

Annual Budget Fiscal Year 2012-2013

City of Conroe, Texas



**“Protect And Serve The Citizens Of Conroe
And Exceed Their Expectations”**





MISSION STATEMENT



Standing left to right: Councilman Gil Snider, Councilwoman Marsha Porter, Councilman Seth Gibson.
Seated left to right: Mayor Pro Tem Guy Martin, Mayor Webb Melder, Councilman Jim Gentry.

“Protect And Serve The Citizens Of Conroe
And Exceed Their Expectations”



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H.B. 3195 Notice



“This budget will raise more total property taxes than last year’s budget by \$1,561,268 (10.2%), and of that amount, \$670,655 is tax revenue to be raised from new property added to the tax roll this year.”



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Government Finance Officers Association of the United States and Canada



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Conroe
Texas**

For the Fiscal Year Beginning

October 1, 2011

Linda C. Danson Jeffrey R. Egan

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Presentation to the City of Conroe for its annual budget for the fiscal year beginning October 1, 2011.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



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**City of Conroe
2012- 2013**

Listing of City Officials

Elected Officials

Mayor	Webb Melder
Councilwoman Place 1	Marsha Porter
Councilman Place 2	Seth Gibson
Councilman Place 3	Jim Gentry
Councilman Place 4 – Mayor ProTem	Guy Martin
Councilman Place 5	Gil Snider
Municipal Court Judge	Mike Davis

Appointed Officials

City Administrator	Paul Virgadamo, Jr.
City Secretary	Marla Porter
City Attorney	Marcus Winberry
Director of Finance & Administration	Steve Williams
Police Chief	Philip Dupuis
Fire Chief	Ken Kreger
Director of Parks and Recreation	Mike Riggins
Director of Public Works	Dean Towery
Director of Human Resources	Andre Houser



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City of Conroe

2012-2013 Annual Operating Budget

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CITY OF CONROE

October 1, 2012

To the Members of the City Council of the City of Conroe, Texas:

In accordance with the Texas Local Government Code and the Charter of the City of Conroe, the Annual Budget for the fiscal year beginning October 1, 2012 and ending September 30, 2013, is herewith presented as approved by the City Council.

A city's budget presents in financial terms a plan to accomplish its objectives during the upcoming fiscal year. Budget preparation is an ongoing process as the City Council discusses priorities, commits to projects, and provides feedback to the staff on various proposals. The staff then translates that information into a financial action plan. Typically, the needs, wants and desires of the City Council, staff and citizens outweigh the amount of revenue that will be available under existing rates for taxes and fees. The Council must then prioritize spending decisions and determine the appropriate rates for taxes and fees.

This budget for FY 12-13 is a balanced, conservative plan that continues our previous commitments toward quality services and facilities and addresses opportunities for additional improvements. The total operating budget for FY 12-13 is \$120,693,077; however, exclusive of interfund transfers that are effectively counted twice, the actual budget is \$99,675,728. What follows is an outline of the key components of this budget and a discussion of the salient changes between it and the previous year's budget.

PRIORITIES & GOALS

In 2005, the City adopted a Strategic Plan as a part of an on-going planning process of defining a desired future for Conroe. Many of the initiatives and supplemental funding requests approved in this budget are designed to achieve the goals included in the Strategic Plan. The following are the nine strategic issues facing the Conroe:

- **Strategic Issue 1:** (Economic Development) Enhance economic development opportunities.
- **Strategic Issue 2:** (Utilities) Dependable, long-range water supply.
- **Strategic Issue 3:** (Governance/financial) Budget is highly dependent on fluctuating local sales tax revenue.
- **Strategic Issue 4:** (Utilities) Growing pressure to fund aging infrastructure (water, sewer, streets).
- **Strategic Issue 5:** (Governance/Financial) Plan for growth in Conroe rather than reacting.
- **Strategic Issue 6:** (Environmental) Support environmental improvement programs.
- **Strategic Issue 7:** (Governance/Financial) Information Technology
- **Strategic Issue 8:** (Housing) Developing partnerships between key stakeholders in housing

- **Strategic Issue 9:** (Public Safety) There is a need to establish a stand-alone City of Conroe Emergency Operations Center (EOC).

The 2012 updated Strategic Plan, including specific goals and strategies, can be seen immediately following this cover letter.

ECONOMIC CLIMATE

The following economic commentary covers the situation and circumstances within the state of Texas; however, it provides some basis for the assumptions that were used for the creation of the FY 12-13 budget.

The Houston Business-Cycle Index, published by The Federal Reserve Bank of Dallas, showed that economic activity in the Houston metro area grew at a 9.9% annualized rate in April 2012. The strength in the local economy has been broad-based with all major private industries showing growth in the first quarter.

Annualized first-quarter employment growth in Texas outpaced the national rate, 3.1% to 1.9% respectively. Job growth in the construction industry was especially robust, rising 7.2% on an annual basis in the quarter. The question will be whether the economy can maintain this growth, as it seemed to lose momentum as the quarter went on. January 2012 employment growth was 6.8% - compare this to March's 0.4% print. Recent disappointing U.S. economic data releases could signal headwinds for the U.S. and Texas economies. Despite the uncertain labor situation overall, most firms surveyed in the Dallas Fed's Beige Book survey reported that employment levels were stable to up slightly. Wage inflation remains muted due to still-elevated unemployment levels – 6.9% for the state in March versus a national rate of 8.1% in April.

The housing market continues to underwhelm overall, but has shown some faint signs of life locally. According to data from the Federal Housing Finance Agency, home prices in Texas are higher than they were a year ago, but lower than they were at the beginning of the year. Seasonally adjusted home sales averaged a 0.9% decline from February to April; however, new construction and permits have shown a slight uptick. Despite continued record low interest rates, many potential home buyers are shut out of the market due to foreclosure, delinquency, uncertain employment prospects, being upside-down on mortgages and debt.

Apparently consumers don't seem too worried about the possibility of a slowing economy – yet. Year over year retail sales grew in the 11th Federal Reserve District (which includes all of Texas, northern Louisiana and southern New Mexico). Automobile sales were reported to be especially strong, and expectations are that growth in car and truck sales will continue for the near term.

Sales tax receipts for FY 11-12 are up compared to the previous fiscal year due to increased sales activity within Conroe, which we anticipate to continue to improve throughout the year. We are budgeting a 1.5% increase in sales tax receipts for FY 12-13 as compared to our FY 11-12 projection.

Sales Tax

Sales tax is the largest revenue source for the City of Conroe. The city collects 2% from all taxable sales within the city limits. One percent is authorized for any general government use and ½% must be used to maintain a lower property tax. The other ½% is given to the Conroe Industrial Development Corporation for economic development.

Sales tax is a highly volatile revenue source that will rise and fall unpredictably. To offset its volatility, we try to forecast its growth conservatively and maintain a higher than normal general fund reserve. This budget conservatively assumes that there will be a 1.5% increase over the previous year's actual estimate in sales tax revenue for the upcoming year. As compared to the previous year's adopted budget, sales tax revenue is anticipated to increase by 6.3%.

Property Tax

This budget maintains the current tax rate of 42.00¢ per hundred dollars of value. The 42.00¢ tax rate translates into a \$42.00 tax levy for each \$10,000 worth of property value. For example, the average home value in the City of Conroe this year is \$150,198. The city tax levy on that amount will be \$630.83. This is a monthly cost of \$52.57; less than the cost of any of the expanded cable packages.

Of course, property owners are subject to tax rates set by other local governments, such as the county and the school district. The city's portion of the property tax bill in 2012 is 18%. Below is a breakdown of the 2012 property tax rates for most areas within the city limits. (Some areas of the city are in the Willis ISD and some areas are also in the boundaries of municipal utility districts and emergency service districts.) The table also shows how much each levy would be at the 2012 tax rates; however, it does not reflect the various exemptions that are available for residential property.

Entity	2012 Tax Rate	Levy on Avg. Home
Conroe Ind. School District	\$1.2900	\$1,937.55
Montgomery County	.4838	726.66
City of Conroe	.4200	630.83
Lone Star College	.1198	179.94
Mont. Co. Hospital District	.0729	109.49
Total	\$2.3865	\$3,584.48

Each year, the city actually sets two tax rates. The Debt Service rate is calculated to raise enough revenue to make the payments on bonded debt for the upcoming twelve months. The Maintenance and Operation (M&O) rate is used to fund general government functions. The rate structure for the upcoming year is 17.0¢ for the Debt Service rate and 25.0¢ for the M&O rate.

The tax rate is imposed on all property within the city that is classified as real (land), improvements (homes, stores and other buildings) and business personal property (machinery and equipment used for commercial purposes as well as business inventories). The Montgomery Central Appraisal District is charged with determining the market value for all of the property and maintaining records for all of the exemptions and deductions allowed by state law. This is known as our property tax roll. The tax is assessed in October and due by the end of January. The Montgomery County Tax Assessor and Collector's Office bills and collects our taxes via an interlocal agreement.

The 42.00¢ rate compares favorably to other communities in our area. The following is a list of cities in Montgomery County and Texas with their 2012 tax rates.

Montgomery County Property Tax Rates			
Panorama Village	.6844	Conroe	.4200
Oak Ridge North	.5744	Montgomery	.4155
Willis	.5208	Shenandoah	.3137
Magnolia	.4786		

Other Texas Cities Property Tax Rates			
Baytown	.8220	Temple	.5904
Desoto	.7440	Galveston	.5537
Pearland	.7051	San Marcos	.5302
Bryan	.6333	Missouri City	.5284
Victoria	.6056	Conroe	.4200
League City	.5970		

The property tax roll can increase in several ways. New improvements can be built or additional personal property can be located within the city. Exempt property can lose its exemption through a change of use. Market conditions can increase the value of existing property and improvements. The city can also annex additional territory. Of course, the roll can decrease as well when the opposite happens in the examples above.

According to the Montgomery Central Appraisal District, our tax roll will increase this year by \$371,730,369, or 10.2%. New improvements and new personal property added over \$106,628,000 to the roll. Newly annexed property added approximately \$53,051,000 of value to the roll.

Water and Sewer Sales

Another major revenue source for the city is water and sewer sales. These funds are earmarked to cover the operating cost of our water and sewer utilities as well as the debt service on water and sewer bonds. Water consumption varies each year in proportion to the amount of rainfall. During a dry year water sales will increase; they will decrease in a wet year.

To estimate revenues, we assume average consumption during the year. In the event of a dry year, our revenues will increase, and we will set aside the surplus to fund a capital project or equipment. This practice helps minimize rate increases and avoid paying interest when funding capital items. If the rainfall amounts greatly exceed the normal amount, we likely will not realize the projected revenue. We keep a large enough surplus on hand, however, to fund our operations adequately in a wet year.

This budget includes a water and sewer rate increase over the previous fiscal year. The highest tier for residential rates will increase from \$5 to \$7 per 1,000 gallons consumed. Commercial water rates will be increased to match residential/sprinkler rates; however, the highest tier of commercial rates will only rise from \$2.25 to \$2.30. The highest bracket for commercial water will increase from 75,000 to 100,000 gallons. Sewer rates will be increased 3.75% across-the-board for both residential/sprinkler and commercial. The city worked with McLain DSS in performing a water and sewer rate study to determine if our rates are set at the appropriate level to fund our ongoing operations and proposed capital improvements program.

Since fiscal year 93-94, the city has raised its rates on nine occasions. Prior to fiscal year 02-03, the City's water and sewer rates were highly subsidized through the use of the ½¢ 4B economic development sales tax for system-related capital improvements.

Effective May 1, 2010, the City implemented conservation oriented water rates, which are designed to encourage saving water. The rates were changed on November 1, 2010. The following charts display the new water rates that began on November 1, 2010.

Minimum Monthly Base Charge by Meter Size

	FY <u>09-10</u>	FY <u>10-11</u>	% <u>Incr.</u>	FY <u>11-12</u>	% <u>Incr.</u>	FY <u>12-13</u>	% <u>Incr.</u>
5/8 inches	\$10.00	\$10.00	n/a	\$10.00	n/a	\$10.00	n/a
1 inch	15.00	15.00	n/a	15.00	n/a	15.00	n/a
1.5 inches	20.00	20.00	n/a	20.00	n/a	20.00	n/a
2 inches	25.00	25.00	n/a	25.00	n/a	25.00	n/a
3 inches	30.00	30.00	n/a	30.00	n/a	30.00	n/a
4 inches	35.00	35.00	n/a	35.00	n/a	35.00	n/a
6 inches	40.00	40.00	n/a	40.00	n/a	40.00	n/a
8 inches	45.00	45.00	n/a	45.00	n/a	45.00	n/a
10 inches	50.00	50.00	n/a	50.00	n/a	50.00	n/a

Residential & Sprinkler Rates Inside City Limits

	FY <u>09-10</u>	FY <u>10-11</u>	% <u>Incr.</u>	FY <u>11-12</u>	% <u>Incr.</u>	FY <u>12-13</u>	% <u>Incr.</u>
Water Rates							
0 - 3,000 gallons (minimum charge)	\$0.00	\$0.00	n/a	\$0.00	n/a	\$0.00	n/a
3,000 - 10,000 gal. (per 1,000 gallons)	2.00	2.40	20.00%	2.40	n/a	2.40	n/a
10,000 - 15,000 gal. (per 1,000 gallons)	2.25	2.95	31.11%	2.95	n/a	2.95	n/a
15,000 - 25,000 gal. (per 1,000 gallons)	2.75	3.50	27.27%	3.50	n/a	3.50	n/a
25,000 - 35,000 gal. (per 1,000 gallons)	3.25	4.00	23.08%	4.00	n/a	4.00	n/a
Over 35,000 gal. (per 1,000 gallons)	3.75	5.00	33.33%	5.00	n/a	7.00	40.00%
Sewer Rates							
0 - 3,000 gal. (minimum charge)	\$17.43	\$18.35	5.25%	\$19.27	5.00%	\$19.99	3.75%
3,000+ (per 1,000 gal.)	2.13	2.24	5.25%	2.35	5.00%	2.44	3.75%
Maximum Charge at 10,000 gallons	32.34	34.04	5.25%	35.72	5.00%	37.06	3.75%

Commercial Rates Inside City Limits

	FY <u>09-10</u>	FY <u>10-11</u>	% <u>Incr.</u>	FY <u>11-12</u>	% <u>Incr.</u>	FY <u>12-13</u>	% <u>Incr.</u>
Water Rates							
0 - 3,000 gallons (minimum charge)	\$0.00	\$0.00	n/a	\$0.00	n/a	\$0.00	n/a
3,000 - 10,000 gal. (per 1,000 gallons)	2.00	2.50	25.00%	2.50	n/a	2.50	n/a
10,000 - 15,000 gal. (per 1,000 gallons)	2.00	2.75	37.50%	2.75	n/a	2.95	7.27%
15,000 - 25,000 gal. (per 1,000 gallons)	2.50	3.25	30.00%	3.25	n/a	3.50	7.69%
25,000 - 35,000 gal. (per 1,000 gallons)	3.00	3.75	25.00%	3.75	n/a	4.00	6.67%
35,000 - 50,000 gal. (per 1,000 gallons)	3.00	4.75	58.33%	4.75	n/a	7.00	47.37%
50,000 - 75,000 gal. (per 1,000 gallons)	3.50	4.75	35.71%	4.75	n/a	7.00	47.37%
75,000 - 100,000 gal. (per 1,000 gallons)	2.25	2.25	n/a	2.25	n/a	7.00	211.11%
Over 100,000 gal. (per 1,000 gallons)	2.25	2.25	n/a	2.25	n/a	2.30	2.22%

			FY 09-10	FY 10-11	% Incr.	FY 11-12	% Incr.
Sewer Rates							
0 - 3,000 gal. (minimum charge)	\$17.43	\$18.35	5.25%	\$19.27	5.00%	\$19.99	3.75%
3,000+ (per 1,000 gal.)	2.13	2.24	5.25%	2.35	5.00%	2.44	3.75%

Beginning in FY 09-10, the city implemented a surface water conversion fee of \$0.50 per 1,000 gallons consumed. The fee was implemented as a part of the agreement with the San Jacinto River Authority (SJRA) for the reduction of groundwater usage and transition to surface water as the primary source of water. In FY 10-11, the fee was increased to \$0.75 per \$1,000 gallons consumed. In FY 11-12, the fee was increased to \$1.05 per \$1,000 gallons consumed. For FY 12-13, the fee will increase to \$1.50 per \$1,000 gallons consumed. The fee will be increased because the SJRA is increasing the fee charged to the City for pumping water from the ground.

Additionally, the city passes on to customers the Lone Star Groundwater Conservation District's fee of \$0.06 per \$1,000 gallons consumed. The fee funds the Lone Star Groundwater Conservation District. The District's mission is to conserve, protect, and enhance the groundwater in Montgomery County.

Each year, the Texas Municipal League conducts a survey of water and sewer rates in several Texas cities. Conroe's water and sewer rates are below the average charged by other cities. The chart below compares Conroe's rates to other cities as reported in the TML survey (Note: some data were obtained directly from the cities themselves.) These monthly rates are based on 10,000 gallons of water use.

City	Water Rate	SWC Fee	LSG Fee	Sewer Rate	Combined	Proposed
Baytown	\$ 58.51	\$ -	\$ -	\$ 54.83	\$ 113.34	\$ -
Average of cities 50,000 – 75,000 population	43.63	-	-	44.56	88.19	-
Deer Park	41.93	-	-	44.41	86.34	-
Average of all cities	48.31	-	-	34.15	82.46	-
Huntsville	29.43	-	-	51.96	81.39	-
Tomball	39.40	-	-	38.31	77.71	-
Pearland	38.38	-	-	38.65	77.03	-
Conroe	26.80	10.50	0.60	35.72	73.62	79.46
Panorama Village	33.83	-	-	37.40	71.23	-
Willis	33.85	-	-	33.85	67.70	-
Friendswood	35.80	-	-	29.21	65.01	-
Humble	26.85	-	-	34.75	61.60	-
La Porte	31.79	-	-	29.25	61.04	-
Pasadena	33.13	-	-	27.80	60.93	-
Sugar Land	18.03	-	-	41.40	59.43	-
Oak Ridge North	21.28	-	-	28.50	49.78	-
Shenandoah	24.25	-	-	23.00	47.25	-

Gross Receipts Tax

Gross receipts taxes are also known as franchise fees. These fees are charged to utility companies who locate their equipment in the city's right-of-way. To compensate the citizens of Conroe for that use, they

pay a fee that is typically equivalent to 3% to 5% of their gross receipts. Fees are collected for electricity, telephone service, natural gas, cable television, and commercial garbage collection.

The electric utility provider, Entergy, pays the largest fee the city receives, which is actually a cost power factor that is multiplied against the amount of kilowatt-hours (kWh) consumed by all Conroe customers.

In September 2011, the Texas Legislature approved Senate Bill 1087, which allowed cable provider to terminate local franchises and seek a State-issued Certificate of Franchise Authority (SICFA). Cities wanted to ensure that all technologies and services that use the public rights-of-way would pay a fair and equitable fee for use of the public's land; therefore, the bill increased cable franchise fees from 4% to 6%. 1% of that fee is dedicated to the public/educational/government (PEG) channel. The net effect of the bill increased cable franchise fee revenue for Conroe by \$312,869 from the FY 12 to FY 13 budget.

Gross receipts revenue also increased due to the "In-Lieu-of-Franchise-Fee" levied against the City's water and sewer utility. The City's Financial Management Policy provides that the Water & Sewer Operating Fund be charged 4% of gross revenues, consistent with franchise rates charged to investor-owned utilities franchised to operate within the City. The drought of 2011 provided record revenue to the utility, which increased the amount paid to the General Fund by \$251,931.

Other Revenues

This budget provides no change in monthly garbage fees. Republic Waste is under contract with the city to collect garbage from all residences and some small commercial enterprises. The contract allows for an annual adjustment based on the change in the Consumer Price Index. The monthly rate for a residential account with one cart will remain \$13.12.

Mixed beverage taxes are anticipated to remain flat this fiscal year based on historical projections. In FY 11-12, the State reduced the allocation of the tax to the City from 10.7143% of collections down to 8.3065%. The City felt the impact of this law, which resulted in reduced revenues, during FY 11-12. We anticipate tax collections for FY 12-13 to come close to collections for FY 11-12.

Revenues from traffic and criminal fines are expected to increase by \$453,342 in the upcoming fiscal year. Court collections are anticipated to increase based on a scofflaw agreement with the Montgomery County Tax Assessor/Collector. The program will deny the vehicle registration renewal to a person who fails to pay his or her court fines. Also, Conroe is participating in a multi-state program, known as Omnibase, which denies the renewal of a driver's license to any person that has an outstanding fine. The city is estimated to net over \$300,000 in FY 11-12 from this collection program.

Additionally, traffic and criminal fines will increase because of additional criminal citations anticipated in FY 12-13. The additional citations are initiated by the Community Oriented Response Team (CORT) unit. Also, the Municipal Court participates in the State-wide Warrant Round-up. The Court would be able to clear more warrants on defendants that may have moved to another city or county through the help of other agencies serving City warrants.

Finally, in early 2010, the city added red light cameras to certain intersections to increase safety and reduce side impact automobile crashes. Violators receive a \$75 civil citation for running a red light. The red light camera program is budgeted to receive \$1,085,238 in traffic camera fines. The City has seen a decrease in collections in this program due to public awareness. Additionally, State law mandates that these revenues are only to be used for program related and traffic safety expenses. Overall, for FY 12-13, traffic and criminal fines are budgeted to decrease by \$9,912, compared to the FY 11-12 budget.

Parks and recreation fees are anticipated to increase in FY 12-13. The City has enhanced a number of parks facilities such as the C.K. Ray Recreation Center, Kasmiersky Park, Martin Luther King, Jr. Park, and Candy Cane Park. Memberships and facility use fees as well as program fees are anticipated to increase due to more demand for these fine facilities.

In FY 11-12, the City started receiving payments from the Westwood Magnolia Special Improvement District. The agreement between the City and District states that, in exchange for not annexing the area, the City is to receive 50% of sales and use tax revenues from the district. We are budgeting \$720,000 in FY 12-13 due to this agreement.

FUND SUMMARIES

The city's budget consists of many different funds. The funds account for the various functions or projects of the government. Some revenue sources, like water and sewer sales, are dedicated for a specific purpose, so a fund is established to record that activity. Each fund is a stand-alone operation and audited as an individual unit. The following is a summary of activity in each fund.

General Fund

The General Fund is our largest fund. Any function that does not need to be accounted for separately is located here. The General Fund budget is a balanced budget, and requests for new personnel, programs, travel and training, and capital were carefully scrutinized. Overall, four new positions were added to the General Fund. Below is a listing of the new positions and the major new initiatives in the General Fund.

In the area of public safety, the budget includes funding for additional utility and fuel costs, and hand-held radios. One new Patrol Officer and a Police Lieutenant were funded this fiscal year. The Police department also received additional funding for computer security upgrade, equipment for patrol vehicles, and crash reconstruction equipment. The Animal Shelter received funding for a part-time Veterinary Technician. Using dedicated Red Light Camera fines, the Police department was able to fund a new traffic safety message sign. The Fire department received adjustments for additional overtime, annual medical physicals, and wearing apparel.

The Parks and Recreation department received additional funding for fitness classes and special events. They also received funding for capital improvements to the Lions Park Trail, Friendship Center parking lot, and playground and parks equipment.

In the administration area, the Mayor & Council division received funding for distribution of Ipads to the Mayor and Council. The Information Technology division received additional funding to cover the increased costs of computer hardware and software maintenance agreements. A new E-Services Coordinator was funded in the budget in the Administration division. Human Resources received funding for drug screening and psychological evaluations for staff. The Municipal Court received funding through dedicated Court Technology and Court Security funds for enhancements and upgrades, as well as a vehicle for the Warrant/Bailiff Officer.

In FY 10-11, the city began maintaining all traffic signals in the City limits. The signals were previously maintained by the Texas Department of Transportation. The budget allocates an additional \$40,000 for spare traffic cabinets. A full-time Traffic Signal Technician was approved to maintain and operate the signals.

The General Fund budget allocates \$500,000 for street maintenance in the Streets division. It also includes funding a new Gradall XL 3100 and a new Thermo Plastic Striping Truck. (Note: A more

comprehensive approach to infrastructure replacement utilizing such revenue sources as bond proceeds is addressed in the city's CIP.) The Engineering division received funding for computer software licenses, a new printer, and contract funds for traffic analysis and synchronization.

Water and Sewer Operating Fund

The Water and Sewer Operating Fund accounts for the operation of the city's water and sewer utilities; from the production and distribution of drinking water to the collection and treatment of sewage. Its primary revenue source is water and sewer fees that are collected monthly from the customers of the system.

Several supplemental budget requests were approved in the Water and Sewer Operating Fund. The Utility Billing division received funding for increased vehicle operating (fuel and maintenance) costs and replacement water meters for Crighton Woods and Crighton Ridge subdivisions. Funding is included to convert the part-time Water Conservation Manager to a full-time position. Public Works Administration received funding for improving the Service Center with replacement flooring and kitchen equipment as well as adding new security equipment.

The Water division received funding for utilities for new water wells as well as new machinery and equipment. The division also received funding for data collection service to collect data and GPS coordinates of all existing water valves and hydrants in the City. The Waste Water Treatment Plant received funding for utilities and security equipment. The Sewer division and Pump & Motor Maintenance division received funding for new machinery and equipment.

This year's budget also includes funding for land for the new wastewater treatment plant as well as the Sanitary Sewer Overflow Initiative (SSOI). These items were previously funded in the City's 10-year CIP Budget; however, these are funded with cash reserves from the Water & Sewer Operating Fund.

Water and Sewer Construction Fund

The city established the Water and Sewer Construction Fund to account for the engineering and construction costs associated with the installation of water and sewer infrastructure. Much of this work is accomplished with city staff with city-owned equipment. This budget utilizes bond proceeds to support Water and Sewer Construction Fund expenditures.

Prior to this fiscal year, the construction fund contained an Engineering Department and a Construction Department. The Project Engineering Department develops plans and specifications for downtown improvements, road projects and drainage projects, in addition to water and sewer improvements. The Project Construction Department, however, focuses almost exclusively on water and sewer projects. Money is transferred from the Water CIP, Sewer CIP, Streets CIP, Facilities CIP, and Parks CIP to help pay the cost of these operations.

Effective this fiscal year, the Project Engineering Department was moved to the General Fund in order to fund these expenses with current revenues instead of long-term debt. This move is expected to save the city money because of the interest cost associated with long-term debt.

General Obligation Debt Service Fund

The General Obligation Debt Service Fund was established to account for the payment of principal and interest on outstanding tax supported debt. When this debt was issued, property taxes were pledged to repay the bondholders. Its primary revenue source, therefore, is property taxes.

A transfer is made for bonds that are sold to benefit the Tax Increment Reinvestment Zone (TIRZ) #3. This TIRZ was established to fund regional roadway improvements in the city. The city and the county both dedicate a portion of the taxes received from property value growth in the TIRZ. That money is used to pay the principal and interest of the bonds. Bonds were issued in 2003, 2006, 2007, 2008, 2009, 2010, & 2011 for street projects in TIRZ #3, including design, easement, and construction costs for widening and improving portions of League Line Road, Longmire Road, Ed Kharbat Drive, Crighton Road, and Gladstell Road. The 2012 TIRZ bonds will include the costs for the Crighton Road Bridge.

A transfer will be made this year from the Conroe Industrial Development Corporation (CIDC) Fund. This transfer will cover the principal and interest costs for bonds that were issued to make improvements in the park system. The CIDC fund is made up of revenues from a ½¢ sales tax for economic development. These capital items qualify as permissible projects for this particular sales tax.

Beginning in FY 05-06, the city implemented its first long-range capital improvement program (CIP). This new CIP encompasses all known major capital street, facility, drainage, parks, water, and sewer projects that are planned for the next ten fiscal years. Even though the CIP is a multi-year plan, only its first year is adopted as the annual capital budget. Currently, the overall list of needs identified in the 10-year CIP totals \$168,469,000, with the first year being \$59,472,000, which is largely due to streets, parks, water, and sewer-related projects. The CIP will be funded from various sources, including revenue bonds, certificates of obligation, and current funds.

Major General Government CIP projects slated for construction in FY 12-13 include: construction of Crighton Road bridge, Plantation Drive, Drennan Road, Anderson Crossing, Teas Park Drive, and the FM 3083 Grade Separation; Wilson road widening; traffic signal timing program; pedestrian access and transit service; and various drainage improvement projects throughout the City.

Water and Sewer Debt Service Fund

We have outstanding bond series that were issued with a pledge to repay bondholders from water and sewer revenues. The payments on those bonds are accounted for in the Water and Sewer Debt Service Fund. Its main revenue source is an annual transfer of money from the Water and Sewer Operating Fund. In the fall of 2012, the city plans to issue \$21,025,000 in revenue bonds. The Series 2012 Water and Sewer System Revenue Bonds would be used for the Crighton Ridge fire line hydrant upgrade; the Panorama/Shenandoah Catahoula water well; water wells #23 and #24; Plantation Drive, Drennan Road, Anderson Crossing/Forest Lake Drive, White Oak Manor, and Airport Extension, and FM 3083 water lines; Teaswood sewer liftstation removal; Plantation Drive, Anderson Crossing/Forest Lake Drive, FM 1488, and Airport Extension sewer lines; major sewer trunk main replacement; SCADA for liftstations; wastewater treatment plant rehabilitation (Phase II) and the Sanitary Sewer Overflow Initiative (SSOI) program.

Conroe Industrial Development Corporation Fund

In 1994, Conroe voters adopted a ½ cent sales tax for economic development. That money is controlled by a non-profit entity known as the Conroe Industrial Development Corporation (CIDC). The board for the CIDC is appointed by the City Council.

The CIDC's budget consists of three funds: a clearing fund, a debt service fund, and the CIDC General Fund. This complex system was established as a pledge to creditors who purchased the bonds issued by the CIDC. It assures them that the appropriate amount is withdrawn from the clearing fund each month

and deposited to the debt service fund. Then, and only then, can any excess amount be transferred to the CIDC General Fund to be used for any lawful purpose.

The CIDC will again this year use resources to pay principal and interest costs for debt that was issued to benefit the park system. The CIDC contracted with the city to design and construct those improvements. The CIDC contracts with the Chamber of Commerce for marketing services and offers incentives to companies that will expand in or relocate to Conroe. A list of previously approved incentives can be found in the CIDC General Fund section of this budget.

In FY 07-08, the CIDC pledged to use its resources to expand the Conroe Park North Industrial Park. Bonds were issued in 2008 to acquire and improve property for the expansion of the industrial park. A transfer was made in FY 08-09 and FY 09-10 for the cost of streets, drainage, water and sewer infrastructure to be constructed in the park. The CIDC issued bonds in the fall of 2011 to finish the project.

In FY 09-10, the CIDC pledged to create a 250-acre technology park at the Lone Star Executive Airport, known as the Deison Technology Park. Bonds were issued in 2011 to acquire and engineer the property. Bonds will be issued in 2012 to install streets, drainage, water and sewer infrastructure in property. The technology park will be important to the economic growth and development of the City and its residents. The park will be designed to attract business to Conroe.

Prior to FY 12-13, economic development activities were performed by the Greater Conroe Economic Development Council (GC-EDC). This fiscal year, these activities will be performed by City staff. This budget funds the CIDC Executive Director and adds four additional staff (Deputy Director, Associate Director, Administrative Coordinator/Retail Specialist, and Research Analyst/Transportation Specialist) to help accomplish the department's mission. The department acts to promote economic development in the City of Conroe through a variety of means.

Vehicle and Equipment Replacement Fund

This fiscal year, the budget proposes the purchase of all fleet and equipment replacements from the vehicle and equipment replacement funds. In the past, purchases of this type were budgeted in various funds using either current funds located in each department or a lease/purchase program.

The Vehicle and Equipment Replacement Fund covers government-type activities (GTA) vehicles and equipment. Contributions are made from the General, Conroe Tower, and Service Center Funds to pay for the FY 12-13 replacements, as well as for those to occur in the future. The city will transfer excess fund balance from the General Fund in FY 11-12 to cover the transfer that would occur in FY 12-13. The transfer in FY 12-13 will cover the portion related to Fire Department vehicles only.

Water and Sewer Vehicle and Equipment Replacement Fund

The Water and Sewer Vehicle and Equipment Replacement Fund covers business-type activities (BTA) vehicles and equipment. Contributions are made from the Water and Sewer Operating Fund to pay for the FY 12-13 replacements, as well as for those to occur in the future.

Hotel Occupancy Tax (HOT) Fund

The City of Conroe levies a 7% hotel occupancy tax, which by law must be used to promote the tourism and convention industry. In FY 09-10, the City established the HOT fund, which is used to track these

revenues and expenditures. The HOT Fund expenses include the Convention and Visitors Bureau (CVB). Major initiatives in the fund include software, programs, travel, and membership fees that will help market Conroe.

Community Development Block Grant Entitlement Fund

The city receives an annual payment from the US Department of Housing and Urban Development for participation in the Community Development Block Grant (CDBG) program. CDBG funds can be used to improve areas of a community that are populated with families that earn a low to moderate income.

In past years, we have spent CDBG funds to rehabilitate substandard housing, install first time water and sewer service to impoverished neighborhoods, and to improve parks. The program currently funds housing reconstruction, administrative overhead, and demolition and clearance of hazardous conditions. This fund also includes principal and interest payments for the Section 108 Home Loan debt for facade renovation loans.

Conroe Tower Fund

The Conroe Tower Fund accounts for the rental income and expenses of operating the Conroe Tower. Approximately 15,000 square feet of excess space in the Tower is leased to private businesses. The fund also receives transfers from the General Fund and the Water and Sewer Operating Fund in lieu of rent payments. This division received funding for remodeling restrooms, replacing carpet, and security enhancements.

Service Center Fund

The Service Center Fund provides for an internal “garage” to service the city’s fleet. The Service Center manages the service and maintenance of the city’s fleet, including vehicle and equipment acquisition and disposal. The Service Center staff, some of whom are ASC Certified, perform vehicle and equipment repairs and maintenance. In 2007, the Service Center received the “Blue Seal of Excellence” from the ASC. The Service Center also implements interlocal agreements with other governmental entities to service their vehicles.

Self-Funded Insurance Fund

The City’s Self-Funded Insurance Fund is anticipated to end FY 11-12 with a loss ratio over 100%, which means that claims will exceed premium and re-insurance income. No premium increases are anticipated for FY 12-13. However, the Insurance Committee will analyze the fund at the conclusion of FY 11-12 to determine the fund’s long-term financial health and sustainability.

PERSONNEL ISSUES

City employees are divided into two groups for the purposes of compensation. The pay structure for police officers and firefighters is governed by a civil service system that is administered according to state law. The budget includes funding for step raises for Civil Service employees (effective with the employee’s anniversary date).

For the Fire Civil Service employees, the budget adds a new top-out pay grade for Lieutenant (\$66,617) effective October 1, 2012. The entry step for Lieutenant (\$58,053) will be eliminated on December 1, 2012. Lieutenants that are currently at the top of the scale will move to the new top-out pay grade on October 1, 2012, instead of their anniversary. The entry step for Battalion Chief (\$65,162) will be

eliminated on November 1, 2012. Fire Civil Service employees at the top of the pay grade will receive a lump sum payment: 3.0% for Battalion Chief & Assistant Chief, 3.5% for Firefighter and Engine Operator. (Note: Topped-out Lieutenants will receive a new top-out pay grade on October 1, 2012.)

Police Civil Service employees at the top of the pay grade will receive a lump sum payment: 3.0% for Lieutenant and Deputy Chief, 3.5% for Police Officer and Sergeant. The first two steps of the Police Officer pay grade will be eliminated effective June 2013.

All other employees are part of a classification system that attempts to establish a pay structure that maintains equity within the organization (equal pay for equal work). This budget includes funding for up-to a 3.5% merit-based pay adjustment resulting from an employee's evaluation (effective with the employee's anniversary date).

RESERVES

Each fund has a reserve balance that is used to manage our cash flow and to fall back on in the event of a fiscal crisis. We strive to maintain a larger than average reserve balance in the General Fund since we rely heavily on sales tax revenue. When reserves accumulate above the target amount, we use them to make capital purchases and other non-recurring expenses.

This budget projects that the General Fund will have a year-end surplus on September 30, 2013, of \$21,689,974, which is equivalent to 159.6 days of operating expenditures (also stated as a 43.7% reserve). This amount exceeds the threshold of 90 days established in the city's Financial Management Policy and is considered adequate by our auditors and our financial advisors.

The Water and Sewer Operating Fund reserve is estimated at \$8,659,305, which is 119.7 days of operating expenditures, or 32.8%. This amount exceeds the threshold of 90 days (60 day reserve plus 30 day budget contingency) established in the city's Financial Management Policy and is considered adequate by our auditors and our financial advisors.

SUMMARY

The budget is a conservative plan to improve our community and our workplace while maintaining the current property tax rate. It includes money to replace vehicles and equipment, the addition of ten new positions, no increase in garbage rates, an increase in water rates, and a moderate 3.75% adjustment to sewer rates.

Budget preparation takes a lot of time, energy and hard work by the city staff, City Administrator, and City Council. As the Mayor of the City of Conroe, I would personally like to thank all city personnel and the City Council for their time and commitment to the citizens of Conroe.

Respectfully submitted,



Webb Melder
Mayor

Conroe Strategic Plan - 2012

The Strategic Plan for the City of Conroe was originally adopted in 2005 as a part of an on-going planning process of defining a desired future for Conroe, expressed by an adopted Mission and by addressing current strategic issues facing Conroe. This update of the Strategic Plan is a continuation of that process. The 1-3 year issues, goals and strategies in the Plan reflect a response to the weaknesses, opportunities and threats to Conroe, indicated by current trends and events in the City, region and nation. It is intended that the Strategic Plan will be a working policy document, used by both the City Council and City administration to bring about change, measure results and establish accountability. The Plan should be reviewed and updated on a 2-3 year cycle.

Mission

“Protect and serve the citizens of Conroe and exceed their expectations.”

Strategic Issue 1: (Economic Development) Enhance economic development opportunities.

Goal 1.0 - Coordinate with all Conroe economic development entities to excel in business retention, business attraction and industrial development.

Strategy 1.1 - Facilitate corporate relocations to Conroe. (ongoing)

Strategy 1.2 - Promote an active business retention and expansion program. (ongoing)

Strategy 1.3 - Support industrial park/technology park development. (ongoing)

Strategy 1.4 - Support airport improvements and development. (in progress)

Strategy 1.5 - Consider retail recruitment and incentives on a case by case basis. (ongoing)

Strategy 1.6 - Coordinate efforts to make downtown Conroe a vibrant arts, entertainment and cultural district.

- *Increase awareness of the arts and entertainment opportunities in Downtown.
(in progress - Arts Alliance)

- * Enhance the image of downtown with gateways, signage, landscaping, fountains, art benches and planters. (ongoing)

- * Establish incentives for artist and residential relocation to downtown.
(in progress)

- * Establish a Saturday morning Farmer's Market in downtown.
(complete - SaAM)

Strategy 1.7 - Support visitor attractions events and festivals.

- * Work with the Chamber of Commerce and City Convention and Visitors

Bureau staff to assist with marketing for Conroe area downtown.
(in progress)

Strategic Issue 2: (Utilities) Dependable, long-range water supply.

Goal 2.0 - Secure long-range water supply resources to allow Conroe to remain competitive in growth and development. (ongoing)

Strategy 2.1 - Complete a long-range water supply study to outline alternative, dependable water supply options for Conroe. (complete)

Strategy 2.2 - Get legislative support to control private water system takeover/monopoly of Regional water systems. (CCNs) (Continue to support legislative effort)

Strategic Issue 3: (Governance/financial) City budget is highly dependent on fluctuating local sales tax revenue.

Goal 3.0 - Enhance alternative revenue sources to reduce dependency on local sales tax revenue.

Strategy 3.1- Complete annexation of several areas to the City of Conroe to increase the tax base.

- * Crighton Ridge (complete)
- * Longmire/ League Line Road (complete)
- * 830/Little Egypt (complete)
- * S.H. 105 West (in progress)
- * MUD 42 (Westlake) (in progress)
- * April Sound (in progress)
- * Piney Shores (in progress)

Strategy 3.2- Develop a parkland dedication process as part of new subdivision plat approval.
(on hold)

Strategic Issue 4: (Utilities) Growing pressure to fund aging infrastructure (water, sewer, streets).

Goal 4.0 - Develop dedicated long-term funding sources to upgrade deteriorating infrastructure.

Strategy 4.1- Develop an infrastructure study based on age of pipes, streets, manhole, equipment, etc., along with a time table and plan for each area of action. (ongoing)

Strategy 4.2 - Strengthen the Public Works Department to plan and implement the rehabilitation program, utilizing the latest new technology to replace the aging infrastructure with minimum disturbance to citizens and business. (ongoing – SSOI)

Strategy 4.3 - Participate in and track the progress of the SJRA Water and Transition Plan.
(in progress)

Strategy 4.4 - Update the City's General CIP and Water and Sewer CIP to address current priorities. (ongoing)

Strategy 4.5 - Investigate the feasibility of storm water drainage fees as a means of funding storm water system improvements. (no action)

Strategic Issue 5: (Governance/financial) Plan for growth in Conroe rather than reacting.

Goal 5.0 - Establish on-going initiatives to make Conroe a “City of Planned Growth”.

Strategy 5.1- Continue to update Conroe’s Comprehensive Land Use Plan. (in progress)

Strategic Issue 6: (Environmental) Support environmental improvement programs.

Goal 6.0 - Improve environmental quality in Conroe by implementing “Green” initiatives.
(in progress)

Strategy 6.1 - Encourage “hybrid vehicles”. (in progress)

Strategy 6.2 - Encourage alternative sources of fuel and energy. (ongoing)

Strategy 6.3 - Design and implement “Green” design standards for city buildings and new development. (in progress)

Strategy 6.4 - Conroe “Lean” program. (complete and ongoing)

Strategy 6.5 - Research implementation of curb-side recycling. (complete)

Strategic Issue 7: (Governance/financial) Information Technology

Goal 7.0 - Update and improve information technology in the City of Conroe’s administration and operations.

Strategy 7.1 - Implement the City of Conroe’s 5-Year IT Strategic Plan. (ongoing)

Strategy 7.2 - Implement PEG Channel program/web streaming council meeting. (ongoing)

Strategic Issue 8: (Housing) Developing partnerships between key stakeholders in housing development. (i.e. Developers, Habitat for Humanity, County, etc.)

Goal 8.0 - Ensure that all Conroe citizens have access to safe, affordable and decent housing.

Strategy 8.1 - Develop a Comprehensive Housing Policy for Low to moderate income citizens.
(ongoing)

Strategy 8.2 - Develop a strategy to reduce homeless population.

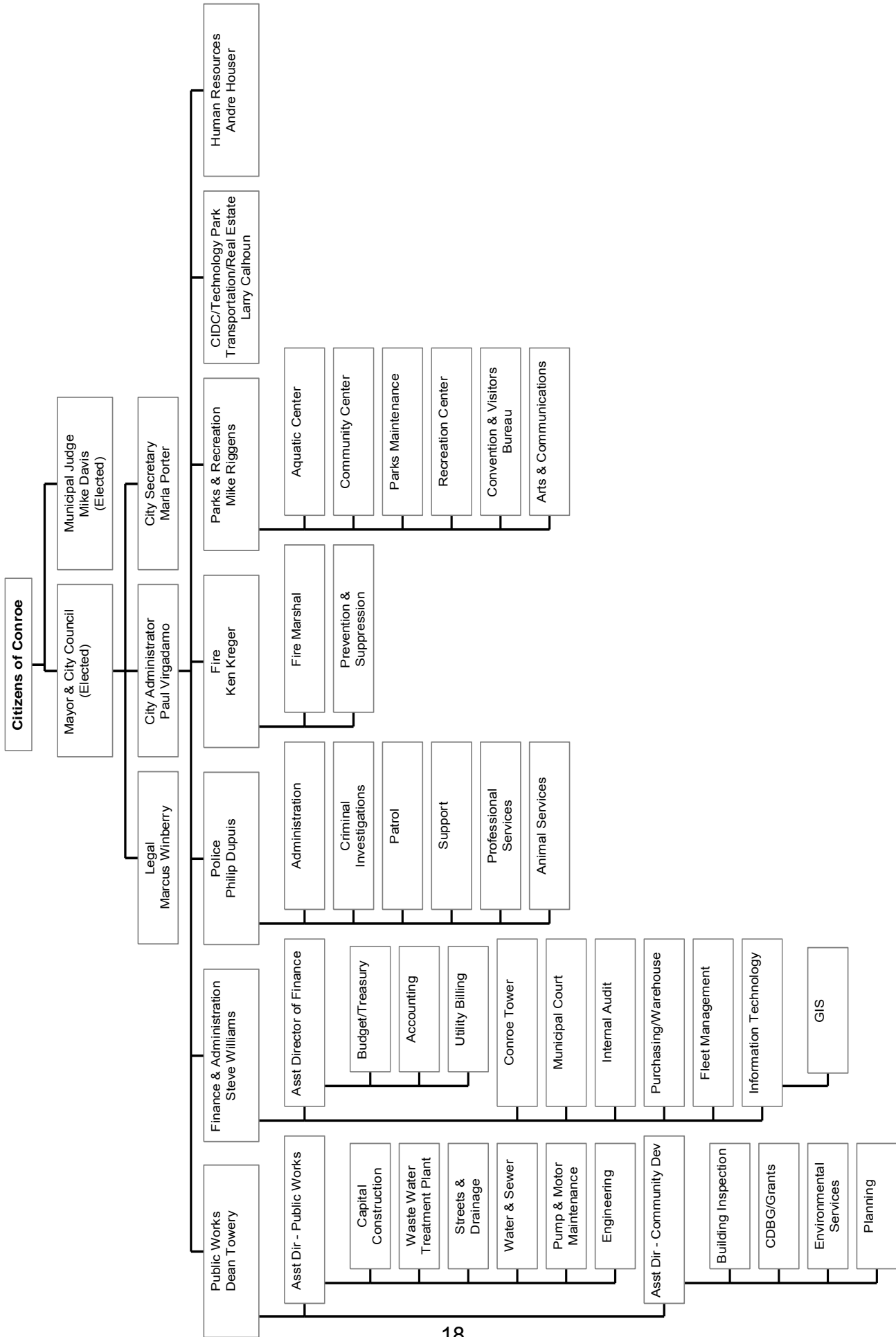
Strategic Issue 9: (Public Safety) There is a need to establish a stand-alone City of Conroe Emergency Operations Center. (in progress)

Goal 9.0 - Investigate the feasibility of building and operating a City of Conroe Emergency Operations Center. (In progress)

Secondary Strategic Issues

- (Transportation) - Maintain leadership and representation on the Transportation Policy Council (TPC) of the H-GAC.
- (Transportation) - Make systematic improvements in Conroe's congested, near-capacity transportation system. (on-going)
- (Governance/Financial) - Develop and implement "succession planning" to get maximum benefit from promoting existing qualified employees.
- (Governance/Financial) - Implement Human Resources policies and benefit packages to attract and hold key city employees.
- (Economic Development) - Seek corporate and private sector sponsorships for City festivals and activities for citizens and visitors.

City of Conroe, Texas Organization Chart



READER'S GUIDE

History of the City of Conroe

In 1881, Houston lumberman Isaac Conroe established a sawmill on Stewart's Creek two miles east of the International Great Northern Railroad's Houston-Crockett line on a tract of land in the J. Smith survey, first settled in the late 1830's. A small tram line connected the mill to the track, but Conroe soon transferred his operations down the tracks to the rail junction, where his new mill became a station on the I-GN. In January 1884, a post office was established at the mill commissary, and, at the suggestion of railroad official H.M. Hoxey, the community took the name Conroe's Switch, in honor of the Northern-born, former Union cavalry officer who founded it and served as its first postmaster; within a decade the name was shortened to Conroe.

In the mid 1880's the Gulf, Colorado and Santa Fe Railway extended its Navasota Montgomery spur eastward through the town, which thus became the only junction of major rail lines in the county. A lumber boom beginning in the late nineteenth century in the Piney Woods of eastern and central Montgomery County attracted scores of settlers to Conroe. In 1889, Conroe replaced Montgomery as the county seat. A residence donated by Isaac Conroe served as a temporary courthouse until a permanent brick structure could be erected in 1891.

By 1892 the community had become a shipping center for lumber, cotton, livestock and bricks. It had five steam-powered saw and planing mills, several brickyards, a cotton gin, a gristmill, and several hotels and general stores. The Conroe Independent School District was established and by 1896 the community's first weekly newspaper, the Courier, had been founded.

By 1900, Conroe was Montgomery County's largest community. It was incorporated in 1904 with a population of 1,009, and its first mayor and city council were elected the following year. In 1906, the first electric lighting appeared in the town when an electrical generating plant was constructed on nearby Stewart's Creek.

The prosperity of the local agriculture and timber industries in the early twentieth century enabled Conroe to continue its rapid early growth despite severe fires in 1901 and 1911, which destroyed much of the business district near the courthouse square. After a few years of sustained growth, the town's prosperity was threatened in the late 1920's by the dwindling of the improperly managed local timber supply. Then in 1930, the spreading effects of the Great Depression struck Montgomery County, drastically curtailing lumber production and forcing many mills to close. In November 1930, Conroe's only bank abruptly failed and pushed many residents and institutions into financial doldrums for many years.

The community's fortunes improved on December 13, 1931, when George W. Strake discovered oil seven miles southeast of town, thus marking the opening of the Conroe Oilfield and triggering an oil boom in the county. Within weeks the local economy had revived, and the Conroe school district, rescued from financial distress by the discovery of oil within its boundaries, became one of the wealthiest in the state.

The oil revenues and population influx of the 1930s lent Conroe a boomtown atmosphere. It briefly claimed more millionaires per capita than any other town in the United States. During the early

1930s, the streets were paved for the first time and US Highway 75 was extended through the town. The ornate Creighton Theatre was erected on the courthouse square in 1935 and in 1936, a new courthouse was constructed. These structures still stand today as a testament to the town's early history.

Location

The City of Conroe is located in Montgomery County, one of the fastest growing counties in Texas. Conroe, population 56,243, is located approximately 40 miles north of downtown Houston. It surrounds Interstate Highway 45 (IH-45) that connects Dallas and Houston. IH-45 serves as Conroe main north to south corridor. Texas Highway 105 bi-sects the city east to west and connects the city to Lake Conroe to the west. Loop 336 serves to connect the remaining parts of the city. The city limits extend to the west side of Lake Conroe. The city limits of Conroe have a land area of approximately 55.7 square miles. Conroe takes pride in being a leader in managed growth, quality of life, and environmental awareness. Conroe offers a tremendous diversity of lifestyles in which to live, work, and play.

Climate

The Conroe area has an average annual temperature of 67.1 degrees. Yearly highs average 95 degrees and lows average 45 degrees. Conroe has an abundance of sunshine, with more than 250 sunny days, annually. The City receives annual rainfall of slightly more than 51 inches.

Lifestyle of Residents

Residents of Conroe enjoy a low tax rate, an outstanding school system, and safe neighborhoods. A tremendous quality of life index reflects a plethora of recreational activities, beautifully maintained parks, extensive trail systems and outstanding lake access for fishing, boating, and family outings.

Conroe has received the TRAPS Gold Medal for Excellence in Parks & Recreation for its establishment of an outstanding parks system. Recreational options are plentiful, and include the City's award-winning bike and nature trails.

City officials strive to ensure the proper balance between residential development and business parks. Furthermore, goals have been set to analyze and recommend plans for land use, infrastructure and regulatory systems. The goals for the City of Conroe are to provide ongoing quality development in Conroe while maintaining the City's environmental assets, which are highly valued by the residents.

State-of-the-art health care is provided by Conroe Regional Medical Center, St. Lukes Episcopal Hospital and Herman Hospital of the Woodlands. Locally, there are many medical professional centers, providing urgent care, extended or primary care, and specialization in physical therapy, sports medicine, radiology, and occupational treatment.

Conroe offers a diversity of shopping opportunities and several large malls located nearby. Conroe also has an Outlet Mall with many hotels and restaurants conveniently located just down the road. Several world-class golf courses are within the City limits.

Education

Education is an important factor for Conroe businesses and residents. The City's highly rated school system provides top-quality instruction for the younger generation. Many schools in Conroe are rated "Recognized" or above by the Texas Education Agency.

Conroe is served by the Conroe Independent School District (CISD). CISD encompasses 49 schools, more than 2,700 teachers with a growing number of students expected to pass 40,400 for the upcoming school year.

Infrastructure and Utilities

Conroe's rapid growth has been enhanced by its infrastructure development including a superior water supply and quality roads. The utility companies serving Conroe include Entergy Electric, Centerpoint Energy (Natural Gas), and Consolidated Communications for the telecommunications. The cable franchise includes Suddenlink Cable Television. Water and sewer services are provided by the City of Conroe.

GUIDE TO USING THE FY 2012-2013 ANNUAL BUDGET

The City of Conroe's FY 2012-2013 annual budget is the result of many hours of deliberation as well as response to both internal and external forces that have imposed fiscal constraints in its preparation. The budget provides information on all aspects of the City's financial operations. The budget document is organized logically and is designed to help the reader locate information, both financial and non-financial, with ease. The "Guide To Using The 2012-2013 Annual Budget" section has been added to assist readers with using this document. The FY 2012-2013 budget document contains important information that helps the reader to better understand the structure of the City of Conroe, and the issues it faces. The discussion that follows sets forth and summarizes the contents of this document.

Introduction discusses major initiatives, concerns, and issues considered in developing the Proposed Budget, as well as summary Information on all revenues and expenditures, and a statistical analysis explaining the revenue assumptions for FY 2012-2013. It also includes a "Fund-by-Fund" synopsis of expenditures for the General Fund, Enterprise Funds, and Debt Service Funds. The "Fund-by-Fund" analysis allows one to get a general feel for overall changes, and provides information that assists in assessing significant changes between years. The City of Conroe has 46 departments. There are 24 departments that fall within the General Fund, nine departments in the Enterprise Funds, three departments in the Debt Service Funds, and ten departments in the Other Funds section of the budget.

General Fund contains the General Fund Summary of Revenues and Expenditures, department organizational charts, a description of all General Fund departments/divisions, personnel summary, expenditure summary, and a summary of the supplemental requests.

Enterprise Funds contain information similar to the General Fund section for the Water and Sewer Operating and Construction Funds.

Debt Service Funds contains a summary of all debt revenues and expenditures and a detailed listing of the General Obligation Debt Service Fund, Water and Sewer Debt Service Fund, and Conroe Industrial Development Corporation (CIDC) Debt Service Fund, debt service requirements, and a detailed listing of all debt schedules by issue.

Other Funds includes information on the Vehicle and Equipment Replacement, Water and Sewer Vehicle and Equipment Replacement, CIDC Revenue Clearing Fund, CIDC General Fund, HOT Fund, CDBG Entitlement Fund, The Conroe Tower, Oscar Johnson, Jr. Community Center (OJCC) Fund, Service Center Fund, and Self Funded Insurance Fund. This section also includes a summary of revenues and expenditures, and information similar to that included in the General Fund and the Enterprise Funds.

Capital Improvement Program includes all Capital Improvement Program (CIP) materials and an explanation of each project's proposed funding sources.

Appendix includes information supporting the Proposed Budget information, such as the financial and budgetary policies, pay plans, glossary of terms, and chart of accounts.

OVERVIEW OF THE BUDGET PROCESS

The City of Conroe's budget process is the mechanism that changes taxpayer requests and resources into government services and expenditures. Again this year, the City of Conroe has made a great commitment to setting community goals, performance measures, and priorities. The following is the budget process of the City.

DEFINITION AND AUTHORITY

The budget is a financial plan for a fiscal year of operations that matches all planned revenues and expenditures with the services provided to the residents of the City, based on established budgetary policies. The City Charter establishes that the City's fiscal year shall begin on the first day of October and end on the last day of September of each calendar year. Such fiscal year shall also constitute the budget and accounting year. The City Charter requires that the Mayor shall, between sixty (60) and ninety (90) days prior to the beginning of each fiscal year, submit to the City Council a Proposed Budget, which shall provide a complete financial plan for the fiscal year, and shall contain, but not be limited to the following:

- A budget message outlining the proposed financial policies of the City, changes from previous years in expenditures and revenues, and any major changes in financial policy.
- A consolidated statement of anticipated receipts and proposed expenditures of all funds.
- An analysis of property valuations and the tax rate, tax levies and collections by years for the past five (5) years.
- General fund and Special fund resources in detail, summary of proposed expenditures by function, department and activity, detailed estimates of expenditures shown separately for each activity to support summary previously mentioned.
- Revenue and expense statements for all types of bonds, a description of all bond issues outstanding, showing rate of interest, date of issue, maturity date, amount authorized, amount issued and amount outstanding, schedule of requirements for the principal and interest of each issue of bonds; the appropriation ordinance and the tax levying ordinance.

BUDGET PREPARATION PROCESS

The City Administrator's Office, the Management Team, and the Finance Department performed the function of preparing and analyzing the FY 2012-2013 budget. The process of developing and preparing the Annual Budget of the City begins during March of each year, at which time an initial operating and capital budget kickoff meeting is held with all department heads and administrative budget staff. The purpose of this meeting is to distribute and review the budget preparation schedule and departmental budget request forms and accompanying instructions. During the kickoff meeting, the Director of Finance distributes and reviews the budget calendar, budget preparation manual, department budget request forms, and accompanying instructions. The Director of Finance & Administration also introduces members of the Finance Department who serve as the Budget Team. The Budget Team provide assistance to departments as they complete their budget submittals.

All department heads subsequently submit completed departmental base budgets, travel and training reports, membership reports, and supplemental request packages (with departmental rankings). Supplemental request packages are submitted for every program or capital item above and beyond the base

budget request. After careful re-estimation of the current year's expenditures and revenues, each projected line item is justified. The preliminary appraisal roll is provided by the Montgomery Central Appraisal District during this process. The appraisal roll is utilized by the City in the calculation of the City's second largest revenue source, ad valorem taxes. The Chief Appraiser certifies the appraisal roll.

After the departmental budgets have been reviewed by the Finance Department, the total package is then submitted to the City Administrator. The City Administrator, along with the Management Team (consisting of the Department Heads) evaluates the base budget and supplemental requests; then the City Administrator ranks and submits items for consideration in the final recommendation to the Mayor and City Council

A series of City Council Workshops on the operating and capital budgets is held throughout June and into early August. During these meetings, the City Administrator and the Director of Finance & Administration present the Proposed Budget (including all supplemental requests, whether recommended for approval or not) together with the base budgets, to the City Council for their review and discussion. Information regarding revenue projections is also given to the Council at this time.

Upon completion of the budget workshops with the Mayor and Council, public notice is both posted at City Hall and published in the official newspaper of the City of Conroe to notify the general public of the time and place of the required public hearing on the Proposed Budget. This notice also advises the public of the availability of the Proposed Budget for review and inspection prior to the scheduled public hearing, which is generally held in August. Upon receipt of the Proposed Budget, the City Council is required to set a date and place for a public hearing to discuss the budget.

According to the City's Charter:

Section 9.06 Notice of Public Hearing on Budget.

"At the meeting of the City Council at which the budget is submitted, the City Council shall fix the time and place of a public hearing on the budget and shall cause to be published in the official newspaper of the City of Conroe, a notice of the hearing setting forth the time and place thereof at least ten (10) days before the date of such hearing."

Section 9.07 Public Hearing on Budget.

"At the time and place set forth in the notice required by Section 9.06 or at any time and place to which such public hearing shall from time to time be adjourned, the City Council shall hold a public hearing on the budget submitted and all interested persons shall be given an opportunity to be heard for or against any item or the amount of any item therein contained."

Prior to the public hearing, the proposed budget is a Public Record as stated by:

Section 9.05 Budget as Public Record.

"The budget and budget message and all supporting schedules shall be a public record in the office of the City Secretary, open to public inspection by anyone. The Mayor shall cause sufficient copies of the budget and budget message to be prepared for distribution to interested persons."

At the hearing, the City Council gives all interested persons an opportunity to be heard, for or against, any expenditure account or revenue estimate. After the public hearing, the City Council, by ordinance, adopts the Proposed Budget and establishes the tax rate for the corresponding tax year. The Adopted Budget is then filed with the City Secretary. Copies of the Adopted Budget are distributed to all department heads, media, appropriate financial institutions, debt rating agencies, investment and financial advisors, regulatory agencies, intergovernmental grantors, and other interested citizens and parties.

According to:

Section 9.09 Vote Required for Adoption.

“The budget shall be adopted by the favorable vote of a majority of the members of the whole City Council.”

Section 9.10 Date of Final Adoption.

“The budget shall be finally adopted not later than fifteen (15) days prior to the beginning of the fiscal year, and should the City Council fail to so adopt a budget, the then existing budget together with its tax-levying ordinance and its appropriation ordinance shall be deemed adopted for the ensuing fiscal year.”

Section 9.11 Effective Date of Budget; Certification of Copies; Copies Made Available.

“Upon final adoption, the budget shall be in effect for the fiscal year. A copy of the budget, as finally adopted, shall be filed with the person performing the duties of City Secretary, the County Clerk of Montgomery County and the State Comptroller of Public Accounts at Austin. The final budget shall be printed, mimeographed or otherwise reproduced and copies shall be made available for the use of all offices, departments, and agencies, and for the use of interested persons and civic organizations.”

MULTI-YEAR FINANCIAL PLAN

Multi-year projections have become an integral part of the budget process as estimates of future financial operating conditions are provided to the City Council. Historical data, as reconciled to the Comprehensive Annual Financial Report (CAFR), plus growth assumptions for each line item are combined to provide projections that indicate the future fiscal position of the City. The multi-year projections identify any potential problem in matching projected revenues with anticipated growth in expenditures. One important result of the multi-year financial overview has been the ability to project when tax-supported bonds can be sold without affecting the tax rate; therefore, drawing together the operating budgets and the Capital Improvement Program. Also, alternative tax rate strategies have been addressed during recent Multi-Year Financial Reviews, which assisted in balancing future budgets.

BUDGET AMENDMENT PROCESS

Amendments to the budget can be made after adoption. According to Section 9.16 of the City Charter, during the fiscal year the City Council shall have the power to transfer funds allocated by the budget to one activity, function or department to another activity, function or department, and to re-estimate revenues and expenditures. The budget may be amended by using the following criteria for evaluation of requests:

1. Is the request necessary?

2. Why was the item not budgeted in the normal budget process?
3. Why can a transfer not be made within the department?

In addition, the following conditions must be met:

1. The Director of Finance certifies that there are available revenues in excess of those estimated in the Budget; and
2. The City Council approves the budget amendment.

BUDGETARY CONTROL

Budgetary control is established and maintained after adoption of the budget by the preparation of monthly revenue and expenditure statements, which provide monthly and year-to-date amounts and percentages of budgeted appropriations expended by fund, department/division, and line items. These monthly statements are distributed to the Mayor, City Council and all department heads. The City Administrator is authorized to transfer budgeted amounts within a department to any line item within the same department; however, any amendments or revisions to the Adopted Budget that alter the total expenditures for any department must be approved by the City Council.

FY 2012-2013 Budget Preparation Calendar

<u>Date</u>	<u>Activity</u>	<u>Participants</u>
February		
February 16, 2012	Finalize the Budget Preparation Manual	A.D. of Finance, Accountant II
February 21, 2012	Operating & Capital Budget Kickoff Orientation & Overview: - Provide explanations and instructions for preparing the FY 12-13 budget submissions. - Distribute and discuss Budget Preparation Manual. - Location: City Council Chambers - Time: 9:00 - 10:30 a.m.	City Administrator, Director of Fin. & Admin., A.D. of Finance, Management Team, all other personnel involved in budget preparation
	Budget Training - McLainDSS Location: City Council Chambers Time: 2:00 - 3:30 p.m.	Director of Fin. & Admin., A.D. of Finance all personnel involved in budget preparation (if necessary)
March		
February 21 - March 21, 2012	Meet individually with all departments and provide assistance in preparing their budget(s), if needed	Director of Fin. & Admin., Finance Department staff, department personnel
March 22, 2012	Operating & CIP Budget submissions due to Finance.	Department heads, designated staff
April		
March 23 - April 4, 2012	Technical Reviews of Operating Budget submissions.	Budget Team Leaders
April 2, 2012	Send City Council the FY 12-13 Budget Preparation Calendar.	Director of Fin. & Admin., A.D. of Finance
April 9 - April 12, 2012	Technical Reviews of CIP Budget submissions.	CIP Project Managers
April 19 - April 27, 2012	Operating Budget Submittal Meetings with the City Administrator.	City Administrator, Director of Fin. & Admin., A.D. of Finance, Management Team, Finance Staff
May		
May 7 - 8, 2012	Operating Budget Meetings with City Administrator	City Administrator, Director of Fin. & Admin., A.D. of Finance
May 15, 2012	Preliminary Appraisal Roll due from Montgomery Central Appraisal District (MCAD).	Chief Appraiser
May 15, 2012	CIP Budget Meetings with City Administrator	City Administrator, Director of Fin. & Admin., A.D. of Finance, CIP Project Managers

FY 2012-2013

Budget Preparation Calendar

<u>Date</u>	<u>Activity</u>	<u>Participants</u>
June		
June 5, 2012	Budget Meetings with City Administrator	City Administrator, Director of Fin. & Admin., A.D. of Finance
June 28, 2012	Meet to Discuss Proposed Budget Location: 3rd Floor Conference Room Time: 10:00 a.m. - 2:00 p.m.	Mayor, City Administrator, Director of Fin. & Admin., A.D. of Finance
July		
July 12, 2012	Vote to schedule a Public Hearing on the Budget on August 9, 2012. (Charter Requirement, 9.06; L.G.C. 102.006(c)) Location: Council Chambers Time: 6:00 p.m.	City Council
July 13, 2012	Proposed Budget submitted to the City Council and placed on file with the City Secretary. (Charter Requirement, 9.02; L.G.C. 102.005(a))	Mayor, City Administrator Director of Fin. & Admin.
	Proposed Budget posted on the City website (L.G.C. 102.005(c))	A.D. of Finance, Accountant II
July 13, 2012	Council Retreat Location: Lone Star Convention Center Time: 7:30 a.m. - 5:00 p.m.	City Council, City Administrator Management Team, A.D. of Finance
July 25, 2012	Chief Appraiser certifies the appraisal roll.	Chief Appraiser
July 25, 2012	Council Budget Workshop (if needed) Location: Council Chambers Time: 11:00 a.m. - 3:00 p.m.	City Council, City Administrator Management Team, A.D. of Finance
July 26, 2012	Council CIP Workshop (if needed) Location: Council Chambers Time: 11:00 a.m. - 3:00 p.m.	City Council, City Administrator Management Team, A.D. of Finance
July 30, 2012	Calculate the Effective & Roll Back tax rates.	Montgomery County Tax Assessor/Collector, Director of Finance & Administration
July 30, 2012	Publish "Notice of Public Hearing on Budget." May not be published earlier than 30 days or later than 10 days before the date of the hearing. (Charter Requirement, 9.06; L.G.C.. 102.0065(b))	Director of Fin. & Admin., A.D. of Finance (take to newspaper by July 27)

FY 2012-2013

Budget Preparation Calendar

<u>Date</u>	<u>Activity</u>	<u>Participants</u>
July 31, 2012	<p>Submission of the Effective and Rollback Tax Rates to the City Council. (T.C. 26.04(e)) Special City Council Meeting Location: Council Chambers Time: 9:30 a.m.</p> <p>Vote to consider a tax increase (if needed) and to schedule two Public Hearings on the Tax Increase on August 9, 2012, and August 14, 2012. Location: Council Chambers Time: 9:30 a.m.</p> <p>Submission of the Certified Collection Rate (T.C. 26.04(b)) Location: Council Chambers Time: 9:30 a.m.</p>	<p>City Council, Tax Assessor/ Collector, Director of Finance & Administration</p> <p>City Council, Director of Finance & Administration</p> <p>City Council, Director of Finance & Administration</p>
August		
August 2, 2012	<p>Publish "2012 Property Tax Rates in the City of Conroe" (i.e., Effective and Roll Back Tax Rates). (P.T.C. 26.04(e))</p> <p>Publish "Notice of Public Hearing on Tax Increase" if needed, by this date (1st quarter-page notice to be published at least seven days in advance of the 1st hearing Aug. 9, 2012). (T.C. 26.06(a))</p>	<p>Tax Assessor/Collector (take to newspaper by Noon, July 31)</p> <p>Tax Assessor/Collector (take to newspaper by Noon, July 31)</p>
August 9, 2012	<p>1st Public Hearing on a Tax Increase (if needed). Location: Council Chambers Time: 6:00 p.m.</p> <p>Public Hearing on the Budget. Hearing must be held at least 15 days after the budget is filed with the City Secretary, but before the City makes its Tax Levy. (L.G.C. 102.006(b)) Location: Council Chambers Time: 6:00 p.m.</p>	<p>City Council</p> <p>City Council</p>
August 14, 2012	<p>2nd Public Hearing on a Tax Increase (if needed). Hearing must not be held earlier than 3 days from the 1st Public Hearing on a Tax Increase. Adoption must be set between three to 14 days from this date. (T.C. 26.06(e)) Special City Council Meeting Location: Council Chambers Time: 9:30 a.m.</p>	<p>City Council</p>

FY 2012-2013

Budget Preparation Calendar

<u>Date</u>	<u>Activity</u>	<u>Participants</u>
August 16, 2012	Publish "Notice of Tax Revenue Increase," if needed (2nd quarter-page notice to be published after the 2nd public hearing but before adoption) (T.C. 26.06(d))	Tax Assessor/Collector (take to newspaper by Noon, August 14)
August 23, 2012	Vote to Ratify the Property Tax Increase (if needed). (L.G.C. 102.007 (c)) Location: Council Chambers Time: 9:30 a.m.	City Council
	City Council adopts the FY 12-13 Annual Budget. Location: Council Chambers Time: 9:30 a.m.	City Council
	Council Adopts the FY 12-13 Annual Tax Rate. Location: Council Chambers Time: 9:30 a.m.	City Council
	Council Adopts the Capital Improvement Program. Location: Council Chambers Time: 9:30 a.m.	City Council
September		
September 1, 2012	Budget and Tax Rate must be adopted by this date per contract with the Montgomery County Tax Assessor/Collector	City Council
September 24, 2012	Initialize FY 12-13 Budget into Incode (the City's financial system).	Accounting Manager
October		
October 1, 2012	Fiscal Year begins.	
October 15, 2012	Distribute the "Budget-In-Brief" document.	A.D. of Finance, Accountant II
October 31, 2012	Print Adopted Budget.	A.D. of Finance, Accountant II
	Adopted Budget posted on City Website (L.G.C. 102.008)	A.D. of Finance, Accountant II
November		
November 21, 2012	Adopted Budget to GFOA by this date; 90 days after adoption.	A.D. of Finance, Accountant II

CERTIFICATE FOR ORDINANCE

I.

On the 23rd day of August, 2012, the City Council of the City of Conroe, Texas, consisting of the following qualified members, to-wit: **Webb Melder, Mayor; Council Members Gil Snider, Jim Gentry, Marsha Porter, Seth Gibson, and Guy Martin**, did convene in public session in the Council Chamber of the City Hall at 300 West Davis in Conroe, Texas. The roll being first called, a quorum was established, all members being present except the following, to wit: _____. The Meeting was open to the public and public notice of the time, place and purpose of the Meeting was given, all as required by Chapter 551, Texas Government Code.

II.

WHEREUPON, AMONG OTHER BUSINESS transacted, the Council considered adoption of the following written Ordinance, to-wit:

ORDINANCE NO. 2092-12

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CONROE, TEXAS, SETTING THE AD VALOREM TAX RATE OF THE CITY OF CONROE FOR THE YEAR 2012 AT A RATE OF \$0.4200 PER ONE HUNDRED DOLLARS (\$100.00) VALUATION ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF CONROE AS OF JANUARY 1, 2012, SPECIFYING SEPARATE COMPONENTS OF SUCH RATE FOR OPERATIONS AND MAINTENANCE AND FOR DEBT SERVICE; LEVYING AN AD VALOREM TAX FOR THE YEAR 2012; PROVIDING FOR DUE AND DELINQUENT DATES TOGETHER WITH PENALTIES AND INTEREST; PROVIDING FOR COLLECTION AND ORDAINING OTHER RELATED MATTERS.

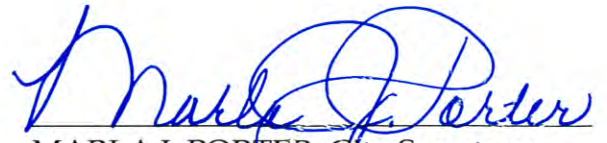
III.

Upon motion of Council Member Gibson, seconded by Council Member Porter, all members present voted for adoption of the Ordinance, except the following: No one voted against and no one abstained. A majority of those Council Members present having voted for adoption, the presiding officer declared the Ordinance passed and adopted.

IV.

A true, full and correct copy of the Ordinance adopted at the Meeting is attached to and follows this Certificate.

SIGNED AND SEALED this 23rd day of August , 2012.



MARLA J. PORTER, City Secretary

ORDINANCE NO. 2092-12

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CONROE, TEXAS, SETTING THE AD VALOREM TAX RATE OF THE CITY OF CONROE FOR THE YEAR 2012 AT A RATE OF \$0.4200 PER ONE HUNDRED DOLLARS (\$100.00) VALUATION ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF CONROE AS OF JANUARY 1, 2012, SPECIFYING SEPARATE COMPONENTS OF SUCH RATE FOR OPERATIONS AND MAINTENANCE AND FOR DEBT SERVICE; LEVYING AN AD VALOREM TAX FOR THE YEAR 2012; PROVIDING FOR DUE AND DELINQUENT DATES TOGETHER WITH PENALTIES AND INTEREST; PROVIDING FOR COLLECTION AND ORDAINING OTHER RELATED MATTERS.

* * * * *

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

Section 1. That an ad valorem tax rate of \$0.4200 per one hundred dollars (\$100.00) assessed valuation is hereby adopted for the 2012 calendar year, such rate consisting of the following specified components:

- (a) For operations and maintenance, \$0.2500 per one hundred dollars (\$100.00) assessed valuation.
- (b) For payment of principal and interest on bonds, \$0.1700 per one hundred dollars (\$100.00) assessed valuation.

Section 2. That an ad valorem tax for the 2012 calendar year in the amount established by the rate hereinabove provided is hereby levied and assessed on all taxable property, real, personal and mixed, situated within the corporate limits of the City of Conroe, Texas, and not otherwise exempt under the Constitution and laws of the State of Texas.

Section 3. That all taxes levied by virtue of this Ordinance shall be due and payable not later than the 31st day of January, 2013, and if then not paid, shall be subject to penalties and interest in the manner provided by law.

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

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

Section 6. That THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

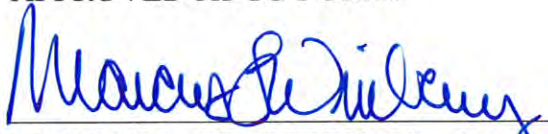
Section 7. That THE TAX RATE WILL EFFECTIVELY BE RAISED BY 1.2% PERCENT AND RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$3.00.

Section 8. That this ordinance shall take effect immediately of and from the date of adoption.


PASSED AND APPROVED this 23rd day of August, 2012.


WEBB MELDER, Mayor

APPROVED AS TO FORM:


MARCUS L. WINBERRY, City Attorney

ATTEST:


MARLA J. PORTER, City Secretary

CERTIFICATE FOR ORDINANCE

I.

On the 23rd of August, 2012, the City Council of the City of Conroe, Texas consisting of the following qualified members, to-wit: **Webb Melder, Mayor; Council Members Gil Snider, Jim Gentry, Marsha Porter, Seth Gibson, and Guy Martin**, did convene in public session in the Council Chambers of the City Hall at 300 West Davis in Conroe, Texas. The roll being first called, a quorum was established, all members being present except the following, to wit: _____. The Meeting was open to the public and public notice of the time, place and purpose of the Meeting was given, all as required by Chapter 551, Texas Government Code.

II.

WHEREUPON, AMONG OTHER BUSINESS transacted, the Council considered adoption of the following written Ordinance, to-wit:

ORDINANCE NO. 2095-12

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CONROE, TEXAS, ADOPTING A MUNICIPAL OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2012, AND ENDING SEPTEMBER 30, 2013; APPROPRIATING FUNDS IN ACCORDANCE WITH THE BUDGET; PROVIDING FOR EFFECTIVE DATE AND ORDAINING OTHER RELATED MATTERS.

III.

Upon motion of Council Member Gentry, seconded by Council Member Porter, all members present voted for adoption of the Ordinance, except the following: No one voted against and no one abstained. A majority of those Council Members present having voted for adoption, the presiding officer declared the Ordinance passed and adopted.

IV.

A true, full and correct copy of the Ordinance adopted at the Meeting is attached to and follows this Certificate.

SIGNED AND SEALED this 23rd day of August, 2012.


MARLA J. PORTER, City Secretary

ORDINANCE NO. 2095-12

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CONROE, TEXAS, ADOPTING A MUNICIPAL OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2012, AND ENDING SEPTEMBER 30, 2013; APPROPRIATING FUNDS IN ACCORDANCE WITH THE BUDGET; PROVIDING FOR EFFECTIVE DATE AND ORDAINING OTHER RELATED MATTERS.

* * * * *

WHEREAS, the Mayor of the City of Conroe, Texas, has submitted to the City Council a proposed budget for the fiscal year beginning October 1, 2012, and ending September 30, 2013; and

WHEREAS, the proposed budget sets out in detail the resources and estimated revenues of the general fund and each special fund, together with the proposed expenditures within each such fund, all in accordance with the applicable provisions of the Home Rule Charter; and

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

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

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

Section 1. That such proposed budget, including the estimated revenues and proposed expenditures within the General Fund and each Special Fund is hereby approved and adopted as the Municipal Budget for the Fiscal Year beginning October 1, 2012 and ending September 30, 2013.

Section 2.

- a. That, as provided in Subsection (c) of this section, the monies hereinafter set out within each fund are hereby appropriated out of each such respective Fund for the payment of expenses lawfully attributable to such Fund, all as itemized in the budget.
- b. That, as provided in Subsection (c) of this section, a contingent appropriation not exceeding three percent (3%) of the total budget is hereby made out of all the funds for the payment of unforeseen items of expenditure resulting from an established emergency.

c. That the following funds are hereby appropriated:

OPERATING BUDGET:

General Fund	\$ 49,594,004
Water/Sewer Operating Fund	26,412,419
General Obligation Debt Service Fund	10,011,330
Water/Sewer Debt Service	4,655,057
CIDC Debt Service Fund	4,593,805
CIDC Revenue Clearing Fund	7,863,468
CIDC General Fund	3,988,784
Hotel Occupancy Tax Fund	523,986
CDBG Entitlement Fund	552,616
Conroe Tower Fund	474,472
Vehicle & Equipment Fund	1,842,394
Water & Sewer Vehicle & Equipment Fund	604,500
Oscar Johnson, Jr. Comm. Center Fund	980,258
Service Center Fund	1,235,659
Self Funded Insurance Fund	7,360,325
Total Expenditures	\$ 120,693,077
Contingent Appropriation (3%)	\$ 3,620,792
TOTAL APPROPRIATION	\$ 124,313,869

Section 3. The City of Conroe has entered into employment contracts with certain heads of department and other key employees. Within the funds appropriated to the General Fund and budgeted for salaries and other personnel services there has been included a sum which is not less than two percent (2%) of the aggregate maximum obligation thereon (including interest) to all employees possessing such contracts. During each year while there is any liability by reason of any such employment contract the City Council shall compute and ascertain the rate and amount of ad valorem tax, based on the latest approved tax rolls of the City, with full allowances being made for tax delinquencies and costs of tax collection which will be sufficient to raise and produce the money required to pay any sums which may be or become due during any such year, in no instance to be less than two percent (2%) of such obligation, together with all interest thereon. Said rate and amount of ad valorem tax shall be levied against all taxable property within the City for each year while any liability exists by reason of such contracts of employment, and said ad valorem tax shall be assessed and collected in each such year until all of the obligations therein incurred have been discharged and no liability remains.

Section 4. That the budget may be amended from time to time as provided by law for the proposes of authorizing emergency expenditures or for municipal purposes, provided however, no obligation shall be incurred or any expenditure made except in conformity with the budget.

Section 5. That the Director of Finance & Administration may, at any time with the consent of the City Administrator, transfer any unencumbered appropriation from one line item to another line item within the same Department, provided however, that no unencumbered appropriation may be transferred from one Department or Fund to another except upon the express approval of the City Council.

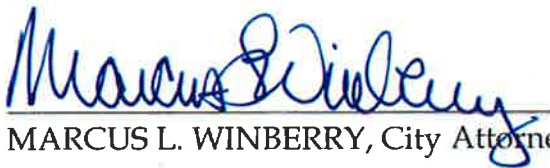
Section 6. That this ordinance shall be effective immediately of and from adoption.

PASSED AND APPROVED this the 23rd day of August, 2012.

A handwritten signature in blue ink, appearing to read "Webb Melder", written over a horizontal line.

WEBB MELDER, Mayor

APPROVED AS TO FORM:

A handwritten signature in blue ink, appearing to read "Marcus L. Winberry", written over a horizontal line.

MARCUS L. WINBERRY, City Attorney

ATTEST:

A handwritten signature in blue ink, appearing to read "Marla J. Porter", written over a horizontal line.

MARLA J. PORTER, City Secretary

FY 12-13 Projected Budget Summary

Revenues	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Proposed
General Fund	\$ 45,509,499	\$ 45,903,605	\$ 47,575,094	\$ 48,551,501
Water/Sewer Operating Fund	21,674,641	20,236,293	21,492,047	24,610,907
Water/Sewer Construction Fund	-	870,296	870,296	-
General Obligation Debt Serv Fund	10,216,127	17,751,268	17,769,790	10,875,992
Water/Sewer Debt Service	3,222,103	3,799,627	3,799,932	4,655,057
CIDC Debt Service Fund	2,764,908	3,817,369	3,517,975	4,593,805
CIDC Revenue Clearing Fund	7,116,989	7,747,259	7,747,259	7,863,468
CIDC General Fund	8,536,598	3,934,800	7,254,344	3,329,619
Hotel Occupancy Tax Fund	592,046	522,142	714,020	713,870
CDBG Entitlement Fund	831,120	528,798	665,137	528,798
Conroe Tower Fund	496,659	636,129	651,266	426,572
Vehicle & Equipment Fund	1,897,703	1,778,315	1,999,186	761,293
Water/Sewer Vehicle & Equipment	368,505	763,776	776,431	829,926
OJCC Fund	1,024,732	970,569	811,600	980,258
Service Center Fund	1,156,833	1,085,143	1,132,601	1,229,268
Self Funded Insurance Fund	6,110,693	5,733,296	6,302,409	6,302,409
Total Revenues	\$ 111,519,156	\$ 116,078,685	\$ 123,079,387	\$ 116,252,743

Expenditures	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Proposed
General Fund	\$ 42,231,743	\$ 46,640,585	\$ 45,560,501	\$ 49,594,004
Water/Sewer Operating Fund	17,327,215	20,114,331	19,788,256	26,412,419
Water/Sewer Construction Fund	(3)	-	-	-
General Obligation Debt Serv Fund	8,803,220	17,564,695	17,223,216	10,011,330
Water/Sewer Debt Service	3,014,282	3,799,627	3,727,584	4,655,057
CIDC Debt Service Fund	2,796,271	3,817,369	3,517,975	4,593,805
CIDC Revenue Clearing Fund	7,503,160	7,747,259	7,747,259	7,863,468
CIDC General Fund	3,996,633	4,261,360	4,274,009	3,988,784
Hotel Occupancy Tax Fund	508,615	515,964	507,300	523,986
CDBG Entitlement Fund	318,317	528,798	569,165	552,616
Conroe Tower Fund	426,278	727,786	770,623	474,472
Vehicle & Equipment Fund	1,937,331	1,386,400	1,397,316	1,842,394
Water/Sewer Vehicle & Equipment	698,341	252,300	252,455	604,500
OJCC Fund	910,642	1,009,369	982,266	980,258
Service Center Fund	1,150,049	1,051,676	1,132,600	1,235,659
Self Funded Insurance Fund	7,524,156	6,634,044	7,243,434	7,360,325
Total Expenditures	\$ 99,146,250	\$ 116,051,563	\$ 114,693,959	\$ 120,693,077

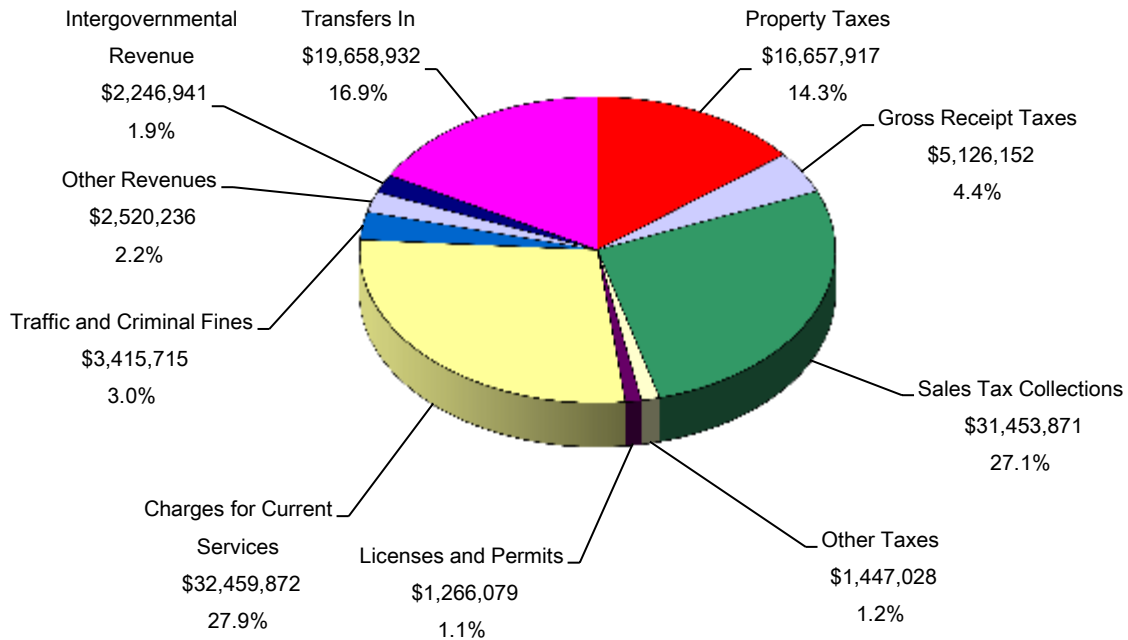
FY 12-13 Projected Fund Balances

	Unreserved Fund Balance 10/1/2011	Estimated Revenues 2011-2012	Estimated Expenditures 2011-2012	New Fund Balance 9/30/2012	Proposed Revenues 2012-2013	Proposed Expenditures 2012-2013	Projected Fund Balance 9/30/2013	% Incr From 11-12 to 12-13
General Fund	\$ 20,717,884	\$ 47,575,094	\$ 45,560,501	\$ 22,732,477	\$ 48,551,501	\$ 49,594,004	\$ 21,689,974	4.7%
Water/Sewer Operating Fund	8,757,026	21,492,047	19,788,256	10,460,817	24,610,907	26,412,419	8,659,305	-1.1%
Water/Sewer Construction Fund	(870,296)	870,296	-	-	-	-	-	-100.0%
General Obligation Debt Service Fund	6,441,765	17,769,790	17,223,216	6,988,339	10,875,992	10,011,330	7,853,001	21.9%
Water/Sewer Debt Service	976,430	3,799,932	3,727,584	1,048,778	4,655,057	4,655,057	1,048,778	7.4%
CIDC Debt Service Fund	-	3,517,975	3,517,975	-	4,593,805	4,593,805	-	N/A
CIDC Revenue Clearing Fund	-	7,747,259	7,747,259	-	7,863,468	7,863,468	-	N/A
CIDC General Fund	9,158,256	7,254,344	4,274,009	12,138,591	3,329,619	3,988,784	11,479,426	25.3%
Hotel Occupancy Tax Fund	495,405	714,020	507,300	702,125	713,870	523,986	892,009	80.1%
CDBG Entitlement Fund	124,009	665,137	569,165	219,981	528,798	552,616	196,163	58.2%
Conroe Tower Fund	385,084	651,266	770,623	265,727	426,572	474,472	217,827	-43.4%
Vehicle & Equipment Fund	2,659,177	1,999,186	1,397,316	3,261,047	761,293	1,842,394	2,179,946	-18.0%
Water/Sewer Vehicle & Equipment	84,222	776,431	252,455	608,198	829,926	604,500	833,624	889.8%
Oscar Johnson, Jr. Comm. Center Fund	170,666	811,600	982,266	-	980,258	980,258	-	-100.0%
Service Center Fund	15,256	1,132,601	1,132,600	15,257	1,229,268	1,235,659	8,866	-41.9%
Self Funded Insurance Fund	3,432,229	6,302,409	7,243,434	2,491,204	6,302,409	7,360,325	1,433,288	-58.2%
TOTAL	\$ 52,547,113	\$ 123,079,387	\$ 114,693,959	\$ 60,932,541	\$ 116,252,743	\$ 120,693,077	\$ 56,492,207	7.5%

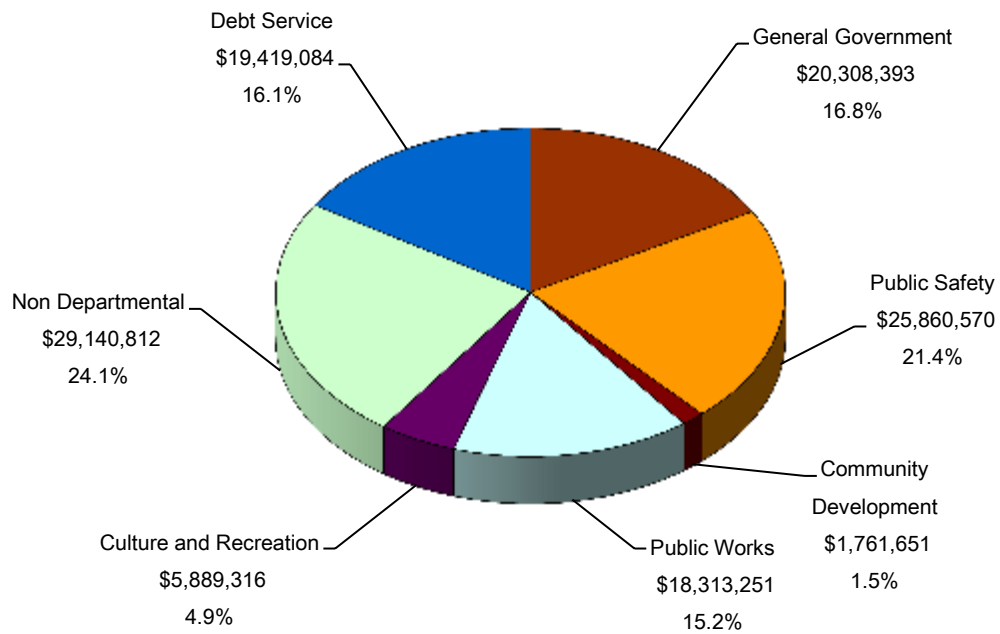
Consolidated Budget Summary by Fund Group

	General Fund	Enterprise Funds	Debt Service Funds	Other Funds	Grand Total
Revenues:					
Property Taxes	\$ 9,918,519	\$ -	\$ 6,739,398	\$ -	\$ 16,657,917
Gross Receipt Taxes	5,126,152	-	-	-	5,126,152
Sales Tax Collections	23,590,403	-	-	7,863,468	31,453,871
Other Taxes	733,158	-	-	713,870	1,447,028
Licenses and Permits	1,266,079	-	-	-	1,266,079
Charges for Current Services	716,969	24,211,226	-	7,531,677	32,459,872
Traffic and Criminal Fines	3,415,715	-	-	-	3,415,715
Other Revenues	1,379,223	399,681	68,582	672,750	2,520,236
Intergovernmental Revenue	1,137,185	-	-	1,109,756	2,246,941
Transfers In	1,268,098	-	13,316,874	5,073,960	19,658,932
Total Revenues	\$ 48,551,501	\$ 24,610,907	\$ 20,124,854	\$ 22,965,481	\$ 116,252,743
Beginning Fund Balances	\$ 22,732,477	\$ 10,460,817	\$ 8,037,117	\$ 19,702,130	\$ 60,932,541
Total Available Resources	\$ 71,283,978	\$ 35,071,724	\$ 28,161,971	\$ 42,667,611	\$ 177,185,284
Expenditures:					
General Government	\$ 7,228,153	\$ -	\$ -	\$ 13,080,240	\$ 20,308,393
Public Safety	24,421,176	-	-	1,439,394	25,860,570
Community Development	1,327,927	-	-	433,724	1,761,651
Public Works	7,383,107	10,026,644	-	903,500	18,313,251
Culture and Recreation	4,342,072	-	-	1,547,244	5,889,316
Non-Departmental	4,891,569	16,385,775	-	7,863,468	29,140,812
Debt Service:					
Principal	-	-	9,665,000	95,000	9,760,000
Interest	-	-	9,492,542	63,892	9,556,434
Administrative Fees	-	-	102,650	-	102,650
Total Expenditures	\$ 49,594,004	\$ 26,412,419	\$ 19,260,192	\$ 25,426,462	\$ 120,693,077
Ending Fund Balances	\$ 21,689,974	\$ 8,659,305	\$ 8,901,779	\$ 17,241,149	\$ 56,492,207
Total Fund Commitments/ Fund Balance	\$ 71,283,978	\$ 35,071,724	\$ 28,161,971	\$ 42,667,611	\$ 177,185,285

Consolidated Summary of Revenues by Source



Consolidated Summary of Expenditures by Function



FY 12-13 Projected Budget Summary By Category - Major Funds

	General Fund				Water & Sewer Operating Fund			
	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Proposed	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Proposed
Revenues								
Property Taxes	\$ 8,524,075	\$ 8,974,528	\$ 9,007,780	\$ 9,918,519	\$ -	\$ -	\$ -	\$ -
Gross Receipt Taxes	4,715,542	4,479,149	4,885,276	5,126,152	-	-	-	-
Sales Tax Collections	22,916,869	23,241,777	23,241,777	23,590,403	-	-	-	-
Other Taxes	658,007	691,130	708,681	733,158	-	-	-	-
Licenses and Permits	1,240,027	1,096,540	1,395,108	1,266,079	-	-	-	-
Charges for Current Services	749,078	640,079	773,326	716,969	21,246,531	19,732,559	20,928,845	24,211,226
Traffic and Criminal Fines	3,065,136	2,972,285	3,201,272	3,415,715	-	-	-	-
Other Revenues	1,599,125	1,155,896	1,527,800	1,379,223	412,036	384,792	444,260	399,681
Intergovernmental Revenue	478,355	932,090	1,123,864	1,137,185	-	-	-	-
Transfers In	1,563,285	1,720,131	1,710,210	1,268,098	16,074	118,942	118,942	-
Total Revenues	\$ 45,509,499	\$ 45,903,605	\$ 47,575,094	\$ 48,551,501	\$ 21,674,641	\$ 20,236,293	\$ 21,492,047	\$ 24,610,907
Expenditures								
Personnel	\$ 30,707,181	\$ 32,472,333	\$ 31,657,908	\$ 34,728,973	\$ 4,428,699	\$ 4,890,470	\$ 4,477,804	\$ 4,902,090
Supplies	3,056,002	3,056,234	3,224,783	3,820,646	1,635,922	2,028,595	1,887,466	1,943,388
Contractual	5,469,255	7,285,302	6,721,200	7,088,521	5,249,811	6,193,544	6,458,613	8,789,037
Capital Outlay	722,766	560,182	690,076	1,489,683	286,483	309,088	318,747	326,783
Transfers	2,201,361	3,191,355	3,191,355	2,391,002	5,158,565	6,124,898	6,077,890	9,883,385
Debt Service	75,178	75,179	75,179	75,179	567,735	567,736	567,736	567,736
Total Expenditures	\$ 42,231,743	\$ 46,640,585	\$ 45,560,501	\$ 49,594,004	\$ 17,327,215	\$ 20,114,331	\$ 19,788,256	\$ 26,412,419

Notes:

- Major funds each comprise at least 10% of the total appropriated budget.

FY 12-13 Projected Budget Summary By Category - Other Funds

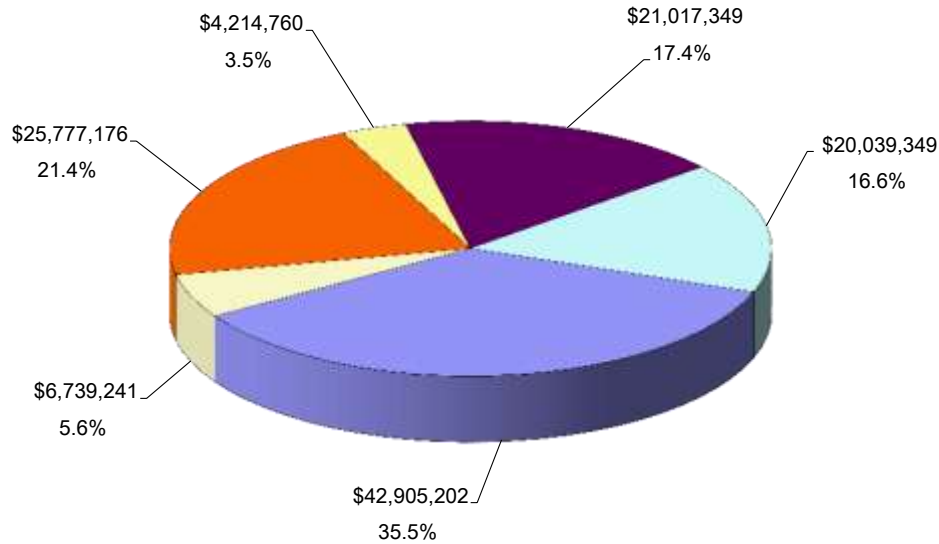
	Other Funds				Total All Funds			
	FY 10-11		FY 11-12		FY 10-11		FY 11-12	
	Actual	Budget	Estimated	Proposed	Actual	Budget	Estimated	Proposed
Revenues								
Property Taxes	\$ 5,803,814	\$ 6,100,071	\$ 6,120,095	\$ 6,739,398	\$ 14,327,889	\$ 15,074,599	\$ 15,127,875	\$ 16,657,917
Gross Receipt Taxes	-	-	-	-	4,715,542	4,479,149	4,885,276	5,126,152
Sales Tax Collections	7,116,989	7,747,259	7,747,259	7,863,468	30,033,858	30,989,036	30,989,036	31,453,871
Other Taxes	591,943	522,142	713,870	713,870	1,249,950	1,213,272	1,422,551	1,447,028
Licenses and Permits	-	-	-	-	1,240,027	1,096,540	1,395,108	1,266,079
Charges for Current Services	7,260,701	6,818,439	7,435,010	7,531,677	29,256,310	27,191,077	29,137,181	32,459,872
Traffic and Criminal Fines	-	-	-	-	3,065,136	2,972,285	3,201,272	3,415,715
Other Revenues	4,319,268	8,258,031	11,558,192	741,332	6,330,429	9,798,719	13,530,252	2,520,236
Intergovernmental Revenue	831,120	1,336,937	1,281,912	1,109,756	1,309,475	2,269,027	2,405,776	2,246,941
Transfers In	18,411,181	19,155,908	19,155,908	18,390,834	19,990,540	20,994,981	20,985,060	19,658,932
Total Revenues	\$ 44,335,016	\$ 49,938,787	\$ 54,012,246	\$ 43,090,335	\$ 111,519,156	\$ 116,078,685	\$ 123,079,387	\$ 116,252,743
Expenditures								
Personnel	\$ 3,368,207	\$ 3,646,010	\$ 3,414,912	\$ 3,274,139	\$ 38,504,087	\$ 41,008,813	\$ 39,550,624	\$ 42,905,202
Supplies	1,003,429	958,626	955,245	975,207	5,695,353	6,043,455	6,067,494	6,739,241
Contractual	9,578,953	9,473,377	10,234,256	9,899,618	20,298,019	22,952,223	23,414,069	25,777,176
Capital Outlay	2,581,172	1,949,095	1,933,747	2,398,294	3,590,421	2,818,365	2,942,570	4,214,760
Transfers	8,317,754	7,951,158	8,201,577	8,742,962	15,677,680	17,267,411	17,470,822	21,017,349
Debt Service	14,737,777	25,318,381	24,605,465	19,396,434	15,380,690	25,961,296	25,248,380	20,039,349
Total Expenditures	\$ 39,587,292	\$ 49,296,647	\$ 49,345,202	\$ 44,686,654	\$ 99,146,250	\$ 116,051,563	\$ 114,693,959	\$ 120,693,077

Notes:

- Major funds each comprise at least 10% of the total appropriated budget.

Consolidated Budget Summary

Expenditures by Object Code Category



	Personnel	Supplies	Contractual	Capital Outlay	Transfers	Debt Service	Totals
Administration	\$ 399,768	\$ 7,909	\$ 62,680	\$ 5,000	\$ -	\$ -	\$ 475,357
Mayor and Council	408,166	8,168	60,332	7,296	-	-	483,962
Arts & Communications	92,388	1,442	96,204	-	-	-	190,034
Transit	-	-	225,500	-	-	-	225,500
Legal	415,386	4,000	125,534	-	-	-	544,920
Municipal Court	630,381	31,749	200,594	48,000	-	-	910,724
Finance	1,065,798	23,855	307,005	-	-	-	1,396,658
CDBG Administration	199,933	5,250	21,332	-	-	-	226,515
Warehouse-Purchasing	407,236	22,905	20,472	-	-	-	450,613
Information Technology	1,001,357	9,250	681,133	-	-	-	1,691,740
Human Resources	527,450	24,251	80,429	-	-	-	632,130
Police Administration	711,296	83,662	216,662	5,200	-	-	1,016,820
Police Support	1,768,299	38,005	70,317	435,000	-	-	2,311,621
Police Patrol	5,438,690	555,154	26,613	-	-	-	6,020,457
Police Investigative	2,718,207	169,929	35,363	-	-	-	2,923,499
Police Professional Services	1,498,682	98,293	101,629	35,510	-	-	1,734,114
Police Animal Services	330,172	43,900	49,610	-	-	-	423,682
Police Red Light Program	78,544	-	744,471	-	-	-	823,015
Police Traffic Services	154,010	24,044	4,300	20,937	-	-	203,291
Fire	7,812,179	522,718	629,780	-	-	-	8,964,677
Parks Administration	236,975	79,150	23,245	-	-	-	339,370
Recreation Center	619,799	60,760	409,259	-	-	-	1,089,818
Aquatic Center	834,829	121,025	247,265	-	-	-	1,203,119
Parks Operations	732,162	211,067	423,796	342,740	-	-	1,709,765
Community Development	1,083,366	126,209	118,352	-	-	-	1,327,927
Drainage Maintenance	490,685	215,492	75,152	-	-	-	781,329
Streets	1,707,467	1,075,665	613,507	510,000	-	-	3,906,639
Signal Maintenance	187,076	120,407	203,535	52,000	-	-	563,018
Engineering	1,788,646	97,487	217,988	28,000	-	-	2,132,121
GF Non-Departmental	1,390,026	38,900	996,462	-	2,391,002	75,179	4,891,569
Utility Billing	551,130	147,648	67,518	70,383	-	-	836,679
Public Works	528,250	45,905	180,745	140,000	-	-	894,900
Water Conservation	83,811	11,971	35,026	-	-	-	130,808
Water	1,025,068	893,329	1,833,130	67,500	-	-	3,819,027
Wastewater Treatment Plant	799,111	276,075	742,158	15,000	-	-	1,832,344
Sewer	1,171,989	380,886	81,081	5,500	-	-	1,639,456
Pump & Motor Maintenance	535,978	151,574	157,478	28,400	-	-	873,430
W/S Non-Departmental	206,753	36,000	5,691,901	-	9,883,385	567,736	16,385,775
Vehicle & Equipment Replacement	-	-	136,800	1,705,594	-	-	1,842,394
W/S Vehicle & Equipment Replace.	-	-	-	604,500	-	-	604,500
Debt Service	-	-	22,650	-	-	14,643,737	14,666,387
C.I.D.C.	520,265	21,000	1,134,645	8,500	10,167,842	4,593,805	16,446,057
Convention & Visitors Bureau (CVB)	191,882	10,350	321,754	-	-	-	523,986
Project Engineering	-	-	-	-	-	-	-
Project Construction	1,070,880	336,532	26,161	-	(1,433,573)	-	-
CDBG Operations	-	-	393,724	-	-	158,892	552,616
Conroe Tower	71,867	15,545	337,764	47,900	1,396	-	474,472
OJ Community Center	716,002	78,100	186,156	-	-	-	980,258
Service Center	637,330	510,680	48,552	31,800	7,297	-	1,235,659
Self Funded Insurance	65,913	3,000	7,291,412	-	-	-	7,360,325
TOTALS	\$ 42,905,202	\$ 6,739,241	\$ 25,777,176	\$ 4,214,760	\$ 21,017,349	\$ 20,039,349	\$ 120,693,077

FY 12-13 Projected Budget Summary (Net of Interfund Transfers)

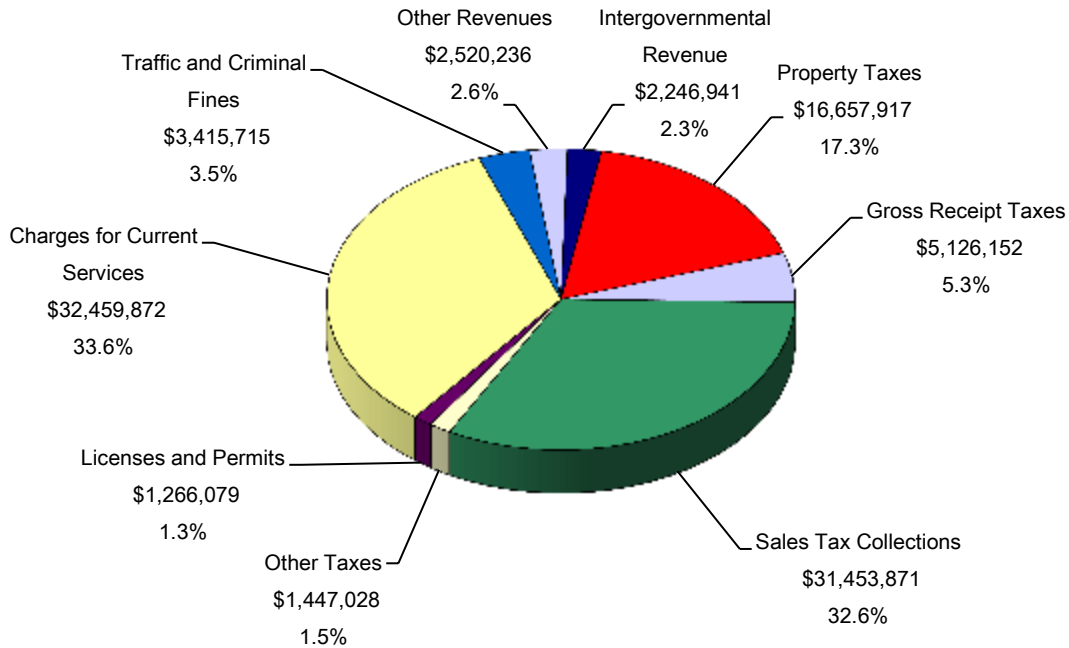
Revenues	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Proposed
General Fund	\$ 43,946,214	\$ 44,183,474	\$ 45,864,884	\$ 47,283,403
Water/Sewer Operating Fund	21,658,567	20,117,351	21,373,105	24,610,907
Water/Sewer Construction Fund	-	-	-	-
General Obligation Debt Serv Fund	5,851,895	13,730,155	13,748,677	6,807,980
Water/Sewer Debt Service	6,475	45	350	-
CIDC Debt Service Fund	-	-	-	-
CIDC Revenue Clearing Fund	7,116,989	7,747,259	7,747,259	7,863,468
CIDC General Fund	3,489,871	4,910	3,025,060	8,002
Hotel Occupancy Tax Fund	592,046	522,142	714,020	713,870
CDBG Entitlement Fund	831,120	528,798	665,137	528,798
Conroe Tower Fund	288,267	441,837	456,974	262,848
Vehicle & Equipment Fund	164,783	18,725	239,596	2,600
Water/Sewer Vehicle & Equipment Fund	26,313	-	12,655	-
OJCC Fund	288,550	970,569	811,600	980,258
Service Center Fund	1,156,833	1,085,143	1,132,601	1,229,268
Self Funded Insurance Fund	6,110,693	5,733,296	6,302,409	6,302,409
Total Revenues	\$ 91,528,616	\$ 95,083,704	\$ 102,094,327	\$ 96,593,811
Transfers In	\$ 19,990,540	\$ 20,994,981	\$ 20,985,060	\$ 19,658,932
Total Revenues After Transfers In	\$ 111,519,156	\$ 116,078,685	\$ 123,079,387	\$ 116,252,743
Expenditures	FY 10-11 Actual	FY 11-12 Budget	FY 11-12 Estimated	FY 12-13 Proposed
General Fund	\$ 40,030,382	\$ 43,449,230	\$ 42,369,146	\$ 47,203,002
Water/Sewer Operating Fund	12,168,650	13,989,433	13,710,366	16,529,034
Water/Sewer Construction Fund	2,349,867	2,530,734	2,270,394	1,433,573
General Obligation Debt Serv Fund	8,803,220	17,564,695	17,223,216	10,011,330
Water/Sewer Debt Service	3,014,282	3,799,627	3,727,584	4,655,057
CIDC Debt Service Fund	2,796,271	3,817,369	3,517,975	4,593,805
CIDC Revenue Clearing Fund	-	-	-	-
CIDC General Fund	999,070	1,534,802	1,557,372	1,684,410
Hotel Occupancy Tax Fund	384,441	515,964	507,300	523,986
CDBG Entitlement Fund	318,317	528,798	569,165	552,616
Conroe Tower Fund	424,886	726,390	769,227	473,076
Vehicle & Equipment Fund	1,937,331	1,386,400	1,397,316	1,842,394
Water/Sewer Vehicle & Equipment Fund	698,341	252,300	252,455	604,500
OJCC Fund	910,642	1,009,369	982,266	980,258
Service Center Fund	1,108,714	1,044,997	1,125,921	1,228,362
Self Funded Insurance Fund	7,524,156	6,634,044	7,243,434	7,360,325
Total Expenditures	\$ 83,468,570	\$ 98,784,152	\$ 97,223,137	\$ 99,675,728
Transfers Out	\$ 15,677,680	\$ 17,267,411	\$ 17,470,822	\$ 21,017,349
Total Expenditures After Transfers Out	\$ 99,146,250	\$ 116,051,563	\$ 114,693,959	\$ 120,693,077

Consolidated Budget Summary by Fund Group

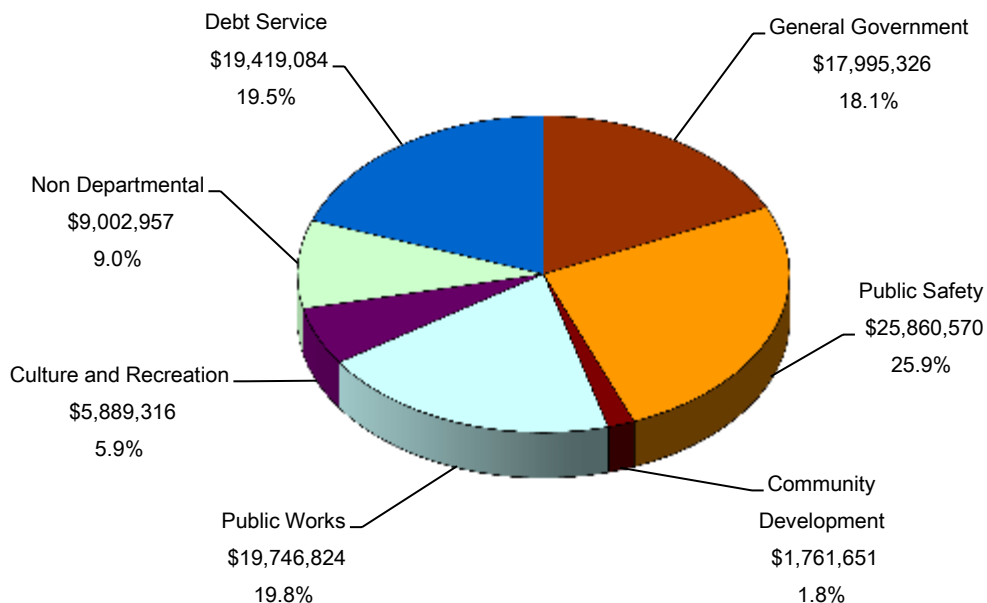
(Net of Interfund Transfers)

	General Fund	Enterprise Funds	Debt Service Funds	Other Funds	Grand Total
Revenues:					
Property Taxes	\$ 9,918,519	\$ -	\$ 6,739,398	\$ -	\$ 16,657,917
Gross Receipt Taxes	5,126,152	-	-	-	5,126,152
Sales Tax Collections	23,590,403	-	-	7,863,468	31,453,871
Other Taxes	733,158	-	-	713,870	1,447,028
Licenses and Permits	1,266,079	-	-	-	1,266,079
Charges for Current Services	716,969	24,211,226	-	7,531,677	32,459,872
Traffic and Criminal Fines	3,415,715	-	-	-	3,415,715
Other Revenues	1,379,223	399,681	68,582	672,750	2,520,236
Intergovernmental Revenue	1,137,185	-	-	1,109,756	2,246,941
Total Revenues	\$ 47,283,403	\$ 24,610,907	\$ 6,807,980	\$ 17,891,521	\$ 96,593,811
Transfers In	\$ 1,268,098	\$ -	\$ 13,316,874	\$ 5,073,960	\$ 19,658,932
Total Revenues After Transfers In	\$ 48,551,501	\$ 24,610,907	\$ 20,124,854	\$ 22,965,481	\$ 116,252,743
Expenditures:					
General Government	\$ 7,228,153	\$ -	\$ -	\$ 10,767,173	\$ 17,995,326
Public Safety	24,421,176	-	-	1,439,394	25,860,570
Community Development	1,327,927	-	-	433,724	1,761,651
Public Works	7,383,107	11,460,217	-	903,500	19,746,824
Culture and Recreation	4,342,072	-	-	1,547,244	5,889,316
Non-Departmental	2,500,567	6,502,390	-	-	9,002,957
Debt Service:					
Principal	-	-	9,665,000	95,000	9,760,000
Interest	-	-	9,492,542	63,892	9,556,434
Administrative Fees	-	-	102,650	-	102,650
Total Expenditures	\$ 47,203,002	\$ 17,962,607	\$ 19,260,192	\$ 15,249,927	\$ 99,675,728
Transfers Out	\$ 2,391,002	\$ 8,449,812	\$ -	\$ 10,176,535	\$ 21,017,349
Total Expenditures After Transfers Out	\$ 49,594,004	\$ 26,412,419	\$ 19,260,192	\$ 25,426,462	\$ 120,693,077

Consolidated Summary of Revenues by Source (Net of Interfund Transfers)



Consolidated Summary of Expenditures by Function (Net of Interfund Transfers)

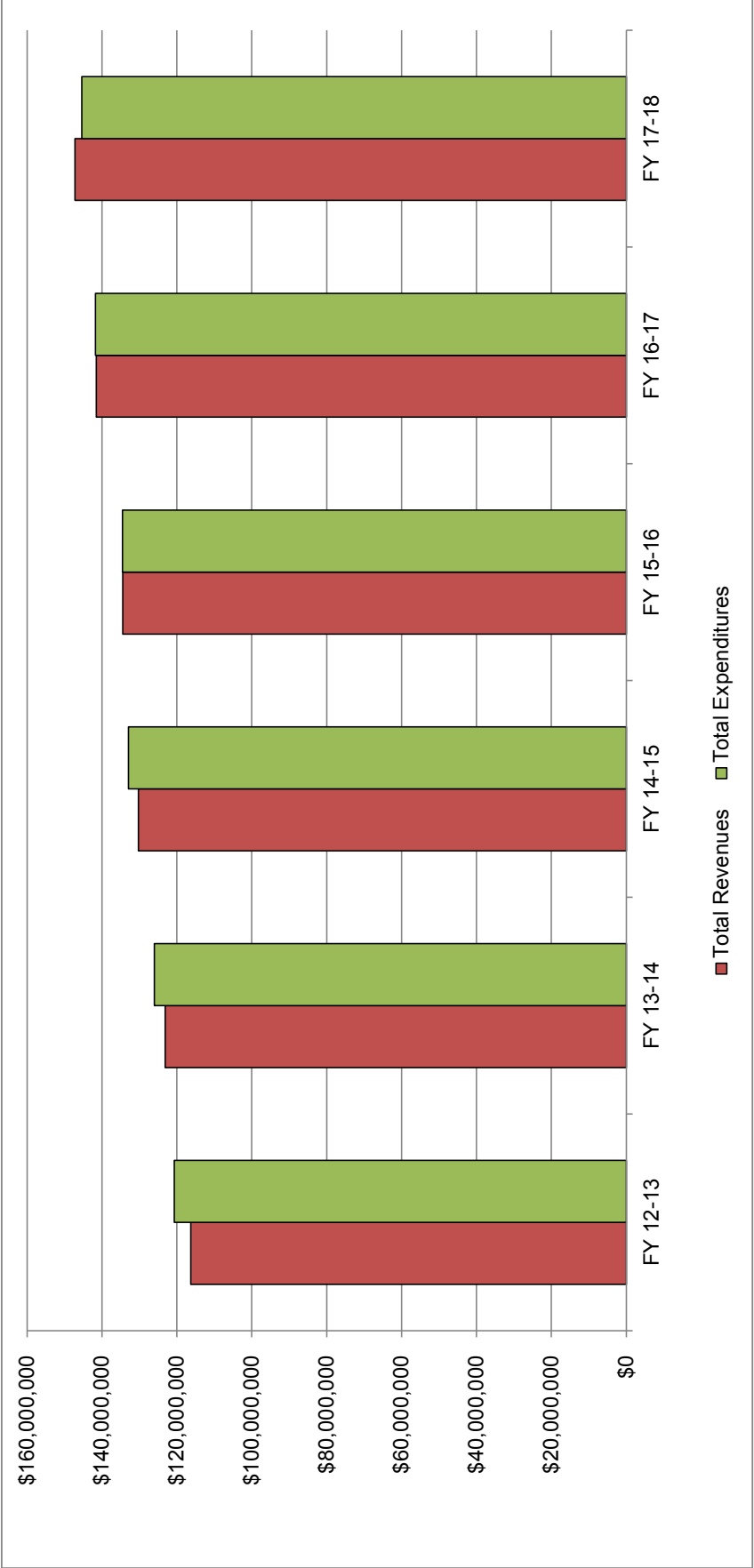


FY 12-13 Multi-Year Financial Projection Summary

	FY 12-13		FY 13-14		FY 14-15		FY 15-16		FY 16-17		FY 17-18	
Revenues	Adopted	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
General Fund	\$ 48,551,501	\$	49,785,849	\$	51,062,494	\$	52,383,056	\$	53,749,222	\$	55,162,743	
Water/Sewer Operating Fund	24,610,907		27,395,665		31,238,499		32,441,425		36,207,036		37,673,952	
Water/Sewer Construction Fund	-	-	-	-	-	-	-	-	-	-	-	-
General Obligation Debt Serv Fund	10,875,992		10,626,525		10,928,016		11,145,374		11,424,724		11,325,186	
Water/Sewer Debt Service	4,655,057		6,176,071		7,290,308		8,065,773		9,039,777		11,283,551	
CIDC Debt Service Fund	4,593,805		4,174,465		4,174,661		4,171,829		4,170,819		3,618,831	
CIDC Revenue Clearing Fund	7,863,468		7,942,103		8,021,524		8,101,739		8,182,756		8,264,584	
CIDC General Fund	3,329,619		3,767,638		3,846,863		3,929,910		4,011,937		4,645,753	
Hotel Occupancy Tax Fund	713,870		721,009		728,219		735,501		742,856		750,285	
CDBG Entitlement Fund	528,798		539,374		550,161		561,165		572,388		583,836	
Conroe Tower Fund	426,572		443,635		461,380		479,835		499,029		518,990	
Vehicle & Equipment Fund	761,293		1,810,207		1,810,207		1,810,207		1,810,207		1,810,207	
Water/Sewer Vehicle & Equipment	829,926		829,968		829,968		829,968		829,968		829,968	
OJCC Fund	980,258		1,019,468		1,060,247		1,102,657		1,146,763		1,192,634	
Service Center Fund	1,229,268		1,278,439		1,329,576		1,382,759		1,438,070		1,495,592	
Self Funded Insurance Fund	6,302,409		6,617,529		6,948,406		7,295,826		7,660,618		8,043,648	
Total Revenues	\$ 116,252,743	\$	123,127,945	\$	130,280,529	\$	134,437,025	\$	141,486,170	\$	147,199,759	

	FY 12-13		FY 13-14		FY 14-15		FY 15-16		FY 16-17		FY 17-18	
Expenditures	Adopted	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
General Fund	\$ 49,594,004	\$	52,083,339	\$	53,125,006	\$	54,187,506	\$	55,271,256	\$	56,376,681	
Water/Sewer Operating Fund	26,412,419		27,836,798		32,216,330		33,449,637		34,878,773		37,716,226	
Water/Sewer Construction Fund	-	-	-	-	-	-	-	-	-	-	-	-
General Obligation Debt Serv Fund	10,011,330		9,389,632		9,997,313		10,471,456		10,589,550		10,812,698	
Water/Sewer Debt Service	4,655,057		6,176,071		7,290,308		8,065,773		9,039,777		11,283,551	
CIDC Debt Service Fund	4,593,805		4,174,465		4,174,661		4,171,829		4,170,819		3,618,831	
CIDC Revenue Clearing Fund	7,863,468		7,942,103		8,021,524		8,101,739		8,182,756		8,264,584	
CIDC General Fund	3,988,784		3,688,766		3,490,915		3,213,706		3,209,038		2,538,269	
Hotel Occupancy Tax Fund	523,986		721,009		728,219		735,501		742,856		750,285	
CDBG Entitlement Fund	552,616		539,374		550,161		561,165		572,388		583,836	
Conroe Tower Fund	474,472		443,635		461,380		479,835		499,029		518,990	
Vehicle & Equipment Fund	1,842,394		1,994,908		2,243,598		278,088		2,930,324		741,957	
Water/Sewer Vehicle & Equipment	604,500		1,133,808		452,357		251,945		785,819		945,948	
OJCC	980,258		1,019,468		1,060,247		1,102,657		1,146,763		1,192,634	
Service Center Fund	1,235,659		1,278,439		1,329,576		1,382,759		1,438,070		1,495,592	
Self Funded Insurance Fund	7,360,325		7,581,135		7,808,569		8,042,826		8,284,111		8,532,634	
Total Expenditures	\$ 120,693,077	\$	126,002,949	\$	132,950,164	\$	134,496,423	\$	141,741,329	\$	145,372,716	

FY 12-13 Multi-Year Financial Projection Summary



	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Total Revenues	Adopted	Projected	Projected	Projected	Projected	Projected
	\$ 116,252,743	\$ 123,127,945	\$ 130,280,529	\$ 134,437,025	\$ 141,486,170	\$ 147,199,759
Total Expenditures						
	\$ 120,693,077	\$ 126,002,949	\$ 132,950,164	\$ 134,496,423	\$ 141,741,329	\$ 145,372,716

FY 12-13 Multi-Year Financial Projection Summary (Net of Interfund Transfers)

	FY 12-13 Adopted	FY 13-14 Projected	FY 14-15 Projected	FY 15-16 Projected	FY 16-17 Projected	FY 17-18 Projected
Revenues						
General Fund	\$ 47,283,403	\$ 48,467,027	\$ 49,690,919	\$ 50,956,619	\$ 52,265,727	\$ 53,619,908
Water/Sewer Operating Fund	24,610,907	27,395,665	31,238,499	32,441,425	36,207,036	37,673,952
Water/Sewer Construction Fund	-	-	-	-	-	-
General Obligation Debt Serv Fund	6,807,980	7,012,684	7,231,456	7,449,925	7,669,254	7,822,929
Water/Sewer Debt Service	-	-	-	-	-	-
CIDC Debt Service Fund	-	-	-	-	-	-
CIDC Revenue Clearing Fund	7,863,468	7,942,103	8,021,524	8,101,739	8,182,756	8,264,584
CIDC General Fund	8,002	20,205	20,407	20,611	20,817	21,026
HOT Fund	713,870	721,009	728,219	735,501	742,856	750,285
CDBG Entitlement Fund	528,798	539,374	550,161	561,165	572,388	583,836
Conroe Tower Fund	262,848	268,105	273,467	278,936	284,515	290,205
Vehicle & Equipment Fund	2,600	52,704	54,812	57,005	59,285	61,656
Water/Sewer Vehicle & Equipment	-	250	260	270	281	292
OJCC Fund	980,258	1,019,468	1,060,247	1,102,657	1,146,763	1,192,634
Service Center Fund	1,229,268	1,278,439	1,329,576	1,382,759	1,438,070	1,495,592
Self Funded Insurance Fund	6,302,409	6,617,529	6,948,406	7,295,826	7,660,618	8,043,648
Total Revenues	\$ 96,593,811	\$ 101,334,562	\$ 107,147,954	\$ 110,384,438	\$ 116,250,366	\$ 119,820,547

Transfers In

	\$ 19,658,932	\$ 21,793,383	\$ 23,132,576	\$ 24,052,587	\$ 25,235,805	\$ 27,379,212
Total Revenues After Transfers In	\$ 116,252,743	\$ 123,127,945	\$ 130,280,529	\$ 134,437,025	\$ 141,486,170	\$ 147,199,759

Expenditures

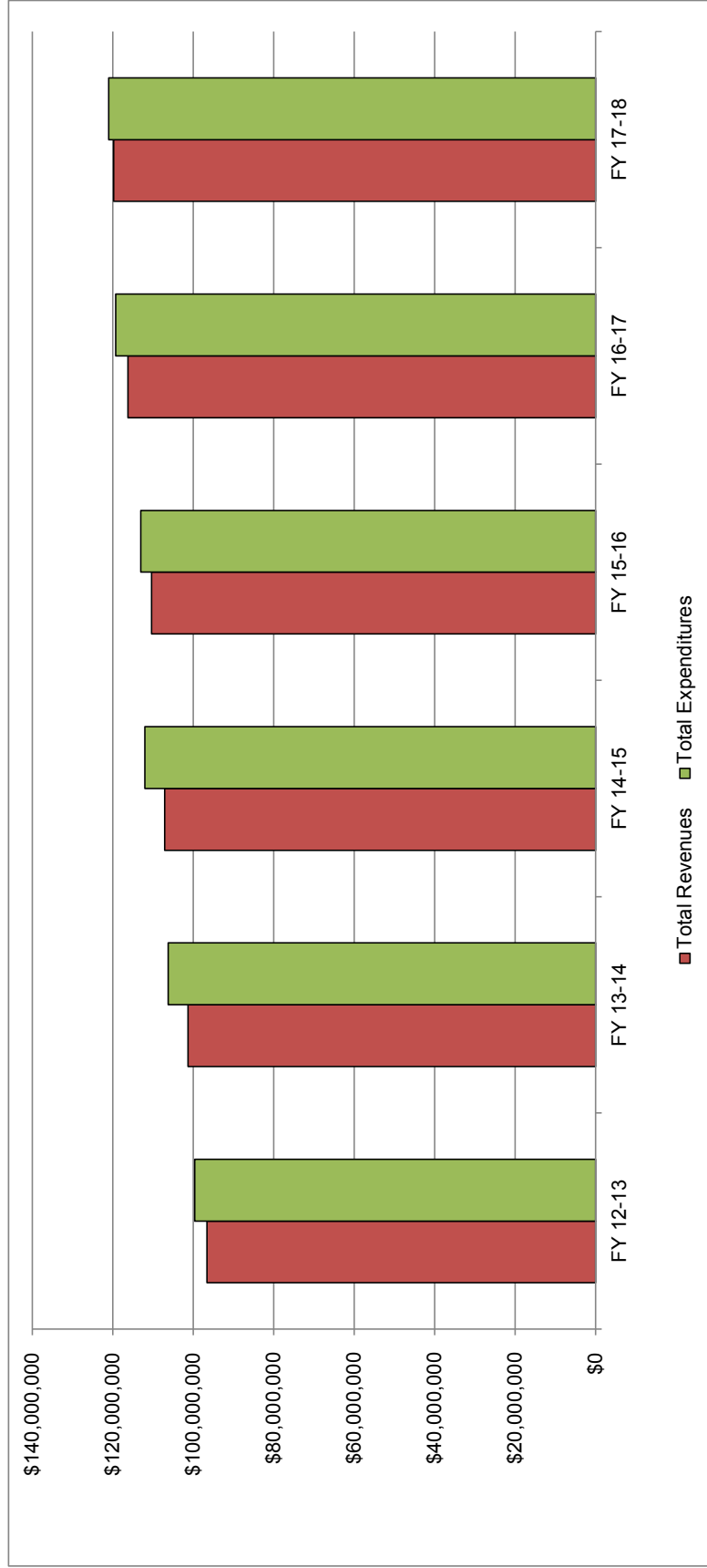
	FY 12-13 Adopted	FY 13-14 Projected	FY 14-15 Projected	FY 15-16 Projected	FY 16-17 Projected	FY 17-18 Projected
General Fund	\$ 47,203,002	\$ 48,619,092	\$ 49,591,474	\$ 50,583,303	\$ 51,594,969	\$ 52,626,869
Water/Sewer Operating Fund	16,529,034	19,531,553	22,826,195	23,296,986	23,787,649	24,356,600
Water/Sewer Construction Fund	1,433,573	1,476,580	1,520,878	1,566,504	1,613,499	1,661,904
General Obligation Debt Serv Fund	10,011,330	9,389,632	9,997,313	10,471,456	10,589,550	10,812,698
Water/Sewer Debt Service	4,655,057	6,176,071	7,290,308	8,065,773	9,039,777	11,283,551
CIDC Debt Service Fund	4,593,805	4,174,465	4,174,661	4,171,829	4,170,819	3,618,831
CIDC Revenue Clearing Fund	-	-	-	-	-	-
CIDC General Fund	1,684,410	2,112,001	1,942,056	2,034,495	2,040,412	1,859,089
HOT Fund	523,986	721,009	728,219	735,501	742,856	750,285
CDBG Entitlement Fund	552,616	539,374	550,161	561,165	572,388	583,836
Conroe Tower Fund	473,076	491,999	511,679	532,146	553,432	575,569
Vehicle & Equipment Fund	1,842,394	1,994,908	2,243,598	2,78,088	2,930,324	741,957
Water/Sewer Vehicle & Equipment	604,500	1,133,808	452,357	251,945	785,819	945,948
OJCC Fund	980,258	1,019,468	1,060,247	1,102,657	1,146,763	1,192,634
Service Center Fund	1,228,362	1,278,439	1,329,576	1,382,759	1,438,070	1,495,592
Self Funded Insurance Fund	7,360,325	7,581,135	7,808,569	8,042,826	8,284,111	8,532,634
Total Expenditures	\$ 99,675,728	\$ 106,239,533	\$ 112,027,292	\$ 113,077,433	\$ 119,290,438	\$ 121,037,997

Transfers Out

	\$ 21,017,349	\$ 19,763,416	\$ 20,922,873	\$ 21,418,990	\$ 22,450,890	\$ 24,334,719
Total Expenditures After Transfers Out	\$ 120,693,077	\$ 126,002,949	\$ 132,950,164	\$ 134,496,423	\$ 141,741,329	\$ 145,372,716

FY 12-13 Multi-Year Financial Projection Summary

(Net of Interfund Transfers)



	FY 12-13 Adopted	FY 13-14 Projected	FY 14-15 Projected	FY 15-16 Projected	FY 16-17 Projected	FY 17-18 Projected
Total Revenues	\$ 96,593,811	\$ 101,334,562	\$ 107,147,954	\$ 110,384,438	\$ 116,250,366	\$ 119,820,547
Total Expenditures	\$ 99,675,728	\$ 106,239,533	\$ 112,027,292	\$ 113,077,433	\$ 119,290,438	\$ 121,037,997

Note: The following revenue sources are not included on this graph: Tax Increment Reinvestment Zone (TIRZ) #3 property tax revenues and general obligation & revenue bond debt proceeds.

Statistical Analysis of the FY 2012-2013 Budget By Fund Type

This executive summary recaps the most significant factors included in the annual budget: revenue assumptions; major initiatives; a reserve analysis; and a fund-by-fund and category synopsis of expenditures. Please note that any references to comparative increases or decreases are based on projections for FY 2011-2012.

GENERAL FUND

The General Fund is the general operating fund of the City and is used to account for all transactions and operations of governmental units which are not accounted for in another fund and/or which are financed from taxes or other general revenues.

Revenue Assumptions:

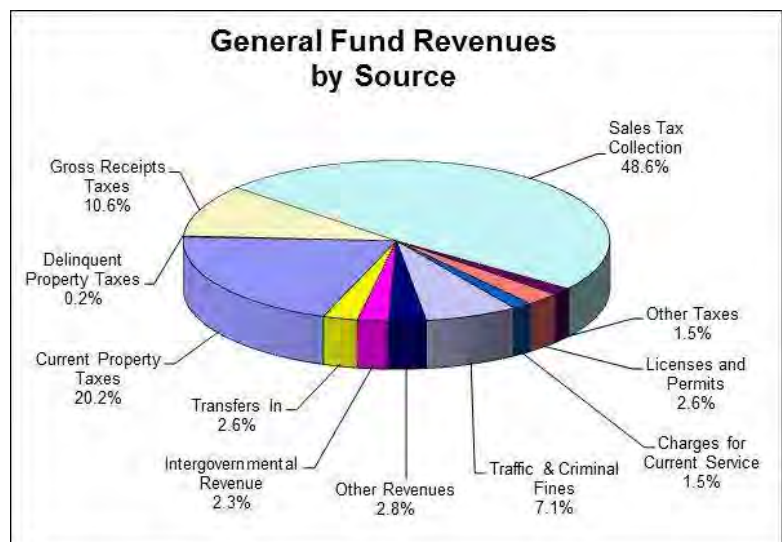
The budget document assumes a cautious approach in dealing with revenues, especially growth-oriented revenues. Proposed revenues for FY 2012-2013 assume an overall increase of 2.05 percent from FY 2011-2012 estimates. The revenue projections are net of changes in certain revenue categories, and the primary reasons for the increase are due to additional property, sales, and gross receipts taxes, and traffic and criminal fines, which are offset by decreases in transfers in, licenses and permits, and seized assets revenues.

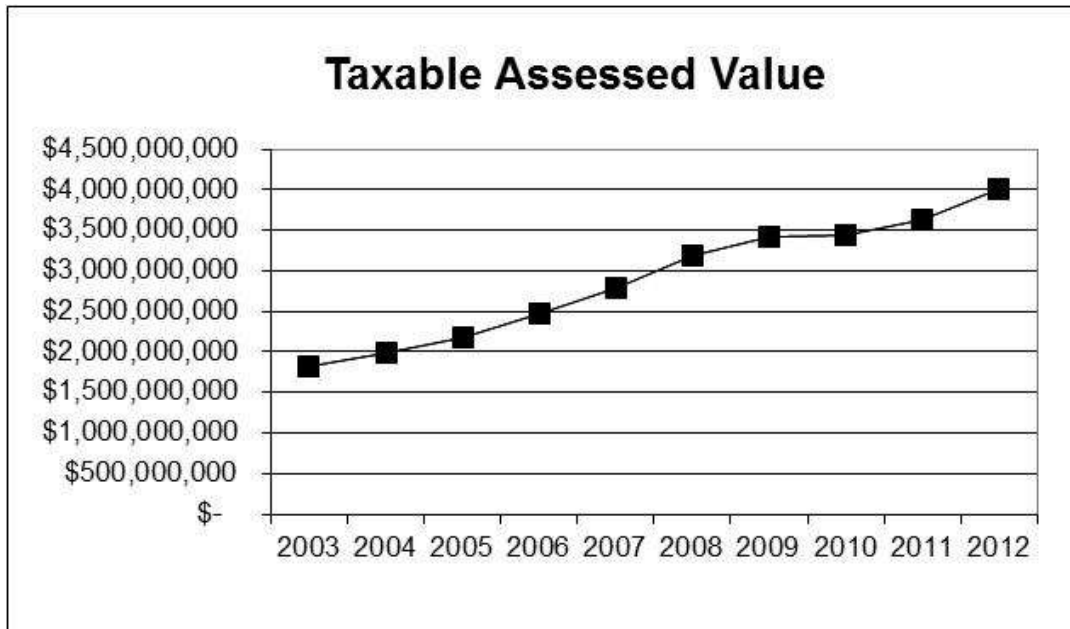
Funding of the City's General Fund operations is derived from 11 major revenue categories. Each of these categories is detailed below with a brief description of how internal and external factors affect revenue amounts and how amounts differ from the prior year.

Current Property Taxes: \$9,806,586 (up \$910,739 or 10.24 percent)

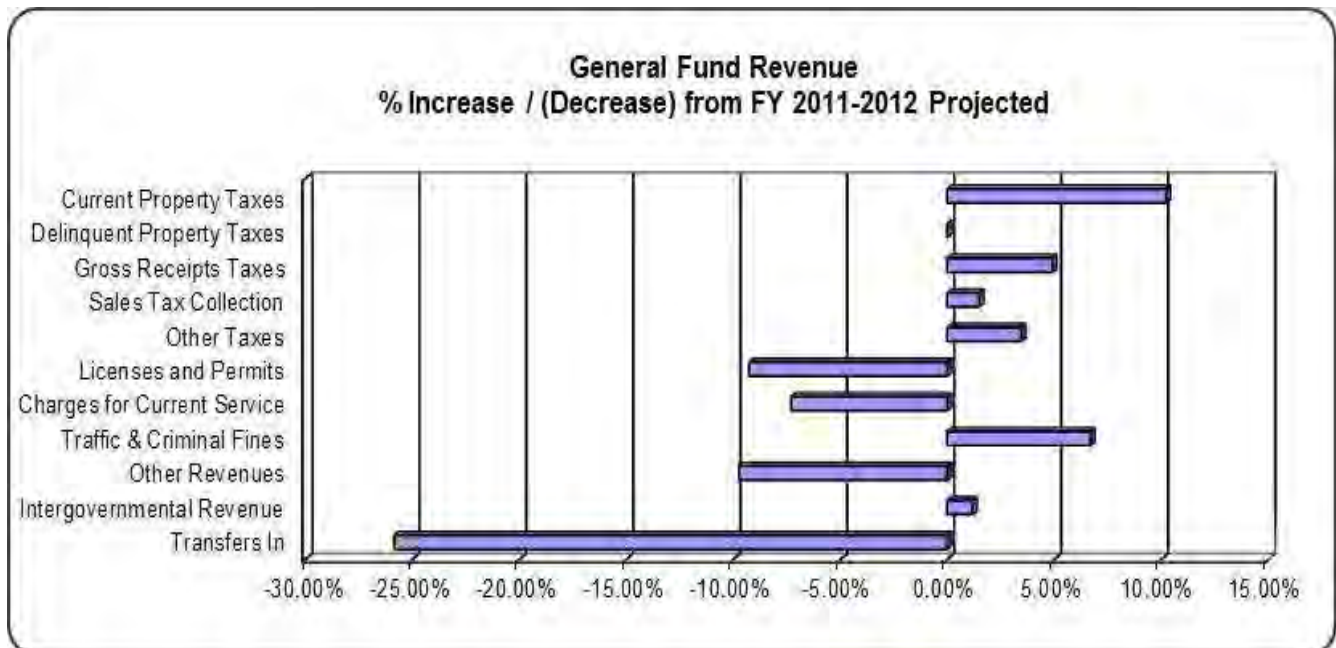
The second largest revenue source of the General Fund is the ad valorem tax (property tax). Property taxes are levied each October 1 on the assessed value listed as of the prior January 1, for all real and personal property located within the City. Assessed values represent the appraised value less applicable exemptions authorized by the City Council. Appraised values are established by the Montgomery Central Appraisal District at 100 percent of estimated market values. Current Property Taxes account for 20.20 percent of all General Fund revenues.

Taxes are levied October 1, immediately following the January 1 lien date, and are delinquent after the following January 31.





The property valuations, which are provided by the Montgomery Central Appraisal District (MCAD) totaled \$4,002,688,279 for 2012 (inclusive of Over 65/Disabled Freeze amounts). This is an increase of \$371,730,372 over the 2011 certified tax roll. The preliminary tax roll is reflective of all taxable property in the City as of January 1, 2012.



Delinquent Property Taxes: \$111,933 (up \$0 or 0.00 percent)

Taxes are due upon receipt and delinquent on February 1 of the year following the year in which imposed. Delinquent taxes incur a penalty and accrue interest for each month the taxes remain unpaid. The City's current delinquent tax collection rate is predicted to remain at relatively the same level as the previous year. Delinquent Taxes account for 0.23 percent of all General Fund revenues.

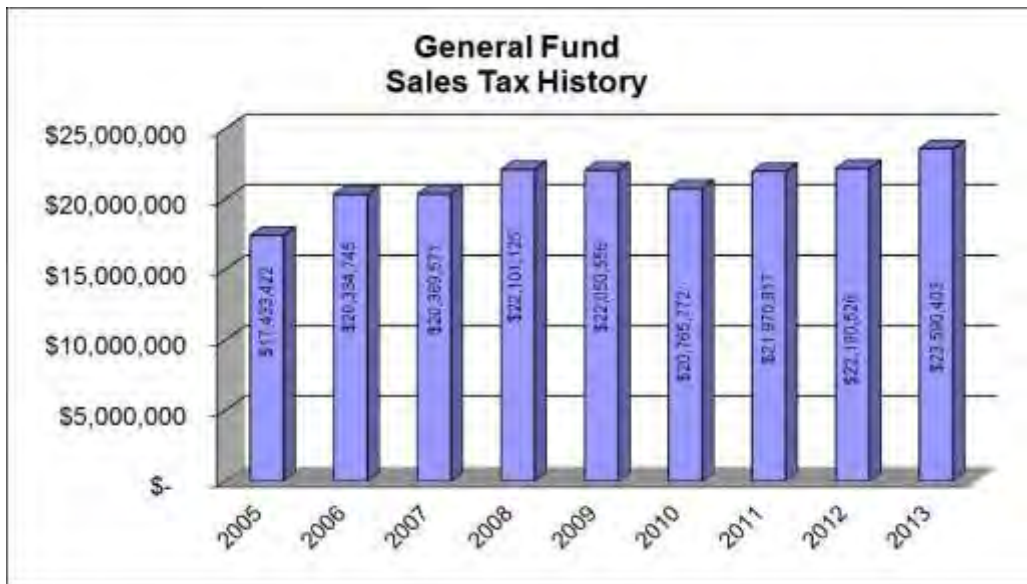
Gross Receipts Taxes: \$5,126,152 (up \$240,876 or 4.93 percent)

Gross Receipt taxes (also called franchise fees) represent those revenues collected from utilities operating within the City's right-of-way to conduct their business (i.e., Republic Waste Services, CenterPoint Gas, Entergy Electric, Consolidated Communications). Over the past several years, franchise fees have experienced steady growth in some areas, while in others deregulation has diminished local revenues. The main variance in the FY 2012-2013 budget is due to the "In-Lieu-of-Franchise-Fee" levied against the City's water and sewer utility. The City's Financial Management Policy provides that the Water & Sewer Operating Fund be charged 4% of gross revenues, consistent with franchise rates charged to investor-owned utilities franchised to operate within the City. The drought of 2011 provided record revenue to the utility, which increased the amount transferred to the General Fund. The FY 2012-2013 projections for each franchise fee are based on varying methodologies, according to the type of utility. Gross Receipt Taxes account for 10.56 percent of all General Fund revenues.

Sales Tax Collections: \$23,590,403 (\$348,626 or 1.50 percent)

The "Great Recession" of 2008 in the national economy greatly affected the City's sales tax revenue. However, the City has experience a steady growth in sales tax revenues through the past four fiscal years. For FY 2012-2013, we anticipate continued growth in sales tax revenues, and we are conservatively estimating a 1.5% growth. However, as economic development initiatives produce a greater diversification in the City's tax base (new commercial retail sales), sales and use taxes are projected to continue to increase in the future.

Sales tax receipts are the result of a tax levy on the sale of goods and services within the City as authorized by the State of Texas. The maximum sales tax allowed in the City of Conroe is 8¼¢ per dollar on all goods and services deemed taxable, 1½¢ of which is deposited into the General Fund. Sales and use taxes constitute the largest revenue source for the General Fund. This revenue source is conservatively budgeted for the coming fiscal year, as it accounts for 48.59 percent of all General Fund revenues.



Other Taxes: \$733,158 (up \$24,447 or 3.45 percent)

Two different revenue sources make up the Other Taxes category: Mixed Beverage Taxes, and Payment-in-Lieu of Taxes (PILOT). For the coming fiscal year, these revenues are anticipated to increase by 3.45 percent, which is mainly due to projected growth, based on historical trends, of these two tax sources. Prior to FY 2005-2006, the PILOT was composed of payments made in lieu of paying ad valorem property taxes by industries located outside of the City; however, it now includes a payment made by the City's Water and Sewer Operating Fund. The payment from the Water & Sewer Operating Fund is based on applying the City's total property tax rate to the total assets of the Water & Sewer Fund. Total assets increased from \$106,067,539 in 2010 to \$111,895,389 in 2011, which accounts for the revenue increase in this account. Mixed Beverage Taxes are the result of a 14 percent tax being applied to all mixed beverage sales within the City. The State Comptroller then remits 8.3065% of those tax remittances to the City. Other Taxes account for 1.51 percent of all General Fund revenues.

Licenses and Permits: \$1,266,079 (down -\$129,029 or -9.25 percent)

This revenue category includes license and permit revenue fees charged by the City for certain types of operator licenses and permits for construction and other items regulated by City ordinances. Building activity is expected to decrease throughout FY 2012-2013 due to the economy. The estimate for FY 2011-2012 includes several large permit payments for an apartment complex and a junior high school, and the City does not anticipate receiving those revenues next fiscal year. The reduction is due to anticipated trends in local building activity. Alarm Fee and Excessive Alarm revenue are anticipated to stay flat for next fiscal year. Licenses and Permits account for 2.61 percent of all General Fund revenues.

Charges for Current Services: \$716,969 (down -\$56,357 or -7.29 percent)

This revenue category accounts for funds earned by the City in exchange for specific types of services provided. Examples of services include Refuse Collection Fees, Copy Charges, Planning and Zoning Fees, and Service Charges. It is anticipated that Charges for Current Services will decrease because of a reduction in Planning & Zoning Fees due to a downward trend in engineering site reviews of residential and commercial building sites. The Copy Charges revenue will decrease due to this reason as well. Refuse Collection and Service Charges revenue is anticipated to remain flat for next fiscal year due to historical projections. Charges for Current Services account for 1.48 percent of General Fund revenues.

Traffic and Criminal Fines: \$3,415,715 (up \$214,443 or 6.70 percent)

Traffic and Criminal Fines represent revenue generated from the Municipal Court. The court is responsible for accepting charges filed on defendants that are observed violating city, county, and state laws within the city limits of Conroe. In early 2010, the City added red light cameras to certain intersections to increase safety. Violators receive a \$75 civil citation for running a red light. Revenues are anticipated to increase due to an increase in the violation payment rate. Additionally, traffic and criminal fines will increase because of additional criminal citations anticipated in FY 2012-2013. The additional citations are initiated by the Community Oriented Response Team (CORT) unit. Additional revenues will also be attributed to the implementation of the scofflaw program with the Montgomery County Tax Assessor Collector. The program will deny the renewal of vehicle registration for individuals who fail to pay their traffic and criminal fines. This revenue source accounts for 7.04 percent of General Fund revenues.

Other Revenues: \$1,379,223 (down -\$148,577 or -9.72 percent)

Other Revenues are made up of various sources, including Interest Earnings, Penalties and Interest (from property taxes), Lease Income, Recreational Programs, Parks Programs, and Unanticipated Revenues. This category will decrease overall in FY 2012-2013. Parks and Recreation revenue are anticipated to increase due to the remodeling and expansion of the C.K. Ray Recreation Center and other parks. The City does not budget for Seized Assets due to the nature of this revenue source; therefore, it will decrease next fiscal year. Due to the volatility of donations, the City budgets this revenue source very conservatively, and it is anticipated to decrease next year. Other Non-Operating Income, which includes insurance loss reimbursements is also anticipated to decrease since the City received insurance proceeds in FY 2011-2012. Interest income is expected remain flat due to low interest rates. Penalties and Interest fees are also expected to remain flat due to historical trends. The City also anticipates a decrease in Unanticipated Revenues due to a historical downward trend. Other Revenues account for 2.84 percent of all General Fund revenues.

Intergovernmental Revenue: \$1,137,185 (up \$13,321 or 1.19 percent)

Intergovernmental Revenues include funds derived from the Community Development Block Grant (CDBG) program to cover administrative overhead, an agreement with the County for 9-1-1 services, and various other grants received by the City. In FY 2011-2012, the City started receiving sales tax payments from the Westwood Magnolia Special Improvement District. The agreement states that, in exchange for not annexing the area, the City is to receive 50% of sales and use tax revenues from the district. The first full year of this

agreement will be in effect for FY 2012-2013, which results to an overall increase in this revenue account. The City anticipates a slight increase in CDBG revenue from the federal government, and the City anticipates a reduction due to the elimination of several public safety grants. Intergovernmental revenues account for 2.34 percent of all General Fund revenues.

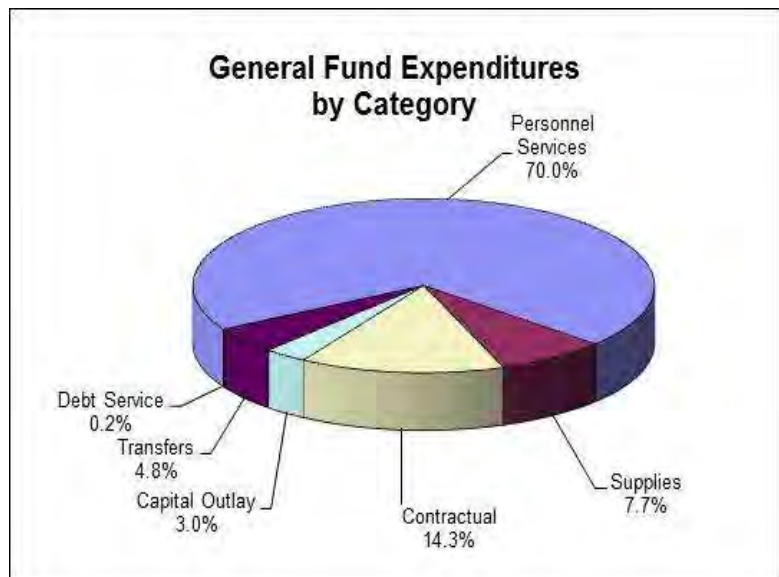
Transfers In: \$1,268,098 (down -\$442,112 or -25.85 percent)

The remaining revenue source in the General Fund comes from Transfers In, which includes any transfers made from other funds within the City's budget. For FY 2012-2013, such transfers will include an administrative transfer from the Water and Sewer Operating Fund, to cover any administrative overhead provided by divisions in the General Fund. This account is decreasing for next fiscal year due to the elimination of a transfer from the Conroe Industrial Development Corporation (CIDC). The transfer in from the CIDC, funded by the 4B sales tax, was for the overhead related to the CIDC Administration division. This transfer is being eliminated because the CIDC staff will be funded through the CIDC Fund in FY 2012-2013. Transfers In accounts for 2.61 percent of General Fund revenues.

Expenditure Synopsis:

Personnel: \$34,728,973 (up \$3,071,065 or 9.70 percent)

As the single largest expenditure category, personnel expenses account for 70.03 percent of General Fund expenditures. Increases in FY 2012-2013 are due to the Civil Service Step program and the merit program for non-Civil Service staff. More information on these increases can be found in the Mayor's Message at the front of this budget document. Also, the Project Engineering division was moved from the Water & Sewer Construction Fund to the General Fund this fiscal year. Additionally, the City's retirement rate contribution and retiree insurance contribution increased. This budget also includes funding for one new Police Officer, a Police Lieutenant, a new E-Services Coordinator, and a new Traffic Signal Technician. Other enhancements include more funding for annual medical physicals and department overtime.



Supplies: \$3,820,646 (up \$595,863 or 18.48 percent)

This object classification is for expendable materials and operating supplies necessary to conduct departmental activities. The anticipated increase for FY 2012-2013 is primarily related to increased general operating supplies and funding for fuel costs, utilities costs, tree removal, spare traffic cabinets, and vehicle and equipment maintenance costs. Additionally, \$500,000 is funded this year for street overlay supplies in an

effort to increase the budget for street maintenance. Also, the Project Engineering division was moved from the Water & Sewer Construction Fund to the General Fund this fiscal year. Expenditures within this classification account for 7.70 percent of all General Fund expenditures.

Contractual: \$7,088,521 (up \$367,321 or 5.47 percent)

These expenditures are for obligations resulting in services rendered to City activities by either private firms or other City departments for such things as legal services, travel and training, or contractual services. The expected increase in these costs is generally due to funding increased maintenance costs for City parks and utilities cost in the Streets department. Additionally, the budget includes funding for traffic analysis and synchronization and computer software licenses and maintenance. For FY 2012-2013, expenditures within this classification account for 14.29 percent of all General Fund expenditures.

Capital Outlay: \$1,489,683 (up \$799,607 or 115.87 percent)

This object classification includes large expenditures for capital items such as vehicles, machinery, equipment, and improvements to buildings. The increase in FY 2012-2013 is due to planned, one-time purchases of capital items such as computer hardware and software, vehicles and equipment, and other capital items. The Police department received approximately \$320,000 for equipment for patrol vehicles as well as funding for handheld radios and an upgrade to the Spillman Server. The Streets department received funding for a Thermo Plastic Striping Truck and a Gradall. The Warrant Officer in Municipal Court received funding for a vehicle. The Parks department received funding for the Lions Park trail, playground replacement, and asphalt overlay to the Friendship Center parking lot. Expenditures within this classification account for 3.00 percent of all General Fund expenditures.

Transfers: \$2,391,002 (down -\$800,353 or -25.08 percent)

This object classification includes scheduled transfers from the General Fund to other funds within the City, such as to the Tax Increment Reinvestment Zone (TIRZ) #2 and #3, the Vehicle and Equipment Replacement, Conroe Tower, and CIDC General Fund. The decrease in expenditures in this category is due to a transfer to the Vehicle and Equipment Replacement Fund (VERF) in FY 2011-2012. The additional transfer to the VERF is for accumulated depreciation of vehicles & equipment. Funding this will allow the city to pay for replacement of these items with cash, and save interest costs associated with purchasing these items with debt. Transfers to the TIRZ #2 and TIRZ #3 funds increased slightly in FY 2012-2013. New this fiscal year is a transfer to the CIDC General Fund to cover overhead costs of staff relating to transportation initiatives. Expenditures within this classification account for 4.82 percent of all General Fund expenditures.

Debt Service: \$75,179 (no change or 0.00 percent)

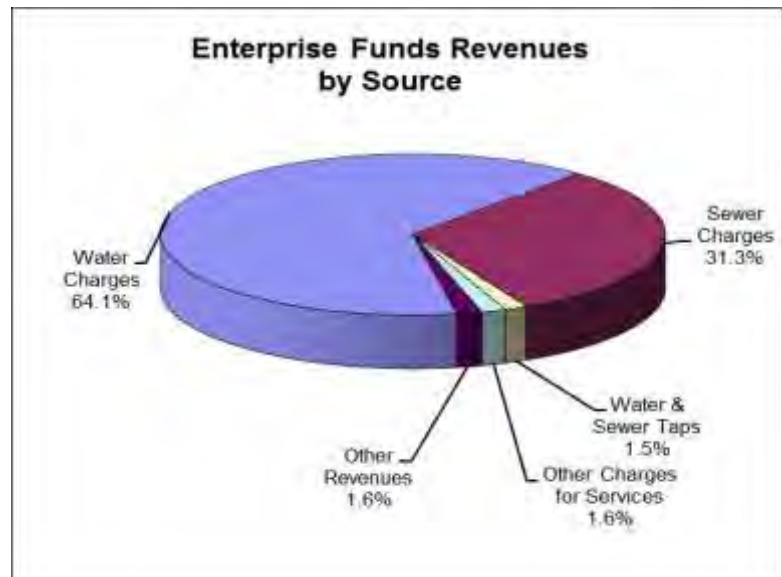
These expenditures are to pay debt service on the Seimens lease/purchase agreement for energy conservation projects. This category is remaining flat for this fiscal year. Expenditures within this classification account for 0.15 percent of all General Fund expenditures.

WATER & SEWER OPERATING FUND

Enterprise Funds are those that fully support their own administration, acquisition of facilities, operation, and maintenance through the collection of user charges such as the sale of water and sewer fees. The Water & Sewer Operating Fund is the City of Conroe's primary Enterprise Fund.

Revenue Assumptions:

Enterprise Fund revenues are anticipated to increase as a result of the continuing growth of the City and rate increases. Proposed revenues for FY 2012-2013 assume an overall growth of 14.51 percent over FY 2011-2012 projections. The Enterprise Funds derive their revenue from: Water Sales; Sewer Charges; Taps and Connect Fees; Surface Water Conversion Fee; Groundwater Conservation Fee; Penalties-Utility Billing; Pretreatment Fees, and Capital Recovery Fees. The following is a brief description of how internal and external factors affect these revenue sources and how the estimated amounts differ from the previous year.



Water Sales: \$15,777,876 (up \$2,905,583 or 22.57 percent)

The Water Sales category includes charges for water consumption as well as the Groundwater Conservation Fee and the Surface Water Conversion Fee. The Groundwater Conservation Fee charge is a pass-through charge of the fee that the City pays to the Lone Star Groundwater Conservation District. The Surface Water Conversion Fee is a fee that was enacted in FY 2009-2010 to recover costs associated with converting the City from ground water to surface water. This fee was started in May 2010. Customers are currently billed \$1.05 per 1,000 gallons consumed. The City is proposing to increase this fee to \$1.50 in October 2011. This increase is due to the San Jacinto River Authority (SJRA) increasing the fee to pump water from the ground.

Regarding water charges, the City implemented water conservation rates in April 2010 to encourage customers to conserve water. Residential and commercial customer growth is expected to continue to slightly increase in FY 2012-2013; however, actual revenues can vary based on weather conditions. This revenue source has expanded over the past two years due to new development, as well as rate increases in fiscal years 03-04, 04-05, 06-07, 07-08, 08-09, 09-10, & 10-11. This budget includes a water rate increase based on the water and sewer rate study done by McLain DSS. The long-term study looks at the projected costs of operating the water and sewer system and includes the City's 10-year Capital Improvement Program (CIP). Detailed information about the increase can be found in the Mayor's Message at the beginning of this budget. Water Sales account for 64.11 percent of all Enterprise Fund revenues.

Sewer Charges: \$7,692,629 (up \$377,234 or 5.16 percent)

Revenues in this category are expected to increase by 5.16 percent in FY 2012-2013. Actual revenue can vary depending on weather conditions. These revenues include a proposed 3.75% sewer rate increase based on the water and sewer rate study done by McLain DSS. The long-term study looks at the projected costs of operating the water and sewer system and includes the City's 10-year Capital Improvement Program (CIP). Sewer Charges account for 31.26 percent of all Enterprise Fund revenues.

Water and Sewer Taps: \$356,953 (down -\$2,191 or -0.61 percent)

Revenues in this category are anticipated to slightly decrease in FY 2012-2013. Actual revenue can vary depending on residential and commercial development and whether developers choose to install City water and sewer taps. It is anticipated that water and sewer tap installations will remain flat based on anticipated trends in FY 2012-2013. Water and Sewer Taps account for 1.45 percent of all Enterprise Fund revenues.

Other Charges for Service: \$383,768 (Up \$1,755 or 0.46 percent)

This revenue category consists of various sources, including the following: Reconnect Fees; Service Charges; Special Revenue/Water and Sewer Fees; and Pretreatment Fees. It is conservatively budgeted for FY 2012-2013, based on historical averages. Other Charges for Service revenues account for 1.56 percent of Enterprise Fund revenues.

Other Revenues: \$399,681 (down -\$44,579 or -10.03 percent)

This revenue category includes Interest on Investments, Penalties and Interest, Unanticipated Revenues, Capital Recovery Fee, and Recovery of Bad Debts. The Capital Recovery Fee is the account for revenues associated for the fees to recover the purchase of the Crighton Ridge water and sewer systems. Unanticipated Revenues are expected to decrease, while Other Non-Operating Income is expected to reduce because the City received third party insurance proceeds in FY 2011-2012. Other Revenues accounts for 1.62 percent of all Enterprise Funds revenues.

Transfers In: \$0 (down -\$118,942 or -100.00 percent)

The remaining revenue source in the Enterprise Fund comes from Transfers In, which includes any transfers made from other funds within the City's budget. Historically, there have been no transfers into the Water & Sewer Operating Fund. The transfer in FY 2011-2012 was due to transferring working capital from the Streets CIP fund to this fund. This one-time transfer was made to return working capital that was transferred to the Streets CIP Fund in FY 2007-2008.

Expenditure Synopsis:

Personnel Services: \$4,902,090 (up \$424,286 or 9.48 percent)

Personnel Services is the largest expenditure category in the Enterprise Funds, and it accounts for 18.56 percent of the total Enterprise Funds' budgets. Increases in FY 2012-2013 are due to a proposed 3.5% merit pay program. Also, the City's retirement rate contribution and retiree insurance contribution increased. This budget also includes turning the part-time Water Conservation Manager into a full-time position.

Supplies: \$1,943,388 (up \$55,922 or 2.96 percent)

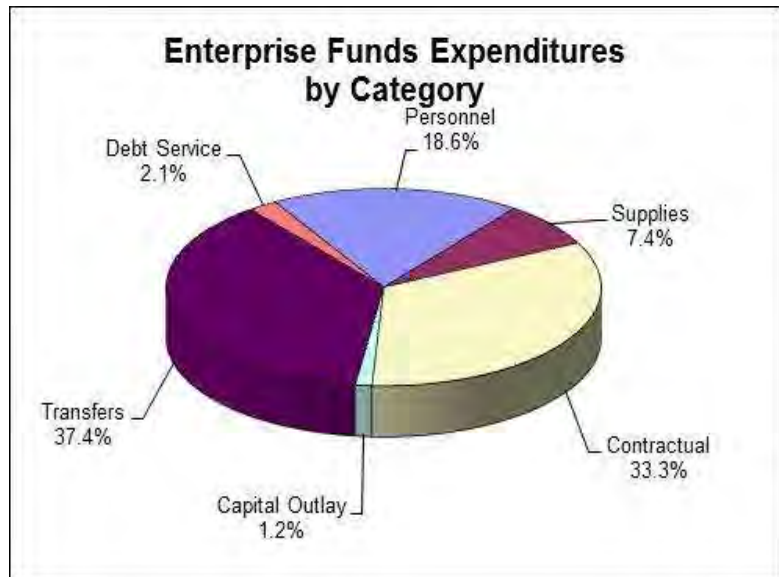
These object classifications are for expendable materials and operating supplies necessary to conduct departmental activities. The anticipated increase for FY 2012-2013 is primarily related to increased general operating supplies. The purchase of supplies and materials constitutes 7.36 percent of all the Enterprise Funds' expenditures.

Contractual: \$8,789,037 (up \$2,330,424 or 36.08 percent)

These expenditures are for obligations resulting in services rendered to City activities by either private firms or other City departments for such things as legal services, travel and training, or contractual services. For FY 2012-2013, the increase in contractual expenditures is primarily because of the payments to the San Jacinto River Authority (SJRA) for the surface water conversion contract. The Water department also received funding for data collection service in order to hire a company to collect data and GPS coordinates of all existing water valves and hydrants in the City. This will expedite repairs and maintenance of the water system. Expenditures within this classification account for 33.28 percent of all the Enterprise Funds' expenditures.

Capital Outlay: \$326,783 (up \$8,036 or 2.52 percent)

This object classification includes large expenditures for capital items such as vehicles, machinery, equipment, and improvements to buildings. The increase in FY 2012-2013 is due to planned, one-time purchases of capital items such as computer hardware and software, vehicles, machinery and equipment, and other capital items. Minor items in this year's budget include improving the Service Center with replacement flooring and kitchen equipment as well as adding new security equipment. The Wastewater



Treatment Plant also received funding for phase three of the security equipment upgrade. Expenditures within this classification account for 1.24 percent of all the Enterprise Funds' expenditures.

Transfers: \$9,883,385 (up \$3,805,495 or 62.61 percent)

This object classification includes scheduled transfers from the Water & Sewer Operating Fund to other funds within the City, such as the General Fund, Conroe Tower Fund, Vehicle and Equipment Replacement Fund (VERF), and Water & Sewer Debt Service Fund. The increase in expenditures in this category is due to an \$846,246 increase to the Water & Sewer Debt Service Fund to cover principal and interest payments for revenue bond debt. Also, the transfer to the Water & Sewer Vehicle & Equipment Replacement Fund (VERF) increased by \$413,569. New this year is a transfer to the Sewer Capital Improvement Program (CIP) Fund. The City is funding two major capital improvements with reserves instead of debt. First, the City is funding \$893,000 for the Sanitary Sewer Overflow Initiative (SSOI). The City is also funding \$1,363,000 for land for the future wastewater treatment plant. More information about these projects can be seen in the City's CIP budget document. Expenditures within this classification account for 37.42 percent of all the Enterprise Funds' expenditures.

Debt Service: \$567,736 (No change or 0.00 percent)

These expenditures are to pay debt service on the Seimens energy conservation project. This category is remaining flat for this fiscal year. Expenditures within this classification account for 2.15 percent of all Enterprise Fund expenditures.

GENERAL OBLIGATION DEBT SERVICE FUND

The General Obligation Debt Service Fund provides the funds necessary to retire the outstanding tax-supported bonded indebtedness of the City. Debt in this category primarily consists of certificates of obligation (COs) that are used to pay the cost of various public improvements such as streets, land acquisitions, and the construction of facilities, parks, and drainage improvements. Revenues are generated for the repayment of the certificates primarily through ad valorem property taxes.

The City anticipates issuing bonds in FY 2011-2012, which will increase the debt service payment in FY 2012-2013. The bonds will be used to fund Drennan Road, Plantation Drive, Wilson Road East widening, and Anderson Crossing/Forest Lake Drive; Emergency Operations Center expansion, Knox Building and Aquatic Center renovations, and parking at the Service Center, Recreation Center, and Activity Center. A portion of the bonds will be used to fund the construction of the Crighton Road bridge in Tax Increment Reinvestment Zone (TIRZ) #3.

2012-2013 General Obligation Debt Service Revenues:

Property Taxes	\$6,739,398
Penalties and Interest	54,925
Interest	13,657
Transfer In	<u>4,068,012</u>
Total Revenues	\$10,875,992

2012-2013 General Obligation Debt Service Expenditures: \$10,011,330

WATER AND SEWER DEBT SERVICE FUND

The Water and Sewer Debt Service Fund provides the funds necessary to retire the outstanding utility revenue-supported debt of the City. Debt in this category consists of revenue-supported bonds that are used to pay the cost of improvements to the City's water and wastewater system, and is repaid with revenues collected from utility customers.

The City anticipates issuing revenue bonds in FY 2011-2012, which will increase the debt service payment in FY 2012-2013. The Series 2012 Water and Sewer System Revenue Bonds would be used for the Crighton Ridge fire line hydrant upgrade; the Panorama/Shenandoah Catahoula water well; water wells #23 and #24; Plantation Drive, Drennan Road, Anderson Crossing/Forest Lake Drive, White Oak Manor, Airport Extension, and FM 3083 water lines; Teaswood sewer liftstation removal; Plantation Drive, Anderson Crossing/Forest Lake Drive, FM 1488, and Airport Extension sewer lines; major sewer trunk main replacement; SCADA for liftstations; wastewater treatment plant rehabilitation (Phase II) and the Sanitary Sewer Overflow Initiative (SSOI) program.

2012-2013 Water and Sewer Debt Service Revenues:

Interest	\$ 0
Transfer In	<u>4,655,057</u>
Total Revenues	\$4,655,057

2012-2013 Water and Sewer Debt Service Expenditures: \$4,655,057

**CONROE INDUSTRIAL DEVELOPMENT CORPORATION (CIDC)
DEBT SERVICE FUND**

The CIDC Debt Service Fund provides the funds necessary to retire the outstanding sales tax revenue-supported debt of the City. Debt in this category consists of revenue-supported bonds that are used to pay the cost of improvements to the Conroe Park North Industrial Park, and is repaid with a portion of the ½ ¢ sales tax charged within the City.

The City issued \$15,000,000 of sales tax revenue-supported debt during FY 2007-2008. This debt was used to purchase and install infrastructure in 575 acres in the Conroe Park North Industrial Park. In 2010, the City committed to building the 250-acre Deison Technology Park adjacent to the Lone Star Executive Airport. In 2011, the City issued \$13,845,000 of sales tax revenue-supported debt. The proceeds were used to widen

Conroe Park North & West Streets in the Conroe Park North Industrial Park and to purchase land and engineering services for the Deison Technology Park.

The City anticipates issuing sales tax revenue-supported debt during FY 2011-2012. The proceeds will be used to install infrastructure in the Deison Technology Park

2012-2013 CIDC Debt Service Revenues:

Transfer In	<u>\$4,593,805</u>
Total Revenues	\$4,593,805

2012-2013 CIDC Debt Service Expenditures: **\$4,593,805**

OTHER FUNDS

The Other Funds category of the budget includes funds used to account for the proceeds of special revenues other than expendable trusts or major capital projects. These funds include the following: Vehicle and Equipment Replacement Fund; Water & Sewer Vehicle and Equipment Replacement Fund; CIDC Revenue Clearing Fund; CIDC General Fund; Hotel Occupancy Tax (HOT) Fund; Community Development Block Grant (CDBG) Entitlement Fund; Conroe Tower Fund; Oscar Johnson, Jr. Community Center Fund; Service Center Fund; and Self-Funded Insurance Fund.

City of Conroe Tax Collection History

Analysis of Property Valuations

<u>Roll</u>	<u>Real Property</u>	<u>Personal Property</u>	<u>Exemptions, Over 65/Dis. Freeze & Productivity Loss</u>	<u>Taxable Value</u>
2003	1,634,308,848	559,512,260	370,615,031	1,823,206,077
2004	1,765,116,649	575,711,594	361,332,939	1,979,495,304
2005	1,971,600,663	637,268,933	438,049,701	2,170,819,895
2006	2,180,809,275	835,045,102	549,730,081	2,466,124,296
2007	2,513,703,596	886,627,778	617,560,392	2,782,770,982
2008	2,949,377,407	977,551,693	743,239,121	3,183,689,979
2009	3,154,993,562	1,101,005,332	828,644,880	3,427,354,014
2010	3,303,296,062	985,264,053	838,389,460	3,450,170,655
2011	3,468,522,648	1,076,071,214	913,635,952	3,630,957,910
2012	3,795,738,293	1,224,422,172	1,017,472,186	4,002,688,279

Analysis of Ad Valorem Tax Rate

<u>Fiscal Year</u>	<u>General Fund</u>	<u>Debt Service</u>	<u>Total per \$100</u>
2003-04	.2035	.2300	.4335
2004-05	.2235	.2100	.4335
2005-06	.2435	.1900	.4335
2006-07	.2400	.1900	.4300
2007-08	.2350	.1900	.4250
2008-09	.2300	.1900	.4200
2009-10	.2450	.1750	.4200
2010-11	.2500	.1700	.4200
2011-12	.2500	.1700	.4200
2012-13	.2500	.1700	.4200

Current Tax Levy and Collections

<u>Fiscal Year</u>	<u>Levied</u>	<u>Collected</u>	<u>Percent of Collections</u>
2003-04	7,887,625	7,685,114	97%
2004-05	8,575,518	8,405,954	98%
2005-06	9,381,199	9,274,223	98%
2006-07	10,549,673	10,376,943	98%
2007-08	11,813,302	11,716,511	99%
2008-09	13,395,885	13,171,609	98%
2009-10	14,378,880	14,164,088	99%
2010-11	14,452,462	14,222,611	98%
2011-12 est.	15,250,023	14,945,023	98%
2012-13 est.	16,811,291	16,475,065	98%

City of Conroe
Proposed Ad Valorem Tax Structure

2012 Tax Year (Certified)

Taxable Assessed Valuation (est.)	\$4,002,688,279
Proposed Rate	\$0.4200
Estimated Levy	\$16,811,291
Estimated Collection Percentage	98%
Estimated Net Ad Valorem Taxes	\$16,475,065

Distribution (Current)

	<u>Rate</u>	<u>Percent</u>	
General Fund	.2500	59.5%	\$9,806,586
G.O. Debt Service Fund	.1700	40.5%	\$6,668,479

Distribution (Delinquent)

General Fund	\$111,933
G.O. Debt Service Fund	\$70,919

Distribution (Penalties & Interest)

General Fund	\$75,945
G.O. Debt Service Fund	\$54,925

GENERAL FUND

FY 12-13 Budget Summary General Fund

Type	Actual FY 10-11	Budget FY 11-12	Estimate FY 11-12	Dollar FY 11-12	Base FY 12-13	Supplemental FY 12-13	Proposed FY 12-13	Dollar + / -	Percent + / -
Beginning Fund Balance:		\$ 20,717,884	\$ 20,717,884	\$ -	\$ 22,732,477	\$ -	\$ 22,732,477	\$ 2,014,593	9.7%
General Fund Revenues:									
Revenues	\$ 45,509,499	\$ 45,903,605	\$ 47,575,094	\$ 1,671,489	\$ 48,551,501	\$ -	\$ 48,551,501	\$ 2,647,896	5.8%
Total Revenues	\$ 45,509,499	\$ 45,903,605	\$ 47,575,094	\$ 1,671,489	\$ 48,551,501	\$ -	\$ 48,551,501	\$ 2,647,896	5.8%
Total Resources	\$ 45,509,499	\$ 66,621,489	\$ 68,292,978	\$ 1,671,489	\$ 71,283,978	\$ -	\$ 71,283,978	\$ 4,662,489	7.0%
General Fund Expenditures:									
Administration	\$ 319,428	\$ 375,678	\$ 349,377	\$ 26,301	\$ 396,377	\$ 78,980	\$ 475,357	\$ 99,679	26.5%
Mayor & Council	463,787	503,431	549,100	(45,669)	476,666	7,296	483,962	(19,469)	-3.9%
Arts & Communications	229,741	188,328	188,328	-	190,034	-	190,034	1,706	0.9%
Transit	486,291	606,673	530,693	75,980	225,500	-	225,500	(381,173)	-62.8%
Legal	437,447	526,965	453,551	73,414	544,920	-	544,920	17,955	3.4%
Municipal Court	833,829	988,418	958,984	29,434	754,109	156,615	910,724	(77,694)	-7.9%
Finance	1,302,035	1,352,543	1,350,511	2,032	1,396,658	-	1,396,658	44,115	3.3%
CDBG Administration	155,634	217,100	218,300	(1,200)	224,775	1,740	226,515	9,415	4.3%
Warehouse-Purchasing	406,635	426,826	402,538	24,288	450,613	-	450,613	23,787	5.6%
Information Technology	1,013,860	1,610,733	1,604,040	6,693	1,691,740	-	1,691,740	81,007	5.0%
Human Resources	617,827	644,121	672,771	(28,650)	624,930	7,200	632,130	(11,991)	-1.9%
Police Administration	963,993	818,123	818,123	-	858,968	157,852	1,016,820	198,697	24.3%
Police Support	1,646,380	1,834,372	1,659,147	175,225	1,831,821	479,800	2,311,621	477,249	26.0%
Police Patrol	5,829,923	5,843,620	6,280,057	(436,437)	5,920,457	100,000	6,020,457	176,837	3.0%
Police Investigations	2,593,917	2,885,105	2,828,814	56,291	2,905,499	18,000	2,923,499	38,394	1.3%
Police Professional Svc	1,474,668	1,545,452	1,508,319	37,133	1,691,606	42,508	1,734,114	188,662	12.2%
Police Animal Services	445,045	413,818	387,413	26,405	407,493	16,189	423,682	9,864	2.4%
Red Light Program	877,462	996,051	1,003,381	(7,330)	823,015	-	823,015	(173,036)	-17.4%
Traffic Services	228,067	165,195	166,813	(1,618)	167,480	35,811	203,291	38,096	23.1%
Fire	8,411,134	8,669,219	8,546,730	122,489	8,870,506	94,171	8,964,677	295,458	3.4%
Parks Administration	1,692,802	327,678	351,045	(23,367)	339,370	-	339,370	11,692	3.6%
Recreation Center	1,144,221	1,059,938	1,082,194	(22,256)	1,071,418	18,400	1,089,818	29,880	2.8%
Swim Center	1,149,888	1,216,495	1,111,375	105,120	1,185,519	17,600	1,203,119	(13,376)	-1.1%
Parks Operations	1,749	1,220,743	1,294,825	(74,082)	1,239,525	470,240	1,709,765	489,022	40.1%
Community Devel.	2,160,054	1,267,390	1,202,546	64,844	1,314,927	13,000	1,327,927	60,537	4.8%
Drainage Maintenance	566,367	749,849	687,849	62,000	781,329	-	781,329	31,480	4.2%
Streets	2,724,596	3,178,242	3,153,273	24,969	3,146,639	760,000	3,906,639	728,397	22.9%
Signal Maintenance	372,677	431,245	420,312	10,933	406,825	156,193	563,018	131,773	30.6%
Engineering	1,722	800,691	630,975	169,716	1,997,829	134,292	2,132,121	1,331,430	166.3%
GF Non-Departmental	3,680,564	5,776,543	5,149,117	627,426	4,891,569	-	4,891,569	(884,974)	-15.3%
Total Expenditures	\$ 42,231,743	\$ 46,640,585	\$ 45,560,501	\$ 1,080,084	\$ 46,828,117	\$ 2,765,887	\$ 49,594,004	\$ 2,953,419	6.3%
New Fund Balance:		\$ 19,980,904	\$ 22,732,477	\$ 2,751,573	\$ 24,455,861		\$ 21,689,974	\$ 1,709,070	
90-Day Reserve:		\$ 11,660,146	\$ 11,390,125		\$ 11,707,029		\$ 12,398,501		
Over/(Under):		8,320,758	11,342,352		12,748,832		9,291,473		

Breakdown of Transfer In:

Administrative Transfer (W/S)	\$ 1,268,098
CIDC Administration	-
HOT Fund	-
Total	\$ 1,268,098

Breakdown of Transfer Out:

TIRZ #3 Fund	\$ 1,364,048
CIDC General Fund (Transit)	51,954
Vehicle & Equipment Fund	750,000
TIRZ #2 Fund	143,138
Conroe Tower Fund	81,862
OJCC Fund	-
Total	\$ 2,391,002

FY 12-13 Budget Summary by Category General Fund

	<u>FY 11-12 Budget</u>	<u>FY 11-12 Estimate</u>	<u>Under/ (Over)</u>	<u>FY 12-13 Base</u>	<u>Supplemental FY 12-13</u>	<u>FY 12-13 Proposed</u>
Personnel	\$ 32,472,333	\$ 31,657,908	\$ 814,425	\$ 34,357,085	\$ 371,888	\$ 34,728,973
Supplies	3,056,234	3,224,783	(168,549)	3,294,302	526,344	3,820,646
Contractual	7,285,302	6,721,200	564,102	6,710,549	377,972	7,088,521
Capital Outlay	560,182	690,076	(129,894)	-	1,489,683	1,489,683
Transfers	3,191,355	3,191,355	-	2,391,002	-	2,391,002
Debt Service	75,179	75,179	-	75,179	-	75,179
Total	<u><u>\$ 46,640,585</u></u>	<u><u>\$ 45,560,501</u></u>	<u><u>\$ 1,080,084</u></u>	<u><u>\$ 46,828,117</u></u>	<u><u>\$ 2,765,887</u></u>	<u><u>\$ 49,594,004</u></u>

FY 12-13 Supplemental Requests General Fund

Department/Division	Dept Rank	Supplemental Req. Title	Requested Amount ¹	FY 11-12 Purchase ²	CAO Adjustment ³	List "A" Included ⁴	Type
0001-1041 Administration	0	E-Services Coordinator	\$ 78,980	\$ -	\$ -	\$ 78,980	New Personnel
0001-1041 Administration Total			\$ 78,980	\$ -	\$ -	\$ 78,980	
0001-1042 Mayor & Council	0	Ipads for Mayor and Council	7,296	-	-	7,296	Non-discretionary Adjustment
0001-1042 Mayor & Council	1	Secretary/Record Technician	49,685	-	-	-	New Personnel
0001-1042 Mayor & Council	2	Office Computer	1,770	1,770	-	-	New Equipment
0001-1042 Mayor & Council Total			\$ 58,751	\$ 1,770	\$ -	\$ 7,296	
0001-1043 Arts & Communications	1	Community Enrichment Grants for the Arts	20,000	-	-	-	Enhanced Program
0001-1043 Arts & Communications Total			\$ 20,000	\$ -	\$ -	\$ -	
0001-1070 Municipal Court	0	Secure Net, Inc. Maintenance Agreement	15,400	-	-	15,400	Non-discretionary Adjustment
0001-1070 Municipal Court	0	Copy Maintenance Agreement	3,122	-	-	3,122	Non-discretionary Adjustment
0001-1070 Municipal Court	0	Maintenance on Audio & Video Equipment	5,940	-	-	5,940	Non-discretionary Adjustment
0001-1070 Municipal Court	0	McCreary, Veselka, Bragg & Allen	70,000	-	-	70,000	Non-discretionary Adjustment
0001-1070 Municipal Court	1	Warrant Officer Vehicle	52,137	-	-	52,137	New Equipment
0001-1070 Municipal Court	2	Overtime for State-wide Warrant Round-up	7,516	-	-	7,516	Enhanced Program
0001-1070 Municipal Court	3	Warrant Round-Up Advertisement	2,500	-	-	2,500	New Program
0001-1070 Municipal Court Total			\$ 156,615	\$ -	\$ -	\$ 156,615	
0001-1100 Finance	1	Laptop Computer	1,200	1,200	-	-	Replacement Equipment
0001-1100 Finance Total			\$ 1,200	\$ 1,200	\$ -	\$ -	
0001-1110 CDBG	0	CDBG Board Materials & Refreshments	450	-	-	450	Enhanced Program
0001-1110 CDBG	0	Increase in Training Materials	790	-	-	790	Non-discretionary Adjustment
0001-1110 CDBG	0	CDBG Office Supplies	500	-	-	500	Non-discretionary Adjustment
0001-1110 CDBG Total			\$ 1,740	\$ -	\$ -	\$ 1,740	
0001-1120 Purchasing	0	Increased Fuel Costs	1,000	-	1,000	-	Non-discretionary Adjustment
0001-1120 Purchasing	0	Vehicle Operations Maintenance	3,000	-	3,000	-	Non-discretionary Adjustment
0001-1120 Purchasing	1	Incense Training	1,200	-	-	-	New Travel & Training
0001-1120 Purchasing Total			\$ 5,200	\$ -	\$ 4,000	\$ -	
0001-1130 Information Technology	0	Ms Enterprise Agreement Contract Renewal	4,000	-	4,000	-	Non-discretionary Adjustment
0001-1130 Information Technology	0	Cartegraph Annual Maintenance	10,500	-	10,500	-	Non-discretionary Adjustment
0001-1130 Information Technology	0	Network Box Hardware Contract Renewal	4,000	-	4,000	-	Non-discretionary Adjustment
0001-1130 Information Technology	0	ProVox Software Maintenance Agreement	2,050	-	2,050	-	Non-discretionary Adjustment
0001-1130 Information Technology	0	APC Backup Unit for City Hall and EOC	4,200	-	4,200	-	Non-discretionary Adjustment
0001-1130 Information Technology	1	I.T.S.P. - IT Service Management	165,000	-	-	-	Enhanced Program
0001-1130 Information Technology	2	Centralized Patch Management Software	7,000	7,000	-	-	Enhanced Program
0001-1130 Information Technology	4	APC Server Rack System	8,200	-	-	-	New Equipment
0001-1130 Information Technology	5	APC Battery Replacement for Police Department	13,300	-	-	-	Replacement Equipment
0001-1130 Information Technology	6	Replacement of Current Helpdesk Software	3,000	3,000	-	-	Enhanced Program
0001-1130 Information Technology	7	APC Metered Rack Power Distribution Unit	2,000	-	-	-	New Equipment
0001-1130 Information Technology Total			\$ 223,250	\$ 10,000	\$ 24,750	\$ -	
0001-1160 Human Resources	1	Neogov Applicant Tracking System	14,500	-	-	-	New Program
0001-1160 Human Resources	2	Scantron Grading Machine	3,042	3,042	-	-	Replacement Equipment
0001-1160 Human Resources	3	Neogov Performance Evaluation	16,150	-	-	-	New Program
0001-1160 Human Resources	4	I-Pad	750	750	-	-	New Equipment
0001-1160 Human Resources	5	Random Drug Screening for Police Department	4,800	-	-	4,800	Enhanced Program

FY 12-13 Supplemental Requests General Fund

Department/Division	Dept Rank	Supplemental Req. Title	Requested Amount ¹	FY 11-12 Purchase ²	CAO Adjustment ³	List "A" Included ⁴	Type
0001-1160 Human Resources	6	Psych Evaluations for Communications Officers	2,400	-	-	2,400	New Program
0001-1160 Human Resources Total			\$ 41,642	\$ 3,792	\$ -	\$ 7,200	
0001-1201 Police Administration	0	Increased Utilities & Supplies for Knox Building	9,000	-	9,000	-	Non-discretionary Adjustment
0001-1201 Police Administration	0	Increased Fuel Costs	2,400	-	2,400	-	Non-discretionary Adjustment
0001-1201 Police Administration	1	Police Officer (1) w/Vehicle	134,776	-	-	-	New Personnel
0001-1201 Police Administration	2	Police Officer (1)	78,926	-	-	78,926	New Personnel
0001-1201 Police Administration	3	Police Officer (1) w/Vehicle	134,776	-	-	-	New Personnel
0001-1201 Police Administration	4	Police Officer (1)	78,926	-	-	78,926	New Personnel
0001-1201 Police Administration	5	Police Officer (1) w/Lease Vehicle	86,126	-	-	-	New Personnel
0001-1201 Police Administration	6	Police Officer (1)	78,926	-	-	-	New Personnel
0001-1201 Police Administration Total			\$ 603,856	\$ -	\$ 11,400	\$ 157,852	
0001-1202 Police Support Services	0	CJIS Security Upgrade	60,000	-	-	60,000	Non-discretionary Adjustment
0001-1202 Police Support Services	0	Handheld Radios	34,000	-	-	34,000	Enhanced Program
0001-1202 Police Support Services	0	Knox Building Addition	1,200	-	1,200	-	Non-discretionary Adjustment
0001-1202 Police Support Services	0	Upgrade to Spillman Server	21,000	-	-	21,000	Enhanced Program
0001-1202 Police Support Services	0	Police Vehicle Equipment Packages	364,800	-	-	364,800	Enhanced Program
0001-1202 Police Support Services	1	Fleet Services Technician	56,820	-	-	-	New Personnel
0001-1202 Police Support Services	2	Facilities Foreman	1,275	-	-	-	New Personnel
0001-1202 Police Support Services	3	Replace Ford F150 (2010)	25,000	-	-	-	New Equipment
0001-1202 Police Support Services	4	Replace Dispatch Chairs	6,726	6,726	-	-	Replacement Equipment
0001-1202 Police Support Services	5	Lobby Television	1,510	1,510	-	-	New Equipment
0001-1202 Police Support Services Total			\$ 572,331	\$ 8,236	\$ 1,200	\$ 479,800	
0001-1203 Police Patrol	0	Taser Replacement Cartridges	2,325	-	2,325	-	Non-discretionary Adjustment
0001-1203 Police Patrol	0	Handheld Radio Batteries	2,650	-	2,650	-	Non-discretionary Adjustment
0001-1203 Police Patrol	0	Fuel Cost Increase	100,000	-	-	100,000	Non-discretionary Adjustment
0001-1203 Police Patrol	14	Taser Replacement Program	27,440	-	-	-	Replacement Equipment
0001-1203 Police Patrol	15	Kiwanis Club Membership	911	-	911	-	New Travel & Training
0001-1203 Police Patrol Total			\$ 133,326	\$ -	\$ 5,886	\$ 100,000	
0001-1204 Police Investigations	0	Increase in Fuel Cost	18,000	-	-	18,000	Non-discretionary Adjustment
0001-1204 Police Investigations	0	Sexual Assault Exams and Kits	15,000	-	15,000	-	Non-discretionary Adjustment
0001-1204 Police Investigations Total			\$ 33,000	\$ -	\$ 15,000	\$ 18,000	
0001-1205 Professional Services	0	Protective Vest Replacement	760	760	-	-	Non-discretionary Adjustment
0001-1205 Professional Services	5	Travel & Training Increase	6,998	-	-	6,998	Enhanced Program
0001-1205 Professional Services	6	Crash Reconstruction Equipment - Trimble Surveyor	26,405	-	-	26,405	New Equipment
0001-1205 Professional Services	7	Crash Reconstruction Equipment - Vericom	2,615	-	-	2,615	Replacement Equipment
0001-1205 Professional Services	8	Crash Reconstruction Equipment - Vehicle Scales	6,490	-	-	6,490	New Equipment
0001-1205 Professional Services Total			\$ 43,268	\$ 760	\$ -	\$ 42,508	
0001-1206 Police Animal Services	0	Increase in Rabies Testing Charge	720	-	720	-	Non-discretionary Adjustment
0001-1206 Police Animal Services	0	Adj. for Increase in Vaccination Cost	3,000	-	-	3,000	Non-discretionary Adjustment
0001-1206 Police Animal Services	0	Veterinary Technician (P/T)	13,189	-	-	13,189	Enhanced Program

FY 12-13 Supplemental Requests General Fund

Department/Division	Dept Rank	Supplemental Req. Title	Requested Amount ¹	FY 11-12 Purchase ²	CAO Adjustment ³	List "A" Included ⁴	Type
0001-1206 Police Animal Services	0	Increased Fuel Costs	2,200	-	2,200	-	Non-discretionary Adjustment
0001-1206 Police Animal Services	1	Animal Control Vehicle Overhead Lighting	6,000	6,000	-	-	New Equipment
0001-1206 Police Animal Services	2	Refrigerator for Storage of ACO Items	300	300	-	-	New Equipment
0001-1206 Police Animal Services Total			\$ 25,409	\$ 6,300	\$ 2,920	\$ 16,189	
0001-1208 Traffic Services	0	Overtime	7,474	-	-	7,474	Non-discretionary Adjustment
0001-1208 Traffic Services	0	Vehicle Operations Increase	7,400	-	-	7,400	Non-discretionary Adjustment
0001-1208 Traffic Services	1	Traffic Safety Message Sign	20,937	-	-	20,937	New Equipment
0001-1208 Traffic Services	2	Traffic Enforcement Vehicle - Caprice	55,350	-	-	-	New Equipment
0001-1208 Traffic Services Total			\$ 91,161	\$ -	\$ -	\$ 35,811	
0001-1300 Fire	0	Overtime - Increased Costs	56,971	-	-	56,971	Non-discretionary Adjustment
0001-1300 Fire	0	Increase Firefighter Annual Medical Physicals	14,200	-	-	14,200	Non-discretionary Adjustment
0001-1300 Fire	0	Texas Commission on Fire Protection Certificates	4,500	-	-	4,500	Non-discretionary Adjustment
0001-1300 Fire	0	Increase in Station Maintenance	13,500	-	-	-	Non-discretionary Adjustment
0001-1300 Fire	0	Increase in Wearing Apparel	15,000	-	-	15,000	Non-discretionary Adjustment
0001-1300 Fire	0	Color Copier Lease Agreement Increase	3,000	-	-	-	Non-discretionary Adjustment
0001-1300 Fire	0	Increase to Contract Services	3,500	-	-	3,500	Non-discretionary Adjustment
0001-1300 Fire	1	Logistics/Procurement Position	52,158	-	-	-	New Personnel
0001-1300 Fire	2	Apparatus Maintenance Technician	160,074	-	-	-	New Personnel
0001-1300 Fire	3	Increase in Training Budget	22,000	-	-	-	Enhanced Program
0001-1300 Fire	4	Storage Facility at Station #1	35,000	-	-	-	Enhanced Program
0001-1300 Fire	5	Haz Mat Equipment and Maintenance	15,600	-	-	-	Replacement Equipment
0001-1300 Fire	6	Assignment Pay	20,807	-	-	-	New Program
0001-1300 Fire	7	Officer/Leadership Development	8,500	-	-	-	Enhanced Program
0001-1300 Fire	8	Arson Training Supplies	5,600	-	-	-	Enhanced Program
0001-1300 Fire	9	(2) Fire Safety Inspectors	240,555	-	-	-	New Personnel
0001-1300 Fire	10	ARFF Training	32,400	-	-	-	New Travel & Training
0001-1300 Fire	11	Opticom Traffic Signal Preemption System	60,000	-	-	-	Enhanced Program
0001-1300 Fire	13	Enhanced Wellness Program	50,000	-	-	-	Enhanced Program
0001-1300 Fire Total			\$ 813,365	\$ -	\$ -	\$ 94,171	
0001-1400 Parks	1	Trails Master Plan	50,000	-	-	-	New Program
0001-1400 Parks	2	Part-Time Parks and Recreation Intern	12,087	-	-	-	New Personnel
0001-1400 Parks	3	Founders Plaza Christmas Lights	6,000	-	-	-	Enhanced Program
0001-1400 Parks Total			\$ 68,087	\$ -	\$ -	\$ -	
0001-1410 Recreation Center	1	Rec Leader 1	23,893	-	-	-	New Personnel
0001-1410 Recreation Center	2	Fitness Class	10,400	-	-	10,400	Enhanced Program
0001-1410 Recreation Center	3	Special Events	8,000	-	-	8,000	Enhanced Program
0001-1410 Recreation Center Total			\$ 42,293	\$ -	\$ -	\$ 18,400	
0001-1440 Aquatic Center	1	P/t Assistant Aquatic Coordinator (520 hours)	10,293	-	-	-	New Personnel
0001-1440 Aquatic Center	2	Contract Instructors - Water Exercise	17,600	-	-	17,600	Enhanced Program
0001-1440 Aquatic Center Total			\$ 27,893	\$ -	\$ -	\$ 17,600	
0001-1450 Parks Operations	0	Lions Park Trail	74,000	-	-	74,000	Replacement Equipment
0001-1450 Parks Operations	0	Playground Replacement	200,000	-	-	200,000	Replacement Equipment
0001-1450 Parks Operations	0	Friendship Center Renovations - Asphalt Overlay	48,000	-	-	48,000	Replacement Equipment

FY 12-13 Supplemental Requests General Fund

Dept	Department/Division	Rank	Supplemental Req. Title	Requested Amount ¹	FY 11-12 Purchase ²	CAO Adjustment ³	List "A" Included ⁴	Type
	0001-1450 Parks Operations	1	Additional Contract Services Funds	72,500	-	-	72,500	Enhanced Program
	0001-1450 Parks Operations	2	Additional Operating Supplies Funding	55,000	-	-	55,000	Enhanced Program
	0001-1450 Parks Operations	3	Sky Logic Lighting System	8,240	-	-	8,240	New Program
	0001-1450 Parks Operations	4	Replace 3-row bleachers at Carl Barton, Jr. Park	12,500	-	-	12,500	Enhanced Program
	0001-1450 Parks Operations	8	TRAPS Membership and Training	3,310	-	-	-	New Travel & Training
	0001-1450 Parks Operations Total			\$ 473,550	\$ -	\$ -	\$ 470,240	
	0001-1500 Community Development	0	Increased Cost of Fuel	23,397	-	23,397	-	Non-discretionary Adjustment
	0001-1500 Community Development	1	New Extended Cab Truck/SUV for Asst. Director	35,000	-	-	-	New Equipment
	0001-1500 Community Development	6	Floorspace Buildout for Community Development	10,000	-	-	-	New Equipment
	0001-1500 Community Development	7	Asst. City Planner	66,754	-	-	-	New Personnel
	0001-1500 Community Development	8	Environmental Manager	79,093	-	-	-	New Personnel
	0001-1500 Community Development	9	Adoption of New Building Codes	5,000	-	-	5,000	Enhanced Program
	0001-1500 Community Development	10	On-line ICC Code Books	8,000	-	-	8,000	New Program
	0001-1500 Community Development Total			\$ 227,244	\$ -	\$ 23,397	\$ 13,000	
	0001-1530 Drainage Construction	0	Adjustment/Additional Cost in Acct. # 7160	15,000	-	15,000	-	Non-discretionary Adjustment
	0001-1530 Drainage Construction	3	GPS	3,000	-	-	-	Enhanced Program
	0001-1530 Drainage Construction Total			\$ 18,000	\$ -	\$ 15,000	\$ -	
	0001-1540 Streets	0	Adjustment/Additional Cost in Acct. #7160	25,000	-	25,000	-	Non-discretionary Adjustment
	0001-1540 Streets	0	Adjustment/Additional Cost in Acct. #8010	75,000	-	75,000	-	Non-discretionary Adjustment
	0001-1540 Streets	1	Thermo Plastic Striping Truck	240,000	-	-	240,000	New Equipment
	0001-1540 Streets	2	Gradall XL 3100	270,000	-	-	270,000	New Equipment
	0001-1540 Streets	3	Driver/Light Equipment Operator	193,885	-	-	-	New Personnel
	0001-1540 Streets	4	Driver/Light Equipment Operator	193,885	-	-	-	New Personnel
	0001-1540 Streets	5	Driver/Light Equipment Operator	193,885	-	-	-	New Personnel
	0001-1540 Streets	6	Laborer	39,460	-	-	-	New Personnel
	0001-1540 Streets	7	Laborer	39,460	-	-	-	New Personnel
	0001-1540 Streets	8	Heavy Equipment Operator	179,806	-	-	-	New Personnel
	0001-1540 Streets	9	Adjustment/Additional Cost in Acct. #7200	250,000	-	-	250,000	Enhanced Program
	0001-1540 Streets	10	Adjustment/Additional Cost in Acct. #8060	150,000	-	-	-	Enhanced Program
	0001-1540 Streets	13	Montgomery County Airport Street Overlay	89,000	-	-	-	Enhanced Program
	0001-1540 Streets	14	Kirk & Humble Tank Road Street Overlay	105,000	-	-	-	Enhanced Program
	0001-1540 Streets	15	Adjustment/Additional Cost in Acct. #8060	38,000	-	-	-	Enhanced Program
	0001-1540 Streets	16	GPS	9,000	-	-	-	Enhanced Program
	0001-1540 Streets Total			\$ 2,091,381	\$ -	\$ 100,000	\$ 760,000	
	0001-1550 Signal Maintenance	0	Increase in Account #8060	57,960	-	-	-	Enhanced Program
	0001-1550 Signal Maintenance	0	Increase in Account #7020	31,141	-	-	-	Enhanced Program
	0001-1550 Signal Maintenance	1	2 - Traffic Signal Technician Positions (1 Funded)	171,981	-	-	116,193	New Personnel
	0001-1550 Signal Maintenance	2	Spare Traffic Cabinets	40,000	-	-	40,000	New Equipment
	0001-1550 Signal Maintenance	3	Camera System Parts	15,000	-	-	-	Replacement Equipment
	0001-1550 Signal Maintenance	4	Signal Head Spare Parts	44,560	-	-	-	Replacement Equipment
	0001-1550 Signal Maintenance	5	Traffic Signal Inner Loop for Downtown	70,304	-	-	-	New Program
	0001-1550 Signal Maintenance	6	Span Cable and Poles	12,000	-	-	-	New Equipment
	0001-1550 Signal Maintenance	7	Replace L.E.D. Balls and Arrows	98,874	-	-	-	Replacement Equipment
	0001-1550 Signal Maintenance	8	Changing Out Illumination to L.E.D. Bulbs	130,000	-	-	-	New Equipment

FY 12-13 Supplemental Requests General Fund

Department/Division	Dept Rank	Supplemental Req. Title	Requested Amount ¹	FY 11-12 Purchase ²	CAO Adjustment ³	List "A" Included ⁴	Type
0001-1550 Signal Maintenance	9	Battery Back Up Systems	90,000	-	-	-	New Equipment
0001-1550 Signal Maintenance	10	Traffic Signal Upgrades	170,000	-	-	-	New Equipment
0001-1550 Signal Maintenance Total			\$ 931,820	\$ -	\$ -	\$ 156,193	
0001-1570 Engineering	0	Bentley Systems, Inc. Water, Storm, & Sewer Gems	10,067	-	-	10,067	Non-discretionary Adjustment
0001-1570 Engineering	0	DLT Solutions-Auto CAD	10,400	-	-	10,400	Non-discretionary Adjustment
0001-1570 Engineering	2	Cartograph Software Program	16,000	16,000	-	-	New Equipment
0001-1570 Engineering	3	Esri Arc Editor and Arc Engine Licenses	25,700	-	-	25,700	Enhanced Program
0001-1570 Engineering	4	Multifunction Printer/Copier/Scanner	33,125	-	-	33,125	Replacement Equipment
0001-1570 Engineering	6	Traffic Analysis and Synchronization	55,000	-	-	55,000	New Program
0001-1570 Engineering Total			\$ 150,292	\$ 16,000	\$ -	\$ 134,292	
Grand Total			\$ 6,933,654	\$ 48,058	\$ 203,553	\$ 2,765,887	

Definitions:

- Requested Amount** - The total cost of the project. Also, the cost that was requested through the supplemental request.
- FY 11-12 Purchase** - The amount approved for purchase with savings in the current fiscal year, rather than putting the item in the next fiscal year.
- CAO (City Administrator's Office) Adjustment** - This category is for items that are generally non-discretionary, inflationary increases that are critical to a department's operations and are uncontrollable expenses (i.e. gasoline and diesel cost increases).
- List "A" (Included)** - These items are included in the Operating Budget as supplementals.

Notes:

- If there is no funding listed in the FY11-12 Purchase, CAO Adjustment, or List "A" (Included) columns, then the supplemental request was not approved for funding.

CITY OF CONROE
FY 2012-2013
0001-1020

BUDGET LINE ITEMS

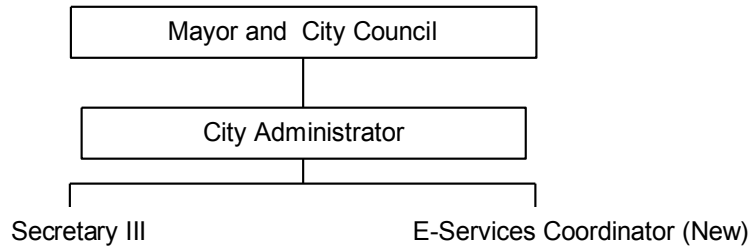
FUND: GENERAL FUND DEPARTMENT: REVENUES DIVISION: REVENUES							
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
4010 Current Taxes	\$8,457,357	\$8,895,847	\$8,895,847	\$9,806,586	\$0	\$0	\$9,806,586
4020 Delinquent Taxes	\$66,718	\$78,681	\$111,933	\$111,933	\$0	\$0	\$111,933
4030 Gross Receipts	\$4,715,542	\$4,479,149	\$4,885,276	\$5,126,152	\$0	\$0	\$5,126,152
4040 Sales Tax	\$22,916,869	\$23,241,777	\$23,241,777	\$23,590,403	\$0	\$0	\$23,590,403
4050 Hotel Occupancy Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4070 Mixed Beverage Tax	\$168,103	\$132,859	\$138,405	\$138,405	\$0	\$0	\$138,405
4080 P.I.L.O.T.	\$489,904	\$558,271	\$570,276	\$594,753	\$0	\$0	\$594,753
4510 Licenses	\$26,680	\$27,352	\$31,505	\$31,505	\$0	\$0	\$31,505
4520 Permits	\$1,086,912	\$938,206	\$1,249,175	\$1,120,146	\$0	\$0	\$1,120,146
4530 Miscellaneous	\$1,160	\$825	\$1,642	\$1,642	\$0	\$0	\$1,642
4532 Alarm Fees	\$79,125	\$80,957	\$82,700	\$82,700	\$0	\$0	\$82,700
4533 Excessive Alarms	\$46,150	\$49,200	\$30,086	\$30,086	\$0	\$0	\$30,086
4535 Wrecker Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5010 Refuse Collection	\$418,791	\$421,876	\$427,520	\$427,520	\$0	\$0	\$427,520
5020 Copies	\$18,601	\$18,747	\$18,508	\$17,583	\$0	\$0	\$17,583
5040 Planning and Zoning Fees	\$303,878	\$186,868	\$307,297	\$251,865	\$0	\$0	\$251,865
5150 Service Charges	\$7,808	\$12,588	\$20,001	\$20,001	\$0	\$0	\$20,001
5510 Traffic and Criminal Fines	\$1,782,430	\$1,877,135	\$2,256,974	\$2,330,477	\$0	\$0	\$2,330,477
5530 Traffic Camera Fines	\$1,282,706	\$1,095,150	\$944,298	\$1,085,238	\$0	\$0	\$1,085,238
6010 Interest	\$64,505	\$43,715	\$43,327	\$43,327	\$0	\$0	\$43,327
6015 Gains (Losses) on Investmt	\$77,057	\$0	\$0	\$0	\$0	\$0	\$0
6020 Penalty & Interest	\$62,678	\$61,604	\$75,945	\$75,945	\$0	\$0	\$75,945
6030 Lease Income	\$31,250	\$25,000	\$14,150	\$0	\$0	\$0	\$0
6031 Donated Lease Income	\$25,512	\$0	\$0	\$0	\$0	\$0	\$0
6036 Sales of Cap. Assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6050 Recreational	\$603,333	\$503,527	\$637,657	\$685,971	\$0	\$0	\$685,971
6051 Parks Programs	\$413,254	\$339,997	\$323,916	\$350,737	\$0	\$0	\$350,737
6052 Parks Donations	\$14,381	\$0	\$17,693	\$0	\$0	\$0	\$0
6053 Animal Shelter Fees	\$68,236	\$55,223	\$87,673	\$87,673	\$0	\$0	\$87,673
6060 Unanticipated Revenues	\$151,319	\$71,170	\$115,361	\$71,170	\$0	\$0	\$71,170
6070 Short & Over	(\$103)	\$0	\$0	\$0	\$0	\$0	\$0
6080 Donations	\$66,388	\$55,000	\$70,123	\$64,400	\$0	\$0	\$64,400
6100 Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6104 CDBG-OJCC	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6105 Seized Assets	\$21,315	\$0	\$73,729	\$0	\$0	\$0	\$0
6106 Intergovernmental	\$478,355	\$932,090	\$1,123,864	\$1,137,185	\$0	\$0	\$1,137,185

CITY OF CONROE
FY 2012-2013
0001-1020

BUDGET LINE ITEMS

FUND: GENERAL FUND		DEPARTMENT: REVENUES		DIVISION: REVENUES			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6111 Proceeds for Capital Leases	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6530 Other Non-Operating Income	\$0	\$660	\$68,226	\$0	\$0	\$0	\$0
6550 Transfer In	\$1,563,285	\$1,720,131	\$1,710,210	\$1,268,098	\$0	\$0	\$1,268,098
REVENUES SUBTOTAL	\$45,509,499	\$45,903,605	\$47,575,094	\$48,551,501	\$0	\$0	\$48,551,501
TOTAL 0001-1020	\$45,509,499	\$45,903,605	\$47,575,094	\$48,551,501	\$0	\$0	\$48,551,501

Administration



The Administration Department provides quality customer relations, accurate and timely public information and City Council support, while pursuing grant initiatives that benefit the City of Conroe citizens, customers and employees. This department strives to preserve a unique atmosphere, heritage, and quality of life while cultivating a dynamic economic development for all of the residents of Conroe.

The City of Conroe Administration oversees the day-to-day operations of the city organization by setting goals and objectives for the city staff and serving as a liaison between the City Council and the staff. The Administration also coordinates the city's goals and operations with other governmental entities, agencies and organizations.

Administration

Accomplishments for FY 2011-2012

- ✓ Completed “Conroe Lean” sixth year
- ✓ Developed 2011 State of the City Report
- ✓ Attended City Council Workshops, meetings, Conroe Industrial Development Corporation and Greater Conroe Economic Development Council meetings
- ✓ Completed FY 11-12 Capital Improvement Plan (CIP)
- ✓ Oversaw preparation of FY 11-12 Annual Budget
- ✓ Continued improvement of City’s reserve funds

Goals & Objectives for FY 2012-2013

- ❑ Continue to integrate “Conroe Lean” philosophy throughout all levels of the organization. Add green initiative to promote environmental sustainability
- ❑ Continue to maintain fiscal integrity of City finances
- ❑ Maintain top priority for citizen, employee and customer-friendly attitudes by all employees
- ❑ Review department staffing and procedures for efficiency and privatization opportunities
- ❑ Provide weekly “Friday Memos” to Mayor and Council
- ❑ Continue to review and monitor overtime
- ❑ Explore education opportunities for staff
- ❑ Expand employee recognition opportunities
- ❑ Work with Human Resources to complete Employee Manual
- ❑ Monitor Self-funded Insurance Fund

City of Conroe General Fund

Administration 0001-1041

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
City Administrator	1	1	1	1
Assistant City Administrator	1	0	0	0
Secretary III	1	1	1	1
E-Services Coordinator	0	0	0	1
TOTAL PERSONNEL SERVICES	3	2	2	3

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
Conduct Bi-Monthly Management Team Meetings	22	22	21	0
Conduct weekly one-on-one Meetings with Directors	175	250	0	0
Conduct bi-weekly one-on-one Meeting with Directors	0	0	105	120
Respond to <u>all</u> citizen inquiries/ complaints in a timely	Yes	Yes	Yes	Yes
Maintain sound fiscal health of City of Conroe	Yes	Yes	Yes	Yes
Maintain "quality" communications with employees	Yes	Yes	Yes	Yes

CITY OF CONROE
FY 2012-2013
0001-1041

BUDGET LINE ITEMS

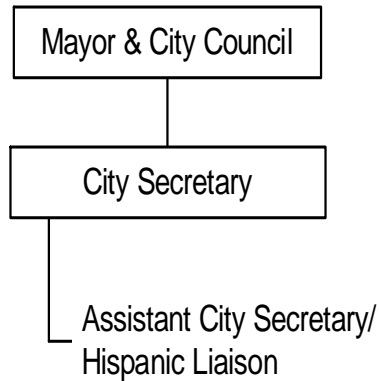
FUND: GENERAL FUND		DEPARTMENT: ADMINISTRATION		DIVISION: ADMINISTRATION			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$219,924	\$229,375	\$230,964	\$244,135	\$0	\$50,000	\$294,135
7012 Salaries - Part Time	\$455	\$353	\$122	\$353	\$0	\$0	\$353
7020 Overtime	\$137	\$0	\$85	\$0	\$0	\$0	\$0
7025 Social Security	\$13,010	\$20,905	\$14,930	\$22,248	\$0	\$3,825	\$26,073
7030 Retirement & Pension	\$35,157	\$39,635	\$39,216	\$41,573	\$0	\$8,455	\$50,028
7035 Workers Compensation	\$642	\$505	\$490	\$3,679	\$0	\$300	\$3,979
7040 Employee Insurance	\$17,743	\$16,800	\$17,701	\$16,800	\$0	\$8,400	\$25,200
PERSONNEL SERVICES SUBTOTAL	\$287,068	\$307,573	\$303,508	\$328,788	\$0	\$70,980	\$399,768
7110 Office Supplies	\$1,898	\$2,709	\$2,100	\$2,709	\$0	\$0	\$2,709
7160 Vehicle Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7170 Vehicle Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$54	\$200	\$50	\$200	\$0	\$0	\$200
7200 Operating Supplies	\$906	\$5,000	\$1,500	\$5,000	\$0	\$0	\$5,000
SUPPLIES SUBTOTAL	\$2,858	\$7,909	\$3,650	\$7,909	\$0	\$0	\$7,909
8010 Utilities	\$1,352	\$2,000	\$1,400	\$2,000	\$0	\$0	\$2,000
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$7,343	\$8,050	\$7,500	\$8,050	\$0	\$0	\$8,050
8050 Travel & Training	\$10,391	\$15,146	\$12,000	\$15,146	\$0	\$3,000	\$18,146
8060 Contract Services	\$9,329	\$35,000	\$15,000	\$34,484	\$0	\$0	\$34,484
8070 Elections	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SUBTOTAL	\$28,415	\$60,196	\$35,900	\$59,680	\$0	\$3,000	\$62,680
9040 Furniture & Fixtures > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures < \$5,000	\$289	\$0	\$6,319	\$0	\$0	\$2,000	\$2,000
9050 Machinery & Equipment > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment < \$5,000	\$798	\$0	\$0	\$0	\$0	\$3,000	\$3,000
CAPITAL OUTLAY SUBTOTAL	\$1,087	\$0	\$6,319	\$0	\$0	\$5,000	\$5,000
TOTAL 0001-1041	\$319,428	\$375,678	\$349,377	\$396,377	\$0	\$78,980	\$475,357

CITY OF CONROE
FY 2012-2013
0001-1041

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
2351	0	E-services Coordinator	New Personnel	7010 SALARIES	\$50,000
				7025 SOCIAL SECURITY	\$3,825
				7030 RETIREMENT & PENSION	\$8,455
				7035 WORKERS COMPENSATION	\$300
				7040 EMPLOYEE INSURANCE	\$8,400
				8050 TRAVEL & TRAINING	\$3,000
				9041 FURNITURE & FIXTURES < \$5,000	\$2,000
				9051 MACHINERY & EQUIPMENT < \$5,000	\$3,000
				Request Total	\$78,980
1 Requests			Total for 0001-1041		\$78,980

Mayor and City Council



The Mayor and City Council provide excellent service to all customers, citizens, staff, and visitors with professionalism and efficiency. The responsibilities of this department include coordinating and scheduling City Council meetings, maintaining and preserving the permanent actions taken during City Council meetings, and coordinating the appointment process of City Boards, Commissions and Committees. Responsibilities also include the destruction of outdated records and the preservation of others according to the City's Records Retention Schedule adopted by Council. The public is kept aware of all current and past meetings and actions through the continual updating of the department webpage. This department devotes a great deal of time participating in team building programs with the Administration and Management Team.

Mayor and City Council

Accomplishments for FY 2011-2012

- ✓ Worked with all departments in providing a paperless agenda system.
- ✓ Worked with HART InterCivic to contract for purchase of election equipment to provide in-house election services for the City.
- ✓ Continued on-going assistance in records retention training/organizing with all departments.
- ✓ Continued the Hispanic community assistance project.
- ✓ Prepared minutes for all Council and Committee Meetings.
- ✓ Prepared Council Agenda Packets for all Council and Committee Meetings.
- ✓ Provided updated data to the City website for Council meetings, minutes and agendas.
- ✓ Provided electronic retrieval of packets for department directors.
- ✓ Successfully responded to a large volume of open records requests.

Goals & Objectives for FY 2012-2013

- ❑ Conduct election services to include education of staff and public in the use of the newly purchase electronic voting system.
- ❑ Continue to provide evidence of need for additional personnel in order to supply necessary support for a more enhanced and well-developed records retention system and assist with increasing workload which includes expanded clerical, technical and customer service assistance.
- ❑ Work with newly elected Council Members to assist in:
 - Individual department functions
 - Open Meetings Act
 - Scheduling of meetings and trips
 - Preparing travel voucher forms
 - Tracking Continuing Education Units
- ❑ Continue to prepare agenda and minutes for all Council and Committee Meetings.
- ❑ Enhance deed and easement logging system.

**City of Conroe
General Fund**

**Mayor and City Council
0001-1042**

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
SPECIAL SERVICES				
Mayor	1	1	1	1
Mayor Pro Tem	1	1	1	1
Councilmembers	4	4	4	4
TOTAL SPECIAL SERVICES	6	6	6	6

PERSONNEL SERVICES

City Secretary	1	1	1	1
Hispanic Liaison/Asst City Secretary	1	1	1	1
TOTAL PERSONNEL SERVICES	2	2	2	2

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
Minutes / Agendas / Packets	260	219	250	250
Open Records Requests	260	140	250	250
Liaison Telephone Contacts	2,000	2,000	2,050	2,100
Document Recording	50	35	40	40
Publications	75	89	90	95

CITY OF CONROE
FY 2012-2013
0001-1042

BUDGET LINE ITEMS

FUND: GENERAL FUND

DEPARTMENT: MAYOR AND COUNCIL

DIVISION: MAYOR AND COUNCIL

	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$317,344	\$318,304	\$320,746	\$321,824	\$0	\$0	\$321,824
7012 Salaries - Part Time	\$1,963	\$193	\$8,000	\$193	\$0	\$0	\$193
7020 Overtime	\$1,045	\$1,750	\$1,750	\$1,750	\$0	\$0	\$1,750
7025 Social Security	\$18,222	\$29,142	\$28,076	\$29,463	\$0	\$0	\$29,463
7030 Retirement & Pension	\$28,208	\$42,386	\$40,429	\$31,927	\$0	\$0	\$31,927
7035 Workers Compensation	\$556	\$664	\$664	\$4,846	\$0	\$0	\$4,846
7040 Employee Insurance	\$17,527	\$16,800	\$17,491	\$18,163	\$0	\$0	\$18,163
PERSONNEL SERVICES SUBTOTAL	\$384,865	\$409,239	\$417,156	\$408,166	\$0	\$0	\$408,166
7110 Office Supplies	\$3,339	\$3,400	\$3,400	\$3,400	\$0	\$0	\$3,400
7160 Vehicle Operations	\$463	\$2,750	\$0	\$0	\$0	\$0	\$0
7170 Vehicle Repairs	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$4,788	\$4,800	\$4,800	\$4,768	\$0	\$0	\$4,768
SUPPLIES SUBTOTAL	\$8,590	\$11,950	\$8,200	\$8,168	\$0	\$0	\$8,168
8010 Utilities	\$2,096	\$800	\$1,532	\$800	\$0	\$0	\$800
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$27,656	\$29,442	\$29,442	\$32,192	\$0	\$0	\$32,192
8060 Contract Services	\$5,867	\$11,000	\$11,000	\$11,000	\$0	\$0	\$11,000
8070 Elections	\$34,032	\$75,032	\$30,000	\$16,340	\$0	\$0	\$16,340
CONTRACTUAL SUBTOTAL	\$69,651	\$116,274	\$71,974	\$60,332	\$0	\$0	\$60,332
9040 Furniture & Fixtures > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures < \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment < \$5,000	\$681	\$0	\$51,770	\$0	\$0	\$7,296	\$7,296
CAPITAL OUTLAY SUBTOTAL	\$681	\$0	\$51,770	\$0	\$0	\$7,296	\$7,296
TOTAL 0001-1042	\$463,787	\$537,463	\$549,100	\$476,666	\$0	\$7,296	\$483,962

CITY OF CONROE

FY 2012-2013

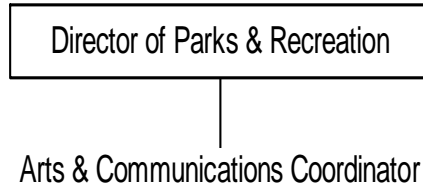
0001-1042

SUPPLEMENTAL REQUESTS WITH LINE ITEMS

(Active Only)

ID	Rank	Title	Type	Line Items	
2315	0	Ipads For Mayor And Council	Non-discretionary Adjustment	9051 MACHINERY & EQUIPMENT <\$5,000 Request Total	\$7,296 \$7,296
1 Requests			Total for 0001-1042		\$7,296

Arts and Communications



The Arts and Communications department provides services for life-long learning, culture and entertainment for the citizens of the City of Conroe. This department handles the media relations and is very instrumental in the development and marketing of downtown Conroe.

Arts and Communications

Accomplishments for FY 2011-2012

- ✓ Created a "Marketing Awareness Plan" called "Passport to Parks and Recreation" for the Parks and Recreation Department.
- ✓ Developed a new press release procedure for the Parks and Recreation Department by working in concert with the Parks team. This method includes more readership through consistency and is ongoing to over 100 media outlets.
- ✓ Created the Marketing campaign called "Conroe Recycles," with a participation rate of 85% of Conroe citizens.
- ✓ Conducted the logo approval process with the Water Advisory Board and the Water Conservation Manager. The logo was chosen and approved by the City Council.
- ✓ Completed the "Conroe by the Numbers Annual Report" by working with all departments and the City Administrator.
- ✓ Created and developed the "Emergency Preparedness Plan," for the Emergency Management Coordinator with the Conroe Fire Department.
- ✓ Coordinated and worked with HGAC to obtain FREE brochures and collateral print relative to "Special Needs Citizens" for the Conroe Fire Department.
- ✓ Supervised and worked with the City Administrator's Breakfast event. There will be a total for 8 breakfasts throughout the year for the employees.
- ✓ Produced a video for the Parks and Recreation Department. This video will be displayed on the city website and will be used by the Parks and Recreation Department as an image piece.

Goals & Objectives for FY 2012-2013

- ❑ Develop additional marketing campaigns that encourage sustainable behaviors from citizens regarding water conservation, recycling and environmental initiatives.
- ❑ Plan and work with the Arts Commission to develop a Strategic Plan with goals and work to develop more grant funds for Community Enrichment Grants for the arts. Create a Public Relations plan with the commission for awareness of the arts in Conroe, Texas.
- ❑ Develop additional collateral print pieces for the City Administrator that communicates the city's objectives.
- ❑ Create a new "State of the City Report", with new design elements and communication objectives.
- ❑ Bring consistency and a clean design to the PLAYbook for the Parks and Recreation Department by working with the Parks Team.

**City of Conroe
General Fund**

**Arts and Communications
0001-1043**

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
Arts and Communications Coordinator	1	1	1	1
TOTAL FULL TIME SERVICES	1	1	1	1

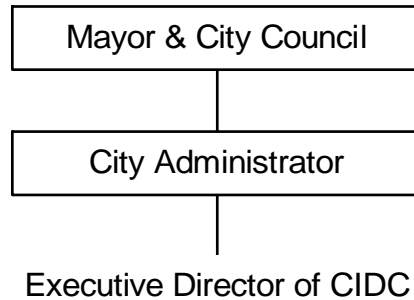
	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
FEMA Courses	3	3	2	2
Brochures Designed	7	7	6	6
Press Releases	80	80	100	120
Media Alerts	20	20	20	30
Events	19	19	27	29
Special Projects	18	18	18	18
Marketing Plans	4	4	14	14
TV Programming	N/A	N/A	24	24
Emergency Mgt. Plans	N/A	N/A	1	1
Special Needs Plans	N.A	N/A	1	1

CITY OF CONROE
FY 2012-2013
0001-1043

BUDGET LINE ITEMS

FUND: GENERAL FUND DEPARTMENT: ARTS & COMMUNICATIONS DIVISION: ARTS & COMMUNICATIONS							
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$62,968	\$64,592	\$64,592	\$65,888	\$0	\$0	\$65,888
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7025 Social Security	\$4,644	\$5,878	\$5,878	\$5,996	\$0	\$0	\$5,996
7030 Retirement & Pension	\$10,071	\$11,670	\$11,670	\$11,113	\$0	\$0	\$11,113
7035 Workers Compensation	\$108	\$142	\$142	\$991	\$0	\$0	\$991
7040 Employee Insurance	\$8,667	\$8,400	\$8,400	\$8,400	\$0	\$0	\$8,400
PERSONNEL SERVICES SUBTOTAL	\$86,458	\$90,682	\$90,682	\$92,388	\$0	\$0	\$92,388
7110 Office Supplies	\$263	\$824	\$824	\$824	\$0	\$0	\$824
7200 Operating Supplies	\$48	\$618	\$618	\$618	\$0	\$0	\$618
SUPPLIES SUBTOTAL	\$311	\$1,442	\$1,442	\$1,442	\$0	\$0	\$1,442
8010 Utilities	\$321	\$902	\$902	\$902	\$0	\$0	\$902
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$3,787	\$5,602	\$5,602	\$5,602	\$0	\$0	\$5,602
8060 Contract Services	\$138,864	\$89,700	\$89,700	\$89,700	\$0	\$0	\$89,700
CONTRACTUAL SUBTOTAL	\$142,972	\$96,204	\$96,204	\$96,204	\$0	\$0	\$96,204
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL 0001-1043	\$229,741	\$188,328	\$188,328	\$190,034	\$0	\$0	\$190,034

Transit



This department is responsible for the mobility and transportation needs for the City of Conroe. The department seeks to obtain grants on a Federal and State level and private funding. These grants will provide a fixed route transit service enabling riders to have a greater benefits from work-related opportunities and shopping capabilities.

Transit

Accomplishments for FY 2011-2012

- ✓ Acquired \$2.10 million of grants for sidewalks
- ✓ Acquired \$12.0 million of grants for F.M. 3083 grade separation

Goals & Objectives for FY 2012-2013

- ❑ Represent the City at the Transportation Policy Council
- ❑ Complete Park and Ride Agreement with Texas Department of Transportation
- ❑ Oversee consultants in their efforts to obtain Federal and State funding, grants and private donations
- ❑ Implement transit service
- ❑ Create a Park-N-Ride to service Conroe

City of Conroe General Fund

Transit 0001-1044

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
CIDC Executive Director	0	1	1	0
Downtown Manager	1	0	0	0
TOTAL FULL TIME	1	1	1	0
P/T Research Analyst	0	0	1,248	0
TOTAL PART TIME HOURS	0	0	1,248	0
	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
FTA Meetings	150	175	175	4
Conferences	7	7	7	1
Transportation Policy Council Meetings	12	12	12	12
Recruitment of Retail & Restaurants	2	2	2	2

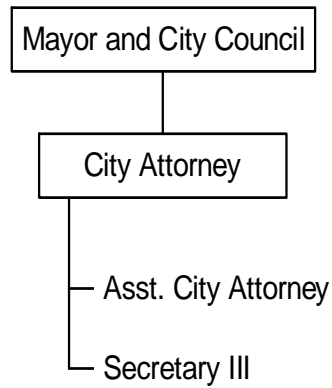
Note: The CIDC Executive Director was moved to the CIDC Fund effective October 1, 2012.

CITY OF CONROE
FY 2012-2013
0001-1044

BUDGET LINE ITEMS

FUND: GENERAL FUND DEPARTMENT: TRANSIT DIVISION: TRANSIT							
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$119,588	\$141,020	\$139,338	\$0	\$0	\$0	\$0
7012 Salaries - Part Time	\$0	\$9,216	\$8,640	\$0	\$0	\$0	\$0
7025 Social Security	\$9,125	\$13,538	\$9,263	\$0	\$0	\$0	\$0
7030 Retirement & Pension	\$19,167	\$24,594	\$23,735	\$0	\$0	\$0	\$0
7035 Workers Compensation	\$164	\$310	\$229	\$0	\$0	\$0	\$0
7040 Employee Insurance	\$8,864	\$8,400	\$8,918	\$0	\$0	\$0	\$0
PERSONNEL SERVICES SUBTOTAL	\$156,908	\$197,078	\$190,123	\$0	\$0	\$0	\$0
7110 Office Supplies	\$1,859	\$1,500	\$1,200	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$4,274	\$2,000	\$500	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$6,133	\$3,500	\$1,700	\$0	\$0	\$0	\$0
8010 Utilities	\$2,491	\$886	\$80	\$0	\$0	\$0	\$0
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$25	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$53,799	\$37,895	\$40,000	\$5,500	\$0	\$0	\$5,500
8060 Contract Services	\$255,849	\$372,460	\$290,460	\$220,000	\$0	\$0	\$220,000
CONTRACTUAL SUBTOTAL	\$312,164	\$411,241	\$330,540	\$225,500	\$0	\$0	\$225,500
9020 Buildings > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9021 Buildings < \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9031 Improvements < \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9040 Furniture & Fixtures > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures < \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$9,290	\$6,854	\$8,330	\$0	\$0	\$0	\$0
9051 Machinery & Equipment < \$5,000	\$1,796	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$11,086	\$6,854	\$8,330	\$0	\$0	\$0	\$0
TOTAL 0001-1044	\$486,291	\$618,673	\$530,693	\$225,500	\$0	\$0	\$225,500

Legal



The Legal Department provides in-house legal services to the City of Conroe and acts as prosecutor in the Municipal Court. Practice areas include open meetings and public information law, land use regulation, civil service and personnel issues, and matters related to economic development. The City Attorney serves as legal counsel to the City Council, Planning Commission and Conroe Industrial Development Corporation and provides advice and support to other boards and commissions as requested.

**City of Conroe
General Fund**

**Legal
0001-1060**

	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERSONNEL SERVICES				
City Attorney	1	1	1	1
Assistant City Attorney	1	1	1	1
Secretary III	1	1	1	1
TOTAL PERSONNEL SERVICES	3	3	3	3

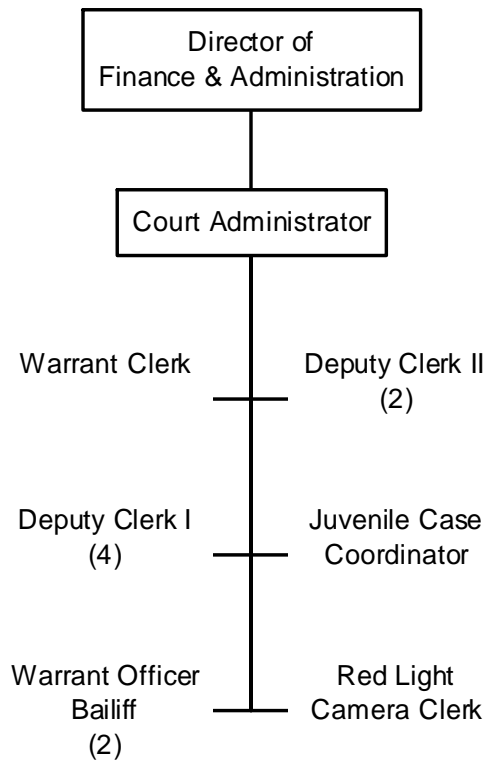
CITY OF CONROE
FY 2012-2013
0001-1060

BUDGET LINE ITEMS

FUND: GENERAL FUND DEPARTMENT: LEGAL DIVISION: LEGAL

	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$284,865	\$294,301	\$289,530	\$305,365	\$0	\$0	\$305,365
7012 Salaries - Part Time	\$55	\$200	\$209	\$200	\$0	\$0	\$200
7020 Overtime	\$48	\$0	\$366	\$0	\$0	\$0	\$0
7025 Social Security	\$18,171	\$26,800	\$19,580	\$27,806	\$0	\$0	\$27,806
7030 Retirement & Pension	\$45,623	\$49,766	\$49,243	\$52,217	\$0	\$0	\$52,217
7035 Workers Compensation	\$489	\$648	\$478	\$4,598	\$0	\$0	\$4,598
7040 Employee Insurance	\$26,435	\$25,200	\$26,345	\$25,200	\$0	\$0	\$25,200
PERSONNEL SERVICES SUBTOTAL	\$375,686	\$396,915	\$385,751	\$415,386	\$0	\$0	\$415,386
7110 Office Supplies	\$4,020	\$3,200	\$800	\$3,200	\$0	\$0	\$3,200
7140 Wearing Apparel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$0	\$300	\$0	\$300	\$0	\$0	\$300
7200 Operating Supplies	\$16	\$500	\$0	\$500	\$0	\$0	\$500
SUPPLIES SUBTOTAL	\$4,036	\$4,000	\$800	\$4,000	\$0	\$0	\$4,000
8010 Utilities	\$611	\$1,100	\$600	\$1,100	\$0	\$0	\$1,100
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$23,088	\$95,000	\$50,000	\$95,000	\$0	\$0	\$95,000
8040 Leased Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$7,380	\$5,995	\$1,200	\$5,995	\$0	\$0	\$5,995
8060 Contract Services	\$25,728	\$23,955	\$14,000	\$23,439	\$0	\$0	\$23,439
CONTRACTUAL SUBTOTAL	\$56,807	\$126,050	\$65,800	\$125,534	\$0	\$0	\$125,534
9040 Furniture & Fixtures > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures < \$5,000	\$289	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment < \$5,000	\$629	\$0	\$1,200	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$918	\$0	\$1,200	\$0	\$0	\$0	\$0
TOTAL 0001-1060	\$437,447	\$526,965	\$453,551	\$544,920	\$0	\$0	\$544,920

Municipal Court



The Conroe Municipal Court is located adjacent to the Conroe Police Department. The court is responsible for accepting charges filed on defendants that are observed violating the city, county and state laws within the city limits of Conroe. The Conroe Police Department Officers, Conroe Independent School District Police Department Officers, Texas Department of Public Safety Troopers, the Montgomery County Sheriff's Department Deputies and citizens file complaints with the Court.

The court must follow the procedure set out by Chapter 45 of the Code of Criminal Procedure on the cases from the filing to the final disposition. This includes the setting of trial (jury and bench), the collection of fines, the disbursement of fees for the Texas State Comptroller's Office, the proper procedure for citations issued to juveniles and for issuance of the warrants for defendants who fail to appear on their given arraignment date. The court is responsible for filing an activity report with the Office of Court Administration, financial reports for the State Comptroller's Office, and monthly financial reports to the Judge and the Director of Finance and Administration on the collections of fines for cases reported to Omni for the denied renewal of defendants' driver's licenses who fail to pay or appear on their cases.

Municipal Court

Accomplishments for FY 2011 - 2012

- ✓ Prepared and won the Traffic Safety Initiative Award for the State of Texas medium size courts for 2012. This has been won four years consecutively.
- ✓ Participated in the Great State Wide Warrant Round-Up. This was a state wide collaboration of agencies serving warrants on outstanding cases in multiple jurisdictions.
- ✓ Implemented the Scofflaw, this is the denied renewal of vehicle registration for failure to pay outstanding citations and red light camera citations.
- ✓ Implemented an on-line payment process through Incode for collection of money paid to the court by credit cards.
- ✓ Implemented document imaging for the paperless court. This will save on paper used to file cases in the court.
- ✓ Implemented a fifth counter for defendants to pay fines, preventing a line from forming when paying or inquiring about a case. Remodeling of the court front counter will allow more access and safety for the clerks.
- ✓ Awarded the 2011 Clerk of the Year for the State of Texas from the Texas Municipal Courts Association.

Goals & Objectives for FY 2012 - 2013

- ❑ Implement Public Data for the Warrant/Bailiff Officer to assist in current locations and jobs of defendants that are in warrants with the Conroe Municipal Court.
- ❑ Implement a second Warrant Officer vehicle to serve warrants, saving time from the officer checking a car out through the Police Department. This also allows the Warrant Officer to take a defendant from an officer on a traffic stop to jail, making the street officer available for more traffic stops and calls.
- ❑ Participate in the 2012 Traffic Safety Initiative Award for the State of Texas for medium size courts.
- ❑ Participate in the Great State Wide Warrant Round-Up. This is a state wide collaboration of agencies serving warrants on outstanding cases in multiple court.

**City of Conroe
General Fund**

**Municipal Court
0001-1070**

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
SPECIAL SERVICES				
Judge	1	1	1	1
TOTAL SPECIAL SERVICES	1	1	1	1
PERSONNEL SERVICES				
Court Administrator	1	1	1	1
Warrant Clerk	1	1	1	1
Warrant Officer	0	0	0	0
Deputy Court Clerk II	2	2	2	2
Deputy Court Clerk I	4	4	4	4
Juvenile Case Coordinator	1	1	1	1
TOTAL FULL TIME	9	9	9	9
TOTAL PERSONNEL SERVICES	10	10	10	10
	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
Number of Citations Issued	21,521	25,707	34,188	35,213
Number of Citations Processed	23,547	24,921	26,090	26,872
Number of Warrants Issued	10,947	11,955	17,064	17,575
Amount of Fines Collected	2,125,541	2,732,557	3,454,833	3,585,349
Amount of State Fees	604,835	806,446	1,197,859	1,254,872
Amount Retained by City	1,520,706	1,926,111	2,256,974	2,330,377

CITY OF CONROE
FY 2012-2013
0001-1070

BUDGET LINE ITEMS

FUND: GENERAL FUND		DEPARTMENT: MUNICIPAL COURT		DIVISION: MUNICIPAL COURT			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$392,654	\$447,630	\$447,630	\$413,488	\$0	\$0	\$413,488
7020 Overtime	\$22,071	\$21,290	\$21,290	\$21,290	\$0	\$6,080	\$27,370
7025 Social Security	\$30,487	\$41,951	\$41,951	\$39,565	\$0	\$461	\$40,026
7030 Retirement & Pension	\$58,903	\$72,760	\$72,760	\$66,246	\$0	\$975	\$67,221
7035 Workers Compensation	\$667	\$3,195	\$3,195	\$6,222	\$0	\$0	\$6,222
7040 Employee Insurance	\$75,327	\$84,000	\$84,000	\$76,054	\$0	\$0	\$76,054
PERSONNEL SERVICES SUBTOTAL	\$580,109	\$670,826	\$670,826	\$622,865	\$0	\$7,516	\$630,381
7110 Office Supplies	\$29,553	\$23,812	\$26,500	\$23,812	\$0	\$0	\$23,812
7130 Cleaning Supplies	\$0	\$500	\$500	\$500	\$0	\$0	\$500
7140 Wearing Apparel	\$578	\$1,400	\$1,400	\$1,400	\$0	\$0	\$1,400
7160 Vehicle Operations	\$1,916	\$0	\$3,000	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$2,233	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
7190 Radio Repairs	\$0	\$150	\$150	\$150	\$0	\$0	\$150
7200 Operating Supplies	\$4,066	\$750	\$750	\$750	\$0	\$4,137	\$4,887
SUPPLIES SUBTOTAL	\$38,346	\$27,612	\$33,300	\$27,612	\$0	\$4,137	\$31,749
8010 Utilities	\$240	\$4,263	\$4,263	\$4,263	\$0	\$0	\$4,263
8020 Insurance and Bonds	\$1,695	\$2,000	\$2,000	\$2,000	\$0	\$0	\$2,000
8030 Legal Services	\$3,926	\$3,100	\$3,100	\$3,100	\$0	\$2,500	\$5,600
8040 Leased Equipment	\$18,122	\$28,822	\$18,500	\$16,322	\$0	\$3,122	\$19,444
8050 Travel & Training	\$25,517	\$21,025	\$21,025	\$20,401	\$0	\$0	\$20,401
8060 Contract Services	\$66,079	\$266,088	\$58,470	\$57,546	\$0	\$91,340	\$148,886
CONTRACTUAL SUBTOTAL	\$115,579	\$325,298	\$107,358	\$103,632	\$0	\$96,962	\$200,594
9030 Improvements >\$5,000	\$0	\$0	\$49,500	\$0	\$0	\$0	\$0
9031 Improvements <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9040 Furniture & Fixtures > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$0	\$2,070	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$32,051	\$82,800	\$49,000	\$0	\$0	\$18,000	\$18,000
9051 Machinery & Equipment <\$5,000	\$29,490	\$83,000	\$49,000	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$38,254	\$0	\$0	\$0	\$0	\$30,000	\$30,000
CAPITAL OUTLAY SUBTOTAL	\$99,795	\$167,870	\$147,500	\$0	\$0	\$48,000	\$48,000
TOTAL 0001-1070	\$833,829	\$1,191,606	\$958,984	\$754,109	\$0	\$156,615	\$910,724

CITY OF CONROE

FY 2012-2013

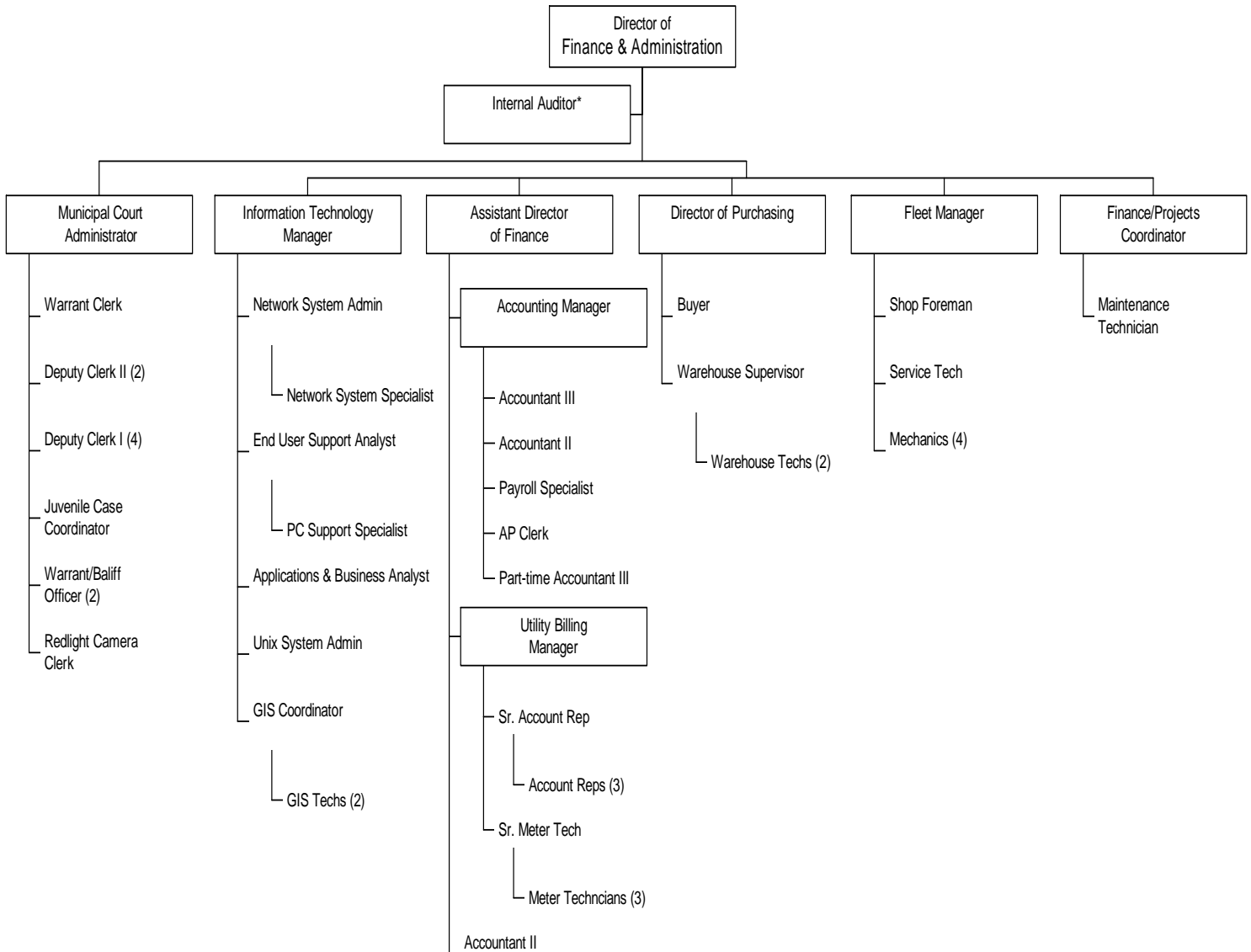
0001-1070

SUPPLEMENTAL REQUESTS WITH LINE ITEMS

(Active Only)

ID	Rank	Title	Type	Line Items	
1773	0	Securenet, Inc - Maintenance Agreement	Non-discretionary Adjustment	8060 CONTRACT SERVICES Request Total	\$15,400 \$15,400
1777	0	Copy Maintenance Agreement	Non-discretionary Adjustment	8040 LEASED EQUIPMENT Request Total	\$3,122 \$3,122
1953	0	Maintenance On Audio And Video Equipment	Non-discretionary Adjustment	8060 CONTRACT SERVICES Request Total	\$5,940 \$5,940
2292	0	Mccreary, Veselka, Bragg & Allen	Non-discretionary Adjustment	8060 CONTRACT SERVICES Request Total	\$70,000 \$70,000
1778	1	Warrant Officer Vehicle	New Equipment	7200 OPERATING SUPPLIES 9050 MACHINERY & EQUIPMENT >\$5,000 9060 Vehicles >\$5,000 Request Total	\$4,137 \$18,000 \$30,000 \$52,137
1134	2	Overtime For State Wide Warrant Round-up	Enhanced Program	7020 OVERTIME 7025 SOCIAL SECURITY 7030 RETIREMENT & PENSION Request Total	\$6,080 \$461 \$975 \$7,516
1136	3	Warrant Round-up Advertisement	New Program	8030 LEGAL SERVICES Request Total	\$2,500 \$2,500
7 Requests			Total for 0001-1070		\$156,615

Finance & Administration



The Finance and Administration Department provides leadership and support for the resolution of all financial matters of the City. The department provides internal management and supervision for the following divisions: General Finance, Accounting, Utility Billing, Fleet Services, Warehouse-Purchasing, Information Technology, Municipal Court, Internal Audit and The Conroe Tower. The Finance and Administration Department is also the primary provider of internal and support services to other City departments.

*The Internal Auditor reports to the Director of Finance & Administration on a daily/functional basis only. This position's ultimate reporting responsibility is directly to the City Council.

Finance

Accomplishments for FY 2011-2012

- ✓ Earned the Distinguished Budget Presentation Award for the 2011-2012 fiscal year
- ✓ Earned the Certificate of Achievement for Excellence in Financial Reporting for the fiscal year 2010-2011 Comprehensive Annual Financial Report (CAFR)
- ✓ Earned the Investment Policy Certificate of Distinction from the Government Treasurers' Organization of Texas (GTOT) for the City's Investment Policy
- ✓ Earned the Leadership Circle Gold Award for 2012
- ✓ Completed year-end close and CAFR for the 3rd time with in-house Accounting staff
- ✓ Completed various audits of processes and procedures for improving internal control
- ✓ Presented the Conroe Lean Program to the Texas City Managers Association and to other cities through the GFOA via a webinar
- ✓ Compiled and printed the 2011-2012 fiscal year Operating Budget, Capital Improvement Program Budget, Budget-in-Brief documents, and the Comprehensive Annual Financial Report (CAFR)
- ✓ Updated the City's Investment Policy

Goals & Objectives for FY 2012-2013

- ❑ Earn the Certificate of Achievement for Excellence in Financial Reporting for the fiscal year 2011-2012 Comprehensive Annual Financial Report (CAFR)
- ❑ Earn the Distinguished Budget Presentation Award for the 2012-2013 fiscal year
- ❑ Audit various systems and processes for internal control procedures
- ❑ Continue City-wide Conroe Lean Program to improve operations by reviewing internal systems and processes
- ❑ Earn the Investment Policy Certificate of Distinction from the Government Treasurers' Organization of Texas (GTOT) for the City's Investment Policy
- ❑ Earn the Leadership Circle Gold Award for 2013

City of Conroe General Fund

Finance 0001-1100

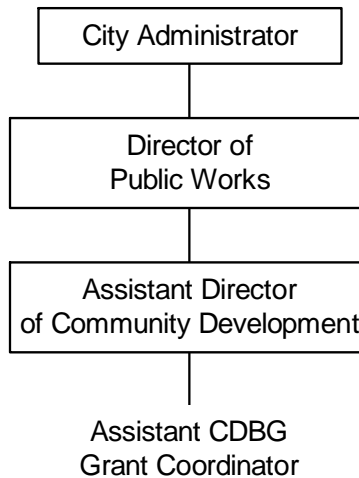
	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
Director of Finance & Administration	0	1	1	1
Director of Finance	1	0	0	0
A.D. of Finance & Administration	0	1	1	1
Finance Manager	1	0	0	0
Internal Auditor	1	1	1	1
Accounting Manager	1	1	1	1
Accountant II	1	1	2	2
Accountant III	1	1	1	1
Projects Coordinator	1	1	1	1
Secretary II	1	1	0	0
Payroll Specialist	1	1	1	1
Accounts Payable Clerk	1	1	1	1
TOTAL FULL TIME	10	10	10	10
P/T Accountant III (Hours)	999	999	999	999
TOTAL PART TIME	999	999	999	999
	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
General Obligation Bond Rating	AA-/A1	AA-/A1	AA-/AA2	AA-/AA2
Water & Sewer System Bond Rating	AA-/A2	AA-/A2	AA-/AA3	AA-/AA3
Conroe IDC Bond Rating	A+	A+	A+/A1	A+/A1
% of Quarterly Investment Reports completed and filed	100%	100%	100%	100%
% of Monthly Financial Reports completed and filed	100%	100%	100%	100%
Receive GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes	Yes
Receive GFOA Certificate of Excellence in Financial Reporting	Yes	Yes	Yes	Yes
Average number of working days to close prior accounting period	10	10	10	10
Number of internal audit projects	8	8	9	8

CITY OF CONROE
FY 2012-2013
0001-1100

BUDGET LINE ITEMS

FUND: GENERAL FUND DEPARTMENT: FINANCE DIVISION: FINANCE							
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$717,952	\$712,291	\$712,200	\$740,393	\$0	\$0	\$740,393
7012 Salaries - Part Time	\$28,855	\$29,559	\$29,500	\$29,559	\$0	\$0	\$29,559
7020 Overtime	\$2,214	\$3,200	\$3,200	\$3,200	\$0	\$0	\$3,200
7025 Social Security	\$54,124	\$67,800	\$67,800	\$70,357	\$0	\$0	\$70,357
7030 Retirement & Pension	\$115,098	\$122,685	\$120,000	\$126,703	\$0	\$0	\$126,703
7035 Workers Compensation	\$1,238	\$1,632	\$1,632	\$11,586	\$0	\$0	\$11,586
7040 Employee Insurance	\$86,368	\$84,000	\$84,000	\$84,000	\$0	\$0	\$84,000
PERSONNEL SERVICES SUBTOTAL	\$1,005,849	\$1,021,167	\$1,018,332	\$1,065,798	\$0	\$0	\$1,065,798
7110 Office Supplies	\$20,910	\$22,045	\$19,000	\$22,045	\$0	\$0	\$22,045
7140 Wearing Apparel	\$0	\$0	\$800	\$0	\$0	\$0	\$0
7160 Vehicle Operations	\$33	\$0	\$0	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$0	\$250	\$400	\$250	\$0	\$0	\$250
7200 Operating Supplies	\$4,743	\$1,560	\$3,500	\$1,560	\$0	\$0	\$1,560
SUPPLIES SUBTOTAL	\$25,686	\$23,855	\$23,700	\$23,855	\$0	\$0	\$23,855
8010 Utilities	\$2,303	\$3,745	\$2,800	\$3,745	\$0	\$0	\$3,745
8020 Insurance and Bonds	\$0	\$0	\$500	\$0	\$0	\$0	\$0
8030 Legal Services	\$1,785	\$4,350	\$2,500	\$3,000	\$0	\$0	\$3,000
8040 Leased Equipment	\$12,428	\$10,116	\$12,000	\$11,466	\$0	\$0	\$11,466
8050 Travel & Training	\$22,839	\$23,092	\$23,092	\$23,092	\$0	\$0	\$23,092
8060 Contract Services	\$227,751	\$261,631	\$263,000	\$265,702	\$0	\$0	\$265,702
CONTRACTUAL SUBTOTAL	\$267,106	\$302,934	\$303,892	\$307,005	\$0	\$0	\$307,005
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$2,374	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$1,020	\$4,587	\$4,587	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$3,394	\$4,587	\$4,587	\$0	\$0	\$0	\$0
TOTAL 0001-1100	\$1,302,035	\$1,352,543	\$1,350,511	\$1,396,658	\$0	\$0	\$1,396,658

CDBG Administration



The City of Conroe Community Development Block Grant (CDBG) Office provides the administration of the entitlement funds received from the U. S. Department of Housing and Urban Development (HUD) on an annual basis to meet community needs. Entitlement funds are used for eligible activities that include the Housing Programs, Public Services, Downtown Façade Program, Planning and Administration, Public Facility Improvements and Demolition/Clearance Activities. The goal of the CDBG Department is to improve the quality of life for all citizens of the City of Conroe and especially those of low- and moderate-income.

CDBG Administration

Accomplishments for FY 2011-2012

- ✓ Reduced the 108 loan by making timely payments.
- ✓ Completed successful HUD field monitor visit.
- ✓ Completed reconstruction of five Community Development Block Grant houses.
- ✓ Completed the 2011 Annual Action Plan and submitted it to the U. S. Department of Housing and Urban Development (HUD). Completed all Plan Requirements.
- ✓ Completed the Consolidated Annual Performance and Evaluation Report and submitted it timely to the U. S. Department of Housing and Urban Development.
- ✓ Completed environmental clearance on 5 properties.
- ✓ Worked diligently with the Community Development Block Grant Board.
- ✓ Completed large Clean-Up Project in Housing Target Area.
- ✓ Celebrated the construction of the 50th CDBG House with media coverage.
- ✓ Qualified the first Hispanic CDBG client.

Goals & Objectives for FY 2012-2013

- ❑ Continue compliance and repayment of the 108 funding per loan repayment schedule.
- ❑ Complete reconstruction of two houses.
- ❑ Complete Demolition/Clean-Up Project in Housing Target Area.
- ❑ Complete Downtown Revitalization Project on Main Street.
- ❑ Complete 2012 Annual Action Plan and submit it to the U.S. Department of Housing and Urban Development.
- ❑ Complete the 2011 Consolidated Annual Performance and Evaluation Report and submit it to the U. S. Department of Housing and Urban Development.

**City of Conroe
General Fund**

**CDBG Administration
0001-1110**

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
Assistant Director of Community Development	0	1	1	1
CDBG Grant Coordinator	1	0	0	0
Assistant Coordinator	1	1	1	1
TOTAL PERSONNEL SERVICES	2	2	2	2

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
Number of Houses Reconstructed	9	3	2	2
Number of Youth and Adults Served	12	4	4	2
Section 108 Facades Completed	0	0	0	0
Number of Lots Cleaned	9	3	2	2

CITY OF CONROE
FY 2012-2013
0001-1110

BUDGET LINE ITEMS

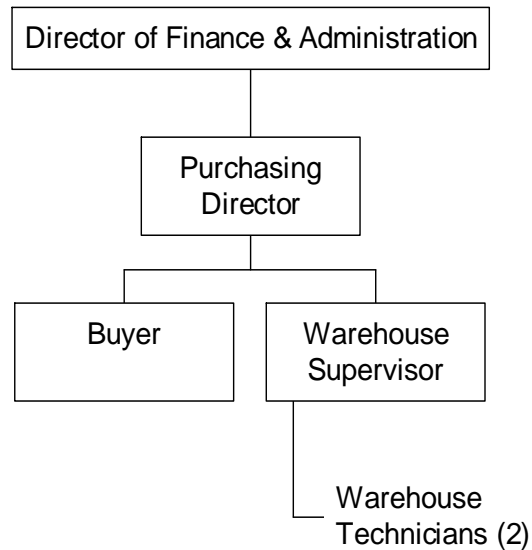
FUND: GENERAL FUND		DEPARTMENT: CDBG ADMINISTRATION		DIVISION: CDBG ADMINISTRATION			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$85,268	\$137,456	\$137,456	\$142,511	\$0	\$0	\$142,511
7012 Salaries - Part Time	\$819	\$1,188	\$1,188	\$1,188	\$0	\$0	\$1,188
7020 Overtime	\$57	\$0	\$0	\$0	\$0	\$0	\$0
7025 Social Security	\$6,452	\$12,617	\$12,617	\$13,077	\$0	\$0	\$13,077
7030 Retirement & Pension	\$13,600	\$23,892	\$23,892	\$24,195	\$0	\$0	\$24,195
7035 Workers Compensation	\$189	\$305	\$305	\$2,162	\$0	\$0	\$2,162
7040 Employee Insurance	\$14,378	\$16,800	\$16,800	\$16,800	\$0	\$0	\$16,800
PERSONNEL SERVICES SUBTOTAL	\$120,763	\$192,258	\$192,258	\$199,933	\$0	\$0	\$199,933
7110 Office Supplies	\$4,147	\$3,700	\$3,700	\$3,700	\$0	\$500	\$4,200
7160 Vehicle Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7170 Vehicle Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$630	\$600	\$600	\$600	\$0	\$450	\$1,050
SUPPLIES SUBTOTAL	\$4,777	\$4,300	\$4,300	\$4,300	\$0	\$950	\$5,250
8010 Utilities	\$566	\$1,274	\$1,274	\$1,274	\$0	\$0	\$1,274
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$1,358	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$14,139	\$12,096	\$12,096	\$12,096	\$0	\$790	\$12,886
8060 Contract Services	\$13,511	\$7,172	\$7,172	\$7,172	\$0	\$0	\$7,172
CONTRACTUAL SUBTOTAL	\$29,574	\$20,542	\$20,542	\$20,542	\$0	\$790	\$21,332
9010 Land >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9011 Land < \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9040 Furniture & Fixtures > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures < \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$520	\$0	\$1,200	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$520	\$0	\$1,200	\$0	\$0	\$0	\$0
TOTAL 0001-1110	\$155,634	\$217,100	\$218,300	\$224,775	\$0	\$1,740	\$226,515

CITY OF CONROE
FY 2012-2013
0001-1110

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
1414	0	Cdbg Board Materials And Refreshments	Enhanced Program	7200 OPERATING SUPPLIES Request Total	\$450 \$450
1690	0	Increase In Training Materials	Non-discretionary Adjustment	8050 TRAVEL & TRAINING Request Total	\$790 \$790
2055	0	Cdbg Office Supplies	Non-discretionary Adjustment	7110 OFFICE SUPPLIES Request Total	\$500 \$500
3 Requests			Total for 0001-1110		\$1,740

Warehouse - Purchasing



The Purchasing department's goal is to provide the City with the best value in the acquisition of supplies, equipment, and services, which is critical to effective organizational operations and a key function, both internally for the organization and for the public. Our contact with suppliers produces information needed by finance, line and staff departments, and the elected body to insure that both goods and services are delivered at the right price, the right quality, in a timely and effective manner and doing so within all applicable legal constraints.

Warehouse - Purchasing

Accomplishments for FY 2011-2012

- ✓ Updated purchasing operating procedures for the Purchasing Department.
- ✓ Provided access and maintenance for the City's record storage facility.
- ✓ Implemented blanket purchase orders minimizing sequential purchases.
- ✓ Updated the City's purchasing policy to reflect current legislation.
- ✓ Negotiated all service contracts and change orders pertaining to construction projects.
- ✓ Maintained year-end inventory adjustments to less than 2% of total inventory.
- ✓ Developed a cross training program for all purchasing department personnel.
- ✓ Offered training for all employees concerning the purchasing policy.

Goals & Objectives for FY 2012-2013

- ❑ Inform the public pertaining to bid information available on the City's website.
- ❑ Implement semi-annual purchasing policy training for all departments as needed.
- ❑ Acquaint City staff with practices and procedures utilized by the Purchasing Department.
- ❑ Continue to foster and maintain good working relationships with all departments through a better understanding of their needs.
- ❑ Provide information and consultation to staff relative to new products, sources and purchasing options available to them.
- ❑ Provide the city with cost effective purchases to enable the city to utilize taxpayer dollars to the best of our ability.

**City of Conroe
General Operating Fund**

**Warehouse - Purchasing
0001-1120**

	<u>Actual 2009-2010</u>	<u>Estimated 2010-2011</u>	<u>Budgeted 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
Purchasing Director	1	1	1	1
Buyer	1	1	1	1
Warehouse Supervisor	1	1	1	1
Warehouse Technician	2	2	2	2
TOTAL FULL TIME	5	5	5	5

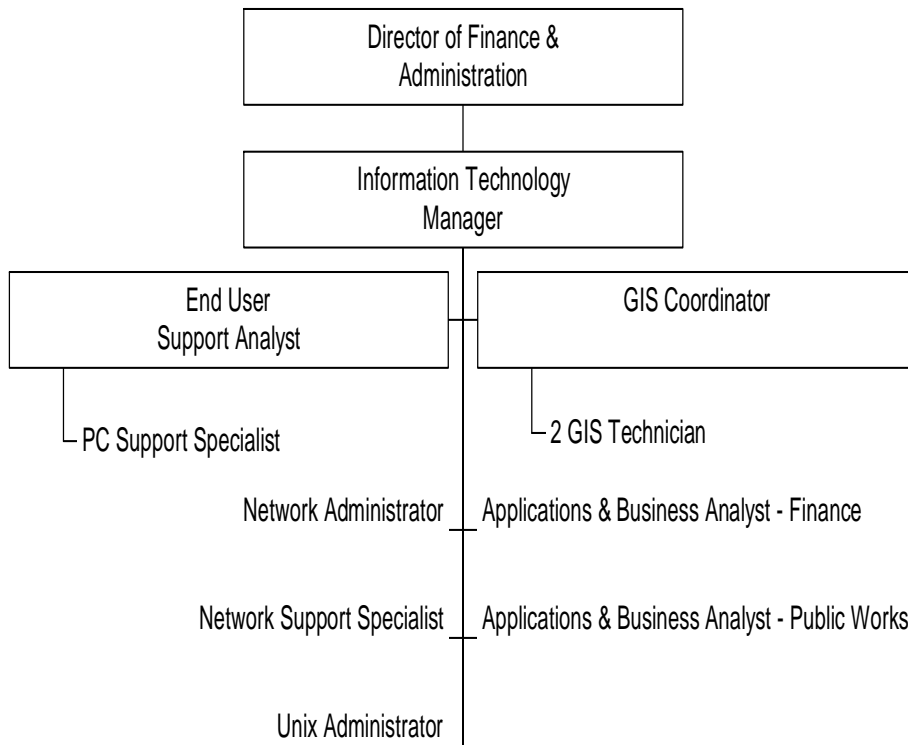
	<u>Actual 2009-2010</u>	<u>Estimated 2010-2011</u>	<u>Budgeted 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
Number of purchase orders issued	1,300	5,000	7,000	6,000
Value of purchase orders issued	\$14,000,000	\$16,000,000	\$18,000,000	\$38,000,000
Number of bids solicited	60	70	75	85
Inventory value	\$832,873	\$670,850	\$760,355	\$643,000

CITY OF CONROE
FY 2012-2013
0001-1120

BUDGET LINE ITEMS

FUND: GENERAL FUND DEPARTMENT: WAREHOUSE-PURCHASING DIVISION: WAREHOUSE-PURCHASING							
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$266,656	\$266,517	\$267,177	\$282,959	\$0	\$0	\$282,959
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$681	\$3,200	\$1,108	\$3,200	\$0	\$0	\$3,200
7025 Social Security	\$19,768	\$24,544	\$20,526	\$26,040	\$0	\$0	\$26,040
7030 Retirement & Pension	\$42,643	\$46,357	\$45,722	\$48,779	\$0	\$0	\$48,779
7035 Workers Compensation	\$3,643	\$4,831	\$3,562	\$4,258	\$0	\$0	\$4,258
7040 Employee Insurance	\$43,167	\$42,000	\$43,143	\$42,000	\$0	\$0	\$42,000
PERSONNEL SERVICES SUBTOTAL	\$376,558	\$387,449	\$381,238	\$407,236	\$0	\$0	\$407,236
7110 Office Supplies	\$1,507	\$2,000	\$900	\$2,000	\$0	\$0	\$2,000
7140 Wearing Apparel	\$1,232	\$1,600	\$1,000	\$1,600	\$0	\$0	\$1,600
7160 Vehicle Operations	\$4,199	\$5,300	\$1,600	\$5,300	\$4,000	\$0	\$9,300
7170 Vehicle Repairs	\$120	\$2,555	\$500	\$2,555	\$0	\$0	\$2,555
7180 Equipment Repairs	\$1,957	\$550	\$100	\$550	\$0	\$0	\$550
7190 Radio Repairs	\$0	\$200	\$100	\$200	\$0	\$0	\$200
7200 Operating Supplies	\$7,503	\$6,700	\$3,500	\$6,700	\$0	\$0	\$6,700
SUPPLIES SUBTOTAL	\$16,518	\$18,905	\$7,700	\$18,905	\$4,000	\$0	\$22,905
8010 Utilities	\$1,805	\$2,300	\$1,500	\$2,300	\$0	\$0	\$2,300
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$1,320	\$1,500	\$600	\$1,500	\$0	\$0	\$1,500
8050 Travel & Training	\$6,686	\$8,180	\$7,500	\$8,180	\$0	\$0	\$8,180
8060 Contract Services	\$3,748	\$8,492	\$4,000	\$8,492	\$0	\$0	\$8,492
CONTRACTUAL SUBTOTAL	\$13,559	\$20,472	\$13,600	\$20,472	\$0	\$0	\$20,472
9030 Improvements > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9061 Vehicles < \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL 0001-1120	\$406,635	\$426,826	\$402,538	\$446,613	\$4,000	\$0	\$450,613

Information Technology



The mission of the Information Technology Department is to oversee and coordinate new and existing technology and GIS resources to ensure reliability, availability, serviceability and security in a timely and cost effective manner required for all other departments to effectively accomplish their missions in accordance with the City's mission and goals.

Information Technology

Accomplishments for FY 2011-2012

- ✓ Completed Municipal Courts Document Management System and Scofflaw installation.
- ✓ Completed Agenda Management software acquisition and installation.
- ✓ Completed installation of new anti-virus software for all PC's and servers.
- ✓ Completed installation of eEye Retina security software.
- ✓ Completed installation of iPad management software.
- ✓ Completed installation of Spillman touch module for Police Department.
- ✓ Completed installation of Faro 3D imaging software for Police Department.
- ✓ Completed installation of PIPS - license plate recognition software.
- ✓ Assisted Public Works with Cartegraph installation for Engineering/Capital Projects.
- ✓ Assisted Police Department with configuration of ATAC software and installation.
- ✓ Assisted Fire with research and development of procedures for invoice payment authorization.
- ✓ Completed Emergency Operations Center furniture and technology purchase and installation.
- ✓ Completed installation of APC battery backup unit for EOC and IT server room protection.
- ✓ Completed PEG Channel hardware purchase and installation.
- ✓ Completed phase II of Recreation Center renovations data/voice cabling.
- ✓ Completed data/voice cabling for Knox, EOC and Signal Maintenance buildings.
- ✓ Assisted SecureNet with installation of security cameras at Knox, and City Hall.
- ✓ Assisted Public Works and Parks with website reorganization.
- ✓ Completed installation of cash drawers at Recreation Center.
- ✓ Completed installation and connectivity for Panaroma Police Department to Conroe Police Department Spillman software.
- ✓ Assisted Public Works with SCADA and lift station DSL lines for monitoring.
- ✓ Completed GIS staff reorganization to provide assistance to Public Works.
- ✓ Completed the transfer archive scanning to Engineering.
- ✓ Completed procedures for digital records data maintenance.
- ✓ Assisted with GIS work for 3 year annexation and completed six immediate annexations.
- ✓ Expanded GIS web site offers for other agencies.
- ✓ Achieved quarterly GIS updates for Spillman CAD Police software.
- ✓ Completed GIS acquisition of color photography with enhanced resolution.
- ✓ Spatially mapped and linked all digital plan records.

Goals & Objectives for FY 2012-2013

- ❑ Manage the second year of the Information Technology Strategic Plan.
- ❑ Implement first year of the CJIS Security Policy project.
- ❑ Implement the phase II of Server Virtualization.

**City of Conroe
General Fund**

**Information Technology
0001-1130**

	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERSONNEL SERVICES				
Information Technology Manager	1	1	1	1
Unix System Administrator	1	1	1	1
Network System Administrator	1	1	1	1
Network Support Specialist	1	1	1	1
Applications & Business Analyst	1	2	2	2
End User Support Analyst	1	1	1	1
P.C. Support Specialist	1	1	1	1
GIS Coordinator	0	0	1	1
GIS Technician	0	0	2	2
TOTAL PERSONNEL SERVICES	7	8	11	11

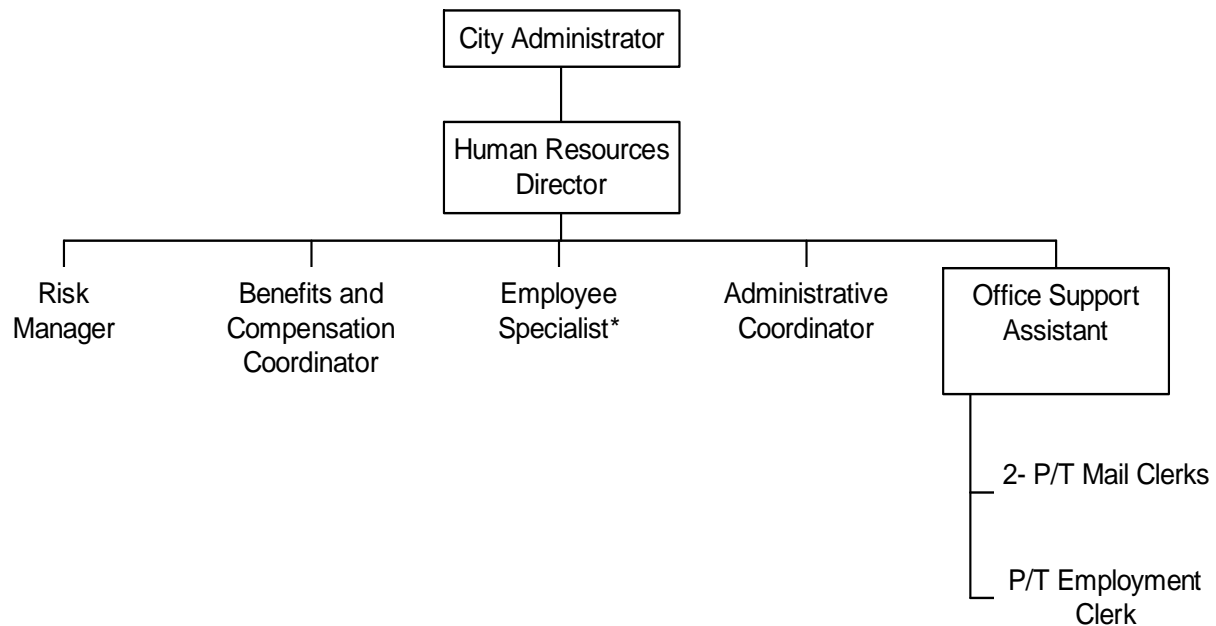
	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERFORMANCE MEASURES				
Number of IT service calls	5,127	4,900	4,000	4,300
Number of GIS service calls	0	0	1,200	1,400
Number of servers	40	42	48	51
Number of PC's	360	402	447	480

CITY OF CONROE
FY 2012-2013
0001-1130

BUDGET LINE ITEMS

FUND: GENERAL FUND		DEPARTMENT: INFORMATION TECHNOLOGY		DIVISION: INFORMATION TECHNOLOGY			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$487,385	\$684,067	\$686,300	\$710,524	\$0	\$0	\$710,524
7020 Overtime	\$1,337	\$2,100	\$2,030	\$2,100	\$0	\$0	\$2,100
7025 Social Security	\$35,812	\$62,441	\$52,330	\$64,849	\$0	\$0	\$64,849
7030 Retirement & Pension	\$78,054	\$121,216	\$116,880	\$120,792	\$0	\$0	\$120,792
7035 Workers Compensation	\$749	\$1,749	\$1,300	\$10,692	\$0	\$0	\$10,692
7040 Employee Insurance	\$65,809	\$92,400	\$93,100	\$92,400	\$0	\$0	\$92,400
PERSONNEL SERVICES SUBTOTAL	\$669,146	\$963,973	\$951,940	\$1,001,357	\$0	\$0	\$1,001,357
7110 Office Supplies	\$539	\$2,500	\$2,300	\$2,500	\$0	\$0	\$2,500
7160 Vehicle Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$2,910	\$1,500	\$1,500	\$1,500	\$0	\$0	\$1,500
7200 Operating Supplies	\$1,722	\$5,250	\$5,000	\$5,250	\$0	\$0	\$5,250
SUPPLIES SUBTOTAL	\$5,171	\$9,250	\$8,800	\$9,250	\$0	\$0	\$9,250
8010 Utilities	\$1,155	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$7,368	\$14,614	\$23,000	\$23,459	\$0	\$0	\$23,459
8060 Contract Services	\$304,028	\$598,804	\$595,000	\$631,924	\$24,750	\$0	\$656,674
CONTRACTUAL SUBTOTAL	\$312,551	\$614,418	\$619,000	\$656,383	\$24,750	\$0	\$681,133
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$26,992	\$105,077	\$24,300	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$0	\$4,831	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$26,992	\$109,908	\$24,300	\$0	\$0	\$0	\$0
TOTAL 0001-1130	\$1,013,860	\$1,697,549	\$1,604,040	\$1,666,990	\$24,750	\$0	\$1,691,740

Human Resources



The Human Resources Department provides programs and consultation in the areas of recruitment and selection; employment, compensation and benefits; training and development; employee relations; and employee safety involving internal customers, external customers, outside agencies, and vendors by means of dedication to ethical and quality service, characterized by teamwork, responsiveness, and efficiency.

* This position is funded out of the 8100 Self Funded Insurance Fund.

Human Resources

Accomplishments for FY 2011-2012

- ✓ Completed implementation of the automated electronic timekeeping system which will provide accurate information regarding employee working hours
- ✓ Implemented the safety and evacuation plan development for the Tower
- ✓ Supervised police and fire entry exams and police and fire promotional exams and assessment centers
- ✓ Implemented an online employee training program in cooperation with Texas Municipal League
- ✓ Successfully filled empty positions in the Human Resources Department
- ✓ Served as committee member of the Annual Picnic and Bright and Lean Programs

Goals & Objectives for FY 2012-2013

- ❑ Expand safety and evacuation plan to other city facilities
- ❑ Implement a revised and updated Employee Handbook
- ❑ Develop and prepare supervisor manuals with current procedures
- ❑ Evaluate an improved performance appraisal system
- ❑ Increase training for employees and particularly supervisors
- ❑ Ensure all Human Resources employees are adequately trained in their new positions

**City of Conroe
General Fund**

**Human Resources
0001-1160**

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
SPECIAL SERVICES				
Civil Service Commission	3	3	3	3
TOTAL SPECIAL SERVICES	3	3	3	3
PERSONNEL SERVICES				
Human Resource Director	1	1	1	1
Risk Manager	1	1	1	1
Benefits/Compensation Coordinator	1	1	1	1
Administrative Coordinator	0	1	1	1
Office Support Assistant	0	1	1	1
HR Generalist	1	0	0	0
HR Secretary	1	0	0	0
TOTAL FULL TIME	5	5	5	5
P/T Receptionist (Hours)	1,500	1,500	1,500	1,500
P/T Mail Clerk (Hours)	1,300	1,300	1,300	1,300
TOTAL PART TIME	2,800	2,800	2,800	2,800
	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
Applications Tracked & Received	2,166	1,560	2,000	2,000
Civil Service Exams	5	5	6	4
Civil Service Testing Candidates	315	298	400	400
Employee Hired & Processed	57	100	100	40
Retired Employees	10	10	10	10
Employees Terminated	58	111	25	25
Trainings Provided	20	28	25	25
Employees Trained	784	1,519	800	800

CITY OF CONROE
FY 2012-2013
0001-1160

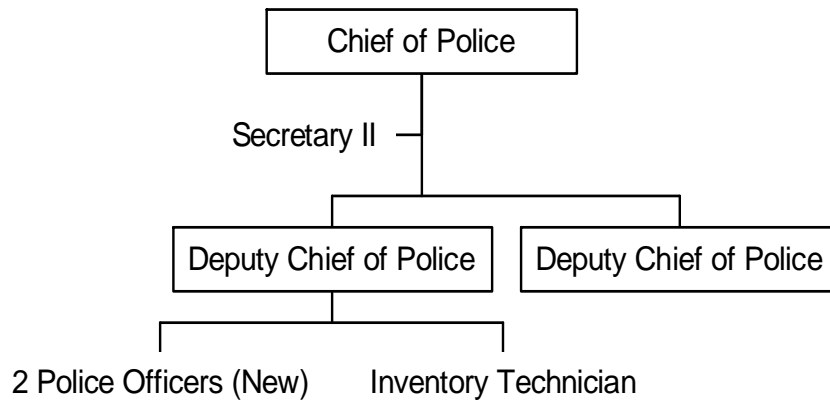
BUDGET LINE ITEMS

FUND: GENERAL FUND		DEPARTMENT: HUMAN RESOURCES		DIVISION: HUMAN RESOURCES			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$331,816	\$325,573	\$355,721	\$306,536	\$0	\$0	\$306,536
7012 Salaries - Part Time	\$25,736	\$33,567	\$31,629	\$33,567	\$0	\$0	\$33,567
7020 Overtime	\$777	\$1,100	\$1,250	\$1,100	\$0	\$0	\$1,100
7025 Social Security	\$26,671	\$32,782	\$29,728	\$31,049	\$0	\$0	\$31,049
7030 Retirement & Pension	\$52,784	\$55,460	\$60,364	\$51,801	\$0	\$0	\$51,801
7035 Workers Compensation	\$634	\$789	\$789	\$5,118	\$0	\$0	\$5,118
7040 Employee Insurance	\$43,384	\$42,000	\$40,638	\$42,909	\$0	\$0	\$42,909
7050 Physicals	\$31,668	\$48,170	\$48,170	\$48,170	\$0	\$7,200	\$55,370
PERSONNEL SERVICES SUBTOTAL	\$513,470	\$539,441	\$568,289	\$520,250	\$0	\$7,200	\$527,450
7110 Office Supplies	\$7,962	\$7,446	\$7,250	\$7,446	\$0	\$0	\$7,446
7140 Wearing Apparel	\$52	\$600	\$600	\$600	\$0	\$0	\$600
7160 Vehicle Operations	\$3,158	\$1,000	\$500	\$500	\$0	\$0	\$500
7170 Vehicle Repairs	\$0	\$900	\$450	\$450	\$0	\$0	\$450
7180 Equipment Repairs	\$50	\$500	\$500	\$500	\$0	\$0	\$500
7200 Operating Supplies	\$10,596	\$13,805	\$13,805	\$14,755	\$0	\$0	\$14,755
SUPPLIES SUBTOTAL	\$21,818	\$24,251	\$23,105	\$24,251	\$0	\$0	\$24,251
8010 Utilities	\$1,200	\$0	\$1,800	\$1,800	\$0	\$0	\$1,800
8020 Insurance and Bonds	\$56	\$75	\$75	\$75	\$0	\$0	\$75
8030 Legal Services	\$225	\$7,000	\$0	\$7,000	\$0	\$0	\$7,000
8040 Leased Equipment	\$16,788	\$14,300	\$12,500	\$12,500	\$0	\$0	\$12,500
8050 Travel & Training	\$7,959	\$9,810	\$9,810	\$9,810	\$0	\$0	\$9,810
8060 Contract Services	\$56,311	\$49,244	\$53,400	\$49,244	\$0	\$0	\$49,244
CONTRACTUAL SUBTOTAL	\$82,539	\$80,429	\$77,585	\$80,429	\$0	\$0	\$80,429
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$0	\$0	\$3,792	\$0	\$0	\$0	\$0
9060 Vehicles > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$3,792	\$0	\$0	\$0	\$0
TOTAL 0001-1160	\$617,827	\$644,121	\$672,771	\$624,930	\$0	\$7,200	\$632,130

CITY OF CONROE**FY 2012-2013****0001-1160****SUPPLEMENTAL REQUESTS WITH LINE ITEMS****(Active Only)**

ID	Rank	Title	Type	Line Items	
2316	5	Random Drug Screening For Police Department	Enhanced Program	7050 PHYSICALS Request Total	\$4,800 \$4,800
2317	6	Psych Evaluations For Communications Officers	New Program	7050 PHYSICALS Request Total	\$2,400 \$2,400
2 Requests			Total for 0001-1160		\$7,200

Police Administration



The Police Administration Division is responsible for the administration of those that provide for the protection of lives and property and the preservation of social order and public peace in our community. In accomplishing this, they are responsible for the administration of all Police services, long range planning, compiling and distributing survey information, researching and cost analysis of the Police inventory, and providing courteous and professional performance of miscellaneous public service duties.

This organizational chart represents six additional police officer positions represented in a supplemental request. Using current FBI statistics, we are 18 officers below the regional average based upon officer per population ratios. There are needs in each division and a desire to create a proactive response unit as well. The assignments will be determined based upon the greatest need at the time of appointment.

Police Administration

Accomplishments for FY 2011-2012

- ✓ Graduated the third staff member of our department from the Leadership Command College
- ✓ Graduated the second Basic Peace Officer Course from our academy.
- ✓ Reached full staffing level (for a short time)

Goals & Objectives for FY 2012-2013

- ❑ Reach full staffing department wide
- ❑ Increase Command Staff's public interactions through forums, service organizations, speaking engagements, etc.
- ❑ Improve Command Staff's abilities through increased education, leadership training and conferences
- ❑ Improve the efficiency of the agency through data collection and research

City of Conroe General Fund

Police Administration 0001-1201

	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERSONNEL SERVICES				
Police Chief	1	1	1	1
Deputy Chief	2	2	2	2
Inventory Tech	1	1	1	1
Sergeant	1	1	0	0
Secretary II	1	1	1	1
Police Officer	0	0	0	2
TOTAL FULL TIME	6	6	5	7

	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERFORMANCE MEASURES				
Community meetings held	2	3	4	4
Employee focus meetings held	3	3	5	4
Citizen Police Academy classes	3	3	3	3
Discipline Boards convened	9	2	4	4
Grants obtained	3	3	5	5

CITY OF CONROE
FY 2012-2013
0001-1201

BUDGET LINE ITEMS

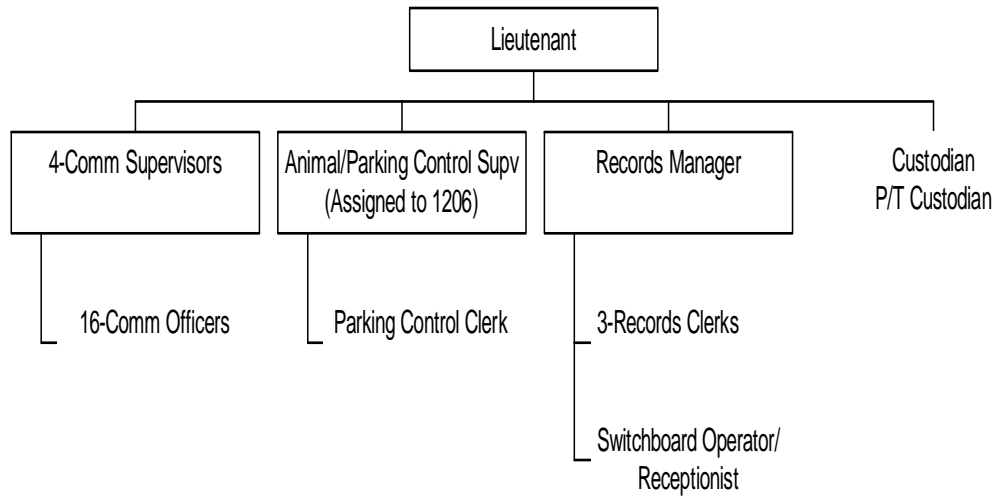
FUND: GENERAL FUND		DEPARTMENT: POLICE ADMINISTRATION		DIVISION: POLICE ADMINISTRATION			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$404,971	\$388,709	\$399,073	\$416,424	\$0	\$87,400	\$503,824
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$63,504	\$2,000	\$1,000	\$2,000	\$0	\$5,000	\$7,000
7025 Social Security	\$34,573	\$35,555	\$30,000	\$38,077	\$0	\$7,068	\$45,145
7030 Retirement & Pension	\$75,041	\$68,512	\$68,300	\$71,027	\$0	\$15,624	\$86,651
7035 Workers Compensation	\$7,233	\$7,509	\$5,600	\$6,266	\$0	\$3,610	\$9,876
7040 Employee Insurance	\$51,876	\$42,000	\$43,500	\$42,000	\$0	\$16,800	\$58,800
PERSONNEL SERVICES SUBTOTAL	\$637,198	\$544,285	\$547,473	\$575,794	\$0	\$135,502	\$711,296
7110 Office Supplies	\$4,276	\$9,900	\$3,000	\$9,900	\$0	\$200	\$10,100
7130 Building Supplies	\$3,733	\$6,050	\$1,000	\$5,000	\$0	\$0	\$5,000
7140 Wearing Apparel	\$4,712	\$5,000	\$3,000	\$4,000	\$0	\$5,150	\$9,150
7160 Vehicle Operations	\$6,251	\$4,800	\$7,000	\$8,000	\$2,400	\$10,400	\$20,800
7170 Vehicle Repairs	\$961	\$2,000	\$500	\$2,000	\$0	\$0	\$2,000
7180 Equipment Repairs	\$19	\$7,200	\$500	\$4,547	\$0	\$0	\$4,547
7190 Radio Repairs	\$0	\$665	\$0	\$665	\$0	\$0	\$665
7200 Operating Supplies	\$9,557	\$26,725	\$28,000	\$30,000	\$1,000	\$400	\$31,400
SUPPLIES SUBTOTAL	\$29,509	\$62,340	\$43,000	\$64,112	\$3,400	\$16,150	\$83,662
8010 Utilities	\$161,168	\$190,236	\$148,000	\$178,036	\$8,000	\$0	\$186,036
8020 Insurance and Bonds	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$665	\$0	\$665	\$0	\$0	\$665
8040 Leased Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$8,664	\$12,825	\$13,000	\$12,825	\$0	\$1,000	\$13,825
8060 Contract Services	\$40,498	\$18,772	\$40,000	\$16,136	\$0	\$0	\$16,136
CONTRACTUAL SUBTOTAL	\$211,330	\$222,498	\$201,000	\$207,662	\$8,000	\$1,000	\$216,662
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9031 Improvements <\$5,000	\$1,988	\$0	\$0	\$0	\$0	\$0	\$0
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$373	\$0	\$750	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$38,500	\$0	\$25,000	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$45,095	\$0	\$900	\$0	\$0	\$5,200	\$5,200
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$85,956	\$0	\$26,650	\$0	\$0	\$5,200	\$5,200
TOTAL 0001-1201	\$963,993	\$829,123	\$818,123	\$847,568	\$11,400	\$157,852	\$1,016,820

CITY OF CONROE
FY 2012-2013
0001-1201

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
2276	2	Police Officer (1)	New Personnel	7010 SALARIES	\$43,700
				7020 OVERTIME	\$2,500
				7025 SOCIAL SECURITY	\$3,534
				7030 RETIREMENT & PENSION	\$7,812
				7035 WORKERS COMPENSATION	\$1,805
				7040 EMPLOYEE INSURANCE	\$8,400
				7110 OFFICE SUPPLIES	\$100
				7140 WEARING APPAREL	\$2,575
				7160 VEHICLE OPERATIONS	\$5,200
				7190 RADIO REPAIRS	\$0
				7200 OPERATING SUPPLIES	\$200
				8050 TRAVEL & TRAINING	\$500
				9051 MACHINERY & EQUIPMENT <\$5,000	\$2,600
				Request Total	\$78,926
<hr/>					
2278	4	Police Officer (1)	New Personnel	7010 SALARIES	\$43,700
				7020 OVERTIME	\$2,500
				7025 SOCIAL SECURITY	\$3,534
				7030 RETIREMENT & PENSION	\$7,812
				7035 WORKERS COMPENSATION	\$1,805
				7040 EMPLOYEE INSURANCE	\$8,400
				7110 OFFICE SUPPLIES	\$100
				7140 WEARING APPAREL	\$2,575
				7160 VEHICLE OPERATIONS	\$5,200
				7190 RADIO REPAIRS	\$0
				7200 OPERATING SUPPLIES	\$200
				8050 TRAVEL & TRAINING	\$500
				9051 MACHINERY & EQUIPMENT <\$5,000	\$2,600
				Request Total	\$78,926
<hr/>					
2 Requests			Total for 0001-1201		\$157,852

Police Support Services



The Police Support Services Division oversees the operation of the Communications Center, Records Section and Parking Control. This division handles telecommunications for all emergency and non-emergency calls. Support Services performs all record keeping, open records requests, and provides statistical information to City and PD Administration and other outside agencies. Other duties include enforcement of downtown parking codes, Police Headquarters building maintenance, and custodial services to all Police facilities.

Police Support Services

Accomplishments for FY 2011-2012

- ✓ Attained full staffing of dispatch positions. By using recruiting at other agencies and referrals, we were able to staff vacant Communications Section positions with individuals that have a high chance of success.
- ✓ Designed and implemented a more formal volunteer program. Volunteers are an essential asset. A more organized program will ensure the volunteers are engaged with purpose and feel they are making a contribution. Volunteers were issued organizational clothing and assigned to duties that were in line with their desires and the department's needs.
- ✓ Increased the efficiency of parking control. Through the use of warnings and citations, when needed, identified over 20% more violators than in the previous fiscal year.

Goals & Objectives for FY 2012-2013

- ❑ Continue state funded tobacco enforcement grant program.
- ❑ Ensure all communications personnel are TCIC / NCIC and Basic Telecommunicator certified.
- ❑ Improve exterior appearance of the Police / Municipal court facility with the cleaning, mulching, and pruning of facility landscaping.

City of Conroe
General Fund
Police Support Services
0001-1202

	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERSONNEL SERVICES				
Lieutenant	1	1	1	1
Communications Supervisor	4	4	4	4
Communications Officer	16	16	16	16
Animal/Parking Control Supervisor	0	0	0	0
Animal Control Officer	0	0	0	0
Parking Control Clerk	1	1	1	1
Records Manager/Police	1	1	1	1
Records Clerk	3	3	3	3
Custodian	0	1	1	1
Switchboard Operator/Receptionist	1	1	1	1
TOTAL FULL TIME	27	28	28	28
P/T Communications Officer (Hours)	1,800	1,800	1,800	1,800
P/T Switchboard Operator (Hours)	400	400	400	400
P/T Custodian (Hours)	-	1,664	1,664	1,664
TOTAL PART TIME HOURS	2,200	3,864	3,864	3,864
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Budgeted</u>
PERFORMANCE MEASURES	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
Parking Citations Issued	4,765	3,264	4,300	4,110
Vehicles Booted	4	0	10	5
Communications Calls	59,708	63,087	62,400	61,732
Communications Radio Entries	994,846	1,118,589	1,176,543	1,096,659
911 Calls	43,419	42,392	36,072	40,628
Open Records Requests	3,758	2,916	2,622	3,099
Accident Reports	2,596	1,933	2,127	2,219
Offense Reports	7,936	6,240	6,114	6,763
Arrest Reports	4,247	3,983	3,993	4,074
Receptionist Walk-ins	12,480	14,683	15,117	14,093
Receptionist Phone Calls	47,401	41,729	36,462	41,864

CITY OF CONROE
FY 2012-2013
0001-1202

BUDGET LINE ITEMS

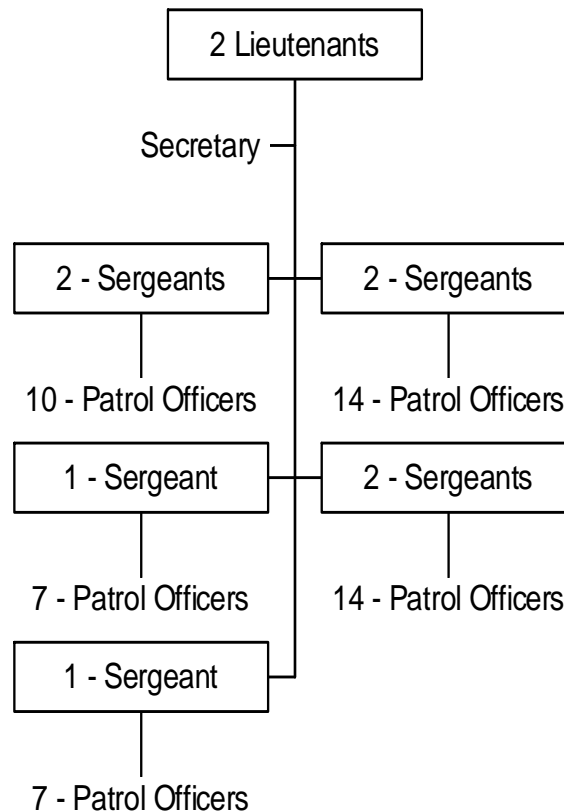
FUND: GENERAL FUND		DEPARTMENT: POLICE SUPPORT		DIVISION: POLICE SUPPORT			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$1,009,506	\$1,122,667	\$1,004,374	\$1,118,549	\$0	\$0	\$1,118,549
7012 Salaries - Part Time	\$19,062	\$63,058	\$64,987	\$63,058	\$0	\$0	\$63,058
7020 Overtime	\$40,991	\$28,584	\$31,886	\$28,584	\$0	\$0	\$28,584
7025 Social Security	\$78,300	\$110,502	\$83,601	\$110,127	\$0	\$0	\$110,127
7030 Retirement & Pension	\$167,842	\$198,416	\$185,687	\$195,000	\$0	\$0	\$195,000
7035 Workers Compensation	\$4,399	\$6,109	\$4,504	\$17,781	\$0	\$0	\$17,781
7040 Employee Insurance	\$207,238	\$235,200	\$205,801	\$235,200	\$0	\$0	\$235,200
PERSONNEL SERVICES SUBTOTAL	\$1,527,338	\$1,764,536	\$1,580,840	\$1,768,299	\$0	\$0	\$1,768,299
7110 Office Supplies	\$6,522	\$6,000	\$5,556	\$6,000	\$0	\$0	\$6,000
7130 Building Supplies	\$8,035	\$3,500	\$8,516	\$5,870	\$1,200	\$0	\$7,070
7140 Wearing Apparel	\$2,423	\$2,500	\$2,979	\$2,500	\$0	\$0	\$2,500
7160 Vehicle Operations	\$10,121	\$5,000	\$4,008	\$5,000	\$0	\$0	\$5,000
7170 Vehicle Repairs	\$896	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
7180 Equipment Repairs	\$11,217	\$1,811	\$5,700	\$1,811	\$0	\$0	\$1,811
7190 Radio Repairs	\$0	\$200	\$200	\$200	\$0	\$0	\$200
7200 Operating Supplies	\$22,252	\$15,340	\$3,048	\$14,424	\$0	\$0	\$14,424
SUPPLIES SUBTOTAL	\$61,466	\$35,351	\$31,007	\$36,805	\$1,200	\$0	\$38,005
8010 Utilities	\$1,114	\$940	\$970	\$940	\$0	\$0	\$940
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$3,012	\$3,500	\$4,680	\$3,500	\$0	\$0	\$3,500
8050 Travel & Training	\$465	\$1,125	\$1,000	\$2,041	\$0	\$0	\$2,041
8060 Contract Services	\$35,998	\$28,920	\$32,424	\$19,036	\$0	\$44,800	\$63,836
CONTRACTUAL SUBTOTAL	\$40,589	\$34,485	\$39,074	\$25,517	\$0	\$44,800	\$70,317
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9031 Improvements <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$0	\$0	\$8,226	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$401,000	\$401,000
9051 Machinery & Equipment <\$5,000	\$9,112	\$0	\$0	\$0	\$0	\$34,000	\$34,000
9060 Vehicles >\$5,000	\$7,875	\$0	\$0	\$0	\$0	\$0	\$0
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$16,987	\$0	\$8,226	\$0	\$0	\$435,000	\$435,000
TOTAL 0001-1202	\$1,646,380	\$1,834,372	\$1,659,147	\$1,830,621	\$1,200	\$479,800	\$2,311,621

CITY OF CONROE
FY 2012-2013
0001-1202

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items
2111	0	Cjis Security Upgrade	Non-discretionary Adjustment	9050 MACHINERY & EQUIPMENT >\$5,000 \$60,000 Request Total \$60,000
2147	0	Handheld Radios	Enhanced Program	9051 Machinery & Equipment <\$5,000 \$34,000 Request Total \$34,000
2285	0	Upgrade To Spillman Server	Enhanced Program	9050 MACHINERY & EQUIPMENT >\$5,000 \$21,000 Request Total \$21,000
2343	0	Police Vehicle Equipment Packages	New Equipment	8060 Contract Services \$44,800 9050 Machinery & Equipment >\$5,000 \$320,000 Request Total \$364,800
4 Requests			Total for 0001-1202	\$479,800

Police Patrol



The Patrol Division oversees the patrol operations of the Department. Patrol answers all calls for service and provides traffic enforcement, neighborhood patrols and accident investigations. The Specialty units include Special Weapons and Tactics, Honor Guard, Reserve Officers and a Bicycle Unit. SWAT officers respond to high threat incidents and assist the Narcotics Unit in serving high risk search warrants. The Honor Guard represents the Department at funerals and memorial services appropriate to their presence. Reserve Officers volunteer their time and service to assist the Department during large events such as parades. Bicycle Officers are regularly assigned to duty in areas where there is a need for close contact with the citizens or protection of the public at events such as the Cajun Catfish Festival and other City sponsored events.

Police Patrol

Accomplishments for FY 2011-2012

- ✓ Increased self-initiated officer activities by implementing an improved Daily Activity Report to better visualize poor performance, and encourage increased performance.
- ✓ Briefly filled all patrol officer openings with Academy Class 2.
- ✓ Decreased Priority 1-4 calls-for-service response times this fiscal year through changes in operational procedures.

Goals & Objectives for FY 2012-2013

- ❑ Initiate the operation of the Pearpoint Image Processing Systems License Plate Recognition System and incorporate Municipal warrants into the program.
- ❑ Fill current Police Officer openings.
- ❑ Implement a rotation replacement program for Taser equipment to reduce repair costs as the units will remain under warranty and replacement with the newest technology will result in better functionality when the equipment is needed.

City of Conroe General Fund

Police Patrol 0001-1203

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
Lieutenant	2	2	2	2
Sergeant	9	8	8	8
Patrol Officer	52	52	52	52
Secretary	1	1	1	1
TOTAL PERSONNEL SERVICES	64	63	63	63

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
Calls for Service	56,296	62,541	61,953	67,000
Average Response Time	4:45	5:04	4:24	4:55
Average Overtime - Officer / Year	\$2,678	\$3,342	\$3,343	\$3,343
Traffic Enforcement	11,712	20,339	29,875	35,000
Arrests	3,683	3,934	3,977	4,020

CITY OF CONROE
FY 2012-2013
0001-1203

BUDGET LINE ITEMS

FUND: GENERAL FUND DEPARTMENT: POLICE PATROL DIVISION: POLICE PATROL							
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$3,542,751	\$3,511,588	\$3,935,574	\$3,638,054	\$0	\$0	\$3,638,054
7020 Overtime	\$210,552	\$210,625	\$210,625	\$210,625	\$0	\$0	\$210,625
7025 Social Security	\$275,249	\$338,721	\$315,611	\$350,230	\$0	\$0	\$350,230
7030 Retirement & Pension	\$596,872	\$640,045	\$704,135	\$655,836	\$0	\$0	\$655,836
7035 Workers Compensation	\$60,717	\$80,966	\$59,693	\$54,745	\$0	\$0	\$54,745
7040 Employee Insurance	\$560,779	\$529,200	\$551,086	\$529,200	\$0	\$0	\$529,200
PERSONNEL SERVICES SUBTOTAL	\$5,246,920	\$5,311,145	\$5,776,724	\$5,438,690	\$0	\$0	\$5,438,690
7110 Office Supplies	\$4,437	\$8,595	\$5,000	\$8,595	\$0	\$0	\$8,595
7130 Building Supplies	\$101	\$285	\$285	\$285	\$0	\$0	\$285
7140 Wearing Apparel	\$44,549	\$63,004	\$65,510	\$63,004	\$0	\$0	\$63,004
7160 Vehicle Operations	\$375,638	\$278,850	\$278,850	\$278,850	\$0	\$100,000	\$378,850
7170 Vehicle Repairs	\$12,769	\$30,870	\$30,870	\$30,870	\$0	\$0	\$30,870
7180 Equipment Repairs	\$1,707	\$2,375	\$3,875	\$2,375	\$0	\$0	\$2,375
7190 Radio Repairs	\$603	\$2,725	\$1,225	\$2,725	\$2,650	\$0	\$5,375
7200 Operating Supplies	\$46,300	\$66,724	\$66,724	\$63,475	\$2,325	\$0	\$65,800
SUPPLIES SUBTOTAL	\$486,104	\$453,428	\$452,339	\$450,179	\$4,975	\$100,000	\$555,154
8010 Utilities	\$553	\$900	\$900	\$900	\$0	\$0	\$900
8020 Insurance and Bonds	\$8,432	\$10,450	\$10,450	\$10,450	\$0	\$0	\$10,450
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$3,129	\$4,000	\$4,800	\$4,800	\$0	\$0	\$4,800
8050 Travel & Training	\$4,381	\$7,029	\$7,029	\$7,029	\$911	\$0	\$7,940
8060 Contract Services	\$4,923	\$4,355	\$3,008	\$2,523	\$0	\$0	\$2,523
CONTRACTUAL SUBTOTAL	\$21,418	\$26,734	\$26,187	\$25,702	\$911	\$0	\$26,613
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9031 Improvements <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$279	\$0	\$547	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$52,313	\$24,260	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$12,517	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$62,685	\$0	\$0	\$0	\$0	\$0	\$0
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$75,481	\$52,313	\$24,807	\$0	\$0	\$0	\$0
TOTAL 0001-1203	\$5,829,923	\$5,843,620	\$6,280,057	\$5,914,571	\$5,886	\$100,000	\$6,020,457

CITY OF CONROE

FY 2012-2013

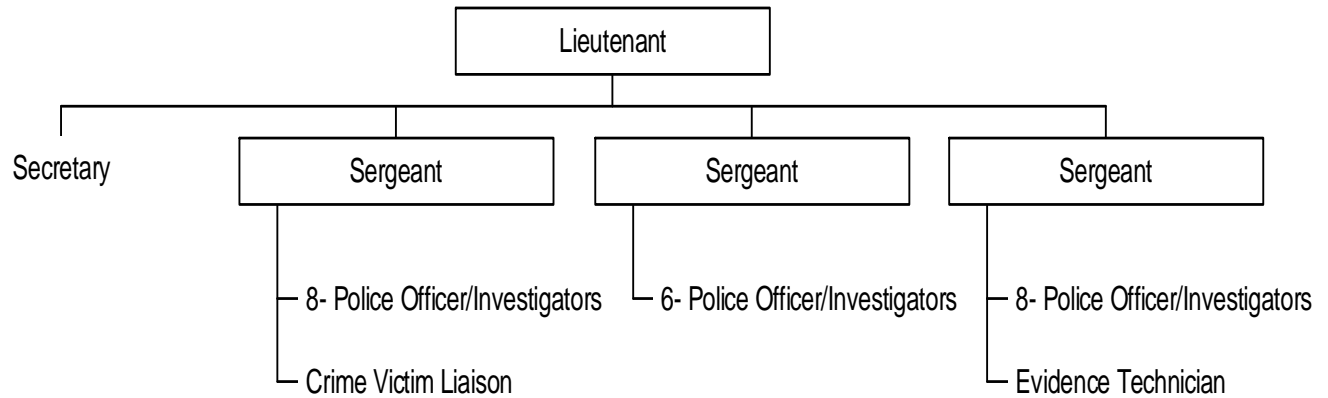
0001-1203

SUPPLEMENTAL REQUESTS WITH LINE ITEMS

(Active Only)

ID	Rank	Title	Type	Line Items	
2289	0	Fuel Cost Increase	Non-discretionary Adjustment	7160 VEHICLE OPERATIONS	\$100,000
				Request Total	\$100,000
1 Requests			Total for 0001-1203		\$100,000

Police Investigative Services



The Police Investigations Division oversees all criminal investigations, crime scene investigations, evidence collection and storage. This includes investigating crimes against persons and property, as well as the collection, storage and processing of evidence. The division also has a special unit that investigates narcotics, prostitution, and gambling.

Police Investigative Services

Accomplishments for FY 2011-2012

- ✓ Maintained and expanded the unmarked vehicle rental replacement program which will continue to decrease the cost of purchase and maintenance of the Criminal Investigation Division (CID) vehicle fleet.
- ✓ Maintained and continued the Texas STEP tobacco enforcement program.
- ✓ Obtained a Faro 3-D scanner to be used for enhanced crime scene investigation. This scanner can draw a perfect three dimensional replica of a room, to include objects in the room. There are many law enforcement uses for this piece of equipment, such as crime scene recording, accident reconstruction, etc.

Goals & Objectives for FY 2012-2013

- ❑ Take steps to bring division staffing up to full strength to ensure that caseloads are efficiently assigned and thoroughly investigated.
- ❑ Reassign the secretary position to a full time Crime Analyst. A full time Analyst is valuable in numerous areas of police work such as investigations, proactive patrol, and crime prevention.
- ❑ Continue to research and update tools to keep abreast of the most current law enforcement technology.

**City of Conroe
General Fund**

**Police Investigative Services
0001-1204**

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated Budget</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
Lieutenant	1	1	1	1
Sergeant	2	2	3	3
Police Officer/Investigator	22	22	22	22
Secretary/CID	1	1	1	1
Victim Assistance Liaison	1	1	1	1
Evidence Specialist	1	1	1	1
TOTAL PERSONNEL SERVICES	28	28	29	29

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
Total number of cases assigned	5,111	4,701	4,501	5,150
Total number of cases closed	1,506	1,720	1,850	2,111
Homicide cases assigned	3	4	6	8
Homicide cases closed	3	4	6	8
Assault cases assigned	466	483	496	525
Assault cases closed	395	267	202	217
Crime scenes processed	583	560	654	690

CITY OF CONROE
FY 2012-2013
0001-1204

BUDGET LINE ITEMS

FUND: GENERAL FUND DEPARTMENT: POLICE INVESTIGATIVE SERVICES DIVISION: INVESTIGATIVE SERVICES							
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$1,658,930	\$1,806,520	\$1,806,520	\$1,852,231	\$0	\$0	\$1,852,231
7020 Overtime	\$84,615	\$89,456	\$89,456	\$89,456	\$0	\$0	\$89,456
7025 Social Security	\$129,441	\$172,534	\$172,534	\$176,693	\$0	\$0	\$176,693
7030 Retirement & Pension	\$279,148	\$337,959	\$337,959	\$328,355	\$0	\$0	\$328,355
7035 Workers Compensation	\$29,345	\$39,454	\$39,454	\$27,872	\$0	\$0	\$27,872
7040 Employee Insurance	\$226,118	\$243,600	\$243,600	\$243,600	\$0	\$0	\$243,600
PERSONNEL SERVICES SUBTOTAL	\$2,407,597	\$2,689,523	\$2,689,523	\$2,718,207	\$0	\$0	\$2,718,207
7110 Office Supplies	\$9,478	\$9,705	\$9,800	\$10,840	\$0	\$0	\$10,840
7130 Building Supplies	\$7	\$500	\$500	\$500	\$0	\$0	\$500
7140 Wearing Apparel	\$6,993	\$14,836	\$14,750	\$14,836	\$0	\$0	\$14,836
7160 Vehicle Operations	\$75,612	\$70,853	\$70,853	\$70,853	\$0	\$18,000	\$88,853
7170 Vehicle Repairs	\$1,078	\$2,000	\$2,000	\$2,000	\$0	\$0	\$2,000
7180 Equipment Repairs	\$1,013	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
7190 Radio Repairs	\$0	\$500	\$500	\$500	\$0	\$0	\$500
7200 Operating Supplies	\$29,315	\$36,400	\$12,688	\$36,400	\$15,000	\$0	\$51,400
SUPPLIES SUBTOTAL	\$123,496	\$135,794	\$112,091	\$136,929	\$15,000	\$18,000	\$169,929
8010 Utilities	\$648	\$800	\$800	\$800	\$0	\$0	\$800
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$9,903	\$14,400	\$6,000	\$14,400	\$0	\$0	\$14,400
8050 Travel & Training	\$7,498	\$13,198	\$11,500	\$13,198	\$0	\$0	\$13,198
8060 Contract Services	\$23,046	\$31,390	\$8,900	\$6,965	\$0	\$0	\$6,965
CONTRACTUAL SUBTOTAL	\$41,095	\$59,788	\$27,200	\$35,363	\$0	\$0	\$35,363
9041 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$18,913	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$2,816	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$21,729	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL 0001-1204	\$2,593,917	\$2,885,105	\$2,828,814	\$2,890,499	\$15,000	\$18,000	\$2,923,499

CITY OF CONROE

FY 2012-2013

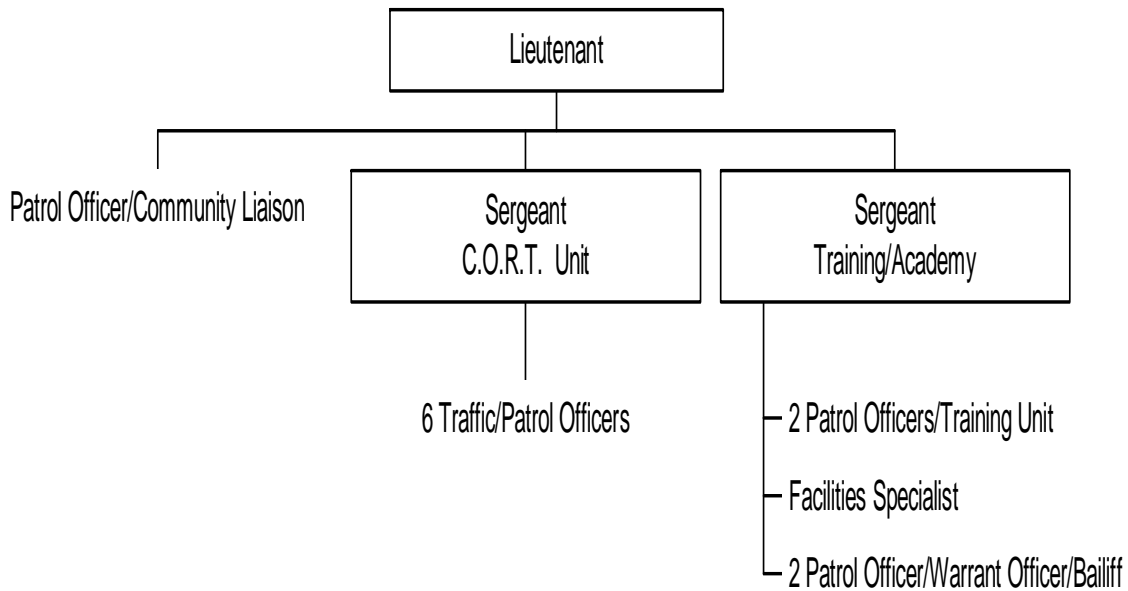
0001-1204

SUPPLEMENTAL REQUESTS WITH LINE ITEMS

(Active Only)

ID	Rank	Title	Type	Line Items	
2330	1	Increase In Fuel Cost	Non-discretionary Adjustment	7160 VEHICLE OPERATIONS Request Total	\$18,000 \$18,000
1 Requests			Total for 0001-1204		\$18,000

Police Professional Services



The Professional Services Division of the Conroe Police Department is responsible for all departmental training, firearms qualifications, recruitment, background investigations, and personnel complaint investigations. The Professional Services division also operates the Conroe Police Department Basic Peace Officer Academy. Additionally, the Community Oriented Response Team (CORT) responds to citizen complaints involving traffic, criminal, and nuisance violations by utilizing community policing practices to assist in community problem solving. The CORT Unit also assists with narcotics investigations and conducts criminal investigations in all fatality crashes within the city. The Professional Services Division promotes good community relations by staffing a Community Liaison Officer, and by conducting crime prevention programs, Citizen Police Academies, establishing neighborhood watch programs, and participating in numerous community special events. The Professional Services Division supplies a Bailiff/Warrant Officer to the Municipal Court, and is responsible for maintenance and repairs to all Police facilities and the new Animal Shelter.

Police Professional Services

Accomplishments for FY 2011-2012

- ✓ Completed two adult and one youth Citizen Police Academy to educate the public on the Department and our mission. Enrollment has been at maximum levels for each class.
- ✓ Completed four qualification sessions including a Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) course, Combat Course, Precision Shooting, and Night Fire with Combat Course.
- ✓ Conducted a full Basic Peace Officer Course. The average score was an 87 on the TCLEOSE licensing exam with a 100% pass rate.
- ✓ Completed all mandatory training required to satisfy professional standards for the Recognition Program.
- ✓ Complied with State training guidelines. All Officers had the mandatory training completed prior to the end of the current TCLEOSE training cycle. No Officers were subject to reprimand.
- ✓ Constructed improvements on new Live Fire building, including an additional classroom in conjunction with the FBI.
- ✓ Replaced the outdated firearm simulator with upgraded equipment that will allow for training in realistic scenarios while keeping range costs low due to the increased costs and limited supplies of firearm ammunition.

Goals & Objectives for FY 2012-2013

- ❑ Plan for the potential construction of a new multi-use building in the complex that can be used for defensive tactics, overflow classroom space, additional storage, and an emergency preparedness deployment area.
- ❑ Continue to increase local in-service training for Officers. Bring training to our facility in order to maximize our training budget while saving travel costs.
- ❑ Implement and staff a “Driving While Intoxicated Task Force” utilizing grant and overtime funding to complement programs already in place to enhance safety.

**City of Conroe
General Fund**

**Police Professional Services
0001-1205**

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
Lieutenant	1	1	1	1
Sergeant	1	2	2	2
Patrol Officer	9	9	9	9
Patrol Officer/Warrant Officer/Bailiff	1	1	2	2
Facilities Specialist	1	1	1	1
Custodian	1	0	0	0
TOTAL FULLTIME PERSONNEL	14	14	15	15
P/T Custodian Hours	1,664	0	0	0

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
Number of schools conducted	36	22	25	25
Number of attending students	607	524	600	610
Number of Crime Prevention Programs	35	25	30	30
Number of participants in programs	6,850	3,530	4,000	4,200
Number of citations issued	3,967	6,528	6,746	7,348
Number of violations charged	5,237	8,971	8,892	9,758

CITY OF CONROE
FY 2012-2013
0001-1205

BUDGET LINE ITEMS

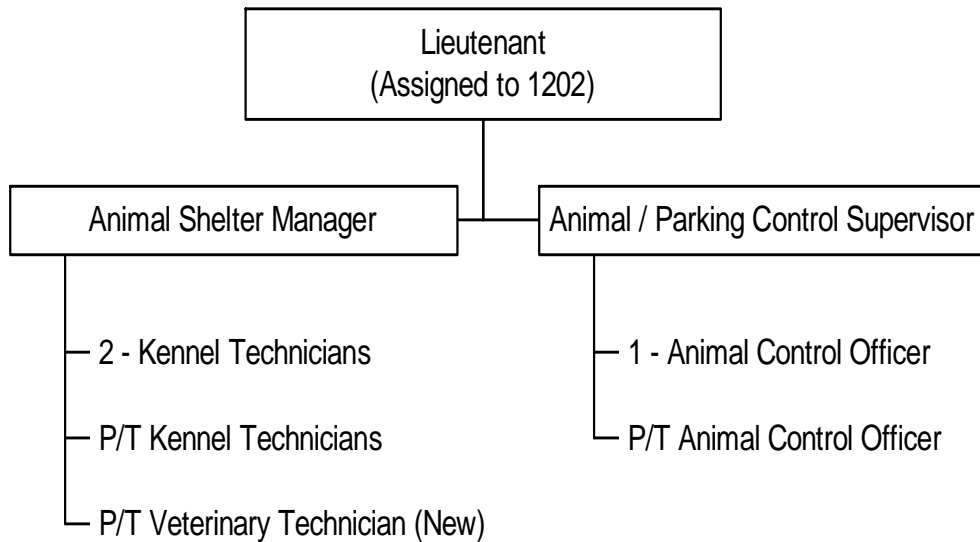
FUND: GENERAL FUND DEPARTMENT: POLICE PROFESSIONAL SERVICES DIVISION: PROFESSIONAL SERVICES							
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$834,621	\$881,644	\$875,195	\$1,000,332	\$0	\$0	\$1,000,332
7012 Salaries - Part Time	\$8,534	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$34,537	\$76,720	\$76,720	\$76,720	\$0	\$0	\$76,720
7025 Social Security	\$64,999	\$87,211	\$72,415	\$98,012	\$0	\$0	\$98,012
7030 Retirement & Pension	\$139,322	\$167,643	\$161,468	\$182,565	\$0	\$0	\$182,565
7035 Workers Compensation	\$16,819	\$20,678	\$15,245	\$15,053	\$0	\$0	\$15,053
7040 Employee Insurance	\$112,494	\$117,600	\$112,560	\$126,000	\$0	\$0	\$126,000
PERSONNEL SERVICES SUBTOTAL	\$1,211,326	\$1,351,496	\$1,313,603	\$1,498,682	\$0	\$0	\$1,498,682
7110 Office Supplies	\$3,215	\$4,192	\$2,615	\$2,615	\$0	\$0	\$2,615
7130 Building Supplies	\$2,164	\$5,935	\$3,200	\$3,235	\$0	\$0	\$3,235
7140 Wearing Apparel	\$10,591	\$11,370	\$7,220	\$11,370	\$0	\$0	\$11,370
7160 Vehicle Operations	\$47,933	\$40,909	\$42,962	\$42,909	\$0	\$0	\$42,909
7170 Vehicle Repairs	\$2,967	\$8,200	\$2,800	\$3,800	\$0	\$0	\$3,800
7180 Equipment Repairs	\$2,155	\$4,750	\$4,750	\$4,750	\$0	\$0	\$4,750
7190 Radio Repairs	\$129	\$1,745	\$1,745	\$1,745	\$0	\$0	\$1,745
7200 Operating Supplies	\$24,324	\$27,869	\$27,869	\$27,869	\$0	\$0	\$27,869
SUPPLIES SUBTOTAL	\$93,478	\$104,970	\$93,161	\$98,293	\$0	\$0	\$98,293
8010 Utilities	\$15,416	\$17,556	\$15,450	\$16,556	\$0	\$0	\$16,556
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$3,012	\$3,080	\$3,080	\$3,080	\$0	\$0	\$3,080
8050 Travel & Training	\$66,102	\$61,150	\$70,375	\$63,377	\$0	\$6,998	\$70,375
8060 Contract Services	\$13,413	\$7,200	\$12,650	\$11,618	\$0	\$0	\$11,618
CONTRACTUAL SUBTOTAL	\$97,943	\$88,986	\$101,555	\$94,631	\$0	\$6,998	\$101,629
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9031 Improvements <\$5,000	\$745	\$0	\$0	\$0	\$0	\$0	\$0
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$47,913	\$0	\$0	\$0	\$0	\$32,895	\$32,895
9051 Machinery & Equipment <\$5,000	\$16,023	\$0	\$0	\$0	\$0	\$2,615	\$2,615
9060 Vehicles >\$5,000	\$7,240	\$0	\$0	\$0	\$0	\$0	\$0
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$71,921	\$0	\$0	\$0	\$0	\$35,510	\$35,510
TOTAL 0001-1205	\$1,474,668	\$1,545,452	\$1,508,319	\$1,691,606	\$0	\$42,508	\$1,734,114

CITY OF CONROE
FY 2012-2013
0001-1205

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
963	5	Travel & Training Increase	Enhanced Program	8050 TRAVEL & TRAINING	\$6,998
				Request Total	\$6,998
2201	6	Crash Reconstruction Equipment - Trimble Surveyor	New Equipment	9050 Machinery & Equipment >\$5,000	\$26,405
				Request Total	\$26,405
2200	7	Crash Reconstruction Equipment - Vericom	Replacement Equipment	9051 Machinery & Equipment <\$5,000	\$2,615
				Request Total	\$2,615
2202	8	Crash Reconstruction Equipment - Vehicle Scales	New Equipment	9050 Machinery & Equipment >\$5,000	\$6,490
				Request Total	\$6,490
4 Requests			Total for 0001-1205		\$42,508

Police Animal Services



The Police Animal Services Division enforces ordinances and laws governing the care and control of animals within the Conroe city limits. Those duties include the apprehension of stray animals, handling animal bite cases, and ensuring that animals are properly cared for. This division also operates the City of Conroe Animal Shelter. The duties there consist of caring for impounded and voluntarily relinquished animals, quarantining sick animals, offering spay/neutering services, and animal adoptions.

Police Animal Services

Accomplishments for FY 2011-2012

- ✓ Equipped and staffed spay/neuter clinic at the Conroe Animal Shelter. Research regarding the feasibility of implementing this program indicated the City of Conroe will benefit from having a spay/neuter clinic in the shelter. The implementation of this clinic has ensured the City is in compliance with current law.
- ✓ Improved employee retention. Formerly, the average length of employment for shelter personnel was less than 6 months. This turnover of full time and part time employees contributed to man hours spent training and funds for equipment that was only used a short time. By improving retention through team building, retention of employees has increased, job performance has improved, and service to the community has been enhanced. Currently four of the five employees at the shelter have over one year service at the facility.
- ✓ Utilizing donated funds, replaced the current washer / dryer system with an industrial rated system.

Goals & Objectives for FY 2012-2013

- Design and implement a more formally organized volunteer program. Volunteers are the backbone of any animal shelter. The current volunteer group is motivated and willing, but lacking in direction from the animal shelter. Using the skills and knowledge of the current Animal Shelter Manager, help organize the volunteers and establish clear mutual lines of communication and support.
- Design and provide organizational clothing for key volunteers.

City of Conroe
General Fund
Police Animal Services
0001-1206

	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERSONNEL SERVICES				
Animal Shelter Manager	1	1	1	1
Animal/Parking Control Supervisor	1	1	1	1
Animal Control Officer	1	1	1	1
Kennel Technician	2	2	2	2
TOTAL FULL TIME	5	5	5	5
P/T Kennel Technician (Hours)	2,963	4,940	4,940	4,940
P/T Animal Control (Hours)	850	850	850	850
P/T Veterinary Technician (Hours)	0	0	720	960
TOTAL PART TIME HOURS	3,813	5,790	6,510	6,750
	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERFORMANCE MEASURES				
Cats from Public Surrender	1,359	973	609	980
Dogs from Public Surrender	1,419	915	1,020	1,118
Cats from Animal Control	765	680	510	652
Dogs from Animal Control	756	814	924	831
Total Animals Handled	4,299	6,578	5,736	5,538
Animal Control Citations Issued	300	171	273	248

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 **Animal Control Citations Issued estimate for current fiscal year and 2010-11 takes into account freezing of vacant the P/T Animal Control position, and the use of the Animal Control Supervisor as Shelter Manager while a replacement manager was sought.

CITY OF CONROE
FY 2012-2013
0001-1206

BUDGET LINE ITEMS

FUND: GENERAL FUND		DEPARTMENT: POLICE ANIMAL SERVICES		DIVISION: ANIMAL SERVICES			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$179,246	\$183,287	\$180,792	\$192,612	\$0	\$0	\$192,612
7012 Salaries - Part Time	\$30,411	\$21,950	\$24,504	\$21,950	\$0	\$12,200	\$34,150
7020 Overtime	\$3,072	\$4,000	\$4,638	\$4,000	\$0	\$0	\$4,000
7025 Social Security	\$16,129	\$19,041	\$16,106	\$19,889	\$0	\$933	\$20,822
7030 Retirement & Pension	\$27,286	\$33,216	\$33,736	\$33,303	\$0	\$0	\$33,303
7035 Workers Compensation	\$0	\$2,734	\$2,016	\$3,229	\$0	\$56	\$3,285
7040 Employee Insurance	\$39,923	\$42,000	\$42,779	\$42,000	\$0	\$0	\$42,000
PERSONNEL SERVICES SUBTOTAL	\$296,067	\$306,228	\$304,571	\$316,983	\$0	\$13,189	\$330,172
7110 Office Supplies	\$1,884	\$1,800	\$2,100	\$2,300	\$0	\$0	\$2,300
7130 Building Supplies	\$2,067	\$1,550	\$988	\$2,050	\$0	\$0	\$2,050
7140 Wearing Apparel	\$626	\$1,450	\$1,000	\$1,450	\$0	\$0	\$1,450
7160 Vehicle Operations	\$5,821	\$6,500	\$8,052	\$9,000	\$2,200	\$0	\$11,200
7170 Vehicle Repairs	\$0	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
7180 Equipment Repairs	\$2,315	\$700	\$65	\$700	\$0	\$0	\$700
7190 Radio Repairs	\$70	\$200	\$200	\$200	\$0	\$0	\$200
7200 Operating Supplies	\$37,149	\$13,000	\$20,824	\$22,000	\$0	\$3,000	\$25,000
SUPPLIES SUBTOTAL	\$49,932	\$26,200	\$34,229	\$38,700	\$2,200	\$3,000	\$43,900
8010 Utilities	\$25,018	\$30,000	\$19,992	\$21,000	\$0	\$0	\$21,000
8040 Leased Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$99	\$500	\$925	\$1,000	\$0	\$0	\$1,000
8060 Contract Services	\$29,648	\$30,890	\$21,396	\$26,890	\$720	\$0	\$27,610
CONTRACTUAL SUBTOTAL	\$54,765	\$61,390	\$42,313	\$48,890	\$720	\$0	\$49,610
9041 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$43,003	\$32,515	\$6,000	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$1,278	\$4,034	\$300	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$44,281	\$36,549	\$6,300	\$0	\$0	\$0	\$0
TOTAL 0001-1206	\$445,045	\$430,367	\$387,413	\$404,573	\$2,920	\$16,189	\$423,682

CITY OF CONROE

FY 2012-2013

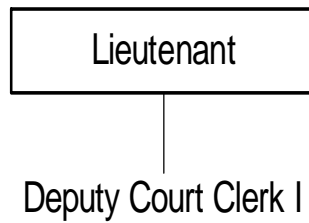
0001-1206

SUPPLEMENTAL REQUESTS WITH LINE ITEMS

(Active Only)

ID	Rank	Title	Type	Line Items	
2189	0	Adjustment For Increase In Vaccination Cost	Non-discretionary Adjustment	7200 OPERATING SUPPLIES Request Total	\$3,000 \$3,000
2226	0	Veterinary Technician (part Time)	Enhanced Program	7012 SALARIES - PART TIME 7025 SOCIAL SECURITY 7035 WORKERS COMPENSATION Request Total	\$12,200 \$933 \$56 \$13,189
2 Requests			Total for 0001-1206		\$16,189

Red Light Program



The Red Light Program is responsible for the maintenance and accountability of the daily operation of the Red Light Camera system in conjunction with a private vendor (American Traffic Solutions). Red light violations that are issued are individually reviewed by a licensed peace officer to validate the probable cause for the citation. In addition, requests for administrative review and appeal are handled for each offense in order to protect due process for the violators. The Red Light Program is responsible for any fees that are paid to the vendor if violations are accrued as well as the processing of any fees that are paid by violators to the City. All costs incurred for the operation of this program are paid internally as this is a cost neutral program.

Red Light Program

Accomplishments for FY 2011-2012

- ✓ Operated the Intersection Safety program as a cost neutral project with all funding being assessed by violators. The program will continue to be cost free for drivers that adhere to the traffic law.
- ✓ Increased the safety at all intersections as measured by the reduction of side impact automobile crashes in the City through public awareness and enforcement.
- ✓ Maintained expected levels of performance despite the increased traffic population and congestion. Safety efforts were effective and red light intersection citations are dropping at the monitored intersections.

Goals & Objectives for FY 2012-2013

- ❑ Continue to monitor the effectiveness of the Intersection Safety program and ensure that the goal to increase safety in the City of Conroe is priority.
- ❑ Develop a strategic plan for any increases in the program based upon statistical data to evaluate any needed expansion of this safety tool.
- ❑ Develop a program to enforce the “Scofflaw” collection of civil penalties that remain uncollected from this program.
- ❑ Continue to operate this program with a cost neutral goal.

**City of Conroe
General Fund**

**Red Light Program
0001-1207**

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
Deputy Court Clerk I	1	1	1	1
TOTAL FULLTIME PERSONNEL	1	1	1	1

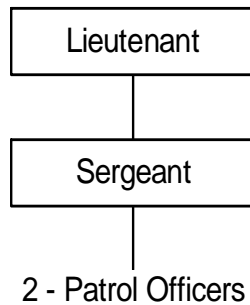
	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
Number of Violations Issued	19,506	21,493	18,792	17,693
Number of Violations Paid	12,796	14,400	13,530	13,623
Percentage Collected	65%	67%	72%	77%

CITY OF CONROE
FY 2012-2013
0001-1207

BUDGET LINE ITEMS

FUND: GENERAL FUND		DEPARTMENT: RED LIGHT PROGRAM		DIVISION: RED LIGHT PROGRAM			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$28,352	\$29,013	\$28,577	\$30,220	\$0	\$0	\$30,220
7020 Overtime	\$4,676	\$25,001	\$25,001	\$25,001	\$0	\$0	\$25,001
7025 Social Security	\$2,193	\$4,915	\$4,017	\$5,025	\$0	\$0	\$5,025
7030 Retirement & Pension	\$5,277	\$9,134	\$9,081	\$9,443	\$0	\$0	\$9,443
7035 Workers Compensation	\$0	\$64	\$47	\$455	\$0	\$0	\$455
7040 Employee Insurance	\$9,697	\$8,400	\$8,534	\$8,400	\$0	\$0	\$8,400
PERSONNEL SERVICES SUBTOTAL	\$50,195	\$76,527	\$75,257	\$78,544	\$0	\$0	\$78,544
7110 Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7130 Building Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8010 Utilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$0	\$3,300	\$1,100	\$3,300	\$0	\$0	\$3,300
8060 Contract Services	\$827,267	\$916,224	\$927,024	\$741,171	\$0	\$0	\$741,171
CONTRACTUAL SUBTOTAL	\$827,267	\$919,524	\$928,124	\$744,471	\$0	\$0	\$744,471
9041 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL 0001-1207	\$877,462	\$996,051	\$1,003,381	\$823,015	\$0	\$0	\$823,015

Traffic Services



The Traffic Services Division of the Conroe Police Department is responsible for traffic safety programs including, enforcement of all traffic laws in the City, community education campaigns for traffic safety, and implementation of new programs that will increase the awareness and safety of all drivers. The purpose of this unit is to reduce the automobile crash rate and improve traffic safety in the city. The funds used for this purpose are dedicated from the Red Light Program.

Traffic Services

Accomplishments for FY 2011-2012

- ✓ Reduced the total number of crashes involving speed related and intoxicated driving through designated enforcement.
- ✓ Reduced the number of red light related crashes, especially those involving deadly side impacts, by utilizing innovative methods and tools.

Goals & Objectives for FY 2012-2013

- ❑ Increase resources to ensure safe driving conditions for the City as a whole. Utilization of funds will be for improving traffic safety through education, designated infrastructure improvements, and enforcement.
- ❑ Develop a strategic plan for additional enforcement tools and anticipated needs for red light enforcement and specialized enforcement for traffic violation reduction.
- ❑ Plan and implement a (PSA) Public Safety Awareness program for traffic safety.

**City of Conroe
General Fund**

**Traffic Services
0001-1208**

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
Patrol Officer	0	2	2	2
TOTAL FULLTIME PERSONNEL	0	2	2	2

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
Number of citations issued	n/a	2,814	4,044	4,965
Number of violations charged	n/a	3,590	5,032	6,082

Note: The Traffic Services Division started in FY 2010-2011

CITY OF CONROE
FY 2012-2013
0001-1208

BUDGET LINE ITEMS

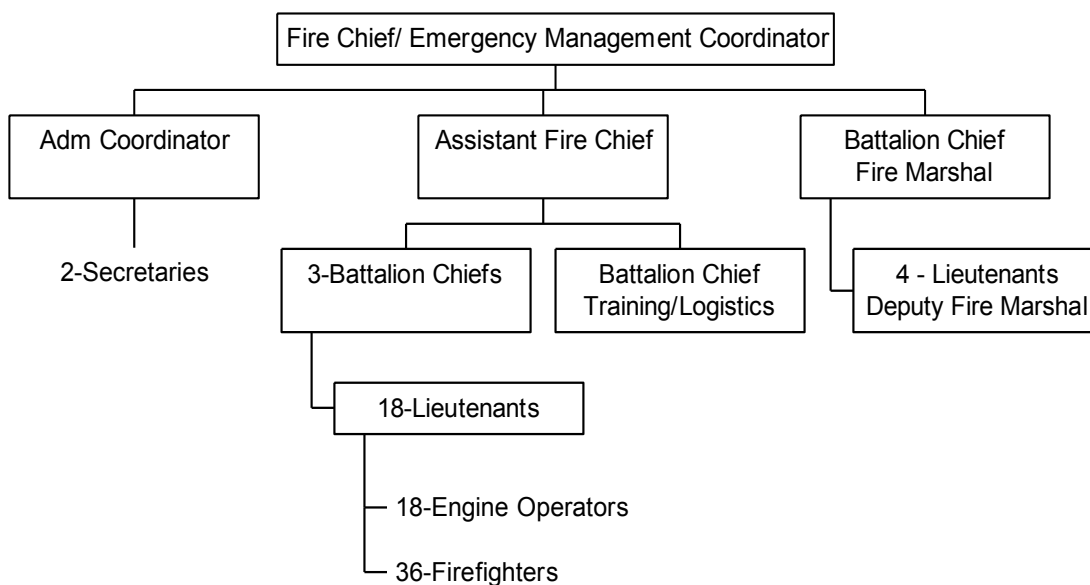
FUND: GENERAL FUND		DEPARTMENT: TRAFFIC SERVICES		DIVISION: TRAFFIC SERVICES			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$71,729	\$99,313	\$96,414	\$101,590	\$0	\$0	\$101,590
7020 Overtime	\$1,617	\$0	\$6,039	\$0	\$0	\$6,000	\$6,000
7025 Social Security	\$5,492	\$9,037	\$7,817	\$9,245	\$0	\$459	\$9,704
7030 Retirement & Pension	\$12,199	\$16,794	\$17,394	\$17,372	\$0	\$1,015	\$18,387
7035 Workers Compensation	\$0	\$2,307	\$1,701	\$1,529	\$0	\$0	\$1,529
7040 Employee Insurance	\$11,934	\$16,800	\$16,504	\$16,800	\$0	\$0	\$16,800
PERSONNEL SERVICES SUBTOTAL	\$102,971	\$144,251	\$145,869	\$146,536	\$0	\$7,474	\$154,010
7110 Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7140 Wearing Apparel	\$4,617	\$3,500	\$1,700	\$3,500	\$0	\$0	\$3,500
7160 Vehicle Operations	\$4,793	\$4,000	\$13,099	\$6,604	\$0	\$7,400	\$14,004
7170 Vehicle Repairs	\$4,013	\$2,740	\$2,775	\$2,740	\$0	\$0	\$2,740
7180 Equipment Repairs	\$0	\$2,000	\$800	\$800	\$0	\$0	\$800
7190 Radio Repairs	\$0	\$1,200	\$200	\$500	\$0	\$0	\$500
7200 Operating Supplies	\$60	\$1,000	\$875	\$2,500	\$0	\$0	\$2,500
SUPPLIES SUBTOTAL	\$13,483	\$14,440	\$19,449	\$16,644	\$0	\$7,400	\$24,044
8010 Utilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$5,901	\$6,504	\$1,495	\$4,300	\$0	\$0	\$4,300
8060 Contract Services	\$843	\$0	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SUBTOTAL	\$6,744	\$6,504	\$1,495	\$4,300	\$0	\$0	\$4,300
9050 Machinery & Equipment >\$5,000	\$3,935	\$0	\$0	\$0	\$0	\$20,937	\$20,937
9051 Machinery & Equipment <\$5,000	\$12,942	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$86,602	\$0	\$0	\$0	\$0	\$0	\$0
9061 Vehicles < \$5,000	\$1,390	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$104,869	\$0	\$0	\$0	\$0	\$20,937	\$20,937
TOTAL 0001-1208	\$228,067	\$165,195	\$166,813	\$167,480	\$0	\$35,811	\$203,291

CITY OF CONROE
FY 2012-2013
0001-1208

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
2203	0	Overtime	Non-discretionary Adjustment	7020 OVERTIME 7025 SOCIAL SECURITY 7030 RETIREMENT & PENSION Request Total	\$6,000 \$459 \$1,015 \$7,474
2207	0	Vehicle Operations Increase	Non-discretionary Adjustment	7160 VEHICLE OPERATIONS Request Total	\$7,400 \$7,400
2176	1	Traffic Safety Message Sign	New Equipment	9050 Machinery & Equipment >\$5,000 Request Total	\$20,937 \$20,937
3 Requests			Total for 0001-1208		\$35,811

Fire Department



The Fire Department is responsible for preparing for, responding to, and resolving fire, rescue, medical and environmental emergencies and Emergency Management Coordination, through proactive education, prevention, and emergency response services. The administration division provides department policies for direction and access to fiscal and operational resources for personnel including emergency responders, clerical, record keeping, and scheduling positions. The Operational Division is responsible for the emergency responding, training, special operations, and city-wide public fire education programs.

Fire Department

Accomplishments for FY 2011 - 2012

- ✓ Completed the construction of the newly remodeled and expanded City Emergency Operation Center (EOC) located inside City Hall.
- ✓ Received and put in service a 2nd Brush Truck that will assist with wood and brush fires within the expanded areas of the City Limits.
- ✓ Successfully implemented a Driver/Operator position within the Fire Department rank structure.
- ✓ Successfully migrated to a new Computer Aided Dispatch (CAD) System with Montgomery County Hospital District.
- ✓ Established a pre-notification process with commercial businesses notifying them of an upcoming Fire Inspection.

Goals & Objectives for FY 2012 - 2013

- ❑ Continue to work on creating a Fire Department Master Plan that will describe the challenges and possible solutions facing the Fire Department over the next 10 – 20 years.
- ❑ Continue planning and working on the implementation of Mobile Data Terminals in Fire Department Vehicles.
- ❑ Continue planning and working with Community Development on community growth issues.
- ❑ Continue planning how to efficiently and effectively re-structure departmental duties in an effort to allow fire fighters to focus more on response readiness.

City of Conroe General Fund

Fire 0001-1300

	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERSONNEL SERVICES				
Fire Chief	1	1	1	1
Assistant Chief	1	1	1	1
Battalion Chief	5	5	5	5
Lieutenant	22	22	22	22
Engine Operator	0	0	18	18
Firefighter	54	54	36	36
Administrative Coordinator	1	1	1	1
Code Enforcement Officer	2	2	0	0
Secretary	2	2	2	2
TOTAL PERSONNEL SERVICES	88	88	86	86

	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERFORMANCE MEASURES				
Total Calls for Fire Service	5,912	6,342	6,192	6,400
Number of Fires	216	374	224	250
Fires Investigated	34	59	72	75
Arson Cases	6	9	8	9
Commercial Plans Reviewed	387	632	425	500
Businesses Inspected	2,592	2,125	2,000	2,000
Fire Code Violations	3,676	2,954	1,584	1,600
Fire Safety Programs	62	45	50	55
Attendees for Fire Safety Programs	7597	7547	7800	7800

CITY OF CONROE
FY 2012-2013
0001-1300

BUDGET LINE ITEMS

FUND: GENERAL FUND DEPARTMENT: FIRE DIVISION: FIRE							
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$5,170,862	\$5,133,615	\$5,083,919	\$5,358,972	\$0	\$0	\$5,358,972
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$139,432	\$104,000	\$124,000	\$104,000	\$0	\$46,000	\$150,000
7025 Social Security	\$388,686	\$476,623	\$389,581	\$496,817	\$0	\$3,519	\$500,336
7030 Retirement & Pension	\$797,581	\$794,436	\$841,663	\$932,248	\$0	\$7,452	\$939,700
7035 Workers Compensation	\$73,373	\$94,128	\$69,772	\$80,317	\$0	\$0	\$80,317
7040 Employee Insurance	\$741,760	\$722,400	\$712,778	\$722,854	\$0	\$0	\$722,854
7050 Physicals	\$39,270	\$45,800	\$60,800	\$45,800	\$0	\$14,200	\$60,000
PERSONNEL SERVICES SUBTOTAL	\$7,350,964	\$7,371,002	\$7,282,513	\$7,741,008	\$0	\$71,171	\$7,812,179
7110 Office Supplies	\$21,962	\$21,650	\$21,650	\$21,650	\$0	\$0	\$21,650
7130 Building Supplies	\$14,591	\$26,600	\$21,600	\$26,600	\$0	\$0	\$26,600
7140 Wearing Apparel	\$90,595	\$84,700	\$84,700	\$84,700	\$0	\$15,000	\$99,700
7160 Vehicle Operations	\$158,179	\$164,668	\$164,668	\$164,668	\$0	\$0	\$164,668
7170 Vehicle Repairs	\$85,912	\$78,500	\$76,500	\$78,500	\$0	\$0	\$78,500
7180 Equipment Repairs	\$24,189	\$41,000	\$36,000	\$41,000	\$0	\$0	\$41,000
7190 Radio Repairs	\$3,680	\$6,500	\$1,500	\$6,500	\$0	\$0	\$6,500
7200 Operating Supplies	\$100,467	\$84,100	\$84,100	\$84,100	\$0	\$0	\$84,100
SUPPLIES SUBTOTAL	\$499,575	\$507,718	\$490,718	\$507,718	\$0	\$15,000	\$522,718
8010 Utilities	\$105,951	\$120,624	\$105,624	\$120,624	\$0	\$0	\$120,624
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
8040 Leased Equipment	\$7,935	\$7,200	\$8,200	\$7,200	\$0	\$0	\$7,200
8050 Travel & Training	\$58,101	\$65,840	\$65,840	\$65,840	\$0	\$4,500	\$70,340
8060 Contract Services	\$373,142	\$436,835	\$427,835	\$427,116	\$0	\$3,500	\$430,616
CONTRACTUAL SUBTOTAL	\$545,129	\$631,499	\$608,499	\$621,780	\$0	\$8,000	\$629,780
9020 Buildings >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9021 Buildings <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9031 Improvements <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$12,113	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$3,353	\$165,000	\$165,000	\$0	\$0	\$0	\$0
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CITY OF CONROE
FY 2012-2013
0001-1300

BUDGET LINE ITEMS

FUND: GENERAL FUND DEPARTMENT: FIRE DIVISION: FIRE

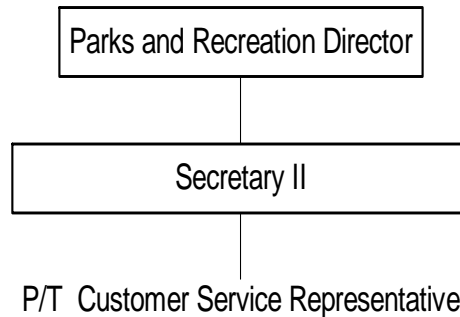
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
CAPITAL OUTLAY SUBTOTAL	\$15,466	\$165,000	\$165,000	\$0	\$0	\$0	\$0
TOTAL 0001-1300	\$8,411,134	\$8,675,219	\$8,546,730	\$8,870,506	\$0	\$94,171	\$8,964,677

CITY OF CONROE
FY 2012-2013
0001-1300

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
1592	0	Overtime – Increased Costs	Non-discretionary Adjustment	7020 OVERTIME 7025 SOCIAL SECURITY 7030 RETIREMENT & PENSION Request Total	\$46,000 \$3,519 \$7,452 \$56,971
1851	0	Increase Firefighter Annual Medical Physicals	Non-discretionary Adjustment	7050 PHYSICALS Request Total	\$14,200 \$14,200
2053	0	Texas Commission On Fire Protection Certificates	Non-discretionary Adjustment	8050 TRAVEL & TRAINING Request Total	\$4,500 \$4,500
2306	0	Increase In Wearing Apparel	Non-discretionary Adjustment	7140 WEARING APPAREL Request Total	\$15,000 \$15,000
2323	0	Increase To Contract Services	Non-discretionary Adjustment	8060 CONTRACT SERVICES Request Total	\$3,500 \$3,500
5 Requests			Total for 0001-1300		\$94,171

Parks and Recreation Administration



The Parks and Recreation Administration department is responsible for coordinating all park pavilion and field reservations. This department also provides administrative support to the Parks Director and establishes criteria for hosting special events and sports tournaments in the parks. In addition, this office administers parade, street closure and amplification permits. We strive to provide quality customer service to park patrons and user groups in Conroe by providing the best parks, facilities and programs at affordable prices.

Parks and Recreation Administration

Accomplishments for FY 2011-2012

- ✓ Improved procedures for community special events.
- ✓ Improved contractual procedures for hosting athletic tournaments.
- ✓ Coordinated the PARDner luncheon, which is the department's annual appreciation event for volunteers, sponsors and supporters.
- ✓ Hosted numerous baseball tournaments and soccer tournaments at Carl Barton, Jr. Park resulting in overnight stays in Conroe.
- ✓ Streamlined process for all events requesting police presence.
- ✓ Enhanced working relationships with Conroe LIVE, Friends of Conroe, Friends of the Flag, Local Home School groups, TX RUSH, Conroe Youth Soccer League, and Conroe Independent School District.
- ✓ Hosted the three Parks dedications and ribbon cutting for John Burge Park at Shadow Lakes, Kasmiersky Park and Martin Luther King Sports Complex.

Goals & Objectives for FY 2012-2013

- ❑ Establish a procedure for online pavilion and athletic field reservations.
- ❑ Establish a memorial tribute program.
- ❑ Improve departments use of Active Net functionality and cross training.
- ❑ Enhance parks and recreation homepage for visual aesthetics and consistency.
- ❑ Conduct a cost benefit analysis on departmental accreditation through the National Recreation and Parks Association.

City of Conroe General Fund

Parks and Recreation Administration 0001-1400

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
0001-1400 Parks Administration				
Parks Board	7	7	7	7
Subtotal	7	7	7	7
Parks Director	1	1	1	1
Secretary II	1	1	1	1
Parks Superintendent	1	1	0	0
Parks Operations - Foreman	1	1	0	0
Parks Crew Leader - Facilities	1	1	0	0
Parks Crew Leader - Green Space	1	1	0	0
Parks Laborer	7	7	0	0
Subtotal	13	13	2	2
P/T Secretary (Hours)	0	0	0	0
P/T Parks Laborer (Hours)	1,040	1,040	0	0
P/T Park Ambassador (Hours)	3,120	3,120	0	0
P/T Customer Service Representative	0	1,560	1,560	1,560
Subtotal	4,160	5,720	1,560	1,560

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
Pavilions (Hourly Usage)*	1,154	1,161	1,200	1,250
Athletic Fields (Hourly Usage)*	12,089	16,600	19,322	21,000
Volunteer Hours	72	80	90	98
Percent of customers surveyed rating their park experience average or above average	0	100%	100%	100%
Work Orders Processed	105	150	205	255
Special Event Facilitation	40	48	54	62
Total	13,460	18,040	20,872	22,666

Revenue				
6050 Rentals	\$ 70,552	\$ 75,800	\$ 80,000	\$ 85,000
Total	\$ 70,552	\$ 75,800	\$ 80,000	\$ 85,000

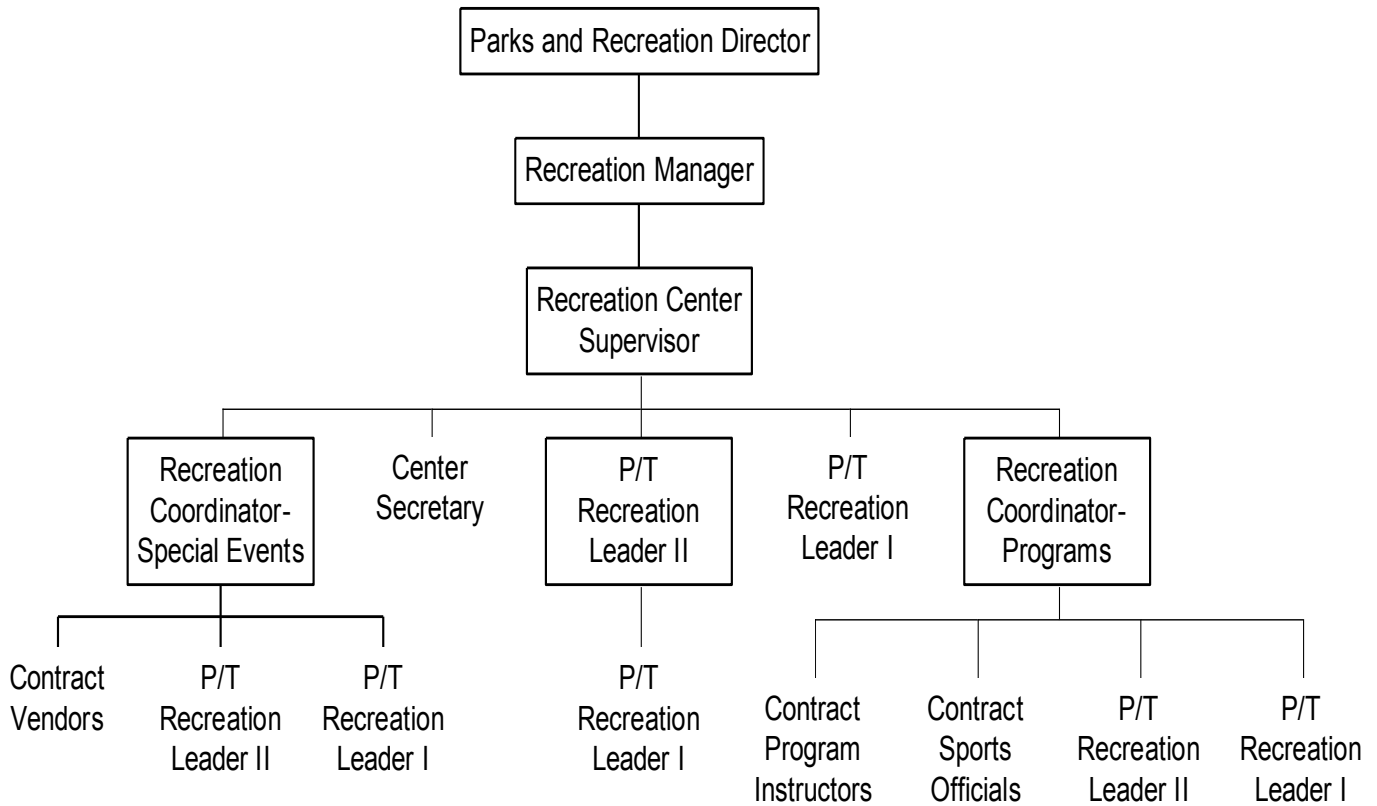
* New tracking method implemented

CITY OF CONROE
FY 2012-2013
0001-1400

BUDGET LINE ITEMS

FUND: GENERAL FUND DEPARTMENT: PARKS DIVISION: PARKS							
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$567,604	\$149,588	\$164,095	\$157,287	\$0	\$0	\$157,287
7012 Salaries - Part Time	\$59,156	\$18,200	\$18,200	\$18,200	\$0	\$0	\$18,200
7020 Overtime	\$32,368	\$300	\$623	\$300	\$0	\$0	\$300
7025 Social Security	\$48,190	\$15,296	\$12,942	\$15,997	\$0	\$0	\$15,997
7030 Retirement & Pension	\$94,866	\$24,732	\$27,409	\$25,296	\$0	\$0	\$25,296
7035 Workers Compensation	\$5,756	\$367	\$271	\$2,641	\$0	\$0	\$2,641
7040 Employee Insurance	\$111,613	\$16,800	\$25,110	\$17,254	\$0	\$0	\$17,254
PERSONNEL SERVICES SUBTOTAL	\$919,553	\$225,283	\$248,650	\$236,975	\$0	\$0	\$236,975
7110 Office Supplies	\$5,209	\$2,300	\$2,300	\$2,300	\$0	\$0	\$2,300
7130 Building Supplies	\$1,027	\$0	\$0	\$0	\$0	\$0	\$0
7140 Wearing Apparel	\$4,159	\$500	\$500	\$500	\$0	\$0	\$500
7160 Vehicle Operations	\$56,534	\$0	\$0	\$0	\$0	\$0	\$0
7170 Vehicle Repairs	\$3,891	\$0	\$0	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$13,379	\$0	\$0	\$0	\$0	\$0	\$0
7190 Radio Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$188,712	\$76,500	\$76,500	\$76,350	\$0	\$0	\$76,350
SUPPLIES SUBTOTAL	\$272,911	\$79,300	\$79,300	\$79,150	\$0	\$0	\$79,150
8010 Utilities	\$130,188	\$6,000	\$6,000	\$6,000	\$0	\$0	\$6,000
8020 Insurance and Bonds	\$980	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$1,782	\$1,290	\$1,290	\$1,290	\$0	\$0	\$1,290
8050 Travel & Training	\$12,147	\$7,105	\$7,105	\$7,255	\$0	\$0	\$7,255
8060 Contract Services	\$355,241	\$8,700	\$8,700	\$8,700	\$0	\$0	\$8,700
CONTRACTUAL SUBTOTAL	\$500,338	\$23,095	\$23,095	\$23,245	\$0	\$0	\$23,245
9010 Land > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9011 Land < \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9031 Improvements <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL 0001-1400	\$1,692,802	\$327,678	\$351,045	\$339,370	\$0	\$0	\$339,370

C.K. Ray Recreation Center



The C.K. Ray Recreation Center provides multi-generational athletic and recreational programs, and outstanding guest services through the collaboration of citizen boards, interdivisional cooperation, and staff commitment to unbridled excellence. Some of the programs offered are: art, karate, state of the art weight training with a cardio fitness room, dance/ballet, gymnastics, cheer and chant, open gym for basketball or volleyball, racquetball courts, childcare room while you are participating in our programs, and a discount program for City of Conroe employees and their families.

C.K. Ray Recreation Center

Accomplishments for FY 2011-2012

- ✓ Completed within budget the renovation of the C.K. Ray Recreation Center, Activity Center, and parking lot.
- ✓ Organized First Thursday Free Concert Series.
- ✓ Added six Zumba classes to the adult fitness program to accommodate patron demand.
- ✓ Started new programs: Family Shape Up, Voice Coaching Seminar, Crafty Kids, Science Academy and Adult Ballet and Toning.
- ✓ Awarded Texas Recreation & Parks Society (TRAPS) Region IV Innovations in Park and Facility Development Award, TRAPS State Recreational Facility Design Excellence Award and NRPA Southwest Region Award for Outstanding Facility Design.
- ✓ Collected 500 hundred pounds of food for the Montgomery County Food Bank.
- ✓ Generated \$25,450 in revenue at the open house by selling 259 memberships during a four hour period.
- ✓ Scanned 9,087 membership cards in January, breaking the previous record of 6,866 in September 2011.

Goals & Objectives for FY 2012-2013

- ❑ Average 500 attendance at First Thursday Free Concert Series.
- ❑ Increase special event revenue by \$5,500.
- ❑ Utilize outdoor city park space for fitness and enrichment classes.
- ❑ Develop a corporate membership package.
- ❑ Survey facility rental permit holders to identify strengths and areas of improvement.

**City of Conroe
General Fund**

**C.K. Ray Recreation Center
0001-1410**

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
Recreation Manager	1	1	1	1
Recreation Center Supervisor	1	1	1	1
Recreation Coordinator- Programs	1	1	1	1
Recreation Coordinator- Special Events	1	1	1	1
Secretary	1	1	1	1
TOTAL FULL TIME	5	5	5	5
P/T Recreation Leader I (Hours)	13,615	13,615	13,615	13,615
P/T Recreation Leader II (Hours)	7,190	7,190	7,190	7,190
P/T Camp Coordinator (Hours)	440	440	0	0 *
P/T Youth Counselor (Hours)	3,520	3,520	0	0 *
TOTAL PART TIME HOURS	24,765	24,765	20,805	20,805 *
	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
Participants				
Rentals	35,072	11,981	16,932	18,625
Memberships	55,378	53,979	85,200	89,460
Programs	39,064	46,631	54,024	59,426 *
Special Events	13,469	24,739	27,213	29,934
Total	142,983	137,330	183,369	197,445
Revenue				
6050 Rentals	\$ 33,766	\$ 20,869	\$ 45,384	\$ 49,922
6050 Memberships	155,632	207,444	267,892	294,681
6050 Sales	2,150	2,435	5,909	6,500
6051 Programs	180,310	212,710	117,566	129,323 *
6051 Special Events	10,343	13,706	15,077	20,577
Total	\$ 382,201	\$ 457,164	\$ 451,828	\$ 501,003

Revenue and facility use decreased due to gymnasium and activity center renovations.

* Fun Quest Day Camp transferred to Oscar Johnson, Jr. Community Center (3000)
Part-time staff hours- 3,960; Participants- 1,100; Revenue- \$88,000 (6051)

CITY OF CONROE
FY 2012-2013
0001-1410

BUDGET LINE ITEMS

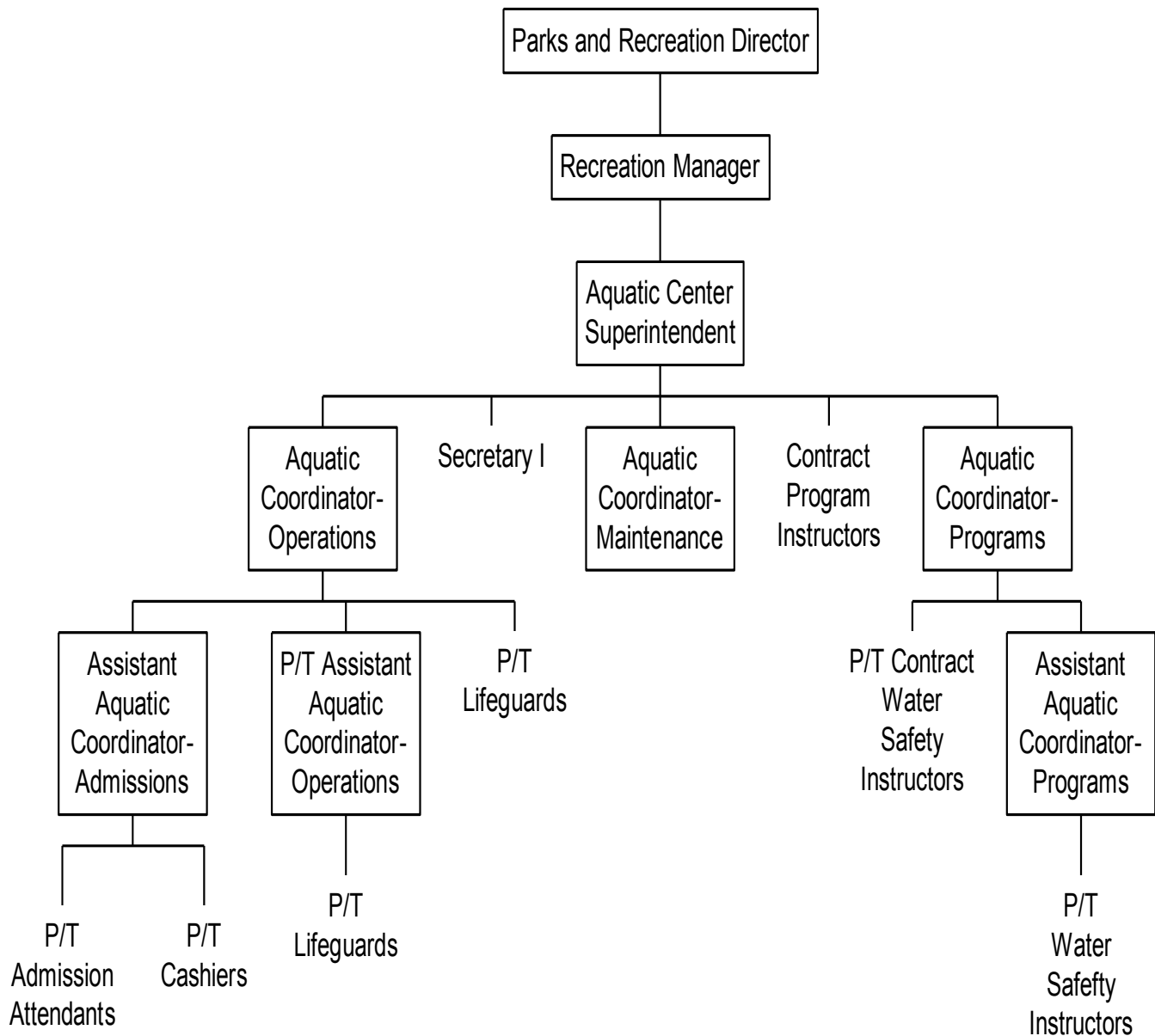
FUND: GENERAL FUND		DEPARTMENT: RECREATION CENTER		DIVISION: RECREATION CENTER			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$262,397	\$269,443	\$265,877	\$280,320	\$0	\$0	\$280,320
7012 Salaries - Part Time	\$265,393	\$193,021	\$219,031	\$193,021	\$0	\$0	\$193,021
7020 Overtime	\$5,556	\$5,500	\$2,634	\$5,500	\$0	\$0	\$5,500
7025 Social Security	\$39,833	\$42,585	\$25,445	\$43,575	\$0	\$0	\$43,575
7030 Retirement & Pension	\$43,773	\$49,484	\$46,449	\$48,260	\$0	\$0	\$48,260
7035 Workers Compensation	\$5,056	\$6,286	\$6,286	\$7,123	\$0	\$0	\$7,123
7040 Employee Insurance	\$45,293	\$42,000	\$51,661	\$42,000	\$0	\$0	\$42,000
PERSONNEL SERVICES SUBTOTAL	\$667,301	\$608,319	\$617,383	\$619,799	\$0	\$0	\$619,799
7110 Office Supplies	\$9,681	\$5,825	\$7,311	\$5,825	\$0	\$0	\$5,825
7130 Building Supplies	\$13,520	\$3,850	\$7,000	\$3,850	\$0	\$0	\$3,850
7140 Wearing Apparel	\$4,285	\$750	\$1,500	\$750	\$0	\$0	\$750
7160 Vehicle Operations	\$1,065	\$250	\$1,000	\$700	\$0	\$0	\$700
7170 Vehicle Repairs	\$0	\$100	\$0	\$100	\$0	\$0	\$100
7180 Equipment Repairs	\$13,271	\$15,500	\$15,000	\$13,000	\$0	\$0	\$13,000
7200 Other Operating Supplies	\$62,747	\$44,996	\$50,000	\$33,535	\$0	\$3,000	\$36,535
SUPPLIES SUBTOTAL	\$104,569	\$71,271	\$81,811	\$57,760	\$0	\$3,000	\$60,760
8010 Utilities	\$57,433	\$66,169	\$60,000	\$66,164	\$0	\$0	\$66,164
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$4,948	\$4,500	\$5,000	\$5,000	\$0	\$0	\$5,000
8050 Travel & Training	\$17,390	\$19,461	\$18,000	\$19,461	\$0	\$0	\$19,461
8060 Contract Services	\$292,580	\$290,218	\$300,000	\$303,234	\$0	\$15,400	\$318,634
CONTRACTUAL SUBTOTAL	\$372,351	\$380,348	\$383,000	\$393,859	\$0	\$15,400	\$409,259
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9031 Improvements <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL 0001-1410	\$1,144,221	\$1,059,938	\$1,082,194	\$1,071,418	\$0	\$18,400	\$1,089,818

CITY OF CONROE
FY 2012-2013
0001-1410

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
2228	2	Fitness Classes	Enhanced Program	8060 CONTRACT SERVICES	\$10,400
				Request Total	\$10,400
2271	3	Special Events	Enhanced Program	7200 OTHER OPERATING SUPPLIES	\$3,000
				8060 CONTRACT SERVICES	\$5,000
				Request Total	\$8,000
2 Requests			Total for 0001-1410		\$18,400

Aquatic Center



The Aquatic Center provides safe, quality, state of the art pools for the citizens of Conroe. The pool system is comprised of three pools: two year round and one seasonal. The pools are enclosed and heated in the winter. The seasonal pool features a water park theme with zero depth entry, interactive play structure, and water slides. Aquatic programs are offered year-round, including learn to swim, diving, water safety, snorkeling, scuba, lifeguarding, and water safety instructor classes. Recreational swimming and lap swimming are also available year-round.

Aquatic Center

Accomplishments for FY 2011-2012

- ✓ Replaced side tarps at the Educational Pool and Competition Pool.
- ✓ Repaired laterals and replaced sand in the Leisure Pool filters.
- ✓ Renovated pump room facilities, filtration system for splash pads and pools, pool deck, and locker rooms.
- ✓ Constructed roof over pump room.
- ✓ Increased participation by 11.5%.
- ✓ Placed 4th overall and 1st for municipalities in the American Red Cross Lifeguard Competition.
- ✓ Placed 8th in Texas Amateur Athletic Federation Lifeguard Competition in Waco.
- ✓ Filled two vacant Aquatic Coordinator positions.

Goals & Objectives for FY 2012-2013

- ❑ Develop a training program for pump room mechanics.
- ❑ Improve the process for evaluating lifeguard staff.
- ❑ Convert to contract instructors for water exercise classes.
- ❑ Develop a daily operations checklist.
- ❑ Complete long range maintenance plan.
- ❑ Update staff disciplinary policies.
- ❑ Complete Aquatic Center improvements within budget.

**City of Conroe
General Fund**

**Aquatic Center
0001-1440**

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
Aquatics Superintendent	1	1	1	1
Aquatics Supervisor	1	0	0	0
Assistant Aquatics Supervisor	3	0	0	0
Secretary I	1	1	1	1
Aquatics Admission Coordinator	1	0	0	0
Aquatic Coordinator - Programs	0	1	1	1
Aquatic Coordinator - Maintenance	0	1	1	1
Aquatic Coordinator - Operations	0	1	1	1
Assistant Aquatic Coordinator	0	2	2	2
TOTAL FULL TIME	7	7	7	7
Part-time Admissions (Hours)	3,354	3,354	3,354	3,354
Part-time Cashiers (Hours)	2,000	2,000	2,000	2,000
Part-time Head Lifeguard (Hours)	2,660	2,660	2,660	2,660
Part-time Lifeguards (Hours)	18,138	18,138	18,138	18,138
Part-time Water Safety Inst. (Hours)	4,779	4,779	4,779	4,779
Part-time Asst. Aquatics Super. (Hours)	1,560	0	0	0
Part-time Asst. Aquatics Operations Coord.	0	1,560	1,560	1,560
TOTAL PART TIME HOURS	32,491	32,491	32,491	32,491
	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2011-2013</u>
PERFORMANCE MEASURES				
Participants				
Rentals	6,929	12,172	13,389	14,058
Memberships	61,470	71,024	78,126	82,032
Programs	39,541	37,243	40,967	43,015
Special Events	2,228	2,403	2,643	2,775
Total	110,168	122,824	135,125	141,880
Revenue				
6050 Rentals	\$ 22,299	\$ 30,659	\$ 33,724	\$ 35,410
6050 Memberships	179,693	214,885	236,373	248,192
6050 Sales	39,424	44,387	48,825	51,266
6051 Programs	197,313	173,885	191,273	200,837
Total	\$ 438,729	\$ 463,816	\$ 510,195	\$ 535,705

CITY OF CONROE
FY 2012-2013
0001-1440

BUDGET LINE ITEMS

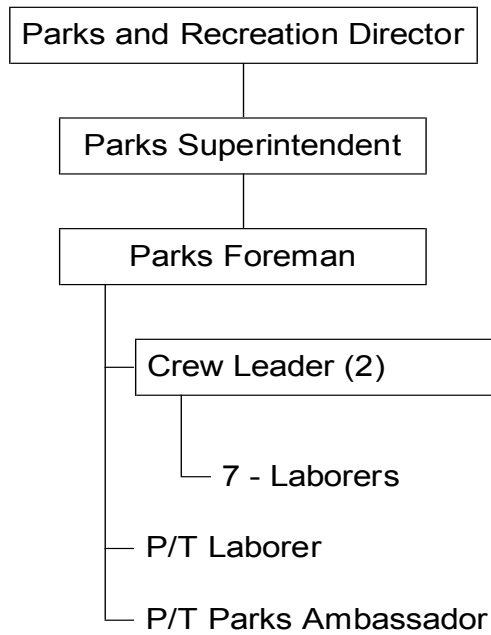
FUND: GENERAL FUND DEPARTMENT: AQUATIC CENTER DIVISION: AQUATIC CENTER							
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$318,623	\$331,207	\$282,263	\$339,213	\$0	\$0	\$339,213
7012 Salaries - Part Time	\$303,871	\$295,763	\$295,763	\$295,763	\$0	\$0	\$295,763
7020 Overtime	\$8,616	\$12,961	\$12,961	\$12,961	\$0	\$0	\$12,961
7025 Social Security	\$46,658	\$58,234	\$26,024	\$58,962	\$0	\$0	\$58,962
7030 Retirement & Pension	\$53,478	\$61,988	\$48,355	\$59,575	\$0	\$0	\$59,575
7035 Workers Compensation	\$9,104	\$11,802	\$8,701	\$9,555	\$0	\$0	\$9,555
7040 Employee Insurance	\$59,505	\$58,800	\$51,568	\$58,800	\$0	\$0	\$58,800
PERSONNEL SERVICES SUBTOTAL	\$799,855	\$830,755	\$725,635	\$834,829	\$0	\$0	\$834,829
7110 Office Supplies	\$5,382	\$4,350	\$4,350	\$4,350	\$0	\$0	\$4,350
7130 Building Supplies	\$35,167	\$35,000	\$35,000	\$35,000	\$0	\$0	\$35,000
7140 Wearing Apparel	\$4,149	\$7,000	\$7,000	\$7,000	\$0	\$0	\$7,000
7180 Equipment Repairs	\$35,758	\$53,737	\$53,737	\$63,737	\$0	\$0	\$63,737
7200 Operating Supplies	\$35,039	\$5,938	\$5,938	\$10,938	\$0	\$0	\$10,938
SUPPLIES SUBTOTAL	\$115,495	\$106,025	\$106,025	\$121,025	\$0	\$0	\$121,025
8010 Utilities	\$107,876	\$121,000	\$121,000	\$114,300	\$0	\$0	\$114,300
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$2,560	\$3,300	\$3,300	\$5,000	\$0	\$0	\$5,000
8050 Travel & Training	\$12,365	\$14,515	\$14,515	\$14,515	\$0	\$0	\$14,515
8060 Contract Services	\$108,625	\$95,850	\$95,850	\$95,850	\$0	\$17,600	\$113,450
CONTRACTUAL SUBTOTAL	\$231,426	\$234,665	\$234,665	\$229,665	\$0	\$17,600	\$247,265
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9031 Improvements <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$45,050	\$45,050	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$3,112	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$3,112	\$45,050	\$45,050	\$0	\$0	\$0	\$0
TOTAL 0001-1440	\$1,149,888	\$1,216,495	\$1,111,375	\$1,185,519	\$0	\$17,600	\$1,203,119

CITY OF CONROE
FY 2012-2013
0001-1440

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
1923	2	Contract Instructors- Water Exercise	Enhanced Program	8060 CONTRACT SERVICES	\$17,600
				Request Total	\$17,600
1 Requests			Total for 0001-1440		\$17,600

Park Operations



The Parks Operations Division maintains over 375 acres of beautiful parks, playgrounds, multi-use trails, athletic facilities, and pavilion and picnic facilities with skilled and trained staff dedicated to providing quality facilities for the citizens of the City of Conroe.

Park Operations

Accomplishments for FY 2011-2012

- ✓ Facilitated an Eagle Scout project.
- ✓ Constructed Pioneer Village for Conroe Christmas Celebration.
- ✓ Installed Big Belly recycling centers at John Burge Park at Shadow Lakes, Conroe Aquatics Center, and Carl Barton, Jr. Park.
- ✓ Completed construction of John Burge Park at Shadow Lakes.
- ✓ Completed renovations of Dr. Martin Luther King, Jr. Sports Park.
- ✓ Completed renovations of Kasmiersky Park.
- ✓ Received recognition (National Recreation and Park Association Southwest Region) for the Lone Star Monument and Historical Flag Park.
- ✓ Partnered with Lone Star College Conroe Campus to host Texas Recreation and Park Society Region 4 Equipment Rodeo.
- ✓ Partnered with Conroe Live, Inc. to promote Arbor Day in the city.

Goals & Objectives for FY 2012-2013

- ❑ Resurface sport court at Milltown Park.
- ❑ Add additional Disc Golf opportunities at John Burge Park at Shadow Lakes.
- ❑ Install wayfinding signage on multi-use trails at Carl Barton, Jr. Park and John Burge Park at Shadow Lakes.
- ❑ Increase fishing opportunities at Carl Barton, Jr. Park pond with better water quality management and additional fish species being purchased.

**City of Conroe
General Fund**

**Park Operations
0001-1450**

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
Parks Superintendent	0	0	1	1
Parks Operations Foreman	0	0	1	1
Parks Crew Leader - Facilities	0	0	1	1
Parks Crew Leader - Green Space	0	0	1	1
Parks Laborer	0	0	7	7
TOTAL FULL TIME	0	0	11	11
P/T Parks Laborer (Hours)	0	0	1,040	1,040
PT Park Ambassador (Hours)	0	0	3,120	3,120
TOTAL PART TIME HOURS	0	0	4,160	4,160

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
Acres maintained	409	412	434	450
Ball field prep man-hours	5,820	6,727	8,000	8,000
Graffiti Abatement man hours	28	154	225	280
Trails maintained (lf)	35,510	35,510	40,490	51,350

CITY OF CONROE
FY 2012-2013
0001-1450

BUDGET LINE ITEMS

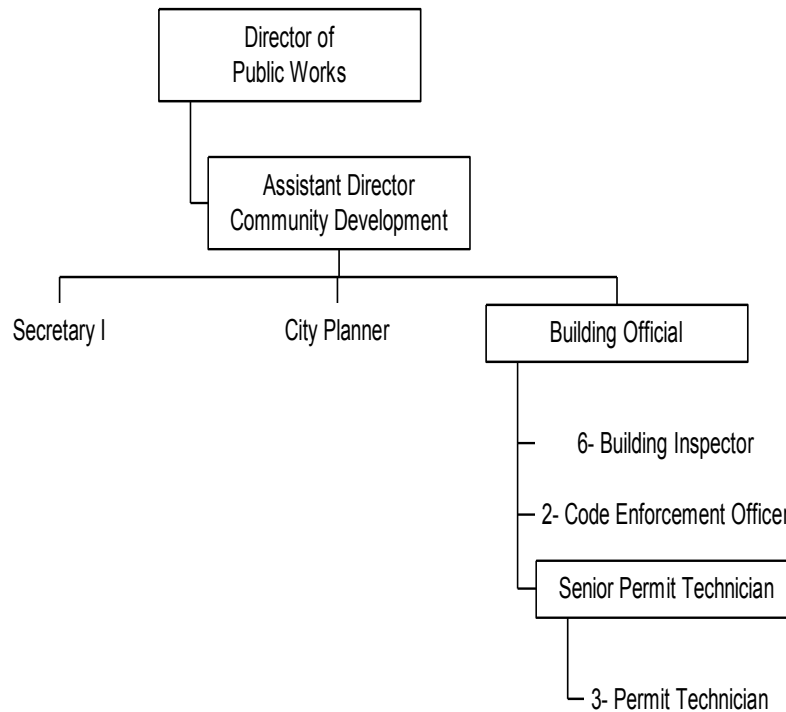
FUND: GENERAL FUND		DEPARTMENT: PARKS OPERATIONS		DIVISION: PARKS OPERATIONS			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$1,588	\$434,018	\$416,896	\$451,281	\$0	\$0	\$451,281
7012 Salaries - Part Time	\$25	\$46,581	\$30,253	\$46,581	\$0	\$0	\$46,581
7020 Overtime	\$136	\$9,700	\$32,946	\$9,700	\$0	\$0	\$9,700
7025 Social Security	\$0	\$44,617	\$33,632	\$46,188	\$0	\$0	\$46,188
7030 Retirement & Pension	\$0	\$76,528	\$73,742	\$78,520	\$0	\$0	\$78,520
7035 Workers Compensation	\$0	\$7,556	\$5,571	\$7,492	\$0	\$0	\$7,492
7040 Employee Insurance	\$0	\$92,400	\$86,435	\$92,400	\$0	\$0	\$92,400
PERSONNEL SERVICES SUBTOTAL	\$1,749	\$711,400	\$679,475	\$732,162	\$0	\$0	\$732,162
7110 Office Supplies	\$0	\$2,300	\$612	\$900	\$0	\$0	\$900
7130 Building Supplies	\$0	\$600	\$575	\$600	\$0	\$0	\$600
7140 Wearing Apparel	\$0	\$4,500	\$3,875	\$4,500	\$0	\$0	\$4,500
7160 Vehicle Operations	\$0	\$38,200	\$36,525	\$38,200	\$0	\$0	\$38,200
7170 Vehicle Repairs	\$0	\$1,500	\$0	\$1,500	\$0	\$0	\$1,500
7180 Equipment Repairs	\$0	\$18,800	\$26,835	\$18,800	\$0	\$0	\$18,800
7190 Radio Repairs	\$0	\$400	\$150	\$400	\$0	\$0	\$400
7200 Operating Supplies	\$0	\$91,167	\$104,125	\$91,167	\$0	\$55,000	\$146,167
SUPPLIES SUBTOTAL	\$0	\$157,467	\$172,697	\$156,067	\$0	\$55,000	\$211,067
8010 Utilities	\$0	\$122,179	\$150,428	\$120,199	\$0	\$0	\$120,199
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$0	\$7,845	\$4,140	\$7,845	\$0	\$0	\$7,845
8060 Contract Services	\$0	\$388,852	\$288,085	\$223,252	\$0	\$72,500	\$295,752
CONTRACTUAL SUBTOTAL	\$0	\$518,876	\$442,653	\$351,296	\$0	\$72,500	\$423,796
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$334,500	\$334,500
9031 Improvements <\$5,000	\$0	\$0	\$0	\$0	\$0	\$8,240	\$8,240
9040 Furnitures & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furnitures & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$342,740	\$342,740
TOTAL 0001-1450	\$1,749	\$1,387,743	\$1,294,825	\$1,239,525	\$0	\$470,240	\$1,709,765

CITY OF CONROE
FY 2012-2013
0001-1450

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
2341	0	Lions Park Trail	Replacement Equipment	9030 IMPROVEMENTS >\$5,000 Request Total	\$74,000 \$74,000
2342	0	Playground Replacement	Replacement Equipment	9030 IMPROVEMENTS >\$5,000 Request Total	\$200,000 \$200,000
2344	0	Friendship Center Renovations - Asphalt Overlay	Replacement Equipment	9030 IMPROVEMENTS >\$5,000 Request Total	\$48,000 \$48,000
1914	1	Additional Contract Services Funds	Enhanced Program	8060 CONTRACT SERVICES Request Total	\$72,500 \$72,500
2245	2	Additional Operating Supplies Funding	Enhanced Program	7200 OPERATING SUPPLIES Request Total	\$55,000 \$55,000
2108	3	Sky Logic Lighting System	New Program	9031 Improvements <\$5,000 Request Total	\$8,240 \$8,240
2158	4	Replace 3-row Bleachers At Carl Barton, Jr. Park	Enhanced Program	9030 IMPROVEMENTS >\$5,000 Request Total	\$12,500 \$12,500
7 Requests			Total for 0001-1450		\$470,240

Community Development



The Community Development Department recognizes the connection between the community's constructed environment and the community's natural environment. The Department provides efficient, professional assistance to ensure responsible development practices that shall respect the natural landscape, cross-timbers, bottomland, floodplains, and all it supports. The Department assists in completion of many ongoing projects and development relative to the City's building and permitting processes. The Building Inspection Team provides review, and inspections of construction and other development to ensure quality of life, health, safety and welfare of citizens by verifying the compliance of the many building codes and City ordinances. The City Planner documents the City's vision through long range and strategic planning. The Code Enforcement Officers work diligently to address City Code violations with regard to compliance of City Codes and Ordinances outside the realm of construction.

Community Development

Accomplishments for FY 2011-2012

- ✓ Completed the following annexations: MUD 126 Addition (22.5 acres), Piney Shores (149.4 acres), Oak Tree Drive (53.6 acres), R & M Energy (36.9 acres), Technology Park (10.2) and FM-1488 LP (62.6 acres).
- ✓ Updated Annexation Plan to include SH 105 West, Areas A-E (3,038.6 acres).
- ✓ Implemented safety program for office and field staff.
- ✓ Maintained certifications for all certified staff.
- ✓ Implemented zealous scanning and archiving program to reduce paper and storage.
- ✓ Improved customer service.
- ✓ Improved work flow between Community Development and Public Works.
- ✓ Implemented combination inspections to assist developers.
- ✓ Implemented backflow records program for Texas Commission on Environmental Quality auditing.
- ✓ Completed changes to Irrigation Ordinance.
- ✓ Responded to 587 Code Enforcement cases.
- ✓ Completed State Code Enforcement Officer II Course.
- ✓ Completed Texas Department of Agriculture Non-Commercial Political Pesticide License.
- ✓ Completed Energy Grant pre-project requirements.
- ✓ Hired and acclimated Chief Building Official.

Goals & Objectives for FY 2012-2013

- ❑ Complete the Three Year Annexation of Longmire on Lake Conroe (56.8 acres).
- ❑ Update Annexation Plan and initiate new annexations.
- ❑ Substantially complete the Major Thoroughfare Plan update process.
- ❑ Initiate Comprehensive Plan update process.
- ❑ Complete all work related to the Energy Grant and close-out grant.
- ❑ Hire and train Assistant Planner.
- ❑ Increase training and certifications for staff.
- ❑ Improve cross-training for staff.
- ❑ Provide outstanding customer service.
- ❑ Continue webpage updates and design.
- ❑ Certify staff member as Nursery Professional for better tree inspections.
- ❑ Prepare for adoption of new ICC Codes.
- ❑ Research and consider changes to Tree Ordinance and Mobile Home Ordinance.
- ❑ Grow environmental programs.

**City of Conroe
General Fund**

**Community Development
0001-1500**

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
Director - Community Dev.	1	0	0	0
City Engineer	1	1	0	0
Asst. City Engineer	1	1	0	0
Engineering Technician	2	2	0	0
GIS Coordinator	1	1	0	0
GIS Technician	2	2	0	0
Sr. Engineering Inspector	1	1	0	0
Engineering Inspector	1	1	0	0
City Planner	1	1	1	1
Secretary II	1	1	0	0
Secretary I	1	1	1	1
Permit Technicians	3	3	3	3
Sr. Permit Technician	1	1	1	1
Building Official	1	1	1	1
Building Inspector	5	5	6	6
Assistant Building Official	1	1	0	0
Assistant City Planner	1	0	0	0
Development Coordinator	0	1	0	0
Code Enforcement Officer	0	0	2	2
TOTAL PERSONNEL SERVICES	25	24	15	15

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
Number of Permits Issued	6,470	6,435	6,655	6,520
Revenue	\$1,768,499	\$1,837,457	\$1,743,000	\$1,782,985
Number of Inspections	16,985	15,317	12,571	14,957

CITY OF CONROE
FY 2012-2013
0001-1500

BUDGET LINE ITEMS

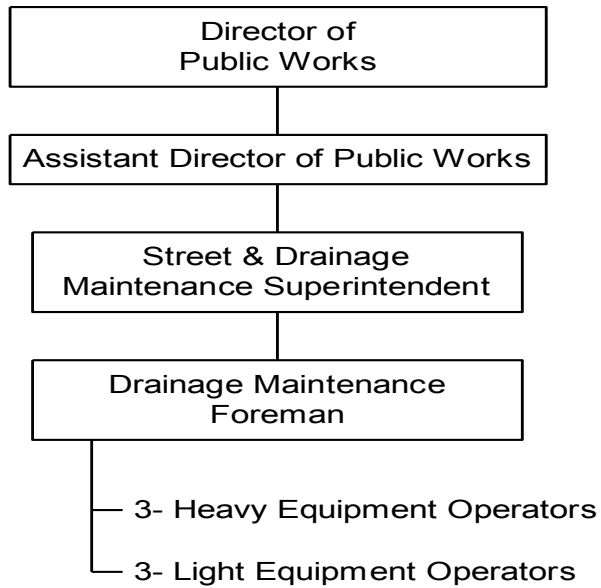
FUND: GENERAL FUND DEPARTMENT: COMMUNITY DEVELOPMENT DIVISION: COMMUNITY DEVELOPMENT							
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$1,438,875	\$720,747	\$685,271	\$747,759	\$0	\$0	\$747,759
7012 Salaries - Part Time	\$0	\$0	\$327	\$0	\$0	\$0	\$0
7020 Overtime	\$3,081	\$3,000	\$192	\$3,000	\$0	\$0	\$3,000
7025 Social Security	\$104,506	\$65,861	\$52,035	\$68,319	\$0	\$0	\$68,319
7030 Retirement & Pension	\$229,168	\$129,565	\$115,426	\$127,036	\$0	\$0	\$127,036
7035 Workers Compensation	\$4,383	\$3,413	\$2,141	\$11,252	\$0	\$0	\$11,252
7040 Employee Insurance	\$210,130	\$126,000	\$128,350	\$126,000	\$0	\$0	\$126,000
PERSONNEL SERVICES SUBTOTAL	\$1,990,143	\$1,048,586	\$983,742	\$1,083,366	\$0	\$0	\$1,083,366
7110 Office Supplies	\$13,206	\$24,320	\$24,020	\$14,412	\$0	\$5,000	\$19,412
7130 Building Supplies	\$1,852	\$0	\$0	\$0	\$0	\$0	\$0
7140 Wearing Apparel	\$3,292	\$1,800	\$1,500	\$1,500	\$0	\$0	\$1,500
7160 Vehicle Operations	\$47,950	\$37,000	\$41,000	\$41,000	\$23,397	\$0	\$64,397
7170 Vehicle Repairs	\$2,195	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
7180 Equipment Repairs	\$1,132	\$0	\$0	\$0	\$0	\$0	\$0
7190 Radio Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$15,208	\$30,000	\$35,900	\$35,900	\$0	\$0	\$35,900
SUPPLIES SUBTOTAL	\$84,835	\$98,120	\$107,420	\$97,812	\$23,397	\$5,000	\$126,209
8010 Utilities	\$4,274	\$13,043	\$13,043	\$12,011	\$0	\$0	\$12,011
8020 Insurance and Bonds	\$3,039	\$4,000	\$4,000	\$4,000	\$0	\$0	\$4,000
8030 Legal Services	\$1,670	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$7,127	\$3,241	\$3,241	\$3,241	\$0	\$0	\$3,241
8050 Travel & Training	\$17,098	\$20,588	\$34,725	\$34,725	\$0	\$0	\$34,725
8060 Contract Services	\$51,365	\$79,812	\$56,375	\$56,375	\$0	\$8,000	\$64,375
CONTRACTUAL SUBTOTAL	\$84,573	\$120,684	\$111,384	\$110,352	\$0	\$8,000	\$118,352
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9031 Improvements <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$503	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$503	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL 0001-1500	\$2,160,054	\$1,267,390	\$1,202,546	\$1,291,530	\$23,397	\$13,000	\$1,327,927

CITY OF CONROE
FY 2012-2013
0001-1500

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
2296	9	Adoption Of New Building Codes	Enhanced Program	7110 OFFICE SUPPLIES	\$5,000
				Request Total	\$5,000
1274	10	On-line I. C. C. Code Books	New Program	8060 CONTRACT SERVICES	\$8,000
				Request Total	\$8,000
2 Requests			Total for 0001-1500		\$13,000

Drainage Maintenance



The Drainage Maintenance Department provides storm water control to the City of Conroe by utilizing the resources dedicated to the maintenance of drainage ways.

Drainage Maintenance

Accomplishments for FY 2011-2012

- ✓ Improved drainage throughout: the Dugan area, Chambers Street, McMillian Street and Reaves at Fifth Street.
- ✓ Cleaned Live Oak Creek from SH 105 to East Forest Way.
- ✓ Cleaned West Branch of Alligator Creek from SH 105 to Semands Street.
- ✓ Participated in the clearing of the two new water well sites located on FM 3083 and Little Egypt Road.
- ✓ Participated in the clearing of the League Line Road street improvement project.
- ✓ Completed North Pine Drainage Project.
- ✓ Cleared street right of way between League Line and Little Egypt.
- ✓ Completed drainage project on White Oak/Oaklawn.

Goals & Objectives for FY 2012-2013

- Begin the following Capital Improvement Program Projects:
 - a. Owens Road @ Loop 336.
 - b. Complete Phase II of the Dugan Drainage Project.
 - c. Wilson Road, Oddfellow area (will be fixed under Wilson Road Improvements).
 - d. Post Oak, Bowman, and Austin Road area.
 - e. Milltown area Drainage Project.
 - f. Old Magnolia Road Drainage Project.
 - g. Creighton Road @ Little Caney Creek Drainage Project.

**City of Conroe
General Fund**

**Drainage Maintenance
0001-1530**

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
Drainage Foreman	1	1	1	1
Heavy Equipment Operator	3	3	3	3
Light Equipment Operator/Driver	3	3	3	3
TOTAL PERSONNEL SERVICES	7	7	7	7

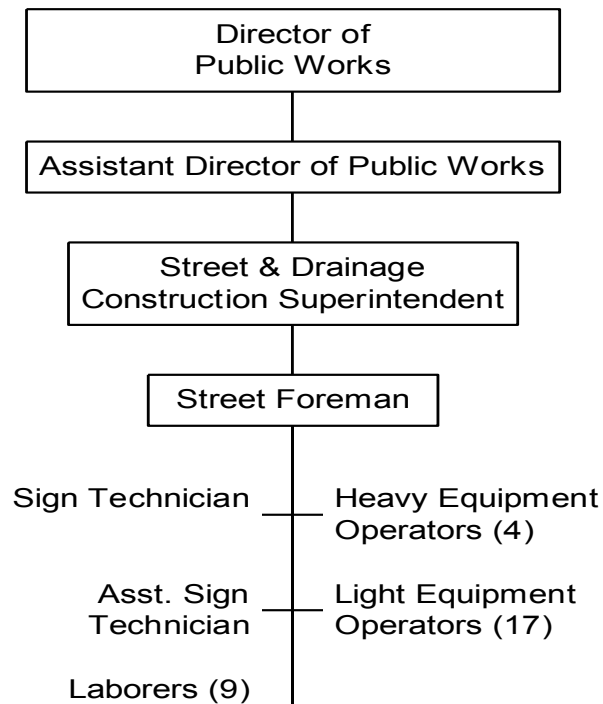
	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
Number of drainage projects completed	8	7	5	7
Number of trees recycled (in yards)	30,000	57,649	91,422	65,000
Number of work orders completed	171	64	300	300

CITY OF CONROE
FY 2012-2013
0001-1530

BUDGET LINE ITEMS

FUND: GENERAL FUND		DEPARTMENT: DRAINAGE MAINTENANCE		DIVISION: DRAINAGE MAINTENANCE			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$261,974	\$270,620	\$266,801	\$286,446	\$0	\$0	\$286,446
7020 Overtime	\$6,244	\$52,500	\$11,770	\$52,500	\$0	\$0	\$52,500
7025 Social Security	\$19,621	\$29,404	\$21,136	\$30,844	\$0	\$0	\$30,844
7030 Retirement & Pension	\$42,917	\$55,038	\$47,288	\$57,785	\$0	\$0	\$57,785
7035 Workers Compensation	\$5,522	\$7,843	\$5,782	\$4,310	\$0	\$0	\$4,310
7040 Employee Insurance	\$59,964	\$58,800	\$59,980	\$58,800	\$0	\$0	\$58,800
PERSONNEL SERVICES SUBTOTAL	\$396,242	\$474,205	\$412,757	\$490,685	\$0	\$0	\$490,685
7110 Office Supplies	\$632	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
7140 Wearing Apparel	\$2,295	\$3,500	\$3,500	\$3,500	\$0	\$0	\$3,500
7160 Vehicle Operations	\$102,065	\$110,000	\$110,000	\$110,000	\$15,000	\$0	\$125,000
7170 Vehicle Repairs	\$1,889	\$20,000	\$20,000	\$20,000	\$0	\$0	\$20,000
7180 Equipment Repairs	\$797	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
7190 Radio Repairs	\$0	\$500	\$500	\$500	\$0	\$0	\$500
7200 Operating Supplies	\$51,316	\$60,492	\$60,000	\$60,492	\$0	\$0	\$60,492
SUPPLIES SUBTOTAL	\$158,994	\$200,492	\$200,000	\$200,492	\$15,000	\$0	\$215,492
8010 Utilities	\$1,041	\$1,400	\$1,340	\$1,900	\$0	\$0	\$1,900
8020 Insurance and Bonds	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$0	\$10,000	\$10,000	\$10,000	\$0	\$0	\$10,000
8050 Travel & Training	\$612	\$2,000	\$2,000	\$2,000	\$0	\$0	\$2,000
8060 Contract Services	\$402	\$61,752	\$61,752	\$61,252	\$0	\$0	\$61,252
CONTRACTUAL SUBTOTAL	\$3,055	\$75,152	\$75,092	\$75,152	\$0	\$0	\$75,152
9010 Land > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9011 Land <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$3,651	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment < \$5,000	\$4,425	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$8,076	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL 0001-1530	\$566,367	\$749,849	\$687,849	\$766,329	\$15,000	\$0	\$781,329

Street Department



The Street Department provides safe and convenient public thoroughfares to a rapidly growing City by utilizing the resources dedicated to street maintenance and traffic control. Many other duties fall under this department including: trimming tree growth and mowing in the right-of-way, curb and gutter repair, maintaining directional marking, maintaining and replacing existing street signage.

Street Department

Accomplishments for FY 2011-2012

- ✓ Rehabilitated the following streets: Billie Bess, Hillbig and all streets under the Dugan Area Street Rehabilitation Project.
- ✓ Overlaid Southwind Ridge Subdivision.
- ✓ Overlaid Orval and Argo Streets.
- ✓ Overlaid Water Wells #21 and #22.
- ✓ Crack sealed approximately six miles of streets.
- ✓ Participated in the installation of the Downtown Christmas event and lighting.
- ✓ Cleaned twelve miles of ditches throughout the City.
- ✓ Mowed City right-of-way six times (contracted).
- ✓ Installed right turn lane on FM 3083 at SH 105.
- ✓ Installed right turn lane at Longmire and SH 105.
- ✓ Built generator slab at City Hall.
- ✓ Installed turn lane at SH 105 and Loop 336.

Goals & Objectives for FY 2012-2013

- ❑ Continue with our crack seal program for City streets.
- ❑ Maintain 13 miles of ditches in city limits.
- ❑ Mow city limits right-of-way six times a year.
- ❑ Rehabilitate Park Place from Ave E to Ave H.
- ❑ Rehabilitate streets within Montgomery County Airport.
- ❑ Implement Lightview (streetlights), a module of Cartegraph for asset management.
- ❑ Overlay Airport Road from 10th to the N. Loop 336.
- ❑ Overlay Foster Drive from Frazier to FM 1314.
- ❑ Overlay Kirk and Humble Tank Road.

**City of Conroe
General Fund**

**Street Department
0001-1540**

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
Street Superintendent	1	1	1	1
Foreman	1	1	1	1
Sign Technician	1	1	1	1
Assistant Sign Technician	1	1	1	1
Heavy Equipment Operator	3	3	3	3
Light Equipment Operator/Driver	14	14	14	14
Laborer	7	7	7	7
TOTAL PERSONNEL SERVICES	28	28	28	28

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
Number of miles streets swept	11,016	10,800	10,805	10,805
Number of miles ditches cleaned	12	11	13	12
Number of work orders completed	1,330	1,177	1,600	1,370
Number of tons of asphalt for potholes	455	337	400	450
Number of street signs repaired	816	641	980	850
Tons of asphalt, utility cuts repaired	1,613	957	1,250	1,300
Number of miles of right-of-ways mowed	340	510	510	510
Miles of streets overlayed	n/a	5.33	4.5	6

CITY OF CONROE
FY 2012-2013
0001-1540

BUDGET LINE ITEMS

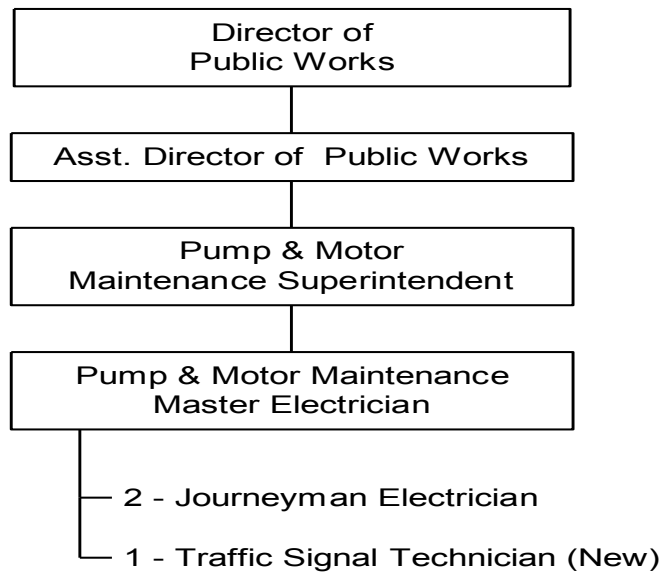
FUND: GENERAL FUND DEPARTMENT: STREETS DIVISION: STREETS							
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$955,899	\$1,037,289	\$936,096	\$1,085,849	\$0	\$0	\$1,085,849
7020 Overtime	\$25,938	\$68,200	\$31,870	\$68,200	\$0	\$0	\$68,200
7025 Social Security	\$69,948	\$100,599	\$73,311	\$105,018	\$0	\$0	\$105,018
7030 Retirement & Pension	\$154,438	\$187,985	\$164,286	\$196,860	\$0	\$0	\$196,860
7035 Workers Compensation	\$42,236	\$54,797	\$40,400	\$16,340	\$0	\$0	\$16,340
7040 Employee Insurance	\$217,001	\$235,200	\$205,600	\$235,200	\$0	\$0	\$235,200
7050 Pre-Employment Physicals	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PERSONNEL SERVICES SUBTOTAL	\$1,465,460	\$1,684,070	\$1,451,563	\$1,707,467	\$0	\$0	\$1,707,467
7110 Office Supplies	\$1,230	\$1,900	\$1,900	\$1,900	\$0	\$0	\$1,900
7140 Wearing Apparel	\$9,855	\$13,000	\$13,000	\$13,000	\$0	\$0	\$13,000
7160 Vehicle Operations	\$368,124	\$220,000	\$334,000	\$230,000	\$25,000	\$0	\$255,000
7170 Vehicle Repairs	\$89,179	\$25,000	\$25,000	\$30,000	\$0	\$0	\$30,000
7180 Equipment Repairs	\$6,748	\$15,000	\$15,000	\$10,000	\$0	\$0	\$10,000
7190 Radio Repairs	\$518	\$800	\$800	\$800	\$0	\$0	\$800
7200 Operating Supplies	\$212,137	\$444,965	\$524,965	\$514,965	\$0	\$250,000	\$764,965
SUPPLIES SUBTOTAL	\$687,791	\$720,665	\$914,665	\$800,665	\$25,000	\$250,000	\$1,075,665
8010 Utilities	\$410,081	\$291,000	\$375,000	\$291,507	\$75,000	\$0	\$366,507
8020 Insurance and Bonds	\$527	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$13,280	\$10,000	\$10,000	\$10,000	\$0	\$0	\$10,000
8050 Travel & Training	\$6,973	\$10,796	\$10,000	\$10,000	\$0	\$0	\$10,000
8060 Contract Services	\$112,143	\$486,711	\$227,000	\$227,000	\$0	\$0	\$227,000
CONTRACTUAL SUBTOTAL	\$543,004	\$798,507	\$622,000	\$538,507	\$75,000	\$0	\$613,507
9030 Improvements >\$5,000	\$0	\$83,000	\$83,000	\$0	\$0	\$0	\$0
9031 Improvements <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$28,341	\$72,000	\$82,045	\$0	\$0	\$510,000	\$510,000
9051 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9070 Intang. Assets-Indef. Life	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$28,341	\$155,000	\$165,045	\$0	\$0	\$510,000	\$510,000
TOTAL 0001-1540	\$2,724,596	\$3,358,242	\$3,153,273	\$3,046,639	\$100,000	\$760,000	\$3,906,639

CITY OF CONROE
FY 2012-2013
0001-1540

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
2131	1	Thermo Plastic Striping Truck	New Equipment	9050 MACHINERY & EQUIPMENT >\$5,000 Request Total	\$240,000 \$240,000
730	2	Gradall X L 3100	New Equipment	9050 Machinery & Equipment >\$5,000 Request Total	\$270,000 \$270,000
1173	9	Adjustment / Additional Cost In Acct. # 7200	Enhanced Program	7200 OPERATING SUPPLIES Request Total	\$250,000 \$250,000
3 Requests			Total for 0001-1540		\$760,000

Signal Maintenance



The goal of the Signal Maintenance Department shall be to operate a comprehensive and versatile time phased program that will maintain or improve the operation of the traffic signals and illumination lighting in a safe, efficient manner. This department will also compile and maintain a list of all intersections and their maintenance and operation records. This will enable us to keep up with Texas Department of Transportation specifications, quality, performance and all critical aspects to meet or exceed the City's expectations.

Signal Maintenance

Accomplishments for FY 2011-2012

- ✓ Assumed responsibility for all maintenance and operations of traffic signals, flashers, school zone flashers, and overhead illumination inside the City limits that include:
 - 51 road side and overhead flashers
 - 14 school zone flashers
 - 300 over head illuminations
 - 80 traffic signals
- ✓ Hired two Journeyman Electricians.
- ✓ Remodeled Maintenance Building and Record Storage Building.
- ✓ Held traffic signal training classes for all signal and electrical staff.
- ✓ Held traffic camera training classes for all signal and electrical staff.

Goals & Objectives for FY 2012-2013

- ❑ Repair damaged communication lines to traffic signals.
- ❑ Conduct proper Bucket Truck Safety training for all employees that operate bucket truck.
- ❑ Hire an additional Traffic Signal Technician to maintain operation and maintenance of all traffic signals, school zone flasher and overhead illumination.
- ❑ Purchase stock material and spare parts for traffic signal operations.
- ❑ Monitor current traffic signal maintenance and operations.
- ❑ Replace current L.E.D. bulbs in all traffic signals with new ones.

**City of Conroe
General Fund**

**Signal Maintenance
0001-1550**

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
Journeyman Electrician	0	2	2	2
Traffic Signal Technician	0	0	0	1
TOTAL PERSONNEL SERVICES	0	2	2	3

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
Signal Repair Work Orders	N/A	26	350	450
New Signal Install Work Orders	N/A	0	5	4
Timing Change Work Orders	N/A	0	35	50
Number of Power Outages	N/A	0	60	60
Signal Rebuild	N/A	0	5	6

CITY OF CONROE
FY 2012-2013
0001-1550

BUDGET LINE ITEMS

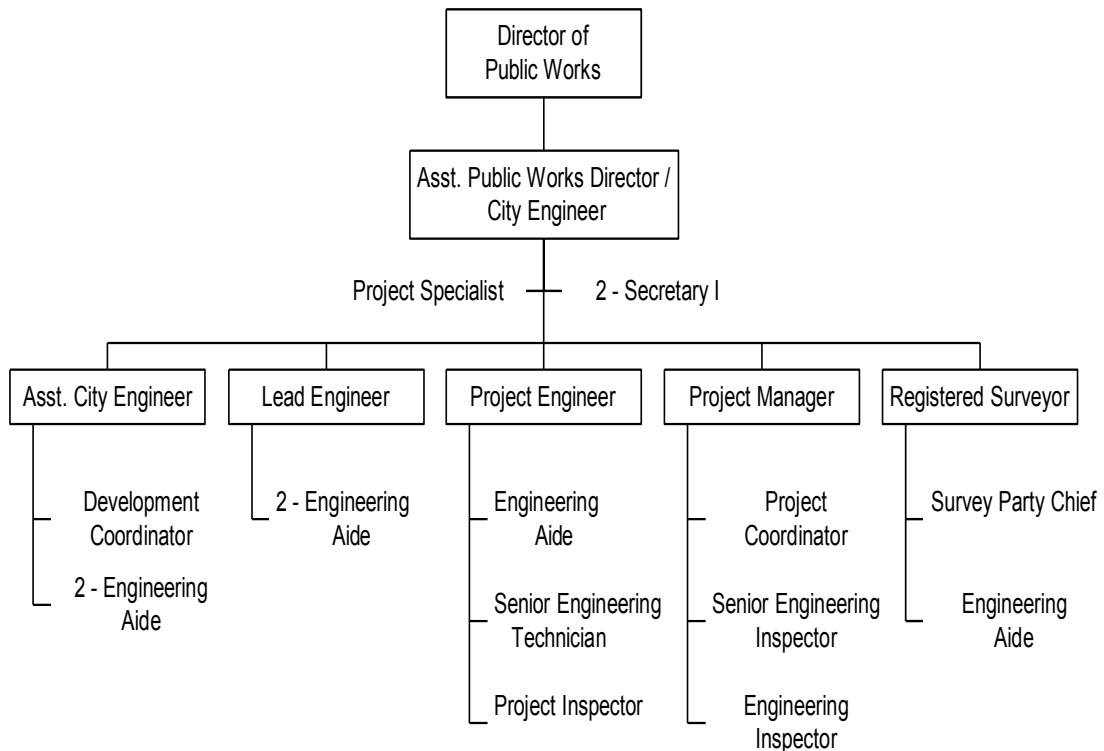
FUND: GENERAL FUND DEPARTMENT: SIGNAL MAINTENANCE DIVISION: SIGNAL MAINTENANCE							
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$75,093	\$82,457	\$84,373	\$84,348	\$0	\$38,741	\$123,089
7020 Overtime	\$7,364	\$3,000	\$14,173	\$3,000	\$0	\$1,623	\$4,623
7025 Social Security	\$6,236	\$7,777	\$7,502	\$7,949	\$0	\$3,088	\$11,037
7030 Retirement & Pension	\$13,206	\$14,850	\$16,719	\$14,854	\$0	\$6,826	\$21,680
7035 Workers Compensation	\$0	\$2,405	\$1,773	\$1,269	\$0	\$178	\$1,447
7040 Employee Insurance	\$14,306	\$16,800	\$17,167	\$16,800	\$0	\$8,400	\$25,200
PERSONNEL SERVICES SUBTOTAL	\$116,205	\$127,289	\$141,707	\$128,220	\$0	\$58,856	\$187,076
7110 Office Supplies	\$277	\$500	\$500	\$500	\$0	\$273	\$773
7140 Wearing Apparel	\$248	\$900	\$900	\$900	\$0	\$209	\$1,109
7160 Vehicle Operations	\$1,925	\$8,000	\$4,000	\$8,000	\$0	\$750	\$8,750
7170 Vehicle Repairs	\$0	\$8,000	\$4,000	\$8,000	\$0	\$0	\$8,000
7180 Equipment Repairs	\$1,149	\$0	\$21,202	\$0	\$0	\$0	\$0
7190 Radio Repairs	\$0	\$600	\$600	\$600	\$0	\$0	\$600
7200 Operating Supplies	\$110,671	\$58,700	\$58,700	\$58,700	\$0	\$42,475	\$101,175
SUPPLIES SUBTOTAL	\$114,270	\$76,700	\$89,902	\$76,700	\$0	\$43,707	\$120,407
8010 Utilities	\$1,397	\$104,405	\$70,000	\$104,405	\$0	\$278	\$104,683
8040 Leased Equipment	\$0	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
8050 Travel & Training	\$2,506	\$2,500	\$2,500	\$4,500	\$0	\$1,352	\$5,852
8060 Contract Services	\$87,324	\$115,351	\$111,203	\$88,000	\$0	\$0	\$88,000
CONTRACTUAL SUBTOTAL	\$91,227	\$227,256	\$188,703	\$201,905	\$0	\$1,630	\$203,535
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9031 Improvements <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$17,482	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$21,370	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$12,123	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$52,000	\$52,000
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$50,975	\$0	\$0	\$0	\$0	\$52,000	\$52,000
TOTAL 0001-1550	\$372,677	\$431,245	\$420,312	\$406,825	\$0	\$156,193	\$563,018

CITY OF CONROE
FY 2012-2013
0001-1550

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
2340	1	1 - Traffic Signal Technician Position	New Personnel	7010 SALARIES	\$38,741
				7020 OVERTIME	\$1,623
				7025 SOCIAL SECURITY	\$3,088
				7030 RETIREMENT & PENSION	\$6,826
				7035 WORKERS COMPENSATION	\$178
				7040 EMPLOYEE INSURANCE	\$8,400
				7110 OFFICE SUPPLIES	\$273
				7140 WEARING APPAREL	\$209
				7160 VEHICLE OPERATIONS	\$750
				7200 OPERATING SUPPLIES	\$2,475
				8010 UTILITIES	\$278
				8050 TRAVEL & TRAINING	\$1,352
				9060 VEHICLES >\$5,000	\$52,000
				Request Total	\$116,193
1513	2	Spare Traffic Cabinets	New Equipment	7200 Operating Supplies	\$40,000
				Request Total	\$40,000
2 Requests			Total for 0001-1550		\$156,193

Engineering



The Engineering division recognizes the connection between the community's constructed environment and the community's natural environment. They provide efficient, professional assistance to ensure responsible development practices that shall respect the natural landscape, cross-timbers, bottomland, floodplains, and all it supports. The department assists in completion of many ongoing projects and development relative to the City's building and permitting processes.

The Engineering division also designs major improvements to the City's infrastructure; specifically, to increase the capacity of the water and sewer systems, and to better manage the storm water run-off. The improvements are designed in house and constructed by either a division of Public Works or by a private contractor. Our staff provides inspections to design specifications, which in turn saves the city hundreds of thousands of dollars each year by designing these projects in-house versus hiring consulting engineers.

Engineering

Accomplishments for FY 2011-2012

- ✓ Completed construction and testing Water Well No. 21 and 22 with 1,000,000 Gallon Storage Tanks.
- ✓ Completed design and construction for League Line Road Phase 2 Widening.
- ✓ Constructed East Branch White Oak Creek Phase 2 sanitary sewer project.
- ✓ Designed, bid, and started construction on Drennan Road West and Plantation Drive South.
- ✓ Designed, bid, and started construction on Water Well No. 24 at Skytop.
- ✓ Designed, bid, and started construction for Water Well No. 23 and 1,000,000 Gallon Storage Tank.
- ✓ Created a City of Conroe Development Guide.
- ✓ Reviewed and revised necessary portions of the Design Manual.
- ✓ Assisted homeowner and businesses affected by the new FEMA floodplain maps.
- ✓ Developed a strategy to implement the Municipal Separate Storm Sewer System (SM4) as required by surpassing 50,000 in population.
- ✓ Updated Subdivision Ordinances through Developer's Committee.

Goals & Objectives for FY 2012-2013

- ❑ Construct Plantation Drive North and Anderson Crossing.
- ❑ Design Crighton Road railroad crossing extension.
- ❑ Complete construction of Crighton Road Bridge and Live Oak Creek Sanitary Sewer.
- ❑ Complete construction White Oak Creek Phase 4 Sanitary Sewer and East Grand Lake Creek.
- ❑ Design East Forest Way Bridge Crossing.
- ❑ Integrate the streetlight and traffic signal database.
- ❑ Update City of Conroe Standard Details and City of Conroe Standard Specifications.
- ❑ Integrate drainage, floodplain, standard details and specifications into the Design Manual.

City of Conroe General Fund

Engineering 0001-1570

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
Assistant City Engineer	0	0	1	1
Project Manager	0	0	1	1
Lead Engineer	0	0	0	1
Project Engineer	0	0	0	1
Assistant Director - Capital Projects	0	0	0	0
Secretary	0	0	1	2
Projects Specialist	0	0	0	1
Development Coordinator	0	0	1	1
Senior Engineering Technician	0	0	0	1
Engineering Aide	0	0	2	6
Project Coordinator	0	0	0	1
Project Inspector	0	0	0	1
Sr. Engineering Inspector	0	0	1	1
Engineering Inspector	0	0	1	1
Registered Surveyor	0	0	0	1
Survey Party Chief	0	0	0	1
TOTAL PERSONNEL SERVICES	0	0	8	21

** The staff from Project Construction (7020) was moved to the General Fund and combined with Engineering to create Division 1570. This was done FY 12-13**

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
Value of all Design & Constructed Projects	\$21,149,115	\$16,491,750	\$19,428,119	\$7,163,000
Number of all Projects Designed & Constructed	25	16	26	18
Number of Development Permits	0	0	73	60
Revenue	0	0	\$209,335	\$90,000

CITY OF CONROE
FY 2012-2013
0001-1570

BUDGET LINE ITEMS

FUND: GENERAL FUND DEPARTMENT: ENGINEERING DIVISION: ENGINEERING							
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$1,722	\$499,124	\$366,848	\$1,255,720	\$0	\$0	\$1,255,720
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$0	\$0	\$148	\$11,500	\$0	\$0	\$11,500
7025 Social Security	\$0	\$45,420	\$62,400	\$115,317	\$0	\$0	\$115,317
7030 Retirement & Pension	\$0	\$82,350	\$62,537	\$210,813	\$0	\$0	\$210,813
7035 Workers Compensation	\$0	\$2,039	\$1,503	\$18,896	\$0	\$0	\$18,896
7040 Employee Insurance	\$0	\$67,200	\$56,086	\$176,400	\$0	\$0	\$176,400
PERSONNEL SERVICES SUBTOTAL	\$1,722	\$696,133	\$549,522	\$1,788,646	\$0	\$0	\$1,788,646
7110 Office Supplies	\$0	\$0	\$20,148	\$24,708	\$0	\$5,000	\$29,708
7130 Building Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7140 Wearing Apparel	\$0	\$1,000	\$1,700	\$1,700	\$0	\$0	\$1,700
7160 Vehicle Operations	\$0	\$14,000	\$11,424	\$27,000	\$0	\$0	\$27,000
7170 Vehicle Repairs	\$0	\$3,350	\$500	\$8,350	\$0	\$0	\$8,350
7180 Equipment Repairs	\$0	\$0	\$400	\$4,000	\$0	\$0	\$4,000
7190 Radio Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$0	\$9,729	\$10,100	\$26,729	\$0	\$0	\$26,729
SUPPLIES SUBTOTAL	\$0	\$28,079	\$44,272	\$92,487	\$0	\$5,000	\$97,487
8010 Utilities	\$0	\$6,957	\$1,740	\$9,457	\$0	\$0	\$9,457
8020 Insurance and Bonds	\$0	\$0	\$0	\$6,000	\$0	\$0	\$6,000
8030 Legal Services	\$0	\$200	\$200	\$2,200	\$0	\$0	\$2,200
8040 Leased Equipment	\$0	\$3,241	\$3,241	\$8,241	\$0	\$0	\$8,241
8050 Travel & Training	\$0	\$15,673	\$18,000	\$31,438	\$0	\$0	\$31,438
8060 Contract Services	\$0	\$44,835	\$14,000	\$59,360	\$0	\$101,292	\$160,652
CONTRACTUAL SUBTOTAL	\$0	\$70,906	\$37,181	\$116,696	\$0	\$101,292	\$217,988
9041 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$28,000	\$28,000
9051 Machinery & Equipment <\$5,000	\$0	\$21,720	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$0	\$21,720	\$0	\$0	\$0	\$28,000	\$28,000
TOTAL 0001-1570	\$1,722	\$816,838	\$630,975	\$1,997,829	\$0	\$134,292	\$2,132,121

CITY OF CONROE
FY 2012-2013
0001-1570

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
2347	0	Bentley Systems, Inc. Water, Storm, & Sewer Gems	Non-discretionary Adjustment	8060 CONTRACT SERVICES Request Total	\$10,067 \$10,067
2348	0	D L T Solutions - Auto Cad	Non-discretionary Adjustment	8060 CONTRACT SERVICES Request Total	\$10,400 \$10,400
2165	3	Esri Arc Editor And Arc Engine Licenses	Enhanced Program	8060 Contract Services 8060 CONTRACT SERVICES Request Total	\$25,700 \$0 \$25,700
2167	4	Multifunction Printer/ Copier/ Scanner	Replacement Equipment	7110 OFFICE SUPPLIES 8060 CONTRACT SERVICES 9050 MACHINERY & EQUIPMENT >\$5,000 Request Total	\$5,000 \$125 \$28,000 \$33,125
2273	6	Traffic Analysis And Synchronization	New Program	8060 CONTRACT SERVICES Request Total	\$55,000 \$55,000
5 Requests			Total for 0001-1570		\$134,292

**City of Conroe
General Fund**

**General Fund Non-Departmental
0001-1800**

<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
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There are no personnel items associated with this department.

CITY OF CONROE
FY 2012-2013
0001-1800

BUDGET LINE ITEMS

FUND: GENERAL FUND		DEPARTMENT: GF NON-DEPARTMENTAL		DIVISION: GF NON-DEPARTMENTAL			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$0	\$300,000	\$0	\$262,000	\$0	\$0	\$262,000
7025 Social Security	\$0	\$22,750	\$0	\$22,750	\$0	\$0	\$22,750
7030 Retirement & Pension	\$0	\$42,275	\$0	\$42,750	\$0	\$0	\$42,750
7035 Workers Compensation	\$0	\$4,675	\$0	\$3,762	\$0	\$0	\$3,762
7040 EMPLOYEE INSURANCE	\$945,998	\$945,999	\$945,998	\$1,038,764	\$0	\$0	\$1,038,764
7070 Unemployment	\$15,497	\$15,000	\$15,000	\$20,000	\$0	\$0	\$20,000
PERSONNEL SERVICES SUBTOTAL	\$961,495	\$1,330,699	\$960,998	\$1,390,026	\$0	\$0	\$1,390,026
7110 Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$25,850	\$38,900	\$36,000	\$38,900	\$0	\$0	\$38,900
SUPPLIES SUBTOTAL	\$25,850	\$38,900	\$36,000	\$38,900	\$0	\$0	\$38,900
8010 Utilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8020 Insurance and Bonds	\$218,836	\$275,100	\$226,309	\$250,000	\$0	\$0	\$250,000
8050 Travel & Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8060 Contract Services	\$121,677	\$230,741	\$216,071	\$165,504	\$0	\$0	\$165,504
8062 Community Services	\$0	\$634,569	\$443,205	\$580,958	\$0	\$0	\$580,958
8080 Garbage & Recycling Fees	\$59	\$0	\$0	\$0	\$0	\$0	\$0
8085 Donated Rent Expense	\$25,512	\$0	\$0	\$0	\$0	\$0	\$0
8095 Unallocated Resources	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SUBTOTAL	\$366,084	\$1,140,410	\$885,585	\$996,462	\$0	\$0	\$996,462
9010 Land >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9011 Land <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9020 Buildings >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9021 Buildings <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9031 Improvements <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$49,119	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$1,477	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$50,596	\$0	\$0	\$0	\$0	\$0	\$0
8520 Transfer Out	\$2,201,361	\$3,191,355	\$3,191,355	\$2,391,002	\$0	\$0	\$2,391,002
8540 Beautification	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRANSFERS SUBTOTAL	\$2,201,361	\$3,191,355	\$3,191,355	\$2,391,002	\$0	\$0	\$2,391,002

CITY OF CONROE
FY 2012-2013
0001-1800

BUDGET LINE ITEMS

FUND: GENERAL FUND

DEPARTMENT: GF NON-DEPARTMENTAL

DIVISION: GF NON-DEPARTMENTAL

	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
9660 Principal-Lease	\$49,093	\$51,033	\$51,033	\$53,049	\$0	\$0	\$53,049
9670 Interest-Lease	\$26,085	\$24,146	\$24,146	\$22,130	\$0	\$0	\$22,130
DEBT SERVICE SUBTOTAL	\$75,178	\$75,179	\$75,179	\$75,179	\$0	\$0	\$75,179
TOTAL 0001-1800	\$3,680,564	\$5,776,543	\$5,149,117	\$4,891,569	\$0	\$0	\$4,891,569



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WATER AND SEWER OPERATING FUND

FY 12-13 Budget Summary Water/Sewer Operating Fund

Type	Actual FY 10-11	Budget FY 11-12	Estimate FY 11-12	Dollar FY 11-12	Base FY 12-13	Supplemental FY 12-13	Proposed FY 12-13	Dollar + / -	Percent + / -
Beginning Working Capital:		\$ 8,757,026	\$ 8,757,026	\$ -	\$ 10,460,817	\$ -	\$ 10,460,817	\$ -	0.0%
W/S Fund Revenues:									
Revenues	\$ 21,674,641	\$ 20,236,293	\$ 21,492,047	\$ 1,255,754	\$ 24,610,907	\$ -	\$ 24,610,907	\$ 4,374,614	21.6%
Total Revenues	\$ 21,674,641	\$ 20,236,293	\$ 21,492,047	\$ 1,255,754	\$ 24,610,907	\$ -	\$ 24,610,907	\$ 4,374,614	21.6%
Total Resources:	\$ 21,674,641	\$ 28,993,319	\$ 30,249,073	\$ 1,255,754	\$ 35,071,724	\$ -	\$ 35,071,724	\$ 4,374,614	15.1%
W/S Fund Expenditures:									
Utility Billing	\$ 896,353	\$ 784,726	\$ 777,988	\$ 6,738	\$ 760,212	\$ 76,467	\$ 836,679	\$ 51,953	6.6%
Public Works	730,052	709,049	708,708	341	751,400	143,500	894,900	185,851	26.2%
Water Conservation	-	117,097	101,836	15,261	46,997	83,811	130,808	13,711	11.7%
Water	2,890,049	3,608,394	3,607,797	597	3,613,027	206,000	3,819,027	210,633	5.8%
Wastewater Treatment	1,822,078	1,845,702	1,786,812	58,890	1,814,344	18,000	1,832,344	(13,358)	-0.7%
Sewer	1,369,854	1,703,509	1,411,148	292,361	1,633,756	5,700	1,639,456	(64,053)	-3.8%
Pump & Motor Maint	847,373	827,874	807,004	20,870	845,030	28,400	873,430	45,556	5.5%
W/S Non-Departmental	8,771,456	10,517,980	10,586,963	(68,983)	16,385,775	-	16,385,775	5,867,795	55.8%
Total Expenditures	\$ 17,327,215	\$ 20,114,331	\$ 19,788,256	\$ 326,075	\$ 25,850,541	\$ 561,878	\$ 26,412,419	\$ 6,298,088	31.3%
New Fund Balance:		\$ 8,878,988	\$ 10,460,817	\$ 1,581,829	\$ 9,221,183		\$ 8,659,305	\$ (219,683)	
60-Day Reserve:		\$ 3,306,796	\$ 3,253,189		\$ 4,249,829		\$ 4,342,202		
Over/(Under):		5,572,192	7,207,628		4,971,354		4,317,103		
Budget Contingency:		\$ 1,653,398	\$ 1,626,595		\$ 2,124,914		\$ 2,171,101		
Over/(Under) 30-Days:		3,918,794	5,581,033		2,846,440		2,146,002		

Breakdown of Transfer Out:

Administrative Transfer (GF)	\$ 1,268,098
Revenue Debt Service Fund	4,405,872
Revenue Debt Reserve Fund (2009 & 2011 RBs)	170,616
W&S Construction Fund	-
Vehicle & Equipment Replacement Fund	829,926
Conroe Tower Fund	81,862
Land for New Wastewater Treatment Plant - Sewer CIP	1,363,000
SSOI Program	893,000
G.O. Debt Service Fund (MUD Debt)	-
Total	\$ 9,012,374

FY 12-13 Budget Summary by Category Water/Sewer Operating Fund

	<u>FY 11-12 Budget</u>	<u>FY 11-12 Estimate</u>	<u>Under/ (Over)</u>	<u>FY 12-13 Base</u>	<u>Supplemental FY 12-13</u>	<u>FY 12-13 Proposed</u>
Personnel	\$ 4,890,470	\$ 4,477,804	\$ 412,666	\$ 4,818,279	\$ 83,811	\$ 4,902,090
Supplies	2,028,595	1,887,466	141,129	1,937,304	6,084	1,943,388
Contractual	6,193,544	6,458,613	(265,069)	8,643,837	145,200	8,789,037
Capital Outlay	309,088	318,747	(9,659)	-	326,783	326,783
Transfers	6,124,898	6,077,890	47,008	9,883,385	-	9,883,385
Debt Service	567,736	567,736	-	567,736	-	567,736
Total	<u>\$ 20,114,331</u>	<u>\$ 19,788,256</u>	<u>\$ 326,075</u>	<u>\$ 25,850,541</u>	<u>\$ 561,878</u>	<u>\$ 26,412,419</u>

FY 12-13 Supplemental Requests Water/Sewer Operating Fund

Department/Division	Dept Rank	Supplemental Req. Title	Requested Amount ¹	FY 11-12 Purchase ²	CAO Adjustment ³	List "A"	
						(Included) ⁴	Type
0002-2800 Utilities/Meter Readers	0	Fuel Usage/Vehicle Maintenance	\$ 6,084	\$ -	\$ -	\$ 6,084	Non-discretionary Adjustment
0002-2800 Utilities/Meter Readers	1	Meter Technician	69,038	-	-	-	New Personnel
0002-2800 Utilities/Meter Readers	2	Longmire on Lake Conroe Replacement Water Meters	10,079	-	-	-	Replacement Equipment
0002-2800 Utilities/Meter Readers	3	1" Water Meter Replacement from 2006 Conversion	11,326	-	-	-	Replacement Equipment
0002-2800 Utilities/Meter Readers	4	Crighton Woods Subdivision Water Meter Replacement	24,963	-	-	24,963	Replacement Equipment
0002-2800 Utilities/Meter Readers	5	Southwind Ridge Subdivision Water Meter Replacement	25,432	-	-	-	Replacement Equipment
0002-2800 Utilities/Meter Readers	6	Crighton Ridge Subdivision Water Meter Replacement	45,420	-	-	45,420	Replacement Equipment
0002-2800 Utilities/Meter Readers Total			\$ 192,342	\$ -	\$ -	\$ 76,467	
0002-2810 Public Works	0	Annual Licensing - Milestone Software - Security	1,600	-	1,600	-	Non-discretionary Adjustment
0002-2810 Public Works	0	Security Hardware Annual Maintenance Contract	6,000	-	6,000	-	Non-discretionary Adjustment
0002-2810 Public Works	1	Maintenance Technician for Service Center	50,774	-	-	-	New Personnel
0002-2810 Public Works	2	Replace Flooring in Classroom Bldg. & Admin Bldg.	45,000	-	-	45,000	Replacement Equipment
0002-2810 Public Works	3	Security Equipment - Svc Ctr Complex - Ph. III	78,500	-	-	78,500	New Equipment
0002-2810 Public Works	4	Replace Outdated Equipment in Break Room	20,000	-	-	20,000	New Equipment
0002-2810 Public Works Total			\$ 201,874	\$ -	\$ 7,600	\$ 143,500	
0002-2811 Water Conservation	1	Make P/T Water Conservation Manager F/T Position	83,811	-	-	83,811	New Personnel
0002-2811 Water Conservation	2	Computer and Printer	1,980	-	-	-	New Equipment
0002-2811 Water Conservation Total			\$ 85,791	\$ -	\$ -	\$ 227,311	
0002-2820 Water	0	Increase in Account #8010	275,000	-	275,000	-	Non-discretionary Adjustment
0002-2820 Water	1	Data Collection Service	130,000	-	-	130,000	Enhanced Program
0002-2820 Water	2	Water Storage Tank Cleaning	8,500	-	-	8,500	Enhanced Program
0002-2820 Water	4	Underground Air Piercing Tool	6,000	-	-	6,000	Replacement Equipment
0002-2820 Water	5	Hydraulic Powergrit Saw	11,500	-	-	11,500	New Equipment
0002-2820 Water	6	Tapping Machine	50,000	-	-	50,000	Replacement Equipment
0002-2820 Water Total			\$ 481,000	\$ -	\$ 275,000	\$ 206,000	
0002-2881 WWTP	0	Increase in Account #8010	50,000	-	50,000	-	Non-discretionary Adjustment
0002-2881 WWTP	1	Security Equipment Wastewater Phase III	18,000	-	-	18,000	New Equipment
0002-2881 WWTP Total			\$ 68,000	\$ -	\$ 50,000	\$ 18,000	
0002-2882 Sewer	1	New 3 Man Maintenance Crew	280,033	-	-	-	New Personnel
0002-2882 Sewer	2	Data Collection Service	130,000	-	-	-	Enhanced Program
0002-2882 Sewer	4	2- New Laptops for Sewer Jet Trucks	5,700	-	-	5,700	New Equipment
0002-2882 Sewer	5	New 2 Man Camera Crew with Hi-Cube Camera Van	239,641	-	-	-	New Personnel
0002-2882 Sewer Total			\$ 655,374	\$ -	\$ -	\$ 5,700	
0002-2883 Pump & Motor Maint	0	Increase in Account #8010	42,000	-	42,000	-	Non-discretionary Adjustment
0002-2883 Pump & Motor Maint	2	Pipe Threading Machine	14,900	-	-	14,900	New Equipment
0002-2883 Pump & Motor Maint	3	Scissor Lift	16,900	-	-	-	New Equipment
0002-2883 Pump & Motor Maint	4	Hydraulic Pipe Bender	13,500	-	-	13,500	New Equipment
0002-2883 Pump & Motor Maint Total			\$ 87,300	\$ -	\$ 42,000	\$ 28,400	
Grand Total			\$ 1,771,681	\$ -	\$ 374,600	\$ 561,878	

Definitions:

1. **Requested Amount** - The total cost of the project. Also, the cost that was requested through the supplemental request.
2. **FY 11-12 Purchase** - The amount approved for purchase with savings in the current fiscal year, rather than putting the item in the next fiscal year.

FY 12-13 Supplemental Requests Water/Sewer Operating Fund

<u>Department/Division</u>	<u>Dept</u>	<u>Rank</u>	<u>Supplemental Req. Title</u>	<u>Requested</u>	<u>FY 11-12</u>	<u>CAO</u>	<u>List "A"</u>	<u>Type</u>
3. CAO (City Administrator's Office)			Adjustment - This category is for items that are generally non-discretionary, inflationary increases that are critical to a department's operations and are uncontrollable expenses (i.e. gasoline and diesel cost increases).	Amount¹	Purchase²	Adjustment³	(Included)⁴	
4. List "A" (Included)			- These items are included in the Operating Budget as supplementals.					

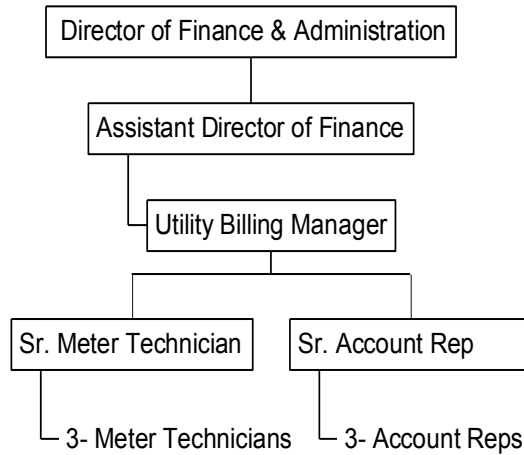
Notes:
 6. If there is no funding listed in the FY11-12 Purchase, CAO Adjustment, or List "A" (Included) columns, then the supplemental request was not approved for funding.

CITY OF CONROE
FY 2012-2013
0002-2000

BUDGET LINE ITEMS

FUND: W&S OPERATING FUND DEPARTMENT: REVENUES DIVISION: REVENUES							
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
5100 Water Charges	\$10,762,673	\$8,760,764	\$9,153,349	\$10,535,113	\$0	\$0	\$10,535,113
5105 Groundwater Conservation Fee	\$199,458	\$183,275	\$186,699	\$186,699	\$0	\$0	\$186,699
5110 Sewer Charges	\$7,197,575	\$7,203,963	\$7,315,395	\$7,692,629	\$0	\$0	\$7,692,629
5115 Surface Water Conversion Fee	\$2,439,942	\$3,072,348	\$3,532,245	\$5,056,064	\$0	\$0	\$5,056,064
5116 Discharged Water Sales	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5120 Water Taps	\$301,832	\$264,404	\$319,814	\$317,623	\$0	\$0	\$317,623
5130 Sewer Taps	\$51,499	\$60,000	\$39,330	\$39,330	\$0	\$0	\$39,330
5140 Reconnects	\$83,188	\$71,356	\$87,775	\$89,530	\$0	\$0	\$89,530
5150 Service Charges	\$65,862	\$55,159	\$59,591	\$59,591	\$0	\$0	\$59,591
5170 Special Revenue/Water & Sewer	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5180 Pretreatment Fees	\$144,502	\$61,290	\$234,647	\$234,647	\$0	\$0	\$234,647
6010 Interest on Investments	\$5,446	\$3,684	\$7,581	\$7,581	\$0	\$0	\$7,581
6015 Gains (Losses) on Investmt	\$46,622	\$0	\$0	\$0	\$0	\$0	\$0
6020 Penalty & Interest	\$257,687	\$231,447	\$254,669	\$254,669	\$0	\$0	\$254,669
6030 Lease Income	\$1,915	\$0	\$1,000	\$0	\$0	\$0	\$0
6036 Sales of Cap. Assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6037 Capital Recovery Fee	\$153,372	\$94,521	\$117,292	\$111,427	\$0	\$0	\$111,427
6060 Unanticipated Revenues	\$109,301	\$25,140	\$50,373	\$26,004	\$0	\$0	\$26,004
6070 Short & Over	(\$54)	\$0	(\$246)	\$0	\$0	\$0	\$0
6080 Donations	\$105	\$0	\$1,000	\$0	\$0	\$0	\$0
6106 Intergovernmental	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6510 Interest - Other	\$6	\$0	\$0	\$0	\$0	\$0	\$0
6520 Recovery of Bad Debts	\$1,334	\$0	\$824	\$0	\$0	\$0	\$0
6530 Other Non-Operating Income	\$5,241	\$30,000	\$11,767	\$0	\$0	\$0	\$0
6550 Transfer In	\$16,074	\$118,942	\$118,942	\$0	\$0	\$0	\$0
6951 Gain on Sale of Cap Asset	(\$168,939)	\$0	\$0	\$0	\$0	\$0	\$0
REVENUES SUBTOTAL	\$21,674,641	\$20,236,293	\$21,492,047	\$24,610,907	\$0	\$0	\$24,610,907
TOTAL 0002-2000	\$21,674,641	\$20,236,293	\$21,492,047	\$24,610,907	\$0	\$0	\$24,610,907

Utility Billing



Utility Billing's mission is to ensure accuracy in the assessment of user charges; maintain professional and responsive service; answer inquiries from customers; and provide accurate and timely billings through progressive and innovative systems. This includes ensuring accuracy and efficiency in the collection of data in relation to water and sewer usage services. The quick installation of new service remains high on the list of departmental priorities. The services provided are all completed providing a positive attitude to all.

Utility Billing

Accomplishments for FY 2011-2012

- ✓ Hosted an Electronics Recycling Event
- ✓ Hosted Second Annual Paper Shredding Event
- ✓ Implemented Retiree Insurance Billing
- ✓ Outsourced Monthly Bill Printing
- ✓ Implemented E-Billing

Goals & Objectives for FY 2012-2013

- ❑ Continue Automated Meter Read (AMR) conversion for selected newly annexed water systems
- ❑ Research adjusting the meter reading zones and billing cycles to make monthly readings more efficient
- ❑ Research a paperless work order system for the Meter Division

City of Conroe
Water and Sewer Operating Fund

Utility Billing
0002-2800

	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERSONNEL SERVICES				
Utility Billing Manager	1	1	1	1
Sr. Meter Technician	1	1	1	1
Meter Technician	3	3	3	3
Sr. Account Representative	1	1	1	1
Account Representative	3	3	3	3
TOTAL PERSONNEL SERVICES	9	9	9	9

	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERFORMANCE MEASURES				
Number of connect service orders	1,961	2,152	2,195	2,282
Number of occupant change service orders	1,002	1,079	1,100	1,144
Number of disconnect service orders	1,682	1,624	1,688	1,755
Number of reinstate service orders	2,689	2,886	3,001	3,121
Total number of transactions completed	114,236	158,893	162,070	168,552
Total number of alarm billings	3,707	3,498	3,744	3,893
Total number of utility billings	157,558	177,909	182,010	189,290

CITY OF CONROE
FY 2012-2013
0002-2800

BUDGET LINE ITEMS

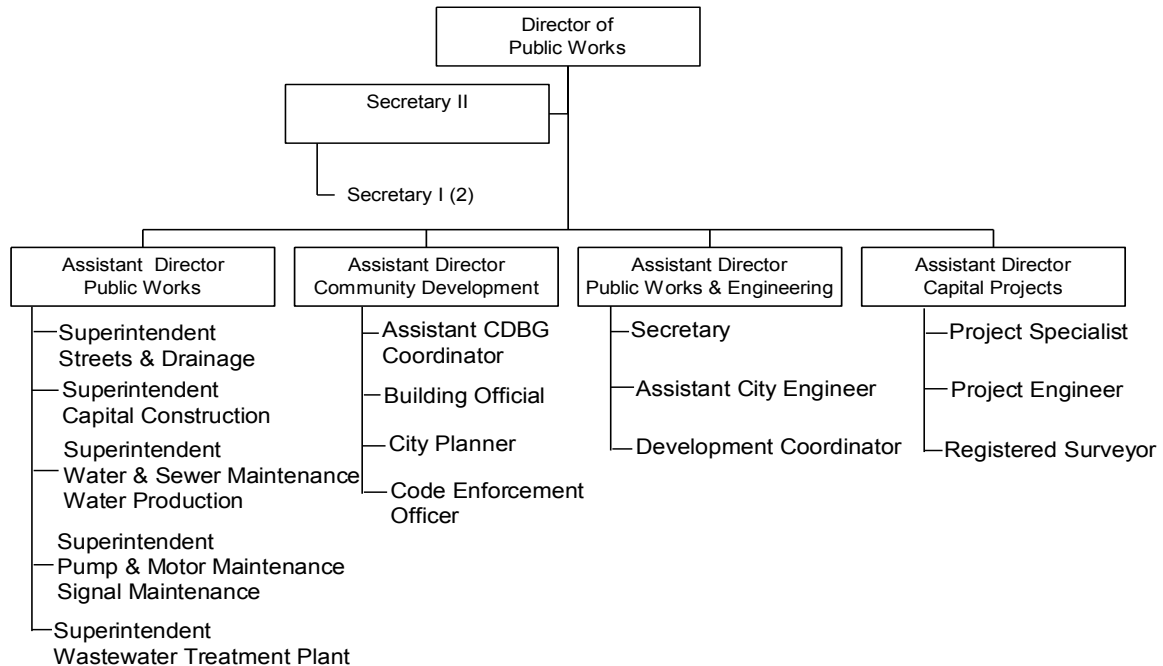
FUND: W&S OPERATING FUND DEPARTMENT: UTILITY BILLING DIVISION: UTILITY BILLING							
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$361,721	\$367,745	\$371,126	\$362,548	\$0	\$0	\$362,548
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$12,068	\$10,000	\$10,000	\$10,000	\$0	\$0	\$10,000
7025 Social Security	\$26,385	\$34,375	\$28,935	\$33,902	\$0	\$0	\$33,902
7030 Retirement & Pension	\$73,291	\$64,276	\$64,756	\$63,624	\$0	\$0	\$63,624
7035 Workers Compensation	\$3,602	\$4,848	\$3,574	\$5,456	\$0	\$0	\$5,456
7040 Employee Insurance	\$75,758	\$75,600	\$69,286	\$75,600	\$0	\$0	\$75,600
PERSONNEL SERVICES SUBTOTAL	\$552,825	\$556,844	\$547,677	\$551,130	\$0	\$0	\$551,130
7110 Office Supplies	\$117,781	\$104,053	\$104,053	\$93,740	\$0	\$0	\$93,740
7140 Wearing Apparel	\$1,896	\$1,850	\$1,850	\$1,850	\$0	\$0	\$1,850
7160 Vehicle Operations	\$20,305	\$18,500	\$18,500	\$18,500	\$0	\$6,084	\$24,584
7170 Vehicle Repairs	\$0	\$1,100	\$1,100	\$1,100	\$0	\$0	\$1,100
7180 Equipment Repairs	\$355	\$100	\$100	\$100	\$0	\$0	\$100
7190 Radio Repairs	\$32	\$350	\$350	\$350	\$0	\$0	\$350
7200 Operating Supplies	\$12,162	\$5,914	\$5,914	\$25,924	\$0	\$0	\$25,924
SUPPLIES SUBTOTAL	\$152,531	\$131,867	\$131,867	\$141,564	\$0	\$6,084	\$147,648
8010 Utilities	\$3,056	\$4,108	\$4,108	\$4,108	\$0	\$0	\$4,108
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$20,107	\$9,248	\$9,248	\$2,420	\$0	\$0	\$2,420
8050 Travel & Training	\$1,664	\$4,118	\$4,118	\$4,118	\$0	\$0	\$4,118
8060 Contract Services	\$166,170	\$59,741	\$61,522	\$56,872	\$0	\$0	\$56,872
CONTRACTUAL SUBTOTAL	\$190,997	\$77,215	\$78,996	\$67,518	\$0	\$0	\$67,518
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$10,629	\$11,277	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$0	\$8,171	\$8,171	\$0	\$0	\$70,383	\$70,383
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$0	\$18,800	\$19,448	\$0	\$0	\$70,383	\$70,383
TOTAL 0002-2800	\$896,353	\$784,726	\$777,988	\$760,212	\$0	\$76,467	\$836,679

CITY OF CONROE
FY 2012-2013
0002-2800

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
1498	0	Fuel Usage/vehicle Maintenance	Non-discretionary Adjustment	7160 VEHICLE OPERATIONS Request Total	\$6,084 \$6,084
1932	4	Crighton Woods Subdivision Wtr Meter Replacement	Replacement Equipment	9051 Machinery & Equipment <\$5,000 Request Total	\$24,963 \$24,963
1931	6	Crighton Ridge Subdivision Wtr Meter Replacement	Replacement Equipment	9051 Machinery & Equipment <\$5,000 Request Total	\$45,420 \$45,420
3 Requests			Total for 0002-2800		\$76,467

Public Works



The Public Works Department includes the management and supervision of the Street, Drainage Construction, Pump and Motor Maintenance, Signal Maintenance, Capital Construction, Water Production, Water Maintenance, Sewer Maintenance, Wastewater Treatment Plant, Community Development (Building / Permits / Code Enforcement / Planning & C. D. B. G.), Engineering and Capital Projects divisions. The Public Works Administration Department strives to provide a quality of life to the citizens of the City of Conroe by managing current resources dedicated to the provision of water and sewer utilities, maintenance of streets and drainage and maintenance of traffic signals while always planning for the future. This department assists in the engineering design standards and construction criteria for many programs required by state and federal law. The department is also involved in the planning of the water distribution emergency response plan.

Public Works

Accomplishments for FY 2011-2012

- ✓ Continued with implementation of Carte Graph software for the entire department.
- ✓ Continued with Sanitary Sewer Overflow Initiative Program tracking and reporting.
- ✓ Continued with engineering for the Wastewater Treatment Plant expansion.
- ✓ Added additional parking for the training room.
- ✓ Completed Phase II of security at the Service Center by adding cameras and gate access to Stock Yard.

Goals & Objectives for FY 2012-2013

- ❑ Complete Phase III of security at the Service Center.
- ❑ Replace flooring in classroom and administration buildings.
- ❑ Implement use of Cartegraph in the Capital Projects and Engineering divisions.
- ❑ Update GIS base maps for water, sewer, drainage and streets.
- ❑ Update Master Plans for water, sewer and future service areas.

City of Conroe
Water and Sewer Operating Fund

Public Works
0002-2810

	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERSONNEL SERVICES				
Director of Public Works	1	1	1	1
Asst Public Works Director/Eng.	1	1	1	1
Secretary II	1	1	1	1
Secretary I	2	2	2	2
Sr. GIS Analyst	1	0	0	0
TOTAL PERSONNEL SERVICES	6	5	5	5

	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERFORMANCE MEASURES				
Work Orders Issued	3,500	4,500	5,100	6,500
Customer Call Backs	480	640	750	800
Project Reports	72	96	100	110
Call Center Calls Taken	845	1,825	2,240	2,400

CITY OF CONROE
FY 2012-2013
0002-2810

BUDGET LINE ITEMS

FUND: W&S OPERATING FUND DEPARTMENT: PUBLIC WORKS DIVISION: PUBLIC WORKS							
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$366,264	\$353,218	\$369,868	\$380,027	\$0	\$0	\$380,027
7012 Salaries - Part Time	\$0	\$0	\$2,502	\$0	\$0	\$0	\$0
7020 Overtime	\$825	\$1,100	\$1,100	\$1,100	\$0	\$0	\$1,100
7025 Social Security	\$23,954	\$32,243	\$25,759	\$34,683	\$0	\$0	\$34,683
7030 Retirement & Pension	\$67,769	\$61,361	\$63,568	\$64,721	\$0	\$0	\$64,721
7035 Workers Compensation	\$677	\$777	\$573	\$5,719	\$0	\$0	\$5,719
7040 Employee Insurance	\$42,790	\$42,000	\$43,447	\$42,000	\$0	\$0	\$42,000
PERSONNEL SERVICES SUBTOTAL	\$502,279	\$490,699	\$506,817	\$528,250	\$0	\$0	\$528,250
7110 Office Supplies	\$4,676	\$7,500	\$7,500	\$7,000	\$0	\$0	\$7,000
7140 Wearing Apparel	\$2,282	\$3,500	\$3,500	\$3,500	\$0	\$0	\$3,500
7160 Vehicle Operations	\$6,356	\$6,000	\$6,000	\$6,000	\$0	\$0	\$6,000
7170 Vehicle Repairs	\$0	\$1,000	\$300	\$1,000	\$0	\$0	\$1,000
7180 Equipment Repairs	\$740	\$500	\$686	\$500	\$0	\$0	\$500
7190 Radio Repairs	\$0	\$200	\$0	\$200	\$0	\$0	\$200
7200 Operating Supplies	\$15,546	\$27,205	\$27,205	\$27,705	\$0	\$0	\$27,705
SUPPLIES SUBTOTAL	\$29,600	\$45,905	\$45,191	\$45,905	\$0	\$0	\$45,905
8010 Utilities	\$78,109	\$90,000	\$85,000	\$90,000	\$0	\$0	\$90,000
8020 Insurance and Bonds	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$1,659	\$1,500	\$1,500	\$1,500	\$0	\$0	\$1,500
8050 Travel & Training	\$10,193	\$18,945	\$11,000	\$18,945	\$0	\$0	\$18,945
8060 Contract Services	\$96,508	\$75,000	\$59,200	\$59,200	\$7,600	\$3,500	\$70,300
CONTRACTUAL SUBTOTAL	\$188,469	\$185,445	\$156,700	\$169,645	\$7,600	\$3,500	\$180,745
9030 Improvements > \$5,000	\$0	\$0	\$0	\$0	\$0	\$65,000	\$65,000
9031 Improvements < \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$2,402	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$7,302	\$0	\$0	\$0	\$0	\$75,000	\$75,000
9051 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$9,704	\$0	\$0	\$0	\$0	\$140,000	\$140,000
TOTAL 0002-2810	\$730,052	\$722,049	\$708,708	\$743,800	\$7,600	\$143,500	\$894,900

CITY OF CONROE

FY 2012-2013

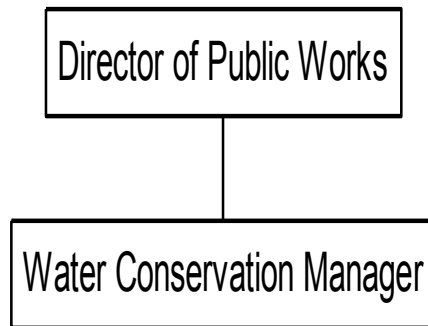
0002-2810

SUPPLEMENTAL REQUESTS WITH LINE ITEMS

(Active Only)

ID	Rank	Title	Type	Line Items	
1567	2	Replace Flooring In Classroom Bldg And Admin. Bldg	Replacement Equipment	9030 IMPROVEMENTS > \$5,000 Request Total	\$45,000 \$45,000
881	3	Security Equipment - Svc Ctr Complex- Phase I I I	New Equipment	8060 CONTRACT SERVICES 9050 MACHINERY & EQUIPMENT >\$5,000 Request Total	\$3,500 \$75,000 \$78,500
1572	4	Replace Outdated Equipment In Break Room	Replacement Equipment	9030 Improvements > \$5,000 Request Total	\$20,000 \$20,000
3 Requests			Total for 0002-2810		\$143,500

Water Conservation



The Water Conservation Manager participated in updating the Drought Contingency Plan and suggested the implementation of a limited Stage 2 water restriction for the City of Conroe. The goal of the Stage 2 water restriction is to conserve and reduce water used in irrigation by residents, Property Owners Associations / Homeowners Associations, multifamily, commercial and industrial users. The Water Conservation Manager will monitor the water saved by the implementation of Stage 2 water restrictions that took place 1/2/2012. The Water Conservation Manager will hold meetings on water conservation with residents and commercial water users.

This department will develop new water conservation billing inserts, brochures and ads. The Water Conservation Manager will promote water conservation throughout Montgomery County through a newly formed alliance with both Lone Star Groundwater Conservation District and San Jacinto River Authority. The Water Conservation Advisory Board that was formed by this department will continue to explore new and cutting edge water conservation methods and technology.

Water Conservation

Accomplishments for FY 2011-2012

- ✓ Hired part-time Water Conservation Manager.
- ✓ Updated the Drought Contingency Plan.
- ✓ Informed residents and Property Owners Association's / Home Owners Association's (POA/HOA) about Water Conservation.
- ✓ Implementation of Stage 2 Water Restrictions that took effect 1/2/2012.
- ✓ Started and expanded a Water Conservation Advisory Board.
- ✓ Held meetings for large permitted industrial users.
- ✓ Developed advertisements and billing inserts for the Stage 2 Water Restrictions.
- ✓ Formed an alliance with both San Jacinto River Authority (SJRA) and Lone Star Groundwater Conservation District (LSGCD) to promote water conservation throughout Montgomery County.
- ✓ Promoted water conservation at organizational meetings throughout the City of Conroe.

Goals & Objectives for FY 2012-2013

- ❑ Continue monitoring water saved by the implementation of Stage 2 Water Restrictions that took place 1/2/2012.
- ❑ Inform Advisory Board and City Council of new cutting edge water conservation projects that would benefit the City of Conroe.
- ❑ Promote a city wide rainwater harvesting program.
- ❑ Work closely with LSGCD & SJRA in promoting water conservation to Municipal Utility District's, investor owned utilities and cities within Montgomery County.
- ❑ Implement new water conservation methods and technology for selected parks within the City of Conroe. These results will be the foundation for significant water savings for both residents and city parks.
- ❑ Develop new billing inserts on water conservation and articles on water conservation for the Courier.
- ❑ Hold meetings with residents, POA's/HOA'S and organizations on water conservation.

**City of Conroe
Water and Sewer Operating Fund**

**Water Conservation
0002-2811**

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
Water Conservation Manager	0	0	0	1
TOTAL FULL TIME	0	0	0	1
P/T Water Conservation Manager	0	0	1,560	0
TOTAL PART TIME HOURS	0	0	1,560	0

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
Advertisement & Billing Insert Mailouts	0	0	6	12
New Water Conservation Programs	0	0	4	8
Conservation Meetings Held	0	0	20	36

CITY OF CONROE
FY 2012-2013
0002-2811

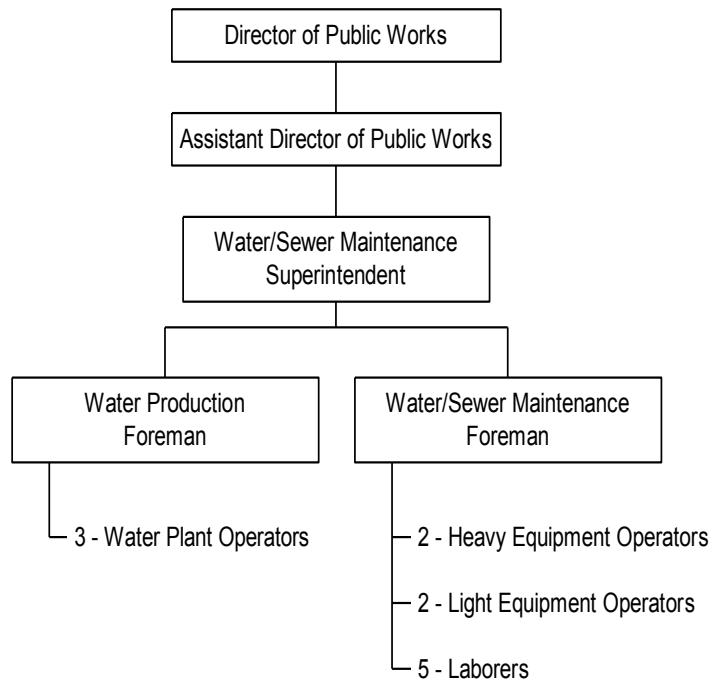
BUDGET LINE ITEMS

FUND: W&S OPERATING FUND		DEPARTMENT: WATER CONSERVATION		DIVISION: WATER CONSERVATION			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$0	\$0	\$0	\$0	\$0	\$60,320	\$60,320
7012 Salaries - Part Time	\$0	\$37,250	\$43,278	\$0	\$0	\$0	\$0
7020 Overtime	\$0	\$0	\$583	\$0	\$0	\$0	\$0
7025 Social Security	\$0	\$2,850	\$3,356	\$0	\$0	\$4,614	\$4,614
7030 Retirement & Pension	\$0	\$0	\$7,422	\$0	\$0	\$10,200	\$10,200
7035 Workers Compensation	\$0	\$0	\$0	\$0	\$0	\$277	\$277
7040 Employee Insurance	\$0	\$0	\$0	\$0	\$0	\$8,400	\$8,400
PERSONNEL SERVICES SUBTOTAL	\$0	\$40,100	\$54,639	\$0	\$0	\$83,811	\$83,811
7110 Office Supplies	\$0	\$5,647	\$5,647	\$7,200	\$0	\$0	\$7,200
7140 Wearing Apparel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7160 Vehicle Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7170 Vehicle Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7190 Radio Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$0	\$32,800	\$2,800	\$4,771	\$0	\$0	\$4,771
SUPPLIES SUBTOTAL	\$0	\$38,447	\$8,447	\$11,971	\$0	\$0	\$11,971
8010 Utilities	\$0	\$0	\$200	\$1,000	\$0	\$0	\$1,000
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$0	\$2,150	\$2,150	\$2,626	\$0	\$0	\$2,626
8060 Contract Services	\$0	\$36,400	\$36,400	\$31,400	\$0	\$0	\$31,400
CONTRACTUAL SUBTOTAL	\$0	\$38,550	\$38,750	\$35,026	\$0	\$0	\$35,026
9040 Furniture & Fixtures > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures < \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment < \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9061 Vehicles < \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL 0002-2811	\$0	\$117,097	\$101,836	\$46,997	\$0	\$83,811	\$130,808

CITY OF CONROE**FY 2012-2013****0002-2811****SUPPLEMENTAL REQUESTS WITH LINE ITEMS****(Active Only)**

ID	Rank	Title	Type	Line Items	
2105	1	Make P T Water Conservation Manager F T Position	New Personnel	7010 Salaries	\$60,320
				7025 SOCIAL SECURITY	\$4,614
				7030 Retirement & Pension	\$10,200
				7035 WORKERS COMPENSATION	\$277
				7040 EMPLOYEE INSURANCE	\$8,400
				Request Total	\$83,811
1 Requests			Total for 0002-2811		\$83,811

Water



The Water Department provides installation of large meter service and lines to residential and commercial customers. They participate in the relocating of lines, repair of broken lines, replacement of faulty meters, and new construction. The Water Production division of this department maintains seventeen City of Conroe water wells and storage tank facilities.

Water

Accomplishments for FY 2011-2012

- ✓ Rehabbed distribution piping at Well # 4 Main St.
- ✓ Maintained water tap and waterline work order completion time to a minimum.
- ✓ Assisted Texas Department of Transportation in the completion of construction conflicts of water mains for the Interstate 45 Highway expansion.
- ✓ Completed the Water Well rehabilitation of Wells #14 & #15.
- ✓ Updated water system mapping.
- ✓ Maintained water plants up to Texas Commission on Environmental Quality (TCEQ) compliance code.
- ✓ Completed 8" water extension for Beasley Rd.
- ✓ Completed 6 large meter vault installations.
- ✓ Completed 4 large meter change outs at the water plants.
- ✓ Updated the Drought Contingency Plan.

Goals & Objectives for FY 2012-2013

- ❑ Keep water distribution maps updated.
- ❑ Start construction of Water Well #23.
- ❑ Start construction of Water Well #24.
- ❑ Continue to keep water maintenance work order completion time to a minimum.
- ❑ Keep water wells up to Texas Commission on Environmental Quality compliance code.
- ❑ Maintain GIS locates on valve and hydrant locations (CarteGraph).
- ❑ Clean out Creighton Woods/Ridge water plant locations.

City of Conroe
Water and Sewer Operating Fund

Water
0002-2820

	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERSONNEL SERVICES				
Water/Sewer Superintendent	1	1	1	1
Water Maintenance Foreman	1	1	1	1
Water Production Foreman	1	1	1	1
Heavy Equipment Operator	2	2	2	2
Light Equipment Operator/Driver	2	2	2	2
Laborer	5	5	5	5
Water Plant Operator	3	3	3	3
TOTAL PERSONNEL SERVICES	15	15	15	15

	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERFORMANCE MEASURES				
Water locates	8,750	5,870	6,000	6,000
Water taps	105	123	192	150
Water main extensions (linear feet)	1,700	450	500	500
Water leak repairs	698	828	832	800
Gallons water produced (in billions)	3.235	4.121	4.000	4.121

CITY OF CONROE
FY 2012-2013
0002-2820

BUDGET LINE ITEMS

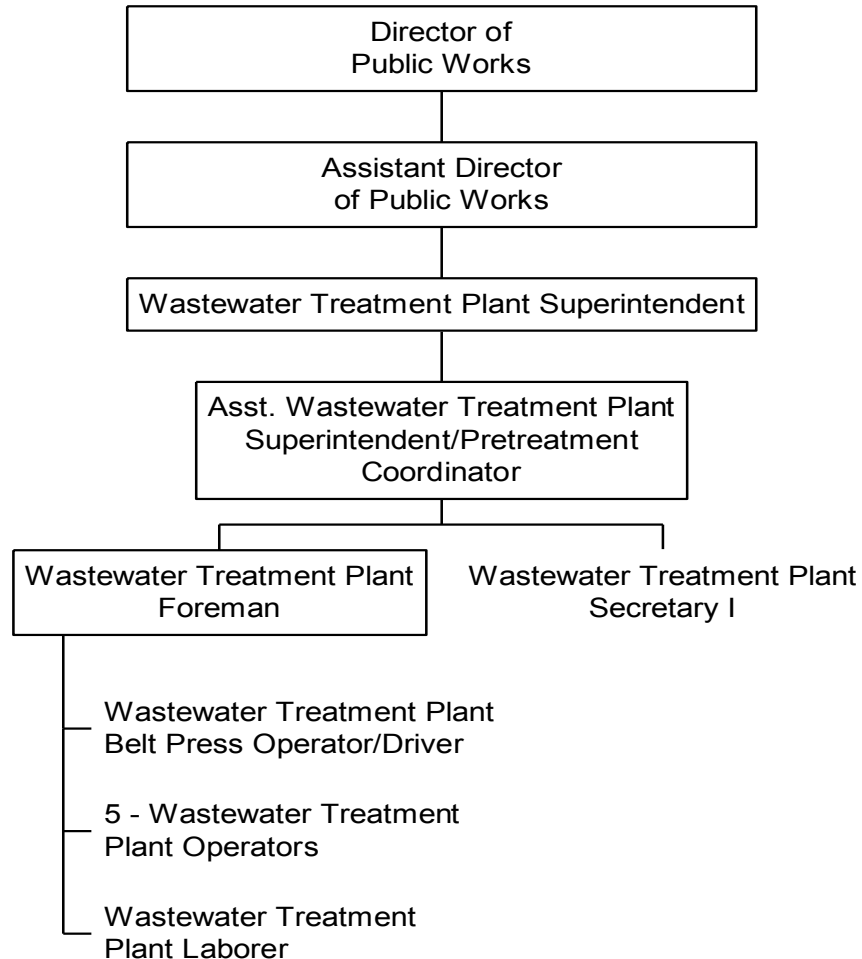
FUND: W&S OPERATING FUND DEPARTMENT: WATER DIVISION: WATER							
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$553,335	\$600,853	\$571,206	\$640,156	\$0	\$0	\$640,156
7012 Salaries - Part Time	\$50	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$55,795	\$90,300	\$59,844	\$65,000	\$0	\$0	\$65,000
7025 Social Security	\$42,190	\$62,895	\$47,798	\$64,169	\$0	\$0	\$64,169
7030 Retirement & Pension	\$119,986	\$118,519	\$107,087	\$120,110	\$0	\$0	\$120,110
7035 Workers Compensation	\$10,238	\$13,368	\$9,856	\$9,633	\$0	\$0	\$9,633
7040 Employee Insurance	\$112,534	\$126,000	\$122,007	\$126,000	\$0	\$0	\$126,000
PERSONNEL SERVICES SUBTOTAL	\$894,128	\$1,011,935	\$917,798	\$1,025,068	\$0	\$0	\$1,025,068
7110 Office Supplies	\$1,028	\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
7140 Wearing Apparel	\$5,858	\$7,000	\$6,800	\$7,000	\$0	\$0	\$7,000
7160 Vehicle Operations	\$135,803	\$117,118	\$117,118	\$117,118	\$0	\$0	\$117,118
7170 Vehicle Repairs	\$4,134	\$8,000	\$7,000	\$8,000	\$0	\$0	\$8,000
7180 Equipment Repairs	\$22,742	\$58,127	\$47,000	\$58,127	\$0	\$0	\$58,127
7190 Radio Repairs	\$325	\$288	\$288	\$288	\$0	\$0	\$288
7200 Operating Supplies	\$516,226	\$699,008	\$698,220	\$699,796	\$0	\$0	\$699,796
SUPPLIES SUBTOTAL	\$686,116	\$892,541	\$879,426	\$893,329	\$0	\$0	\$893,329
8010 Utilities	\$1,023,558	\$750,000	\$850,000	\$750,000	\$275,000	\$0	\$1,025,000
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$6,955	\$8,000	\$7,000	\$8,000	\$0	\$0	\$8,000
8050 Travel & Training	\$7,343	\$8,223	\$8,223	\$8,223	\$0	\$0	\$8,223
8060 Contract Services	\$102,061	\$653,407	\$653,407	\$653,407	\$0	\$138,500	\$791,907
CONTRACTUAL SUBTOTAL	\$1,139,917	\$1,419,630	\$1,518,630	\$1,419,630	\$275,000	\$138,500	\$1,833,130
9030 Improvements >\$5,000	\$3,650	\$252,500	\$210,000	\$0	\$0	\$0	\$0
9031 Improvements <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$128,010	\$31,000	\$77,771	\$0	\$0	\$67,500	\$67,500
9051 Machinery & Equipment <\$5,000	\$38,228	\$788	\$4,172	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$169,888	\$284,288	\$291,943	\$0	\$0	\$67,500	\$67,500
TOTAL 0002-2820	\$2,890,049	\$3,608,394	\$3,607,797	\$3,338,027	\$275,000	\$206,000	\$3,819,027

CITY OF CONROE
FY 2012-2013
0002-2820

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
1589	1	Data Collection Service	Enhanced Program	8060 CONTRACT SERVICES	\$130,000
				Request Total	\$130,000
2178	2	Water Storage Tank Cleaning	Enhanced Program	8060 CONTRACT SERVICES	\$8,500
				Request Total	\$8,500
1945	4	Underground Air Piercing Tool	Replacement Equipment	9050 MACHINERY & EQUIPMENT >\$5,000	\$6,000
				Request Total	\$6,000
2180	5	Hydraulic Powergrit Saw	New Equipment	9050 MACHINERY & EQUIPMENT >\$5,000	\$11,500
				Request Total	\$11,500
2179	6	Tapping Machine	Replacement Equipment	9050 MACHINERY & EQUIPMENT >\$5,000	\$50,000
				Request Total	\$50,000
5 Requests			Total for 0002-2820		\$206,000

Wastewater Treatment Plant



The Southwest Wastewater Treatment Plant is a 10 Million Gallon per Day (MGD) Waste Activated Sludge Treatment Facility permitted by the Texas Commission on Environmental Quality (TCEQ) to discharge an average flow of 10 million gallons of treated effluent daily. Staff administers the City of Conroe's Industrial Pretreatment program by issuing permits to industrial users within the city limits of Conroe and Willis while monitoring their discharge through discharge sampling, monthly reports and semi-annual inspections.

Wastewater Treatment Plant

Accomplishments for FY 2011-2012

- ✓ The Wastewater Treatment Plant (WWTP) discharged the highest quality effluent into the San Jacinto River ensuring a safe environment for the citizens of Conroe and Texas.
- ✓ Treated approximately 2.7 billion gallons of wastewater.
- ✓ Processed and disposed of approximately 10,000 cubic yards of Municipal Biosolids.
- ✓ Renewed NPDES Water Quality Permit for Longmire on Lake Conroe WWTP.
- ✓ Continued to utilize computerized maintenance software for the plant.
- ✓ Implemented the usage of pretreatment tracking software.
- ✓ Rehabilitated Clarifier # 3.
- ✓ Hired new Pretreatment Coordinator replacing a retired employee.

Goals & Objectives for FY 2012-2013

- ❑ Continue to discharge the highest quality effluent from the Wastewater Treatment Plant into the San Jacinto River ensuring a safe environment for the citizens of Conroe and Texas.
- ❑ Begin Capital Improvement Project to expand the wastewater plant.
- ❑ Renew NPDES Water Quality Permit for Southwest Regional WWTP.
- ❑ Treat approximately 2.9 billion gallons of wastewater.
- ❑ Process and dispose of approximately 10,000 cubic yards of Municipal Biosolids.
- ❑ Rehabilitate Clarifier #4.
- ❑ Complete Phase 3 of Security System Upgrade at WWTP.

City of Conroe
Water and Sewer Operating Fund

Wastewater Treatment Plant
0002-2881

	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERSONNEL SERVICES				
WWTP Superintendent	1	1	1	1
WWTP Asst Supt - Pretreatment	1	1	1	1
WWTP Foreman	0	0	1	1
Lead Operator	1	1	0	0
Operator	5	5	5	5
Secretary I	1	1	1	1
Laborer	1	1	1	1
Driver/Press Operator	1	1	1	1
TOTAL PERSONNEL SERVICES	11	11	11	11

	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERFORMANCE MEASURES				
Treated wastewater discharged (in billion gallons)	2.504	2.316	2.710	2.980
Sludge hauled (cubic yards)	9,635	8,160	8,875	9,262
Grit hauled (cubic yards)	645	177	234	257

CITY OF CONROE
FY 2012-2013
0002-2881

BUDGET LINE ITEMS

FUND: W&S OPERATING FUND		DEPARTMENT: WASTEWATER TREATMENT PLANT			DIVISION: WWTP		
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$477,429	\$533,347	\$513,198	\$528,014	\$0	\$0	\$528,014
7020 Overtime	\$26,754	\$26,000	\$25,929	\$26,000	\$0	\$0	\$26,000
7025 Social Security	\$39,936	\$50,901	\$41,157	\$50,415	\$0	\$0	\$50,415
7030 Retirement & Pension	\$105,466	\$96,031	\$91,433	\$94,336	\$0	\$0	\$94,336
7035 Workers Compensation	\$4,993	\$6,790	\$5,006	\$7,946	\$0	\$0	\$7,946
7040 Employee Insurance	\$79,800	\$92,400	\$82,589	\$92,400	\$0	\$0	\$92,400
PERSONNEL SERVICES SUBTOTAL	\$734,378	\$805,469	\$759,312	\$799,111	\$0	\$0	\$799,111
7110 Office Supplies	\$3,488	\$3,000	\$4,500	\$4,500	\$0	\$0	\$4,500
7140 Wearing Apparel	\$3,616	\$3,500	\$3,000	\$3,000	\$0	\$0	\$3,000
7160 Vehicle Operations	\$40,484	\$41,000	\$36,000	\$35,500	\$0	\$0	\$35,500
7170 Vehicle Repairs	\$2,796	\$4,500	\$4,000	\$4,000	\$0	\$0	\$4,000
7180 Equipment Repairs	\$60,012	\$125,000	\$55,000	\$55,000	\$0	\$0	\$55,000
7190 Radio Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$163,867	\$174,075	\$170,000	\$174,075	\$0	\$0	\$174,075
SUPPLIES SUBTOTAL	\$274,263	\$351,075	\$272,500	\$276,075	\$0	\$0	\$276,075
8010 Utilities	\$465,006	\$353,096	\$425,500	\$386,386	\$50,000	\$0	\$436,386
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$83	\$4,000	\$1,500	\$4,000	\$0	\$0	\$4,000
8050 Travel & Training	\$8,627	\$7,560	\$3,000	\$7,460	\$0	\$0	\$7,460
8060 Contract Services	\$282,153	\$324,502	\$325,000	\$291,312	\$0	\$3,000	\$294,312
CONTRACTUAL SUBTOTAL	\$755,869	\$689,158	\$755,000	\$689,158	\$50,000	\$3,000	\$742,158
9010 Land >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9031 Improvements <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9040 Furniture & Fixtures > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$51,296	\$0	\$0	\$0	\$0	\$15,000	\$15,000
9051 Machinery & Equipment <\$5,000	\$6,272	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$57,568	\$0	\$0	\$0	\$0	\$15,000	\$15,000
TOTAL 0002-2881	\$1,822,078	\$1,845,702	\$1,786,812	\$1,764,344	\$50,000	\$18,000	\$1,832,344

CITY OF CONROE

FY 2012-2013

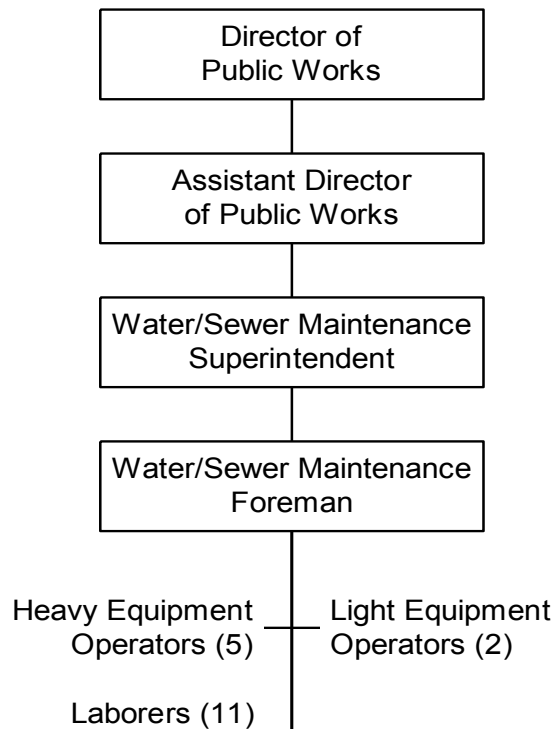
0002-2881

SUPPLEMENTAL REQUESTS WITH LINE ITEMS

(Active Only)

ID	Rank	Title	Type	Line Items
1236	1	Security Equipment Wastewater Phase 3	New Equipment	8060 CONTRACT SERVICES \$3,000 9050 MACHINERY & EQUIPMENT >\$5,000 \$15,000 Request Total \$18,000
1 Requests			Total for 0002-2881	\$18,000

Sewer



The Sewer Department performs sewer line maintenance as well as installation of sewer taps to residential and commercial customers and they also perform construction on new sewer systems for newly annexed areas. This department also handles the multiple tasks of the Sanitary Sewer Overflow Initiative program set up through Texas Commission on Environmental Quality.

Sewer

Accomplishments for FY 2011-2012

- ✓ Maintained sewer tap and sewerline work order completion time to a minimum.
- ✓ Assisted in completion at IH-45 54" sewer rehab (Lewis Contractors).
- ✓ Assisted Texas Department of Transportation with the completion of construction of sanitary sewer mains.
- ✓ Updated sanitary sewer map books.
- ✓ Installed emergency tie in for 242 lift station.
- ✓ Rehabilitated 8 manholes on Loop 336 West, just north of FM 2854.
- ✓ Rehabilitated 20 manholes in the Pinecrest subdivision.
- ✓ Inspected 50+ manholes and rehabilitated 59 manholes keeping the Sanitary Sewer Overflow Initiative program up to date.
- ✓ Completed Airline Drive sewer extension 550'.
- ✓ Completed Bramlet Drive to Longmire sewer extension 190'.
- ✓ Relocated sewer force main in Pebble Glen.
- ✓ Completed Inflow and Infiltration study on Sanitary Sewer Overflow Initiative Section 4 and started repairs.
- ✓ Completed 18,331 ft. of sewer line replacement and 59 manholes replacement in Oak Hollow, White Oak, Semands / I45, San Jacinto, and Shady Oaks.

Goals & Objectives for FY 2012-2013

- ❑ Keep sewer collection maps updated.
- ❑ Continue to keep sewer maintenance work order completion time to a minimum.
- ❑ Inspect and rehabilitate 50 sanitary sewer manholes.
- ❑ Inspect by camera 7,500 linear feet of sanitary sewer mains.
- ❑ Continue to implement Sanitary Sewer Overflow Initiative plan.

City of Conroe
Water and Sewer Operating Fund

Sewer
0002-2882

	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERSONNEL SERVICES				
Superintendent Water/Sewer	1	1	1	1
Foreman Water/Sewer	1	1	1	1
Heavy Equipment Operator	5	5	5	5
Laborer	11	11	11	11
Light Equipment Operator	2	2	2	2
TOTAL PERSONNEL SERVICES	20	20	20	20

	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERFORMANCE MEASURES				
Sewer locates	8,750	5,870	6,000	6,000
Sewer taps	132	71	89	100
Sewer main extensions	560	740	500	500
Sewer main repairs	300	123	150	150
Sewer stopups	406	395	386	400
Sewer mains cleaned (linear feet)	550,000	579,097	550,000	550,000

CITY OF CONROE
FY 2012-2013
0002-2882

BUDGET LINE ITEMS

FUND: W&S OPERATING FUND DEPARTMENT: SEWER DIVISION: SEWER							
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$601,157	\$716,620	\$602,162	\$731,548	\$0	\$0	\$731,548
7020 Overtime	\$50,527	\$116,666	\$50,713	\$55,666	\$0	\$0	\$55,666
7025 Social Security	\$48,485	\$75,829	\$49,969	\$71,636	\$0	\$0	\$71,636
7030 Retirement & Pension	\$139,527	\$143,052	\$110,833	\$134,131	\$0	\$0	\$134,131
7035 Workers Compensation	\$11,374	\$15,575	\$11,483	\$11,008	\$0	\$0	\$11,008
7040 Employee Insurance	\$136,574	\$168,000	\$137,590	\$168,000	\$0	\$0	\$168,000
PERSONNEL SERVICES SUBTOTAL	\$987,644	\$1,235,742	\$962,750	\$1,171,989	\$0	\$0	\$1,171,989
7110 Office Supplies	\$234	\$2,800	\$2,800	\$2,800	\$0	\$0	\$2,800
7140 Wearing Apparel	\$5,075	\$8,000	\$6,600	\$8,000	\$0	\$0	\$8,000
7160 Vehicle Operations	\$199,290	\$190,034	\$190,034	\$190,034	\$0	\$0	\$190,034
7170 Vehicle Repairs	\$18,759	\$49,469	\$35,000	\$48,669	\$0	\$0	\$48,669
7180 Equipment Repairs	\$3,694	\$6,000	\$4,500	\$6,000	\$0	\$0	\$6,000
7190 Radio Repairs	\$93	\$0	\$0	\$500	\$0	\$0	\$500
7200 Operating Supplies	\$70,689	\$124,883	\$123,527	\$124,883	\$0	\$0	\$124,883
SUPPLIES SUBTOTAL	\$297,834	\$381,186	\$362,461	\$380,886	\$0	\$0	\$380,886
8010 Utilities	\$4,196	\$3,600	\$3,600	\$4,400	\$0	\$200	\$4,600
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$244	\$10,000	\$8,000	\$3,500	\$0	\$0	\$3,500
8050 Travel & Training	\$4,162	\$9,457	\$9,457	\$9,457	\$0	\$0	\$9,457
8060 Contract Services	\$72,123	\$57,524	\$57,524	\$63,524	\$0	\$0	\$63,524
CONTRACTUAL SUBTOTAL	\$80,725	\$80,581	\$78,581	\$80,881	\$0	\$200	\$81,081
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9031 Improvements <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$3,651	\$6,000	\$7,356	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,500	\$5,500
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$3,651	\$6,000	\$7,356	\$0	\$0	\$5,500	\$5,500
TOTAL 0002-2882	\$1,369,854	\$1,703,509	\$1,411,148	\$1,633,756	\$0	\$5,700	\$1,639,456

CITY OF CONROE

FY 2012-2013

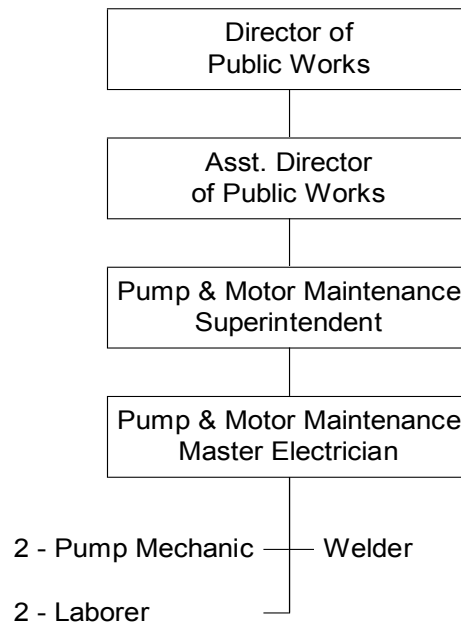
0002-2882

SUPPLEMENTAL REQUESTS WITH LINE ITEMS

(Active Only)

ID	Rank	Title	Type	Line Items	
1558	4	2- New Laptops For Sewer Jet Trucks	New Equipment	8010 UTILITIES	\$200
				9051 Machinery & Equipment <\$5,000	\$5,500
				Request Total	\$5,700
1 Requests			Total for 0002-2882		\$5,700

Pump & Motor Maintenance



The goal of the Pump & Motor Maintenance Department shall be to operate a comprehensive and versatile time phased program that will maintain or improve the value and optimize the life of equipment, facilities, and grounds in a safe, reliable and attractive condition. This department also compiles and maintains a list of all electric motors and related equipment to keep up with cost savings while assuring the quality, reliability, performance, and other critical factors to meet or exceed the City's expectations.

The Pump & Motor Maintenance Department maintains fifty-four lift stations, seventeen water wells, one wastewater treatment plant, five fire stations, one police station, the Conroe Tower, the FBI Gun Range, the Oscar Johnson Jr. Community Center, downtown lighting, the Recreation Center, the Aquatics Center, Activity Center and nine parks. The staff is also responsible for trimming around streetlights. The Welder is responsible for welding all equipment, road bores, water drops and for Public Works and does fabrication and repair welding for all departments within the City.

Pump & Motor Maintenance

Accomplishments for FY 2011-2012

- ✓ Added three lift stations in Crighton Ridge Subdivision annexation.
- ✓ Completed construction of new park at Little Egypt Road.
- ✓ Installed new generator and transfer switch at the Conroe Tower.
- ✓ Installed new switch gear and electrical services at Wedgewood and Camp Silver Springs Water Wells.
- ✓ Attended training for Pumps and Motors.
- ✓ Built and installed control panels at three lift stations.
- ✓ Installed Supervisory Control and Data Acquisitions (SCADA) at 36 lift stations.
- ✓ Worked on and kept up with the Sanitary Sewer Overflow Initiative.
- ✓ Maintained 54 lift stations, 17 water wells, wastewater treatment plant, all parks and recreation buildings, fire stations, police department and city buildings.

Goals & Objectives for FY 2012-2013

- ❑ Keep all lift stations and water wells in operation.
- ❑ Build 5 new lift stations.
- ❑ Build two new water wells.
- ❑ Rebuild Sky Top water well.
- ❑ Remove Forest Estates 1, Forest Estates 2, Longwood, Brown Road, Country Club, FM 2854, White Oak, and 6 Teaswood lift stations from service.
- ❑ Work on and keep up with the Sanitary Sewer Overflow Initiative.
- ❑ Install Supervisory Control and Data Acquisitions (SCADA) at 14 lift stations.
- ❑ Install 8 new generators at lift stations.

City of Conroe
Water and Sewer Operating Fund

Pump & Motor Maintenance
0002-2883

	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERSONNEL SERVICES				
Superintendent	1	1	1	1
Master Electrician	1	1	1	1
Pump Technician	1	1	0	0
Pump Mechanic	1	1	2	2
Laborer	2	2	2	2
Welder	1	1	1	1
TOTAL PERSONNEL SERVICES	7	7	7	7

Reclassified Pump Technician position to Pump Mechanic in FY 11-12

	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERFORMANCE MEASURES				
Maintenance work orders	489	451	615	650
Daily maintenance of Liftstations	56	54	60	65
New Construction				
Water Wells	3	2	2	2
Liftstations	2	0	3	5
Downtown Lights Phase #9 & #10	0	0	0	0
Welding/Fabrication				
Racks for vehicles	4	3	4	3
Road casing	8	12	10	12
Water drops	3	9	6	8
Misc. Welds	301	122	350	350
Water well rehab	6	7	2	0
Liftstation rehab	3	4	6	6

CITY OF CONROE
FY 2012-2013
0002-2883

BUDGET LINE ITEMS

<div style="display: flex; justify-content: space-between; font-weight: normal; font-size: small;"> FUND: W&S OPERATING FUND DEPARTMENT: PUMP & MOTOR MAINTENANCE DIVISION: PUMP & MOTOR MAINT </div>							
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$374,154	\$361,545	\$352,924	\$347,308	\$0	\$0	\$347,308
7020 Overtime	\$18,550	\$27,200	\$27,200	\$27,200	\$0	\$0	\$27,200
7025 Social Security	\$30,291	\$35,376	\$28,902	\$34,080	\$0	\$0	\$34,080
7030 Retirement & Pension	\$78,395	\$68,628	\$64,519	\$63,364	\$0	\$0	\$63,364
7035 Workers Compensation	\$7,670	\$9,273	\$6,837	\$5,226	\$0	\$0	\$5,226
7040 Employee Insurance	\$59,029	\$58,800	\$59,570	\$58,800	\$0	\$0	\$58,800
PERSONNEL SERVICES SUBTOTAL	\$568,089	\$560,822	\$539,952	\$535,978	\$0	\$0	\$535,978
7110 Office Supplies	\$1,068	\$2,500	\$2,500	\$2,500	\$0	\$0	\$2,500
7140 Wearing Apparel	\$3,063	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
7160 Vehicle Operations	\$53,798	\$28,000	\$28,000	\$28,000	\$0	\$0	\$28,000
7170 Vehicle Repairs	\$3,097	\$16,520	\$16,520	\$16,520	\$0	\$0	\$16,520
7180 Equipment Repairs	\$41,394	\$28,934	\$28,934	\$28,934	\$0	\$0	\$28,934
7190 Radio Repairs	\$0	\$600	\$600	\$600	\$0	\$0	\$600
7200 Operating Supplies	\$60,776	\$70,020	\$70,020	\$70,020	\$0	\$0	\$70,020
SUPPLIES SUBTOTAL	\$163,196	\$151,574	\$151,574	\$151,574	\$0	\$0	\$151,574
8010 Utilities	\$48,871	\$55,874	\$55,874	\$55,874	\$42,000	\$0	\$97,874
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$0	\$500	\$500	\$500	\$0	\$0	\$500
8050 Travel & Training	\$7,582	\$8,000	\$8,000	\$8,000	\$0	\$0	\$8,000
8060 Contract Services	\$13,963	\$51,104	\$51,104	\$51,104	\$0	\$0	\$51,104
CONTRACTUAL SUBTOTAL	\$70,416	\$115,478	\$115,478	\$115,478	\$42,000	\$0	\$157,478
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9031 Improvements <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$45,672	\$0	\$0	\$0	\$0	\$28,400	\$28,400
9051 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$45,672	\$0	\$0	\$0	\$0	\$28,400	\$28,400
TOTAL 0002-2883	\$847,373	\$827,874	\$807,004	\$803,030	\$42,000	\$28,400	\$873,430

CITY OF CONROE**FY 2012-2013****0002-2883****SUPPLEMENTAL REQUESTS WITH LINE ITEMS****(Active Only)**

ID	Rank	Title	Type	Line Items
2146	2	Pipe Threading Machine	New Equipment	9050 MACHINERY & EQUIPMENT >\$5,000 \$14,900 Request Total \$14,900
2145	4	Hydraulic Pipe Bender	New Equipment	9050 MACHINERY & EQUIPMENT >\$5,000 \$13,500 Request Total \$13,500
2 Requests			Total for 0002-2883	\$28,400

City of Conroe
Water and Sewer Operating Fund

Water and Sewer Fund Non-Departmental
0002-2900

<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
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There are no personnel items associated with this department.

CITY OF CONROE
FY 2012-2013
0002-2900

BUDGET LINE ITEMS

FUND: W&S OPERATING FUND		DEPARTMENT: W/S NON-DEPARTMENTAL		DIVISION: W/S NON-DEPARTMENTAL			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7030 Retirement & Pension	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7040 EMPLOYEE INSURANCE	\$173,859	\$173,859	\$173,859	\$186,753	\$0	\$0	\$186,753
7070 Unemployment	\$15,497	\$15,000	\$15,000	\$20,000	\$0	\$0	\$20,000
PERSONNEL SERVICES SUBTOTAL	\$189,356	\$188,859	\$188,859	\$206,753	\$0	\$0	\$206,753
7110 Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$32,382	\$36,000	\$36,000	\$36,000	\$0	\$0	\$36,000
SUPPLIES SUBTOTAL	\$32,382	\$36,000	\$36,000	\$36,000	\$0	\$0	\$36,000
8020 Insurance and Bonds	\$39,974	\$52,200	\$42,893	\$52,200	\$0	\$0	\$52,200
8030 Legal Services	\$53,118	\$0	\$11,762	\$0	\$0	\$0	\$0
8050 Travel & Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8060 Contract Services	\$2,667,185	\$3,548,287	\$3,661,823	\$5,639,701	\$0	\$0	\$5,639,701
8095 Unallocated Resources	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8511 Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8951 Loss-Sale of Cap Assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9510 Accounts Charged Off	\$63,141	\$0	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SUBTOTAL	\$2,823,418	\$3,600,487	\$3,716,478	\$5,691,901	\$0	\$0	\$5,691,901
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8520 Transfer Out	\$4,590,540	\$5,505,818	\$5,458,810	\$9,012,374	\$0	\$0	\$9,012,374
8530 Gross Receipts	\$568,025	\$619,080	\$619,080	\$871,011	\$0	\$0	\$871,011
TRANSFERS SUBTOTAL	\$5,158,565	\$6,124,898	\$6,077,890	\$9,883,385	\$0	\$0	\$9,883,385
9660 Principal-Lease	\$370,746	\$385,391	\$385,391	\$400,614	\$0	\$0	\$400,614
9670 Interest-Lease	\$196,989	\$182,345	\$182,345	\$167,122	\$0	\$0	\$167,122
DEBT SERVICE SUBTOTAL	\$567,735	\$567,736	\$567,736	\$567,736	\$0	\$0	\$567,736
TOTAL 0002-2900	\$8,771,456	\$10,517,980	\$10,586,963	\$16,385,775	\$0	\$0	\$16,385,775



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WATER AND SEWER CONSTRUCTION FUND

FY 12-13 Budget Summary Water/Sewer Construction Fund

Type	Actual FY 10-11	Budget FY 11-12	Estimate FY 11-12	Dollar FY 11-12	Base FY 12-13	Supplemental FY 12-13	Proposed FY 12-13	Dollar + / -	Percent + / -
Beginning Working Capital:		\$ (870,296)	\$ (870,296)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
W/S Construction Fund:									
Transfers In	\$ -	\$ 870,296	\$ 870,296	\$ -	\$ -	\$ -	\$ -	\$ (870,296)	0.0%
Total Transfers In	\$ -	\$ 870,296	\$ 870,296	\$ -	\$ -	\$ -	\$ -	\$ (870,296)	0.0%
Total Resources:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (870,296)	0.0%
W/S Construction Fund Expenditures:									
Project Engineering	\$ 1,123,343	\$ 1,145,437	\$ 1,130,517	\$ 14,920	\$ -	\$ -	\$ -	\$ (1,145,437)	-100.0%
Project Construction	1,568,719	1,732,716	1,487,296	245,420	1,420,692	12,881	1,433,573	(299,143)	-17.3%
CIP Allocation	(2,692,062)	(2,878,153)	(2,617,813)	(260,340)	(1,420,692)	(12,881)	(1,433,573)	1,444,580	-50.2%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
New Fund Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Breakdown of CIP Allocation:

Various CIP Funds	\$ 1,433,573
Total	\$ 1,433,573

Breakdown of Transfer Out:

Vehicle & Equipment Fund	\$ -
Total	\$ -

Notes:

- 1) The Water & Sewer Construction Fund is reimbursed by a transfer from various Capital Improvement Program (CIP) Funds. This transfer can be seen in the CIP Allocation account (#9101). The CIP Allocation account is shown above the expenditures for simplification purposes.
- 2) The Project Engineering division was moved to the General Fund in FY 12-13

CITY OF CONROE
FY 2012-2013
0007-7000

BUDGET LINE ITEMS

FUND: W&S CONST FUND		DEPARTMENT: REVENUES		DIVISION: REVENUES			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6010 Interest on Investments	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6015 Gains (Losses) on Investmt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6060 Unanticipated Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6100 Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6550 Transfer In	\$0	\$870,296	\$870,296	\$0	\$0	\$0	\$0
REVENUES SUBTOTAL	\$0	\$870,296	\$870,296	\$0	\$0	\$0	\$0
TOTAL 0007-7000	\$0	\$870,296	\$870,296	\$0	\$0	\$0	\$0

FY 12-13 Supplemental Requests Water/Sewer Construction Fund

<u>Department/Division</u>	<u>Dept Rank</u>	<u>Supplemental Req. Title</u>	<u>Requested Amount¹</u>	<u>FY 11-12 Purchase²</u>	<u>CAO Adjustment³</u>	<u>List "A" (Included)⁴</u>	<u>Type</u>
0007-7030 Project Construction	0	Overtime	12,881	-	-	12,881	Non-discretionary Adjustment
0007-7030 Project Construction	4	Mini- Excavator	40,000	-	-	-	New Equipment
0007-7030 Project Construction Total			\$ 52,881	\$ -	\$ -	\$ 12,881	
Grand Total			\$ 52,881	\$ -	\$ -	\$ 12,881	

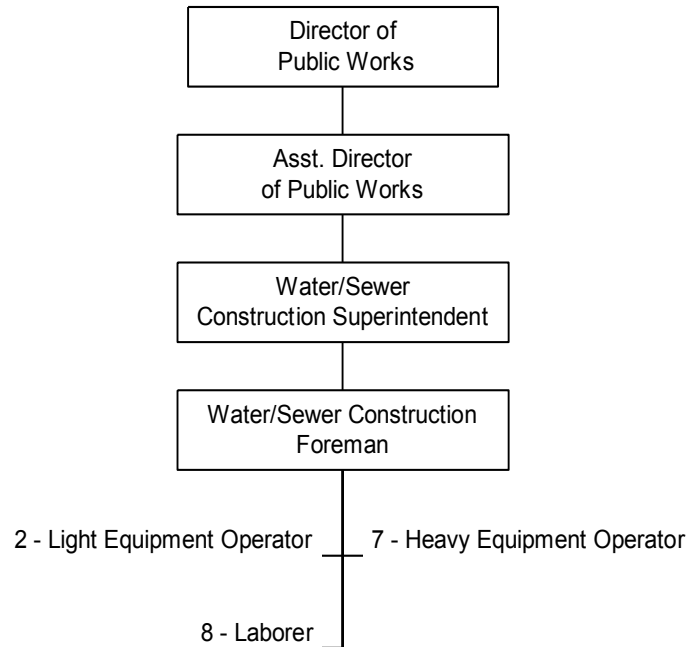
Definitions:

1. **Requested Amount** - The total cost of the project. Also, the cost that was requested through the supplemental request.
2. **FY 11-12 Purchase** - The amount approved for purchase with savings in the current fiscal year, rather than putting the item in the next fiscal year.
3. **CAO (City Administrator's Office) Adjustment** - This category is for items that are generally non-discretionary, inflationary increases that are critical to a department's operations and are uncontrollable expenses (i.e. gasoline and diesel cost increases).
4. **List "A" (Included)** - These items are included in the Operating Budget as supplementals.

Notes:

5. If there is no funding listed in the FY11-12 Purchase, CAO Adjustment, or List "A" (Included) columns, then the supplemental request was not approved for funding.

Project Construction



The Project Construction Department is responsible for the major construction of water and sewer lines that provide safe distribution of water and wastewater to the citizens of Conroe.

Project Construction

Accomplishments for FY 2011-2012

- ✓ Completed 16" water line for Water Well #22.
- ✓ Completed revised water and sewer construction in Pine Springs Subdivision.
- ✓ Completed removal of Longwood lift station.
- ✓ Completed water and sewer project for Shadow Lakes Subdivision Phase 2.
- ✓ Completed communication lines for activity center at Candy Cane Park.
- ✓ Completed sewer line project on East Branch White Oak sewer.
- ✓ Completed 20" water line upgrade on F. M. 3083.
- ✓ Completed 8" water line for Longmire Creek Estates.

Goals & Objectives for FY 2012-2013

- ❑ Complete numerous Capital Improvements Plan water and sewer projects.
- ❑ Construct and complete any project that needs to be done.
- ❑ Continue to provide a safe work place for all employees.
- ❑ Continue to provide the quality of service to the citizens of Conroe that they expect.
- ❑ Work with every department as a whole, and take on any task that is given to us.

City of Conroe
Water and Sewer Construction Fund Combined

Project Construction
0007-7030

	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERSONNEL SERVICES				
Heavy Equipment Operator	8	7	7	7
Light Equipment Operator	1	2	2	2
Laborer	8	8	8	8
TOTAL PERSONNEL SERVICES	17	17	17	17

	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERFORMANCE MEASURES				
Water and Sewer Lines Installed (feet)	40,226	23,222	25,000	28,000
Manholes Installed	25	35	30	35
Fire Hydrants Installed	53	25	30	30

CITY OF CONROE
FY 2012-2013
0007-7030

BUDGET LINE ITEMS

FUND: W&S CONST FUND DEPARTMENT: PROJECT CONSTRUCTION DIVISION: PROJECT CONSTRUCTION							
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$504,823	\$590,921	\$529,510	\$616,547	\$0	\$0	\$616,547
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$30,988	\$35,000	\$34,993	\$35,000	\$0	\$10,400	\$45,400
7025 Social Security	\$38,868	\$56,959	\$42,812	\$59,291	\$0	\$796	\$60,087
7030 Retirement & Pension	\$85,177	\$105,843	\$95,792	\$111,415	\$0	\$1,685	\$113,100
7035 Workers Compensation	\$11,378	\$14,378	\$10,600	\$9,278	\$0	\$0	\$9,278
7040 Employee Insurance	\$191,518	\$219,503	\$124,870	\$226,468	\$0	\$0	\$226,468
PERSONNEL SERVICES SUBTOTAL	\$862,752	\$1,022,604	\$838,577	\$1,057,999	\$0	\$12,881	\$1,070,880
7110 Office Supplies	\$1,224	\$4,400	\$2,500	\$4,400	\$0	\$0	\$4,400
7140 Wearing Apparel	\$5,681	\$7,260	\$6,000	\$7,260	\$0	\$0	\$7,260
7160 Vehicle Operations	\$276,284	\$180,432	\$180,000	\$210,432	\$0	\$0	\$210,432
7170 Vehicle Repairs	\$13,568	\$46,000	\$25,000	\$46,000	\$0	\$0	\$46,000
7180 Equipment Repairs	\$11,091	\$50,000	\$20,000	\$20,000	\$0	\$0	\$20,000
7190 Radio Repairs	\$0	\$600	\$600	\$600	\$0	\$0	\$600
7200 Operating Supplies	\$39,098	\$47,840	\$40,000	\$47,840	\$0	\$0	\$47,840
SUPPLIES SUBTOTAL	\$346,946	\$336,532	\$274,100	\$336,532	\$0	\$0	\$336,532
8010 Utilities	\$1,601	\$800	\$1,200	\$800	\$0	\$0	\$800
8020 Insurance and Bonds	\$6,543	\$8,000	\$8,000	\$8,000	\$0	\$0	\$8,000
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$0	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
8050 Travel & Training	\$8,190	\$6,691	\$8,000	\$6,691	\$0	\$0	\$6,691
8060 Contract Services	\$491	\$5,670	\$5,000	\$5,670	\$0	\$0	\$5,670
CONTRACTUAL SUBTOTAL	\$16,825	\$26,161	\$27,200	\$26,161	\$0	\$0	\$26,161
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9031 Improvements <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8520 Transfer Out	\$342,192	\$347,419	\$347,419	\$0	\$0	\$0	\$0
9101 CIP Allocation	(\$1,568,718)	(\$1,732,716)	(\$1,487,296)	(\$1,420,692)	\$0	(\$12,881)	(\$1,433,573)
TRANSFERS SUBTOTAL	(\$1,226,526)	(\$1,385,297)	(\$1,139,877)	(\$1,420,692)	\$0	(\$12,881)	(\$1,433,573)
TOTAL 0007-7030	(\$3)	\$0	\$0	\$0	\$0	\$0	\$0

CITY OF CONROE

FY 2012-2013

0007-7030

SUPPLEMENTAL REQUESTS WITH LINE ITEMS

(Active Only)

ID	Rank	Title	Type	Line Items	
1948	0	Overtime	Non-discretionary Adjustment	7020 OVERTIME 7025 SOCIAL SECURITY 7030 RETIREMENT & PENSION 9101 CIP ALLOCATION Request Total	\$10,400 \$796 \$1,685 (\$12,881) \$0
1 Requests			Total for 0007-7030		\$0



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GENERAL OBLIGATION DEBT SERVICE FUND

FY 12-13 Budget Summary

General Obligation Debt Service Fund

Type	Actual FY 10-11	Budget FY 11-12	Estimate FY 11-12	Base FY 12-13	Supplemental FY 12-13	Proposed FY 12-13	Dollar + / -	Percent + / -
Beginning Fund Balance:		\$ 6,441,765	\$ 6,441,765	\$ 6,988,339	\$ -	\$ 6,988,339	\$ -	0.0%
General Obligation Debt Service Revenues:								
Revenues	\$ 10,216,127	\$ 17,751,268	\$ 17,769,790	\$ 10,875,992	\$ -	\$ 10,875,992	\$ (6,875,276)	-38.7%
Total Revenues	\$ 10,216,127	\$ 17,751,268	\$ 17,769,790	\$ 10,875,992	\$ -	\$ 10,875,992	\$ (6,875,276)	-38.7%
Total Resources:		\$24,193,033	\$24,211,555	\$ 17,864,331	\$ -	\$ 17,864,331	\$ (6,875,276)	-28.4%
General Obligation Debt Service Fund Expenditures:								
GO Debt	\$ 8,803,220	\$ 17,564,695	\$ 17,223,216	\$ 10,011,330	\$ -	\$ 10,011,330	\$ (7,553,365)	-43.0%
Total Expenditures	\$ 8,803,220	\$ 17,564,695	\$ 17,223,216	\$ 10,011,330	\$ -	\$ 10,011,330	\$ (7,553,365)	-43.0%
New Fund Balance:		\$ 6,628,338	\$ 6,988,339	\$ 7,853,001		\$ 7,853,001		

Breakdown of Transfer In:

CIDC (park debt)	\$ 2,055,189
TIRZ #3	2,012,823
Total	\$ 4,068,012

CITY OF CONROE
FY 2012-2013
0010-0000

BUDGET LINE ITEMS

FUND: GO DEBT SVC FUND

DEPARTMENT: GENERAL OBLIGATION DEBT SERVICE

DIVISION: REVENUES

	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
4010 Current Taxes	\$5,753,007	\$6,049,176	\$6,049,176	\$6,668,479	\$0	\$0	\$6,668,479
4020 Delinquent Taxes	\$50,809	\$50,895	\$70,919	\$70,919	\$0	\$0	\$70,919
6010 Interest	\$38,455	\$18,827	\$13,657	\$13,657	\$0	\$0	\$13,657
6015 Gains (Losses) on Investmt	(\$35,047)	\$0	\$0	\$0	\$0	\$0	\$0
6020 Penalty & Interest	\$44,671	\$51,257	\$54,925	\$54,925	\$0	\$0	\$54,925
6035 Land Sales	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6100 Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6112 Oth Fin - Proceeds of Ref Bond	\$0	\$7,560,000	\$7,560,000	\$0	\$0	\$0	\$0
6550 Transfer In	\$4,364,232	\$4,021,113	\$4,021,113	\$4,068,012	\$0	\$0	\$4,068,012
REVENUES SUBTOTAL	\$10,216,127	\$17,751,268	\$17,769,790	\$10,875,992	\$0	\$0	\$10,875,992
TOTAL 0010-0000	\$10,216,127	\$17,751,268	\$17,769,790	\$10,875,992	\$0	\$0	\$10,875,992

CITY OF CONROE
FY 2012-2013
0010-1010

BUDGET LINE ITEMS

FUND: GO DEBT SVC FUND		DEPARTMENT: GENERAL OBLIGATION DEBT SERVICE			DIVISION: EXPENDITURES		
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
8060 Contract Services	\$24,400	\$22,650	\$22,650	\$22,650	\$0	\$0	\$22,650
CONTRACTUAL SUBTOTAL	\$24,400	\$22,650	\$22,650	\$22,650	\$0	\$0	\$22,650
9600 Principal	\$5,090,000	\$5,495,000	\$5,400,000	\$5,650,000	\$0	\$0	\$5,650,000
9610 Interest	\$3,684,720	\$4,483,986	\$4,116,274	\$4,283,680	\$0	\$0	\$4,283,680
9615 Handling Charges	\$4,100	\$55,000	\$55,000	\$55,000	\$0	\$0	\$55,000
9616 Bond Issue Expense	\$0	\$0	\$121,233	\$0	\$0	\$0	\$0
9621 Oth Fin - Pmt Ref Bd Escrow	\$0	\$7,697,335	\$7,697,335	\$0	\$0	\$0	\$0
9624 Refund Bond Prem/Discount	\$0	(\$189,276)	(\$189,276)	\$0	\$0	\$0	\$0
DEBT SERVICE SUBTOTAL	\$8,778,820	\$17,542,045	\$17,200,566	\$9,988,680	\$0	\$0	\$9,988,680
TOTAL 0010-1010	\$8,803,220	\$17,564,695	\$17,223,216	\$10,011,330	\$0	\$0	\$10,011,330

City of Conroe

Schedule of Requirements

All General Obligation Bonds

Fiscal Year		Bonds Outstanding	Principal Requirements	Interest Requirements	Total Requirements
2012-13	\$	109,755,000	\$ 5,650,000	\$ 4,283,680	\$ 9,933,680
2013-14		104,105,000	4,615,000	4,140,409	8,755,409
2014-15		99,490,000	4,755,000	4,002,328	8,757,327
2015-16		94,735,000	4,895,000	3,860,753	8,755,753
2016-17		89,840,000	5,045,000	3,711,725	8,756,724
2017-18		84,795,000	4,875,000	3,546,638	8,421,638
2018-19		79,920,000	5,055,000	3,369,970	8,424,970
2019-20		74,865,000	5,235,000	3,186,631	8,421,631
2020-21		69,630,000	5,440,000	2,984,299	8,424,299
2021-22		64,190,000	5,660,000	2,761,210	8,421,209
2022-23		58,530,000	5,900,000	2,521,191	8,421,190
2023-24		52,630,000	6,160,000	2,261,477	8,421,477
2024-25		46,470,000	6,440,000	1,983,341	8,423,341
2025-26		40,030,000	6,735,000	1,687,819	8,422,819
2026-27		33,295,000	7,045,000	1,375,218	8,420,218
2027-28		26,250,000	7,380,000	1,044,933	8,424,933
2028-29		18,870,000	7,725,000	695,354	8,420,354
2029-30		11,145,000	8,095,000	325,410	8,420,410
2030-31		3,050,000	2,225,000	87,500	2,312,502
2031-32		825,000	825,000	19,594	844,594
TOTAL			\$ 109,755,000	\$ 47,849,478	\$ 157,604,476

City of Conroe

General Obligations

Debt Requirements

Description: Certificates of Obligation, Series 2003
 Date of Issue: September 1, 2003
 Purpose: Reimburse Woodlands Operating Company for development expenses per Development Agreement
 Amount Issued: \$ 2,100,000
 Amount Outstanding: \$ 119,900
 Paying Agent: J.P. Morgan Chase Bank
 Payments: March 1st & September 1st (P)

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	6.000	\$ 119,900	\$ 7,194	\$ 127,094
	Total	\$ 119,900	\$ 7,194	\$ 127,094

City of Conroe **General Obligations** **Debt Requirements**

Description: Certificates of Obligation, Series 2003A
Date of Issue: September 1, 2003
Purpose: Street improvements as funded by City of Conroe/Montgomery County
Tax Increment Reinvestment Zone #3 (League Line Road, Longmire
Road, and other streets)
Amount Issued: \$ 7,600,000
Amount Outstanding \$ 425,100
Paying Agent: J.P. Morgan Chase Bank
Payments: March 1st & September 1st (P)

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	6.000 \$	425,100	\$ 25,506	\$ 450,606
	Total \$	425,100	\$ 25,506	\$ 450,606

City of Conroe **General Obligations** **Debt Requirements**

Description: Refunding Bonds, Series 2005
Date of Issue: February 15, 2005
Purpose: Refund \$300,000 of Certificates of Obligation, Series 1994,
\$2,750,000 of Series 1996A, \$1,000,000 of Series 1996, and
related issuance costs
Amount Issued: \$4,160,000
Amount Outstanding: \$1,130,000
Paying Agent: Bank of America
Payments: March 1st (P) & September 1st

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	3.270 %	\$ 1,130,000	\$ 18,476	\$ 1,148,476
	Total	\$ 1,130,000	\$ 18,476	\$ 1,148,476

City of Conroe

General Obligations

Debt Requirements

Description: Certificates of Obligation, Series 2005
Date of Issue: December 29, 2005
Purpose: Construction of fire station #5, a new animal control facility, records storage facility, traffic light at Walden and Freeport Rd, and minor park improvements
Amount Issued: \$ 3,865,000
Amount Outstanding \$ 3,715,000
Paying Agent: Bank of America
Payments: March 1st (P) & September 1st

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	4.325	\$ 25,000	\$ 160,133	\$ 185,133
2013-14	4.325	25,000	159,052	184,052
2014-15	4.325	50,000	157,430	207,430
2015-16	4.325	75,000	154,727	229,727
2016-17	4.325	100,000	150,943	250,943
2017-18	4.325	100,000	146,618	246,618
2018-19	4.325	100,000	142,293	242,293
2019-20	4.325	100,000	137,968	237,968
2020-21	4.325	100,000	133,643	233,643
2021-22	4.325	100,000	129,318	229,318
2022-23	4.325	100,000	124,993	224,993
2023-24	4.325	355,000	115,153	470,153
2024-25	4.325	370,000	99,475	469,475
2025-26	4.325	390,000	83,040	473,040
2026-27	4.325	405,000	65,848	470,848
2027-28	4.325	420,000	48,008	468,008
2028-29	4.325	440,000	29,410	469,410
2029-30	4.325	460,000	9,948	469,948
Total		\$ 3,715,000	\$ 2,047,996	\$ 5,762,996

City of Conroe

General Obligations

Debt Requirements

Description: Certificates of Obligation, Series 2006
 Date of Issue: October 1, 2006
 Purpose: To fund the Silverdale Road extension and street rehabilitation in the South Magnolia/Presswood/Orval area and Southern Oaks
 Amount Issued: \$ 1,489,920
 Amount Outstanding \$ 1,455,360
 Paying Agent: Bank of New York
 Payments: March 1st (P) & September 1st

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	4.000	\$ 7,680	\$ 66,637	\$ 74,317
2013-14	4.000	7,680	66,330	74,010
2014-15	4.000	7,680	66,023	73,703
2015-16	4.000	7,680	65,716	73,396
2016-17	4.000	7,680	65,408	94,608
2017-18	4.000	29,952	64,656	73,088
2018-19	4.100	30,720	63,427	94,147
2019-20	4.100	33,024	62,120	95,144
2020-21	4.200	33,792	60,734	94,526
2021-22	4.250	33,792	59,306	93,098
2022-23	5.000	37,632	57,647	95,279
2023-24	5.000	148,224	53,001	201,225
2024-25	5.000	155,904	45,397	201,301
2025-26	5.000	163,584	37,410	200,994
2026-27	4.375	172,800	29,541	202,341
2027-28	4.375	182,784	21,762	204,546
2028-29	4.500	192,000	13,444	205,444
2029-30	4.500	202,752	4,562	207,314
Total	\$	1,455,360	\$ 903,121	\$ 2,358,481

City of Conroe

General Obligations

Debt Requirements

Description: Certificates of Obligation, Series 2006A
Date of Issue: October 1, 2006
Purpose: To fund the construction of Longmire Road Phase II-A and other roadway improvements in Tax Increment Reinvestment Zone (TIRZ) #3
Amount Issued: \$ 5,986,840
Amount Outstanding \$ 5,847,970
Paying Agent: Bank of New York
Payments: March 1st (P) & September 1st

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	4.000	\$ 30,860	\$ 267,764	\$ 298,624
2013-14	4.000	30,860	266,529	297,389
2014-15	4.000	30,860	265,295	296,155
2015-16	4.000	30,860	264,061	294,921
2016-17	4.000	30,860	262,826	380,156
2017-18	4.000	120,354	259,802	293,686
2018-19	4.100	123,440	254,864	378,304
2019-20	4.100	132,698	249,613	382,311
2020-21	4.200	135,784	244,042	379,826
2021-22	4.250	135,784	238,305	374,089
2022-23	5.000	151,214	231,639	382,853
2023-24	5.000	595,598	212,969	808,567
2024-25	5.000	626,458	182,417	808,875
2025-26	5.000	657,318	150,323	807,641
2026-27	4.375	694,350	118,701	813,051
2027-28	4.375	734,468	87,446	821,914
2028-29	4.500	771,500	54,020	825,520
2029-30	4.500	814,704	18,331	833,035
Total	\$	5,847,970	\$ 3,628,947	\$ 9,476,917

City of Conroe

General Obligations

Debt Requirements

Description: Certificates of Obligation, Series 2006B
 Date of Issue: October 1, 2006
 Purpose: To reimburse The Woodlands Operating Company for development expenses per Development Agreement
 Amount Issued: \$ 2,223,240
 Amount Outstanding \$ 2,171,670
 Paying Agent: Bank of New York
 Payments: March 1st (P) & September 1st

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	4.000	\$ 11,460	\$ 99,435	\$ 110,895
2013-14	4.000	11,460	98,977	110,437
2014-15	4.000	11,460	98,518	109,978
2015-16	4.000	11,460	98,060	109,520
2016-17	4.000	11,460	97,602	109,062
2017-18	4.000	44,694	96,479	141,173
2018-19	4.100	45,840	94,645	140,485
2019-20	4.100	49,278	92,695	141,973
2020-21	4.200	50,424	90,626	141,050
2021-22	4.250	50,424	88,496	138,920
2022-23	5.000	56,154	86,020	142,174
2023-24	5.000	221,178	79,087	300,265
2024-25	5.000	232,638	67,741	300,379
2025-26	5.000	244,098	55,823	299,921
2026-27	4.375	257,850	44,080	301,930
2027-28	4.375	272,748	32,473	305,221
2028-29	4.500	286,500	20,061	306,561
2029-30	4.500	302,544	6,807	309,351
	Total	\$ 2,171,670	\$ 1,347,626	\$ 3,519,296

City of Conroe

General Obligations

Debt Requirements

Description: Refunding Bonds, Series 2007
 Date of Issue: March 1, 2007
 Purpose: Refund \$1,520,000 of 1996 Refunding Bonds, \$2,575,000 of 1997 Refunding bonds, \$3,500,000 of 1998 C.O.s, and \$2,575,000 of 2000 C.O.s and related issuance costs
 Amount Issued: \$ 13,155,000
 Amount Outstanding \$ 7,600,000
 Paying Agent: Bank of New York
 Payments: March 1st (P) & September 1st

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	4.000 \$	2,210,000	\$ 259,800	\$ 2,469,800
2013-14	4.000	1,670,000	182,200	1,852,200
2014-15	4.000	1,710,000	114,600	1,824,600
2015-16	4.000	985,000	60,700	1,045,700
2016-17	4.000	1,025,000	20,500	1,045,500
	Total \$	7,600,000	\$ 637,800	\$ 8,237,800

City of Conroe

General Obligations

Debt Requirements

Description: Certificates of Obligation, Series 2007
 Date of Issue: September 20, 2007
 Purpose: To fund street rehabilitation projects in the Guinn Rd/Butler Rd/
 Old Hwy 105/N. Magnolia/Andershire areas, Downtown Revitalization
 project phases VI, VII, and VIII, the Animal Shelter, expansion designs
 for Carl Barton and McDade Parks, and various drainage buyouts.
 Amount Issued: \$ 6,340,000
 Amount Outstanding: \$ 6,265,000
 Paying Agent: Bank of New York
 Payments: March 1st (P) & September 1st

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	4.250	\$ 15,000	\$ 310,560	\$ 325,560
2013-14	4.250	30,000	309,604	339,604
2014-15	4.250	45,000	308,010	353,010
2015-16	4.250	55,000	305,885	360,885
2016-17	4.350	55,000	303,520	358,520
2017-18	4.400	350,000	294,624	644,624
2018-19	4.600	365,000	278,529	643,529
2019-20	4.650	380,000	261,299	641,299
2020-21	5.500	400,000	241,464	641,464
2021-22	5.500	420,000	218,914	638,914
2022-23	5.500	440,000	195,264	635,264
2023-24	4.850	460,000	172,009	632,009
2024-25	4.875	485,000	149,032	634,032
2025-26	4.900	510,000	124,715	634,715
2026-27	4.900	530,000	99,235	629,235
2027-28	5.000	555,000	72,375	627,375
2028-29	5.000	575,000	44,125	619,125
2029-30	5.000	595,000	14,875	609,875
Total		\$ 6,265,000	\$ 3,704,037	\$ 9,969,037

City of Conroe

General Obligations

Debt Requirements

Description: Certificates of Obligation, Series 2007A
 Date of Issue: September 20, 2007
 Purpose: To fund the construction of 7th St. Phase I (Kidd Rd.) in Tax Increment Reinvestment Zone (TIRZ) #3
 Amount Issued: \$ 2,380,000
 Amount Outstanding: \$ 2,355,000
 Paying Agent: Bank of New York
 Payments: March 1st (P) & September 1st

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	4.250 \$	5,000	\$ 116,694	\$ 121,694
2013-14	4.250	10,000	116,375	126,375
2014-15	4.250	15,000	115,844	130,844
2015-16	4.250	25,000	114,994	139,994
2016-17	4.350	25,000	113,919	138,919
2017-18	4.400	130,000	110,515	240,515
2018-19	4.600	140,000	104,435	244,435
2019-20	4.650	145,000	97,844	242,844
2020-21	5.500	150,000	90,348	240,348
2021-22	5.500	155,000	81,960	236,960
2022-23	5.500	165,000	73,160	238,160
2023-24	4.850	175,000	64,379	239,379
2024-25	4.875	180,000	55,748	235,748
2025-26	4.900	190,000	46,705	236,705
2026-27	4.900	200,000	37,150	237,150
2027-28	5.000	205,000	27,125	232,125
2028-29	5.000	215,000	16,625	231,625
2029-30	5.000	225,000	5,625	230,625
Total \$		2,355,000	\$ 1,389,443	\$ 3,744,443

City of Conroe

General Obligations

Debt Requirements

Description: Certificates of Obligation, Series 2007B
 Date of Issue: September 20, 2007
 Purpose: Reimburse Woodlands Operating Company for development expenses per Development Agreement
 Amount Issued: \$ 2,100,000
 Amount Outstanding: \$ 2,075,000
 Paying Agent: Bank of New York
 Payments: March 1st (P) & September 1st

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	4.250	\$ 5,000	\$ 102,861	\$ 107,861
2013-14	4.250	10,000	102,543	112,543
2014-15	4.250	15,000	102,011	117,011
2015-16	4.250	20,000	101,268	121,268
2016-17	4.350	20,000	100,408	120,408
2017-18	4.400	115,000	97,443	212,443
2018-19	4.600	120,000	92,153	212,153
2019-20	4.650	125,000	86,486	211,486
2020-21	5.500	135,000	79,868	214,868
2021-22	5.500	140,000	72,305	212,305
2022-23	5.500	145,000	64,468	209,468
2023-24	4.850	150,000	56,843	206,843
2024-25	4.875	160,000	49,305	209,305
2025-26	4.900	170,000	41,240	211,240
2026-27	4.900	175,000	32,788	207,788
2027-28	5.000	180,000	24,000	204,000
2028-29	5.000	190,000	14,750	204,750
2029-30	5.000	200,000	5,000	205,000
Total	\$	2,075,000	\$ 1,225,736	\$ 3,300,736

City of Conroe

General Obligations

Debt Requirements

Description: Certificates of Obligation, Series 2008
 Date of Issue: September 1, 2008
 Purpose: Construction of sidewalks, street rehabilitation, Downtown Ph. VII, IX, & X projects, Carl Barton & McDade Park projects, and county land exchange and parking agreement
 Amount Issued: \$ 9,439,200
 Amount Outstanding: \$ 9,499,920
 Paying Agent: Bank of New York
 Payments: March 1st & September 1st (P)

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	0.000	\$ 104,880	\$ 425,040	\$ 529,920
2013-14	3.500	140,760	422,577	563,337
2014-15	3.500	113,160	418,133	531,293
2015-16	4.000	292,560	410,302	702,862
2016-17	4.000	276,000	398,930	674,930
2017-18	4.000	499,560	383,419	882,979
2018-19	4.125	518,880	362,726	881,606
2019-20	4.250	538,200	340,587	878,787
2020-21	4.250	563,040	317,186	880,226
2021-22	4.500	590,640	291,932	882,572
2022-23	4.500	618,240	264,732	882,972
2023-24	4.500	648,600	236,228	884,828
2024-25	4.625	678,960	205,934	884,894
2025-26	4.750	709,320	173,387	882,707
2026-27	4.750	745,200	138,842	884,042
2027-28	4.750	781,080	102,593	883,673
2028-29	5.000	819,720	63,549	883,269
2029-30	5.000	861,120	21,528	882,648
Total	\$	9,499,920	\$ 4,977,626	\$ 14,477,546

City of Conroe

General Obligations

Debt Requirements

Description: Certificates of Obligation, Series 2008A
 Date of Issue: September 1, 2008
 Purpose: Construction of the following TIRZ #3 projects: Crighton Road, Gladstell Road Ph I, League Line Road Ph II, Longmire Road Ph III, & Ed Kharbat Dr.
 Amount Issued: \$ 7,660,800
 Amount Outstanding: \$ 7,710,080
 Paying Agent: Bank of New York
 Payments: March 1st & September 1st (P)

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	0.000	\$ 85,120	\$ 344,960	\$ 430,080
2013-14	3.500	114,240	342,961	457,201
2014-15	3.500	91,840	339,354	431,194
2015-16	4.000	237,440	332,998	570,438
2016-17	4.000	224,000	323,770	547,770
2017-18	4.000	405,440	311,181	716,621
2018-19	4.125	421,120	294,386	715,506
2019-20	4.250	436,800	276,419	713,219
2020-21	4.250	456,960	257,426	714,386
2021-22	4.500	479,360	236,930	716,290
2022-23	4.500	501,760	214,855	716,615
2023-24	4.500	526,400	191,722	718,122
2024-25	4.625	551,040	167,135	718,175
2025-26	4.750	575,680	140,720	716,400
2026-27	4.750	604,800	112,683	717,483
2027-28	4.750	633,920	83,264	717,184
2028-29	5.000	665,280	51,576	716,856
2029-30	5.000	698,880	17,472	716,352
Total	\$	7,710,080	\$ 4,039,812	\$ 11,749,892

City of Conroe

General Obligations

Debt Requirements

Description: Certificates of Obligation, Series 2009
 Date of Issue: September 1, 2009
 Purpose: Construction of Drennan Rd., Bay St., & Plantation Dr., Dugan Area street rehab, Wilson Road widening, Downtown Ph. X, South Loop 336 Signal, County Parking Agreement, Shared Radio System, New Fire Station Property on Hwy 105 East, Fire Station #4, Candy Cane and McDade park improvements, and various drainage projects.
 Amount Issued: \$ 12,228,015
 Amount Outstanding: \$ 11,710,123
 Paying Agent: Bank of New York
 Payments: March 1st & September 1st (P)

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	2.000	\$ 426,782	\$ 421,087	\$ 847,869
2013-14	2.000	465,144	412,168	877,312
2014-15	2.500	479,530	401,522	881,052
2015-16	3.000	551,460	387,256	938,716
2016-17	3.000	575,436	370,353	945,789
2017-18	3.250	556,255	352,682	908,937
2018-19	3.500	575,436	333,573	909,009
2019-20	3.500	599,413	313,013	912,426
2020-21	4.000	618,594	290,152	908,745
2021-22	4.000	647,366	264,832	912,198
2022-23	4.000	676,137	238,362	914,500
2023-24	4.000	700,114	210,837	910,951
2024-25	4.000	728,886	182,257	911,143
2025-26	4.000	757,657	152,527	910,184
2026-27	4.000	786,429	121,645	908,074
2027-28	4.000	819,996	89,516	909,513
2028-29	4.125	853,563	55,512	909,075
2029-30	4.250	891,926	18,953	910,879
Total		\$ 11,710,123	\$ 4,616,249	\$ 16,326,372

City of Conroe

General Obligations

Debt Requirements

Description: Certificates of Obligation, Series 2009A
 Date of Issue: September 1, 2009
 Purpose: Construction of the following TIRZ #3 Construction
 Projects: Crighton Road & Longmire Road Ph. III
 Amount Issued: \$ 555,720
 Amount Outstanding: \$ 499,877
 Paying Agent: Bank of New York
 Payments: March 1st & September 1st (P)

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	2.000	\$ 18,218	\$ 17,975	\$ 36,194
2013-14	2.000	19,856	17,594	37,450
2014-15	2.500	20,470	17,140	37,610
2015-16	3.000	23,541	16,531	40,072
2016-17	3.000	24,564	15,810	40,374
2017-18	3.250	23,745	15,055	38,800
2018-19	3.500	24,564	14,239	38,803
2019-20	3.500	25,588	13,362	38,949
2020-21	4.000	26,406	12,386	38,792
2021-22	4.000	27,635	11,305	38,940
2022-23	4.000	28,863	10,175	39,038
2023-24	4.000	29,886	9,000	38,886
2024-25	4.000	31,114	7,780	38,895
2025-26	4.000	32,343	6,511	38,854
2026-27	4.000	33,571	5,193	38,764
2027-28	4.000	35,004	3,821	38,825
2028-29	4.125	36,437	2,370	38,806
2029-30	4.250	38,074	809	38,883
	Total	\$ 499,877	\$ 197,057	\$ 696,934

City of Conroe

General Obligations

Debt Requirements

Description: Certificates of Obligation, Series 2010
 Date of Issue: September 1, 2010
 Purpose: Rehabilitation of various streets; Wilson Road widening; downtown revitalization; renovations to Candy Cane Park, MLK Sports Park engineering; park land acquisition; construction of park restrooms and drinking fountains; hike and bike trails; and various drainage projects

 Amount Issued: \$ 7,749,720
 Amount Outstanding: \$ 7,524,000
 Paying Agent: Bank of New York
 Payments: March 1st & September 1st (P)

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	2.000	\$ 146,300	\$ 265,137	\$ 411,437
2013-14	2.000	229,900	261,375	491,275
2014-15	2.000	234,080	256,736	490,816
2015-16	2.000	342,760	250,967	593,727
2016-17	3.000	351,120	242,273	593,393
2017-18	3.000	380,380	231,300	611,680
2018-19	3.000	392,920	219,701	612,621
2019-20	3.000	405,460	207,725	613,185
2020-21	4.000	418,000	193,283	611,283
2021-22	4.000	434,720	176,229	610,949
2022-23	4.000	451,440	158,506	609,946
2023-24	4.000	472,340	140,030	612,370
2024-25	4.000	493,240	120,718	613,958
2025-26	4.000	509,960	100,654	610,614
2026-27	4.000	535,040	79,754	614,794
2027-28	4.000	551,760	58,018	609,778
2028-29	4.000	576,840	35,446	612,286
2029-30	4.000	597,740	11,955	609,695
Total		\$ 7,524,000	\$ 3,009,809	\$ 10,533,809

City of Conroe

General Obligations

Debt Requirements

Description: Certificates of Obligation, Series 2010A
 Date of Issue: September 1, 2010
 Purpose: Construction of the following TIRZ #3 Construction
 Project: League Line Road, Ph. II
 Amount Issued: \$ 1,512,420
 Amount Outstanding: \$ 1,476,000
 Paying Agent: Bank of New York
 Payments: March 1st & September 1st (P)

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	2.000	\$ 28,700	\$ 52,013	\$ 80,713
2013-14	2.000	45,100	51,275	96,375
2014-15	2.000	45,920	50,364	96,284
2015-16	2.000	67,240	49,233	116,473
2016-17	3.000	68,880	47,527	116,407
2017-18	3.000	74,620	45,375	119,995
2018-19	3.000	77,080	43,099	120,179
2019-20	3.000	79,540	40,750	120,290
2020-21	4.000	82,000	37,917	119,917
2021-22	4.000	85,280	34,571	119,851
2022-23	4.000	88,560	31,094	119,654
2023-24	4.000	92,660	27,470	120,130
2024-25	4.000	96,760	23,682	120,442
2025-26	4.000	100,040	19,746	119,786
2026-27	4.000	104,960	15,646	120,606
2027-28	4.000	108,240	11,382	119,622
2028-29	4.000	113,160	6,954	120,114
2029-30	4.000	117,260	2,345	119,605
	Total	\$ 1,476,000	\$ 590,441	\$ 2,066,441

City of Conroe

General Obligations

Debt Requirements

Description: Refunding Bonds, Series 2010
 Date of Issue: September 1, 2010
 Purpose: Refund the Series 1998 Refunding Bonds and Series 2001 Certificates of Obligation

Amount Issued: \$ 4,035,000
 Amount Outstanding: \$ 3,280,000
 Paying Agent: Bank of New York
 Payments: March 1st (P) and September 1st

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	2.000	\$ 690,000	\$ 64,350	\$ 754,350
2013-14	2.000	720,000	50,250	770,250
2014-15	2.000	770,000	35,350	805,350
2015-16	2.000	535,000	22,300	557,300
2016-17	3.000	565,000	8,475	573,475
	Total	\$ 3,280,000	\$ 180,725	\$ 3,460,725

City of Conroe

General Obligations

Debt Requirements

Description: Certificates of Obligation, Series 2011
 Date of Issue: September 1, 2011
 Purpose: Construction of Plantation Drive, Willis ISD Street Extension, FM 3083 Grade Separation, Plantation Drive, Drennan Road, Forest Lake Drive; Emergency Operations Center (EOC) expansion, Signal Maintenance Building, Public Safety Radio Towers, Knox Building remodel; renovations to MLK Sports Park, Kasmiersky Park, and Aquatic Center; Candy Cane Park parking improvements, construction of park restrooms and drinking fountains; and various drainage projects

Amount Issued: \$ 9,212,322
 Amount Outstanding: \$ 9,161,802
 Paying Agent: Bank of New York
 Payments: March 1st & September 1st (P)

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	2.000	\$ 50,520	\$ 344,433	\$ 394,953
2013-14	2.000	171,768	342,210	513,978
2014-15	1.875	174,294	338,858	513,152
2015-16	2.000	421,842	333,006	754,848
2016-17	2.000	431,946	324,468	756,414
2017-18	3.625	442,050	312,136	754,186
2018-19	3.000	457,206	297,266	754,472
2019-20	3.000	469,836	283,360	753,196
2020-21	3.000	487,518	269,000	756,518
2021-22	3.000	500,148	254,185	754,333
2022-23	4.000	517,830	236,326	754,156
2023-24	3.500	538,038	216,554	754,592
2024-25	4.000	558,246	195,973	754,219
2025-26	4.000	580,980	173,189	754,169
2026-27	5.000	606,240	146,413	752,653
2027-28	5.000	641,604	115,217	756,821
2028-29	5.000	671,916	82,379	754,295
2029-30	5.000	707,280	47,899	755,179
2030-31	4.125	732,540	15,109	747,649
Total	\$	9,161,802	\$ 4,327,982	\$ 13,489,784

City of Conroe

General Obligations

Debt Requirements

Description: Certificates of Obligation, Series 2011A
 Date of Issue: September 1, 2011
 Purpose: Construction of the following TIRZ #3 construction projects: League Line Road Phase II

Amount Issued: \$ 7,230,178
 Amount Outstanding: \$ 7,190,528
 Paying Agent: Bank of New York
 Payments: March 1st & September 1st (P)

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	2.000	\$ 39,650	\$ 270,324	\$ 309,974
2013-14	2.000	134,810	268,579	403,389
2014-15	1.875	136,793	265,949	402,741
2015-16	2.000	331,078	261,355	592,433
2016-17	2.000	339,008	254,655	593,662
2017-18	3.625	346,938	244,976	591,914
2018-19	3.000	358,833	233,306	592,138
2019-20	3.000	368,745	222,392	591,137
2020-21	3.000	382,623	211,121	593,744
2021-22	3.000	392,535	199,494	592,029
2022-23	4.000	406,413	185,478	591,890
2023-24	3.500	422,273	169,960	592,232
2024-25	4.000	438,133	153,807	591,940
2025-26	4.000	455,975	135,925	591,900
2026-27	5.000	475,800	114,911	590,711
2027-28	5.000	503,555	90,427	593,982
2028-29	5.000	527,345	64,654	591,999
2029-30	5.000	555,100	37,593	592,693
2030-31	4.125	574,925	11,858	586,783
	Total	\$ 7,190,528	\$ 3,396,763	\$ 10,587,291

City of Conroe

General Obligations

Debt Requirements

Description: Certificates of Obligation, Series 2011B
 Date of Issue: September 1, 2011
 Purpose: Reimburse The Woodlands Operating Company for infrastructure development expenses per Development Agreement

Amount Issued: \$ 1,792,501
 Amount Outstanding: \$ 1,782,671
 Paying Agent: Bank of New York
 Payments: March 1st & September 1st (P)

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	2.000	\$ 9,830	\$ 67,018	\$ 76,848
2013-14	2.000	33,422	66,586	100,008
2014-15	1.875	33,914	65,934	99,847
2015-16	2.000	82,081	64,795	146,876
2016-17	2.000	84,047	63,134	147,180
2017-18	3.625	86,013	60,734	146,747
2018-19	3.000	88,962	57,841	146,802
2019-20	3.000	91,419	55,135	146,554
2020-21	3.000	94,860	52,341	147,201
2021-22	3.000	97,317	49,458	146,775
2022-23	4.000	100,758	45,984	146,741
2023-24	3.500	104,690	42,136	146,826
2024-25	4.000	108,622	38,132	146,753
2025-26	4.000	113,045	33,698	146,743
2026-27	5.000	117,960	28,489	146,449
2027-28	5.000	124,841	22,419	147,260
2028-29	5.000	130,739	16,029	146,768
2029-30	5.000	137,620	9,320	146,940
2030-31	4.125	142,535	2,940	145,475
Total	\$	1,782,671	\$ 842,123	\$ 2,624,793

City of Conroe

General Obligations

Debt Requirements

Description: Refunding Bonds, Series 2012A
 Date of Issue: April 1, 2012
 Purpose: Refund of 2003 COs, Street improvements as funded by City of Conroe/Montgomery County Tax Increment Reinvestment Zone #3 (League Line Road, Longmire Road, and other streets)
 Amount Issued: \$ 5,896,800
 Amount Outstanding: \$ 5,896,800
 Paying Agent: Bank of New York
 Payments: March 1st & September 1st (P)

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	2.000	\$ 50,700	\$ 137,046	\$ 187,746
2013-14	2.000	503,100	131,508	634,608
2014-15	2.000	518,700	121,290	639,990
2015-16	2.000	538,200	110,721	648,921
2016-17	2.000	557,700	99,762	657,462
2017-18	2.000	573,300	88,452	661,752
2018-19	2.000	588,900	76,830	665,730
2019-20	2.000	604,500	64,896	669,396
2020-21	3.000	627,900	49,433	677,333
2021-22	3.000	659,100	30,128	689,228
2022-23	3.000	674,700	10,121	684,821
	Total	\$ 5,896,800	\$ 920,187	\$ 6,816,987

City of Conroe

General Obligations

Debt Requirements

Description: Refunding Bonds, Series 2012B
 Date of Issue: April 1, 2012
 Purpose: Refund of 2003 Bonds, Reimburse The Woodlands Operating Company for development expenses per Development Agreement

Amount Issued: \$ 1,633,200
 Amount Outstanding: \$ 1,663,200
 Paying Agent: Bank of New York
 Payments: March 1st & September 1st (P)

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	2.000	\$ 14,300	\$ 38,654	\$ 52,954
2013-14	2.000	141,900	37,092	178,992
2014-15	2.000	146,300	34,210	180,510
2015-16	2.000	151,800	31,229	183,029
2016-17	2.000	157,300	28,138	185,438
2017-18	2.000	161,700	24,948	186,648
2018-19	2.000	166,100	21,670	187,770
2019-20	2.000	170,500	18,304	188,804
2020-21	3.000	177,100	13,943	191,043
2021-22	3.000	185,900	8,498	194,398
2022-23	3.000	190,300	2,855	193,155
	Total	\$ 1,663,200	\$ 259,541	\$ 1,922,741

City of Conroe

General Obligations

Debt Requirements

Description: Certificates of Obligation, Series 2012 (Proposed)
 Date of Issue: TBD
 Purpose: Construction of Drennan Road, Plantation Drive, Wilson Road Widening, Willis
 ISD Street Extension, Anderson Crossing/Forest Lake Drive, Emergency
 Operations Center (EOC); Service Center parking lot; Knox Building; Aquatic
 Center renovations; Candy Cane Park enhancements; Recreation Center &
 Activity Center parking

 Amount Issued: \$ 7,065,600
 Amount Outstanding: \$ 7,065,600
 Paying Agent: TBD
 Payments: March 1st & September 1st (P)

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	4.750	\$ -	\$ 307,648	\$ 307,648
2013-14	4.750	76,800	333,792	410,592
2014-15	4.750	80,640	330,053	410,693
2015-16	4.750	84,480	326,131	410,611
2016-17	4.750	88,320	322,027	410,347
2017-18	4.750	334,080	311,995	646,075
2018-19	4.750	353,280	295,670	648,950
2019-20	4.750	368,640	278,525	647,165
2020-21	4.750	384,000	260,650	644,650
2021-22	4.750	403,200	241,954	645,154
2022-23	4.750	422,400	222,346	644,746
2023-24	4.750	399,360	202,829	602,189
2024-25	4.750	418,560	183,403	601,963
2025-26	4.750	441,600	162,974	604,574
2026-27	4.750	460,800	141,542	602,342
2027-28	4.750	483,840	119,107	602,947
2028-29	4.750	506,880	95,578	602,458
2029-30	4.750	529,920	70,954	600,874
2030-31	4.750	595,200	44,232	639,432
2031-32	4.750	633,600	15,048	648,648
Total	\$	7,065,600	\$ 4,266,458	\$ 11,332,058

City of Conroe

General Obligations

Debt Requirements

Description: Certificates of Obligation, Series 2012A (Proposed)
 Date of Issue: TBD
 Purpose: Construction of the following TIRZ #3 project: Crighton Road Bridge
 Amount Issued: \$ 2,134,400
 Amount Outstanding: \$ 2,134,400
 Paying Agent: TBD
 Payments: March 1st & September 1st (P)

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	4.750	\$ -	\$ 92,935	\$ 92,935
2013-14	4.750	23,200	100,833	124,033
2014-15	4.750	24,360	99,703	124,063
2015-16	4.750	25,520	98,519	124,039
2016-17	4.750	26,680	97,279	123,959
2017-18	4.750	100,920	94,249	195,169
2018-19	4.750	106,720	89,317	196,037
2019-20	4.750	111,360	84,138	195,498
2020-21	4.750	116,000	78,738	194,738
2021-22	4.750	121,800	73,090	194,890
2022-23	4.750	127,600	67,167	194,767
2023-24	4.750	120,640	61,271	181,911
2024-25	4.750	126,440	55,403	181,843
2025-26	4.750	133,400	49,232	182,632
2026-27	4.750	139,200	42,758	181,958
2027-28	4.750	146,160	35,980	182,140
2028-29	4.750	153,120	28,872	181,992
2029-30	4.750	160,080	21,434	181,514
2030-31	4.750	179,800	13,362	193,162
2031-32	4.750	191,400	4,546	195,946
Total	\$	2,134,400	\$ 1,288,826	\$ 3,423,226

WATER AND SEWER DEBT SERVICE FUND

FY 12-13 Budget Summary

Water and Sewer Debt Service Fund

Type	Actual FY 10-11	Budget FY 11-12	Estimate FY 11-12	Base FY 12-13	Supplemental FY 12-13	Proposed FY 12-13	Dollar + / -	Percent + / -
Beginning Fund Balance:		\$ 976,430	\$ 976,430	\$ 1,048,778	\$ -	\$ 1,048,778	\$ -	0.0%
Water & Sewer Debt Service Revenues:								
Revenues	\$ 3,222,103	\$ 3,799,627	\$ 3,799,932	\$ 4,655,057	\$ -	\$ 4,655,057	\$ 855,430	22.5%
Total Revenues	\$ 3,222,103	\$ 3,799,627	\$ 3,799,932	\$ 4,655,057	\$ -	\$ 4,655,057	\$ 855,430	22.5%
Total Resources:		\$ 4,776,057	\$ 4,776,362	\$ 5,703,835	\$ -	\$ 5,703,835	\$ 855,430	17.9%
Water & Sewer Debt Service Expenditures:								
W & S Debt	\$ 3,014,282	\$ 3,799,627	\$ 3,727,584	\$ 4,655,057	\$ -	\$ 4,655,057	\$ 855,430	22.5%
Total Expenditures	\$ 3,014,282	\$ 3,799,627	\$ 3,727,584	\$ 4,655,057	\$ -	\$ 4,655,057	\$ 855,430	22.5%
New Fund Balance:		\$ 976,430	\$ 1,048,778	\$ 1,048,778		\$ 1,048,778		

Breakdown of Transfer In:

Water & Sewer Oper. Fund	\$ 4,405,872
CIDC General Fund	249,185
Total	\$ 4,655,057

CITY OF CONROE
FY 2012-2013
0006-0000

BUDGET LINE ITEMS

FUND: REV BOND DEBT SVC FUND

DEPARTMENT: REVENUE BOND DEBT SERVICE

DIVISION: REVENUES

	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6010 Interest on Investments	\$90	\$45	\$350	\$0	\$0	\$0	\$0
6015 Gains (Losses) on Investmt	\$6,385	\$0	\$0	\$0	\$0	\$0	\$0
6550 Transfer In	\$3,215,628	\$3,799,582	\$3,799,582	\$4,655,057	\$0	\$0	\$4,655,057
REVENUES SUBTOTAL	\$3,222,103	\$3,799,627	\$3,799,932	\$4,655,057	\$0	\$0	\$4,655,057
TOTAL 0006-0000	\$3,222,103	\$3,799,627	\$3,799,932	\$4,655,057	\$0	\$0	\$4,655,057

CITY OF CONROE
FY 2012-2013
0006-6000

BUDGET LINE ITEMS

FUND: REV BOND DEBT SVC FUND		DEPARTMENT: REVENUE BOND DEBT SERVICE		DIVISION: EXPENDITURES			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
8060 Contract Services	\$7,350	\$0	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SUBTOTAL	\$7,350	\$0	\$0	\$0	\$0	\$0	\$0
8520 Transfer Out	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRANSFERS SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9600 Principal	\$1,025,000	\$1,660,000	\$1,660,000	\$1,910,000	\$0	\$0	\$1,910,000
9610 Interest	\$1,979,632	\$2,134,627	\$2,062,584	\$2,740,057	\$0	\$0	\$2,740,057
9615 Fees	\$2,300	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
9616 Bond Issue Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9660 Principal-Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DEBT SERVICE SUBTOTAL	\$3,006,932	\$3,799,627	\$3,727,584	\$4,655,057	\$0	\$0	\$4,655,057
TOTAL 0006-6000	\$3,014,282	\$3,799,627	\$3,727,584	\$4,655,057	\$0	\$0	\$4,655,057

City of Conroe

Schedule of Requirements

All Water & Sewer Revenue Bonds

Fiscal Year	Bonds Outstanding	Principal Requirements	Interest Requirements	Total Requirements
2012-13	\$ 73,105,000	\$ 1,910,000	\$ 2,740,057	\$ 4,650,057
2013-14	71,195,000	2,585,000	3,077,403	5,662,403
2014-15	68,610,000	2,690,000	2,979,490	5,669,490
2015-16	65,920,000	2,790,000	2,879,077	5,669,077
2016-17	63,130,000	2,890,000	2,773,847	5,663,847
2017-18	60,240,000	3,010,000	2,660,536	5,670,536
2018-19	57,230,000	3,130,000	2,538,079	5,668,079
2019-20	54,100,000	3,260,000	2,407,627	5,667,627
2020-21	50,840,000	3,395,000	2,270,364	5,665,364
2021-22	47,445,000	3,545,000	2,124,408	5,669,408
2022-23	43,900,000	3,705,000	1,963,554	5,668,554
2023-24	40,195,000	3,875,000	1,790,864	5,665,864
2024-25	36,320,000	4,055,000	1,611,611	5,666,611
2025-26	32,265,000	4,245,000	1,423,043	5,668,043
2026-27	28,020,000	4,440,000	1,223,811	5,663,811
2027-28	23,580,000	4,655,000	1,013,340	5,668,340
2028-29	18,925,000	4,875,000	791,659	5,666,659
2029-30	14,050,000	5,115,000	557,515	5,672,515
2030-31	8,935,000	5,355,000	310,684	5,665,684
2031-32	3,580,000	1,925,000	135,644	2,060,644
2032-33	1,655,000	1,655,000	43,444	1,698,445
TOTAL		\$ 73,105,000	\$ 37,316,055	\$ 110,421,056

City of Conroe

Revenue Bond

Debt Requirements

Description: Series 2006 Water and Sewer System Revenue Bonds
Date of Issue: May 11, 2006
Purpose: Construction of various water and sewer projects related to annexations in the northwest part of the City
Amount Issued: \$ 10,850,000
Amount Outstanding: \$ 9,650,000
Paying Agent: JP Morgan Chase Bank
Payments: November 15th (P) & May 15th

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	5.000	\$ 310,000	\$ 449,188	\$ 759,188
2013-14	5.000	330,000	433,188	763,188
2014-15	5.000	345,000	416,313	761,313
2015-16	5.000	360,000	398,688	758,688
2016-17	5.000	380,000	380,188	760,188
2017-18	4.375	400,000	361,938	761,938
2018-19	4.375	420,000	344,000	764,000
2019-20	4.500	440,000	324,913	764,913
2020-21	4.500	465,000	304,550	769,550
2021-22	5.000	490,000	281,838	771,838
2022-23	5.000	515,000	256,713	771,713
2023-24	4.625	540,000	231,350	771,350
2024-25	4.625	570,000	205,681	775,681
2025-26	4.625	600,000	178,625	778,625
2026-27	4.625	630,000	150,181	780,181
2027-28	4.750	660,000	119,938	779,938
2028-29	4.750	695,000	87,756	782,756
2029-30	4.750	730,000	53,913	783,913
2030-31	4.750	770,000	18,288	788,288
Total		\$ 9,650,000	\$ 4,997,244	\$ 14,647,244

City of Conroe

Revenue Bond

Debt Requirements

Description: Series 2007 Water and Sewer System Revenue Bonds
Date of Issue: September 20, 2007
Purpose: Construction of water wells #4 and #5 and storage tanks, water well security system, and water and sewer lines related to annexation 1544 (Bison Building Supply)
Amount Issued: \$ 5,700,000
Amount Outstanding: \$ 5,110,000
Paying Agent: Bank of New York
Payments: November 15th (P) & May 15th

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	6.000	\$ 170,000	\$ 242,448	\$ 412,448
2013-14	6.000	175,000	232,098	407,098
2014-15	5.000	185,000	222,223	407,223
2015-16	4.250	200,000	213,348	413,348
2016-17	4.250	210,000	204,635	414,635
2017-18	4.350	220,000	195,388	415,388
2018-19	4.400	230,000	185,543	415,543
2019-20	4.600	240,000	174,963	414,963
2020-21	4.650	245,000	163,746	408,746
2021-22	4.700	260,000	151,940	411,940
2022-23	4.750	270,000	139,418	409,418
2023-24	4.800	285,000	126,165	411,165
2024-25	4.850	300,000	112,050	412,050
2025-26	4.875	310,000	97,219	407,219
2026-27	4.875	325,000	81,741	406,741
2027-28	4.875	345,000	65,409	410,409
2028-29	5.000	360,000	48,000	408,000
2029-30	5.000	380,000	29,500	409,500
2030-31	5.000	400,000	10,000	410,000
Total	\$	5,110,000	\$ 2,695,830	\$ 7,805,830

City of Conroe

Revenue Bond

Debt Requirements

Description: Series 2008 Water and Sewer System Revenue Bonds
Date of Issue: September 1, 2008
Purpose: Construction of various water and sewer lines, waterline rehabilitation, Water Wells #4 & #5, Sanitary Sewer Overflow Initiative, wastewater treatment plant expansion, and the acquisition of the Wagner system
Amount Issued: \$ 11,225,000
Amount Outstanding: \$ 10,185,000
Paying Agent: Bank of New York
Payments: November 15th (P) & May 15th

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	3.500	\$ 370,000	\$ 438,456	\$ 808,456
2013-14	3.500	385,000	425,244	810,244
2014-15	3.500	405,000	411,419	816,419
2015-16	3.500	415,000	397,069	812,069
2016-17	4.000	425,000	381,306	806,306
2017-18	4.000	440,000	364,006	804,006
2018-19	4.000	455,000	346,106	801,106
2019-20	4.125	475,000	327,209	802,209
2020-21	4.250	495,000	306,894	801,894
2021-22	4.250	515,000	285,431	800,431
2022-23	4.500	540,000	262,338	802,338
2023-24	4.500	565,000	237,475	802,475
2024-25	4.500	585,000	211,600	796,600
2025-26	4.625	610,000	184,331	794,331
2026-27	4.750	640,000	155,025	795,025
2027-28	4.750	670,000	123,913	793,913
2028-29	4.750	700,000	91,375	791,375
2029-30	5.000	730,000	56,500	786,500
2030-31	5.000	765,000	19,125	784,125
Total	\$	10,185,000	\$ 5,024,822	\$ 15,209,822

City of Conroe

Revenue Bond

Debt Requirements

Description: Series 2009 Water and Sewer System Revenue Bonds
Date of Issue: September 1, 2009
Purpose: Construction of Water Wells #19, #20, #21, & #22; various waterline rehabs, various sewerline construction related to the Sanitary Sewer Overflow Initiative (SSOI), sewerline rehab at Alligator Creek, and the purchase of the Southwind Ridge Water System
Amount Issued: \$ 7,350,000
Amount Outstanding: \$ 6,855,000
Paying Agent: Bank of New York
Payments: November 15th (P) & May 15th

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	3.000	\$ 260,000	\$ 255,299	\$ 515,299
2013-14	3.000	265,000	247,424	512,424
2014-15	3.000	275,000	239,324	514,324
2015-16	3.000	285,000	230,924	515,924
2016-17	3.000	295,000	222,224	517,224
2017-18	3.000	305,000	213,224	518,224
2018-19	3.500	315,000	203,136	518,136
2019-20	3.500	325,000	191,936	516,936
2020-21	3.500	335,000	180,386	515,386
2021-22	4.000	345,000	167,624	512,624
2022-23	4.000	360,000	153,524	513,524
2023-24	4.000	375,000	138,824	513,824
2024-25	4.000	390,000	123,524	513,524
2025-26	4.000	410,000	107,524	517,524
2026-27	4.125	425,000	90,558	515,558
2027-28	4.250	440,000	72,443	512,443
2028-29	4.300	460,000	53,203	513,203
2029-30	4.375	485,000	32,703	517,703
2030-31	4.375	505,000	11,047	516,047
Total	\$	6,855,000	\$ 2,934,848	\$ 9,789,848

City of Conroe

Revenue Bond

Debt Requirements

Description: Series 2010 Water and Sewer System Revenue Bonds
Date of Issue: September 1, 2010
Purpose: Construction of Water Wells #21, #22, & #23; Water Well #8 (Skytop) rehabilitation; upgrade of the Southwind Ridge Water System; Shadow Lakes Subdivision, FM 830, and Longmire annexation waterlines; water well rehabilitations; LaSalle and White Oak Ph. IV sewer lines; the Sanitary Sewer Overflow Initiative (SSOI); and liftstation removal

Amount Issued: \$ 15,715,000
Amount Outstanding: \$ 15,120,000
Paying Agent: Bank of New York
Payments: November 15th (P) & May 15th

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	2.000	\$ 605,000	\$ 499,800	\$ 1,104,800
2013-14	2.000	620,000	487,550	1,107,550
2014-15	2.000	630,000	475,050	1,105,050
2015-16	2.000	645,000	462,300	1,107,300
2016-17	2.000	655,000	449,300	1,104,300
2017-18	3.000	675,000	432,625	1,107,625
2018-19	3.000	695,000	412,075	1,107,075
2019-20	3.000	715,000	390,925	1,105,925
2020-21	3.000	740,000	369,100	1,109,100
2021-22	3.000	760,000	346,600	1,106,600
2022-23	4.000	790,000	319,400	1,109,400
2023-24	4.000	820,000	287,200	1,107,200
2024-25	4.000	855,000	253,700	1,108,700
2025-26	4.000	890,000	218,800	1,108,800
2026-27	4.000	925,000	182,500	1,107,500
2027-28	4.000	965,000	144,700	1,109,700
2028-29	4.000	1,005,000	105,300	1,110,300
2029-30	4.000	1,045,000	64,300	1,109,300
2030-31	4.000	1,085,000	21,700	1,106,700
Total	\$	15,120,000	\$ 5,922,925	\$ 21,042,925

City of Conroe

Revenue Bond

Debt Requirements

Description: Series 2011 Water and Sewer System Revenue Bonds
Date of Issue: September 1, 2011
Purpose: Acquisition of Crighton Ridge Water & Sewer System; construction of Pine Springs subdivision sewer line; the Sanitary Sewer Overflow Initiative (SSOI)
Amount Issued: \$ 5,610,000
Amount Outstanding: \$ 5,160,000
Paying Agent: Bank of New York
Payments: November 15th (P) & May 15th

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	2.000	\$ 195,000	\$ 168,050	\$ 363,050
2013-14	2.000	200,000	164,100	364,100
2014-15	1.750	205,000	160,306	365,306
2015-16	1.875	210,000	156,544	366,544
2016-17	2.000	210,000	152,475	362,475
2017-18	2.000	215,000	148,225	363,225
2018-19	3.000	220,000	142,775	362,775
2019-20	3.000	230,000	136,025	366,025
2020-21	3.000	235,000	129,050	364,050
2021-22	3.000	245,000	121,850	366,850
2022-23	4.000	250,000	113,175	363,175
2023-24	3.500	260,000	103,625	363,625
2024-25	3.500	270,000	94,350	364,350
2025-26	3.750	280,000	84,375	364,375
2026-27	4.000	290,000	73,325	363,325
2027-28	4.000	305,000	61,425	366,425
2028-29	4.000	315,000	49,025	364,025
2029-30	4.125	330,000	35,919	365,919
2030-31	4.125	340,000	22,100	362,100
2031-32	4.250	355,000	7,544	362,544
Total	\$	5,160,000	\$ 2,124,263	\$ 7,284,263

City of Conroe

Revenue Bond

Debt Requirements

Description: Series 2012 Water and Sewer System Revenue Bonds (Proposed)

Date of Issue: TBD

Purpose: Upgrade of Crighton Ridge fireline hydrant; construction of various water and sewer lines; FM 3083 water line upgrade; Water Well No. 23 & Storage Tank; Water Well No. 24; Sanitary Sewer Overflow Initiative (SSOI); Teaswood lift station renewal; SCADA for lift stations; and existing sewer plant rehab (phase II)

Amount Issued: \$ 21,025,000

Amount Outstanding: \$ 21,025,000

Paying Agent: TBD

Payments: November 15th (P) & May 15th

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	5.250	\$ -	\$ 686,817	\$ 686,817
2013-14	5.250	610,000	1,087,800	1,697,800
2014-15	5.250	645,000	1,054,856	1,699,856
2015-16	5.250	675,000	1,020,206	1,695,206
2016-17	5.250	715,000	983,719	1,698,719
2017-18	5.250	755,000	945,131	1,700,131
2018-19	5.250	795,000	904,444	1,699,444
2019-20	5.250	835,000	861,656	1,696,656
2020-21	5.250	880,000	816,638	1,696,638
2021-22	5.250	930,000	769,125	1,699,125
2022-23	5.250	980,000	718,988	1,698,988
2023-24	5.250	1,030,000	666,225	1,696,225
2024-25	5.250	1,085,000	610,706	1,695,706
2025-26	5.250	1,145,000	552,169	1,697,169
2026-27	5.250	1,205,000	490,481	1,695,481
2027-28	5.250	1,270,000	425,513	1,695,513
2028-29	5.250	1,340,000	357,000	1,697,000
2029-30	5.250	1,415,000	284,681	1,699,681
2030-31	5.250	1,490,000	208,425	1,698,425
2031-32	5.250	1,570,000	128,100	1,698,100
2032-33	5.250	1,655,000	43,444	1,698,444
Total	\$	21,025,000	\$ 13,616,124	\$ 34,641,124

**CONROE INDUSTRIAL
DEVELOPMENT
CORPORATION (CIDC)
DEBT SERVICE FUND**

FY 12-13 Budget Summary

Conroe Industrial Development Corporation

Debt Service Fund

Type	Actual FY 10-11	Budget FY 11-12	Estimate FY 11-12	Base FY 12-13	Supplemental FY 12-13	Proposed FY 12-13	Dollar + / -	Percent + / -
Beginning Fund Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
CIDC Debt Service Revenues:								
Revenues	\$ 2,764,908	\$ 3,817,369	\$ 3,517,975	\$ 4,593,805	\$ -	\$ 4,593,805	\$ 776,436	20.3%
Total Revenues	\$ 2,764,908	\$ 3,817,369	\$ 3,517,975	\$ 4,593,805	\$ -	\$ 4,593,805	\$ 776,436	20.3%
Total Resources:	\$ 3,817,369	\$ 3,517,975	\$ 4,593,805	\$ -	\$ 4,593,805	\$ 776,436	20.3%	
CIDC Debt Service Expenditures:								
CIDC Debt	\$ 2,796,271	\$ 3,817,369	\$ 3,517,975	\$ 4,593,805	\$ -	\$ 4,593,805	\$ 776,436	20.3%
Total Expenditures	\$ 2,796,271	\$ 3,817,369	\$ 3,517,975	\$ 4,593,805	\$ -	\$ 4,593,805	\$ 776,436	20.3%
New Fund Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Breakdown of Transfer In:								
	CIDC Rev. Clearing Fund		\$ 4,593,805					
	Total		\$ 4,593,805					

CITY OF CONROE
FY 2012-2013
0009-0001

BUDGET LINE ITEMS

FUND: CIDC DEBT SVC FUND DEPARTMENT: CIDC DEBT SERVICE DIVISION: REVENUES

	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6010 Interest on Investments	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6550 Transfer In	\$2,764,908	\$3,817,369	\$3,517,975	\$4,593,805	\$0	\$0	\$4,593,805
REVENUES SUBTOTAL	\$2,764,908	\$3,817,369	\$3,517,975	\$4,593,805	\$0	\$0	\$4,593,805
TOTAL 0009-0001	\$2,764,908	\$3,817,369	\$3,517,975	\$4,593,805	\$0	\$0	\$4,593,805

CITY OF CONROE
FY 2012-2013
0009-9200

BUDGET LINE ITEMS

FUND: CIDC DEBT SVC FUND

DEPARTMENT: CIDC DEBT SERVICE

DIVISION: EXPENDITURES

	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
8060 Contract Services	\$3,700	\$0	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SUBTOTAL	\$3,700	\$0	\$0	\$0	\$0	\$0	\$0
8520 Transfer Out	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRANSFERS SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9600 Principal	\$1,690,000	\$1,935,000	\$2,020,000	\$2,105,000	\$0	\$0	\$2,105,000
9610 Interest	\$1,054,910	\$1,862,369	\$1,477,975	\$2,468,805	\$0	\$0	\$2,468,805
9615 Fees	\$47,661	\$20,000	\$20,000	\$20,000	\$0	\$0	\$20,000
DEBT SERVICE SUBTOTAL	\$2,792,571	\$3,817,369	\$3,517,975	\$4,593,805	\$0	\$0	\$4,593,805
TOTAL 0009-9200	\$2,796,271	\$3,817,369	\$3,517,975	\$4,593,805	\$0	\$0	\$4,593,805

City of Conroe
Schedule of Requirements
All Conroe Industrial Development Corporation
Sales Tax Bonds

Fiscal Year	Bonds Outstanding	Principal	Interest	Total
2012-13	\$ 53,050,000	\$ 2,105,000	\$ 2,468,805	\$ 4,573,805
2013-14	50,945,000	2,325,000	2,381,670	4,706,670
2014-15	48,620,000	2,425,000	2,283,451	4,708,451
2015-16	46,195,000	2,525,000	2,180,674	4,705,674
2016-17	43,670,000	2,630,000	2,073,514	4,703,514
2017-18	41,040,000	2,315,000	1,959,021	4,274,021
2018-19	38,725,000	2,415,000	1,857,211	4,272,211
2019-20	36,310,000	2,520,000	1,750,796	4,270,796
2020-21	33,790,000	2,635,000	1,639,546	4,274,546
2021-22	31,155,000	2,750,000	1,521,861	4,271,861
2022-23	28,405,000	2,875,000	1,395,561	4,270,561
2023-24	25,530,000	3,010,000	1,263,246	4,273,246
2024-25	22,520,000	3,155,000	1,119,941	4,274,941
2025-26	19,365,000	3,305,000	969,621	4,274,621
2026-27	16,060,000	3,460,000	811,981	4,271,981
2027-28	12,600,000	3,625,000	645,566	4,270,566
2028-29	8,975,000	2,650,000	469,744	3,119,744
2029-30	6,325,000	2,785,000	334,994	3,119,994
2030-31	6,325,000	1,725,000	194,700	1,919,700
2031-32	3,540,000	1,815,000	99,825	1,914,825
TOTAL	\$ 53,050,000	\$ 27,421,732	\$ 80,471,732	

City of Conroe

Conroe Industrial Development Corporation

Sales Tax Bonds Debt Requirements

Description: Sales Tax Revenue Bonds, Series 1997
Date of Issue: December 15, 1997
Purpose: Construction of west side sewer trunk main and other sewer projects (\$15,000,000) and construction of police station (\$2,500,000).
Amount Authorized: \$ 17,500,000
Amount Issued: \$ 17,500,000
Amount Outstanding: \$ 6,065,000
Paying Agent: Chase Bank of Texas, National Association, Houston
Payments: March 1st and September 1st (P)

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal	Interest	Total
2012-13	4.38	\$ 1,110,000	\$ 265,647	\$ 1,375,647
2013-14	4.38	1,160,000	217,029	1,377,029
2014-15	4.38	1,210,000	166,221	1,376,221
2015-16	4.38	1,265,000	113,223	1,378,223
2016-17	4.38	1,320,000	57,816	1,377,816
	Total	\$ 6,065,000	\$ 819,936	\$ 6,884,936

City of Conroe

Conroe Industrial Development Corporation

Sales Tax Bonds Debt Requirements

Description: Sales Tax Revenue Bonds, Series 1999
Date of Issue: April 18, 1999
Purpose: Acquire and improve property to be used for development of an industrial park important to the economic growth and development of the City and its residents.
Amount Authorized: \$ 2,500,000
Amount Issued: \$ 2,500,000
Amount Outstanding: \$ 890,000
Paying Agent: Chase Bank of Texas, National Association, Houston
Payments: March 1st and September 1st (P)

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal	Interest	Total
2012-13	4.38	\$ 165,000	\$ 38,982	\$ 203,982
2013-14	4.38	170,000	31,755	201,755
2014-15	4.38	180,000	24,309	204,309
2015-16	4.38	185,000	16,425	201,425
2016-17	4.38	190,000	8,322	198,322
Total	\$	890,000	\$ 119,793	\$ 1,009,793

City of Conroe

Conroe Industrial Development Corporation

Sales Tax Bonds Debt Requirements

Description: Sales Tax Revenue Bonds, Series 2008
Date of Issue: May 15, 2008
Purpose: Acquire and improve property to be used for development of an industrial park important to the economic growth and development of the City and its residents.
Amount Issued: \$ 15,000,000
Amount Outstanding: \$ 12,970,000
Paying Agent: Bank of New York
Payments: March 1st & September 1st (P)

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	4.600	\$ 565,000	\$ 596,620	\$ 1,161,620
2013-14	4.600	590,000	570,630	1,160,630
2014-15	4.600	620,000	543,490	1,163,490
2015-16	4.600	650,000	514,970	1,164,970
2016-17	4.600	680,000	485,070	1,165,070
2017-18	4.600	710,000	453,790	1,163,790
2018-19	4.600	740,000	421,130	1,161,130
2019-20	4.600	775,000	387,090	1,162,090
2020-21	4.600	810,000	351,440	1,161,440
2021-22	4.600	850,000	314,180	1,164,180
2022-23	4.600	890,000	275,080	1,165,080
2023-24	4.600	930,000	234,140	1,164,140
2024-25	4.600	970,000	191,360	1,161,360
2025-26	4.600	1,015,000	146,740	1,161,740
2026-27	4.600	1,065,000	100,050	1,165,050
2027-28	4.600	1,110,000	51,060	1,161,060
Total	\$	12,970,000	\$ 5,636,840	\$ 18,606,840

City of Conroe

Conroe Industrial Development Corporation

Sales Tax Bonds Debt Requirements

Description: Sales Tax Revenue Bonds, Series 2011
Date of Issue: September 1, 2011
Purpose: Install infrastructure and improve property to be used for development of an industrial park & technology park important to the economic growth and development of the City and its residents.
Amount Issued: \$ 13,845,000
Amount Outstanding: \$ 13,590,000
Paying Agent: Bank of New York
Payments: March 1st & September 1st (P)

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	2.000	\$ 265,000	\$ 493,131	\$ 758,131
2013-14	2.000	270,000	487,831	757,831
2014-15	2.000	270,000	482,431	752,431
2015-16	2.000	275,000	477,031	752,031
2016-17	3.000	285,000	471,531	756,531
2017-18	3.000	765,000	462,981	1,227,981
2018-19	3.000	790,000	440,031	1,230,031
2019-20	3.000	815,000	416,331	1,231,331
2020-21	3.125	840,000	391,881	1,231,881
2021-22	3.500	865,000	365,631	1,230,631
2022-23	3.500	890,000	335,356	1,225,356
2023-24	4.000	925,000	304,206	1,229,206
2024-25	4.000	965,000	267,206	1,232,206
2025-26	4.000	1,000,000	228,606	1,228,606
2026-27	4.125	1,040,000	188,606	1,228,606
2027-28	4.250	1,085,000	145,706	1,230,706
2028-29	4.500	1,100,000	99,594	1,199,594
2029-30	4.735	1,145,000	50,094	1,195,094
2030-31	5.750	-	-	-
Total		\$ 13,590,000	\$ 6,108,188	\$ 19,698,188

City of Conroe

Conroe Industrial Development Corporation

Sales Tax Bonds Debt Requirements

Description: Sales Tax Revenue Bonds, Series 2012 (Proposed)
Date of Issue: TBD
Purpose: Install infrastructure and improve property to be used for development of an industrial park & technology park important to the economic growth and development of the City and its residents.
Amount Issued: \$ 19,535,000
Amount Outstanding: \$ 19,535,000
Paying Agent: TBD
Payments: March 1st & September 1st (P)

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2012-13	5.500	\$ -	\$ 1,074,425	\$ 1,074,425
2013-14	5.500	135,000	1,074,425	1,209,425
2014-15	5.500	145,000	1,067,000	1,212,000
2015-16	5.500	150,000	1,059,025	1,209,025
2016-17	5.500	155,000	1,050,775	1,205,775
2017-18	5.500	840,000	1,042,250	1,882,250
2018-19	5.500	885,000	996,050	1,881,050
2019-20	5.500	930,000	947,375	1,877,375
2020-21	5.500	985,000	896,225	1,881,225
2021-22	5.500	1,035,000	842,050	1,877,050
2022-23	5.500	1,095,000	785,125	1,880,125
2023-24	5.500	1,155,000	724,900	1,879,900
2024-25	5.500	1,220,000	661,375	1,881,375
2025-26	5.500	1,290,000	594,275	1,884,275
2026-27	5.500	1,355,000	523,325	1,878,325
2027-28	5.500	1,430,000	448,800	1,878,800
2028-29	5.500	1,550,000	370,150	1,920,150
2029-30	5.500	1,640,000	284,900	1,924,900
2030-31	5.500	1,725,000	194,700	1,919,700
2031-32	5.500	1,815,000	99,825	1,914,825
Total		\$ 19,535,000	\$ 14,736,975	\$ 34,271,975

VEHICLE AND EQUIPMENT REPLACEMENT FUND

FY 12-13 Budget Summary

Vehicle and Equipment Replacement Fund

Type	Actual FY 10-11	Budget FY 11-12	Estimate FY 11-12	Base FY 12-13	Supplemental FY 12-13	Proposed FY 12-13	Dollar + / -	Percent + / -
Beginning Fund Balance:		\$2,659,177	\$2,659,177	\$3,261,047	\$ -	\$3,261,047	\$ -	0.0%
Vehicle and Equipment Replacement Fund Revenues:								
Revenues	\$ 1,897,703	\$ 1,778,315	\$ 1,999,186	\$ 761,293	\$ -	\$ 761,293	\$ (1,017,022)	-57.2%
Total Revenues	\$ 1,897,703	\$ 1,778,315	\$ 1,999,186	\$ 761,293	\$ -	\$ 761,293	\$ (1,017,022)	-57.2%
Total Resources:	\$ 1,897,703	\$ 4,437,492	\$ 4,658,363	\$ 4,022,340	\$ -	\$ 4,022,340	\$ (1,017,022)	-22.9%
Vehicle and Equipment Replacement Fund Expenditures:								
Vehicles	\$ 1,937,331	\$ 1,386,400	\$ 1,397,316	\$ 1,842,394	\$ -	\$ 1,842,394	\$ 455,994	32.9%
Total Expenditures	\$ 1,937,331	\$ 1,386,400	\$ 1,397,316	\$ 1,842,394	\$ -	\$ 1,842,394	\$ 455,994	32.9%
New Fund Balance:		\$3,051,092	\$3,261,047	\$2,179,946		\$2,179,946		

Breakdown of Transfer In:

General Fund	\$ -
General Fund (Fire Dept)	750,000
Tower Fund	1,396
Service Center Fund	7,297
Total	\$ 758,693

CITY OF CONROE
FY 2012-2013
0003-0000

BUDGET LINE ITEMS

FUND: VERF		DEPARTMENT: VEHICLE & EQUIPMENT REPLACEMENT		DIVISION: VERF REVENUES			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6010 Interest on Investments	\$3,742	\$500	\$2,600	\$2,600	\$0	\$0	\$2,600
6015 Gains (Losses) on Investmt	(\$11,804)	\$0	\$0	\$0	\$0	\$0	\$0
6036 Sales of Cap. Assets	\$168,468	\$0	\$207,714	\$0	\$0	\$0	\$0
6060 Unanticipated Revenues	\$1,819	\$31,663	\$18,225	\$0	\$0	\$0	\$0
6200 Proceeds of Capital Leases	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6530 Other Non-Operating Income	\$2,558	\$0	\$11,057	\$0	\$0	\$0	\$0
6550 Transfer In	\$1,732,920	\$1,759,590	\$1,759,590	\$758,693	\$0	\$0	\$758,693
REVENUES SUBTOTAL	\$1,897,703	\$1,791,753	\$1,999,186	\$761,293	\$0	\$0	\$761,293
TOTAL 0003-0000	\$1,897,703	\$1,791,753	\$1,999,186	\$761,293	\$0	\$0	\$761,293

CITY OF CONROE
FY 2012-2013
0003-3010

BUDGET LINE ITEMS

FUND: VERF		DEPARTMENT: VEHICLE & EQUIPMENT REPLACEMENT		DIVISION: VERF EXPENDITURES			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7170 Vehicle Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$127,550	\$126,000	\$136,800	\$136,800	\$0	\$0	\$136,800
8060 Contract Services	\$3,546	\$0	\$116	\$0	\$0	\$0	\$0
CONTRACTUAL SUBTOTAL	\$131,096	\$126,000	\$136,916	\$136,800	\$0	\$0	\$136,800
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment > <\$5,000	\$522,978	\$0	\$610,968	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$1,280,172	\$1,613,800	\$649,432	\$1,705,594	\$0	\$0	\$1,705,594
9061 Vehicles <\$5,000	\$3,085	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$1,806,235	\$1,613,800	\$1,260,400	\$1,705,594	\$0	\$0	\$1,705,594
8520 Transfer Out	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRANSFERS SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL 0003-3010	\$1,937,331	\$1,739,800	\$1,397,316	\$1,842,394	\$0	\$0	\$1,842,394

FY 12-13 Supplemental Requests

Vehicle Equipment Replacement Fund

<u>Contributing Department/Division</u>	<u>Rank</u>	<u>Supplemental Req. Title</u>	<u>Amount</u>	<u>Type</u>
0001-1203 Police Patrol	1	1 - Police Patrol Vehicle (0907)	28,000	Replacement Equipment
0001-1203 Police Patrol	2	1 - Police Patrol Vehicle (0908)	28,000	Replacement Equipment
0001-1203 Police Patrol	4	1 - Police Patrol Vehicle (0911)	28,000	Replacement Equipment
0001-1203 Police Patrol	5	1 - Police Patrol Vehicle (0912)	28,000	Replacement Equipment
0001-1203 Police Patrol	6	1 - Police Patrol Vehicle (0913)	28,000	Replacement Equipment
0001-1203 Police Patrol	7	1 - Police Patrol Vehicle (0914)	28,000	Replacement Equipment
0001-1203 Police Patrol	8	1 - Police Patrol Vehicle (0915)	28,000	Replacement Equipment
0001-1203 Police Patrol	9	1 - Police Patrol Vehicle (0916)	28,000	Replacement Equipment
0001-1203 Police Patrol	10	1 - Police Patrol Vehicle (0917)	28,000	Replacement Equipment
0001-1203 Police Patrol	11	1 - Police Patrol Vehicle (0918)	28,000	Replacement Equipment
0001-1203 Police Patrol	12	1 - Police Patrol Vehicle (0919)	28,000	Replacement Equipment
0001-1203 Police Patrol	13	1 - Police Patrol Vehicle (0920)	28,000	Replacement Equipment
0001-1205 Professional Services	1	Replacement Police Vehicle - Caprice (0922)	28,000	Replacement Equipment
0001-1205 Professional Services	2	Replacement Police Motorcycle - Kawasaki (0962)	25,000	Replacement Equipment
0001-1205 Professional Services	3	Replacement Police Motorcycle - Kawasaki (0963)	25,000	Replacement Equipment
0001-1205 Professional Services	4	Replacement Police Vehicle - Tahoe (0901)	28,000	Replacement Equipment
0001-1300 Fire	0	Vehicle Replacement Program Unit 0626	42,000	Replacement Equipment
0001-1300 Fire	0	Vehicle Replacement Program Unit 9332	773,594	Replacement Equipment
0001-1300 Fire	0	Vehicle Replacement Program Unit 0223	45,000	Replacement Equipment
0001-1450 Parks Operations	6	Half Ton Extended Cab Truck (0728)	20,000	Replacement Equipment
0001-1450 Parks Operations	7	Half Ton Extended Cab Truck (0506)	20,000	Replacement Equipment
0001-1450 Parks Operations	10	Trailer T9012	3,000	Replacement Equipment
0001-1500 Community Development	3	1/2 Ton Extended Cab Truck (0708)	20,000	Replacement Equipment
0001-1500 Community Development	5	1/2 Ton Extended Cab Truck (0507)	20,000	Replacement Equipment
0001-1530 Drainage Construction	1	3/4 Ton Extended Cab 4x4 Truck (0727)	27,000	Replacement Equipment
0001-1540 Streets	11	Ford F-450 Crew Truck (0539)	42,000	Replacement Equipment
0001-1540 Streets	12	Tymco 600 Street Sweeper (E0415)	210,000	Replacement Equipment
0001-1570 Engineering	1	4 Wheel Dr. Ext. Cab Truck (Unit # 0505)	20,000	Replacement Equipment
0052-5200 Service Center	3	1/2 Ton Ext Cab Pickup (0503)	21,000	Replacement Equipment
General Fund Total			\$ 1,705,594	
Grand Total			\$ 1,705,594	

Notes:

1. These replacements were reviewed by the Vehicle and Equipment Replacement Committee to determine replacement.



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**WATER AND SEWER
VEHICLE AND
EQUIPMENT
REPLACEMENT FUND**

FY 12-13 Budget Summary

Water and Sewer Vehicle and Equipment Replacement Fund

Type	Actual FY 10-11	Budget FY 11-12	Estimate FY 11-12	Base FY 12-13	Supplemental FY 12-13	Proposed FY 12-13	Dollar + / -	Percent + / -
Beginning Fund Balance:	\$ 84,222	\$ 84,222	\$ 84,222	\$ 608,198	\$ -	\$ 608,198	\$ -	0.0%
Water & Sewer Vehicle and Equipment Replacement Fund Revenues:								
Revenues	\$ 368,505	\$ 763,776	\$ 776,431	\$ 829,926	\$ -	\$ 829,926	\$ 66,150	8.7%
Total Revenues	\$ 368,505	\$ 763,776	\$ 776,431	\$ 829,926	\$ -	\$ 829,926	\$ 66,150	8.7%
Total Resources:	\$ 368,505	\$ 847,998	\$ 860,653	\$ 1,438,124	\$ -	\$ 1,438,124	\$ 66,150	7.8%
Water & Sewer Vehicle and Equipment Replacement Fund Expenditures:								
Vehicles	\$ 698,341	\$ 252,300	\$ 252,455	\$ 604,500	\$ -	\$ 604,500	\$ 352,200	139.6%
Total Expenditures	\$ 698,341	\$ 252,300	\$ 252,455	\$ 604,500	\$ -	\$ 604,500	\$ 352,200	139.6%
New Fund Balance:	\$ 595,698	\$ 608,198	\$ 608,198	\$ 833,624		\$ 833,624		

Breakdown of Transfer In:

W&S Operating Fund	\$ 829,926
W&S Construction Fund	-
Total	\$ 829,926

CITY OF CONROE
FY 2012-2013
0045-0000

BUDGET LINE ITEMS

FUND: W&S VERF	DEPARTMENT: WATER & SEWER VEHICLE & EQUIPMENT REPLACEMENT			DIVISION: W&S VERF REVENUES			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6010 Interest	\$29	\$0	\$21	\$0	\$0	\$0	\$0
6036 Sales of Cap. Assets	\$20,618	\$0	\$11,410	\$0	\$0	\$0	\$0
6060 Unanticipated Revenues	\$5,065	\$0	\$1,224	\$0	\$0	\$0	\$0
6530 Other Non-Operating Income	\$601	\$0	\$0	\$0	\$0	\$0	\$0
6550 Transfer In	\$342,192	\$763,776	\$763,776	\$829,926	\$0	\$0	\$829,926
REVENUES SUBTOTAL	\$368,505	\$763,776	\$776,431	\$829,926	\$0	\$0	\$829,926
TOTAL 0045-0000	\$368,505	\$763,776	\$776,431	\$829,926	\$0	\$0	\$829,926

CITY OF CONROE
FY 2012-2013
0045-4500

BUDGET LINE ITEMS

FUND: W&S VERF	DEPARTMENT: WATER & SEWER VEHICLE & EQUIPMENT REPLACEMENT			DIVISION: W&S VERF EXPENDITURES			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
8060 Contract Services	\$407	\$0	\$155	\$0	\$0	\$0	\$0
CONTRACTUAL SUBTOTAL	\$407	\$0	\$155	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$350,465	\$252,300	\$61,433	\$604,500	\$0	\$0	\$604,500
9051 Machinery & Equipment <\$5,000	\$0	\$0	\$264	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$347,469	\$0	\$190,603	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$697,934	\$252,300	\$252,300	\$604,500	\$0	\$0	\$604,500
TOTAL 0045-4500	\$698,341	\$252,300	\$252,455	\$604,500	\$0	\$0	\$604,500

FY 12-13 Supplemental Requests

Water Sewer Vehicle Equipment Replacement Fund

<u>Contributing Department/Division</u>	<u>Rank</u>	<u>Supplemental Req. Title</u>	<u>Amount</u>	<u>Type</u>
0002-2820 Water	3	Replacement Truck (Unit #9923)	30,000	Replacement Equipment
0001-1530 Drainage Construction	2	John Deere 750 C Dozer (E 9928)	235,500	Replacement Equipment
0007-7020 Project Engineering	1	1/2 Ton Extended Cab Truck 4x4 (0511)	20,000	Replacement Equipment
0007-7030 Project Construction	3	78,000 Lb. Class Excavator (E0224)	319,000	Replacement Equipment
Water & Sewer Total			\$ 604,500	
Grand Total			\$ 604,500	

Notes:

1. These replacements were reviewed by the Vehicle and Equipment Replacement Committee to determine replacement.



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**CONROE INDUSTRIAL
DEVELOPMENT
CORPORATION (CIDC)
REVENUE CLEARING FUND**

FY 12-13 Budget Summary

Conroe Industrial Development Corporation

Revenue Clearing Fund

Type	Actual FY 10-11	Budget FY 11-12	Estimate FY 11-12	Base FY 12-13	Supplemental FY 12-13	Proposed FY 12-13	Dollar + / -	Percent + / -
Beginning Fund Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
CIDC Revenue Clearing Revenues:								
Revenues	\$ 7,116,989	\$ 7,747,259	\$ 7,747,259	\$ 7,863,468	\$ -	\$ 7,863,468	\$ 116,209	1.5%
Total Revenues	\$ 7,116,989	\$ 7,747,259	\$ 7,747,259	\$ 7,863,468	\$ -	\$ 7,863,468	\$ 116,209	1.5%
Total Resources:	\$ 7,747,259	\$ 7,747,259	\$ 7,863,468	\$ -	\$ 7,863,468	\$ 116,209	1.5%	
CIDC Revenue Clearing Expenditures:								
Revenue Clearing	\$ 7,503,160	\$ 7,747,259	\$ 7,747,259	\$ 7,863,468	\$ -	\$ 7,863,468	\$ 116,209	1.5%
Total Expenditures	\$ 7,503,160	\$ 7,747,259	\$ 7,747,259	\$ 7,863,468	\$ -	\$ 7,863,468	\$ 116,209	1.5%
New Fund Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Breakdown of Transfer Out:

CIDC Debt Service Fund	\$ 4,593,805
CIDC General Fund	3,269,663
Total	\$ 7,863,468

CITY OF CONROE
FY 2012-2013
0009-0002

BUDGET LINE ITEMS

FUND: CIDC REVENUE CLEARING FUND

DEPARTMENT: CIDC REVENUE CLEARING

DIVISION: REVENUES

	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
4040 Sales Tax	\$7,116,989	\$7,747,259	\$7,747,259	\$7,863,468	\$0	\$0	\$7,863,468
REVENUES SUBTOTAL	\$7,116,989	\$7,747,259	\$7,747,259	\$7,863,468	\$0	\$0	\$7,863,468
TOTAL 0009-0002	\$7,116,989	\$7,747,259	\$7,747,259	\$7,863,468	\$0	\$0	\$7,863,468

CITY OF CONROE
FY 2012-2013
0009-9400

BUDGET LINE ITEMS

FUND: CIDC REVENUE CLEARING FUND		DEPARTMENT: CIDC REVENUE CLEARING		DIVISION: EXPENDITURES			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
8520 Transfer Out	\$7,503,160	\$7,747,259	\$7,747,259	\$7,863,468	\$0	\$0	\$7,863,468
TRANSFERS SUBTOTAL	\$7,503,160	\$7,747,259	\$7,747,259	\$7,863,468	\$0	\$0	\$7,863,468
TOTAL 0009-9400	\$7,503,160	\$7,747,259	\$7,747,259	\$7,863,468	\$0	\$0	\$7,863,468

**CONROE INDUSTRIAL
DEVELOPMENT
CORPORATION (CIDC)
GENERAL FUND**

FY 12-13 Budget Summary

Conroe Industrial Development Fund

General Fund

Type	Actual FY 10-11	Budget FY 11-12	Estimate FY 11-12	Base FY 12-13	Supplemental FY 12-13	Proposed FY 12-13	Dollar + / -	Percent + / -
Beginning Fund Balance:		\$ 9,158,256	\$ 9,158,256	\$ 8,869,003	\$ -	\$ 8,869,003	\$ -	0.0%
CIDC General Fund Revenues:								
Revenues	\$ 8,536,598	\$ 3,934,800	\$ 7,254,344	\$ 3,329,619	\$ -	\$ 3,329,619	\$ (605,181)	-15.4%
Total Revenues	\$ 8,536,598	\$ 3,934,800	\$ 7,254,344	\$ 3,329,619	\$ -	\$ 3,329,619	\$ (605,181)	-15.4%
Total Resources:		\$ 13,093,056	\$ 16,412,600	\$ 12,198,622	\$ -	\$ 12,198,622	\$ (605,181)	-4.6%
CIDC General Fund Expenditures:								
CIDC General Fund	\$ 3,996,633	\$ 4,261,360	\$ 4,274,009	\$ 3,664,758	\$ 324,026	\$ 3,988,784	\$ (272,576)	-6.4%
Total Expenditures	\$ 3,996,633	\$ 4,261,360	\$ 4,274,009	\$ 3,664,758	\$ 324,026	\$ 3,988,784	\$ (272,576)	-6.4%
Debt Service Reserve:		\$ 3,269,588	\$ 3,269,588	\$ 1,759,895		\$ 1,759,895		
New Fund Balance:		\$ 5,562,108	\$ 8,869,003	\$ 6,773,969		\$ 6,449,943		

Breakdown of Transfer In:

CIDC Rev. Clearing Fund	\$ 3,269,663
General Fund (Transit Related)	51,954
Total	\$ 3,321,617

Breakdown of Transfer Out:

W&S Debt Service Fund (Water Well debt)	\$ 249,185
General Fund (CIDC Administration)	-
GO Debt Service Fund (Park debt)	2,055,189
Total	\$ 2,304,374

Breakdown of Economic Development Contracts:

	Actual FY 10-11	Estimated FY 11-12	Budget FY 12-13
Marketing Agreement	\$ 626,400	\$ 656,645	\$ -
Incentive Agreements (10%)			
McKesson	\$ -	\$ -	\$ -
Byrne Medical	14,543	16,578	18,990
Byrne Medical #2	-	3,004	4,445
Royal Equipment	5,352	8,707	8,707
ReedHycalog	189,803	212,144	214,569
Texas Oil Tools (National Oil Well Varco)	54,182	55,519	55,672
Texas Oil Tools (National Oil Well Varco) #2	-	-	-
Sooner Container	-	-	-
Bordon Milk	4,228	3,722	3,216
Bordon Milk #2	5,272	8,873	8,556
GE Energy formerly Sondex	18,601	19,249	19,959
Professional Directional	28,794	36,886	42,234
Multi-Shot	41,947	65,281	96,091
Bauer	115,691	181,103	226,949
Town Center Office Plaza	11,268	11,268	11,268
Blue Magic	-	15,106	15,921
Hunting Energy Services	-	31,292	43,716
C&C Metals	-	-	10,635
Turbo Drill	-	-	6,893
Jyoti	-	-	-
HTTP	-	-	15,947
Stainless Structural	-	-	-
Byrne Medical #3	-	-	2,170
Available for Additional Incentives	-	-	-
Subtotal	\$ 489,681	\$ 668,732	\$ 805,938
TOTAL ALL AGREEMENTS	\$ 1,116,081	\$ 1,325,377	\$ 805,938

FY 12-13 Supplemental Requests CIDC Fund

<u>Department/Division</u>	<u>Dept Rank</u>	<u>Supplemental Req. Title</u>	<u>Requested Amount</u>	<u>FY 11-12 Purchase</u>	<u>CAO Adjustment</u>	<u>List "A" (Included)</u>	<u>Type</u>
0009-9000 CIDC	1	Research Analyst/ Transportation Specialist	\$ 55,030	\$ -	\$ -	\$ 55,030	New Personnel
0009-9000 CIDC	1	Associate Director	86,020	-	-	86,020	New Personnel
0009-9000 CIDC	1	Admin. Coordinator/New Personnel Retail Speciali	61,839	-	-	61,839	New Personnel
0009-9000 CIDC	1	Deputy Director	121,137	-	-	121,137	New Personnel
			\$ 324,026	\$ -	\$ -	\$ 324,026	

Definitions:

1. **Requested Amount** - The total cost of the project. Also, the cost that was requested through the supplemental request.
2. **FY 11-12 Purchase** - The amount approved for purchase with savings in the current fiscal year, rather than putting the item in the next fiscal year.
3. **CAO (City Administrator's Office) Adjustment** - This category is for items that are generally non-discretionary, inflationary increases that are critical to a department's operations and are uncontrollable expenses (i.e. gasoline and diesel cost increases).
4. **List "A" (Included)** - These items are included in the Operating Budget as supplementals.

Notes:

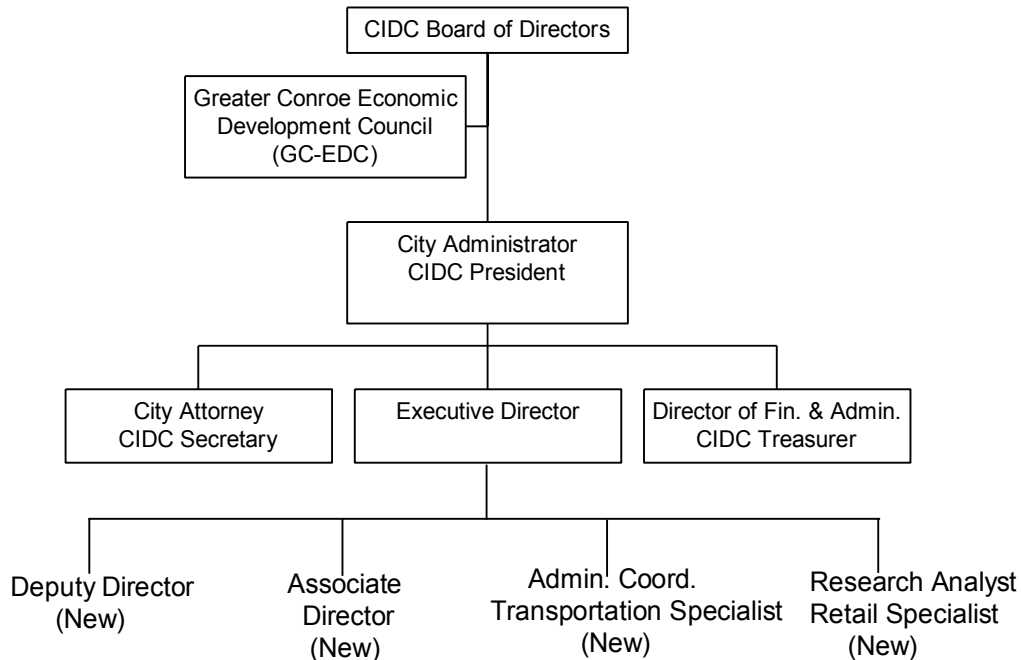
5. If there is no funding listed in the FY11-12 Purchase, CAO Adjustment, or List "A" (Included) columns, then the supplemental request was not approved for funding.

CITY OF CONROE
FY 2012-2013
0009-0000

BUDGET LINE ITEMS

FUND: CIDC GENERAL FUND		DEPARTMENT: CIDC GENERAL FUND		DIVISION: REVENUES			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6010 Interest on Investments	\$14,739	\$4,910	\$8,002	\$8,002	\$0	\$0	\$8,002
6015 Gains (Losses) on Investmt	\$35,480	\$0	\$0	\$0	\$0	\$0	\$0
6030 Lease Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6035 Land Sales	\$3,439,652	\$0	\$3,017,058	\$0	\$0	\$0	\$0
6060 Unanticipated Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6550 Transfer In	\$5,046,727	\$3,929,890	\$4,229,284	\$3,321,617	\$0	\$0	\$3,321,617
REVENUES SUBTOTAL	\$8,536,598	\$3,934,800	\$7,254,344	\$3,329,619	\$0	\$0	\$3,329,619
TOTAL 0009-0000	\$8,536,598	\$3,934,800	\$7,254,344	\$3,329,619	\$0	\$0	\$3,329,619

Conroe Industrial Development Corporation



The Conroe Industrial Development Corporation (CIDC) is a Type B non-profit development corporation operating under Texas Local Government Code Chapters 501, 502 and 505. The corporation is operated under the supervision of the Conroe City Council and acts to promote economic development in the City of Conroe. Revenue from a one-half cent sales tax levied by the City for the benefit of the corporation provides incentive funding to attract new and expanded business in the City and has also funded the development of the CIDC owned Conroe Park North Industrial Park and the R. A. "Mickey" Deison Technology Park at the Lone Star Executive Airport.

The CIDC is governed by a seven member board of directors.

Conroe Industrial Development Corporation

Accomplishments for FY 2011-2012

- ✓ Purchased 248 acres for a new technology park
- ✓ Passed incentive package for Deison Technology Park

Goals & Objectives for FY 2012-2013

- ❑ Complete construction of the Knox building
- ❑ Secure retailers city-wide
- ❑ Represent the City at the Gulf Coast Economic Development Council
- ❑ Develop and market Deison Technology Park
- ❑ Assist in sale of Conroe Park North Industrial Park
- ❑ Acquire grants for the Deison Technology Park
- ❑ Manage the economic development activity for the City of Conroe
- ❑ Distribute incentives for exiting businesses for retention and expansion
- ❑ Sell more property in the Conroe Park North Industrial Park

**City of Conroe
General Fund**

**Conroe Industrial Development Corporation
0009-9000**

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
CIDC Executive Director	0	0	0	1
CIDC Deputy Director	0	0	0	1
Associate Director	0	0	0	1
Admin. Coordinator/Transportation Spec.	0	0	0	1
Research Analyst/Retail Spec.	0	0	0	1
TOTAL PERSONNEL SERVICES	0	0	0	5

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
# of Sales Completed for Deison Technology Park	N/A	N/A	N/A	3
# of Sales Completed for Conroe Park North	N/A	N/A	N/A	3
# of Incentives granted for Deison Technology Park	N/A	N/A	N/A	3
# of Incentives granted for Conroe Park North	N/A	N/A	N/A	3
Completion of Conroe Park North Infrastructure	N/A	N/A	N/A	95%
% of Deison Technology Park Occupied	N/A	N/A	N/A	5%
% of Conroe Park North Occupied	N/A	N/A	N/A	60%
# of Prospects secured for Deison Technology Park	N/A	N/A	N/A	10
# of Prospects secured for Conroe Park North	N/A	N/A	N/A	10

Note: The CIDC Executive Director was moved from the General Fund in FY 12-13.

CITY OF CONROE
FY 2012-2013
0009-9000

BUDGET LINE ITEMS

FUND: CIDC GENERAL FUND		DEPARTMENT: CIDC GENERAL FUND		DIVISION: EXPENDITURES			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$0	\$0	\$0	\$142,617	\$0	\$225,503	\$368,120
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7025 Social Security	\$0	\$0	\$0	\$12,978	\$0	\$17,251	\$30,229
7030 Retirement & Pension	\$0	\$0	\$0	\$24,275	\$0	\$38,133	\$62,408
7035 Workers Compensation	\$0	\$0	\$0	\$2,146	\$0	\$1,039	\$3,185
7040 Employee Insurance	\$0	\$0	\$0	\$22,723	\$0	\$33,600	\$56,323
PERSONNEL SERVICES SUBTOTAL	\$0	\$0	\$0	\$204,739	\$0	\$315,526	\$520,265
7110 Office Supplies	\$0	\$0	\$0	\$12,000	\$0	\$0	\$12,000
7180 Equipment Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$0	\$0	\$0	\$9,000	\$0	\$0	\$9,000
SUPPLIES SUBTOTAL	\$0	\$0	\$0	\$21,000	\$0	\$0	\$21,000
8010 Utilities	\$0	\$0	\$0	\$11,966	\$0	\$0	\$11,966
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$10,000	\$10,000	\$10,000	\$0	\$0	\$10,000
8040 Leased Equipment	\$0	\$0	\$0	\$8,500	\$0	\$0	\$8,500
8050 Travel & Training	\$0	\$0	\$0	\$91,755	\$0	\$0	\$91,755
8060 Contract Services	\$999,070	\$1,437,302	\$1,460,425	\$1,012,424	\$0	\$0	\$1,012,424
CONTRACTUAL SUBTOTAL	\$999,070	\$1,447,302	\$1,470,425	\$1,134,645	\$0	\$0	\$1,134,645
9010 LAND > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9020 Buildings > \$5,000	\$0	\$87,500	\$86,947	\$0	\$0	\$0	\$0
9021 Buildings < \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9030 Improvements > \$5,000	\$0	\$0	\$0	\$0	\$0	\$6,000	\$6,000
9040 Furniture & Fixtures > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures < \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment < \$5,000	\$0	\$0	\$0	\$0	\$0	\$2,500	\$2,500
CAPITAL OUTLAY SUBTOTAL	\$0	\$87,500	\$86,947	\$0	\$0	\$8,500	\$8,500
8520 Transfer Out	\$2,997,563	\$2,726,558	\$2,716,637	\$2,304,374	\$0	\$0	\$2,304,374
TRANSFERS SUBTOTAL	\$2,997,563	\$2,726,558	\$2,716,637	\$2,304,374	\$0	\$0	\$2,304,374
TOTAL 0009-9000	\$3,996,633	\$4,261,360	\$4,274,009	\$3,664,758	\$0	\$324,026	\$3,988,784

CITY OF CONROE
FY 2012-2013
0009-9000

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
2310	1	Research Analyst / Transportation Specialist	New Personnel	7010 SALARIES	\$37,298
				7025 SOCIAL SECURITY	\$2,853
				7030 RETIREMENT & PENSION	\$6,307
				7035 WORKERS COMPENSATION	\$172
				7040 EMPLOYEE INSURANCE	\$8,400
				Request Total	\$55,030
2311	1	Associate Director	New Personnel	7010 SALARIES	\$62,085
				7025 SOCIAL SECURITY	\$4,750
				7030 RETIREMENT & PENSION	\$10,499
				7035 WORKERS COMPENSATION	\$286
				7040 EMPLOYEE INSURANCE	\$8,400
				Request Total	\$86,020
2336	1	Administrative Coordinator / Retail Specialist	New Personnel	7010 SALARIES	\$42,744
				7025 SOCIAL SECURITY	\$3,270
				7030 RETIREMENT & PENSION	\$7,228
				7035 WORKERS COMPENSATION	\$197
				7040 EMPLOYEE INSURANCE	\$8,400
				Request Total	\$61,839
2339	1	Deputy Director	New Personnel	7010 SALARIES	\$83,376
				7025 SOCIAL SECURITY	\$6,378
				7030 RETIREMENT & PENSION	\$14,099
				7035 WORKERS COMPENSATION	\$384
				7040 EMPLOYEE INSURANCE	\$8,400
				9030 IMPROVEMENTS > \$5,000	\$6,000
				9051 MACHINERY & EQUIPMENT < \$5,000	\$2,500
				Request Total	\$121,137
4 Requests			Total for 0009-9000		\$324,026



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HOTEL OCCUPANCY TAX FUND

FY 12-13 Budget Summary Hotel Occupancy Tax Fund

Type	Actual FY 10-11	Budget FY 11-12	Estimate FY 11-12	Base FY 12-13	Supplemental FY 12-13	Proposed FY 12-13	Dollar + / -	Percent + / -
Beginning Fund Balance:		\$ 495,405	\$ 495,405	\$ 702,125	\$ -	\$ 702,125	\$ -	0.0%
HOT Revenues								
Revenues	\$ 592,046	\$ 522,142	\$ 714,020	\$ 713,870	\$ -	\$ 713,870	\$ 191,728	36.7%
Total Revenues	\$ 592,046	\$ 522,142	\$ 714,020	\$ 713,870	\$ -	\$ 713,870	\$ 191,728	36.7%
Total Resources:	\$ 592,046	\$ 1,017,547	\$ 1,209,425	\$ 1,415,995	\$ -	\$ 1,415,995	\$ 191,728	18.8%
HOT Expenses								
Con. & Vis. Bureau	\$ 508,615	\$ 515,964	\$ 507,300	\$ 494,172	\$ 29,814	\$ 523,986	\$ 8,022	1.6%
Total Expenditures	\$ 508,615	\$ 515,964	\$ 507,300	\$ 494,172	\$ 29,814	\$ 523,986	\$ 8,022	1.6%
New Fund Balance:		\$ 501,583	\$ 702,125	\$ 921,823		\$ 892,009		

Breakdown of Transfer Out:

General Fund	\$ -
Total	\$ -

FY 12-13 Supplemental Requests

HOT Fund

Department/Division	Dept Rank	Supplemental Req. Title	Requested Amount	FY 11-12 Purchase	CAO Adjustment	List "A" (Included)	Type
004-4010 Convention & Visitors Bur	1	Texas Association of CVBs	\$ 290	- \$	-	\$ 290	Enhanced Program
004-4010 Convention & Visitors Bur	2	Texas Travel Industry Association	288	-	-	288	Enhanced Program
004-4010 Convention & Visitors Bur	3	Overtime	8,524	-	-	-	Enhanced Program
004-4010 Convention & Visitors Bur	4	Destination 3000 Software	4,160	-	-	4,160	New Program
004-4010 Convention & Visitors Bur	5	Texas Meetings and Events	15,000	-	-	15,000	New Program
004-4010 Convention & Visitors Bur	6	Staff Continuing Education	2,500	-	-	2,500	New Travel & Training
004-4010 Convention & Visitors Bur	7	TTIA Annual Unity Dinner and Public Forum	614	-	-	614	New Travel & Training
004-4010 Convention & Visitors Bur	8	Wedding Destination Marketing	3,192	-	-	3,192	New Travel & Training
004-4010 Convention & Visitors Bur	9	Meeting and Events Travel Show	1,000	-	-	1,000	New Travel & Training
004-4010 Convention & Visitors Bur	10	Texas Downtown Association Membership	200	-	-	200	New Travel & Training
004-4010 Convention & Visitors Bur	11	Meeting Professionals International Membership Fee	750	-	-	750	New Travel & Training
004-4010 Convention & Visitors Bur	12	AAA Journey	1,820	-	-	1,820	New Program
004-4010 Convention & Visitors Bur	13	Certified Folder Display	4,719	-	-	-	New Program
004-4010 Convention & Visitors Bur	14	Informsz for D3000 (email newsletter)	4,000	-	-	-	New Program
			\$ 47,057	\$ -	\$ -	\$ 29,814	

Definitions:

- Requested Amount** - The total cost of the project. Also, the cost that was requested through the supplemental request.
- FY 11-12 Purchase** - The amount approved for purchase with savings in the current fiscal year, rather than putting the item in the next fiscal year.
- CAO (City Administrator's Office) Adjustment** - This category is for items that are generally non-discretionary, inflationary increases that are critical to a department's operations and are uncontrollable expenses (i.e. gasoline and diesel cost increases).
- List "A" (Included)** - These items are included in the Operating Budget as supplementals.

Notes:

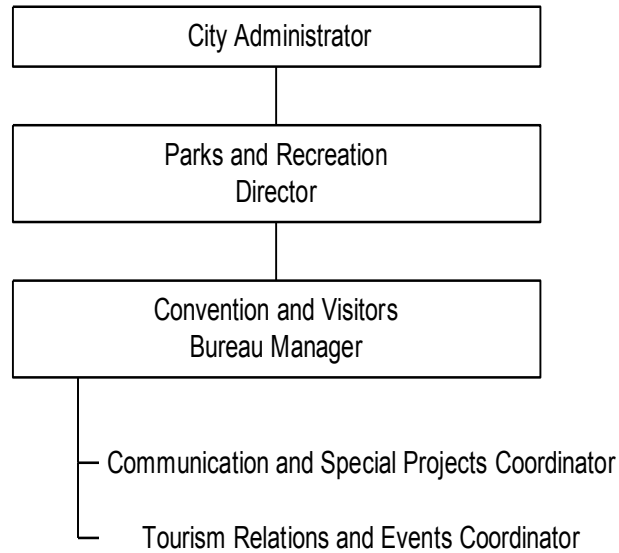
- If there is no funding listed in the FY11-12 Purchase, CAO Adjustment, or List "A" (Included) columns, then the supplemental request was not approved for funding.

CITY OF CONROE
FY 2012-2013
0004-0000

BUDGET LINE ITEMS

FUND: HOTEL OCCUPANCY TAX FUND		DEPARTMENT: HOTEL OCCUPANCY TAX		DIVISION: HOT REVENUES			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
4050 Hotel Occupancy Tax	\$591,942	\$522,142	\$713,870	\$713,870	\$0	\$0	\$713,870
6010 Interest	\$104	\$0	\$150	\$0	\$0	\$0	\$0
6060 Unanticipated Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6550 Transfer In	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REVENUES SUBTOTAL	\$592,046	\$522,142	\$714,020	\$713,870	\$0	\$0	\$713,870
TOTAL 0004-0000	\$592,046	\$522,142	\$714,020	\$713,870	\$0	\$0	\$713,870

Convention & Visitors Bureau



The Conroe Convention and Visitors Bureau develops and initiates projects, programs and events to encourage and promote the tourist and convention industry within the City of Conroe, including programs promoting Conroe's historic structures, attractions and hotels. The CVB Manager directs and manages the Convention and Visitors Bureau to meet the goals and objectives defined by the City Council. The CVB Manager is accountable for the effective management and direction of comprehensive public relations, advertising and marketing programs which provide Convention Center facility utilization and attract and develop visitors to other City of Conroe facilities.

Convention & Visitors Bureau

Accomplishments FY 2011-2012

- ✓ Developed an accurate method of tracking bulk brochure distribution.
- ✓ Initiated design and production of a new Visitors map.
- ✓ Filled one new position and built stronger relationships with hotels and industry partners.
- ✓ Enhanced knowledge of the structure and operation of a Convention & Visitors Bureau (CVB) through research and broadening relationships with industry partners.
- ✓ Divided Tourism Coordinators' positions into specific department roles: Communications and Special Projects and Tourism Relations and Events.
- ✓ Attended the first year of Texas Travel Industry Association Travel College.
- ✓ Began Certified Meeting Professionals (CMP) process to attract higher level corporate events.
- ✓ Produced the Lone Star Monument and Historical Flag Park brochure and promoted the park in print and online media.
- ✓ Designed and produced a Visitor Coupon Brochure.
- ✓ Participated in National Tourism Week for the first time as a city department.
- ✓ Entered the Texas Association of Convention & Visitors Bureaus (TACVB) Idea Fair for the first time as a city department and won BEST print advertising in the "Under \$350,000" budget category.
- ✓ Identified a need to increase spring events and attracted 3WayEvents (Brew B Que) to Conroe.
- ✓ Developed more active social media campaigns and introduced the "Coffee with Conroe" blog.
- ✓ Helped improve the relationship between the Chamber of Commerce and the City by reporting on Convention & Visitors Bureau activity to the Chamber of Commerce Board and helping with the transition and training of new staff.
- ✓ Increased the visibility of Conroe as a tourism attraction through combined marketing efforts.
- ✓ Introduced a mobile Convention & Visitors Bureau (CVB) Application (App) for Smart Phones.
- ✓ Developed promotional Conroe Vacation Packages.

Goals & Objectives FY 2012-2013

- ❑ Design and produce new group marketing literature.
- ❑ Expand the Convention & Visitors Bureau (CVB) print and online marketing campaigns introducing a focus on Corporate and Social Meetings and Events and the Sports Industry.
- ❑ Build Conroe as a Wedding Destination by attending Bridal Shows and designing updated marketing tools geared towards weddings in Conroe.

City of Conroe HOT Fund

Convention & Visitors Bureau 0004-4010

	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERSONNEL SERVICES				
Convention & Visitors Bureau Mgr	1	1	1	1
Tourism Coordinator	1	1	2	2
TOTAL FULL TIME	2	2	3	3
P/T Tourism Coordinator (Hours)	1,040	1,560	0	0
TOTAL PART TIME	1,040	1,560	0	0
	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Estimated</u> <u>2011-2012</u>	<u>Budgeted</u> <u>2012-2013</u>
PERFORMANCE MEASURES				
Marketing Efforts				
Ads Produced	30	50	46	56
Trade Shows	1	2	5	8
Familiarization Tours	not recorded	2	2	3
Marketing Results				
<i>Events Supported, Acquired and/or Retained</i>				
Sporting Events	not recorded	7	10	11
Social Events (Wedding, etc.)	not recorded	5	10	11
Corporate Events	not recorded	7	10	11
<i>Information Requests</i>				
Walk In Visitors	120	118	226	230
Telephone Requests	not recorded	372	400	420
Email/Web Downloads	not recorded	1,796	2,700	2,835
Wedding Packets	5	74	350	368
Meeting & Events Packets	5	12	25	50
Media Leads	7,620	22,845	26,500	27,825
Bulk Distribution	not recorded	7,595	11,000	11,550
<i>Website and Social Media</i>				
Website Visitors	not recorded	76,098	85,230	89,492
Facebook Likes	not recorded	6,345	7,000	7,350
Twitter Followers	not recorded	not recorded	600	630
Blog Pageviews	not applicable	not applicable	3,000	3,150
Continuing Education				
Industry Conventions	not recorded	6	9	10

CITY OF CONROE
FY 2012-2013
0004-4010

BUDGET LINE ITEMS

FUND: HOTEL OCCUPANCY TAX FUND		DEPARTMENT: CONVENTION & VISITORS BUREAU		DIVISION: CVB EXPENDITURES			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$85,257	\$121,247	\$119,308	\$123,786	\$0	\$0	\$123,786
7012 Salaries - Part Time	\$15,940	\$0	\$2,840	\$0	\$0	\$0	\$0
7020 Overtime	\$316	\$0	\$3,828	\$0	\$0	\$0	\$0
7025 Social Security	\$7,632	\$10,627	\$9,635	\$11,265	\$0	\$0	\$11,265
7030 Retirement & Pension	\$13,502	\$21,152	\$20,913	\$20,993	\$0	\$0	\$20,993
7035 Workers Compensation	\$147	\$334	\$246	\$1,863	\$0	\$0	\$1,863
7040 Employee Insurance	\$21,604	\$30,314	\$17,290	\$33,975	\$0	\$0	\$33,975
PERSONNEL SERVICES SUBTOTAL	\$144,398	\$183,674	\$174,060	\$191,882	\$0	\$0	\$191,882
7110 Office Supplies	\$11,335	\$15,850	\$11,850	\$9,850	\$0	\$0	\$9,850
7200 Operating Supplies	\$1,753	\$500	\$500	\$500	\$0	\$0	\$500
SUPPLIES SUBTOTAL	\$13,088	\$16,350	\$12,350	\$10,350	\$0	\$0	\$10,350
8010 Utilities	\$3,810	\$8,850	\$8,300	\$2,050	\$0	\$0	\$2,050
8050 Travel & Training	\$12,502	\$13,285	\$12,785	\$12,785	\$0	\$8,834	\$21,619
8060 Contract Services	\$210,643	\$322,805	\$299,805	\$277,105	\$0	\$20,980	\$298,085
CONTRACTUAL SUBTOTAL	\$226,955	\$344,940	\$320,890	\$291,940	\$0	\$29,814	\$321,754
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8520 Transfer Out	\$124,174	\$0	\$0	\$0	\$0	\$0	\$0
TRANSFERS SUBTOTAL	\$124,174	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL 0004-4010	\$508,615	\$544,964	\$507,300	\$494,172	\$0	\$29,814	\$523,986

CITY OF CONROE
FY 2012-2013
0004-4010

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
2268	1	Texas Association Of Cvbs	Enhanced Program	8050 TRAVEL & TRAINING	\$290
				Request Total	\$290
2269	2	Texas Travel Industry Association	Enhanced Program	8050 TRAVEL & TRAINING	\$288
				Request Total	\$288
2252	4	Destination 3000 Software	New Program	8060 Contract Services	\$4,160
				Request Total	\$4,160
2250	5	Texas Meetings And Events	New Program	8060 CONTRACT SERVICES	\$15,000
				Request Total	\$15,000
2257	6	Staff Continuing Education	New Travel & Training	8050 TRAVEL & TRAINING	\$2,500
				Request Total	\$2,500
2254	7	Ttia Annual Unity Dinner And Public Forum	New Travel & Training	8050 TRAVEL & TRAINING	\$614
				Request Total	\$614
2255	8	Wedding Destination Marketing	New Travel & Training	8050 TRAVEL & TRAINING	\$3,192
				Request Total	\$3,192
2256	9	Meeting And Events Travel Show	New Travel & Training	8050 Travel & Training	\$1,000
				Request Total	\$1,000
2259	10	Texas Downtown Association Membership	New Travel & Training	8050 TRAVEL & TRAINING	\$200
				Request Total	\$200
2258	11	Meeting Professionals International Membership Fee	New Travel & Training	8050 TRAVEL & TRAINING	\$750
				Request Total	\$750
2263	12	Aaa Journey	New Program	8060 CONTRACT SERVICES	\$1,820
				Request Total	\$1,820
11 Requests			Total for 0004-4010		\$29,814



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**COMMUNITY
DEVELOPMENT BLOCK
GRANT (CDBG)
ENTITLEMENT FUND**

FY 12-13 Budget Summary CDBG Entitlement Fund

Type	Actual FY 10-11	Budget FY 11-12	Estimate FY 11-12	Base FY 12-13	Supplemental FY 12-13	Proposed FY 12-13	Dollar + / -	Percent + / -
Beginning Fund Balance:		\$ 124,009	\$ 124,009	\$ 219,981	\$ -	\$ 219,981	\$ -	0.0%
CDBG Entitlement Fund Revenues:								
Revenues	\$ 831,120	\$ 528,798	\$ 665,137	\$ 528,798	\$ -	\$ 528,798	\$ -	0.0%
Total Revenues	\$ 831,120	\$ 528,798	\$ 665,137	\$ 528,798	\$ -	\$ 528,798	\$ -	0.0%
Total Resources:		\$ 652,807	\$ 789,146	\$ 748,779	\$ -	\$ 748,779	\$ -	0.0%
CDBG Entitlement Fund Expenditures:								
CDBG	\$ 318,317	\$ 528,798	\$ 569,165	\$ 552,616	\$ -	\$ 552,616	\$ 23,818	4.5%
Total Expenditures	\$ 318,317	\$ 528,798	\$ 569,165	\$ 552,616	\$ -	\$ 552,616	\$ 23,818	4.5%
New Fund Balance:		\$ 124,009	\$ 219,981	\$ 196,163		\$ 196,163		

CITY OF CONROE
FY 2012-2013
0024-0000

BUDGET LINE ITEMS

FUND: CDBG OPERATIONS FUND DEPARTMENT: CDBG OPERATIONS DIVISION: CDBG REVENUES

	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6106 Intergovernmental	\$831,120	\$528,798	\$665,137	\$528,798	\$0	\$0	\$528,798
6550 Transfer In	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REVENUES SUBTOTAL	\$831,120	\$528,798	\$665,137	\$528,798	\$0	\$0	\$528,798
TOTAL 0024-0000	\$831,120	\$528,798	\$665,137	\$528,798	\$0	\$0	\$528,798

CITY OF CONROE
FY 2012-2013
0024-2400

BUDGET LINE ITEMS

FUND: CDBG OPERATIONS FUND

DEPARTMENT: CDBG OPERATIONS

DIVISION: CDBG EXPENDITURES

	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7200 Operating Supplies	\$156	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$156	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8060 Contract Services	\$158,707	\$443,916	\$409,825	\$393,724	\$0	\$0	\$393,724
CONTRACTUAL SUBTOTAL	\$158,707	\$443,916	\$409,825	\$393,724	\$0	\$0	\$393,724
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8520 Transfer Out	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRANSFERS SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9601 Sec 108 Principal	\$87,000	\$91,000	\$91,000	\$95,000	\$0	\$0	\$95,000
9611 Sec 108 Interest	\$72,454	\$68,340	\$68,340	\$63,892	\$0	\$0	\$63,892
DEBT SERVICE SUBTOTAL	\$159,454	\$159,340	\$159,340	\$158,892	\$0	\$0	\$158,892
TOTAL 0024-2400	\$318,317	\$603,256	\$569,165	\$552,616	\$0	\$0	\$552,616

CONROE TOWER FUND

FY 12-13 Budget Summary Conroe Tower Fund

Type	Actual FY 10-11	Budget FY 11-12	Estimate FY 11-12	Base FY 12-13	Supplemental FY 12-13	Proposed FY 12-13	Dollar + / -	Percent + / -
Beginning Fund Balance:		\$ 385,084	\$ 385,084	\$ 265,727	\$ -	\$ 265,727	\$ -	0.0%
Conroe Tower Fund Revenues:								
Revenues	\$ 496,659	\$ 636,129	\$ 651,266	\$ 426,572	\$ -	\$ 426,572	\$ (209,557)	-32.9%
Total Revenues	\$ 496,659	\$ 636,129	\$ 651,266	\$ 426,572	\$ -	\$ 426,572	\$ (209,557)	-32.9%
Total Resources:		\$ 1,021,213	\$ 1,036,350	\$ 692,299	\$ -	\$ 692,299	\$ (209,557)	-20.5%
Conroe Tower Fund Expenditures:								
Conroe Tower	\$ 426,278	\$ 727,786	\$ 770,623	\$ 426,572	\$ 47,900	\$ 474,472	\$ (253,314)	-34.8%
Total Expenditures	\$ 426,278	\$ 727,786	\$ 770,623	\$ 426,572	\$ 47,900	\$ 474,472	\$ (253,314)	-34.8%
New Fund Balance:		\$ 293,427	\$ 265,727	\$ 265,727		\$ 217,827		

Breakdown of Transfer In:

General Fund	\$ 81,862
Water and Sewer Operating Fund	81,862
Total	\$ 163,724

Breakdown of Transfer Out:

Vehicle & Equipment Fund	\$ 1,396
Total	\$ 1,396

FY 12-13 Supplemental Requests Conroe Tower Fund

Department/Division	Dept Rank	Supplemental Req. Title	Requested Amount	FY 11-12 Purchase	CAO Adjustment	List "A" (Included)	Type
0025-2500 Conroe Tower	1	Update Restrooms on Floors 2,3,4,5,6	\$ 20,000	\$ -	\$ -	\$ 20,000	Replacement Equipment
0025-2500 Conroe Tower	2	Replacement Carpet in Hallways of 2,4,5,6	12,000	-	-	12,000	Replacement Equipment
0025-2500 Conroe Tower	3	Card Readers for Communications & IT Rooms	9,400	-	-	9,400	New Equipment
0025-2500 Conroe Tower	4	Security Cameras - 6th Floor Banquet Room	6,500	-	-	6,500	New Equipment
			\$ 47,900	\$ -	\$ -	\$ 47,900	

Definitions:

- Requested Amount** - The total cost of the project. Also, the cost that was requested through the supplemental request.
- FY 11-12 Purchase** - The amount approved for purchase with savings in the current fiscal year, rather than putting the item in the next fiscal year.
- CAO (City Administrator's Office) Adjustment** - This category is for items that are generally non-discretionary, inflationary increases that are critical to a department's operations and are uncontrollable expenses (i.e. gasoline and diesel cost increases).
- List "A" (Included)** - These items are included in the Operating Budget as supplementals.

Notes:

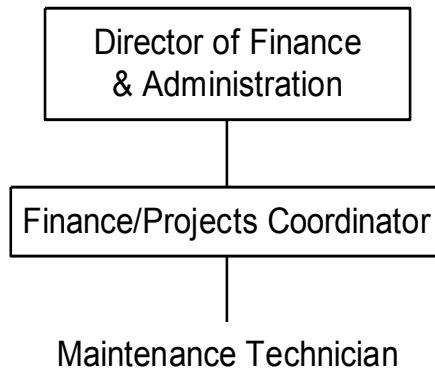
- If there is no funding listed in the FY11-12 Purchase, CAO Adjustment, or List "A" (Included) columns, then the supplemental request was not approved for funding.

CITY OF CONROE
FY 2012-2013
0025-0000

BUDGET LINE ITEMS

FUND: CONROE TOWER FUND		DEPARTMENT: CONROE TOWER		DIVISION: CONROE TOWER REVENUES			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6010 Interest	\$33	\$0	\$400	\$0	\$0	\$0	\$0
6030 Lease Income	\$274,268	\$268,267	\$283,004	\$262,848	\$0	\$0	\$262,848
6050 Recreational	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6060 Unanticipated Revenues	\$2,171	\$0	\$0	\$0	\$0	\$0	\$0
6106 Intergovernmental	\$0	\$173,570	\$173,570	\$0	\$0	\$0	\$0
6530 Other Non-Operating Income	\$11,795	\$0	\$0	\$0	\$0	\$0	\$0
6550 Transfer In	\$208,392	\$194,292	\$194,292	\$163,724	\$0	\$0	\$163,724
REVENUES SUBTOTAL	\$496,659	\$636,129	\$651,266	\$426,572	\$0	\$0	\$426,572
TOTAL 0025-0000	\$496,659	\$636,129	\$651,266	\$426,572	\$0	\$0	\$426,572

Conroe Tower



The Conroe Tower is a 58,000+ square foot office center located in the heart of downtown Conroe. The purchase gave the city the room it needed to house its growing staff and the ability to remain downtown for the convenience of the citizens. The city occupies just over 40,000 square feet of space in the building. Almost all of the administrative offices are in the building, and most city business is conducted there. The remainder of the space is leased as professional office suites to 14 tenants. The tenants provide enough income to offset approximately one half of the building's operating costs. The "Top of the Tower" is a meeting room/banquet facility located on the sixth floor of the Conroe Tower. The 2,700 square feet space offers a spectacular panoramic view of Conroe and is ideal for business meetings, training sessions, receptions and banquets.

Conroe Tower

Accomplishments for FY 2011-2012

- ✓ Installed new generator to power entire building
- ✓ Maintained 100% occupancy level in the Tower
- ✓ Renovated two tenant suites, following the leasing policy guidelines
- ✓ Replaced the roof over the first floor of City Hall under a grant program through Community Development
- ✓ Renovated the existing Emergency Operations Center (EOC), doubling its size and installing state of the art electronics such as smart boards and televisions
- ✓ Added a camera to the 2nd floor hallway for EOC operations
- ✓ Add card readers to the EOC for security purposes
- ✓ Moved the postal mailbox system to the first floor to make room for the EOC expansion
- ✓ Converted our Purchasing Card program to CitiBank in order to remain with the State of Texas contract

Goals & Objectives for FY 2012-2013

- ❑ Maintain 100% occupancy level in the Tower
- ❑ Maintain an excellent level of tenant and employee customer satisfaction
- ❑ Renovate restrooms on floors 2-6
- ❑ Add security cameras to the 6th floor banquet facility
- ❑ Add card readers to the Communications and IT server rooms
- ❑ Replace carpet in the common area (hallways) on floors 2-6 as needed
- ❑ Add a roof entry hatch located on the 3rd floor hallway for the accessibility to the first floor roof for maintenance purposes

**City of Conroe
Conroe Tower Fund**

**Conroe Tower
0025-2500**

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
Maintenance Technician	1	1	1	1
TOTAL PERSONNEL SERVICES	1	1	1	1

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
Tower Occupancy at 100%	100%	100%	100%	100%
Number of 6th Floor Rental/Usage Information Requests	914(5/day)	1000(5/day)	1050(6/day)	1050(6/day)
Number of 6th FI Reservations	105	110	118	120
Number of Tower Maintenance Service Orders	456	450	460	460
Number of Specialty Service Orders (Knox-Owen Theater-Madeley)	75	75	100	100

CITY OF CONROE
FY 2012-2013
0025-2500

BUDGET LINE ITEMS

FUND: CONROE TOWER FUND		DEPARTMENT: CONROE TOWER		DIVISION: CONROE TOWER EXPENDITURES			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$43,139	\$44,182	\$44,182	\$45,175	\$0	\$0	\$45,175
7020 Overtime	\$1,135	\$2,100	\$2,500	\$2,100	\$0	\$0	\$2,100
7025 Social Security	\$3,267	\$4,212	\$4,000	\$4,302	\$0	\$0	\$4,302
7030 Retirement & Pension	\$7,094	\$8,325	\$8,100	\$7,982	\$0	\$0	\$7,982
7035 Workers Compensation	\$904	\$1,178	\$1,200	\$680	\$0	\$0	\$680
7040 Employee Insurance	\$11,131	\$10,957	\$10,900	\$11,628	\$0	\$0	\$11,628
PERSONNEL SERVICES SUBTOTAL	\$66,670	\$70,954	\$70,882	\$71,867	\$0	\$0	\$71,867
7110 Office Supplies	\$108	\$225	\$225	\$225	\$0	\$0	\$225
7130 Building Supplies	\$2,504	\$1,400	\$5,400	\$1,400	\$0	\$0	\$1,400
7140 Wearing Apparel	\$512	\$720	\$500	\$720	\$0	\$0	\$720
7160 Vehicle Operations	\$1,976	\$1,200	\$1,200	\$1,200	\$0	\$0	\$1,200
7170 Vehicle Repairs	\$0	\$0	\$800	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$0	\$500	\$300	\$500	\$0	\$0	\$500
7200 Other Operating Supplies	\$14,820	\$11,500	\$7,120	\$11,500	\$0	\$0	\$11,500
SUPPLIES SUBTOTAL	\$19,920	\$15,545	\$15,545	\$15,545	\$0	\$0	\$15,545
8010 Utilities	\$147,994	\$185,359	\$185,000	\$185,359	\$0	\$0	\$185,359
8020 Insurance and Bonds	\$623	\$800	\$900	\$800	\$0	\$0	\$800
8030 Legal Services	\$0	\$800	\$400	\$800	\$0	\$0	\$800
8050 Travel & Training	\$85	\$1,050	\$200	\$450	\$0	\$0	\$450
8060 Contract Services	\$162,554	\$187,255	\$212,000	\$150,355	\$0	\$0	\$150,355
CONTRACTUAL SUBTOTAL	\$311,256	\$375,264	\$398,500	\$337,764	\$0	\$0	\$337,764
9030 Improvements >\$5,000	\$0	\$260,227	\$277,000	\$0	\$0	\$32,000	\$32,000
9031 Improvements <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$400	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$26,640	\$9,400	\$3,000	\$0	\$0	\$15,900	\$15,900
9051 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9061 Vehicles <\$5,000	\$0	\$0	\$4,300	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$27,040	\$269,627	\$284,300	\$0	\$0	\$47,900	\$47,900
8520 Transfer Out	\$1,392	\$1,396	\$1,396	\$1,396	\$0	\$0	\$1,396
TRANSFERS SUBTOTAL	\$1,392	\$1,396	\$1,396	\$1,396	\$0	\$0	\$1,396
TOTAL 0025-2500	\$426,278	\$732,786	\$770,623	\$426,572	\$0	\$47,900	\$474,472

CITY OF CONROE
FY 2012-2013
0025-2500

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
1017	1	Update Restrooms On Floors 2,3,4,5,6	Replacement Equipment	9030 IMPROVEMENTS >\$5,000 Request Total	\$20,000 \$20,000
644	2	Replacement Carpet In Hallways Of 2,4,5,6	Replacement Equipment	9030 Improvements >\$5,000 Request Total	\$12,000 \$12,000
2004	3	Card Readers For Communications & IT Rooms	New Equipment	9050 MACHINERY & EQUIPMENT >\$5,000 Request Total	\$9,400 \$9,400
2003	4	Security Cameras - 6th Floor Banquet Room	New Equipment	9050 MACHINERY & EQUIPMENT >\$5,000 Request Total	\$6,500 \$6,500
4 Requests			Total for 0025-2500		\$47,900



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**OSCAR JOHNSON, JR.
COMMUNITY CENTER
FUND**

FY 12-13 Budget Summary

Oscar Johnson, Jr. Community Center Fund

Type	Actual FY 10-11	Budget FY 11-12	Estimate FY 11-12	Base FY 12-13	Supplemental FY 12-13	Proposed FY 12-13	Dollar + / -	Percent + / -
Beginning Fund Balance:		\$ 170,666	\$ 170,666	\$ -	\$ -	\$ -	\$ -	0.0%
OJJCC Fund Revenues:								
Revenues	\$ 1,024,732	\$ 970,569	\$ 811,600	\$ 980,258	\$ -	\$ 980,258	\$ 9,689	1.0%
Total Revenues	\$ 1,024,732	\$ 970,569	\$ 811,600	\$ 980,258	\$ -	\$ 980,258	\$ 9,689	1.0%
Total Resources:	\$ 1,024,732	\$ 1,141,235	\$ 982,266	\$ 980,258	\$ -	\$ 980,258	\$ 9,689	0.8%
OJJCC Fund Expenditures:								
OJJCC	\$ 910,642	\$ 1,009,369	\$ 982,266	\$ 980,258	\$ -	\$ 980,258	\$ (29,111)	-2.9%
Total Expenditures	\$ 910,642	\$ 1,009,369	\$ 982,266	\$ 980,258	\$ -	\$ 980,258	\$ (29,111)	-2.9%
New Fund Balance:		\$ 131,866	\$ -	\$ -		\$ -		

Breakdown of Transfer In:

General Fund	\$ -
Total	\$ -

FY 12-13 Supplemental Requests OJJCC Fund

Department/Division 003-3000 OJJCC	Dept Rank 1	Supplemental Req. Title Staffing for After School Recreation Program	Requested Amount	FY 11-12		CAO Adjustment	List "A"		Type
				Purchase			(Included)		
			\$ 32,907	\$ -	\$ -	\$ -	\$ -		New Personnel
			\$ 32,907	\$ -	\$ -	\$ -	\$ -		

Definitions:

1. **Requested Amount** - The total cost of the project. Also, the cost that was requested through the supplemental request.
2. **FY 11-12 Purchase** - The amount approved for purchase with savings in the current fiscal year, rather than putting the item in the next fiscal year.
3. **CAO (City Administrator's Office) Adjustment** - This category is for items that are generally non-discretionary, inflationary increases that are critical to a department's operations and are uncontrollable expenses (i.e. gasoline and diesel cost increases).
4. **List "A" (Included)** - These items are included in the Operating Budget as supplementals.

Notes:

5. If there is no funding listed in the FY11-12 Purchase, CAO Adjustment, or List "A" (Included) columns, then the supplemental request was not approved for funding.

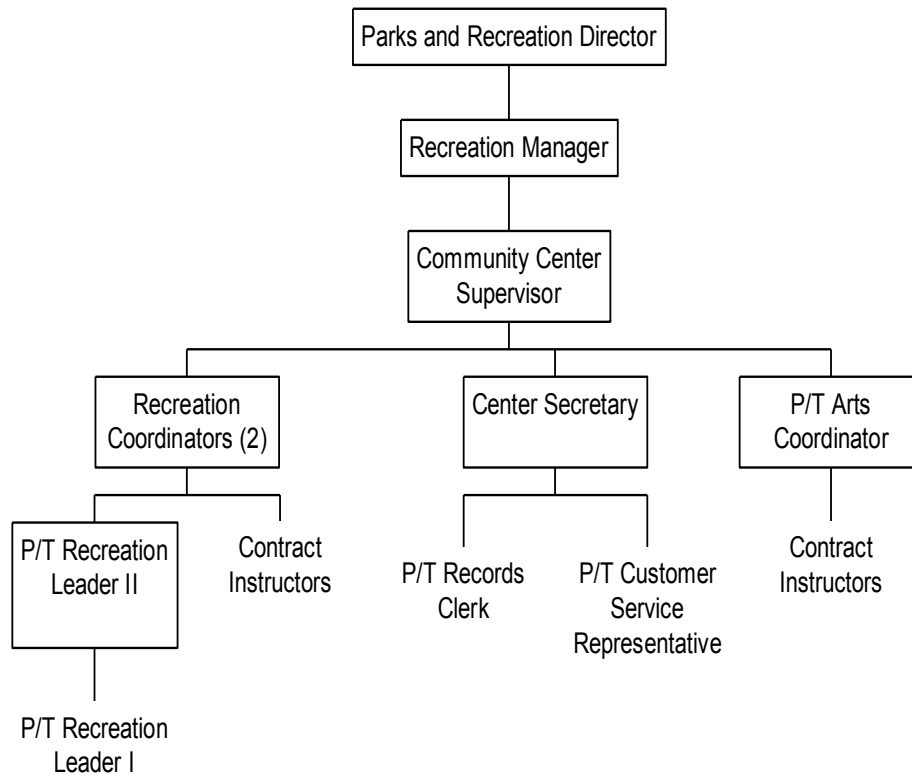
CITY OF CONROE
FY 2012-2013
0030-0000

BUDGET LINE ITEMS

FUND: OSCAR JOHNSON COMMUNITY CENTER FUND DEPARTMENT: OJCC DIVISION: OJCC REVENUES

	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
5150 Service Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6010 Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6050 Recreational	\$16,371	\$13,000	\$13,000	\$14,300	\$0	\$0	\$14,300
6051 Parks Programs	\$266,911	\$323,000	\$350,000	\$385,000	\$0	\$0	\$385,000
6052 Donations	\$5,111	\$0	\$5,395	\$0	\$0	\$0	\$0
6060 Unanticipated Revenues	\$157	\$0	\$0	\$0	\$0	\$0	\$0
6104 CDBG-OJCC	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6106 Intergovernmental	\$0	\$634,569	\$443,205	\$580,958	\$0	\$0	\$580,958
6550 Transfer In	\$736,182	\$0	\$0	\$0	\$0	\$0	\$0
REVENUES SUBTOTAL	\$1,024,732	\$970,569	\$811,600	\$980,258	\$0	\$0	\$980,258
TOTAL 0030-0000	\$1,024,732	\$970,569	\$811,600	\$980,258	\$0	\$0	\$980,258

Oscar Johnson, Jr. Community Center



The Oscar Johnson, Jr. Community Center is situated on nearly two and one-half acres south of downtown Conroe. A six thousand square foot building with meeting facilities, classrooms, computer lab, kitchen and offices supports the Center's programming efforts to address the needs in the community. A four thousand square foot activity building adds a game room, an art studio, restrooms and a large meeting room for programs and rental opportunities. Outdoor features include a lighted basketball court, playground area, picnic tables and seasonal swimming pool. Conroe residents can participate in the after school recreation program, summer day camps, art programs, dance programs, martial arts, adult education classes including GED, Spanish/English classes and a variety of other programs and special events. Named for Oscar Johnson, Jr., the first African American Conroe City Council member, the Community Center is the vision of Conroe's concerned citizens and has been operating for over fifteen years.

Oscar Johnson, Jr. Community Center

Accomplishments for FY 2011-2012

- ✓ Increased After School Recreation Program attendance by 30%.
- ✓ Hosted Lights on After School event in collaboration with AgriLIFE Extension/4H.
- ✓ Hosted Breast Cancer Awareness Lunch and Learn for Spanish speaking community in collaboration with the Lone Star Family Health Center.
- ✓ Received, with Conroe Independent School District, the Texas Recreation and Park Society's regional and state award for Advocate of the Year.
- ✓ Received "Drum Major" award from Martin Luther King, Jr. Celebration Committee.
- ✓ Installed new carpet in main corridor and replaced floor in front office.
- ✓ Completed over flow parking adjacent to the center.
- ✓ Exceeded budgeted revenue by 15%.

Goals & Objectives for FY 2012-2013

- ❑ Implement price increase for After School Recreation Program and Camp Fun Quest.
- ❑ Enhance Lights on After School to include Community Block Party.
- ❑ Expand art classes to include adults.
- ❑ Explore day time programming for seniors.
- ❑ Collaborate with Friends of Conroe to offer "City of Conroe Kids Zone" during Catfish Festival.

City of Conroe OJCC Fund

Oscar Johnson, Jr. Community Center 030-3000

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
Center Supervisor	1	1	1	1
Secretary I	1	1	1	1
Recreation Coordinator	2	2	2	2
TOTAL FULL TIME	4	4	4	4
Part Time Recreation Coordinator	1,500	1,500	1,560	1,560
Part Time Rec Leader I	55,850	28,387	36,470	36,470
Part Time Rec Leader II	15,050	12,343	14,015	14,015
TOTAL PART TIME HOURS	72,400	42,230	52,045	52,045

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Esitimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
Participants				
Rentals	2,303	4,420	3,500	3,850
Programs	62,444	69,332	78,000	85,800
Special Events	2,053	1,150	1,150	1,300
Total	66,800	74,902	82,650	90,950
Revenue				
6050 Rentals	\$ 11,664	\$ 16,371	\$ 13,000	\$ 14,300
6051 Programs	\$ 220,265	\$ 266,910	\$ 350,000	\$ 385,000
Total	\$ 231,929	\$ 283,281	\$ 363,000	\$ 399,300

Notes:

Esitimated 2011-1012 participation considers the current 30% increase in ASRP participation.
Budget for 2012-2013 considers a 10% increase in participation and revenue.

CITY OF CONROE
FY 2012-2013
0030-3000

BUDGET LINE ITEMS

FUND: OSCAR JOHNSON COMMUNITY CENTER FUND DEPARTMENT: OJCC DIVISION: OJCC EXPENDITURES							
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$164,312	\$184,579	\$185,232	\$194,089	\$0	\$0	\$194,089
7012 Salaries - Part Time	\$379,986	\$380,000	\$380,000	\$380,000	\$0	\$0	\$380,000
7020 Overtime	\$3,538	\$2,500	\$2,500	\$2,500	\$0	\$0	\$2,500
7025 Social Security	\$41,312	\$51,604	\$43,431	\$52,470	\$0	\$0	\$52,470
7030 Retirement & Pension	\$25,792	\$33,978	\$31,447	\$33,155	\$0	\$0	\$33,155
7035 Workers Compensation	\$6,704	\$9,825	\$7,244	\$8,639	\$0	\$0	\$8,639
7040 Employee Insurance	\$38,967	\$43,827	\$34,356	\$45,149	\$0	\$0	\$45,149
PERSONNEL SERVICES SUBTOTAL	\$660,611	\$706,313	\$684,210	\$716,002	\$0	\$0	\$716,002
7110 Office Supplies	\$6,359	\$8,000	\$8,000	\$8,000	\$0	\$0	\$8,000
7130 Building Supplies	\$979	\$3,000	\$1,500	\$1,500	\$0	\$0	\$1,500
7140 Wearing Apparel	\$4,929	\$7,600	\$6,600	\$6,600	\$0	\$0	\$6,600
7160 Vehicle Operations	\$10,535	\$14,000	\$12,000	\$12,000	\$0	\$0	\$12,000
7170 Vehicle Repairs	\$1,847	\$2,000	\$2,000	\$2,000	\$0	\$0	\$2,000
7180 Equipment Repairs	\$2,026	\$5,000	\$3,000	\$3,000	\$0	\$0	\$3,000
7200 Operating Supplies	\$33,823	\$67,219	\$45,000	\$45,000	\$0	\$0	\$45,000
SUPPLIES SUBTOTAL	\$60,498	\$106,819	\$78,100	\$78,100	\$0	\$0	\$78,100
8010 Utilities	\$39,813	\$37,167	\$40,000	\$40,000	\$0	\$0	\$40,000
8040 Leased Equipment	\$5,304	\$6,800	\$8,700	\$8,700	\$0	\$0	\$8,700
8050 Travel & Training	\$12,638	\$13,550	\$12,456	\$16,375	\$0	\$0	\$16,375
8060 Contract Services	\$87,129	\$99,920	\$120,000	\$121,081	\$0	\$0	\$121,081
CONTRACTUAL SUBTOTAL	\$144,884	\$157,437	\$181,156	\$186,156	\$0	\$0	\$186,156
9021 Buildings <\$5,000	\$4,455	\$0	\$0	\$0	\$0	\$0	\$0
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$16,037	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$38,800	\$38,800	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$2,059	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$22,098	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$44,649	\$38,800	\$38,800	\$0	\$0	\$0	\$0
TOTAL 0030-3000	\$910,642	\$1,009,369	\$982,266	\$980,258	\$0	\$0	\$980,258

SERVICE CENTER FUND

FY 12-13 Budget Summary

Service Center Fund

Type	Actual FY 10-11	Budget FY 11-12	Estimate FY 11-12	Base FY 12-13	Supplemental FY 12-13	Proposed FY 12-13	Dollar + / -	Percent + / -
Beginning Fund Balance:	\$ 15,256	\$ 15,256	\$ 15,256	\$ 15,257	\$ -	\$ 15,257	\$ -	0.0%
Service Center Fund Revenues:								
Revenues	\$ 1,156,833	\$ 1,085,143	\$ 1,132,601	\$ 1,229,268	\$ -	\$ 1,229,268	\$ 144,125	13.3%
Total Revenues	\$ 1,156,833	\$ 1,085,143	\$ 1,132,601	\$ 1,229,268	\$ -	\$ 1,229,268	\$ 144,125	13.3%
Total Resources:	\$ 1,100,399	\$ 1,147,857	\$ 1,244,525	\$ -	\$ 1,244,525	\$ 144,125	13.1%	
Service Center Fund Expenditures:								
Service Center	\$ 1,150,049	\$ 1,051,676	\$ 1,132,600	\$ 1,129,963	\$ 105,696	\$ 1,235,659	\$ 183,983	17.5%
Total Expenditures	\$ 1,150,049	\$ 1,051,676	\$ 1,132,600	\$ 1,129,963	\$ 105,696	\$ 1,235,659	\$ 183,983	17.5%
New Fund Balance:	\$ 48,723	\$ 15,257	\$ 114,562			\$ 8,866		

Breakdown of Transfer Out:

Vehicle & Equipment Fund	\$ 7,297
Total	\$ 7,297

FY 12-13 Supplemental Requests Service Center Fund

Department/Division	Dept Rank	Supplemental Req. Title	Requested Amount	FY 11-12 Purchase	CAO Adjustment	List "A" (Included)	Type
0052-5200 Service Center	0	Fuel Price Increase	\$ 2,250	\$ -	\$ 2,250	\$ -	Non-discretionary Adjustment
0052-5200 Service Center	1	New Mechanic/Fleet Technician	72,896	-	-	72,896	New Personnel
0052-5200 Service Center	2	Genisys Vehicle Scan Tool	1,000	-	-	1,000	Enhanced Program
0052-5200 Service Center	3	Shop Air Compressor	3,000	-	-	3,000	New Equipment
0052-5200 Service Center	4	Transmission Flush Machine	3,800	-	-	3,800	New Equipment
0052-5200 Service Center	5	Alignment Lift Rack	25,000	-	-	25,000	New Equipment
0052-5200 Service Center	6	Pilot/Testing for Innovations in Fleet Management	5,000	-	-	-	Replacement Equipment
			\$ 112,946	\$ -	\$ 2,250	\$ 105,696	

Definitions:

- Requested Amount** - The total cost of the project. Also, the cost that was requested through the supplemental request.
- FY 11-12 Purchase** - The amount approved for purchase with savings in the current fiscal year, rather than putting the item in the next fiscal year.
- CAO (City Administrator's Office) Adjustment** - This category is for items that are generally non-discretionary, inflationary increases that are critical to a department's operations and are uncontrollable expenses (i.e. gasoline and diesel cost increases).
- List "A" (Included)** - These items are included in the Operating Budget as supplementals.

Notes:

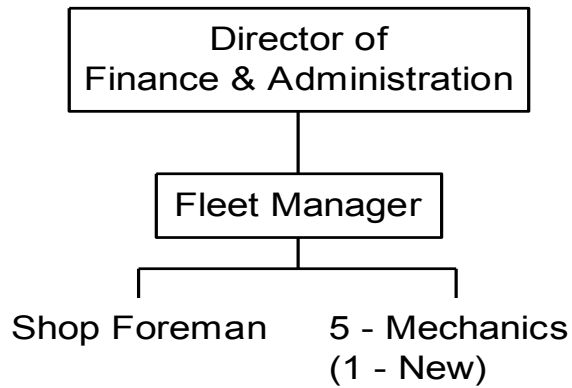
- If there is no funding listed in the FY11-12 Purchase, CAO Adjustment, or List "A" (Included) columns, then the supplemental request was not approved for funding.

CITY OF CONROE
FY 2012-2013
0052-0000

BUDGET LINE ITEMS

FUND: SERVICE CENTER FUND		DEPARTMENT: SERVICE CENTER OPERATIONS		DIVISION: REVENUES			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
5150 Service Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5151 Fuel	\$136,930	\$174,038	\$175,000	\$220,000	\$0	\$0	\$220,000
5152 Parts	\$417,531	\$390,885	\$413,655	\$415,150	\$0	\$0	\$415,150
5153 Labor	\$399,257	\$390,000	\$375,335	\$416,830	\$0	\$0	\$416,830
5154 Sublets	\$150,973	\$86,520	\$127,470	\$131,250	\$0	\$0	\$131,250
5155 Carwash	\$19,201	\$17,700	\$16,128	\$20,300	\$0	\$0	\$20,300
5156 Miscellaneous	\$32,938	\$26,000	\$25,013	\$25,738	\$0	\$0	\$25,738
6010 Interest	\$3	\$0	\$0	\$0	\$0	\$0	\$0
6060 Unanticipated Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6550 Transfer In	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REVENUES SUBTOTAL	\$1,156,833	\$1,085,143	\$1,132,601	\$1,229,268	\$0	\$0	\$1,229,268
TOTAL 0052-0000	\$1,156,833	\$1,085,143	\$1,132,601	\$1,229,268	\$0	\$0	\$1,229,268

Service Center



The Fleet Services Division is responsible for the management and maintenance of fleet vehicles and equipment for both internal and external customers. Services include scheduled preventive maintenance, predictive maintenance, diagnostics, repairs, safety & emission inspections, auto parts warehouse and inventory functions. In addition, Fleet Services coordinates the following external services: paint and body repair, engine and transmission repair/rebuild, heavy duty suspension service, and glass replacement.

Service Center

Accomplishments for FY 2011-2012

- ✓ 4th Place 100 Best Fleets In North America
- ✓ ASE Automotive Service Excellence Blue Seal Certified
- ✓ Entered into Interlocal Fleet Service Agreements with external customers
- ✓ Tested GPS Fleet Solutions
- ✓ Implemented Faster Software Upgrade with graphics module
- ✓ Sent Fleet Management staff to national training conferences

Goals & Objectives for FY 2012-2013

- ❑ Implement Faster Software Upgrade with dashboards
- ❑ Implement Faster Service Center for customer relations
- ❑ Apply for 100 Best Fleets In North America
- ❑ Develop Anti-Idling Policy
- ❑ Develop Use and Assignment Policy
- ❑ Develop Fleet Green House Gases Report
- ❑ Reduce excess and underutilized fleet assets

City of Conroe Service Center Fund

Service Center 0052-5200

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
Fleet Manager	1	1	1	1
Foreman	1	1	1	1
Equipment Mechanic	4	4	4	5
Service Technician	1	0	0	0
TOTAL PERSONNEL SERVICES	7	6	6	7

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
Fleet Summary				
Total Fleet Available	439	446	460	460
Total Hours Downtime	2%	2%	2%	3%
Fleet Availability	98%	98%	98%	97%
Downtime Summary				
Less Than 24 Hours	97%	96%	96%	95%
24- 48 Hours	1%	2%	2%	2%
More Than 48 Hours	2%	2%	2%	3%
Labor Hour Summary				
Total Labor Hours	5,075	5,157	6,200	7,500
Non-Scheduled Hours	6%	8%	7%	7%
Scheduled Hours	94%	92%	93%	93%
Captured Parts Warranty				
Parts	\$58,100	\$57,642	\$56,000	\$56,000
Number of Work Orders				
Number of Work Orders	2,771	3,266	3,500	3,550

CITY OF CONROE
FY 2012-2013
0052-5200

BUDGET LINE ITEMS

FUND: SERVICE CENTER FUND		DEPARTMENT: SERVICE CENTER OPERATIONS		DIVISION: EXPENDITURES			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$352,298	\$356,900	\$356,900	\$372,099	\$0	\$47,840	\$419,939
7020 Overtime	\$17,909	\$16,000	\$16,000	\$16,000	\$0	\$3,000	\$19,000
7025 Social Security	\$26,958	\$33,934	\$33,934	\$35,317	\$0	\$3,889	\$39,206
7030 Retirement & Pension	\$65,388	\$64,354	\$64,354	\$66,098	\$0	\$8,597	\$74,695
7035 Workers Compensation	\$5,181	\$7,192	\$7,192	\$5,599	\$0	\$220	\$5,819
7040 Employee Insurance	\$67,232	\$65,741	\$65,741	\$70,271	\$0	\$8,400	\$78,671
PERSONNEL SERVICES SUBTOTAL	\$534,966	\$544,121	\$544,121	\$565,384	\$0	\$71,946	\$637,330
7110 Office Supplies	\$1,081	\$1,100	\$1,000	\$1,100	\$0	\$0	\$1,100
7140 Wearing Apparel	\$2,435	\$3,500	\$3,250	\$3,500	\$0	\$450	\$3,950
7160 Vehicle Operations	\$5,188	\$7,650	\$6,900	\$7,650	\$2,250	\$0	\$9,900
7170 Vehicle Repairs	\$4,152	\$980	\$1,000	\$980	\$0	\$0	\$980
7180 Equipment Repairs	\$11,769	\$2,250	\$5,800	\$2,250	\$0	\$0	\$2,250
7190 Radio Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$19,195	\$6,500	\$21,000	\$6,500	\$0	\$0	\$6,500
7301 Fleet Stock Parts	\$135,654	\$96,820	\$124,500	\$125,000	\$0	\$0	\$125,000
7400 Fleet Non-Stock Parts	\$238,275	\$243,080	\$235,200	\$236,000	\$0	\$0	\$236,000
7450 Sublet Labor	\$99,063	\$82,400	\$121,400	\$125,000	\$0	\$0	\$125,000
SUPPLIES SUBTOTAL	\$516,812	\$444,280	\$520,050	\$507,980	\$2,250	\$450	\$510,680
8010 Utilities	\$19,777	\$16,250	\$18,400	\$16,250	\$0	\$0	\$16,250
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$0	\$251	\$250	\$251	\$0	\$0	\$251
8050 Travel & Training	\$12,415	\$9,160	\$9,100	\$9,160	\$0	\$500	\$9,660
8060 Contract Services	\$19,430	\$19,935	\$23,000	\$21,391	\$0	\$1,000	\$22,391
CONTRACTUAL SUBTOTAL	\$51,622	\$45,596	\$50,750	\$47,052	\$0	\$1,500	\$48,552
9031 Improvements < \$5,000	\$2,123	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000
9051 Machinery & Equipment <\$5,000	\$3,191	\$11,000	\$11,000	\$0	\$0	\$6,800	\$6,800
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$5,314	\$11,000	\$11,000	\$0	\$0	\$31,800	\$31,800
8520 Transfer Out	\$41,335	\$6,679	\$6,679	\$7,297	\$0	\$0	\$7,297
TRANSFERS SUBTOTAL	\$41,335	\$6,679	\$6,679	\$7,297	\$0	\$0	\$7,297
TOTAL 0052-5200	\$1,150,049	\$1,051,676	\$1,132,600	\$1,127,713	\$2,250	\$105,696	\$1,235,659

CITY OF CONROE
FY 2012-2013
0052-5200

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
2334	1	New Mechanic/Fleet Technician	New Personnel	7010 SALARIES 7020 OVERTIME 7025 SOCIAL SECURITY 7030 RETIREMENT & PENSION 7035 WORKERS COMPENSATION 7040 EMPLOYEE INSURANCE 7140 WEARING APPAREL 8050 TRAVEL & TRAINING Request Total	\$47,840 \$3,000 \$3,889 \$8,597 \$220 \$8,400 \$450 \$500 \$72,896
1390	2	Genisys Vehicle Scan Tool	Enhanced Program	8060 Contract Services Request Total	\$1,000 \$1,000
2332	4	Shop Air Compressor	New Equipment	9051 Machinery & Equipment <\$5,000 Request Total	\$3,000 \$3,000
979	5	Transmission Flush Machine	New Equipment	9051 MACHINERY & EQUIPMENT <\$5,000 Request Total	\$3,800 \$3,800
2333	6	Alignment Lift Rack	New Equipment	9050 Machinery & Equipment >\$5,000 Request Total	\$25,000 \$25,000
5 Requests			Total for 0052-5200		\$105,696



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SELF-FUNDED INSURANCE FUND

FY 12-13 Budget Summary

Self Funded Insurance Fund

Type	Actual FY 10-11	Budget FY 11-12	Estimate FY 11-12	Base FY 12-13	Supplemental FY 12-13	Proposed FY 12-13	Dollar + / -	Percent + / -
Beginning Fund Balance:	\$ 3,432,229	\$ 3,432,229	\$ 3,432,229	\$ 2,491,204	\$ -	\$ 2,491,204	\$ -	\$ -
Self Funded Insurance Fund Revenues:								
Revenues	\$ 6,110,693	\$ 5,733,296	\$ 6,302,409	\$ 6,302,409	\$ -	\$ 6,302,409	\$ 569,113	9.9%
Total Revenues	\$ 6,110,693	\$ 5,733,296	\$ 6,302,409	\$ 6,302,409	\$ -	\$ 6,302,409	\$ 569,113	9.9%
Total Resources:	\$ 9,165,525	\$ 9,734,638	\$ 8,793,613	\$ -	\$ 8,793,613	\$ 569,113	6.2%	
Self Funded Insurance Fund Expenditures:								
0081-8100	\$ 7,524,156	\$ 6,634,044	\$ 7,243,434	\$ 7,360,325	\$ -	\$ 7,360,325	\$ 726,281	10.9%
Total Exp	\$ 7,524,156	\$ 6,634,044	\$ 7,243,434	\$ 7,360,325	\$ -	\$ 7,360,325	\$ 726,281	10.9%
New Fund Balance:	\$ 2,531,481	\$ 2,491,204	\$ 1,433,288	\$ 1,433,288				

Note: The "Beginning Fund Balance" does not include the total Other Post Employment Benefits (OPEB) Liability in the amount of \$3,511,220. The OPEB liability represents the benefit continuation of medical, dental, and vision insurance coverage provided at City expense to eligible retirees or former elected officials.

CITY OF CONROE
FY 2012-2013
0081-0000

BUDGET LINE ITEMS

FUND: SELF FUNDED INSURANCE FUND		DEPARTMENT: SELF FUNDED INSURANCE		DIVISION: REVENUES			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
5150 Service Charges	\$6,103,871	\$5,733,296	\$6,302,409	\$6,302,409	\$0	\$0	\$6,302,409
6010 Interest	\$6,822	\$0	\$0	\$0	\$0	\$0	\$0
6550 Transfer In	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REVENUES SUBTOTAL	\$6,110,693	\$5,733,296	\$6,302,409	\$6,302,409	\$0	\$0	\$6,302,409
TOTAL 0081-0000	\$6,110,693	\$5,733,296	\$6,302,409	\$6,302,409	\$0	\$0	\$6,302,409

**City of Conroe
Self Funded Insurance Fund**

**Self Funded Insurance
0081-8100**

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERSONNEL SERVICES				
Employee Specialist	1	1	1	1
TOTAL PERSONNEL SERVICES	1	1	1	1

CITY OF CONROE
FY 2012-2013
0081-8100

BUDGET LINE ITEMS

FUND: SELF FUNDED INSURANCE FUND		DEPARTMENT: SELF FUNDED INSURANCE		DIVISION: EXPENDITURES			
	2011	2012		2013			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$45,381	\$45,130	\$45,353	\$42,508	\$0	\$0	\$42,508
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$631	\$0	\$47	\$0	\$0	\$0	\$0
7025 Social Security	\$3,154	\$4,107	\$3,423	\$3,868	\$0	\$0	\$3,868
7030 Retirement & Pension	\$7,087	\$7,631	\$7,709	\$7,269	\$0	\$0	\$7,269
7035 Workers Compensation	\$72	\$99	\$73	\$640	\$0	\$0	\$640
7040 Employee Insurance	\$11,157	\$10,957	\$10,957	\$11,628	\$0	\$0	\$11,628
7050 Pre-Employment Physicals	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PERSONNEL SERVICES SUBTOTAL	\$67,482	\$67,924	\$67,562	\$65,913	\$0	\$0	\$65,913
7200 Operating Supplies	\$0	\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
SUPPLIES SUBTOTAL	\$0	\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
8010 Utilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8060 Contract Services	\$7,163,285	\$6,563,120	\$7,172,872	\$7,291,412	\$0	\$0	\$7,291,412
8090 OPEB Expense	\$293,389	\$0	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SUBTOTAL	\$7,456,674	\$6,563,120	\$7,172,872	\$7,291,412	\$0	\$0	\$7,291,412
9041 Furniture & Fixtures < \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment < \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL 0081-8100	\$7,524,156	\$6,634,044	\$7,243,434	\$7,360,325	\$0	\$0	\$7,360,325



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Office of the Mayor

CITY OF CONROE

October 1, 2012

To the members of the City Council of the City of Conroe, Texas:

This fiscal year, a capital budget is being submitted separate and apart from the operating budget. The reason for a separate capital budget is to more carefully track capital projects and to more accurately fund them from year to year. This letter outlines the key components of our program.

This year's budget includes a multi-year capital improvement program (CIP), which provides a detailed plan for addressing the capital needs of the City over the next ten fiscal years. However, even though it is a multi-year plan, this budget only appropriates funding for the next fiscal year (i.e., October 1, 2012, through September 30, 2013). For financial planning purposes, we have targeted addressing the projects slated for the next one to ten years, with the intention of evaluating the plan on an annual basis.

Our CIP is a progressive plan to improve Conroe's infrastructure using a mixture of current revenues, government grants, and various types of bonded debt. The program includes projects related to streets, signals, facilities, parks, and drainage in the General Government CIP, projects for water and wastewater improvements in the Water and Sewer CIP, and other CIP funds such as the Conroe Industrial Development Corporation (CIDC) CIP.

In the General Government CIP, the following funds will be budgeted for FY 12-13:

Fund 075 – Streets Improvements CIP Fund

The Streets Improvements CIP fund accounts for capital projects related to design, construction, improvement, and rehabilitation of streets and roads. For FY 12-13, the Streets CIP fund includes fourteen (14) projects for a total of \$19,665,000, including those projects that will carry over from prior fiscal years because they will not be completed this fiscal year. More detailed information regarding project descriptions and funding can be found behind the Streets Improvements tab of the CIP budget document.

Fund 041 – Signals Improvements CIP Fund

The Signals Improvements CIP fund accounts for capital projects related to design, construction, and improvement of traffic signals in the City of Conroe. For FY 12-13, the Signals CIP fund includes one (1) project for a total of \$490,000. More detailed information regarding the project description and funding can be found behind the Signals Improvements tab of the CIP budget document.

Fund 042 – Facilities Improvements CIP Fund

The Facilities Improvements CIP fund accounts for capital projects related to design, construction, and improvement of City buildings, facilities, and related infrastructure. There are no Facilities projects budgeted in FY 12-13.

Fund 073 – Parks Improvements CIP Fund

The Parks Improvements CIP fund accounts for capital projects related to design, construction, and improvement of City parks and recreation facilities and infrastructure. For FY 12-13, the Parks Improvements CIP fund includes two (2) projects for a total of \$913,000, including those projects that will carry over from prior fiscal years because they will not be completed this fiscal year. More detailed information regarding project descriptions and funding can be found behind the Parks Improvements tab of the CIP budget document.

Fund 063 – Drainage Improvements CIP Fund

The Drainage Improvements CIP fund accounts for capital projects related to design, construction, and improvement of City drainage infrastructure. For FY 12-13, the Drainage Improvements CIP fund includes eight (8) projects for a total of \$1,505,000, including those projects that will carry over from prior fiscal years because they will not be completed this fiscal year. More detailed information regarding project descriptions and funding can be found behind the Drainage Improvements tab of the CIP budget document.

Annexation and Municipal Service Agreement – The Woodlands Land Development Company Fund

In November 2000, the City of Conroe entered into an Annexation and Municipal Services Agreement with The Woodlands Land Development Company (TWLDC), which in part specifies that the City will reimburse TWLDC for certain infrastructure improvements to the College Park shopping area at IH 45 and SH 242 (i.e., Garden Ridge, Kohl's, etc.) and the Windsor Lakes Subdivision. In brief, the City is to calculate the total amount of property taxes and one-fourth of the sales taxes that were received from properties within the annexed area during the preceding year. If this amount is sufficient to pay the debt on at least \$2.0 million, the City owes TWLDC a reimbursement. If it is not, then this calculation is repeated in subsequent years until such time as a payment can be supported.

In the Water & Sewer CIP, the following funds will be budgeted for FY 12-13:

Fund 042 – Water Improvements CIP Fund

The Water Improvements CIP fund accounts for capital projects related to design, construction, improvement, and rehabilitation of the City's water distribution system, which includes water wells, storage tanks, mains, and pipes. For FY 12-13, the Water Improvements CIP fund includes eight (8) projects for a total of \$4,747,000, including those projects that will carry over from prior fiscal years because they will not be completed this fiscal year. More detailed information regarding project descriptions and funding can be found behind the Water Improvements tab of the CIP budget document.

Fund 043 – Sewer Improvements CIP Fund

The Sewer Improvements CIP fund accounts for capital projects related to design, construction, improvement, and rehabilitation of the City's wastewater collection and treatment system, which includes sewer mains, pipes, liftstations, and wastewater treatment plant. For FY 12-13, the Sewer Improvements CIP fund includes thirteen (13) projects for a total of \$22,218,000, including those projects that will carry over from prior fiscal years because they will not be completed this fiscal year. More detailed information regarding project descriptions and funding can be found behind the Sewer Improvements tab of the CIP budget document.

Other CIP funds will be budgeted in FY 12-13, including:

Fund 080 – Conroe Industrial Development Corporation (CIDC) CIP

In FY 07-08, the Conroe Industrial Development Corporation (CIDC) purchased 575 acres to expand and improve the Conroe Park North Industrial Park. This project includes purchasing land and installing infrastructure such as streets, drainage, water, and sewer improvements. The total project cost is \$31,868,000. The size and scope of this project necessitated adding it to the City's existing CIP.

On May 15, 2008, the City issued \$15,000,000 of sales tax revenue bonds for the purchase of the 575 acres related to this project. An additional transfer of \$11,758,000 was transferred from the CIDC General Fund. \$4,000,000 was transferred in FY 07-08, \$5,608,000 was transferred in FY 08-09, and \$2,150,000 was transferred in FY 09-10. An additional \$1,705,000 of sales tax revenue bonds were issued in FY 10-11, and the remaining balance of \$3,400,000 will come from debt to be issued in FY 12-13.

In FY 09-10, the CIDC pledged to create a 250-acre technology park at the Lone Star Executive Airport, known as the Deison Technology Park. The park will be designed to attract businesses to Conroe. Bonds were issued in FY 10-11 to acquire and engineer the property, which will be important to the economic growth and development of the City and its residents. In FY 11-12, the City issued \$13,556,000 to construct streets, drainage, water, and sewer infrastructure in the park.

Fund 076 – Tax Increment Reinvestment Zone #2 (West Fork Subdivision)

The city established the Tax Increment Reinvestment Zone #2 (TIRZ #2) as an incentive to develop the West Fork subdivision on State Highway 105 west of Loop 336. All property tax revenue generated by the increase in value in the subdivision that is above the value that was there when the TIRZ was created will be set aside in this fund. The money will be used to reimburse the developer for certain infrastructure costs related to the development.

Fund 079 - Tax Increment Reinvestment Zone #3 (Street Improvements)

TIRZ #3 was established in 2001 to generate money for street improvements to serve an expected surge in housing starts. The zone includes areas south, west, and northwest of the city where development activity is scheduled to occur. All property tax money that is generated by increased values in the zone that is above the base value when the TIRZ was created will be deposited to this fund. In addition, the county will contribute property tax revenue to the TIRZ based on a 0.30¢ tax rate. The funds will be used to support the debt service payments on the certificates of obligation issued for improvements in the TIRZ.

HUD Section 108 Guaranteed Loan Fund

The city has been approved for a loan from the Housing and Urban Administration Program. The loan will allow the city to speed up its downtown façade improvement program. In this program, the city loans property owners funds to improve their building facades. The interest-free loans are forgivable after ten years. The loan will be repaid from a portion of the money that the city receives from HUD's Community Development Block Grant program. The loan will be completely repaid in 2026.

Impact on the Operating Budget

Some projects included in the CIP will have operating and maintenance (O&M) costs that must be funded in the operating budget. Included in this section is a spreadsheet that shows the impact of each project on the operating budget.

General government project O&M costs will be funded in the General Fund. The operating budget costs for FY 12-13 are estimated to be \$40,000, which is due to contractual services for the Signal Timing Program CIP project. Over the 10-year CIP, the estimated O&M costs are \$557,760, which will have to be funded by increasing revenues or decreasing current expenses.

Water & sewer project O&M costs will be funded in the Water & Sewer Operating Fund. The operating budget costs for FY 12-13 are estimated to be \$32,000, which is due to the SCADA for Lift Stations project. Over the 10-year CIP, the estimated O&M costs are \$1,932,000. A majority of these costs are due to the operating the new wastewater treatment plant. These costs will have to be funded by increasing water & sewer revenue or decreasing current expenses.

Summary

Even though the CIP is a multi-year plan, only its first year is adopted as the annual capital budget. Currently, the overall list of needs identified in the 10-year CIP totals \$168,469,000, with the first year being \$59,472,000, which is largely due to streets, parks, water, and sewer-related projects. The CIP will be funded from various sources, including revenue bonds, certificates of obligation, and current funds. The funding for these projects is either already in place or has been properly planned for; therefore, I respectfully submit this capital budget for your review and approval.

Sincerely,

A handwritten signature in blue ink that reads "Webb Melder". The signature is written in a cursive, flowing style.

Webb Melder
Mayor

City of Conroe
General Government Capital Projects
Summary of Operating Budget Impact
FY 2012-2013 (Adopted)

STREETS:		PROJECTED OPERATIONS & MAINTENANCE COSTS								
PROJECT		Project Code	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	TOTAL PROJECT COST	
Roadway Trans - Drennan Road East		795	-	-	-	-	1,500	7,500	9,000	
Roadway Trans - TIRZ #3 - Crighton Road		TBD	-	-	-	4,500	6,000	6,000	16,500	
Roadway Trans - Wilson Road Widening - IH-45 to Frazier		914	-	-	-	-	-	-	-	
Roadway Trans - FM 1314 Extension		TBD	-	-	-	-	-	-	-	
Roadway Impr - Longmire Point Street Improvements		TBD	-	-	-	-	-	-	-	
Roadway Impr - Pebble Glen Street Improvements		TBD	-	-	-	-	-	-	-	
Roadway Trans - Little Egypt to Longmire Expansion		895	-	-	-	-	-	-	-	
Street Rehab - PW - Dugan Area		714	-	-	-	-	-	-	-	
Roadway Trans - TIRZ #3 - Longmire Rd Phase III		604	-	-	-	-	-	-	-	
Sidewalk - PW - Frazier Fr RR Overpass to N Loop		627	-	-	-	-	-	-	-	
Roadway Trans - TIRZ #3 - Longmire Rd Phase 2B		669	-	-	-	-	-	-	-	
Roadway Trans - Drennan Road West		757	-	900	900	900	900	900	4,500	
Roadway Trans - Plantation Drive North		761	-	-	2,340	2,340	2,340	2,340	9,360	
Roadway Trans - Wilson Road Widening - IH-45 to Longmire		798	-	-	-	-	-	-	-	
Roadway Trans - Plantation Drive South		843	-	1,080	1,080	1,080	1,080	1,080	5,400	
Roadway Trans - M.P. Clark Road		892	-	-	-	-	-	-	-	
Roadway Trans - Anderson Crossing/Teas Park		894	-	-	-	-	-	-	-	
Roadway Trans - TIRZ #3 - Crighton Road Bridge		913	-	-	-	-	-	-	-	
Roadway Trans - FM 3083 Grade Separation		902	-	-	-	-	-	-	-	
Park and Ride at FM 2854		TBD	-	-	-	-	-	-	-	
SH 105 Pedestrian & Transit/Access Mgmt		TBD	-	-	-	-	-	-	-	
Alligator Creek Pedestrian & Transit/Access Mgmt		TBD	-	-	-	-	-	-	-	
Safe Routes to Schools		TBD	-	-	-	-	-	-	-	
Pedestrian Access & Transit Improvements		TBD	-	-	-	-	-	-	-	
Roadway Trans - League Line Road East		TBD	-	-	-	-	-	-	-	
Roadway Trans - TIRZ #3 - First St Phase I		TBD	-	-	-	-	-	-	-	
Roadway Trans - TIRZ #3 - Gosling Road		TBD	-	-	-	-	-	-	-	
SUBTOTAL			-	1,980	4,320	8,820	11,820	17,820	44,760	

City of Conroe
General Government Capital Projects
Summary of Operating Budget Impact
FY 2012-2013 (Adopted)

SIGNALS:		PROJECTED OPERATIONS & MAINTENANCE COSTS								
PROJECT		Project Code	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	TOTAL PROJECT COST	
Signal Timing Program		TBD	40,000	80,000	80,000	80,000	80,000	80,000	80,000	440,000
SUBTOTAL			40,000	80,000	80,000	80,000	80,000	80,000	80,000	440,000

FACILITIES:		PROJECTED OPERATIONS & MAINTENANCE COSTS							
PROJECT	Project Code	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	TOTAL PROJECT COST	
		-	-	-	-	-	-	-	
SUBTOTAL		-	-	-	-	-	-	-	

PARKS:		PROJECTED OPERATIONS & MAINTENANCE COSTS							
	PROJECT	Project Code	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	TOTAL PROJECT COST
	Longmire Trail (S. Loop 336 to N. Loop 336)	TBD	-	-	5,000	5,000	5,000	5,000	20,000
	Carl Barton, Jr. Park Phase VI	TBD	-	-	-	-	5,000	5,000	10,000
	Forest Lake Park	TBD	-	-	10,000	10,000	10,000	10,500	40,500
	Lewis Park	TBD	-	-	-	-	-	2,500	2,500
	IH-45 Detention Pond Enhancements	801	-	-	-	-	-	-	-
	SUBTOTAL		-	-	15,000	15,000	20,000	23,000	73,000

City of Conroe
General Government Capital Projects
Summary of Operating Budget Impact
FY 2012-2013 (Adopted)

DRAINAGE:		PROJECTED OPERATIONS & MAINTENANCE COSTS							TOTAL PROJECT COST
	PROJECT	Project Code	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	
	Drainage Project - PW - East Forest Way Bridge	808	-	-	-	-	-	-	-
	Drainage Project - PW - Live Oak Creek (SH 105 to Greenway)	TBD	-	-	-	-	-	-	-
	Drainage Project - PW - Milltown Area	TBD	-	-	-	-	-	-	-
	Drainage Project - PW - Crighton Ridge Phase II	TBD	-	-	-	-	-	-	-
	Drainage Project - PW - Post Oak/Bowman/Austin Area	718	-	-	-	-	-	-	-
	Drainage Project - PW - Plantation Dr./West Fork/W. Alligator	915	-	-	-	-	-	-	-
	Drainage Project - PW - Camelot @ Creek	640	-	-	-	-	-	-	-
	Drainage Project - PW - Yates Street	TBD	-	-	-	-	-	-	-
	Storm Sewer - East Grand Lake Creek	717	-	-	-	-	-	-	-
	Drainage Project - PW - West Fork Detention (McDade)	900	-	-	-	-	-	-	-
	SUBTOTAL		-	-	-	-	-	-	-

WOODLANDS ANNEXATION AGREEMENT:		PROJECTED OPERATIONS & MAINTENANCE COSTS							TOTAL PROJECT COST
	PROJECT	Project Code	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	
	Infrastructure Improv. near College Park & Windsor Lakes	N/A	-	-	-	-	-	-	-
	SUBTOTAL		-	-	-	-	-	-	-

GRAND TOTAL		40,000	81,980	99,320	103,820	111,820	120,820	557,760
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City of Conroe
Water and Sewer Capital Projects
Summary of Operating Budget Impact
FY 2012-2013 (Adopted)

WATER:		PROJECTED OPERATIONS & MAINTENANCE COSTS							
PROJECT	Project Code	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	TOTAL PROJECT COST	
Water Plant - Panorama/Shenandoah Catahoula Well	931	-	-	-	-	-	-	-	
Water Line - Drennan Road East	TBD	-	-	-	-	-	-	-	
Water Plant - Well #14 Ground Storage Tank Replacement	TBD	-	-	-	-	-	-	-	
Water Line - Robinwood Subdivision Replacement	TBD	-	-	-	-	-	-	-	
Water Line - 1st Street Replacement	TBD	-	-	-	-	-	-	-	
Water Plant - Water Well No. 24	824	-	-	-	-	-	-	-	
Water Line - Plantation South	916	-	-	-	-	-	-	-	
Water Line - Drennan Road West	917	-	-	-	-	-	-	-	
Water Line - Anderson Crossing	918	-	-	-	-	-	-	-	
Water Plant - Water Well No. 23 & Storage Tank	825	-	-	-	-	-	-	-	
Water Line - Plantation North	TBD	-	-	-	-	-	-	-	
SUBTOTAL		-	-	-	-	-	-	-	

City of Conroe
Water and Sewer Capital Projects
Summary of Operating Budget Impact
FY 2012-2013 (Adopted)

SEWER:		PROJECTED OPERATIONS & MAINTENANCE COSTS							
PROJECT	Project Code	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	TOTAL PROJECT COST	
SSOI Program	665	-	-	-	-	-	-	-	
Treatment Plant – Existing Plant Rehab (Phase II)	TBD	-	-	-	-	-	-	-	
Treatment Plant – Land for New Plant (Phase III)	TBD	-	-	-	-	-	-	-	
Treatment Plant – Construction of New Plant (Phase IV)	TBD	-	-	-	-	-	1,710,000	1,710,000	
Sewer Plant - SCADA for Lift Stations	TBD	32,000	34,000	36,000	38,000	40,000	42,000	222,000	
Sewer Line - Pebble Glen Subdivision on Lake Conroe	TBD	-	-	-	-	-	-	-	
Sewer Line - Longmire Point Subdivision on Lake Conroe	TBD	-	-	-	-	-	-	-	
Sewer Lift Station - Teaswood Lift Station Removal	833	-	-	-	-	-	-	-	
Sewer Line - LaSalle to League Line	797	-	-	-	-	-	-	-	
Sewer Line - Live Oak Creek (SSOI)	759	-	-	-	-	-	-	-	
Sewer Line - White Oak Creek (SSOI)	760	-	-	-	-	-	-	-	
Sewer Line - South Trunk Rehabilitation	906	-	-	-	-	-	-	-	
Sewer Line - White Oak Ph. 4	816	-	-	-	-	-	-	-	
Sewer Line - Anderson Crossing	919	-	-	-	-	-	-	-	
Sewer Line - Plantation Drive South	TBD	-	-	-	-	-	-	-	
SUBTOTAL		32,000	34,000	36,000	38,000	40,000	1,752,000	1,932,000	
GRAND TOTAL		32,000	34,000	36,000	38,000	40,000	1,752,000	1,932,000	

CERTIFICATE FOR ORDINANCE

I.

On the 23rd of August, 2012, the City Council of the City of Conroe, Texas consisting of the following qualified members, to-wit: **Webb Melder, Mayor; Council Members Gil Snider, Jim Gentry, Marsha Porter, Seth Gibson, and Guy Martin**, did convene in public session in the Council Chambers of the City Hall at 300 West Davis in Conroe, Texas. The roll being first called, a quorum was established, all members being present except the following, to wit: no absentees. The Meeting was open to the public and public notice of the time, place and purpose of the Meeting was given, all as required by Chapter 551, Texas Government Code.

II.

WHEREUPON, AMONG OTHER BUSINESS transacted, the Council considered adoption of the following written Ordinance, to-wit:

ORDINANCE NO. 2091-12

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CONROE, TEXAS, PROVIDING FOR INTERFUND TRANSFERS; ADOPTING A MUNICIPAL CAPITAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2012, AND ENDING SEPTEMBER 30, 2013; APPROPRIATING FUNDS IN ACCORDANCE WITH THE BUDGET; PROVIDING FOR EFFECTIVE DATE AND ORDAINING OTHER RELATED MATTERS.


III.

Upon motion of Council Member Gibson, seconded by Mayor Pro Tem Martin, all members present voted for adoption of the Ordinance, except the following: No one voted against and no one abstained. A majority of those Council Members present having voted for adoption, the presiding officer declared the Ordinance passed and adopted.

IV.

A true, full and correct copy of the Ordinance adopted at the Meeting is attached to and follows this Certificate.

SIGNED AND SEALED this 23rd day of August, 2012.


MARLA J. PORTER, City Secretary

ORDINANCE NO. 2091-12

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CONROE, TEXAS, PROVIDING FOR INTERFUND TRANSFERS; ADOPTING A MUNICIPAL CAPITAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2012, AND ENDING SEPTEMBER 30, 2013; APPROPRIATING FUNDS IN ACCORDANCE WITH THE BUDGET; PROVIDING FOR EFFECTIVE DATE AND ORDAINING OTHER RELATED MATTERS.

* * * * *

WHEREAS, the Mayor of the City of Conroe, Texas, has submitted to the City Council a proposed capital budget for the fiscal year beginning October 1, 2012, and ending September 30, 2013; and

WHEREAS, the proposed capital budget sets out in detail the resources and estimated revenues of each capital project fund, together with the proposed expenditures within each such fund, all in accordance with the applicable provisions of the Home Rule Charter; and

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

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

Section 1. That such proposed capital budget, including the estimated revenues and proposed expenditures within and each Special Project Fund is hereby approved and adopted as the Municipal Capital Budget for the Fiscal Year beginning October 1, 2012, and ending September 30, 2013.

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

General Government Capital Budget for FY 12-13:

Street Improvements	\$ 19,665,000
Signals	490,000
Facilities	-
Parks	913,000
Drainage	1,505,000
Annex. & Muni. Services Agreement	-
Engineering Adjustment	-
Total	<u>\$ 22,573,000</u>

Water & Sewer Capital Budget for FY 12-13:

Water	\$ 4,747,000
Sewer	22,218,000
Engineering Adjustment	-
Total	<u>\$ 26,965,000</u>

Other Capital Funds for FY 12-13:

CIDC CIP	\$ 9,934,000
TIRZ #2	143,138
TIRZ #3	2,012,823
CDBG Section 108 Loan	-
	<u>\$ 12,089,961</u>

Total FY 12-13 Appropriation	<u><u>\$ 61,627,961</u></u>
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Section 3. That the capital budget may be amended from time to time as provided by law for the purposes of authorizing emergency expenditures or for municipal purposes, provided however, no obligation shall be incurred or any expenditure made except in conformity with the capital budget.

Section 4. (a) That, the Director of Finance & Administration may, at any time with the consent of the City Administrator, transfer any unencumbered appropriation from one line item to another line item within the same Department, provided however, that no unencumbered appropriation may be transferred from one Department or Fund to another except upon the express approval of the City Council.

Section 5. That this ordinance shall be effective immediately of and from adoption.

PASSED AND APPROVED this the 23rd day of August, 2012.



WEBB MELDER, Mayor

APPROVED AS TO FORM:



MARCUS L. WINBERRY, City Attorney

ATTEST:



MARLA J. PORTER, City Secretary

City of Conroe
General Government Capital Projects
SUMMARY OF MULTI-YEAR PLAN FOR FUNDING
FY 2012-2013 (Adopted)

STREETS:		CONSTRUCTION SCHEDULE								FUNDING SOURCES				DEBT ISSUANCE SCHEDULE					
		Project Code	Prior Fiscal Years	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	TOTAL PROJECT COST	OTHER SOURCES	ISSUED DEBT (G.O. BONDS & C.O.s)	NEW DEBT	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022
		795	316,000	-	-	-	-	720,000	720,000	1,756,000	-	316,000 (x)	1,440,000	-	-	-	-	720,000	720,000
		TBD	-	30,000	-	1,475,000	-	-	-	1,505,000	-	-	1,505,000	30,000	-	1,475,000	-	-	-
		914	100,000	-	-	1,150,000	-	-	-	1,250,000	400,000	100,000 (ab)	750,000	-	-	750,000	-	-	-
		TBD	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		TBD	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		TBD	-	-	150,000	-	-	-	-	150,000	-	-	150,000	-	150,000	-	-	-	-
		TBD	-	-	275,000	-	-	-	-	275,000	-	-	275,000	-	275,000	-	-	-	-
		895	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		714	1,450,000	-	-	-	-	-	-	1,450,000	-	1,450,000 (l)	-	-	-	-	-	-	-
		604	50,000	-	-	-	-	-	-	50,000	-	50,000 (l)	-	-	-	-	-	-	-
		627	648,000	-	-	-	-	-	-	648,000	-	648,000 (i)	-	-	-	-	-	-	-
		669	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		757	1,489,000	-	-	-	-	-	-	1,489,000	-	1,489,000 (x), (ab)	-	-	-	-	-	-	-
		761	2,730,000	1,000,000	-	-	-	-	-	3,730,000	250,000	2,480,000 (ab)	1,000,000	1,000,000	-	-	-	-	-
		798	529,000	150,000	-	-	-	-	-	679,000	-	529,000 (l), (s), (ab)	150,000	150,000	-	-	-	-	-
		843	1,144,000	-	-	-	-	-	-	1,144,000	-	1,144,000 (x), (ab)	-	-	-	-	-	-	-
		892	-	-	3,143,000	-	-	-	-	3,143,000	687,500	13	2,456,000	-	2,456,000	-	-	-	-
		894	-	4,779,000	-	-	-	-	-	4,779,000	-	-	4,779,000	4,779,000	-	-	-	-	-
		913	190,000	-	-	-	-	-	-	190,000	-	190,000 (ab)	-	-	-	-	-	-	-
		902	-	3,360,000	-	-	-	-	-	3,360,000	-	-	3,360,000	3,360,000	-	-	-	-	-
		TBD	-	-	1,000,000	-	-	-	-	1,000,000	1,000,000	5	-	-	-	-	-	-	-
		TBD	-	-	350,000	4,650,000	-	-	-	5,000,000	5,000,000	5	-	-	-	-	-	-	-
		TBD	-	-	245,000	3,255,000	-	-	-	3,500,000	3,500,000	5	-	-	-	-	-	-	-
		TBD	-	-	80,000	250,000	1,750,000	1,750,000	-	3,830,000	3,830,000	5	-	-	-	-	-	-	-
		941	-	1,700,000	-	-	-	-	-	1,700,000	1,700,000	1	-	-	-	-	-	-	-
		TBD	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		TBD	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		TBD	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		TBD	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		SUBTOTAL	8,646,000	11,019,000	5,243,000	10,780,000	1,750,000	2,470,000	720,000	40,628,000	16,367,500	8,396,000	15,865,000	9,319,000	2,881,000	2,225,000	-	720,000	720,000

SIGNALS:		CONSTRUCTION SCHEDULE							FUNDING SOURCES			DEBT ISSUANCE SCHEDULE							
		Project Code	Prior Fiscal Years	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	TOTAL PROJECT COST	OTHER SOURCES	ISSUED DEBT (G.O. BONDS & C.O.s)	NEW DEBT	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022
	PROJECT																		
	Signal Timing Program	943	-	490,000	511,000	-	-	-	-	1,001,000	-	318,000 (m), (ad)	683,000	172,000	511,000	-	-	-	-
	SUBTOTAL		-	490,000	511,000	-	-	-	-	1,001,000		318,000	683,000	172,000	511,000	-	-	-	-

FACILITIES:		CONSTRUCTION SCHEDULE								FUNDING SOURCES				DEBT ISSUANCE SCHEDULE					
PROJECT	Project Code	Prior Fiscal Years	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	TOTAL PROJECT COST	OTHER SOURCES	ISSUED DEBT (G.O. BONDS & C.O.s)	NEW DEBT	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	
		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
SUBTOTAL		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

City of Conroe
General Government Capital Projects
SUMMARY OF MULTI-YEAR PLAN FOR FUNDING
FY 2012-2013 (Adopted)

PARKS:		CONSTRUCTION SCHEDULE								FUNDING SOURCES				DEBT ISSUANCE SCHEDULE					
	Project Code	Prior Fiscal Years	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	TOTAL PROJECT COST	OTHER SOURCES	ISSUED DEBT (G.O. BONDS & C.O.s)	NEW DEBT	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	
	Longmire Trail (S. Loop 336 to N. Loop 336)	TBD	-	750,000	-	-	-	-	750,000	-	-	750,000	-	750,000	-	-	-	-	
	Carl Barton, Jr. Park Phase VI	TBD	-	-	-	1,260,000	-	-	1,260,000	-	-	1,260,000	-	-	-	1,260,000	-	-	
	Forest Lake Park	TBD	763,000	-	3,585,000	-	-	-	4,348,000	-	763,000 (u)	3,585,000	-	-	3,585,000	-	-	-	
	Lewis Park	TBD	-	-	-	-	1,994,000	-	1,994,000	-	-	1,994,000	-	-	-	-	1,994,000	-	
	IH-45 Detention Pond Enhancements	801	150,000	-	-	-	-	-	150,000	150,000	9	-	-	-	-	-	-	-	
	SUBTOTAL		913,000	-	750,000	3,585,000	1,260,000	1,994,000	8,502,000	150,000	763,000	7,589,000	-	750,000	3,585,000	1,260,000	1,994,000	-	

DRAINAGE:		CONSTRUCTION SCHEDULE								FUNDING SOURCES									
	PROJECT	Project Code	Prior Fiscal Years	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	TOTAL PROJECT COST	OTHER SOURCES	ISSUED DEBT (G.O. BONDS & C.O.s)	NEW DEBT	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022
	Drainage Project - PW - East Forest Way Bridge	808	-	234,000	-	-	-	-	-	234,000	-	-	234,000	234,000	-	-	-	-	-
	Drainage Project - PW - Live Oak Creek (SH 105 to Greenway)	TBD	-	153,000	-	-	-	-	-	153,000	-	-	153,000	153,000	-	-	-	-	-
	Drainage Project - PW - Milltown Area	TBD	-	-	329,000	-	-	-	-	329,000	-	-	329,000	-	329,000	-	-	-	-
	Drainage Project - PW - Crighton Ridge Phase II	TBD	-	207,000	-	-	-	-	-	207,000	-	-	207,000	207,000	-	-	-	-	-
	Drainage Project - PW - Post Oak/Bowman/Austin Area	718	37,000	45,000	-	-	-	-	-	82,000	-	37,000 (d)	45,000	45,000	-	-	-	-	-
	Drainage Project - PW - Plantation Dr./West Fork/W. Alligator	915	133,000	-	-	-	-	-	-	133,000	-	133,000 (d)	-	-	-	-	-	-	-
	Drainage Project - PW - Camelot @ Creek	640	-	-	25,000	143,000	-	-	-	168,000	-	-	168,000	-	25,000	143,000	-	-	-
	Drainage Project - PW - Yates Street	TBD	-	65,000	-	-	-	-	-	65,000	-	-	65,000	65,000	-	-	-	-	-
	Storm Sewer - East Grand Lake Creek	717	-	552,000	-	-	-	-	-	552,000	-	-	552,000	552,000	-	-	-	-	-
	Drainage Project - PW - West Fork Detention (McDade)	900	79,000	-	100,000	-	-	-	-	179,000	-	79,000 (d)	100,000	-	100,000	-	-	-	-
	SUBTOTAL		249,000	1,256,000	454,000	143,000	-	-	-	2,102,000	-	249,000	1,853,000	1,256,000	454,000	143,000	-	-	-

WOODLANDS ANNEXATION AGREEMENT:		CONSTRUCTION SCHEDULE								FUNDING SOURCES				DEBT ISSUANCE SCHEDULE					
		Project Code	Prior Fiscal Years	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	TOTAL PROJECT COST	OTHER SOURCES	ISSUED DEBT (G.O. BONDS & C.O.s)	NEW DEBT	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022
	PROJECT																		
	Infrastructure Improv. near College Park & Windsor Lakes	N/A	-	-	2,000,000	-	-	-	-	2,000,000	-	-	2,000,000	-	2,000,000	-	-	-	-
	SUBTOTAL		-	-	2,000,000	-	-	-	-	2,000,000	-	-	2,000,000	-	2,000,000	-	-	-	-
	GRAND TOTAL		9,808,000	12,765,000	8,958,000	14,508,000	3,010,000	4,464,000	720,000	54,233,000	16,517,500	9,726,000	27,990,000	10,747,000	6,596,000	5,953,000	1,260,000	2,714,000	720,000

Estimated City Engineering Adjustment		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ADJUSTED GRAND TOTAL		9,808,000	12,765,000	8,958,000	14,508,000	3,010,000	4,464,000	720,000	720,000	54,233,000	16,517,500	9,726,000	27,990,000	10,747,000	6,596,000	5,953,000	1,260,000	2,714,000	720,000

- Other Sources Notes:

1. Grant Funds

2. Interest Income

3. TXDOT Reimbursement

4. Transfer From Other Fund(s)

5. General Fund

6. Water & Sewer Construction

7. 4B Sales Tax

8. Eligible for payment by 4B Sales Taxes
- Issued Debt Notes:

9. Land Swap Proceeds

10. Del Lago Settlement

11. 2006 Land Sale Proceeds

12. Donations

13. Contributions

14. Industrial/Tech Park Land Sale Proceeds

15. Sale of Land or Property
- (a) 2001 COs -- 075-7500

(b) 2006 COs -- 042-4210

(c) 2005 COs -- 042-4200

(d) 2001 COs -- 063-6310

(e) 2007 COs -- 075-7530

(f) 2007 COs -- 073-7320

(g) 2007 COs -- 063-6320

(h) 2007 COs -- 042-4210

(i) 2008 COs -- 075-7540

(j) 2008 COs -- 073-7330

(k) 2008 COs -- 063-6330

(l) 2009 COs -- 075-7550

(m) 2009 COs -- 041-4110

(n) 2009 COs -- 073-7340

(o) 2009 COs -- 063-6340

(p) 2009 COs -- 042-4230

(q) 2000 COs -- 073-7300

(r) 2005 COs -- 073-7310

(s) 2010 COs -- 075-7560

(t) 2010 COs -- 042-4240

(u) 2010 COs -- 073-7350

(v) 2010 COs -- 063-6350

(w) 2006 COs -- 056-5610

(x) 2011 COs -- 075-7570

(y) 2011 COs -- 042-4250

(z) 2011 COs -- 073-7360

(aa) 2011 COs -- 063-6360

(ab) 2012 COs -- 075-7580

(ac) 2012 COs -- 063-6370

(ad) 2005 COs -- 041-4100

City of Conroe
Water and Sewer Capital Projects
SUMMARY OF MULTI-YEAR PLAN FOR FUNDING
FY 2012-2013 (Adopted)

WATER:		CONSTRUCTION SCHEDULE								FUNDING SOURCES				DEBT ISSUANCE SCHEDULE					
	PROJECT	Project Code	Prior Fiscal Years	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	TOTAL PROJECT COST	OTHER SOURCES	ISSUED DEBT (REVENUE BONDS)	NEW DEBT	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022
	Water Plant - Panorama/Shenandoah Catahoula Well	931	-	25,000	885,000	-	-	-	-	910,000	-	-	910,000	25,000	885,000	-	-	-	-
	Water Line - Drenman Road East	TBD	-	-	196,000	-	-	-	-	196,000	-	-	196,000	-	196,000	-	-	-	-
	Water Plant - Well #14 Ground Storage Tank Replacement	TBD	-	-	-	-	900,000	-	-	900,000	-	-	900,000	-	-	-	900,000	-	-
	Water Line - Robinwood Subdivision Replacement	TBD	-	-	1,095,000	-	-	-	-	1,095,000	-	-	1,095,000	-	1,095,000	-	-	-	-
	Water Line - 1st Street Replacement	TBD	-	-	-	258,000	-	-	-	258,000	-	-	258,000	-	-	258,000	-	-	-
	Water Plant - Water Well No. 24	824	1,535,000	-	-	-	-	-	-	1,535,000	-	1,535,000 (m)	-	-	-	-	-	-	-
	Water Line - Plantation South	916	150,000	-	-	-	-	-	-	150,000	-	150,000 (m)	-	-	-	-	-	-	-
	Water Line - Drenman Road West	917	162,000	-	-	-	-	-	-	162,000	-	162,000 (m)	-	-	-	-	-	-	-
	Water Line - Anderson Crossing	918	344,000	-	-	-	-	-	-	344,000	-	344,000 (m)	-	-	-	-	-	-	-
	Water Plant - Water Well No. 23 & Storage Tank	825	1,803,000	-	-	-	-	-	-	1,803,000	-	1,803,000 (m)	-	-	-	-	-	-	-
	Water Line - White Oak Manor	826	-	340,000	-	-	-	-	-	340,000	-	-	340,000	340,000	-	-	-	-	-
	Water Line - Plantation North	TBD	388,000	-	-	-	-	-	-	388,000	-	388,000 (m)	-	-	-	-	-	-	-
	SUBTOTAL		4,382,000	365,000	2,176,000	258,000	900,000	-	-	8,081,000	-	4,382,000	3,699,000	365,000	2,176,000	258,000	900,000	-	-

SEWER:		CONSTRUCTION SCHEDULE								FUNDING SOURCES				DEBT ISSUANCE SCHEDULE					
	Project Code	Prior Fiscal Years	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	TOTAL PROJECT COST	OTHER SOURCES	ISSUED DEBT (REVENUE BONDS)	NEW DEBT	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	
	SSOI Program	665	1,048,000	893,000	938,000	985,000	1,034,000	1,085,000	7,769,000	893,000	6	5,828,000	-	938,000	985,000	1,034,000	1,085,000	1,786,000	
	Treatment Plant – Existing Plant Rehab (Phase II)	TBD	502,000	5,249,000	4,500,000	-	193,000	-	10,444,000	-	502,000 (n)	9,942,000	5,249,000	4,500,000	-	193,000	-	-	
	Treatment Plant – Land for New Plant (Phase III)	TBD	-	1,363,000	-	-	-	-	1,363,000	1,363,000	6	-	-	-	-	-	-	-	
	Treatment Plant – Construction of New Plant (Phase IV)	TBD	-	441,000	496,000	2,821,000	15,200,000	11,260,000	60,618,000	-	-	60,618,000	441,000	496,000	2,821,000	15,200,000	30,400,000	11,260,000	
	Sewer Plant - SCADA for Lift Stations	TBD	-	252,000	-	-	-	-	252,000	-	-	252,000	252,000	-	-	-	-	-	
	Sewer Line - Pebble Glen Subdivision on Lake Conroe	TBD	-	-	440,000	-	-	-	440,000	-	-	440,000	-	-	440,000	-	-	-	
	Sewer Line - Longmire Point Subdivision on Lake Conroe	TBD	-	-	365,000	-	-	-	365,000	-	-	365,000	-	-	365,000	-	-	-	
	Sewer Lift Station - Teaswood Lift Station Removal	833	317,000	-	-	-	-	-	317,000	-	-	-	-	-	-	-	-	-	
	Sewer Line - LaSalle to League Line	797	2,550,000	5,000,000	2,500,000	-	-	-	10,050,000	-	-	7,500,000 (j)	5,000,000	2,500,000	-	-	-	-	
	Sewer Line - Live Oak Creek (SSOI)	759	2,000,000	1,062,000	-	-	-	-	3,062,000	-	-	1,062,000	1,062,000	-	-	-	-	-	
	Sewer Line - White Oak Creek (SSOI)	760	170,000	-	-	-	-	-	170,000	-	-	-	-	-	-	-	-	-	
	Sewer Line - South Trunk Rehabilitation	906	16,000	-	-	-	-	-	16,000	-	-	-	-	-	-	-	-	-	
	Sewer Line - White Oak Ph. 4	816	1,202,000	-	-	-	-	-	1,202,000	-	-	-	-	-	-	-	-	-	
	Sewer Line - Anderson Crossing	919	10,000	-	-	-	-	-	10,000	-	-	-	-	-	-	-	-	-	
	Sewer Line - Plantation Drive South	TBD	143,000	-	-	-	-	-	143,000	-	-	-	-	-	-	-	-	-	
	SUBTOTAL		7,958,000	14,260,000	8,434,000	4,611,000	16,427,000	31,485,000	96,221,000	2,256,000	-	86,007,000	12,004,000	8,434,000	4,611,000	16,427,000	31,485,000	13,046,000	
	GRAND TOTAL		12,340,000	14,625,000	10,610,000	4,869,000	17,327,000	31,485,000	104,302,000	2,256,000	-	89,706,000	12,369,000	10,610,000	4,869,000	17,327,000	31,485,000	13,046,000	

Estimated City Engineering Cost		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ADJUSTED GRAND TOTAL		12,340,000	14,625,000	10,610,000	4,869,000	17,327,000	31,485,000	13,046,000	104,302,000	2,256,000	-	89,706,000	12,369,000	10,610,000	4,869,000	17,327,000	31,485,000	13,046,000

Other Sources:

1. Grant Funds

2. Interest Income

3. TXDOT Reimbursement

4. Supplemental Request

5. Transfer From Other Fund(s)

6. Water & Sewer Operating Fund Capital Reserve
- Issued Debt Notes:

(a) 2006 Revenue Bonds -- 043-4300

(b) 2006 Revenue Bonds -- 044-4400

(c) 2007 Revenue Bonds -- 043-4310

(d) 2007 Revenue Bonds -- 044-4410

(e) 2008 Revenue Bonds -- 043-4320

(f) 2008 Revenue Bonds -- 044-4420

(g) 2009 Revenue Bonds -- 043-4330

(h) 2009 Revenue Bonds -- 044-4430

(i) 2010 Revenue Bonds -- 043-4340

(j) 2010 Revenue Bonds -- 044-4440

(k) 2011 Revenue Bonds -- 043-4350

(l) 2011 Revenue Bonds -- 044-4450

(m) 2012 Revenue Bonds -- 043-4360

(n) 2012 Revenue Bonds -- 044-4460

City of Conroe
CIDC CIP Capital Projects
SUMMARY OF MULTI-YEAR PLAN FOR FUNDING
FY 2012-2013 (Adopted)

STREETS:		CONSTRUCTION SCHEDULE								FUNDING SOURCES				DEBT ISSUANCE SCHEDULE					
	Project Code	Prior Fiscal Years	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	TOTAL PROJECT COST	OTHER SOURCES	ISSUED DEBT (G.O. BONDS & C.O.s)	NEW DEBT	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	
	Street Projects	696	-	425,000	-	-	-	-	425,000	-	-	425,000	425,000	-	-	-	-	-	
	Roadway Trans - Comroe Park North & West Widening	847	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Street Projects - Technology Park	935	5,486,000	-	-	-	-	-	5,486,000	-	5,486,000 (b)	-	-	-	-	-	-	-	
	SUBTOTAL		5,486,000	425,000	-	-	-	-	5,911,000	-	5,486,000	425,000	425,000	-	-	-	-	-	

LAND:		CONSTRUCTION SCHEDULE								FUNDING SOURCES				DEBT ISSUANCE SCHEDULE					
	Project Code	Prior Fiscal Years	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	TOTAL PROJECT COST	OTHER SOURCES	ISSUED DEBT (G.O. BONDS & C.O.s)	NEW DEBT	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	
2008 Land Purchase - 375 Acres Clearing Projects	697	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	703	-	1,700,000	-	-	-	-	-	1,700,000	-	-	1,700,000	1,700,000	-	-	-	-	-	
	702	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
2010 Tech Park Land Purchase - 248 Acres Clearing Projects - Tech Park	853	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	905	28,000	-	-	-	-	-	-	28,000	-	-	(a)	-	-	-	-	-	-	
	896	233,000	-	-	-	-	-	-	233,000	-	-	233,000 (a)	-	-	-	-	-	-	
SUBTOTAL		261,000	1,700,000	-	-	-	-	-	1,961,000	-	-	261,000	1,700,000	-	-	-	-	-	

DRAINAGE:	PROJECT	CONSTRUCTION SCHEDULE								FUNDING SOURCES				DEBT ISSUANCE SCHEDULE					
		Project Code	Prior Fiscal Years	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	TOTAL PROJECT COST	OTHER SOURCES	ISSUED DEBT (G.O. BONDS & C.O.s)	NEW DEBT	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022
Drainage Projects		698	-	392,000	-	-	-	-	-	392,000	-	-	392,000	-	-	-	-	-	-
Drainage Projects - Technology Park		936	653,000	-	-	-	-	-	-	653,000	-	653,000 (b)	-	-	-	-	-	-	-
SUBTOTAL			653,000	392,000	-	-	-	-	-	1,045,000	-	-	392,000	-	-	-	-	-	-

WATER:		CONSTRUCTION SCHEDULE								FUNDING SOURCES				DEBT ISSUANCE SCHEDULE					
PROJECT	Project Code	Prior Fiscal Years	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	TOTAL PROJECT COST	OTHER SOURCES	ISSUED DEBT (G.O. BONDS & C.O.s)	NEW DEBT	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	
Water Projects		699	-	785,000	-	-	-	-	785,000	-	-	785,000	785,000	-	-	-	-	-	
Water Projects - Technology Park		937	134,000	-	-	-	-	-	134,000	-	134,000 (b)	-	-	-	-	-	-	-	
SUBTOTAL			134,000	785,000	-	-	-	-	919,000	-	134,000	785,000	785,000	-	-	-	-	-	

SEWER:		CONSTRUCTION SCHEDULE								FUNDING SOURCES			DEBT ISSUANCE SCHEDULE						
		Project Code	Prior Fiscal Years	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022	TOTAL PROJECT COST	OTHER SOURCES	ISSUED DEBT (G.O. BONDS & C.O.s)	NEW DEBT	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2022
	Sewer Projects	700	-	98,000	-	-	-	-	-	98,000	-	-	98,000	-	-	-	-	-	-
	Sewer Projects - Technology Park	938	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SUBTOTAL		-	98,000	-	-	-	-	-	98,000	-	-	98,000	-	-	-	-	-	-
	GRAND TOTAL		6,534,000	3,400,000	-	-	-	-	-	9,934,000	-	-	3,400,000	-	-	-	-	-	-

Estimated City Engineering Adjustment		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ADJUSTED GRAND TOTAL		6,534,000	3,400,000	-	-	-	-	-	9,934,000	-	6,534,000	3,400,000	3,400,000	-	-	-	-	-

Issued Debt Notes:
(a) 2011 Sales Tax Revenue Bonds -- Fund 080
(b) 2012 Sales Tax Revenue Bonds -- Fund 080

Other Sources Notes:
1. Transfer from CIDC General Fund fund balance.

City of Conroe

Financial Management Policy

January 26, 2012

I. STATEMENT OF PURPOSE

The City of Conroe (City) has an important responsibility to its citizens to carefully account for public funds, manage municipal finances wisely, manage growth, and plan the adequate funding of services desired by the public, including the provision and maintenance of public facilities. In these times of rapid growth in the Conroe area, the City needs to ensure that it is capable of adequately funding and providing those local government services needed by the community. The following Financial Management Policy is designed to establish guidelines for the fiscal stability of the City. The watchwords of the City's financial management include integrity, prudent stewardship, planning, accountability, and full disclosure.

The scope of these policies generally spans, among other issues, accounting, auditing, financial reporting, internal controls, operating and capital budgeting, revenue management, cash and investment management, expenditure control, asset management, debt management, and planning concepts, in order to:

- 1. demonstrate to the citizens of Conroe, the investment community, and the bond rating agencies that the City is committed to a strong fiscal operation;*
- 2. provide precedents for future policy-makers and financial managers on common financial goals and strategies;*
- 3. present fairly and with full disclosure the financial position and results of the financial operations of the City in conformity to Generally Accepted Accounting Principles (GAAP); and*
- 4. determine and demonstrate compliance with finance-related legal and contractual issues in accordance with provisions of the Texas Local Government Code and other pertinent legal documents and mandates.*

The City Council will annually review and approve the Financial Management Policy as part of the budget process.

II. FORM OF GOVERNMENT

The governing body of the City is a mayor-council format, which is composed of five councilmen and a mayor elected at large. The elected officials enact local legislation,

adopt budgets, determine policies, and execute the laws and administer the government of the City. The City Council determines all matters of policy, including the duties listed in Article III, Section 3.07 of the City Charter, while the Mayor exercises and performs the duties in Article III, Section 3.08. These include, but are not limited to, being recognized as the head of the City government for all ceremonial purposes, by the courts for civil process, and by the government for purposes of military law. In times of public danger or emergency, the Mayor takes command of the police, maintains law and order, and enforces the law. Wherein the Charter gives the City Council the authority to appoint administrative heads, the Mayor makes these appointments subject to the approval of the Council.

III. OPERATING BUDGET POLICY STATEMENT

A. Preparation

Budgeting is an essential element of the financial planning, control, and evaluation process of municipal government. The "Operating Budget" is the City's annual financial operating plan. The budget includes all of the operating departments of the City. It also includes the debt service funds, all capital improvement program funds, all enterprise funds, and the internal service funds. The Finance Department prepares the budget, with the cooperation of all departments, under the direction of the City Administrator. The Mayor and City Administrator make any necessary changes, and then the Mayor transmits the document to the City Council.

1. **Proposed Budget:** The Mayor shall, between sixty and ninety days prior to the beginning of each fiscal year, submit to the City Council a proposed budget. Such budget shall provide a complete financial plan for the fiscal year within the provisions of the City Charter.
 - a. A budget message, explanatory of the budget, shall contain an outline of the proposed financial policies of the City for the fiscal year, set forth the reasons for changes from the previous year in expenditure and revenue items, and explain any major changes in financial policy.
 - b. The budget shall include four basic segments for review and evaluation: (1) personnel costs, (2) base budget for operations and maintenance costs, (3) service level adjustments for increases or decreases to existing service levels, and (4) revenues.
 - c. The budget review process shall include City Council participation in the development of each of the four segments of the proposed budget.

2. **Adoption:** The budget and all supporting schedules shall be filed with the person performing the duties of City Secretary, be submitted to the City Council, and shall be a public record. The City Administrator shall make a copy available to any resident of the City, upon request.

At the meeting of the City Council at which the budget is submitted, the City Council shall fix the time and place of the public hearing on the budget and shall cause to be published in the official newspaper of the City, a notice of the hearing setting forth the time, place, and date, at least (10) days before the date of the hearing. At the time and place set forth in the notice required above, or at any time and place to which such public hearing shall from time to time be adjourned, the City Council shall hold a public hearing on the budget submitted and all interested persons shall be given an opportunity to be heard for or against any item, or the amount of any item, therein contained. The budget shall be adopted by the favorable vote of a majority of the members of the whole City Council.

The budget shall be finally adopted not later than fifteen (15) days prior to the beginning of the fiscal year, and should the City Council fail to so adopt a budget, the then existing budget together with its tax-levying ordinance and its appropriation ordinance shall be deemed adopted for the ensuing fiscal year. Additionally, the existing contract for the collection of ad valorem taxes between the City and the Montgomery County Tax Assessor/Collector stipulates that the City must adopt the budget and tax rate by September 1 of each year.

3. The Operating Budget shall be submitted to the Government Finance Officers Association (GFOA) annually for evaluation and consideration for the Distinguished Budget Presentation Award.

B. Balanced Budget

The Operating Budget will be balanced with current revenues, exclusive of beginning resources greater than or equal to current expenditures/expenses. Excess balances may be used for capital outlay or other non-recurring expenditures.

C. Planning

The budget process will be coordinated so as to identify major policy issues for City Council consideration several months prior to the budget approval date so that proper decision analysis can be performed. Additionally, long-range planning will be performed such that revenues and expenses/expenditures for the next three years are projected and updated annually, examining their diversity and stability, in conjunction with other guidelines and using an objective analytical projection process.

D. Reporting

Monthly financial reports will be prepared to enable the department heads to manage their budgets and to enable the Director of Finance to monitor and control the budget as authorized by the City Administrator. Monthly summary financial reports will be presented to the City Council. Such reports will be in a format appropriate to enable the City Council to understand the total budget picture.

E. Avoidance of Operating Deficits

The City shall take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end.

F. Maintenance of Capital Assets

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at a sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to continue service levels.

G. Periodic Program Reviews

Periodic program reviews for efficiency and effectiveness shall be performed. Programs not meeting efficiency or effectiveness objectives shall be brought up to required standards or be subject to reduction or elimination. The City shall explore and develop to the extent possible service trends and definitions in an effort to establish a "reward/profit sharing" system.

H. Purchasing

The City shall make every effort to maximize any discounts offered by creditors/vendors. Vendors with balances due the City will have payments due the vendor offset against the amount due the City. The City will follow state law concerning the amount of the purchase requiring formal bidding procedures and approval by the City Council. For purchases where competitive bidding is not required, the City shall obtain the most favorable terms and pricing possible. Every effort will be made to include minority business enterprises in the bidding process. The City of Conroe Purchasing Policy is included with this policy as Appendix A.

I. Reserves and Contingency Funds

The City's funds will maintain minimum fund balances and/or working capital balances as stated in Section VIII.B. of this policy to total annual expenditures.

IV. REVENUE MANAGEMENT

A. Optimum Characteristics

The City will strive for the following optimum characteristics in its revenue system:

1. **Simplicity:** The City, where possible and without sacrificing accuracy, will strive to keep the revenue system simple in order to reduce compliance costs for the taxpayer or service recipient. The City will avoid nuisance taxes or charges as revenue sources.
2. **Certainty:** A knowledge and understanding of revenue sources increases the reliability of the revenue system. The City will understand its revenue sources and enact consistent collection policies to provide assurances that the revenue base will materialize according to budgets and plans.
3. **Equity:** The City shall make every effort to maintain equity in its revenue system structure (i.e., the City shall seek to minimize or eliminate all forms of subsidization between entities, funds, services, utilities, and customers' classes).
4. **Revenue Adequacy:** The City shall require that there be a balance in the revenue system (i.e., the revenue base will have the characteristics of fairness and neutrality as it applies to cost of service, willingness to pay, and ability to pay). All revenue forecasts shall be conservative.
5. **Administration:** The benefits of a revenue source shall exceed the cost of levying and collecting that revenue. The cost of collection will be reviewed annually for cost effectiveness as a part of the indirect cost and cost of service analysis.
6. **Diversification and Stability:** A diversified revenue system with a stable source of income shall be maintained. This will help avoid instabilities in revenue sources due to factors such as fluctuations in the economy and variations in the weather. A balance between elastic and inelastic revenue sources also achieves this stability.

B. Other Considerations

The following considerations and issues will guide the City in its revenue policies concerning specific sources of funds:

1. **Cost/Benefit of Abatement:** The City will use due caution in the analysis of any tax or fee incentives that are used to encourage development. Ideally, a cost/benefit (fiscal impact) analysis will be performed as part of such caution.
2. **Non-Recurring Revenues:** One-time or non-recurring revenues will not be used to finance current on-going operations. Non-recurring revenues should be used only for one-time expenditures such as long-lived capital needs. They will not be used for budget balancing purposes.
3. **Property Tax Revenues:** All real and business personal property located within the City shall be valued at 100 percent of its fair market value for any given year based on the current appraisal supplied to the City by the Montgomery Central Appraisal District.

A 99.5 percent collection rate shall serve each year as a goal for tax collections. All delinquent taxes shall be aggressively pursued each year by the Montgomery County Tax-Assessor/Collector as per the contract with the City. Tax accounts delinquent greater than 90 days shall be submitted for collection each year to an attorney selected by the Montgomery County Tax Assessor/Collector, as provided in his contract with the City. A penalty shall be assessed on all delinquent property taxes, which shall include all court costs as well as an amount for compensation of the attorney, as permitted by State law, and in accordance with the attorney's contract with the County.

4. **Interest Income:** Interest earned from investment of available monies, whether pooled or not, will be distributed to the funds in accordance with the equity balance of the fund from which monies were provided for investment.
5. **User-Based Fees and Service Charges:** For services associated with a user fee or charge, a fee will offset the direct and indirect costs of that service where possible. There will be an annual review of fees and charges to ensure that fees provide adequate coverage of costs of services. User charges may be classified as "Full Cost Recovery," "Partial Cost Recovery," or "Minimal Cost Recovery," based upon City Council policy.

Full fee support (80-100%) will be obtained from enterprise utilities and licenses and permits for their associated costs. Charges for miscellaneous licenses and fines and all adult sports programs will generate partial fee support (40-70%). Minimum fee support (0-30%) will be obtained from youth programs.

6. **Enterprise Fund Rates:** The City will review and adopt utility rates, as needed, which will generate revenues required to fully cover operating

expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital.

Additionally, enterprise activity rates will include transfers to the General Fund as follows:

- a. **General and Administrative Charges:** Administrative costs will be charged to all funds for services of general overhead, such as administration, finance, personnel, engineering, legal counsel, and other costs, as appropriate. The charges will be determined through an indirect cost allocation following accepted practices and procedures.
 - b. **In-Lieu-of-Franchise Fee:** In-Lieu-of-Franchise Fee includes part of the rate computation at 4 percent of gross revenues less impact fees, consistent with the franchise rates charged to investor-owned utilities franchised to operate within the City.
7. **Intergovernmental Revenues:** Any potential grants will be examined for matching requirements. Generally, these revenue sources should be used for capital improvements that are consistent with the Capital Improvement Program whose operating and maintenance costs have been included in the Operating Budget or for special programs associated specifically with the grant.
 8. **Revenue Monitoring:** Actual revenues received will be regularly compared to budgeted revenues and variances will be investigated. This process will be summarized in the appropriate periodic report.

V. EXPENDITURE CONTROL

A. Appropriations

The source of budgetary control is at the category and division level. The Director of Finance may, at any time with the consent of the City Administrator, transfer any unencumbered appropriation from one line item to another line item within the same department, provided however, that no unencumbered appropriation may be transferred from one department or fund to another except upon the express approval of the City Council.

B. Amendments to the Budget

The budget may be amended by using the following criteria for evaluation of requests:

1. Is the request necessary?
2. Why was the item not budgeted in the normal budget process?
3. Why can a transfer not be made within the department?

In addition, the following conditions must be met:

1. The Director of Finance certifies that there are available revenues in excess of those estimated in the budget or that unreserved/unencumbered fund balance is available; and
2. The City Council approves the budget amendment.

C. Accountability

Department heads will be responsible and accountable for the budget of their respective departments and capital improvement program projects under their supervision. Each department head will prepare his/her budget with diligent effort and foresight to provide the citizens of Conroe with the most cost efficient and effective services. Each department head will review the budgeted expenditures to determine if the level of service, as determined by City Council, can be maintained with the budgeted funds.

D. Reporting

Monthly reports will be prepared showing actual expenditures compared to the original budget distributed to the City Council and appropriate departments. The department head will be responsible for reviewing the expenditures and making any spending adjustment that may be required.

VI. FISCAL MONITORING

Reports shall be prepared and presented on a regular basis that analyze, evaluate, and forecast the City's financial performance and economic condition for the current year and for multi-years.

1. **Financial Status and Performance Reports:** Monthly reports shall be prepared comparing expenditures and revenues to current budget, for the month and fiscal year-to-date. Quarterly reports shall be prepared projecting expenditures and revenues through the end of the year, and outlining any remedial actions necessary to maintain the City's financial position.
2. **Five-Year Forecast of Revenues and Expenditures:** A five-year forecast of revenues and expenditures that includes a discussion of major trends affecting the

City's financial position shall be prepared. The forecast shall also examine critical issues facing the City, economic conditions, and the outlook for the upcoming budget year.

VII. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

The City shall comply with prevailing local, state, and federal regulations. Its accounting practices and financial reporting shall conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board ("GASB"), the American Institute of Certified Public Accountants ("AICPA"), and the Government Finance Officers Association ("GFOA"). The City Council shall select an independent firm of certified public accountants to perform an annual audit of all operations.

The Comprehensive Annual Financial Report (CAFR) shall be submitted to GFOA annually for evaluation and consideration for the Certificate of Achievement for Excellence in Financial Reporting.

VIII. RATIOS, RESERVES, AND FINANCIAL STABILITY

A. Operational Coverage (No Operating Deficits)

The City will maintain an operational coverage of \$1.00, such that current operating revenues will at least equal or exceed current operating expenditures. Deferrals, short-term loans, or one-time sources will be avoided as budget balancing techniques.

B. Operating Reserves/Fund Balances (Revised for GASB 54)

The purpose of this policy is to establish a key element of the financial stability of the City by setting guidelines for fund balance. Unassigned fund balance is an important measure of economic stability. It is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the City's general operations.

1. **Classifications of Fund Balance:** A fund's equity – commonly referred to as 'fund balance' – is generally the difference between its assets and its liabilities. Fund balance will be displayed in the following classifications depicting the relative strength of the spending constraints placed on the purposes for which resources can be used. Committed, assigned, and unassigned fund balance will be considered unrestricted fund balance.

- a. Non-spendable – amounts that are not in a spendable form or are required to be maintained intact. Examples include inventory and prepaid items.
 - b. Restricted – amounts that can be spent only for specific purposes stipulated by external resource providers such as grantors, bondholders, and higher levels of government through constitutional provisions or be enabling legislation.
 - c. Committed – amounts constrained to specific purposes by formal action of City Council. Commitments may be changed or lifted only by the City Council taking the same formal action that imposed the constraint originally. Examples include contractual agreements approved by the City Council.
 - d. Assigned – amounts intended to be used by the City for specific purposes. Intent can be expressed by the City Council or by an official or body to whom the City Council delegates the authority. In governmental funds other than the General Fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
 - e. Unassigned – is the residual classification of the General Fund and includes all amounts not contained in other classifications. Unassigned amounts are available for any purpose.
2. **Authorization and Action to Commit Fund Balance:** The City Council is the government's highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is an ordinance approved by the Council at a City Council meeting. The ordinance must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.
 3. **Authorization and Action to Assign Fund Balance:** The City Council has authorized the City Administrator and Director of Finance & Administration to assign fund balance to reflect the City's intended use of resources. Assignments of fund balance by the City Administrator and Director of Finance & Administration do not require formal action by the City Council; however, each assignment must be approved by both authorized officials before the item can be presented in the financial statements.
 4. **Minimum Unassigned Fund Balance:** The City will strive to maintain an unassigned fund balance of not less than 90 days of the budgeted operational expenditures in the General fund. The purpose of this unassigned balance is to protect the City against short-term operating deficits in the General Fund. The unassigned fund balance will be available for the following purposes:

- a. Defer short-term tax increases
- b. Cover revenue shortfalls
- c. Cover unanticipated expenditures

5. **Order of Expenditure of Funds:** When multiple categories of fund balance are available for expenditure, the City will start with the most restricted category – spending those funds first – before moving down to the next category with available funds.

6. **Governmental Fund Type Definitions:**

- a. General Fund – The general fund should be used to account for and report all financial resources not accounted for and reported in another fund.
- b. Debt Service – Debt service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest.
- c. Special Revenue – Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.
- d. Capital Projects – Capital projects funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital projects funds exclude those types of capital-related outflows financed by proprietary funds or assets that will be held in trust for individuals, private organizations, or other governments.

7. **Utility Working Capital and Retained Earnings of Other Operating Funds:** In operating funds other than the General Fund, the City shall strive to maintain a positive retained earnings position to provide sufficient reserves for emergencies and revenue shortfalls. In addition, the minimum reserve balance in utility operating funds will be sixty (60) days of current year budgeted operating expenses. A debt coverage ratio of 125% to 150% will also be maintained in and utility operating funds.

8. **Rate Stabilization Reserve:** The City will designate an additional reserve balance in the Water and Sewer Operating Fund over and above the sixty (60) day reserve balance. The additional reserve target will be thirty (30) days of current year budgeted operating expenditures. The purpose of the Rate

Stabilization Reserve is to protect the City from short-term operating deficit in the Water and Sewer Operating Fund. The funds will be available for the following purposes:

- a. Defer short-term rate increases.
- b. Cover revenue shortfalls.
- c. Cover unanticipated expenditures.
- d. Pay principle and interest on utility related debt.

- 9. **Use of Fund Balance/Retained Earnings:** Fund Balance/Retained Earnings shall be used only for emergencies, non-recurring expenditures, or major capital purchases that cannot be accommodated through current year savings. Except for use in an emergency, such use shall not reduce the balance below the appropriate level set as the objective for that fund.

C. Liabilities and Receivables

Procedures should be followed to maximize discounts and reduce penalties offered by creditors. Current liabilities will be paid within thirty days of receiving the undisputed invoice. Accounts Receivable procedures will target collection for a maximum of thirty days from service. The Director of Finance is authorized to write off uncollectable accounts that are delinquent for more than 270 days, if the proper delinquency procedures have been followed.

D. Capital Improvement Program and Debt Service Funds

- 1. Monies in the Capital Improvement Program Funds will be used within a timely manner. Balances will be used to generate interest income to offset construction costs.
- 2. Revenues in the Debt Service Fund are stable, based exclusively on property tax revenues and transfers from other funds. Reserves in the Debt Service Fund are designed to provide funding between the date of issuance of new debt and the time that property tax levies are adjusted to reflect the additional debt.
- 3. Revenue Obligations will maintain Debt Coverage Ratios, as specified by the bond covenants.

IX. INTERNAL CONTROL POLICY STATEMENT

A. Written Procedures

Whenever possible, written procedures will be established and maintained by the Director of Finance for all functions involving cash handling and/or accounting throughout the City. These procedures will embrace the general concepts of fiscal responsibility set forth in this policy statement.

B. Department Head Responsibilities

Each department head is responsible for ensuring that good internal controls are followed throughout his or her department, that all Finance Department directives or internal controls are implemented, and that all independent auditor internal control recommendations are addressed.

C. Revenue/Cash Handling

The City recognizes the need for guidelines for collecting, receipting, and control of legal tender received by the City to provide reasonable internal control for safeguarding of the City's assets. These guidelines are set forth in the "Revenue Handling Policy and Procedure Manual," which is included in this policy as Appendix B.

X. STAFFING AND TRAINING POLICY STATEMENT

A. Adequate Staffing

Staffing levels shall be adequate for the fiscal functions of the City to operate effectively. Overtime shall be used only to address temporary or seasonal demands that require excessive hours. Workload-shedding alternatives will be explored before adding staff.

B. Training

The City will support the continuing education efforts of all City staff including the investment in time and materials for maintaining a current perspective concerning City issues. Staff will be held accountable for communicating, teaching, and sharing with other staff members all information and training materials acquired from seminars, conferences, and other related educational efforts.

XI. CAPITAL IMPROVEMENT PROGRAM POLICY

A. Statement of Purpose

Effective financial management of the City's resources requires that the budgetary plan for any one fiscal year be consistent with intermediate and long-range plans. As capital acquisitions and programs usually require a consistent application of effort and funds over a span of years, a capital improvement program and budget, as well as annual revenue and expenditure operating budgets, should be developed and presented to the City Council for approval and adoption.

Capital expenditures may generally be defined as those used to purchase land or equipment and/or to construct facilities or other improvements that are expected to provide services over a considerable period of time. In contrast, current or operating expenditures are generally those for an item or service that is used for a short time. Moreover, capital expenditures are usually relatively large when compared with items in the annual Operating Budget. Capital budgeting, therefore, is based upon distinctions between expenditures that have only short-term or current benefits and those that have long-term benefits (capital).

The City's Capital Improvement Program is a ten-year plan, which identifies projected capital expenditures necessary to accomplish the City's long-range objectives and work program. As such, it sets forth each project, item, or other contemplated expenditure in which the City is to have a part and specifies the resources or funds estimated to be required and available to finance the projected expenditures. In relationship to the Capital Improvement Program, the City's Capital Budget is a plan of proposed capital outlays or expenditures, and the means of financing the same, for the current fiscal year. As such, it is included in the Operating Budget of the current fiscal year and represents the first year of the Capital Improvement Program.

The City's Ten-Year Capital Improvement Program is also categorized by the following types of capital improvements:

1. **Plant:** Includes recurrent expenditures for the replacement, expansion and/or acquisition of facilities, structures, land, and improvements thereon.
2. **Equipment:** Includes recurrent expenditures for the replacement and/or acquisition of all items of equipment and machinery.
4. **Motor Vehicles:** Includes recurrent expenditures for the replacement and/or acquisition of cars, pickups, trucks, and other motor vehicles.
4. **Public Improvements Requiring Bonded Debt:** Includes non-recurrent expenditures for the replacement, expansion and/or acquisition of public improvements which, due to their relatively large cost and longer useful life, require additional funds over and beyond the City's annual Operating Budget and must be financed through the issuance of long-term debt.

The following policy statements guide the development and implementation of

the City's Ten-Year Capital Improvement Program:

1. Capital expenditures will be made pursuant to the adopted Ten-Year Capital Improvement Program and the current fiscal year's Capital Budget.
2. Estimated cost and funding will be identified for each proposed capital expenditure prior to its submission to the City Council for inclusion in the Capital Improvement Program.
3. Intergovernmental assistance or grants-in-aid will be sought and used to finance only those capital expenditures and improvements, which are consistent with the adopted Capital Improvement Program.
4. At the end of each fiscal year, the Capital Improvement Program will be reviewed and an additional year will be added to replace the year just completed. During such annual review, priorities may be revised, with new capital expenditures and improvements added as justified, and other capital expenditures no longer justified being eliminated.
5. Recurrent capital expenditures for replacement, expansion and/or acquisition of plant, equipment, and/or motor vehicles will be financed from funds available and appropriated in the City's annual Operating Budget.
6. Non-recurrent capital expenditures for public improvements having a relatively larger cost and longer useful life, and which require additional funding over and beyond the City's annual Operating Budget, may be financed through the issuance or creation of appropriate long-term debt that coincides with the projected life of the improvement.
7. Any proceeds derived from the sale of the City-owned land located directly north of Conroe Park North, which was acquired through a land swap with Alton Hues for property adjacent to Carl Barton Park, will be divided in half and deposited in accounts specifically designated for park improvements and downtown improvement CIP projects.

B. Development of Capital Improvement Program

Although simple in theory, capital expenditure and public investment decision-making is not very simple in practice. Many of the benefits of a capital project or expenditure are often of an intangible nature and are not readily quantifiable; their value is common or social, involving the whole municipality; and usually is not easily ascertainable in monetary terms. This factor of common value and the lack of quantifiable benefits are the very reasons many such projects or activities are assumed by the public sector.

The City's Ten-Year Capital Improvement Program consists of a comprehensive listing of carefully selected and coordinated capital improvements and expenditures which have been identified as necessary to accomplish the City's long-range objectives and work program and which the City can afford to implement. Development of the Capital Improvement Program is an annual process which includes identifying an inventory of needed projects, developing appropriate financing plans, and obtaining City Council and community input to establish project priorities.

Development of the Capital Improvement Program begins in March of each fiscal year when City department heads are required to submit to the City Administrator or his designee an inventory of capital improvements and expenditures contemplated for the next ten fiscal years. This inventory is generally based on the expenditure's urgency, capital and operating costs, a general assessment of projected benefits, and the expenditure's contribution to the accomplishment of the City's long-range objectives and work program. Requests for consideration of capital improvements and expenditures often originate with diverse groups, including the City's operating departments and administrative staff, citizen advisory boards, City Council, and interested citizens.

Following development of the initial inventory of contemplated capital expenditures, the Administrative Budget Staff conducts a preliminary economic and financial evaluation of the requested improvements and expenditures. This evaluation includes an assessment of the City's fiscal capacity for the ensuing ten-year period for the purpose of establishing as accurately as possible the funds which will be available for proposed capital expenditures during each year of the Capital Improvement Program and for ensuring that additional funds for increased operating expenses will be available, if necessary.

During the City's annual budget preparation process, the initial inventory of contemplated capital expenditures is preliminarily evaluated and ranked by priority before submission to the City Council. The Administrative Budget Staff usually completes this phase of development of the Capital Improvement Program with significant input from the Mayor and Council Members and other citizen advisory boards. Upon completion of this review process, a recommended Ten-Year Capital Improvement Program is submitted to the City Council for adoption.

The ultimate objective of this process is the development of a practical Ten -Year Capital Improvement Program that is both financially possible and acceptable to the community. Additionally, at the end of each fiscal year, the Capital Improvement Program is again reviewed, and the development process starts over. Priorities may be revised, with new capital improvements and expenditures added to the Capital Improvement Program, as necessary, while others, which are no longer justified, are eliminated. Each year an additional year is added to replace the year just completed, ensuring that the Capital Improvement Program will always cover a full ten-year period. With this development process, a long-

range capital program is always available and current, but with only one year thereof actually committed as a part of the City's Capital Budget for the ensuing fiscal year.

XII. RELATIONSHIP OF CAPITAL BUDGET TO ANNUAL OPERATING BUDGET

During development of the City's Capital Improvement Program and Capital Budget, an evaluation of how capital expenditure decisions will affect annual operations and the City's Operating Budget must be made. Such an evaluation for recurrent capital expenditures for plant, equipment, and motor vehicles is usually not difficult, as the appropriations for such recurrent expenditures generally represent a relatively consistent proportion or percentage of the City's annual Operating Budget and can be financed on a "pay-as-you-go" basis from operating funds.

Evaluating the impact of large, non-recurrent capital expenditures on the City's Operating Budget and annual operations is more difficult, as such expenditures generally require additional funding over and beyond the fiscal capacity of the City's annual Operating Budget. However, evaluation of such non-recurrent capital expenditures is also more critical to the financial health and stability of the City for the following reasons:

1. Due to their relatively larger cost and longer life, capital expenditures for long-range public improvements may have to be financed on a "pay-as-you-use" basis through the issuance of long-term debt that coincides with the projected life of the improvement.
2. Such capital expenditures, therefore, may require a consistent application of effort and funds over a span of years.
3. The political and economic impacts of investments in long-range capital improvements extend far into the future.
4. Decisions to invest in long-range capital improvements are often irreversible, except at considerable financial and managerial costs to the City.
5. Such capital investment decisions may significantly alter or influence the City's ability to grow and prosper.

XIII. DEBT POLICY STATEMENT

The use of debt financing for long-term capital improvement programs is based upon a pay-as-you-use method of financing. In its purest theoretical form, pay-as-you-use financing means that every long-term capital improvement is financed by serial debt issues with maturities arranged so that the retirement of debt coincides with the

depreciation or projected life of the improvement. Under this method of financing, the interest and debt retirement charges paid by each generation of taxpayers should coincide with their use of the physical assets or improvements and parallel the productivity of the social investment in the improvement.

In contrast to what often occurs under pay-as-you-go (or pay-as-you-acquire) financing, under pay-as-you-use, each user group pays for its own use and enjoyment of capital improvements, and desirable or urgently-needed capital improvements need not be delayed until sufficient funds can be accumulated. Additionally, no one is forced to provide free goods for a future generation of users or taxpayers or to contribute toward improvements for a city in which he or she will not live, nor will new members of the community enjoy the use of improvements without having contributed to their financing. In practice, the City uses a mix of these two basic methods to finance its Capital Improvement Program, with pay-as-you-go financing used for recurrent capital expenditures, and with long-term, non-recurrent capital expenditures financed on a pay-as-you-use basis.

XIV. DEBT POLICIES FOR LONG-TERM CAPITAL IMPROVEMENTS

The following policy statements govern the City's use of debt to finance long-term, non-recurrent capital improvements:

1. Recurrent capital expenditures for replacement, expansion and/or acquisition of plant, equipment and/or motor vehicles will be financed on a pay-as-you-go basis from funds available and appropriated in the City's annual Operating Budget. In certain limited circumstances, short-term debt or lease-purchase options may be considered for such items.
2. Only long-term, non-recurrent capital expenditures for public improvements having a relatively larger cost and longer useful life, and which require additional funding over and beyond the fiscal capacity of the City's annual Operating Budget, will be financed through the issuance or creation of long-term debt.
3. Long-term, non-recurrent capital improvements will not be debt-financed for periods exceeding the projected useful life of the improvement.
4. Revenue sources that will be used to pay long-term debt will be conservatively projected to ensure that such debt is adequately and soundly financed.
5. Long-term debt will be used to finance non-recurrent capital expenditures or improvements only when it has been determined that the estimated flow of benefits to be derived over the useful life of the improvement exceeds the principal cost of the improvement, plus interest. Such determination

will be based on the improvement's urgency, capital and operating costs, a general assessment of projected benefits, both direct and indirect, and the improvement's contribution to the accomplishment of the City's long-range objectives and work program.

6. Long-term debt will be used to finance non-recurrent capital expenditures or improvements only when it has been determined that future generations of citizens and/or taxpayers will derive benefit from the improvement.
7. The City's total general obligation debt will not exceed five percent of its assessed valuation.
8. The City will use special assessment revenue bonds or other self-supporting bonds where possible and appropriate to finance long-term, non-recurrent capital improvements, rather than use General Obligation Bonds.
9. The City will establish and maintain effective communications with bond rating agencies to keep them informed of its financial condition.

A. Types of Debt

Before bonded long-term debt is issued, the impact of debt service on the total annual fixed costs will be analyzed.

1. **General Obligation Bonds (GO's):** General Obligation Bonds will be used only to fund capital assets of the general government and are not to be used to fund operating needs of the City. General Obligation Bonds are backed by the full faith and credit of the City as well as the ad valorem tax authority of the City. The term of a bond issue will not exceed the useful life of the asset(s) funded by the bond issue and will generally be limited to no more than thirty years. General Obligation Bonds must be authorized by a vote of the citizens of the City of Conroe.
2. **Revenue Bonds (RB's):** Revenue Bonds will be issued to provide for the capital needs of any activities where the capital requirements are necessary for continuation or expansion of a service which produces a revenue and for which the asset may reasonably be expected to provide for a revenue stream to fund the term of the debt service requirements. The obligation may not exceed the useful life of the asset(s) to be funded by the bond issue and will generally be limited to no more than thirty years.
3. **Certificates of Obligation, Contract Obligations:** Certificates of Obligation or Contract Obligations will be used in order to fund capital requirements, which are not otherwise covered under either Revenue Bonds or General Obligation Bonds. Debt service for Certificates of

Obligation or Contract Obligations may be either from general revenues, backed by a specific revenue stream, or by a combination of both. Generally, Certificates of Obligation or Contract Obligations will be used to fund capital assets where full bond issues are not warranted as a result of the cost of the asset(s) to be funded through the instrument. The term of the obligation may not exceed the useful life of the asset(s) to be funded by the proceeds of the debt issue and will generally be limited to no more than twenty years.

4. **Method of Sale:** The City will use a competitive bidding process in the sale of bonds unless the nature of the issue warrants a negotiated bid. In situations where a competitive bidding process is not elected, the City will publicly present the reasons why a negotiated process is being utilized, as well as will oversee, with the advice of the financial advisor, the selection of the underwriter or direct purchaser.
5. **Bidding Parameters:** The notice of sale will be carefully constructed so as to ensure the best possible bid for the City, in light of the existing market conditions and other prevailing factors. Parameters to be examined include:
 - a. limits between lowest and highest coupons;
 - b. coupon requirements relative to the yield curve;
 - c. method of underwriter compensation, discount or premium coupons;
 - d. use of TIC vs. NIC;
 - e. use of bond insurance;
 - f. deep discount bonds;
 - g. variable rate bonds; and
 - h. call provisions.

B. Refinancing Current Debt

In the event that interest rates are significantly lower than in prior years, staff will evaluate and pursue the refinancing of the City's existing debt. Consideration will be given in such circumstances as to the amount of interest cost savings, current and future debt service requirements, and bond maturity dates.

C. Bond Ratings

When considering a new debt issuance, staff will pursue the upgrade of its bond ratings by the major rating agencies.

B. Analysis of Financing Alternatives

Staff will explore alternatives to the issuance of debt for capital acquisitions and construction projects. These alternatives may include, but are not limited to following: grants in aid, use of reserves, use of current revenues, contributions from developers and others, leases, and impact fees.

1. **Disclosure:** Full disclosure of operations will be made to the bond rating agencies and other users of financial information. The City staff, with the assistance of financial advisors and bond counsel, will prepare the necessary materials for presentation to the rating agencies, aid in the production of Offering Statements, and take responsibility for the accuracy of all financial information released.
 - a. Federal Requirements – The City will maintain procedures to comply with arbitrage rebate and other Federal requirements. Procedures to comply with IRS arbitrage requirements are included with this policy as Appendix D.
 - b. Debt Structuring – The City will issue bonds with an average life of thirty years or less, not to exceed the life of the asset(s) acquired.

The structure should approximate level debt service unless operational matters dictate otherwise or, if market conditions indicate, a potential savings could result from modifying the level payment stream.

Consideration of market factors, such as the tax-exempt qualification, minimum tax alternative, and so forth, will be given during the structuring of long-term debt instruments.

XV. INVESTMENTS

The City's idle cash shall be invested in such a manner so as to ensure the absolute safety of principal and interest, to meet the liquidity needs of the City, and to achieve the highest possible yield in accordance with the City's investment policy. Interest earned from investment shall be distributed to the operating, internal service, and other City funds from which the money was provided. Cash forecasting models and procedures will be employed to maximize the amount of investment funds.

All investment activity will be in accordance with the City's investment policy, which is

included with this policy as Appendix C. The investment policy will be reviewed and, if needed, updated annually by the City Council.

XVI. INTERGOVERNMENTAL RELATIONS, GRANTS, ECONOMIC DEVELOPMENT, AND RISK MANAGEMENT

A. Intergovernmental Relations

The City shall coordinate efforts with other governmental agencies to achieve common policy objectives, share the cost of providing government services on an equitable basis, and support appropriate favorable legislation at the state and federal levels.

1. **Interlocal Cooperation in Delivery Services:** In order to promote the effective and efficient delivery of services, the City shall work with other local jurisdictions to share on an equitable basis the costs of services, to share facilities, and to develop joint programs to improve service to its citizens.
2. **Legislative Program:** The City shall cooperate with other jurisdictions to actively oppose any state or federal regulation or proposal that mandates additional City programs or services and does not provide the funding from implementation.

B. Grants

The City shall seek, apply for, obtain and effectively administer federal, state, and foundation grants-in-aid that address the City's current and future priorities and policy objectives.

1. **Grant Guidelines:** The City shall seek, apply for, and obtain those grants that are consistent with priority needs and objectives identified by Council.
2. **Indirect Costs:** The City shall recover indirect costs to the maximum amount allowed by the funding source. The City may waive or reduce indirect costs if doing so will significantly increase the effectiveness of the grant.
3. **Grant Review:** The City shall review all grant submittals for the following: 1) their cash or in-kind matching requirements; 2) their potential impact on the operating budget, including obligations by the City to fund programs on an ongoing basis, even after the grant funding is terminated; and 3) the extent to which they meet the City's policy objectives. If there are cash match requirements, the source of funding

shall be identified and approved prior to application. An annual report on the status of grant programs and their effectiveness shall also be prepared.

4. **Documentation:** The city will take all steps necessary to ensure that proper supporting documentation is obtained to support the allowable activities completed under each grant program. The records will be obtained and retained according to the specific grant program.
5. **Grant Program Termination:** The City shall terminate grant-funded programs and associated positions as directed by the City Council when grant funds are no longer available unless alternate funding is identified.

C. Economic Development

The City shall initiate, encourage, and participate in economic development efforts to create job opportunities and strengthen the local economy and tax base.

1. **Commitment to Expansion and Diversification:** The City shall encourage and participate in economic development efforts to expand Conroe's economy and tax base, increase local employment, and invest when there is a defined specific long-term return. These efforts shall not only focus on new areas but on other established sections of Conroe where development or redevelopment can generate additional jobs and other economic benefits.
2. **Tax Abatements:** The City shall develop a tax abatement policy to encourage commercial and/or industrial growth and development throughout Conroe. The City shall balance the long-term benefits of tax abatements with the short-term loss of tax revenues prior to the granting of the abatement. Factors considered in evaluating proposed abatements for development include the location of the project, its size, the number of temporary and permanent jobs created, the costs and benefits for the City and its impact on Conroe's economy and other factors specified in the City's Tax Abatement Policy.
3. **Increase Non-Residential Share of Tax Base:** The City's economic development program shall seek to expand the non-residential share of the tax base to decrease the tax burden on residential homeowners.
4. **Coordinate Efforts with Other Jurisdictions:** The City's economic development program shall encourage close cooperation with other local jurisdictions to promote the economic well-being of this area.

D. Internal Controls

The City will utilize a safety program, an employee health program and a risk

management program to prevent and/or reduce the financial impact to the City due to claims and losses. Transfer of liability for claims through transfer to other entities through insurance and/or by contract will be utilized where appropriate. Prevention of claims through the safety program and the employee health program will be employed. Liabilities will be self-insured where it is financially feasible.

BASIS OF ACCOUNTING/BUDGETING

The budgetary and accounting policies contained in the budget document conform to generally accepted accounting principles (GAAP) as established by the Governmental Accounting Standards Board (GASB). The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate budgetary and accounting entity. Within the budget, the City's various funds are grouped into the following categories of fund types:

Governmental Fund Types - Include the General Fund, Debt Service Fund, Capital Projects Fund, and Special Revenue Funds. The budget is organized and operated on a modified accrual basis of accounting. A financial measurement focus is utilized here as well. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual (i.e., both measurable and available). Available revenues collected within the current period or soon thereafter are used to pay liabilities of the current period. Expenditures represent a decrease in net financial resources, and other than interest on general long-term debt, are recorded when the fund liability is incurred, if measurable. Interest on general long-term debt is recorded when due.

Proprietary Fund Types - Include the Water/Sewer Operating Fund, Water/Sewer Construction Fund, Service Center Fund, and Self Funded Insurance Fund and are accounted and budgeted for on a cost of services or "capital maintenance" measurement focus, using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recognized when incurred. For purposes of this budget presentation, depreciation is not displayed and capital expenditures and bond principal payments are shown as utilized by each fund.

All funds included in the budget are subject to appropriation. Additionally, the basis of budgeting is the same as the basis of accounting used in the City's Comprehensive Annual Financial Report (CAFR).

Governmental Fund Types

Government Fund types are those through which most governmental functions of the City are financed. The acquisition, use, and balances of the City's expendable financial resources and the related liabilities (except those accounted for in the Proprietary and Fiduciary Fund types) are accounted for through the Governmental Fund Types.

General Fund - The General Fund is the general operating fund of the City. It is used to account for all revenues and expenditures except for those required to be accounted for in other funds. Major functions financed by the General Fund include: Administration, Public Safety, Community Development, Financial Services, Maintenance, and Parks and Recreation.

Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources other than expendable trusts or major capital projects. The Special Revenue Funds include, but are not limited to, the Hotel Occupancy Tax Fund, Conroe Tower Fund, Vehicle and Equipment Fund, Conroe Industrial Development Corporation Fund, and Community Development Block Grant Entitlement Fund.

Debt Service Fund - The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.

Capital Projects Funds - The Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital items or facilities.

Proprietary Fund Types

Enterprise Funds are used to account for operations that are either financed or operated in a manner similar to private business enterprises, or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management, control, accountability, or other purposes.

Water/Sewer Operating - This fund accounts for water and wastewater services for the residents of the City. All activities necessary to provide such services are accounted for in the fund, including administration, operation, maintenance, financing and related debt service, and billing and collection.

Water/Sewer Construction Fund - This fund accounts for the costs associated with the implementation and ongoing administration and construction of the water and sewer needs of the City. All activities necessary to provide such services are accounted for in the fund, including administration, operation, and maintenance.

Service Center Fund - This fund accounts for the fleet services and maintenance of the City's vehicle and/or equipment acquisition and disposal.

Self Funded Insurance Fund – This fund accounts for the health insurance/flex accounts benefits related to the City's self insurance activities.

STATUTORY REQUIREMENTS

The second most important financial resource of the City is the ad valorem tax, better known as the property tax. It is important for all citizens to fully understand the makeup of the taxes levied against their properties. The following synopsis provides a basic working knowledge of property taxes and how they are determined.

Much of what taxing authorities such as cities, school districts, counties, and special districts are allowed to levy for property taxes is determined by the State of Texas. A number of years ago, the state legislature established county appraisal districts. The purpose of these appraisal districts is to determine fair market values of all taxable property within a specific county. The taxable value of property is determined as of January 1 of each year.

The appraisal district office generally notifies taxpayers of their assessed valuations in March and allows for them to challenge the valuations if the taxpayers believe them to be in error. A tax appraisal review board hears all tax protests and determines if the original valuation is correct or in error. On May 25 of each year, the appraisal district is required to provide taxing authorities with a certified estimate of total appraised value. This preliminary estimate is used by the City to help project what revenues will be available in the next fiscal year. The preliminary estimate, while providing indications of an increasing or a decreasing tax roll, is subject to fluctuations because of the possible tax protests mentioned above.

The most important date relating to the appraisal district is July 25. On that date, a certified appraisal roll must be provided to all taxing authorities. This certified roll provides a basis upon which a tax rate can be applied to produce necessary revenues for the operation of City services.

After determination of a tax rate for the upcoming budget year, there are several procedures and tests that must be applied to the rate in order for state law to be met. They include:

- **Calculation and publication of the effective tax rate.**

The effective tax rate is the tax rate that, when applied to the taxable assessed valuation, would produce the same total taxes as last year when properties taxed in both years are compared. The objective of the effective tax rate is to generate equal tax revenues using taxable valuations from different years.

- **Determination of whether the proposed tax rate is more than the effective tax rate.**

Texas State law requires that if a taxing authority raises the tax rate more than the effective tax rate there must be published notices of the increase and a public hearing must be held. This is true even if the tax rate does not change.

- **Determination of whether the proposed tax rate is more than 8% over the effective tax rate.**

The 8% rule as set by state law imposes the maximum rate that may be adopted by taxing authorities without being subject to tax rollback procedures. If a taxing authority imposes a tax rate in excess of 8% of the effective tax rate, taxpayers may take measures that could rollback the adopted rate to an 8% increase. Generally, these procedures involve a petition of eligible voters and a rollback election.

Article XI, Section 5 of the State of Texas Constitution states in part:

"...but no tax for any purpose shall ever be lawful for any one year, which shall exceed two and one-half percent of the taxable property of such City."

Calculation of Legal Debt Margin - October 1, 2012

Taxable Assessed Valuation	\$4,002,688,279
Constitutional Limit	2.50% of assessed valuation
Maximum Constitutional Revenue Available	\$100,067,207
Tax Rate to Achieve Maximum Tax Revenue	\$2.50 per \$100 of valuation
Adopted Tax Rate for 2010-2011	\$0.4200 per \$100 of valuation
Available Unused Constitutional Max Tax Rate	2.08% of assessed valuation

Other requirements relating to the adoption and levying of ad valorem taxes are the publication of the unencumbered fund balances of the General Fund and Debt Service Fund, the debt service requirements, and the property tax rates in the City of Conroe.

The State of Texas does not provide for a statutory debt limit for cities. The truth-in-taxation criteria specify that debt (interest and sinking) requirements must be met first, followed by operations. The property tax rate to meet these needs cannot exceed \$2.50 per \$100 valuation.

2012 PROPERTY TAX RATES IN THE CITY OF CONROE, TEXAS

This notice concerns 2012 property tax rates for the CITY OF CONROE. It presents information about three tax rates. Last year's tax rate is the actual rate the taxing unit used to determine property taxes last year. This year's effective tax rate would impose the same total taxes as last year if you compare properties taxed in both years. This year's rollback tax rate is the highest tax rate the taxing unit can set before taxpayers can start tax rollback procedures. In each case these rates are found by dividing the total amount of taxes by the tax base (the total value of taxable property) with adjustments as require by state law. The rates are given per \$100 of property value.

LAST YEAR'S TAX RATE:

Last year's operating taxes	\$8,395,036
Last year's debt taxes	\$5,708,625
Last year's total taxes	\$14,103,661
Last year's tax base	\$3,358,014,524
Last year's total tax rate	0.4200/\$100

THIS YEAR'S EFFECTIVE TAX RATE:

Last year's adjusted taxes (<i>after subtracting taxes on lost property</i>)	\$13,366,678
This year's adjusted tax base (<i>after subtracting value of new property</i>)	\$3,205,010,708
= This year's effective tax rate (<i>maximum rate unless unit publishes notices and holds public hearings</i>)	0.4170/\$100

THIS YEAR'S ROLLBACK TAX RATE:

Last year's adjusted operating taxes (<i>after subtracting taxes on lost property and adjusting for any transferred function, tax increment financing, and/or enhanced indigent health care expenditures</i>).	\$15,484,287
÷ This year's adjusted tax base	\$3,205,010,708
= This year's effective operating rate	0.4831/\$100
x 1.08 = this year's maximum operating rate	0.5217/\$100
+ This year's debt rate	0.1700/\$100
= This year's total rollback rate	0.6917/\$100
– Sales tax adjustment rate	0.2349/\$100
= Rollback tax rate	0.4568/\$100

STATEMENT OF INCREASE/DECREASE

IF THE CITY OF CONROE adopts a 2012 tax rate equal to the effective tax rate of \$0.4170 per \$100 of value, taxes would decrease compared to 2011 taxes by -\$72,902.

SCHEDULE A – UNENCUMBERED FUND BALANCES

<u>Type of Property Tax Fund</u>	<u>Balance</u>
General Fund	\$22,732,477
Interest & Sinking/TIRZ	\$12,063,171

SCHEDULE B – 2012 DEBT SERVICE

The unit plans to pay the following amounts for long-term debts that are secured by property taxes. These amounts will be paid from property tax revenues (or additional sales tax revenues, if applicable).

Description	Principal	Interest	Other Amounts	Total
Certificates of Obligation, Series 2003	\$119,900	\$7,194	\$1,000	\$128,094
Certificates of Obligation, Series 2003A	425,100	25,506	1,000	451,606
Refunding Bonds, Series 2005	1,130,000	18,476	1,000	1,149,476
Certificates of Obligation, Series 2005	25,000	160,133	1,000	186,133
Certificates of Obligation, Series 2006	7,680	66,637	1,000	75,317
Certificates of Obligation, Series 2006A	30,860	267,764	1,000	299,624
Certificates of Obligation, Series 2006B	11,460	99,435	1,000	111,895
Refunding Bonds, Series 2007	2,210,000	259,800	1,000	2,470,800
Certificates of Obligation, Series 2007	15,000	310,560	1,000	326,560
Certificates of Obligation, Series 2007A	5,000	116,694	1,000	122,694
Certificates of Obligation, Series 2007B	5,000	102,861	1,000	108,861
Certificates of Obligation, Series 2008	104,880	425,040	1,000	530,920
Certificates of Obligation, Series 2008A	85,120	344,960	1,000	431,080
Certificates of Obligation, Series 2009	426,782	421,087	1,000	848,869
Certificates of Obligation, Series 2009A	18,218	17,975	1,000	37,193
Certificates of Obligation, Series 2010	146,300	265,137	1,000	412,437
Certificates of Obligation, Series 2010A	28,700	52,013	1,000	81,713
Refunding Bonds, Series 2010	690,000	64,350	1,000	755,350
Certificates of Obligation, Series 2011	50,520	344,433	1,000	395,953
Certificates of Obligation, Series 2011A	39,650	270,324	1,000	310,974
Certificates of Obligation, Series 2011B	9,830	67,018	1,000	77,848
Refunding Bonds, Series 2012A	50,700	137,046	1,000	188,746
Refunding Bonds, Series 2012B	14,300	38,654	1,000	53,954
Certificates of Obligation, Series 2012	0	307,648	1,000	308,648
Certificates of Obligation, Series 2012A	0	92,935	1,000	93,935

SCHEDULE C – EXPECTED REVENUE FROM ADDITIONAL SALES TAX

In calculating its effective and rollback tax rates, the unit estimated that it will receive \$7,903,713 in additional sales and use tax revenues.

This notice contains a summary of the actual effective and rollback tax rates' calculations. You can inspect a copy of the full calculations at 400 N. San Jacinto, Conroe, Texas.

Name of the person preparing this notice: J.R. Moore, Jr.

Title: Montgomery County Tax Assessor-Collector

Date Prepared: July 26, 2012

CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
GENERAL FUND				
0001-1041 Administration				
City Administrator	1	1	1	1
Assistant City Administrator	1	0	0	0
E-Services Coordinator	0	0	0	1
Secretary III	1	1	1	1
Subtotal	3	2	2	3
0001-1042 Mayor and City Council				
Mayor	1	1	1	1
Mayor Pro Tem	1	1	1	1
Councilmembers	4	4	4	4
Subtotal	6	6	6	6
City Secretary	1	1	1	1
Hispanic Liaison/Asst City Secretary	1	1	1	1
Subtotal	2	2	2	2
0001-1043 Arts And Communications				
Arts and Communications Coordinator	1	1	1	1
Subtotal	1	1	1	1
0001-1044 Transit				
CIDC Executive Director	0	1	1	0
Downtown Manager	1	0	0	0
Subtotal	1	1	1	0
P/T Research Analyst (Hours)	0	0	1,248	0
Subtotal	0	0	1,248	0
0001-1060 Legal				
City Attorney	1	1	1	1
Assistant City Attorney	1	1	1	1
Secretary III	1	1	1	1
Subtotal	3	3	3	3
0001-1070 Municipal Court				
Judge	1	1	1	1
Subtotal	1	1	1	1
Court Administrator	1	1	1	1
Warrant Clerk	1	1	1	1
Warrant Officer	0	0	0	0
Deputy Court Clerk II	2	2	2	2

CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
Deputy Court Clerk I	4	4	4	4
Juvenile Case Coordinator	1	1	1	1
Subtotal	9	9	9	9
0001-1100 Finance				
Director of Finance & Administration	0	1	1	1
Finance Director	1	0	0	0
Assistant Director of Finance & Administration	0	1	1	1
Finance Manager	1	0	0	0
Internal Auditor	1	1	1	1
Accounting Manager	1	1	1	1
Accountant II	1	1	2	2
Accountant III	1	1	1	1
Projects Coordinator	1	1	1	1
Secretary II	1	1	0	0
Payroll Specialist	1	1	1	1
Accounts Payable Clerk	1	1	1	1
Subtotal	10	10	10	10
P/T Accountant (Hours)	999	999	999	999
Subtotal	999	999	999	999
0001-1110 CDBG Administration				
Assistant Director of Community Development	0	1	1	1
CDBG Grant Coordinator	1	0	0	0
Assistant Coordinator	1	1	1	1
Subtotal	2	2	2	2
0001-1120 Warehouse-Purchasing				
Purchasing Director	1	1	1	1
Warehouse Supervisor	1	1	1	1
Warehouse Technician	2	2	2	2
Buyer	1	1	1	1
Subtotal	5	5	5	5
0001-1130 Information Technology				
Information Technology Manager	1	1	1	1
Unix System Administrator	1	1	1	1
Network System Administrator	1	1	1	1
Network Support Specialist	1	1	1	1
Applications & Business Analyst	1	2	2	2
End User Support Analyst	1	1	1	1
P.C. Support Specialist	1	1	1	1
GIS Coordinator	0	0	1	1
GIS Technician	0	0	2	2
Subtotal	7	8	11	11

CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
0001-1160 Human Resources				
Civil Service Commission	3	3	3	3
Subtotal	3	3	3	3
Human Resource Director	1	1	1	1
Risk Manager	1	1	1	1
Benefits/Compensation Coordinator	1	1	1	1
Administrative Coordinator	0	1	1	1
Office Support Assistant	0	1	1	1
HR Generalist	1	0	0	0
HR Secretary	1	0	0	0
Subtotal	5	5	5	5
P/T Receptionist (Hours)	1,500	1,500	1,500	1,500
P/T Mail Clerk (Hours)	1,300	1,300	1,300	1,300
Subtotal	2,800	2,800	2,800	2,800
0001-1201 Police Administration				
Police Chief	1	1	1	1
Deputy Chief	2	2	2	2
Inventory Tech	1	1	1	1
Sergeant	1	1	0	0
Police Officer	0	0	0	1
Secretary II	1	1	1	1
Subtotal	6	6	5	6
0001-1202 Police Support Services				
Lieutenant	1	1	1	1
Communications Supervisor	4	4	4	4
Communications Officer	16	16	16	16
Animal/Parking Control Supervisor	0	0	0	0
Animal Control Officer	0	0	0	0
Parking Patrol/Clerk	1	1	1	1
Records Manager/Police	1	1	1	1
Records Clerk	3	3	3	3
Custodian	0	1	1	1
Switchboard Operator/Receptionist	1	1	1	1
Subtotal	27	28	28	28
P/T Communications Officer (Hours)	1,800	1,800	1,800	1,800
P/T Switchboard Operator (Hours)	400	400	400	400
P/T Custodian	0	1,664	1,664	1,664
Subtotal	2,200	3,864	3,864	3,864
0001-1203 Police Patrol				
Lieutenant	2	2	2	3
Sergeant	9	8	8	8

CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
Patrol Officer	52	52	52	52
Secretary	1	1	1	1
Subtotal	64	63	63	64
0001-1204 Police Investigative Services				
Lieutenant	1	1	1	1
Sergeant	2	2	3	3
Patrol Officer/Investigator	22	22	22	22
Secretary/CID	1	1	1	1
Victim Assistance Liaison	1	1	1	1
Evidence Technician	1	1	1	1
Subtotal	28	28	29	29
0001-1205 Police Professional Services				
Lieutenant	1	1	1	1
Sergeant	1	2	2	2
Patrol Officer	9	9	9	9
Patrol Officer/Warrant Officer/Bailiff	1	1	2	2
Facilities Specialist	1	1	1	1
Custodian	1	0	0	0
Subtotal	14	14	15	15
P/T Custodian	1,664	0	0	0
Subtotal	1,664	0	0	0
0001-1206 Police Animal Services				
Animal Shelter Manager	1	1	1	1
Animal/Parking Control Supervisor	1	1	1	1
Animal Control Officer	1	1	1	1
Kennel Technician	2	2	2	2
Subtotal	5	5	5	5
P/T Kennel Technician (Hours)	2,963	4,940	4,940	4,940
P/T Animal Control (Hours)	850	850	850	850
P/T Veterinary Technician (Hours)	0	0	720	960
Subtotal	3,813	5,790	6,510	6,750
0001-1207 Red Light Program				
Deputy Court Clerk I	1	1	1	1
Subtotal	1	1	1	1
0001-1208 Police Traffic Services				
Patrol Officer	0	2	2	2
Subtotal	0	2	2	2
0001-1300 Fire				
Fire Chief	1	1	1	1
Assistant Chief	1	1	1	1

CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
Battalion Chief	5	5	5	5
Lieutenant	22	22	22	22
Engine Operator	0	0	18	18
Firefighter	54	54	36	36
Administrative Coordinator	1	1	1	1
Code Enforcement Officer	2	2	0	0
Secretary	2	2	2	2
Subtotal	88	88	86	86
0001-1400 Parks Administration				
Parks Board	7	7	7	7
Subtotal	7	7	7	7
Parks Director	1	1	1	1
Secretary II	1	1	1	1
Parks Superintendent	1	1	0	0
Parks Operations Foreman	1	1	0	0
Parks Crew Leader - Facilities	1	1	0	0
Parks Crew Leader - Green Space	1	1	0	0
Parks Laborer	7	7	0	0
Subtotal	13	13	2	2
P/T Parks Laborer (Hours)	1,040	1,040	0	0
PT Park Ambassador (Hours)	3,120	3,120	0	0
PT Customer Service Rep. (Hours)	0	1,560	1,560	1,560
Subtotal	4,160	5,720	1,560	1,560
0001-1410 Recreation Center				
Recreation Manager	1	1	1	1
Recreation Center Supervisor	1	1	1	1
Recreation Coordinator - Programs	1	1	1	1
Recreation Coordinator - Special Events	1	1	1	1
Secretary I	1	1	1	1
Subtotal	5	5	5	5
P/T Recreation Leader I (Hours)	13,615	13,615	13,615	13,615
P/T Recreation Leader II (Hours)	7,190	7,190	7,190	7,190
P/T Camp Coordinator (Hours)	440	440	0	0
P/T Youth Counselor (Hours)	3,520	3,520	0	0
Subtotal	24,765	24,765	20,805	20,805
0001-1440 Aquatic Center				
Aquatics Superintendent	1	1	1	1
Aquatics Supervisor	1	0	0	0
Assistant Aquatics Supervisor	3	0	0	0
Secretary I	1	1	1	1

CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
Aquatics Admission Coordinator	1	0	0	0
Aquatic Coordinator - Programs	0	1	1	1
Aquatic Coordinator - Maintenance	0	1	1	1
Aquatic Coordinator - Operations	0	1	1	1
Assistant Aquatic Coordinator	0	2	2	2
Subtotal	7	7	7	7
Part-time Admissions (Hours)	3,354	3,354	3,354	3,354
Part-time Cashiers (Hours)	2,000	2,000	2,000	2,000
Part-time Head Lifeguard (Hours)	2,660	2,660	2,660	2,660
Part-time Lifeguards (Hours)	18,138	18,138	18,138	18,138
Part-time Water Safety Inst. (Hours)	4,779	4,779	4,779	4,779
Part-time Asst. Aquatics Super. (Hours)	1,560	0	0	0
Part-time Asst. Aquatics Operations Coord. (Hours)	0	1,560	1,560	1,560
Subtotal	32,491	32,491	32,491	32,491
0001-1450 Parks Operations				
Parks Superintendent	0	0	1	1
Parks Operations Foreman	0	0	1	1
Parks Crew Leader - Facilities	0	0	1	1
Parks Crew Leader - Green Space	0	0	1	1
Parks Laborer	0	0	7	7
Subtotal	0	0	11	11
P/T Parks Laborer (Hours)	0	0	1,040	1,040
PT Park Ambassador (Hours)	0	0	3,120	3,120
Subtotal	0	0	4,160	4,160
0001-1500 Community Development				
Planning Commission	7	7	0	0
Subtotal	7	7	0	0
Director - Community Development	1	0	0	0
City Engineer	1	1	0	0
Assistant City Engineer	1	1	0	0
Engineering Technician	2	2	0	0
GIS Coordinator	1	1	0	0
GIS Technician	2	2	0	0
Sr. Engineering Inspector	1	1	0	0
Engineering Inspector	1	1	0	0
City Planner	1	1	1	1
Secretary II	1	1	0	0
Secretary I	1	1	1	1
Permit Technicians	3	3	3	3
Sr. Permit Technician	1	1	1	1
Building Official	1	1	1	1
Building Inspector	5	5	6	6

CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
Assistant Building Official	1	1	0	0
Assistant City Planner	1	0	0	0
Development Coordinator	0	1	0	0
Code Enforcement Officers	0	0	2	2
Subtotal	25	24	15	15
0001-1530 Drainage Maintenance				
Drainage Foreman	1	1	1	1
Heavy Equipment Operator	3	3	3	3
Light Equipment Operator/Driver	3	3	3	3
Subtotal	7	7	7	7
0001-1540 Streets				
Street Superintendent	1	1	1	1
Foreman	1	1	1	1
Sign Technician	1	1	1	1
Assistant Sign Technician	1	1	1	1
Heavy Equipment Operator	3	3	3	3
Light Equipment Operator/Driver	14	14	14	14
Laborer	7	7	7	7
Subtotal	28	28	28	28
0001-1550 Signal Maintenance				
Journeyman Electrician	0	2	2	2
Traffic Signal Technician	0	0	0	1
Subtotal	0	2	2	3
0001-1570 Engineering				
Planning Commission	0	0	7	7
Subtotal	0	0	7	7
Assistant City Engineer	0	0	1	1
Project Manager	0	0	1	1
Lead Engineer	0	0	0	1
Project Engineer	0	0	0	1
Assistant Director - Capital Projects	0	0	0	0
Secretary	0	0	1	2
Projects Specialist	0	0	0	1
Development Coordinator	0	0	1	1
Senior Engineering Technician	0	0	0	1
Engineering Aide	0	0	2	6
Project Coordinator	0	0	0	1
Project Inspector	0	0	0	1
Sr. Engineering Inspector	0	0	1	1
Engineering Inspector	0	0	1	1
Registered Surveyor	0	0	0	1
Survey Party Chief	0	0	0	1
Subtotal	0	0	8	21

CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
TOTAL GENERAL FUND	366	369	370	386
WATER & SEWER OPERATING FUND				
0002-2800 Utilities/Meter Readers				
Utility Billing Manager	1	1	1	1
Sr. Meter Technician	1	1	1	1
Meter Technician	3	3	3	3
Sr. Account Representative	1	1	1	1
Account Representative	3	3	3	3
Subtotal	9	9	9	9
0002-2810 Public Works				
Director of Public Works	1	1	1	1
Assistant Public Works Director/Engineer	1	1	1	1
Sr. GIS Analyst	1	0	0	0
Secretary II	1	1	1	1
Secretary I	2	2	2	2
Subtotal	6	5	5	5
P/T Water Conservation Manager (Hours)	0	0	0	0
Subtotal	0	0	0	0
WATER CONSERVATION				
0002-2811 Water Conservation				
Water Conservation Manager	0	0	0	1
Subtotal	0	0	0	1
P/T Water Conservation Manager (Hours)	0	0	1,560	0
Subtotal	0	0	1,560	0
0002-2820 Water				
Water/Sewer Superintendent	1	1	1	1
Water Maintenance Foreman	1	1	1	1
Water Production Foreman	1	1	1	1
Heavy Equipment Operator	2	2	2	2
Light Equipment Operator/Driver	2	2	2	2
Laborer	5	5	5	5
Water Plant Operator	3	3	3	3
Subtotal	15	15	15	15
0002-2881 Waste Water Treatment Plant				
WWTP Superintendent	1	1	1	1

CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
WWTP Assistant Superintendent - Pretreatment	1	1	1	1
WWTP Foreman	0	0	1	1
Lead Operator	1	1	0	0
Operator	5	5	5	5
Secretary I	1	1	1	1
Laborer	1	1	1	1
Driver/Press Operator	1	1	1	1
Subtotal	11	11	11	11
0002-2882 Sewer				
Superintendent Water/Sewer	1	1	1	1
Foreman Water/Sewer	1	1	1	1
Heavy Equipment Operator	5	5	5	5
Laborer	11	11	11	11
Light Equipment Operator	2	2	2	2
Subtotal	20	20	20	20
0002-2883 Pump & Motor Maintenance				
Superintendent	1	1	1	1
Master Electrician	1	1	1	1
Pump Technician	1	1	0	0
Pump Mechanic	1	1	2	2
Laborer	2	2	2	2
Welder	1	1	1	1
Subtotal	7	7	7	7
TOTAL WATER & SEWER OPERATING FUND	68	67	67	68
WATER & SEWER CONSTRUCTION FUND				
0007-7020 Project Engineering				
Assistant Director - Capital Projects	1	1	1	0
Secretary	1	1	1	0
Project Specialist	1	1	1	0
Project Engineer	1	1	1	0
Engineering Aide II	4	4	4	0
Engineering Project Inspector	1	1	1	0
Senior Engineering Technician	1	1	1	0
Survey Party Chief	1	1	1	0
Registered Surveyor	1	1	1	0
Engineering Project Coordinator	1	1	1	0
Subtotal	13	13	13	0
0007-7030 Project Construction				
Heavy Equipment Operator	8	7	7	7
Light Equipment Operator	1	2	2	2
Laborer	8	8	8	8
Subtotal	17	17	17	17

CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
TOTAL WATER & SEWER CONSTRUCTION	30	30	30	17
HOTEL OCCUPANCY TAX FUND				
0004-4010 HOT				
Convention & Visitors Bureau Manager	1	1	1	1
Tourism Coordinator	1	1	2	2
Subtotal	2	2	3	3
Tourism Coordinator	1,040	1,560	0	0
Subtotal	1,040	1,560	0	0
TOTAL HOTEL OCCUPANCY TAX FUND	2	2	3	3
CONROE INDUSTRIAL DEVELOPMENT CORP (CIDC) FUND				
0009-9000 CIDC				
CIDC Executive Director	0	0	0	1
CIDC Deputy Director	0	0	0	1
Associate Director	0	0	0	1
Research Analyst/Retail Specialist	0	0	0	1
Administrative Coordinator/Transportation Specialist	0	0	0	1
Subtotal	0	0	0	5
TOTAL CIDC FUND	0	0	0	5
0025-2500 Conroe Tower Fund				
Maintenance Technician	1	1	1	1
Subtotal	1	1	1	1
TOTAL CONROE TOWER FUND	1	1	1	1
SERVICE CENTER FUND				
0052-5200 Service Center				
Fleet Services Manager	1	1	1	1
Foreman	1	1	1	1
Equipment Mechanic	4	4	4	5
Service Technician	1	0	0	0
Subtotal	7	6	6	7
TOTAL SERVICE CENTER FUND	7	6	6	7
OSCAR JOHNSON, JR. COMMUNITY CENTER FUND				
030-3000 Oscar Johnson, Jr. Community Center				
Center Supervisor	1	1	1	1

CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
Secretary I	1	1	1	1
Recreation Coordinator	2	2	2	2
Subtotal	4	4	4	4
Part Time Rec Coordinator	1,500	1,500	1,560	1,560
Part Time Rec Leader I	55,850	28,387	36,470	36,470
Part Time Rec Leader II	15,050	12,343	14,015	14,015
Subtotal	72,400	42,230	52,045	52,045
TOTAL OJCC FUND	4	4	4	4
SELF FUNDED INSURANCE FUND				
0081-8100				
Employee Specialist	1	1	1	1
Subtotal	1	1	1	1
SELF FUNDED INSURANCE FUND	1	1	1	1
TOTAL ALL FUNDS	479	480	482	492

2012-2013 Compensation Ranges

Fiscal Year 2012-2013

NON-EXEMPT

Grade	MINIMUM			MIDPOINT			MAXIMUM		
	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly
60	24,368	2,031	11.716	30,460	2,538	14.644	36,552	3,046	17.573
61	26,071	2,173	12.534	32,588	2,716	15.667	39,105	3,259	18.800
62	27,891	2,324	13.409	34,864	2,905	16.761	41,836	3,486	20.114
63	29,838	2,487	14.345	37,298	3,108	17.932	44,758	3,730	21.518
64	31,921	2,660	15.346	39,902	3,325	19.184	47,884	3,990	23.021
65	34,196	2,850	16.440	42,744	3,562	20.550	51,293	4,274	24.660
66	36,538	3,045	17.566	45,673	3,806	21.958	54,807	4,567	26.350
67	39,090	3,257	18.793	48,862	4,072	23.491	58,634	4,886	28.189
68	42,999	3,583	20.673	53,748	4,479	25.840	64,497	5,375	31.008
69	47,299	3,942	22.740	59,123	4,927	28.425	70,948	5,912	34.110
70	52,028	4,336	25.013	65,034	5,420	31.267	78,041	6,503	37.520

EXEMPT

Grade	MINIMUM			MIDPOINT			MAXIMUM		
	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly
80	37,340	3,112	17.952	46,675	3,890	22.440	56,009	4,667	26.928
81	41,074	3,423	19.747	51,343	4,279	24.684	61,611	5,134	29.621
82	45,236	3,770	21.748	56,545	4,712	27.185	67,854	5,654	32.622
83	49,669	4,139	23.879	62,085	5,174	29.849	74,502	6,209	35.818
84	54,387	4,532	26.147	67,984	5,665	32.685	81,582	6,798	39.222
85	59,554	4,963	28.632	74,443	6,204	35.790	89,332	7,444	42.948
86	66,701	5,558	32.068	83,376	6,948	40.084	100,051	8,338	48.101
87	74,704	6,225	35.916	93,381	7,782	44.894	112,057	9,338	53.873
88	83,967	6,997	40.369	104,958	8,747	50.461	125,950	10,496	60.553
89	94,420	7,868	45.394	118,025	9,835	56.743	141,630	11,803	68.092

Civil Service Compensation Ranges

Fiscal Year 2012-2013

Effective 10/1/2012

FIRE	Entry	1	2	3	4	5	6	7	8	9
Firefighter	40,365	41,778	43,240	44,753	46,320	47,941	49,619	51,355	53,153	55,014
90		3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
E/O		56,090	58,053	60,085						
100			3.5%	3.5%						
Lieutenant *		58,053	60,085	62,188	64,364	66,617				
92/93			3.5%	3.5%	3.5%	3.5%				
Battalion Chief		65,162	67,117	69,131	71,204	73,341	75,541			
95/96			3.0%	3.0%	3.0%	3.0%	3.0%			
Assistant Chief		83,757	86,270	88,858	91,524	94,269				
98			3.0%	3.0%	3.0%	3.0%				

Civil Service Compensation Ranges

Fiscal Year 2012-2013

Effective 11/1/2012

FIRE	Entry	1	2	3	4	5	6	7	8	9
Firefighter	40,365	41,778	43,240	44,753	46,320	47,941	49,619	51,355	53,153	55,014
90		3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
E/O		56,090	58,053	60,085						
100			3.5%	3.5%						
Lieutenant *		58,053	60,085	62,188	64,364	66,617				
92/93			3.5%	3.5%	3.5%	3.5%				
Battalion Chief		67,117	69,131	71,204	73,341	75,541				
95/96			3.0%	3.0%	3.0%	3.0%				
Assistant Chief		83,757	86,270	88,858	91,524	94,269				
98			3.0%	3.0%	3.0%	3.0%				

Civil Service Compensation Ranges

Fiscal Year 2012-2013

Effective 12/1/2012

FIRE Entry 1 2 3 4 5 6 7 8 9

Firefighter	40,365	41,778	43,240	44,753	46,320	47,941	49,619	51,355	53,153	55,014
90		3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
E/O		56,090	58,053	60,085						
			3.5%	3.5%						
Lieutenant *		60,085	62,188	64,364	66,617					
92/93			3.5%	3.5%	3.5%					
Battalion Chief		67,117	69,131	71,204	73,341	75,541				
95/96			3.0%	3.0%	3.0%	3.0%				
Assistant Chief		83,757	86,270	88,858	91,524	94,269				
98			3.0%	3.0%	3.0%	3.0%				

INCENTIVE PAY

Associates degree	\$	70	Intermediate Certificate	\$	105
Bachelors degree	\$	125	Advanced Certificate	\$	150
			Masters Certificate	\$	263

* No lump sum

Civil Service Compensation Ranges

Fiscal Year 2012-2013

Effective 10/1/2012

POLICE	Entry	1	2	3	4	5	6	7	8
Recruit*	37,000								
91a									
Trainee*	42,224								
91b									
Officer		43,700	45,230	46,814	48,452	50,148	51,903	53,720	55,600
91		3.50%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Sergeant	58,661	60,713	62,838	65,038	67,314				
94		3.5%	3.5%	3.5%	3.5%				
Lieutenant	74,732	76,973	79,283	81,661					
97		3.0%	3.0%	3.0%					
Deputy Chief	90,409	93,122	95,916						
99		3.0%	3.0%						

Civil Service Compensation Ranges

Fiscal Year 2012-2013

Effective 6/01/2013

POLICE	Entry	1	2	3	4	5	6	7	8
Recruit*	37,000								
91a									
Trainee*	42,224								
91b									
Officer		46,814	48,452	50,148	51,903	53,720	55,600		
91			3.5%	3.5%	3.5%	3.5%	3.5%		
Sergeant	58,661	60,713	62,838	65,038	67,314				
94		3.5%	3.5%	3.5%	3.5%				
Lieutenant	74,732	76,973	79,283	81,661					
97		3.0%	3.0%	3.0%					
Deputy Chief	90,409	93,122	95,916						
99		3.0%	3.0%						

INCENTIVE PAY

Effective Date 10/1/2011

Associates degree	\$ 70	Intermediate Certificate	\$ 210
Bachelors degree	\$ 125	Advanced Certificate	\$ 300
		Masters Certificate	\$ 526

PART-TIME/SEASONAL

Grade		Minimum	Maximum
27	P/T WATER CONSERVATION MANAGER-Exempt	23.411	29.263
28	P/T BALLET INSTRUCTOR	20.400	30.600
29	P/T ANIMAL CONTROL	13.409	16.762
30	P/T RECREATION LEADER I	8.195	10.686
31	P/T RECREATION LEADER II	10.533	13.057
32	P/T SCOREKEEPER	8.195	13.057
33	P/T DAY CAMP COORDINATOR	10.533	13.057
34	P/T PROGRAM COORDINATOR	17.078	22.170
35	P/T DAY CAMP COUNSELOR	8.195	10.686
36	P/T YOUTH COUNSELOR IN TRAINING	7.395	8.872
37	P/T LIFEGUARD	8.195	9.495
38	P/T HEAD LIFEGUARD	8.195	10.992
39	P/T WATER SAFETY INSTRUCTOR -SWIM COACH	10.544	13.363
40	P/T ADMISSIONS RECEPTIONIST	8.195	10.533
41	P/T AQUATIC ADMISSIONS CONCESSIONS ATTENDANT	7.395	9.180
42	P/T SWITCHBOARD	11.713	14.642
43	P/T SECRETARY	12.522	15.658
44	P/T METER READER	11.713	14.642
45	P/T AQUATICS FACILITY MAINTENANCE TECH.	10.533	13.057
46	P/T DATA ENTRY CLERK	7.395	8.872
47	P/T CLERK	11.069	13.942
48	P/T HR REPRESENTATIVE	16.433	20.542
49	P/T CALL TAKER	11.309	14.696
50	P/T COMMUNICATIONS OFFICER	14.336	17.930
51	P/T ENGINEERING INTERN	13.396	16.761
52	P/T MGMT INTERN	13.396	16.761
53	PT RECORDS CLK/RECPT	11.713	14.642
54	P/T ASST ADMISSIONS COORD.	9.047	12.434
55	P/T ASST AQUATIC SUPERVISOR	15.374	19.176
56	P/T MAIL CLERK	11.713	14.642
57	P/T PARKS AMBASSADOR	11.714	14.641
58	P/T CUSTODIAN/LABORER/KENNEL TECHNICIAN	11.714	14.641
59	P/T ACCOUNTANT III	23.879	29.848

City of Conroe
Revenue and Expenditure Accounts

<u>ACCOUNT</u>	<u>DESCRIPTION</u>
Revenues:	
4010	Current Taxes
4020	Delinquent taxes
4025	Tax Refunds
4030	Gross Receipts
4040	Sales Tax
4050	Hotel Occupancy Tax
4060	Occupation Tax
4070	Mixed Beverage
4080	In Lieu of Taxes
4510	Licenses
4520	Permits
4530	Miscellaneous
4531	Commercial Hauler Permits
4532	Alarm Permits New/Renewal
4533	Excessive Alarm Fees
4535	Wrecker Permits
5010	Refuse Collection
5020	Copies
5030	Tax Certificates
5040	Planning and Zoning
5060	Dispatch Services
5100	Water Charges
5110	Sewer Charges
5120	Water Taps
5125	Development
5130	Sewer Taps
5140	Reconnects
5150	Service Charges
5151	Fuel Revenue (Service Center)
5152	Parts Revenue (Service Center)
5153	Labor Revenue (Service Center)
5154	Sublets Revenue (Service Center)
5155	Carwash Revenue (Service Center)
5156	Miscellaneous Revenue (Service Center)
5160	Bulk Water Sales
5170	Spec Rev W/S
5180	Pretreatment Fees
5510	Traffic and Criminal Fines
5520	Parking Fines

City of Conroe
Revenue and Expenditure Accounts

<u>ACCOUNT</u>	<u>DESCRIPTION</u>
5530	Traffic Camera Fines
6000	Investment Income
6010	Interest on Investments
6020	Penalty and Interest
6030	Lease Income
6035	Land Sales
6040	Oil and Gas Royalties
6045	Swim Center Concession
6050	Recreational
6051	Parks Programs
6055	Refuse Containers
6060	Unanticipated Revenues
6065	Other Income
6070	Short and Over
6080	Donations
6085	Graffiti Abatement
6090	Fundraisers for Art
6100	Other Financing Sources
6101	Other Financing Sources REV Bond
6102	Proceeds of Cont Obligation
6103	Proceeds of Cert of Obligation
6104	CDBG-OJCC
6105	Seized Assets-Intergov
6106	Intergovernmental
6107	S.T.E.P. Intergov
6108	H.M.G.P. Intergov
6109	Sec 108 Loan Proceeds
6110	Federal
6200	Proceeds for Cap Leases
6500	Convention Center
6510	Non Operating Revenues
6520	Interest- Other
6550	Transfer In
Expenditures:	
7010	Salaries
7012	Part Time Salaries
7015	Contract Labor
7020	Overtime
7025	Social Security
7030	Retirement and Pension
7035	Work Comp

City of Conroe
Revenue and Expenditure Accounts

<u>ACCOUNT</u>	<u>DESCRIPTION</u>
7040	Employee Insurance
7050	Pre-Employment Physicals
7060	Uninsured Injuries
7070	Unemployment
7110	Office Supplies
7130	Building Supplies
7140	Wearing Apparel
7150	Allowance
7160	Vehicle Operations
7170	Vehicle Repairs
7180	Equipment Repairs
7190	Radio Repairs
7200	Other Operating Supplies
7301	Fleet Stock Parts
7400	Fleet Non Stock Parts
7450	Sublet Labor
8010	Utilities
8020	Insurance and Bonds
8030	Legal
8040	Leased Equipment
8050	Travel and Training
8060	Contract Services
8062	Community Services (OJJCC)
8070	Elections
8095	Unallocated Resources
8100	Flood Repair/Rebuilding
8510	Other Financing Uses
8511	Depreciation
8520	Transfer Out
8530	Gross Receipts
8540	Beautification
9010	Land > \$5,000
9011	Land < \$5,000
9020	Buildings > \$5,000
9021	Buildings < \$5,000
9030	Improvements > \$5,000
9031	Improvements < \$5,000
9040	Furniture and Fixtures > \$5,000
9041	Furniture and Fixtures < \$5,000
9050	Machinery and Equipment > \$5,000
9051	Machinery and Equipment < \$5,000

City of Conroe
Revenue and Expenditure Accounts

<u>ACCOUNT</u>	<u>DESCRIPTION</u>
9060	Vehicles > \$5,000
9061	Vehicles < \$5,000
9100	Administrative Overhead
9510	Accounts Charged Off
9520	Bad Debt Finance
9600	Bond Principal
9601	Section 108 Principal
9610	Bond Interest
9611	Sec 108 Interest
9615	Handling Charges
9616	Bond Issue Expense
9620	Other Uses Retire Princ
9622	Other Uses Issue Costs
9660	Principal Lease
9670	Interest Lease

City of Conroe
Fund and Department Accounts

FUND	DEPT.	NAME
001	1020	GF Revenues
001	1041	Administration
001	1042	Mayor and Council
001	1043	Arts and Communications
001	1044	Transit
001	1060	Legal
001	1070	Municipal Court
001	1100	Finance
001	1110	CDBG
001	1120	Purchasing
001	1130	Information Technology
001	1160	Human Resources
001	1201	Police Administration
001	1202	Police Support Services
001	1203	Police Patrol
001	1204	Police Investigations
001	1205	Police Professional Services
001	1206	Police Animal Services
001	1207	Red Light Program
001	1208	Traffic Services
001	1300	Fire
001	1400	Parks Administration
001	1410	Recreation Center
001	1440	Aquatic Center
001	1450	Parks Operations
001	1500	Community Development
001	1530	Drainage Construction
001	1540	Streets
001	1550	Signal Maintenance
001	1570	Engineering
001	1650	Building Maintenance
001	1800	General Fund Non-Departmental
002	2000	Water and Sewer Operating
002	2800	Utility Billing
002	2810	Public Works
002	2811	Water Conservation
002	2820	Water
002	2881	Wastewater Treatment Plant
002	2882	Sewer Maintenance

City of Conroe
Fund and Department Accounts

FUND	DEPT.	NAME
002	2883	Pump & Motor Maintenance
002	2900	W&S Non-Departmental
003	3010	Vehicle and Equipment
004	4010	Hotel/Motel Occupancy Tax
006	6000	Revenue Bond Debt Service
007	7000	Water and Sewer Construction
007	7020	Project Engineering
007	7030	Project Construction
008	8000	Water and Sewer Reserves
009	9000	CIDC General Fund
009	9200	CIDC Debt Service
009	9300	CIDC D.S. Reserves
009	9400	CIDC Revenue Clearing
010	1010	GO Debt Service
024	2400	CDBG Entitlement
025	2500	Conroe Tower
030	3000	OJCC
042	4200	Facilities CIP
043	4300	Water Improvements CIP
044	4400	Sewer Improvements CIP
045	4500	W&S Vehicle & Equipment Replacement
052	5200	Service Center
053	5300	CDBG Sec. 108 Façade Improvements
054	5400	Fire Arms Training
056	5600	Woodlands Annexation
063	6300	Drainage
068	6800	Downtown Revitalization
073	7300	Park Improvements
075	7500	Street Improvements
076	7600	Tax Increment Reinvestment Zone 2
079	7900	Tax Increment Reinvestment Zone 3
080	80X0	Conroe Park North Industrial Park
081	8100	Self Funded Insurance

GLOSSARY

Account: A term used to identify an individual asset, liability, expenditure control, revenue control, encumbrance control, or fund balance.

Accounting System: The total structure of records and procedures which discover, record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, balanced account groups, and organizational components. Sometimes referred to as Chart of Accounts and/or Account Classification System.

Accounts Receivable: Amounts owing on open account from private persons, firms, or corporations for goods and services furnished by a governmental unit (but not including amounts due from other funds of the same governmental unit).

Accrual Basis: The basis of accounting under which revenues are recorded when earned and expenditures are recorded as soon as they result in liabilities for benefits received, notwithstanding that the receipt of the revenue or the payment of the expenditure may take place, in whole or in part, in another accounting period. See also **Accrue** and **Levy**.

Accrue: To record revenues when earned and to record expenditures as soon as they result in liabilities for benefits received, notwithstanding that the receipt of the revenue or payment of the expenditure may take place, in whole or in part, in another accounting period. See also **Accrual Basis**, **Accrued Expenses**, and **Accrued Revenue**.

Accrued Expenses: Expenses incurred during the current account period but which are not payable until a subsequent accounting period. See also **Accrual Basis** and **Accrue**.

Accrued Interest on Investments Purchased: Interest accrued on investments between the last interest payment date and the date of purchase. The account is carried as an asset until the first interest payment date after date of purchase. At that time an entry is made debiting cash and crediting the Accrued Interest on Investments Purchased account for the amount of interest purchased and an Interest Earnings account for the balance.

Accrued Interest Payable: A liability account which represents the amount of interest accrued at the balance sheet date but which is not due until a later date.

Accrued Revenue: Revenue earned during the current accounting period but which is not collected until a subsequent accounting period. See also **Accrual Basis** and **Accrue**.

Activity: A specific and distinguishable line of work performed by one or more organizational components of a governmental unit for the purpose of accomplishing a function for which the governmental unit is responsible. For example, "Code Enforcement" is an activity performed in the discharge of the "Public Safety" function. See also **Function**.

Ad Valorem: In proportion to value. A basis for levy of taxes upon property.

Allocate: To divide a lump-sum appropriation into parts which are designated for expenditure by specific organization units and/or for specific purposes, activities, or objects. See also **Allocation**.

Allocation: A part of a lump-sum appropriation which is designated for expenditure by specific organization units and/or for special purposes, activities, or objects. See also **Allocate**.

Appraisal: (1) The act of appraising. See **Appraise**. (2) The estimated value resulting from such action.

Appraise: To make an estimate of value, particularly of the value of property.

Note: If the property is valued for purposes of taxation, the less inclusive term "assess" is substituted for the above term.

Appropriation: An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is limited in amount to the time it may be expended.

Assess: To value property officially for the purpose of taxation.

Note: The term is also sometimes used to denote the levy of taxes, but such usage is not correct because it fails to distinguish between the valuation process and the tax levy process.

Assessed Valuation: A valuation set upon real estate or other property by a government as a basis for levying taxes.

Assessment: (1) The process of making the official valuation of property for purposes of taxation. (2) The valuation placed upon property as a result of this process.

Assessment Roll: In the case of real property, the official list containing the legal description of each parcel of property and its assessed valuation. The name and address of the last known owner are also usually shown. In the case of personal property, the assessment roll is the official list containing the name and address of the owner, a description of the personal property, and its assessed value.

Assets: Property owned by a governmental unit, which has a monetary value.

Audit: The examination of documents, records, reports, systems of internal control, accounting and financial procedures, and other evidence for one or more of the following purposes:

- (a) To ascertain whether the statements prepared from the accounts present fairly the financial position and the results of financial operations of the constituent funds and balanced account groups of the governmental unit in accordance with generally accepted accounting principals applicable to governmental units and on a basis consistent with that of the preceding year.
- (b) To determine the propriety, legality, and mathematical accuracy of a governmental unit's financial transactions.
- (c) To ascertain the stewardship of public officials who handle and are responsible for the financial resources of a governmental unit.

Audit Report: The report prepared by an auditor covering the audit or investigation made by him or her. As a rule, the report should include:

- (a) a statement of the scope of the audit;

- (b) explanatory comments (if any) concerning exceptions by the auditor as to application of generally accepted auditing standards;
- (c) opinions;
- (d) explanatory comments (if any) concerning verification procedures;
- (e) financial statements and schedules; and
- (f) sometimes statistical tables, supplementary comments, and recommendations. The auditor's signature follows item (c) or (d).

Balance Sheet: A statement which discloses the assets, liabilities, reserves, and equities of a fund or governmental unit at a specified date, properly classified to exhibit financial position of the fund or unit at that date.

Note: If a single balance sheet is prepared for several funds, it must be in columnar or sectional form so as to exhibit the accounts of each fund and balanced account group, individually.

Bond: A written promise, generally under seal, to pay a specified sum of money, called the face value or principal amount, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable periodically.

Note: The difference between a note and a bond is that the latter usually runs for a longer period of time and requires greater legal formality.

Bond Fund: A fund formerly used to account for the proceeds of general obligation bond issues. Such proceeds are now accounted for in a Capital Projects Fund.

Bond Ordinance or Resolution: An ordinance or resolution authorizing a bond issue.

Bonded Debt: The portion of indebtedness represented by outstanding bonds.

Bonds Authorized and Un-issued: Bonds which have been legally authorized but not issued and which can be issued and sold without further authorization.

Note: This term should not be confused with the term "margin of borrowing power" or "legal debt margin," either one of which represents the difference between the legal debt limit of a governmental unit and the debt outstanding against it.

Bonds Issued: Bonds sold.

Budget: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

Note: The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating body for adoption and sometimes the plan finally approved by that body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body. See also **Current Budget**, **Capital Budget**, and **Capital Program**.

Budget Document: The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body. The budget document usually consists of three parts. The first part contains a message from the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The second part consists of schedules supporting the summary. These schedules show in detail the information as to past years' actual revenues, expenditures, and other data used in making the estimates. The third part is composed of drafts of the appropriation, revenue, and borrowing measures necessary to put the budget into effect.

Budgetary Accounts: Those accounts which reflect budgetary operations and condition, such as estimated revenues, appropriations, and encumbrances, as distinguished from proprietary accounts. See also **Proprietary Accounts**.

Budgetary Control: The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitation of available appropriations and available revenues.

CAO (City Administrator's Office): Within a department's Budget Line Items report, any amounts listed under the CAO column are Supplemental Budget Requests (see **Supplementals** below) that have been approved by the City Administrator. Approval of supplementals in this category are typically limited to those of a non-discretionary or inflationary nature.

Capital Budget: A plan of proposed capital outlays and the means of financing them for the current fiscal period. It is usually a part of the current budget. If a Capital Program is in operation, it will be the first year thereof. A Capital Program is sometimes referred to as a Capital Budget. See also **Capital Program**.

Capital Expenditures: See **Capital Outlays**.

Capital Improvement Program (CIP): See **Capital Program**.

Capital Outlays: Expenditures, which result in the acquisition of or addition to fixed assets.

Capital Program: A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program, or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

Capital Projects Fund: A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities and/or designated fixed assets (other than those financed by special assessment, trust, special revenue, and enterprise funds). See also **Bond Fund**.

Cash: Currency, coin, checks, postal and express money orders, and bankers' drafts, on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

Cash Basis: The basis of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

CDBG: Acronym for "Community Development Block Grant."

Chart of Accounts: The classification system used to organize the accounting for various funds.

Coding: A system of numbering or otherwise designating accounts, entries, invoices, vouchers, etc., in such a manner that the symbol used quickly reveals certain required information.

Coverage: See **Net Revenue Available for Debt Service**.

Current: A term which, when applied to budgeting and accounting, designates the operations of the present fiscal period as opposed to past or future periods.

Current Budget: The annual budget prepared for and effective during the present fiscal year; or, in the case of some state governments, the budget for the present biennium.

Current Funds: Funds the resources of which are expended for operating purposes during the current fiscal period. In its usual application in plural form, it refers to General, Special Revenue, Debt Service, and Enterprise Funds of a governmental unit. In the singular form, the current fund is synonymous with the general fund. See also **General Fund**.

Current Liabilities: Liabilities which are payable within a relatively short period of time, usually no longer than a year.

Current Revenue: Revenues of a governmental unit that is available to meet expenditures of the current fiscal year. See **Revenue**.

Current Taxes: (1) Taxes levied and becoming due during the current fiscal period, from the time the amount of the tax levy is first established to the date on which a penalty for nonpayment is attached. (2) Taxes levied in the preceding fiscal period but becoming due in the current fiscal period, from the time they become due until a penalty for nonpayment is attached.

Current Year's Tax Levy: Taxes levied for the current fiscal period.

Debt: An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governmental units include bonds, time warrants, notes, and floating debt. See also **Bond, Notes Payable, Long-Term Debt, and General Long-Term Debt**.

Debt Limit: The maximum amount of gross or net debt that is legally permitted.

Debt Service Fund: A fund established to finance and account for the payment of interest and principal on all general obligation debt, serial and term, other than that payable exclusively from special assessments and revenue debt issued for and serviced by a governmental enterprise. Formally called a Sinking Fund.

Debt Service Fund Requirements: The amounts of revenue which must be provided for a debt service fund so that all principal and interest payments can be made in full on schedule.

Deficit: (1) The excess of the liabilities and reserves of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period; or, in the case of Enterprise and Intragovernmental Service Funds, the excess of expense over income during an accounting period.

Delinquent Taxes: Taxes remaining unpaid on and after the date on which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until abated, canceled, paid, or converted into tax liens.

Note: The term is sometimes limited to taxes levied for the fiscal period or periods preceding the current one, but such usage are not entirely correct. See also **Current Taxes**, **Current Year's Tax Levy**, and **Prior Years' Tax Levies**.

Depreciation: (1) Expiration of the service life of fixed assets, other than wasting assets, attributable to wear and tear through use and lapse of time, obsolescence, inadequacy, or other physical elements for functional causes. (2) The portion of the cost of a fixed asset charged as an expense during a particular period.

Note: The cost of a fixed asset is prorated over the estimated service life of such asset and each period is charged with part of such cost so that ultimately the entire cost of the asset is charged off as an expense. In governmental accounting, depreciation may be recorded in proprietary funds and trust funds where expenses, net income, and/or capital maintenance are measured.

Direct Debt: The debt that a governmental unit has incurred in its own name, or assumed through the annexation of territory or consolidation with another governmental unit. See also **Overlapping Debt**.

Encumbrances: Obligations in the form of purchase orders, contracts, or salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when the actual liability is set up.

Enterprise Debt: Debt that is to be retired primarily from the earnings of publicly owned and operated enterprises. See also **Revenue Bonds**.

Enterprise Fund: A fund established to finance and account for the acquisition, operation, and maintenance of governmental facilities and services that are entirely or predominantly self-supporting by user charges. Examples of enterprise funds are those for water, gas, and electric utilities, swimming pools, airports, parking garages, and transit systems.

Equipment: Tangible property of a more or less permanent nature (other than land, buildings, or improvements other than buildings) which is useful in carrying on operations. Examples are machinery, tools, trucks, cars, furniture, and furnishings.

Estimated Revenue: For revenue accounts kept on an accrual basis, this term designates the amount of revenue estimated to accrue during a given period regardless of whether or not it is all to be collected during the period. For revenue accounts kept on a cash basis, the term designates the amount of revenue estimated to be collected during a given period. Under the modified accrual basis recommended for some funds by the Governmental Accounting Standards Board, estimated revenues include both cash and accrual basis revenues. See also **Cash Basis**, **Accrual Basis**, and **Modified Accrual Basis**.

Expenditures: Where the accounts are kept on the accrual basis or the modified accrual basis, this term designates the cost of goods delivered or services rendered, whether paid or unpaid, including expenses, provision for debt retirement not reported as a liability of the fund from which retired,

and capital outlays. Where the accounts are kept on the cash basis, the term designates only actual cash disbursements for these purposes.

Note: Encumbrances are not expenditures.

Expenses: Charges incurred, whether paid or unpaid, for operation, maintenance, interest, and other charges which are presumed to benefit the current fiscal period.

Note: Legal provisions sometimes make it necessary to treat charges whose benefits extend over future periods as expenses. For example, purchase of materials and supplies which may be used over a period of more than one year and payments for insurance which is to be in force for a period longer than one year frequently must be charged in their entirety to the appropriation of the year in which they are incurred and classified as expenses of that year, even though their benefits extend also to other periods.

Fiduciary Fund Types: The trust and agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and/or other funds.

Fiscal Year: A twelve-month period of time to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations.

Fixed Assets: Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

Note: The term does not indicate the immobility of an asset, which is the distinctive character of "fixture."

Fixed Charges: Expenses (the amount of which is set by agreement). Examples are interest, insurance, and contributions to pension funds.

Fixtures: Attachments to buildings that are not intended to be removed and which cannot be removed without damage to the latter.

Note: Those fixtures with a useful life presumed to be as long as that of the building itself, are considered a part of such building; all others are classified as equipment.

Force Account Method: A method employed in the construction and/or maintenance of fixed assets whereby a governmental unit's own personnel are used instead of an outside contractor.

Note: This method also calls for the purchase of materials by the governmental unit and the possible use of its own equipment, but the distinguishing characteristic of the force account method is the use of the unit's own personnel.

Franchise: A special privilege granted by a government permitting the continuing use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

Full Faith and Credit: A pledge of the general taxing power for the payment of debt obligations.

Note: Bonds carrying such pledges are usually referred to as general obligation bonds or full faith and credit bonds.

Function: A group of related activities aimed at accomplishing a major service or regulatory program for which the City is responsible. For example, public safety is a function.

Functional Classification: A grouping of expenditures on the basis of the principal purposes for which they are made. Examples are public safety, public health, public welfare, etc. See also **Activity Classification** and **Object Classification**.

Fund: An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources, together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Accounts: All accounts necessary to set forth the financial operations and financial condition of a fund. **Note:** Sometimes the term is used to denote budgetary accounts as distinguished from proprietary accounts, but such usage is not recommended.

Fund Balance: The excess of the assets of a fund over its liabilities and reserves, except in the case of funds subject to budgetary accounting where, prior to the end of a fiscal period, it represents the excess of the fund's assets and estimated revenues for the period over its liabilities, reserves, and appropriations for the period.

Fund Balance Sheet: A balance sheet for a single fund. See **Fund** and **Balance Sheet**.

Fund Group: A group of funds that is similar in purpose and character. For example, several special revenue funds constitute a fund group.

General Fixed Assets: Those fixed assets of a governmental unit that are not accounted for in Enterprise, Trust, or Intragovernmental Service Funds.

General Fixed Assets Group of Accounts: A self-balancing group of accounts set up to account for the general fixed assets of a governmental unit. See **General Fixed Assets**.

General Fund: A fund used to account for all transactions of a governmental unit that are not accounted for in another fund.

Note: The General Fund is used to account for the ordinary operations of a governmental unit that are financed from taxes and other general revenues.

General Long-Term Debt: Long-term debt legally payable from general revenues and backed by the full faith and credit of a governmental unit. See **Long-Term Debt**.

General Obligation Bonds: Bonds for whose payment the full faith and credit of the issuing body are pledged. More commonly, but not necessarily, general obligation bonds are considered to be those payable from taxes and other general revenues. See also **Full Faith and Credit**.

General Revenue: The revenues of a governmental unit other than those derived from and retained in an enterprise.

Note: If a portion of the net income in an enterprise fund is contributed to another non-enterprise fund, such as the General Fund, the amounts transferred constitute general revenue of the governmental unit.

Governmental Accounting: The composite activity of analyzing, recording, summarizing, reporting, and interpreting the financial transactions of governmental units and agencies.

Governmental Fund Types: Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities - except those accounted for in proprietary funds and fiduciary funds. In essence, these funds are accounting segregations of financial resources. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, uses and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, transfers and other changes in fund balance.

Grant: A contribution by one governmental unit to another. The contribution is usually made to aid in the support of a specified function (for example, public safety), but it is sometimes also for general purposes.

Gross Bonded Debt: The total amount of direct debt of a governmental unit represented by outstanding bonds before deduction of any assets available and earmarked for their retirement. See also **Direct Debt**.

HOT: Acronym for "Hotel Occupancy Tax."

Improvements: Buildings, other structures, and other attachments or annexations to land which are intended to remain so attached or annexed, such as sidewalks, trees, drives, tunnels, drains, and sewers.

Note: Sidewalks, curbing, sewers, and highways are sometimes referred to as "betterments," but the term "improvements other than buildings" is preferred.

Improvements Other Than Buildings: A fixed asset account that reflects the acquisition value of permanent improvements, other than buildings, which add value to land. Examples of such improvements are fences, retaining walls, sidewalks, pavements, gutters, tunnels, and bridges. If the improvements are purchased or constructed, this account contains the purchase or contract price. If improvements are obtained by gift, it reflects the appraised value at time of acquisition.

Income: A term used in accounting for governmental enterprises to represent the excess of revenues earned over the expenses incurred in carrying on the enterprise's operations. It should not be used without an appropriate modifier, such as Operating, Non-operating, or Net.

Note: The term Income should not be used in lieu of Revenue in non-enterprise funds.

Interfund Accounts: Accounts in which transactions between funds are reflected. See **Interfund Transfers**.

Interfund Transfers: Amounts transferred from one fund to another.

Intergovernmental Revenues: Revenue received from other governments in the form of grants, shared revenues, or payments in lieu of taxes.

Internal Control: A plan of organization under which employees' duties are so arranged and records and procedures so designed as to make it possible to exercise effective accounting control over assets, liabilities, revenues, and expenditures. Under such a system, the work of employees is subdivided so that no single employee performs a complete cycle of operations. Thus, for example, an employee handling cash would not post the accounts receivable records. Moreover, under such a system, the procedures to be followed are definitely laid down and require proper authorizations by designated officials for all actions to be taken.

Internal Service Fund: A fund established to finance and account for services and commodities furnished by a designated department or agency to other departments and agencies within a single governmental unit. Amounts expended by the fund are restored thereto either from operating earnings or by transfers from other funds, so that the original fund is kept intact.

Inventory: A detailed list showing quantities, descriptions, and values of property, and frequently also lists units of measure and unit prices.

Inventory of Supplies: The cost value of supplies on hand.

Investments: Securities and real estate held for the production of income in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in Town operations.

IT: Acronym for "Information Technology."

Judgment: An amount to be paid or collected by a governmental unit as the result of a court decision, including a condemnation award in payment for private property taken for public use.

Judgments Payable: Amounts due to be paid by a governmental unit as the result of court decisions, including condemnation awards in payment for private property taken for public use.

Land: A fixed asset account that reflects the value of land owned by a governmental unit. If land is purchased, this account shows the purchase price and costs such as legal fees, filling and excavation costs, and the like, which are incurred to put the land in condition for its intended use. If land is acquired by gift, the account reflects the estimated fair value at the time of acquisition.

Levy: (Verb) To impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments, or service charges imposed by a governmental unit.

Liabilities: Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

Note: The term does not include encumbrances.

Long-Term Debt: Debt with a maturity of more than one year after the date of issuance.

Machinery and Equipment: See **Equipment**.

Maintenance: The upkeep of physical properties in condition for use or occupancy. Examples are the inspection of equipment to detect defects and the making of repairs.

Modified Accrual Basis: A system under which some accruals, usually costs, are recorded but others, usually revenues, are not. The extent of modification varies in practice, depending upon the accountant's judgment.

Municipal Bond: A bond issued by a state or local government unit.

Municipal Corporation: A body politic and corporate established pursuant to state authorization for the purpose of providing governmental services and regulations for its inhabitants. A municipal corporation has defined boundaries and a population, and is usually organized with the consent of its residents. It usually has a seal and may sue and be sued.

Net Bonded Debt: Gross bonded debt less any cash or other assets available and earmarked for its retirement.

Net Income: A term used in accounting for governmental enterprises to designate the excess of total revenues over total expenses for an accounting period. See also **Income, Operating Revenues, Operating Expenses, Non-operating Income, and Non-operating Expenses.**

Net Revenue Available for Debt Service: Gross operating revenues of an enterprise, less operating and maintenance expenses, yet exclusive of depreciation and bond interest. "Net Revenue" as thus defined computes "coverage" on revenue bond issues.

Note: Under the laws of some states and the provisions of some revenue bond indentures, net revenues used for computation of coverage are required to be on a cash basis rather than an accrual basis.

Non-operating Expenses: Expenses incurred for non-operating properties or in the performance of activities not directly related to supplying the basic services of a governmental enterprise. An example of a non-operating expense is interest paid on outstanding revenue bonds. See also **Non-operating Properties.**

Non-operating Income: Income of governmental enterprises that is not derived from the basic operations of such enterprises. An example is interest on investments or on bank time deposits.

Notes Payable: In general, an unconditional written promise signed by the maker to pay a certain sum of money on demand or at a fixed or determinable time either to the bearer or to the order of a person designated therein.

Notes Receivable: A note payable held by a governmental unit.

Object: As used in expenditure classification, this term applies to the article purchased or the service obtained (as distinguished from the results obtained from expenditures). Examples are personal services, contractual services, materials, and supplies. See also **Activity Classification, Functional Classification, and Object Classification.**

Object Classification: A grouping of expenditures on the basis of goods or services purchased; for example, personal services, materials, supplies and equipment. See also **Functional Classification and Activity Classification.**

Obligations: Amounts that a governmental unit may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances.

Obsolescence: The decrease in the value of fixed assets resulting from economic, social, technological, or legal changes.

Operating Budget: Operating budgets serve many purposes within a government entity, but they have two primary purposes: (1) to plan the services that are going to be offered during the coming year and set priorities; (2) to conform to legal requirements to ensure that expenditures do not exceed those appropriated. Operating budgets are also called Annual Budgets. See **Budget**.

Operating Expenses: (1) As used in the accounts of governmental enterprises, the term means those costs which are necessary to the maintenance of the enterprise, the rendering of services, the sale of merchandise, the production and disposition of commodities produced, and the collection of enterprise revenues, and (2) the term is also sometimes used to describe expenses for general governmental purposes.

Operating Income: Income of a governmental enterprise that is derived from the sale of its goods and/or services. For example, income from the sale of water by a municipal water utility is operating income. See also **Operating Revenues**.

Operating Revenues: Revenues derived from the operation of governmental enterprises of a business character.

Operating Statement: A statement summarizing the financial operations of a governmental unit for an accounting period as contrasted with a balance sheet which shows financial position at a given moment in time.

Ordinance: A formal legislative enactment by the council or governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

Note: The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be by ordinance and those which may be by resolution. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

Original Cost: The total of assets given and/or liabilities assumed to acquire an asset. In utility accounting, the original cost to the first owner who dedicated the plant to service of the public.

Overhead: Those elements of cost necessary in the production of an article or the performance of a service which are of such a nature that the amount applicable to the product or service cannot be determined accurately or readily. Usually they relate to those objects of expenditures which do not become an integral part of the finished product or service such as rent, heat, light, supplies, management, supervision, etc.

Overlapping Debt: The proportionate share of the debts of local governmental units located wholly or in part within the limits of the reporting government which must be borne by property within each governmental unit.

Note: Except for special assessment debt, the amount of debt of each unit applicable to the reporting unit is arrived at by (1) determining what percentage of the total assessed value of the overlapping jurisdiction lies within the limits of the reporting unit, and (2) applying this percentage to the total debt of the overlapping jurisdiction. Special assessment debt is allocated on the basis of the ratio of assessments receivable in each jurisdiction, which will be used wholly or in part to pay off the debt to total assessments receivable, which will be used wholly or in part for this purpose.

Pay-As-You-Go: A method of financing improvements that refers to the allocation of a significant portion of operating revenues each year to a revenue fund. The monies in this fund are to be used for annual improvements or saved until they are sufficient for large projects. A regular allocation made from the operating budget to smooth budget allocations for expenditures and eliminate the need for bond financing. Sometimes referred to as pay-as-you-acquire financing.

Pay-As-You-Use: A method of financing long-term improvements by serial debt issues with maturities arranged so that the retirement of debt coincides with the depreciation or useful life of the improvement. In theory, the interest and debt retirement charges paid by each generation of taxpayers or users coincide with their use and enjoyment of the improvement. Under pay-as-you-use, each user group pays for its own improvements. No one is forced to provide free goods or services for a future generation or to contribute toward facilities for a community in which he or she will not live, nor will new members of the community derive benefits from improvements that they have not assisted in financing.

Prior Years' Tax Levies: Taxes levied for fiscal periods preceding the current one.

Private Trust Fund: A trust fund that will ordinarily revert to private individuals or will be used for private purposes; for example, a fund that consists of guarantee deposits.

Program: A group of related activities performed by one or more organization units for the purpose of accomplishing a function for which the town is responsible.

Proprietary Accounts: Those accounts which show actual financial position and operations, such as actual assets, liabilities, reserves, fund balances, revenues, and expenditures, as distinguished from budgetary accounts.

Proprietary Fund Types: Sometimes referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses, and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position.

Public Trust Fund: A trust fund who's principal, earnings, or both, must be used for a public purpose; for example, a pension or retirement fund.

Purchase Order: A document that authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

Rate Base: The value of utility property used in computing an authorized rate of return as authorized by law or a regulatory commission.

Receipts: This term, unless otherwise qualified, means cash received. See also **Revenue**.

Recoverable Expenditures: An expenditure made for or on behalf of another governmental unit, fund, or department, or for a private individual, firm, or corporation, which will subsequently be recovered in cash or its equivalent.

Refunding Bonds: Bonds issued to retire bonds already outstanding. The refunding bonds may be sold for cash and outstanding bonds redeemed in cash, or the refunding bonds may be exchanged with holders of outstanding bonds.

Replacement Cost: The cost as of a certain date of a property which can render similar service (but need not be of the same structural form) as the property to be replaced. See also **Reproduction Cost**.

Reproduction Cost: The cost as of a certain date of reproducing an exact new property in the same place.

Note: Sometimes this term is designated as "reproduction cost new" to distinguish it from "depreciated reproduction cost," which is the reproduction cost of a given property less the estimated amount of accumulated depreciation applicable to it. In the absence of any modifier, however, the term "reproduction cost" is understood to be synonymous with "reproduction cost new." See also **Replacement Cost**.

Requisition: A written demand or request, usually from one department to the purchasing officer or to another department, for specified articles or services.

Reserve: An account which records a portion of the fund balance which must be segregated for some future use and which is, therefore, not available for further appropriation or expenditure. A Reserve for Inventories equal in amount to the Inventory of Supplies on the balance sheet of a General Fund is an example of such a reserve.

Reserve for Revenue Bond Debt Service: A reserve in an Enterprise Fund which represents the segregation of a portion of retained earnings equal to current assets that are restricted to current servicing of revenue bonds in accordance with the terms of a bond indenture.

Reserve for Revenue Bond Retirement: A reserve in an Enterprise Fund which represents the segregation of a portion of retained earnings equal to current assets that are restricted for future servicing of revenue bonds in accordance with the terms of a bond indenture.

Resolution: A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an order or statute. See also **Ordinance**.

Resources: The actual assets of a governmental unit, such as cash, taxes receivable, land, buildings, etc., plus contingent assets such as estimated revenues applying to the current fiscal year not accrued or collected, and bonds authorized and unissued.

Retained Earnings: The accumulated earnings of an Enterprise or Internal Service Fund which have been retained in the fund and which are not reserved for any specific purpose.

Retirement Fund: A fund out of which retirement annuities and/or other benefits are paid to authorized and designated public employees. A retirement fund is accounted for as a Trust Fund.

Revenue: For those revenues which are recorded on the accrual basis, this term designates additions to assets which: (a) do not increase any liability; (b) do not represent the recovery of an expenditure; (c) do not represent the cancellation of certain liabilities without a corresponding increase in other liabilities or a decrease in assets; and (d) do not represent contributions of fund in Enterprise and Internal Service Funds. The same definition applies to those cases where revenues are recorded on the modified accrual or cash basis, except that additions would be partially or entirely to cash. See also **Accrual Basis, Modified Accrual Basis, Cash Basis, Net Revenue Available for Debt Service, and Receipts.**

Revenue Bonds: Bonds whose principal and interest are payable exclusively from earnings of a public enterprise. In addition to a pledge of revenues, such bonds sometimes contain a mortgage on the enterprise's property and are then known as mortgage revenue bonds.

Schedules: (1) The explanatory or supplementary statements that accompany the balance sheet or other principal statements periodically prepared from the accounts. (2) The accountant's or auditor's principal work papers covering his examination of the books and accounts. (3) A written enumeration or detailed list in orderly form. See also **Statements.**

Securities: Bonds, notes, mortgages, or other forms of negotiable or non-negotiable instruments. See also **Investments.**

Short-Term Debt: Debt with a maturity of one year or less after the date of issuance. Short-term debt usually includes floating debt, bond anticipation notes, tax anticipation notes, and interim warrants.

Special Assessment: A compulsory levy made by a local government against certain properties to defray part or all of the cost of a specific improvement or service which is presumed to be of general benefit to the public and of special benefit to such properties.

Note: The term should not be used without a modifier (for example, "special assessments for street paving," or "special assessments for street sprinkling") unless the intention is to have it cover both improvements and services, or unless the particular use is apparent from the context.

Special Assessment Bonds: Bonds payable from the proceeds of special assessments. If the bonds are payable only from the collections of special assessments, they are known as "special assessment bonds." If, in addition to the assessments, the full faith and credit of the governmental unit are pledged, they are known as "general obligation special assessment bonds."

Special Assessment Fund: A fund set up to finance and account for the construction of improvements or provision of services which are to be paid for, wholly or in part, from special assessments levied against benefited property. See also **Special Assessment** and **Special Assessment Bonds.**

Special Assessment Roll: The official list showing the amount of special assessments levied against each property presumed to be benefited by an improvement or service.

Special Fund: Any fund that must be devoted to some special use in accordance with specific regulations and restrictions. Generally, the term applies to all funds other than the General Fund.

Special Revenue Fund: A fund used to account for revenues from specific taxes or other earmarked revenue sources which by law are designated to finance particular functions or activities of government. Includes intergovernmental revenue in the form of state and federal grant funds.

Statements: (1) Used in a general sense, statements are all of those formal written presentations that set forth financial information. (2) In technical accounting usage, statements are those presentations of financial data that show the financial position and the results of financial operations of a fund, a group of accounts, or an entire governmental unit for a particular accounting period. See also **Schedules**.

Statute: A written law enacted by a duly organized and constituted legislative body. See also **Ordinance** and **Resolution**.

Supplemental: (i.e. Supplemental Budget Request) Any budgetary request from a department that is over and above their base budget (supplies and contractual accounts). Examples of supplementals include new programs, new personnel, and new capital equipment.

Surety Bond: A written promise to pay damages or to indemnify against losses caused by the party or parties named in the document, through nonperformance or through defalcation. An example is a surety bond given by a contractor or by an official handling cash or securities.

Surplus: The excess of the assets of a fund over its liabilities, or if the fund has other resources and obligations, the excess of resources over the obligations. The term should not be used without a properly descriptive adjective unless its meaning is apparent from the context. See also **Fund Balance**, and **Retained Earnings**.

Tax Levy: The total amount to be raised by general property taxes for purposes specified in the Tax Levy Ordinance.

Tax Levy Ordinance: An ordinance by means of which taxes are levied.

Tax Liens: Claims which governmental units have upon properties until taxes levied against them have been paid.

Note: The term is sometimes limited to those delinquent taxes for the collection of which legal action has been taken through the filing of liens.

Tax Rate: The amount of tax levied for each \$100 of assessed valuation.

Tax Rate Limit: The maximum rate at which a governmental unit may levy a tax. The limit may apply to taxes raised for a particular purpose, or to taxes imposed for all purposes; and may apply to a single government, to a class of governments, or to all governmental units operating in a particular area. Overall, tax rate limits usually restrict levies for all purposes and of all governments, state and local, having jurisdiction in a given area.

Tax Roll: The official list showing the amount of taxes levied against each taxpayer or property. Frequently, the tax roll and the assessment roll are combined, but even in these cases the two can be distinguished.

Tax Supplement: A tax levied by a local unit of government which has the same base as a similar tax levied by a higher level of government, such as a state or province. The local tax supplement is frequently administered by the higher level of government along with its own tax. A locally imposed, state-administered sales tax is an example of a tax supplement.

Taxes: Compulsory charges levied by a governmental unit for the purpose of financing services performed for the common benefit.

Note: The term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, water and sewer charges.

Taxes Receivable-Current: The uncollected portion of taxes that a governmental unit has levied, which has become due but on which no penalty for nonpayment attaches.

Taxes Receivable-Delinquent: Taxes remaining unpaid on and after the date on which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until paid, abated, canceled, or converted into tax liens.

Term Bonds: Bonds that the entire principal of which matures on one date. Also called sinking fund bonds.

Trust and Agency Funds: Funds used to account for assets held by a government in a trustee capacity or as an agent for individuals, private organizations, other governments and/or other funds.

Trust Fund: A fund consisting of resources received and held by the governmental unit as trustee, to be expended or invested in accordance with the conditions of a trust. See also **Private Trust Fund** and **Public Trust Fund**.

Unappropriated Budget Surplus: Where the fund balance at the close of the preceding year is not included in the annual budget, this term designates that portion of the current fiscal year's estimated revenues which has not been appropriated. Where the fund balance of the preceding year is included, this term designates the estimated fund balance at the end of the current fiscal period.

User Charges: The payment of a fee for direct receipt of a public service by the party benefiting from the service.

Utility Fund: See **Enterprise Fund**.

STATISTICAL SECTION

This part of the City of Conroe, Texas's comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the City's overall financial health.

Contents	Tables
Financial Trends	1-2
<i>These schedules contain trend information to help the reader understand how the City's financial performance and well-being have changed over time.</i>	
Revenue Capacity	3-13
<i>These schedules contain information to help the reader assess the factors affecting the City's ability to generate its property and sales taxes.</i>	
Debt Capacity	14-18
<i>These schedules present information to help the reader assess the affordability of the City's current levels of outstanding debt and the City's ability to issue additional debt in the future.</i>	
Demographic and Economic Information	19-20
<i>These schedules offer demographic and economic indicators to help the reader understand how the City's financial activities take place and to help make comparisons over time and with other governments.</i>	
Operating Information	21-23
<i>These schedules contain information about the City's operations and resources to help the reader understand how the City's financial information relates to the services the City provides and the activities it performs.</i>	

Sources: Unless otherwise noted, the information in these schedules is derived from the comprehensive annual financial reports for the relevant year.



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TABLE I

CITY OF CONROE, TEXAS
NET ASSETS BY COMPONENT
LAST FIVE FISCAL YEARS
(ACCRUAL BASIS OF ACCOUNTING)

	Fiscal Year				
	2007	2008	2009	2010	2011
Governmental Activities					
Invested in Capital Assets,					
Net of Related Debt	\$ 15,076,286	\$ 30,494,416	\$ 9,491,461	\$ 45,594,829	\$ 44,291,192
Restricted for:					
Capital Projects	3,879,363	-	34,504,480	-	-
Debt Service	4,885,305	356,030	8,598,275	5,114,405	6,293,542
Federal & State Programs	226,818	101,185	74,890	-	-
CIDC	11,041,766	14,291,377	5,794,691	-	-
Other Purposes	837,285	590,338	711,703	-	-
Unrestricted	13,947,148	18,623,082	10,289,905	22,393,150	30,316,480
Total Governmental					
Activities Net Assets	\$ <u>49,893,971</u>	\$ <u>64,456,428</u>	\$ <u>69,465,405</u>	\$ <u>73,102,384</u>	\$ <u>80,901,214</u>
Business-type Activities					
Invested in Capital Assets,					
Net of Related Debt	\$ 40,138,677	\$ 34,302,455	\$ 30,550,082	\$ 42,313,096	\$ 41,092,795
Restricted for:					
Debt Service	-	-	-	768,607	2,011,388
Unrestricted	9,005,666	12,443,817	16,429,178	3,482,423	6,574,281
Total Business-type					
Activities Net Assets	\$ <u>49,144,343</u>	\$ <u>46,746,272</u>	\$ <u>46,979,260</u>	\$ <u>46,564,126</u>	\$ <u>49,678,464</u>
Primary Government					
Invested in Capital Assets,					
Net of Related Debt	\$ 55,214,963	\$ 64,796,871	\$ 40,041,543	\$ 87,907,925	\$ 85,383,987
Restricted for:					
Capital Projects	3,879,363	-	34,504,480	-	-
Debt Service	4,885,305	356,030	8,598,275	5,883,012	8,304,930
Federal & State Programs	226,818	101,185	74,890	-	-
CIDC	11,041,766	14,291,377	5,794,691	-	-
Other Purposes	837,285	590,338	711,703	-	-
Unrestricted	22,952,814	31,066,899	26,719,083	25,875,573	36,890,761
Total Primary					
Government Net Assets	\$ <u>99,038,314</u>	\$ <u>111,202,700</u>	\$ <u>116,444,665</u>	\$ <u>119,666,510</u>	\$ <u>130,579,678</u>

CITY OF CONROE, TEXAS

CHANGES IN NET ASSETS

LAST FIVE FISCAL YEARS

(accrual basis of accounting)

	Fiscal Year				
	2007	2008	2009	2010	2011
Expenses					
Governmental Activities:					
General Government	\$ 10,673,508	\$ 15,745,057	\$ 15,339,833	\$ 15,821,856	\$ 16,197,260
Finance	1,005,747	1,322,176	1,356,686	1,829,867	1,366,931
Public Safety	18,776,769	20,566,227	23,126,347	24,091,284	24,932,831
Parks	4,099,203	4,199,935	5,606,763	5,712,279	6,309,608
Public Works	6,004,553	8,479,694	6,892,655	6,858,838	7,462,982
Debt Service:					
Interest and Fiscal Charges	3,317,992	3,773,890	4,710,814	4,935,903	4,908,920
Total Primary Governmental Expenses	\$ 43,877,772	\$ 54,086,979	\$ 57,033,098	\$ 59,250,027	\$ 61,178,532
Business-type Activities					
Enterprise	13,582,979	13,494,738	14,256,678	15,432,772	17,552,228
Service Center	550,206	797,463	1,008,177	1,029,431	1,108,717
Total Business-type Activities Expenses	14,133,185	14,292,201	15,264,855	16,462,203	18,660,945
Total Primary Government Expenses	\$ 58,010,957	\$ 68,379,180	\$ 72,297,953	\$ 75,712,230	\$ 79,839,477
Program Revenues					
Governmental Activities:					
Charges for Services:					
General Government	\$ 6,774,117	\$ 6,760,940	\$ 7,059,292	\$ 6,725,603	\$ 7,577,554
Public Safety	1,430,892	1,178,518	1,375,485	2,430,917	4,350,954
Parks	723,509	732,336	828,233	877,457	1,084,825
Public Works	579,590	705,732	573,402	618,137	722,668
Operating Grants and Contributions	768,143	215,183	2,005,746	1,633,776	1,309,475
Total Governmental Activities Program Revenues	\$ 10,276,251	\$ 9,592,709	\$ 11,842,158	\$ 12,285,890	\$ 15,045,476
Business-type Activities:					
Charges for Services:					
Enterprise	11,298,324	13,767,268	14,200,624	15,451,810	21,660,846
Service Center	803,220	745,546	951,870	1,088,578	1,156,833
Operating Grants and Contributions	-	-	685,721	-	-
Total Business-type Activities Program Revenues	12,101,544	14,512,814	15,838,215	16,540,388	22,817,679
Total Primary Government Program Revenues	\$ 22,377,795	\$ 24,105,523	\$ 27,680,373	\$ 28,826,278	\$ 37,863,155
Net (Expense)/Revenue					
Governmental Activities	\$ (33,601,521)	\$ (44,494,270)	\$ (45,190,940)	\$ (46,964,137)	\$ (46,133,056)
Business-type Activities	(2,031,641)	220,613	573,360	78,185	4,156,734
Total Primary Government Net Expense	\$ (35,633,162)	\$ (44,273,657)	\$ (44,617,580)	\$ (46,885,952)	\$ (41,976,322)

TABLE II

	Fiscal Year				
	2007	2008	2009	2010	2011
General Revenues and Other Changes in Net Assets					
Governmental Activities:					
Property Taxes	\$ 10,542,923	\$ 12,086,406	\$ 13,766,694	\$ 14,490,433	\$ 14,512,982
In Lieu of Taxes	378,998	435,170	457,851	480,206	489,904
Gross Receipts Tax	3,160,436	3,747,522	3,940,939	4,189,983	4,715,542
Sales and Other Taxes	28,266,100	29,786,065	28,863,680	27,168,790	30,033,856
Hotel Occupancy Taxes	279,111	228,666	406,603	690,112	591,940
Mixed Beverage Taxes	134,088	140,886	147,909	173,790	168,103
Miscellaneous	2,544,540	2,094,181	2,852,751	811,074	839,882
Donations	-	-	76,412	161,124	193,335
Grants and Contributions Not					
Restricted to Specific Programs	-	-	-	1,636,394	872,055
Unrestricted Investment Earnings	1,948,043	1,211,705	718,596	240,119	176,010
Gain (Loss) on Investments	285,948	467,934	(240,904)	(83,186)	38,218
Gain (Loss) on Capital Assets	(504,685)	4,780,042	-	-	-
Transfers	141,445	3,441,351	453,959	642,277	1,300,059
Total Governmental Activities	\$ 47,176,947	\$ 58,419,928	\$ 51,444,490	\$ 50,601,116	\$ 53,931,886
Business-type Activities:					
Miscellaneous	2,898	-	-	31,492	120,155
Donations	-	-	-	880	105
Grants and Contributions Not					
Restricted to Specific Programs	-	-	-	119,062	48,160
Unrestricted Investment Earnings	389,611	873,629	216,786	24,326	36,412
Gain (Loss) on Investments	125,198	(26,230)	(103,199)	(26,802)	52,831
Gain (Loss) on Capital Assets	52,528	-	-	-	-
Transfers	(141,445)	(3,441,351)	(453,959)	(642,277)	(1,300,059)
Total Business-type Activities	428,790	(2,593,952)	(340,372)	(493,319)	(1,042,396)
Total Primary Government	\$ 47,605,737	\$ 55,825,976	\$ 51,104,118	\$ 50,107,797	\$ 52,889,490
Change in Net Assets					
Governmental Activities	\$ 13,575,426	\$ 13,925,658	\$ 6,253,550	\$ 3,636,979	\$ 7,798,830
Business-type Activities	(1,602,851)	(2,373,339)	232,988	(415,134)	3,114,338
Total Primary Government	\$ 11,972,575	\$ 11,552,319	\$ 6,486,538	\$ 3,221,845	\$ 10,913,168



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CITY OF CONROE, TEXAS

PROGRAM REVENUE BY FUNCTION/PROGRAMS
LAST FIVE FISCAL YEARS

TABLE III

	Fiscal Year				
	2007	2008	2009	2010	2011
Functions/Programs					
Governmental Activities:					
Charges for Services					
General Government	\$ 6,774,117	\$ 6,760,940	\$ 7,059,292	\$ 6,725,603	\$ 7,577,554
Public Safety	1,430,892	1,178,518	1,375,485	2,430,917	4,350,954
Parks	723,509	732,336	828,233	877,457	1,084,825
Public Works	579,590	705,732	573,402	618,137	722,668
Operating Grants & Contributions					
General Government	768,143	215,183	584,351	649,953	1,247,405
Finance		-	57,995	-	-
Public Safety		-	925,361	87,564	62,070
Parks		-	191,572	-	-
Public Works		-	246,467	896,259	-
Total Governmental Activities	\$ 10,276,251	\$ 9,592,709	\$ 11,842,158	\$ 12,285,890	\$ 15,045,476
Business-type Activities:					
Charges for Services					
Enterprise	11,298,324	13,767,268	14,200,624	15,451,810	21,660,846
Service Center	803,220	745,546	951,870	1,088,578	1,156,833
Operating Grants & Contributions					
Enterprise	-	-	685,721	-	-
Total Business-type Activities	12,101,544	14,512,814	15,838,215	16,540,388	22,817,679
Total Primary Government	\$ 22,377,795	\$ 24,105,523	\$ 27,680,373	\$ 28,826,278	\$ 37,863,155

Note: The City added the Service Center, a non-major internal service fund in fiscal year 2004.

CITY OF CONROE, TEXAS
FUND BALANCES OF GOVERNMENTAL FUNDS
LAST TEN FISCAL YEARS
(MODIFIED ACCRUAL BASIS OF ACCOUNTING)

	Fiscal Year			
	2002	2003	2004	2005
General Fund				
Reserved	\$ 47,716	\$ 50,155	\$ 65,172	\$ 67,947
Unreserved	6,470,068	3,333,442	3,509,472	8,252,471
Nonspendable:				
Inventories	-	-	-	-
Deferred Expenditures	-	-	-	-
Restricted for:				
Court Technology Fund	-	-	-	-
Seized Assets	-	-	-	-
Red Light Cameras	-	-	-	-
State Franchise 1% PEG Fee	-	-	-	-
Assigned to:				
Equipment Replacement	-	-	-	-
Unassigned	-	-	-	-
Total General Fund	\$ 6,517,784	\$ 3,383,597	\$ 3,574,644	\$ 8,320,418
All Other Governmental Funds				
Reserved for:				
Debt Service	\$ 1,334,199	\$ 673,871	\$ 257,941	\$ 755,165
Unreserved, Designated for, reported in:				
Special Revenue Funds				
CIDC Fund	3,200,181	3,413,199	3,814,041	5,403,154
Retained Risk	-	-	-	-
Unreserved, Undesignated for, reported in:				
Capital Project Funds	4,508,682	6,051,998	5,080,825	2,455,570
Special Projects	1,605,878	-	1,441,808	1,494,066
Restricted for:				
4B Sales Tax	-	-	-	-
Debt Service	-	-	-	-
Capital Project Funds	-	-	-	-
Special Revenue Funds	-	-	-	-
Committed for:				
CIDC-Land Sales	-	-	-	-
Police Projects-Settlement Proceeds	-	-	-	-
TIRZ #2-Property Tax Receipts	-	-	-	-
TIRZ #3-Property Tax Receipts	-	-	-	-
Conroe Park N. Ind. Park-Infrastructure	-	-	-	-
Conroe Tower-Lease Income	-	-	-	-
Owen Theater-Ticket Sales	-	-	-	-
Woodlands Township Reg. Participation	-	-	-	-
Assigned to:				
Parks Foundation-Donations	-	-	-	-
Total All Other Governmental Funds	\$ 10,648,940	\$ 10,139,068	\$ 10,594,615	\$ 10,107,955

TABLE 4

Fiscal Year						
2006	2007	2008	2009	2010	2011	
\$ 58,395	\$ 4,443,217	\$ 67,477	\$ 36,942	\$ 165,106	\$ -	
14,404,541	17,322,754	23,450,456	22,324,470	20,524,764	-	
-	-	-	-	-	25,373	
-	-	-	-	-	120,070	
-	-	-	-	-	100,395	
-	-	-	-	-	236,503	
-	-	-	-	-	312,564	
-	-	-	-	-	11,905	
-	-	-	-	-	2,659,177	
-	-	-	-	-	19,911,074	
\$ 14,462,936	\$ 21,765,971	\$ 23,517,933	\$ 22,361,412	\$ 20,689,870	\$ 23,377,061	
\$ 870,322	\$ 1,201,318	\$ 952,326	\$ 4,304,747	\$ 5,028,864	\$ -	
6,765,338	11,010,511	14,921,377	5,075,144	4,910,240	-	
3,193	-	-	-	-	-	
2,825,996	11,448,676	21,910,731	29,377,504	29,668,367	-	
1,307,837	1,256,628	765,092	865,526	740,551	-	
-	-	-	-	-	5,718,604	
-	-	-	-	-	6,441,765	
-	-	-	-	-	28,774,112	
-	-	-	-	-	822,755	
-	-	-	-	-	3,439,652	
-	-	-	-	-	362,504	
-	-	-	-	-	3	
-	-	-	-	-	2,922,942	
-	-	-	-	-	2,516,382	
-	-	-	-	-	385,084	
-	-	-	-	-	97,514	
-	-	-	-	-	35,360	
-	-	-	-	-	4,604	
\$ 11,772,686	\$ 24,917,133	\$ 38,549,526	\$ 39,622,921	\$ 40,348,022	\$ 51,521,281	

CITY OF CONROE, TEXAS

CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS

LAST TEN FISCAL YEARS

(MODIFIED ACCRUAL BASIS OF ACCOUNTING)

	2002	2003	2004	2005	2006
Revenues					
Taxes	\$ 29,971,686	\$ 30,079,530	\$ 32,903,536	\$ 34,582,604	\$ 40,498,583
Licenses and Permits	589,348	744,078	1,531,744	1,857,903	2,394,336
Charges for Services	1,215,157	1,190,109	1,792,080	1,984,967	916,490
Lease Income	238,740	296,815	325,119	301,666	309,551
Land Sales	-	-	-	626,868	1,093,043
Fines and Forfeitures	763,113	721,057	838,331	1,125,117	1,315,769
Intergovernmental	2,635,242	748,536	1,291,031	2,368,709	3,003,857
Investment Income	592,987	307,160	622,387	418,397	1,000,074
Gain (Loss) on Investments	-	-	-	-	(733,375)
Penalties and Interest	111,012	114,363	100,738	133,207	141,259
Sales of Assets	-	-	-	-	-
Other	572,074	872,866	150,390	1,581,826	694,174
Total Revenues	36,689,359	35,074,514	39,555,356	44,981,264	50,633,761
Expenditures					
General Government	4,674,907	5,237,703	5,151,865	5,327,329	9,671,105
Finance	1,060,764	734,504	752,999	951,489	961,631
Public Safety	13,221,794	14,064,219	14,366,727	14,831,292	15,964,914
Parks	2,857,915	2,992,769	3,411,568	3,547,279	3,877,382
Public Works	4,722,290	5,196,831	4,567,063	4,045,718	4,692,501
Debt Service					
Principal	3,223,436	3,328,419	3,460,378	4,287,000	5,029,157
Interest	4,564,004	4,234,585	4,597,490	3,124,910	3,100,448
Bond Issuance Costs	-	-	-	-	-
Capital Outlay	9,171,067	5,199,649	7,245,930	4,919,743	7,754,555
Other	1,336,321	1,137,895	1,179,055	1,131,154	-
Total Expenditures	44,832,498	42,126,574	44,733,075	42,165,914	51,051,693
Excess of Revenues Over (Under) Expenditures	(8,143,139)	(7,052,060)	(5,177,719)	2,815,350	(417,932)
Other Financing Sources (Uses)					
Proceeds from Bonds and COs	7,229,603	10,258,271	1,137,453	4,168,378	4,155,666
Refunding Bonds Issued	-	-	-	-	-
Proceeds from Capital Lease	437,923	-	-	1,314,221	2,452,456
Premiums and Discounts	-	-	-	-	-
Premium, Disc. and/or Issuance Costs	-	-	-	-	-
Pymt to Refunded Bond Escrow Agent	(60,674)	(81,509)	(300)	(4,110,408)	-
Transfers In	7,752,299	4,393,006	3,274,663	3,998,571	4,181,543
Transfers Out	(10,504,424)	(5,538,259)	(4,211,063)	(4,284,564)	(3,024,898)
Total Other Financing Sources (Uses)	4,854,727	9,031,509	200,753	1,086,198	7,764,767
Net Change in Fund Balances	\$ (3,288,412)	\$ 1,979,449	\$ (4,976,966)	\$ 3,901,548	\$ 7,346,835
Debt Service As A Percentage Of Noncapital Expenditures	21.8%	20.5%	21.5%	19.9%	18.8%

TABLE V

	2007	2008	2009	2010	2011
\$	42,780,198	\$ 46,107,838	\$ 47,521,728	\$ 46,779,434	\$ 50,327,235
	2,055,529	1,628,111	1,174,481	1,293,727	1,240,026
	1,376,537	1,484,854	1,518,562	1,545,589	1,833,902
	295,408	281,458	301,447	312,867	332,526
	953,745	5,142,836	1,192,527	751,187	-
	1,317,815	1,029,715	3,820,757	2,247,748	4,204,363
	2,542,020	2,217,918	718,692	3,789,076	2,705,939
	1,915,809	1,138,113	(247,791)	290,805	183,455
	275,649	471,925	124,740	(78,519)	33,809
	132,178	121,257	830,453	150,095	107,349
	1,299,847	-	-	-	3,439,652
	991,527	217,811	1,325,953	614,992	677,273
	<u>55,936,262</u>	<u>59,841,836</u>	<u>58,281,549</u>	<u>57,697,001</u>	<u>65,085,529</u>
	7,061,998	11,289,098	8,043,022	10,469,930	9,858,475
	967,077	1,269,489	1,277,562	1,259,066	1,302,032
	16,987,159	19,506,439	20,322,601	21,289,975	22,150,568
	3,033,828	3,678,713	4,294,923	4,403,634	4,724,826
	4,960,344	5,397,344	5,433,457	5,269,914	5,772,043
	5,351,293	5,812,976	6,496,604	6,687,970	6,916,093
	3,286,714	3,056,638	4,730,550	4,859,814	4,889,929
	-	-	-	-	453,738
	14,329,659	28,827,746	21,013,380	13,646,743	29,127,940
	-	-	-	-	-
	<u>55,978,072</u>	<u>78,838,443</u>	<u>71,612,099</u>	<u>67,887,046</u>	<u>85,195,644</u>
	(41,810)	(18,996,607)	(13,330,550)	(10,190,045)	(20,110,115)
	33,701,208	32,100,000	12,750,000	9,270,000	32,080,000
	-	-	-	4,035,000	-
	-	-	-	-	-
	-	-	-	-	590,506
	(152,284)	122,115	43,466	425,757	-
	(13,086,693)	(1,282,504)	-	(4,064,917)	-
	4,072,130	18,298,629	19,193,905	9,374,078	7,848,088
	<u>(3,930,685)</u>	<u>(14,857,278)</u>	<u>(18,739,946)</u>	<u>(9,796,314)</u>	<u>(6,548,029)</u>
	<u>20,603,676</u>	<u>34,380,962</u>	<u>13,247,425</u>	<u>9,243,604</u>	<u>33,970,565</u>
\$	<u>20,561,866</u>	<u>15,384,355</u>	<u>(83,125)</u>	<u>(946,441)</u>	<u>13,860,450</u>
	20.7%	17.7%	22.2%	21.3%	21.1%

CITY OF CONROE, TEXAS*TAX REVENUES BY SOURCE-GOVERNMENTAL FUNDS**LAST TEN FISCAL YEARS**(MODIFIED ACCRUAL BASIS OF ACCOUNTING)*

Fiscal Year	Property Tax	Sales & Use Tax	Occupancy Tax	Franchise Tax	Other	Total
2002	\$ 6,715,722	\$ 20,093,046	\$ 628,314	\$ 2,151,684	\$ 382,920	\$ 29,971,686
2003	6,819,005	20,293,777	295,683	2,115,957	555,108	30,079,530
2004	7,942,985	21,831,455	365,489	2,249,827	513,780	32,903,536
2005	8,710,890	22,729,197	236,051	2,343,976	562,490	34,582,604
2006	9,670,927	27,297,564	379,862	3,031,455	294,632	40,674,440
2007	10,401,963	28,709,204	654,432	2,854,796	513,085	43,133,480
2008	11,769,528	29,786,065	228,667	3,747,522	576,056	46,107,838
2009	13,453,000	30,016,051	808,113	4,275,277	605,760	49,158,201
2010	14,219,193	27,177,046	776,748	4,195,285	653,996	47,022,268
2011	14,327,890	30,033,856	591,940	4,715,542	658,007	50,327,235
Change 2002-2011	113%	49%	-6%	119%	72%	68%

CITY OF CONROE, TEXAS

TAXABLE ASSESSED VALUE AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY
LAST TEN FISCAL YEARS

Fiscal Year	Residential Property	Commercial Property	Personal Property	Less: Tax-Exempt Property	Total Taxable Assessed Value	Total Direct Tax Rate
2002	\$ 853,396,153	\$ 551,291,258	\$ 517,422,832	\$ 302,131,410	\$ 1,619,978,833	0.4200
2003	953,342,596	605,130,981	536,710,255	362,676,004	1,732,507,828	0.4165
2004	1,010,717,586	623,591,262	559,512,260	370,615,031	1,823,206,077	0.4335
2005	1,107,034,770	658,081,879	575,711,594	361,332,939	1,979,495,304	0.4335
2006	1,365,324,116	694,723,935	588,997,649	483,915,135	2,165,130,565	0.4335
2007	1,412,912,626	767,896,649	835,045,102	554,553,365	2,461,301,012	0.4300
2008	1,661,807,741	851,895,855	886,627,778	617,560,392	2,782,770,982	0.4250
2009	1,948,093,457	1,001,283,950	977,551,693	743,239,121	3,183,689,979	0.4200
2010	2,030,626,191	1,124,367,371	1,101,005,332	828,644,880	3,427,354,014	0.4200
2011	2,167,059,632	1,136,236,430	985,264,053	838,389,460	3,450,170,655	0.4200

Source: Montgomery Central Appraisal District

Note: Property in the City is reassessed each year. Property is assessed at actual value; therefore, the assessed values are equal to actual value. Tax rates are per \$100 of assessed value.

TABLE J=

CITY OF CONROE, TEXAS
PROPERTY TAX RATES-DIRECT AND OVERLAPPING
LAST TEN FISCAL YEARS

Fiscal Year	City Direct Rates			Overlapping Rates						
	Basic Rate	General Obligation Debt Service	Total Direct Rate	Montgomery County	Mont. Co. Hospital District	North Harris/ Mont. Comm. College	Conroe ISD	Mont. Co. MUD #90	Mont. Co. MUD #92	Mont. Co. MUD #107
2002	0.1800	0.2400	0.4200	0.4710	0.1378	0.1100	1.7025	N/A	N/A	N/A
2003	0.1865	0.2300	0.4165	0.4710	0.1338	0.1055	1.7225	N/A	N/A	N/A
2004	0.2035	0.2300	0.4335	0.4828	0.1082	0.1145	1.7325	N/A	N/A	N/A
2005	0.2235	0.2100	0.4335	0.4963	0.0999	0.1145	1.7325	N/A	N/A	N/A
2006	0.2435	0.1900	0.4335	0.4963	0.0850	0.1207	1.7600	0.6000	0.6000	N/A
2007	0.2400	0.1900	0.4300	0.4913	0.0781	0.1167	1.5900	0.6000	0.6000	0.6000
2008	0.2350	0.1900	0.4250	0.4888	0.0777	0.1144	1.2400	0.6000	0.6000	0.6000
2009	0.2300	0.1900	0.4200	0.4838	0.0760	0.1101	1.2700	0.6000	0.6000	0.6000
2010	0.2450	0.1750	0.4200	0.4838	0.0755	0.1101	1.2850	0.6000	0.6000	0.7000
2011	0.2500	0.1700	0.4200	0.4838	0.0754	0.1176	1.2950	0.6000	0.6000	0.7000

Source: Montgomery Central Appraisal District

CITY OF CONROE, TEXAS
PRINCIPAL PROPERTY TAXPAYERS
CURRENT YEAR AND TEN YEARS AGO

2011 Taxpayer	Type of Business	2010 Assessed Valuation	Percentage of Total Assessed Valuation
Conroe Hospital Corporation	Hospital	\$ 76,144,260	2.21%
McKesson Corporation	Pharmaceuticals	50,318,529	1.46%
Wal-Mart Real Estate Business Trust	Retail	44,375,028	1.29%
Crown Cork & Seal Company	Manufacturing	29,112,030	0.84%
Entergy Texas Inc.	Electric Utility	29,104,260	0.84%
Consolidated Communications (LCTX)	Telephone Utility	28,992,020	0.84%
Conroe Marketplace S C LP	Retail	28,703,210	0.83%
Ball Metal Container Corp	Manufacturing	26,902,350	0.78%
MS Energy Services	Energy Services	22,687,070	0.66%
Siemens Water Technologies Corp	Utility/Energy Services	20,640,656	0.60%
Total		<u>\$ 356,979,413</u>	<u>10.35%</u>

2001 Taxpayer	Type of Business	2000 Assessed Valuation	Percentage of Total Assessed Valuation
Conroe Regional Medical Center	Hospital	\$ 75,239,596	5.09%
TXU Communications Telephone	Telephone Utility	32,405,360	2.19%
Crown Cork & Seal Company	Manufacturing	31,335,900	2.11%
Ball Metal Container Group	Manufacturing	23,168,784	1.56%
The Prime Outlets at Conroe	Retail-Shopping Center	20,288,051	1.37%
Gulf States Utilities Company	Electric Utility	19,271,040	1.30%
Wal-Mart Inc./Sam's Club	Retail	19,202,587	1.30%
Dal-Tile Corporation	Manufacturing	13,844,440	0.94%
Weingarten Realty Investors	Shopping Center	13,016,180	0.88%
Borden, Inc.	Dairy Plant	12,353,160	0.84%
Total		<u>\$ 260,125,098</u>	<u>17.58%</u>

Source: Montgomery Central Appraisal District

CITY OF CONROE, TEXAS
PROPERTY TAX LEVIES AND COLLECTIONS
LAST TEN FISCAL YEARS

Fiscal Year Ended Sept 30	Taxes Levied for the Fiscal Year	Collected Within the Fiscal Year of the Levy			Percent of Levy	Collections In Subsequent Years	Total Collections to Date	
		Levy Adjustments	Net Levy	Amount			Total Tax Collections	Percent of Total Tax Collections to Tax Levy
2002	\$ 6,803,540	\$ (21,265)	\$ 6,782,275	\$ 6,573,577	96.62%	\$ 142,144	\$ 6,715,721	99.02%
2003	7,266,928	(20,493)	7,246,435	7,082,263	97.46%	152,890	7,235,153	99.84%
2004	7,887,625	-	7,887,625	7,685,114	97.43%	137,657	7,822,771	99.18%
2005	8,575,518	(5,793)	8,569,725	8,405,954	98.02%	184,753	8,590,707	100.24%
2006	9,381,199	(20,403)	9,360,796	9,274,223	98.86%	205,114	9,479,337	101.27%
2007	10,549,673	(4,378)	10,545,295	10,376,943	98.36%	175,679	10,552,622	100.07%
2008	11,813,302	(2,593)	11,810,709	11,716,511	99.18%	145,918	11,862,429	100.44%
2009	13,395,885	(28,211)	13,367,674	13,171,609	98.33%	317,263	13,488,872	100.91%
2010	14,378,880	(27,621)	14,351,259	14,164,088	98.51%	210,750	14,374,838	100.16%
2011	14,452,462	(20,757)	14,431,705	14,222,611	98.41%	138,394	14,361,005	99.51%

Source: Montgomery County Tax Assessor-Collector

Note: Total Tax Collections to date does not include penalty charges and interest.

TABLE XI

CITY OF CONROE, TEXAS
TAXABLE SALES BY CATEGORY
LAST TEN CALENDAR YEARS
(IN THOUSANDS OF DOLLARS)

	Calendar Year									
	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Agriculture, Forestry & Fishing	\$ 2,753	\$ 14	\$ -	\$ -	\$ 124	\$ 218	\$ 287	\$ 2	\$ -	\$ 4
Mining	2,115	443	556	1,195	2,763	3,928	8,895	11,527	11,892	11,915
Construction	11,633	13,673	19,093	19,625	23,581	36,790	40,017	45,295	28,214	27,992
Manufacturing	38,376	45,511	47,707	49,118	59,229	58,104	70,697	80,117	57,968	55,559
Transportation, Communication & Utilities	53,206	732	662	766	1,748	1,750	3,819	5,877	3,813	4,117
Wholesale Trade	80,084	95,521	97,463	82,773	92,273	99,775	110,891	88,029	58,721	56,385
Retail Trade	625,463	512,999	557,919	594,725	558,577	627,361	760,016	798,061	745,719	775,226
Information Finance,	-	10,399	11,843	12,114	15,260	19,228	39,333	53,842	23,303	23,282
Insurance & Real Estate	1,501	20,524	21,879	21,003	25,599	27,275	36,160	39,862	22,009	20,163
Services	55,627	123,188	146,358	155,549	170,183	179,955	187,367	193,176	198,447	193,343
Other	-	24,985	2,442	852	540	5	-	11	-	-
Total	\$ 870,758	\$ 847,989	\$ 905,922	\$ 937,720	\$ 949,877	\$ 1,054,389	\$ 1,257,482	\$ 1,315,799	\$ 1,150,086	\$ 1,167,986
Direct Sales Tax Rate	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%

Source: Texas Comptroller of Public Accounts

Note: Calendar years 2002-2006 reflect the State Comptroller's change of industry codes. Original submission of data based on NAICS codes. Data shown based on SIC codes.

CITY OF CONROE, TEXAS

*DIRECT AND OVERLAPPING SALES TAX RATES
LAST TEN FISCAL YEARS*

<u>Fiscal Year</u>	<u>City Direct Rate</u>
2002	2.00%
2003	2.00%
2004	2.00%
2005	2.00%
2006	2.00%
2007	2.00%
2008	2.00%
2009	2.00%
2010	2.00%
2011	2.00%

Sources: City Finance Office

TABLE XIII

CITY OF CONROE, TEXAS
SALES TAX REVENUE PAYERS BY INDUSTRY
FISCAL YEARS 2000 AND 2010
(dollars are in millions)

Tax Remitter	2000				2010			
	Number of Filers	% of Total	Tax Liability	% of Total	Number of Filers	% of Total	Tax Liability	% of Total
Agriculture, Forestry & Fishing	280	4.26%	\$ 0.07	0.39%	36	0.38%	\$ -	-
Mining	18	0.27%	-	0.01%	51	0.54%	0.22	0.98%
Construction	405	6.17%	0.21	1.19%	847	9.03%	0.56	2.44%
Manufacturing	340	5.18%	0.70	3.90%	764	8.15%	1.02	4.45%
Transportation,								
Communication & Utilities	109	1.66%	1.07	5.95%	79	0.84%	0.07	0.33%
Wholesale Trade	398	6.01%	2.05	11.44%	502	5.35%	1.11	4.85%
Retail Trade	3,242	49.36%	12.67	70.65%	3,296	35.15%	15.19	66.44%
Information	-	-	-	-	96	1.02%	0.47	2.05%
Finance,								
Insurance & Real Estate	57	0.87%	0.01	7.00%	359	3.83%	0.39	1.72%
Services	1,722	26.22%	1.15	6.41%	3,312	35.32%	3.83	16.75%
Other	-	-	-	-	35	0.37%	-	-
Total	6,571	100.00%	\$ 17.93	106.94%	9,377	99.98%	\$ 22.86	100.01%

Source: Texas Comptroller of Public Accounts

Note: Due to confidentiality issues, the names of the ten largest revenue payers are not available. The categories presented are intended to provide alternative information regarding the sources of the state's revenue. Fiscal year 2010 is the most recent year for which data is available.

TABLE L-4

CITY OF CONROE, TEXAS

RATIOS OF OUTSTANDING DEBT BY TYPE
LAST TEN FISCAL YEARS

Governmental Activities						
Fiscal Year	General Obligation Bonds	Contractual & Certificates of Obligation	Capital Leases Obligation	Notes	Total Long-Term Debt	
2002	\$ 12,071,253	\$ 35,300,000	\$ 509,031	- \$	47,880,284	
2003	10,560,812	44,225,000	624,102	500,000	55,909,914	
2004	9,045,000	43,295,000	489,536	1,485,000	54,314,536	
2005	12,130,000	51,490,000	1,835,186	1,428,000	66,883,186	
2006	10,650,000	52,370,000	3,788,485	1,658,666	68,467,151	
2007	22,420,000	56,800,000	2,518,351	1,788,890	83,527,241	
2008	20,820,000	85,015,000	1,698,375	1,505,666	109,039,041	
2009	18,490,000	94,360,000	1,018,771	1,423,666	115,292,437	
2010	19,040,000	96,860,000	666,467	1,343,000	117,909,467	
2011	15,950,000	124,945,000	617,374	1,256,000	142,768,374	

Business-type Activities						
Fiscal Year	Revenue Bonds	Capital Leases Obligation	Total Long-Term Debt	Total Primary Government	Percentage of Personal Income	Per Capita
2002	\$ 3,337,675	- \$	3,337,675	\$ 51,217,959	1.32%	219
2003	2,995,000	-	2,995,000	58,904,914	1.18%	199
2004	2,370,000	156,000	2,526,000	56,840,536	1.28%	220
2005	1,715,000	105,238	1,820,238	68,703,424	1.12%	195
2006	11,880,000	6,387,667	18,267,667	86,734,818	0.94%	165
2007	16,865,000	6,634,623	23,499,623	107,026,864	0.85%	159
2008	27,675,000	6,082,839	33,757,839	142,796,880	0.66%	116
2009	34,635,000	5,517,554	40,152,554	155,444,991	0.78%	171
2010	49,605,000	4,980,983	54,585,983	172,495,450	0.70%	149
2011	53,740,000	4,610,237	58,350,237	201,118,611	0.65%	153

Note: Details regarding the City's outstanding debt can be found in the notes to the financial statements. See Table C-19 for personal income and population data.

TABLE XV

CITY OF CONROE, TEXAS
RATIOS OF GENERAL BONDED DEBT OUTSTANDING
LAST TEN FISCAL YEARS

Fiscal Year	General Bonded Debt Outstanding					Less: Amounts Available for Debt Service	Total	Percentage of Actual Taxable Value of Property	Per Capita
	General Obligation Bonds	Certificates of Obligation	Total						
2002	\$ 12,071,253	\$ 35,300,000	\$ 47,371,253	\$ 1,334,199	\$ 46,037,054	2.84%	\$ 1,138		
2003	10,560,812	44,225,000	54,785,812	1,025,041	53,760,771	3.10%	1,305		
2004	9,045,000	43,295,000	52,340,000	627,485	51,712,515	2.84%	1,212		
2005	12,130,000	51,490,000	63,620,000	755,165	62,864,835	3.18%	1,414		
2006	10,650,000	52,370,000	63,020,000	870,322	62,149,678	2.87%	1,343		
2007	22,420,000	56,800,000	79,220,000	1,201,318	78,018,682	3.17%	1,585		
2008	20,820,000	85,015,000	105,835,000	952,326	104,882,674	3.77%	1,963		
2009	18,490,000	94,360,000	112,850,000	4,304,747	108,545,253	3.41%	1,958		
2010	19,040,000	96,860,000	115,900,000	5,028,864	110,871,136	3.23%	1,876		
2011	15,950,000	124,945,000	140,895,000	6,441,765	134,453,235	3.90%	2,392		

Note: Details regarding the City's outstanding debt can be found in the notes to the financial statements.
See Table VII for property value data.
Population data can be found in Table C-19.



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TABLE LJ=

CITY OF CONROE, TEXAS
DIRECT AND OVERLAPPING
GOVERNMENTAL ACTIVITIES DEBT
AS OF SEPTEMBER 30, 2011
(DOLLARS IN THOUSANDS)

<u>Governmental Unit</u>	<u>Debt Outstanding</u>	<u>Estimated Percentage Applicable</u>	<u>Estimated Share of Direct and Overlapping Debt</u>
Debt Repaid With Property Taxes			
Montgomery County	\$ 456,800	9.64%	\$ 44,036
Conroe Independent School District	905,900	16.10%	145,850
Willis Independent School District	79,874	14.47%	11,558
Lone Star College	528,395	2.89%	15,271
MUD #90	5,510	100.00%	5,510
MUD #92	1,785	100.00%	1,785
MUD #107	9,370	100.00%	9,370
Subtotal, Overlapping Debt			233,380
City Direct Debt	140,895		140,895
Total Direct and Overlapping Debt			<u>\$ 374,275</u>

Sources: Assessed value data used to estimate applicable percentages provided by Tax Assessor-Collector and Appraisal District. Debt outstanding data provided by each governmental unit.

Note: For debt repaid with property taxes, the percentage of overlapping debt applicable is estimated using taxable assessed property values. Applicable percentages were estimated by determining the portion of another governmental unit's taxable assessed value that is within the city's boundaries and dividing it by each unit's total taxable assessed value.

CITY OF CONROE, TEXAS
LEGAL DEBT MARGIN INFORMATION
LAST TEN FISCAL YEARS

	2002	2003	2004	2005
Assessed Value	\$ 1,619,978,833	\$ 1,732,507,828	\$ 1,823,206,077	\$ 1,979,495,304
Debt Limit <15% of Assessed Value>	242,996,825	259,876,174	273,480,912	296,924,296
Debt Applicable to Limit:				
Total Bonded Debt	47,371,253	54,785,812	52,340,000	63,620,000
Less: Assets in Debit				
Service Funds available for payment of principal	(1,334,199)	(1,025,041)	(627,485)	(755,165)
Total Net Debt Applicable to Limit	46,037,054	53,760,771	51,712,515	62,864,835
Legal Debt Margin	196,959,771	206,115,403	221,768,397	234,059,461
Total Net Debt Applicable to the Limit As a Percentage of Debt Limit	18.95%	20.69%	18.91%	21.17%

TABLE XVII

	2006		2007		2008		2009		2010		2011
\$	2,165,130,565	\$	2,461,301,012	\$	2,782,770,982	\$	3,183,689,979	\$	3,427,354,014	\$	3,450,170,655
	324,769,585		369,195,152		417,415,647		477,553,497		514,103,102		517,525,598
	63,020,000		79,220,000		105,835,000		112,850,000		115,900,000		140,895,000
	(870,322)		(1,201,318)		(952,326)		(4,304,747)		(5,028,864)		(6,441,765)
	62,149,678		78,018,682		104,882,674		108,545,253		110,871,136		134,453,235
	262,619,907		291,176,470		312,532,973		369,008,244		403,231,966		383,072,363
	19.14%		21.13%		25.13%		22.73%		21.57%		25.98%

CITY OF CONROE, TEXAS

PLEDGED REVENUE COVERAGE

LAST TEN FISCAL YEARS

Fiscal Year	Water Revenue Bonds					
	Utility Service Charges	Less: Operating Expenses	Net Available Revenue	Debt Service		Coverage
				Principal	Interest	
2002	\$ 8,052,782	\$ 8,048,403	\$ 4,379	\$ 575,000	\$ 175,611	0.01
2003	8,923,900	9,578,297	(654,397)	600,000	150,780	(0.87)
2004	8,689,813	10,288,877	(1,599,064)	625,000	124,130	(2.13)
2005	9,718,894	10,114,267	(395,373)	655,000	95,479	(0.53)
2006	11,043,310	12,144,208	(1,100,898)	685,000	64,651	(1.47)
2007	11,298,324	11,549,807	(251,483)	715,000	525,885	(0.20)
2008	13,767,268	11,298,435	2,468,833	415,000	721,633	2.17
2009	14,200,623	12,755,883	1,444,740	390,000	1,124,066	0.95
2010	15,476,990	13,661,852	1,815,138	745,000	1,431,911	0.83
2011	21,775,264	15,197,342	6,577,922	1,025,000	1,839,729	2.30

Note: Details regarding the City's outstanding debt can be found in the notes to the financial statements. Operating expenses do not include interest, depreciation, or amortization expenses.

Sales tax increment bonds are backed by the sales tax revenue produced by the sales tax rate in effect when the bonds were issued.

TABLE XVIII

Sales Tax Increment Bonds				
	Sales Tax Increment	Debt Service		Coverage
		Principal	Interest	
\$	4,988,400	\$ 795,000	\$ 743,522	3.24
	4,588,415	835,000	573,320	3.26
	4,948,406	870,000	549,940	3.48
	5,295,776	900,000	525,720	3.71
	6,962,819	940,000	524,417	4.75
	6,551,423	985,000	516,757	4.36
	7,019,937	1,035,000	753,952	3.92
	6,813,124	1,550,000	1,195,671	2.48
	6,403,018	1,615,000	1,126,736	2.34
	7,116,988	1,690,000	1,054,910	2.59



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CITY OF CONROE, TEXAS
DEMOGRAPHIC AND ECONOMIC STATISTICS
LAST TEN CALENDAR YEARS

TABLE XIX

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Population	40,468	41,191	42,673	44,472	46,271	49,230	53,424	55,429	59,101	56,256
Personal Income (thousands of dollars)	\$ 673,792	\$ 695,345	\$ 730,220	\$ 771,278	\$ 813,167	\$ 913,895	\$ 942,333	\$ 1,213,562	\$ 1,199,644	\$ 1,315,862
Per Capita Personal Income	\$ 16,650	\$ 16,881	\$ 17,112	\$ 17,343	\$ 17,574	\$ 18,563	\$ 17,639	\$ 21,894	\$ 21,224	\$ 23,411
Median Age	29.2	29.1	29.0	28.9	28.9	29.1	29.8	33.0	28.8	33.0
Education Level in Years of Schooling	12.00	12.06	12.12	12.18	12.18	13.55	14.29	14.29	14.29	14.29
School Enrollment	9,191	9,444	9,620	9,832	10,215	10,594	10,806	11,495	12,229	11,091
Unemployment Rate	5.9%	5.3%	4.8%	4.0%	3.9%	3.5%	3.8%	7.4%	7.6%	7.8%

Sources: Various school websites, the Conroe Greater Economic Development Council and the Texas State Population Center.

CITY OF CONROE, TEXAS
PRINCIPAL EMPLOYERS
LAST SIX FISCAL YEARS

<u>Employer</u>	<u>Employees</u>					
	2006	2007	2008	2009	2010	2011
Conroe Independent School District	5,130	5,500	5,700	5,700	6,000	6,000
Montgomery County	1,959	1,774	1,868	1,946	1,975	1,952
Conroe Regional Medical Center	1,200	1,070	1,200	1,200	1,200	1,200
Sadler Clinic	-	388	600	600	600	345
National Oilwell Varco-Reed Hycalog	250	926	926	1,145	550	630
City of Conroe	350	453	463	470	479	482
Tenaris	-	300	300	-	396	410
Wal-Mart	-	-	-	-	300	300
National Oilwell Varco-Brandt	-	-	-	-	279	425
Professional Directional	-	-	-	-	-	277
Byrne Medical	-	-	-	-	243	-
Borden Milk Products	190	228	228	248	-	-
Capro, Inc.	-	-	225	225	-	-
Consolidated Communications of Texas	220	225	-	220	-	-
McKesson Corporation	-	160	-	163	-	-
Crown Beverage Packaging	150	-	-	150	-	-
Ball Corporation	-	-	-	130	-	-
Dal-Tile	-	175	175	-	-	-
R&M Energy	175	-	175	-	-	-
Maverick Tube	289	-	-	-	-	-
Total	9,913	11,199	11,860	12,197	12,022	12,021

Table XX

Employer	Percentage of Total City Employment				
	2006	2007	2008	2009	2010
Conroe Independent School District	23.70%	23.71%	23.93%	22.08%	21.92%
Montgomery County	9.05%	7.65%	7.84%	7.54%	7.21%
Conroe Regional Medical Center	5.54%	4.61%	5.04%	4.65%	4.38%
Sadler Clinic	-	1.67%	2.52%	2.32%	2.19%
National Oilwell Varco-Reed Hycalog	1.15%	3.99%	3.89%	4.43%	2.01%
City of Conroe	1.62%	1.95%	1.94%	1.82%	1.75%
Tenaris	-	1.29%	1.26%	-	1.45%
Wal-Mart	-	-	-	-	1.10%
National Oilwell Varco-Brandt	-	-	-	-	1.02%
Professional Directional	-	-	-	-	-
Byrne Medical	-	-	-	-	0.89%
Borden Milk Products	0.88%	0.98%	0.96%	0.96%	-
Capro, Inc.	-	-	-	0.87%	-
Consolidated Communications of Texas	1.02%	0.97%	0.94%	0.85%	-
McKesson Corporation	-	0.69%	-	0.63%	-
Crown Beverage Packaging	0.69%	-	-	0.58%	-
Ball Corporation	-	-	-	0.50%	-
Dal-Tile	-	0.75%	0.73%	-	-
R&M Energy	0.81%	-	0.73%	-	-
Maverick Tube	1.34%	-	-	-	-
Total	45.80%	48.26%	49.78%	47.23%	43.92%
					41.42%

Note: Fiscal Year 2006 is the first year this type of data was compiled. No comparative data is available.

CITY OF CONROE, TEXAS
FULL-TIME EQUIVALENT EMPLOYEES BY FUNCTIONS/PROGRAMS
LAST TEN FISCAL YEARS

Function/Program	(1) 2002	2003	(2)	2004	(3)	2005	2006	(4)	2007	(5)	2008	(6)	2009	(7)	2010	(8)	2011
General Government																	
Administration	3	3	3	3	4	3	3	3	3	3	3	3	3	3	3	3	3
Mayor & Council	-	-	-	-	-	-	2	2	2	2	2	2	2	2	2	2	2
Arts & Communications	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Downtown Development	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Legal	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Municipal Court	7	7	7	7	7	7	8	8	9	9	9	9	9	10	10	10	10
CDBG Administration	1	2	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2
Human Resources	5	5	4	4	5	5	5	5	5	5	5	5	5	5	5	5	5
Finance	11	7	7	7	8	8	8	8	9	9	10	10	10	10	10	10	10
Information Technology	-	4	4	4	4	4	4	4	5	5	5	5	7	7	7	7	7
Public Safety																	
Police Administration	114	114	35	45	7	5	4	5	5	5	5	5	5	5	5	5	6
Police Support	-	-	-	-	28	28	30	30	29	29	29	29	30	29	29	28	28
Police Patrol	-	-	55	55	56	60	65	66	64	64	65	66	66	64	64	63	63
Police Investigative Services	-	-	21	25	26	26	29	28	28	28	29	28	28	28	28	28	28
Police Professional Services	-	-	-	-	12	12	11	11	14	14	14	14	11	14	14	14	14
Police Animal Services	-	-	-	-	-	-	-	-	-	-	-	-	-	5	5	5	5
Red Light Program	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1
Traffic Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2
Fire	73	73	73	74	86	86	86	86	86	86	87	87	87	87	88	88	88
Parks																	
Parks & Rec Admin	11	11	10	10	11	11	11	11	11	11	11	11	13	13	13	13	13
Recreation Center	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Oscar Johnson, Jr. CC	2	2	4	4	4	4	4	4	4	4	4	4	-	-	-	-	-
Swim Center	6	6	6	6	7	7	7	7	7	7	7	7	-	-	-	-	-
Aquatic Center	-	-	-	-	-	-	-	-	-	-	-	-	7	7	7	7	7
Public Works																	
Community Development	18	18	18	21	21	21	21	21	23	23	27	27	27	26	26	25	25
Drainage Engineering	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Drainage Construction	5	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
Streets	24	26	26	26	26	28	28	28	28	28	28	28	28	28	28	28	28
Signal Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2
Service Center	8	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

TABLE LL=

	(1) 2002	2003 (2)	2004 (3)	2005	2006 (4)	2007 (5)	2008 (6)	2009 (7)	2010 (8)	2011
Public Works (continued)										
Building Maintenance	7	6	6	6	6	-	-	-	-	-
Warehouse Purchasing	-	3	3	3	4	5	5	5	5	5
Conroe Tower	-	1	1	1	1	1	1	1	1	1
Hotel/Motel Occupancy Tax	-	-	-	-	-	-	-	-	2	2
Component Unit										
Oscar Johnson, Jr. CC	-	-	-	-	-	-	-	4	4	4
Water & Sewer										
Utilities/Meter Readers	11	11	11	11	12	9	9	9	9	9
Public Works	4	4	4	4	5	3	3	5	6	6
Water	14	14	13	13	15	15	15	15	15	15
Wastewater Treatment	18	18	15	15	15	14	11	11	11	11
Sewer	11	15	15	15	18	18	18	20	20	20
Pump & Motor Maint.	-	-	-	-	-	6	7	7	7	7
Project Engineering	8	12	12	12	12	12	12	12	12	13
Project Construction	5	5	4	5	17	17	17	17	17	17
Service Center Fund	-	8	8	8	7	7	7	7	7	6
Self Insurance Fund	-	-	-	-	1	1	1	1	1	1
Total	380	400	383	406	448	450	462	471	480	483

Source: City Finance Office

Notes:

- (1) In FY 2003, the following changes were made:
 Drainage Engineering was moved from the Public Works function and combined with Project-Engineering in the Water & Sewer function.
 Information Technology Dept., Conroe Tower Dept. and Service Center Fund Dept. were added.
 Warehouse Purchasing Dept. was added to the Public Works function.
- (2) In FY 2004, the Police Patrol Dept., and Criminal Investigations Dept. were added to the Public Safety function.
- (3) In FY 2006, the Mayor & Council Dept. was added to the General Government function. Self Funded Insurance was added.
- (4) In FY 2007, the Building Maintenance Dept. was renamed Pump & Motor Maintenance and moved from the Public Works function and added to the Water & Sewer function.
- (5) In FY 2008, Oscar Johnson, Jr. Community Center (OJCC) was reported as a discretely presented component unit in the CAFR.
- (6) In FY 2009, Oscar Johnson, Jr. Community Center (OJCC) was removed from the Parks function.
 Swim Center was renamed to Aquatic Center.
- (7) In FY 2010, Police Animal Services and Hotel/Motel Occupancy Tax were added.
- (8) In FY 2011, Red Light Cameras, Traffic Services, and Signal Maintenance were added.

CITY OF CONROE, TEXAS

OPERATING INDICATORS BY FUNCTIONS/PROGRAMS LAST TEN FISCAL YEARS

	Fiscal Year				
	2002	2003	2004	2005	2006
<u>Functions/Programs</u>					
General Government					
Building Permits Issued	453	653	867	890	1,027
Building Inspections Conducted	6,789	11,369	15,141	20,067	24,934
Police					
Physical Arrests	2,868	2,947	3,392	3,982	3,561
Parking Violations	5,612	5,140	4,399	4,424	4,988
Traffic Violations	13,107	10,964	12,714	13,489	10,791
Fire					
Emergency Responses	4,559	4,386	4,227	4,424	4,069
Fires Extinguished	232	293	265	318	378
Inspections	1,541	1,401	1,592	1,087	674
Refuse Collection					
Refuse Collected (tons per day)	66.80	66.30	68.70	68.20	67.40
Recyclables Collected (tons per day)	0.18	0.20	0.21	0.20	0.24
Other Public Works					
Street Resurfacing (miles)	4.00	-	5.82	-	-
Potholes Repaired (a)	N/A	N/A	N/A	N/A	N/A
Parks and Recreation					
Athletic Field Permits Issued	165	184	217	250	316
Community Center Admissions	360,607	438,681	459,645	467,519	476,122
Water					
New Connections	2,268	2,877	3,415	3,632	4,139
Water Main Breaks	470	400	480	600	800
Average Daily Consumption (thousands of gallons)	5,978	6,243	6,132	6,890	8,306
Peak Monthly Consumption (thousands of gallons)	247,242	274,517	241,729	460,262	305,349
Wastewater					
Average Daily Sewage Treatment (thousands of gallons)	5,200	5,300	5,600	4,900	5,500
Transit					
Total Route Miles	2,840	2,988	3,146	3,312	8,670
Passenger	2,720	3,022	3,181	3,348	16,740

Sources: Various City Departments

Notes:

(a) No operating indicators are available for Potholes repaired for the Other Public Works function.

* Refuse tonnage has decreased due to the new curbside recycling program.

Total refuse 9,945.19 tons, total recycle tonnage 2,465.39.

TABLE XXII

Fiscal Year				
2007	2008	2009	2010	2011
850	682	546	645	489
24,537	19,362	18,377	16,950	15,317
4,178	4,146	4,049	4,163	3,915
5,425	1,473	1,922	2,485	3,113
17,079	15,429	15,671	13,865	26,673
3,644	5,383	5,063	5,425	6,111
172	257	244	180	320
1,236	1,143	2,655	2,863	2,724
65.00	50.44	55.04	58.07	38.00*
0.35	0.58	1.73	0.61	9.48*
11.00	5.83	2.50	1.50	5.63
N/A	N/A	N/A	N/A	N/A
460	402	285	288	326
384,340	390,000	339,000	298,261	307,662
4,032	1,990	1,859	1,862	2,115
735	861	726	770	888
7,389	8,730	9,182	8,554	11,291
286,000	374,576	399,575	384,058	500,038
6,792	6,609	6,800	7,000	7,000
6,948	8,874	7,440	8,100	7,140
13,680	12,617	12,240	13,140	12,175

CITY OF CONROE, TEXAS

CAPITAL ASSET STATISTICS BY FUNCTIONS/PROGRAMS LAST TEN FISCAL YEARS

	Fiscal Year			
	2002	2003	2004	2005
Functions/Programs				
Police				
Stations	1	2	2	2
Zone Offices	-	-	-	-
Patrol Units	36	37	45	45
Fire Stations	4	4	4	4
Refuse Collection				
Collection Trucks	4	4	4	4
Other Public Works				
Streets (miles)	213.05	320.72	320.72	327.56
Highways (miles) (a)	N/A	N/A	N/A	N/A
Streetlights (b)	N/A	N/A	N/A	N/A
Traffic Signals	2	2	2	3
Parks and Recreation				
Acreage	329.20	342.20	342.20	345.70
Playgrounds	32	32	32	32
Baseball/Softball Diamonds	28	28	31	31
Soccer/Football Fields	10	10	10	10
Community Centers	2	3	3	3
Water (d)				
Water Mains (miles)	199.71	269.00	297.00	305.35
Fire Hydrants	1,250	1,250	1,250	1,819
Storage Capacity (thousands of gallons)	6,490	7,490	7,490	7,490
Wastewater (d)				
Sanitary Sewers (miles)	237.94	282.00	322.00	329.95
Storm Sewers (miles) (c)	7.718	10.161	16.654	20.892
Treatment Capacity (thousands of gallons)	10,000	10,000	10,000	10,000
Transit				
Vans	2	2	2	2

Sources: Various city departments

Notes:

- (a) No capital asset indicators are available for Highways for the Other Public Works function. All highways are owned and maintained by TxDOT.
- (b) No capital asset indicators are available for Streetlights for the Other Public Works function.
- (c) Data shown as miles of storm sewers are estimates only. Data is currently being compiled for retroactive infrastructure reporting.
- (d) Estimates were utilized for FY 2010.

TABLE XXIII

Fiscal Year					
2006	2007	2008	2009	2010	2011
2	2	1	1	1	1
-	-	1	1	1	1
51	49	45	46	46	48
4	4	5	5	5	5
4	5	6	8	8	8
218.60	220.00	225.00	240.00	248.00	268.00
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	3,200	3,200
4	5	5	5	6	6
345.70	347.50	350.00	350.00	354.00	354.00
32	32	34	34	17	18
31	31	31	35	28	25
10	10	10	13	18	21
3	3	3	3	4	4
309.53	314.01	318.09	334.72	340.61	342.44
2,300	2,700	2,800	2,955	2,996	3,009
7,490	7,490	8,490	9,490	9,490	11,490
333.67	337.59	340.61	355.92	357.65	360.21
23.691	26.340	26.340	36.564	40.162	40.280
10,000	10,000	10,000	10,000	10,000	10,000
4	4	4	4	4	4

How Does the City of Conroe Compare?

City	Population	2012 Ad Valorem Tax Base	Tax Base Per Capita	12-13 Tax Rate/ \$100 AV	Average Home Value	Tax Levy	CY 2011 All Sales Tax Collections	Sales Tax Per Capita	FY 12-13 General Fund Revenues	FY 12-13 Budgeted Sales Tax (GF Only)	Sales Tax as a % of Revenues	G.O./C.O. Bond Indebtedness	Revenue Bond Indebtedness	Bonded Indebtedness Per Capita
Baytown	73,413	2,411,246,614	32,845	0.8220	109,900	903.41	12,461,340	170	61,903,723	10,534,000	17.02%	94,690,000	74,390,000	2,303
Bryan	77,321	3,499,020,925	45,253	0.6333	129,050	817.27	13,441,536	174	43,512,280	14,998,500	34.47%	96,180,156	68,165,000	2,125
Conroe	56,243	4,002,688,279	71,168	0.4200	150,198	630.83	30,636,630	545	48,551,501	23,590,403	48.59%	109,755,000	73,105,000	3,251
DeSoto	50,045	1,659,051,051	33,151	0.7574	124,734	944.74	7,242,350	145	30,699,552	5,621,394	18.31%	85,675,000	11,015,000	1,932
Galveston	47,743	4,707,953,796	98,610	0.5540	104,274	577.68	16,047,455	336	43,170,458	12,485,680	28.92%	37,173,672	37,955,000	1,574
League City	85,300	5,517,027,257	64,678	0.5970	170,000	1,014.90	12,981,228	152	49,382,450	11,520,000	23.33%	102,920,496	150,484,504	2,971
Missouri City	68,691	4,020,472,066	58,530	0.5448	159,688	869.98	5,956,462	87	31,419,440	6,500,000	20.69%	134,125,000	-	1,953
Pearland	99,800	6,541,399,683	65,545	0.7151	172,882	1,236.28	19,849,592	199	56,387,521	14,992,954	26.59%	289,595,000	124,455,000	4,149
San Marcos	44,894	2,830,476,144	63,048	0.5302	120,095	636.74	19,905,271	443	46,796,793	21,102,124	45.09%	72,090,000	96,935,000	3,765
Temple	68,528	3,377,876,619	49,292	0.5864	96,066	563.33	16,172,986	236	57,614,525	16,670,000	28.93%	95,920,000	66,500,000	2,370
Victoria	62,592	3,500,630,121	55,928	0.6056	117,494	711.54	23,267,756	372	46,061,230	18,269,000	39.66%	97,810,000	73,950,000	2,744