NOTICE OF REGULAR MEETING

April 22, 2020

SHENANDOAH CITY COUNCIL

STATE OF TEXAS AGENDA

COUNTY OF MONTGOMERY

CITY OF SHENANDOAH

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

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

NOTICE IS HEREBY GIVEN that a Meeting of the Shenandoah City Council will be held on Wednesday, April 22, 2020 at 7:00 p.m. at the City of Shenandoah Municipal Complex, 29955 IH-45 North, Shenandoah, Texas for the purpose of considering the following:

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

   Citizens are invited to speak for three (3) minutes on matters relating to city government that relate to agenda or non-agenda items. Speakers are asked to 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 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 of the Municipal Development District monthly report.
8. Discussion regarding Capital Improvement Projects for water/sewer.
9. Discussion and possible action to renew a Mayoral Declaration of Local State of Disaster Due to Public Health Emergency.
10. Discussion and possible action to award a bid for Vision Park storm improvements.
11. Discussion and possible action to authorize the final design of the Research Forest and IH-45 intersection improvements.
12. Discussion and possible action to approve funding for installation of streetlights on David Memorial Drive.
13. Discussion and possible action to authorize payment for emergency valve replacement on Vision Park Blvd.
14. Discussion and possible action to adopt the following Ordinance:

    AN ORDINANCE BY THE CITY OF SHENANDOAH, TEXAS ("CITY") DENYING THE DISTRIBUTION COST RECOVERY FACTOR RATE INCREASE REQUEST OF ENTERGY TEXAS, INC. FILED ON MARCH 31, 2020; SETTING JUST AND REASONABLE RATES FOR ENTERGY TEXAS, INC. FOR SERVICE WITHIN THE MUNICIPAL LIMITS; FINDING THAT THE MEETING COMPLIES WITH THE OPEN MEETINGS ACT; MAKING OTHER FINDINGS.
15. Discussion and possible action regarding funding for a local ad campaign.
16. Discussion and possible action to release ticket sales revenue to the NCAA for the 2019 Stagg Bowl.
17. Discussion and possible action to approve the minutes of the March 11, 2020 regular meeting and the March 23, 2020 special meeting.
18. Discussion and possible action to ratify the accounts payable for the month of March, 2020.
19. CITIZENS FORUM (**CALL IN ONLY**)

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

20. City Administrator updates – Monthly Reports.
    - Administration
    - Finance
    - Police/Fire
    - Public Works/Capital Projects
    - Community Development/Municipal Court
    - Convention and Visitors Bureau

21. COUNCIL INQUIRY

Pursuant to Texas Government Code Sect. 551.042, the Mayor and Council Members may inquire about a subject not specifically listed on this Agenda. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.

EXECUTIVE SESSION

Public notice is given that the City Council may elect to go into Executive Session at any time during the meeting in order to discuss any matters listed on the Agenda when authorized by the provisions of the Open Meeting Act, Chapter 551 of the Texas Government Code, to receive advice from legal counsel, to discuss matters of land acquisition, personnel matters or other lawful matters that are specifically related to items listed on this Agenda. Prior to any such closed session, the Mayor, in open session, will identify the agenda item to be discussed and the Section or Sections of Chapter 551 under which the closed discussion is authorized.

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

i) Government Code § 551.071. Contemplated litigation

- Settlement with Jacobson Hotels
- Harold Denton possible litigation

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.

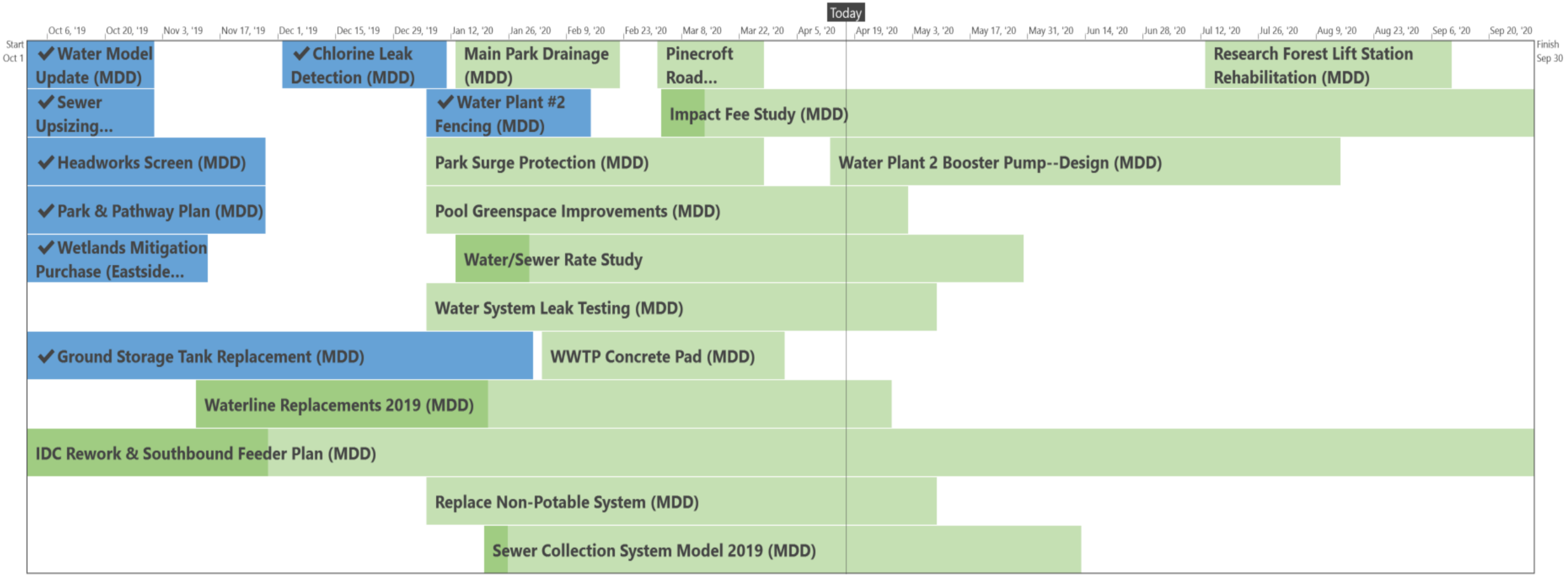
I certify that the attached notice of meeting was posted on the bulletin board at City of Shenandoah Municipal Complex, 29955 IH-45 North, Shenandoah, Texas, on the 17 day of April 2020 at: 11:45 o'clock a.m.

Courtney Clary, City Secretary

CITY OF SHENANDOAH TEXAS

MDD Capital Projects

April 17, 2020



Updates:

1) **MDD March meeting was cancelled due to Covid-19 disruptions.**

2) **In February, MDD approved both Accounts Payable & Previous Meeting Minutes.** ***Project was approved by the MDD board.***

MDD Capital Projects (2019-2020)

April 17, 2020

MDD Capital Projects (2019-2020)					March 31, 2020
Project Name	**Budgeted**	**Spent**	**$ Remaining**	**% Remaining**	**Updates**
Research Forest Lift Station	79,100	-	79,100	100%	Planned 3rd QTR.
Impact Study	17,500	7,687	9,813	56%	4/16: In Progress. Preliminary Study is complete. Due to Statutory requirements (Board Appointments, Public Notices & Hearings), anticipated adoption by Council is October 2020.
Water & Sewer Rate Study	28,000	6,050	21,950	78%	4/16: In Progress. Evaluate existing Water & Sanitary systems to estimate future costs of Water & Sewer Services based on historical usage / growth. City collecting existing data. ▪ May delivery to Council is planned.
Sewer Collection System Model	33,950	7,892	26,058	77%	4/16: In Progress. Evaluating existing sanitary sewer system & provide recommendations to accommodate future City demand. Bleyl updating existing GIS data for sewer model planning estimates. ▪ June delivery to Council is planned.
Main Park Surge Protection	7,500	-	7,500	100%	4/16: In Progress. Surge protector equipment has arrived; provided surge protector did not work and new surge protector being constructed. Awaiting delivery. ▪ May target.
Water System Leak Detection	10,640	9,975	665	6%	Completed Mar 2020.
Replacement of Non-Potable Water System	10,850	10,833	18	0%	Completed Mar 2020.
Pinecroft Road Improvements	21,000	20,837	163	1%	Completed Mar 2020.
Concrete Pad at WWTP	14,000	4,830	9,170	66%	Completed Feb 2020.
Main Park Drainage	26,000	24,500	1,500	6%	Completed Jan 2020.
Pool Greenspace Improvements	23,000	20,700	2,300	10%	Completed Jan 2020.
Water Plant 2 Fencing	2,100	2,100	-	0%	Completed Jan 2020.
Chlorine Leak Detectors	5,250	4,935	315	6%	Completed Dec 2019.
Wetland Mitigation Credit Purchase (Tranche 2)	1,614,000	1,614,000	-	0%	Completed Nov 2019.

MDD Capital Projects (2018-Prior)

April 17, 2020

MDD Capital Projects (2018-Prior)

March 31, 2020

Project Name	Budgeted	Spent	$ Remaining	% Remaining	Updates
					2018 - Prior Projects
Waterline Replacements (Pinecroft & Savanah)	455,000	179,648	275,352	61%	4/6: Project started Nov 11, 2019. Savanah is complete. Pinecroft 98% complete. ▪ Expected Completion in April due to required change order.
Water Plant 2 Booster Pump - Design	42,000	-	42,000	100%	4/6: Water model has been delivered and approved; Awaiting Contractor to verify MCC (Motor Control Center) capacity to add one 500 GMP pump. 1000 GPM will not work. ▪ April target start date; probable delay due to caronavirus lockdown.
IDC Rework & Southbound Feeder Plan	120,000	37,103	100,448	84%	4/15: In progress. New state legislation has increased complexities of both regulating development & maintaining community standards. Cities throughout Texas are assessing options addressing limited City zoning authority. ▪ Pending review and public hearings with P&Z--delayed due Caronavirus meeting cancellations.
Ground Storage Tank Replacement	91,000	115,768	(24,768)	-27%	Completed Jan 2020.
WWTP Master Plan	35,000	27,017	-	0%	Completed Jan 2020.
Water Model Update 2019	28,000	15,349	-	0%	Completed Oct 2019.
Headworks Screen	77,000	92,575	-	0%	Completed Nov 2019.
Park & Pathway Plan	10,000	1,844	8,156	82%	Completed Nov 2019. Project maps have been updated. No subsequent project segments are currently funded.
Sewer Upsizing Project	319,673	319,673	-	0%	Completed Sept 2019.

MDD Capital Projects (Multi-Year)

April 17, 2020

MDD Capital Projects (2018-Prior)

March 31, 2020

Long Term / Multi-Year Strategic Initiatives

Project Name	Budgeted	Spent	$ Remaining	% Remaining	Updates
David Memorial Drive - Phase 2 (2016-2017)	1,927,000	43,378	1,883,622	98%	4/16: In progress. Discussions ongoing with multiple affected entities (Hospital, County, Conroe, Railroad, adjacent properties) coordinating design & funding of segments outside of Shenandoah's City Limits. ▪ Bleyl has started preliminary design. Signal at 242 is pending railroad approval. ▪ USACE permit is critical path moving forward; Permit Submitted 4/8.
East Side Wetlands Permit (Option 1B 1-24-18 MDD Meeting)	108,500	91,698	16,802	15%	4/16: In progress; wetlands permits pending with USACE. Application re-submitted with responses to comments received during public comment period; Consultants & City staff provided responses. ▪ Additional comments presented to USACE in Early April.
East Side Relief Pond (Option 1B 1-24-18 MDD Meeting)	864,900	90,040	774,860	90%	4/16: On hold due to 2 pending items: 1) East Side Wetlands permit from USACE. 2) Resolution of downstream drainage issues east of the railroad tracks (outside of City) ▪ New Plan, schedules & Budget to be presented late May.
Tamina Rd/I45/Research Forest Intersection (2017-2018)	1,173,750	112,406	1,061,344	90%	4/16: Bleyl met with TXDOT area office 1/30/20. TXDOT approved project. ▪ Confirmed feasibility of fiber optic utility cabinet relocation. ▪ TXDOT also requested an updated traffic study / model; Bleyl completed. ▪ Completing final design & presenting on 4/22.
Research / I45 SB Feeder (RT Turn Lane) & Tamina WB Right Turn Lane (Home Depot) (2017-2018)	696,000	39,910	656,090	94%	4/16: Research Forest Lane Extension & Home Depot Driveway projects presented together to MDD for design synergies / economies of scale. ▪ Commissioner Metts confirmed there are no current plans regarding Tamina Road near Home Depot. ▪ Precinct 3 approved Research right turn lane. ▪ Met with Home Depot attorney; reviewing discussed items with Home Depot. They approved project but right of way negotiating continues.
Park Improvements (2019-2020)	50,000	7,474	42,526	85%	11/18: Project on Hold. Funding allocated for Preliminary Design / Construction Oversight of a new park. A Park itself has not been funded.
Special Events Center (2017-2018)	100,000	-	100,000	100%	8/2017: On hold; no action currently planned to allocate funds for a study only.

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	April 22, 2020	ITEM NUMBER:	**8**
DEPARTMENT:	Public Works	PREPARED BY:	Joseph Peart
PRICING:	NA	EXHIBITS:	Capital Improvement Plan (CIP)

SUBJECT/PROCEEDING:

Discussion regarding five year CIP plan for water and sewer projects.

RECOMMENDED ACTION:

Discussion only.

BACKGROUND/DISCUSSION:

This stage of planning only considered future projects that are unfunded or partially funded from the Public Works Department. CIP assumes MDD funding at maximum contribution. A brief description of each project is provided in the exhibit.

APPROVALS:

DEPARTMENT HEAD	Joseph Peart	DATE:	April 14, 2020
CITY ADMINISTRATOR		DATE:	April 16, 2020

CITY SUMMARY SHEET

5 Year CIP

Project	Cost Estimate	Priority (H, M, L)	% MDD Non-eligible
Water Plant #2 - 1984 - well #4 - 2010			
Booster pump deck cover	$ 25,000	L	30%
MCC replacement	$ 550,000	H	30%
Chlorine system replacement & building update	$ 60,000	M	30%
Water Plant #3 - 2001			
Chlorine system maintenance	$ 25,000	M	30%
Hydropillar rehabilitation	$ 900,000	H	30%
Water Distribution System			
45 & texaco ACP	$ 250,000	H	30%
Memorial Hermann ACP	$ 500,000	H	30%
David Memorial & David Vetter ACP	$ 250,000	H	30%
Wastewater Treatment Plant - 1984 (expanded 2004)			
Replacement fencing	$ 42,000	M	30%
WWTP improvements*	$ 6,000,000	H	30%
NTB Lift Station			
New replacement pumps	$ 30,000	M	30%
Pinecroft Lift Station			
Add solids removal system	$ 100,000	L	30%
Wastewater Collection Lines			
I&I testing	$ 200,000	M	30%
Equipment			
Sewer inspection camera system	$ 20,000	H	30%

CIP Schedule

Project	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Water Plant #2 - 1984 - well #4 - 2010											
Booster pump deck cover					$ 7,500						
MCC replacement		$ 33,000	$ 132,000								
Chlorine system replacement & building update						$ 18,000					
Water Plant #3 - 2001											
Chlorine system maintenance					$ 7,500						
Hydropillar rehabilitation	$ 270,000										
Water Distribution System											
45 & texaco ACP			$ 75,000								
Memorial Hermann ACP			$ 150,000								
David Memorial & David Vetter ACP		$ 75,000									
Wastewater Treatment Plant - 1984 (expanded 2004)											
Replacement fencing		$ 12,600									
WWTP improvements*		$ 360,000	$ 720,000	$ 720,000							
NTB Lift Station											
New replacement pumps			$ 9,000								
Pinecroft Lift Station											
Add solids removal system					$ 30,000						
Wastewater Collection Lines											
I&I testing			$ 60,000								
Equipment											
Sewer inspection camera system		$ 6,000									

Legend

Planning	5%
Design	15%
Construction	80%

CAPITAL IMPROVEMENT PLAN

2020-2025

DEPARTMENT OF PUBLIC WORKS

JANUARY 2020

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Water Capital Projects

Water Plant #2

Booster Pump Deck Cover

- Construction of a fixed metal shade structure
- Protects booster pumps from the outdoor elements and reduces maintenance and replacement of pumps

Motor Control Center (MCC) Replacement

- Original MCC since construction
- MCC components are aging and failing more frequently, replacement is recommended by city engineers

Chlorine System Replacement and Building Update

- Original chlorination system
- Components are aging and requiring regular maintenance, replacement is recommended by staff

Water Plant #3

Chlorine System Maintenance

- Repair and replacement of worn components

Hydropillar Rehabilitation

- Repair and replacement of water storage tank protective coating
- Replacement of exterior and interior protective coating
- Repair of overflow drain piping

Water Distribution System

IH-45 and Texaco Asbestos Cement Pipe (ACP)

- Replacement of existing ACP along Interstate 45 service road between Shenandoah Dr. and Research Forest Dr.
- Unknown length of pipe, pot hole digging will need to be completed to determine extent

Memorial Hermann ACP

- Replacement of ACP under the west parking lot at Memorial Hermann hospital
- Unknown length of pipe, pot hole digging will need to be completed to determine extent

- Very disruptive project due to ACP being located under concrete parking spaces

David Memorial and David Vetter ACP

- Replacement of existing ACP at the intersection of David Memorial Dr. and David J. Vetter Blvd.
- Unknown length of pipe, pot hole digging will need to be completed to determine extent

Wastewater Capital Projects

Wastewater Treatment Plant (WWTP)

Replacement Fencing

- Replacement of wooden 8’ fencing surrounding the wastewater treatment facility with cedar pickets and rot board

WWTP Improvements

- Upgrades recommended by the city engineer as follows:
    - Replace blowers, upgrade electrical system, and expand MCC room
    - Upgrade generator
    - Repair uneven airflow in chlorine contact basin
    - Extend 3-phase power to chemical building
    - Recoat Clarifier No. 1 bearing ring
    - Modify Return Activated Sludge (RAS) transfer from Clarifier No. 2
    - Begin building first half of digester complex
    - Convert existing aerobic digester to aeration
    - Supervisory Control and Data Acquisition (SCADA) improvements
    - Modify dewatering method

Lift Stations

New Pump at NTB Lift Station

- Purchase and installation of new pump

Construct Solids Removal System at Pinecroft Lift Station

- The Pinecroft Lift Station handles a large amount of rags from the hospital districts
- A solids removal system will extract the rags and prevent them from effecting three separate lift stations, reducing wear and tear on impellers

Wastewater Collection System

Inflow and Infiltration (I&I) Testing

- City data shows that our wastewater collection system has evidence of I&I
- Testing of the wastewater collection lines will identify and locate areas of inflow of storm water and infiltration of groundwater
- Often pressurized smoke is used during testing, public notifications are strongly recommended

Equipment

Sewer Inspection Camera System

- Purchase of camera to replace camera system from 2007

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	April 22, 2020	ITEM NUMBER:	**9**
DEPARTMENT:	Administration	PREPARED BY:	Kathie Reyer
PRICING:		EXHIBITS:	Declaration

SUBJECT/PROCEEDING:

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

RECOMMENDED ACTION:

BACKGROUND/DISCUSSION:

At the special meeting on March 23, Council renewed the Mayor's declaration for a period of 30 days. The Mayor would like to renew the declaration again through May 11, 2020.

APPROVALS:

DEPARTMENT HEAD		DATE:	
CITY ADMINISTRATOR		DATE:	April 16, 2020

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

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

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

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

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

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

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

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

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

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

WHEREAS, City Council is of the opinion the Declaration of Local Disaster should be extended for a period of 30 days; and

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

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

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

SECTION 2. That pursuant to Section 418.108(b) of the Texas Government Code the state of disaster for public health emergency shall continue through May 11, 2020 or until revoked by the Mayor or City Council.

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

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

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

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

SECTION 7. To facilitate a safe opening of the local economy, the following are further ordered:

1. The City of Shenandoah residents and businesses shall follow all current or future guidance and/or orders issued by the CDC, the White House, the Texas Governor, the Montgomery County Judge, or the Mayor with regard to social distancing, phased opening of certain businesses, and protection of vulnerable individuals, mass gatherings, social events, and travel. Guidance and/or orders issued by the aforementioned group may be altered or amended by local orders, as necessary, to respond to and mitigate local COVID-19 conditions.

2. Nursing homes, retirement, long-term care, senior living centers, or any other facility that provides a permanent or temporary living services to vulnerable individuals shall prohibit non-essential visitors from accessing their facilities unless to provide critical assistance or for end of life visitation. Additionally, these facilities are prohibited from providing or allowing gatherings of residents. This provision shall remain in effect until further notice.

3. Vulnerable individuals should continue to stay home as much as possible. When necessary to be in public places, vulnerable individuals should avoid any large gatherings, maximize physical distance from others and practice good hygiene.

4. Individuals are urged to continue practicing good hygiene by washing hands often, utilizing hand sanitizer when hand washing is unavailable, avoid touching your face, disinfecting frequently used items and surfaces, and utilize face coverings where possible when in public settings. Individuals who are ill should stay home avoiding any public activities and isolate from other family members until directed by a medical professional or symptom free.

5. Businesses are urged to develop and implement appropriate policies in accordance with any guidance or orders issued by federal, state and local governments. These policies should follow best practices for each respective industry with regard to; social distancing, and use of protective equipment. Providing increased sanitation of common and high-traffic areas, screening employees for illness, requiring employees who are ill to stay home.

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

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

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

DECLARED this 22nd day of April, 2020.

_____

M. Ritchey Wheeler, Mayor
City of Shenandoah, Texas

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	April 22, 2020	ITEM NUMBER:	**10**
DEPARTMENT:	Public Works	PREPARED BY:	Joseph Peart
PRICING:	$81,053.06	EXHIBITS:	Bleyl Recommendation

SUBJECT/PROCEEDING:

Discussion and possible action to award a bid for the Vision Park Drainage Improvements project.

RECOMMENDED ACTION:

Staff recommends awarding the bid to A Status Construction LLC for $81,053.06.

BACKGROUND/DISCUSSION:

This project was funded in 2016 to add a 36" drainage pipe in parallel with an existing storm line that was determined to exceed capacity as its watershed area was fully developed. The project saw several delays through re-design of an alternate route to avoid removal of hundreds of established trees and acquisition of several new easements across multiple properties. Final design is completed and all easements have been acquired to allow the project to proceed.

The project was competitively bid on April 14, 2020 and the low bidder was A Status Construction LLC for $81,053.06. The project is still funded and $89,450.00 remains.

The lowest bid will use High Density Polyethylene (HDPE) piping material in place of Reinforced Concrete Pipe (RCP). The city engineers are confident that substituting HDPE for RCP will not negatively affect the project. Pricing with RCP was $120,784.60.

APPROVALS:

DEPARTMENT HEAD	Joseph Peart	DATE:	April 14, 2020
CITY ADMINISTRATOR		DATE:	April 16, 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

April 14, 2020

Mr. Joseph Peart
City of Shenandoah
29955 IH-45 N
Shenandoah, Texas 77381

Reference: Recommendation of Award
Vision Park Drainage Improvements; BE Project No. 11824

Dear Mr. Peart:

Bids for the above referenced project were received Online via CivCast on April 14, 2020 at 10:00 a.m. A total of sixteen (16) bids were submitted for the project. A summary of the bids is presented on the following page. The Base Bid for the project includes installation of 18-inch, 36-inch, and 42-inch Reinforced Concrete Pipe (RCP) Storm Sewer with four Storm Manholes. A Deductive Alternate Bid was also included which substituted High-Density Polyethylene (HDPE) pipe for the RCP. The apparent low bidder for both the Base Bid and Alternate Bid was **A Status Construction LLC**.

Bleyl Engineering has contacted three references furnished by A Status Construction LLC involving similar projects completed in the Greater Houston area, with each response commenting favorably on their behalf. In addition, their Surety Company verified the financial capability and longevity of the company.

When compared to the Base Bid, Bleyl Engineering recommends implementing the Alternate Bid to utilize HDPE and to award the contract to **A Status Construction LLC** in the amount of **$81,053.06**.

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

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

BID RESULTS

PROJECT: VISION PARK DRAINAGE IMPROVEMENTS

BID DATE: Tuesday, April 14, 2020 at 10:00 a.m. by Online Bidding via CIVCAST

BLEYL ENGINEERING PROJECT NO: 11824

Company Name of Bidder	Total Base Bid	**DEDUCT** Alternate Bid	Total Bid with Alternate	Final Ranking
A Status Construction	$120,784.60	$39,731.54	$81,053.06	1
RJ&M Utility Construction	$184,526.00	$101,840.00	$82,686.00	2
Aranda Industries	$195,392.00	$109,918.00	$85,474.00	3
TLC Construction Services	$199,226.00	$92,414.00	$106,812.00	4
Environmental Allies	$158,986.00	$45,985.48	$113,000.52	5
Gael, Inc.	$292,070.00	$160,900.00	$131,170.00	6
717 Construction Services	$159,510.00	$25,850.00	$133,660.00	7
Solid Bridge Construction	$259,550.00	$117,595.00	$141,955.00	8
Eastex Utility Construction	$174,688.30	$22,302.00	$152,386.30	9
DVL Enterprises	$184,040.00	$21,710.00	$162,330.00	10
Barclays Premier Utility Services	$177,355.00	$6,250.00	$171,105.00	11
Principal Services	$212,812.50	$15,460.00	$197,352.50	12
AR Turnkee Construction	$215,367.00	($29,252.00)	$244,619.00	13
JLA Construction Solutions	$265,509.00	$19,700.55	$245,808.45	14
Conrad Construction	$271,070.00	$24,365.00	$246,705.00	15
On Par Civil Services	$218,549.25	($35,276.00)	$253,825.25	16

Vision Park Drainage Improvements

Item	Description	Unit	Quantity	A Status Construction Unit Price	A Status Construction Total	Environmental Allies Unit Price	Environmental Allies Total	717 Construction Services LLC Unit Price	717 Construction Services LLC Total	Eastex Utility Construction Unit Price	Eastex Utility Construction Total	Barclays Premier Util Serv, LLC Unit Price	Barclays Premier Util Serv, LLC Total
	Base Bid												
	Base Bid - Drainage Improvements												
B 1	Trench Safety per the plans and specifications, complete and in place	LF	635	$0 60	$381.00	$5 00	$3,175.00	$5 00	$3,175 00	$13 38	$8,496 30	$1.00	$635 00
B 2	Clearing and Grubbing, including all trees, and required items per the plans and specifications, complete and in place	LS	1	$14,400 00	$14,400 00	$6,000 00	$6,000.00	$4,500 00	$4,500 00	$5,000 00	$5,000.00	$4,000 00	$4,000 00
B 3	Hydromulch, including all watering required per the plans and specifications, complete and in place	LS	1	$1,578 00	$1,578.00	$1,700 00	$1,700.00	$4,200.00	$4,200 00	$1,500 00	$1,500 00	$1,200 00	$1,200 00
B 4	Furnish and install 18-inch RCP storm sewer, including all excavation, embedment, and trench backfill per the plans and specifications, complete and in	LF	47	$48 80	$2,293 60	$35 00	$1,645.00	$95 00	$4,465 00	$120.00	$5,640 00	$85 00	$3,995 00
B 5	Furnish and install 5-feet of 24-inch HDPE storm sewer and plug, including all excavation, embedment, and trench backfill per the plans and specifications, complete and in place	EA	2	$732.00	$1,464 00	$155.00	$310.00	$1,850 00	$3,700 00	$1,380.00	$2,760 00	$1,200 00	$2,400 00
B 6	Furnish and install 36-inch RCP storm sewer, including all excavation, embedment, and trench backfill per the plans and specifications, complete and in	LF	235	$108 00	$25,380 00	$85 00	$19,975.00	$165 00	$38,775 00	$166 00	$39,010 00	$175.00	$41,125 00
B 7	Furnish and install 42-inch RCP storm sewer, including all excavation, embedment, and trench backfill per the plans and specifications, complete and in	LF	343	$146 00	$50,078.00	$268.00	$91,924 00	$215 00	$73,745.00	$194.00	$66,542.00	$250.00	$85,750.00
B 8	Connect 18-inch storm to existing manhole including all excavation, embedment, and trench backfill per the plans and specifications, complete and in place	EA	1	$300.00	$300.00	$550.00	$550 00	$950.00	$950 00	$4,745.00	$4,745 00	$750 00	$750 00
B 9	Connect 42-inch storm to existing manhole including all excavation, embedment, and trench backfill per the plans and specifications, complete and in place	EA	1	$360 00	$360.00	$1,750 00	$1,750.00	$1,800 00	$1,800 00	$5,745 00	$5,745.00	$1,000.00	$1,000 00
B 10	Furnish and install 5' storm sewer manhole or 5'x5' junction box, including fittings, excavation, embedment, and utility backfill per the plans, specifications and addendums complete and in place	EA	2	$4,675 00	$9,350.00	$6,660.00	$13,320.00	$4,800.00	$9,600 00	$8,010 00	$16,020 00	$7,500 00	$15,000.00
B 11	Furnish and install 6' storm sewer manhole or 6'x6' junction box, including fittings, excavation, embedment, and utility backfill per the plans, specifications, and addendums complete and in place	EA	1	$6,685.00	$6,685 00	$8,750 00	$8,750 00	$5,400 00	$5,400.00	$9,223 00	$9,223 00	$10,000 00	$10,000 00
B 12	Furnish and install 7' storm sewer manhole or 6'x6' junction box, including fittings, excavation, embedment, and utility backfill per the plans, specifications, and addendums complete and in place	EA	1	$8,515 00	$8,515.00	$9,887 00	$9,887.00	$9,200 00	$9,200.00	$10,007.00	$10,007.00	$11,500 00	$11,500.00
	Subtotals				$120,784 60		$158,986.00		$159,510 00		$174,688 30		$177,355 00
	Grand Total				$120,784 60		$158,986.00		$159,510 00		$174,688.30		$177,355 00
	Alternate 1												
	Alternate Bid - Drainage Improvements												
C 1	Alternate material for item B 4 DEDUCT to use 18" HDPE pipe instead of RCP, including all excavation, embedment, and trench backfill per the plans and specifications, complete and in place	LF	47	$25.19	$1,183 93	$16 50	$775.50	$17.00	$799 00	$13 00	$611 00	$10 00	$470 00
C 2	Alternate material for item B 6 DEDUCT to use 36" HDPE pipe instead of RCP, including all excavation, embedment, and trench backfill per the plans and specifications, complete and in place	LF	235	$54 99	$12,901 50	$28 75	$6,756.25	$38 00	$8,930.00	$31.00	$7,285 00	$10 00	$2,350 00
C 3	Alternate material for item B 7 DEDUCT to use 42" HDPE pipe instead of RCP, including all excavation, embedment, and trench backfill per the plans and specifications, complete and in place	LF	343	$74 77	$25,646 11	$112 11	$38,453 73	$47.00	$16,121 00	$42 00	$14,406.00	$10 00	$3,430 00
	Subtotal				$39,731 54		$45,985 48		$25,850.00		$22,302 00		$6,250 00
	Total Alternate DEDUCT				$39,731.54		$45,985 48		$25,850 00		$22,302 00		$6,250 00
Total Bid with Alternate DEDUCT					$81,053 06		$113,000.52		$133,660 00		$152,386 30		$171 105 00
					Final Rank #1		Final Rank #5		Final Rank #7		Final Rank #9		Final Rank #11

Vision Park Drainage Improvements

Item	Description	Unit	Quantity	DVL Enterprises, LLC Unit Price	DVL Enterprises, LLC Total	RJ&M Utility Cons. LLC Unit Price	RJ&M Utility Cons. LLC Total	Aranda Industries LLC Unit Price	Aranda Industries LLC Total	TLC Construction Unit Price	TLC Construction Total	Principal Services, LTD Unit Price	Principal Services, LTD Total
	Base Bid												
	Base Bid - Drainage Improvements												
B 1	Trench Safety per the plans and specifications, complete and in place	LF	635	$2.00	$1,270.00	$3.00	$1,905.00	$1.00	$635.00	$41.00	$26,035.00	$0.10	$63.50
B 2	Cleaning and Grubbing, including all trees, and required items per the plans and specifications, complete and in place	LS	1	$30,000.00	$30,000.00	$5,600.00	$5,600.00	$7,500.00	$7,500.00	$8,750.00	$8,750.00	$25,000.00	$25,000.00
B 3	Hydromulch, including all watering required per the plans and specifications, complete and in place	LS	1	$5,000.00	$5,000.00	$1,995.00	$1,995.00	$1,800.00	$1,800.00	$5,007.00	$5,007.00	$5,000.00	$5,000.00
B 4	Furnish and install 18-inch RCP storm sewer, including all excavation, embedment, and trench backfill per the plans and specifications, complete and in	LF	47	$100.00	$4,700.00	$141.00	$6,627.00	$130.00	$6,110.00	$122.00	$5,734.00	$180.00	$8,460.00
B 5	Furnish and install 5-feet of 24-inch HDPE storm sewer and plug, including all excavation, embedment, and trench backfill per the plans and specifications, complete and in place	EA	2	$1,000.00	$2,000.00	$1,247.00	$2,494.00	$2,925.00	$5,850.00	$1,404.00	$2,808.00	$279.00	$558.00
B 6	Furnish and install 36-inch RCP storm sewer, including all excavation, embedment, and trench backfill per the plans and specifications, complete and in	LF	235	$164.00	$38,540.00	$195.00	$45,825.00	$215.00	$50,525.00	$184.00	$43,240.00	$243.00	$57,105.00
B 7	Furnish and install 42-inch RCP storm sewer, including all excavation, embedment, and trench backfill per the plans and specifications, complete and in	LF	343	$210.00	$72,030.00	$250.00	$85,750.00	$274.00	$93,982.00	$224.00	$76,832.00	$282.00	$96,726.00
B 8	Connect 18-inch storm to existing manhole including all excavation, embedment, and trench backfill per the plans and specifications, complete and in place	EA	1	$2,000.00	$2,000.00	$600.00	$600.00	$2,795.00	$2,795.00	$987.00	$987.00	$500.00	$500.00
B 9	Connect 42-inch storm to existing manhole including all excavation, embedment, and trench backfill per the plans and specifications, complete and in place	EA	1	$2,500.00	$2,500.00	$1,550.00	$1,550.00	$2,795.00	$2,795.00	$1,033.00	$1,033.00	$500.00	$500.00
B.10	Furnish and install 5' storm sewer manhole or 5'x5' junction box, including fittings, excavation, embedment, and utility backfill per the plans, specifications and addendums complete and in place	EA	2	$5,000.00	$10,000.00	$6,080.00	$12,160.00	$5,135.00	$10,270.00	$5,305.00	$10,610.00	$3,400.00	$6,800.00
B.11	Furnish and install 6' storm sewer manhole or 6'x6' junction box, including fittings, excavation, embedment, and utility backfill per the plans, specifications, and addendums complete and in place	EA	1	$7,500.00	$7,500.00	$8,390.00	$8,390.00	$5,460.00	$5,460.00	$8,689.00	$8,689.00	$5,700.00	$5,700.00
B.12	Furnish and install 7' storm sewer manhole or 6'x6' junction box, including fittings, excavation, embedment, and utility backfill per the plans, specifications, and addendums complete and in place	EA	1	$8,500.00	$8,500.00	$11,630.00	$11,630.00	$7,670.00	$7,670.00	$9,501.00	$9,501.00	$6,400.00	$6,400.00
	Subtotals				$184,040.00		$184,526.00		$195,392.00		$199,226.00		$212,812.50
	Grand Total				$184,040.00		$184,526.00		$195,392.00		$199,226.00		$212,812.50
	Alternate 1												
	Alternate Bid - Drainage Improvements												
C 1	Alternate material for item B 4 DEDUCT to use 18" HDPE pipe instead of RCP, including all excavation, embedment, and trench backfill per the plans and specifications, complete and in place	LF	47	$20.00	$940.00	$109.00	$5,123.00	$106.00	$4,982.00	$104.00	$4,888.00	$10.00	$470.00
C 2	Alternate material for item B 6 DEDUCT to use 36" HDPE pipe instead of RCP, including all excavation, embedment, and trench backfill per the plans and specifications, complete and in place	LF	235	$30.00	$7,050.00	$143.00	$33,605.00	$159.00	$37,365.00	$136.00	$31,960.00	$20.00	$4,700.00
C 3	Alternate material for item B 7 DEDUCT to use 42" HDPE pipe instead of RCP, including all excavation, embedment, and trench backfill per the plans and specifications, complete and in place	LF	343	$40.00	$13,720.00	$184.00	$63,112.00	$197.00	$67,571.00	$162.00	$55,566.00	$30.00	$10,290.00
	Subtotal				$21,710.00		$101,840.00		$109,918.00		$92,414.00		$15,460.00
	Total Alternate DEDUCT				$21,710.00		$101,840.00		$109,918.00		$92,414.00		$15,460.00
	Total Bid with Alternate DEDUCT				$162,330.00		$82,686.00		$85,474.00		$106,812.00		$197,352.50
					Final Rank #10		Final Rank #2		Final Rank #3		Final Rank #4		Final Rank #12

Vision Park Drainage Improvements

Item	Description	Unit	Quantity	AR TurnKee Const Unit Price	AR TurnKee Const Total	On Par Civil Services Unit Price	On Par Civil Services Total	Solid Bridge Construction Unit Price	Solid Bridge Construction Total	JLA Construction Solutions Unit Price	JLA Construction Solutions Total	Conrad Construction Unit Price	Conrad Construction Total	Gael,Inc. Unit Price	Gael,Inc. Total
Base Bid															
Base Bid - Drainage Improvements															
B 1	Trench Safety per the plans and specifications, complete and in place	LF	635	$10.00	$6,350.00	$3.45	$2,190.75	$10.00	$6,350.00	$9.66	$6,134.10	$5.00	$3,175.00	$40.00	$25,400.00
B 2	Cleaning and Grubbing, including all trees, and required items per the plans and specifications, complete and in place	LS	1	$11,000.00	$11,000.00	$34,500.00	$34,500.00	$34,000.00	$34,000.00	$8,855.00	$8,855.00	$84,750.00	$84,750.00	$25,000.00	$25,000.00
B 3	Hydromulch, including all watering required per the plans and specifications, complete and in place	LS	1	$3,000.00	$3,000.00	$5,000.00	$5,000.00	$25,000.00	$25,000.00	$5,635.00	$5,635.00	$5,000.00	$5,000.00	$5,200.00	$5,200.00
B 4	Furnish and install 18-inch RCP storm sewer, including all excavation, embedment, and trench backfill per the plans and specifications, complete and in	LF	47	$121.00	$5,687.00	$57.50	$2,702.50	$100.00	$4,700.00	$99.82	$4,691.54	$150.00	$7,050.00	$200.00	$9,400.00
B.5	Furnish and install 5-feet of 24-inch HDPE storm sewer and plug, including all excavation, embedment, and trench backfill per the plans and specifications, complete and in place	EA	2	$3,400.00	$6,800.00	$51.75	$103.50	$5,500.00	$11,000.00	$2,737.00	$5,474.00	$1,750.00	$3,500.00	$1,800.00	$3,600.00
B 6	Furnish and install 36-inch RCP storm sewer, including all excavation, embedment, and trench backfill per the plans and specifications, complete and in	LF	235	$207.00	$48,645.00	$175.95	$41,348.25	$200.00	$47,000.00	$270.48	$63,562.80	$220.00	$51,700.00	$275.00	$64,625.00
B 7	Furnish and install 42-inch RCP storm sewer, including all excavation, embedment, and trench backfill per the plans and specifications, complete and in	LF	343	$295.00	$101,185.00	$304.75	$104,529.25	$250.00	$85,750.00	$337.46	$115,748.78	$265.00	$90,895.00	$315.00	$108,045.00
B 8	Connect 18-inch storm to existing manhole including all excavation, embedment, and trench backfill per the plans and specifications, complete and in place	EA	1	$2,400.00	$2,400.00	$2,300.00	$2,300.00	$3,250.00	$3,250.00	$2,188.83	$2,188.83	$2,000.00	$2,000.00	$2,300.00	$2,300.00
B 9	Connect 42-inch storm to existing manhole including all excavation, embedment, and trench backfill per the plans and specifications, complete and in place	EA	1	$2,800.00	$2,800.00	$2,875.00	$2,875.00	$8,500.00	$8,500.00	$2,413.79	$2,413.79	$3,000.00	$3,000.00	$3,500.00	$3,500.00
B 10	Furnish and install 5' storm sewer manhole or 5'x5' junction box, including fittings, excavation, embedment, and utility backfill per the plans, specifications and addendums complete and in place	EA	2	$6,000.00	$12,000.00	$5,175.00	$10,350.00	$7,500.00	$15,000.00	$11,405.24	$22,810.48	$4,500.00	$9,000.00	$10,000.00	$20,000.00
B 11	Furnish and install 6' storm sewer manhole or 6'x6' junction box, including fittings, excavation, embedment, and utility backfill per the plans, specifications, and addendums complete and in place	EA	1	$7,000.00	$7,000.00	$5,175.00	$5,175.00	$8,500.00	$8,500.00	$12,442.08	$12,442.08	$5,500.00	$5,500.00	$12,000.00	$12,000.00
B 12	Furnish and install 7' storm sewer manhole or 6'x6' junction box, including fittings, excavation, embedment, and utility backfill per the plans, specifications, and addendums complete and in place	EA	1	$8,500.00	$8,500.00	$7,475.00	$7,475.00	$10,500.00	$10,500.00	$15,552.60	$15,552.60	$5,500.00	$5,500.00	$13,000.00	$13,000.00
	Subtotals				$215,367.00		$218,549.25		$259,550.00		$265,509.00		$271,070.00		$292,070.00
	Grand Total				$215,367.00		$218,549.25		$259,550.00		$265,509.00		$271,070.00		$292,070.00
Alternate 1															
Alternate Bid - Drainage Improvements															
C 1	Alternate material for item B 4: DEDUCT to use 18" HDPE pipe instead of RCP, including all excavation, embedment, and trench backfill per the plans and specifications, complete and in place	LF	47	($21.00)	($987.00)	($32.00)	($1,504.00)	$85.00	$3,995.00	$15.77	$741.19	$15.00	$705.00	$180.00	$8,460.00
C 2	Alternate material for item B 6: DEDUCT to use 36" HDPE pipe instead of RCP, including all excavation, embedment, and trench backfill per the plans and specifications, complete and in place	LF	235	($40.00)	($9,400.00)	($43.00)	($10,105.00)	$155.00	$36,425.00	$28.98	$6,810.30	$35.00	$8,225.00	$240.00	$56,400.00
C 3	Alternate material for item B 7: DEDUCT to use 42" HDPE pipe instead of RCP, including all excavation, embedment, and trench backfill per the plans and specifications, complete and in place	LF	343	($55.00)	($18,865.00)	($69.00)	($23,667.00)	$225.00	$77,175.00	$35.42	$12,149.06	$45.00	$15,435.00	$280.00	$96,040.00
	Subtotal				($29,252.00)		($35,276.00)		$117,595.00		$19,700.55		$24,365.00		$160,900.00
	Total Alternate DEDUCT				($29,252.00)		($35,276.00)		$117,595.00		$19,700.55		$24,365.00		$160,900.00
Total Bid with Alternate DEDUCT					$244,619.00		$253,825.25		$141,955.00		$245,808.45		$246,705.00		$131,170.00
					Final Rank #13		Final Rank #16		Final Rank #8		Final Rank #14		Final Rank #15		Final Rank #6

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	April 22, 2020	ITEM NUMBER:	**11**
DEPARTMENT:	Public Works	PREPARED BY:	Joseph Peart
PRICING:	$139,500.00	EXHIBITS:	Bleyl Proposal

SUBJECT/PROCEEDING:

Discussion and possible action regarding final design for the Research Forest/Tamina Major intersection Improvements at IH-45.

RECOMMENDED ACTION:

Staff recommends approval of the proposal from Bleyl Engineering for final design in the amount of $139,500.00.

BACKGROUND/DISCUSSION:

This project has been considered since the inception of the corridor improvements study for the Research Forest/Tamina intersection below IH-45. Bleyl Engineering was authorized to prepare preliminary design plans to add a lane in each direction for this intersection. Forward progress has been made with each step being evaluated and discussed with all involved entities, to include TxDOT, Montgomery County Precinct 3, and Precinct 4.

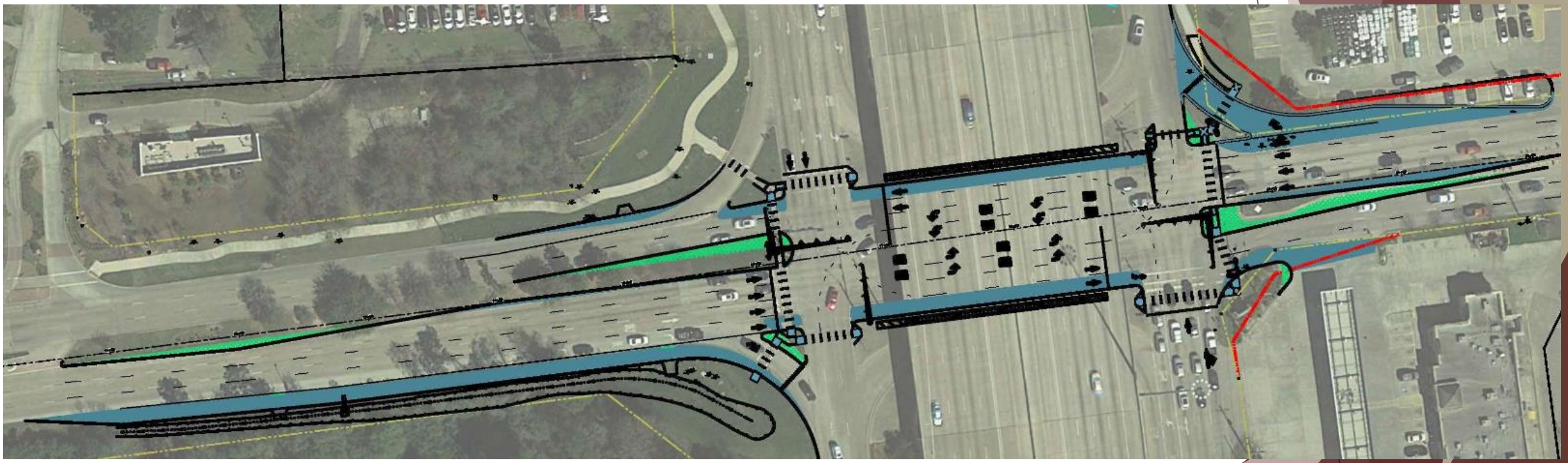
Preliminary design, traffic modeling, and surveying information have all been completed and submitted to TxDOT for review. TxDOT has approved the preliminary design and approved the City to complete final design of the intersection modification.

This project is eligible for MDD funding and funds are currently available.

APPROVALS:

DEPARTMENT HEAD	Joseph Peart	DATE:	April 15, 2020
CITY ADMINISTRATOR		DATE:	April 16, 2020

Intersection Improvements I-45 at Research Forest Dr./Tamina Rd.



Attachment A
Scope of Services
Research Forest/Tamina Major Intersection Improvements
I-45 at Research Forest and Tamina
City of Shenandoah - 29955 I-45 North, Shenandoah, Texas 77381
Attn: Kenny Eickelberg - keickelberg@shenandoahtx.com - 832-585-8142
April 1, 2020

◉ C
○ H
○ H2
○ O

DESCRIPTION	PHASE	BASIS	FEE
1. Preliminary Design Services	**100**	**Lump Sum**	
a. Civil Drawings: Prepare civil drawings for modifying the existing Tamina and Research Forest intersection under I-45. Civil drawings include striping, pavement design, pedestrian improvements, signage, traffic control, temporary erosion control, construction notes, and detail sheets.	101		$ 17,000.00
b. Traffic Signal: Prepare preliminary traffic signal design modifications.	102		$ 24,000.00
c. Preliminary Contract Documents & Specifications: Prepare project contract document and specifications for bidding.	103		$ 4,000.00
		Phase Sub-Total:	**$ 45,000.00**
2. Final Design Services	**200**	**Lump Sum**	
a. Civil Drawings: Prepare civil drawings for modifying the existing Tamina and Research Forest intersection under I-45. Civil drawings include striping, pavement design, pedestrian improvements, signage, traffic control, temporary erosion control, construction notes, and detail sheets.	201		$ 10,000.00
b. Traffic Signal: Prepare final traffic signal design modifications.	202		$ 20,000.00
c. Final Contract Documents & Specifications: Prepare project contract document and specifications for bidding.	203		$ 4,000.00
		Phase Sub-Total:	**$ 34,000.00**
3. Construction Administration Services	**300**		
a. Contract Administration: Services include a project bidding, pre-bid conference, bid opening, recommendation of award, pre-construction conference, notice to proceed, pay request processing, change order processing, periodic construction oversight, and a final inspection.	301	Hourly Estimate (Attachment B)	$ 12,000.00
b. Record Drawings: Prepare record drawings based on contractor redlines and field observations for City, County, and TxDOT acceptance.	302	Lump Sum	$ 5,000.00
c. One Year Inspection & Acceptance: Coordinate and attend a one-year inspection, instruct contractor to make required repairs, and when deemed appropriate issue recommendation to acceptance for maintenance.	303	Lump Sum	$ 2,000.00

CLIENT Initials:

ENGINEER Initials: GDB

BLEYL ENGINEERING
PLANNING • DESIGN • MANAGEMENT

			Phase Sub-Total:	**$ 19,000.00**
4. Project Representation Services	**400**			
a. A detailed inspection proposal will be provided after the project has bid, based on the contractor's actual construction schedule.	401		$	-
			Phase Sub-Total:	**$ -**
5. Sub-Consultant Services	**500**			
a. Right-of-Way Descriptions (Core Surveying): Provide ROW descriptions for the Home Depot and gas station.	501	Cost + 10%	$	1,500.00
			Phase Sub-Total:	**$ 1,500.00**
6. Permitting	**600**			
a. TDLR Submittal: Prepare and submit for TDLR review.	601	Lump Sum	$	1,500.00
			Phase Sub-Total:	**$ 1,500.00**
7. General Consultation & Coordination	**900**			
a. Project Coordination: Coordination with City of Shenandoah and Montgomery County, including site visits, submittal review meetings, phone calls, and meetings.	901	Lump Sum	$	10,000.00
b. Reimbursable Fees: Includes reproduction, deliveries, and other non-labor expenses.	902	Cost + 10%	$	1,500.00
c. Coordinate with TxDOT on submittals, meetings, relocating the CTMS panel, etc.	903	Hourly Estimate (Attachment B)	$	12,000.00
d. Coordinate with Entergy on relocating overhead utilities.	904	Hourly Estimate (Attachment B)	$	10,000.00
e. Coordinate with CenterPoint on relocating gas lines.	905	Hourly Estimate (Attachment B)	$	5,000.00
			Phase Sub-Total:	**$ 38,500.00**
			Total Fee:	**$139,500.00**

Notes

1. Client is responsible for complying with all storm water pollution prevention requirements. The Client's Contractor is responsible for implemented, and maintaining the storm water pollution prevention.
2. Tax will be added to the above fees when required by law.
3. These fees are presented in the understanding that the Client, if a public entity, has selected Bleyl Engineering for the Project based on qualifications in accordance with state law and is not soliciting competitive proposals on professional services.
4. Scope of work excludes drainage studies, and historical or environmental impact assessments.
5. All permits shall be obtained by Owner or Owner's Representative.
6. Jurisdictional review fees (of drawings) shall be paid by Client or reimbursed at Cost + 10%.
7. Client will be notified of all changes in scope of work and/or changes in estimated fees.

CM: Jennifer Steen
PM: David Besly

☑ Form 1295 Required

CLIENT Initials:

ENGINEER Initials: DB

BLEYL ENGINEERING

PLANNING • DESIGN • MANAGEMENT

100 Nugent Street
Conroe, Texas 77301
Phase (936) 441-7833
Firm No. F-678

PRELIMINARY ENGINEERING OPINION OF COST
Research Forest/Tamina Major Intersection Improvements
4/1/2020

NO.	DESCRIPTION OF WORK	UNIT	QTY.	UNIT COST	TOTAL
1	500-6001 Mobilization, performance and payment bonds (5% max)	LS	1	$ 83,000.00	$ 83,000.00
2	104-6001 Removing Concrete	SY	475	$ 10.00	$ 4,750.00
3	104-6010 Removing riprap	CY	14	$ 75.00	$ 1,050.00
4	104-6021 Removing concrete curb	LF	3,500	$ 5.00	$ 17,500.00
5	360-6002 8-inch Concrete Pavement	SY	2,300	$ 70.00	$ 161,000.00
6	432-6001 4-inch concrete slope paving	CY	10	$ 400.00	$ 4,000.00
7	432-6044 Concrete riprap flume	CY	4	$ 400.00	$ 1,600.00
8	450-6054 Rail (TY SSTR) with drain slots	LF	626	$ 50.00	$ 31,300.00
9	464-6003 18-inch concrete pipe	LF	10	$ 70.00	$ 700.00
10	496-6035 Remove structural drilled shaft	EA	4	$ 1,000.00	$ 4,000.00
11	529-6002 Concrete curb type II	LF	3,600	$ 10.00	$ 36,000.00
12	531-6001 4-inch concrete sidewalks	SY	100	$ 65.00	$ 6,500.00
13	531-6004 Type 1 pedestrian ramp	EA	8	$ 1,500.00	$ 12,000.00
14	531-6015 Type 20 pedestrian ramp	EA	1	$ 2,500.00	$ 2,500.00
15	531-6016 Type 21 pedestrian ramp	EA	1	$ 2,500.00	$ 2,500.00
16	531-6017 Type 22 pedestrian ramp	EA	3	$ 3,000.00	$ 9,000.00
17	545-6006 crash cushion atten (install)(L)(N)(TL2)	EA	2	$ 32,000.00	$ 64,000.00
18	Signs and pavement markings	LS	1	$ 15,000.00	$ 15,000.00
19	Traffic signal modifications	LS	1	$ 385,000.00	$ 385,000.00
20	traffic Control	MO	12	$ 7,500.00	$ 90,000.00
21	Entergy Relocate overhead lines, poles	LS	1	$ 250,000.00	$ 250,000.00
22	CenterPoint relocate gas underground	LS	1	$ 100,000.00	$ 100,000.00
23	Relocate TxDOT communication shack	LS	1	$ 450,000.00	$ 450,000.00
				SUBTOTAL	$1,731,400.00
				CONTINGENCIES (20%)	$346,300.00
				ENGINEERING	$139,500.00
				TOTAL	**$2,217,200.00**

NOTES:

1. This estimate was completed without the benefit of detailed design or studies and is subject to change based on final design considerations.
2. Opinion of costs is based on current bids of similar work and subject to change based on market conditions at the time of actual bid.

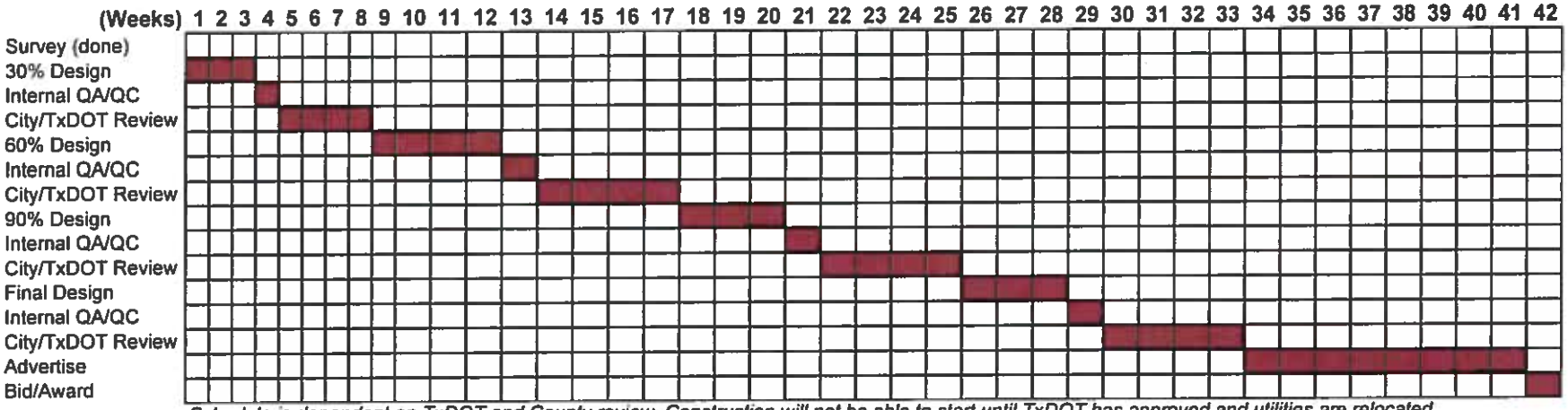
This Document is Released for the Purpose of:
General Planning
Under the Authority of:
Engineer: Jennifer Steen, P.E.
License No.: 105177
It is Preliminary in Nature and not to be Used

BLEYL ENGINEERING

PLANNING • DESIGN • MANAGEMENT

100 Nugent Street
Conroe, Texas 77301
Phase (936) 441-7833
Firm No. F-678

DESIGN SCHEDULE
Research Forest/Tamina Major Intersection Improvements
4/1/2020



Schedule is dependent on TxDOT and County review. Construction will not be able to start until TxDOT has approved and utilities are relocated.

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	April 22, 2020	ITEM NUMBER:	**12**
DEPARTMENT:	Public Works	PREPARED BY:	Kenny Eickelberg
PRICING:	$22,743.97	EXHIBITS:	Entergy Estimate
			Streetlight Location Drawing

SUBJECT/PROCEEDING:

Discussion and possible action regarding street light installation at David Memorial Roadway Extension – Phase I.

RECOMMENDED ACTION:

Staff recommends approval of the David Memorial Roadway Extension – Phase I streetlight installation for three additional streetlights in the amount of $22,743.97.

BACKGROUND/DISCUSSION:

Construction of the David Memorial Roadway Extension Phase 1 continues north from the intersection of Shenandoah Park Dr. to the south property line of the Sam Moon Development. This section of the roadway, paving and drainage, is an MDD reimbursed project.

The City has worked directly with Entergy to consider adding streetlights to this section of the roadway separate from the current contract. We have an invoice from Entergy for the last three of the six total streetlights proposed for Phase 1. These three lights, as shown on the attached drawing, are focused on the north end. Entergy's proposal covers the costs of the upgrade to a cobra head LED style fixture that matches the first three lights installed on Shenandoah Park Dr.

This project was approved as part of the 2015-2016 MDD budget. MDD approved budget for this project was $2,310,000.00, of which $85,000 was for street lighting and $15,777.99 was spent funding street lights along Shenandoah Park Drive and in the traffic circle. The unused funds were placed back in reserve as staff awaited pricing from Entergy.

Streetlights were not placed in the civil (main) contract, but conduits placed during the main construction will allow electrical wires to be placed throughout the project to streetlight locations without having to demolish new street paving or curbs.

APPROVALS:

DEPARTMENT HEAD	Joseph Pegg	DATE:	April 14, 2020
CITY ADMINISTRATOR		DATE:	April 16, 2020

Entergy

Entergy Texas, Inc.
PO Box 679505
Dallas TX 75267-9505

PROFORMA

Invoice :	**2245820**
Invoice Date:	**03/10/2020**
Page:	**1 of 2** **3**

Invoice amount is valid for 30 days from date of invoice. After 30 days the amount is subject to change.
For Payments via Wire
Please Remit to: Capital One
ABA# 065000090, Account# 672225647

Customer No:	29806
Payment Terms:	Net 30
Due Date:	04/09/2020
PO Reference:	A/N 133959551
Work Rqst # :	1040694

CITY OF SHENANDOAH
KENNY ELCKELBERG
29811 I-45 NORTH
SHENANDOAH TX 77381

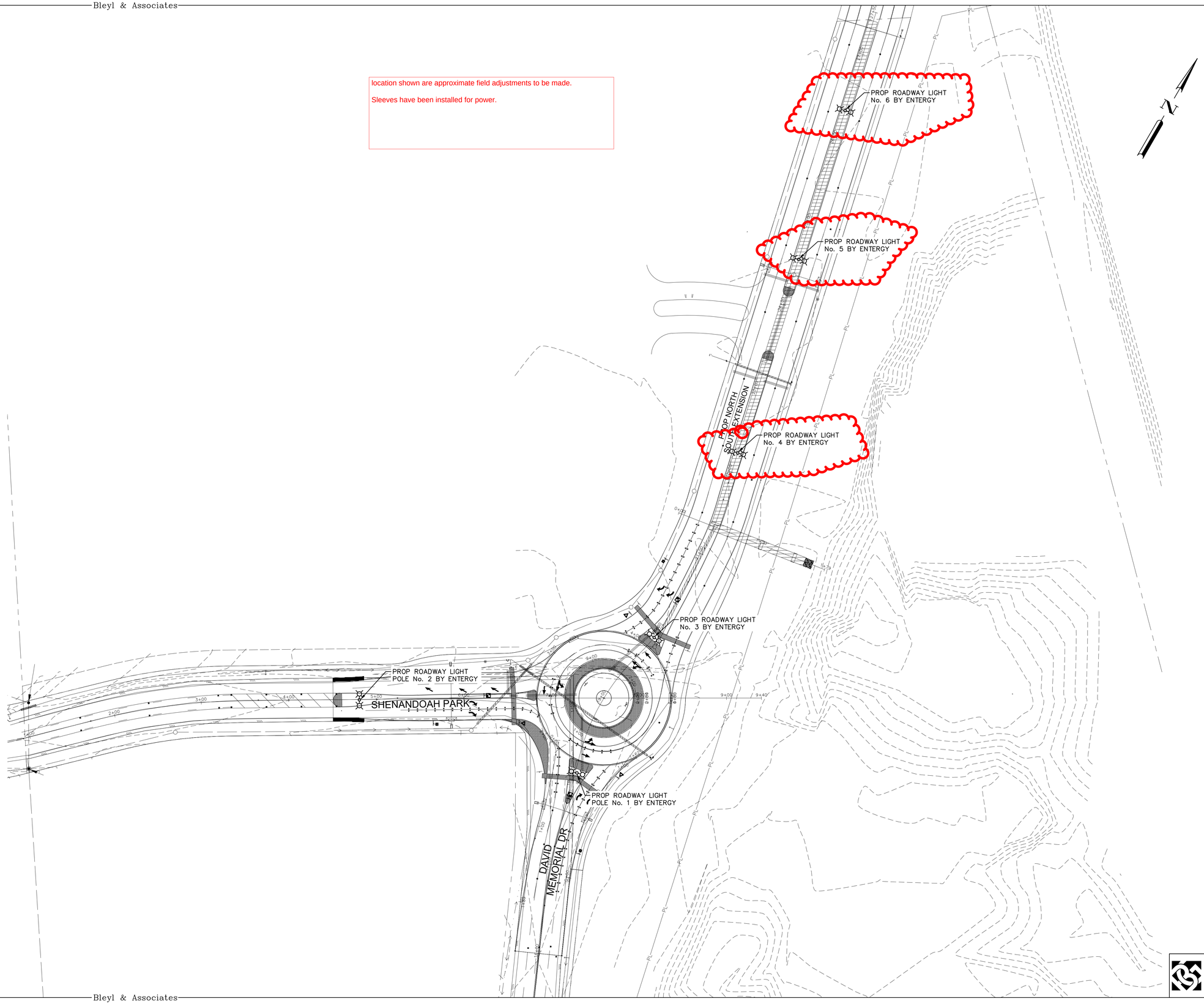
For billing questions, please call: 1-844-387-9675 OPT 3, 3

Line	Description	Quantity	UOM	Unit Amt	Net Amount
1	Electric Underground Services Customer request for the installation of UG secondary and 3 streetlights at 29955 I45 North in Shenandoah. EA Emma Benitez 936-525-2088 DELAYS MAY RESULT IF THIS PAYMENT IS COMBINED WITH ANY OTHER PAYMENT TO ENTERGY.	1.00	EA	22,743.97	22,743.97

Subtotal:	22,743.97
Amount Due:	**22,743.97 USD**

location shown are approximate field adjustments to be made.

Sleeves have been installed for power.



REV	DATE	BY	APP	COMMENT

PREPARED FOR:
CITY OF SHENANDOAH
29955 I-45 NORTH
SHENANDOAH, TX 77381
(281) 298-5522

SCALE: 1" = 50'
DATE: DECEMBER, 2015
DRAWN BY: JWG
PROJECT MANAGER: DEREK WIND, P.E.

Bleyl & Associates
Planning • Engineering • Management
Texas Firm Registration No. 678
WWW.BLEYLENGINEERING.COM

CONROE OFFICE:
100 NUGENT STREET
CONROE, TEXAS 77301
(936) 441-7833 PHONE
(936) 760-3833 FAX

BRYAN OFFICE:
1722 BROADMOOR, STE 210
BRYAN, TEXAS 77802
(979) 268-1125 PHONE
(979) 260-3849 FAX

SAN ANGELO OFFICE:
316 W. HIGHLAND
SAN ANGELO, TEXAS 76903
(325) 262-4082 PHONE
(325) 480-0451 FAX

LA PORTE OFFICE:
911 S. 8th ST. SUITE B
LA PORTE, TEXAS 77571
(281) 470-0955 PHONE
(281) 470-0952 FAX

AUSTIN OFFICE:
1715 CAPITAL OF TEXAS HWY. S.
SUITE 109
AUSTIN, TEXAS 78746
(512) 328-7878 PHONE
(512) 328-7884 FAX

STREET LIGHTING PLAN

SHENANDOAH NORTH SOUTH ROAD EXTENSION

IN THE MONTGOMERY CSL SURVEY, A-350

MONTGOMERY COUNTY, TEXAS

THESE PLANS ARE ISSUED FOR THE PURPOSE OF PRELIMINARY REVIEW AND ARE NOT INTENDED FOR CONSTRUCTION. WHEN ISSUED IN FINAL FORM THEY WILL BE SEALED, SIGNED AND DATED.

RESPONSIBLE ENGINEER:
BAIRD & GILROY LLC

F-16575
JOHN W. GILROY, JR., P.E.
TEXAS REGISTRATION
NO. 112871
DECEMBER 30, 2015

BAIRD & GILROY
ELECTRICAL ENGINEERS
2002 Riverknoll Ct.
Richmond, TX 77469
(281) 529-5005
www.bairdgilroy.com
TBPE No. F-16575
Job No. 103-0009

PROJECT NUMBER
11619

FILE NAME: 103-0009 Elec.dwg

SHEET: E1 OF: 26

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	April 22, 2020	ITEM NUMBER:	**13**
DEPARTMENT:	Public Works	PREPARED BY:	Joseph Peart
PRICING:	$18,500.00	EXHIBITS:	Invoice

SUBJECT/PROCEEDING:

Emergency 16” valve replacement on Vision Park Blvd.

RECOMMENDED ACTION:

Staff recommends payment for the valve replacement to GJ Boring for $18,500.

BACKGROUND/DISCUSSION:

This valve was discovered to be defective as staff prepped the hydro pillar for the rehabilitation project. The project could not begin until the elevated storage tank was emptied. Staff emptied as much water into the distribution system as possible. The 16” waterline leading from the hydro pillar to the distribution system needed to be isolated to complete the draining of the storage tank. During this process staff discovered a 16” valve that could not be closed.

The valve was excavated to allow staff to close it, but it would not close completely and allowed water to leak. In order to maintain maximum distribution capability and to keep the hydro pillar isolated from the distribution system during repairs, the valve needed to be replaced quickly. An emergency repair was completed the same day.

APPROVALS:

DEPARTMENT HEAD	Joseph Peart	DATE:	April 16, 2020
CITY ADMINISTRATOR		DATE:	April 17, 2020

GJ Boring & Construction Services

Invoice

P.O. BOX 2125
CONROE, TX 77305
Phone: 832-823-4811
Email: GJBoring.Construction@Gmail.com

DATE	4/9/2020
Invoice	5547
CUSTOMER ID	Shenandoah
DUE DATE	5/9/2020

BILL TO

ATTN: Steve Early
City of Shenandoah
29956 IH-45 North
Shenandoah, Tx 77381
Searly@ShenandoahTx-Us

	QTY	RATE	AMOUNT
Total Labor, Material & Equipment			
114 Vision Park Crew went to dig to be able to uncover get and uncover the 16" MJ Valve that is installed to the existing water main to be able to broken loose using a big pipe wrench After several attempts, we were finnaly able to broken loose. Crew tried to close it bu the square nut valve wouldn't stop. We had to dig a section of the water main around the 16" valve. We found a 16" MJ 45° on the North side of the valve with a piece of pipe as a concrete thrust block behind the 45°. A section of pipe was cut on the North side of the valve about 6ft long. Removed was the 16" valve and a 6ft long section of pipe. Installed was a new 16" MJ Mueller valve in front of it a section of 6ft long PVC C-900 and reconnected to the existing line with 2 16" MJ Couplings sleeves. Since there was not enough room crew had to dig a little more on the North side of the valve to be able to remove another MJ Coupling to make room and install a 2 new 16" MJ Couplings. Installed was concrete thrust blocks under each 16" coupling sleeves and the same for the 16" valve. Where were found the piece of pipe behind the 16" MJ 45° 1/2 a load of stabalizer sand was brought and it was installed next to the pipe to be able to help reenforce it like a concrete thrust block. That piece of pipe was not touched nor it was removed at any point. The purpose of it was to help support it like a concrete thrust block behind the 45°. Installed was a 6" raiser pipe over the valve with a A-Box. Hole was covered and working area remained closed for 48hrs with orange fencing so that the stabalizer sand can harden. Working area was cleaned.			$18,500.00
		Subtotal	18,500.00

OTHER COMMENTS

1. Total payment due in 30 days.
2. Please include the invoice number on your check.

Other	-
TOTAL	**$ 18,500.00**

Make all checks payable to
GJ Boring & Construction Services

If you have any questions about this invoice, please contact
Lizeth Varelas, Phone 832-823-4811, E-mail GJBORING.CONSTRUCTION@GMAIL.COM

Thank You For Your Business!

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	April 22, 2020	ITEM NUMBER:	**14**
DEPARTMENT:	Administration	PREPARED BY:	Kathie Reyer
PRICING:		EXHIBITS:	Letter, Ordinance

SUBJECT/PROCEEDING:

Discussion and possible action to adopt an Ordinance denying the Distribution Cost Recovery Factor rate increase request of Entergy, Texas.

RECOMMENDED ACTION:

Adopt the Ordinance

BACKGROUND/DISCUSSION:

On March 31, 2020, Entergy Texas, Inc. filed an application to amend its Distribution Cost Recovery Factor (DCRF) with each city in its service area and with the Public Utility Commission of Texas. The DCRF calculations show increased annual revenue of $20.4 million on top of 2019 DCRF tariffs of $3.2 million, for a total of $23.6 million. Residential customers would be charged $14.6 million (62%) of the proposed increase.

The Lawton Law Firm acts on behalf of Cities in reviewing these applications and they are in the process of determining whether Entergy calculated the proposed DCRF rates properly. They recommend that Cities adopt the Ordinance denying the Entergy's DCRF application at this time.

The deadline to adopt this Ordinance is May 30, 2020.

APPROVALS:

DEPARTMENT HEAD		DATE:	
CITY ADMINISTRATOR		DATE:	April 16, 2020

THE LAWTON LAW FIRM, P.C.

12600 Hill Country Blvd., Suite R-275 • Austin, Texas 78738 • 512/322-0019 • Fax: 512/329-2604

CONFIDENTIAL/PRIVILEGED
ATTORNEY-CLIENT COMMUNICATION

April 6, 2020

Via E-Mail

Mr. Richard Ferguson
City Attorney – City of Anahuac
City Attorney – City of Sour Lake
13201 Northwest Freeway, Suite 300
Houston, Texas 77040

Mr. Tyrone Cooper
City Attorney – City of Beaumont
P.O. Box 3827
Beaumont, Texas 77704

Mr. Kyle Hayes
City Manager – City of Beaumont
P.O. Box 3827
Beaumont, Texas 77704

Mr. Paul Fukuda
City Attorney – Bridge City
260 Rachal
Post Office Box 846
Bridge City, Texas 77611

Ms. Kelly McDonald
City Manager – City of Cleveland
907 E. Houston
Cleveland, Texas 77327

Mr. David Olson
City Attorney – City of Cleveland
Wortham Tower, Suite 600
2727 Allen Parkway
Houston, Texas 77019

Ms. Angela Smith
City Secretary – City of Cleveland
907 E. Houston
Cleveland, Texas 77327

Mr. Mark Winberry
City Attorney – City of Conroe
P.O. Box 3066
Conroe, Texas 77305

Mayor Nyla Akin Dalhaus
City of Cut and Shoot
P.O. Box 7364
Cut and Shoot, Texas 77306

Amy L. Wade
City Secretary – City of Cut and Shoot
P.O. Box 7364
Cut and Shoot, Texas 77306

Mr. Jeff Lambright
Mayor – City of Dayton
117 Cook Street
Dayton, Texas 77535

Mr. Theo Melancon
City Manager – City of Dayton
117 Cook Street
Dayton, Texas 77535

Mr. James Black
City Attorney – City of Groves
3535 Calder Avenue, Suite 300
Beaumont, TX 77706

Mr. D. E. Sosa
City Manager – City of Groves
P.O. Box 3286
Port Arthur, Texas 77643

Ms. Tina Paez
City of Houston Administration & Regulatory Affairs Department (ARA)
611 Walker, 13 th Floor
Houston, Texas 77002

Ms. Yushan Chang
City of Houston Legal Department
P.O. Box 368, Houston, Texas 77001-0368
City Hall Annex, 4th Floor
900 Bagby
Houston, Texas 77002

Mr. Leonard Schneider
City Attorney – City of Huntsville
City Attorney – City of Splendora
Liles Parker PLLC
2261 Northpark Dr., Suite 445
Kingwood, TX 77339

Mr. Aron Kulhavy
Interim City Manager – City of Huntsville
1212 Ave. M
Huntsville, Texas 77340

Mr. Brandon Davis
City Attorney – City of Liberty
City Attorney – City of Dayton
1517 Trinity
Liberty, Texas 77575

Mr. Tom Warner
City Manager – City of Liberty
1829 Sam Houston
Liberty, Texas 77575

Mr. Larry L. Foerster
City Attorney – City of Montgomery
City Attorney – City of Roman Forest
Darden, Fowler and Creighton, LLP
414 West Phillips, Suite 100
Conroe, Texas 77301

Mr. Cary Bovey
City Attorney – City of Navasota
Law Office of Cary L. Bovey, PLLC
2251 Double Creek Dr., Suite 204
Round Rock, Texas 78664

Mr. Brad Stafford
City Manager – City of Navasota
202 E. Washington
Navasota, Texas 77868

Mr. Jesse Branick
City Attorney – City of Nederland
221 Hwy. 69 South, Suite 100
Nederland, Texas 77627

CONFIDENTIAL/PRIVILEGED ATTORNEY-CLIENT COMMUNICATION

Mr. Christopher Duque
City Manager – City of Nederland
P.O. Box 967
Nederland, Texas 77627

Ms. Heather Neeley
Interim City Manager –
City of Oak Ridge North
27424 Robinson Road
Oak Ridge North, Texas 77385

Ms. Elizabeth Harrell
City Secretary – City of Oak Ridge North
27424 Robinson Road
Oak Ridge North, Texas 77385

Mr. Mike Kunst
City Manager – City of Orange
812 North 16th Street
P.O. Box 520
Orange, Texas 77630

Mr. Guy Goodson
City Attorney – City of Orange
GERMER PLLC
550 Fannin, Suite 400
Beaumont, Texas 77701

Mr. Rodney Price
City Attorney – City of Pine Forest
City Attorney – City of Rose City
P.O. Box 310
Vidor, Texas 77670

Mr. Robbie Hood
City Administrator – City of Pinehurst
2497 Martin Luther King Jr. Drive
Orange, Texas 77630

Mr. Tommy Gunn
City Attorney – City of Pinehurst
202 S. Border
Orange, Texas 77630

Mr. Harvey Robinson
Interim City Manager – City of Port Arthur
P.O. Box 1089
Port Arthur, Texas 77641

Ms. Val Tizeno
City Attorney – City of Port Arthur
P.O. Box 1089
Port Arthur, Texas 77641

Mr. Andre' Wimer
City Manager – City of Port Neches
P.O. Box 758
Port Neches, Texas 77651

Mr. Pete Steele
City Attorney – City of Port Neches
3120 Central Mall Drive
Port Arthur, Texas 77642

Ms. Kathie Reyer
City Administrator – City of Shenandoah
29955 IH-45 N.
Shenandoah, Texas 77381

Ms. DeeAnn Zimmerman
City Manager – City of Silsbee
105 South 3rd Street
Silsbee, Texas 77656

Mr. Solomon Freimuth
City Attorney – City of Silsbee
P.O. Box 186
Port Neches, Texas 77651

Mr. Jack Provost
City Manager – City of Sour Lake
625 Hwy 105 W
Sour Lake, Texas 77959

CONFIDENTIAL/PRIVILEGED ATTORNEY-CLIENT COMMUNICATION

Mayor Dorothy Welch
City Attorney Leonard Schneider
City of Splendora
P.O. Box 1087
Splendora, Texas 77372

Mr. Chris Leavins
City Attorney – City of Vidor
P.O. Box 4915
Beaumont, Texas 77704-4915

Mr. Rollie Burr
Interim City Manager - City of Vidor
1395 N. Main St.
Vidor, Texas 77662-3726

Mr. Michael S. Stelly
City of West Orange, Texas
2700 Austin Avenue
West Orange, TX 77630

Mayor Roy McDonald
Mayor – City of West Orange
2700 Western Avenue
West Orange, TX 77630

Mr. Rex Peveto
City Attorney – City of West Orange
118 Border Street
Orange, Texas 77630

Re: **Entergy Texas, Inc.'s Application to Amend its Distribution Cost Recovery Factor**

Dear Cities:

On March 31, 2020, Entergy Texas Inc. ("Entergy" or "Company") filed an application to amend its Distribution Cost Recovery Factor ("DCRF") with each of the Cities in its service area and concurrently with the Public Utility Commission of Texas ("Commission"). As you may recall, the scope of DCRF proceedings is limited and the timeline for processing these cases is shorter than that of typical rate case proceedings. Cities have 60 days to pass a Rate Ordinance accepting, modifying, or rejecting a DCRF Application. **Accordingly, Cities' deadline to pass a Rate Ordinance is May 30, 2020.**

After the 60 days have passed, Cities' rate decisions will be joined with the Company's DCRF application pending with the Commission, and the Commission will make the final determination to approve or deny the Company's request.[1] Cities that do not pass a rate ordinance by the 60-day deadline will also be joined. We have intervened in the Commission proceedings and will represent Cities' interests there.

The purpose of a DCRF tariff is to allow a utility to recover increased distribution investment expenses it has incurred since its last base rate case. Entergy's current DCRF tariff was approved in 2019 and was set to collect approximately $3.2 million. In its recently-filed application to amend its DCRF tariff, Entergy requests to collect an additional $20.4 million in annual revenue, for a total of $23.6 million. Residential customers would be charged approximately $14.6 million or 62% of the requested increase, which amounts to approximately $2.09 per month for an average residential customer using 1000 kWh per month.

[1] The Commission has original jurisdiction over Entergy service areas outside the City limits and appellate jurisdiction over City decisions. *See* Tex. Util. Code § 32.001.

CONFIDENTIAL/PRIVILEGED ATTORNEY-CLIENT COMMUNICATION

The DCRF procedure differs significantly from a base rate case in that it is strictly limited in scope. Discovery is limited in DCRF cases, and parties will not be allowed to explore whether the requested investment complies with PURA, or is prudent, reasonable, or necessary. Instead, if approved, the DCRF will be reconciled in the next base rate case, and Entergy will be required to pay back, with carrying costs, any revenue received for investment that does not comply with PURA, or is not prudent, reasonable, or necessary.

We are currently reviewing the Company's application to determine whether the Company properly calculated its proposed DCRF revenue requirement, class billing determinants, and resulting rates. Despite the limited scope, Cities and other intervening parties in Entergy's previous DCRF cases have identified numerous issues regarding Entergy's calculations and assumptions. As a result, Entergy's three previous DCRF cases were each ultimately resolved with Entergy agreeing to less than its initial proposed revenue requirement.

We recommend that the Cities deny Entergy's application in total by May 30, 2020. We have attached a recommended Rate Ordinance denying Entergy's DCRF application. Please forward passed ordinances to us at molly@mayhallvandervoort.com and danlawtonlawfirm@gmail.com.

If there are any questions or concerns, please do not hesitate to call.

Sincerely,

Daniel J. Lawton/MW

Daniel J. Lawton

CONFIDENTIAL/PRIVILEGED ATTORNEY-CLIENT COMMUNICATION

ORDINANCE NO. O-20-008

AN ORDINANCE BY THE CITY OF SHENANDOAH, TEXAS ("CITY") DENYING THE DISTRIBUTION COST RECOVERY FACTOR RATE INCREASE REQUEST OF ENTERGY TEXAS, INC. FILED ON MARCH 31, 2020; SETTING JUST AND REASONABLE RATES FOR ENTERGY TEXAS, INC. FOR SERVICE WITHIN THE MUNICIPAL LIMITS; FINDING THAT THE MEETING COMPLIES WITH THE OPEN MEETINGS ACT; MAKING OTHER FINDINGS.

WHEREAS, on or about March 31, 2020, Entergy Texas, Inc. ("Entergy") filed an Application to Amend its Distribution Cost Recovery Factor ("DCRF") with the City to increase electric rates by amending its DCRF rider pursuant to Public Utility Regulatory Act ("PURA") Section 36.210;

WHEREAS, City has exclusive original jurisdiction over the rates, operations and services of an electric utility within its municipal limits pursuant to PURA Section 33.001(a);

WHEREAS, the jurisdictional deadline for the City to act in this rate matter is May 30, 2020;

WHEREAS, Entergy's existing DCRF rider is set to collect approximately $3.2 million per year;

WHEREAS, Entergy's proposed amended Distribution Cost Recovery Factor rider would increase customer rates in the Entergy Service Area by approximately $20.4 million per year, for a total of $23.6 million per year;

WHEREAS, the City retained the Lawton Law Firm, P.C. to review the Company's rate request and make necessary rate recommendations to the City; and

WHEREAS, the Lawton Law Firm has recommended that the City deny the Company's request to amend its Distribution Cost Recovery Factor.

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

Section 1. That the statement and findings set out in the preamble to this ordinance are hereby in all things approved and adopted.

Section 2. The City of Shenandoah hereby denies Entergy's request to amend its Distribution Cost Recovery Factor in total.

Section 3. The meeting at which this ordinance was approved was in all things conducted in strict compliance with the Texas Open Meetings Act, Texas Government Code Chapter 551.

Section 4. This ordinance shall become effective from and after its passage.

PASSED, APPROVED, AND ADOPTED this 22nd day of April, 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:	April 22, 2020	ITEM NUMBER:	**15**
DEPARTMENT:	Administration	PREPARED BY:	Kathie Reyer
PRICING:		EXHIBITS:	

SUBJECT/PROCEEDING:

Discussion and possible action to fund a local ad campaign.

RECOMMENDED ACTION:

BACKGROUND/DISCUSSION:

At the April 8 meeting, Council discussed funding a local ad campaign to support our restaurants and retailers once they reopen, and proposed allocating $17,000 for a campaign that will be digitally driven. Councilman Fletcher asked staff to request funding from the MDD board. In the event that request is not approved, Council will need to allocate from the general fund.

The program would provide for the following:

1. Ads – placements on digital platforms; frequency to be determined
2. Audience – local/regional
3. Creative – ad agency to product designs
4. Launch – restaurant/retail reopening
5. Duration – proposed for three months

The CVB Director is also looking at whether we can leverage existing ads to help support this campaign.

APPROVALS:

DEPARTMENT HEAD		DATE:	
CITY ADMINISTRATOR		DATE:	April 16, 2020

Revised 05/18

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	April 22, 2020	ITEM NUMBER:	**16**
DEPARTMENT:	Finance	PREPARED BY:	Lisa Wasner
PRICING:	$14,997.76	EXHIBITS:	

SUBJECT/PROCEEDING:

Discussion and possible action to approve payment to NCAA

RECOMMENDED ACTION:

Staff recommends that Council approve payment to NCAA for ticket sales

BACKGROUND/DISCUSSION:

As part of the agreement with NCAA for hosting the 2019 Stagg Bowl, the host must submit funds received for the sales of tickets to the event. These funds were completely from ticket sales. To keep with past uniformity and since the amount is very close to the City Administrator's approval level, staff requests approval from Council.

Debbie Pilcher and John Mayner were the lead on the submitted NCAA Financial Report and can answer any other questions pertaining to the reimbursement.

2019 Stagg Bowl Ticket Payout Breakdown		
Total Ticket Money Collected	**$**	**39,722.77**
Reimbursements Owed from NCAA		
Hotel Stays	$	22,075.01
Honorarium	$	1,150.00
Marketing Reimbursement	$	1,500.00
Total Reimbursements Owed	**$**	**24,725.01**
Ticket Money Owed to NCAA	**$**	**14,997.76**

APPROVALS:

DEPARTMENT HEAD _____ DATE: April 16, 2020

CITY ADMINISTRATOR _____ DATE: April 17, 2020

Revised 05/18

MINUTES OF REGULAR MEETING

March 11, 2020

SHENANDOAH CITY COUNCIL

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

1. CALL TO ORDER

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

2. CALL OF ROLL

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

3. PLEDGE OF ALLEGIANCE

4. INVOCATION

Mayor Wheeler gave the invocation.

5. CITIZENS FORUM

Responses to inquiries are limited by state law to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision by Council shall be limited to a proposal to place the subject on the agenda of a future meeting.

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

6. COUNCIL'S INQUIRY

Pursuant to Texas Government Code Sect. 551.042, the Mayor and Council Members may inquire about a subject not specifically listed on this Agenda. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.

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Mayor Wheeler stated that he participated in a conference call regarding COVID-19 and a reported case in Montgomery County thought to be community spread and urged residents to be diligent and responsible with reported information. Mayor Wheeler explained that should a resident show symptom of the virus, mild or severe, that they first contact their health care provider rather than rushing to hospitals for testing. He stated that if testing is recommended by the healthcare provider, citizens have been asked to notify the hospital before arriving to allow hospital staff time to prepare and to follow new guidelines and procedures put in place to prevent the spread of COVID-19.

Mayor Wheeler stated that the City would continue to follow updates from State and County officials.

INDIVIDUAL CONSIDERATION:

7. Presentation regarding clothing recycling.

   Mayor Wheeler stated that the Simple Recycle representative was unable to attend the meeting and would not be able to give the presentation.

8. Discussion and possible action regarding amendments to the Employee Policy Manual.

   COUNCILMEMBER FLETCHER MADE A MOTION TO APPROVE EMPLOYEE POLICY MANUAL AMENDMENTS PRESENTED TO COUNCIL, COUNCILMEMBER BRADT SECONDED. THE MOTION CARRIED 4/1 WITH COUNCILMEMBER RAYMAKER AS THE OPPOSING VOTE.

9. Discussion and possible action to award a contract for the water tower rehabilitation and to determine funding.

   COUNCILMEMBER MCLEOD MADE A MOTION TO AWARD A CONTRACT TO TANK PRO FOR THE WATER TOWER HYDROPILLAR REHABILITATION PROJECT, COUNCILMEMBER BRADT SECONDED.

   COUNCILMEMBER MCLEOD AMENDED HIS MOTION TO AWARD A CONTRACT TO TANK

PRO FOR THE WATER TOWER HYDROPILLAR REHABILITATION PROJECT TO INCLUDE THAT FUNDING FOR THE PROJECT WILL BE TAKEN FROM THE WATER SEWER ENTERPRISE FUND, COUNCILMEMBER BRADT SECONDED. THE MOTION CARRIED 5/0.

10. Discussion and possible action to adopt the budget calendar.

COUNCILMEMBER BRADT MADE A MOTION TO ADOPT THE 2020 – 2021 BUDGET CALENDAR, COUNCILMEMBER FLETCHER SECONDED.

COUNCILMEMBER BRADT MADE A MOTION TO ADOPT THE 2020 – 2021 BUDGET CALENDAR WITH THE AMENDMENT THAT THE CALENDAR BE BROUGHT BACK TO COUNCIL IN MAY OR JUNE FOR ACTION IF CHANGES ARE NEEDED, COUNCILMEMBER FLETCHER SECONDED. THE MOTION CARRIED 5/0.

11. 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.

12. City Administrator Updates

Ms. Reyer presented the following updates:

- A portion of the Portofino Shopping Center was impacted by a water leak on David Memorial, however repairs were completed that same day
- Some businesses effected by the Pinecroft project requested to limit water shut off to weekends in order to avoid peak hours and have agreed to cover costs of the additional expenses
- A valve blowout on Pinecroft resulted in water shut offs for some, but the issue was resolved quickly
- Staff partook in several COVID-19 activities, including meetings with the Montgomery County Hospital District and Press Conferences, and have been added to the distribution

list to receive up to date information. The City website was updated with COVID-19 information relating to City and County status, safety information, and travel-related information as it applies. Staff will explore methods to best assist senior residents with accessing accurate information related to the virus as it applies. A Department Head meeting scheduled for March 12, 2020 regarding continuity of operations. Staff will continue to monitor the situation

13. 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 Raymaker wished Ms. Reyer a Happy Birthday.

Mayor Wheeler asked if staff had heard from Entergy regarding a timeline. Ms. Reyer stated that Entergy did stake the areas along Wellman and that a timeline had been requested, but staff had not received a response.

Before moving into executive session Mayor Wheeler wished Ms. Reyer a very Happy Birthday.

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 at 7:43 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. 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.

Mayor Wheeler reconvened the regular meeting at 8:18 p.m. and stated for the record that no action was taken in executive session.

There being no further business, Mayor Wheeler adjourned the meeting at 8:19 p.m.

ADJOURN

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

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

SUBMITTED BY: _____ DATE APPROVED: _____

Courtney Clary, City Secretary

_____

M. Ritchey Wheeler, Mayor

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MINUTES OF SPECIAL MEETING

March 23, 2020

SHENANDOAH CITY COUNCIL

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

1. CALL TO ORDER

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

2. CALL OF ROLL

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

3. PLEDGE OF ALLEGIANCE

4. INVOCATION

   Mayor Wheeler gave the invocation.

INDIVIDUAL CONSIDERATION:

5. Discussion and possible action to renew a Mayoral Declaration of Local State of Disaster Due to Public Health Emergency for a period of 30 days.

   COUNCILMEMBER FLETCHER MADE A MOTION TO RENEW A MAYORAL DECLARATION OF LOCAL STATE OF DISASTER DUE TO PUBLIC HEALTH EMERGENCY FOR A PERIOD OF 30 DAYS, COUNCILMEMBER GRISTY SECONDED.

   COUNCILMEMBER FLETCHER MADE A MOTION TO RENEW A MAYORAL DECLARATION OF LOCAL STATE OF DISASTER DUE TO PUBLIC HEALTH EMERGENCY FOR A PERIOD OF 30 DAYS WITH THE AMENDMENT THAT THE DECLARATION BE REVISED TO INCLUDE A DATE OF EXPIRATION, COUNCILMEMBER GRISTY SECONDED. THE MOTION CARRIED 5/0.

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6. 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.

7. 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 applauded City staff and State and County Officials. He encouraged everyone to follow the orders put in place by local leaders. Councilmember McLeod also requested a future agenda item regarding a CVB advertising campaign to bring customers into Shenandoah businesses.

Councilmember Bradt stated that he too would like citizens to adhere to guidelines provided by local leaders.

Councilmember Gristy thanked the staff for providing information to Council and residents.

Councilmember Fletcher thanked City staff and police officers for their hard work. He urged residents to remain calm, to take appropriate precautions and advised that the goal of new orders in place was to slow the spread of the virus. Councilmember Fletcher also asked residents to help neighbors that may need assistance and to contact the City if something needs to be reported. He also asked that residents rely on recommended sources for COVID-19 information

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rather than social media. Councilmember Fletcher closed by thanking Mayor Wheeler for his leadership and guidance in dealing with an unprecedented life event.

Councilmember Raymaker stated that he looked forward to the future when the economy would be able to get back up and running.

Mayor Wheeler stated that SPD will have seven patrol units out patrolling while working through ongoing changes in the City due to orders and that officers would be using the AOR program to contact senior residents to provide them with COVID-19 information. Mayor Wheeler asked residents to follow guidelines in place and to help neighboring senior residents.

Mayor Wheeler stated that he would remain in contact with Judge Keough and Gordy Bunch to receive local updates and share information for a unified plan and added that he felt Judge Keough was doing a great job in his decision making for the area.

Mayor Wheeler asked staff to explore potential rebate programs for Shenandoah hotel occupants to use in the City to drive customers into Shenandoah restaurants along with any tax deferral options for sales and property taxes.

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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.

Mayor Wheeler recessed the regular meeting at 7:18 p.m.

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

i) Government Code § Sec. 551.071 and Sec. 551.087

- Guefen Development Partners

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

Mayor Wheeler reconvened the regular meeting at 7:56 p.m. and stated for the record that no action was taken in executive session.

There being no further business, Mayor Wheeler adjourned the meeting at 7:57 p.m.

ADJOURN

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

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

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

_____
M. Ritchey Wheeler, Mayor

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Expense Approval Report
City of Shenandoah **By Fund**
Payment Dates 03/01/2020- 03/31/2020

Vendor Name	Payment Date	Payment Number	Description (Item)	Amount
Fund: 100 - GENERAL FUND				
Function: 11 - Administration				
DANIEL OFFICE PRODUCTS	03/04/2020	10830	ADMIN OFFICE SUPPLIES	$ 20.75
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	T. FLETCHER 2020 ELECTED OFFICIALS CONF. REG	$ 235.00
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	T. FLETCHER TML LEADERSHIP ACADEMY - REG	$ 765.00
U.S. LEGAL SUPPORT, INC.	03/09/2020	10883	LEGAL SERVICES-OAK HAVEN (VIDEO SERVICES)	$ 480.00
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	COUNCIL MEETING SUPPLIES	$ 33.38
HOUSTON CHRONICLE	03/09/2020	10873	LEGAL NOTICE INVITATION TO BID HYDROPILLAR	$ 295.20
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	T. FLETCHER NORTH HOUSTON ASSOC. MEETING	$ 130.00
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	FEB 2020 STAFF PROVISIONS-COUNCIL MEETINGS	$ 341.84
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	K. REYER CITY MANAGERS MEETING	$ 175.58
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	A. BROWN LASERFICHE EMPOWER - HOTEL	$ 1,121.48
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	A. BROWN LASERFICHE EMPOWER CONFERENCE - MEAL	$ 16.00
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	OFFICE EXPENSE REIMBURSED BY EMPLOYEE	$ 204.58
DAVID ELEMENTARY PTO	03/09/2020	10866	2020 DAVID'S DREAM RUN SPONSORSHIP	$ 2,500.00
STEPTOE & JOHNSON PLLC	03/17/2020	10904	FEB 2020 ADDITIONAL CITY LEGAL SERVICES - OHAH	$ 2,136.80
STEPTOE & JOHNSON PLLC	03/17/2020	10904	FEB 2020 CITY LEGAL FEES	$ 10,000.00
CHARLIE BRADT	03/17/2020	10887	C. BRADT 2020 ECONOMIC OUTLOOK CONF. PARKING	$ 20.00
CHARLIE BRADT	03/17/2020	10887	C. BRADT 2020 ELECTED OFFICIALS CONF. MILEAGE	$ 271.44
NEOFUNDS / TOTALFUNDS	03/31/2020	10970	FEB-MAR 2020 ADMIN POSTAGE	$ 3.50
			Function 11 - Administration Total:	**$ 18,750.55**
Function: 12 - Finance				
WEBB'S UNIFORMS	03/04/2020	10856	L. DAVIS UNIFORM SHIRTS	$ 129.92
FEDERAL EXPRESS	03/04/2020	10833	JAN 2020 OVERNIGHT MAIL POSTAGE FOR FINANCE-TMRS	$ 22.47
MONTGOMERY CENTRAL APPRAISAL DIST	03/09/2020	10876	JAN-MAR 2020 APPRAISAL SHARE	$ 4,200.92
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	T.DALEY 2020 TYLER CONNECT	$ 1,250.00
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	L. DAVIS 2020 TYLER CONNECT	$ 1,250.00
NEOFUNDS / TOTALFUNDS	03/31/2020	10970	FEB-MAR 2020 FINANCE POSTAGE	$ 186.30
			Function 12 - Finance Total:	**$ 7,039.61**
Function: 14 - Community Outreach				
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	2020 EASTER EGG HUNT SUPPLIES	$ 16.00
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	2020 EASTER EGG HUNT SUPPLIES	$ 82.10
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	ARBOR DAY SUPPLIES 2020 - BAGGIES	$ 5.04
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	ARBOR DAY SUPPLIES 2020 - POTS & MIX	$ 28.08
			Function 14 - Community Outreach Total:	**$ 131.22**
Function: 17 - Non-Department				
JOEL GORDON	03/04/2020	10838	J.GORDON TUITION REIMBURSEMENT FALL 2019	$ 860.00
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	FEB 2020 CITY HALL BATHROOM SOAP	$ 83.49
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	FEB 2020 GYM WATER	$ 16.80
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	FEB 2020 BREAKROOM SUPPLIES	$ 32.06
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	FEB 2020 CITY HALL PAPER GOODS	$ 98.78
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	FEB 2020 CITY HALL BATHROOOM SOAP	$ 79.58
TEXAS COMPTROLLER OF PUBLIC ACCOUNTS	03/19/2020	10907	2020 TEXAS CO-OP MEMBERSHIP PARTICIPATION FEE	$ 100.00
STERICYCLE, INC.	03/23/2020	10946	FEB 2020 SHRED BOXES AND SERVICES FOR CITY HALL	$ 131.99
TML INTERGOVERNMENTAL RISK POOL	03/31/2020	10975	2018-2019 WORKERS COMP AUDIT	$ 1,159.00
BUCKEYE CLEANING CENTER- HOUSTON	03/31/2020	10955	COVID-19 CITY HALL SUPPLIES	$ 135.00
			Function 17 - Non-Department Total:	**$ 2,696.70**

Function: 22 - Police

INTERNAT'L ASSOC. OF CHIEF'S OF POLICE, INC.	03/04/2020	10836	R. SHAW 2020 IACP MEMBERSHIP RENEWAL	$	190.00
O'REILLY AUTO PARTS	03/04/2020	10846	PD UNITS - WINDSHIELD WIPER FLUID	$	11.97
O'REILLY AUTO PARTS	03/04/2020	10846	PD UNITS - ADHESIVE FOR EQUIPMENT	$	13.99
THE WOODLANDS WRECKER SERVICE	03/04/2020	10850	UNIT 14-01 TOWED FROM PINECROFT CENTER TO PD	$	85.00
TRUCK VAULT	03/04/2020	10853	UNIT 19-04 PLASTIC STORAGE VAULT	$	1,478.10
TIRE PLUS	03/04/2020	10851	UNIT 17-02 TIRE REPLACEMENT	$	350.00
TOUCAN PRINTING INC	03/04/2020	10852	ACCIDENT INFORMATION SHEETS - 1500 PK	$	638.00
DANIEL OFFICE PRODUCTS	03/04/2020	10830	FEB 2020 PD OFFICE SUPPLIES	$	84.19
LONE STAR PRODUCTS/EQUIPMENT LLC	03/04/2020	10843	UNIT 20-01 DUAL DRAWER PLASTIC ORGANIZER	$	2,250.00
LONE STAR PRODUCTS/EQUIPMENT LLC	03/04/2020	10843	UNIT 19-04 EMERGENCY EQUIPMENT	$	13,776.92
MARK'S AUTO REPAIR	03/04/2020	10844	UNIT 14-02 PURGE VALVE REPAIR	$	341.31
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	UNIT 15-01 ADDT'L STATE INSPECTION FEE	$	8.43
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	UNIT 18-01 ADDT'L STATE INSPECTION FEES	$	8.42
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	UNIT 17-02 ADDT'L STATE INSPECTION FEES	$	8.43
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	J. ABAIR UNIFORM - TIE	$	12.99
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	FEB 2020 ADDT'L PD OFFICE SUPPLIES - DISENFECTANTS	$	35.49
COMMAND COMMUNICATIONS	03/09/2020	10865	UNIT 16-04 IN-CAR RADIO	$	3,325.00
TRANSUNION RISK & ALTERNATIVE DATA SOLUTIONS	03/09/2020	10882	JAN 2020 SUBSCRIPTION TO TLO INVEST. PROGRAM	$	150.30
TRANSUNION RISK & ALTERNATIVE DATA SOLUTIONS	03/09/2020	10882	FEB 2020 SUBSCRIPTION TO TLO INVEST. PROGRAM	$	151.30
CITY OF CONROE FLEET	03/09/2020	10863	UNIT 17-02 STATE INSPECTION/EMISSION	$	32.75
CITY OF CONROE FLEET	03/09/2020	10863	UNIT 18-01 HEADLIGHT BULB REPLACEMENT	$	42.10
CITY OF CONROE FLEET	03/09/2020	10863	UNIT 16-04 BRAKE & LF TIRE REPLACEMENT	$	325.77
CITY OF CONROE FLEET	03/09/2020	10863	UNIT 16-04 PMA BASIC	$	69.48
CITY OF CONROE FLEET	03/09/2020	10863	UNIT 16-04 BRAKE CHECK	$	33.85
CITY OF CONROE FLEET	03/09/2020	10863	UNIT 18-02 PMA BASIC	$	69.49
CITY OF CONROE FLEET	03/09/2020	10863	UNIT 18-02 BRAKE CHECK	$	33.85
CITY OF CONROE FLEET	03/09/2020	10863	UNIT 18-02 COOLANT REFILL	$	27.28
CITY OF CONROE FLEET	03/09/2020	10863	UNIT 15-03 CAB DOOR TRIM REPLACEMENT	$	112.02
CITY OF CONROE FLEET	03/09/2020	10863	UNIT 17-03 BRAKE CHECK	$	33.85
CITY OF CONROE FLEET	03/09/2020	10863	UNIT 17-03 PMA BASIC	$	69.48
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	J. THOMPSON REG FEE - TASER CERTIFICATION	$	495.00
THE PRODUCTIVITY CENTER	03/09/2020	10879	2020 TCLEDDS STATE DATABASE USER FEE	$	705.00
VALERO MARKETING AND SUPPLY CO.	03/09/2020	10884	FEB 2020 PD FUEL	$	4,037.46
MONTGOMERY COUNTY RADIO SHOP	03/17/2020	10901	2019-2020 PD RADIO ACCESS FEES	$	3,780.00
MONTGOMERY COUNTY RADIO SHOP	03/17/2020	10901	2019-2020 VPN ACCESS, VIRUS PROTECT, & MAINT.	$	1,335.98
ENTERGY	03/17/2020	10894	FEB 2020 LPR ELECTRICAL USAGE	$	23.75
HITS, INC	03/17/2020	10898	J. LANGSTON REG FEE - SEARCH WARRANTS	$	390.00
COMMAND COMMUNICATIONS	03/17/2020	10888	PD REPLACEMENT RADIOS	$	9,975.00
TEXAS COMMISSION ON LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION	03/17/2020	10905	J. ANGELES TRAINING - MENTAL HEALTH OFFICER CERT	$	35.00
O'REILLY AUTO PARTS	03/31/2020	10971	UNIT 18-02 WINDSHIELD WIPER BLADES	$	35.98
HULA SIGNWORKS	03/31/2020	10967	COFFEE WITH COPS SIGNS - PATCH	$	25.00
TX POLICE CHIEF'S ASSOC. FNDTN	03/31/2020	10976	2020 TPCA RECOGNITION PROGRAM RENEWAL	$	500.00
CSI FORENSIC SUPPLY	03/31/2020	10958	MAR 2020 ADDT'L EVIDENCE ROOM SUPPLIES	$	96.35
TIRE PLUS	03/31/2020	10974	UNIT 18-04 FLAT TIRE REPAIR	$	15.00
LONE STAR PRODUCTS/EQUIPMENT LLC	03/31/2020	10969	UNIT 14-01 DECAL REMOVAL	$	295.00
LONE STAR PRODUCTS/EQUIPMENT LLC	03/31/2020	10969	UNIT 14-01 RADIO & RADAR REMOVAL	$	195.00
JUNIORS UPHOLSTERY	03/31/2020	10968	UNIT 17-02 DRIVER SEAT UPHOLSTERY REPAIR	$	290.00
NEOFUNDS / TOTALFUNDS	03/31/2020	10970	FEB-MAR 2020 POLICE POSTAGE	$	50.00
RAINBOW EXPRESS OIL & LUBE	03/31/2020	10972	MAR 2020 PD CAR WASHES/WAXES	$	683.33
			Function 22 - Police Total:	**$**	**46,732.61**

Function: 30 - Public Works

LANDCARE USA LLC	03/04/2020	10841	FEB 2020 CITY LANDSCAPING & IRRIGATION SERV.	$	14,348.92
BLEYL AND ASSOCIATES	03/04/2020	10827	FEB 2020 CITY ENGINEER RETAINER	$	1,250.00
ABC HOME AND COMMERCIAL SERVICES	03/04/2020	10825	FEB 2020 PEST CONTROL	$	206.83
GRAINGER, INC.	03/04/2020	10834	LED HANDHELD FLASHLIGHTS 600 LUMENS	$	137.60
LANSDOWNE-MOODY CO., INC.	03/04/2020	10842	WEED EATER LINE .095 ORANGE	$	12.99

LANSDOWNE-MOODY CO., INC.	03/04/2020	10842	2 CYCLE OIL	$	13.50
LANSDOWNE-MOODY CO., INC.	03/04/2020	10842	26RS-74 LOOP	$	86.36
TOTAL AIR SERVICE	03/09/2020	10880	MAR 2020 HVAC INSPECTIONS	$	885.50
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	HIGH HEAT FLAT BLACK PAINT	$	35.12
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	AA BATTERIES - 36PK	$	31.96
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	D BATTERIES - 8PK	$	25.96
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	AAA BATTERIES - 30PK	$	15.98
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	DRAIN & SINK PLUNGER W/HANDLE	$	14.90
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	3' HAND PUMP W/6' HOSE	$	29.95
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	1-1/2" PVC COMPRESSION COUPLING	$	9.76
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	JAN 2020 CREDIT P/W	$	(6.50)
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	M.COOLEY - SUPERVISOR'S TRAINER & COACH - MEALS	$	28.85
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	M.COOLEY - SUPERVISOR'S TRAINER & COACH - HOTEL	$	139.00
CENTERPOINT ENERGY	03/09/2020	10862	FEB 2020 PW NATURAL GAS USAGE	$	29.44
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	4' GRAY TOP/BLK FRAME RECYCLED PICNIC TABLE - HEX	$	1,041.42
VALERO MARKETING AND SUPPLY CO.	03/09/2020	10884	FEB 2020 PW DIESEL FUEL - STREET SWEEPER	$	86.62
VALERO MARKETING AND SUPPLY CO.	03/09/2020	10884	FEB 2020 PW UNLEADED FUEL	$	257.04
ENTERGY	03/17/2020	10894	FEB 2020 PW BLDG ELECTRIC USAGE	$	879.89
ENTERGY	03/17/2020	10894	FEB 2020 R.O.W. ELECTRIC USAGE	$	2,707.80
ENTERGY	03/17/2020	10894	FEB 2020 CITY HALL ELECTRIC USAGE	$	3,201.90
TEXAS WATER UTILITIES ASSOC.	03/17/2020	10906	A.CARREON - TWUA MEMBERSHIP RENEWAL	$	70.00
TEXAS WATER UTILITIES ASSOC.	03/17/2020	10906	M. COOLEY - TWUA MEMBERSHIP RENEWAL	$	70.00
BLEYL AND ASSOCIATES	03/17/2020	10886	MAR 2020 CITY ENGINEER RETAINER	$	1,250.00
GRAINGER, INC.	03/17/2020	10897	EXTRA HEAVY DUTY, LEVER LOCKSET, NOT KEYED HANDLE	$	179.66
O'REILLY AUTO PARTS	03/23/2020	10941	WIPER FLUID	$	4.49
O'REILLY AUTO PARTS	03/23/2020	10941	HEAD LIGHT BULB	$	32.46
DEPENDABLE KLEENING SERVICE	03/31/2020	10960	MAR 2020 CITY HALL, PW BLDG, CVB CLEANING	$	3,642.83
DEPENDABLE KLEENING SERVICE	03/31/2020	10960	MAR 2020 FIRE BAYS CLEANING	$	200.00
HULA SIGNWORKS	03/31/2020	10967	23" X 36" BLANK CORO PLAST SIGNS	$	72.00
EXER-TECH INC	03/31/2020	10962	DISINFECTANT EQUIPMENT WIPES - CASE - 4 ROLLS	$	150.00
GRAINGER, INC.	03/31/2020	10965	CITY HALL BREAKROOM REPLACEMENT DOOR HANDLE	$	39.87
NEOFUNDS / TOTALFUNDS	03/31/2020	10970	FEB-MAR 2020 P/W POSTAGE	$	1.50
			Function 30 - Public Works Total:	**$**	**31,183.60**

Function: 31 - Swimming Pool

GRAINGER, INC.	03/04/2020	10834	SENSOR ASSEMBLY - EBV146A-C	$	267.67
LESLIES POOL MART	03/09/2020	10874	DECK PAINT 1 GAL.	$	62.99
LESLIES POOL MART	03/09/2020	10874	SR SMITH LIFEGUARD STAND SWIVEL	$	167.97
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	SS WASHERS	$	1.24
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	SS NUTS	$	2.36
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	BRICKS	$	7.40
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	HOSE WASHERS	$	3.45
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	SILCONE	$	7.86
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	SS TURN BUCKEL	$	11.74
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	SS EYE SCREWS	$	2.36
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	SS BOLT LATCH	$	5.28
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	SS BOLT 3/8 X1	$	2.50
TRACTOR SUPPLY	03/09/2020	10881	1 GALLON OF RED PAINT	$	32.99
TRACTOR SUPPLY	03/09/2020	10881	LIFEGUARD STAND WHEELS	$	25.98
CENTERPOINT ENERGY	03/09/2020	10862	FEB 2020 POOL - NATURAL GAS - CITY USAGE	$	19.85
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	4' GRAY TOP/BLK FRAME RECYCLED PICNIC TABLE - HEX	$	4,165.67
ENTERGY	03/17/2020	10894	FEB 2020 POOL ELECTRIC USAGE	$	531.22
HULA SIGNWORKS	03/31/2020	10967	"FEET FIRST" RTA VINYL FOR POOL	$	45.00
			Function 31 - Swimming Pool Total:	**$**	**5,363.53**

Function: 32 - Parks

KRAFTSMAN, LP	03/04/2020	10840	CLEVIS	$	79.58
KRAFTSMAN, LP	03/04/2020	10840	TRAPEZE RINGS	$	62.31
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	POM PAPER TOWELS	$	83.94
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	5/16" GALV. ANCHOR SHACKLE	$	7.89
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	2 HDL METALLIC KITCHEN FAUCET	$	19.47
ENTERGY	03/17/2020	10894	FEB 2020 MAIN PARK ELECTRIC USAGE	$	223.10
ENTERGY	03/17/2020	10894	FEB 2020 TODDLER PARK ELECTRIC USAGE	$	21.84
GRAINGER, INC.	03/17/2020	10897	GOJO UNSCENTED FOAM SOAP REFILLS - 2PK	$	241.75
GRAINGER, INC.	03/17/2020	10897	ENMOTION PAPER TOWEL DISPENSER	$	591.00
BUCKEYE CLEANING CENTER- HOUSTON	03/23/2020	10927	55 GAL TRASH BAGS - 38 X 58	$	226.10
			Function 32 - Parks Total:	**$**	**1,556.98**

Function: 43 - Community Development

BRANCH BANKING AND TRUST CO.	03/09/2020	10857	UNIFORM BOOTS FOR BUILDING INSPECTOR	$	129.99
GMS HOME INSPECTION SERVICE, LLC	03/09/2020	10872	FEB 27 BUILDING INSPECTION COVERAGE	$	780.00
GMS HOME INSPECTION SERVICE, LLC	03/09/2020	10872	FEB 20 BUILDING INSPECTION COVERAGE	$	1,040.00
GMS HOME INSPECTION SERVICE, LLC	03/09/2020	10872	FEB 21 BUILDING INSPECTION COVERAGE	$	845.00
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	A. ADAMS LASERFICHE TRAINING-TRANSPORTATION	$	25.48
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	A.ADAMS LASERFICHE TRAINING - MEALS	$	201.17
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	A. ADAMS LASERFICHE TRAINING-CHECKED BAG	$	60.00
MONTGOMERY COUNTY FIRE MARSHAL'S OFFICE	03/09/2020	10877	FEB 2020 FIRE MARSHAL PLAN REVIEW AND INSPECTIONS	$	10,775.00
VALERO MARKETING AND SUPPLY CO.	03/09/2020	10884	FEB 2020 BUILDING OFFICIAL FUEL	$	96.30
BLEYL AND ASSOCIATES	03/17/2020	10886	FEB 2020 PLAN REVIEW AND INSPECTIONS	$	875.00
HULA SIGNWORKS	03/23/2020	10935	BLANK PRE CUT POSTER FOR LEAGL NOTICE	$	18.00
HULA SIGNWORKS	03/23/2020	10935	CLEAR VINYL HEAVY DUTY SLEEEVES 24 X 36	$	353.50
HULA SIGNWORKS	03/31/2020	10967	CLEAR VINYL HEAVY DUTY SLEEEVES 24 X 36	$	102.50
NEOFUNDS / TOTALFUNDS	03/31/2020	10970	FEB-MAR 2020 P & Z POSTAGE	$	151.80
			Function 43 - Community Development Total:	**$**	**15,453.74**

Function: 55 - Technology

AT&T CORP.	03/04/2020	10826	PHONE SERVICE THORNWOOD L/S #2812924329909	$	39.97
AT&T CORP.	03/04/2020	10826	PHONE SERVICE PARKGATE L/S #2812922543898	$	33.82
AT&T CORP.	03/04/2020	10826	PHONE SERVICES P/W BLDG #2812922492828	$	74.02
AT&T CORP.	03/04/2020	10826	PHONE SERVICES POOL #2812927607754	$	74.02
CLASSIC PROTECTION SYSTEMS INC.	03/04/2020	10829	APR-JUN 2020 CVB FIRE ALARM MONITORING	$	189.00
CHARTER COMMUNICATIONS	03/04/2020	10828	FEB 2020 HD CONVERTER BOXES	$	116.58
GREATAMERICA FINANCIAL SERVICES CORPORATION	03/04/2020	10835	FEB 2020 COPIER LEASE PAYMENTS-CITY HALL	$	546.00
ECONET.COM INC.	03/04/2020	10832	APR-JUN 2020 IPS SITEMINDER SERVICE	$	1,047.00
SKELTON BUSINESS EQUIPMENT	03/04/2020	10847	FEB 2020 COPIER MAINTENANCE AGREEMENT	$	130.20
WAVEMEDIA, INC.	03/04/2020	10855	MAR 2020 INTERNET SERVICES	$	975.00
ITERSOURCE CORPORATION	03/04/2020	10837	MAR 2020 CITY HALL TELEPHONE SUPPORT	$	125.00
SOUTHERN COMPUTER WAREHOUSE INC	03/04/2020	10848	FORTINET UTM BUNDLE 1 YEAR RENEWAL 24X7 SUPPORT	$	1,916.42
VERIZON WIRELESS	03/04/2020	10854	FEB 2020 CELL PHONE USAGE & DATA	$	3,603.28
NETWORKFLEET INC.	03/04/2020	10845	FEB 2020 GPS NETWORK FLEET TRACKING	$	513.11
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	USCONEC 9394 FIBER CLEANER HC	$	80.76
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	TAGITM ANNUAL CONF. REGISTRATION - EARLY BIRD	$	450.00
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	VISITSHENANDOAHTX.COM DOMAIN NAME RENEWAL 1-YEAR	$	37.99
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	WIREMOLD CM SERIES II MINI ADAPTER MOUNT BEZEL	$	68.30
VERIZON WIRELESS	03/09/2020	10885	FEB 2020 L/S DATA LINES	$	195.99
COMCAST	03/09/2020	10864	MAR 2020 ALARM MONITORING-WELLS & L/S	$	245.91
CONSOLIDATED COMMUNICATIONS	03/17/2020	10889	MAR 2020 PHONE SERVICE	$	680.00
CONSOLIDATED COMMUNICATIONS	03/17/2020	10889	MAR 2020 CITY HALL PHONE LINE	$	43.17
CONSOLIDATED COMMUNICATIONS	03/17/2020	10889	MAR 2020 WWTP PHONE & INTERNET SERVICE	$	132.12
AT&T CORP.	03/23/2020	10920	PHONE SERVICES PARK #2812988910451	$	86.33
LINGO COMMUNICATIONS, LLC	03/23/2020	10937	MAR 2020 FIRE ALARM LINE @ CITY HALL	$	99.25
SKELTON BUSINESS EQUIPMENT	03/23/2020	10944	FEB 2020 COPIER MAINTENANCE AGREEMENT-CVB/PD	$	117.06
MCCI, LLC	03/23/2020	10938	LASERFICHE SUPPORT RENEWAL 04/18/20-04/17/21	$	13,818.10
CHARTER COMMUNICATIONS	03/31/2020	10956	MAR 2020 HD CONVERTER BOXES	$	121.92

GREATAMERICA FINANCIAL SERVICES CORPORATION	03/31/2020	10966	MAR 2020 CVB COPIER LEASE PAYMENT	$	159.13
GREATAMERICA FINANCIAL SERVICES CORPORATION	03/31/2020	10966	MAR 2020 COPIER LEASE	$	546.00
FEDERAL EXPRESS	03/31/2020	10963	FEDEX GROUND DELIVERY	$	25.27
VERIZON WIRELESS	03/31/2020	10977	MAR 2020 CELL PHONE USAGE & DATA	$	3,697.46
AT&T CORP.	03/31/2020	10954	APR 2020 PHONE SERVICE PARKGATE L/S #2812922543898	$	33.82
AT&T CORP.	03/31/2020	10954	APR 2020 PHONE SERVICE THORNWOOD L/S #281292432990	$	39.97
AT&T CORP.	03/31/2020	10954	APR 2020 PHONE SERVICES POOL #2812927607754	$	74.02
AT&T CORP.	03/31/2020	10954	APR 2020 PHONE SERVICES P/W BLDG #2812922492828	$	74.02
			Function 55 - Technology Total:	**$**	**30,210.01**
			Fund 100 - GENERAL FUND Total:	**$**	**159,118.55**

Fund: 101 - TREE FUND

Function: 30 - Public Works

JWCA	03/04/2020	10839	CITY PARK PLANTINGS DEEP ROOT FEED SPRING 2020	$	900.00
			Function 30 - Public Works Total:	**$**	**900.00**
			Fund 101 - TREE FUND Total:	**$**	**900.00**

Fund: 102 - PARK BEAUTIFICATION FUND

Function: 00 - Revenue

MEAGAN ANTHONY	03/23/2020	10939	PARK PAVILLION RESERVATION REFUND	$	35.00
VALENCIA BLAKEMORE	03/23/2020	10951	PARK PAVILLION RESERVATION REFUND	$	35.00
VALENCIA BLAKEMORE	03/23/2020	10951	PARK PAVILLION RESERVATION REFUND-DEON	$	35.00
BETHANY BROOKINS	03/23/2020	10923	PARK PAVILLION RESERVATION REFUND	$	35.00
GEORGE CHAPMAN	03/23/2020	10933	PARK PAVILLION RESERVATION REFUND	$	25.00
ALEXANDER HUTTON	03/23/2020	10919	PARK PAVILLION RESERVATION REFUND	$	35.00
HENNIE KOSELUK	03/23/2020	10934	PARK PAVILLION RESERVATION REFUND	$	25.00
ZULEIKA LEBLANC	03/23/2020	10952	PARK PAVILLION RESERVATION REFUND	$	25.00
BECCA MEYERS	03/23/2020	10921	PARK PAVILLION RESERVATION REFUND	$	35.00
BREE MOORE-DELUNA	03/23/2020	10925	PARK PAVILLION RESERVATION REFUND	$	35.00
PATRICIA MOSKAL	03/23/2020	10942	PARK PAVILLION RESERVATION REFUND	$	25.00
BECKY ROSSI	03/23/2020	10922	PARK PAVILLION RESERVATION REFUND	$	35.00
CHRISTY SHOWS	03/23/2020	10928	PARK PAVILLION RESERVATION REFUND 04.25.2020	$	35.00
CHRISTY SHOWS	03/23/2020	10928	PARK PAVILLION RESERVATION REFUND 5.09.2020	$	35.00
			Function 00 - Revenue Total:	**$**	**450.00**
			Fund 102 - PARK BEAUTIFICATION FUND Total:	**$**	**450.00**

Fund: 120 - EQUIPMENT REPLACEMENT FUND

Function: 30 - Public Works

BUCKALEW CHEVROLET, INC.	03/23/2020	10926	UNIT 20-03 P/W 2020 CHEVY SILVERADO	$	22,207.00
			Function 30 - Public Works Total:	**$**	**22,207.00**

Function: 50 - Water & Sewer

BUCKALEW CHEVROLET, INC.	03/23/2020	10926	UNIT 20-04 W/S 2020 CHEVY SILVERADO	$	22,207.00
			Function 50 - Water & Sewer Total:	**$**	**22,207.00**
			Fund 120 - EQUIPMENT REPLACEMENT FUND Total:	**$**	**44,414.00**

Fund: 130 - BUILDING PERMITS TECHNOLOGY FUND

Function: 30 - Public Works

SOUTHERN COMPUTER WAREHOUSE INC	03/04/2020	10848	SIGNATURE PAD - PAPERLESS PERMITTING	$	370.81
			Function 30 - Public Works Total:	**$**	**370.81**
			Fund 130 - BUILDING PERMITS TECHNOLOGY FUND Total:	**$**	**370.81**

Fund: 140 - TRASH AND RECYCLING

STATE COMPTROLLER OF PUBLIC ACCOUNTS	03/06/2020	DFT0011324	FEB 2020 RECYCING TAX	$	275.40
				$	**275.40**

Function: 33 - Trash & Recycling

REPUBLIC WASTE SERVICES #852	03/17/2020	10902	JAN 2020 RECYCLING SERVICE	$	3,337.92
REPUBLIC WASTE SERVICES #852	03/17/2020	10902	JAN 2020 TRASH SERVICE	$	21,402.36
REPUBLIC WASTE SERVICES #852	03/17/2020	10902	FEB 2020 RECYCLING SERVICE	$	3,372.12
REPUBLIC WASTE SERVICES #852	03/17/2020	10902	FEB 2020 TRASH SERVICE	$	21,694.40
			Function 33 - Trash & Recycling Total:	**$**	**49,806.80**
			Fund 140 - TRASH AND RECYCLING Total:	**$**	**50,082.20**

Fund: 200 - SPECIAL REVENUE

Function: 45 - Hotel / Motel

DATAVOX, INC	03/04/2020	10831	ADD ACCESS CONTROL CARD READER & CABLING	$	928.66
FEDERAL EXPRESS	03/04/2020	10833	CVB OVERNIGHT POSTAGE	$	51.54
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	HOUSTON FIRST MEETING	$	10.00
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	J. MAYNER TOURISM SUMMIT REGISTRATION	$	75.00
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	S. KONZEM TOURISM SUMMIT REGISTRATION	$	75.00
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	JMAYNER DI BOARD MTG BAG CHECK FEE	$	46.00
ENTERGY	03/17/2020	10894	FEB 2020 CVB ELECTRIC	$	697.41
LUPE'S SHENANDOAH RESERVE, LLC	03/17/2020	10900	APR 2020 CVB LEASE	$	9,882.38
TRAVELCLICK, INC	03/23/2020	10948	FEB 2020 TRAVELCLICK GDS ADVERTISING	$	3,408.56
TRAVELCLICK, INC	03/23/2020	10948	DIGITAL MEDIA ADVERTISING	$	6,061.32
DATAVOX, INC	03/31/2020	10959	ADD ACCESS CONTROL CARD READER & CABLING	$	1,308.94
			Function 45 - Hotel / Motel Total:	**$**	**22,544.81**
			Fund 200 - SPECIAL REVENUE Total:	**$**	**22,544.81**

Fund: 400 - CAPITAL PROJECTS GENERAL FUND

Function: 60 - Capital Purchases/Projects General Fund

DATAVOX, INC	03/04/2020	10831	INSTALLATION OF VIDEO CAMERAS AND DOOR ACCESS	$	1,653.42
SOUTHERN COMPUTER WAREHOUSE INC	03/04/2020	10848	CYBERPOWER 3000VA UPS	$	1,202.25
SOUTHERN COMPUTER WAREHOUSE INC	03/04/2020	10848	NETBOTZ MONITORING SYSTEM	$	439.72
SOUTHERN COMPUTER WAREHOUSE INC	03/04/2020	10848	NETBOTZ DOOR SWITCH SENSOR	$	43.80
SOUTHERN COMPUTER WAREHOUSE INC	03/04/2020	10848	NETBOTZ LIQUID LEAK SENSOR	$	97.72
SOUTHERN COMPUTER WAREHOUSE INC	03/04/2020	10848	NETBOTZ SMOKE SENSOR	$	159.14
SOUTHERN COMPUTER WAREHOUSE INC	03/04/2020	10848	CYBERPOWER PDU41003 POWER DIST. UNIT	$	419.96
ETHOS DATACOM, LLC	03/09/2020	10869	INSTALL 48 DATA DROPS / CAT6 TO FRONT IDF ROOM	$	5,105.25
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	SIEMON MX6-F06 CAT6 JACKS	$	114.11
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	ORTRONICS CATEGORY 6 SERIES II MODULE	$	239.39
GMT SERVICE CORP.	03/17/2020	10896	INSTALL 2" WELDED FLANGE	$	1,395.00
SOUTHERN COMPUTER WAREHOUSE INC	03/23/2020	10945	LIEBERT HD788CC00KA7612 CUSTOM DATA RACK W/ AC	$	5,337.74
ADEPT CONTROLS	03/23/2020	10917	HVAC HEATER REPAIR	$	4,500.00
A QUALITY PLUS CONSTRUCTION	03/31/2020	10953	COMMUNITY ROOM CONSTRUCTION ELECTRICAL	$	11,175.00
A QUALITY PLUS CONSTRUCTION	03/31/2020	10953	POOL IMPROVEMENTS CLEAN AND SEAL FLOORS	$	1,675.00
DATAVOX, INC	03/31/2020	10959	INSTALLATION OF VIDEO CAMERAS AND DOOR ACCESS	$	1,624.37
			Function 60 - Capital Purchases/Projects General Fund Total:	**$**	**35,181.87**

Function: 61 - Capital Purchases/Projects Water & Sewer

BLEYL AND ASSOCIATES	03/04/2020	10827	JAN 2020 PROFESSIONAL SERVICES RATE STUDY	$	900.00
BLEYL AND ASSOCIATES	03/04/2020	10827	JAN 2020 PROFESSIONAL SERVICES IMPACT FEE STUDY	$	2,036.60
BLEYL AND ASSOCIATES	03/04/2020	10827	JAN 2020 PROFESSIONAL SERVICES SEWER MODEL	$	5,561.25
BLEYL AND ASSOCIATES	03/04/2020	10827	JAN 2020 ENGINEERING WATERLINE REPLACEMENT @ P-CROFT	$	5,747.00
BLEYL AND ASSOCIATES	03/04/2020	10827	JAN 2020 PROFESSIONAL SERVICES STORAGE TANK REHAB	$	7,752.50
G J BORING & CONSTRUCTION SRVS INC	03/09/2020	10871	WATER PLANT 2 IMPROVEMENTS - CONCRETE	$	2,200.00
BLEYL AND ASSOCIATES	03/17/2020	10886	FEB 2020 PROFESSIONAL SERVICES RATE STUDY	$	800.00
BLEYL AND ASSOCIATES	03/17/2020	10886	FEB 2020 PROFESSIONAL SERVICES IMPACT FEE STUDY	$	4,375.00
BLEYL AND ASSOCIATES	03/17/2020	10886	FEB 2020 ENGINEERING WATERLINE REPLACEMENT @ P-CROFT	$	945.00
BLEYL AND ASSOCIATES	03/17/2020	10886	FEB 2020 PROFESSIONAL SERVICES SEWER MODEL	$	3,965.00

BLEYL AND ASSOCIATES	03/17/2020	10886	FEB 2020 PROFESSIONAL SERVICES STORAGE TANK REHAB	$	8,898.96
G J BORING & CONSTRUCTION SRVS INC	03/17/2020	10895	CONCRETE WORK/REPAIR GROUND STORAGE TANK	$	4,000.00
EASTEX UTILITY CONSTRUCTION	03/17/2020	10893	WATERLINE IMRPOVEMENTS PINECROFT/SAVANAH PAY APP 4	$	20,848.36
ACCURATE METER & BACKFLOW, LLC	03/23/2020	10916	WATER SYSTEM LEAK DETECTORS	$	14,250.00
CSA TECHNICAL LLC	03/31/2020	10957	REPLACEMENT NON-POTABLE WATER SYSTEM WWTP	$	15,475.00
			Function 61 - Capital Purchases/Projects Water & Sewer Total:	**$**	**97,754.67**

			Fund 400 - CAPITAL PROJECTS GENERAL FUND Total:	**$**	**132,936.54**

Fund: 600 - WATER / SEWER

Function: 50 - Water & Sewer

GRAINGER, INC.	03/04/2020	10834	LED HANDHELD FLASHLIGHTS 600 LUMENS	$	137.60
GRAINGER, INC.	03/04/2020	10834	16" STEEL TOE, KNEE RUBBER BOOTS - SIZE 12	$	29.07
THE WOODLANDS JOINT POWERS AGENCY	03/04/2020	10849	FEB 2020 WATER/SEWER USAGE @ GUADALAJARA	$	1,712.90
DXI INDUSTRIES, INC.	03/09/2020	10867	CHLORINE, 2000# & SULFUR DIOXIDE, 2000# - WWTP	$	1,701.75
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	ZIPLOCK STORAGE BAGS FOR WWTP	$	47.94
FERGUSON WATERWORKS	03/09/2020	10870	2" NYL DI SSR 5' W/MINODE M *X	$	2,580.00
FERGUSON WATERWORKS	03/09/2020	10870	3/4" STD LL BRZ IB MTR SSR 5' NIC	$	3,700.00
FERGUSON WATERWORKS	03/09/2020	10870	MINODE M WTR MIU 1 PORT 5' NCR *X	$	2,080.00
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	FABULOSO LAVENDAR	$	7.27
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	SM MICROFIBER DUSTER	$	8.94
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	BLEACH	$	3.48
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	24" SQUEEGEE W/HANDLE	$	25.98
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	ZEP PRO SPRAYER - 32OZ	$	3.28
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	CIRTUS DISINFECTANT SPRAY	$	3.98
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	WHITE LITHIUM GREASE - 11OZ	$	4.97
TEXAS811	03/09/2020	10878	FEB 2020 LINE LOCATES	$	76.95
C C LYNCH AND ASSOCIATES INC	03/09/2020	10861	ASSY WRG TEMP SNSR KB	$	192.61
C C LYNCH AND ASSOCIATES INC	03/09/2020	10861	INSTALLATION AND SHIPPING	$	515.00
C C LYNCH AND ASSOCIATES INC	03/09/2020	10861	REFRIGERATION SLED ASSEMBLY - 117V	$	1,210.29
MDN ENTERPRISES	03/09/2020	10875	2" S80 COUPLING	$	19.36
MDN ENTERPRISES	03/09/2020	10875	2" S80 FEMALE ADAPTER	$	24.02
MDN ENTERPRISES	03/09/2020	10875	2" S80 90 ELL	$	13.32
MDN ENTERPRISES	03/09/2020	10875	3/4" OD X 72" PLASTIC SIGHT GLASS	$	48.54
MDN ENTERPRISES	03/09/2020	10875	2" S80 PVC MALE ADAPTER	$	18.32
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	UNIT 09-03 - NEW FRONT TIRES	$	313.50
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	S.EARLY - AWWA MEMBERSHIP RENEWAL 20-2021	$	224.00
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	L.ROLAND - BASIC WATER APPLICATION FEE	$	111.00
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	WWTP - CLEAN UP	$	62.82
CENTERPOINT ENERGY	03/09/2020	10862	FEB 2020 RESEARCH FOREST L/S-NAT GAS SERVICE	$	22.67
CENTERPOINT ENERGY	03/09/2020	10862	FEB 2020 PARKGATE L/S-NAT GAS SERVICE	$	21.55
CENTERPOINT ENERGY	03/09/2020	10862	FEB 2020 THORNWOOD L/S-NAT GAS SERVICE	$	23.81
CENTERPOINT ENERGY	03/09/2020	10862	FEB 2020 DAVID MEMORIAL L/S-NAT GAS SERVICE	$	22.67
CENTERPOINT ENERGY	03/09/2020	10862	FEB 2020 PINECROFT L/S-NAT GAS SERVICE	$	22.57
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	J.PEART - LODGING - GROUNDWATER PROD.	$	330.00
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	J.PEART - LODGING - GROUNDWATER PROD. FEES	$	172.92
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	J.PEART - MEAL - GROUNDWATER PROD.	$	107.47
VALERO MARKETING AND SUPPLY CO.	03/09/2020	10884	FEB 2020 WS DIESEL FUEL	$	69.66
VALERO MARKETING AND SUPPLY CO.	03/09/2020	10884	FEB 2020 WS UNLEADED FUEL	$	341.62
ENTERGY	03/17/2020	10894	FEB 2020 W/S ELECTRIC USAGE	$	14,989.21
TEXAS WATER UTILITIES ASSOC.	03/17/2020	10906	R. PALACIOS - TWUA MEMBERSHIP RENEWAL	$	70.00
TEXAS WATER UTILITIES ASSOC.	03/17/2020	10906	J. PEART - TWUA MEMBERSHIP RENEWAL	$	60.00
TEXAS WATER UTILITIES ASSOC.	03/17/2020	10906	A. SALINAS - TWUA MEMBERSHIP RENEWAL	$	70.00
TEXAS WATER UTILITIES ASSOC.	03/17/2020	10906	L. ROLAND - TWUA MEMBERSHIP RENEWAL	$	70.00
TEXAS WATER UTILITIES ASSOC.	03/17/2020	10906	S. EARLY - TWUA MEMBERSHIP RENEWAL	$	70.00
TEXAS WATER UTILITIES ASSOC.	03/17/2020	10906	G. GOMEZ - TWUA MEMBERSHIP RENEWAL	$	70.00
G J BORING & CONSTRUCTION SRVS INC	03/17/2020	10895	WATER LEAK @ AVEDA - 19245 DAVID MEMORIAL	$	8,880.00
SPRINT WASTE SERVICES	03/17/2020	10903	FEB 2020 SLUDGE HAULS	$	6,110.00

GRAINGER, INC.	03/17/2020	10897	BLUE LINE LOCATE FLAGS (WATER - 100PK)	$	87.90
EASTEX ENVIRONMENTAL LAB INC	03/17/2020	10892	FEB 2020 WATER TESTING	$	2,760.00
DSHS CENTRAL LAB MC2004	03/17/2020	10890	FEB 2020 WATER LAB TESTING	$	736.39
DXI INDUSTRIES, INC.	03/17/2020	10891	FEB 2020 CONTAINER RENTALS-CHEMICALS	$	450.00
DXI INDUSTRIES, INC.	03/23/2020	10932	CHLORINE, 150# - WP #4	$	191.14
CSA TECHNICAL LLC	03/23/2020	10931	RESEARCH FOREST #2 PUMP REPAIR	$	250.00
FORT BEND SERVICES INC.	03/31/2020	10964	MAR 2020 BELT PRESS POLYMER	$	1,440.00
DXI INDUSTRIES, INC.	03/31/2020	10961	CHLORINE, 2000# - WWTP	$	948.00
CSA TECHNICAL LLC	03/31/2020	10957	MAR 2020 BI-ANNUAL LIFT STATION INSPECTION	$	1,575.00
NEOFUNDS / TOTALFUNDS	03/31/2020	10970	FEB-MAR 2020 W/S POSTAGE	$	6.90
THE WOODLANDS JOINT POWERS AGENCY	03/31/2020	10973	MAR 2020 WATER/SEWER USAGE @ GUADALAJARA	$	1,829.35
THE WOODLANDS JOINT POWERS AGENCY	03/31/2020	10973	MAR 2020 SPRINKLER USAGE @ GUADALAJARA	$	11.49
			Function 50 - Water & Sewer Total:	**$**	**56,687.21**
Function: 51 - Utility Billing					
BRANCH BANKING AND TRUST CO.	03/09/2020	10857	BATTERIES	$	88.95
PRINTING PLUS	03/23/2020	10943	SPRING 2020 FOLDING & STUFFING INSERT	$	101.92
			Function 51 - Utility Billing Total:	**$**	**190.87**
			Fund 600 - WATER / SEWER Total:	**$**	**56,878.08**
Fund: 990 - PAYROLL FUND					
TEXAS CHILD SUPPORT	03/05/2020	DFT0011306	CHILD SUPPORT PAYROLL DEDUCTION	$	308.31
TEXAS CHILD SUPPORT	03/05/2020	DFT0011307	CHILD SUPPORT PAYROLL DEDUCTION	$	253.85
TEXAS CHILD SUPPORT	03/05/2020	DFT0011308	CHILD SUPPORT PAYROLL DEDUCTION	$	710.77
TEXAS CHILD SUPPORT	03/05/2020	DFT0011309	CHILD SUPPORT PAYROLL DEDUCTION	$	576.92
CITY OF SHENANDOAH GENERAL FUND	03/05/2020	DFT0011310	FIREARM REIMBURSEMENT-READE	$	50.00
CITY OF SHENANDOAH GENERAL FUND	03/05/2020	DFT0011311	FIREARM REIMBURSEMENT-COLLINS	$	50.00
CITY OF SHENANDOAH GENERAL FUND	03/05/2020	DFT0011312	FIREARM REIMBURSEMENT-DUNLAP	$	50.00
CITY OF SHENANDOAH GENERAL FUND	03/05/2020	DFT0011313	FIREARM REIMBURSEMENT-BLEDSOE	$	50.00
CITY OF SHENANDOAH GENERAL FUND	03/05/2020	DFT0011314	FIREARM REIMBURSEMENT-MCDUFFIE	$	50.00
CITY OF SHENANDOAH GENERAL FUND	03/05/2020	DFT0011315	FIREARM REIMBURSEMENT-REUVERS	$	50.00
CITY OF SHENANDOAH GENERAL FUND	03/05/2020	DFT0011316	FIREARM REIMBURSEMENT-THOMPSON	$	50.00
INTERNAL REVENUE SERVICE	03/05/2020	DFT0011317	MEDICARE	$	3,906.38
INTERNAL REVENUE SERVICE	03/05/2020	DFT0011318	SOCIAL SECURITY	$	16,702.68
INTERNAL REVENUE SERVICE	03/05/2020	DFT0011319	FEDERAL W/H	$	12,958.42
ESAD ARMS LLC	03/09/2020	10868	E. BAUER FIREARM PURCHASE	$	1,196.00
INTERNAL REVENUE SERVICE	03/13/2020	DFT0011321	MEDICARE	$	121.30
INTERNAL REVENUE SERVICE	03/13/2020	DFT0011322	SOCIAL SECURITY	$	518.74
INTERNAL REVENUE SERVICE	03/13/2020	DFT0011323	FEDERAL W/H	$	127.48
TEXAS CHILD SUPPORT	03/19/2020	DFT0011326	CHILD SUPPORT PAYROLL DEDUCTION	$	308.31
TEXAS CHILD SUPPORT	03/19/2020	DFT0011327	CHILD SUPPORT PAYROLL DEDUCTION	$	253.85
TEXAS CHILD SUPPORT	03/19/2020	DFT0011328	CHILD SUPPORT PAYROLL DEDUCTION	$	710.77
TEXAS CHILD SUPPORT	03/19/2020	DFT0011329	CHILD SUPPORT PAYROLL DEDUCTION	$	576.92
CITY OF SHENANDOAH GENERAL FUND	03/19/2020	DFT0011330	FIREARM REIMBURSEMENT-READE	$	50.00
CITY OF SHENANDOAH GENERAL FUND	03/19/2020	DFT0011331	FIREARM REIMBURSEMENT-COLLINS	$	50.00
CITY OF SHENANDOAH GENERAL FUND	03/19/2020	DFT0011332	FIREARM REIMBURSEMENT-DUNLAP	$	50.00
CITY OF SHENANDOAH GENERAL FUND	03/19/2020	DFT0011333	FIREARM REIMBURSEMENT-BLEDSOE	$	50.00
CITY OF SHENANDOAH GENERAL FUND	03/19/2020	DFT0011334	FIREARM REIMBURSEMENT-MCDUFFIE	$	50.00
CITY OF SHENANDOAH GENERAL FUND	03/19/2020	DFT0011335	FIREARM REIMBURSEMENT-REUVERS	$	50.00
CITY OF SHENANDOAH GENERAL FUND	03/19/2020	DFT0011336	FIREARM REIMBURSEMENT-THOMPSON	$	50.00
CITY OF SHENANDOAH GENERAL FUND	03/19/2020	DFT0011337	FIREARM REIMBURSEMENT- BAUER	$	50.00
INTERNAL REVENUE SERVICE	03/19/2020	DFT0011338	MEDICARE	$	3,956.72
INTERNAL REVENUE SERVICE	03/19/2020	DFT0011339	SOCIAL SECURITY	$	16,918.30
INTERNAL REVENUE SERVICE	03/19/2020	DFT0011340	FEDERAL W/H	$	13,376.50
AFLAC	03/23/2020	10918	APR 2020 AFLAC ADJ	$	(0.02)
AFLAC	03/23/2020	10918	AFLAC AFTER TAX PAYROLL DEDUCTION	$	83.25
AFLAC	03/23/2020	10918	AFLAC PRETAX PAYROLL DEDUCTION	$	88.12

METLIFE SMALL BUSINESS CENTER	03/23/2020	10940	LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	172.21
CLEAT	03/23/2020	10929	CLEAT PAYROLL DEDUCTION	$	45.00
COLONIAL LIFE & ACCIDENT INSURANCE COMPANY	03/23/2020	10930	COLONIAL AFTERTAX PAYROLL DEDUCTION	$	549.37
COLONIAL LIFE & ACCIDENT INSURANCE COMPANY	03/23/2020	10930	COLONIAL PRETAX PAYROLL DEDUCTION	$	108.46
METLIFE SMALL BUSINESS CENTER	03/23/2020	10940	EMPLOYEE DENTAL INSURANCE PAYROLL DEDUCTION	$	2,764.23
ICMA-RC	03/23/2020	10936	ICMA PAYROLL DEDUCTION	$	390.00
METLIFE SMALL BUSINESS CENTER	03/23/2020	10940	EMPLOYEE LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	405.53
BLUE CROSS/BLUE SHIELD OF TEXAS	03/23/2020	10924	EMPLOYEE MEDICAL INSURANCE PAYROLL DEDUCTION	$	40,674.84
TEXAS MUNICIPAL RETIREMENT SYSTEM	03/23/2020	10947	RETIREMENT (TMRS) PAYROLL DEDUCTION	$	35,201.87
TX POLICE CHIEF'S ASSOC. FNDTN	03/23/2020	10949	TPCA FOUNDATION PAYROLL DEDUCTION	$	16.00
UNITED HEALTHCARE	03/23/2020	10950	EMPLOYEE VISION INSURANCE PAYROLL DEDUCTION	$	329.22
METLIFE SMALL BUSINESS CENTER	03/23/2020	10940	DENTAL INSURANCE PAYROLL DEDUCTION	$	157.69
METLIFE SMALL BUSINESS CENTER	03/23/2020	10940	COUNCIL BASE LIFE INSURANCE PAYROLL DEDUCTION	$	13.60
METLIFE SMALL BUSINESS CENTER	03/23/2020	10940	LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	12.60
BLUE CROSS/BLUE SHIELD OF TEXAS	03/23/2020	10924	COUNCIL MEDICAL INSURANCE PAYROLL DEDUCTION	$	3,025.75
UNITED HEALTHCARE	03/23/2020	10950	COUNCIL VISION INSURANCE PAYROLL DEDUCTION	$	22.98
AFLAC	03/23/2020	10918	AFLAC AFTER TAX PAYROLL DEDUCTION	$	83.25
AFLAC	03/23/2020	10918	AFLAC PRETAX PAYROLL DEDUCTION	$	88.12
METLIFE SMALL BUSINESS CENTER	03/23/2020	10940	LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	168.81
CLEAT	03/23/2020	10929	CLEAT PAYROLL DEDUCTION	$	45.00
COLONIAL LIFE & ACCIDENT INSURANCE COMPANY	03/23/2020	10930	COLONIAL AFTERTAX PAYROLL DEDUCTION	$	549.37
COLONIAL LIFE & ACCIDENT INSURANCE COMPANY	03/23/2020	10930	COLONIAL PRETAX PAYROLL DEDUCTION	$	108.46
METLIFE SMALL BUSINESS CENTER	03/23/2020	10940	EMPLOYEE DENTAL INSURANCE PAYROLL DEDUCTION	$	2,764.23
ICMA-RC	03/23/2020	10936	ICMA PAYROLL DEDUCTION	$	390.00
METLIFE SMALL BUSINESS CENTER	03/23/2020	10940	EMPLOYEE LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	405.53
BLUE CROSS/BLUE SHIELD OF TEXAS	03/23/2020	10924	EMPLOYEE MEDICAL INSURANCE PAYROLL DEDUCTION	$	40,674.84
TEXAS MUNICIPAL RETIREMENT SYSTEM	03/23/2020	10947	RETIREMENT (TMRS) PAYROLL DEDUCTION	$	35,803.02
TX POLICE CHIEF'S ASSOC. FNDTN	03/23/2020	10949	TPCA FOUNDATION PAYROLL DEDUCTION	$	16.00
UNITED HEALTHCARE	03/23/2020	10950	EMPLOYEE VISION INSURANCE PAYROLL DEDUCTION	$	329.22
UNITED HEALTHCARE	03/23/2020	10950	APR 2020 VISION ADJ	$	22.88
BLUE CROSS/BLUE SHIELD OF TEXAS	03/23/2020	10924	APR 2020 HEALTH INS. ADJ.	$	2,307.45
METLIFE SMALL BUSINESS CENTER	03/23/2020	10940	APR 2020 LIFE INS. ADJ	$	99.05
				$	**242,148.15**

Fund 990 - PAYROLL FUND Total: $ 242,148.15

GRAND TOTAL: $ 709,843.14

COUNCIL MONTHLY REPORT

DEPARTMENT: ADMINISTRATION

MONTH: March 2020

SOCIAL MEDIA/COMMUNICATIONS

FACEBOOK
City @ShenandoahTx

Followers in March	6990
Followers in February	6914
Gain	**Up 76, +1.1%**

DATE	SUBJECT	REACH
3/2	Congratulations!	207
3/2	SPD Blotter	172
3/2	SPD Blotter	207
3/3	Election Day!	434
3/4	I voted. Have you?	252
3/4	Reminder that Arbor Day is March 7	193
3/4	Severe thunderstorm warning	391
3/6	SPD Police Blotter	312
3/6	City Council Meeting agenda	239
3/10	MoCo announces first presumptive positive case	1059
3/12	SPD Police Blotter	271
3/12	Mayor, City Administrator issue city update	773
3/13	City Council Update	443
3/13	Avoid flushing paper towels and baby wipes	664
3/17	Road repairs starting on NB Pinecroft	2888
3/17	Annual Easter Egg Hunt canceled	87
3/17	P&z Commission meeting canceled	241
3/17	Mayor, City Administrator update #2	341
3/17	City closes facilities, cancels events	627
3/17	Shenandoah Resident Scholarship deadline extended	222
3/17	Mayor issues Declaration of Local State of Emergency	408
3/18	MoCo announces sixth case	373
3/18	7th case announced	285
3/18	Effective March 18, park visits are discouraged	497
3/18	Questions about water and the coronavirus	361
3/18	Mayor amends the Declaration	613

3/19	SPD police blotter	237
3/19	Special City Council meeting March 23	262
3/19	9th positive case confirmed	469
3/20	Done your census yet? Do it online	278
3/20	Small businesses, heads up!	324
3/20	Social distancing with Matthew McConaughey	324
3/20	10th case announced	510
3/20	MCHD develops screening tool	278
3/21	13 CASES	509
3/21	Thanks, Killen's for the pop-up barbecue	312
3/22	Another local restaurant to help support	660
3/22	Latest on cases	235
3/23	List of restaurants open and hoping	451
3/23	Latest update from MoCoPHD	206
3/24	Special Council meeting update	267
3/24	COVIC-19 update	171
3/24	City closes municipal offices to public today at 5 pm	563
3/25	8 new cases	397
3/25	Fraud and price gouging help available	100
3/26	Mayor Wheeler announces first Shenandoah resident case	307
3/26	Weekly SPD blotter	208
3/27	County issues curfew	147
3/27	Judge's order mean park changes	544
3/30	Effective April 7, changes to trash/recycling pick up	680
	TOTAL	**20,999**

IMPORTANT POINTS: Anything above 500 for Shenandoah can be considered a "viral" posting. This month, we had **12** 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 March	212
Followers in February	213
Gain	**Down 1, -0.4%**

DATE	SUBJECT	REACH
3/2	Civic Club names Yard of the Month	546
3/3	Election Day – don't forget to vote!	8
3/4	Just a few days from Arbor Day	513

3/4	Severe thunderstorm alert	11
3/6	Police Blotter	48
3/10	First presumptive case confirmed in county	58
3/12	Weekly police blotter	46
3/12	Mayor, City Administrator issue update	56
3/13	City Council update	41
3/11	Possible delays expected on Pinecroft	8
3/11	Mayor, City Administrator issue second update	31
3/11	Council meeting update	46
3/17	City closes facilities, cancels events	21
3/17	Shenandoah Resident Scholarship extended	28
3/17	Mayor issues Declaration of Local State of Disaster	46
3/18	Questions about water and Coronavirus?	17
3/18	Effective 18, parks are limited for use	27
3/18	Questions about water and coronavirus?	25
3/18	Mayor amends declaration	46
3/19	Police Blotter	28
3/19	Special Council Meeting	9
3/19	9th case	15
3/19	9th case	25
3/20	You can fill our your census online	18
3/21	Social distancing with Matthew McConaughey	20
3/20	If you can, stay home	30
3/21	13 cases	37
3/22	Newest case update	17
3/23	Local restaurants ready to serve you	36
3/23	19 cases	7
3/24	Special city council meeting update	23
3/24	Latest COVID-19 update	13
3/24	City offices close at 5 pm to the public	9
3/25	Price gouging and fraud helpline	26
3/26	Mayor Wheeler announces first Shenandoah resident case	28
3/26	SPD Police Blotter	29
3/27	Park equipment closed	69
3/30	Bulk trash suspended April 7	81
	TOTAL	**2,142**

IMPORTANT POINTS: Anything above 100 for the Civic Club can be considered a “viral” posting. This month, we had **2** viral postings.

TWITTER @ShenandoahTx

Followers in March	1606
Followers in February	1561
Gain	**Up 45, +2.9%**

DATE	SUBJECT	REACH
3/4	Severe Thunderstorm Alert	299
3/6	SPD Weekly Blotter	227
3/6	City Council meeting agenda	228
3/10	First case of COVID-19	863
3/12	Mayor, City Administrator issue statement	293
3/13	City Council update	216
3/13	Don't burden our sewer system	285
3/17	Pinecroft repairs could cause travel delays	211
3/17	Update from Mayor and City Administrator	300
3/17	City closures, event cancellations	196
3/17	Mayor issues Declaration of Local State of Disaster	292
3/18	6 active cases	281
3/18	Questions about water and coronavirus?	200
3/18	Mayor amends declaration	274
3/19	SPD Weekly Blotter	300
3/19	City Council Meeting agenda	285
3/20	If you can, stay at home	355
3/23	19 positive cases	1333
3/24	23 positive cases	271
3/24	City shuts down offices at 5 pm to public	251
3/25	Help for fraud and price gouging	130
3/26	Weekly police blotter	701
3/27	Judge's orders mean change to Shenandoah parks	286
3/30	Republic Services changing bulk pickup	188
	TOTAL	**8,265**

PRESS RELEASES

Date	Description
3/3	Civic Club names Yard of the Month
3/13	City Council update
3/10	MoCo announces first presumptive positive case
3/16	Update from Mayor, City Administrator
3/17	Update from Mayor, City Administrator
3/18	City cancels events, closes facilities
3/17	Mayor issues Declaration of Local State of Emergency
3/18	City discourages groups more than 10
3/18	Mayor amends declaration
3/24	Special City Council meeting Update
3/35	Support our Shenandoah Restaurants
3/25	Help on price gouging and fraud
3/27	Judge issues curfew. Stay-at-home
3/30	Bulk Waste changes April 7

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.

- March 8 new records
- Prior 6-month averaging: 284 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.

NEXTDOOR, agency account (information only)

Subscribers in March (by area)	879
Change	**Up 13, 1.5%**
Subscribers in March (by neighborhoods)	
Northline Oaks	44 (+0)
Grogan's Forest	687(+12)
The Woodlands	4 (+0)
Shenandoah	144 (+1)

DATE	SUBJECT	VIEWS
3/2	Police blotters	151
3/4	Severe thunderstorm warning	68
3/6	Police blotter	132
3/10	First presumptive case in Montgomery Co	243
3/12	Mayor, City Administrator make statement	205
3/13	City Council update	119
3/17	Pinecroft work may cause traffic slowdowns	55
3/17	Easter Egg Hunt canceled	48
3/17	City closes facilities, cancels events	94
3/17	Mayor issues Declaration of Local State of disaster	128
3/19	County has 6th case	126
3/18	Shenandoah parks	324
3/18	Questions about water and coronavirus?	167
3/18	Mayor amends declaration	97
3/20	Police Blotter	169
3/23	19 positive cases	385
3/25	City closes offices to public at 5 pm	216
3/25	8 new cases	346
3/25	Price gouging and fraud tip line	148
3/27	Police Blotter	154
3/28	Judge's orders mean change to Shenandoah parks	318
3/29	Effective April 7, changes to bulk waste pick-up	70
TOTAL		**3,763**

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

YouTube City Council Meetings and Other

Subscribers in March	76
Subscribers in February	72
Change	**Up 4, +5.5%**

DATE	VIEWS
City Council 03/11/20	42
City Council 03/23/20	60
TOTAL VIEWS to date	**9,777**
TOTAL HOURS to date	**1,381.8**
AVG. VIEW DURATION to date	**8:28 minutes**

Fun Facts:

- For March, watch time was 20.3 hours
- For March, average view duration was 8 minutes 57 seconds
- For March, top devices used: computer (29.4%), mobile (58.8%), tablet (6.6%), TV (5.2%)
- For March, on demand (14.9 hrs) vs. live (5.3 hrs)

WEBSITE

- Carousel banners:
  - Open Records Request
  - Subscribe to Notify Me
  - Watch Us on YouTube
  - Election Information (replaced with COVID-19)
  - Next Current Event
  - 2019-20 Budget
  - COVID-19 Information
- Subscribers
  - News Flash
    - City of Shenandoah News 122 (+8)
    - CVB News 84 (+7)
    - SPD Police Blotters 118 (+8)
    - Town Hall 104 (+6)
  - Agenda Center
    - City Council 79 (+6)
    - MDD 50 (+2)
    - P & Z 59 (+3)
    - Civic Club 10 (+5)
  - Alert Center 89 (+20)
  - Calendars
    - CVB 54 (+5)
    - Event 78 (+6)
    - Pool Season 25 (+5)
    - Meetings 59 (+4)
- Visitors (March) — Total to Date
  - 14,357 visits — 140,011 visits
  - 3 min 3 sec avg. visit — 2 min 49 sec avg visit
  - 58% left after one page (bounced) — 62% left after one. page (bounced)
  - 14,136 page views — 187,815 page views
  - 295 searches — 8,277 total searches

- 20,686 downloads 71,374 downloads

OPEN RECORD REQUESTS

The City received 21 record requests during the month of March as shown below.

DATE	REQUESTOR	INFORMATION REQUESTED	COMPLETE
3/2/2020	Leah Overall	Building Permit Report - February 2020	Yes
3/2/2020	Carole Bartholomew	Building Permit Report - February 2020	Yes
3/3/2020	Vincent Deluna	Water Shutoffs	Yes
3/3/2020	Lance Pollitz	Permits	Yes
3/4/2020	Christine Ostrowski	Building Permit Report - February 2020	Yes
3/4/2020	Chris Tucker	Floor Plan	Yes
3/4/2020	Tech Systems	Layout Drawings	Yes
3/5/2020	Construction Monitor	Building Permit Report - February 2020	Yes
3/5/2020	Charles Young	Misc. Documents	Waiting
3/6/2020	Jean Teague	Records Request Log	Yes
3/9/2020	Suma Sureshchrandra	Building Permit Report - February 2020	Yes
3/9/2020	Ryan Korgan	PD Case	Waiting
3/9/2020	Solomon Phillips	Water Shutoffs	Yes
3/9/2020	Anna Seo	COs	Yes
3/12/2020	Sajan Bhakta	Blueprints	Yes
3/13/2020	Andrea Mason	Permit Application	Yes
3/16/2020	Keeann Zediana	Zoning Verification	Yes
3/13/2020	Andrea Mason	Permit Application	Yes
3/18/2020	Zoning Info, Inc	COs	Yes
3/26/2020	Elsie Thurman	Impact Fee Resolution	Yes
3/26/2020	Racheal Obeng	Permits	Yes

HUMAN RESOURCES

Year	Budgeted Fillable Positions	Separations	Turnover Ratio
2016	50	10	20%
2017	51	11	21.6%
2018	54	4	7.4%
2019	55	2	3.6%
2020	55	1	1.8%

INFORMATIONAL TECHNOLOGY (IT)

General Support

There were 14 IT requests for service in the month of March.

Category/Service	Service Calls Completed
Application/Software	0
Computer/Hardware	0
Desk Phone / Mobile Phone	0
Door Access / Security Cameras	1
Email Issue	0
Employee Entry / Exit Form	0
General IT Requests	4
Internet/Network	1
Police MDT/Mobile Data	5
In-Car Video/Watchguard	3
Printer / Copier / Scanner	0
User Login/Password	0
Total	**14**

Projects:

SUBMITTED BY:

COUNCIL MONTHLY REPORT

DEPARTMENT: FINANCE

MONTH: MARCH 2020

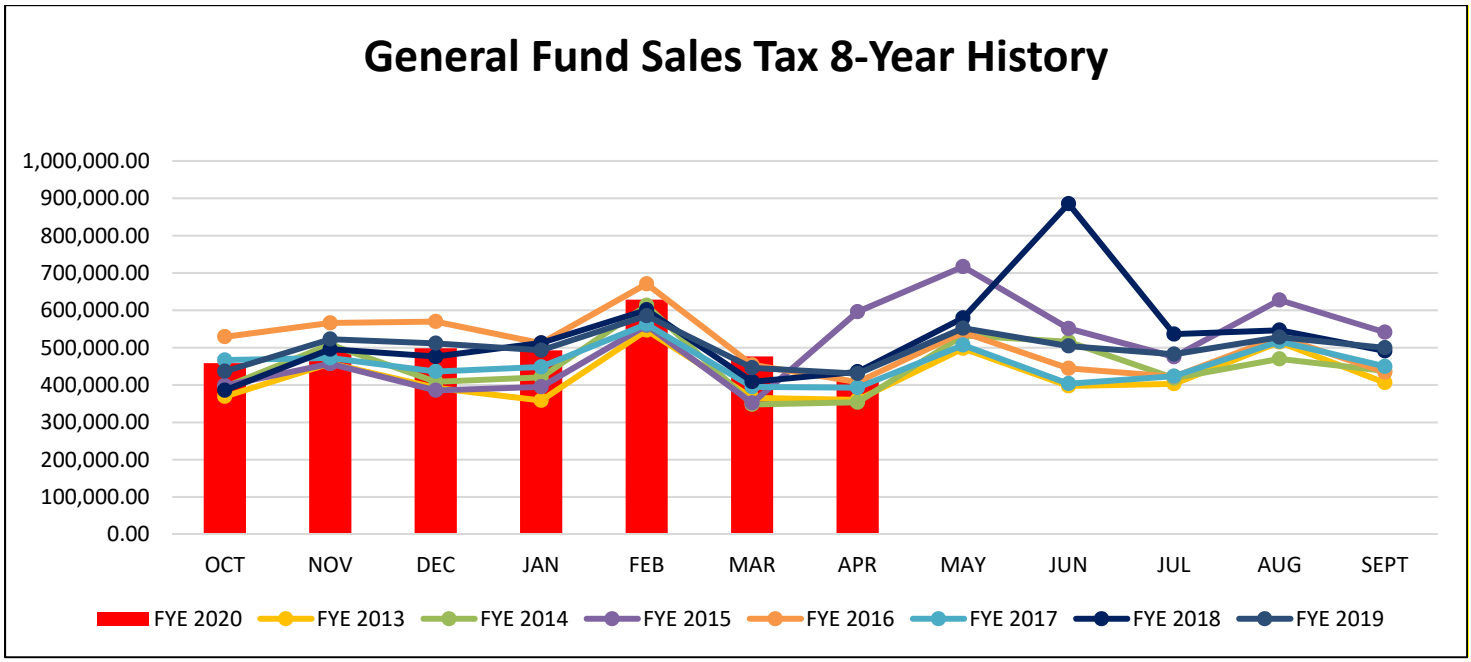
REVENUE

General Fund sales tax receipts received in February, reported in April are down 4.09% over the same month in 2019. 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	492,564.36
FEB	546,714.39	613,223.58	559,795.01	670,777.67	562,788.89	601,151.52	585,556.53	628,282.84
MAR	366,007.27	348,002.56	351,977.96	453,860.55	394,952.57	408,862.33	446,044.49	476,413.62
APR	360,029.06	353,675.15	596,287.50	407,769.31	393,008.04	435,325.51	430,535.67	412,912.09
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**	**3,456,761.89**

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

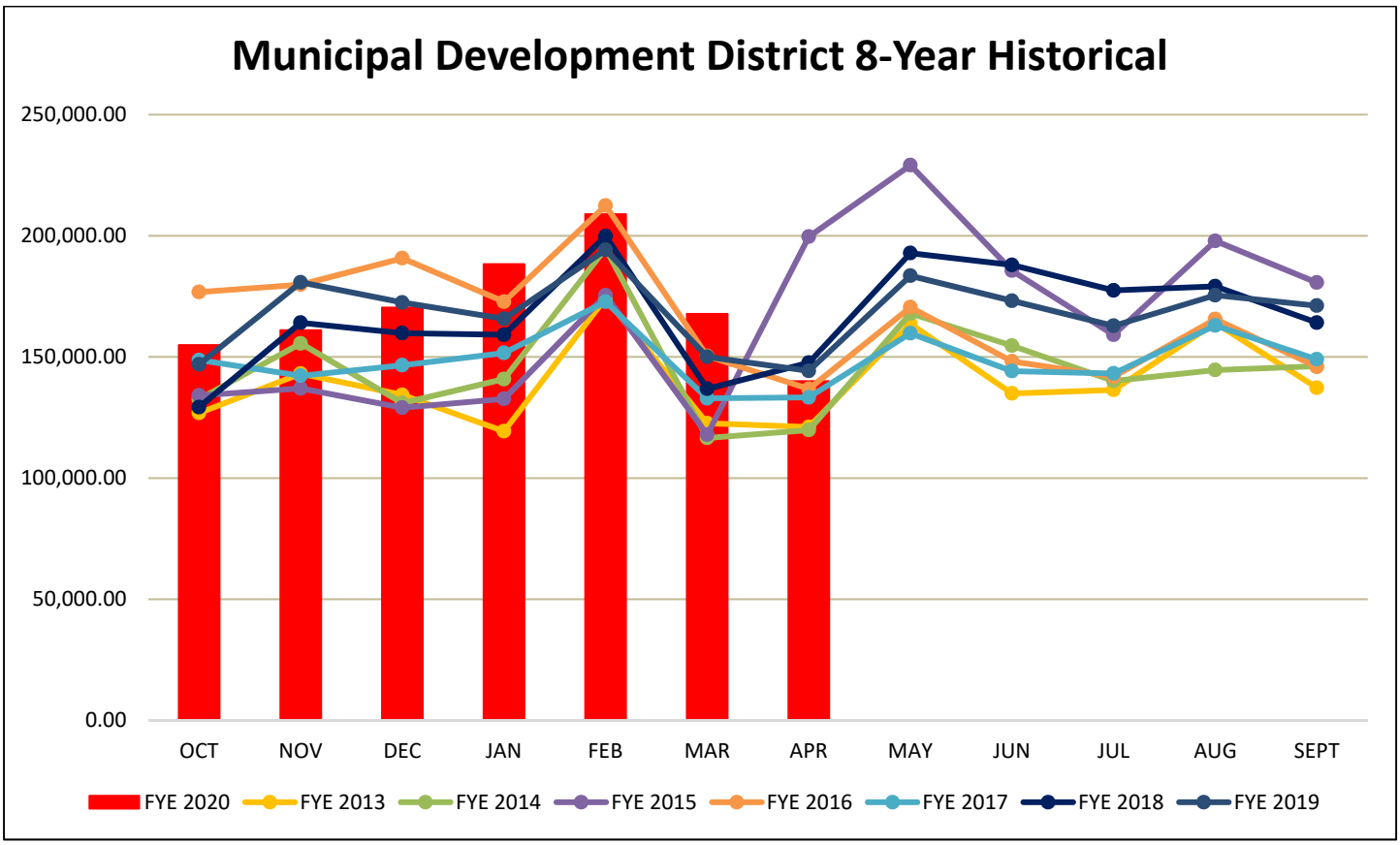


Finance Department

Shenandoah Municipal Development District (MDD) sales tax receipts received in February, reported in April are down 2.98% over the same month in 2019. 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	188,314.94
FEB	174,244.21	194,711.99	175,420.84	212,442.67	172,758.57	199,847.14	194,183.48	208,869.55
MAR	122,620.90	116,577.23	117,910.59	150,369.51	132,930.14	136,863.98	150,051.70	167,745.33
APR	121,105.17	119,859.74	199,614.21	136,812.78	133,298.06	147,610.07	144,266.74	139,963.48
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**	**1,191,199.22**

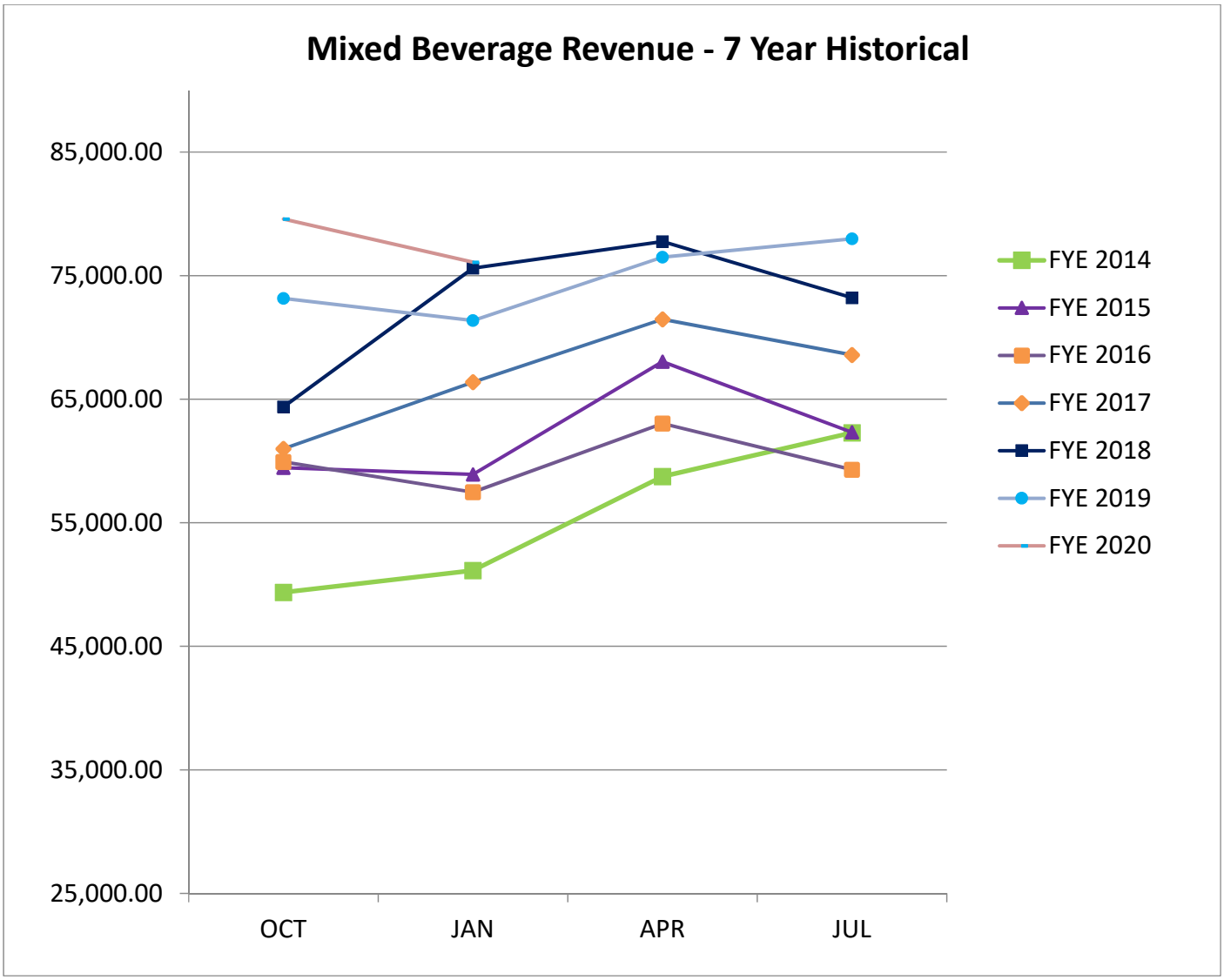
The chart below plots a history of MDD sales tax revenue from the 2012-2013 fiscal year to the current fiscal year.



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	76,091.42
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**	**155,675.95**



The City currently has 30 businesses that hold a mixed beverage permit.
Below is a gross receipt listing from this February as compared to the same month in the previous year.

Mixed Beverage Monthly Gross Receipts by Vendor									
	February 2019				February 2020				DIFFERENCE
	Liquor Receipts	Wine Receipts	Beer Receipts	**Total Receipts**	Liquor Receipts	Wine Receipts	Beer Receipts	**Total Receipts**	
TWIN PEAKS	$84,783.00	$3,028.00	$163,430.00	**$251,241.00**	$98,360.00	$2,698.00	$179,825.00	**$280,883.00**	**$29,642.00**
PAPPASITOS	$115,270.00	$3,725.00	$25,030.00	**$144,025.00**	$130,264.00	$4,003.00	$26,546.00	**$160,813.00**	**$16,788.00**
PAPPADEAUX	$90,490.00	$43,017.00	$27,011.00	**$160,518.00**	$106,407.00	$43,577.00	$27,419.00	**$177,403.00**	**$16,885.00**
GOODE COMPANY	$75,346.00	$8,026.00	$15,287.00	**$98,659.00**	$73,814.00	$7,694.00	$14,650.00	**$96,158.00**	**($2,501.00)**
BJ'S	$25,535.00	$11,546.00	$32,012.00	**$69,093.00**	$28,636.00	$11,808.00	$32,630.00	**$73,074.00**	**$3,981.00**
CHUY'S	$47,614.00	$1,048.00	$8,598.00	**$57,260.00**	$60,243.00	$760.00	$9,316.00	**$70,319.00**	**$13,059.00**
GUADALAJARA	$67,429.00	$3,630.00	$13,325.00	**$84,384.00**	$67,091.00	$2,893.00	$12,914.00	**$82,898.00**	**($1,486.00)**
LUPE TORTILLA	$66,700.00	$3,704.00	$16,156.00	**$86,560.00**	$68,063.00	$3,615.00	$16,093.00	**$87,771.00**	**$1,211.00**
BUFFALO WILD WINGS	$14,338.00	$814.00	$36,325.00	**$51,477.00**	$14,828.00	$959.00	$33,154.00	**$48,941.00**	**($2,536.00)**
FIELDING'S WOOD GRILL	$29,623.00	$22,515.00	$13,322.00	**$65,460.00**	$0.00	$0.00	$0.00	**$68,615.00**	**$3,155.00**
MAIN EVENT	$38,984.00	$5,209.00	$39,965.00	**$84,158.00**	$34,067.00	$2,469.00	$26,760.00	**$63,296.00**	**($20,862.00)**
SALTGRASS STEAKHOUSE	$33,338.00	$14,306.00	$13,024.00	**$60,668.00**	$33,824.00	$14,832.00	$12,194.00	**$60,850.00**	**$182.00**
MI RANCHO	$47,551.00	$951.00	$10,207.00	**$58,709.00**	$53,511.00	$1,081.00	$12,528.00	**$67,120.00**	**$8,411.00**
BUCA DE BEPPO	$6,113.00	$13,443.00	$3,701.00	**$23,257.00**	$7,786.00	$11,467.00	$2,763.00	**$22,016.00**	**($1,241.00)**
HOOTERS	$5,696.00	$212.00	$13,158.00	**$19,066.00**					**($19,066.00)**
BABIN'S SEAFOOD HOUSE	$18,777.00	$12,505.00	$7,069.00	**$38,351.00**	$25,702.00	$13,128.00	$7,685.00	**$46,515.00**	**$8,164.00**
EL BOSQUE	$11,773.00	$221.00	$3,457.00	**$15,451.00**	$14,853.00	$608.00	$4,375.00	**$19,836.00**	**$4,385.00**
JOHNNY'S ITALIAN STEAK HOUSE	$11,219.00	$9,498.00	$7,246.00	**$27,963.00**	$15,400.00	$9,216.00	$7,423.00	**$32,039.00**	**$4,076.00**
RED LOBSTER	$9,992.00	$4,716.00	$3,414.00	**$18,122.00**	$9,823.00	$4,154.00	$3,172.00	**$17,149.00**	**($973.00)**
RED ROBIN	$4,387.00	$743.00	$6,001.00	**$11,131.00**	$3,633.00	$599.00	$5,176.00	**$9,408.00**	**($1,723.00)**
CASA MEDINA	$8,268.00	$168.00	$3,054.00	**$11,490.00**	$10,100.00	$160.00	$2,870.00	**$13,130.00**	**$1,640.00**
OUTBACK STEAKHOUSE	$9,314.00	$6,837.00	$6,514.00	**$22,665.00**	$11,250.00	$6,204.00	$5,485.00	**$22,939.00**	**$274.00**
ANOTHER BROKEN EGG	$4,588.00	$9,011.00	$0.00	**$13,599.00**	$5,711.00	$11,567.00	$0.00	**$17,278.00**	**$3,679.00**
COURTYARD	$3,429.00	$1,680.00	$1,787.00	**$6,896.00**	$2,900.00	$1,687.00	$1,377.00	**$5,964.00**	**($932.00)**
MIA'S TABLE	$3,933.00	$3,423.00	$3,962.00	**$11,318.00**	$1,295.00	$2,681.00	$2,979.00	**$6,955.00**	**($4,363.00)**
AVENIDA BRAZIL CHURRASCARIA	$6,502.00	$9,094.00	$1,001.00	**$16,597.00**	$0.00	$0.00	$0.00	**$46,751.00**	**$30,154.00**
AMC METROPARK 10	$0.00	$0.00	$0.00	**$0.00**	$5,747.00	$807.00	$3,529.00	**$10,083.00**	**$10,083.00**
KILLEN'S STEAKHOUSE	$0.00	$0.00	$0.00	**$0.00**	$29,182.00	$58,849.00	$2,039.00	**$90,070.00**	**$90,070.00**
FIRST WATCH	$0.00	$0.00	$0.00	**$0.00**	$2,440.00	$56.00	$12.00	**$2,508.00**	**$2,508.00**
DAVE & BUSTER'S	$0.00	$0.00	$0.00	**$0.00**	$92,590.00	$4,979.00	$49,283.00	**$146,852.00**	**$146,852.00**
TOP SUSHI	$0.00	$0.00	$0.00	**$0.00**	$0.00	$0.00	$0.00	**$0.00**	**$0.00**
TOTALS	**$840,992.00**	**$193,070.00**	**$474,056.00**	**$1,508,118.00**	**$1,007,520.00**	**$222,551.00**	**$502,197.00**	**$1,847,634.00**	**$339,516.00**

As of February 29, 2020 the City's outstanding property taxes totaled $194,370.61. Of this amount, $194,182.90 is from 2009 to 2019 and $187.71 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	1,397,348.46	-562,003.69	195.32	0.00	1,397,543.78	-562,003.69
JAN	484,529.68	-912,818.78	195.32	0.00	484,725.00	-912,818.78
FEB	194,182.90	-290,346.78	187.71	0.00	194,370.61	-290,346.78
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 February. Most franchise fees are received on a quarterly basis but may not follow the quarters of the calendar year.

Other Revenue Ending March 31, 2020			
	Monthly Activity	YTD	Budgeted Amount
Development Fees:	1,000.00	16,400.00	10,000.00
Property Taxes:	138,324.83	1,159,674.81	903,040.00
Mixed Beverage Tax:	0.00	155,675.95	320,994.00
Building Permit:	47,820.40	551,565.90	450,000.00
Other Permits:	1,595.00	7,998.00	15,000.00
Gas Franchise:	37,528.88	37,615.74	35,000.00
Electric Franchise:	0.00	0.00	282,000.00
Cable Franchise:	0.00	23,915.95	20,000.00
Telephone Franchise:	2,133.31	66,666.38	70,000.00
Trash Collection:	2,644.03	17,691.75	39,398.00
Recycling:	3,372.37	19,747.85	27,044.00
Code Enforcement Violation	0.00	0.00	800.00
Pool Use Fees:	600.00	600.00	9,964.00
Court Fines:	473.00	1,895.00	10,000.00
Court Fees:	168.00	836.32	5,000.00
Interest:	4,753.20	20,464.98	8,000.00
Leases:	1,250.00	7,500.00	15,000.00
Undesignated Revenue:	2,414.48	7,268.49	20,000.00
Payment in Lieu of Taxes:	40,000.00	55,735.00	71,468.00
Proceeds/Sale of Cap. Assets:	0.00	15,000.00	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: 2020-2021 Period Ending: March 31, 2020				
	Current Total Budget	Period Activity	Fiscal Activity	Percent Remaining
Fund: 100 - GENERAL FUND				
00 - Revenue	9,755,603.00	755,224.72	5,189,243.20	-46.81%
11 - Administration	761,929.00	68,904.95	407,344.73	46.54%
12 - Finance	304,796.00	26,101.00	148,303.22	51.34%
14 - Community Outreach	33,885.00	131.22	18,782.20	44.57%
17 - Non-Department	2,545,354.00	78,797.35	708,418.21	72.17%
18 - Fire Department	649,041.00	157,069.00	416,783.00	35.78%
21 - Emergency Management	2,180.00	0.00	0.00	100.00%
22 - Police	3,101,170.00	242,341.89	1,521,962.42	50.92%
23 - Municipal Court	4,329.00	60.87	2,816.12	34.95%
30 - Public Works	1,025,431.00	60,755.14	372,797.96	63.64%
31 - Swimming Pool	116,258.00	10,766.34	41,528.32	64.28%
32 - Parks	34,680.00	1,556.98	17,100.26	50.69%
43 - Community Development	485,675.00	40,727.20	276,851.43	43.00%
55 - Technology	380,115.00	42,173.05	218,623.13	42.49%
Fund: 101 - TREE FUND				
00 - Revenue	0.00	0.00	0.00	0.00%
30 - Public Works	0.00	900.00	900.00	0.00%
Fund: 102 - PARK BEAUTIFICATION FUND				
00 - Revenue	3,900.00	365.00	1,420.00	0.00%
30 - Public Works	3,900.00	0.00	0.00	0.00%
Fund: 120 - EQUIPMENT REPLACEMENT FUND				
00 - Revenue	138,822.00	34,706.00	69,411.50	50.00%
55 - Technology	0.00	44,414.00	65,479.49	0.00%
Fund: 130 - BUILDING PERMITS TECHNOLOGY FUND				
00 - Revenue	0.00	7,650.00	10,935.00	0.00%
30 - Public Works	0.00	0.00	810.99	0.00%
Fund: 140 - TRASH AND RECYCLING				
00 - Revenue	320,016.00	6,054.57	37,586.21	-88.25%
33 - Trash & Recycling	294,222.00	49,806.80	125,588.70	57.31%
Fund: 200 - SPECIAL REVENUE				
00 - Revenue	1,714,467.00	98,880.64	658,356.02	-61.60%
45 - Hotel / Motel	1,338,308.00	185.26	532,641.79	60.20%
Fund: 300 - DEBT SERVICE				
00 - Revenue	2,320,150.00	30.18	838,807.95	-63.85%
80 - Debt Service	2,320,150.00	0.00	309,842.00	86.65%
Fund: 400 - CAPITAL PROJECTS GENERAL FUND				
00 - Revenue	799,622.00	0.00	156,748.20	-80.40%
45 - Capital Purchases/Projects Hotel/Motel	0.00	0.00	0.00	0.00%
60 - Capital Purchases/Projects General Fund	411,922.00	1,675.00	152,726.42	62.92%
61 - Capital Purchases/Projects Water & Sewer	387,700.00	192,782.65	601,181.72	-55.06%
Fund: 500 - DESIGNATED COURT FUNDS				
00 - Revenue	0.00	25.18	228.18	0.00%
23 - Court-Tech. Fund	0.00	0.00	0.00	0.00%
Fund: 600 - WATER / SEWER				
00 - Revenue	2,772,574.00	176,353.27	1,297,833.70	-53.19%
50 - Water & Sewer	2,606,315.00	113,982.86	742,351.07	71.52%
51 - Utility Billing	36,960.00	6,230.13	20,031.28	45.80%

Finance Department

FINANCIAL

Bank Balances

The table below shows the account balances for all city bank accounts as of March 31, 2020.

City of Shenandoah Bank Accounts				
Ending Balances as of March 31, 2020				
Wells Fargo			Texpool	
Pooled Cash	14,611,266.49		General Fund	205,208.88
MDD	3,057,301.63		Hotel/Motel	217,178.90
Metro PID	80,030.22		Debt Service	35,064.43
Land Trust Fund			Water/Sewer	34,507.63
Woodforest	3,493.75		MDD	1,154,936.59

As of March 31, 2020, the City has $ 17,748,598.34 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
3/31/2020	100 - General Fund	7,240,175.14	329.10
3/31/2020	200- Special Revenue (CVB)	3,672,012.73	262.29
3/31/2020	600- Water & Sewer	772,898.54	77.29
3/31/2020	801- Municial Development District	(337,539.63)	-

***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 March 31, 2020			
	Monthly Activity	YTD	Budgeted Amount
Water	86,036.25	641,912.50	1,499,820.00
Sewer	73,179.25	496,162.25	1,026,827.00
Penalty	1,441.26	6,834.74	24,000.00
Tap Fees	4,340.00	55,092.90	35,000.00
Temporary Water Meters	0.00	3,205.00	8,000.00
Groundwater Reduction Plan Fees	9,584.40	76,597.45	152,327.00
Lonestar Groundwater Conservation District	1,742.40	13,932.79	23,276.00

SUBMITTED BY: Lisa Wasner, Finance Director

COUNCIL QUARTERLY INVESTMENT REPORT

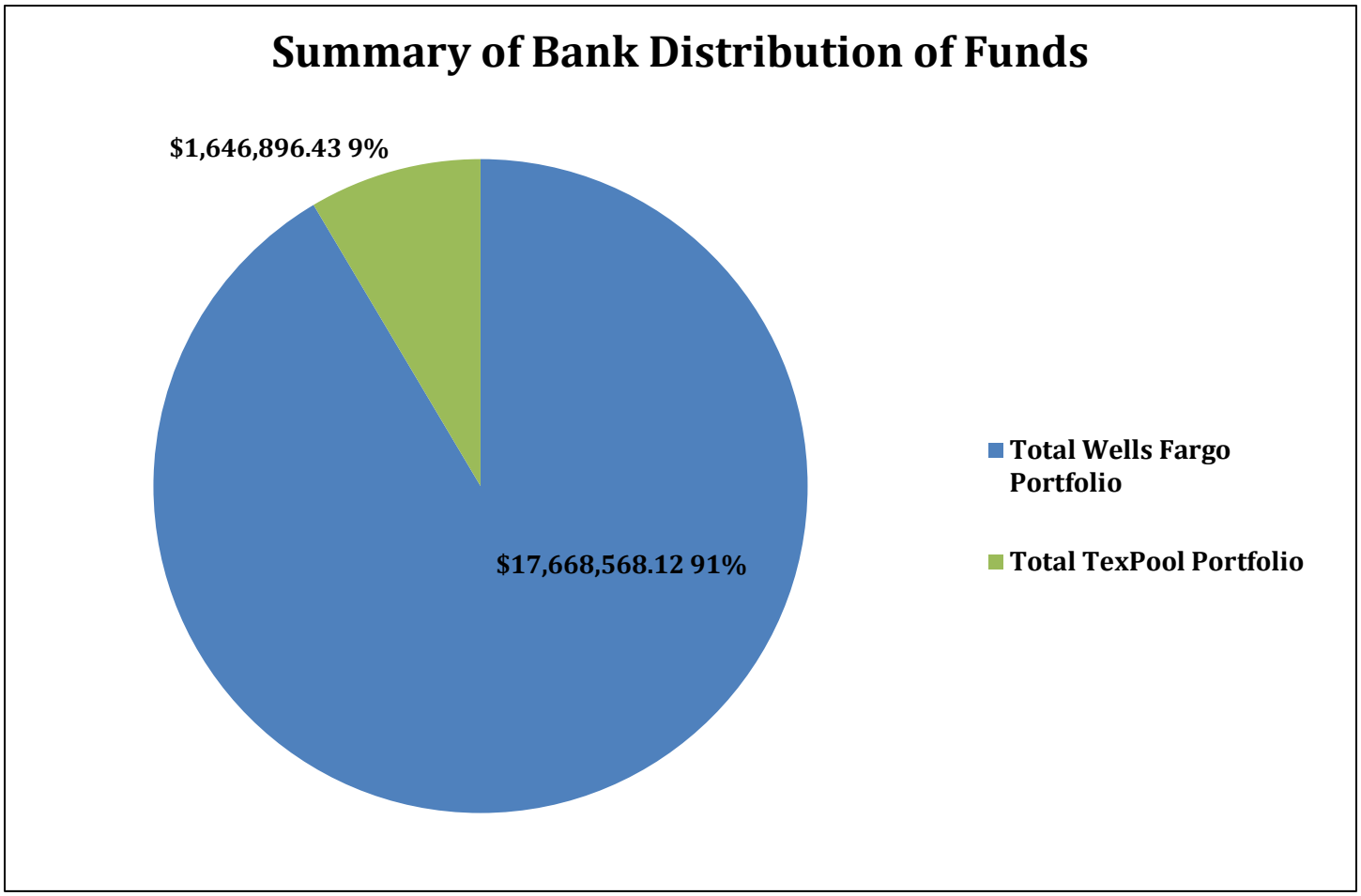
QUARTER ENDING MARCH 31, 2020

SCHEDULE OF BEGINNING AND ENDING MARKET VALUE AND INTEREST EARNED

Summary of Funds held at Wells Fargo Bank				
Portfolio	**Quarter Beginning Market Value**	**Quarter Ending Market Value**	**Interest Income Earned Quarter**	**Interest Income Earned YTD**
Pooled Cash Fund	$13,704,991.21	$14,611,266.49	$19,471.53	$26,667.18
Municipal Development District	$2,604,401.81	$3,057,301.63	$2,955.04	$2,955.04
MetroPark Square PID	$45.33	$80,030.22	$0.00	$0.00
Total Wells Fargo Portfolio	**$16,309,393.02**	**$17,668,568.12**	**$22,426.57**	**$29,622.22**

Summary of Funds held at TexPool				
Portfolio	**Quarter Beginning Market Value**	**Quarter Ending Market Value**	**Interest Income Earned Quarter**	**Interest Income Earned YTD**
General Fund	$204,497.32	$205,208.88	$711.56	$1,605.72
Hotel/Motel Fund	$216,426.57	$217,178.90	$752.33	$1,698.14
Debt Service Fund	$34,929.02	$35,064.43	$135.41	$288.57
Water & Sewer Fund	$34,387.49	$34,507.63	$120.14	$270.88
Municipal Development District	$1,150,940.04	$1,154,936.59	$3,996.55	$9,023.25
Total TexPool Portfolio	**$1,641,180.44**	**$1,646,896.43**	**$5,715.99**	**$12,886.56**

Total City Portfolio	**$17,950,573.46**	**$19,315,464.55**	**$28,142.56**	**$42,508.78**



This report is in compliance with the investment strategy as established in the City's Investment Policy and the Public Funds Investment Act, Chapter 2256, Texas Government Code.

Per the 2017 adopted Investment Policy:

AUTHORIZED INVESTMENTS

All investments on behalf of the City shall comply with the Investment Act for investment of public funds. It is the policy of the City to limit its investments to:

1. Money market accounts in the City's main depository bank;
2. Certificates of deposits from Council approved public depositories that are domiciled in the State of Texas;
3. Local Government Investment pools as allowed by the Investment Act such as TexPool and TexPool Prime.

Prepared on: April 16, 2020

Lisa Wasner
Finance Director

SUBMITTED BY: Lisa Wasner

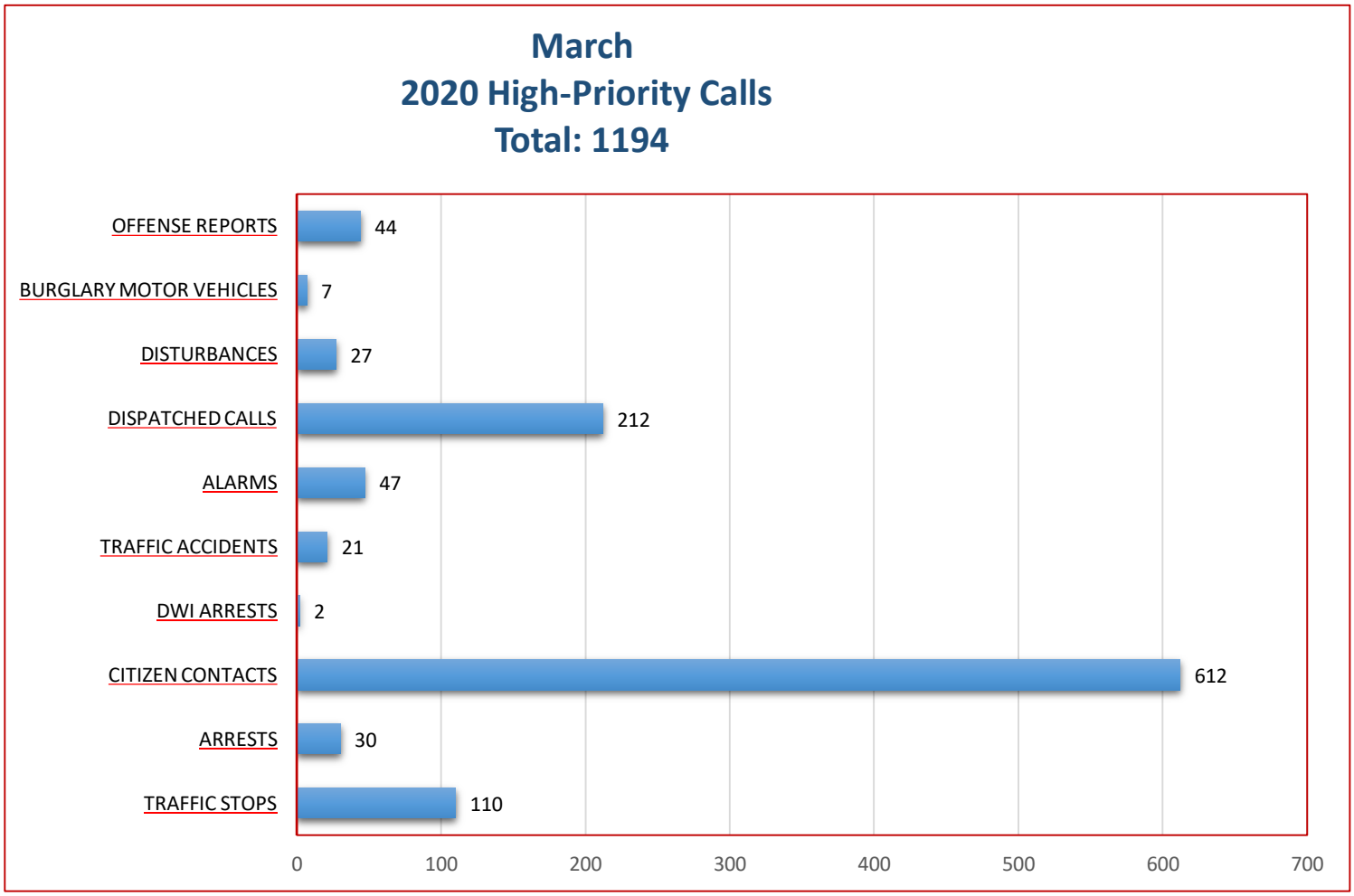
COUNCIL MONTHLY REPORT

DEPARTMENT: SHENANDOAH POLICE

March 2020

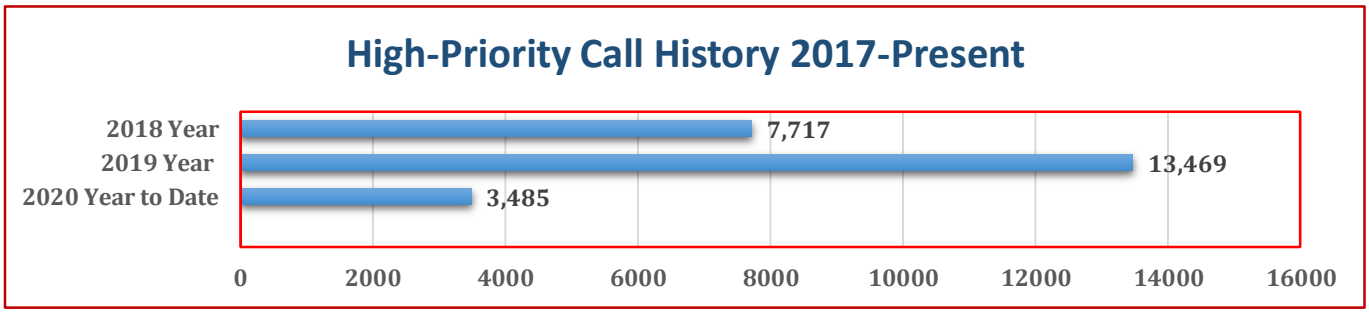
PATROL OPERATIONS I

The following is a breakdown of high-priority Shenandoah Police Department Patrol activities for **March** 2020.



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 2018 call totals, 2019 call totals, and 2020 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

February 2020

Accepted (HITS) Alarms- See Table Below

READER	READS	SEX OFFENDER HITS	STOLEN VEHICLE HITS	STOLEN PLATE HITS	WARRANT HITS	UNIQUE HITS
Shenandoah Dr. Fixed	31,621	4	0	0	0	0
Wellman Rd Fixed	40,562	5	0	0	0	0
17-02 Mobile	31,943	2	1	0	0	0
17-03 Mobile	28,180	5	0	0	0	0
18-01 Mobile	44,252	6	1	0	0	0
Total	**176,558**	**22**	**2**	**0**	**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.

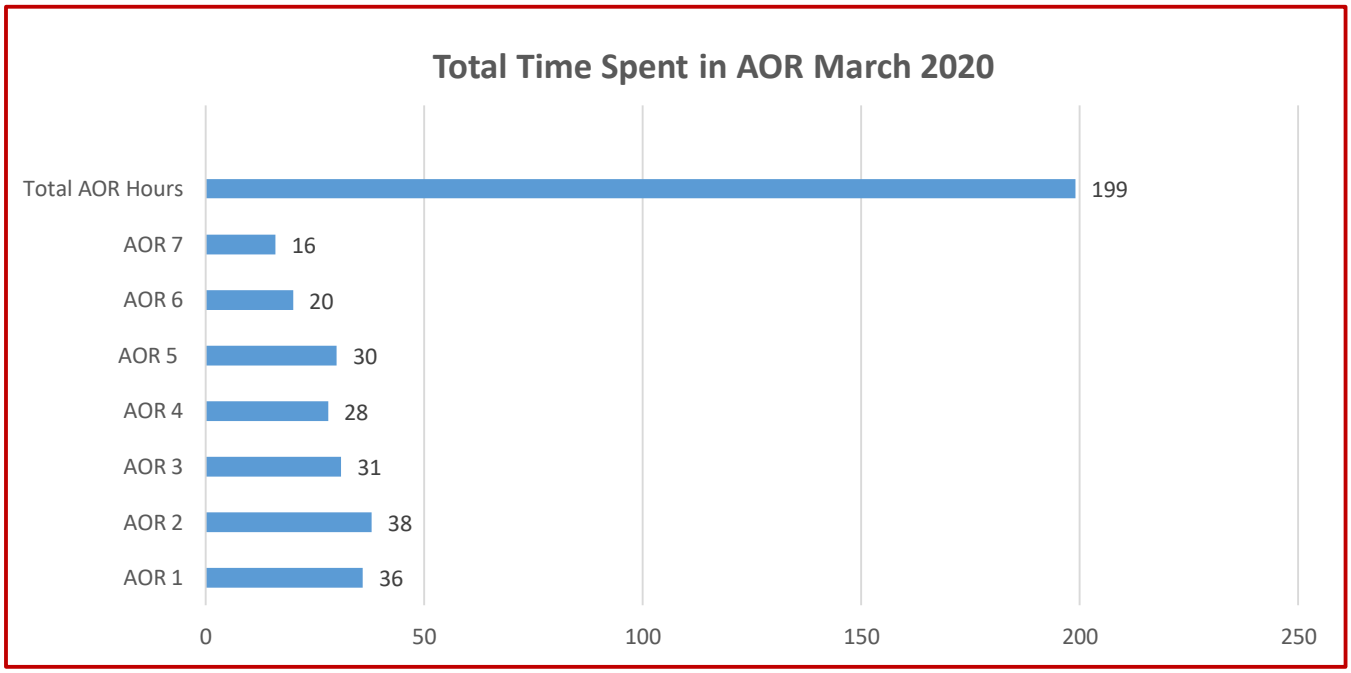
   The information can also serve an affirmative link to locations where criminal activity is occurring within the city if necessary. Sex crime investigations can benefit from LPR information when or if those crimes occur in the city

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.

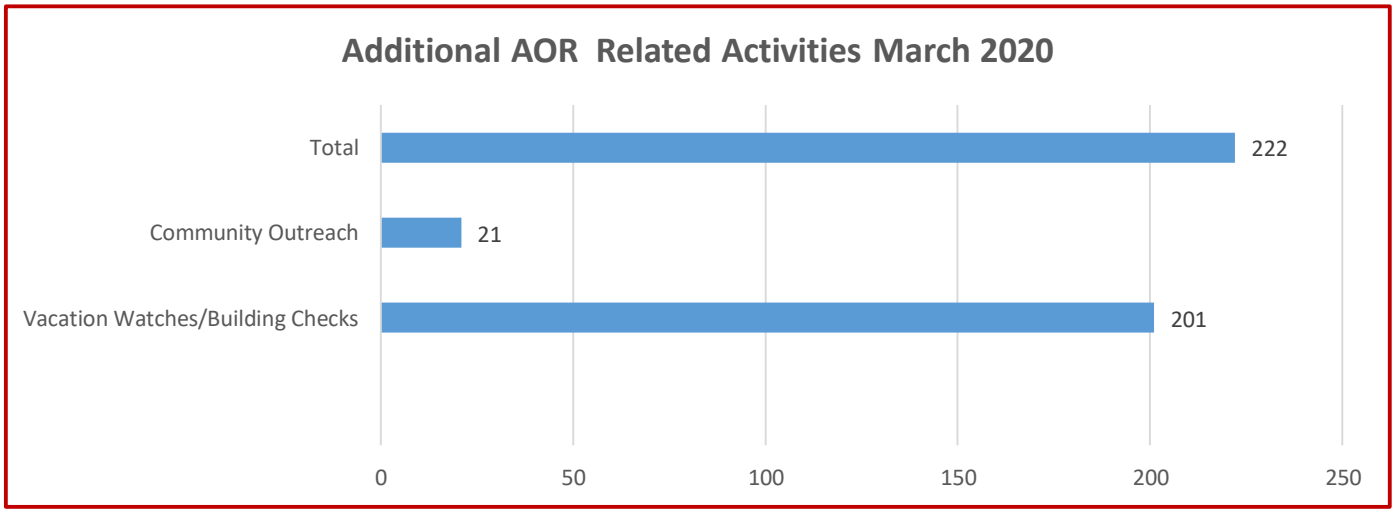
For **March 2020**, there were forty-five (24) HITS, of which (22) were Sexual Offender HITS. There were (9) Sexual Offender license plate HITS that were fixed HITS. There were (13) Sex Offender license plate HITS that were mobile HITS. No HITS were stolen license plate hits from mobile units and two (2) were stolen vehicle HITS from mobile a units.

AREAS OF RESPONSIBILITY (AOR) OPERATIONS

The following is a breakdown of AOR activities during the month of **March 2020**:



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	30	0	0
AOR #2	21	0	0
AOR #3	32	3	0
AOR #4	28	2	0
AOR #5	10	0	1
AOR #6	12	0	0
AOR #7	33	0	0

"AFTER-HOURS" CALLS FOR SERVICE

The City of Shenandoah received 18 "after hours" phone calls during **March 2020**. 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 **March, 2020**, Shenandoah officers conducted 468 residential patrols, 1023 commercial patrols, and 214 dedicated AOR patrols. More than 2227:25 patrol hours that were specific to the City of Shenandoah were logged. There were an additional 313 patrols conducted within the extended service area with more than 374:13 hours of activity specific to The Woodlands Township, as demonstrated by the chart below:

PATROLS	TRAFFIC ENFORCEMENT	ASSISTS/ CALLS	TOTAL TIME
313	14	30	374:13

Total time dedicated to The Woodlands Township service: 374:13 hours/12 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 **March 2020**, Shenandoah officers initiated 110 traffic stops while engaged in aggressive traffic enforcement activities within the city. Shenandoah Police Officers wrote 11 citations. The following table indicates general locations and number of traffic stops in conducted in each area.

AREA OF TRAFFIC ENFORCEMENT	March 2020	February 2020	January 2020
North Bound Service Road and Eastern Commercial Areas	76	223	209
South Bound Service Road	10	28	12
Residential Areas	5	19	24
Interstate 45 Main Lanes	5	5	5
Woodlands Township Area	14	25	12
Total	**110**	**300**	**262**

CRIMINAL INVESTIGATIONS

There were approximately 282 patrol dispatched complaints for the month of **March 2020** with 44 complaints that required the initiation of a criminal offense report or an incident report. The 44 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 MARCH 2020	NUMBER OF INCIDENTS INITIATED FEBRUARY 2020
Burglary (Vehicle)		7
Criminal Mischief		2
Theft (Vehicle)		1
Fraud/Forgery/CC Abuse		2
Theft		10
Robbery		0
Narcotics		9
DWI		2

Public Intoxication		0
Assault/Family Violence		4
Arrests		30
Warrant Arrest		3
FSGI Report		2
Sexual Assault		0
Death investigation		0
Recovery of Stolen Vehicle		2
Recovery of Missing Person		0
Lost/Found Property		0
Burglary of Building		0
Disturbance (All)		28

During the month of March, 2020 a total of 34 cases were generated. All reports were reviewed, including but not limited to the following offense types:

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

Pending Assigned Cases	**Pending Active Arrest Warrants**
Gordon – 12	Gordon – 2
Thompson – 19	Thompson - 4

Additional

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

Cases of note

No cases of note this month

CODE ENFORCEMENT ACTIVITIES

The following is a list of quality of life issues that were submitted during **March** 2020 either by residents, Administrative Code Enforcement or police officers in the course of maintaining assigned Areas of Responsibility.

34 GoGov action items submitted to the Shenandoah Police Department in **March** 2020:

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	**1**	**1**	**0**
Code Enforcement	**6**	**6**	**0**
Vacation Watch	**1**	**1**	**0**
Graffiti	**0**	**0**	**0**
Non-Conforming Signs	**24**	**24**	**0**
Other	**0**	**0**	**0**
Junk Motor vehicle	**2**	**2**	**0**

The action items submitted revealed **31** by Shenandoah PD officers, **0** by city employees and **3** by citizens. In **March, No** property liens were recorded for city ordinance violations (high weeds and grass). **0** Citations were issued for city ordinance violations. No yard force mowed.

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

FIRE March 2020

INCIDENT CODE	INCIDENT DESCRIPTION	November 2019	December 2019	January 2020	February 2020	March 2020
111	Building Fire					
113	Cooking fire, confined to container	1		1		1
131	Passenger vehicle fire	2		1		
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		1			
130	Mobile Property Fire (vehicle)	1				
200	Overpressure rupture, explosion, overheat	1				
300	Rescue EMS Incident, other					
311	Medical Assist EMS Crew	28	35	35	35	29
320	EMS, Other					
321	EMS Call Excludes MVA w/Injury	8	8	12	12	6
322	MVA With Injury	3		3	3	1
324	MVA No Injury	2	2	5	2	1
331	Lock In					
352	Extricate Victim From Vehicle					
353	Remove Person Stalled Elevator					
410	Combustible/Flammable/Liquid Gas call					
411	Gasoline or Other Flammable Liquid Spill	1			1	
412	Gas Leak (Natural or LP)		3		2	
422	Chemical Spill or Leak					
440	Electrical Wiring/Equipment Problem, Other		2	3		
444	Power Line Down	1		2		
445	Arcing, Shorted Electrical Equipment					
463	Vehicle Accident General Clean Up					
500	Service Call, Other				1	1
510	Person in Distress, Other					
511	Lock-out				1	
521	Water Evacuation					
522	Water or steam leak					
531	Smoke or Odor Removal	1		2		1
551	Assist Police or Other Agency		1			
553	Public Service					
561	Unauthorized Burning					
600	Good Intent Call, Other		2		1	3
611	Dispatched- Cancelled Enrt.	4	2	5	8	9
6111	Dispatched- Cancelled Enrt.-Automatic Alarm	16	4	4	3	8
6112	Dispatched- Cancelled Enrt. EMS Call	13	14	13	17	13
6113	Dispatched- Cancelled Enrt. MVA	5	1	2	6	1
622	No Incident Found Upon Arrival at Address		2	4	1	
621	Wrong location		1			
631	Authorized Controlled Burn				1	
651	Smoke Scare, Odor of Smoke					
661	EMS call, party transported by non-fire					
671	HazMAT release investigation w/no HazMat					
700	False Alarm or False Call, Other	3	1		1	3
730	System Malfunction, Other			1	2	
733	Smoke Detector Activation-Malfunction			1	1	4
734	Heat Detector Activation- Malfunction			1		1
735	Alarm System Sounded Due to Malfunction	3	1	1	1	2

740	Unintentional Transmission of Alarm, Other	1	2	1		
743	Smoke Detector Activation, No Fire or Malice	5	2	2		2
744	Detector Activation, No Fire, Unintentional	1	1		2	2
745	Alarm System Activation, No Fire, No Malice	3		1	1	3
746	Carbon Monoxide Detector Activation No CO					
	TOTAL INCIDENT COUNT	**105**	**85**	**100**	**103**	**91**

SHORT TERM RENTALS

The department has checked the following address on March 29, 2020 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 **March 2020** 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: MARCH 2020

PUBLIC WORKS

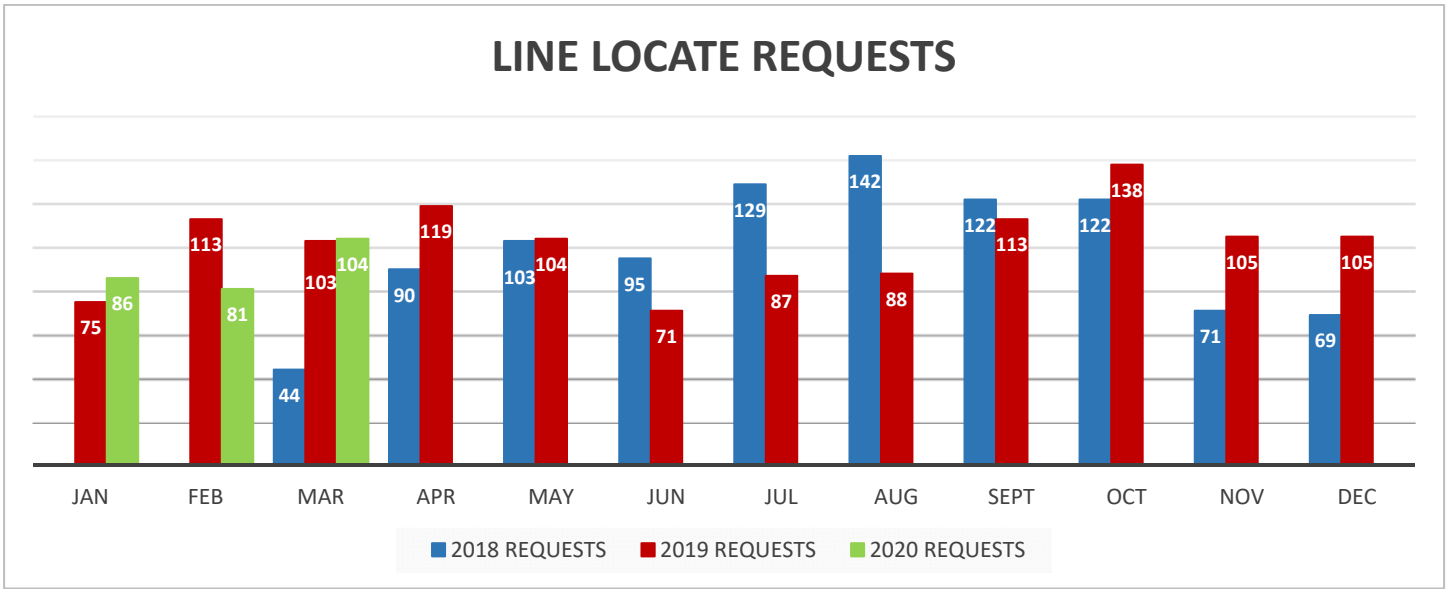
During this month, Public Works staff responded to 48 requests for service submitted through the City's E-Gov software. Of those requests for service 25% were generated from outside City Hall.

Public Works staff ran the street sweeper four 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)
3/05/2020	8	3	4	150
3/12/2020	8	3	12	300
3/19/2020	9	4	8	150
3/26/2020	10	4	8	300
MARCH	**35**	**14**	**32**	**900**

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

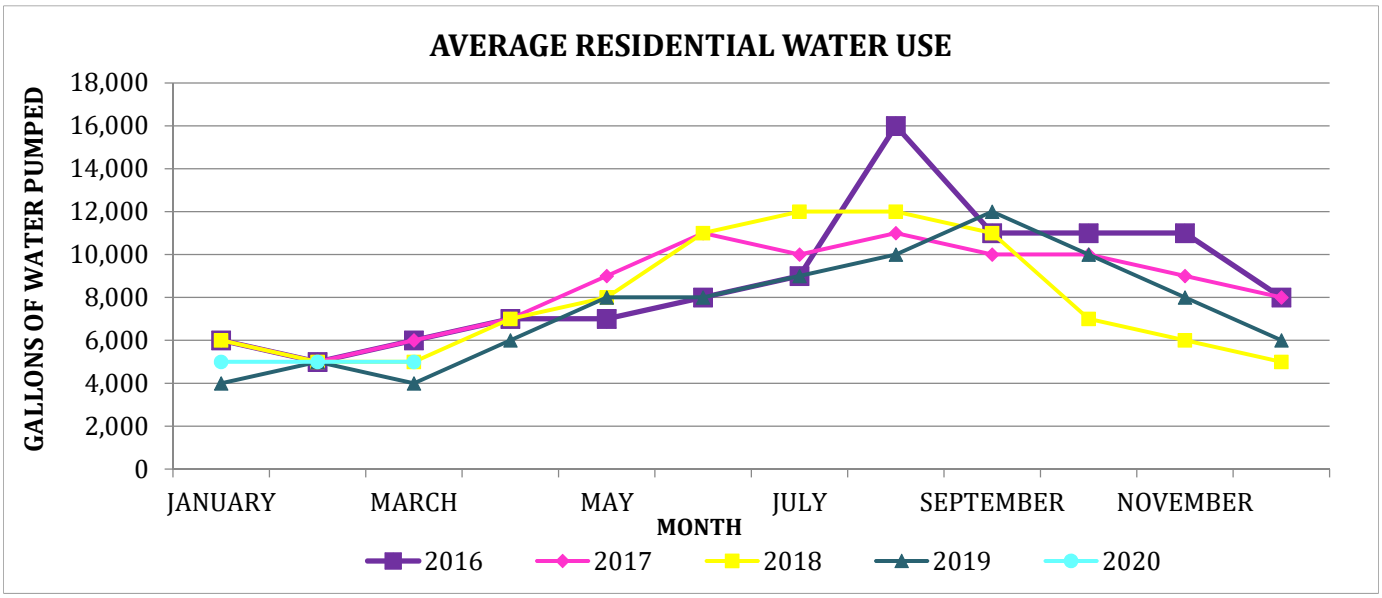
In March 2018 the City became a member of Lone Star 811. The chart below shows the number of requests the City has received to locate our water and sewer lines from contractors before they dig.



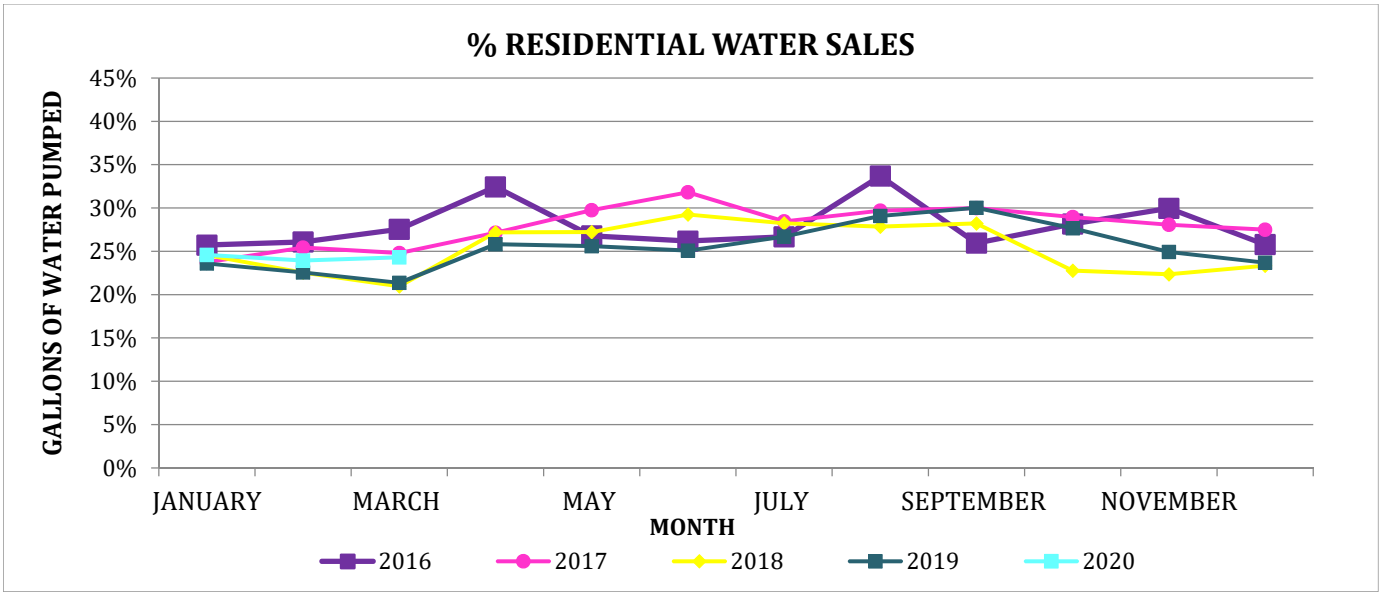
WATER & SEWER

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.

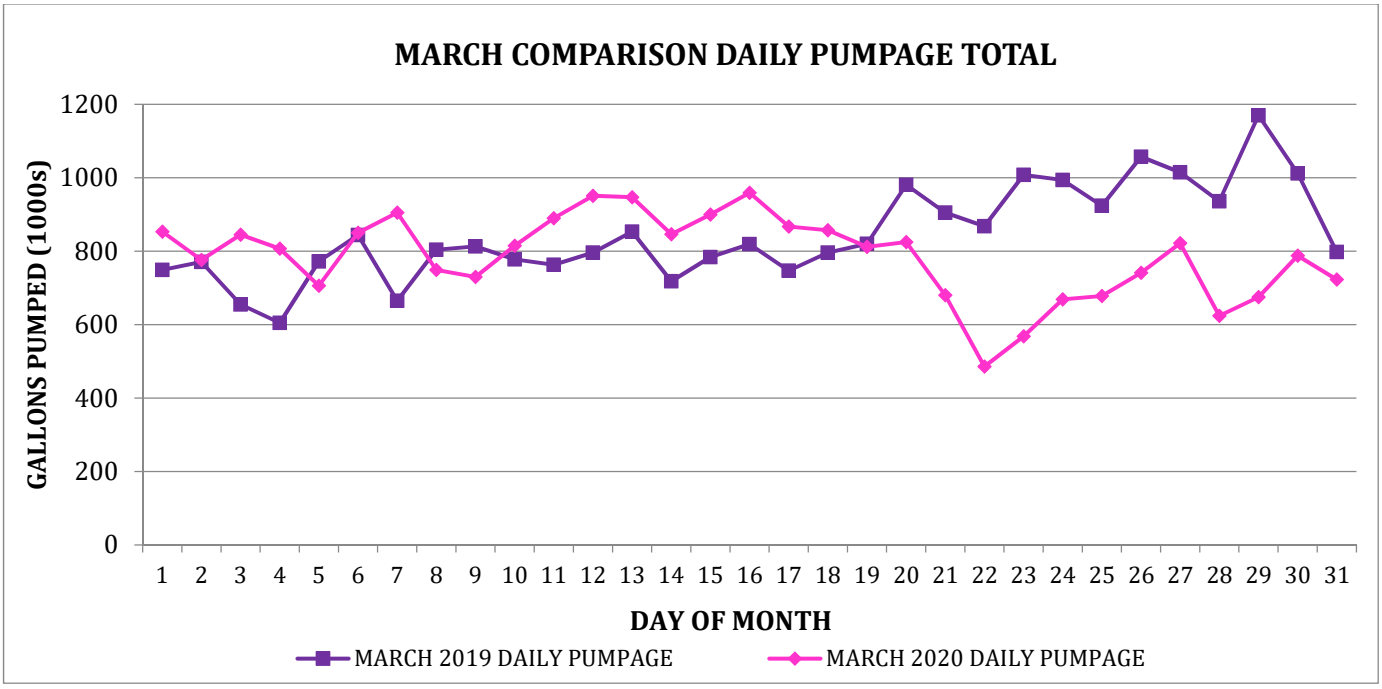
Groundwater production for the calendar month of March was approximately 24.3 million gallons with an average daily use of 785,000 gallons. The average residential water use for the billing month was 5,000 gallons. The next chart shows the average residential water use for each month compared to previous months.

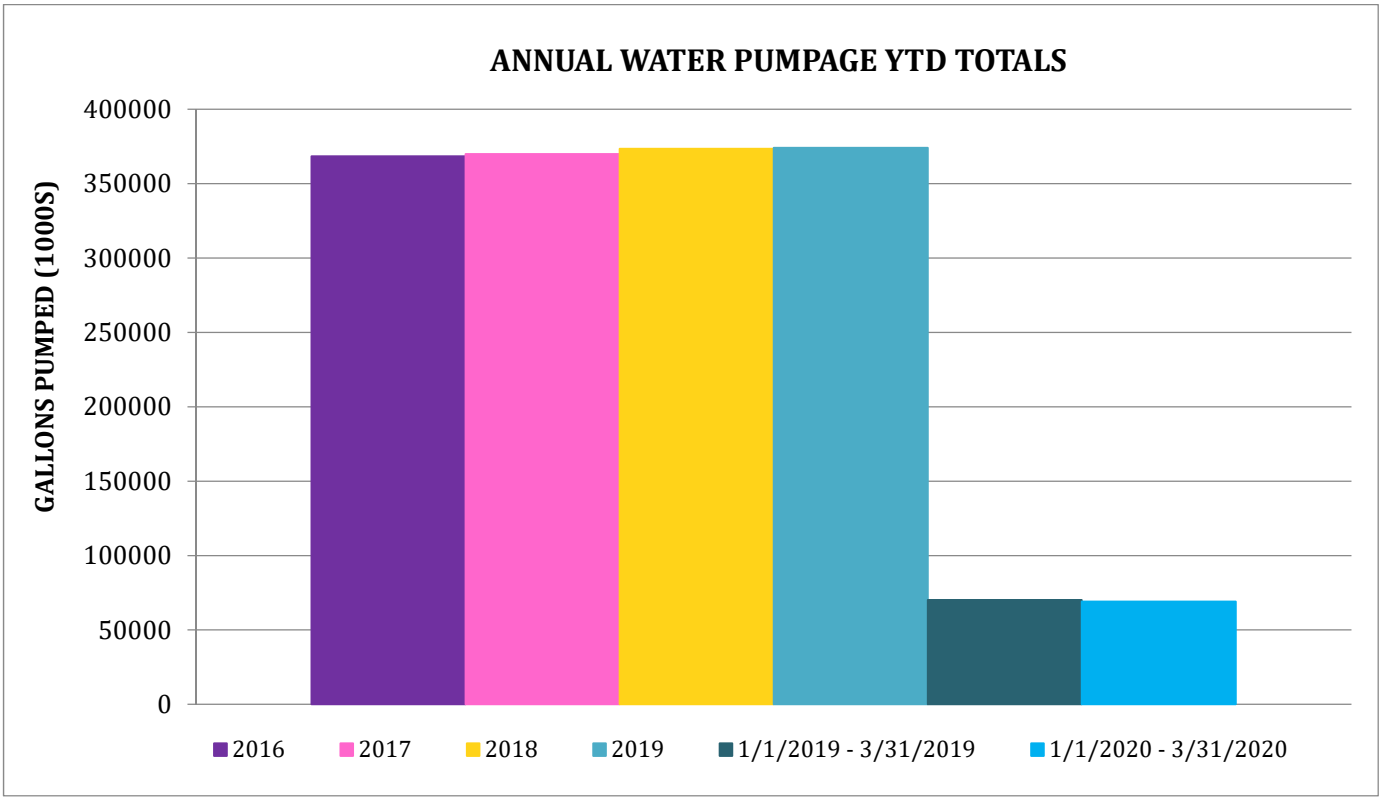


The next chart shows how much residential water sales have accounted for. In March 2019 residential water sales accounted for 21.37% of all water sales compared to 24.29% for the current month.

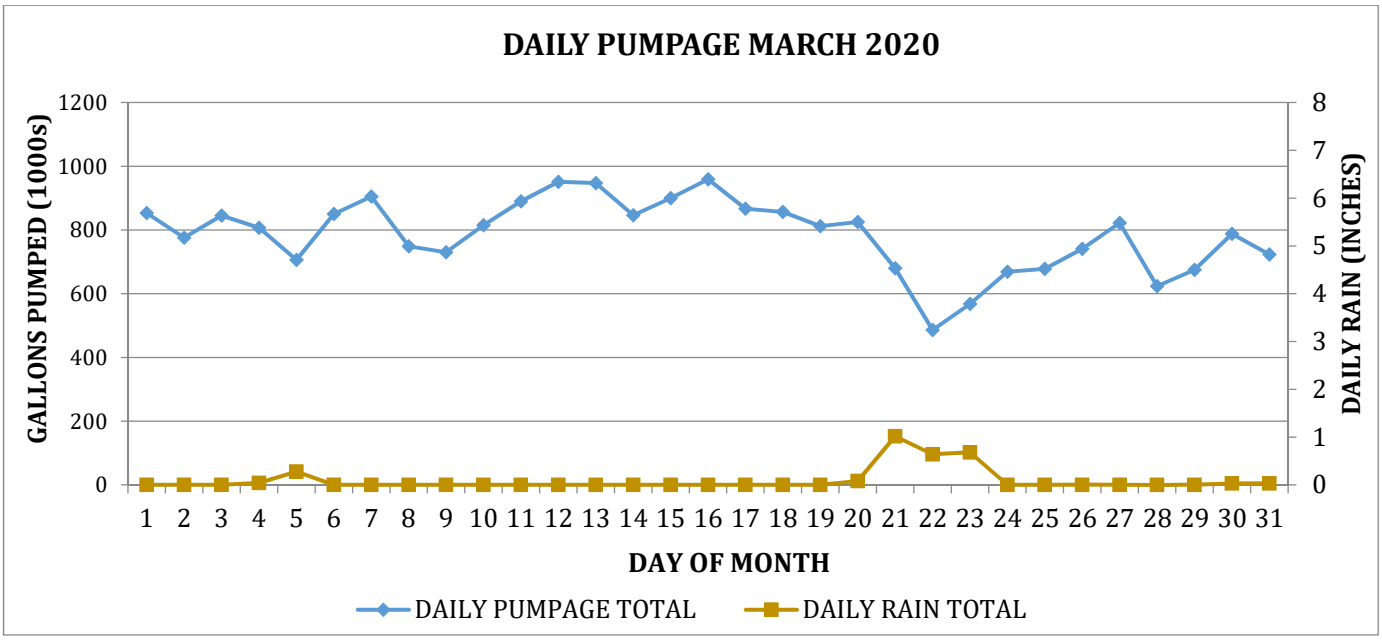


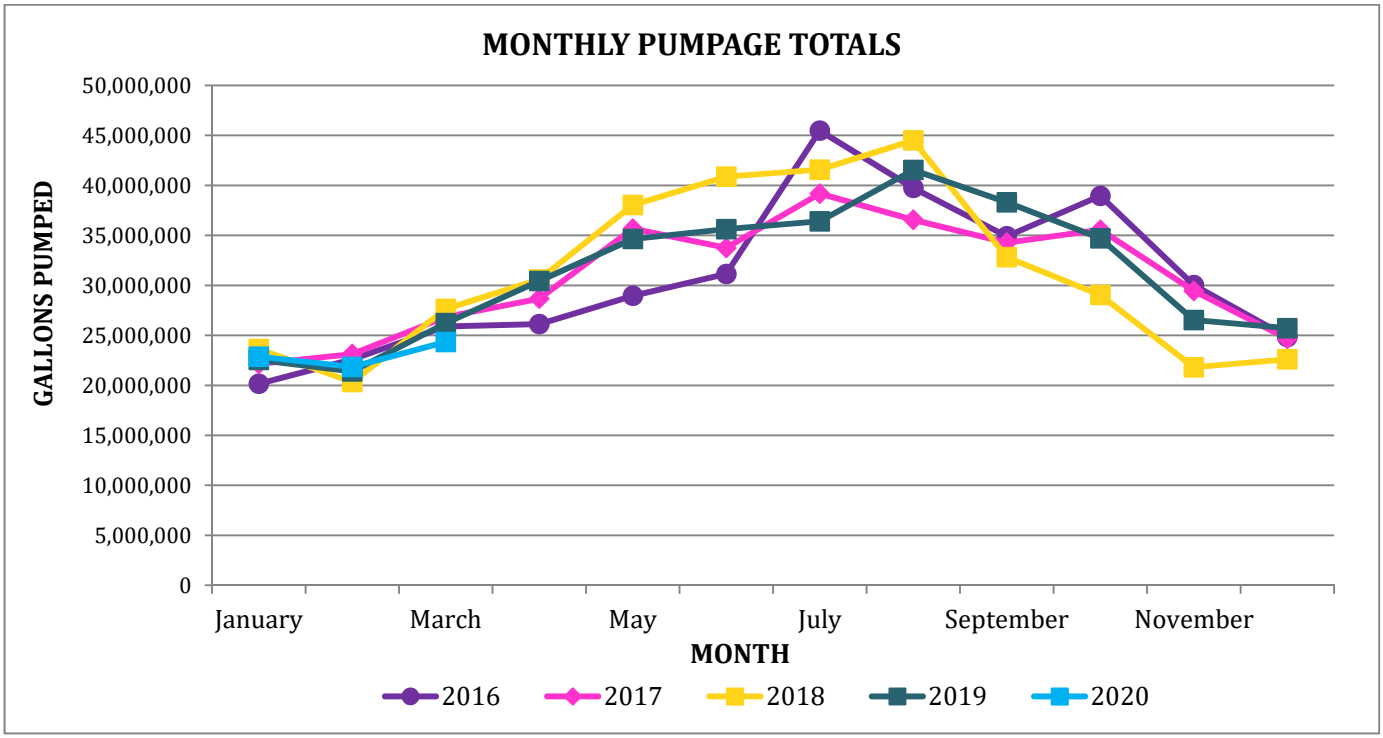
The next two charts show the daily pumpage data compared to previous years. Through March the City has pumped 69.1 million gallons of water this year. Last year during the same period the City pumped 70.2 million gallons.



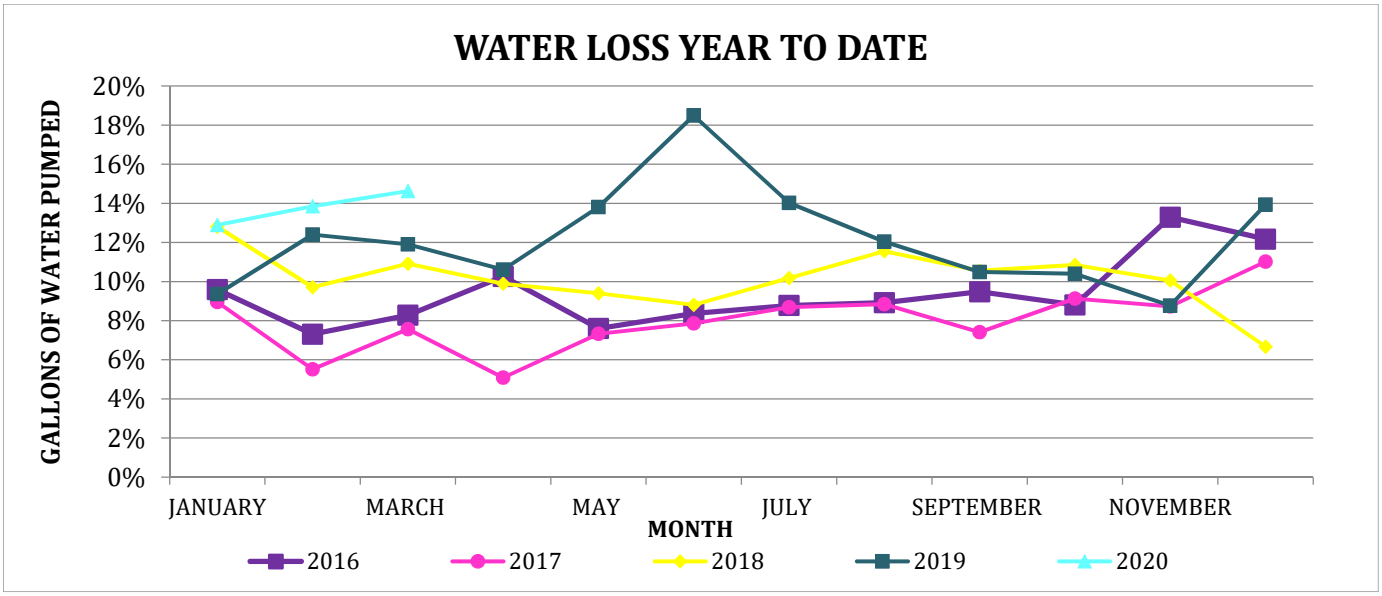


The next charts show the daily pumpage compared with rain and monthly pumpage totals.

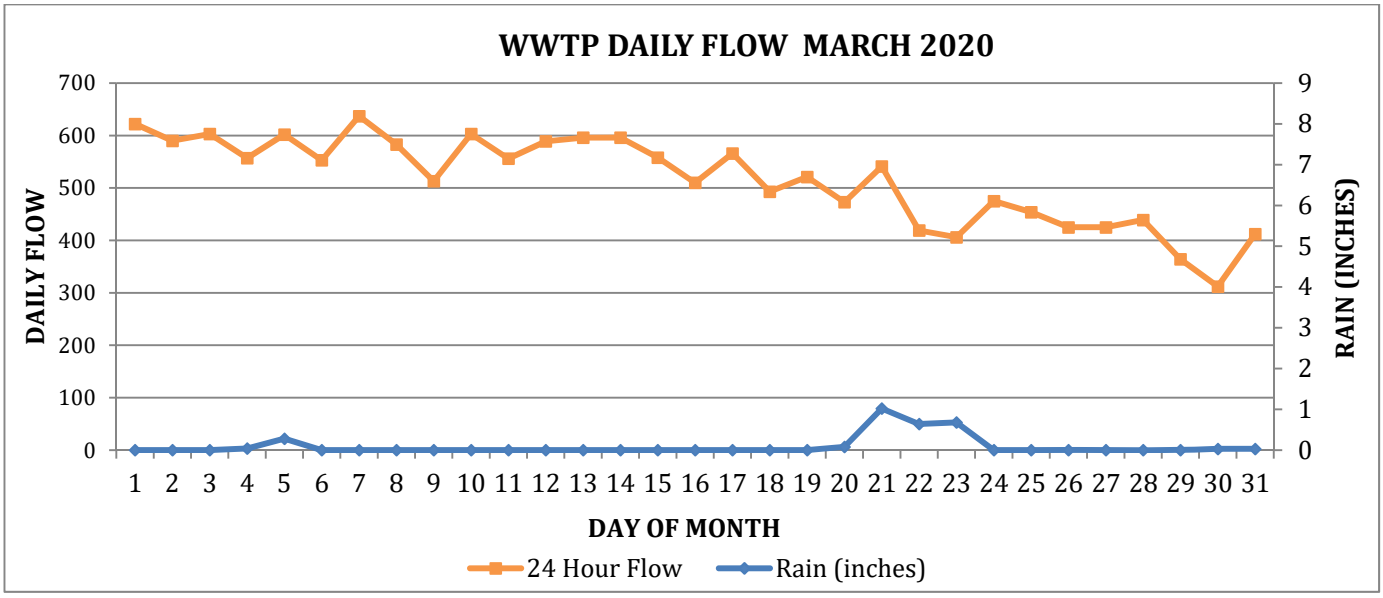




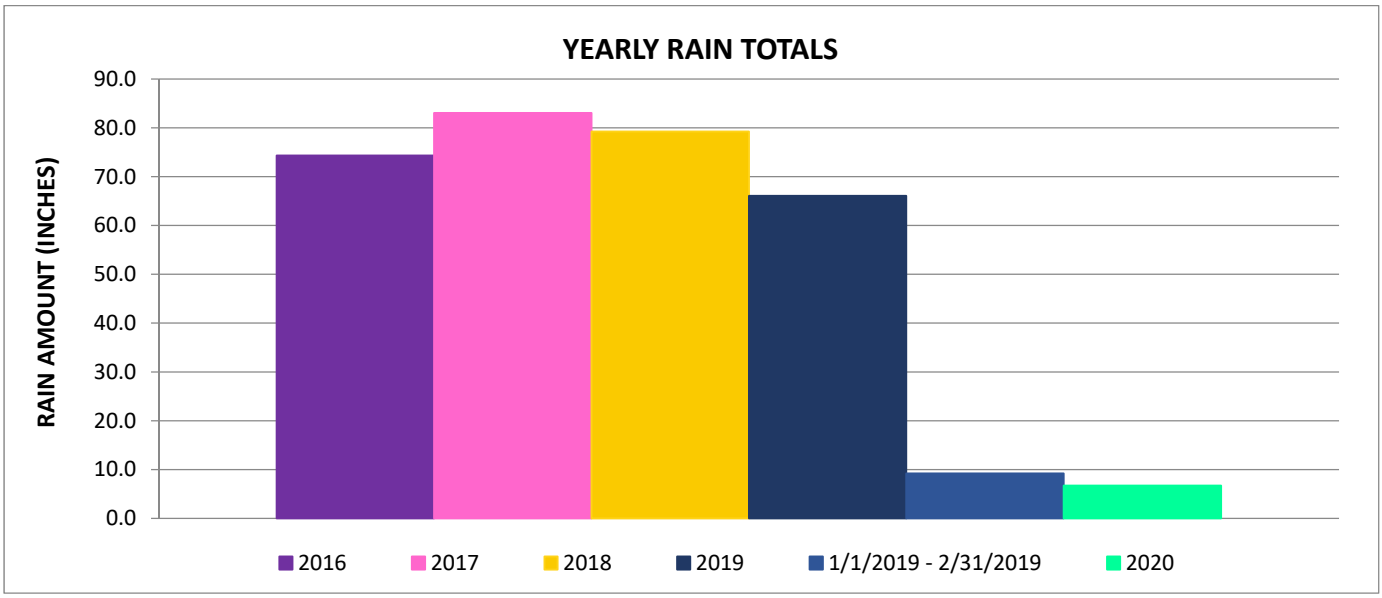
The water loss for the month of March was 14.63%. The next chart compares the loss rate to previous years.



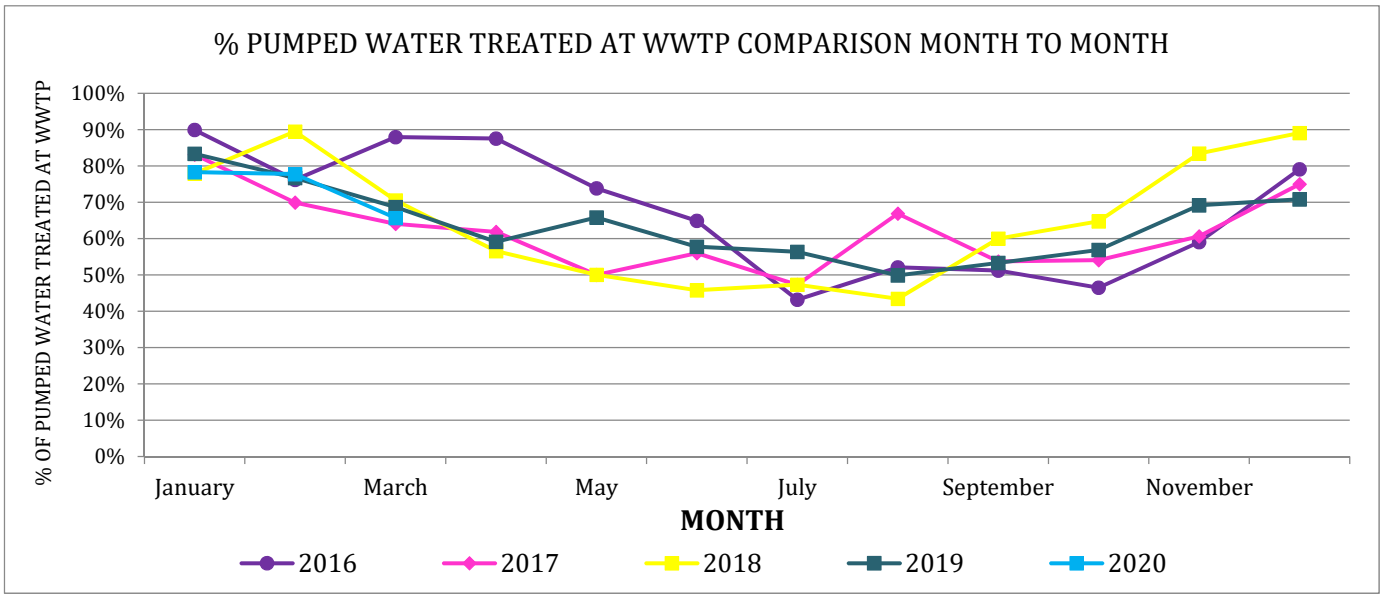
The City's wastewater treatment plant flowed 24.3 million gallons this month for an average of 515.9 gallons per day. Through the year, the City has treated 50.9 million gallons of drinking water. The next chart shows the daily flow at the treatment plant and daily.



Through March 31st the City has registered 6.72 inches of rain at the treatment plant compared to 9.21 and 19.89 inches in previous years. The next chart summarizes rainfall from previous years.



The City "recovered" over 65.70 % 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

- **Impact Fee Study 2019**

  March - Bleyl Engineering submitted a draft report for staff to review and a review by the public including outside of the city limits needs to make a recommendation. An impact fee advisor committee was selected by City Council to review staff recommendations for impact fees.

- **Water/Sewer Rate Study 2019**

  March - Bleyl Engineering was sent all information required to complete draft report(s)/study.

- **Sewer Collection System Model 2019**

  March - Bleyl continued to work on system base map with data sent from city and information already in position by Bleyl.

- **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**

  Jan 2020: Public Comments responded to and letter from USACE was sent back that not all information requested during public comment was address. Bleyl and Kimley Horn spoke with USACE and resolved the issue with additional information being prepared to send to USACE.

  Feb 2020: Bleyl and Kimley Horn spoke with USACE and resolved the issues with additional information and a new complete total package being send to USACE.

  Mar 2020 – Ongoing:
  Dec 2019: Project on hold until the downstream dam is resolved.
  Bleyl and Kimley Horn spoke with USACE and resolved the issues with additional information and a new complete total package being send to USACE.

- **Fiber to the Home**

  Punch list items sent to Tachus for final payment, project was substantially complete March 2020.

PROJECTS UNDER CONSTRUCTION

- **Elevated Storage Tank Rehabilitation 2019**

  Mar 2020: Construction started on the 27th.

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

  Jan 2020: Obtained one of the two remaining easements.

  Feb 2020: All easements obtained. Project to be bid next month.

  Mar 2020: Savanah water line has been installed and is operational. Waterline install almost completed and customer tie-ins complete but one. A power/communication box was placed in the path of the old and new water line tie in and is being scheduled for relocation. March.

- **Pinecroft/Savanah Waterline Replacement Project**

  Dec 2019: Savanah water line has been installed and is operational. Work still ongoing on Pinecroft, weather and some manmade buried objects were found. Council was presented with a change order to replace ACP under Pinecroft at Research Forest and approved. Contractor has added that to the project to complete.

  Jan 2020: Work still ongoing on Pinecroft.

  Feb 2020: Savanah water line has been installed and is operational. Waterline install almost completed and beginning to schedule the customer tie-ins for March.

  Mar 2020: Several utility conflicts have delayed the project, however all but one customer tie-in was completed. Work started on Change Order #1 to replace ACP underneath Pinecroft Dr.

- **Developer Meetings**

  None this month.

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

  LSGCD had meetings in March 10, 2020: Approved draft Management Plan for public review and comment.

Design Projects see additional updates in Bleyl's report.

SUBMITTED BY: Joseph Peart

BLEYL ENGINEERING
PLANNING • DESIGN • MANAGEMENT

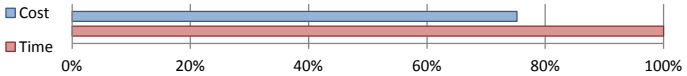
CITY OF SHENANDOAH TEXAS

City of Shenandoah Engineer's Report
March 2020
(March 13, 2020 - April 8, 2020)

Projects Under Construction

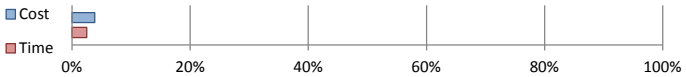
Project Name	*Contractor*	*Contract Start Date*	*Contract Time*	*Contract End Date*	*Substantial Completion*	*Days Over Contract Time*	*Percent of Contract Cost*	*Percent of Contract Time Expired*
Savanah and Pinecroft Waterline Improvements (Phase 2 - Pinecroft)	Eastex Utility Construction	12/2/2019	90 Working Days (Phase 2)	4/3/2020		5	75.24%	100%
Elevated Storage Tank Rehabilitation	Tank Pro, Inc.	3/27/2020	160 Working Days	9/2/2020			3.82%	2.50%

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



Savanah and Pinecroft Waterline Improvements - 12243

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.	Phase 1 was substantially completed on 11/29/19. Phase 2 of construction began 12/2/19. Multiple utility conflicts have delayed completion - now estimated to be April 15, 2020. A utility box is pending-needed to be complete before the project can be completed.



Elevated Storage Tank Rehabilitation - 12531

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.	Bids were received on 3/3/20 and a recommendation of award was presented to Council on 3/11/20. Council approved the project to be awarded to Tank Pro. The project is in construction and completion is scheduled for September 2020.

Projects Under Design

Shenandoah Vision Park Back Lot Storm Drain - 11824

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. Route changes and pond easement acquisition have delayed the project.	The easements have been identified on the revised route and been obtained. The bid opening for the project is 4/14/20 and presented to Council and MDD on 4/22/20.

City of Shenandoah Engineer's Report
March 2020
(March 13, 2020 - April 8, 2020)

Shenandoah East Side Wetlands Permitting - 12101

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 information required by the Corps was also submitted in February 2020. Further comments were addressed in March 2020.

David Memorial Extension Phase II and III - 12473

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. Phase III (Montgomery County and City of Conroe) has been authorized.	A partial permit transfer from Sam Moon was submitted to USACE on 3/6/20. The Corps permit application has been submitted. Anticipated construction completion is 2023. Bleyl conducted a conference call to review 30% design comments on 4/1/20 with all interested entities. Bleyl conducted a conference call with the hospital on 4/8/20.

East Relief Pond Option 1B - 12203

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 owners to the east to secure drainage easements for the project. Additional options are also being considered. A proposed plan, schedule and budget will be presented in May, 2020.

Carter's Slough Hydraulic Study - 12370

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. The City is working on an agreement with property owners to provide drainage relief to the East.

City of Shenandoah Engineer's Report
March 2020
(March 13, 2020 - April 8, 2020)

MS4 General Permit Renewal - 12391

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 - 12402

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 and the City met with Home Depot on 2/26/20. The project needs authorization from Home Depot for a temporary construction easement. Final plans were approved by Home Depot. Final plans are ready for bidding. Ameeting with the home Depot was held on April 8, 2020. An agreement is being considered.

Research Forest/Tamina Major Intersection Improvements - 12403

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. The updated traffic model and study was submitted to the City and TxDOT on 3/2/20. TxDOT has approved the project for final design. A proposal to complete the final design has been submitted for consideration at the 4/22/20 MDD and Council meetings.

Shenandoah Impact Study - 12535

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 impact study is estimated to be complete by May 2020. The first committee meeting for the study was cancelled. The project is on hold until a committee meeting can be rescheduled.

Shenandoah Rate Study - 12534

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 rate study is complete and in review. The study will be presented at a May Council Meeting for consideration.

City of Shenandoah Engineer's Report
March 2020
(March 13, 2020 - April 8, 2020)

Shenandoah Sewer Model - 12536

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 May 2020.

ADA Completion Report - 12567

Project Description	*Update*
Bleyl was authorized on 12/11/19 to evaluate ADA compliance for parking lots, City facilities, parks, etc. for the City.	Inspections are underway. The ACCESS partnership, an ADA consultant, has completed a field inspection and will provide results. Inspection was completed on 3/30/20. A memo including a list of items was provided to the City. The pathways are scheduled for inspection in April. The final report will be submitted to the City by April 30, 2020.

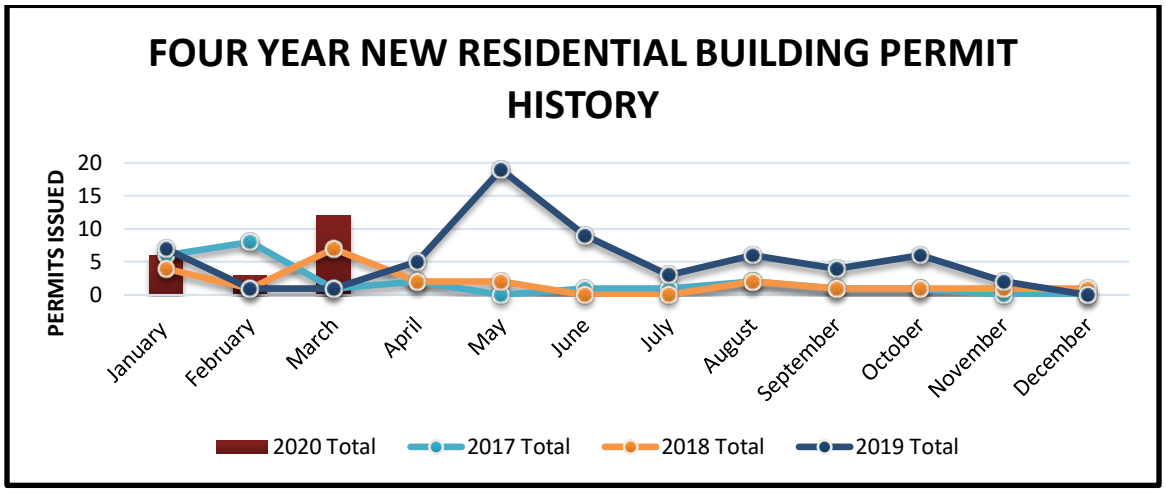
COUNCIL MONTHLY REPORT

DEPARTMENT: COMMUNITY DEVELOPMENT AND MUNICIPAL COURT

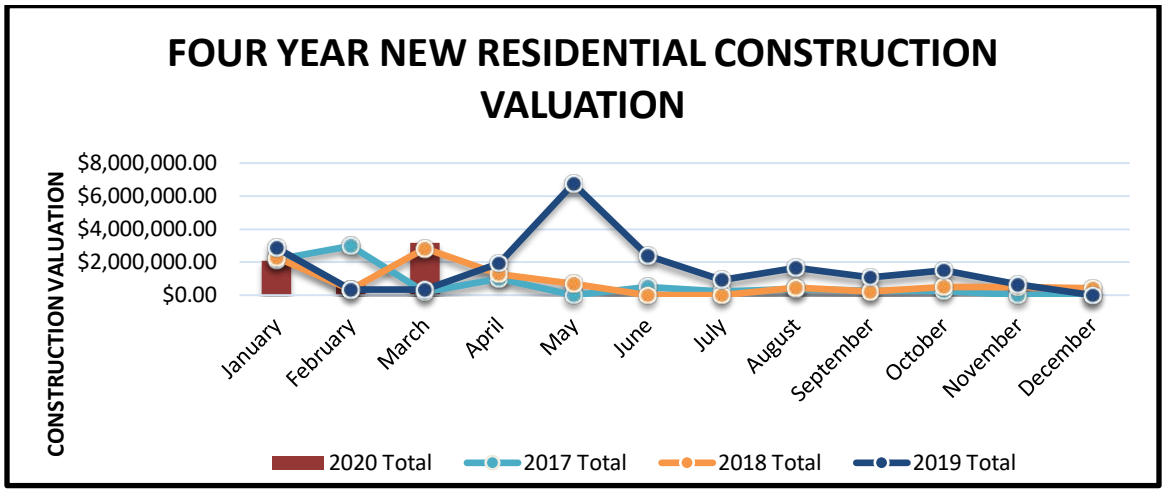
MONTH: MARCH 2020

COMMUNITY DEVELOPMENT

During March the City issued 12 permits for a new residential home compared to one in March 2019. The chart below compares residential permits issued from 2017 to current year.



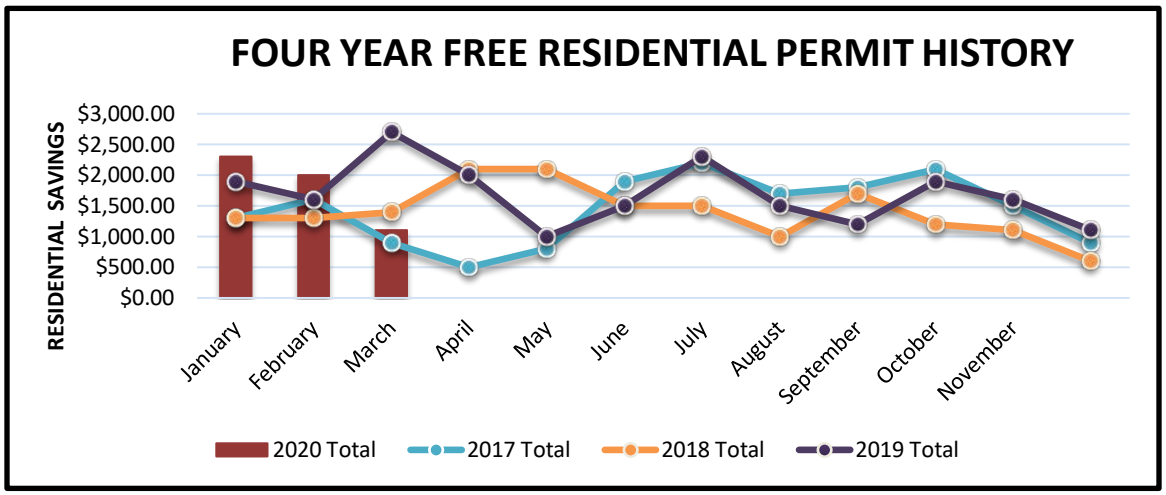
Residential construction value based on the contractors' declared construction cost during the month of March is $3,185,703.00.00. A YTD increase of 66% compared to 2019. The chart compares new residential construction valuation data from 2017 to current year.



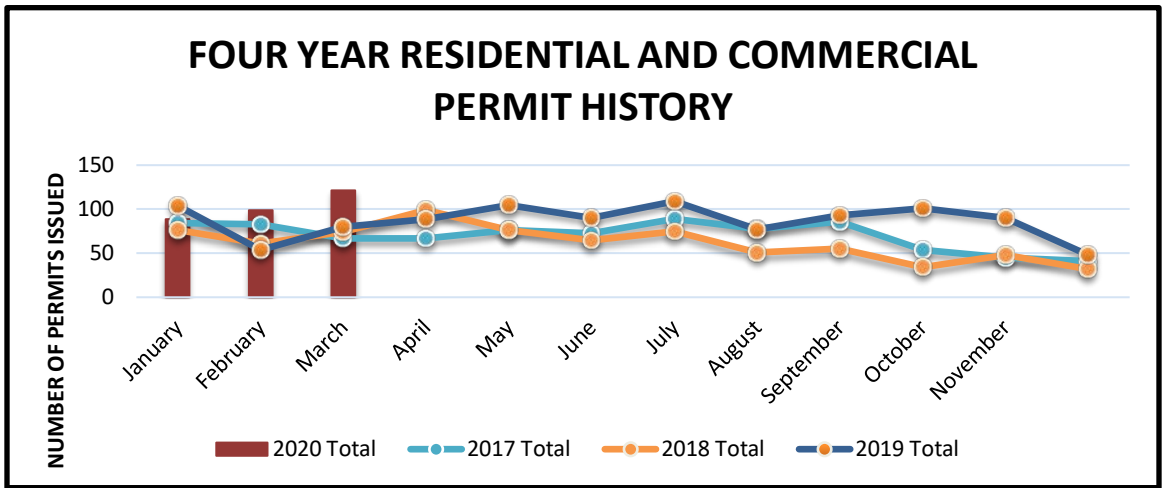
The table below shows the residential development and each subdivisions overall completion rate. Shenandoah has a total of 1,292 lots in the residential subdivisions and is currently at 84% built out. Vacant lots also include lots which residents have fenced in as part of their yard but a house could 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	1	4	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	20	2	40	65%
Wellman Manor	32	5	19	8	25%
Boulevard Green	89	4	50	35	39%
The Centro	114	7	89	18	16%
CITY TOTAL	**1292**	**38**	**169**	**1085**	**84%**

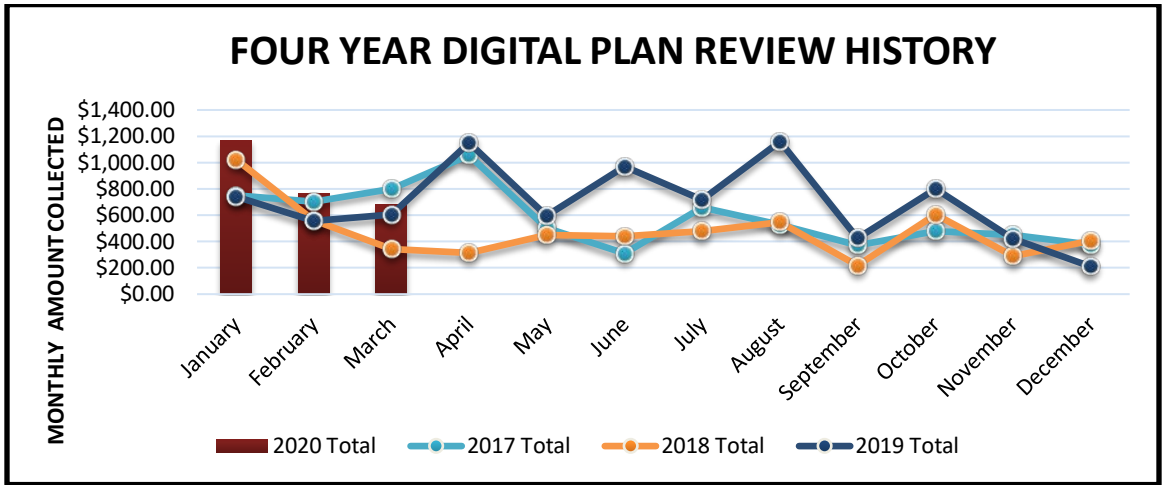
Currently the City issues permits for residential remodels, roofs, irrigation systems and pools for no charge. In March the City issued 11 free permits for residential improvements. Total savings to residents is $116,100.00. The chart below compares free residential improvement permit data from 2017 to current year.



During March the City issued 121 residential and commercial permits compared to 80 in 2019. The chart below compares all residential and commercial permits issued from 2017 to current year.



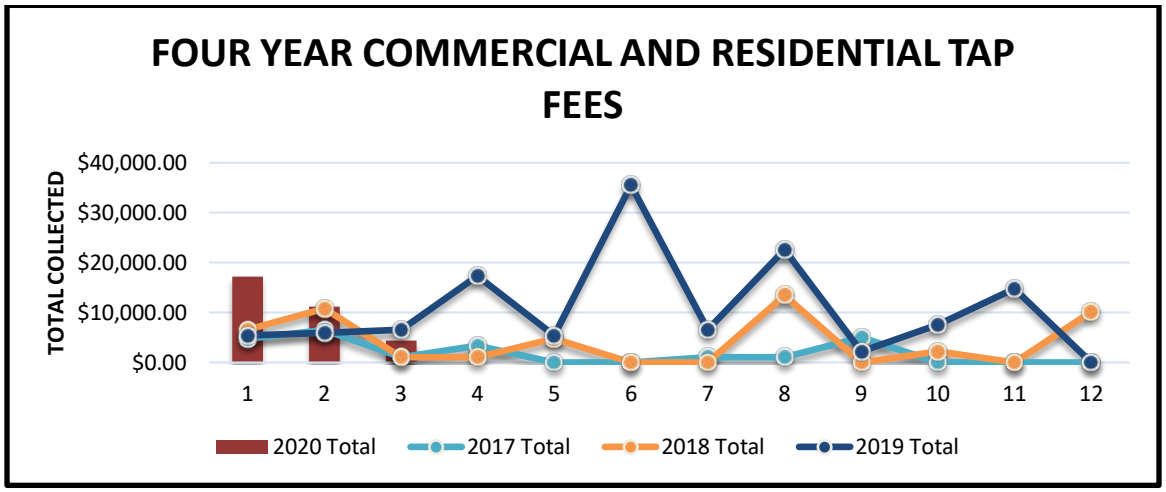
In 2014 the City implemented a digital plan review process to provide better service for the contractors and to accept plans digitally, charging a nominal fee depending on the number of pages submitted for review. During March the City collected $685.00 for digital plan review fees. The revenue collected since implementation in 2014 is $40,389.99. The chart below outlines the fees collected for the digital plan review from 2017 to current year.



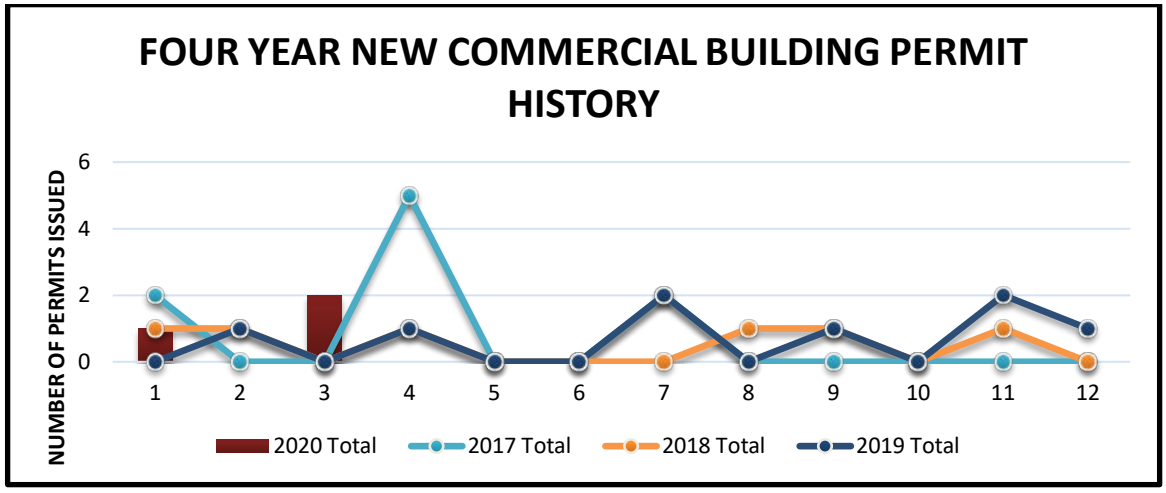
The digital plan review fee is used to purchase equipment and enhance the digital plan review process. In March there was one purchases from the digital plan review account. The digital plan review fee balance is $24,628.12. The chart below outlines the digital plan review revenue and the expenses based 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**
Revenue	$7,047.00	$6,095.84	$7,226.15	$5,680.00	$8,215.00	$4,050.00	
Expenses	$3,344.25	$5,029.99	$795.00	$475.22	$0.00	$810.99	
	$3,702.75	**$1,065.85**	**$6,431.15**	**$5,204.78**	**$8,215.00**	**$3,239.01**	**$24,628.12**

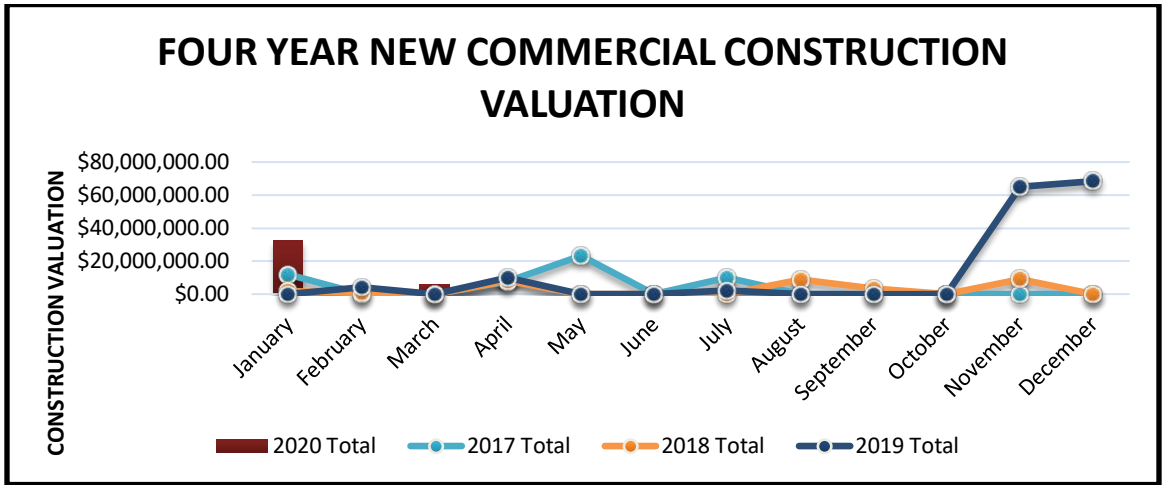
During March the City collected $4,340.00 for commercial and residential tap fees. The chart below compares commercial and residential tap fees collected from 2017 to current.



During March the City issued two new commercial permit comparable to none in 2019. The chart below compares commercial building permits issued from 2017 to current year.



The commercial construction value based on the contractors' declared construction cost during the month of March is $6,015,000.00. The chart below compares new commercial valuation data from 2017 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
18850 David Memorial Drive	Even Hotel	November 21, 2018
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
8900 Six Pines Drive	Mill Creek Multifamily	December 3, 2019
201 David Vetter Blvd.	The Woodlofts	January 10, 2020
The Centro, 18346 W Centro Circle	Dog Park	Mach 3, 2020
18200 IH 45	Hampton Inn & Suites	March 9, 2020

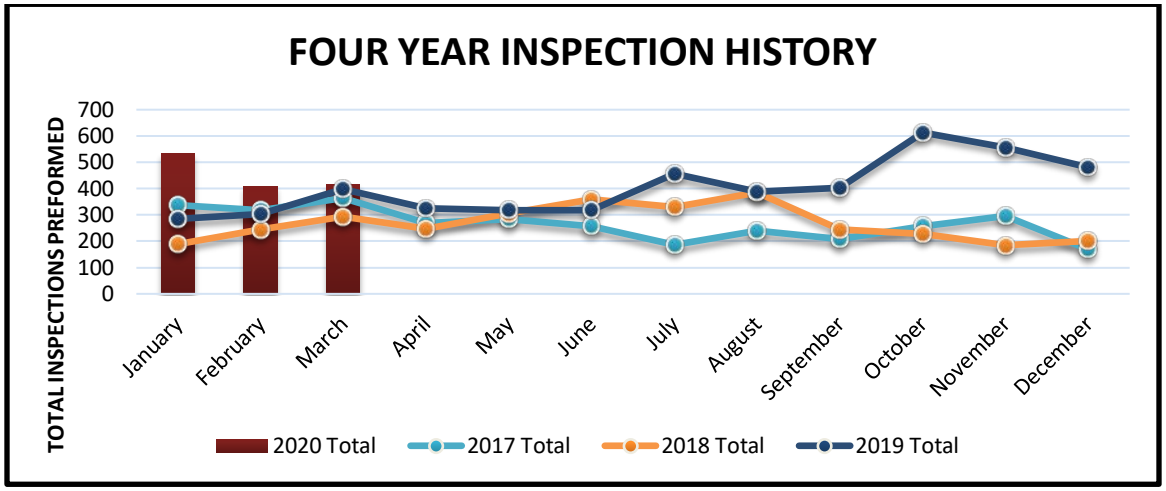
The table below provides a snapshot of commercial remodels/buildouts and the date the permit was issued.

Active Commercial Remodel/Buildout Projects		
Address	**Description**	**Date permit issued**
109 Honey Berry Street	Communication Antenna	March 26, 2019
8851 Metropark Drive, Suite 100	Top Sushi	August 16, 2019
18456 IH 45	Shenandoah Inn, Exterior Stone work	October 7, 2019
19103 IH 45N	Home Depot Tool Rental	November 12, 2019
18550 IH 45	Encompass Health	November 21, 2019
117 Vision Park Blvd	Encompass Health, Infill Pool	December 17, 2019
19075 IH 45, Suite 108	Five Below	January 8, 2020
19075 IH 45, Suite 108	Façade Five Below	January 8, 2020
19075 IH 45, Suite 116B	Mens Warehouse	January 21, 2020
8821 Metropark Drive, Suite 1500	Aesthetics Smiles Dentistry	February 24, 2020
121 Vision Park Blvd, Suite 200	Hope for Healing	February 24, 2020
9180 Pinecroft, Suite 210	Memorial Hermann Conference Space	February 13, 2020
9180 Pinecroft, Suite 260	Memorial Hermann Office Space	February 13, 2020
9180 Pinecroft, Suite 250	Memorial Hermann Timeshare Space	February 13, 2020
1120 Medical Plaza Drive, Suite 230	Memorial Hermann Tenant Space	February 26, 2020
29955 IH 45	Shenandoah Community Room	March 17, 2020
9250 Pinecroft Drive	Memorial Hermann Transformer Update	March 24, 2020
8880 Metropark Drive, Suite 100	Sharetea	March 25, 2020
8851 Metropark Drive, Suite 900	Jordans Sweet Shoppe	March 25, 2020
129 Vision Park Blvd., Suite 206	Millennium Physicians	March 25, 2020
9305 Pinecroft, Suite 200	Memorial Hermann Surgery Center	March 30, 2020

During March the Building Official had six scheduled development meeting.

Development Meetings	
Meeting Date	**Topic for Discussion**
March 3, 2020	On-site meeting and walk at 28673 IH 45 to discuss life safety code violations.
March 11, 2020	Office meeting with representatives of La Quinta to discuss life safety code violations.
March 11, 2020	Conference call with property manager of Portofino Center to discuss life safety code violations.
March 13, 2020	Office Meeting with designers working on Memorial Hermann expansion project.
March 18, 2020	Courtesy walk with superintendent to discuss solutions to received required engineering certification for foundation and podium deck at 19391 David Memorial Drive.
March 19, 2020	On-site meeting to discuss work taking place without a permit, and City requirements moving forward

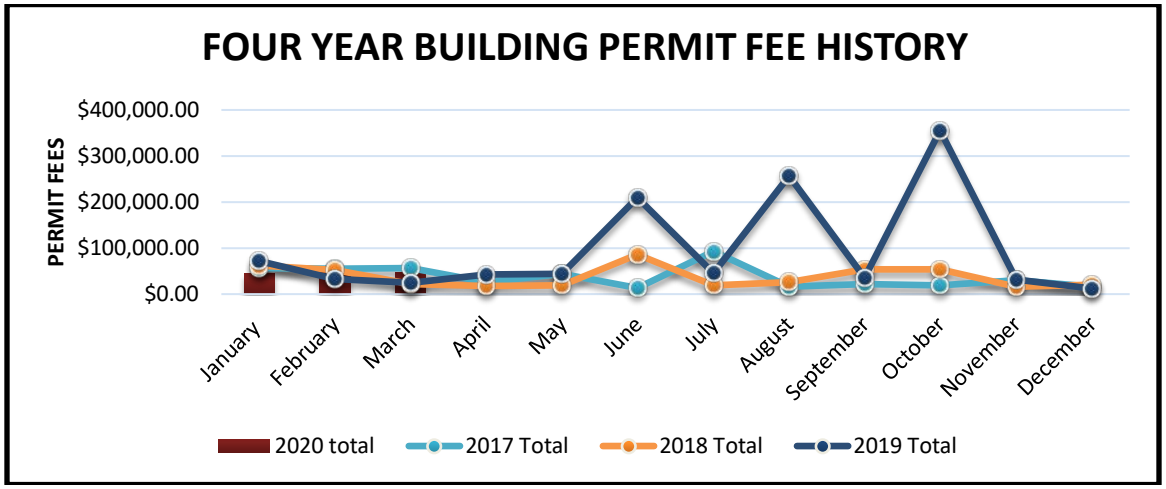
During March the City performed 416 inspections. A YTD increase by 38% compared to 2019. The chart below compares the total number of inspections performed from 2017 to current year.



Inspections performed include:

- Building Department – 373
- Fire Inspector – 43
- Third Party Inspector – 0

During March the City collected $47,820.40 for building permit fees. Permit fees have increase by 18% YTD compared to 2019. The chart below compares building permit fees collected from 2017 to current year.



There were 25 Certificates of Occupancy/completion issued in March including the following:

Owner	Address	Project	Date Issued
PHSH CONSTRUCTION	18535 CENTRO ROW	20190249	03.02.2020
PHSH CONSTRUCTION	393 N CENTRO CIRCLE	20190231	03.02.2020
PHSH CONSTRUCTION	389 N CENTRO CIRCLE	20190245	03.02.2020
VISION COMMONS	203 GREEN BLVD.	20190319	03.02.2020
GRACE LILY LP	158 BONNIE RIDGE CIRCLE	20190442	03.03.2020
VISION COMMONS	160 SYCAMORE ST.	20190326	03.03.2020
GRACE LILY LP	154 BONNIE RIDGE CIRCLE	20190386	03.04.2020
DAVE & BUSTERS LP	8915 METROPARK DR.	20181428	03.04.2020
SHENANDOAH HOTELS LLC	18456 I-45 S	20190184	03.05.2020
**THE BODY SPECIALIST	118 SHENADOAH DR.	20201054	03.11.2020
PHSH CONSTRUCTION	18531 CENTRO ROW	20190165	03.11.2020
GRACE LILY LP	143 BONNIE RIDGE CIRCLE	20190388	03.12.2020
VISION COMMONS	135 HICKORY STREET	20190325	03.12.2020
VISION COMMONS	166 SYCAMORE ST.	20190261	03.18.2020
PHSH CONSTRUCTION	385 N CENTRO CIRCLE	20190244	03.18.2020
PHSH CONSTRUCTION	397 N CENTRO CIRCLE	20190179	03.19.2020

** Indicate a Temporary Certificate of Occupancy was issued

During March seven sign permits were issued.

- 8851 Metropark Drive, Suite 100 – Wall Sign (X2)
- 8821 Metropark Drive, Suite 1600 – Wall Sign
- 19075 IH 45, Suite 116B – Wall Sign
- 29801 IH 45 – Real Estate Sign
- 18732 Centro Main Street – Wall Sign
- 18736 Centro Main Street – Wall sign

PLANNING/DEVELOPMENT ACTIVITY

During the month of March the Planning and Zoning Commission had no scheuduled meetings.

AGENDA DATE	MEETING TYPE
January 7, 2020	**Special Meeting**
January 21, 2020	**Regular Scheduled Meeting**

During the month of March no applications pertaining to property development were filed with the City.

A 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	Withdrawn	
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	Withdrawn	
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	December 11, 2020
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	_
Special Use Permit to allow for Medical Services: General	1500 Research Forest Drive, Suite 120, Shenandoah, Texas	IV Bars of The Woodlands	January 22, 2020	January 22, 2021
Special Use Permit to allow Mixed Beverage Restaurant Permit with Food and Beverage Certificate	1500 Research Forest Drive, Suite 240, Shenandoah, Texas	Ploy Thai Cuisine		
Special Use Permit to allow Mixed Beverage Restaurant Permit with Food and Beverage Certificate	1644 Research Forest Drive, Suite 100, Shenandoah, Texas	Lama Mediterranean		
Applicatoin to amend a Special Use Permit allowing minimum square footage of retail space and parking structure	Restricted Reserve "A" of the Eastwood Village Replat No. 1	The Woodlofts		

MUNICIPAL COURT

In March code enforcement issued one 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
DEC	1,847	515,760.56		3,796	956,215.78		5,643	2	$ 1,471,976.34	613.20
JAN	1,844	514,686.46		3,796	956,215.78		5,640	3	$ 1,470,902.24	1,074.10
FEB	1,841	514,015.26		3,796	956,215.78		5,637	3	$ 1,470,231.04	671.20
MAR	1,841	514,015.26		3,793	955,295.78		5634	3	$ 1,469,311.04	920.00

In March the Court closed three outstanding cases reducing the value of outstanding cases by $920.00. A breakdown of the dispositions of the outstanding closed cases is shown below.

- Cases Paid In Full – 3 ($860.00)
- Cases Received Partial Payment – 2 ($60.00)

MISC. REPORTED ACTIVITY

Development Activity													
	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
Plans Processed	44	53	62	64	63	85	81	68	57	25	67	58	55
Additional Municipal Court Activity													
Warrants Issued	0	0	1	0	0	0	0	0	0	0	0	0	0
Court Cases Set	0	4	1	2	1	0	0	0	0	2	0	1	0
General Activity													
Payments Processed	444	637	513	512	536	532	390	560	474	486	503	547	499

SUBMITTED BY: Jackie Thompson

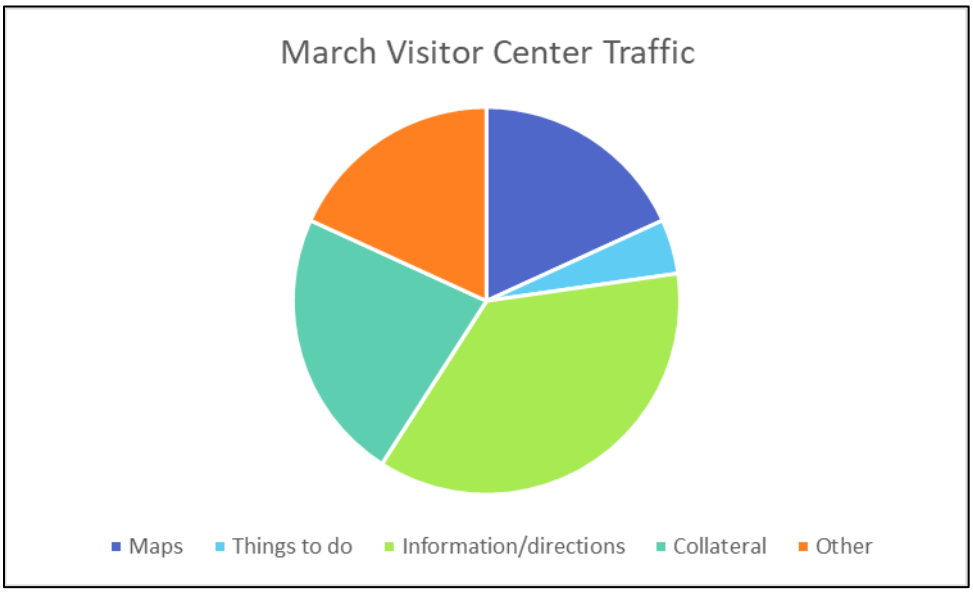
COUNCIL MONTHLY REPORT

DEPARTMENT: CVB

MONTH: MARCH 2020

VISITOR CENTER

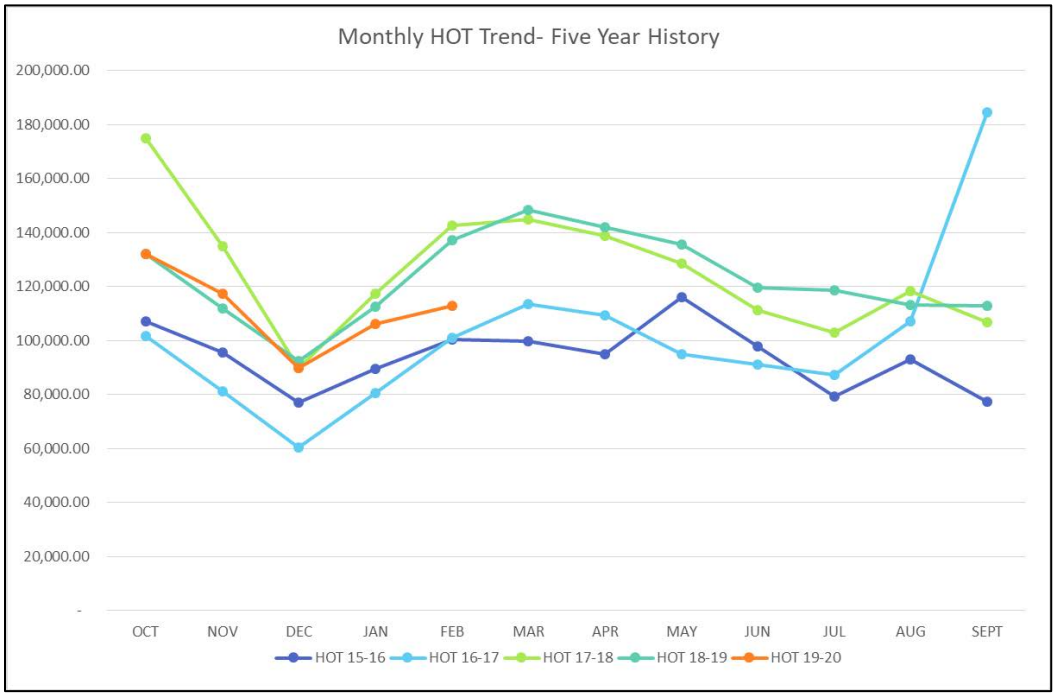
For the month of February, CVB staff was able to capture 13 visits and 15 visitors to the visitor's center.



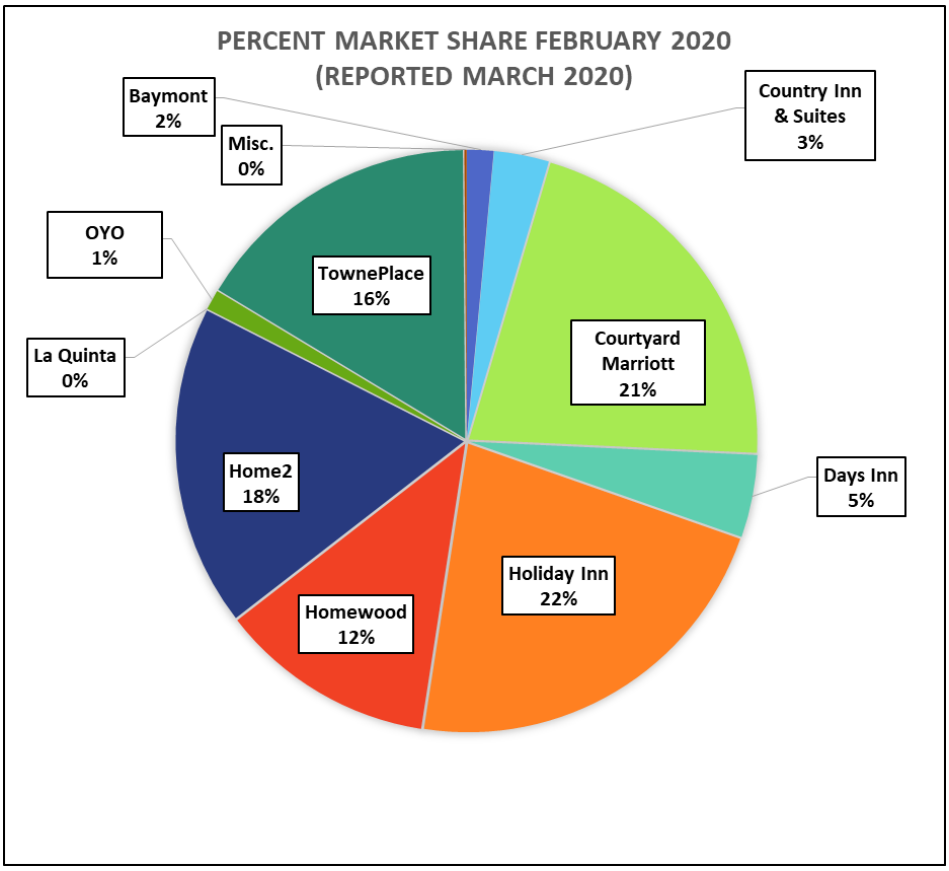
HOTEL OCCUPANCY TAX

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 March is for hotel stays in February.

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	117,269.67
DEC	76,939.84	60,413.59	89,775.76	92,456.12	90,033.53
JAN	89,514.69	80,722.70	117,308.07	112,506.44	106,155.18
FEB	100,594.30	101,060.82	142,637.52	137,124.53	$112,926.36
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**	**558,505.74**



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.



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 2019-2020												
	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	$1,285.55	$21,351.27	$4,975.11	$25,688.95	$13,457.78	$20,324.87	$7,794.29	$1,678.25	$19,959.21	$754.39	**$117,269.67**
DEC	$0.00	$1,326.86	$21,093.27	$4,822.51	$20,657.50	$9,186.20	$14,543.31	$4,417.19	$1,267.38	$12,029.62	$689.69	**$90,033.53**
JAN	$0.00	$2,887.83	$22,657.38	$4,759.15	$24,085.57	$10,991.57	$19,537.47	$5,993.93	$1,119.32	$13,472.22	$650.74	**$106,155.18**
FEB	$1,690.27	$3,473.79	$23,899.12	$5,211.65	$24,950.15	$13,630.47	$20,304.04	$0.00	$1,270.46	$18,349.38	$147.03	**$112,926.36**
MAR												**$0.00**
APR												**$0.00**
MAY												**$0.00**
JUN												**$0.00**
JUL												**$0.00**
AUG												**$0.00**
SEP												**$0.00**
Tot.	**$2,416.92**	**$10,223.29**	**$114,479.40**	**$25,728.45**	**$124,410.05**	**$61,143.05**	**$97,442.18**	**$27,662.85**	**$7,397.64**	**$84,814.98**	**$2,786.93**	**$558,505.74**

The following chart shows occupancy tax data by property for both February 2019 and February 2020, reported March 2019 and March 2020, 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
Feb-19	$ 2,198.10	$ 2,120.90	$ 25,090.83	$ 6,050.52	$ 30,678.88	$ 16,596.93	$ 22,875.12	$ 10,274.53	$ 1,692.15	$ 19,473.02	$ 73.55	**$ 137,124.53**
Feb-20	$ 1,690.27	$ 3,473.79	$ 23,899.12	$ 5,211.65	$ 24,950.15	$ 13,630.47	$ 20,304.04	$ -	$ 1,270.46	$ 18,349.38	$ 147.03	**$ 112,926.36**

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	$116.93	$110.80	$123.78	$126.18							
DAYS INN	$ 55.00	$ 55.00	$ 55.00	$ 53.00	$ 59.41							
HOLIDAY INN	$117.00	$112.00	$116.00	$118.00	$123.00							
HOMEWOOD	$106.13	$ 97.82	$ 96.58	$ 99.01	$ 96.14							
HOME 2 SUITES	$125.08	$122.73	$115.17	$122.20	$125.18							
LA QUINTA												
OYO		$ 34.00										
TOWNEPLACE	$107.20	$103.35	$ 92.67	$ 98.36	$108.59							

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%	71%	72%	69%	77%							
DAYS INN	59%	51%	45%	46%	55%							
HOLIDAY INN	75%	72%	54%	62%	66%							
HOMEWOOD	52%	60%	36%	95%	44%							
HOME 2 SUITES	79%	74%	53%	67%	75%							
LA QUINTA												
OYO		63%										
TOWNEPLACE	90%	86%	59%	67%	86%							

EXPEDIA ADVERTISING

Below is a recap of February 2020 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.

Shenandoah CVB
Account with 10 properties

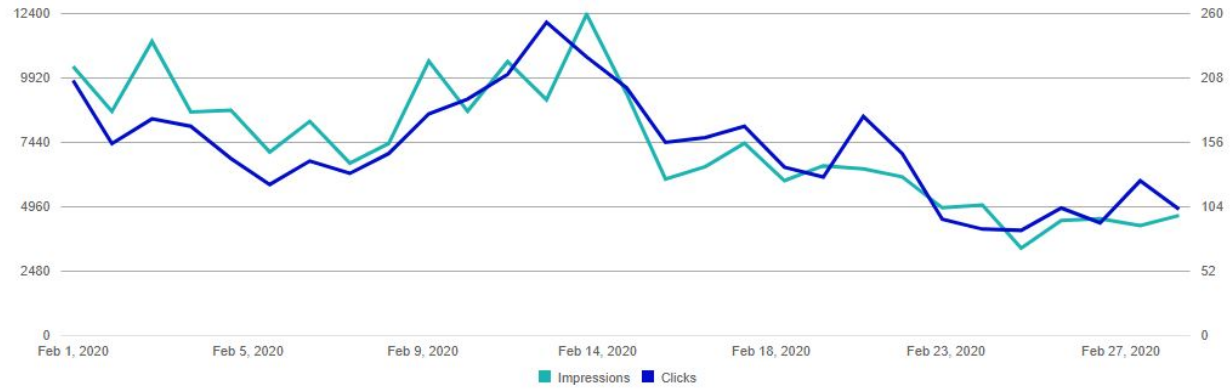
February 1, 2020 - February 29, 2020, Hotel path Customize

Ad delivery

Spend (USD)	Clicks	Avg CPC (USD)	Impressions	Avg rank	CTR
5,868.98	4,407	1.33	213,599	2.7	2.06%

Attribution

Revenue clicked (USD)	Room nights clicked	ROAS clicked	Revenue exposed (USD)	Room nights exposed	ROAS exposed
20,951.00	281	4:1	44,427.25	567	8:1



ITEMS OF ADDITIONAL NOTE

- Spent considerable time with the city to develop content and news updates for visitors, as well as programs for our restaurants and hotels via our website and social media channels, highlighting changes in travel and services available as COVID-19 pandemic grew. Efforts shifted from updating the traveling public about safety in traveling her as the pandemic grew to supporting our restaurants, shops and hotels through blog posts, eblasts, social media.
- Pushing back our CVB website launch date, with an early to mid-May launch due to COVID-19.
- Pushing back our Spring/Summer 2020 digital campaigns due to COVID-19 pandemic, and working to integrate our post COVID-19 recovery efforts with above campaign with our vendors.
- Finalizing details on new ***Small Meetings and Special Events Planner***, and will continue to work on updates to our CVB destination map, and begin developing a new visitor brochure.
- Working on advance preparations to move our CVB offices over to City Hall
- Continued with negotiations and planning at council's request in our efforts to secure an outside consultant to assist us with the development of a strategic destination plan.

SUBMITTED BY:

John R. Mayner, III