

COUNCIL MONTHLY REPORT

DEPARTMENT: ADMINISTRATION

MONTH: February 2017

PLANNING/DEVELOPMENT ACTIVITY

PLANNING AND ZONING

During the month of February the Planning and Zoning Commission met once.

AGENDA DATE	ITEMS ON AGENDA
February 21, 2017	4
Agenda Items Year to Date	8

APPLICATIONS AND NOTICES

Applications for Development

During the month of February two applications pertaining to property development were filed with the City. A rezoning application for 17835 IH 45S was submitted and later withdrawn; therefore the application is not reflected in the table below.

APPLICATION TYPE	APPLICATIONS SUBMITTED	YEAR TO DATE
ALCOHOL PERMIT		
SPECIAL USE PERMIT		
REZONING		
VARIANCE		
OTHER	1	1

Other applications submitted to the City include a Site Plan for review and approval for MetroPark Square.

Notice of Public Hearings

	NUMBER OF NOTICES	YEAR TO DATE
PUBLISHED (NEWSPAPER)		
PROPERTY (ONSITE)		1 (3 property signs)
MAILED (AREA NOTIFICATION)		1 (6 individuals notified)

Development Inquiries and Miscellaneous Reviews

	NUMBER OF INQUIRIES/REVIEW	YEAR TO DATE
DEVELOPMENT/ZONING	11	25
PROPERTY/DOCUMENT REVIEW	1	3
PLAN REVIEW	5	9
DOCUMENT RECORDING	1	5

SOCIAL MEDIA/COMMUNICATIONS

FACEBOOK

Followers (Fans): 765

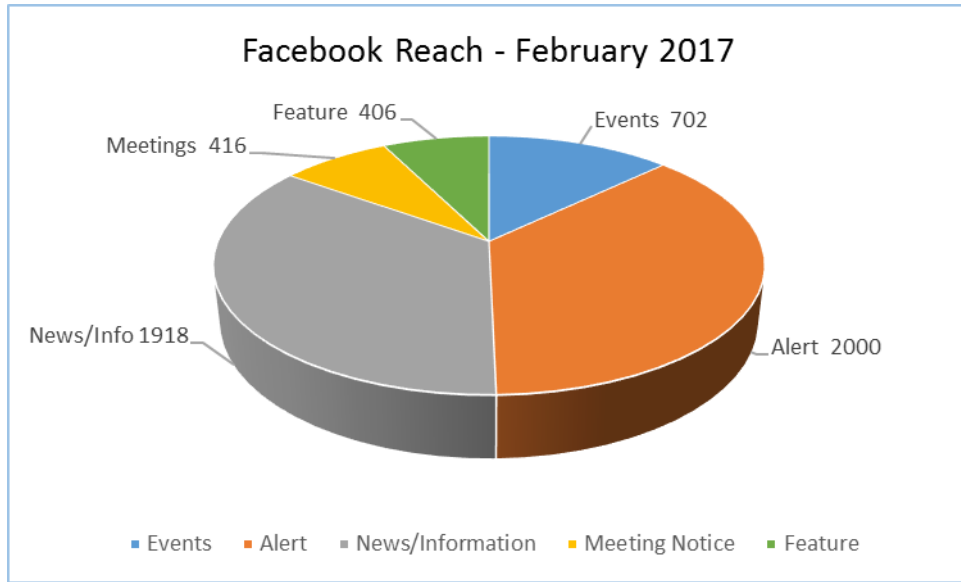
The City's Facebook page is a "fan page" which has followers instead of friends. Activity for the month of February is shown in the table below:

Date	Type of Post	Post Details	Posted By
2/2/2017	Feature	Yard of the month - January	Admin
2/3/2017	News/Info	Lane closed for pathway construction	Admin
2/7/2017	Meeting	Council meeting notice	Admin
2/8/2017	Alert	Attempted solicitation of minor in ORN	Admin
2/13/2017	Meeting	Civic Club meeting notice	Admin
2/14/2017	News/Info	Deadline to file for election	Admin
2/16/2017	News/Info	City web site down	Admin
2/16/2017	News/Info	City web site back up	Admin
2/16/2017	Alert	Report safety concerns to SPD	Admin
2/17/2017	Alert	First waterline break	Admin
2/17/2017	Alert	Second waterline break	Admin
2/17/2017	News/Info	Update - second waterline break isolated	Admin
2/17/2017	News/Info	Water restored and pressure increasing	Admin
2/17/2017	News/Info	Water system update	Admin
2/17/2017	Meeting	Council meeting notice	Admin
2/17/2017	Meeting	MDD meeting notice	Admin
2/17/2017	News/Info	Deadline to file for election now over	Admin
2/20/2017	News/Info	Ironkids Fun Run	Admin
2/21/2017	News/Info	Sharks registration	Admin
2/22/2017	Alert	Sink hole on I-45 N bound	Admin
2/23/2017	News/Info	SPD safety tip - outdoor lighting	Admin
2/27/2017	News/Info	Garage sale reminder	Admin
2/27/2017	News/Info	Arbor Day reminder	Admin

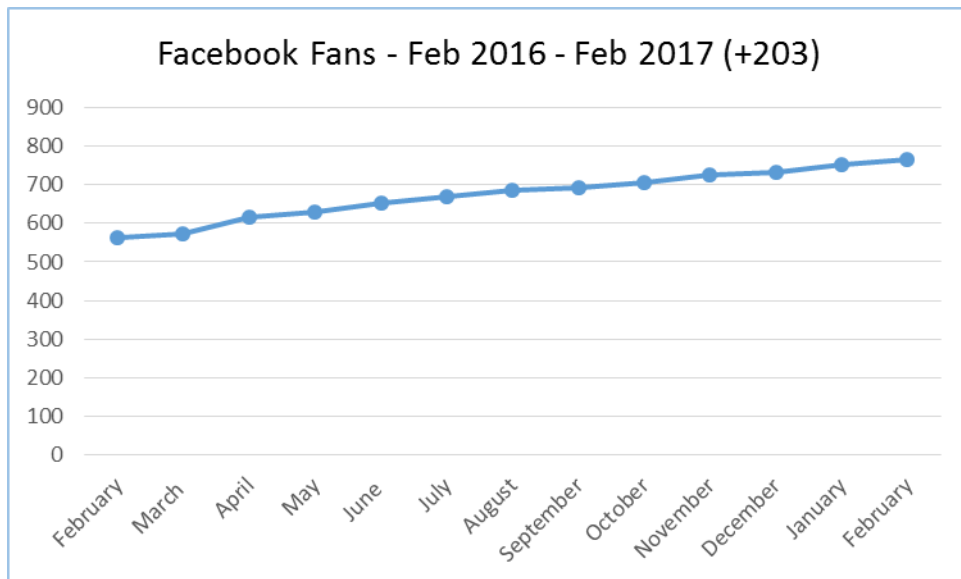
Highlight:

On February 22, a news post announcing a large sinkhole that opened on I-45 northbound was the most active post for the entire month. Second to that was a post from the Police Department about an attempted solicitation of a minor in Oak Ridge North.

The graph that follows illustrates Facebook reach across the different categories of posts in February:



Over the last 12 months, the City's account has gained 203 Facebook fans.



TWITTER

Followers: 1062

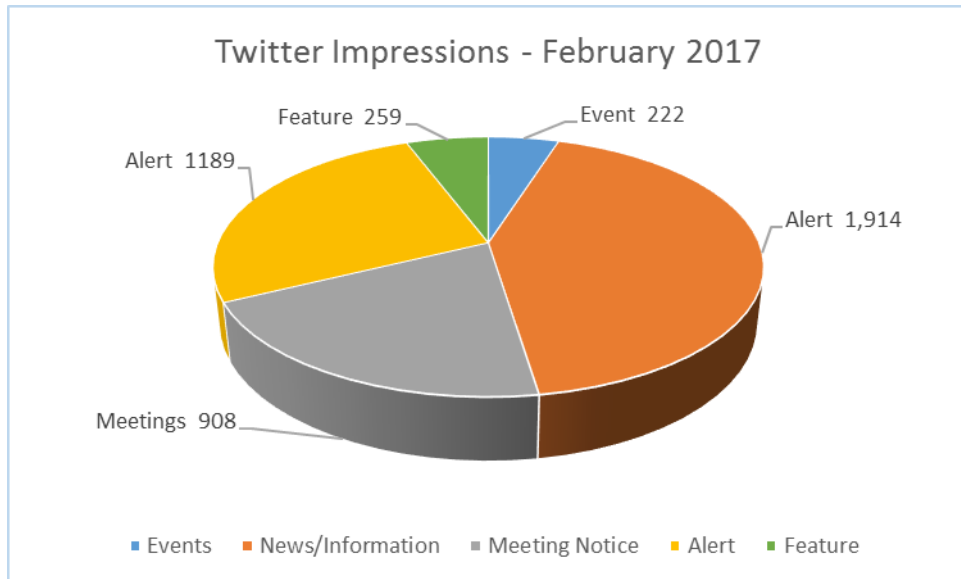
Following: 192

Activity for the month of February is shown in the table that follows:

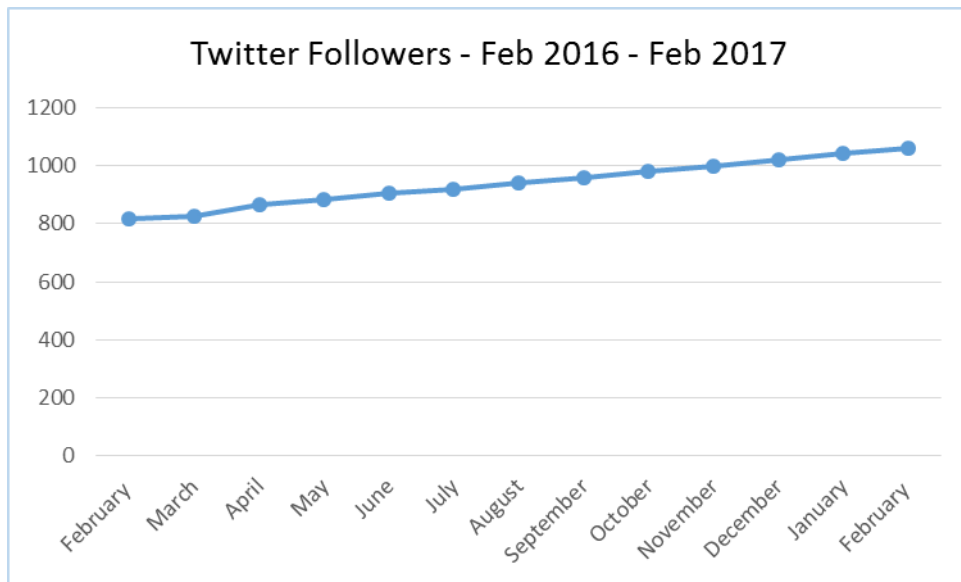
Date	Type of Post	Post Details	Posted By
2/2/2017	Feature	Yard of the month - January	Admin
2/3/2017	News/Info	Lane closed for pathway construction	Admin
2/7/2017	Meeting	Council meeting notice	Admin
2/8/2017	Alert	Attempted solicitation of minor in ORN	Admin
2/13/2017	Meeting	Civic Club meeting notice	Admin
2/14/2017	News/Info	Deadline to file for election	Admin
2/16/2017	News/Info	City web site down	Admin
2/16/2017	News/Info	City web site back up	Admin
2/16/2017	Alert	Report safety concerns to SPD	Admin
2/17/2017	Alert	First waterline break	Admin
2/17/2017	Alert	Second waterline break	Admin
2/17/2017	News/Info	Update - second waterline break isolated	Admin
2/17/2017	News/Info	Water restored and pressure increasing	Admin
2/17/2017	News/Info	Water system update	Admin
2/17/2017	Meeting	Council meeting notice	Admin
2/17/2017	Meeting	MDD meeting notice	Admin
2/17/2017	News/Info	Deadline to file for election now over	Admin
2/20/2017	News/Info	Ironkids Fun Run	Admin
2/21/2017	News/Info	Sharks registration	Admin
2/22/2017	Alert	Sink hole on I-45 N bound	Admin
2/23/2017	News/Info	SPD safety tip - outdoor lighting	Admin

Highlight:

Twitter impressions were stable during February, with no one item generating dramatic activity. The graph that follows illustrates Twitter impressions across the different categories of posts in February. Media, such as images and links increase reach and engagement and are used as often as possible.



Over the last 12 months, the City's account has gained 244 followers on Twitter.



CONSTANT CONTACT

The City has released 17 eNews updates using Constant Contact. The City is gradually gaining subscribers to Constant Contact and we currently have 958 emails in our contact list. The table that follows shows activity from July through February 2017.

Date	Type	Department	Sent	Open Rate (%)	Bounce	Unsubscribed	Not Opened
7/29/2016	Council Update	Admin	1111	53.4	219	16	416
8/15/2016	Council Update	Admin	1112	44.6	222	3	493
8/17/2016	Council Update	Admin	1110	43.9	223	7	498
8/25/2016	Council Update	Admin	1109	46.3	221	2	477
9/16/2016	Council Update	Admin	1114	46.5	224	4	476

9/29/2016	Council Update	Admin	1121	42.9	223	2	513
10/13/2016	Council Update	Admin	1136	43.5	227	2	499
10/28/2016	Council Update	Admin	937	42.3	34	0	514
11/11/2016	Council Update	Admin	947	43.9	31	1	514
11/21/2016	Civic Club - LOTA	Civic Club	954	42	31	2	527
12/15/16	Council Update	Admin	959	45.3	31	0	508
12/16/16	Civic Club - Luminaries	Civic Club	959	40.2	32	2	554
1/11/17	Council Update	Admin	962	45.4	47	3	500
1/25/17	Council Update	Admin	954	43.8	24	1	523
2/1/17	Council Update	Admin	953	42.7	28	1	530
2/3/17	Valentine's Promo	CVB	147	28.7	4	6	102
2/17/17	Water System Update	Admin	45.9	959	29	1	503

LOST TIME INCIDENTS/ACCIDENTS/CLAIMS

INCIDENTS

There were no incidents reported during the month of February.

Major Incident/Accidents (Damage over \$1,000)

Date	Property Involved	Damage Value	Details
	0	0	0
	0	0	0

Major Incident Totals	Number of Incidents	Damage Value
Monthly Total	0	0
Cumulative Total	3	\$6,774.96

Minor Incident/Accidents (Damage under \$1,000)

Date	Property Involved	Damage Value	Details
	0	0	0

Minor Incident Totals	Number of Incidents	Damage Value
Monthly Total	0	0
Cumulative Total	0	0

INJURIES

No injuries reported in the month of February.

Injuries Reported

Date	Person Involved	Details of Injury	Medical Treatment	Lost Time
	0	0	0	0

Injury Totals	Number of Incidents	Damage Value
Monthly Total	0	0
Cumulative Total	1	0

IT ACTIVITY

The City's contract with Software Decisions, Inc. (SDi) for desktop support and other IT related services ended in February and a new IT Coordinator, Chris Grizzaffi started. He will begin reporting in April for the March activity.

OPEN RECORD REQUESTS

The City received 19 record requests during the month of February, as shown below.

Date	Requester	Type of Request	Date Fulfilled
2/1/2017	Building Hunter	Building Permits - Monthly Report	2/7/2017
2/1/2017	Building Permit/Pool Info Svc	Building Permits - Monthly Report	2/7/2017
2/1/2017	B.Bornhorst -ConstructConnect	Permit/Contractor - Cambria Hotel	2/1/2017
2/2/2017	R.Dowlearn - PSIUSA.com	Global Shenandoah tract - violations	2/9/2017
2/3/2017	A. Huffines - P&Z Resource Co. (PZR)	Global Shenandoah tract - zoning	2/7/2017
2/3/2017	Bentley Bulletin	Building Permits - Monthly Report	2/7/2017
2/5/2017	Texas Open the Books	Compensation Survey	2/14/2017
2/8/2017	B.Boykin - Xceligent	Permits - 250 Ed English	2/8/2017
2/10/2017	L.Shade - DCH Environmental	Portofino Office Condos - property info	2/14/2017
2/10/2017	Ron Raymaker	City Admin employment contracts	2/13/2017
2/13/2017	A.Bunk - ConstructConnect	MetroPark Square - permit/contractor	2/14/2017
2/15/2017	E.Bahrenburg	Plans for 303 Sonoma Way	2/16/2017
2/15/2017	Schaffer Law Offices	Incident Report 12M000358, COBAN video	2/21/2017
2/15/2017	Gina Morales	Accident Report 16M006838	2/21/2017
2/23/2017	Charlie Bradt	List of residential addresses	2/24/2017
2/23/2017	Eric Bahrenburg	Drainage Plans - The Reserve	3/13/2017
2/24/2017	Kshumate - Realtor	Final roof inspection - 28914 Pinehill	2/24/2017
2/24/2017	Ted Fletcher	As built drawings - water/sewer line on Tamina	3/2/2017
2/28/2017	Jean Teague	Demographic/budget/tax rate info	3/9/2017

PUBLIC RELATIONS**Shenandoah Business Association – February Activity**

BUSINESS & CONTACT NAME	COMMENTS
Reed Group	Paula Clements
Schokolad	Veronica Kearney
Outback Steakhouse	Jason Richardson
Hebert's Specialty Meats	Chris Catlett

ACCOUNTS PAYABLE**Administration – Accounts Payable, February 2017**

VENDOR	DATE	PURPOSE	AMOUNT
TELEPACIFIC COMMUNICATIONS	02/01/2017	TELEPHONE CHARGES JAN 2017	\$ 557.44
OFFICE DEPOT CREDIT PLAN	02/01/2017	NAME PLACARDS FOR COMMITTEE MEETINGS	\$ 65.78
DARRELL FRAZIER	02/01/2017	10/16-9/17 ELECTRONIC DEVICE REIMBURSEMENT	\$ 50.00
DARRELL FRAZIER	02/01/2017	10/16-9/17 ELECTRONIC DEVICE DATA REIMBURSEMENT	\$ 10.00
GREG SMITH	02/01/2017	10/16-9/17 ELECTRONIC DEVICE REIMBURSEMENT	\$ 120.00
JEAN TEAGUE	02/01/2017	10-16-9/17 ELECTRONIC DEVICE REIMBURSEMENT	\$ 50.00
ADANDY CABLING	02/08/2017	PATCH CABLES FOR EOC	\$ 250.00
DANIEL OFFICE PRODUCTS	02/08/2017	OFFICE SUPPLIES PENS AND DIVIDERS	\$ 60.17
DANIEL OFFICE PRODUCTS	02/08/2017	CANVAS SECTIONAL STORAGE POST BINDERS	\$ 117.14
DANIEL OFFICE PRODUCTS	02/08/2017	OFFICE SUPPLIES PENS, TAPE, SIGN HERE ARROWS	\$ 83.95
DANIEL OFFICE PRODUCTS	02/08/2017	OFFICE SUPPLIES TRAY ORG, DOC HOLDER	\$ 19.55
SKELTON BUSINESS EQUIPMENT	02/08/2017	ADMIN COPIER MONTHLY MAINTENANCE JAN 2017	\$ 210.26
ITERSOURCE CORPORATION	02/08/2017	MONTHLY OFFICE TELEPHONE SUPPORT FEB 2017	\$ 125.00
WAVEMEDIA, INC.	02/08/2017	INTERNET SERVICES FEB 2017	\$ 975.00
VERIZON WIRELESS	02/08/2017	ADMIN CELL PHONE/DEVICE USAGE 2016-2017	\$ 130.16
OLD TAMINA WATER SUPPLY CORPORATION	02/15/2017	SETTLEMENT- OLD TAMINA WATER SUPPLY CORP.	\$ 10,000.00
BRANCH BANKING AND TRUST CO.	02/15/2017	LUNCH WITH THE WFD TO DISCUSS FIRE MARSHAL	\$ 87.23
BRANCH BANKING AND TRUST CO.	02/15/2017	COUNCIL MEETING MEALS OCT 2016 - SEPT 2017	\$ 262.83
BRANCH BANKING AND TRUST CO.	02/15/2017	COUNCIL MEETING MEALS OCT 2016 - SEPT 2017	\$ 101.32
BRANCH BANKING AND TRUST CO.	02/15/2017	MONTHLY CONSTANT CONTACT SUBSCRIPTION	\$ 130.00
MAIN EVENT ENTERTAINMENT	02/15/2017	EMPLOYEE APPRECIATION DINNER 2017 DEPOSIT	\$ 4,550.54
PITNEY BOWES PURCHASE POWER	02/15/2017	MONTHLY POSTAGE FOR ADMIN	\$ 44.29

PITNEY BOWES PURCHASE POWER	02/15/2017	MONTHLY POSTAGE FOR P&Z	\$ 40.05
W. THOMAS PROCTOR, P.C	02/15/2017	MEDIATION CASE # 15-10-10350	\$ 1,850.00
BRANCH BANKING AND TRUST CO.	02/15/2017	ELECTRONIC DEVICE DATA (J.TEAGUE)	\$ 20.00
O'DONNELL FEREBEE & FRAZER, P.C.	02/22/2017	CITY ATTORNEY MONTHLY LEGAL FEES FEB 2017	\$ 10,000.00
O'DONNELL FEREBEE & FRAZER, P.C.	02/22/2017	JAN 2017 LEGAL SERVICES COS V TAMINA	\$ 4,843.75
O'DONNELL FEREBEE & FRAZER, P.C.	02/22/2017	JAN 2017 LEGAL SERVICES COS V HOUSCAPE	\$ 3,463.62
MCCI, LLC	02/22/2017	ANNUAL WEB HOSTING 12/2016-11/2017	\$ 950.00
		Administration Total:	\$ 39,168.08

SUBMITTED BY: 