NOTICE OF REGULAR MEETING

August 26, 2020

SHENANDOAH CITY COUNCIL

STATE OF TEXAS AGENDA

COUNTY OF MONTGOMERY

CITY OF SHENANDOAH

NOTICE IS HEREBY GIVEN that a Meeting of the Shenandoah City Council will be held on Wednesday, August 26, 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. Presentation of the Municipal Development District monthly report.
8. Discussion and possible action regarding a Strategic Destination Plan for the CVB.
9. Discussion and possible action regarding authorization to pay an invoice from Steptoe and Johnson.
10. Discussion and possible action to adopt the following Resolution:

    RESOLUTION SETTING PUBLIC HEARING TO CONSIDER LAND USE PROJECTIONS AND A CAPITAL IMPROVEMENT PLAN RELATED TO A POSSIBLE IMPACT FEE PURSUANT TO CHAPTER 395 OF THE TEXAS LOCAL GOVERNMENT CODE.

11. Presentation of a final report regarding the proposed zoning amendment for a special use permit for a Wine and Beer Retailers (On-Premise) Permit with Food and Beverage Certificate. The proposed zoning amendment is for Killen's Barbeque located at 8800 Six Pines Drive, Shenandoah, Texas.

12. Public Hearing regarding the proposed zoning amendment for a special use permit for a Wine and Beer Retailers (On-Premise) Permit with Food and Beverage Certificate. . The proposed zoning amendment is for Killen's Barbeque located at 8800 Six Pines Drive, Shenandoah, Texas.

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 FOR KILLEN'S BARBEQUE LOCATED AT 8800 SIX PINES DRIVE, SHENANDOAH, TEXAS; PROVIDING FOR A PENALTY IN THE AMOUNT OF $2,000 FOR VIOLATIONS THEREOF; PROVIDING SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

14. Public Hearing regarding the 2020-2021 fiscal year operating budget.

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

    AN ORDINANCE OF THE CITY OF SHENANDOAH, TEXAS ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2020-2021.

16. Consider, adopt, and set by Order/Resolution the 2019 Ad Valorem Tax Rate for Maintenance and Operation, $0.0810/$100.

17. Consider, adopt, and set by Order/Resolution the 2019 Ad Valorem Tax Rate for Debt Service, $0.0989/$100.

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

19. 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.

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20. City Administrator updates – Monthly Reports.

21. COUNCIL INQUIRY

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

EXECUTIVE SESSION

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

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

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

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

ADJOURN

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

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

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

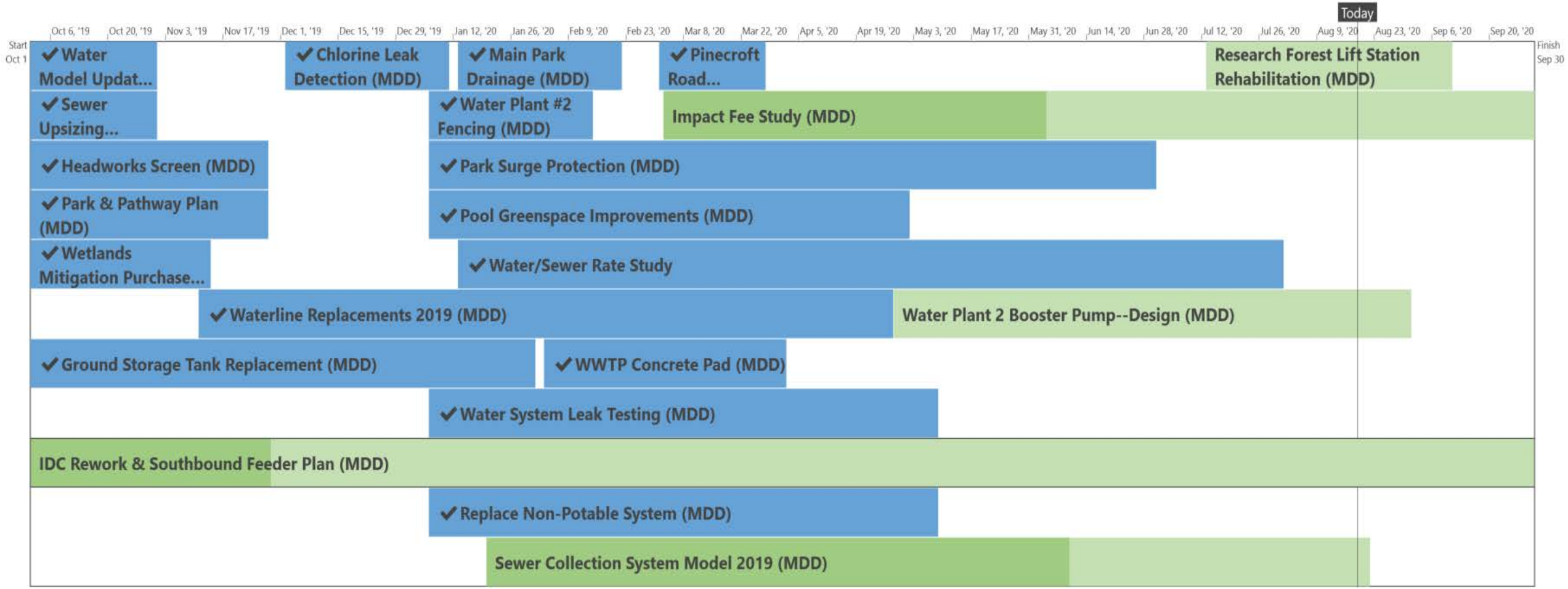
I certify that the attached notice of meeting was posted on the bulletin board at City of Shenandoah Municipal Complex, 29955 IH-45 North, Shenandoah, Texas, on the 21 day of August 2020 at 4:40 o'clock p.m.

Courtney Clary, City Secretary

CITY OF SHENANDOAH TEXAS

MDD Capital Projects

July 31, 2020



July Update:

1) MDD Discussed the Capital Improvement Plan (CIP). No action was taken.

MDD Capital Projects (2019-2020)

July 31, 2020

MDD Capital Projects (2019-2020)					July 31, 2020
Project Name	Budgeted	Spent	$ Remaining	% Remaining	Updates
Research Forest Lift Station	79,100	-	79,100	100%	8/10: Planned 3rd QTR. Project delay anticipated by increase in costs and request for proposal drafting
Impact Study	17,500	7,708	9,792	56%	8/10: In Progress. Preliminary Study is complete. Due to Statutory requirements (Board Appointments, Public Notices & Hearings), anticipated adoption by Council is October 2020. Impact Fee Board has been appointed and determining land use and impact fee amounts for presentation to City Council.
Sewer Collection System Model	33,950	22,402	11,548	34%	8/10: In Progress. Evaluating existing sanitary sewer system & provide recommendations to accommodate future City demand. Pump curves provided for lift stations.
Water & Sewer Rate Study	28,000	28,368	(368)	-1%	8/10: In Progress. Evaluate existing Water & Sewer Systems to estimate future costs of Services based on historical usage / growth. Cash flow and expense revenue anaylsis underway. 8/12 Townhall and rate adoption scheduled.
Main Park Surge Protection	7,500	6,200	1,300	17%	Completed June 2020.
Pinecroft Road Improvements	21,000	20,837	163	1%	Completed Mar 2020.
Replacement of Non-Potable Water System	10,850	10,833	18	0%	Completed Mar 2020.
Water System Leak Detection	10,640	9,975	665	6%	Completed Mar 2020.
Concrete Pad at WWTP	14,000	4,830	9,170	66%	Completed Feb 2020.
Main Park Drainage	26,000	24,500	1,500	6%	Completed Jan 2020.
Pool Greenspace Improvements	23,000	20,700	2,300	10%	Completed Jan 2020.
Water Plant 2 Fencing	2,100	2,100	-	0%	Completed Jan 2020.
Chlorine Leak Detectors	5,250	4,935	315	6%	Completed Dec 2019.
Wetland Mitigation Credit Purchase (Tranche 2)	1,614,000	1,614,000	-	0%	Completed Nov 2019.

MDD Capital Projects (2018-Prior)

July 31, 2020

MDD Capital Projects (2018-Prior)

July 31, 2020

Project Name	Budgeted	Spent	$ Remaining	% Remaining	Updates
					2018 - Prior Projects
Water Plant 2 Booster Pump - Design	42,000	-	42,000	100%	8/10: 500 GPM purchased and awaiting delivery. COVID has caused delay of manufacture of pump.
IDC Rework & Southbound Feeder Plan	120,000	48,899	100,448	84%	7/10: In progress. New state legislation has increased complexities of both regulating development & maintaining community standards. Cities throughout Texas are assessing options addressing limited City zoning authority. Awaiting review by P&Z in August.
Waterline Replacements (Pinecroft & Savanah)	455,000	193,950	261,050	57%	Completed May 2020.
WWTP Master Plan	35,000	27,017	-	0%	Completed Jan 2020.
Water Model Update 2019	28,000	15,349	-	0%	Completed Oct 2019.
Headworks Screen	77,000	92,575	-	0%	Completed Nov 2019.
Park & Pathway Plan	10,000	1,844	8,156	82%	Completed Nov 2019.
Sewer Upsizing Project	319,673	319,673	-	0%	Completed Sept 2019.

MDD Capital Projects (2018-Prior)

July 31, 2020

Long Term / Multi-Year Strategic Initiatives

Project Name	Budgeted	Spent	$ Remaining	% Remaining	Updates
David Memorial Drive - Phase 2 (2016-2017)	1,927,000	43,378	1,883,622	98%	7/17: In progress. Discussions ongoing with multiple affected entities (Hospital, County, Conroe, Railroad, adjacent properties) coordinating design & funding of segments outside of Shenandoah's City Limits. Design nearing completion. Wetland permitting submitted to USACE. Bleyl has provided alternate routes requested from the USACE. **USACE has now assigned a Project Manager for this project.**
East Side Wetlands Permit (Option 1B 1-24-18 MDD Meeting)	108,500	92,048	16,452	15%	7/17: In progress; wetlands permits pending with USACE. Application re-submitted with all responses to comments recieved during public comment period. USACE continuing application review process. Estimated Aprroval 3/21.
East Side Relief Pond (Option 1B 1-24-18 MDD Meeting)	864,900	90,040	774,860	90%	7/10: Staff is seeking a grant through the Texas General Land Office GLO for the full cost of the project. On hold due to 2 pending items: 1) East Side Wetlands permit from USACE. 2) Resolution of downstream drainage issues east of the railroad tracks (outside of City)
Tamina Rd/I45/Research Forest Intersection (2017-2018)	1,173,750	142,426	1,031,324	88%	7/17: Bleyl met with TXDOT area office 1/30/20. TXDOT approved project. ▪ Confirmed feasility of fiber optic utility cabinet relocation. ▪ ROW acquisition will be required from Home Depot, options for acquisition discussed with Home Depot ▪ MDD approved $139,500 for Design work 4/22.
Research / I45 SB Feeder (RT Turn Lane) & Tamina WB Right Turn Lane (Home Depot) (2017-2018)	696,000	43,405	652,595	94%	· Research Forest Lane Extension & Home Depot Driveway projects presented together to MDD for design synergies / economies of scale. ▪ Commissioner Metts confirmed there are no current plans regarding Tamina Road near Home Depot. ▪ Home Depot requests construction during the summer time to affect store sales the least. ▪ Precinct 3 approved Research right turn lane, Entergy needs relocate a pole to continue project. **6/15: Project on hold until Summer of 2021 due to COVID delays & pending easement discussions. Home Depot's building window is only during summer months.**
Vision Park Rear Storm Drainage (2015-2016)	130,000	31,400	98,600	76%	6/15: Project Completed. The City realized savings through relocating excavated soil to Holly Hill Park to improve its drainage. Easments were obtained in February 2020. Bidding & Awarded March-April 2020.
Park Improvements (2019-2020)	50,000	7,474	42,526	85%	5/21: Funding Released to the CIP Plan. Funding had been allocated for Preliminary Design / Construction Oversight of a new park.

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	August 26, 2020	ITEM NUMBER:	**8**
DEPARTMENT:	CVB	PREPARED BY:	Kathie Reyer
PRICING:	$36,000 + travel expenses not to exceed $7,500	EXHIBITS:	Proposal

SUBJECT/PROCEEDING:

Discussion and possible action to approve a Strategic Destination Plan for the CVB.

RECOMMENDED ACTION:

Staff recommends approval.

BACKGROUND/DISCUSSION:

Earlier in the year, staff presented a proposal for a Strategic Destination Plan for the CVB, and since that time the industry has changed significantly. John Mayner, the CVB Director has negotiated a new proposal with a different approach. Rather than a report that is delivered after a one-time project, the new proposal provides for an ongoing relationship over the course of the next fiscal year, where research and monitoring of our hotel and retail markets are continuous.

The consultants, Clarity of Place, will meet with key stakeholders from across all economic sectors in the City (hotel, retail, dining, recreation, etc.) to gain feedback from the overall community. They will then develop a competitive analysis to assess how Shenandoah can differentiate itself to compete in the visitor market. They will also produce a plan that addresses the long term sustainability of the City as a destination. All aspects of the project will be conducted in collaboration with City staff.

The proposal includes the following deliverables:

- Report on assessment and analysis
- List of priorities and goals for implementation
- Monitoring of the performance of the report, priorities, goals
- Tracking of any disruptions affecting tourism

The base fee of $36,000 would be paid out monthly as a retainer. If the City wishes to continue the relationship with the consultants after the first year, that will be renegotiated on an annual basis, at a lower rate than the first year.

APPROVALS:

DEPARTMENT HEAD		DATE:	
CITY ADMINISTRATOR		DATE:	August 21, 2020

July 24, 2020

Mr. John Mayner
Director
Shenandoah Convention & Visitors Bureau
c/o Courtney Clary, City Secretary
City of Shenandoah
29955 Interstate 45 North
Shenandoah, TX 77381

Dear John,

It is our pleasure to share our response to the Visit Shenandoah RFP for the creation of a Destination Strategic Plan. We recognize the unique challenges and opportunities the city faces as a visitor destination. Its fast-growing population, location within the Greater Houston market, and its mix of attractions position it well to grow and thrive. These aspects also present vulnerabilities that challenge the destination's sustainability if not proactively addressed.

Our approach to helping Visit Shenandoah (CVB) is based on an active partnership to uncover what makes the destination competitive in the larger competitive context. As industry veterans, we understand what it takes for destination management organizations—large or small—to be effective. In addition to identifying the optimal course as the CVB looks to strengthen the destination, we will employ our deep expertise in helping communities thrive by providing hands-on counsel to implement the plan and adjust as the market changes and a return to pre-COVID travel patterns arise.

As one of the smaller communities in the northern part of the MSA, Shenandoah both complements and competes with its neighbors. Our goal in helping craft the plan is to serve as an extension of the CVB's resources and consider the community elements that impact and can potentially impact the growth of the destination.

Thank you for the opportunity to share our process and proposed approach with you. Please do not hesitate to contact either of us should you have any questions or require additional information.

Sincerely,

David Holder
david@clarityofplace.com
315.569.8908

Tina Valdecanas
tina@clarityofplace.com
919.492.4751

PROPOSAL

CREATING A DESTINATION STRATEGIC PLAN FOR SHENANDOAH

Submitted by:

Clarity of Place

JULY 24, 2020

VISIT Shenandoah TEXAS

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- Prioritize action
- Monitor for success

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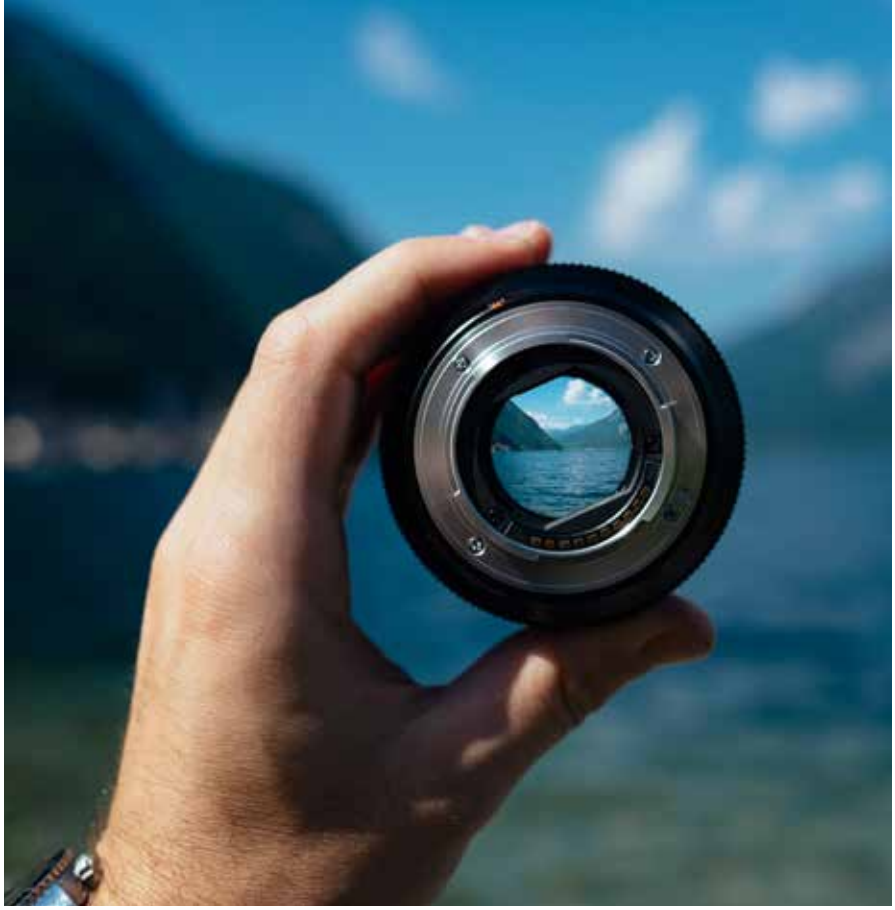
Clarity of Place



Clarity of Place is a new company but not new to the needs of destinations like Shenandoah.

Founded by two place-based industry veterans, we are reinventing what it means to be strategic.

We look beyond the traditional linear, cause-and-effect approach to destination strategic planning and take into account how the various parts of a destination are interconnected and influence and affect one another.

By using both structured and unstructured data to monitor the destination, we help destination management organizations to more effectively manage or influence all parts of their tourism ecosystem.

Clarity—our base product—is designed to be an enhancement to a destination leader's toolbox. Unlike one-time strategic planning exercises conducted every few years, Clarity is an ongoing research and monitoring service that is supplemented by applied guidance.

Clarity serves as an organization's data scientist and strategic counsel rolled into one.

We will use the established Clarity process as the basis for building a destination strategic plan for the Shenandoah CVB and monitoring and adapting its implementation.

Our Solution

The Shenandoah CVB ("the CVB") seeks a firm to help create a research-driven destination plan that will guide the city's destination strategy. The resulting plan should guide tourism development efforts through 2030, ensure resources are in place for destination development needs, and meet the long-term goals of the community.

Clarity of Place is excited for the potential opportunity to partner with the CVB. Our understanding of the opportunities facing this destination is based on a combination of initial conversations, personal encounters and industry experience.

If chosen to partner with the Shenandoah CVB on this initiative, we would apply the core functions of our Clarity process to assist in developing a plan to address the city's tourism objectives.

The following pages describe our proposed approach.

STAKEHOLDER ANALYSIS

- Gather local insights and knowledge to augment destination assessment
- Inventory local and regional destination products and support amenities that can be harnessed to grow tourism impacts

COMPETITIVE ANALYSIS

- Evaluate destination strengths, product opportunities and overall tourism gaps
- Compare Shenandoah to competitive markets by key audience markets
- Assess role of marketing and sales for the destination

CITY/DESTINATION SUSTAINABILITY

- Prioritize short- and medium-term activities
- Establish key performance indicators to monitor progress and adjust as needed
- Review of product and infrastructure priorities
- Craft messaging to connect the plan to key stakeholders' and City officials' goals

Retail Assessment

Hotel Assessment

Project Set-up: Launch with a firm understanding of goals and shared expectations for success

We will build the destination strategic plan in close collaboration with the CVB leadership. During a project set up meeting we will provide a guide that outlines our project plan and provides a base list of community input we hope to collect. We will also come to a mutual agreement on the time-line, overall project goals, key stakeholders to engage and competitive/aspirational communities with which Shenandoah will be benchmarked.

Given the current travel environment, this meeting will most likely need to be conducted remotely via teleconference and a screen/video share.

I. Learn from Key Stakeholders

Stakeholder involvement is the most important component of the destination planning process. This step encourages engagement and on-going involvement in both building the plan and implementing its recommendations.

Importance of Step

Stakeholders provide the backbone of a destination's marketplace. Their involvement in the ongoing planning cycle is enormously important and impactful. We use the stakeholder analysis process to create buy-in and support for the resulting plan and its ongoing implementation.

How It Will Work: Meetings with Key Stakeholders

Building on our framework around the key parts of a community that should be involved in destination development, we will work closely with city and CVB leadership to identify those stakeholder that are essential to the success of building this destination plan. This step will be accomplished during the project set up meeting by reviewing stakeholder lists and establishing a process to connect with them.

Clarity of Place encourages the involvement of the Shenandoah CVB leadership. The CVB's involvement will show stakeholders that it is an active participant in the planning process and allow the CVB to articulate the role of the stakeholder in the Shenandoah tourism industry's success. It will also create a mutual understanding of the importance of that stakeholder's involvement.

For this process, stakeholders are arranged into two groups:

1. Individual interviews

With assistance from the CVB, we will arrange individual meetings (face-to-face as available or via Zoom) or phone calls with key individual local stakeholders. Typically, this includes elected officials, key business owners, community leaders and local developers that need more direct involvement in building the plan. As noted, the list of individual meetings will be constructed in collaboration with the city and the CVB. We will compile notes and take-aways from each of these meetings for discuss any implications of the feedback with the CVB.

2. Small-group discussions

Also with assistance from the CVB, we will orchestrate a series of small group meetings to elicit input on the needs and desired direction from key community and industry segments. The groups will respond to a series of questions on tourism direction, needs and opportunities.

As with the individual interviews, the list of small group meetings will developed in consultation with the city and the CVB. We will compile notes and take-aways from each of these meetings for follow-up and discuss any applicable areas of concern with the CVB.

Key Stakeholder Categories

The base group of stakeholders to be engaged includes:

- Hotels (General Managers & Directors of Sales)
- Restaurants & Dining (General Managers)
- Attractions & Activities
- Diversity, Equity & Inclusion
- Medical
- Recreation & Sports
- Economic development and workforce partners
- Retail
- Transportation & Infrastructure
- Events
- Community Organizations
- Neighbors

Base Questions

To ensure that we solicit the range of input desired from each stakeholder group, each engagement session is guided by a set group of questions. Depending on the interviewee/group, additional, stakeholder-specific questions might be added. This consistency in our approach builds a true understanding of the overall opportunities facing Shenandoah as a destination. Examples of the types of questions posed in the stakeholder engagement include:

- What does tourism mean to Shenandoah? Why should tourism be important to our community?
- What are our key assets for growing tourism?
- What is needed to make those assets more successful?
- What obstacles stand in the way of future tourism success?
- What tourism opportunity is the most important priority?
- How will we know if our future tourism efforts are successful?

Task Outputs

Given the input from both sets of stakeholder engagements, we will create a **feedback matrix** that categorizes the responses and use the composite feedback when developing priorities and immediate recommendations.

We will share the matrix with the CVB for review and discussion.

An additional output of the engagement will be identification of potential champions for the plan once it is finalized.

Please see Case Study 1 (page 16) for a description of the power of the stakeholder engagement process.

II. Bringing Clarity to the Competitive Analysis

Tourism is a dramatically competitive industry. Visitors have a tremendously wide variety of options of where to go and how to spend their money. The ongoing pandemic has produced another competitive obstacle as many potential travelers are simply choosing to stay home and safely avoid a possible threatening situation. The competitive analysis will help Shenandoah understand the current and potential attractiveness of its destination product and amenities and identify areas where more effective direct outreach is needed or where product gaps need to be filled.

Importance of Step

Destinations are constantly striving for competitive differentiation. The prevalence of similarity across U.S. communities fosters the need for establishing unique offerings that can both create interest from visitors and pride from residents. Competitive understanding begins with assessing demand drivers both in value and importance, but the process must include a determination of missing components within their desirability. The role of amenities, the regional product mix and infrastructure needs are all examined within this phase of the project

How It Will Work: Assessing the Complete Tourism Vertical

We understand that destinations can only be competitive in today's travel market if their entire tourism ecosystem is competitive. While having attractions, venues, lodging supply, and means of travel to and from the community are important, so too are a community's cultural centers, events restaurants, retail options, and service providers. Additionally important is the dynamism of the community's economy and the residents and companies in place that help sustain the area's quality of place.

To understand how competitive Shenandoah is as a destination, we will assess the entire "tourism vertical," as well as understand the complementarity and competition the city faces from its neighbors within the Greater Houston area.

Industry Proven Process for Filtering Inputs and Data

With a combined 40+ years experience in helping places thrive, the Clarity process is standardized to take into account the various factors that affect a destination's success.

This filtering and assessment process will serve as the basis of the competitive assessment. The outcome of this task wil help identify the city's compelling and competitive advantage. In addition to comparing Shenandoah as a destination to two or three competitive and aspirational communities, the key areas of proposed assessment for Shenandoah are described below.

1. Catalog Current Demand Drivers

Tourism success is dependent upon activating and marketing demand drivers across the community. These demand drivers either provide the reason and motivation for selecting a destination (direct demand drivers) or they work in conjunction with other motivators to provide more things to do for visitors who are in town for other reasons (indirect demand drivers). We will use the the stakeholder input and conversations, comparative data, and insights from the Shenandoah CVB to assemble a definitive overview of the destination offerings available in Shenandoah. We will categorize each identified demand driver and match the demand driver to potential target audiences.

Identifying Opportunities

The comprehensive local and regional analysis of competitive demand driver offerings will reveal opportunities for additional exploration. These new options will be categorized based on brand new development opportunities and enhancements to existing product offerings, as well as the amount of exploration needed to successfully prepare the concept for launch. Items that are high opportunities and low investments will be targeted first.

These items will need additional study to determine the feasibility of the product. As needed, we will work with the Shenandoah CVB to determine the best source for such feasibility work, either under a new scope of work with Clarity of Place or a trusted third-party partner.

2. Identifying Competitor Demand Drivers

Similar to the above, we will employ the stakeholder input and conversations with the Shenandoah CVB to extend the local demand driver list to cover adjacent communities that should be leveraged to produce overnight business for Shenandoah. This competitive analysis will reach beyond Montgomery County to best understand Shenandoah's potential competitive advantages across the greater Houston marketplace. We will categorize each of the identified competitive demand drivers in the regional destination and align the regional product mix against the Shenandoah's strengths. The analysis will provide a glimpse at gaps that exist within Shenandoah's overall offering and needed investments to fill the gap. This will allow us to project a return on investment so that the city can better prioritize its resources.

3. Anticipating Needed Infrastructure Support

The three-way intersection of economic development with community development and tourism development produces **quality of place** for a community. This notion of quality of place is vital for destination sustainability as business growth can exist hand in hand with an improved community for residents. Although the destination product mix factors heavily into the area's quality of place, the area's infrastructure creates a lasting bond between residents and guests. Improvements to a destination's infrastructure provide needed service and improve the livelihood of residents.

Clarity of Place will examine all aspects of the destination infrastructure to determine current strengths and future needs. The infrastructure analysis will assess immediate advantages, near-term opportunities and long-term concerns. Once the infrastructure listings are placed into categories, we will review the work with the city and the CVB leadership to determine importance and integration with existing plans and implementation options. The outcome of the infrastructure review will be included in the final plan.

Please see Case Study 2 (page 17) for a description of the power of the competitive assessment.

Threat	Vulnerability
Budget	
• Overall	High
• Other sources	High
Leadership	
• Partnerships	Low
• Board Structure	Medium
Program	
• Key Stakeholders	Medium
• Hotels	High
Community	
Buy in	Medium
Support for local	Low

Clarity's Diagnostic Tool

- Summary of all information & data
- Identification of opportunities and vulnerabilities
- Prioritized actions with greatest impact potential

III. Ensuring City/Destination Sustainability

Destination sustainability has a number of definitions. In the case of Shenandoah, sustainability will be developed through a plan that assures future business success for current demand drivers, visitor amenities and infrastructure that supports tourism. This long-term success must be continually assessed against changes to the marketplace; absorption of new inventory, managing retail diversity and building towards a post-pandemic future as all are elements of sustainability.

Importance of Step

Quality of place depends on creating a balance of business success, visitor satisfaction and resident support. This step in the planning process will create a set of priorities to ensure that Shenandoah is able to attain the developed long-term destination vision, as well as benchmark measures to ensure the community is progressing towards its overall tourism.

How It Will Work

Clarity applies the data and findings from the competitive analysis and stakeholder engagement to develop a meaningful strategy for the destination by identifying the vulnerabilities and opportunities facing the destination. This assessment is based on industry expertise around actions that impact destination management organizations most directly or that contribute to a destination's competitiveness.

Given Shenandoah's current concentration of retail amenities, lodging supply, and collection of attractions, our work will invest special attention to the following:

- Retail Assessment
  The importance of retail operators in producing employment, direct and indirect demand for travel and sales tax revenues is vital to the success of Shenandoah. We will assemble an overview of retail diversity and provide a relative glimpse of strengths, weaknesses and competitive overlaps with adjacent communities, particularly The Woodlands. Clarity of Place will provide the assessment to

The Clarity Advantage

Clarity provides destination planning guidance packaged in a non-traditional approach. Our system relies on online tools to help qualify. organize and understand input and data from the community. By combining the visualization and reporting capability of Microsoft's Power BI with the human experience of Clarity of Place's tourism leaders, Shenandoah receives a well-rounded, near real-time view of its destination opportunities, needs and challenges.

We have proven expertise in monitoring destination business sustainability. Our on-going, online Clarity tool allows us to continually review the course of the industry's direction and project needed changes for success. The uniqueness of our continual approach helps destinations monitor needs, communicate direction and approach and document changes.

City and Shenandoah CVB leadership to work with developers and retailers on enhancing the overall retail stock within the community.

- Hotel Assessment
  Prior to the pandemic, hotel construction was booming in Shenandoah and its neighboring communities. The impacts of this added inventory were already being felt prior to the precipitous drop in tourism business tied to the pandemic. We will work with Shenandoah CVB and area destination organizations to understand the inventory build-out and the demand that will be required to absorb the changes in the area's lodging supply. By calculating the demand curve needed to build back to and surpass pre-COVID lodging performance and monitoring changes in visitation from all channels, the Shenandoah CVB will a clearer sense of marketing needs and targets.

Expanding Strengths: Wellness and Sports

As illustrated by the city's current product inventory, wellness is a definite product opportunity for Shenandoah. To illustrate and leverage the current competitiveness, we will assemble a product profile of the community's wellness assets.

Although it is a component of a wellness strategy, sports can also exist as a stand-alone destination demand driver. Clarity of Place will assemble a product profile of the community's sports venues. This profile will be accompanied by a projected process for producing greater sports sales and servicing sports events as travel and event demand resumes. We will include this overview as part of the potential direction.

Please see Case Study 3 (page 17) for a description of the power of the plan/destination sustainability results.

Metrics and Meaning

The resulting plan will be incomplete without meaningful metrics and measures.

Key Performance Indicators will be developed over the course of the planning process and will be reviewed with the Shenandoah CVB and city leadership to determine realistic options for accountable success. These will include metrics to monitor the organization's competitiveness, the impact of marketing and other visitor programs, and synergies and alignment with destination partners. Dashboards and monitoring optics will be built into the online monitoring and updates. The online diganostic tool will be continually refined and updated over the course of our engagement.

Please see Case Study 4 (page 18) for a description of the power of the metrics and measurements.

Outputs and Deliverables: Planning Summary and Ongoing Counsel

Throughout each step of plan development process, we will communicate key findings and recommendations with the CVB and its chosen key-stakeholders. We do not view strategic planning as a external project during which the consulting team develops the plan in isolation and then delivers a final report. Rather, we view our strategic planning engagements as on-going collaboration, research, optimization and counsel.

Clarity of Place will summarize the results of the above assessment and analysis and produce a list of priorities and goals for attaining the developed vision for Shenandoah as a destination in a decision-ready format. We will present this body of work to the City Council.

After the baseline "report"/ initial diagnostic is completed and shared with the CVB to confirm the strategic path, our monitoring system reports changes to the destination system and community that potentially impact the direction of the plan on a monthly or quarterly basis. We will monitor the performance of the destination and track any new developments. For example, we will communicate how the demand drivers grow more or less competitive over time.

By continuing to monitor Shenandoah as a destination, we can track disruptions affecting tourism within the competitive environment across the greater Houston area and adjust the plan as needed. Most destination plans typically build the competitive analysis as a one-time overview of the product mix. Clarity of Place understands that the planning process must be adaptive to fluctuations in the destination system.

The user-friendly resource allows the Shenandoah team to access and broadcast the latest direction and findings to the audiences that need to hear it most.

We see ourselves as an extension of the CVB team and will structure ongoing disucssion on a monthly basis to monitor changing trends or developments, prioritize new options and opportunities, or suggest adjustments or pivot points within the framework of the established plan.

We are also available to the CVB between monthly meetings to answer questions and think through the impact of noted trends or developments.

Our resulting plans will never be accused of collecting dust because they do not belong on a shelf. The online diagnostic and continued "on-call" collaboration allows the destination to constantly monitor implementation successes and shortcomings.

Please see Case Study 5 (page 18) for a description of fully leveraging the assessment process.

Monitoring the Evolving Viewpoint

Our web-based diagnostic tool will allow the Shenandoah CVB to monitor progress on the key metrics defined in the process.

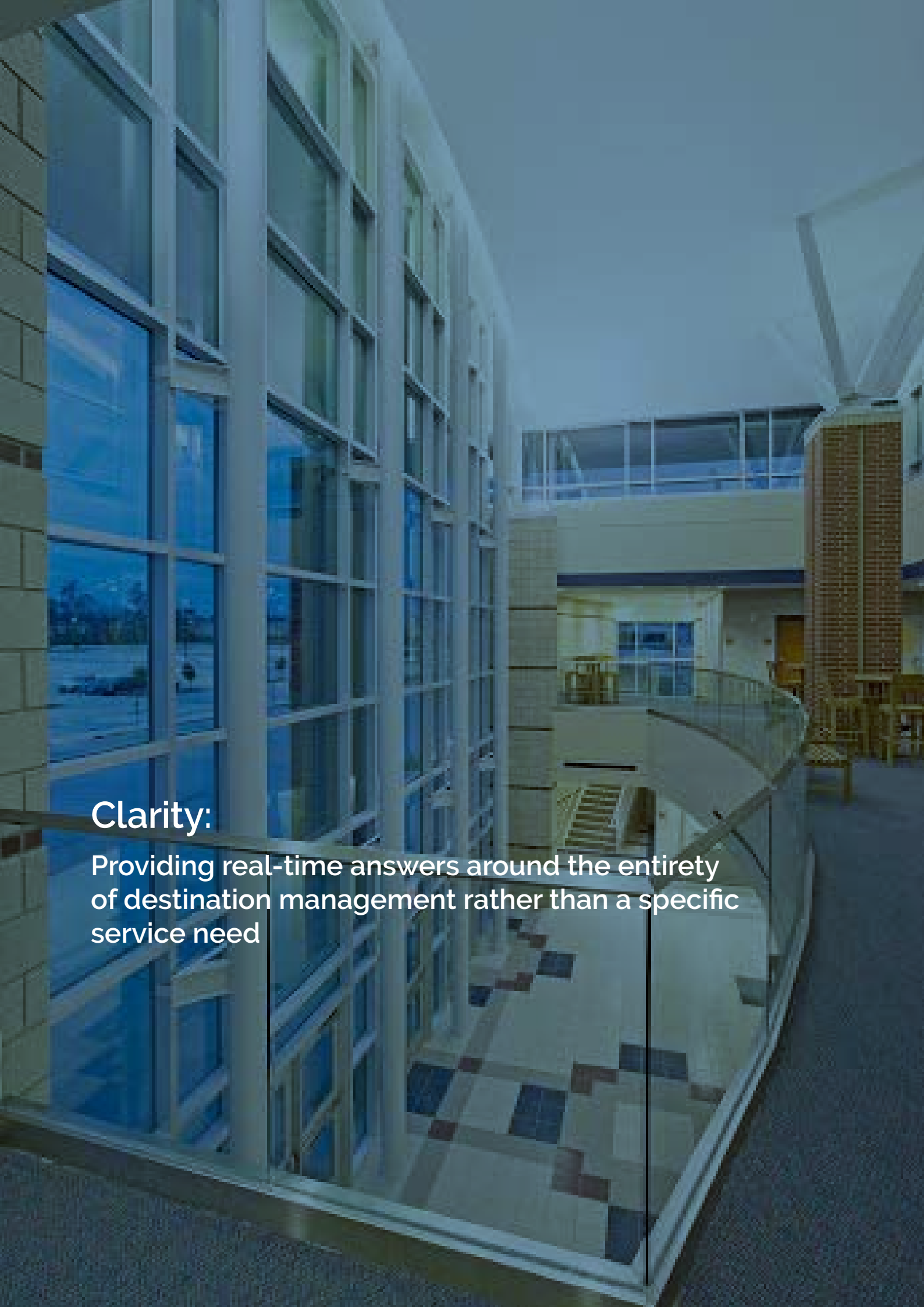
External Messaging

At the completion of the baseline "report"/ initial diagnostic, we will work with the CVB team to produce messages for its leadership/the city and external audiences. The online plan will be developed in a way to communicate direction to the CVB team, as well as to stakeholders, elected officials and city management. It will also be formatted so that the updates, trends, and assessments are appropriate for external consumption. These messages and visuals will be able to communicate the CVB's progress in moving from its current to future, desired state.

Trusted Partners

Clarity of Place has capabilities and relationships that deliver success for Shenandoah far beyond the developed destination plan. As previously noted, we have proven expertise in delivering feasibility studies for visitor facing venues. However, in the event that a deeper, more specialized feasibility study is needed, we can introduce Shenandoah to trusted partners who can deliver the more specialized study.

Likewise, If destination accreditation is identified as a desired outcome of this planning process, Clarity of Place can assist with assembling the needed components of the application (including the strategic plan) that will meet the Destinations International, Destination Marketing Accreditation Program standards. David Holder is past chair of this accreditation program and has personally participated in the review of nearly 50 applications over the past eight years.



Clarity:

Providing real-time answers around the entirety of destination management rather than a specific service need

Case Studies

Stakeholder Engagement: Galveston, TX

The stakeholder engagement process used in Galveston to begin constructing destination direction assembled a comprehensive viewpoint of the optimal tourism direction. Over the course of three days, more than 110 individuals participated in over 20 different focus groups and meetings. The input provided from each conversation was assembled into a matrix and tagged based on related themes. Key priorities were easily deciphered from the magnitude and repetition of these themes. When the themes were cross examined against implementation options, needed direction became more crystallized. Tracing the comments back to the initial voice helped identify future supporters and advocates for each strategic component. Throughout the stakeholder engagement process, leadership from the Galveston CVB stayed involved and attentive. The outcome for Galveston produced a more galvanized view of the importance of the overall planning process, a clear understanding of how interconnected the various groups were in their viewpoints and a protective layer of support to help community leaders more adeptly pursue needed investment and change in the community.

01

Competitive Analysis: Demand Drivers Des Moines, IA

The founders of Clarity of Place performed an extensive benchmarking review of the competitive product mix in Des Moines, Iowa. The resulting outcome showed how dramatically similar the destination's product mix was compared its competitive set. The range of similarities showed very few distinctive product advantages for the community. Deeper analysis unveiled the importance of events as a demand driver for the community. The recommendation was made to create an overall market manager to manage the calendar across all event types, not simply conventions and sports. Additionally, the gap analysis revealed weaknesses in the connected amenities and infrastructure that serviced vital destination areas. Recommendations were made for development and enhancements needed to produce greater destination success.

02

Destination Sustainability Fort Collins, CO and Kansas City, MO

Tina Valdecanas and David Holder worked together on market absorption projections in both Fort Collins, Colorado and Kansas City, Missouri. Hotel inventories were expanding both within the city limits of each community and also within each surrounding community. Fear of business loss and rate decline was prevalent within each area. The resulting impact to tax collections was being felt beyond the hotels. The analysis format constructed by Tina allowed both Kansas City and Fort Collins to understand the traditional ability of the market to absorb inventory. Tina and David worked directly with the destination organization and hotel clusters to determine the market mix within each cluster. Once the market mix was calculated, projections were made on needed business volume from each associated market segment to produce a clear understanding of how to pursue each segment.

03

Measuring Success
Sarasota, FL

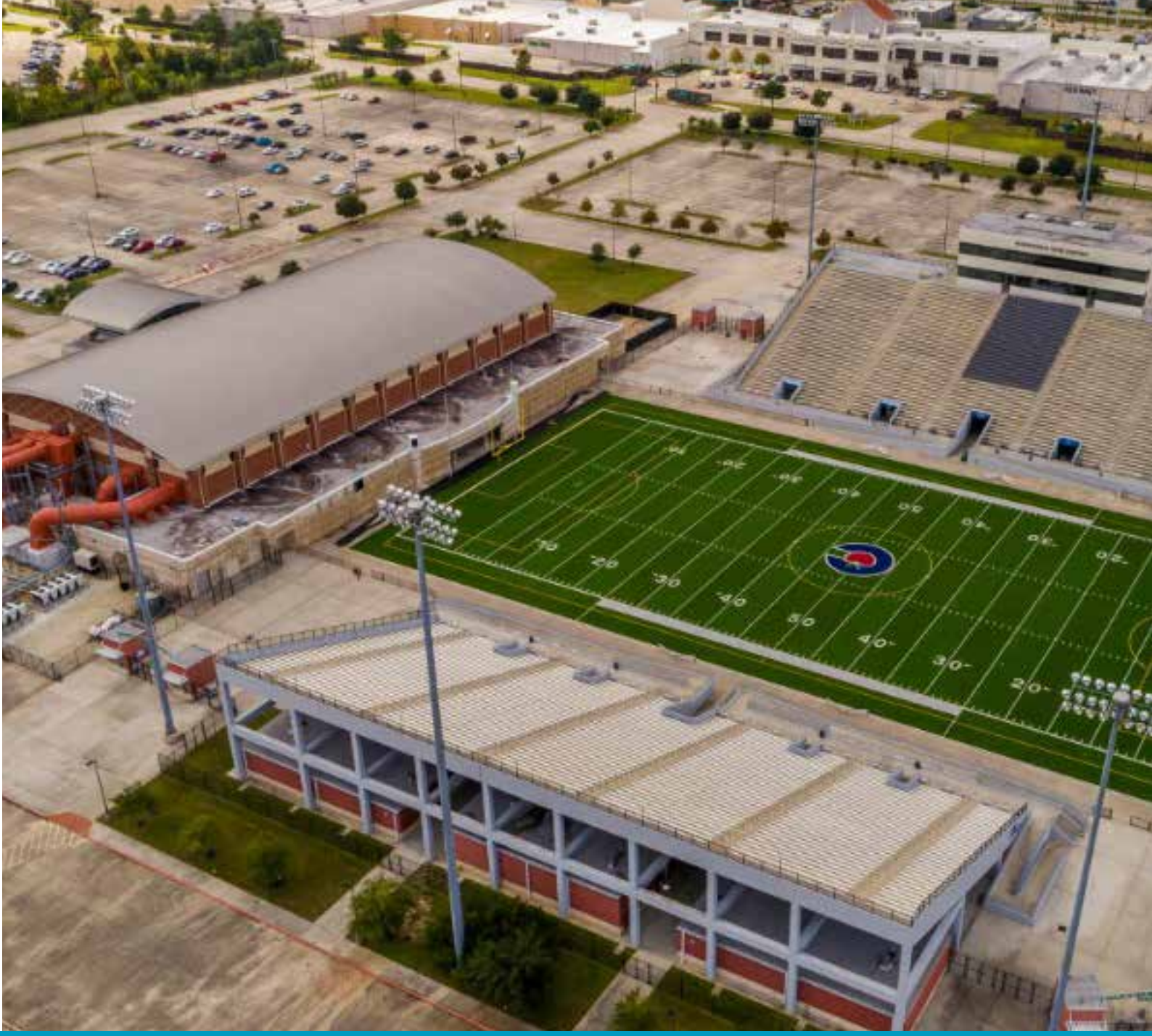
Sarasota County, Florida was under intense pressure to invest tourism development taxes in new product development. The law required that the investments only be made in demand driver assets, yet no decision-making tool existed to help local officials understand the difference between direct and indirect demand drivers. Clarity of Place's David Holder created two separate tools for the county to use to first classify demand drivers and secondly to help prioritize and score investment options. The outcome helped retain needed funding for marketing and sales while also creating metrics for other investment pursuits.

04

Leveraging the Plan
Raleigh, NC

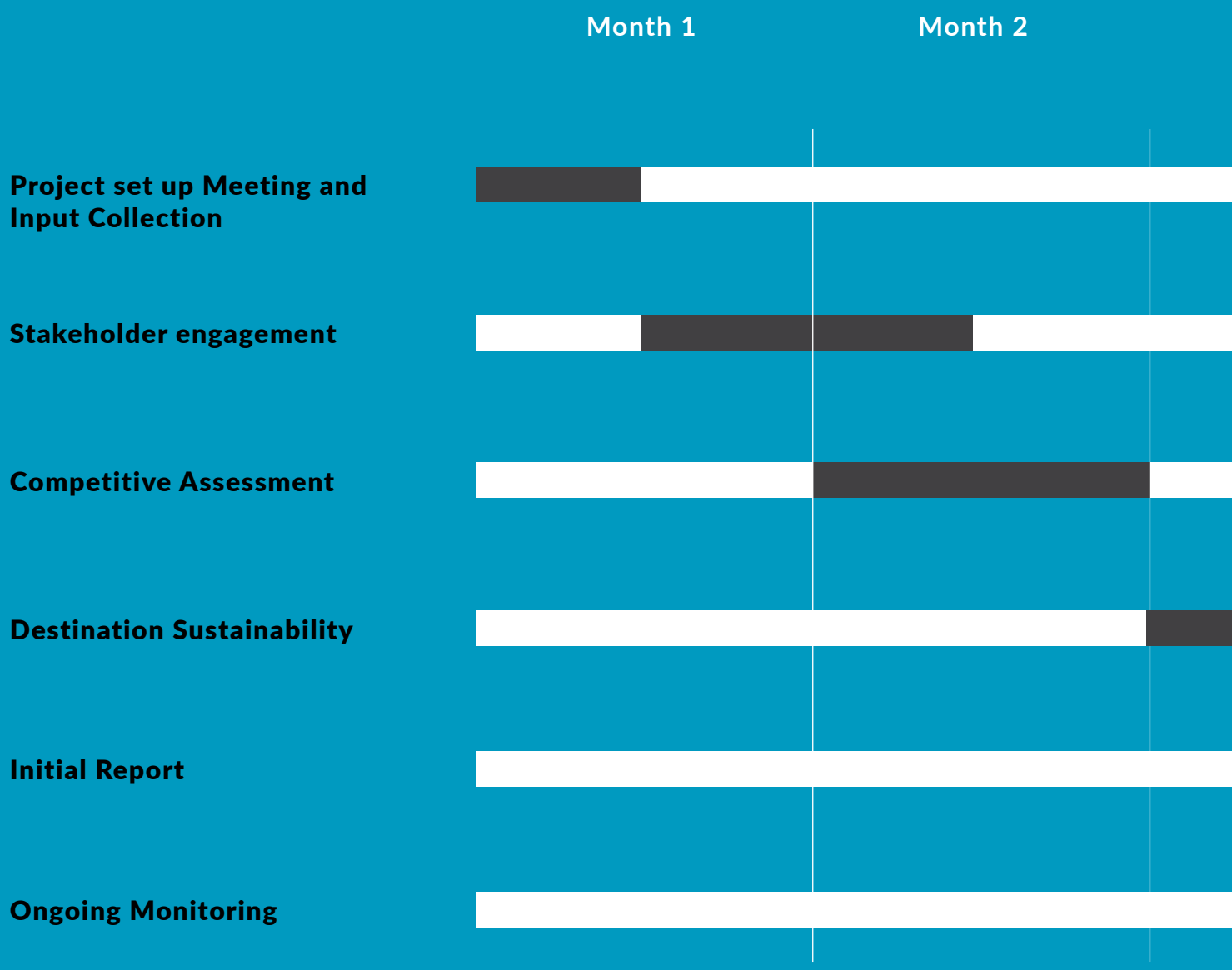
Tina Valdecanas and David Holder each played an important role in the design and delivery of a comprehensive destination plan for Raleigh/Wake County, North Carolina. The resulting direction of this plan included several needed follow-up steps and initiatives. Tina Valdecanas worked directly on one such initiative, an added feasibility study for a multi-purpose event facility in Cary, NC. Tina's work tested the business assumptions of turning a ready to build site intended to be a major retailer into a sports focused multipurpose facility. The analysis helped the community assess its opportunity and develop a funding plan that is guiding the town to develop a new demand driver for the region.

05

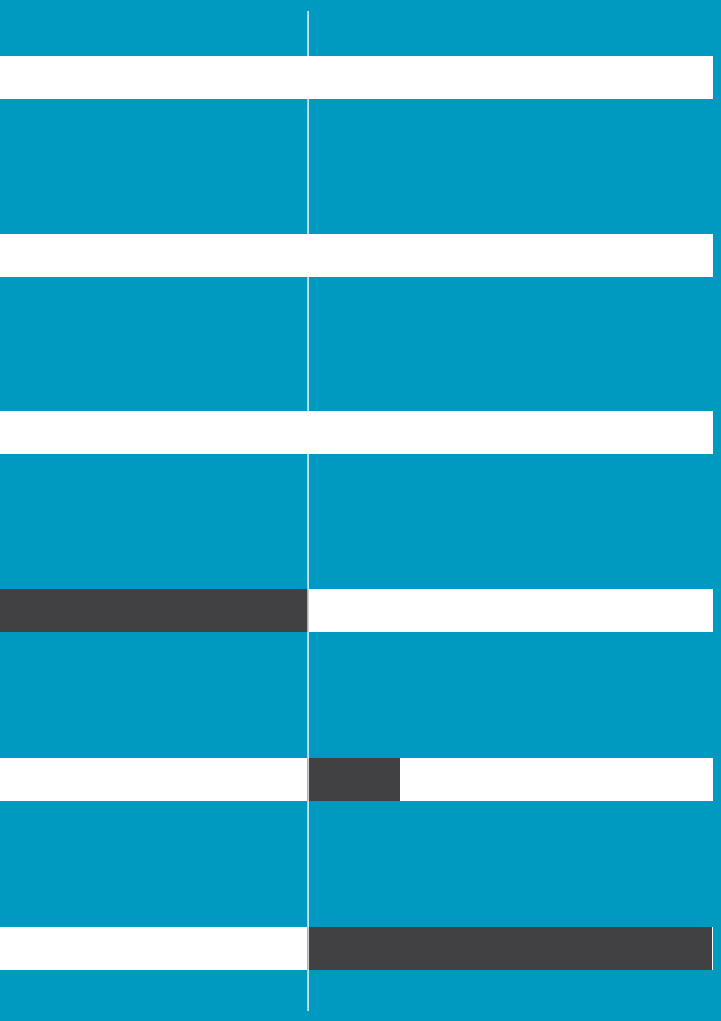


Project Logistics

Project Schedule



The timeline to the right illustrates our proposed project schedule. The schedule will be adapted based on decisions made during the project set up meeting.



Our Team

Clarity of Place consists of two proven industry professionals, David Holder and Tina Valdecanas. Our career paths crossed through work by JLL Tourism and Destination Advisory group. Our collaboration extended beyond our time with JLL as we set-off to craft a different and more effective approach to delivering destination guidance.

The individual education and work experiences for both Tina and David inspired the continually adaptable input and planning process that is unique to Clarity of Place. Our roles in various organizations and planning projects is on full display within the following pages and we are mutually excited about further honing of these skills as we work directly with Shenandoah CVB.

David Holder, CDME

David's track record of destination leadership and extensive industry connections brings direct assessment and implementation expertise.

Education

North Carolina State University, BS & MS in Tourism Management

Professional Certifications

- Chair, Destination Marketing Accreditation Program
- Destinations International Board of Directors
- US Travel Association Destinations Council

Tina Valdecanas

Tina brings operational and product development expertise based on a 20+ year career in economic and destination development and communications

Education

- Georgetown University, BS International Politics
- Johns Hopkins School of Advanced International Studies, MA Int'l Economics

Professional Certifications

Pursuing CDME; expected graduation 2021

Budget

Clarity of Place will apply the Clarity process to assist the Shenandoah CVB in crafting a destination strategic plan and carrying out the scope elements described above for a fee of $36,000. Travel and expenses for travel to Shenandoah to conduct stakeholder engagement and in-person consultation with the CVB staff are will be billed at cost and invoiced on a monthly basis. This proposed scope includes up to four reimbursable trips budgeted to not exceed a total of $7,500.

References

Cynthia Eichler
President & CEO
Visit Fort Collins
1 Old Town Sq., Suite 107
Fort Collins, CO 80524
970-232-3840
Cynthia@ftcollins.com

Kelly De Schaun
Executive Director
Galveston Parks Board
601 Tremont St.
Galveston, TX 77550
409-797-5000
kdeschaun@
galvestonparkboard.org

Virginia Haley
President
Visit Sarasota
301 North Cattlemen Rd., Suite 203
Sarasota, FL
941-955-0991 x 107
vhaley@visitsarasota.org

Clarity of Place

David Holder
david@clarityofplace.com
315.569.8908

Tina Valdecanas
tina@clarityofplace.com
919.492.4751

Creating a Destination Strategic Plan for Shenandoah

PROPOSAL SUMMARY

Desired Objective: To guide tourism development efforts through 2030, plan for needed investments in assets and coordinate tourism efforts with the goals of the community.

Our Approach

Three step process to build the input, information, and data for analysis

	STAKEHOLDER ANALYSIS	COMPETITIVE ANALYSIS	CITY/DESTINATION SUSTAINABILITY
KEY ELEMENTS	• Gathering local insights and knowledge to augment destination assessment • Inventory of local and regional destination products and support amenities that can be harnessed to grow tourism impacts	• Evaluate destination strengths, product opportunities and overall tourism gaps • Compare Shenandoah to competitive markets by key audience markets • Assess role of marketing and sales for the destination	• Prioritize short- and medium-term activities • Establish key performance indicators to monitor progress and adjust as needed • Review of product and infrastructure priorities • Assess regional hotel/ lodging supply • Evaluate regional retail offerings • Craft messaging to connect the plan to key stakeholders' and City officials' goals
OUTCOMES	Feedback matrix organized by categories for review and prioritizing.	Catalog of current demand drivers, competitive environment and infrastructure support listed based on greatest potential impact.	Product profile for Shenandoah retail, hotel, wellness and sports market direction both where it is and where it needs to go.

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Looking Beyond the Tourism Vertical to Understand Competitiveness

- Destinations are competitive if their entire tourism ecosystem is competitive
- Attractions, venues, lodging supply, and means of travel to and from the community are important
- A community's cultural centers, events, restaurants, retail options, and service providers are also important
- Tourism supports a community's economy and quality of place for its residents and companies

Distinctive Deliverables

- **Online Adaptive Destination Plan**: Supports nimble decision-making to address outside market changes.
- **Communication to City and Stakeholders:** Allows for ongoing engagement, input, and participation.
- **Ongoing CVB Interaction:** Monitors changing needs to prioritize adjustments to the established plan.
- **Ongoing Collaboration:** Provides hands-on involvement to assist with implementation.
- **Ongoing Tools:** Leverages Clarity Community Input Management System to guide future decisions.

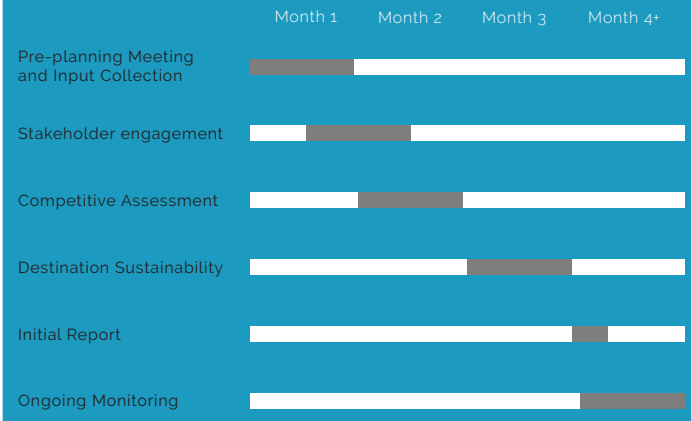
Timeline and Fees

Clarity of Place will apply the Clarity process to assist the Shenandoah CVB in crafting a destination strategic plan.

During the one-year engagement, Clarity of Place will carry out the planning and engagement steps outlined in the proposal for a fee of $36,000.

Project expenses will be billed at cost and will not exceed $7,500 for the year.

Project Schedule



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Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	August 26, 2020	ITEM NUMBER:	**9**
DEPARTMENT:	Finance	PREPARED BY:	Lisa Wasner
PRICING:	$16,588.07	EXHIBITS:	Invoice

SUBJECT/PROCEEDING:

Approval of Non-Budgeted Expenditure Over $15,000

RECOMMENDED ACTION:

Staff recommends that Council approve the expenditure.

BACKGROUND/DISCUSSION:

The City has incurred additional legal fees related to current litigation with the Oak Haven Apartment Homes.

Since this is not a cost that was adopted in the budget and is over the City Administrators approval level of $15,000, Council is required to approve the expenditure before Finance can pay the invoice.

APPROVALS:

DEPARTMENT HEAD		DATE:	August 16, 2020
CITY ADMINISTRATOR		DATE:	August 20, 2020

Revised 05/18

STEPTOE & JOHNSON PLLC
ATTORNEYS AT LAW

TAX ID # 55-0286140
PHONE: (304) 933-8000
www.steptoe-johnson.com

Ms. Kathie Reyer
City of Shenandoah
29955 I-45 North
Shenandoah, TX 77381

DUE UPON RECEIPT

Invoice Date:	August 6, 2020
Invoice Number:	880757
Matter Number:	154560.00005

FOR PROFESSIONAL SERVICES THROUGH JULY 31, 2020

Client: City of Shenandoah

Matter: OHAH

Total Current Fees	$	16,579.00
Total Current Costs	$	9.07
Total Due This Invoice	**$**	**16,588.07**

DATE: 8/6/2020
DEPARTMENT HEAD APPROVAL/RECEIVED: 8/6/2020
PURCHASE ORDER #:
DEPT/GL#: 1162-621300
APPROVAL FOR PAYMENT:

Please Remit to:

Mail To:
Steptoe & Johnson PLLC
P.O. Box 247
Bridgeport, WV 26330-0247

ACH Transaction Instructions:
The Huntington National Bank
Columbus, OH
ABA Number: 051903761
Account # 01521200171
(Please Reference Invoice Number)

TIME DETAIL

Date	Initials	Hours	Description
07/01/20	CF	1.80	Legal research regarding statute of limitations for action for trespass in allegedly unauthorized use of easement
07/02/20	CF	6.00	Continued legal research and briefing related to statute of limitations for easements and related to definition of utility and public utility to enable court to properly interpret this easement
07/02/20	WF	3.40	Add a Claim of Adverse Possession to the City's Motion for Summary Judgment
07/03/20	WF	0.10	Review Notice of Deposition for George Gordon
07/06/20	WF	3.00	Review Motion for Summary Judgment and prepare Affidavit for John Bleyl
07/06/20	CF	6.50	Continued research, drafting, revision and preparation of the City of Shenandoah's Motion for Summary Judgment to Dismiss OHAH's claims; coordinate with Bill; discussion regarding additional evidence and Bleyl affidavit
07/07/20	CF	1.50	Preparation of Motion for Summary Judgment
07/08/20	CF	3.80	Review and revise Motion for Summary Judgment
07/08/20	CF	0.30	Meeting with John Bleyl to discuss affidavit
07/08/20	CF	0.50	Review and revise Bleyl affidavit and transmit to Mr. Bleyl for review and execution
07/09/20	CF	0.50	Prepare for finalizing and filing motion for summary judgment: Attention to Bleyl affidavit, Proposed Judgment, Notice of Submission; filing deadline
07/10/20	CF	2.50	Review and revise Motion for Summary Judgment; review argument regarding five-year statute of limitations and include in motion; review proposed order and notice of submission; file
07/14/20	WF	0.50	Review Odom's Supplemental Answer and Plea to the Jurisdiction; LNG's Motion for Summary Judgment; Odom's Amended Motion for Summary Judgment and OHAH's Supplement to Motion for Summary Judgment
07/16/20	WF	0.40	Review OHAH's answers to Odom's Interrogatories, Request for Admissions and Production of Documents
07/20/20	WF	0.20	Review LNG's Supplemental Answer
07/23/20	WF	0.20	Review OHAH's Motion to Strike LNG's Supplemental Answer
07/24/20	WF	3.20	Run our Motion for Summary Judgment through Westlaw and check cases identified. Prepare objections to affidavit of Cutrer

TIME DETAIL

07/27/20	WF	7.50	Review OHAH's Response to the City's Motion for Summary Judgment. Research cases in the Response and begin preparing a Reply
07/28/20	WF	3.50	Complete the Reply to OHAH's Response to Motion for Summary Judgment
07/30/20	WF	0.30	Review LNG's Reply to OHAH's Response to Motion for Summary Judgment
07/30/20	WF	1.30	Review OHAH's Reply to Motion for Summary Judgment and prepare Sur Response

Total $ 16,579.00

TIMEKEEPER SUMMARY

Name	Title	Rate	Hours	Amount
Catherine Funkhouser	Of Counsel	$295.00	23.40	6,903.00
William C. Ferebee	Of Counsel	$410.00	23.60	9,676.00
		Total	**47.00**	**$ 16,579.00**

COST DETAIL

Date	Description	Amount
Thru 07/31/20	Computer Research	9.07
	Total	**$ 9.07**

STEPTOE & JOHNSON PLLC
ATTORNEYS AT LAW

TAX ID # 55-0286140
PHONE: (304) 933-8000
www.steptoe-johnson.com

Ms. Kathie Reyer
City of Shenandoah
29955 I-45 North
Shenandoah, TX 77381

DUE UPON RECEIPT

Invoice Date:	August 6, 2020
Invoice Number:	880757
Matter Number:	154560.00005

FOR PROFESSIONAL SERVICES THROUGH JULY 31, 2020

REMITTANCE PAGE

Client: City of Shenandoah

Matter: OHAH

Total Due This Invoice	**$**	**16,588.07**
Amount of Payment	$ _____	

Remittance

Please Remit to:

Mail To:
Steptoe & Johnson PLLC
P.O. Box 247
Bridgeport, WV 26330-0247

ACH Transaction Instructions:
The Huntington National Bank
Columbus, OH
ABA Number: 051903761
Account # 01521200171
(Please Reference Invoice Number)

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	August 26, 2020	ITEM NUMBER:	**10**
DEPARTMENT:	Administration	PREPARED BY:	Kathie Reyer
PRICING:		EXHIBITS:	Resolution

SUBJECT/PROCEEDING:

Resolution setting a public hearing to consider land use projections and a capital improvement plan related to a possible impact fee.

RECOMMENDED ACTION:

Adopt the resolution.

BACKGROUND/DISCUSSION:

Chapter 395 of the Texas Local Government Code allows for the adoption of an impact fee on new development in the City. As part of this process, the City is required to have a public hearing regarding future land use assumptions and a capital improvement plan. This resolution sets the public hearing for the regular Council meeting on September 23, 2020.

APPROVALS:

DEPARTMENT HEAD		DATE:	
CITY ADMINISTRATOR		DATE:	August 21, 2020

Revised 05/18

RESOLUTION NO. R-20-008

RESOLUTION SETTING PUBLIC HEARING TO CONSIDER LAND USE PROJECTIONS AND A CAPITAL IMPROVEMENT PLAN RELATED TO A POSSIBLE IMPACT FEE PURSUANT TO CHAPTER 395 OF THE TEXAS LOCAL GOVERNMENT CODE.

WHEREAS, the City of Shenandoah is considering the adoption of an impact fee on new development in the City as allowed by Chapter 395 of the Texas Local Government Code; and

WHERAS, the Local Government Code requires that before an Impact Fee may be considered that the City first conduct a public hearing regarding Future Land Use Assumptions and a Capital Improvements Plan under which an impact fee may be imposed;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF SHENANDOAH THAT A PUBLIC HEARING BE HELD ON SEPTEMBER 23, 2020 AT 7:00 P.M. AT THE REGULAR CITY COUNCIL MEETING FOR THE PURPOSE OF CONSIDERING AND POSSIBLE ADOPTION OF LAND USE ASSUMPTIONS AND A CAPITAL IMPROVEMENTS PLAN UNDER WHICH AN IMPACT FEE MAY BE IMPOSED

PASSED AND APPROVED this 26th day of August, 2020.

CITY OF SHENANDOAH, TEXAS

_____

M. RITCHEY WHEELER, Mayor

ATTEST:

_____

COURTNEY CLARY, City Secretary

APPROVED AS TO FORM:

_____

WILLIAM FEREBEE, City Attorney

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	August 26, 2020	ITEM NUMBER:	**11 - 13**
DEPARTMENT:	Community Development	PREPARED BY:	Jackie Thompson
PRICING:	N/A	EXHIBITS:	Final Report, Property Location, SUP Application

SUBJECT/PROCEEDING:

Final Report regarding the proposed zoning amendment for a special use permit for a Wine and Beer Retailers (On-Premise) Permit with Food and Beverage Certificate. The proposed zoning amendment is for Killen's Barbeque located at 8800 Six Pines Drive, Shenandoah, Texas.

Public Hearing regarding the proposed zoning amendment for a special use permit for a Wine and Beer Retailers (On-Premise) Permit with Food and Beverage Certificate. . The proposed zoning amendment is for Killen's Barbeque located at 8800 Six Pines Drive, Shenandoah, Texas.

Consideration and possible action regarding the proposed zoning amendment for a special use permit for a Wine and Beer Retailers (On-Premise) Permit with Food and Beverage Certificate. The proposed zoning amendment is for Killen's Barbeque located at 8800 Six Pines Drive, Shenandoah, Texas.

RECOMMENDED ACTION:

The Planning and Zoning Commission reviewed the SUP application during their August 18th meeting and unanimously recommend approval of the use permit.

BACKGROUND/DISCUSSION:

Killen's Barbeque, located at 8800 Six Pines Drive, Suite 240 has requested a Special Use Permit to allow for a Wine and Beer Retailers (On-Premise) Permit with Food and Beverage Certificate.

The Special Use Permit will allow the following permits to be issued to the property:

- Wine and Beer Retailers (On-Premise) (BQ) – Permit authorizes the sell for consumption on or off the premises where sold but not for resale, beer, ale, malt liquor and wine not more than 14% or 17% (Section 251.81). Requires adequate seating area for customers.
- Food and Beverage Certificate (FB) - A Food and Beverage Certificate may be issued to the holder of a Beer Retailer's On-Premise Permit or Wine and Beer Retailer's Permit if food service is the primary business being operated on the licensed premise or to the holder of a Mixed Beverage Permit or Private Club Permit if food service is available on the premises and the gross receipts of alcoholic beverages do not exceed 50% of total gross receipts.

The business is located in the "RC" – Retail Commercial Zoning District.

APPROVALS:

DEPARTMENT HEAD	JThompson	DATE:	August 21, 2020
CITY ADMINISTRATOR		DATE:	August 20, 2020

City Council
August 26, 2020 Public Hearing
Final Report

Subject: Killen's Barbeque has requested a Special Use Permit (SUP) at 8800 Six Pines Drive, Shenandoah, TX to allow for a Special Use Permit for a Wine and Beer (On-Premise) Permit with Food and Beverage Certificate.

Public Hearings: Planning & Zoning Commission –July 21, 2020
Planning & Zoning Commission – August 18, 2020
City Council – August 26, 2020

Current Zoning District: "RC" Retail Commercial Zoning District

Proposed SUP: An alcohol permit is required to allow the sale of wine and beer for on-site consumption within any zoning district in the City. The requested SUP for a Wine and Beer Retailers (On-Premise) permit authorizes the sell for consumption on or off the premises where sold but not for resale, beer, ale, malt liquor and wine not more than 14% or 17% (Section 251.81). Requires adequate seating area for customers. The SUP will be applicable to 8800 Six Pines Drive, Shenandoah, TX.

Recommendation: The Planning and Zoning Commission reviewed the SUP application during their August 18th meeting and unanimously recommend approval of the use permit.

Prepared by: Jackie Thompson
Community Development Manager

Date Prepared: August 21, 2020

Alcoholic Beverage Special Use Permit

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

Upon completion return application to Development@shenandoahtx.us

Contact Information

Property Owner(s): Killen's Land and Cattle Co., LLC

Address: 3613 Broadway St.

Zip Code: 77581 Phone: 832-248-3552

Email Address: deanna@killenssteakhouse.com

Applicants: Killen's Barbeque of the Woodlands, LLC

Address: 8800 Six Pines Dr., Shenandoah TX

Zip Code: 77381 Phone:

Email Address: deanna@killenssteakhouse.com

Parcel Information

Type of Business: restaurant

Legal Description: S972156 - Wdlnds Metro Center 56, RES C, ACRES 1.387

Street Address or Location:

Submission Information

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

BG w/FB

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

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

The application must be submitted with the following:

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

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

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

Additional Information

Date Application received by the City Secretary: _____

Amount paid to the State: _____ City Permit Fee (1/2 of the amount paid to the State):_____

Date Permit Issued: _____ Permit No. _____

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

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

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

Signature: _____ Date: 6-25-20

Signature: _____ Date: _____

Signature: _____ Date: _____

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

Date Received *Office Use*	

TEXAS ALCOHOLIC BEVERAGE COMMISSION

Texans Helping Businesses & Protecting Communities

ON-PREMISE PREQUALIFICATION PACKET

L-ON (9/2019)

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

LOCATION INFORMATION

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

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

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

2. Type of On-Premise License/Permit

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

3. Indicate Primary Business at this Location

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

4. Trade Name of Location (Name of restaurant, bar, store, etc.)
Killen's Barbeque of the Woodlands, LLC

5. Location Address
8800 Six Pines Dr.

City	County	State	Zip Code
Shenandoah	Montgomery	TX	77381

6. Mailing Address	City	State	Zip Code
6425 Broadway St.	Pearland	TX	77581

7. Business Phone No.	Alternate Phone No.	E-mail Address
281-485-0844	832-248-3556	deanna@killenssteakhouse.cocm

OWNER INFORMATION

8. Type of Owner

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

9. Owner of Business/Applicant (Name of Corporation, LLC, etc.)
Killen's Barbeque of the Woodlands, LLC/ Ronald Killen

PRIMARY CONTACT PERSON

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

10. Contact Person: Deanna Killen	Relation to Business: beverage director
Phone (mandatory): 832-248-3556	Email (mandatory): deanna@killenssteakhouse.co

TABC DATESTAMP

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

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

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

Last Name	First Name	MI	Title
Killen	Ronald	A	sole member
Last Name	First Name	MI	Title
Last Name	First Name	MI	Title

MEASUREMENT INFORMATION
Section 109.31 et seq.

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

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

15. Will your business be located within 300 feet of any private/public school, day care or child care facility?	☐ Yes ■ No
15.a If "YES," are the facilities located on different floors or stories of the building?	☐ Yes ☐ No

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

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

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

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

60-DAY SIGN

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

ALL APPLICANTS

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

COMPLETE THE FOLLOWING CHECKLIST BEFORE SUBMITTING YOUR APPLICATION

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

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

WARNING AND SIGNATURE

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

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

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

PRINT NAME Ronald A. Killen

SIGN HERE

TITLE Member

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

SIGN HERE Mary Teutsch
NOTARY PUBLIC

SEAL

MARY TEUTSCH
Notary Public, State of Texas
Comm. Expires 09-21-2020
Notary ID 1211013-7

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

Section 11.37

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

SIGN HERE _____ _____, TEXAS
City Secretary/Clerk City

SEAL

CERTIFICATE OF CITY SECRETARY (FOR BG & BE)

Section 11.37 & 61.37

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

Election for given location was held for:

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

OR IF ABOVE DOES NOT APPLY:

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

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

AND EITHER:

- ☐ legal sale of mixed beverages

OR

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

SIGN HERE _____ _____, TEXAS
City Secretary/Clerk City

SEAL

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

Chapters 29 & 70 et seq.

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

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

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

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

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

SIGN HERE _____, **TEXAS**

City Secretary/Clerk City

SEAL

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

Section 11.37

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

SIGN HERE _____ _____ **COUNTY**

County Clerk

SEAL

CERTIFICATE OF COUNTY CLERK (FOR BG & BE)

Section 11.37 & 61.37

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

Election for given location was held for:

☐ legal sale of all alcoholic beverages

☐ legal sale of all alcoholic beverages except mixed beverages

☐ legal sale of all alcoholic beverages including mixed beverages

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

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

OR IF ABOVE DOES NOT APPLY:

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

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

AND EITHER:

☐ legal sale of mixed beverages

OR

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

SIGN HERE _____ _____ **COUNTY**

County Clerk

SEAL

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

Chapters 29 & 70 et seq

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

- ☐ The Commissioner's Court of the county has by order authorized the sale of *mixed beverages* between midnight and 2:00 A.M.; or
- ☐ The Commissioner's Court of the county has by order authorized the sale of *beer* between midnight and _____ A.M.; or
- ☐ The population of the city or county where premises are located was 500,000 or more according to the 22nd Decennial Census of the United States as released by the Bureau of the Census on March 12, 2001; or
- ☐ The population of the city or county where premises are located was 800,000 or more according to the last Federal Census (2010).

SIGN HERE _____ _____ **COUNTY**

County Clerk

SEAL

COMPTROLLER OF PUBLIC ACCOUNTS CERTIFICATE

Section 11.46 (b) & 61.42 (b)

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

Sales Tax Permit Number _____ Outlet Number _____

Print Name of Comptroller Employee _____

Print Title of Comptroller Employee _____

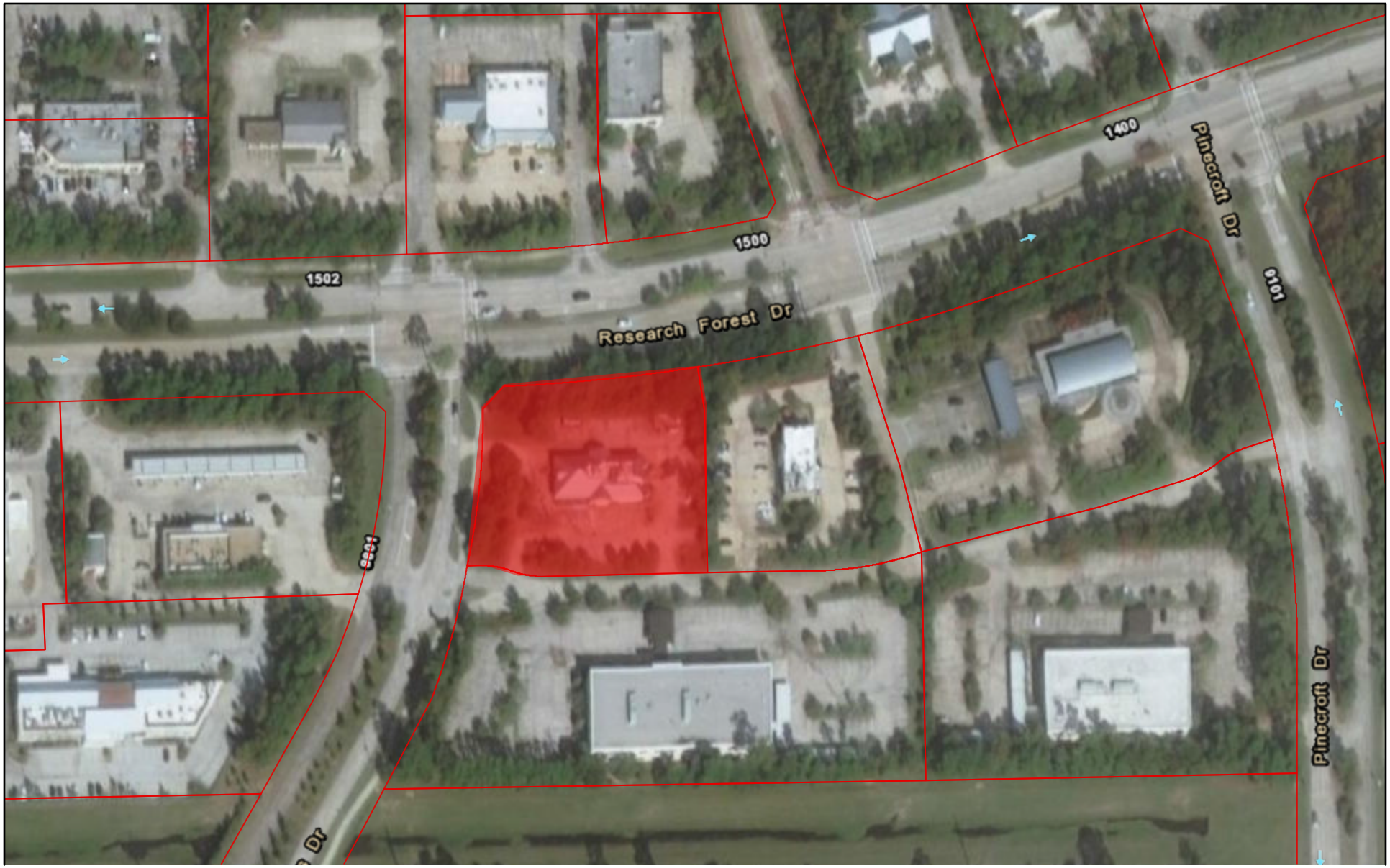
SIGN HERE _____ **FIELD OFFICE** _____

SEAL

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

Section 11.39 and 61.38

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


1400
Pinecroft Dr
1500
1502
Research Forest Dr
6101
6001
Pinecroft Dr

ORDINANCE NO. O-20-013

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 FOR KILLEN'S BARBEQUE LOCATED AT 8800 SIX PINES DRIVE, SHENANDOAH, TEXAS; PROVIDING FOR A PENALTY IN THE AMOUNT OF $2,000 FOR VIOLATIONS THEREOF; PROVIDING SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

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

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

WHEREAS, pursuant to such notice, public hearings were held on July 21 2020, August 18, 2020 and August 26, 2020 allowing all persons wishing to be heard both for and against the aforesaid change in the Zoning Ordinance to voice their opinions; and

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

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

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

Section 1. Code of Ordinances, City of Shenandoah, Texas, Chapter 102 is hereby amended so as to approve a Special Use Permit for a Wine and Beer Retailers (On-Premise) Permit. The proposed special use permit is for 8800 Six Pines Drive in the City of Shenandoah, Montgomery County, Texas.

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

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

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

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

Section 6. This Ordinance shall become effective immediately upon its passage and publication as required by law. If the use is not established by August 26, 2021 and no extension is approved, the Special Use Permit will expire by its own terms.

PASSED, APPROVED AND ADOPTED this the 26th day of August, 2020.

CITY OF SHENANDOAH, TEXAS

_____
M. RITCHEY WHEELER, Mayor

ATTEST:

_____
COURTNEY CLARY, City Secretary

APPROVED AS TO FORM:

_____
WILLIAM C. FEREBEE, City Attorney

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	August 26, 2020	ITEM NUMBER:	**14**
DEPARTMENT:	Finance	PREPARED BY:	Lisa Wasner
PRICING:		EXHIBITS:	

SUBJECT/PROCEEDING:

Public hearing regarding the 2020-2021 Fiscal Year Proposed Budget

RECOMMENDED ACTION:

No Action, Public Hearing

BACKGROUND/DISCUSSION:

The 2020-2021 Proposed Budget includes:

- A proposed tax rate of $0.1799/$100 valuation, which is lower than the effective tax rate of $0.1807/$100 valuation.
- General Fund Revenue - $9,700,702
- General Fund Expenses - $9,700,126
- General Fund Surplus - $91,617 ***(Surplus Consists of Net Payroll Accrual [91,041] and Revenue Exp Surplus [577])***
- Hotel/Motel Revenue - $1,029,385
- Hotel/Motel Expenses - $1,025,885 ***($56,125 to be Paid by Reserves for Capital Projects)***
- Hotel Motel Surplus - $7,213 ***(Surplus Consists of Net Payroll Accrual [3,713] and Revenue Exp Surplus [3,500])***
- Water & Sewer Revenue - $3,243,911
- Water & Sewer Expenses - $2,739,301
- Water & Sewer Surplus - $516,307 ***(Surplus Consists of Net Payroll Accrual [11,427] and Revenue vs. Exp Surplus [504,880])***
- Capital Project Budget - $2,014,500
  - Hotel & Motel Fund Projects - $50,000
  - General Fund Projects - $49,500
  - Water & Sewer Projects - $1,915,000 ***(Several projects partially reimbursed from MDD)***

APPROVALS:

DEPARTMENT HEAD		DATE:	August 16, 2020
CITY ADMINISTRATOR		DATE:	August 20, 2020

Revised 05/18

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	August 26, 2020	ITEM NUMBER:	**15**
DEPARTMENT:	Finance	PREPARED BY:	Lisa Wasner
PRICING:		EXHIBITS:	2020-2021 Budget Document and Ordinance

SUBJECT/PROCEEDING:

Adoption of the 2020 – 2021 Fiscal Year Proposed Budget

RECOMMENDED ACTION:

Staff recommends that Council approve the budget.

BACKGROUND/DISCUSSION:

The latest version of the 2020-2021 Proposed Budget with all proposed all changes and a $0.1799 tax rate is attached to this agenda item.

The budget must be approved before the vote of the 2020 tax rate.

APPROVALS:

DEPARTMENT HEAD		DATE:	August 16, 2020
CITY ADMINISTRATOR		DATE:	August 20, 2020

Revised 05/18

Changes to 2020 - 2021 Proposed Budget - General Fund

Department	GL Number	Description	Budget Amount	New Amount	Increase/(Decrease) to Surplus
REVENUES					
Property Tax	100-00-50-511000	Updated Tax Value Information	$ 930,398	$ 941,865	$ 11,467
Drink Tax	100-00-50-512000	Updated Drink Tax Revenues with New Information	$ 261,048	$ 256,048	$ (5,000)
Transfer from MDD	100-00-56-568500	Fire Services - Rate Decrease 80% Transfer	$ 539,777	$ 511,682	$ (28,095)
Transfer from MDD	100-00-56-568500	Fire Services - Removal of Shared Patrol Time in Woodlands 80% Transfer	$ -	$ 152,000	$ 152,000
Transfer from Water & Sewer	100-00-57-571200	Increase to Technology Costs - AMR Warranty & Trimble Teraflex Software	$ 20,174	$ 22,674	$ 2,500
Transfer from Water & Sewer	100-00-57-571200	Decrease in 10% Administration Fees	$ 84,001	$ 82,041	$ (1,960)
Transfer From CVB	100-00-57-571200	Reduce Technology Fees for Removal of Internet Services	$ 15,246	$ 9,246	$ (6,000)
Transfer from CVB	100-00-57-571200	Increase Rental Expense & 5% Front Desk Salaries & Wages	$ 31,992	$ 75,641	$ 43,649
Transfer from CVB	100-00-57-571200	Add CVB Pool Car Usage Expense	$ -	$ 678	$ 678
Transfer from CVB	100-00-57-571200	Decrease in 10% Administration Fees	$ 84,001	$ 82,041	$ (1,960)
TOTAL REVENUE INCREASE/(DECREASE)					**$ 167,279**
EXPENSES					
Admin	100-11-61-611000	Removed 10% J.Mayner Salary - Local Promotions Program - Moved to Non-Dept	$ 10,610	$ -	$ 10,610
Admin	100-11-61-614100	Removed 10% J.Mayner Salary - Local Promotions Program - Moved to Non-Dept	$ 1,978	$ -	$ 1,978
Admin	100-11-61-614400	Removed 10% J.Mayner Salary - Local Promotions Program - Moved to Non-Dept	$ 812	$ -	$ 812
Admin	100-11-61-611100	Remove Records Clerk Education Pay	$ 1,200	$ -	$ 1,200
Admin	100-11-67-670300	Removed David's Dream Run - Moved to Non-Dept	$ 2,500	$ -	$ 2,500
Admin	100-11-67-670300	Removal of Promotional Items - Moved to Non-Dept	$ 500	$ -	$ 500
Admin	100-11-67-670300	Removal of Shenandoah Stadium Night - Moved to Non-Dept	$ 2,000		$ 2,000
Non-Department	100-17-61-614200	Group Insurance - 8.75% Rate Increase (5% Budgeted)	$ 931,661	$ 964,931	$ (33,270)
Non-Department	100-17-61-614000	Dental Life/AD&D - No Rate Increase (5% Budgeted)	$ 63,207	$ 60,196	$ 3,011
Non-Department	100-17-62-621001	Added 10% J.Mayner's Salary Expenses - Moved from Admin	$ -	$ 13,400	$ (13,400)
Non-Department	100-17-62-621001	Added David's Dream Run - Moved from Admin	$ -	$ 2,500	$ (2,500)
Non-Department	100-17-62-621001	Added Promotional Items - Moved From Admin	$ -	$ 500	$ (500)
Non-Department	100-17-62-621001	Added Stadium Night - Moved from Admin	$ -	$ 2,000	$ (2,000)
Non-Department	100-17-68-681300	Updated Tax Rate Information Transfer Required Lower	$ 889,957	$ 875,956	$ 14,001
Fire Services	100-18-62-621000	Anticipated 2.5 % Increase (5% Budgeted for Quarter 1-3 2021)	$ 518,325	$ 483,207	$ 35,118
Fire Services	100-18-62-621000	Removal of Shared Patrol Time in Woodlands	$ -	$ 190,000	$ (190,000)
Emergency Management	100-21-63-63100	Increase for PPE for COVID Prevention	$ 500	$ 1,000	$ (500)
Police	100-22-61-611400	Removal of Administrative Assistant Overtime	$ 1,000	$ -	$ 1,000
Police	100-22-61-614100	Decrease in Retirement from Admin Asst. Overtime	$ 389,079	$ 388,895	$ 184
Police	100-22-61-614400	Decrease in Taxes from Admin Asst. Overtime	$ 159,660	$ 159,580	$ 80
Police	100-22-61-611403	Decrease in Overtime - FTO (49 to 34 Hours)	$ 2,311	$ 1,603	$ 708
Police	100-22-61-691414	Decrease in Overtime - Holiday (Rounding Issue)	$ 10,045	$ 10,036	$ 9
Police	100-22-63-631100	Operating Equipment - additional 5,000 per Tahoe (New Company)	$ 130,000	$ 140,000	$ (10,000)
Police	100-22-67-674400	Increase for General Maintenance on Equipment	$ -	$ 3,000	$ (3,000)
Public Works	100-30-62-623300	Increase Forest Reserves	$ 3,000	$ 4,000	$ (1,000)
Public Works	100-30-61-611407	Decrease in Special Events Overtime - (Rounding Issue)	$ 4,000	$ 3,960	$ 40
Community Development	100-43-61-611000	Added Code Enforcement Officer Expense - Salaries & Wages	$ 323,511	$ 363,548	$ (40,037)
Community Development	100-43-61-611600	Added Code Enforcement Officer Expense - Longevity	$ 1,335	$ 1,350	$ (15)
Community Development	100-43-61-614100	Added Code Enforcement Officer Expense - Retirement	$ 61,399	$ 68,760	$ (7,361)
Community Development	100-43-61-614400	Added Code Enforcement Officer Expense - FICA/Medicare Tax	$ 26,343	$ 29,407	$ (3,064)
Community Development	100-43-61-614500	Added Code Enforcement Officer Expense - Unemployment	$ 1,620	$ 1,890	$ (270)
Community Development	100-43-62-621000	Added Code Enforcement Officer Expense - Drug Screen	$ 100	$ 150	$ (50)
Community Development	100-43-62-624200	Added Code Enforcement Officer Expense - Postage	$ 25	$ 75	$ (50)
Community Development	100-43-62-624500	Added Code Enforcement Officer Expense - Printing	$ 200	$ 400	$ (200)
Community Development	100-43-63-630800	Added Code Enforcement Officer Expense - City Shirt	$ 600	$ 700	$ (100)
Community Development	100-43-63-630800	Added Code Enforcement Officer Expense - Clothing Allowance	$ -	$ 400	$ (400)
Community Development	100-43-63-630800	Added Code Enforcement Officer Expense - Safety Gear and First Aid	$ 200	$ 300	$ (100)
Community Development	100-43-63-630800	Added Code Enforcement Officer Expense - Code Enforcement Memberships	$ -	$ 300	$ (300)
Community Development	100-43-67-672300	Added Code Enforcement Officer Expense - Travel/Training	$ -	$ 2,000	$ (2,000)
Community Development	100-43-67-674500	Added Code Enforcement Officer Expense - Tahoe Maintenance Expense	$ -	$ 281	$ (281)
Community Development	100-43-67-674600	Added Code Enforcement Officer Expense - Tahoe Repair Expense	$ 500	$ 750	$ (250)
Community Development	100-43-67-675500	Added Code Enforcement Officer Expense - Tahoe Fuel Expense	$ 1,500	$ 1,950	$ (450)
Community Development	100-43-69-690200	Added Code Enforcement Officer Expense - Tahoe Replacement	$ -	$ 4,262	$ (4,262)
Technology	100-55-67-674700	Added Hardware Contracts - AMR Warranty	$ 18,879	$ 20,979	$ (2,100)
Technology	100-55-67-674700	Added Software Contracts - Water & Sewer Trimble Terraflex Software	$ 93,050	$ 93,450	$ (400)
Technology	100-55-62-620100	Reduction in Business Internet Services - CVB Internet	$ 19,550	$ 13,550	$ 6,000
Technology	100-55-67-674406	Removal of Cameras - Toddler Park	$ 7,000	$ 3,500	$ 3,500
TOTAL EXPENSE (INCREASE)/DECREASE					**$ (234,609)**

CAPITAL PROJECT/PURCHASE ADDITIONS					
Non-Department	100-17-68-6814400	Questica Budget Software (25% Share)	$ -	$ 6,125	$ (6,125)
Non-Department	100-17-68-6814400	Platform and Lift for Public Works Building	$ -	$ 25,000	$ (25,000)
TOTAL CAPITAL PROJECT & PURCHASE EXPENSE (INCREASE)/DECREASE					$ (31,125)
CHANGE AMOUNT					**$ (98,455)**

2020 - 2021 PROPOSED BUDGET SURPLUS/(DEFICIT) **$190,073** **(This is composed of the 99,032 surplus + 91,041 the net accrual from 27th payroll)**

NEW SURPLUS - AFTER CHANGES **$91,618** **(This is composed of the 577 surplus + 91,041 the net accrual from 27th payroll)**

Changes to 2020 - 2021 Proposed Budget - CVB

GL Name	GL Number	Description	Budget Amount	New Amount	Increase/(Decrease) to Surplus
REVENUES					
Revenue		Reduce Revenue from Hotel/Motel Tax - COVID19	$ 1,140,818	$ 1,026,385	$ (114,433)
TOTAL REVENUE INCREASE/(DECREASE)					**$ (114,433)**
EXPENSES					
Transfer to General Operating	200-45-68-681100	Reduce Technology Fees for Removal of Internet Services	$15,246	$9,246	$6,000
Transfer to General Operating	200-45-68-681100	Increase Rental Expense & 5% Front Desk Salaries & Wages	$31,992	$75,641	($43,649)
Transfer to General Operating	200-45-68-681100	Add Pool Car Usage Expense	$0	$678	($678)
Transfer to General Operating	200-45-68-681100	Decrease 10% Administration Fess Transfer	$84,001	$82,041	$1,960
Advertising	200-45-62-621700	Increase Expedia Travel Ads for New Hotels	$32,500	$38,500	($6,000)
TOTAL EXPENSE (INCREASE)/DECREASE					**($42,367)**
CAPITAL PROJECT/PURCHASE ADDITIONS					
Transfer to Capital Projects	200-45-68-681400	CVB Buildout at City Hall	$ -	$ 50,000.00	($50,000)
Transfer to Capital Projects	00-45-68-681400	Questica Budget Software (25% Share)	$ -	$ 6,125.00	($6,125)
TOTAL CAPITAL PROJECT & PURCHASE EXPENSE (INCREASE)/DECREASE					**($56,125)**

CHANGE AMOUNT **($212,925)**

2020 - 2021 PROPOSED BUDGET SURPLUS/(DEFICIT) **$161,013**

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

NEW SURPLUS - AFTER CHANGES **($51,912)**

(True Surplus is 7,213 from 3,500 budget and 3,713 net accrual from 27th payroll. Project Costs of 56,125 will come from CVB Reserves)

Changes to 2020 - 2021 Proposed Budget - Water & Sewer

Department	GL Number	Description	Budget Amount	New Amount	Increase/(Decrease) to Surplus
REVENUES					
Revenue	600-00-64-641100	Increase to Water - Estimate Based on Rate Study Numbers	$ 1,327,314	$ 1,754,789	$ 427,475
Revenue	600-00-54-541200	Increase to Sewer - Estimate Based on Rate Study Numbers	$ 984,154	$ 1,201,388	$ 217,234
Revenue	600-00-54-545000	Increase to GRP Fees - Estimate Based on Rate Study Numbers	$ 152,327	$ 174,481	$ 22,154
Revenue	600-00-54-543000	Increase to LSGCD Fees - Estimate Based on Rate Study Numbers	$ 31,620	$ 33,253	$ 1,633
Revenue	600-00-56-561100	T-Mobile Lease Agreement	$ -	$ 25,000	$ 25,000
TOTAL REVENUE INCREASE/(DECREASE)					**$ 693,496**
EXPENSES					
Water & Sewer	600-50-61-611407	Increase to Special Events Overtime (Rounding Issue)	$ 500.00	$ 560.00	$ (60)
Water & Sewer	600-50-67-674700	Increase Belt Press Preventative Maintenance	$ 2,500	$ 3,000	$ (500)
Water & Sewer	600-50-67-674700	Removal of Trimble Teraflex Software	$ 400	$ -	$ 400
Water & Sewer	600-50-68-681100	Increase to Technology Costs - AMR Warranty & Trimble Teraflex Softw	$ 20,174	$ 22,674	$ (2,500)
Water & Sewer	600-50-68-681100	Decrease 10% Administration Fees Transfer	$ 84,001	$ 82,041	$ 1,960
TOTAL EXPENSE (INCREASE)/DECREASE					**($700)**
CAPITAL PROJECT/PURCHASE ADDITIONS					
Trasnfer to Capital Projects	600-50-68-681400	Motor Control Center (MCC) Replacement	$ -	$ 144,600	$ (144,600)
Capital Project	600-50-68-681400	ACP Waterline Replacement - I-45 at Texaco	$ -	$ 100,800	$ (100,800)
Capital Project	600-50-68-681400	ACP Waterline Replacement - Memorial Hermann	$ -	$ 133,500	$ (133,500)
Capital Project	600-50-68-681400	ACP Waterline Replacement - David Memorial at Vetter	$ -	$ 62,100	$ (62,100)
Capital Project	600-50-68-681400	ACP Waterline Replacement - I-45 Crossing at Research	$ -	$ 54,600	$ (54,600)
Capital Project	600-50-68-681400	Sewer Inspection Camera	$ -	$ 3,900	$ (3,900)
Capital Purchase	600-50-68-681400	Questica Budget Software (25% Share)	$ -	$ 6,125	$ (6,125)
TOTAL CAPITAL PROJECT & PURCHASE EXPENSE (INCREASE)/DECREASE					**($505,625)**

CHANGE AMOUNT	**$ 187,171**
2020 - 2021 PROPOSED BUDGET SURPLUS/(DEFICIT)	**$329,136**
NEW SURPLUS - AFTER CHANGES	**$516,307**

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

(This is composed of the 504,880 surplus + 11,427 the net accrual from 27th payroll)

Changes to 2020 - 2021 Proposed Budget - Debt Service

Department	GL Number	Description	Budget Amount	New Amount	Increase/(Decrease) to Surplus
Revenue	300-00-50-511000	Finalized Estimated Tax Value with .1799 Tax Rate	$ 1,136,005.00	$ 1,150,006.00	$ 14,001.00
Revenue	300-00-57-571100	Finalized Transfer from General Fund Property Tax	$ 889,957.00	$ 875,956.00	$ (14,001.00)
		CHANGE AMOUNT			**$0.00**

2020 - 2021 PROPOSED BUDGET SURPLUS/(DEFICIT) **$0.00**

NEW SURPLUS - AFTER CHANGES **$0.00**

Changes to 2020 - 2021 Proposed Budget - Equipment Replacement

Department	GL Number	Description	Budget Amount	New Amount	Increase/(Decrease) to Surplus
Revenue	120-00-69-690243	Added Community Development Tahoe to Replacement Sch.	$ 4,262.00	$ 8,524.00	$ 4,262.00
		CHANGE AMOUNT			**$4,262.00**

CITY OF SHENANDOAH PROPOSED BUDGET 2020-2021

Prepared For
Shenandoah City Council

Proposed By
Lisa Wasner

CITY OF SHENANDOAH TEXAS

CITY COUNCIL

Mayor: M. Ritchey Wheeler
Position 1: Ron Raymaker
Position 2: Ted Fletcher
Position 3: Dean Gristy
Position 4: Charlie Bradt
Position 5: Michael Mcleod

CITY STAFF

City Administrator Kathie Reyer ··· Finance Director Lisa Wasner ··· Interim Police Chief Troye Dunlap ··· Public Works Director Joseph Peart ··· CVB Director John Mayner ··· Community Development Manager Jackie Thompson ··· IT Manager Chris Grizzaffi ··· Communications Manager Debbie Pilcher ··· City Secretary Courtney Clary

THE CITY OF SHENANDOAH ADOPTED A TAX RATE THAT WILL RAISE MORE REVENUE FROM PROPERTY TAXES THAN LAST YEAR'S BUDGET BY AN AMOUNT OF $45,331, WHICH IS A 2.22% INCREASE FROM LAST YEAR'S BUDGET. THE PROPERTY TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR IS $63,609.

Tax Rate Comparision

2019 Property Tax Rates

Property Tax Rate	$0.1799/$100
Effective Tax Rate	$0.1828/$100
Effective Maintenance & Operations Rate	$0.2204/$100
Rollback Tax Rate	$0.4137/$100
Debt Rate	$0.1757/$100
Total Amount of Debt Obligations	$1,958,950

2020 Property Tax Rates

Property Tax Rate	$0.1799/$100
No New Revenue Tax Rate	$0.1807/$100
No New Revenue Maintenance & Operations Rate	$0.2084/$100
Voter Approval Rate	$0.2665/$100
Debt Rate	$0.1799/$100
Total Amount of Debt Obligations	$2,021,313

CITY OF SHENANDOAH TEXAS

Record Vote

Members Present

1 _____ 4 _____
2 _____ 5 _____
3 _____ 6 _____

Members Voting For: _____ _____

1 _____ 4 _____
2 _____ 5 _____
3 _____ 6 _____

Members Voting Against:

1 _____ 4 _____
2 _____ 5 _____
3 _____ 6 _____

Members Present but Not Voting:

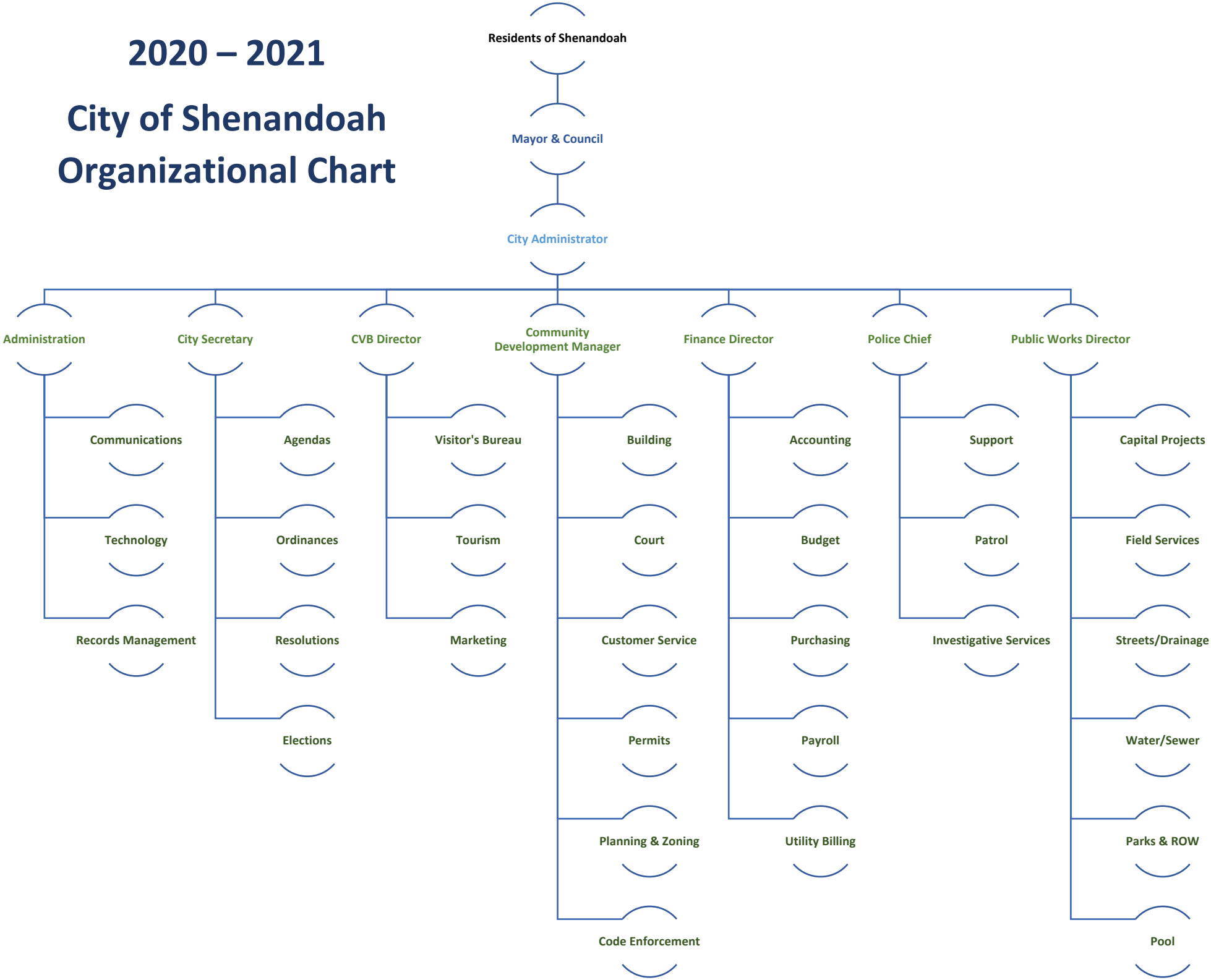
1 _____ 2 _____

Members Absent:

1 _____ 2 _____

2020 – 2021

City of Shenandoah Organizational Chart



City Council

About the Board

Shenandoah is a General Law city with a population of approximately 3,000 people. The city is governed by an elected city council with six members - five council members and a mayor. The council members have different backgrounds and a range of experiences, but they share a common goal of achieving the best interests of the city and its residents and businesses.

Ritch Wheeler, Mayor

RWheeler@shenandoahtx.us

Ron Raymaker, Position 1

RRaymaker@shenandoahtx.us

Ted Fletcher, Position 2

TFletcher@shenandoahtx.us

Dean Gristy, Position 3

DGristry@shenandoahtx.us

Charlie Bradt, Position 4

CBradt@shenandoahtx.us

Michael McLeod, Position 5

MMcleod@shenandoahtx.us

Meeting Information

The Council Meets:

- **Every second and fourth Wednesday**
- **7:00 p.m.**
- **Council Chambers located at the Municipal Building**

To View Past and Future Agendas & Minutes, Please Visit the Agenda Center on the City's Website

To Watch Live and Past Council Meetings, Please Visit the City's Youtube Channel

Council Compensation

- **Mayor - $545.45 Per Meeting**
- **Council - $409.09 Per Meeting**

Health Insurance Benefits

(medical, dental, vision, life) are available to Council if they choose to receive any or all of them. The City pays for 75% of the premium cost for Council members but does not pay for dependents. Council members are responsible for 100% of any dependent coverage.

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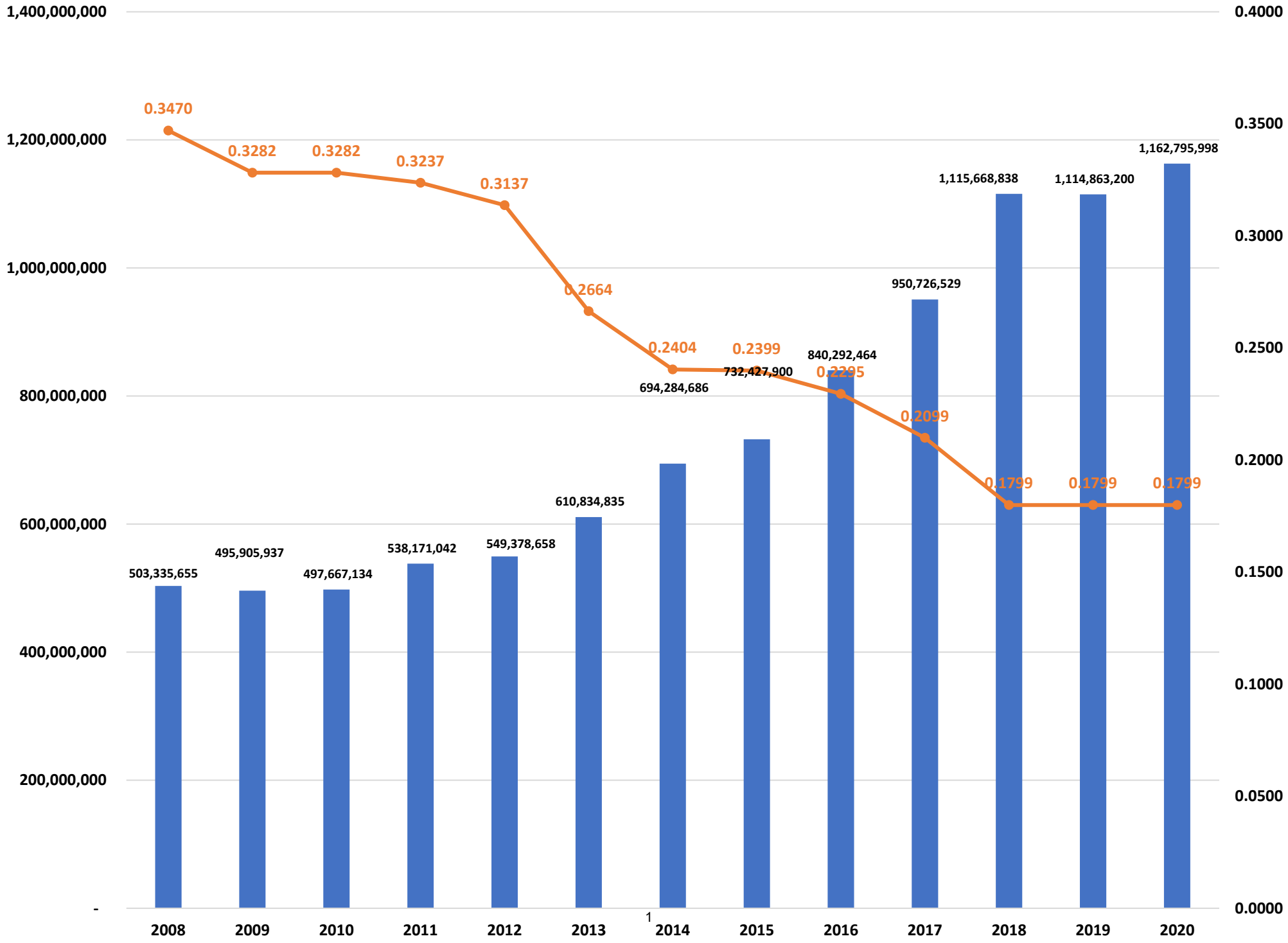
Historical Overview of Ad Valorem Taxable Value & Tax Rate

Proposed for Adoption 08.26.20
Updated 08.20.20



Proposed for Adoption 08.26.20
Updated 08.20.20

2020 - 2021 Adopted Budget

100-00 General Fund Revenue

		2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-00-49-491000	Development Fees	10,000	10,000	17,600	8,000	15,700	8,000	10,198
100-00-50-511000	Property Taxes	941,865	903,040	893,388	903,692	882,166	897,486	895,628
	Description / *Units* / *Price* / *Amount*							
	Est Tax Val. 1,162,795,998 (M&O Rate.0810/$100) / *1* / *941,865* / *941,865*							
100-00-50-512000	Drink Tax	256,048	320,994	235,930	287,100	305,425	261,000	299,735
	Description / *Units* / *Price* / *Amount*							
	Based on Decreases for COVID19 / *1* / *256,048* / *256,048*							
100-00-51-513000	Sales Tax	6,159,677	6,340,269	4,205,267	5,766,930	5,981,184	5,440,500	6,432,534
	Description / *Units* / *Price* / *Amount*							
	Based on Historical / *1* / *6,159,677* / *6,159,677*							
100-00-52-521000	Building Permits	300,000	450,000	738,397	450,000	932,215	376,600	431,011
	Description / *Units* / *Price* / *Amount*							
	Based on Historical / *1* / *300,000* / *300,000*							
100-00-52-521005	Fire Inspections	40,000	95,950	129,975	-	-	-	-
100-00-52-521400	Other Permits	15,000	15,000	10,693	15,000	17,530	11,000	14,135
100-00-53-530100	Gas	35,000	35,000	43,578	30,000	36,555	30,000	32,697
100-00-56-530300	Electric	282,000	282,000	-	275,100	265,186	262,000	267,761
100-00-53-530500	Cable	15,000	20,000	7,250	32,000	41,460	28,000	55,947
100-00-53-530600	Telephone	125,000	70,000	91,428	125,000	141,234	125,000	109,638
100-00-54-541900	Code Enforcement Violation	800	800	-	1,200	896	1,500	930
100-00-54-543100	Pool Use Fees	9,964	9,964	3,050	13,599	12,200	16,399	14,831
	Description / *Units* / *Price* / *Amount*							
	Non-Resident Memberships / *4* / *150* / *600*							
	Swim Lessons (Resident) / *42* / *50* / *2,100*							
	Swim Lessons (Non-Resident) / *6* / *100* / *600*							
	Shenandoah Sharks Base Lease / *1* / *2,550* / *2,550*							
	Shenandoah Sharks Add'l Charges (Lifeguards) / *1* / *4,000* / *4,000*							
	Daily Swim / *6* / *5* / *30*							
	Water Aerobics / *4* / *21* / *84*							
100-00-55-551000	Court Fines	10,000	10,000	4,002	10,000	8,604	8,500	10,970
100-00-54-543100	Court Fees	5,000	5,000	1,876	5,000	3,242	4,700	5,657
100-00-56-561000	Interest	8,000	8,000	7,250	5,000	20,239	5,000	7,250
100-00-56-561100	Leases	15,000	15,000	10,000	12,000	13,954	16,200	27,130
	Description / *Units* / *Price* / *Amount*							
	EMS Bay Rental / *12* / *1,250* / *15,000*							

Proposed for Adoption 08.26.20
Updated 08.20.20

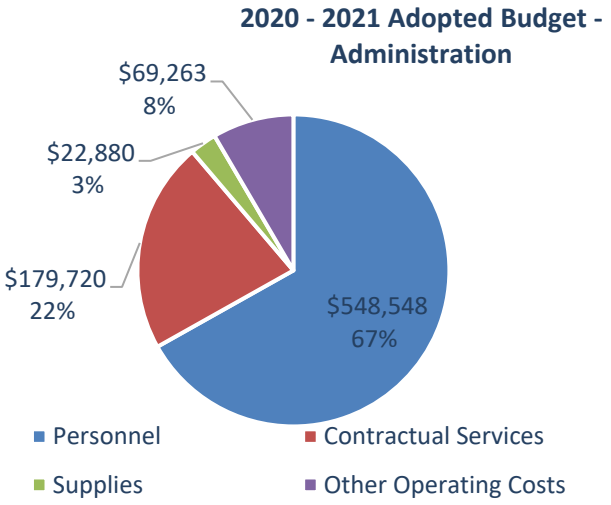
2020 - 2021 Adopted Budget

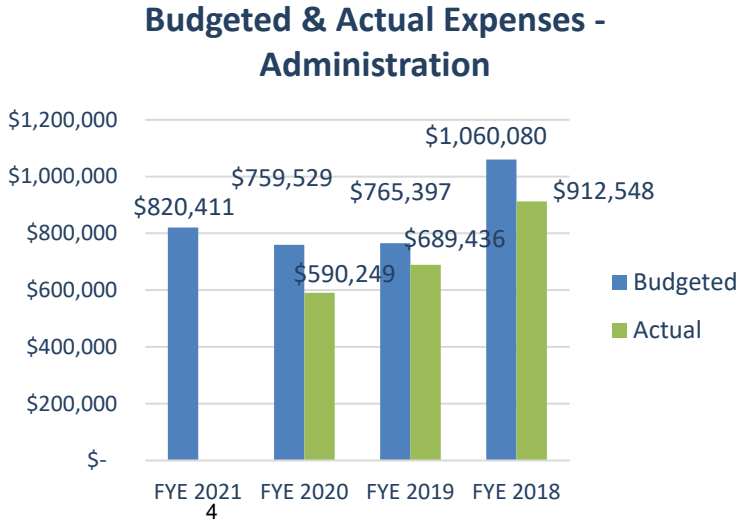
					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-00-56-561500	**Payment in Lieu of Taxes**				71,468	71,468	63,603	40,000	63,754	40,000	51,294
	Description	*Units*	*Price*	*Amount*							
	Pinecroft Core Holdings	4	7,867	31,468							
	Memorial Hermann Agreement	1	40,000	40,000							
100-00-56-566700	**Undesignated**				20,000	20,000	19,147	25,000	13,662	30,000	41,152
100-00-56-568500	**Transfer from MDD**				739,978	596,296	-	626,959	518,641	560,500	519,589
	Description	*Units*	*Price*	*Amount*							
	Financial Audit	1	4,800	4,800							
	80% Woodlands Fire Dept. Agreement	1	663,682	663,682							
	Administration/CPI Personnel (252 Hrs. Benefits)	1	14,230	14,230							
	Finance Personnel (58 Hrs. + Benefits)	1	2,126	2,126							
	Staff Time for Projects	1	15,000	15,000							
	Police Holiday Overtime	1	9,340	9,340							
	25% Legal	1	30,000	30,000							
	Incode Fees	1	800	800							
100-00-57-571200	**Transfer from CVB**				269,903	191,582	68,797	150,767	137,730	142,435	113,358
	Description	*Units*	*Price*	*Amount*							
	Property, Liability, & Worker's Comp	1	1,426	1,426							
	Hang Banners	1	5,000	5,000							
	Cleaning Services	12	162	1,944							
	10% Finance Personnel	1	25,897	25,897							
	10% Administration Fees	1	82,041	82,041							
	15% Legal	1	18,000	18,000							
	10% Audit	1	2,172	2,172							
	Employee Medical/Dental/Life Buy Up/AD&D Insurance	12	3,781	45,372							
	10% Incode Fees	1	2,486	2,486							
	Rent	12	6,303	75,641							
	Pool Car Usage	1	678	678							
	Technology Costs	1	9,246	9,246							
100-00-57-571200	**Transfer from Water & Sewer**				345,999	336,190	159,995	298,273	300,182	340,797	323,783
	Description	*Units*	*Price*	*Amount*							
	Plant Grounds Maintenance	1	400	400							
	Property/Liability	1	19,702	19,702							
	15% Legal	1	18,000	18,000							
	10% Finance Personnel	1	25,897	25,897							
	Dental/Medical/Life Buy Up/AD&D	12	10,708	128,496							
	10% Administration Fees	1	82,041	82,041							
	Auto Insurance	1	1,895	1,895							
	Rent	12	2,666	31,992							
	40% Audit	1	8,686	8,686							
	25% Incode Fees	1	6,216	6,216							
	Technology Costs	1	22,674	22,674							
100-00-58-580000	**Proceeds from Sale of Capital Assets**				25,000	45,000	15,000	45,000	62,160	51,000	32,000
	Revenue Total				**9,700,702**	**9,851,553**	**6,726,227**	**9,125,621**	**9,773,918**	**8,656,617**	**9,697,228**

Administration Department

The Administration Department oversees all administrative aspects of the city, including:

- Agenda Preparation
- City Communications
- Council Inquiries
- Human Resources
- Legal
- Media Relations
- Ordinances
- Resolutions
- Records Management
- Records Requests





City Administrator

Kathie Reyer

KReyer@shenandoahtx.us

City Secretary

Courtney Clary

CClary@shenandoahtx.us

Communications Manager

Debbie Pilcher

DPilcher@shenandoahtx.us

Record's Clerk / Executive Assistant

For All Public Information Act Records Requests, Please Visit the City Secretary's Page for More Information and Access to the Records Request Form.

Proposed for Adoption 08.26.20
Updated 08.20.20

2020 - 2021 Adopted Budget

100-11 Administration

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018 - 2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-11-61-611000	**Salaries & Wages**				375,734	355,534	261,831	352,840	332,179	490,592	423,964
	Description	*Units*	*Price*	*Amount*							
	4 Staff	*1*	*375,734*	*375,734*							
100-11-61-611400	**Overtime**				250	500	-	500	110	1,500	198
100-11-61-611600	**Longevity Pay**				760	550	625	370	385	1,690	880
	Description	*Units*	*Price*	*Amount*							
	4 Staff	*1*	*760*	*760*							
100-11-61-61200	**Elected Officials**				64,777	64,777	41,124	64,900	56,557	64,900	60,071
	Description	*Units*	*Price*	*Amount*							
	Council Member 1	*12*	*852*	*10,228*							
	Council Member 2	*12*	*852*	*10,228*							
	Council Member 3	*12*	*852*	*10,228*							
	Council Member 4	*12*	*852*	*10,228*							
	Council Member 5	*12*	*852*	*10,228*							
	Mayor	*12*	*1,136*	*13,637*							
100-11-61-614100	**Retirement**				70,458	64,823	46,801	55,427	55,714	89,990	65,648
	Description	*Units*	*Price*	*Amount*							
	4 Staff	*1*	*70,458*	*70,458*							
100-11-61-614400	**FICA/Medicare Tax**				33,869	32,426	21,983	32,352	30,234	44,237	34,348
	Description	*Units*	*Price*	*Amount*							
	4 Staff	*1*	*28,913*	*28,913*							
	Mayor & Council	*1*	*4,956*	*4,956*							
100-11-61-614500	**Unemployment**				2,700	2,700	793	2,970	305	3,240	1,738
	Description	*Units*	*Price*	*Amount*							
	4 Staff	*1*	*1,080*	*1,080*							
	Mayor & Council	*1*	*1,620*	*1,620*							

Proposed for Adoption 08.26.20
Updated 08.20.20

2020 - 2021 Adopted Budget

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018 - 2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-11-62-621000	**Consulting/Professional Services**				25,270	19,070	13,257	20,150	27,178	19,070	40,039
	Description	***Units***	***Price***	***Amount***							
	City Administrator Bond Renewal	*1*	*150*	*150*							
	City Council Photography	*1*	*700*	*700*							
	Human Resources Programs	*1*	*10,000*	*10,000*							
	General Fund Share of Crowdriff	*1*	*6,000*	*6,000*							
	Legal Recording Fees	*1*	*1,000*	*1,000*							
	Newsletter Layout/Production	*2*	*200*	*400*							
	Newsletter Mailing Service	*2*	*300*	*600*							
	Municode Web Hosting/Ordinance Bank	*1*	*1,420*	*1,420*							
	Municode Ordinance Codification	*1*	*5,000*	*5,000*							
100-11-62-621300	**Legal**				150,000	130,000	177,362	130,000	118,205	130,000	126,995
	Description	***Units***	***Price***	***Amount***							
	Additional Legal Services	*1*	*30,000*	*30,000*							
	Annual Contract	*12*	*10,000*	*120,000*							
100-11-62-624200	**Postage**				1,200	1,200	85	1,200	230	3,350	1,578
	Description	***Units***	***Price***	***Amount***							
	Fedex, UPS and Misc. Postage Charges	*1*	*350*	*350*							
	Postage for Processing Newsletter (Annual)	*1*	*850*	*850*							
100-11-62-624500	**Printing**				1,250	1,250	82	1,250	631	3,750	428
	Description	***Units***	***Price***	***Amount***							
	Office Forms and Business Cards	*1*	*750*	*750*							
	Residential/Business Communications	*1*	*500*	*500*							
100-11-62-624600	**Legal Notices**				2,000	2,000	1,080	1,500	1,623	3,500	10,248
	Description	***Units***	***Price***	***Amount***							
	Notices	*1*	*2,000*	*2,000*							
100-11-63-630800	**Uniforms and Safety Gear**				1,000	1,000	70	1,100	50	1,450	329
	Description	***Units***	***Price***	***Amount***							
	4 Staff	*4*	*100*	*400*							
	6 Council Members	*6*	*100*	*600*							
100-11-63-631000	**Operating Supplies**				19,880	20,150	4,061	15,650	15,385	13,800	14,110
	Description	***Units***	***Price***	***Amount***							
	Annual Employee Service Awards	*1*	*1,500*	*1,500*							
	Budget Workshop Meals	*2*	*250*	*500*							
	Council Meeting Supplies	*1*	*300*	*300*							
	Staff Provisions	*1*	*3,000*	*3,000*							
	Employee Appreciation Dinner	*1*	*12,000*	*12,000*							
	Employee Celebrations	*4*	*75*	*300*							
	Hebert's Christmas Certificate for Employees	*76*	*30*	*2,280*							

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2020 - 2021 Adopted Budget

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018 - 2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-11-63-631200	**Office Supplies**				1,000	1,000	507	1,000	999	2,400	1,613
	Description	***Units***	***Price***	***Amount***							
	Pens, Pads, Staples, Etc.	*1*	*1,000*	*1,000*							
100-11-63-631400	**Office Equipment & Furnishings**				500	1,000	389	4,900	5,560	3,850	2,137
	Description	***Units***	***Price***	***Amount***							
	Office Furnishings	*1*	*500*	*500*							
100-11-63-631500	**Building & Grounds Supplies**				500	500	-	800	734	-	-
	Description	***Units***	***Price***	***Amount***							
	Misc. Supplies	*1*	*500*	*500*							
100-11-67-670100	**Elections**				11,000	11,000	-	11,000	12,487	10,000	8,925
	Description	***Units***	***Price***	***Amount***							
	Joint Election	*1*	*11,000*	*11,000*							
100-11-67-670300	**Public Relations**				8,000	10,000	2,500	10,000	9,381	16,500	5,519
	Description	***Units***	***Price***	***Amount***							
	Sponsorships	*1*	*2,000*	*2,000*							
	Communications Programs	*4*	*250*	*1,000*							
	UTZ Senior Demand Response Program	*1*	*5,000*	*5,000*							
100-11-67-670900	**Dues/Memberships**				3,199	3,199	2,824	2,045	2,314	4,110	3,508
	Description	***Units***	***Price***	***Amount***							
	Conroe Chamber of Commerce	*1*	*175*	*175*							
	Houston-Galveston Area Council (HGAC)	*1*	*200*	*200*							
	North Houston Association	*1*	*1,250*	*1,250*							
	Texas Assoc. of Municipal Info. Officers (TAMIO)	*1*	*100*	*100*							
	Texas City Management Assoc. (TCMA)	*1*	*150*	*150*							
	Texas Municipal League	*1*	*900*	*900*							
	Texas Municipal Human Resources Assoc.	*1*	*75*	*75*							
	Int'l Public Management Assoc for HR	*1*	*149*	*149*							
	TM Clerks	*1*	*100*	*100*							
	Women in Government	*2*	*50*	*100*							
100-11-67-672000	**Publications**				564	350	269	300	137	420	1,429
	Description	***Units***	***Price***	***Amount***							
	Election Law Manual Supplement Update	*1*	*50*	*50*							
	Local Government Code Books	*2*	*77*	*154*							
	Municipal Law Manual Supplement Update	*1*	*50*	*50*							
	Municipal Clerks Supplement	*1*	*50*	*50*							
	Texas Election Law	*1*	*140*	*140*							
	Texas Local Government Code Annual	*2*	*60*	*120*							

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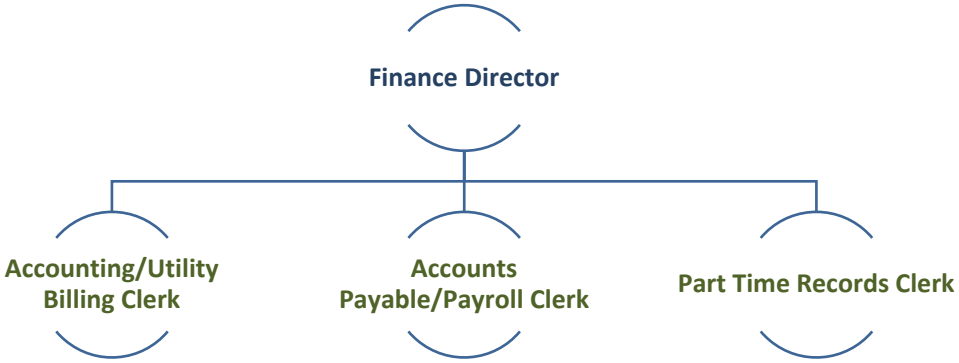
2020 - 2021 Adopted Budget

				2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018 - 2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-11-67-672300 Travel/Training				**46,500**	**36,500**	**14,608**	**35,854**	**19,037**	**29,600**	**8,434**
Description	***Units***	***Price***	***Amount***							
Admin Mileage	*6*	*250*	*1,500*							
City Administrator	*1*	*6,000*	*6,000*							
City Secretary	*1*	*4,500*	*4,500*							
Communication Manager	*1*	*1,500*	*1,500*							
Records Clerk/Admin Assistant	*1*	*3,000*	*3,000*							
Montgomery Day at the Capital Registration	*1*	*10,000*	*10,000*							
Council Members	*5*	*2,500*	*12,500*							
Mayor	*1*	*3,500*	*3,500*							
Special Training (City Wide)	*1*	*2,000*	*2,000*							
Travel Expense for City Administrator	*1*	*2,000*	*2,000*							
Activity in Additional GL Accounts No Longer Used in 2020 - 2021 Budget Year				**-**	**-**		**19,290**		**122,131**	**100,408**
Administration Total				**820,411**	**759,529**	**590,249**	**765,397**	**689,436**	**1,060,080**	**912,548**

Finance Department

The Finance Department manages all financial aspects of the city, including:

- Accounting
- Auditing
- Budget
- Cashiering
- Investments
- Payroll
- Purchasing
- Risk Management
- Tax Related Issues
- Utility Billing



Finance Director

Lisa Wasner

Lwasner@shenandoahtx.us

Accounting/Utility Billing Clerk

Tammy Daley

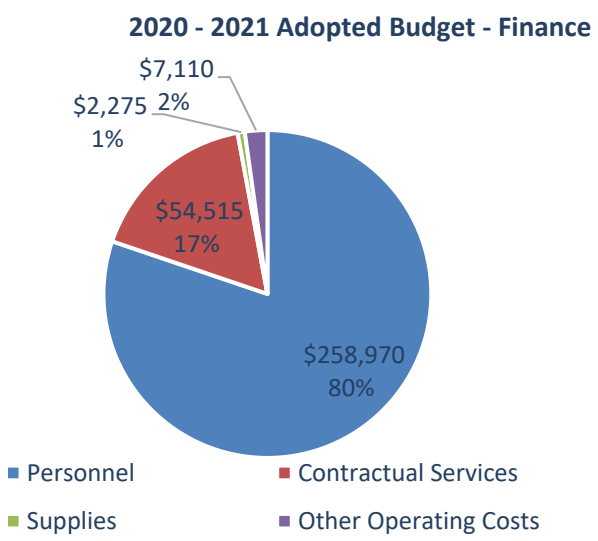
Tdaley@shenandoahtx.us

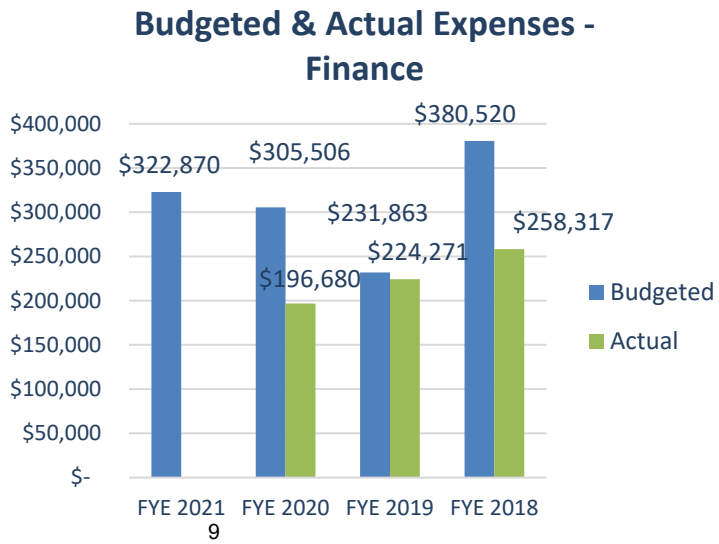
Accounts Payable/Payroll Clerk

Lacy Davis

AP@shenandoahtx.us

Please Visit the City's Financial Transparency Page for More Information.





Proposed for Adoption 08.26.20
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2020 - 2021 Adopted Budget

100-12 Finance

		2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-12-61-611000	**Salaries & Wages**	157,814	147,453	99,675	130,912	132,610	256,252	160,766
	Description / Units / Price / Amount							
	2 Staff / 1 / 157,814 / 157,814							
100-12-61-611400	**Overtime**	300	600	-	600	-	1,000	357
	Description / Units / Price / Amount							
	1 Staff / 1 / 300 / 300							
100-12-61-612000	**Part Time**	46,634	41,750	20,343	11,000	8,724	-	-
	Description / Units / Price / Amount							
	2 Staff / 1 / 46,634 / 46,634							
100-12-61-611600	**Longevity Pay**	1,480	1,375	1,360	1,240	1,240	1,940	1,325
	Description / Units / Price / Amount							
	2 Staff / 1 / 1,480 / 1,480							
100-12-61-614100	**Retirement**	35,885	32,605	21,688	22,953	23,164	45,469	28,320
	Description / Units / Price / Amount							
	3 Staff / 1 / 35,885 / 35,885							
100-12-61-614400	**FICA/Medicare Tax**	15,777	14,628	9,435	10,998	10,437	19,829	11,673
	Description / Units / Price / Amount							
	4 Staff / 1 / 15,777 / 15,777							
100-12-61-614500	**Unemployment**	1,080	1,080	421	540	59	1,080	486
	Description / Units / Price / Amount							
	4 Staff / 1 / 1,080 / 1,080							
100-12-62-620100	**Operating Services**	20,560	20,350	16,153	20,350	18,241	18,790	21,175
	Description / Units / Price / Amount							
	Annual Compliance Fee (Credit Cards) / 2 / 180 / 360							
	Appraisal Share (Quarterly Basis) / 4 / 4,600 / 18,400							
	Fees for Credit Card Usage (Monthly) / 12 / 150 / 1,800							
100-12-62-621000	**Consulting/Professional Services**	31,165	31,245	24,092	24,945	24,492	- 26,000	26,359
	Description / Units / Price / Amount							
	Annual Audit (General Fund and Water/Sewer) / 1 / 21,715 / 21,715							
	Annual Audit (MDD) / 1 / 4,500 / 4,500							
	Filling of SEC Disclosure / 1 / 750 / 750							
	Sales Tax Consulting Services / 1 / 3,600 / 3,600							
	Fraud Hotline / 1 / 600 / 600							

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2020 - 2021 Adopted Budget

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-12-62-624200	**Postage**				1,440	1,440	763	1,440	1,374	1,380	1,123
	Description	***Units***	***Price***	***Amount***							
	A/P Check Mailing	*12*	*90*	*1,080*							
	FedEx/UPS and Misc. Postage Charges	*12*	*30*	*360*							
100-12-62-624500	**Printing**				250	500	-	100	-	230	193
	Description	***Units***	***Price***	***Amount***							
	Misc Printing	*1*	*250*	*250*							
100-12-62-624600	**Legal notices**				1,100	1,100	-	800	846	500	1,529
	Description	***Units***	***Price***	***Amount***							
	2019 Tax Rate Notice	*1*	*800*	*800*							
	Misc. Legal Notices	*1*	*300*	*300*							
100-12-63-630800	**Uniforms and Safety Gear**				400	400	130	200	66	400	323
	Description	***Units***	***Price***	***Amount***							
	4 Staff Uniform Shirts	*4*	*100*	*400*							
100-12-63-631000	**Operating Supplies**	890			1,225	1,180	138	890	237	800	586
	Description	***Units***	***Price***	***Amount***							
	1099 Supplies	*1*	*40*	*40*							
	Payroll W-2 & ACA Healthcare Forms	*1*	*125*	*125*							
	Bank Deposit Slips	*4*	*50*	*200*							
	Bank Deposit Bags	*2*	*30*	*60*							
	Envelopes and Check Stock for A/P	*1*	*400*	*400*							
	Ink for MICR Printer (Checks)	*1*	*400*	*400*							
100-12-63-631200	**Office Supplies**				650	600	299	600	273	900	847
	Description	***Units***	***Price***	***Amount***							
	Budget Book Supplies	*1*	*250*	*250*							
	Computer Supplies (Keyboards, Mouse)	*1*	*150*	*150*							
	Staples, Pens, Pads, Specialty Paper, etc.	*1*	*250*	*250*							
100-12-67-670900	**Dues/Memberships**				620	300	260	225	220	435	342
	Description	***Units***	***Price***	***Amount***							
	American Payroll Assoc - AP/Payroll Clerk	*1*	*300*	*300*							
	Gov't Finance Officer's Assoc. (yearly)	*1*	*160*	*160*							
	Gov't Finance Officer's Assoc. of Texas	*2*	*60*	*120*							
	Gulf Coast-GFOA	*2*	*20*	*40*							

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2020 - 2021 Adopted Budget

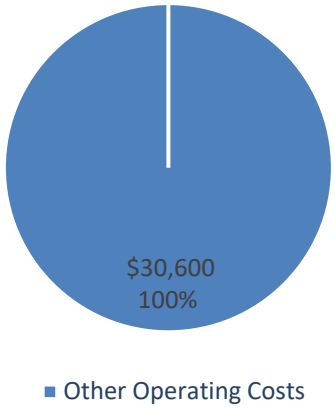
				2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-12-67-672000 **Publications**				200	200	-	100	-	100	-
Description	***Units***	***Price***	***Amount***							
Gov't Updates	*1*	*200*	*200*							
100-12-67-672300 **Travel/Training**				6,290	6,290	-	3,970	2,287	4,515	2,277
Description	***Units***	***Price***	***Amount***							
Accounting Clerk	*1*	*2,000*	*2,000*							
Accounts Payable/Payroll Clerk	*1*	*500*	*500*							
GFOAT Meetings	*4*	*35*	*140*							
GFOAT-Finance Director	*1*	*700*	*700*							
Add'l Training - Finance Director	*1*	*800*	*800*							
Tyler Connect-Finance Director	*1*	*2,000*	*2,000*							
Texas Women in Government	*1*	*50*	*50*							
Webinars- Financial Updates	*1*	*100*	*100*							
Activity in Additional GL Accounts No Longer Used in 2020 - 2021 Budget Year				-	2,411	1,923	-		900	636
Finance Total				**322,870**	**305,506**	**196,680**	**231,863**	**224,271**	**380,520**	**258,317**

Community Outreach

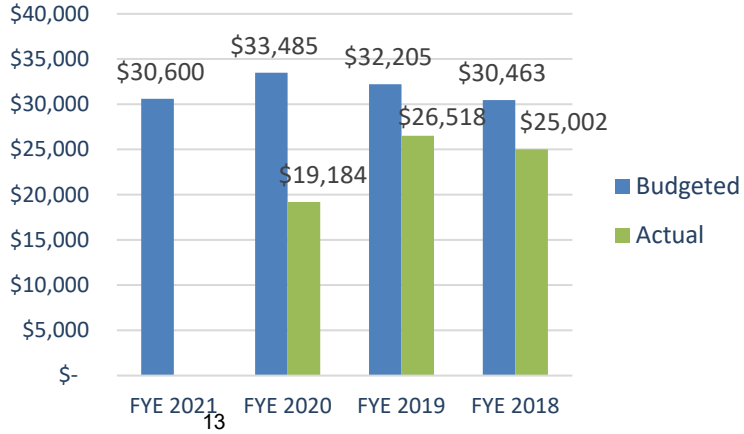
The Civic Club is comprised of residents with assistance from City Staff to host several events and community outreach programs:

- **Lighting of the Angels**
- **Luminaries**
- **Independence Parade & Celebration**
- **2 Cool 4 School Pool Party**
- **Community Garage Sale**
- **Easter Egg Hunt**
- **Yard of the Month**

2020 - 2021 Adopted Budget - Community Outreach



Budgeted & Actual Expenses - Community Outreach



Council Representative

Ted Fletcher

TFletcher@shenandoahtx.us

Council Representative

Charlie Bradt

CBradt@shenandoahtx.us

Staff Liaison

Debbie Pilcher

DPilcher@shenandoahtx.us

The Civic Club meets the second Tuesday at 6:00 p.m. at city hall.

Please visit the Civic Club's webpage for more information.

***Community Outreach does not budget for any City staff overtime that is used for these events.**
The overtime costs are budgeted in the individual departments.

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2020 - 2021 Adopted Budget

100-14 Community Outreach

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-14-67-670300	**Public Relations**				3,560	4,560	507	3,930	1,782	3,800	1,996
	Description	***Units***	***Price***	***Amount***							
	Signs	*1*	*580*	*580*							
	Magnets	*1*	*700*	*700*							
	Reusable Bags	*1*	*800*	*800*							
	Misc. Items	*1*	*420*	*420*							
	Utility Billing Inserts	*1*	*560*	*560*							
	Ribbon	*1*	*500*	*500*							
100-14-67-670303	**Community Garage Sale**				50	50	-	125	-	84	-
	Community Sign Replacements	*1*	*50*	*50*							
100-14-67-670307	**Easter Egg Hunt**				3,080	3,830	1,027	3,700	3,407	2,934	2,442
	Bunny Ears	*1*	*400*	*400*							
	Entertainment	*1*	*1,630*	*1,630*							
	Golf Carts	*1*	*450*	*450*							
	Hospitality	*1*	*300*	*300*							
	Supplies - Eggs	*1*	*300*	*300*							
100-14-67-670313	**National Night Out**				1,000	-	-	-	-	-	-
	Kona Ice Truck Rental	*1*	*1,000*	*1,000*							
100-14-67-670312	**Luminaries**				4,535	4,535	3,454	4,600	3,151	4,284	3,606
	Supplies	*1*	*4,000*	*4,000*							
	Supplies - Self Service	*1*	*535*	*535*							
100-14-67-670317	**Independence Celebration & Parade**				3,225	3,225	-	1,500	2,558	-	-
	Decorations	*1*	*500*	*500*							
	Entertainment	*1*	*1,500*	*1,500*							
	Hospitality	*1*	*1,225*	*1,225*							
100-14-67-670315	**Summer Pool Party**				350	500	-	1,500	354	917	667
	Hospitality	*1*	*350*	*350*							
100-14-67-670318	**Arbor Day**				350	350	73	350	116	375	314
	Hospitality	*1*	*100*	*100*							
	Kids Activity	*1*	*250*	*250*							

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2020 - 2021 Adopted Budget

				2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-14-67-670323 **Lighting Of The Angels**				14,450	16,435	14,123	16,500	15,150	18,069	15,978
Entertainment	1	10,500	10,500							
Golf Carts	1	450	450							
Hospitality	1	1,500	1,500							
Supplies	1	2,000	2,000							
Activity in Additional GL Accounts No Longer Used in 2020 - 2021 Budget Year				-	-		-		782	
Community Outreach Total				**30,600**	**33,485**	**19,184**	**32,205**	**26,518**	**30,463**	**25,002**

Non-Department

In the 2011-2012 fiscal year the city created the Non-Department to record city wide shared expenditures among the different funds. Fire Services was pulled from this department and put into its own during the 2017 – 2018 fiscal budget.

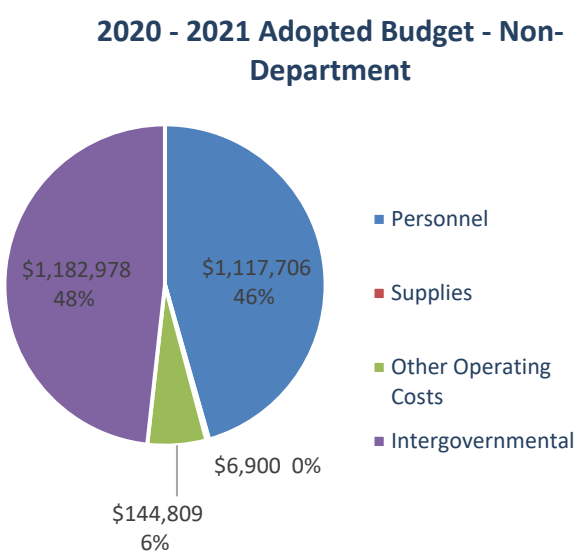
These expenditures are reflected in the one department to enhance transparency.

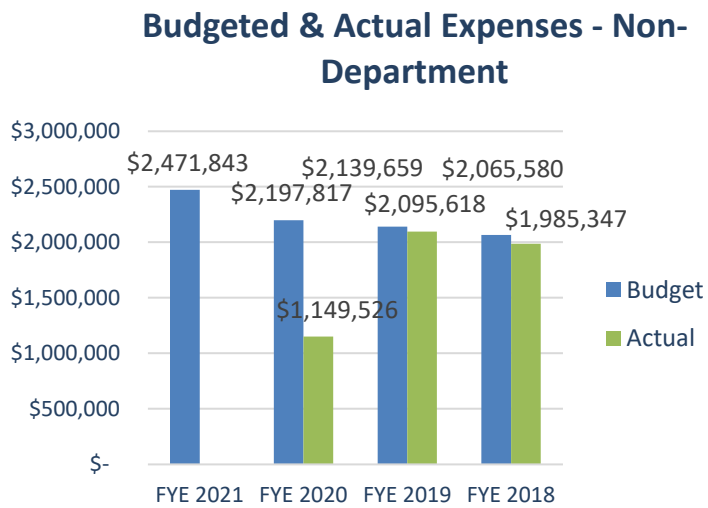
This department is managed by the Finance Director

Finance Director

Lisa Wasner

LWasner@shenandoahtx.us





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2020 - 2021 Adopted Budget

100-17 Non-Department

		2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-17-61-611500	Incentive Pay	$ 20,000	$ 20,000	$ 11,173	$ 20,000	$ 20,000	$ 35,000	$ 10,000
100-17-61-614000	Dental Life/AD&D	$ 64,516	$ 63,864	$ 42,541	$ 56,508	$ 58,861	$ 56,163	$ 54,514
	Description / *Units* / *Price* / *Amount*							
	Current Dental Enrollment / 12 / 5,016 / 60,196							
	Current Life/D&D / 12 / 360 / 4,320							
100-17-61-614100	Retirement	$ 3,729	$ 3,414	$ 1,953	$ 3,414	$ 3,454	$ 6,140	$ 1,774
100-17-61-614200	Group Insurance	$ 964,931	$ 914,112	$ 603,064	$ 844,692	$ 861,271	$ 772,973	$ 756,342
	Description / *Units* / *Price* / *Amount*							
	Current Medical Enrollment + 8.75% Increase / 12 / 80,411 / 964,931							
100-17-61-614400	FICA/Medicare	$ 1,530	$ 1,530	$ 689	$ 1,530	$ 1,530	$ 2,678	$ 765
100-17-61-614300	Workers Compensation	$ 63,000	$ 56,000	$ 59,553	$ 54,000	$ 54,738	$ 52,000	$ 50,337
	Description / *Units* / *Price* / *Amount*							
	Based on Estimated Payroll / 1 / 63,000 / 63,000							
100-17-62-621000	Consulting/Professional Services	$ 1,050	$ 56,000	$ 59,553	$ 54,000	$ 54,738	$ 52,000	$ 50,337
	Description / *Units* / *Price* / *Amount*							
	City Hall Shred Boxes & Service / 6 / 175 / 1,050							
100-17-62-621001	Local Promotions	$ 18,400	$ 56,000	$ 59,553	$ 54,000	$ 54,738	$ 52,000	$ 50,337
	Description / *Units* / *Price* / *Amount*							
	10% of J.Mayner Salary Expenses / 1 / 13,400 / 13,400							
	David's Dream Run / 1 / 2,500 / 2,500							
	Promotional Items / 1 / 500 / 500							
	Stadium Night / 1 / 2,000 / 2,000							
100-17-63-631000	Operating Supplies - City Hall	$ 6,900	$ 7,350	$ 2,712	$ 3,640	$ 4,703	$ -	$ -
	Units / *Price* / *Amount*							
	Breakroom Supplies / 12 / 200 / 2,400							
	Gym Water & Supplies / 12 / 150 / 1,800							
	Laminating Machine Supplies / 2 / 75 / 150							
	Paper Goods for City Hall / 12 / 200 / 2,400							
	Postage Machine Supplies / 1 / 150 / 150							
100-17-67-671900	Tuition Reimbursement	$ 15,000	$ 15,000	$ 860	$ 15,000	$ -	$ 15,000	$ 750
100-17-67-671901	Loan Assistance	$ 15,000	$ 15,000	$ 1,834	$ -	$ -	$ -	$ -
100-17-67-673100	Insurance-Auto	$ 32,000	$ 30,744	$ 30,261	$ 28,325	$ 26,989	$ 27,500	$ 24,550
	Description / *Units* / *Price* / *Amount*							
	Based Off Current Schedule (With Add'l Vehicles) / 1 / 32,000 / 32,000							

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2020 - 2021 Adopted Budget

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-17-67-673500	**Insurance-General Liability**				$ 31,000	$ 30,393	$ 28,153	$ 29,700	$ 29,796	$ 28,800	$ 28,964
	Description	***Units***	***Price***	***Amount***							
	Based on Current Limits	*1*	*31,000*	*31,000*							
100-17-67-673700	**Insurance-Real/Personal Property**				$ 49,694	$ 44,124	$ 44,124	$ 35,800	$ 38,213	$ 31,965	$ 31,877
	Description	***Units***	***Price***	***Amount***							
	Buildings and Contents	*1*	*47,653*	*47,653*							
	Mobile Equipment	*1*	*2,041*	*2,041*							
100-17-67-675400	**Equipment Lease**				1,980	1,980	1,946	1,980	1,492	-	-
	Description	***Units***	***Price***	***Amount***							
	Postage Machine Lease	*12*	*165*	*1,980*							
100-17-67-670900	**Dues/Memberships**				135	135	224	135	119	-	-
	Description	***Units***	***Price***	***Amount***							
	Sam's Club Memberships	*3*	*45*	*135*							
100-17-68-681300	**Transfer to Debt Service - Property Tax**				875,956	685,349	-	740,586	687,857	741,999	736,774
100-17-68-681400	**Transfer to Capital Projects**				31,125	470,132	225,186	1,291,790	1,273,678	64,862	521,523
	Description	***Units***	***Price***	***Amount***							
	Questica Budget Software - 25% Share	*1*	*6,125*	*6,125*							
	Platform & Lift for Public Works Building	1	25,000	25,000							
100-17-68-681700	**Transfer to Trash fund**				275,897	252,823	252,823	250,349	250,349	214,361	214,361
	Description	***Units***	***Price***	***Amount***							
	Based on 1,060 Homes for 12 Months	*12,720*	*21.69*	*275,897*							
	Activity in Additional GL Accounts No Longer Used in 2020 - 2021 Budget Year						8,064		1,508	29,000	24,002
	Non-Department Total				**2,471,843**	**2,197,817**	**1,149,526**	**2,139,659**	**2,095,618**	**2,065,580**	**1,985,347**

Fire Services

The City of Shenandoah has a contract with The Woodlands Fire Department located on Grogan's Mills Road for fire services throughout the whole city. The city provides patrol services to help with the cost of the contract.

During the 2017 – 2018 fiscal year fire services was pulled from the Non-Department and put in its own department.

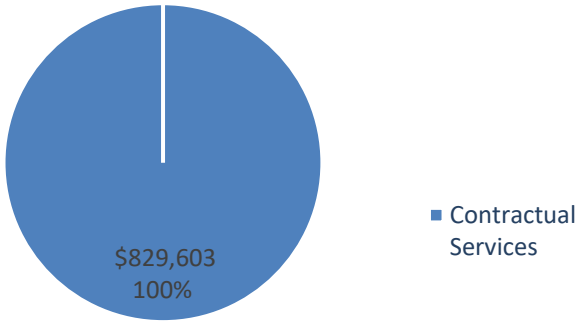
This department is managed by the Finance Director.

Finance Director

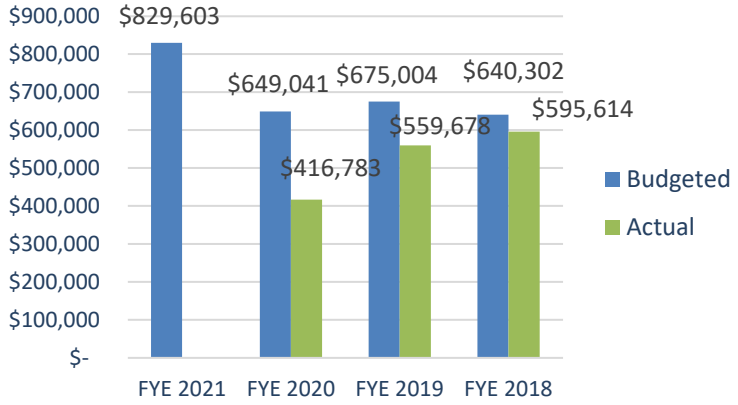
Lisa Wasner

LWasner@shenandoahtx.us

2019 - 2020 Adopted Budget - Fire Services



Budgeted & Actual Expenses - Fire Services



Proposed for Adoption 08.26.20
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2020 - 2021 Adopted Budget

100-18 Fire Services

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-18-62-621000	**Consulting/Professional Services**				829,603	649,041	416,783	675,004	559,678	640,302	595,614
	Description	***Units***	***Price***	***Amount***							
	Fire Services- The Woodlands (2021 2.5% Increase)	*3*	*161,069*	*483,207*							
	Add'l Cost - Removal of Patrol Credit	*3*	*63,333*	*190,000*							
	Fire Services-The Woodlands (2020)	*1*	*156,396*	*156,396*							
Fire Services Total					**829,603**	**649,041**	**416,783**	**675,004**	**559,678**	**640,302**	**595,614**

Emergency Management

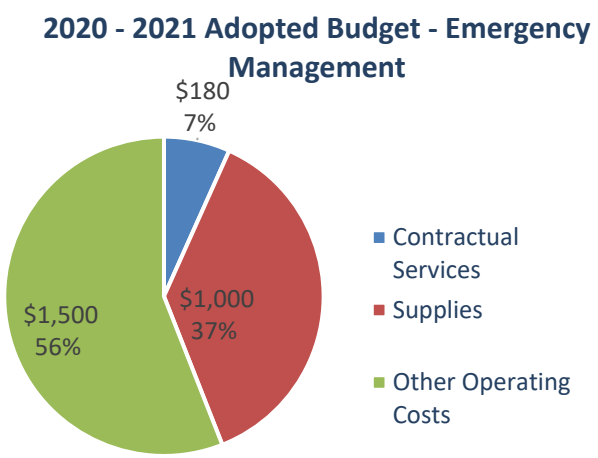
The City created the Emergency Management Department during the 2011 – 2012 fiscal year.

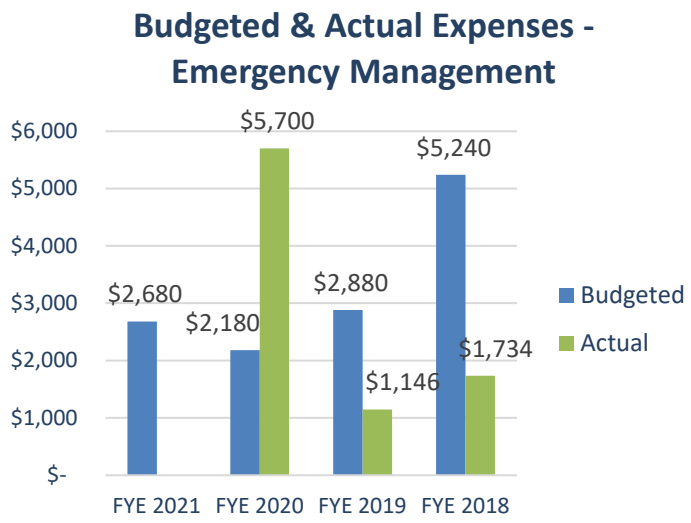
This department is managed by the Interim Police Chief who is the designated Emergency Management Coordinator for the City of Shenandoah. Supplies, equipment, and training is budgeted in this department to facilitate the management of various emergency incidents that can occur within the City.

Interim Police Chief

Troye Dunlap

TDunlap@shenandoahtx.us





Proposed for Adoption 08.26.20
Updated 08.20.20

2020 - 2021 Adopted Budget

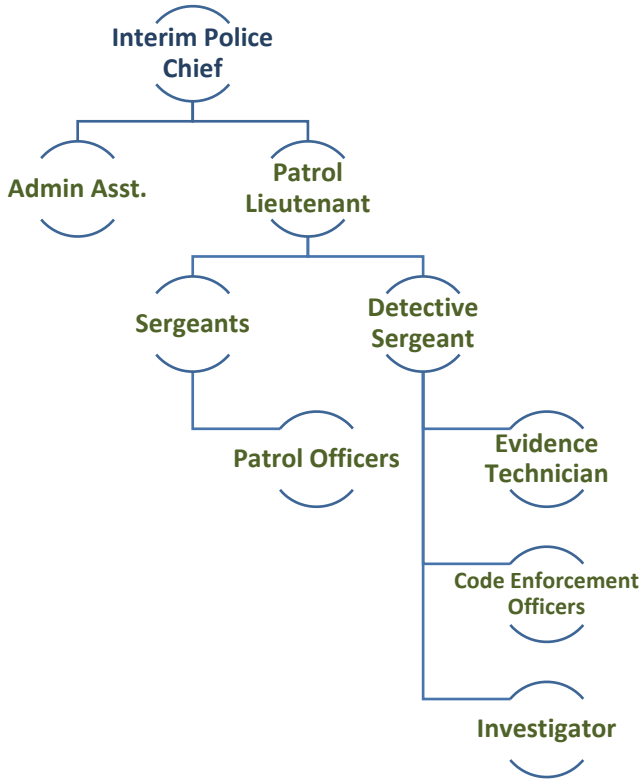
100-21 Emergency Management

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-21-67-672300	**Travel & Training**				1,500	1,500	-	1,500	696	1,500	682
	Description	***Units***	***Price***	***Amount***							
	2021 Emergency Management Conference	*1*	*1,500*	*1,500*							
100-21-62-620100	**Operating Services**				180	180	5,700	180	450	-	-
	Description	***Units***	***Price***	***Amount***							
	MCSO Radio Access	*2*	*90*	*180*							
100-21-63-631000	**Operating Supplies**				1,000	500	-	500	-	-	652
	Description	***Units***	***Price***	***Amount***							
	Misc. Supplies	*1*	*1,000*	*1,000*							
	Activity in Additional GL Accounts No Longer Used in 2020 - 2021 Budget Year				-	-	-	700	-	3,740	400
	Emergency Management Total				**2,680**	**2,180**	**5,700**	**2,880**	**1,146**	**5,240**	**1,734**

Police

The Police Department exists to serve and partner with the community to maintain a safe environment by performing and hosting the following:

- **AOR (Areas of Responsibility)**
- **Bike Patrol**
- **Patrol**
- **National Night Out**
- **Coffee with Cops**
- **Safety Expo**
- **Halloween Safe Streets**
- **Citizens Academy**
- **Community Awareness Training**



Interim Police Chief

Troye Dunlap

TDunlap@shenandoahtx.us

Lieutenant

Jake Reuvers

JReuvers@shenandoahtx.us

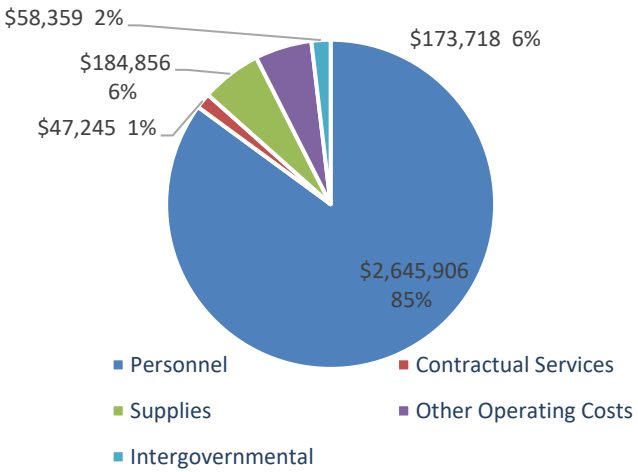
Detective

Joel Gordon

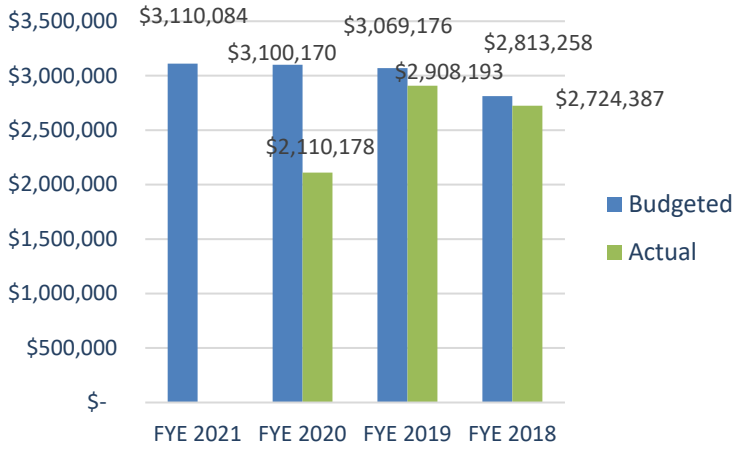
JGordon@shenandoahtx.us

Please visit the Police Department's webpage for more information about the Police Department.

2020 - 2021 Adopted Budget - Police



Budgeted & Actual Expenses - Police



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2020 - 2021 Adopted Budget

100-22 Police

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-22-61-611000	**Salaries & Wages**				1,931,060	1,888,727	1,252,029	1,852,631	1,803,275	1,650,865	1,593,248
	Description	***Units***	***Price***	***Amount***							
	26 Staff Including Holidays)	*1*	*1,890,993*	*1,890,993*							
	Night Stipend (25 Officers $250/mo./6 mos. Each)	*12*	*2,500*	*30,000*							
	Severance Agreement - R. Shaw	*1*	*10,067*	*10,067*							
100-22-61-611100	**Education Pay**				16,800	15,000	9,905	13,800	13,645	8,400	11,301
	Description	***Units***	***Price***	***Amount***							
	L. Collins (Bachelor's)	*12*	*200*	*2,400*							
	C. Lehman (Bachelor's)	*12*	*200*	*2,400*							
	M. Martinez (Bachelor's)	*12*	*200*	*2,400*							
	R. Picone (Associate's)	*12*	*50*	*600*							
	C. Pullen (Bachelor's)	*12*	*200*	*2,400*							
	P. Reade (Associate's)	*12*	*50*	*600*							
	J. Reuvers (Master's)	*12*	*100*	*1,200*							
	S. Turner (Bachelor's)	*12*	*200*	*2,400*							
	J. Abair (Bachelor's)	*12*	*200*	*2,400*							
100-22-61-611200	**Certificate Pay**				61,200	54,000	36,686	44,400	50,014	46,800	42,326
	Description	***Units***	***Price***	***Amount***							
	E. Bauer Advance Peace Officer Cert.	*12*	*200*	*2,400*							
	M. Bledsoe Master's Peace Officer Cert.	*12*	*300*	*3,600*							
	M. Brockhoeft Advanced Peace Officer Cert.	*12*	*200*	*2,400*							
	J. Burleson Advanced Peace Officer Cert.	*12*	*200*	*2,400*							
	L. Collins Advanced Peace Officer Cert.	*12*	*200*	*2,400*							
	T. Dunlap Master's Peace Officer Cert.	*12*	*300*	*3,600*							
	J. Ferrand Master's Peace Officer Cert.	*12*	*300*	*3,600*							
	K. Frantz Advance Peace Officer Cert.	*12*	*200*	*2,400*							
	J. Gordon Master's Peace Officer Cert.	*12*	*300*	*3,600*							
	C. Lehman Master's Peace Officer Cert.	*12*	*300*	*3,600*							
	D. Swetnam Intermediate Peace Officer Cert.	*12*	*100*	*1,200*							
	J. Abair Master's Peace Officer Cert.	*12*	*300*	*3,600*							
	J. Atherton Intermediate Peace Officer Cert.	*12*	*100*	*1,200*							
	C. McDuffie Intermediate Peace Officer Cert.	*12*	*100*	*1,200*							
	R. Picone Master's Peace Officer Cert.	*12*	*300*	*3,600*							
	C. Pullen Master's Peace Officer Cert.	*12*	*300*	*3,600*							
	P. Reade Advance Peace Officer Cert.	*12*	*200*	*2,400*							
	J. Reuvers Master's Peace Officer Cert.	*12*	*300*	*3,600*							
	S. Upshaw Master's Peace Officer Cert.	*12*	*300*	*3,600*							
	C. Duenas Intermediate Peace Officer Cert.	*12*	*100*	*1,200*							
	J. Ledesma Intermediate Peace Officer Cert.	*12*	*100*	*1,200*							
	J. Thompson Advance Peace Officer Cert.	*12*	*200*	*2,400*							
	J. Langston Intermediate Peace Officer Cert.	*12*	*100*	*1,200*							
	Sergeant - Intermediate Peace Officer Cert.	*12*	*100*	*1,200*							

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2020 - 2021 Adopted Budget

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-22-61-611401	**Overtime - Court Testimony**				1,603	1,496	1,734	1,496	740	1,748	1,926
	Description	***Units***	***Price***	***Amount***							
	8.5 Days of Court Testimony	*34*	*47.16*	*1,603*							
100-22-61-611403	**Overtime - FTO**				1,603	2,156	89	4,312	3,287	3,680	3,161
	Description	***Units***	***Price***	***Amount***							
	34 Days Training	*34*	*47.16*	*1,603*							
100-22-61-611404	**Overtime - Investigation**				1,886	5,016	1,323	5,148	5,165	4,784	2,998
	Description	***Units***	***Price***	***Amount***							
	10 Days of Investigations	*40*	*47.16*	*1,886*							
100-22-61-611405	**Overtime - Late Call/Report**				2,405	2,772	2,337	8,888	6,452	7,176	8,063
	Description	***Units***	***Price***	***Amount***							
	25.5 Days of 2 Hour Late Calls	*51*	*47.16*	*2,405*							
100-22-61-611406	**Overtime - Shift Coverage**				16,978	19,800	22,095	32,736	26,849	46,920	50,863
	Description	***Units***	***Price***	***Amount***							
	4 Shifts at 7.5 Days of Coverage per Shift	*360*	*47.16*	*16,978*							
100-22-61-611407	**Overtime - Special Events**				12,545	9,900	8,695	6,512	7,081	5,152	10,481
	Description	***Units***	***Price***	***Amount***							
	Halloween Safe Streets	*92*	*47.16*	*4,339*							
	National Night Out	*92*	*47.16*	*4,339*							
	Safety Expo	*16*	*47.16*	*755*							
	Lighting of the Angels	*16*	*47.16*	*755*							
	Traffic Control for Public Works	*20*	*47.16*	*943*							
	Special Elections	*30*	*47.16*	*1,415*							
100-22-61-611408	**Overtime - On Site Training**				17,921	16,720	12,559	22,616	19,896	16,560	29,259
	Description	***Units***	***Price***	***Amount***							
	47 Days of Training Days	*380*	*47.16*	*17,921*							
100-22-61-611409	**Overtime - Crime Reduction Program**				4,244	7,920	2,899	6,072	6,756	-	7,827
	Description	***Units***	***Price***	***Amount***							
	5.62 Days of 16 Hours Coverage	*90*	*47.16*	*4,244*							
100-22-61-611414	**Overtime - Holiday**				10,036	9,372	2,424	12,000	2,265	-	-
	Description	***Units***	***Price***	***Amount***							
	Thanksgiving	*53*	*47.16*	*2,509*							
	Christmas	*53*	*47.16*	*2,509*							
	Back to School/Bike	*53*	*47.16*	*2,509*							
	Spring Break	*53*	*47.16*	*2,509*							
100-22-61-611600	**Longevity Pay**				11,860	11,420	11,365	9,860	10,120	8,715	8,650
	Description	***Units***	***Price***	***Amount***							
	27 Staff	*1*	*11,860*	*11,860*							

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					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-22-61-614100	**Retirement**				388,895	365,258	270,493	358,555	336,245	327,971	315,641
	Description	*Units*	*Price*	*Amount*							
	27 Staff	*1*	*388,895*	*388,895*							
100-22-61-614400	**FICA/Medicare Tax**				159,580	156,004	110,347	159,129	141,578	142,292	131,361
	Description	*Units*	*Price*	*Amount*							
	27 Staff	*1*	*159,580*	*159,580*							
100-22-61-614500	**Unemployment**				7,290	7,830	3,744	7,830	243	6,750	4,050
	Description	*Units*	*Price*	*Amount*							
	27 Staff	*1*	*7,290*	*7,290*							
100-22-62-621000	**Consulting/Professional Services**				22,855	23,355	7,585	22,270	27,000	19,500	18,626
	Description	*Units*	*Price*	*Amount*							
	Accident Drug Testing	*6*	*50*	*300*							
	After Hours Phone Support - Conroe PD	*4*	*3,000*	*12,000*							
	Crime Scene Processing	*2*	*2,500*	*5,000*							
	Legal Notices - Found Property	*2*	*100*	*200*							
	Electric Usage - License Plate Readers	*12*	*25*	*300*							
	S.A.N.E. Kits	*4*	*750*	*3,000*							
	Towed Vehicles	*12*	*125*	*1,500*							
	Vehicle Docking Station Repairs	*3*	*185*	*555*							
100-22-62-621300	**Legal**				900	900	-	900	-	900	-
	Description	*Units*	*Price*	*Amount*							
	Lien Fees - File/Release	*20*	*45*	*900*							
100-22-62-623800	**Licenses & User Fees**				19,320	20,040	18,354	24,822	23,200	30,185	19,784
	Description	*Units*	*Price*	*Amount*							
	Caliber Subscription Renewal	*1*	*8,600*	*8,600*							
	Guardian - Performance Recognition Software	*1*	*1,115*	*1,115*							
	LeadsOnline - Access/Investigation System	*1*	*1,700*	*1,700*							
	MCSO MDT - VPN Maint/Virus Protection/System AC	*1*	*1,500*	*1,500*							
	MCSO Radio Access (15 Portable / 28 Handhelds)	*43*	*90*	*3,870*							
	Ring Video Protection Plan - Annual	*1*	*30*	*30*							
	TCLEDDS - State database access	*1*	*705*	*705*							
	TLO - Investigative system	*12*	*150*	*1,800*							
100-22-62-623900	**Animal Control**				225	225	-	225	-	450	-
	Description	*Units*	*Price*	*Amount*							
	Relocation of Skunks	*3*	*75*	*225*							

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					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-22-62-624200	**Postage**				650	650	305	620	612	760	790
	Description	***Units***	***Price***	***Amount***							
	FedEx, UPS, USPS	*1*	*500*	*500*							
	PD Vehicle Docking Station Repairs	*3*	*30*	*90*							
	Radar Recert./Recal. Postage	*2*	*30*	*60*							
100-22-62-624500	**Printing**				3,295	3,920	1,114	3,670	3,020	4,090	2,075
	Description	***Units***	***Price***	***Amount***							
	Accident Information Sheets - 1,000 Per Order	*2*	*600*	*1,200*							
	Business Cards ($85) / Artwork ($15)	*4*	*100*	*400*							
	Citation Books	*60*	*13*	*780*							
	Code Enforcement Door Hangers	*1*	*150*	*150*							
	Tow Slips - 1,000 Per Order	*1*	*325*	*325*							
	Victims Assistance Booklets	*1*	*200*	*200*							
	Wrecker Decals ($200) / Artwork ($40)	*1*	*240*	*240*							
100-22-63-630800	**Uniforms and Safety Gear**				23,521	34,746	13,543	30,866	17,950	25,776	22,593
	Description	***Units***	***Price***	***Amount***							
	1 Staff	*2*	*50*	*100*							
	Admin (4 Uniforms Each @$110)	*6*	*440*	*2,640*							
	Patrol (4 Uniforms Each @$110)	*18*	*440*	*7,920*							
	Award Bars	*5*	*25*	*125*							
	Badges - Replacement	*2*	*90*	*180*							
	Clothing Allowance - Detective & Investigator	*2*	*700*	*1,400*							
	Embroidered Police Badge Patches (Replenish)	*500*	*1.80*	*900*							
	Duty Gear - Replacement	*1*	*3,000*	*3,000*							
	External Vest Carriers	*7*	*220*	*1,540*							
	Gas Mask & Holder	*1*	*220*	*220*							
	Tourniquet Holders	*7*	*35*	*245*							
	Vest Cover Accessories	*13*	*307*	*3,991*							
	Reflective Raincoats	*3*	*120*	*360*							
	Winter Coats	*6*	*150*	*900*							
100-22-63-631000	**Operating Supplies**				3,000	6,930	607	4,500	4,218	3,800	2,626
	Description	***Units***	***Price***	***Amount***							
	Blood Draw Kits	*1*	*1,000*	*1,000*							
	Evidence/Property Room Supplies	*1*	*2,000*	*2,000*							
100-22-63-631100	**Operating Equipment**				143,400	200,110	175,968	190,923	180,817	176,970	221,674
	Description	***Units***	***Price***	***Amount***							
	Tahoes	*2*	*70,000*	*140,000*							
	Lidar Handheld Radar Guns	*1*	*3,000*	*3,000*							
	Tahoe Floor Mats - Sets of 2	*2*	*200*	*400*							

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					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-22-63-631200	**Office Supplies**				1,600	2,000	636	2,000	1,010	2,000	1,175
	Description	***Units***	***Price***	***Amount***							
	Copy Paper, Pens, Note Pads, Staples, Etc.	*1*	*1,600*	*1,600*							
100-22-63-631700	**Training Supplies**				13,335	15,850	3,592	15,635	15,460	17,935	10,579
	Description	***Units***	***Price***	***Amount***							
	Ammunition	*1*	*10,500*	*10,500*							
	Pepper Spray Replacement	*5*	*17*	*85*							
	Taser Training Cartridges	*1*	*2,500*	*2,500*							
	Training - Paint, Tape, Staples, Permanent Markers	*1*	*150*	*150*							
	Training Dummy Rounds	*1*	*100*	*100*							
100-22-67-670300	**Public Relations**				22,300	14,700	9,723	14,200	12,114	14,100	11,916
	Description	***Units***	***Price***	***Amount***							
	Coffee with Cops	*6*	*50*	*300*							
	Halloween Safe Streets	*1*	*7,000*	*7,000*							
	Safety Expo - Table/Chairs/Tents	*1*	*4,500*	*4,500*							
	National Night Out	*1*	*10,500*	*10,500*							
100-22-67-670900	**Dues/Memberships**				1,355	1,360	1,109	1,662	1,607	1,120	1,310
	Description	***Units***	***Price***	***Amount***							
	Code Enforcement TGCCPA Memberships	*2*	*30*	*60*							
	IACP	*1*	*150*	*150*							
	NATW Membership	*1*	*35*	*35*							
	Property & Evid. Assoc.	*2*	*50*	*100*							
	TLERA	*2*	*50*	*100*							
	TPCA Membership	*1*	*410*	*410*							
	TPCA Recognition Program	*1*	*500*	*500*							
100-22-67-672300	**Travel/Training**				36,000	35,000	11,774	38,100	30,011	35,200	24,504
	Description	***Units***	***Price***	***Amount***							
	Administrative Assistant	*1*	*1,200*	*1,200*							
	Chief/Interim Chief	*1*	*3,500*	*3,500*							
	Code Enforcement	*2*	*1,500*	*3,000*							
	Detective	*1*	*1,500*	*1,500*							
	Evidence/Prop. Mgmt	*1*	*1,500*	*1,500*							
	Investigator	*1*	*1,500*	*1,500*							
	Lieutenant	*1*	*2,500*	*2,500*							
	Patrol Officers	*5*	*1,300*	*6,500*							
	Range Fee (Paid Using State Issued LEOSE Funds)	*1*	*5,000*	*5,000*							
	Sergeants (Leadership Training)	*4*	*2,000*	*8,000*							
	Caliber RMS Training - Department Wide	*1*	*1,100*	*1,100*							
	Training Officer	*1*	*700*	*700*							

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					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-22-67-674300	**Code Remediation**				2,000	500	1,500	500	2,180	1,500	307
	Description	***Units***	***Price***	***Amount***							
	Removal of Grass/Debris in Residential Areas	*1*	*2,000*	*2,000*							
100-22-67-674400	**Equipment Maintenance**				4,000	300	-	300	-	600	279
	Description	***Units***	***Price***	***Amount***							
	General Equipment Maintenance	*1*	*3,000*	*3,000*							
	LPR Maintenance	*1*	*1,000*	*1,000*							
100-22-67-674500	**Routine/Preventative Maintenance**				28,563	28,113	21,494	22,628	28,478	43,247	22,683
	Description	***Units***	***Price***	***Amount***							
	Battery Replacement (1/Unit)	*15*	*150*	*2,250*							
	Brake Checks (3/Unit)	*45*	*45*	*2,025*							
	Car Washes/Waxes	*12*	*684*	*8,208*							
	Oil, Windshield Wipers, Headlight Bulbs	*15*	*100*	*1,500*							
	Decal Removal	*2*	*225*	*450*							
	PMA Basic (3/Unit)	*30*	*90*	*2,700*							
	PMC full (2/Unit)	*30*	*135*	*4,050*							
	Post Pursuit Inspection	*15*	*50*	*750*							
	State Inspection/Emission (15 Units/1 Per Unit)	*15*	*42*	*630*							
	Tire Replacements (15 Units, 4 Tires Each)	*60*	*100*	*6,000*							
100-22-67-674600	**Vehicle Repairs**				19,500	19,500	5,980	20,000	14,521	20,400	18,960
	Description	***Units***	***Price***	***Amount***							
	Non-Routine Repairs on Vehicles (15 Units)	*15*	*1,300*	*19,500*							
100-22-67-675500	**Fuel-Vehicles**				60,000	64,000	34,893	64,000	54,347	61,050	54,920
	Description	***Units***	***Price***	***Amount***							
	Patrol & Pool Car Vehicles	*20,000*	*3.00*	*60,000*							
100-22-69-690200	**Transfer to Equipment Replacement**				58,359	53,280	53,280	28,270	28,270	40,055	40,055
	Description	***Units***	***Price***	***Amount***							
	Non-patrol vehicles (2 @$30,000/ 7yrs) [8 Yrs Invt]	*2*	*4,285*	*8,570*							
	CRO vehicle ($31,000/7 years) [4 Yrs Invt]	*1*	*4,429*	*4,429*							
	Vest (28 @ $1,000 each/ 5 yrs) [1 Yr Invt]	*28*	*200*	*5,600*							
	Heavy Vests (28@$1,500each/5 Yrs) [1 Yr Invt]	*28*	*300*	*8,400*							
	Handheld Radios (28 Units @ $4,200 Each/ 10 Yrs) [2 Yr Invt]	*28*	*420*	*11,760*							
	Mobile Radios (28 Units @ $4,000 Each/10 Yrs) [2 Yr Invt]	*28*	*400*	*11,200*							
	Tasers (28 @ $1,500 Each/ 5 Yrs) [Mult Yrs Invt]	*28*	*300*	*8,400*							
	Activity in Additional GL Accounts No Longer Used in 2020 - 2021 Budget Year					1,300	-	37,100	29,768	35,807	28,374
	Police Total				**3,110,084**	**3,100,170**	**2,110,178**	**3,069,176**	**2,908,193**	**2,813,258**	**2,724,387**

Municipal Court

In the 2011-2012 fiscal year the city stopped issuing citations to the Shenandoah Court and ceased operating a full active court. The Court Clerk and Customer Service Representatives (CSRs) process citations and warrants filed prior to September 1, 2011.

The city does hold court once a quarter and still processes active code enforcement citations.

The City's Community Development Manager also serves as the City's Court Clerk.

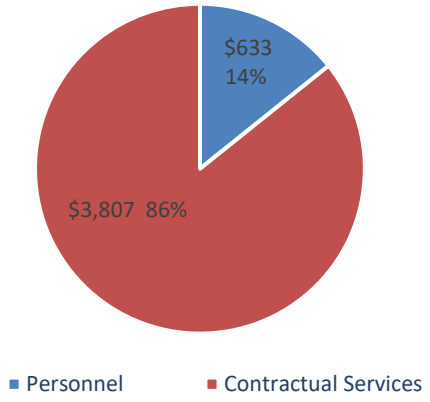
Court Clerk

Jackie Thompson

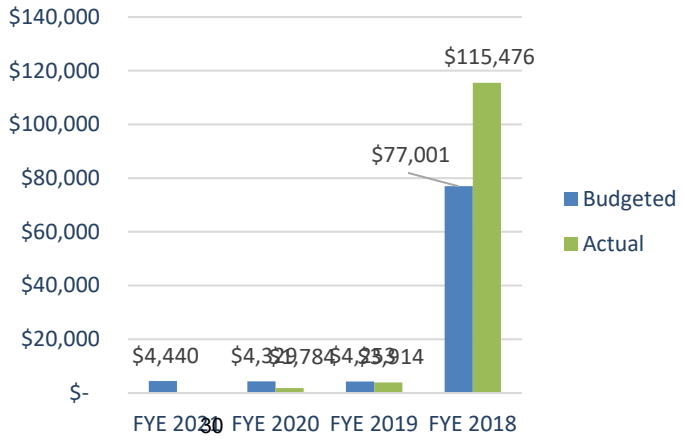
JDThompson@shenandoahtx.us

Please Visit the City's Municipal Court Page for More Information.

2020 - 2021 Adopted Budget - Municipal Court



Budgeted & Actual Expenses - Municipal Court



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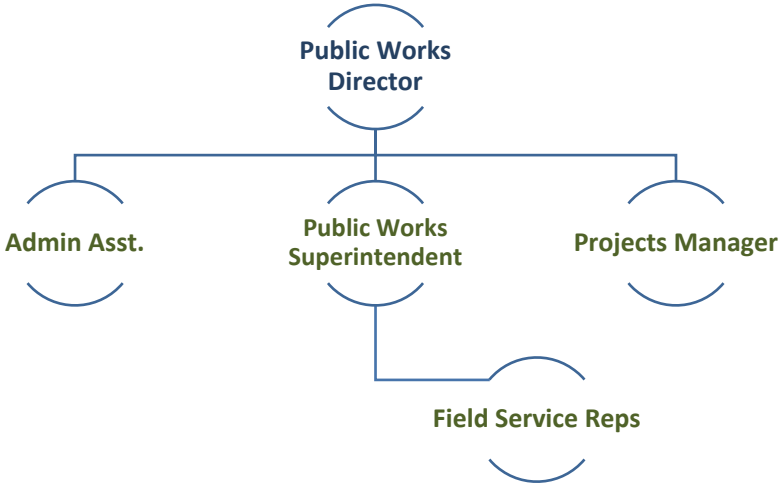
100-23 Municipal Court

		2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-23-61-611400	Overtime	500	500	58	500	443	500	67,757
100-23-61-614100	Retirement	94	91	19	87	509	10,046	12,098
100-23-61-614400	FICA/Medicare Tax	39	39	0	39	211	4,381	5,053
100-23-62-620100	Operating Services	720	612	1,044	540	756	540	716
	Description / Units / Price / Amount							
	Annual Compliance Fees / 2 / 180 / 360							
	Fees for Credit Card Usage / 12 / 30 / 360							
100-23-62-621900	Contract Labor	2,817	2,817	662	2,817	1,986	2,817	2,649
	Description / Units / Price / Amount							
	Appearances by Judge / 4 / 359 / 1,436							
	Appearances by Prosecutor / 4 / 304 / 1,216							
	Court Interpreter / 1 / 75 / 75							
	Jury Duty / 6 / 15 / 90							
100-23-62-624200	Postage	270	270	-	270	9	2,817	94
	Description / Units / Price / Amount							
	Certified Court Summons / 10 / 7 / 70							
	Warrant Round Up & Jury Summons / 1 / 200 / 200							
	Activity in Additional GL Accounts No Longer Used in 2020 - 2021 Budget Year	-	-	-	-	-	55,900	27,109
	Municipal Court Total	**4,440**	**4,329**	**1,784**	**4,253**	**3,914**	**77,001**	**115,476**

Public Works

The Public Works Department maintains the following operations within the city:

- Drainage
- Streets
- Infrastructure
- Parks
- Right of Ways
- Meter Reads
- Trash Bash
- Arbor Day



Public Works Director

Joseph Peart

JPeart@shenandoahtx.us

Projects Manager

Rual Porras

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Administrative Assistant

Leslie Stevens

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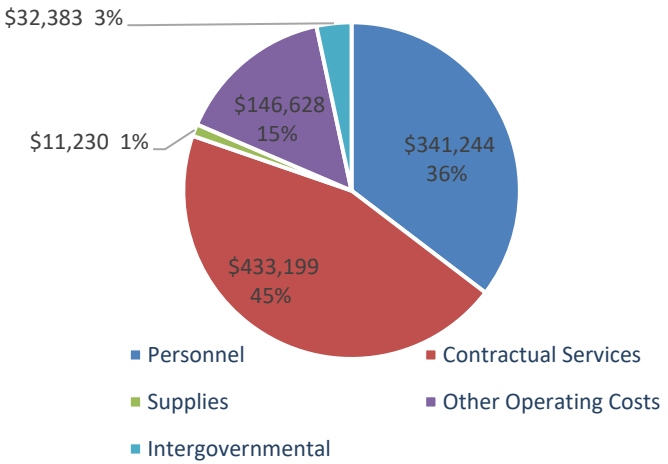
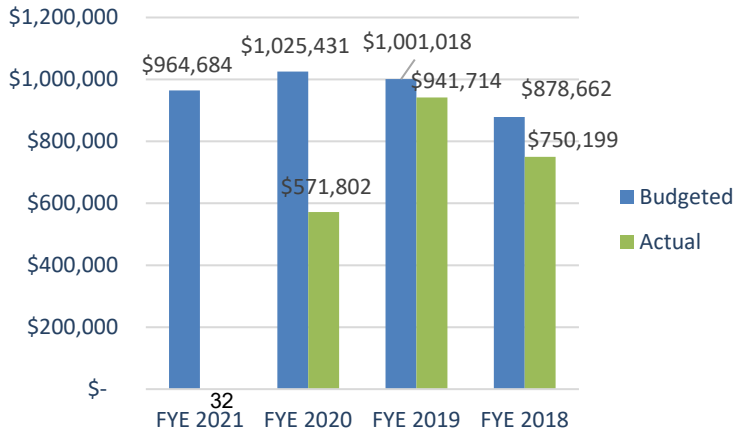
Please visit the Public Works Department's webpage for more information.

2020 - 2021 Adopted Budget - Public Works



Budgeted & Actual Expenses - Public Works



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100-30 Public Works

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-30-61-611000	**Salaries & Wages**				260,210	278,618	165,335	272,147	257,715	202,432	200,365
	Description	*Units*	*Price*	*Amount*							
	5 Staff	*1*	*260,210*	*260,210*							
100-30-61-611400	**Overtime**				3,500	3,500	2,213	3,500	3,250	3,500	1,272
100-30-61-611407	**Special Events**				3,960	4,000	1,263	4,000	2,788	3,500	3,841
	Trash Bash (Fall & Spring)	*40*	*30*	*1,200*							
	Halloween Safe Streets	*8*	*30*	*240*							
	Lighting of the Angels	*16*	*30*	*480*							
	Bagging of Sand (Luminaries)	*8*	*30*	*240*							
	Easter Egg Hunt	*12*	*30*	*360*							
	Arbor Day	*16*	*30*	*480*							
	Natinal Night Out	*8*	*30*	*240*							
	David's Dream Run	*8*	*30*	*240*							
	Independence Day Parage	*8*	*30*	*240*							
	Safety Expo	*8*	*30*	*240*							
100-30-61-611410	**After Hour Calls**				500	500	117	500	351	500	194
100-30-61-611600	**Longevity Pay**				1,515	1,140	1,045	1,390	1,390	1,015	1,015
	Description	*Units*	*Price*	*Amount*							
	5 Staff	*1*	*1,515*	*1,515*							
100-30-61-614100	**Retirement**				49,575	52,381	32,441	51,271	47,305	37,427	36,559
	Description	*Units*	*Price*	*Amount*							
	5 Staff	*1*	*49,575*	*49,575*							
100-30-61-614100	**FICA/Medicare Tax**				20,634	22,197	13,269	22,754	20,068	16,321	15,470
	Description	*Units*	*Price*	*Amount*							
	5 Staff	*1*	*20,634*	*20,634*							
100-30-61-614500	**Unemployment**				1,350	1,350	692	1,350	45	1,350	991
	Description	*Units*	*Price*	*Amount*							
	5 Staff	*1*	*1,350*	*1,350*							
100-30-62-620100	**Operating Services**				50,057	49,440	31,688	49,140	47,109	53,209	51,504
	Description	*Units*	*Price*	*Amount*							
	Fire Alarm Inspection - Public Works Building and City Hall	*1*	*2,300*	*2,300*							
	Fire Extinguisher Inspections	*21*	*17*	*357*							
	Additional Janitorial Service for Fire Bays	*12*	*200*	*2,400*							
	Janitorial Services - Public Works Building, City Hall, CVB	*12*	*3,750*	*45,000*							

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					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-30-62-621000	**Consulting/Professional Services**				550	550	212	550	480	500	96
	Description	***Units***	***Price***	***Amount***							
	Drug Screens	*11*	*50*	*550*							
100-30-62-621100	**Engineer**				27,252	28,000	12,018	42,600	33,721	13,400	3,343
	Description	***Units***	***Price***	***Amount***							
	City Engineer Retainer	*12*	*1,271*	*15,252*							
	Engineering Services	*1*	*10,000*	*10,000*							
	Mapping Services	*1*	*2,000*	*2,000*							
100-30-62-623100	**Trash Collection**				5,500	4,700	1,700	3,500	4,200	3,000	2,160
	Description	***Units***	***Price***	***Amount***							
	Trash Bash - Household Chemicals (PCT. 3)	*2*	*1,750*	*3,500*							
	Trash Bash - Shredding (Tri-Star)	*2*	*1,000*	*2,000*							
100-30-62-623300	**Landscaping & Irrigation**				248,750	289,625	132,206	248,475	239,445	266,318	251,122
	Description	***Units***	***Price***	***Amount***							
	Base Landscape	*1*	*215,000*	*215,000*							
	Forest Reserves	*2*	*2,000*	*4,000*							
	Irrigation Repair	*1*	*16,000*	*16,000*							
	Right of Way (ROW) - Landscape	*1*	*10,000*	*10,000*							
	Tree Pruning and Removal	*10*	*375*	*3,750*							
100-30-62-623400	**Street, Street Light and Drainage Maintenance**				61,400	65,000	20,249	47,000	45,943	52,000	21,978
	Description	***Units***	***Price***	***Amount***							
	Drainage	*1*	*10,000*	*10,000*							
	Pathway Maintenance	*1*	*1,000*	*1,000*							
	Road Striping (7.2 miles@ 1/4 per yr = 1.8 miles)	*1.80*	*18,000*	*32,400*							
	Solar Street Light Repairs	*1*	*5,000*	*5,000*							
	Street and Curb Repairs	*1*	*10,000*	*10,000*							
	Street Sign Repairs	*1*	*3,000*	*3,000*							
100-30-62-623600	**Building & Grounds Services**				38,920	37,920	43,157	45,597	60,763	34,420	34,811
	Description	***Units***	***Price***	***Amount***							
	Bay Doors and Gates	*1*	*2,000*	*2,000*							
	Electrical Repairs	*1*	*3,500*	*3,500*							
	HVAC Repairs	*1*	*20,000*	*20,000*							
	Locksmith	*1*	*500*	*500*							
	Municipal Complex General Improvements and Repairs	*1*	*5,000*	*5,000*							
	Painting	*1*	*2,500*	*2,500*							
	Pest Control	*12*	*285*	*3,420*							
	Plumbing Repairs	*1*	*2,000*	*2,000*							

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		2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-30-62-624200	**License & Users Fees**	400	400	-	-	-	-	1,143
	Description / Units / Price / Amount							
	MS4 Permit Fee / 1 / 400 / 400							
100-30-62-624200	**Postage**	100	100	10	100	157	50	51
	Description / Units / Price / Amount							
	Mailings / 1 / 100 / 100							
100-30-62-624500	**Printing**	270	270	203	270	-	450	57
	Description / Units / Price / Amount							
	Business Cards and Other Printing / 1 / 120 / 120							
	Map Printing for Conference Rooms / 1 / 150 / 150							
100-30-63-630800	**Uniforms and Safety Gear**	2,530	3,000	2,299	2,060	1,496	3,000	2,221
	Description / Units / Price / Amount							
	4 Staff (3 Uniforms) / 12 / 140 / 1,680							
	Event Shirts (4 Staff - 1 Shirt/1 Staff - 2 Shirts) / 7 / 50 / 350							
	Safety Gear and First Aid / 1 / 500 / 500							
100-30-63-631000	**Operating Supplies**	2,500	2,500	425	2,500	2,272	2,500	1,576
	Description / Units / Price / Amount							
	Gutter Brooms for Street Sweeper / 1 / 1,400 / 1,400							
	Operating Supplies / 12 / 50 / 600							
	Right of Way (ROW) Supplies / 1 / 500 / 500							
100-30-63-631100	**Operating Equipment**	1,000	2,100	1,328	1,000	620	700	715
	Description / Units / Price / Amount							
	Tools and Hand Tools / 1 / 1,000 / 1,000							
100-30-63-631200	**Office Supplies**	1,000	1,000	686	1,000	788	1,000	329
	Description / Units / Price / Amount							
	Copy Paper, Pens, Pads / 1 / 1,000 / 1,000							
100-30-63-631400	**Office Equipment & Furnishings**	1,000	1,000	-	4,980	4,823	4,980	4,378
	Description / Units / Price / Amount							
	Office Furnishings / 1 / 1,000 / 1,000							
100-30-63-631500	**Building & Grounds Supplies**	3,200	3,200	2,531	3,950	2,440	3,950	1,767
	Description / Units / Price / Amount							
	Batteries / 1 / 200 / 200							
	Detention Pond Supplies / 1 / 500 / 500							
	Flags / 1 / 500 / 500							
	Other Maintenance Supplies / 1 / 2,000 / 2,000							

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					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2019 - 2020 Budgeted	2019-2020 YTD	2017-2018 Budgeted	2017-2018 Actual
100-30-67-670300	**Public Relations**				1,300	1,300	108	1,220	1,012	1,220	870
	Description	***Units***	***Price***	***Amount***							
	Community Sign Inserts	*100*	*13*	*1,300*							
100-30-67-670900	**Dues/Memberships**				373	350	163	350	329	350	289
	Description	***Units***	***Price***	***Amount***							
	TWUA License Renewal	*5*	*70*	*350*							
	Amazon Membership Renewal	*1*	*23*	*23*							
100-30-67-672300	**Travel/Training**				5,600	4,000	2,617	7,100	3,182	7,100	2,472
	Description	***Units***	***Price***	***Amount***							
	Crew Leader	*1*	*1,100*	*1,100*							
	Field Service Representatives	*2*	*500*	*1,000*							
	Project Manager	*1*	*2,000*	*2,000*							
	Public Works Superintendent	*1*	*1,500*	*1,500*							
100-30-67-674400	**Equipment Maintenance**				12,700	12,700	1,762	9,800	11,212	9,800	6,537
	Description	***Units***	***Price***	***Amount***							
	Christmas Equipment	*1*	*5,000*	*5,000*							
	Equipment Maintenance and Repairs	*1*	*2,500*	*2,500*							
	Generator Battery Replacement	*2*	*250*	*500*							
	Gym Equipment	*1*	*3,000*	*3,000*							
	Ice Dispenser Maintenance - Public Works Building	*2*	*500*	*1,000*							
	Ice/Water Dispenser Maintenance - City Hall	*2*	*350*	*700*							
100-30-67-674403	**Equipment Repair**				1,000	1,000	-	1,000	74	1,000	-
	Description	***Units***	***Price***	***Amount***							
	Equipment Repairs (Possible Insurance Deductible)	*1*	*1,000*	*1,000*							
100-30-67-674500	**Routine/Preventative Maintenance - Vehicles**				3,085	3,085	2,999	3,085	1,985	3,085	897
	Description	***Units***	***Price***	***Amount***							
	Brake Check (1 Per Vehicle)	*5*	*45*	*225*							
	PMA Basic - Equipment	*2*	*90*	*180*							
	PMA Basic - Vehicles	*5*	*90*	*450*							
	PMA Full - Equipment	*2*	*135*	*270*							
	PMA Full - Vehicles	*5*	*135*	*675*							
	Registration	*5*	*15*	*75*							
	State Inspections	*5*	*42*	*210*							
	Tire Replacement (2 Tires Per Vehicle)	*10*	*100*	*1,000*							
100-30-67-674600	**Vehicle Repairs**				1,500	1,000	2,508	1,000	1,968	1,000	1,550
	Description	***Units***	***Price***	***Amount***							
	Vehicle Repairs (Includes Insurance Deductibles)	*1*	*1,500*	*1,500*							

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		2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2019 - 2020 Budgeted	2019-2020 YTD	2017-2018 Budgeted	2017-2018 Actual
100-30-67-674700	**Maintenance Agreements**	18,200	18,200	8,772	13,200	10,255	13,200	7,001
	Description / ***Units*** / ***Price*** / ***Amount***							
	Generator Maintenance & Testing (Annually) / *1* / *4,200* / *4,200*							
	Gym Equipment (Quarterly) / *4* / *200* / *800*							
	HVAC Chiller (Quarterly) / *4* / *850* / *3,400*							
	HVAC Roof Top Units (Quarterly) / *4* / *900* / *3,600*							
	HVAC Software Maintenance (Quarterly) / *4* / *1,250* / *5,000*							
	Tankless Water Heaters at Public Works (Annually) / *3* / *400* / *1,200*							
100-30-67-675400	**Equipment Lease**	1,000	1,000	-	1,000	2,120	1,000	2,120
	Description / ***Units*** / ***Price*** / ***Amount***							
	Equipment Rentals / *1* / *1,000* / *1,000*							
100-30-67-675500	**Fuel-Vehicles**	6,530	4,795	2,518	3,075	4,553	3,075	2,830
	Description / ***Units*** / ***Price*** / ***Amount***							
	Diesel for City Hall Generator / *400* / *3.50* / *1,400*							
	Diesel for Streetsweeper / *100* / *3* / *330*							
	Unleaded / *1,600* / *3.00* / *4,800*							
100-30-67-676100	**Utilities-Electricity**	94,800	94,800	57,245	93,000	82,572	93,000	51,428
	Description / ***Units*** / ***Price*** / ***Amount***							
	City Hall Usage / *12* / *4,600* / *55,200*							
	Public Works Building Usage / *12* / *1,300* / *15,600*							
	Streetlights and Entrances Usage / *12* / *2,000* / *24,000*							
100-30-67-676200	**Utilities-Natural Gas**	540	540	272	300	481	300	494
	Description / ***Units*** / ***Price*** / ***Amount***							
	Based on Usage (Public Works Building) / *12* / *45* / *540*							
100-30-69-690200	**Transfer to Equipment Replacement**	32,383	27,740	27,740	31,340	31,340	31,340	31,340
	Description / ***Units*** / ***Price*** / ***Amount***							
	1/2 Ton Truck (1@$23,100/7 Yrs) [8 Yrs Invested] / *1* / *3,300* / *3,300*							
	Pool Car (1@$23,100/7 Yrs) [8 Yrs Invested] / *1* / *3,300* / *3,300*							
	Street Sweeper (1@$115,000/10 Yrs) [8 Yrs Invested] / *1* / *11,500* / *11,500*							
	4x4 Utility Vehicle (1@$14,800/10 Yrs) [4 Years Invested] / *1* / *1,480* / *1,480*							
	1/4 Ton Truck (1@32,500/7yrs) [1 Yr Invested] / *1* / *4,643* / *4,643*							
	Bucket Truck (1@$81,600/10 Yrs) [5 Yrs Invested] / *1* / *8,160* / *8,160*							
	Activity in Additional GL Accounts No Longer Used in 2020 - 2021 Budget Year		2,430	10	25,914	13,465	7,670	5,415
	Public Works Total	964,684	1,025,431	571,802	1,001,018	941,714	878,662	750,199

Pool

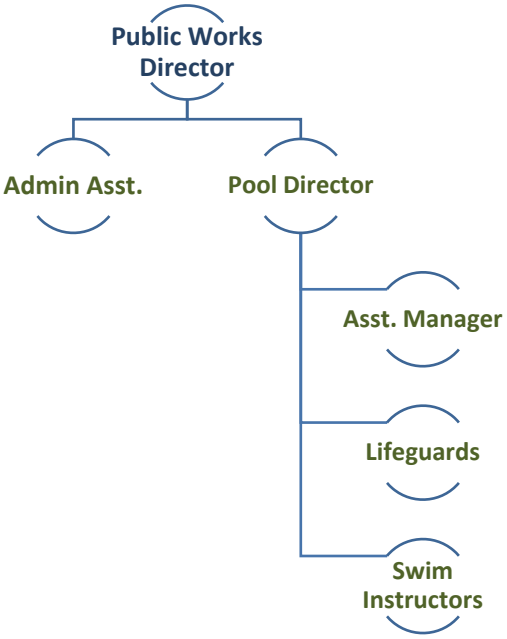
The Mary Pat Case Pool is maintained by the Pool Director and Public Works Department.

The Pool is Open:

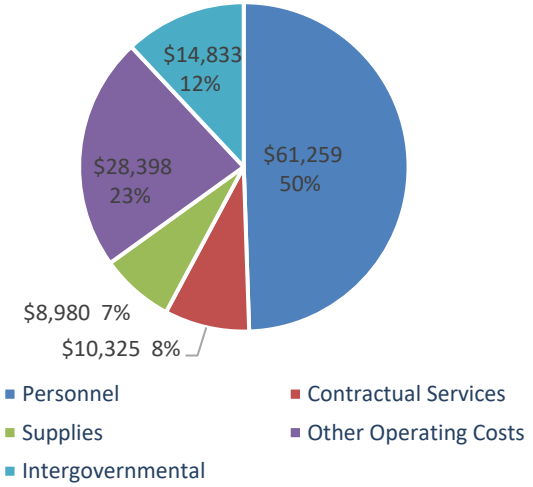
- Weekends in May
- Fulltime June – August
- Weekends in September

The Pool Hosts:

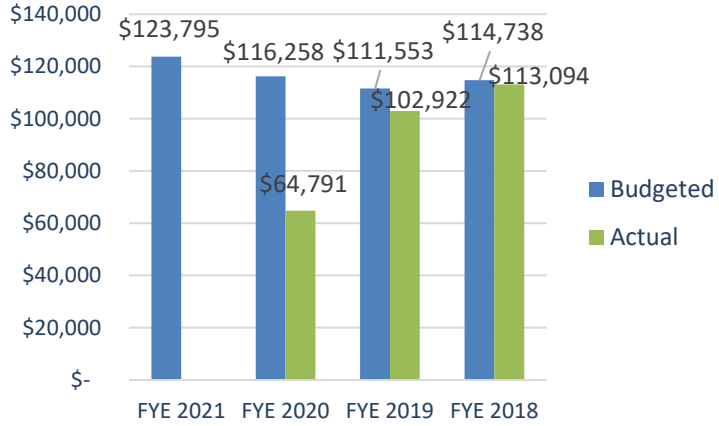
- The Shenandoah Shark Swim Team
- Water Aerobics
- Swim Lessons
- Master Swim Program
- The Polar Bear Plunge (January)



2020 - 2021 Adopted Budget - Pool



Budgeted & Actual Expenses - Pool



Public Works Director

Joseph Peart

JPeart@shenandoahtx.us

Pool Director

Marion Crosby

MCrosby@shenandoahtx.us

Administrative Assistant

Leslie Stevens

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Please visit the Pool's webpage for hours, rules, pool membership applications, event information, and Shenandoah Sharks Information.

Proposed for Adoption 08.26.20
Updated 08.20.20

2020 - 2021 Adopted Budget

100-31 Pool

		2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-31-61-612000	**Part Time**	56,395	47,776	19,722	46,620	46,225	46,620	44,628
	Description / *Units* / *Price* / *Amount*							
	10 Part Time Lifeguards / 1 / 31,300 / 31,300							
	Assistant Pool Manager / 1 / 8,125 / 8,125							
	Pool Director / 1 / 16,970 / 16,970							
100-31-61-614400	**FICA/Medicare Tax**	4,315	3,655	1,595	3,567	3,502	3,567	3,393
	Description / *Units* / *Price* / *Amount*							
	Pool Director/Asst Pool Manager/Lifeguards (10) / 1 / 4,315 / 4,315							
100-31-61-614500	**Unemployment**	3,240	1,209	77	1,209	52	1,209	703
	Description / *Units* / *Price* / *Amount*							
	Pool Director/Asst Pool Manager/Lifeguards (10) / 1 / 3,240 / 3,240							
100-31-62-620100	**Operating Services**	800	800	150	842	609	2,253	3,182
	Description / *Units* / *Price* / *Amount*							
	Fire Alarm System Inspection / 1 / 800 / 800							
100-31-62-621000	**Consulting/Professional Services**	1,000	1,000	84	1,000	573	1,000	798
	Description / *Units* / *Price* / *Amount*							
	Drug Screen Tests / 20 / 50 / 1,000							
100-31-62-623300	**Landscaping & Irrigation**	4,625	6,375	500	5,375	2,319	-	1,750
	Description / *Units* / *Price* / *Amount*							
	Irrigation Repairs / 1 / 1,500 / 1,500							
	Landscape Maintenance / 1 / 1,000 / 1,000							
	Mulch / 1 / 1,000 / 1,000							
	Tree Removal and Stump Grinding / 3 / 375 / 1,125							
100-31-62-623600	**Buildings & Grounds Services**	3,900	1,000	392	1,000	1,210	1,500	255
	Description / *Units* / *Price* / *Amount*							
	Building Repairs / 1 / 500 / 500							
	Baby Pool Generator Installation / 1 / 2,300 / 2,300							
	Pump Room Improvements / 1 / 600 / 600							
	HVAC Repairs / 1 / 500 / 500							

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2020 - 2021 Adopted Budget

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-31-63-630800	**Uniforms and Safety Gear**				580	580	580	580	270	850	849
	Description	***Units***	***Price***	***Amount***							
	10 Lifeguards	*20*	*15*	*300*							
	Pool Director	*2*	*15*	*30*							
	Safety Gear	*1*	*250*	*250*							
100-31-63-631000	**Operating Supplies**				5,150	5,350	3,655	5,350	6,100	5,000	4,653
	Description	***Units***	***Price***	***Amount***							
	Chemicals Based on Usage	*1*	*3,000*	*3,000*							
	Deck Repair Patch Material	*1*	*300*	*300*							
	Salt Based on Usage	*1*	*1,600*	*1,600*							
	Testing Kits	*1*	*250*	*250*							
100-31-63-631100	**Operating Equipment**				2,000	6,600	5,013	9,145	8,845	2,500	1,440
	Description	***Units***	***Price***	***Amount***							
	Pool Furniture	*1*	*2,000*	*2,000*							
100-31-63-631200	**Office Supplies**				100	100	33	100	80	200	-
	Description	***Units***	***Price***	***Amount***							
	Misc Office Supplies	*1*	*100*	*100*							
100-31-63-631500	**Building & Grounds Supplies**				1,150	1,050	995	1,400	997	1,400	2,235
	Description	***Units***	***Price***	***Amount***							
	Handgrips for Climbing Wall	*1*	*550*	*550*							
	Paper Goods and Cleaning Supplies	*1*	*250*	*250*							
	Repair Supplies	*1*	*350*	*350*							
100-31-67-670300	**Public Relations**				750	800	572	1,052	647	1,000	620
	Description	***Units***	***Price***	***Amount***							
	Polar Bear Plunge	*1*	*750*	*750*							
100-31-67-672300	**Travel/Training**				2,100	2,100	510	2,100	125	2,100	135
	Description	***Units***	***Price***	***Amount***							
	Lifeguard Training Classes	*10*	*135*	*1,350*							
	Pool Operator	*1*	*500*	*500*							
	Swim Instructor	*1*	*250*	*250*							
100-31-67-674400	**Equipment Maintenance**				15,750	13,250	11,476	7,500	9,143	17,534	19,588
	Description	***Units***	***Price***	***Amount***							
	Repairs to Pool Equipment and Pumps	*1*	*7,500*	*7,500*							
	Salt Cell Replacement	*3*	*2,750*	*8,250*							

Proposed for Adoption 08.26.20
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2020 - 2021 Adopted Budget

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-31-67-676100	**Utilities-Electricity**				7,200	7,200	4,441	7,500	6,426	7,500	7,061
	Description	***Units***	***Price***	***Amount***							
	Based on Usage	*12*	*600*	*7,200*							
100-31-67-676200	**Utilities-Natural Gas**				2,598	2,580	162	2,380	963	1,830	1,558
	Description	***Units***	***Price***	***Amount***							
	City Usage (Reimbursed by Requestor)	*1*	*800*	*800*							
	Minimum Usage	*9*	*22*	*198*							
	Swim Team Heating (Reimbursed by Sharks)	*2*	*800*	*1,600*							
100-31-69-690200	**Transfer to Equipment Replacement**				14,833	14,833	14,833	14,833	14,833	14,833	14,833
	Description	***Units***	***Price***	***Amount***							
	Rock Wall for Pool (1@$35,000/15 Yrs) [6 Yrs Invested]	*1*	*2,333*	*2,333*							
	Saltwater System (1@$150,000/20 Yrs) [5 Yrs Invested,	*1*	*7,500*	*7,500*							
	Pool Slide (1@$50,000/10 Yrs) [5 Yrs Invested]	*1*	*5,000*	*5,000*							
	Activity in Additional GL Accounts No Longer Used in 2020 - 2021 Budget Year				-	-		-		3,842	5,415
	Pool Total				**126,486**	**116,258**	**64,791**	**111,553**	**102,922**	**114,738**	**113,094**

Parks

The City has two parks that are maintained by the Public Works Department.

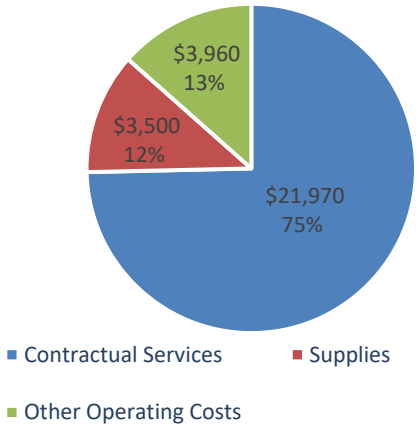
Main City Park

801 Maplewood Drive. Shenandoah, TX 77381

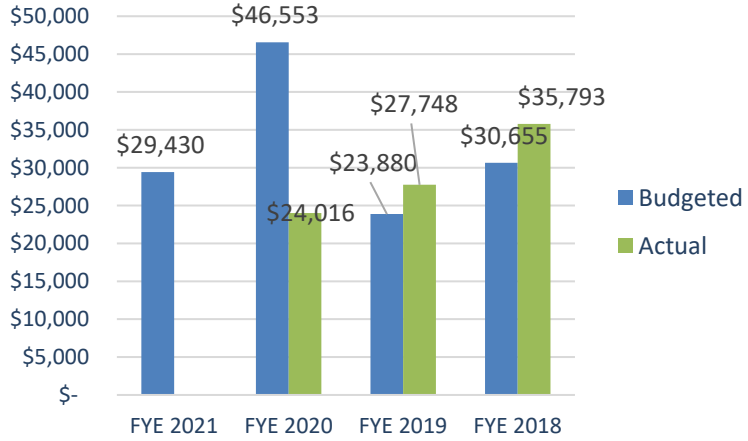
Toddler Park

315 Shenandoah Drive. Shenandoah, TX 77381

2020 - 2021 Adopted Budget - Parks



Budgeted & Actual Expenses - Parks



Public Works Director

Joseph Peart

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Administrative Assistant

Leslie Stevens

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The City allows renting of the pavilion at the main park for 2-hour blocks.

Deposits:

Residents - $25.00

Non – Residents - $35.00

Please visit the Parks webpage for hours, rules, pavilion reservations and event information.

Proposed for Adoption 08.26.20
Updated 08.20.20

2020 - 2021 Adopted Budget

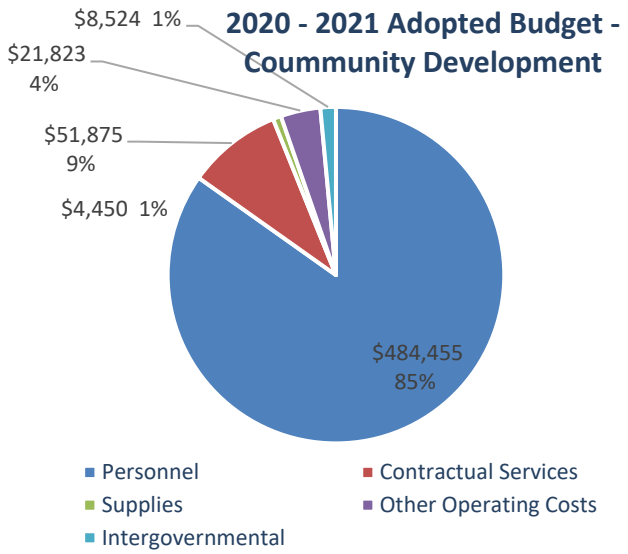
100-32 Parks

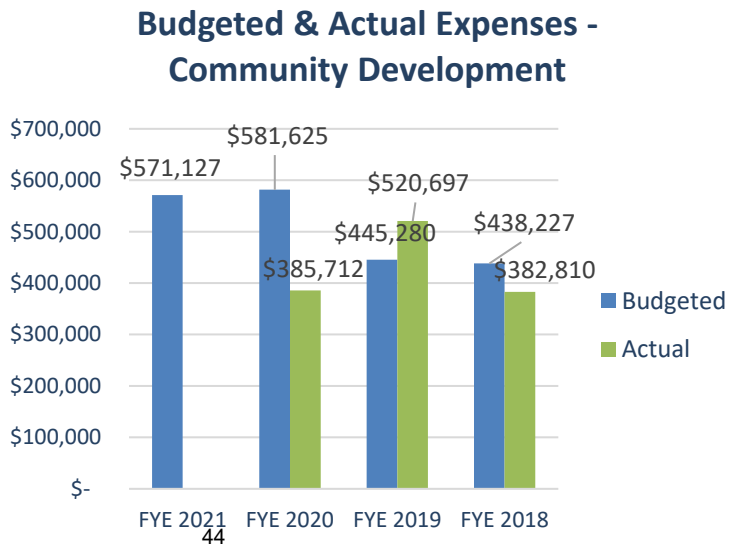
					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-32-62-620100	**Operating Services**				770	770	300	770	700	4,395	2,801
	Description	***Units***	***Price***	***Amount***							
	Fire Alarm Inspection	*1*	*770*	*770*							
100-32-62-623000	**Landscaping and Irrigation Improvements**				15,000	20,250	2,111	13,250	11,342	4,000	6,262
	Description	***Units***	***Price***	***Amount***							
	Irrigation Repairs	*1*	*3,000*	*3,000*							
	Mulch and Pine Straw	*1*	*3,500*	*3,500*							
	Pine Bark Treatment (Main and Toddler Park)	*1*	*1,000*	*1,000*							
	Tree Pruning and Removal	*5*	*500*	*2,500*							
	Turf Management	*1*	*5,000*	*5,000*							
100-32-62-623600	**Building & Grounds Services**				6,200	16,873	17,910	4,000	9,233	14,000	4,599
	Description	***Units***	***Price***	***Amount***							
	HVAC Repair	*1*	*500*	*500*							
	General Repairs	*1*	*1,000*	*1,000*							
	Playground Equipment Repair	*1*	*500*	*500*							
	Splashpad Repair	*1*	*3,000*	*3,000*							
	Tankless Water Heater Maintenance	*3*	*400*	*1,200*							
100-32-63-631000	**Park Supplies**				3,500	3,500	1,714	2,500	3,113	1,500	3,054
	Description	***Units***	***Price***	***Amount***							
	Paper Goods and Pet Waste Supplies	*1*	*3,000*	*3,000*							
	Replacement Nets and Hoops	*1*	*500*	*500*							
100-32-67-676100	**Utilities - Electricity**				3,960	5,160	1,980	3,360	3,359	5,160	4,540
	Description	***Units***	***Price***	***Amount***							
	Main Park	*12*	*300*	*3,600*							
	Toddler Park	*12*	*30*	*360*							
	Activity in Additional GL Accounts No Longer Used in 2020 - 2021 Budget Year				-	-		-		1,600	14,537
	Parks Total				**29,430**	**46,553**	**24,016**	**23,880**	**27,748**	**30,655**	**35,793**

Community Development

The Community Development department manages several processes in the city, including:

- Residential Permits
- Commercial Permits
- Contractor Relations
- Building Inspections
- Fire Inspections
- Uphold Building Codes
- Front Desk Customer Service
- Planning & Zoning
- Code Enforcement





Community Development Manager

Jackie Thompson

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Building Official

Danny Svoboda

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Development Coordinators

Stacie Newsom

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Abby Adams

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Please Visit the City's Community Development Page for More Information.

Proposed for Adoption 08.26.20
Updated 08.20.20

2020 - 2021 Adopted Budget

100-43 Community Development

		2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-43-61-611000	**Salaries & Wages**	363,548	306,343	172,914	220,418	234,524	164,504	171,247
	Description / *Units* / *Price* / *Amount*							
	4 Staff / *1* / *363,548* / *363,548*							
100-43-61-611100	**Education Pay**	3,000	3,000	2,000	3,000	3,025	-	600
	Description / *Units* / *Price* / *Amount*							
	J. Thompson (Bachelor's) / *12* / *200* / *2,400*							
	D. Svoboda (Associate's) / *12* / *50* / *600*							
100-43-61-611400	**Overtime**	1,500	1,500	138	1,500	1,107	2,200	944
	Description / *Units* / *Price* / *Amount*							
	2 Staff / *1* / *1,500* / *1,500*							
100-43-61-611600	**Longevity Pay**	1,350	1,180	1,060	880	820	335	170
	Description / *Units* / *Price* / *Amount*							
	4 Staff / *1* / *1,350* / *1,350*							
100-43-61-612000	**Part Time**	15,000	15,000	1,600	15,000	7,100	50,000	2,500
	Description / *Units* / *Price* / *Amount*							
	1 Staff / *1* / *15,000* / *15,000*							
100-43-61-614100	**Retirement**	68,760	56,437	33,372	39,026	41,237	33,645	32,300
	Description / *Units* / *Price* / *Amount*							
	4 Staff / *1* / *68,760* / *68,760*							
100-43-61-614400	**FICA/Medicare Tax**	29,407	25,066	13,818	18,467	17,993	18,498	13,513
	Description / *Units* / *Price* / *Amount*							
	5 Staff / *1* / *29,407* / *29,407*							
100-43-61-614500	**Unemployment**	1,890	1,620	576	1,350	62	810	372
	Description / *Units* / *Price* / *Amount*							
	5 staff / *1* / *1,890* / *1,890*							
100-43-62-621000	**Consulting/Professional Services**	150	100	-	50	-	100	23,465
	Description / *Units* / *Price* / *Amount*							
	Accident Drug Screen / *3* / *50* / *150*							
100-43-62-621900	**Contract Labor**	13,500	13,500	5,400	13,500	9,750	-	-
	Description / *Units* / *Price* / *Amount*							
	Planning & Zoning Regular Meeting (5 at $150/Meeting) / *12* / *750* / *9,000*							
	Planning & Zoning Special Meeting (5 at $150/Meeting) / *6* / *750* / *4,500*							

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2020 - 2021 Adopted Budget

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-43-62-623700	**Plan Review and Inspections**				35,000	127,950	142,425	99,400	180,861	101,475	90,141
	Description	***Units***	***Price***	***Amount***							
	Additional Inspector Coverage	*1*	*7,000*	*7,000*							
	Civil Plan Review by City Engineer	*12*	*1,500*	*18,000*							
	Third Party Plan Review	*1*	*10,000*	*10,000*							
100-43-62-624200	**Postage**				825	775	454	1,525	380	100	1
	Description	***Units***	***Price***	***Amount***							
	Planning & Zoning Commission Postage	*1*	*750*	*750*							
	Postage	*1*	*75*	*75*							
100-43-62-624500	**Printing**				400	200	264	200	-	850	136
	Description	***Units***	***Price***	***Amount***							
	Labels and Other Printing	*1*	*400*	*400*							
100-43-62-624600	**Legal Notices**				2,000	2,000	2,269	4,500	2,297	2,100	-
	Description	***Units***	***Price***	***Amount***							
	Planning & Zoning Commission Legal Notices	*1*	*2,000*	*2,000*							
100-43-63-630800	**Uniforms and Safety Gear**				2,450	1,850	309	1,250	735	900	129
	Description	***Units***	***Price***	***Amount***							
	6 Staff and 1 Part Time	*7*	*100*	*700*							
	Planning & Zoning Commissioners	*5*	*50*	*250*							
	Clothing Allowance - Building Inspectors	*2*	*400*	*800*							
	Clothing Allowance - Code Enforcement Officer	*1*	*400*	*400*							
	Safety Gear and First Aid	*3*	*100*	*300*							
100-43-63-631000	**Operating Supplies**				500	500	466	300	93	300	97
	Description	***Units***	***Price***	***Amount***							
	Field Supplies	*1*	*500*	*500*							
100-43-63-631200	**Office Supplies**				500	500	289	1,000	615	850	747
	Description	***Units***	***Price***	***Amount***							
	Community Development Office Supplies	*1*	*500*	*500*							
100-43-63-631400	**Office Equipment & Furnishings**				1,000	1,000	-	500	250	800	794
	Description	***Units***	***Price***	***Amount***							
	Office Furnishings	*1*	*1,000*	*1,000*							
100-43-67-670900	**Dues/Memberships**				1,600	1,300	245	1,200	460	1,690	469
	Description	***Units***	***Price***	***Amount***							
	ICC and Other Memberships	*1*	*1,000*	*1,000*							
	Code Enforcement Memberships	*1*	*300*	*300*							
	Plumbing Inspectors License	*3*	*100*	*300*							

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2020 - 2021 Adopted Budget

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-43-67-672000	**Publications**				750	750	10	750	79	2,000	445
	Description	***Units***	***Price***	***Amount***							
	Code Books and Development References	*1*	*750*	*750*							
100-43-67-672300	**Travel/Training**				14,950	12,950	2,728	10,400	7,879	4,600	4,401
	Description	***Units***	***Price***	***Amount***							
	Building Official	*1*	*4,500*	*4,500*							
	Community Development Manager	*1*	*3,000*	*3,000*							
	Customer Service Representatives	*2*	*1,100*	*2,200*							
	Fire Inspector/Asst. Building Official	*1*	*2,000*	*2,000*							
	Code Enforecement Officer	*1*	*2,000*	*2,000*							
	License & Certification Renewals	*2*	*400*	*800*							
	Plumbing Inspector Continuing Education	*3*	*150*	*450*							
100-43-67-674500	**Routine/Preventive Maintenance**				1,823	1,142	696	1,142	400	652	351
	Description	***Units***	***Price***	***Amount***							
	Break Checks	*2*	*45*	*90*							
	Tire Replacement	*4*	*200*	*800*							
	PMA basic - 1/4 Ton Pickup Truck	*2*	*90*	*180*							
	PMA Basic - Prius	*2*	*60*	*120*							
	PMA Full - 1/4 Ton Pickup Truck	*1*	*135*	*135*							
	PMA Full - Prius	*1*	*135*	*135*							
	Tahoe Maintenance	*1*	*281*	*281*							
	Registration	*2*	*15*	*30*							
	State Inspections	*2*	*26*	*52*							
100-43-67-674600	**Vehicle Repairs**				750	500	-	500	172	400	547
	Description	***Units***	***Price***	***Amount***							
	Non-Routine Repairs/Replacement Parts on Vehicles	*3*	*250*	*750*							
100-43-67-675500	**Fuel**				1,950	1,600	418	960	619	688	731
	Description	***Units***	***Price***	***Amount***							
	Fuel - 1/4 Ton Truck & Prius & Tahoe	*650*	*3.00*	*1,950*							
100-43-69-690200	**Transfer to Equipment Replacement Fund**				8,524	4,262	4,262	7,862	7,861	7,861	7,861
	Description	***Units***	***Price***	***Amount***							
	1/4 Ton Pickup Truck (1@$29,827.95/7 yrs.) [5 Yrs Invested]	*1*	*4,262*	*4,262*							
	Tahoe (1@$29,827.95/7 yrs.)	*1*	*4,262*	*4,262*							
	Activity in Additional GL Accounts No Longer Used in 2020 - 2021 Budget Year				-	600		600	2,378	42,870	30,850
	Community Development Total				**571,127**	**581,625**	**385,712**	**445,280**	**520,697**	**438,227**	**382,810**

Technology

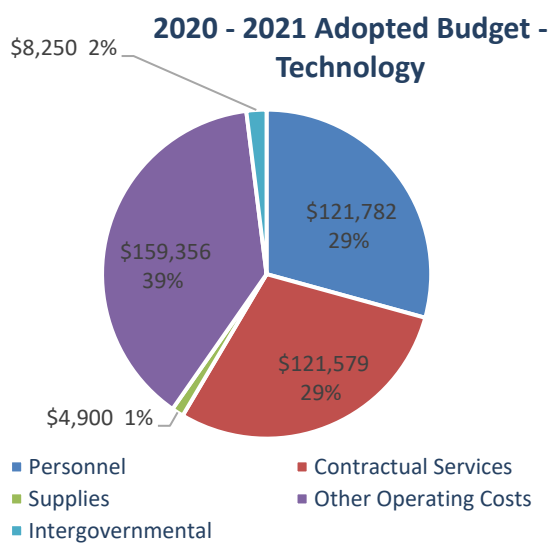
The Technology Department was created in the 2018 – 2019 fiscal year. For better management and transparency, the City decided to break out all other department technology related expenses and group together in one department. The Information Technology Manager oversees the following:

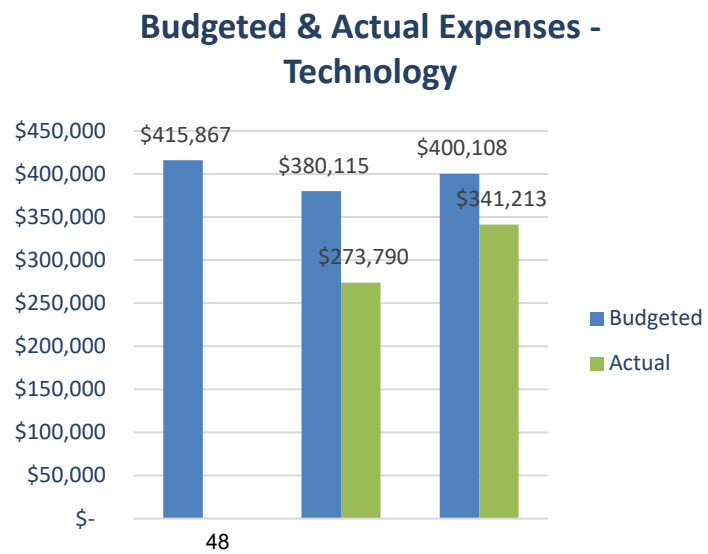
- **Maintenance Agreements**
- **Software Purchases**
- **Hardware Purchases & Replacement**
- **I.T. Infrastructure**
- **Security & Awareness Training**
- **Data Management**

Information Technology Manager

Chris Grizzaffi

CGrizzaffi@shenandoahtx.us





Proposed for Adoption 08.26.20
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2020 - 2021 Adopted Budget

100-55 Technology

		2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-55-61-611000	**Salaries & Wages**	95,979	89,694	61,643	89,867	87,422		
	Description / Units / Price / Amount							
	1 Staff / 1 / 95,979 / 95,979							
100-55-61-611600	**Longevity Pay**	235	175	175	115	115		
	Description / Units / Price / Amount							
	1 Staff / 1 / 235 / 235							
100-55-61-614100	**Retirement**	17,937	16,224	11,716	15,511	14,456		
	Description / Units / Price / Amount							
	1 Staff / 1 / 17,937 / 17,937							
100-55-61-614400	**FICA/Medicare Tax**	7,361	6,875	5,002	6,884	6,412		
	Description / Units / Price / Amount							
	1 Staff / 1 / 7,361 / 7,361							
100-55-61-614500	**Unemployment**	270	270	144	270	9		
	Description / Units / Price / Amount							
	1 Staff / 1 / 270 / 270							
100-55-62-620100	**Operating Services**	41,818	38,422	33,603	44,772	40,125		
	Description / Units / Price / Amount							
	Fire Alarm Monitoring Services / 1 / 3,525 / 3,525							
	Business Internet Services / 1 / 13,550 / 13,550							
	Cable TV Services / 1 / 800 / 800							
	Telephone Services / 1 / 15,588 / 15,588							
	Civic Plus Web Site Hosting Services / 1 / 8,355 / 8,355							
100-55-62-621000	**Consulting/Professional Services**	3,300	3,175	-	3,175	817		
	Description / Units / Price / Amount							
	Security Awareness Program Training / 1 / 1,300 / 1,300							
	Technical Services & Consultants / 1 / 2,000 / 2,000							
100-55-62-622100	**Software Program Purchase and Maintenance**	17,000	20,000	16,796	18,950	-		
	Description / Units / Price / Amount							
	Microsoft Enterprise Agreement Year 1 of 3 / 1 / 17,000 / 17,000							
100-55-62-623800	**License & User Fees**	679	79	59	72	-		
	Description / Units / Price / Amount							
	Allworx Interact User Licenses One Time Purchase / 10 / 60 / 600							
	Pandora Radio Subscription for Pool / 1 / 79 / 79							

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2020 - 2021 Adopted Budget

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-55-62-624400	**Wireless Communications & Data**				58,782	59,442	35,005	52,494	49,457		
	Description	***Units***	***Price***	***Amount***							
	Cell Phones & Data - Admin	*1*	*3,600*	*3,600*							
	Cell Phones & Data - Community Develop	*1*	*1,800*	*1,800*							
	Cell Phones & Data - CVB	*1*	*1,620*	*1,620*							
	Cell Phones & Data - Finance	*1*	*1,140*	*1,140*							
	Cell Phones & Data - IT	*1*	*1,140*	*1,140*							
	Cell Phones & Data - Police	*1*	*27,540*	*27,540*							
	Cell Phones & Data - Pool	*1*	*660*	*660*							
	Cell Phones & Data - Public Works	*1*	*5,760*	*5,760*							
	Cell Phones & Data - Water & Sewer	*1*	*7,428*	*7,428*							
	GPS Fleet Tracking - Police	*1*	*4,741*	*4,741*							
	GPS Fleet Tracking - Public Works	*1*	*2,443*	*2,443*							
	GPS Fleet Tracking - Water & Sewer	*1*	*910*	*910*							
100-55-63-630800	**Uniforms & Safety Gear**				100	100	-	100	-		
	Description	***Units***	***Price***	***Amount***							
	City Shirts	*2*	*50*	*100*							
100-55-63-631100	**Operating Equipment**				4,050	3,400	3,400	799	889		
	Description	***Units***	***Price***	***Amount***							
	Forigate VPN Firewall For Pool	*1*	*650*	*650*							
	New Allworx Desk Phones	*10*	*340*	*3,400*							
100-55-63-631200	**Office Supplies**				250	250	-	250	27		
	Description	***Units***	***Price***	***Amount***							
	Misc. Office Supplies	*1*	*250*	*250*							
100-55-63-631400	**Office Equipment & Furnishings**				500	500	-	500	-		
	Description	***Units***	***Price***	***Amount***							
	Misc. Office Equipment	*1*	*500*	*500*							
100-55-67-670900	**Dues/Memberships**				175	150	175	150	-		
	Description	***Units***	***Price***	***Amount***							
	Texas Association of Gov't IT Managers (TAGITM)	*1*	*175*	*175*							
100-55-67-672300	**Travel/Training**				4,000	4,000	450	4,000	1,130		
	Description	***Units***	***Price***	***Amount***							
	TAGITM Conference Hotel and Registration	*1*	*2,000*	*2,000*							
	Technical Training	*1*	*2,000*	*2,000*							

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2020 - 2021 Adopted Budget

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-55-67-674400	**Equipment Maintenance**				3,500	3,500	2,366	3,500	3,555		
	Description	***Units***	***Price***	***Amount***							
	Tools, Parts, Service & Misc.	*1*	*3,500*	*3,500*							
100-55-67-674403	**Equipment Repair**				500	500	399	-	610		
	Description	***Units***	***Price***	***Amount***							
	Tools, Parts, Service & Misc.	*1*	*500*	*500*							
100-55-67-674405	**Technology Replacement**				24,000	11,235	9,690	16,700	23,358		
	Description	***Units***	***Price***	***Amount***							
	Replacement Computers	*18*	*800*	*14,400*							
	Replacement Laptop / Tablet	*4*	*1,400*	*5,600*							
	Replacement Monitors	*8*	*250*	*2,000*							
	Replacement Projector - EOC	*1*	*2,000*	*2,000*							
100-55-67-674406	**Technology Projects**				3,500	-	-	16,700	2,025		
	Description	***Units***	***Price***	***Amount***							
	Security Cameras - Pool	*1*	*3,500*	*3,500*							
100-55-67-674700	**Hardware and Software Contracts**				114,429	108,922	78,857	103,997	95,913		
	Description	***Units***	***Price***	***Amount***							
	Hardware Maintenance Contracts	*1*	*20,979*	*20,979*							
	Software Maintenance Contracts	*1*	*93,450*	*93,450*							
100-55-67-675400	**Equipment Lease**				9,252	9,252	6,059	6,552	6,642		
	Description	***Units***	***Price***	***Amount***							
	Copier Lease - Kyocera M3040idn - Public Works Building	*1*	*576*	*576*							
	Copier Lease - Kyocera M3040idn - WWTP	*1*	*576*	*576*							
	Copier Lease - Sharp MX-V4050V - Admin	*1*	*2,700*	*2,700*							
	Copier Lease - Sharp MX-V4050V - Front Desk	*1*	*2,700*	*2,700*							
	New Copier Lease - CVB Building	*1*	*2,700*	*2,700*							
100-55-69-690200	**Transfer to Equipment Replacement**				8,250	8,250	8,250	8,250	8,250		
	Description	***Units***	***Price***	***Amount***							
	IT Infrastructure Projects	*1*	*8,250*	*8,250*							
	Activity in Additional GL Accounts No Longer Used in 2020-2021 Budget Year				-	-	-	6,500	-		
	Technology Total				**415,867**	**384,415**	**273,790**	**400,108**	**341,213**	**-**	**-**

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2020 - 2021 Adopted Budget

100 - General Fund

	2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
00 - General Fund Revenue	9,700,702	9,851,553	6,726,227	9,125,621	9,773,918	8,656,617	9,697,228
11 - Administration	820,411	759,529	590,249	765,397	689,436	1,060,080	912,548
12 - Finance	322,870	305,506	196,680	231,863	224,271	380,520	258,317
14 - Community Outreach	30,600	33,485	19,184	32,205	26,518	30,463	25,002
17 - Non-Department	2,471,843	2,197,817	1,149,526	2,139,659	2,095,618	2,065,580	1,985,347
17 - Amount Paid by Reserves - Fiber to the Home	-	-	-	(1,150,000)	(1,150,000)		
18 - Fire Services	829,603	649,041	416,783	675,004	559,678	640,302	595,614
21 - Emergency Management	2,680	2,180	5,700	2,880	1,146	5,240	1,734
22 - Police	3,110,084	3,100,170	2,110,178	3,069,176	2,908,193	2,813,258	2,724,387
23 - Municipal Court	4,440	4,329	1,784	4,253	3,914	77,001	115,476
30 - Public Works	964,684	1,025,431	571,802	1,001,018	941,714	878,662	750,199
31 - Pool	126,486	116,258	64,791	111,553	102,922	114,738	113,094
32 - Parks	29,430	46,553	24,016	23,880	27,748	30,655	35,793
43 - Community Development	571,127	581,625	385,712	445,280	520,697	438,227	382,810
55 - Technology	415,867	384,415	273,790	400,108	341,213	-	-
Net Payroll Accruals - For 27 Pay Periods	91,041						
100 - General Fund Surplus/(Deficit)	**577**	**645,214**	**916,032**	**1,373,345**	**2,480,852**	**121,891**	**1,796,908**

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2020 - 2021 Adopted Budget

200-00 Hotel/Motel - Revenue

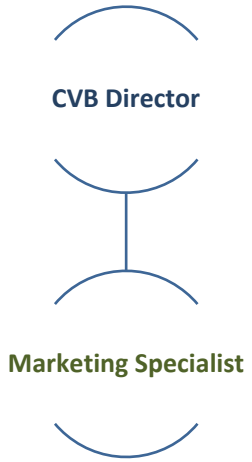
	2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
200-00-50-515000 Motel/Hotel Tax	1,026,385	1,711,467	756,951	1,530,850	1,481,768	1,285,000	1,309,244
200-00-56-561000 Interest	3,000	3,000	3,000	2,600	10,101	2,600	2,491
Activity in Additional GL Accounts No Longer Used in 2020 - 2021 Budget Year							189
CVB Total	**1,029,385**	**1,714,467**	**759,951**	**1,533,450**	**1,491,869**	**1,287,600**	**1,311,924**

Convention and Visitors Bureau (CVB)

The Shenandoah CVB supports 10 hotels, nationally recognized sports venues, and over 40 restaurants. The CVB is funded by local Hotel/Motel Occupancy Tax.

The CVB offices have recently relocated to the City Hall building.

The Visitors Center is opened Monday – Friday, 8:00 a.m. – 5:00 p.m. and holds information on many destinations within Texas.



CVB Director

John Mayner

JMayner@shenandoahtx.us

Marketing Specialist

Steffani Konzem

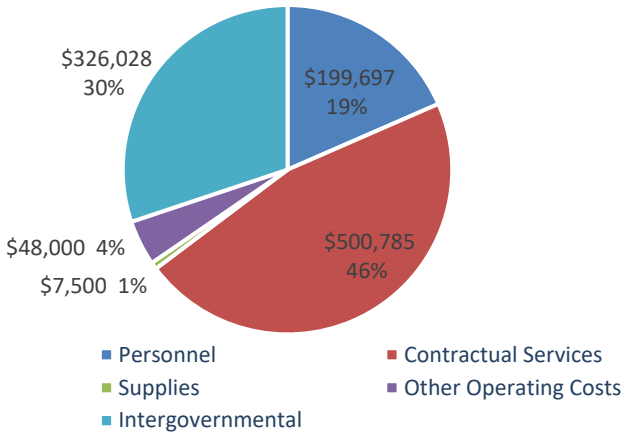
Skonzem@shenandoahtx.us

Shenandoah Convention & Visitors Bureau

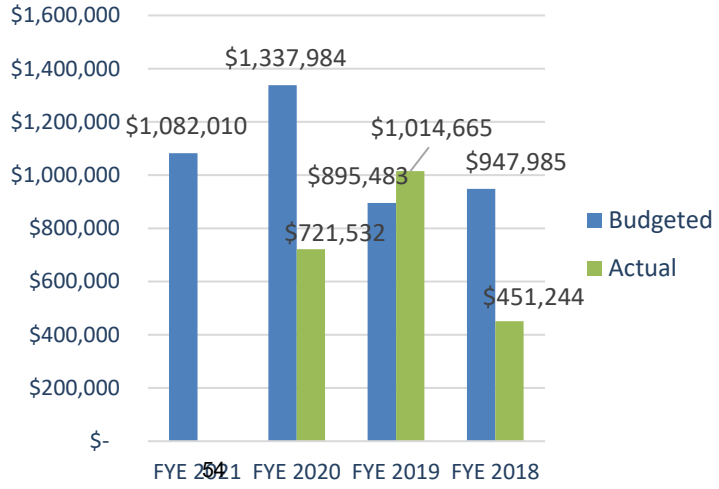
29955 I-45 N
Shenandoah, TX 77381
281-292-5953

Please Visit the City's CVB Page for More Information.

2020 - 2021 Adopted Budget - CVB



Budgeted & Actual Expenses - CVB



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2020 - 2021 Adopted Budget

200-45 Hotel/Motel - CVB

		2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
200-45-61-611000	**Salaries & Wages**	154,404	143,902	103,330	186,238	146,357	186,238	97,643
	Description / *Units* / *Price* / *Amount*							
	2 Staff / *1* / *154,404* / *154,404*							
200-45-61-611100	**Education Pay**	2,400	2,400	1,588	4,800	2,412	4,800	3,914
	Description / *Units* / *Price* / *Amount*							
	S. Konzem (Bachelor's) / *12* / *200* / *2,400*							
200-45-61-611400	**Overtime**	500	500	10,235	500	14,113	-	1,021
	Description / *Units* / *Price* / *Amount*							
	1 Staff / *1* / *500* / *500*							
200-45-61-611600	**Longevity Pay**	390	270	270	175	140	60	140
	Description / *Units* / *Price* / *Amount*							
	2 Staff / *1* / *390* / *390*							
200-45-61-614100	**Retirement**	29,399	26,551	23,495	32,668	29,569	32,421	17,991
	Description / *Units* / *Price* / *Amount*							
	2 Staff / *1* / *29,399* / *29,399*							
200-45-61-614400	**FICA/Medicare Tax**	12,064	11,251	9,687	16,110	12,486	17,026	8,063
	Description / *Units* / *Price* / *Amount*							
	2 Staff / *1* / *12,064* / *12,064*							
200-45-61-614500	**Unemployment**	540	540	288	1,107	153	1,107	456
	Description / *Units* / *Price* / *Amount*							
	2 Staff / *1* / *540* / *540*							
200-45-62-621000	**Consulting/Professional Services**	108,500	137,880	26,948	46,720	43,709	10,590	24,031
	Description / *Units* / *Price* / *Amount*							
	STR Report / *1* / *12,500* / *12,500*							
	CrowdRiff Subscription / *1* / *15,000* / *15,000*							
	Creative Design Services / *1* / *15,000* / *15,000*							
	Photography/Videography / *1* / *30,000* / *30,000*							
	PR Firm / *1* / *36,000* / *36,000*							

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		2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
200-45-62-621700	**Advertising**	383,125	362,075	152,179	276,850	247,958	183,571	113,218
	Description / ***Units*** / ***Price*** / ***Amount***							
	AJR Media: 3 Separate Programs / *1* / *15,000* / *15,000*							
	Conroe ISD Agreement / *4* / *6,250* / *25,000*							
	Marketing Contingency (15% of Budget) / *1* / *49,125* / *49,125*							
	Texas Monthly / *1* / *20,000* / *20,000*							
	Trips to Discover / *1* / *15,000* / *15,000*							
	Expedia Media Solutions / *1* / *62,500* / *62,500*							
	Expedia Travel Ads / *1* / *38,500* / *38,500*							
	Houston & Beyond / *1* / *22,500* / *22,500*							
	Live Nation Digital Only / *1* / *40,000* / *40,000*							
	THLA Group Listing / *1* / *5,500* / *5,500*							
	TravelClick Digital Media Advertising / *1* / *60,000* / *60,000*							
	TravelClick Targeted GDS Advertising / *1* / *30,000* / *30,000*							
200-45-62-624200	**Postage**	240	900	87	900	70	900	4
	Description / ***Units*** / ***Price*** / ***Amount***							
	FedEx, UPS, and Postage for Postcards / *12* / *20* / *240*							
200-45-62-624500	**Printing**	8,920	8,820	-	4,360	2,200	4,360	-
	Description / ***Units*** / ***Price*** / ***Amount***							
	Business Cards / *1* / *200* / *200*							
	Dining Guides / *2* / *2,040* / *4,080*							
	Meeting Planner Guides / *1* / *2,500* / *2,500*							
	Postcards / *1* / *100* / *100*							
	Visitor guides / *4* / *510* / *2,040*							
200-45-63-630800	**Uniforms and Safety Gear**	200	200	-	400	-	400	107
	Description / ***Units*** / ***Price*** / ***Amount***							
	2 staff / *4* / *50* / *200*							
200-45-63-631100	**Operating Equipment**	2,800	-	-	-		-	-
	Description / ***Units*** / ***Price*** / ***Amount***							
	Laptops / *2* / *1,400* / *2,800*							
200-45-63-631200	**Office Supplies**	500	500	252	500	1,113	600	145
	Description / ***Units*** / ***Price*** / ***Amount***							
	Copy Paper, Pens, Pads, Etc / *10* / *50* / *500*							
200-45-63-631400	**Office Equipment & Furnishings**	4,000	19,600	-	-	-	-	-
	Description / ***Units*** / ***Price*** / ***Amount***							
	Desk and Office Chair Replacement / *1* / *4,000* / *4,000*							

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2020 - 2021 Adopted Budget

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
200-45-67-670300	**Public Relations**				18,600	19,600	6,228	120,640	10,086	20,700	5,945
	Description	***Units***	***Price***	***Amount***							
	Hotel Relations	*12*	*300*	*3,600*							
	Sponsorships/Promotions	*1*	*15,000*	*15,000*							
200-45-67-670900	**Dues/Memberships**				16,200	12,552	6,420	7,892	12,247	10,007	9,588
	Description	***Units***	***Price***	***Amount***							
	Destinations International Membership Renewal	*1*	*3,500*	*3,500*							
	Greater Houston CVB	*1*	*7,500*	*7,500*							
	Hotel & Lodging Assoc. of Greater Houston	*1*	*500*	*500*							
	National Assoc. of Sports Commissions	*1*	*850*	*850*							
	Texas Assoc. of CVBs	*1*	*1,000*	*1,000*							
	Texas Business and Travel Assoc.	*1*	*100*	*100*							
	The Woodlands Area Chamber of Commerce	*1*	*2,000*	*2,000*							
	Texas Travel Industry Assoc.	*1*	*750*	*750*							
200-45-67-672300	**Travel/Training**				13,200	12,200	448	7,840	7,328	5,500	3,520
	Description	***Units***	***Price***	***Amount***							
	CVB Director	*1*	*9,000*	*9,000*							
	Tourism Marketing Specialist	*1*	*4,000*	*4,000*							
	Tourism Summit	*2*	*100*	*200*							
200-45-68-681100	**Transfer to General Operating**				269,903	191,582	68,797	150,767	137,730	142,435	113,538
	Description	***Units***	***Price***	***Amount***							
	Property, Liability, & Worker's Comp	*1*	*1,426*	*1,426*							
	Hang Banners	*1*	*5,000*	*5,000*							
	Cleaning Services	*12*	*162*	*1,944*							
	10% Finance Personnel	*1*	*25,897*	*25,897*							
	10% Administration Fees	*1*	*82,041*	*82,041*							
	15% Legal	*1*	*18,000*	*18,000*							
	10% Audit	*1*	*2,172*	*2,172*							
	Employee Medical/Dental/Buy Up Insurance	*12*	*3,781*	*45,372*							
	10% Incode Fees	*1*	*2,486*	*2,486*							
	Rent	*12*	*6,303*	*75,641*							
	Pool Car Usage	*1*	*678*	*678*							
	Technology Costs	*1*	*9,246*	*9,246*							
200-45-68-681400	**Transfer to Capital Projects**				56,125	12,200	448	7,840	7,328	5,500	3,520
	Description	***Units***	***Price***	***Amount***							
	Questica Budget Software (25% Share)	*1*	*6,125*	*6,125*							
	CVB Buildout at City Hall	*1*	*50,000*	*50,000*							
	Activity in additional GL accounts no longer used in 2020 - 2021 Budget Year					391,662	311,280	37,015	346,996	327,270	51,920
	CVB Expenses Total				**1,082,010**	**1,342,984**	**721,532**	**895,483**	**1,014,665**	**947,985**	**451,244**

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2020 - 2021 Adopted Budget

200 - CVB

	2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
00 - CVB Revenue	1,029,385	1,711,467	756,951	1,530,850	1,481,768	1,285,000	1,309,244
45 - CVB Expenses	1,082,010	1,342,984	721,532	895,483	1,014,665	947,985	451,244
Amount Paid By Reserves - 2020-2021 Capital Projects	(56,125)	(100,000)	-	-	-		
Amount Paid By Reserves - Strategic Destination Study (Previously Special Events Center Study)		(100,000)	-	-	-		
Net Payroll Accruals - For 27 Pay Periods	3,713						
200 - CVB Surplus/(Deficit)	**3,500**	**368,483**	**35,419**	**635,367**	**467,103**	**337,015**	**858,000**

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2020 - 2021 Adopted Budget

300-00 Debt Service Revenue

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
300-00-50-511000	**Property Taxes**				1,150,006	1,102,600	1,097,893	1,103,397	1,080,859	1,098,089	1,099,913
	Description	***Units***	***Price***	***Amount***							
	Tax Val. 1,162,795,998 (M&O Rate.0989/$100)	*1*	*1,150,006*	*1,150,006*							
300-00-56-561000	**Interest**				600	600	311	200	1,051	150	631
300-00-57-571100	**Transfer from General Operating**				875,956	685,349	-	740,586	687,857	741,999	736,774
300-00-57-571600	**Transfer from Water/Sewer**				280,988	531,601	46,425	508,343	507,536	501,888	504,053
	Description	***Units***	***Price***	***Amount***							
	2019 Refunding Principal & Interest (30%)	*1*	*89,040*	*89,040*							
	2015 Go Refunding Principal & Interest (15%)	*1*	*191,948*	*191,948*							
	Activity in additional GL accounts no longer used in 2020 - 2021 Budget Year				-	-		-		-	-
	Debt Service Total				**2,307,550**	**2,320,150**	**1,144,629**	**2,352,526**	**2,277,303**	**2,342,126**	**2,341,371**

Debt Service

The City acquired several Certifications of Obligations and General Obligations to help improve the streets, drainage, storm water infrastructure, purchase land, construct the Public Works/Fire Department building, and improve parks and trails within the city. The city uses most of the property taxes received to pay the outstanding bonds.

This fund is managed by the Finance Director.

Finance Director

Lisa Wasner

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For more information, please visit the City's Financial Transparency Page.

CITY OF SHENANDOAH
(Montgomery County, Texas)

Combined Debt Service Requirements for Tax Supported Debt

FiscYear		2013 GO Rfdg		2015 GO Rfdg		2019 GO Rfdg		Combined Totals				Ad Valorem	Water &
Ending	Due	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Total	Fisc Total	Tax	Sewer
	2/15/2021		70,425		162,325		45,900		278,650	278,650			
9/30/2021	8/15/2021	585,000	70,425	955,000	162,325	205,000	45,900	1,745,000	278,650	2,023,650	2,302,300	1,815,760	486,540
	2/15/2022		63,113		148,000		42,825		253,938	253,938			
9/30/2022	8/15/2022	595,000	63,113	995,000	148,000	215,000	42,825	1,805,000	253,938	2,058,938	2,312,875	1,825,680	487,195
	2/15/2023		54,188		128,100		39,600		221,888	221,888			
9/30/2023	8/15/2023	615,000	54,188	1,035,000	128,100	220,000	39,600	1,870,000	221,888	2,091,888	2,313,775	1,826,415	487,360
	2/15/2024		44,963		107,400		36,300		188,663	188,663			
9/30/2024	8/15/2024	635,000	44,963	870,000	107,400	230,000	36,300	1,735,000	188,663	1,923,663	2,112,325	1,823,945	288,380
	2/15/2025		35,438		90,000		32,850		158,288	158,288			
9/30/2025	8/15/2025	650,000	35,438	700,000	90,000	235,000	32,850	1,585,000	158,288	1,743,288	1,901,575	1,811,365	90,210
	2/15/2026		24,063		76,000		29,325		129,388	129,388			
9/30/2026	8/15/2026	675,000	24,063	725,000	76,000	245,000	29,325	1,645,000	129,388	1,774,388	1,903,775	1,812,680	91,095
	2/15/2027		12,250		61,500		25,650		99,400	99,400			
9/30/2027	8/15/2027	700,000	12,250	755,000	61,500	250,000	25,650	1,705,000	99,400	1,804,400	1,903,800	1,813,410	90,390
	2/15/2028				46,400		21,900		68,300	68,300			
9/30/2028	8/15/2028			785,000	46,400	260,000	21,900	1,045,000	68,300	1,113,300	1,181,600	1,090,460	91,140
	2/15/2029				30,700		16,700		47,400	47,400			
9/30/2029	8/15/2029			285,000	30,700	265,000	16,700	550,000	47,400	597,400	644,800	555,280	89,520
	2/15/2030				25,000		11,400		36,400	36,400			
9/30/2030	8/15/2030			295,000	25,000	280,000	11,400	575,000	36,400	611,400	647,800	556,960	90,840
	2/15/2031				19,100		5,800		24,900	24,900			
9/30/2031	8/15/2031			305,000	19,100	290,000	5,800	595,000	24,900	619,900	644,800	554,320	90,480
	2/15/2032				13,000				13,000	13,000			
9/30/2032	8/15/2032			320,000	13,000			320,000	13,000	333,000	346,000	346,000	-
	2/15/2033				6,600				6,600	6,600			
9/30/2033	8/15/2033			330,000	6,600			330,000	6,600	336,600	343,200	343,200	-
		$ 4,455,000	$ 608,875	$ 8,355,000	$ 1,828,250	$ 2,695,000	$ 616,500	$ 15,505,000	$ 3,053,625	$ 18,558,625	$ 18,558,625	$ 16,175,475	$ 2,383,150

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2020 - 2021 Adopted Budget

300-80 Debt Service

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
300-80-62-620100	**Operating Services**				5,250	2,400	3,817	10,700	7,633	4,250	3,000
	Description	***Units***	***Price***	***Amount***							
	Arbitrage Rebate Calculation - GO 2008 Series	*1*	*850*	*850*							
	Arbitrage Rebate Calculation - GI 2008 Series	*1*	*850*	*850*							
	Arbitrage Rebate Calculation - GO 2019 Series	*1*	*2150*	*2150*							
	Paying agent fees	*4*	*350*	*1,400*							
300-80-65-652500	**Bond Payments-Principal**				1,745,000	1,705,000	-	1,655,000	1,695,000	1,600,000	1,600,000
	Description	***Units***	***Price***	***Amount***							
	2013 GO Refunding August 2021	*1*	*585,000*	*585,000*							
	2015 GO August 2021	*1*	*955,000*	*955,000*							
	2019 GO Refunding August 2021	*1*	*205,000*	*205,000*							
300-80-65-652600	**Bond Payments-Interest**				557,300	612,750	306,375	737,876	643,787	737,876	737,875
	Description	***Units***	***Price***	***Amount***							
	2013 GO Refunding August 2021	*1*	*70,425*	*70,425*							
	2013 GO Refunding February 2021	*1*	*70,425*	*70,425*							
	2015 GO Refunding August 2021	*1*	*162,325*	*162,325*							
	2015 GO Refunding February 2021	*1*	*162,325*	*162,325*							
	2019 GO Refunding August 2021	*1*	*45,900*	*45,900*							
	2019 GO Refunding February 2021	*1*	*45,900*	*45,900*							
	Debt Service Total				**2,307,550**	**2,320,150**	**310,192**	**2,403,576**	**2,346,420**	**2,342,126**	**2,340,875**

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2020 - 2021 Adopted Budget

300 - Debt Service

	2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
00 - Debt Service Revenue	2,307,550	2,320,150	1,144,629	2,352,526	2,277,303	2,342,126	2,341,371
80 - Debt Service Expenses	2,307,550	2,320,150	310,192	2,403,576	2,346,420	2,342,126	2,340,875
300 - Debt Service Surplus/(Deficit)	**(0)**	**-**	**834,437**	**(51,051)**	**(69,117)**	**-**	**496**

Proposed for Adoption 08.26.20
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2020 - 2021 Adopted Budget

400-00 Capital Projects Revenue

					2020 - 2021 Adopted
400-00-57-571100	**Transfer From General Operating**				**31,125**
	Description	***Units***	***Price***	***Amount***	
	Questica Budget Software - 25% Share	1	6,125	6,125	
	Platform & Lift for Public Works Building	1	25,000	25,000	
400-00-57-571100	**Transfer From Special Revenue**				**56,125**
	Description	***Units***	***Price***	***Amount***	
	Questica Budget Software - 25% Share	1	6,125	6,125	
	CVB Buildout at City Hall	1	50,000	50,000	
400-00-57-571600	**Transfer From Water & Sewer**				**505,625**
	Description	***Units***	***Price***	***Amount***	
	Motor Control Center (MCC) Replacement (30% Share)	1	144,600	144,600	
	ACP Waterline Replacement - I45 at Texaco (30% Share	1	100,800	100,800	
	ACP Waterline Replacement - Memorial Hermann (30% Sh	1	133,500	133,500	
	ACP Waterline Replacement - David Memorial at Vetter (30%	1	62,100	62,100	
	ACP Waterline Replacement - I-45 Crossing at Research (30%	1	54,600	54,600	
	Sewer Inspection Camera (30% Share)	1	3,900	3,900	
	Questica Budget Software (25% Share)	1	6,125	6,125	
400-00-57-571600	**Transfer From MDD**				**1,421,625**
	Description	***Units***	***Price***	***Amount***	
	Motor Control Center (MCC) Replacement (70% Share)	1	337,400	337,400	
	ACP Waterline Replacement - I45 at Texaco (70% Share	1	235,200	235,200	
	ACP Waterline Replacement - Memorial Hermann (70% Sh	1	311,500	311,500	
	ACP Waterline Replacement - David Memorial at Vetter (70%	1	144,900	144,900	
	ACP Waterline Replacement - I-45 Crossing at Research (70%	1	127,400	127,400	
	WWTP Improvements - Professional Services	1	250,000	250,000	
	Sewer Inspection Camera (70%)	1	9,100	9,100	
	Questica Budget Software (25% Share)	1	6,125	6,125	
	Capital Projects Revenue Total				**2,014,500**

-	-	-	-	-	-

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2020 - 2021 Adopted Budget

400-00 Capital Projects

					2020 - 2021 Adopted
400-60-66-662000	**Building Improvements**				**25,000**
	Description	***Units***	***Price***	***Amount***	
	Platform & Lift for Public Works Building	1	25,000	25,000	
400-60-66-662307	**Questica Budgeting Software**				**24,500**
400-45-66-662000	**Building Improvements**				**50,000**
	Description	***Units***	***Price***	***Amount***	
	CVB Buildout at City Hall	1	50,000	50,000	
400-61-66-660301	**Motor Control Center (MCC)**				**482,000**
400-61-66-660302	**ACP Waterline Replacements**				**1,170,000**
	Description	***Units***	***Price***	***Amount***	
	ACP Waterline Replacement - I45 at Texaco	1	336,000	336,000	
	ACP Waterline Replacement - Memorial Hermann	1	445,000	445,000	
	ACP Waterline Replacement - David Memorial at Vette	1	207,000	207,000	
	ACP Waterline Replacement - I-45 Crossing at Research	1	182,000	182,000	
400-61-66-661700	**Equipment**				**13,000**
	Description	***Units***	***Price***	***Amount***	
	Sewer Inspection Cameras	1	13,000	13,000	
400-61-66-669700	**Waste Water Treatment Plant**				**250,000**
	Description	***Units***	***Price***	***Amount***	
	Professional Services	1	250,000	250,000	
	Capital Projects Total				**2,014,500**

-	-	-	-	-	-

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2020 - 2021 Adopted Budget

400 - Capital Projects

	2020 - 2021 Adopted						
00 - Revenue	2,014,500	-	-	-	-	-	-
45 - CVB Fund Projects	50,000						
60 - General Fund Projects	49,500	-	-	-	-	-	-
61 - Water & Sewer Projects	1,915,000	-	-	-	-	-	-
400 - Capital Projects Surplus/(Deficit)	**-**	**-**	**-**	**-**	**-**	**-**	**-**

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2020 - 2021 Adopted Budget

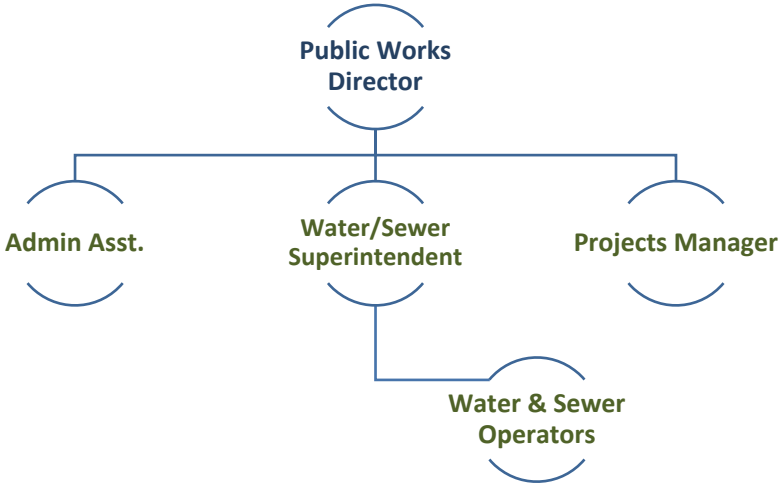
600-00 Water & Sewer Revenue

		2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
600-00-64-641100	Water	1,754,789	1,499,820	806,917	1,499,820	1,338,449	1,414,925	1,432,576
600-00-54-541200	Sewer	1,201,388	1,026,827	621,784	1,026,827	1,000,773	996,919	1,009,906
600-00-54-541500	Penalty	15,000	24,000	6,835	24,000	16,410	22,600	20,822
600-00-54-542000	Tap Fees	35,000	35,000	64,858	35,000	118,585	72,000	35,574
600-00-54-542600	Temporary Water Meters	4,000	8,000	3,205	8,000	3,272	8,000	3,440
600-00-54-545000	Groundwater Reduction Plan Fees	174,481	152,327	96,556	152,327	162,852	152,327	180,539
600-00-54-54300	Lonestar Groundwater Conservation District	33,253	23,276	17,497	23,276	29,435	23,276	30,904
600-00-56-561100	Leases	25,000	-	4,167	-	-	-	-
600-50-62-624600	Interest	1,000	3,000	293	3,000	2,884	2,000	1,180
	Activity in Additional GL Accounts No Longer Used in 2020 - 2021 Budget Year	-	-	14,428	324	186,499	48+324	19,126
	Water & Sewer Revenue Total	**3,243,911**	**2,772,250**	**1,622,111**	**2,772,250**	**2,672,660**	**2,692,048**	**2,714,941**

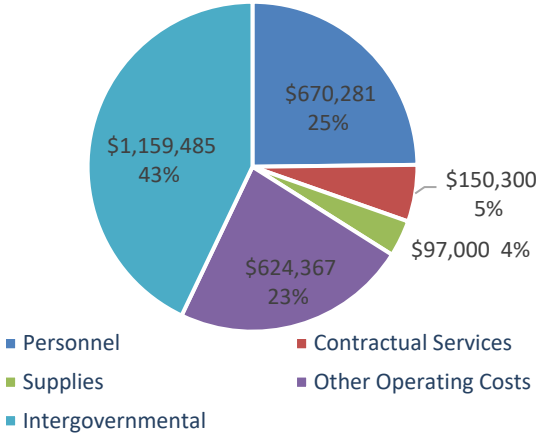
Water & Sewer

The Water & Sewer Department maintains the following within the city:

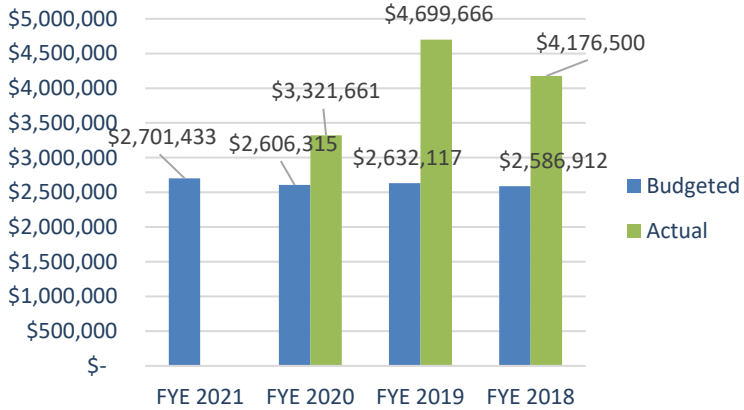
- Sanitary Sewer Collection System
- Potable Water Distribution System
- Ground Water Wells
- Wastewater Treatment Plant
- TCEQ Compliance
- MS4 Permitting Compliance



2020 -2021 Adopted Budget - Water & Sewer



Budgeted & Actual Expenses - Water & Sewer



Public Works Director

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Please visit the Public Works Department's webpage for more information.

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2020 - 2021 Adopted Budget

600-50 Water & Sewer

		2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
600-50-61-611000	**Salaries & Wages**	494,234	467,419	370,092	360,571	337,213	338,458	337,213
	Description / Units / Price / Amount							
	8 Staff / 1 / 492,434 / 492,434							
	Stipend / 1 / 1,800 / 1,800							
600-50-61-611200	**Certification Pay**	6,000	4,800	2,414	2,400	2,407	2,400	2,407
	Description / Units / Price / Amount							
	S. Early - Certification / 12 / 300 / 3,600							
	G. Gomez - Certification / 12 / 200 / 2,400							
600-50-61-611400	**Overtime**	5,000	5,000	4,639	6,000	3,924	5,000	3,924
	Description / Units / Price / Amount							
	6 Staff / 1 / 5,000 / 5,000							
600-50-61-611407	**Special Events Overtime**	560	500	-	500	127	500	127
	Description / Units / Price / Amount							
	Trash Bash (Fall & Spring) / 16 / 35 / 560							
600-50-61-611410	**After Hours Calls Overtime**	20,000	20,000	22,884	15,000	16,870	10,000	16,870
600-50-61-611600	**Longevity Pay**	3,245	3,400	2,410	2,500	2,175	2,185	2,175
	Description / Units / Price / Amount							
	8 Staff / 1 / 3,245 / 3,245							
600-50-61-614100	**Retirement**	98,615	90,466	119,374	68,773	68,952	65,108	68,952
	Description / Units / Price / Amount							
	8 Staff / 1 / 98,615 / 98,615							
600-50-61-614400	**FICA/Medicare Tax**	40,467	38,337	29,954	30,522	26,699	28,393	26,699
	Description / Units / Price / Amount							
	8 Staff / 1 / 40,467 / 40,467							
600-50-61-614500	**Unemployment**	2,160	3,780	110	1,890	925	1,890	925
	Description / Units / Price / Amount							
	8 Staff / 1 / 2,160 / 2,160							
600-50-62-620100	**Operating Services**	141,200	133,900	130,778	140,295	107,310	132,510	107,310
	Description / Units / Price / Amount							
	811 Locate / 12 / 100 / 1,200							
	Guadalajara - Utility Billing / 12 / 2,500 / 30,000							
	Lab, Analysis, and Testing Fees / 12 / 3,250 / 39,000							
	Quarterly Testing - WP #4 (Eastex) / 4 / 250 / 1,000							
	Sludge Hauls / 140 / 500 / 70,000							
600-50-62-621000	**Consulting/Professional Services**	250	250	1,189	250	48	32,500	48
	Description / Units / Price / Amount							
	Accident Drug Screens / 5 / 50 / 250							

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		2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
600-50-62-621100	**Engineer**	1,000	2,000	225	2,000	17,526	32,500	17,526
	Description / ***Units*** / ***Price*** / ***Amount***							
	Engineering Service / *1* / *1,000* / *1,000*							
600-50-62-623600	**Building & Grounds Maintenance**	7,000	1,000	905	1,000	24,697	1,000	24,697
	Description / ***Units*** / ***Price*** / ***Amount***							
	Area Lighting Repairs / *1.00* / *2,000.00* / *2,000*							
	General Repairs / *1.00* / *1,000.00* / *1,000*							
	HVAC Repairs / *1* / *4,000* / *4,000*							
600-50-62-623800	**License & User Fees**	200	200	200	-	1,390		1,390
	Description / ***Units*** / ***Price*** / ***Amount***							
	TCEQ Tier II Online Access Fee / *4* / *50* / *200*							
600-50-62-624200	**Postage**	300	300	399	50	875	50	875
	Description / ***Units*** / ***Price*** / ***Amount***							
	Meter Warranty Returns / *1* / *300* / *300*							
600-50-62-624500	**Printing**	100	100	-	100	-	100	-
	Description / ***Units*** / ***Price*** / ***Amount***							
	Business Cards / *1* / *100* / *100*							
600-50-62-624600	**Legal Notices**	250	250	252	250	-	500	-
	Description / ***Units*** / ***Price*** / ***Amount***							
	Legal Notices / *1* / *250* / *250*							
600-50-63-630800	**Uniforms and Safety Gear**	6,330	6,330	809	6,330	3,105	5,880	3,105
	Description / ***Units*** / ***Price*** / ***Amount***							
	5 Staff (6 Uniforms) / *30* / *140* / *4,200*							
	Event Shirts (5 staff, 1 Shirt/2 Staff, 2 Shirts) / *9* / *50* / *450*							
	First Aid for Buildings and Trucks / *1* / *180* / *180*							
	Safety Gear / *1* / *1,500* / *1,500*							
600-50-63-631000	**Operating Supplies**	69,370	79,250	67,000	76,045	71,406	70,815	71,406
	Description / ***Units*** / ***Price*** / ***Amount***							
	Beltpress Polymer / *9* / *1,500* / *13,500*							
	Chemical supplies / *1* / *1,000* / *1,000*							
	Cl and S02 150 lb. Tank Rental (31 Units/Month) / *372* / *10* / *3,720*							
	Cl and S02 2000 lb. Tank Rental (5 Units/Month) / *60* / *50* / *3,000*							
	Fire Hydrant Paint / *1* / *500* / *500*							
	General Supplies / *1* / *500* / *500*							
	Lab Instruments / *1* / *1,000* / *1,000*							
	Lubrication Oil for Well / *2* / *1,750* / *3,500*							
	Sanitary Manhole Inserts / *10* / *65* / *650*							
	Treatment Chemicals Based on Usage (Cl and S02) / *12* / *3,500* / *42,000*							

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2020 - 2021 Adopted Budget

		2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
600-50-63-631100	**Operating Equipment**	18,000	16,500	13,449	16,500	28,721	28,966	28,721
	Description / ***Units*** / ***Price*** / ***Amount***							
	Commercial Water Meters / *6* / *1,500* / *9,000*							
	Residential Water Meters / *30* / *300* / *9,000*							
600-50-63-631200	**Office Supplies**	300	300	60	300	235	300	235
	Description / ***Units*** / ***Price*** / ***Amount***							
	Office Supplies / *1* / *300* / *300*							
600-50-63-631400	**Office Equipment And Furnishings**	1,000	1,000	1,760	1,795	2,739	2,300	2,739
	Description / ***Units*** / ***Price*** / ***Amount***							
	Office Furniture / *1* / *1,000* / *1,000*							
600-50-63-631500	**Building & Grounds Supplies**	2,000	2,000	1,947	2,000	1,363	2,300	1,363
	Description / ***Units*** / ***Price*** / ***Amount***							
	Light Bulbs at Water and Sewer Facilities / *1* / *500* / *500*							
	Maintenance Supplies / *1* / *250* / *250*							
	Painting and Supplies / *1* / *1,250* / *1,250*							
600-50-67-670600	**Groundwater Reduction Plan**	181,500	187,000	74,114	192,500	88,589	192,500	88,589
	Description / ***Units*** / ***Price*** / ***Amount***							
	Based on 12 Month History of Gallons Sold / *330,000* / *0.55* / *181,500*							
600-50-67-670800	**Usage Fees**	46,620	56,250	15,210	55,900	14,840	53,050	14,840
	Description / ***Units*** / ***Price*** / ***Amount***							
	LSGCD (1,000 Gals) Based on 12 Month Pumpage / *372,000* / *0.09* / *31,620*							
	TCEQ / *1* / *15,000* / *15,000*							
600-50-67-670900	**Dues/Memberships**	1,179	1,220	693	1,220	694	1,200	694
	Description / ***Units*** / ***Price*** / ***Amount***							
	AWWA Membership / *1* / *500* / *500*							
	Amazon Membership Annual Renewal / *1* / *23* / *23*							
	Plumbing License Renewal (WS Superintendent) / *1* / *55* / *55*							
	TRMT Operator License Renewal (Chief Operator) / *1* / *111* / *111*							
	TWUA License Renewals / *7* / *70* / *490*							
600-50-67-672300	**Travel/Training**	10,500	9,000	4,888	8,550	4,816	7,000	4,816
	Description / ***Units*** / ***Price*** / ***Amount***							
	Administrative Assistant / *1* / *1,200* / *1,200*							
	Director (TML, TAWWA, TCEQ, PATC) / *1* / *3,000* / *3,000*							
	Field Service Representatives / *2* / *750* / *1,500*							
	Water Sewer Superintendent / *1* / *1,500* / *1,500*							
	Operators / *3* / *1,100* / *3,300*							

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		2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
600-50-67-674400	**Equipment Maintenance**	132,500	132,500	149,771	127,500	113,051	153,920	113,051
	Description / ***Units*** / ***Price*** / ***Amount***							
	Belt Press Replacement / *1* / *5,000* / *5,000*							
	Repair/Maintenance for Beltpress / *1* / *2,500* / *2,500*							
	Repair/Maintenance for Collection System / *1* / *5,000* / *5,000*							
	Repair/Maintenance for Distribution System / *1* / *5,000* / *5,000*							
	Repair/Maintenance for Lift Stations / *7* / *5,000* / *35,000*							
	Repair/Maintenance for Wastewater Treatment Plant / *1* / *35,000* / *35,000*							
	Repair/Maintenance for Water Plants / *3* / *15,000* / *45,000*							
600-50-67-674500	**Routine/Preventative Maintenance**	30,593	37,733	15,757	33,833	16,563	37,933	16,563
	Description / ***Units*** / ***Price*** / ***Amount***							
	Annual Lift Station/Scum Pit/CC Chamber Cleaning / *9* / *1,000* / *9,000*							
	Brake Check (1 Per Vehicle) / *4* / *45* / *180*							
	Chlorine and Sulfur Dioxide Systems / *1* / *6,500* / *6,500*							
	Elevated Storage Tank Inspections / *1* / *1,000* / *1,000*							
	Flow Meter Calibration / *1* / *650* / *650*							
	Ground Storage Tank Inspections / *3* / *500* / *1,500*							
	PMA Basic - Equipment / *3* / *90* / *270*							
	PMA Full - Equipment / *3* / *135* / *405*							
	PMA Full - Vehicles / *4* / *90* / *360*							
	Pump Inspections / *1* / *7,000* / *7,000*							
	Registration / *4* / *15* / *60*							
	State Inspections / *4* / *42* / *168*							
	Tire Replacement (2 Tires Per Vehicle) / *8* / *100* / *800*							
	Well Inspections / *3* / *900* / *2,700*							
600-50-67-674600	**Vehicle Repairs**	1,000	1,000	844	1,000	1,313	1,000	1,313
	Description / ***Units*** / ***Price*** / ***Amount***							
	Damage Repairs / *1* / *1,000* / *1,000*							
600-50-67-674700	**Maintenance Agreements**	26,350	34,500	20,586	34,500	28,598	27,500	28,598
	Description / ***Units*** / ***Price*** / ***Amount***							
	Belt Press Preventative Maintenance / *1* / *3,000* / *3,000*							
	Cathodic Protection / *1* / *550* / *550*							
	Clarifier Drive Maintenance and Inspection / *2* / *2,400* / *4,800*							
	Generator Maintenance and Testing / *1* / *18,000* / *18,000*							
600-50-67-675500	**Fuel-Vehicles**	7,425	7,200	4,760	7,200	4,314	6,200	4,314
	Description / ***Units*** / ***Price*** / ***Amount***							
	Diesel / *150* / *4* / *525*							
	Unleaded / *2,300* / *3* / *6,900*							
600-50-67-676100	**Utilities-Electricity**	185,000	185,000	176,967	180,000	179,343	185,000	179,343
	Description / ***Units*** / ***Price*** / ***Amount***							
	Based on Historical Usage / *1* / *185,000* / *185,000*							

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					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
600-50-67-676200	**Utilities-Natural Gas**				1,700	1,500	1,501	1,500	1,416	1,500	1,416
	Description	***Units***	***Price***	***Amount***							
	Natural Gas for Lift Station Generators	1	1,700	1,700							
600-50-68-681100	**Transfer to General Operating**				345,999	336,190	300,182	298,273	323,782	340,797	323,782
	Description	***Units***	***Price***	***Amount***							
	Plant Grounds Maintenance	1	400	400							
	Property/Liability	1	19,702	19,702							
	15% Legal	1	18,000	18,000							
	10% Finance Personnel	1	25,897	25,897							
	Dental/Medical/Life/AD&D	12	10,708	128,496							
	10% Administration Fees	1	82,041	82,041							
	Auto Insurance	1	1,895	1,895							
	Rent	12	2,666	31,992							
	40% Audit	1	8,686	8,686							
	25% Incode Fees	1	6,216	6,216							
	Technology costs	1	22,674	22,674							
600-50-68-681300	**Transfer to Debt Service**				280,988	531,600	507,536	558,008	504,053	501,888	504,053
	Description	***Units***	***Price***	***Amount***							
	2019 Refunding Principal & Interest (30%)	1	89,040	89,040							
	2015 Go Refunding Principal & Interest (15%)	1	191,948	191,948							
600-50-68-681400	**Transfer to Capital Projects**				505,625	186,310	641,433	369,500	2,150,592	282,938	2,150,592
	Description	***Units***	***Price***	***Amount***							
	Motor Control Center (MCC) Replacement (30% Share)	1	144,600	144,600							
	ACP Waterline Replacement - I45 at Texaco (30% Share)	1	100,800	100,800							
	ACP Waterline Replacement - Memorial Hermann (30% Share)	1	133,500	133,500							
	ACP Waterline Replacement - David Memorial at Vetter (30% Sha	1	62,100	62,100							
	ACP Waterline Replacement - I-45 Crossing at Research (30% Sha	1	54,600	54,600							
	Sewer Inspection Camera (30% Share)	1	3,900	3,900							
	Questica Budget Software (25% Share)	1	6,125	6,125							
600-50-69-690200	**Transfer to Equipment Replacement**				26,873	22,230	25,830	25,830	25,830	25,830	25,830
	Description	***Units***	***Price***	***Amount***							
	1 Ton Truck (2@$28,500/10 yrs) [8 Yrs Invested]	2	2,850	5,700							
	Jet Machine (1@$35,250/15 yrs) [6 Yrs Invested]	1	2,350	2,350							
	Backhoe (1@$81,000/15 yrs) [8 Yrs Invested]	1	5,400	5,400							
	1/2 Ton Truck (1@$23,100/7 yrs) [8 Yrs Invested]	1	3,300	3,300							
	Tractor (1@$31,500/15 yrs) [8 Yrs Invested]	1	2,100	2,100							
	4x4 Utility Vehicle (1@$14,800/10 yrs) [3 Yrs Invested]	1	1,480	1,480							
	1/4 Ton Truck (1@32,500/7yrs) [1 Yr Invested]	1	4,643	4,643							
	Mini Excavator (1@$28,500/15 yrs) [8 Yrs Invested]	1	1,900	1,900							
	Activity in Additional GL Accounts No Longer Used in 2020 - 2021 Budget Year				-	-	613,148	1,732	523,166	5,001	
	Water/Sewer Total				**2,701,433**	**2,606,315**	**3,321,661**	**2,632,117**	**4,699,666**	**2,586,912**	**4,176,499**

Utility Billing

The Finance Department manages the Utility Billing Department.

Public Works provides all meter reads and utility maintenance.

The Utility Billing Clerk then processes the reads and generates the bills to be disbursed. The Utility Billing Clerk is also the customer service contact for all billing concerns and questions.

Finance Director

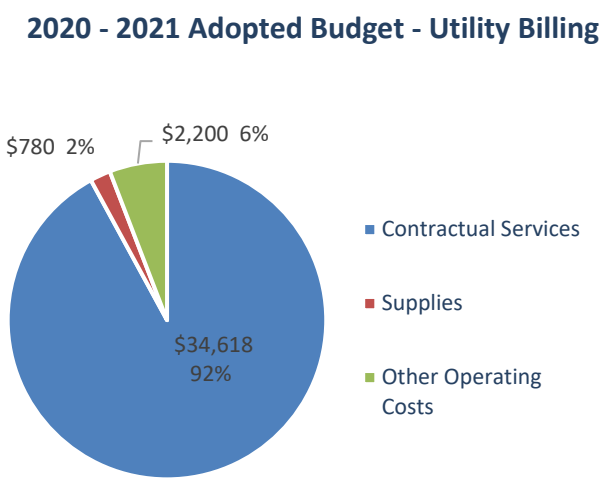
Lisa Wasner

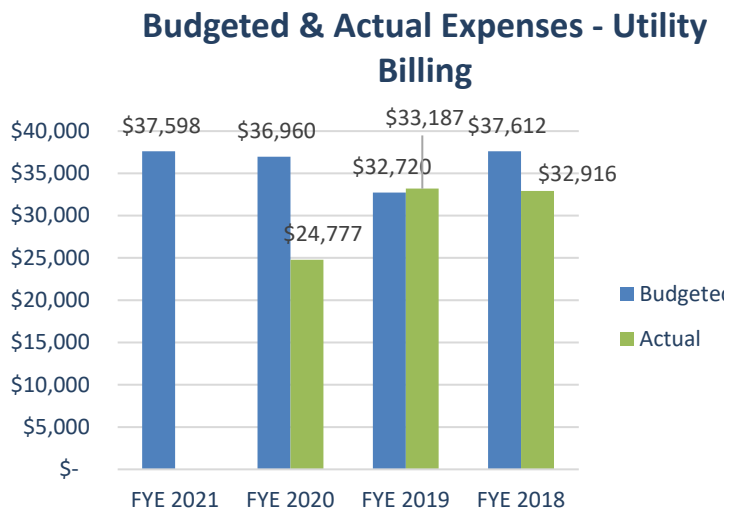
LWasner@shenandoahtx.us

Accounting/Utility Billing Clerk

Tammy Daley

Tdaley@shenandoahtx.us





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600-51 Utility Billing

		2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
600-51-62-620100	**Operating Services**	13,608	12,960	9,731	11,820	11,671	2,808	2,571
	Description / Units / Price / Amount							
	Annual Compliance Fee — 2 / 180 / 360							
	Billing- Paper/Printing/Folding/Postage/Mailing — 12 / 1,074 / 12,888							
	Folding and Stuffing Inserts — 6 / 60 / 360							
600-51-62-623800	**Licenses & User Fees**	19,500	19,500	14,710	18,000	19,823	18,740	17,884
	Description / Units / Price / Amount							
	Fees for Credit Card Transactions — 12 / 1,000 / 12,000							
	Fees for Online Bill Pay (400 Users/Monthly) — 6,000 / 1.25 / 7,500							
600-51-62-624200	**Postage**	860	920	-	120	50	8,400	5,455
	Description / Units / Price / Amount							
	Online Bill Pay Website Pamphlet — 1 / 800 / 800							
	Postage-Past Due Letters — 12 / 5 / 60							
600-51-62-624500	**Printing**	650	650	-	50	-	150	-
	Description / Units / Price / Amount							
	Online Bill Pay Website Pamphlet — 1 / 600 / 600							
	Business Cards for Utility Billing — 1 / 50 / 50							
600-51-63-630800	**Uniforms and Safety Gear**	100	100	-	100	55	-	-
	Description / Units / Price / Amount							
	City Shirts-UB clerk — 2 / 50 / 100							
600-51-63-631000	**Operating Supplies**	230	230	-	230	-	2,500	2,600
	Description / Units / Price / Amount							
	Past Due Door Hanger Paper — 1 / 230 / 230							
600-51-63-631200	**Office Supplies**	450	400	253	200	197	800	665
	Description / Units / Price / Amount							
	Welcome Packet Folders — 1 / 50 / 50							
	Paper, Pens, Etc — 1 / 400 / 400							
600-51-67-672300	**Travel/Training**	2,200	2,200	83	2,200	1,041	500	332
	Description / Units / Price / Amount							
	Tyler Connect-Utility Billing Clerk — 1 / 2,000 / 2,000							
	Webinars- Updates/Collections — 2 / 100 / 200							
	Activity in Additional GL Accounts No Longer Used in 2020 - 2021 Budget Year	-	-		-	350	3,714	3,409
	Utility Billing Total	37,598	36,960	24,777	32,720	33,187	37,612	32,916

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600 - Water & Sewer Total Expenses

	2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
00 - Water & Sewer Revenue	3,243,911	2,772,250	1,622,111	2,772,250	2,672,660	2,692,048	2,714,941
50 - Water & Sewer Expenses	2,701,433	2,606,315	3,321,661	2,632,117	4,699,666	2,586,912	4,176,499
Amount Paid By Reserves - Elevated Storage Tank Rehab & Painting - Design	-	(100,000)	-				
51 - Utility Billing	37,598	36,960	24,777	32,720	33,187	37,612	32,916
Net Payroll Accruals - For 27 Pay Periods	11,427						
600 - Water & Sewer Surplus/(Deficit)	**504,880**	**228,975**	**(1,724,326)**	**107,413**	**(2,060,193)**	**67,524**	**(1,494,475)**

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102-00 Park Beautification Fund Revenue

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
102-00-56-566200	**Park Reservation Fees**				3,900	3,900	1,395	3,900	4,435	-	3,765
	Description	***Units***	***Price***	***Amount***							
	Based on 3 Reservations Per Week	*156*	*25.00*	*3,900*							
	Park Beautification Revenue Total				**3,900**	**3,900**	**1,395**	**3,900**	**4,435**	**-**	**2,225**

102-32 Park Beautification Fund Expenses

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
102-32-54-543300	**Park Reservation Fund Improvements**				3,900	3,900	-	3,900	4,867	-	4,035
	Description	***Units***	***Price***	***Amount***							
	Based on 3 Reservations Per Week	*156*	*25.00*	*3,900*							
	Park Beautification Fund Expenses Total				**3,900**	**3,900**	**-**	**3,900**	**4,867**	**-**	**-**

102 - Park Beautification Surplus/(Deficit)	**-**	**-**	**1,395**	**-**	**(432)**	**-**	**2,225**

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120-00 Equipment Replacement Revenue

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
120-00-69-690222	**Transfer From Police**				58,359	53,280	53,280	28,270	28,270	45,055	45,055
	Description	***Units***	***Price***	***Amount***							
	Non-patrol vehicles (2 @$30,000/ 7yrs) [8 Yrs Invt]	2	4,285	8,570							
	CRO vehicle ($31,000/7 years) [4 Yrs Invt]	1	4,429	4,429							
	Vest (28 @ $1,000 each/ 5 yrs) [1 Yr Invt]	28	200	5,600							
	Heavy Vests (28@$1,500each/5 Yrs) [1 Yr Invt]	28	300	8,400							
	Handheld Radios (28 Units @ $4,200 Each/ 10 Yrs) [2 Yr Ir	28	420	11,760							
	Mobile Radios (28 Units @ $4,000 Each/10 Yrs) [2 Yr Inv	28	400	11,200							
	Tasers (28 @ $1,500 Each/ 5 Yrs) [Mult Yrs Invt]	28	300	8,400							
120-00-69-690230	**Transfer From Public Works**				32,383	27,740	27,740	31,340	31,340	31,340	31,340
	Description	***Units***	***Price***	***Amount***							
	1/2 Ton Truck (1@$23,100/7 Yrs) [8 Yrs Invested]	1	3,300	3,300							
	Pool Car (1@$23,100/7 Yrs) [8 Yrs Invested]	1	3,300	3,300							
	Street Sweeper (1@$115,000/10 Yrs) [8 Yrs Invested]	1	11,500	11,500							
	4x4 Utility Vehicle (1@$14,800/10 Yrs) [4 Years Invested	1	1,480	1,480							
	1/4 Ton Truck (1@32,500/7yrs) [1 Yr Invested]	1	4,643	4,643							
	Bucket Truck (1@$81,600/10 Yrs) [5 Yrs Invested]	1	8,160	8,160							
120-00-69-690231	**Transfer From Pool**				14,833	14,833	14,833	14,833	14,833	14,833	14,833
	Description	***Units***	***Price***	***Amount***							
	Rock Wall for Pool (1@$35,000/15 Yrs) [6 Yrs Invested]	1	2,333	2,333							
	Salt Water System (1@$150,000/20 Yrs) [5 Yrs Invested]	1	7,500	7,500							
	Pool Slide (1@$50,000/10 Yrs) [5 Yrs Invested]	1	5,000	5,000							
120-00-69-690243	**Transfer From Community Development**				8,524	4,262	4,262	7,862	7,861	7,862	7,862
	Description	***Units***	***Price***	***Amount***							
	1/4 Ton Pickup Truck (1@$29,827.95/7 yrs.) [5 Yrs Investe	1	4,262	4,262							
	Tahoe (1@$29,827.95/7yrs.)	1	4,262	4,262							
120-00-69-690255	**Transfer From Technology**				8,250	8,250	8,250	8,250	8,250	8,250	8,250
	Description	***Units***	***Price***	***Amount***							
	IT Infrastructure Projects	1	8,250	8,250							
120-00-69-690255	**Transfer From Water & Sewer**				26,873	22,230	22,230	25,830	25,830	25,830	25,830
	Description	***Units***	***Price***	***Amount***							
	1 Ton Truck (2@$28,500/10 yrs) [8 Yrs Invested]	2	2,850	5,700							
	Jet Machine (1@$35,250/15 yrs) [6 Yrs Invested]	1	2,350	2,350							
	Backhoe (1@$81,000/15 yrs) [8 Yrs Invested]	1	5,400	5,400							
	1/2 Ton Truck (1@$23,100/7 yrs) [8 Yrs Invested]	1	3,300	3,300							
	Tractor (1@$31,500/15 yrs) [8 Yrs Invested]	1	2,100	2,100							
	4x4 Utility Vehicle (1@$14,800/10 yrs) [3 Yrs Invested]	1	1,480	1,480							
	1/4 Ton Truck (1@32,500/7yrs) [1 Yr Invested]	1	4,643	4,643							
	Mini Excavator (1@$28,500/15 yrs) [8 Yrs Invested]	1	1,900	1,900							
	Equipment Replacement Revenue Total				**149,222**	**130,595**	**130,595**	**116,385**	**116,384**	**133,170**	**133,170**

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140-00 Trash/Recycling Revenue

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
140-00-54-541700	Recycling				43,940	39,398	23,735	37,901	36,305	34,107	33,674
	Description	*Units*	*Price*	*Amount*							
	Based on 515 Users for 12 Months	*6,180*	*7.11*	*43,940*							
140-00-54-541300	Trash Collection				25,044	27,044	27,701	28,044	30,824	26,820	32,409
	Description	*Units*	*Price*	*Amount*							
	Street Fee Based on 1,060 Accounts for 12 Months	*12*	*2,087*	*25,044*							
140-00-56-561300	Penalty				400	750	181	1,200	307	2,300	662
140-00-57-571100	Transfer from General Operating				275,987	252,823	252,824	250,349	250,349	214,361	214,361
	Trash & Recycling Revenue Total				**345,371**	**320,015**	**304,441**	**317,494**	**317,786**	**277,588**	**281,106**

140-33 Trash/Recycling Expenses

					2020 - 2021 Adopted	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
140 -33-62-623103	Recycling				43,940	39,398	26,874	37,900	36,572	34,107	33,688
	Description	*Units*	*Price*	*Amount*							
	Based on 515 Users for 12 Months	*6,180*	*7.11*	*43,940*							
140-33-62-623100	Trash Collection				275,897	254,824	174,212	253,349	244,087	241,193	231,207
	Description	*Units*	*Price*	*Amount*							
	Based on 1,060 Homes for 12 Months	*12,720*	*21.69*	*275,897*							
	Trash & Recycling Expenses Total				**319,837**	**294,222**	**201,087**	**291,249**	**280,658**	**275,300**	**264,895**

140 - Trash/Recycling Surplus/(Deficit)	**25,534**	**25,793**	**103,355**	**26,245**	**37,128**	**2,288**	**16,211**

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840-00 Metropark Square PID Revenue

		2020 - 2021 Adopted	2019-2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
840-00-50-511000	Special Assessments	1,097,432	1,153,592	1,222,727	1,148,227	1,148,227		
	Description / *Units* / *Price* / *Amount*							
	Year 3 Assessments / *1* / *1,097,432.00* / *1,097,432*							
840-00-56-561000	Interest	200	200	-	200	45		
	Metropark Square PID Revenue Total	**1,097,632**	**1,153,792**	**1,222,727**	**1,148,427**	**1,148,272**	**-**	**-**

840-85 Metropark Square PID Expense

		2020 - 2021 Adopted	2019-2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
840-85-85-850103	Bond Principal Payment -	235,000	220,000	-	205,000	380,000		
840-85-85-850105	Bond Interest Payment -	798,410	827,405	408,715	836,630	836,298		
840-85-85-850102	Additional Bond Payments	104,036	106,187	21,990	106,600	18,000		
	Description / *Units* / *Price* / *Amount*							
	Preliminary Estimate of Administrative Expenses / *1* / *31,836* / *31,836*							
	Additional Interest (0.50%) / *1* / *72,200* / *72,200*							
	Metropark Square PID Expense Total	**1,137,446**	**1,153,592**	**430,705**	**1,148,230**	**1,234,298**	**-**	**-**

840 - Metropark Square PID Surplus/(Deficit)	**(39,814)**	**200**	**792,022**	**197**	**(86,026)**	**-**	**-**

ORDINANCE NO. O-20-014

AN ORDINANCE OF THE CITY OF SHENANDOAH, TEXAS ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2020-2021.

WHEREAS, applicable law requires the City of Shenandoah, Texas to adopt a budget for the fiscal year 2020-2021; and

WHEREAS, a budget has been prepared for the fiscal year 2020-2021 as set forth in Exhibit "A" hereto; and

WHEREAS, notice having been first given in the manner provided by law, the City Council conducted a public hearing upon such proposed budget; and

WHEREAS, the City Council has considered the proposed budget and made such changes as it considers warranted by law and in the best interest of the municipal taxpayers:

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

Section 1. That the budget, including estimated revenues and proposed expenditures within the General Fund and each Special Fund is hereby approved and adopted as the Municipal Budget for the Fiscal Year beginning October 1, 2020 and ending September 30, 2021.

Section 2. That the monies set out within each fund are hereby appropriated out of each such respective fund for the payment of expenses lawfully attributable to such fund, all as itemized in the budget.

Section 3. That the budget may be amended from time to time as provide by law for the purposes of authorizing emergency expenditures or for municipal purposes, provided however, no obligation shall be incurred, or any expenditure made except in conformity with the budget.

Section 4. That the City Administrator may, at any time, transfer any unencumbered appropriation from one-line item to another line item within the same department.

Section 5. That the Mayor of the City of Shenandoah, Texas, be, and is hereby authorized to execute the Ordinance on behalf of the City of Shenandoah, Texas and the City Council.

PASSED, APPROVED AND ADOPTED THIS THE 26th day 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 26, 2020	ITEM NUMBER:	**16**
DEPARTMENT:	Finance	PREPARED BY:	Lisa Wasner
PRICING:		EXHIBITS:	Ordinance

SUBJECT/PROCEEDING:

2020 Ad Valorem Tax Rate for Maintenance & Operations

RECOMMENDED ACTION:

It is recommended Council adopt the M&O Ad Valorem Tax Rate of $0.0810/$100 valuation.

BACKGROUND/DISCUSSION:

Per the Truth in Taxation law the Council must adopt, by resolution, the annual Ad Valorem Tax Rate (property taxes). The tax rate consists of two components: Maintenance and Operations (M&O) and Debt Service.

The Maintenance and Operations tax rate of $0.0810/$100 valuation provides the same amount of tax dollars as last year and is based on the total tax rate of $0.1799/$100 as proposed by Council. These funds can be used for Maintenance and Operations or to fulfill debt service obligations.

This year's proposed tax rate does not exceed the no-new-revenue rate (formerly known as the effective tax rate).

APPROVALS:

DEPARTMENT HEAD			August 16, 2020
CITY ADMINISTRATOR		DATE:	August 20, 2020

Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	August 26, 2020	ITEM NUMBER:	**17**
DEPARTMENT:	Finance	PREPARED BY:	Lisa Wasner
PRICING:		EXHIBITS:	Ordinance

SUBJECT/PROCEEDING:

2020 Ad Valorem Tax Rate for Debt Service

RECOMMENDED ACTION:

It is recommended Council adopt the Debt Service Rate of $0.0989/$100 valuation.

BACKGROUND/DISCUSSION:

Per the Truth in Taxation law the Council must adopt, by resolution, the annual Ad Valorem Tax Rate (property taxes). The tax rate consists of two components: Maintenance and Operations (M&O) and Debt Service; which must be adopted as separate items. This agenda form is for the Debt Service portion.

The Debt Service tax rate of $0.0989/$100 valuation is also based on the total tax rate of $0.1799/$100 as proposed by Council. These funds can only be used toward debt service obligations.

This year's proposed tax rate does not exceed the no-new-revenue rate (formerly the effective tax rate)

APPROVALS:

DEPARTMENT HEAD		DATE:	August 16, 2020
CITY ADMINISTRATOR		DATE:	August 20, 2020

ORDINANCE NO. O-20-015

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHENANDOAH, TEXAS, SETTING THE AD VALOREM TAX RATE OF THE CITY OF SHENANDOAH, FOR THE YEAR 2020 AT A RATE OF $0.1799 PER ONE HUNDRED DOLLARS ($100.00) VALUATION ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF SHENANDOAH AS OF JANUARY 1, 2021 SPECIFYING SEPARATE COMPONENTS OF SUCH RATE FOR OPERATIONS AND MAINTENANCE AND FOR DEBT SERVICE; LEVYING AN AD VALOREM TAX FOR THE YEAR 2019 PROVIDING FOR DUE AND DELINQUENT DATES TOGETHER WITH PENALTIES AND INTEREST; PROVIDING FOR COLLECTION AND ORDAINING OTHER RELATED MATTERS.

WHEREAS, the appraisal roll of the City of Shenandoah, Texas (the City) for 2020 has been prepared and certified by the Central Appraisal District and submitted to the City's tax assessor/collector; and

WHEREAS, the City's tax assessor/collector has submitted the appraisal roll for the City showing $1,162,796,520 total appraised, assessed and taxable value of all property and the total taxable value of new property to the City; and

WHEREAS, following notice and hearing in accordance with applicable legal requirements and based upon said appraisal roll, the City Council has determined a tax rate to be levied for 2020 sufficient to provide the tax revenues required by the City;

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

Section 1. That an ad valorem tax rate of $0.1799 per one hundred dollars ($100.00) assessed valuation is hereby adopted for the 2020 calendar year, such rate consisting of the following specified components:

a) For maintenance and operations, $0.0810 per one hundred dollars ($100.00) assessed valuation.

b) For debt service, $0.0989 per one hundred dollars ($100.00) assessed valuation.

Section 2. That an ad valorem tax for the 2020 calendar year in the amount established by the rate hereinabove provided is hereby levied and assessed on all taxable property, real, personal and mixed, situated within the corporate limits of the City of Shenandoah, Texas, and not otherwise exempt under the Constitution and laws of the State of Texas.

Section 3. That all taxes levied by virtue of this Ordinance shall be due and payable not later than the 31st day of January 2021, and if then not paid, shall be subject to penalties and interest in the manner provided by law.

Section 4. That the Montgomery County tax assessor-collector is hereby authorized to assess and collect the taxes of the City of Shenandoah, Texas, employing the above tax rate.

Section 5. That all ordinances and parts of ordinances in conflict with this Ordinance be and the same are hereby repealed to the extent of said conflict.

Section 6. That this ordinance shall take effect immediately of and from the date of adoption.

Those Members Present Were:

1. _____ 4. _____
2 _____ 5. _____
3. _____ 6. _____

Those Members Voting For:

1. _____ 4. _____
2 _____ 5. _____
3. _____ 6. _____

Those Members Voting Against:

1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

Those Members Present, but Not Voting:

1. _____ 2. _____

Those Members Absent:

1. _____ 2. _____

PASSED, APPROVED AND ADOPTED this 26th day of August, 2020.

CITY OF SHENANDOAH, TEXAS

_____
M. RITCHEY WHEELER, Mayor

ATTEST:

_____
COURTNEY CLARY, City Secretary

APPROVED AS TO FORM:

_____
WILLIAM FEREBEE, City Attorney

Expense Approval Report
City of Shenandoah **By Fund**
Payment Dates 07/01/2020- 07/31/2020

Vendor Name	Payment Date	Payment Number	Description (Item)	Amount
Fund: 100 - GENERAL FUND				
OMNIBASE SERVICES OF TEXAS	07/15/2020	11408	APR -JUN 2020 OMNI FEES	$ 114.00
COMPTROLLER OF PUBLIC ACCOUNTS	07/21/2020	11440	APR-JUN 2020 STATE FEES	$ 1,249.48
				$ 1,363.48
Function: 11 - Administration				
NEOFUNDS / TOTALFUNDS	07/08/2020	11377	MAY 2020 ADMIN POSTAGE	$ 62.10
UNIVERSITY OF HOUSTON	07/15/2020	11421	K.REYER CERT. PUBLIC MANAGER PROGRAM 4TH TRACK	$ 500.00
STEPTOE & JOHNSON PLLC	07/15/2020	11415	JUN 2020 CITY LEGAL FEES	$ 10,000.00
STEPTOE & JOHNSON PLLC	07/15/2020	11415	JUN 2020 LEGAL FEES - OHAH	$ 13,498.89
ANY LAB TEST NOW SHENANDOAH	07/21/2020	11434	A. WILLIAMS (NEW HIRE) - DRUG SCREENING	$ 42.00
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	K. REYER WEBINAR REGISTRATION- LAND USE FUND.	$ 40.00
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	STAFF PROVISIONS-COUNCIL MEETING 6/10/20	$ 184.71
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	J. THOMPSON 2020 EMPLOYEE 10 YEAR PEN SET	$ 69.99
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	J. MAYNER GET WELL FLOWERS	$ 62.79
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	NAVY TABLECLOTHS FOR 6' TABLES	$ 451.44
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	NAVY TABLE CLOTHES FOR 6' TABLES	$ 150.48
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	STAFF PROVISIONS-COUNCIL MEETING 6.24.20	$ 183.57
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	APR-JUN 2020 EMPLOYEE CELEBRATIONS	$ 45.22
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	D. PILCHER TAMIO MEMBERSHIP DUES	$ 85.00
STEWART TITLE	07/30/2020	11479	EARNEST MONEY 3.332 ACRE TRACT-14'DRAINAGE TRACT	$ 1,000.00
			Function 11 - Administration Total:	**$ 26,376.19**
Function: 12 - Finance				
NEOFUNDS / TOTALFUNDS	07/08/2020	11377	MAY 2020 FINANCE POSTAGE	$ 55.50
HDL COMPANIES	07/15/2020	11400	JUL-SEP 2020 SALES TAX CONSULTING SERV. RETAINER	$ 1,500.00
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	BINDING MACHINE	$ 175.00
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	BINDING MACHINE SUPPLIES	$ 114.14
			Function 12 - Finance Total:	**$ 1,844.64**
Function: 14 - Community Outreach				
HULA SIGNWORKS	07/01/2020	11348	2020 INDEPENDENCE CELEBRATION - SIGNS	$ 345.00
KONA ICE NORTH HOUSTON	07/08/2020	11371	2020 INDEPENDENCE CELEBRATION - SNOW CONES	$ 750.00
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	2020 INDEPENDENCE CELEBRATION SUPPLIES	$ 136.29
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	2020 INDEPENDENCE CELEBRATION SUPPLIES	$ 113.52
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	2020 INDEPENDENCE CELEBRATION SUPPLIES	$ 573.97
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	2020 INDEPENDENCE CELEBRATION SUPPLIES	$ 35.94
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	2020 INDEPENDENCE CELEBRATION SUPPLIES	$ 424.70
			Function 14 - Community Outreach Total:	**$ 2,379.42**
Function: 17 - Non-Department				
BUCKEYE CLEANING CENTER- HOUSTON	07/01/2020	11339	CITY HALL & GYM TRASH BAGS	$ 71.16
STERICYCLE, INC.	07/15/2020	11416	JUN 2020 SHRED BOXES AND SERVICES FOR CITY HALL	$ 117.55
JOEL GORDON	07/15/2020	11404	J.GORDON TUITION REIMBURSEMENT SPRING 2020	$ 920.00
JAKE REUVERS	07/15/2020	11403	JAN-JUN 2020 STUDENT LOAN ASSISTANCE REIMBURSEMENT	$ 848.55
CHRISTIAN LEHMAN	07/15/2020	11389	JAN-JUN 2020 STUDENT LOAN ASSISTANCE REIMBURSEMENT	$ 890.28
JACQUELINE THOMPSON	07/15/2020	11402	JAN-FEB 2020 STUDENT LOAN ASSISTANCE REIMBURSEMENT	$ 416.00
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	JUN 2020 BREAKROOM SUPPLIES	$ 50.40
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	JUN 2020 GYM WATER	$ 39.57
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	LOCAL PROMO-IMPACT NEWSPAPER	$ 1,275.00
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	LOCAL PROMO-DIGITAL TEXAS/WOODLANDS ONLINE	$ 350.00
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	JUN 2020 BREAKROOM SUPPLIES	$ 183.30
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	JUN 2020 CITY HALL PAPER GOODS	$ 172.73
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	LOCAL PROMO AD-HOUSTON CHRON/HEARST MEDIA	$ 2,062.00
BLUE CROSS/BLUE SHIELD OF TEXAS	07/28/2020	11453	JUL 2020 COBRA PAYMENT	$ 718.01
			Function 17 - Non-Department Total:	**$ 8,114.55**

Function: 18 - Fire Department

WOODLANDS TOWNSHIP FIRE DEPARTMENT	07/15/2020	11425	JUL-SEP 2020 WOODLANDS FIRE SERVICE AGREEMENT	$	157,069.00
			Function 18 - Fire Department Total:	**$**	**157,069.00**

Function: 21 - Emergency Management

BRANCH BANKING AND TRUST CO.	07/21/2020	11436	2020 COVID-19 VIRUS EMERGENCY SUPPLIES	$	144.63
			Function 21 - Emergency Management Total:	**$**	**144.63**

Function: 22 - Police

OFFICE DEPOT CREDIT PLAN	07/08/2020	11379	JUN 2020 PD RECORDS SUPPLIES - USB THUMB DRIVES	$	22.97
LAWMAN'S UNIFORM/EQUIPMENT	07/08/2020	11373	S. TURNER UNIFORM - REFLECTIVE RAIN COAT	$	120.00
LAWMAN'S UNIFORM/EQUIPMENT	07/08/2020	11373	S. TURNER UNIFORM - WINTER COAT	$	130.00
LAWMAN'S UNIFORM/EQUIPMENT	07/08/2020	11373	S. TURNER UNIFORM - HI VIZ TRAFFIC SAFETY VEST	$	48.00
LAWMAN'S UNIFORM/EQUIPMENT	07/08/2020	11373	PD UNIFORMS - REPLACEMENT TRIPLE MAG HOLDER	$	26.50
LAWMAN'S UNIFORM/EQUIPMENT	07/08/2020	11373	PD UNIFORMS - REPLACEMENT CUFF CASES	$	59.98
LAWMAN'S UNIFORM/EQUIPMENT	07/08/2020	11373	PD UNIFORMS - REPLACMENT DUTY BELTS	$	99.98
LAWMAN'S UNIFORM/EQUIPMENT	07/08/2020	11373	PD UNIFORMS - REPLACEMENT BELT KEEPERS	$	32.00
LAWMAN'S UNIFORM/EQUIPMENT	07/08/2020	11373	PD UNIFORMS - SERVING SINCE PINS	$	43.50
LAWMAN'S UNIFORM/EQUIPMENT	07/08/2020	11373	PD UNIFORMS - SEW VELCRO ON SHIRT EMBLEMS	$	60.00
LAWMAN'S UNIFORM/EQUIPMENT	07/08/2020	11373	PD UNIFORMS - NAME PLATES	$	43.50
TRANSUNION RISK & ALTERNATIVE DATA SOLUTIONS	07/08/2020	11385	JUN 2020 SUBSCRIPTION TO TLO INVEST. PROGRAM	$	150.00
CITY OF CONROE POLICE DEPARTMENT	07/08/2020	11364	APR - JUN 2020 PD AFTER HOURS PHONE SUPPORT	$	3,000.00
CITY OF CONROE FLEET	07/08/2020	11363	UNIT 14-01 WINDSHIELD WIPER REPLACED	$	36.59
CITY OF CONROE FLEET	07/08/2020	11363	UNIT 14-01 A/C REPAIR	$	72.55
CITY OF CONROE FLEET	07/08/2020	11363	UNIT 15-02 CRANKING SYSTEM BATTERY REPLACED	$	217.99
CITY OF CONROE FLEET	07/08/2020	11363	UNIT 18-01 SECONDARY BATTERY REPLACED	$	200.07
CITY OF CONROE FLEET	07/08/2020	11363	UNIT 19-03 BRAKE CHECK	$	33.85
CITY OF CONROE FLEET	07/08/2020	11363	UNIT 19-03 PMA BASIC	$	69.48
CITY OF CONROE FLEET	07/08/2020	11363	UNIT 15-03 BATTERY RELAY REPLACED	$	111.62
CITY OF CONROE FLEET	07/08/2020	11363	UNIT 15-04 STATE INSPECTION / EMISSION	$	32.75
CITY OF CONROE FLEET	07/08/2020	11363	UNIT 16-04 FLAT TIRE REPAIR	$	40.49
CITY OF CONROE FLEET	07/08/2020	11363	UNIT 18-02 CRANKING SYSTEM BATTERY (WARRANTY)	$	88.35
CITY OF CONROE FLEET	07/08/2020	11363	UNIT 16-05 TIRE REPLACEMENT (2 FRONT TIRES)	$	338.64
CITY OF CONROE FLEET	07/08/2020	11363	UNIT 14-02 STATE INSPECTION/EMISSION	$	32.75
CITY OF CONROE FLEET	07/08/2020	11363	UNIT 14-02 A/C REPAIR	$	53.76
CITY OF CONROE FLEET	07/08/2020	11363	UNIT 19-04 FLAT TIRE REPAIR	$	40.49
NEOFUNDS / TOTALFUNDS	07/08/2020	11377	POLICE POSTAGE	$	39.60
PB ELECTRONICS INC	07/15/2020	11409	LIDAR RADAR & LIDAR BI-ANNUAL CERTIFICATION	$	2,500.00
ENTERGY	07/15/2020	11396	JUN 2020 LPR ELECTRICAL USAGE	$	22.02
KETCH-ALL COMPANY	07/15/2020	11405	PD ANIMAL CONTROL POLE	$	131.00
RAINBOW EXPRESS OIL & LUBE	07/15/2020	11410	JUL 2020 PD WASHES/WAXES	$	683.33
WEX INC	07/15/2020	11424	M. BLEDSOE FUEL - BACKGROUND INVESTIGATIONS	$	22.20
WEX INC	07/15/2020	11424	JUN 2020 PD FUEL	$	3,941.92
JASON PATRICK KELLY	07/21/2020	11446	ANIMAL CONTROL - HOG TRAPPING	$	650.00
JASON PATRICK KELLY	07/21/2020	11446	REMOVAL OF FERAL HOGS	$	850.00
ANY LAB TEST NOW SHENANDOAH	07/21/2020	11434	S. TURNER (NEW HIRE) - DRUG SCREENING	$	42.00
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	M. BLEDSOE NOTARY RENEWAL FEE	$	112.00
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	C. DUENAS REG FEE - CHILD SAFETY CHECK ALERT	$	12.50
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	UNIT 20-02 EMMISION TEST	$	25.50
SIDDONS MARTIN EMERGENCY GROUP LLC	07/21/2020	11448	UNIT 15-02 DECAL REMOVAL	$	300.00
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	M. BLEDSOE REG FEE - BACKGROUND INVESTIGATION	$	250.00
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	J. FERRAND TX CRIME PREVENTION MEMBERSHIP	$	30.00
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	S. TURNER (NEW HIRE) - FINGERPRINTING	$	10.21
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	UNIT 15-04 ADDT'L STATE INSPECTION FEE	$	8.43
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	UNIT 20-01 ADDT'L STATE INSPECTION FEES	$	8.43
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	M. BLESOE HOTEL - BACKGROUND INVESTIGATIONS	$	202.20
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	M. BLEDSOE MEALS - BACKGROUND INVESTIGATIONS	$	71.92

BRANCH BANKING AND TRUST CO.	07/21/2020	11436	G. BURLESON REG FEE - DE-ESCALATION TRAINING	$	95.00
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	J. THOMPSON HOTEL - TASER CERTIFICATION	$	108.48
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	J. THOMPSON MEALS - TASER CERTIFICATION	$	24.42
TIRE PLUS	07/28/2020	11474	UNIT 17-03 TIRE REPLACEMENT	$	350.00
JUNIORS UPHOLSTERY	07/28/2020	11469	UNIT 15-02 DRIVER SEAT UPHOLSTERY REPAIR	$	145.00
FEDERAL EXPRESS	07/28/2020	11461	POSTAGE FOR SHIPPING LIDARS & RADAR	$	359.91
ATLAS CONSULTING GROUP, LLC	07/28/2020	11451	PD UNIFORMS - VEST CARRIER DOUBLE MAG POUCH	$	370.50
ATLAS CONSULTING GROUP, LLC	07/28/2020	11451	PD UNIFORMS - VEST CARRIER TOURNIQUET HOLDER	$	442.00
ATLAS CONSULTING GROUP, LLC	07/28/2020	11451	PD UNIFORMS - VEST CARRIER BLEEDER POUCH	$	148.00
			Function 22 - Police Total:	**$**	**17,162.38**

Function: 23 - Municipal Court

ROBERT M. SHIRLEY	07/15/2020	11412	JUL 2020 SETTING MUNICIPAL COURT PROSECUTOR	$	303.40
GARY SCOTT	07/15/2020	11398	JUL 2020 SETTING MUNICPAL COURT JUDGE	$	358.75
			Function 23 - Municipal Court Total:	**$**	**662.15**

Function: 30 - Public Works

DEPENDABLE KLEENING SERVICE	07/01/2020	11345	JUNE 2020 FIRE BAYS CLEANING	$	200.00
DEPENDABLE KLEENING SERVICE	07/01/2020	11345	JUNE 2020 CITY HALL, PW BLDG, CVB CLEANING	$	3,570.83
TOTAL AIR SERVICE	07/01/2020	11356	EXV & MODULE REPLACEMENT	$	2,046.67
A & A GRAPHICS SUPPLY	07/01/2020	11333	PRINT HEAD FOR PLOTTER	$	309.90
KENTECH INC	07/01/2020	11350	JUNE 2020 CITY HALL GENERATOR MAINT-H100145676	$	526.25
KENTECH INC	07/01/2020	11350	JUNE 2020 P/W BUILDING GENERATOR MAINT-255895	$	508.25
HULA SIGNWORKS	07/01/2020	11348	18" X 14" COMMUNITY ROOM RULES SIGN	$	28.50
BLEYL AND ASSOCIATES	07/01/2020	11337	JUN 2020 CITY ENGINEER RETAINER	$	1,250.00
MEMORIAL RECRUITING, INC	07/01/2020	11351	RECRUITING PROJECT MANAGER - R.PORRAS	$	11,395.23
DAWSON SAFE & LOCK SERVICES, INC.	07/01/2020	11344	KEYS FOR CITY HALL STORAGE CLOSET - EOC	$	37.30
O'REILLY AUTO PARTS	07/08/2020	11380	V-BELT - RTU #2	$	13.47
TOTAL AIR SERVICE	07/08/2020	11383	UNIT # 7 - VAV	$	711.00
TOTAL AIR SERVICE	07/08/2020	11383	CITY HALL HVAC REPAIRS	$	1,378.00
DANIEL OFFICE PRODUCTS	07/08/2020	11367	SPARCO SNAP-OFF BLADE REFILLS	$	3.92
DANIEL OFFICE PRODUCTS	07/08/2020	11367	SPARCO FAST-POINT SNAP OFF BLADE KNIFE	$	7.12
DANIEL OFFICE PRODUCTS	07/08/2020	11367	ENVELOPE MOISTENER W/ADHESIVE - 4 PK	$	9.90
DANIEL OFFICE PRODUCTS	07/08/2020	11367	24" X 150' UNIVERSAL BOND INKJET PAPER - 21 LB	$	73.28
DANIEL OFFICE PRODUCTS	07/08/2020	11367	SCOTCH MAGIC TAPE - 10 PK	$	24.00
LANDCARE USA LLC	07/08/2020	11372	JUN 2020 CITY LANDSCAPING & IRRIGATION SERV.	$	19,285.11
BLEYL AND ASSOCIATES	07/08/2020	11361	MAY 2020 INTERIM CAPITAL PROJECT DIRECTOR	$	4,480.00
ABC HOME AND COMMERCIAL SERVICES	07/08/2020	11360	JUN 2020 PEST CONTROL	$	206.83
GRAINGER, INC.	07/08/2020	11369	UNISEX RESTROOM SIGNS W/BRAILE	$	39.36
GRAINGER, INC.	07/08/2020	11369	RUBBER BOOTS, MEN'S 11, KNEE, STEEL TOE, BLACK	$	29.07
GRAINGER, INC.	07/08/2020	11369	GOJO FOAMING HAND SOAP - 2 PK	$	110.08
ENTERGY	07/15/2020	11396	JUN 2020 PW BLDG ELECTRIC USAGE	$	1,180.30
ENTERGY	07/15/2020	11396	JUN 2020 CITY HALL ELECTRIC USAGE	$	3,912.62
ENTERGY	07/15/2020	11396	JUN 2020 R.O.W. ELECTRIC USAGE	$	2,831.41
NORTHWEST SYSTEMS INC.	07/15/2020	11407	JUL 2020 CITY HALL ICE/WATER DISPENSER MAINT	$	325.00
NORTHWEST SYSTEMS INC.	07/15/2020	11407	JUL 2020 PUBLIC WORKS ICE MACHINE R/P MAINT	$	500.00
ANY LAB TEST NOW SHENANDOAH	07/15/2020	11387	R.PORRAS NEW EMPLOYEE DRUG SCREENING	$	42.00
TOTAL AIR SERVICE	07/15/2020	11417	NORTH & SOUTH CHILLER TROUBLESHOOTING	$	210.00
GRAINGER, INC.	07/15/2020	11399	GOJO, LTX AUTO SOAP DISPENSER	$	28.11
CENTERPOINT ENERGY	07/15/2020	11388	JUN 2020 PW NATURAL GAS USAGE	$	24.07
WEX INC	07/15/2020	11424	JUN 2020 P/W VEHICLE FUEL-DIESEL	$	36.08
WEX INC	07/15/2020	11424	JUN 2020 P/W VEHICLE FUEL-UNLEADED	$	156.73
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	1" RAIN BIRD FIPT PVC/GLASS FILLED ANGLE VALVE	$	65.42
ANY LAB TEST NOW SHENANDOAH	07/21/2020	11434	D. MCGUIRE (NEW HIRE) -DRUG SCREENING	$	42.00
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	SS TOWEL HOLDER	$	7.33
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	SALT & PEPPER SHAKERS	$	3.12
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	DISH MAT - BLK	$	2.97
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	AJAX DISH SOAP	$	1.73
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	AIR FRESHNER	$	0.97
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	POT HOLDERS - 2 PK	$	5.96
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	PALM BRUSH	$	6.74

BRANCH BANKING AND TRUST CO.	07/21/2020	11436	DISH MAT - XL - GRAY	$	4.97
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	COMMAND MED HOOKS - 8 PC	$	17.96
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	BROOM & DUST PAN	$	6.98
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	SINK CADDY	$	3.86
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	STICK VACUUM	$	34.96
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	WET SWIFER REFILLS	$	6.97
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	SOFT SOAP - HAND	$	3.96
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	6 ROLL TOWELS	$	8.47
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	MOP & BROOM ORGANIZER	$	12.99
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	COUNTER TOP TOWEL HOLDERS	$	13.68
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	SWIFER MOP	$	8.38
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	4 X 4 X 7' #2 PT GC	$	16.94
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	TOWMASTER PIN CLIPS	$	2.18
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	35W HAL BULB - 3 PK	$	9.88
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	OSCILLATING SPRINKLER	$	9.97
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	5/8" TOWMASTER STND BENT PIN	$	4.37
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	1-1/2" X 3/4" PVC BUSHING SPGXS	$	2.28
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	2" X 1-1/2" PVC BUSHING SPGXS	$	4.16
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	1-1/2" X 1" PVC BUSHING SPGXS	$	2.88
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	4' X 4' X 7' #2 PT GC	$	19.76
WEBB'S UNIFORMS	07/21/2020	11449	D.MCGUIRE-TACTICAL PANTS-CHARCOAL-30 X 32	$	299.70
WEBB'S UNIFORMS	07/21/2020	11449	D.MCGUIRE-LIME SHOCK T-SHIRT-MED	$	106.32
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	LYSOL	$	8.98
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	BANDAIDS	$	10.98
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	2' SWING PIPE	$	3.92
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	1/2" X 5-1/2" CARRIAGE BOLTS	$	40.70
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	QUIKRETE CONCRETE MIX - 80 LB	$	14.60
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	CAMMAND PICTURE HANGING STRIPS	$	17.96
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	FIRE ANT KILLER 3.5 LB	$	37.70
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	EVERBUILT HVDTY 36" TOOL ORGANIZER BAR	$	21.97
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	PLUG ASSY BLEED 150PE - CITY HALL	$	7.45
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	9V BATTERIES - 12 PK	$	21.97
GRAINGER, INC.	07/21/2020	11444	REPLACEMENT FILTER CARTRIDGE, 1.50 GPM	$	120.20
DEPENDABLE KLEENING SERVICE	07/28/2020	11458	JUL 2020 CITY HALL, PW BLDG, CVB CLEANING	$	3,570.83
DEPENDABLE KLEENING SERVICE	07/28/2020	11458	JUL 2020 FIRE BAYS CLEANING	$	250.00
HULA SIGNWORKS	07/28/2020	11465	RTA - COMMUNITY ROOM TRASH - REGULAR CUT	$	10.00
HULA SIGNWORKS	07/28/2020	11465	RTA - COMMUNITY ROOM W/LFT ARROW - C.H. SIGN	$	10.00
HULA SIGNWORKS	07/28/2020	11465	6' X 24" COMMUNITY ROOM W/RGT & LFT ARROW - 2 SD	$	17.50
HULA SIGNWORKS	07/28/2020	11465	6' X 24" COMMUNITY ROOM W/RIGHT ARROW - 1 SIDE	$	15.00
HULA SIGNWORKS	07/28/2020	11465	RTA - COMMUNITY ROOM TRASH - REVERSE CUT	$	20.00
BLEYL AND ASSOCIATES	07/28/2020	11452	JUL 2020 CITY ENGINEER RETAINER	$	1,250.00
BLEYL AND ASSOCIATES	07/28/2020	11452	JUN 2020 ENGINEERING SERVICES	$	185.00
BLEYL AND ASSOCIATES	07/28/2020	11452	INTERIM CAPITAL PROJECT DIRECTOR	$	2,800.00
EXER-TECH INC	07/28/2020	11460	JUL 2020 QTRLY GYM EQUIPMENT MAINTENANCE	$	195.00
			Function 30 - Public Works Total:	**$**	**64,858.01**

Function: 31 - Swimming Pool

HULA SIGNWORKS	07/01/2020	11348	4 X 8 MAX METAL SIGN	$	270.00
HULA SIGNWORKS	07/01/2020	11348	2 X 4 MAX METAL SIGN	$	90.00
GRAINGER, INC.	07/01/2020	11346	WATER CLOSET FLUSHOMETER REPAIR KIT	$	83.46
GRAINGER, INC.	07/01/2020	11346	GP TOILET PAPER DISPENSERS, STD	$	231.66
GRAINGER, INC.	07/08/2020	11369	WHEELCHAIR ACCESSIBLE SIGNS	$	41.94
ENTERGY	07/15/2020	11396	JUN 2020 POOL ELECTRIC USAGE	$	607.67
GRAINGER, INC.	07/15/2020	11399	WHEELCHAIR ACCESSIBLE SIGN - VINYL	$	9.22
GRAINGER, INC.	07/15/2020	11399	WHEELCHAIR SIGN W/ARROW	$	20.97
CENTERPOINT ENERGY	07/15/2020	11388	JUN 2020 POOL - NATURAL GAS - CITY USAGE	$	21.25
LESLIES POOL MART	07/21/2020	11447	STARFISH SCUM ABSORBANT FOAM	$	15.99
ANY LAB TEST NOW SHENANDOAH	07/21/2020	11434	J. HOLDER (NEW HIRE) -DRUG SCREENING	$	42.00
ANY LAB TEST NOW SHENANDOAH	07/21/2020	11434	J. HENDERSHOT (NEW HIRE) -DRUG SCREENING	$	42.00
ANY LAB TEST NOW SHENANDOAH	07/21/2020	11434	T. CHRISTENSEN (NEW HIRE) -DRUG SCREENING	$	42.00
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	13" X 49" MIRROR	$	12.88

BRANCH BANKING AND TRUST CO.	07/21/2020	11436	15 AMP BLACK RUBBER GROUNDING PLUG	$	3.98
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	1 GAL SPRAYER	$	9.97
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	BLEACH	$	41.94
			Function 31 - Swimming Pool Total:	**$**	**1,586.93**

Function: 32 - Parks

LIBERTY FIRE PROTECTION, INC	07/08/2020	11374	BATHROOM #1 PHOTO CELL OUT	$	894.00
GRAINGER, INC.	07/08/2020	11369	UNISEX RESTROOM SIGNS W/BRAILE	$	39.36
ENTERGY	07/15/2020	11396	JUN 2020 TODDLER PARK ELECTRIC USAGE	$	26.44
ENTERGY	07/15/2020	11396	JUN 2020 MAIN PARK ELECTRIC USAGE	$	221.95
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	1/2" X 13 X 1 SOCKET CAP SCREW BUTTON	$	12.92
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	PRO TRAFFIC STRIPING HNDCP BLUE PAINT	$	49.96
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	ZEP CALCIUM/LIME/RUST REMOVER 128 OZ	$	9.97
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	BEHR PREM CONCRETE COLOR PAINT	$	27.98
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	BIG DOG 3 - (24V) PUSH BUTTON ACTIVATORS - BLACK	$	150.00
GRAINGER, INC.	07/28/2020	11463	WHEELCHAIR RAMP SIGN	$	41.94
			Function 32 - Parks Total:	**$**	**1,474.52**

Function: 43 - Community Development

BLEYL AND ASSOCIATES	07/01/2020	11337	MAY 2020 PLAN REVIEW AND INSPECTIONS	$	455.00
NEOFUNDS / TOTALFUNDS	07/08/2020	11377	MAY 2020 P & Z POSTAGE	$	153.10
MONTGOMERY COUNTY FIRE MARSHAL	07/15/2020	11406	JUNE 2020 FIRE MARSHAL PLAN REVIEW AND INSPECTIONS	$	2,600.00
CITY OF CONROE FLEET	07/15/2020	11390	UNIT 13-03 RPM AND STATE INSPECTION	$	101.51
CITY OF CONROE FLEET	07/15/2020	11390	UNIT 13-03 MAINTENANCE, LABOR AND PARTS	$	169.65
WEX INC	07/15/2020	11424	JUN 2020 BUILDING INSPECTOR FUEL	$	46.31
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	FIELD SUPPLY - TAPE MEASURE	$	19.97
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	UNIT 16-03 REPLACEMENT KEY	$	72.45
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	FRONT DESK SEPARATION MATERIAL	$	108.97
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	UNIFORM PANTS BUILDING OFFICIAL	$	144.96
WES STEPHENS	07/28/2020	11478	JUL 2020 PLANNING & ZONING COMMISSION REGULAR MEET	$	150.00
JOHN G. ESCOTO	07/28/2020	11468	JUL 2020 PLANNING & ZONING COMMISSION REGULAR MEET	$	150.00
MARK CURTIS HENDON II	07/28/2020	11471	JUL 2020 PLANNING & ZONING COMMISSION REGULAR MEET	$	150.00
JAMES POLLARD	07/28/2020	11467	PLANNING & ZONING COMMISSION REGULAR MEETING	$	150.00
BLEYL AND ASSOCIATES	07/28/2020	11452	JUN 2020 PLAN REVIEW AND INSPECTIONS	$	525.00
			Function 43 - Community Development Total:	**$**	**4,996.92**

Function: 55 - Technology

AT&T CORP.	07/01/2020	11336	PHONE SERVICES POOL #2812927607754	$	73.74
AT&T CORP.	07/01/2020	11336	PHONE SERVICE PARKGATE L/S #2812922543898	$	33.73
AT&T CORP.	07/01/2020	11336	PHONE SERVICE THORNWOOD L/S #2812924329909	$	39.88
AT&T CORP.	07/01/2020	11336	PHONE SERVICES P/W BLDG #2812922492828	$	73.74
CHARTER COMMUNICATIONS	07/01/2020	11340	JUN 2020 HD CONVERTER BOXES	$	30.95
GREATAMERICA FINANCIAL SERVICES CORP	07/01/2020	11347	JUN 2020 COPIER LEASE PAYMENTS - CITY HALL	$	546.00
SKELTON BUSINESS EQUIPMENT	07/01/2020	11354	JUN 2020 COPIER MAINTENANCE AGREEMENT- CITY HALL	$	130.28
VERIZON WIRELESS	07/01/2020	11359	JUN 2020 CELL PHONE USAGE & DATA	$	3,634.85
CIVIC PLUS	07/08/2020	11365	CIVIC REC ANNUAL MAINTENANCE FEE	$	2,250.00
NETWORKFLEET INC.	07/08/2020	11378	JUN 2020 GPS NETWORK FLEET TRACKING	$	509.24
WAVEMEDIA, INC.	07/08/2020	11386	JUL 2020 INTERNET SERVICES	$	975.00
ITERSOURCE CORPORATION	07/08/2020	11370	JUL 2020 CITY HALL TELEPHONE SUPPORT	$	125.00
SKELTON BUSINESS EQUIPMENT	07/15/2020	11413	JUN 2020 COPIER MAINTENANCE AGREEMENT	$	104.69
SKELTON BUSINESS EQUIPMENT	07/15/2020	11413	JUN 2020 COPIER MAINTENANCE AGREEMENT	$	16.84
VERIZON WIRELESS	07/15/2020	11423	JUN 2020 L/S DATA LINES	$	195.99
COMCAST	07/15/2020	11391	JUL 2020 ALARM MONITORING-WELLS & L/S	$	245.91
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	1/16" CABLE, CRIMP AND CLAMP	$	4.69
CONSOLIDATED COMMUNICATIONS	07/21/2020	11441	JUL 2020 WWTP PHONE & INTERNET SERVICE	$	132.77
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	ADOBE PHOTOSHOP	$	407.88
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	ADOBE ACROBAT DC	$	359.76
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	ADOBE CREATIVE CLOUD ALL APPS	$	959.88
AT&T CORP.	07/21/2020	11435	PHONE SERVICES PARK #2812988910451	$	88.72
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	TAGITM ANNUAL CONF. CREDIT	$	(450.00)
CHARTER COMMUNICATIONS	07/28/2020	11454	JUL 2019 HD CONVERTER BOXES	$	61.90

GREATAMERICA FINANCIAL SERVICES CORP	07/28/2020	11464	JUL 2020 COPIER LEASE PAYMENTS	$	159.13
GREATAMERICA FINANCIAL SERVICES CORP	07/28/2020	11464	JUL 2020 COPIER LEASE PAYMENTS - CITY HALL	$	546.00
LINGO COMMUNICATIONS, LLC	07/28/2020	11470	JUL 2020 FIRE ALARM LINE @ CITY HALL	$	103.17
VERIZON WIRELESS	07/28/2020	11477	JUL 2020 CELL PHONE USAGE & DATA	$	3,759.38
			Function 55 - Technology Total:	**$**	**15,119.12**
			Fund 100 - GENERAL FUND Total:	**$**	**303,151.94**
Fund: 120 - EQUIPMENT REPLACEMENT FUND					
Function: 30 - Public Works					
LONE STAR PRODUCTS/EQUIPMENT LLC	07/08/2020	11375	UNIT 20-03 LIGHTS AND MARKINGS	$	5,242.95
			Function 30 - Public Works Total:	**$**	**5,242.95**
Function: 50 - Water & Sewer					
LONE STAR PRODUCTS/EQUIPMENT LLC	07/08/2020	11375	UNIT 20-04 LIGHTS AND MARKINGS	$	5,242.95
Function 50 - Water & Sewer Total:			**Function 50 - Water & Sewer Total:**	**$**	**5,242.95**
			Fund 120 - EQUIPMENT REPLACEMENT FUND Total:	**$**	**10,485.90**
Fund: 140 - TRASH AND RECYCLING					
STATE COMPTROLLER OF PUBLIC ACCOUNTS	07/07/2020	DFT0011540	JUN 2020 RECYCLING TAXES	$	285.25
				$	**285.25**
Function: 33 - Trash & Recycling					
REPUBLIC WASTE SERVICES #852	07/15/2020	11411	JUN 2020 RECYCLING SERVICE	$	3,502.08
REPUBLIC WASTE SERVICES #852	07/15/2020	11411	JUN 2020 TRASH SERVICE	$	21,882.14
			Function 33 - Trash & Recycling Total:	**$**	**25,384.22**
			Fund 140 - TRASH AND RECYCLING Total:	**$**	**25,669.47**
Fund: 200 - SPECIAL REVENUE					
Function: 45 - Hotel / Motel					
MOWRY ADVERTISING AND DESGIN	07/08/2020	11376	MEETING PLANNER DESIGN	$	1,488.00
MOWRY ADVERTISING AND DESGIN	07/08/2020	11376	VISITOR GUIDE MAP EDITS	$	675.00
NEOFUNDS / TOTALFUNDS	07/08/2020	11377	MAY 2020 CVB POSTAGE	$	8.70
TRAVELCLICK, INC	07/15/2020	11419	JUN 2020 TRAVELCLICK GDS ADVERTISING	$	5,409.28
TRAVELCLICK, INC	07/15/2020	11419	JUN 2020 DIGITAL MEDIA ADVERTISING	$	1,180.95
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	CVB WEBSITE ANNUAL FLIPBOOK SUBSCRIPTION	$	239.40
			Function 45 - Hotel / Motel Total:	**$**	**9,001.33**
			Fund 200 - SPECIAL REVENUE Total:	**$**	**9,001.33**
Fund: 300 - DEBT SERVICE					
Function: 80 - Debt Service					
US BANK	07/15/2020	11422	2019 GO REFUNDING BOND 6/1/20-5/31/21 PAYING AGENT	$	350.00
			Function 80 - Debt Service Total:	**$**	**350.00**
			Fund 300 - DEBT SERVICE Total:	**$**	**350.00**
Fund: 400 - CAPITAL PROJECTS GENERAL FUND					
Function: 60 - Capital Purchases/Projects General Fund					
A QUALITY PLUS CONSTRUCTION	07/01/2020	11334	ADA PARKING AND RE-STRIP	$	1,550.00
A QUALITY PLUS CONSTRUCTION	07/01/2020	11334	COMMUNITY ROOM PARKING	$	360.00
BLEYL AND ASSOCIATES	07/01/2020	11337	MAY 2020 ADA REPORT	$	2,000.00
BLEYL AND ASSOCIATES	07/01/2020	11337	MAY 2020 VISION PARK REAR STORM SEWER	$	4,050.00
TR7 SUPPLY-CONSULTING	07/08/2020	11384	DESK IMPROVEMENTS PAYAPP 1	$	15,000.00
TR7 SUPPLY-CONSULTING	07/15/2020	11418	DESK IMPROVEMENTS PAYAPP 2	$	15,000.00
TR7 SUPPLY-CONSULTING	07/15/2020	11418	DESK IMPROVEMENTS FINAL PAY	$	1,500.00
BLEYL AND ASSOCIATES	07/28/2020	11452	JUN 2020 ADA REPORT	$	660.00
BLEYL AND ASSOCIATES	07/28/2020	11452	JUN 2020 VISION PARK REAR STORM SEWER	$	1,200.00
G J BORING & CONSTRUCTION SRVS INC	07/28/2020	11462	DEMO AND REWORK ADA RAMPS AT TODDLER PARK	$	2,300.00
			Function 60 - Capital Purchases/Projects General Fund Total:	**$**	**43,620.00**

Function: 61 - Capital Purchases/Projects Water & Sewer

BLEYL AND ASSOCIATES	07/01/2020	11337	MAY 2020 PROFESSIONAL SERVICES RATE STUDY	$	11,950.00
BLEYL AND ASSOCIATES	07/01/2020	11337	MAY 2020 PROFESSIONAL SERVICES IMPACT FEE STUDY	$	315.00
BLEYL AND ASSOCIATES	07/01/2020	11337	MAY 2020 PROFESSIONAL SERVICES SEWER MODEL	$	5,717.50
BLEYL AND ASSOCIATES	07/01/2020	11337	MAY 2020 PROFESSIONAL SERVICES STORAGE TANK REHAB	$	5,052.94
TANK PRO, INC.	07/08/2020	11381	HYDROPILLAR REHAB PAYAPP 4	$	161,257.50
BLEYL AND ASSOCIATES	07/28/2020	11452	PROFESSIONAL SERVICES RATE STUDY	$	2,425.00
BLEYL AND ASSOCIATES	07/28/2020	11452	JUN 2020 PROFESSIONAL SERVICES TWDB LOAN APPLICATI	$	1,520.00
BLEYL AND ASSOCIATES	07/28/2020	11452	JUN 2020 PROFESSIONAL SERVICES IMPACT FEE STUDY	$	2,530.00
BLEYL AND ASSOCIATES	07/28/2020	11452	JUN 2020 PROFESSIONAL SERVICES SEWER MODEL	$	6,511.83
BLEYL AND ASSOCIATES	07/28/2020	11452	JUN 2020 PROFESSIONAL SERVICES STROAGE TANK REHAB	$	6,072.82
			Function 61 - Capital Purchases/Projects Water & Sewer	**$**	**203,352.59**
			Fund 400 - CAPITAL PROJECTS GENERAL FUND Total:	**$**	**246,972.59**

Fund: 600 - WATER / SEWER

Function: 50 - Water & Sewer

KENTECH INC	07/01/2020	11350	JUN 2020 SDMO GENERATOR MAINT-184488	$	526.25
KENTECH INC	07/01/2020	11350	JUN 2020 RESEARCH FOREST GENERATOR MAINT-K1001686	$	493.50
KENTECH INC	07/01/2020	11350	JUN 2020 PINECROFT L/S GENERATOR MAINT-L060001155	$	493.50
KENTECH INC	07/01/2020	11350	JUN 2020 THRONWOOD L/S GENERATOR MAINT-L060004531	$	493.50
KENTECH INC	07/01/2020	11350	JUN 2020 DAVID MEMORIAL L/S GENERATOR MAINT-K1001	$	493.50
KENTECH INC	07/01/2020	11350	JUN 2020 WATER PLANT #2 GENERATOR MAINT-695309	$	526.25
KENTECH INC	07/01/2020	11350	JUN 2020 WWTP GENERATOR MAINT-J040704336	$	526.25
KENTECH INC	07/01/2020	11350	JUN 2020 WATER PLANT #3 GENERATOR MAINT-K01030685	$	526.25
KENTECH INC	07/01/2020	11350	JUN 2020 WATER PLANT #4 GENERATOR MAINTENANCE - 3	$	560.00
KENTECH INC	07/01/2020	11350	JUN 2020 PARKGATE L/S GENERATOR MAINT-H090020624	$	488.75
KENTECH INC	07/01/2020	11350	JUN 2020 GENERAC TRAILER GENERATOR MAINT-288952	$	493.50
CHLORINATOR MAINT. CONSTRUCTION, INC	07/01/2020	11341	WELL # 4 - BALL VALVES	$	652.91
MUELLER SYSTEMS, LLC	07/01/2020	11353	MI.NET-M W/5' NICOR	$	145.20
THE WOODLANDS JOINT POWERS AGENCY	07/01/2020	11355	JUN 2020 WATER/SEWER USAGE @ GUADALAJARA	$	608.51
THE WOODLANDS JOINT POWERS AGENCY	07/01/2020	11355	JUN 2020 SPRINKLER USAGE @ GUADALAJARA	$	57.13
DXI INDUSTRIES, INC.	07/08/2020	11368	SULFUR DIOXIDE, 2000# - WWTP	$	753.75
CITY OF CONROE FLEET	07/08/2020	11363	UNIT 16-02 - R/P MAINTENANCE	$	103.24
TEXAS811	07/08/2020	11382	JUN 2020 LINE LOCATES	$	112.10
CSA TECHNICAL LLC	07/08/2020	11366	JUN 2020 - DAVID MEMORIAL PUMP INSPECTION	$	750.00
CSA TECHNICAL LLC	07/08/2020	11366	JUN 2020 - RESEARCH FOREST PUMP INSPECTION	$	750.00
CSA TECHNICAL LLC	07/08/2020	11366	JUN 2020 - NTB PUMP INSPECTION	$	335.00
CSA TECHNICAL LLC	07/08/2020	11366	JUN 2020 - THORNWOOD PUMP INSPECTION	$	335.00
CSA TECHNICAL LLC	07/08/2020	11366	JUN 2020 - PARKGATE PUMP INSPECTION	$	335.00
CSA TECHNICAL LLC	07/08/2020	11366	JUN 2020 - ED ENGLISH PUMP INSPECTION	$	335.00
CSA TECHNICAL LLC	07/08/2020	11366	JUN 2020 - PINECROFT PUMP INSPECTION	$	750.00
CENTERPOINT ENERGY	07/08/2020	11362	JUN 2020 DAVID MEMORIAL L/S-NAT GAS SERVICE	$	26.33
NEOFUNDS / TOTALFUNDS	07/08/2020	11377	MAY 2020 W/S POSTAGE	$	81.00
FORT BEND SERVICES INC.	07/15/2020	11397	JUL 2020 BELT PRESS POLYMER	$	1,440.00
DXI INDUSTRIES, INC.	07/15/2020	11394	CHLORINE, 2000# - WWTP	$	948.00
ENTERGY	07/15/2020	11396	JUN 2020 W/S ELECTRIC USAGE	$	15,927.90
CSA TECHNICAL LLC	07/15/2020	11392	RESEARCH FOREST L/S PUMP REPAIRS	$	775.00
CSA TECHNICAL LLC	07/15/2020	11392	WWTP CLARIFIER - SCUM PIT GRINDER PUMP	$	1,987.50
SPRINT WASTE SERVICES	07/15/2020	11414	JUN 2020 SLUDGE HAULS	$	4,000.00
GRAINGER, INC.	07/15/2020	11399	1" BALL VALVE, PVC	$	282.25
EASTEX ENVIRONMENTAL LAB INC	07/15/2020	11395	JUN 2020 WATER TESTING	$	1,757.00
DSHS CENTRAL LAB MC2004	07/15/2020	11393	JUN 2020 WATER LAB TESTING	$	963.83
CENTERPOINT ENERGY	07/15/2020	11388	JUN 2020 PINECROFT L/S-NAT GAS SERVICE	$	24.07
CENTERPOINT ENERGY	07/15/2020	11388	JUN 2020 THORNWOOD L/S-NAT GAS SERVICE	$	25.21
CENTERPOINT ENERGY	07/15/2020	11388	JUN 2020 PARKGATE L/S-NAT GAS SERVICE	$	23.52
CENTERPOINT ENERGY	07/15/2020	11388	JUN 2020 RESEARCH FOREST L/S-NAT GAS SERVICE	$	25.21
DXI INDUSTRIES, INC.	07/15/2020	11394	JUN 2020 CONTAINER RENTALS-CHEMICALS	$	487.50
WEX INC	07/15/2020	11424	JUN 2020 W/S VEHICLE FUEL-UNLEADED	$	388.56
LESLIES POOL MART	07/21/2020	11447	POWER POWDER GRANULAR - 100 LB	$	712.47

FERGUSON WATERWORKS	07/21/2020	11443	MIDODE M HH TOOL	$	990.00
HACH COMPANY	07/21/2020	11445	JUL 2020 WWTP CHEMICAL SUPPLIES	$	244.22
CSA TECHNICAL LLC	07/21/2020	11442	WP #2 - BOOSTER PUMP #2 COUPLING FAILURE	$	898.90
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	4LB TOMCAT RAT TRAP	$	24.97
WEBB'S UNIFORMS	07/21/2020	11449	A.BANDA-LIME SHOCK T-SHIRTS-XL	$	102.66
WEBB'S UNIFORMS	07/21/2020	11449	L.BROADUS-LIME SHOCK T-SHIRTS-XL	$	102.66
BRANCH BANKING AND TRUST CO.	07/21/2020	11436	RIDGID 97832 SEE SNAKE 3" 7MM ROLLER DOLLY	$	22.48
DXI INDUSTRIES, INC.	07/28/2020	11459	SULFUR DIOXIDE, 2000# - WWTP	$	753.75
DXI INDUSTRIES, INC.	07/28/2020	11459	CHLORINE, 150# - WP #4	$	976.36
CSA TECHNICAL LLC	07/28/2020	11457	DAVID MEMORIAL L/S - PUMP #3 FAILED	$	300.00
			Function 50 - Water & Sewer Total:	**$**	**45,935.44**
Function: 51 - Utility Billing					
DANIEL OFFICE PRODUCTS	07/08/2020	11367	CALCULATOR PAPER	$	8.23
TYLER TECH	07/15/2020	11420	APR-JUN 2020 INSITE TRANSACTION FEES	$	1,596.25
			Function 51 - Utility Billing Total:	**$**	**1,604.48**
			Fund 600 - WATER / SEWER Total:	**$**	**47,539.92**
Fund: 990 - PAYROLL FUND					
TEXAS MUNICIPAL RETIREMENT SYSTEM	07/01/2020	3	RETIREMENT (TMRS) PAYROLL DEDUCTION	$	(597.87)
AFLAC	07/01/2020	11335	JUL 2020 AFLAC ADJ.	$	(0.02)
UNITED HEALTHCARE	07/01/2020	11358	JUL 2020 VISION ADJ.	$	(23.08)
METLIFE SMALL BUSINESS CENTER	07/01/2020	11352	JUL 2020 DENTAL MISC. ADJ.	$	(2,842.86)
AFLAC	07/01/2020	11335	AFLAC AFTER TAX PAYROLL DEDUCTION	$	83.25
AFLAC	07/01/2020	11335	AFLAC PRETAX PAYROLL DEDUCTION	$	88.12
METLIFE SMALL BUSINESS CENTER	07/01/2020	11352	LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	165.41
CLEAT	07/01/2020	11342	CLEAT PAYROLL DEDUCTION	$	45.00
COLONIAL LIFE & ACCIDENT INSURANCE COMP	07/01/2020	11343	COLONIAL AFTERTAX PAYROLL DEDUCTION	$	518.07
COLONIAL LIFE & ACCIDENT INSURANCE COMP	07/01/2020	11343	COLONIAL PRETAX PAYROLL DEDUCTION	$	108.46
METLIFE SMALL BUSINESS CENTER	07/01/2020	11352	EMPLOYEE DENTAL INSURANCE PAYROLL DEDUCTION	$	2,639.69
ICMA-RC	07/01/2020	11349	ICMA PAYROLL DEDUCTION	$	390.00
METLIFE SMALL BUSINESS CENTER	07/01/2020	11352	EMPLOYEE LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	376.73
BLUE CROSS/BLUE SHIELD OF TEXAS	07/01/2020	11338	EMPLOYEE MEDICAL INSURANCE PAYROLL DEDUCTION	$	39,582.99
TEXAS MUNICIPAL RETIREMENT SYSTEM	07/01/2020	3	RETIREMENT (TMRS) PAYROLL DEDUCTION	$	36,030.68
TX POLICE CHIEF'S ASSOC. FNDTN	07/01/2020	11357	TPCA FOUNDATION PAYROLL DEDUCTION	$	16.00
UNITED HEALTHCARE	07/01/2020	11358	EMPLOYEE VISION INSURANCE PAYROLL DEDUCTION	$	314.39
TEXAS MUNICIPAL RETIREMENT SYSTEM	07/01/2020	3	RETIREMENT (TMRS) PAYROLL DEDUCTION	$	507.60
TEXAS MUNICIPAL RETIREMENT SYSTEM	07/01/2020	3	RETIREMENT (TMRS) PAYROLL DEDUCTION	$	12.69
METLIFE SMALL BUSINESS CENTER	07/01/2020	11352	DENTAL INSURANCE PAYROLL DEDUCTION	$	157.69
METLIFE SMALL BUSINESS CENTER	07/01/2020	11352	COUNCIL BASE LIFE INSURANCE PAYROLL DEDUCTION	$	13.60
METLIFE SMALL BUSINESS CENTER	07/01/2020	11352	LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	12.60
BLUE CROSS/BLUE SHIELD OF TEXAS	07/01/2020	11338	COUNCIL MEDICAL INSURANCE PAYROLL DEDUCTION	$	3,025.75
UNITED HEALTHCARE	07/01/2020	11358	COUNCIL VISION INSURANCE PAYROLL DEDUCTION	$	22.98
TEXAS MUNICIPAL RETIREMENT SYSTEM	07/01/2020	3	RETIREMENT (TMRS) PAYROLL DEDUCTION	$	1,138.10
AFLAC	07/01/2020	11335	AFLAC AFTER TAX PAYROLL DEDUCTION	$	83.25
AFLAC	07/01/2020	11335	AFLAC PRETAX PAYROLL DEDUCTION	$	88.12
METLIFE SMALL BUSINESS CENTER	07/01/2020	11352	LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	162.01
CLEAT	07/01/2020	11342	CLEAT PAYROLL DEDUCTION	$	45.00
COLONIAL LIFE & ACCIDENT INSURANCE COMP	07/01/2020	11343	COLONIAL AFTERTAX PAYROLL DEDUCTION	$	518.07
COLONIAL LIFE & ACCIDENT INSURANCE COMP	07/01/2020	11343	COLONIAL PRETAX PAYROLL DEDUCTION	$	108.46
METLIFE SMALL BUSINESS CENTER	07/01/2020	11352	EMPLOYEE DENTAL INSURANCE PAYROLL DEDUCTION	$	2,618.84
ICMA-RC	07/01/2020	11349	ICMA PAYROLL DEDUCTION	$	290.00
METLIFE SMALL BUSINESS CENTER	07/01/2020	11352	EMPLOYEE LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	365.73
BLUE CROSS/BLUE SHIELD OF TEXAS	07/01/2020	11338	EMPLOYEE MEDICAL INSURANCE PAYROLL DEDUCTION	$	39,223.98
TEXAS MUNICIPAL RETIREMENT SYSTEM	07/01/2020	3	RETIREMENT (TMRS) PAYROLL DEDUCTION	$	34,287.54
TX POLICE CHIEF'S ASSOC. FNDTN	07/01/2020	11357	TPCA FOUNDATION PAYROLL DEDUCTION	$	11.00
UNITED HEALTHCARE	07/01/2020	11358	EMPLOYEE VISION INSURANCE PAYROLL DEDUCTION	$	310.72
TEXAS MUNICIPAL RETIREMENT SYSTEM	07/01/2020	3	RETIREMENT (TMRS) PAYROLL DEDUCTION	$	647.19
METLIFE SMALL BUSINESS CENTER	07/01/2020	11352	LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	3.40
METLIFE SMALL BUSINESS CENTER	07/01/2020	11352	EMPLOYEE DENTAL INSURANCE PAYROLL DEDUCTION	$	20.85

METLIFE SMALL BUSINESS CENTER	07/01/2020	11352	EMPLOYEE LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	11.00
BLUE CROSS/BLUE SHIELD OF TEXAS	07/01/2020	11338	EMPLOYEE MEDICAL INSURANCE PAYROLL DEDUCTION	$	359.01
TEXAS MUNICIPAL RETIREMENT SYSTEM	07/01/2020	3	RETIREMENT (TMRS) PAYROLL DEDUCTION	$	536.69
UNITED HEALTHCARE	07/01/2020	11358	EMPLOYEE VISION INSURANCE PAYROLL DEDUCTION	$	3.67
TEXAS MUNICIPAL RETIREMENT SYSTEM	07/01/2020	3	RETIREMENT (TMRS) PAYROLL DEDUCTION	$	111.30
COLONIAL LIFE & ACCIDENT INSURANCE COMP	07/01/2020	11343	JUL 2020 COLONIAL LIFE INS,	$	62.60
BLUE CROSS/BLUE SHIELD OF TEXAS	07/01/2020	11338	JUL 2020 MEDICAL ADJ.	$	717.76
METLIFE SMALL BUSINESS CENTER	07/01/2020	11352	JUL 2020 DENTAL AND LIFE INS.	$	39.68
TEXAS CHILD SUPPORT	07/09/2020	DFT0011524	CHILD SUPPORT PAYROLL DEDUCTION	$	308.31
TEXAS CHILD SUPPORT	07/09/2020	DFT0011525	CHILD SUPPORT PAYROLL DEDUCTION	$	253.85
TEXAS CHILD SUPPORT	07/09/2020	DFT0011526	CHILD SUPPORT PAYROLL DEDUCTION	$	710.77
TEXAS CHILD SUPPORT	07/09/2020	DFT0011527	CHILD SUPPORT PAYROLL DEDUCTION	$	576.92
CITY OF SHENANDOAH GENERAL FUND	07/09/2020	DFT0011528	FIREARM REIMBURSEMENT-READE	$	100.00
CITY OF SHENANDOAH GENERAL FUND	07/09/2020	DFT0011529	FIREARM REIMBURSEMENT-DUNLAP	$	50.00
CITY OF SHENANDOAH GENERAL FUND	07/09/2020	DFT0011530	FIREARM REIMBURSEMENT-BLEDSOE	$	43.80
CITY OF SHENANDOAH GENERAL FUND	07/09/2020	DFT0011531	FIREARM REIMBURSEMENT-REUVERS	$	50.00
CITY OF SHENANDOAH GENERAL FUND	07/09/2020	DFT0011532	FIREARM REIMBURSEMENT-THOMPSON	$	50.00
CITY OF SHENANDOAH GENERAL FUND	07/09/2020	DFT0011533	FIREARM REIMBURSEMENT- BAUER	$	50.00
INTERNAL REVENUE SERVICE	07/09/2020	DFT0011534	MEDICARE	$	4,060.02
INTERNAL REVENUE SERVICE	07/09/2020	DFT0011535	SOCIAL SECURITY	$	17,360.06
INTERNAL REVENUE SERVICE	07/09/2020	DFT0011536	FEDERAL W/H	$	13,633.32
INTERNAL REVENUE SERVICE	07/09/2020	DFT0011538	MEDICARE	$	3.68
INTERNAL REVENUE SERVICE	07/09/2020	DFT0011539	SOCIAL SECURITY	$	15.72
INTERNAL REVENUE SERVICE	07/15/2020	DFT0011542	MEDICARE	$	121.32
INTERNAL REVENUE SERVICE	07/15/2020	DFT0011543	SOCIAL SECURITY	$	518.86
INTERNAL REVENUE SERVICE	07/15/2020	DFT0011544	FEDERAL W/H	$	127.57
INTERNAL REVENUE SERVICE	07/20/2020	DFT0011545	MEDICARE	$	0.10
INTERNAL REVENUE SERVICE	07/20/2020	DFT0011546	SOCIAL SECURITY	$	0.46
INTERNAL REVENUE SERVICE	07/20/2020	DFT0011547	FEDERAL W/H	$	0.44
TEXAS CHILD SUPPORT	07/23/2020	DFT0011552	CHILD SUPPORT PAYROLL DEDUCTION	$	308.31
TEXAS CHILD SUPPORT	07/23/2020	DFT0011553	CHILD SUPPORT PAYROLL DEDUCTION	$	253.85
TEXAS CHILD SUPPORT	07/23/2020	DFT0011554	CHILD SUPPORT PAYROLL DEDUCTION	$	710.77
TEXAS CHILD SUPPORT	07/23/2020	DFT0011555	CHILD SUPPORT PAYROLL DEDUCTION	$	576.92
CITY OF SHENANDOAH GENERAL FUND	07/23/2020	DFT0011556	FIREARM REIMBURSEMENT-DUNLAP	$	50.00
CITY OF SHENANDOAH GENERAL FUND	07/23/2020	DFT0011557	FIREARM REIMBURSEMENT-REUVERS	$	50.00
CITY OF SHENANDOAH GENERAL FUND	07/23/2020	DFT0011558	FIREARM REIMBURSEMENT-THOMPSON	$	50.00
CITY OF SHENANDOAH GENERAL FUND	07/23/2020	DFT0011559	FIREARM REIMBURSEMENT- BAUER	$	50.00
INTERNAL REVENUE SERVICE	07/23/2020	DFT0011560	MEDICARE	$	3,931.58
INTERNAL REVENUE SERVICE	07/23/2020	DFT0011561	SOCIAL SECURITY	$	16,810.80
INTERNAL REVENUE SERVICE	07/23/2020	DFT0011562	FEDERAL W/H	$	13,003.04
METLIFE SMALL BUSINESS CENTER	07/28/2020	11472	LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	(3.40)
METLIFE SMALL BUSINESS CENTER	07/28/2020	11472	EMPLOYEE DENTAL INSURANCE PAYROLL DEDUCTION	$	(20.85)
BLUE CROSS/BLUE SHIELD OF TEXAS	07/28/2020	11453	EMPLOYEE MEDICAL INSURANCE PAYROLL DEDUCTION	$	(359.01)
UNITED HEALTHCARE	07/28/2020	11476	EMPLOYEE VISION INSURANCE PAYROLL DEDUCTION	$	(3.67)
METLIFE SMALL BUSINESS CENTER	07/28/2020	11472	EMPLOYEE LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	(17.00)
METLIFE SMALL BUSINESS CENTER	07/28/2020	11472	AUG 2020 LETLIFE ADJUSTMENTS	$	(132.84)
AFLAC	07/28/2020	11450	JUL 2020 AFLAC ADJUSTMENTS	$	(0.02)
AFLAC	07/28/2020	11450	AFLAC AFTER TAX PAYROLL DEDUCTION	$	83.25
AFLAC	07/28/2020	11450	AFLAC PRETAX PAYROLL DEDUCTION	$	88.12
METLIFE SMALL BUSINESS CENTER	07/28/2020	11472	LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	175.61
CLEAT	07/28/2020	11455	CLEAT PAYROLL DEDUCTION	$	45.00
COLONIAL LIFE & ACCIDENT INSURANCE COMP	07/28/2020	11456	COLONIAL AFTERTAX PAYROLL DEDUCTION	$	518.07
COLONIAL LIFE & ACCIDENT INSURANCE COMP	07/28/2020	11456	COLONIAL PRETAX PAYROLL DEDUCTION	$	108.46
METLIFE SMALL BUSINESS CENTER	07/28/2020	11472	EMPLOYEE DENTAL INSURANCE PAYROLL DEDUCTION	$	2,702.24
ICMA-RC	07/28/2020	11466	ICMA PAYROLL DEDUCTION	$	290.00
METLIFE SMALL BUSINESS CENTER	07/28/2020	11472	EMPLOYEE LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	398.53
BLUE CROSS/BLUE SHIELD OF TEXAS	07/28/2020	11453	EMPLOYEE MEDICAL INSURANCE PAYROLL DEDUCTION	$	40,254.73
TEXAS MUNICIPAL RETIREMENT SYSTEM	07/28/2020	4	RETIREMENT (TMRS) PAYROLL DEDUCTION	$	35,773.09
TX POLICE CHIEF'S ASSOC. FNDTN	07/28/2020	11475	TPCA FOUNDATION PAYROLL DEDUCTION	$	11.00
UNITED HEALTHCARE	07/28/2020	11476	EMPLOYEE VISION INSURANCE PAYROLL DEDUCTION	$	325.40
TEXAS MUNICIPAL RETIREMENT SYSTEM	07/28/2020	4	RETIREMENT (TMRS) PAYROLL DEDUCTION	$	32.16

METLIFE SMALL BUSINESS CENTER	07/28/2020	11472	DENTAL INSURANCE PAYROLL DEDUCTION	$	157.69
METLIFE SMALL BUSINESS CENTER	07/28/2020	11472	COUNCIL BASE LIFE INSURANCE PAYROLL DEDUCTION	$	13.60
METLIFE SMALL BUSINESS CENTER	07/28/2020	11472	LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	12.60
BLUE CROSS/BLUE SHIELD OF TEXAS	07/28/2020	11453	COUNCIL MEDICAL INSURANCE PAYROLL DEDUCTION	$	3,025.75
UNITED HEALTHCARE	07/28/2020	11476	COUNCIL VISION INSURANCE PAYROLL DEDUCTION	$	22.98
METLIFE SMALL BUSINESS CENTER	07/28/2020	11472	LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	3.40
METLIFE SMALL BUSINESS CENTER	07/28/2020	11472	EMPLOYEE DENTAL INSURANCE PAYROLL DEDUCTION	$	64.35
BLUE CROSS/BLUE SHIELD OF TEXAS	07/28/2020	11453	EMPLOYEE MEDICAL INSURANCE PAYROLL DEDUCTION	$	955.15
AFLAC	07/28/2020	11450	AFLAC AFTER TAX PAYROLL DEDUCTION	$	83.25
AFLAC	07/28/2020	11450	AFLAC PRETAX PAYROLL DEDUCTION	$	88.12
METLIFE SMALL BUSINESS CENTER	07/28/2020	11472	LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	168.81
CLEAT	07/28/2020	11455	CLEAT PAYROLL DEDUCTION	$	45.00
COLONIAL LIFE & ACCIDENT INSURANCE COMP	07/28/2020	11456	COLONIAL AFTERTAX PAYROLL DEDUCTION	$	518.07
COLONIAL LIFE & ACCIDENT INSURANCE COMP	07/28/2020	11456	COLONIAL PRETAX PAYROLL DEDUCTION	$	108.46
METLIFE SMALL BUSINESS CENTER	07/28/2020	11472	EMPLOYEE DENTAL INSURANCE PAYROLL DEDUCTION	$	2,602.54
ICMA-RC	07/28/2020	11466	ICMA PAYROLL DEDUCTION	$	290.00
METLIFE SMALL BUSINESS CENTER	07/28/2020	11472	EMPLOYEE LIFE, AD&D, BUY UP PAYROLL DEDUCTION	$	396.13
BLUE CROSS/BLUE SHIELD OF TEXAS	07/28/2020	11453	EMPLOYEE MEDICAL INSURANCE PAYROLL DEDUCTION	$	38,741.85
TEXAS MUNICIPAL RETIREMENT SYSTEM	07/28/2020	4	RETIREMENT (TMRS) PAYROLL DEDUCTION	$	34,737.03
TX POLICE CHIEF'S ASSOC. FNDTN	07/28/2020	11475	TPCA FOUNDATION PAYROLL DEDUCTION	$	11.00
UNITED HEALTHCARE	07/28/2020	11476	EMPLOYEE VISION INSURANCE PAYROLL DEDUCTION	$	310.24
BLUE CROSS/BLUE SHIELD OF TEXAS	07/28/2020	11453	AUG 2020 MEDICAL ADJUSTMENTS	$	198.42
UNITED HEALTHCARE	07/28/2020	11476	AUG 2020 VISION ADJUSTMENTS	$	18.73
				$	**399,084.35**

Fund 990 - PAYROLL FUND Total: $ 399,084.35

TOTAL: $ 1,042,255.50

COUNCIL MONTHLY REPORT

DEPARTMENT: ADMINISTRATION

MONTH: July 2020

SOCIAL MEDIA/COMMUNICATIONS

FACEBOOK
City @ShenandoahTx

Followers in July	7159
Followers in June	7143
Change	**Up 16 (+0.22%)**

DATE	SUBJECT	REACH
7/2	Need a pet vaccinated? Chipped?	2335
7/2	Weekly police blotter	184
7/2	Reminder: fireworks are illegal	811
7/3	City Council agenda	284
7/5	Thanks to all who came to the celebration	461
7/6	Civic Club names July Yard of the Month	348
7/10	Heat alert issued and renewed and extended	363
7/10	Weekly police blotter	129
7/10	Updated Shenandoah info on FB	281
7/12	Heat advisory	601
7/13	Heat advisory extended	344
7/16	Wellman Road closed and update	493
7/17	Weekly police blotter	160
7/21	Weather posting from Space City Weather	192
7/21	MCPHD announces testing options, hours	236
7/24	Weekly police blotter	179
7/24	Updates on Council, MDD and Joint meetings	151
7/27	Heads up	352
7/29	Special weather alert	535
7/30	Budget workshop begins Friday	146
7/31	Weekly police blotter	78
	TOTAL REACH	**8663**

IMPORTANT POINTS: Anything above 500 for Shenandoah can be considered a "viral" posting. This month, we had **4** postings. The City's Facebook page, Shenandoah, TX was renamed Shenandoah, TX – City Government this month to recognize that it is an official communication outlet of the city of Shenandoah. It is an instrument for providing information to our residents unlike personal and business Facebook pages that are designed for the interchange of ideas and opinions.

FACEBOOK
Civic Club @STxCivicClub

Followers in July	223
Followers in June	220
Change	**Up 3 (-+1.4%)**

DATE	SUBJECT	REA8CH
7/2	Vaccinations and chipping today	27
7/2	Weekly police blotter	16
7/2	No fireworks	21
7/3	Kudos to alert police and Shenandoah resident	26
75	Thanks to all who came to the celebration	36
7/6	Congrats to the July Yard of the Month	20
7/10	Heat advisory issued and extended	26
1/10	Weekly police blotter	16
7/12	Wellman Road; updated opening	27
1/17	Weekly police blotter	14
7/21	Topics are awakening!	20
7/21	MCPHD talks COVID resting	16
7/24	Weekly police blotter	11
7/24	Council, MDD and Joint meeting updates	14
7/29	Budget workshop starts July 31	18
7/29	Weather alert	7
7/31	Weekly police blotter	8
TOTAL		**323**

IMPORTANT POINTS: Anything above 100 for the Civic Club can be considered a "viral" posting. This month, we had no viral postings.

TWITTER @ShenandoahTx

Followers in July	1635
Followers in June	1633
Change	**Up 2 (+0.12%)**

DATE	SUBJECT	REACH
7/2	Vaccinations and chipping today!	131
7/2	Fireworks are illegal	277
7/2	Weekly police blotter	156
7/3	See something, say something!	142
7/3	Council agenda	192
7/3	Civic Club names Yard of the Month	203

7/10	Heat advisory and extensions	199
7/10	Weekly police blotter	152
7/10	Heat advisory	257
7/12	Heat advisory	220
7/13	Heat advisory	145
7/16	Wellman Road gas line cut	197
7/16	Wellman reopened	169
7/17	Weekly police blotter	129
7/17	City Council agenda	84
7/17	MDD agenda	96
7/17	Joint workshop agenda	104
7/21	MCOHSEM manning COVID 19 testing lines	97
7/24	Weekly police blotter	124
7/24	Joint Council/MDD update	75
7/24	MDD update	97
7/24	Council update	124
7/28	Budget workshop July 31	122
7/31	Weekly police blotter	50
TOTAL		**3542**

NEXTDOOR, agency account (information only)
Postings are only as agency; we cannot monitor citizen postings.

Subscribers in July (by area)	**940**
Change	**Up 16 (+1.7%)**
Subscribers in July (by neighborhoods)	
Northline Oaks	**46(+1)**
Grogan's Forest	**738(+12)**
The Woodlands	**5 (+0)**
Shenandoah	**151 (+3)**

DATE	SUBJECT	VIEWS
7/2	Vaccinations and microchipping today!	111
7/2	Weekly police blotter	148
7/3	Reminder: no fireworks	26
7/3	Kudos to police and resident	233
7/6	Yard of the Month for July	125
7/10	Weekly police blotter	114
7/13	Heat advisory continues	48
7/16	Wellman Road shutdown for gas line damage	88
7/17	Weekly police blotter	69

7/22	Hurricane season heating up	22
7/22	Change in COVID-19 testing management	340
7/25	Weekly police blotter67	67
7/25	Updates from Council, MDD and Joint meetings	41
7/31	Weekly police blotter	70
	TOTAL	**1502**

PRESS RELEASES

DATE	SUBJECT
7/3	Car burglar nabbed
7/6	July Yard of the Month
7/8	City Council meeting update
7/23	City Council update
7/23	MDD update
7/23	Joint Council/MDD update
7/2	Police Blotter 6/21-27
7/9	Police Blotter 6/28-7/4
7/16	Police Blotter 7/5-11
7/23	Police Blotter 7/12-18
7/30	Police Blotter 7/19-25

WEBSITE

1. Carousel banners:
    - Open Records Request
    - Subscribe to Notify Me
    - Watch Us on YouTube
    - Election Information (replaced with COVID-19)
    - Next Current Event-
    - 2020-2021 Proposed Budget
    - COVID-19 Information

2. Subscribers
    - News Flash
        - City of Shenandoah News 135(+1)
        - CVB News 92(+1)
        - SPD Police Blotters 128 (+1)
        - Town Hall 110 (+1)
    - Agenda Center
        - City Council 86(+1)
        - MDD 54 (+1)

- P & Z 62 (+1)
- Civic Club 16 (+1)

- Alert Center 129 (+3)
- Calendars
  - CVB 60 (+1)
  - Event 86(+1)
  - Pool Season 30 (+1)
  - Meetings 67(+1)

3. Visitors (July) Total to Date
   - 10.733 visits 199,916 visits
   - 2 min 14 sec avg. visit 2 min 36 sec avg. visit
   - 46% left after one page (bounced) 58 % left after one. page (bounced)
   - 12,304 page views 306,692 page views
   - 475 searches 10,739 total searches
   - 16,396 downloads 197,024 downloads

YouTube City Council Meetings and Other

Subscribers in July	89
Subscribers in June	88
Change	**+1**

DATE	**VIEWS**
July 8	56
June 22 - Council	67
June 22- Joint Council/MDD	9
TOTAL VIEWS to date	11.079
TOTAL VIEWING HOURS to date	1,632.0 hours
AVG. VIEW DURATION to date	8:50 minutes

Fun Facts ----

- For July, watch time was 47.9 hrs.
- For July, average view duration was 12minutes 10 seconds
- For July, top devices used: computer (65.6 %), mobile (28.4 %), tablet (21.2%), TV (5.9%)
- For July, on demand (26.9 hrs.) vs. live (21.0 hrs.)

OPEN RECORD REQUESTS

The City received 16 record requests during the month of July as shown below.

DATE	REQUESTOR	INFORMATION REQUESTED	COMPLETE
7/1/2020	Suma Sureshchrandra	June permits	Yes
7/1/2020	Leah Overall	June permits	Yes
7/1/2020	Carole Bartholomew	June permits	Yes
7/2/2020	Construction Monitor	June permits	Yes
7/13/2020	Gina Ramirez	Dispatch records	Yes
7/13/2020	Peter Conlan	HOA and Builder information	Yes
7/13/2020	Cody Bowser	Body cam	Yes
7/14/2020	Kris Hough	Mississippi gaming commission individual report	Yes
7/17/2020	Darryl Faul	General contractor for Woodlofts	Yes
7/20/2020	Christine Ostrowski	Building Permit Report for the month of June 2020	Yes
7/21/2020	Barbara McKinney	Accident report	Yes
7/22/2020	Todd Brashier	Record drawings	Yes
7/27/2020	Jean Teague	Dispatch logs for all SPD units from June 24, 2020 through July 16, 2020	Yes
7/30/2020	Yolanda Brown	Incident reports	Yes
7/30/2020	Tiffany Dauden	generator install permits	Yes
7/31/2020	Art Barchie	Property information for 29221 Cedarwood Drive	Yes

Information Technology

There were 16 IT requests for service in the month of July.

Category/Service	Service Calls Completed
Application/Software	1
Computer/Hardware	1
Desk Phone / Mobile Phone	0
Door Access / Security Cameras	0
Email Issue	0
Employee Entry / Exit Form	1
General IT Requests	2
Internet/Network	1
Police MDT/Mobile Data	0
In-Car Video/Watchguard	9
Printer / Copier / Scanner	0
User Login/Password	1
Total	**16**

SUBMITTED BY:

COUNCIL MONTHLY REPORT

DEPARTMENT: FINANCE

MONTH: JULY 2020

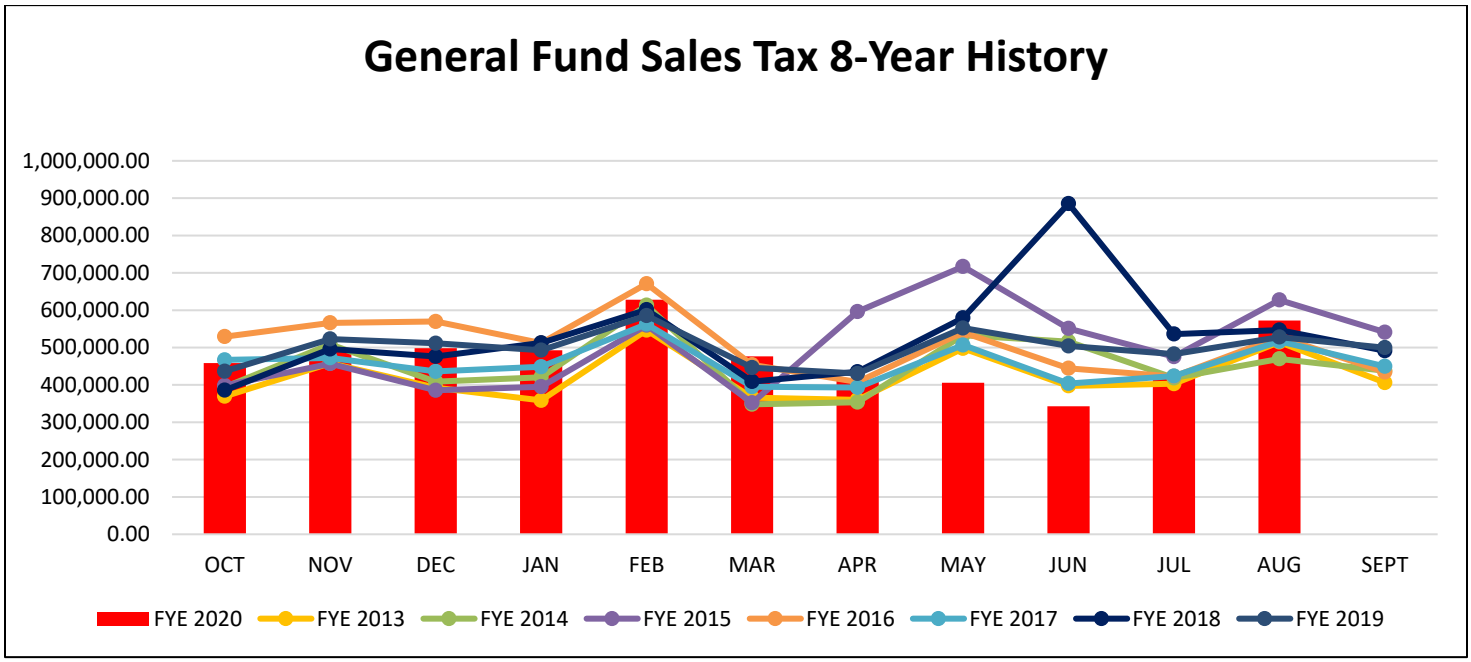
REVENUE

General Fund sales tax receipts received in June, reported in August are up 8.39% over the same month in 2019. Decreases from the previous year are shown in red. Significant changes from current year to previous year are primarily a result of a change in taxpayers and reduction in operation due to COVID-19.

General Fund Sales Tax - 8 Year Comparison

	Sales Tax FY 2012-2013	Sales Tax FY 2013-2014	Sales Tax FY 2014-2015	Sales Tax FY 2015-2016	Sales Tax FY 2016-2017	Sales Tax FY 2017-2018	Sales Tax FY 2018-2019	Sales Tax FY 2019-2020
OCT	369,391.25	394,342.33	398,463.01	529,234.52	466,912.55	385,742.59	436,594.28	458,341.89
NOV	457,850.00	508,617.69	456,877.76	566,140.52	472,341.01	495,956.78	522,751.85	490,064.73
DEC	392,284.71	408,659.61	385,601.00	569,854.76	436,159.11	476,181.30	511,522.98	498,182.36
JAN	358,544.76	420,523.80	395,068.35	511,995.45	448,458.28	512,637.50	492,914.83	492,564.36
FEB	546,714.39	613,223.58	559,795.01	670,777.67	562,788.89	601,151.52	585,556.53	628,282.84
MAR	366,007.27	348,002.56	351,977.96	453,860.55	394,952.57	408,862.33	446,044.49	476,413.62
APR	360,029.06	353,675.15	596,287.50	407,769.31	393,008.04	435,325.51	430,535.67	412,912.09
MAY	497,834.09	532,982.48	716,952.48	540,870.98	506,830.45	579,460.26	552,084.98	405,559.96
JUN	397,331.40	515,915.97	551,161.85	444,484.92	403,627.18	885,399.08	504,229.58	342,944.67
JUL	403,084.53	418,467.34	475,396.14	422,558.02	423,618.29	536,123.76	482,478.25	426,559.80
AUG	514,693.41	469,711.82	627,396.71	528,924.55	516,593.06	546,764.42	528,047.73	572,330.84
SEPT	406,130.59	437,844.65	541,138.70	434,327.21	449,659.93	491,282.24	499,632.39	
TOTAL	**5,069,895.46**	**5,421,966.98**	**6,056,116.47**	**6,080,798.46**	**5,474,949.36**	**6,354,887.29**	**5,992,393.56**	**5,204,157.16**

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

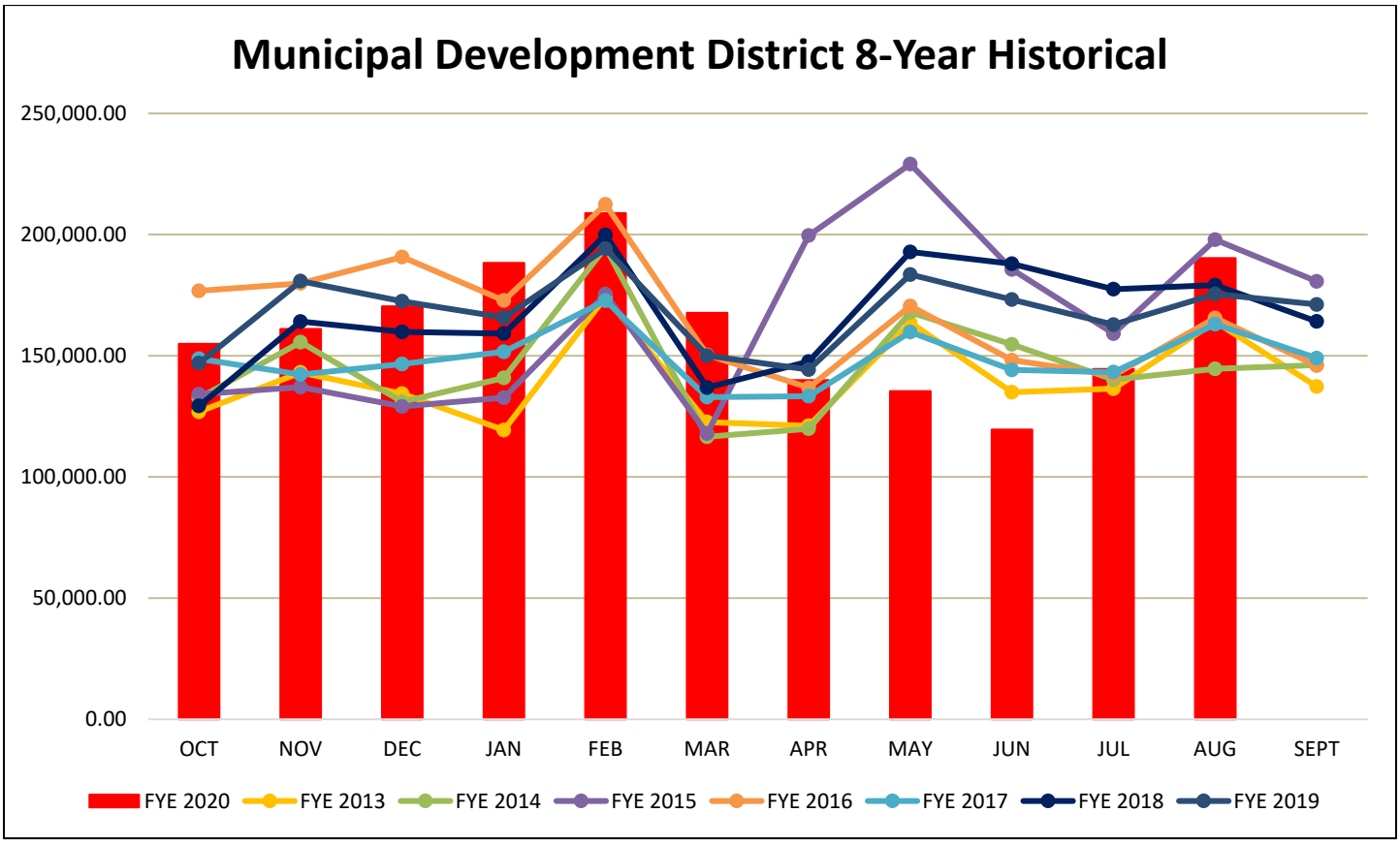


Finance Department

Shenandoah Municipal Development District (MDD) sales tax receipts received in June, reported in August are up 8.46% over the same month in 2019. Decreases from the previous year are shown in red. Significant changes from current year to previous year are primarily a result of a change in taxpayers and reduction in operation due to COVID-19.

Municipal Development District Sales Tax - 8 Year Comparison								
	Sales Tax FY 2012-2013	Sales Tax FY 2013-2014	Sales Tax FY 2014-2015	Sales Tax FY 2015-2016	Sales Tax FY 2016-2017	Sales Tax FY 2017-2018	Sales Tax FY 2018-2019	Sales Tax FY 2019-2020
OCT	126,891.50	132,531.91	134,121.98	176,792.05	148,740.99	129,281.89	146,950.75	154,895.19
NOV	143,100.77	155,593.35	137,039.48	179,873.46	142,252.94	164,103.61	180,771.96	161,037.71
DEC	134,331.77	130,963.08	129,069.45	190,743.79	146,576.50	159,833.39	172,461.06	170,373.02
JAN	119,334.34	140,870.35	132,715.53	172,779.54	151,645.82	159,154.91	165,765.46	188,314.94
FEB	174,244.21	194,711.99	175,420.84	212,442.67	172,758.57	199,847.14	194,183.48	208,869.55
MAR	122,620.90	116,577.23	117,910.59	150,369.51	132,930.14	136,863.98	150,051.70	167,745.33
APR	121,105.17	119,859.74	199,614.21	136,812.78	133,298.06	147,610.07	144,266.74	139,963.48
MAY	163,670.43	167,939.73	229,109.08	170,507.99	159,755.34	192,839.04	183,504.67	135,379.02
JUN	134,934.74	154,665.14	185,611.00	148,191.12	144,141.89	187,959.08	173,157.86	119,548.64
JUL	136,413.94	140,109.37	159,123.20	141,933.67	143,212.27	177,469.43	162,828.18	144,576.27
AUG	164,059.76	144,599.73	197,857.45	165,575.36	162,982.51	179,143.98	175,474.58	190,311.47
SEPT	137,281.10	146,173.09	180,695.27	145,925.17	149,025.29	164,145.34	171,161.70	
TOTAL	**1,677,988.63**	**1,744,594.71**	**1,797,592.81**	**1,991,947.11**	**1,787,320.32**	**1,998,251.86**	**2,020,578.14**	**1,781,014.62**

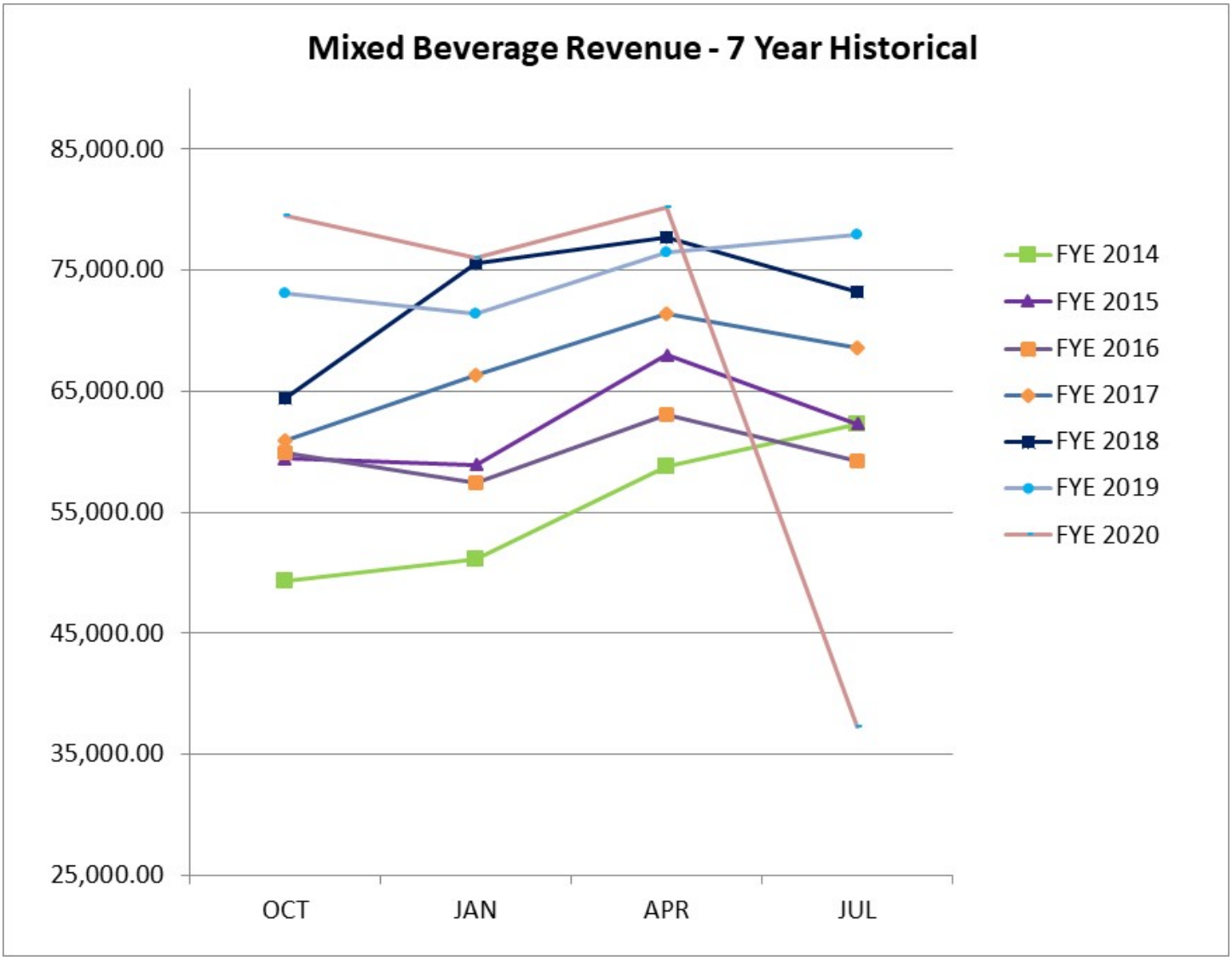
The chart below plots a history of MDD sales tax revenue from the 2012-2013 fiscal year to the current fiscal year.



Finance Department

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

Mixed Beverage Revenue - 7 Year Historical							
	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020
OCT	49,367.66	59,453.27	59,926.12	60,986.07	64,378.92	73,161.11	79,584.53
JAN	51,138.78	58,912.43	57,476.93	66,379.59	75,607.85	71,364.25	76,091.42
APR	58,740.02	68,036.47	63,028.71	71,467.72	77,758.68	76,494.83	80,244.81
JUL	62,287.56	62,318.74	59,294.13	68,580.98	73,206.92	77,980.89	37,257.59
Total	**221,534.02**	**248,720.91**	**239,725.89**	**267,414.36**	**290,952.37**	**299,001.08**	**273,178.35**



The City currently has 31 businesses that hold a mixed beverage permit.
Below is a gross receipt listing from this June as compared to the same month in the previous year.

Mixed Beverage Monthly Gross Receipts by Vendor									
	June 2019				June 2020				DIFFERENCE
	Liquor Receipts	Wine Receipts	Beer Receipts	**Total Receipts**	Liquor Receipts	Wine Receipts	Beer Receipts	**Total Receipts**	
TWIN PEAKS	$85,594.00	$2,639.00	$185,382.00	**$273,615.00**	$94,487.00	$1,586.00	$145,243.00	**$241,316.00**	**($32,299.00)**
PAPPASITOS	$131,464.00	$5,201.00	$26,750.00	**$163,415.00**	$104,773.00	$2,048.00	$15,531.00	**$122,352.00**	**($41,063.00)**
PAPPADEAUX	$89,527.00	$37,361.00	$23,830.00	**$150,718.00**	$69,740.00	$23,042.00	$12,872.00	**$105,654.00**	**($45,064.00)**
GOODE COMPANY	$82,428.00	$8,686.00	$15,053.00	**$106,167.00**	$48,381.00	$2,606.00	$6,702.00	**$57,689.00**	**($48,478.00)**
BJ'S	$29,030.00	$11,086.00	$36,968.00	**$77,084.00**	$20,356.00	$6,600.00	$19,521.00	**$46,477.00**	**($30,607.00)**
CHUY'S	$67,146.00	$1,083.00	$11,898.00	**$80,127.00**	$34,805.00	$499.00	$7,432.00	**$42,736.00**	**($37,391.00)**
GUADALAJARA	$75,594.00	$4,015.00	$13,372.00	**$92,981.00**	$60,928.00	$2,101.00	$8,004.00	**$71,033.00**	**($21,948.00)**
LUPE TORTILLA	$74,777.00	$4,103.00	$17,588.00	**$96,468.00**	$66,650.00	$2,647.00	$11,998.00	**$81,295.00**	**($15,173.00)**
BUFFALO WILD WINGS	$15,665.00	$860.00	$39,612.00	**$56,137.00**	$9,689.00	$489.00	$22,281.00	**$32,459.00**	**($23,678.00)**
FIELDING'S WOOD GRILL	$33,227.00	$17,204.00	$13,185.00	**$63,616.00**	$27,737.00	$7,966.00	$7,256.00	**$42,959.00**	**($20,657.00)**
MAIN EVENT	$31,178.00	$2,090.00	$23,321.00	**$56,589.00**	$11,629.00	$421.00	$7,731.00	**$19,781.00**	**($36,808.00)**
SALTGRASS STEAKHOUSE	$31,796.00	$13,133.00	$12,142.00	**$56,589.00**	$20,461.00	$8,071.00	$6,757.00	**$35,289.00**	**($21,300.00)**
MI RANCHO	$51,990.00	$921.00	$11,031.00	**$63,942.00**	$57,569.00	$626.00	$10,738.00	**$68,933.00**	**$4,991.00**
BUCA DE BEPPO	$6,021.00	$11,573.00	$2,879.00	**$20,473.00**	$4,211.00	$5,615.00	$1,087.00	**$10,913.00**	**($9,560.00)**
HOOTERS	$3,818.00	$114.00	$11,629.00	**$15,561.00**					**($15,561.00)**
BABIN'S SEAFOOD HOUSE	$19,741.00	$10,162.00	$5,545.00	**$35,448.00**	$18,202.00	$7,984.00	$5,240.00	**$31,426.00**	**($4,022.00)**
EL BOSQUE	$14,264.00	$316.00	$4,086.00	**$18,666.00**	$14,375.00	$532.00	$4,231.00	**$19,138.00**	**$472.00**
JOHNNY'S ITALIAN STEAK HOUSE	$9,905.00	$6,470.00	$5,509.00	**$21,884.00**	$4,918.00	$2,406.00	$1,236.00	**$8,560.00**	**($13,324.00)**
RED LOBSTER	$8,923.00	$3,842.00	$3,221.00	**$15,986.00**	$5,259.00	$2,207.00	$1,631.00	**$9,097.00**	**($6,889.00)**
RED ROBIN	$4,751.00	$594.00	$5,515.00	**$10,860.00**	$2,661.00	$351.00	$2,906.00	**$5,918.00**	**($4,942.00)**
CASA MEDINA	$9,973.00	$72.00	$2,922.00	**$12,967.00**	$8,982.00	$91.00	$1,946.00	**$11,019.00**	**($1,948.00)**
OUTBACK STEAKHOUSE	$9,027.00	$5,673.00	$6,113.00	**$20,813.00**	$6,376.00	$4,023.00	$3,702.00	**$14,101.00**	**($6,712.00)**
ANOTHER BROKEN EGG	$6,283.00	$9,962.00	$0.00	**$16,245.00**	$4,913.00	$12,515.00	$0.00	**$17,428.00**	**$1,183.00**
COURTYARD	$2,626.00	$1,870.00	$1,752.00	**$6,248.00**	$0.00	$0.00	$0.00	**$0.00**	**($6,248.00)**
MIA'S TABLE	$4,110.00	$2,777.00	$4,329.00	**$11,216.00**	$1,442.00	$1,797.00	$1,368.00	**$4,607.00**	**($6,609.00)**
AVENIDA BRAZIL CHURRASCARIA	$4,779.00	$6,112.00	$647.00	**$11,538.00**	$4,153.00	$2,178.00	$424.00	**$6,755.00**	**($4,783.00)**
AMC METROPARK 10	$7,410.00	$1,538.00	$5,880.00	**$14,828.00**	$0.00	$0.00	$0.00	**$0.00**	**($14,828.00)**
KILLEN'S STEAKHOUSE	$33,641.00	$69,907.00	$2,475.00	**$106,023.00**	$9,542.00	$17,557.00	$322.00	**$27,421.00**	**($78,602.00)**
FIRST WATCH	$0.00	$0.00	$0.00	**$0.00**	$0.00	$0.00	$0.00	**$0.00**	**$0.00**
DAVE & BUSTER'S	$0.00	$0.00	$0.00	**$0.00**	$14,375.00	$433.00	$7,020.00	**$21,828.00**	**$21,828.00**
BURGERIM	$0.00	$0.00	$0.00	**$0.00**	$0.00	$0.00	$0.00	**$0.00**	**$0.00**
TOP SUSHI	$0.00	$0.00	$0.00	**$0.00**	$0.00	$0.00	$0.00	**$0.00**	**$0.00**
TOTALS	**$944,688.00**	**$239,364.00**	**$492,634.00**	**$1,676,204.00**	**$726,614.00**	**$116,391.00**	**$313,179.00**	**$1,156,184.00**	**($520,020.00)**

As of July 31, 2020 the City's outstanding property taxes totaled $43,616.96. Of this amount, $43,429.25 is from 2009 to 2019 and $187.71 is from years prior to 2009. The table below shows the remaining balances as reported on the tax collector's monthly report.

Outstanding Property Tax Report FY 2019-2020						
	2009 to Present		Prior to 2009		Total	
Month	Balance	Change from Prev Month	Balance	Change from Prev Month	Balance	Change from Prev Month
OCT	2,033,285.60	1,990,111.45	195.32	19.04	2,033,480.92	1,990,130.49
NOV	1,959,352.15	-73,933.45	195.32	0.00	1,959,547.47	-73,933.45
DEC	1,397,348.46	-562,003.69	195.32	0.00	1,397,543.78	-562,003.69
JAN	484,529.68	-912,818.78	195.32	0.00	484,725.00	-912,818.78
FEB	194,182.90	-290,346.78	187.71	0.00	194,370.61	-290,346.78
MAR	68,113.87	-126,069.03	187.71	0.00	68,301.58	-126,069.03
APR	62,439.35	-5,674.52	187.71	0.00	62,627.06	-5,674.52
MAY	54,800.72	-7,638.63	187.71	0.00	54,988.43	-7,638.63
JUN	47,637.02	-7,163.70	187.71	0.00	47,824.73	-7,163.70
JUL	43,429.25	-4,207.77	187.71	0.00	43,616.96	-4,207.77
AUG	0.00	0.00	0.00	0.00	0.00	0.00
SEPT	0.00	0.00	0.00	0.00	0.00	0.00

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

Other Revenue Ending July 31, 2020			
	Monthly Activity	YTD	Budgeted Amount
Development Fees:	600.00	30,200.00	10,000.00
Property Taxes:	1,495.03	1,175,495.09	903,040.00
Mixed Beverage Tax:	37,257.59	273,178.35	320,994.00
Building Permit:	74,728.90	946,367.70	450,000.00
Other Permits:	2,025.00	14,238.00	15,000.00
Gas Franchise:	0.00	37,615.74	35,000.00
Electric Franchise:	0.00	0.00	282,000.00
Cable Franchise:	0.00	26,856.02	20,000.00
Telephone Franchise:	2,936.86	83,828.03	70,000.00
Trash Collection:	2,538.42	30,289.89	39,398.00
Recycling:	3,497.51	33,520.11	27,044.00
Code Enforcement Violation	0.00	0.00	800.00
Pool Use Fees:	748.00	4,990.00	9,964.00
Court Fines:	2,254.00	6,969.00	10,000.00
Court Fees:	799.09	2,730.91	5,000.00
Interest:	36.66	22,115.45	8,000.00
Leases:	1,250.00	12,500.00	15,000.00
Undesignated Revenue:	414.50	10,348.05	20,000.00
Payment in Lieu of Taxes:	47,867.50	111,470.00	71,468.00
Proceeds/Sale of Cap. Assets:	0.00	15,000.00	45,000.00

Finance Department

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

Budget Report				
For Fiscal: 2020-2021 Period Ending: July 31, 2020				
	Current Total Budget	Period Activity	Fiscal Activity	Percent Remaining
Fund: 100 - GENERAL FUND				
00 - Revenue	9,755,603.00	599,516.73	7,414,744.33	-24.00%
11 - Administration	761,929.00	61,810.86	666,569.87	12.52%
12 - Finance	304,796.00	20,384.12	231,668.36	23.99%
14 - Community Outreach	33,885.00	2,034.42	23,743.44	29.93%
17 - Non-Department	2,545,354.00	117,477.59	1,287,375.03	49.42%
18 - Fire Department	649,041.00	157,069.00	573,852.00	11.58%
21 - Emergency Management	2,180.00	144.63	6,823.53	-213.01%
22 - Police	3,101,170.00	210,554.07	2,580,890.06	16.78%
23 - Municipal Court	4,329.00	723.79	2,351.69	45.68%
30 - Public Works	1,025,431.00	100,684.29	707,386.79	31.02%
31 - Swimming Pool	116,258.00	11,850.37	80,735.53	30.55%
32 - Parks	34,680.00	1,539.85	25,416.90	26.71%
43 - Community Development	485,675.00	30,174.83	438,972.90	9.62%
55 - Technology	380,115.00	19,349.39	304,293.02	19.95%
Fund: 101 - TREE FUND				
00 - Revenue	0.00	0.00	0.00	0.00%
30 - Public Works	0.00	0.00	900.00	0.00%
Fund: 102 - PARK BEAUTIFICATION FUND				
00 - Revenue	3,900.00	240.00	1,625.00	0.00%
30 - Public Works	3,900.00	0.00	0.00	0.00%
Fund: 120 - EQUIPMENT REPLACEMENT FUND				
00 - Revenue	138,822.00	0.00	104,117.00	25.00%
55 - Technology	0.00	10,485.90	75,965.39	0.00%
Fund: 130 - BUILDING PERMITS TECHNOLOGY FUND				
00 - Revenue	0.00	0.00	12,725.00	0.00%
30 - Public Works	0.00	0.00	810.99	0.00%
Fund: 140 - TRASH AND RECYCLING				
00 - Revenue	320,016.00	6,067.88	63,988.56	-80.00%
33 - Trash & Recycling	294,222.00	25,384.22	226,503.52	23.02%
Fund: 200 - SPECIAL REVENUE				
00 - Revenue	1,714,467.00	41,806.44	835,276.27	-51.28%
45 - Hotel / Motel	1,338,308.00	18,410.47	647,385.25	51.63%
Fund: 300 - DEBT SERVICE				
00 - Revenue	2,320,150.00	2,436.88	847,156.86	-63.49%
80 - Debt Service	2,320,150.00	350.00	310,542.00	86.62%
Fund: 400 - CAPITAL PROJECTS GENERAL FUND				
00 - Revenue	799,622.00	47,495.83	983,512.76	23.00%
45 - Capital Purchases/Projects Hotel/Motel	0.00	0.00	0.00	0.00%
60 - Capital Purchases/Projects General Fund	411,922.00	35,660.00	507,556.91	-23.22%
61 - Capital Purchases/Projects Water & Sewer	387,700.00	19,108.65	1,274,369.69	-228.70%
Fund: 500 - DESIGNATED COURT FUNDS				
00 - Revenue	0.00	102.53	778.71	0.00%
23 - Court-Tech. Fund	0.00	0.00	0.00	0.00%
Fund: 600 - WATER / SEWER				
00 - Revenue	2,772,574.00	231,381.85	2,082,377.67	-24.89%
50 - Water & Sewer	2,606,315.00	102,035.02	1,768,352.95	32.15%
51 - Utility Billing	36,960.00	3,273.52	29,350.58	20.59%

Finance Department

FINANCIAL

Bank Balances

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

City of Shenandoah Bank Accounts				
Ending Balances as of July 31, 2020				
Wells Fargo			Texpool	
Pooled Cash	13,365,534.56		General Fund	205,407.90
MDD	3,488,556.67		Hotel/Motel	217,388.25
Metro PID	38.33		Debt Service	35,099.57
Land Trust Fund			Water/Sewer	34,542.08
Woodforest	3,493.75		MDD	1,156,042.01

As of July 31, 2020, the City has $17,211,229.22 in pledged securities with BNY Mellon which is 102% of all balances held in Wells Fargo.

Reserve Balance

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

Reserve Balance for Major Funds			
As of Date	Fund	Reserve Balance	Days Operating
6/30/2020	100 - General Fund	6,685,715.95	303.90
6/30/2020	200- Special Revenue (CVB)	3,749,409.05	267.81
6/30/2020	600- Water & Sewer**	419,648.95	41.96
6/30/2020	801- Municial Development District	1,045,153.45	-

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

****Note: Water & Sewer Reserve subject to change with current revenues affected by COVID.**

UTILITY BILLING

Revenue

Utility Billing Revenue Ending July 31, 2020			
	Monthly Activity	YTD	Budgeted Amount
Water	126,222.03	1,051,820.31	1,499,820.00
Sewer	81,422.75	781,238.95	1,026,827.00
Penalty	1,141.10	7,975.84	24,000.00
Tap Fees	3,255.00	68,112.90	35,000.00
Temporary Water Meters	0.00	3,205.00	8,000.00
Groundwater Reduction Plan Fees	16,385.30	128,010.29	152,327.00
Lonestar Groundwater Conservation District	2,949.39	23,173.04	23,276.00

SUBMITTED BY: Lisa Wasner, Finance Director

CITY COUNCIL MONTHLY REPORT

POLICE DEPARTMENT

July 2020

PATROL OPERATIONS

Shenandoah PD's largest function and operation is patrol in terms of staffing, time utilization, and response. The patrol division spends a great deal of time responding to calls for service and making proactive contacts and arrests. The tables below provide indicators of patrol activity for the month of **July 2020.**

CALLS FOR SERVICE

CALL NATURE	June 2020
911 Call	26
ATL/BOLO	6
Alarm	45
Animal Call	2
Assault	2
Assault Family Violence	6
Attempted Suicide	2
Auto Theft	0
Burglary of a Vehicle	10
Burglary of a Building	0
Burglary of a Habitation	0
Child Discipline	0
Civil Call	1
Criminal Mischief	1
Death Investigation	1
Disturbance	14

Disturbance (Noise)	6
Duty on Striking Unattended Vehicle	2
Found Property	0
Fraud	4
Harassment	0
Lost Property	3
Motor Vehicle Accident – Non-reportable	10
Motor Vehicle Accident – No Injury	9
Motor Vehicle Accident with Injury	3
Medical Call	18
Missing Person	0
Motorist Assist	19
Open Door	1
Public Service (Information call handled by phone)	22
Reckless Driving	0
Recovered Stolen Vehicle	1
Robbery	0
Shots Fired	1
Suspicious Person	32
Suspicious Vehicle	52
Theft (Felony - $2,500+ Value)	7
Theft (Misdemeanor – under $2,500 Value)	13
Towed Vehicle	12
Traffic Hazard	25
Welfare Concern	103

PROACTIVE CONTACTS/ARRESTS

Driving While Intoxicated	2
Public Intoxication	9
Narcotics	7
Warrant Service	13
Arrest Felony	17
Arrest Misdemeanor	27

PROBLEM SOLVING EFFORTS

The police department encounters and addresses a wide assortment of criminal trends, nuisances, and quality of life issues that vary at any given time. Below are some issues encountered and addressed for **July 2020.**

- Increased traffic enforcement throughout the city to reduce the amount of traffic accidents that are increasing throughout the county. The increase in traffic stops also produced more arrests of criminal activity.
- Concentrated efforts on motel criminal activity.

TRAFFIC ENFORCEMENT OPERATIONS

In **July 2020**, Shenandoah officers made 113 traffic stops. The following table indicates general locations and number of traffic stops in conducted in each area.

TRAFFIC ENFORCEMENT AREA	July 2020	June 2020	May 2020
North Bound Service Road and Eastern Commercial Areas	184	130	96
South Bound Service Road	33	29	14
Residential Areas	27	27	18
Interstate 45 Main Lanes	37	16	7
Woodlands Township Area	32	18	15
Total	**313**	**220**	**150**

CRIMINAL INVESTIGATIONS

There were approximately 65 patrol dispatched complaints for the month of **July, 2020** with complaints that required the initiation of a criminal offense report or an incident report.

There are currently 26 open cases, assigned to the criminal investigations section. Five cases have been submitted to the D.A.'s office for review, and 5 active arrests warrants are pending service.

Cases of note

Aggravated Assault-19000 block of IH-45. A male suspect assaulted another male in the parking lot. Suspect has been charged and arrested.

Theft-Tailgate theft in the 9200 Block of Pinecroft

CODE ENFORCEMENT ACTIVITIES

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

57 GoGov action items submitted to the Shenandoah Police Department in **July** 2020:

TYPE OF ACTION LINE REQUEST	NUMBER OF ACTION LINE REQUESTS	NUMBER OF REQUESTS RESOLVED	NUMBER OF REQUESTS UNRESOLVED
Animal Control	1	1	0
Grass Complaint	9	9	0
Code Enforcement	11	11	0
Vacation Watch	7	7	0
Graffiti	0	0	0
Non-Conforming Signs	20	20	0
Other	9	9	0
Junk Motor vehicle	0	0	0

The action items submitted revealed **46** by Shenandoah PD officers, 1 by city employees and **10** by citizens. In **July, 1** property lien was recorded for city ordinance violations (high weeds and grass). **0** Citation was issued for city ordinance violations. **0** yard force mowed.

Submitted by

COUNCIL MONTHLY REPORT

DEPARTMENT: PUBLIC WORKS

MONTH: JULY 2020

PUBLIC WORKS

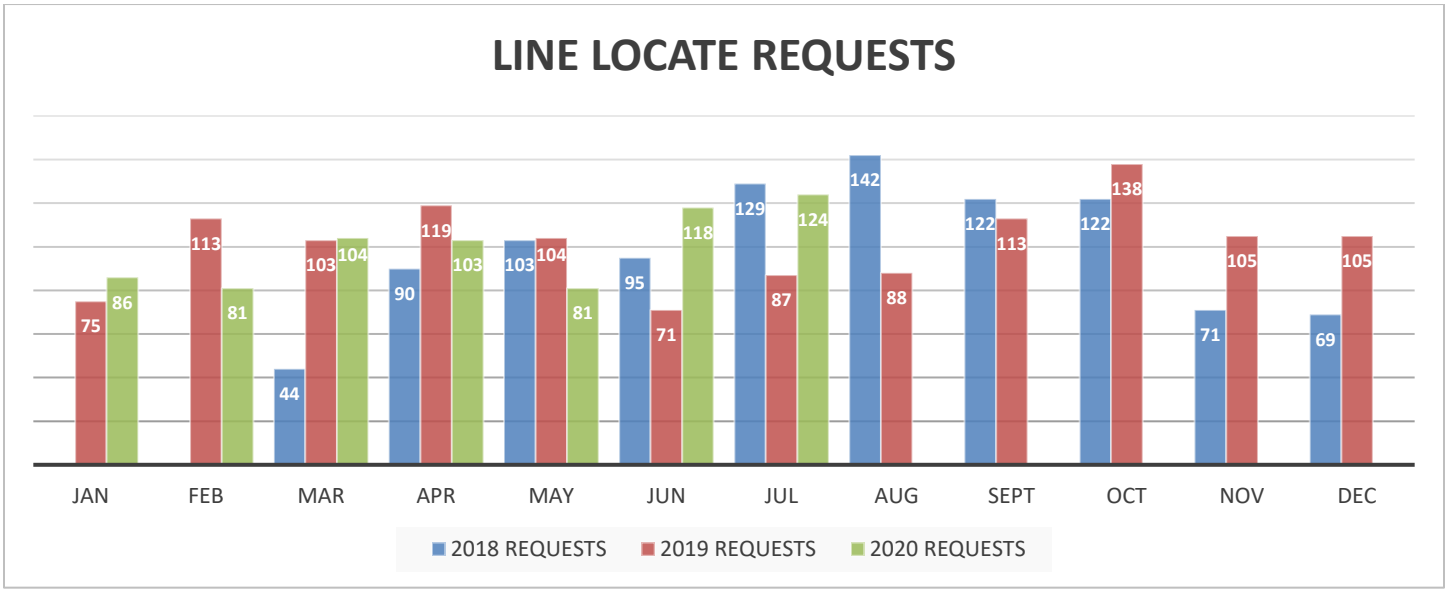
During this month, Public Works staff responded to 22 requests for service submitted through the City's E-Gov software. Of those requests for service 14% were generated from outside City Hall.

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

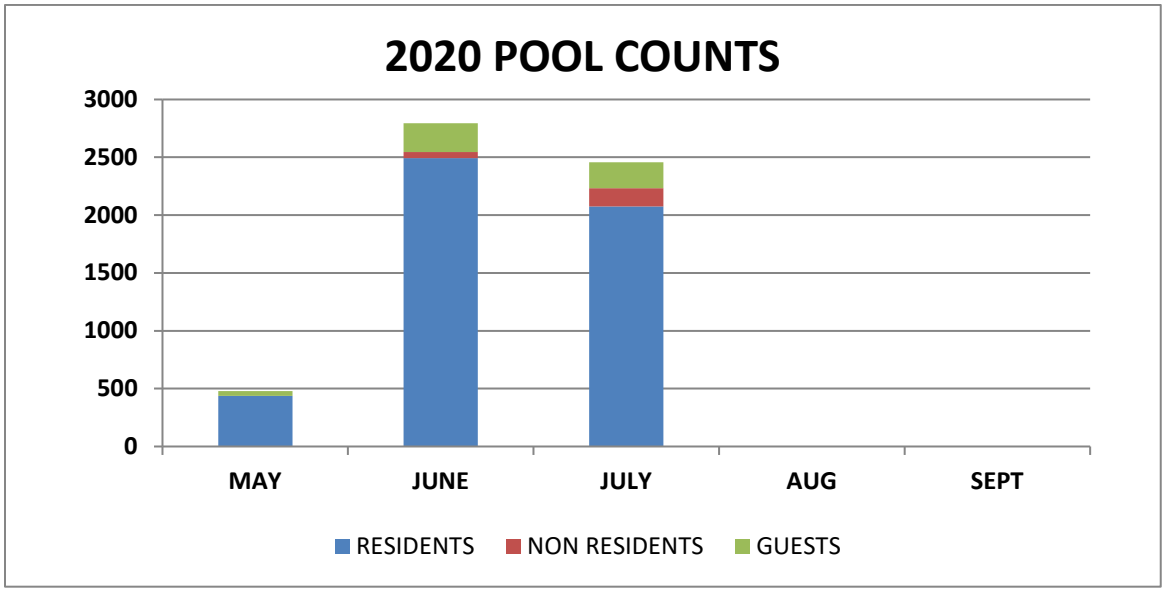
Date Swept	Diesel Used (gallons)	Hours Swept	Collected Amount (cubic yards)	Water Used (gallons)
7/02/2020	** METER READ DAY – DID NOT SWEEP **			
7/09/2020	9	3	4	300
7/16/2020	9	4	4	150
7/23/2020	10	4	4	150
7/30/2020	11	4	8	300
JULY	**39**	**15**	**20**	**900**

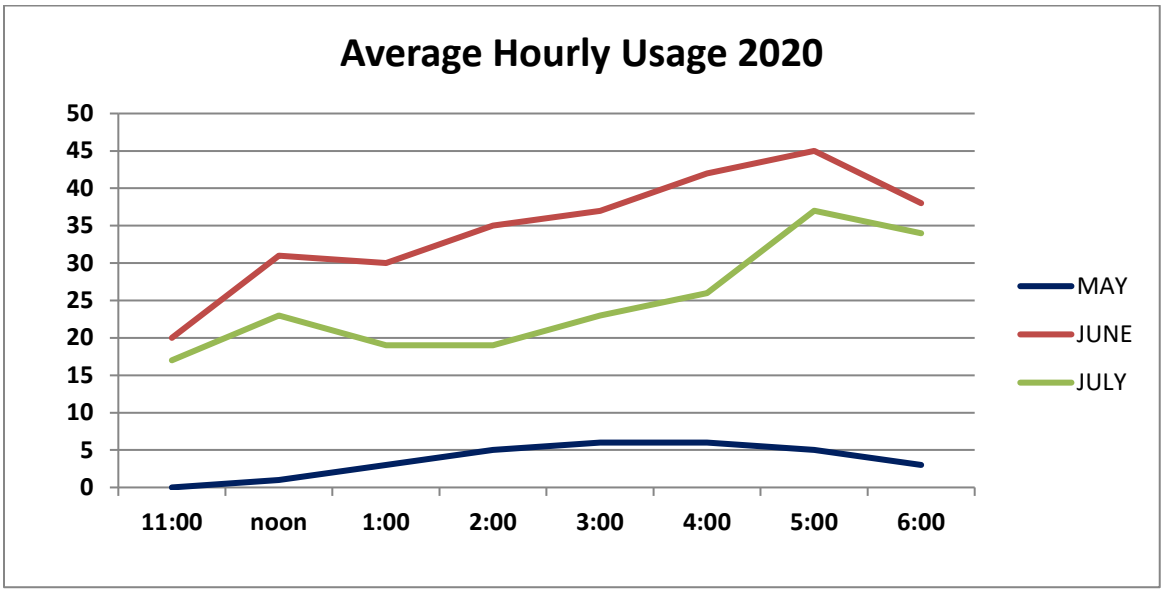
In July, there was four cuts of the irrigated areas (those areas of the City with sprinkler systems), and four cuts of the non-irrigated areas. Once a week LandCare's staff checks these areas and picks up any debris.

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



Pool data is recorded in the following charts.

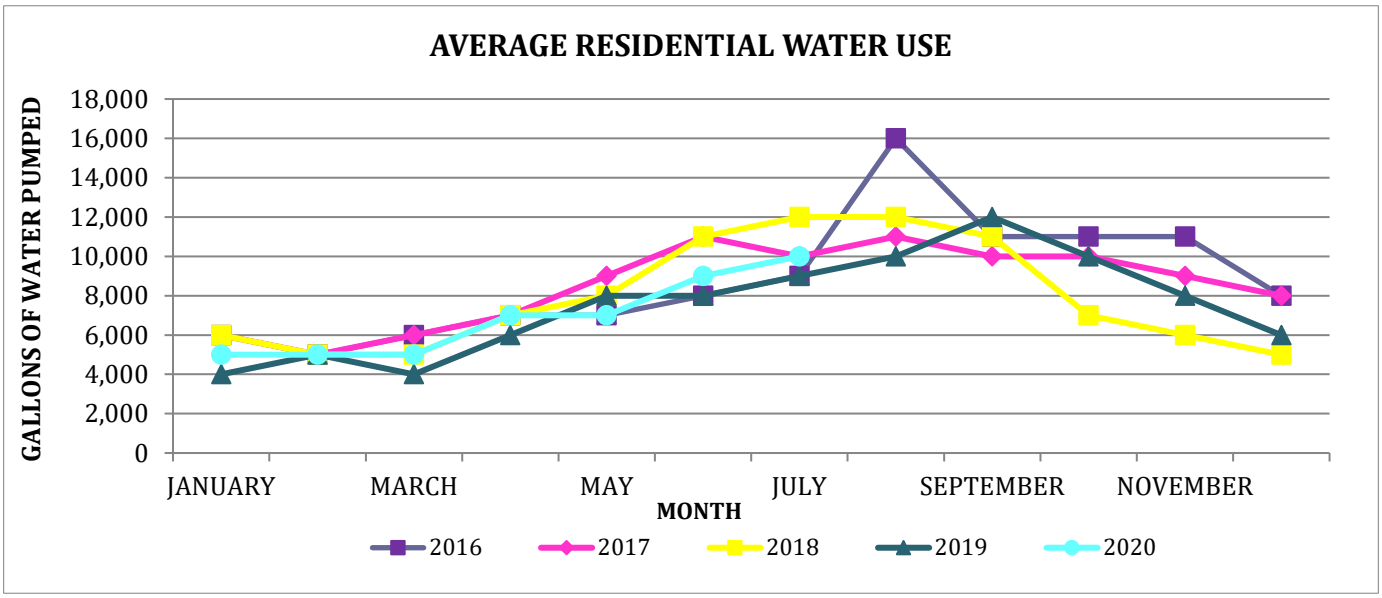




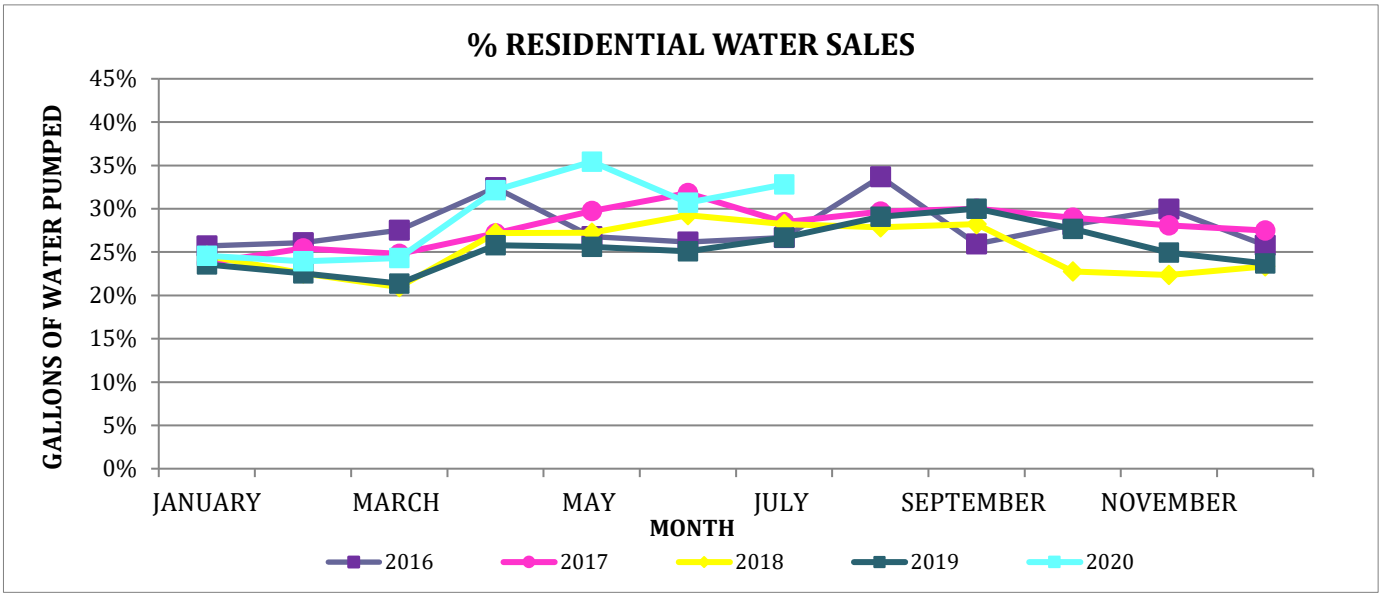
WATER & SEWER

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

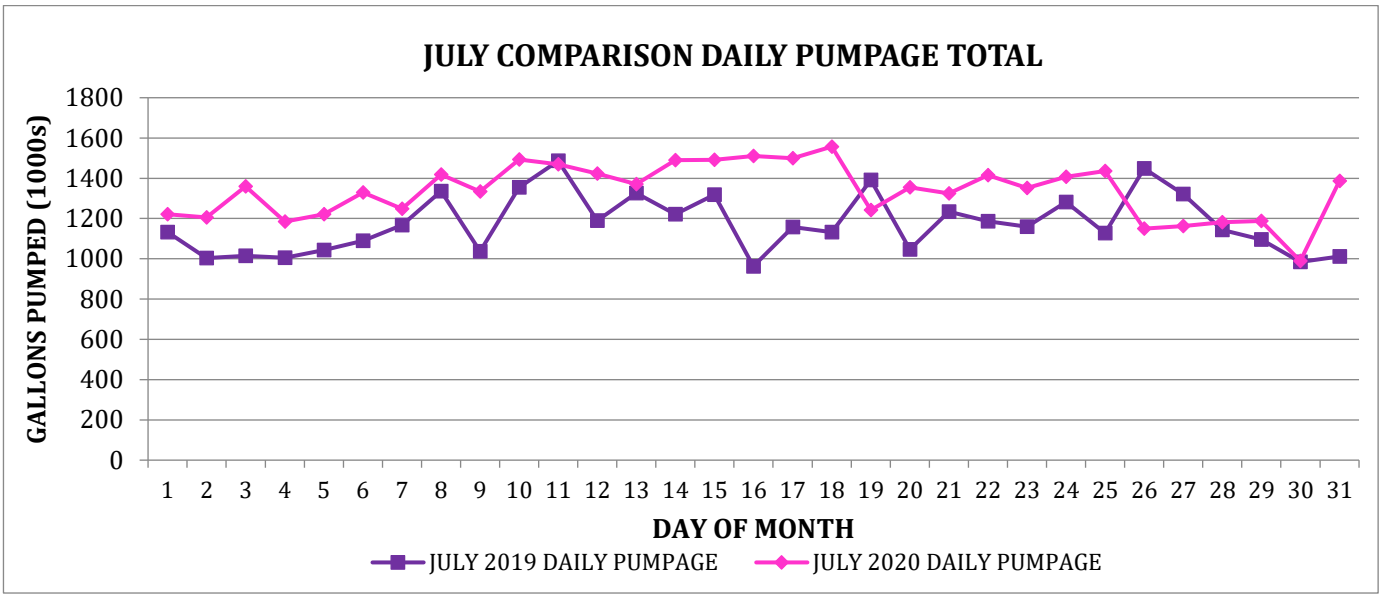
Groundwater production for the calendar month of July was approximately 41.4 million gallons with an average daily use of 1,336,000 gallons. The average residential water use for the billing month was 10,000 gallons. The next chart shows the average residential water use for each month compared to previous months.

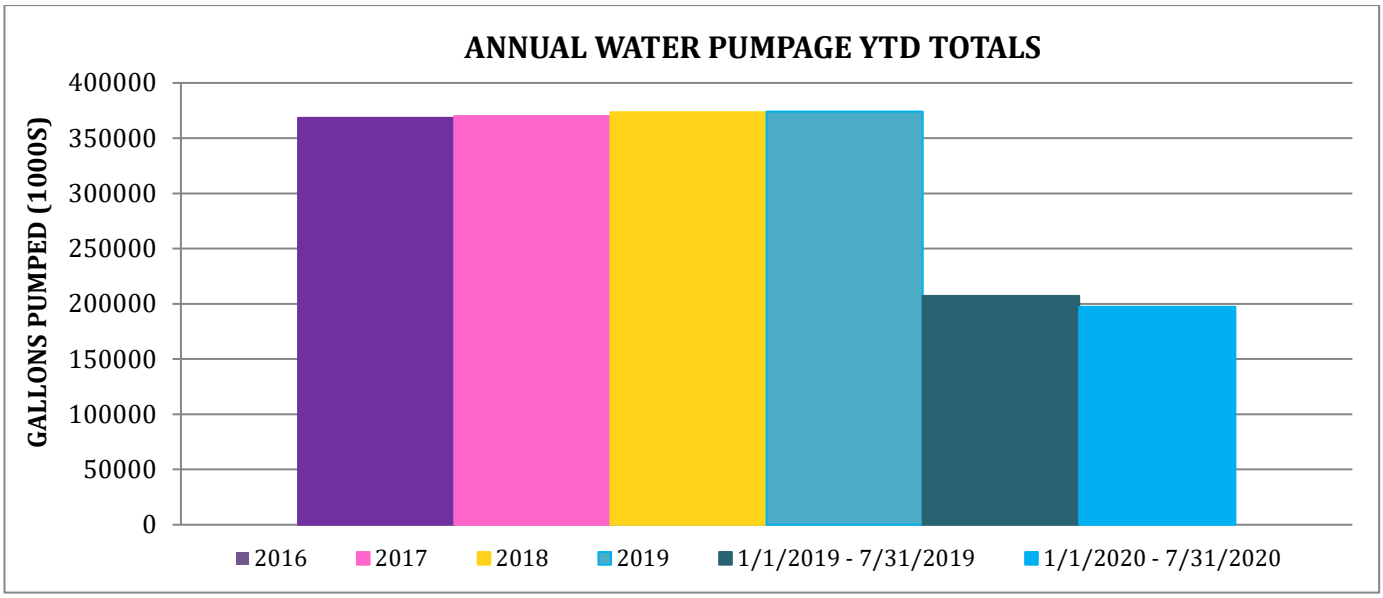


The next chart shows how much residential water sales have accounted for. In July 2019 residential water sales accounted for 26.69% of all water sales compared to 33.80% for the current month.

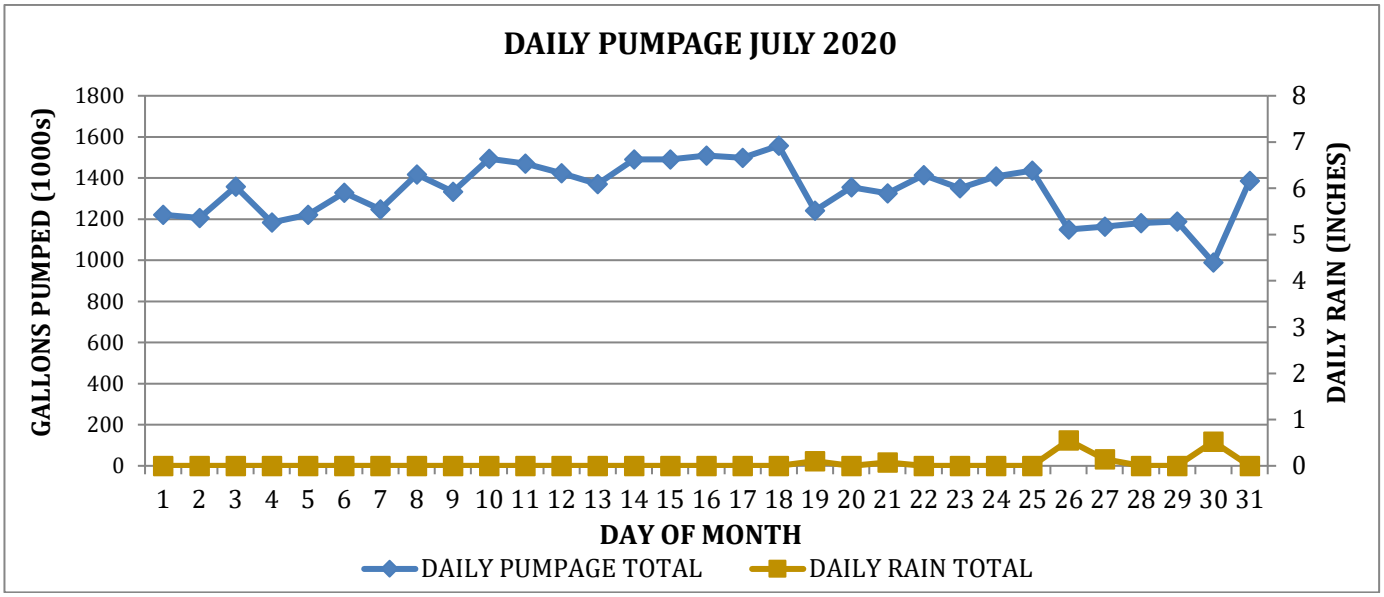


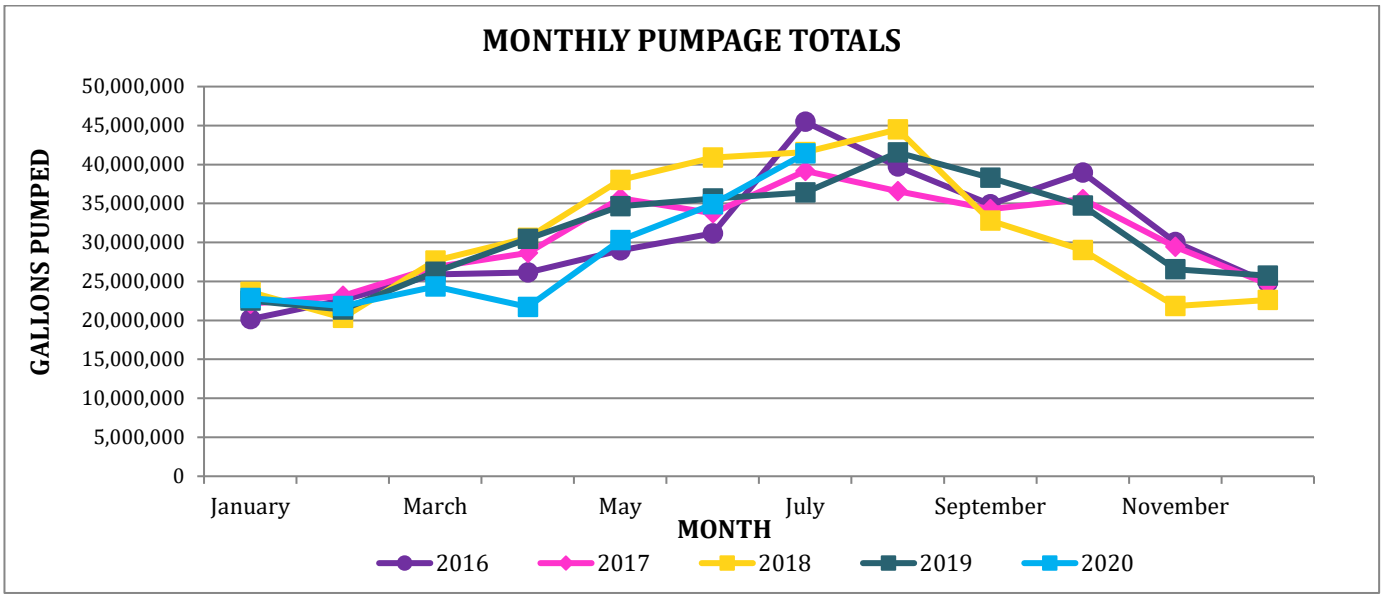
The next two charts show the daily pumpage data compared to previous years. Through July the City has pumped 197.4 million gallons of water this year. Last year during the same period the City pumped 207.3 million gallons.



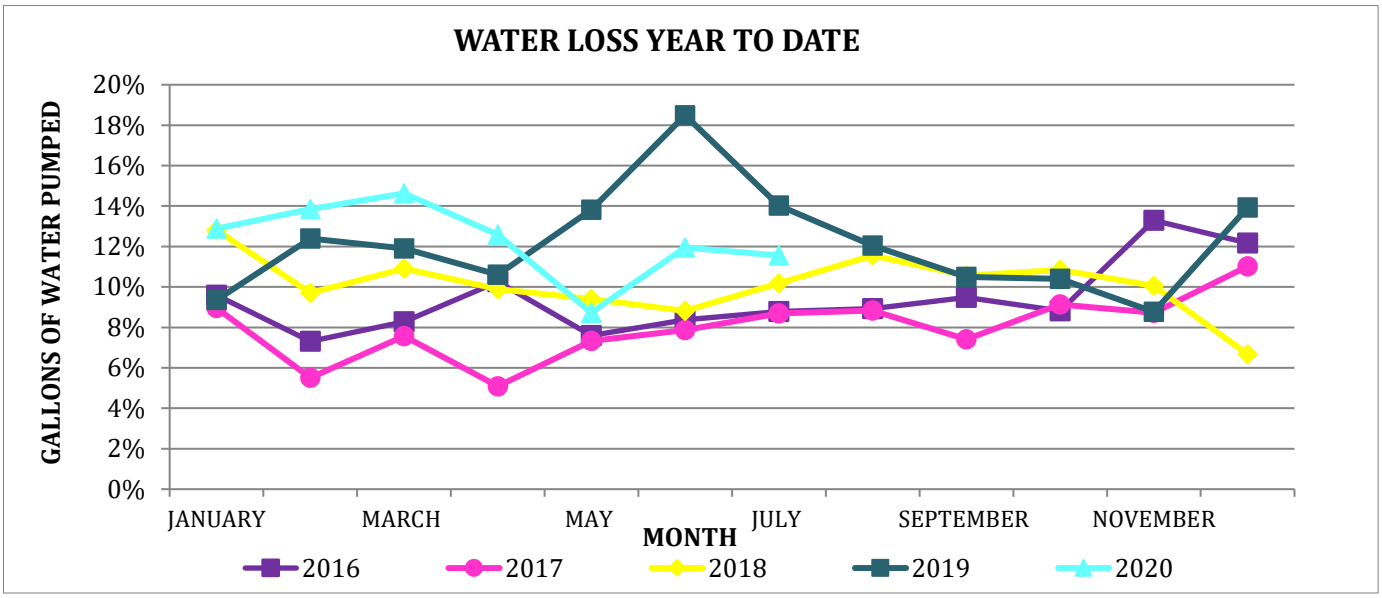


The next charts show the daily pumpage compared with rain and monthly pumpage totals.

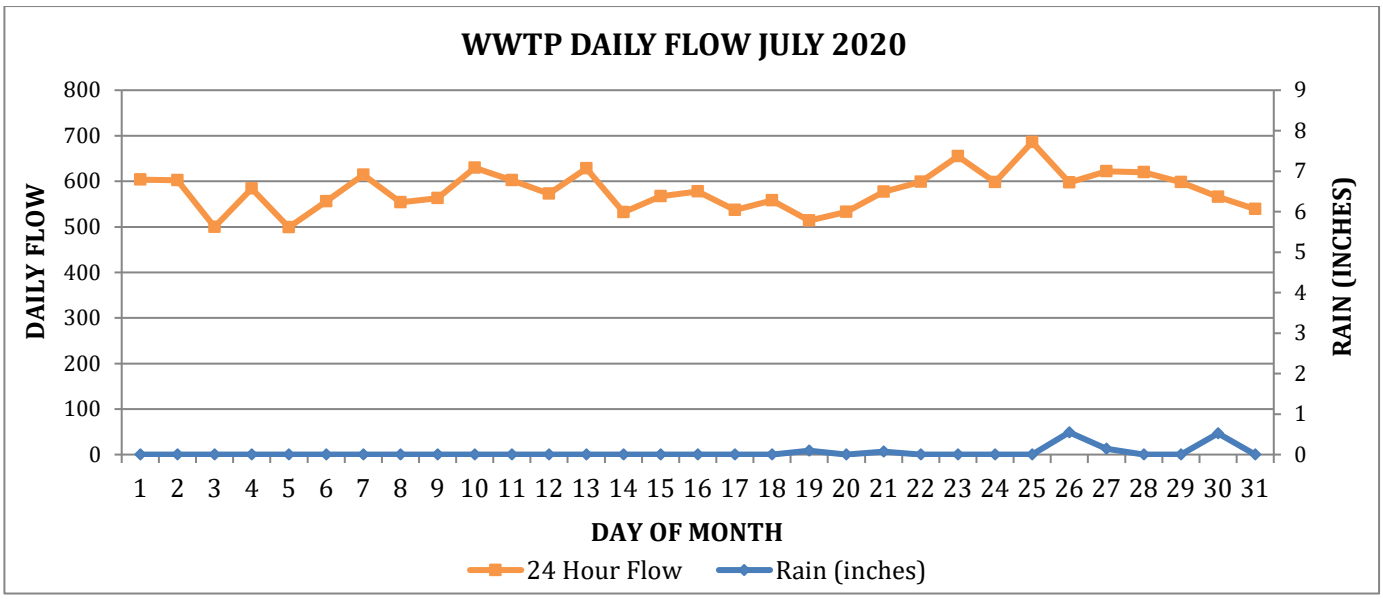




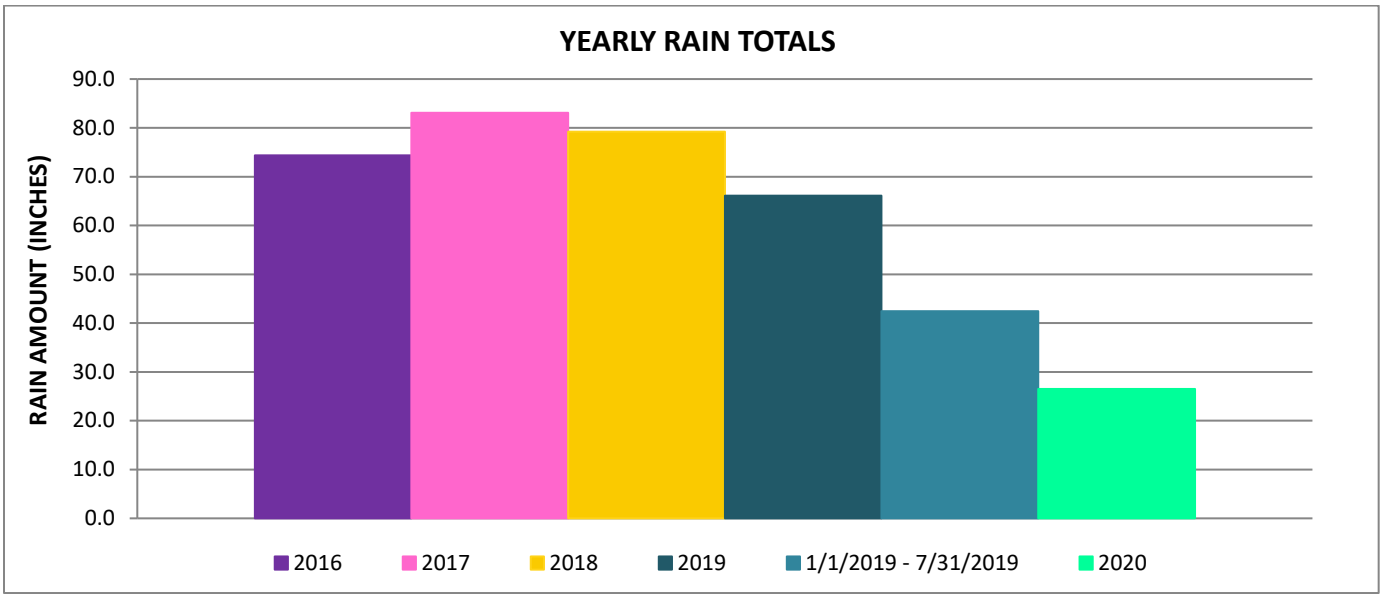
The water loss for the month of July was 11.55%. The next chart compares the loss rate to previous years.



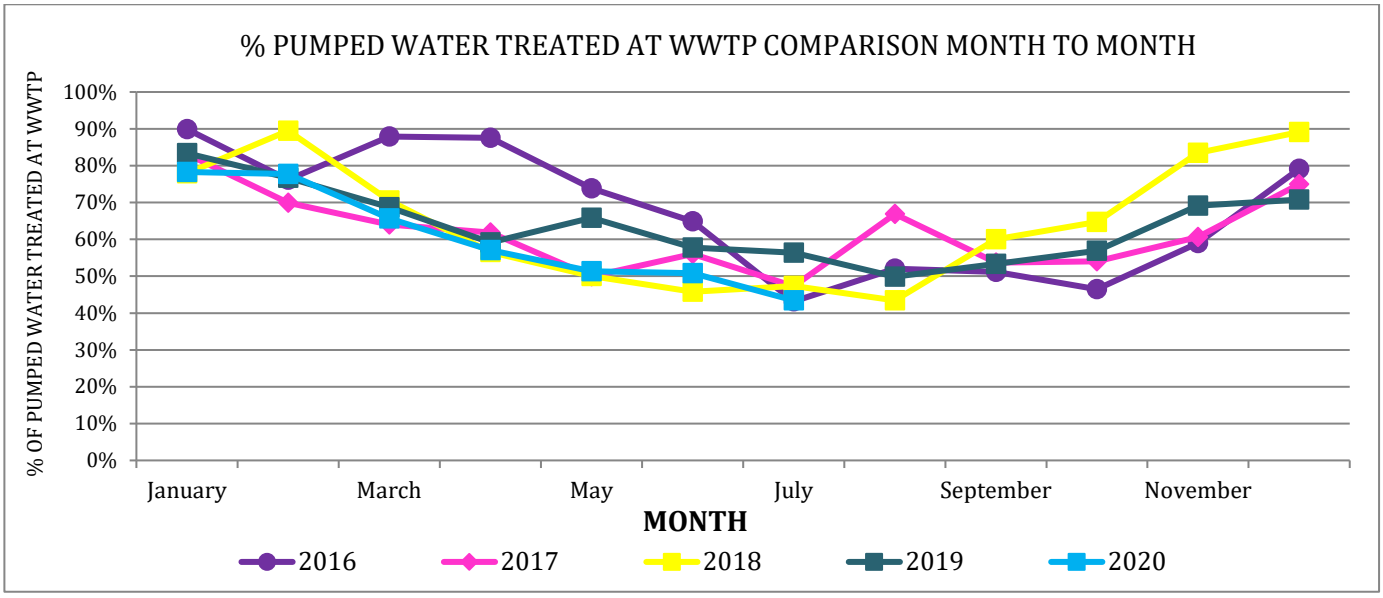
The City's wastewater treatment plant flowed 41.4 million gallons this month for an average of 580.1 gallons per day. Through the year, the City has treated 114.6 million gallons of drinking water. The next chart shows the daily flow at the treatment plant and daily rainfall.



Through July 31st the City has registered 26.49 inches of rain at the treatment plant compared to 42.45 and 40.48 inches in previous years. The next chart summarizes rainfall from previous years.



The City "recovered" over 43.43 % of the water pumped at the treatment plant. The next chart compares the monthly percent recovery to previous years.



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

CAPITAL PROJECTS

PROJECTS UNDER DESIGN

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

  May – Easement acquisition discussions still underway.

  June – Easement acquisition discussions still underway. Wetlands permit under review. Staff has commenced work on a Texas General Land Office (GLO) grant application for full funding of the project.

  July – Easement acquisition finalized. Wetlands permit under review. Staff has commenced work on a Texas General Land Office (GLO) grant application for full funding of the project. Project order 1) Design and construct gas line invert and ditch improvements. 2) Design and install additional culvert under railroad.

- **David Memorial Extension Phase II and III**

  May – Revised USACE application submitted for the section in the county and city of Conroe limits.

  June – Project design is being funded through a County grant program. ROW deeds in preparation.

  July – Project design is being funded through a County grant program. 60% design complete.

- **Impact Fee Study 2019**

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

  June – Impact Fee committee has 1st meeting on June 16th. Land use discussed.

  July – Impact Fee committee approved proposed CIP.

- **Water/Sewer Rate Study 2019**

  May – Rate study presentation completed. Modifications underway based on council comment. Additional financials are being organized for presentation. A second presentation likely to occur in July with additional data.

  June – Work commences in preparation for budgeting. Rates to be adjusted dependent on outside funding sources.

  July – Rate study complete. Townhall and council approval scheduled for August 12.

- **Sewer Collection System Model 2019**

May – Additional data (lift station pump sizing, pump curves, etc.) being collected for final report.

June – Staff met to review draft final report. Additional surveying needed for two locations.

July – Surveying complete, final report and capital project recommendations to be presented in August.

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

  May – ROW discussions still underway with Home Depot.

  June – ROW discussions still underway with Home Depot.

  July – Coordination continues with TxDOT, Pct. 3, and other entities.

- **Research Forest Lift Station Rehabilitation**

  June – Request for proposal (RFP) draft started.

PROJECTS UNDER CONSTRUCTION

- **Elevated Storage Tank Rehabilitation 2019**

  May – Exterior sandblasting nearing completion. Repairs of interior tank nearly completed and ready to be put back in service.

  June – Exterior and interior blasting completed. Water storage tank coating applied.

  July – Majority of project items are completed. Only punchlish items remain.

SUBMITTED BY: Joseph Peart

BLEYL ENGINEERING
PLANNING • DESIGN • MANAGEMENT

CITY OF SHENANDOAH TEXAS

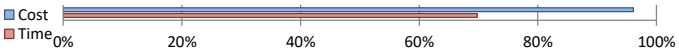
City of Shenandoah Engineer's Report
July 2020
(July 8, 2020 through August 12, 2020)

Projects Under Construction

Project Name	*Contractor*	*Contract Start Date*	*Contract Time*	*Contract End Date*	*Substantial Completion*	*Days Over Contract Time*	*Percent of Contract Cost*	*Percent of Contract Time Expired*
Elevated Storage Tank Rehabilitation	Tank Pro, Inc.	3/27/2020	160 Working Days	9/9/2020			96.14%	69.78%

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

Elevated Storage Tank Rehabilitation - 12531



Project Description	*Update*
Bleyl was authorized on 9/25/19 to provide plans and specifications for sand blasting and recoating the existing elevated storage tank.	The project is in construction and completion is scheduled for September 2020. **The painting and logos are 100% complete and the tank is in the process of being filled. The project is estimated to be completed by August 21, 2020.**

Projects Under Design

Shenandoah East Side Wetlands Permitting - 12101

Project Description	*Update*
Bleyl was authorized on 6/28/17 to obtain a Corps of Engineers Permit for working in a wetlands area. **The current estimated approval date is March 2021.**	Application was submitted in March 2018. Public Notice was given in August 2019. COE comments have been received and addressed, most recently in March 2020. **The permit application is under review by the Corps of Engineers.**

David Memorial Extension Phase II and III - 12473

Project Description	*Update*
Design Completion - 12/31/20 **Wetlands Permits - 12/31/22** **Construction - 2023**	**The 60% design was submitted in June 2020.** **The City of Conroe has designated partial funding in their 2020-21 budget.**

City of Shenandoah Engineer's Report
July 2020
(July 8, 2020 through August 12, 2020)

East Relief Pond Option 1B - 12203

Project Description	*Update*
Bleyl was authorized on 1/24/18 for engineering and management services to construct a stormwater pump station at the existing east pond. **The following is for the east drainage solution:** **Design Completion - 9/30/20** **Permits - 11/30/20** **Construction - 12/1/20**	The project is on hold for funding and to explore additional options for draining this area by gravity east of the railroad. A proposed plan, schedule and budget was presented at the May 27 Council meeting. An update was given to Council on 6/10/20. **The acquisition of a drainage strip is complete. (to drain a portion of the area to the east.)** **A design proposal and construction cost estimate is being prepared. A site meeting with Union Pacific Railroad was held on 8/11/20.**

Carter's Slough Hydraulic Study - 12370

Project Description	*Update*
Bleyl was authorized on 11/14/18 to perform a drainage study on Carter's Slough downstream of the railroad to determine potential impacts of downstream developments.	The hydraulic study is complete. An update was given to Council on 6/10/20. **The acquisition of a drainage strip is complete. (to drain a portion of the area to the east.)**

MS4 General Permit Renewal - 12391

Project Description	*Update*
Bleyl was authorized on 12/12/18 to obtain authorization for stormwater discharge for the City under the renewed General Permit TXR040000. **The City continues to operate under their existing permit.**	A Notice of Intent and updated Storm Water Management Plan were submitted in July 2019 to the TCEQ. Bleyl is awaiting further direction from the TCEQ. **Bleyl has meetings with City staff as needed to manage the storm water management program for the City.**

Tamina West Bound Turn Lane/Research Forest East Bound Right Turn Lane - 12402

Project Description	*Update*
Bleyl was authorized on 1/23/19 to prepare a detailed design and submittal to TXDOT of a plan to modify the west bound turn lane on Tamina in front of Home Depot, along with the Research Forest right turn lane. A Home Depot driveway relocation was added to the scope of work. **Design - Complete** **Construction - June 2021**	The project schedule has changed to June 2021 construction.

City of Shenandoah Engineer's Report
July 2020
(July 8, 2020 through August 12, 2020)

Research Forest/Tamina Major Intersection Improvements - 12403

Project Description	*Update*
Bleyl was authorized on 1/23/19 to prepare a detailed design and submittal to TXDOT of a plan to modify the Research Forest and Tamina Road intersection. (Adding one lane each direction). **Design Completion/Approval - December 2020** **Bidding and Construction - February 2021**	TxDOT has approved the project for final design. The proposal for final design was approved at the 4/22/20 MDD and Council meetings. Final design is underway. **MDD partial funding is to be considered on 8/26/20.** **Precinct 3 (Noack) partial funding needs to be finalized for 2021.**

Shenandoah Impact Fee Study - 12535

Project Description	*Update*
Bleyl was authorized on 9/25/19 to evaluate the City's water and sewer system demands for potential development within the City's ETJ **Study Completion - August 2020** **Committee Approval - September 15, 2020** **Council Approval -October 28, 2020** **Impact Fee Adoption - October 2021**	The draft Impact Fee Study is complete and will be submitted to staff for review. **A committee meeting was held on June 16, 2020. A second meeting was held on July 21, 2020, and the proposed CIP projects were approved.**

Shenandoah Utility Rate Study - 12534

Project Description	*Update*
Bleyl was authorized on 9/25/19 to evaluate the existing water and sanitary system to estimate the cost of water and sewer based on historical usage and cost analysis. **Final Report - Complete** **Council Action - August 12, 2020**	The final draft study was discussed at the July 22, 2020, Council meeting. **A Townhall Meeting has been scheduled for August 12, 2020, to present the report to the public.**

Shenandoah Sewer Model - 12536

Project Description	*Update*
Bleyl was authorized on 9/25/19 to evaluate the existing sanitary sewer system and provide recommendations for the City. **Final Report - Complete**	The model was submitted to the City in June 2020, along with recommendations for infrastructure improvements **Additional surveying is complete. The model is complete and will be presented to staff the week of August 10th.**

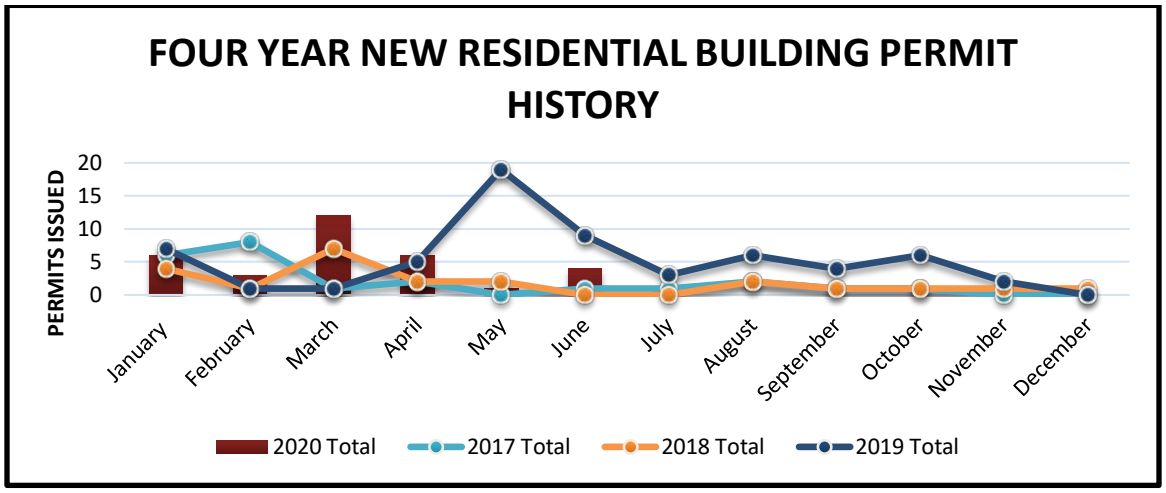
COUNCIL MONTHLY REPORT

DEPARTMENT: COMMUNITY DEVELOPMENT AND MUNICIPAL COURT

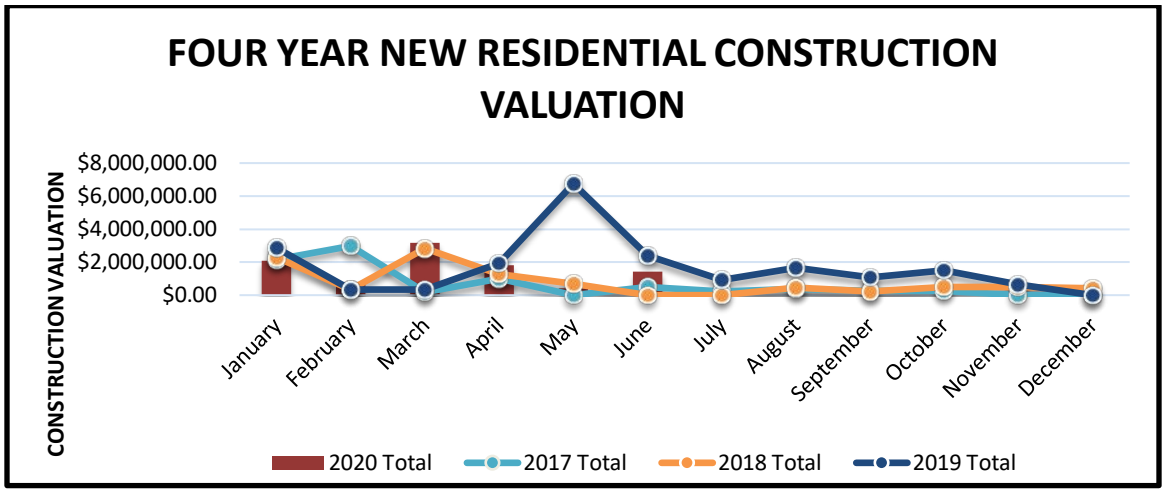
MONTH: JULY 2020

COMMUNITY DEVELOPMENT

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



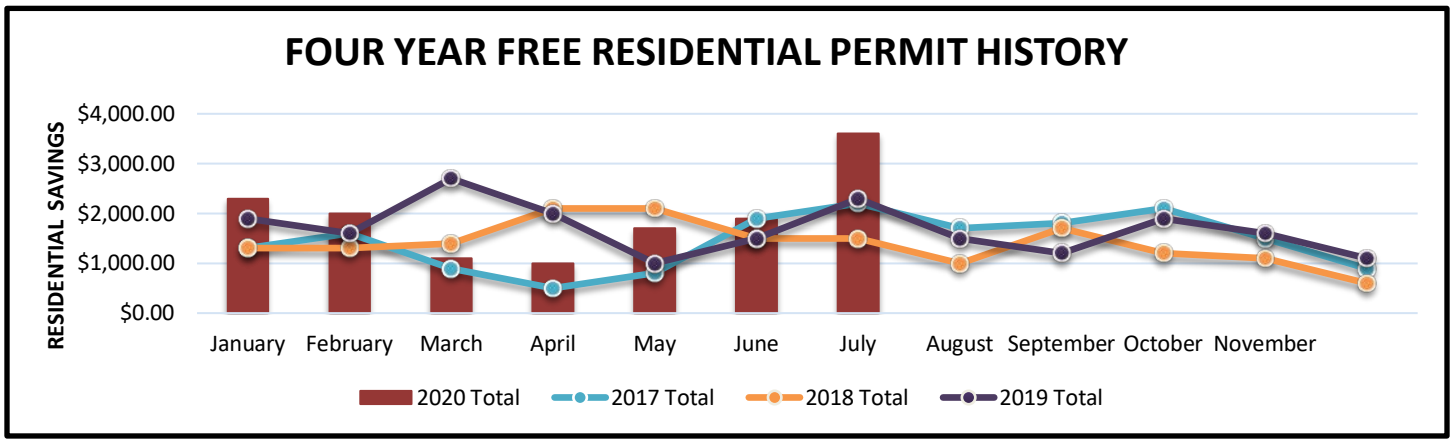
Residential construction value based on the contractors' declared construction cost during the month of July is $340,00000. A YTD decrease of 364% compared to 2019. The chart compares new residential construction valuation data from 2017 to current year.



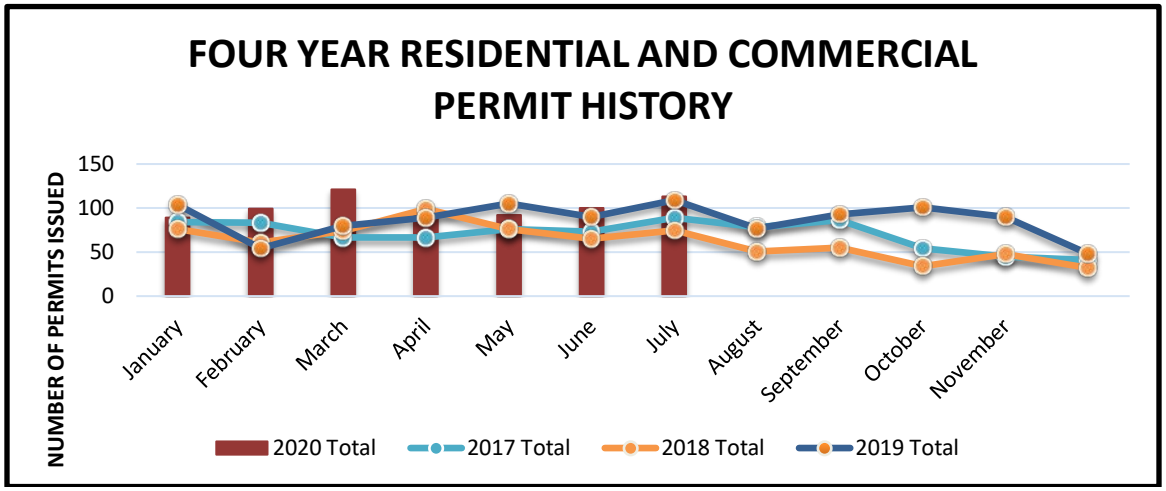
The table below shows the residential development and each subdivisions overall completion rate. Shenandoah has a total of 1,292 lots in the residential subdivisions and is currently at 85% built out. Vacant lots also include lots which residents have fenced in as part of their yard but a house could be built on those lots in the future.

Residential Subdivision Development					
	Total Lots	**Open permits**	**Vacant Lots**	**Completed**	**Percentage Completed**
Parkgate Reserve	58	0	1	57	98%
Tuscany Woods	101	1	0	100	99%
Malaga Forest	36	1	4	31	86%
Reserve at Grogan's Mill	42	0	1	41	98%
Marion	44	0	0	44	100%
Silverwood Ranch	80	0	0	80	100%
Grogans Forest	128	0	0	128	100%
Shenandoah Valley	506	0	3	503	99%
Lily	62	15	0	47	76%
Wellman Manor	32	7	14	11	34%
Boulevard Green	89	3	50	36	40%
The Centro	114	11	85	18	16%
CITY TOTAL	**1292**	**38**	**158**	**1096**	**85%**

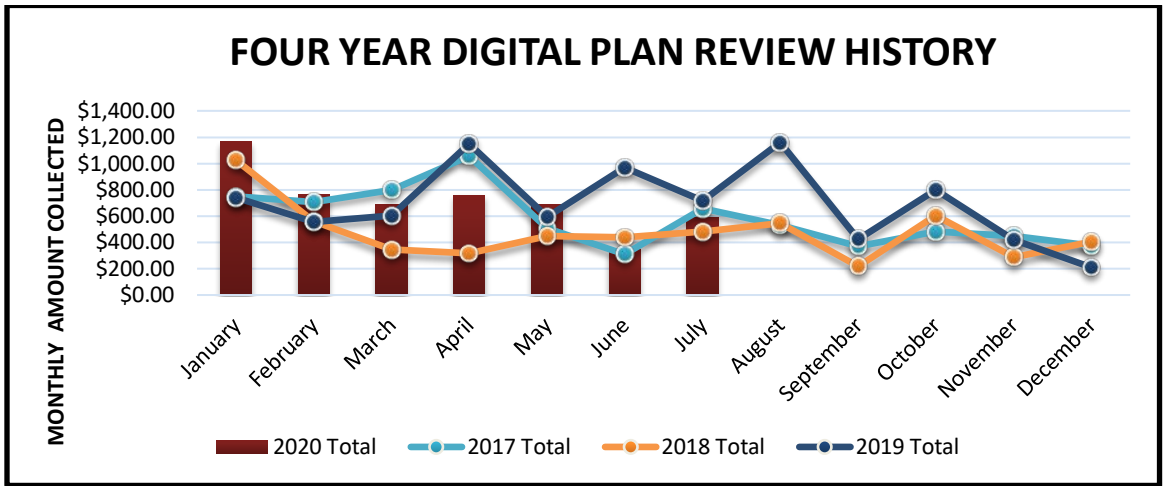
Currently the City issues permits for residential remodels, roofs, irrigation systems and pools for no charge. In July the City issued 36 free permits for residential improvements. Total savings to residents is $124,300.00. The chart below compares free residential improvement permit data from 2017 to current year.



During July the City issued 113 residential and commercial permits compared to 109 in 2019. The chart below compares all residential and commercial permits issued from 2017 to current year.



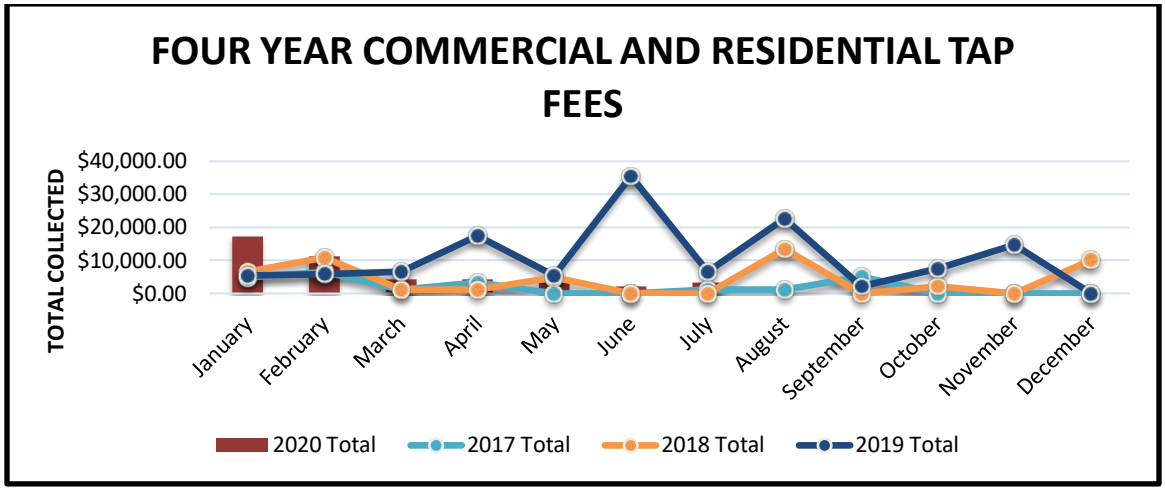
In 2014 the City implemented a digital plan review process to provide better service for the contractors and to accept plans digitally, charging a nominal fee depending on the number of pages submitted for review. During July the City collected $590.00 for digital plan review fees. The revenue collected since implementation in 2014 is $42,769.99. The chart below outlines the fees collected for the digital plan review from 2017 to current year.



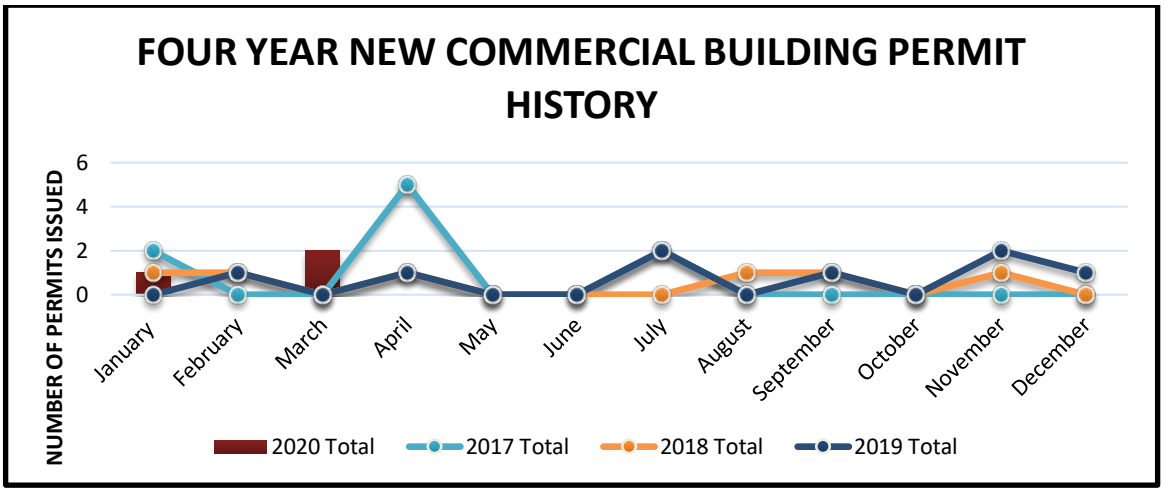
The digital plan review fee is used to purchase equipment and enhance the digital plan review process. In July there was one purchases from the digital plan review account. The digital plan review fee balance is $26,418.12. The chart below outlines the digital plan review revenue and the expenses based on each fiscal year.

Digital Plan Review History							
	FY 2014-2015	**FY 2015-2016**	**FY 2016-2017**	**FY 2017-2018**	**FY 2018-2019**	**FY 2019-2020**	**Balance**
Total Revenue	$7,047.00	$6,095.84	$7,226.15	$5,680.00	$8,215.00	$6,430.00	
Total Expenses	$3,344.25	$5,029.99	$795.00	$475.22	$0.00	$810.99	
Total	**$3,702.75**	**$1,065.85**	**$6,431.15**	**$5,204.78**	**$8,215.00**	**$5,619.01**	**$27,008.12**

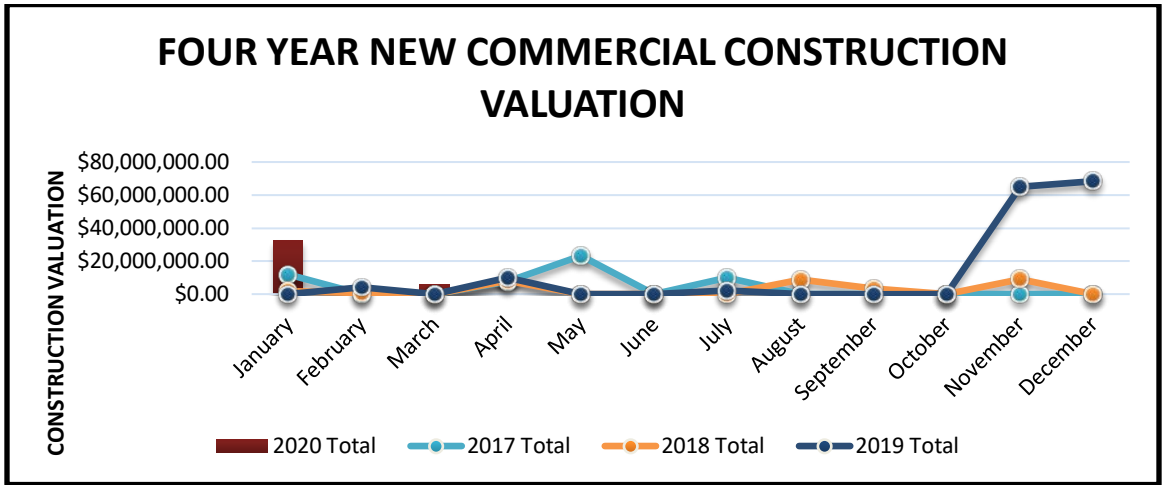
During July the City collected $3,255.00 for commercial and residential tap fees. The chart below compares commercial and residential tap fees collected from 2017 to current.



During July the City issued zero new commercial permit comparable to two in 2019. The chart below compares commercial building permits issued from 2017 to current year.



The commercial construction value based on the contractors' declared construction cost during the month of July is $0.00. The chart below compares new commercial valuation data from 2017 to current year



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

Active New Commercial Projects		
Address	**Description**	**Date permit issued**
19391 David Memorial	Aloft Hotel	August 15, 2018
18850 David Memorial Drive	Even Hotel	November 21, 2018
17645 Residence Drive	Hyatt House Hotel	April 26, 2019
The Centro, 301 N Centro Circle	Pool Cover	September 18, 2019
9000 Six Pines Drive	LifeTime Fitness	November 6, 2019
9002 Six Pines Drive	Lifetime Fitness Parking	November 6, 2019
8900 Six Pines Drive	Mill Creek Multifamily	December 3, 2019
18200 IH 45	Hampton Inn & Suites	March 9, 2020
9250 Pinecroft Drive	South Tower Foundation	July 1, 2020

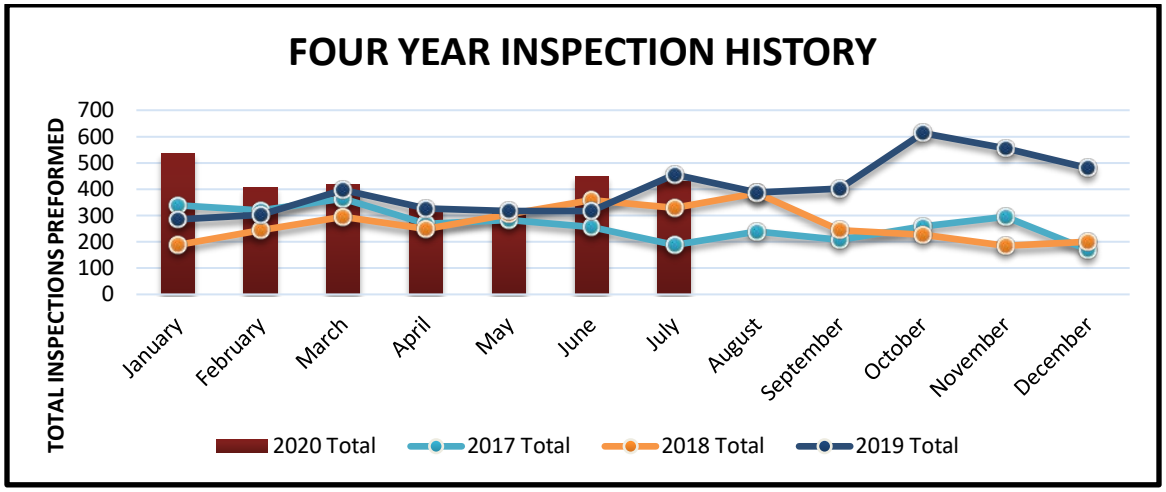
The table below provides a snapshot of commercial remodels/buildouts and the date the permit was issued.

Active Commercial Remodel/Buildout Projects		
Address	**Description**	**Date permit issued**
109 Honey Berry Street	Communication Antenna	March 26, 2019
8851 Metropark Drive, Suite 100	Top Sushi	August 16, 2019
8821 Metropark Drive, Suite 1500	Aesthetics Smiles Dentistry	February 24, 2020
1120 Medical Plaza Drive, Suite 230	Memorial Hermann Tenant Space	February 26, 2020
9250 Pinecroft Drive	Memorial Hermann Transformer Update	March 24, 2020
8880 Metropark Drive, Suite 100	Sharetea	March 25, 2020
8851 Metropark Drive, Suite 900	Jordans Sweet Shoppe	March 25, 2020
9305 Pinecroft, Suite 200	Memorial Hermann Surgery Center	March 30, 2020
910 Medical Plaza Drive	Memorial Hermann Parking Garage Expansion	April 16, 2020
9180 Pinecroft Drive, Suite 405	Memorial Hermann Cardio Expansion	April 24, 2020
121 Vision Park Blvd., Suite 300	Orbis Education	May 8, 2020
19333 David Memorial Drive	Crowne Plaza	May 21, 2020
19265 David Memorial Drive	Floors for Living	May 28, 2020
9303 Pinecroft Drive, Suite 320	Texas Regional Urology	June 10, 2020
9250 Pinecroft Drive	Civil/Site Utilities	July 1, 2020
9180 Pinecroft Drive, Suite 130	Level 1 Cardiac Rehab	July 2, 2020
9250 Pinecroft Drive	Demo Central Plant	July 9, 2020
121 Vision Park Blvd., Suite 125	Mail Room Buildout	July 20, 2020
1120 Medical Plaza Drive, Level 3	Level 3 Remodel	July 20, 2020
123 Vision Park Blvd.	Nexus Hospital Restroom Remodel	July 21, 2020
9250 Pinecroft Drive	ER Temporary Canopy	July 24, 2020
19053 IH 45, Suite A	Robert's Carpet & Fine Floors	July 27, 2020

During July the Building Official had two scheduled development meeting.

Development Meetings	
Meeting Date	**Topic for Discussion**
July 22, 2020	322 Hickory Ridge. Courtesy inspection of HVAC system with homeowner
July 24, 2020	18645 Residence Dr. Courtesy walk with superintendents and plumber to discuss construction techniques used for areas containing shower pans along rated walls

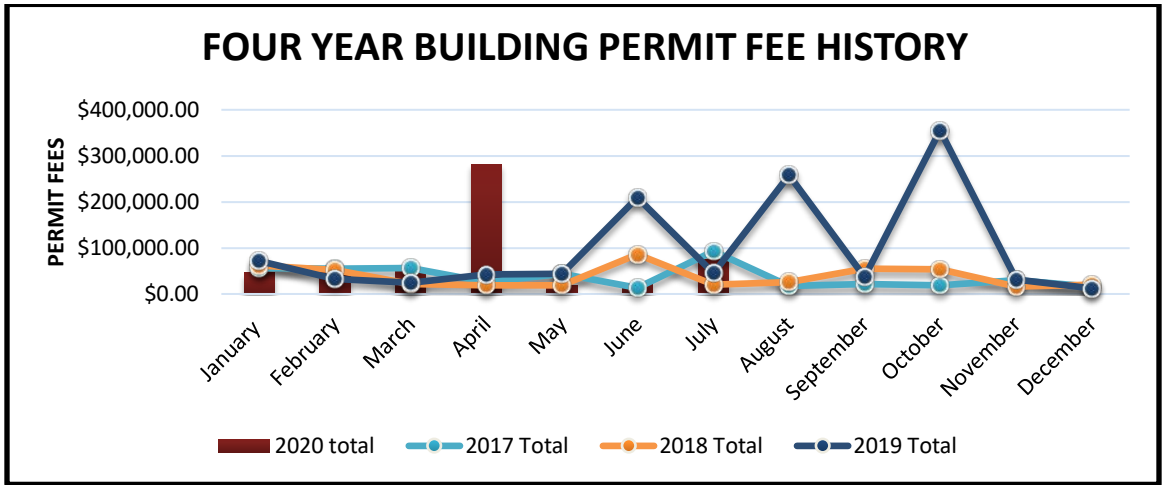
During July the City performed 428 inspections. A YTD increase by 20% compared to 2019. The chart below compares the total number of inspections performed from 2017 to current year.



Inspections performed include:

- Building Department – 414
- Fire Inspector – 14
- Third Party Inspector – 0

During July the City collected $74,728.90 for building permit fees. Permit fees have increase by 16% YTD compared to 2019. The chart below compares building permit fees collected from 2017 to current year.



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

Owner	Address	Project	Date Issued
HOME DEPOT	19103 I-45	20190443	07.09.2020
**FLOORS FOR LIVING	19265 DAVID MEMORIAL DR.	20201169	07.21.2020
** CC JOANNA GONZALEZ	28902 PINE HILL DR.	20201201	07.22.2020
VISION COMMONS	255 GREEN BLVD	20190501	07.22.2020
WES STEPHENS	28702 HOLLY HILL DR.	20201028	07.28.2020
FARMERS INSURANCE	397 N CENTRO MAIN ST. A	20201383	07.28.2020
EVOLVE REAL ESTATE	18732 CENTRO MAIN ST.	20201137	07.28.2020
DAVID WEEKLY HOMES	544 KINGSTON LN.	20201134	07.29.2020
DAVID WEEKLY HOMES	127 CHATSWORTH LN.	20201057	07.29.2020

** Indicate a Temporary Certificate of Occupancy was issued

During July 11 sign permits were issued.

- 18354 IH45 – Real Estate Sign
- 9250 Pinecroft Drive – Temporary Sign (X10)

PLANNING/DEVELOPMENT ACTIVITY

During the month of July the Planning and Zoning Commission had one scheuduled meetings.

AGENDA DATE	MEETING TYPE
January 7, 2020	**Special Meeting**
January 21, 2020	**Regular Scheduled Meeting**
May 19, 2020	**Regular Scheduled Meeting**
June 5,, 2020	**Special Meeting**
June 16, 2020	**Regular Scheduled Meeting**
July 21, 2020	**Regular Scheduled Meeting**

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

A breakdown of approved development applications is outline below.

DEVELOPMENT APPLICATIONS				
APPLICATION	PROPERTY ADDRESS/PARCEL IDENTIFICATION	PROJECT/APPLICANT	APPROVAL/ISSUED DATE	EXPIRATION DATE
Extension of a Mixed Beverage Sales Permit with Late Hours	8915 Metropark Drive	Dave & Busters	January 23,2019	February 28, 2020
Extension of a Use Permit to allow minimum square footage of retail space and parking structure	Restricted Reserve "A" of the Eastwood Village Replat No. 1	The Woodlofts	January 23,2019	July 9, 2020
Minor Replat of Lot 11 Metropark Square Phase 1A	Cabinet Z, Sheet 4586	MetroPark	February 21, 2019	_
Special Use Permit to allow Mixed Beverage Restaurant Permit with Food and Beverage Certificate	1700 Research Forest Drive	Killen's Steakhouse	February 27, 2019	February 27, 2020
Special Use Permit to allow minimum square footage, parking garage, increased FAR and building height	11.323 acres of land under Clerk's File No. 2010087585 Montgomery County Official Public Records	LifeTime Fitness/Mill Creek Multifamily	February 27, 2019	February 27, 2020
Application for a Zoning Regulation Amendment for Planned Development District #11 (PDD #11) to allow an alternate building material	PDD #11 The Centro	The Centro	_	_
Special Use Permit to allow for a Beer Retail Dealer's Permit Off-Premise and a Wine Only Package Store Permit	19091 IH 45, Shenandoah Texas	Sam's Club	May 22, 2019	May 22, 2020
Final Plat for 11.323 acres of land	11.323 acres of land under Clerk's File No. 2010087585 Montgomery County Official Public Records	LifeTime Fitness/Mill Creek Multifamily	May 22, 2019	_
Special Use Permit to allow for a Mixed Beverage On-Premise Permit	1620 Research Forest Drive, Suite 100	First Watch	June 26, 2019	June 26, 2019
Special Use Permit to allow for a Mixed Beverage On-Premise Permit	8851 MetroPark Drive, Suite 100	Top Sushi	August 14, 2019	August 14, 2020
Final Plat for 2.203 acres of land	Being 2.203 acres of land under Clerk's File No. 2016117550 Montgomery County Official Public Records	Metro Development, Office Building	Withdrawn	
Variance to the minimum lot depth for property located within the Commercial Corridor "CC" Zoning District	Being 2.203 acres of land under Clerk's File No. 2016117550 Montgomery County Official Public Records	Metro Development, Office Building	Withdrawn	
Application for Sign Exception to allow for signage on an accessory structure (X3)	28727 IH45 S, Shenandoah, Texas 77381	Skipper Beverage Company/Valero	August 25, 2019	_
Application for Sign Exception to allow for a single-family residential development use of a construction sign.	Wellman Manor/David Weekley Homes, LLC	Wellman Manor	September 19, 2019	_
Special Use Permit to allow for a Mixed Beverage On-Premise Permit	8821 MetroPark Drive, Suite 1600	BurgerIM	December 11, 2019	December 11, 2020
Administrative Appeal to exterior elevations	The Centro	PHSH, LLC	_	_
Variance to the maximum building height to allow for construction of two additional parking levels on an existing parking garage	910 Medical Plaza, Parking Garage	Memorial Hermann	December 11, 2019	_
Application for Sign Exception to allow for signage the north and west elevation to which exceed the allowable color requirements.	19053 IH 45, Suite H, Shenandoah, Texas	Paradise Grills	November 25, 2019	_
Application for Sign Exception to allow for and additional wall sign and existing wall signs (above the allowed number of signs) to remain on the front elevation.	19103 IH 45, Shenandoah, Texas 77385	Home Depot	December 17, 2019	_
Application for Sign Exception to allow panel sign to exceed the allowable color requirements.	8821 Metropark Drive	Dave & Busters	December 17, 2019	_
Special Use Permit to allow for Medical Services: General	1500 Research Forest Drive, Suite 120, Shenandoah, Texas	IV Bars of The Woodlands	January 22, 2020	January 22, 2021
Special Use Permit to allow Beer and Wine Retailers Permit with Food and Beverage Certificate	1500 Research Forest Drive, Suite 240, Shenandoah, Texas	Ploy Thai Cuisine	June 24, 2020	June 24, 2021
Special Use Permit to allow Mixed Beverage Restaurant Permit with Food and Beverage Certificate	1644 Research Forest Drive, Suite 100, Shenandoah, Texas	Lama Mediterranean	May 27, 2020	May 27, 2021
Application to amend a Special Use Permit allowing minimum square footage of retail space and parking structure	Restricted Reserve "A" of the Eastwood Village Replat No. 1	The Woodlofts	Withdrawn	
Application for zoning amendment from Retail Commercial Zoning District to Planned Development District	Restricted Reserve "A" of the Eastwood Village Replat No. 1	The Woodlofts	Withdrawn	
Special Use Permit to allow Beer and Wine Retailers Permit with Food and Beverage Certificate	8890 Six Pines Drive	Killen's Barbeque		
Application for Sign Exception to allow wall sign to exceed the allowable square footage	19075 IH 45 South, Suite 108, Shenandoah, Texas	Five Below		
Special Use Permit to allow Mixed Beverage Restaurant Permit with Food and Beverage Certificate	19391 David Memorial Drive	Aloft Hotel		

MUNICIPAL COURT

In July code enforcement issued zero citation and warning filed with the court. A monthly breakdown of outstanding cases and value is shown below.

Status of Outstanding Cases									
	Cases 2007 to Present	Dollar Value	Cases Prior to 2007	Dollar Value	Total Cases	Case Count Change	Total Dollar Value	Total Dollar Value Change
OCT	1,850	516,702.76	3,797	956,510.78	5,647	2	$ 1,473,213.54	571.00
NOV	1,849	516,373.76	3,796	956,215.78	5,645	2	$ 1,472,589.54	624.00
DEC	1,847	515,760.56	3,796	956,215.78	5,643	2	$ 1,471,976.34	613.20
JAN	1,844	514,686.46	3,796	956,215.78	5,640	3	$ 1,470,902.24	1,074.10
FEB	1,841	514,015.26	3,796	956,215.78	5,637	3	$ 1,470,231.04	671.20
MAR	1,841	514,015.26	3,793	955,295.78	5634	3	$ 1,469,311.04	920.00
APR	1,839	513,474.06	3,787	953,600.78	5626	8	$ 1,467,074.84	2,236.20
MAY	1,832	511,661.06	3,787	953,600.78	5619	7	$ 1,465,261.84	1,813.00
JUN	1,832	511,661.06	3,782	952,153.78	5614	5	$ 1,463,814.84	1,447.00
JUL	1,820	507,645.96	3,778	951,143.78	5598	16	$ 1,458,789.74	5,025.10

In July the Court closed 16 outstanding cases reducing the value of outstanding cases by $5,025.10. A breakdown of the dispositions of the outstanding closed cases is shown below.

- Cases Paid In Full – 14 ($4,305.10)
- Cased dismissed by Prosecutor – 2 ($520.00)
- Fine reduced at Court – 1 ($200.00)

MISC. REPORTED ACTIVITY

Development Activity													
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Plans Processed	63	85	81	68	57	25	67	58	55	36	63	44	68
Additional Municipal Court Activity													
Warrants Issued	0	0	0	0	0	0	0	0	0	0	0	0	0
Court Cases Set	1	0	0	0	0	2	0	1	0	3	0	3	0
General Activity													
Payments Processed	536	532	390	560	474	486	503	547	499	427	436	545	472

SUBMITTED BY: Jackie Thompson

COUNCIL MONTHLY REPORT

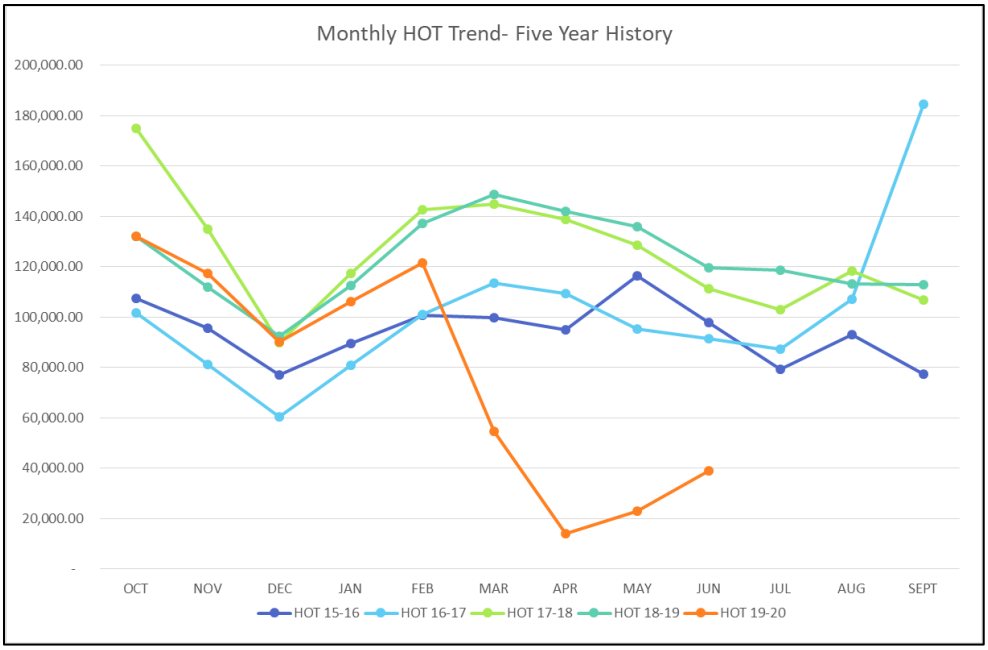
DEPARTMENT: CVB

MONTH: JULY 2020

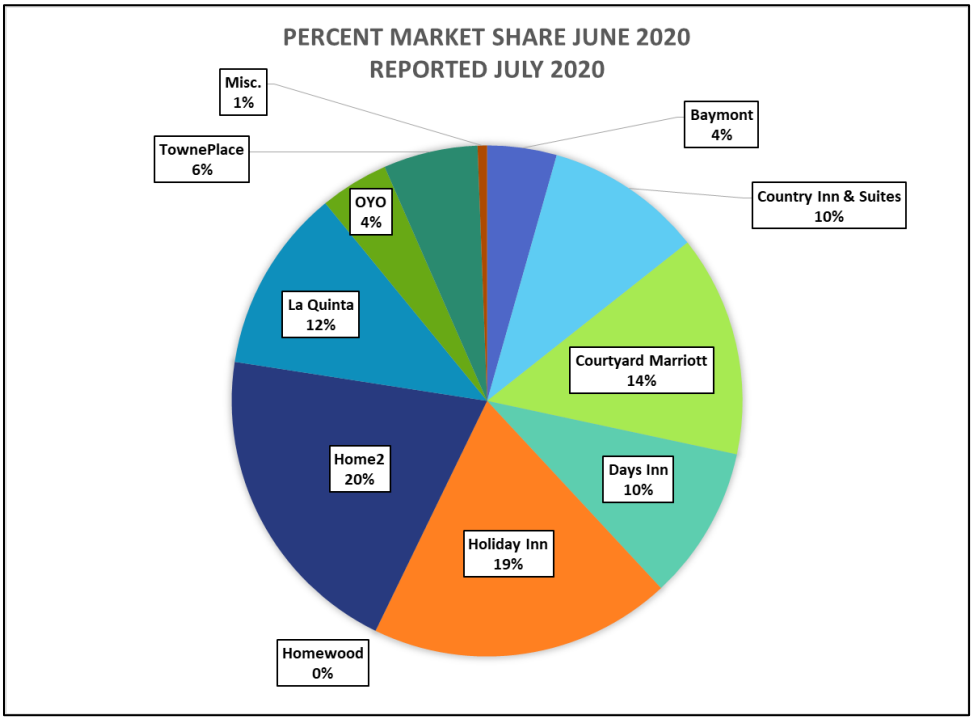
HOTEL OCCUPANCY TAX

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

Hotel Occupancy Tax Revenue - Five Year Comparison					
	HOT 15-16	HOT 16-17	HOT 17-18	HOT 18-19	HOT 19-20
OCT	107,316.66	101,567.28	175,090.83	132,006.78	132,121.00
NOV	95,637.35	81,222.24	134,841.48	111,923.97	117,269.67
DEC	76,939.84	60,413.59	89,775.76	92,456.12	90,033.53
JAN	89,514.69	80,722.70	117,308.07	112,506.44	106,155.18
FEB	100,594.30	101,060.82	142,637.52	137,124.53	121,375.69
MAR	99,833.41	113,472.00	144,851.34	148,563.47	54,692.77
APR	95,071.78	109,344.66	138,900.23	141,999.06	13,875.69
MAY	116,269.63	95,131.35	128,682.39	135,771.76	23,044.45
JUN	97,725.93	91,319.31	111,248.88	119,591.55	39,039.14
JUL	79,301.81	87,254.82	103,005.12	118,614.77	
AUG	92,999.88	107,252.20	118,355.96	113,192.04	
SEPT	77,493.65	184,439.12	106,834.03	113,013.72	
TOTAL	**1,128,698.93**	**1,213,200.09**	**1,511,531.61**	**1,476,764.21**	**697,607.12**



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



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

Monthly Hotel Occupancy Tax Receipt Comparison by Property FY 2019-2020												
	Baymont	Country Inn & Suites	Courtyard	Days Inn	Holiday Inn	Homewood	Home2	La Quinta	OYO	TownePlace	Misc.	Total
OCT	$726.65	$1,249.26	$25,478.36	$5,960.03	$29,027.88	$13,877.03	$22,732.49	$9,457.44	$2,062.23	$21,004.55	$545.08	**$132,121.00**
NOV	$0.00	$1,285.55	$21,351.27	$4,975.11	$25,688.95	$13,457.78	$20,324.87	$7,794.29	$1,678.25	$19,959.21	$754.39	**$117,269.67**
DEC	$0.00	$1,326.86	$21,093.27	$4,822.51	$20,657.50	$9,186.20	$14,543.31	$4,417.19	$1,267.38	$12,029.62	$689.69	**$90,033.53**
JAN	$0.00	$2,887.83	$22,657.38	$4,759.15	$24,085.57	$10,991.57	$19,537.47	$5,993.93	$1,119.32	$13,472.22	$650.74	**$106,155.18**
FEB	$1,690.27	$3,473.79	$23,899.12	$5,211.65	$24,950.15	$13,630.47	$20,304.04	$8,449.33	$1,270.46	$18,349.38	$147.03	**$121,375.69**
MAR	$1,068.33	$2,538.62	$9,668.49	$4,648.63	$10,283.49	$0.00	$9,706.61	$4,399.94	$1,210.44	$10,728.90	$439.32	**$54,692.77**
APR	$216.88	$808.95	$1,536.19	$2,783.20	$1,720.18	$0.00	$3,412.57	$1,478.69	$970.18	$752.22	$196.63	**$13,875.69**
MAY	$1,117.20	$1,579.32	$4,208.86	$3,236.17	$3,683.44	$0.00	$4,386.19	$2,782.18	$1,551.42	$7.34	$492.33	**$23,044.45**
JUN	$1,714.74	$3,890.65	$5,464.85	$3,796.31	$7,462.78	$0.00	$7,904.74	$4,543.02	$1,696.31	$2,331.35	$234.39	**$39,039.14**
JUL												**$0.00**
AUG												**$0.00**
SEP												**$0.00**
Tot.	**$6,534.07**	**$19,040.83**	**$135,357.79**	**$40,192.76**	**$147,559.94**	**$61,143.05**	**$122,852.29**	**$49,316.01**	**$12,825.99**	**$98,634.79**	**$4,149.60**	**$697,607.12**

The following chart shows occupancy tax data by property for both June 2019 and June 2020, reported July 2019 and July 2020, respectively. Year-over-year decrease in amount of occupancy tax collected is notated in light red.

Year Over Year Occupancy Tax Comparison												
	Baymont	Country Inn & Suites	Courtyard	Days Inn	Holiday Inn	Homewood	Home2	La Quinta	OYO	TownePlace	Misc.	Total
Jun-19	$ 2,893.83	$ 1,410.88	$ 20,720.14	$ 6,804.10	$ 26,609.83	$ 13,083.08	$ 19,976.06	$ 9,355.45	$ 1,367.78	$ 17,215.94	$ 154.46	**119,591.55**
Jun-20	$ 1,714.74	$ 3,890.65	$ 5,464.85	$ 3,796.31	$ 7,462.78	$ -	$ 7,904.74	$ 4,543.02	$ 1,696.31	$ 2,331.35	$ 234.39	**39,039.14**

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

SELF REPORTED AVERAGE DAILY RATE FY 2019-2020												
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
BAYMONT												
COUNTRY INN & SUITES												
COURTYARD	$125.65	$116.93	$110.80	$123.78	$126.18	$117.92	$102.36	$87.08	$80.58			
DAYS INN	$ 55.00	$ 55.00	$ 55.00	$ 53.00	$ 59.41	$ 52.00	$ 49.78	$51.32	$51.32			
HOLIDAY INN	$117.00	$112.00	$116.00	$118.00	$123.00			$90.52	$90.46			
HOMEWOOD	$106.13	$ 97.82	$ 96.58	$ 99.01	$ 96.14	$ 88.27	$ 88.57		$79.59			
HOME 2 SUITES	$125.08	$122.73	$115.17	$122.20	$125.18	$110.69	$ 80.90	$75.30	$85.42			
LA QUINTA												
OYO		$ 34.00										
TOWNEPLACE	$107.20	$103.35	$ 92.67	$ 98.36	$108.59	$ 95.19	$ 63.59		$64.38			

SELF REPORTED OCCUPANCY RATE FY 2019-2020												
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
BAYMONT												
COUNTRY INN & SUITES												
COURTYARD	76%	71%	72%	69%	77%	36%	13%	19%	27%			
DAYS INN	59%	51%	45%	46%	55%	46%	30%	34%	34%			
HOLIDAY INN	75%	72%	54%	62%	66%			13%	26%			
HOMEWOOD	52%	60%	36%	95%	44%	23%	26%		52%			
HOME 2 SUITES	79%	74%	53%	67%	75%	38%	21%	31%	40%			
LA QUINTA												
OYO		63%										
TOWNEPLACE	90%	86%	59%	67%	86%	49%	12%		22%			

EXPEDIA ADVERTISING

Below is a recap of June 2020 performance on Expedia TravelAds. Current reporting lag time is running one month behind in order to coincide with occupancy tax and self-reported occupancy data.

Shenandoah CVB

Account with 10 properties

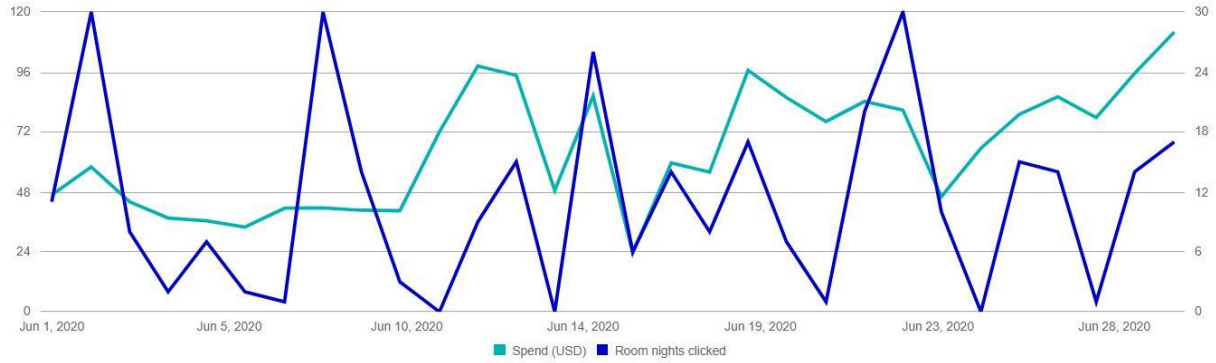
June 1, 2020 - June 30, 2020, Hotel path Customize

Ad delivery

Spend (USD)	Clicks	Avg CPC (USD)	Impressions	Avg rank	CTR
1,944.44	3,073	0.63	145,243	4.2	2.12%

Attribution

Revenue clicked (USD)	Room nights clicked	ROAS clicked	Revenue exposed (USD)	Room nights exposed	ROAS exposed
23,081.79	332	12:1	40,200.85	543	21:1



SUBMITTED BY: