



NOTICE OF REGULAR MEETING
August 28, 2019
SHENANDOAH CITY COUNCIL

STATE OF TEXAS
COUNTY OF MONTGOMERY
CITY OF SHENANDOAH

AGENDA

NOTICE IS HEREBY GIVEN that a Meeting of the Shenandoah City Council will be held on Wednesday, August 28, 2019 at 7:00 p.m. at the City of Shenandoah Municipal Complex, 29955 IH-45 North, Shenandoah, Texas for the purpose of considering the following:

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

CITIZEN'S FORUM

5. CITIZENS FORUM

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

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

6. Council's Inquiry

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

INDIVIDUAL CONSIDERATION:

7. Presentation and discussion by an Entergy representative.
8. Presentation of a Proclamation for National Night Out.
9. Discussion regarding the 2019-2020 Budget, including but not limited to:
 - a. Tax Rate Discussion
 - b. Operating Budget Discussion
 - c. Capital Project Discussion
 - d. Holly Hill Park

10. Discussion and possible action to approve or deny a variance to the Sign Ordinance to allow a sign to be attached to a structure (the south elevation of a canopy) at 28727 IH-45, Shenandoah, Texas.
11. Discussion and possible action to approve or deny a variance to the Sign Ordinance to allow a sign to be attached to a structure (the east elevation of a canopy) at 28727 IH-45, Shenandoah, Texas.
12. Discussion and possible action to approve or deny a variance to the Sign Ordinance to allow a sign to be attached to a structure (the north elevation of a canopy) at 28727 IH-45, Shenandoah, Texas.
13. Discussion and possible action to adopt the following Ordinance:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHENANDOAH, TEXAS, AMENDING SECTIONS 74-281 AND APPROVING RATES FOR WATER SERVICE IN THE CITY OF SHENANDOAH, TEXAS.
14. Discussion and possible action to adopt the following Resolution:

A RESOLUTION OF THE CITY OF SHENANDOAH, TEXAS, DEFINING SENIOR MANAGEMENT POSITIONS AND DECLARING AN EFFECTIVE DATE.
15. Discussion and possible action to adopt the following Ordinance:

AN ORDINANCE OF THE CITY OF SHENANDOAH, TEXAS AMENDING ORDINANCE 15-033, REGULATING THE SALE OF FOOD AND DRINKS FROM MOBILE BUSINESSES; PROVIDING FOR A PENALTY IN THE AMOUNT OF \$2,000.00 FOR VIOLATIONS THEREOF; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.
16. Discussion and possible action regarding updates to the MDD Bylaws.
17. Discussion regarding the completion of the water model and future needs for water.
18. Discussion regarding proposed changes to the Sign Ordinance.
19. Discussion and possible action to ratify the accounts payable for July, 2019.

20. CITIZENS FORUM

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

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

21. City Administrator Updates – Monthly Reports.

- Administration
- Finance
- Police/Fire
- Public Works/Capital Projects
- Community Development/Municipal Court
- Convention and Visitors Bureau

22. Council's Inquiry

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

EXECUTIVE SESSION

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

ADJOURN

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

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

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

I certify that the attached notice of meeting was posted on the bulletin board at City of Shenandoah Municipal Complex, 29955 IH-45 North, Shenandoah, Texas, on the 23rd day August 2019 at: 12:15 o'clock p.m.


Courtney Clary, City Secretary





Shenandoah City Council

AGENDA REPORT

AGENDA DATE: <u>August 28, 2019</u>	ITEM NUMBER: <u>8</u>
DEPARTMENT: <u>Police</u>	PREPARED BY: <u>Chief Raymond Shaw</u>
PRICING: _____	EXHIBITS: <u>Proclamation</u>

SUBJECT/PROCEEDING:

Discussion and Action

RECOMMENDED ACTION:

Make a Proclamation for National Night Out National Registry on October 7, 2019

BACKGROUND/DISCUSSION:

National Night Out is an outstanding program that the Shenandoah Police Department takes very seriously. This program reinforces our relationships with our community. National Night Out has gotten better every year since it was started here in Shenandoah.

We are now enrolling in the national registry for event recognition. By enrolling with the National Night Out registry we can share what we are doing in the City of Shenandoah with other communities. This enrollment can help other municipalities our size get started on a program that has been so successful.

APPROVALS:

DEPARTMENT HEAD	 _____	DATE: <u>August 14, 2019</u>
CITY ADMINISTRATOR	 _____	DATE: <u>August 22, 2019</u>



SHENANDOAH POLICE DEPARTMENT



CITY OF SHENANDOAH OFFICIAL PROCLAMATION

DECLARING MONDAY, OCTOBER 7, 2019 AS NATIONAL NIGHT OUT

WHEREAS, the National Association of Town Watch is sponsoring a unique, nationwide crime, drug and violence prevention program on October 7, 2019 titled "National Night Out"; and

WHEREAS, the "National Night Out" provides a unique opportunity for residents of Shenandoah, Texas to join forces with thousands of other communities across the country in promoting cooperative, police-community crime prevention efforts; and

WHEREAS, local law enforcement agencies, play a vital role in assisting the Shenandoah Police Department through combined crime, drug and violence prevention efforts in Shenandoah, and support "National Night Out 2019" locally; and

WHEREAS, it is essential that all residents of Shenandoah, Texas are aware of the importance of crime prevention programs and the impact that their participation has upon reducing crime, drugs and violence in Shenandoah, Texas; and

WHEREAS, police-community partnerships, neighborhood safety, awareness and cooperation are important themes of the "National Night Out" program;

Now, therefore, I, M. Ritchey Wheeler, Mayor of the City of Shenandoah, Texas do hereby proclaim Monday, October 7, 2019 as

National Night Out

in the City of Shenandoah, Texas and call upon all residents of the City of Shenandoah to join the Shenandoah Police Department and National Association of Town Watch in supporting "National Night Out" on October 7, 2019.

In witness whereof, I have hereunto set my hand and caused this Seal of the City of Shenandoah to be affixed hereto this 28th day of August 2019.

M. RITCHEY WHEELER, Mayor

ATTEST:

COURTNEY CLARY, City Secretary



Shenandoah City Council

AGENDA REPORT

AGENDA DATE: <u>August 28, 2019</u>	ITEM NUMBER: <u>9</u>
DEPARTMENT: <u>Finance</u>	PREPARED BY: <u>Lisa Wasner</u>
PRICING: _____	EXHIBITS: <u>Summary of Changes; Desk Improvement Quote;</u>

SUBJECT/PROCEEDING:

Discussion of 2019 – 2020 Proposed Budget Items

RECOMMENDED ACTION:

Discussion Only

BACKGROUND/DISCUSSION:

A. Tax Rate

At the budget workshop Council voted to not adopt a tax rate that is higher than the effective tax rate of .1828. Council expressed a recommendation approve a tax rate of 0.1799 which is the current adopted tax rate.

B. Operating Budget

Attached to this agenda are the updated itemized summary of changes for the General Fund, CVB Fund, Debt Service Fund, and the Water & Sewer Fund.

C. Capital Projects

- Community Development’s desk improvement project pricing increased from \$25,000.00 to \$37,090.00. There is an updated quote located in this agenda pack
- Technology’s storage area network project pricing increased from \$62,000.00 to \$67,520.00. Chris Grizzaffi can provide more information.
- Staff is proposing Council approve \$100,000.00 to be approved from Water & Sewer Reserves to pay for the design and bid management for the Rehab & Painting of the Elevated Storage Tank. This will help staff get a more precise estimate and time to establish funding for this project.

APPROVALS:

DEPARTMENT HEAD		DATE: <u>August 22, 2019</u>
CITY ADMINISTRATOR		DATE: <u>August 22, 2019</u>

Changes to 2019 - 2020 Proposed Budget - GENERAL FUND

Department	GL Name	Description	Budget Amount	New Amount	Increase/(Decrease) to Surplus
Revenue	Property Taxes	Official Property Tax Rate Calculations - Effective Tax Rate	\$ 879,255.00	\$ 917,086.47	\$37,831.47
Revenue	Property Taxes	Option to Go With .1799 Tax Rate	\$ 917,086.47	\$ 902,537.51	(\$14,548.96)
Revenue	Transfer from MDD	Removal of SBA	\$ 8,000.00	\$ -	(\$8,000.00)
Revenue	Transfer from MDD	Reduction of Holiday Patrol Overtime	\$ 12,100.00	\$ 9,340.00	(\$2,760.00)
Revenue	Transfer from Water & Sewer	Increase to Administration & Finance Fees	\$ 329,264.00	\$ 330,840.00	\$1,576.00
Revenue	Transfer from CVB	Increase to Administration & Finance Fees	\$ 186,656.00	\$ 188,232.00	\$1,576.00
Shenandoah Business Assoc.	All GL Accounts	Removal of Department	\$ 8,000.00	\$ -	\$8,000.00
Administration	Salaries & Wages	10% J. Mayner Salary to Execute Local Promotions Program	\$ -	\$ 9,879.00	(\$9,879.00)
Administration	Salaries & Wages	Revaluation of Salaries & Wages	\$ 333,553.00	\$ 345,744.85	(\$12,191.85)
Administration	Retirement	10% J. Mayner Salary to Execute Local Promotions Program	\$ -	\$ 1,784.00	(\$1,784.00)
Administration	Retirement	Revaluation of Salaries & Wages	\$ 60,838.00	\$ 63,039.10	(\$2,201.10)
Administration	FICA/Medicare	10% J. Mayner Salary to Execute Local Promotions Program	\$ -	\$ 755.73	(\$755.73)
Administration	FICA/Medicare	Revaluation of Salaries & Wages	\$ 30,737.00	\$ 31,669.68	(\$932.68)
Administration	Consulting /Professional Services	Addition of Municode Program	\$ 950.00	\$ 1,420.00	(\$470.00)
Administration	Consulting /Professional Services	Addition of 25% Share of Crowdriff Program with CVB	\$ -	\$ 6,000.00	(\$6,000.00)
Administration	Operating Supplies	Addition of 2020 Census Project Expenses	\$ -	\$ 1,500.00	(\$1,500.00)
Administration	Dues & Memberships	Addition of Texas Municipal Human Resources Assoc & Int'l Public Mgmt Assoc of HR	\$ -	\$ 224.00	(\$224.00)
Finance	Salaries & Wages	Revaluation of Salaries & Wages	\$ 139,603.00	\$ 147,453.00	(\$7,850.00)
Finance	Retirement	Revaluation of Salaries & Wages	\$ 31,188.00	\$ 32,605.00	(\$1,417.00)
Finance	FICA/Medicare	Revaluation of Salaries & Wages	\$ 14,027.00	\$ 14,627.51	(\$600.51)
Finance	Consulting/Professional Services	Annual Audit - Contract Price Correction	\$ 26,015.00	\$ 25,395.00	\$620.00
Community Outreach	Summer Pool Party	Removal of Goodbye Summer Event	\$ 3,225.00	\$ -	\$3,225.00
Non-Department	Dental Life/AD&D	Removal of Anticipated Dental Rate Increase	\$ 67,937.00	\$ 65,496.00	\$2,441.00
Non-Department	Dental Life/AD&D	Removal of (1) Additional Patrol Officer	\$ 6,516.00	\$ 4,887.00	\$1,629.00
Non-Department	Group Insurance	Removal of Anticipated Medical Rate Increase	\$ 1,001,384.00	\$ 938,064.00	\$63,320.00
Non-Department	Group Insurance	Removal of (1) Additional Patrol Officer	\$ 95,784.00	\$ 71,838.00	\$23,946.00
Non-Department	NEW - Loan Assistance	New Program - Placeholder	\$ -	\$ 15,000.00	(\$15,000.00)
Non-Department	Transfer to Debt Service - Property Tax	Official Property Tax Rate Calculations	\$ 583,000.00	\$ 667,064.54	(\$84,064.54)
Non-Department	Transfer to Debt Service - Property Tax	Option to Go With .1799 Tax Rate	\$ 667,064.54	\$ 684,847.00	(\$17,782.46)
Police	Salaries & Wages	Removal of (1) Additional Patrol Officer	\$ 2,006,957.00	\$ 1,951,639.50	\$55,317.50
Police	Salaries & Wages	Decrease in Staff	\$ 1,951,639.50	\$ 1,843,691.02	\$107,948.48
Police	Overtime - FTO	Removal of (1) Additional Patrol Officer	\$ 4,312.00	\$ 2,156.00	\$2,156.00
Police	Overtime - Investigation	Removal of (1) Additional Patrol Officer	\$ 5,148.00	\$ 5,016.00	\$132.00
Police	Overtime - Late Call/Report	Removal of (1) Additional Patrol Officer/ Revaluation	\$ 8,888.00	\$ 2,760.00	\$6,128.00
Police	Overtime - Shift Coverage	Removal of (1) Additional Patrol Officer/ Revaluation	\$ 35,024.00	\$ 19,800.00	\$15,224.00
Police	Overtime - On Site Training	Removal of (1) Additional Patrol Officer/ Revaluation	\$ 27,896.00	\$ 16,700.00	\$11,196.00
Police	Overtime - Crime Reduction	Removal of (1) Additional Patrol Officer/ Revaluation	\$ 6,072.00	\$ 7,900.00	(\$1,828.00)
Police	Overtime - Bike Patrol	Reallocated Towards Holiday Patrol & Crime Reduction	\$ 8,712.00	\$ -	\$8,712.00
Police	Overtime - Holiday Patrol	Removal of (1) Additional Patrol Officer/ Revaluation	\$ 12,100.00	\$ 9,340.00	\$2,760.00
Police	Retirement	Removal of (1) Additional Patrol Officer	\$ 10,840.00	\$ -	\$10,840.00
Police	Retirement	Decrease in Staff	\$ 21,653.70	\$ -	\$21,653.70
Police	Retirement	Overtime Reduction	\$ 20,517.44	\$ 12,786.81	\$7,730.63
Police	FICA/Medicare	Removal of (1) Additional Patrol Officer	\$ 4,573.00	\$ -	\$4,573.00
Police	FICA/Medicare	Decrease in Staff	\$ 9,176.06	\$ -	\$9,176.06
Police	FICA/Medicare	Overtime Reduction	\$ 9,221.92	\$ 5,819.20	\$3,402.72
Police	Unemployment	Removal of (1) Additional Patrol Officer	\$ 270.00	\$ -	\$270.00
Police	Unemployment	Decrease in Staff	\$ 270.00	\$ -	\$270.00
Police	Misc. Allowances	Decrease in Staff	\$ 24,000.00	\$ 12,000.00	\$12,000.00
Police	Longevity Pay	Decrease in Staff	\$ 355.00	\$ -	\$355.00
Police	Consulting /Professional Services	Removal of (1) Additional Patrol Officer - Drug Testing	\$ 100.00	\$ 50.00	\$50.00
Police	Consulting /Professional Services	Removal of (1) Additional Patrol Officer - Physical Test	\$ 100.00	\$ 50.00	\$50.00
Police	Consulting /Professional Services	Removal of (1) Additional Patrol Officer - Psychological Test	\$ 800.00	\$ 400.00	\$400.00
Police	Licenses & User Fees	Removal of (1) Additional Patrol Officer - Radio Tokens	\$ 150.00	\$ 75.00	\$75.00

Police	Printing	Removal of (1) Additional Patrol Officer - Business Cards	\$ 200.00	\$ 100.00	\$100.00
Police	Uniforms & Safety Gear	Removal of (1) Additional Patrol Officer - Active Shooter Gear	\$ 3,000.00	\$ 1,500.00	\$1,500.00
Police	Uniforms & Safety Gear	Removal of (1) Additional Patrol Officer - 4 Uniforms Each	\$ 7,920.00	\$ 3,960.00	\$3,960.00
Police	Uniforms & Safety Gear	Removal of (1) Additional Patrol Officer - Badges	\$ 200.00	\$ 100.00	\$100.00
Police	Uniforms & Safety Gear	Removal of (1) Additional Patrol Officer - Duty Gear	\$ 2,000.00	\$ 1,000.00	\$1,000.00
Police	Uniforms & Safety Gear	Removal of (1) Additional Patrol Officer - External Vest Carriers	\$ 440.00	\$ 220.00	\$220.00
Police	Uniforms & Safety Gear	Removal of (1) Additional Patrol Officer - Tourniquet Holders	\$ 70.00	\$ 35.00	\$35.00
Police	Uniforms & Safety Gear	Removal of (1) Additional Patrol Officer - Tourniquets	\$ 375.00	\$ 187.50	\$187.50
Police	Uniforms & Safety Gear	Removal of (1) Additional Patrol Officer - Reflective Raincoats	\$ 480.00	\$ 240.00	\$240.00
Police	Uniforms & Safety Gear	Removal of (1) Additional Patrol Officer - Winter Coats	\$ 300.00	\$ 150.00	\$150.00
Police	Uniforms & Safety Gear	Addition of Uniform Hats	\$ -	\$ 4,400.00	(\$4,400.00)
Police	Operating Supplies	Removal of (1) Additional Patrol Officer - Evidence Supplies	\$ 500.00	\$ 250.00	\$250.00
Police	Operating Supplies	Addition of Blood Draw Kits	\$ -	\$ 2,400.00	(\$2,400.00)
Police	Operating Equipment	Removal of (1) Additional Patrol Officer - Medical Kits	\$ 150.00	\$ 75.00	\$75.00
Police	Travel & Training	Revaluation of Travel & Training	\$ 52,100.00	\$ 35,000.00	\$17,100.00
Public Works	Travel & Training	Revaluation of Travel & Training	\$ 8,600.00	\$ 4,000.00	\$4,600.00
Pool	Operating Services	Addition of Fire System Inspection	\$ -	\$ 800.00	(\$800.00)
Parks	Landscaping & Irrigation Improvements	Increase to Mulch and Pine Straw	\$ 1,000.00	\$ 2,000.00	(\$1,000.00)
Community Development	Salaries & Wages	Revaluation of Salaries & Wages	\$ 294,625.00	\$ 306,342.89	(\$11,717.89)
Community Development	Retirement	Revaluation of Salaries & Wages	\$ 54,322.00	\$ 56,437.00	(\$2,115.00)
Community Development	FICA/Medicare	Revaluation of Salaries & Wages	\$ 24,169.00	\$ 25,065.42	(\$896.42)
Community Development	Plan Review and Inspections	Reduction of Montgomery County Fire Inspections Contract Work	\$ 60,000.00	\$ -	\$60,000.00
Technology	Operating Services	Decrease in Internet Cost	\$ 22,152.00	\$ 11,700.00	\$10,452.00
Technology	Wireless Communications & Data	Increase for SCADA	\$ -	\$ 528.00	(\$528.00)
Technology	Hardware & Software Contracts	Increased for Multiple Items	\$ -	\$ 1,540.00	(\$1,540.00)

Capital Projects/Purchases

Council Request		Energy Improvements	\$ -	\$ 160,000.00	(\$160,000.00)
Council Request/MDD		Greenspace Improvements	\$ -	\$ 23,000.00	(\$23,000.00)
Community Development		Front Desk Improvements	\$ -	\$ 25,000.00	(\$25,000.00)
		Front Desk Improvements - Cost Increase - Follow Up	\$ 25,000.00	\$ 37,090.00	(\$12,090.00)
Technology		Storage Area Network	\$ -	\$ 62,000.00	(\$62,000.00)
		Storage Area Network - Cost Increase - Follow Up	\$ 62,000.00	\$ 67,520.00	(\$5,520.00)
Police		Patrol Room Remodel	\$ -	\$ 18,360.00	(\$18,360.00)
Police		Men's Restroom Remodel	\$ -	\$ 12,300.00	(\$12,300.00)
Police		Fuel Storage Relocation	\$ -	\$ 19,887.00	(\$19,887.00)
Public Works		HVAC Control System Upgrade	\$ -	\$ 12,000.00	(\$12,000.00)
Public Works		Public Works Parking Lot LED Lights	\$ -	\$ 5,000.00	(\$5,000.00)
Public Works		Gym Improvements	\$ -	\$ 8,765.00	(\$8,765.00)
Public Works		HVAC Heater Repair	\$ -	\$ 5,000.00	(\$5,000.00)
Public Works		Community Room	\$ -	\$ 45,000.00	(\$45,000.00)
Public Works		Community Room - Furniture	\$ -	\$ 11,500.00	(\$11,500.00)
Public Works/MDD		Main Park Surge Protection	\$ -	\$ 7,500.00	(\$7,500.00)
Pool		New Pool Vacuum	\$ -	\$ 2,500.00	(\$2,500.00)
Pool		Professional Clean & Seal of Floors	\$ -	\$ 5,000.00	(\$5,000.00)
Pool		Baby Pool Awning	\$ -	\$ 2,000.00	(\$2,000.00)
Public Works/MDD		Pineroft Road Improvements	\$ -	\$ 21,000.00	(\$21,000.00)
Public Works/MDD		Main Park Drainage	\$ -	\$ 26,000.00	(\$26,000.00)

CHANGE AMOUNT

(\$180,055.08)

RESERVE AMOUNT 2018-2019 BUDGET - ELECTRICAL WORK FOR COMM ROOM

\$10,000.00

2019 - 2020 PROPOSED BUDGET SURPLUS/(DEFICIT)

\$445,508.00

AFTER CHANGES SURPLUS/(DEFICIT) - NEW BALANCE

\$275,452.92

Changes to 2019 - 2020 Proposed Budget - CVB

Department	GL Name	Description	Budget Amount	New Amount	Increase/(Decrease) to Surplus
CVB	Public Relations	New Program Contingency - Will Approve on Presentation to Council	\$ 100,000.00	\$ -	\$0.00
CVB	Travel/Training	Formula Error for CVB Director	\$ 3,500.00	\$ 6,000.00	(\$2,500.00)
CVB	Transfer to General Operating	Increase to Administration & Finance Fees	\$ 186,656.00	\$ 188,232.00	(\$1,576.00)

CHANGE AMOUNT

(\$4,076.00)

2019 - 2020 PROPOSED BUDGET SURPLUS/(DEFICIT)

\$385,585.00

AFTER CHANGES SURPLUS/(DEFICIT) - NEW BALANCE

\$381,509.00

Changes to 2019 - 2020 Proposed Budget - DEBT SERVICE

Department	GL Name	Description	Budget Amount	New Amount	Increase/(Decrease) to Surplus
Revenue	Property Taxes	Official Property Tax Rate Calculations - Effective Tax Rate	\$ 1,056,275.00	\$ 1,120,884.00	\$64,609.00
Revenue	Property Taxes	Option to Go With .1799 Tax Rate	\$ 1,120,884.00	\$ 1,103,102.00	(\$17,782.00)
Revenue	Transfer from General Operating	Official Property Tax Rate Calculations	\$ 694,200.00	\$ 667,065.00	(\$27,135.00)
Revenue	Transfer from General Operating	Option to Go With .1799 Tax Rate	\$ 667,065.00	\$ 684,847.00	\$17,782.00
Revenue	Transfer from Water & Sewer	New Debt Schedules - Correction	\$ 583,000.00	\$ 531,602.00	(\$51,398.00)
Debt Service	Bond Payments - Interest	Bond Payments - Interest - Formula Error	\$ 626,626.00	\$ 612,750.00	\$13,876.00

CHANGE AMOUNT

(\$48.00)

2019 - 2020 PROPOSED BUDGET SURPLUS/(DEFICIT)

\$49.00

AFTER CHANGES SURPLUS/(DEFICIT) - NEW BALANCE

\$1.00

Changes to 2019 - 2020 Proposed Budget - WATER & SEWER

Department	GL Name	Description	Budget Amount	New Amount	Increase/(Decrease) to Surplus		
Utility Billing	Printing	Formula Error - Business Cards	\$ 2,500.00	\$ 50.00	\$2,450.00		
Water & Sewer	Transfer to General Operating	Increase to Administration & Finance Fees	\$ 329,264.00	\$ 330,840.00	(\$1,576.00)		
Capital Projects/Purchases						WATER/SEWER	MDD SHARE
Water & Sewer		Rehab & Painting of Elevated Storage Tank - Design	\$ -	\$ 100,000.00	(\$100,000.00)	\$ 100,000.00	
Water & Sewer		Concrete Pad at WWTP	\$ -	\$ 20,000.00	(\$20,000.00)	\$ 6,000.00	\$ 14,000.00
Water & Sewer		Water System Leak Detection	\$ -	\$ 15,200.00	(\$15,200.00)	\$ 4,560.00	\$ 10,640.00
Water & Sewer		Chlorine Leak Detectors	\$ -	\$ 7,500.00	(\$7,500.00)	\$ 2,250.00	\$ 5,250.00
Water & Sewer		Replacement of Non-Potable Water System	\$ -	\$ 15,500.00	(\$15,500.00)	\$ 4,650.00	\$ 10,850.00
Water & Sewer		Research Forest Lift Station	\$ -	\$ 113,000.00	(\$113,000.00)	\$ 33,900.00	\$ 79,100.00
Water & Sewer		Water Plant 2 Fencing	\$ -	\$ 3,000.00	(\$3,000.00)	\$ 900.00	\$ 2,100.00
Water & Sewer		Impact Study	\$ -	\$ 25,000.00	(\$25,000.00)	\$ 7,500.00	\$ 17,500.00
Water & Sewer		Water/Sewer Rate Study	\$ -	\$ 40,000.00	(\$40,000.00)	\$ 12,000.00	\$ 28,000.00
Water & Sewer		Sewer Collection System Model	\$ -	\$ 48,500.00	(\$48,500.00)	\$ 14,550.00	\$ 33,950.00
						\$ 186,310.00	\$ 201,390.00
CHANGE AMOUNT					(\$386,826.00)		
POSSIBLE MDD SHARE (70%)					\$201,390.00		
POSSIBLE USE OF RESERVES - TANK REHAB					\$100,000.00		
2019 - 2020 PROPOSED BUDGET SURPLUS/(DEFICIT)					\$320,283.00		
AFTER CHANGES SURPLUS/(DEFICIT) - NEW BALANCE					\$234,847.00		



MEMORANDUM

To: City Council
From: Jackie Thompson
Subject: Desk Improvements – Capital Request FY 2019-2020
Date: August 21, 2019

During Budget Workshop additional improvements to the Customer Service desk were discussed. Based on my conversations with the contractor additional work can be done to enclose and armor proof six of the existing windows, and to extend the counter space on the customer side to 24" with a new solid surface top to match the proposed desktop. The improvements to the desk area total \$37,090. A breakdown of the additional fees are as follows:

- Enclosing six window sections with new framing and armor proofing - \$3,770.00
- Allowance to have existing windows removed and replaced after work is completed - \$2,500.00
- Reworking and extending customer ledge to 24" - \$4,420.00
- Additional work to tape, float, and texture walls - \$300.00
- Overhead - \$1,140.00

TR7 Supply-Consulting
P.O. Box 159
Donie TX 75838

City of Shenandoah
Jackie Thompson
29955 I 45 North
Shenandoah TX 77381

Estimate # 0000276
Estimate Date May 15, 2019
Estimate Total (USD) \$39,190.00

Item	Description	Unit Cost	Quantity	Line Total
TR7	TR7 Supply-Consulting proposes to furnish the following material and labor to complete the following. *** Preliminary Bid *** Anything not listed is excluded. Based on walk through with client.	0.00	1	0.00
Demo	Demo counter tops and cabinets in reception area for new construction.	600.00	1	600.00
Armor Proofing	48" x 120" UL 752 Tested & Rated Level 3 Fiberglass (1/2" thick) sheets and (7) 4" x 120" Batten Strips	3,770.00	1	3,770.00
Armor Proofing	Additional proofing and framing at each end of reception desk making two new walls approximately 4'3" x 8'6". Covering 6 windows. *** This is an alternate.	3,770.00	1	3,770.00
Storefront	Remove existing hollow metal and glass to renovate counter tops. Replace after installation. This is an allowance.	2,500.00	1	2,500.00
TFT	Tape, Float, Texture Walls.	650.00	1	650.00
Painting	Paint one wall @ countertop area complete.	400.00	1	400.00
Millwork	***Provide new millwork bases, cabinets, and decking for new Quartz counter tops. ***Laminate to be selected by director, standard Wilsonart color chain.	5,400.00	1	5,400.00
Counter Tops	Provide and install new quartz counter tops BQ8560 Dark Emperador. Add counter pass through full length x 24" *** Alternate: Corian Asteroid 1/2" total cost would be \$13,035.00 installed. Same detail above.	14,700.00	1	14,700.00
Alternate	Logo one way tint at 6 windows.	2,100.00	1	2,100.00
Overhead	Overhead & Management.	5,300.00	1	5,300.00

Estimate Total (USD)

\$39,190.00

Terms

Due upon Receipt.

Thank you for your Business!

Job Name: City of Shenandoah
29955 I 45 North
Shenandoah TX 77381

GC:

Notes

Lead time to complete is 10 days. Material will need to be pre-ordered and constructed prior to setting up date for install. Production time will be 3 to 4 weeks, after approval.

This estimate was sent using  FRESHBOOKS

To view your estimate online Go to <https://tr7supplyconsulting.freshbooks.com/view/en7PWAddcZd8Vqe>



Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	<u>August 28, 2019</u>	ITEM NUMBER:	<u>9D</u>
DEPARTMENT:	<u>Public Works</u>	PREPARED BY:	<u>Joseph Peart</u>
PRICING:	<u>See Estimate</u>	EXHIBITS:	<u>Preliminary Design and Estimate</u>

SUBJECT/PROCEEDING:

Discussion regarding funding the construction of a walking path style park at the city-owned 4.5 acres at the north end of Holly Hill Dr.

RECOMMENDED ACTION:

Discussion only.

BACKGROUND/DISCUSSION:

City Council funded and authorized hiring Landology to prepare preliminary design and budget estimates at the June 26, 2019 council meeting. Landology completed the preliminary design and budget estimates and they are provided for council review.

Costs for the project were divided into two major categories: **make ready items** and **improvements**.

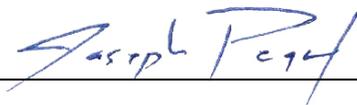
Make ready items are the construction items that need to be completed to make the area ready for the installation of a park. The primary cost of this category are drainage improvements.

Improvements include installation of a pathway, drinking fountain, lighting, benches, etc.

The park survey that was presented at the May 15, 2019 town hall meeting revealed that 34% of the survey respondents wanted to keep the costs of this park between \$50K and \$100K. With 26% willing to spend less than \$50K and 40% willing to spend over \$100K. Those numbers were kept in mind during the preliminary design.

Some elements of the park can be removed or delayed to a phase 2 to bring cost estimates down.

APPROVALS:

DEPARTMENT HEAD	<u></u>	DATE:	<u>August 22, 2019</u>
CITY ADMINISTRATOR	<u></u>	DATE:	<u>August 22, 2019</u>



2203 Timberloch Place, Suite 126 The Woodlands, TX 77380
 Phone: 281-741-6786

City of Shenandoah: Holly Hill Trails - IMPROVEMENTS
PRELIMINARY ESTIMATE OF PROBABLE COSTS

LANDODOGY JOB: 041.018
 DATE: 08.08.2019

IMPROVEMENT ITEMS	QTY	UNIT	UNIT COST	EXTENSION
ITEM 1: GENERAL CONDITIONS				
Mobilization & Permits	1	LS	\$6,000.00	\$ 6,000.00
Performance & Payment Bonds	1	LS	\$2,500.00	\$ 2,500.00
TOTAL ITEM 1: GENERAL CONDITIONS:				\$ 8,500.00
ITEM 2: GRADING & DRAINAGE				
Grading & Drainage ALLOWANCE	1	LS	\$2,500.00	\$ 2,500.00
TOTAL ITEM 2: GRADING & DRAINAGE:				\$ 2,500.00
ITEM 3: SITE UTILITIES				
1" Domestic Irrigation Meter & Tap	1	EA	\$2,500.00	\$ 2,500.00
1" Backflow Preventer (Irrigation & Drinking Fountain)	2	EA	\$1,000.00	\$ 2,000.00
TOTAL ITEM 3: SITE UTILITIES:				\$ 4,500.00
ITEM 4: ELECTRICAL				
Conduit, Wire, Runs & Controls (ALLOWANCE)	1	LS	\$30,000.00	\$ 30,000.00
*Lighting Option #1 (16' Sternberg - Wood Pole & Fixture & Footing)	17	EA	\$10,881.00	\$ 184,977.00
Option #2 (16' Sternberg - Steel Pole, Fixture & Footing)	17	EA	\$6,460.00	\$ 109,820.00
Option #3 (Bega - Wood Pole, Fixture & Footing)	34	EA	\$6,060.00	\$ 206,040.00
Option #4 (43" Flindt Bollards, Color: Corten)	86	EA	\$1,985.00	\$ 170,710.00
Option #5 (39" Prague Bollard, Color: Dark Bronze)	60	EA	\$1,250.00	\$ 75,000.00
TOTAL ITEM 4: ELECTRICAL:				\$ 214,977.00
ITEM 5: PEDESTRIAN HARDSCAPE				
Trail Head Signage (Complete & In-Place)	1	LS	\$15,000.00	\$ 15,000.00
Bench Pad, 6" Thick	32	SF	\$6.50	\$ 208.00
Trail Option #1- Concrete Walk, 4 1/2" Thick, Salt Finish	10,860	SF	\$5.25	\$ 57,015.00
Option #2 - Decomposed Granite w/ 6" Concrete Edge	10,860	SF	\$9.25	\$ 100,455.00
Option #3 - Asphalt w/ 6" Concrete Edge	10,860	SF	\$9.00	\$ 97,740.00
TOTAL ITEM 5: PEDESTRIAN HARDSCAPE:				\$ 72,223.00
ITEM 6: SITE FURNITURE				
Drinking Fountain (w/out Chiller)	1	EA	\$4,500.00	\$ 4,500.00
Trash Receptacle	2	EA	\$800.00	\$ 1,600.00
Dog Potty Station	2	EA	\$325.00	\$ 650.00
Bench (6' backed to match Toddler Park)	2	EA	\$1,300.00	\$ 2,600.00
TOTAL ITEM 6: SITE FURNITURE:				\$ 9,350.00
ITEM 7: IRRIGATION				
Irrigation Controller (Battery Powered)	1	EA	\$750.00	\$ 750.00
Drip Irrigation - Shrub & GC beds	100	SF	\$2.50	\$ 250.00
Temporary Irrigation - Turf & Wildflower Areas	26,000	SF	\$0.40	\$ 10,400.00
Irrigation Misc. - Valves boxes, laterals, etc.	1	LS	\$1,500.00	\$ 1,500.00
TOTAL ITEM 7: IRRIGATION:				\$ 12,900.00
ITEM 8: SOFTSCAPE				
Shrub Planting, Bed Preparation	100	SF	\$2.50	\$ 250.00
Shrub Planting, Hardwood Mulch	100	SF	\$0.50	\$ 50.00
Shrub Planting, 3 Gal. Plant Material	100	SF	\$4.50	\$ 450.00
Wildflower Area, Broadcast Seed (includes fine grading)	16,000	SF	\$0.12	\$ 1,920.00
Common Bermuda, Hydromulch (includes fine grading)	10,000	SF	\$0.15	\$ 1,500.00
TOTAL ITEM 8: SOFTSCAPE:				\$ 4,170.00



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City of Shenandoah: Holly Hill Trails - IMPROVEMENTS
PRELIMINARY ESTIMATE OF PROBABLE COSTS

LANDODOGY JOB: 041.018
DATE: 08.08.2019

SUMMARY:

<u>ITEM 1: GENERAL CONDITIONS:</u>	\$	8,500.00
<u>ITEM 2: GRADING & DRAINAGE:</u>	\$	2,500.00
<u>ITEM 3: UTILITIES:</u>	\$	4,500.00
<u>ITEM 4: ELECTRICAL:</u>	\$	214,977.00
<u>ITEM 5: HARDSCAPE:</u>	\$	72,223.00
<u>ITEM 6: SITE FURNITURE:</u>	\$	9,350.00
<u>ITEM 7: IRRIGATION:</u>	\$	12,900.00
<u>ITEM 8: SOFTSCAPE:</u>	\$	4,170.00

<u>SUBTOTAL</u>	\$	329,120.00
<u>CONTINGENCY 5%</u>	\$	16,456.00
<u>GRAND TOTAL</u>	\$	345,576.00



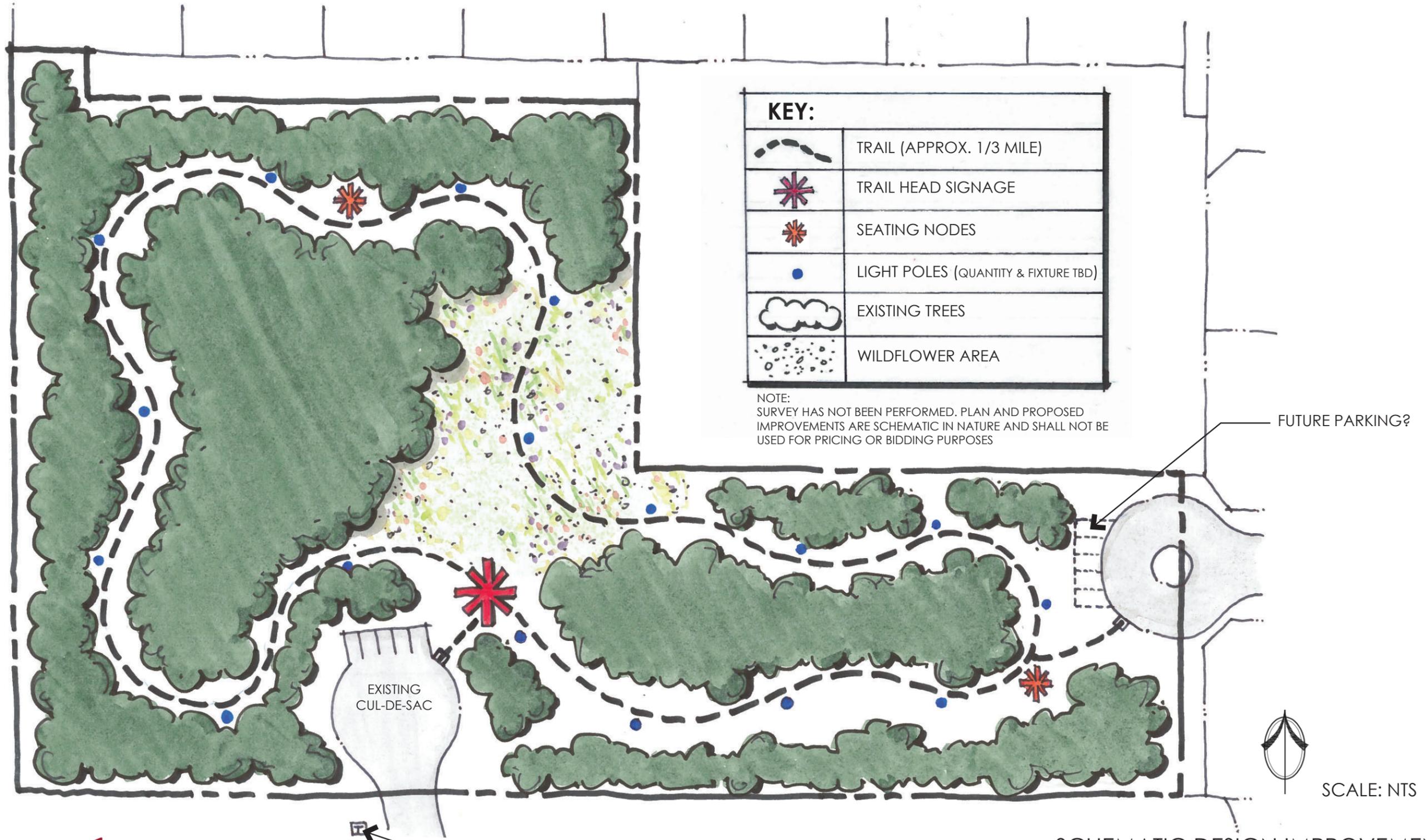
2203 Timberloch Place, Suite 126 The Woodlands, TX 77380
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City of Shenandoah: Holly Hill Trails - MAKE-READY ITEMS
PRELIMINARY ESTIMATE OF PROBABLE COSTS

LANDODOGY JOB: 041.018
 DATE: 08.08.2019

MAKE-READY ITEMS	QTY	UNIT	UNIT COST	EXTENSION
<u>ITEM 1: SURVEYING</u>				
Site Survey	1	LS	\$6,100.00	6,100.00
TOTAL ITEM 1: SURVEYING:				\$ 6,100.00
<u>ITEM 2: GRADING & DRAINAGE</u>				
Preliminary Site Work BY OTHERS (Reference Quote by Others)	1	LS	\$72,700.00	72,700.00
TOTAL ITEM 2: GRADING & DRAINAGE:				\$ 72,700.00
<u>ITEM 3: ELECTRICAL</u>				
Electrical Meter Loop & Panel (Complete & In-Place)	1	LS	\$7,000.00	7,000.00
Conduit and Wire	1	LS	\$3,500.00	3,500.00
TOTAL ITEM 3: ELECTRICAL:				\$ 10,500.00
<u>SUMMARY:</u>				
<u>ITEM 1: GENERAL CONDITIONS:</u>				\$ 6,100.00
<u>ITEM 2: GRADING & DRAINAGE:</u>				\$ 72,700.00
<u>ITEM 3: UTILITIES:</u>				\$ 10,500.00
<u>SUBTOTAL</u>				\$ 89,300.00
<u>CONTINGENCY 5%</u>				\$ 4,465.00
<u>GRAND TOTAL</u>				\$ 93,765.00

MASTER PLAN



KEY:	
	TRAIL (APPROX. 1/3 MILE)
	TRAIL HEAD SIGNAGE
	SEATING NODES
	LIGHT POLES (QUANTITY & FIXTURE TBD)
	EXISTING TREES
	WILDFLOWER AREA

NOTE:
SURVEY HAS NOT BEEN PERFORMED. PLAN AND PROPOSED IMPROVEMENTS ARE SCHEMATIC IN NATURE AND SHALL NOT BE USED FOR PRICING OR BIDDING PURPOSES

FUTURE PARKING?



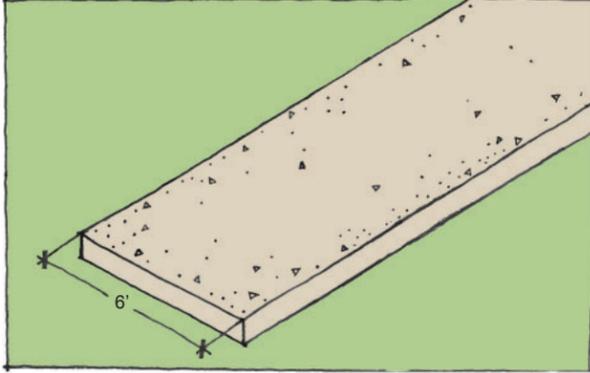
SCALE: NTS

EXISTING CUL-DE-SAC

APPROX LOCATION OF POWER

TRAIL OPTIONS

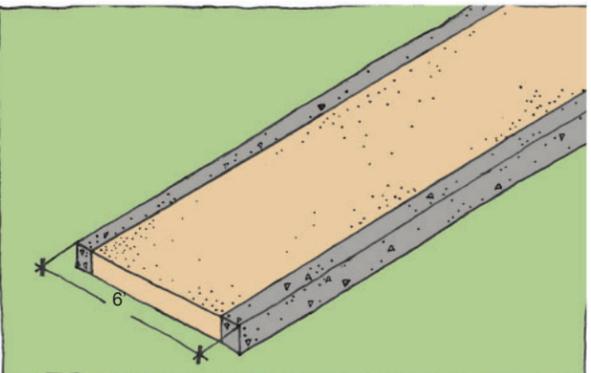
TYPE 1
Concrete Trail
(Salt Finish) \$5.25/SF



Samples



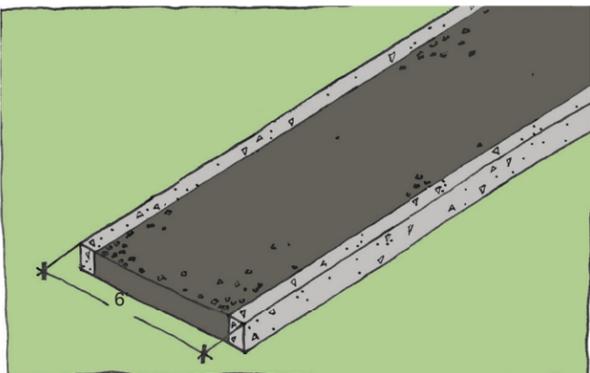
TYPE 2
Decomposed Granite Trail
(6" Concrete Edge) \$9.25/SF



Samples



TYPE 3
Asphalt Trail
(6" Concrete Edge) \$9.00/SF



Samples



SCHEMATIC DESIGN IMPROVEMENT
HOLLY HILL PARK
08.08.2019 CITY OF SHENANDOAH, TX

THIS DESIGN IS CONCEPTUAL IN NATURE AND SUBJECT TO CHANGE. THIS PLAN IS NOT FOR PERMITTING OR CONSTRUCTION AND SHALL NOT BE RE-DISTRIBUTED WITHOUT THE PERMISSION OF LAND·OL·OGY, LLC.

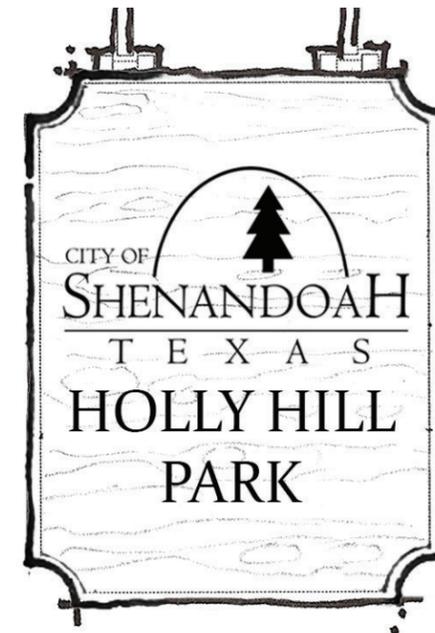
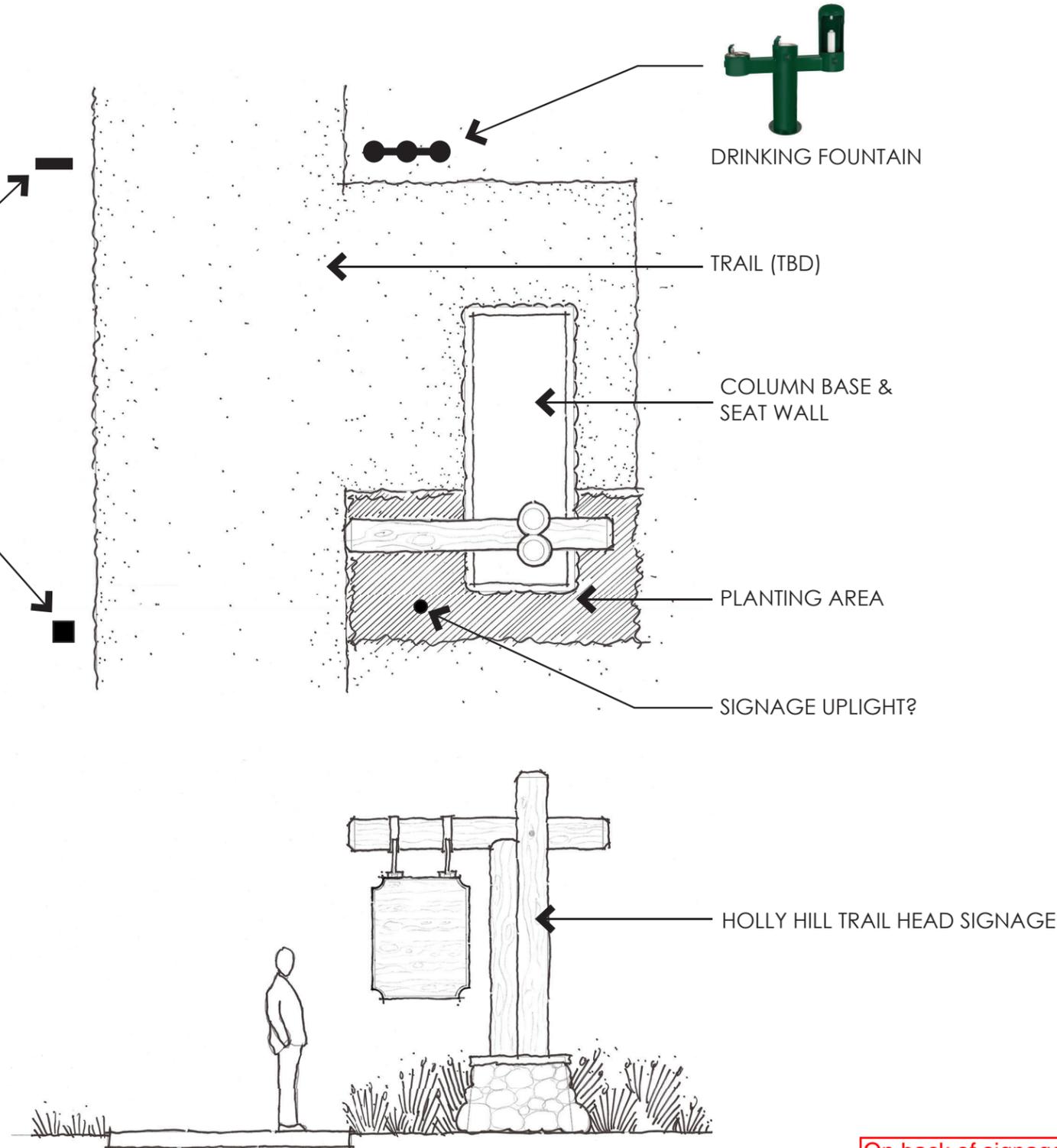
SIGNAGE OPTIONS



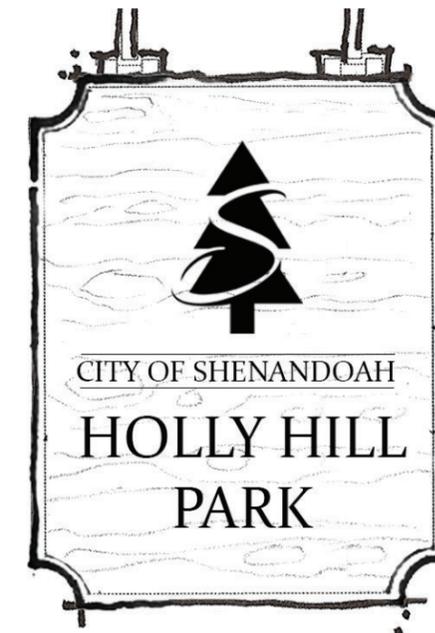
PARK RULES SIGNAGE
(By Others)



TRASH RECEPTACLE
(LOCATION TBD)



OPTION 'A'



OPTION 'B'

On back of signage, show top down of park with mile markers - currently trail is 1/3 mile

SITE FURNISHINGS - "STANDARDS"



TRASH RECEPTACLE
UPBEAT SITE FURNISHINGS Exposition 22-gal Plastic
 (QTY: 2)



DRINKING FOUNTAIN
STERN-WILLIAMS 7730-70-76-SMP-10
 (QTY: 1)

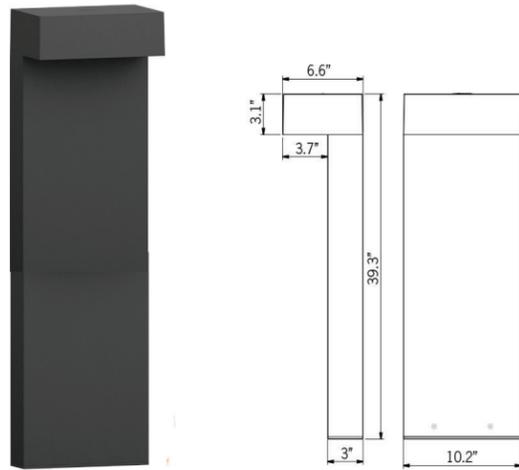


DOGIPOT PET STATION
KAY PARK RECREATION KDP1003
 (QTY: 2)



BENCH
KAY PARK RECREATION Contour Bench with Back/ Recycled Plastic Planks
 (QTY: 2)

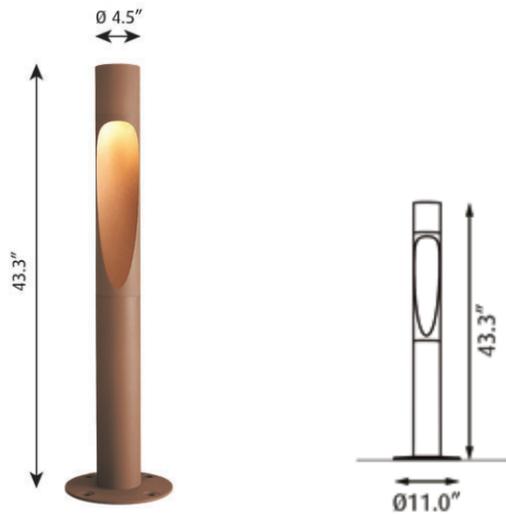
BOLLARD OPTIONS



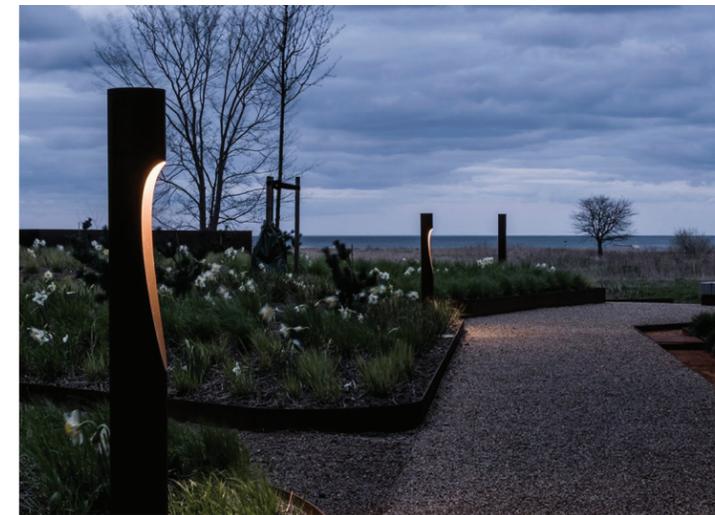
OPTION 'A'
LIGMAN-PRAGUE BOLLARD
UNIT PRICE: \$1,250.00/EA (INCLUDING FOOTING)
 RECOMMEND SPACING: 30'
 QTY: 60 FIXTURES
TOTAL: \$75,000.00



BRONZE FINISH



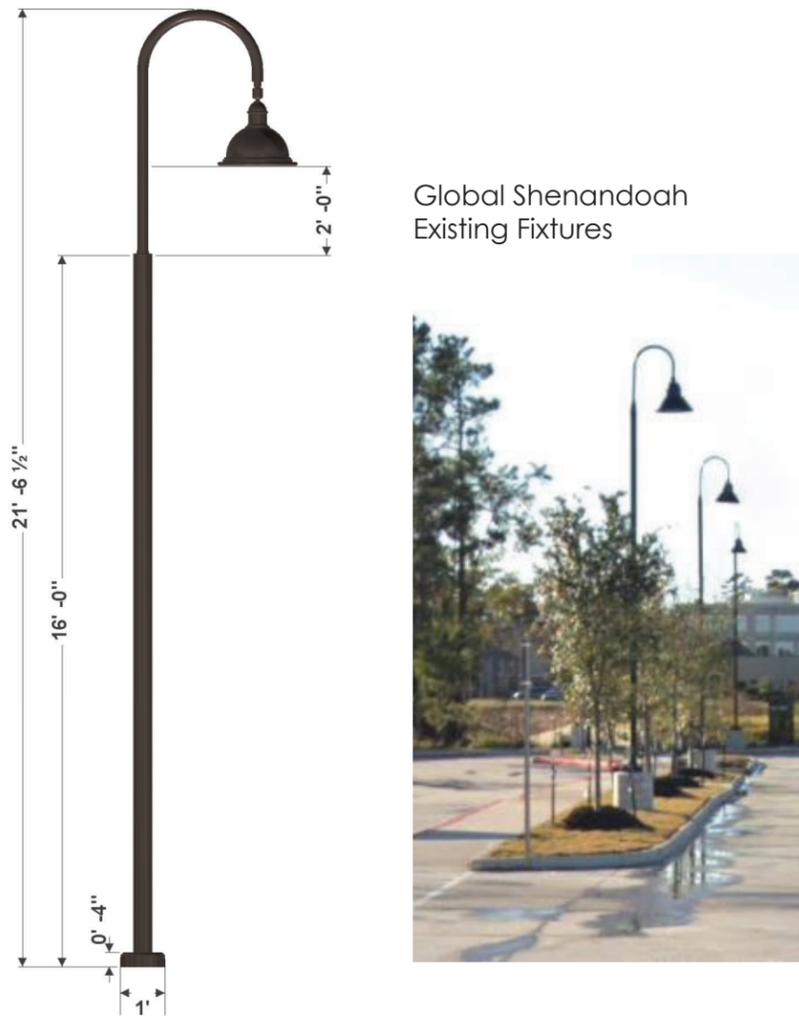
OPTION 'B'
LOUIS POULSEN-FLINDT BOLLARD
UNIT PRICE: \$1,985.00/EA (INCLUDING FOOTING)
 RECOMMEND SPACING: 20'
 QTY: 86 FIXTURES
TOTAL: \$170,710.00



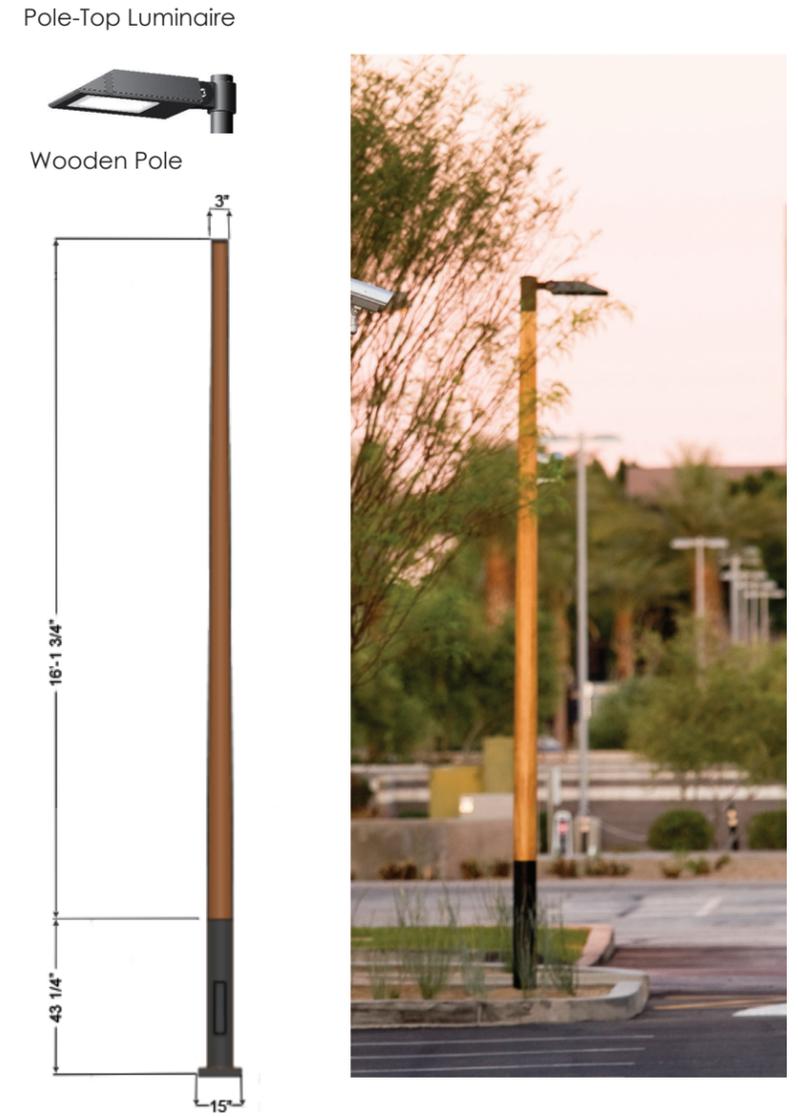
LIGHT POLE OPTIONS



OPTION 'A'
SternbergLighting
UNIT PRICE: \$10,881.36/EA (INCLUDING FOOTING)
 RECOMMEND SPACING: 100'
 QTY: 17 FIXTURES
TOTAL: \$184,983.12



OPTION 'B'
SternbergLighting
UNIT PRICE: \$6,457.63/EA (INCLUDING FOOTING)
 RECOMMEND SPACING: 100'
 QTY: 17 FIXTURES
TOTAL: \$109,779.71



OPTION 'C'
BEGA
UNIT PRICE: \$6,060.00/EA (INCLUDING FOOTING)
 RECOMMEND SPACING: 50'
 QTY: 34 FIXTURES
TOTAL: \$206,040.00



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City of Shenandoah: Holly Hill Trails - IMPROVEMENTS
PRELIMINARY ESTIMATE OF PROBABLE COSTS

LANDODOGY JOB: 041.018
 DATE: 08.27.2019

IMPROVEMENT ITEMS	QTY	UNIT	UNIT COST	EXTENSION
ITEM 1: GENERAL CONDITIONS				
Mobilization & Permits	1	LS	\$5,000.00	\$ 5,000.00
Performance & Payment Bonds	1	LS	\$2,500.00	\$ 2,500.00
TOTAL ITEM 1: GENERAL CONDITIONS:				\$ 7,500.00
ITEM 2: GRADING & DRAINAGE				
Grading & Drainage ALLOWANCE	1	LS	\$2,500.00	\$ 2,500.00
TOTAL ITEM 2: GRADING & DRAINAGE:				\$ 2,500.00
ITEM 3: SITE UTILITIES				
1" Domestic Irrigation Meter & Tap	1	EA	\$2,500.00	\$ 2,500.00
1" Backflow Preventer (Irrigation & Drinking Fountain)	2	EA	\$1,000.00	\$ 2,000.00
TOTAL ITEM 3: SITE UTILITIES:				\$ 4,500.00
ITEM 4: PEDESTRIAN HARDSCAPE				
Trail Head Signage (Complete & In-Place)	1	LS	\$15,000.00	\$ 15,000.00
Bench Pad, 6" Thick	32	SF	\$6.50	\$ 208.00
Trail Option #1- Concrete Walk, 4 1/2" Thick, Salt Finish	10,860	SF	\$5.25	\$ 57,015.00
Option #2 - Decomposed Granite w/ 6" Concrete Edge	10,860	SF	\$8.50	\$ 92,310.00
Option #3 - Decomposed Granite w/ Bend-a-board Edge	10,860	SF	\$6.25	\$ 67,875.00
Option #4 - Asphalt w/ 6" Concrete Edge	10,860	SF	\$9.00	\$ 97,740.00
Option #5 - PIP over compacted gravel w/ 6" Concrete Edge	10,860	SF	\$25.00	\$ 271,500.00
TOTAL ITEM 4: PEDESTRIAN HARDSCAPE:				\$ 72,223.00
ITEM 5: SITE FURNITURE				
Drinking Fountain (w/out Chiller)	1	EA	\$4,500.00	\$ 4,500.00
Trash Receptacle	2	EA	\$800.00	\$ 1,600.00
Dog Potty Station	2	EA	\$325.00	\$ 650.00
Bench (6' backed to match Toddler Park)	2	EA	\$1,300.00	\$ 2,600.00
TOTAL ITEM 5: SITE FURNITURE:				\$ 9,350.00
ITEM 6: IRRIGATION				
Irrigation Controller (Battery Powered)	1	EA	\$750.00	\$ 750.00
Drip Irrigation - Shrub & GC beds	100	SF	\$2.50	\$ 250.00
Temporary Irrigation - Turf & Wildflower Areas	26,000	SF	\$0.40	\$ 10,400.00
Irrigation Misc. - Valves boxes, laterals, etc.	1	LS	\$1,500.00	\$ 1,500.00
TOTAL ITEM 6: IRRIGATION:				\$ 12,900.00
ITEM 7: SOFTSCAPE				
Shrub Planting, Bed Preparation	100	SF	\$2.50	\$ 250.00
Shrub Planting, Hardwood Mulch	100	SF	\$0.50	\$ 50.00
Shrub Planting, 3 Gal. Plant Material	100	SF	\$4.50	\$ 450.00
Wildflower Area, Broadcast Seed (includes fine grading)	16,000	SF	\$0.12	\$ 1,920.00
Common Bermuda, Hydromulch (includes fine grading)	10,000	SF	\$0.15	\$ 1,500.00
TOTAL ITEM 7: SOFTSCAPE:				\$ 4,170.00
SUMMARY:				
ITEM 1: GENERAL CONDITIONS:				\$ 7,500.00
ITEM 2: GRADING & DRAINAGE:				\$ 2,500.00
ITEM 3: UTILITIES:				\$ 4,500.00
ITEM 4: HARDSCAPE:				\$ 72,223.00
ITEM 5: SITE FURNITURE:				\$ 9,350.00
ITEM 6: IRRIGATION:				\$ 12,900.00
ITEM 7: SOFTSCAPE:				\$ 4,170.00
SUBTOTAL				\$ 113,143.00
CONTINGENCY 5%				\$ 5,657.15
GRAND TOTAL				\$ 118,800.15



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City of Shenandoah: Holly Hill Trails - MAKE-READY ITEMS
PRELIMINARY ESTIMATE OF PROBABLE COSTS

LANDOLOGY JOB: 041.018

DATE: 08.27.2019

MAKE-READY ITEMS	QTY	UNIT	UNIT COST	EXTENSION
ITEM 1: SURVEYING				
Site Survey	1	LS	\$6,100.00	6,100.00
TOTAL ITEM 1: SURVEYING:				\$ 6,100.00
ITEM 2: GRADING & DRAINAGE				
Preliminary Site Work BY OTHERS (Reference Quote by Others)	1	LS	\$72,700.00	72,700.00
TOTAL ITEM 2: GRADING & DRAINAGE:				\$ 72,700.00
SUMMARY:				
ITEM 1: GENERAL CONDITIONS:				\$ 6,100.00
ITEM 2: GRADING & DRAINAGE:				\$ 72,700.00
SUBTOTAL				\$ 78,800.00
CONTINGENCY 5%				\$ 3,940.00
GRAND TOTAL				\$ 82,740.00

ALTERNATE ITEMS	QTY	UNIT	UNIT COST	EXTENSION
ITEM 1: ELECTRICAL				
Electrical Meter Loop & Panel (Complete & In-Place)	1	LS	\$7,000.00	7,000.00
Conduit and Wire (for Power)	1	LS	\$3,500.00	3,500.00
Conduit, Wire, Runs & Controls (ALLOWANCE)	1	LS	\$30,000.00	30,000.00
*Lighting Option #1 (16' Sternberg - Wood Pole & Fixture & Footing)	17	EA	\$10,881.00	184,977.00
Option #2 (16' Sternberg - Steel Pole, Fixture & Footing)	17	EA	\$6,460.00	109,820.00
Option #3 (Bega - Wood Pole, Fixture & Footing)	34	EA	\$6,060.00	206,040.00
Option #4 (43" Flindt Bollards, Color: Corten)	86	EA	\$1,985.00	170,710.00
Option #5 (39" Prague Bollard, Color: Dark Bronze)	60	EA	\$1,250.00	75,000.00
TOTAL ITEM 1: ELECTRICAL:				\$ 225,477.00



Shenandoah City Council

AGENDA REPORT

AGENDA DATE: <u>August 28, 2019</u>	ITEM NUMBER: <u>10 - 12</u>
DEPARTMENT: <u>Community Development</u>	PREPARED BY: <u>Jackie Thompson</u>
PRICING: _____	EXHIBITS: <u>Application</u>

SUBJECT/PROCEEDING:

Consideration and possible action to approve or deny a variance to the Sign Ordinance to allow a sign to be attached to a structure (the south, east and north elevation of a canopy) at 28727 IH-45, Shenandoah, Texas (Valero).

RECOMMENDED ACTION:

The Sign Committee (Planning and Zoning Commission) denied the request for exceptions based on Section 11.7.7 of the Shenandoah Sign Ordinance and asks City Council to consider allowing the canopy signs to be attached as stated in the request by the applicant.

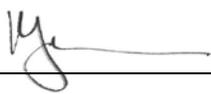
BACKGROUND/DISCUSSION:

Skipper Beverage Company, LLC has requested to install new signage along the south, east and north elevations of the canopy structure of the commercial facility located at 28727 IH-45, Shenandoah, Texas. Staff has reviewed and denied the applications based on Section 11.2.1 Prohibited Signs of the City of Shenandoah Sign Ordinance. The Planning and Zoning Commission reviewed the applications for exception at their meeting on August 20, 2019 and denied the requests. Section 11.7.7 of the Sign Ordinance prohibits the Committee from approving a prohibited sign, and upon denial of the exception, a request from the applicant can be submitted to City Council to consider a variance to the decision of the Committee. The Commission advised that due to the orientation of the site and the renderings provided within the application, signage along the canopy elevations should strongly be considered.

11.2.1 prohibits any sign attached to an accessory structure, except an incidental sign, if such sign is legible from the public right-of-way or from other property.

Each elevation shall be considered independently as a single application.

APPROVALS:

DEPARTMENT HEAD	<u></u>	DATE: <u>August 21, 2019</u>
CITY ADMINISTRATOR	<u></u>	DATE: <u>August 21, 2019</u>

**THE SIGN GROUP,LLC
11015 GALLANT FLAG
TOMBALL, TX. 77375
281-541-2000**

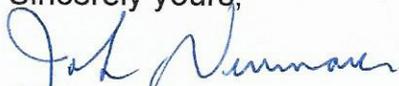
August 21. 2019

City of Shenandoah
ATTN: Jackie Thompson

Ms. Thompson,

I wish to appeal the decision of the Sign Council of August 20, 2019 to the City Council. Please note that all members of the Sign Council were in favor of allowing the canopy signs at Valero/Circle K located at 28727 I-45. The signs in question are located on the North, South and east elevations of the canopy.

Sincerely yours,



John Neumaier
THE SIGN GROUP, LLC



Sign Exception
Application
Public Works and
Community Development Department

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

The Shenandoah Sign Committee meets on an as needed basis

Contact Information

Property Owner(s): SKIPPER BEVERAGE COMPANY, LLC
Address: PO Box 690007 SAN ANTONIO, TX Zip Code: 78269
Email Address: LICENSE AND PERMITS @ CSTBRANDS.COM Phone: 210-692-2122
Applicants: THE SIGN GROUP LLC
Address: 11015 GALLANT-FLAT DR. Tomball TX 77375
Email Address: SIGNS 222 @ AOL.COM Phone: 281-541-7000

Sign Information

Type of Sign: CANOPY SIGN @ 2872.7 I.H. 45
Location of Sign: SOUTH ELEVATION
Number of Colors: 3 Square Footage: 48^{sq} SIGN

Sign Exception Request

Applicant is requesting a sign exception from the following:

City of Shenandoah Ordinance No.: 11.0 SIGNS Section(s): 11.2.1 K

Ordinance wording as stated in Section (11.2.1):

ANY SIGN ATTACHED TO AN ACCESSORY STRUCTURE, EXCEPT AN INCIDENTAL SIGN, IF SUCH SIGN IS LEGIBLE FROM THE PUBLIC RIGHT-OF-WAY OR FROM OTHER PROPERTY

Detail the sign exception request by comparing what the ordinance states to what the applicant is requesting:

SIGN ON SOUTH ELEVATION IS NOT VISIBLE FROM ANY OTHER PROPERTY OWNERS. IT IS JUST COMPANY POLICY TO REPLACE & UPDATE ALL SIGNS.

Signatures

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

Signature: _____

Date: 08/13/19

Signature: _____

Date: _____

Signature: _____

Date: _____

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

Additional Information

The following information must also be submitted:

Cover letter on company letterhead stating what is being asked.

Sign detail.

A site plan.

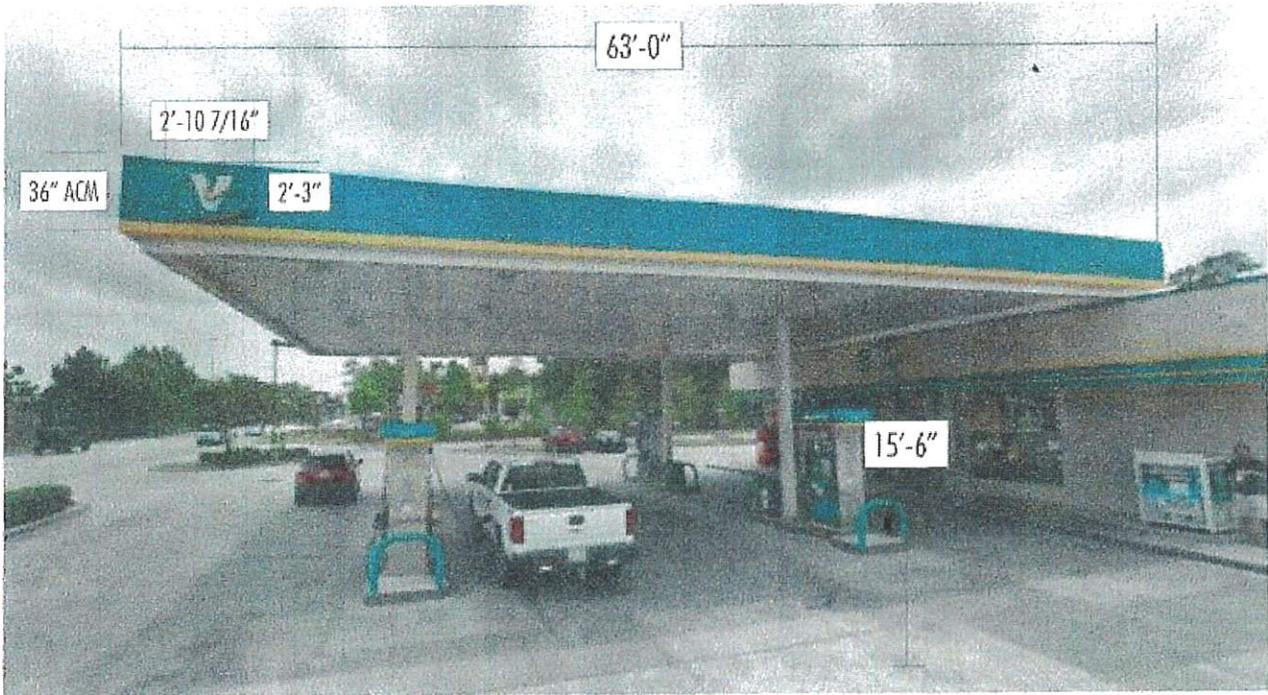
All applicable fees and payments.

The application form must be signed by the owner/applicant. If the applicant is not the owner, written authorization from the owner authorizing the applicant to submit the sign exception request shall be submitted.

Procedure to Appeal to Sign Committee

1. Upon being denied a Sign Permit by the City Administrator or his or her designee, an Applicant may request a Special Exception. A Special Exception may be requested to deviate from certain requirements for signage as set forth in this chapter.
2. Upon being issued a determination that a Sign is Non Compliant, an Applicant may, within 45 days of the determination, request a Special Exception.
3. An applicant desiring a Special Exception must submit a written request to the Shenandoah Sign Committee within 45 days of a denial by the City Administrator or his designee, or upon receipt of written notice of a Non Compliant sign. The request must clearly state the Special Exception being sought and the reasons why the Applicant believes a Special Exception should be granted.
4. The request for a Special Exception will be reviewed and a decision rendered within 30 days of the receipt of the request for a Special-Exception.
5. The Shenandoah Sign Committee may grant a Special Exception if the Committee determines that a special circumstance exists which warrants the Special Exception requested.
6. In granting a Special Exception, the Shenandoah Sign Committee may impose such conditions as are necessary to protect adjacent property owners and to protect the public health, safety and general welfare.
7. Upon denial of a special exception by the Shenandoah Sign Committee, any two City Council members may submit a written request to have a hearing. The City Administrator shall include an agenda item at the next regularly scheduled meeting of the City Council to consider a variance to the decision of the Shenandoah Sign Committee.

EXISTING



PROPOSED



* Factors not Considered*

Under no circumstance shall a special exception be granted for the following Prohibited or Temporary Sign:

1. Any type of sign, sign structure, or advertising device prohibited by Section 11.2;
2. Any sign or device which by design or location resembles or conflicts with any traffic control sign or device;
3. Any sign or device that creates a potential safety hazard by obstructing views of pedestrian and vehicular traffic at street intersections or driveways or by creating glare or other hazardous distraction; or
4. Temporary signs or banners, unless provided for in this chapter or unless the situation is deemed a matter of public safety, health and welfare by the City Administrator and/or his designee.

<h1 style="margin: 0;">Date Received</h1> <p style="margin: 0;"><i>Office Use</i></p>	
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Sign Exception

Application

Public Works and
Community Development Department

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

The Shenandoah Sign Committee meets on an as needed basis

Contact Information

Property Owner(s): SKIPPER BEVERAGE COMPANY, LLC
Address: PO Box 690007 SAN ANTONIO, TX Zip Code: 78269
Email Address: LICENSE AND PERMITS @ CST BRANDS .COM Phone: 210-692-2122
Applicants: THE SIGN GROUP LLC
Address: 11015 GALLANT-FLAZ DR. Tomball TX 77375
Email Address: SIGNS 222 @ AOL.COM Phone: 281-541-7000

Sign Information

Type of Sign: CANOPY SIGN @ 28727 I-45
Location of Sign: EAST ELEVATION @ ABOVE ADDRESS
Number of Colors: 2 Square Footage: SIGN IS LESS THAN 32 sq ft

Sign Exception Request

Applicant is requesting a sign exception from the following:

City of Shenandoah Ordinance No.: 11.0 SIGNS Section(s): 11.2.1 K

Ordinance wording as stated in Section (11.2.1):

ANY SIGN ATTACHED TO AN ACCESSORY STRUCTURE, EXCEPT AN INCIDENTAL SIGN, IF SUCH SIGN IS LEGITIMATE FROM THE PUBLIC RIGHT-OF-WAY OR FROM OTHER PROPERTY

Detail the sign exception request by comparing what the ordinance states to what the applicant is requesting:

THEY ARE SIMPLY UPDATING EXISTING SIGNAGE TO REFLECT NEW LOGO. SIGN IS VERY IMPORTANT FOR BRAND AWARENESS.

Signatures

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

Signature: 

Date: 08/13/19

Signature: _____

Date: _____

Signature: _____

Date: _____

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

Additional Information

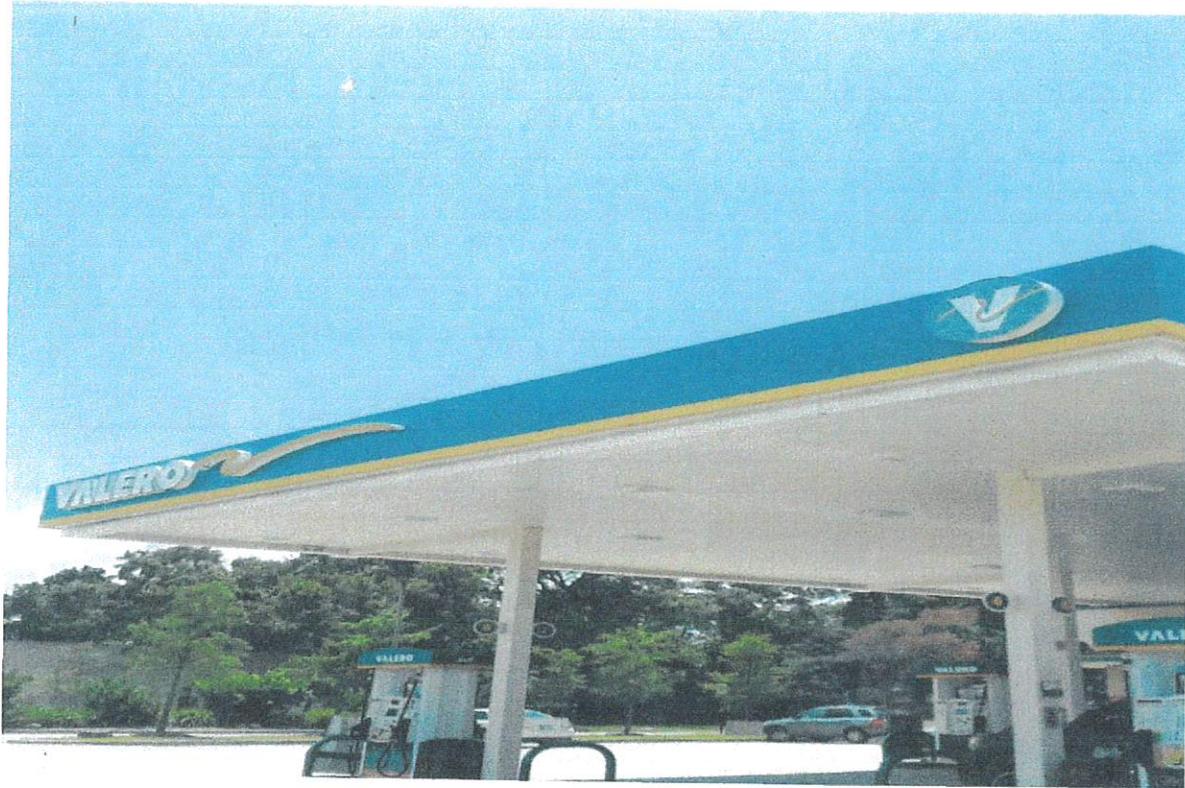
The following information must also be submitted:

- Cover letter on company letterhead stating what is being asked.
- Sign detail.
- A site plan.
- All applicable fees and payments.
- The application form must be signed by the owner/applicant. If the applicant is not the owner, written authorization from the owner authorizing the applicant to submit the sign exception request shall be submitted.

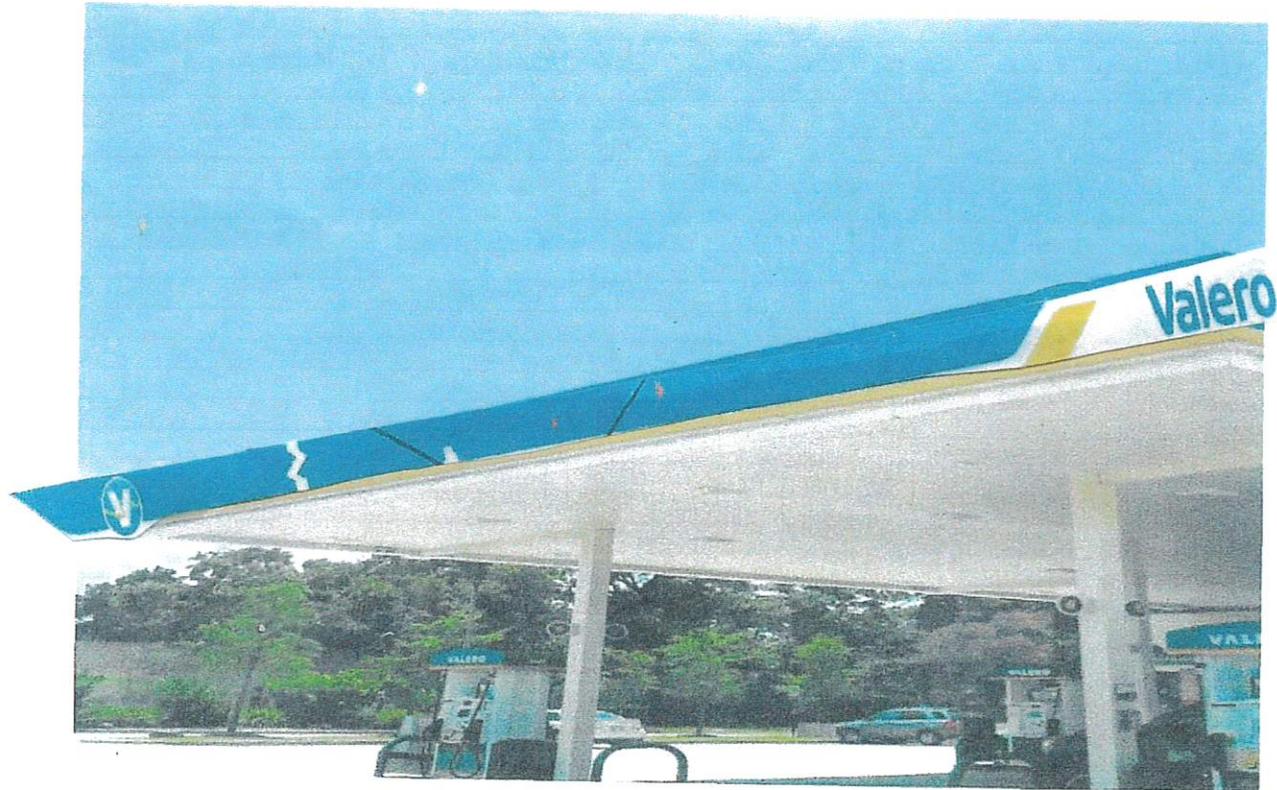
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5. The Shenandoah Sign Committee may grant a Special Exception if the Committee determines that a special circumstance exists which warrants the Special Exception requested.
6. In granting a Special Exception, the Shenandoah Sign Committee may impose such conditions as are necessary to protect adjacent property owners and to protect the public health, safety and general welfare.
7. Upon denial of a special exception by the Shenandoah Sign Committee, any two City Council members may submit a written request to have a hearing. The City Administrator shall include an agenda item at the next regularly scheduled meeting of the City Council to consider a variance to the decision of the Shenandoah Sign Committee.

EXISTING



PROPOSED



* Factors not Considered*

Under no circumstance shall a special exception be granted for the following Prohibited or Temporary Sign:

1. Any type of sign, sign structure, or advertising device prohibited by Section 11.2;
2. Any sign or device which by design or location resembles or conflicts with any traffic control sign or device;
3. Any sign or device that creates a potential safety hazard by obstructing views of pedestrian and vehicular traffic at street intersections or driveways or by creating glare or other hazardous distraction; or
4. Temporary signs or banners, unless provided for in this chapter or unless the situation is deemed a matter of public safety, health and welfare by the City Administrator and/or his designee.

<h1 style="margin: 0;">Date Received</h1> <p style="margin: 0;"><i>Office Use</i></p>	
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Sign Exception Application

Public Works and
Community Development Department

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

The Shenandoah Sign Committee meets on an as needed basis

Contact Information

Property Owner(s): SKIPPER BEVERAGE COMPANY, LLC
Address: PO Box 690007 SAN ANTONIO, TX Zip Code: 78269
Email Address: LICENSE AND PERMITS @ CST BRANDS .COM Phone: 210-692-2122
Applicants: THE SIGN GROUP LLC
Address: 11015 GALLANT-FLAT DR. Tomball TX 77375
Email Address: SIGNS 222 @ AOL.COM Phone: 281-541-7000

Sign Information

Type of Sign: CANOPY SIGN @ 28727 J-45
Location of Sign: NORTH ELEVATION
Number of Colors: 3 Square Footage: SIGN IS 48 FT

Sign Exception Request

Applicant is requesting a sign exception from the following:

City of Shenandoah Ordinance No.: 11.0 SIGNS Section(s): 11.2.1 K

Ordinance wording as stated in Section (11.2.1):

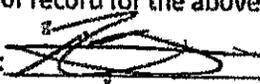
ANY SIGN ATTACHED TO AN ACCESSORY STRUCTURE, EXCEPT AN INCIDENTAL SIGN, IF SUCH SIGN IS LEGIBLE FROM THE PUBLIC RIGHT-OF-WAY OR FROM OTHER PROPERTY

Detail the sign exception request by comparing what the ordinance states to what the applicant is requesting:

IN ORDER TO BE COMPETITIVE IN MARKET THEY FEEL IT IS VERY IMPORTANT TO HAVE THEIR BRAND VISABLE FROM I-45 FEEDER. ALL OTHER STATIONS IN THEIR MARKET HAVE CANOPY SIGNS.

Signatures

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

Signature:  Date: 08/13/19

Signature: _____ Date: _____

Signature: _____ Date: _____

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

Additional Information

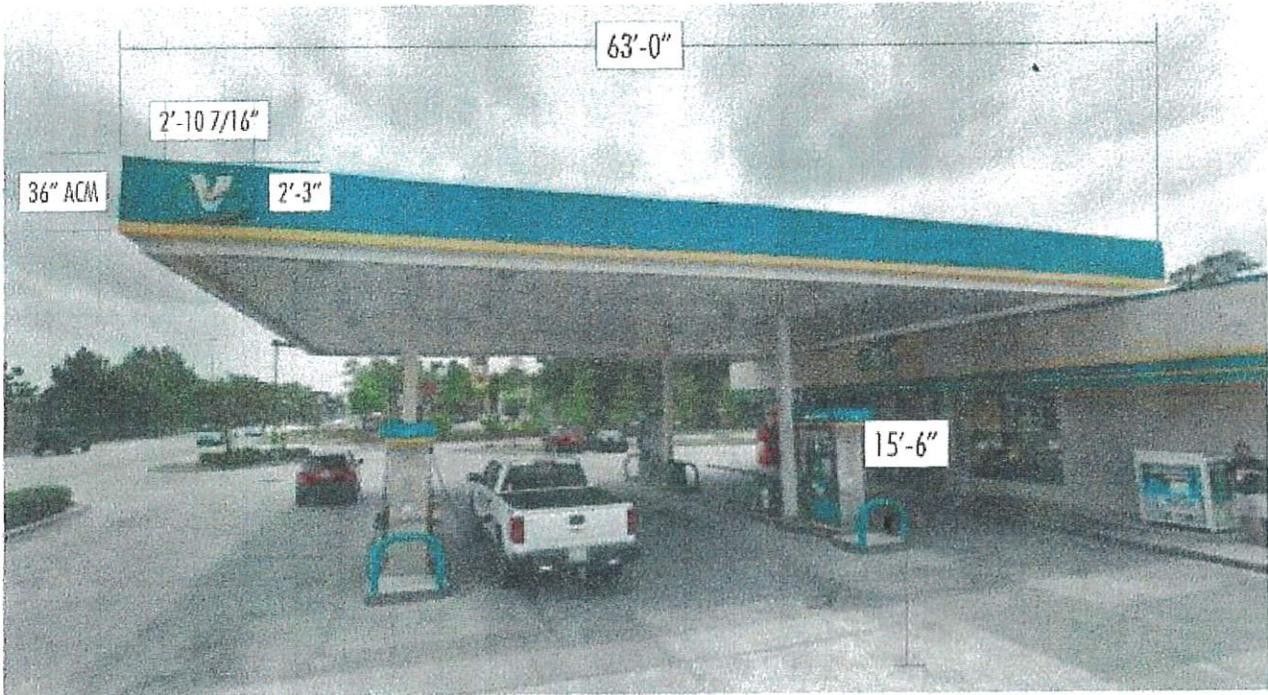
The following information must also be submitted:

- Cover letter on company letterhead stating what is being asked.
- Sign detail.
- A site plan.
- All applicable fees and payments.
- The application form must be signed by the owner/applicant. If the applicant is not the owner, written authorization from the owner authorizing the applicant to submit the sign exception request shall be submitted.

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EXISTING



PROPOSED



* Factors not Considered*

Under no circumstance shall a special exception be granted for the following Prohibited or Temporary Sign:

1. Any type of sign, sign structure, or advertising device prohibited by Section 11.2;
2. Any sign or device which by design or location resembles or conflicts with any traffic control sign or device;
3. Any sign or device that creates a potential safety hazard by obstructing views of pedestrian and vehicular traffic at street intersections or driveways or by creating glare or other hazardous distraction; or
4. Temporary signs or banners, unless provided for in this chapter or unless the situation is deemed a matter of public safety, health and welfare by the City Administrator and/or his designee.

<h1 style="margin: 0;">Date Received</h1>	
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Office Use

Section 11.0 Signs

11.1 General

11.1.1 Purposes

The purposes of these sign regulations are:

- (a) To encourage the effective use of signs as a means of communication within the City of Shenandoah;
- (b) To maintain and enhance the aesthetic appearance which attracts visitors to the City of Shenandoah;
- (c) To preserve the City of Shenandoah as a community that is attractive to residents and businesses;
- (d) To improve pedestrian and traffic safety; and
- (e) To minimize the potential adverse effects of signs on nearby public and private property.

11.1.2 Applicability

In conformance with the standards, procedures, exemptions and other requirements of this chapter, signs may be erected, placed, established, painted, created or maintained within the corporate limits of the City of Shenandoah.

11.2 Prohibited Signs

11.2.1 The following signs are prohibited and shall not be used in Shenandoah:

- (a) Any sign that copies or imitates an official sign or purports to have official status;
- (b) Any illuminated tubing or strings of lights, including but not limited to those outlining property lines, rooflines, doors, windows, landscaping, or the edges of walls, except for perimeter down lighting, which is shielded to illuminate open sales areas but no land outside those areas, except those strings of lights exempt under Section 11.3 Exempt Signs;
- (c) Neon tubing and signs unless otherwise provided for in Section 11.18;
- (d) Skeleton tubing unless otherwise provided for in Section 11.18;
- (e) Windblown devices;
- (f) Inflatable signs;
- (g) Pennants;
- (h) Projecting signs;
- (i) Animated signs;
- (j) Portable signs, unless otherwise specified in Section 11.14 (including but not limited to hand held signage);
- (k) Any sign attached to an accessory structure, except an incidental sign, if such sign is legible from the public right-of-way or from other property;
- (l) Any other attention-attracting device, except for those conforming to the dimensional, design, lighting and other standards applicable to a sign in the same location;

- (m) Any temporary or permanently placed sign within any street right-of-way or City easement, except signs placed by a public agency or as described in Section 11.14.2(p) Political Signs; or Section 11.14.2(r) Public Event Signs; or signs with an approved encroachment agreement from the City of Shenandoah; and upon completion of the appropriate sign permit application form;
- (n) Signs imitating standard public traffic, regulatory or emergency signs or signals;
- (o) Abandoned signs or signs in a state of disrepair;
- (p) Signs painted on or attached to roofs of buildings, trees, fence posts, rocks or other natural features, telephone or utility poles, any public signs or poles;
- (q) Signs using the words “stop,” “danger” or any other word, symbol or character in a manner, which may mislead, confuse or distract the driver of a motor vehicle;
- (r) Off premise signs unless allowed in Section 11.14.2(x) Off-Premise Signs;
- (s) Flashing signs or signs having flashing parts;
- (t) Moving or rotating signs or signs having moving parts (including but not limited to hand held signage);
- (u) Wall signage crossing two lease spaces on multitenant buildings. If one tenant occupies multiple lease spaces the sign will be allowed to cross the lease spaces if those lease spaces are adjoining, this will be demonstrated by the tenant operating under one Certificate of Occupancy for multiple lease spaces;
- (v) Temporary Banners if applicant was already permitted a Temporary Banner for the same space;
- (w) Unless otherwise allowed in this chapter, from and after the effective date of this amendment to the ordinance from which this chapter is derived, no new construction permit shall be issued for the erection of an off-premises sign, including but not limited to a new off-premises CEVMS or the conversion of an existing non-CEVMS off-premises sign to a CEVMS, within the city limits;
- (x) Unless otherwise allowed in this chapter, from and after the effective date of this amendment to the ordinance from which this chapter is derived, no CEVMS shall be allowed within the city limits;
- (y) Any sign held by an individual and displaying such sign to attract attention to a business whether on-premises or off-premises;
- (z) Banners, tarps or similar material used for the purpose of signage affixed or attached in any fashion to either a wall, fence, freestanding pole(s), vehicle, trailer, skid or similar mobile structure unless otherwise specified herein;
- (aa) Garage sale signs, unless otherwise specified herein;
- (bb) Beacons or any other artificial light unless it is allowed in Section 11.18 Lighting; and
- (cc) Bandit Signs.

11.2.2 If any Prohibited Sign is displayed, the Enforcement Officer may issue a municipal citation to the person displaying the Prohibited Sign.

11.2.3 Any Person who displays a Prohibited Sign shall be subject to a fine of \$300.00. Each day a Prohibited Sign is displayed shall constitute a separate violation of this chapter.

- 11.5.8 Within 60 days of being issued a Sign Permit, the Sign shall be completed and the applicant will provide the sign Certification to the City. If a sign is not completed within 60 days, the Sign Permit is null and void.
- 11.5.9 Upon completion of the Sign, the Person issued the Sign Permit and the person who built the sign shall execute a Sign Certification, verifying that the Sign was constructed in accordance with the Sign Permit. The City may also conduct inspections to assure the sign was constructed in accordance with the permit issued and this chapter.
- 11.5.10 Upon receipt of the final passed inspection, the City shall issue a Certificate of Compliance.

11.6 Shenandoah Sign Committee

- 11.6.1 The City Council has designated Planning and Zoning committee to serve as the Shenandoah Sign Committee.
- 11.6.2 The Shenandoah Sign Committee shall hear any appeal from the decision of the City Administrator regarding the issuance of a permit to construct a sign defined in Section 11.5, or if a sign is Non Compliant pursuant to 11.4. The Shenandoah Sign Committee will not have jurisdiction or the right to decide if a sign is in violation of this chapter.
- 11.6.3 The Shenandoah Sign Committee shall hear any appeal from a determination by the Enforcement Officer that a Sign is Non Compliant.
- 11.6.4 Any decision of the Shenandoah Sign Committee shall require the affirmative vote of three members.
- 11.6.5 The decision of the Shenandoah Sign Committee will be final, and an Applicant does not have an automatic right of appeal to the City Council.

11.7 Procedure to Appeal to Sign Committee

- 11.7.1 Upon being denied a Sign Permit by the City Administrator or his or her designee, an Applicant may request a Special Exception. A Special Exception may be requested to deviate from certain requirements for signage as set forth in this chapter.
- 11.7.2 Upon being issued a determination that a Sign is Non Compliant, an Applicant may, within 45 days of the determination, request a Special Exception.
- 11.7.3 An Applicant desiring a Special Exception must submit a written request to the Shenandoah Sign Committee within 45 days of a denial by the City Administrator or his designee, or upon receipt of written notice of a Non Compliant sign. The request must clearly state the Special Exception being sought and the reasons why the Applicant believes a Special Exception should be granted.
- 11.7.4 The request for a Special Exception will be reviewed and a decision rendered within 30 days of the receipt of the request for a Special Exception.
- 11.7.5 The Shenandoah Sign Committee may grant a Special Exception if the Committee determines that a special circumstance exists which warrants the Special Exception requested.
- 11.7.6 In granting a Special Exception, the Shenandoah Sign Committee may impose such conditions as are necessary to protect adjacent property owners and to protect the public health, safety and general welfare.

11.7.7 Under no circumstance shall a special exception be granted for the following Prohibited or Temporary Sign:

- (a) Any type of sign, sign structure, or advertising device prohibited by Section 11.2;
- (b) Any sign or device which by design or location resembles or conflicts with any traffic control sign or device;
- (c) Any sign or device that creates a potential safety hazard by obstructing views of pedestrian and vehicular traffic at street intersections or driveways or by creating glare or other hazardous distraction; or
- (d) Temporary signs or banners, unless provided for in this chapter or unless the situation is deemed a matter of public safety, health and welfare by the City Administrator and/or his designee.

11.7.8 Upon denial of a special exception by the Shenandoah Sign Committee, any two City Council members may submit a written request to have a hearing. The City Administrator shall include an agenda item at the next regularly scheduled meeting of the City Council to consider a variance to the decision of the Shenandoah Sign Committee.

11.8 Certificate of Compliance

11.8.1 Every sign permitted by Section 11.5 that is constructed in accordance with the Permit issued by the City shall be issued a Certificate of Compliance.

11.8.2 The Certificate of Compliance will be provided to the applicant by the City when the final inspections have been passed. In the case of a Temporary Sign, the Certificate of Compliance sticker shall be affixed to the back of the sign. In the case of a Permanent Sign the Certificate of Compliance sticker shall be displayed on the inside front window of the establishment, facing outward.

11.8.3 The Certificate of Compliance is prima facie evidence that the sign complied with the requirements of this chapter at the time that the Certificate of Compliance was issued.

11.8.4 The owner of the sign must keep the Certificate of Compliance displayed for any Enforcement Officer.

11.9 Temporary Signs

11.9.1 Every Temporary Sign must have a Temporary Sign Permit issued by the City of Shenandoah.

11.9.2 To obtain a Temporary Sign Permit, an applicant must submit a Temporary Sign Application along with the required application fee.

11.9.3 If the proposed Temporary Sign complies with the Guidelines for Temporary Signs, the City Administrator or his designee shall issue a Temporary Sign Permit allowing the Applicant to display the Temporary Sign under the conditions listed on the Permit.

11.9.4 All Temporary Signs must have the Temporary Sign Permit attached to the sign or easily visible from where the sign is on display.

11.9.5 If any Temporary Sign is displayed without a Temporary Sign Permit or is not in compliance with the issued Permit, the Enforcement Officer may issue a municipal citation to the Person to whom the Temporary Sign Permit was issued.

11.7.7 Under no circumstance shall a special exception be granted for the following Prohibited or Temporary Sign:

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11.9.5 If any Temporary Sign is displayed without a Temporary Sign Permit or is not in compliance with the issued Permit, the Enforcement Officer may issue a municipal citation to the Person to whom the Temporary Sign Permit was issued.

(k) *Amortization of nonconforming signs*

Notwithstanding other provisions of this chapter, nonconforming signs may be permitted until the reasonable expected life of the existing sign would be exhausted according to the below amortization schedule set by when the sign was originally installed. After the period specified by the below amortization schedule, nonconforming signs will be subject to the other provisions of this chapter.

Initial Cost	Amortization Period
Less than \$500.00	6 months
\$500 to \$1,000	9 months
\$1,001 to \$3,000	12 months
\$3,001 to \$6,000	24 months
\$6,001 and over	48 months

11.21 Illegal Signs

It is the policy of the City of Shenandoah to aggressively enforce the provisions of this chapter and to remove all illegal signs in the City of Shenandoah. An illegal sign is any sign that was constructed after the adoption of this chapter without a permit and/or constructed in violation of this ordinance. An “illegal” sign was never a legal sign, has never complied with City of Shenandoah chapter and has no legal right to remain. Illegal signs shall be removed in accordance with this ordinance as expeditiously as possible.

11.22 Definitions

11.22.1 Abandoned Sign

A sign erected on site in conjunction with a particular use where such use has been discontinued for a period of 90 days or more, or a sign for which the content pertains to a time, event or purpose which no longer applies.

11.22.2 Accessory Building or Structure

A building or structure which is on the same lot as, and of a nature customarily incidental and subordinate to, another building or structure, and the use of which is clearly incidental and subordinate to that of the other building or structure.

11.22.3 Animated Sign

Any sign using movement or lighting changes to depict action or create a special effect or scene, except LED displays on restaurant menu boards.

11.22.4 Architectural Elevation

Any elevation of a building extending vertically from the grade to the top parapet wall or eaves, and horizontally across the entire width of the building elevation, including slanted wall surfaces sometimes referred to as the mansard.

11.22.5 Area, Sign

The square footage of a sign made up of letters, words or symbols within a frame shall be determined from the outside edge of the frame itself.

11.22.6 Attention-Attracting Device

Any device or object visible from any public right-of-way which is primarily designed to attract the



Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	<u>August 28, 2019</u>	ITEM NUMBER:	<u>13</u>
DEPARTMENT:	<u>Water and Sewer</u>	PREPARED BY:	<u>Joseph Peart</u>
PRICING:	<u>NA</u>	EXHIBITS:	<u>Water Rate Ordinance</u>

SUBJECT/PROCEEDING:

Proposed changes to the water rates to be enacted by ordinance.

RECOMMENDED ACTION:

Staff recommends adoption of the ordinance.

BACKGROUND/DISCUSSION:

On August 13, 2019, the Lone Star Groundwater Conservation District adopted a fee of \$.085 effective Jan 1, 2020. This is a decrease from the \$.105 fee in 2019.

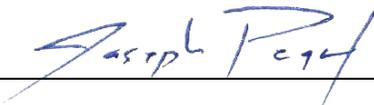
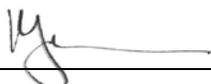
Historically, the City has adjusted the water rates for Shenandoah water users to match the fee established by the Lone Star Groundwater Conservation District.

The attached ordinance will adjust the rate from \$.105 to \$.085 effective January 1, 2020.

The ground water reduction fee is to remain unchanged at \$.55.

All fees are assessed per 1,000 gallons of water use.

APPROVALS:

DEPARTMENT HEAD	<u></u>	DATE:	<u>August 19, 2019</u>
CITY ADMINISTRATOR	<u></u>	DATE:	<u>August 22, 2019</u>

ORDINANCE NO. O-19-021

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHENANDOAH, TEXAS, AMENDING SECTIONS 74-281 AND APPROVING RATES FOR WATER SERVICE IN THE CITY OF SHENANDOAH, TEXAS.

WHEREAS, Sections 74-281 of Chapter 74 of the Code of Ordinances by the City of Shenandoah, Texas provide for the fixing of water rates to residential and commercial consumers which are to be kept on file in the City Secretary's office; and

WHEREAS, the City of Shenandoah has asked the Director of Public Works to conduct and submit a report on water and sewer rates; and

WHEREAS, the Director of Public Works recommends that the City modify its water rates to reflect changes caused by water usage fees charged by the Lone Star Groundwater Conservation District; and

WHEREAS, the City Council of the City of Shenandoah, Texas, has determined that it is in the best interest of the citizens of the City of Shenandoah, Texas, to approve the recommendation of the Director of Public Works, and to amend the existing water rates,

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

That the City Council of the City of Shenandoah, Texas, hereby amends Section 74-281 of Chapter 74 of the Code of Ordinances and approves a **water rate reduction of \$.02 per 1000 gallons of water usage**. This reduction is made a part of the Ordinance and the new rates are now available in the City Secretary's office as provided by Chapter 74 of the Municipal Code of Ordinances **to become effective January 1, 2020. This Ordinance only affects the Lone Star Groundwater Conservation District fees. All other water fees will remain unchanged.**

That this ordinance shall be cumulative of all provisions of ordinances and of the Code of the City of Shenandoah, as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinance and such Code, in which event conflicting provisions of such ordinances and such Code are hereby repealed.

It is declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and, if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

That the Mayor of the City of Shenandoah, Texas, be, and is hereby authorized to execute this ordinance which will become effective on August 28, 2019 upon adoption.

PASSED, APPROVED, AND ADOPTED this the 28th of August, 2019.

CITY OF SHENANDOAH, TEXAS

M. RITCHEY WHEELER, Mayor

ATTEST:

COURTNEY CLARY, City Secretary

APPROVED AS TO FORM:

WILLIAM C. FEREBEE, City Attorney

RESOLUTION NO. R-19-009

A RESOLUTION OF THE CITY OF SHENANDOAH, TEXAS, DEFINING SENIOR MANAGEMENT POSITIONS AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Shenandoah has set forth certain duties and powers of the City Administrator; and

WHEREAS, pursuant to Section 2-98 (6)(b) of the Code of Ordinances, the City Administrator will nominate persons for approval by the City Council to fill appointments for all senior management positions; and

WHEREAS, it is necessary to define senior management decisions as required by Section 2-98 (6)(b).

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

PART 1: That the City Council of the City of Shenandoah hereby officially determines that the following positions will be considered as Senior Management Positions:

- Finance Director
- Director of Public Works
- Director of Convention and Visitors Bureau
- Chief of Police
- Municipal Court Administrator

PART 2: That the City Council ratifies the appointments of the above persons in each of the above listed senior management positions.

PART 3: That this resolution shall take effect immediately from and after its passage.

PASSED, APPROVED, AND ADOPTED this 28th day of August, 2019.

CITY OF SHENANDOAH, TEXAS

M. RITCHEY WHEELER, Mayor

ATTEST:

COURTNEY CLARY, City Secretary

APPROVED AS TO FORM:

WILLIAM C. FEREBEE, City Attorney

ORDINANCE O-19-019

AN ORDINANCE OF THE CITY OF SHENANDOAH, TEXAS [AMENDING ORDINANCE 15-033](#), REGULATING THE SALE OF FOOD AND DRINKS FROM MOBILE BUSINESSES; PROVIDING FOR A PENALTY IN THE AMOUNT OF \$2,000.00 FOR VIOLATIONS THEREOF; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Shenandoah has trucks and mobile businesses that sell food and drink within the City; and

WHEREAS, to assure the health and safety of the residents and others working in the City, it is [necessary](#) [advisable](#) to regulate those trucks and mobile businesses in the City;

WHEREAS, the City Council has determined it is in the best interest of the City to allow trucks and mobile businesses to sell food and drink within the City but only on a regulated basis;

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

Chapter 18.80 entitled Mobile Food Businesses is added to the Code of Ordinances as follows:

Section 18.81. Definitions

18.81.1. A Mobile Food Business is defined as any business which is selling goods or services from a motor vehicle, trailer or food cart, excluding Ice Cream Vendors.

18.81.2. An Ice Cream Vendor is a motor vehicle, trailer or food cart which only sells frozen ice cream and water based frozen snacks.

[18.81.3. A Shenandoah Resident is a person or entity who resides in the City of Shenandoah or has a physical address within the City.](#)

[18.81.4 A Private Party is an event that meets the requirements of 18.85.](#)

Section 18.82. No Mobile Food Businesses may operate within the City of Shenandoah without having first obtained a Mobile Business License as provided by this Ordinance. To obtain a Mobile Business License, each applicant must comply with all of the provisions of this Section 18.82.

18.82.1. Every Mobile Food Business operating in the City must have a Sales Tax permit and documentation showing sales within the City of Shenandoah will be taxed at City rates and paid to the City.

18.82.2. Every employee of a Mobile Food Business that works within the City must pass a background check approved by the City. Background checks must be renewed annually.

18.82.3. Every Mobile Food Business that sells food must have a valid food permit issued in Montgomery County.

18.82.4. Every Mobile Food Business must pass a city inspection annually and pass a fire inspection annually.

18.82.5. Every Mobile Food Business operating in the City must have, at a minimum, insurance of one million dollars for automobile liability and one million dollars for general liability as approved by the City.

18.82.6. It shall be unlawful for any Mobile Food Business to operate in the City unless it has complied with all of the requirements of Section 18.82.

[18.82.7 A Mobile Food Business is excused from the requirements of Sections 18.82.2 and 18.82.4 if it has been hired by a Shenandoah Resident for a Private Party.](#)

Section 18.83. Operations of Mobile Food Businesses

18.83.1. It shall be unlawful for any Mobile Food Business to do any of the following:

18.83.1.1. Sell food or other items in city rights of way, city streets, or on city property.

18.83.1.2. To block a private road or park in any manner that impedes emergency vehicles.

18.83.1.3. To operate before 9:00 am in the morning or after 5:00 pm in the evening.

18.83.1.4. To leave any Mobile Food Business unattended.

18.83.1.5. Store, park or leave any Mobile Food Business overnight on any city rights of way, city streets, or on city property.

18.83.1.6. Leave any location without first picking up, removing and disposing of all trash or refuse remaining from sales made by the vendor.

18.83.1.7. Allow any items relating to the operation of the Mobile Food Business to be placed anywhere other than in, on or under the Mobile Food Business.

18.83.1.8. Use any speaker or sound amplifying device.

Section 18.84. Operations of Ice Cream Vendors

18.84.1. It shall be unlawful for any Ice Cream Vendor to operate in the City unless:

18.84.1.1. The person or persons operating as an Ice Cream Vendor has a valid permit issued by the City.

18.84.1.2. The motor vehicle, trailer or food cart used by the Ice Cream Vendor has a permit issued by the City.

18.84.1.3. To operate after dusk or before dawn.

18.84.2. It shall be unlawful for any Ice Cream Vendor to do any of the following:

18.84.2.1. To leave any ice cream vendor vehicle unattended.

18.84.2.2. Store, park or leave any Ice Cream Vendor vehicle, trailer or cart overnight on any city rights of way, city streets, or on city property.

18.84.2.3. Leave any location without first picking up, removing and disposing of all trash or refuse remaining from sales made by the vendor.

18.84.2.4. Allow any items relating to the operation of the Ice Cream Vendor to be placed anywhere other than in, on or under the Ice Cream Vendor vehicle, trailer or cart.

18.84.2.5. Use any speaker or sound amplifying device.

18.84.2.6. Every employee of an Ice Cream Vendor that works within the City must pass a background check approved by the City. Background checks must be renewed annually.

18.84.2.7. An Ice Cream Vendor is excused from the requirements of Sections 18.84.1.1, 18.84.1.2 and 18.84.2.6 if it has been hired by a Shenandoah resident for a ~~Private Party~~ of three (3) hours or less.

Section 18.85 A Private Party is subject to the following rules and regulations:

18.85.1 A Private Party must ~~have~~ obtain a Permit from the City of Shenandoah.

18.85.2 A Private Party permit is free of charge.

18.85.3 Private Party permits are issued to Shenandoah Residents only.

18.85.4 A Mobile Home Business and an Ice Cream Vendor may operate in the City at a Private Party between the hours of 8:00 am and 10:00 p.m.

18.85.5 A Shenandoah Resident may ~~have~~ a maximum of 10 Private Parties per year.

18.85.6 A Private Party may last up to four hours.

Section 18.867 All provisions of the ordinances of the City of Shenandoah in conflict with the provisions of this Ordinance are hereby repealed, and all other provisions of the Ordinances of the City of Shenandoah, not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

Section 18.86878. The provisions of this Ordinance shall be cumulative of all other ordinances or parts of ordinances governing or regulating the same subject matter as that covered herein; provided, however, that all prior ordinances or parts of ordinances inconsistent or in conflict with any of the provisions of this Ordinance are hereby expressly repealed to the extent that such inconsistency is apparent.

Section 18.87889. Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in the code of Ordinances of the City of Shenandoah, and upon conviction, shall be punished by a fine not to exceed the sum of TWO THOUSAND AND NO/100 DOLLARS (\$2,000.00) for each offense, and each and every day such violation shall continue shall be deemed to constitute a separate offense.

Section 18.88.890. It is the intention of the City Council that this Ordinance, and every provision thereof, shall be considered severable and the invalidity of any section, clause or provision or part or portion of any section, clause, or provision of this Ordinance shall not affect the validity of any other portion of this Ordinance.

This Ordinance shall become effective immediately upon its passage and publication as required by law.

PASSED AND APPROVED this the 26-28 day of August, 20159.

CITY OF SHENANDOAH, TEXAS

~~GARRY B. WATTS~~ M. RITCHEY WHEELER, Mayor

ATTEST:

~~KATHIE REYER~~ COURTNEY CLARY, City Secretary

APPROVED AS TO FORM:

WILLIAM C. FEREBEE, City Attorney



Shenandoah City Council

AGENDA REPORT

AGENDA DATE: <u>August 28, 2019</u>	ITEM NUMBER: <u>16</u>
DEPARTMENT: <u>Administration</u>	PREPARED BY: <u>Kathie Reyer</u>
PRICING: _____	EXHIBITS: <u>Amended Bylaws</u>

SUBJECT/PROCEEDING:

Discussion and possible action to amend the Municipal Development District Bylaws

RECOMMENDED ACTION:

BACKGROUND/DISCUSSION:

The City Attorney found some errors and outdated information in the MDD Bylaws that required revision. A draft of the amended Bylaws is attached.

In summary, the following has been amended:

1. Article II, Section 1: The Board is comprised of up to a maximum of two (2) Shenandoah City Council members and a minimum of three (3) City of Shenandoah residents or and/or City of Shenandoah Extraterritorial Jurisdiction residents.
2. Article II, Section 3: Meetings will occur at a minimum on the fourth Wednesday of each calendar quarter at 6:00pm.
3. Article II, Section 5: Removal of the Treasurer officer designation. It is not required.
4. Article III, Section 1: Removal of the Treasurer officer designation. It is not required.
5. Other minor wording clean up.

APPROVALS:

DEPARTMENT HEAD _____	DATE: _____
CITY ADMINISTRATOR _____	DATE: <u>August 21, 2019</u>

**SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT
BYLAWS**

ARTICLE I.
PURPOSE AND POWERS

SECTION 1. REGISTERED OFFICE AND REGISTERED AGENT

The Shenandoah Municipal Development District (the "District") shall have and continuously maintain in the City of Shenandoah (the "City") a registered office, which registered office shall be the depository for all records of the district, and a registered agent whose office is identical with such registered office. The Registered Agent for the District shall be the City Secretary of the City of Shenandoah. The registered office of the District shall be 29955 I-45 North Shenandoah, Texas 77381.

SECTION 2. PURPOSE

The District is a political subdivision of the State of Texas and the City for the purposes set forth in the Bylaws, the same to be accomplished on behalf of the City as its duly constituted authority and instrumentality in accordance with Chapter 377 of the Texas Local Government Code (the "Act"), and all other Applicable laws. The District was established for the purpose of developing and financing all permissible projects prescribed by the Act.

SECTION 3. POWERS

In the fulfillment of its purpose, the District shall be governed by the Act, and shall have all of the powers set forth and conferred in the Act, and in other applicable laws, subject to the limitations prescribed therein and herein and to the provisions thereof and hereof.

ARTICLE II
BOARD OF DIRECTORS

SECTION 1. NUMBER AND TERM OF OFFICE

A. The property and affairs of the District shall be managed and controlled by the Board and subject to the restrictions imposed by law and these Bylaws. The Board shall exercise all of the powers of the District.

B. The Board shall consist of five Directors (Director Place 1 through 5), each of whom shall be appointed by the City Council of the City of Shenandoah. The Board of Directors shall be composed of a maximum of ~~three-two~~ (32) City of Shenandoah City Councilmembers, and a minimum of ~~twothree~~ (32) City of Shenandoah residents and/or City of Shenandoah Extraterritorial Jurisdiction residents. Each of the Directors shall be a resident of the City of Shenandoah, or reside in the Extraterritorial Jurisdiction of the City. An employee or officer of the City of Shenandoah may serve as a director, but may not have a personal interest in a contract executed by the District other than as an employee, officer, or member of the City Council of the City.

C. Commencing on the date of the first meeting of the MDD, Director Places 1 through 3 will serve an initial two (2) year term, and Places 4 and 5 will serve an initial one (1) year term. Thereafter, each director shall be appointed and serve staggered two (2) year terms.

D. Any Director may be removed from office by the City Council at any time without cause.

SECTION 2. VACANCIES AND RESIGNATIONS

A vacancy in any position of Director which occurs by reason of death, resignation, disqualification, removal or otherwise shall be filled by the City Council. A Director may resign at any time. Such resignation shall be made in writing, addressed to the Mayor and the City Secretary, with a copy to the Board, and shall take effect at the time specified therein, or if no time is specified, at the time of its receipt by the City Secretary.

SECTION 3. MEETINGS AND DIRECTORS

~~The~~ At a minimum, the Board will meet on the second Wednesday of each calendar quarter at 6:00 P.M. at the registered office of the District. The President, or upon the President's incapacity, the Vice-President, may call special meetings of the Board of Directors at such times as may be required. Notice of all meetings of the Board of Directors, or of a committee, shall be provided in accordance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code. Any member of the Board of Directors of the District may have an item placed on the Agenda of a meeting by delivery, in writing, of the proposed Agenda item to the President or Secretary of the District not less than five (5) calendar days prior to the date of the proposed meeting.

SECTION 4. QUORUM

A quorum shall consist of a majority of the Board of Directors, which shall be three (3) Directors, which shall be present for the conduct of the official business of the District. The act of a majority of the Directors at a meeting at which a quorum is in attendance shall constitute an action of the Board and of the District.

SECTION 5. COMPENSATION OF DIRECTORS

The Directors, including the President, Vice-President, and Secretary ~~and Treasurer~~ shall not receive any salary or compensation for their services, however, Directors may be reimbursed for their actual expenses incurred in the performance of their duties hereunder, including but not limited to the cost of travel, lodging and incidental expenses reasonably related to the duties of the Board. Travel expenses incurred by Directors for both regular and special meetings are not eligible for reimbursement.

ARTICLE III

OFFICERS

SECTION 1. TITLES AND TERM OF OFFICE

The Board of Directors shall choose from its members a President and a Vice-President. The Board of Directors shall also choose a Secretary ~~and a Treasurer~~ who shall be a members of the Board of Directors. All Officers shall serve for terms of One (1) year, or until their successors are elected.

SECTION 2. POWERS AND DUTIES OF THE PRESIDENT

The President, who is the presiding officer pursuant to section 377.054 of the Act, shall be the Chief Executive Officer of the District, and shall, subject to the authority of the Board, preside at all meetings of the Board, and absent any different designation by the majority of the Board, shall sign and execute all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages and notes in the name of the District. In addition, the President shall:

- A. Call both regular and special meetings of the Board and establish the agenda for such;
- B. Have the right to vote on all matters coming before the Board;
- C. Have the authority to appoint standing or study committees to aid and assist the Board in its business undertaking or other matters incidental to the operation and functions of the Board.
- D. Perform all duties incident to the office, and such other duties as shall be prescribed from time to time by the Board.
- E. Appear before the City Council, or be represented by a designee, periodically to give a report on the status of the activities of the District; and

SECTION 3. VICE-PRESIDENT

The Vice-President shall exercise the powers of the President during ~~that officer's~~ the President's absence or inability to act. The Vice-President shall also perform other duties as from time to time may be assigned by the President or the Board.

SECTION 4. SECRETARY

The Secretary shall insure that: the minutes of the Board and its committees are recorded and retained as records of the District, all notices are posted and served as required by law, the books, records and all documents and instruments are open to public inspection upon application at the office of the District during business hours. The Secretary shall attest the signature of the President or any other officer of the District. An Assistant Secretary ~~will~~ may be appointed by the Board to assist the Secretary in all of his or her official duties.

SECTION 5. CONFLICT OF INTEREST

The members of the Board of Directors shall be considered local public officials within the meaning of Chapter 171 of the Texas Local Government Code. If a Director has a substantial interest, as that term is defined in said Chapter, in a business entity or real property which is the subject of deliberation by the Board of Directors, the Director shall file an affidavit with the Secretary of the District stating the nature or extent of the interest. Such affidavit shall be filed prior to any vote or decision upon the matter of the Board of Directors, and if required by said Chapter, the interested Director shall abstain from any vote or decision upon the matter.

SECTION ~~7~~ 6. IMPLIED DUTIES

The District is authorized to take such actions as it may deem reasonable or necessary to accomplish any of the purposes or duties set out in these Bylaws in accordance with the Act and any other applicable law.

ARTICLE IV FINANCIAL DUTIES AND RESPONSIBILITIES

SECTION 1. ANNUAL BUDGET

On or before September 1st of each year the ~~Treasurer shall prepare and present the City's Finance Director shall present~~ a proposed budget of expected revenues and proposed expenditure for the next ensuing fiscal year to the Board. The fiscal year of the District shall commence on October 1st of each year and end on September 30th.

SECTION 2. FINANCIAL BOOKS, RECORDS, AUDITS

The ~~Treasurer Finance Director~~ shall keep and properly maintain, in accordance with generally accepted accounting principles, complete financial books, records, accounts and financial statements pertaining to its funds, activities and affairs. The District's financial books, records, accounts, and financial statements shall be audited at least once each fiscal year by an outside, independent auditing and accounting firm selected by the District. Such audit shall be at the expense of the District.

ARTICLE V MISCELLANEOUS PROVISIONS

SECTION 1. INDEMNIFICATION OF DIRECTORS, OFFICERS AND EMPLOYEES

As provided in the Act, the District is for the purpose of the Texas Tort Claims Act (Subchapter A, Chapter 101, Texas Civil Practices and Remedies Code), a governmental unit, and its actions are governmental functions. The District shall indemnify each and every member of the Board, its officers and its employees, and each member of the City Council and each employee of the City, to the fullest extent permitted by law against any and all liability or expense, including attorney fees, incurred by any of such person by reason of any actions or omissions that may arise out of the functions and activities of the District. The indemnity shall apply even if one or more of those to be indemnified was negligent or caused or contributed to cause any loss, claim, action or suit.

Specifically, it is the intent of these Bylaws and the District to require the District to indemnify those named for indemnification, even for the consequences of the negligence of those indemnified which caused or contributed to cause any liability. The District shall purchase and maintain insurance on behalf of any Director, Officer, employee or agent of the District, or on behalf of any person serving at the request of the District as a Board member, officer, employee or agent of another District, partnership, joint venture, trust or other enterprise, against any liability asserted against that person and incurred by that person in any such capacity or arising out of any such status with regard to the District, whether or not the District has the power to indemnify that person against liability for any of those acts.

SECTION 2. GIFTS

The Board may accept on behalf of the District any contribution, gift, bequest or device for the general purposes of the District.

SECTION 3. AMENDMENTS TO BYLAWS

These Bylaws may be amended and any amendments shall be adopted by any affirmative vote of City Council~~three (3) of the authorized Directors serving on the Board.~~

SECTION 4. EFFECTIVE DATE

These Bylaws and any subsequent amendments hereto, shall be effective as of and from the date on which approval has been given by City Council~~the Board of Directors of the Shenandoah Municipal Development District.~~

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting secretary of the Shenandoah Municipal Development District, and the foregoing bylaws constitute the bylaws of the District. These bylaws were duly amended at a meeting of the Shenandoah City Council~~Board of Directors~~ held on the ____ day of _____, ~~2011~~2019.

Signed this the ____ day of _____, ~~2011~~2019

Secretary of the District



Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	<u>August 28, 2019</u>	ITEM NUMBER:	<u>17</u>
DEPARTMENT:	<u>Water and Sewer</u>	PREPARED BY:	<u>Kenny Eickelberg</u>
PRICING:	<u>n/a</u>	EXHIBITS:	<u>Water Model Maps</u>

SUBJECT/PROCEEDING:

City of Shenandoah – Water System Model Update/Presentation

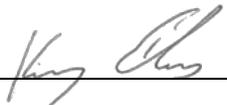
RECOMMENDED ACTION:

Presentation and Discussion

BACKGROUND/DISCUSSION:

City Council and MDD approved funding of updating and calibrating the model. This agenda item is to advise City Council and MDD that the project is completed.

APPROVALS:

DEPARTMENT HEAD		DATE:	<u>August 15, 2019</u>
CITY ADMINISTRATOR		DATE:	<u>August 22, 2019</u>



BLEYL ENGINEERING

PLANNING • DESIGN • MANAGEMENT

City of Shenandoah 2019 Water Model Update

Presented By: Ryan Londeen, PE, CFM

Water Model Updates (Existing Conditions)

Utilities

- **Water lines were added for recent developments**
 - Boulevard Green
 - Marion
 - Reserves at Grogan's Mill
 - Lily Tract
 - Wellman Manor
 - Metropark Square
- **Water Plant No. 4 added**
 - As-built drawings
 - City staff provided controls

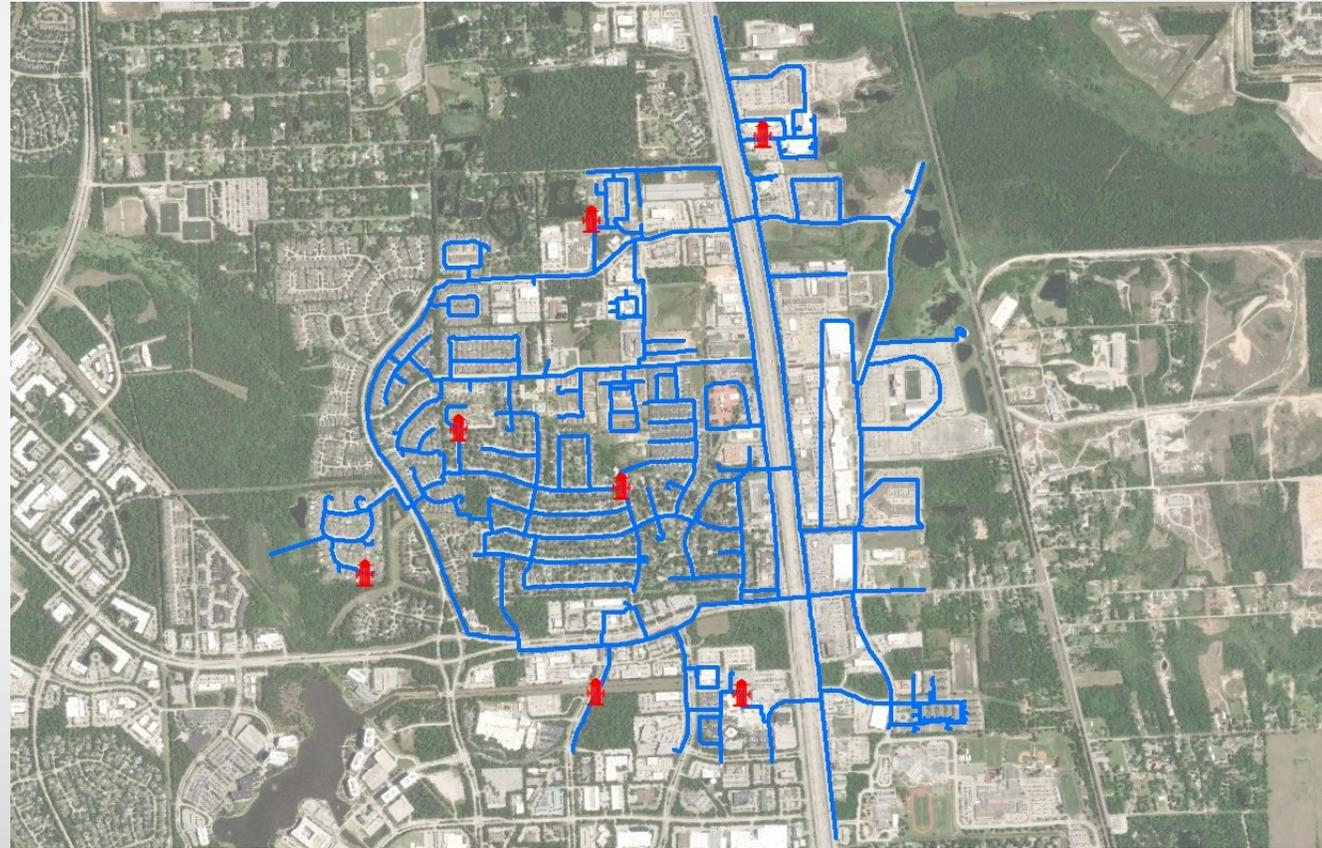
Demands

- **System demands were calibrated to the 2018 Consumption Reports provided by the City**
 - Total average day demand is 1.02 million GPD
 - Commercial ≈ 670,520 GPD
 - Residential ≈ 353,090 GPD

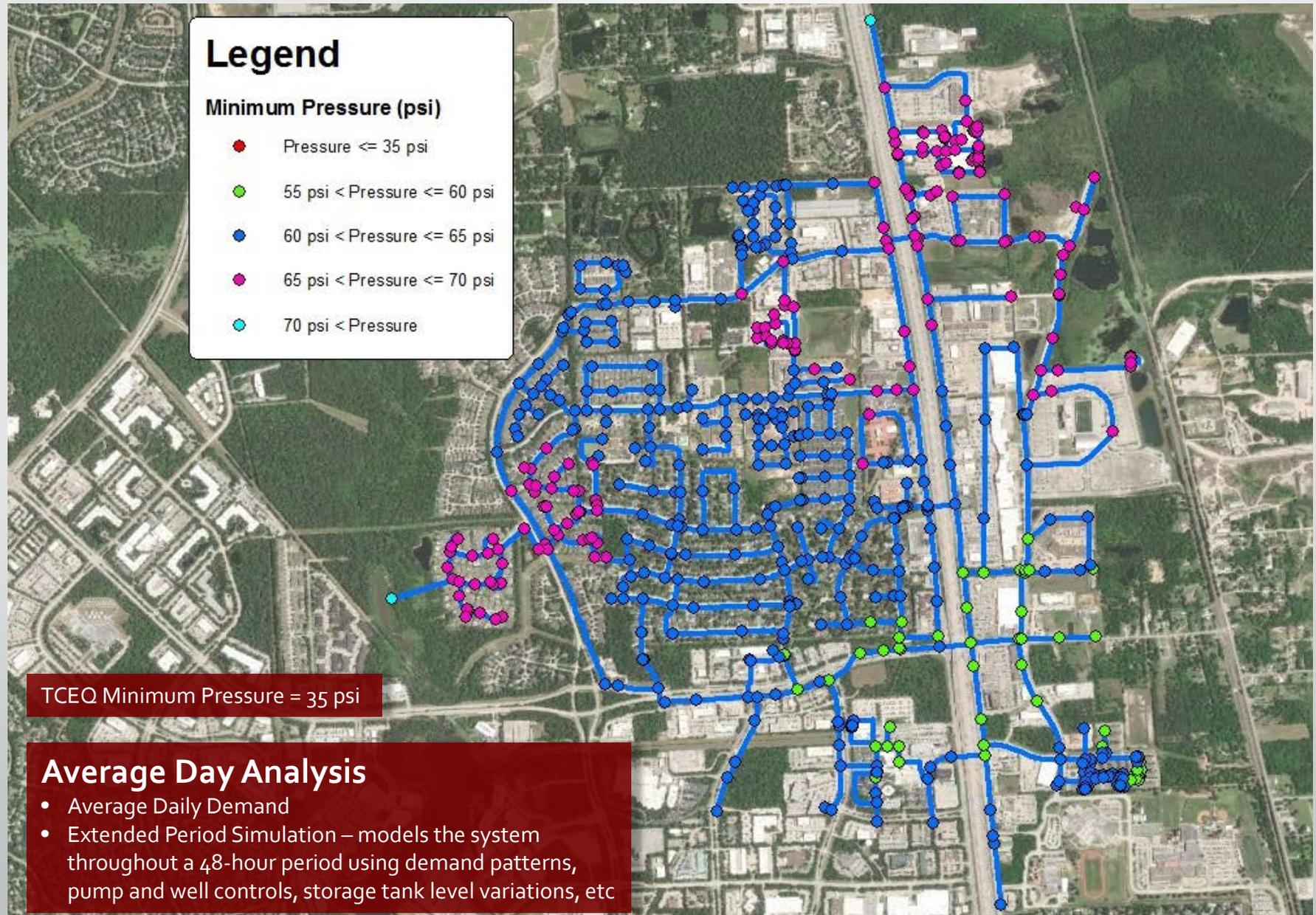
Pressure Testing / Calibration

Fire Hydrant Pressure Loggers:

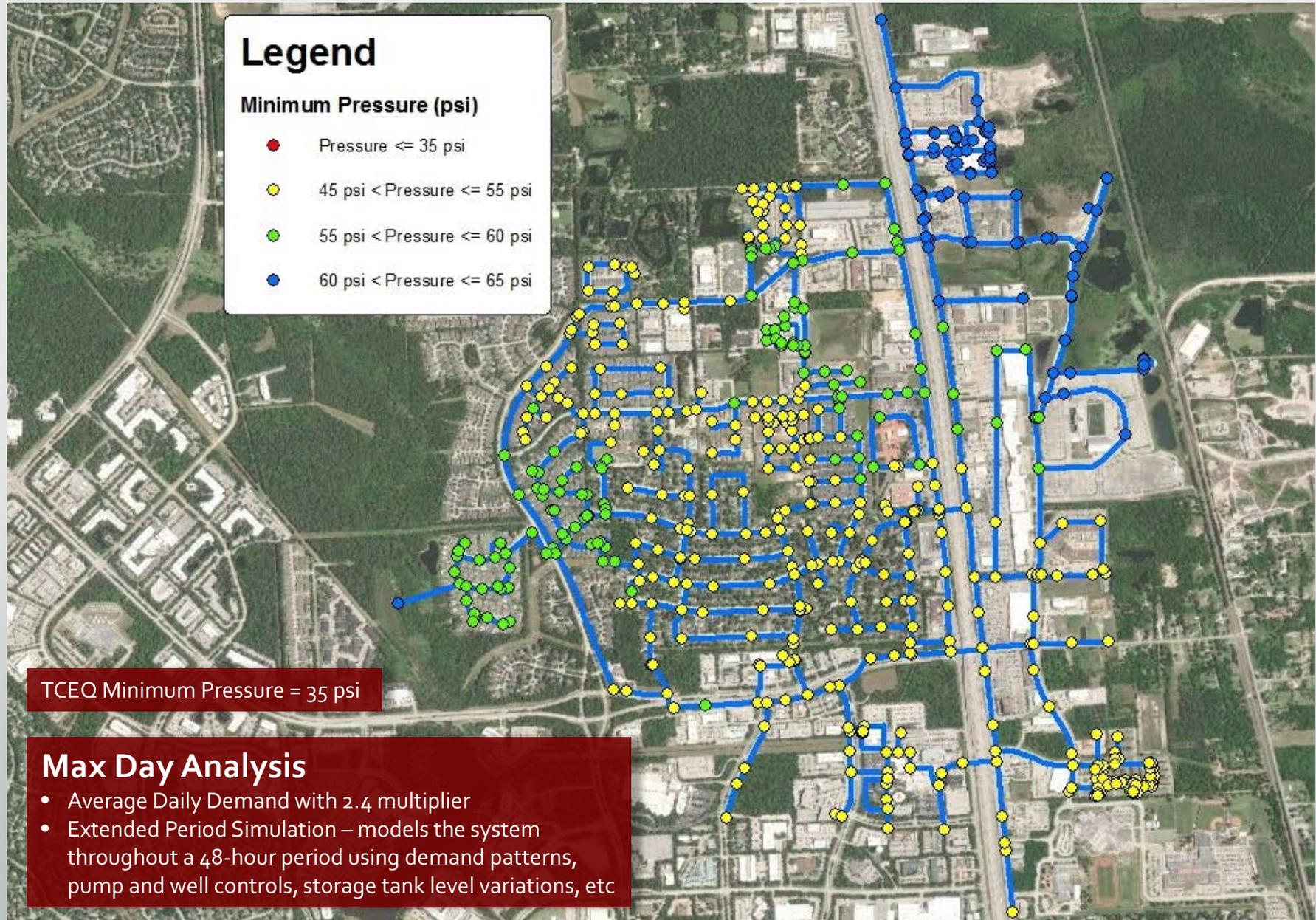
- Used to calibrate modeled distribution pressures
- Two loggers placed at a time for about one week
- Seven logger results used to calibrate model:
 - Memorial Hermann Hospital
 - Six Pines Drive
 - Metropark Square
 - Water Plant No. 3 EST
 - Shenandoah Park
 - Parkgate
 - Holly Hill



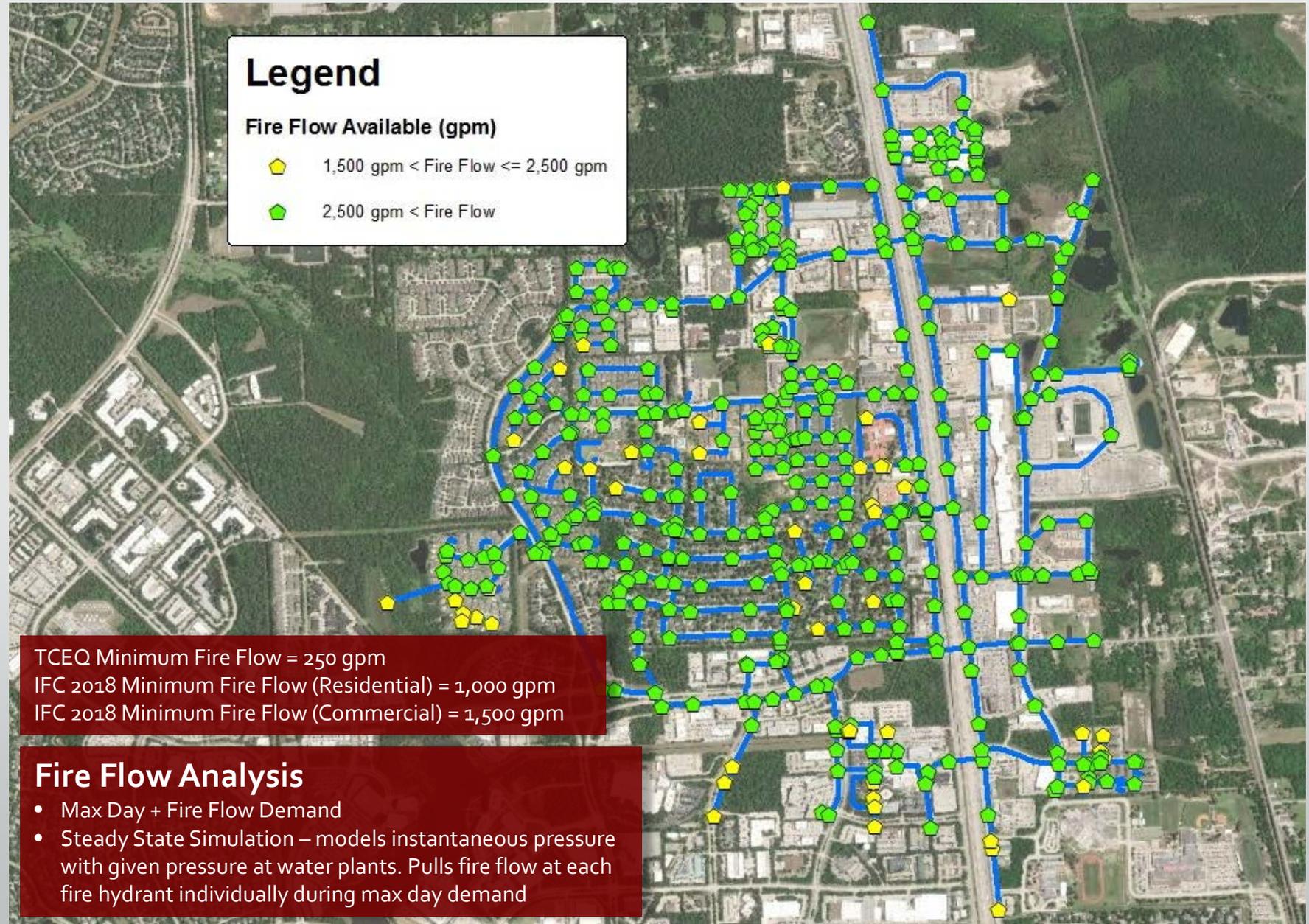
Average Day - Existing Conditions



Max Day - Existing Conditions



Fire Flow – Existing Conditions

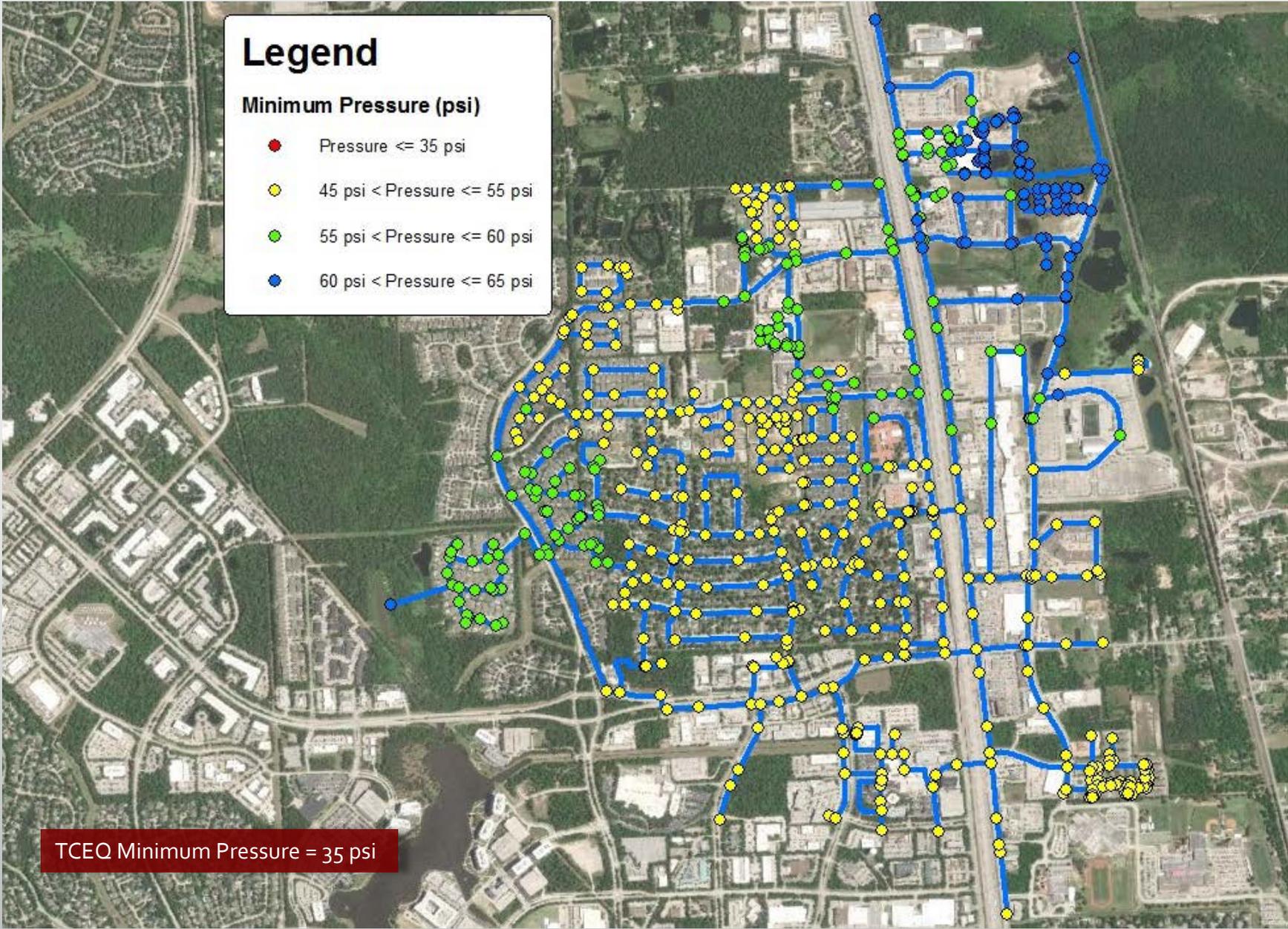


Future Conditions Model

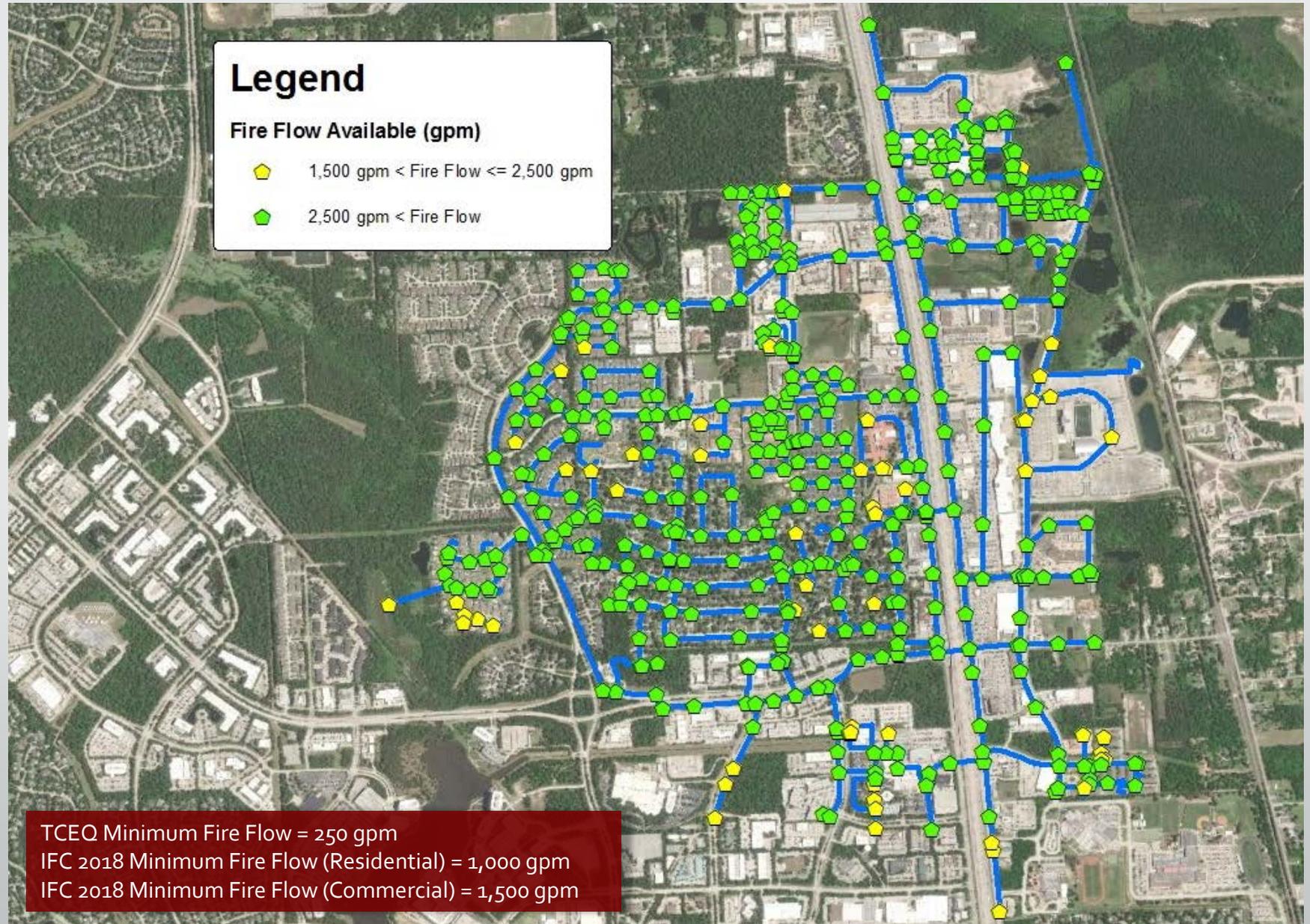
Water Lines and System Demands Updated

- Water lines added for permitted developments with construction drawings
- Demands added for all permitted and future expected developments
 - Life Time Health Club
 - Mill Creek Apartments
 - MHH NICU Expansion
 - Shell Building Expansion
 - Full Buildout of all existing residential developments
 - Centro
 - Even Hotel
 - Vision Park MOB
 - Full buildout of Metropark Square (retail, restaurants, Dave and Busters, Hyatt House, office developments, and apartments)
 - The Woodlofts
 - Aloft Hotel
 - Staybridge Hotel
 - Metropark Office Building (old Living Earth site)

Max Day - Future Conditions



Fire Flow – Future Conditions



Results & Analysis

Existing Conditions

- Demand = 1.02 Million GPD
- The system has sufficient supply, storage, and distribution capacity to maintain pressures above 45 psi
- The system can provide reasonable fire flow throughout the entire system

Future Conditions

- Demand = 1.5 Million GPD
- The system has sufficient supply, storage, and distribution capacity to maintain pressures above 45 psi
- The system can provide reasonable fire flow throughout the entire system

Future Annexed ETJ Conditions

- Demand = 3.9 Million GPD
- These demands were not modeled.

Questions?





Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	<u>August 28, 2019</u>	ITEM NUMBER:	<u>18</u>
DEPARTMENT:	<u>Community Development</u>	PREPARED BY:	<u>Jackie Thompson</u>
PRICING:	<u>N/A</u>	EXHIBITS:	<u>Sign Ordinance</u>

SUBJECT/PROCEEDING:

Discussion regarding revisions to the City of Shenandoah Sign Ordinance

RECOMMENDED ACTION:

BACKGROUND/DISCUSSION:

As part of the multiple code evaluation project, the City Attorney has reviewed the City's Sign Ordinance and suggested revisions. In addition to the review by City Council, the proposed revisions have been distributed to the Planning and Zoning Commission (Sign Committee). The Planning and Zoning Commission will discuss the revisions during the regular scheduled Commission Meeting in September.

APPROVALS:

DEPARTMENT HEAD		DATE:	<u>Click here to enter a date.</u>
CITY ADMINISTRATOR		DATE:	<u>August 22, 2019</u>

RECOMMENDED SIGN ORDINANCE CHANGES

The potential changes to the Sign Ordinance generally fall into four categories:

1. Rearranging the Ordinance to flow in a more logical pattern;
2. Substantive Changes recommended by staff;
3. Changes to be considered by City Council; and
4. Wording changes to simply the language and make it more uniform.

Rearranging the Ordinance to flow in a more logical pattern

From an organizational standpoint, the proposed Sign Ordinance is now arranged as follows:

1. Chapter 90.1: General Purposes
2. Chapters 90.2-5: Types of Signs
3. Chapter 90.6: Sign types allowed, requirements and conditions
4. Chapters 90.7-11: Design, construction and maintenance standards
5. Chapters 90.12-18: Sign Regulation
6. Chapter 90.19: Definitions

Substantive Changes recommended by staff

1. Prohibited Signs: Removed illuminated tubing, neon tubing, skeleton tubing, Projecting Signs, Animated Signs (now regulated), temporary signs in City right of way, abandoned signs, signs using words such as “stop”, wall signage crossing two lease spaces, Temporary banners, grandfather clause, CEVMS, banners, and garage

- sale signs. These were redundant and are handled in other parts of the proposed Ordinance.
2. Added cabinet signs and a catch all to Prohibited Signs.
 3. Eliminated the enforcement provisions in Prohibited Signs and moved all enforcement into one Chapter.
 4. In Exempt signs move subpart (j) to Non Conforming signs.
 5. Eliminated Non Compliant signs and moved most of the provisions to Non Conforming signs
 6. Eliminated the Certificate of Compliance
 7. Eliminated the penalties for displaying an illegal Temporary Sign and moved all enforcement to one Chapter
 8. Moved the denial of a Temporary Sign as being Non-appealable to the Chapter dealing with the power of the Sign Committee
 9. Eliminated Permanent Signs because its provisions are covered in other parts of the Ordinance
 10. Added Animated Signs to Sign Types
 11. For each type of sign, added a statement as to whether a Sign Permit was required or not required
 12. Noted that Building Identification Signs are governed by the building code and not the Sign Ordinance
 13. Added a provision that Incidental signs are not permitted without the written permission of the City Administrator

14. Added a provision that lost/found signs can only be placed in City kiosks with the written permission of the City
15. Limited lost/found signs to a period of thirty days
16. Eliminated the requirement that Menu signs must not be legible from adjacent property
17. Clarified that on Monument Signs the background color of each slat must be uniform
18. Clarified the authority of the Sign Committee
19. Added that an appeal from the Sign Committee to City Council can be authorized by the Mayor

Changes to be considered by City Council

There were several potential changes which staff believes must be decided by City Council with input from P & Z. They are as follows:

1. Whether to allow Animated Signs by Special Exception or to prohibit animated signs.
2. Whether to regulate the percent of a sign that depicts a development's site plan.
3. Whether to allow advertising on solid wall construction signs.
4. Whether to remove the requirement that flagpoles shall not be more than 50 feet from a public or private street.
5. Whether to allow the City Administrator to allow more than five Incidental Signs.
6. Whether to allow more than one political sign at a polling place on Election day.
7. Whether to regulate the percentage of a Real Estate sign that contains a photograph or development's site plan.

8. Whether to allow Residential Signs that advertise a charitable or school event for a period of ten days.
9. Whether to allow more than one Temporary On-Premise sign in where a landlord has more than one vacant space.
10. To determine how long an Off-Premise Sign will be permitted and who (Sign Committee or City Council) will be allowed to extend the time an Off Premise Sign is allowed.
11. Whether the City Administrator will be allowed to approve the location of a Temporary Off-premise sign.
12. Whether it is advisable to have an Amortization Schedule for Non-Conforming Signs.

Wording changes to simply the language and make it more uniform.

A very large percentage of the changes were either made to simplify the language and attempt to make the language more uniform. In addition, our review found many areas of redundancy. Every effort was made to minimize or eliminate these.

Because of the many wording changes and moving of sections a “tract changes” version of the Ordinance is quite lengthy. However, I would be happy to provide a copy to anyone that feels it would be useful.

2019

Shenandoah, Texas
Chapter 90, Sign Ordinance



August 21, 2019

Section 90.0 Signs

90.1 General

90.1.1 Purposes

The purposes of these sign regulations are:

- (a) To encourage the effective use of signs as a means of communication within the City of Shenandoah;
- (b) To maintain and enhance the aesthetic appearance of the City of Shenandoah;
- (c) To preserve the City of Shenandoah as a community that is attractive to residents and businesses;
- (d) To improve pedestrian and traffic safety; and
- (e) To minimize sign pollution and the potential adverse effects of signs on nearby public and private property

90.1.2 Applicability

In conformance with the requirements of this chapter, signs may be erected, placed or maintained within the corporate limits of the City of Shenandoah.

90.2 Prohibited Signs

90.2.1 The following signs are prohibited and shall not be used in Shenandoah:

- (a) Any sign that copies or imitates an official sign or purports to have official status;
- (b) Windblown devices;
- (c) Inflatable signs;
- (d) Pennants;
- (e) Portable signs, unless allowed in Section 90.6;
- (f) Any sign attached to an accessory structure, except an incidental sign;
- (g) Any attention-attracting device not permitted by this Ordinance;
- (h) Signs imitating traffic, regulatory or emergency signs or signals or signs which may mislead, confuse or distract the driver of a motor vehicle;
- (i) Signs painted on or attached to (1) roofs of buildings, (2) trees, (3) fence posts, (4) rocks or other natural features, (5) telephone or utility poles, or (6) any public signs or poles;
- (j) Off premise signs unless allowed in Section 90.7 Off-Premise Signs;
- (k) Flashing signs or signs having flashing parts unless permitted as a CEVMS Electronic Sign;
- (l) Moving or rotating signs or signs having moving parts (including but not limited to hand held signage);
- (m) Any sign held by an individual and displaying such sign to attract attention to a business whether on-premises or off-premises;
- (n) Banners, tarps or similar material used for the purpose of signage unless otherwise allowed in this Ordinance;
- (o) Beacons or any other artificial light unless it is allowed in Section 90.10 Lighting;
- (p) Bandit Signs
- (q) Cabinet Signs.

- (r) Any object that meets the definition of a sign in this Ordinance is subject to regulation, notwithstanding the fact that its principal purpose is other than communicating a message; examples include vending machines with "super-graphics" that can be read off the property, as well as logos and signs on gas pumps or other equipment used in the sale or delivery of goods or services

90.3 Exempt Signs

90.3.1 The following signs shall be exempt from regulation under this chapter:

- (a) Any sign required by federal, state or local law or a public utility company;
- (b) Traffic signs which meet Texas Manual on Uniform Traffic Control Devices standards and contain no commercial message;
- (c) Any sign inside a building, not attached to a window or door;
- (d) Any sign inside an athletic field or other similar outdoor facility space;
- (e) Works of art with no commercial message;
- (f) Holiday decorations, approved for the Holiday Season as defined in Section 90.19;
- (g) "No trespassing", "no hunting," "no fishing" or "no loitering" sign which do not exceed one square foot in area;
- (h) Governmental signs;
- (i) Unless specified herein, the changing of messages on changeable copy signs designed and intended to be changed on a regular basis;
- (j) Signage inside a breezeway or entranceway, under the roof and within the foundation line of the building, but outside the actual entrance door;
- (k) Incidental signs.

90.4 Temporary Signs

90.4.1 Temporary Signs must have a Sign Permit issued by the City of Shenandoah.

90.4.2 If the proposed Temporary Sign complies with the Guidelines for Temporary Signs, the City Administrator shall issue a Temporary Sign Permit allowing the Applicant to display the Temporary Sign under the conditions listed on the Permit.

90.4.3 Temporary Signs must have the Temporary Sign Permit attached to the sign or easily visible from where the sign is displayed.

90.5 Permitted Signs: Location, Size and Number

90.5.1 To obtain a Sign Permit, an applicant must submit a Sign Application along with the required application fee and pass all required inspections.

90.5.2 The City Administrator may issue a Sign Permit subject to conditions which will be listed on the Permit.

90.5.3 After a Sign Permit is issued, the applicant shall have 60 days to complete the construction of the sign. If the sign is not completed and passed all inspections within 60 days, the Sign Permit shall be null and void and any fees paid will be forfeited

90.6 Sign Types, Requirements and Conditions

(a) *Animated Signs*

(1) Is allowed only by Special Exception

(2) A Sign Permit is required.

(b) *Awning Signs*

(1) On a single-occupant property, one awning sign is permitted over each occupant entrance.

(2) On a multi-occupant property, one awning sign is permitted over each occupant entrance.

(3) The maximum area of signage shall not exceed 25 percent of the total awning face front or side area.

(4) Awning signs may be illuminated only with direct surface lighting and not with any form of backlighting.

(5) The width of the awning itself shall not exceed 200 percent of the width of the door opening.

(6) The total area of the awning face shall not exceed 50 square feet.

(7) A Sign Permit is required.

(c) *Banner Signs are Temporary on-Premise Signs.*

Refer to the Section 90.4 - Temporary Signs. A Sign Permit is required.

(d) *Building Identification Signs.*

Building Identification Signs are governed by the building code.

(e) *Changeable Copy Signs*

Changeable copy signs are only allowed at service stations, hotels, restaurants, churches or schools provided that:

(1) The total changeable copy signage shall not exceed 25 percent of the total maximum square footage of the sign;

(2) Changeable copy signs that change their message electronically shall not change their message more than one time each day;

(3) Changeable copy signs are limited to monument and pole signs;

(4) The incidental space between a changeable copy sign and the primary sign along a pole sign shall be excluded from the computation area of each individual sign; and

(5) The area of a changeable copy sign shall be inclusive of the total allowable sign area, not in addition to the allowable sign area.

(6) A Sign Permit is required.

(f) *Changeable Electronic Variable Message Signs (CEVMS)*

Electronic Signs which permit lights to be turned on and off intermittently are only allowed by Special Exception. A Sign Permit is required.

(g) *Construction Signs*

Construction signs are an on-premise ground sign, placed within private property and are allowed provided that:

- (1) For residential developments, nonresidential and multi-family developments:
 - a. A Construction sign may only be placed at a construction site which has received development plan approval or for which an active building permit exists;
 - b. A Construction sign shall not exceed 32 square feet in area and ten feet in height;
 - c. Construction signs require a sign permit and must be removed no later than the date of issuance of a certificate of occupancy or completion of the project;
 - d. Only one Construction sign is allowed per site;
 - e. The sign face area may contain up to four pieces of information, including but not limited to financial institutions, contractors, builders, and so forth. Notwithstanding the maximum colors allowed within this Ordinance, a colored rendition or photograph of the development's site plan shall be allowed to be displayed within the sign face area provided such site plan shall not exceed 25 percent of the sign face area;
 - f. All vertical supports and backs of signage not containing a message shall be painted black or similar color used on the background;
 - g. City of Shenandoah logo shall be added to the top of the sign 12 inches in height and the same color as the background of the sign. The location of the City logo must be the same width as the sign (this will not be counted toward computation of total square sign area used); and
 - h. Construction signs shall not be placed in City right-of-way.
 - i. A Sign Permit is required.
- (2) For single-family individual residences:
 - a. Construction signs shall not exceed five square feet in area and 42 inches in height;
 - b. Construction signs shall not require a City of Shenandoah permit but shall be removed on issuance of a certificate of occupancy and/or completion of project; and
 - c. Signs shall not be placed in a City right-of-way.
 - d. A Sign Permit is not required.
- (3) In single-family residential districts, including planned development districts allowing single-family residences, an additional Construction sign is permitted provided that:
 - a. The Construction sign is placed at the subdivision's real estate sales office or model home, if such office is permitted and occupied and used for daily operations;
 - b. The Construction sign shall be a monument sign made of masonry material as defined by the Integrated Development Code;
 - c. The Construction sign shall require a sign permit;
 - d. The Construction sign shall not exceed 32 square feet in area or six feet in height;
 - e. The Construction sign shall be removed prior to issuance of a Certificate of Occupancy. The removal of this sign may be replaced with a standard five square foot model home sign;
 - f. The Construction sign shall only include the following information: builder name, subdivision name, hours of operation, phone number, and website address; and
 - g. Notwithstanding the maximum colors allowed within this chapter, a colored rendition of the development's site plan shall be allowed to be displayed within the sign face area provided such site plan shall not exceed 50 percent of the sign face area.

- (4) Commercial developments with a solid construction wall acting as a safety barrier to the public shall be allowed a sign provided that:
 - a. The Construction sign shall be considered an on premise temporary sign, placed on private property;
 - b. The solid construction wall is defined as a solid 8' wall made of wood material or any other material approved by the Building Official, extending the length of the store frontage or building site acting as a safety barrier to the public. Chain link fencing will not be considered as solid construction wall;
 - c. The solid construction wall must be inspected and approved prior to permitting and must have an active building permit for the development site;
 - d. The sign must extend the linear footage of the construction wall and only one side will be allowed signage. (i.e. if the construction wall has four walls only one wall will be allowed signage);
 - e. The sign shall only include the following information: name of business, website, address, photo rendition, social media (i.e. Facebook, Instagram, and Twitter) Any egress or ingress changes shall be prominently displayed to the public.
 - f. The sign must meet the color requirements as set forth in this chapter. Notwithstanding the maximum number of colors allowed within this chapter, a color rendition photograph of the development site plan shall be allowed to be displayed within the sign face area provided such site plan shall not exceed 25 percent of the sign face area;
 - g. The sign message/information must not exceed 50 percent of the sign face area;
 - h. Sign must be affixed to the construction wall and be self-adhesive or painted directly on the wall. No banners allowed.
 - i. A Sign Permit is required

(h) *Directory Signs*

- (1) Directory signs shall be ground signs and shall be allowed where the site includes more than one tenant, provided that:
 - a. Directory signs shall contain no commercial messages or logos other than the name of the tenant or development;
 - b. A Directory sign shall not exceed 18 square feet in area or 4 feet in height; and
 - c. Directory signs shall be located no closer than ten feet from the building's primary or principal entrance unless otherwise determined and upon approval by the City Administrator.
- (2) Physical Address of Site

All directory signs shall contain the physical address of the site located in the upper left hand corner, and have a minimum four inch letter size and made from a visible reflective material. A directory sign must be illuminated.
- (3) Centers

Logo/name Directory signs in centers may be located near entrances to parking areas, a safe distance from a right-of-way or intersection. Such signs may contain logos or business names with arrows or other directional information but shall not contain any other commercial message.
- (4) Multi-Family

One detailed directory sign may be located near the principal entrance to a parking area for multi-family projects. Such sign shall be located away from any public right-of-way, so that drivers can conveniently read the directory without impeding traffic on any driveway or entrance serving the development.

(5) Business/Office Parks

May have one sign to identify the building as a whole, indicating the predominant occupant or occupants. Such signs may contain logos or business names with arrows or other directional information but shall not contain any other commercial message.

(6) A Sign Permit is required.

(i) *Flags and Flagpoles*

Flags and flagpoles are allowed as follows:

(1) Single-Family Residential Lots

- a. Only one flagpole is permitted on any single-family residential lot;
- b. There shall not be more than two flags on the flagpole at any time;
- c. No flag or flagpole on any single-family residential lot shall bear a commercial message;
- d. Flags shall not exceed 24 square feet in area; and
- e. Flagpoles shall not exceed 20 feet in height.
- f. A Sign Permit is not required.

(2) Nonresidential, institutional and multi-family

- a. A site shall have no more than three flagpoles with two flags per pole;
- b. Poles for such flags shall be located on the principal building wall on the site or within 20 feet of the main building entrance;
- c. Flagpoles shall not be more than 50 feet from a public or private street right-of-way;
- d. Flags displayed outdoors shall be properly illuminated, according to V.T.C.A., Government Code § 3100.052 State Flag;
- e. Flags shall not exceed 40 square feet in area; and
- f. Flagpoles shall not exceed 40 feet in height.
- g. A Sign Permit is required.

(3) Government Institutions are exempt from the flag and flagpole requirements as set forth herein.

(j) *Garage Sale Signs*

Signs for garage or yard sales are a temporary ground sign and are allowed provided that:

- (1) The applicant shall be a City of Shenandoah resident;
- (2) Only one Garage Sale sign is permitted on the lot where the garage sale is located. Additional Garage Sale signs are permitted on private property with permission of the property owner;
- (3) Garage Sale signs shall not exceed five square feet in area and 42 inches in height;
- (4) Garage sale signs are allowed for a period of one day prior to the sale, and shall be removed at the conclusion of the sale;
- (5) Garage sales, on the same property, are only allowed twice a year;
- (6) A Sign Permit is not required.

(k) *Incidental Signs*

Incidental signs are permitted in nonresidential and multi-family developments, upon the following conditions:

- a. Incidental signs shall contain no commercial message or logo other than the name of the tenant or development;
- b. No Incidental sign shall exceed five square feet in area;
- c. The number of Incidental signs on a single parcel of property shall not exceed five unless approved by the City Administrator;
- d. Incidental Signs in City right of ways are not permitted without the express written permission of the City Administrator;
- e. Incidental Signs are prohibited from being installed on light poles, trees and any traffic or emergency control device; and
- f. A Sign Permit is not required..

(l) *Lost /Found Pet Signs*

Lost/found pet signs are Temporary Signs, which are limited as follows:

- (1) Only one such sign shall be located on the lot where the resident who lost the pet lives. Additional signs shall be allowed off-premise provided such signs shall be located on private property with permission of the property owner;
- (2) Lost/found signs are allowed in the community kiosks with the written permission of the City Administrator;
- (3) Lost/found signs are otherwise prohibited from being located within any public rights-of-way, easements or public-owned property. This includes but is not limited to light poles, trees or any traffic or emergency control signage or devices located within a public right-of-way, easements or public-owned property.;
- (4) Lost/found Signs shall include the date of original posting and are only allowed for thirty days.
- (5) A Sign Permit is not required.

(m) *Marquee Signs*

In addition to permitted Wall Signs, Marquee Signs with changeable copy are allowed at theaters only. A theater with a marquee may display one changeable copy sign on each of the two sides of the marquee. A theater without a marquee may display one changeable copy sign on each wall permitted to have wall signs. Such changeable copy signs may cover no more than one square foot of sign area for each linear foot of theater building frontage. Marquee signs for a multi theatre complex with limited building frontage may be granted additional square footage of sign area by Special Exception. A Sign Permit is required.

(n) *Menu Boards*

Menu boards are allowed only as an accessory use to a restaurant permitted to have a drive-thru window, provided that:

- (1) Menu Boards shall not exceed 32 square feet in area and ten feet in height;
- (2) There shall be no more than two Menu Boards per property;
- (3) The color of Menu Boards shall be neutral or earth tone or have architectural ties to the main building;
- (4) Menu Boards may have a changeable copy; and

- (5) Menu Boards may be internally or directly illuminated.
- (6) A Sign Permit is required.

(o) *Monument Signs*

Monument signs are allowed provided the following:

- (1) Monument signs shall comply with Charts 1 and 2 set forth in Subsection 90.11;
- (2) Setbacks shall be adequate to protect the "clear sight triangle", in accordance with this code;
- (3) Monument signs shall display information in a uniform type style;
- (4) Both sides of the sign face area of a two-sided ground sign shall be identical;
- (5) Accessory buildings in shopping centers shall not be allowed any Monument signage;
- (6) Monument signs shall contain the physical address of the building with a minimum letter size of four inches. The sign shall contain a contrasting or reflective neutral colored material and be illuminated;
- (7) Monument signs for centers shall have the name, if applicable, of such center placed on the sign in a neutral color;
- (8) With the exception of the allowable Monument signs for centers as set forth in Charts 1 and 2 in Subsection 90.11, individual businesses, tenants, or occupants located within a center are not allowed individual freestanding Monument signs;
- (9) Colors for slats within existing or new monuments shall conform to the color requirements listed in this chapter throughout the entire Monument sign. The color requirement for each slat shall be applied separately. The background color for each slat must be uniform throughout the entire monument sign.
- (10) A Sign Permit is required.

(p) *Freestanding Pole Signs*

- (1) Refer to Chart 1 set forth in Subsection 90.11;
- (2) No accessory structure shall be allowed a pole sign;
- (3) Freestanding Pole signs shall contain the physical address of the building with a minimum letter size of four inches. The sign shall contain a contrasting or reflective neutral tone material, be illuminated or use other City of Shenandoah approved lighting methods in accordance with all applicable City of Shenandoah's Building Codes; and
- (4) With the exception of the allowable pole signs for centers as set forth in Chart 1 in Subsection 90.11, individual businesses, tenants, or occupants located within a center are not allowed individual freestanding pole signs.
- (5) A Sign Permit is required.

(q) *Political Signs*

Political signs are signs advertising political parties or candidates for election or signs that otherwise provide for freedom of expression unrelated to any commercial endeavor. Only one Political sign per candidate may be displayed or maintained on private property, provided that they conform to state law, and:

- (1) Are no larger than 36 square feet;
- (2) Are no taller than 8 feet;
- (3) Are not illuminated;
- (4) Have no moving elements;

- (5) Are placed with the consent of the property owner;
- (6) If located in front of residential property, may be located in the City right-of way or easement with consent of the property owner; and
- (7) If located at a polling place on City owned property one Political Sign will be allowed, no larger than 18 inches tall and 24 inches wide, placed in the ground, shall be permitted beginning at 5:00p.m. on the day before Election Day and may remain in place until 7:00a.m. on the day after Election Day.
- (8) A Sign Permit is not required.

(r) *Portable and Vehicular Signs*

For Portable and Vehicular signs:

- (1) Vehicles shall be legally licensed for use on public streets; and
- (2) Vehicles shall be moved at least every five days.
- (3) A Sign Permit is not required.

(s) *Public Event Signs*

Public event signs are Temporary Ground signs and are allowed provided that:

- (1) Public Event signs are permitted only for public events sponsored and/or affiliated with the City of Shenandoah or approved by the City Administrator;

(t) *Real Estate Signs*

On-premise Real Estate ground signage advertising the sale or lease of such property are permitted as follows:

- (1) In single-family residential areas, Real Estate signs are allowed provided the following:
 - a. Real Estate signs shall not exceed five square feet in area and 42 inches in height;
 - b. One Real Estate sign is permitted on the residential lot that is either for sale or lease;
 - c. Real Estate signs in the front of residential property may be located in the City right-of-way or easement; and
 - d. In addition to the other signs permitted by this section, one open house sign will be allowed provided it is located on the residential lot that is for sale or lease. The sign shall not exceed two square feet in area and 24 inches in height.
 - e. A Sign Permit is not required;
- (2) In multi-family and nonresidential areas, in addition to the real estate signage for single family residential, the following shall be allowed:
 - a. Up to four additional pieces of information on the sign;
 - b. A separate ground sign for each parcel, limited to 32 square feet in area and ten feet in height, and set back a minimum of ten feet from any public or private right-of-way;
 - c. All signs shall incorporate along the top of the sign face area the City of Shenandoah, Texas, logo no smaller than 12 inches in height and the same color background as the sign. The location of the City logo must be the same width as the sign (this will not be counted toward computation of total square sign area used);
 - d. On-premise Real Estate signs are limited to a maximum of one sign per development if a Small Center, two if a Large Center and three if a Super Center. These signs shall be spaced a minimum of 100 feet;

- e. Vertical supports and backs of signage not containing message shall be painted black or the same color as the background for the sign;
- f. Real Estate signs shall also meet all color requirements as set forth in this chapter. Notwithstanding the maximum colors allowed within this chapter, a colored rendition or photograph of the development's site plan shall be allowed to be displayed within the sign face area provided such site plan shall not exceed 25 percent of the sign face area.
- g. A Sign Permit is required.

(u) *Residential Signs – Personal Identification Signs*

Residential signs are considered Temporary On-premise ground signs and are allowed, provided:

- (1) The signs do not exceed five square feet in area and 42 inches in height;
- (2) Personal Identification Signs are limited to three on any site containing only a single-dwelling unit; Such signs shall not be posted within or encroach upon any public rights-of-way, easements, public-owned property or on any private common area.
- (3) Personal Identification signs shall not advertise or identify the conduct of a permitted home occupation in a residential district, or contain any other commercial message;
- (4) Contractors shall be allowed to place a sign within the residential lot that is having any work performed within such lot. Contractor signs shall be allowed to be displayed only for the duration of such work and will be removed immediately after completion of such work. These signs shall not exceed the required size and height as set forth herein;
- (5) Residential signs that advertise a charitable or school event are permitted for a period of 10 days prior to the event;
- (6) Residential signs do not require a permit.

(v) *Subdivision Identification Signs*

Monument signs with the name of the residential subdivision are allowed on one or both sides of each principal entrance (or in the median or on a public or private right-of-way with an approved encroachment agreement, provided that:

- (1) The Subdivision Identification Sign does not exceed 72 square feet in area;
- (2) The Subdivision Identification Sign does not exceed ten feet in height, when integrated into a wall or column;
- (3) The Subdivision Identification Sign contains no commercial message or logo; and
- (4) The Subdivision Identification Sign incorporates, within each sign face area, the City of Shenandoah, Texas logo 12 inches in height and the same color background as the sign. The location of the City logo must be the same width as the sign (this will not be counted toward computation of total square sign area used).
- (5) A Sign Permit is required.

(w) *Suspended Signs*

Suspended signs are allowed under canopies, provided that:

- (1) Only one Suspended sign per building entrance;
- (2) The sign shall not exceed four square feet in area;
- (3) The sign shall not be separately illuminated; and
- (4) The sign shall contain only the address, suite number, logo or name of the occupant or business served by the entrance.

(5) A Sign Permit is required.

(x) *Temporary On-Premise Signs*

Signs for temporary uses, unless provided for elsewhere in this chapter, such as, but not limited to, banners, special events, grand opening of businesses, going out of business, a business under new management and the like are allowed for multifamily and nonresidential provided:

(1) General provisions

- a. A one-time only temporary on-premise sign or temporary banner shall be allowed per individual business/entity for a period not to exceed 30 days;
- b. No temporary event sign shall be placed within or encroach upon any public right-of-way, easement, or public-owned property. All signage shall be placed on private property only;
- c. A Temporary sign shall not exceed the maximum number of colors allowed by this Ordinance;
- d. Each individual business/entity is allowed only one temporary on- premise sign (Porto Fino) per vacant space and only a "For Lease" sign is permitted for a vacant space;
- e. A Sign permit is required;
- f. In the event of a change of ownership or management, the new owner is permitted to have one temporary on-premise banner for a period not to exceed 30 days; and
- g. The size of on-premise sign (temporary) shall not exceed 50 square feet;

(2) Freestanding temporary ground signs

- a. With the exception of banners, such signs shall be a V-sign not to exceed 25 square feet in area and 42 inches in height and may be double sided;
- b. Freestanding temporary signs shall only be used by in-line occupants displayed within ten feet of the primary front of the business and shall be located not to impede any vehicular and/or pedestrian traffic or visibility;
- c. Only one of these types of signs may be used at a time at any location
- d. A Sign Permit is required.

(3) Banners

All banners, tarps or similar material used for purposes of signage shall require the following:

- a. Banners shall not exceed 50 square feet in area;
- b. Banners shall be secured to the wall of the business/entity or other means (freestanding) in a manner as to not allow movement of the banner, or to have any guy wires or fasteners visible in plain sight;
- c. Banners shall be located on private property not to cause any obstruction to motorist visibility; and
- d. Banners are temporary signs.
- e. A Sign Permit is required.

(y) *Off-Premises Signs*

The purpose of this condition is to allow residential developments within the city limits of the City of Shenandoah, not located along Interstate 45, off-premise signage to direct attention to a property other than that which is conducted upon the premises where such sign is located.

- (1) Off-premise signs are prohibited except to meet the purposes stated above;
- (2) Approved Off-premise signs are Temporary Signs. Permanent off-premise signage is not permitted;
- (3) Temporary Off-premise signs permits are only allowed if expressly approved by the Shenandoah Sign Committee;

- (4) Temporary Off-premise signs for residential developments are allowed. The permit shall be approved on a yearly basis by the Shenandoah Sign Committee for an initial permit period of three years. On the fourth year, City Council must approve the permit, followed by three years annually by the Shenandoah Sign Committee. After such, the sign(s) will be permitted on a yearly basis by the City Council;
- (5) No permit shall be issued for an off-premise sign for more than one calendar year. The owner shall have seven days to remove an expired off- premise sign;
- (6) Temporary Off-premise signs shall not exceed 32 square feet in area;
- (7) Temporary Off-premise signs shall not exceed ten feet in height;
- (8) Temporary Off-premise signs shall have proof of permit affixed to the back of the sign;
- (9) When a residential development reaches an 80% occupancy rate the signs shall be removed and will no longer be permitted thereafter.
- (10) Temporary Off-premise signs may be located on private property, with the following:
 - a. Proof of property ownership;
 - b. Written permission of the property owner;
 - c. Approval of the sign location by the City Administrator;
 - d. Such signs shall be a ground sign and must incorporate along the top of the sign face area the City of Shenandoah, Texas, logo no smaller than 12 inches in height and the same color background as the sign. The location of the City logo must be the same width as the sign (this will not be counted toward computation of total square sign area used);
 - e. Color renderings or photographs may be acceptable and will be reviewed at the time of application (these color renderings or photographs will not be held to the color maximum as quoted in this chapter).
- (11) Temporary Off-Premise signs may be located in public Right-of-Way if an encroachment agreement is approved by the City Council; and
- (12) Multifamily off-premise signs are allowed for a one year period after which time the sign will be removed and will be prohibited;
- (13) A Sign Permit is required

(z) *Wall Signs, Nonresidential*

Wall Signs are governed by Charts 1 and 2 set forth in Subsection 90.11. Wall signs are allowed on nonresidential properties provided that:

- a. No wall sign shall project above the highest point of the building wall on the same side of the building as the sign; this shall include marquee signs and any other signs not affixed directly to such wall;
- b. On a single occupancy building, all signage or message elements, except for poster boxes, marquee signs and wall signs on theaters on any single wall, shall be considered parts of the same sign and shall be measured by a rectangle surrounding all of them;
- c. In addition to other permitted signs, but subject to total sign area limits applicable to all wall signs, a theater may install one or more back-lighted or internally illuminated "poster boxes," provided that:
 - i. Such boxes shall not exceed 36 inches by 54 inches each in area;
 - ii. The top of such boxes shall not be more than ten feet above ground; and
 - iii. Such boxes shall be permanently mounted to a wall.

- d. Any individual business/entity or multi-occupant (in-line and non in-line tenant) building, will be allowed two square feet of wall sign for every linear foot of architectural elevation width of ground floor building frontage not to exceed 300 square feet; Exception, buildings with architectural elevation of more than 400 feet along any building frontage will be allowed to have additional signage as set forth in Charts 1 and 2 of Subsection 90.11.
- e. Channel lettering, detached (preferred), is allowed provided that it does not exceed the maximum square footage wall sign requirements;
- f. All wall signs shall be individual elements and not enclosed with a cabinet.
- g. A theater is allowed additional changeable copy signs on a marquee or on the front wall of the building. The square footage of wall signs associated with theaters (i.e. poster boxes, marquee signs, changeable copy signs, logos and wall signs) shall be counted against the total wall sign area allotment. However, each sign shall be measured separately rather than placed together inside a rectangle;
- h. Poster boxes shall be measured individually without regard for the spaces between the individual boxes;
- i. Roofing elements that are within 30 degrees of vertical (sometimes loosely called a "mansard roof") will be considered a "wall" and may have a sign on them;
- j. All wall signs, except building markers, shall be subject to the maximum area limitation on wall signs;
- k. Logos will be used when calculating total square footage for sign permits; and
- l. Each site may not have more than one wall sign face the fronting street right-of-way not exceeding two wall signs in total per site.
- m. A Sign Permit is required.

(aa) *Wall Sign, Hotel with subordinate business as defined in section 90.19.98*

Wall signs shall be allowed for hotels with one subordinate business as defined by section 90.19.98. Hotels that do not meet the above definition shall comply with section 90.11.2(y):

- (1) No wall sign shall project above the highest point of the building wall on the same side of the building as the sign; this shall include marquee signs and any other signs not affixed directly to such wall;
- (2) Wall signs for the hotel and the subordinate business shall be measured individually without regard for the space between the signs;
- (3) Wall signs for the hotel and subordinate business shall meet the color requirements individually as stated in section 90.9;
- (4) The hotel will be allowed one front wall sign and one rear/side wall sign and will be allowed two square feet of wall sign for every linear foot of architectural elevation width of ground floor building frontage not to exceed 300 square feet; Exception, buildings with architectural elevation of more than 400 feet along any building frontage will be allowed to have additional signage as set forth in Charts 1 and 2 of Subsection 90.11 of this section. The subordinate business will be allowed one front and one rear/side wall sign up to 50% of the square footage of the hotel's sign per elevation;
- (5) Channel lettering, detached (preferred), is allowed provided that it does not exceed the maximum square footage wall sign requirements;
- (6) All wall signs shall be individual elements and not enclosed with a cabinet.;
- (7) Poster boxes shall be measured individually without regard for the spaces between the individual boxes;
- (8) Roofing elements that are within 30 degrees of vertical (sometimes loosely called a "mansard roof") will be considered a "wall" and may have a sign on them;
- (9) All wall signs, except building markers, are subject to the maximum area limitation on wall signs;

- (10) Logos will be used when calculating total square footage for sign permits; and
- (11) No hotel may have more than one wall sign for the hotel and one wall sign for the subordinate business fronting street right-of-way.
- (12) A Sign Permit is required.

(bb) *Window Signs*

Signs are allowed on the interior of window glass on the first floor of buildings occupied by retail, restaurant and personal service establishments (not including offices or financial institutions), provided that they cover no more than 25 percent of each window section or pane and are not separately illuminated. A Sign Permit is not required.

90.7 Design, Construction and Maintenance Standards

90.7.1 Design and Construction Standards

All signs shall be designed and constructed in accordance with the following standards:

- (a) All signs shall comply with the City of Shenandoah's building code(s) and will also be built in accordance with the approved Sign permit;
- (b) Electric signs that have internal wiring or lighting equipment, and external lighting equipment, shall not be erected or installed until an electrical permit has been obtained from the Department of Community Development. All such signs and equipment shall bear the seal of approval of an electrical testing laboratory that is nationally recognized as having the facilities for testing and requires proper installation in accordance with the National Electrical Code. All wiring shall be installed underground; and
- (c) Except for permitted banners, flags, temporary signs and window signs, all signs shall be constructed of permanent materials and shall be directly be attached to the ground, a building or another structure.

90.7.2 Maintenance Standards

All signs shall be maintained in good aesthetic and structural condition and must be in compliance with all building and electrical codes. Specifically:

- (a) A sign shall have no more than 20 percent of its surface area covered with disfigured, cracked, ripped or peeling paint, poster paper or other material for a period of more than 30 days;
- (b) A sign shall not stand with bent or broken sign facing, with broken supports, with loose appendages or struts, or more than 15 degrees from vertical for a period of no more than ten days;
- (c) A sign shall not have weeds, trees, vines, or other vegetation growing upon it, or obscuring the view of the sign from the public right-of-way, for a period of no more than 30 days;
- (d) An internally illuminated sign shall be allowed to stand with only partial illumination for a period of no more than 30 days; and
- (e) Flags shall not be faded, tattered or torn.

90.8 Signs not to Create Traffic Hazard

90.8.1 Clear Sight Triangle

No sign shall be erected in the "clear sight triangle". Signs shall be erected so as not to obstruct or impair motor vehicle driver vision at business ingress or egress points and intersections.

90.8.2 Other Hazards

No signs shall be erected, and there shall be no lighting of signs in such a manner or in such location as to obstruct the view of, or be confused with, any authorized traffic signal, notice or control device.

90.8.3 Removal

Any sign in violation of 90.8.1 or 90.8.2 shall be removed by the Owner. If not removed within ten days after notice of the violation, the City Administrator may have the sign removed. The cost of removal shall be at the expense of the sign owner and may become a lien against the property on which the sign is located.

90.9 Sign Colors, Logos, Marks and Symbols

90.9.1 Colors

Signs shall be limited to no more than three colors, plus a background color. Signs shall utilize colors and shades that provide contrast levels between lettering and the background and promote good recognition and readability. Signs shall utilize colors and shades which stand out enough from the immediate surroundings to make them visible. Signs shall utilize colors and shades, which blend harmoniously with signage within the immediate area. The applicant shall specify within his/her sign application the list of all colors and shades from such colors.

- (a) For panel signs, the background color shall mean the panel itself;
- (b) For channel letters, the background color shall mean the returns;
- (c) If the portion of the building wall behind a wall sign is painted a different color than the remainder of the wall, then such portion of the wall shall be counted as a background color; and
- (d) If a trim color is black, it will not count as a background color. Any other colors will be counted as a background color.

90.9.2 Display of Logos and Trademarks, General

Logos and trademarks may be included on signs (except identification, residential and incidental signs) without separate restriction, provided that such logos and trademarks are consistent with the approved color scheme shown on the application. Logos for single occupancy projects shall also be limited to the color requirements of this chapter.

90.9.3 Display of Registered Trademarks

A federally registered trademark which has characteristics, including, but not limited to colors, text, shape, form, and dimensions that are inconsistent with the applicable limitations as set in this chapter, may still apply for approval through a Special Exception process. Verification of registration will be required as part of the application.

90.9.4 Logos as Pieces of Information

A logo or trademark shall be considered one "piece of information" on a sign on which the number of pieces of information is limited.

90.10 Lighting

90.10.1 Illumination and Performance

The following regulations shall apply to signs where lighting is included:

- (a) Sign illumination shall be placed and shielded so as not to directly cast light rays into a nearby residence, sleeping accommodations or the eyes of motor vehicle drivers;
- (b) Signs incorporating steady, unshielded light bulbs shall utilize bulbs which are not in excess of 30 watts intensity per square foot. It shall be encouraged to incorporate LED, induction, or a similar lighting technology for greater energy efficiency;
- (c) Signs will be constructed in accordance with the City of Shenandoah's adopted National Electric Code:

- (d) Neon signage and skeleton tubing, internal and external, is permitted as follows:
- (1) Number of neon signs per business is limited to two;
 - (2) Neon lighting shall be allowed for primary signage, but such lighting shall be contained in an opaque casing with no visible exposure of any tubing;
 - (3) Exposed skeleton or neon tubing for primary signage lighting shall be allowed for restaurants; and
 - (4) Notwithstanding restaurants, exposed skeleton or neon tubing for primary signage shall be allowed for all other nonresidential signage in the following areas only if:
 - a. Such lighting may be used only for the outlining of a sign cabinet on a freestanding pole sign;
 - b. Such lighting may be displayed in a business window, these neon signs may not exceed 25 percent of each window section or pane and are not separately illuminated; and
 - c. All neon signage and exposed tubing shall be governed by the maximum number of colors allowed as set forth in this Chapter.

90.10.2 Uniformity

Lighting on signs shall be consistent throughout a project, and no sign or portion thereof shall be illuminated differently from any other sign, except as allowed otherwise in this chapter.

90.11 Computation Methods

90.11.1 Computations

(a) *Area Computation of Individual Signs*

The area of a wall, pole, or monument sign face shall be computed by means of the smallest rectangle that will encompass the extreme limits of the writing, representation, emblem or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed, but not including any supporting framework, base, bracing or decorative fence or wall when such fence or wall otherwise meets the regulations of this chapter and is clearly incidental to the display itself. For a single wall on a single-occupant building, all pieces of information or other graphic representations on that wall shall be measured as though part of one sign, encompassed within one rectangle, which may not exceed the maximum permitted sign area. For a single wall on a multi-occupant building, the area of signs shall be computed based on individual occupant signage, using these principles. Incidental signs square footage will not be calculated or deducted from the maximum sign allowance for a particular side building elevation.

(b) *“Single Wall” Defined*

A single wall shall mean the entire wall that shares the same architectural elevation as shown on the approved site plan. Architectural elevations are typically defined as the front, sides and rear of a building (alternatively called north, south, east and west elevations). See definition of *Wall Area, Exterior Surface*.

(c) *Monument and Pole Signs*

Monument and pole signs shall be measured by the structure of the sign frame for square footage itself.

(d) *Architectural Elevation of Sign*

Regardless of whether a single wall has wall sections that project, recess or otherwise vary from the predominate wall plane, the rectangle shall include all signs that appear on the same architectural elevation.

(e) *Multi-Occupant (In-Line Tenant) Buildings*

For multi-occupant (in-line tenant) buildings such as a shopping center, or other building with a similar layout, all sign(s) associated with each occupant, tenant or business shall be enclosed within a single rectangle for purposes of calculating allowable sign area. Architectural elevation for these single businesses shall be determined by the building frontage that each occupant or tenant has within that center.

(f) *Multi-Occupant (Non In-Line Tenant) Buildings*

For multi-occupant (non in-line tenant) buildings, all sign(s) on a single wall shall be enclosed within a single rectangle for purposes of calculating allowable sign area.

90.11.2 Area Computation of Multi-Faced Signs

(a) *Generally*

Where the sign faces of a double-faced sign are parallel or the interior angle formed by the faces is 60 degrees or less, only one display face shall be measured in computing sign area. If the two faces of a double-faced sign are of unequal area, the area of the sign shall be the area of the larger face. In all other cases, the areas of all faces of a multi-faced sign shall be added together to compute the area of the sign. Sign area of multi-faced signs is calculated based on the principle that all sign elements that can be seen at one time or from one vantage point should be considered in measuring that side of the sign.

(b) *Sign Height Computation*

The height of a sign shall be computed as the distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the newly established grade after construction, exclusive of any filling, beaming, mounding or excavating solely for the purpose of locating the sign. (Refer to Charts 1 and 2 in Section 90.11)

90.11.3 Sign Height and Area Chart

Signs permitted in accordance with Chart #1 and Chart #2.

CHART 1 – ALLOWABLE SIGN GEOMETRY

		Properties Abutting IH-45	Other Properties
Front Wall Sign	Allowable Area Calculation	2 sq. ft. per 1 ft. of frontage*	2 sq. ft. per 1 ft. of frontage*
	Maximum Area (sq. ft.)	300	300
Rear or Side Wall Sign	Allowable Area Calculation	2 sq. ft. per 1 ft. of frontage*	2 sq. ft. per 1 ft. of frontage*
	Maximum Area (sq. ft.)	300	300
Monument Sign	Maximum Area (sq. ft.)	144	72
	Maximum Height (ft.)	20	10
Pole Sign	Maximum Area (sq. ft.)	144	n/a
	Maximum Height (ft.)	40	n/a

*Frontage refers to building frontage

CHART 2 – ALLOWABLE SIGN LOCATIONS

		Front Wall Sign	Rear or Side Wall Sign	Monument or Pole Signs	
		Total Signs Allowed	Total Signs Allowed	Total Combination of Signs Allowed	Minimum Separation Distance (ft.)
Properties Abutting IH-45	Individual Business/Entit	1	1	1	n/a
	Small Center	1	1	1	n/a
	Large Center				
	<i>3-10 acres</i>	1	1	3	200
	<i>10-20 acres</i>	1	1	4	200
	<i>20-30 acres</i>	1	1	5	200
	<i>30-40 acres</i>	1	1	6	200
	<i>40-50 acres</i>	1	1	7	200
Super Center	1	1	8	200	
Other Properties	Individual Business/Entity	1	1	1	n/a
	Small Center	1	1	1	n/a
	Large Center				
	<i>3-10 acres</i>	1	1	3	100
	<i>10-20 acres</i>	1	1	4	100
	<i>20-30 acres</i>	1	1	5	100
	<i>30-40 acres</i>	1	1	6	100
	<i>40-50 acres</i>	1	1	7	100
Super Center	1	1	8	100	

- Wall signs for tenants within a center will be considered as an Individual Business/Entity.
- Hotels with more than one business as defined in section 11.19.98 the subordinate business will be allowed an additional wall sign on the front and one on the side/rear not to exceed 50 percent of the hotels wall sign square footage.
- Pole signs are not allowed on properties not abutting or fronting IH-45.
- Minimum allowed signage size is 25 square feet.
- Centers are defined in 90.19.77
- For properties along IH-45 where pole signs are allowed, if no poles signs are used on the property, a 50% increase in monument sign area will be allowed.
- Total allowable monument sign area can be combined into fewer signs. However, at no time shall monument signs exceed a maximum sign area of 250 square feet.

90.12 Signs within a Public Right-of-Way, Easement or Public-Owned Property

90.12.1 No sign(s) shall be allowed in the public right-of-way, easement, or public-owned property except for the following:

- (1) Public signs erected by or on behalf of a governmental body to identify public property, convey public information and direct or regulate pedestrian or vehicular traffic;
- (2) Bus stop signs erected by a public transit company;
- (3) Informational signs of a public utility regarding its poles, lines, pipes or other facilities;
- (4) Signs appurtenant to a use of public property permitted under a franchise or lease agreement with the City of Shenandoah; and
- (5) Signs posted in association with municipal, county, state or federal authorities for crime prevention and public safety and health.

90.12.2 *Other Signs in Public Right-of-Way*

Unless otherwise specified in this Chapter, any other sign placed in the public right-of-way, easement or public-owned property in violation of this chapter shall be deemed a public nuisance and may be seized by the City, and the person owning or placing the sign may be charged both with a violation of this chapter and with the cost of removing and disposing of the sign.

90.13 Nonconforming Signs

90.13.1 *Nonconforming Signs Protected*

A sign which was lawfully erected prior to the adoption of this ordinance but which does not conform in one or more respects with the requirements of this ordinance may remain in use, until it falls within the provisions of 90.12 (b) or (d) or (f)

90.13.2 *Limitations on Nonconforming Signs*

(a) *Abandonment*

Any sign related to a use or business that ceases to exist or operate for a continuous period of 90 days shall be considered Non Conforming and shall not be reused unless and until it is in full conformity with the provisions of this Ordinance.

(b) *Routine Repairs and Maintenance*

Repair and maintenance of nonconforming signs is permitted but only if the cost of repair or maintenance is less than \$500.00. Otherwise, the sign must be brought in compliance with this Ordinance.

(c) *Change of Copy*

No change of copy shall be permitted (except on a changeable copy sign) without bringing the sign into full compliance with this Ordinance;

(d) *Other Sign Permits on Premises*

For single-occupant properties, the issuance of a sign permit for a new or replacement sign shall be subject to the condition that all nonconforming signs on that property shall be removed or brought into compliance with this Ordinance. For multi-occupant properties, the issuance of a sign permit for a new or replacement sign for any individual occupant shall be subject to the condition that all nonconforming signs for that occupant shall be removed or brought into compliance with this Ordinance. This section shall not apply to the issuance of a permit for a temporary sign.

Unless a Special Exception is granted, where an amendment to a previously approved development plan is proposed, approval of such plan shall be contingent upon removal of all

nonconforming signs on the site. For example, if an existing retail establishment proposes a building addition or parking expansion, then any nonconforming signs on the property must be brought into compliance as a condition of approval of the amended site plan;

(e) *Nonconformance Special Exceptions*

The Shenandoah Sign Committee may, by Special Exception, authorize for the continuation, expansion or replacement of a nonconforming sign legally permitted and constructed under a previous City Ordinance upon finding that the failure to grant the Special Exception creates an unreasonable or unnecessary hardship and where the public welfare will not be substantially injured. Nonconforming Special;

Amortization of nonconforming signs

Notwithstanding other provisions of this chapter, Nonconforming signs may be permitted until the reasonable expected life of the existing sign would be exhausted according to the below amortization schedule set by when the sign was originally installed. After the period specified by the below amortization schedule, Nonconforming signs will be subject to the other provisions of this chapter.

Initial Cost	Amortization Period
Less than \$500.00	6 months
\$500 to \$1,000	9 months
\$1,001 to \$3,000	12 months
\$3,001 to \$6,000	24 months
\$6,001 and over	48 months

90.14 Illegal Signs

An illegal sign is any sign that was constructed after the adoption of this Ordinance without a permit and/or constructed in violation of this ordinance. An “illegal” has no legal right to remain. Illegal signs shall be removed in accordance with this ordinance.

90.15 Sign Permits

If a sign requiring a permit under this chapter is to be placed, constructed, erected, or modified, the Person seeking to place, construct, erect or modify a Sign must obtain a Sign Permit prior to the construction, placement, erection or modification of the sign.

An application for a Sign Permit may be filed by the owner of the property, the lessee or the contract purchaser of the property, along with sign contractors. If the applicant is a lessee or contract purchaser, the applicant must obtain the owner’s written authorization to file the application.

- 90.15.1 An application for a Sign Permit shall be filed with the Department of Community Development on the form prescribed by the Department and accompanied by the fee for the permit.
- 90.15.2 The application will not be processed unless it is complete and the fee paid.
- 90.15.3 The Department of Community Development shall, in its sole discretion, determine whether the application is complete. If the Department determines that the application is not complete, it shall notify the applicant, in writing, of the deficiencies and shall take no further action to process the application until the application is complete. If the application is not completed within 45 days, the application shall expire and be void and will be discarded and any fees paid forfeited.
- 90.15.4 Within 20 working days of submission of a complete application for a Sign Permit, the City Administrator shall either:
 - (a) Issue the Sign Permit; or

- (b) Deny the Sign Permit. If the Sign Permit is denied, the City Administrator shall specify, in writing, the reasons for the denial.
- 90.15.5 Upon being denied a Sign Permit by the City Administrator, an applicant may request a Special Exception from the Shenandoah Sign Committee.
- 90.15.6 Within 60 days of being issued a Sign Permit, the Sign shall be completed and shall have passed all City inspections. If these events have not occurred within 60 days, the Sign Permit is null and void and all fees paid are forfeited.
- 90.15.7 Upon completion of the Sign, the Person issued the Sign Permit and the person who built the sign may be required to execute a Sign Certification, verifying that the Sign was constructed in accordance with the Sign Permit.

90.16 Shenandoah Sign Committee

- 90.16.1 The City Council has designated Planning and Zoning committee to serve as the Shenandoah Sign Committee.
- 90.16.2 The Shenandoah Sign Committee will not have jurisdiction or the right to decide if a sign that has been built complies with the requirements of this Ordinance.
- 90.16.3 The Shenandoah Sign Committee shall only hear and decide any appeal from the decision of the City Administrator to deny a permit for non-conformance with this ordinance.
- 90.16.4 Any decision of the Shenandoah Sign Committee shall require the affirmative vote of three members.
- 90.16.5 The decision of the Shenandoah Sign Committee will be final, and an Applicant does not have an automatic right of appeal to the City Council.

90.17 Procedure to Appeal to Sign Committee

- 90.17.1 Upon being denied a Sign Permit by the City Administrator, an Applicant may request a Special Exception. A Special Exception may be requested to deviate from certain requirements for signage as set forth in this Ordinance.
- 90.17.2 Upon being denied a Sign Permit, an Applicant may, within 45 days of the determination, request a Special Exception.
- 90.17.3 An Applicant desiring a Special Exception must submit a written request to the Shenandoah Sign Committee within 45 days of a denial by the City Administrator. The request must clearly state the Special Exception being sought and the reasons why the Applicant believes a Special Exception should be granted.
- 90.17.4 The request for a Special Exception will be reviewed and a decision rendered within 30 days of the receipt of the request for a Special Exception.
- 90.17.5 The Shenandoah Sign Committee may grant a Special Exception if the Committee determines that a special circumstance exists which warrants the Special Exception requested.
- 90.17.6 In granting a Special Exception, the Shenandoah Sign Committee may impose such conditions as are necessary to (1) meet the purposes of this Ordinance (2) protect adjacent property owners and (3) to protect the public health, safety and general welfare.
- 90.17.7 The Sign Committee does not have the authority to grant a Special Exception for a Prohibited or Temporary Sign.

90.17.8 Upon denial of a Special Exception by the Shenandoah Sign Committee, the Mayor or any two City Council members may submit a written request to have a hearing on whether to grant the Special Exception. The City Administrator shall include an agenda item as soon as is reasonably practical at a regularly scheduled meeting of the City Council to consider a reversal or amendment to the decision of the Shenandoah Sign Committee.

90.18 Enforcement and Penalties

- 90.18.1 Any Person is violating this Ordinance by doing any one or more of the following:
- (a) By installing, erecting or maintaining a sign without a required permit; or
 - (b) By installing, erecting or maintaining a sign that is inconsistent with an issued Permit; or
 - (c) By failing to remove a sign that is installed, erected or maintained without a required permit; or
 - (d) By installing, erecting or maintaining a Prohibited Sign; or
 - (e) By changing a sign without first obtaining a Permit; or
 - (f) By failing to pass the required inspections prior to expiration of the sign permit; or
 - (g) By failing to remove a Non Conforming Sign;
 - (h) By installing, erecting or displaying a sign that does not comply with the requirements of this Ordinance
- 90.18.2 Upon conviction by a court of competent jurisdiction, a Person shall be subject to one or more of the following penalties:
- (a) A fine of \$300.00 for each violation;
 - (b) An award of attorney fees incurred by the City;
 - (c) Cost of Court;
 - (d) An Order directing the Sign be removed;
 - (e) An Order that the City be allowed to remove the Sign;
 - (f) An Order that the costs of removing a sign by the City creates a lien on the property; and/or
 - (g) An Injunction prohibiting any continuing violation of this chapter or the displaying of any Sign in violation of this chapter.
- 90.18.3 Each day of a continued violation shall be considered a separate violation.
- 90.18.4 Any alleged violation of this chapter where the City seeks one or more penalties as set forth in Subsection 90.18.2(a)-(c) may be heard by the Municipal Court of the City of Shenandoah.
- 90.18.5 Any alleged violation of this Ordinance where the City seeks penalties set forth in Subsections 90.18.2(a)-(c) and 90.18.2 (d)-(g) shall be heard by a District Court in Montgomery County, Texas.
- 90.18.6 Any penalty issued may be appealed in accordance with the civil penalty provisions of this code.

90.19 Definitions

90.19.1 Abandoned Sign

A sign erected on site in conjunction with a particular use where such use has been discontinued for a period of 90 days or more, or a sign for which the content pertains to a time, event or purpose which no longer applies.

90.19.2 Accessory Building or Structure

A building or structure which is on the same lot as, and of a nature customarily incidental and subordinate to, another building or structure, and the use of which is clearly incidental and subordinate to that of the other building or structure.

90.19.3 Animated Sign

Any sign using movement or lighting changes to depict action or create a special effect or scene, except LED displays on restaurant menu boards.

90.19.4 Architectural Elevation

Any elevation of a building extending vertically from the grade to the top parapet wall or eaves, and horizontally across the entire width of the building elevation, including slanted wall surfaces sometimes referred to as the mansard.

90.19.5 Area, Sign

The square footage of a sign made up of letters, words or symbols within a frame shall be determined from the outside edge of the frame itself.

90.19.6 Attention-Attracting Device

Any device or object visible from any public right-of-way which is primarily designed to attract the attention of the public to a business institution, sign or activity through such means, including but not limited to illumination, color, size or location. Attention-attracting devices or objects often incorporate illumination, which may be stationary, moving, turning, blinking (including animation) or flashing. Attention-attracting devices may or may not convey a message and can include, but are not limited to, search lights, beacons, strobe lights, strings of lights, barber poles, internally illuminated translucent canopies or panels, electronically controlled message boards (time/temperature signs, gas price signs, public service announcements, etc.), banners, streamers, pennants, propellers and inflatable objects (including strings of balloons) or other devices designed to attract attention.

90.19.7 Awning

Any non-rigid material, such as fabric or flexible plastic that extends from the exterior wall of a building and is supported by or attached to a frame without any supporting columns, poles or braces extended to the ground. Generally, an awning will cover either a window or an entrance to the principal building.

90.19.8 Awning Sign

A sign located on an awning.

90.19.9 Bandit Sign

Illegal signs usually used for advertising. Most common uses would include corrugated real estate signs or informational signs, also known as a stake sign.

90.19.10 Banner

Any sign printed or displayed upon cloth or other flexible material with or without frames. A banner is considered to be a temporary sign.

90.19.11 **Beacon**

Any light with one or more beams directed into the atmosphere or directed at one or more points not on the same site as the light source. Also, any light with one or more beams that rotate or move.

90.19.12 **Building Front**

The primary pedestrian access point of an individual or multi-tenant business or entity.

90.19.13 **Building Frontage**

Building frontage shall mean the horizontal length of a building on THE side with the principal entrance of an individual or multi-tenant business or entity. For an individual business/entity to be considered IH-45 frontage, the property must abut and/or adjoin the IH-45 feeder road. This information is based upon property plat information filed with the City of Shenandoah. Whether the building frontage wall length is straight, concave, convex, the measurement will be made from or by the shortest distance between the two front corners of building.

90.19.14 **Building Permit**

A permit issued by the City Administrator for construction, renovation or alteration of property.

90.19.15 **Building Sign**

Means any sign attached to any part of a building, as contrasted to a "ground sign."

90.19.16 **Building Wall**

An exterior load-bearing or non-load bearing vehicle structure encompassing the area between the final grade elevation and eaves of the building. It is used to enclose the space within the building. A porch, balcony or stoop is part of the building structure and may be considered as a building wall.

90.19.17 **Cabinet Sign**

A Cabinet Sign is a wall sign consisting of (1) a frame and (2) face that is internally illuminated and (3) the entire sign is enclosed in a single frame.

90.19.18 **Canopy**

A roof structure constructed of rigid materials, including but not limited to, metal, wood, concrete, plastic, or glass, which is attached to a building, or which is free-standing and supported by columns, poles or braces extended to the ground. Unlike a marquee, a canopy generally has very limited vertical surface area; and unlike an awning, a canopy is supported by vertical elements rising from the ground.

90.19.19 **Certificate of Occupancy**

Official certification which permits the use of a building in accordance with the approved plans and specifications and which certifies compliance with the provisions of law for the use and occupancy of the building in its several parts together with any special stipulations or conditions of the building permit. A written instrument executed by the Chief Building Official – Building Permits & Inspections authorizing a described use of a lot or building as set forth in the Building Code and in this Section.

90.19.20 **Changeable Copy Sign**

Any sign designed so letters or numbers attached or digitally displayed on the sign can be changed.

90.19.21 **Changeable Electronic Variable Message Sign (CEVMS)**

A sign which permits light to be turned on or off intermittently or which is operated in a way whereby light or text is turned on or off intermittently, including any illuminated sign on which such illumination is not kept stationary or constant in intensity and color at all times which such sign is in use, including an LED (light emitting diode) or digital sign, and which varies in intensity or color. A CEVMS sign does not include a sign located within the right-of-way that functions as a traffic control device and that is described and identified in the Manual on Uniform Traffic Control Devices (MUTCD) approved by the Federal Highway Administrator as the national standard.

90.19.22 *City Administrator*

The City Administrator or anyone designated by the City Administrator..

90.19.23 *City Council*

The legally constituted and elected governing body of the City of Shenandoah.

90.19.24 *Commercial Message*

Any sign, wording, logo or other representation, which, directly or indirectly, names, advertises or calls attention to a business, product, service or other commercial activity.

90.19.25 *Construction Sign*

Any sign bearing the names of contractors, architects, engineers, etc. or advertising, promotions, price ranges and similar information placed at a construction site which has received development plan approval or for which an active building permit exists.

90.19.26 *Development*

A group of houses or other buildings, residential or nonresidential which are built as a single construction project.

90.19.27 *Dilapidated Sign*

A sign that is not secure or otherwise structurally sound, has defective parts, or is in need of painting or maintenance.

90.19.28 *Directory Sign*

An on-premise ground or building sign which lists tenants or occupants of a building or project, with unit numbers, arrows or other directional information with no commercial logos or messages.

90.19.29 *Enforcement Officer*

A person charged by the City Administrator to enforce the provisions of this chapter.

90.19.30 *Flag*

Any fabric or bunting containing distinctive colors, patterns or symbols, used as a symbol of a government, political subdivision, corporation, lodge, fraternity or sorority, political party, nonprofit organization, charity, club, association or other entity.

90.19.31 *Flag Pole*

Means a vertical, freestanding pole that is permanently mounted in the ground in which to raise a flag.

90.19.32 *Flashing Sign*

A sign, the illumination of which is not constant in intensity when in use, that exhibits sudden or marked changes in lighting effects. LED displays on restaurant menu boards are not considered flashing signs.

90.19.33 *Garage Sale Sign*

A temporary residential sign advertising a garage/yard sale.

90.19.34 *Governmental Sign*

A sign required, authorized or installed by any governmental entity, which is exempt from the permitting process.

90.19.35 *Ground Sign*

A freestanding sign either one- or two-sided that is either temporarily or permanently attached to the ground.

90.19.36 *Height, Sign*

The distance from the base of a sign at normal grade to the top of the highest attached component of the sign.

90.19.37 *Holiday Decorations*

Displays erected on a seasonal basis in observance of religious, national or state holidays, which are not intended to be permanent and contain no advertising material.

90.19.38 *Holiday Season*

Holiday season shall mean a designated time period for the display of holiday decorations as detailed in Section 90.3 Exempt Signs. The established time periods are November 15 through January 15 and for all other federally recognized holidays for a period not to exceed seven days.

90.19.39 *Identification Sign, Building*

A sign bearing such information as the name or identification of a building, date and incidental information about its construction, address of the premises or name of occupant, and so forth, but such sign does not contain any commercial logo or commercial message.

90.19.40 *Illegal Sign*

A sign erected in violation of any regulation applicable at the time of erection of such sign. Any sign which does not comply with the provisions of this chapter or any other applicable ordinance, or which is not deemed a conforming sign as set forth in this chapter, shall be considered an illegal sign.

90.19.41 *Illuminated Sign*

A sign illuminated by electrical or other artificial devices.

90.19.42 *Incidental Sign*

An informational sign, with a purpose secondary to the use of the site on which it is located, such as "no parking," entrance," "loading only," telephone" and similar information and directive type signs. Incidental signs contain no commercial message or commercial logo other than the name of the tenant or development.

90.19.43 *Individual Business or Entity*

Lot or tract containing one authorized business use.

90.19.44 *Inflatable Signs*

A sign made of flexible material or fabric made to take on a three-dimensional shape (to blow up like a balloon) when filled with a sufficient volume of air or gas.

90.19.45 *Information (Piece of)*

A word, whole number, telephone number, price, logo, picture, exclamation point or similar separately identifiable unit on a sign.

90.19.46 *Institutional Use*

For the purpose of determining allowable signage, a school, religious institution, or other use operated by a public agency or non-profit organization and permitted as a use in one or more residential zoning districts in the City of Shenandoah. A childcare facility shall be considered an institution regardless of ownership or operation. For purposes of this Chapter, an institutional use shall be under the sign requirements of a nonresidential area; however, should an institutional use be located within a residential district or area, then residential requirements shall prevail.

- (a) Uses treated as institutional uses under this definition and thus permitted to have institutional signs in residential zoning districts shall be those operated with a focus on public service rather than private profit;

- (b) In the context of the first principle, no commercial sign shall be permitted for any activity involving the sales of goods or the furnishing of services primarily for a profit. Private educational uses, such as dance, music, or karate studios, shall not be considered institutional uses for this purpose.

90.19.47 Logo

The graphic or pictorial presentation of a message, including, but not limited to, the use of shapes, designs, decorations, emblems, trademarks, symbols or illustrations, or the superimposition of letters or numbers of any other use of graphics or images other than the sequential use of letters and numbers.

90.19.48 Lost/Found Pet Sign

A temporary residential use sign, which may be used to give a detailed description of the lost animal. A photo may be attached, if available, and the owner's name and contact number can be provided. Commercial advertising is prohibited in this type of sign.

90.19.49 Lot

A parcel of land whose boundaries have been established by some legal instrument, such as a recorded deed or plat, and which is recognized as a separate legal entity for purposes of transferring title. This term shall include any number of contiguous lots, or portion thereof upon which a single principal building and its accessory buildings are located or intended to be located.

90.19.50 Marquee

A roof-like structure that cantilevers from the wall of a building over its principal entrance, that has no vertical supports other than the wall from which it cantilevers, and that provides a wall surface at least four feet high.

90.19.51 Marquee Sign

A sign attached to or mounted on top of a marquee.

90.19.52 May

Indicates a permissive action.

90.19.53 Menu Board

An accessory sign providing items and prices associated with a drive-thru window.

90.19.54 Monument Sign

A freestanding sign that is permanently attached to the ground, either one or two-sided, and is the primary identifier of the property from adjacent public rights-of-way or private properties and meets the requirements of this code, but not including a ground sign that conforms to the definition of "incidental sign." The sign may consist of either stone, concrete, metal, routed wood, planks, beams or similar materials or a combination thereof but shall be solid from the ground up and poles or supports shall be concealed.

90.19.55 Multi-Occupant (In-Line Tenant) Building

A building where tenants, occupants, or businesses share the same or common structure but each tenant, occupant or business has a building front (i.e. store front) to where access is gained from the outside versus internally within the building. Such businesses within a building may be aligned in a row to where each tenant, occupant or business has direct access from the outside.

90.19.56 Multi-Occupant (Non In-Line Tenant) Building

A building where tenants, occupants, or businesses share the same or common structure but are not aligned in a row with each occupant having a separate outside entrance. Such buildings are arranged to where outside entrances are shared in common, and few or no occupants, tenants or businesses have a building front (i.e. store front) or direct outside access but are primarily accessed internally within the building.

90.19.57 Neon Signs

A sign that houses tubing to where such tubing is enclosed within an opaque casing that is not visibly exposed to the public.

90.19.58 Neon Tubing

Electric-discharge tubing manufactured into shapes that form letters, parts of letters, skeleton tubing, outline lighting, other decorative elements, or art forms, and filled with various inert gases.

90.19.59 Nonconforming Sign

Any sign that currently does not meet the requirements of this chapter, but was approved as part of previously approved version of this chapter.

90.19.60 Off-Premises Sign

Any sign, commonly known as a billboard, that identifies or advertises a business, person, activity, goods, products or services not located on the premises where the sign is installed and maintained, or that directs persons to a location other than the premises where the sign is installed and maintained.

90.19.61 Off-Premises Sign (Temporary)

Any sign used for a limited period of time, not permanently mounted and identifies or advertises a business, person, activity, goods, products or services not located on the premises where the sign is installed and maintained, or that directs persons to a location other than the premises where the sign is installed and maintained.

90.19.62 On-Premises Sign (Temporary)

Any sign that is used for a limited period of time, not permanently mounted and identifies or advertises the business, person, activity, goods, products or services sold or offered for sale on the premises where the sign is installed and maintained when such premises is used for business purposes.

90.19.63 Pennant

Any lightweight plastic, fabric or other material, regardless of whether it contains a message of any kind that is suspended from a rope, wire, string or pole, usually in series and is designed to move in the wind.

90.19.64 Person

Any association, company, corporation, firm, organization or partnership, SINGULAR or plural, of any kind.

90.19.65 Pole Sign

A freestanding sign which is supported by, and placed upon, one or more poles.

90.19.66 Political Sign

A sign attracting attention to political candidates or issues as defined by the V.T.C.A., Election Code §41.001. A political sign is for temporary use only and can contain no commercial message.

90.19.67 Portable Sign

Any sign not permanently attached to the ground or other permanent structure or a sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels. Also signs made as A-frames or T-frames, balloons used as signs and umbrellas used for commercial messages.

90.19.68 Poster Box

A box installed on a wall for the purpose of displaying posters of shows at a theater limited to 36 inches by 54 inches; top of box limited to no more than ten feet above the ground; can be internally illuminated.

90.19.69 *Principal Building*

A building in which the principal business is conducted. A multi-occupant property may have more than one principal building, but only structures regularly used for human occupancy may be considered principal buildings; not an accessory building.

90.19.70 *Projecting Sign*

Any sign attached to a building wall and extending laterally more than 18 inches from the face of such wall.

90.19.71 *Public Event Sign*

A sign that transmits information regarding an event that is deemed to impact the community as a whole. These signs would advertise for events, including but not limited to, National Night Out, Lighting of the Angels, etc. Such sign shall require prior approval by the City Administrator. A public event sign is for temporary use only. This is not to be confused with a Temporary Event Sign.

90.19.72 *Real Estate Sign*

A sign advertising real property for sale or lease. A real estate sign is for temporary use only.

90.19.73 *Residential Sign*

Any sign located in a district zoned for residential uses that contains no commercial message. This sign relates to personal affiliation, including, but not limited to a team church membership, etc.

90.19.74 *Roof Sign*

A sign that is placed above or supported on the top of a building.

90.19.75 *Rotating Sign*

A sign that revolves around a fixed axis.

90.19.76 *Shall*

A mandatory action.

90.19.77 *Shopping Center*

A building or group of buildings, either connected or free-standing, under unified or multiple ownership of land parcels, that is designed as a shopping center with common parking, pedestrian movement, ingress, and egress, and used or intended to be used primarily for the retail sale of goods and services to the public. A shopping center can be designed as a multi-occupant (in-line tenant) building or a multi-occupant (non in-line tenant) building. The following are the types of shopping centers:

(a) *Small Center*

A lot or lots consisting of less than three acres of land and containing more than one authorized business use.

(b) *Large Center*

A lot or group of adjacent lots in the same subdivision, consisting of three or more acres of land, and containing commercial or industrial land uses.

(c) *Super Center*

A lot or group of adjacent lots in the same subdivision, consisting of 50 or more acres of land and containing commercial or industrial land uses.

90.19.78 *Sight Triangle (or Horizontal Sign Distance)*

The horizontal and vertical areas at the intersection of streets and/or driveways which must remain unobstructed, as set forth in this code, and State Law, in order to ensure that drivers can see traffic and pedestrians around the corner of the intersection, entrance or driveway.

90.19.79 Sign

Any device, fixture, placard or structure that uses any color, form, graphic, illumination, symbol or writing to advertise, announce the purpose of, or identify the purpose of a person or entity, or to communicate information of any kind to the public.

90.19.80 Sign Permit Application

A plan establishing parameters for the size, location and design of signs on a property being constructed or managed as a single development.

90.19.81 Site

A lot, tract or parcel of land considered as one land-unit for purposes of this chapter. For a single-family residence, the site shall be the subdivided lot on which it is located. For multi-family projects, the site shall be all land occupied by the buildings in the project and adjoining such property and under common ownership with it. For vacant land, the site shall be all of the adjoining vacant land under single ownership. For single-occupancy, non-residential properties, the site shall be the subdivided lot that is occupied. For multiple-occupancy properties, the site shall be all land included under the original "site plan" or "subdivision plan" approval under this code or all land included under the original "sign permit application" approval under this chapter or its predecessor, whichever land area is larger.

- (a) The intent of this definition is to treat as one site an entire project as planned and developed together.
- (b) A single apartment complex shall be considered as occupying one site.
- (c) A shopping center including out-parcels and separate buildings within it, regardless of whether ownership is common or separate, shall be considered as occupying one site.
- (d) A group of office buildings, warehouses or industrial buildings under common ownership or management and approved within one site plan with the City shall be considered occupying one site.
- (e) In general, buildings that share parking or access shall be presumed to occupy one site, subject to proof by the owners that the nature of the sharing arrangement is such that it should not be considered determinative for purposes of this chapter.

90.19.82 Site Plan

A plan depicting the proposed development of a property, in terms of the location, scale and configuration of buildings and other features containing all the required information under the requirements of this chapter.

90.19.83 Skeleton Tubing

Neon tubing that is itself the sign or outlines lighting and is not attached to an enclosure or sign body.

90.19.84 Special Exception

A special exception, which allows a deviation from this chapter, is granted or denied only by the Shenandoah Sign Committee.

90.19.85 Subdivision Identification Sign

A sign that gives the name of a residential or nonresidential subdivision or multi-family development.

90.19.86 Suspended Sign

A sign suspended from the underside of a horizontal plain surface and supported by such surface.

90.19.87 Temporary Event Sign

Signs for temporary uses or special events, including but not limited to grand opening of businesses, business going out of business, a business under new management and the like.

90.19.88 Temporary Sign

Any on- or off-premises sign that is used for a limited period of time and is not permanently mounted.

90.19.89 Theater

An establishment offering movies or live performances to the public, as more fully defined in this code.

90.19.90 Traffic Sign

A sign indicating federal, state, or municipal regulations for automobile, truck, bicycle or pedestrian movement.

90.19.91 Variance

A variance is granted by the authority of the City Council per the written request of two council members after denial of a special exception request by the Shenandoah Sign Committee.

90.19.92 Vehicular Sign

A sign painted on, attached to or pulled by a moving or parked vehicle and visible from the public right-of-way unless the vehicle is used in the normal day-to-day operations of the business. This definition shall not include signs that are being transported to a site of permanent location. For purposes of this chapter, a vehicle shall mean an automobile, truck, camper, tractor, van, trailer or any device capable of being transported and shall be considered a vehicle in both moving and stationary modes.

90.19.93 V-Sign

A temporary freestanding sign which has two sets of supports sharing at least one common support, and capable of displaying two message boards in boards in different, provided such double message boards are physically contiguous. A V-Sign shall also be considered an A-Frame Sign, Sandwich Sign, or back to back sign.

90.19.94 Wall Area, Exterior Surface

This is an exterior single wall which projects, recesses, is off-set, jogs or otherwise varies or changes in elevation from the predominate wall plane. The concerned exterior surface wall area will be from the starting point of such wall recession, projection, job, off-set or otherwise variation or change in elevation from the predominate wall plane to the nearest point of termination of such wall recession, projection, offsetting, jogging or otherwise variation or change in elevation from the predominate wall plane. A parapet extending not more than twelve inches above a flat roof shall be considered part of the exterior wall for purposes of determining signage.

90.19.95 Wall Sign

Any sign painted on or attached to and extending not more than six inches from an exterior wall in a parallel manner.

90.19.96 Windblown Device

Any banner, pennant, spinner, streamer, propeller, disc, moored blimp, gas balloon or flag (which is not of local, state, federal, corporate, nonprofit or religious origin) that is designed to inform or attract attention, whether or not such device carries a message, all or part of which is set in motion by wind, mechanical, electrical or any other means.

90.19.97 Window Sign

Any sign that is applied to the inside of glassed areas of a building.

90.19.98 Hotels with a Subordinate Business

A subordinate business is one that is a minimum of 2,500 square feet and is separate legal entity. The subordinate business shall not be a subsidiary owned or operated by the hotel and must have its own sales tax and tax Id.

Any sign that is granted an encroachment agreement must include the City of Shenandoah logo on the sign in a manner to be approved by the City Council at the time the encroachment agreement is approved.





Vendor Name	Payment Date	Payment Number	Description (Item)	Amount
Fund: 100 - GENERAL FUND				
COMPTROLLER OF PUBLIC ACCOUNTS	07/24/2019	9798	2ND QUARTER 2019 STATE FEES	\$ 715.80
OMNIBASE SERVICES OF TEXAS	07/24/2019	9813	APR-JUN 2019 OMNI FEES	\$ 54.00
UNIVERSITY OF HOUSTON	07/31/2019	9845	2019 SCHOLARSHIP WINNER-SAADIA KHAN #1844661	\$ 1,000.00
SAM HOUSTON STATE UNIVERSITY	07/31/2019	9837	2019 SCHOLARSHIP WINNER- BEN SEAY #000761387	\$ 750.00
THE UNIVERSITY OF TEXAS AT AUSTIN	07/31/2019	9840	2019 SCHOLARSHIP WINNER- SHREE TRIVEDI #SKT788	\$ 750.00
				\$ 3,269.80
Function: 11 - Administration				
DANIEL OFFICE PRODUCTS	07/10/2019	9722	OFFICE SUPPLIES - ADMIN	\$ 50.87
NEOFUNDS BY NEOPOST	07/10/2019	9734	APR-JUL 2019 ADMIN POSTAGE	\$ 39.00
MCCI, LLC	07/17/2019	9765	LASERFICHE RECORDS MANAGEMENT TRAINING	\$ 754.40
MONTGOMERY COUNTY ELECTIONS ADMIN	07/17/2019	9767	2019 MONTGOMERY COUNTY ELECTIONS AGREEMENT	\$ 5,004.00
CKR LAW LLP	07/17/2019	9748	MAY 2019 CITY LEGAL ADDITIONAL FEES	\$ 115.00
HDL COMPANIES	07/17/2019	9762	JUL-SEP 2019 SALES TAX CONSULTING SERVICES	\$ 1,500.00
STEPTOE & JOHNSON PLLC	07/17/2019	9776	JUN 2019 CITY LEGAL FEES	\$ 10,000.00
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	C. CLARY ATHENIAN LEADERSHIP SOCIETY DIALOGUE REG.	\$ 100.00
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	JUN-JUL 2019 CONSTANT CONTACT SOFTWARE	\$ 70.00
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	2019 EMPLOYEER APPRECIATION REMAINING INVOICE	\$ 6,040.37
GALLAGHER BENEFIT SERVICES, INC.	07/31/2019	9831	2019 CITY ADMINISTRATOR COMP & PERF REVIEW	\$ 5,600.00
			Function 11 - Administration Total:	\$ 29,273.64
Function: 12 - Finance				
FEDERAL EXPRESS	07/01/2019	9702	JUN 2019 OVERNIGHT MAIL POSTAGE FOR FINANCE	\$ 46.77
NEOFUNDS BY NEOPOST	07/10/2019	9734	APR-JUL 2019 FINANCE POSTAGE	\$ 94.93
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	BUDGET BOOK SUPPLIES	\$ 59.86
FEDERAL EXPRESS	07/24/2019	9805	JUL 2019 OVERNIGHT MAIL POSTAGE FOR FINANCE	\$ 21.53
			Function 12 - Finance Total:	\$ 223.09
Function: 14 - Community Outreach				
CONROE GOLF CARS, INC	07/17/2019	9750	2019 INDEPENDENCE CELEBRATION GOLF CART RENTAL	\$ 450.00
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	2019 INDEPENDENCE CELEBRATION HOSPITALITY ITEMS	\$ 446.40
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	SNOWBALL SUPPLIES	\$ 79.04
			Function 14 - Community Outreach Total:	\$ 975.44
Function: 17 - Non-Department				
TML INTERGOVERNMENTAL RISK POOL	07/17/2019	9777	2018-2019 REAL/PERSONAL PROPERTY INSURANCE ADD	\$ 1,735.58
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	JUN 2019 COFFEE & SUPPLIES FOR BREAKROOMS	\$ 91.83
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	JUN 2019 WATER FOR GYM	\$ 40.07
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	JUN 2019 PAPER GOODS FOR CITY HALL	\$ 103.48
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	JUN 2019 SUPPLIES FOR COUNCIL CHAMBERS	\$ 36.80
			Function 17 - Non-Department Total:	\$ 2,007.76
Function: 18 - Fire Department				
WOODLANDS TOWNSHIP FIRE DEPARTMENT	07/10/2019	9741	JUL-SEP 2019 WOODLANDS FIRE SERVICE AGREEMENT	\$ 156,396.00
			Function 18 - Fire Department Total:	\$ 156,396.00
Function: 22 - Police				
SYMBOL ARTS	07/01/2019	9710	SILVER POLICE BADGES	\$ 415.00
PRIORITY PURSUIT EVU	07/01/2019	9708	UNIT 18-03 & 18-04 TRUCK BED VAULTS	\$ 2,798.00
OSS-ACADEMY	07/01/2019	9707	J. ANGELES REG FEE - INTOXICATED DRIVER MGMT	\$ 15.00
OSS-ACADEMY	07/01/2019	9707	J. ANGELES REG FEE - ROBBERY RESPONSE FOR BANKS	\$ 15.00
OSS-ACADEMY	07/01/2019	9707	J. ANGELES REG FEE - COURTROOM TESTIMONY	\$ 15.00
OSS-ACADEMY	07/01/2019	9707	J. ANGELES REG FEE - AUTO THEFT INVESTIGATIONS	\$ 20.00
DANIEL OFFICE PRODUCTS	07/10/2019	9722	JUN 2019 PD OFFICE SUPPLIES	\$ 78.13

VIP TINTERS PLUS/TEXASLINERS	07/10/2019	9740	UNIT 18-04 TRUCK BED COVER	\$	900.00
VIP TINTERS PLUS/TEXASLINERS	07/10/2019	9740	UNIT 18-03 TRUCK BED COVERS	\$	900.00
JUNIORS UPHOLSTERY	07/10/2019	9728	UNIT 14-05 DRIVERS SEAT UPHOLSTERY REPAIR	\$	145.00
POINT EMBLEMS	07/10/2019	9735	POLICE CHALLENGE COINS	\$	1,395.00
TRANSUNION RISK & ALTERNATIVE DATA SOLU	07/10/2019	9738	JUN 2019 TLO INVESTIGATIVE PROGRAM	\$	150.00
NEOFUNDS BY NEOPOST	07/10/2019	9734	APR-JUL 2019 PD POSTAGE	\$	133.02
OFFICE DEPOT CREDIT PLAN	07/17/2019	9770	MAY 2019 EVIDENCE SUPPLIES - THUMB DRIVE	\$	27.99
O'REILLY AUTO PARTS	07/17/2019	9772	UNIT 15-03 HEADLIGHT BULBS	\$	29.74
WEBB'S UNIFORMS	07/17/2019	9781	C. EVERETT UNIFORM SHIRT EMBROIDERY	\$	32.00
LAWMAN'S UNIFORM/EQUIPMENT	07/17/2019	9763	R. SHAW UNIFORM BARS	\$	172.00
LAWMAN'S UNIFORM/EQUIPMENT	07/17/2019	9763	T. DUNLAP UNIFORM BARS	\$	116.00
LAWMAN'S UNIFORM/EQUIPMENT	07/17/2019	9763	B. GRESHAM UNIFORM BARS	\$	51.50
LAWMAN'S UNIFORM/EQUIPMENT	07/17/2019	9763	EMBROIDERED PD BADGE EMBLEMS	\$	20.00
LAWMAN'S UNIFORM/EQUIPMENT	07/17/2019	9763	EMBROIDERED PD HASH MARKS	\$	16.00
CITY OF CONROE POLICE DEPARTMENT	07/17/2019	9747	APR-JUN 2019 PD AFTER HOURS PHONE SUPPORT	\$	3,000.00
CITY OF CONROE FLEET	07/17/2019	9746	UNIT 10-06 STATE INSPECTION	\$	25.50
CITY OF CONROE FLEET	07/17/2019	9746	UNIT 10-06 BATTERY REPLACEMENT	\$	172.50
CITY OF CONROE FLEET	07/17/2019	9746	UNIT 14-02 WINDOW SWITCH REPAIR	\$	449.79
CITY OF CONROE FLEET	07/17/2019	9746	UNIT 18-04 PMA BASIC	\$	66.65
CITY OF CONROE FLEET	07/17/2019	9746	UNIT 17-01 BODY SYSTEM DIAGNOSIS/REPAIR	\$	241.86
CITY OF CONROE FLEET	07/17/2019	9746	UNIT 14-02 CRANKING SYSTEM DIAGNOSIS	\$	346.10
CITY OF CONROE FLEET	07/17/2019	9746	UNIT 17-03 A/C SYSTEM REPAIR	\$	84.89
CITY OF CONROE FLEET	07/17/2019	9746	UNIT 18-01 BATTERY REPLACEMENT	\$	190.05
CITY OF CONROE FLEET	07/17/2019	9746	UNIT 15-02 BATTERY REPLACEMENT	\$	65.02
CITY OF CONROE FLEET	07/17/2019	9746	UNIT 15-04 BRAKE PAD REPLACEMENT	\$	657.72
CITY OF CONROE FLEET	07/17/2019	9746	UNIT 15-04 PMC FULL	\$	91.65
CITY OF CONROE FLEET	07/17/2019	9746	UNIT 15-04 BRAKE CHECK	\$	33.85
CITY OF CONROE FLEET	07/17/2019	9746	UNIT 15-04 STATE INSPECTION	\$	25.50
VALERO MARKETING AND SUPPLY CO.	07/17/2019	9779	JUN 2019 PD VEHICLE FUEL	\$	4,656.25
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	M. MARTINEZ REG FEE - TX LE ANALYST NETWORK	\$	25.00
ENTERGY	07/24/2019	9803	JUN 2019 LPR ELECTRICAL USAGE	\$	25.93
CHILDREN'S SAFE HARBOR	07/24/2019	9797	S.A.N.E. KIT RESULTS	\$	814.00
LAWMAN'S UNIFORM/EQUIPMENT	07/24/2019	9809	R. SHAW UNIFORMS	\$	194.85
LAWMAN'S UNIFORM/EQUIPMENT	07/24/2019	9809	EMBROIDERED PD BADGE EMBLEMS	\$	200.00
LAWMAN'S UNIFORM/EQUIPMENT	07/24/2019	9809	EMBROIDERED PD HASH MARKS	\$	100.00
PRINTING PLUS	07/24/2019	9814	VICTIM ASSISTANCE BOOKLETS - 300 PK	\$	530.55
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	J. THOMPSON CLOTHING ALLOWANCE	\$	70.60
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	UNIT 15-04 ADDT'L STATE INSPECTION FEES	\$	8.43
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	M. MARTINEZ MEALS - LAW ENFORCEMENT ANALYST	\$	53.92
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	M. MARTINEZ HOTEL - LAW ENFORCEMENT ANALYST	\$	116.76
RAINBOW EXPRESS OIL & LUBE	07/24/2019	9815	JUL 2019 PD CAR WASHES/WAXES	\$	683.33
				Function 22 - Police Total:	\$ 20,375.08

Function: 23 - Municipal Court

NEOFUNDS BY NEOPOST	07/10/2019	9734	APR-JUL 2019 COURT POSTAGE	\$	1.50
				Function 23 - Municipal Court Total:	\$ 1.50

Function: 30 - Public Works

LANDCARE USA LLC	07/10/2019	9729	JUN 2019 CITY LANDSCAPING/IRRIGATION	\$	19,285.11
DANIEL OFFICE PRODUCTS	07/10/2019	9722	36" X 150' HP UNIV. BOND PAPER - MATTE - ROLL	\$	24.26
DANIEL OFFICE PRODUCTS	07/10/2019	9722	24" X 150' HP UNIV. BOND PAPER - MATTE - ROLL	\$	16.63
DANIEL OFFICE PRODUCTS	07/10/2019	9722	727 BLACK PHOTO INK- PLOTTER	\$	83.65
DANIEL OFFICE PRODUCTS	07/10/2019	9722	727 MAGENTA INK- PLOTTER	\$	83.65
DANIEL OFFICE PRODUCTS	07/10/2019	9722	727 YELLOW INK- PLOTTER	\$	83.65
DANIEL OFFICE PRODUCTS	07/10/2019	9722	727 GRAY INK- PLOTTER	\$	83.65
DANIEL OFFICE PRODUCTS	07/10/2019	9722	727 CYAN INK- PLOTTER	\$	83.65
LIBERTY FIRE PROTECTION, INC	07/10/2019	9731	ALARM ISSUE - P/W BLDG	\$	279.00
SIGMA CONSULTING & TRAINING, INC.	07/10/2019	9736	S.EARLY - CHEMICAL SPILL RESPONES REG. FEE	\$	125.00
SIGMA CONSULTING & TRAINING, INC.	07/10/2019	9736	M.COOLEY - CHEMICAL SPILL RESPONES REG. FEE	\$	125.00
CENTERPOINT ENERGY	07/10/2019	9719	JUN 2019 P/W BLDG - NAT GAS SERVICE	\$	22.21
NEOFUNDS BY NEOPOST	07/10/2019	9734	APR-JUL 2019 P/W POSTAGE	\$	0.50
DAWSON SAFE & LOCK SERVICES, INC.	07/10/2019	9723	KEYS FOR CITY HALL	\$	29.70

ENTERGY	07/17/2019	9755	JUN 2019 PUBLIC WORKS BLDG ELECTRIC USAGE	\$	907.47
ENTERGY	07/17/2019	9755	JUN 2019 PATH & RIGHT OF WAYS ELECTRIC USAGE	\$	1,902.40
ENTERGY	07/17/2019	9755	JUN 2019 CITY HALL ELECTRIC USAGE	\$	3,924.72
BLEYL AND ASSOCIATES	07/17/2019	9744	JUL 2019 ENGINEERING RETAINER	\$	1,000.00
EXER-TECH INC	07/17/2019	9756	JUL-SEPT 2019 GYM EQUIPMENT MAINTENANCE	\$	195.00
ABC HOME/COMMERCIAL SRVCS OF HOU.	07/17/2019	9742	JUN 2019 PEST CONTROL-CITY HALL/P/W BUILDING	\$	206.83
NORTHWEST SYSTEMS INC.	07/17/2019	9769	WATER/ICE DISPENSER MAINTENANCE	\$	362.50
VALERO MARKETING AND SUPPLY CO.	07/17/2019	9779	JUN 2019 DIESEL FUEL-P/W STREETSWEeper	\$	145.62
VALERO MARKETING AND SUPPLY CO.	07/17/2019	9779	JUN 2019 VEHICLE FUEL - P/W	\$	185.94
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	D BATTERIES	\$	25.96
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	4.5" X 1/16" X 7/8" MIL CUT	\$	14.70
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	QUIKRETE CONCRETE MIX - 60 LB	\$	12.20
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	C BATTERIES	\$	12.98
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	DELINEATOR, FG336 - 36" W/2-3" HIP WRAP	\$	198.00
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	FG 300 BLACK BASE W/PINS	\$	45.00
BLEYL AND ASSOCIATES	07/24/2019	9794	JUN 2019 SHENANDOAH MAP UPDATES	\$	142.50
BLEYL AND ASSOCIATES	07/24/2019	9794	JUN 2019 STORM WATER MANAGEMENT PROGRAM - MS4	\$	2,705.00
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	SPLASH PAD REPAIR SHIPPING	\$	148.40
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	COMMUNITY SIGN REPAIRS	\$	309.60
DEPENDABLE KLEENING SERVICE	07/31/2019	9827	JUL 2019 FIRE BAY CLEANING	\$	200.00
DEPENDABLE KLEENING SERVICE	07/31/2019	9827	JUL 2019 OFFICE CLEANING	\$	3,642.83
LONE STAR PAVEMENT SERVICES, INC.	07/31/2019	9834	SIX PINES - RESEARCH TO CITY MONUMENT	\$	3,587.55
LONE STAR PAVEMENT SERVICES, INC.	07/31/2019	9834	RESEARCH FOREST- PINECROFT TO GROGAN'S MILL	\$	22,505.56
EXER-TECH INC	07/31/2019	9829	INSTALLATION-GYM EQUIPMENT REPAIR	\$	270.00
EXER-TECH INC	07/31/2019	9829	KIT, 770T CONSOLE CABLES- GYM EQUIPMENT	\$	496.84
EXER-TECH INC	07/31/2019	9829	HANDSET W/KEY PADS KIT- GYM EQUIPMENT	\$	686.60
Function 30 - Public Works Total:				\$	64,159.86

Function: 31 - Swimming Pool

LESLIES POOL MART	07/10/2019	9730	KIT M. ACID	\$	18.99
LESLIES POOL MART	07/10/2019	9730	CHLORINE (SHOCK)	\$	56.97
LESLIES POOL MART	07/10/2019	9730	OX 40# FRESH N CLEAR	\$	259.98
LESLIES POOL MART	07/10/2019	9730	TG PHOSPHATE REMOVER	\$	279.96
LESLIES POOL MART	07/10/2019	9730	CONDITIONER 100# DRUM	\$	320.00
LESLIES POOL MART	07/10/2019	9730	POOL SALT	\$	440.37
LESLIES POOL MART	07/10/2019	9730	POOL FRESH 50LB JUMBO TABS	\$	199.98
LANDCARE USA LLC	07/10/2019	9729	POOL LANDSCAPE IMPROVEMENTS	\$	1,131.39
SIGMA CONSULTING & TRAINING, INC.	07/10/2019	9736	M.CROSBY - CHEMICAL SPILL RESPONSE REG. FEE	\$	125.00
CENTERPOINT ENERGY	07/10/2019	9719	JUN 2019 POOL-NAT GAS SERVICE	\$	19.57
ENTERGY	07/17/2019	9755	JUN 2019 ELECTRIC USAGE @ POOL	\$	658.56
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	SPOOL OF THREAD	\$	12.98
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	CHAIR SPINE PER FOOT	\$	32.80
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	CHAIR FABRIC PER YARD	\$	144.55
Function 31 - Swimming Pool Total:				\$	3,701.10

Function: 32 - Parks

ENTERGY	07/17/2019	9755	JUN 2019 TODDLER PARK ELECTRIC USAGE	\$	23.04
ENTERGY	07/17/2019	9755	JUN 2019 MAIN PARK ELECTRIC USAGE	\$	290.73
AKZO NOBEL PAINTS LLC	07/17/2019	9743	BLUE WATERBORNE 20089 ZP 72L-A002 PAINT	\$	49.98
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	STAINLESS STEEL CLEANER	\$	9.96
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	BLEACH	\$	6.94
Function 32 - Parks Total:				\$	380.65

Function: 43 - Community Development

WES STEPHENS	07/01/2019	9717	JUN 2019 PLANNING & ZONING REGULAR MEETING	\$	150.00
HONOR TROPHIES & AWARDS	07/10/2019	9727	COMMISSIONER NAME PLATES	\$	20.00
DANIEL OFFICE PRODUCTS	07/10/2019	9722	OFFICE SUPPLIES- COMMUNITY DEVELOPMENT	\$	79.97
NEOFUNDS BY NEOPOST	07/10/2019	9734	APR-JUL 2019 P & Z POSTAGE	\$	115.60
CITY OF CONROE FLEET	07/17/2019	9746	UNIT 13-03 STATE EMISSION INSPECTION	\$	32.75
CITY OF CONROE FLEET	07/17/2019	9746	UNIT 13-03 PREVENTATIVE MAINTENANCE	\$	85.72
VALERO MARKETING AND SUPPLY CO.	07/17/2019	9779	JUN 2019 BUILDING INSPECTOR FUEL	\$	46.17
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	D.SVOBODA CONTINUING EDUCATION PLUMBING CERT	\$	95.00

GMS HOME INSPECTION SERVICE, LLC	07/24/2019	9807	JUN 3-4 INSPECTION COVERAGE	\$	1,950.00
GMS HOME INSPECTION SERVICE, LLC	07/24/2019	9807	JUN 5-6 INSPECTION COVERAGE	\$	1,495.00
GMS HOME INSPECTION SERVICE, LLC	07/24/2019	9807	JUN 7 INSPECTION COVERAGE	\$	715.00
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	BUILDING OFFICIAL DESK CHAIR	\$	150.00
DAVID ASH	07/24/2019	9800	JUL 2019 REGULAR PLANNING & ZONING COMMISSION MTG	\$	150.00
ROBERT L. GALATAS	07/24/2019	9817	JUL 2019 REGULAR PLANNING & ZONING COMMISSION MTG	\$	150.00
WES STEPHENS	07/24/2019	9820	JUL 2019 REGULAR PLANNING & ZONING COMMISSION MTG	\$	150.00
WALLACE E. WESTBROOK	07/24/2019	9819	JUL 2019 REGULAR PLANNING & ZONING COMMISSION MTG	\$	150.00
JAMES POLLARD	07/24/2019	9808	JUL 2019 REGULAR PLANNING & ZONING COMMISSION MTG	\$	150.00
MONTGOMERY COUNTY FIRE MARSHAL	07/24/2019	9812	JUN 2019 FIRE MARSHAL PLAN REVIEW AND INSPECTIONS	\$	42,908.00

Function 43 - Community Development Total: \$ 48,593.21

Function: 55 - Technology

SOUTHERN COMPUTER WAREHOUSE INC	07/01/2019	9709	TRIPP LITE KVM SWTCH USB SERVER INTERFACE UNIT	\$	797.06
AT&T CORP.	07/01/2019	9697	JUL LANDLINE-THORNWOOD L/S AUTODIAL #2812924329909	\$	38.33
AT&T CORP.	07/01/2019	9697	JUL FIRE ALARM LANDLINES- P/W BLDG #2812922492828	\$	73.22
WAVEMEDIA, INC.	07/01/2019	9716	JUL 2019 INTERNET SERVICES	\$	1,725.00
AT&T CORP.	07/01/2019	9697	JUL FIRE ALARM LANDLINE- PARK #2812988910451	\$	82.77
AT&T CORP.	07/01/2019	9697	JUL LANDLINE- PARKGATE L/S AUTODIAL #2812922543898	\$	33.56
AT&T CORP.	07/01/2019	9697	JUL PHONE & INTERNET SERVICES- POOL #2812927607754	\$	73.22
ITERSOURCE CORPORATION	07/01/2019	9704	JUL 2019 CITY HALL TELEPHONE SUPPORT	\$	125.00
TELEPACIFIC COMMUNICATIONS	07/01/2019	9711	JUL 2019 CITY HALL PHONE SERVICE	\$	600.41
E-GOVLINK	07/01/2019	9701	JUL 2019 LICENSE EGOV FEES AND EGOV CALENDAR	\$	460.00
VERIZON WIRELESS	07/01/2019	9715	JUN 2019 CELL PHONE USAGE & DATA	\$	3,609.89
GREATAMERICA FINANCIAL SERVICES CORP	07/10/2019	9726	JUN 2019 COPIER LEASE PAYMENTS	\$	546.00
SOUTHERN COMPUTER WAREHOUSE INC	07/17/2019	9774	TRIPP LITE 16 PORT KVM SWITCH	\$	251.28
COMCAST	07/17/2019	9749	JUL 2018 ALARM MONITORING-WELLS & L/S	\$	245.91
CHARTER COMMUNICATIONS	07/17/2019	9745	JUL 2019 HD CONVERTER BOXES	\$	82.97
CHARTER COMMUNICATIONS	07/17/2019	9745	AUG 2019 HD CONVERTER BOXES	\$	30.95
NETWORKFLEET INC.	07/17/2019	9768	JUN 2019 GPS NETWORK FLEET TRACKING	\$	473.90
GOGOVAPPS	07/17/2019	9760	LDAP INTEGRATION	\$	140.00
SKELTON BUSINESS EQUIPMENT	07/17/2019	9773	JUN 2019 COPIER MAINTENANCE AGREEMENT	\$	26.09
VERIZON WIRELESS	07/17/2019	9780	L/S DATA LINES	\$	195.99
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	LINKSYS GIGABIT SWITCH	\$	39.99
AT&T	07/24/2019	9792	JUL 2019 PARK INTERNET SERVICES #144650382	\$	61.64
CONSOLIDATED COMMUNICATIONS	07/24/2019	9799	JUL 2019 WWTP PHONE & INTERNET SERVICE	\$	127.34
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	DOMAIN NAME RENEWAL FOR SHENANDOAH TX.US	\$	69.99
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	PREMIUM DNS FOR VISITSHENANDOAH TX.COM	\$	4.99
LINGO COMMUNICATIONS, LLC	07/24/2019	9810	JUL 2019 FIRE ALARM LINE @ CITY HALL	\$	95.05
SKELTON BUSINESS EQUIPMENT	07/24/2019	9818	JUL 2019 COPIER MAINTENANCE AGREEMENT-pw	\$	532.27
SKELTON BUSINESS EQUIPMENT	07/24/2019	9818	JUN 2019 COPIER MAINTENANCE AGREEMENT	\$	85.14
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	ADOBE CREATIVE CLOUD APPS	\$	959.88
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	ADOBE PHOTOSHOP	\$	407.88
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	ADOBE ACROBAT PRO DC	\$	359.76
AT&T CORP.	07/24/2019	9793	FIRE ALARM LANDLINE- PARK #2812988910451	\$	1.72
TELEPACIFIC COMMUNICATIONS	07/31/2019	9838	AUG 2019 CITY HALL PHONE SERVICE	\$	598.84

Function 55 - Technology Total: \$ 12,956.04

Fund 100 - GENERAL FUND Total: \$ 342,313.17

Fund: 102 - PARK BEAUTIFICATION FUND

Function: 32 - Parks

LANDCARE USA LLC	07/10/2019	9729	MAIN PARK PLANTS	\$	4,867.32
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Function 32 - Parks Total: \$ 4,867.32

Fund 102 - PARK BEAUTIFICATION FUND Total: \$ 4,867.32

Fund: 140 - TRASH AND RECYCLING

STATE COMP TROLLER OF PUBLIC ACCOUNTS	07/08/2019	DFT0010918	JUN 2019 RECYCLING SALES TAX	\$	248.08
				\$	248.08

Function: 00 - Revenue

DAVID MAYES	07/24/2019	9801	TRASH BIN REFUND	\$	50.00
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Function 00 - Revenue Total: \$ 50.00

Function: 33 - Trash & Recycling

REPUBLIC WASTE SERVICES #852	07/24/2019	9816	JUN 2019 RECYCLING SERVICE	\$	3,066.28
REPUBLIC WASTE SERVICES #852	07/24/2019	9816	JUN 2019 TRASH SERVICE	\$	20,380.96
Function 33 - Trash & Recycling Total:				\$	23,447.24

Fund 140 - TRASH AND RECYCLING Total: \$ 23,745.32

Fund: 200 - SPECIAL REVENUE**Function: 45 - Hotel / Motel**

ABC HOME/COMMERCIAL SRVCS OF HOU.	07/10/2019	9718	APR-JUN 2019 PEST CONTROL	\$	97.85
TRAVELCLICK, INC	07/17/2019	9778	JUN 2019 TRAVELCLICK DIGITAL MEDIA ADVERTISING	\$	4,731.05
LUPE'S SHENANDOAH RESERVE, LLC	07/17/2019	9764	AUG 2019 CVB LEASE PAYMENT	\$	10,057.53
EXPEDIA TRAVEL	07/24/2019	9804	JUN 2019 EXPEDIA MEDIA SOLUTIONS CAMPAIGN	\$	9,662.92
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	J. MAYNER DI CONF. FLIGHT CHANGE	\$	152.00
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	MEETING FOR CVB BOARD	\$	74.86
ABC HOME/COMMERCIAL SRVCS OF HOU.	07/24/2019	9791	JUL-SEPT 2019 PEST CONTROL	\$	97.85
ENTERGY	07/31/2019	9828	JUN 2019 CVB ELECTRIC SERVICE	\$	489.75
Function 45 - Hotel / Motel Total:				\$	25,363.81

Fund 200 - SPECIAL REVENUE Total: \$ 25,363.81

Fund: 400 - CAPITAL PROJECTS GENERAL FUND**Function: 60 - Capital Purchases/Projects General****Fund**

MCCI, LLC	07/01/2019	9705	EMC SOFTWARE LICENSING FOR LASERFICHE AVANTE	\$	18,543.90
MCCI, LLC	07/17/2019	9765	EMC SOFTWARE LICENSING FOR LASERFICHE AVANTE	\$	4,810.00
Function 60 - Capital Purchases/Projects General Fund Total:				\$	23,353.90

Function: 61 - Capital Purchases/Projects Water & Sewer

BLEYL AND ASSOCIATES	07/17/2019	9744	JUN 2019 WATERLINE REPLACEMENT SAVANAH DRIVE	\$	400.00
BLEYL AND ASSOCIATES	07/17/2019	9744	JUN 2019 UTILITY IMPROVEMENTS @ ED ENGLISH	\$	3,534.00
BLEYL AND ASSOCIATES	07/17/2019	9744	JUN 2019 WATERLINE REPLACEMENT @ PINECROFT	\$	1,795.00
BLEYL AND ASSOCIATES	07/17/2019	9744	JUN 2019 WASTEWATER TREATMENT PLANT MASTER PLAN	\$	2,883.60
BLEYL AND ASSOCIATES	07/17/2019	9744	JUN 2019 WATER MODEL UPDATE	\$	1,750.00
DL GLOVER INC	07/17/2019	9752	SEWER CAPACITY IMPROVEMENTS/ED ENGLISH PAYAPP 2	\$	187,049.70
Function 61 - Capital Purchases/Projects Water & Sewer Total:				\$	197,412.30

Fund 400 - CAPITAL PROJECTS GENERAL FUND Total:

Fund 400 - CAPITAL PROJECTS GENERAL FUND Total: \$ 220,766.20

Fund: 600 - WATER / SEWER**Function: 50 - Water & Sewer**

CITY OF CONROE FLEET	07/10/2019	9720	UNIT 02-04 - STATE INSPECTION	\$	14.25
CITY OF CONROE FLEET	07/10/2019	9720	UNIT 02-04 - R/P MAINTENANCE	\$	440.44
FERGUSON WATERWORKS	07/10/2019	9724	2" MTR FLG GSKT & BLT	\$	8.00
FERGUSON WATERWORKS	07/10/2019	9724	1 1/2" MTR FLG GSKT & BLT	\$	8.00
CSA TECHNICAL LLC	07/10/2019	9721	PINECROFT L/S - PUMP #1 STARTER REPAIR	\$	250.00
CSA TECHNICAL LLC	07/10/2019	9721	WWTP-BAR SCREEN ISSUES	\$	350.00
MCGINNIS LOCHRIDGE AND KILGORE LLP	07/10/2019	9732	MAY 2019 WATER RIGHTS ISSUES	\$	2,304.00
MDN ENTERPRISES	07/10/2019	9733	32" INFLO PROTECTOR W/VLV	\$	1,122.30
MDN ENTERPRISES	07/10/2019	9733	23.5" INFLO PROTECTOR W/VLV	\$	445.50
MDN ENTERPRISES	07/10/2019	9733	8" DI BLIND FLANGE	\$	154.40
MDN ENTERPRISES	07/10/2019	9733	8 BOLT PAK, RRF GSKT, CP B&N	\$	47.50
MDN ENTERPRISES	07/10/2019	9733	32" INFLO PROTECTOR W/VLV	\$	3,242.20
SIGMA CONSULTING & TRAINING, INC.	07/10/2019	9736	R.PALACIOS - CHEMICAL SPILL RESPONES REG. FEE	\$	125.00
SIGMA CONSULTING & TRAINING, INC.	07/10/2019	9736	L.ROLAND - CHEMICAL SPILL RESPONES REG. FEE	\$	125.00
GRAINGER, INC.	07/10/2019	9725	2 PORT MST. RST PIGTAIL INSLT CONNECTOR-100 PK	\$	123.70
CENTERPOINT ENERGY	07/10/2019	9719	JUN 2019 RESEARCH FOREST L/S-NAT GAS SERVICE	\$	24.18
CENTERPOINT ENERGY	07/10/2019	9719	JUN 2019 PARKGATE L/S-NAT GAS SERVICE	\$	21.55
CENTERPOINT ENERGY	07/10/2019	9719	JUN 2019 THORNWOOD L/S-NAT GAS SERVICE	\$	22.21
CENTERPOINT ENERGY	07/10/2019	9719	JUN 2019 PINECROFT L/S-NAT GAS SERVICE	\$	22.84

CENTERPOINT ENERGY	07/10/2019	9719	JUN 2019 DAVID MEMORIAL L/S-NAT GAS SERVICE	\$	25.49
NEOFUNDS BY NEOPOST	07/10/2019	9734	APR-JUL 2019 W/S POSTAGE	\$	9.45
THE WOODLANDS JOINT POWERS AGENCY	07/10/2019	9737	JUN 2019 WATER/SEWER USAGE @ GUADALAJARA	\$	2,662.41
THE WOODLANDS JOINT POWERS AGENCY	07/10/2019	9737	JUN 2019 SPRINKLER USAGE @ GUADALAJARA	\$	521.80
ENTERGY	07/17/2019	9755	JUN 2019 WATER SEWER ELECTRIC USAGE	\$	15,766.93
FERGUSON WATERWORKS	07/17/2019	9757	3' HB MAG G STND INT 4D HOT ROD ONLY	\$	2,894.00
FERGUSON WATERWORKS	07/17/2019	9757	3" HB MAG GROUNDING RING	\$	43.14
CSA TECHNICAL LLC	07/17/2019	9751	BELT PRESS - WWTP	\$	2,687.13
MDN ENTERPRISES	07/17/2019	9766	SAFETY STEEL COUPLING 22 #25	\$	57.60
MDN ENTERPRISES	07/17/2019	9766	2010 MUELER 5.25 UPPER STEM #11 OPEN LEFT	\$	177.12
MDN ENTERPRISES	07/17/2019	9766	8" BOLT GASKET SET	\$	47.50
SPRINT WASTE SERVICES	07/17/2019	9775	JUN 2019 SLUDGE HAULS	\$	4,374.00
FLUID METER AND SERVICES, INC.	07/17/2019	9758	109 HONEY BERRY - 10" METER CERTF # 132537	\$	195.00
FLUID METER AND SERVICES, INC.	07/17/2019	9758	302 ED ENGLISH - WELL WATER METER CERT	\$	195.00
FLUID METER AND SERVICES, INC.	07/17/2019	9758	19249 D/M - 10" METER CERTF # 20091712	\$	195.00
GATES IN MOTION, INC	07/17/2019	9759	WWTP - GATE REPAIR	\$	205.00
ONE CALL CONCEPTS, INC.	07/17/2019	9771	JUN 2019 811 LINE LOCATE CALLS	\$	35.50
GRAINGER, INC.	07/17/2019	9761	REDINGTON, 8 DIGIT, ROUND BEZEL, 3-SCREW HR METER	\$	45.96
EASTEX ENVIRONMENTAL LAB INC	07/17/2019	9754	JUN 2019 WATER TESTING	\$	1,534.00
DXI INDUSTRIES, INC.	07/17/2019	9753	JUN 2019 CHEMICALS- WATER PLANTS	\$	532.50
VALERO MARKETING AND SUPPLY CO.	07/17/2019	9779	JUN 2019 VEHICLE FUEL- W/S	\$	484.79
DXI INDUSTRIES, INC.	07/24/2019	9802	CHLORINE & SULFUR DIOXIDE, 2000# - WWTP	\$	1,701.75
DXI INDUSTRIES, INC.	07/24/2019	9802	CHLORINE, 150# - WP #3	\$	122.05
DXI INDUSTRIES, INC.	07/24/2019	9802	CHLORINE, 150# - WP #4	\$	610.23
FERGUSON WATERWORKS	07/24/2019	9806	MI.NODE M RADIO W/5 FT NICOR CONNECTOR	\$	96.00
FERGUSON WATERWORKS	07/24/2019	9806	1 1/2" DI MTR SSR INT MHR METER	\$	1,070.00
FERGUSON WATERWORKS	07/24/2019	9806	2" DI NVL MTR SSR INT MHR METER	\$	1,290.00
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	15" JUMBO ANGEL BROOM W/DUSTPAN	\$	21.94
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	LIQUID BLEACH - 121OZ	\$	8.96
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	32OZ SPRAY BOTTLE	\$	3.28
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	FABULOSO - 128OZ	\$	5.47
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	4" HANDY HOOK	\$	5.88
MDN ENTERPRISES	07/24/2019	9811	METER BOX LIDS - LARGE - NO READER LIDS	\$	172.20
MDN ENTERPRISES	07/24/2019	9811	METER BOX LIDS - SMALL - NO READER LIDS	\$	99.75
BLEYL AND ASSOCIATES	07/24/2019	9794	JUN 2019 I-45 & TAMINA - TRAFFIC CONTROL & ROW PER	\$	4,380.00
BRANCH BANKING AND TRUST CO.	07/24/2019	9795	RYOBI 2900 PSI GAS PRESSURE WASHER	\$	319.00
BIO-AQUATIC TESTING INC	07/31/2019	9823	JUL 2019 WET TESTING	\$	3,161.36
UNDERGROUND INC.	07/31/2019	9843	1/2" HOSE - 200' ROLL	\$	662.00
UNDERGROUND INC.	07/31/2019	9843	3/4" PIRANHA HOSE - 600' ROLL	\$	2,285.00
HAHN EQUIPMENT CO. INC.	07/31/2019	9833	INSTALLATION SERVICE	\$	690.00
HAHN EQUIPMENT CO. INC.	07/31/2019	9833	PUMP - FLYGT MD# NP3153	\$	16,570.00
MDN ENTERPRISES	07/31/2019	9835	1.0 EXT STEM FOR MUELLER CENTU RION 5-1/4	\$	51.30
FLUID METER AND SERVICES, INC.	07/31/2019	9830	BACKFLOW PRVT CERTF-2" FEBCO 860 # H12879	\$	450.00
GRAINGER, INC.	07/31/2019	9832	3 1/2" GEN. PURPOSE PRESSURE GAUGE, 0 TO 100	\$	100.30
THE WOODLANDS JOINT POWERS AGENCY	07/31/2019	9841	JUL 2019 WATER/SEWER USAGE @ GUADALAJARA	\$	2,695.81
THE WOODLANDS JOINT POWERS AGENCY	07/31/2019	9841	JUL 2019 SPRINKLER USAGE @ GUADALAJARA	\$	673.11

Function 50 - Water & Sewer Total:

Function 50 - Water & Sewer Total: \$ 78,785.78

Function: 51 - Utility Billing

TYLER TECH	07/10/2019	9739	APR-JUN 2019 INCODE ONLINE BILL PAY FEES	\$	1,327.50
NEOFUNDS BY NEOPOST	07/10/2019	9734	APR-JUL 2019 UTILITY BILLING POSTAGE	\$	6.00
PRINTING PLUS	07/24/2019	9814	SEP 2019 UTILITY BILLING PROCESS	\$	949.49
PRINTING PLUS	07/24/2019	9814	JUL 2019 UTILITY BILLING PROCESS	\$	949.48
PRINTING PLUS	07/24/2019	9814	AUG 2019 UTILITY BILLING PROCESS	\$	949.48

Function 51 - Utility Billing Total:

Function 51 - Utility Billing Total: \$ 4,181.95

Fund 600 - WATER / SEWER Total:

Fund 600 - WATER / SEWER Total: \$ 82,967.73

Fund: 990 - PAYROLL FUND

AFLAC	07/01/2019	9696	JUL 2019 AFLAC ADJ	\$	(0.02)
BLUE CROSS/BLUE SHIELD OF TEXAS	07/01/2019	9698	JUL 2019 MEDICAL ADJ	\$	(2,390.20)
BLUE CROSS/BLUE SHIELD OF TEXAS	07/01/2019	9698	EMPLOYEE MEDICAL INSURANCE PAYROLL DEDUCTION	\$	434.51

TEXAS MUNICIPAL RETIREMENT SYSTEM	07/01/2019	9712	RETIREMENT (TMRS) PAYROLL DEDUCTION	\$	1,203.51
METLIFE SMALL BUSINESS CENTER	07/01/2019	9706	DENTAL INSURANCE PAYROLL DEDUCTION	\$	157.69
METLIFE SMALL BUSINESS CENTER	07/01/2019	9706	COUNCIL BASE LIFE INSURANCE PAYROLL DEDUCTION	\$	13.60
METLIFE SMALL BUSINESS CENTER	07/01/2019	9706	LIFE, AD&D, BUY UP PAYROLL DEDUCTION	\$	12.60
BLUE CROSS/BLUE SHIELD OF TEXAS	07/01/2019	9698	COUNCIL MEDICAL INSURANCE PAYROLL DEDUCTION	\$	3,112.56
UNITED HEALTHCARE	07/01/2019	9714	COUNCIL VISION INSURANCE PAYROLL DEDUCTION	\$	22.98
TEXAS MUNICIPAL RETIREMENT SYSTEM	07/01/2019	9712	RETIREMENT (TMRS) PAYROLL DEDUCTION	\$	962.80
TEXAS MUNICIPAL RETIREMENT SYSTEM	07/01/2019	9712	RETIREMENT (TMRS) PAYROLL DEDUCTION	\$	1,203.50
AFLAC	07/01/2019	9696	AFLAC AFTER TAX PAYROLL DEDUCTION	\$	118.61
AFLAC	07/01/2019	9696	AFLAC PRETAX PAYROLL DEDUCTION	\$	88.12
METLIFE SMALL BUSINESS CENTER	07/01/2019	9706	LIFE, AD&D, BUY UP PAYROLL DEDUCTION	\$	179.01
CLEAT	07/01/2019	9699	CLEAT PAYROLL DEDUCTION	\$	60.00
COLONIAL LIFE & ACCIDENT INSURANCE COMP	07/01/2019	9700	COLONIAL AFTERTAX PAYROLL DEDUCTION	\$	357.17
COLONIAL LIFE & ACCIDENT INSURANCE COMP	07/01/2019	9700	COLONIAL PRETAX PAYROLL DEDUCTION	\$	115.49
METLIFE SMALL BUSINESS CENTER	07/01/2019	9706	EMPLOYEE DENTAL INSURANCE PAYROLL DEDUCTION	\$	2,789.66
METLIFE SMALL BUSINESS CENTER	07/01/2019	9706	EMPLOYEE LIFE, AD&D, BUY UP PAYROLL DEDUCTION	\$	366.80
BLUE CROSS/BLUE SHIELD OF TEXAS	07/01/2019	9698	EMPLOYEE MEDICAL INSURANCE PAYROLL DEDUCTION	\$	43,538.65
TEXAS MUNICIPAL RETIREMENT SYSTEM	07/01/2019	9712	RETIREMENT (TMRS) PAYROLL DEDUCTION	\$	33,812.67
TX POLICE CHIEF'S ASSOC. FNDTN	07/01/2019	9713	TPCA FOUNDATION PAYROLL DEDUCTION	\$	17.00
UNITED HEALTHCARE	07/01/2019	9714	EMPLOYEE VISION INSURANCE PAYROLL DEDUCTION	\$	329.91
AFLAC	07/01/2019	9696	AFLAC AFTER TAX PAYROLL DEDUCTION	\$	118.61
AFLAC	07/01/2019	9696	AFLAC PRETAX PAYROLL DEDUCTION	\$	88.12
METLIFE SMALL BUSINESS CENTER	07/01/2019	9706	LIFE, AD&D, BUY UP PAYROLL DEDUCTION	\$	179.01
CLEAT	07/01/2019	9699	CLEAT PAYROLL DEDUCTION	\$	60.00
COLONIAL LIFE & ACCIDENT INSURANCE COMP	07/01/2019	9700	COLONIAL AFTERTAX PAYROLL DEDUCTION	\$	357.17
COLONIAL LIFE & ACCIDENT INSURANCE COMP	07/01/2019	9700	COLONIAL PRETAX PAYROLL DEDUCTION	\$	115.49
METLIFE SMALL BUSINESS CENTER	07/01/2019	9706	EMPLOYEE DENTAL INSURANCE PAYROLL DEDUCTION	\$	2,789.66
METLIFE SMALL BUSINESS CENTER	07/01/2019	9706	EMPLOYEE LIFE, AD&D, BUY UP PAYROLL DEDUCTION	\$	366.80
BLUE CROSS/BLUE SHIELD OF TEXAS	07/01/2019	9698	EMPLOYEE MEDICAL INSURANCE PAYROLL DEDUCTION	\$	43,104.14
TEXAS MUNICIPAL RETIREMENT SYSTEM	07/01/2019	9712	RETIREMENT (TMRS) PAYROLL DEDUCTION	\$	33,062.09
TX POLICE CHIEF'S ASSOC. FNDTN	07/01/2019	9713	TPCA FOUNDATION PAYROLL DEDUCTION	\$	17.00
UNITED HEALTHCARE	07/01/2019	9714	EMPLOYEE VISION INSURANCE PAYROLL DEDUCTION	\$	329.91
METLIFE SMALL BUSINESS CENTER	07/01/2019	9706	JUL 2019 DENTAL ADJ	\$	(32.64)
UNITED HEALTHCARE	07/01/2019	9714	JUL 2019 VISION ADJ	\$	(14.77)
TEXAS CHILD SUPPORT	07/11/2019	DFT0010920	CHILD SUPPORT PAYROLL DEDUCTION	\$	452.31
TEXAS CHILD SUPPORT	07/11/2019	DFT0010921	CHILD SUPPORT PAYROLL DEDUCTION	\$	308.31
TEXAS CHILD SUPPORT	07/11/2019	DFT0010922	CHILD SUPPORT PAYROLL DEDUCTION	\$	253.85
TEXAS CHILD SUPPORT	07/11/2019	DFT0010923	CHILD SUPPORT PAYROLL DEDUCTION	\$	710.77
TEXAS CHILD SUPPORT	07/11/2019	DFT0010924	CHILD SUPPORT PAYROLL DEDUCTION	\$	576.92
CITY OF SHENANDOAH GENERAL FUND	07/11/2019	DFT0010925	FIREARM REIMBURSEMENT REUVERS DEDUCTION	\$	50.00
CITY OF SHENANDOAH GENERAL FUND	07/11/2019	DFT0010926	FIREARM REIMBURSEMENT LANGSTON DEDUCITON	\$	50.00
CITY OF SHENANDOAH GENERAL FUND	07/11/2019	DFT0010927	FIREARM REIMBURSEMENT-BROCKHOEFT	\$	50.00
CITY OF SHENANDOAH GENERAL FUND	07/11/2019	DFT0010928	FIREARM REIMBURSEMENT-THOMPSON	\$	50.00
CITY OF SHENANDOAH GENERAL FUND	07/11/2019	DFT0010929	FIREARM REIMBURSEMENT-BLEDSON	\$	50.00
CITY OF SHENANDOAH GENERAL FUND	07/11/2019	DFT0010930	FIREARM REIMBURSEMENT-GORDON	\$	50.00
INTERNAL REVENUE SERVICE	07/11/2019	DFT0010931	MEDICARE	\$	3,998.98
INTERNAL REVENUE SERVICE	07/11/2019	DFT0010932	SOCIAL SECURITY	\$	17,098.62
INTERNAL REVENUE SERVICE	07/11/2019	DFT0010933	FEDERAL W/H	\$	13,378.18
INTERNAL REVENUE SERVICE	07/15/2019	DFT0010935	MEDICARE	\$	116.00
INTERNAL REVENUE SERVICE	07/15/2019	DFT0010936	SOCIAL SECURITY	\$	496.00
INTERNAL REVENUE SERVICE	07/15/2019	DFT0010937	FEDERAL W/H	\$	151.70
INTERNAL REVENUE SERVICE	07/15/2019	DFT0010939	MEDICARE	\$	121.26
INTERNAL REVENUE SERVICE	07/15/2019	DFT0010940	SOCIAL SECURITY	\$	518.58
INTERNAL REVENUE SERVICE	07/15/2019	DFT0010941	FEDERAL W/H	\$	127.48
TEXAS CHILD SUPPORT	07/25/2019	DFT0010943	CHILD SUPPORT PAYROLL DEDUCTION	\$	452.31
TEXAS CHILD SUPPORT	07/25/2019	DFT0010944	CHILD SUPPORT PAYROLL DEDUCTION	\$	308.31
TEXAS CHILD SUPPORT	07/25/2019	DFT0010945	CHILD SUPPORT PAYROLL DEDUCTION	\$	253.85
TEXAS CHILD SUPPORT	07/25/2019	DFT0010946	CHILD SUPPORT PAYROLL DEDUCTION	\$	710.77
TEXAS CHILD SUPPORT	07/25/2019	DFT0010947	CHILD SUPPORT PAYROLL DEDUCTION	\$	576.92
CITY OF SHENANDOAH GENERAL FUND	07/25/2019	DFT0010948	FIREARM REIMBURSEMENT REUVERS DEDUCTION	\$	50.00
CITY OF SHENANDOAH GENERAL FUND	07/25/2019	DFT0010949	FIREARM REIMBURSEMENT LANGSTON DEDUCITON	\$	50.00
CITY OF SHENANDOAH GENERAL FUND	07/25/2019	DFT0010950	FIREARM REIMBURSEMENT-BROCKHOEFT	\$	50.00

CITY OF SHENANDOAH GENERAL FUND	07/25/2019	DFT0010951	FIREARM REIMBURSEMENT-THOMPSON	\$	50.00
CITY OF SHENANDOAH GENERAL FUND	07/25/2019	DFT0010952	FIREARM REIMBURSEMENT-BLEDSE	\$	50.00
CITY OF SHENANDOAH GENERAL FUND	07/25/2019	DFT0010953	FIREARM REIMBURSEMENT-GORDON	\$	50.00
INTERNAL REVENUE SERVICE	07/25/2019	DFT0010954	MEDICARE	\$	3,953.70
INTERNAL REVENUE SERVICE	07/25/2019	DFT0010955	SOCIAL SECURITY	\$	16,905.00
INTERNAL REVENUE SERVICE	07/25/2019	DFT0010956	FEDERAL W/H	\$	13,143.98
INTERNAL REVENUE SERVICE	07/25/2019	DFT0010958	MEDICARE	\$	87.00
INTERNAL REVENUE SERVICE	07/25/2019	DFT0010959	SOCIAL SECURITY	\$	372.00
AFLAC	07/31/2019	9822	JUL 2019 AFLAC ADJ	\$	(0.02)
BLUE CROSS/BLUE SHIELD OF TEXAS	07/31/2019	9824	AUG 2019 MEDICAL ADJ	\$	(0.44)
AFLAC	07/31/2019	9822	AFLAC AFTER TAX PAYROLL DEDUCTION	\$	118.61
AFLAC	07/31/2019	9822	AFLAC PRETAX PAYROLL DEDUCTION	\$	88.12
METLIFE SMALL BUSINESS CENTER	07/31/2019	9836	LIFE, AD&D, BUY UP PAYROLL DEDUCTION	\$	175.61
CLEAT	07/31/2019	9825	CLEAT PAYROLL DEDUCTION	\$	60.00
COLONIAL LIFE & ACCIDENT INSURANCE COMP	07/31/2019	9826	COLONIAL AFTERTAX PAYROLL DEDUCTION	\$	357.17
COLONIAL LIFE & ACCIDENT INSURANCE COMP	07/31/2019	9826	COLONIAL PRETAX PAYROLL DEDUCTION	\$	115.49
METLIFE SMALL BUSINESS CENTER	07/31/2019	9836	EMPLOYEE DENTAL INSURANCE PAYROLL DEDUCTION	\$	2,744.22
METLIFE SMALL BUSINESS CENTER	07/31/2019	9836	EMPLOYEE LIFE, AD&D, BUY UP PAYROLL DEDUCTION	\$	399.55
BLUE CROSS/BLUE SHIELD OF TEXAS	07/31/2019	9824	EMPLOYEE MEDICAL INSURANCE PAYROLL DEDUCTION	\$	42,343.79
TEXAS MUNICIPAL RETIREMENT SYSTEM	07/31/2019	9839	RETIREMENT (TMRS) PAYROLL DEDUCTION	\$	33,544.80
TX POLICE CHIEF'S ASSOC. FNDTN	07/31/2019	9842	TPCA FOUNDATION PAYROLL DEDUCTION	\$	17.00
UNITED HEALTHCARE	07/31/2019	9844	EMPLOYEE VISION INSURANCE PAYROLL DEDUCTION	\$	326.24
TEXAS MUNICIPAL RETIREMENT SYSTEM	07/31/2019	9839	RETIREMENT (TMRS) PAYROLL DEDUCTION	\$	962.80
METLIFE SMALL BUSINESS CENTER	07/31/2019	9836	DENTAL INSURANCE PAYROLL DEDUCTION	\$	157.69
METLIFE SMALL BUSINESS CENTER	07/31/2019	9836	COUNCIL BASE LIFE INSURANCE PAYROLL DEDUCTION	\$	13.60
METLIFE SMALL BUSINESS CENTER	07/31/2019	9836	LIFE, AD&D, BUY UP PAYROLL DEDUCTION	\$	12.60
BLUE CROSS/BLUE SHIELD OF TEXAS	07/31/2019	9824	COUNCIL MEDICAL INSURANCE PAYROLL DEDUCTION	\$	3,112.56
UNITED HEALTHCARE	07/31/2019	9844	COUNCIL VISION INSURANCE PAYROLL DEDUCTION	\$	22.98
AFLAC	07/31/2019	9822	AFLAC AFTER TAX PAYROLL DEDUCTION	\$	118.61
AFLAC	07/31/2019	9822	AFLAC PRETAX PAYROLL DEDUCTION	\$	88.12
METLIFE SMALL BUSINESS CENTER	07/31/2019	9836	LIFE, AD&D, BUY UP PAYROLL DEDUCTION	\$	175.61
CLEAT	07/31/2019	9825	CLEAT PAYROLL DEDUCTION	\$	60.00
COLONIAL LIFE & ACCIDENT INSURANCE COMP	07/31/2019	9826	COLONIAL AFTERTAX PAYROLL DEDUCTION	\$	357.17
COLONIAL LIFE & ACCIDENT INSURANCE COMP	07/31/2019	9826	COLONIAL PRETAX PAYROLL DEDUCTION	\$	115.49
METLIFE SMALL BUSINESS CENTER	07/31/2019	9836	EMPLOYEE DENTAL INSURANCE PAYROLL DEDUCTION	\$	2,744.22
METLIFE SMALL BUSINESS CENTER	07/31/2019	9836	EMPLOYEE LIFE, AD&D, BUY UP PAYROLL DEDUCTION	\$	399.55
BLUE CROSS/BLUE SHIELD OF TEXAS	07/31/2019	9824	EMPLOYEE MEDICAL INSURANCE PAYROLL DEDUCTION	\$	42,343.79
TEXAS MUNICIPAL RETIREMENT SYSTEM	07/31/2019	9839	RETIREMENT (TMRS) PAYROLL DEDUCTION	\$	33,214.24
TX POLICE CHIEF'S ASSOC. FNDTN	07/31/2019	9842	TPCA FOUNDATION PAYROLL DEDUCTION	\$	17.00
UNITED HEALTHCARE	07/31/2019	9844	EMPLOYEE VISION INSURANCE PAYROLL DEDUCTION	\$	326.24
TEXAS MUNICIPAL RETIREMENT SYSTEM	07/31/2019	9839	RETIREMENT (TMRS) PAYROLL DEDUCTION	\$	722.10
METLIFE SMALL BUSINESS CENTER	07/31/2019	9836	AUG 2019 DENTAL ADJ	\$	(0.46)
UNITED HEALTHCARE	07/31/2019	9844	AUG 2019 VISION ADJ	\$	(0.09)
				\$	<u>407,973.97</u>

Fund 990 - PAYROLL FUND Total: \$ 407,973.97

GRAND TOTAL: \$ 1,107,997.52



COUNCIL MONTHLY REPORT

DEPARTMENT: ADMINISTRATION

MONTH: July 2019

SOCIAL MEDIA/COMMUNICATIONS

FACEBOOK

City @ShenandoahTx

Followers in July	6901
Followers in June	6869
Gain	Up 32, +0.47%

DATE	SUBJECT	REACH
7/2	Ready with red, white and blue!	468
7/5	City Council agenda	468
7/8	City notified of 242 flyover collision and closure	681
7/08	TxDOT holding meeting	407
7/8	TxDOT striping Research Forest	767
7/9	Heat advisory July 9	605
7/10	Are you ready? For a hurricane?	847
7/10	First hurricane advisory	1,071
7/11	Looks like Louisiana will be target	406
7/11	It's official --- Barry is tropical storm	1,370
7/11	Latest advisory on Barry	887
7/12	Council meeting agenda	373
7/12	Pool slide closed	746
7/15	Special weather alert 12:56 pm	564
7/15	Flood advisory 1:52 on	438
7/15	Reports of high water	958
7/15	Posting on deceased man found and update	2,001
7/16	UPDATED – FTTH project completed	319
7/18	Pool slide back in business	721
7/19	Latest Police Blotter	672
7/19	MDD meeting agenda	246
7/19	Council agenda	243
7/22	Entergy workers doing walk-throughs	264

7/24	MCHD, YMCA, Texas Children's Hospital	543
7/24	Dinners plans on Thursday?	1,890
7/25	Police Blotter	857
7/26	Council update	434
7/26	MDD Update	436
7/26	Repairs on Tamina start Monday	1,011
7/29	Thanks, MoCo, LEOS for fundraiser	975
7/29	Texas Sales Tax holiday this weekend	3,324
7/29	Don't forget the Tamina Road repairs	2,681
7/30	No recycling pickup today... will run tomorrow	312
7/30	MoCo hanging the last traffic light mast	3,041
7/30	Severe thunderstorm warning	455
7/30	Reports of several blown transformers	1,877
7/30	Entergy crews on site	475
7/30	Update – power coming up gradually through city	1,102
7/30	Call after hours number if you need assistance	605
7/31	Splash pads up and running	1,051
7/31	Missing out on city news? Sign up on the website.	391
	TOTAL	36,982

IMPORTANT POINTS: Anything above 500 for Shenandoah can be considered a “viral” posting. This month, we had **25** postings. The City’s Facebook page, Shenandoah, TX was renamed Shenandoah, TX – City Government this month to recognize that it is an official communication outlet of the city of Shenandoah. It is an instrument for providing information to our residents unlike personal and business Facebook pages that are designed for the interchange of ideas and opinions.

FACEBOOK

Civic Club [@STxCivicClub](#)

Followers in July	192
Followers in June	191
Gain	Up 1, +0.52%

DATE	SUBJECT	REACH
7/2	Civic Club updated personal information	34
7/2	Civic Club announces July Yard of the Month	481
7/8	Heads up	17
7/8	TxDPT meeting	34
7/8	Stripng on Research Forest	16

7/8	Heat advisory	13
7/10	Are you ready?	49
7/10	First advisory	33
7/11	Looks like Louisiana will be entry	32
7/11	It's officially Barry	44
7/11	Latest advisory on Barry	24
7/12	City Council update	39
7/12	Slide closed at pool	13
7/13	Weather statement	13
7/15	Flooding possible	17
7/15	Watch for water and lights	11
7/15	Discovery of deceased man and update	133
7/15	FTTH project completed	35
7/18	Good news... slide open	14
7/19	Police Blotter	53
7/22	Entergy in the area	26
7/22	Civic Club meeting	16
7/24	Swim safety	27
7/24	Thursday night dinner plans?	22
7/25	Police Blotter	38
7/26	City Council update	42
7/26	MDD Update	29
7/26	Budget workshop to be Aug. 9-10	13
7/27	Repairs to start Monday on Tamina	26
7/27	Thanks, Officer Jennifer Angeles...	32
7/29	Tax free sales	38
7/29	Tamina Road repairs beginning	52
7/30	No recycling today; will pick up Wednesday	33
7/30	MoCo hanging last mast at Pinecroft	40
7/30	Weather alert	8
7/30	Heads up... storm heading	41
7/30	Power line blew and impacts large area	58
7/30	Power coming back on gradually	12
7/31	Missing out on city news?	34
	TOTAL	1,692

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

TWITTER @ShenandoahTx

Followers in July	1482
Followers in June	1476
Gain	Up 6, +0.4%

DATE	SUBJECT	REACH
7/5	City Council agenda	229
7/8	TxDOT flyover closed for repairs	261
7/8	Striping work on Research Forest	445
7/10	First storm advisory issued	268
7/12	Council update	196
7/15	Flood advisory	233
7/15	Reports of high water	261
7/15	Decomposed body found in field	197
7/16	FTTH project completed	258
7/17	Man found update	218
7/19	Police Blotter	151
7/19	MDD agenda	131
7/19	Council agenda	128
7/22	Entergy works conduction walkthrough assessment	235
7/25	Police Blotter	117
7/25	Council update	136
7/25	MDD update	95
7/30	Recycling pushed to Wednesday	95
7/30	Pct 3 hanging last light mast	117
7/30	Blown transformers and downed lines	147
/30	Power gradually coming back online	194
	TOTAL	4,112

WEBSITE

- Carousel banners:
 - Open Records Request
 - Subscribe to Notify Me
 - Watch Us on YouTube
 - Personalize Your Website Page
 - Next Current Event
 - Proposed 2019-20 Budget

- Subscribers
 - News Flash
 - City of Shenandoah News 96 (+7)
 - CVB News 72 (+14)
 - CVB Spotlight 55 (+9)
 - SPD Police Blotters 95 (+6)
 - Town Hall 82 (+7)
 - Agenda Center
 - City Council 164
 - MDD 45
 - P & 51
 - Alert Center 30
 - Calendars 159

- Visitors (July)

	Total to Date
○ 13,828 visits	29725 visits
○ 1 min 20 sec avg. visit	1min 56 sec avg visit
○ 70% left after one page (bounced)	63 left after one page (bounced)
○ 26972 page views	65078 page views
○ 910 searches	2868 total searches
○ 6 downloads	79 downloads

PRESS RELEASES

Date	Description
7/1	Civic Club names Yard of the Month
7/2	Council update
7/11	Council update
7/16	FTTH project completed
7/17	Deceased body found/ update
7/25	Council Update
7/25	MDD update
7/25	Entergy doing walkthrough assessment
7/26	Tamina Road/I45 project to begin Monday
7/29	Recycling postponed to Wednesday
7/30	ALERT – power update

ArchiveSocial, archiving source

Starting with the 2017-18 budget year, ArchiveSocial is a program that allows us to archive postings in our social media accounts for public information requests or historical reference.

- July 1 new records
- Prior 6-month averaging: 425 records/month

Currently Archiving:

Three Facebook pages:

- City Facebook page: Shenandoah, Tx
- Civic Club Facebook page: Shenandoah Civic Club
- CVB Facebook page: Visit Shenandoah TX

Two Facebook owner accounts:

- STX Shenandoah
- Shenandoah CVB

Two Twitter accounts:

- City account: @ShenandoahTX
- CVB account: @shenandoahcvb

One Instagram account:

- VisitshenandoahTX

One You Tube account:

- City of Shenandoah, Texas

The two biggest sources of records archived are City Facebook and City YouTube.

YouTube City Council Meetings and Other

Subscribers in July	62
Subscribers in June	62
Change	Up 1, +1.6%

DATE	VIEWS
City Council 7/10/19	68
City Council 7/24/19	38
TOTAL VIEWS to date	8,230
TOTAL MINUTES to date	65,444
AVG. VIEW DURATION to	7:57 minutes

Fun Facts:

- For July, watch time was 2,110 minutes
- For July, average view duration was 11 minutes 17 seconds
- For July, top view sites: US (100%)
- For July, top devices used: computer (65.8%), mobile (24.1%), TV (7.3%), tablet (2.7%)
- For July, on demand (1,498 min) vs. live (612 min)

NEXTDOOR, agency account (information only)

Subscribers in July (by area)	739
Change	Up 18, +2.4%
Subscribers in July (by neighborhoods)	
Northline Oaks	36 (+0)
Grogan's Forest	577(+13)
The Woodlands	4 (+10)
Shenandoah	122 (+1)

DATE	SUBJECT	VIEWS
7/12	Council update	78
7/15	Weather alerts issued	55
7/15	Deceased man found in field	279
7/16	FTTH project completed	78
7/18	Police Blotter	88
7/22	Entergy doing area walkthrough	137
7/25	Police Blotter	93
7/26	MDD and Council updates	118
7/29	Updates on Pinecroft traffic light/recycling	34
TOTAL		960

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

INFORMATIONAL TECHNOLOGY (IT)

General Support

There were 22 IT requests for service in the month of July.

Category/Service	Service Calls Completed
Computer/Hardware	2
Email Issue	3
Police MDT/Mobile Data	2
In-Car Video/Watchguard	5
Desk Phone / Mobile Phone	2
Internet/Network	0
User Login/Password	1
General IT Requests	3
Application/Software	3
Door Access / Security Cameras	1
Printer / Copier / Scanner	0
Employee Entry / Exit Form	0
Total	22

Projects:

OPEN RECORD REQUESTS

The City received 36 record requests during the month of July as shown below.

DATE	REQUESTER	DESCRIPTION	DATE COMPLETED
7/1/2019	Aleisha Harwood	Building Permit Report for the month of June, 2019	7/1/2019
7/1/2019	Christine Ostrowski	Building Permit Report for the month of June, 2019	7/1/2019
7/1/2019	Suma Sureshchandra	Building Permit Report for the month of June, 2019	7/1/2019
7/1/2019	Carole Bartholomew	Building Permit Report for the month of June, 2019	7/1/2019
7/1/2019	Leah Overall	Building Permit Report for the month of June, 2019	7/1/2019
7/2/2019	Travis Shackelford	Environmental Survey	7/2/2019
7/2/2019	Ray Dotts	Sprinkler Permit & Drawings	7/3/2019
7/5/2019	Jean Teague	All communications concerning H.B. 2439 from November 1, 2018 to July 5, 2019	7/19/2019
7/5/2019	Jean Teague	Dash Cam & Body Cam of Ferrand re Code Enforcement Violation	7/19/2019
7/5/2019	Jeralby Bowie	PD Report #10M000131	7/5/2019
7/8/2019	Jean Teague	Contract for Fire Services with Woodlands Township	7/19/2019
7/9/2019	Carole Bartholomew	Building Permit Report for the months of Oct, Nov, Dec, 2018	7/9/2019
7/9/2019	Justin Duggar	Public Improvement District (PID) documents for each PID within the City's corporate limits or ETJ	7/9/2019
7/10/2019	Victoria Warmuth	Disposition of PD Case #10M000131	7/10/2019
7/11/2019	Laura Kress	Original Shenandoah Land Trust	7/15/2019
7/12/2019	Advantage Masonry	Foundation Repair Report - May & June 2019	7/12/2019
7/16/2019	Sheneetra Scroggins	Zoning Verification	7/19/2019
7/16/2019	Larry Lyons	Survey for 71 N. Crescendo Path Place	7/16/2019
7/16/2019	Taylor Amarel	E-mails to/from R. Wheeler re: EB-5 or USCIS	7/16/2019
7/16/2019	Patricio Trevino	Permits issued to PHS or Palmetto	7/19/2019
7/17/2019	Jen Thorn	Black Bear Permit	7/17/2019
7/16/2019	Shelly Lawson	PTO Policy	7/16/2019
3/11/2019	Jean Teague	Activity Logs for commissioned officers - March 8-9, 2019	7/19/2019
7/23/2019	Jean Teague	Police Policy Manual & updates (2 years)	8/6/2019
7/23/2019	Jean Teague	Communications - Bodycams	8/6/2019
7/23/2019	Jean Teague	Repairs & Maintenance - Bodycams	8/6/2019
7/23/2019	Jean Teague	Vendor Invoices - Bodycams	8/6/2019
7/23/2019	Baylee Cutsinger-Hay	Sign Permit for Boutique Costumes	7/23/2019
7/24/2019	Carole Bartholomew	Building Permit Report for the months of January, April, & May, 2019	7/24/2019

7/24/2019	Sheneetra Scroggins	Code Violations - 19333 David Memorial	7/24/2019
7/29/2019	Chue Qha Vang	ROW permit near 19 Andante Trail Place	7/29/2019
7/29/2019	Ranny Sawaf	PD Report & Videos #19M003689	MATC
7/30/2019	Matthew Van Dyke	Building Plans for MOD Pizza and Blaze Pizza	7/30/2019
7/30/2019	Estephanie Rodriquez	PD Report #19M002476	7/30/2019
7/30/2019	Paul Pierce	RMO job description & pay	7/30/2019
7/31/2019	Aleisha Harwood	Building Permit Report for the month of July, 2019	8/1/2019

HUMAN RESOURCES

Year	Budgeted Fillable Positions	Terminations	Turnover Ratio
2016	50	10	20%
2017	51	11	21.6%
2018	54	4	7.4%
2019 (to date)	54	0	0.0%

SUBMITTED BY:



COUNCIL MONTHLY REPORT



DEPARTMENT: FINANCE

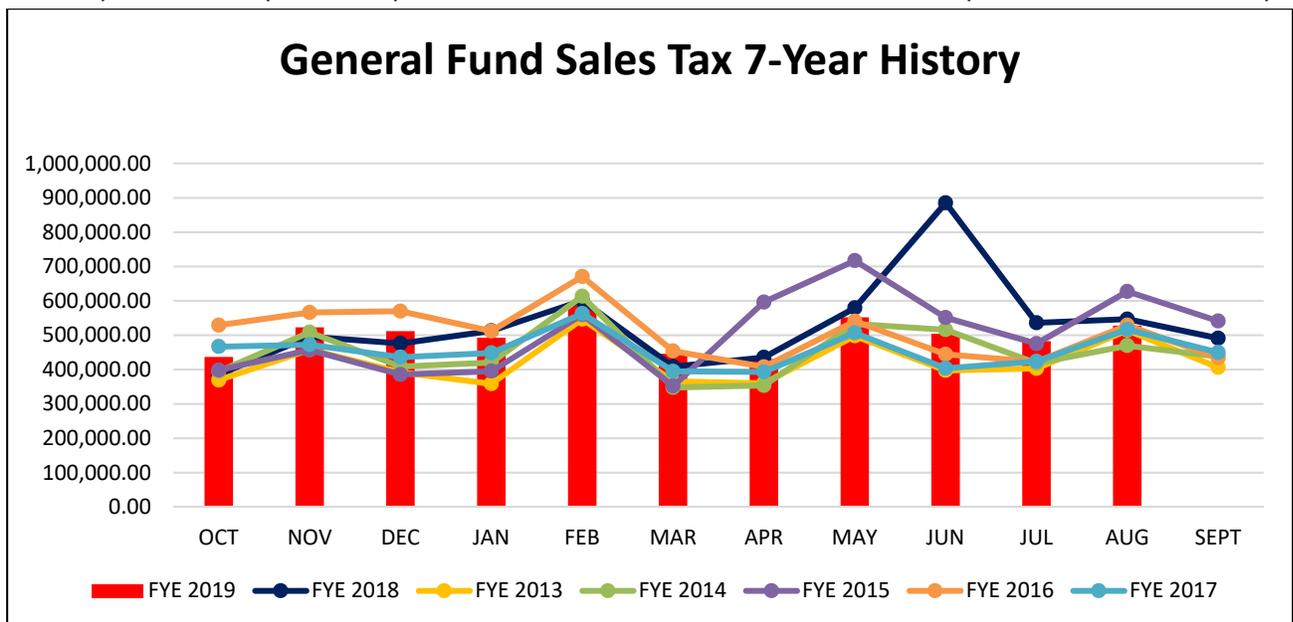
MONTH: JULY 2019

REVENUE

General Fund sales tax receipts received in June, reported in August are down 3.42% over the same month in 2018. Decreases from the previous year are shown in red. Significant changes from current year to previous year are primarily a result of a change in taxpayers.

General Fund Sales Tax - 7 Year Comparison							
	Sales Tax FY 2012-2013	Sales Tax FY 2013-2014	Sales Tax FY 2014-2015	Sales Tax FY 2015-2016	Sales Tax FY 2016-2017	Sales Tax FY 2017-2018	Sales Tax FY 2018-2019
OCT	369,391.25	394,342.33	398,463.01	529,234.52	466,912.55	385,742.59	436,594.28
NOV	457,850.00	508,617.69	456,877.76	566,140.52	472,341.01	495,956.78	522,751.85
DEC	392,284.71	408,659.61	385,601.00	569,854.76	436,159.11	476,181.30	511,522.98
JAN	358,544.76	420,523.80	395,068.35	511,995.45	448,458.28	512,637.50	492,914.83
FEB	546,714.39	613,223.58	559,795.01	670,777.67	562,788.89	601,151.52	585,556.53
MAR	366,007.27	348,002.56	351,977.96	453,860.55	394,952.57	408,862.33	446,044.49
APR	360,029.06	353,675.15	596,287.50	407,769.31	393,008.04	435,325.51	430,535.67
MAY	497,834.09	532,982.48	716,952.48	540,870.98	506,830.45	579,460.26	552,084.98
JUN	397,331.40	515,915.97	551,161.85	444,484.92	403,627.18	885,399.08	504,229.58
JUL	403,084.53	418,467.34	475,396.14	422,558.02	423,618.29	536,123.76	482,478.25
AUG	514,693.41	469,711.82	627,396.71	528,924.55	516,593.06	546,764.42	528,047.73
SEPT	406,130.59	437,844.65	541,138.70	434,327.21	449,659.93	491,282.24	
TOTAL	5,069,895.46	5,421,966.98	6,056,116.47	6,080,798.46	5,474,949.36	6,354,887.29	5,492,761.17

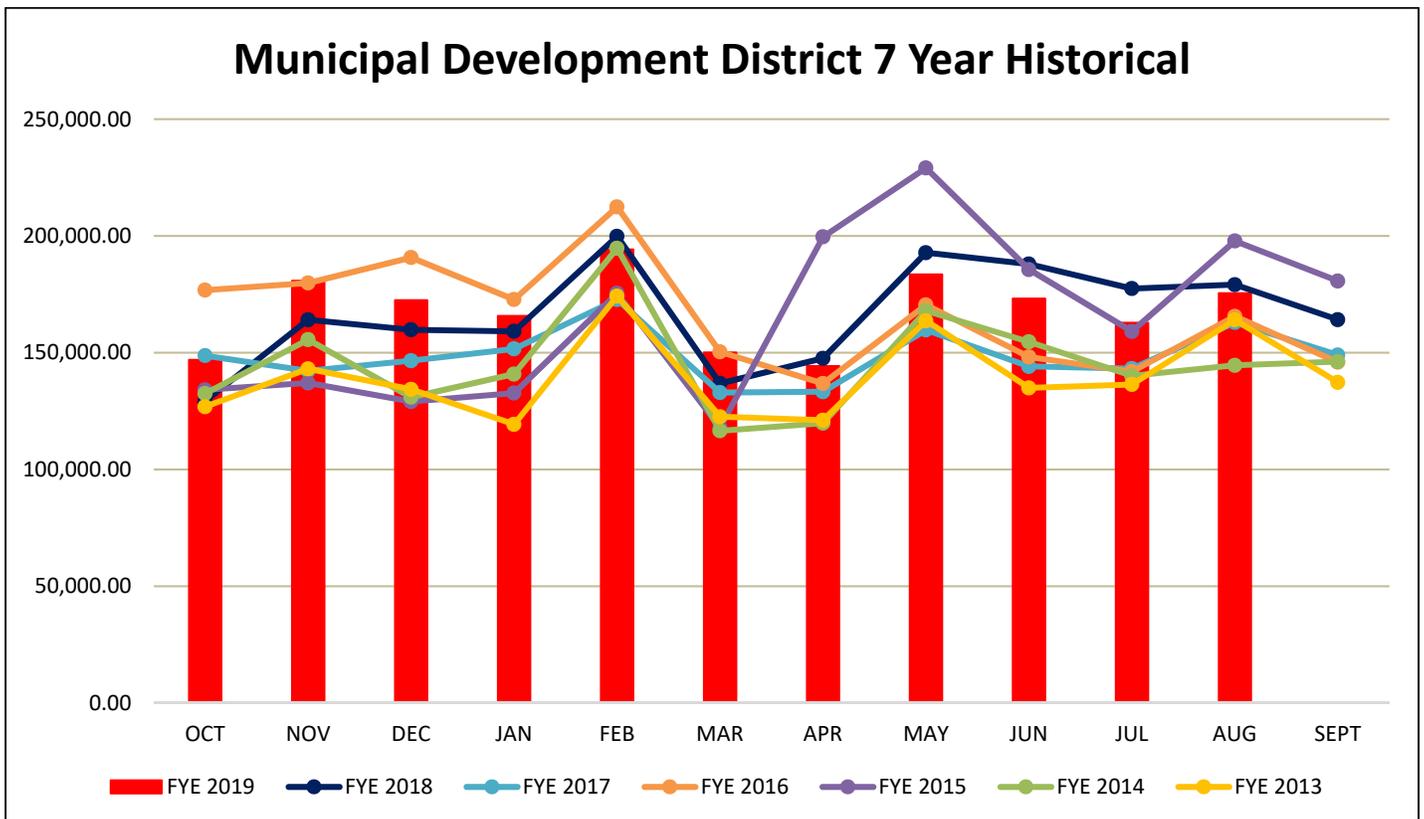
The chart below plots a seven-year history of sales tax revenue from the 2012-2013 fiscal year to the current fiscal year.



Shenandoah Municipal Development District (MDD) sales tax receipts received in June, reported in August are down 2.05% over the same month in 2018. Decreases from the previous year are shown in red. Significant changes from current year to previous year are primarily a result of a change in taxpayers.

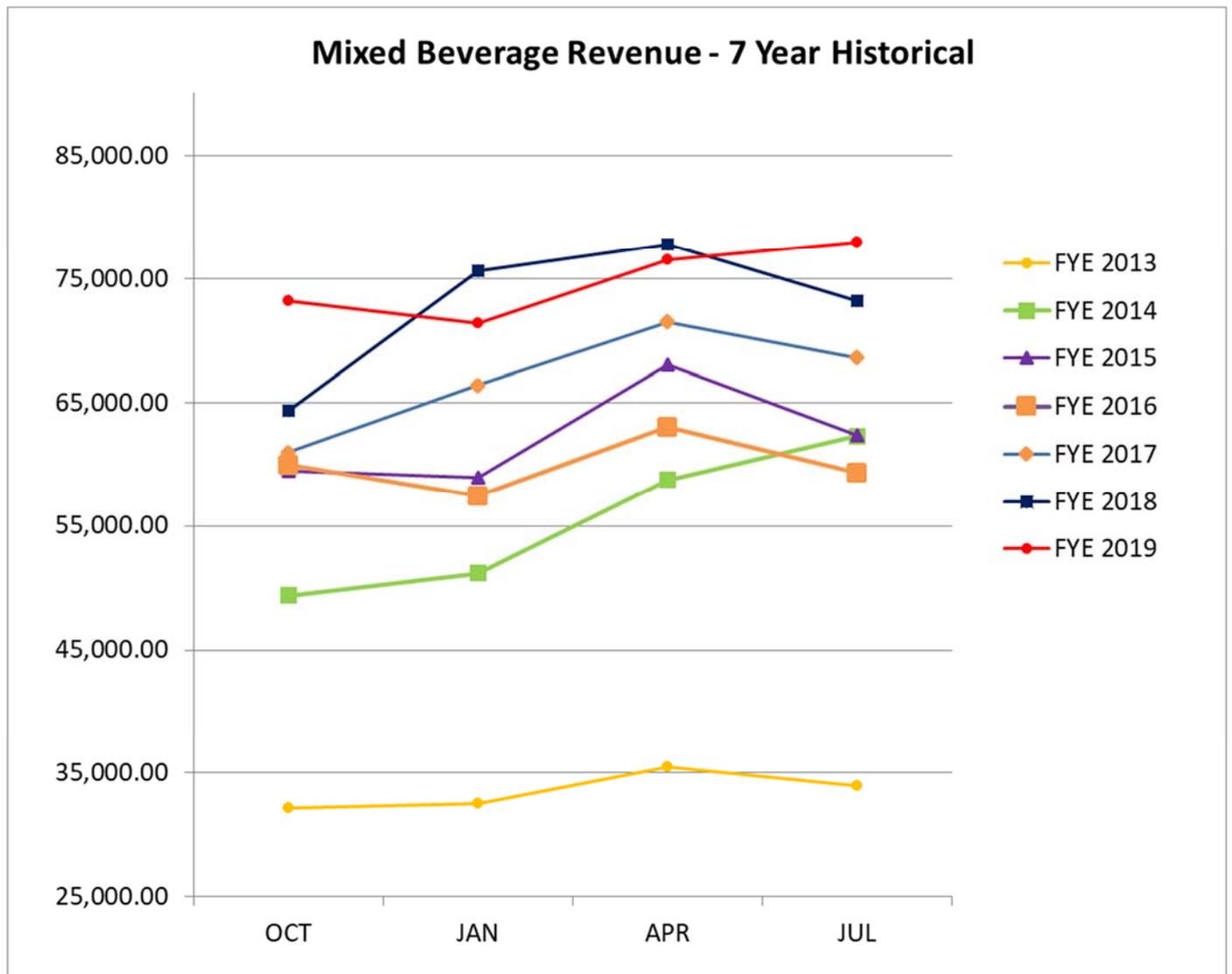
Municipal Development District Sales Tax - 7 Year Comparison							
	Sales Tax FY 2012-2013	Sales Tax FY 2013-2014	Sales Tax FY 2014-2015	Sales Tax FY 2015-2016	Sales Tax FY 2016-2017	Sales Tax FY 2017-2018	Sales Tax FY 2018-2019
OCT	126,891.50	132,531.91	134,121.98	176,792.05	148,740.99	129,281.89	146,950.75
NOV	143,100.77	155,593.35	137,039.48	179,873.46	142,252.94	164,103.61	180,771.96
DEC	134,331.77	130,963.08	129,069.45	190,743.79	146,576.50	159,833.39	172,461.06
JAN	119,334.34	140,870.35	132,715.53	172,779.54	151,645.82	159,154.91	165,765.46
FEB	174,244.21	194,711.99	175,420.84	212,442.67	172,758.57	199,847.14	194,183.48
MAR	122,620.90	116,577.23	117,910.59	150,369.51	132,930.14	136,863.98	150,051.70
APR	121,105.17	119,859.74	199,614.21	136,812.78	133,298.06	147,610.07	144,266.74
MAY	163,670.43	167,939.73	229,109.08	170,507.99	159,755.34	192,839.04	183,504.67
JUN	134,934.74	154,665.14	185,611.00	148,191.12	144,141.89	187,959.08	173,157.86
JUL	136,413.94	140,109.37	159,123.20	141,933.67	143,212.27	177,469.43	162,828.18
AUG	164,059.76	144,599.73	197,857.45	165,575.36	162,982.51	179,143.98	175,474.58
SEPT	137,281.10	146,173.09	180,695.27	145,925.17	149,025.29	164,145.34	
TOTAL	1,677,988.63	1,744,594.71	1,797,592.81	1,991,947.11	1,787,320.32	1,998,251.86	1,849,416.44

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



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

Mixed Beverage Revenue - 7 Year Historical							
	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019
OCT	32,110.43	49,367.66	59,453.27	59,926.12	60,986.07	64,378.92	73,161.11
JAN	32,504.04	51,138.78	58,912.43	57,476.93	66,379.59	75,607.85	71,364.25
APR	35,517.19	58,740.02	68,036.47	63,028.71	71,467.72	77,758.68	76,494.83
JUL	34,000.00	62,287.56	62,318.74	59,294.13	68,580.98	73,206.92	77,980.89
Total	134,131.66	221,534.02	248,720.91	239,725.89	267,414.36	290,952.37	299,001.08



The City currently has 28 businesses that hold a mixed beverage permit.

Below is a gross receipt listing from this June as compared to the same month in the previous year.

Mixed Beverage Monthly Gross Receipts by Vendor									
	JUN 2018				JUN 2019				DIFFERENCE
	Liquor Receipts	Wine Receipts	Beer Receipts	Total Receipts	Liquor Receipts	Wine Receipts	Beer Receipts	Total Receipts	
TWIN PEAKS	\$82,594.00	\$2,118.00	\$177,509.00	\$262,221.00	\$85,594.00	\$2,639.00	\$185,382.00	\$273,615.00	\$11,394.00
PAPPASITOS	\$128,237.00	\$6,075.00	\$27,582.00	\$161,894.00	\$131,464.00	\$5,201.00	\$26,750.00	\$163,415.00	\$1,521.00
PAPPADEAUX	\$85,326.00	\$39,930.00	\$27,946.00	\$153,202.00	\$89,527.00	\$37,361.00	\$23,830.00	\$150,718.00	(\$2,484.00)
GOODE COMPANY	\$85,645.00	\$6,292.00	\$16,855.00	\$108,792.00	\$82,428.00	\$8,686.00	\$15,053.00	\$106,167.00	(\$2,625.00)
BJ'S	\$29,219.00	\$10,492.00	\$39,860.00	\$79,571.00	\$29,030.00	\$11,086.00	\$36,968.00	\$77,084.00	(\$2,487.00)
CHUY'S	\$62,983.00	\$1,275.00	\$12,146.00	\$76,404.00	\$67,146.00	\$1,083.00	\$11,898.00	\$80,127.00	\$3,723.00
GUADALAJARA	\$72,969.00	\$3,837.00	\$14,658.00	\$91,464.00	\$75,594.00	\$4,015.00	\$13,372.00	\$92,981.00	\$1,517.00
LUPE TORTILLA	\$73,317.00	\$3,731.00	\$18,776.00	\$95,824.00	\$74,777.00	\$4,103.00	\$17,588.00	\$96,468.00	\$644.00
BUFFALO WILD WINGS					\$15,665.00	\$860.00	\$39,612.00	\$56,137.00	\$56,137.00
FIELDING'S WOOD GRILL	\$34,828.00	\$11,784.00	\$12,420.00	\$59,032.00	\$33,227.00	\$17,204.00	\$13,185.00	\$63,616.00	\$4,584.00
MAIN EVENT	\$36,700.00	\$1,767.00	\$28,064.00	\$66,531.00	\$31,178.00	\$2,090.00	\$23,321.00	\$56,589.00	(\$9,942.00)
SALTGRASS STEAKHOUSE	\$30,087.00	\$10,984.00	\$12,189.00	\$53,260.00	\$31,796.00	\$13,133.00	\$12,142.00	\$56,589.00	\$3,329.00
MI RANCHO	\$43,708.00	\$755.00	\$11,421.00	\$55,884.00	\$51,990.00	\$921.00	\$11,031.00	\$63,942.00	\$8,058.00
BUCA DE BEPPO	\$6,372.00	\$10,943.00	\$2,824.00	\$20,139.00	\$6,021.00	\$11,573.00	\$2,879.00	\$20,473.00	\$334.00
HOOTERS	\$6,138.00	\$176.00	\$18,377.00	\$24,691.00	\$3,818.00	\$114.00	\$11,629.00	\$15,561.00	(\$9,130.00)
BABIN'S SEAFOOD HOUSE	\$18,802.00	\$8,659.00	\$6,451.00	\$33,912.00	\$19,741.00	\$10,162.00	\$5,545.00	\$35,448.00	\$1,536.00
EL BOSQUE	\$12,979.00	\$215.00	\$4,595.00	\$17,789.00	\$14,264.00	\$316.00	\$4,086.00	\$18,666.00	\$877.00
JOHNNY'S ITALIAN STEAK HOUSE	\$12,920.00	\$7,488.00	\$6,741.00	\$27,149.00	\$9,905.00	\$6,470.00	\$5,509.00	\$21,884.00	(\$5,265.00)
RED LOBSTER	\$10,902.00	\$4,515.00	\$4,102.00	\$19,519.00	\$8,923.00	\$3,842.00	\$3,221.00	\$15,986.00	(\$3,533.00)
RED ROBIN	\$5,991.00	\$737.00	\$6,630.00	\$13,358.00	\$4,751.00	\$594.00	\$5,515.00	\$10,860.00	(\$2,498.00)
CASA MEDINA	\$11,128.00	\$156.00	\$3,068.00	\$14,352.00	\$9,973.00	\$72.00	\$2,922.00	\$12,967.00	(\$1,385.00)
OUTBACK STEAKHOUSE	\$9,289.00	\$6,534.00	\$7,809.00	\$23,632.00	\$9,027.00	\$5,673.00	\$6,113.00	\$20,813.00	(\$2,819.00)
ANOTHER BROKEN EGG	\$5,693.00	\$9,485.00	\$0.00	\$15,178.00	\$6,283.00	\$9,962.00	\$0.00	\$16,245.00	\$1,067.00
COURTYARD	\$1,957.00	\$1,027.00	\$822.00	\$3,806.00	\$2,626.00	\$1,870.00	\$1,752.00	\$6,248.00	\$2,442.00
MIA'S TABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$4,110.00	\$2,777.00	\$4,329.00	\$11,216.00	\$11,216.00
AVENIDA BRAZIL CHURRASCARIA	\$5,147.00	\$5,245.00	\$815.00	\$11,207.00	\$4,779.00	\$6,112.00	\$647.00	\$11,538.00	\$331.00
AMC METROPARK 10	\$0.00	\$0.00	\$0.00	\$0.00	\$7,410.00	\$1,538.00	\$5,880.00	\$14,828.00	\$14,828.00
KILLEN'S STEAKHOUSE	\$0.00	\$0.00	\$0.00	\$0.00	\$33,641.00	\$69,907.00	\$2,475.00	\$106,023.00	\$106,023.00
TOTALS	\$872,931.00	\$154,220.00	\$461,660.00	\$1,488,811.00	\$944,688.00	\$239,364.00	\$492,634.00	\$1,676,204.00	\$187,393.00

Past comptroller reports did not disclose amount.

As of July 31, 2019 the City's outstanding property taxes totaled \$50,237.12. Of this amount, \$50,068.86 is from 2007 to 2019 and \$168.26 is from years prior to 2007. The table below shows the remaining balances as reported on the tax collector's monthly report.

Outstanding Property Tax Report FY 2018-2019						
	2007 to Present		Prior to 2007		Total	
Month	Balance	Change from Prev Month	Balance	Change from Prev Month	Balance	Change from Prev Month
OCT	2,002,766.75	1,959,592.60	176.28	0.00	2,002,943.03	1,959,592.60
NOV	1,928,476.30	-74,290.45	176.28	0.00	1,928,652.58	-74,290.45
DEC	1,437,238.45	-491,237.85	176.28	0.00	1,437,414.73	-491,237.85
JAN	490,176.33	-947,062.12	176.28	0.00	490,352.61	-947,062.12
FEB	100,720.25	-389,456.08	176.28	0.00	100,896.53	-389,456.08
MAR	88,475.33	-12,244.92	176.28	0.00	88,651.61	-12,244.92
APR	59,011.89	-29,463.44	168.26	-8.02	59,180.15	-29,471.46
MAY	54,901.62	-4,110.27	168.26	0.00	55,069.88	-4,110.27
JUN	53,740.06	-1,161.56	168.26	0.00	53,908.32	-1,161.56
JUL	50,068.86	-3,671.20	168.26	0.00	50,237.12	-3,671.20
AUG	0.00	0.00	0.00	0.00	0.00	0.00
SEPT	0.00	0.00	0.00	0.00	0.00	0.00

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

Other Revenue Ending July 31, 2019			
	Monthly Activity	YTD	Budgeted Amount
Development Fees:	775.00	20,875.00	8,000.00
Property Taxes:	381.42	1,178,970.07	903,692.00
Mixed Beverage Tax:	77,980.89	299,001.08	287,100.00
Building Permit:	44,996.05	644,148.20	450,000.00
Other Permits:	1,240.00	13,535.00	15,000.00
Gas Franchise:	0.00	36,761.25	30,000.00
Electric Franchise:	0.00	0.00	275,100.00
Cable Franchise:	0.00	21,946.77	32,000.00
Telephone Franchise:	9,495.71	110,507.59	125,000.00
Trash Collection:	2,573.35	25,093.13	28,044.00
Recycling:	3,040.84	26,923.11	37,901.00
Code Enforcement Violation	0.00	455.00	1,200.00
Pool Use Fees:	1,150.00	5,207.00	13,599.00
Court Fines:	1,461.00	7,713.75	10,000.00
Court Fees:	575.80	2,625.93	5,000.00
Interest:	2,743.92	23,752.84	5,000.00
Leases:	1,250.00	13,250.00	12,000.00
Undesignated Revenue:	11,696.23	36,539.79	25,000.00
Payment in Lieu of Taxes:	0.00	47,838.66	40,000.00
Proceeds/Sale of Cap. Assets:	0.00	42,460.00	45,000.00

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

Budget Report				
For Fiscal: 2018-2019 Period Ending: July 31, 2019				
	Current Total Budget	Period Activity	Fiscal Activity	Percent Remaining
Fund: 100 - GENERAL FUND				
00 - Revenue	9,125,621.00	636,824.27	7,755,971.02	-15.01%
09 - Shenandoah Business Association	8,000.00	0.00	0.00	100.00%
11 - Administration	752,743.00	69,130.56	602,560.81	19.95%
12 - Finance	231,863.00	14,243.87	184,745.67	20.32%
14 - Community Outreach	24,155.00	975.44	25,922.18	-7.32%
17 - Non-Department	3,377,449.00	108,130.63	2,135,819.12	36.76%
18 - Fire Department	675,004.00	0.00	559,678.00	17.09%
21 - Emergency Management	2,180.00	0.00	1,146.22	47.42%
22 - Police	3,069,676.00	210,553.97	2,375,839.52	22.60%
23 - Municipal Court	4,253.00	314.55	5,349.93	-25.79%
30 - Public Works	965,557.00	89,474.68	752,180.11	22.10%
31 - Swimming Pool	111,553.00	13,138.98	80,967.14	27.42%
32 - Parks	23,880.00	380.65	13,290.20	44.35%
43 - Community Development	445,280.00	72,442.79	390,236.04	12.36%
55 - Technology	383,408.00	21,404.58	320,244.59	16.47%
Fund: 101 - TREE FUND				
00 - Revenue	0.00	0.00	0.00	0.00%
30 - Public Works	0.00	0.00	125,496.45	0.00%
Fund: 102 - PARK BEAUTIFICATION FUND				
00 - Revenue	3,900.00	270.00	3,580.00	0.00%
30 - Public Works	3,900.00	4,867.32	4,867.32	0.00%
Fund: 120 - EQUIPMENT REPLACEMENT FUND				
00 - Revenue	137,412.00	0.00	95,558.25	30.46%
22 - Police	0.00	0.00	63,932.00	0.00%
Fund: 130 - BUILDING PERMITS TECHNOLOGY FUND				
00 - Revenue	0.00	715.00	6,780.00	0.00%
30 - Public Works	0.00	0.00	0.00	0.00%
Fund: 140 - TRASH AND RECYCLING				
00 - Revenue	317,494.00	5,636.46	55,216.25	-82.61%
33 - Trash & Recycling	291,250.00	23,960.17	210,243.23	27.81%
Fund: 200 - SPECIAL REVENUE				
00 - Revenue	1,533,450.00	122,431.69	1,241,111.29	-19.06%
45 - Hotel / Motel	1,290,318.00	39,420.06	778,117.48	39.70%
Fund: 300 - DEBT SERVICE				
00 - Revenue	2,352,526.00	2,212.16	839,726.86	-64.31%
80 - Debt Service	2,352,178.00	0.00	350,870.90	85.08%
Fund: 400 - CAPITAL PROJECTS GENERAL FUND				
00 - Revenue	2,396,790.00	216,832.20	1,549,603.80	-35.35%
45 - Capital Purchases/Projects Hotel/Motel	0.00	0.00	0.00	0.00%
60 - Capital Purchases/Projects General Fund	1,306,790.00	23,353.90	933,128.24	28.59%
61 - Capital Purchases/Projects Water & Sewer	1,090,000.00	197,643.80	557,864.02	48.82%
Fund: 500 - DESIGNATED COURT FUNDS				
00 - Revenue	0.00	81.18	1,862.13	0.00%
23 - Office Equip. & Furnishings-Court-Tech. Fund	0.00	0.00	0.00	0.00%
Fund: 600 - WATER / SEWER				
00 - Revenue	2,772,574.00	238,852.68	2,262,774.97	-18.39%
50 - Water & Sewer	2,644,117.00	326,550.28	1,360,601.08	48.54%
51 - Utility Billing	33,070.00	4,540.06	28,826.64	12.83%

FINANCIAL

Bank Balances

The table below shows the account balances for all city bank accounts as of July 31, 2019.

City of Shenandoah Bank Accounts			
Ending Balances as of July 31, 2019			
Wells Fargo		Texpool	
Pooled Cash	13,666,398.02	General Fund	202,872.44
MDD	4,737,536.16	Hotel/Motel	214,701.90
		Debt Service	34,412.69
		Water/Sewer	34,112.70
		MDD	1,141,773.58
Land Trust Fund			
Woodforest	3,493.75		

As of July 31, 2019, the City has 19,183,030.50 in pledged securities with BNY Mellon which is 104% of all balances held in Wells Fargo.

Reserve Balance

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

Reserve Balance for Major Funds			
As of Date	Fund	Reserve Balance	Days Operating
8/8/2019	100 - General Fund	6,550,769.74	357.31
8/8/2019	200- Special Revenue (CVB)	3,428,272.53	2,938.51
8/8/2019	600- Water & Sewer	956,578.62	147.35
8/8/2019	801- Muncial Development District	628,790.71	-

UTILITY BILLING

Revenue

Utility Billing Revenue Ending July 31, 2019			
	Monthly Activity	YTD	Budgeted Amount
Water	124,124.70	1,022,834.00	1,499,820.00
Sewer	88,967.03	802,024.48	1,026,827.00
Penalty	858.22	13,284.64	24,000.00
Tap Fees	6,510.00	90,556.56	35,000.00
Temporary Water Meters	0.00	1,005.00	8,000.00
Groundwater Reduction Plan Fees	15,539.95	121,768.90	152,327.00
Lonestar Groundwater Conservation District	2,783.74	22,009.95	23,276.00

SUBMITTED BY: Lisa Wasner, Finance Director





COUNCIL MONTHLY REPORT

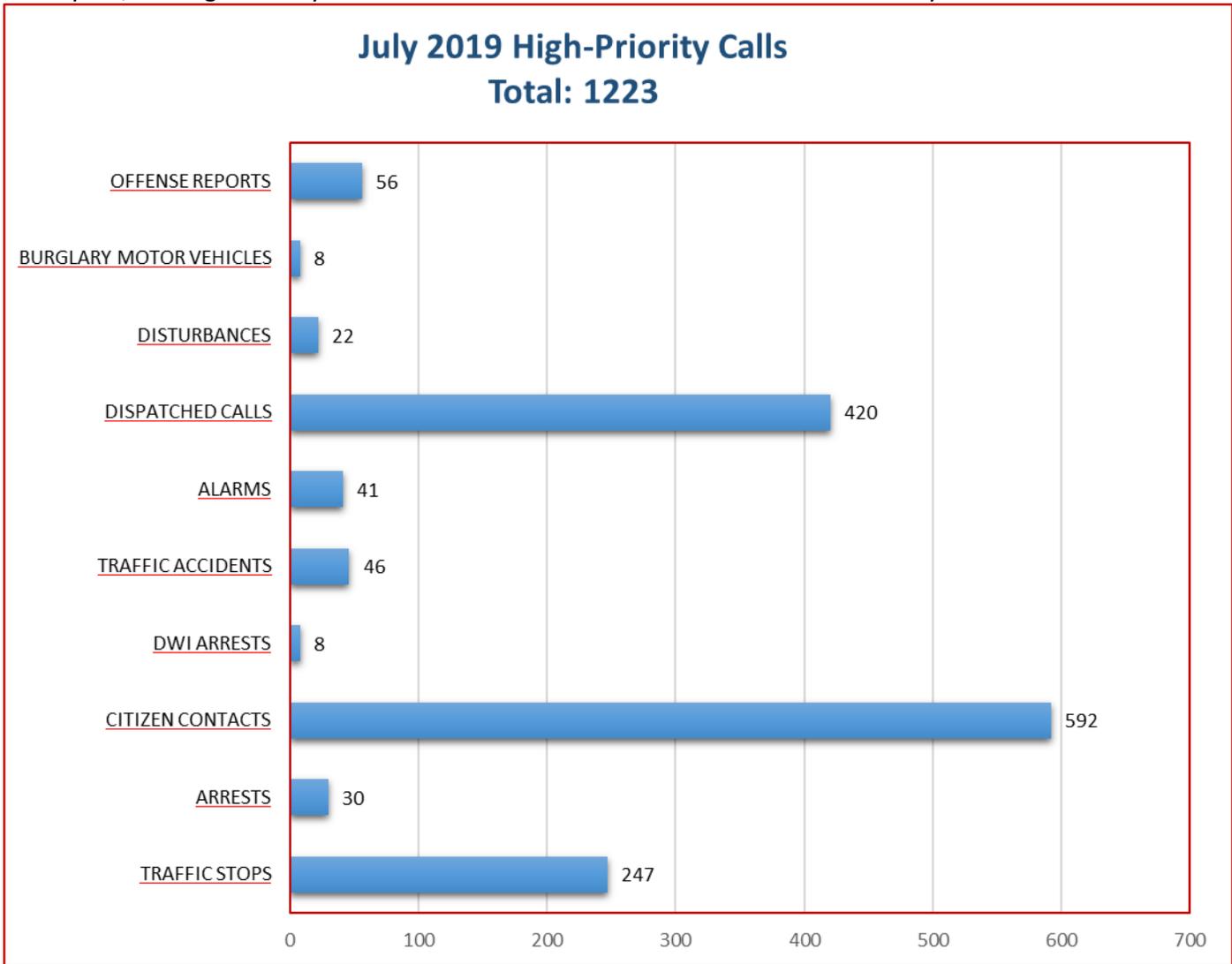
DEPARTMENT: SHENANDOAH POLICE

JULY 2019



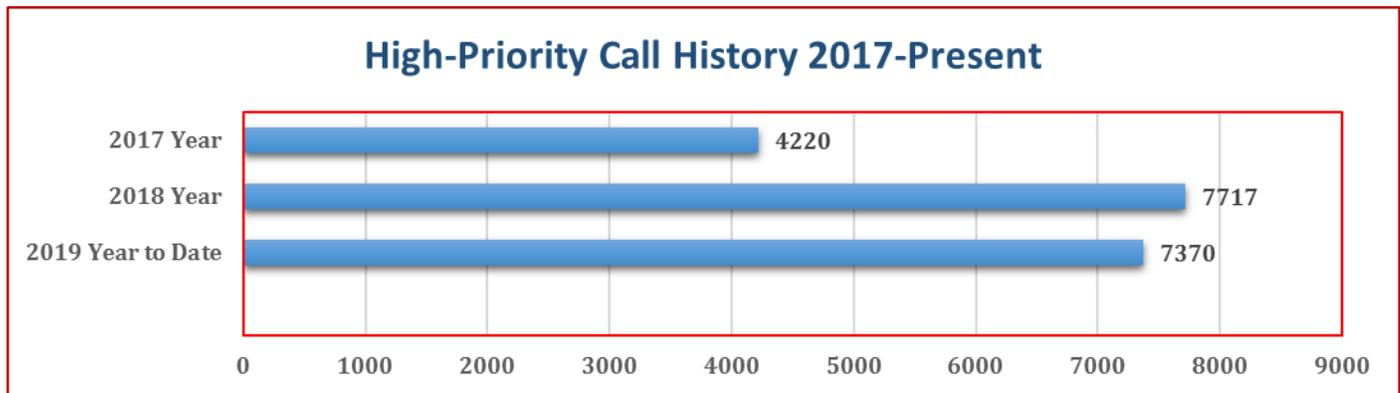
PATROL OPERATIONS I

The following is a breakdown of high-priority Shenandoah Police Department Patrol activities for **July 2019**. In retrospect, the High Priority Call totals for June 2019 were 1508 and 1349 for May 2019.



PATROL OPERATIONS II PRIORITY CALLS YTD

Per the request of City Council, the Shenandoah Police Department Officer yearly contact statistics are attached to this monthly report. See 2017 call totals, 2018 call totals, and 2019 priority calls year to date in the totals.



NOTES: Although the report parameters and format have changed slightly, a significant increase in officer contacts with citizens is observed due to an obvious increase in population and traffic volume within the last three years.

PATROL OPERATIONS III LICENSE PLATE READERS

July 2019

Accepted (HITS) Alarms- See Table Below

READER	READS	SEX OFFENDER HITS	STOLEN VEHICLE HITS	STOLEN PLATE HITS	WARRANT HITS	UNIQUE HITS
Shenandoah Dr. Fixed	47761	4	0	0	0	0
Wellman Rd Fixed	47116	3	0	0	0	0
17-02 Mobile	29,141	5	0	0	0	1
17-03 Mobile	61,022	4	0	0	4	0
18-01 Mobile	59,698	6	1	2	6	0
Total	244,738	22	1	2	10	1

The table above shows number of HITS. All HITS require officers to accept HIT and take some type of action whether it be just observing an offender or other enforcement actions. Occasionally an officer may miss accepting a HIT if he or she is occupied with another type call for service. Not all HITS that are accepted are acted upon by the officer.

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

HITS are single reads. The officers will accept the HIT but in nearly all instances, do not have any probable cause to stop or detain any of the sexual offender vehicles. Sexual Offenders cannot be stopped unless probable cause or reasonable suspicion for criminal activity exist. This information is used by law enforcement to observe these individuals in their daily activity.

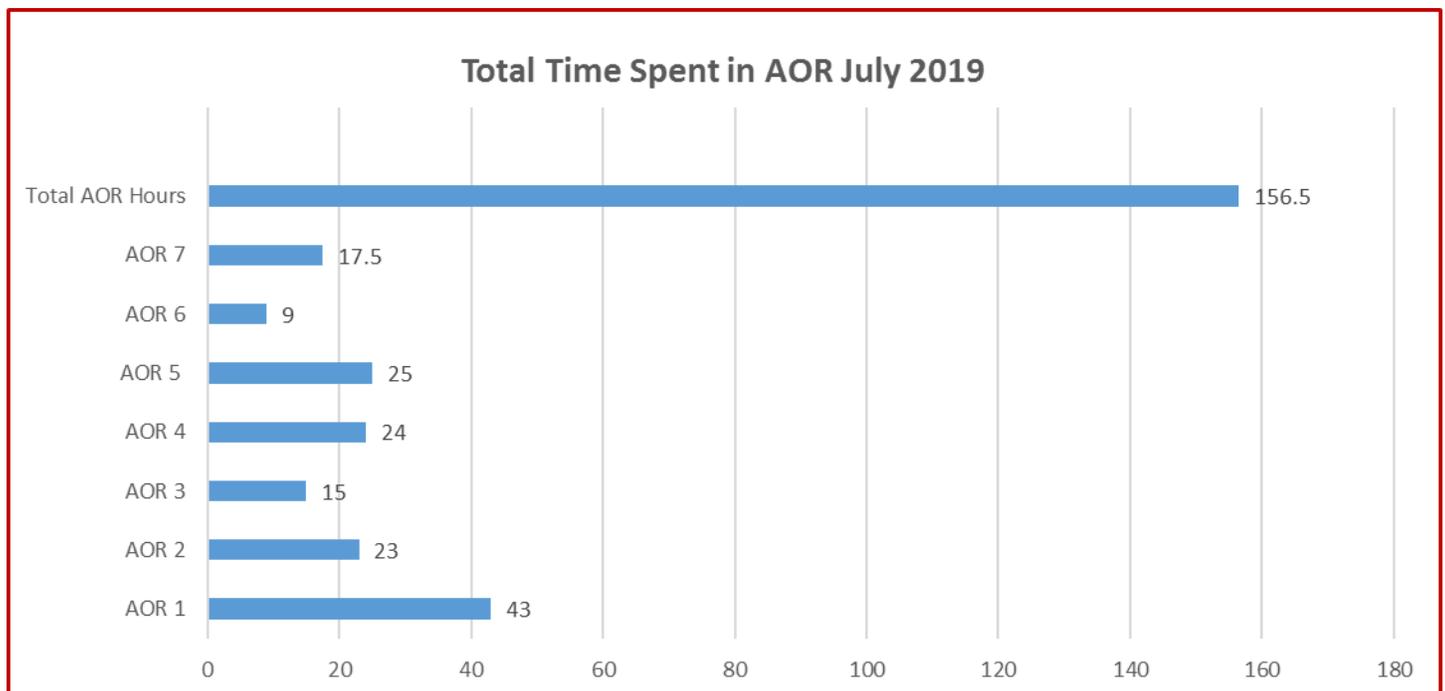
The information can also serve an affirmative link to locations where criminal activity is occurring within the city if necessary. Sex crime investigations can benefit from LPR information when or if those crimes occur in the city of Shenandoah. This information can also assist other jurisdictions where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

For **July 2019**, there were thirty five (35) HITS, of which twenty two (22) were Sexual Offender HITS. There were seven (7) Sexual Offender license plate HITS that were fixed HITS. There were fifteen (15) Sex Offender license plate HITS that were mobile HITS. These HITS involved seventeen (17) different Sex Offender license plates. There were twelve (12) Sex Offender license plates that were single read Sexual Offender HITS, one (1) Sex Offender license plate that was a double read Sexual Offender HITS, and four (4) license plates that were multiple read Sex Offender HITS on a single plate.

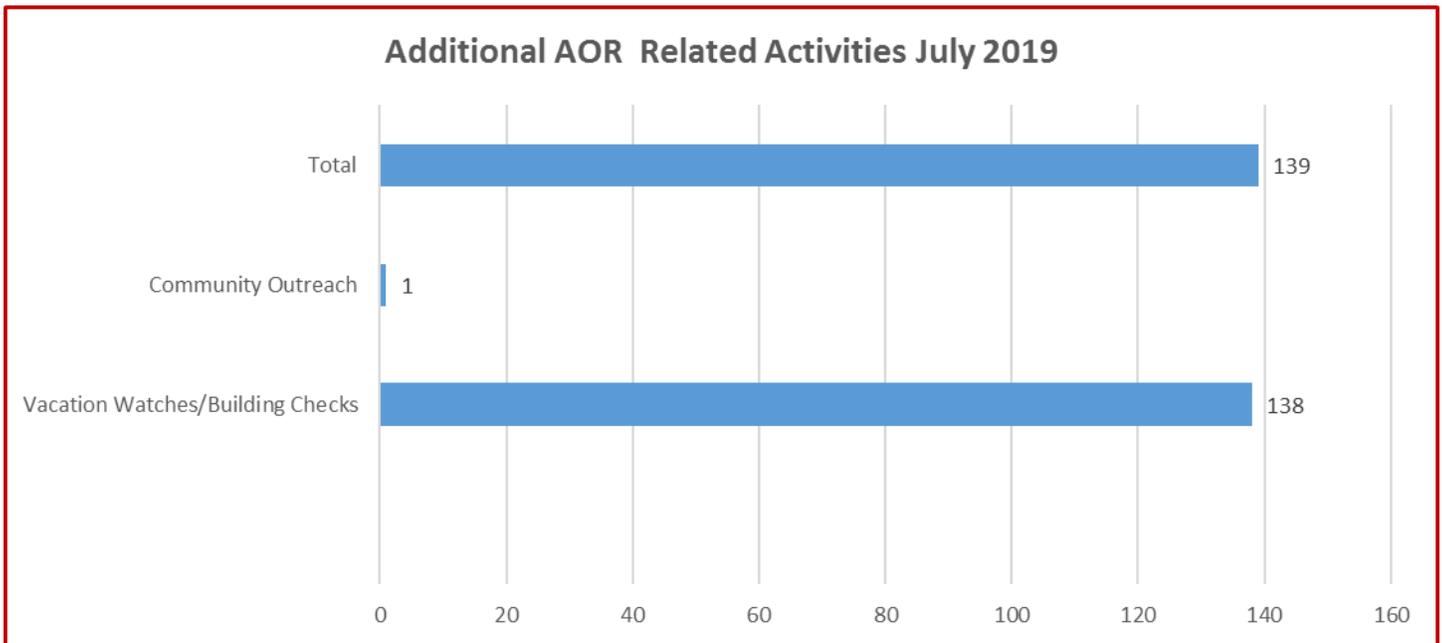
2. LPR HITS with an actionable or report consequence. Note: Officers were not able to acquire many of the stolen vehicle HITS due to the officer's location, direction of travel, and vehicle position at time of alert.
 - a. LPR hit on a confirmed stolen vehicle at the IHOP at the Sawdust exit. Thirty Nine year old white male driver of vehicle located inside business and arrested for Unauthorized Use of Motor Vehicle and Possession of Controlled Substance.
 - b. Recovered Adult at Courtyard Marriott - LPR hit on a vehicle tied to a missing female through MCSO. Female located at hotel and contact was made. Female recovered and removed from TCIC/NCIC accordingly.

AREAS OF RESPONSIBILITY (AOR) OPERATIONS

The following is a breakdown of AOR activities during the month of **July 2019**:



AOR Continued:



AOR CONTACTS, EGOV ENTRIES, AND AOR FOLLOW UPS

	Number of AOR General Contacts	Number of AOR Specific EGOV Entries	AOR Post-Event Follow-Ups
AOR #1	42	2	0
AOR #2	14	0	0
AOR #3	6	1	0
AOR #4	9	2	0
AOR #5	20	2	0
AOR #6	16	0	0
AOR #7	30	0	0

“AFTER-HOURS” CALLS FOR SERVICE

The City of Shenandoah received 39 “after hours” phone calls during **July** 2019. The Conroe Police Department Communications Center provides non-emergency after-hours dispatching services for the Shenandoah Police Department, which includes relay of information for Public Works issues.

SHENANDOAH PATROLS AND THE WOODLANDS TOWNSHIP ACTIVITIES

During the month of **July** 2019, Shenandoah officers conducted 446 residential patrols, 910 commercial patrols, and 226 dedicated AOR patrols. More than 1804 patrol hours that were specific to the City of Shenandoah were logged. There were an additional 355 patrols conducted within the extended service area with more than 412 hours of activity specific to The Woodlands Township, as demonstrated by the chart below:

PATROLS	TRAFFIC ENFORCEMENT	ASSISTS/ CALLS	TOTAL TIME
355	32	31	412:07

Total time dedicated to The Woodlands Township service: 412: 07 hours/13.2 hours per day. The “per day” time is based upon a full 24-hour cycle, or two 12-hour shifts. Each shift is responsible for at least six hours of patrol time within the service agreement area, per shift, barring any critical issues affecting the City of Shenandoah.

TRAFFIC ENFORCEMENT OPERATIONS SHENANDOAH

In **July** 2019, Shenandoah officers initiated 247 traffic stops while engaged in aggressive traffic enforcement activities within the city. Shenandoah Police Officers wrote 29 citations and issued 218 verbal and written warnings. The following table indicates general locations and number of traffic stops in conducted in each area.

AREA OF TRAFFIC ENFORCEMENT	July 2019	June 2019	May 2019
North Bound Service Road and Eastern Commercial Areas	172	193	174
South Bound Service Road	23	18	18
Residential Areas	38	35	17
Interstate 45 Main Lanes	14	7	2
Total	247	253	211

CRIMINAL INVESTIGATIONS

There were approximately 420 patrol dispatched complaints for the month of **July** 2019 with 56 complaints that required the initiation of a criminal offense report or an incident report. The 56 written reports are composed from the following **complaints** made to the Shenandoah Police Department: (Complaint numbers may differ from report numbers as not all complaints contain all the elements of a penal code offense or the complaint cannot be substantiated)

TYPE OF OFFENSE	NUMBER OF INCIDENTS INITIATED July 2019	NUMBER OF INCIDENTS INITIATED June 2019
Burglary (Vehicle)	8	4
Criminal Mischief	2	9
Theft (Vehicle)	1	1
Fraud/Forgery/CC Abuse	3	3
Theft	14	30
Robbery	0	0
Narcotics	2	15
DWI	8	4
Public Intoxication	2	1
Assault/Family Violence	1	3
Arrests	30	49
Warrant Arrest	13	10
FSGI Report	4	1
Sexual Assault	1	1
Death investigation	1	1
Recovery of Stolen Vehicle	3	3
Recovery of Missing Person	1	0
Lost/Found Property	5	0
Sex Offender Compliance Check	1	1
Burglary of Building	3	1
Disturbance (All)	22	20

Continued:

During the month of July, 2019 a total of 57 cases were generated. All reports were reviewed, including but not limited to the following offense types:

Assault – 4	Indecent Exposure - 1
Assist other agency - 1	Indecency with a Child –
Burglary of a Building – 2	Narcotics – 3
Burglary of a Habitation - 2	Prostitution - 1
Burglary of Motor Vehicle – 6	Public Intoxication – 1
Criminal Mischief – 3	Recovery of Stolen Property - 1
Death investigation – 1	Recovery of Stolen Vehicle – 1
Disorderly Conduct - 1	Sexual Assault - 1
DWI – 8	Theft – 11
Found Property - 1	Theft of Motor Vehicle - 3
Fraud - 2	Warrant Service – 3
Hit and Run Accident – 3	Welfare Concern - 2

Pending Assigned Cases

Pending Active Arrest Warrants

Gordon – 13	Gordon – 3
Thompson – 12	Thompson - 5

Cases of note

Officers patrolling the commercial area received a mobile license plate reader hit, related to a missing endangered female. Contact was made and it was determined she was not missing and was not a threat to herself or others.

The partially decomposing body of a 70 year old, white, male was discovered in the field just south of Outback Steakhouse. There were no signs of foul play discovered at the scene. Subsequent investigation led to the discovery that the man was homeless and had multiple medical issues. The case is still under investigation, pending autopsy results.

Approximately four car burglaries occurred in the residential area last month. A suspect was arrested, on unrelated charges, but none of the stolen property has been recovered.

An indecent exposure occurred at a local retail establishment. A suspect was identified and a warrant request has been submitted to the District Attorney's Office.

CODE ENFORCEMENT ACTIVITIES

The following is a summary of the 95 E-GOV action items (not including sign plan reviews) submitted electronically to the Shenandoah Police Department in **July** 2019:

TYPE OF ACTION LINE REQUEST	NUMBER OF ACTION LINE REQUESTS	NUMBER OF REQUESTS RESOLVED	NUMBER OF REQUESTS UNRESOLVED
Animal Control	0	0	0
Grass Complaint	7	8	1
Code Enforcement	25	23	2
Vacation Watch	7	7	0
Graffiti	1	1	0
Non-Conforming Signs	39	39	0
Other	15	15	0
Junk Motor vehicle	1	1	0

Of the 95 action items submitted, 19 were submitted by citizens, 2 by City of Shenandoah employees, and 74 by City of Shenandoah Police Officers. In July 2019, no (0) property lien(s) were recorded for municipal ordinance violations (tall, weeds, and grass). 1 citation(s) were issued for city ordinance violations. There was one (1) forced mowing of yards in July 2019. There were 82 E-GOV action items (not including sign plan reviews) submitted electronically to the Shenandoah Police Department in June 2019. In addition, the Shenandoah Police Department's Administrative Assistant issued the following permits and park reservations in **July** 2019:

Park Pavilion Permits	12
Wrecker Drivers	1
Wrecker Trucks	3
Residential Alarm Permits (Updated)	3
Commercial Alarm Permits (Updated)	2
Pet Permits	1

FIRE JULY 2019						
INCIDENT CODE	INCIDENT DESCRIPTION	March 2019	April 2019	May 2019	June 2019	July 2019
111	Building Fire				1	
142	Brush or brush and grass mixture fire					1
154	Dumpster or Outside Trash Receptacle Fire				1	
143	Grass Fire				1	
151	Outside Rubbish, Trash, or Waste Fire		1			
130	Mobile Property Fire (vehicle)				1	
300	Rescue EMS Incident, other				1	2
311	Medical Assist EMS Crew	28	38	42	31	28
320	EMS, Other		1	2	2	
321	EMS Call Excludes MVA w/Injury	8	6	12	7	8
322	MVA With Injury	2	1	1	2	4
324	MVA No Injury	9	6	9	3	9
331	Lock In	1				1
352	Extricate Victim From Vehicle					
353	Remove Person Stalled Elevator	1			1	
410	Combustible/Flammable/Liquid Gas call					
411	Gasoline or Other Flammable Liquid Spill	2				
412	Gas Leak (Natural or LP)			1	2	1
422	Chemical Spill or Leak					
440	Electrical Wiring/Equipment Problem, Other					
444	Power Line Down			1		
445	Arcing, Shorted Electrical Equipment	1				
463	Vehicle Accident General Clean Up					
500	Service Call, Other					
510	Person in Distress, Other					
521	Water Evacuation					
531	Smoke or Odor Removal	2				
551	Assist Police or Other Agency					
553	Public Service	1				
561	Unauthorized Burning			1		
600	Good Intent Call, Other					3
611	Dispatched- Cancelled Enrt.	2	3	6	1	2
6111	Dispatched- Cancelled Enrt.-Automatic Alarm	4	10	10	3	8
6112	Dispatched- Cancelled Enrt. EMS Call	27	11	9	18	19
6113	Dispatched- Cancelled Enrt. MVA	3		6	6	1
622	No Incident Found Upon Arrival at Address	2		1	3	2
631	Authorized Controlled Burn			1		
651	Smoke Scare, Odor of Smoke	1			1	1
661	EMS call, party transported by non-fire				1	
671	HazMAT release investigation w/no HazMat					1
700	False Alarm or False Call, Other	1	2	1	4	1
730	System Malfunction, Other	1		1		1
733	Smoke Detector Activation-Malfunction	1		3	1	1
734	Heat Detector Activation- Malfunction				1	
735	Alarm System Sounded Due to Malfunction		3	5	4	2
740	Unintentional Transmission of Alarm, Other				2	
743	Smoke Detector Activation, No Fire or Malice	2	1	2	2	2
744	Detector Activation, No Fire, Unintentional	1	1			1
745	Alarm System Activation, No Fire, No Malice	3	2	7	2	3
746	Carbon Monoxide Detector Activation No CO					
	TOTAL INCIDENT COUNT	103	86	122	103	102

SHORT TERM RENTALS

The department has checked the following address on August 2, 2019 for municipal ordinance violations, criminal offense reports, and calls for service within the Caliber Report Management System, EGOV system, and Computer Aided Dispatch System (Spillman) call incidents.

No records of calls or reports were observed for **July** 2019 in reference to any short-term rental. Short term rental web sites checked that are available to the department for inquiry include AirBnb, VRBO, Home Away, Rent by Owner, and WIMDU.

The 28923 Pecan Circle home is back on VRBO plus one previously identified home that remains on the above sites. These two homes are the only ones that can be identified. It is important to note that the web sites do not list addresses of the privately-owned homes and many of the advertisements do not show photographs of the exterior of the available homes. The department is also attempting to identify advertisements for room rental in private homes within the city of Shenandoah, but none have been identified as of the report date.

The department has no real estate database or subscription allowing access to a portal where information can be obtained inside the real estate community. This is the only residence that is currently advertised as short-term rental.

- | | |
|-----------------------|---|
| 1. 515 Thornwood | No calls for service or code violations |
| 2. 28923 Pecan Circle | No calls for service or code violations |

Submitted by





COUNCIL MONTHLY REPORT

DEPARTMENT: PUBLIC WORKS

MONTH: JULY 2019

PUBLIC WORKS

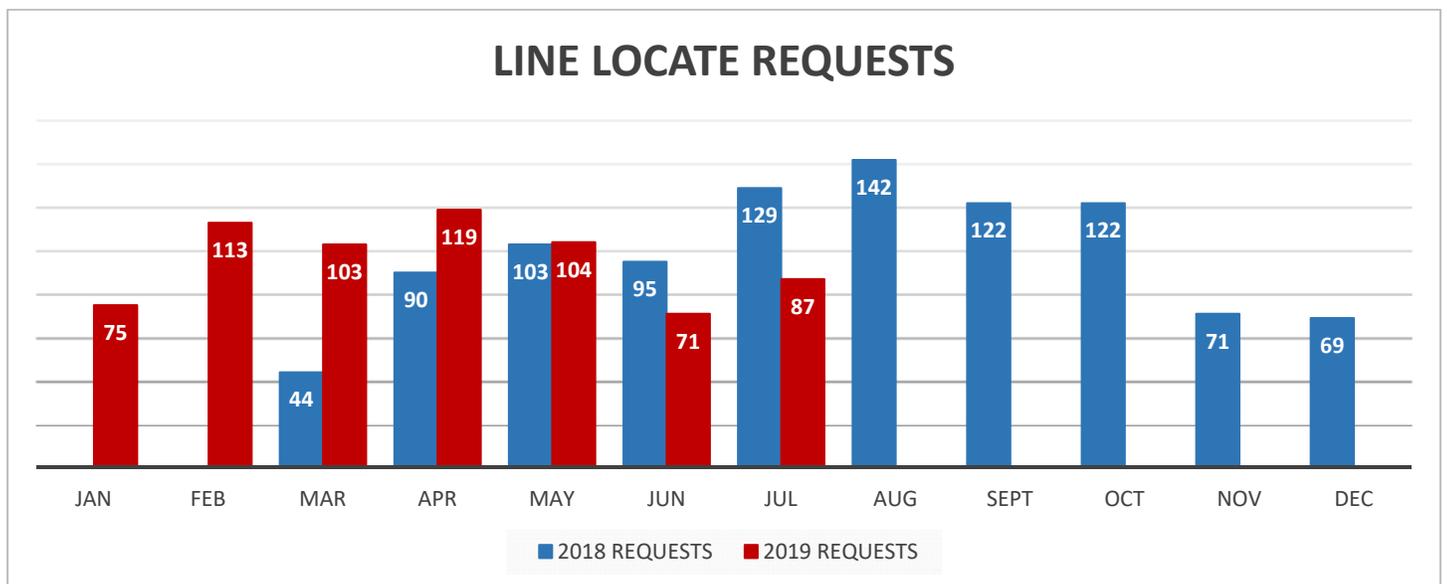
During July, Public Works staff responded to 87 requests for service submitted through the City's E-Gov software. Of those requests for service 38% were generated from outside City Hall.

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

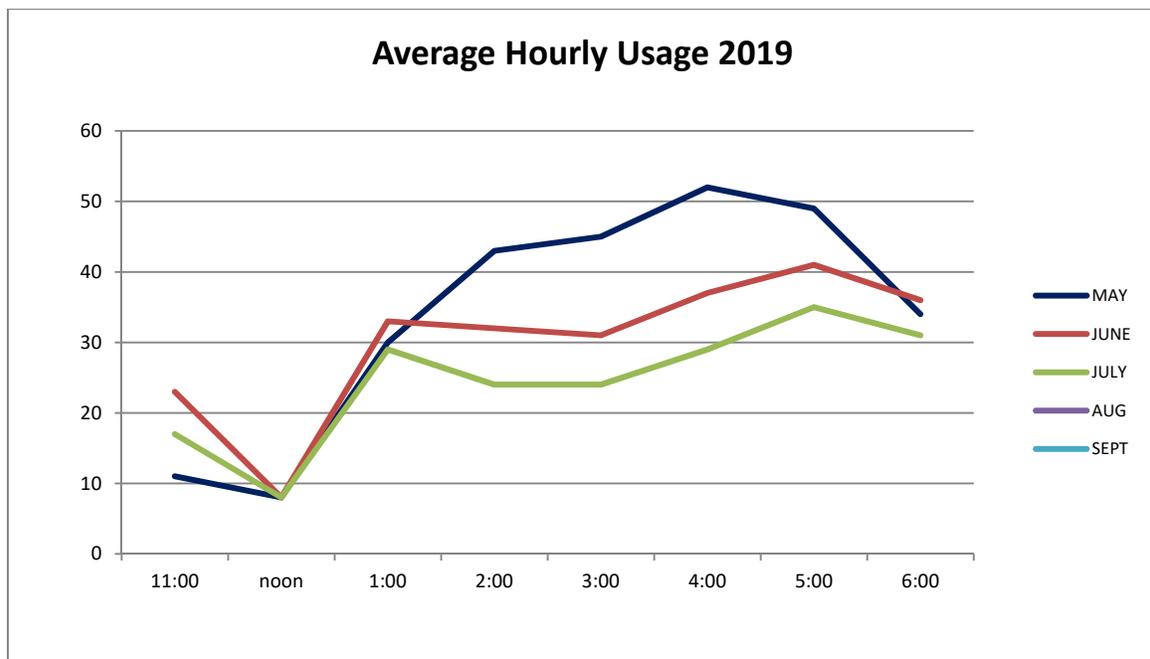
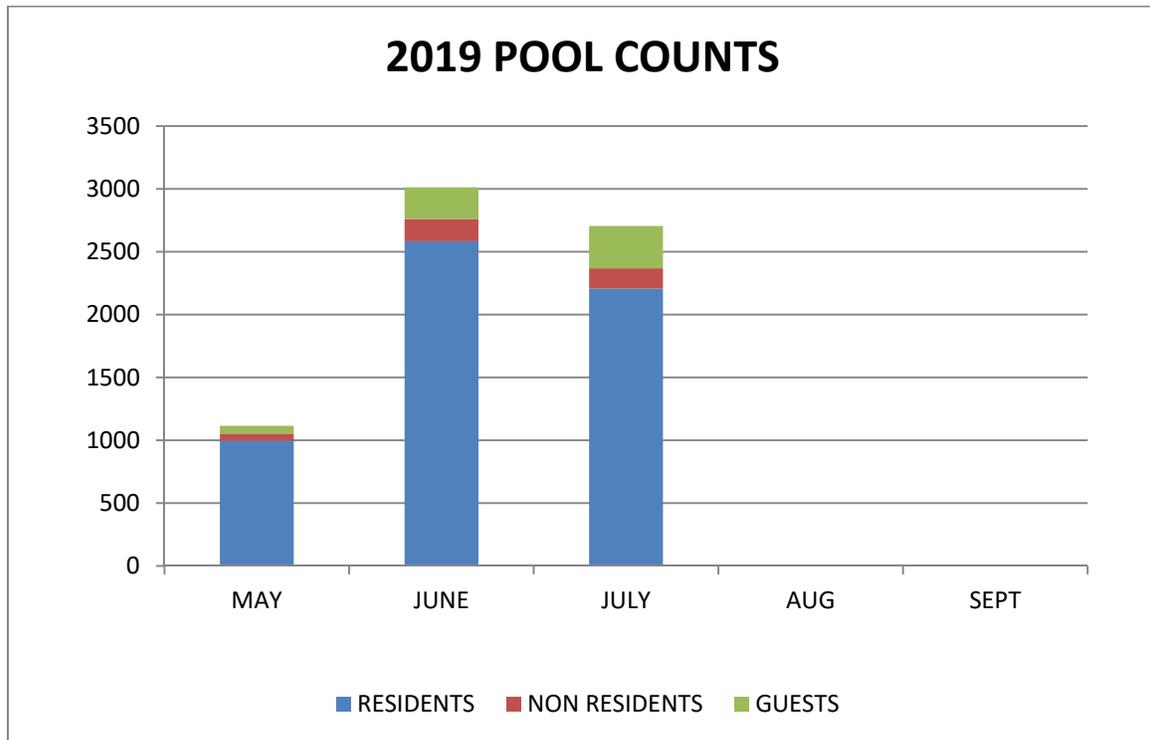
Date Swept	Diesel Used (gallons)	Hours Swept	Collected Amount (cubic yards)	Water Used (gallons)
7/04/2019	** JULY 4TH HOLIDAY - DID NOT SWEEP **			
7/11/2019	11	3	4	150
7/18/2019	9	3	4	150
7/25/2019	14	3	4	150
JULY	34	9	12	450

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

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



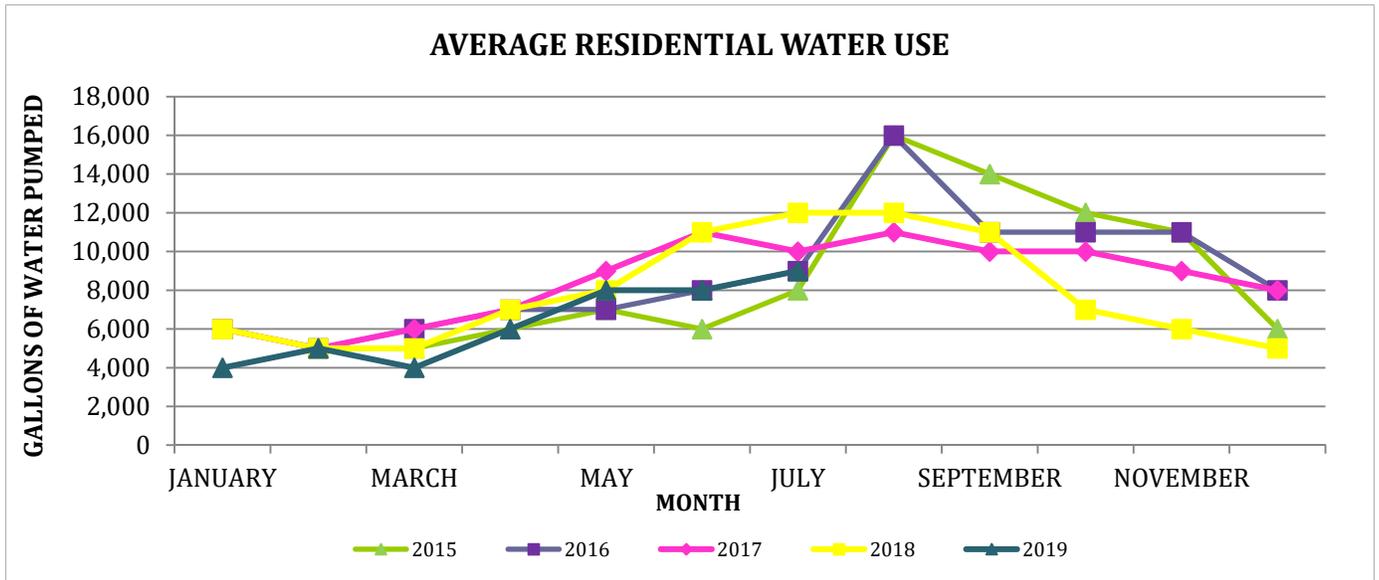
Pool data is recorded in the following charts.



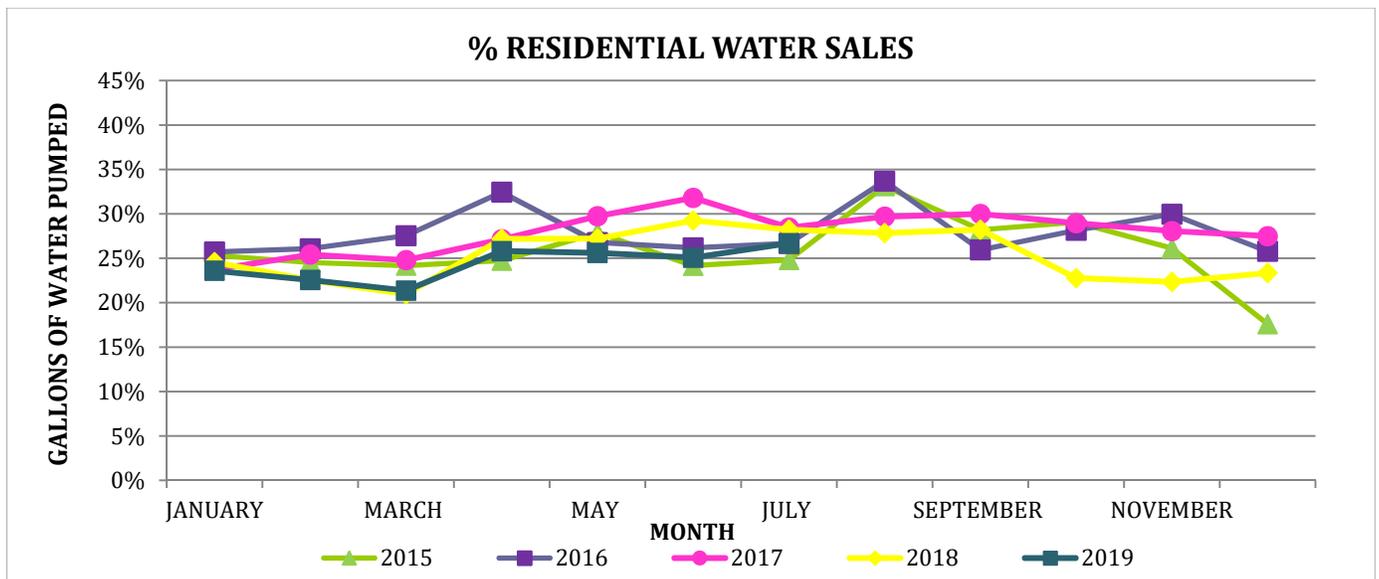
WATER & SEWER

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

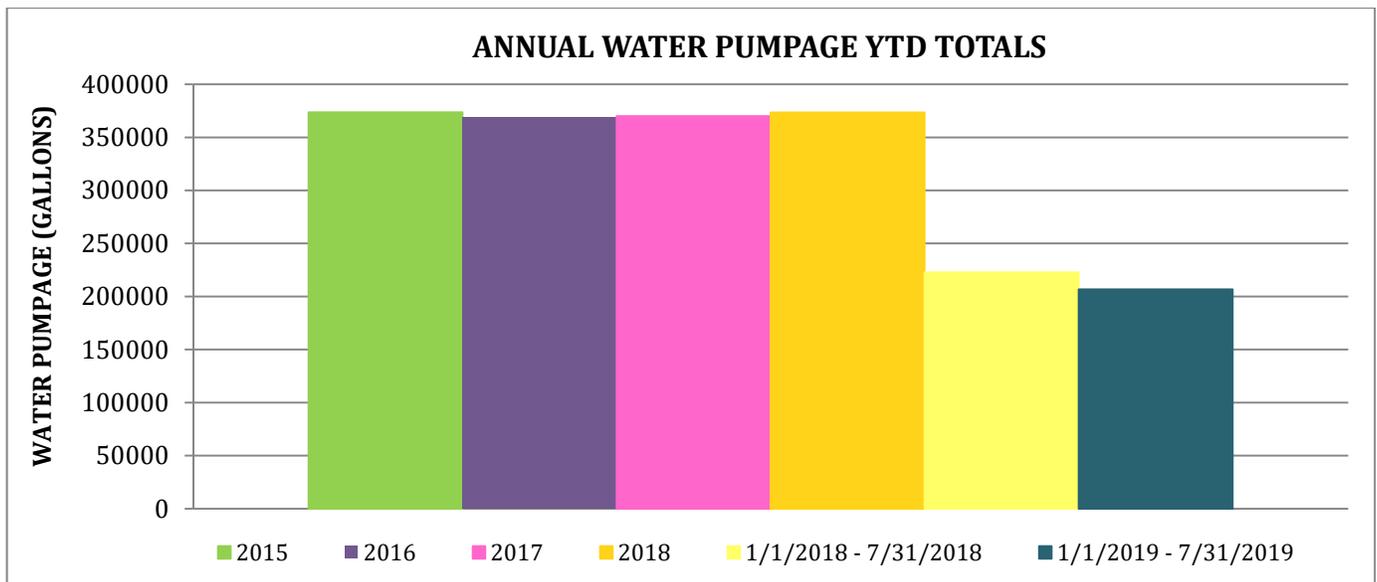
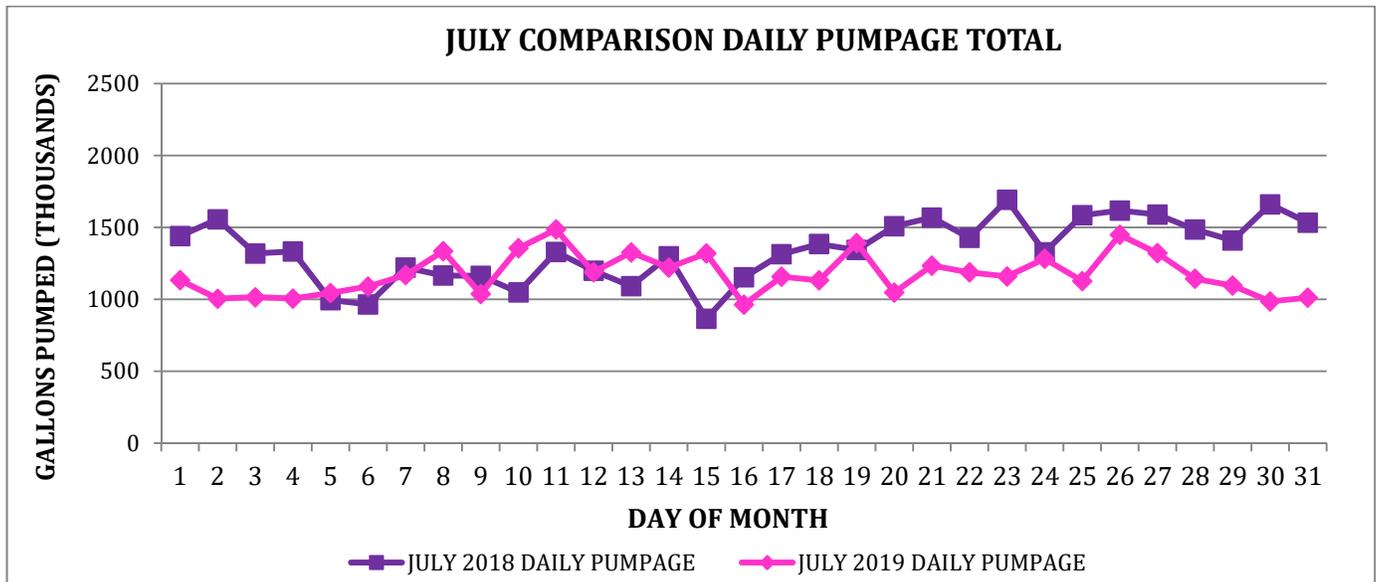
Groundwater production for the calendar month of July was approximately 36.4 million gallons with an average daily use of 1,174,000 gallons. The average residential water use for the billing month was 9,000 gallons. The next chart shows the average residential water use for each month compared to previous months.



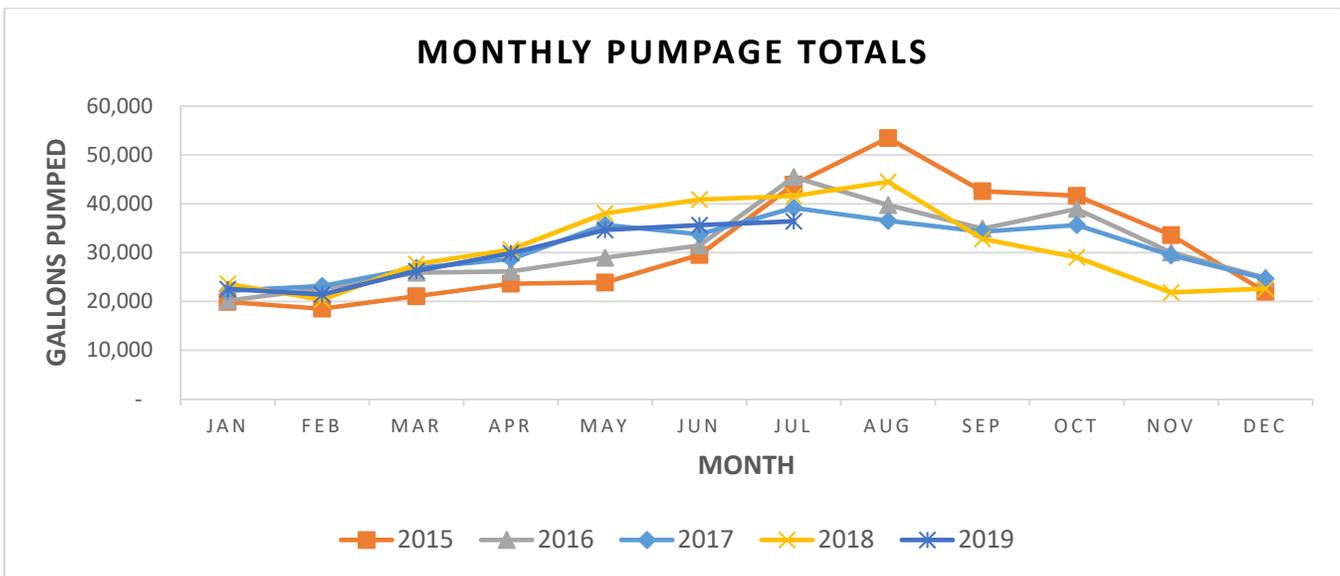
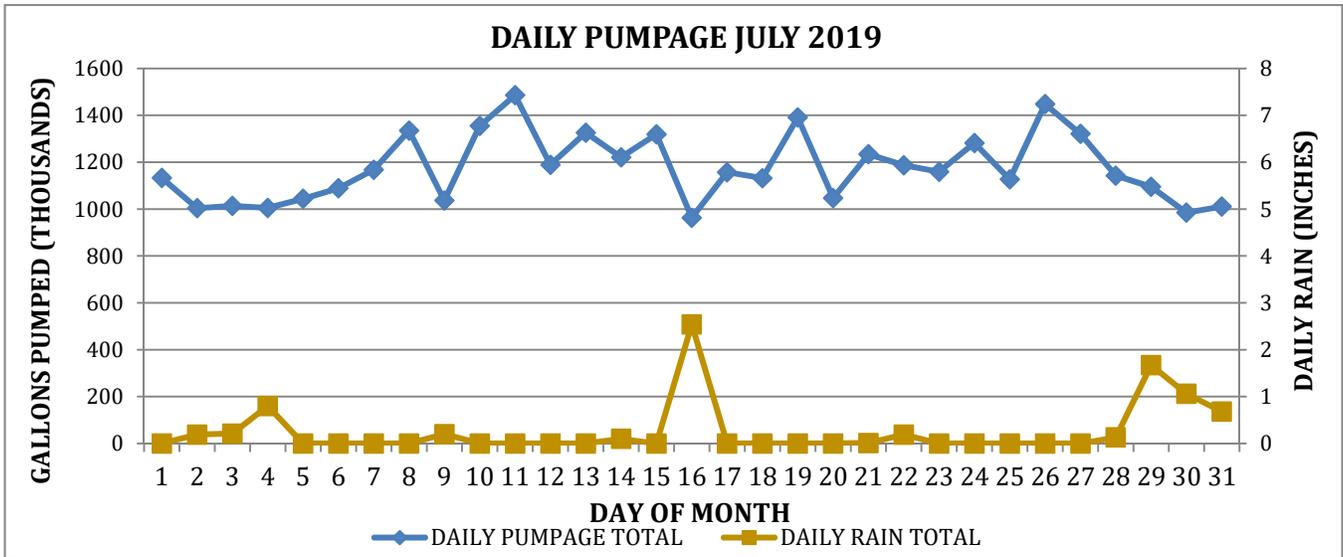
The next chart shows how much residential water sales have accounted for. In July 2018 residential water sales accounted for 28.22% of all water sales compared to 26.69% for the current month.



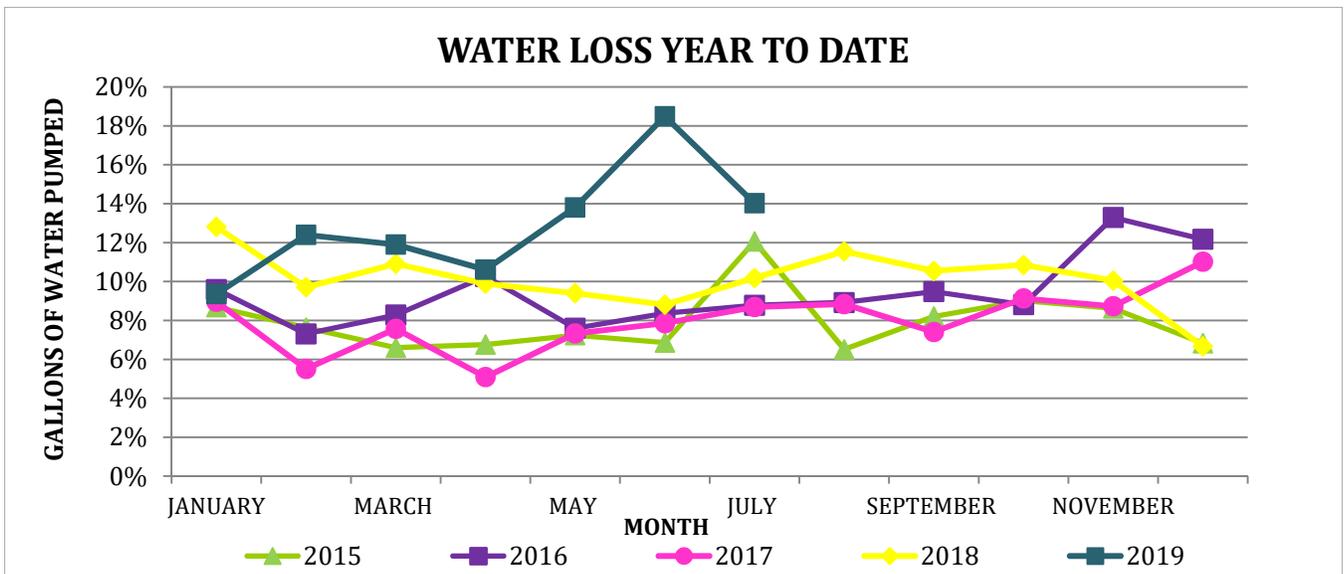
The next two charts show the daily pumpage data compared to previous years. Through July the City has pumped 191.2 million gallons of water this year. Last year during the same period the City pumped 211.8 million gallons.



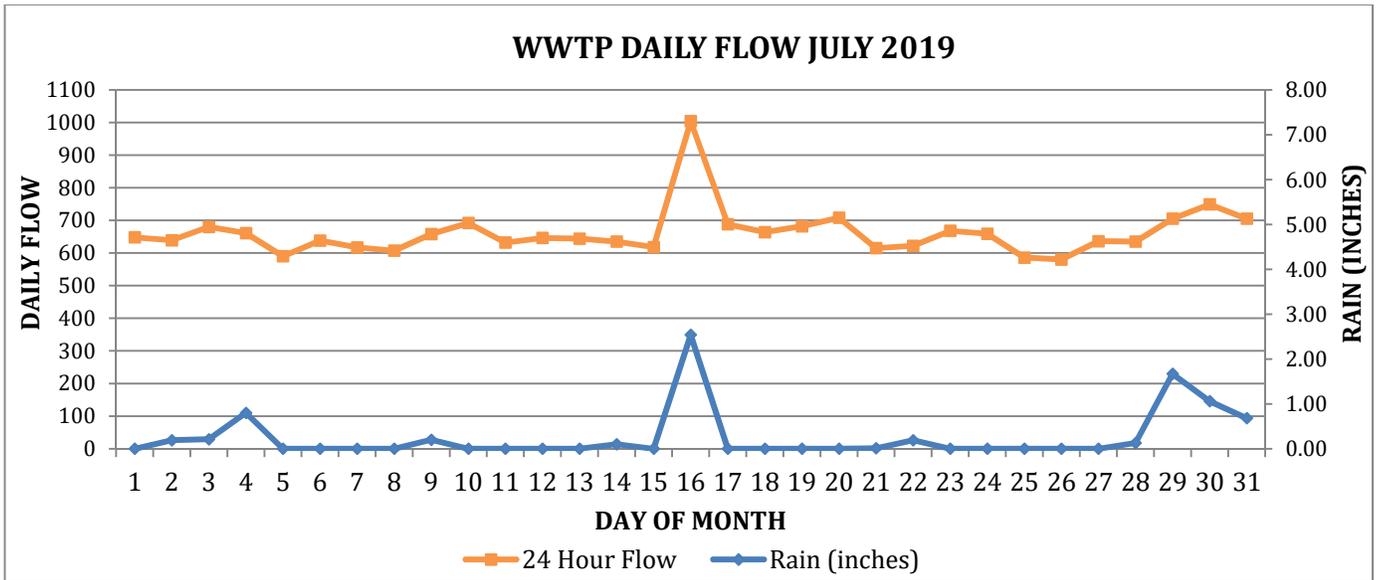
The next charts show the daily pumpage compared with rain and monthly pumpage totals.



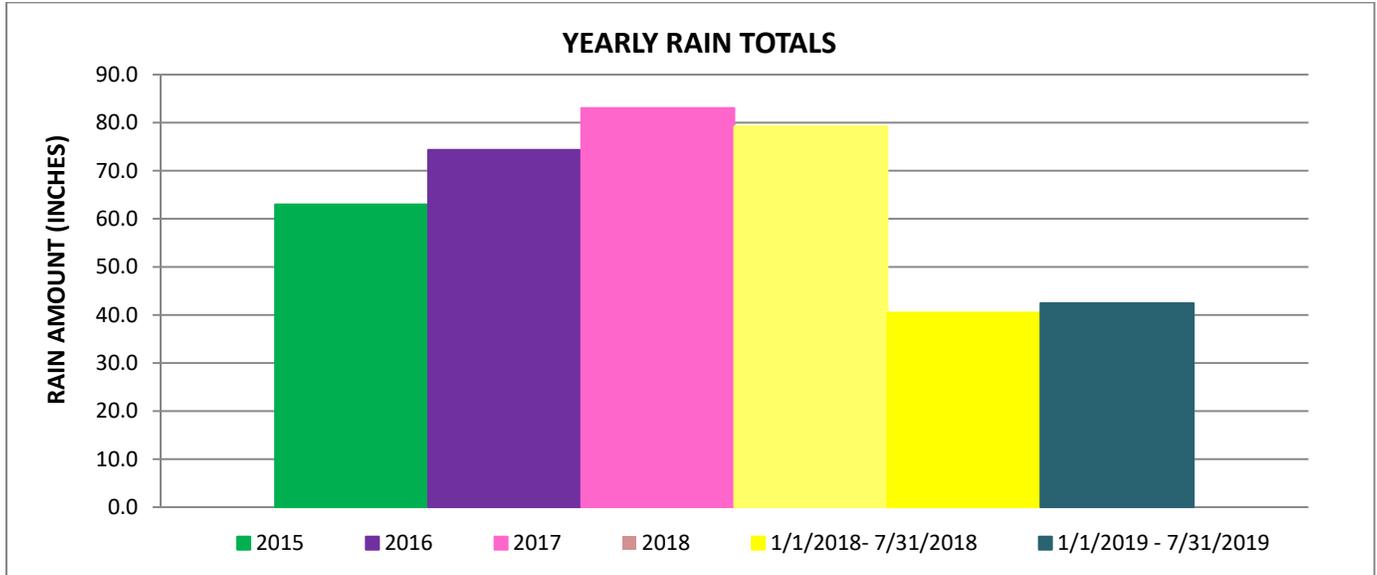
The water loss for the month of July was 14.02%. The next chart compares the loss rate to previous years.



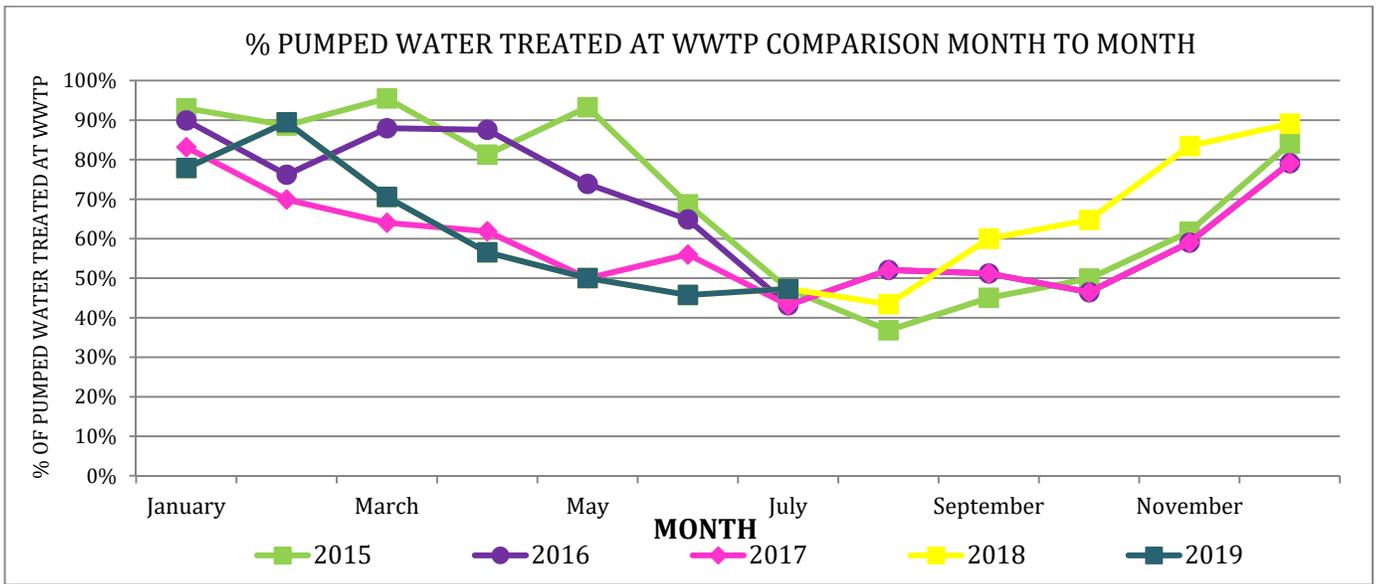
The City's wastewater treatment plant flowed 19.7 million gallons this month for an average of 634,581 gallons per day. Through the year, the City has treated 130.8 million gallons. The next chart shows the daily flow at the treatment plant and daily.



Through July 31st the City has registered 42.45 inches of rain at the treatment plant compared to 40.48 and 30.98 inches in previous years. The next chart summarizes rainfall from previous years.



The City “recovered” over 47.32 % of the water pumped at the treatment plant. The next chart compares the monthly percent recovery to previous years.



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

CAPITAL PROJECTS & INFRASTRUCTURE

PROJECTS UNDER DESIGN

- Transportation Coordination Meeting (Tamina, David Memorial, I-45, Research, and Grogan's Mill at Research) Design and construction projects have been started from the work completed under this project.

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

May 2019: Project on hold until the downstream dam is resolved.

June 2019: Project on hold until the downstream dam is resolved.

July 2019: Project on hold until the downstream dam is resolved.

Continue to track progress with the wetlands permit. US Army Corp of Engineers is to have project posted for comments but have not seen it posted or get an update from the Corp Project Manager. Keep calling and emailing for updates.

- **Fiber to the Home**

May: Malaga conduit installed. Waiting for fiber install to start service.

City per contract has conduit installed at all locations. Working on City services.

June: FTTH service installed at Shenandoah Main Park, Toddler Park and City Hall.

July: All city residents per contract have been installed and are operational.

All city residents per contract have been installed and are operational.



NOTE: July 2019: Tachus updated the city that as of the end of July 2019 there were 244 active accounts using Tachus.

- **Ed English Water & Sanitary Sewer Improvement Project**

May 2019: May 2, 2019 held pre-construction meeting with DL Glover (contractor)
May 20, 2019, Notice to proceed for the contract with 75 calendars days to complete. Waterline installed on Ed English.

June 2019: Work continues for the project. Waterline along Ed English installed, and sewer line install along Ed English, and David Memorial.

July 2019: Work continues for the project. Most of the sewer pipeline is installed along Ed English, David Memorial and Shenandoah Park, awaiting tie-ins to existing manholes and site cleanup and repairs.

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

May: Working on easement documents.

June: City council authorized easement with school contacting other property owners to update on project.

July: Meet with church and started working on easements through the property.

- **Pinecroft Waterline Replacement Project**

July – Preliminary design reviewed by city staff and comments to be incorporated into final design.

- **Developer Meetings**

May: None this month

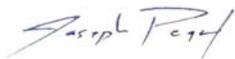
June: Update meeting held with Sam Moon Development regarding the next few months schedule for application on construction.

July: None this month

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

LSGCD had meetings in July 9, 2019, topic of interest is the GMA 14 and districts 2020 operating budget discussions. District still working on getting GMA 14 approved updated DFC. Also, took action to appeal the non-acceptance of the district's DFCs. The 2020 budget was just the line by line of operational expenses which would then set the need for the rate. Rates were shown as prediction for various amounts and the totals it would bring in. Rates will be discussed at the August 13, 2019 meeting in more detail. City needs to update their pumpage permit as the city is currently already pumped more than they are permitted for the year. The District does not recognize the GRP any more as the court order has changed that. The city should get new amounts for the years 2019 and 2020 using the most up to date future needs it has including all new development coming on line.

Design Projects see updates in Bleyl's report.



City of Shenandoah Engineer's Report

July 2019

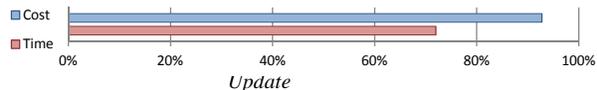
(July 11, 2019 - August 15, 2018)

Projects Under Construction

<i>Project Name</i>	<i>Contractor</i>	<i>Contract Start Date</i>	<i>Contract Time</i>	<i>Contract End Date</i>	<i>Substantial Completion</i>	<i>Days Over Contract Time</i>	<i>Percent of Contract Cost</i>	<i>Percent of Contract Time Expired</i>
Ed English Water and Sanitary Improvements	D.L. Glover, Inc.	5/16/2019	107	8/30/2019			93%	72%

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

Ed English Water and Sanitary Improvements



<i>Project Description</i>	<i>Update</i>
Bleyl was authorized on 1/23/19 for engineering and management services to design water and sanitary sewer collection system improvements near the City Wastewater Treatment Plant.	Construction is underway and the project is scheduled to be complete in August.

Projects Under Design

Shenandoah Vision Park Back Lot Storm Drain

<i>Project Description</i>	<i>Update</i>
Bleyl Engineering was authorized on 4/27/16 by the City Council to proceed with design on the necessary improvements to the storm drain system that ties into the Vision Park Detention Pond.	The easement has been obtained. Survey and design is underway based on the revised route. Coordination is also underway with the Woodlands Church of Christ for additional easement.

Shenandoah East Side Wetlands Permitting

<i>Project Description</i>	<i>Update</i>
In support of the East Relief Pond Project, Bleyl was authorized on 6/28/17 for wetlands permitting for the City site east of David Memorial Drive. Kimley Horn will serve as a sub consultant for this project.	The permit was submitted in March 2018 and is under review by the Corps of Engineers. The City has acquired a portion of the credits needed for mitigation. A public notice will be published in August 2019 which should prompt comments to be addressed.

David Memorial Extension Phase II and III

<i>Project Description</i>	<i>Update</i>
Bleyl was authorized on 1/25/17 for design of phase II including approximately 1,500 LF from the end of phase I to the northern City limits. The interlocal agreement between the City and County was approved by all parties.	Montgomery County has approved a scope of work to move forward with wetlands permitting and preliminary design of the full extension north to SH 242. Kimley-Horn will begin environmental study in August. Bleyl is waiting to hear about interlocal agreement revisions. A revised scope to build one half of the boulevard is being considered.

City of Shenandoah Engineer's Report July 2019 (July 11, 2019 - August 15, 2018)

East Relief Pond Option 1B

<i>Project Description</i>	<i>Update</i>
Bleyl was authorized on 1/24/18 for engineering and management services to construct a stormwater pump station at the existing east pond.	Project is on hold to explore additional options for draining this area by gravity east of the railroad.

Savannah Waterline Extension

<i>Project Description</i>	<i>Update</i>
Bleyl was authorized on 2/28/18 for engineering and management services to construct a waterline located from Savannah Drive to I-45 Service Road.	Signed property owner agreement was obtained on 7/19/19. Bleyl will combine this project with the Pineroft water line project and will bid in September 2019.

Pineroft Waterline

<i>Project Description</i>	<i>Update</i>
The City authorized Bleyl on 12/12/18 to replace an existing ACP waterline along Pineroft Drive from Research Forest Drive to Medical Plaza Drive.	Project will bid in September 2019.

Carter's Slough Hydraulic Study

<i>Project Description</i>	<i>Update</i>
Bleyl was authorized on 11/14/18 to perform a drainage study on Carter's Slough downstream of the railroad to determine potential impacts of downstream developments.	A final report with recommendations has been submitted to the City. This study was completed without the benefit of a full survey of 242 LLC Properties. Discussions are ongoing with the property owners downstream of the City.

Shenandoah Water Model

<i>Project Description</i>	<i>Update</i>
Bleyl was authorized on 12/12/18 to update the existing water model for the City.	Bleyl received control data from the City and the model is finished. Summary Report was provided to the City in August 2019.

MS4 General Permit Renewal

<i>Project Description</i>	<i>Update</i>
Bleyl was authorized on 12/12/18 to obtain authorization for stormwater discharge for the City under the renewed General Permit TXR040000.	NOI and updated SWMP were submitted in July 2019 to the TCEQ. Bleyl is awaiting further direction from the TCEQ once they have reviewed the submittal.

City of Shenandoah Engineer's Report July 2019 (July 11, 2019 - August 15, 2018)

Tamina West Bound Turn Lane

<i>Project Description</i>	<i>Update</i>
Bleyl was authorized on 1/23/19 to prepare a detailed design and submittal to TXDOT of a plan to modify the west bound turn lane on Tamina in front of Home Depot.	Preliminary plans were submitted to the City on 6/21/19. Waiting on City comments.

Research Forest/Tamina Major Intersection Improvements

<i>Project Description</i>	<i>Update</i>
Bleyl was authorized on 1/23/19 to prepare a detailed design and submittal to TXDOT of a plan to modify the Research Forest and Tamina Road intersection.	Preliminary plans were submitted to the City on 7/19/19. Waiting on City comments.

WWTP Master Plan

<i>Project Description</i>	<i>Update</i>
Bleyl was authorized on 2/26/19 to evaluate the existing plant capacities and drainage issues and present a final report with a master plan.	A meeting was held on 6/20/19 with the City. The final report will be submitted in August 2019.



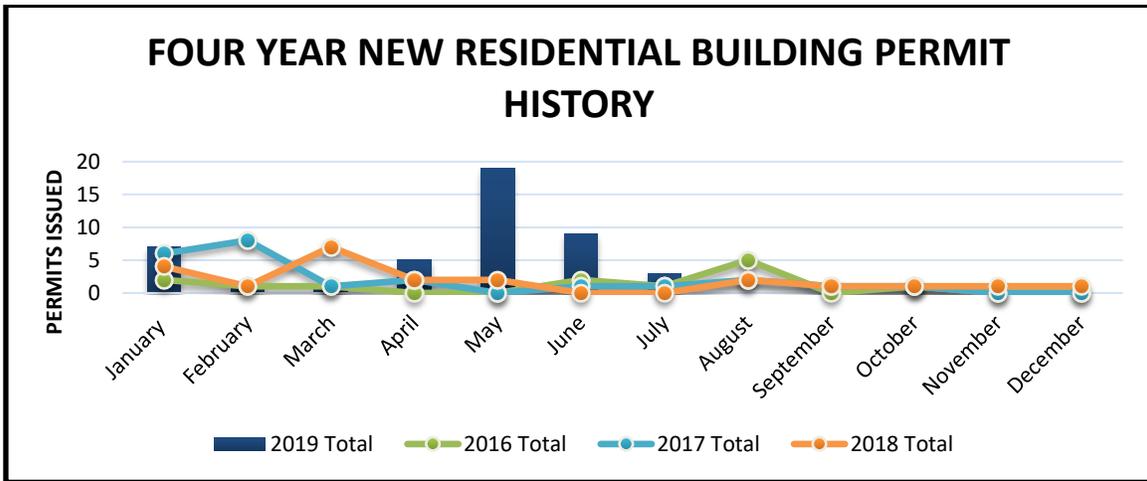
COUNCIL MONTHLY REPORT

DEPARTMENT: COMMUNITY
DEVELOPMENT AND MUNICIPAL COURT

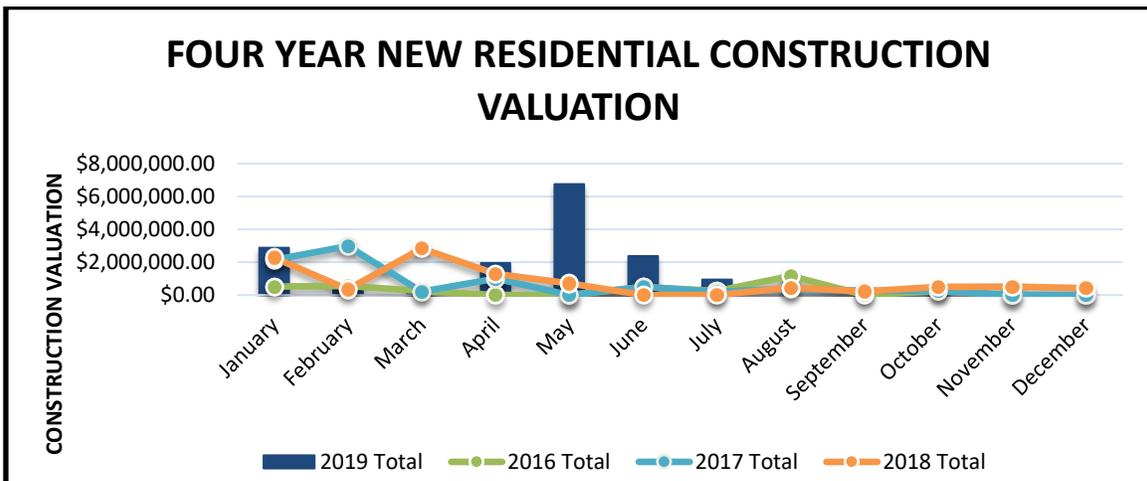
MONTH: JULY 2019

COMMUNITY DEVELOPMENT

During July the City issued three permits for a new residential home compared to none in July 2018. The chart below compares residential permits issued from 2016 to current year.



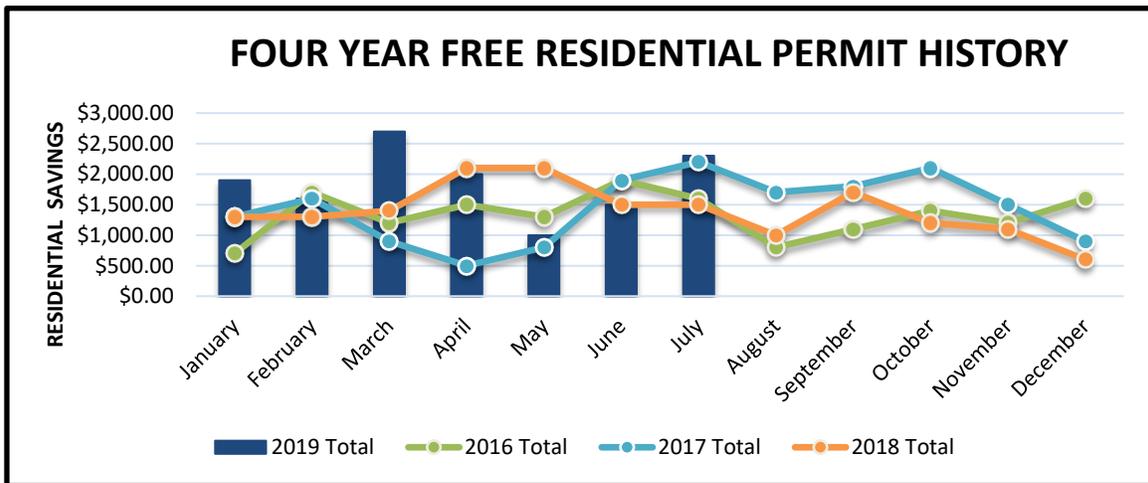
Residential construction value based on the contractors' declared construction cost during the month of July is \$935,289.00. A YTD increase of 109% compared to 2018. The chart compares new residential construction valuation data from 2016 to current year.



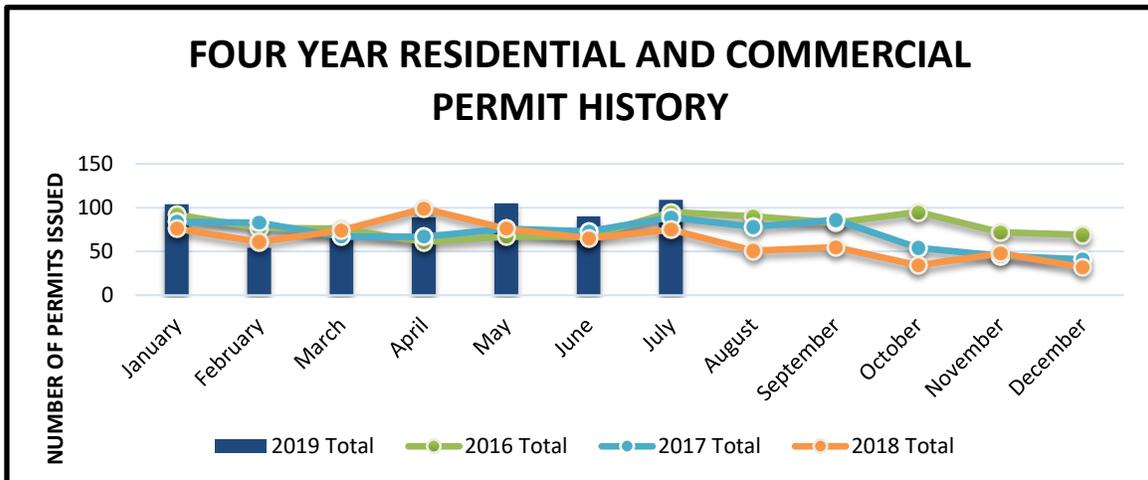
The table below shows the residential development and each subdivisions overall completion rate. Shenandoah has a total of 1,293 lots in the residential subdivisions and is currently at 80% built out. Vacant lots also include lots which residents have fenced in as part of their yard but a house could be built on those lots in the future.

Residential Subdivision Development					
	Total Lots	Open permits	Vacant Lots	Completed	Percentage Completed
Parkgate Reserve	58	0	1	57	98%
Tuscany Woods	101	1	0	100	99%
Malaga Forest	36	1	6	29	81%
Reserve at Grogan's Mill	42	0	1	41	98%
Marion	44	0	0	44	100%
Silverwood Ranch	80	0	0	80	100%
Grogans Forest	128	0	0	128	100%
Shenandoah Valley	506	0	3	503	99%
Lily	62	17	20	25	40%
Wellman Manor	32	4	25	3	9%
Boulevard Green	90	17	51	22	24%
The Centro	114	18	96	0	0%
CITY TOTAL	1293	58	203	1032	80%

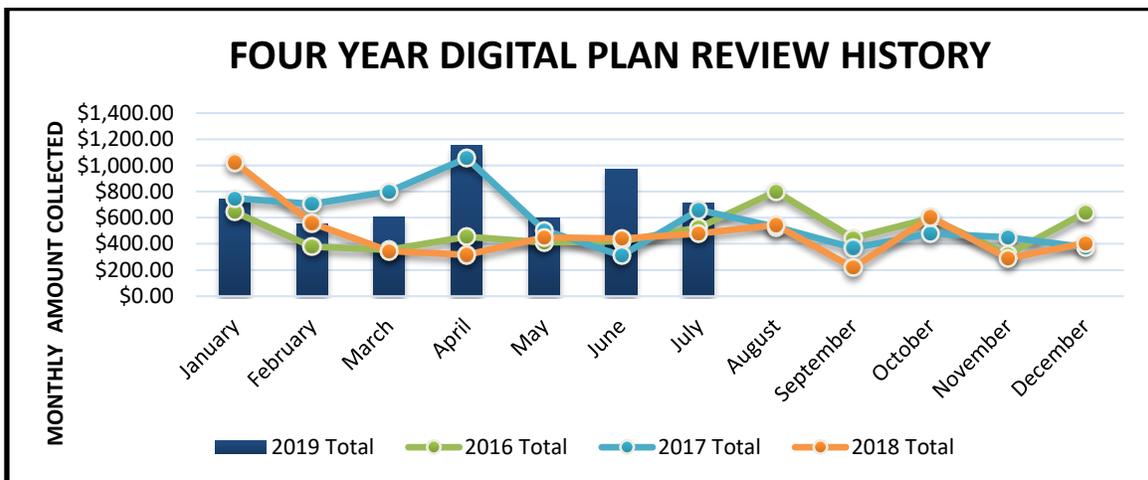
Currently the City issues permits for residential remodels under \$100,000.00, roofs, irrigation systems and pools for no charge. In July the City issued 23 free permits for residential improvements. Total savings to residents is \$103,400.00. The chart below compares free residential improvement permit data from 2016 to current year.



During July the City issued 109 residential and commercial permits compared to 75 in 2018. The chart below compares all residential and commercial permits issued from 2016 to current year.



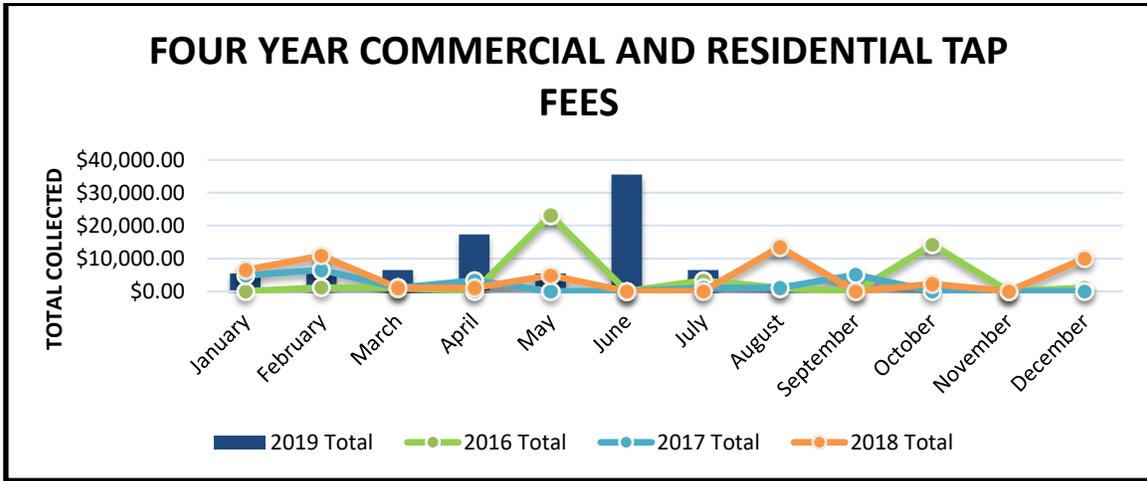
In 2014 the City implemented a digital plan review process to provide better service for the contractors and to accept plans digitally, charging a nominal fee depending on the number of pages submitted for review. During July the City collected \$715.00 for digital plan review fees. The revenue collected since implementation in 2014 is \$34,754.99. The chart below outlines the fees collected for the digital plan review from 2016 to current year.



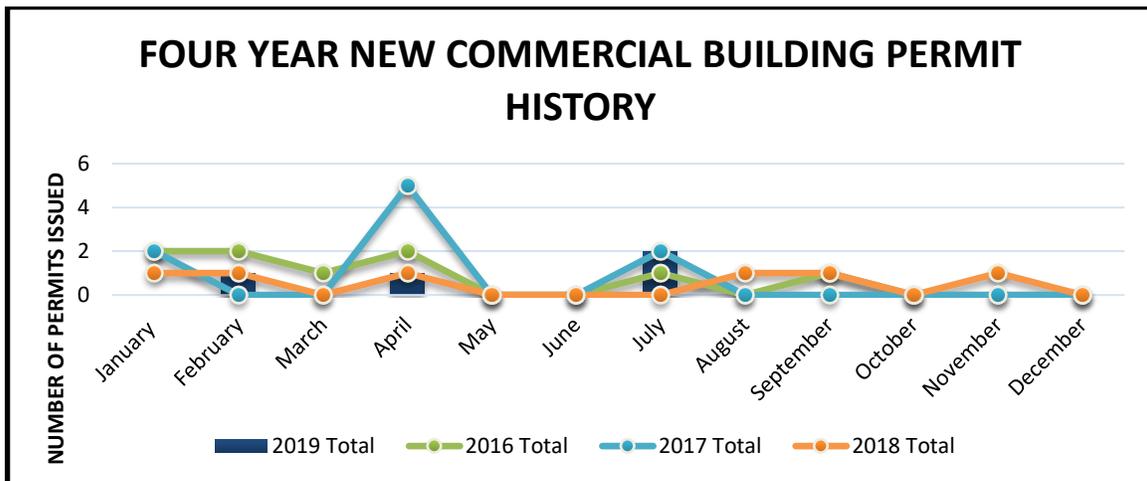
The digital plan review fee is used to purchase equipment and enhance the digital plan review process. In July there were no purchases from the digital plan review account. The digital plan review fee balance is \$19,804.11. The chart below outlines the digital plan review revenue and the expenses based on each fiscal year.

Digital Plan Review History						
	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019	Balance
Total Revenue	\$7,047.00	\$6,095.84	\$7,226.15	\$5,680.00	\$6,630.00	
Total Expenses	\$3,344.25	\$5,029.99	\$795.00	\$475.22	\$0.00	
Total	\$3,702.75	\$1,065.85	\$6,431.15	\$5,204.78	\$6,630.00	\$19,804.11

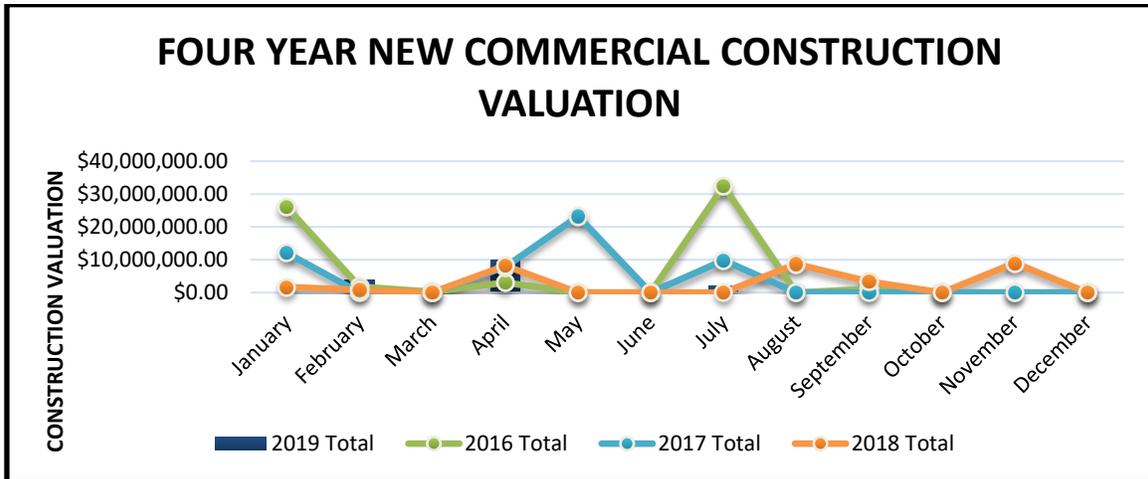
During July the City collected \$6,510.00 for commercial and residential tap fees. The chart below compares commercial and residential tap fees collected from 2016 to current.



During July the City issued two new commercial permit comparable to none in 2018. The chart below compares commercial building permits issued from 2016 to current year.



The commercial construction value based on the contractors' declared construction cost during the month of July is \$2,041,620.00. An increase of 51% compared to 2018. The chart below compares new commercial valuation data from 2016 to current year



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

Active New Commercial Projects		
Address	Description	Date permit issued
19391 David Memorial	Aloft Hotel	August 15, 2018
8915 Metropark Dr.	Dave & Busters	September 25, 2018
18850 David Memorial Drive	Even Hotel	November 21, 2018
8950 Metropark Dr.	Parking Garage	February 19, 2019
17645 Residence Drive	Hyatt House Hotel	April 26, 2019
8920 Metropark Dr.	Building K	July 16, 2019
8980 Metropark Dr.	Building L	July 16, 2019

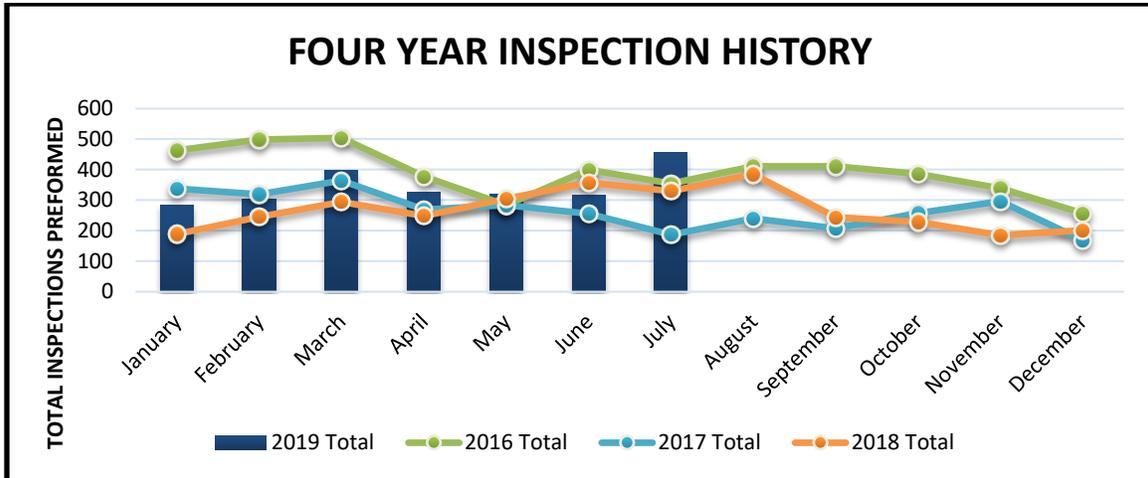
The table below provides a snapshot of commercial remodels/buildouts and the date the permit was issued.

Active Commercial Remodel/Buildout Projects		
Address	Description	Date permit issued
17943 IH 45	Urban Air	June 27, 2018
9250 Pinecroft Drive	NICU Expansion	July 9, 2018
18550 IH 45	Encompass Health Phase 3	December 7, 2018
9180 Pinecroft Drive, Suite 100	Women's Healthcare Affiliates Remodel	December 20, 2018
9250 Pinecroft Drive	OR Expansion	January 24, 2019
109 Honey Berry Street	Communication Antenna	March 26, 2019
9250 Pinecroft Drive	OR #18 Remodel	May 30, 2019
121 Vision Park, Suite 100	Dr. Gill	June 7, 2019
8915 Metropark Drive	Dave & Busters Buildout	June 24, 2019
19221 I-45, Suite 135	Staffmark Group	July 15, 2019
19053 I-45 B	Dyson Inc Remodel	July 22, 2019
920 Medical Plaza, Suite 310	MHTHMC Wound Care Clinic	July 22, 2019
19075 I-45, Suite 752	Club Champion	July 25, 2019

During July the Building Official had three scheduled development meetings.

Development Meetings	
Meeting Date	Topic for Discussion
July 17, 2019	Field Meeting with AC contractor for 203 Blue Ridge home remodel
July 26, 2019	Meeting with homeowners of 71 N. Crescendo Path Place regarding future pool project
July 30, 2019	Field Meeting with homeowner and plumber for 23 S Crescendo Path Place to discuss requirements for water heater install.

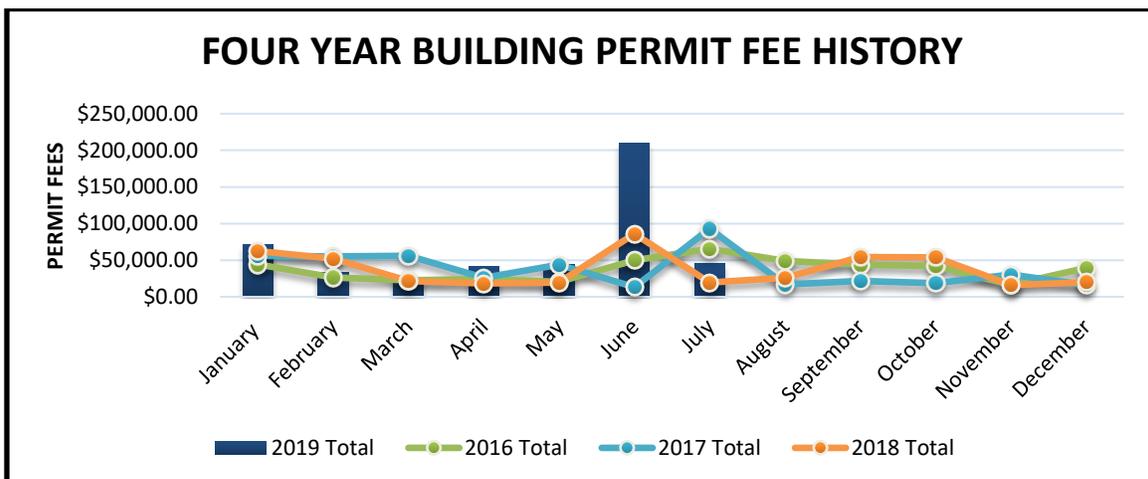
During July the City performed 456 inspections. A YTD increase by 22% compared to 2018. The chart below compares the total number of inspections performed from 2016 to current year.



Inspections performed include:

- Building Department – 434
- Fire Inspector - 22
- Third Party Inspector –

During July the City collected \$44,996.05 for building permit fees. Permit fees have increase by 68% YTD compared to 2018. The chart below compares building permit fees collected from 2016 to current year.



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

Owner	Address	Project	Date Issued
MINT DENTISTRY	19073 I-45 N SUITE 185	20190254	7/9/2019
GRACE LILY LP	215 BONNIE RIDGE CIRCLE	20190006	7/11/2019
ENCOMPASS HEALTH PHASE 2	18550 I-45	20181481	7/18/2019
DOLLAR TREE	17947 I-45 SUITE 210	20190274	7/19/2019
**MEMORIAL HERMAN	9250 PINECROFT DR	20181273	7/23/2019
GRACE LILY LP	122 ALLENE RIDGE	20190019	7/30/2019
GRACE LILY LP	127 ALLENE RIDGE	20190020	7/30/2019
DR. PETER KVAPIL	129 VISION PARK DR SUITE 313	20190088	7/30/2019

** Indicate a Temporary Certificate of Occupancy was issued

During July two sign permits were issued.

- 19073 I-45, Suite 185 – Panel Sign
- 19073 I-45, Suite 185 – Wall Sign
- 17947 I-45, Suite 210 – Panel Sign
- 17947 I-45, Suite 210 – Wall Sign
- 19075 I-45, Suite 752 – Panel Sign
- 19075 I-45, Suite 752 – Wall Sign (X2)
- 19565 I-45 – Pole Sign

PLANNING/DEVELOPMENT ACTIVITY

During the month of July the Planning and Zoning Commission met once for the regular scheduled meeting.

AGENDA DATE	MEETING TYPE
January 15, 2019	Regular Scheduled Meeting
January 30, 2019	Joint Workshop with City Council
February 19, 2019	Regular Scheduled Meeting
February 26, 2019	Special Meeting
April 2, 2019	Special Meeting
April 16, 2019	Regular Scheduled Meeting
April 23, 2019	Special Meeting
May 21, 2019	Regular Schedule Meeting

June 18, 2019	Regular Schedule Meeting
July 16, 2019	Regular Scheduled Meeting

During the month of July one application pertaining to property development were filed with the City.

A yearly breakdown of approved development applications is outline below.

DEVELOPMENT APPLICATIONS				
APPLICATION	PROPERTY ADDRESS/PARCEL IDENTIFICATION	PROJECT/APPLICANT	APPROVAL/ISSUED DATE	EXPIRATION DATE
Extension of a Mixed Beverage Sales Permit with Late Hours	8195 Metropark Drive	Dave & Busters	January 23,2019	February 28, 2020
Extension of a Use Permit to allow minimum square footage of retail space and parking structure	Restricted Reserve "A" of the Eastwood Village Replat No. 1	The Woodlofts	January 23,2019	August 14, 2019
Minor Replat of Lot 11 Metropark Square Phase 1A	Cabinet Z, Sheet 4586	MetroPark	February 21, 2019	-
Special Use Permit to allow Mixed Beverage Restaurant Permit with Food and Beverage Certificate	1700 Research Forest Drive	Killen's Steakhouse	February 27, 2019	February 27, 2020
Special Use Permit to allow minimum square footage, parking garage, increased FAR and building height	11.323 acres of land under Clerk's File No. 2010087585 Montgomery County Official Public Records	LifeTime Fitness/Mill Creek Multifamily	February 27, 2019	February 27, 2020
Application for a Zoning Regulation Amendment for Planned Development District #11 (PDD #11) to allow an alternate building material	PDD #11 The Centro	The Centro	-	-
Special Use Permit to allow for a Beer Retail Dealer's Permit Off-Premise and a Wine Only Package Store Permit	19091 IH 45, Shenandoah Texas	Sam's Club	May 22, 2019	May 22, 2020
Final Plat for 11.323 acres of land	11.323 acres of land under Clerk's File No. 2010087585 Montgomery County Official Public Records	LifeTime Fitness/Mill Creek Multifamily	May 22, 2019	-
Special Use Permit to allow for a Mixed Beverage On-Premise Permit	1620 Research Froest Drive, Suite 100	First Watch	June 26, 2019	June 26, 2019
Special Use Permit to allow for a Mixed Beverage On-Premise Permit	8851 MetroPark Drive, Suite 100	Top Sushi		
Final Plat for 2.203 acres of land	Being 2.203 acres of land under Clerk's File No. 2016117550 Montgomery County Official Public Records	Metro Development, Office Building		
Variance to the minimum lot depth for property located within the Commerical Corridor "CC" Zoning District	Being 2.203 acres of land under Clerk's File No. 2016117550 Montgomery County Official Public Records	Metro Development, Office Building		

MUNICIPAL COURT

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

Status of Outstanding Cases									
	Cases 2007 to Present	Dollar Value	Cases Prior to 2007	Dollar Value	Total Cases	Case Count Change	Total Dollar Value	Total Dollar Value Change	
OCT	1,901	531,478.76	3,899	980,184.78	5,800	1	1,511,663.54	216.00	
NOV	1,898	530,517.46	3,899	980,044.78	5,797	3	1,510,562.24	1,101.30	
DEC	1,896	529,814.36	3,897	979,484.78	5,793	4	1,509,299.14	1,263.10	
JAN	1,888	528,094.56	3,845	969,579.78	5,733	60	1,497,674.34	11,624.80	
FEB	1,881	525,925.36	3,842	968,590.78	5,723	10	\$ 1,494,516.14	3,158.20	
MAR	1,879	525,289.16	3,838	967,382.78	5,717	6	\$ 1,492,671.94	1,844.20	
APR	1,878	524,738.16	3,838	967,382.78	5,716	1	\$ 1,492,120.94	551.00	
MAY	1,872	523,334.96	3,818	962,316.78	5,690	26	\$ 1,485,651.74	6,469.20	
JUN	1,869	522,596.96	3,809	959,744.78	5,678	12	\$ 1,482,341.74	3,310.00	
JUL	1,864	521,093.96	3,801	957,598.78	5,665.00	13	\$ 1,478,692.74	3,649.00	

In July the Court closed 14 outstanding cases reducing the value of outstanding cases by \$3,649.00. A breakdown of the dispositions of the outstanding closed cases is shown below.

- Cases Paid (paid in full) – 11 (\$2,992.00)
- Cased Granted Credit for Time Served or Miscellaneous Credit – 3 (\$863.00)
- Partial Payment – 2 (\$60.00)

The court technology fee is a \$4.00 fee added to most criminal convictions designed to help courts enhance technology. In July there were no purchases from the Court Technology account. The Court Technology revenue and the expenses for each year is shown below.

Court Technology Balance							
	Balance Forward	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019
Revenue Total	\$ 12,746.22	\$ 667.62	\$ 527.59	\$ 523.61	\$ 202.69	\$ 331.16	\$ 198.35
Expense Total		\$ -	\$ 3,345.89	\$ 933.75	\$ -	\$ -	\$ -
Balance		\$ 13,413.84	\$ 10,595.54	\$ 10,185.40	\$ 10,388.09	\$ 10,719.25	\$ 10,917.60

MISC. REPORTED ACTIVITY

Development Activity													
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Plans Processed	47	57	34	48	45	40	73	46	44	53	62	64	63
Additional Municipal Court Activity													
Warrants Issued	0	2	0	2	0	0	0	0	0	0	1	0	0
Court Cases Set	0	1	0	3	1	0	0	0	0	4	1	2	1
General Activity													
Payments Processed	553	513	440	553	399	459	546	435	444	637	513	512	536
E-Gov Requests Submitted	57	70	47	58	53	63	84	62	64	78	91	101	84

SUBMITTED BY: Jackie Thompson 



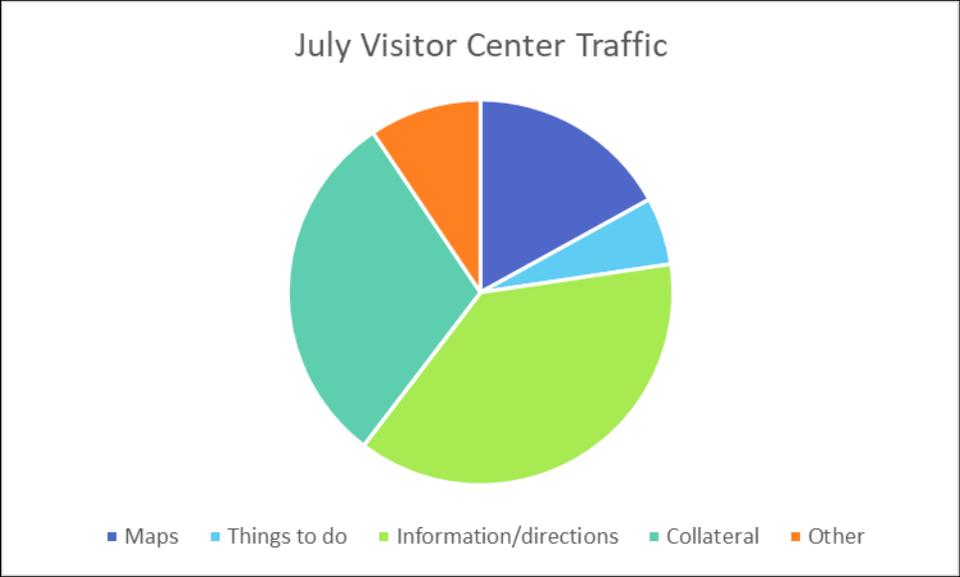
Council MONTHLY REPORT

DEPARTMENT: CVB

MONTH: July 2019

VISITOR CENTER

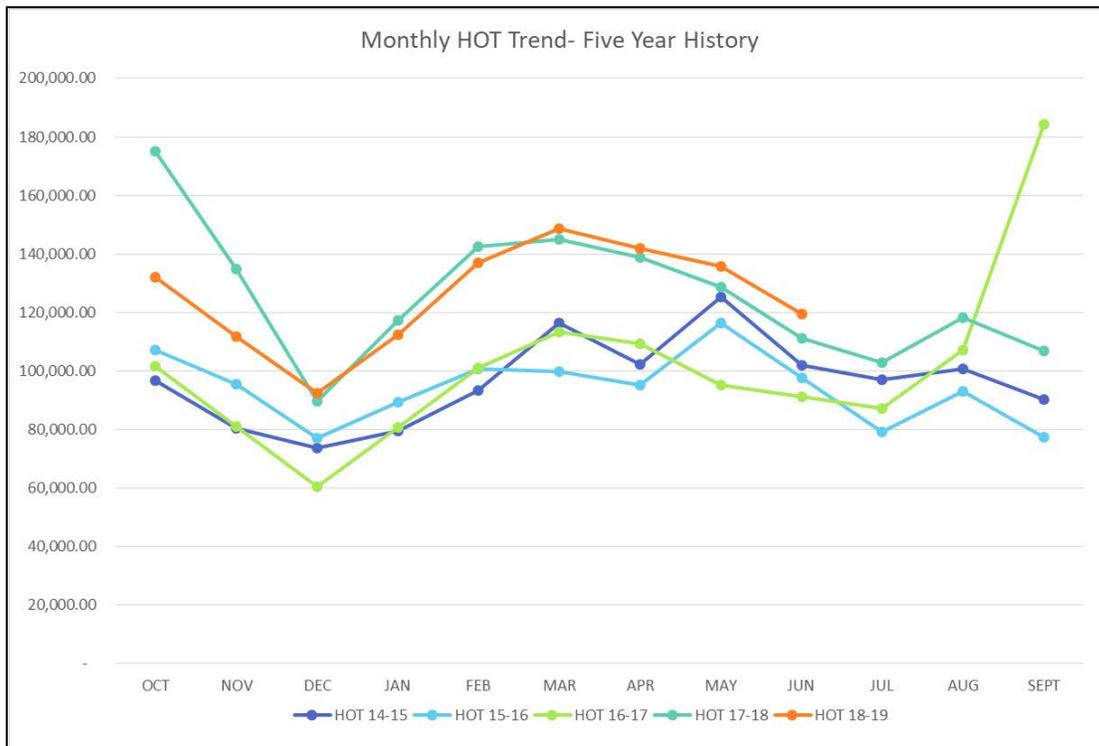
During the month of July, the CVB counted 24 visits to the Visitors Center for a total of 33 guests.



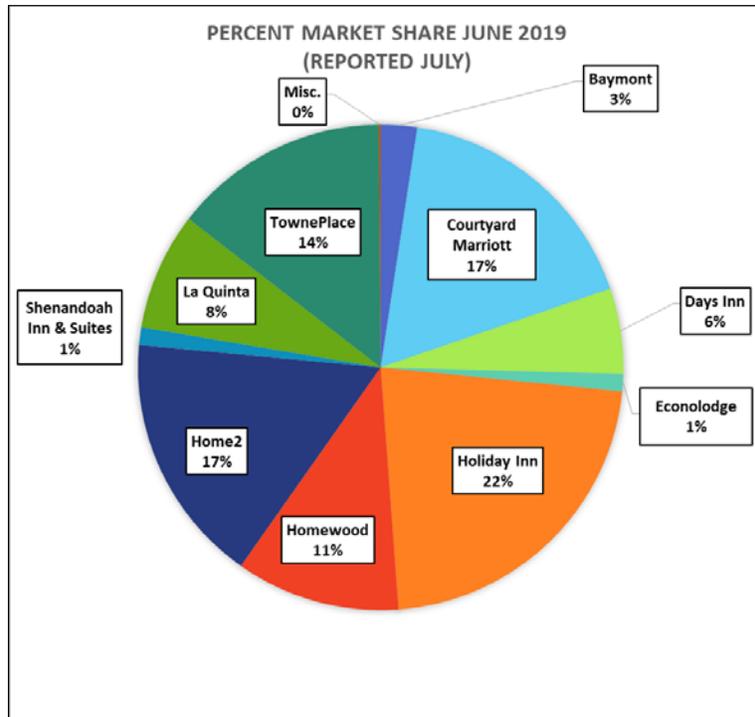
HOTEL OCCUPANCY TAX

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

Hotel Occupancy Tax Revenue - Five Year Comparison					
	HOT 14-15	HOT 15-16	HOT 16-17	HOT 17-18	HOT 18-19
OCT	96,878.07	107,316.66	101,567.28	175,090.83	132,006.78
NOV	80,418.46	95,637.35	81,222.24	134,841.48	111,923.97
DEC	73,828.16	76,939.84	60,413.59	89,775.76	92,456.12
JAN	79,667.59	89,514.69	80,722.70	117,308.07	112,506.44
FEB	93,391.60	100,594.30	101,060.82	142,637.52	137,124.53
MAR	116,404.12	99,833.41	113,472.00	144,851.34	148,563.47
APR	102,394.11	95,071.78	109,344.66	138,900.23	141,999.06
MAY	125,398.28	116,269.63	95,131.35	128,682.39	135,771.76
JUN	102,031.95	97,725.93	91,319.31	111,248.88	119,591.55
JUL	96,902.06	79,301.81	87,254.82	103,005.12	
AUG	100,757.04	92,999.88	107,252.20	118,355.96	
SEPT	90,161.44	77,493.65	184,439.12	106,834.03	
TOTAL	1,158,232.88	1,128,698.93	1,213,200.09	1,511,531.61	1,131,943.68



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



The table below shows hotel occupancy tax revenue collected from each property during FY 2018-2019. Any stays that extend past 30 days are exempt of any taxes.

Monthly Hotel Occupancy Tax Receipt Comparison by Property FY 2018-2019												
	Baymont	Courtyard	Days Inn	OYO	Holiday Inn	Homewood	Home2	Shenandoah Inn & Suites	La Quinta	TownePlace	Misc.	Total
OCT	\$1,659.26	\$24,446.55	\$6,298.42	\$1,230.89	\$27,645.05	\$15,482.98	\$20,648.00	\$1,993.06	\$8,703.38	\$23,899.19	\$0.00	\$132,006.78
NOV	\$1,768.25	\$21,640.17	\$5,697.61	\$1,427.78	\$22,548.01	\$14,226.71	\$17,596.53	\$563.99	\$9,329.61	\$17,125.31	\$0.00	\$111,923.97
DEC	\$1,588.77	\$15,659.99	\$4,977.62	\$1,206.36	\$22,470.92	\$11,956.39	\$13,414.55	\$543.43	\$6,543.60	\$14,094.49	\$0.00	\$92,456.12
JAN	\$1,921.40	\$20,642.08	\$4,895.90	\$1,477.02	\$22,685.56	\$13,322.66	\$19,008.91	\$1,306.77	\$8,773.92	\$18,307.07	\$165.15	\$112,506.44
FEB	\$2,198.10	\$25,090.83	\$6,050.52	\$1,692.15	\$30,678.88	\$16,596.93	\$22,875.12	\$2,120.90	\$10,274.53	\$19,473.02	\$73.55	\$137,124.53
MAR	\$2,641.45	\$26,699.19	\$8,679.91	\$2,002.54	\$30,826.89	\$17,060.57	\$24,458.60	\$2,184.50	\$12,090.47	\$21,806.33	\$113.02	\$148,563.47
APR	\$1,963.81	\$26,389.22	\$7,316.71	\$1,678.41	\$31,477.56	\$16,269.76	\$23,240.99	\$1,079.40	\$10,598.96	\$21,691.74	\$292.50	\$141,999.06
MAY	\$2,396.88	\$25,817.80	\$6,628.14	\$1,751.14	\$30,889.83	\$16,544.22	\$20,539.30	\$1,326.17	\$9,782.98	\$19,803.43	\$291.87	\$135,771.76
JUN	\$2,893.83	\$20,720.14	\$6,804.10	\$1,367.78	\$26,609.83	\$13,083.08	\$19,976.06	\$1,410.88	\$9,355.45	\$17,215.94	\$154.46	\$119,591.55
JUL												
AUG												
SEP												
Tot.	\$19,031.75	\$207,105.97	\$57,348.93	\$13,834.07	\$245,832.53	\$134,543.30	\$181,758.06	\$12,529.10	\$85,452.90	\$173,416.52	\$1,090.55	\$1,131,943.68

The following chart shows occupancy tax data by property for both June 2018 and June 2019, reported June 2018 and June 2019, respectively. Year-over-year decrease in amount of occupancy tax collected is notated in light red.

Year Over Year Occupancy Tax Comparison												
	Baymont	Courtyard	Days Inn	OYO	Holiday Inn	Homewood	Home2	Shenandoah Inn & Suites	La Quinta	TownePlace	Misc.	Total
Jun-18	\$ 2,410.10	\$ 16,211.83	\$ 7,408.68	\$ 1,345.59	\$ 21,750.42	\$ 12,546.89	\$ 17,677.68	\$ 2,377.75	\$ 9,972.23	\$ 19,547.71	\$ -	\$ 111,248.88
Jun-19	\$ 2,893.83	\$ 20,720.14	\$ 6,804.10	\$ 1,367.78	\$ 26,609.83	\$ 13,083.08	\$ 19,976.06	\$ 1,410.88	\$ 9,355.45	\$ 17,215.94	\$ 154.46	\$ 119,591.55

The following tables report the individual Shenandoah hotels' self-reported Average Daily Rate (ADR) and Occupancy information, respectively, for Fiscal Year 2018-2019. All data is provided where available. Data is collected with Hotel Occupancy Tax Reporting Forms. Not all properties choose to self-report this data.

SELF REPORTED AVERAGE DAILY RATE FY 2018-2019												
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
BAYMONT												
COURTYARD	\$129.49	\$116.15	\$120.31	\$125.22	\$138.82	\$130.75	\$138.19	\$130.22	\$124.14			
DAYS INN	\$55.00	\$56.00	\$53.00	\$54.00	\$52.00	\$57.00	\$55.00	\$53.00	\$53.00			
OYO		\$59.00	\$59.00	\$59.00	\$59.00							
HOLIDAY INN	\$117.00	\$109.00	\$120.00	\$119.00	\$126.00	\$119.00	\$126.00	\$122.00	\$112.00			
HOMEWOOD	\$136.45	\$104.03	\$75.76	\$122.27	\$135.27	\$129.10	\$146.21	\$113.36	\$81.68			
HOME 2 SUITES	\$127.08	\$122.89	\$118.88			\$137.51	\$109.89	\$130.24	\$119.40			
SHENANDOAH INN & SUITES												
LA QUINTA												
TOWNEPLACE	\$112.64	\$102.38	\$99.83	\$85.24	\$115.30	\$121.34	\$119.43	\$111.90	\$102.93			

SELF REPORTED OCCUPANCY RATE FY 2018-2019												
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
BAYMONT												
COURTYARD	71%	72%	49%	61%	75%	78%	76%	76%	65%			
DAYS INN	58%	53%	48%	47%	65%	77%	70%	65%	69%			
OYO												
HOLIDAY INN	72%	65%	57%	58%	82%	79%	79%	77%	75%			
HOMEWOOD	46%	49%	58%	48%	85%	43%	98%	80%	52%			
HOME 2 SUITES	70%	65%	50%			77%	76%	68%	72%			
SHENANDOAH INN & SUITES												
LA QUINTA												
TOWNEPLACE	89%	76%	63%	78%	91%	87%	82%	81%	74%			

EXPEDIA ADVERTISING

Below is a recap of June 2019 performance on Expedia TravelAds. Current reporting lag time is running one month behind in order to coincide with occupancy tax and self-reported occupancy data. Per both brand and property request and approval, Shenandoah CVB will no longer be advertising the former EconoLodge/new OYO on TravelAds with CVB funds. Moving forward, this property's TravelAds will be managed by their corporate TravelAds account.

Shenandoah CVB

Account with 10 properties

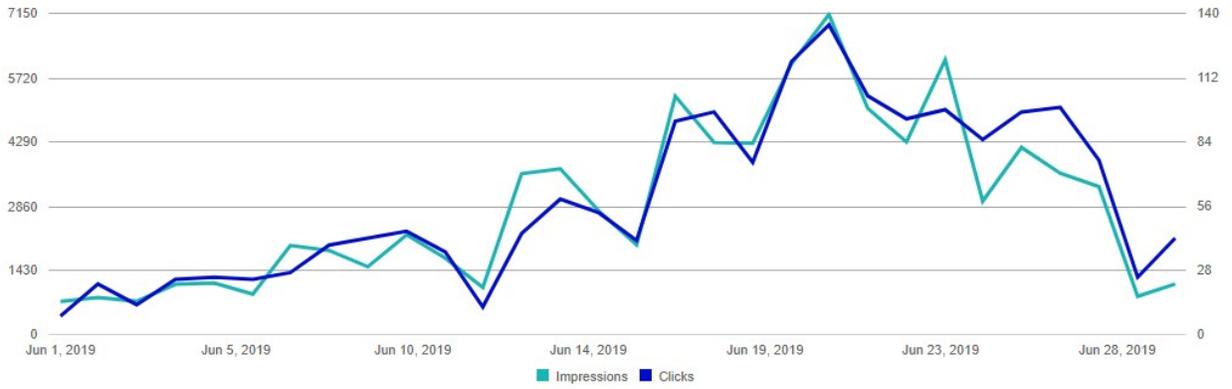
June 1, 2019 - June 30, 2019, Hotel Path [Customize](#)

Ad delivery

Spend (USD)	Clicks	Avg CPC (USD)	Impressions	Avg Rank	CTR
2,405.31	1,753	1.37	86,215	2.9	2.03%

Attribution

Revenue Clicked (USD)	Room Nights Clicked	ROAS Clicked	Revenue Exposed (USD)	Room Nights Exposed	ROAS Exposed
12,487.02	122	5:1	31,783.38	352	13:1



SUBMITTED BY:

John R. Mayner, III