



# COUNCIL MONTHLY REPORT

DEPARTMENT: ADMINISTRATION

MONTH: January 2017

## PLANNING/DEVELOPMENT ACTIVITY

### PLANNING AND ZONING

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

AGENDA DATE	NUMBER OF AGENDA ITEMS
January 17, 2016	4

### APPLICATIONS AND NOTICES

During the month of January, there were no applications pertaining to property development filed with the City.

APPLICATION TYPE	NUMBER OF APPLICATIONS	YEAR TO DATE
ALCOHOL PERMIT		
SPECIAL USE PERMIT		
REZONING		
VARIANCE		
OTHER		

### Notice for Public Hearings

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

### Development Inquiries and Miscellaneous Reviews

TYPE OF INQUIRY	NUMBER OF INQUIRIES/REVIEW	YEAR TO DATE
DEVELOPMENT/ZONING	14	14
PROPERTY/DOCUMENT REVIEW	2	2
PLAN REVIEW	4	4
DOCUMENT RECORDING	4	4

## SOCIAL MEDIA/COMMUNICATIONS

### FACEBOOK

Followers (Fans): 751

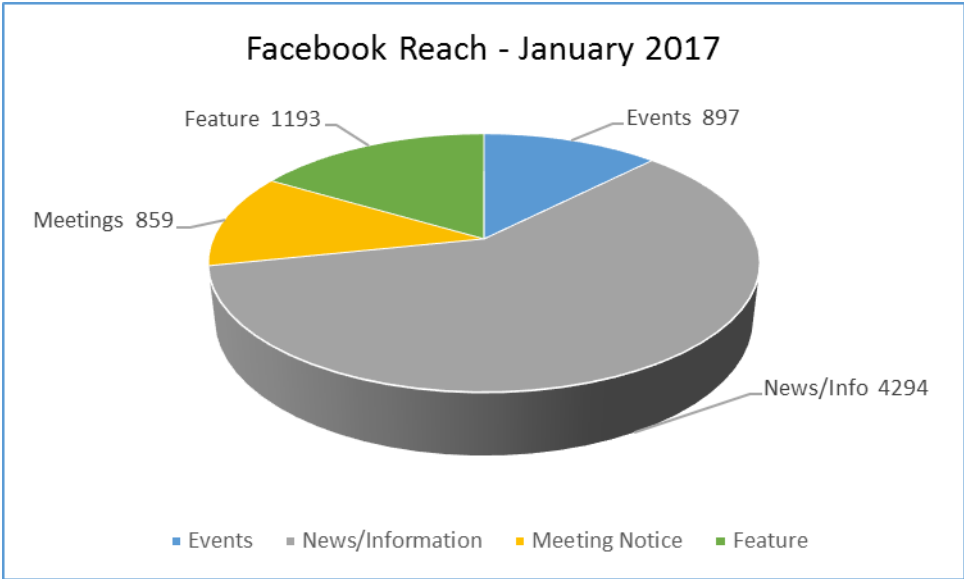
The City's Facebook page is a "fan page" which has followers instead of friends. Activity for the month of January is shown in the table below:

Date	Type of Post	Post Details	Posted By
1/6/2017	Meeting Notice	Council Meeting	Admin
1/7/2017	News/Info	Calls about pipes bursting during freeze	Admin
1/10/2017	Meeting Notice	Civic Club meeting	Admin
1/10/2017	News/Info	Christmas tree drop off ends	Admin
1/12/2017	Events	David's Dream Run - Save the date	Admin
1/12/2017	Feature	Gresham receives Asst Chief badge	Admin
1/12/2017	News/Info	Zale's robbery/suspects apprehended	Admin
1/13/2017	Events	Polar Plunge reminder	Admin
1/16/2017	Events	Volunteers needed at Polar Plunge	Admin
1/18/2017	News/Info	Identity theft kit at PD	Admin
1/20/2017	Meeting Notice	City Council meeting	Admin
1/20/2017	Meeting Notice	MDD Meeting	Admin
1/20/2017	Events	Polar Plunge reminder	Admin
1/22/2017	Feature	SPD park patrol	Admin
1/23/2017	News/Info	Lane closure - I-45 service road	Admin
1/25/2017	Meeting Notice	MDD/Council meetings	Admin
1/27/2017	Meeting Notice	Special council meeting	Admin
1/31/2017	Meeting Notice	Special council meeting - reminder	Admin

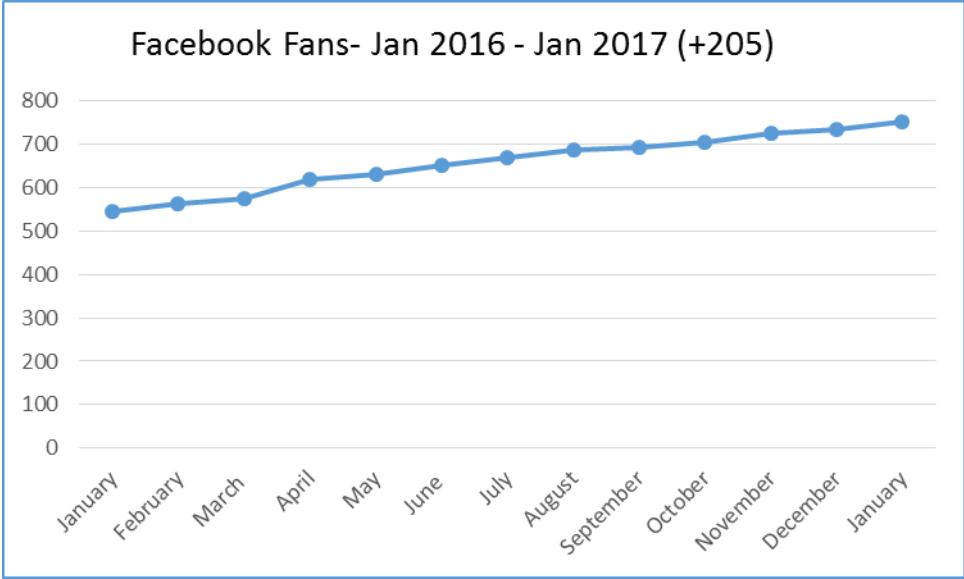
#### Highlight:

On January 12, a news post announcing the robbery at Zale's had a reach of 3,521, with 189 reactions (likes, etc.), 13 shares, 528 post clicks, and 26 comments, making it the most active post for the entire month. Second to that was a post from the Police Department about park patrols, with a reach of 738, with 50 reactions, and 65 post clicks. In summary, the City's Facebook users respond the most to feature posts and safety alerts.

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



Over the last 12 months, the City’s account has gained 205 Facebook fans.



**TWITTER**

Followers: 1044  
 Following: 191

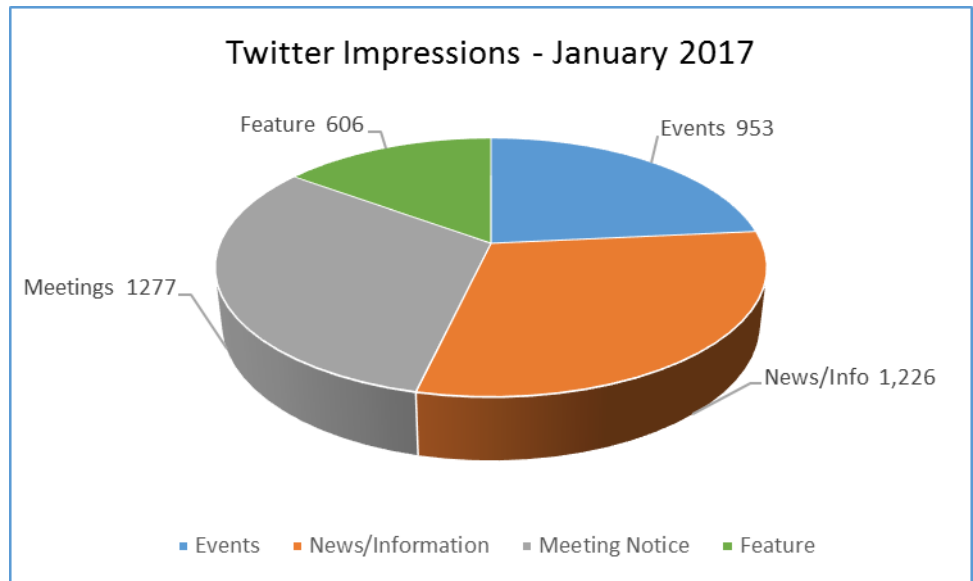
Twitter is the second most popular social media platform. It is most widely used in emergency communications and social activism. It is also a growing news source for many users. An estimated 23% of internet users have Twitter accounts.

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

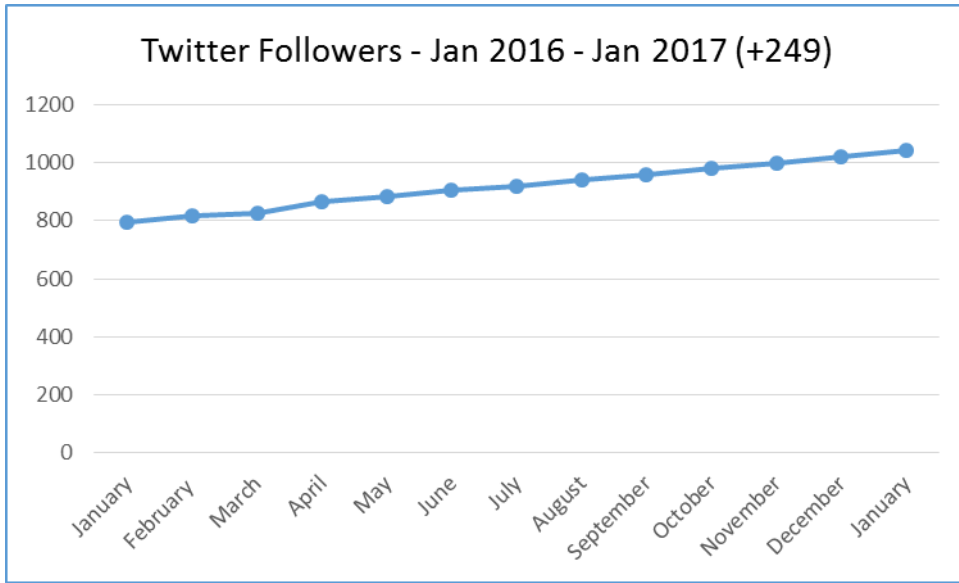
Date	Type of Post	Post Details	Posted By
1/1/2017	Events	Polar Plunge reminder	Admin
1/6/2017	Meeting Notice	Council Meeting	Admin
1/7/2017	News/Info	Calls about pipes bursting during freeze	Admin
1/10/2017	Meeting Notice	Civic Club meeting	Admin
1/10/2017	News/Info	Christmas tree drop off ends	Admin
1/12/2017	Events	David's Dream Run - Save the date	Admin
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1/31/2017	Meeting Notice	Special council meeting - reminder	Admin

**Highlight:**

Twitter impressions were stable during January, with no one item generating dramatic activity. The graph that follows illustrates Twitter impressions across the different categories of posts in January. 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 249 followers on Twitter.



### CONSTANT CONTACT

The City has released 14 eNews updates using Constant Contact. The City is gradually gaining subscribers to Constant Contact and we currently have 955 emails in our contact list. The table that follows shows activity from July through January 2017.

Date	Type	Sent	Open Rate (%)	Bounce	Unsubscribed	Not Opened
7/29/2016	Council Update	1111	53.4	219	16	416
8/15/2016	Council Update	1112	44.6	222	3	493
8/17/2016	Council Update	1110	43.9	223	7	498
8/25/2016	Council Update	1109	46.3	221	2	477
9/16/2016	Council Update	1114	46.5	224	4	476
9/29/2016	Council Update	1121	42.9	223	2	513
10/13/2016	Council Update	1136	43.5	227	2	499
10/28/2016	Council Update	937	42.3	34	0	514
11/11/2016	Council Update	947	43.9	31	1	514
11/21/2016	Civic Club - LOTA	954	42	31	2	527
12/15/16	Council Update	959	45.3	31	0	508
12/16/16	Civic Club - Luminaries	959	40.2	32	2	554
1/11/17	Council Update	962	45.4	47	3	500
1/25/17	Council Update	954	43.8	24	1	523

## LOST TIME INCIDENTS/ACCIDENTS/CLAIMS

### INCIDENTS

There was one incident reported during the month of January.

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

Date	Property Involved	Damage Value	Details
1/8/17	Park Pavilion	\$5,420 (preliminary)	Fire sprinkler pipes burst in freeze
1/25/17	Police Silverado	\$2,018.47	Vehicle damaged by worker in construction area

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	

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

### INJURIES

No injuries reported in the month of January.

#### 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 currently contracts with Software Decisions, Inc. (SDi) for desktop support and other IT related services. In the month of January, SDi has received 46 calls/emails for service from city employees. The requests vary from removing employees from all access and email services, to outlook not connecting and printer issues.

**OPEN RECORD REQUESTS**

The City received 11 record requests during the month of January, as shown below.

Date	Requester	Type of Records	Date Fulfilled
1/3/2017	Building Permit/Pool Info Svc	Building Permits - Monthly Report	1/10/17
1/3/2017	Bentley Bulletin	Building Permits - Monthly Report	1/10/17
1/5/2017	Building Hunter	Building Permits - Monthly Report	1/10/17
1/9/2017	P. Koehn - Dodge Data/Analytics	MHH Buildout - 9250 Pinecroft	1/9/17
1/10/2017	G. Jelke	Incident Report 16M001077	1/20/17
1/17/2017	Becky Riggins	Thornwood lift station history	1/26/17
1/24/2017	A. Culver - Scenic Houston	Sign Ordinance	1/24/17
1/24/2017	L. Guarneri - TMPA.org	Comp/Benefits - PD	1/25/17
1/26/2017	Gary Henson	Financial Reports – Wheeler, Raymaker	1/30/17
1/30/2017	S.Rial - KSS Resolutions	Compensation analysis - WJPA	2/9/17
1/31/2017	Construction Monitor	Building Permits - Monthly Report	2/7/17

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

BUSINESS & CONTACT NAME	COMMENTS
Saltgrass Steakhouse – Misti Sears	Signed up with SBA online
Old Navy – Trisha Dowler	Signed up with SBA online
Sam’s Club – Chuck Coughlin	Signed up with SBA online
Bath and Body Works – Wendy Driver	Signed up with SBA online

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

Vendor	Date	Purpose	Amount
THE WOODLANDS FLOWERS IN PANTHER CR	01/04/2017	FLOWERS FOR J. PEART GRANDFATHER FUNERAL	\$ 78.95
THE WOODLANDS FLOWERS IN PANTHER CR	01/04/2017	FLOWERS FOR L. DAVIS MOTHER'S FUNERAL	\$ 78.95
OFFICE DEPOT CREDIT PLAN	01/04/2017	OFFICE SUPPLIES - FOLDERS FOR COUNCIL	\$ 51.52
O'DONNELL FEREBEE & FRAZER, P.C.	01/04/2017	CITY ATTORNEY MONTHLY LEGAL FEES 2016-2017	\$ 10,000.00
O'DONNELL FEREBEE & FRAZER, P.C.	01/04/2017	ADDITIONAL LEGAL FEES COS V TAMINA NOV 2016	\$ 177.50
O'DONNELL FEREBEE & FRAZER, P.C.	01/04/2017	ADDITIONAL LEGAL FEES COS V HOUSCAPE NOV 2016	\$ 3,897.30
AMERICA FIRST	01/04/2017	FEES TO OBTAIN RECORDS COS V HOUSCAPE	\$ 743.00
THE DOCK LINE CO.	01/04/2017	FALL 2016 QUARTERLY NEWSLETTER PREP TO MAIL	\$ 350.00
THE DOCK LINE CO.	01/04/2017	FALL 2016 QUARTERLY NEWSLETTER DESIGN & LAYOUT	\$ 95.00

THE DOCK LINE CO.	01/04/2017	FALL 2016 QUARTERLY NEWSLETTER POSTAGE	\$ 227.00
THE DOCK LINE CO.	01/04/2017	FALL 2016 QUARTERLY NEWSLETTER	\$ 1,155.00
VERIZON WIRELESS	01/04/2017	ADMIN CELL PHONE/DEVICE USAGE 2016-2017	\$ 130.21
DAVID ASH	01/04/2017	PLANNING AND ZONING COMMISSION MEETING DEC 2016	\$ 150.00
CHARLIE BRADT	01/04/2017	P&Z COMMISSION REGULAR MEETING DEC 2016	\$ 150.00
DEAN LEE GRISTY	01/04/2017	P&Z COMMISSION REGULAR MEETING DEC 2016	\$ 150.00
WALLACE E. WESTBROOK	01/04/2017	P&Z COMMISSION REGULAR MEETING DEC 2016	\$ 150.00
RENEE A GLAZER	01/04/2017	P&Z COMMISSION REGULAR MEETING DEC 2016	\$ 150.00
DAVID ASH	01/04/2017	P&Z COMMISSION SPECIAL MEETING NOV 2016	\$ 150.00
CHARLIE BRADT	01/04/2017	P&Z COMMISSION SPECIAL MEETING NOV 2016	\$ 150.00
DEAN LEE GRISTY	01/04/2017	P&Z COMMISSION SPECIAL MEETING NOV 2016	\$ 150.00
WALLACE E. WESTBROOK	01/04/2017	P&Z COMMISSION SPECIAL MEETING NOV 2016	\$ 150.00
RENEE A GLAZER	01/04/2017	P&Z COMMISSION SPECIAL MEETING NOV 2016	\$ 150.00
MUNICIPAL CODE CORPORATION	01/04/2017	SUPPLEMENT NO. 22	\$ 1,515.00
HOUSTON CHRONICLE	01/11/2017	LEGAL NOTICE PUBLIC HEARING DEC 2016	\$ 382.61
SALES TAX ASSURANCE LLC	01/11/2017	QUARTERLY SALES TAX CONSULTING SERVICES 2016-17	\$ 1,500.00
DANIEL OFFICE PRODUCTS	01/11/2017	BINDERS FOR ADMIN	\$ 28.98
PITNEY BOWES PURCHASE POWER	01/11/2017	MONTHLY POSTAGE FOR ADMIN	\$ 14.02
BRANCH BANKING AND TRUST CO.	01/18/2017	MEETING TO DISCUSS HOUSCAPE DEC 2016	\$ 51.11
GOVERNMENT FORMS AND SUPPLIES LLC	01/18/2017	2016 PAYROLL TAX FORMS	\$ 65.20
BRANCH BANKING AND TRUST CO.	01/18/2017	CITY MANAGER AREA BREAKFAST DEC 2016	\$ 31.77
BRANCH BANKING AND TRUST CO.	01/18/2017	DEPOSITION LUNCH G. SMITH AND B. FEREBEE	\$ 23.00
BRANCH BANKING AND TRUST CO.	01/18/2017	ELECTRONIC DEVICE DATA (J.TEAGUE)	\$ 20.00
SOFTWARE DECISIONS, INC.	01/18/2017	MONTHLY IT SERVICE AGREEMENT	\$ 6,750.00
SALES TAX ASSURANCE LLC	01/18/2017	SALES TAX CONSULTING CONTINGENCY FEES DEC 2016	\$ 3,120.00
SKELTON BUSINESS EQUIPMENT	01/18/2017	ADMIN COPIER MONTHLY MAINTENANCE 2016-17	\$ 181.62
DEPOTEXAS, INC	01/18/2017	COPY OF TRANSCRIPT OF D. WIND COS V. HOUSCAPE	\$ 787.25
BRANCH BANKING AND TRUST CO.	01/18/2017	COUNCIL MEETING MEALS OCT 2016 - SEPT 2017	\$ 188.00
O'DONNELL FEREBEE & FRAZER, P.C.	01/25/2017	CITY ATTORNEY MONTHLY LEGAL FEES 2016-2017	\$ 10,000.00
O'DONNELL FEREBEE & FRAZER, P.C.	01/25/2017	ADDTNL LEGAL FEES COS V TAMINA DEC 2016	\$ 177.50
O'DONNELL FEREBEE & FRAZER, P.C.	01/25/2017	ADDTNL LEGAL FEES COS V HOUSCAPE DEC 2016	\$ 27,462.16
LIBERTY LITIGATION SUPPORT, LLC	01/25/2017	FEES TO OBTAIN RECORDS FOR COS V HOUSCAPE	\$ 1,339.25
LIBERTY LITIGATION SUPPORT, LLC	01/25/2017	FEES TO OBTAIN RECORDS FOR COS V HOUSCAPE	\$ 1,206.25
ITERSOURCE CORPORATION	01/25/2017	MONTHLY OFFICE TELEPHONE SUPPORT	\$ 125.00
WAVEMEDIA, INC.	01/25/2017	INTERNET SERVICES 2016 - 2017	\$ 975.00
AMERICA FIRST	01/25/2017	FEES TO OBTAIN RECORDS FOR COS V HOUSCAPE	\$ 1,404.60
SLS LITIGATION SERVICES, LLC	01/25/2017	LITIGATION DOC PREP HOUSCAPE DEC 2016	\$ 262.30
DAVID ELEMENTARY PTO	01/25/2017	DAVID DREAM RUN SPONSORSHIP 2017	\$ 2,500.00
TEXAS MUNICIPAL LEAGUE	01/25/2017	TML MEMBERSHIP DUES APR 2017 - MARCH 2018	\$ 843.00
CHARTER COMMUNICATIONS	01/25/2017	CHARTER HD CONVERTER BOX JAN 2017	\$ 27.00
			<b>\$ 79,465.05</b>

SUBMITTED BY:

