

CITY OF SHENANDOAH PROPOSED BUDGET 2020-2021

Prepared For
Shenandoah City Council

Proposed By
Lisa Wasner



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...Community Dev. Manager Jackie Thompson...IT Manager Chris Grizzaffi...Communications Manager Debbie Pilcher...City Secretary Courtney Clary...CVB Director John Mayner

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



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Ron Raymaker, Position 1



RRaymaker@shenandoahtx.us

Ted Fletcher, Position 2



TFletcher@shenandoahtx.us

Dean Gristy, Position 3



DGristy@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.

2020 – 2021

City of Shenandoah Organizational Chart

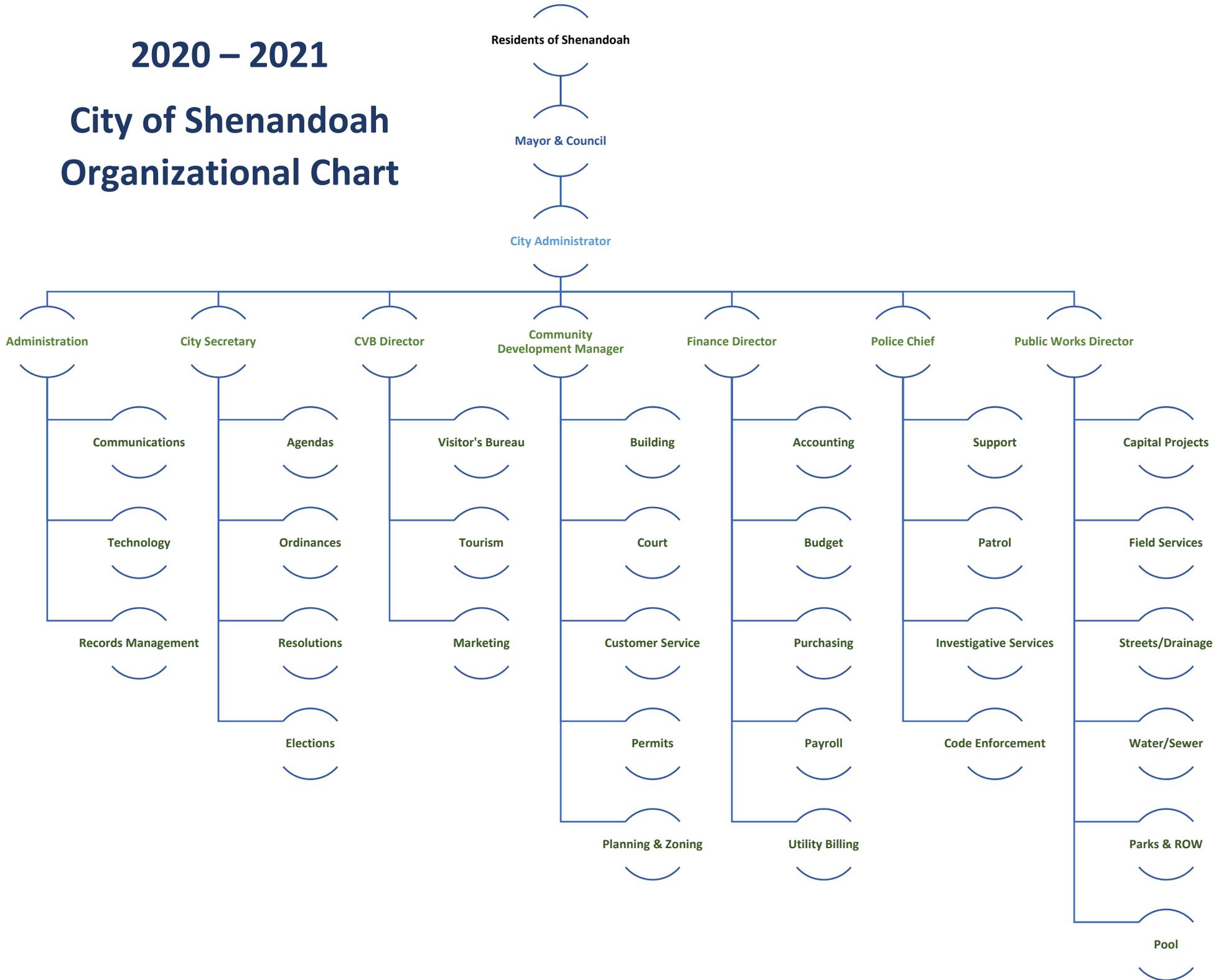


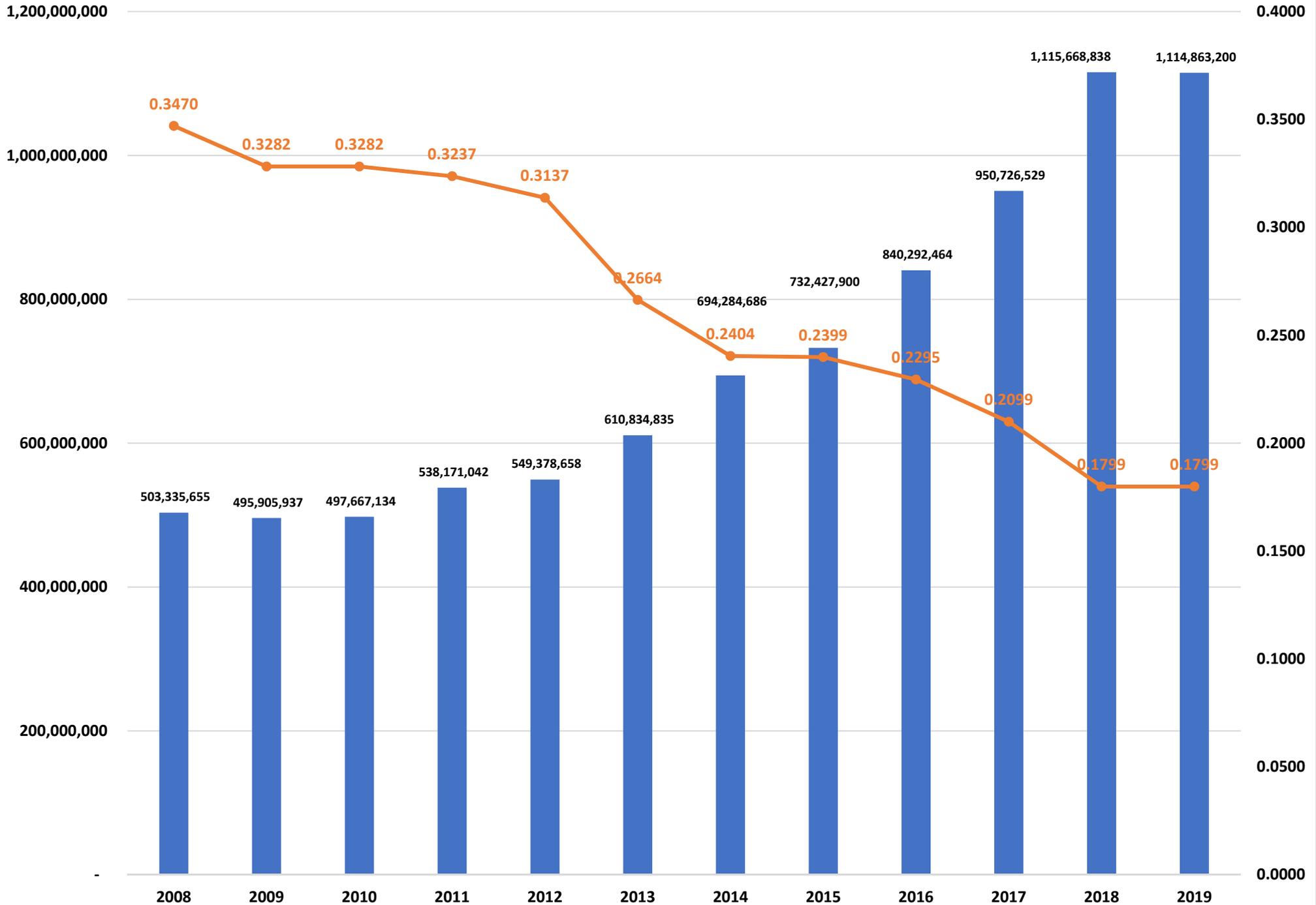


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Historical Overview of Ad Valorem Taxable Value & Tax Rate

Proposed June 26, 2020





2020 - 2021 Proposed Budget

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100-00 General Fund Revenue					2020 - 2021 Proposed	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				930,398	903,040	893,388	903,692	882,166	897,486	895,628
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	<i>Est Tax Val. 1,148,639,866 (M&O Rate.0810/\$100)</i>	1	930,398	930,398							
100-00-50-512000	Drink Tax				261,048	320,994	235,930	287,100	305,425	261,000	299,735
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	<i>Based on Historical</i>	1	261,048	261,048							
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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	<i>Based on Historical</i>	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	<i>Based on Historical</i>	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	<i>Non-Resident Memberships</i>	4	150	600							
	<i>Swim Lessons (Resident)</i>	42	50	2,100							
	<i>Swim Lessons (Non-Resident)</i>	6	100	600							
	<i>Shenandoah Sharks Base Lease</i>	1	2,550	2,550							
	<i>Shenandoah Sharks Add'l Charges (Lifeguards)</i>	1	4,000	4,000							
	<i>Daily Swim</i>	6	5	30							
	<i>Water Aerobics</i>	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	<i>EMS Bay Rental</i>	12	1,250	15,000							



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				2020 - 2021 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>							
	<i>Pinecraft Core Holdings</i>	4	7,867	31,468						
	<i>Memorial Hermann Agreement</i>	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			616,073	596,296	-	626,959	518,641	560,500	519,589
	<i>Description</i>	<i>Units</i>	<i>Price</i>							
	<i>Financial Audit</i>	1	4,800	4,800						
	<i>80% Woodlands Fire Dept. Agreement</i>	1	539,777	539,777						
	<i>Administration/CPI Personnel (252 Hrs. Benefits)</i>	1	14,230	14,230						
	<i>Finance Personnel (58 Hrs. + Benefits)</i>	1	2,126	2,126						
	<i>Staff Time for Projects</i>	1	15,000	15,000						
	<i>Police Holiday Overtime</i>	1	9,340	9,340						
	<i>25% Legal</i>	1	30,000	30,000						
	<i>Incode Fees</i>	1	800	800						
100-00-57-571200	Transfer from CVB			233,536	191,582	68,797	150,767	137,730	142,435	113,358
	<i>Description</i>	<i>Units</i>	<i>Price</i>							
	<i>Property, Liability, & Worker's Comp</i>	1	1,426	1,426						
	<i>Hang Banners</i>	1	5,000	5,000						
	<i>Cleaning Services</i>	12	162	1,944						
	<i>10% Finance Personnel</i>	1	25,897	25,897						
	<i>10% Administration Fees</i>	1	84,001	84,001						
	<i>15% Legal</i>	1	18,000	18,000						
	<i>10% Audit</i>	1	2,172	2,172						
	<i>Employee Medical/Dental/Life Buy Up/AD&D Insurance</i>	12	3,781	45,372						
	<i>10% Incode Fees</i>	1	2,486	2,486						
	<i>Rent</i>	12	2,666	31,992						
	<i>Technology Costs</i>	1	15,246	15,246						
100-00-57-571200	Transfer from Water & Sewer			345,459	336,190	159,995	298,273	300,182	340,797	323,783
	<i>Description</i>	<i>Units</i>	<i>Price</i>							
	<i>Plant Grounds Maintenance</i>	1	400	400						
	<i>Property/Liability</i>	1	19,702	19,702						
	<i>15% Legal</i>	1	18,000	18,000						
	<i>10% Finance Personnel</i>	1	25,897	25,897						
	<i>Dental/Medical/Life Buy Up/AD&D</i>	12	10,708	128,496						
	<i>10% Administration Fees</i>	1	84,001	84,001						
	<i>Auto Insurance</i>	1	1,895	1,895						
	<i>Rent</i>	12	2,666	31,992						
	<i>40% Audit</i>	1	8,686	8,686						
	<i>25% Incode Fees</i>	1	6,216	6,216						
	<i>Technology Costs</i>	1	20,174	20,174						
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				9,533,423	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

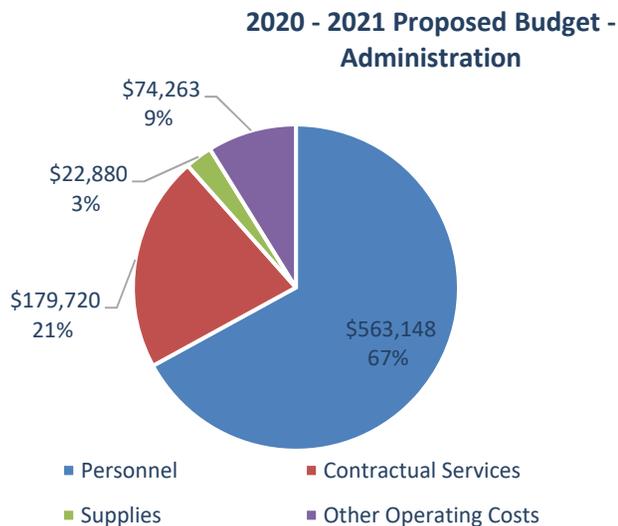
CClary@shenandoahtx.us

Communications Manager

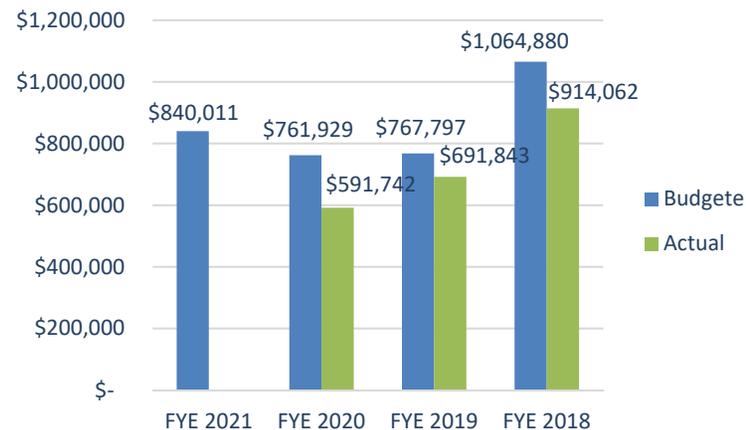
Debbie Pilcher

DPilcher@shenandoahtx.us

Record's Clerk / Executive Assistant



Budgeted & Actual Expenses - Administration



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



2020 - 2021 Proposed Budget

Proposed June 26, 2020

100-11 Administration

				2020 - 2021 Proposed	2019 - 2020 Budgeted	2019-2020 YTD	2018 - 2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-11-61-611000 Salaries & Wages				386,344	355,534	261,831	352,840	332,179	490,592	423,964
<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
4 Staff	1	375,734	375,734							
10% J. Mayner Salary - Local Promotions Program	1	10,610	10,610							
100-11-61-611100 Education Pay				1,200	2,400	1,493	2,400	2,407	4,800	1,514
<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
Record's Clerk	12	100	1,200							
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
<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
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
<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
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				72,436	64,823	46,801	55,427	55,714	89,990	65,648
<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
4 Staff	1	70,458	70,458							
10% J. Mayner Salary - Local Promotions Program	1	1,978	1,978							
100-11-61-614400 FICA/Medicare Tax				34,681	32,426	21,983	32,352	30,234	44,237	34,348
<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
4 Staff	1	28,913	28,913							
10% J. Mayner Salary - Local Promotions Program	1	812	812							
Mayor & Council	1	4,956	4,956							
100-11-61-614500 Unemployment				2,700	2,700	793	2,970	305	3,240	1,738
<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
4 Staff	1	1,080	1,080							
Mayor & Council	1	1,620	1,620							



2020 - 2021 Proposed Budget

Proposed June 26, 2020

				2020 - 2021 Proposed	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
<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
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
<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
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
<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
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
<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
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
<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
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
<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
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
<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
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							



2020 - 2021 Proposed Budget

Proposed June 26, 2020

				2020 - 2021 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	<i>Pens, Pads, Staples, Etc.</i>	1	1,000	1,000						
100-11-63-631400	Office Equipment & Furnishings			500	1,000	389	4,900	5,560	3,850	2,137
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	<i>Office Furnishings</i>	1	500	500						
100-11-63-631500	Building & Grounds Supplies			500	500	-	800	734	-	-
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	<i>Misc. Supplies</i>	1	500	500						
100-11-67-670100	Elections			11,000	11,000	-	11,000	12,487	10,000	8,925
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	<i>Joint Election</i>	1	11,000	11,000						
100-11-67-670300	Public Relations			13,000	10,000	2,500	10,000	9,381	16,500	5,519
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	<i>David's Dream Run</i>	1	2,500	2,500						
	<i>Promotional items</i>	1	500	500						
	<i>Shenandoah Stadium Night</i>	1	2,000	2,000						
	<i>Sponsorships</i>	1	2,000	2,000						
	<i>Communications Programs</i>	4	250	1,000						
	<i>UTZ Senior Demand Response Program</i>	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	<i>Conroe Chamber of Commerce</i>	1	175	175						
	<i>Houston-Galveston Area Council (HGAC)</i>	1	200	200						
	<i>North Houston Association</i>	1	1,250	1,250						
	<i>Texas Assoc. of Municipal Info. Officers (TAMIO)</i>	1	100	100						
	<i>Texas City Management Assoc. (TCMA)</i>	1	150	150						
	<i>Texas Municipal League</i>	1	900	900						
	<i>Texas Municipal Human Resources Assoc.</i>	1	75	75						
	<i>Int'l Public Management Assoc for HR</i>	1	149	149						
	<i>TM Clerks</i>	1	100	100						
	<i>Women in Government</i>	2	50	100						
100-11-67-672000	Publications			564	350	269	300	137	420	1,429
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	<i>Election Law Manual Supplement Update</i>	1	50	50						
	<i>Local Government Code Books</i>	2	77	154						
	<i>Municipal Law Manual Supplement Update</i>	1	50	50						
	<i>Municipal Clerks Supplement</i>	1	50	50						
	<i>Texas Election Law</i>	1	140	140						
	<i>Texas Local Government Code Annual</i>	2	60	120						



2020 - 2021 Proposed Budget

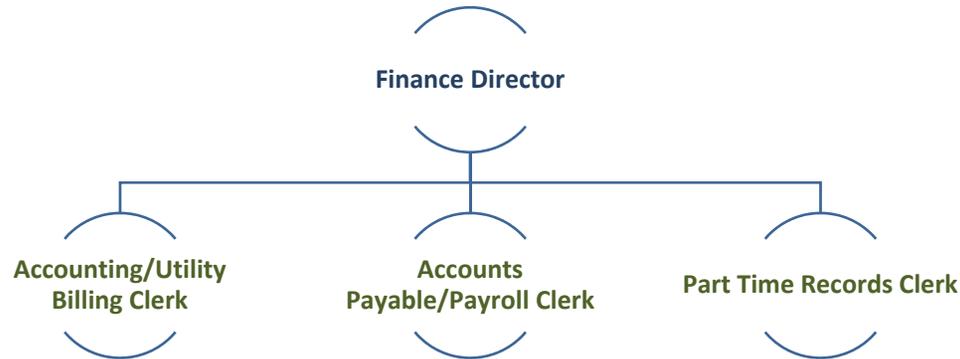
Proposed June 26, 2020

				2020 - 2021 Proposed	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
<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
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				840,011	761,929	591,742	767,797	691,843	1,064,880	914,062

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

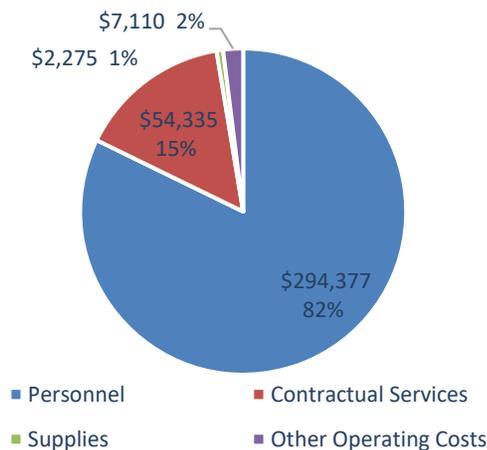
Tdaley@shenandoahtx.us

Accounts Payable/Payroll Clerk

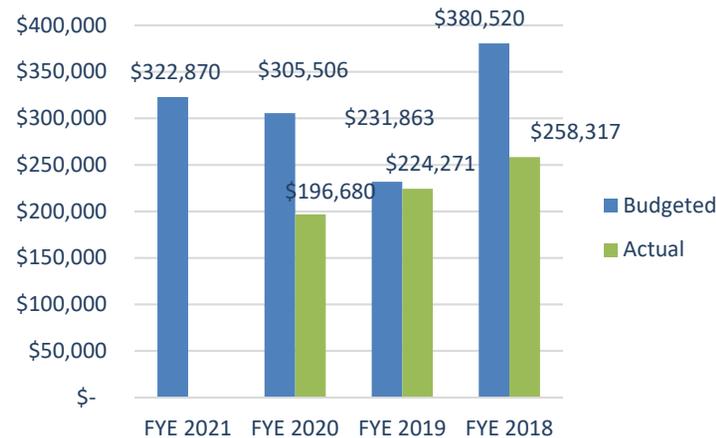
Lacy Davis

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2020 - 2021 Proposed Budget - Finance



Budgeted & Actual Expenses - Finance



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



2020 - 2021 Proposed Budget

Proposed June 26, 2020

100-12 Finance

					2020 - 2021 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	2 Staff	1	157,814	157,814							
100-12-61-611400	Overtime				300	600	-	600	-	1,000	357
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	1 Staff	1	300	300							
100-12-61-612000	Part Time				46,634	41,750	20,343	11,000	8,724	-	-
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	4 Staff	1	15,777	15,777							
100-12-61-614500	Unemployment				1,080	1,080	421	540	59	1,080	486
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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	-	26,359
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	Annual Audit (General Fund and Water/Sewer)	1	21,715	21,715							
	Annual Audit (MDD)	1	4,500	4,500							
	Filing of SEC Disclosure	1	750	750							
	Sales Tax Consulting Services	1	3,600	3,600							
	Fraud Hotline	1	600	600							



2020 - 2021 Proposed Budget

Proposed June 26, 2020

					2020 - 2021 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	Misc Printing	1	250	250							
100-12-62-624600	Legal notices				1,100	1,100	-	800	846	500	1,529
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	4 Staff Uniform Shirts	4	100	400							
100-12-63-631000	Operating Supplies	890			1,225	1,180	138	890	237	800	586
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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							



2020 - 2021 Proposed Budget

Proposed June 26, 2020

				2020 - 2021 Proposed	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	-
<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
Gov't Updates	1	200	200							
100-12-67-672300 Travel/Training				6,290	6,290	-	3,970	2,287	4,515	2,277
<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
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



Council Representative

Ted Fletcher

TFletcher@shenandoah.tx.us

Council Representative

Charlie Bradt

CBradt@shenandoah.tx.us

Staff Liaison

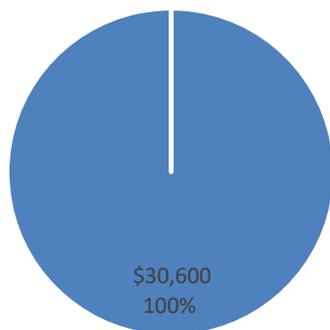
Debbie Pilcher

DPilcher@shenandoah.tx.us

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

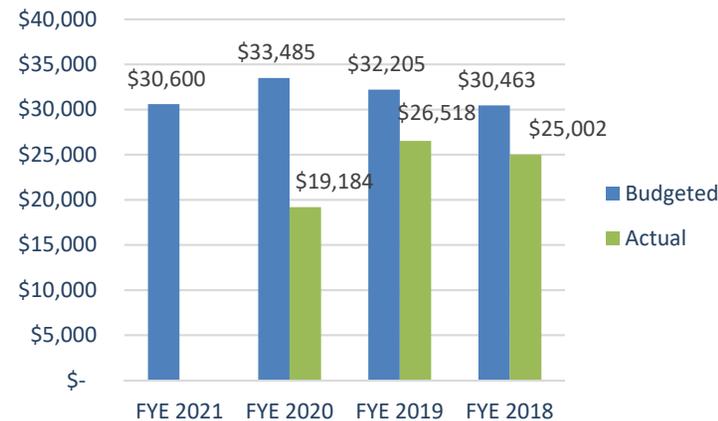
Please visit the Civic Club's webpage for more information.

2020 - 2021 Proposed Budget - Community Outreach



■ Other Operating Costs

Budgeted & Actual Expenses - Community Outreach





2020 - 2021 Proposed Budget

Proposed June 26, 2020

100-14 Community Outreach				2020 - 2021 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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						



2020 - 2021 Proposed Budget

Proposed June 26, 2020

				2020 - 2021 Proposed	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
	<i>Entertainment</i>	1	10,500	10,500						
	<i>Golf Carts</i>	1	450	450						
	<i>Hospitality</i>	1	1,500	1,500						
	<i>Supplies</i>	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.

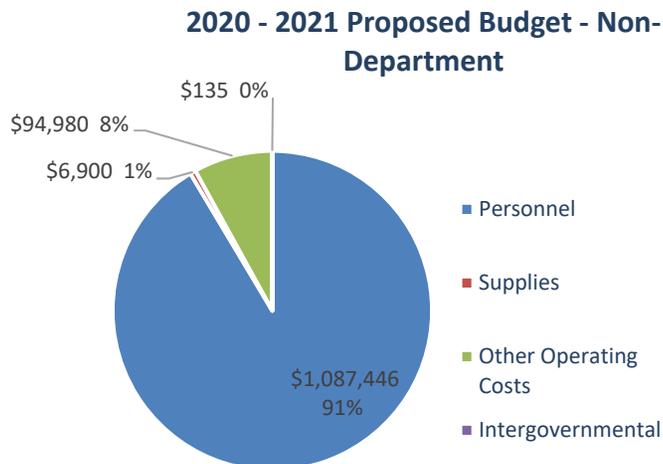
These expenditures are reflected in the one department to enhance transparency.

This department is managed by the Finance Director

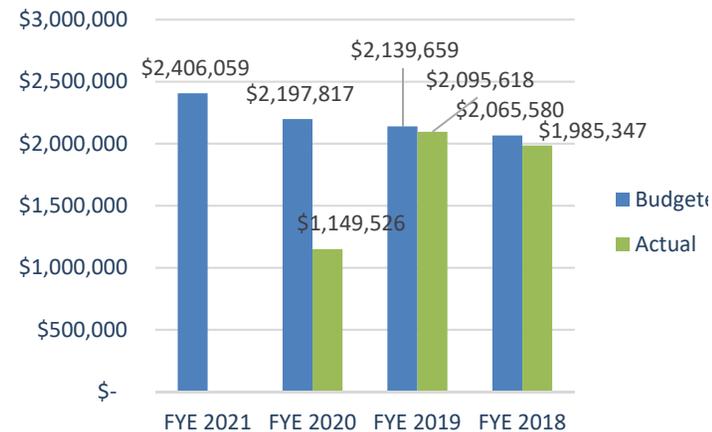
Finance Director

Lisa Wasner

LWasner@shenandoahtx.us



Budgeted & Actual Expenses - Non-Department





2020 - 2021 Proposed Budget

Proposed June 26, 2020

100-17 Non-Department

				2020 - 2021 Proposed	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			67,527	63,864	42,541	56,508	58,861	56,163	54,514
	<i>Description</i>	<i>Units</i>	<i>Price</i>							
	Current Dental Enrollment + Poss. 5% Increase	12	5,267	63,207						
	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			931,661	914,112	603,064	844,692	861,271	772,973	756,342
	<i>Description</i>	<i>Units</i>	<i>Price</i>							
	Current Medical Enrollment + Poss. 5% Increase	12	77,638	931,661						
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
	<i>Description</i>	<i>Units</i>	<i>Price</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>							
	City Hall Shred Boxes & Service	6	175	1,050						
100-17-63-631000	Operating Supplies - City Hall			6,900	7,350	2,712	3,640	4,703	-	-
	<i>Description</i>	<i>Units</i>	<i>Price</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>							
	Based Off Current Schedule (With Add'l Vehicles)	1	32,000	32,000						



2020 - 2021 Proposed Budget

Proposed June 26, 2020

				2020 - 2021 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>							
	<i>Based on Current Limits</i>	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>							
	<i>Buildings and Contents</i>	1	47,653	47,653						
	<i>Mobile Equipment</i>	1	2,041	2,041						
100-17-67-675400	Equipment Lease			1,980	1,980	1,946	1,980	1,492	-	-
	<i>Description</i>	<i>Units</i>	<i>Price</i>							
	<i>Postage Machine Lease</i>	12	165	1,980						
100-17-67-670900	Dues/Memberships			135	135	224	135	119	-	-
	<i>Description</i>	<i>Units</i>	<i>Price</i>							
	<i>Sam's Club Memberships</i>	3	45	135						
100-17-68-681300	Transfer to Debt Service - Property Tax			889,957	685,349	-	740,586	687,857	741,999	736,774
100-17-68-681400	Transfer to Capital Projects			-	470,132	225,186	1,291,790	1,273,678	64,862	521,523
	<i>Description</i>	<i>Units</i>	<i>Price</i>							
100-17-68-681700	Transfer to Trash fund			275,897	252,823	252,823	250,349	250,349	214,361	214,361
	<i>Description</i>	<i>Units</i>	<i>Price</i>							
	<i>Based on 1,060 Homes for 12 Months</i>	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				2,406,059	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.

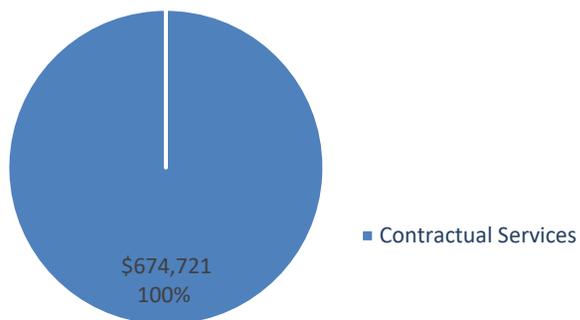
This department is managed by the Finance Director.

Finance Director

Lisa Wasner

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2019 - 2020 Proposed Budget - Fire Services



Budgeted & Actual Expenses - Fire Services





2020 - 2021 Proposed Budget

Proposed June 26, 2020

100-18 Fire Services				2020 - 2021 Proposed	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			674,721	649,041	416,783	675,004	559,678	640,302	595,614
	<i>Description</i>	<i>Units</i>	<i>Price</i>							
	<i>Fire Services- The Woodlands (2021 5% Increase)</i>	3	172,775	518,325						
	<i>Fire Services-The Woodlands (2020)</i>	1	156,396	156,396						
Fire Services Total				674,721	649,041	416,783	675,004	559,678	640,302	595,614

Emergency Management

Interim Police Chief

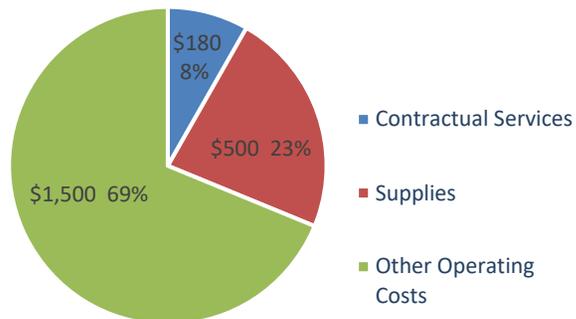
Troye Dunlap

TDunlap@shenandoah.tx.us

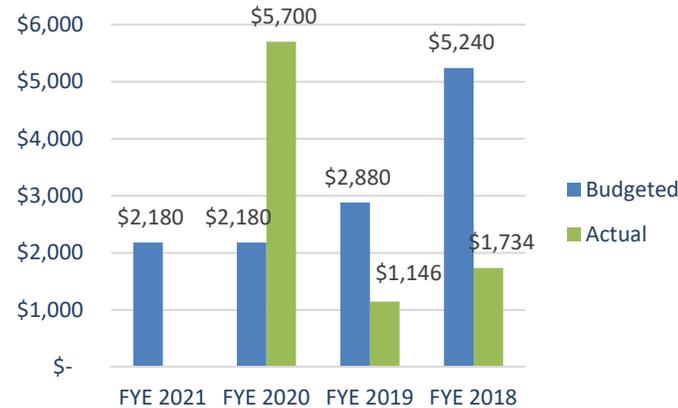
The City created the Emergency Management Department during the 2011 – 2012 fiscal year.

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.

2020 - 2021 Proposed Budget - Emergency Management



Budgeted & Actual Expenses - Emergency Management





2020 - 2021 Proposed Budget

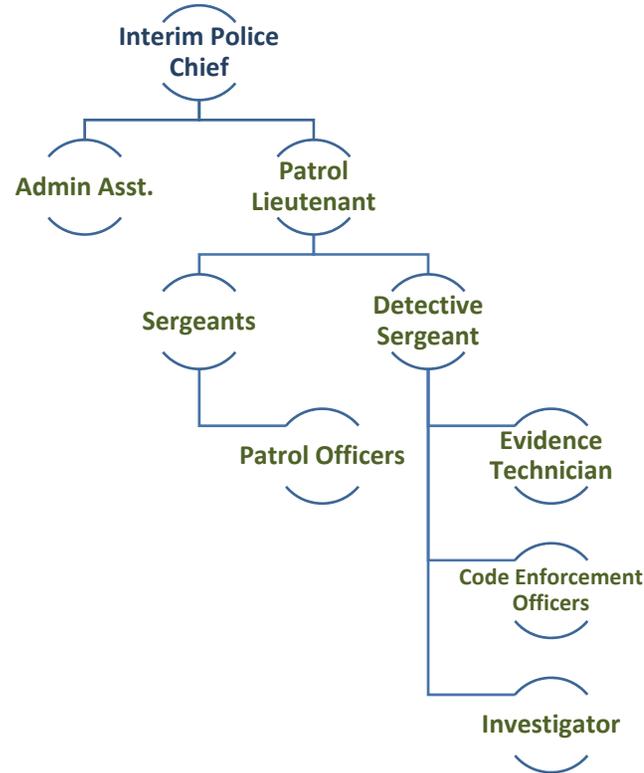
Proposed June 26, 2020

100-21 Emergency Management				2020 - 2021 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	2021 Emergency Management Conference	1	1,500	1,500						
100-21-62-620100	Operating Services			180	180	5,700	180	450	-	-
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	MCSO Radio Access	2	90	180						
100-21-63-631000	Operating Supplies			500	500	-	500	-	-	652
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Misc. Supplies	1	500	500						
	Activity in Additional GL Accounts No Longer Used in 2020 - 2021 Budget Year			-	-	-	700	-	3,740	400
Emergency Management Total				2,180	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
- Code Enforcement
- Patrol
- National Night Out
- Coffee with Cops
- Summer Safety Exhibit
- Halloween Safe Streets



Interim Police Chief

Troye Dunlap

RShaw@shenandoahtx.us

Administrative Assistant

Meghen Martinez

MMartinez@shenandoahtx.us

Lieutenant

Jake Reuvers

JReuvers@shenandoahtx.us

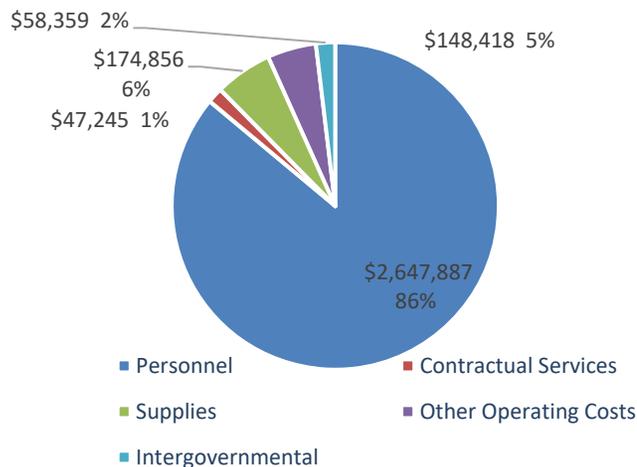
Detective

Joel Gordon

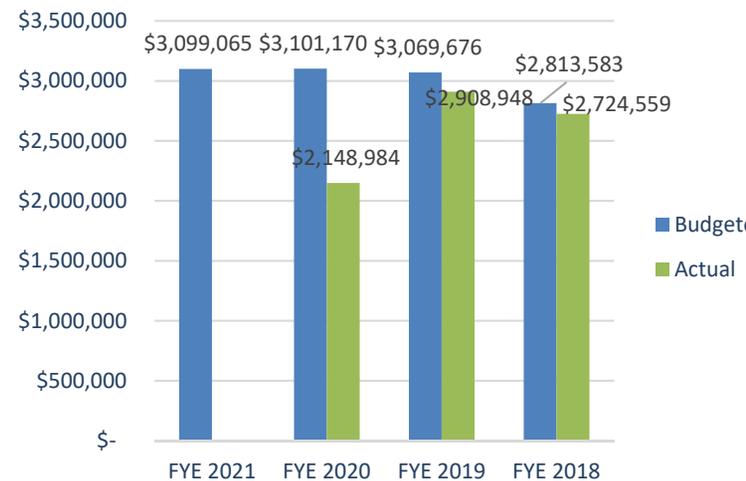
JGordon@shenandoahtx.us

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

2020 - 2021 Adopted Budget - Police



Budgeted & Actual Expenses - Police





2020 - 2021 Proposed Budget

Proposed June 26, 2020

100-22 Police					2020 - 2021 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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. Burlison 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							



2020 - 2021 Proposed Budget

Proposed June 26, 2020

					2020 - 2021 Proposed	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-22-61-611400	Overtime				1,000	1,000	38,806	500	755	325	172
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	Administrative Assistant	1	1,000	1,000							
100-22-61-611401	Overtime - Court Testimony				1,603	1,496	1,734	1,496	740	1,748	1,926
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	23 Staff	34	47.16	1,603							
100-22-61-611403	Overtime - FTO				2,311	2,156	89	4,312	3,287	3,680	3,161
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	1 New Officer	49	47.16	2,311							
100-22-61-611404	Overtime - Investigation				1,886	5,016	1,323	5,148	5,165	4,784	2,998
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	23 Staff	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	23 Staff	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	23 Staff	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	23 Staff	266	47.16	12,545							
100-22-61-611408	Overtime - On Site Training				17,921	16,720	12,559	22,616	19,896	16,560	29,259
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	23 Staff	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	23 Staff	90	47.16	4,244							
100-22-61-611414	Overtime - Holiday				10,045	9,372	2,424	12,000	2,265	-	-
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	23 Staff	213	47.16	10,045							
100-22-61-611600	Longevity Pay				11,860	11,420	11,365	9,860	10,120	8,715	8,650
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	27 Staff	1	11,860	11,860							



2020 - 2021 Proposed Budget

Proposed June 26, 2020

					2020 - 2021 Proposed	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-22-61-614100 Retirement					389,079	365,258	270,493	358,555	336,245	327,971	315,641
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	27 Staff	1	389,079	389,079							
100-22-61-614400 FICA/Medicare Tax					159,660	156,004	110,347	159,129	141,578	142,292	131,361
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	27 Staff	1	159,660	159,660							
100-22-61-614500 Unemployment					7,290	7,830	3,744	7,830	243	6,750	4,050
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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	-
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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	-
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	Relocation of Skunks	3	75	225							



2020 - 2021 Proposed Budget

Proposed June 26, 2020

					2020 - 2021 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	Blood Draw Kits	1	1,000	1,000							
	Evidence/Property Room Supplies	1	2,000	2,000							
100-22-63-631100 Operating Equipment					133,400	200,110	175,968	190,923	180,817	176,970	221,674
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	Tahoes	2	65,000	130,000							
	Lidar Handheld Radar Guns	1	3,000	3,000							
	Tahoe Floor Mats - Sets of 2	2	200	400							



2020 - 2021 Proposed Budget

Proposed June 26, 2020

					2020 - 2021 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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							



2020 - 2021 Proposed Budget

Proposed June 26, 2020

				2020 - 2021 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Removal of Grass/Debris in Residential Areas	1	2,000	2,000						
100-22-67-674400	Equipment Maintenance			1,000	300	-	300	-	600	279
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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				3,099,065	3,101,170	2,148,984	3,069,676	2,908,948	2,813,583	2,724,559

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.

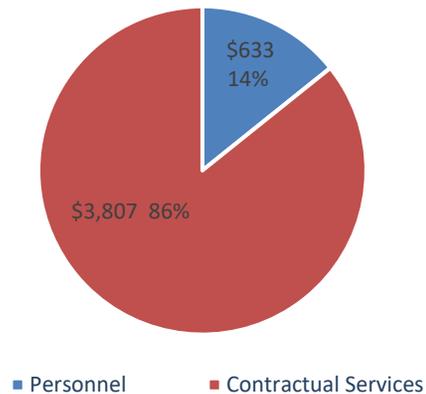
Court Clerk

Jackie Thompson

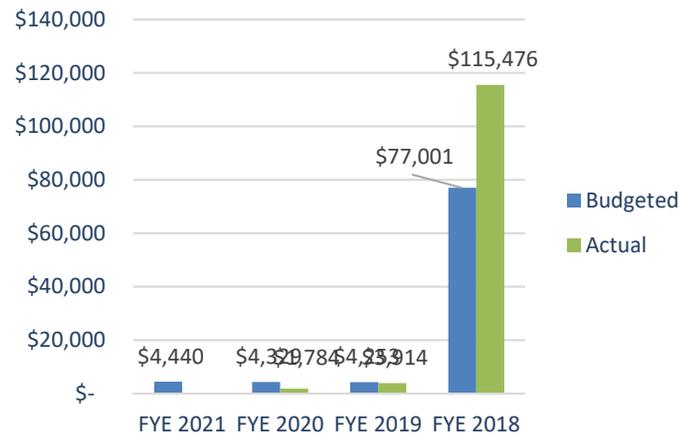
JDThompson@shenandoahtx.us

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

2020 - 2021 Proposed Budget - Municipal Court



Budgeted & Actual Expenses - Municipal Court





2020 - 2021 Proposed Budget

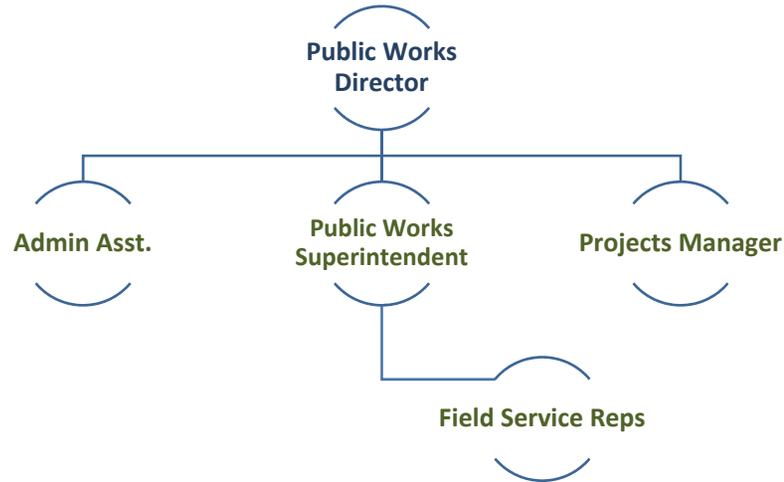
Proposed June 26, 2020

100-23 Municipal Court					2020 - 2021 Proposed	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
<i>Description</i> <i>Units</i> <i>Price</i> <i>Amount</i>											
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
<i>Description</i> <i>Units</i> <i>Price</i> <i>Amount</i>											
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
<i>Description</i> <i>Units</i> <i>Price</i> <i>Amount</i>											
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

JPear@shenandoahtx.us

Projects Manager

Rual Porras

RPorras@shenandoahtx.us

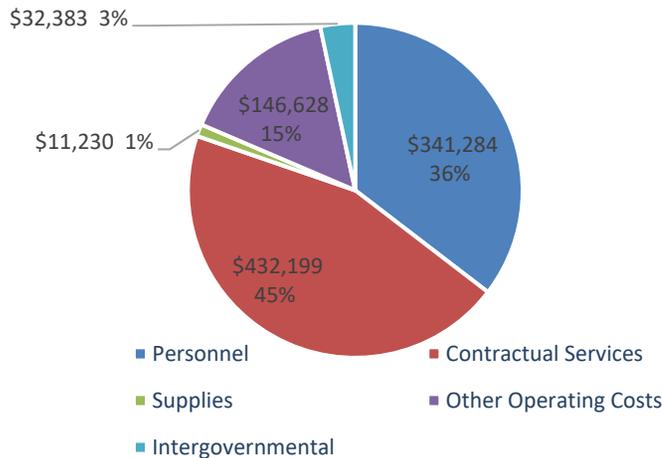
Administrative Assistant

Leslie Stevens

LStevens@shenandoahtx.us

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

2020 - 2021 Proposed Budget - Public Works



Budgeted & Actual Expenses - Public Works





2020 - 2021 Proposed Budget

Proposed June 26, 2020

100-30 Public Works

					2020 - 2021 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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				4,000	4,000	1,263	4,000	2,788	3,500	3,841
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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	5 Staff	1	20,634	20,634							
100-30-61-614500	Unemployment				1,350	1,350	692	1,350	45	1,350	991
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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							
100-30-62-621000	Consulting/Professional Services				550	550	212	550	480	500	96
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	Drug Screens	11	50	550							
100-30-62-621100	Engineer				27,252	28,000	12,018	42,600	33,721	13,400	3,343
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	City Engineer Retainer	12	1,271	15,252							
	Engineering Services	1	10,000	10,000							
	Mapping Services	1	2,000	2,000							



2020 - 2021 Proposed Budget

Proposed June 26, 2020

				2020 - 2021 Proposed	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-30-62-623100	Trash Collection			5,500	4,700	1,700	3,500	4,200	3,000	2,160
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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			247,750	289,625	132,206	248,475	239,445	266,318	251,122
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Base Landscape	1	215,000	215,000						
	Forest Reserves	2	1,500	3,000						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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						
100-30-62-624200	License & Users Fees			400	400	-	-	-	-	1,143
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	MS4 Permit Fee	1	400	400						
100-30-62-624200	Postage			100	100	10	100	157	50	51
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Mailings	1	100	100						



2020 - 2021 Proposed Budget

Proposed June 26, 2020

					2020 - 2021 Proposed	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-30-62-624500	Printing				270	270	203	270	-	450	57
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	Batteries	1	200	200							
	Detention Pond Supplies	1	500	500							
	Flags	1	500	500							
	Other Maintenance Supplies	1	2,000	2,000							
100-30-67-670300	Public Relations				1,300	1,300	108	1,220	1,012	1,220	870
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	Community Sign Inserts	100	13	1,300							
100-30-67-670900	Dues/Memberships				373	350	163	350	329	350	289
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	TWUA License Renewal	5	70	350							
	Amazon Membership Renewal	1	23	23							



2020 - 2021 Proposed Budget

Proposed June 26, 2020

				2020 - 2021 Proposed	2019 - 2020 Budgeted	2019-2020 YTD	2019 - 2020 Budgeted	2019-2020 YTD	2017-2018 Budgeted	2017-2018 Actual
100-30-67-672300	Travel/Training			5,600	4,000	2,617	7,100	3,182	7,100	2,472
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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	-
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Vehicle Repairs (Includes Insurance Deductibles)	1	1,500	1,500						
100-30-67-674700	Maintenance Agreements			18,200	18,200	8,772	13,200	10,255	13,200	7,001
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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						



2020 - 2021 Proposed Budget

Proposed June 26, 2020

				2020 - 2021 Proposed	2019 - 2020 Budgeted	2019-2020 YTD	2019 - 2020 Budgeted	2019-2020 YTD	2017-2018 Budgeted	2017-2018 Actual
100-30-67-675400	Equipment Lease			1,000	1,000	-	1,000	2,120	1,000	2,120
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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				963,724	1,025,431	571,802	1,001,018	941,714	878,662	750,199

Pool

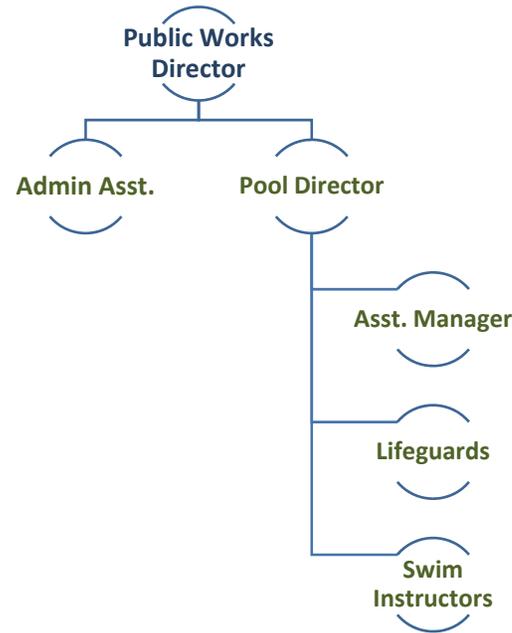
The Mary Pat Case Pool is maintained by the Pool Director and Public Works Department.

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)



Public Works Director

Joseph Peart

JPear@shenandoahtx.us

Pool Director

Marion Crosby

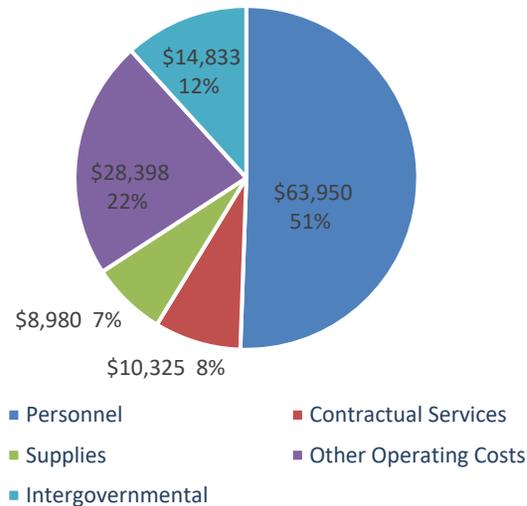
MCrosby@shenandoahtx.us

Administrative Assistant

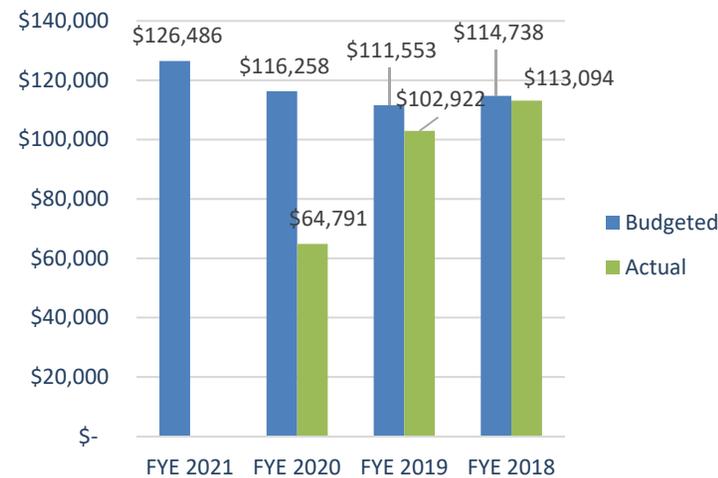
Leslie Stevens

LStevens@shenandoahtx.us

2020 - 2021 Proposed Budget - Pool



Budgeted & Actual Expenses - Pool



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



2020 - 2021 Proposed Budget

Proposed June 26, 2020

100-31 Pool					2020 - 2021 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	Drug Screen Tests	20	50	1,000							
100-31-62-623300	Landscaping & Irrigation				4,625	6,375	500	5,375	2,319	-	1,750
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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							
100-31-63-630800	Uniforms and Safety Gear				580	580	580	580	270	850	849
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	10 Lifeguards	20	15	300							
	Pool Director	2	15	30							
	Safety Gear	1	250	250							



2020 - 2021 Proposed Budget

Proposed June 26, 2020

				2020 - 2021 Proposed	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-31-63-631000	Operating Supplies			5,150	5,350	3,655	5,350	6,100	5,000	4,653
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Pool Furniture	1	2,000	2,000						
100-31-63-631200	Office Supplies			100	100	33	100	80	200	-
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Polar Bear Plunge	1	750	750						
100-31-67-672300	Travel/Training			2,100	2,100	510	2,100	125	2,100	135
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Repairs to Pool Equipment and Pumps	1	7,500	7,500						
	Salt Cell Replacement	3	2,750	8,250						
100-31-67-676100	Utilities-Electricity			7,200	7,200	4,441	7,500	6,426	7,500	7,061
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	City Usage (Reimbursed by Requestor)	1	800	800						
	Minimum Usage	9	22	198						
	Swim Team Heating (Reimbursed by Sharks)	2	800	1,600						



2020 - 2021 Proposed Budget

Proposed June 26, 2020

				2020 - 2021 Proposed	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-31-69-690200	Transfer to Equipment Replacement			14,833	14,833	14,833	14,833	14,833	14,833	14,833
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	<i>Rock Wall for Pool (1@\$35,000/15 Yrs) [6 Yrs Invested]</i>	1	2,333	2,333						
	<i>Saltwater System (1@\$150,000/20 Yrs) [5 Yrs Invested]</i>	1	7,500	7,500						
	<i>Pool Slide (1@\$50,000/10 Yrs) [5 Yrs Invested]</i>	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

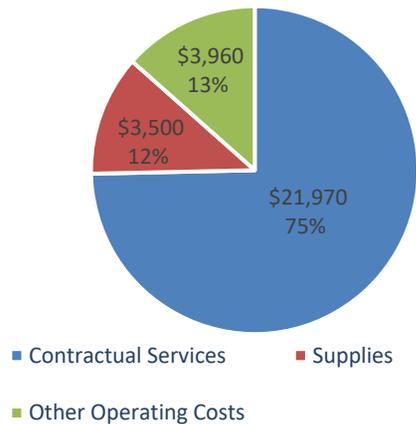
801 Maplewood Drive. Shenandoah, TX 77381



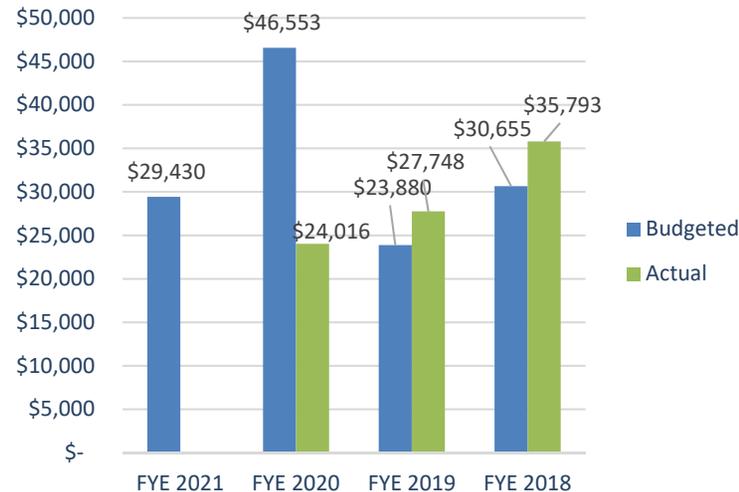
Toddler Park

315 Shenandoah Drive. Shenandoah, TX 77381

2020 - 2021 Proposed 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 - \$50.00

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



2020 - 2021 Proposed Budget

Proposed June 26, 2020

100-32 Parks				2020 - 2021 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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



Community Development Manager

Jackie Thompson

JDThompson@shenandoahtx.us

Building Official

Danny Svoboda

DSvoboda@shenandoahtx.us

Development Coordinators

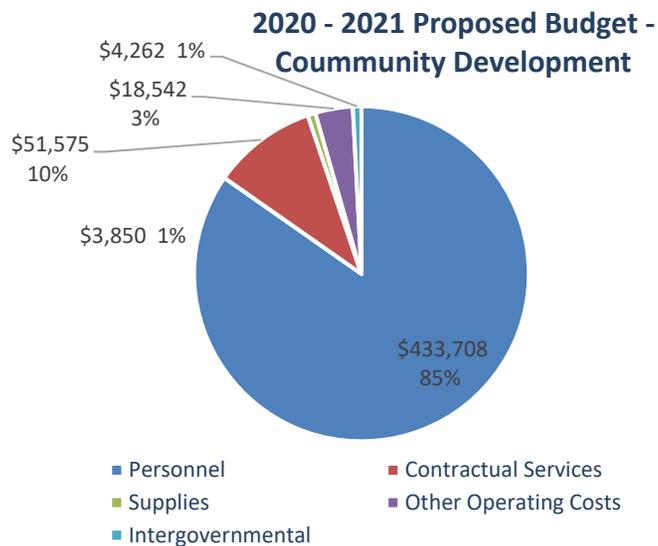
Stacie Newsom

SNewsom@shenandoahtx.us

Abby Adams

AAdams@shenandoahtx.us

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



Budgeted & Actual Expenses - Community Development





2020 - 2021 Proposed Budget

Proposed June 26, 2020

100-43 Community Development

				2020 - 2021 Proposed	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
100-43-61-611000	Salaries & Wages			323,511	306,343	172,914	220,418	234,524	164,504	171,247
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	4 Staff	1	323,511	323,511						
100-43-61-611100	Education Pay			3,000	3,000	2,000	3,000	3,025	-	600
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	2 Staff	1	1,500	1,500						
100-43-61-611600	Longevity Pay			1,335	1,180	1,060	880	820	335	170
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	4 Staff	1	1,335	1,335						
100-43-61-612000	Part Time			15,000	15,000	1,600	15,000	7,100	50,000	2,500
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	1 Staff	1	15,000	15,000						
100-43-61-614100	Retirement			61,399	56,437	33,372	39,026	41,237	33,645	32,300
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	4 Staff	1	61,399	61,399						
100-43-61-614400	FICA/Medicare Tax			26,343	25,066	13,818	18,467	17,993	18,498	13,513
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	5 Staff	1	26,343	26,343						
100-43-61-614500	Unemployment			1,620	1,620	576	1,350	62	810	372
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	5 staff	1	1,620	1,620						
100-43-62-621000	Consulting/Professional Services			100	100	-	50	-	100	23,465
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Accident Drug Screen	2	50	100						
100-43-62-621900	Contract Labor			13,500	13,500	5,400	13,500	9,750	-	-
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Planning & Zoning Regular Meeting (5 at \$150/Meeting)	12	750	9,000						
	Planning & Zoning Special Meeting (5 at \$150/Meeting)	6	750	4,500						



2020 - 2021 Proposed Budget

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				2020 - 2021 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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			775	775	454	1,525	380	100	1
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Planning & Zoning Commission Postage	1	750	750						
	Postage	1	25	25						
100-43-62-624500	Printing			200	200	264	200	-	850	136
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Labels and Other Printing	1	200	200						
100-43-62-624600	Legal Notices			2,000	2,000	2,269	4,500	2,297	2,100	-
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Planning & Zoning Commission Legal Notices	1	2,000	2,000						
100-43-63-630800	Uniforms and Safety Gear			1,850	1,850	309	1,250	735	900	129
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	5 Staff and 1 Part Time	6	100	600						
	Planning & Zoning Commissioners	5	50	250						
	Clothing Allowance - Building Inspectors	2	400	800						
	Safety Gear and First Aid	2	100	200						
100-43-63-631000	Operating Supplies			500	500	466	300	93	300	97
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Field Supplies	1	500	500						
100-43-63-631200	Office Supplies			500	500	289	1,000	615	850	747
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Community Development Office Supplies	1	500	500						
100-43-63-631400	Office Equipment & Furnishings			1,000	1,000	-	500	250	800	794
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Office Furnishings	1	1,000	1,000						
100-43-67-670900	Dues/Memberships			1,300	1,300	245	1,200	460	1,690	469
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	ICC and Other Memberships	1	1,000	1,000						
	Plumbing Inspectors License	3	100	300						



2020 - 2021 Proposed Budget

Proposed June 26, 2020

				2020 - 2021 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Code Books and Development References	1	750	750						
100-43-67-672300	Travel/Training			12,950	12,950	2,728	10,400	7,879	4,600	4,401
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Building Official	1	4,500	4,500						
	Community Development Manager	1	3,000	3,000						
	Customer Service Representatives	2	1,100	2,200						
	New Hire - Fire Inspector/Asst. Building Official	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			1,542	1,142	696	1,142	400	652	351
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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						
	Registration	2	15	30						
	State Inspections	2	26	52						
100-43-67-674600	Vehicle Repairs			500	500	-	500	172	400	547
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Non-Routine Repairs/Replacement Parts on Vehicles	2	250	500						
100-43-67-675500	Fuel			1,500	1,600	418	960	619	688	731
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Fuel - 1/4 Ton Truck & Prius	500	3.00	1,500						
100-43-69-690200	Transfer to Equipment Replacement Fund			4,262	4,262	4,262	7,862	7,861	7,861	7,861
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	1/4 Ton Pickup Truck (1@\$29,827.95/7 yrs.) [5 Yrs Invested]	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				511,937	581,625	385,712	445,280	520,697	438,227	382,810

Technology

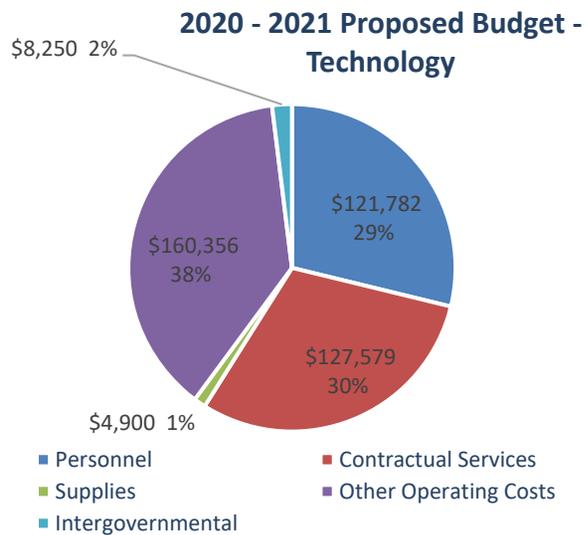
Information Technology Manager

Chris Grizzaffi

CGrizzaffi@shenandoahtx.us

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



Budgeted & Actual Expenses - Technology





2020 - 2021 Proposed Budget

Proposed June 26, 2020

100-55 Technology					2020 - 2021 Proposed	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		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	1 Staff	1	95,979	95,979							
100-55-61-611600	Longevity Pay				235	175	175	115	115		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	1 Staff	1	235	235							
100-55-61-614100	Retirement				17,937	16,224	11,716	15,511	14,456		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	1 Staff	1	17,937	17,937							
100-55-61-614400	FICA/Medicare Tax				7,361	6,875	5,002	6,884	6,412		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	1 Staff	1	7,361	7,361							
100-55-61-614500	Unemployment				270	270	144	270	9		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	1 Staff	1	270	270							
100-55-62-620100	Operating Services				47,818	38,422	33,603	44,772	40,125		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	Fire Alarm Monitoring Services	1	3,525	3,525							
	Business Internet Services	1	19,550	19,550							
	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		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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	-		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	Microsoft Enterprise Agreement Year 1 of 3	1	17,000	17,000							
100-55-62-623800	License & User Fees				679	79	59	72	-		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	Allworx Interact User Licenses One Time Purchase	10	60	600							
	Pandora Radio Subscription for Pool	1	79	79							



2020 - 2021 Proposed Budget

Proposed June 26, 2020

				2020 - 2021 Proposed	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		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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	-		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	City Shirts	2	50	100						
100-55-63-631100	Operating Equipment			4,050	3,400	3,400	799	889		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Misc. Office Supplies	1	250	250						
100-55-63-631400	Office Equipment & Furnishings			500	500	-	500	-		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Misc. Office Equipment	1	500	500						
100-55-67-670900	Dues/Memberships			175	150	175	150	-		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	TAGITM Conference Hotel and Registration	1	2,000	2,000						
	Technical Training	1	2,000	2,000						



2020 - 2021 Proposed Budget

Proposed June 26, 2020

				2020 - 2021 Proposed	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		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Tools, Parts, Service & Misc.	1	3,500	3,500						
100-55-67-674403	Equipment Repair			500	500	399	-	610		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Tools, Parts, Service & Misc.	1	500	500						
100-55-67-674405	Technology Replacement			24,000	11,235	9,690	16,700	23,358		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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			7,000	-	-	16,700	2,025		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Security Cameras - Toddler Park & Pool	1	7,000	7,000						
100-55-67-674700	Hardware and Software Contracts			111,929	108,922	78,857	103,997	95,913		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Hardware Maintenance Contracts	1	18,879	18,879						
	Software Maintenance Contracts	1	93,050	93,050						
100-55-67-675400	Equipment Lease			9,252	9,252	6,059	6,552	6,642		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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				422,867	384,415	273,790	400,108	341,213	-	-



2020 - 2021 Proposed Budget

Proposed June 26, 2020

100 - General Fund

	2020 - 2021 Proposed	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
00 - General Fund Revenue	9,533,423	9,851,553	6,726,227	9,125,621	9,773,918	8,656,617	9,697,228
11 - Administration	840,011	761,929	591,742	767,797	691,843	1,064,880	914,062
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	2,406,059	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	674,721	649,041	416,783	675,004	559,678	640,302	595,614
21 - Emergency Management	2,180	2,180	5,700	2,880	1,146	5,240	1,734
22 - Police	3,099,065	3,101,170	2,148,984	3,069,676	2,908,948	2,813,583	2,724,559
23 - Municipal Court	4,440	4,329	1,784	4,253	3,914	77,001	115,476
30 - Public Works	963,724	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	511,937	581,625	385,712	445,280	520,697	438,227	382,810
55 - Technology	422,867	384,415	273,790	400,108	341,213	-	-
Net Payroll Accruals - For 27 Pay Periods	91,041						
100 - General Fund Surplus/(Deficit)	99,032	641,814	875,733	1,370,445	2,477,690	116,766	1,795,221



2020 - 2021 Proposed Budget

Proposed June 26, 2020

200-00 Hotel/Motel - Revenue							
	2020 - 2021 Proposed	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	1,140,818	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	1,143,818	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

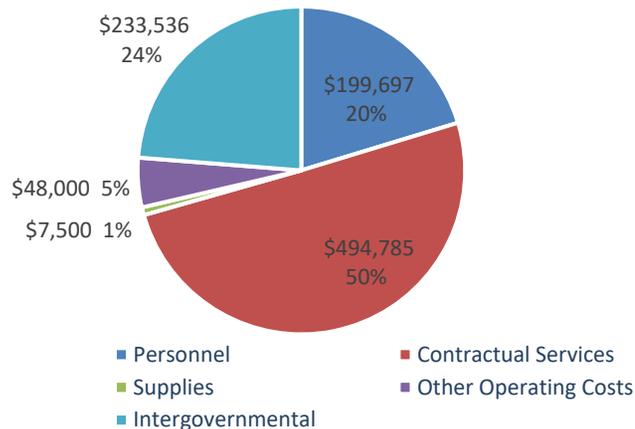
Steffani Konzem

Skonzem@shenandoahtx.us

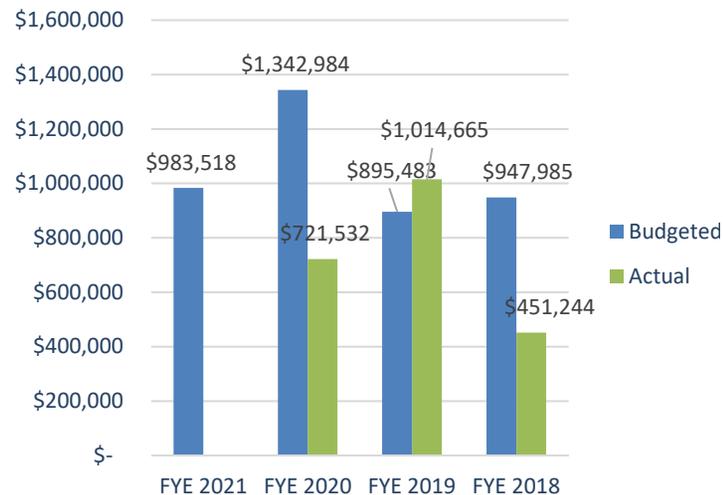
Shenandoah Convention & Visitors Bureau

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

2020 - 2021 Proposed Budget - CVB



Budgeted & Actual Expenses - CVB



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



2020 - 2021 Proposed Budget

Proposed June 26, 2020

200-45 Hotel/Motel - CVB					2020 - 2021 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	S. Konzem (Bachelor's)	12	200	2,400							
200-45-61-611400	Overtime				500	500	10,235	500	14,113	-	1,021
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	1 Staff	1	500	500							
200-45-61-611600	Longevity Pay				390	270	270	175	140	60	140
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	2 Staff	1	390	390							
200-45-61-614100	Retirement				29,399	26,551	23,495	32,668	29,569	32,421	17,991
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	2 Staff	1	12,064	12,064							
200-45-61-614500	Unemployment				540	540	288	1,107	153	1,107	456
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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							



2020 - 2021 Proposed Budget

Proposed June 26, 2020

					2020 - 2021 Proposed	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
200-45-62-621700 Advertising					377,125	362,075	152,179	276,850	247,958	183,571	113,218
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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	32,500	32,500							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	FedEx, UPS, and Postage for Postcards	12	20	240							
200-45-62-624500 Printing					8,920	8,820	-	4,360	2,200	4,360	-
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	2 staff	4	50	200							
200-45-63-631100 Operating Equipment					2,800	-	-	-	-	-	-
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	Laptops	2	1,400	2,800							
200-45-63-631200 Office Supplies					500	500	252	500	1,113	600	145
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	Copy Paper, Pens, Pads, Etc	10	50	500							
200-45-63-631400 Office Equipment & Furnishings					4,000	19,600	-	-	-	-	-
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	Desk and Office Chair Replacement	1	4,000	4,000							



2020 - 2021 Proposed Budget

Proposed June 26, 2020

				2020 - 2021 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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			233,536	191,582	68,797	150,767	137,730	142,435	113,538
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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	84,001	84,001						
	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	2,666	31,992						
	Technology Costs	1	15,246	15,246						
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				983,518	1,342,984	721,532	895,483	1,014,665	947,985	451,244



2020 - 2021 Proposed Budget

Proposed June 26, 2020

200 - CVB							
	2020 - 2021 Proposed	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
00 - CVB Revenue	1,140,818	1,711,467	756,951	1,530,850	1,481,768	1,285,000	1,309,244
45 - CVB Expenses	983,518	1,342,984	721,532	895,483	1,014,665	947,985	451,244
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)	157,300	368,483	35,419	635,367	467,103	337,015	858,000

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

LWasner@shenandohtx.us

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 Ending	Due	2013 GO Rfdg		2015 GO Rfdg		2019 GO Rfdg		Combined Totals				Ad Valorem Tax	Water & Sewer
		Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Total	Fisc Total		
9/30/2021	2/15/2021		70,425		162,325		45,900		278,650	278,650			
	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
9/30/2022	2/15/2022		63,113		148,000		42,825		253,938	253,938			
	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
9/30/2023	2/15/2023		54,188		128,100		39,600		221,888	221,888			
	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
9/30/2024	2/15/2024		44,963		107,400		36,300		188,663	188,663			
	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
9/30/2025	2/15/2025		35,438		90,000		32,850		158,288	158,288			
	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
9/30/2026	2/15/2026		24,063		76,000		29,325		129,388	129,388			
	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
9/30/2027	2/15/2027		12,250		61,500		25,650		99,400	99,400			
	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
9/30/2028	2/15/2028				46,400		21,900		68,300	68,300			
	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
9/30/2029	2/15/2029				30,700		16,700		47,400	47,400			
	8/15/2029			285,000	30,700	265,000	16,700	550,000	47,400	597,400	644,800	555,280	89,520
9/30/2030	2/15/2030				25,000		11,400		36,400	36,400			
	8/15/2030			295,000	25,000	280,000	11,400	575,000	36,400	611,400	647,800	556,960	90,840
9/30/2031	2/15/2031				19,100		5,800		24,900	24,900			
	8/15/2031			305,000	19,100	290,000	5,800	595,000	24,900	619,900	644,800	554,320	90,480
9/30/2032	2/15/2032				13,000				13,000	13,000			
	8/15/2032			320,000	13,000			320,000	13,000	333,000	346,000	346,000	-
9/30/2033	2/15/2033				6,600				6,600	6,600			
	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



2020 - 2021 Proposed Budget

Proposed June 26, 2020

300-00 Debt Service Revenue

					2020 - 2021 Proposed	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
300-00-50-511000	Property Taxes				1,136,005	1,102,600	1,097,893	1,103,397	1,080,859	1,098,089	1,099,913
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	<i>Tax Val. 1,148,639,866 (M&O Rate.0989/\$100)</i>	1	1,136,005	1,136,005							
300-00-56-561000	Interest				600	600	311	200	1,051	150	631
300-00-57-571100	Transfer from General Operating				889,957	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	<i>2019 Refunding Principal & Interest (30%)</i>	1	89,040	89,040							
	<i>2015 Go Refunding Principal & Interest (15%)</i>	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



2020 - 2021 Proposed Budget

Proposed June 26, 2020

300-80 Debt Service				2020 - 2021 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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



2020 - 2021 Proposed Budget

Proposed June 26, 2020

300 - Debt Service

	2020 - 2021 Proposed	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)	-	-	834,437	(51,051)	(69,117)	-	496



2020 - 2021 Proposed Budget

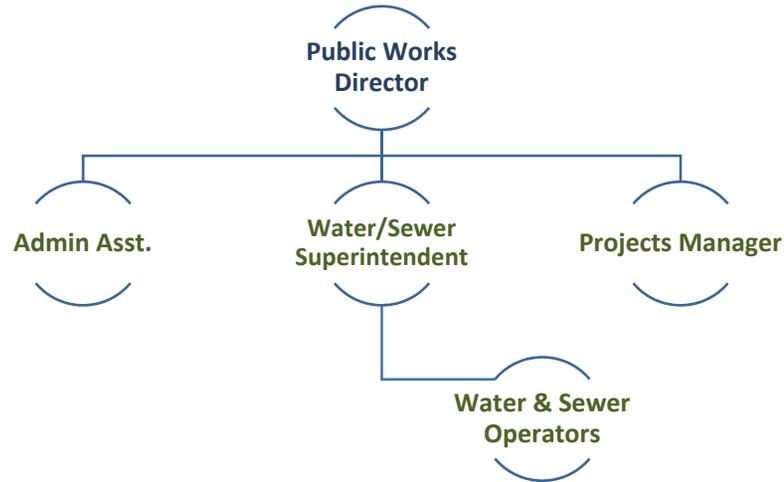
Proposed June 26, 2020

600-00 Water & Sewer Revenue							
	2020 - 2021 Proposed	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
600-00-64-641100 Water	1,327,314	1,499,820	806,917	1,499,820	1,338,449	1,414,925	1,432,576
600-00-54-541200 Sewer	984,154	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	152,327	152,327	96,556	152,327	162,852	152,327	180,539
600-00-54-54300 Lonestar Groundwater Conservation District	31,620	23,276	17,497	23,276	29,435	23,276	30,904
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	2,550,415	2,772,250	1,617,944	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
- Waste Water Treatment Plant
- TCEQ Compliance
- MS4 Permitting Compliance



Public Works Director

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Projects Manager

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Administrative Assistant

Leslie Stevens

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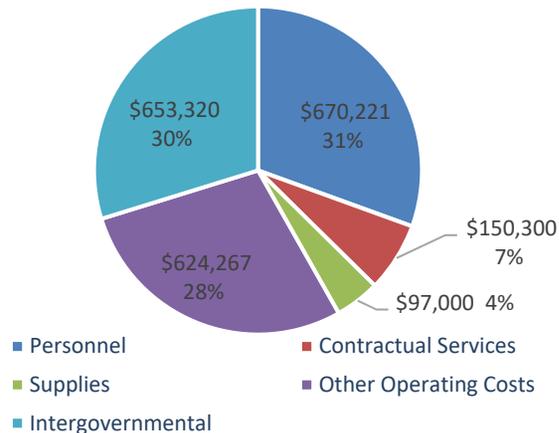
Water/Sewer Superintendent

Steve Early

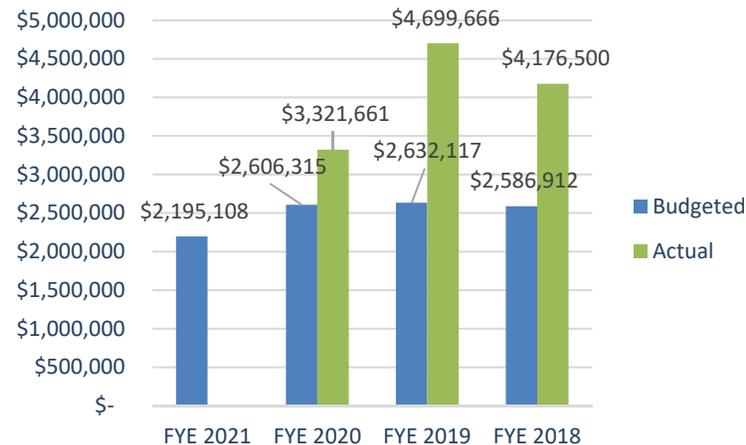
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Please visit the Public Works Department's webpage for more information.

2020 -2021 Proposed Budget - Water & Sewer



Budgeted & Actual Expenses - Water & Sewer





2020 - 2021 Proposed Budget

Proposed June 26, 2020

600-50 Water & Sewer

					2020 - 2021 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	8 Staff	1	492,434	492,434							
	Proposed 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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	6 Staff	1	5,000	5,000							
600-50-61-611407	Special Events Overtime				500	500	-	500	127	500	127
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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	8 Staff	1	40,467	40,467							
600-50-61-614500	Unemployment				2,160	3,780	110	1,890	925	1,890	925
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	Accident Drug Screens	5	50	250							
600-50-62-621100	Engineer				1,000	2,000	225	2,000	17,526	32,500	17,526
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	Engineering Service	1	1,000	1,000							



2020 - 2021 Proposed Budget

Proposed June 26, 2020

				2020 - 2021 Proposed	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
600-50-62-623600	Building & Grounds Maintenance			7,000	1,000	905	1,000	24,697	1,000	24,697
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Area Lighting Repairs	1.00	2,000.00	2,000.00						
	General Repairs	1.00	1,000.00	1,000.00						
	HVAC Repairs	1	4,000	4,000						
600-50-62-623800	License & User Fees			200	200	200	-	1,390		1,390
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	TCEQ Tier II Online Access Fee	4	50	200						
600-50-62-624200	Postage			300	300	399	50	875	50	875
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Meter Warranty Returns	1	300	300						
600-50-62-624500	Printing			100	100	-	100	-	100	-
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Business Cards	1	100	100						
600-50-62-624600	Legal Notices			250	250	252	250	-	500	-
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Belt/press Polymer	9	1,500	13,500						
	Chemical supplies	1	1,000	1,000						
	Cl and SO2 150 lb. Tank Rental (31 Units/Month)	372	10	3,720						
	Cl and SO2 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 SO2)	12	3,500	42,000						
600-50-63-631100	Operating Equipment			18,000	16,500	13,449	16,500	28,721	28,966	28,721
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Commercial Water Meters	6	1,500	9,000						
	Residential Water Meters	30	300	9,000						



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				2020 - 2021 Proposed	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
600-50-63-631200	Office Supplies			300	300	60	300	235	300	235
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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						
600-50-67-674400	Equipment Maintenance			132,500	132,500	149,771	127,500	113,051	153,920	113,051
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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						



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Proposed June 26, 2020

				2020 - 2021 Proposed	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
600-50-67-674500	Routine/Preventative Maintenance			30,593	37,733	15,757	33,833	16,563	37,933	16,563
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Damage Repairs	1	1,000	1,000						
600-50-67-674700	Maintenance Agreements			26,250	34,500	20,586	34,500	28,598	27,500	28,598
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Belt Press Preventative Maintenance	1	2,500	2,500						
	Cathodic Protection	1	550	550						
	Clarifier Drive Maintenance and Inspection	2	2,400	4,800						
	Generator Maintenance and Testing	1	18,000	18,000						
	Trimble Terraflex Software	1	400	400						
600-50-67-675500	Fuel-Vehicles			7,425	7,200	4,760	7,200	4,314	6,200	4,314
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Based on Historical Usage	1	185,000	185,000						
600-50-67-676200	Utilities-Natural Gas			1,700	1,500	1,501	1,500	1,416	1,500	1,416
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Natural Gas for Lift Station Generators	1	1,700	1,700						



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Proposed June 26, 2020

				2020 - 2021 Proposed	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
600-50-68-681100 Transfer to General Operating				345,459	336,190	300,182	298,273	323,782	340,797	323,782
<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
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	84,001	84,001							
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	20,174	20,174							
600-50-68-681300 Transfer to Debt Service				280,988	531,600	507,536	558,008	504,053	501,888	504,053
<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
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				-	186,310	641,433	369,500	2,150,592	282,938	2,150,592
<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	0	-	-							
600-50-69-690200 Transfer to Equipment Replacement				26,873	22,230	25,830	25,830	25,830	25,830	25,830
<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
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				2,195,108	2,606,315	3,321,661	2,632,117	4,699,666	2,586,912	4,176,500

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

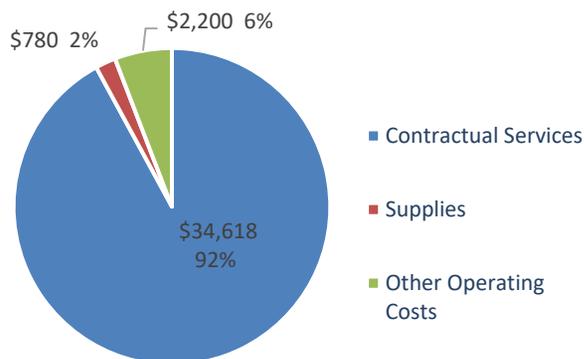
LWasner@shenandoahtx.us

Accounting/Utility Billing Clerk

Tammy Daley

Tdaley@shenandoahtx.us

2020 - 2021 Proposed Budget - Utility Billing



Budgeted & Actual Expenses - Utility Billing





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600-51 Utility Billing				2020 - 2021 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Online Bill Pay Website Pamphlet	1	800	800						
	Postage-Past Due Letters	12	5	60						
600-51-62-624500	Printing			650	650	-	50	-	150	-
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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	-	-
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	City Shirts-UB clerk	2	50	100						
600-51-63-631000	Operating Supplies			230	230	-	230	-	2,500	2,600
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	Past Due Door Hanger Paper	1	230	230						
600-51-63-631200	Office Supplies			450	400	253	200	197	800	665
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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 Proposed	2019 - 2020 Budgeted	2019-2020 YTD	2018-2019 Budgeted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
00 - Water & Sewer Revenue	2,550,415	2,772,250	1,617,944	2,772,250	2,672,660	2,692,048	2,714,941
50 - Water & Sewer Expenses	2,195,108	2,606,315	3,321,661	2,632,117	4,699,666	2,586,912	4,176,500
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)	317,709	228,975	(1,728,493)	107,413	(2,060,193)	67,524	(1,494,475)



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102-00 Park Beautification Fund Revenue					2020 - 2021 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	<i>Based on 3 Reservations Per Week</i>	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 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	<i>Based on 3 Reservations Per Week</i>	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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Proposed June 26, 2020

120-00 Equipment Replacement Revenue					2020 - 2021 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	<i>Non-patrol vehicles (2 @\$30,000/ 7yrs) [8 Yrs Invt]</i>	2	4,285	8,570							
	<i>CRO vehicle (\$31,000/7 years) [4 Yrs Invt]</i>	1	4,429	4,429							
	<i>Vest (28 @ \$1,000 each/ 5 yrs) [1 Yr Invt]</i>	28	200	5,600							
	<i>Heavy Vests (28@\$1,500each/5 Yrs) [1 Yr Invt]</i>	28	300	8,400							
	<i>Handheld Radios (28 Units @ \$4,200 Each/ 10 Yrs) [2 Yr Invt]</i>	28	420	11,760							
	<i>Mobile Radios (28 Units @ \$4,000 Each/10 Yrs) [2 Yr Invt]</i>	28	400	11,200							
	<i>Tasers (28 @ \$1,500 Each/ 5 Yrs) [Mult Yrs Invt]</i>	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	<i>1/2 Ton Truck (1@\$23,100/7 Yrs) [8 Yrs Invested]</i>	1	3,300	3,300							
	<i>Pool Car (1@\$23,100/7 Yrs) [8 Yrs Invested]</i>	1	3,300	3,300							
	<i>Street Sweeper (1@\$115,000/10 Yrs) [8 Yrs Invested]</i>	1	11,500	11,500							
	<i>4x4 Utility Vehicle (1@\$14,800/10 Yrs) [4 Years Invested]</i>	1	1,480	1,480							
	<i>1/4 Ton Truck (1@32,500/7yrs) [1 Yr Invested]</i>	1	4,643	4,643							
	<i>Bucket Truck (1@\$81,600/10 Yrs) [5 Yrs Invested]</i>	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	<i>Rock Wall for Pool (1@\$35,000/15 Yrs) [6 Yrs Invested]</i>	1	2,333	2,333							
	<i>Salt Water System (1@\$150,000/20 Yrs) [5 Yrs Invested]</i>	1	7,500	7,500							
	<i>Pool Slide (1@\$50,000/10 Yrs) [5 Yrs Invested]</i>	1	5,000	5,000							
120-00-69-690243	Transfer From Community Development				4,262	4,262	4,262	7,862	7,861	7,862	7,862
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	<i>1/4 Ton Pickup Truck (1@\$29,827.95/7 yrs.) [5 Yrs Invested]</i>	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	<i>IT Infrastructure Projects</i>	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	<i>1 Ton Truck (2@\$28,500/10 yrs) [8 Yrs Invested]</i>	2	2,850	5,700							
	<i>Jet Machine (1@\$35,250/15 yrs) [6 Yrs Invested]</i>	1	2,350	2,350							
	<i>Backhoe (1@\$81,000/15 yrs) [8 Yrs Invested]</i>	1	5,400	5,400							
	<i>1/2 Ton Truck (1@\$23,100/7 yrs) [8 Yrs Invested]</i>	1	3,300	3,300							
	<i>Tractor (1@\$31,500/15 yrs) [8 Yrs Invested]</i>	1	2,100	2,100							
	<i>4x4 Utility Vehicle (1@\$14,800/10 yrs) [3 Yrs Invested]</i>	1	1,480	1,480							
	<i>1/4 Ton Truck (1@32,500/7yrs) [1 Yr Invested]</i>	1	4,643	4,643							
	<i>Mini Excavator (1@\$28,500/15 yrs) [8 Yrs Invested]</i>	1	1,900	1,900							
Equipment Replacement Revenue Total					144,960	130,595	130,595	116,385	116,384	133,170	133,170



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140-00 Trash/Recycling Revenue					2020 - 2021 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	<i>Based on 515 Users for 12 Months</i>	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	<i>Street Fee Based on 1,060 Accounts for 12 Months</i>	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 Proposed	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	<i>Based on 515 Users for 12 Months</i>	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
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	<i>Based on 1,060 Homes for 12 Months</i>	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

2020 - 2021 Proposed Budget

840-00 Metropark Square PID Revenue				2020 - 2021 Proposed	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		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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 Proposed	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		
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	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)	-	-
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2020 - 2021 Proposed Capital Projects/Purchases

ID	NAME	DEPARTMENT	DH	CA	CA RECOMM.	FUNDED	FUNDING	AMOUNT
FINANCE								
21-12-01	Questica Budgeting & Capital Planning Software	Finance	7	7	YES		General Fund - 5,625 CVB - 5,625 Water/Sewer - 5,625 MDD - 5,625	\$ 22,500.00
FINANCE TOTAL								\$ 22,500.00
TECHNOLOGY								
21-50-01	City Park Video Cameras	Technology	7	7	YES		General Fund	\$ 25,948.00
21-50-02	Incode Public Safety Software	Technology	8	7	YES		General Fund	\$ 93,829.00
TECHNOLOGY TOTAL								\$ 119,777.00
PUBLIC WORKS								
21-30-03	Storm System Mapping	Public Works	7	7	YES		GF - \$25,000 MDD - \$25,000	\$50,000.00
21-30-07	City Hall Flooring Replacement	Public Works	1	1	NO		General Fund	\$55,000.00
21-30-09	City Hall Interior Painting	Public Works	1	1	NO		General Fund	\$15,000.00
21-30-10	Office Expansion at Public Works Building	Public Works	7	7	YES		General Fund	\$25,000.00
21-30-11	Platform and Lift for Public Works Building	Public Works	10	10	YES		General Fund	\$47,000.00
21-30-12	Backup Generator and Auto Transfer Switch	Public Works	7	7	YES		General Fund	\$56,000.00
21-30-13	Skid Loader	Public Works	1	1	NO		General Fund	\$46,000.00
PUBLIC WORKS TOTAL								\$294,000.00
CVB								
21-30-08	CVB Build Out at City Hall	Public Works	7	7	YES		CVB	\$ 50,000.00
CVB TOTAL								\$ 50,000.00
WATER & SEWER								
21-50-01	MCC Replacement at Water Plant #2	Water & Sewer	9	9	YES		Water/Sewer - 144,600 MDD - 337,400	\$482,000.00
21-50-02	David Memorial & David Vetter ACP	Water & Sewer	9	9	YES		Water/Sewer - 62,100 MDD - 144,900	\$207,000.00
21-50-03	WWTP Replacement Fencing	Water & Sewer	7	7	YES		Water/Sewer - 13,200 MDD - 30,800	\$44,000.00
21-50-04	WWTP Phase 1 Improvements	Water & Sewer	10	10	YES		Water/Sewer - 270,000 MDD - 630,000	\$900,000.00
21-50-05	Sewer Inspection Camera	Water & Sewer	7	7	YES		Water/Sewer - 3,900 MDD - 9,100	\$13,000.00
WATER & SEWER TOTAL								\$1,646,000.00
MDD								
21-30-01	Wellman Road Drainage Improvements	Public Works	6	4	NO			\$239,000.00
21-30-02	Holly Hill Drainage	Public Works	8	7	YES			\$90,000.00
21-30-04	David Memorial Extension	Public Works	9	9	YES			\$255,000.00
21-30-05	Shenandoah Park Drive Roadway Repair	Public Works	5	4	NO			\$50,000.00
21-30-06	Additional Parking at the Toddler Park	Public Works	4	4	NO			\$57,000.00
MDD FUNDED WATER & SEWER PROJECTS								\$1,152,200.00
MDD FUNDED GENERAL FUND PROJECTS								\$30,625.00
MDD TOTAL								\$1,873,825.00

2020-21 Capital Project or Purchase Request Form

Questica Budgeting & Capital Project Software



Project # 21-12-01

GL # 000-00-000000

Justification

Currently each department enters their proposed budgets into Incode 10. Finance creates several different budget codes for each edit of the budget. Incode does not provide an adequate audit trail, approval process, or work flow process in the limited data entry budget module. This leads to errors, duplication of work, and wasted time.

Questica offers all the requirements that Incode lacks. It also provides a projection tool that will help budget long term which is a recommendation of GFOA (Government Financial Officer's Association). Questica also offers the ability to track capital projects and would be ideal for Joseph's CIP Plan and comes with a suite of customizable reports that would update every night with information imported from Incode.

City Administrator Comments

City Council Comments

Attachment List

Overview Sheet
Email From Questica
Cost Saving Calculator

Better public sector budgeting and performance.



Questica's budgeting, performance and transparency software solutions help government agencies to deliver better outcomes.

Budget

Efficient, accurate and collaborative budgeting all in one.

Questica works with government agencies to better enable data-driven budgeting and decision-making, while increasing data accuracy, saving time and improving stakeholder trust.

Questica Budget Suite drives budget transformation by creating a single source of data truth. Questica Budget is an easy-to-use, comprehensive and collaborative cloud-based solution for operating, capital and salary budget preparation and performance management.

- Better budget process with workflow, approvals and role-based security. Create unlimited what-if scenarios, decision packages and multi-year budgeting.
- Integrates with financial, HR and others systems.
- Position, salary and benefit planning. Staff scheduling and planning.
- Statistical ledger, funding gap/revenue analysis, and capital project planning/reserve analysis.
- Easily assemble actionable data from anywhere in the system for analysis from our Report Center. Create interactive and sharable dashboards, SMART onscreen and/or Print Reports.
- Easily produce reports, financial statements and your annual Budget Book.
- Our Advanced Calculation Engine enables complex modelling for revenue, projections, and activity-based costing.

Over 700 public sector customers use Questica's budgeting solutions including:

- Anchorage, AK
- Champaign, IL
- Clean Water Service, OR
- Denver, CO
- East Hampton, NY
- Fredrick County, MD
- Greensboro, NC
- Goodyear, AZ
- Jacksonville Aviation Authority, FL
- Multnomah County, OR
- New Haven Housing Authority, CT
- Jacksonville Aviation Authority, TX
- Idaho Supreme Court, ID
- Riverside, CA
- Palo Alto, CA
- Seattle, WA
- Shelby County, TN
- Sound Transit, WA
- Southampton, NY

Learn more at questica.com
or schedule a demo with us today!



Performance

Track your progress. Measure your government agency's strategic goals and outcomes.

- A system of programs, measures and scorecards.
- Track an unlimited number of budget and non-budget key performance indicators (KPIs).
- Monitor with user-defined dashboards. Alerts and reminder notifications.
- Interactive analytic tools. Drill down to specific strategies, programs, and initiatives.
- Integrates seamlessly with Qwestica Budget.

“Implementing Qwestica Budget has saved us over \$85,000 in productivity savings annually.”

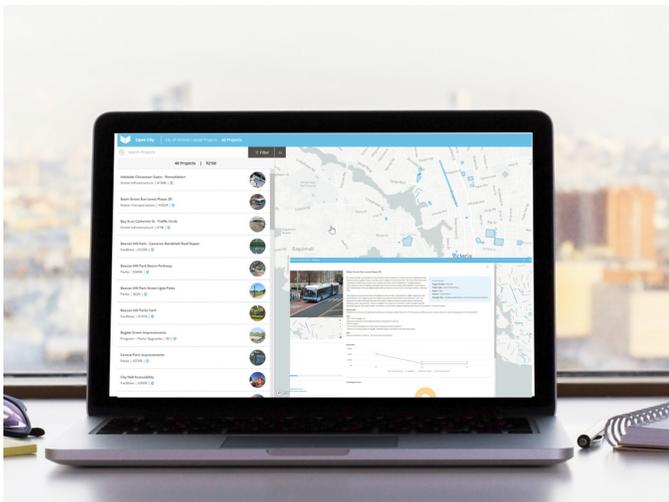
Walter Rossmann, Former Director, Office of Management and Budget, City of Palo Alto, California



OpenBook

Build trust by being transparent and accountable.

- Showcase financial and non-financial data with interactive charts, tables and graphics with descriptive text, and informational pop-ups.
- Share data through all social channels, access via web and mobile.
- Engage with the council, staff, citizens and others in your community for better conversations about programs and services.
- Project Explorer visualization for Capital Budgets allows organizations to display on a map every infrastructure project, including the budget, actual spend, funding sources, and accompanying documentation, images, video, etc.
- Minimize data duplication/re-entry with seamless integration with Qwestica Budget.
- Integrates with Balancing Act's budget simulator tool to promote and support deeper two-way stakeholder consultation and engagement.



“The data (in OpenBook) that provides the most detailed information comes from Qwestica Budget. OpenBook is a straightforward way to graphically display our budget dollars, while only conveying information that the public wanted.”

Meridy Semones, Manager, Office of Management & Budget, The City of Largo, Florida

Learn more at questica.com or schedule a demo with us today!

Qwestica is the recognized leader in budget preparation and management software. Over 700 public sector and non-profit organizations across North America have eliminated spreadsheets, opting for smarter planning, budgeting, management, transparency and engagement with our solutions.

Qwestica is part of the GTY Technology group of companies. A GovTech 100 company.



Lisa Wasner

From: Kurt Trinder <ktrinder@questica.com>
Sent: Tuesday, June 16, 2020 3:23 PM
To: Lisa Wasner
Subject: Proposal to Council Documents and Info
Attachments: Cost Savings Calculator for Customers.xlsx; US-Government-Solutions-Overview-2019.pdf; BudgetSummary.JPG; CapitalProject.JPG

Hey Lisa,

Thanks for taking the time out of your day today to discuss strategy. I've attached a few documents that may be useful, as well as included info below.. let me know if you need anything else!

Who is Questica:

As a leader of budgeting preparation and management software since 1998, Questica partners with public sector organizations to better enable data-driven budgeting and decision-making, while increasing data accuracy, productivity and improving stakeholder trust. Over 750 local governments, colleges, universities, K-12 schools, hospitals, healthcare facilities and non-profit organizations across 47 states and 11 provinces and territories in North America have eliminated spreadsheets using our budgeting, performance, transparency and engagement solutions which seamlessly integrate with existing financial and other systems.

Our highly scalable solutions have been implemented at organizations managing budgets of a few million to others with multi-billion dollar annual budgets. No organization is too big or too small. Our team is comprised of technology experts, budget professionals and business specialists. We are passionate and friendly collaborators who enjoy teaming with our customers to find the right solution to meet their needs.

Immediate Effect:

- A single source of data truth:
 - Questica is creating a single, central location for any user's budgeting needs. Integrating with current ERP systems, anyone can log into Questica Budget to enter their specific budgeting related items
- Streamlined workflow for individual users:
 - Users are met with easy to understand dashboard and grids (*QuesticaDashboard.PNG*) to quickly understand where they are at with the budget process as well as quickly enter new requests and changes
 - Also see *BudgetSummaryOperating.png* & *BudgetDetailsOperating.png*
- Securable position level budgeting:
 - Budget at the position level, and Questica budget can consider any benefits, union agreements, or grades
 - Similar to the Operating budget summary's, users can determine funding sources, operational impacts, and capital specific information can be logged and tracked right within Questica
- Reporting & Visualization for internal & external stakeholders
 - Questica offers a number of dynamic and print reports out of the box (*ActualvsBudgetMonthlyExample.pdf*).
 - Questica also offers a visualization tool called OpenBook, which seamlessly with Questica Budget and updates as information is provided within the platform. You can find examples listed below:
 - <https://burlington.openbook.questica.com/>
 - <https://largo.openbook.questica.com/>
 - <https://riverside.openbook.questica.com/>

Who uses Questica:

- Questica is used by government offices of varying sizes. A few notable customers include:

- Texas Comptroller's Office
- City of Garland, TX
- City of Conroe, TX
- Fort Bend County, TX
- Texarkana, TX

Product Summary:

Budgeting: Questica Budget Suite drives budget transformation by creating a single source of data truth. Questica Budget is an easy-to-use, comprehensive, and collaborative cloud-based solution for operating, capital and salary budget preparation and performance management.

Reporting: Questica provides 4 categories of reporting capabilities - Print Reports, Smart Reports, Report Builder, and Dashboards. There are 85+ print reports for organizations to choose from, and all reports can be configured to the customer's needs. Smart reports provide onscreen reporting which uses tables and data visualization chart options. All of our reports include data security, so users only see what they're allowed to see. Our dashboards show all of your critical data and other relevant information together in a visually rich and interactive interface. And finally, our report builder provides an advanced self-serve report template which allows for standard headers, footers and logos. In addition, report builder templates include the ability to add new calculated columns and table features.

Performance Measures: Questica allows you to measure your organization's strategic goals and outcomes. We provide a system of programs, measures and scorecards which can track an unlimited number of budget and non-budget key performance indicators (KPIs). This is an interactive analytic tool where you can drill down to specific strategies, programs, and initiatives. Performance measures can be monitored with user-defined dashboards.

Advanced Calculation Engine: Our Advanced Calculation Engine (ACE) is a general purpose calculation system that enables users to create formulas ranging from a single formula in a cell up to large scale mathematical models to do things such as forecasting expenses and revenue from drivers and historical data. ACE's features are designed specifically for budgeting, which allows users to budget in a way that would be difficult in a traditional Excel spreadsheet system.

Financial Statements: This new system-wide module for Questica Budget allows users to configure and generate all three major financial statements, including Income Statements, Balance Sheets, and Cash Flow Statements.

Visualization & Transparency: Questica Openbook allows organizations to showcase financial and nonfinancial data with interactive charts, tables and graphics with descriptive text, and informational popups. Share data through all social channels, and engage with council, staff, citizens, and others in your community for better conversations about programs and services. This program also includes a project Explorer visualization for Capital Budgets which allows organizations to display on a map every infrastructure project, including the budget, actual spend, funding sources, and accompanying documentation, images, video, etc.

Here is a success story of a customer near your size that chose Questica and also uses Tyler:

<https://www.questica.com/news/horizon-city-tx-selects-questica-budget/>

Also see attached for example if capital project usage, or budget summary.

Let me know what else you may need!

Best,

Kurt

Schedule Call: [Click Here](#)



Better [budgeting](#), [performance](#) and [transparency](#) software solutions for the public sector – governments, healthcare, higher education, K-12 schools and non-profits.

Kurt Trinder
Account Executive,
Southcentral US
T: 1.877.707.7755 x440
C: 1.905.464.4398



www.questica.com

Questica is a [GTY Technology Company](#) [NASDAQ: GTYH]

Cost Savings Calculator	Enter Client's Numbers
Budget Preparation	
How many weeks does your organization spend preparing the budget?	18
How many employees are involved in preparing budgets including departmental managers?	17
What is the average percentage of work hours devoted to budget preparation?	40%
How many work hours are there in a week?	40
Total number of hours preparing budgets	4896
Average cost per hour	\$35
Total cost of preparing the budget	\$171,360
Budget Management	
How many weeks does your organization spend in managing the budget?	52
How many employees are devoted to managing the budget?	8
What is the average percentage of work hours devoted to budget management?	30%
Total number of hours managing the budget	4992
Average cost per hour	\$35
Total cost of managing the budget	\$174,720
TOTAL COST OF BUDGETING	\$346,080
Enter estimated percentage improvement with Questica Software	40%
COST SAVINGS FROM QUESTICA BUDGET SOFTWARE	\$138,432
Enter estimated percentage improvement with Budget Process Improvement & Change Management	40%
COST SAVINGS FROM PROCESS IMPROVEMENT & CHANGE MANAGEMENT	\$138,432
TOTAL COST SAVINGS	\$276,864
COST SAVINGS OVER 5 YEARS	\$1,384,320

2020-21

Capital Project or Purchase Request Form

City Park Video Cameras



Project # 00-00-00

GL # 000-00-000000

Justification

Due to the persistence of vandalism and damage to City property as well as overall safety concerns, it is proposed to install video surveillance cameras at the City Park. Cameras will be installed to monitor the restrooms, pavilion, tennis and basketball courts as well as the playground and splashpad. In addition, hi-definition cameras will be positioned to clearly identify vehicles and license plate numbers for any vehicle entering the parking lot.

City Administrator Comments

City Council Comments

Attachment List

City of Shenandoah Park Video Camera proposal.pdf

Physical Security Proposal

for

City of Shenandoah

29955 Interstate 45 N
Shenandoah, TX 77381

Park Video Surveillance

Revision : 0

Last Modified : 5/11/2020

DataVox TDPS License #B16503

Account Manager

Agustin Zentay

System Design

Kendra Minott



DataVox Texas DIR Vendor Number: 176-025-1479-000

Contract Number: DIR-TSO-3737

DataVox

6650 W. Sam Houston Pkwy S. | Houston, TX 77072 | 713-881-5300

www.datavox.net



DataVox Summary

Since 1988, thousands of businesses have counted on DataVox to be their trusted advanced technology partner. With DataVox, your organization can enjoy the convenience of working with a single company to design, implement and maintain all aspects of their technology needs. From audio visual, to data center, cloud, network technology, network cabling, phone systems and physical security solutions. Our award-winning customer service team is here to assist your organization 24 hours a day, 7 days a week.

Products and Services



Audio Visual



Cisco Systems



Cloud Solutions



Cyber Security



Data Center Technologies



IT Support & Managed Services



Network Cabling



Network Technology



Phone Systems



Physical Security

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EXECUTIVE SUMMARY

System Name	Installed Price
Genetec Upgrade to Omnicast Pro	\$3,366.99
Video Surveillance Software, Licenses and Maintenance Agreement	\$1,973.52
Video Surveillance Cameras	\$11,375.96
Network Equipment	\$2,817.55
Security Cabling	\$4,558.38
DataVox Management Services	\$1,855.42
Total Price (Excludes Sales Tax):	\$25,947.82

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BILL OF MATERIALS

Genetec Upgrade to Omnicast Pro

Video Surveillance

- 215 **Genetec**
Genetec™ Advantage upgrade from Standard to Professional (per camera / 1 month)
- 43 **Genetec**
Upgrade Omnicast Camera Connection from Standard to Professional
- 1 **Genetec**
Upgrade Omnicast Base from Standard to Professional

Video Surveillance Total:	\$3,366.99
----------------------------------	-------------------

Genetec Upgrade to Omnicast Pro Total:	\$3,366.99
---	-------------------

Video Surveillance Software, Licenses and Maintenance Agreement

This section describes the video surveillance software, licenses and maintenance agreement that are required for the security platform.

Video Surveillance

- 80 **Genetec**
Genetec™ Advantage for 1 Omnicast Pro Camera – 1 month
- 8 **Genetec**
Camera License

Video Surveillance Total:	\$1,973.52
----------------------------------	-------------------

Video Surveillance Software, Licenses and Maintenance Agreement Total:	\$1,973.52
---	-------------------

Video Surveillance Cameras

This section lists the video surveillance cameras that DataVox will provide and install for the Customer.

Video Surveillance

- 1 **Axis Communications**
AXIS P3375-LVE Network Camera
Superb, vandal-resistant day-and-night, outdoor dome in 1080p with WDR, Zipstream and OptimizedIR
- 5 **Axis Communications**
Axis P3807-PVE
- 2 **Axis Communications**
AXIS P3245-LVE Network Camera
Streamlined outdoor-ready HDTV 1080p fixed dome for any light conditions
- 5 **Axis Communications**
AXIS T91B47 POLE MOUNT 50-150MM

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- 1 **DataVox**
Customized hardware misc

Video Surveillance Total:	\$11,375.96
Video Surveillance Cameras Total:	\$11,375.96

Network Equipment

This section lists the network equipment that DataVox is responsible for providing and installing.

Video Surveillance

- 1 **Genetec**
StreamVault 300 Series Archiver-only Server

Video Surveillance Total:	\$2,817.55
Network Equipment Total:	\$2,817.55

Security Cabling

This section describes the physical security cabling services that DataVox will provide and install.

- Cabling routed for horizontal cabling will be routed above the ceiling grid using j-hooks as the support system
- Cable pathway bundles will be supported with 1.25" j-hooks
- The main cable support pathway will be laid out parallel and perpendicular to major building lines
and will follow main hallways where applicable
- The secondary cable support paths will be perpendicular to the main pathways
- Any firewalls penetrated for cabling purposes will be resealed with a proper fire rated sealant

Video Surveillance

- 1 **DataVox**
Miscellaneous Cables, Connectors, and Hardware
- 8 **Paige**
GameChanger Cat 6 Cable Segment - 1000ft

Video Surveillance Total:	\$4,558.38
Security Cabling Total:	\$4,558.38

DataVox Management Services

General project oversight including Project Management, Engineering, Training, and Documentation labor as describe in this proposal.

Video Surveillance

- 1 **DataVox Installation**
 - 1 DataVox
Miscellaneous Consumables and Materials

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Park Video Surveillance

DVXB-12619

- 1 DataVox
Project Management - Planning, Scheduling, Order Processing, Construction Meetings and Wrap Up.
- 1 DataVox
Commissioning Services, Testing and Tuning
- 1 DataVox
Design and Engineering Services, CAD Drawings, One-Lines and As-Built Documentation Creation.

Video Surveillance Total:	\$1,855.42
DataVox Management Services Total:	\$1,855.42
Project Subtotal:	\$25,947.82

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SCOPE OF WORK

Genetec Advantage Service Agreement

This scope of work provides a co-termed Genetec Advantage Service Agreement. This agreement starts 30 days after this document is signed and the license is issued. DataVox will assist the user with the service renewal process at the end of each year.

DataVox Assumptions

- Staging of all project equipment will be done at the DataVox facility
- The Customer will provide IP range for cameras prior to installation, including subnet and default gateway
- Any changes in the design or scope of work may result in a charge in the initial quote for the cost of the project
- DataVox is not responsible for existing equipment unless it is stated in the scope of work
- If required, DataVox will be given remote VPN access to the Customer's network during the course of completing this scope of work
- If required, DataVox will be given administrative access to the Customer's network while onsite from a DataVox provided laptop
- DataVox is not responsible for demo of third-party equipment
- Customer will open the necessary ports on their firewall for mobility applications

Customer's initials indicate understanding and acceptance of these assumptions.

Initial

Testing

DataVox will verify full functionality of all security systems that are installed by DataVox.

Out of Scope Services

This section lists the services and/or items that are out of scope per this scope of work.

Security Cameras

- All exterior cameras will be mounted at a height of 12 to 14 feet from the ground unless otherwise specified by the Customer and included in this Scope of Work
- All cameras will be within 300 feet of a network IDF/switch when running category 6 cable segments

Network Equipment

- All active gear, such as network PoE switches
- All rack equipment and patch panels
- UPS/-backup battery

Mapping

- Programming and configuration of maps within the Video and access control system are not included unless otherwise stated within this scope of work.

Conduit

- **All conduit work, coring, boring back boxes, pull strings, and sleeves for all security devices will be provided by others**
- All conduit pipe and 4x4 box to every camera location will be provided by others
 - All exterior conduit must be verified during installation process and cannot necessarily be deemed usable during the site survey or sales process. If conduit is proved to be inefficient (i.e. rotten, crushed or too small for additional cable runs), it will result in a change order

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Scissor Lift

- Customer will provide scissor and/or boom lift and fuel costs for duration of project. Lift must be easily accessible for the duration of the project. If the Customer is unable to provide a scissor or boom lift, DataVox will provide the appropriate lift and bill back the cost of the lift to the Customer

Standard

- Customer will provide space for onsite storage of tools, equipment, and materials for the duration of the project at no cost
- Customer is responsible for the security of project material and equipment that has been delivered and/or installed on the customer's premise
- Anti-Virus software will not be installed on any server provided by DataVox and is the responsibility of the Customer
- Customer will provide DataVox with the appropriate requirements and prints
- Pay a 25% restocking fee on all returnable items
 - Note: Special ordered items are not refundable
- Demo of existing equipment is outside of this scope of work
- Customer will provide installation personnel with access keys or escorts for DataVox to perform the service in a timely and cost-effective manner
- An appointed representative, to act as a single point of contact for the DataVox onsite foreman or personnel, is required. The customer designee will have the authority to execute written change orders upon an agreement of both parties.
- Manufacturer defects for equipment not provided by DataVox are outside of this Scope of Work
- Activation of any non-standard devices that need to operate with access control are not included. This may include but is not limited to, key switches, strobes, and sirens

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BASELINE RESPONSIBILITIES

DataVox Responsibilities

This section lists DataVox's responsibilities for this Physical Security proposal.

- Install all equipment according to manufacturers' specifications, national and local building codes and regulations, and will be in conformity with good engineering practices.
- All equipment will be installed with provisions for the safety of the operator in accordance with the Americans with Disability Act (ADA) guidelines.
- All DataVox staff will dress in a professional manner displaying the DataVox logo, properly using any required Personal Safety Equipment. They will conduct themselves in a professional, courteous and respectful manner to all others present.
- Will maintain a clean working environment, storing tools and equipment when not in use and discarding refuse as often as reasonably possible.
- While DataVox cannot take responsibility for furniture or Customer furnished equipment in the workspace, DataVox will take reasonable precautions to protect all Customer furnished equipment, floors, walls, ceiling tiles, windows and window coverings, and furniture and other surfaces from damage, staining or unreasonable breakage while on site.
- Will appoint a Project Manager (PM) and/or Lead Technician (LT) to oversee the installation. During system implementation, please direct all communications through this designated contact.
- PM or LT will coordinate with other trades to facilitate and expedite project progress. Will inform the Customer of any contractor interference or potential delays which could impede implementation of the Physical Security system, thereby helping to avoid any additional charges.
- Will provide written documentation of any Change Orders (CO) for work requested by the Customer which deviates from the original, approved Proposal and Scope of Works. CO's will be billed at our published labor rates plus materials, shipping, handling, restocking and other charges imposed by suppliers.
- Provide all necessary parts and labor required for complete programming of the physical security solution
- A DataVox engineer will meet with the Customer team to review the necessary programming requirements prior to installation.
- DataVox will only install and configure DataVox provided equipment.
- Provide one-time administrator training.
- Provide the Customer with a 90 day parts and labor warranty, excluding Customer-provided equipment and existing cabling.

Customer Responsibilities

This section lists the Customer responsibilities for this Physical Security proposal.

- Sign off on this Scope of Work prior to installation of equipment.
- Will not require work that is in conflict with any existing agreements with other trades or labor unions.
- Provide space for receipt of project equipment at installation sites.
- Security of project material and equipment, after it is delivered and installed on the customers' premises becomes the responsibility of the customer.
- Provide adequate workspace for the DataVox project team while they are onsite at the Customer's facility.
- Customer will provide DataVox personnel with access, keys, and/or escorts to perform the work in a timely and cost-effective manner. Any delays in the progress of the work will be billed back to the Customer.
- Appoint a representative to act as a single point of contact for the DataVox onsite foreman or personnel. The Customer representative will have the authority to execute written change-orders upon mutual agreement of both parties.
- **IMPORTANT:** Miscellaneous items may be required for completion during project execution which DataVox or the customer did not foresee (for example, copper or fiber patch cables, power cords, and optics.) If miscellaneous items are required beyond what is included in the bill of materials, these items will be provided by the customer or the items can be purchased from DataVox following the standard change management process.

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PROJECT PRICING SUMMARY

Total Installation Price:	\$25,947.82
---------------------------	-------------

Grand Total:	\$25,947.82
---------------------	--------------------

Note: This proposal is valid until 8/9/2020

PURCHASE OPTIONS

Cash Purchase Terms of Payment:

<i>Billing Milestones</i>	<i>Percent Due</i>	<i>Amount Due</i>
Due on Signature	40.00 %	\$10,379.13
Progress Payments	55.00 %	\$14,271.30
Final Payment- Due on Project Completion	5.00 %	\$1,297.39
Total Payments (Excluding Sales Tax):		100 %
		\$25,947.82

Technology Payment :

- 36 Month Lease (FMV):
 - * Payment per month \$840.29
 - * Deposit (2) months \$1,680.59
 - * Payment Excludes Sales Tax

- 60 Month Lease (FMV):
 - * Payment per month \$552.87
 - * Deposit (2) months \$1,105.74
 - * Payment Excludes Sales Tax

Support Service Agreement :

<i>Description</i>	<i>Annual Charge</i>	
Essential Support Service Agreement	12 Hours	\$1,800.00

(Includes a block of hours which gives guaranteed response times (SLA's). This block of hours agreement will be billed upfront and can be used for:

- Updating current software to the latest version*
- Cleaning of cameras*
- Service Related Calls*
- Preventative Maintenance*
- End-User Knowledge Transfer and many other Physical Security related services*

The Block of Hours contract expires at the end of the first year and will be automatically renewed the following year.

For additional information and contract terms regarding Essential support, refer to attached Support Service Agreement

NOTE: The price assumes that all work will be completed during normal business hours, Monday through Friday between 7:00am and 3:30pm. Work requested by the Customer outside normal business hours will incur additional fees. _____ Initial

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ACCEPTANCE OF PROPOSAL

When (but only when) signed by buyer and an authorized representative of DataVox this shall be a binding, legal contract.

The prices, specifications, and conditions in this proposal are satisfactory, and are hereby accepted in their entirety. Buyer hereby agrees to purchase the Equipment and authorizes DataVox to do the work, and provide the materials specified, and payment will be made as outlined above. The price quoted in this Physical Security Proposal is based upon the Equipment included in this Physical Security Proposal. Any changes in the Equipment or installation may result in a change in the price. Any such change must be in writing, signed by all parties.

DataVox reserves the right to modify payment terms at any time based on a review of the Customer's credit.

THIS AGREEMENT, WHEN SIGNED BY BOTH PARTIES (BELOW), SHALL BE GOVERNED BY THE TERMS AND CONDITIONS IN THIS PHYSICAL SECURITY PROPOSAL. THERE ARE NO OTHER AGREEMENTS, OR WARRANTIES, ORAL OR WRITTEN, EXCEPT AS EXPRESSLY STATED IN THIS PHYSICAL SECURITY PROPOSAL. THIS AGREEMENT CANNOT BE MODIFIED EXCEPT IN WRITING SIGNED BY BOTH PARTIES.

Buyer acknowledges having read and understood all of the terms and conditions printed in this Physical Security Proposal and acknowledges receipt of a complete executed copy of this Agreement. Buyer understands and agrees that this Physical Security Proposal and all of the terms and conditions hereof shall be a binding, enforceable contract when signed by Buyer and by an authorized representative of DataVox.

Approval Signatures

IN WITNESS WHEREOF, the duly authorized representatives of the parties hereto have caused this Proposal to be duly executed.

DataVox, Inc.

City of Shenandoah

By: _____
(Signature)

By: _____
(Signature)

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

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TERMS AND CONDITIONS

Please find DIR Terms and Conditions online at the following website:

<http://dir.texas.gov/View-Search/Contracts-Detail.aspx?contractnumber=DIR-TSO-3737>

2020-21

Capital Project or Purchase Request Form



Incode Public Safety RMS Suite

Project # 21-50-02

GL # 100-55-622100

FUNDING	
General Fund	\$93,829
TOTAL	\$93,829

DEPARTMENT	
Information Technologies	
Capital Project	<input checked="" type="checkbox"/>
Capital Purchase	<input type="checkbox"/>
City Administrator Recommended:	<input checked="" type="checkbox"/>
Council Approved:	<input type="checkbox"/>

R A N K I N G	Requestor	City Admin
	1	1
	2	2
	3	3
	4	4
	5	5
	6	6
	7	7
	8	8
	9	9
10	10	

Want ⇨ (points to rank 1-6)

Meets Goals ⇨ (points to rank 7-10)

Necessity or Safety Requirement ⇨ (points to rank 8-10)

INITIAL COSTS	
Purchase	\$38,920
Tyler Services	\$45,160
Travel Expenses	\$8,300
Other Hardware	\$1,449
COST	\$93,829

Chris Grizzaffi

3/30/2020

Requestor

Date

Proposed Project Timeline																																			
	2019												2020												2021										
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N
Purchase																																			
Tyler Services																																			
Travel Expenses																																			
Other Hardware																																			

Scope of Project

Implement Incode Public Safety RMS software and convert existing data from Caliber Public Safety to Incode RMS.

Notes

A large portion of this cost is due to the migration of existing records from Caliber to Tyler Public Safety. Currently Caliber is a cloud hosted solution and moving to Tyler Public Safety would allow the department to have potentially unlimited storage for rich media files and keep the long term cost down.

2020-21 Capital Project or Purchase Request Form



Incode Public Safety RMS Suite

Project # 00-00-00

GL # 100-55-622100

Justification

The existing Caliber RMS (records management system) that the Police Department has been using for the past eight years is no longer able to meet the needs of our department. Due to the rapid increase in the use of digital media as evidence; in-car video, body worn cameras and surveillance video, the department requires more data storage capability that Caliber is not reasonably able to provide on their platform. Incode will also allow integration with Odyssey, the system that most District Attorneys' offices use and will give them direct access to our case files. In addition, there are many features included with Incode such as; evidence management, personnel and department property management, mapping, diagramming, alarm permits, house watch, pet registration and more. Several officers and supervisors were involved in a detailed demonstration of the Incode system and are very enthusiastic about this possible change. In addition to other features that Incode RMS provides that Caliber does not offer, we feel that it would be more beneficial to the department to expand to a more robust product.

City Administrator Comments

City Council Comments

Attachment List

Tyler public safety quote.pdf



Quoted By: Mark Northcutt
 Quote Expiration: 7/25/2020
 Quote Name: Shenandoah Police RMS
 Quote Number: 2020-101475
 Quote Description:

Sales Quotation For

Shenandoah Police Department
 29955 Interstate 45
 Shenandoah , TX 77381-1199
 Phone: +1 (281) 367-8952

Tyler Software and Related Services

Description	License	Impl Hours	Impl Cost	Data Conversion	Module Total	Maintenance
Incode Public Safety Suite						
Base RMS	\$22,000	40	\$5,200	\$33,740	\$60,940	\$5,500
Case Management	\$7,700	24	\$3,120	\$0	\$10,820	\$1,925
Personnel (Training, Evaluation, Certification)	\$3,300	24	\$3,120	\$0	\$6,420	\$825
Property Room	\$5,500	8	\$1,040	\$0	\$6,540	\$1,375
System Administration Training	\$0	16	\$2,080	\$0	\$2,080	\$0
Mobile RMS Client (20)	\$0	4	\$520	\$0	\$520	\$0
One Search	\$0	0	\$0	\$0	\$0	\$0
Mapping	\$5,750	4	\$520	\$0	\$6,270	\$1,438
Alarm Tracking/Permitting	\$1,100	4	\$520	\$0	\$1,620	\$275
Pet Registration	\$1,650	1	\$130	\$0	\$1,780	\$413
Bicycle Registration	\$1,650	1	\$130	\$0	\$1,780	\$413
Tyler Court Case Management Interface (Citations & Warrants)	\$0	8	\$1,040	\$0	\$1,040	\$0
<i>Sub-Total:</i>	\$48,650		\$17,420	\$33,740	\$99,810	\$12,164
<i>Less Discount:</i>	\$9,730			\$11,000		
TOTAL:	\$38,920	134	\$17,420	\$22,740	\$79,080	\$12,164

Other Services

Description	Quantity	Unit Price	Extended Price	Maintenance
Project Management	1	\$5,000	\$5,000	\$0
TOTAL:			\$5,000	\$0

3rd Party Hardware, Software and Services

Description	Quantity	Unit Price	Unit Discount	Total Price	Maintenance	Maintenance Discount	Total Maintenance
Symbol LS2208 Bar Code Scanner w/ intellistand NEW	1	\$350	\$0	\$350	\$70	\$0	\$70
Microsoft SQL Server 2017 RUNTIME	1	\$499	\$0	\$499	\$0	\$0	\$0
Zebra ZD420T Label Printer	1	\$600	\$0	\$600	\$0	\$0	\$0
Microsoft SQL 2017 RUNTIME CAL	30	\$105	\$0	\$3,150	\$0	\$0	\$0
TOTAL:				\$4,599			\$70

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$38,920	\$12,164
Total Tyler Services	\$45,160	\$0
Total Third Party Hardware, Software and Services	\$4,599	\$70
Summary Total	\$88,679	\$12,234
Estimated Travel Expenses	\$8,300	

Detailed Breakdown of Conversions (Included in contract total)

Description	Hours	Unit Price	Programming Fee	Extended Price
Incode Public Safety Suite				
PS Master Files-Conversion	32	\$130	\$22,000	\$26,160
PS Arrests-Conversion	8	\$130	\$3,300	\$4,340
PS Calls for Serv-Conversion	8	\$130	\$2,200	\$3,240
				<i>Less Discount:</i> \$11,000
				Total: \$22,740

Subject
to
Approval

Comments

- Travel Expenses will be billed as incurred according to Tyler's standard business travel policy.
- Base RMS (Offense/Incidents w/ Supplements, Arrests, Warrants, UCR/NIBRS Reporting, Traffic/Parking Citations, Accidents w/ EZ Street Draw Interface, Field Interview, Racial Profiling Collection/Reporting, Media Narratives, Calls for Service, Intel
- Public Safety -Base RMS conversion includes Master files (addresses, name, vehicles, offense/incidents, property room)
- Public Safety -Arrests conversion includes general information, offense information, employer information contact information.
- Public Safety -Calls for Service conversion includes general information.
- Travel Expenses are billed as incurred based on our current Business Travel Policy.

2020-21

Capital Project or Purchase Request Form

Wellman Road Drainage Improvements



Project # 21-30-01

GL # 000-00-000000

Justification

This area is known to flood during heavy rain events. Inspection of the flow lines indicates that the lines appear undersized and are easily overwhelmed leading to flooding in the roadway. All lanes become impassable during heavy rain events and the road is closed during the flooding.

After the rain event has ended the road is able to drain within one to two hours.

City Administrator Comments

City Council Comments

Attachment List

**Engineer's Preliminary Opinion of Cost
City of Shenandoah
May 2020**

Wellman Road Bridge - Drainage Expansion

<i>DESCRIPTION</i>	<i>QUANTITY</i>	<i>UNIT</i>	<i>UNIT COST</i>	<i>TOTAL COST</i>
Mobilization, Bonds and Insurance	1	LS	\$9,030	\$9,030
Demolition of Existing Sloped Paving and Headwall	1	LS	\$5,000	\$5,000
36 Inch RCP Storm Sewer, parallel to existing 24 Inch	350	LF	\$175	\$61,250
Remove and Replace Existing "C" inlet, "E" inlet, and Junction box for new pipe.	1	LS	\$25,000	\$25,000
Remove and Replace Concrete Driveway	150	SF	\$10	\$1,500
Remove and Replace existing Concrete Sidewalk	270	SY	\$55	\$14,850
Concrete Slope Paving and Head Wall	1	EA	\$5,000	\$5,000
Dry Utility Relocation/Coordination	1	LS	\$10,000	\$10,000
Waterline Relocation	350	LF	\$80	\$28,000
Landscape/Tree removal and replacement	5	EA	\$3,500	\$17,500
Traffic Control	1	LS	\$12,500	\$12,500
			CONSTRUCTION SUBTOTAL:	\$180,600
			CONTINGENCIES(15%):	\$27,090
			DRAINAGE STUDY OF WELLMAN ROAD:	\$15,000
			ENGINEERING DESIGN AND SURVEYING (15%):	\$31,154
			TOTAL:	\$238,844

Notes:

- 1) This estimate was completed without the benefit of detailed design, surveys, or studies and is subject to change based on final design considerations.
- 2) This estimate represents my best judgment as a design professional familiar with the construction industry. Bleyl Engineering has no control over the cost of labor, materials, or equipment; over the Contractor's methods of determining bid prices; or over competitive bidding or market conditions. Therefore, we cannot and do not guarantee that bids will not vary from this cost estimate.

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Bleyl Engineering F-678

2020-21 Capital Project or Purchase Request Form



Holly Hill Drainage Improvements

Project # 21-30-02

GL # 000-00-000000

FUNDING	
MDD	\$90,000
TOTAL	\$90,000

DEPARTMENT	
Public Works	
Capital Project	<input checked="" type="checkbox"/>
Capital Purchase	<input type="checkbox"/>
City Administrator Recommended:	<input checked="" type="checkbox"/>
Council Approved:	<input type="checkbox"/>

R A N K I N G	Requestor	City Admin
	1	1
	2	2
	3	3
	4	4
	5	5
	6	6
	7	
	8	●
	9	●
10	10	

Want ⇨

Meets Goals ⇨

Necessity or Safety Requirement ⇨

INITIAL COSTS	
Planning	\$16,000
Construction	\$74,000
COST	\$90,000

Joseph Peart

06/18/20

Requestor

Date

Proposed Project Timeline																																			
	2020												2021												2022										
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N
Planning																																			
Construction																																			

Scope of Project

Construction of drainage improvements for the 4 acre property at the north end of Holly Hill Drive. Options include adding storm inlets and collection lines exclusively to drain the land to existing storm collection lines. A second option would be to install a portion of new collection lines and digging out a detention pond to be used as a future amenity if the property is improved into a park.

Notes

Pricing is based on not installing a detention pond.

2020-21

Capital Project or Purchase Request Form

Holly Hill Drainage Improvements



Project # 21-30-12

GL # 000-00-000000

Justification

This property is owned by the city and regularly has standing water in several locations long after rain events have ended. The city has made simple storm improvements to the property before to help keep the drainage flowing toward existing storm inlets in Shenandoah Valley and not through backyards. Improvements to the storm system will need to be completed before the land can be converted into a park.

City Administrator Comments

City Council Comments

Attachment List

Attachment A
Scope of Services
Holly Hill Dr. Park Drainage Feasibility
Holly Hill Dr. Park
City of Shenandoah - 29955 IH-45 North, Shenandoah, TX 77381
Attn: Joseph Peart - jpeart@shenandoahtx.us - 832-588-8143
April 3, 2020

- C
- H
- H2
- O

DESCRIPTION	PHASE	BASIS	FEE
1. Feasibility Study	050		
a. Feasibility Report: Perform a feasibility study as it relates to Holly Hill Dr. Park regarding existing drainage. Provide preliminary drainage analysis. The following coordination and research items will be included in the scope of work: Site Visit and Photos, Evaluate Detention and Drainage Requirements, identify potential drainage solutions, Prepare Report and Exhibits with findings and estimated costs.	051	Lump Sum	\$ 9,000.00
Phase Sub-Total:			\$ 9,000.00
2. Sub-Consultant Services	500		
a. Boundary & Topographic Survey (Core Surveying): Provide a topographic survey with boundary verification that includes existing ground elevations, improvements, and a vertical control.	501	Cost + 10%	\$ 4,100.00
Phase Sub-Total:			\$ 4,100.00
3. General Consultation & Coordination	900		
a. Project Coordination: Coordination with City staff, including site visits, report review meeting, phone calls, and meetings.	901	Lump Sum	\$ 2,500.00
b. Reimbursable Fees: Includes reproduction, deliveries, and other non-labor expenses.	902	Cost + 10%	\$ 200.00
Phase Sub-Total:			\$ 2,700.00
Total Fee:			\$ 15,800.00

Notes

1. These fees are presented in the understanding that the Client, if a public entity, has selected Bleyl Engineering for the Project based on qualifications in accordance with state law and is not soliciting competitive proposals on professional services.
2. Scope of work excludes structural/MEP/geotechnical engineering, materials testing, and historical or environmental impact assessments.
3. All permits shall be obtained by Owner or Owner's Representative.
4. Jurisdictional review fees (of drawings) shall be paid by Client or reimbursed at Cost + 10%.
5. Client will be notified of all changes in scope of work and/or changes in estimated fees.

CM: Derek Wind
PM: Jennifer Steen

Form 1295 Required

CLIENT Initials:

ENGINEER Initials:

2020-21

Capital Project or Purchase Request Form

Storm System Mapping



Project # 21-30-03

GL # 000-00-000000

Justification

The city is responsible for the maintenance and repair of the storm sewer collection system owned by the city. The storm collection system includes road, inlets, collection lines, detention ponds, headwalls, and other appurtenances. Currently the city has no reliable maps to reference when planning storm related projects. The city is also required to maintain a storm water management plan under the city's Municipal Separate Storm Sewer System (MS4). This collection of data will assist in meeting the best management practices of the MS4.

City Administrator Comments

City Council Comments

Attachment List



**Engineer's Preliminary Opinion of Cost
 City of Shenandoah
 May 2020**

STORMWATER MAPPING

<i>DESCRIPTION</i>	<i>QUANTITY</i>	<i>UNIT</i>	<i>UNIT COST</i>	<i>TOTAL COST</i>
Prepare GIS data of existing storm sewer system throughout City.	1	LS	\$20,000	\$20,000
Survey Verification of location, elevation, size, as needed.	1	LS	\$15,000	\$15,000
Prepare presentation of findings, including recommendations to City	1	LS	\$10,000	\$10,000
Preparation of Map showing findings of Storm routing.	1	LS	\$5,000	\$5,000
			TOTAL:	\$50,000

Notes:

1) The intent of this project is to map and provide flow direction of the storm sewer system throughout the City. Modeling is not included in this estimate.

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 Bleyl Engineering F-678

2020-21

Capital Project or Purchase Request Form

David Memorial Extension



Project # 21-30-04

GL # 000-00-000000

Justification

Connecting David Memorial Drive to state highway 242 will allow alternate routes for local traffic to pull traffic off of IH-45 service road. It will also allow passage during heavy rain events, when the IH-45 service road floods both in the southbound and northbound lanes. The road will also allow easier access to the city's commercial district on the east side of IH-45.

City Administrator Comments

Interest from Rep. Toth's office and the City of Conroe, and support from Kevin Brady's office, along with potential participation from Moon Group could expedite this project.

City Council Comments

Attachment List



100 Nugent Street
 Conroe, Texas 77301
 Phone (936) 441-7833
 Fax (936) 760-3833

**Engineer's Preliminary Opinion of Cost
 City of Shenandoah
 May 2020**

Shenandoah Park Drive - Roadway Replacement

<i>DESCRIPTION</i>	<i>QUANTITY UNIT</i>	<i>UNIT COST</i>	<i>TOTAL COST</i>
Mobilization, Bonds and Insurance	1 LS	\$1,784	\$1,784
Demolition and removal of existing asphalt (all depths)	245 SY	\$12	\$2,940
Provide and Install 8-inch reinforced concrete pavement	245 SY	\$75	\$18,375
Subgrade Stabilization	275 SY	\$8	\$2,200
6-inch Concrete Curb	50 LF	\$7	\$350
Remove and Replace existing 6:1 SET	2 EA	\$245	\$490
Remove and Replace 18-inch RCP Culvert	45 LF	\$85	\$3,825
Temporary Erosion Control	1 LS	\$2,500	\$2,500
Traffic Control	1 LS	\$3,500	\$3,500
Pavement Marking	1 LS	\$1,500	\$1,500
			\$37,464
		CONTINGENCIES(15%):	\$5,620
		ENGINEERING AND SURVEYING (15%):	\$6,463
		TOTAL:	\$49,546

Notes:

- 1) This estimate was completed without the benefit of detailed design, surveys, or studies and is subject to change based on final design considerations.
- 2) This estimate represents my best judgment as a design professional familiar with the construction industry. Bleyl Engineering has no control over the cost of labor, materials, or equipment; over the Contractor's methods of determining bid prices; or over competitive bidding or market conditions. Therefore, we cannot and do not guarantee that bids will not vary from this cost estimate.

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 Bleyl Engineering F-678

2020-21

Capital Project or Purchase Request Form

Shenandoah Park Drive Roadway Repair



Project # 21-30-05

GL # 000-00-000000

Justification

This section of the roadway on Shenandoah Park Drive Roadway Repair regularly has pot holes due to the slope from the driveway into the Park at Woodmoor apartment complex. The area often has standing water and it undermines the asphalt causing potholes. The project will eliminate the ongoing maintenance costs and further the extension of concrete paving toward IH-45.

City Administrator Comments

City Council Comments

Attachment List



100 Nugent Street
 Conroe, Texas 77301
 Phone (936) 441-7833
 Fax (936) 760-3833

**Engineer's Preliminary Opinion of Cost
 City of Shenandoah
 May 2020**

Shenandoah Park Drive - Roadway Replacement

<i>DESCRIPTION</i>	<i>QUANTITY UNIT</i>	<i>UNIT COST</i>	<i>TOTAL COST</i>
Mobilization, Bonds and Insurance	1 LS	\$1,784	\$1,784
Demolition and removal of existing asphalt (all depths)	245 SY	\$12	\$2,940
Provide and Install 8-inch reinforced concrete pavement	245 SY	\$75	\$18,375
Subgrade Stabilization	275 SY	\$8	\$2,200
6-inch Concrete Curb	50 LF	\$7	\$350
Remove and Replace existing 6:1 SET	2 EA	\$245	\$490
Remove and Replace 18-inch RCP Culvert	45 LF	\$85	\$3,825
Temporary Erosion Control	1 LS	\$2,500	\$2,500
Traffic Control	1 LS	\$3,500	\$3,500
Pavement Marking	1 LS	\$1,500	\$1,500
			\$37,464
		CONTINGENCIES(15%):	\$5,620
		ENGINEERING AND SURVEYING (15%):	\$6,463
		TOTAL:	\$49,546

Notes:

- 1) This estimate was completed without the benefit of detailed design, surveys, or studies and is subject to change based on final design considerations.
- 2) This estimate represents my best judgment as a design professional familiar with the construction industry. Bleyl Engineering has no control over the cost of labor, materials, or equipment; over the Contractor's methods of determining bid prices; or over competitive bidding or market conditions. Therefore, we cannot and do not guarantee that bids will not vary from this cost estimate.

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 Bleyl Engineering F-678

2020-21

Capital Project or Purchase Request Form



Additional Parking at Toddler Park

Project # 21-30-06

GL # 000-00-000000

FUNDING	
MDD	\$57,000
TOTAL	\$57,000

DEPARTMENT	
Public Works	
Capital Project	<input checked="" type="checkbox"/>
Capital Purchase	<input type="checkbox"/>
City Administrator Recommended:	<input type="checkbox"/>
Council Approved:	<input type="checkbox"/>

Want ⇨

Meets Goals ⇨

Necessity or Safety Requirement ⇨

R A N K I N G	Requestor	City Admin
	1	1
	2	2
	3	3
	●	●
	5	5
	6	6
	7	7
	8	8
	9	9
10	10	

INITIAL COSTS	
Planning	\$8,000
Construction	\$49,000
COST	\$57,000

Joseph Peart

Requestor

Date

Proposed Project Timeline																																				
	2020												2021												2022											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
	Planning																																			
Construction																																				

Scope of Project

Installation of a parking lot on the north east portion of the Toddler Park. Project will require utility locates, new ramps, and signage. Two off street parking spaces can be added without the removal of trees.

Notes

2020-21

Capital Project or Purchase Request Form

Additional Parking at Toddler Park



Project # 21-30-06

GL # 000-00-000000

Justification

Council requested.

City Administrator Comments

Wait to see how revenues looks next fiscal year.

City Council Comments

Attachment List



100 Nugent Street
 Conroe, Texas 77301
 Phone (936) 441-7833
 Fax (936) 760-3833

**Engineer's Preliminary Opinion of Cost
 City of Shenandoah
 May 2020**

Shenandoah Toddler Park - Additional Parking

<i>DESCRIPTION</i>	<i>QUANTITY</i>	<i>UNIT</i>	<i>UNIT COST</i>	<i>TOTAL COST</i>
Mobilization, Bonds and Insurance	1	LS	\$2,032	\$2,032
Removal and disposal of Trees	3	EA	\$500	\$1,500
Site preparation for parking spaces, including removal of landscaping and sod.	245	SY	\$25	\$6,125
Convert Existing Type "E" inlet to storm manhole.	1	LS	\$3,500	\$3,500
Installation of Type "E" inlet on existing storm line	1	LS	\$4,500	\$4,500
Provide and Install 6-inch reinforced concrete pavement	130	SY	\$65	\$8,450
Subgrade Stabilization	145	SY	\$8	\$1,160
Provide and Install 4-inch concrete sidewalk	200	SF	\$7	\$1,400
Relocation of existing Landscape and Irrigation System	1	LS	\$7,500	\$7,500
Temporary Erosion Control	1	LS	\$2,500	\$2,500
Traffic Control	1	LS	\$2,500	\$2,500
Pavement Marking	1	LS	\$1,500	\$1,500
CONSTRUCTION SUBTOTAL:				\$42,667
CONTINGENCIES(15%):				\$6,400
ENGINEERING AND SURVEYING (15%):				\$7,360
TOTAL:				\$56,427

Notes:

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2020-21 Capital Project or Purchase Request Form



City Hall Flooring Replacement

Project # 21-30-07

GL # 000-00-000000

FUNDING	
General Fund	\$55,000
TOTAL	\$55,000

DEPARTMENT	
Public Works	
Capital Project	<input checked="" type="checkbox"/>
Capital Purchase	<input type="checkbox"/>
City Administrator Recommended:	<input type="checkbox"/>
Council Approved:	<input type="checkbox"/>

R A N K I N G	Requestor	City Admin	
	Want ⇒	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	2	2	
	3	3	
	4	4	
	5	5	
	6	6	
	Meets Goals ⇒	<input type="checkbox"/>	<input type="checkbox"/>
	7	7	
	8	8	
	9	9	
Necessity or Safety Requirement ⇒	<input type="checkbox"/>	<input type="checkbox"/>	
10	10		

INITIAL COSTS	
Construction	\$55,000
COST	\$55,000

Joseph Peart

06/18/20

Requestor

Date

Proposed Project Timeline																																				
Construction	2020												2021												2022											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D

Scope of Project

Replacement of worn carpet and vinyl flooring throughout city hall.

Notes

2020-21

Capital Project or Purchase Request Form

City Hall Flooring Replacement



Project # 21-30-07

GL # 000-00-000000

Justification

The flooring throughout city hall is aging and showing a lot of wear. This project has been discussed in prior years.

City Administrator Comments

City Council Comments

Attachment List

2020-21

Capital Project or Purchase Request Form

CVB Build Out at City Hall



Project # 21-30-08

GL # 000-00-000000

Justification

If the CVB is going to stay at city hall for a long term period, their lease space should be modified to best fit the CVB's function and form.

City Administrator Comments

City Council Comments

Attachment List

2020-21

Capital Project or Purchase Request Form

City Hall Interior Painting



Project # 21-30-09

GL # 000-00-000000

Justification

Empty box for Justification

City Administrator Comments

Empty box for City Administrator Comments

City Council Comments

Empty box for City Council Comments

Attachment List

Empty box for Attachment List

2020-21

Capital Project or Purchase Request Form

Office Addition at Public Works Building



Project # 21-30-10

GL # 000-00-000000

Justification

Currently, supervisory public works staff are sharing offices and computers. In particular one office is shared by seven staff members. City hall will be leasing space with the CVB and will be short on office space, leaving a CVB staff member working in a cubicle located in the lobby of the CVB. Expansion of the public works building will allow public works staff to be located in one building and free space at City Hall for other staff members.

City Administrator Comments

City Council Comments

Attachment List

A Quality Plus Construction

P.O. Box 73692
 Houston, TX 77273
 281-288-6434

Quote

Date	Quote #
4/13/2020	908

Name / Address
City of Shenandoah 29955 I 45 North Shenandoah, Texas 77381

Rep	Project
RE	

Description	Qty	Total
<p>Demolition:</p> <p>Remove tile, drywall, and framing, per client's specifications in the bathroom connecting with the suite on the other side.</p> <p>Remove the drywall on the ceiling and walls, as needed in the bathroom to provide access as needed.</p> <p>Remove drywall and framing as needed per client's specifications on the other side of the bathroom.</p> <p>Remove drop ceiling as needed in order to keep the ceiling tile consistent and uniform.</p> <p>Remove door in the bathroom, as specified and keep to re-use.</p>		1,800.00T
<p>Framing:</p> <p>Frame the opening where door used to be in the bathroom.</p> <p>Frame the door opening into the new copier and workspace area.</p> <p>Frame door opening for the Director's office.</p> <p>Frame walls for the Administration Assistant Office.</p> <p>Frame walls for the new Director Office. (Build walls for this office under the existing drop ceiling.</p> <p>(Studs will be 20 gauge and set at 16" centers).</p>		3,000.00T
<p>Insulation, Drywall and drop ceiling:</p> <p>Insulate all walls with unfaced R-13 batt insulation.</p> <p>Hang 5/8" drywall on all walls. (Tape, float, skim, sand and texture. Match existing texture on walls best possible).</p> <p>Reattach drop ceilings, to the new rooms. (Administration Assistant's office and on the outside of the office).</p> <p>Install new drop ceiling in the hallway, where the bathroom is now. (Ceiling approximate. 6'x8'. White contractor grade grid with matching white contractor grade tiles).</p> <p>Protect areas as needed, includes flooring and surrounding areas.</p>		7,800.00T
Total		

A Quality Plus Construction

P.O. Box 73692
 Houston, TX 77273
 281-288-6434

Quote

Date	Quote #
4/13/2020	908

Name / Address
City of Shenandoah 29955 I 45 North Shenandoah, Texas 77381

Rep	Project
RE	

Description	Qty	Total
Doors: Hang doors in connecting hallway and Director's office. Re-use doors from bathroom and dormer. Additional fees will incur if we purchase new doors.		960.00T
Paint: Apply primer on new drywall. Apply 2 coats of paint on walls, Includes : hallway connecting with new workspace station, inside the Administration Assistant's office, inside the Director's office, all area on the outside of Director, Administration Assistant, and workspace's area. Will stop painting at the nearest corners to blend in paint. Paint door jambs as needed.		5,400.00T
Install a cased opening and remove the sliding glass window. Seal the opening and paint to match.		1,200.00T
Bid to install 3 outlets in the directors office. Install 4 new outlets in the printer area.		1,750.00T
Demo electrical as needed in the construction area. (Restroom and office area) no tax		0.00
Total		\$21,910.00

2020-21

Capital Project or Purchase Request Form

Platform and Lift for Public Works Building



Project # 21-30-11

GL # 000-00-000000

Justification

Access to the second story storage area is by a mobile staircase ladder. The configuration of the ladder doesn't provide safety rails when transitioning from the ladder to the floor of the storage space. This presents a fall hazard. A power lift will allow staff to load materials on the lift instead of carrying the materials in hand while climbing the ladder staircase.

City Administrator Comments

City Council Comments

Attachment List



100 Nugent Street
Conroe, Texas 77301
Phone (936) 441-7833
Fax (936) 760-3833

Engineer's Preliminary Opinion of Cost
City of Shenandoah
May 2020

Public Works Building - Platform and Lift

<i>DESCRIPTION</i>	<i>QUANTITY</i>	<i>UNIT</i>	<i>UNIT COST</i>	<i>TOTAL COST</i>
Elevated, cantilevered loading platform	1	LS	\$15,000	\$15,000
Chain Hoists, platform, and structural supports as needed.	1	LS	\$20,000	\$20,000
			CONSTRUCTION SUBTOTAL:	\$35,000
			CONTINGENCIES (15%):	\$5,250
			ENGINEERING DESIGN (15%):	\$6,038
			TOTAL:	\$46,288

Notes:

- 1) This estimate was completed without the benefit of detailed design, surveys, or studies and is subject to change based on final design considerations.
- 2) This estimate represents my best judgment as a design professional familiar with the construction industry. Bleyl Engineering has no control over the cost of labor, materials, or equipment; over the Contractor's methods of determining bid prices; or over competitive bidding or market conditions. Therefore, we cannot and do not guarantee that bids will not vary from this cost estimate.
- 3) Platform and Hoist proposed as custom fabrication.

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Bleyl Engineering F-678

2020-21

Capital Project or Purchase Request Form

Backup Generator ATS



Project # 21-30-02

GL # 000-00-000000

Justification

This will provide automatic power backup for the entire public works building. It will also free up storage space in the bay areas since the generator is currently store on a trailer in one of the bays. This will help meet emergency management goals for the city.

City Administrator Comments

City Council Comments

Attachment List

Engineer's Preliminary Opinion of Cost
 City of Shenandoah
 May 2020

Public Works Building - Generator Pad and Automatic Transfer Switch

<i>DESCRIPTION</i>	<i>QUANTITY</i>	<i>UNIT</i>	<i>UNIT COST</i>	<i>TOTAL COST</i>
Mobilization, Bonds and Insurance	1	LS	\$2,000	\$2,000
Provide and Install Automatic Transfer Switch	1	EA	\$17,500	\$17,500
Miscellaneous conduit and wire	1	LS	\$10,000	\$10,000
Provide and install generator pad, including mounting of existing generator.	1	LS	\$12,500	\$12,500
			CONSTRUCTION SUBTOTAL:	\$42,000
			CONTINGENCIES(15%):	\$6,300
			ENGINEERING AND SURVEYING (15%):	\$7,245
			TOTAL:	\$55,545

Notes:

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 Bleyl Engineering F-678

2020-21

Capital Project or Purchase Request Form



Skid Loader

Project # 21-30-13

GL # 000-00-000000

Justification

The City has the need for this type of equipment and the attachments for various projects. The regular bucket attachment would be utilized for ditch cleaning and leveling.

City Administrator Comments

City Council Comments

Attachment List



Product Quotation

Quotation Number: 30278D030765

Date: 2020-05-28 09:15:43

Ship to	Bobcat Dealer	Bill To
City of Shenandoah 29955 I45 Shenandoah, TX 77381	Bobcat of Houston/Conroe, Conroe, TX 4209 NORTH FRAZIER STREET CONROE TX 77303	City of Shenandoah 29955 I45 Shenandoah, TX 77381

Contact: Jason Schweitzer Fax: 936-856-6132 Cellular: 281-960-4220 E Mail: jasons@bobcatofhouston.com		

Description	Part No	Qty	Price Ea.	Total
T590 T4 Bobcat Compact Track Loader	M0263	1	\$57,011.00	\$57,011.00
66.0 HP Tier 4 Turbo Diesel Engine	Lift Path: Vertical			
Auxiliary Hydraulics: Variable Flow	Lights, Front & Rear			
Backup Alarm	Operator Cab			
Bob-Tach	Includes: Adjustable Suspension Seat, Top & Rear			
Bobcat Interlock Control System (BICS)	Windows, Parking Brake, Seat Bar & Seat Belt			
Controls: Bobcat Standard	Roll Over Protective Structure (ROPS) meets SAE-J1040 & ISO 3471			
Cylinder Cushioning - Lift, Tilt	Falling Object Protective Structure (FOPS) meets SAE-J1043 & ISO 3449, Level I; (Level II is available through Bobcat Parts)			
Engine/Hydraulic Systems Shutdown	Parking Brake: Spring Applied, Pressure Released (SAPR)			
Glow Plugs (Automatically Activated)	Solid Mounted Carriage with 4 Rollers			
Horn	Tracks: Rubber, 12.6" Wide			
Instrumentation: Engine Temperature & Fuel Gauges, Hourmeter, RPM and Warning Lights	Warranty: 2 years, or 2000 hours whichever occurs first			
Lift Arm Support				
P13 Performance Package	M0263-P06-P13	1	\$1,418.00	\$1,418.00
Power Bob-Tach	Hydraulic Bucket Positioning			
C10 Comfort Package	M0263-P07-C10	1	\$495.00	\$495.00
Open Cab	Standard Panel			
Cab Accessories Package	Adjustable Suspension Seat			
Selectable Joystick Controls (SJC)	M0263-R01-C04	1	\$795.00	\$795.00
Telematics US	M0263-R51-C02	1	\$0.00	\$0.00
Deluxe Instrumentation Panel	7213928	1	\$1,484.00	\$1,484.00
68" Heavy Duty Bucket	7272679	1	\$1,112.00	\$1,112.00
--- Bolt-On Cutting Edge, 68"	6718006	1	\$274.00	\$274.00
Total of Items Quoted				\$62,589.00
Discount	Bobcat Muni Discount			(\$18,423.00)
Quote Total - US dollars				\$44,166.00

Notes:

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.

Customer Acceptance:

Purchase Order: _____

Authorized Signature:

Print:

Sign:

Date:

2020-21

Capital Project or Purchase Request Form

MCC Replacement at Water Plant #2



Project # 21-50-01

GL # 000-00-000000

Justification

The MCC is the original from 1984 and experiences regular failures. Replacement is recommended by the city engineers. The MCC is also limited with space and capacity to power additional booster pumps.

City Administrator Comments

City Council Comments

Attachment List

Engineer's Preliminary Opinion of Cost
City of Shenandoah
May 2020

WATER PLANT No. 2 - MCC REPLACEMENT

<i>DESCRIPTION</i>	<i>QUANTITY</i>	<i>UNIT</i>	<i>UNIT COST</i>	<i>TOTAL COST</i>
Mobilization, Bonds and Insurance	1	LS	\$17,000	\$17,000
Motor Control Center	1	LS	\$100,000	\$100,000
Autosensory Controls Section	1	LS	\$50,000	\$50,000
Demolition of Existing Motor Control Center	1	LS	\$25,000	\$25,000
Demolition of Existing Electrical Service	1	LS	\$10,000	\$10,000
800A NEMA 3R Main Breaker & Service Rack	1	LS	\$40,000	\$40,000
800A NEMA 3R Automatic Transfer Switch	1	LS	\$30,000	\$30,000
800A Service Duct Bank to MCC	1	LS	\$20,000	\$20,000
New Booster Pump Conductors in Existing Conduit	2	EA	\$10,000	\$20,000
Relocation of Existing Air Compressor	1	LS	\$2,000	\$2,000
Hydrotank No. 2 Conduit and Wire	1	LS	\$10,000	\$10,000
SCADA Modifications	1	LS	\$20,000	\$20,000
Miscellaneous Electrical Work	1	LS	\$20,000	\$20,000
			CONSTRUCTION SUBTOTAL:	\$364,000
			CONTINGENCIES(15%):	\$54,600
			ENGINEERING AND SURVEYING (15%):	\$62,790
			TOTAL:	\$481,390

Notes:

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- 3) This estimate does not include replacement of the existing generator. A 450kW generator is estimated at \$350,000.

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2020-21

Capital Project or Purchase Request Form

David Memorial and David Vetter ACP



Project # 21-50-02

GL # 000-00-000000

Justification

ACP was last used in the 1980s. ACP throughout the city has reached the point that it is prone to leaks and breakages. A proactive approach to replacing ACP will result in fewer unscheduled water outages and help the city meet conservation requirements.

City Administrator Comments

City Council Comments

Attachment List

City of Shenandoah
May 2020

Asbestos Cement Pipe Waterline Replacement - David Memorial at David Vetter

DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST
Mobilization, Bonds and Insurance	1	LS	\$7,000	\$7,000
Subsurface Utility Exploration to locate ACP - up to 10 feet deep	10	EA	\$5,000	\$50,000
Pressure Grouting of existing AC Pipe Waterline	325	LF	\$75	\$24,375
8-inch C900 Waterline via open cut	225	LF	\$75	\$16,875
8-inch C900 Waterline with 16-inch Steel Casing via trenchless method	100	LF	\$215	\$21,500
Installation of 8-inch Gate Valve and Box	3	EA	\$2,000	\$6,000
Reconnect Existing Fire Hydrant	2	EA	\$5,000	\$10,000
Reconnect Existing Water Service Leads/meters	2	EA	\$5,000	\$10,000
Asbestos Abatement	1	LS	\$10,000	\$10,000
CONSTRUCTION SUBTOTAL:				\$155,750
CONTINGENCIES (15%):				\$23,363
ENGINEERING AND SURVEYING (15%):				\$26,900
TOTAL:				\$206,013

Notes:

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- 3) This estimate assumes the AC Pipe exists from the southerly ROW of David Vetter north to the northern driveway of the Hotel, is grouted and abandoned in place. If removal is required, cost will need to be revisited.
- 4) This estimate assumes no demolition of paving.

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 Bleyl Engineering F-678



2020-21

Capital Project or Purchase Request Form

WWTP Replacement Fencing



Project # 21-50-03

GL # 000-00-000000

Justification

The existing fence has been patched numerous times and has been damaged in several locations. The security survey recommended replacement of the fence to provide additional security for the site. Secure facilities are a requirement of TCEQ.

City Administrator Comments

City Council Comments

Attachment List

The Woodlands Home Pros, LLC
3431 Rayford Road Ste. 200-227
Spring, TX 77386 US
(832) 350-4839
david@thewoodlandshomepros.com



Estimate

ADDRESS

Steve Early
City of Shenandoah
29955 Interstate 45 North
Shenandoah, TX 77381

ESTIMATE # 1181

DATE 05/27/2020

EXPIRATION DATE 10/31/2020

DATE	ACTIVITY	AMOUNT
	Fencing Cedar 3-Rail w/6" Rot board * WWTP AT DAVID MEMORIAL & ED ENGLISH - 1450 linear feet* - Installation of 3-rail pressure treated pine framing and WESTERN RED CEDAR pickets - Includes 1" x 6" Rot board along base of fence - 8ft pickets at Ed English site - Ring shank galvanized weather resistant nails/fasteners - Using existing metal posts & frames - Includes demo and disposal of existing wood pickets & wood framing	42,150.00

- Please submit a signed copy of estimate upon acceptance.

- 50% due upon acceptance.

- 50% due on date of completion.

- add \$45 per post if metal posts need to be reinforced with concrete during construction phase. Maintenance supervisor will be notified if any posts are found to need attention.

****NOTE ON DEBRIS REMOVAL****

a 40yard open top dumpster will be placed on site at the WWTP yard during the job for disposal. It will be removed promptly after job completion.

TOTAL

\$42,150.00

Accepted By

Accepted Date

The Woodlands Home Pros, LLC
3431 Rayford Road Ste. 200-227
Spring, TX 77386 US
(832) 350-4839
david@thewoodlandshomepros.com



Estimate

ADDRESS

Steve Early
City of Shenandoah
29955 Interstate 45 North
Shenandoah, TX 77381

ESTIMATE # 1132

DATE 05/27/2020

EXPIRATION DATE 10/31/2020

DATE	ACTIVITY	AMOUNT
	Fencing Pine 3-Rail w/6" Rot board *WWTP AT DAVID MEMORIAL & ED ENGLISH - 1450 linear feet* <ul style="list-style-type: none">- Installation of 3-rail pressure treated pine framing and pressure treated PINE pickets- Includes 1" x 6" Rot board along base of fence- 8ft pickets at Ed English site- Ring shank galvanized weather resistant nails/fasteners- Using existing metal posts & frames- Includes demo and disposal of existing wood pickets & wood framing	33,305.00

- Please submit a signed copy of estimate upon acceptance.

- 50% due upon acceptance.

- 50% due on date of completion.

- add \$45 per post if metal posts need to be reinforced with concrete during construction phase. Maintenance supervisor will be notified if any posts are found to need attention.

****NOTE ON DEBRIS REMOVAL****

a 40yard open top dumpster will be placed on site at the WWTP yard during the job for disposal. It will be removed promptly after job completion.

TOTAL

\$33,305.00

Accepted By

Accepted Date

2020-21

Capital Project or Purchase Request Form

WWTP Phase 1 Improvements



Project # 21-50-04

GL # 000-00-000000

Justification

The WWTP is permitted for 1.3 Million Gallons per Day (MGD). Due to equipment and design inefficiencies the WWTP can currently operate at a maximum of .93 MGD. The city's average wastewater flows are currently .625 MGD. As the city continues to develop, flows will increase. The WWTP should be operating at permit levels to maintain quality treatment of the city wastewater and avoid violations of TCEQ permit requirements. With a current treatment capacity of .93 MGD, design is required to start when flows consistently reach .698 MGD. With new development in construction now, this is likely to occur in 2021.

City Administrator Comments

This portion is for design costs only.

City Council Comments

Attachment List

FUTURE EXPANSION

The limiting factors of the existing WWTP recommended to be upgraded consist of:

1. Primary Lift Station
2. Headworks
3. Aeration Basins
4. Clarifiers
5. Chlorine Contact Basin
6. Dechlorination Basin
7. Aerobic Digester
8. RAS Wet Well and Pumping System
9. Belt Press
10. Air Requirements
11. MCC & Emergency Generator
12. PD Blowers

The expansion of the WWTP to serve the City at build-out as well as possible future service areas within the current City's ETJ would occur in four major phases:

Table 6: Expansion Phasing Breakdown

Phase	Capacity (MGD)	WWTP Upgrades	Estimated Cost (\$)
I	1.3	<ol style="list-style-type: none"> 1. Replace blowers, upgrade electrical service, and expand MCC room 2. Upgrade Ed English trunk line (complete) 3. Upgrade generator 4. Repair uneven airflow in chlorine contact basin 5. Extend 3-phase power to chemical building 6. Recoat Clarifier No. 1 bearing ring 7. Modify RAS transfer from Clarifier No. 2 8. Begin building first half of digester complex 9. Convert existing aerobic digesters to aeration 10. SCADA Improvements 11. Modify dewatering method 	\$6,000,000
II	2.0	<ol style="list-style-type: none"> 1. Expansion of first half of digester complex to 2.0 MGD 2. Construction of additional headworks including addition of flow splitter to divide flow between treatment trains. 3. Construct first 1.0 MGD train including 60' diameter clarifier and aeration basin. 4. Construction of additional blower building 5. Conversion of existing 45' diameter clarifier to chlorine contact basin. 6. Upsize lift station pumps 	\$9,000,000
III-A	3.0	<ol style="list-style-type: none"> 1. Construction of second half of aerobic digester complex. 2. Construction of second 1.0 MGD treatment train including 60' diameter clarifier and aeration basin. 	\$8,500,000

III-B	3.0	1. Demolition of original and outdated treatment train, including abandonment, removal, or rerouting of existing piping. 2. Construct third 1.0 MGD treatment train.	\$8,100,000
IV	4.0	1. Construct fourth 1.0 MGD treatment train.	\$8,000,000
		Subtotal	39,600,000
		Contingency (25%)	9,900,000
		TOTAL ALL PHASES	\$49,500,000

The expansion will be built in the remote land north of the original WWTP. The proposed site plan for each phase is provided in **Attachment D**. TCEQ §309.13(e) requires that no residential structures may be located within 150 feet of the nearest primary treatment units. A nuisance odor request must also be submitted per TCEQ §309.13(e)(2) in the form of a report. Recently constructed office condominiums are located directly west of the WWTP site. An easement will need to be obtained to restrict residential development within the buffer zone in the future. The demolition of the plant’s storage building may be considered to minimize the remoteness of the second treatment train and simplify some of the pipe layout. The construction of the second train and placement of the second discharge outfall may trigger a major amendment to the 2018 wastewater permit, which would otherwise require renewal by the year 2023.

As discussed above, the original treatment train will be retrofitted to serve an average daily flow of 1.3 MGD based on the recommendations made in the original WWTP report and the proposed second and third treatment trains will be sized to serve a total additional average daily flow of 2.0 MGD resulting in a total capacity of 3.0 MGD. Because of the space limitation and for simplicity, the second and third treatment trains are proposed to operate separately from the first treatment train utilizing a separate headworks system. The new trains will consist of separate aeration basins, clarifiers, a chlorine contact basin, dechlorination basin, and RAS wet well. We recommend a centralized aerobic digester complex that is sized for the total average daily flow of 4.0 MGD in the event the City future service area demand will require the 4.0 MGD expansion. If a 4.0 MGD expansion is required, the original treatment train including the clarifier, aeration basins, and RAS wet well will be demolished to allow space for two more 1.0 MGD treatment trains identical to the train in Phase II. The City will need to make a decision about the proposed future service area demand before constructing Phase III-A or III-B to make sure the most efficient path is taken to serve the City’s ultimate demand.

Primary Lift Station

The lift station wet well is adequately sized for the peak flow of the existing phase of the permitted flow, but both the pumping capacity and force main require improvements to meet the future demand.

The total existing lift station capacity is 1.54 MGD. As Phase II will increase the plant capacity to 2.0 MGD, it will be required to upsize the wet well and increase the pumping capacity of the Ed English Lift station to accommodate future demand. A new force main will need to be constructed to route flow to the second treatment train. The flow between the existing and proposed treatment trains can be controlled and monitored using valves and flow meters.

Headworks

The existing influent channel of the headworks is hydraulically sized for the design flow of 1.3 MGD. We recommend constructing an additional headworks structure as a part of the proposed plant expansion. A flow splitter will be required in order to equally divide the influent wastewater equally between the existing and

proposed trains. The additional headworks structure would be sized for 2.0 MGD in order to be able to accommodate both of the future 1.0 MGD treatment trains proposed in the future phases. The proposed headworks shall consist of an influent channel, primary automatic screening, and bypass manual screening.

If the City determines it is necessary to pursue phase III-B of expansion, then the original headworks will be demolished and a new headworks will be constructed identical to the headworks of the dual-train system in the phase II and III-A expansions that would serve an average daily flow of 2.0 MGD.

Aeration Basins

The existing aeration basins are not adequately sized for the proposed design flow of 1.3 MGD. The current aeration volume is 66,375 ft³ or 496,485 gallons. The aeration basins are rated for 0.929 MGD at the proposed wastewater strength of 300 mg/L and will need an additional 26,556 ft³ of aeration volume to meet the design flow of 1.3 MGD. We propose to convert the adjacent two existing aerobic digesters into additional aeration basins during Phase I to meet this requirement. This will provide an additional 41,520 ft³ or 310,570 gallons of aeration capacity for a total of 107,895 ft³ or 807,055 gallons. This will allow the future aeration basin for the first treatment train to be rated at 1.51 MGD to meet its design flow. A new centralized aerobic digester complex will be discussed later in this report.

Two (2) aeration basins are proposed for the phase II and III-A expansions that will increase the plant capacity to 3.0 MGD. Per TCEQ §217.154(b)(2) Table F.1, the maximum required organic loading rate is 35 lbs CBOD₅/day for every 1,000 ft³ of aeration basin volume. Using the proposed influent CBOD₅ concentration of 300 mg/L yields a total loading of 5,004 lbs CBOD₅/day. Therefore, the minimum aeration volume required is 142,971 ft³, resulting in each aeration basin requiring 71,485 ft³ of volume to be in accordance with minimum TCEQ standards.

If the City pursues phases III-B and IV of plant expansion, two (2) aeration basins identical to the basins proposed in phase II and III-A should be constructed in place of the original treatment train.

Clarifiers

Existing Clarifier No. 2 is undersized to serve as a redundant clarifier to Clarifier No. 1 and is located remotely away from the first treatment train. Clarifier No. 2 has had regular operational and maintenance concerns. Therefore, we propose to convert Clarifier No. 2 into the Chlorine Contact Basin for the second treatment train. As a result, wastewater flow going through the first and original treatment train is limited by Clarifier No. 1 at 1.117 MGD.

The construction of two (2) identical second clarifier basins is recommended to serve the design flow of 2.0 MGD of the Second Treatment Train that will be constructed in phase II and III-A of the expansion. The proposed clarifiers are sixty feet (60') in diameter for a total surface area of 5,655 ft². TCEQ's maximum required surface loading at peak flow is 1,200 GPD/ft² (§217.154(c)(1) Table F.2). Based upon this surface loading rate, the required minimum surface area for the proposed expansion is 5,000 ft², therefore, the proposed clarifier surface loading rate is adequate for the design peak flow. The proposed SWD in the clarifiers is 16.5 feet, yielding a total volume of 93,291 ft³ or 697,816 gallons. At peak flow (4,167 gpm), the hydraulic detention time is 2.79 hours. The TCEQ required minimum effective detention time at peak flow is 1.8 hours (§217.154(c)(1) Table F.2), therefore, the proposed clarifier volume and hydraulic detention time are adequate for the design peak flow.

If the City pursues phases III-B and IV of plant expansion, two (2) clarifiers identical to the ones proposed in phase II and III-A should be constructed in place of the original treatment train.

Chlorine Contact Basin

As discussed above, we propose to convert Clarifier No. 2 into the chlorine contact basin designated for the second treatment train. The basin will include an influent chamber, two separate trains, an effluent chamber, a single point of effluent measuring, and a NPW system. TCEQ requires that chlorine basins are designed to encourage linear flow through the basin and prevent short-circuiting. This is commonly achieved by installing baffles. The influent and effluent chambers and dual-train design ensure equal flow between the two basins and allow the plant operators to take one train offline to perform maintenance without disrupting flow through the plant. Air will be supplied from the existing centrifugal blowers at the digester complex, and the air diffuser placement will be maximized to provide additional mixing and prevent short circuiting in the basin's corners.

TCEQ §217.281(b)(1) requires a minimum retention time of twenty (20) minutes in the chlorine contact basin at the peak flow rate. At 6,246 gpm, the required minimum volume is 70,840 gallons, or 9,470 ft³. The proposed surface area of the chlorine basin post conversion is approximately 1,590 ft², and assuming a minimum SWD of 10.13-feet (10.13'), the proposed volume is 16,902 ft³, or 126,426 gallons and meets minimum TCEQ requirements.

Dechlorination Basin

One (1) dechlorination basin is proposed for the second treatment train. The total proposed dechlorination basin volume is 285 ft³ and can be built into the proposed chlorine contact basin during its conversion from Clarifier No. 2. As mentioned previously, a dechlorination basin with this volume is rated for a peak flow rate of 9.30 MGD and an average daily flow rate of 3.10 MGD.

Aerobic Digesters

As previously mentioned, we propose to convert the two existing aerobic digesters into additional aeration basins to meet the aeration requirement. This will allow the future aeration basin for the first treatment train to be rated at 1.51 MGD to meet its design flow. We propose the construction of a new centralized aerobic digester complex that will be utilized by both all future treatment trains to serve up to 4.0 MGD. The aerobic digester complex shall eventually have two (2) identical digester basins with a total digester volume of 156,694 ft³ or 1,172,071 gallons and will be constructed in the first three phases of expansion. During phase I, we propose to begin building the first half of the digester complex to serve up to 1.3 MGD. A solids management plan is included as **Attachment C** to compare the capacity of the digester complex based on the TCEQ rules. At the proposed flow rate, the existing digester can hold sludge up to sixty (60) days.

Construction of the digester complex shall precede the modification of the existing treatment train to allow for redundancy during the conversion of the existing aerobic digesters to aeration basins. The air diffusers will also need to be replaced and upsized. Additional research and studies are necessary to determine the required air capacity for the entire wastewater treatment plant.

Return Activated Sludge Wet Well and Pumping System

The RAS wet well and pump station was installed in 2004 to accommodate RAS from Clarifier No. 2. RAS from both clarifiers is hydraulically fed into the wet well via circular pipe. The Sludge Wet Well has been experiencing consistent maintenance issues. We understand from the City operating staff and personal observation that the telescoping valve from Clarifier No. 1 is functioning properly, but the operators cannot achieve a balance in RAS flow from Clarifier No. 2's telescoping valve. The transmission line from Clarifier No. 2 clogged previously on a regular basis if the valve is not opened enough, and when the valve is opened

enough to keep the line from clogging, the operators cannot maintain a balance of RAS flow between the two clarifiers. Since the 2014 report, Clarifier No. 2's telescoping valve has been slightly open, sending RAS to the plant headworks to avoid clogging of the transmission line.

With the recommended conversion of Clarifier No. 2 into the chlorine contact basin for the plant expansion in phase II, the RAS can bypass the Sludge Wet Well. The RAS transmission line will need to be plugged and abandoned. A new Return Activated Sludge Wet Well and Pumping System will be considered during this WWTP expansion.

With the addition of the new clarifiers in Phases II and III-A, the minimum and maximum allowable pumping rates will adjust according to the new clarifier surface area. For Phase II, the new clarifier surface area will be 6,146 ft² resulting in a pumping range of 854 gpm to 1,708 gpm. The existing three pumps each have a firm pumping capacity of 920 gpm

For Phase III-A, the new clarifier surface area will be 8,973 ft² resulting in a pumping range of 1,246 gpm to 2,493 gpm. The existing three pumps each have a firm pumping capacity of 920 gpm resulting in a pumping capacity of 1,840 gpm with one pump on standby. Upsizing of the pumps will be required if the City decides to proceed with Phases III-B and IV of expansion.

Belt Press

The belt press is quite outdated and requires regular maintenance. Operating a belt press becomes less cost efficient at wastewater facilities with a daily average flows greater than 1.0 MGD. The City would like to investigate newer, more efficient sludge dewatering technologies or alternate sludge dewatering and disposal methods in lieu of the on-site polymer solution and belt press. Modifications to the dewatering technology are proposed in Phase I of the plant expansion. Additional studies and consideration will be required to determine the best method of solid disposal for the wastewater treatment plant.

Air Requirements

Table 7: Proposed Phased Expansion Air Requirements

<u>Treatment Unit</u>	<u>Criteria</u>	<u>Air Required After Phase I (scfm)</u>	<u>Air Required After Phase II (scfm)</u>	<u>Air Required After Phase III-A (scfm)</u>	<u>Air Required After Phase III-B (scfm)</u>	<u>Air Required After Phase IV (scfm)</u>
Aeration Basins ⁽¹⁾	TCEQ 217.155(b)(2)(C)	3,263	5,327	7,391	6,192	8,256
Aerobic Digesters ⁽²⁾	20 scfm/1,000 ft ³ (TCEQ 217.249(t)(7)(G))	1,017	1,549	3,098	3,098	3,098
Chlorine Contact ⁽³⁾	15 scfm/1,000 ft ³ (approximated rate)	145	399	399	399	399
Total	n/a	4,425	7,275	10,888	9,689	11,753
150% of Total	TCEQ 217.155(b)(5)(C)(iii)	6,637	10,912	16,332	14,533	17,629

(1) Assuming an influent wastewater rate of 1.3 MGD, the converted original treatment train requires 3,263 scfm and each additional 1.0 MGD treatment train requires 2,064 scf.

- (2) Used minimum required digester complex volume of 156,694 ft³ to serve a total inflow of 4.0 MGD.
- (3) Used chlorine contact basin volume of 26,573 ft³ which includes the existing 9,671 ft³ basin as well as the converted 16,902 ft³ clarifier.

PD BLOWERS

Based on the proposed airflow requirements in *Table 7*, we recommend that the City upsize the existing PD blowers to handle the estimated airflow requirements for the aeration basin and chlorine contact basin of original train of 6,637 scfm and construct a new blower building with sufficient PD blowers to provide air to the two new treatment trains, digester complex, and converted chlorine contact basin. The new blower building will require PD blowers with an estimated total pumping capacity of 16,332 scfm.

MCC AND EMERGENCY GENERATOR

As mentioned previously, the existing electrical is appropriately sized for the current load. With the proposed phased plant expansions, improvements will be required to accommodate the additional electrical load requirements. The electrical report conducted by Baird Gilroy & Dixon in 2016 recommends the upgrade of the electrical service amperage to 1,200 A, the generator to 600 kW, the transfer switch amperage to 1,000 A, and expansion of the MCC room to create space for additional equipment required for future expansion. Replacing the existing outdated blowers with more modern and compact blowers will create additional space in the blower building adjacent to the MCC room. Therefore, the MCC room could be expanded after the blowers are replaced. We recommend the City upgrade the electrical service and expand the MCC room at the same time they replace the existing blowers. Additional study will be required to obtain more specific details on the electric improvements and costs.

ADDITIONAL CONSIDERATIONS

Drainage

During large rain events, the WWTP commonly experiences flooding at the eastern portion of the plant; particularly, the existing chlorine contact basin and chlorination/dechlorination control room and storage building. Bleyl has conducted a preliminary study to analyze the 100 year flood situation. It was determined that during a 100 year storm event waters will rise to the elevation of approximately 127.5 feet. The existing drainage channel located on the eastern boundary of the site is insufficiently sized to handle the flows from the detention pond once the existing pumps are turned on. It was determined that a 730 LF sheetpiled wall or berm with the minimum crest elevation of 128 feet (approximately 2'-4' high) would be sufficient to protect the site and redirect floodwater to the outfall location. Bleyl recommends the addition of this sheetpiling or berm along the eastern and southern sides of the WWTP (see **Attachment E**) to mitigate the flooding problem. Bleyl also recommends the implementation of a manual floodgate to allow for the release of on-site water received via the proposed drainage swale and storm pipe (as shown on **Attachment E**) to the outfall structure located at the intersection of Ed English Dr. and Shenandoah Park Dr.

Table 8: Stormwater Cost Breakdown

Component	Unit	Quantity	Unit Cost	Cost
Sheetpiled Floodwall	SF	2,200	\$100	\$220,000
Drainage Swale	LF	1,000	50	\$50,000
Manual Floodgate	LS	1	\$20,000	\$20,000
Storm Culvert	LF	200	\$30	\$6,000
Subtotal				\$296,000
Contingency (25%)				\$74,000
TOTAL				\$370,000

Fats, Oils, and Grease (“FOG”) Influent Concentration

The City believes the FOG influent concentration is high due to the large number of restaurants within the City’s service area. Excess FOG in the sanitary sewer collection system and WWTP treatment units causes clogging and other maintenance problems. Restaurants are required to install and maintain grease traps in order to prevent excess FOG from entering the City’s system, but, the grease traps often are not maintained by the restaurants and/or do not operate as intended over time. The City does not currently have any codes or ordinances in place to follow up with the grease trap owners to ensure they are properly tested and maintained.

The City has two options to consider to address this problem:

1. Option 1: Additional treatment units can be installed at the WWTP to remove influent FOG. However, without additional data such as influent and effluent concentrations, there is not enough information to know the extent of what treatment units are required. The City would need to gather approximately three (3) months of influent and effluent testing data in order to determine the extent of the additional treatment units required.
2. Option 2: Restaurants are ultimately responsible for the excessive FOG they produce, but the City does not have any means of enforcement. The City should consider passing new ordinances and requirements to ensure restaurants are performing regular maintenance and testing of on-site grease traps, and issue fines if they are not up to code.

Bleyl recommends the City consider option 2 immediately to ensure restaurants are not putting excess burdens on the City’s infrastructure system. Due to the uncertainty of the scope of Option 1, Bleyl did not prepare an estimated cost for FOG treatment units at the WWTP.

TPDES Requirements

Phosphorus nutrient removal is increasingly more common in the wastewater treatment industry, and removal is not achieved by the conventional activated sludge treatment process. Anoxic zones or filtration is required to remove phosphorus, neither of which are included for this project. The proposed aeration basins can be oversized to allow for a future baffle wall to be installed to create an anoxic zone if necessary. A disc filter or similar type media filter with the ability to remove phosphorus can be installed either before or after the chlorine contact basins.

SUMMARY OF RECOMMENDATIONS

Based on the analysis at an assumed wastewater strength of 300 mg/L, the existing WWTP capacity is limited by the aeration basins at 0.93 MGD. Current wastewater strength is 240 mg/L, based on the report from October 2018-September 2019. To meet the current permit of 1.30 MGD, the plant requires improvements to the existing aeration basin, blowers, and digester. These improvements are recommended as Phase I as outlined in the original 2016 report.

Once the existing plant capacity improvements are made, the plant will meet the estimated demands of the proposed and future conditions of 1.14 MGD and 1.22 MGD. Proposed conditions include all the development that has been submitted to the City for review. The future conditions include development of the undeveloped area inside the City limits. Assumptions were made based on the zoning map for undeveloped area inside the City limits.

The WWTP final permit is based on 3.00 MGD, but the estimated future demand including the City's existing ETJ is 3.39 MGD. New aeration basin, clarifier, chlorine basin and an additional digester are required to achieve a capacity of 3.0 MGD. It is recommended that one train be considered when the plant capacity reaches 1.17 MGD which correlates to 90% of 1.30 MGD. The second train should be considered if the plant reaches 1.80 MGD, which correlates to 90% of 2.00 MGD. At this point, the City should also determine whether the future service area demand will exceed 3.0 MGD. If the City determines the capacity of the plant will exceed 3.0 MGD, a permit renewal will be required and we recommend the City demolish the original train and construct two more 1.0 MGD treatment trains in its place for a total capacity of 4.0 MGD. This will also require demolition of some of the existing concrete paving.

The table below shows the proposed phases for development and the necessary plant improvements. At 75% plant capacity TCEQ requires design to begin. At 90% plant capacity TCEQ requires construction of the improvements to begin.

Table 9: Recommended Phasing Schedule

Phases	Demand (MGD)	Design (75%)	Build (90%)	Plant Improvements
Existing Conditions	0.63	-	-	Existing plant capacity is 0.93 MGD.
Proposed Conditions	1.14	.86	1.03	Construct Phase I improvements to meet existing 1.3 MGD capacity. Construct Phase II expansion to 2.0 MGD plant at 90% demand. (If needed for future demand)
Future Conditions	1.22	.92	1.10	None.
Final Permit Phase (Phase III)	3.00	2.25	2.70	Construct Phase III-A or III-B expansion to 3.0 MGD depending on anticipated ultimate service demand.

Ultimate Build-Out of City including ETJ (Phase IV)	3.35	2.51	3.02	Construct Phase IV expansion to 4.0 MGD.
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Table 10 - Summary of Costs

Improvement	Cost
WWTP Phased Expansion and Conversion	\$49,500,000
Drainage Improvements	\$370,000
TOTAL	\$49,870,000

OTHER REQUIREMENTS

1. The permittee shall employ or contract with one or more licensed wastewater treatment facility operators or wastewater system operations companies holding a valid license or registration according to the requirements of 30 TAC Chapter 30, Occupational Licenses and Registrations, and, in particular, 30 TAC Chapter 30, Subchapter J, Wastewater Operators and Operations Companies.

This Category B facility must be operated by a chief operator or an operator holding a Category B license or higher. The facility must be operated a minimum of five days per week by the licensed chief operator or an operator holding the required level of license or higher. The licensed chief operator or operator holding the required level of license or higher must be available by telephone or pager seven days per week. Where shift operation of the wastewater treatment facility is necessary, each shift that does not have the on-site supervision of the licensed chief operator must be supervised by an operator in charge who is licensed not less than one level below the category for the facility.

2. The facility is not located in the Coastal Management Program boundary.
3. There is no mixing zone established for this discharge to an intermittent stream with perennial pools. Chronic toxic criteria apply at the point of discharge.
4. The permittee shall comply with the requirements of 30 TAC § 309.13(a) through (d). In addition, by ownership of the required buffer zone area, the permittee shall comply with the requirements of 30 TAC § 309.13(e).
5. **The permittee shall provide facilities for the protection of its wastewater treatment facility from a 100-year flood.**
6. The permittee shall comply with 30 TAC § 311.36, which requires the permittees of all domestic wastewater treatment facilities discharging into the Lake Houston Watershed to install dual-feed chlorination systems capable of automatically changing from one cylinder to another if gaseous chlorination is used for disinfection.
7. In accordance with 30 TAC § 319.9, a permittee that has at least twelve months of uninterrupted compliance with its bacteria limit may notify the commission in writing of its compliance and request a less frequent measurement schedule. To request a less frequent schedule, the permittee shall submit a written request to the TCEQ Wastewater Permitting Section (MC 148) for each phase that includes a different monitoring frequency. The request must contain all of the reported bacteria values (Daily Avg. and Daily Max/Single Grab) for the twelve consecutive months immediately prior to the request. If the Executive Director finds that a less frequent measurement schedule is protective of human health and the environment, the permittee may be given a less frequent measurement schedule. For this permit, 1/week may be reduced to 2/month in both phases. **A violation of any bacteria limit by a facility that has been granted a less frequent measurement schedule will require the permittee to return to the standard frequency schedule and submit written notice to the TCEQ Wastewater Permitting Section (MC 148).** The permittee may not apply for another reduction in measurement frequency for at least 24 months from the date of the last violation. The Executive Director may establish a more frequent measurement schedule if necessary to protect human health or the environment.

2020-21

Capital Project or Purchase Request Form

Sewer Inspection Camera



Project # 21-50-05

GL # 000-00-000000

Justification

The city owns a camera that has low resolution, VHS recording, and was purchased in 2007.

City Administrator Comments

City Council Comments

Attachment List



Patterson Equipment Company

P.O. Box 130367
 The Woodlands, TX 77393
 281-770-6714
 jeff@pattersonequipment.net
 www.pattersonequipment.net

Estimate

ADDRESS

City of Shenandoah
 29955 Interstate 45
 Spring, TX 77381
 United States

SHIP TO

City of Shenandoah
 300 Ed English Lane
 Shenandoah, TX 77381
 United States

ESTIMATE 2774

DATE 05/27/2020

EXPIRATION 10/30/2020
DATE

ACTIVITY	QTY	RATE	AMOUNT
VC6-C400C-D46HDN Vivax-Metrotech vCam 6D46-HD/SL *8" High Resolution HD Monitor*One Terabyte Internal Hardrive Memory*Full Function Splash Proof Keyboard*Voice Over Recording*Records to USG,SD Card or HDD*JPEG Still Frame Image Capture*Internal Li-ion Rechargeable Batteries-6 HR Runtime*110V Power Main12V DC*512 Hz Sonde in Spring for Locating*Wi-Fi and Ethernet Interface*Camera to Test Port*400' Type C-Reel - Stainless Steel*1.8" Diameter Self-Leveling HD Camera Head**P" Trap Skid	1	10,800.00	10,800.00
URS-1 Large Roller Centering Guide Skid For 6"-12" Pipe Sizes (6) Nylon Wheels	1	486.00	486.00
VM-540 Locator for Finding Camera Head 512Hz Location & Depth	1	1,042.00	1,042.00
Shipping Estimate Estimate On-Site Training Included	1	295.00	295.00

TOTAL **\$12,623.00**

Accepted By

Accepted Date