



NOTICE OF REGULAR MEETING  
August 12, 2020  
SHENANDOAH CITY COUNCIL

STATE OF TEXAS  
COUNTY OF MONTGOMERY  
CITY OF SHENANDOAH

AGENDA

NOTICE IS HEREBY GIVEN that a Meeting of the Shenandoah City Council will be held on Wednesday, August 12, 2020 at 7:00 p.m. at the City of Shenandoah Municipal Complex, 29955 IH-45 North, Shenandoah, Texas for the purpose of considering the following:

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

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

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

6. COUNCIL 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. Introduction of new employee.
8. Promotion of Officer Justin Atherton to Sergeant.
9. Discussion and possible action regarding a water/sewer rate study.
10. Discussion regarding a utility billing update and bill credit procedure.
11. Discussion and possible action to adopt the following Resolution:

RESOLUTION APPROVING THE MONTGOMERY COUNTY EMERGENCY COMMUNICATION DISTRICT BUDGET FOR FISCAL YEAR 2021.

12. Discussion and possible action regarding the appeal of an administrative or interpretation decision – Lot 161, Block 14, Shenandoah Valley Section 3, 702 Rosewood Drive.
13. Discussion and possible action regarding the 2020 Tax Rate.
14. Discussion and possible action regarding 2020 third quarter budget amendments.
15. 2020-2021 Budget Discussion – workshop follow-up.
16. Discussion and Possible action regarding the 2019-2020 general fund surplus.
17. Discussion and possible action to adopt the following Resolution:  

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHENANDOAH, TEXAS APPOINTING A RECORDS MANAGEMENT OFFICER FOR THE CITY OF SHENANDOAH, TEXAS.
18. Discussion and possible action regarding the trash and recycling rate increase.
19. Discussion and possible action to approve the minutes of the June 10, 2020 and the June 24, 2020 regular meetings.

20. CITIZENS FORUM

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

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

21. City Administrator updates.

22. 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.***

## 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 7 day of August 2020 at: 4:30 o'clock p.m.



Courtney Clary, City Secretary





# Shenandoah City Council

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## AGENDA REPORT

AGENDA DATE:	<u>August 12, 2020</u>	ITEM NUMBER:	<u>9</u>
DEPARTMENT:	<u>Public Works</u>	PREPARED BY:	<u>Joseph Peart</u>
PRICING:	<u>See below</u>	EXHIBITS:	<u>Final rate study</u>

**SUBJECT/PROCEEDING:**

Proposed increase to water/wastewater utility rates.

**RECOMMENDED ACTION:**

Staff recommends approval of the proposed rate increase by ordinance and loan from the Texas Water Development Board.

**BACKGROUND/DISCUSSION:**

City staff and Bleyl Engineering have completed a utility rate study to determine what changes need to be made for revenues to match expenses. With guidance from the city auditors and financial advisor, a completed report is presented for review by council and all of the city's utility customers.

A rate increase is proposed to cover rising operation and maintenance costs and the costs for capital improvement projects for the next five years. The rate increase considers a \$6M low interest loan from the Texas Water Development Board to fund the largest project for improvements at the wastewater treatment plant. The water/sewer fund must show an ability to pay the loan through sufficient revenue.

The average residential customer will pay an additional \$4.00 per month. The rate structure remains tiered so that high water users pay an increasingly higher amount. Such tiered systems are common in order to promote conservation efforts. The proposed rate structure is shown below:

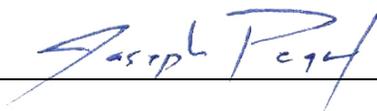
Residential Utility Rates	Existing	Proposed	
First 3,000 gallons	\$ 9.00	\$ 9.50	
3,000 to 5,000 gallons	\$ 2.00	\$ 2.50	(per 1,000 gallons)
5,000 to 10,000 gallons	\$ 2.25	\$ 2.75	(per 1,000 gallons)
10,000 to 15,000 gallons	\$ 2.75	\$ 3.00	(per 1,000 gallons)
15,000 to 20,000 gallons	\$ 3.25	\$ 3.50	(per 1,000 gallons)
20,000 to 30,000 gallons	\$ 3.50	\$ 4.00	(per 1,000 gallons)
30,000 to 75,000 gallons	\$ 4.25	\$ 5.00	(per 1,000 gallons)
Greater Than 75,000 gallons	\$ 4.50	\$ 6.00	(per 1,000 gallons)

Existing Commercial Utility Rates	0.75-Inch	1-Inch	1.5-Inch	2-Inch	3-Inch	4-Inch	6-Inch	
First 1,000 gallons	\$ 30.00	\$ 50.00	\$ 70.00	\$ 90.00	\$ 110.00	\$ 120.00	\$ 175.00	
1,000 to 5,000 gallons	2.00	2.00	2.00	2.00	2.00	2.00	2.00	(per 1,000 gallons)
5,000 to 10,000 gallons	2.25	2.25	2.25	2.25	2.25	2.25	2.25	(per 1,000 gallons)
10,000 to 15,000 gallons	2.75	2.75	2.75	2.75	2.75	2.75	2.75	(per 1,000 gallons)
15,000 to 20,000 gallons	3.25	3.25	3.25	3.25	3.25	3.25	3.25	(per 1,000 gallons)
20,000 to 30,000 gallons	3.50	3.50	3.50	3.50	3.50	3.50	3.50	(per 1,000 gallons)
30,000 to 75,000 gallons	4.25	4.25	4.25	4.25	4.25	4.25	4.25	(per 1,000 gallons)
Greater Than 75,000 gallons	4.50	4.50	4.50	4.50	4.50	4.50	4.50	(per 1,000 gallons)

Proposed Commercial Utility Rates	0.75-Inch	1-Inch	1.5-Inch	2-Inch	3-Inch	4-Inch	6-Inch	
First 1,000 gallons	\$ 30.00	\$ 50.00	\$ 70.00	\$ 90.00	\$ 110.00	\$ 120.00	\$ 175.00	
1,000 to 5,000 gallons	2.50	2.50	2.50	2.50	2.50	2.50	2.50	(per 1,000 gallons)
5,000 to 10,000 gallons	2.75	2.75	2.75	2.75	2.75	2.75	2.75	(per 1,000 gallons)
10,000 to 15,000 gallons	3.00	3.00	3.00	3.00	3.00	3.00	3.00	(per 1,000 gallons)
15,000 to 20,000 gallons	3.50	3.50	3.50	3.50	3.50	3.50	3.50	(per 1,000 gallons)
20,000 to 30,000 gallons	4.00	4.00	4.00	4.00	4.00	4.00	4.00	(per 1,000 gallons)
30,000 to 75,000 gallons	5.00	5.00	5.00	5.00	5.00	5.00	5.00	(per 1,000 gallons)
Greater Than 75,000 gallons	6.00	6.00	6.00	6.00	6.00	6.00	6.00	(per 1,000 gallons)

**APPROVALS:**

DEPARTMENT HEAD



DATE: August 6, 2020

CITY ADMINISTRATOR



DATE: August 7, 2020



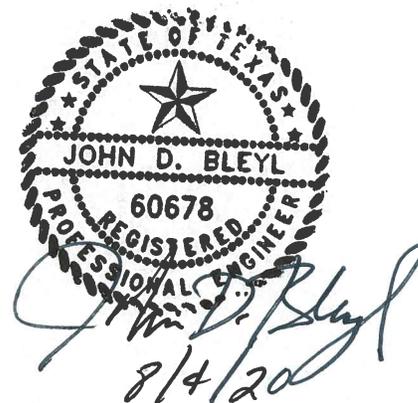
## Shenandoah Utility Rate Study



August 2020

Bleyl Project No. 12534

Prepared By:



**BLEYL ENGINEERING**

PLANNING • DESIGN • MANAGEMENT

100 NUGENT STREET | CONROE, TEXAS 77301  
(936) 441-7833 | FIRM NO. 678  
WWW.BLEYLENGINEERING.COM

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## Attachments

- Attachment A Typical Residential Billing at 3,000/7,000 Gallons (Comparison)
- Attachment B Typical Commercial Restaurant Bill (Comparison)
- Attachment C Typical Commercial Hotel Bill (Comparison)
- Attachment D Shenandoah Audit Information

## I. Introduction

The City of Shenandoah authorized Bleyl Engineering to review the existing utility rates in relation to projected expenses over the next 5 years. The City provided billing and expense data for water and sewer usage from October 2018 to September 2019. The billing data was organized to compute monthly usage for each meter size to calculate rates for the projected City expenditures. While rates stay constant over a period of time, water usage and revenue have variability based on season, water conservation, and weather. Therefore, the proposed rates included are based on what is considered fair and equitable for the estimated City expenditures with projected growth. Proposed rates were calculated with no outside revenue sources considered; however, a Texas Water Development Board (TWDB) low interest loan (to fund a portion of the CIP costs) is included as a second option for consideration.

## II. City Operations and Maintenance

The City provided annual operations and maintenance (O&M) expenses for the same period as the utility billing. The table below shows the annual expenses from the City with a monthly average.

<b>Annual O&amp;M Expenses</b>	
Personnel Cost	\$ 757,700.00
Supplies/Equipment Cost	\$ 110,900.00
Existing Bond/Loan Payments	\$ 282,000.00
Contract Services	\$ 264,800.00
Maintenance	\$ 207,000.00
Lift Station Gas Service	\$ 1,500.00
Electricity Use	\$ 177,000.00
Utility Billing	\$ 33,200.00
<b>O&amp;M Total:</b>	<b>\$ 1,834,100.00</b>
<b>O&amp;M Monthly Average:</b>	<b>\$ 152,841.67</b>

Depreciation (the costs of capital replacement in the future) is accounted for in the City's balance sheets (see attachment D for fiscal year ending September 30, 2019). The 2019 depreciation expense of \$597,225 was not included in this study since Capital Improvement Plan (CIP) project costs are considered in this study.

## III. Capital Improvement Plan Projects (No TWDB Loan)

The City provided CIP projects for the next 5 years. These proposed expenses are water and sewer projects only.

CIP Expenses	
Year	Total
2021	\$ 1,500,000
2022	\$ 3,400,000
2023	\$ 2,600,000
2024	\$ 1,000,000
2025	\$ 500,000
<b>Total:</b>	<b>\$ 9,000,000</b>
<b>Monthly Average:</b>	<b>\$ 150,000.00</b>

The projected combined average monthly expenses for O&M and CIP over the next 5 years were calculated to be approximately **\$302,841.67**.

#### IV. Existing and Proposed Billing Rates (No TWDB Loan)

The existing and proposed utility billing rates for residential and commercial accounts are provided below. The proposed water and sewer rates were calculated to gather all projected O&M and CIP expenses without MDD contributions or other revenue sources in order for the utility funds to be sustained. Existing consumption charges are the same for water and sewer for all users except for the residential sewer rate which is \$2 per 1,000 gallons, with a 10,000-gallon maximum. The proposed residential sewer rate will be the billing rate for the 3,000 to 5,000-gallon usage range with a maximum at 10,000 gallons. There is no maximum sewer usage rate for commercial accounts.

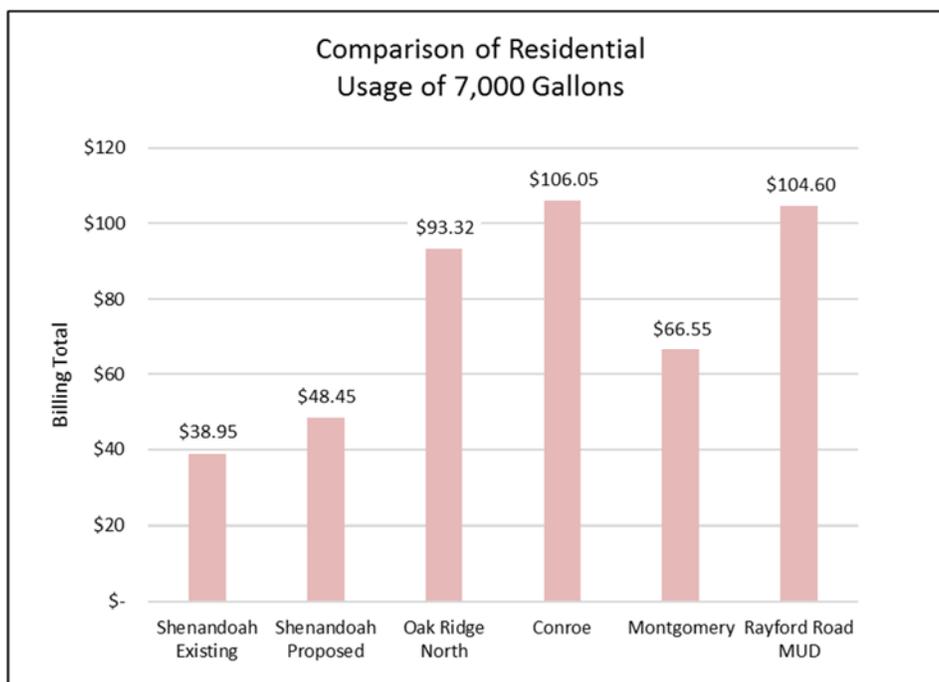
Residential Utility Rates	Existing	Proposed
First 3,000 gallons	\$ 9.00	\$ 9.50
3,000 to 5,000 gallons	\$ 2.00	\$ 3.00 (per 1,000 gallons)
5,000 to 10,000 gallons	\$ 2.25	\$ 3.50 (per 1,000 gallons)
10,000 to 15,000 gallons	\$ 2.75	\$ 4.50 (per 1,000 gallons)
15,000 to 20,000 gallons	\$ 3.25	\$ 5.50 (per 1,000 gallons)
20,000 to 30,000 gallons	\$ 3.50	\$ 6.50 (per 1,000 gallons)
30,000 to 75,000 gallons	\$ 4.25	\$ 7.50 (per 1,000 gallons)
Greater Than 75,000 gallons	\$ 4.50	\$ 8.25 (per 1,000 gallons)

Existing Commercial Utility Rates	0.75-Inch	1-Inch	1.5-Inch	2-Inch	3-Inch	4-Inch	6-Inch
First 1,000 gallons	\$ 30.00	\$ 50.00	\$ 70.00	\$ 90.00	\$ 110.00	\$ 120.00	\$ 175.00
1,000 to 5,000 gallons	2.00	2.00	2.00	2.00	2.00	2.00	2.00 (per 1,000 gallons)
5,000 to 10,000 gallons	2.25	2.25	2.25	2.25	2.25	2.25	2.25 (per 1,000 gallons)
10,000 to 15,000 gallons	2.75	2.75	2.75	2.75	2.75	2.75	2.75 (per 1,000 gallons)
15,000 to 20,000 gallons	3.25	3.25	3.25	3.25	3.25	3.25	3.25 (per 1,000 gallons)
20,000 to 30,000 gallons	3.50	3.50	3.50	3.50	3.50	3.50	3.50 (per 1,000 gallons)
30,000 to 75,000 gallons	4.25	4.25	4.25	4.25	4.25	4.25	4.25 (per 1,000 gallons)
Greater Than 75,000 gallons	4.50	4.50	4.50	4.50	4.50	4.50	4.50 (per 1,000 gallons)

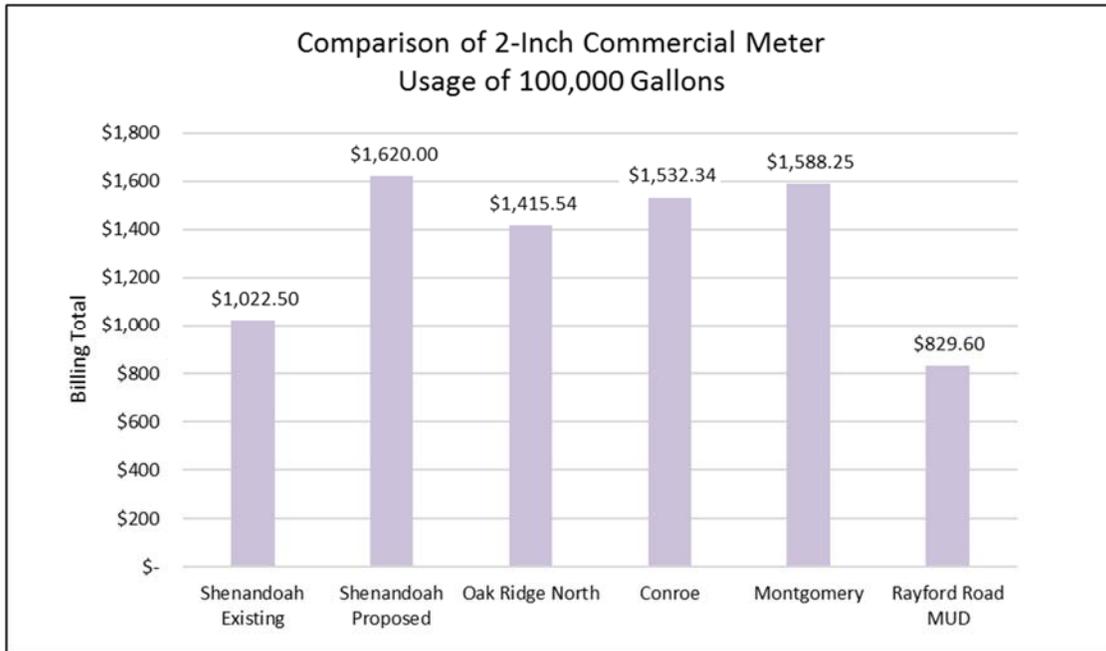
Proposed Commercial Utility Rates	0.75-Inch	1-Inch	1.5-Inch	2-Inch	3-Inch	4-Inch	6-Inch	
First 1,000 gallons	\$ 30.00	\$ 50.00	\$ 70.00	\$ 90.00	\$ 110.00	\$ 120.00	\$ 175.00	
1,000 to 5,000 gallons	3.00	3.00	3.00	3.00	3.00	3.00	3.00	(per 1,000 gallons)
5,000 to 10,000 gallons	3.50	3.50	3.50	3.50	3.50	3.50	3.50	(per 1,000 gallons)
10,000 to 15,000 gallons	4.50	4.50	4.50	4.50	4.50	4.50	4.50	(per 1,000 gallons)
15,000 to 20,000 gallons	5.50	5.50	5.50	5.50	5.50	5.50	5.50	(per 1,000 gallons)
20,000 to 30,000 gallons	6.50	6.50	6.50	6.50	6.50	6.50	6.50	(per 1,000 gallons)
30,000 to 75,000 gallons	7.50	7.50	7.50	7.50	7.50	7.50	7.50	(per 1,000 gallons)
Greater Than 75,000 gallons	8.25	8.25	8.25	8.25	8.25	8.25	8.25	(per 1,000 gallons)

## V. Neighboring Municipalities Billing Comparison

The following figures show a comparison of neighboring and similar sized cities that includes the total water and sewer bill for both residential (3/4-inch meter) and commercial (2-inch meter). The average monthly residential consumption in the 2020 Texas Municipal League survey of 574 cities in Texas is 5,586 gallons.

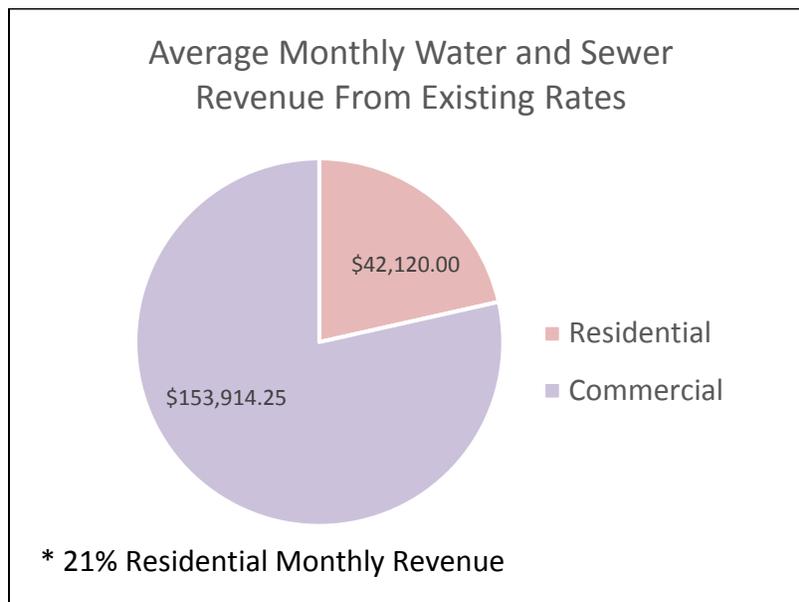


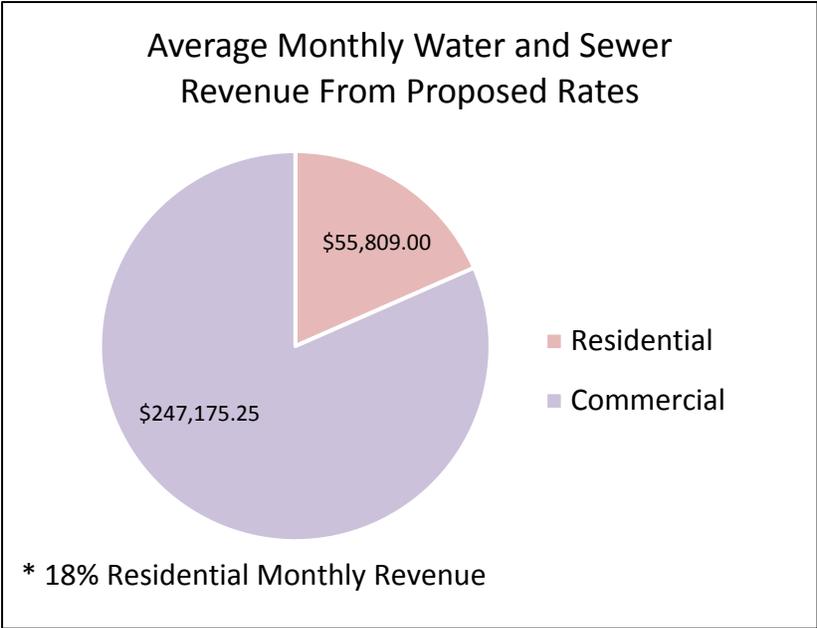
\*Associated Lone Star GCD and GRP fees totaling \$0.635/1000 gallons were included in billing totals for Shenandoah. Appropriate fees were included for each subsequent City.



## VI. Residential and Commercial Revenue Billing Comparison

A comparison of existing and proposed revenue from residential and commercial meters is shown below. Revenue collected from residential meters with existing rates is approximately 21 percent of the monthly revenue. With the proposed rates, the monthly revenue from residents is approximately 18 percent.





**VII. Capital Improvement Plan Projects (With TWDB Loan)**

The City is currently considering a loan for an upcoming CIP project. A loan of 6 million dollars would be used to finance Wastewater Treatment Plant (WWTP) upgrades currently included in the City’s 5-year CIP. The table below shows the City and CIP Expenses with the loan payments. The table below shows the total expenses for the CIP Projects over the next 5 years when utilizing a low interest loan of \$6,000,000 for the WWTP Improvements portion of the plan. The interest rate is estimated to be 1.5 percent and the amortization schedule is 20 years.

<b>CIP Expenses With TWDB Loan</b>	
<b>Year</b>	<b>CIP Expenses</b>
<b>2021</b>	\$ 900,000
<b>2022</b>	\$ 1,200,000
<b>2023</b>	\$ 300,000
<b>2024</b>	\$ 1,300,000
<b>2025</b>	\$ 800,000
<b>Total:</b>	<b>\$ 4,500,000</b>
<b>Monthly Average:</b>	<b>\$ 75,000.00</b>

The projected combined average monthly expenses for the City O&M and CIP with the loan payments over the next 5 years were calculated to be approximately **\$227,841.67**.

## VIII. Existing and Proposed Billing Rates (With TWDB Loan)

The existing and proposed utility billing rates for residential and commercial accounts with the proposed loan are provided.

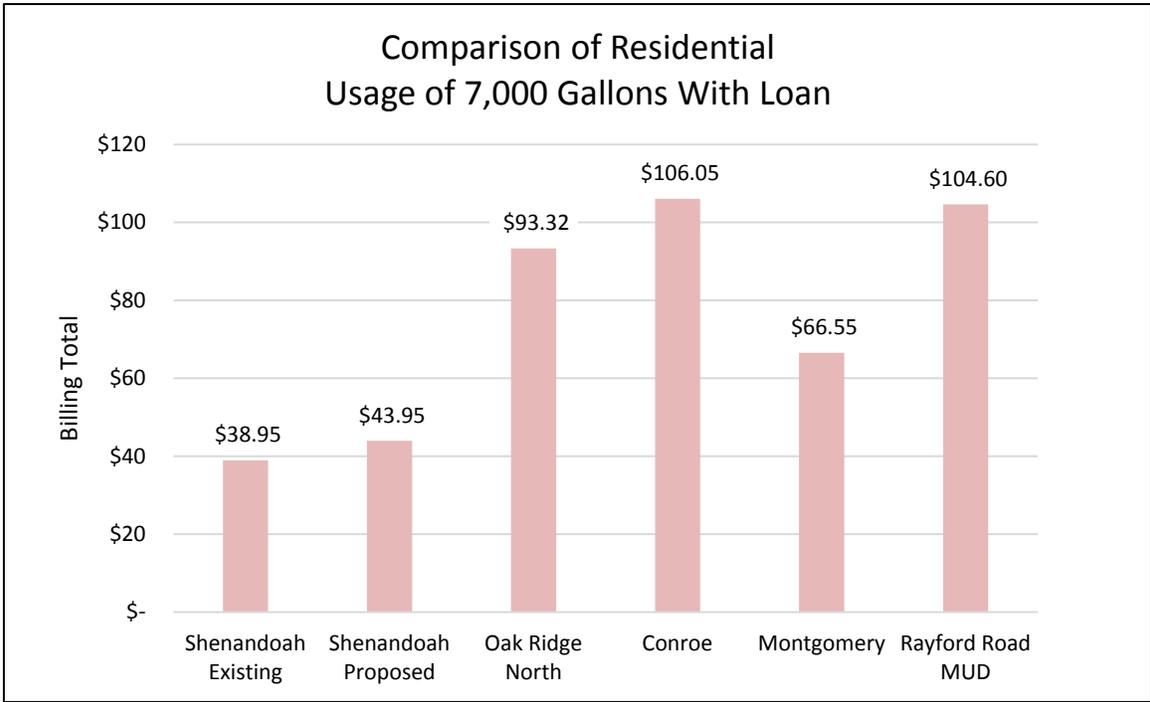
Residential Utility Rates	Existing	Proposed	
First 3,000 gallons	\$ 9.00	\$ 9.50	
3,000 to 5,000 gallons	\$ 2.00	\$ 2.50	(per 1,000 gallons)
5,000 to 10,000 gallons	\$ 2.25	\$ 2.75	(per 1,000 gallons)
10,000 to 15,000 gallons	\$ 2.75	\$ 3.00	(per 1,000 gallons)
15,000 to 20,000 gallons	\$ 3.25	\$ 3.50	(per 1,000 gallons)
20,000 to 30,000 gallons	\$ 3.50	\$ 4.00	(per 1,000 gallons)
30,000 to 75,000 gallons	\$ 4.25	\$ 5.00	(per 1,000 gallons)
Greater Than 75,000 gallons	\$ 4.50	\$ 6.00	(per 1,000 gallons)

Existing Commercial Utility Rates	0.75-Inch	1-Inch	1.5-Inch	2-Inch	3-Inch	4-Inch	6-Inch	
First 1,000 gallons	\$ 30.00	\$ 50.00	\$ 70.00	\$ 90.00	\$ 110.00	\$ 120.00	\$ 175.00	
1,000 to 5,000 gallons	2.00	2.00	2.00	2.00	2.00	2.00	2.00	(per 1,000 gallons)
5,000 to 10,000 gallons	2.25	2.25	2.25	2.25	2.25	2.25	2.25	(per 1,000 gallons)
10,000 to 15,000 gallons	2.75	2.75	2.75	2.75	2.75	2.75	2.75	(per 1,000 gallons)
15,000 to 20,000 gallons	3.25	3.25	3.25	3.25	3.25	3.25	3.25	(per 1,000 gallons)
20,000 to 30,000 gallons	3.50	3.50	3.50	3.50	3.50	3.50	3.50	(per 1,000 gallons)
30,000 to 75,000 gallons	4.25	4.25	4.25	4.25	4.25	4.25	4.25	(per 1,000 gallons)
Greater Than 75,000 gallons	4.50	4.50	4.50	4.50	4.50	4.50	4.50	(per 1,000 gallons)

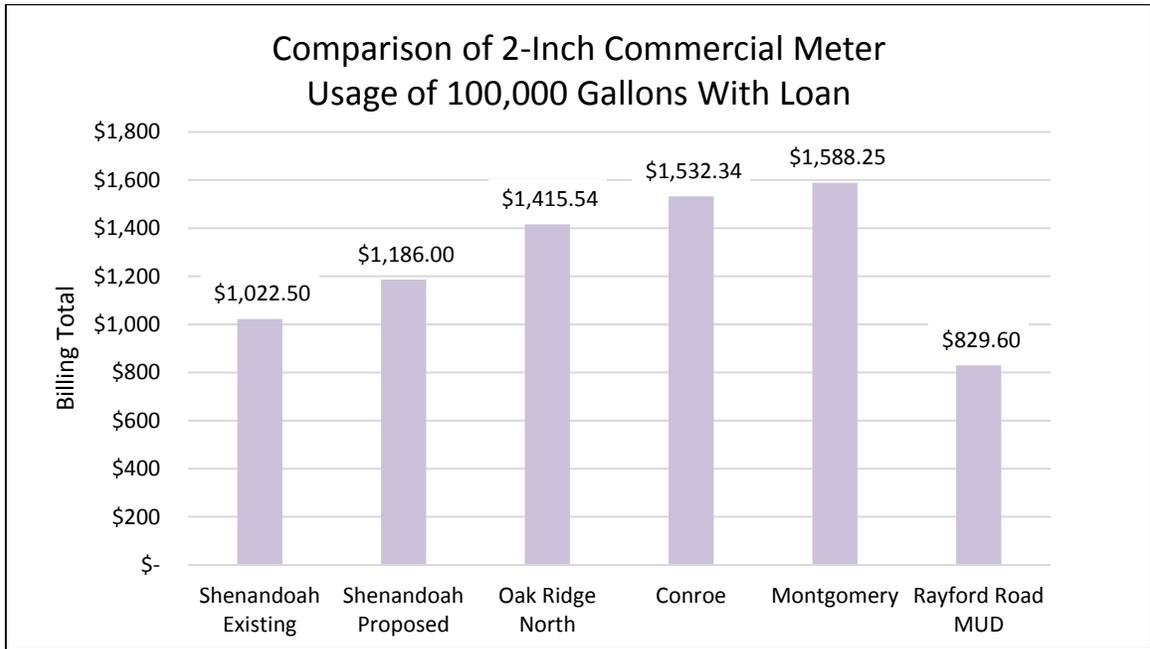
Proposed Commercial Utility Rates	0.75-Inch	1-Inch	1.5-Inch	2-Inch	3-Inch	4-Inch	6-Inch	
First 1,000 gallons	\$ 30.00	\$ 50.00	\$ 70.00	\$ 90.00	\$ 110.00	\$ 120.00	\$ 175.00	
1,000 to 5,000 gallons	2.50	2.50	2.50	2.50	2.50	2.50	2.50	(per 1,000 gallons)
5,000 to 10,000 gallons	2.75	2.75	2.75	2.75	2.75	2.75	2.75	(per 1,000 gallons)
10,000 to 15,000 gallons	3.00	3.00	3.00	3.00	3.00	3.00	3.00	(per 1,000 gallons)
15,000 to 20,000 gallons	3.50	3.50	3.50	3.50	3.50	3.50	3.50	(per 1,000 gallons)
20,000 to 30,000 gallons	4.00	4.00	4.00	4.00	4.00	4.00	4.00	(per 1,000 gallons)
30,000 to 75,000 gallons	5.00	5.00	5.00	5.00	5.00	5.00	5.00	(per 1,000 gallons)
Greater Than 75,000 gallons	6.00	6.00	6.00	6.00	6.00	6.00	6.00	(per 1,000 gallons)

## IX. Neighboring Municipalities Billing Comparison (With TWDB Loan)

The following figures show a comparison of neighboring and similar sized cities that includes the total water and sewer bill for residential and a 2-inch commercial meter with a 100,000-gallon usage. These comparisons include the utility rates adjusted with the proposed loan.

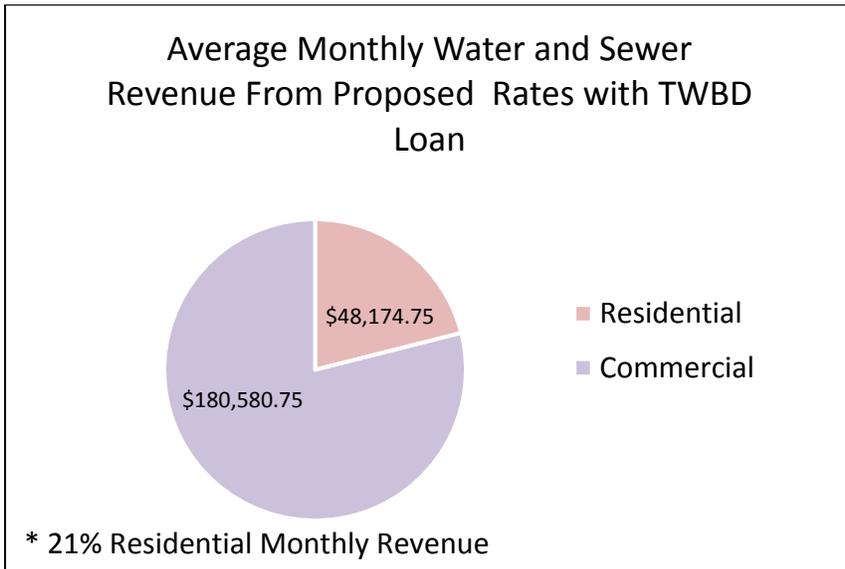
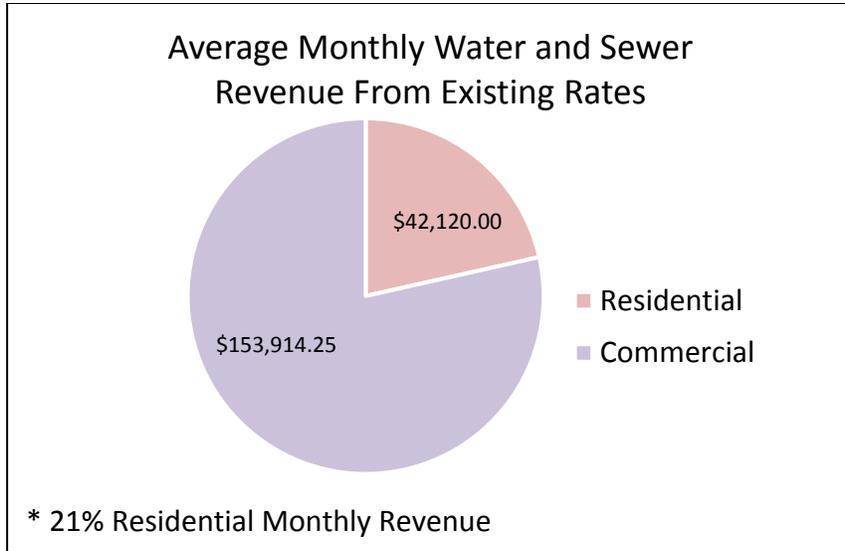


\*Associated Lone Star GCD and GRP fees totaling \$0.635/1000 gallons were included in billing totals for Shenandoah. Appropriate fees were included for each subsequent City.



**X. Residential and Commercial Revenue Billing Comparison (With TWBD Loan)**

A comparison of existing and proposed revenue from residential and commercial meters with the proposed loan is shown below. Revenue collected from residential meters with existing rates is approximately 21 percent of the monthly revenue. With the proposed rates, the monthly revenue percentage from residents is approximately the same.



## **XI. Recommendations**

The purpose of this study, as directed by City staff, was to analyze necessary water and sewer rates (residential and commercial) that are necessary to fully fund the water and sewer enterprise fund.

Option 1 – Proposed rates to fully fund O&M costs and CIP water and sewer projects.

Option 2 – Proposed rates to fully fund O&M costs and CIP water and sewer projects, with a low interest loan from the TWDB.

**Bleyl recommends the City pursue the second option, which includes the \$6,000,000 loan for the WWTP Improvements. This option requires a lower rate increase for the residential and commercial accounts while funding the City's water and sewer fund for 5 years.**

## **Attachment A**

# City of Shenandoah

## Example Billing - Residential 3,000 Gal/Month Usage

July 13, 2020

### EXISTING RATES:

Residential Water: \$	9.00
Water Fees: \$	1.91
Sewer: \$	9.00
<b>Total: \$</b>	<b>19.91</b>

### PROPOSED RATES WITH TWDB FINANCE:

Residential Water: \$	9.50
Water Fees: \$	1.91
Sewer: \$	9.50
<b>Total: \$</b>	<b>20.91</b>

### PROPOSED RATES WITH NO TWDB FINANCE:

Residential Water: \$	9.50
Water Fees: \$	1.91
Sewer: \$	9.50
<b>Total: \$</b>	<b>20.91</b>

# City of Shenandoah

## Example Billing - Residential 7,000 Gal/Month Usage

July 13, 2020

### EXISTING RATES:

Residential Water: \$	17.50
Water Fees: \$	4.45
Sewer: \$	17.00
<b>Total: \$</b>	<b>38.95</b>

### PROPOSED RATES WITH TWDB FINANCE:

Residential Water: \$	20.00
Water Fees: \$	4.45
Sewer: \$	19.50
<b>Total: \$</b>	<b>43.95</b>

### PROPOSED RATES WITH NO TWDB FINANCE:

Residential Water: \$	22.50
Water Fees: \$	4.45
Sewer: \$	21.50
<b>Total: \$</b>	<b>48.45</b>

## **Attachment B**

# Example Billing - Restaurant (Option 1)

## EXISTING RATES:

Low Consumption - March 2019			
Commercial Water:	188 Units	\$	874.00
Water Fees:		\$	119.38
Irrigation:	29 Units	\$	170.75
Irrigation Fees:		\$	18.42
Sewer:	188 Units	\$	874.00
<b>Total:</b>		\$	<b>2,056.55</b>

Average Consumption - May 2019			
Commercial Water:	214 Units	\$	991.00
Water Fees:		\$	135.89
Irrigation:	44 Units	\$	233.75
Irrigation Fees:		\$	27.94
Sewer:	214 Units	\$	991.00
<b>Total:</b>		\$	<b>2,379.58</b>

High Consumption - September 2019			
Commercial Water:	238 Units	\$	1,099.00
Water Fees:		\$	151.13
Irrigation:	57 Units	\$	289.00
Irrigation Fees:		\$	36.20
Sewer:	238 Units	\$	1,099.00
<b>Total:</b>		\$	<b>2,674.33</b>

## PROPOSED RATES:

Low Consumption			
Commercial Water:	188 Units	\$	1,504.25
Water Fees:		\$	119.38
Irrigation:	29 Units	\$	262.00
Irrigation Fees:		\$	18.42
Sewer:	188 Units	\$	1,504.25
<b>Total:</b>		\$	<b>3,408.30</b>

Average Consumption			
Commercial Water:	214 Units	\$	1,718.75
Water Fees:		\$	135.89
Irrigation:	44 Units	\$	339.50
Irrigation Fees:		\$	27.94
Sewer:	214 Units	\$	1,718.75
<b>Total:</b>		\$	<b>3,940.83</b>

High Consumption			
Commercial Water:	238 Units	\$	1,916.75
Water Fees:		\$	151.13
Irrigation:	57 Units	\$	437.00
Irrigation Fees:		\$	36.20
Sewer:	238 Units	\$	1,916.75
<b>Total:</b>		\$	<b>4,457.83</b>

### Notes:

1) 1 Unit = 1,000 Gallons

2) Water and irrigation fees are \$0.635 per 1,000 gallons for Lonestar Groundwater Conservation District and Groundwater Reduction Plan.

3) Rates are for a 2-Inch commercial and irrigation meter connection.

# Example Billing with Loan - Restaurant (Option 2)

## EXISTING RATES:

Low Consumption - March 2019			
Commercial Water:	188 Units	\$	874.00
Water Fees:		\$	119.38
Irrigation:	29 Units	\$	170.75
Irrigation Fees:		\$	18.42
Sewer:	188 Units	\$	874.00
<b>Total:</b>		<b>\$</b>	<b>2,056.55</b>

Average Consumption - May 2019			
Commercial Water:	214 Units	\$	991.00
Water Fees:		\$	135.89
Irrigation:	44 Units	\$	233.75
Irrigation Fees:		\$	27.94
Sewer:	214 Units	\$	991.00
<b>Total:</b>		<b>\$</b>	<b>2,379.58</b>

High Consumption - September 2019			
Commercial Water:	238 Units	\$	1,099.00
Water Fees:		\$	151.13
Irrigation:	57 Units	\$	289.00
Irrigation Fees:		\$	36.20
Sewer:	238 Units	\$	1,099.00
<b>Total:</b>		<b>\$</b>	<b>2,674.33</b>

## PROPOSED RATES:

Low Consumption			
Commercial Water:	188 Units	\$	1,089.25
Water Fees:		\$	119.38
Irrigation:	29 Units	\$	182.25
Irrigation Fees:		\$	18.42
Sewer:	188 Units	\$	1,089.25
<b>Total:</b>		<b>\$</b>	<b>2,498.55</b>

Average Consumption			
Commercial Water:	214 Units	\$	1,245.25
Water Fees:		\$	135.89
Irrigation:	44 Units	\$	256.25
Irrigation Fees:		\$	27.94
Sewer:	214 Units	\$	1,245.25
<b>Total:</b>		<b>\$</b>	<b>2,910.58</b>

High Consumption			
Commercial Water:	238 Units	\$	1,389.25
Water Fees:		\$	151.13
Irrigation:	57 Units	\$	321.25
Irrigation Fees:		\$	36.20
Sewer:	238 Units	\$	1,389.25
<b>Total:</b>		<b>\$</b>	<b>3,287.08</b>

### Notes:

- 1) 1 Unit = 1,000 Gallons
- 2) Water and irrigation fees are \$0.635 per 1,000 gallons for Lonestar Groundwater Conservation District and Groundwater Reduction Plan.
- 3) Rates are for a 2-inch commercial and irrigation meter connection.

## **Attachment C**

# Example Billing - Hotel (Option 1)

## EXISTING RATES:

Low Consumption - May 2019			
<b>Commercial Water:</b>	78 Units	\$	379.00
<b>Water Fees:</b>		\$	49.53
<b>Irrigation:</b>	0 Units	\$	50.00
<b>Irrigation Fees:</b>		\$	-
<b>Sewer:</b>	78 Units	\$	379.00
<b>Total:</b>		\$	857.53

Average Consumption - September 2019			
<b>Commercial Water:</b>	88 Units	\$	424.00
<b>Water Fees:</b>		\$	55.88
<b>Irrigation:</b>	0 Units	\$	50.00
<b>Irrigation Fees:</b>		\$	-
<b>Sewer:</b>	88 Units	\$	424.00
<b>Total:</b>		\$	953.88

High Consumption - March 2019			
<b>Commercial Water:</b>	128 Units	\$	604.00
<b>Water Fees:</b>		\$	81.28
<b>Irrigation:</b>	0 Units	\$	50.00
<b>Irrigation Fees:</b>		\$	-
<b>Sewer:</b>	128 Units	\$	604.00
<b>Total:</b>		\$	1,339.28

## PROPOSED RATES:

Low Consumption			
<b>Commercial Water:</b>	78 Units	\$	596.75
<b>Water Fees:</b>		\$	49.53
<b>Irrigation:</b>	0 Units	\$	50.00
<b>Irrigation Fees:</b>		\$	-
<b>Sewer:</b>	78 Units	\$	596.75
<b>Total:</b>		\$	1,293.03

Average Consumption			
<b>Commercial Water:</b>	88 Units	\$	679.25
<b>Water Fees:</b>		\$	55.88
<b>Irrigation:</b>	0 Units	\$	50.00
<b>Irrigation Fees:</b>		\$	-
<b>Sewer:</b>	88 Units	\$	679.25
<b>Total:</b>		\$	1,464.38

High Consumption			
<b>Commercial Water:</b>	128 Units	\$	1,009.25
<b>Water Fees:</b>		\$	81.28
<b>Irrigation:</b>	0 Units	\$	50.00
<b>Irrigation Fees:</b>		\$	-
<b>Sewer:</b>	128 Units	\$	1,009.25
<b>Total:</b>		\$	2,149.78

### Notes:

- 1) 1 Unit = 1,000 Gallons
- 2) Water and irrigation fees are \$0.635 per 1,000 gallons for Lonestar Groundwater Conservation District and Groundwater Reduction Plan.
- 3) Rates are for a 2-inch commercial meter connection and 1-inch irrigation meter.

# Example Billing with Loan - Hotel (Option 2)

## EXISTING RATES:

Low Consumption - May 2019			
<b>Commercial Water:</b>	78 Units	\$	379.00
<b>Water Fees:</b>		\$	49.53
<b>Irrigation:</b>	0 Units	\$	50.00
<b>Irrigation Fees:</b>		\$	-
<b>Sewer:</b>	78 Units	\$	379.00
<b>Total:</b>		\$	857.53

Average Consumption - September 2019			
<b>Commercial Water:</b>	88 Units	\$	424.00
<b>Water Fees:</b>		\$	55.88
<b>Irrigation:</b>	0 Units	\$	50.00
<b>Irrigation Fees:</b>		\$	-
<b>Sewer:</b>	88 Units	\$	424.00
<b>Total:</b>		\$	953.88

High Consumption - March 2019			
<b>Commercial Water:</b>	128 Units	\$	604.00
<b>Water Fees:</b>		\$	81.28
<b>Irrigation:</b>	0 Units	\$	50.00
<b>Irrigation Fees:</b>		\$	-
<b>Sewer:</b>	128 Units	\$	604.00
<b>Total:</b>		\$	1,339.28

## PROPOSED RATES:

Low Consumption			
<b>Commercial Water:</b>	78 Units	\$	429.25
<b>Water Fees:</b>		\$	49.53
<b>Irrigation:</b>	0 Units	\$	50.00
<b>Irrigation Fees:</b>		\$	-
<b>Sewer:</b>	78 Units	\$	429.25
<b>Total:</b>		\$	958.03

Average Consumption			
<b>Commercial Water:</b>	88 Units	\$	489.25
<b>Water Fees:</b>		\$	55.88
<b>Irrigation:</b>	0 Units	\$	50.00
<b>Irrigation Fees:</b>		\$	-
<b>Sewer:</b>	88 Units	\$	489.25
<b>Total:</b>		\$	1,084.38

High Consumption			
<b>Commercial Water:</b>	128 Units	\$	729.25
<b>Water Fees:</b>		\$	81.28
<b>Irrigation:</b>	0 Units	\$	50.00
<b>Irrigation Fees:</b>		\$	-
<b>Sewer:</b>	128 Units	\$	729.25
<b>Total:</b>		\$	1,589.78

### Notes:

- 1) 1 Unit = 1,000 Gallons
- 2) Water and irrigation fees are \$0.635 per 1,000 gallons for Lonestar Groundwater Conservation District and Groundwater Reduction Plan.
- 3) Rates are for a 2-inch commercial meter connection and 1-inch Irrigation meter.

## **Attachment D**

# City of Shenandoah, Texas

## STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION PROPRIETARY FUND

For the Year Ended September 30, 2019

	Water & Sewer
<b><u>Operating Revenues</u></b>	
Water sales	\$ 1,341,720
Sewer revenue	1,000,773
Penalties and reconnect fees	134,995
Groundwater reduction plan fees	118,173
<b>Total Operating Revenues</b>	<b>2,595,661</b>
 <b><u>Operating Expenses</u></b>	
Personnel	563,876
Supplies and services	247,369
Maintenance	397,281
Depreciation	597,225
<b>Total Operating Expenses</b>	<b>1,805,751</b>
<b>Operating Income</b>	<b>789,910</b>
 <b><u>Nonoperating Revenues (Expenses)</u></b>	
Investment income	2,884
Other revenue	18,205
<b>Total Nonoperating Revenues (Expenses)</b>	<b>21,089</b>
<b>Income Before Transfers and Contributions</b>	<b>810,999</b>
 <b><u>Transfers and Contributions</u></b>	
Developer fees	168,078
Transfers in	870,462
Transfers (out)	(1,474,982)
<b>Total Transfers and Contributions</b>	<b>(436,442)</b>
<b>Change in Net Position</b>	<b>374,557</b>
Beginning net position	17,960,808
<b>Ending Net Position</b>	<b>\$ 18,335,365</b>

See Notes to Financial Statements.

**City of Shenandoah, Texas**  
*NOTES TO FINANCIAL STATEMENTS, Continued*  
September 30, 2019

The City reports the following major enterprise fund:

**Water and Sewer Fund**

This fund is used to account for the provision of water and sewer services to the residents of the City. Activities of the fund include administration, operations and maintenance of the water production and distribution system, water collection and treatment systems. The fund also accounts for the accumulation of resources for and the payment of long-term debt. All costs are financed through charges to utility customers.

During the course of operations the government has activity between funds for various purposes. Any residual balances outstanding at year end are reported as due from/to other funds and advances to/from other funds. While these balances are reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Balances between the funds included in governmental activities (i.e., the governmental and internal service funds) are eliminated so that only the net amount is included as internal balances in the governmental activities column. Similarly, balances between the funds included in business-type activities (i.e., the enterprise funds) are eliminated so that only the net amount is included as internal balances in the business-type activities column.

Further, certain activity occurs during the year involving transfers of resources between funds. In fund financial statements these amounts are reported at gross amounts as transfers in/out. While reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Transfers between the funds included in governmental activities are eliminated so that only the net amount is included as transfers in the governmental activities column. Similarly, balances between the funds included in business-type activities are eliminated so that only the net amount is included as transfers in the business-type activities column.

**C. Measurement Focus and Basis of Accounting**

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as *current financial resources* or *economic resources*. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied.



# Shenandoah City Council

## AGENDA REPORT

AGENDA DATE: August 12, 2020

ITEM NUMBER: 10

DEPARTMENT: Finance

PREPARED BY: Lisa Wasner

PRICING:

EXHIBITS:

### SUBJECT/PROCEEDING:

Discussion regarding Utility Billing Update and New Bill Credit Procedure

### RECOMMENDED ACTION:

No action required by Council

### BACKGROUND/DISCUSSION:

Staff will be sending out instructions on how residents can update their contact information in our billing system. The last update request that was sent out was 2003. This will help staff in utility billing and public works ensure we have good phone numbers when we need to contact a resident about a water issue or concern. To help incentivize responses, staff will be issuing a one-time bill credit of \$3.00 on the next billing after the information is received. We have 1,129 residential accounts; a \$3.00 bill credit would yield about \$3,387.00 of reduced revenue.

Staff is also exploring some cost reduction options for utility billing. To help motivate residents to switch to paperless billing and to an automatic payment (ACH), residents will be eligible for a recurring \$1.00 bill credit if enrolled in both. The City would save money on the costs associated with creating and mailing the bills as well on credit card fees and staff time processing check payments.

As of August 2020, we have the following enrollments:

- 970 Printed Bills
- 393 E-Bills
- 200 Bank Draft ACH

### APPROVALS:

DEPARTMENT HEAD

DATE: August 5, 2020

CITY ADMINISTRATOR

DATE: August 6, 2020



# Shenandoah City Council

## AGENDA REPORT

AGENDA DATE: <u>August 12, 2020</u>	ITEM NUMBER: <u>11</u>
DEPARTMENT: <u>Administration</u>	PREPARED BY: <u>Kathie Reyer</u>
PRICING: _____	EXHIBITS: <u>Budget, Resolution</u>

### SUBJECT/PROCEEDING:

Montgomery County Emergency Communication District (MCECD) proposed budget for FY 2021.

### RECOMMENDED ACTION:

Staff recommends approval of the budget.

### BACKGROUND/DISCUSSION:

The Montgomery County Emergency Communication District (MCECD) budget is submitted each year to the governing bodies of participating jurisdictions. To be effective, the budget must be approved by a majority of these entities. A representative of MCECD will attend the meeting to address any questions that Council may have.

The Montgomery County Emergency Communication District (MCECD) Board of Managers approved the budget on June 22, 2020 for the fiscal year that begins on October 1, 2020. The budget must be approved by a majority of the governing bodies of participating jurisdictions and by the Montgomery County Commissioners Court. The law allows 60 days from the date of receipt for participating jurisdictions to take action. In the event no action is taken within that time by a participating jurisdiction, approval is automatically granted.

### APPROVALS:

DEPARTMENT HEAD _____	DATE: _____
CITY ADMINISTRATOR  _____	DATE: <u>August 4, 2020</u>



## Montgomery County Emergency Communication District

June 24, 2020

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

Dear Mayor Wheeler:

The Montgomery County Emergency Communication District (MCECD) hereby submits a proposed budget in accordance with the Emergency Telephone Act of the Texas Health and Safety Code, Section 772.309. The budget was approved by the MCECD Board of Managers on June 22, 2020 for the fiscal year that begins on October 1<sup>st</sup>.

To be effective, the budget must be approved by a majority of the governing bodies of participating jurisdictions, such as your city, and by the Montgomery County Commissioners Court. The law allows sixty (60) days from the date of receipt to take action on this budget. If your governing body does not act within that time, your city's approval is granted automatically.

We request the opportunity to present MCECD's budget to your governing body in person so we can share information about our current operations and future plans. Please contact Terri Gill at 936 523-5911 or [tgill@mc911.org](mailto:tgill@mc911.org) with the date and time of the meeting at which that the District's budget will be considered. Additional budget details are available upon request.

I appreciate your continued support of the 9-1-1 system and your prompt attention to this matter.

Respectfully,

Chip VanSteenberg  
Executive Director

CC: City Secretary  
Enclosures

RESOLUTION APPROVING THE MONTGOMERY COUNTY  
EMERGENCY COMMUNICATION DISTRICT BUDGET FOR  
FISCAL YEAR 2021

**WHEREAS**, on June 22, 2020 the Board of Managers of the Montgomery County Emergency Communication District (MCECD) adopted a proposed budget for the fiscal year that begins on October 1, 2020; and

**WHEREAS**, the MCECD Board of Managers has submitted the proposed budget to \_\_\_\_\_ (Name of Participating Jurisdiction) for approval in accordance with the Emergency Telephone Act of the Texas Health and Safety Code, Section 772.309; and

**WHEREAS**, to be effective the budget must be approved by the Montgomery County Commissioners Court and by a majority of the governing bodies of the participating jurisdictions; and

**WHEREAS**, if the governing body of a participating jurisdiction does not approve or disapprove of MCECD's budget before the sixty first (61<sup>st</sup>) day after the date receipt, the budget is approved by that participating jurisdiction by operation of law; and

**WHEREAS**, the budget is satisfactory as submitted;

**NOW, THEREFORE, BE IT RESOLVED BY THE** \_\_\_\_\_  
(Governing Body of the Participating Jurisdiction) that the Montgomery County Emergency Communication District's Budget for Fiscal Year 2021 is approved.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Title: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



## MEMORANDUM

TO: County and City Officials

FROM: Chip VanSteenberg, Executive Director

DATE: June 26, 2020

SUBJECT: MCECD Proposed Budget for Fiscal Year 2021

---

The Board of Managers for Montgomery County Emergency Communication District (MCECD) proposes the attached budget for the fiscal year that begins on October 1, 2020. This memo provides information about MCECD and the proposed budget.

### **MCECD INFORMATION**

The Montgomery County Emergency Communication District (MCECD) is a special purpose district authorized and created under Chapter 772 of the State of Texas Health and Safety Code. MCECD is governed by a Board of Managers which consists of two members appointed by the Montgomery County Commissioner's Court, two members elected by the cities within the county and one member elected by the volunteer fire departments that operate in the county. The principal provider of telephone service in the county appoints a non-voting member to the board.

MCECD responsibilities are to:

- Provide and maintain the hardware, software and connections for a county-wide 9-1-1 system consisting of four public safety answering points (PSAPs) and a back-up facility at the county's Emergency Operations Center.
- Provide financial support to the two primary PSAPs which answer all 9-1-1 calls and route them to the appropriate agency depending upon location and the nature of the emergency.
- Maintain a Geographic Information System (GIS) and a comprehensive database of street center lines, street names, address ranges, service boundaries and other critical information.

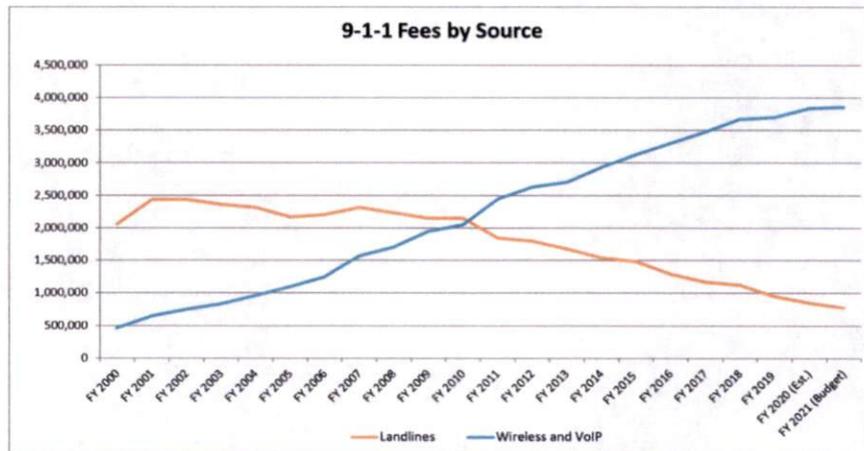
- Serve as the official addressor for the entire county
- Provide an early warning communication service
- Conduct public education on when and how to use the 9-1-1 system
- Assist PSAPs in training call-takers and dispatchers in the use of the 9-1-1 system

**PROPOSED BUDGET - REVENUE**

MCECD is funded primarily by fees assessed on telephone service; the amount of the fee varies by the type of service. The fee for local exchange access lines (commonly known as land lines) and for Voice over Internet Protocol (VoIP) customers is 6% of the rate charged. The amount of the fee ranges from \$0.62 to \$1.66 per month for residential service. For business customers, the monthly fee starts at \$1.29 and goes up to \$2.23. Landline and VoIP fees paid by Montgomery County customers are remitted directly to MCECD.

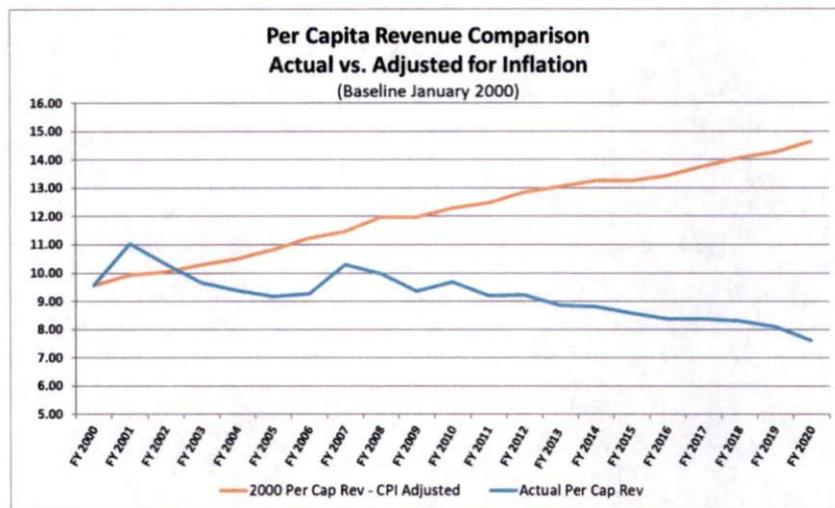
Mobile phone customers who contract for monthly service are assessed a fee of \$0.50 per month, per phone. Customers purchasing pre-paid wireless plans pay a 9-1-1 fee equal to 2% of the retail price for airtime. The wireless fees are collected by the service providers and paid directly to the State of Texas. The state then remits a proportional share of the revenue to emergency communication districts based on population.

The long-term trend indicates phone customers are replacing land lines with wireless phones and VoIP service. Revenue from wireless and VoIP service is on the rise while land line revenue is rapidly declining, as demonstrated here:



MCECD strives to be a leader in providing reliable and innovative 9-1-1 service at the best possible value for our citizens. Due to rapid population growth, total revenue has grown enough for service delivery to match our high expectations. But MCECD operates at a lower revenue amount per capita than it did 20 years ago in both real and adjusted terms. MCECD collected \$9.57 in 9-1-1 fees per person per year in 2000. That amount is down to \$7.61 per person, a decrease of \$1.96. If adjusted for inflation, the 2000

amount equals \$14.63 in today's dollars. Therefore, MCECD is providing 9-1-1 service for 50% less than it did in 2000.



MCECD expects to collect \$4,771,600 of revenue in FY 2020 which is 0.4% more than the budget for the current year. Due to conservative budgeting practices and prudent spending policies, the district is adequately funded, has no debt, and maintains adequate reserve balances for operations and capital purchases.

### PROPOSED BUDGET - OPERATING EXPENDITURES

The proposed budget for expenses is \$4,770,580 which is 2.1% above the budget for FY 2020.

MCECD's operating budget is broken into three major line expenditure categories. The first set of line items are known as Cost of Services. It is the largest category and accounts for 52% of all expenditures. The single biggest line item \$1,766,000 for contracts with the Montgomery County Sheriff's Office (MCSO) and the Conroe Police Department (CPD) to answer all 9-1-1 calls. MCECD reimburses these two agencies for the salary and benefits of 23 telecommunicators; we estimate those reimbursements will be 5.2% higher next year. Other major line items include:

- \$240,200 for data and phone lines necessary to connect 9-1-1 callers with the correct emergency call center,
- \$160,500 in certificate pay to incentivize professional development for 9-1-1 telecommunicators, and
- \$145,300 for service enhancements such as foreign language translation, emergency alerts, caller profiles, and text messaging.

The proposed budget for all Cost of Service expenditures is 3.6% more than the budget for the current year.

The second category of operating expenditures is Personnel Costs. The district employs 11 full-time staff members for technical support, addressing, mapping, public education, database management, training, and administration. There are no changes proposed with staffing. The budget is a 1.8% increase over the current year.

The final and smallest category of operating expenditures is General & Administrative Costs. This proposed budget for this category is down 4.1% below the budget for the current year.

#### **PROPOSED BUDGET – CAPITAL EXPENSES**

Besides operating expenditures, MCECD also budgets for capital and other non-operating outlays. The district is in the process of developing a long-range plan for the future of 9-1-1 service in Montgomery County. It is anticipated that purchasing land for a new facility will be a component of that plan. The capital budget includes \$1,375,000 for that purpose if it is deemed necessary. An additional \$165,000 is budgeted for improvements to the existing facility. Finally, \$500,000 is budgeted for improvements within the PSAPs operated by the four partnering agencies. MCECD will contribute a maximum of \$125,000 toward a project that will improve the PSAP or the 9-1-1 call experience. The total budget for capital expenses is \$2,040,000.

#### **ADDITIONAL DATA AVAILABLE UPON REQUEST**

Additional data on the budget is available upon request. MCECD can supply audited financial statements, historical budget information, and details of line item expenditures. Contact Terri Gill to make your request: [tgill@mc911.org](mailto:tgill@mc911.org) or 936 523-5912.



## Montgomery County Emergency Communication District Proposed Budget for Fiscal Year 2021

OPERATING REVENUES & EXPENSES	FY 2020 Budget	FY 2021 Budget
<b>REVENUES</b>		
9-1-1 Fees - Landlines	\$ 864,600	\$ 777,600
9-1-1 Fees: Wireless	2,811,600	2,935,600
9-1-1 Fees: VoIP	907,200	919,800
Interest Earned	166,800	137,400
Other Income	1,200	1,200
<b>Total Revenues</b>	<b>\$ 4,751,400</b>	<b>\$ 4,771,600</b>
<b>OPERATING EXPENSES</b>		
Cost of Services	\$ 2,415,400	\$ 2,502,980
Personnel Costs	\$ 1,724,800	\$ 1,756,400
General & Administrative Costs	\$ 533,100	\$ 511,200
<b>Total Expenditures</b>	<b>\$ 4,673,300</b>	<b>\$ 4,770,580</b>
<b>Surplus of Revenues over Expenditures</b>	<b>\$ 78,100</b>	<b>\$ 1,020</b>
<b>Emergency Allocation for Repairs and Replacements</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>
CAPITAL OUTLAY	FY 2020 Budget	FY 2021 Budget
<b>Estimated Project Costs</b>		
Technology	\$ 1,500,000	\$ -
PSAP Improvement Grants	500,000	500,000
Facilities	1,151,000	1,540,000
Vehicles	-	-
<b>Total Estimated Project Costs</b>	<b>\$ 3,151,000</b>	<b>\$ 2,040,000</b>

Proposed 6/22/2020



**Montgomery County Emergency  
Communication District  
Proposed Budget for Fiscal Year 2021**

**Cash Flow Estimates**

**Operating Funds**

Estimated Cash Balance on 10/1/2020	\$ 6,852,800
Surplus of Revenues over Expenditures	1,020
<b>Net Funds Available</b>	<b>6,853,820</b>
Operating Reserve (3 months of expenses)	1,192,700
Emergency Allocation for Repairs and Replacements	500,000
Capital Reserve	5,580,000
<b>Total for Restricted Reserves</b>	<b>6,772,700</b>
<b>Unencumbered Reserves (est. on 9/30/2020)</b>	<b>\$ 81,120</b>

**Capital Outlay**

Estimated Capital Reserve on 10/1/2020	\$ 5,580,000
Net Proceeds from Operations	-
<b>Available for Capital Outlay</b>	<b>5,580,000</b>
Capital Outlay Budget for FY 2019	2,040,000
<b>Estimated Capital Reserve on 9/30/2019</b>	<b>\$ 3,540,000</b>



## Montgomery County Emergency Communications District Proposed Budget for FY 2021

	FY 2018	FY 2019	FY 2020 Budget	FY 2020 Estimate	Variance (est.)	FY 2021 Budget	Increase (Decrease)	Inc (Dec)
<b>REVENUES</b>								
911 Fees - Landline/Primary	852,504	792,366	717,600	712,400	(5,200)	664,200	(53,400)	-7.4%
911 Fees - Landline/Resellers	181,711	157,806	147,000	134,200	(12,800)	113,400	(33,600)	-22.9%
911 Fees - Wireless/Contract	2,297,618	2,489,533	2,401,200	2,513,500	112,300	2,550,000	148,800	6.2%
911 Fee - Wireless/Prepaid	430,862	395,247	410,400	388,000	(22,400)	385,600	(24,800)	-6.0%
911 Fees - VoIP	868,191	884,574	907,200	922,400	15,200	919,800	12,600	1.4%
Interest Earned	73,273	214,711	166,800	149,700	(17,100)	137,400	(29,400)	-17.6%
Misc. Income	659	11,439	1,200	(47,500)	(48,700)	1,200	-	0.0%
<b>Total Revenues</b>	<b>4,704,818</b>	<b>4,945,675</b>	<b>4,751,400</b>	<b>4,772,700</b>	<b>21,300</b>	<b>4,771,600</b>	<b>20,200</b>	<b>0.4%</b>
<b>OPERATING EXPENSES</b>								
Cost of Services	2,214,863	2,338,444	2,415,400	2,371,900	(43,500)	2,502,980	87,580	3.6%
Personnel Costs	1,437,900	1,515,176	1,724,800	1,660,100	(64,700)	1,756,400	31,600	1.8%
General & Administrative Costs	368,410	433,904	533,100	477,400	(55,700)	511,200	(21,900)	-4.1%
<b>Total Expenditures</b>	<b>4,021,172</b>	<b>4,287,524</b>	<b>4,673,300</b>	<b>4,509,400</b>	<b>(163,900)</b>	<b>4,770,580</b>	<b>97,280</b>	<b>2.1%</b>
<b>SUMMARY</b>								
Revenues	4,704,818	4,945,675	4,751,400	4,772,700	21,300	4,771,600	20,200	0.4%
Operating Expenses	4,021,172	4,287,524	4,673,300	4,509,400	(163,900)	4,770,580	97,280	2.1%
<b>Surplus/(Deficit)</b>	<b>683,646</b>	<b>658,151</b>	<b>78,100</b>	<b>263,300</b>	<b>185,200</b>	<b>1,020</b>	<b>(77,080)</b>	<b>-98.7%</b>



## Montgomery County Emergency Communications District Proposed Budget for FY 2021

	FY 2018	FY 2019	FY 2020 Budget	FY 2020 Estimate	Variance (est.)	FY 2021 Budget	Increase (Decrease)	Inc (Dec)
<b>Operating Expenses Line Item Detail</b>								
<b>COST OF SERVICES</b>								
<b>Communication</b>								
9-1-1 Trunks & Exchanges	224,896	230,284	244,000	229,000	(15,000)	240,200	(3,800)	-1.6%
9-1-1 Fiber & Data Connections	53,425	45,708	55,400	46,900	(8,500)	55,200	(200)	-0.4%
Operational Telephone & Data	44,630	49,600	46,800	41,500	(5,300)	45,480	(1,320)	-2.8%
<b>Communications Subtotal</b>	<b>322,951</b>	<b>325,592</b>	<b>346,200</b>	<b>317,400</b>	<b>(28,800)</b>	<b>340,880</b>	<b>(5,320)</b>	<b>-1.5%</b>
<b>Education</b>								
Conferences and Seminars	10,628	11,266	16,800	14,900	(1,900)	15,600	(1,200)	-7.1%
Travel Expenses	51,273	54,731	48,000	29,700	(18,300)	50,400	2,400	5.0%
Tuition Reimbursement	-	-	1,200	-	(1,200)	1,200	-	0.0%
<b>Education Subtotal</b>	<b>61,901</b>	<b>65,997</b>	<b>66,000</b>	<b>44,600</b>	<b>(21,400)</b>	<b>67,200</b>	<b>1,200</b>	<b>1.8%</b>
<b>Service Delivery</b>								
Call-taking Contracts	1,447,873	1,561,398	1,678,400	1,694,400	16,000	1,766,000	87,600	5.2%
Certificate Pay Reimbursements	167,046	158,119	156,600	156,600	-	160,500	3,900	2.5%
Service Enhancements	145,891	158,138	140,000	140,700	700	145,300	5,300	3.8%
Network and System Monitoring	56,470	56,470	14,100	4,800	(9,300)	9,600	(4,500)	-31.9%
Other Services	12,730	12,730	14,100	13,400	(700)	13,500	(600)	-4.3%
<b>Service Delivery Subtotal</b>	<b>1,830,011</b>	<b>1,946,856</b>	<b>2,003,200</b>	<b>2,009,900</b>	<b>6,700</b>	<b>2,094,900</b>	<b>91,700</b>	<b>4.6%</b>
<b>TOTAL - COST OF SERVICES</b>	<b>2,214,863</b>	<b>2,338,444</b>	<b>2,415,400</b>	<b>2,371,900</b>	<b>(43,500)</b>	<b>2,502,980</b>	<b>87,580</b>	<b>3.6%</b>



## Montgomery County Emergency Communications District Proposed Budget for FY 2021

	FY 2018	FY 2019	FY 2020 Budget	FY 2020 Estimate	Variance (est.)	FY 2021 Budget	Increase (Decrease)	Inc (Dec)
<b>PERSONNEL COSTS</b>								
<b>Wages &amp; Salary</b>								
Regular	687,481	711,456	951,600	833,200	(118,400)	966,000	14,400	1.5%
Leave Time	104,149	110,323	120,800	85,500	(35,300)	119,600	(1,200)	-1.0%
Allowances	20,099	20,624	25,200	23,400	(1,800)	26,400	1,200	4.8%
Longevity	3,404	3,876	3,800	3,700	(100)	4,200	400	10.5%
Overtime	12,354	15,395	18,200	13,800	(4,400)	16,800	(1,400)	-7.7%
<b>Wages and Salary Subtotal</b>	<b>827,486</b>	<b>861,673</b>	<b>1,119,600</b>	<b>959,600</b>	<b>(160,000)</b>	<b>1,133,000</b>	<b>13,400</b>	<b>1.2%</b>
<b>Employment Taxes</b>								
Social Security	49,069	49,246	70,200	59,800	(10,400)	70,400	200	0.3%
Medicare	11,216	11,788	16,900	13,900	(3,000)	16,900	-	0.0%
Unemployment Insurance	1,715	186	300	1,700	1,400	300	-	0.0%
<b>Employment Taxes Subtotal</b>	<b>62,000</b>	<b>61,220</b>	<b>87,400</b>	<b>75,400</b>	<b>(12,000)</b>	<b>87,600</b>	<b>200</b>	<b>0.2%</b>
<b>Benefits</b>								
Retirement	326,982	359,501	221,000	371,000	150,000	223,400	2,400	1.1%
Group Insurance	204,982	209,798	273,600	238,300	(35,300)	289,200	15,600	5.7%
Supplemental Insurance	13,666	14,177	18,000	12,700	(5,300)	18,000	-	0.0%
Workers Compensation	2,783	8,805	5,200	3,100	(2,100)	5,200	-	0.0%
<b>Benefits Subtotal</b>	<b>548,413</b>	<b>592,282</b>	<b>517,800</b>	<b>625,100</b>	<b>107,300</b>	<b>535,800</b>	<b>18,000</b>	<b>3.5%</b>
<b>TOTAL - PERSONNEL COSTS</b>	<b>1,437,900</b>	<b>1,515,176</b>	<b>1,724,800</b>	<b>1,660,100</b>	<b>(64,700)</b>	<b>1,756,400</b>	<b>31,600</b>	<b>1.8%</b>



## Montgomery County Emergency Communications District Proposed Budget for FY 2021

	FY 2018	FY 2019	FY 2020 Budget	FY 2020 Estimate	Variance (est.)	FY 2021 Budget	Increase (Decrease)	Inc (Dec)
<b>GENERAL &amp; ADMINISTRATIVE COSTS</b>								
<b>Supplies</b>								
Office Supplies	7,970	3,275	4,800	3,400	(1,400)	4,200	(600)	-12.5%
Computers & Electronics	6,384	750	8,400	5,300	(3,100)	7,200	(1,200)	-14.3%
Small Equipment	1,933	1,566	3,000	1,400	(1,600)	2,100	(900)	-30.0%
Operating Supplies	15,522	63,126	42,000	39,400	(2,600)	42,000	-	0.0%
Business Meetings	14,904	15,748	19,200	16,500	(2,700)	18,000	(1,200)	-6.3%
<b>Supplies Subtotal</b>	<b>46,713</b>	<b>84,465</b>	<b>77,400</b>	<b>66,000</b>	<b>(11,400)</b>	<b>73,500</b>	<b>(3,900)</b>	<b>-5.0%</b>
<b>Contract Services</b>								
Professional Fees	53,401	27,092	48,600	44,200	(4,400)	50,100	1,500	3.1%
Maintenance	40,484	46,973	64,100	50,800	(13,300)	48,500	(15,600)	-24.3%
General Consulting	3,000	3,569	46,500	36,800	(9,700)	56,900	10,400	22.4%
Bank Fees	-	13	-	-	-	-	-	0.0%
Property Insurance	28,389	31,845	33,500	30,800	(2,700)	32,500	(1,000)	-3.0%
Software & Licensing	113,554	121,726	137,500	124,700	(12,800)	124,700	(12,800)	-9.3%
Printing	2,397	696	4,800	4,200	(600)	4,500	(300)	-6.3%
Equipment Leasing	4,570	4,907	5,100	4,400	(700)	4,500	(600)	-11.8%
Postage	850	1,190	1,200	1,200	-	1,200	-	0.0%
Advertisements	22,969	59,478	55,000	59,900	4,900	55,200	200	0.4%
Legal Notices	25	-	300	300	-	300	-	0.0%
Dues & Subscriptions	4,103	4,068	4,800	4,800	-	4,800	-	0.0%
Waste Disposal	5,315	6,256	6,000	6,600	600	6,900	900	15.0%
Misc Fees	70	(311)	300	300	-	300	-	0.0%
<b>Contract Services Subtotal</b>	<b>279,127</b>	<b>307,502</b>	<b>407,700</b>	<b>369,000</b>	<b>(38,700)</b>	<b>390,400</b>	<b>(17,300)</b>	<b>-4.2%</b>



## Montgomery County Emergency Communications District Proposed Budget for FY 2021

	FY 2018	FY 2019	FY 2020 Budget	FY 2020 Estimate	Variance (est.)	FY 2021 Budget	Increase (Decrease)	Inc (Dec)
<b>Transportation</b>								
Fuel	1,539	1,353	1,800	1,100	(700)	1,800	-	0.0%
Vehicle Maint. & Inspections	292	3,079	2,400	1,000	(1,400)	1,800	(600)	-25.0%
Mileage Reimbursement	762	1,104	1,200	1,000	(200)	1,200	-	0.0%
Insurance (auto)	1,867	1,856	2,400	2,000	(400)	2,200	(200)	-8.3%
<b>Transportation Subtotal</b>	<b>4,459</b>	<b>7,392</b>	<b>7,800</b>	<b>5,100</b>	<b>(2,700)</b>	<b>7,000</b>	<b>(800)</b>	<b>-10.3%</b>
<b>Utilities</b>								
Water & Sewer	2,224	2,126	2,800	2,800	-	2,900	100	3.6%
Natural Gas	369	355	600	500	(100)	600	-	0.0%
Electricity	35,517	32,064	36,800	34,000	(2,800)	36,800	-	0.0%
<b>Utilities Subtotal</b>	<b>38,111</b>	<b>34,545</b>	<b>40,200</b>	<b>37,300</b>	<b>(2,900)</b>	<b>40,300</b>	<b>100</b>	<b>0.2%</b>
<b>TOTAL - GENERAL &amp; ADMIN COSTS</b>	<b>368,410</b>	<b>433,904</b>	<b>533,100</b>	<b>477,400</b>	<b>(55,700)</b>	<b>511,200</b>	<b>(21,900)</b>	<b>-4.1%</b>
<b>TOTAL - OPERATING EXPENSES</b>	<b>4,021,172</b>	<b>4,287,524</b>	<b>4,673,300</b>	<b>4,509,400</b>	<b>(163,900)</b>	<b>4,770,580</b>	<b>97,280</b>	<b>2.1%</b>
<b>CAPITAL OUTLAY</b>								
Technology	33,256	121,827	1,500,000	1,445,200	(54,800)	-	(1,500,000)	-100.0%
PSAP Improvement Grants	204,966	274,295	500,000	652,700	152,700	500,000	-	0.0%
Facilities	-	-	1,151,000	1,022,700	(128,300)	1,540,000	389,000	-
Vehicles	-	-	-	-	-	-	-	-
<b>TOTAL - CAPITAL OUTLAY</b>	<b>238,222</b>	<b>396,122</b>	<b>3,151,000</b>	<b>3,120,600</b>	<b>(30,400)</b>	<b>2,040,000</b>	<b>(1,111,000)</b>	<b>-35.3%</b>

**RESOLUTION R-20-007**

**RESOLUTION APPROVING THE MONTGOMERY COUNTY EMERGENCY COMMUNICATION DISTRICT BUDGET FOR FISCAL YEAR 2021.**

**WHEREAS**, on June 22, 2020 the Board of Managers of the Montgomery County Emergency Communication District (MCECD) adopted a proposed budget for the fiscal year that begins on October 1, 2020; and

**WHEREAS**, the MCECD Board of Managers has submitted the proposed budget to the City of Shenandoah for approval in accordance with the Emergency Telephone Act of the Texas Health and Safety Code, Section 772.309; and

**WHEREAS**, to be effective the budget must be approved by the Montgomery County Commissioners Court and by a majority of the governing bodies of the participating jurisdictions; and

**WHEREAS**, if the governing body of a participating jurisdiction does not approve or disapprove of MCECD's budget before the sixty-first (61<sup>st</sup>) day after the date receipt, the budget is approved by the participating jurisdiction by operation of law; and

**WHEREAS**, the budget is satisfactory as submitted;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHENANDOAH, TEXAS** that the Montgomery County Emergency Communication District's Budget for Fiscal Year 2021 is approved.

PASSED this the 12<sup>th</sup> day of August, 2020.

CITY OF SHENANDOAH, TEXAS

---

M. RITCHEY WHEELER, Mayor

ATTEST:

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COURTNEY CLARY, City Secretary

APPROVED AS TO FORM:

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WILLIAM C. FEREBEE, City Attorney



# Shenandoah City Council

## AGENDA REPORT

AGENDA DATE: <u>August 12, 2020</u>	ITEM NUMBER: <u>12</u>
DEPARTMENT: <u>Community Development</u>	PREPARED BY: <u>Kathie Reyer</u>
PRICING: _____	EXHIBITS: _____

**SUBJECT/PROCEEDING:**

Application to construct a 12x16' pergola at 702 Rosewood in the side yard.

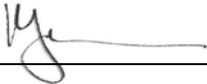
**RECOMMENDED ACTION:**

Staff recommends approval.

**BACKGROUND/DISCUSSION:**

Section 5.7.8 of the Shenandoah Integrated Development Code states that accessory buildings shall be located toward the rear portion of the property. As defined, the pergola fits into this category. The design of this home does not provide direct access to the rear portion of the property. However, there is direct access to the side yard. The proposed location will place the pergola behind an existing fence which lies along the building line of the property. As proposed, the pergola is compliant with the setback requirements for this area.

**APPROVALS:**

DEPARTMENT HEAD _____	DATE: _____
CITY ADMINISTRATOR  _____	DATE: <u>August 7, 2020</u>



RESIDENTIAL CONTRACT TO PROVIDE MATERIALS AND LABOR

Agreement made on the 6th day of June, 2020 between, Heather Muller (name) of 702 Rosewood Drive, Shenandoah, TX 77381 (address), 408-582-2342 (Heather), (cell), hm2132002@yahoo.com (email), referred to as Owner, and Tropiscapes, Inc. d/b/a Paver Connection, of 25810 Clay Road, Katy, Texas 77493, referred to as Contractor.

The parties agree as follows:

Section I

Scope of Work

Contractor agrees to furnish all material and perform all work, as described in Section II, for the construction of approximately 265 square foot paver patio and pergola for Owner, at 702 Rosewood Drive, Shenandoah, TX in accordance with this contract and the drawings and/or specifications prepared by Tropiscapes, Inc. d/b/a Paver Connection, of 25810 Clay Road, Katy, Texas 77493.

Section II

Description of Work

- Approximately 265 sf paver patio area and 12' x 16' custom cedar pergola
- Includes approx. 14.5' x 16' main patio area to south window perimeter & east fence line with 1' arc on 16' side
- Includes 4' x 8' grill pad area to bay window corner wall (with radius corners and flared to patio area)
Approx. 12' x 16' cedar wood pergola with 4 each 6"x6" support posts anchored in 30" concrete footers
- Includes 2"x8" double headers - overhangs to be 12" and 2"x2" roof spacers on 1.5" spacing
Rafter tails to be - House side overhang just above the roof line

Field color and style: HOLLAND FOSSIL BEIGE - BELCARO - TUMBLED - 90° HERRINGBONE

Border color and style: HOLLAND - FOSSIL BEIGE - TUMBLED - SOLDIER CURSE

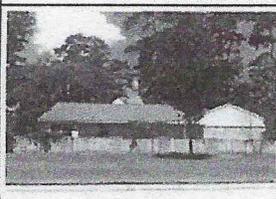
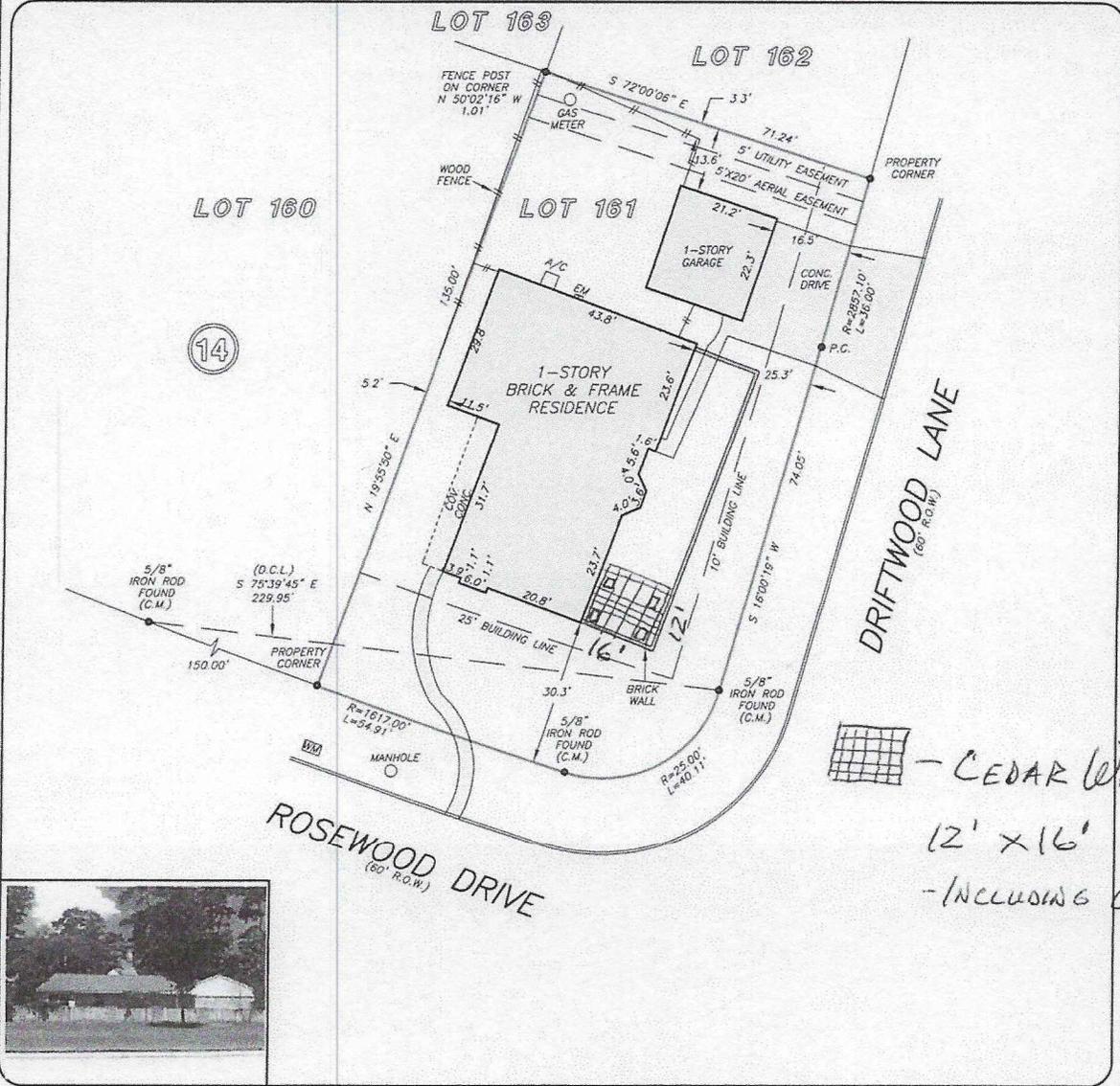
Warranty: Standard for 1 year. Estimated days to begin work: Approximately 3-4 weeks.

If you decide to change your color or stone selection please notify us immediately. Please note that if the change occurs within 5 business days of starting or material is not readily available your install date may be delayed due to logistics and product availability. Any changes to product selection once material is delivered will be subject to a \$250 delivery charge and a 25% material restocking fee. Please make your selections wisely!

GF NO. 32282-GAT84 GREAT AMERICAN TITLE  
 ADDRESS: 702 ROSEWOOD DRIVE  
 SHENANDOAH, TEXAS 77381  
 BORROWER: HEATHER MULLER AND  
 PATRICIA DOGGETT

SCALE: 1" = 30'

**LOT 161, BLOCK 14**  
**SHENANDOAH VALLEY, SECTION 3**  
 A SUBDIVISION IN MONTGOMERY COUNTY, TEXAS  
 ACCORDING TO THE MAP OR PLAT THEREOF RECORDED  
 IN CABINET A, SHEET 24-A, (FORMERLY IN VOL. 9, PG. 48) OF THE  
 MAP/PLAT RECORDS OF MONTGOMERY COUNTY, TEXAS



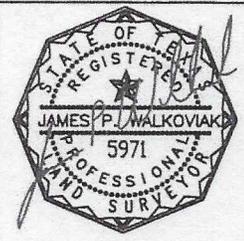
THIS PROPERTY DOES NOT LIE WITHIN THE  
 100 YEAR FLOOD PLAIN AS PER FIRM  
 PANEL NO. 48339C 0540 H  
 MAP REVISION: 08/18/2014  
 ZONE X  
 BASED ONLY ON VISUAL EXAMINATION OF MAPS.  
 INACCURACIES OF FEMA MAPS PREVENT EXACT  
 DETERMINATION WITHOUT DETAILED FIELD STUDY

A SUBSURFACE INVESTIGATION  
 WAS BEYOND THE SCOPE OF THIS SURVEY

D.C.L. = DIRECTIONAL CONTROL LINE  
 RECORD BEARING: IN CABINET A, SHEET 24-A, (FORMERLY IN VOL. 9, PG. 48) M.C.M.R.

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE  
 ON THE GROUND, THAT THIS PLAT CORRECTLY  
 REPRESENTS THE FACTS FOUND AT THE  
 TIME OF SURVEY AND THAT THERE ARE NO  
 ENCROACHMENTS APPARENT ON THE GROUND,  
 EXCEPT AS SHOWN HEREON. THIS SURVEY IS  
 CERTIFIED FOR THIS TRANSACTION ONLY AND  
 ABSTRACTING PROVIDED IN THE ABOVE  
 REFERENCED TITLE COMMITMENT WAS RELIED  
 UPON IN PREPARATION OF THIS SURVEY.

JAMES P. WALKOVAK  
 PROFESSIONAL LAND SURVEYOR  
 NO. 5971  
 JOB NO. 15-05074  
 JUNE 5, 2015



DRAWN BY: CB



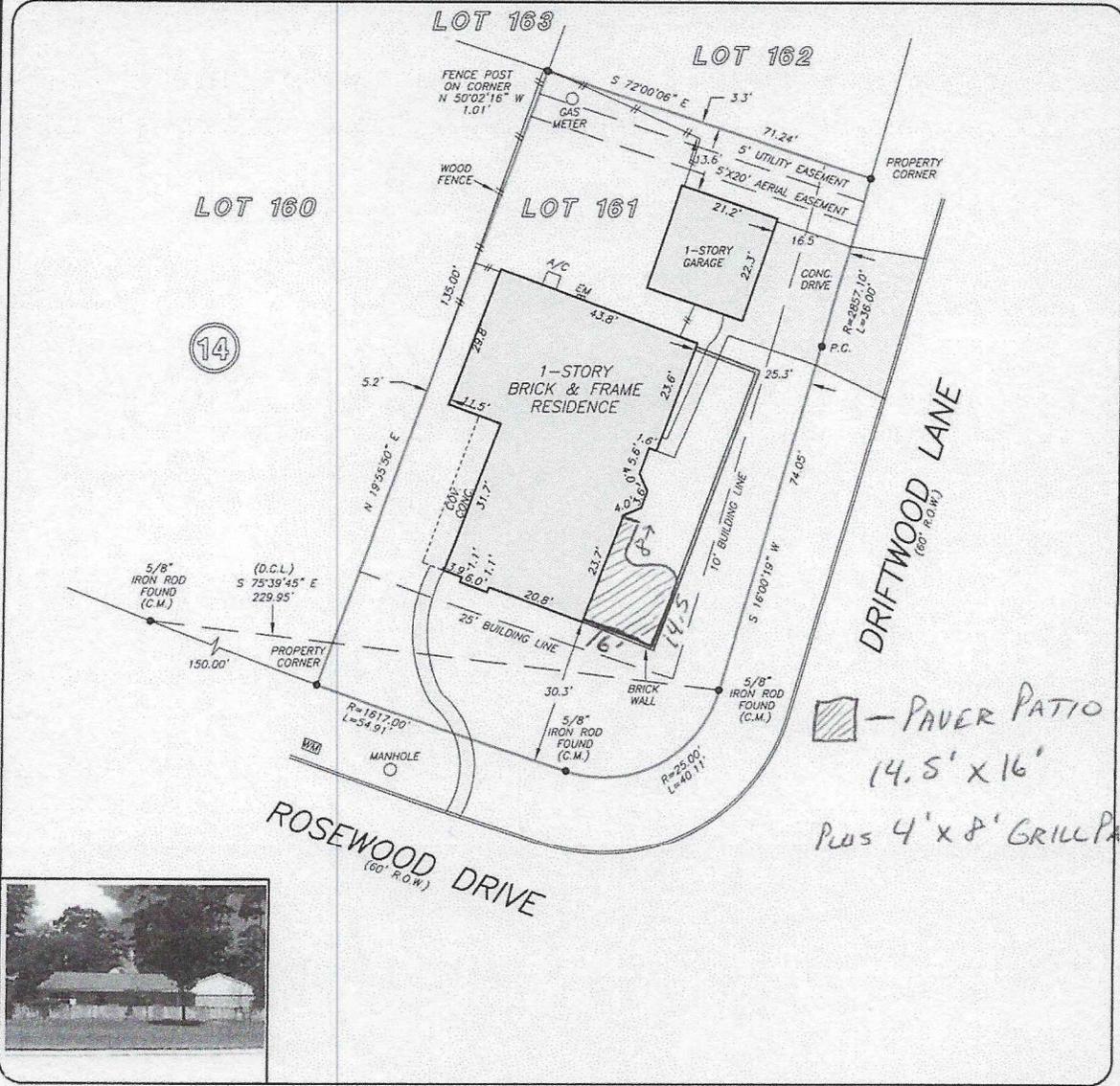
**PRECISION**  
 surveyors

1-800-LANDSURVEY  
 www.precisionurveyors.com  
 281-496-1586 FAX 281-496-1867 210-829-4941 FAX 210-829-1555  
 950 THREADNEEDLE STREET SUITE 150 HOUSTON, TEXAS 77079 1777 NE LOOP 410 SUITE 600 SAN ANTONIO, TEXAS 78217  
 FIRM NO. 10063700

GF NO. 32282-GAT84 GREAT AMERICAN TITLE  
 ADDRESS: 702 ROSEWOOD DRIVE  
 SHENANDOAH, TEXAS 77381  
 BORROWER: HEATHER MULLER AND  
 PATRICIA DOGGETT

SCALE: 1" = 30'

**LOT 161, BLOCK 14**  
**SHENANDOAH VALLEY, SECTION 3**  
 A SUBDIVISION IN MONTGOMERY COUNTY, TEXAS  
 ACCORDING TO THE MAP OR PLAT THEREOF RECORDED  
 IN CABINET A, SHEET 24-A, (FORMERLY IN VOL. 9, PG. 48) OF THE  
 MAP/PLAT RECORDS OF MONTGOMERY COUNTY, TEXAS



THIS PROPERTY DOES NOT LIE WITHIN THE 100 YEAR FLOOD PLAIN AS PER FIRM PANEL NO. 48339C 0540 H MAP REVISION: 08/18/2014 ZONE X BASED ONLY ON VISUAL EXAMINATION OF MAPS. INACCURACIES OF FEMA MAPS PREVENT EXACT DETERMINATION WITHOUT DETAILED FIELD STUDY

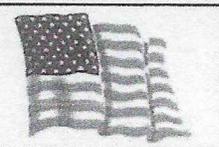
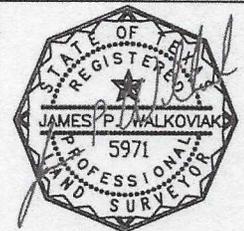
A SUBSURFACE INVESTIGATION WAS BEYOND THE SCOPE OF THIS SURVEY

D.C.L. = DIRECTIONAL CONTROL LINE RECORD BEARING: IN CABINET A, SHEET 24-A, (FORMERLY IN VOL. 9, PG. 48) M.C.M.R.

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND, THAT THIS PLAT CORRECTLY REPRESENTS THE FACTS FOUND AT THE TIME OF SURVEY AND THAT THERE ARE NO ENCROACHMENTS APPARENT ON THE GROUND, EXCEPT AS SHOWN HEREON. THIS SURVEY IS CERTIFIED FOR THIS TRANSACTION ONLY AND ABSTRACTING PROVIDED IN THE ABOVE REFERENCED TITLE COMMITMENT WAS RELIED UPON IN PREPARATION OF THIS SURVEY.

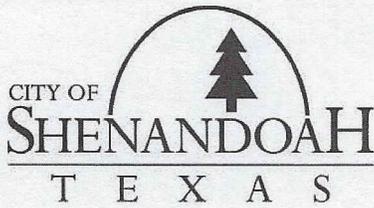
JAMES P. WALKOWIAK  
 PROFESSIONAL LAND SURVEYOR  
 NO. 5971  
 JOB NO. 15-05074  
 JUNE 5, 2015

DRAWN BY: CB



**PRECISION**  
 surveyors

1-800-LANDSURVEY  
 www.precisionurveyors.com  
 281-496-1586 FAX 281-496-1867 210-829-4941 FAX 210-829-1555  
 950 THREADNEEDLE STREET SUITE 150 HOUSTON, TEXAS 77079 1777 NE LOOP 410 SUITE 600 SAN ANTONIO, TEXAS 78217  
 FIRM NO. 10063700



Residential Remodel Permit  
Application  
Public Works and  
Community Development Department

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

When plans are submitted to the city for review, plans must be submitted as follows:

- All of the different sets of plans will have a cover sheet identifying what type of plans they are.
- No application will be accepted if it is incomplete.
- PLANS SHALL BE SUBMITTED DIGITAL IN A PDF FORMAT.
- Additional fees may apply if not submitted digitally.
- Review rules and regulations for more information regarding plan submission.

Note:

- Construction hours are Monday thru Sunday 7 A.M. to 10 P.M.
- Certificate of Occupancy takes up to 72 hours once the final inspections have passed.
- Inspection turnaround is 24 hours.
- Inspections must be cancelled by 8:30 to avoid any fees.
- No inspections will be scheduled if a re-inspection fee is due.
- Signs are permitted separately including construction, temporary, and permanent signs.
- Alcohol permit must be submitted to the City and will take approximately three months to obtain a permit.

Hammer Mullen  
Project Name

702 Rosewood Dr.  
Address

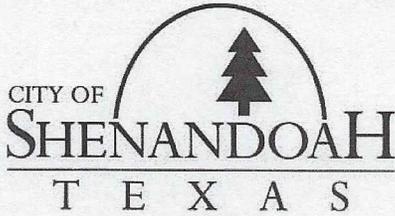
[Signature]  
Owner's Signature

6/13/20  
Date

Date Received

Office Use

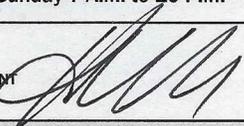
06.16.2020 SN



**Residential Building  
Remodel  
Permit Application**  
Public Works and  
Community Development Department

City of Shenandoah, Texas  
29955 I-45 North  
Shenandoah, Texas 77381  
281-298-5522  
[www.shenandoahtx.us](http://www.shenandoahtx.us)

**\* PERMIT APPLICATION EXPIRES IN 6 MONTHS (180 DAYS) NON-TRANSFERABLE\***

JOB ADDRESS:  <i>702 Rosewood Dr.</i>			
OWNER: <i>PATRICIA DOUGLASS HEATHER MULLER</i>	MAILING ADDRESS: <i>702 ROSEWOOD DR.</i>	EMAIL: <i>hm2132002@yahoo.com</i>	TELEPHONE: <i>408-582-2342</i>
CONTRACTOR: <i>PAVER CONNECTION</i>	MAILING ADDRESS: <i>25810 CLAY RD. KATY, TX</i>	EMAIL:	TELEPHONE:
WORK DESCRIPTION:			
<b>CLASS OF WORK</b>		<b>VALUATION OF WORK:</b>	
TOTAL SQ FT AIR CONDITIONED SPACE	<i>0</i>	\$	<i>12,500</i>
<b>NUMBER OF SHEETS PER SET</b>			
<b>DIGITAL PLAN REVIEW</b> (BASED ON NUMBER OF SHEETS PER SET NOT APPLICABLE TO NO FEE PERMITS)	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	\$
<b>NOTE:</b> Additional fees will be added if paper plans are submitted. Additional plan review \$250.00 per ten sheets.			
<b>NOTICE:</b> SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATION, AIR CONDITIONING, GRADING, ALARMS, ROOFING, FIRE SPRINKLERS, OR LAWN SPRINKLERS.			
I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether or not specified herein. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law office regulating construction or the performance of construction. After completion of the final inspection the City has 72 hours to issue a certificate of occupancy/completion. Construction hours are Monday-Sunday 7 A.M. to 10 P.M.			
NAME OF PROPERTY OWNER OR AGENT: <i>HEATHER MULLER</i>	SIGNATURE OF PROPERTY OWNER OR AGENT: 		
<b>OFFICE USE ONLY</b>			
<b>DATE RECEIVED</b>	<i>20201321 06.16.2020 SN</i>	<b>PERMIT FEE:</b>	<b>\$ NO FEE PERMIT</b>

Oil and gas shall be prohibited in all zoning districts unless specifically authorized by the Council with a Special Use Permit as provided in Section 4.8.2, [Mining and Processing: Oil and Gas](#) and Table 4.9.2 and if such use is in compliance with the Shenandoah Code of Ordinances regarding Mining, Oil and Gas Wells.

### 5.7.8 Accessory Buildings and Related Use Regulations

#### (a) Residential Districts

In a single-family or multi-family district, an accessory building is a subordinate or incidental building, attached to or detached from the main building, not used for commercial purposes or for a home occupation and not rented unless permitted as an accessory dwelling unit. Accessory buildings shall be located toward the rear portion of the property, and shall conform to applicable provisions of the Building Code.

- (1) Accessory dwellings (including garage/accessory dwellings and detached units) may be permitted as a matter of right or with a Special Use Permit, if approved, as specified within a particular residential zoning district (see regulations for the specific district, and the Use Charts See Section 4.9.2 [Use Chart](#) and Table 3.2 [Area Regulations and Standards for Residential Districts](#), and shall conform to the height limitations of the zoning district.
- (2) Only one (1) accessory dwelling unit (i.e., garage/accessory dwelling, servants/ caretakers quarters, etc.) shall be allowed on any lot if allowed within a specific residential zoning district, and they shall be clearly incidental to the primary use. These accessory living structures shall not, in any case, be sold.
- (3) Size of Yards:
  - a. Front Yard - Accessory building(s) shall be prohibited in front of the main building.
  - b. Side Yard - Accessory building(s) shall conform to the same minimum side yard requirements as the main building, except that:
    1. Garages or carports located and arranged so that entry is from an interior side yard shall have a minimum setback of twenty-five feet (25') from the side lot line. Carports or garages arranged so that entry is from the side yard, facing a public street, shall have a minimum setback from the side lot line that is equal to the required side yard for the main building or twenty feet (20'), whichever is greater.
    2. Swimming pools may encroach to within 3 feet of the lot line, provided it does not encroach upon any easement.
  - c. Rear Yard
    1. With the exception of the IZ districts, accessory building(s) shall have a minimum rear yard of three (3) feet from any lot line or alley or utility easement line, except that:
    2. Carports, garages, or other accessory buildings, located within the rear portion of a lot as heretofore described shall not be constructed closer than ten (10) feet to the main building and shall have a rear yard equivalent to the rear yard requirement for the main building;
- (4) Tract, parcel, or lot with a gross area of one-half (1/2) acre or less.
  - a. Accessory structures when located, constructed or otherwise erected on a tract, parcel, or lot with a gross area of one-half (1/2) acre or less, shall not exceed seven hundred fifty (750) square feet in area or twenty (20) percent of



# Shenandoah City Council

## AGENDA REPORT

AGENDA DATE: <u>August 12, 2020</u>	ITEM NUMBER: <u>13</u>
DEPARTMENT: <u>Finance</u>	PREPARED BY: <u>Lisa Wasner</u>
PRICING: _____	EXHIBITS: <u>Tax Worksheets from Tax Assessor; Certified Appraisals</u>

**SUBJECT/PROCEEDING:**

Discussion and Possible Action of the 2020 Tax Rate

**RECOMMENDED ACTION:**

Staff recommends Council approve a tax rate no higher than the effective tax rate

**BACKGROUND/DISCUSSION:**

There must be a recorded vote if the council wants to approve a tax rate above the effective tax rate or no higher than the effective tax rate. The 2019 tax rate is \$0.1799 per \$100 valuation.

The 2020 estimated appraised value is 1,030,501,668 with a reasonable estimate of 132,294,851 still under protest. This is still an estimate because the Property Tax Code requires that an appraisal district must have 95% of the values located within the district settled in order to certify values. Unfortunately, due to COVID-19, MCAD was not able to reach the 95% requirement. When unable to certify values, the Tax Code states the district must certify an estimate of value.

The no-new-revenue tax rate (formerly known as the effective tax rate) of \$0.1807 generates the same tax dollars this year as it did in 2019. The voter-approval tax rate is \$0.2666.

The City Council is required to adopt a tax rate by September 18 to be included in the county tax rolls. If the Council decides to adopt a rate above the effective tax rate the city must hold two public hearings.

**APPROVALS:**

DEPARTMENT HEAD  DATE: August 4, 2020

CITY ADMINISTRATOR  DATE: August 6, 2020

# NOTICE OF 2020 TAX RATES

Property Tax Rates in City of Shenandoah

This notice concerns the 2020 property tax rates for City of Shenandoah.

This notice provides information about two tax rates used in adopting the current tax year's tax rate. The no-new-revenue tax rate would impose the same amount of taxes as last year if you compare properties taxed in both years. In most cases, the voter-approval tax rate is the highest tax rate a taxing unit can adopt without holding an election. In each case, these rates are calculated by dividing the total amount of taxes by the current taxable value with adjustments as required by state law. The rates are given per \$100 of property value.

*Taxing units preferring to list the rates can expand this section to include an explanation of how these tax rates were calculated.*

**This year's no-new-revenue tax rate** ..... \$0.1807/\$100

**This year's voter-approval tax rate** ..... \$0.2666/\$100

To see the full calculations, please visit [www.mctotx.org](http://www.mctotx.org) for a copy of the Tax Rate Calculation Worksheet.

## Unencumbered Fund Balances

The following estimated balances will be left in the taxing unit's accounts at the end of the fiscal year. These balances are not encumbered by corresponding debt obligation.

Type of Fund	Balance
General Fund (Property Tax Balance)	217,691
General Fund	6,874,448
Debt Service	2,000

## Current Year Debt Service

The following amounts are for long-term debts that are secured by property taxes. These amounts will be paid from upcoming property tax revenues (or additional sales tax revenues, if applicable).

Description of Debt	Principal or Contract Payment to be Paid From Property Taxes	Interest to be Paid From Property Taxes	Other Amounts to be Paid	Total Payment
2013 GO Funding	585,000	140,850	0	725,850
2015 GO Funding	955,000	324,650	0	1,279,650
2019 GO Funding	205,000	91,800	0	296,800

Total required for 2020 debt service. ....	\$2,302,300
- Amount (if any) paid from funds listed in unencumbered funds .....	\$280,988
- Amount (if any) paid from other resources .....	\$0
- Excess collections last year .....	\$0
= Total to be paid from taxes in 2020. ....	\$2,021,312
+ Amount added in anticipation that the taxing unit will collect only 100% of its taxes in 2020. ....	\$0
= Total Debt Levy .....	\$2,021,312

This notice contains a summary of the no-new-revenue and voter-approval calculations as certified by Tammy McRae, Montgomery County Tax Assessor-Collector on August 3, 2020.



# Shenandoah City Council

## AGENDA REPORT

AGENDA DATE: <u>August 12, 2020</u>	ITEM NUMBER: <u>14</u>
DEPARTMENT: <u>Finance</u>	PREPARED BY: <u>Lisa Wasner</u>
PRICING:	Detailed Charts – General Fund, Water & Sewer
	EXHIBITS: <u>&amp; Sewer</u>

**SUBJECT/PROCEEDING:**

Fiscal Year 2020 Quarter 3 Budget Amendments

**RECOMMENDED ACTION:**

Staff recommends that 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 \$196,032.34 and Water & Sewer budgeted surplus will decrease to \$188,349.00.**

General Fund 2020 Quarter 3 Amendments	
Description	Amount
Body Cameras	\$ 954.50
Recruitment - PW Project Manager	\$ 11,395.23
Fire Inspections - April 2020	\$ 30,200.00
Fire Inspections - May 2020	\$ 1,050.00
Fire Inspections - June 2020	\$ 2,600.00
Revenue Adjustment to Reflect Pass-Through*	\$ (33,850.00)
<b>TOTAL</b>	<b>\$ 12,349.73</b>
2019-2020 Budget Surplus	\$ 208,382.07
3rd Quarter Budget Amendments	\$ (12,349.73)
<b>Surplus Total</b>	<b>\$ 196,032.34</b>

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

Water & Sewer 2020 Quarter 3 Amendments	
Description	Amount
AMR Meter & Atenna Upgrade	\$ 10,750.00
	\$ 30,200.00
<b>TOTAL</b>	<b>\$ 40,950.00</b>
2019-2020 Budget Surplus	\$ 229,299.00
3rd Quarter Budget Amendments	\$ (40,950.00)
<b>Surplus Total</b>	<b>\$ 188,349.00</b>

**APPROVALS:**

DEPARTMENT HEAD

DATE: August 4, 2020

CITY ADMINISTRATOR

DATE: August 7, 2020

**QUARTER 3 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
100-22-67-674400	07/27/2020	04718	Watchguard Video	Replacement Body Cams - 2 Units	N	N/A	\$ 954.50
100-30-62-621000	06/30/2020	05073	Memorial Recruiting, Inc	Recruitment Services - Public Works Project Manager	N	N/A	\$ 11,395.23
100-43-62-623700	06/02/2020	04787	Montgomery County Fire Marshal's Office	April 2020 Fire Marshal Plan Review and Inspection	Y	5/27/2020	\$ 30,200.00
100-43-62-623700	06/02/2020	04787	Montgomery County Fire Marshal's Office	May 2020 Fire Marshal Plan Review and Inspection	N	N/A	\$ 1,050.00
100-43-62-623700	10/11/2019	04787	Montgomery County Fire Marshal's Office	June 2020 Fire Marshal Plan Review and Inspection	N	N/a	\$ 2,600.00
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/A	N/A	\$ (33,850.00)
							<b>\$ 12,349.73</b>

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

**QUARTER 3 FYE 2020 - BUDGET AMENDMENTS - WATER & SEWER**

GL Account	Issue Date	Vendor Number	Vendor Name	Description/ Reason	Council Approved (Y/N)	Council Approved Date	Total Cost
600-50-63-631100	07/01/2020	02558	Ferguson Waterworks	SSR Meter & Minode Upgrade	N/A	N/A	\$ 10,750.00
							\$ 10,750.00



# Shenandoah City Council

## AGENDA REPORT

AGENDA DATE: <u>August 12, 2020</u>	ITEM NUMBER: <u>15</u>
DEPARTMENT: <u>Finance</u>	PREPARED BY: <u>Lisa Wasner</u>
PRICING:	EXHIBITS: <u>Summary of Itemized Changes</u>

**SUBJECT/PROCEEDING:**

Discussion of 2020 – 2021 Proposed Budget

**RECOMMENDED ACTION:**

Discussion Only

**BACKGROUND/DISCUSSION:**

This item is to discuss changes to the proposed budget discussed at the budget workshop held on July 31 and to provide follow up information and questions.

- 1. Department Operating Budgets**
  - General Fund Surplus – 87,815.30
  - CVB Surplus – 172,311.00
  - Water & Sewer Deficit – (162,689.04)
- 2. Capital Projects**
  - *General Fund Projects*
    - Questica Software (25% Share) – 5,625.00
    - Public Works Platform – 25,000
  - *CVB Projects*
    - CVB Buildout at City Hall – 50,000.00
    - Questica Software (25%) – 5,625.00
  - *Water & Sewer Projects*
    - Motor Control Center (MCC) (30% Share) – 144,600.00
    - ACP Waterline Replacement Projects (30% Share) – 351,000.00
    - Sewer Inspection Cameras – 13,000.00
    - Questica Budget Software (25% Share) – 5,625.00
- 3. Approved MDD Capital Projects**
  - Motor Control Center (MCC) (70% Share) – 337,400.00
  - ACP Waterline Replacement Projects (70% Share) – 819,000.00
  - I-45 and Research Forest Dr. Intersection Improvements – 1,026,250.00
  - Questica Budget Software (25% Share) – 5,625.00

The 2019 – 2020 operating budget and 2019 property tax rate must be adopted before September 18 for the city to be included on the Tax Assessor tax roll.

DEPARTMENT HEAD		DATE: <u>August 4, 2020</u>
CITY ADMINISTRATOR		DATE: <u>August 5, 2020</u>

Changes to 2020 - 2021 Proposed Budget					
Department	GL Number	Description	Budget Amount	New Amount	Increase/(Decrease) to Surplus
<b>REVENUES</b>					
Transfer from MDD	100-00-56-568500	Fire Services - Rate Decrease 80% Transfer	\$ 539,777.00	\$ 511,682.40	\$ (28,094.60)
Transfer from MDD	100-00-56-568500	Fire Services - Removal of Shared Patrol Time in Woodlands 80% Transfer	\$ -	\$ 152,000.00	\$ 152,000.00
Transfer from Water & Sewer	100-00-57-571200	Increase to Technology Costs - AMR Warranty	\$ 20,174.00	\$ 22,274.00	\$ 2,100.00
Transfer From CVB	100-00-57-571200	Reduce Technology Fees for Removal of Internet Services	\$ 15,246.00	\$ 9,246.00	\$ (6,000.00)
Transfer from CVB	100-00-57-571200	Increase Rental Expense & 5% Front Desk Salaries & Wages	\$ 31,992.00	\$ 75,641.00	\$ 43,649.00
Transfer from CVB	100-00-57-571200	Add CVB Pool Car Usage Expense	\$ -	\$ 678.00	\$ 678.00
Property Tax	100-00-50-511000	Updated Tax Value Information	\$ 930,398.00	\$ 941,865.00	\$ 11,467.00
					\$ -
					\$ -
<b>TOTAL REVENUE INCREASE/(DECREASE)</b>					<b>\$ 175,799.40</b>
<b>EXPENSES</b>					
Public Works	100-30-62-623300	Increase Forest Reserves	\$ 3,000.00	\$ 4,000.00	\$ (1,000.00)
Police	100-22-61-611400	Removal of Administrative Assistant Overtime	\$ 1,000.00	\$ -	\$ 1,000.00
Police	100-22-63-631100	Operating Equipment - additional 5,000 per Tahoe (New Company)	\$ 133,400.00	\$ 143,400.00	\$ (10,000.00)
Non-Department	100-17-61-614200	Group Insurance - 8.75% Rate Increase (5% Budgeted)	\$ 931,661.00	\$ 964,931.10	\$ (33,270.10)
Non-Department	100-17-61-61400	Dental Life/AD&D - No Rate Increase (5% Budgeted)	\$ 63,207.00	\$ 60,196.00	\$ 3,011.00
Fire Services	100-18-62-621000	Anticipated 2.5 % Increase (5% Budgeted for Quarter 1-3 2021)	\$ 518,325.00	\$ 483,207.00	\$ 35,118.00
Fire Services	100-18-62-621000	Removal of Shared Patrol Time in Woodlands	\$ -	\$ 190,000.00	\$ (190,000.00)
Emergency Management	100-21-63-63100	Increase for PPE for COVID Prevention	\$ 500.00	\$ 1,000.00	\$ (500.00)
Technology	100-55-67-674700	Hardware & Software Contracts - AMR Warranty	\$ 111,929.00	\$ 114,029.00	\$ (2,100.00)
Technology	100-55-62-620100	Reduction in Internet Services for CVB	\$ 19,550.00	\$ 13,550.00	\$ 6,000.00
Technology	100-55-67-674406	Remove Toddler Park Camera	\$ 3,500.00	\$ -	\$ 3,500.00
					\$ -
					\$ -
					\$ -
<b>TOTAL EXPENSE (INCREASE)/DECREASE</b>					<b>\$ (188,241.10)</b>
<b>CAPITAL PROJECT/PURCHASE ADDITIONS</b>					
NEW STAFF	COMMDEV	Civilian Code Enforcement Officer	\$ -	\$ 59,191.00	\$ (59,191.00)
Capital Purchase	Finance	Questica Budget Software (25% Share)	\$ -	\$ 5,625.00	\$ (5,625.00)
Capital Project	Public Works	Platform and Lift for Public Works Building	\$ -	\$ 25,000.00	\$ (25,000.00)
<b>TOTAL CAPITAL PROJECT &amp; PURCHASE EXPENSE (INCREASE)/DECREASE</b>					<b>\$ (89,816.00)</b>
<b>CHANGE AMOUNT</b>					<b>\$ (102,257.70)</b>

2020 - 2021 PROPOSED BUDGET SURPLUS/(DEFICIT)

\$190,073.00

(This is composed of the 99,032 surplus + 91,041 the net accrual from 27th payroll)

**NEW SURPLUS - AFTER CHANGES**

**\$87,815.30**

Changes to 2020 - 2021 Proposed Budget					
Department	GL Number	Description	Budget Amount	New Amount	Increase/(Decrease) to Surplus
<b>REVENUES</b>					
Revenue					\$ -
Revenue					\$ -
<b>TOTAL REVENUE INCREASE/(DECREASE)</b>					<b>\$ -</b>
<b>EXPENSES</b>					
Transfer to General Operating	200-45-68-681100	Reduce Technology Fees for Removal of Internet Services	\$ 15,246.00	\$ 9,246.00	\$6,000.00
Transfer to General Operating	200-45-68-681100	Increase Rental Expense & 5% Front Desk Salaries & Wages	\$ 31,992.00	\$ 75,641.00	(\$43,649.00)
Transfer to General Operating	200-45-68-681100	Add Pool Car Usage Expense	\$ -	\$ 678.00	(\$678.00)
Advertising	200-45-62-621700	Increase Expedia Travel Ads for New Hotels	\$ 32,500.00	\$ 38,500.00	(\$6,000.00)
					\$0.00
<b>TOTAL EXPENSE (INCREASE)/DECREASE</b>					<b>(\$44,327.00)</b>
<b>CAPITAL PROJECT/PURCHASE ADDITIONS</b>					
Capital Project	CVB	CVB Buildout at City Hall	\$ -	\$ -	\$50,000.00
Capital Purchase	Finance	Questica Budget Software (25% Share)	\$ -	\$ -	\$5,625.00
<b>TOTAL CAPITAL PROJECT &amp; PURCHASE EXPENSE (INCREASE)/DECREASE</b>					<b>\$55,625.00</b>
<b>CHANGE AMOUNT</b>					<b>\$ 11,298.00</b>

2020 - 2021 PROPOSED BUDGET SURPLUS/(DEFICIT)

(This is composed of the  
157,300 surplus + 3,713 the  
net accrual from 27th payroll)

\$161,013.00

**NEW SURPLUS - AFTER CHANGES**

**\$172,311.00**

**Changes to 2020 - 2021 Proposed Budget**

Department	GL Number	Description	Budget Amount	New Amount	Increase/(Decrease) to Surplus
<b>REVENUES</b>					
Revenue	600-00-56-561100	T-Mobile Lease Agreement	\$ -	\$ 24,999.96	\$ 24,999.96
<b>TOTAL REVENUE INCREASE/(DECREASE)</b>					<b>\$ 24,999.96</b>
<b>EXPENSES</b>					
Water & Sewer	600-50-68-681100	Increase to Technology Costs - AMR Warranty	\$ 20,174.00	\$ 22,274.00	(\$2,100.00)
Water & Sewer	600-50-67-674700	Increase Belt Press Preventative Maintenance	\$ 2,500.00	\$ 3,000.00	(\$500.00)
					\$0.00
<b>TOTAL EXPENSE (INCREASE)/DECREASE</b>					<b>(\$2,600.00)</b>
<b>CAPITAL PROJECT/PURCHASE ADDITIONS</b>					
Capital Project	Water & Sewer/MDD	Motor Control Center (MCC) Replacement	\$ -	\$ 144,600.00	(\$144,600.00)
Capital Project	Water & Sewer/MDD	ACP Waterline Replacement - I-45 at Texaco	\$ -	\$ 100,800.00	(\$100,800.00)
Capital Project	Water & Sewer/MDD	ACP Waterline Replacement - Memorial Hermann	\$ -	\$ 133,500.00	(\$133,500.00)
Capital Project	Water & Sewer/MDD	ACP Waterline Replacement - David Memorial at Vetter	\$ -	\$ 62,100.00	(\$62,100.00)
Capital Project	Water & Sewer/MDD	ACP Waterline Replacement - I-45 Crossing at Research	\$ -	\$ 54,600.00	(\$54,600.00)
Capital Project	Water & Sewer	Sewer Inspection Camera	\$ -	\$ 13,000.00	(\$13,000.00)
Capital Purchase	Finance	Questica Budget Software (25% Share)	\$ -	\$ 5,625.00	(\$5,625.00)
<b>TOTAL CAPITAL PROJECT &amp; PURCHASE EXPENSE (INCREASE)/DECREASE</b>					<b>(\$514,225.00)</b>
<b>CHANGE AMOUNT</b>					<b>\$ (491,825.04)</b>

TOTAL	WS	MDD
482,000	144,600	337,400
336,000	100,800	235,200
445,000	133,500	311,500
207,000	62,100	144,900
182,000	54,600	127,400
13,000	13,000	
5,625.00	5,625.00	

2020 - 2021 PROPOSED BUDGET SURPLUS/(DEFICIT)

\$329,136.00

(This is composed of the 317,709 surplus + 11,427 the net accrual from 27th payroll)

**NEW SURPLUS - AFTER CHANGES**

**(\$162,689.04)**



# Shenandoah City Council

## AGENDA REPORT

AGENDA DATE: <u>August 12, 2020</u>	ITEM NUMBER: <u>16</u>
DEPARTMENT: <u>Finance</u>	PREPARED BY: <u>Lisa Wasner</u>
PRICING: _____	EXHIBITS: _____

**SUBJECT/PROCEEDING:**

Discussion and Possible Action Regarding General Fund Surplus & Reserves Funds

**RECOMMENDED ACTION:**

Staff Recommends that Council Approve the Designation of General Fund Surplus and Creation of Fund

**BACKGROUND/DISCUSSION:**

1. As discussed during the budget workshop, staff has brought back amounts to be designated into a general fund reserve fund or a capital improvement fund.

Per the general fund reserve policy adopted last August, the City must hold a minimum of 180 operating days of costs in reserves. The estimated dollar amount to cover the 2020-2021 general fund operating budget is currently \$26,000 a day. The amount required for reserves will be \$4,680,000.

The general fund currently has a balance of \$6,525,000.

Going forward staff will bring the budgeted surplus to Council at the completion of the audit for fund assignment to the reserve fund or the capital improvement fund.

2. For staff to assign the reserve balance, Council must approve the creation of the fund. It will be reported together with the regular general claim on cash on the audit. If Council elects a capital improvement fund these funds will be restricted for capital improvements and will be reported with the Capital Project Fund on the audit.

**APPROVALS:**

DEPARTMENT HEAD		DATE: <u>August 5, 2020</u>
CITY ADMINISTRATOR		DATE: <u>August 6, 2020</u>



# Shenandoah City Council

## AGENDA REPORT

AGENDA DATE:	<u>August 12, 2020</u>	ITEM NUMBER:	<u>17</u>
DEPARTMENT:	<u>Administration</u>	PREPARED BY:	<u>Kathie Reyer</u>
PRICING:	<u>Click here to enter text.</u>	EXHIBITS:	<u>Resolution</u>

### SUBJECT/PROCEEDING:

Appointment of a Records Management Officer

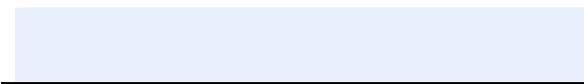
### RECOMMENDED ACTION:

Adopt the Resolution

### BACKGROUND/DISCUSSION:

With the resignation of the Records Manager, the City needs to appoint a new person as the official Records Management Officer. The resolution will accomplish that appointment.

### APPROVALS:

DEPARTMENT HEAD		DATE:	<u>Click here to enter a date.</u>
CITY ADMINISTRATOR		DATE:	<u>8/7/2020</u>

**RESOLUTION NO. R-20-006**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHENANDOAH, TEXAS APPOINTING A RECORDS MANAGEMENT OFFICER FOR 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 Records Management Officer to administer the records management program of the City; and

**WHEREAS**, City of Shenandoah Section 2-285 in the Code of Ordinances names the City Secretary as the Records Management Officer; and

**WHEREAS**, the City Council of the City of Shenandoah, Texas has amended Section 2-285 to appoint a Record Management Officer in place of the City Secretary;

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

That the position of Records Management Officer is to be filled by the following individual:

Andrea Williams

Records Management Officer

Furthermore, this resolution will become effective on August 12, 2020 upon adoption.

PASSED THIS THE 12<sup>th</sup> of August, 2020.

CITY OF SHENANDOAH, TEXAS

ATTEST:

\_\_\_\_\_  
M. RITCHEY WHEELER, Mayor

\_\_\_\_\_  
COURTNEY CLARY, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
WILLIAM C. FEREBEE, City Attorney



# Shenandoah City Council

## AGENDA REPORT

AGENDA DATE: August 12, 2020

ITEM NUMBER: 18

DEPARTMENT: Public Works

PREPARED BY: Joseph Peart

PRICING: See below

EXHIBITS: Ordinance and Contract Terms

### SUBJECT/PROCEEDING:

Proposed increase to recycling rates to be enacted by ordinance.

### RECOMMENDED ACTION:

Staff recommends approval of the recycling rate change by ordinance.

### BACKGROUND/DISCUSSION:

The ordinance presented adjusts the recycling rate to the single family residential users in the City of Shenandoah. It reflects the 4% increase in cost to recycling collection per the contract with Republic Services. This will increase the rate from \$6.84 to \$7.11 per month beginning October 1, 2020.

### APPROVALS:

DEPARTMENT HEAD

DATE: August 5, 2020

CITY ADMINISTRATOR

DATE: August 7, 2020



November 14, 2017

Mr. Joseph Peart  
City of Shenandoah  
29955 I-45 North  
Shenandoah, Texas 77381

Re: Renewal of Municipal Contract between the City of Shenandoah, Texas and Republic Services of Texas, LP  
Dated October 1, 2011

Dear Mr. Peart:

As per our recent discussions, Republic Services would propose to extension the above referenced Contract incorporating the following revisions to the existing terms and conditions:

Term and Extensions

The renewal period will be for a period of eighty-four **(84) months**, commencing on October 1<sup>st</sup>, ~~2017~~<sup>2018</sup> and ending on September 30, 2025.

Unchanged Existing Terms and Conditions

All other existing terms and conditions as agreed upon and set forth between the City and Republic in the Municipal Contract dated October 1, 2011 will remain in full force and effect during the term of this Renewal.

Please review the above and indicate as to whether or not the proposed revisions meet are acceptable to the City.

Should you have questions or require additional information, please do not hesitate to contact me. I can be reached at (832) 327-6405 or by email at [Daguilar@republicservices.com](mailto:Daguilar@republicservices.com).

I look forward to hearing from you at your convenience and being of continued service to the City of Shenandoah.

Best regards,

William Normand  
General Manager  
Republic Services  
8101 E Little York  
Houston, Texas  
(713) 636-6252  
[wnormand@republicservices.com](mailto:wnormand@republicservices.com)

Kathie Reyer  
Interim City Administrator

EXHIBIT A

CITY OF SHENANDOAH, TEXAS / REPUBLIC SERVICES MUNICIPAL CONTRACT

OCTOBER 30, 2018

Rates for Collection, Transportation and Disposal/Processing of Residential Refuse and Recyclable Materials

Year 1 – October 1, 2018 – September 30, 2019

Collection, Transportation and Disposal of Residential Refuse – \$20.06 / residence  
Collection, Transportation and Processing of Recyclable Materials – \$ 6.58 / subscriber

Year 2 – October 1, 2019 – September 30, 2020

Collection, Transportation and Disposal of Residential Refuse – \$20.86 / residence  
Collection, Transportation and Processing of Recyclable Materials – \$ 6.84 / subscriber

Year 3 – October 1, 2020 – September 30, 2021

Collection, Transportation and Disposal of Residential Refuse – \$21.69 / residence  
Collection, Transportation and Processing of Recyclable Materials – \$ 7.11 / subscriber

Year 4 – October 1, 2021 – September 30, 2022

Collection, Transportation and Disposal of Residential Refuse – \$22.56 / residence  
Collection, Transportation and Processing of Recyclable Materials – \$ 7.39 / subscriber

Year 5 – October 1, 2022 – September 30, 2023

Collection, Transportation and Disposal of Residential Refuse – \$23.46 / residence  
Collection, Transportation and Processing of Recyclable Materials – \$ 7.69 / subscriber

Year 6 – October 1, 2023 – September 30, 2024

Collection, Transportation and Disposal of Residential Refuse – \$24.40 / residence  
Collection, Transportation and Processing of Recyclable Materials – \$ 8.00 / subscriber

Year 7 – October 1, 2024 – September 30, 2025

Collection, Transportation and Disposal of Residential Refuse – \$25.38 / residence  
Collection, Transportation and Processing of Recyclable Materials – \$ 8.32 / subscriber

**ORDINANCE NO. O-20-012**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHENANDOAH AMENDING  
SECTION 74-288 REGARDING RECYCLING RATES FOR SINGLE FAMILY RESIDENCES**

**WHEREAS**, the City of Shenandoah contracts with third parties for trash and recycling services;  
and

**WHEREAS**, the City Council establishes rates to be paid by residents for recycling services; and

**WHEREAS**, the charges to be paid by residents for recycling services are to be made available to  
the public;

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

That Section 74-288 entitled Monthly Rates for Single Family Residential Recycling Services is  
amended, effective October 1, 2020, to establish the monthly rate for single family residential  
recycling service at \$7.11.

**PASSED, APPROVED AND ADOPTED** this 12<sup>th</sup> day of August, 2020.

CITY OF SHENANDOAH, TEXAS

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M. RITCHEY WHEELER, Mayor

ATTEST:

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COURTNEY CLARY, City Secretary

APPROVED AS TO FORM:

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WILLIAM FEREBEE, City Attorney

## MINUTES OF REGULAR MEETING

June 10, 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 Attorney William Ferebee, Finance Director Lisa Wasner, Public Works Director Joseph Peart, Interim Police Chief Troye Dunlap, Communications Manager Debbie Pilcher, CVB Director John Mayner, and IT Manager Chris Grizzaffi were also present. Community Development Manager Jackie Thompson was available by phone.

#### 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](#)

Scott Golemon – To hear citizen comments, please click [HERE](#)

Vince Santini – To hear citizen comments, please click [HERE](#)

Mark Hendon – To hear citizen comments, please click [HERE](#)

MINUTES OF REGULAR MEETING

June 10, 2020

SHENANDOAH CITY COUNCIL

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 that there would be an Independence Celebration held at the City Park on July 4, 2020 and that he was excited to celebrate the Country.

Councilmember Raymaker stated that some fill dirt from a drainage project to Holly Hill which will hopefully help with mosquitos.

**INDIVIDUAL CONSIDERATION:**

7. Presentation to scholarship recipients.

To view the presentation, please click [HERE](#)

Kacie Bevers presented scholarships to award winners Ansh Mittra and Abby Lee.

8. Discussion and possible action regarding Halloween Safe Streets and National Night Out.

COUNCILMEMBER FLETCHER MADE A MOTION TO APPROVE THE DATES AND LOCATIONS FOR HALLOWEEN SAFE STREETS AND NATIONAL NIGHT OUT FOR 2020 AND 2021, COUNCILMEMBER BRADT SECONDED. THE MOTION CARRIED 5/0.

9. Discussion and possible action to amend the permit fee schedule.

COUNCILMEMBER FLETCHER MADE A MOTION TO APPROVE THE AMENDED PERMIT FEE SCHEDULE, COUNCILMEMBER GRISTY SECONDED.

COUNCILMEMBER FLETCHER AMENDED HIS MOTION TO APPROVE THE RESIDENTIAL FEE SCHEDULE WITH THE CONDITION OF ELIMINATING PERMIT FEES FOR HOMEOWNER

MINUTES OF REGULAR MEETING

June 10, 2020

SHENANDOAH CITY COUNCIL

IMPROVEMENT OF PROPERTIES, COUNCILMEMBER GRISTY SECONDED. THE MOTION CARRIED 4/1 WITH COUNCILMEMBER BRADT AS THE OPPOSING VOTE.

10. CITIZENS FORUM

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

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

11. City Administrator Updates – Monthly Reports.

Ms. Reyer presented the following updates:

- Vision Park drainage project was completed with only a few minor items left
- The interior of the water tower was almost complete, and staff would be able to put back in service while the remainder of the tower was painted
- Entergy project underway and the underground trunk line was being installed on Wellman
- Several vitamin shoppes broken into in surrounding areas and SPD was aware and watching the retail location in Portofino shopping center
- Registration available online for the blood drive to be held at City Hall on June 18, 2020 from 9:00 am – 3:00 pm

12. COUNCIL'S INQUIRY

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

Councilmember McLeod stated that the disaster declaration would expire within a few days and stated that he looked forward to Shenandoah moving forward.

Councilmember Gristy stated that the Toddler Park lights were a nice addition and looked great.

## MINUTES OF REGULAR MEETING

June 10, 2020

### SHENANDOAH CITY COUNCIL

Councilmember Fletcher stated that the Independence Celebration was scheduled for Saturday, July 4, 2020, and he encouraged residents to attend. Councilmember Fletcher also thanked the staff for all that they have done during the COVID-19 pandemic and for the sacrifices that were made and for their hard work. Councilmember Fletcher also shared that he was proud of the Shenandoah Police department and stated that he stood behind the officers and appreciated the sacrifices officers make every time they put on their uniform.

Councilmember Raymaker asked if the ad campaign had kicked off and Ms. Reyer stated that it had and that patrons were back in the restaurants. Councilmember Raymaker also thanked John Bleyl and Kathie Reyer for their donations to the Shenandoah Scholarship fund. He ended by stating that the Courier had printed an article that was deceptive in nature regarding tuition reimbursement and that the headline was misleading, and that tuition reimbursement is a budgeted item. He asked that residents always question these types of articles and fact check.

Mayor Wheeler stated that he was looking forward to the Independence Celebration and shared that he was thankful for the Civic Club, staff and Councilmembers that worked to put the event together. Mayor Wheeler added that he was invested in the City and was proud of how well everyone works together and comes together for City events, and stated that he was looking forward to getting together with the residents on July 4, 2020.

#### EXECUTIVE SESSION

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

MINUTES OF REGULAR MEETING

June 10, 2020

SHENANDOAH CITY COUNCIL

Mayor Wheeler stated for the record that Council would move into executive session at 8:52 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. Pending Litigation;
    - Harold Denton
  - ii) Government Code § 551.072. Deliberation Regarding Real Property;
    - David Memorial Drive
  - iii) Government Code § 551.074. Personnel Matters;
    - City Administrator Evaluation
- a) Consideration and if determined appropriate, take action resulting from the item(s) listed under Executive Session.

Mayor Wheeler reconvened the regular meeting at 9:26 p.m. and stated for the record that no action was taken in executive session.

COUNCILMEMBER BRADT MADE A MOTION TO AUTHORIZE CITY ADMINISTRATOR KATHIE REYER TO PURCHASE THE PROPERTY FROM HAROLD DENTON ON BEHALF OF THE CITY, COUNCILMEMBER RAYMAKER SECONDED. THE MOTION CARRIED 5/0.

There being no further business, Mayor Wheeler adjourned the meeting at 9:27 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.**

MINUTES OF REGULAR MEETING

June 10, 2020

SHENANDOAH CITY COUNCIL

SUBMITTED BY:

\_\_\_\_\_  
Courtney Clary, City Secretary

DATE APPROVED: \_\_\_\_\_

\_\_\_\_\_  
M. Ritchey Wheeler, Mayor

DRAFT

## MINUTES OF REGULAR MEETING

June 24, 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, Interim Police Chief Troye Dunlap, 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.*

Allen Taylor – 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.*

MINUTES OF REGULAR MEETING

June 24, 2020

SHENANDOAH CITY COUNCIL

Mayor Wheeler stated that there had been discussions on whether to have the Independence Celebration on July 4th and that he felt that if large crowds could gather to protest for whatever reason, then it should be alright for residents to gather to celebrate the birth of the United States of America as an Independent nation. He added that the event would be held at the City Park from 9:00 a.m. to 11:00 a.m. on Saturday, July 4, 2020.

**INDIVIDUAL CONSIDERATION:**

7. Introduction of new police officer and oath of office.

Lieutenant Jake Reuvers provided background information on new officer Sha’Kethia Taylor and Interim Police Chief Troye Dunlap pinned Ms. Taylor with the Shenandoah badge and lead the Oath of Office to swear in Ms. Taylor to the Shenandoah Police Department.

8. Presentation of the new CVB web site.

To view the presentation, please click [HERE](#)

9. Presentation of the Municipal Development District monthly report.

To view the presentation, please click [HERE](#)

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

A RESOLUTION OF THE CITY OF SHENANDOAH, TEXAS APPROVING ANNUAL SERVICE PLAN UPDATE TO THE SERVICE AND ASSESSMENT PLAN AND ASSESSMENT ROLL FOR PUBLIC IMPROVEMENTS FOR THE METROPARK PUBLIC IMPROVEMENT DISTRICT; AND ENACTING OTHER PROVISIONS RELATING THERETO.

COUNCILMEMBER RAYMAKER MADE A MOTION TO ADOPT A RESOLUTION APPROVING THE ANNUAL SERVICE PLAN UPDATE TO THE SERVICE AND ASSESSMENT PLAN AND ASSESSMENT ROLL FOR PUBLIC IMPROVEMENTS FOR THE METROPARK PUBLIC IMPROVEMENT DISTRICT, COUNCILMEMBER GRISTY SECONDED. THE MOTION CARRIED 5/0.

11. Presentation of a final report regarding the proposed zoning amendment for a special use permit for a Beer and Wine Retailer Permit (On Premise) with Food and Beverage Certificate. The proposed zoning amendment is for 1500 Research Forest Drive, Suite 240, Shenandoah, Texas 77380. (Ploy Thai

MINUTES OF REGULAR MEETING

June 24, 2020

SHENANDOAH CITY COUNCIL

Cuisine)

Ms. Reyer stated that the Planning and Zoning Commission unanimously approved the special use permit for a beer and wine retailer permit for Ploy Thai Cuisine.

12. Public hearing regarding proposed zoning amendment for a special use permit for a Beer and Wine Retailer Permit (On Premise) with Food and Beverage Certificate. The proposed zoning amendment is for 1500 Research Forest Drive, Suite 240, Shenandoah, Texas 77380.

Mayor Wheeler opened the public hearing at 7:26 p.m.

With there being no citizens wishing to speak, Mayor Wheeler closed the public hearing at 7:27 p.m.

13. 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 WINE AND BEER RETAILERS (ON-PREMISE) PERMIT WITH A FOOD AND BEVERAGE CERTIFICATE FOR PLOY THAI CUISINE LOCATED AT 1500 RESEARCH FOREST DRIVE, SUITE 240, SHENANDOAH, TEXAS; PROVIDING FOR A PENALTY IN THE AMOUNT OF \$2,000 FOR VIOLATIONS THEREOF; PROVIDING SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

COUNCILMEMBER BRADT MADE A MOTION TO ADOPT AN ORDINANCE AMENDING THE CODE OF ORDINANCES, CHAPTER 102, SO AS TO A SPECIAL USE PERMIT FOR A WINE AND BEER RETAILERS (ON PREMISE) PERMIT WITH A FOOD AND BEVERAGE CERTIFICATE FOR PLOY THAI CUISINE, COUNCILMEMBER RAYMAKER SECONDED. THE MOTION CARRIED 5/0.

14. Discussion and possible action regarding TMLIRP rerate.

COUNCILMEMBER MCLEOD MADE A MOTION TO APPROVE TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL LIMITS AND DEDUCTIBLES PRESENTED TO COUNCIL, COUNCILMEMBER FLETCHER SECONDED. THE MOTION CARRIED 5/0.

15. Discussion and possible action to cast a vote for nominee(s) to the Montgomery County Emergency Communications District Board of Managers.

COUNCILMEMBER MCLEOD MADE A MOTION TO RECOMMEND RICHARD TRAMM TO

MINUTES OF REGULAR MEETING

June 24, 2020

SHENANDOAH CITY COUNCIL

COMPLETE THE CURRENT TERM AND FOR SERVICE IN THE NEXT TERM, COUNCILMEMBER BRADT SECONDED. THE MOTION CARRIED 5/0.

16. Discussion of Capital Improvement Plan (CIP).

To view the CIP information presented, please click [HERE](#)

Mr. Peart stated that the presentation included the CIP in its entirety. Mr. Peart stated that the City had received additional cost estimates from contractors as well as Bleyl Engineering offering a clearer understanding of projects listed in the plan.

Mr. Peart stated that at the Municipal Development District Meeting the Board suggested that the water project at David Memorial/Vetter be delayed to 2022 so that all the projects can be bid together.

Councilmember McLeod asked if any planned road work would affect that project. Mr. Peart stated that they would not.

Mr. Peart stated that the Board also suggested that the Wellman Road bridge drainage expansion project potentially be delayed depending what revenues look like and could be discussed at a later time, and that the Board also suggested that the Interstate 45/Research Forest intersection improvements move up higher on the list and shared interest to aid in funding the project. Mr. Peart also stated that Board Member Raymaker requested a cost estimate for the 10 year plan for the Research Forest Drive rebuild in order to keep it visible to anyone planning in the future.

17. Discussion and possible action to approve the minutes of the May 13, 2020 and the May 27, 2020 regular meetings.

COUNCILMEMBER BRADT MADE A MOTION TO APPROVE THE MINUTES OF THE MAY 13, 2020 AND THE MAY 27, 2020 REGULAR MEETINGS, COUNCILMEMBER RAYMAKER SECONDED.

MINUTES OF REGULAR MEETING

June 24, 2020

SHENANDOAH CITY COUNCIL

THE MOTION CARRIED 5/0.

18. Discussion and possible action to approve the accounts payable for May, 2020.

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

19. CITIZENS FORUM

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

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

20. City Administrator Updates – Monthly Reports.

Ms. Reyer stated that there were no updates.

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 McLeod stated that the flags put out by the Oak Ridge High School band would be out from June 30<sup>th</sup> – July 7<sup>th</sup>.

Councilmember Gristy stated that he was looking forward to the Independence Celebration and was excited to see everyone out.

Councilmember Fletcher stated that in light of recent events he wanted the men and women of the Shenandoah Police Department to know that he and the rest of City Council support the

## MINUTES OF REGULAR MEETING

June 24, 2020

### SHENANDOAH CITY COUNCIL

necessary decisions that are made on duty to uphold the law, and he asked that officers not be fearful that the City would turn against officers for doing the best they can in a difficult job. Councilmember Fletcher asked that all officers keep their heads high and keep up the good work. He added that Shenandoah residents are very appreciative of the police department and asked that officers continue to honor themselves, the City, and their families with integrity.

Councilmember Fletcher stated that a resident spoke at a previous meeting and stated that Kathie Reyer was on an “earn as you learn program.” Councilmember Fletcher stated that he had no doubt that Ms. Reyer was the right person for the City Administrator position, and that in the 10 years she has been with the City that she has accomplished so much and felt that she should be recognized. He ended by thanking Ms. Reyer for everything she has done and continues to do.

Councilmember Raymaker thanked all of the staff and John Bleyl for always working hard to help with putting together the Municipal Development District monthly reports.

Mayor Wheeler reminded everyone that the Independence Celebration would be held on July 4, 2020 from 9:00 a.m. to 11:00 a.m.

#### EXECUTIVE SESSION

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

There being no further business, Mayor Wheeler adjourned the meeting at 7:42 p.m.

#### **ADJOURN**

MINUTES OF REGULAR MEETING

June 24, 2020

SHENANDOAH CITY COUNCIL

***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:

\_\_\_\_\_  
Courtney Clary, City Secretary

DATE APPROVED: \_\_\_\_\_

\_\_\_\_\_  
M. Ritchey Wheeler, Mayor

DRAFT