COMPLETE ONE OF THE FOLLOWING:

_____ I vote for the above Nominees recommended by the H-GAC Election Committee

_____ I cast the following ballots for the 2020 H-GAC Officers: (Please fill in the names)

CHAIR _____

CHAIR ELECT _____

VICE CHAIR _____

Signed _____
H-GAC General Assembly Member

***Ballot must be returned in the enclosed "BALLOT" envelope and <u>mailed</u> no later than Friday, January 17, 2020. Should you use another envelope, please mark ballot on the front of the envelope. Scanned and emailed ballots will not be accepted.**

MINUTES OF REGULAR MEETING

December 11, 2019

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 Attorney William Ferebee, Finance Director Lisa Wasner, Police Chief Raymond Shaw, Director of Public Works Joseph Peart, CVB Director John Mayner, IT Manager Chris Grizzaffi, and Communications Manager Debbie Pilcher 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 wishing 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. Introduction of new employee.

   Ms. Reyer introduced the newest Field Service Representative Waldir Guerrero.

8. Discussion and possible action to approve a project with Entergy.

   To view the PowerPoint presentation, please click HERE

   COUNCILMEMBER BRADT MADE A MOTION TO APPROVE A PROJECT WITH ENTERGY REGARDING AN UNDERGROUND SOURCE CONVERSION ON WELLMAN ROAD, COUNCILMEMBER RAYMAKER SECONDED. THE MOTION CARRIED 5/0.

9. Presentation of MDD report for the month of November.

   To view the report, please click HERE

   Councilmember Raymaker stated that his report included a timeline of projects and provided a breakdown of the progress of each project and the projected timeline to completion for each.

   Councilmember Bradt requested the report also include the fiscal year funds were budgeted for each project.

10. Discussion and possible action to approve the holiday schedule for 2020.

    COUNCILMEMBER BRADT MADE A MOTION TO APPROVE THE HOLIDAY SCHEDULE FOR 2020, COUNCILMEMBER FLETCHER SECONDED. THE MOTION CARRIED 5/0.

11. Discussion and possible action regarding the April 22, 2020 meeting.

    COUNCILMEMBER RAYMAKER MADE A MOTION TO APPROVE CHANGING THE SECOND MEETING DATE IN APRIL TO WEDNESDAY APRIL 29, 2020, COUNCILMEMBER FLETCHER SECONDED. THE MOTION CARRIED 5/0.

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12. 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 POSITION OF PLACE THREE (3) AND PLACE FOUR (4) ON THE SHENANDOAH PLANNING AND ZONING COMMISSION.

COUNCILMEMBER FLETCHER MADE A MOTION TO ADOPT A RESOLUTION TO RE-APPOINT ROBERT GALATAS TO PLACE THREE (3) AND TO APPOINT MARK HENDON TO PLACE FOUR (4) ON THE SHENANDOAH PLANNING AND ZONING COMMITTEE, COUNCILMEMBER GRISTY SECONDED. THE MOTION CARRIED 5/0.

13. Presentation of a Planning and Zoning Commission preliminary report regarding a variance to the maximum building height. The proposed variance is for 910 Medical Plaza Drive, Shenandoah, Texas (Memorial Hermann Health System).

To view the presentation, please click HERE

To view the video presentation, please click HERE

14. Public hearing regarding a variance to the maximum building height. The proposed variance is for 910 Medical Plaza Drive, Shenandoah, Texas.

Mayor Wheeler opened the public meeting at 7:44 p.m.

Mayor Wheeler closed the public meeting at 7:48 p.m. and stated for the record that there were no citizens wishing to speak.

15. Discussion and possible action to adopt the following Ordinance:

AN ORDINANCE OF THE CITY OF SHENANDOAH, TEXAS, AMENDING THE CODE OF ORDINANCES, CHAPTER 102, TO APPROVE A VARIANCE TO THE BUILDING HEIGHT OF 85' FOR 910 MEDICAL PLAZA DRIVE, SHENANDOAH, TEXAS; PROVIDING FOR A PENALTY IN THE AMOUNT OF $2,000 FOR VIOLATIONS THEREOF; PROVIDING SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

COUNCILMEMBER MCLEOD REQUESTED TO MOVE INTO EXECUTIVE SESSION.

Mayor Wheeler recessed the regular meeting to move into executive session at 7:49 p.m.

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Mayor Wheeler resumed the regular meeting at 7:55 p.m. and stated for the record that no action was taken in executive session.

COUNCILMEMBER FLETCHER MADE A MOTION TO ADOPT AN ORDINANCE TO APPROVE THE VARIANCE TO THE BUILDING HEIGHT OF 85' FOR 910 MEDICAL PLAZA DRIVE, COUNCILMEMBER BRADT SECONDED. THE MOTION CARRIED 5/0.

16. Presentation of a final report regarding proposed zoning amendment for a special use permit for a Mixed Beverage (OnPremise) Permit. The proposed zoning amendment is for 8821 Metropark Drive, Suite 1600, Shenandoah, Texas 77385 (Burger^{IM}).

Ms. Reyer stated that the Special Use Permit requested was for a mixed beverage permit with no late hours for Burger^{IM}.

17. Public hearing regarding the proposed zoning amendment for a special use permit for a Mixed Beverage (On-Premise) Permit. The proposed zoning amendment is for 8821 Metropark Drive, Suite 1600, Shenandoah, Texas 77385.

Mayor Wheeler opened the public meeting at 7:56 p.m.

Mayor Wheeler closed the public meeting at 7:57 p.m. and stated for the record that there were no citizens wishing to speak.

18. Discussion and possible action to adopt the following Ordinance:

AN ORDINANCE OF THE CITY OF SHENANDOAH, TEXAS, AMENDING THE CODE OF ORDINANCES, CHAPTER 102, SO AS TO A SPECIAL USE PERMIT FOR MIXED BEVERAGE FOR BURGERIM LOCATED AT 8821 METROPARK DRIVE, SUITE 1600, SHENANDOAH, TEXAS; PROVIDING FOR A PENALTY IN THE AMOUNT OF $2,000 FOR VIOLATIONS THEREOF; PROVIDING SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

COUNCILMEMBER FLETCHER MADE A MOTION TO ADOPT AN ORDINANCE TO APPROVE A SPECIAL USE PERMIT FOR MIXED BEVERAGE FOR BURGERIM, COUNCILMEMBER GRISTY SECONDED. THE MOTION CARRIED 5/0.

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19. Discussion and possible action regarding first quarter budget amendments for 2020.

COUNCILMEMBER BRADT MADE A MOTION TO APPROVE FIRST QUARTER BUDGET AMENDMENTS FOR 2020, COUNCILMEMBER FLETCHER SECONDED. THE MOTION CARRIED 5/0.

20. Discussion and possible action to approve expenditures from the equipment replacement fund.

COUNCILMEMBER BRADT MADE A MOTION TO APPROVE EXPENDITURES FROM THE EQUIPMENT REPLACEMENT FUND, COUNCILMEMBER FLETCHER SECONDED. THE MOTION CARRIED 5/0.

21. Discussion and possible action regarding fire inspector payments.

COUNCILMEMBER FLETCHER MADE A MOTION TO APPROVE PAYMENTS TO MONTGOMERY COUNTY FIRE MARSHAL'S OFFICE FOR OCTOBER 2019 FIRE INSPECTION AND REVIEWS, COUNCILMEMBER RAYMAKER SECONDED. THE MOTION CARRIED 5/0.

22. Discussion and possible action to approve the minutes of the October 30, 2019 and the November 13, 2019 regular meetings.

COUNCILMEMBER BRADT MADE A MOTION TO APPROVE THE MINUTES OF THE OCTOBER 30, 2019 AND THE NOVEMBER 13, 2019 REGULAR MEETINGS, COUNCILMEMBER MCLEOD SECONDED. THE MOTION CARRIED 5/0.

23. Discussion and possible action to ratify the accounts payable for November, 2019.

COUNCILMEMBER FLETCHER MADE A MOTION TO RATIFY THE ACCOUNTS PAYABLE FOR NOVEMBER, 2019, COUNCILMEMBER GRISTY SECONDED. THE MOTION CARRIED 5/0.

24. Non-Action Items.

The following budgeted items were authorized by the City Administrator, per Council approval:

- Crowdriff - $18,000.00

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25. 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.

26. City Administrator Updates.

Ms. Reyer presented the following updates:

- Two employees were promoted within the City: Mark Cooley moved to the Public Works Superintendent position and Ricardo Palacios moved into Mr. Cooley's previous position of Field Crew Leader
- The amended application with Lone Star Water Conservation District for increased pumpage was approved
- Due to increasing internet scams the Shenandoah Police Department requested heightened awareness among residents
- Stagg Bowl event scheduled for December 20, 2019 with kickoff at 7 p.m.
- Thanks to the Civic Club, the volunteers and staff on another vert successful Lighting of the Angels event

27. 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.

Councilmember McLeod requested for a future agenda a discussion item regarding address painting in front of homes on the curb. Councilmember McLeod also stated that Lighting of The Angels was once again a great success and shared his appreciation for all those involved.

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Councilmember Bradt thanked Civic Club members for the wonderful job they did planning, setting up, and breaking down the Lighting of The Angels event.

Councilmember Gristy shared his appreciation for staff for keeping him consistently informed and up to date while he is often away for work.

Councilmember Fletcher thanked everyone for participating in the Lighting of The Angels event. He also requested that staff look at getting a smaller truck from the fire department for Santa to ride in due to the difficulty the larger engine had maneuvering the streets. Councilmember Fletcher finished by wishing everyone a very Merry Christmas.

Councilmember Raymaker stated that there was a great turn out for the Lighting of The Angels event and that he would like to see the same turnout in 2020. He also stated that he too would like staff to consider the use of a smaller fire truck for Santa for next year.

Councilmember Raymaker suggested allowing Shenandoah Police Officers to have facial hair year-round due to the number of compliments they receive during November and December when they are allowed to have them. Councilmember Raymaker also stated that short term rentals were still being discussed in the courts and that he would continue to update the public with new information as it is available. He then asked citizens to attend the Stagg Bowl game to support the event and he wished everyone a Merry Christmas.

Mayor Wheeler stated that the Lighting of The Angels event was great and that he appreciated those who helped put it on. He also stated that the City of Shenandoah was about community and that events like Lighting of The Angels were great for bringing people together.

Mayor Wheeler thanked members of the Municipal Development District, the Planning and Zoning Committee, staff, strategic partners and anyone else that works for and with the City

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of Shenandoah. He wished everyone a wonderful holiday season and a Merry Christmas and added that he was looking forward to 2020.

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.

Mayor Wheeler recessed the regular meeting to move into executive session at 8:20 p.m.

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

i) Government Code § 551.071. Consultation with Attorney; Pending Litigation
- Resolution of PHSH, LLC vs City of Shenandoah

ii) Government Code § 551.087. Deliberation Regarding Economic Development Negotiations
- PILOT Agreement with Memorial Hermann

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

Mayor Wheeler resumed the regular meeting at 9:06 p.m. and stated for the record that no action was taken in executive session.

COUNCILMEMBER RAYMAKER MADE A MOTION TO APPROVE THE TERMS OF THE AGREEMENT REGARDING THE APPEAL FROM PHSH, LLC, COUNCILMEMBER FLETCHER SECONDED. THE MOTION CARRIED 5/0.

There being no further business, Mayor Wheeler adjourned the meeting at 9:07 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

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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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COUNCIL MONTHLY REPORT

DEPARTMENT: ADMINISTRATION

MONTH: November 2019

SOCIAL MEDIA/COMMUNICATIONS

FACEBOOK
City @ShenandoahTx

Followers in November	6983
Followers in October	6910
Gain	**Up 73, +1.1%**

DATE	SUBJECT	REACH
11/1	What a fun night at the Halloween Safe Street	402
11/1	Halloween Safe Streets album	449
11/1	Boo-tastic winner on route, 203 Shenandoah	385
11/1	HSS bins need to be put on curb for pickup	250
11/1	MDD update from Oct. 30	213
11/1	City Council update from Oct. 30	216
11/1	Click Shenandoah is ready for community use	278
11/1	SPD Police Blotter	286
11/4	November Yard of the Month	396
11/6	Shoppers are out and so are porch thieves	560
11/8	SPD Police Blotter	360
11/8	City Council agenda	252
11/8	MDD agenda	268
11/11	TxDOT working on walkways and curbs	557
11/12	Wind advisory issued	302
11/12	Hard freeze warning	611
11/12	Hard freeze alert update	475
11/14	Woodlands Mall accident impacting sb I45	319
11/14	SB I45 traffic still impacted by earlier accident	269
11/15	City Council meeting update	232
11/15	MDD update	251
11/15	Shenandoah Police Blotter	335
11/19	Road to Shenandoah starts this weekend with first round games	581

11/22	Shenandoah Police Blotter	433
11/24	SPD reports parts of city without power	371
11/25	On the road to Shenandoah	395
11/25	Early closing Wednesday for Thanksgiving	469
11/27	SPD Police Blotter	333
11/27	Great job, LEOs	778
11/29	Dense fog advisory	490
	TOTAL	**11,516**

IMPORTANT POINTS: Anything above 500 for Shenandoah can be considered a "viral" posting. This month, we had **5** postings. The City's Facebook page, Shenandoah, TX was renamed Shenandoah, TX – City Government this month to recognize that it is an official communication outlet of the city of Shenandoah. It is an instrument for providing information to our residents unlike personal and business Facebook pages that are designed for the interchange of ideas and opinions.

FACEBOOK
Civic Club @STxCivicClub

Followers in November	207
Followers in October	200
Gain	**Up 7, +3.5%**

DATE	SUBJECT	REACH
11/1	Boo-tatic winner named for route	580
11/1	Blue bins need to be on curb for pickup	15
11/1	MDD update	21
11/1	Council update	25
11/1	New mobile app available	38
11/1	SPD Blotter	30
11/4	Yard of the Month for November named	563
11/6	Package thieves warning by SPD	30
11/8	SPD Blotter	29
11/11	Heads up about accident	5
11/12	Wind alert	10
11/12	Hard freeze possible	16
11/12	Hard freeze warning issued	30
11/14	145 SB accident in Woodlands Mall area	27
11/15	City Council update	31
11/15	MDD update	22
11/15	SPD Police Blotter	30
11/15	Are you a new Shenandoah resident?	418

11/20	Civic Club hosts volunteer workday	52
11/22	SPD Police Blotter	32
11/24	Power outage	7
11/24	On the road to Shenandoah and the Stagg Bowl	12
11/25	City closing early on Wednesday for Thanksgiving	33
11/27	SPD Weekly blotter	27
11/27	Good job, LEOs	80
11/29	Dense fog warning	10
	TOTAL	**2,173**

IMPORTANT POINTS: Anything above 100 for the Civic Club can be considered a "viral" posting. This month, we had **3** viral postings.

TWITTER @ShenandoahTx

Followers in November	1520
Followers in October	1512
Gain	**Up 8, +0.53%**

DATE	SUBJECT	REACH
11/1	SPD Police Blotter	319
11/4	Yard of the Month for November announced	331
11/6	SPD offers advice for package deliveries	278
11/8	SPD Police Blotter	254
11/8	City Council agenda	259
11/8	MDD meeting	252
11/11	TxDOT working on curbs and crosswalks on service road and RF	301
11/14	SB I45 accident at Woodlands Mall	311
11/14	SB I45 still moving very slow from earlier accident	278
11/14	SB slowdown continues as road is cleared	317
11/15	City Council update	208
11/15	SPD Police Blotter	202
11/15	MDD Update	205
11/22	SPD Police Blotter	156
11/24	Congrats to first round winners on Road to Shenandoah	505
11/24	City experiencing power outages	291
11/24	Early closing Wednesday	227
11/27	SPD Police Blotter	174
11/27	SPD bust nets 4 thieves	157
	TOTAL	**5,025**

NEXTDOOR, agency account (information only)

Subscribers in November (by area)	807
Change	**Up 11, 1.38%**
Subscribers in November (by neighborhoods)	
Northline Oaks	41 (+1)
Grogan's Forest	627(+5)
The Woodlands	4 (+0)
Shenandoah	135 (+5)

DATE	SUBJECT	VIEWS
11/1	SPD Police Blotter	109
11/4	Yard of the Month names	138
11/6	Shopping, delivery and porch theft	124
11/8	SPD Police Blotter	80
11/11	Sidewalk repair at service road and RF	62
11/15	Council, Mdd updates; SPD Police Blotter	62
11/23	SPD Police Blotter	143
11/25	City has early closing on Wednesday	62
11/27	SPD Police Blotter	61
11/27	SPD bust nets 4 thieves	78
11/30	Dense fog	65
TOTAL		**984**

Postings are only as agency; we cannot monitor citizen postings.

YouTube City Council Meetings and Other

Subscribers in November	72
Subscribers in October	71
Change	**Up 1, +1.4%**

DATE	VIEWS
City Council 11/13/19	41
TOTAL VIEWS to date	**9,293**
TOTAL HOURS to date	**1,305.2**
AVG. VIEW DURATION to date	**8:25 minutes**

Fun Facts:

- For November, watch time was 678 minutes
- For November, average view duration was 4 minutes 55 seconds
- For November, top view sites: US (100%)
- For November, top devices used: computer (61.2%), mobile (33.6%), tablet (5.2%)
- For November, on demand (10.5 hrs) vs. live (0.7 hrs)

WEBSITE

- Carousel banners:
  - Open Records Request
  - Subscribe to Notify Me
  - Watch Us on YouTube
  - Personalize Your Website Page
  - Next Current Event
  - 2019-20 Budget
- Subscribers
  - News Flash
    - City of Shenandoah News 107 (-2)
    - CVB News 75 (-4)
    - CVB Spotlight 56 (-1)
    - SPD Police Blotters 102 (-2)
    - Town Hall 93 (+1)
  - Agenda Center
    - City Council 72 (+1)
    - MDD 48 (+1)
    - P & Z 54 (+1)
    - Civic Club 3 (+2)
  - Alert Center 51 (+1)
  - Calendars
    - CVB 47 (-2)
    - Event 64 (-2)
    - Pool Season 17 (-1)
    - Meetings 51 (-1)
- Visitors (November) — Total to Date
  - 1,765 visits — 71,803 visits
  - 1 min 52 sec avg. visit — 2 min 0 sec avg visit
  - 64% left after one page (bounced) — 63% left after one. page (bounced)
  - 3,347 page views — 152,767 page views
  - 136 searches — 5,696 total searches
  - 3 downloads — 143 downloads

ArchiveSocial, archiving source

Starting with the 2017-18 budget year, ArchiveSocial is a program that allows us to archive postings in our social media accounts for public information requests or historical reference.

- November 96 new records
- Prior 6-month averaging: 468 records/month

Currently Archiving:

Three Facebook pages:

- City Facebook page: Shenandoah, Tx
- Civic Club Facebook page: Shenandoah Civic Club
- CVB Facebook page: Visit Shenandoah TX

Two Facebook owner accounts:

- STX Shenandoah
- Shenandoah CVB

Two Twitter accounts:

- City account: @ShenandoahTX
- CVB account: @shenandoahcvb

One Instagram account:

- Visitshenandoahtx

One You Tube account:

- City of Shenandoah, Texas

The two biggest sources of records archived are City Facebook and City YouTube.

PRESS RELEASES

Date	Description
11/1	MDD Special Meeting update
11/1	City Council Special Meeting Update
11/1	Click Shenandoah is at your fingertips
11/4	Civic Club names November Yard of the Month
11/6	Tis the season for package theft
11/15	MDD update
11/15	City Council Update
11/25	39 years for aggravated robbery of Denny's
11/26	SPD bust nets 4 Home Depot thieves
11/15	SPD Police Blotter Oct 26- Nov 2
11/15	SPD Police Blotter Nov 3-9
11/22	SPD Police Blotter Nov. 10-16
11/29	SPD Police Blotter Nov. 17-23

OPEN RECORD REQUESTS

The City received 17 record requests during the month of November as shown below.

DATE	REQUESTER	DESCRIPTION	DATE COMPLETED
11/1/2019	Construction Monitor	Building Permit Report for the month of October, 2019	11/4/2019
11/1/2019	Leah Overall	Building Permit Report for the month of October, 2019	11/4/2019
11/4/2019	Christine Ostrowski	Building Permit Report for the month of October, 2019	11/4/2019
11/4/2019	Suma Sureshchandra	Building Permit Report for the month of October, 2019	11/4/2019
11/5/2019	Caitlin Rasche	Environmental Survey - 8900 Six Pines	11/6/2019
11/7/2019	Michele Mandell	PID Documents	11/7/2019
11/7/2019	Zoe Yalcin	Employee Contact Info	11/7/2019
11/8/2019	TDLR	PD Case #18M004904	11/11/2019
11/13/2019	Danyale Baker	Statement PD Report for 19M007571	11/13/2019
11/13/2019	Luis Hernandez Ruiz	PD Report #11M000200	11/13/2019
11/14/2019	SmartProcure	Purchasing Records 07/31/19-Present	11/14/2019
11/15/2019	La'Shayna Whitaker	Permit - 18850 David Memorial	11/15/2019
11/15/2019	Bahea Bracther	Zoning Verification - 8900 Six Pines	11/25/2019
11/18/2019	Jean Teague	Invoices - CKR, Steptoe Johnson, Ferebee (October)	
11/20/2019	Emily Schelnick	Environmental Survey - 201 David Vetter	11/25/2019
11/25/2019	David Curington	All Records - 1466 Torrijos Ct	11/26/2019
11/26/2019	Charles Ballmer	Drawings - 214 Hickory Ridge	11/26/2019

HUMAN RESOURCES

Year	Budgeted Fillable Positions	Separations	Turnover Ratio
2016	50	10	20%
2017	51	11	21.6%
2018	54	4	7.4%
2019 (to date)	55	2	3.6%

INFORMATIONAL TECHNOLOGY (IT)

General Support

There were 7 IT requests for service in the month of November.

Category/Service	Service Calls Completed
Application/Software	1
Computer/Hardware	0
Desk Phone / Mobile Phone	0
Door Access / Security Cameras	0
Email Issue	0
Employee Entry / Exit Form	0
General IT Requests	2
Internet/Network	0
Police MDT/Mobile Data	1
In-Car Video/Watchguard	3
Printer / Copier / Scanner	0
User Login/Password	0
Total	**7**

Projects:

SUBMITTED BY:

COUNCIL MONTHLY REPORT

CITY OF SHENANDOAH TEXAS

DEPARTMENT: FINANCE

MONTH: NOVEMBER 2019

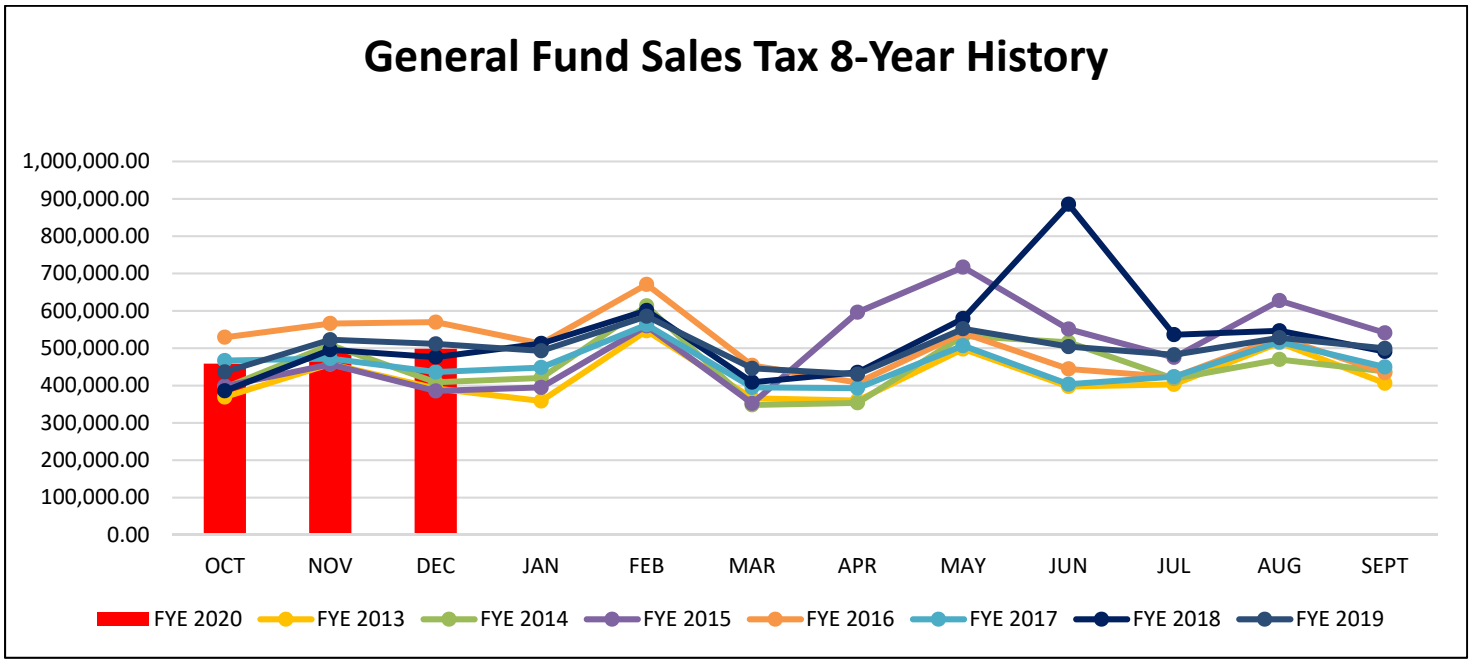
REVENUE

General Fund sales tax receipts received in October, reported in December are down 2.61% over the same month in 2018. Decreases from the previous year are shown in red. Significant changes from current year to previous year are primarily a result of a change in taxpayers.

General Fund Sales Tax - 8 Year Comparison

	Sales Tax FY 2012-2013	Sales Tax FY 2013-2014	Sales Tax FY 2014-2015	Sales Tax FY 2015-2016	Sales Tax FY 2016-2017	Sales Tax FY 2017-2018	Sales Tax FY 2018-2019	Sales Tax FY 2019-2020
OCT	369,391.25	394,342.33	398,463.01	529,234.52	466,912.55	385,742.59	436,594.28	458,341.89
NOV	457,850.00	508,617.69	456,877.76	566,140.52	472,341.01	495,956.78	522,751.85	490,064.73
DEC	392,284.71	408,659.61	385,601.00	569,854.76	436,159.11	476,181.30	511,522.98	498,182.36
JAN	358,544.76	420,523.80	395,068.35	511,995.45	448,458.28	512,637.50	492,914.83	
FEB	546,714.39	613,223.58	559,795.01	670,777.67	562,788.89	601,151.52	585,556.53	
MAR	366,007.27	348,002.56	351,977.96	453,860.55	394,952.57	408,862.33	446,044.49	
APR	360,029.06	353,675.15	596,287.50	407,769.31	393,008.04	435,325.51	430,535.67	
MAY	497,834.09	532,982.48	716,952.48	540,870.98	506,830.45	579,460.26	552,084.98	
JUN	397,331.40	515,915.97	551,161.85	444,484.92	403,627.18	885,399.08	504,229.58	
JUL	403,084.53	418,467.34	475,396.14	422,558.02	423,618.29	536,123.76	482,478.25	
AUG	514,693.41	469,711.82	627,396.71	528,924.55	516,593.06	546,764.42	528,047.73	
SEPT	406,130.59	437,844.65	541,138.70	434,327.21	449,659.93	491,282.24	499,632.39	
TOTAL	**5,069,895.46**	**5,421,966.98**	**6,056,116.47**	**6,080,798.46**	**5,474,949.36**	**6,354,887.29**	**5,992,393.56**	**1,446,588.98**

The chart below plots a history of sales tax revenue from the 2012-2013 fiscal year to the current fiscal year.

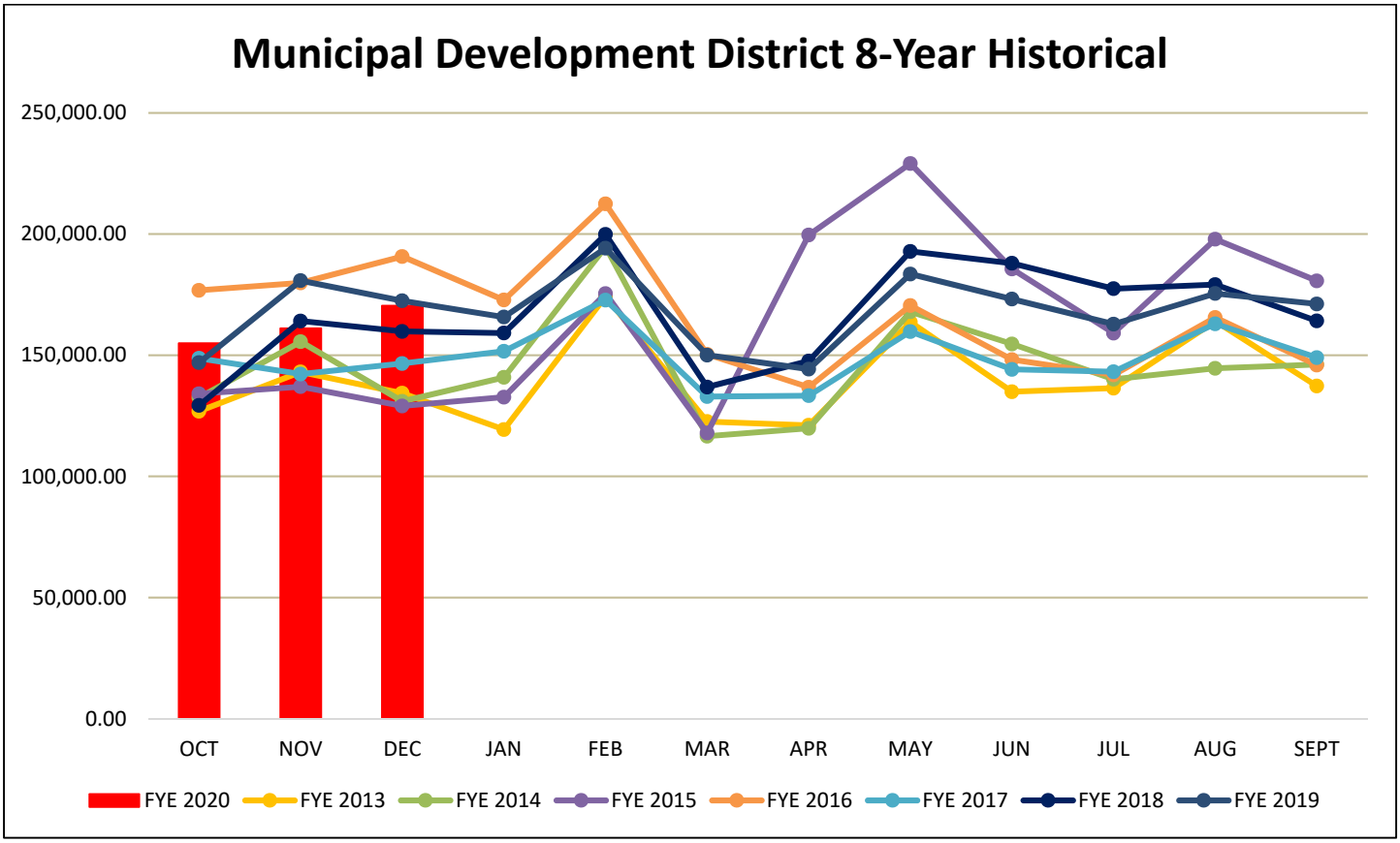


Finance Department

Shenandoah Municipal Development District (MDD) sales tax receipts received in October, reported in December are down 1.21% over the same month in 2018. Decreases from the previous year are shown in red. Significant changes from current year to previous year are primarily a result of a change in taxpayers.

Municipal Development District Sales Tax - 8 Year Comparison								
	Sales Tax FY 2012-2013	Sales Tax FY 2013-2014	Sales Tax FY 2014-2015	Sales Tax FY 2015-2016	Sales Tax FY 2016-2017	Sales Tax FY 2017-2018	Sales Tax FY 2018-2019	Sales Tax FY 2019-2020
OCT	126,891.50	132,531.91	134,121.98	176,792.05	148,740.99	129,281.89	146,950.75	154,895.19
NOV	143,100.77	155,593.35	137,039.48	179,873.46	142,252.94	164,103.61	180,771.96	161,037.71
DEC	134,331.77	130,963.08	129,069.45	190,743.79	146,576.50	159,833.39	172,461.06	170,373.02
JAN	119,334.34	140,870.35	132,715.53	172,779.54	151,645.82	159,154.91	165,765.46	
FEB	174,244.21	194,711.99	175,420.84	212,442.67	172,758.57	199,847.14	194,183.48	
MAR	122,620.90	116,577.23	117,910.59	150,369.51	132,930.14	136,863.98	150,051.70	
APR	121,105.17	119,859.74	199,614.21	136,812.78	133,298.06	147,610.07	144,266.74	
MAY	163,670.43	167,939.73	229,109.08	170,507.99	159,755.34	192,839.04	183,504.67	
JUN	134,934.74	154,665.14	185,611.00	148,191.12	144,141.89	187,959.08	173,157.86	
JUL	136,413.94	140,109.37	159,123.20	141,933.67	143,212.27	177,469.43	162,828.18	
AUG	164,059.76	144,599.73	197,857.45	165,575.36	162,982.51	179,143.98	175,474.58	
SEPT	137,281.10	146,173.09	180,695.27	145,925.17	149,025.29	164,145.34	171,161.70	
TOTAL	**1,677,988.63**	**1,744,594.71**	**1,797,592.81**	**1,991,947.11**	**1,787,320.32**	**1,998,251.86**	**2,020,578.14**	**486,305.92**

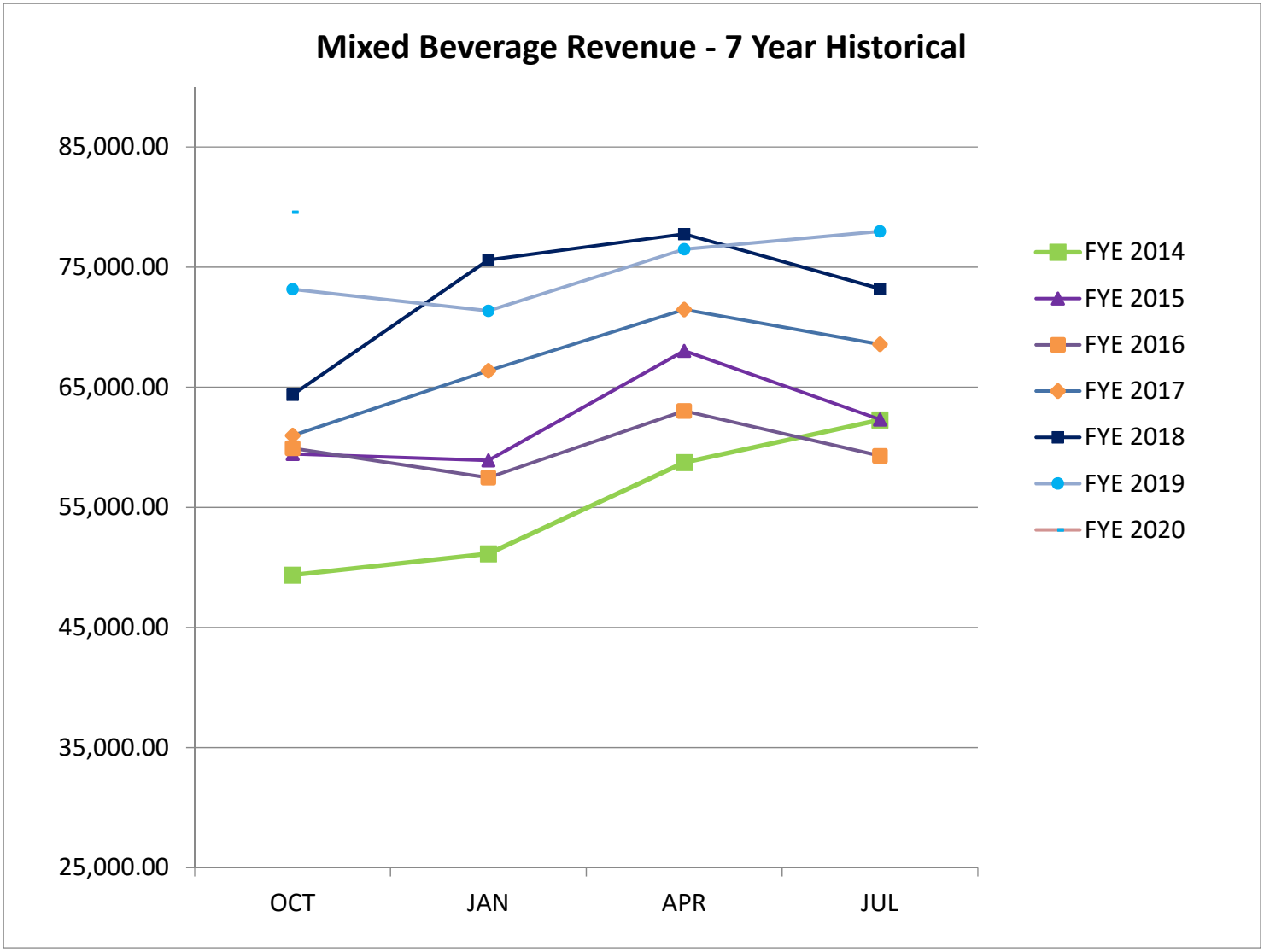
The chart below plots a history of MDD sales tax revenue from the 2012-2013 fiscal year to the current fiscal year.



Finance Department

Mixed Beverage tax receipts received for the past seven years are detailed below. Decreases from the previous year are shown in red.

Mixed Beverage Revenue - 7 Year Historical							
	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020
OCT	49,367.66	59,453.27	59,926.12	60,986.07	64,378.92	73,161.11	79,584.53
JAN	51,138.78	58,912.43	57,476.93	66,379.59	75,607.85	71,364.25	
APR	58,740.02	68,036.47	63,028.71	71,467.72	77,758.68	76,494.83	
JUL	62,287.56	62,318.74	59,294.13	68,580.98	73,206.92	77,980.89	
Total	**221,534.02**	**248,720.91**	**239,725.89**	**267,414.36**	**290,952.37**	**299,001.08**	**79,584.53**



The City currently has 29 businesses that hold a mixed beverage permit.

Below is a gross receipt listing from this June as compared to the same month in the previous year.

Mixed Beverage Monthly Gross Receipts by Vendor

	OCTOBER 2018				OCTOBER 2019				DIFFERENCE
	Liquor Receipts	Wine Receipts	Beer Receipts	**Total Receipts**	Liquor Receipts	Wine Receipts	Beer Receipts	**Total Receipts**	
TWIN PEAKS	$99,051.00	$4,059.00	$200,236.00	**$303,346.00**	$122,961.00	$5,112.00	$224,998.00	**$353,071.00**	**$49,725.00**
PAPPASITOS	$113,718.00	$6,408.00	$25,938.00	**$146,064.00**	$121,135.00	$3,339.00	$24,181.00	**$148,655.00**	**$2,591.00**
PAPPADEAUX	$72,765.00	$38,159.00	$22,759.00	**$133,683.00**	$74,993.00	$35,709.00	$21,150.00	**$131,852.00**	**($1,831.00)**
GOODE COMPANY	$66,858.00	$6,412.00	$15,139.00	**$88,409.00**	$62,565.00	$6,618.00	$13,434.00	**$82,617.00**	**($5,792.00)**
BJ'S	$25,962.00	$13,153.00	$40,548.00	**$79,663.00**	$32,859.00	$13,904.00	$41,586.00	**$88,349.00**	**$8,686.00**
CHUY'S	$41,239.00	$8,671.00	$1,046.00	**$50,956.00**	$47,015.00	$949.00	$8,325.00	**$56,289.00**	**$5,333.00**
GUADALAJARA	$61,827.00	$3,869.00	$13,026.00	**$78,722.00**	$61,155.00	$2,842.00	$11,861.00	**$75,858.00**	**($2,864.00)**
LUPE TORTILLA	$63,870.00	$4,110.00	$16,993.00	**$84,973.00**	$65,619.00	$3,619.00	$15,008.00	**$84,246.00**	**($727.00)**
BUFFALO WILD WINGS	$17,236.00	$1,461.00	$49,311.00	**$68,008.00**	$18,257.00	$1,701.00	$51,912.00	**$71,870.00**	**$3,862.00**
FIELDING'S WOOD GRILL	$26,213.00	$22,088.00	$11,755.00	**$60,056.00**	$29,303.00	$12,107.00	$13,913.00	**$55,323.00**	**($4,733.00)**
MAIN EVENT	$34,010.00	$3,373.00	$28,993.00	**$66,376.00**	$34,390.00	$2,111.00	$26,856.00	**$63,357.00**	**($3,019.00)**
SALTGRASS STEAKHOUSE	$27,341.00	$13,490.00	$12,588.00	**$53,419.00**	$27,769.00	$13,477.00	$11,022.00	**$52,268.00**	**($1,151.00)**
MI RANCHO	$41,732.00	$778.00	$9,964.00	**$52,474.00**	$47,569.00	$908.00	$11,355.00	**$59,832.00**	**$7,358.00**
BUCA DE BEPPO	$3,855.00	$12,483.00	$2,566.00	**$18,904.00**	$6,114.00	$9,306.00	$2,873.00	**$18,293.00**	**($611.00)**
HOOTERS	$6,772.00	$291.00	$20,353.00	**$27,416.00**					**($27,416.00)**
BABIN'S SEAFOOD HOUSE	$15,423.00	$8,175.00	$5,517.00	**$29,115.00**	$17,444.00	$9,051.00	$5,356.00	**$31,851.00**	**$2,736.00**
EL BOSQUE	$12,035.00	$262.00	$3,999.00	**$16,296.00**	$13,766.00	$404.00	$4,112.00	**$18,282.00**	**$1,986.00**
JOHNNY'S ITALIAN STEAK HOUSE	$14,579.00	$7,544.00	$6,074.00	**$28,197.00**	$12,812.00	$6,251.00	$7,904.00	**$26,967.00**	**($1,230.00)**
RED LOBSTER	$7,650.00	$3,627.00	$3,170.00	**$14,447.00**	$6,711.00	$3,493.00	$2,498.00	**$12,702.00**	**($1,745.00)**
RED ROBIN	$8,289.00	$1,626.00	$11,433.00	**$21,348.00**	$8,034.00	$1,294.00	$10,825.00	**$20,153.00**	**($1,195.00)**
CASA MEDINA	$7,616.00	$172.00	$2,083.00	**$9,871.00**	$10,195.00	$229.00	$3,612.00	**$14,036.00**	**$4,165.00**
OUTBACK STEAKHOUSE	$7,687.00	$5,874.00	$6,613.00	**$20,174.00**	$8,462.00	$4,975.00	$6,166.00	**$19,603.00**	**($571.00)**
ANOTHER BROKEN EGG	$5,298.00	$8,501.00	$0.00	**$13,799.00**	$6,249.00	$10,079.00	$0.00	**$16,328.00**	**$2,529.00**
COURTYARD	$2,432.00	$2,531.00	$1,561.00	**$6,524.00**	$3,014.00	$2,171.00	$1,915.00	**$7,100.00**	**$576.00**
MIA'S TABLE	$4,593.00	$5,646.00	$5,106.00	**$15,345.00**	$1,967.00	$2,569.00	$2,519.00	**$7,055.00**	**($8,290.00)**
AVENIDA BRAZIL CHURRASCARIA	$4,084.00	$4,431.00	$759.00	**$9,274.00**	$5,923.00	$5,766.00	$936.00	**$12,625.00**	**$3,351.00**
AMC METROPARK 10					$7,257.00	$1,100.00	$4,330.00	**$12,687.00**	**$12,687.00**
KILLEN'S STEAKHOUSE					$21,627.00	$41,850.00	$1,720.00	**$65,197.00**	**$65,197.00**
FIRST WATCH					$0.00	$0.00	$0.00	**$0.00**	**$0.00**
DAVE & BUSTER'S					$0.00	$0.00	$0.00	**$0.00**	**$0.00**
TOTALS	**$792,135.00**	**$187,194.00**	**$517,530.00**	**$1,496,859.00**	**$875,165.00**	**$200,934.00**	**$530,367.00**	**$1,606,466.00**	**$109,607.00**

As of November 30, 2019 the City's outstanding property taxes totaled $1,959,547.47. Of this amount, $1,959,352.15 is from 2009 to 2019 and $195.32 is from years prior to 2009. The table below shows the remaining balances as reported on the tax collector's monthly report.

Outstanding Property Tax Report FY 2019-2020						
	2009 to Present		Prior to 2009		Total	
Month	Balance	Change from Prev Month	Balance	Change from Prev Month	Balance	Change from Prev Month
OCT	2,033,285.60	1,990,111.45	195.32	19.04	2,033,480.92	1,990,130.49
NOV	1,959,352.15	-73,933.45	195.32	0.00	1,959,547.47	-73,933.45
DEC	0.00	0.00	0.00	0.00	0.00	0.00
JAN	0.00	0.00	0.00	0.00	0.00	0.00
FEB	0.00	0.00	0.00	0.00	0.00	0.00
MAR	0.00	0.00	0.00	0.00	0.00	0.00
APR	0.00	0.00	0.00	0.00	0.00	0.00
MAY	0.00	0.00	0.00	0.00	0.00	0.00
JUN	0.00	0.00	0.00	0.00	0.00	0.00
JUL	0.00	0.00	0.00	0.00	0.00	0.00
AUG	0.00	0.00	0.00	0.00	0.00	0.00
SEPT	0.00	0.00	0.00	0.00	0.00	0.00

The table below shows other revenue receipts for the month of November. Most franchise fees are received on a quarterly basis but may not follow the quarters of the calendar year.

Other Revenue Ending November 30, 2019			
	Monthly Activity	YTD	Budgeted Amount
Development Fees:	4,000.00	12,400.00	10,000.00
Property Taxes:	62,717.54	65,703.39	903,040.00
Mixed Beverage Tax:	0.00	79,584.53	320,994.00
Building Permit:	31,047.30	386,366.55	450,000.00
Other Permits:	240.00	2,151.00	15,000.00
Gas Franchise:	0.00	86.86	35,000.00
Electric Franchise:	0.00	0.00	282,000.00
Cable Franchise:	13,749.44	17,170.82	20,000.00
Telephone Franchise:	24,885.95	25,261.26	70,000.00
Trash Collection:	2,522.74	5,212.10	39,398.00
Recycling:	3,265.26	6,379.79	27,044.00
Code Enforcement Violation	0.00	0.00	800.00
Pool Use Fees:	0.00	0.00	9,964.00
Court Fines:	317.00	317.00	10,000.00
Court Fees:	119.60	119.60	5,000.00
Interest:	0.00	1,616.73	8,000.00
Leases:	1,250.00	2,500.00	15,000.00
Undesignated Revenue:	309.35	473.16	20,000.00
Payment in Lieu of Taxes:	7,867.50	7,867.50	71,468.00
Proceeds/Sale of Cap. Assets:	0.00	0.00	45,000.00

All revenue percent remaining will show as a negative due to the software system requirements. These numbers are subject to change due to end of year accounts payable and audit adjustments.

Budget Report				
For Fiscal: 2019-2020 Period Ending: November 30, 2019				
	Current Total Budget	Period Activity	Fiscal Activity	Percent Remaining
Fund: 100 - GENERAL FUND				
00 - Revenue	9,755,603.00	641,643.41	1,555,650.02	-84.05%
11 - Administration	761,929.00	52,689.46	111,154.48	85.41%
12 - Finance	304,796.00	20,163.49	44,273.41	85.47%
14 - Community Outreach	33,885.00	15,328.70	15,470.26	54.34%
17 - Non-Department	2,545,354.00	240,755.71	323,128.89	87.31%
18 - Fire Department	649,041.00	0.00	102,645.00	84.19%
21 - Emergency Management	2,180.00	0.00	0.00	100.00%
22 - Police	3,101,170.00	248,232.85	543,670.73	82.47%
23 - Municipal Court	4,329.00	689.18	718.77	83.40%
30 - Public Works	1,025,431.00	74,757.91	130,664.76	87.26%
31 - Swimming Pool	116,258.00	9,004.76	13,178.69	88.66%
32 - Parks	34,680.00	2,198.65	2,498.65	92.80%
43 - Community Development	485,675.00	27,332.75	63,799.17	86.86%
55 - Technology	380,115.00	20,006.83	92,508.91	75.66%
Fund: 101 - TREE FUND				
00 - Revenue	0.00	0.00	0.00	0.00%
30 - Public Works	0.00	0.00	0.00	0.00%
Fund: 102 - PARK BEAUTIFICATION FUND				
00 - Revenue	3,900.00	75.00	755.00	0.00%
30 - Public Works	3,900.00	0.00	0.00	0.00%
Fund: 120 - EQUIPMENT REPLACEMENT FUND				
00 - Revenue	138,822.00	0.00	0.00	100.00%
22 - Police	0.00	0.00	0.00	0.00%
Fund: 130 - BUILDING PERMITS TECHNOLOGY FUND				
00 - Revenue	0.00	420.00	1,220.00	0.00%
30 - Public Works	0.00	0.00	440.18	0.00%
Fund: 140 - TRASH AND RECYCLING				
00 - Revenue	320,016.00	5,810.28	11,614.17	-96.37%
33 - Trash & Recycling	294,222.00	24,741.30	24,774.04	91.58%
Fund: 200 - SPECIAL REVENUE				
00 - Revenue	1,714,467.00	132,121.00	245,134.72	-85.70%
45 - Hotel / Motel	1,338,308.00	46,394.26	144,580.62	89.20%
Fund: 300 - DEBT SERVICE				
00 - Revenue	2,320,150.00	0.00	1,226.53	-99.95%
80 - Debt Service	2,320,150.00	2,417.00	3,117.00	99.87%
Fund: 400 - CAPITAL PROJECTS GENERAL FUND				
00 - Revenue	799,622.00	0.00	0.00	-100.00%
45 - Capital Purchases/Projects Hotel/Motel	0.00	0.00	0.00	0.00%
60 - Capital Purchases/Projects General Fund	411,922.00	18,765.00	68,363.36	83.40%
61 - Capital Purchases/Projects Water & Sewer	387,700.00	2,421.75	2,447.50	99.37%
Fund: 500 - DESIGNATED COURT FUNDS				
00 - Revenue	0.00	14.00	14.00	0.00%
23 - Office Equip. & Furnishings-Court-Tech. Fund	0.00	0.00	0.00	0.00%
Fund: 600 - WATER / SEWER				
00 - Revenue	2,772,574.00	252,709.56	512,588.87	-81.51%
50 - Water & Sewer	2,606,315.00	110,758.21	184,026.28	92.94%
51 - Utility Billing	36,960.00	41.92	4,598.16	87.56%

Finance Department

FINANCIAL

Bank Balances

The table below shows the account balances for all city bank accounts as of November 30, 2019.

City of Shenandoah Bank Accounts				
Ending Balances as of November 30, 2019				
Wells Fargo			Texpool	
Pooled Cash	13,374,600.57		General Fund	204,215.43
MDD	2,432,883.00		Hotel/Motel	216,128.54
Metro PID	45.33		Debt Service	34,880.77
Land Trust Fund			Water/Sewer	34,339.96
Woodforest	3,493.75		MDD	1,149,356.11

As of November 30, 2019, the City has $15,807,528.90 in pledged securities with BNY Mellon which is 104% of all balances held in Wells Fargo.

Reserve Balance

The reserve balance is calculated using cash balances and deducting liabilities; "days" are calculated using average monthly expenditures. This balance is subject to change daily.

Reserve Balance for Major Funds			
As of Date	Fund	Reserve Balance	Days Operating
11/30/2019	100 - General Fund	6,833,949.89	310.63
11/30/2019	200- Special Revenue (CVB)	3,717,627.42	265.54
11/30/2019	600- Water & Sewer	587,245.78	58.72
11/13/2019	801- Municial Development District	(771,051.42)	-

***Note: These numbers are subject to change with year end journal entries and transfers.**

****Note: MDD reserves negative balance due to large projects earmarked.**

UTILITY BILLING

Revenue

Utility Billing Revenue Ending November 30, 2019			
	Monthly Activity	YTD	Budgeted Amount
Water	128,931.25	267,526.25	1,499,820.00
Sewer	88,543.75	179,463.50	1,026,827.00
Penalty	943.97	2,236.98	24,000.00
Tap Fees	14,749.70	22,344.70	35,000.00
Temporary Water Meters	515.00	1,215.00	8,000.00
Groundwater Reduction Plan Fees	16,089.85	33,685.80	152,327.00
Lonestar Groundwater Conservation District	2,936.04	6,116.64	23,276.00

SUBMITTED BY: Lisa Wasner, Finance Director

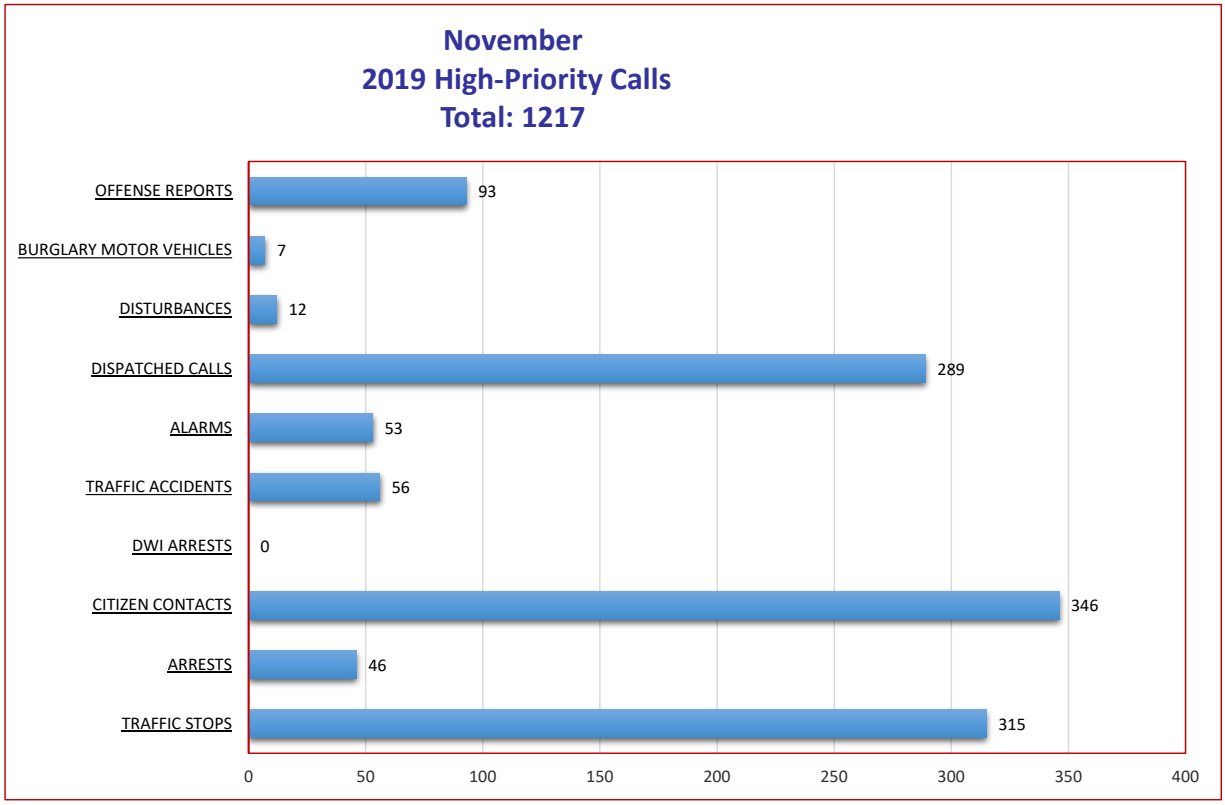
COUNCIL MONTHLY REPORT

DEPARTMENT: SHENANDOAH POLICE

November 2019

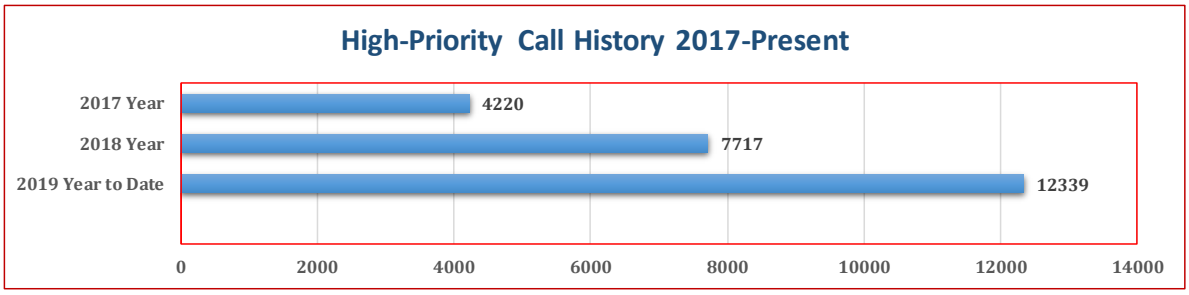
PATROL OPERATIONS I

The following is a breakdown of high-priority Shenandoah Police Department Patrol activities for **November** 2019.



PATROL OPERATIONS II PRIORITY CALLS YTD

Per the request of City Council, the Shenandoah Police Department Officer yearly contact statistics are attached to this monthly report. See 2017 call totals, 2018 call totals, and 2019 priority calls year to date in the totals.



NOTES: *Although the report parameters and format have changed slightly, a significant increase in officer contacts with citizens is observed due to an obvious increase in population and traffic volume within the last three years.*

PATROL OPERATIONS III LICENSE PLATE READERS

November 2019

Accepted (HITS) Alarms- See Table Below

READER	READS	SEX OFFENDER HITS	STOLEN VEHICLE HITS	STOLEN PLATE HITS	WARRANT HITS	UNIQUE HITS
Shenandoah Dr. Fixed	41,458	8	0	0	0	0
Wellman Rd Fixed	31,961	3	0	0	0	0
17-02 Mobile	49,882	12	0	2	0	0
17-03 Mobile	42,676	5	0	0	0	0
18-01 Mobile	49,246	11	0	0	0	1
Total	**215,223**	**39**	**0**	**2**	**0**	**0**

The table above shows number of HITS. *All HITS require officers to accept HIT and take some type of action whether it be just observing an offender or other enforcement actions.* Occasionally an officer may miss accepting a HIT if he or she is occupied with another type call for service. Not all HITS that are accepted are acted upon by the officer.

1. Sex offender license plates may HIT on *multiple or all* of the Shenandoah Police Department cameras on a *variety of times, locations, dates* resulting in multiple reads on HITS. The LPR cameras will occasionally double read on a license plate at the same location and time resulting in double reads on HITS. Most Sexual Offender

   HITS are single reads. The officers will accept the HIT but in nearly all instances, do not have any probable cause to stop or detain any of the sexual offender vehicles. Sexual Offenders cannot be stopped unless probable cause

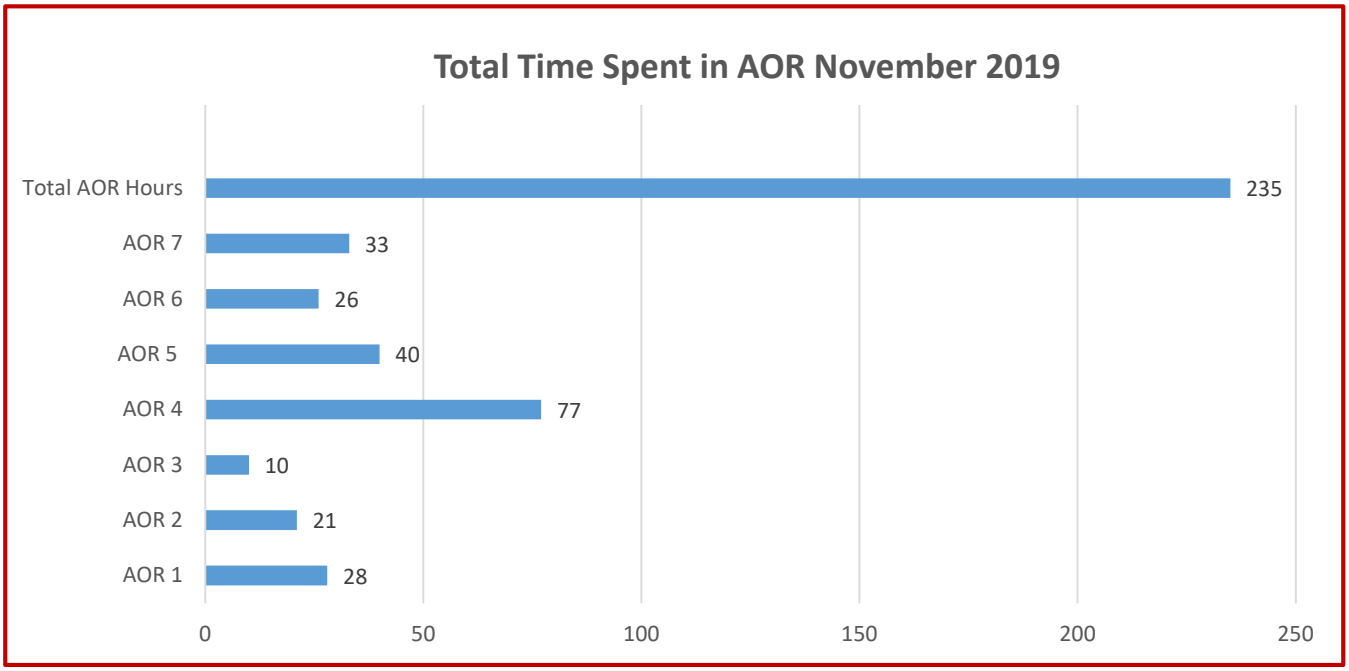
or reasonable suspicion for criminal activity exist. This information is used by law enforcement to observe these individuals in their daily activity.

The information can also serve an affirmative link to locations where criminal activity is occurring within the city if necessary. Sex crime investigations can benefit from LPR information when or if those crimes occur in the city of Shenandoah. This information can also assist other jurisdictions where there is a need for the information during an open investigation or sexual offender compliance checks.

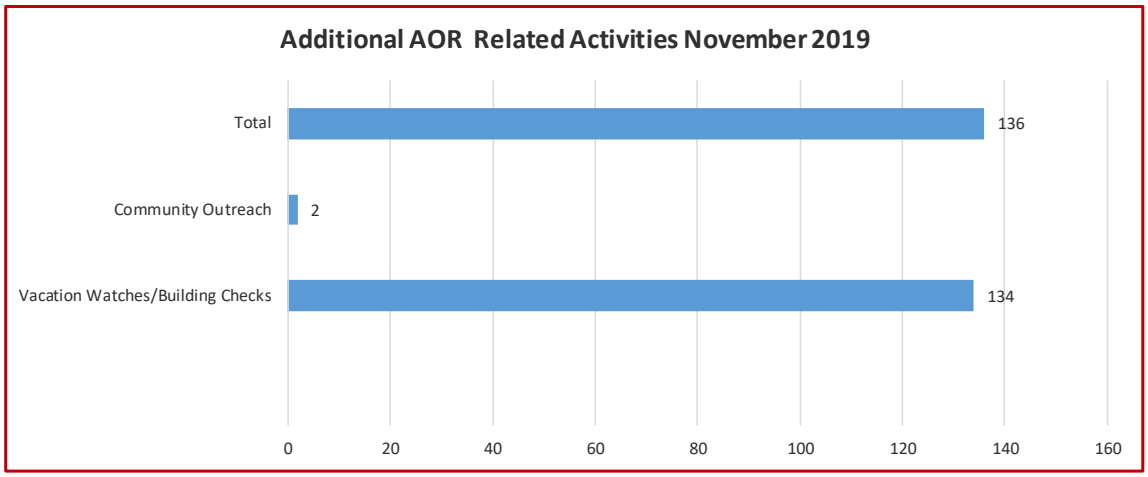
For **November 2019**, there were forty-two (42) HITS, of which (39) were Sexual Offender HITS. There were eleven (11) Sexual Offender license plate HITS that were fixed HITS. There were (28) Sex Offender license plate HITS that were mobile HITS. Two (2) HITS were stolen license plate hits from mobile units and one (1) was a protective order HIT from a mobile unit.

AREAS OF RESPONSIBILITY (AOR) OPERATIONS

The following is a breakdown of AOR activities during the month of **November** 2019:



AOR Continued:



AOR CONTACTS, EGOV ENTRIES, AND AOR FOLLOW UPS

	Number of AOR General Contacts	Number of AOR Specific EGOV Entries	AOR Post-Event Follow-Ups
AOR #1	21	1	0
AOR #2	21	2	0
AOR #3	15	1	0
AOR #4	30	0	0
AOR #5	9	0	1
AOR #6	40	0	0
AOR #7	52	0	0

"AFTER-HOURS" CALLS FOR SERVICE

The City of Shenandoah received 46 "after hours" phone calls during **November** 2019. The Conroe Police Department Communications Center provides non-emergency after-hours dispatching services for the Shenandoah Police Department, which includes relay of information for Public Works issues.

SHENANDOAH PATROLS AND THE WOODLANDS TOWNSHIP ACTIVITIES

During the month of **November** 2019, Shenandoah officers conducted 329 residential patrols, 825 commercial patrols, and 219 dedicated AOR patrols. More than 2,541:74 patrol hours that were specific to the City of Shenandoah were logged. There were an additional 272 patrols conducted within the extended service area with more than 337:28 hours of activity specific to The Woodlands Township, as demonstrated by the chart below:

PATROLS	TRAFFIC ENFORCEMENT	ASSISTS/ CALLS	TOTAL TIME
272	27	35	337:28

Total time dedicated to The Woodlands Township service: 337:28 hours/13.2 hours per day. The "per day" time is based upon a full 24-hour cycle, or two 12-hour shifts. Each shift is responsible for at least six hours of patrol time within the service agreement area, per shift, barring any critical issues affecting the City of Shenandoah.

TRAFFIC ENFORCEMENT OPERATIONS SHENANDOAH

In **November** 2019, Shenandoah officers initiated 342 traffic stops while engaged in aggressive traffic enforcement activities within the city. Shenandoah Police Officers wrote 22 citations. The following table indicates general locations and number of traffic stops in conducted in each area.

AREA OF TRAFFIC ENFORCEMENT	November 2019	October 2019	September 2019
North Bound Service Road and Eastern Commercial Areas	236	138	128
South Bound Service Road	44	19	14
Residential Areas	19	27	51
Interstate 45 Main Lanes	16	3	7
Woodlands Township Area	27	12	20
Total	**342**	**199**	**220**

CRIMINAL INVESTIGATIONS

There were approximately 389 patrol dispatched complaints for the month of **November** 2019 with 93 complaints that required the initiation of a criminal offense report or an incident report. The 93 written reports are composed from the following **complaints** made to the Shenandoah Police Department: (Complaint numbers may differ from report numbers as not all complaints contain all the elements of a penal code offense or the complaint cannot be substantiated)

TYPE OF OFFENSE	NUMBER OF INCIDENTS INITIATED NOVEMBER 2019	NUMBER OF INCIDENTS INITIATED October 2019
Burglary (Vehicle)	7	11
Criminal Mischief	1	6
Theft (Vehicle)	1	
Fraud/Forgery/CC Abuse	6	5
Theft	16	20
Robbery	1	0
Narcotics	6	3
DWI	0	3
Public Intoxication	2	1
Assault/Family Violence	8	2
Arrests	46	31
Warrant Arrest	13	10
FSGI Report	4	1
Sexual Assault	0	0
Death investigation	3	4
Recovery of Stolen Vehicle	2	1
Recovery of Missing Person	0	0
Lost/Found Property	0	2
Sex Offender Compliance Check		0
Burglary of Building	4	1
Disturbance (All)	12	8

During the month of November, 2019 a total of 65 cases were generated. All reports were reviewed, including but not limited to the following offense types:

Assault – 6	Indecent Exposure - 0
Assist other agency - 3	Indecency with a Child – 0
Burglary of Building - 3	Narcotics – 3
Burglary of a Habitation - 0	Prostitution - 0
Burglary of Motor Vehicle – 6	Public Intoxication – 1
Criminal Mischief – 4	Recovery of Stolen Property - 0
Criminal Trespass - 1	Resisting Arrest - 1
Death investigation – 3	Recovery of Stolen Vehicle – 2
	Sexual Assault - 2
Disorderly Conduct - 0	Terroristic Threat - 0
DWI – 0	Theft – 16
Found Property - 0	Theft of Motor Vehicle - 1
Fraud - 4	Traffic Hazard - 0
Harassment - 0	Warrant Service – 2
Hit and Run Accident – 4	Welfare Concern - 1

Pending Assigned Cases	**Pending Active Arrest Warrants**
Gordon – 20	Gordon – 3
Thompson – 21	Thompson - 7

<u>Additional</u>

Multiple arrest warrants, subpoenas, and search warrants were sought and obtained.

<u>Cases of note</u>

A death investigation was conducted, in the residence. Detectives were called to the scene and an autopsy was ordered, by the Justice of the Peace. At this time there is no indication of foul play.

Four suspects were arrested, after an attempted theft and fleeing from the police. Subsequent investigation led to the arrest of all four suspect for the offense of engaging in organized criminal activity as evidence indicated that all four suspects were involved in passing counterfeit U.S. currency in the Houston metropolitan area.

CODE ENFORCEMENT ACTIVITIES

The following is a list of quality of life issues that were submitted during November **2019** either by residents, Administrative Code Enforcement or police officers in the course of maintaining assigned Areas of Responsibility.

27 GoGov action items submitted to the Shenandoah Police Department in November **2019**:

TYPE OF ACTION LINE REQUEST	NUMBER OF ACTION LINE REQUESTS	NUMBER OF REQUESTS RESOLVED	NUMBER OF REQUESTS UNRESOLVED
Animal Control	0	0	0
Grass Complaint	0	0	0
Code Enforcement	9	9	0
Vacation Watch	8	8	0
Graffiti	0	0	0
Non-Conforming Signs	10	10	0
Other	0	0	0
Junk Motor vehicle	0	0	0

The action items submitted revealed **26** by Shenandoah PD officers, none by city employees and **1** by citizens. In **November, no** property lien was recorded for city ordinance violations (high weeds and grass). **0** Citation was issued for city ordinance violations. 0 yard force mowed.

Park Permits	16
Wrecker Drivers	3
Wrecker Trucks	2
Residential Alarm Permits (Updated)	5
Commercial Alarm Permits (Updated)	2
Pet Permits	0

FIRE November 2019

INCIDENT CODE	INCIDENT DESCRIPTION	July 2019	August 2019	September 2019	October 2019	November 2019
111	Building Fire					
113	Cooking fire, confined to container				2	1
131	Passenger vehicle fire				1	2
142	Brush or brush and grass mixture fire	1				1
154	Dumpster or Outside Trash Receptacle Fire					
143	Grass Fire					
151	Outside Rubbish, Trash, or Waste Fire					
130	Mobile Property Fire (vehicle)		1			1
200	Overpressure rupture, explosion, overheat				1	1
300	Rescue EMS Incident, other	2				
311	Medical Assist EMS Crew	28	41	32	42	28
320	EMS, Other					
321	EMS Call Excludes MVA w/Injury	8	10	10	6	8
322	MVA With Injury	4	2	1	1	3
324	MVA No Injury	9	2		4	2
331	Lock In	1	1			
352	Extricate Victim From Vehicle					
353	Remove Person Stalled Elevator					
410	Combustible/Flammable/Liquid Gas call					
411	Gasoline or Other Flammable Liquid Spill					1
412	Gas Leak (Natural or LP)	1			1	
422	Chemical Spill or Leak			1		
440	Electrical Wiring/Equipment Problem, Other		1			
444	Power Line Down					1
445	Arcing, Shorted Electrical Equipment					
463	Vehicle Accident General Clean Up					
500	Service Call, Other					
510	Person in Distress, Other					
511	Lock-out				1	
521	Water Evacuation					
522	Water or steam leak				1	
531	Smoke or Odor Removal				1	1
551	Assist Police or Other Agency					
553	Public Service					
561	Unauthorized Burning					
600	Good Intent Call, Other	3	2			
611	Dispatched- Cancelled Enrt.	2	6	4	4	4
6111	Dispatched- Cancelled Enrt.-Automatic Alarm	8	2	6	3	16
6112	Dispatched- Cancelled Enrt. EMS Call	19	14	9	15	13
6113	Dispatched- Cancelled Enrt. MVA	1	1	1	5	5
622	No Incident Found Upon Arrival at Address	2		1	1	
631	Authorized Controlled Burn					
651	Smoke Scare, Odor of Smoke	1		1	1	
661	EMS call, party transported by non-fire					
671	HazMAT release investigation w/no HazMat	1				
700	False Alarm or False Call, Other	1	2	2	2	3
730	System Malfunction, Other	1	1	2	1	
733	Smoke Detector Activation-Malfunction	1	2	2	1	
734	Heat Detector Activation- Malfunction		1			
735	Alarm System Sounded Due to Malfunction	2	1	1	2	3
740	Unintentional Transmission of Alarm, Other		2			1
743	Smoke Detector Activation, No Fire or Malice	2	1		3	5
744	Detector Activation, No Fire, Unintentional	1				1

745	Alarm System Activation, No Fire, No Malice	3	1		1	3
746	Carbon Monoxide Detector Activation No CO					
	TOTAL INCIDENT COUNT	**102**	**96**	**78**	**100**	**105**

SHORT TERM RENTALS

The department has checked the following address on November 25, 2019 for municipal ordinance violations, criminal offense reports, and calls for service within the Caliber Report Management System, EGOV system, and Computer Aided Dispatch System (Spillman) call incidents.--

No records of calls or reports were observed for **November**

2019 in reference to any short-term rental. Short term rental web sites checked that are available to the department for inquiry include AirBnb, VRBO, Home Away, Rent by Owner, and WIMDU.

The 28923 Pecan Circle home is back on VRBO plus one previously identified home that remains on the above sites. These two homes are the only ones that can be identified. It is important to note that the web sites do no list addresses of the privately-owned homes and many of the advertisements do not show photographs of the exterior of the available homes. The department is also attempting to identify advertisements for room rental in private homes within the city of Shenandoah, but none have been identified as of the report date.

The department has no real estate database or subscription allowing access to a portal where information can be obtained inside the real estate community. This is the only residence that is currently advertised as short-term rental.

1. 515 Thornwood No calls for service or code violations
2. 28923 Pecan Circle No calls for service or code violations

Submitted by

COUNCIL MONTHLY REPORT

DEPARTMENT: PUBLIC WORKS

MONTH: NOVEMBER 2019

PUBLIC WORKS

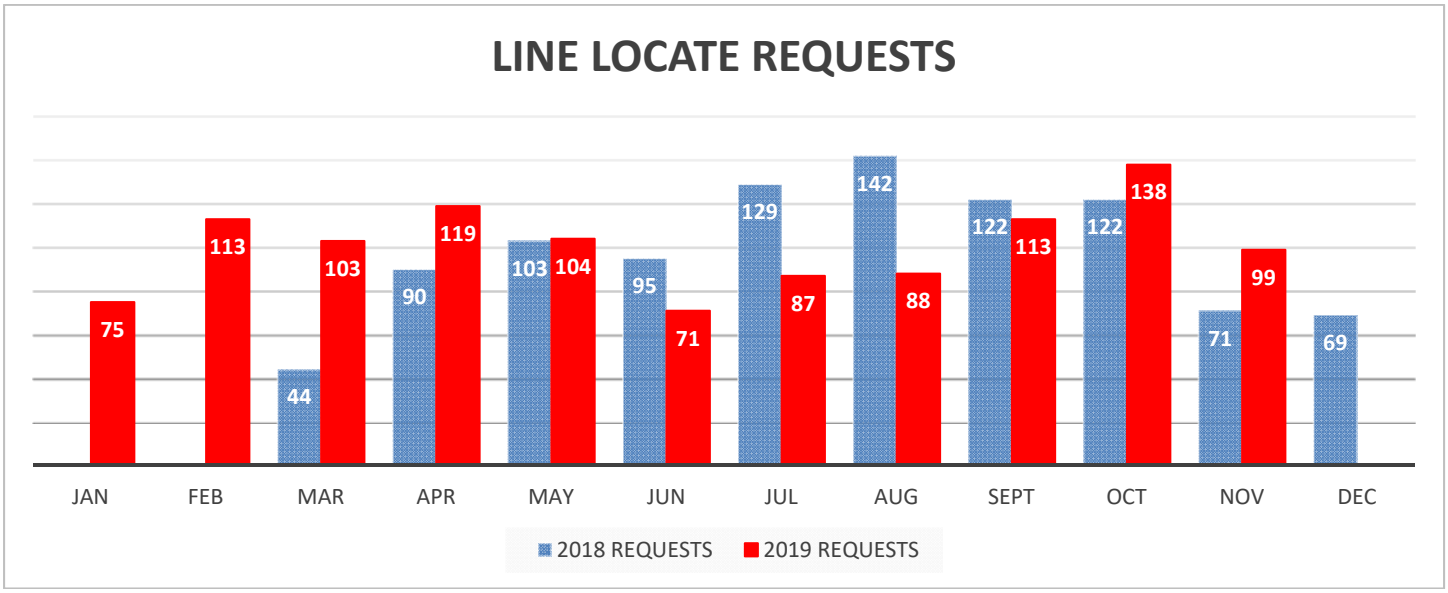
During this month, Public Works staff responded to 33 requests for service submitted through the City's E-Gov software. Of those requests for service 79% were generated from outside City Hall.

Public Works staff ran the street sweeper three times this month. The table below records the debris recovered, diesel used, hours swept, and the volume of water used.

Date Swept	Diesel Used (gallons)	Hours Swept	Collected Amount (cubic yards)	Water Used (gallons)
11/08/2019	8	2	4	150
11/14/2019	** RAINING DID NOT SWEEP **			
11/21/2019	13	5	16	300
11/27/2019	11	4	16	300
NOVEMBER	**32**	**11**	**36**	**750**

In November, there were three cuts of the irrigated areas (those areas of the City with sprinkler systems), and two cuts of the non-irrigated areas. Once a week LandCare's staff checks these areas and picks up any debris.

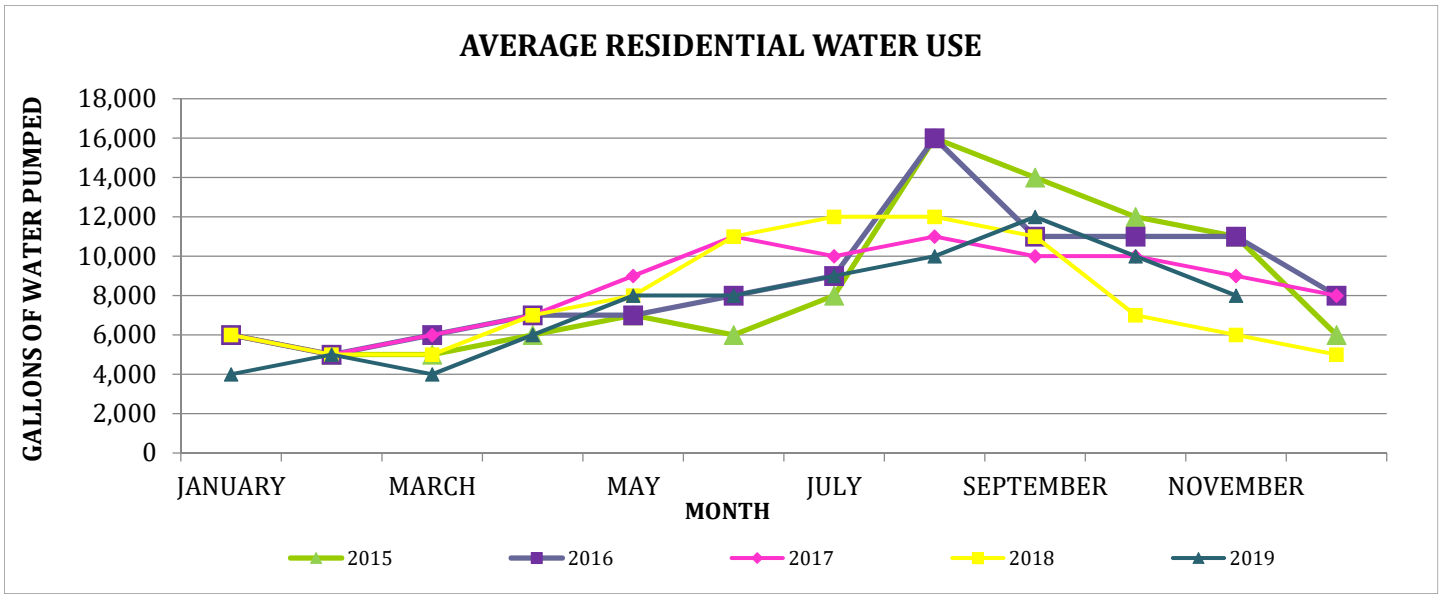
In March 2018 the City became a member of Lone Star 811. The chart below shows the number of requests the City has received to locate our water and sewer lines from contractors before they dig.



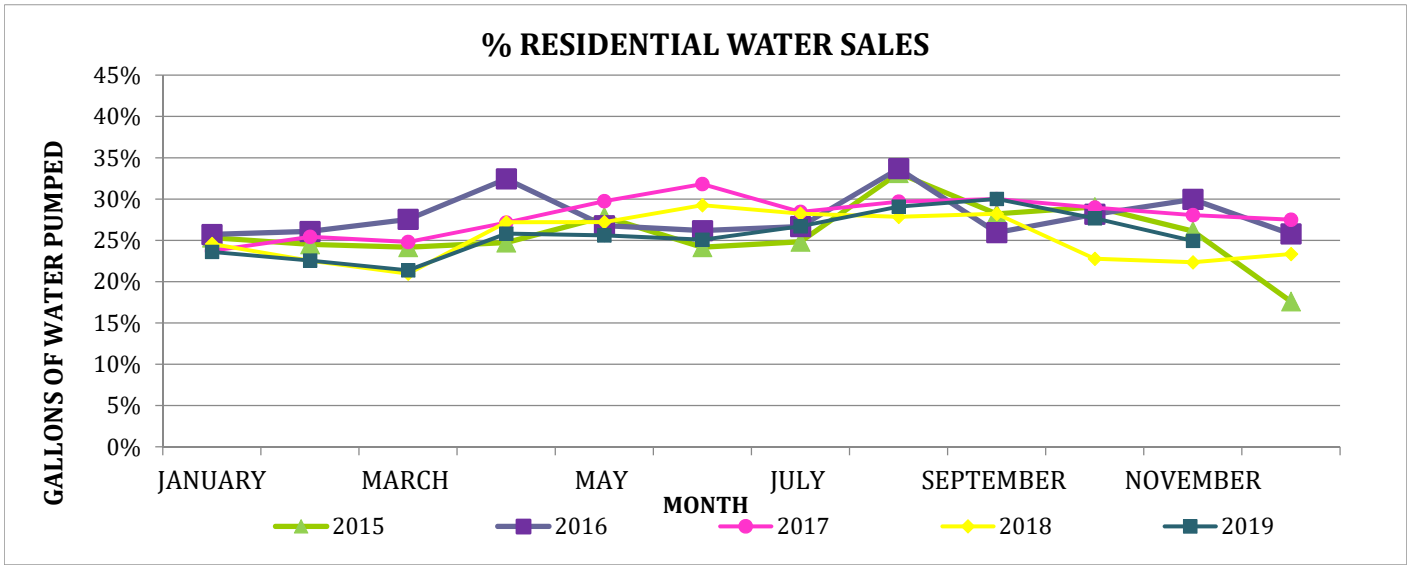
WATER & SEWER

Water and sewer data is reported on monthly reports as calendar months except for the average residential water use and the water loss data which are reported for the billing month as these data points are based on use data which is only available on a billing month cycle.

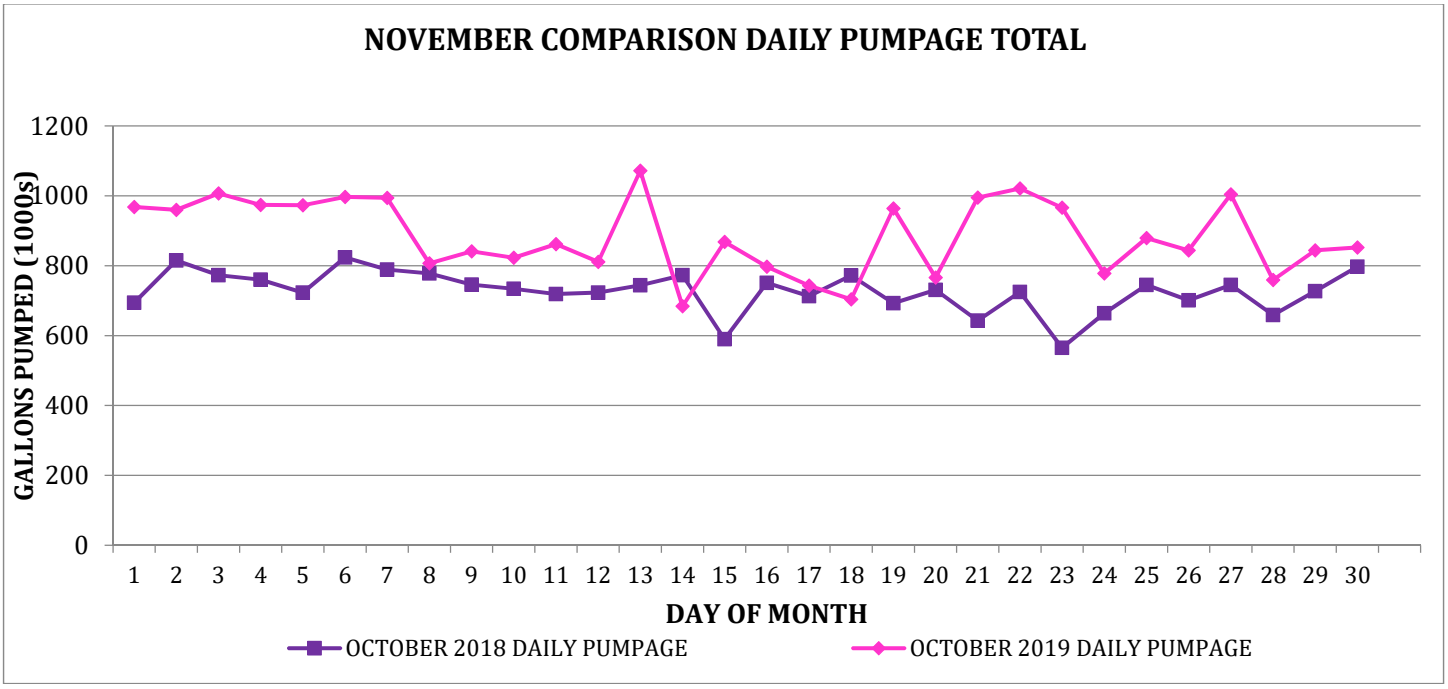
Groundwater production for the calendar month of November was approximately 26.6 million gallons with an average daily use of 885,000 gallons. The average residential water use for the billing month was 8,000 gallons. The next chart shows the average residential water use for each month compared to previous months.

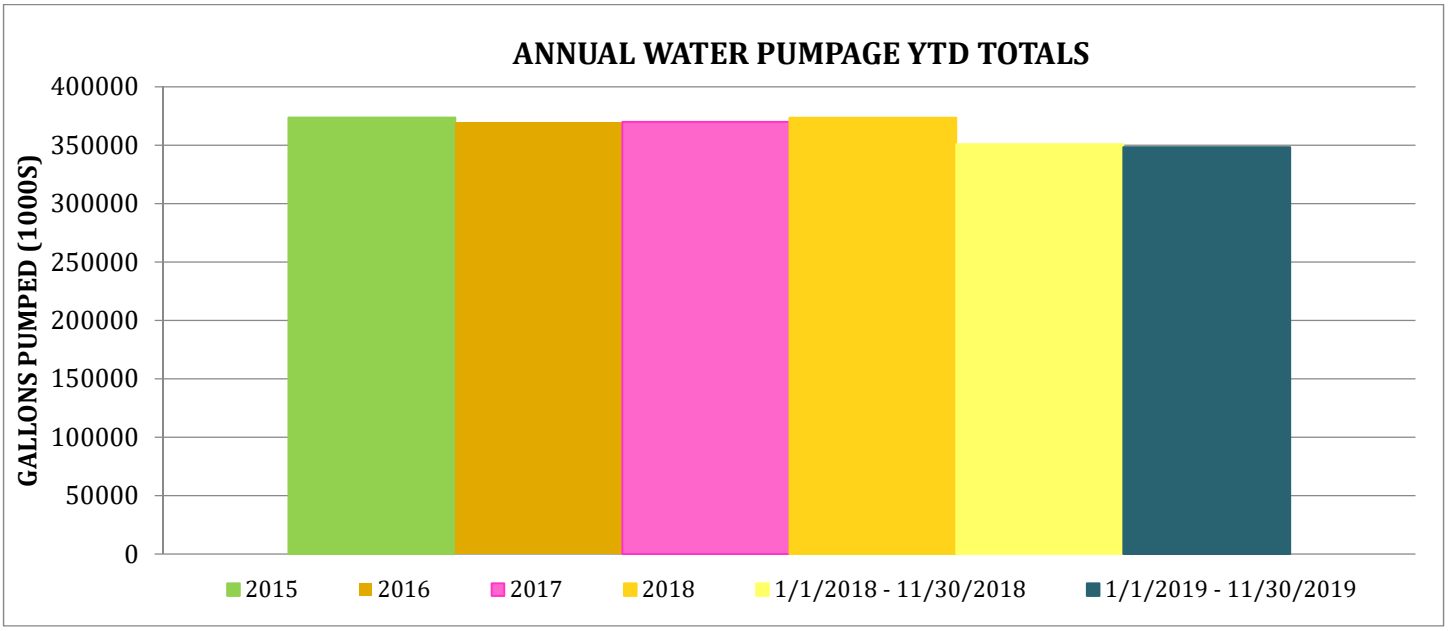


The next chart shows how much residential water sales have accounted for. In November 2018 residential water sales accounted for 22.34% of all water sales compared to 24.93% for the current month.

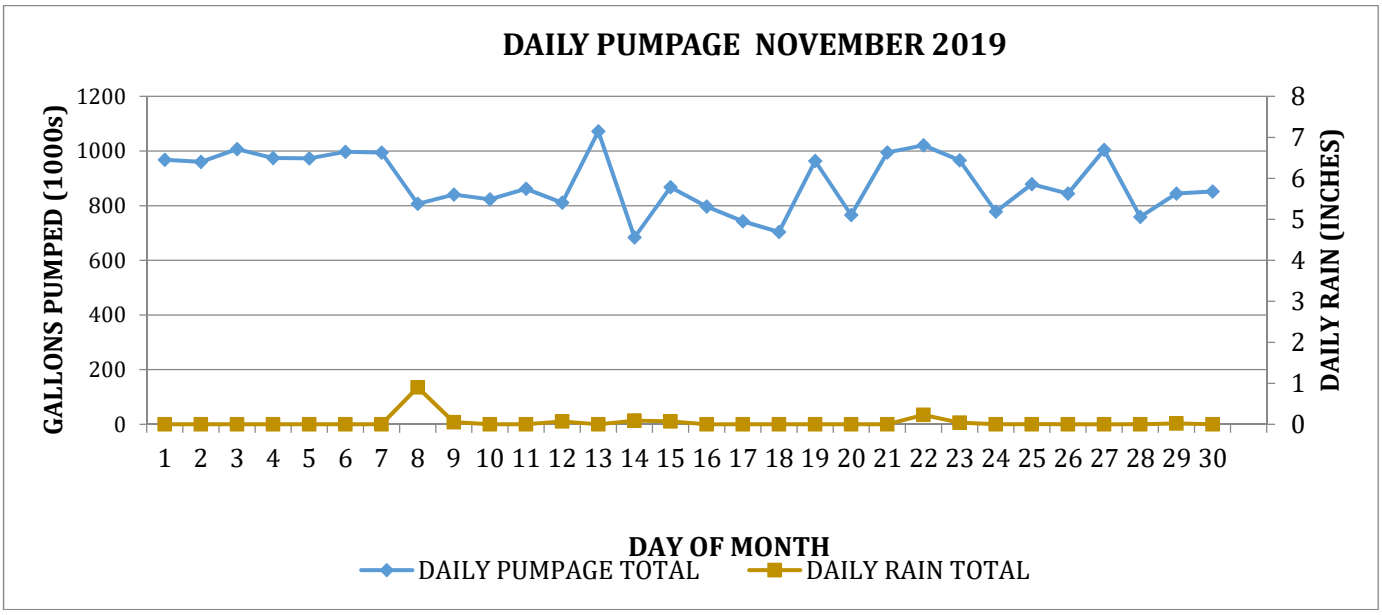


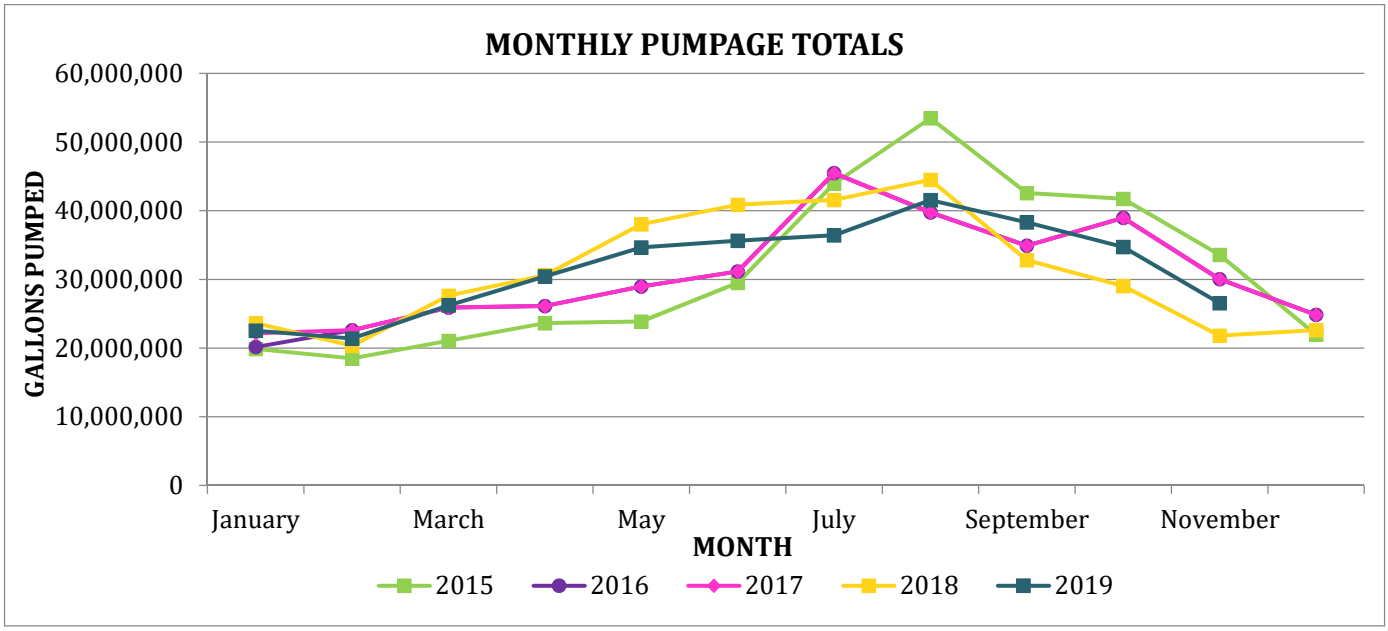
The next two charts show the daily pumpage data compared to previous years. Through November the City has pumped 348.4 million gallons of water this year. Last year during the same period the City pumped 350.9 million gallons.



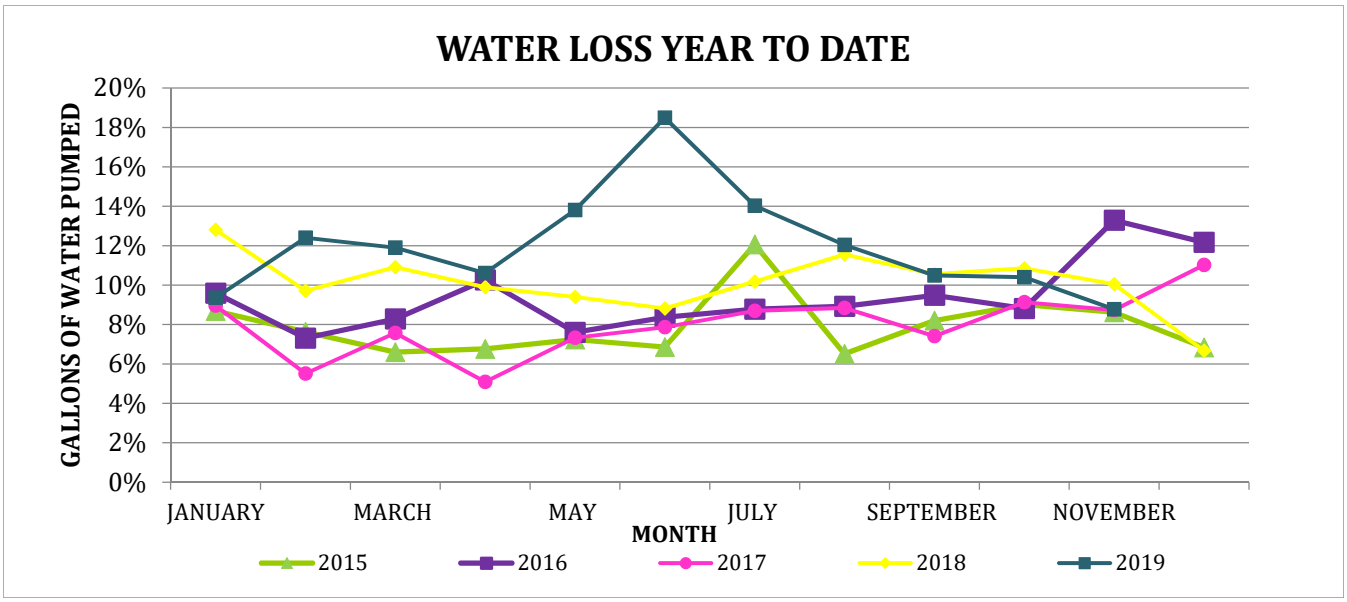


The next charts show the daily pumpage compared with rain and monthly pumpage totals.

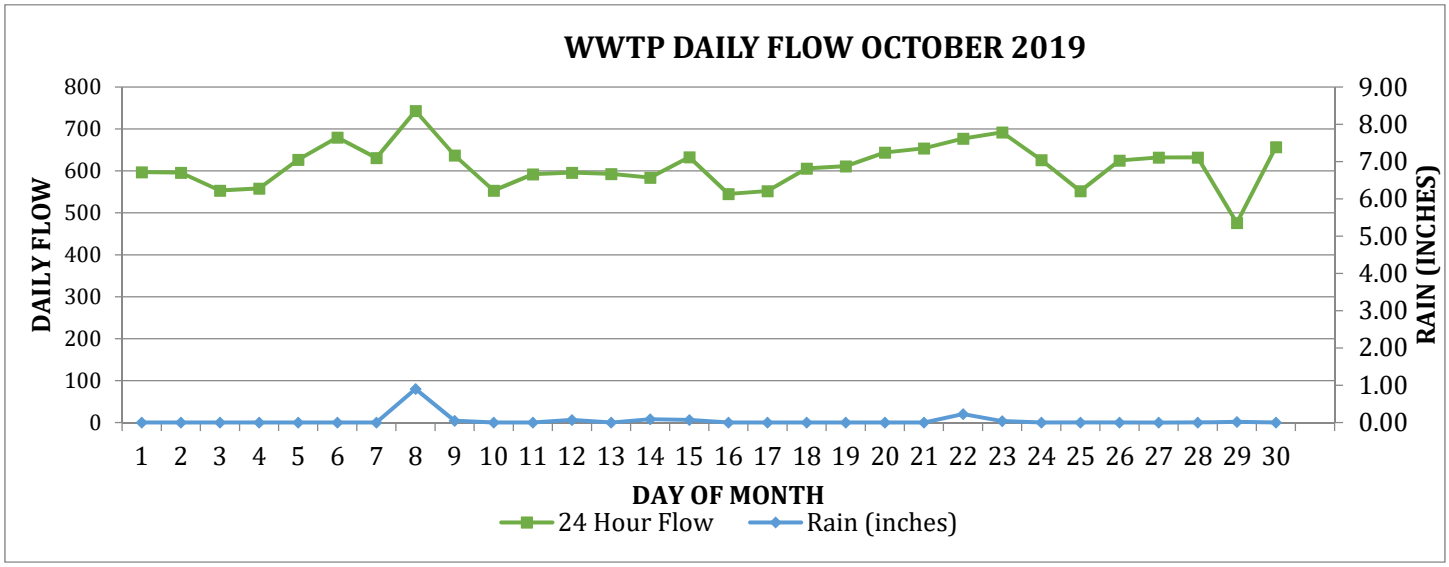




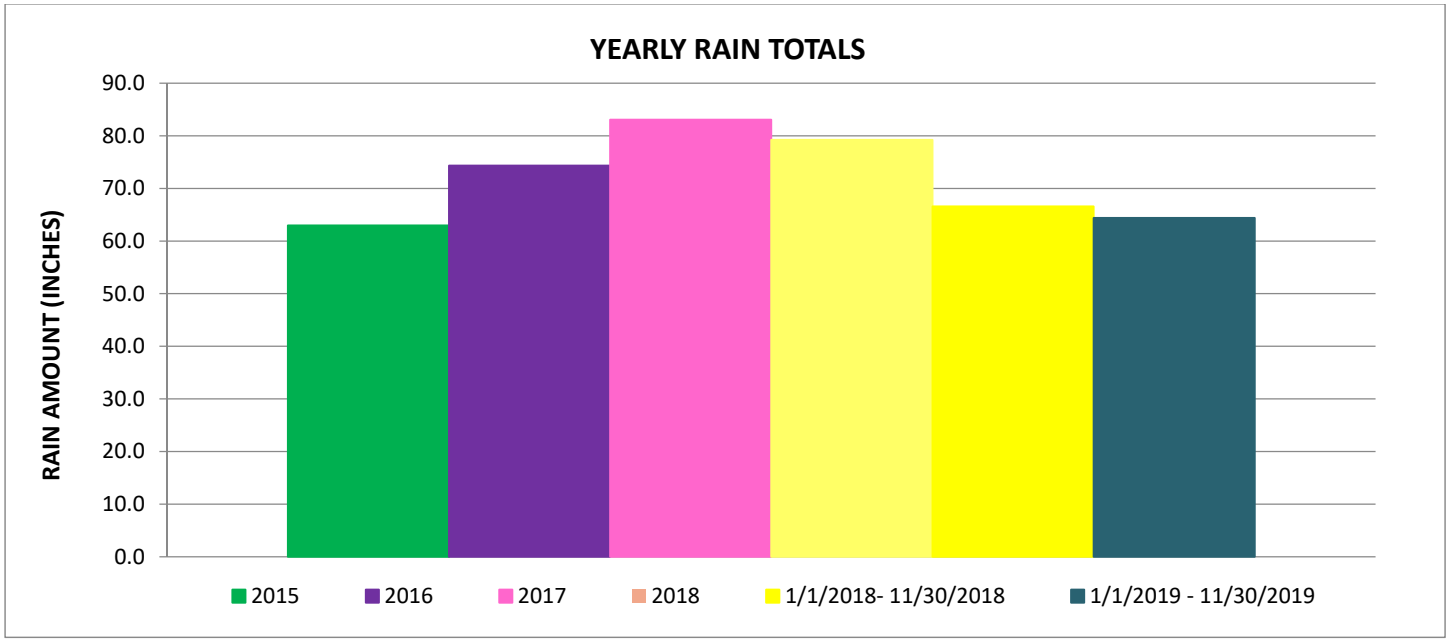
The water loss for the month of November was 8.77%. The next chart compares the loss rate to previous years.



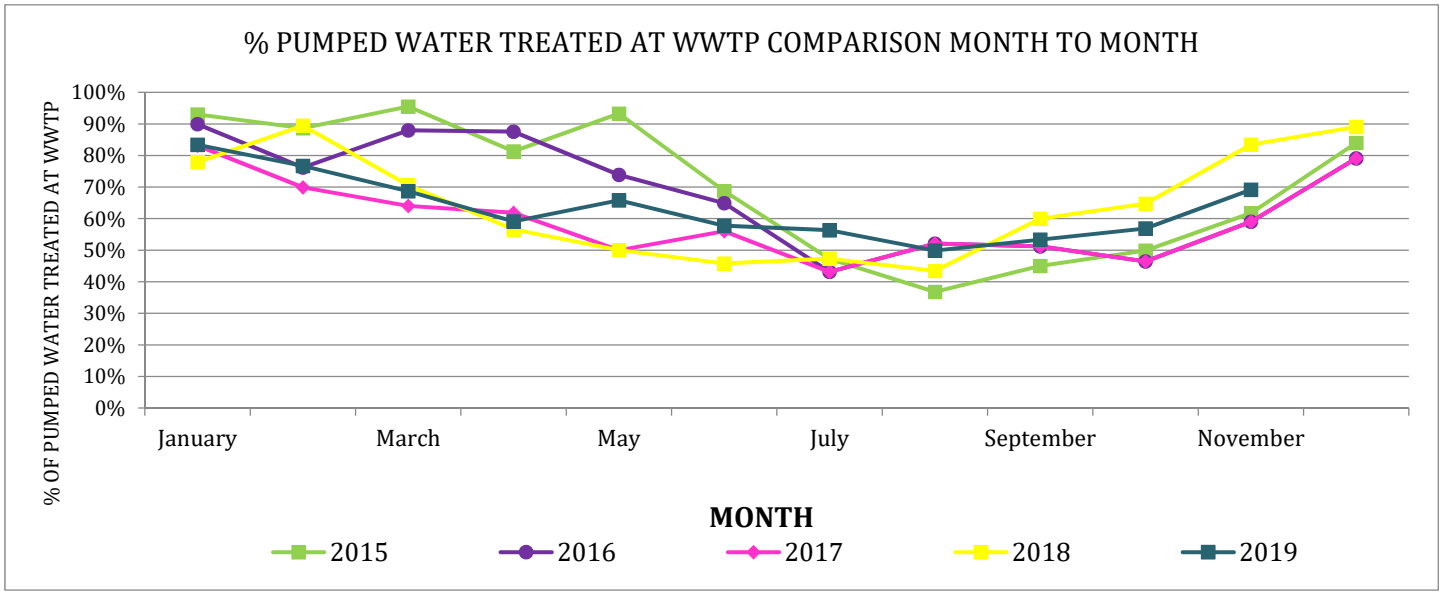
The City's wastewater treatment plant flowed 18.4 million gallons this month for an average of 611,800 gallons per day. Through the year, the City has treated 207.0 million gallons. The next chart shows the daily flow at the treatment plant and daily.



Through November 30th the City has registered 64.41 inches of rain at the treatment plant compared to 66.59 and 77.80 inches in previous years. The next chart summarizes rainfall from previous years.



The City "recovered" over 69.16 % of the water pumped at the treatment plant. The next chart compares the monthly percent recovery to previous years.



Our water system has been reviewed by TCEQ and rated to be a Superior water system.

CAPITAL PROJECTS & INFRASTRUCTURE

PROJECTS UNDER DESIGN

- **Elevated Storage Tank Rehabilitation 2019**
  Bleyl design ongoing.

- **Impact Fee Study 2019**
  Bleyl Engineering was sent some basic data files the city has for their review – November Ongoing.

- **Water/Sewer Rate Study 2019**
  Bleyl Engineering was sent some basic data files the city has for their review – November Ongoing.

- **Sewer Collection System Model 2019**
  Basic system data is being collected and reviewed by Bleyl – November Ongoing

- **Transportation Coordination Meeting (Tamina, David Memorial, I-45, Research, and Grogan's Mill at Research)**
  Design and construction projects have been started from the work completed under this project.

- **Eastside Relief Pond (Eastside Regional Detention Pond) PER**

  Sept 2019: USACE public comments were completed and only TCEQ filed comments. Consultants and City staff are preparing responses to the comments.

  Oct 2019: Project on hold until the downstream dam is resolved.
  USACE public comments were completed awaiting the formal letter from the US ACE.

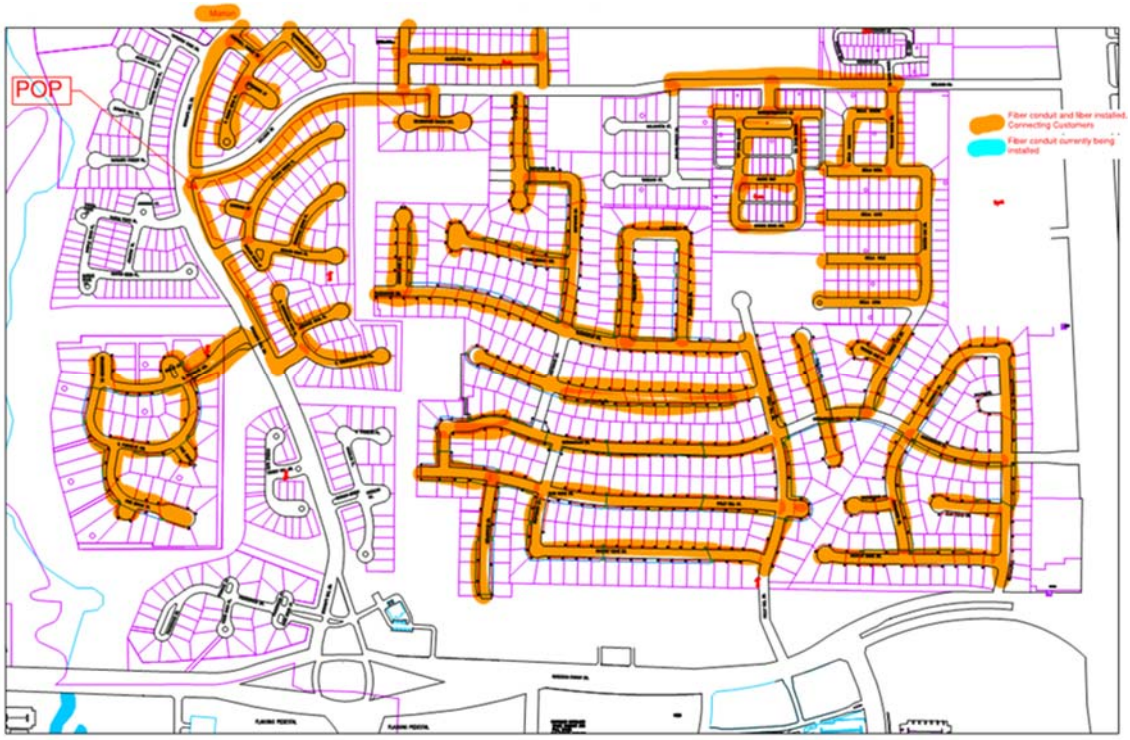
  Nov 2019: Received formal letter from the US ACE regarding public comments. Most comments were from State or federal agencies with a couple of comments from national environmental groups. Staff and consultants are working on putting together the response to the comments.

- **Fiber to the Home**

Sep 2019: Tachus did not provide an updated to the city.

Oct 2019: City preparing city sites to receive the fiber connection.

Nov 2019: City preparing city sites to receive the fiber connection.



NOTE: Oct 2019: Tachus did not update the city as of the time of this report.

- **Ed English Water & Sanitary Sewer Improvement Project**

Aug 2019: Work continues on the project. Project was substantially complete at the end of Aug 2019. Same minor work will continue to wrap the project to completion.

Sep 2019: All punch list items were completed project is in the process of closing out and entering warranty period. Project will be removed from monthly report as of next month.

Oct 2019: Project Complete

- **Vision Park Rear Lot Storm Sewer Improvement Project**

Aug 2019: Bleyl overlaid storm sewer project and the churches parking lot upgrade project for church to review. The two projects do not overlap. This work was shared with the church. Church is wanting the city to review their parking lot plans so they can better prepare the finances but do not want to pay for the permit fees for the review as they are not prepared to build at this time.

Sept 2019: Church would like to set a meeting with city staff. Setting a date for meeting.

Oct 2019: Still working on dates all parties are available to meet. Meetings to begin in November.

Nov. –Working on getting all easement necessary for the project.

- **Pinecroft/Savanah Waterline Replacement Project**

Sept 2019: Project bid, had 12 bids, council awarded project to East Texas Utility Construction. The bid was under budget.

Oct 2019: Contractor getting contract documents together and signed. Contract sign by all parties NTP date set for Nov 11, 2019.

Nov 2019: Notice To Proceed was Nov 11, 2019. Project underway starting at Savanah and I-45. Located all existing pipe after and replaced ACP run. There was already a PVC pipe from I-45 back to the backyard fences for Savanah that was removed from the contract. As-Builts and other city documents have been updated with this information.

- **Developer Meetings**

Sept 2019: None this month

Oct 2019: None this month

Nov 2019: None this month

- **Lone Star Groundwater Conservation District (LSGCD)**

LSGCD had meetings in Nov. 12, 2019, no news or updates on the new DFCs or rules.
District is evaluating how to move forward with the state agencies and GMA 14 regarding the court order and district DFCs.

Design Projects see updates in Bleyl's report.

SUBMITTED BY: Joseph Peart

BLEYL ENGINEERING
PLANNING • DESIGN • MANAGEMENT

CITY OF SHENANDOAH TEXAS

City of Shenandoah Engineer's Report
November 2019
(November 11, 2019 - December 5, 2019)

Projects Under Construction

Project Name	*Contractor*	*Contract Start Date*	*Contract Time*	*Contract End Date*	*Substantial Completion*	*Days Over Contract Time*	*Percent of Contract Cost*	*Percent of Contract Time Expired*
Savanah and Pinecroft Waterline Improvements (Phase 2 - Pinecroft)	Eastex Utility Construction	12/2/2019	80 Working Days (Phase 2)	3/24/2020			17.53%	27.27%

* Time is at the beginning of the month if there is no date of substantial completion.

Savanah and Pinecroft Waterline Improvements

Project Description	*Update*
Bleyl was authorized on 12/12/18 for Pinecroft and 2/28/18 for Savanah for engineering and management services to design waterline improvements off of Savanah Drive and along Pinecroft Drive.	A preconstruction meeting was held on 10/30/19. A notice to proceed of construction for Phase 1 along Savanah Drive was issued for 11/11/19. Phase 1 was substantially completed on 11/29/19. Phase 2 of construction began 12/2/19 and will be completed March 2020.

Projects Under Design

Shenandoah Vision Park Back Lot Storm Drain

Project Description	*Update*
Bleyl Engineering was authorized on 4/27/16 by the City Council to proceed with design on the necessary improvements to the storm drain system that ties into the Vision Park Detention Pond.	The easements have been identified on the revised route. Coordination is underway with the property owners to finalize the easements. Preliminary plans were submitted to the City on 9/25/19 for review. Project is anticipated to be completed by June 2020.

Shenandoah East Side Wetlands Permitting

Project Description	*Update*
In support of the East Relief Pond Project, Bleyl was authorized on 6/28/17 for wetlands permitting for the City site east of David Memorial Drive. Kimley Horn is a sub consultant for this project.	The permit application was submitted in March 2018 and is under review by the Corps of Engineers. The City has acquired the credits needed for mitigation. A public notice was published in August 2019. Comments were received on 11/4/19 and a response was sent on 12/4/19. Additional comments are expected.

David Memorial Extension Phase II and III

Project Description	*Update*
Bleyl was authorized on 1/25/17 for design of phase II including approximately 1,500 LF from the end of phase I to the northern City limits. The interlocal agreement between the City and County was approved by all parties.	Bleyl has started preliminary design, and is coordinating with adjacent property owners, the hospital, and the County. The signal at 242 is on hold due to waiting for railroad approval. Bleyl discussed the permit with USACE. A partial transfer of the existing hospital and Sam Moon permit is required. Bleyl met with the hospital and adjacent property owners to discuss alignment options. Bleyl met with Commissioner Metts on 12/4/19. Anticipated construction completion is 2023.

City of Shenandoah Engineer's Report
November 2019
(November 11, 2019 - December 5, 2019)

East Relief Pond Option 1B

Project Description	*Update*
Bleyl was authorized on 1/24/18 for engineering and management services to construct a stormwater pump station at the existing east pond.	Project is on hold to explore additional options for draining this area by gravity east of the railroad. Negotiations are continuing with the property owner to the east to secure drainage easement for the project. Schedule is unknown.

Carter's Slough Hydraulic Study

Project Description	*Update*
Bleyl was authorized on 11/14/18 to perform a drainage study on Carter's Slough downstream of the railroad to determine potential impacts of downstream developments.	The hydraulic study is complete.

MS4 General Permit Renewal

Project Description	*Update*
Bleyl was authorized on 12/12/18 to obtain authorization for stormwater discharge for the City under the renewed General Permit TXR040000.	NOI and updated SWMP were submitted in July 2019 to the TCEQ. Bleyl is awaiting further direction from the TCEQ once they have reviewed the submittal. Bleyl had an annual meeting with City staff on 12/4/19 to discuss the storm water management program for the City.

Tamina West Bound Turn Lane

Project Description	*Update*
Bleyl was authorized on 1/23/19 to prepare a detailed design and submittal to TXDOT of a plan to modify the west bound turn lane on Tamina in front of Home Depot.	Home Depot prefers construction to occur in June and July of 2020. Bleyl provided preliminary drawings to Home Depot on 10/30/19 for approval. Bleyl is preparing updates for the MDD January meeting to obtain approval to proceed with the project.

Research Forest/Tamina Major Intersection Improvements

Project Description	*Update*
Bleyl was authorized on 1/23/19 to prepare a detailed design and submittal to TXDOT of a plan to modify the Research Forest and Tamina Road intersection. (Adding one lane each direction).	The detailed design layout has been completed. Bleyl met with TXDOT Conroe area office on 10/3/19. Bleyl is meeting with Houston TXDOT office on 12/12/19.

WWTP Master Plan

Project Description	*Update*
Bleyl was authorized on 2/26/19 to evaluate the existing plant capacities and drainage issues and present a final report with a master plan.	The preliminary report was submitted on 10/30/19. The City and Bleyl met on 11/14/19 to review comments. Bleyl is finalizing the report for submittal by the end of December 2019.

City of Shenandoah Engineer's Report
November 2019
(November 11, 2019 - December 5, 2019)

Elevated Storage Tank Rehabilitation

Project Description	*Update*
Bleyl was authorized on 9/25/19 to provide plans and specifications for sand blasting and recoating the existing elevated storage tank.	Preliminary plans have been provided to City staff. Final plans will be ready in December. Construction has not been scheduled at this time.

Shenandoah Impact Study

Project Description	*Update*
Bleyl was authorized on 9/25/19 to evaluate the City's water and sewer system demands for potential development within the City's ETJ.	The City is collecting existing data. Bleyl is researching other cities to use as a comparison. The impact study is estimated to be complete by June 2020.

Shenandoah Rate Study

Project Description	*Update*
Bleyl was authorized on 9/25/19 to evaluate the existing water and sanitary system to estimate the cost of water and sewer based on historical usage and cost analysis.	The City is collecting existing data. Bleyl is researching other cities to use as a comparison. The rate study is estimated to be complete by June 2020.

Shenandoah Sewer Model

Project Description	*Update*
Bleyl was authorized on 9/25/19 to evaluate the existing sanitary sewer system and provide recommendations for the City.	Bleyl is updating existing GIS data to be used in the sewer model. The sewer study is estimated to be complete by April 2020.

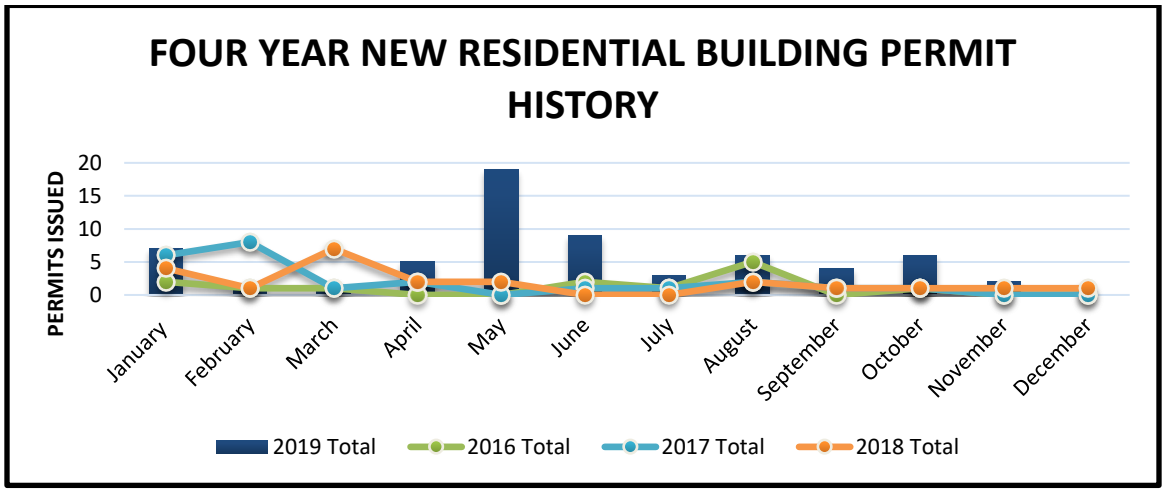
COUNCIL MONTHLY REPORT

DEPARTMENT: COMMUNITY DEVELOPMENT AND MUNICIPAL COURT

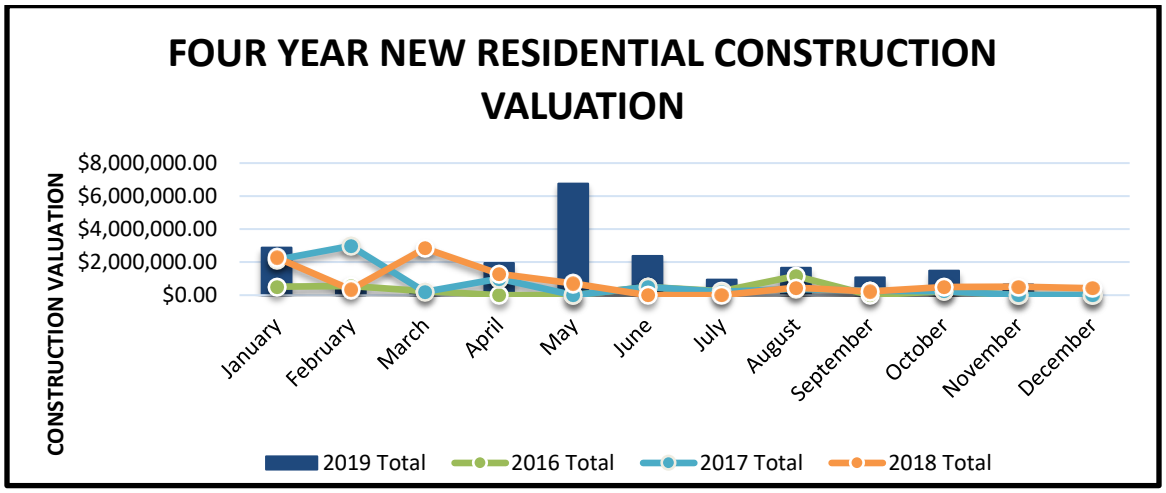
MONTH: NOVEMBER 2019

COMMUNITY DEVELOPMENT

During November the City issued two permits for a new residential home compared to one in November 2018. The chart below compares residential permits issued from 2016 to current year.



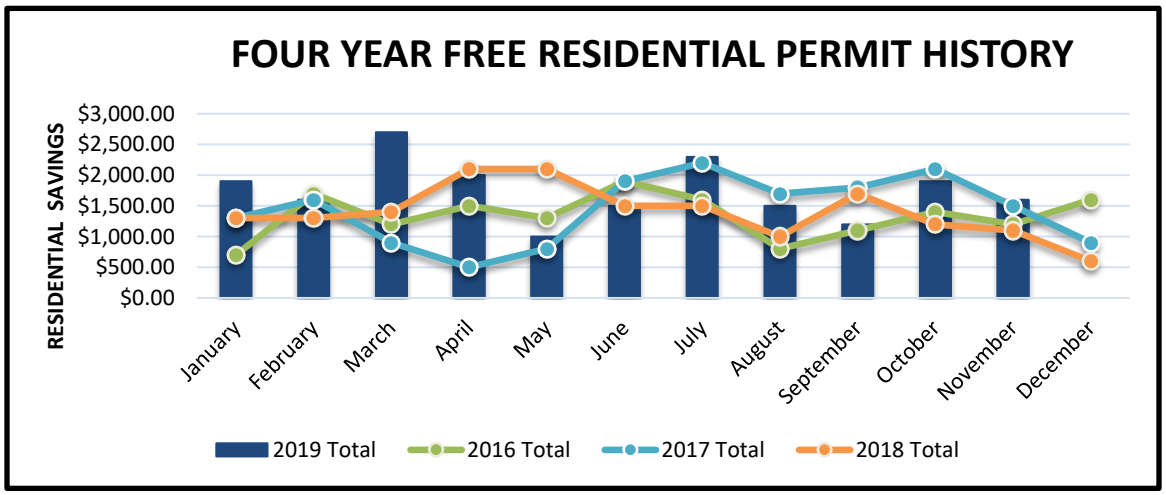
Residential construction value based on the contractors' declared construction cost during the month of November is $651,034.00. A YTD increase of 124% compared to 2018. The chart compares new residential construction valuation data from 2016 to current year.



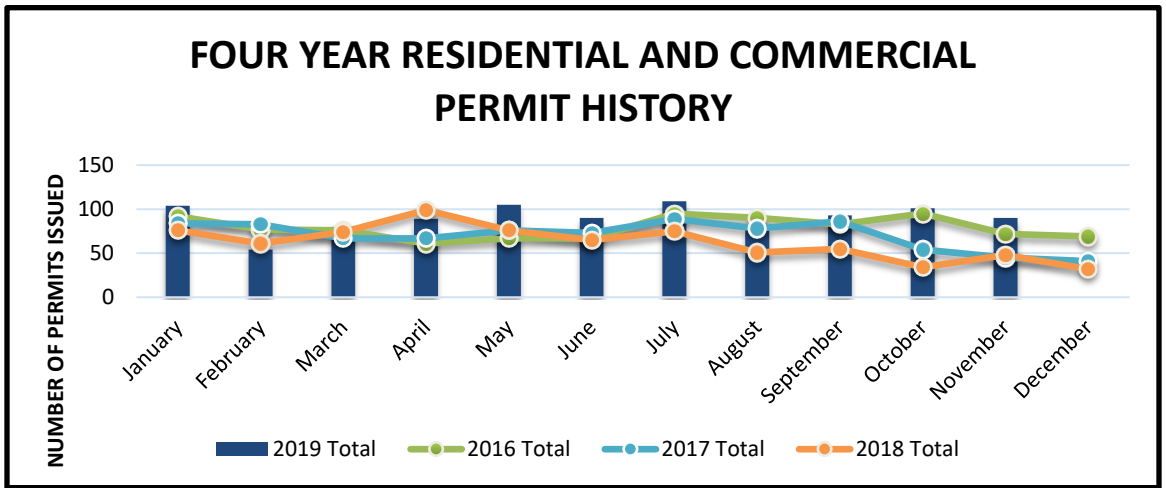
The table below shows the residential development and each subdivisions overall completion rate. Shenandoah has a total of 1,293 lots in the residential subdivisions and is currently at 81% built out. Vacant lots also include lots which residents have fenced in as part of their yard but a house could be built on those lots in the future.

Residential Subdivision Development					
	Total Lots	**Open permits**	**Vacant Lots**	**Completed**	**Percentage Completed**
Parkgate Reserve	58	0	1	57	98%
Tuscany Woods	101	1	0	100	99%
Malaga Forest	36	0	5	31	86%
Reserve at Grogan's Mill	42	0	1	41	98%
Marion	44	0	0	44	100%
Silverwood Ranch	80	0	0	80	100%
Grogans Forest	128	0	0	128	100%
Shenandoah Valley	506	0	3	503	99%
Lily	62	22	9	31	50%
Wellman Manor	32	5	23	4	13%
Boulevard Green	90	21	47	22	24%
The Centro	114	18	96	0	0%
CITY TOTAL	**1293**	**67**	**185**	**1041**	**81%**

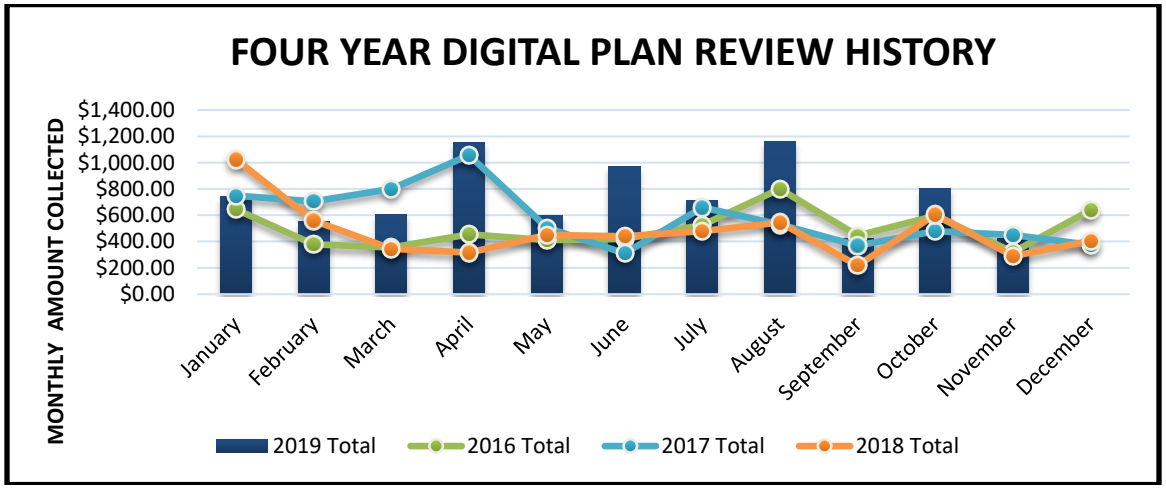
Currently the City issues permits for residential remodels, roofs, irrigation systems and pools for no charge. In November the City issued 16 free permits for residential improvements. Total savings to residents is $109,600.00. The chart below compares free residential improvement permit data from 2016 to current year.



During November the City issued 90 residential and commercial permits compared to 48 in 2018. The chart below compares all residential and commercial permits issued from 2016 to current year.



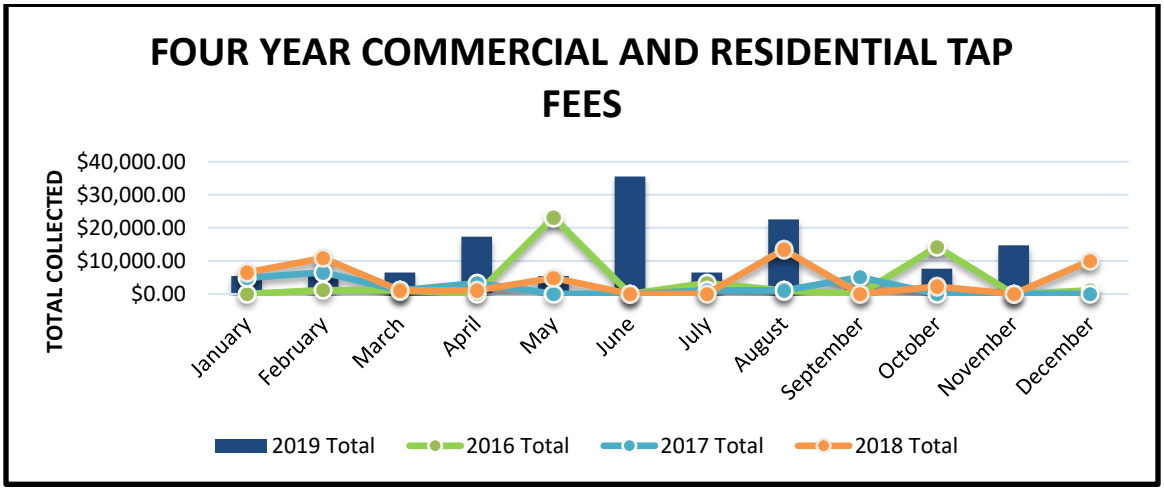
In 2014 the City implemented a digital plan review process to provide better service for the contractors and to accept plans digitally, charging a nominal fee depending on the number of pages submitted for review. During November the City collected $420.00 for digital plan review fees. The revenue collected since implementation in 2014 is $37,559.99. The chart below outlines the fees collected for the digital plan review from 2016 to current year.



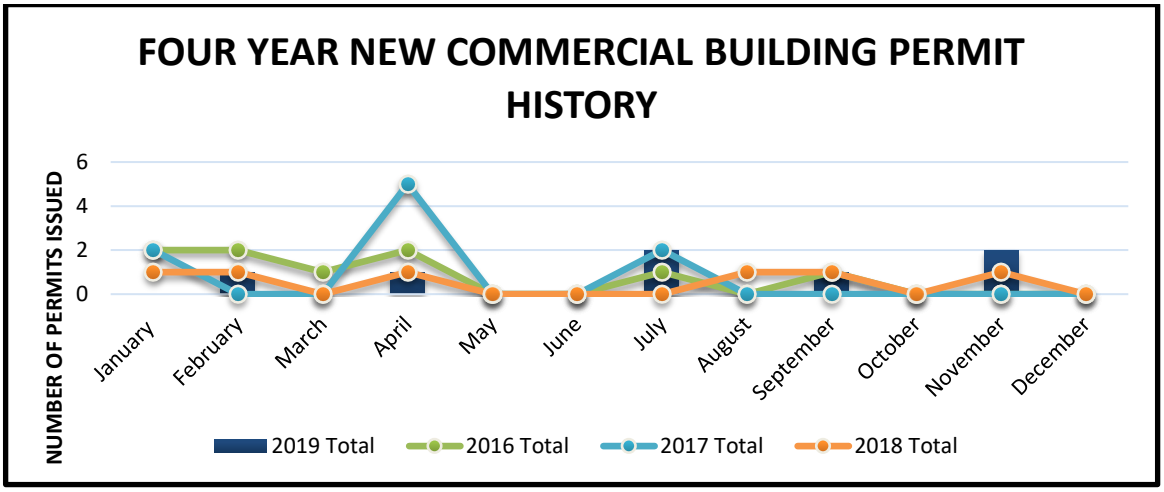
The digital plan review fee is used to purchase equipment and enhance the digital plan review process. In November there was one purchases from the digital plan review account. The digital plan review fee balance is $22,168.93. The chart below outlines the digital plan review revenue and the expenses based on each fiscal year.

Digital Plan Review History							
	FY 2014-2015	**FY 2015-2016**	**FY 2016-2017**	**FY 2017-2018**	**FY 2018-2019**	**FY 2019-2020**	**Balance**
Total Revenue	$7,047.00	$6,095.84	$7,226.15	$5,680.00	$8,215.00	$1,220.00	
Total Expenses	$3,344.25	$5,029.99	$795.00	$475.22	$0.00	$440.18	
Total	**$3,702.75**	**$1,065.85**	**$6,431.15**	**$5,204.78**	**$8,215.00**	**$779.82**	**$22,168.93**

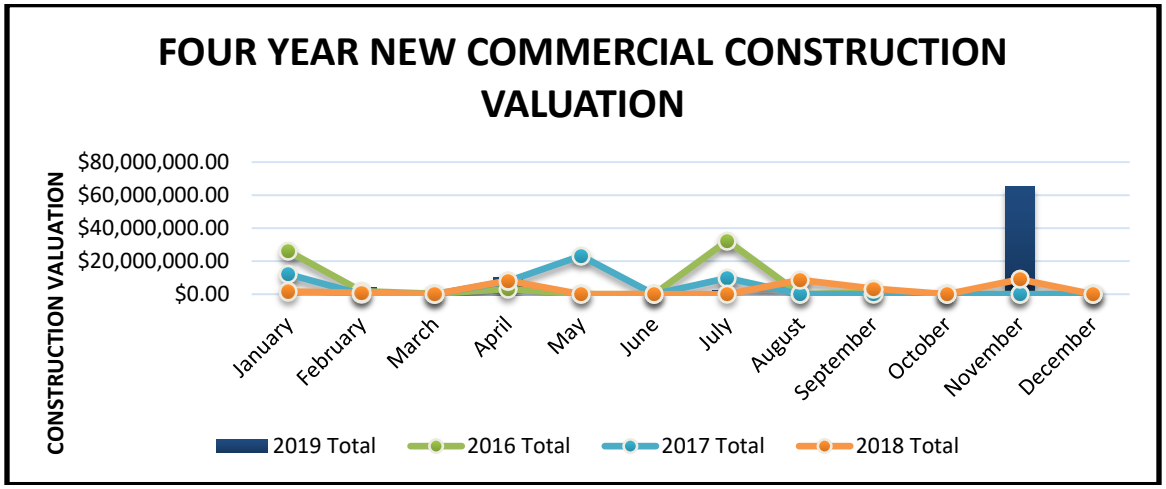
During November the City collected $14,749.70.00 for commercial and residential tap fees. The chart below compares commercial and residential tap fees collected from 2016 to current.



During November the City issued two new commercial permit comparable to one in 2018. The chart below compares commercial building permits issued from 2016 to current year.



The commercial construction value based on the contractors' declared construction cost during the month of November is $65,181,914.00. An increase of 157% compared to 2018. The chart below compares new commercial valuation data from 2016 to current year



The table below provides a snapshot of new commercial development and the date the permit was issued.

Active New Commercial Projects		
Address	**Description**	**Date permit issued**
19391 David Memorial	Aloft Hotel	August 15, 2018
8915 Metropark Dr.	Dave & Busters	September 25, 2018
18850 David Memorial Drive	Even Hotel	November 21, 2018
8950 Metropark Dr.	Parking Garage	February 19, 2019
17645 Residence Drive	Hyatt House Hotel	April 26, 2019
8920 Metropark Dr.	Building K	July 16, 2019
8980 Metropark Dr.	Building L	July 16, 2019
The Centro, 301 N Centro Circle	Pool Cover	September 18, 2019
9000 Six Pines Drive	LifeTime Fitness	November 6, 2019
9002 Six Pines Drive	Lifetime Fitness Parking	November 6, 2019

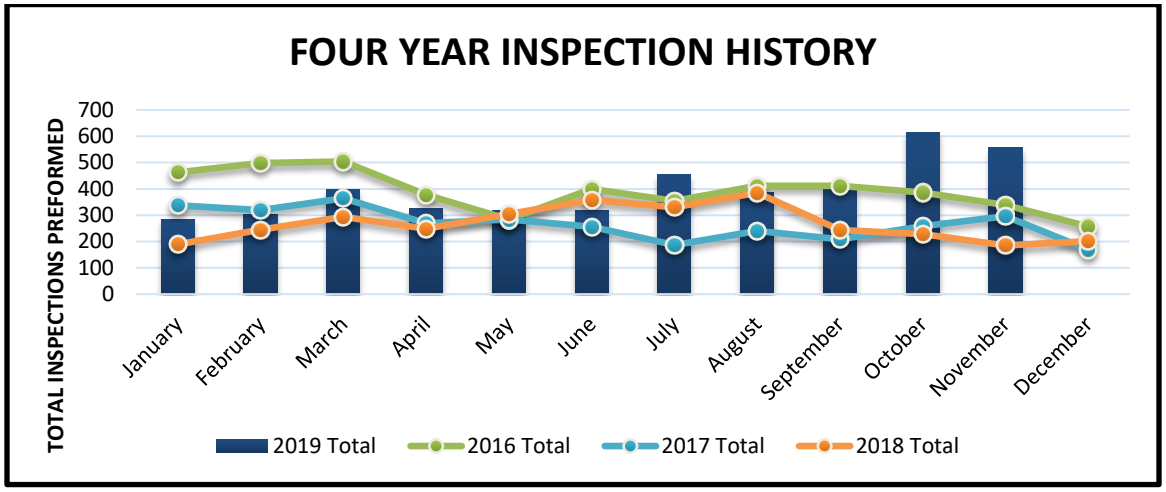
The table below provides a snapshot of commercial remodels/buildouts and the date the permit was issued.

Active Commercial Remodel/Buildout Projects		
Address	**Description**	**Date permit issued**
17943 IH 45	Urban Air	June27, 2018
9250 Pinecroft Drive	NICU Expansion	July 9, 2018
109 Honey Berry Street	Communication Antenna	March 26, 2019
8915 Metropark Drive	Dave & Busters Buildout	June 24, 2019
8851 Metropark Drive, Suite 100	Top Sushi	August 16, 2019
8821 Metropark Drive, Suite 500	Martinis and Manicures	September 5, 2019
19053 IH 45	Paradise Grills	September 18, 2019
8821 Metropark Drive, Suite 100	Black Bear Diner	September 30, 2019
8821 Metropark Drive, Suite 1600	Buerger IM	October 2, 2019
18456 IH 45	Shenandoah Inn, Exterior Stone work	October 7, 2019
128 Vision Park Blvd., suite 100	Reception Area Remodel	October 11, 2019
1620 Research Forest Drive, Suite 100	First Watch, Bar Area	October 18, 2019
9250 Pinecroft Drive	Pharmacy Remodel	October 22, 2019
19103 IH 45N	Home Depot Tool Rental	November 12, 2019
9250 Pinecroft Drive	Replacement CT Unit	November 14, 2019
129 Vision Park Blvd. Suite 201	Dr. Laura Bonds	November 15, 2019
18550 IH 45	Encompass Health	November 21, 2019

During November the Building Official had five scheduled development meeting.

Development Meetings	
Meeting Date	**Topic for Discussion**
November 6, 2019	Preconstruction meeting with LifeTime Fitness
November 11, 2019	Courtsey walk with homeowner for 122 Bella Luce
November 14, 2019	On-site meeting with Code Enforcement at 710 Thornwood
November 19, 2019	Courtsey walk with homeowner 29205 Cedarwood
November 20, 2019	Courtsey walk with superintentent for Parking Garage at Metropark.

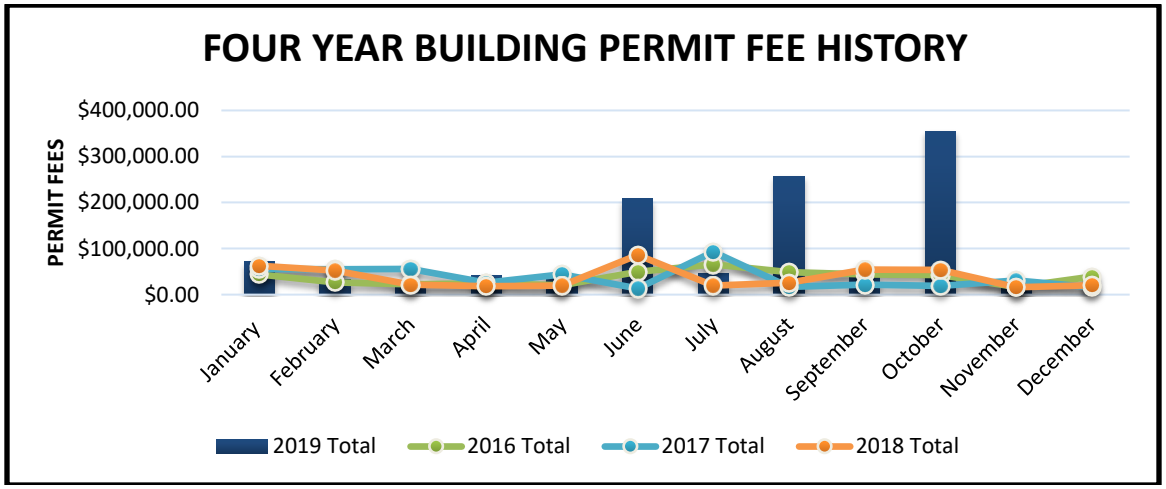
During November the City performed 556 inspections. A YTD increase by 44% compared to 2018. The chart below compares the total number of inspections performed from 2016 to current year.



Inspections performed include:

- Building Department – 487
- Fire Inspector – 56
- Third Party Inspector – 13

During November the City collected $31,048.30 for building permit fees. Permit fees have increase by 167% YTD compared to 2018. The chart below compares building permit fees collected from 2016 to current year.



There were 12 Certificates of Occupancy/completion issued in November including the following:

Owner	Address	Project	Date Issued
CC MEMORIAL HERMAN	9250 PINECROFT DR.	20190370	11.08.2019
PALM BEACH TAN	19073 I-45 SUITE 105	20190214	11.12.2019
GRACE LILY LP	211 BONNIE RIDGE	20190175	11.18.2019
DR. PAUL & ANITA GILL	121 VISION PARK DR. SUITE 100	20190281	11.18.2019
MEMORIAL HERMAN OR# 18	9250 PINECROFT DR.	20190296	11.18.2019
PATHEMA GX LAB LLC	250 ED ENGLISH BLD 3 SUITE E	20190307	11.21.2019
**MARTINIS & MANICURES	8821 METROPARK DR SUITE 500	20190464	11.21.2019
KAPADIA MD PA MONA	150 PINE FOREST DR #404	20190532	11.22.2019
VISIONPARK SURGERY CENTER	111 VISION PARK #200	20190316	11.22.2019
**MOON REAL ESTATE	8950 METROPARK DR.	20171259	11.25.2019
GRACE LILY LP	178 BONNIE RIDGE DR.	20190318	11.25.2019
**MEMORIAL HERMAN	9250 PINECROFT DR.	20181273	11.25.2019

** Indicate a Temporary Certificate of Occupancy was issued

During November six sign permits were issued.

- 8921 Metropark Drive, Suite 500 – Wall sign, Panel Sign
- 121 Vision Park Blvd. – Real Estate Sign
- 19073 IH 45 – Real Estate Sign
- 19265 David Memorial Drive – Real Estate Sign
- 8821 Metropark Drive, Suite 1600 – Wall Sign

PLANNING/DEVELOPMENT ACTIVITY

During the month of November the Planning and Zoning Commission met once the regular scheduled meeting.

AGENDA DATE	MEETING TYPE
January 15, 2019	**Regular Scheduled Meeting**
January 30, 2019	**Joint Workshop with City Council**
February 19, 2019	**Regular Scheduled Meeting**
February 26, 2019	**Special Meeting**
April 2, 2019	**Special Meeting**
April 16, 2019	**Regular Scheduled Meeting**
April 23, 2019	**Special Meeting**
May 21, 2019	**Regular Scheduled Meeting**
June 18, 2019	**Regular Schedule Meeting**
July 16, 2019	**Regular Scheduled Meeting**
August 6, 2019	**Special Meeting**
August 20, 2019	**Regular Scheduled Meeting**
September 19, 2019	**Regular Scheduled Meeting**
October 15, 2019	**Regular Scheduled Meeting**
November 19, 2019	**Regular Scheduled Meeting**
November 25, 2019	**Special Meeting**

During the month of November two applications pertaining to property development were filed with the City.

A yearly breakdown of approved development applications is outline below.

DEVELOPMENT APPLICATIONS				
APPLICATION	PROPERTY ADDRESS/PARCEL IDENTIFICATION	PROJECT/APPLICANT	APPROVAL/ISSUED DATE	EXPIRATION DATE
Extension of a Mixed Beverage Sales Permit with Late Hours	8915 Metropark Drive	Dave & Busters	January 23,2019	February 28, 2020
Extension of a Use Permit to allow minimum square footage of retail space and parking structure	Restricted Reserve "A" of the Eastwood Village Replat No. 1	The Woodlofts	January 23,2019	August 14, 2019
Minor Replat of Lot 11 Metropark Square Phase 1A	Cabinet Z, Sheet 4586	MetroPark	February 21, 2019	_
Special Use Permit to allow Mixed Beverage Restaurant Permit with Food and Beverage Certificate	1700 Research Forest Drive	Killen's Steakhouse	February 27, 2019	February 27, 2020
Special Use Permit to allow minimum square footage, parking garage, increased FAR and building height	11.323 acres of land under Clerk's File No. 2010087585 Montgomery County Official Public Records	LifeTime Fitness/Mill Creek Multifamily	February 27, 2019	February 27, 2020
Application for a Zoning Regulation Amendment for Planned Development District #11 (PDD #11) to allow an alternate building material	PDD #11 The Centro	The Centro	_	_
Special Use Permit to allow for a Beer Retail Dealer's Permit Off-Premise and a Wine Only Package Store Permit	19091 IH 45, Shenandoah Texas	Sam's Club	May 22, 2019	May 22, 2020
Final Plat for 11.323 acres of land	11.323 acres of land under Clerk's File No. 2010087585 Montgomery County Official Public Records	LifeTime Fitness/Mill Creek Multifamily	May 22, 2019	_
Special Use Permit to allow for a Mixed Beverage On-Premise Permit	1620 Research Forest Drive, Suite 100	First Watch	June 26, 2019	June 26, 2019
Special Use Permit to allow for a Mixed Beverage On-Premise Permit	8851 MetroPark Drive, Suite 100	Top Sushi	August 14, 2019	August 14, 2020
Final Plat for 2.203 acres of land	Being 2.203 acres of land under Clerk's File No. 2016117550 Montgomery County Official Public Records	Metro Development, Office Building		
Variance to the minimum lot depth for property located within the Commercial Corridor "CC" Zoning District	Being 2.203 acres of land under Clerk's File No. 2016117550 Montgomery County Official Public Records	Metro Development, Office Building		
Application for Sign Exception to allow for signage on an accessory structure (X3)	28727 IH45 S, Shenandoah, Texas 77381	Skipper Beverage Company/Valero	August 25, 2019	_
Application for Sign Exception to allow for a single-family residential development use of a construction sign.	Wellman Manor/David Weekley Homes, LLC	Wellman Manor	September 19, 2019	_
Special Use Permit to allow for a Mixed Beverage On-Premise Permit	8821 MetroPark Drive, Suite 1600	BurgerIM	December 11, 2019	
Administrative Appeal to exterior elevations	The Centro	PHSH, LLC	_	_
Variance to the maximum building height to allow for construction of two additional parking levels on an existing parking garage	910 Medical Plaza, Parking Garage	Memorial Hermann	December 11, 2019	
Application for Sign Exception to allow for signage the north and west elevation to which exceed the allowable color requirements.	19053 IH 45, Suite H, Shenandoah, Texas	Paradise Grills	November 25, 2019	
Application for Sign Exception to allow for and additional wall sign and existing wall signs (above the allowed number of signs) to remain on the front elevation.	19103 IH 45, Shenandoah, Texas 77385	Home Depot	December 17, 2019	
Application for Sign Exception to allow panel sign to exceed the allowable color requirements.	8821 Metropark Drive	Dave & Busters	December 17, 2019	

MUNICIPAL COURT

In November code enforcement issued no citation and warning filed with the court. A monthly breakdown of outstanding cases and value is shown below.

Status of Outstanding Cases									
	Cases 2007 to Present	Dollar Value		Cases Prior to 2007	Dollar Value		Total Cases	Case Count Change	Total Dollar Value	Total Dollar Value Change
OCT	1,850	516,702.76		3,797	956,510.78		5,647	2	$ 1,473,213.54	571.00
NOV	1,849	516,373.76		3,796	956,215.78		5,645	2	$ 1,472,589.54	624.00

In November the Court closed 2 outstanding cases reducing the value of outstanding cases by $688.10. A breakdown of the dispositions of the outstanding closed cases is shown below.

- Cases Paid In Full – 2 ($624.00)

MISC. REPORTED ACTIVITY

Development Activity													
	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV
Plans Processed	45	40	73	46	44	53	62	64	63	85	81	68	57
Additional Municipal Court Activity													
Warrants Issued	0	0	0	0	0	0	1	0	0	0	0	0	0
Court Cases Set	1	0	0	0	0	4	1	2	1	0	0	0	0
General Activity													
Payments Processed	399	459	546	435	444	637	513	512	536	532	390	560	474

SUBMITTED BY: Jackie Thompson

COUNCIL MONTHLY REPORT

DEPARTMENT: CVB

MONTH: NOVEMBER 2019

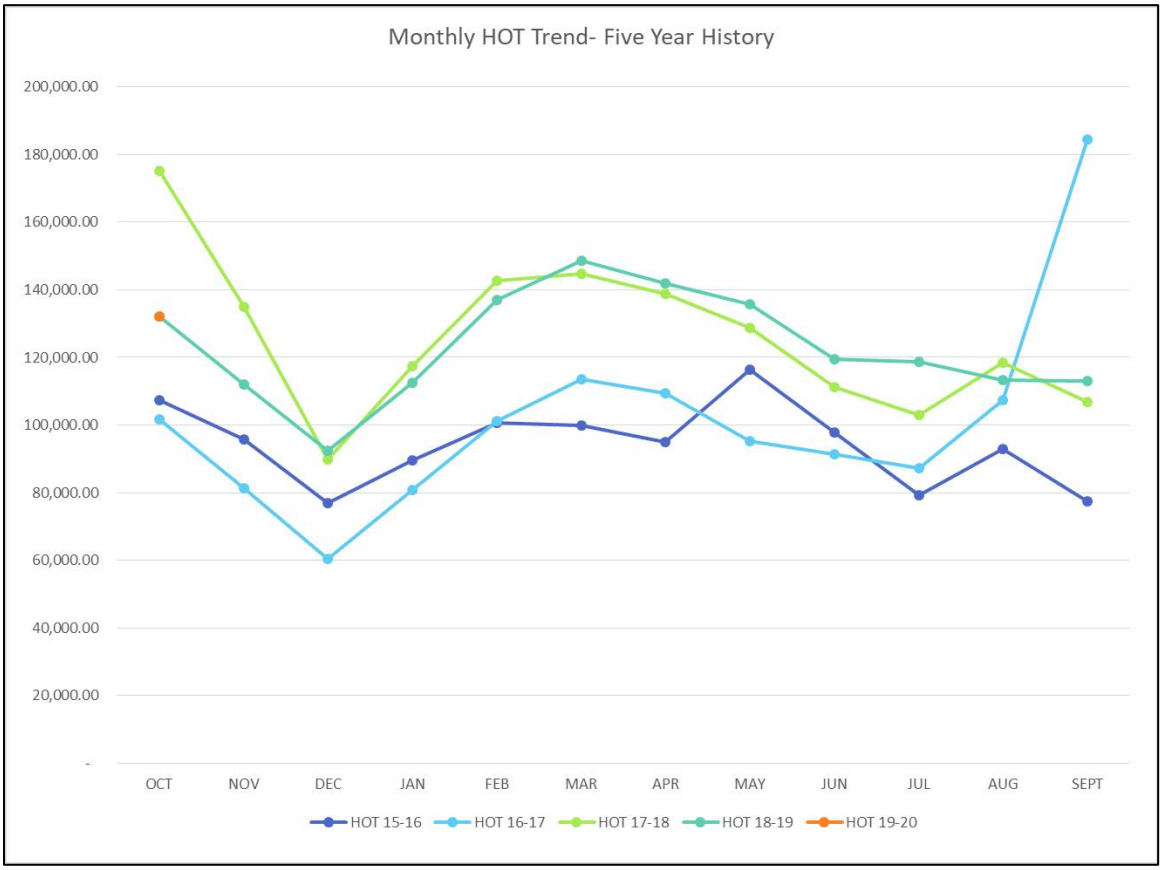
VISITOR CENTER

For the month of November, CVB staff was able to capture 8 visits and 10 visitors to the visitor's center.

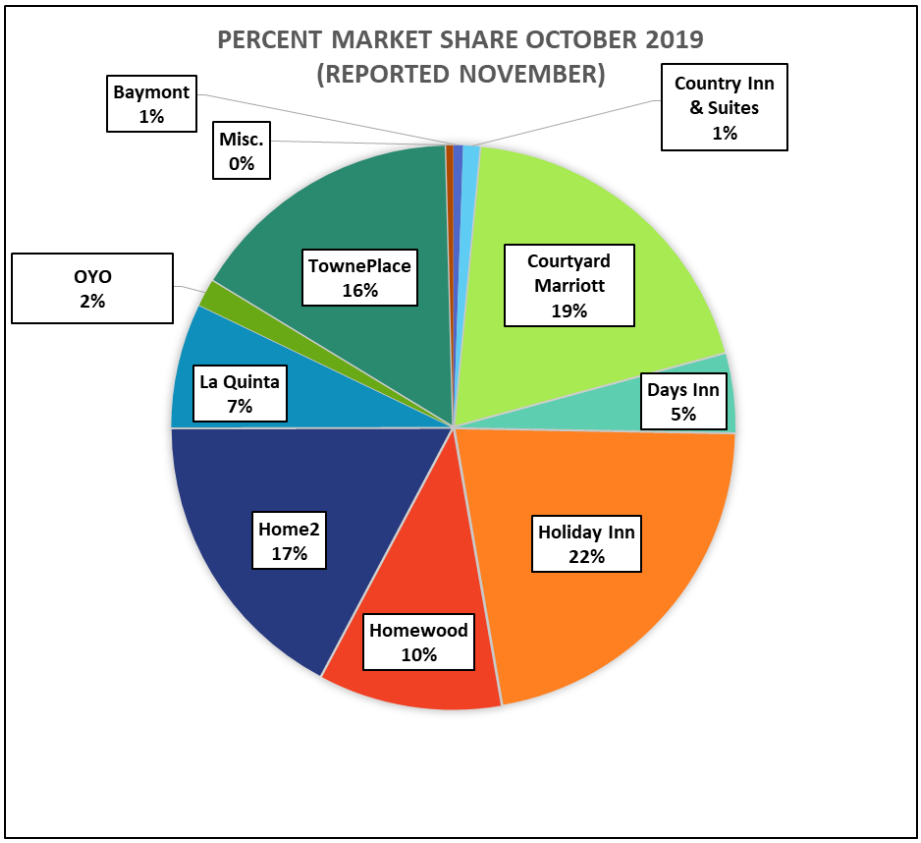
HOTEL OCCUPANCY TAX

The tables below show hotel occupancy tax receipt trends over the past five fiscal years. All decreases from the prior year are highlighted in red. Occupancy tax received in November is for hotel stays in October.

Hotel Occupancy Tax Revenue - Five Year Comparison					
	HOT 15-16	HOT 16-17	HOT 17-18	HOT 18-19	HOT 19-20
OCT	107,316.66	101,567.28	175,090.83	132,006.78	132,121.00
NOV	95,637.35	81,222.24	134,841.48	111,923.97	
DEC	76,939.84	60,413.59	89,775.76	92,456.12	
JAN	89,514.69	80,722.70	117,308.07	112,506.44	
FEB	100,594.30	101,060.82	142,637.52	137,124.53	
MAR	99,833.41	113,472.00	144,851.34	148,563.47	
APR	95,071.78	109,344.66	138,900.23	141,999.06	
MAY	116,269.63	95,131.35	128,682.39	135,771.76	
JUN	97,725.93	91,319.31	111,248.88	119,591.55	
JUL	79,301.81	87,254.82	103,005.12	118,614.77	
AUG	92,999.88	107,252.20	118,355.96	113,192.04	
SEPT	77,493.65	184,439.12	106,834.03	113,013.72	
TOTAL	**1,128,698.93**	**1,213,200.09**	**1,511,531.61**	**1,476,764.21**	**132,121.00**



The graphic below explains the percentage of market share each property claims for the month, based on occupancy tax receipts received. Holiday Inn and Suites has claimed the largest portion of market share, followed by Courtyard by Marriott, then by Home2 Suites.



The table below shows hotel occupancy tax revenue collected from each property during FY 2019-2020. Any stays that extend past 30 days are exempt of any taxes.

Monthly Hotel Occupancy Tax Receipt Comparison by Property FY 2018-2019												
	Baymont	Country Inn & Suites	Courtyard	Days Inn	Holiday Inn	Homewood	Home2	La Quinta	OYO	TownePlace	Misc.	Total
OCT	$726.65	$1,249.26	$25,478.36	$5,960.03	$29,027.88	$13,877.03	$22,732.49	$9,457.44	$2,062.23	$21,004.55	$545.08	**$132,121.00**
NOV												**$0.00**
DEC												**$0.00**
JAN												**$0.00**
FEB												**$0.00**
MAR												**$0.00**
APR												**$0.00**
MAY												**$0.00**
JUN												**$0.00**
JUL												**$0.00**
AUG												**$0.00**
SEP												**$0.00**
Tot.	$726.65	$1,249.26	$25,478.36	$5,960.03	$29,027.88	$13,877.03	$22,732.49	$9,457.44	$2,062.23	$21,004.55	$545.08	$132,121.00

The following chart shows occupancy tax data by property for both October 2018 and October 2019, reported November 2018 and November 2019, respectively. Year-over-year decrease in amount of occupancy tax collected is notated in light red.

Year Over Year Occupancy Tax Comparison												
	Baymont	Country Inn & Suites	Courtyard	Days Inn	Holiday Inn	Homewood	Home2	La Quinta	OYO	TownePlace	Misc.	Total
Oct-18	$ 1,659.26	$ 1,993.06	$ 24,446.55	$ 6,298.42	$ 27,645.05	$ 15,482.98	$ 20,648.00	$ 8,703.38	$ 1,230.89	$ 23,899.19	$ -	**$ 132,006.78**
Oct-19	$ 726.65	$ 1,249.26	$ 25,478.36	$ 5,960.03	$ 29,027.88	$ 13,877.03	$ 22,732.49	$ 9,457.44	$ 2,062.23	$ 21,004.55	$ 545.08	**$ 132,121.00**

The following tables report the individual Shenandoah hotels' self-reported Average Daily Rate (ADR) and Occupancy information, respectively, for Fiscal Year 2019-2020. All data is provided where available. Data is collected with Hotel Occupancy Tax Reporting Forms. Not all properties choose to self-report this data.

SELF REPORTED AVERAGE DAILY RATE FY 2019-2020												
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
BAYMONT												
COUNTRY INN & SUITES												
COURTYARD	$125.65											
DAYS INN	$ 55.00											
HOLIDAY INN	$117.00											
HOMEWOOD	$106.13											
HOME 2 SUITES	$125.08											
LA QUINTA												
OYO												
TOWNEPLACE	$107.20											

SELF REPORTED OCCUPANCY RATE FY 2019-2020												
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
BAYMONT												
COUNTRY INN & SUITES												
COURTYARD	76%											
DAYS INN	59%											
HOLIDAY INN	75%											
HOMEWOOD	52%											
HOME 2 SUITES	79%											
LA QUINTA												
OYO												
TOWNEPLACE	90%											

EXPEDIA ADVERTISING

Below is a recap of October 2019 performance on Expedia TravelAds. Current reporting lag time is running one month behind in order to coincide with occupancy tax and self-reported occupancy data.

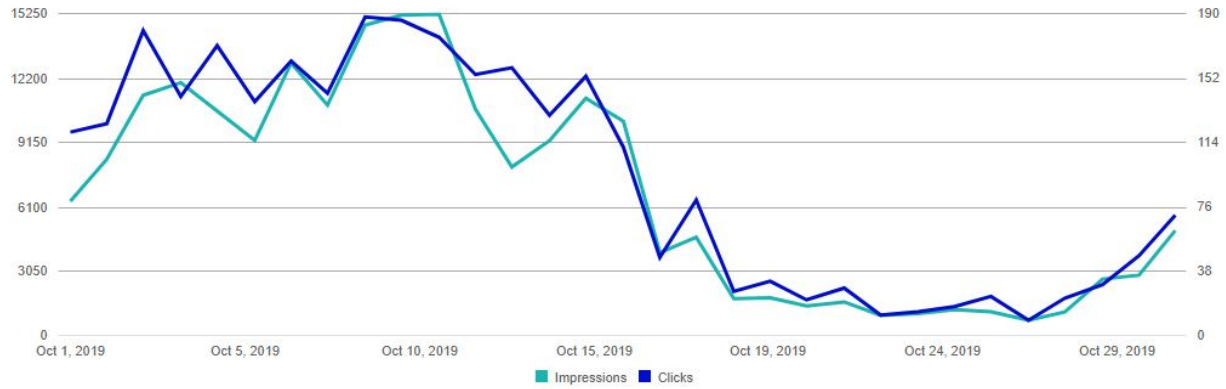
October 1, 2019 - October 31, 2019, Hotel path Customize

Ad delivery

Spend (USD)	Clicks	Avg CPC (USD)	Impressions	Avg rank	CTR
3,927.36	2,914	1.35	207,886	2.7	1.40%

Attribution

Revenue clicked (USD)	Room nights clicked	ROAS clicked	Revenue exposed (USD)	Room nights exposed	ROAS exposed
14,183.56	155	4:1	37,222.35	391	10:1



SUBMITTED BY:

John R. Mayner, III