NOTICE OF REGULAR MEETING

May 27, 2020

SHENANDOAH CITY COUNCIL

STATE OF TEXAS AGENDA

COUNTY OF MONTGOMERY

CITY OF SHENANDOAH

NOTICE IS HEREBY GIVEN that a Meeting of the Shenandoah City Council will be held on Wednesday, May 27, 2020 at 7:00 p.m. at the City of Shenandoah Municipal Complex, 29955 IH-45 North, Shenandoah, Texas for the purpose of considering the following:

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

   Citizens are invited to speak for three (3) minutes on matters relating to city government that relate to agenda or non-agenda items. Speakers are asked to 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. Presentation of a final report regarding the proposed zoning amendment for a special use permit for a Mixed Beverage Restaurant Permit with Food and Beverage Certificate. The proposed zoning amendment is for 1644 Research Forest Drive, Suite 100, Shenandoah, Texas 77381.
9. Public hearing regarding the proposed zoning amendment for a special use permit for a Mixed Beverage Restaurant Permit with Food and Beverage Certificate. The proposed zoning amendment is for 1644 Research Forest Drive, Suite 100, Shenandoah, Texas 77381.

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

    AN ORDINANCE OF THE CITY OF SHENANDOAH, TEXAS, AMENDING THE CODE OF ORDINANCES, CHAPTER 102, SO AS TO A SPECIAL USE PERMIT FOR A MIXED BEVERAGE PERMIT FOR LAMA MEDITERRANEAN CUISINE LOCATED AT 1644 RESEARCH FOREST DRIVE, SUITE 100, SHENANDOAH, TEXAS; PROVIDING FOR A PENALTY IN THE AMOUNT OF $2,000 FOR VIOLATIONS THEREOF; PROVIDING SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

11. Discussion and possible action to approve a bid for test pumping at the east side pond.

12. Discussion and possible action to adopt the following resolutions:

    a. Appoint a judge for the Shenandoah Municipal Court

       A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHENANDOAH, TEXAS APPOINTING A JUDGE FOR THE MUNICIPAL COURT OF THE CITY OF SHENANDOAH, TEXAS AND AUTHORIZING PAYMENT FOR SERVICES.

    b. Appoint a municipal clerk for the Shenandoah Municipal Court

       A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHENANDOAH, TEXAS APPOINTING A MUNICIPAL COURT CLERK FOR THE MUNICIPAL COURT OF THE CITY OF SHENANDOAH, TEXAS.

13. Discussion and possible action to adopt revisions to the residential permit fee schedule.

14. Discussion and possible action to appoint a Mayor Pro-tem.

15. Discussion and possible action regarding second quarter budget amendments.

16. Discussion and possible action to approve payment to the Montgomery County Fire Marshal's office.

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

    AN ORDINANCE PROTECTING THE WATER SUPPLY OF ALL PUBLIC WELLS IN THE CITY OF SHENANDOAH BY MEANS OF CREATING SANITARY CONTROL EASEMENTS WITHIN 150 FEET OF WELLS AND ESTABLISHING EXCEPTIONS TO SUCH EASEMENTS; PROVIDING ENFORCEMENT AUTHORITY; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PENALTIES OF UP TO $2000 FOR THE VIOLATION OF THIS ORDINANCE; PROVIDING FOR A SAVINGS CLAUSE IF ANY PORTION HEREOF IS DEEMED TO BE INVALID; PROVIDING A TEXAS OPEN MEETINGS ACT CLAUSE; AND PROVIDING AN EFFECTIVE DATE AFTER PUBLICATION AS PROVIDED BY LAW.

18. Discussion of General Fund Capital Improvement Plan (CIP) projects.

19. Discussion and possible to approve the purchase of a booster pump for Water Plant No.2.

20. Discussion and possible action to approve a new design for the city entrance monuments.

21. Discussion and possible action to approve the minutes of the April 22, 2020 regular meeting.

22. Discussion and possible action to approve the accounts payable for April, 2020.

23. CITIZENS FORUM

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

24. City Administrator updates – Monthly Reports.

25. COUNCIL INQUIRY

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

EXECUTIVE SESSION

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

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

i) Government Code § 551.074. Personnel Matters;
- Police Chief

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

ADJOURN

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

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

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

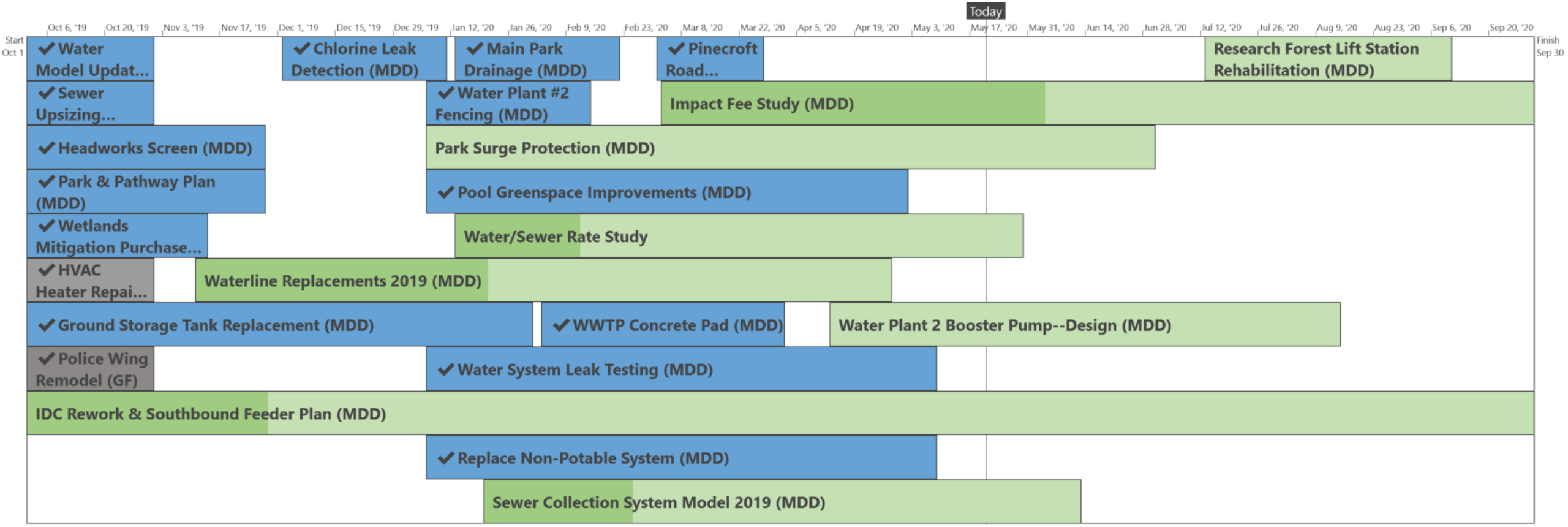
I certify that the attached notice of meeting was posted on the bulletin board at City of Shenandoah Municipal Complex, 29955 IH-45 North, Shenandoah, Texas, on the 21 day of May 2020 at: 4:15 o'clock p.m.

Courtney Clary, City Secretary

CITY OF SHENANDOAH TEXAS

MDD Capital Projects

May 21, 2020



April Update:

1) **MDD Approved funding a $17,000 Digital Marketing Campaign promoting Shenandoah businesses re-opening after COVID-19.**

2) **MDD Approved $139,500 for Design work for the Tamina Rd/I45/Research Forest Intersection.**

3) **MDD approved $22,743 to install additional street lights along David Memorial Drive.**

4) **Released all funds for long term projects on Hold; allocating them to the MDD General fund.**

MDD Capital Projects (2019-2020)

April 30, 2020

MDD Capital Projects (2019-2020)					April 30, 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%	5/21: 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%	5/12: 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.
Sewer Collection System Model	33,950	8,357	25,593	75%	5/21: In Progress. Evaluating existing sanitary sewer system & provide recommendations to accommodate future City demand growth. 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%	5/21: In Progress. Surge protector equipment has arrived; provided surge protector did not work and new surge protector being constructed. Delivery delayed to June due to COVID releated scheduling issues.
Pinecroft Road Improvements	21,000	20,837	163	1%	Completed Mar 2020.
Replacement of Non-Potable Water System	10,850	10,833	18	0%	Completed Mar 2020.
Water System Leak Detection	10,640	9,975	665	6%	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 30, 2020

MDD Capital Projects (2018-Prior)

April 30, 2020

Project Name	Budgeted	Spent	$ Remaining	% Remaining	Updates
					2018 - Prior Projects
Waterline Replacements (Pinecroft & Savanah)	455,000	193,950	261,050	57%	5/12: Project started Nov 11, 2019. Project 99% completed. Final walkthough scheduled in May.
Water Plant 2 Booster Pump - Design	42,000	-	42,000	100%	5/12: 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. Seeking Council approval for purchase of 500 GPM pump in May.
IDC Rework & Southbound Feeder Plan	120,000	43,372	100,448	84%	5/21: 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. Awaiting review by P&Z in June.
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.
Sewer Upsizing Project	319,673	319,673	-	0%	Completed Sept 2019.

MDD Capital Projects (Multi-Year)

April 30, 2020

MDD Capital Projects (2018-Prior)

April 30, 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%	5/12: 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. Design nearing completion. Wetland permitting submitted to USACE. Alternate routes requested from the USACE, Bleyl working on two alternate routes.
East Side Wetlands Permit (Option 1B 1-24-18 MDD Meeting)	108,500	92,048	16,452	15%	5/12: In progress; wetlands permits pending with USACE. Application re-submitted with all responses to comments recieved during public comment period. USACE continuing application review process.
East Side Relief Pond (Option 1B 1-24-18 MDD Meeting)	864,900	90,040	774,860	90%	5/21: 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) **5/27 MMD Agenda:** Authorization required for test pumping to field validate Hydrology & Hydraulic (H&H) modeling required to design pond & make constuction drawings.
Tamina Rd/I45/Research Forest Intersection (2017-2018)	1,173,750	113,226	1,060,524	90%	5/12: Bleyl met with TXDOT area office 1/30/20. TXDOT approved project. ▪ Confirmed feasility of fiber optic utility cabinet relocation. ▪ ROW acquisition will be required from Home Depot, options for acquisition discussed with Home Depot ▪ MDD approved $139,500 for Design work 4/22.
Research / I45 SB Feeder (RT Turn Lane) & Tamina WB Right Turn Lane (Home Depot) (2017-2018)	696,000	41,994	654,006	94%	5/12: 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. ▪ Home Depot requests construction during the summer time to affect store sales the least. ▪ Precinct 3 approved Research right turn lane, Entergy needs to move a pole to continue project.
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%	4/22: Funding for the project have been released to the MDD Generl fund.

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	May 27, 2020	ITEM NUMBER:	**8 - 10**
DEPARTMENT:	Community Development	PREPARED BY:	Jackie Thompson
PRICING:		EXHIBITS:	Final Report, Property Location, SUP Application, Ordinance

SUBJECT/PROCEEDING:

Final Report regarding the proposed zoning amendment for a special use permit for a Mixed Beverage Restaurant Permit with Feed and Beverage Certificate. The proposed zoning amendment is for 1644 Research Forest, Suite 100, Shenandoah, Texas.

Public Hearing regarding the proposed zoning amendment for a special use permit for a Mixed Beverage Restaurant Permit with Feed and Beverage Certificate. The proposed zoning amendment is for 1644 Research Forest, Suite 100, Shenandoah, Texas.

Consideration and possible action to approve or deny the proposed zoning amendment for a special use permit for a Mixed Beverage Restaurant Permit with Feed and Beverage Certificate. The proposed zoning amendment is for 1644 Research Forest, Suite 100, Shenandoah, Texas.

RECOMMENDED ACTION:

The Planning and Zoning Commission reviewed the application for Mixed Beverage Restaurant Permit with Food and Beverage Certificate during their regular meeting on May 19th. The Commission unanimously recommends approval of the special use permit.

BACKGROUND/DISCUSSION:

Lama Mediterranean Cuisine, located at 1644 Research Forest Drive, Suite 100 has requested a Special Use Permit to allow for a Mixed Beverage (On-Premise) Permit with Food and Beverage Certificate.

The Special Use Permit will the following permits be issued to the property.
Mixed Beverage Permit (MB) – Permit Authorizes the holder to sell mixed beverages form unsealed containers and wine, beer, ale, and malt liquor in container of any legal size for on-premise consumption.
Food and Beverage Certificate (FB) - A Food and Beverage Certificate may be issued to the holder of a Beer Retailer's On-Premise Permit or Wine and Beer Retailer's Permit if food service is the primary business being operated on the licensed premise or to the holder of a Mixed Beverage Permit or Private Club Permit if food service is available on the premises and the gross receipts of alcoholic beverages do not exceed 50% of total gross receipts.

The business is located in the "NS" – Neighborhood Service Zoning District.

APPROVALS:

DEPARTMENT HEAD	JThompson	DATE:	May 20, 2020
CITY ADMINISTRATOR		DATE:	May 20, 2020

Revised 05/18

Shenandoah City Council
May 27, 2020 Public Hearing
Final Report

Subject: Lama Mediterranean Cuisine has requested a Special Use Permit (SUP) at 1644 Research Forest Drive, Suite 100, Shenandoah, TX to allow for a Special Use Permit for a Mixed Beverage Permit with Food and Beverage Certificate.

Public Hearings: Planning & Zoning Commission –May 5, 2020
Planning & Zoning Commission – May 19, 2020
City Council – May 27, 2020

Current Zoning District: "NS" Neighborhood Service Zoning District

Proposed SUP: An alcohol permit is required to allow the sale of wine and beer for on-site consumption within any zoning district in the City. The requested SUP for a mixed beverage permit will allow the sale of mixed beverages from unsealed containers and wine beer, ale and malt liquor in containers from any legal size for on premise consumption. The SUP will be applicable to 1644 Research Forest Drive, Suite 100, Shenandoah, TX.

Recommendation: The Planning and Zoning Commission reviewed the application for Mixed Beverage Restaurant Permit with Food and Beverage Certificate during their regular meeting on May 19th. The Commission unanimously recommends approval of the special use permit.

Prepared by: Jackie Thompson
Community Development Manager

Date Prepared: May 20, 2020

LAMA MEDITERRANEAN CUISINE
AMRON, LLC

City of Shenandoah
29955 Interstate 45 North
Shenandoah, TX 77381

February 25, 2020

Dear City of Shenandoah,

My name is Alireza Amron, Managing Member of Amron, LLC and the owner of Lama Mediterranean Cuisine. My restaurant is located at 1644 Research Forest Dr, Suite 100, Shenandoah, TX 77381. I am in the process of applying for a MB (Mixed Beverage Permit) and FB (Food and Beverage Certificate) with the Texas Alcoholic Beverage Commission. I would like to request an Alcoholic Beverage Special Use Permit from the City of Shenandoah. Please let me know if you need further information.

Sincerely,

Alireza Amron

LAMA
MEDITERRANEAN CUISINE

1644 Research Forest Dr
Suite 100
Shenandoah, TX 77381
281-292-5262

Accountable Alcohol Licensing
aalpserveu@gmail.com

TEXAS ALCOHOLIC BEVERAGE COMMISSION
Texans Helping Businesses & Protecting Communities

ON-PREMISE PREQUALIFICATION PACKET

L-ON (9/2019)

Submit this packet to the proper governmental entities to obtain certification for the type of license/permit for which you are applying as required by Sections 11.37, 11.39, 11.46(b), 61.37, 61.38, 61.42 and Rule §33.13
Contact your local TABC office to verify requirements of Sections 11.391 and 61.381 as you may be required to post a sign at your proposed location 60-days prior to the issuance of your license/permit.
All statutory and rule references mentioned in this application refer to and can be found in the Texas Alcoholic Beverage Code or Rules located on our website. ***www.tabc.texas.gov/laws/code_and_rules.asp***

LOCATION INFORMATION

1. Application for: ☒ Original ☐ Add Late Hours Only License/Permit Number _____

☐ Reinstatement ☐ Reinstatement and Change of Trade Name License/Permit Number _____

☐ Change of Location ☐ Change of Location and Trade Name License/Permit Number _____

2. Type of On-Premise License/Permit

- ☐ **BG** Wine and Beer Retailer's Permit
- ☐ **BE** Beer Retail Dealer's On-Premise License
- ☐ **BL** Retail Dealer's On-Premise Late Hours License
- ☐ **BP** Brewpub License
- ☐ **V** Wine & Beer Retailer's Permit for Excursion Boats
- ☒ **MB** Mixed Beverage Permit
- ☐ **O** Private Carrier's Permit **–Brewpubs (BP) with a BG only**
- ☐ **LB** Mixed Beverage Late Hours Permit
- ☐ **MI** Minibar Permit
- ☐ **CB** Caterer's Permit
- ☒ **FB** Food and Beverage Certificate
- ☐ **PE** Beverage Cartage Permit
- ☐ **RM** Mixed Beverage Restaurant Permit with FB
- ☐ **E** Local Cartage Permit - **Wine/Beer retailers (BG) Only**

3. Indicate Primary Business at this Location

☒ Restaurant ☐ Sporting Arena, Civic Center, Hotel ☐ Bar
☐ Grocery/Market ☐ Sexually Oriented ☐ Miscellaneous _____

4. Trade Name of Location (Name of restaurant, bar, store, etc.)
LAMA MEDITERRANEAN CUISINE

5. Location Address
1644 RESEARCH FOREST DR, STE 100

City	County	State	Zip Code
SHENANDOAH	MONTGOMERY	TX	77381

6. Mailing Address	City	State	Zip Code
1644 RESEARCH FOREST DR, STE 100	SHENANDOAH	TX	77381

7. Business Phone No.	Alternate Phone No.	E-mail Address
281-29-5262	281-706-6347	momm1336@yahoo.com

OWNER INFORMATION

8. Type of Owner

☐ Individual ☐ Corporation ☐ City/County/University
☐ Partnership ☒ Limited Liability Company ☐ Other _____
☐ Limited Partnership ☐ Joint Venture
☐ Limited Liability Partnership ☐ Trust

9. Owner of Business/Applicant (Name of Corporation, LLC, etc.)
AMRON, LLC

PRIMARY CONTACT PERSON

The primary contact person should be a person who can answer questions TABC may have about the application. The contact **phone and email are mandatory and must be active and updated regularly.** If additional information is needed, it will be requested from this contact person. **Delays in responding to requests may delay the processing and approval of your license/permit.**

10. Contact Person: KEVIN OR KRISTIN MCLEROY	Relation to Business: LICENSING SERVICE - AALP
Phone (mandatory): 936-539-4959	Email (mandatory): aalpserveu@gmail.com

TABC DATESTAMP

11. Are you, the applicant a veteran-owned business?	☐ Yes ■ No
12. Are you, the applicant a Historically Underutilized Business (HUB)?	■ Yes ☐ No

13. As indicated on the chart, enter the individuals that pertain to your business type:
(For additional space, use Form L-OIC)

Individual/Individual Owner	Limited Liability Company/All Officers or Managers
Partnership/All Partners	Joint Venture/Venturers
Limited Partnership/All General Partners	Trust/Trustee(s)
Corporation/All Officers	City, County, University/Official

Last Name	First Name	MI	Title
AMRON	ALIREZA		MANAGING MEMBER
Last Name	First Name	MI	Title
Last Name	First Name	MI	Title

MEASUREMENT INFORMATION
Section 109.31 et seq.

14. Will your business be located within 300 feet of a church or public hospital? ☐ Yes ■ No

NOTE: *For churches or public hospitals measure from front door to front door, along the property lines of the street fronts and in a direct line across intersections.*

15. Will your business be located within 300 feet of any private/public school, day care or child care facility? ☐ Yes ■ No

15.a If "YES," are the facilities located on different floors or stories of the building? ☐ Yes ☐ No

NOTE: *For private/public schools, day care centers and child care facilities measure in a direct line from the nearest property line of the school, day care center or child care facility to the nearest property line of the place of business, and in a direct line across intersections.*

NOTE: *For multistory building: businesses may be within 300 feet of a day care center or child care facility as long as the facilities are located on different floors of the building.*

NOTE: *If located on or above the fifth story of a multistory building: measure in a direct line from the property line of the private/public school to property line of your place of business in a direct line across intersections vertically up the building at the property line to the base of the floor on which your business is located.*

16. Will your business be located within 1,000 feet of a private school? ☐ Yes ■ No

17. Will your business be located within 1,000 feet of a public school? ☐ Yes ■ No

60-DAY SIGN

18. If required under Section 11.391 and 61.381, enter the exact date the 60-Day sign was posted at your location.	Exact Date (MM/DD/YYYY) 02-24-2020

ALL APPLICANTS

19. IF YOUR LOCATION IS NOT WITHIN THE CITY LIMITS, CHECK HERE ☐
I, the applicant, have confirmed I am not located in the city limits of any city, therefore, city certifications are not required.

COMPLETE THE FOLLOWING CHECKLIST BEFORE SUBMITTING YOUR APPLICATION

Per Sec. 102.01, a tied house is defined as any overlapping ownership between those engaged in the alcoholic beverage industry at different levels of the three-tier system. No person having an interest in a permit issued by TABC may secure or hold, directly or indirectly, an ownership interest in a business on a different level.

All required forms have been completed.	■ Yes ☐ No
I have reviewed all forms to ensure they are complete.	■ Yes ☐ No
I have obtained all required local and state certifications (pages 3-5).	■ Yes ☐ No
All application packets have been notarized.	■ Yes ☐ No
Phone numbers and email address for Contact Person are up to date.	■ Yes ☐ No
All additional documentation as required by the application packets is attached	■ Yes ☐ No
If required, out of state criminal history checks are attached (PHS #7).	☐ Yes ☐ No ■ N/A
Certification of publication in local newspaper has been completed (page 5).	■ Yes ☐ No ☐ N/A
A copy of the newspaper publication is attached (page 5).	■ Yes ☐ No ☐ N/A

WARNING AND SIGNATURE

IF APPLICANT IS SHOWN AS:	WHO MUST SIGN:
Proprietorship	Individual Owner
Partnership	Partner
Corporation	Officer
Limited Partnership	General Partner
Limited Liability Partnership	General Partner
Limited Liability Company	Officer/Manager

WARNING: Section 101.69 of the Texas Alcoholic Beverage Code states: "...a person who makes a false statement or false representation in an application for a permit or license or in a statement, report, or other instrument to be filed with the Commission and required to be sworn commits an offense punishable by imprisonment in the Texas Department of Criminal Justice for not less than 2 nor more than 10 years."

I, UNDER PENALTY OF LAW, HEREBY SWEAR THAT I HAVE READ ALL THE INFORMATION PROVIDED IN THE APPLICATION AND ANY ATTACHMENTS AND THE INFORMATION IS TRUE AND CORRECT. I ALSO UNDERSTAND ANY FALSE STATEMENT OR REPRESENTATION IN THIS APPLICATION CAN RESULT IN MY APPLICATION BEING DENIED AND/OR CRIMINAL CHARGES FILED AGAINST ME. I ALSO AUTHORIZE THE TEXAS ALCOHOLIC BEVERAGE COMMISSION TO USE ALL LEGAL MEANS TO VERIFY THE INFORMATION PROVIDED.

PRINT NAME ALIREZA AMRON **SIGN HERE** [signature]

TITLE MANAGING MEMBER

Before me, the undersigned authority, on this 25th day of Feb, 20 20, the person whose name is signed to the foregoing application personally appeared and, duly sworn by me, states under oath that he or she has read the said application and that all the facts therein set forth are true and correct.

SIGN HERE [signature] **NOTARY PUBLIC**

SEAL

NOTARY PUBLIC STATE OF TEXAS
KRISTIN MCLEROY
Notary Public, State of Texas
Comm. Expires 09-20-2022
Notary ID 124340025

CERTIFICATE OF CITY SECRETARY (FOR MB, RM & V)

Section 11.37

I hereby certify on this _____ day of _____, 20_____, that the location for which the license/permit is sought is inside the boundaries of this city or town, in a **"wet"** area for such license/permit, and not prohibited by charter or ordinance in reference to the sale of such alcoholic beverages.

SIGN HERE _____ City Secretary/Clerk _____ City, **TEXAS**

SEAL

CERTIFICATE OF CITY SECRETARY (FOR BG & BE)

Section 11.37 & 61.37

I hereby certify on this_____ day of_____, 20_____, that the location for which the license/permit is sought is inside the boundaries of this city or town, in a **"wet"** area for such license/permit, and not prohibited by charter or ordinance in reference to the sale of such alcoholic beverages.

Election for given location was held for:

- ☐ legal sale of all alcoholic beverages
- ☐ legal sale of all alcoholic beverages except mixed beverages
- ☐ legal sale of all alcoholic beverages including mixed beverages
- ☐ legal sale of beer/wine (17%) on-premise ***AFTER*** Sept. 1, 1999
- ☐ legal sale of beer/wine (14%) on-premise ***BEFORE*** Sept. 1, 1999

OR IF ABOVE DOES NOT APPLY:

Be advised the location must have had two election passages per Section 25.14 or Section 69.17 of the TABC Code. One for beer and wine off-premise and one for mixed beverage.

- ☐ legal sale of beer and wine for off-premise consumption only

AND EITHER:

- ☐ legal sale of mixed beverages

OR

- ☐ legal sale of mixed beverages in restaurants by food and beverage certificate holders (applicant must apply for FB with BG or BE)

SIGN HERE _____ City Secretary/Clerk _____ City, **TEXAS**

SEAL

CERTIFICATE OF CITY SECRETARY FOR LATE HOURS LICENSE/PERMIT (LB & BL)

Chapters 29 & 70 et seq.

I hereby certify on this _____ day of _____, 20_____, that one of the below is correct:

☐ The governing body of this city has by ordinance authorized the sale of ***mixed beverages*** between midnight and 2:00 A.M.; or

☐ The governing body of this city has by ordinance authorized the sale of ***beer*** between midnight and _____ A.M.; or

☐ The population of the city or county where premises are located was 500,000 or more according to the 22nd Decennial Census of the United States as released by the Bureau of the Census on March 12, 2001; or

☐ The population of the city or county where premises are located was 800,000 or more according to the last Federal Census (2010).

SIGN HERE _____, **TEXAS**

City Secretary/Clerk City

SEAL

CERTIFICATE OF COUNTY CLERK (FOR MB, RM & V)

Section 11.37

I hereby certify on this _____ day of _____, 20_____, that the location for which the license/permit is sought is in a **"wet"** area for such license/permit, and is not prohibited by any valid order of the Commissioner's Court.

SIGN HERE _____ _____ **COUNTY**

County Clerk

SEAL

CERTIFICATE OF COUNTY CLERK (FOR BG & BE)

Section 11.37 & 61.37

I hereby certify on this _____ day of _____, 20_____, that the location for which the license/permit is sought is in a **"wet"** area and is not prohibited by any valid order of the Commissioner's Court.

Election for given location was held for:

☐ legal sale of all alcoholic beverages

☐ legal sale of all alcoholic beverages except mixed beverages

☐ legal sale of all alcoholic beverages including mixed beverages

☐ legal sale of beer/wine (17%) on-premise ***AFTER*** Sept. 1, 1999

☐ legal sale of beer/wine (14%) on-premise ***BEFORE*** Sept. 1, 1999

OR IF ABOVE DOES NOT APPLY:

Be advised the location must have had two election passages per 25.14 or 69.17 of the TAB Code. One for beer and wine off-premise and one for mixed beverage.

☐ legal sale of beer and wine for off-premise consumption only

AND EITHER:

☐ legal sale of mixed beverages

OR

☐ legal sale of mixed beverages in restaurants by food and beverage certificate holders (applicant must apply for FB with BG or BE)

SIGN HERE _____ _____ **COUNTY**

County Clerk

SEAL

CERTIFICATE OF COUNTY CLERK FOR LATE HOURS LICENSE/PERMIT (LB & BL)

Chapters 29 & 70 et seq.

I hereby certify on this _____ day of _____, 20_____, that one of the below are correct:

☐ The Commissioner's Court of the county has by order authorized the sale of ***mixed beverages*** between midnight and 2:00 A.M.; or

☐ The Commissioner's Court of the county has by order authorized the sale of ***beer*** between midnight and _____ A.M.; or

☐ The population of the city or county where premises are located was 500,000 or more according to the 22nd Decennial Census of the United States as released by the Bureau of the Census on March 12, 2001; or

☐ The population of the city or county where premises are located was 800,000 or more according to the last Federal Census (2010).

SIGN HERE _____ _____ **COUNTY**

County Clerk

SEAL

COMPTROLLER OF PUBLIC ACCOUNTS CERTIFICATE

Section 11.46 (b) & 61.42 (b)

This is to certify on this _____ day of _____, 20_____, the applicant holds or has applied for and satisfies all legal requirements for the issuance of a Sales Tax Permit under the Limited Sales, Excise and Use Tax Act or the applicant as of this date is not required to hold a Sales Tax Permit.

Sales Tax Permit Number _____ Outlet Number _____

Print Name of Comptroller Employee _____

Print Title of Comptroller Employee _____

SIGN HERE _____ **FIELD OFFICE** _____

SEAL

PUBLISHER'S AFFIDAVIT (FOR MB, LB, RM, BP, BG, BE, BL & V)

Section 11.39 and 61.38

Name of newspaper		ATTACH PRINTED COPY OF THE NOTICE HERE Hover over to see example
City, County		
Dates notice published in daily/weekly newspaper (MM/DD/YYYY)		
Publisher or designee certifies attached notice was published in newspaper stated on dates shown.		
Signature of publisher or designee		
Sworn to and subscribed before me on this date (MM/DD/YYYY)		
Signature of Notary Public		
SEAL		

Alcoholic Beverage Special Use Permit

City of Shenandoah, Texas
29955 I-45 North
Shenandoah, Texas 77381
281-298-5522
www.shenandoahtx.us

Upon completion return application to Development@shenandoahtx.us

Contact Information

Property Owner(s): Plaza Pines Investments LLC

Address: 723 S Casino Center Blvd 2nd Floor Las Vegas, NV

Zip Code: 89101 Phone: (858) 200-9408

Email Address: zsmith@capital-rev.com

Applicants: Amron, LLC (Alireza Amron, Managing Member)

Address: 16502 N Glade Drive Houston, TX

Zip Code: 77073 Phone: 281-706-6347

Email Address: momm1336@yahoo.com

Parcel Information

Type of Business: Restaurant

Legal Description: 5972162- Wdlnds Metro Center 62, RES B, ACRES 1.6666

Street Address or Location: 1644 Research Forest Dr, Ste 100 Shenandoah, TX 77381

Submission Information

Description of the type of TABC Liquor License applying for and hours of operation:

Mon-Thurs 11:00AM - 9:00PM
Fri & Sat 11:00AM - 10:00PM
Sunday 11:00AM - 8:00PM

MB (Mixed Beverage Permit) & FB (Food and Beverage Certificate)

This application is to be filed with the City of Shenandoah City Secretary:

Attn: City Secretary
29955 Interstate 45 North
Shenandoah, Texas 77381

The application must be submitted with the following:

- Cover letter of request on company letterhead
- A copy of the TABC application of liquor license.

The application must be submitted with a copy of the TABC application for liquor license and receipt for payment.

Each business that sells alcoholic beverages is required to also obtain a Beverage Permit from the City, which is renewed every two years when your State fees are paid. The fee for the Beverage Permit is one Half (1/2) of the State fee at each renewal.

Additional Information

Date Application received by the City Secretary: _____

Amount paid to the State: MB $6,602.00 / FB $ 776.00 / $7,378.00 City Permit Fee (1/2 of the amount paid to the State): Exempt until 3rd year after issuance

Date Permit Issued: _____ ← Pending → Permit No. _____

Owner(s) of record for the above described parcel:

The Special Use Permit is the first step. Each business that sells alcoholic beverages is required to also obtain a Beverage Permit from the City, which is renewed annually when your State fees are paid. The fee for the Beverage Permit is one half (1/2) of the State fee.

Owner(s) of record for the above described parcel:

Signature: [illegible] Date: 2-25-2020

Signature: _____ Date: _____

Signature: _____ Date: _____

Note: Signatures are required for all owners of record for the property proposed for Special Use Permit. Attach additional signatures on a separate sheet of paper.

Date Received *Office Use*	

Public Hearings

Parties in interest and citizens shall have an opportunity to be heard at public hearings conducted by the Planning and Zoning Commission and the City Council before any amendment to a district regulation, restriction, or boundary shall become effective. Regularly scheduled meetings are as follows and will be held accordingly unless public notice has been given of a change of dates:

Planning and Zoning Commission (two public hearings): **3rd Tuesday of every month at 7:00 p.m.**

City Council: **4th Wednesday of every month at 7:00 p.m.**

Protests

If a protest against a proposed zoning change including PDD and SUP requests has been filed with the City Secretary, duly signed and acknowledged by the owners of twenty percent (20%) or more, either of the area of the land included in such a proposed change or those owners of property immediately adjacent to the subject property and extending two hundred feet (200) there from, such zoning change shall not become effective except by a three-fourths (3/4) vote of governing body in accordance with the provisions of Section 211.006 of the Texas Local Government Code.

Resubmission

Rezoning requests which have been heard and decided by the Council of the City of Shenandoah may not be re-filed with the city for six (6) months after the date of such decision by the Council, absent a change in circumstances.

Rezoning requests for the same property to a different classification than the denied request may be re-filed prior to the expiration of six (6) months.

ORDINANCE NO. O-20-009

AN ORDINANCE OF THE CITY OF SHENANDOAH, TEXAS, AMENDING THE CODE OF ORDINANCES, CHAPTER 102, SO AS TO A SPECIAL USE PERMIT FOR A MIXED BEVERAGE PERMIT FOR LAMA MEDITERRANEAN CUISINE LOCATED AT 1644 RESEARCH FOREST DRIVE, SUITE 100, SHENANDOAH, TEXAS; PROVIDING FOR A PENALTY IN THE AMOUNT OF $2,000 FOR VIOLATIONS THEREOF; PROVIDING SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Secretary of the City of Shenandoah, Texas, directed that notices of public hearings be issued, as required by the Zoning Ordinance of the City of Shenandoah, Texas and laws of the State of Texas for the purpose of considering a change in the Zoning Ordinance; and

WHEREAS, the City Secretary of said City accordingly caused to be issued and published the notices required by its Zoning Ordinance and laws of the State of Texas applicable thereto, the same having been published in a paper of general circulation at least fifteen days prior to the time for such hearing; and

WHEREAS, pursuant to such notice, public hearings were held on May 5, 2020, May 19, 2020 and May 27, 2020 allowing all persons wishing to be heard both for and against the aforesaid change in the Zoning Ordinance to voice their opinions; and

WHEREAS, the Planning and Zoning Commission has recommended approval of this special use permit; and

WHEREAS, the City Council finds that such change would not be detrimental to the public health, safety, or general welfare in the City of Shenandoah, and as well, the owners and occupants thereof.

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

Section 1. Code of Ordinances, City of Shenandoah, Texas, Chapter 102 is hereby amended so as to approve a Special Use Permit for a Mixed Beverage Permit. The proposed special use permit is for 1644 Research Forest Drive, Suite 100 in the City of Shenandoah, Montgomery County, Texas.

Section 2. All provisions of the ordinances of the City of Shenandoah in conflict with the provisions of this Ordinance are hereby repealed, and all other provisions of the Ordinances of the City of Shenandoah, not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

Section 3. The provisions of this Ordinance shall be cumulative of all other ordinances or parts of ordinances governing or regulating the same subject matter as that covered herein; provided, however, that all prior ordinances or parts of ordinances inconsistent or in conflict with any of the provisions of this Ordinance are hereby expressly repealed to the extent that such inconsistency is apparent.

Section 4. Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in the code of Ordinances of the City of Shenandoah, and upon conviction, shall be punished by a fine not to exceed the sum of TWO THOUSAND AND NO/100 DOLLARS ($2,000.00) for each offense, and each and every day such violation shall continue shall be deemed to constitute a separate offense.

Section 5. It is the intention of the City Council that this Ordinance, and every provision thereof, shall be considered severable and the invalidity of any section, clause or provision or part or portion of any section, clause, or provision of this Ordinance shall not affect the validity of any other portion of this Ordinance.

Section 6. This Ordinance shall become effective immediately upon its passage and publication as required by law. If the use is not established by May 27, 2021 and no extension is approved, the Special Use Permit will expire by its own terms.

PASSED, APPROVED, AND ADOPTED this the 27th day of May, 2020.

CITY OF SHENANDOAH, TEXAS

_____
M. RITCHEY WHEELER, Mayor

ATTEST:

_____
COURTNEY CLARY, City Secretary

APPROVED AS TO FORM:

_____
WILLIAM C. FEREBEE City Attorney

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	May 27, 2020	ITEM NUMBER:	**11**
DEPARTMENT:	Public Works	PREPARED BY:	Joseph Peart
PRICING:	$25,441.70	EXHIBITS:	Rental Proposal

SUBJECT/PROCEEDING:

Discussion and possible action regarding a pump rental to pump down water levels for data collection.

RECOMMENDED ACTION:

Staff recommends rental of an 8" pump and 900' piping from Rain for Rent for $25,441.70.

BACKGROUND/DISCUSSION:

Bleyl Engineering will provide an update on the East Relief Pond project.

Temporary test pumping of the East Relief Pond site will allow Bleyl engineering to field verify their Hydraulics and Hydrology (H&H) calculations and modeling as well as allow for additional data collection. Rental cycle is for 28 days.

The cost of this rental is eligible for full funding from the Municipal Development District (MDD).

APPROVALS:

DEPARTMENT HEAD	Joseph Peart	DATE:	May 21, 2020
CITY ADMINISTRATOR		DATE:	May 21, 2020

Revised 05/18

1017-IND-885448

Quotation Developed Especially for:

Ken Walker
Bleyl Engineering

Phone: 936-441-7833

Prepared on 2/21/2020 by:

Brad Paul
Cell: 713-355-9920
2712 Independence Pkwy South
La Porte TX 77571
Phone: 281-479-4500
Fax: 281-479-3092

www.rainforrent.com

Notice: Effective January 1, 2020 the Environmental Recovery Fee will be 2.75% on applicable products

Quotation 1017-IND-885448 Confidentiality Notice: This quotation and any associated document(s) are privileged and confidential, and are intended for the sole use of the addressee(s). They cannot be used, circulated, duplicated, quoted or otherwise referred to or disclosed to third parties for any reason without the written consent of an Officer of Western Oilfields Supply Company dba/Rain for Rent. If you have received this information in error, please immediately contact us at return@rainforrent.com. Thank you.

Rental Quotation

Houston

www.rainforrent.com

2712 Independence Pkwy South
La Porte TX 77571
Phone: 281-479-4500
Fax: 281-479-3092

Quotation Number: 1017-IND-885448
Prepared By: Brad Paul

Customer: Bleyl Engineering
Customer ID: 7076075
Address:
City/State: ,
Contact: Ken Walker
Office: 936-441-7833
Fax:

Job Description:
lower pond level

Location:
Shenandoah, TX

Rental Sub Total: $9,502.50

Sub Total: $9,502.50

Recommended Optional Items - Rental: $0.00
Recommended Optional Items - Sales: $0.00
Does not include sales tax
Accept/Decline:
Initial:

By checking Accept and initialing customer is acknowledging that the additional cost for the above items will be added to the grand total.

Rental Protection - RPP: $1,330.35

Est. Delivery Hauling	$2,985.60
Est. Pick-up Hauling	$2,985.60
Est. Install Labor	$5,632.00
Est. Removal Labor	$4,076.00
Est. Services	$0.00
Est. Air Quality Fee	$0.00
Est. Rev Air Quality Fee	-$0.00
Est. Enviro Recovery Fee	$260.00
Est. Rev Enviro Recovery Fee	-$0.00

(Does Not Include Sales Tax)

Grand Total: $25,441.70

Date Prepared: 2/21/2020

Valid Until: 3/22/2020

Customer

Date

By signing this quotation, customer represents that he/she has read and agreed to both the Statement of Work and Scope of Agreement sections, and is also agreeing to the grand total amount listed above, plus any recommended optional items if checked and initialed.
If customer requires a Purchase Order number to process and submit payment, it must be supplied to Rain for Rent at the time of acceptance of this quotation. Please insert Purchase Order number here:

Rental Protection Plan
I have received and reviewed the Rental Protection Plan Agreement incorporated as the last page of this estimate. By initialing this paragraph, I understand that I am agreeing to enter into and be bound by the terms of the Rental Protection Plan Program Agreement and that I am authorized to enter into this Agreement on behalf of Customer. FOR ALL RENTALS OF EQUIPMENT, EXCEPT THOSE SPECIFICALLY EXCLUDED, YOU MAY EITHER SHOW PROOF OF PROPERTY INSURANCE IN ACCORDANCE WITH INSURANCE REQUIREMENTS AND RENTAL AGREEMENT, OR PURCHASE THE RENTAL PROTECTION. THE PURCHASE OF THE RENTAL PROTECTION PLAN FOR RENTALS OF EQUIPMENT IS NOT MANDATORY AND MAY BE DECLINED IF YOU HAVE PROOF OF ALL RISK PROPERTY INSURANCE AS REQUIRED BY CONTRACT.
Initial here:

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Rental Quotation

Houston

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Phone: 281-479-4500
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Quotation Number: 1017-IND-885448

Application: Dewater Materials: Pond water Flow: 3500gpm

*Rain for Rent Cycle = 28 Days.

This quotation has not been flagged as PREVAILING WAGE.

Rental Items

Qty	Unit	Duration	Item	Description	Day	Week	*Cycle	Extension
1	Each	1 *Cycle	+811035	Pump Trash 8" DV200C	$319.94	$959.83	$2,879.50	$2,879.50
1	Each	1 *Cycle	MR PUMP ACC	Set pump up 12"VIC x 12"VIC	$0.00	$0.00	$72.96	$72.96
32	Each	1 *Cycle	970930	Pipe 12"x30' Ind Groove AL	$35.70	$35.70	$71.39	$2,284.48
3	Each	1 *Cycle	722442	Hose 12"x25' HD Tank Truck Ind Groove 75#	$420.70	$420.70	$841.40	$2,524.20
2	Each	1 *Cycle	725248	Elbow 12" 45 Degree Ind Groove Cast 7111	$30.61	$30.61	$61.21	$122.42
2	Each	1 *Cycle	722057	Elbow 12" 90 Degree Ind Groove Cast 7110	$47.13	$47.13	$94.26	$188.52
2	Each	1 *Cycle	323195	Tee 12" Ind Groove Air Vent Assembly	$38.11	$38.11	$76.21	$152.42
45	Each	1 *Cycle	720770	Coupler 12" Ind Groove Heavy Wt Cast 77	$14.20	$14.20	$28.40	$1,278.00

Rental Sub Total: $9,502.50

Sub Total: $9,502.50

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2712 Independence Pkwy South
La Porte TX 77571
Phone: 281-479-4500
Fax: 281-479-3092

Quotation Number: 1017-IND-885448

Statement of Work

Background:
Customer requires a water transfer system to remove water from a pond in an effort to lower the pond for greater

Scope:
Rain for Rent will provide labor and equipment necessary to deliver, install, remove, and demobilize the water transfer system products outlined in this quote. The pump station location will be at the manhole west of the pond and discharging at location 900' north of the pond. Rain for Rent will provide equipment as listed in the product page of this quote. Rain for Rent will provide and install manifolds, hoses and connection between Rain for Rent products.

References Materials:
Documents used as input for this proposal include:
Job walk and customer requests for flow rates

Operating Parameters:
System is designed to operate at a flow rate of 2,500gpm with peak flows of 3,500gpm.
Suction Location:
Suction Lift: 5'-15'
Discharge Locations:
Elevation Change from Suction to Discharge:
Pipe Distance: 950'

Estimated Duration:
For the quoted items, Rain for Rent requires a signed quote not less than 8 business days prior to delivery.

Rain for Rent Responsibilities:
- Labor and equipment necessary to perform one (1) unimpeded delivery & return trip per load to site.
- Labor and equipment necessary to install & remove system except for customer provided items.

Customer Responsibilities:
- Ensure that the application of this system does not damage nearby structures or cause negative impacts to the environment either directly or indirectly.
- Coordinate and acquire appropriate permissions and permits for water usage.
- Provide dedicated equipment with operator and fuel to perform unloading activities. Equipment must be capable of lifting 8,000lbs.
-Provide the following fueling, filter changes, and lubricating oils as needed for project operation. Pumps require service every 250 hours and can be provided by RfR for additional costs.

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Quotation Number: 1017-IND-885448

- Protect system from damage and malfunction due to temperature or any substance that will cause corrosion, damage or leakage. Customer must provide protection that does not impede system function. Customer is responsible for all damages to system.

- Supply all needed water for any applicable system testing, startup, and cleaning.
- Provide any needed vehicular or pedestrian traffic control, site security and the modification or alteration of any permanent structure or site element, including any needed suction pits, pump pads, and discharge locations.
- All waste materials associated with this system.

Rain for Rent Exclusions:

- Sound attenuation.
- Compliance with unknown discharge requirements.

Additional Information

Services quoted in this proposal provided on a Time and Material basis. All values for service totals and phases are estimates only. Actual time used will be billed to customer.

Always use equipment in a safe and proper manner and in accordance with manufacturers and regulatory standards and industry best practices. Improper usage will cause system failure, product damages, possible injuries, and spills.

Rain for Rent has not assessed the suitability of the equipment quoted herein for its intended application is providing this equipment as directed by the customer without guarantee.

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Houston www.rainforrent.com 2712 Independence Pkwy South
La Porte TX 77571
Phone: 281-479-4500
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Quotation Number: 1017-IND-885448

Scope of Agreement

If Customer has entered into a Master Service Agreement with Rain for Rent and there is a conflict between the terms and conditions of this Scope of Agreement and the Customer's Master Service Agreement, then the terms and conditions in the Customer's Master Service Agreement signed by Rain for Rent will prevail.

Availability of products and services is subject to change without notice.

The rental period begins the day the equipment is delivered and continues until returned to originating Rain for Rent facility unless agreed to in writing before the rental period begins. A Cycle is defined as 4 weeks or 28 days which is our standard billing period. The weekly and/or daily rate for equipment quoted will be listed in the products grid when products are eligible for less than cycle rates. Payment terms are net 30 days from invoice date. Interest at the rate of 18% per year shall be charged on any past due invoice.

A Fuel Surcharge will be calculated and invoiced based on the diesel fuel price as published by the Department of Energy on https://www.eia.gov/petroleum/gasdiesel/

An Environmental Recovery Fee shall apply to all rental charges invoiced for the duration of the rental pursuant to this quote/Estimate to help offset direct and indirect costs associated with regulatory compliance, obtaining permits, and obtaining licenses. California Air Quality Fee will be added to the cost of diesel pumps used in California only. This is a State mandated fee.

Customer is prohibited from deducting retention from Rain for Rent invoices and charging Rain for Rent liquidated damages.

Customer is responsible for flushing and cleaning tanks, roll off boxes, pipelines, pumps, filters and other Rain for Rent equipment prior to return unless specifically agreed to by both parties in writing.

The Terms and Conditions of the Rain For Rent Rental and Acute Hazardous Waste Agreements, Credit Application/Master Rental & Sales Agreement, Invoice and this Quotation (also known as the Rain for Rent Rental/Sale Estimate as may be referenced in any Master Service Agreement, Blanket Purchase Order, or any other contractual document executed between the parties) contain the complete and final agreement between Rain For Rent and Customer and no other agreement in any way modifying or adding to any of said Terms and Conditions will be binding upon Rain For Rent unless made in writing and signed by a Rain For Rent Corporate Officer or Rain for Rent authorized representative.

The Customer cannot alter the equipment without Rain for Rent's prior written approval. Customer is responsible for equipment, repairs, maintenance and damage, excluding normal wear and tear or damage caused by Rain for Rent. All returned equipment is subject to inspection by Rain for Rent personnel. Damages and accrued rent will be invoiced to Customer while equipment is out of service for repairs. The Customer is responsible for damage caused by reactive, corrosive or abrasive material; including, but not limited to sand, sodium hydroxide, chlorine, and acids. Customer must notify Rain for Rent immediately of any spill so that any necessary repairs to the system can be made and to minimize service interruption. The Customer assumes all risks of loss due to operation and use of the equipment. Customer will provide "all risk" property insurance for rented equipment.

Customer shall pay Rain For Rent additional expenses caused by unforeseen or changing conditions, including, but not limited to, soil, underground conditions, rock formations, environmental conditions, weather events, regulations or restrictions, hard pan, boulders, cesspools, gas lines, water lines, drain pipes, underground electrical conduits or other above ground or underground obstructions.

All equipment rented or used products sold are provided "AS IS, WHERE IS" in their present condition. Rain for Rent makes no warranties, expressed or implied of any kind whatsoever with respect to the equipment or products. Customer agrees that customer is renting equipment or purchasing used products based on their judgment and evaluation, without reliance upon any statements of representations by Rain for Rent, and that Rain for Rent is not responsible for any defects in their operation or for any repairs, parts or services, unless otherwise noted.

All new products sold are provided without warranty beyond the terms of such warranty offered by the manufacturer, if any. Customer must comply with all original manufacturer's terms and conditions for any warranty claims that may arise. Neither Rain for Rent nor the manufacturer warranties the product if it has failed due to corrosion, misuse or damage; (2) it has been altered, repaired or modified in any way that would adversely affect its operation; or (3) it was installed or operated other than in accordance with manufacturer's operating instructions. Products supplied by Rain for Rent are warranted to be free from any defect in workmanship and material under conditions of normal use and service. Rain for Rent's obligation under this warranty is limited to replacing or repairing at the designated manufacturer's or Rain for Rent facility any part or parts returned to it with transportation charges prepaid, which Rain for Rent determines in its sole discretion to be defective.

This Quotation excludes any additional costs to Rain for Rent associated with Owner Controlled Insurance (OCIP) or WRAP insurance programs that will be added to Rain For Rent's prices.

De-watering, Roll-off, Vacuum boxes and similar equipment are not liquid tight. Rentee accepts full responsibility for all losses, damages and costs caused by or arising out of spills, leakage or discharge from this equipment. Rain for Rent will not be held liable for any structural or soils subsidence.

This Quotation is valid for 30 days and is subject to credit approval.

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RENTAL PROTECTION PLAN PROGRAM AGREEMENT

If you elect to maintain All Risk Property Insurance coverage, and the certificate of insurance You provide to Rain for Rent to evidence Your insurance coverage expires or is cancelled for any reason, You agree Rain for Rent may charge RPP for Your rentals until such time as You provide an acceptable and valid certificate of insurance to Rain for Rent.

This Rental Protection Plan Program Agreement (this "RPP Agreement") is entered into between the undersigned Rentor and Rentee in relation to the Master Rental and Sales Agreement (MRSA) between Rentor and Rentee. If Rentee has checked or initialed, as applicable, the Rental Protection Plan Program (the "RPP Program") box on the quote, then Rentee has opted-in to the RPP Program and this RPPP Agreement shall supplement the MSRA whether or not executed by Rentee. Rentee understands and agrees that the RPP Program is not insurance and that the RPP Program provides only limited coverage, as described below.

1. Cost; Deductible; Maximum Coverage; Rentee shall pay a fee equal to 14 percent (14%) of the rental charge for each covered item, which fee shall be listed on each invoice during which period Rentee has opted to participate in the RPP Program. In the event of a Covered Occurrence, as defined below, Rentee shall further be responsible for the lesser of $500 or 10 percent (10%) of the total loss, as a deductible. The maximum coverage available under the RPP Program is $150,000 per Covered Occurrence, whether or not there is more than one piece of equipment involved in the occurrence.

2. Coverage; The RPP Program provides coverage only for losses involving Covered Equipment, as defined below, in the following instances: fire that was not caused by Rentee's gross negligence or willful misconduct; theft for which a police report was filed, and that occurred despite Rentee's reasonable precautions to protect and secure the covered equipment; and vandalism for which a police report was filed (individually, "Covered Occurrence," and collectively, "Covered Occurrence"). The RPP Program provides coverage only for the following types of equipment: pumps, electric submersible pumps, tanks, generators, light towers, filtration, boxes, heaters, spillguards, safety products, sprinklers, hoses, pipe, valves and fittings ("Covered Equipment"). Coverage does not extend to any equipment not owned by Rentor such as re-rented equipment.

3. Exclusions; The RPP program does not cover any equipment or event of loss that is not specifically described in Section 2. Without limiting the foregoing, the RPP Program does not provide coverage for the following: misuse of equipment; willful abuse of equipment; failure to maintain equipment; failure to secure items from theft (including but not limited to failing to store items in a fenced, locked area or failing to maintain personnel on site); damage or theft while in transit to or from a jobsite; corrosion from any source; any damage caused by named storm events; any instance that occurs while the account is not in good standing, such as a default as defined in the MRSA or upon written notice of non-payment; and any occurrence not reported to Rentor within 24 hours after the occurrence. The RPP program does not provide coverage for: electronic equipment (controls, instrumentation, and wiring), flow meters, water meters, wheel wash systems & accessories, Freezesentry items, or tires.

4. Claims; All claims must be submitted within 24 hours of the Covered Occurrence. Rentor's mechanic will inspect the equipment following any claim. The mechanic's findings as to the cause of the damage and cost of repair will be final. In the event of a theft or vandalism, Rentee must also provide supporting evidence that the site was secured at the time of loss.

Quotation 1017-IND-885448 Confidentiality Notice: This quotation and any associated document(s) are privileged and confidential, and are intended for the sole use of the addressee(s). They cannot be used, circulated, duplicated, quoted or otherwise referred to or disclosed to third parties for any reason without the written consent of an Officer of Western Oilfields Supply Company dba/Rain for Rent. If you have received this information in error, please immediately contact us at return@rainforrent.com. Thank you.

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	May 27, 2020	ITEM NUMBER:	**12A**
DEPARTMENT:	Court	PREPARED BY:	Jackie Thompson
PRICING:		EXHIBITS:	Resolution

SUBJECT/PROCEEDING:

Appointment of Municipal Court Clerk

RECOMMENDED ACTION:

Staff recommends the appointment of Jackie Thompson as Court Clerk

BACKGROUND/DISCUSSION:

City Ordinance Chapter 26-5 in the Code of Ordinances calls for the appointment of a Court Clerk every two years. Currently, Jackie Thompson serves as Court Clerk which is now up for reappointment.

APPROVALS:

DEPARTMENT HEAD	J Thompson	DATE:	May 19, 2020
CITY ADMINISTRATOR		DATE:	May 19, 2020

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	May 27, 2020	ITEM NUMBER:	**12B**
DEPARTMENT:	Court	PREPARED BY:	Jackie Thompson
PRICING:		EXHIBITS:	Resolution

SUBJECT/PROCEEDING:

Appointment of Municipal Court Judge

RECOMMENDED ACTION:

Staff recommends the appointment of Gary Scott as Court Judge

BACKGROUND/DISCUSSION:

City Ordinance Chapter 26-1 in the Code of Ordinances calls for the appointment of a Court Judge every two years. Currently, Gary Scott presides as Municipal Court Judge which term is now up for reappointment.

APPROVALS:

DEPARTMENT HEAD	JThompson	DATE:	May 19, 2020
CITY ADMINISTRATOR		DATE:	May 19, 2020

RESOLUTION NO. R-20-004

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHENANDOAH, TEXAS APPOINTING A MUNICIPAL COURT CLERK FOR THE MUNICIPAL COURT OF THE CITY OF SHENANDOAH, TEXAS.

WHEREAS, the City Council of the City of Shenandoah ("City") has determined that it is in the best interest of the citizens of Shenandoah to have a municipal court clerk to conduct municipal court business of the City.

WHEREAS, City of Shenandoah Section 26-5 in the Code of Ordinances provides that all court clerk(s) shall be appointed in a municipal court for a term of office of two years running concurrently with the term of office of Mayor for the purpose of complying with the provisions of the City of Shenandoah Code of Ordinances.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Shenandoah, Texas:

That the position of Municipal Court Clerk is to be filled by the following individual:

Jackie Thompson Municipal Court Clerk

Furthermore, this resolution will become effective on May 27, 2020 upon adoption.

PASSED AND APPROVED THIS THE 27th of May 2020.

CITY OF SHENANDOAH, TEXAS

_____

M. RITCHEY WHEELER, Mayor

ATTEST:

_____

COURTNEY CLARY, City Secretary

APPROVED AS TO FORM:

_____

WILLIAM C. FEREBEE, City Attorney

RESOLUTION NO. R-20-003

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHENANDOAH, TEXAS APPOINTING A JUDGE FOR THE MUNICIPAL COURT OF THE CITY OF SHENANDOAH, TEXAS AND AUTHORIZING PAYMENT FOR SERVICES.

WHEREAS, the City Council of the City of Shenandoah ("City") has determined that it is in the best interest of the citizens of Shenandoah to appoint a Judge for the Municipal Court of the City of Shenandoah, Texas and authorizing payment for services; and

WHEREAS, the ordinances of the City call for the appointment of a Municipal Judge;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Shenandoah, Texas:

That the position of Municipal Court Judge will be filled by the following individual:

Gary Scott Municipal Court Judge

It is further resolved, that the Municipal Court Judge, whose term runs concurrently with the office of Mayor, will be paid $358.75 for each court appearance regardless of the number of dockets held and such compensation is hereby authorized by the City Council of the City of Shenandoah, Texas, effective May 27, 2020 upon the adoption of this resolution. Any modifications to compensation shall be authorized by the City Council of the City of Shenandoah, Texas, effective on the date provided in a revised resolution.

Furthermore, this resolution will become effective on May 27, 2020 upon adoption

PASSED AND APPROVED THIS THE 27th day of May 2020.

CITY OF SHENANDOAH, TEXAS

_____

M. RITCHEY WHEELER, Mayor

ATTEST:

_____

COURTNEY CLARY, City Secretary

APPROVED AS TO FORM:

_____

WILLIAM C. FEREBEE, City Attorney

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	May 27, 2020	ITEM NUMBER:	**13**
DEPARTMENT:	Community Development	PREPARED BY:	Jackie Thompson
PRICING:	N/A	EXHIBITS:	Fee Schedule

SUBJECT/PROCEEDING:

Discussion and possible action regarding residential fee schedule

RECOMMENDED ACTION:

BACKGROUND/DISCUSSION:

During the May 13 meeting, Council discussed reducing the construction fees for residential additions. New residential construction fees are as outlined below. All residential fees are paid by the general contractor at the time an application is submitted and includes all sub-contractor fees, plan review, and inspections.

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

APPROVALS:

DEPARTMENT HEAD	JThompson	DATE:	May 19, 2020
CITY ADMINISTRATOR		DATE:	May 19, 2020

Residential Permit Fee Schedule

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

ew esidential Home

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

Digital Plan eview

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

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

Digitizing Plans

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

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

esidential Pool greater than 100,000

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

esidential emodels, esidential Additions, and esidential Pools less than 100,000

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

Tap ees

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

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

ther ees

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

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

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

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

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

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

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

Commercial Permit Fee Schedule

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

Building Permit

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

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

ire Plan eview ee

Based on square footage

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

Digital Plan eview

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

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

Digitizing Plans

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

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

ingle Trade Building Permit ee (echanical, Electrical, Plumbing, rrigation, ign and oofing)

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

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

E isting Construction

- Certificate of Occupancy/Life Safety Inspections (existing commercial occupancy) $450
- Listed/Registered/Licensed Child Care Home (care up to 12 children in primary care giver home less than 24 hrs.) $100
- Licensed Day Care Centers (cares for 13 or more children under 14 years of age for less than 24 hrs.) $150

- Public Schools (K-12) ..... no fee
- All other Education Educational Facilities $200
- Foster Home (licensed for 1-6 children) $50
- Foster Group Home (licensed for 6-12 children) $100
- Hospital or Nursing Home (per structure) $325
- Other 24-hr Care Facility (such as residential treatment, personal care centers, or similar facilities) $250
- Demolition $100

ire ystems

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

Tap

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

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

enerator

- Generator Permit $250

Temporary eter

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

ite Work Permits

- Clearing Permit $500
- Grading Permit $500

ther ees

- Re-Inspection Fee (assessed after 2nd failed inspection) $50
- Additional Plan Review (assessed after two reviews for each subsequent review) ..... $250 per 10 sheets

- Additional Plan Review (assessed after plans approved)……..1st review $500 each additional review increase by $250
- Investigation Fee (assessed for working without permit)..……1st offense $250 Each additional infraction $1,000 per day
- Fire Investigation Fee (assessed for working without a permit).....½ of the original permit fee
- After Hour Inspection…….……1st hour $300 each additional half hour $150
- Fire After Hour Inspection.....$500
- Large Format Scanning (11" X 17" and above) ..... $2 per sheet
- Temporary Trailer Permit $100

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

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

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

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

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

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

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

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

Plat (and tudy, Amending, Development, inor, Preliminary, inal)

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

oning/Comprehensive Plan Amendment (pecial se Permit, ariance, ezoning, Planned Development District, Te t Amendment), all items re uiring Public Hearing(s).

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

Development Agreements

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

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

Encroachment Agreement

- Application Fee.....$100
- Legal Review $100

pecial E ceptions (igns)

- Special Exception Fee.....$500
- Legal Review $100

pecial Called Planning and oning Commission eeting (E pedited process at the applicant's request)

- Special Meeting $1,000

Anne ation Agreements

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

Copy of City aps

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

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

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

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	May 27, 2020	ITEM NUMBER:	**14**
DEPARTMENT:	Administration	PREPARED BY:	Courtney Clary
PRICING:		EXHIBITS:	

SUBJECT/PROCEEDING:

Mayor Pro-tem

RECOMMENDED ACTION:

Appoint a Mayor Pro-tem

BACKGROUND/DISCUSSION:

In the post-election process, City Council members must elect the Mayor Pro-tem for a term of one year, as provided by the Texas Local Government Code §22.037. The current Mayor Pro-tem is Charlie Bradt.

APPROVALS:

DEPARTMENT HEAD		DATE:	
CITY ADMINISTRATOR		DATE:	May 19, 2020

Revised 05/18

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	May 27, 2020	ITEM NUMBER:	**15**
DEPARTMENT:	Finance	PREPARED BY:	Lisa Wasner
PRICING:		EXHIBITS:	Detailed Charts – General Fund, Capital Projects, CVB

SUBJECT/PROCEEDING:

Fiscal Year 2020 Quarter 2 Budget Amendments

RECOMMENDED ACTION:

Staff Recommends Council Approve the Presented Budget Amendments

BACKGROUND/DISCUSSION:

Staff is seeking approval of the proposed budget amendments. A budget amendment is either an increase or a decrease to a particular line item within the budget to account for any unexpected expenditures or unexpected increase or decrease in costs on budgeted items. This is just to confirm that we are to perform the amendment to expense towards the surplus in the budget and record the following expenses in the budget.

General Fund budgeted surplus will decrease to $208,382.07 and CVB budgeted surplus will decrease to $471,159.00.

General Fund 2020 Quarter 2 Amendments		Capital Project Fund 2020 Quarter 2 Amendments	
Description	**Amount**	**Description**	**Amount**
Transfer Record - Server Relocation	$ 33,000.00	Revenue Record - Server Relocation	$ (33,000.00)
Transfer Record - Monument Design & Construction Drawings	$ 15,000.00	Revenue Record - Monument Design & Construction Drawings	$ (15,000.00)
Transfer Record - Community Room/EOC Budget Increase	$ 10,210.00	Revenue Record - Community Room/EOC Budget Increase	$ (10,210.00)
Fingerprint Scanners	$ 4,300.00	Expense - Server Relocation	$ 33,000.00
Nov-Mar Fire Inspections - County Payment	$ 30,149.50	Expense - Monument Design & Construction Drawing	$ 15,000.00
Revenue Adjustment to Reflect Pass-Through*	$ (30,149.50)	Expense - Community Room/EOC Budget Increase	$ 10,210.00
Toddler Park Solar LED Lights	$ 5,219.00		
TOTAL	**$ 67,729.00**	**TOTAL**	**$ -**
2019-2020 Budget Surplus	$ 276,111.07	2019-2020 Budget Surplus	$ -
2nd Quarter Budget Amendments	$ (67,729.00)	2nd Quarter Budget Amendments	$ -
Surplus Total	**$ 208,382.07**	**Surplus Total**	**$ -**

CVB Fund 2020 Quarter 2 Amendments	
Description	**Amount**
Photography/Videography Work	$ 5,000.00
	$ -
	$ -
	$ -
	$ -
	$ -
TOTAL	**$ 5,000.00**
2019-2020 Budget Surplus	$ 476,159.00
2nd Quarter Budget Amendments	$ (5,000.00)
Surplus Total	**$ 471,159.00**

DEPARTMENT HEAD _____ DATE: May 21, 2020

CITY ADMINISTRATOR _____ DATE: May 22, 2020

QUARTER 2 FYE 2020 - BUDGET AMENDMENTS - GENERAL FUND

GL Account	Issue Date	Vendor Number	Vendor Name	Description/ Reason	Council Approved (Y/N)	Council Approved Date	Total Cost
100-17-68-681400	NA	NA	Record Funds Transfer to Capital Projects	Move Servers from CVB Location to Water Tower & Buildout	Y	2/12/2020	$ 33,000.00
100-17-68-681400	NA	NA	Record Funds Transfer to Capital Projects	Design of New City Limit Monuments & Final Construction Drawings	Y	2/12/2020	$ 15,000.00
100-17-68-681400	NA	NA	Record Funds Transfer to Capital Projects	Increase to Community Room/EOC Improvement Project	Y	2/26/2020	$ 10,210.00
100-55-67-674405	11/11/2019	04978	Idemia Identity & Security USA LLC	Morpho Fingerprint Scanners - Budgeted in 2018-2019, on Backorder and Could Not Receive Before EOY	N	NA	$ 4,300.00
100-43-62-623700	N/A	04787	Montgomery County Fire Marshal's Office	November Fire Inspections - Contracted Due to Vacancy in Fire Inspector Position	N	NA	$ 4,449.50
				December Fire Inspections - Contracted Due to Vacancy in Fire Inspector Position	N	NA	$ 1,900.00
				January Fire Inspections - Contracted Due to Vacancy in Fire Inspector Position	N	NA	$ 7,500.00
				February Fire Inspections - Contracted Due to Vacancy in Fire Inspector Position	N	NA	$ 10,775.00
				March Fire Inspections - Contracted Due to Vacancy in Fire Inspector Position	N	NA	$ 5,525.00
100-00-52-521005	N/A	N/A	Revenue Adjustment - New GL for Transparency	To Reflect the Pass-Through Costs for Using the County for Fire Inspection to Avoid Using Budgeted Surplus*	N	NA	$ (30,149.50)
100-32-62-623600		05027	JEC Energy Solutions	Solar LED Light Installation at Toddler Park			$ 5,219.00
				TOTAL EXPENSES			**$ 67,729.00**

*** Revenue Adjustments Will Display as a Negative Number Due to System Requirements**

QUARTER 2 FYE 2020 - BUDGET AMENDMENTS - CAPITAL PROJECTS FUND

GL Account	Issue Date	Vendor Number	Vendor Name	Description/ Reason	Council Approved (Y/N)	Council Approved Date	Total Cost
400-00-57-571100	NA	NA	Record Fund Transfer from General Fund (Revenue)	Move Servers from CVB Location to Water Tower & Buildout	Y	2/12/2020	$ **(33,000.00)**
400-00-57-571100	NA	NA	Record Fund Transfer from General Fund (Revenue)	Design of New City Limit Monuments & Final Construction Drawings	Y	2/12/2020	$ **(15,000.00)**
400-00-57-571100	NA	NA	Record Fund Transfer from General Fund (Revenue)	Increase to Community Room/EOC Improvement Project	Y	2/26/2020	$ **(10,210.00)**
400-60-66-668005	03/02/2020	NA	Multiple Vendors	Move Servers from CVB Location to Water Tower & Buildout - Expense	Y	2/12/2020	$ **33,000.00**
400-60-66-662802	NA	02956	Landology	Design of New City Limit Monuments & Final Construction Drawings - Expense	Y	2/12/2020	$ **15,000.00**
400-60-66-669907	NA	NA	Multiple Vendors	Increase to Community Room/EOC Improvement Project - Expense	Y	2/26/2020	$ **10,210.00**
							$ -

*** Revenue Adjustments Will Display as a Negative Number Due to System Requirements**

QUARTER 2 FYE 2020 - BUDGET AMENDMENTS - CVB FUND

GL Account	Issue Date	Vendor Number	Vendor Name	Description/ Reason	Council Approved (Y/N)	Council Approved Date	Total Cost
200-45-62-621000	NA	NA	TBD	Photography/Videography Work	N	NA	$ 5,000.00
							$ 5,000.00

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	May 27, 2020	ITEM NUMBER:	**16**
DEPARTMENT:	Finance	PREPARED BY:	Lisa Wasner
PRICING:	$30,200.00	EXHIBITS:	

SUBJECT/PROCEEDING:

Approval of Payment to Montgomery County Fire Marshal's Office for April 2020 Fire Inspections and Reviews

RECOMMENDED ACTION:

Staff recommends that Council approve the payment.

BACKGROUND/DISCUSSION:

With the current vacancy in the Fire Inspector position, the City has continued to use the Montgomery County Fire Marshal's office to complete fire inspections and reviews. We did not fund in the 2019-2020 adopted budgeted for these professional services. Per purchasing policy, Council needs to approve the payment since it is over $15,000.00 and not listed in the adopted budget. This is a pass-through cost and will be a wash with the revenue we have collected.

Jackie Thompson, our Community Development Manager, has provided copies of the invoice and the fee revenue collected.

APPROVALS:

DEPARTMENT HEAD		DATE:	May 19, 2020
CITY ADMINISTRATOR		DATE:	May 19, 2020

Revised 05/18

CITY OF SHENANDOAH TEXAS

MEMORANDUM

To: City Council/Kathie Reyer/Lisa Wasner

From: Jackie Thompson

Subject: April Fire Plan Review and Inspection Fees

Date: May 19, 2020

While the Fire Inspector position remains vacant the Montgomery County Fire Marshal's Office continues to complete fire reviews and inspections. For the month of April Community Development collected $30,200.00 in fire fees that is due to the Fire Marshal's Office for their service. The unbudgeted expense and revenue are requested to show as a budget amendment.

An attached invoice and fee transaction report are include show breakdown of the expense and revenue collected.

Montgomery County Fire Marshal's Office
501 N. Thompson Street
Suite 102
Conroe, Texas 77301
Tel 936.538.8288 Fax 936.538.8277

4.30.2020

BILL TO

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

DECRIPTION	BUSINESS	DATE SUBMITTED	TOTAL
New Construction Review 20201165	9180 Pinecroft Dr., Ste 405 Shenandoah, Texas	04/01/20	$500.00
New Construction Review 20201169	19265 David Memorial Dr., Shenandoah, Texas	04/02/20	$500.00
Sprinkler Review 20201033	482 S Centro Circle, Shenandoah, Texas	04/07/20	$200.00
Life Safety Inspection 20201178	1488 Wellman Road, Shenandoah, Texas	04/16/20	$200.00
Alarm Review 20190647	8880 Metropark, Ste 100 Shenandoah, Texas	04/20/20	$200.00
Sprinkler Review 20190647	8880 Metropark, Ste 100 Shenandoah, Texas	04/20/20	$200.00
Alarm Review 20201127	8851 Metropark, Ste 900 Shenandoah, Texas	04/20/20	$200.00
Sprinkler Review 20201127	8851 Metropark, Ste 900 Shenandoah, Texas	04/20/20	$200.00
Access Control Review 20201196	1120 Medical Plaza Dr., Flr 2 Shenandoah, Texas	04/20/20	$200.00
Sprinkler Review 20201144	129 Vision Park Dr., Ste 206 Shenandoah, Texas	04/22/20	$200.00
Alarm Review 20201205	28673 I-45, Shenandoah, Texas	04/22/20	$200.00
Construction Review 20201204	9250 Pinecroft, South Tower Shenandoah, Texas	04/23/20	$24.800.00

DECRIPTION	BUSINESS	DATE SUBMITTED	TOTAL
Construction Review 20201207	121 Vision Park, Ste 300 Shenandoah, Texas	04/24/20	$500.00
Construction Review 20201209	9303 Pinecroft, Ste 320 Shenandoah, Texas	04/24/20	$500.00
Sprinkler Review 20190612	8821 Metropark #1500 Shenandoah, Texas	04/28/20	$200.00
Alarm Review 20160612	8821 Metropark #1500 Shenandoah, Texas	04/28/20	$200.00
Access Control Review 20201210	9180 Pinecroft, Flr 2 Shenandoah, Texas	04/29/20	$200.00
Construction Review 20201197	19333 David Memorial Dr., Shenandoah, Texas	04/30/20	$500.00
Construction Review 20201211	121 Vision Park Blvd. Ste 120 Shenandoah, Texas	04/30/20	$500.00
		SUBTOTAL	$30,200.00

Thank you for your business!

DATE RANGE: ALL

PROJECT	ISSUED TO	DATE	FEE CODE	UNITS	FEE AMOUNT	TOTAL
20190612	AESTHETICS SMILES DENTISTRY	4/28/2020	FIREFLAT2	1.00	200.00	
		4/28/2020	FIREFLAT2	1.00	200.00	
		4/28/2020	FIREFLAT2	1.00	200.00CR	
		4/28/2020	FIREFLAT2	1.00	200.00CR	
20190647	SHARETEA	4/20/2020	FIREFLAT2	1.00	200.00	
		4/20/2020	FIREFLAT2	1.00	200.00	
		4/20/2020	FIREFLAT2	1.00	200.00CR	
		4/20/2020	FIREFLAT2	1.00	200.00CR	
20201033	PHSH CONSTRUCTION LLC	4/06/2020	FIREFLAT2	1.00	200.00	
		4/07/2020	FIREFLAT2	1.00	200.00CR	
20201127	JORDANS SWEET SHOPPE	4/20/2020	FIREFLAT2	1.00	200.00	
		4/20/2020	FIREFLAT2	1.00	200.00	
		4/20/2020	FIREFLAT2	1.00	200.00CR	
		4/20/2020	FIREFLAT2	1.00	200.00CR	
20201144	MILLENNIUM PHYSICIANS	4/21/2020	FIREFLAT2	1.00	200.00	
		4/22/2020	FIREFLAT2	1.00	200.00CR	
20201165	MEMORIAL HERMAN	4/01/2020	FIRE RVW 1	4391.00	500.00	
		4/01/2020	FIRE RVW 1	4391.00	500.00CR	
20201169	FLOORS FOR LIVING	4/02/2020	FIRE RVW 1	3413.00	500.00	
		4/02/2020	FIRE RVW 1	3413.00	500.00CR	
20201178	RESPONSIVE EDUCATION SOLUTIONS	4/08/2020	FIREFLAT2	1.00	200.00	
		4/15/2020	FIREFLAT2	1.00	200.00CR	
20201196	MEMORIAL HERMAN	4/20/2020	FIREFLAT2	1.00	200.00	
		4/20/2020	FIREFLAT2	1.00	200.00CR	
20201197	CROWNE PLAZA	4/20/2020	FIRE RVW 1		500.00	
		4/21/2020	FIRE RVW 1		500.00CR	
20201204	MEMORIAL HERMAN	4/22/2020	FIRE RVW 2	332951.00	24,800.00	
		4/23/2020	FIRE RVW 2	332951.00	24,800.00CR	
20201205	FOREST LODGING GROUP LL					
		4/22/2020	FIREFLAT2	1.00	200.00	
		4/22/2020	FIREFLAT2	1.00	200.00CR	

DATE RANGE: ALL

PROJECT	ISSUED TO	DATE	FEE CODE	UNITS	FEE AMOUNT	TOTAL
20201207	ORBIS EDUCATION	4/24/2020	FIRE RVW 1	19833.00	1,000.00	
		4/24/2020	FIRE RVW 1	19833.00	1,000.00CR	
20201209	TEXAS REGIONAL UROLOGY	4/24/2020	FIRE RVW 1	4257.00	500.00	
		4/24/2020	FIRE RVW 1	4257.00	497.00CR	
20201210	MEMORIAL HERMAN	4/29/2020	FIREFLAT2	1.00	200.00	
		4/29/2020	FIREFLAT2	1.00	200.00CR	
20201211	BRAIN BALANCE ACHIEVEMENT CENT	4/29/2020	FIRE RVW 1	2702.00	500.00	
		4/29/2020	FIRE RVW 1	2702.00	500.00CR	

$500 Fire review fee on bill

Check was short. Payment will be made prior to permit.

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	May 27, 2020	ITEM NUMBER:	**17**
DEPARTMENT:	Water and Sewer	PREPARED BY:	Joseph Peart
PRICING:	NA	EXHIBITS:	Ordinance

SUBJECT/PROCEEDING:

Ordinance to establish a sanitary control easement for the Water Plant #3 site.

RECOMMENDED ACTION:

Staff recommends enacting the proposed ordinance to gain compliance with the Texas Commission on Environmental Quality (TCEQ).

BACKGROUND/DISCUSSION:

At the last site inspection by TCEQ, it was noted that the city's water plant #3 site did not have a sanitary control easement. TCEQ requires a 150' sanitary control easement around every public water system well in an effort to protect the state's water aquifers by limiting uses within the 150'. Currently, none of the prohibited activities or facilities exist within 150' of the city's wellhead.

The proposed ordinance enacts a sanitary control easement around the city's water well at water plant #3 and is an acceptable method of obtaining easements by TCEQ.

APPROVALS:

DEPARTMENT HEAD	Joseph Peart	DATE:	May 21, 2020
CITY ADMINISTRATOR		DATE:	May 21, 2020

ORDINANCE NO O-20-010

AN ORDINANCE PROTECTING THE WATER SUPPLY OF ALL PUBLIC WELLS IN THE CITY OF SHENANDOAH BY MEANS OF CREATING SANITARY CONTROL EASEMENTS WITHIN 150 FEET OF WELLS AND ESTABLISHING EXCEPTIONS TO SUCH EASEMENTS; PROVIDING ENFORCEMENT AUTHORITY; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PENALTIES OF UP TO $2000 FOR THE VIOLATION OF THIS ORDINANCE; PROVIDING FOR A SAVINGS CLAUSE IF ANY PORTION HEREOF IS DEEMED TO BE INVALID; PROVIDING A TEXAS OPEN MEETINGS ACT CLAUSE; AND PROVIDING AN EFFECTIVE DATE AFTER PUBLICATION AS PROVIDED BY LAW.

WHEREAS, pursuant to Title 30, Chapter 290 of the Texas Administrative Code, the Texas Commission on Environmental Quality (TCEQ) can authorize a municipality to protect the water wells of public water system (PWS) by means of sanitary control easements and regulation; and

WHEREAS, a public water system is defined as a system for the provision to the public of water for human consumption through pipes or other constructed conveyances, which includes all uses described under the definition for drinking water. Such a system must have at least 15 service connections or serve at least 25 individuals at least 60 days out of the year. This term includes: any collection, treatment, storage, and distribution facilities under the control of the operator of such system and used primarily in connection with such system, and any collection or pretreatment storage facilities not under such control which are used primarily in connection with such system. Two or more systems with each having a potential to serve less than 15 connections or less than 25 individuals but owned by the same person, firm, or corporation and located on adjacent land will be considered a public water system when the total potential service connections in the combined systems are 15 or greater or if the total number of individuals served by the combined systems total 25 or greater at least 60 days out of the year. Without excluding other meanings of the terms "individual" or "served," an individual shall be deemed to be served by a water system if he lives in, uses as his place of employment, or works in a place to which drinking water is supplied from the system; and

WHEREAS, there is no state or county road within 150 feet of a state or county road; and

WHEREAS, it is the desire of the City Council of the City of Shenandoah, Texas, to establish rules protecting public water wells by establishing a sanitary control easement around each well operated as a PWS; and

WHEREAS, to promote orderly development of the City and to promote the health and safety of its residents, the City Council has determined that it is advisable and desirable to enact an ordinance regulating the sanitary control of water wells;

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

Section 1. Purpose
The purpose of this Ordinance is to protect the water supply of all public wells in the City of Shenandoah by means of sanitary control easements and regulation.

Section 2. Regulations

A. Groundwater sources shall be located so that there will be no danger of pollution from flooding or from sanitary surroundings, such as privies, sewage, sewage treatment plants, livestock and animal pens, solid waste disposal sites or underground petroleum and chemical storage tanks and liquid transmission pipelines, or abandoned and improperly sealed wells.

B. The construction, existence, and/or operation of the following within a 150-foot radius of any water well in the City of Shenandoah is prohibited; septic tank or sewage treatment perforated drain fields; areas irrigated by low dosage, low angle spray on-site sewage facilities; absorption beds; evapotranspiration beds; abandoned, inoperative or improperly constructed water wells of any depth; underground petroleum and chemical storage tanks or liquid transmission pipelines; sewage treatment plants; sewage wet wells; sewage pumping stations; drainage ditches which contain industrial waste discharges or wastes from sewage treatment systems; animal feed lots; solid waste disposal sites; landfill and dump sites; lands on which sewage plant or septic tank sludge is applied; lands irrigated by sewage plant effluent; military facilities; industrial facilities; wood-treatment facilities; liquid petroleum and petrochemical production, storage, and transmission facilities; Class 1, 2, 3, and 4 injection wells; pesticide storage and missing facilities; and all other constructions or operations that could pollute the groundwater sources of a water well. For the purpose of this Ordinance, improperly constructed water wells are those wells which do not meet the surface and subsurface construction standards for a public water well. The City shall have the right to enter all properties within a 150-foot radius of any public water supply well for the purpose of inspection and to verify that no potential sources of pollution prohibited by this Ordinance.

C. No well site shall be located within 500 feet of a sewage treatment plant or within 300 feet of a sewage wet well, sewage pumping station, or a drainage ditch which contains industrial waste discharges or the wastes from sewage treatment systems.

D. No water wells shall be located within 500 feet of animal feed lots, solid waste disposal sites, lands on which sewage plant or septic tank sludge is applied, or lands irrigated by sewage plant effluent.

E. All known abandoned or inoperative wells (unused wells that have not been plugged) within ¼ mile of a proposed well site shall be reported to the TCEQ along with existing or potential pollution hazards. These reports are required for community and nontransient, noncommunity groundwater sources. This information must be submitted prior to construction or as required by the Executive Director of the TCEQ.

Section 3. Prohibited

The construction, existence and/or operation of tile or concrete sanitary sewers, sewer appurtenances, septic tanks, storm sewers, cemeteries, and/or the existence of livestock in pastures is specifically prohibited within a 50-foot radius of any public water well located in the City of Shenandoah.

Section 4. Permitted Exceptions

This Ordinance permits the construction of homes or buildings upon the real property and farming and ranching operations, as long as there is strict compliance with all items in Sections 2 and 3.

Section 5. Violations and Penalties

Any person who violates any provision of this Ordinance shall be guilty of a misdemeanor and upon conviction thereof by a court of competent jurisdiction, shall be punished by a fine in an amount not to exceed Two Thousand Dollars ($2,000.00). Each and every day such violation continues or is allowed to exist shall constitute a separate offense.

Section 6. Repealing Clause

Any provisions in any other city ordinances in conflict with the provisions of this Ordinance are hereby expressly repealed and any requirements of TCEQ that are stricter than this Ordinance are hereby adopted.

Section 7. Savings Clause

If any part of this Ordinance shall be held unconstitutional or otherwise invalid by a Court, such part shall be deemed severable and the invalidity thereof shall not affect the remaining parts of this Ordinance.

Section 8. Effective Date

This Ordinance shall become effective upon its publication as provided by law.

PASSED, APPROVED, AND ADOPTED this the 27th day of May, 2020.

CITY OF SHENANDOAH, TEXAS

_____

M. RITCHEY WHEELER, Mayor

ATTEST:

_____

COURTNEY CLARY, City Secretary

APPROVED AS TO FORM:

_____

WILLIAM C. FEREBEE, City Attorney

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PASSED, APPROVED, AND ADOPTED this the 27th day of May, 2020.

CITY OF SHENANDOAH, TEXAS

_____
M. RITCHEY WHEELER, Mayor

ATTEST:

_____
COURTNEY CLARY, City Secretary

APPROVED AS TO FORM:

_____
WILLIAM C. FEREBEE, City Attorney

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	May 27, 2020	ITEM NUMBER:	**18**
DEPARTMENT:	Public Works	PREPARED BY:	Joseph Peart
PRICING:	NA	EXHIBITS:	Capital Improvement Plan (CIP)

SUBJECT/PROCEEDING:

Discussion regarding 5 year CIP for public works and facilities 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:	May 21, 2020
CITY ADMINISTRATOR		DATE:	May 21, 2020

Capital Improvement Plan 2020-2030

Legend	
Planning & Design	15%
Construction	85%

5 Year CIP Projects				City CIP Schedule						MDD CIP Schedule					
Project	Cost Estimate	Priority (H, M, L)	% MDD Eligible	2020	2021	2022	2023	2024	2025	2020	2021	2022	2023	2024	2025
Detention Ponds															
East relief pond	$ 24,000,000	H	100%				$ -	$ -	$ -				$ 1,800,000	$ 1,800,000	$ 20,400,000
Sediment removal (vision park, oak haven, city hall)	$ 250,000	M	100%					$ -	$ -					$ 125,000	$ 125,000
Stormwater Collection Lines															
Wellman Road drainage east of bridge	$ 30,000	L	100%		$ -						$ 30,000				
Cedarwood reserve	$ 130,000	L	0%					$ 130,000						$ -	
Holly Hill reserve	$ 100,000	H	100%		$ -						$ 100,000				
Cedarwood to headwall improvements	$ 70,000	L	0%					$ 70,000						$ -	
Stormwater mapping and modeling	$ 50,000	H	0%		$ 50,000						$ -				
Drainage improvements WWTP	$ 370,000	M	100%					$ -	$ -					$ 55,500	$ 314,500
Road Maintenance Projects															
David Memorial intersection	$ 200,000	H	100%				$ -	$ -					$ 30,000	$ 170,000	
David Memorial extension to HWY 242	$ 3,000,000	H	100%		$ -	$ -	$ -				$ 225,000	$ 225,000	$ 2,550,000		
Research Forest right turn lane extension	$ 75,000	H	100%	$ -						$ 75,000					
IH-45 and Research Forest intersection improvements	$ 2,500,000	H	100%			$ -	$ -	$ -				$ 187,500	$ 187,500	$ 2,125,000	
Home Depot driveway modification	$ 75,000	H	100%	$ -						$ 75,000					
Road Replacement															
Shenandoah Park Drive roadway repair	$ 50,000	H	100%		$ -						$ 50,000				
Pathways															
David Memorial & Shenandoah Park	$ 400,000	L	100%				$ -	$ -					$ 60,000	$ 340,000	
Park Projects Main Park - updated 2014															
All court resurfacing at Main Park	$ 25,000	H	100%				$ -						$ 25,000		
Additional parking at Toddler Park	$ 50,000	L	100%		$ -						$ 50,000				
Construction of Holly Hill Park	$ 150,000	M	100%			$ -						$ 150,000			
City Hall															
Flooring	$ 55,000	L	0%		$ 55,000						$ -				
Wall packs	$ 12,000	M	0%		$ 12,000						$ -				
CVB buildout	$ 50,000	H	100%		$ -						$ 50,000				
Interior Paint	$ 30,000	L	0%		$ 30,000						$ -				
Concrete parking, lights, and PD fencing	$ 680,000	M	0%				$ 102,000	$ 578,000					$ -	$ -	
Public Works Building - 2012															
Office expansion	$ 25,000	M	0%		$ 25,000						$ -				
Platform and lift for 2nd story storage	$ 25,000	H	0%		$ 25,000						$ -				
Set generator and auto transfer switch	$ 70,000	L	0%		$ 70,000						$ -				
Pool Facilities - updated 2013															
Pump Building Improvements	$ 10,000	M	100%		$ -						$ 10,000				
Deck resurface	$ 45,000	H	100%				$ -						$ 45,000		
Security Cameras			100%												
Equipment															
Skid loader	$ 55,000	M	0%		$ 55,000						$ -				

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
- Out of space to add additional booster pump controls 1000 GPM or greater

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

Stormwater Capital Projects

Detention Ponds

East Relief Pond

- A city owned property between David Memorial Dr. and the Pacific Union railroad tracks is acting as a detention pond for the region
- This project would deepen and improve the land into a wet-bottom amenity pond
- A large pump station with ten 20,000 gpm pumps will reduce the 100 year surface elevation and provide capacity during large storm events
- The project also includes funding to provide landscaping and pathways to create an amenity area

Sediment Removal

- Detention ponds regularly collect sediment over time as organic and inorganic debris is washed downstream
- The project provide sediment removal from all of the city's detention ponds (Vision Park, Oak Haven, and City Hall)

Stormwater Collection Lines

Wellman Road Drainage to East of Bridge

- Expansion of storm collection lines just east of the bridge on Wellman Rd.
- During heavy storm events this section of road closes due to high waters when the collection lines are overwhelmed

Cedarwood Reserve

- Installation of new storm collection lines in the 3 acre reserve west of Cedarwood Dr. and south of Blue Ridge Dr.
- This will provide drainage to areas that regularly have standing water after storm events

Holly Hill Reserve

- Installation of new storm collection lines in the 4.5 acre reserve at the north end of Holly Hill Dr.
- Amenity detention pond will be considered as a possible solution
- This will provide drainage to areas that regularly have standing water after storm events
- This project will consider the end use of the property for a park as discussed by city council and residents during townhall meetings

Cedarwood to Headwall Improvements

- Replacement and repair of existing storm collection lines that will connect the Cedarwood Reserve to the drainage headwall to the north
- Project can be completed separately from the Cedarwood Reserve project, however if the Cedarwood Reserve project is completed this project will need to be completed as well to handle additional flows and accommodate new flow lines

Stormwater Mapping and Modeling

- No comprehensive map exists for the city's stormwater system
- Project would include GIS mapping of the entire stormwater system, pipe diameters, manhole locations, etc.

Drainage Improvements at the WWTP

- Installation of sheet pile walls along the east and southern fence at the WWTP to prevent flooding of WWTP during heavy storm events
- Also includes the installation of a manual floodgate to release accumulated stormwater from the site into the outfall structure

Road and Pathway Capital Projects

Road Maintenance Projects

David Memorial Intersection

- Relocation of utilities on northwest corner of intersection and extension of north most lane to the intersection
- Repair of crosswalk located on the south side of the intersection

David Memorial Extension to HWY 242

- Extension of David Memorial Dr. to HWY 242 as a four lane boulevard with grassy median
- Project is planned to create a four way intersection with HWY 242 and S. Trade Center Blvd.
- Total project cost is approximately $9.2M with 1/3 of the project located inside city limits
- Project requires extensive wetlands mitigation as well as ROW acquisition

Research Forest Right Turn Lane Extension

- Extension of dedicated right turn lane for Research Forest as it approaches IH-45
- Noted in a traffic study to improve intersection wait times

IH-45 and Research Forest Dr. Intersection Improvements

- Project to add two additional lanes underneath IH-45 at Research Forest/Tamina
- Extensive work with TxDOT will be required for completion
- Relocation of a fiber data point will add significant cost to project

Home Depot Driveway Modification

- Project to add a driveway from Home Depot's loading dock to Tamina Rd. to reduce traffic delays due to shipping trucks exiting the drive and blocking all lanes during maneuver
- Project also includes the removal of Home Depot's existing driveway off David Memorial Dr. closest to the intersection
- ROW will need to be acquired from multiple parties

Road Replacement

Shenandoah Park Drive Roadway Repair

- Removal of asphalt paving and replacement with concrete to tie in with existing driveway
- The existing tie-in is a common source of pot holes and maintenance issues

Pathways

David Memorial and Shenandoah Park

- Project to extend the pathway from the David Memorial roundabout west to IH-45 and south to existing an existing pathway at the Wood Forest Stadium
- This will provide a connection between two divided sections of the city's pathway system

Park Capital Projects

Park Projects

All Court Resurfacing at Main Park

- Project to repair and resurface both tennis courts and basketball court

Additional Parking at Toddler Park

- Project to add parking spaces at the Toddler Park

Construction of Holly Hill Park

- Construction of a walking trail style park on the City's property at the north end of Holly Hill Dr.
- This project could be completed separately after drainage work is completed in the same area or together with the drainage project

Facilities Capital Projects

City Hall

Flooring

- Removal and replacement of worn flooring surfaces throughout city hall

Wall Packs

- Installation of two wall packs on the southwest exterior walls of city hall
- Area has been noted by staff to not have adequate lighting and additional lighting in the area will improve visibility and security for both staff and individuals that use the community room

CVB Buildout

- Project to buildout the space inside city hall to accommodate CVB

Interior Re-paint

- Project to repaint walls inside of city hall that are in disrepair

Concrete Parking, Lights, and PD Fencing

- Project to remove all asphalt paving for the parking lot in front of city hall and replacement with concrete
- Repair of storm inlets and replacement of grates
- Demolition of existing parking lot lights and electrical, then installation of new LED parking lot lights
- Installation of fencing and security cameras to secure the police fleet

Public Works Building

Office Expansion

- Modification of interior space to create additional offices in the eastern side of the building
- City hall is reaching capacity and the staff members are sharing office space in the public works building

Platform and Lift for Second Story Storage

- Installation of a permanent platform and motorized lift for safe access to the storage on the second story
- Load bearing ratings for the second story will need to be checked in conjunction with this project

Set Generator and Auto Transfer Switch

- Project to place the backup generator on a concrete pad outside of the public works building
- Installation of new electrical and an auto transfer switch to provide the building with backup power

Pool Facilities

Pump Building Improvements

- Repair and replacement of several components to include a main circuit board, flow meter, salt generator control box, etc.
- Installation of a backwash view port to allow verification of a completed backwash of the sand filters

Deck Resurface

- Resurfacing of pool deck area with new texture and grip material to provide anti-slip surface around the pool

Equipment

Skid Loader

- Purchase of skid loader that comes with bucket and forks
- This equipment will receive regular use to move heavy materials and for drainage projects that are currently outsourced

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	May 27, 2020	ITEM NUMBER:	**19**
DEPARTMENT:	Water and Sewer	PREPARED BY:	Joseph Peart
PRICING:	$30,112.38	EXHIBITS:	500 GPM Booster Pump Proposal

SUBJECT/PROCEEDING:

Discussion and possible action regarding purchase of a booster pump for water plant #2.

RECOMMENDED ACTION:

Staff recommends purchase of a 500 GPM booster pump from CSA Technical for $30,112.38 to improve pumping capabilities of water plant #2.

BACKGROUND/DISCUSSION:

The addition of booster pumps at Water Plant #2 was recommended by Bleyl Engineering to increase the pumping capacity of our water system and provide redundancy. Booster pumps help increase or maintain pressures levels and flow volume for a water system. The booster pumps were funded in 2018, however the replacement of a ground storage tank and load calculations for the MCC delayed the purchase and installation of the pump. The MCC can handle the additional electrical load from a 500 GPM pump and the new pump will add pumping capacity and flexibility to our water system.

This purchase is cost shared between the City and the Municipal Development District (MDD), see breakout below:

- City (30%) - $9,033.71
- MDD (70%) - $21,078.67

APPROVALS:

DEPARTMENT HEAD	Joseph Peart	DATE:	May 21, 2020
CITY ADMINISTRATOR		DATE:	May 21, 2020

Revised 05/18

CSA TECHNICAL LLC

P.O. Box 693
Spring, TX 77383

Quote

Date	Quote #
2/26/2020	1336

Name / Address
City of Shenandoah ATT: Steve Early 29955 IH-45 North Shenandoah, TX 77381

Rep	Project
CSA	

Description	Qty	U/M	Total
WTP#2 Booster #1 - Field Service installation of 500 GPM at 139' TDH splitcase booster package and piping. Test for proper operation. (1) There are no other items not specifically mentioned included in this proposal. (2) The price quoted is F.O.B. CSA Technical LLC, Spring, Texas. (3) Terms are NET 30 Days, with No Retainage. (4) Price Valid for 30 Days. This is a good faith estimate that is based on previous repairs performed on similar equipment of this kind and cost of repair could be higher once equipment is thoroughly inspected. Therefore, we will reserve the option of a 20% Contingency for any unforeseen cost. Sign and date here and provide a PO# to approve ----------	1		30,112.38

We are pleased to have this opportunity to quote this job.

Total $30,112.38

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	May 27, 2020	ITEM NUMBER:	**20**
DEPARTMENT:	Public Works	PREPARED BY:	Joseph Peart
PRICING:	NA	EXHIBITS:	Conceptual Drawings

SUBJECT/PROCEEDING:

Discussion and possible action regarding new design of city limits monument signs.

RECOMMENDED ACTION:

Staff recommends concept B for cost savings and better visibility in the right of way.

BACKGROUND/DISCUSSION:

City council approved design of new city limits monuments signs at the February 12 council meeting. Landology has completed two conceptual designs for consideration by council. Concept A and B are presented with the requested changes from the May 13 meeting.

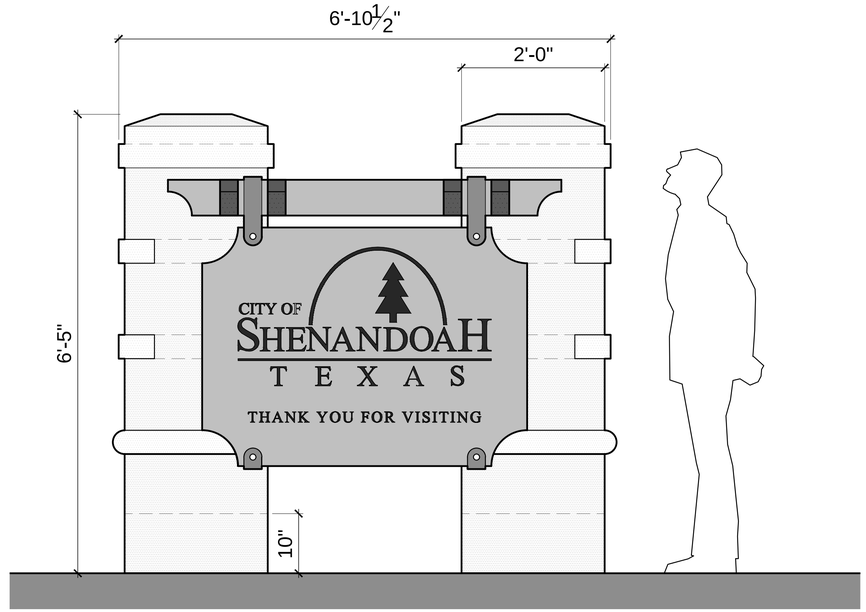
The proposed sign will replace the city entrance monument sign on Six Pines Drive. The sign was demolished by the developer to install a new turn lane into their development. Cost of installation will be the responsibility of the developer. The city will retain the construction drawings for future replacements as determined by council.

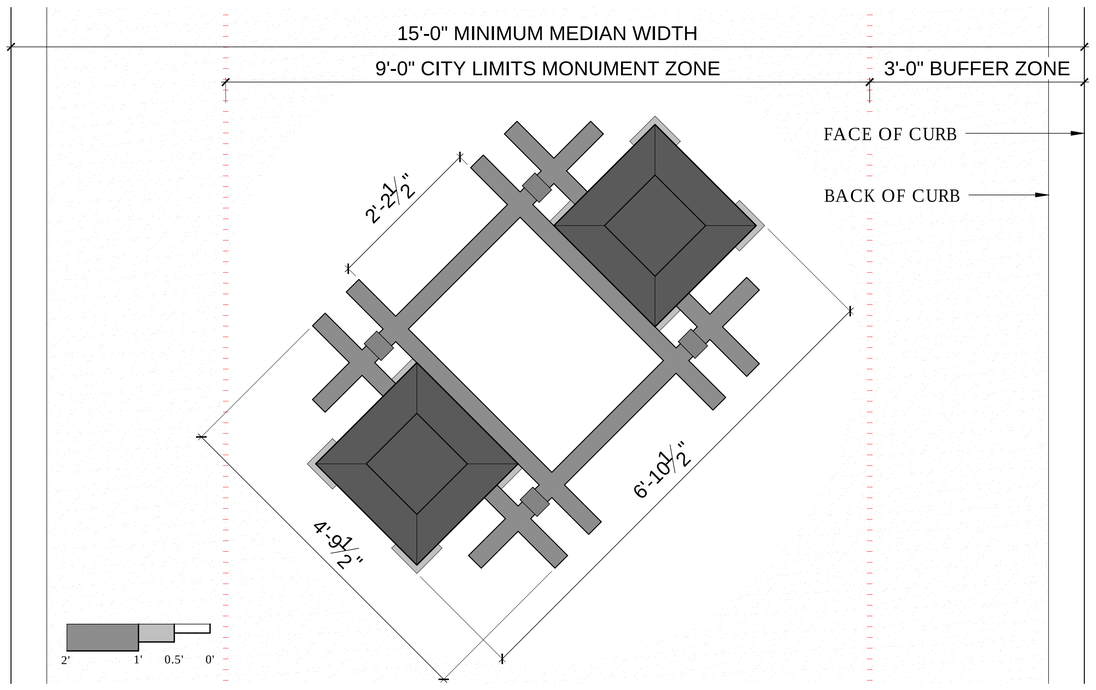
The signs will be wired for internal illumination to match the design of the neighborhood entrance signs and will have an outdoor rated outlet installed for any future needs. Electrical does not exist to the current site and will be an additional cost of construction.

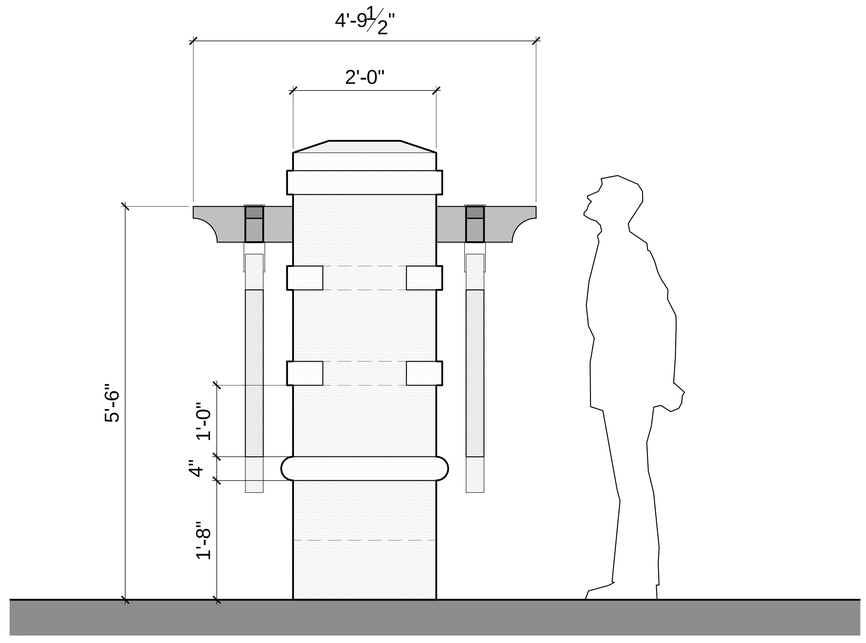
- Estimated construction costs for Concept A are $38,000.
- Estimated construction costs for Concept B are $30,000.

APPROVALS:

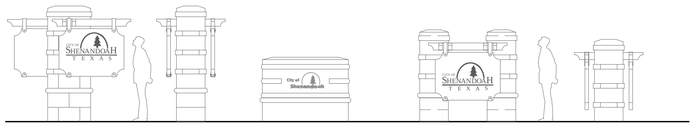
DEPARTMENT HEAD	Joseph Peart	DATE:	May 21, 2020
CITY ADMINISTRATOR		DATE:	May 21, 2020







LAND·ology
defining design



SHENANDOAH CITY LIMITS MONUMENT

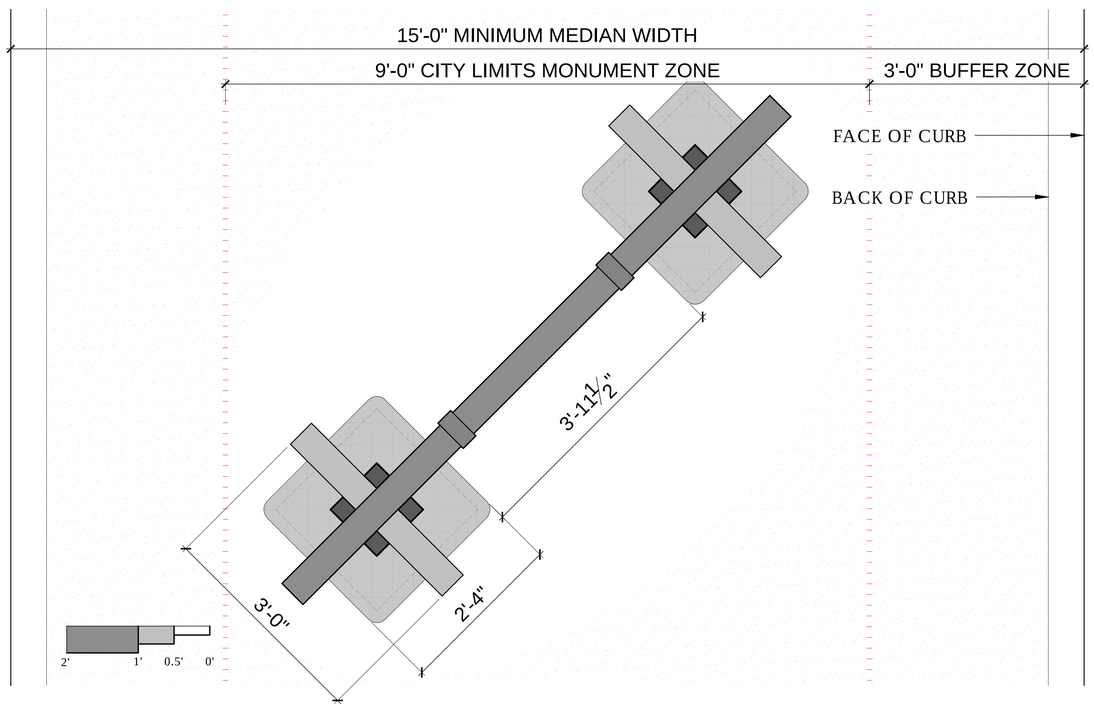
MONTGOMERY COUNTY, CITY OF SHENANDOAH, TEXAS

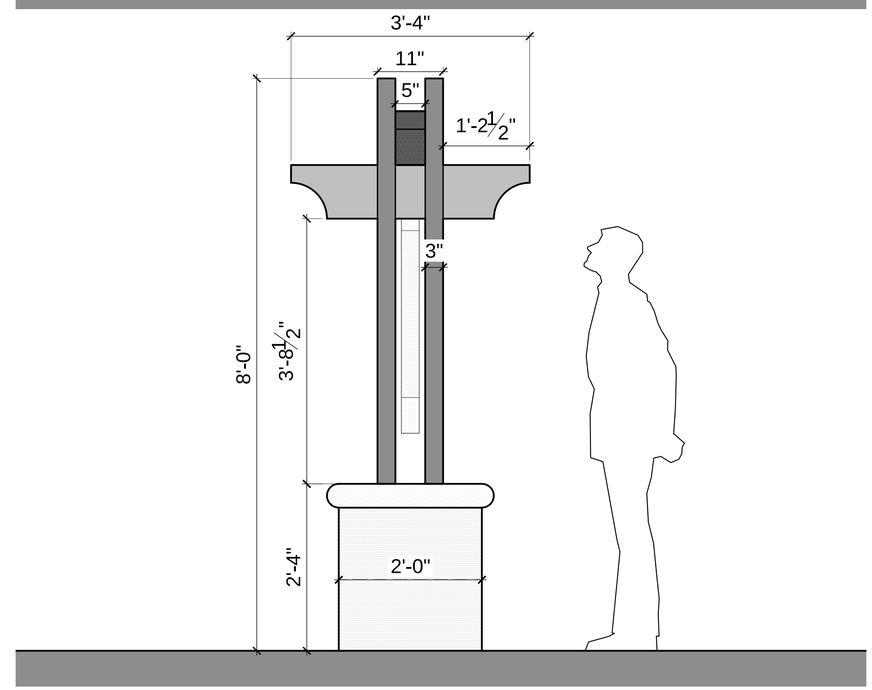
CITY OF SHENANDOAH

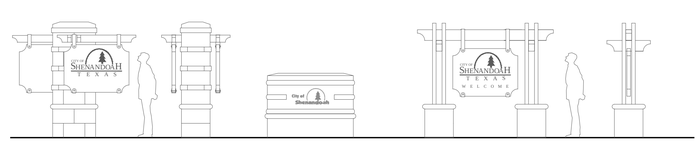
CONCEPT A2

May 15th, 2020
LAND Project # 041.020

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







LAND·ology
defining design

SHENANDOAH CITY LIMITS MONUMENT

MONTGOMERY COUNTY, CITY OF SHENANDOAH, TEXAS

CITY OF SHENANDOAH

CONCEPT B

May 15th, 2020
LAND Project # 041.020

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MINUTES OF REGULAR MEETING

April 22, 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.

Julia Hepburn – To hear citizen comments, please click HERE

6. COUNCIL'S INQUIRY

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

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

DRAFT

INDIVIDUAL CONSIDERATION:

7. Presentation of the Municipal Development District monthly report.

   To view the presentation, please click HERE

8. Discussion regarding Capital Improvement Projects for water/sewer.

   Mr. Peart stated that the MDD Board and Council were both provided the Capital Improvement Project documents to provide information on important projects set to be completed in five to 10 years.

   Councilmember Bradt stated that he appreciated the information and that the information would help MDD and Council with planning projects and budgeting moving forward.

   Councilmember McLeod stated that he appreciated seeing a long-term plan and that the information would help Council with setting goals and working with future budgets.

   Councilmember Raymaker agreed and stated the it provided Council the vision necessary to make decisions moving forward.

   Mr. Peart stated that he would present the second portion of the CIP which would include future road projects, storm sewer projects, and facility and park projects at the end of May for review and discussion.

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

   COUNCILMEMBER BRADT MADE A MOTION TO RENEW THE MAYORAL DECLARATION OF LOCAL STATE OF DISASTER DUE TO PUBLIC HEALTH EMERGENCY, COUNCILMEMBER MCLEOD SECONDED.

   AFTER SOME DISCUSSION COUNCILMEMBER BRADT AMENDED HIS MOTION TO RENEW

DRAFT

THE MAYORAL DECLARATION OF LOCAL STATE OF DISASTER DUE TO PUBLIC HEALTH EMERGENCY WITH THE CONTINUED THROUGH DATE CHANGED FROM MAY 11, 2020 TO MAY 13, 2020, COUNCILMEMBER MCLEOD SECONDED. THE MOTION CARRIED 5/0.

10. Discussion and possible action to award a bid for Vision Park storm improvements.

COUNCILMEMBER MCLEOD MADE A MOTION TO AWARD A BID FOR VISION PARK STORM IMPROVEMENTS TO A STATUS CONSTRUCTION LLC, COUNCILMEMBER BRADT SECONDED. THE MOTION CARRIED 5/0.

11. Discussion and possible action to authorize the final design of the Research Forest and IH-45 intersection improvements.

COUNCILMEMBER RAYMAKER MADE A MOTION TO AUTHORIZE THE FINAL DESIGN OF RESEARCH FOREST AND IH-45 INTERSECTION IMPROVEMENTS, COUNCILMEMBER GRISTY SECONDED. THE MOTION CARRIED 5/0.

12. Discussion and possible action to approve funding for installation of streetlights on David Memorial Drive.

COUNCILMEMBER BRADT MADE A MOTION TO APPROVE FUNDING FOR INSTALLATION OF STREETLIGHTS ON DAVID MEMORIAL DRIVE, COUNCILMEMBER RAYMAKER SECONDED. THE MOTION CARRIED 5/0.

13. Discussion and possible action to authorize payment for emergency valve replacement on Vision Park Blvd.

COUNCILMEMBER RAYMAKER MADE A MOTION TO AUTHORIZE PAYMENT FOR EMERGENCY VALVE REPLACEMENT ON VISION PARK BOULEVARD, COUNCILMEMBER MCLEOD SECONDED. THE MOTION CARRIED 5/0.

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;

DRAFT

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.

COUNCILMEMBER MCLEOD MADE A MOTION TO ADOPT AN ORDINANCE DENYING THE DISTRIBUTION COST RECOVERY FACTOR RATE INCREASE REQUEST OF ENTERGY TEXAS, INC., COUNCILMEMBER FLETCHER SECONDED. THE MOTION CARRIED 5/0.

15. Discussion and possible action regarding funding for a local ad campaign.

Mayor Wheeler stated for the record that MDD voted to approve funding for the project and no action was necessary from Council.

16. Discussion and possible action to release ticket sales revenue to the NCAA for the 2019 Stagg Bowl.

Mayor Wheeler stated for the record that the agenda item would be moved to a future meeting.

17. Discussion and possible action to approve the minutes of the March 11, 2020 regular meeting and the March 23, 2020 special meeting.

COUNCILMEMBER BRADT MADE A MOTION TO APPROVE THE MINUTES OF THE MARCH 11, 2020 REGULAR MEETING AND THE MARCH 23, 2020 SPECIAL MEETING, COUNCILMEMBER GRISTY SECONDED. THE MOTION CARRIED 5/0.

18. Discussion and possible action to ratify the accounts payable for the month of March, 2020.

COUNCILMEMBER FLETCHER MADE A MOTION TO RATIFY THE ACCOUNTS PAYABLE FOR THE MONTH OF MARCH, 2020, COUNCILMEMBER MCLEOD SECONDED. THE MOTION CARRIED 5/0.

19. CITIZENS FORUM

DRAFT

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.

Jean Teague – To view the citizens comments, please click HERE

20. City Administrator Updates – Monthly Reports.

Ms. Reyer presented the following updates:

- Entergy started construction on the Wellman Road project. The concrete pad was poured for the switch cabinet and the equipment would be set, weather permitting
- Republic services to resume bulk trash pickup on April 28, 2020

21. 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 urged Council and staff to remain aware of lower sales tax revenues due to COVID-19 when moving forward with budget planning.

Councilmember Fletcher requested a future discussion regarding permit fees for home improvements for residents under $100,000. Councilmember Fletcher also asked for an update regarding the open fire inspector position at the City. Ms. Reyer stated that the position had not been filled, and that the COVID-19 virus had only made it more difficult. She added that staff was working to create recruitment pieces and discussing ideas to promote open positions at the City.

Councilmember Fletcher also expressed his gratitude to the staff for helping to make Shenandoah a place that contractors were eager to work with due to receiving multiple bids on recent projects and stated that this would benefit residents moving forward.

Councilmember Gristy concurred with Councilmember Fletcher regarding a future agenda item to discuss resident permit fees and he thanked MDD for funding the local ad campaign project.

Councilmember Bradt inquired about applications for the Planning and Zoning Commission. Mayor Wheeler stated that he had not reviewed any applications at the time and that he would reach out.

Councilmember McLeod thanked the police department and the staff for their hard work running the and maintaining the City during an unprecedented time.

Mayor Wheeler thanked the staff and stated that moral was high at the City and he thanked the City Secretary along with all the staff for the assistance provided to Council and residents alike. He also thanked Bleyl Engineering for always going above and beyond when working with and advising staff and Council on projects.

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 stated for the record that Council would move into executive session at 7:37 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

- Settlement with Jacobson Hotels

- Harold Denton possible litigation

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

Mayor Wheeler reconvened the regular meeting at 8:09 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 8:10 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

DRAFT

Expense Approval Report
City of Shenandoah **By Fund**
Payment Dates 04/01/2020- 04/30/2020

Vendor Name	Payment Date	Payment Number	Description (Item)		Amount
Fund: 100 - GENERAL FUND					
COMPTROLLER OF PUBLIC ACCOUNTS	04/21/2020	11054	JAN-MAR 2020 STATE QUARTERLY FEES	$	772.81
OMNIBASE SERVICES OF TEXAS	04/21/2020	11064	JAN-MAR 2020 QUARTERLY OMNI FEES	$	54.00
				$	**826.81**
Function: 11 - Administration					
OFFICE DEPOT CREDIT PLAN	04/07/2020	10996	ADMIN OFFICE FURNITURE - CHAIR	$	199.98
TED FLETCHER	04/14/2020	11031	T. FLETCHER 2020 ELECTED OFFIC. CONF. MILEAGE	$	269.10
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	C. BRADT 2020 ELECTED OFFICIALS CONF. HOTEL	$	350.96
HOUSTON CHRONICLE	04/14/2020	11021	LEGAL NOTICE INVIT. TO BID VISION PARK DRAINAGE	$	273.60
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	ADMIN OFFICE SUPPLIES	$	122.52
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	ADMIN OFFICE SUPPLIES	$	75.95
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	CHAIR MAT	$	114.99
STEPTOE & JOHNSON PLLC	04/14/2020	11029	MAR 2020 CITY LEGAL FEES	$	10,000.00
STEPTOE & JOHNSON PLLC	04/14/2020	11029	ADDITIONAL LEGAL FEES - JACOBSON HOTEL	$	5,008.67
ABC HOME AND COMMERCIAL SERVICES	04/14/2020	11007	BED BUG INSPECTION- BAYMONT INN	$	36.13
ABC HOME AND COMMERCIAL SERVICES	04/14/2020	11007	BED BUG INSPECTION - BAYMONT INN/JACOBSON	$	1,750.00
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	2020-2021 AMAZON MEMBERSHIP RENEWAL	$	24.00
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	MAR 2020 STAFF PROVISIONS-COUNCIL MEETING	$	199.85
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	C. BRADT 2020 ELECTED OFFICIALS CONF. MEALS	$	79.77
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	K. REYER 2020 TCMA WILLIAM COLE REG. CREDIT	$	(225.00)
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	A. BROWN TML LEADERSHIP ACADEMY REG. CREDIT	$	(765.00)
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	T. FLETCHER TML LEADERSHIP ACADEMY REG. CREDIT	$	(765.00)
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	T. FLETCHER 2020 ELECTED OFFICIALS CONF. MEALS	$	81.63
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	T. FLETCHER 2020 ELECTED OFFICIALS CONF. HOTEL	$	350.96
			Function 11 - Administration Total:	**$**	**17,183.11**
Function: 12 - Finance					
LIGHTHOUSE SERVICES, LLC	04/07/2020	10992	2020-2021 FRAUD HOTLINE SUBSCRIPTION	$	497.00
HDL COMPANIES	04/07/2020	10988	APR-JUN 2020 SALES TAX CONSULTING SERV. RETAINER	$	1,500.00
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	2020 TYLER CONNECT REGISTRATION FEE CREDITS	$	(2,500.00)
			Function 12 - Finance Total:	**$**	**(503.00)**
Function: 14 - Community Outreach					
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	2020 ARBOR DAY-KID ACTIVITY SUPPLIES	$	39.82
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	2020 EASTER EGG HUNT-BUNNY EARS	$	192.00
			Function 14 - Community Outreach Total:	**$**	**231.82**
Function: 17 - Non-Department					
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	2020-2021 AMAZON MEMBERSHIP RENEWAL	$	24.00
			Function 17 - Non-Department Total:	**$**	**24.00**
Function: 18 - Fire Department					
WOODLANDS TOWNSHIP FIRE DEPARTMENT	04/07/2020	11006	APR-JUN 2020 WOODLANDS FIRE SERVICE AGREEMENT	$	157,069.00
			Function 18 - Fire Department Total:	**$**	**157,069.00**
Function: 21 - Emergency Management					
GIVEPACK	04/07/2020	10986	2020 COVID-19 - HAND SANI REFILL	$	135.06
GIVEPACK	04/07/2020	10986	2020 COVID-19 WALL MOUNTED HAND SANITIZERS	$	149.94
GIVEPACK	04/07/2020	10986	2020 COVID-19 SUPPLIES - KLEENEX TISSUE CARTONS	$	194.40
GIVEPACK	04/07/2020	10986	2020 COVID-19 SUPPLIES - N95 MASKS (20/BOX)	$	51.64

GIVEPACK	04/07/2020	10986	2020 COVID-19 SUPPLIES - ZEP HAND SANITIZER	$	518.40
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	2020 COVID-19 EMERGENCY SUPPLIES-WIPES	$	370.76
MONTGOMERY COUNTY RADIO SHOP	04/14/2020	11023	2019-2020 EMERGENCY MGMT RADIO ACCESS FEES	$	450.00
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	2020 COVID-19 EMERGENCY SUPPLIES-PARK FENCING	$	239.84
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	2020 COVID-19 EMERGENCY SUPPLIES-FENCING	$	179.88
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	2020 COVID-19 EMERGENCY SUPPLIES-MASK,WIPES,GLOVES	$	1,548.58
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	2020 COVID-19 EMERGENCY SUPPLIES-SANITIZER-FOOD	$	1,067.82
GIVEPACK	04/14/2020	11019	2020 COVID-19 SUPPLIES - ADDT'L N-95 MASKS	$	597.82
BUCKEYE CLEANING CENTER- HOUSTON	04/21/2020	11052	2020 COVID-19 SUPPLIES- DISINFECTANT WIPES	$	144.72
			Function 21 - Emergency Management Total:	**$**	**5,648.86**

Function: 22 - Police

OFFICE DEPOT CREDIT PLAN	04/07/2020	10996	EVIDENCE ROOM SUPPLIES - DVDS & TLETS PRINTER INK	$	65.47
OFFICE DEPOT CREDIT PLAN	04/07/2020	10996	PD RECORDS SUPPLIES - USB THUMB DRIVES	$	44.94
O'REILLY AUTO PARTS	04/07/2020	10997	UNIT 16-05 HEADLIGHT BULBS	$	7.37
O'REILLY AUTO PARTS	04/07/2020	10997	UNIT 16-05 WINDSHIELD WIPER BLADES	$	35.98
TEXAS MARKING PRODUCTS	04/07/2020	11001	PD RECORDS SUPPLIES - "NO RECORDS FOUND" STAMP	$	46.45
LEGAL & LIABILITY RISK MANAGEMENT	04/07/2020	10991	K. FRANTZ REG FEE - MAJOR CASE HOMICIDE INVESTIG.	$	495.00
LONE STAR PRODUCTS/EQUIPMENT LLC	04/07/2020	10993	UNIT 19-01 GO RHINO LIGHT REPLACEMENT	$	584.44
CITY OF CONROE FLEET	04/07/2020	10982	UNIT 17-03 FRONT TIRES REPLACEMENT	$	363.32
CITY OF CONROE FLEET	04/07/2020	10982	UNIT 17-03 BRAKE REPLACEMENT	$	306.24
CITY OF CONROE FLEET	04/07/2020	10982	UNIT 17-03 ELECTRICAL PANEL REPLACEMENT	$	712.93
CITY OF CONROE FLEET	04/07/2020	10982	UNIT 17-02 TIRE REPLACEMENT	$	380.36
CITY OF CONROE FLEET	04/07/2020	10982	UNIT 17-02 BRAKE CHECK	$	33.85
CITY OF CONROE FLEET	04/07/2020	10982	UNIT 17-02 PMC FULL	$	106.33
CITY OF CONROE FLEET	04/07/2020	10982	UNIT 18-01 BRAKE REPLACEMENT	$	175.40
CITY OF CONROE FLEET	04/07/2020	10982	UNIT 18-01 TIRE REPLACEMENT	$	159.59
CITY OF CONROE FLEET	04/07/2020	10982	UNIT 18-01 PMC FULL	$	106.33
CITY OF CONROE FLEET	04/07/2020	10982	UNIT 18-01 BRAKE CHECK	$	33.85
CITY OF CONROE FLEET	04/07/2020	10982	UNIT 18-01 PRE-WARRANTY INSPECTION	$	31.75
CITY OF CONROE FLEET	04/07/2020	10982	UNIT 14-01 ENGINE BLOCK DIAGNOSIS	$	159.17
CITY OF CONROE FLEET	04/07/2020	10982	UNIT 14-01 PMC FULL	$	106.33
CITY OF CONROE FLEET	04/07/2020	10982	UNIT 20-01 PMA BASIC	$	69.48
CITY OF CONROE FLEET	04/07/2020	10982	UNIT 20-01 TPMS SYSTEM REPROGRAMMED	$	26.77
CITY OF CONROE FLEET	04/07/2020	10982	UNIT 17-01 BRAKE REPLACEMENT	$	413.16
CITY OF CONROE FLEET	04/07/2020	10982	UNIT 17-01 TIRE REPLACEMENT (2 TIRES)	$	295.75
CITY OF CONROE FLEET	04/07/2020	10982	UNIT 17-01 WINSHIELD WIPER HOSE REPAIR	$	21.47
CITY OF CONROE FLEET	04/07/2020	10982	UNIT 18-02 TIRE & SENSOR REPLACEMENT (FRONT LEFT)	$	233.73
CITY OF CONROE FLEET	04/07/2020	10982	PD UNITS - ENGINE OIL	$	93.43
VALERO MARKETING AND SUPPLY CO.	04/14/2020	11034	MAR 2020 PD FUEL	$	3,651.97
GUARDIAN TRACKING, LLC	04/14/2020	11020	2020 ANNUAL DUES TO GUARDIAN	$	1,113.00
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	J. REUVERS HOTEL - 2020 TPCA CONFERENCE	$	516.27
LAWMAN'S UNIFORM/EQUIPMENT	04/14/2020	11022	PD UNIFORMS - LV II BODY ARMOR (MCDUFFIE & FERRAND	$	1,660.00
ENTERGY	04/14/2020	11017	MAR 2020 LPR ELECTRICAL USAGE	$	23.81
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	2019-2020 AMAZON MEMBERSHIP RENEWAL	$	24.00
VALERO MARKETING AND SUPPLY CO.	04/14/2020	11034	J. ANGELES FUEL - MENTAL HEALTH OFFICER	$	51.39
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	K. FRANTZ HOTEL - MAJOR CASE HOMICIDE INVESTIG	$	342.39
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	K. FRANTZ MEALS - MAJOR CASE HOMICIDE INVESTIG	$	66.08
VALERO MARKETING AND SUPPLY CO.	04/14/2020	11034	K. FRANTZ FUEL - MAJOR CASE HOMICIDE INVESTIG	$	20.66
CITY OF CONROE POLICE DEPARTMENT	04/14/2020	11013	JAN - MAR 2020 PD AFTER HOURS PHONE SUPPORT	$	3,000.00
WEX INC	04/14/2020	11036	MAR 22- APR 6, 2020 PD VEHICLE FUEL	$	1,701.04
RAINBOW EXPRESS OIL & LUBE	04/14/2020	11025	APR 2020 PD CAR WASHES/WAXES	$	683.33
TIRE PLUS	04/21/2020	11066	UNIT 14-01 STATE INSPECTION / EMISSIONS	$	25.50
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	R. SHAW UNIFORM - SHORT SLEEVE SHIRT	$	53.95
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	T. DUNLAP UNIFORM - SHORT SLEEVE SHIRT	$	44.95
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	R. SHAW UNIFORM - PROPER LONG SLEEVE SHIRT	$	58.95
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	R. PICONE UNIFORM - PANTS	$	117.90
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	T. DUNLAP UNIFORM - PROPER LONG SLEEVE SHIRT	$	48.95

LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	T. DUNLAP UNIFORM - PANTS	$	117.90
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	R. SHAW UNIFORM - PANTS	$	133.90
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	PD UNIFORMS - SILVER EMBROID VELCRO NAME STRIP.	$	50.00
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	PD UNIFORMS - GOLD EMBROID VELCRO NAME STRIPS	$	24.00
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	J. LANGSTON UNIFORM - PANTS	$	117.90
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	J. ANGELES UNIFORM - SHORT SLEEVE SHIRT	$	40.99
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	P. READE UNIFORM - SHORT SLEEVE SHIRT	$	40.99
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	C. DUENAS UNIFORM - LONG SLEEVE SHIRT	$	44.99
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	M. BROCKHOEFT UNIFORM - LONG SLEEVE SHIRT	$	44.99
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	C. PULLEN UNIFORM - SHORT SLEEVE SHIRT	$	40.99
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	C. LEHMAN UNIFORM - SHORT SLEEVE SHIRT	$	40.99
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	J. LANGSTON UNIFORM - SHORT SLEEVE SHIRT	$	40.99
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	C. DUENAS UNIFORM - SHORT SLEEVE SHIRT	$	40.99
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	M. BROCKHOEFT UNIFORM - SHORT SLEEVE SHIRT	$	40.99
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	P. READE UNIFORM - LONG SLEEVE SHIRT	$	44.99
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	C. PULLEN UNIFORM - LONG SLEEVE SHIRT	$	44.99
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	J. LANGSTON UNIFORM - LONG SLEEVE SHIRT	$	44.99
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	G. BURLESON UNIFORM - SHORT SLEEVE SHIRTS	$	81.98
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	L. COLLINS UNIFORM - SHORT SLEEVE SHIRT	$	45.99
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	J. REUVERS UNIFORM - PANTS	$	117.90
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	K. FRANTZ UNIFORM - PANTS	$	117.90
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	G. BURLESON UNIFORM - PANTS	$	117.90
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	S. UPSHAW UNIFORM - PANTS	$	117.90
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	C. LEHMAN UNIFORM - PANTS	$	117.90
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	C. MCDUFFIE UNIFORM - PANTS	$	117.90
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	J. ANGELES UNIFORM - LONG SLEEVE SHIRT	$	44.99
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	E. BAUER UNIFORM - PANTS	$	117.90
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	C. PULLEN UNIFORM - PANTS	$	117.90
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	J. ATHERTON UNIFORM - PANTS	$	117.90
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	M. BROCKHOEFT UNIFORM - PANTS	$	117.90
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	L. COLLINS UNIFORM - PANTS	$	117.90
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	C. DUENAS UNIFORM - PANTS	$	117.90
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	J. LEDESMA UNIFORM - PANTS	$	117.90
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	D. SWETNAM UNIFORM - PANTS	$	117.90
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	C. MCDUFFIE UNIFORM - LONG SLEEVE SHIRTS	$	89.98
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	J. ANGELES UNIFORM - PANTS	$	117.90
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	J. ABAIR UNIFORM - PANTS	$	117.90
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	J. LEDESMA UNIFORM - BIKE PATROL SHIRT	$	64.99
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	J. ABAIR UNIFORM - BIKE PATROL SHORT SLEEVE SHIRT	$	64.99
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	J. ABAIR UNIFORM - BIKE PATROL PANTS	$	69.99
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	J. LEDESMA UNIFORM - BIKE PATROL PANTS	$	69.99
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	E. BAUER UNIFORM - SHORT SLEEVE SHIRTS	$	89.90
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	L. COLLINS UNIFORM - PROPER LONG SLEEVE SHIRT	$	58.95
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	J. LEDESMA UNIFORM - SHORT SLEEVE SHIRTS	$	81.98
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	J. ATHERTON UNIFORM - SHORT SLEEVE SHIRTS	$	81.98
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	J. ABAIR UNIFORM - SHORT SLEEVE SHIRT	$	81.98
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	S. UPSHAW UNIFORM - SHORT SLEEVE SHIRTS	$	81.98
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	K. FRANTZ UNIFORM - SHORT SLEEVE SHIRTS	$	81.98
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	J. REUVERS UNIFORM - SHORT SLEEVE SHIRTS	$	81.98
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	D. SWETNAM UNIFORM - SHORT SLEEVE SHIRTS	$	85.94
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	C. LEHMAN UNIFORM - PROPER LONG SLEEVE SHIRT	$	48.95
LAWMAN'S UNIFORM/EQUIPMENT	04/21/2020	11062	P. READE UNIFORM - PANTS	$	117.90
CALDWELL COUNTRY CHEVROLET	04/21/2020	11053	UNIT 20-02 CHEVROLET TAHOE	$	33,475.00
TIRE PLUS	04/28/2020	11091	UNIT 20-01 FLAT TIRE REPAIR	$	15.00
HULA SIGNWORKS	04/28/2020	11083	PD PATCH DECALS	$	24.00
ATLAS CONSULTING GROUP, LLC	04/28/2020	11071	PD UNIFORMS - OUTER VEST CARRIERS POLICE PATCH	$	60.00
ATLAS CONSULTING GROUP, LLC	04/28/2020	11071	PD UNIFORMS - OUTER VEST CARRIER	$	657.00
			Function 22 - Police Total:	**$**	**56,812.43**

Function: 30 - Public Works

TRACTOR SUPPLY	04/07/2020	11003	ALGICURE ALGAECIDE	$	89.98
TRACTOR SUPPLY	04/07/2020	11003	APPLIED BIOCHEMISTS AQUASHADE HERBICIDE	$	54.99
TRACTOR SUPPLY	04/07/2020	11003	UNIT 07-11 HYDRALIC OIL -2 GAL	$	17.99
LANDCARE USA LLC	04/07/2020	10990	MAR 2020 CITY LANDSCAPING & IRRIGATION SERV.	$	17,869.51
ABC HOME AND COMMERCIAL SERVICES	04/07/2020	10979	MAR 2020 PEST CONTROL	$	206.83
CENTERPOINT ENERGY	04/07/2020	10980	MAR 2020 PW NATURAL GAS USAGE	$	26.05
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	STARTER HANDLE	$	9.98
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	6 PC PIN PUNCH KIT	$	12.96
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	3/4" X 3-3/4" WEDGE ANCHOR	$	37.80
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	3/8" X 4" X 6" BLUE GRANITE DRILL BIT	$	15.94
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	TOWSMART 60" - 4 WAY FLAT CONNECTOR	$	5.56
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	TOWSMART 18" - 4 WAY FLAT CONNECTOR	$	6.97
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	1/4" X 25' HUSKY POWER DRUM AUGER	$	24.97
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	15 PC MULTI BRUSH SET	$	10.48
NSTS, LLC	04/14/2020	11024	STREET NAME BLADE REPLACEMENTS	$	1,497.30
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	ANTIBACTERIAL WIPES FOR GYM - 700 PER ROOL	$	236.48
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	PERFORM SAFETY GLASSES	$	19.97
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	17" OFFSET RIPPING CHISEL	$	8.97
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	15" PRYBAR	$	10.97
BUCKEYE CLEANING CENTER- HOUSTON	04/14/2020	11012	MAR 2020 TRASH BAGS & GLOVES	$	96.12
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	2020-2021 AMAZON MEMBERSHIP RENEWAL	$	23.00
WEX INC	04/14/2020	11036	MAR 22- APR 6, 2020 P/W VEHICLE UNL. FUEL	$	59.54
WEX INC	04/14/2020	11036	MAR 22-APR 6, 2020 P/W VEHICLE DSL FUEL	$	22.64
VALERO MARKETING AND SUPPLY CO.	04/14/2020	11034	MAR 2020 PW UNLEADED FUEL	$	206.27
VALERO MARKETING AND SUPPLY CO.	04/14/2020	11034	MAR 2020 PW DIESEL FUEL - STREET SWEEPER	$	76.71
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	SURVEY MONKEY SUBSCRIPTION-WILL HAVE CREDIT	$	409.34
ENTERGY	04/21/2020	11058	MAR 2020 PW BLDG ELECTRIC USAGE	$	908.57
ENTERGY	04/21/2020	11058	MAR 2020 R.O.W. ELECTRIC USAGE	$	2,736.75
ENTERGY	04/21/2020	11058	MAR 2020 CITY HALL ELECTRIC USAGE	$	3,487.71
TOP CUT TREE SERVICE INC.	04/21/2020	11067	TREE REMOVAL @ HOLLY HILL PROPERTY	$	1,000.00
BLEYL AND ASSOCIATES	04/21/2020	11051	APR 2020 CITY ENGINEER RETAINER	$	1,250.00
BLEYL AND ASSOCIATES	04/21/2020	11051	MAR 2020 ENGINEERING SERVICES	$	197.50
A QUALITY PLUS CONSTRUCTION	04/28/2020	11069	WIRING FOR EXTERIOR LIGHTING - EOC & STORAGE ROOM	$	650.00
A QUALITY PLUS CONSTRUCTION	04/28/2020	11069	VISION PARK TOWER LIGHTS LED INSTALL	$	2,900.00
DEPENDABLE KLEENING SERVICE	04/28/2020	11076	APR 2020 CITY HALL, PW BLDG, CVB CLEANING	$	3,642.83
DEPENDABLE KLEENING SERVICE	04/28/2020	11076	APR 2020 FIRE BAYS CLEANING	$	200.00
HULA SIGNWORKS	04/28/2020	11083	CAR MAGNETS - CITY LOGO - 10 X 18	$	151.30
G J BORING & CONSTRUCTION SRVS INC	04/28/2020	11081	TAMINA @ DAVID MEMORIAL - SOUTHSIDE - REPAIR	$	3,200.00
EXER-TECH INC	04/28/2020	11079	APR 2020 QTRLY GYM EQUIPMENT MAINTENANCE	$	195.00
EXER-TECH INC	04/28/2020	11079	PLUG, INSERT KIT	$	25.70
EXER-TECH INC	04/28/2020	11079	HR GRIP KIT W/WIRES - CYBEX ARC TRAINER 750AT	$	169.83
EXER-TECH INC	04/28/2020	11079	WASHER SAE .3785	$	3.00
EXER-TECH INC	04/28/2020	11079	WASHER, PIVOT SCREW	$	3.00
			Function 30 - Public Works Total:	**$**	**41,778.51**

Function: 31 - Swimming Pool

CENTERPOINT ENERGY	04/07/2020	10980	MAR 2020 POOL - NATURAL GAS - MINIMUM USAGE	$	19.85
ENTERGY	04/21/2020	11058	MAR 2020 POOL ELECTRIC USAGE	$	563.48
GRAINGER, INC.	04/21/2020	11061	LED EXIT SIGN W/EMERGENCY LIGHTS	$	57.57
			Function 31 - Swimming Pool Total:	**$**	**640.90**

Function: 32 - Parks

ENTERGY	04/21/2020	11058	MAR 2020 MAIN PARK ELECTRIC USAGE	$	220.63
ENTERGY	04/21/2020	11058	MAR 2020 TODDLER PARK ELECTRIC USAGE	$	21.85
			Function 32 - Parks Total:	**$**	**242.48**

Function: 43 - Community Development

MONTGOMERY COUNTY FIRE MARSHAL	04/07/2020	10994	MAR 2020 FIRE MARSHAL PLAN REVIEW AND INSPECTION	$	5,525.00
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	ICC GOVT MEMBERSHIP DUES 1 YEAR	$	135.00
WEX INC	04/14/2020	11036	MAR 2020 CP&I VEHICLE FUEL	$	37.05
			Function 43 - Community Development Total:	**$**	**5,697.05**

Function: 55 - Technology

COMCAST	04/07/2020	10984	APR 2020 ALARM MONITORING-WELLS & L/S	$	245.91
WAVEMEDIA, INC.	04/07/2020	11005	APR 2020 INTERNET SERVICES	$	975.00
ITERSOURCE CORPORATION	04/07/2020	10989	APR 2020 CITY HALL TELEPHONE SUPPORT	$	125.00
NETWORKFLEET INC.	04/07/2020	10995	MAR 2020 GPS NETWORK FLEET TRACKING	$	553.97
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	WIREMOLD 30TP-4V 10' METAL CONDUIT	$	325.00
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	CISCO WEBEX STARTER SINGLE HOST LICENSE	$	172.69
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	CISCO WEBEX CALL ME DOMESTIC ADD-ON	$	50.58
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	DOMAIN NAME RENEWAL FOR VISITSHENANDOAHTX.COM	$	113.97
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	PREMIUM DNS FOR SHENANDOAHTX.US	$	52.99
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	DOMAIN NAME RENEWAL SHENANDOAHTX.US 5 YEAR	$	184.95
SELEX-ES INC.	04/14/2020	11027	SOFTWARE ONLY COVERAGE M6-3 CAM MOBILE LPR	$	1,500.00
SELEX-ES INC.	04/14/2020	11027	SOFTWARE ONLY COVERAGE FCU LPR SYSTEM	$	2,000.00
SKELTON BUSINESS EQUIPMENT	04/14/2020	11028	MAR 2020 COPIER MAINTENANCE AGREEMENT-PW/FD	$	288.00
SKELTON BUSINESS EQUIPMENT	04/14/2020	11028	MAR 2020 COPIER MAINTENANCE AGREEMENT-PD	$	89.52
VERIZON WIRELESS	04/14/2020	11035	MAR 2020 L/S DATA LINES	$	195.99
AT&T CORP.	04/21/2020	11050	APR 2020 PHONE SERVICES PARK #2812988910451	$	85.94
CONSOLIDATED COMMUNICATIONS	04/21/2020	11055	APR 2020 WWTP PHONE & INTERNET SERVICE	$	131.94
SKELTON BUSINESS EQUIPMENT	04/21/2020	11065	MAR 2020 COPIER MAINTENANCE AGREEMENT	$	16.83
LINGO COMMUNICATIONS, LLC	04/28/2020	11086	APR 2020 FIRE ALARM LINE @ CITY HALL	$	99.21
CHARTER COMMUNICATIONS	04/28/2020	11073	APR 2020 HD CONVERTER BOXES	$	121.92
GREATAMERICA FINANCIAL SERVICES CORP	04/28/2020	11082	APR 2020 COPIER LEASE PAYMENTS - CVB	$	159.13
GREATAMERICA FINANCIAL SERVICES CORP	04/28/2020	11082	APR 2020 COPIER LEASE PAYMENTS-CITY HALL	$	546.00
			Function 55 - Technology Total:	**$**	**8,034.54**
			Fund 100 - GENERAL FUND Total:	**$**	**293,686.51**

Fund: 140 - TRASH AND RECYCLING

STATE COMPTROLLER OF PUBLIC ACCOUNTS	04/07/2020	DFT0011380	MAR 2020 RECYCLING SALES TAX	$	276.80
				$	**276.80**

Function: 33 - Trash & Recycling

REPUBLIC WASTE SERVICES #852	04/14/2020	11026	MAR 2020 RECYCLING SERVICE	$	3,392.64
REPUBLIC WASTE SERVICES #852	04/14/2020	11026	MAR 2020 TRASH SERVICE	$	21,631.82
			Function 33 - Trash & Recycling Total:	**$**	**25,024.46**
			Fund 140 - TRASH AND RECYCLING Total:	**$**	**25,301.26**

Fund: 200 - SPECIAL REVENUE

Function: 45 - Hotel / Motel

ENTERGY	04/14/2020	11017	MAR 2020 CVB ENTERGY USAGE	$	495.13
TRAVELCLICK, INC	04/14/2020	11033	MAR 2020 TRAVELCLICK DIGITAL MEDIA ADVERTISING	$	6,356.15
TRAVELCLICK, INC	04/14/2020	11033	MAR 2020 TRAVELCLICK GDS ADVERTISING	$	3,410.70
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	JLL SITE VISIT	$	14.34
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	MAR 2020 AROUND HOUSTON ADVERTISING	$	4,200.00
EXPEDIA TRAVEL	04/21/2020	11059	MAR 2020 MEDIA SOLUTIONS CAMPAIGN	$	783.52
LUPE'S SHENANDOAH RESERVE, LLC	04/28/2020	11087	MAY 2020 CVB FINAL LEASE PAYMENT	$	4,256.40
			Function 45 - Hotel / Motel Total:	**$**	**19,516.24**
			Fund 200 - SPECIAL REVENUE Total:	**$**	**19,516.24**

Fund: 400 - CAPITAL PROJECTS GENERAL FUND

Function: 60 - Capital Purchases/Projects General Fund

A QUALITY PLUS CONSTRUCTION	04/07/2020	10978	INSTALL SINGLE 30A AND 15A ELECTRICAL CIRCUIT	$	1,875.00
GRAINGER, INC.	04/07/2020	10987	OFFICE & FACILITY SIGN, 14" X 10"	$	11.71
GRAINGER, INC.	04/07/2020	10987	45 GAL TRASH CAN W/LID	$	428.33
GRAINGER, INC.	04/07/2020	10987	UTILITY CART, 500 LB CAP.	$	176.75
GRAINGER, INC.	04/07/2020	10987	FACILITY SIGN - 6" X 9"	$	13.10
GRAINGER, INC.	04/07/2020	10987	FOLDING CHAIR & TABLE STRG CART	$	491.41
TACHUS, LLC	04/07/2020	10999	FIBER TO THE HOME CONSTRUCTION	$	7,400.78
TACHUS, LLC	04/07/2020	10999	RETAINAGE FIBER TO THE HOME	$	150,000.00
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	3/8" COPPER TUBING	$	34.38
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	EVERBUILT ELECTRIC CONDENSATE PUMP	$	73.20
TFPC, LLC	04/14/2020	11032	AEROSOL FIRE SUPRESSION SYSTEM INSTALL	$	4,250.00
LIBERTY FIRE PROTECTION, INC	04/21/2020	11063	COMMUNITY ROOM FIRE SYSTEM	$	1,741.60
BLEYL AND ASSOCIATES	04/21/2020	11051	MAR 2020 ADA REPORT	$	2,000.00
BLEYL AND ASSOCIATES	04/21/2020	11051	MAR 2020 VISION PARK REAR STORM SEWER	$	2,000.00
			Function 60 - Capital Purchases/Projects General Fund Total:	**$**	**170,496.26**

Function: 61 - Capital Purchases/Projects Water & Sewer

TANK PRO, INC.	04/07/2020	11000	HYDROPILLAR REHAB PAYAPP 1	$	21,285.00
EASTEX UTILITY CONSTRUCTION	04/21/2020	11057	PINECROFT WATERLINE IMPROVEMENTS WEEKEND WORK	$	7,989.00
BLEYL AND ASSOCIATES	04/21/2020	11051	MAR 2020 PROFESSIONAL SERVICES SEWER MODEL	$	665.00
BLEYL AND ASSOCIATES	04/21/2020	11051	MAR 2020 PROFESSIONAL SERVICES IMPACT FEE STUDY	$	375.00
BLEYL AND ASSOCIATES	04/21/2020	11051	MAR 2020 PROFESSIONAL SERVICES RATE STUDY	$	2,400.00
BLEYL AND ASSOCIATES	04/21/2020	11051	MAR 2020 ENGINEERING WATERLINE REPLACEMENT @ PINEC	$	720.00
BLEYL AND ASSOCIATES	04/21/2020	11051	MAR 2020 PROFESSIONAL SERVICES STROAGE TANK REHAB	$	3,987.57
EASTEX UTILITY CONSTRUCTION	04/21/2020	11057	WATERLINE IMPROVEMENTS PINECROFT/SAVANAH PAYAPP 5	$	11,722.50
			Function 61 - Capital Purchases/Projects Water & Sewer Total:	**$**	**49,144.07**
			Fund 400 - CAPITAL PROJECTS GENERAL FUND Total:	**$**	**219,640.33**

Fund: 600 - WATER / SEWER

TANK PRO, INC.	04/14/2020	11030	TEMP METER DEPOSIT REFUND @ WATER TOWER	$	2,000.00
EASTEX UTILITY CONSTRUCTION	04/28/2020	11078	TEMP METER DEPOSIT REFUND (CITY WATERLINE PROJECT)	$	2,000.00
				$	**4,000.00**

Function: 50 - Water & Sewer

TEXAS811	04/07/2020	11002	MAR 2020 LINE LOCATES	$	98.80
CSA TECHNICAL LLC	04/07/2020	10985	LOANER PUMP & INSTALLATION	$	400.00
CSA TECHNICAL LLC	04/07/2020	10985	PUMP # 1 - TRIPPING OUT	$	450.00
CSA TECHNICAL LLC	04/07/2020	10985	THORNWOOD TROUBLESHOOTING PUMP #2	$	400.00
CHLORINATOR MAINT. CONSTRUCTION, INC	04/07/2020	10981	WWTP CHLORINE SYSTEM TROUBLESHOOTING	$	471.40
COBURN SUPPLY COMPANY, INC.	04/07/2020	10983	2" BRONZE GATE VALVE	$	75.50
CENTERPOINT ENERGY	04/07/2020	10980	MAR 2020 PINECROFT L/S-NAT GAS SERVICE	$	22.67
CENTERPOINT ENERGY	04/07/2020	10980	MAR 2020 PARKGATE L/S-NAT GAS SERVICE	$	21.55
CENTERPOINT ENERGY	04/07/2020	10980	MAR 2020 DAVID MEMORIAL L/S-NAT GAS SERVICE	$	22.77
CENTERPOINT ENERGY	04/07/2020	10980	MAR 2020 RESEARCH FOREST L/S-NAT GAS SERVICE	$	23.80
CENTERPOINT ENERGY	04/07/2020	10980	MAR 2020 THORNWOOD L/S-NAT GAS SERVICE	$	23.80
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	EMERGENCY - WATER LEAK - CREW DINNER	$	19.39
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	PVC CEMENT - RED HOT - LOW VOC - 32 OZ	$	20.97
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	PURPLE PRIMER - 16 OZ	$	11.75
FERGUSON WATERWORKS	04/14/2020	11018	MINODE M RADIO W/NICOR CONNECTOR	$	1,040.00
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	PAINT THINNER - 1 GAL	$	8.97
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	MULTI BRUSH SET - 15 PC	$	10.48
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	THRD SEALANT #5 4 OZ	$	7.97
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	J.PEART - GRD WTR CLASS C OPERATOR LICENSE FEE	$	111.00
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	PRO 2X MARK CAUTION PAINT - BLUE - 15 OZ	$	28.68
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	20' 4GA HUSKY BOOSTER CABLE	$	19.97
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	SB HAND & NAIL BRUSH	$	2.98

BRANCH BANKING AND TRUST CO.	04/14/2020	11008	LG STAINLESS STEEL BRUSH	$	4.47
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	1/2" 90 PVC ELBOW	$	3.63
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	ZINC HOSE Y W/SHUTOFF	$	6.98
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	1/2" X 260" PIPE TAPE	$	1.35
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	1/2" MIP X 4" BRASS NIPPLE	$	31.53
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	5/8" X 6' HOSE REEL LEADER	$	15.94
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	WASP & HORNET SPRAY - 2PK	$	14.91
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	1.75 WATERING CAN	$	9.98
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	2020-2021 AMAZON MEMBERSHIP RENEWAL	$	24.00
EASTEX ENVIRONMENTAL LAB INC	04/14/2020	11016	MAR 2020 WATER TESTING	$	1,747.00
DSHS CENTRAL LAB MC2004	04/14/2020	11014	MAR 2020 WATER LAB TESTING	$	558.70
DXI INDUSTRIES, INC.	04/14/2020	11015	MAR 2020 CONTAINER RENTALS-CHEMICALS	$	487.50
WEX INC	04/14/2020	11036	MAR 22-APR 6- W/S VEHICLE UNL. FUEL	$	80.34
WEX INC	04/14/2020	11036	MAR 22-APR 6- W/S VEHICLE DSL FUEL	$	9.13
VALERO MARKETING AND SUPPLY CO.	04/14/2020	11034	MAR 2020 W/S UNLEADED FUEL	$	304.75
VALERO MARKETING AND SUPPLY CO.	04/14/2020	11034	MAR 2020 W/S DIESEL FUEL	$	74.24
UNITED PARCEL SERVICE	04/21/2020	11068	WARRANTY ANTENNA RETURN SHIPPING	$	25.11
DXI INDUSTRIES, INC.	04/21/2020	11056	SULFUR DIOXIDE, 2000# - WWTP	$	753.75
ENTERGY	04/21/2020	11058	MAR 2020 W/S ELECTRIC USAGE	$	16,530.16
FLUID METER AND SERVICES, INC.	04/21/2020	11060	BACK FLOW REPAIR @ WWTP	$	225.00
DXI INDUSTRIES, INC.	04/28/2020	11077	CHLORINE, 150# - WP #4	$	610.23
FERGUSON WATERWORKS	04/28/2020	11080	MI.NET TTL MTG KIT MINODE PITMOUNT	$	12.00
FERGUSON WATERWORKS	04/28/2020	11080	4 HBMAG GROUNDING RING	$	70.00
FERGUSON WATERWORKS	04/28/2020	11080	4" EM FLW METER	$	3,800.00
MCGINNIS LOCHRIDGE AND KILGORE LLP	04/28/2020	11088	MAR 2020 WATER RIGHTS ISSUES	$	180.00
LESLIES POOL MART	04/28/2020	11085	SPECIAL ORDER FEE	$	9.99
LESLIES POOL MART	04/28/2020	11085	DK BSKT PREM PUMP B34	$	35.56
SPRINT WASTE SERVICES	04/28/2020	11090	MAR 2020 SLUDGE HAULS	$	5,446.00
			Function 50 - Water & Sewer Total:	**$**	**34,364.70**

Function: 51 - Utility Billing

TYLER TECH	04/07/2020	11004	JAN-MAR 2020 INSITE TRANSACTION FEES	$	1,562.50
PRINTING PLUS	04/07/2020	10998	MAY 2020 UTILITY BILLING PROCESS	$	1,030.00
PRINTING PLUS	04/07/2020	10998	JUN 2020 UTILITY BILLING PROCESS	$	1,101.43
PRINTING PLUS	04/07/2020	10998	APR 2020 UTILITY BILLING PROCESS	$	1,030.00
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	CALCULATOR INK	$	9.99
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	L. DAVIS 2020 TYLER CONNECT- FLIGHT, HOTEL	$	205.81
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	L. DAVIS 2020 TYLER CONNECT- FLIGHT, HOTEL	$	213.00
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	L. DAVIS 2020 TYLER CONNECT- FLIGHT, HOTEL	$	213.00
BRANCH BANKING AND TRUST CO.	04/14/2020	11008	T. DALEY 2020 TYLER CONNECT-FLIGHT & HOTEL	$	631.81
			Function 51 - Utility Billing Total:	**$**	**5,997.54**
			Fund 600 - WATER / SEWER Total:	**$**	**44,362.24**

Fund: 990 - PAYROLL FUND

TEXAS CHILD SUPPORT	04/02/2020	DFT0011345	CHILD SUPPORT PAYROLL DEDUCTION	$	308.31
TEXAS CHILD SUPPORT	04/02/2020	DFT0011346	CHILD SUPPORT PAYROLL DEDUCTION	$	253.85
TEXAS CHILD SUPPORT	04/02/2020	DFT0011347	CHILD SUPPORT PAYROLL DEDUCTION	$	710.77
TEXAS CHILD SUPPORT	04/02/2020	DFT0011348	CHILD SUPPORT PAYROLL DEDUCTION	$	576.92
CITY OF SHENANDOAH GENERAL FUND	04/02/2020	DFT0011349	FIREARM REIMBURSEMENT-READE	$	50.00
CITY OF SHENANDOAH GENERAL FUND	04/02/2020	DFT0011350	FIREARM REIMBURSEMENT-COLLINS	$	50.00
CITY OF SHENANDOAH GENERAL FUND	04/02/2020	DFT0011351	FIREARM REIMBURSEMENT-DUNLAP	$	50.00
CITY OF SHENANDOAH GENERAL FUND	04/02/2020	DFT0011352	FIREARM REIMBURSEMENT-BLEDSOE	$	50.00
CITY OF SHENANDOAH GENERAL FUND	04/02/2020	DFT0011353	FIREARM REIMBURSEMENT-MCDUFFIE	$	50.00
CITY OF SHENANDOAH GENERAL FUND	04/02/2020	DFT0011354	FIREARM REIMBURSEMENT-REUVERS	$	50.00
CITY OF SHENANDOAH GENERAL FUND	04/02/2020	DFT0011355	FIREARM REIMBURSEMENT-THOMPSON	$	50.00
CITY OF SHENANDOAH GENERAL FUND	04/02/2020	DFT0011356	FIREARM REIMBURSEMENT- BAUER	$	50.00
INTERNAL REVENUE SERVICE	04/02/2020	DFT0011357	MEDICARE	$	4,337.36

INTERNAL REVENUE SERVICE	04/02/2020	DFT0011358	SOCIAL SECURITY	$	18,545.76
INTERNAL REVENUE SERVICE	04/02/2020	DFT0011359	FEDERAL W/H	$	15,093.44
INTERNAL REVENUE SERVICE	04/15/2020	DFT0011361	MEDICARE	$	121.32
INTERNAL REVENUE SERVICE	04/15/2020	DFT0011362	SOCIAL SECURITY	$	518.86
INTERNAL REVENUE SERVICE	04/15/2020	DFT0011363	FEDERAL W/H	$	127.57
TEXAS CHILD SUPPORT	04/16/2020	DFT0011365	CHILD SUPPORT PAYROLL DEDUCTION	$	308.31
TEXAS CHILD SUPPORT	04/16/2020	DFT0011366	CHILD SUPPORT PAYROLL DEDUCTION	$	253.85
TEXAS CHILD SUPPORT	04/16/2020	DFT0011367	CHILD SUPPORT PAYROLL DEDUCTION	$	710.77
TEXAS CHILD SUPPORT	04/16/2020	DFT0011368	CHILD SUPPORT PAYROLL DEDUCTION	$	576.92
CITY OF SHENANDOAH GENERAL FUND	04/16/2020	DFT0011369	FIREARM REIMBURSEMENT-READE	$	50.00
CITY OF SHENANDOAH GENERAL FUND	04/16/2020	DFT0011370	FIREARM REIMBURSEMENT-COLLINS	$	50.00
CITY OF SHENANDOAH GENERAL FUND	04/16/2020	DFT0011371	FIREARM REIMBURSEMENT-DUNLAP	$	50.00
CITY OF SHENANDOAH GENERAL FUND	04/16/2020	DFT0011372	FIREARM REIMBURSEMENT-BLEDSOE	$	50.00
CITY OF SHENANDOAH GENERAL FUND	04/16/2020	DFT0011373	FIREARM REIMBURSEMENT-MCDUFFIE	$	50.00
CITY OF SHENANDOAH GENERAL FUND	04/16/2020	DFT0011374	FIREARM REIMBURSEMENT-REUVERS	$	50.00
CITY OF SHENANDOAH GENERAL FUND	04/16/2020	DFT0011375	FIREARM REIMBURSEMENT-THOMPSON	$	50.00
CITY OF SHENANDOAH GENERAL FUND	04/16/2020	DFT0011376	FIREARM REIMBURSEMENT- BAUER	$	50.00
INTERNAL REVENUE SERVICE	04/16/2020	DFT0011377	MEDICARE	$	4,457.12
INTERNAL REVENUE SERVICE	04/16/2020	DFT0011378	SOCIAL SECURITY	$	19,057.86
INTERNAL REVENUE SERVICE	04/16/2020	DFT0011379	FEDERAL W/H	$	15,449.06
METLIFE SMALL BUSINESS CENTER	04/28/2020	11089	LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	(3.40)
BLUE CROSS/BLUE SHIELD OF TEXAS	04/28/2020	11072	MAY 2020 HEALTH INSURANCE	$	(0.29)
AFLAC	04/28/2020	11070	MAY 2020 AFLAC ADJUSTMENTS	$	(0.02)
UNITED HEALTHCARE	04/28/2020	11093	MAY 2020 VISION ADJUSTMENT	$	(0.10)
AFLAC	04/28/2020	11070	AFLAC AFTER TAX PAYROLL DEDUCTION	$	83.25
AFLAC	04/28/2020	11070	AFLAC PRETAX PAYROLL DEDUCTION	$	88.12
METLIFE SMALL BUSINESS CENTER	04/28/2020	11089	LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	168.81
CLEAT	04/28/2020	11074	CLEAT PAYROLL DEDUCTION	$	45.00
COLONIAL LIFE & ACCIDENT INSURANCE COMP	04/28/2020	11075	COLONIAL AFTERTAX PAYROLL DEDUCTION	$	549.37
COLONIAL LIFE & ACCIDENT INSURANCE COMP	04/28/2020	11075	COLONIAL PRETAX PAYROLL DEDUCTION	$	108.46
METLIFE SMALL BUSINESS CENTER	04/28/2020	11089	EMPLOYEE DENTAL INSURANCE PAYROLL DEDUCTION	$	2,764.23
ICMA-RC	04/28/2020	11084	ICMA PAYROLL DEDUCTION	$	390.00
METLIFE SMALL BUSINESS CENTER	04/28/2020	11089	EMPLOYEE LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	374.73
BLUE CROSS/BLUE SHIELD OF TEXAS	04/28/2020	11072	EMPLOYEE MEDICAL INSURANCE PAYROLL DEDUCTION	$	40,674.84
TEXAS MUNICIPAL RETIREMENT SYSTEM	04/28/2020	1	RETIREMENT (TMRS) PAYROLL DEDUCTION	$	39,025.26
TX POLICE CHIEF'S ASSOC. FNDTN	04/28/2020	11092	TPCA FOUNDATION PAYROLL DEDUCTION	$	16.00
UNITED HEALTHCARE	04/28/2020	11093	EMPLOYEE VISION INSURANCE PAYROLL DEDUCTION	$	329.22
METLIFE SMALL BUSINESS CENTER	04/28/2020	11089	DENTAL INSURANCE PAYROLL DEDUCTION	$	157.69
METLIFE SMALL BUSINESS CENTER	04/28/2020	11089	COUNCIL BASE LIFE INSURANCE PAYROLL DEDUCTION	$	13.60
METLIFE SMALL BUSINESS CENTER	04/28/2020	11089	LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	12.60
BLUE CROSS/BLUE SHIELD OF TEXAS	04/28/2020	11072	COUNCIL MEDICAL INSURANCE PAYROLL DEDUCTION	$	3,025.75
UNITED HEALTHCARE	04/28/2020	11093	COUNCIL VISION INSURANCE PAYROLL DEDUCTION	$	22.98
AFLAC	04/28/2020	11070	AFLAC AFTER TAX PAYROLL DEDUCTION	$	83.25
AFLAC	04/28/2020	11070	AFLAC PRETAX PAYROLL DEDUCTION	$	88.12
METLIFE SMALL BUSINESS CENTER	04/28/2020	11089	LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	168.81
CLEAT	04/28/2020	11074	CLEAT PAYROLL DEDUCTION	$	45.00
COLONIAL LIFE & ACCIDENT INSURANCE COMP	04/28/2020	11075	COLONIAL AFTERTAX PAYROLL DEDUCTION	$	549.37
COLONIAL LIFE & ACCIDENT INSURANCE COMP	04/28/2020	11075	COLONIAL PRETAX PAYROLL DEDUCTION	$	108.46
METLIFE SMALL BUSINESS CENTER	04/28/2020	11089	EMPLOYEE DENTAL INSURANCE PAYROLL DEDUCTION	$	2,764.23
ICMA-RC	04/28/2020	11084	ICMA PAYROLL DEDUCTION	$	390.00
METLIFE SMALL BUSINESS CENTER	04/28/2020	11089	EMPLOYEE LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	374.73
BLUE CROSS/BLUE SHIELD OF TEXAS	04/28/2020	11072	EMPLOYEE MEDICAL INSURANCE PAYROLL DEDUCTION	$	40,674.84
TEXAS MUNICIPAL RETIREMENT SYSTEM	04/28/2020	1	RETIREMENT (TMRS) PAYROLL DEDUCTION	$	40,179.21
TX POLICE CHIEF'S ASSOC. FNDTN	04/28/2020	11092	TPCA FOUNDATION PAYROLL DEDUCTION	$	16.00
UNITED HEALTHCARE	04/28/2020	11093	EMPLOYEE VISION INSURANCE PAYROLL DEDUCTION	$	329.22
ICMA-RC	04/28/2020	11084	ICMA PAYROLL DEDUCTION	$	390.00
TEXAS MUNICIPAL RETIREMENT SYSTEM	04/28/2020	1	RETIREMENT (TMRS) PAYROLL DEDUCTION	$	36,260.84
TEXAS MUNICIPAL RETIREMENT SYSTEM	04/28/2020	1	RETIREMENT (TMRS) PAYROLL DEDUCTION	$	507.60

METLIFE SMALL BUSINESS CENTER	04/28/2020	11089	MAY 2020 DENTAL/LIFE INSURANCE ADJUSMENTS	$	2.96
INTERNAL REVENUE SERVICE	04/30/2020	DFT0011401	MEDICARE	$	(7.82)
INTERNAL REVENUE SERVICE	04/30/2020	DFT0011402	SOCIAL SECURITY	$	(33.42)
TEXAS CHILD SUPPORT	04/30/2020	DFT0011382	CHILD SUPPORT PAYROLL DEDUCTION	$	308.31
TEXAS CHILD SUPPORT	04/30/2020	DFT0011383	CHILD SUPPORT PAYROLL DEDUCTION	$	253.85
TEXAS CHILD SUPPORT	04/30/2020	DFT0011384	CHILD SUPPORT PAYROLL DEDUCTION	$	710.77
TEXAS CHILD SUPPORT	04/30/2020	DFT0011385	CHILD SUPPORT PAYROLL DEDUCTION	$	576.92
CITY OF SHENANDOAH GENERAL FUND	04/30/2020	DFT0011386	FIREARM REIMBURSEMENT-READE	$	50.00
CITY OF SHENANDOAH GENERAL FUND	04/30/2020	DFT0011387	FIREARM REIMBURSEMENT-COLLINS	$	50.00
CITY OF SHENANDOAH GENERAL FUND	04/30/2020	DFT0011388	FIREARM REIMBURSEMENT-DUNLAP	$	50.00
CITY OF SHENANDOAH GENERAL FUND	04/30/2020	DFT0011389	FIREARM REIMBURSEMENT-BLEDSOE	$	50.00
CITY OF SHENANDOAH GENERAL FUND	04/30/2020	DFT0011390	FIREARM REIMBURSEMENT-MCDUFFIE	$	50.00
CITY OF SHENANDOAH GENERAL FUND	04/30/2020	DFT0011391	FIREARM REIMBURSEMENT-REUVERS	$	50.00
CITY OF SHENANDOAH GENERAL FUND	04/30/2020	DFT0011392	FIREARM REIMBURSEMENT-THOMPSON	$	50.00
CITY OF SHENANDOAH GENERAL FUND	04/30/2020	DFT0011393	FIREARM REIMBURSEMENT- BAUER	$	50.00
INTERNAL REVENUE SERVICE	04/30/2020	DFT0011394	MEDICARE	$	4,187.16
INTERNAL REVENUE SERVICE	04/30/2020	DFT0011395	SOCIAL SECURITY	$	17,903.26
INTERNAL REVENUE SERVICE	04/30/2020	DFT0011396	FEDERAL W/H	$	14,367.44
INTERNAL REVENUE SERVICE	04/30/2020	DFT0011398	MEDICARE	$	58.00
INTERNAL REVENUE SERVICE	04/30/2020	DFT0011399	SOCIAL SECURITY	$	248.00
INTERNAL REVENUE SERVICE	04/30/2020	DFT0011400	FEDERAL W/H	$	133.70
INTERNAL REVENUE SERVICE	04/30/2020	DFT0011404	MEDICARE	$	25.68
INTERNAL REVENUE SERVICE	04/30/2020	DFT0011405	SOCIAL SECURITY	$	109.80
				$	**332,228.44**
			Fund 990 - PAYROLL FUND Total:	**$**	**332,228.44**
			Grand Total:	**$**	**934,735.02**

COUNCIL MONTHLY REPORT

DEPARTMENT: ADMINISTRATION

MONTH: April 2020

SOCIAL MEDIA/COMMUNICATIONS

FACEBOOK
City @ShenandoahTx

Followers in April	6997
Followers in March	6990
Gain	**Up 7, +0.1%**

DATE	SUBJECT	REACH
4/1	Another update from Republic Services	1115
4/1	Have you done your census?	212
4/3	Easter Egg Hunt canceled	537
4/3	Council meeting closed to public	237
4/3	SHPD police blotter	285
4/3	Council meeting agenda	315
4/3	Contact with restaurants on status	439
4/3	Yard of the Month	354
4/6	Lane closures while road repairs on David Memorial/Tamina	2757
4/6	Reminder of trash/recycling changes	547
4/7	Support our businesses	308
4/7	Open and serving --- visit our restaurants	310
4/8	No Easter Bunny visit to Shenandoah because of Judge's other	975
4/9	SHPD police blotter	256
4/13	Council update	377
4/15	Shenandoah is monitoring the pandemic in conjunction with the	350
4/15	Tax free weekend coming up for emergency supplies	473
4/16	SHPD police blotter	293
4/17	Killen's in Shenandoah on Sat and Sun	443
4/17	Update today includes recap of governor's press conference	347
4/17	City Council agenda	387
4/19	NWS issues tornado alert	352
4/19	NWS extends tornado watch	285
4/21	Support local restaurants	329
4/21	Have you registered for the census	413
4/22	Tornado watch issued	451

4/23	Police blotter	284
423	April 22 City Council update	320
4/23	MDD April 22 meeting update	242
4/24	Severe thunderstorm alert	280
4/24	Tachus plans maintenance	453
4/27	Bridge Church feeds Shenandoah police	503
4/27	Woodforest Stadium sees COVID-19 testing	826
4/28	Oak Ridge takes lead in MoCo census reporting	556
4/28	Latest report from Republic Services on heavy trash day	498
4/28	Alerts begin for expected severe weather	357
4/28	Republic truck leaked hydraulic fluid; clean up tomorrow	441
4/29	Severe thunderstorm approaching city	312
4/30	Gov. Abbott announces 2 phase reopening of Texas	134
	TOTAL	**18,353**

IMPORTANT POINTS: Anything above 500 for Shenandoah can be considered a "viral" posting. This month, we had **7** 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 April	216
Followers in March	212
Gain	**Up 4, +0.19%**

DATE	SUBJECT	REACH
4/1	Another update from Republic Services on heavy trash pickup	39
4/1	No joke!	27
4/3	Just a reminder	12
4/3	Council meeting closed in April	25
4/3	SHPD police blotter	34
4/3	Support our restaurants	37
4/3	Yard of the Month	741
4/6	Heads up for street repair	12
4/6	Trash pickup changes go into effect today	22
4/8	Easter Bunny visit is not scheduled	49
4/9	SHPD police blotter	22
4/13	Council update	12
4/15	CARES Act information	2
4/15	Sales Tax Free Holiday for emergency supplies	28

4/16	SHPD police blotter	11
4/17	Council agenda	10
4/19	Possible bad weather this afternoon	9
4/19	Extended tornado alert	20
4/21	Yum… lunch from Fieldings.	25
4/21	Census 2020… are you counted?	7
4/22	Tornado watch	10
4/22	News from Republic Services	11
4/23	Weekly police blotter	26
4/23	Council update	33
4/23	MDD update	27
4/24	Thunderstorm alert	5
4/24	Tachus plans maintenance	18
4/28	Oak Ridge takes MoCo lead in census reporting	12
4/28	Update	7
4/28	Alerts for severe weather issued	14
4/28	Thunderstorms rapidly approaching city	7
4/29	Republic truck spill cleanup tomorrow	6
4/30	Update on reopening Texas	18
	TOTAL	**1,338**

IMPORTANT POINTS: Anything above 100 for the Civic Club can be considered a "viral" posting. This month, we had **1** viral posting.

TWITTER @ShenandoahTx

Followers in April	1621
Followers in March	1606
Gain	**Up 15, +0.9%**

DATE	SUBJECT	REACH
4/3	Police blotter	302
4/3	Council agenda	255
4/9	No Easter Bunny visit this year	227
4/9	SHPD police blotter	241
4/16	SHPD police blotter	129
4/16	MDD meeting will be WebEx	178
4/17	Killen's doing popup Say and Sun	296
4/17	MDD meeting agenda	181
4/17	Council agenda	236
4/19	Tornado alert issued	272
4/21	Get counted!	206
4/22	Tornado alert issued	371

4/22	Republic Services begin heavy trash pickup again	223
4/22	Watch extended	205
4/23	Police blotter	169
4/23	Council update	188
4/23	MDD update	90
4/27	Tachus users	211
4/28	Are you counted? One month in and we have lost the lead	231
4/28	Thunderstorm and flooding alerts issued	268
	TOTAL	**4,479**

PRESS RELEASES

Date	Description
4/1	No bulk pickup effective April 6
4/3	Civic Club announces April Yard of the Month
4/3	SPD Police Blotter March 22-28
4/9	SPD Police Blotter March 29 - April 4
4/9	City Council Update
4/16	SHPD Police Blotter April 5-11
4/16	SHPD Police Blotter April 12-18
4/22	Republic Services update
4/23	MDD meeting update
4/23	City Council meeting update
4/30	Governor announces Open Texas[procedures

YouTube City Council Meetings and Other

Subscribers in April	81
Subscribers in March	76
Change	**Up 5, +6.5%**

DATE	VIEWS
City Council 04/08/20	50
City Council 04/22/20	38
TOTAL VIEWS to date	**10,025**
TOTAL HOURS to date	**1,409.9**
AVG. VIEW DURATION to date	**8:26 minutes**

Fun Facts:

- For April, watch time was 28.2 hours
- For April, average view duration was 28 minutes 12 seconds
- For April, top devices used: computer (52.4%), mobile (39.1%), tablet (1.6%), TV (6.8%)
- For April, on demand (18.4 hrs) vs. live (9.7 hrs)

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.

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

Subscribers in April (by area)	898
Change	**Up 17, 1.9%**
Subscribers in April (by neighborhoods)	
Northline Oaks	44 (+0)
Grogan's Forest	702(+14)
The Woodlands	5 (+0)
Shenandoah	147 (+3)

DATE	SUBJECT	VIEWS
4/3	Police Blotter	98
4/8	Easter Bunny not visiting this year	291

4/16	Police Blotter	99
4/16	MDD meeting to be WebEx	99
4/22	Tornado watch issued	73
4/22	Garbage. Recycling update from Republic	72
4/22	Tornado watch extended	71
4/24	Police blotter	59
4/24	City Council update	97
4/24	MDD Meeting update	53
4/25	Tachus maintenance schedule	58
4/28	Are you counted?	65
4/29	Weather alerts issued	54
TOTAL		**1,189**

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 124 (+2)
    - CVB News 86 (+2)
    - SPD Police Blotters 118 (+0)
    - Town Hall 104 (+0)
  - Agenda Center
    - City Council 84 (+6)
    - MDD 50 (+0)
    - P & Z 58 (-1)
    - Civic Club 11 (+1)
  - Alert Center 98 (+9)
  - Calendars
    - CVB 55 (+1)
    - Event 79 (+1)
    - Pool Season 27 (+2)
    - Meetings 61 (+2)
- Visitors (April) Total to Date
  - 16,609 visits 156,620 visits
  - 2 min 6 sec avg. visit 2 min 43 sec avg visit
  - 53% left after one page (bounced) 61% left after one. page (bounced)
  - 11,377 page views 202,826 page views
  - 292 searches 8,854 total searches
  - 19,482 downloads 95,419 downloads

OPEN RECORD REQUESTS

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

DATE	REQUESTOR	INFORMATION REQUESTED	COMPLETE
4/1/2020	Suma Sureshchrandra	Building Permit Report - March 2020	Yes
4/1/2020	Alison Jarvis	Record Drawings	Yes
4/1/2020	Carole Bartholomew	Building Permit Report - March 2020	Yes
4/2/2020	Kimberly Johnson	Permits	Yes
4/2/2020	Todd Schmaltz	Personnel File	Yes
4/3/2020	Christine Ostrowski	Building Permit Report - March 2020	Yes
4/3/2020	Lisa Erdil	CO	Yes
4/6/2020	Paul Hamilton	Site Assessment	Yes
4/6/2020	Leah Overall	Building Permit Report - March 2020	Yes
4/6/2020	Construction Monitor	Building Permit Report - March 2020	Yes
4/6/2020	Kenneth Olson	Permit Drawings	Yes
4/9/2020	Jean Teague	Council Meeting Audio	Yes
4/13/2020	Wendy Jones	PD Case Videos	Yes
4/13/2020	Ritzy Fletcher	Council Meeting Audio	Yes
4/15/2020	Andrew Stinson	Property Violations	Yes
4/15/2020	Jean Teague	Records Request List	Yes
4/16/2020	Jean Teague	Emails to Media	Yes
4/23/2020	Sandra Triana	PD Case	Yes
4/23/2020	Jean Teague	Emails and Text Msgs	Yes
4/23/2020	Deidre Williams	PD Case	Yes
4/28/2020	Elena Siegel	Muni Court Case	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 10 IT requests for service in the month of April.

Category/Service	Service Calls Completed
Application/Software	2
Computer/Hardware	1
Desk Phone / Mobile Phone	0
Door Access / Security Cameras	0
Email Issue	0
Employee Entry / Exit Form	1
General IT Requests	0
Internet/Network	0
Police MDT/Mobile Data	3
In-Car Video/Watchguard	3
Printer / Copier / Scanner	0
User Login/Password	0
Total	**10**

Projects: The move of data backup equipment and servers to the new water tower location has been completed. A new air-conditioned server enclosure and environmental monitoring system was installed in the room on the second floor of the water tower. A 1Gb fiber connection was installed that provides a connection between City Hall and the Water Tower. All of our data backups and redundant server resources are now secure and operational at this facility.

SUBMITTED BY:

COUNCIL MONTHLY REPORT

CITY OF SHENANDOAH TEXAS

DEPARTMENT: FINANCE

MONTH: APRIL 2020

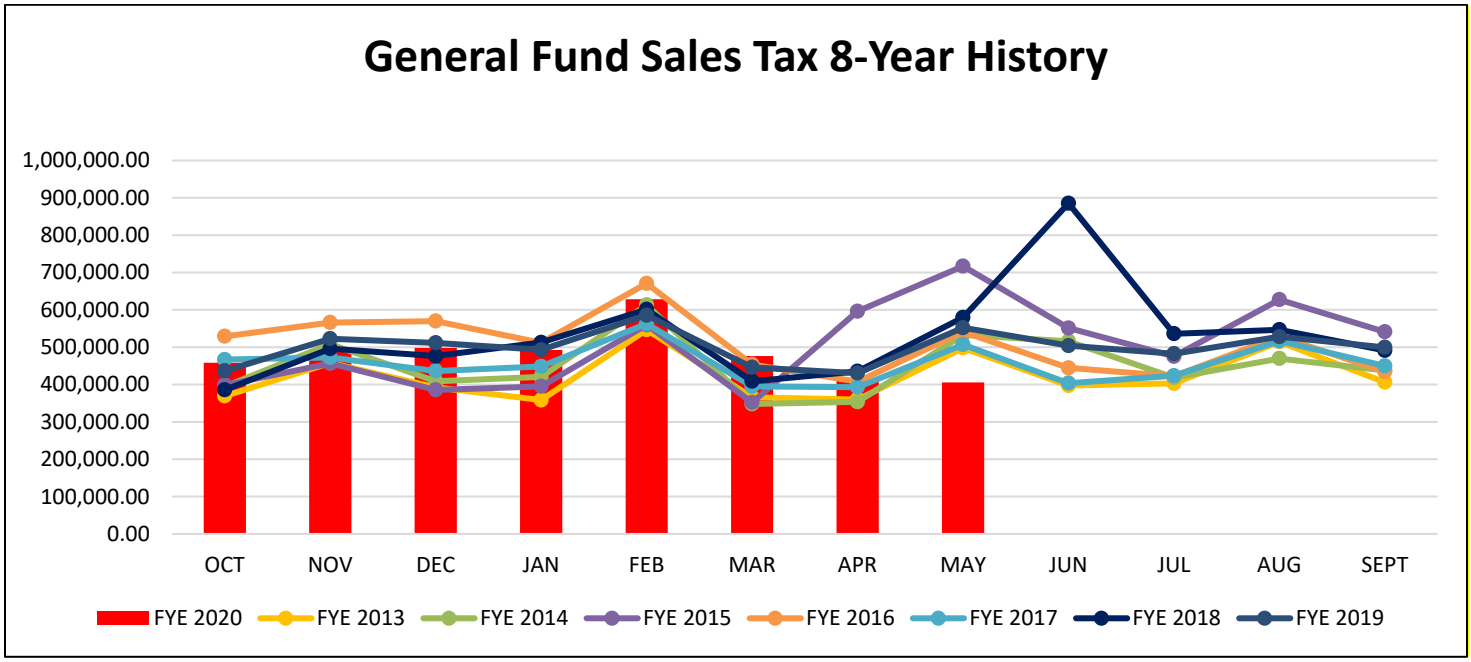
REVENUE

General Fund sales tax receipts received in March, reported in May are down 26.54% 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 and reduction in operation due to COVID-19.

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	405,559.96
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**	**3,862,321.85**

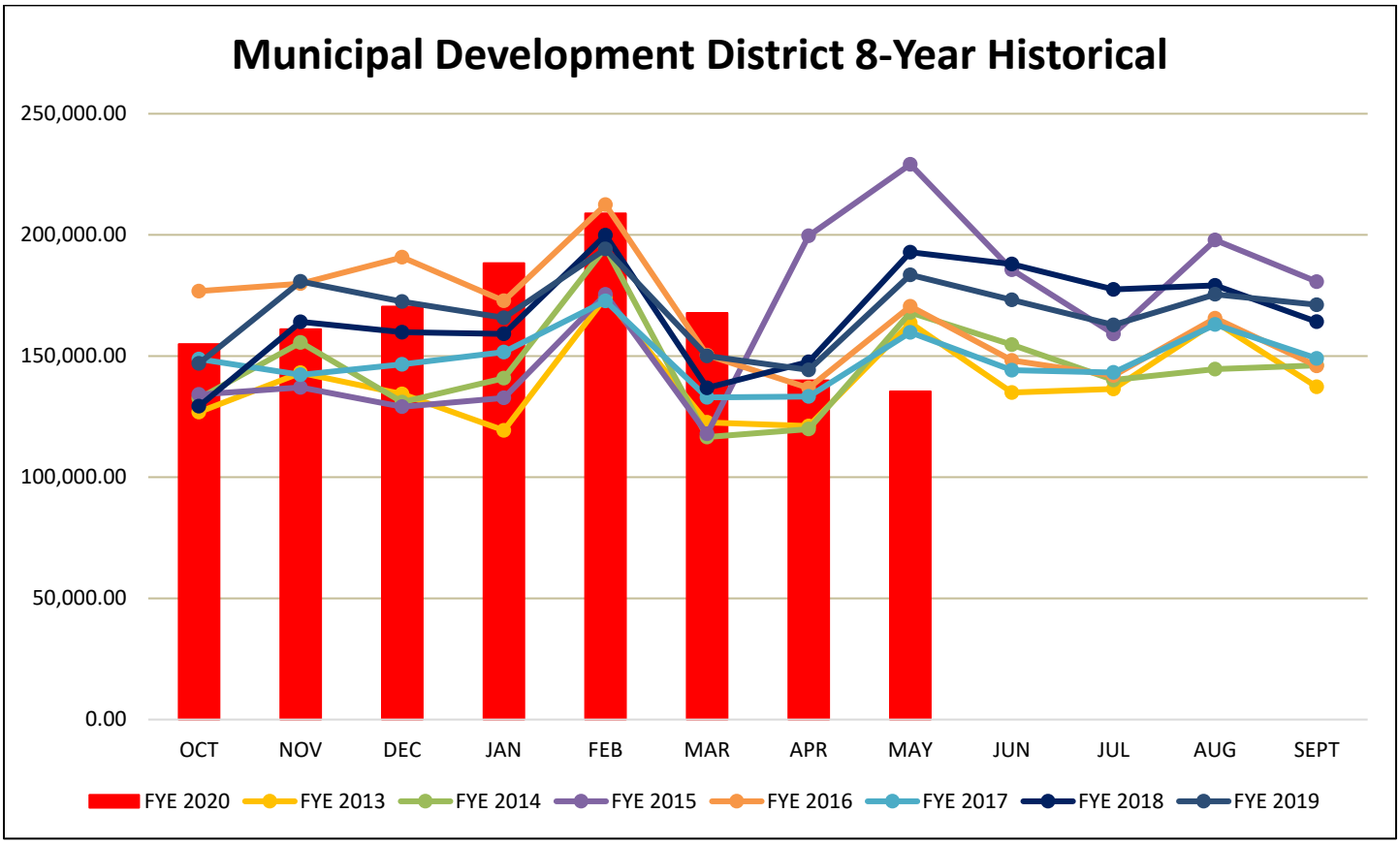
The chart below plots a history of sales tax revenue from the 2012-2013 fiscal year to the current fiscal year.



Shenandoah Municipal Development District (MDD) sales tax receipts received in March, reported in May are down 26.23% 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 and reduction in operation due to COVID-19.

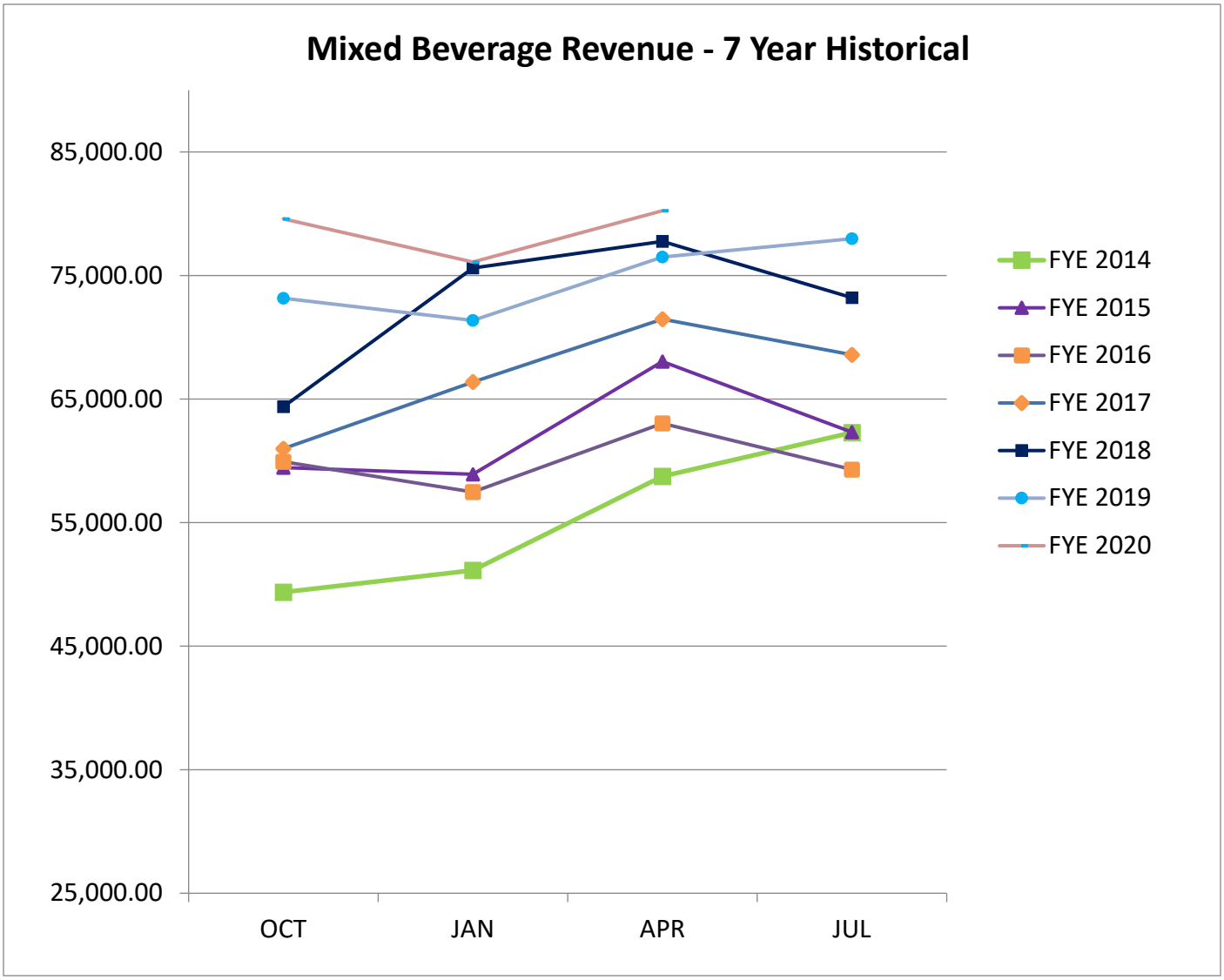
Municipal Development District Sales Tax - 8 Year Comparison								
	Sales Tax FY 2012-2013	Sales Tax FY 2013-2014	Sales Tax FY 2014-2015	Sales Tax FY 2015-2016	Sales Tax FY 2016-2017	Sales Tax FY 2017-2018	Sales Tax FY 2018-2019	Sales Tax FY 2019-2020
OCT	126,891.50	132,531.91	134,121.98	176,792.05	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	135,379.02
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**	**1,326,578.24**

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



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	80,244.81
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**	**235,920.76**



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

Mixed Beverage Monthly Gross Receipts by Vendor

	March 2019				March 2020				DIFFERENCE
	Liquor Receipts	Wine Receipts	Beer Receipts	**Total Receipts**	Liquor Receipts	Wine Receipts	Beer Receipts	**Total Receipts**	
TWIN PEAKS	$86,709.00	$3,114.00	$179,500.00	**$269,323.00**	$43,631.00	$1,125.00	$80,242.00	**$124,998.00**	**($144,325.00)**
PAPPASITOS	$137,378.00	$4,368.00	$28,895.00	**$170,641.00**	$87,122.00	$1,364.00	$12,982.00	**$101,468.00**	**($69,173.00)**
PAPPADEAUX	$105,812.00	$45,163.00	$27,570.00	**$178,545.00**	$53,966.00	$16,774.00	$10,266.00	**$81,006.00**	**($97,539.00)**
GOODE COMPANY	$80,013.00	$9,967.00	$16,481.00	**$106,461.00**	$34,072.00	$4,151.00	$5,816.00	**$44,039.00**	**($62,422.00)**
BJ'S	$31,060.00	$13,568.00	$40,665.00	**$85,293.00**	$13,836.00	$5,604.00	$16,736.00	**$36,176.00**	**($49,117.00)**
CHUY'S	$64,604.00	$1,262.00	$11,762.00	**$77,628.00**	$46,042.00	$527.00	$7,540.00	**$54,109.00**	**($23,519.00)**
GUADALAJARA	$72,354.00	$3,804.00	$14,995.00	**$91,153.00**	$45,402.00	$1,468.00	$6,345.00	**$53,215.00**	**($37,938.00)**
LUPE TORTILLA	$75,722.00	$4,203.00	$19,019.00	**$98,944.00**	$46,639.00	$1,884.00	$8,366.00	**$56,889.00**	**($42,055.00)**
BUFFALO WILD WINGS	$16,049.00	$740.00	$41,100.00	**$57,889.00**	$8,383.00	$473.00	$14,812.00	**$23,668.00**	**($34,221.00)**
FIELDING'S WOOD GRILL	$28,274.00	$23,273.00	$14,630.00	**$66,177.00**	$17,002.00	$8,365.00	$6,232.00	**$31,599.00**	**($34,578.00)**
MAIN EVENT	$37,908.00	$2,638.00	$30,134.00	**$70,680.00**	$22,766.00	$1,037.00	$17,284.00	**$41,087.00**	**($29,593.00)**
SALTGRASS STEAKHOUSE	$33,045.00	$14,572.00	$13,155.00	**$60,772.00**	$13,510.00	$7,542.00	$4,950.00	**$26,002.00**	**($34,770.00)**
MI RANCHO	$52,052.00	$1,062.00	$12,125.00	**$65,239.00**	$32,076.00	$388.00	$6,380.00	**$38,844.00**	**($26,395.00)**
BUCA DE BEPPO	$7,362.00	$12,994.00	$3,437.00	**$23,793.00**	$2,547.00	$3,421.00	$1,025.00	**$6,993.00**	**($16,800.00)**
HOOTERS	$4,328.00	$144.00	$13,615.00	**$18,087.00**					**($18,087.00)**
BABIN'S SEAFOOD HOUSE	$23,004.00	$11,030.00	$8,533.00	**$42,567.00**	$9,325.00	$4,984.00	$3,048.00	**$17,357.00**	**($25,210.00)**
EL BOSQUE	$13,836.00	$244.00	$3,419.00	**$17,499.00**	$11,211.00	$244.00	$1,921.00	**$13,376.00**	**($4,123.00)**
JOHNNY'S ITALIAN STEAK HOUSE	$10,400.00	$5,894.00	$5,380.00	**$21,674.00**	$4,593.00	$2,285.00	$2,565.00	**$9,443.00**	**($12,231.00)**
RED LOBSTER	$9,915.00	$5,328.00	$3,442.00	**$18,685.00**	$5,989.00	$2,485.00	$1,820.00	**$10,294.00**	**($8,391.00)**
RED ROBIN	$4,852.00	$758.00	$6,251.00	**$11,861.00**	$3,271.00	$430.00	$3,074.00	**$6,775.00**	**($5,086.00)**
CASA MEDINA	$10,757.00	$199.00	$2,852.00	**$13,808.00**	$7,802.00	$99.00	$1,502.00	**$9,403.00**	**($4,405.00)**
OUTBACK STEAKHOUSE	$10,114.00	$6,434.00	$7,244.00	**$23,792.00**	$8,029.00	$3,652.00	$3,917.00	**$15,598.00**	**($8,194.00)**
ANOTHER BROKEN EGG	$5,582.00	$10,331.00	$0.00	**$15,913.00**	$2,957.00	$6,277.00	$0.00	**$9,234.00**	**($6,679.00)**
COURTYARD	$2,649.00	$2,092.00	$1,701.00	**$6,442.00**	$1,463.00	$1,573.00	$1,152.00	**$4,188.00**	**($2,254.00)**
MIA'S TABLE	$5,204.00	$3,178.00	$4,345.00	**$12,727.00**	$504.00	$1,328.00	$1,450.00	**$3,282.00**	**($9,445.00)**
AVENIDA BRAZIL CHURRASCARIA	$7,025.00	$7,419.00	$1,037.00	**$15,481.00**	$2,047.00	$1,212.00	$271.00	**$3,530.00**	**($11,951.00)**
AMC METROPARK 10	$6,737.00	$1,099.00	$3,371.00	**$11,207.00**	$2,013.00	$283.00	$1,236.00	**$3,532.00**	**($7,675.00)**
KILLEN'S STEAKHOUSE	$0.00	$0.00	$0.00	**$0.00**	$10,790.00	$18,504.00	$436.00	**$29,730.00**	**$29,730.00**
FIRST WATCH	$0.00	$0.00	$0.00	**$0.00**	$1,320.00	$64.00	$0.00	**$1,384.00**	**$1,384.00**
DAVE & BUSTER'S	$0.00	$0.00	$0.00	**$0.00**	$34,091.00	$1,238.00	$16,798.00	**$52,127.00**	**$52,127.00**
TOP SUSHI	$0.00	$0.00	$0.00	**$0.00**	$0.00	$0.00	$0.00	**$0.00**	**$0.00**
TOTALS	**$942,745.00**	**$194,878.00**	**$514,658.00**	**$1,652,281.00**	**$572,399.00**	**$98,781.00**	**$238,166.00**	**$909,346.00**	**($742,935.00)**

As of April 30, 2020 the City's outstanding property taxes totaled $62,627.06. Of this amount, $62,439.35 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	68,113.87	-126,069.03	187.71	0.00	68,301.58	-126,069.03
APR	62,439.35	-5,674.52	187.71	0.00	62,627.06	-5,674.52
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 April. Most franchise fees are received on a quarterly basis but may not follow the quarters of the calendar year.

Other Revenue Ending April 30, 2020			
	Monthly Activity	YTD	Budgeted Amount
Development Fees:	1,200.00	17,600.00	10,000.00
Property Taxes:	2,896.19	1,162,571.00	903,040.00
Mixed Beverage Tax:	80,244.81	235,920.76	320,994.00
Building Permit:	281,379.90	832,945.80	450,000.00
Other Permits:	1,460.00	9,458.00	15,000.00
Gas Franchise:	0.00	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:	2,863.47	57,029.87	70,000.00
Trash Collection:	5,009.10	22,700.85	39,398.00
Recycling:	3,367.54	23,115.39	27,044.00
Code Enforcement Violation	0.00	0.00	800.00
Pool Use Fees:	0.00	600.00	9,964.00
Court Fines:	1,161.00	3,056.00	10,000.00
Court Fees:	456.40	1,292.72	5,000.00
Interest:	1,566.10	22,031.08	8,000.00
Leases:	1,250.00	8,750.00	15,000.00
Undesignated Revenue:	818.44	8,086.93	20,000.00
Payment in Lieu of Taxes:	0.00	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: April 30, 2020				
	Current Total Budget	Period Activity	Fiscal Activity	Percent Remaining
Fund: 100 - GENERAL FUND				
00 - Revenue	9,755,603.00	776,908.42	5,966,151.62	-38.84%
11 - Administration	761,929.00	64,308.08	471,652.81	38.10%
12 - Finance	304,796.00	22,956.55	171,259.77	43.81%
14 - Community Outreach	33,885.00	231.82	19,014.02	43.89%
17 - Non-Department	2,545,354.00	85,916.05	794,334.26	68.79%
18 - Fire Department	649,041.00	0.00	416,783.00	35.78%
21 - Emergency Management	2,180.00	5,648.86	5,648.86	-159.12%
22 - Police	3,101,170.00	382,834.52	1,904,796.94	38.58%
23 - Municipal Court	4,329.00	-1,344.37	1,471.75	66.00%
30 - Public Works	1,025,431.00	92,720.80	465,518.76	54.60%
31 - Swimming Pool	116,258.00	4,321.33	45,849.65	60.56%
32 - Parks	34,680.00	242.48	17,342.74	49.99%
43 - Community Development	485,675.00	43,585.19	320,436.62	34.02%
55 - Technology	380,115.00	19,469.10	238,092.23	37.36%
Fund: 101 - TREE FUND				
00 - Revenue	0.00	0.00	0.00	0.00%
30 - Public Works	0.00	0.00	900.00	0.00%
Fund: 102 - PARK BEAUTIFICATION FUND				
00 - Revenue	3,900.00	0.00	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	0.00	69,411.50	50.00%
55 - Technology	0.00	0.00	65,479.49	0.00%
Fund: 130 - BUILDING PERMITS TECHNOLOGY FUND				
00 - Revenue	0.00	760.00	11,695.00	0.00%
30 - Public Works	0.00	0.00	810.99	0.00%
Fund: 140 - TRASH AND RECYCLING				
00 - Revenue	320,016.00	8,376.64	45,962.85	-85.64%
33 - Trash & Recycling	294,222.00	25,024.46	150,613.16	48.81%
Fund: 200 - SPECIAL REVENUE				
00 - Revenue	1,714,467.00	75,343.30	733,699.32	-57.21%
45 - Hotel / Motel	1,338,308.00	41,157.72	573,799.51	57.13%
Fund: 300 - DEBT SERVICE				
00 - Revenue	2,320,150.00	1,487.22	840,295.17	-63.78%
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	37,933.05	194,681.25	-75.65%
45 - Capital Purchases/Projects Hotel/Motel	0.00	0.00	0.00	0.00%
60 - Capital Purchases/Projects General Fund	411,922.00	11,220.48	163,946.90	60.20%
61 - Capital Purchases/Projects Water & Sewer	387,700.00	49,166.07	650,347.79	-67.75%
Fund: 500 - DESIGNATED COURT FUNDS				
00 - Revenue	0.00	56.00	284.18	0.00%
23 - Court-Tech. Fund	0.00	0.00	0.00	0.00%
Fund: 600 - WATER / SEWER				
00 - Revenue	2,772,574.00	189,948.24	1,487,781.94	-46.34%
50 - Water & Sewer	2,606,315.00	116,265.29	858,616.36	67.06%
51 - Utility Billing	36,960.00	2,377.32	22,408.60	39.37%
51 - Utility Billing	33,070.00	0.00	22,408.60	32.24%

FINANCIAL

Bank Balances

The table below shows the account balances for all city bank accounts as of April 30, 2020.

City of Shenandoah Bank Accounts				
Ending Balances as of April 30, 2020				
Wells Fargo			Texpool	
Pooled Cash	14,480,616.94		General Fund	205,286.50
MDD	3,164,010.56		Hotel/Motel	217,260.57
Metro PID	80,030.22		Debt Service	35,078.04
Land Trust Fund			Water/Sewer	34,520.96
Woodforest	3,493.75		MDD	1,155,368.66

As of April 30, 2020, the City has $ 18,297,482.41 in pledged securities with BNY Mellon which is 103% 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
5/13/2020	100 - General Fund	7,521,518.15	341.89
5/13/2020	200- Special Revenue (CVB)	3,671,834.99	262.27
5/13/2020	600- Water & Sewer	140,037.88	14.00
5/13/2020	801- Municial Development District	792,348.94	-

***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 April 30, 2020			
	Monthly Activity	YTD	Budgeted Amount
Water	90,841.25	732,753.75	1,499,820.00
Sewer	69,293.75	565,456.00	1,026,827.00
Penalty	0.00	6,834.74	24,000.00
Tap Fees	4,340.00	59,432.90	35,000.00
Temporary Water Meters	0.00	3,205.00	8,000.00
Groundwater Reduction Plan Fees	10,985.30	87,582.75	152,327.00
Lonestar Groundwater Conservation District	1,974.63	15,907.42	23,276.00

SUBMITTED BY: Lisa Wasner, Finance Director

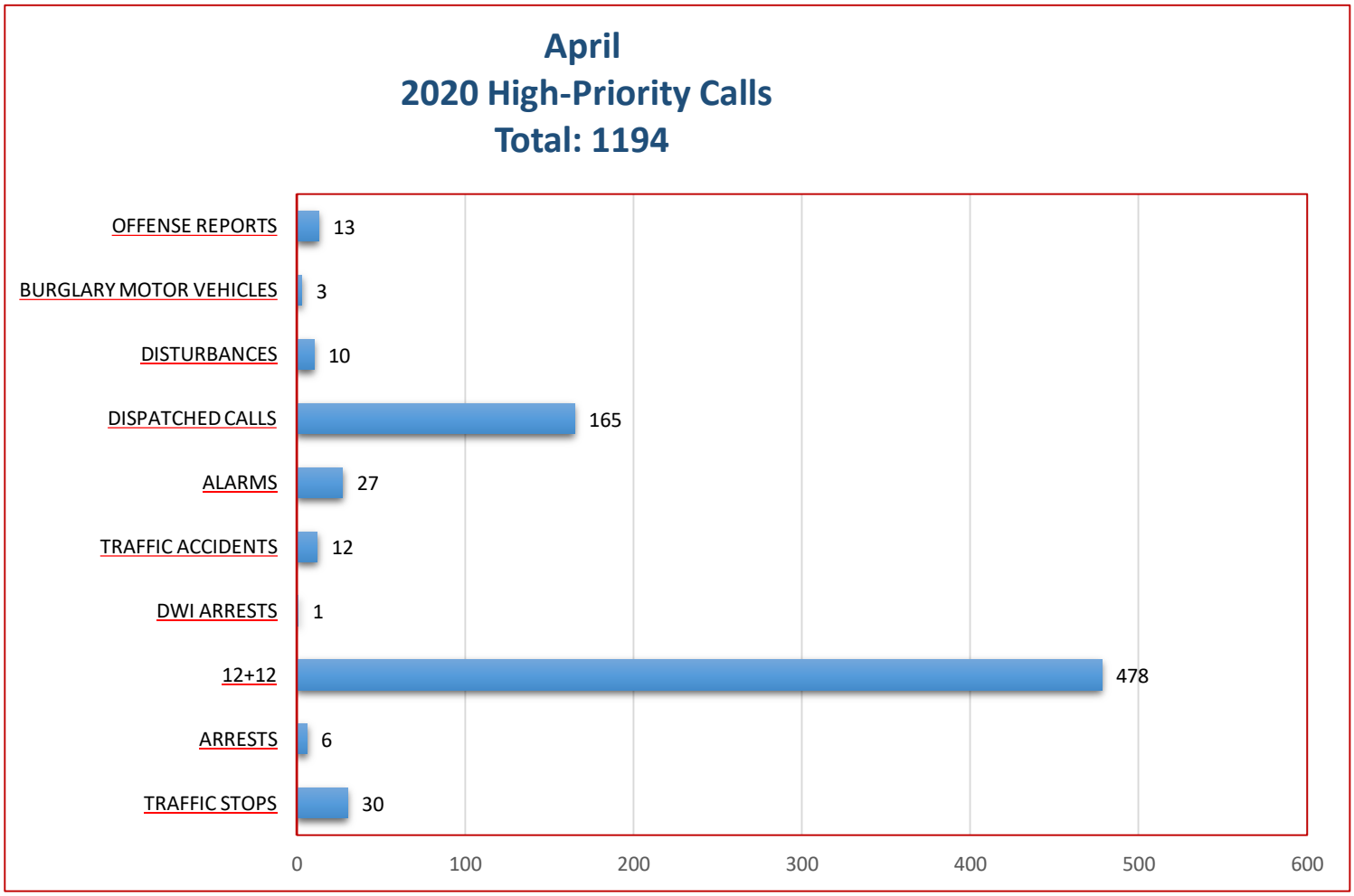
COUNCIL MONTHLY REPORT

DEPARTMENT: SHENANDOAH POLICE

April 2020

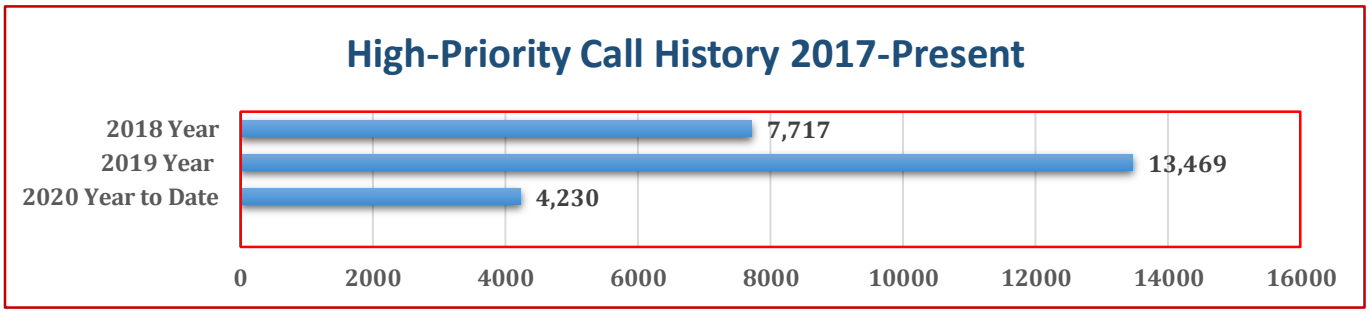
PATROL OPERATIONS I

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

April 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	17,170	7	0	0	0	0
Wellman Rd Fixed	16,978	10	0	0	0	0
17-02 Mobile	46,236	2	1	0	0	0
17-03 Mobile	57,786	5	0	0	0	0
18-01 Mobile	60,430	3	0	0	0	0
Total	**198,600**	**27**	**1**	**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.

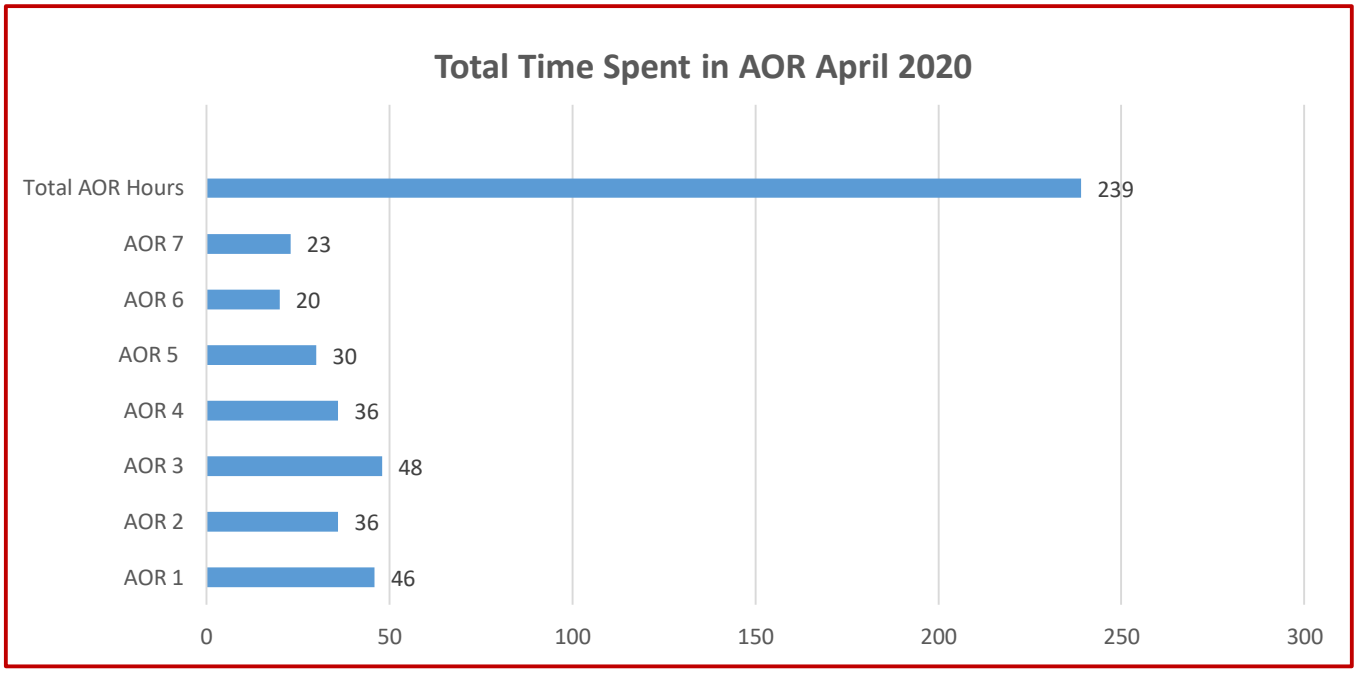
1. Sex offender license plates may HIT on *multiple or all* of the Shenandoah Police Department cameras on a *variety of times, locations, dates* resulting in multiple reads on HITS. The LPR cameras will occasionally double read on a license plate at the same location and time resulting in double reads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

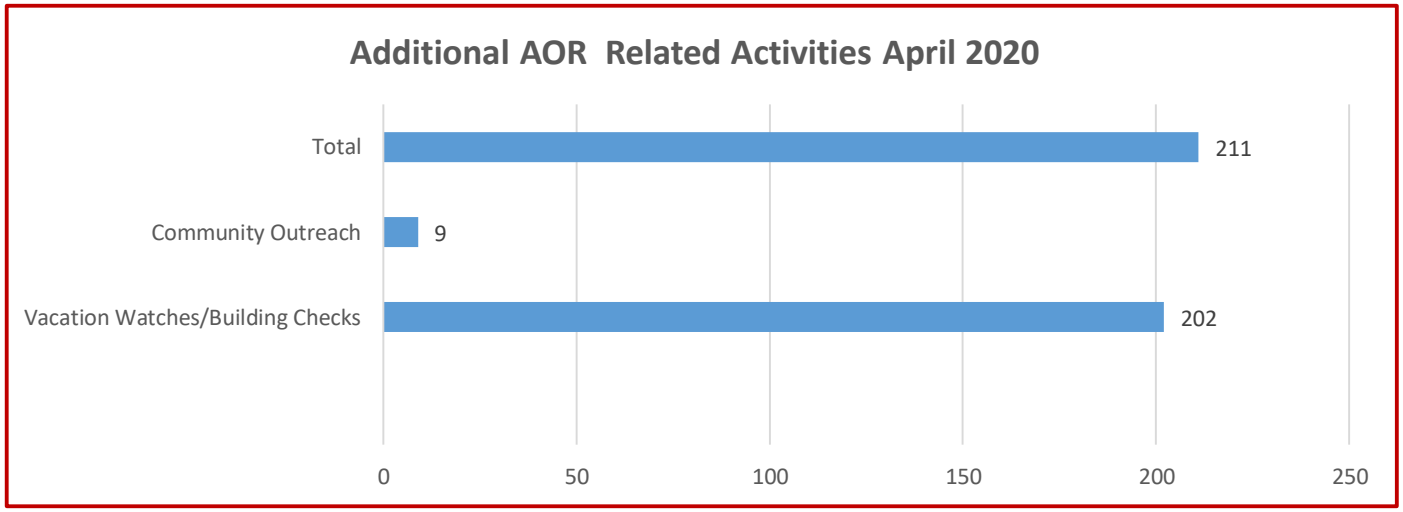
The information can also serve an affirmative link to locations where criminal activity is occurring within the city if necessary. Sex crime investigations can benefit from LPR information when or if those crimes occur in the city of Shenandoah. This information can also assist other jurisdictions where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

AREAS OF RESPONSIBILITY (AOR) OPERATIONS

The following is a breakdown of AOR activities during the month of **April 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	26	0	0
AOR #2	12	0	0
AOR #3	15	3	0
AOR #4	20	2	0
AOR #5	5	0	1
AOR #6	6	0	0
AOR #7	15	0	0

"AFTER-HOURS" CALLS FOR SERVICE

The City of Shenandoah received 13 "after hours" phone calls during **April 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 **April, 2020**, Shenandoah officers conducted 468 residential patrols, 1486 commercial patrols, and 270 dedicated AOR patrols. More than 2448:25 patrol hours that were specific to the City of Shenandoah were logged. There were an additional 334 patrols conducted within the extended service area with more than 376:13 hours of activity specific to The Woodlands Township, as demonstrated by the chart below:

PATROLS	TRAFFIC ENFORCEMENT	ASSISTS/ CALLS	TOTAL TIME
334	2	30	376:13

Total time dedicated to The Woodlands Township service: 376:13 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	April 2020	March 2020	February 2020
North Bound Service Road and Eastern Commercial Areas	24	76	223
South Bound Service Road	9	10	28
Residential Areas	2	5	19
Interstate 45 Main Lanes	1	5	5
Woodlands Township Area	0	14	25
Total	**36**	**110**	**300**

CRIMINAL INVESTIGATIONS

There were approximately 165 patrol dispatched complaints for the month of **April 2020** with complaints that required the initiation of a criminal offense report or an incident report. The 13 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 April 2020
Burglary (Vehicle)	3
Criminal Mischief	2
Theft (Vehicle)	
Fraud/Forgery/CC Abuse	
Theft	3
Robbery	

Narcotics	1
DWI	1
Public Intoxication	
Assault/Family Violence	1
Arrests	6
Warrant Arrest	
FSGI Report	2
Sexual Assault	
Death investigation	
Recovery of Stolen Vehicle	1
Recovery of Missing Person	1
Lost/Found Property	1
Burglary of Building	1
Disturbance (All)	9

Continued:

During the month of April, 2020 a total of 17 cases were generated. All reports were reviewed, including but not limited to the following offense types:

Assault – 1	Indecent Exposure - 0
Assist other agency - 0	Indecency with a Child – 1
Burglary of Building - 1	Narcotics – 2
Burglary of a Habitation - 0	Prostitution - 0
Burglary of Motor Vehicle – 6	Public Intoxication – 0
Criminal Mischief – 0	Recovery of Stolen Property - 0
Criminal Trespass - 0	Resisting Arrest - 0
Death investigation – 0	Recovery of Stolen Vehicle – 1
Disorderly Conduct - 0	Robbery - 0

DWI – 1	Sexual Assault - 0
Evading Arrest - 0	Terroristic Threat - 0
Recovery of missing person - 1	Theft – 1
Found Property - 0	Theft of Motor Vehicle - 1
Fraud - 0	Traffic Hazard - 0
Harassment - 0	Warrant Service – 0
Hit and Run Accident – 1	Welfare Concern - 2

Pending Assigned Cases	**Pending Active Arrest Warrants**
Gordon – 2	Gordon – 23
Thompson – 2	Thompson - 3

Additional

Due to COVID-19 most investigations were placed on hold during the month of April.

Cases of note

The Burglary of a Building case involved a break in at Pappasito's. A single suspect entered the building, at approximately 0115 hours and then fled the scene. The alarm company did not call in the alarm, at that time. The suspect returned, at approximately 0345 hours, and attempted to make entry to the safe. The alarm company called the alarm in at this time and when units arrived the suspect had already fled the scene. Video evidence indicated the suspect was wearing a hoodie, a mask, and was wearing gloves.

CODE ENFORCEMENT ACTIVITIES

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

5 GoGov action items submitted to the Shenandoah Police Department in **April** 2020:

TYPE OF ACTION LINE REQUEST	NUMBER OF ACTION LINE REQUESTS	NUMBER OF REQUESTS RESOLVED	NUMBER OF REQUESTS UNRESOLVED
Animal Control	**1**	**1**	**0**
Grass Complaint	**1**	**1**	**0**
Code Enforcement	**2**	**2**	**0**
Vacation Watch	**0**	**0**	**0**
Graffiti	**0**	**0**	**0**
Non-Conforming Signs	**1**	**1**	**0**
Other	**0**	**0**	**0**
Junk Motor vehicle	**0**	**0**	**0**

The action items submitted revealed **5** by Shenandoah PD officers, **0** by city employees and **0** by citizens. In **April, 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)	0
Commercial Alarm Permits (Updated)	0
Pet Permits	0

FIRE April 2020

INCIDENT CODE	INCIDENT DESCRIPTION	December 2019	January 2020	February 2020	March 2020	April 2020
111	Building Fire					
113	Cooking fire, confined to container		1		1	
131	Passenger vehicle fire		1			
142	Brush or brush and grass mixture fire			1		
154	Dumpster or Outside Trash Receptacle Fire					1
143	Grass Fire					
151	Outside Rubbish, Trash, or Waste Fire	1				
130	Mobile Property Fire (vehicle)					
200	Overpressure rupture, explosion, overheat					
300	Rescue EMS Incident, other					
311	Medical Assist EMS Crew	35	35	35	29	11
320	EMS, Other					
321	EMS Call Excludes MVA w/Injury	8	12	12	6	1
322	MVA With Injury		3	3	1	
324	MVA No Injury	2	5	2	1	2
331	Lock In					1

352	Extricate Victim From Vehicle					
353	Remove Person Stalled Elevator					
410	Combustible/Flammable/Liquid Gas call					
411	Gasoline or Other Flammable Liquid Spill			1		
412	Gas Leak (Natural or LP)	3		2		1
422	Chemical Spill or Leak					
440	Electrical Wiring/Equipment Problem, Other	2	3			
444	Power Line Down		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					1
522	Water or steam leak					
531	Smoke or Odor Removal		2		1	
551	Assist Police or Other Agency	1				
553	Public Service					
561	Unauthorized Burning					
600	Good Intent Call, Other	2		1	3	2
611	Dispatched- Cancelled Enrt.	2	5	8	9	3
6111	Dispatched- Cancelled Enrt.-Automatic Alarm	4	4	3	8	
6112	Dispatched- Cancelled Enrt. EMS Call	14	13	17	13	8
6113	Dispatched- Cancelled Enrt. MVA	1	2	6	1	
622	No Incident Found Upon Arrival at Address	2	4	1		1
621	Wrong location	1				
631	Authorized Controlled Burn			1		1
651	Smoke Scare, Odor of Smoke					
661	EMS call, party transported by non-fire					
671	HazMAT release investigation w/no HazMat					1
700	False Alarm or False Call, Other	1		1	3	2
730	System Malfunction, Other		1	2		1
733	Smoke Detector Activation-Malfunction		1	1	4	1
734	Heat Detector Activation- Malfunction		1		1	
735	Alarm System Sounded Due to Malfunction	1	1	1	2	
740	Unintentional Transmission of Alarm, Other	2	1			
743	Smoke Detector Activation, No Fire or Malice	2	2		2	1
744	Detector Activation, No Fire, Unintentional	1		2	2	1
745	Alarm System Activation, No Fire, No Malice		1	1	3	1
746	Carbon Monoxide Detector Activation No CO					
	TOTAL INCIDENT COUNT	**85**	**100**	**103**	**91**	**42**

SHORT TERM RENTALS

The department has checked the following address on April 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 **April 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: APRIL 2020

PUBLIC WORKS

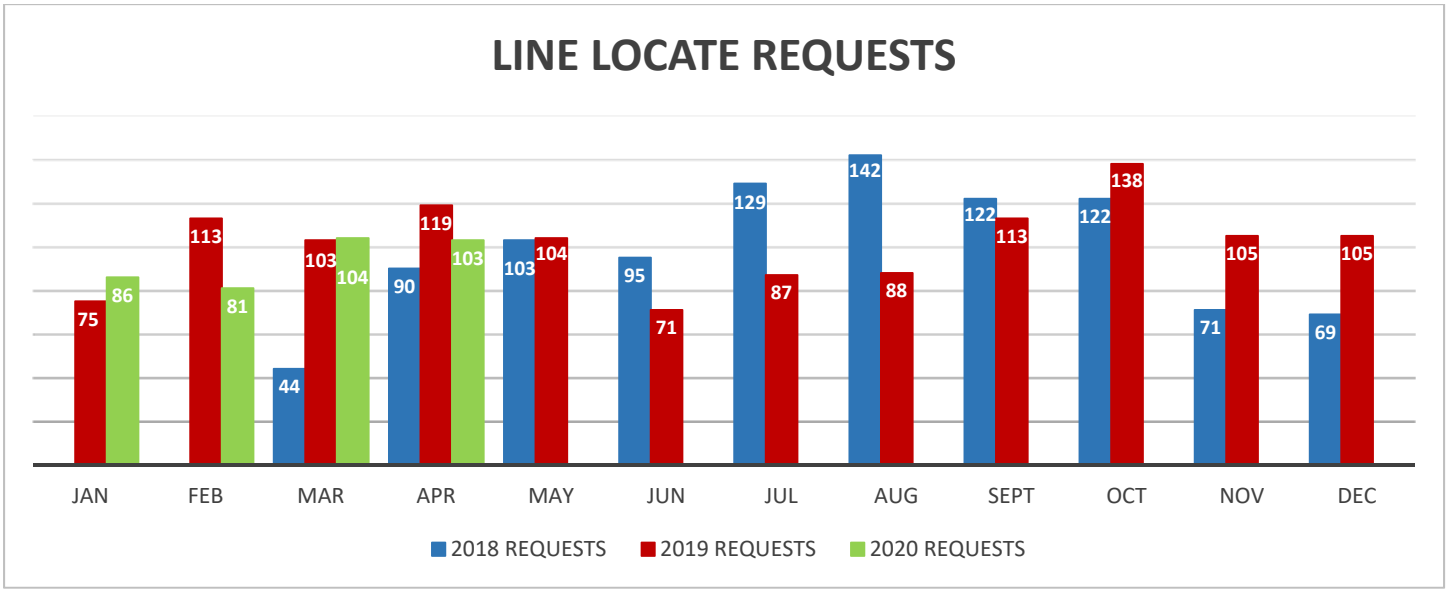
During this month, Public Works staff responded to 19 requests for service submitted through the City's E-Gov software. Of those requests for service 6% were generated from outside City Hall.

Public Works staff ran the street sweeper five 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)
4/02/2020	9	4	8	300
4/09/2020	12	5	8	300
4/16/2020	11	4	4	300
4/23/2020	9	3	4	150
4/30/2020	11	4	4	300
APRIL	**52**	**20**	**28**	**1350**

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

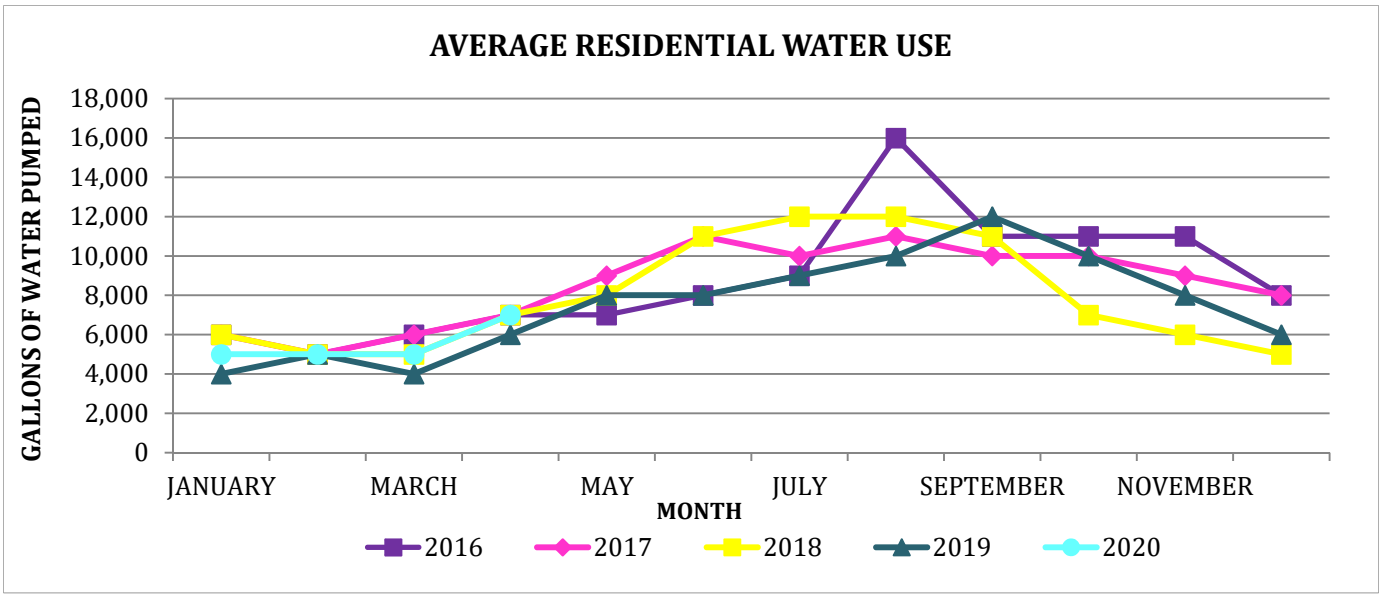
In March 2018 the City became a member of Lone Star 811. The chart below shows the number of requests the City has received to locate our water and sewer lines from contractors before they dig.



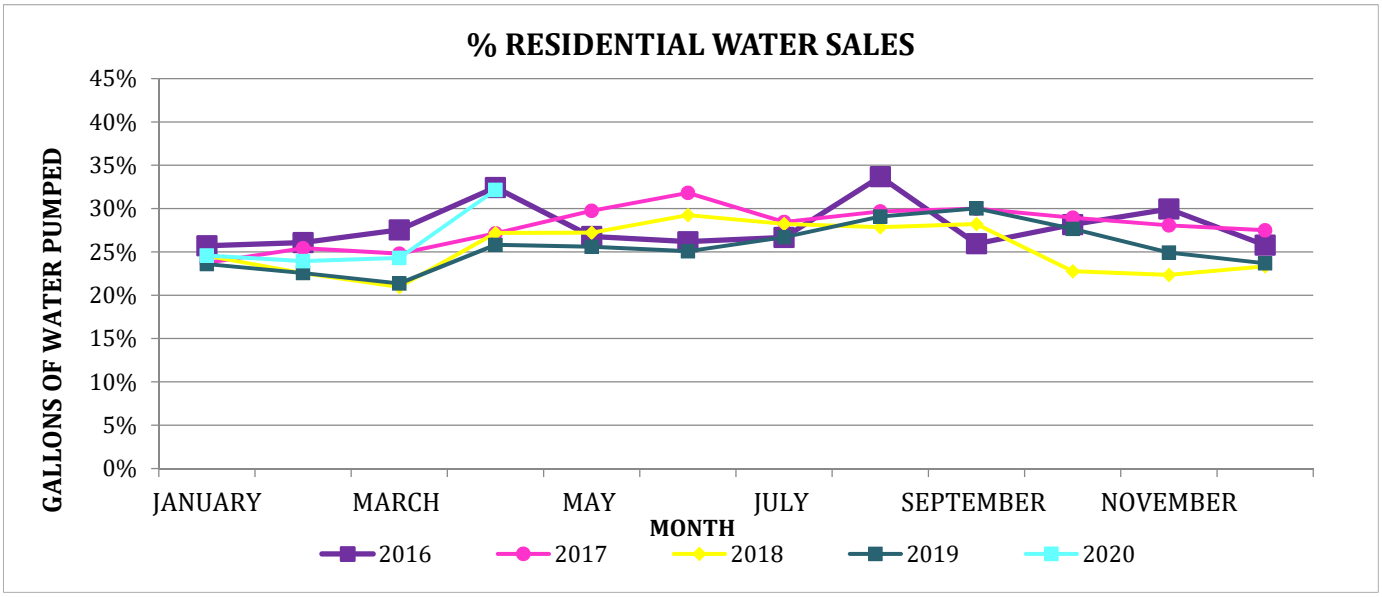
WATER & SEWER

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.

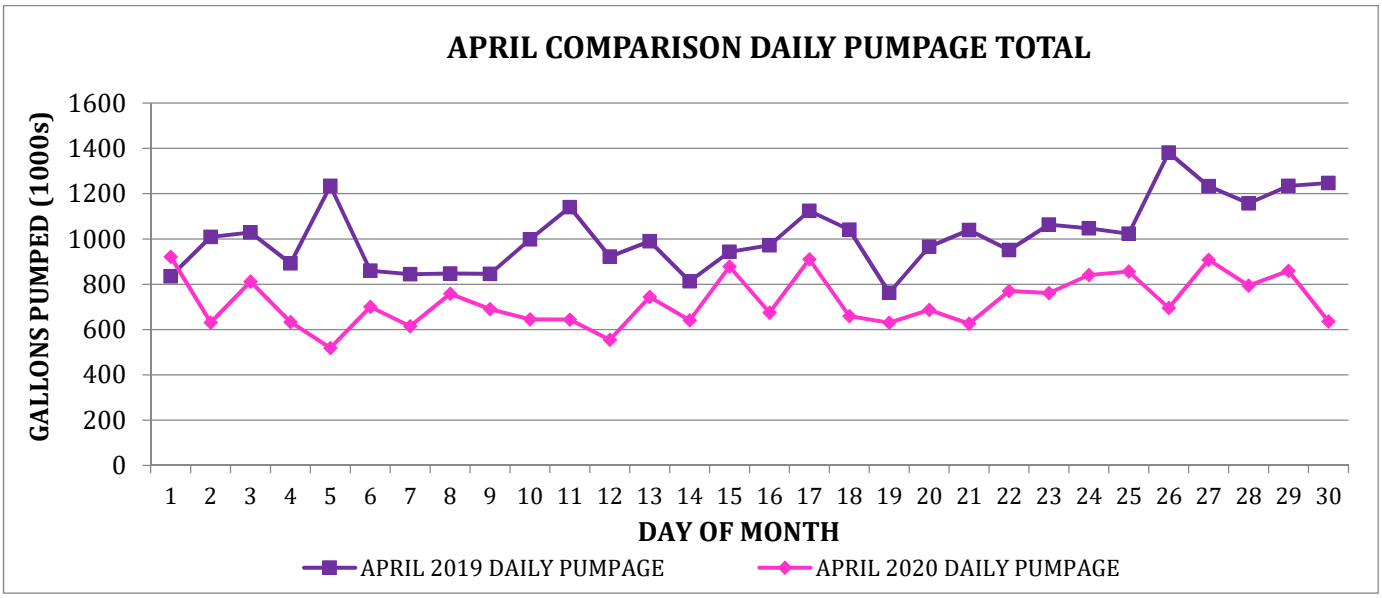
Groundwater production for the calendar month of April was approximately 21.7 million gallons with an average daily use of 723,000 gallons. The average residential water use for the billing month was 7,000 gallons. The next chart shows the average residential water use for each month compared to previous months.

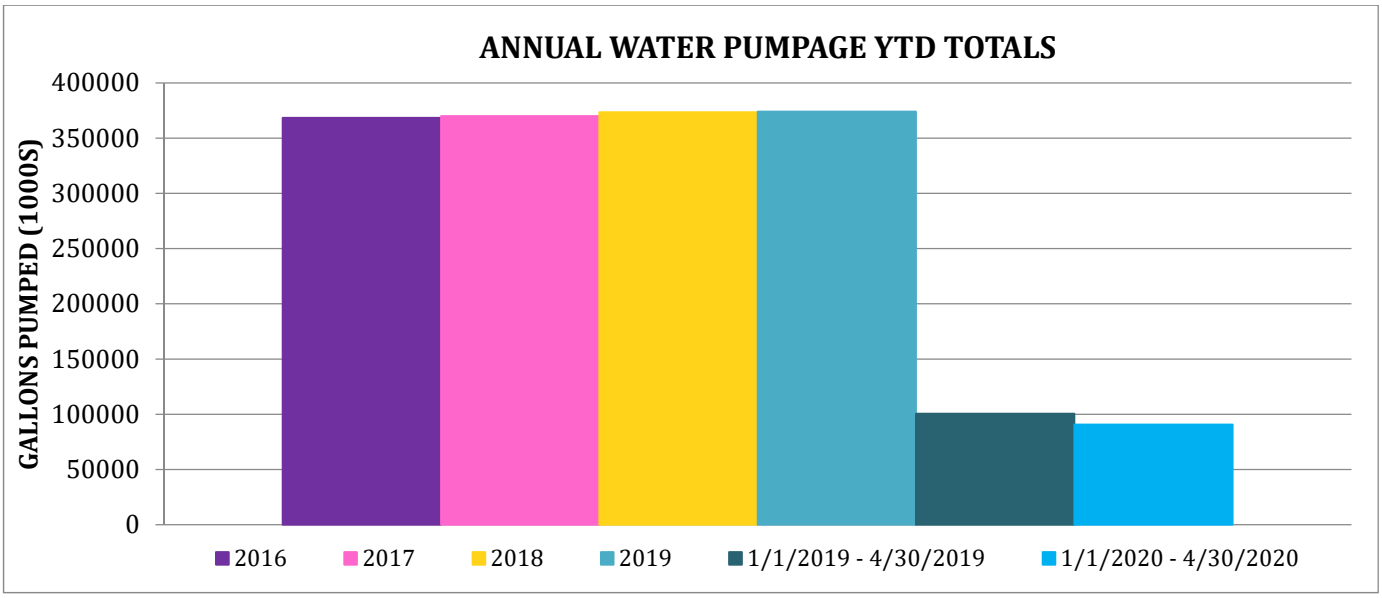


The next chart shows how much residential water sales have accounted for. In April 2019 residential water sales accounted for 25.81% of all water sales compared to 32.15% for the current month.

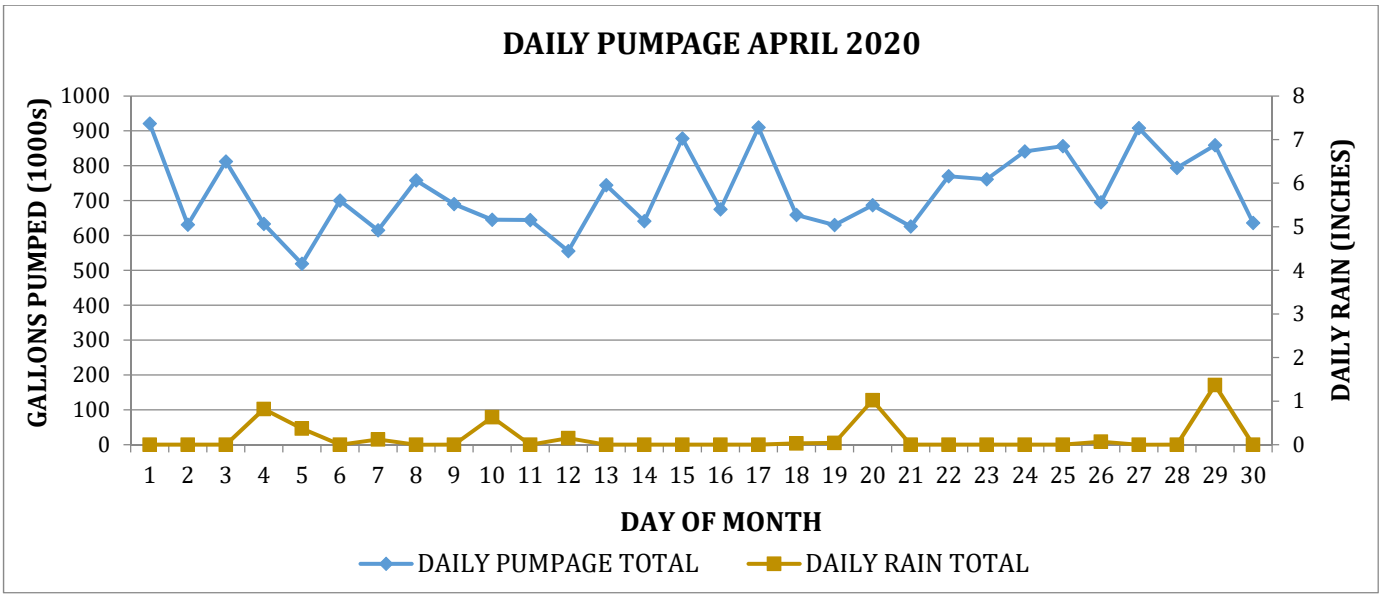


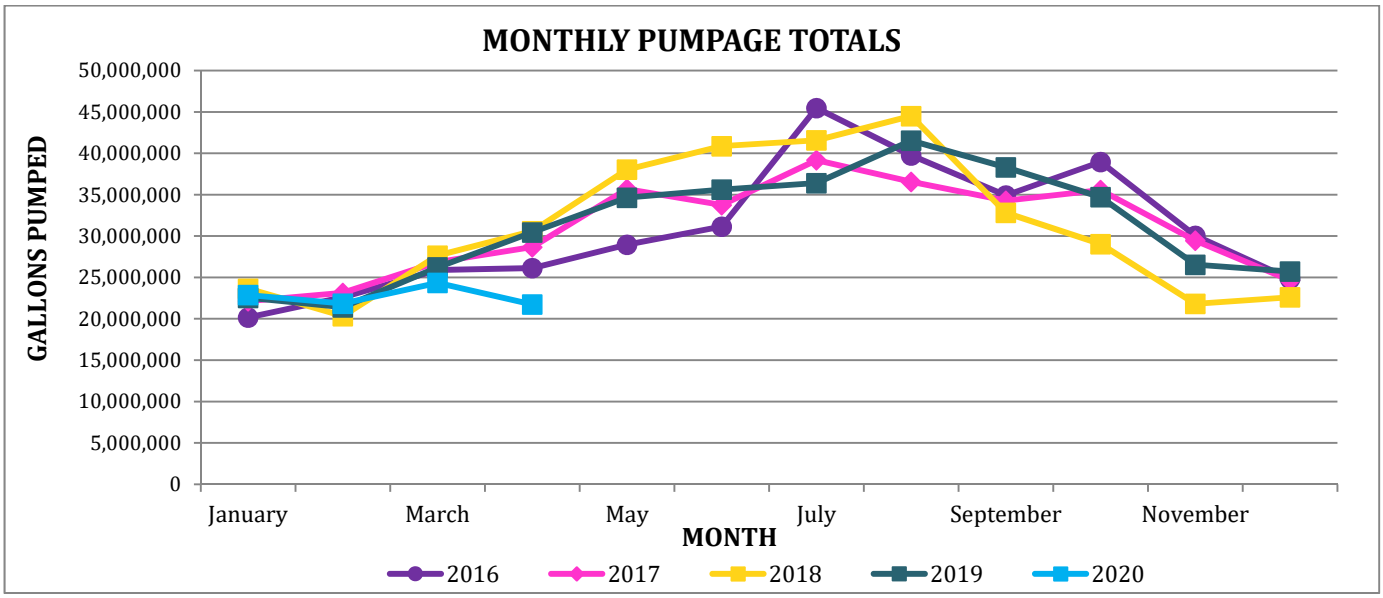
The next two charts show the daily pumpage data compared to previous years. Through April the City has pumped 90.8 million gallons of water this year. Last year during the same period the City pumped 100.6 million gallons.



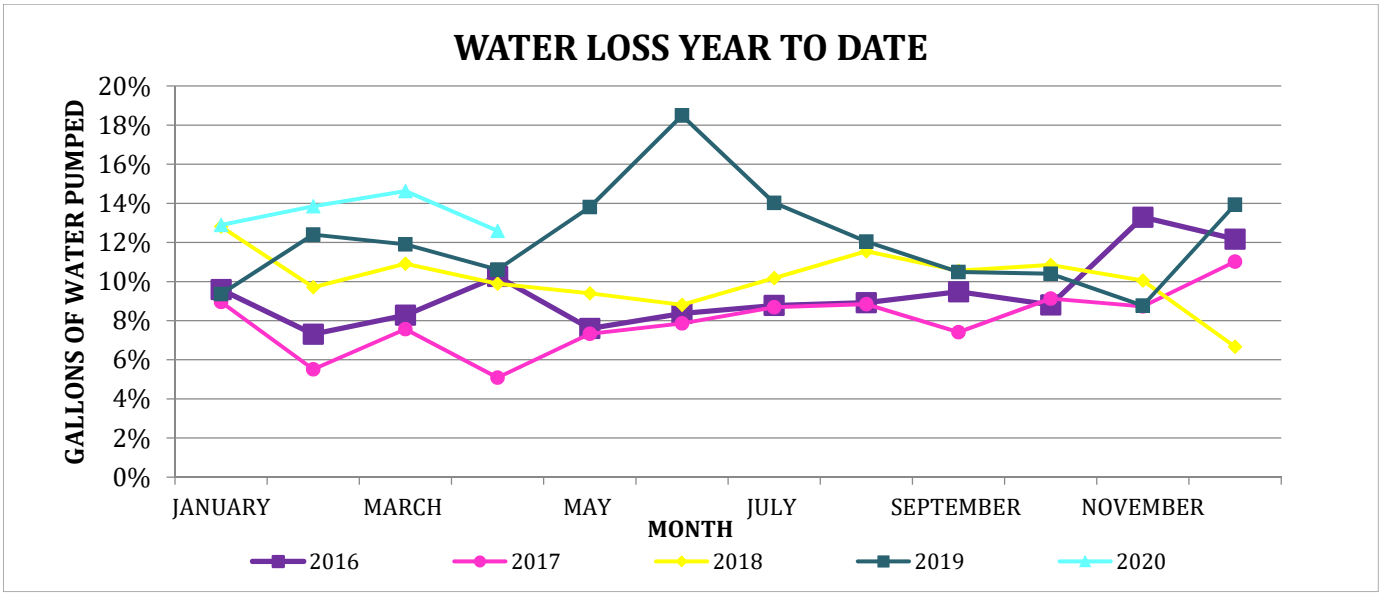


The next charts show the daily pumpage compared with rain and monthly pumpage totals.

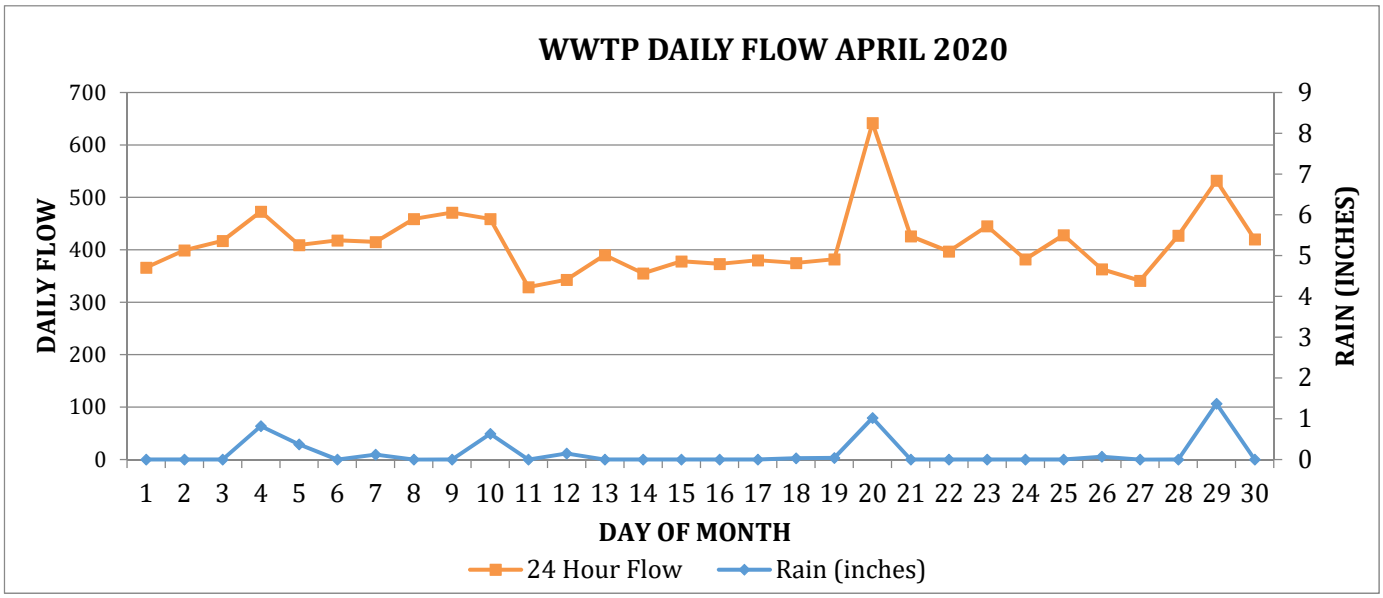




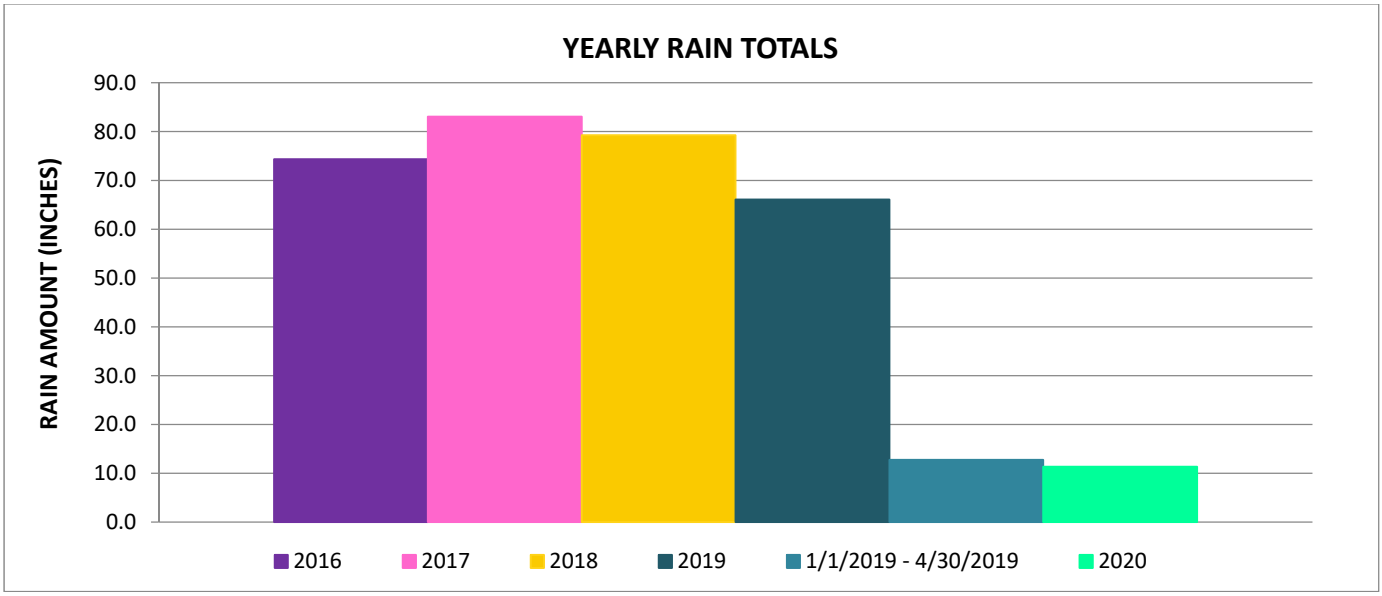
The water loss for the month of April was 12.59%. The next chart compares the loss rate to previous years.



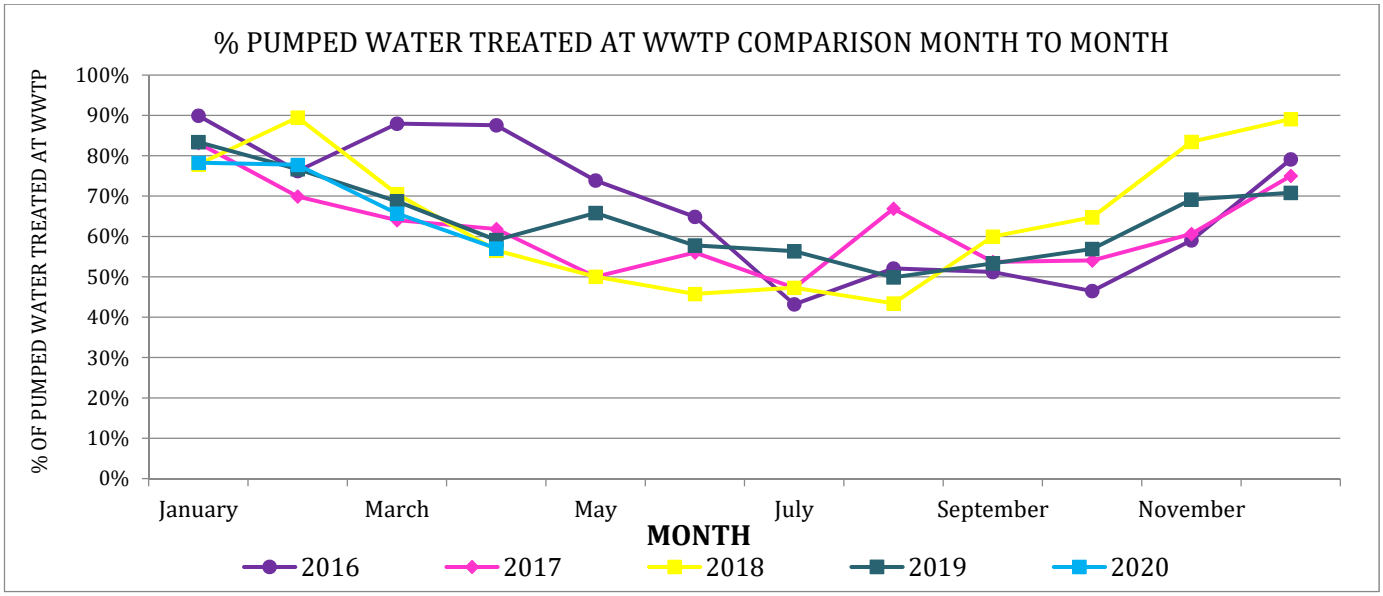
The City's wastewater treatment plant flowed 21.7 million gallons this month for an average of 413.1 gallons per day. Through the year, the City has treated 63.3 million gallons of drinking water. The next chart shows the daily flow at the treatment plant and daily.



Through April 30th the City has registered 11.34 inches of rain at the treatment plant compared to 12.76 and 22.18 inches in previous years. The next chart summarizes rainfall from previous years.



The City "recovered" over 57.04 % 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

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.

  April – Impact Fee advisory committee meetings delayed by COVID-19.

- **Water/Sewer Rate Study 2019**

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

  April – Rate study nearly completed, presentation of findings to city council anticipated in May.

- **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.

  April – Several locations across the city are lacking sizing data and invert elevations. Subcontractor considered by Bleyl to collect remaining missing data.

- **Transportation Coordination (Tamina, David Memorial, I-45, Research, and Grogan's Mill at Research)**

  March - Design and construction projects have been started from the work completed under this project.

  April – Design of Research Forest right turn lane extension and Home Depot driveway swap is nearing completion. ROW discussions are in progress with Home Depot to complete IH-45 Intersection improvements at Tamina/Research Forest. Grogan's Mill improvements on hold while Entergy moves an existing pole out of proposed lane.

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

  February – Bleyl and Kimley-Horn spoke with USACE and resolved the issues with additional information and a new complete total package being send to USACE.

  March – Ongoing

  April – Ongoing discussions with property owners to obtain drainage easements.

- **Research Forest Lift Station Rehabilitation**

  Project not started.

PROJECTS UNDER CONSTRUCTION

- **Elevated Storage Tank Rehabilitation 2019**

March – Construction started on the 27th.

April – Construction ongoing. Several items not listed in original bid in need of repair are being combined in Change Order #1.

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

February – All easements obtained. Project to be bid next month.

March – Project advertised and bid.

April – Project bid and approved for construction by city council.

- **Pinecroft/Savanah Waterline Replacement Project**

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

March – 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.

April – All customer tie-ins completed. Change order #1 completed, final walkthrough scheduled for May.

Design Projects see additional updates in Bleyl's report.

- **Community Room**

February – Flooring, baseboard, counter, and paint colors selected. Appliances selected.

March – Demolition in progress. Change order #1 added for re-plumbing work, and HVAC electrical and thermostat modifications.

April – Re-construction of room nearing completion, ADA accessible exterior door yet to be completed and some minor electrical work. Final walkthrough scheduled for May.

- **Park Surge Protector**

February – COVID-19 delays to rebuilding of surge protector.

March – COVID-19 delays to rebuilding of surge protector.

April – COVID-19 delays to rebuilding of surge protector.

SUBMITTED BY: Joseph Peart

BLEYL ENGINEERING
PLANNING • DESIGN • MANAGEMENT

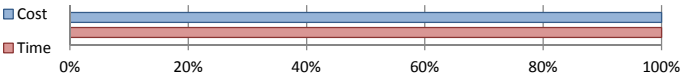
CITY OF SHENANDOAH TEXAS

City of Shenandoah Engineer's Report
April 2020
(April 8, 2020 through May 13, 2020)

Projects Under Construction

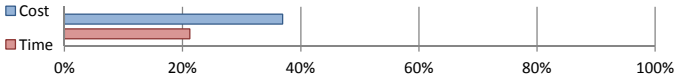
Project Name	*Contractor*	*Contract Start Date*	*Contract Time*	*Contract End Date*	*Substantial Completion*	*Days Over Contract Time*	*Percent of Contract Cost*	*Percent of Contract Time Expired*
Savanah and Pinecroft Waterline Improvements (Phase 2 - Pinecroft)	Eastex Utility Construction	12/2/2019	90 Working Days (Phase 2)	4/3/2020	4/23/2020		100.00%	100%
Elevated Storage Tank Rehabilitation	Tank Pro, Inc.	3/27/2020	160 Days	9/2/2020			36.93%	21.21%
Vision Park Storm Drain	A-Status Construction	5/12/2020	60 Days	7/11/2020			0.00%	0.00%

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



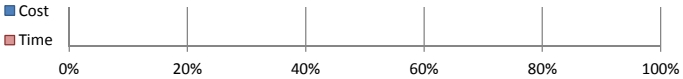
Savanah and Pinecroft Waterline Improvements - 12243

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. A final inspection of the site was performed on 5/6/20 and punch list items issued.. The project is now substantially complete.



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 on3/11/20. Council approved the project to be awarded to Tank Pro. The project is in construction and completion is scheduled for September 2020.



Shenandoah Vision Park 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 was on 4/14/20 and the project was awarded to A-Status Construction with a start date of 5/12/20.

City of Shenandoah Engineer's Report
April 2020
(April 8, 2020 through May 13, 2020)

Projects Under Design

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 comments were addressed in February and 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 revised USACE application will be submitted in May. The hospital is coordinating on the roadway alignment. Letters for ROW were submitted to the hospital by the City and County. The hospital will provide the metes and bounds description for the right-of-way. Right-of-way deeds are being prepared. **The 60% design will be submitted in June 2020.**

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.	The roject 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 at the May 27 Council meeting.

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
April 2020
(April 8, 2020 through May 13, 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/Research Forest East Bound Right 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, along witn the Research Forest right turn lane.	Home Depot prefers construction to occur in June and July of 2020. **The project needs authorization from Home Depot for a temporary construction easement.** Precinct 2 has approved the Research Forest right turn lane. Final plans are ready for bidding.

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. The proposal for final design was approved at the 4/22/20 MDD and Council meetings. **Design Completion/Approval - December 2020/ Bidding and Construction 2021**

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 completed by October 2020. The first committee meeting for the study was cancelled. The project is on hold until a committee meeting can be rescheduled **(June 16, 2020).**

Shenandoah Utility 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 was presented at the May 13th Council Meeting. **The study will be discussed at the August 1, 2020, Budget Workshop.**

City of Shenandoah Engineer's Report
April 2020
(April 8, 2020 through May 13, 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 has received a survey that was required for the model. Bleyl is in need of additional lift station information.

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.	The ACCESS partnership, an ADA consultant, has completed a field inspection. The final report was submitted to the City in April 2020. **Public Woks is addressing the comments.**

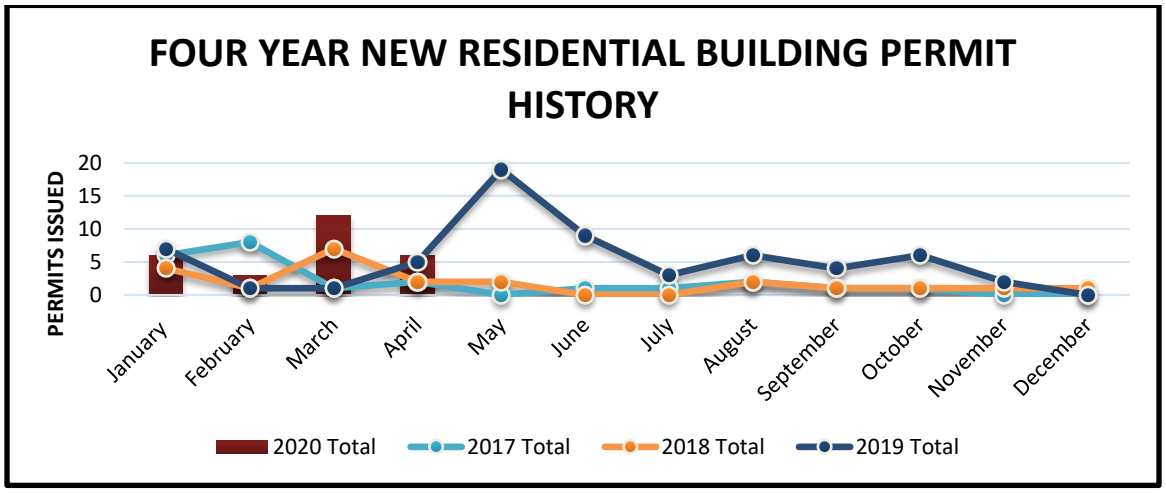
COUNCIL MONTHLY REPORT

DEPARTMENT: COMMUNITY DEVELOPMENT AND MUNICIPAL COURT

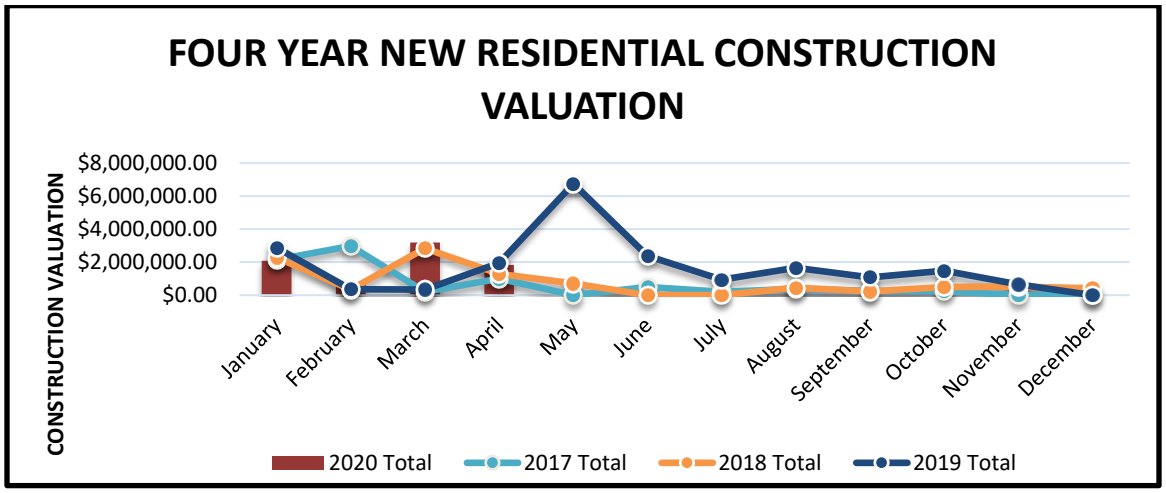
MONTH: APRIL 2020

COMMUNITY DEVELOPMENT

During April the City issued six permits for a new residential home compared to five in April 2019. The chart below compares residential permits issued from 2017 to current year.



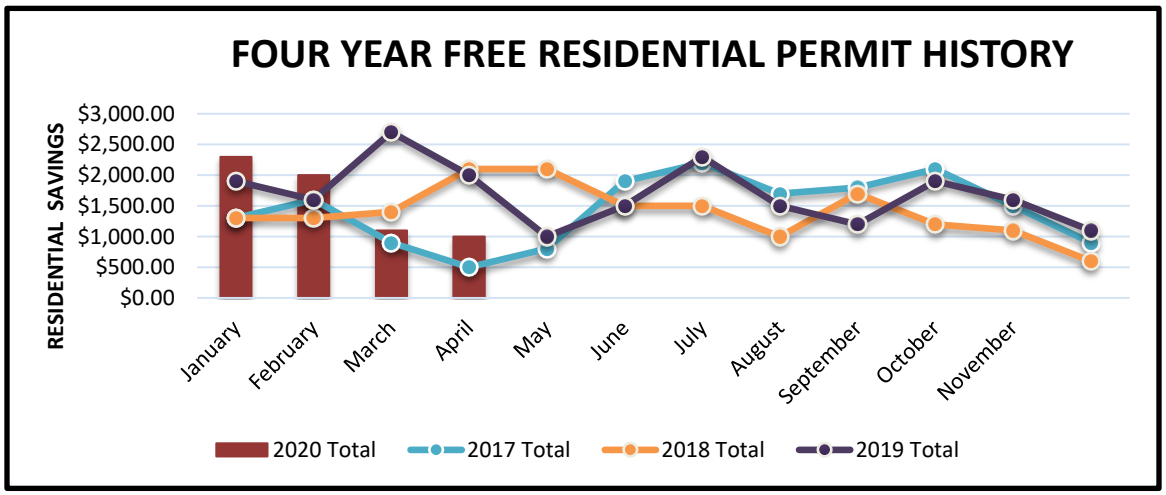
Residential construction value based on the contractors' declared construction cost during the month of April is $1,829,326.00. A YTD increase of 41% compared to 2019. The chart compares new residential construction valuation data from 2017 to current year.



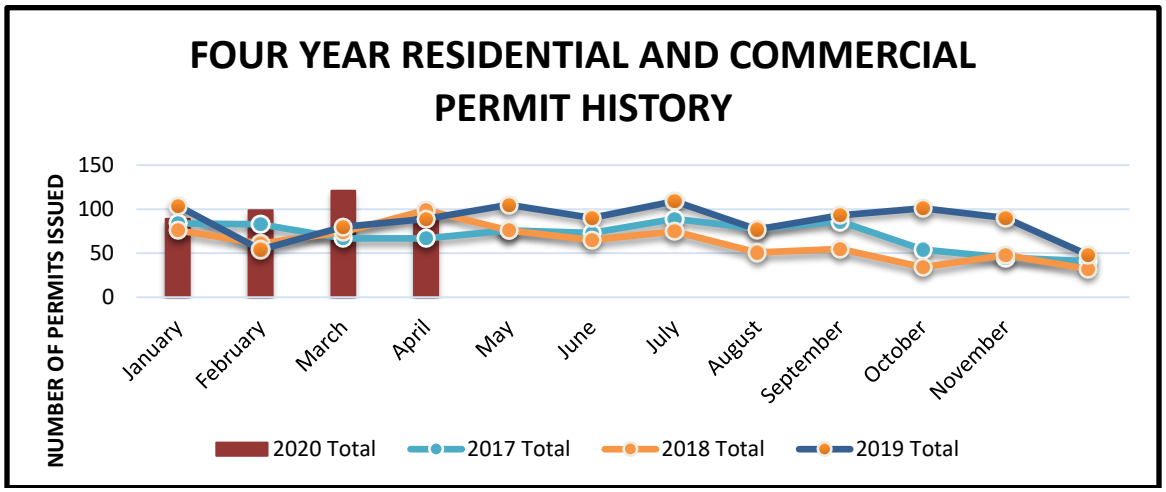
The table below shows the residential development and each subdivisions overall completion rate. Shenandoah has a total of 1,292 lots in the residential subdivisions and is currently at 84% built out. Vacant lots also include lots which residents have fenced in as part of their yard but a house could 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	21	0	41	66%
Wellman Manor	32	6	18	8	25%
Boulevard Green	89	4	50	35	39%
The Centro	114	10	86	18	16%
CITY TOTAL	**1292**	**43**	**163**	**1086**	**84%**

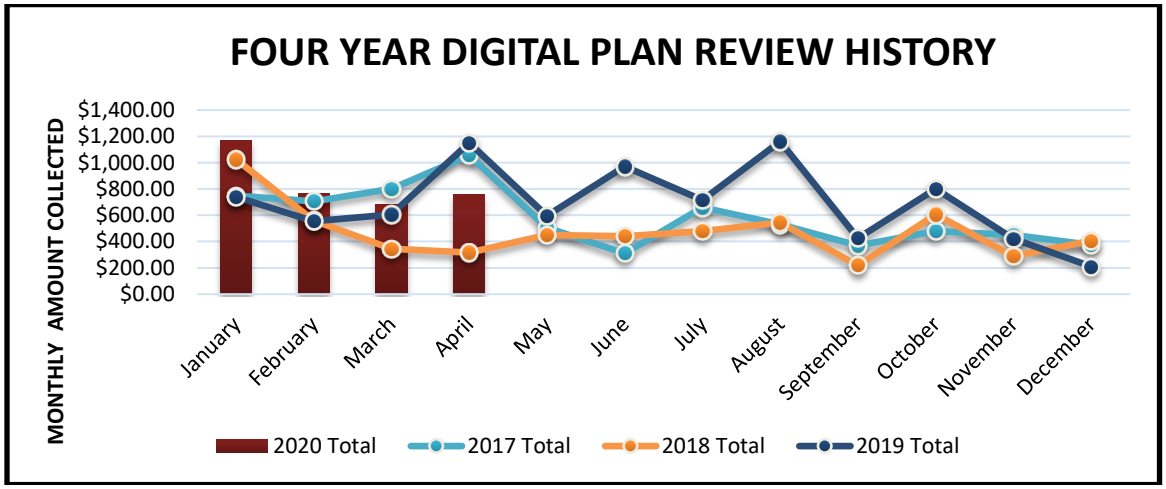
Currently the City issues permits for residential remodels, roofs, irrigation systems and pools for no charge. In April the City issued ten free permits for residential improvements. Total savings to residents is $117,100.00. The chart below compares free residential improvement permit data from 2017 to current year.



During April the City issued 97 residential and commercial permits compared to 89 in 2019. The chart below compares all residential and commercial permits issued from 2017 to current year.



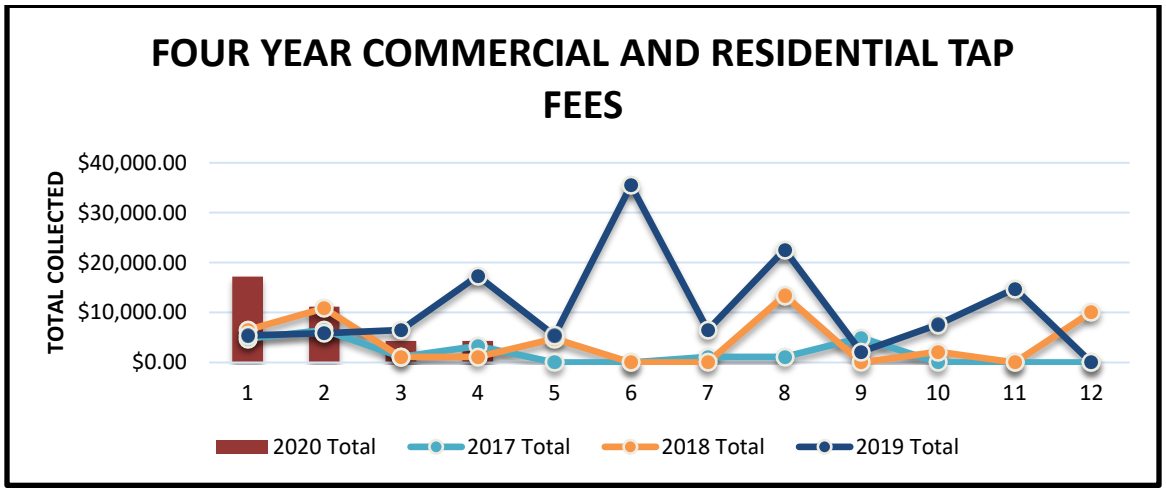
In 2014 the City implemented a digital plan review process to provide better service for the contractors and to accept plans digitally, charging a nominal fee depending on the number of pages submitted for review. During April the City collected $760.00 for digital plan review fees. The revenue collected since implementation in 2014 is $41,149.99. The chart below outlines the fees collected for the digital plan review from 2017 to current year.



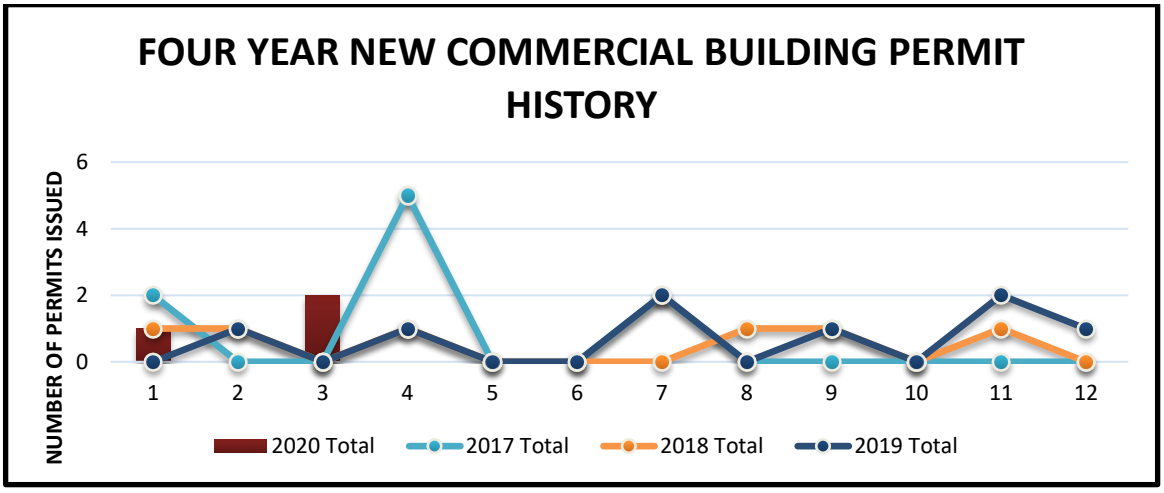
The digital plan review fee is used to purchase equipment and enhance the digital plan review process. In April there was one purchases from the digital plan review account. The digital plan review fee balance is $25,388.12. The chart below outlines the digital plan review revenue and the expenses based 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**
Total Revenue	$7,047.00	$6,095.84	$7,226.15	$5,680.00	$8,215.00	$4,810.00	
Total Expenses	$3,344.25	$5,029.99	$795.00	$475.22	$0.00	$810.99	
Total	**$3,702.75**	**$1,065.85**	**$6,431.15**	**$5,204.78**	**$8,215.00**	**$3,999.01**	**$25,388.12**

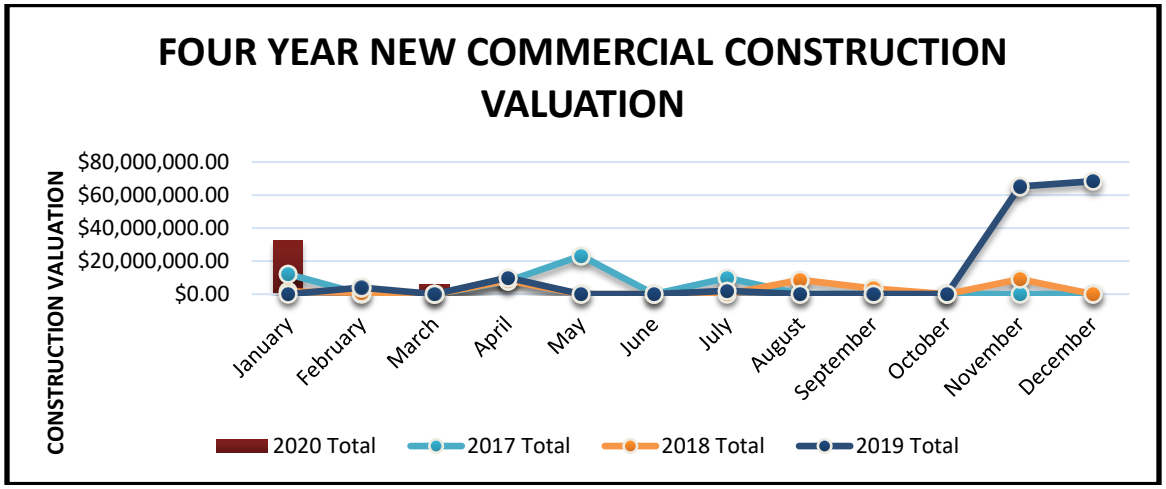
During April the City collected $4,340.00 for commercial and residential tap fees. The chart below compares commercial and residential tap fees collected from 2017 to current.



During April the City issued zero new commercial permit comparable to one 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 April is $0.00. 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
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

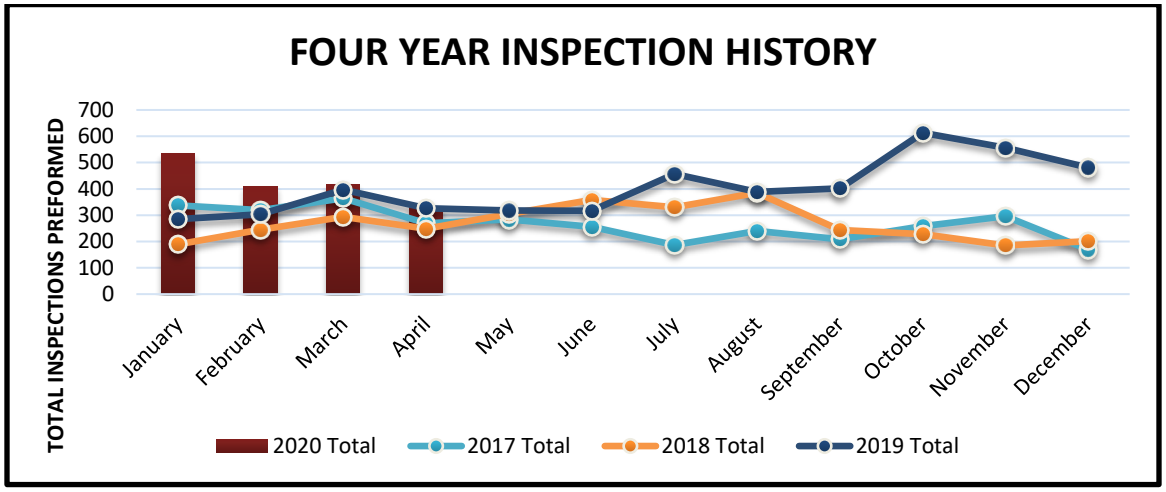
The table below provides a snapshot of commercial remodels/buildouts and the date the permit was issued.

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
19103 IH 45N	Home Depot Tool Rental	November 12, 2019
19075 IH 45, Suite 108	Five Below	January 8, 2020
8821 Metropark Drive, Suite 1500	Aesthetics Smiles Dentistry	February 24, 2020
121 Vision Park Blvd, Suite 200	Hope for Healing	February 24, 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 Shopp	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
910 Medical Plaza Drive	Memorial Hermann Parking Garage Expansion	April 16, 2020
9180 Pinecroft Drive, Suite 405	Memorial Hermann Cardio Expansion	April 24, 2020

During April the Building Official had zero scheduled development meeting.

Development Meetings	
Meeting Date	**Topic for Discussion**

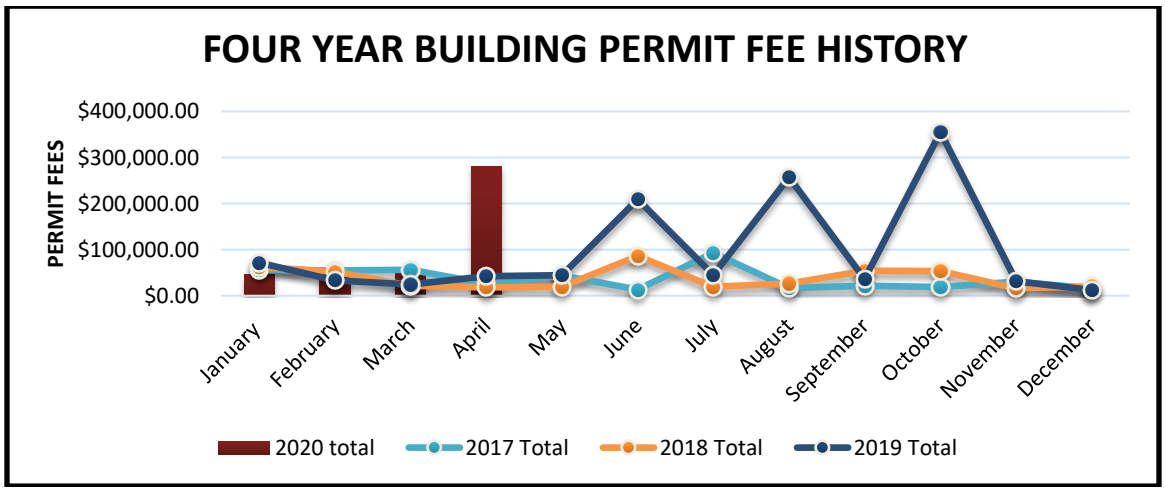
During April the City performed 331 inspections. A YTD increase by 29% compared to 2019. The chart below compares the total number of inspections performed from 2017 to current year.



Inspections performed include:

- Building Department – 299
- Fire Inspector – 32
- Third Party Inspector – 0

During April the City collected $281,379.90 for building permit fees. Permit fees have increase by 154% YTD compared to 2019. The chart below compares building permit fees collected from 2017 to current year.



There were ten Certificates of Occupancy/completion issued in April including the following:

Owner	Address	Project	Date Issued
**GRACEPOINT HOMES (MODEL HOME)	227 BONNIE RIDGE DR.	20181489	04.03.2020
**MENS WAREHOUSE	19075 I-45 BLDG 900 SUITE 910	20201046	04.26.2020
**THE BODY SPECIALIST	118 SHENANDOAH DR. SUITE E	20201054	04.03.2020
METROPARK SQUARE LDT (SHELL)	8920 METROPARK DR. BLD K	20190290	04.08.2020
METROPARK SQUARE LDT (SHELL)	8980 METROPARK DR. BLD L	20190291	04.08.2020
CC ENCOMPASS HEALTH	117 VISION PARK BLVD	20190623	04.14.2020
MEMORIAL HERMANN	9180 PINECROFT DR. SUITE 260	20201055	04.14.2020
**HOME DEPOT	19103 I-45	20190443	04.20.2020
MEMORIAL HERMANN	9180 PINECROFT DR. SUITE 250	20201056	04.20.2020
GRACE LILY LP	183 BONNIE RIDGE CIRCLE	20190524	04.28.2020

** Indicate a Temporary Certificate of Occupancy was issued

During April 12 sign permits were issued.

- 8851 Metropark Drive, Suite 100 – Wall Sign (X2)
- 8821 Metropark Drive – Panel Sign
- 1625 Research Forest Drive – Monument Sign
- 9250 Pinecroft Drive – Temporary Sign (X8)

PLANNING/DEVELOPMENT ACTIVITY

During the month of April 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 April one application 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 Beer and Wine Retailers 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		

C PA C T

In April code enforcement issued zero 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
APR	1,839	513,474.06		3,787	953,600.78		5626	8	$ 1,467,074.84	2,236.20

In April the Court closed eight outstanding cases reducing the value of outstanding cases by $2,236.20. A breakdown of the dispositions of the outstanding closed cases is shown below.

- Cases Paid In Full – 8 ($2,236.20)

C. EP TED ACT T

Development Activity													
	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Plans Processed	53	62	64	63	85	81	68	57	25	67	58	55	36
Additional Municipal Court Activity													
Warrants Issued	0	1	0	0	0	0	0	0	0	0	0	0	0
Court Cases Set	4	1	2	1	0	0	0	0	2	0	1	0	3
General Activity													
Payments Processed	637	513	512	536	532	390	560	474	486	503	547	499	427

SUBMITTED BY: Jackie Thompson

COUNCIL MONTHLY REPORT

DEPARTMENT: CVB

MONTH: APRIL 2020

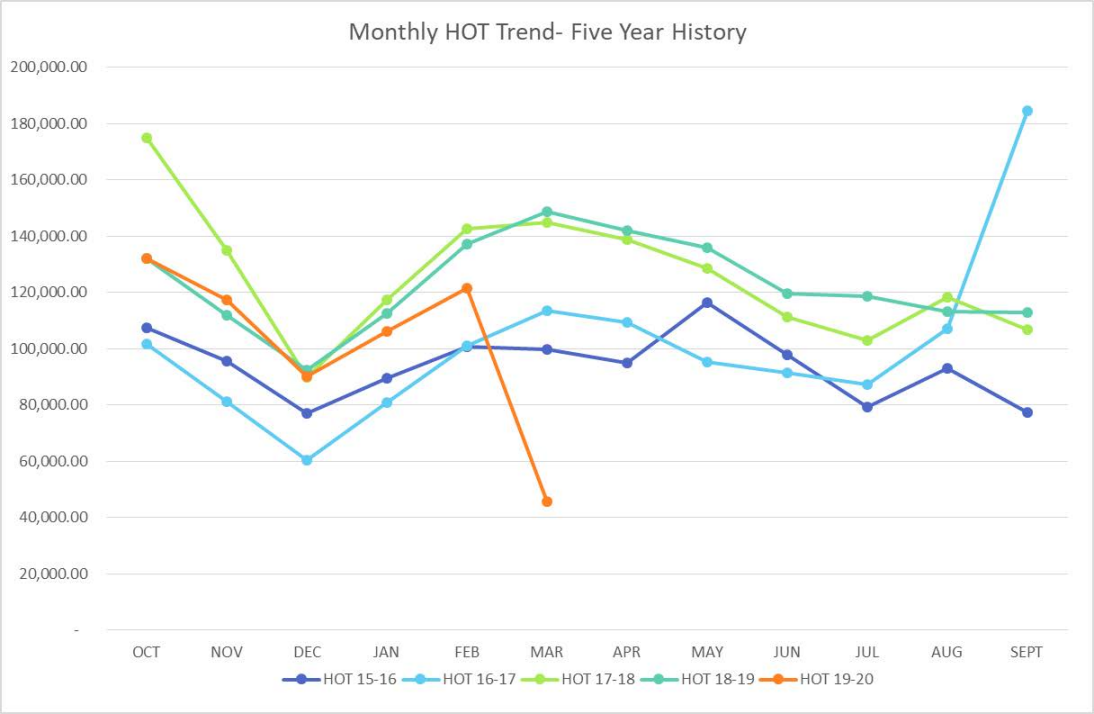
VISITOR CENTER

Due to COVID-19 precautions, the CVB has been closed to the public during the month of April. Staff has used this time to prepare for the move to City Hall, work on redesign of new website and to begin planning efforts relating to COVID-19 recovery efforts.

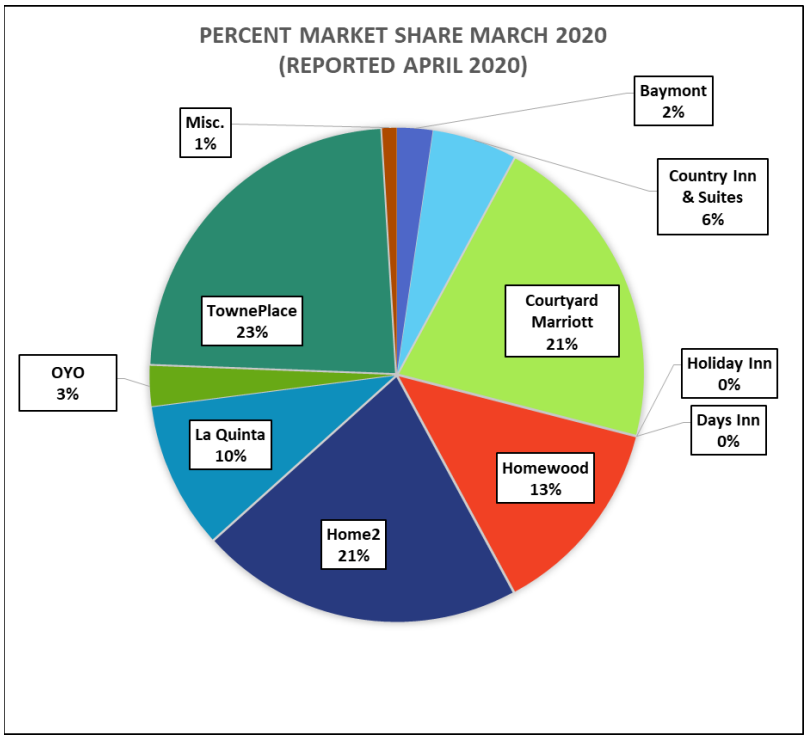
HOTEL OCCUPANCY TAX

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 April is for hotel stays in March.

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	121,375.69
MAR	99,833.41	113,472.00	144,851.34	148,563.47	45,762.76
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**	**612,717.83**



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



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

Monthly Hotel Occupancy Tax Receipt Comparison by Property FY 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	$8,449.33	$1,270.46	$18,349.38	$147.03	**$121,375.69**
MAR	$1,068.33	$2,538.62	$9,668.49	$0.00	$0.00	$6,002.11	$9,706.61	$4,399.94	$1,210.44	$10,728.90	$439.32	**$45,762.76**
APR												**$0.00**
MAY												**$0.00**
JUN												**$0.00**
JUL												**$0.00**
AUG												**$0.00**
SEP												**$0.00**
Tot.	**$3,485.25**	**$12,761.91**	**$124,147.89**	**$25,728.45**	**$124,410.05**	**$67,145.16**	**$107,148.79**	**$40,512.12**	**$8,608.08**	**$95,543.88**	**$3,226.25**	**$612,717.83**

The following chart shows occupancy tax data by property for both March 2019 and March 2020, reported April 2019 and April 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
Mar-19	2,641.45	2,184.50	26,699.19	8,679.91	30,826.89	17,060.57	24,458.60	12,090.47	2,002.54	21,806.33	87.50	**148,537.95**
Mar-20	1,068.33	2,538.62	9,668.49	-	-	6,002.11	9,706.61	4,399.94	1,210.44	10,728.90	439.32	**45,762.76**

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	$117.92						
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	$ 88.27						
HOME 2 SUITES	$125.08	$122.73	$115.17	$122.20	$125.18	$110.69						
LA QUINTA												
OYO		$ 34.00										
TOWNEPLACE	$107.20	$103.35	$ 92.67	$ 98.36	$108.59	$ 95.19						

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%	36%						
DAYS INN	59%	51%	45%	46%	55%							
HOLIDAY INN	75%	72%	54%	62%	66%							
HOMEWOOD	52%	60%	36%	95%	44%	23%						
HOME 2 SUITES	79%	74%	53%	67%	75%	38%						
LA QUINTA												
OYO		63%										
TOWNEPLACE	90%	86%	59%	67%	86%	49%						

EXPEDIA ADVERTISING

Below is a recap of March 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

March 1, 2020 - March 31, 2020, Hotel path Customize

Ad delivery

Spend (USD)	Clicks	Avg CPC (USD)	Impressions	Avg rank	CTR
1,902.53	1,527	1.25	63,177	2.9	2.42%

Attribution

Revenue clicked (USD)	Room nights clicked	ROAS clicked	Revenue exposed (USD)	Room nights exposed	ROAS exposed
10,560.74	148	6:1	18,762.38	264	10:1

~~The graphic below depicts the relationship between the clicked room nights booked through Expedia~~

~~Travel Ads and the return on ad spend on Travel Ads.~~

Shenandoah CVB
Account with 11 properties

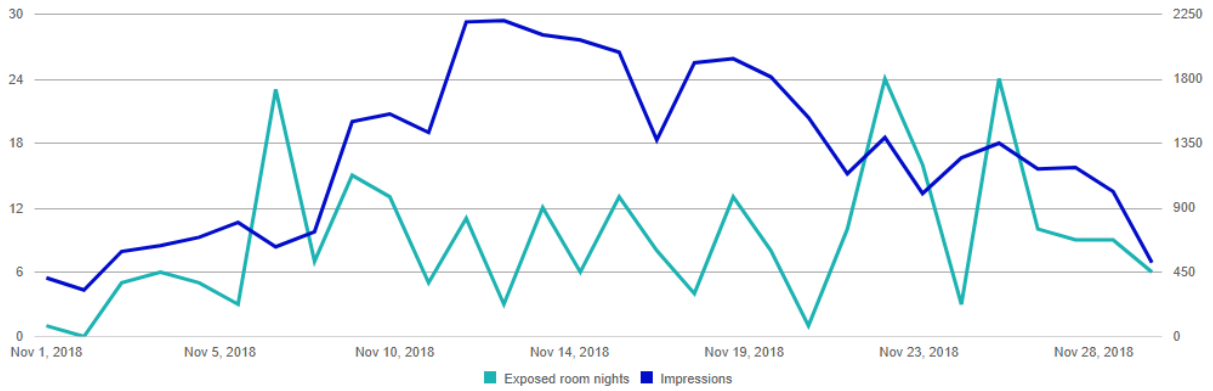
November 1, 2018 - November 30, 2018, Hotel Path Customize

Ad delivery

Spend (USD)	Clicks	Avg CPC (USD)	Impressions	Avg Rank	CTR
869.71	1,038	0.84	38,412	3.0	2.70%

Attribution

Revenue Clicked (USD)	Room Nights Clicked	ROAS Clicked	Room Nights Exposed	ROAS Exposed
15,747.18	152	18:1	273	32:1



ITEMS OF ADDITIONAL NOTE

- Continued to work on content and blog posts to support our restaurants, hotels and shops via our website and social media channels as pandemic continued.
- Participated in/attended several industry webinars relating to COVID-19 pandemic, including TACVB, THLA and DI.
- Finalized efforts to close Visitor center and relocate our CVB offices over to City Hall first week on Wednesday, May 6, 2020.
- Continued to work on website redesign efforts in to launch new website in advance of COVID-19 recovery efforts – website officially went live on May 19th, and website launched with updated Shenandoah Visitors Map and new ***Small Meetings and Special Events Planner***
- Continued to hold calls and plan for hyperlocal ad campaign to support local businesses once Governor authorizes re-opening and adequate numbers of businesses re-open and public begins to feel safe enough to get out.

SUBMITTED BY:

John R. Mayner, III