NOTICE OF REGULAR MEETING

March 3, 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, March 3, 2020 at 7:00 p.m. at the City of Shenandoah Municipal Complex, 29955 IH-45 North, Shenandoah, Texas for the purpose of considering the following:

1. CALL TO ORDER
2. CALL OF ROLL
3. PLEDGE OF ALLEGIANCE
4. INVOCATION
5. CITIZENS FORUM

   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. Presentation regarding clothing recycling.
8. Discussion and possible action regarding amendments to the Employee Policy Manual.
9. Discussion and possible action to award a contract for the water tower rehabilitation and to determine funding.
10. Discussion and possible action to adopt the budget calendar.
11. CITIZENS FORUM

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to address Council and give their name and address before sharing their comments.

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12. City Administrator updates

13. COUNCIL'S INQUIRY

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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 § 551.071. Contemplated litigation to bring certain hotels into compliance with City Ordinances and State Law

ii) Section 551.072. Deliberation regarding the purchase and value of real property

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 6 day of March 2020 at: 3:10 o'clock p.m.

Courtney Clary, City Secretary

simple recycling

FREE CURBSIDE CLOTHING & HOME GOODS RECYCLING PROGRAM

FREE

TURN KEY

SIMPLE & EASY

SAVE $ MAKE $

www.SimpleRecycling.com • Info@SimpleRecycling.com

Who is Simple Recycling?

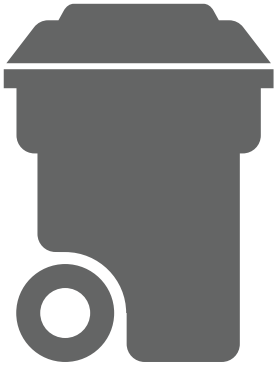
We have over 50 years of experience in clothing & household discard collection

Our sister company manages clothing & household discard donation programs in partnership with non-profit organizations[1]

Environmental Impact Facts

Clothing, Appliances, Durables, & Furniture account for 15% of local waste stream

85% OF TEXTILES ARE NOT RECYCLED OR DONATED



EPA ESTIMATES 70 LBS./PERSON OF CLOTHING ARE THROWN AWAY EACH YEAR

(YOUR CITY'S POPULATION X 70LBS = MILLIONS OF LBS./YEAR)

Source:
1. http://www.weardonaterecycle.org

www.SimpleRecycling.com • Info@SimpleRecycling.com

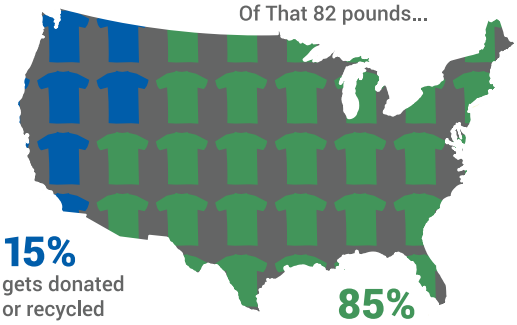
THE FACTS ABOUT TEXTILE WASTE

The U.S. generates an average of **25 BILLION POUNDS** of textiles* per year.[1]

* Textiles includes clothing, footwear, accessories, towels, bedding, drapery, etc.

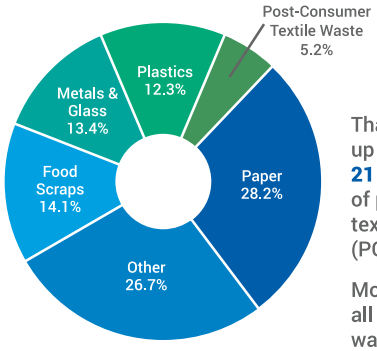
That's about **82 POUNDS** per U.S. resident.

Of That 82 pounds...



15%
gets donated or recycled
3.8 billion lbs recovered through donation/recycling; (12 lbs. per person.)

85%
goes to our landfills.[2]
(70 lbs. per person)



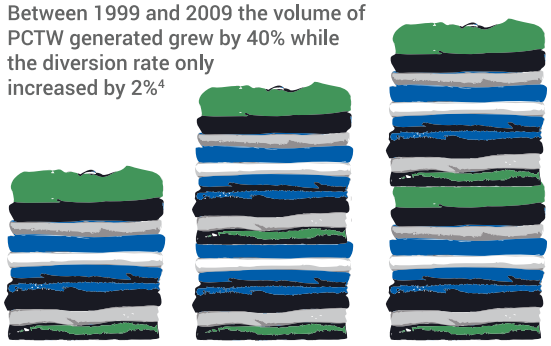
USEPA Municipal Solid Waste Generation

That **85%** adds up to about **21 BILLION POUNDS** of post-consumer textile waste (PCTW) PER YEAR

More than **5.2%** of all municipal solid waste generated in the U.S.[3]

AND THIS AMOUNT IS GROWING

Between 1999 and 2009 the volume of PCTW generated grew by 40% while the diversion rate only increased by 2%[4]



This Model has been Tested & Proven

Excerpt from USA Today, April 23, 2013 -

"Clothes recycling is going curbside in more U.S. towns as global prices rise for the used apparel, shoes and linens that Americans often toss in the trash.

Since September, more than a dozen local governments -- in Arizona, Massachusetts, New Jersey, Pennsylvania and Washington State -- have begun curbside pickup of textiles, often in special bags next to bins containing paper and cans."[2]

Source:
2. http://www.usatoday.com/story/news/nation/2013/04/20/recyling-clothes-expands-curbside/2092351/

www.SimpleRecycling.com • Info@SimpleRecycling.com

COST TO YOUR RESIDENTS = $0

COST TO YOUR CITY = $0

Details & Logistics

Simple Recycling provides:

- Free residential curbside pickup service
- Specially designed recycling collection bags
- All informational materials
- All trucking, pickup expenses & program management
- Local jobs
- All related insurance coverage
- Drop boxes in locations of city's choosing (if desired)

Your city provides:

- Supplemental notification & information to residents

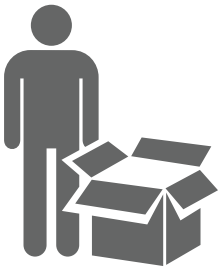
www.SimpleRecycling.com • Info@SimpleRecycling.com

THE LIFE CYCLE OF SECONDHAND CLOTHING

simple recycling

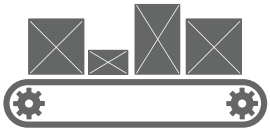
WHAT HAPPENS TO YOUR RECYCLED USED CLOTHING?

Once a resident determines that their clothing, shoes, handbags, or household textiles have reached the end of their useful life, materials are collected by Simple Recycling and collected clothing is sorted and graded for condition.



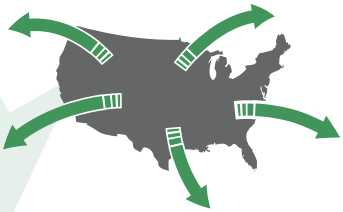
10-20%
Top quality materials are sold to local thrift stores where they create access to low cost clothing and jobs for local residents.

80%
The vast majority of clothing collected is not resaleable in the U.S. so it is further sorted for international export or broken down for raw materials.



Thrift industry employs nearly 100,000 workers in the U.S. with over $1 billion wages paid. In addition, private sector recyclers create an additional 15,000 to 20,000 jobs nationally.[1]

45%
Reused and Repurposed
Majority exported as secondhand clothing.



30%
Recycled and Converted
Reclaimed wiping rags are used in various ways as industrial and residential absorbents.

20%
Recycled into Fiber
Post-consumer fiber is used to make home insulation, carpet padding, and raw material for the automotive industry.

Only 5% ends up as waste.

WE MAKE IT SIMPLE
TO DRAMATICALLY REDUCE TEXTILE WASTE.

Source:
1. "Textile Recycling in the U.S." Report submitted to SMART by Dr. Jana Hawley PhD. Univ. of Missouri 2009

www.SimpleRecycling.com • Info@SimpleRecycling.com

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	Click here to enter a date.	ITEM NUMBER:	**8**
DEPARTMENT:	Administration	PREPARED BY:	Kathie Reyer
PRICING:		EXHIBITS:	Policies

SUBJECT/PROCEEDING:

Discussion and possible action to adopt revisions to the Employee Policy Manual.

RECOMMENDED ACTION:

Adopt revisions

BACKGROUND/DISCUSSION:

Staff noticed a few loose ends from the last round of major policy revisions and wanted to clean these up. A summary of the proposed revisions is as follows:

- Voluntary Sick Pool – the revision would allow members to apply for hours from the sick pool if they must be out to care for an immediate family member who has a major illness or injury. A number of staff members have asked for this provision.
- Travel and Training – the revision clarifies the allowance for meal expenses for one day travel/training, specifying that the travel/training must be at least six hours in duration in order to be reimbursed.
- Paid Time Off – the revision removes the requirement that an employee must exhaust all PTO before taking any leave of absence.
- Educational Loan Assistance – the revision adds a requirement that anyone taking a payment in this program stay at the City for one year after receiving the last payment.

The individual policies are included, with changes tracked to show old and new content. The City Attorney has reviewed and accepted these changes.

APPROVALS:

DEPARTMENT HEAD		DATE:	
CITY ADMINISTRATOR		DATE:	March 5, 2020

7.05 Voluntary Sick Pool

The purpose of the **Voluntary** Sick Pool is to provide additional Paid Time Off (PTO) to City of Shenandoah employees in the event of a catastrophic illness or injury, surgery, or disability of the employee or an immediate family member that prevents an employee from active employment. Days shall be applied from the Pool only after the employee has exhausted all accrued PTO.

I. Definitions:

1. **Employee** - a regular full time employee, either exempt or salaried non-exempt, with twelve (12) or more months of continuous employment with the City. Only those employees that accrue PTO shall be eligible.

2. **Member** - is an eligible employee as described in the definition of "Employee" above who has enrolled in the Voluntary Sick Pool by contributing at least one day of PTO.

3. **PTO** – Paid time off that is accrued by all full time employees for their years of service with the City.

4. **Catastrophic illness or injury** - is defined as a terminal, life-threatening, and/or severe condition or combination of conditions affecting the mental or physical health of the employee that requires the services of a health care practitioner for a prolonged period of time and that forces the employee to exhaust all accrued PTO, thereby resulting in the loss of all compensation from the City.

5. **Health Care Practitioner** - as defined by the Texas Insurance Code is one who is practicing within the scope of his/her license.

6. **"Sick Days from the Pool"** - those days granted to a member who has a qualifying condition and is unable to perform the duties of his/her position. Members shall be limited to an annual benefit maximum of 120 days of sick leave from the Voluntary Sick Pool.

7. **Qualifying Conditions** -- a catastrophic illness or injury as defined above and documented by a health care practitioner.

8. **Council** – the City of Shenandoah City Council.

9. "**Unit of Sick Pool days"** - the number of sick days which are awarded from the Pool and which shall be within the discretion of the Committee.

10. **Committee** - the Voluntary Sick Pool Committee, a Council appointed body of Pool members which serve as the administrator of the Pool including the granting authority for benefits from the Pool.

II. Contribution of Days and Membership Terms

Contributing to the Sick Pool is voluntary; however, all eligible employees are encouraged to participate. A member may contribute one (1) to ten (10) days of PTO each year from his/her accrued leave using the Voluntary Sick Pool Enrollment Form. An employee who terminates his/her employment with the City may donate one (1) to ten (10) days of his/her accrued PTO to the Pool. The Committee may accept or reject the donated days based on the "reasonable level" of the Pool.

During January of each year the Committee shall conduct a "contributions drive," encouraging eligible members to make an annual contribution of one (1) to ten (10) days of accrued PTO to the Pool. If the pool falls below a reasonable amount the Committee shall request that members voluntarily contribute an extra day(s), up to a maximum of ten (10) days, until the Pool reaches an acceptable level.

Newly hired eligible employees may contribute between one (1) to ten (10) days of their accrued PTO upon completion of twelve (12) months of continuous full time employment with the City.

Day(s) donated shall be subtracted from the member's accrued PTO record by the Human Resources Office. The PTO days shall become the property of the Pool and cannot be returned. On December 31 of each year, the number of unused days in the Pool shall be determined and carried forward to the next year.

Members who sever their employment with the City of Shenandoah forfeit at that time their membership in the Pool and the days they have contributed. Members on approved leaves of absence shall retain membership in the Pool during the year in which they contributed.

III. Applying for Sick Pool Days

1. If a member has a qualifying condition requiring additional Sick Pool days after all accrued PTO has been used, the member may submit a request for sick days from the Pool. The request shall be signed by the Department Head.

2. Sick Pool Request Forms are available from the Human Resources Office.

3. A member who requests Sick Pool days must submit to the Human Resources Office a Voluntary Sick Pool Request Form which includes the attending health care practitioner's statement identifying:

   a. The nature of the qualifying condition;

   b. The date of initial onset of the qualifying condition; and

   c. The anticipated date the member will be eligible to return to work, either on an unrestricted full-time or part-time/limited duty basis.

   d. A Release of Information Form must be completed by the member.

4. Sick Pool Request Forms must be submitted no more than ten (10) working days before the exhaustion of the entire member's accrued PTO. The nature of the qualifying condition will be kept confidential with the Human Resources department.

5. The Committee may refuse to consider a request that does not contain the required information. The nature of the qualifying event will not be disclosed.

6. If a member is critically ill and unable to file a request for Sick Pool days from the Pool, the Department Head may submit an application at the request of the employee's family.

7. After a unit of Sick Pool days has been exhausted, a member requesting an additional unit of Sick Pool days from the Pool may be required to undergo a medical review by a second physician at the member's expense.

8. A member may also be required by the Committee to undergo periodic return visits to his/her health care practitioner to assess progress and make reports to the Committee.

IV. Granting of Days from the Pool

1. The Sick Pool may not be used for the first ten (10) working days absence from a qualifying illness or injury. The "first ten (10) working days absence" of a qualifying illness need not be consecutive days, but must be for the same or related illness or injury as described in the Application and must have been taken during the previous year. The purpose of this paragraph is to encourage employees to save some of their PTO in case of a catastrophic illness or injury and not to rely solely on the Sick Pool for such events.

2. Days granted from the Pool shall be in units of not more than twenty (20) consecutive days. At the end of the twenty (20) days, the member may apply for an extension by submitting an updated statement from the health care practitioner on the proper form. A member may draw out only as many days as the Committee approves.

3. The Pool may be used by the individual member for his/her personal qualifying condition, or to care for the member's spouse, son or daughter, step children, or parent who has a serious health condition (does not include in-laws).

~~3.~~4. ~~The Pool may be used only by the individual member for his/her personal qualifying condition. The Pool may not be used by the member to assist a family member who is ill or disabled~~.

~~4.~~5. The Committee shall review and forward to the Human Resources Office its decision on all requests to draw on the Pool within five (5) working days after a request is received by the Human Resources Office.

~~5.~~6. A member may not use time in the Pool in an amount that exceeds the lesser of one-third (1/3) of the total amount of time in the pool or 120 days.

~~6.~~7. A member absent on sick leave assigned from the Pool will be treated for all purposes as if the employee were absent on earned (accrued) PTO.

~~7.~~8. Should a member terminate their employment prior to exhausting an approved unit of Sick Pool days, the remaining time would be moved back into the Pool.

~~8.~~9. The estate of a deceased member is not entitled to payment for unused Sick Pool days acquired by that member from the Pool.

~~9.~~10. Sick days from the Pool may not be granted for the period of disability when monies are paid to the member under the Texas Workers' Compensation Act.

~~10.~~11. All unused days shall be returned to the Pool using the Voluntary Sick Pool Returned Hours Form.

V. Composition of Committee

1. The Committee shall be composed of eight (8) members. Committee Members shall be appointed by Council for positions one through eight. Odd numbered positions shall expire in odd numbered years and even numbered positions shall expire in even numbered years. However, Committee Members shall serve until replaced by by Council.

2. Eligible employees may be nominated by their respective Department Heads.

3. The Committee shall be initially elected by the Council and shall be 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 and 1-Finance.

4. In the event that a Committee Member chooses to resign from the Committee or leaves the employment of the City prior to the expiration of the term for that position, the vacancy shall be filled by the City Council until the next regular election.

5. The City Secretary shall serve as the Committee Secretary and shall provide guidance and administrative assistance to the Committee, but shall be a non-voting member.

6. The City Administrator shall serve as the Committee Chairperson and shall conduct and oversee all Committee Meetings, but shall be a non-voting member.

VI. Committee Duties and Responsibilities

1. Requests for Sick Pool days shall be confidentially and individually reviewed by the Committee in a called meeting. A member may be required to appear before the Committee to substantiate a request.

2. The Committee shall approve, disapprove, or modify the number of days requested from the Pool within 5-working days upon receipt of a request. Sick Pool days shall be awarded in amounts up to the maximum twenty (20) day unit.

3. The decision of the Committee shall be based on a majority vote of the quorum. A quorum shall be based on at least five (5) Committee representatives.

4. The City Administrator shall notify the Department Head of all approved Sick Pool requests.

5. The City Administrator shall forward all approved Sick Pool requests to the Human Resources Office.

6. The Committee reserves the right to modify or waive any requirement listed above, with the approval of the City Council, to address any special circumstances that arise.

7. Privacy and confidentiality for the members shall be observed at all times. The Committee shall not discuss with any personal information that was reviewed and discussed during the Committee meetings.

VII. Appeals

A member may appeal the Committee's decision by submitting a written request to appear before the Committee. If a member requests an appeal to the Committee, the Committee shall hear the appeal from the member or his/her designee. The Committee shall respond to the appeal within ten (10) working days after receipt. The Committee's decision shall be final.

VIII. Violations of Policy

Any employee who knowingly violates the provisions of this policy or attempts to use the Voluntary Sick Pool for any reason other than its intended purpose, shall be denied further membership in the Pool and may be responsible for repaying any money received for use of Sick Pool hours from the Pool. Such violation of policy may also result in disciplinary action, up to and including termination of employment.

IX. Amendments

These guidelines may be amended at any time upon Council approval.

SECTION III – EMPLOYMENT PRACTICES

3.15 Travel and Training

It is the City's goal to have access to training and public relations opportunities that will benefit the city. This is to be done where possible and feasible with respect to the demands of normal City operations. In pursuing training, representatives of the city will be given approval and expenses to attend professional conferences, conventions, short schools, visit with other cities, and otherwise incur expenses for the benefit of the City in accordance with this and other applicable policies of the City of Shenandoah.

DESCRIPTION:

Since staff, elected officials, appointed board and committee members and other representatives are frequently required to travel, attend local meetings, or otherwise incur expenses in the interest of the City, it is necessary to establish standard regulations governing the financing of such expenses. To provide uniformity in the handling of requests and to establish proper accounting for approved expenditures, the following procedures will be followed by all City representatives.

1. **AUTHORIZATION**: The City will pay actual reasonable related expenses that are incurred in the course of authorized City business meetings and trips. Prior approval is required as part of the travel and training expense procedure. Travel and training approved per position in the budget can be approved at the department level. In the event that travel is conducted without prior approval, the City representative may be responsible for all expenses incurred. Travel for the purpose of teaching, presenting, or facilitating at a professional conference or other organization, or serving on boards or committees is limited to three (3) days per calendar year without City Administrator approval, regardless of whether or not there is a cost to the City.

2. **TRANSPORTATION**: While the circumstances surrounding each trip will be different and may, in some cases dictate otherwise, representatives are advised to use City vehicles as often as possible. This is especially true for trips of long duration involving several representatives. The following guidelines are to be observed:

   a. **Commercial Airlines**: The City will pay <u>only for air coach tickets</u>. Any other air travel will be reimbursed at the coach rate. (*Air travel will be based on cost and time involved versus ground travel.*) City representatives should take advantage of discounts whenever possible.

   b. **City Vehicles**: City vehicles will be used by employees when an appropriate vehicle is available according to the City policy. Expenses of normal vehicle use will be paid by the City.

All city representatives using city owned vehicles must follow all relative state laws, city policy and departmental policy at all times while the vehicle is in use.

c. **Personal Vehicles**: Whenever possible, a City vehicle should be used for City business, however, with the approval of the employee's manager and the City Administrator employees may use their personal vehicles for out of town travel. The City will pay a per mile rate based on the amount authorized by the Internal Revenue Service Code when travel exceeds 45 miles (one way) outside the city. Mileage will be limited if an employee chooses to drive when air travel would have been cheaper/more timely. The employee assumes all responsibility for repair and maintenance expenses when using a personal vehicle.

d. **Taxis and Car Service**: The City will reimburse a representative's taxi, car service, and bus fares for required transportation.

e. **Vehicle Rental**: The City will not pay for rented vehicles without the approval of the representative's manager or the City Administrator.

f. **Parking**: The City will pay for airport parking required while a representative is out of town. While at the destination, the City will also pay required parking fees for personal vehicles, City or rented vehicles.

3. **LODGING**: To be eligible for City funds, lodging must be over 60 miles from the City, unless approved by the City Administrator. Consideration should be made regarding the beginning and ending of the conference or training and the distance and time required to travel back to the City. Reasonable lodging expenses will be allowed for all representatives when they are representing the City on official business away from Shenandoah. Receipts for lodging must be provided in order to obtain reimbursement and should show a detailed breakdown of all charges incurred on a daily basis. Personal items should be marked "personal" and are the sole responsibility of the City representative.

4. **OTHER EXPENSES:** Certain expenses will be allowed by City representatives when they are representing the City on official business:

   a. **Telephone Calls:** City owned cell phones are encouraged for business related calls while a representative is away on City business.

   b. **Registration Fees**: Representatives will be reimbursed for fees charged for registration at conferences or meetings.

   c. **Entertainment**: The City of Shenandoah will not reimburse representatives for entertainment unless it is specifically related to the purpose of the trip and/or event and receives prior approval.

5. **REIMBURSEMENT**: Following a trip, representatives must account for travel expenses within ten (10) business days. City representatives must use the required forms for reimbursement and the manager and City Administrator must approve the request prior to submission. Expenses

related to functions where City business is transacted or discussed, may be approved for reimbursement by the employee's manager and City Administrator. Travel Reimbursement forms will provide a detailed description of the trip. Personal charges made to a City credit card are prohibited and must be reimbursed within five (5) business days if a charge is found to be ineligible as a City expense. Participation in local community events (e.g. Chamber) shall be reviewed and if determined appropriate, may be approved for reimbursement by the City Administrator.

The city will reimburse travel expenses within ten (10) working days of receipt of approved travel expense form. The policies regarding reimbursement will apply to purchases made on a City credit card. If a detailed receipt is not submitted for a credit card purchase, the City representative will be responsible for reimbursing the City the relevant funds.

6. **MEALS & INCIDENTALS**: City representatives will be reimbursed for actual receipts (including gratuity) or the City will pay for meals when paid for traveling ~~overnight~~ on City business. All itemized receipts must be submitted for reimbursement.

Meal Allowances:

- Day Travel – Not to exceed $36 per day (for training lasting a minimum of six (6) hours)
- Overnight Travel – Not to exceed $93 per day

The City will reimburse a maximum of 20% gratuity. Consideration will be given based on location / hotel. When a meal is provided with a registration fee or provided at the hotel, that meal shall not be eligible for City funds unless approved by the City Administrator.

7. **ADDITIONAL NON-REIMBURSABLE EXPENSES**: In addition to those expenses outlined above, expenses related to personal property, alcoholic beverages, travel insurance, family expenses, and other items not mentioned above and not related to City business will not be reimbursed.

8. **OVERTIME CONSIDERATION:** An employee attending a **REQUIRED*** training session may be eligible for overtime compensation if actual time spent in classes attended causes a non-exempt city employee to exceed forty (40) hours worked in a normal work week. Travel time may be considered as time worked if travel is done during normal work hours and is necessary for the conference. All overtime/worktime issues should be resolved with the employee's supervisor prior to the trip.

* *Required is defined as training that is mandated to maintain an employee's certification or license issued by a regulatory agency. The certification / license must be used in the daily duties of the employee. Mutually beneficial training will not be eligible for overtime. Department heads may request overtime compensation with the*

approval of the City Administrator for travel that the department head feels is required for the operation of their department.

9. **ATTENDANCE REQUIRED:** Representatives of the city granted special leave and expenses to attend professional conferences; conventions and short schools are expected to attend a significant portion of the functions. Failure to attend significant or assigned portions of the session could result in reimbursement to the City for all expenses and/or termination of employment.

10. **EXCEPTIONS:** Exceptions to the policies outlined above are to be made only in the event of unique circumstances and only if the best interests of the City are served. The City Administrator shall determine whether or not to approve such exceptions.

11. **EXPENSE AUTHORIZATION:** Managers may approve travel expense reports for their departments. The City Administrator shall be responsible for approving all other travel expense reports. If a department has remaining funds in its current travel/training budget and an individual in that department has exceeded his/her allotted amount for travel/training, the City Administrator may authorize that individual to use a portion of the remaining funds in that department's budget.

SECTION VIII – TIME OFF

8.02 Paid Time Off

Time off is defined as an absence from work. It may be used for vacation, illness, etc. as defined within these policies and procedures.

The benefits of PTO include a demonstrated reduction in unplanned absenteeism since employees have greater control over the use of time off. Under the PTO policy, employees do not lose unused sick time, and thus would not feel compelled to consume the time rather than lose it.

PTO Accrual

- Full time employees accrue – or earn – an amount of PTO time with each payroll cycle, based upon years of service.
- Beginning with the first year of service, full time employees will accrue – or earn - 18 days or 144 hours.
- One additional day per year of service will be earned on the employee's anniversary date, up to a maximum of 37 days after 20 years of service.
-

The table below shows the maximum accrual of PTO based on years of service.

Years of Service	Maximum Days Accrued per Year
1	18
2	19
3	20
4	21
5	22
6	23
7	24
8	25
9	26

10	27
11	28
12	29
13	30
14	31
15	32
16	33
17	34
18	35
19	36
20	37 Max

PTO Accumulation

- Full-time employees accumulate – or save – an amount of remaining PTO time at the end of each year without losing it, based upon years of service.
- After each 5 years of service up to 19 years, an additional 40 hours of PTO time can be saved without being lost (see table below).
- After 20 years of service, the amount of PTO time that can be saved without being lost increases another 40 hours for a total of 400 hours or 50 days.
- All accumulated PTO time up to the maximum allowed will be paid to the employee upon retirement or separation from City employment.

The table below summarizes the amount of PTO hours that can be saved per years of service.

Years of Service	Proposed Accumulation of PTO
1	144 Hours
2	280 Hours
3	280 Hours

4	280 Hours
5	280 Hours
6	320 Hours
7	320 Hours
8	320 Hours
9	320 Hours
10	320 Hours
11	360
12	360
13	360
14	360
15	360
16	400
17	400
18	400
19	400
20	400

Use of PTO

When requesting to use your PTO time, it is important to be sensitive to the operating needs of your business or department. Advance approval from your manager is required to use PTO time, unless the time off is due to an unanticipated illness or emergency. The City retains the right to change PTO schedules, or deny PTO requests, at its sole discretion to ensure the orderly operation of City business.

In addition, it is important to keep the following points in mind:

- PTO is for use by full-time employees only, and must be taken at a minimum of 30 minute increments.
- ~~Employees are required to substitute accrued PTO days for any leave of absence that would otherwise be unpaid pursuant to the City Employee Handbook including, but not limited to, a military leave and personal leave.. This means that accrued PTO will run concurrently with any such leave of absence.~~
- PTO should be approved by Supervisor/Department Head prior to using the time, with as much advance notice as possible. Approved PTO beyond 12 consecutive days requires approval from the Department Head and City Administrator. It is understood that illness/injury use of PTO may occur without advance notice.
- Employees may be required to provide a doctor's release for PTO taken for injury/illness if absent for three (3) shifts/days or more.
- PTO will be tracked by City Department Heads or his or her designee.
- With the City Administrators approval, department heads may advance employees up to a maximum of 5 days of PTO not yet accrued.
- The City does not provide PTO pay in lieu of time used, except upon separation from employment.

Unused PTO

Employees are encouraged to take earned PTO each year. Unused PTO accrued within a calendar year will be placed in the employee's accumulated PTO bank unless they have reached their maximum accumulated time, at which point the time is lost.

SECTION V – EMPLOYEE COMPENSATION AND ADVANCEMENT

5.11 Educational Loan Assistance

It is the purpose of the City of Shenandoah to provide quality services for its citizens by encouraging the recruitment of qualified, educated candidates for employment with the City. In the contemporary job market, an increasing number of candidates carry debt from completing higher education. The City would like to strengthen its recruiting efforts by offering a stipend to assist with education debt payments as an added benefit.

An educational program is a class of instruction taught at or by an accredited college, university, trade school, or other certified diploma/certification program, and must be regionally accredited by one of the following agencies:

- AACSB – Association to Advance Collegiate Schools of Business
- MSA – Middle States Commission on Higher Education
- NASC – Northwest Association of schools and of Colleges and Universities
- NCA – Higher Learning Commission of North Central Region
- NEASC – New England Association of Schools and Colleges
- SACS – Southern Association of Colleges and Schools
- WASC – Western Association of Schools and Colleges

General Information

The availability of educational loan assistance is subject to the City Council approved funding levels. The total amount of educational loan assistance (not to exceed $5,250 per calendar year) will be established annually as part of the budget process based upon anticipated participation and available funding.

To be considered for participation in the educational loan assistance program, an individual must be a regular full-time employee and have completed at least one year of service with the City prior to application approval. An employee cannot participate in the educational loan assistance program and the tuition reimbursement program at the same time.

APPLICATION PROCESS

A. To begin participation in the educational loan assistance program, employees must notify their respective supervisor or Department Head in writing along with documentation of current educational loan payments.

B. To request participation, participants must submit the proper form and/or documentation. The information provided will document the full amount of the loan, current payment amount, and degree for which the loan was received.

C. If approved, the applicant is eligible for up to 50% of the current payment amount for a total annual amount not to exceed $5,250 in one calendar year. The amount due will pay out every six months in a calendar year in July and January.

D. An annual income of $120,000 or higher does not qualify for the educational loan assistance program.

SEPARATION

If an employee resigns or is terminated for any reason prior to course completion, the City shall not be obligated to reimburse any part of the expense. An employee who resigns or is terminated less than one year after completion of a reimbursed course must return the monies to the City upon termination. Employees terminated due to a reduction in force shall not be required to reimburse the monies.

STATEMENT OF TAX EXEMPTION

The City's Tuition Reimbursement Program complies with Section 127 of the Internal Revenue Service Tax Code, which allows for tax-free exemption of employer provided educational assistance (up to $5,250 annually) for undergraduate and graduate level courses. This means that reimbursements for coursework will not be subject to income tax and FICA tax withholding as long as Section 127 is effective and applicable. For guidance on the tax laws related to tuition and book reimbursement, employees should contact their accountant or tax advisor. In addition, in order for the City and its employees to take advantage of the tax exemption under Section 127 of the IRS Tax Code, tools and supplies (excluding required books) that can be retained by the student after completing the course, as well as recreation fees, are not reimbursable under the policy.

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	March 11, 2020	ITEM NUMBER:	**9**
DEPARTMENT:	Water and Sewer	PREPARED BY:	Joseph Peart
PRICING:	$619,853.00	EXHIBITS:	Award Recommendation

SUBJECT/PROCEEDING:

Discussion and possible action regarding bid proposals for the hydropillar rehabilitation and funding for the project.

RECOMMENDED ACTION:

Staff recommends approval of the contract to Tank Pro for their base bid price of $619,853.00.

BACKGROUND/DISCUSSION:

Inspections of our water storage tanks are completed annually as required by TCEQ. The TCEQ annual report was provided on July 12, 2019. The protective coating on the interior of the elevated storage tank was noted as problematic. There is rust, corrosion, and scaling present in our elevated storage tank because the protective coating has worn away. In a January 30, 2020 letter, TCEQ also requested a compliance plan with proposed actions to complete the rehabilitation of our water tower. The water tower must be repaired to remain in compliance with TCEQ rules and regulations.

The tower's exterior, interior, and storage tank will be prepped for painting. It will be painted with a zinc-based prime coat, one intermediate epoxy coat, and a final fluorourethan/fluoropolymer coat. Updated city logos will be re-painted onto the tower. This coating will allow for less expensive maintenance in the future by removing the need to sandblast.

At the 2019 budget workshop City Council funded $100,000 for the design, bid, and construction administration. Bleyl proposed $65,000 for the services. Bids were received for the project on March 3. The bids and bidders were reviewed and Tank Pro was selected as the qualified low bidder for $619,853.00.

Funding for the project will need to be determined before execution of the contract and establishment of a start date. The project is eligible for partial MDD funding. However, MDD funding was not considered by staff due to the direction given by council during budget workshop to fund this project entirely from the water/sewer enterprise fund.

APPROVALS:

DEPARTMENT HEAD	Joseph Peart	DATE:	March 4, 2020
CITY ADMINISTRATOR		DATE:	March 5, 2020

BLEYL ENGINEERING

PLANNING • DESIGN • MANAGEMENT

100 Nugent Street
Conroe, Texas 77301
Phone: (936) 441-7833
Fax: (936) 760-3833
Texas Reg. No. F-678

March 3, 2020

City of Shenandoah
29955 IH-45 N
Shenandoah, Texas 77381

Attention: Mr. Joseph Peart

Reference: Recommendation of Award
2019 Water Plant No. 3 Hydropillar Rehabilitation
Bleyl Project No. 12531

Dear Mr. Peart:

Bids for the above referenced project were received at Shenandoah Municipal Complex and opened on March 3, 2020 at 10:30 a.m. There were six (6) bids submitted for the project. A summary of the bids is presented as follows:

Contractor	Base Bid	Base Bid with Alternate
Tank Pro	$ 619,853.00	$ 617,853.00
Trey Evans Co.	$ 656,025.00	$ 786,025.00
Nova Paintings	$ 908,000.00	$ 898,000.00
Viking Industrial	$ 949,000.00	$1,982,000.00
NG Painting	$ 955,000.00	$1,005,000.00
Tankez Coating	$1,105,000.00	$1,293,000.00

A copy of the detailed bid tabulation for this project is enclosed with this Recommendation of Award for your review and consideration. Bleyl Engineering has contacted three references furnished by Tank Pro involving similar projects completed in the State of Texas, with each response commenting on the high quality of work from Tank Pro.

When compared to the Alternate Bid, this project has a Base Bid that contains a higher-quality painting system that is designed to last 20 years. The Base Bid also is designed for lower future maintenance costs, allowing only pressure-washing and top-coating instead of costly sandblasting. In consideration of the above, Bleyl Engineering recommends the award of the contract to Tank Pro for the Total Base Bid amount of **$619,853.00**.

Should you have any questions or require any additional information, please contact me at this office.

Sincerely,
BLEYL ENGINEERING

John D. Bleyl, P.E.
President & CEO

Attachments: Bid Tabulation
CC: Derek Wind, P.E., Bleyl Engineering
Tim Wolff, P.E., Bleyl Engineering
John Henry, Bleyl Engineering
Ken Walker, Bleyl Engineering

BLEYL ENGINEERING

PLANNING • DESIGN • MANAGEMENT

Firm No. 678

BID TABULATION

DATE: 3/3/2020
Job No. 12531
OWNER: City of Shenandoah

2019 Water Plant No. 3 Hydropillar Rehabilitation

B. BASE UNIT PRICE TABLES

				Bid No. 1		Bid No. 2		Bid No. 3		Bid No. 4		Bid No. 5		Bid No.6	
				Tank Pro		The Trey Evans Co		Nova Painting LLC		Viking Industrial Painting		N G Painting, LP		Tanker Coatings, Inc.	
				5500 Watermelon Rd.		1250 FM 1314 Road		4830 Wilson Rd. Ste. 300		PO Box 24162		1225 Bandera Hwy Ste A-2		2221 Loving Ave.	
				Northport, Al 35473		Coldspring, TX 77331		Humble, TX 77396		Omaha, NE 68124		Kerrville, TX 78028		Ft. Worth, TX 76164	
				205-750-0444		713-828-4488		281-441-8970		402-981-5992		830-257-5940		817-714-4016	
ITEM NO.	QTY	Unit	DESCRIPTION OF WORK	Unit Cost	Total Price	Unit Cost	Total Price	Unit Cost	Total Price	Unit Cost	Total Price	Unit Cost	Total Price	Unit Cost	Total Price
1	1	LS	Mobilization and project overhead (not to exceed 5% of work items)	$25,000.00	$25,000.00	$32,000.00	$32,000.00	$40,000.00	$40,000.00	$25,000.00	$25,000.00	$1,000.00	$1,000.00	$40,000.00	$40,000.00
2	1	LS	Furnish labor and equipment to pressure wash dry interior, including support structure, using an anti-fungal biodegradable solution. Hand and power tool clean as necessary.	$17,000.00	$17,000.00	$20,000.00	$20,000.00	$34,000.00	$34,000.00	$32,000.00	$32,000.00	$15,000.00	$15,000.00	$80,000.00	$80,000.00
3	1	LS	Furnish material, labor, and equipment, for spot repair. Sandblast or power tool clean, repair and re-coat the dry interior. Apply zinc-base polyurethane prime/stripe coat and final epoxy coat per the plans and specifications.	$9,000.00	$9,000.00	$25,000.00	$25,000.00	$142,000.00	$142,000.00	$12,000.00	$12,000.00	$10,000.00	$10,000.00	$80,000.00	$80,000.00
4	1	LS	Furnish material, labor, and equipment,to sandblast, repair, and re-coat ALL the exterior surfaces. Hand and power tool clean as necessary. Protect T-Mobile antennas and other necessary equipment. Apply zinc-based prime coat, one intermediate epoxy coat, one intermediate polyurethane coat, and a final fluorourethane/fluoropolymer coast per the plans and specifications.	$334,383.00	$334,383.00	$320,000.00	$320,000.00	$396,000.00	$396,000.00	$537,000.00	$537,000.00	$650,000.00	$650,000.00	$532,000.00	$532,000.00
5	1	LS	Furnish material, labor, and equipment to sandblast, repair and re-coat ALL the immersion interior (water storage) surfaces. Hand and power tool clean as necessary. Apply zinc base polyurethane prime coat and 100% epoxy final coat per the plans and	$190,000.00	$190,000.00	$148,000.00	$148,000.00	$160,000.00	$160,000.00	$185,000.00	$185,000.00	$200,000.00	$200,000.00	$240,000.00	$240,000.00
6	1	LS	Install new 36-foot diaphragm and drain assembly, including removal and disposal of	$9,500.00	$9,500.00	$54,000.00	$54,000.00	$55,000.00	$55,000.00	$71,000.00	$71,000.00	$15,000.00	$15,000.00	$10,000.00	$10,000.00
7	4	EA	Paint City of Shenandoah logo with final coat, including stencil creation and application, per the plans and specifications, complete and in	$4,030.00	$16,120.00	$5,000.00	$20,000.00	$7,000.00	$28,000.00	$5,000.00	$20,000.00	$3,000.00	$12,000.00	$6,000.00	$24,000.00
8	1	LS	Remove and reinstall existing first floor walk-in door for thorough cleaning, per the plans, complete and in place.	$1,200.00	$1,200.00	$2,000.00	$2,000.00	$5,000.00	$5,000.00	$2,500.00	$2,500.00	$4,000.00	$4,000.00	$10,000.00	$10,000.00
9	1	LS	Re-weld 32-inch steel plate that attaches both columns at the first-floor overhead door, per the plans and specifications, complete and in	$1,000.00	$1,000.00	$2,100.00	$2,100.00	$5,000.00	$5,000.00	$2,700.00	$2,700.00	$4,000.00	$4,000.00	$5,000.00	$5,000.00
10	1	LS	Furnish and replace tank bowl roof access flange and lockable door, per the plans and specifications.	$2,600.00	$2,600.00	$4,225.00	$4,225.00	$5,000.00	$5,000.00	$5,100.00	$5,100.00	$6,000.00	$6,000.00	$8,000.00	$8,000.00
11	1	LS	Remove and replace concrete grout below chime as necessary for repairs to pillar, per the plans and specifications, complete and in	$600.00	$600.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$5,000.00	$5,000.00	$3,000.00	$3,000.00	$11,000.00	$11,000.00

B. BASE UNIT PRICE TABLES

				Bid No. 1		Bid No. 2		Bid No. 3		Bid No. 4		Bid No. 5		Bid No.6	
				Tank Pro		The Trey Evans Co		Nova Painting LLC		Viking Industrial Painting		N G Painting, LP		Tanker Coatings, Inc	
				5500 Watermelon Rd.		1250 FM 1314 Road		4830 Wilson Rd. Ste. 300		PO Box 24162		1225 Bandera Hwy Ste A-2		2221 Loving Ave.	
				Northport, Al 35473		Coldspring, TX 77331		Humble, TX 77396		Omaha, NE 68124		Kerrville, TX 78028		Ft. Worth, TX 76164	
				205-750-0444		713-828-4488		281-441-8970		402-981-5992		830-257-5940		817-714-1016	
12	1	LS	Furnish and install seven (7) LED lights around first floor interior perimeter, including approximately 120 LF of 3/4" conduit, per the plans and specifications, complete and in place. Test and repair all existing access	$4,400.00	$4,400.00	$6,500.00	$6,500.00	$8,000.00	$8,000.00	$9,000.00	$9,000.00	$15,000.00	$15,000.00	$20,000.00	$20,000.00
13	1	LS	Furnish and seal (with flexible sealant) grout from chime to footing, interior and exterior, per the plans and specifications, complete and	$650.00	$650.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$8,500.00	$8,500.00	$3,000.00	$3,000.00	$10,000.00	$10,000.00
14	1	LS	Remove bowl vent. Clean and flatten surfaces and reattach vent w/new gasket, per the plans and specifications, complete and in place.	$700.00	$700.00	$2,000.00	$2,000.00	$3,000.00	$3,000.00	$9,500.00	$9,500.00	$2,000.00	$2,000.00	$5,000.00	$5,000.00
15	1	LS	Clean the joint between footing and interior slab, then seal joint (with flexible sealant). Per the plans and specifications, complete and in	$1,000.00	$1,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$7,500.00	$7,500.00	$3,000.00	$3,000.00	$5,000.00	$5,000.00
16	1	LS	Install four-inch (4") reinforced concrete pad to access the water sampling port, per the plans and specifications, complete and in	$2,400.00	$2,400.00	$4,500.00	$4,500.00	$5,000.00	$5,000.00	$6,000.00	$6,000.00	$2,000.00	$2,000.00	$10,000.00	$10,000.00
17	1	LS	Furnish and install anti-slip tape on stair steps and landings between the first and second floors, per plans and specifications, complete	$1,300.00	$1,300.00	$500.00	$500.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00
18	1	LS	Remove the 90-degree bend on the overflow drain and replace with two (2) 45-degree	$3,000.00	$3,000.00	$6,200.00	$6,200.00	$8,000.00	$8,000.00	$6,200.00	$6,200.00	$5,000.00	$5,000.00	$10,000.00	$10,000.00
					$619,853.00		$656,025.00		$908,000.00		$949,000.00		$955,000.00		$1,105,000.00

				Bid No. 1		Bid No. 2		Bid No. 3		Bid No. 4		Bid No. 5		Bid No.6	
				Tank Pro		The Trey Evans Co		Nova Painting LLC		Viking Industrial Painting		N G Painting, LP		Tanker Coatings, Inc.	
				5500 Watermelon Rd.		1250 FM 1314 Road		4830 Wilson Rd. Ste. 300		PO Box 24162		1225 Bandera Hwy Ste. A-2		2221 Loving Ave.	
				Northport, Al 35473		Coldspring, TX 77331		Humble, TX 77396		Omaha, NE 68124		Kerrville, TX 78028		Ft. Worth, TX 76164	
				205-750-0444		713-828-4488		281-441-8970		402-981-5992		830-257-5940		817 714-1016	
C. ALTERNATE UNIT PRICE TABLE:															
ITEM NO.	QTY	Unit	DESCRIPTION OF WORK	Unit Cost	Total Price	Unit Cost	Total Price	Unit Cost	Total Price	Unit Cost	Total Price	Unit Cost	Total Price	Unit Cost	Total Price
A-1.	1	LS	DELETE BASE BID ITEM 3: Furnish material, labor, and equipment to sandblast, repair, and re-coat ALL the exterior surfaces. Hand and power tool clean as necessary. Protect T-Mobile antennas and other necessary equipment. Apply zinc-based prime coat, one intermediate epoxy coat, one intermediate polyurethane coat, and a final fluorourethane/fluoropolmer coat per the plans and specifications.	(334,383.00)	(334,383.00)	(320,000.00)	($320,000.00)	(396,000.00)	($396,000.00)	25,000.00	$25,000.00	(600,000.00)	($600,000.00)	(532,000.00)	($532,000.00)
A-2.	1	LS	Furnish material, labor, and equipment to sandblast, repair , and re-coat the exterior surfaces of the pilar and top and bottom of the bowl (not including the side of the bowl). Hand and power tool clean as necessary. Protect T-Mobile antennas and other necessary equipment. Apply zinc-base prime coat, one intermediate epoxy coat, and a final polyurethane coat w/UV blocker per the plans and specifications.	282,645.00	282,645.00	283,000.00	$283,000.00	270,000.00	$270,000.00	517,000.00	$517,000.00	575,000.00	$575,000.00	450,000.00	$450,000.00
A-3.	1	LS	Furnish material, labor, and equipment to sandblast, repair, and re-coat exterior surfaces of the side of the bowl (green-color area and logos). Hand and power tool clean as necessary. Protect necessary equipment as required. Apply zinc-base prime coat, one intermediate epoxy coat, and a final fluorourethane/fluoropolymer coat per the plans and specifications.	51,738.00	$51,738.00	149,000.00	$149,000.00	116,000.00	$116,000.00	289,000.00	$289,000.00	75,000.00	$75,000.00	250,000.00	$250,000.00
A-4.	1	LS	DELETE BASE BID ITEM 5: Furnish material, labor, and equipment to sandblast, repair and re-coat ALL the immersion interior (water storage) surfaces. Hand and power tool clean as necessary. Apply zinc-based polyurethane prime coat and 100% epoxy final coat per the plans and spedcificatins.	(190,000.00)	($190,000.00)	(148,000.00)	($148,000.00)	(160,000.00)	($160,000.00)	17,000.00	$17,000.00	(200,000.00)	($200,000.00)	(240,000.00)	($240,000.00)
A-5.	1	LS	Furnish material, labor, and equipment to sandblast, repair and re-coat ALL the immersion interior (water storage) surfaces. Hand and power tool clean as necessary. Apply zinc-base polyurethane prime coat, epoxy intermediate coat, and epoxy final coat per the plans and specifications.	$188,000.00	$188,000.00	$166,000.00	$166,000.00	$160,000.00	$160,000.00	$185,000.00	$185,000.00	$200,000.00	$200,000.00	$260,000.00	$260,000.00
					($2,000.00)		$130,000.00		($10,000.00)		$1,033,000.00		$50,000.00		$188,000.00

D. BID PRICE SUMMARY:

TOTAL BASE UNIT BID (ITEM B)	$619,853.00	$656,025.00	$908,000.00	$949,000.00	$955,000.00	$1,105,000.00
TOTAL WITH ALTERNATE UNIT PRICE (ITEM C)	($2,000.00)	$130,000.00	($10,000.00)	$1,033,000.00	$50,000.00	$188,000.00
TOTAL BASE BID PRICE (Add Totals for Items A and B above)	$619,853.00	$656,025.00	$908,000.00	$949,000.00	$955,000.00	$1,105,000.00
TOTAL ALTERNATE BID PRICE: (Add Totals for Items A, B, and C above)	$617,853.00	$786,025.00	$898,000.00	$1,982,000.00	$1,005,000.00	$1,293,000.00

Jon Niermann, *Chairman*
Emily Lindley, *Commissioner*
Bobby Janecka, *Commissioner*
Toby Baker, *Executive Director*

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Protecting Texas by Reducing and Preventing Pollution

January 30, 2020

CERTIFIED MAIL 9171 9690 0935 0212 1364 57
RETURN RECEIPT REQUESTED

The Honorable Ritch Wheeler, Mayor
City of Shenandoah
29955 Interstate 45 N
Shenandoah, Texas 77381-1199

Re: Partial Compliance Letter for:
City of Shenandoah,
Located at 29955 Interstate 45 N, in Shenandoah, (Montgomery County), Texas
RN101215507, TCEQ Additional ID No.: 1700002, Investigation No.: 1616710

Dear Mayor Wheeler:

The Texas Commission on Environmental Quality (TCEQ) Tyler Regional Office has received the compliance documentation that you submitted December 12, 2019, for the alleged violations noted during the comprehensive compliance investigation of the above-referenced facility conducted on July 18, 2019. The compliance documentation was sufficient to resolve one of the two alleged violations. Please see the enclosed Summary of Investigation Findings.

The Texas Commission on Environmental Quality appreciates your assistance in this matter and your compliance efforts to protect the State's environment. We look forward to receiving your response for the remaining alleged violation. Please note that the Legislature has granted TCEQ enforcement powers which we may exercise to ensure compliance with environmental regulatory requirements.

If you or members of your staff have any questions, please feel free to contact Mr. Buford Lessley in the Tyler Regional Office at (903) 535-5159.

Sincerely,

Ms. Cara C. Fisher, Water Team Leader
Tyler Regional Office

CCF/BJL/dfy

Enclosures: Summary of Investigation Findings

Summary of Investigation Findings

CITY OF SHENANDOAH	**Investigation # 1616710**
29955 I H 45	**Investigation Date: 12/12/2019**
SHENANDOAH, MONTGOMERY COUNTY, TX 77381	
Additional ID(s): 1700002	

OUTSTANDING ALLEGED VIOLATION(S) ASSOCIATED TO A NOTICE OF VIOLATION

Track No: 722786 **Compliance Due Date: To Be Determined**
30 TAC Chapter 290.43(c)(8)

Alleged Violation:
Investigation: 1582927 Comment Date: 08/29/2019

Failure to paint, disinfect, and maintain in strict accordance with current American Water Works Association (AWWA) standards, all facilities for potable water storage.

During the investigation on 07/18/2019, the investigator documented, based on a review of the annual tank inspections, that the interior of the elevated storage tank was in poor condition.

Investigation: 1616710 Comment Date: 12/12/2019

Failure to paint, disinfect, and maintain in strict accordance with current American Water Works Association (AWWA) standards, all facilities for potable water storage.

A File Record Review (FRR) was conducted because the original Notice of Violation (NOV), which was mailed via certified mail, was never received. Therefore, this alleged violation has been forwarded into this FRR report. In addition another letter will be mailed via certified mail, with the same number of days to respond that were listed in the original NOV.

Recommended Corrective Action: Please submit a compliance plan by March 2, 2020. The plan should include the proposed actions to be taken to correct the alleged violation and a schedule for the completion of the corrections. If this alleged violation has already been corrected, please submit compliance documentation, such as photographs, purchase orders, results of analyses, etc., demonstrating what actions were taken.

ALLEGED VIOLATION(S) NOTED AND RESOLVED ASSOCIATED TO A NOTICE OF VIOLATION

Track No: 722796
30 TAC Chapter 290.39(j)

Alleged Violation:
Investigation: 1582927 Comment Date: 08/29/2019

Failure to obtain approval for plans and specifications for well #5 prior to placing it in service.

During the investigation on 07/18/2019, the investigator documented that the water system failed to obtain approval to use prior to placing well #5 in service. Upon realization that the plans and specifications were not submitted and approved the well and facility were taken out of service. The well completion data for well #5 and as built plans for plant #4 were submitted to Plan Review on 07/19/2019. At the time of this report approval had not been granted.

Investigation: 1616710 Comment Date: 12/12/2019

Please see previous investigation comments.

Resolution: On December 12, 2019, the investigator conducted a search on BOE and verified that the water system had be granted temporary approval to use well #5. The investigator

reached out to plan and technical review and was sent copies of the plan approval letter. The alleged violation for failure to obtain approval for plans and specifications prior to placing the well in service will be resolved.

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	March 11, 2020	ITEM NUMBER:	**10**
DEPARTMENT:	Finance	PREPARED BY:	Lisa Wasner
PRICING:		EXHIBITS:	2020 – 2021 Proposed Budget Calendar

SUBJECT/PROCEEDING:

Discussion and Possible Action to Approve the 2020 – 2021 Budget Calendar

RECOMMENDED ACTION:

Staff recommends that Council approve the 2020 – 2021 Budget Calendar

BACKGROUND/DISCUSSION:

The budget calendar follows the same setup as last year. This includes discussing different departments at the Council meetings on July 8 and July 22. This will allow staff and Council more time to review capital projects and the tax rate at budget workshop, thereby utilizing that time more efficiently. Staff recommends that Council choose July 31 – Aug 1 for the 2021 Budget Workshop. An alternate date would be August 7-8.

Last year staff implemented a new practice with Council request sheets. Staff will continue this process but will request that Council make a joint decision on the request before it moves to the next steps of obtaining quotes and research. We had several projects proposed from different Council members that were similar but had some differences. The discussion during the May 13 meeting will help consolidate these projects as well as save staff time from gathering quotes and research on requests that do not meet the Council's plan.

There are timelines outlined by state law regarding posting of notices and hearings related to the tax rate and the budget. The budget must be adopted before the tax rate and the tax rate must be adopted by September 11 in order for the City to be included in the tax rolls (failure to be included in the tax rolls means the City is responsible for mailing tax statements and collecting taxes).

APPROVALS:

DEPARTMENT HEAD		DATE:	March 4, 2020
CITY ADMINISTRATOR		DATE:	March 5, 2020

2021 Budget Calendar

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

May 1: Council Request Sheets Due to Finance Department

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

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

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

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

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

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

July 8: 1st Proposed Budget Discussion—Operating Budget

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

July 22: 2nd Proposed Budget Discussion—Operating Budget

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

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

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

August 26: Possible Adoption/Possible Tax Rate Hearing

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

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