

Annual Budget

Fiscal Year 2013-2014

CITY OF CONROE



Est. 1904



*“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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S.B. 656 Notice

“This budget will raise more revenue from property taxes than last year’s budget by an amount of \$1,344,579, which is a 8.0 percent increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$472,322.”

On August 22, 2013, the members of the governing body voted on the Fiscal Year 2013-14 Budget as follows:

FOR:

S. GIBSON
G. SNIDER
J. GENTRY

M. PORTER
G. MARTIN

AGAINST:

NONE

PRESENT and not voting:

W. MELDER

ABSENT:

NONE

Tax Rate Comparison

	<u>FY 12-13</u>	<u>FY 13-14</u>
Total Property Tax Rate:	\$0.4200	\$0.4200
Effective Tax Rate:	\$0.4170	\$0.4050
Effective M&O Tax Rate:	\$0.2495	\$0.2588
Rollback Tax Rate:	\$0.4568	\$0.4365
Debt Tax Rate:	\$0.1700	\$0.1700

Total Municipal Debt Obligations (secured by property taxes):

\$109,755,000

\$105,350,000



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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, 2012

Christopher P. Morrell *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, 2012.

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
2013- 2014**

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	Scott Taylor
Director of Human Resources	Andre Houser



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City of Conroe

2013-2014 Annual Operating Budget

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CITY OF CONROE

Est. 1904

October 1, 2013

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, 2013 and ending September 30, 2014, 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 13-14 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 13-14 is \$128,406,480; however, exclusive of interfund transfers that are effectively counted twice, the actual budget is \$107,114,712. 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

The 2013 updated Strategic Plan, including specific goals and strategies, can be seen immediately following this cover letter.

ANNEXATION

One of the major issues facing the City of Conroe is future annexation. Effective January 1, 2015, the City will annex commercial and residential portions of State Highway 105 West including April Sound, Tejas Creek, Diamond Head, and several other subdivisions. This annexation will add 5.2 square miles to the city limits and 9,765 residents to the City's population. In order to be ready for the annexation, the City added 10 Police Officers to the current budget. This will give staff the time to train the new personnel to be able to meet service delivery needs on the effective date of annexation. Property tax revenues for the annexation will not be received until FY 15-16, due to the timing of the property tax cycle. However, sales and other use tax collections will be received effective January 2015. Annexation was considered during the preparation of this budget.

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.

As the rest of the country struggles to recover from the lingering effects of the Great Recession, the Houston area economy continues to outperform most other geographic sectors. Employment growth has returned to pre-2008 levels and many other indicators of regional economic growth stand at or near pre-recession levels. Driving the recovery has been the growth in emerging economies such as China, Brazil and India. As Texas is the leading exporting state in the United States, increased foreign demand in products such as oil services and machinery, petrochemicals, agricultural raw materials and other products has a positive effect on the state economy. Near term prospects for growth remain strong, and an annual employment growth rate of 2 to 3 percent is a reasonable assumption.

Texas' payrolls grew at an annualized 2.1% rate during the first quarter of this year. As has been the case throughout the recovery from the most recent recession, Texas' unemployment rate has trailed that of the nation as a whole with the state unemployment rate standing at 6.4% in March (the last period for which data is available) as compared to the national rate of 7.6%. Houston's unemployment rate was even lower at 6.2% in March.

Texas manufacturing and exports have been one of the main drivers for the state's economic resiliency. The outlook for construction related manufacturing is optimistic, due to strong growth in the local housing market.

The Texas housing sector continues its torrid growth with home sales and pricing moving higher. Houston existing home sales were up 3.4% in the first quarter with seasonally adjusted inventory falling in March 2013 to a 3.6 month supply at the current sales rate, which is the lowest reading since this data began to be collected in March 1990. Permits and starts for single family homes were up in March, and a shortage of lots is providing upward pressure on prices. Multifamily and apartment construction continues to be very strong. Houston saw a 16.8% year over year increase in rental rates in 2012.

Sustained oil prices over \$70 per barrel have helped drive the oilfield services industry in the state, with demand coming both domestically and abroad. The International Monetary Fund found that from 2001 to 2007, emerging economies such as Brazil, China and India accounted for more than half of the increase in the world's oil consumption. The global boom in the energy industry over the past few years has been a boon for Houston's economy. There is some concern that a European slowdown will follow through to

cool Houston's export levels. Despite this possible headwind, growth prospects for the regional economy remain optimistic.

Sales Tax

Revenues are often tied to economic activity, and 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 (CIDC) 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 3.0% 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 12.3%.

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 \$155,297. The City tax levy on that amount will be \$652.25. This is a monthly cost of \$54.35; 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 2013 is 18%. Below is a breakdown of the 2013 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 2013 tax rates; however, it does not reflect the various exemptions that are available for residential property.

Entity	2013 Tax Rate	Levy on Avg. Home
Conroe Ind. School District	\$1.2850	\$1,995.57
Montgomery County	0.4838	751.33
City of Conroe	0.4200	652.25
Lone Star College	0.1160	180.14
Mont. Co. Hospital District	0.0727	112.90
Total	\$2.3775	\$3,692.19

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 2013 tax rates.

Montgomery County Property Tax Rates			
Panorama Village	\$0.6741	Conroe	\$0.4200
Oak Ridge North	0.5244	Montgomery	0.4155
Willis	0.5363	Shenandoah	0.2664
Magnolia	0.4786		

Other Texas Cities Property Tax Rates			
Baytown	\$0.8220	Temple	\$0.5864
Desoto	0.7574	Galveston	0.5540
Pearland	0.7051	San Marcos	0.5302
Bryan	0.6300	Missouri City	0.5835
Victoria	0.6010	Conroe	0.4200
League City	0.5970		

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 \$320,137,852, or 8.0%. New improvements and new personal property added over \$63,065,714 to the roll. Newly annexed property added approximately \$49,391,800 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 capital projects 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 of 4.55% over the previous fiscal year. 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 ten 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. Since then, the rates have been changed each fiscal year. The following charts display the new water rates that began on November 1, 2010.

Minimum Monthly Base Charge by Meter Size

	FY <u>10-11</u>	FY <u>11-12</u>	% <u>Incr.</u>	FY <u>12-13</u>	% <u>Incr.</u>	FY <u>13-14</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>10-11</u>	FY <u>11-12</u>	% <u>Incr.</u>	FY <u>12-13</u>	% <u>Incr.</u>	FY <u>13-14</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)	2.40	2.40	n/a	2.40	n/a	2.51	4.55%
10,000 - 15,000 gal. (per 1,000 gallons)	2.95	2.95	n/a	2.95	n/a	3.08	4.55%
15,000 - 25,000 gal. (per 1,000 gallons)	3.50	3.50	n/a	3.50	n/a	3.66	4.55%
25,000 - 35,000 gal. (per 1,000 gallons)	4.00	4.00	n/a	4.00	n/a	4.18	4.55%
Over 35,000 gal. (per 1,000 gallons)	5.00	5.00	n/a	7.00	40.00%	7.32	4.55%
Sewer Rates							
0 - 3,000 gal. (minimum charge)	\$18.35	\$19.27	5.00%	\$19.99	3.75%	\$20.90	4.55%
3,000+ (per 1,000 gal.)	2.24	2.35	5.00%	2.44	3.75%	2.55	4.55%
Maximum Charge at 10,000 gallons	34.04	35.72	5.00%	37.06	3.75%	38.75	4.55%

Commercial Rates Inside City Limits

	<u>FY</u> <u>10-11</u>	<u>FY</u> <u>11-12</u>	<u>%</u> <u>Incr.</u>	<u>FY</u> <u>12-13</u>	<u>%</u> <u>Incr.</u>	<u>FY</u> <u>13-14</u>	<u>%</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)	2.50	2.50	n/a	2.50	n/a	2.61	4.55%
10,000 - 15,000 gal. (per 1,000 gallons)	2.75	2.75	n/a	2.95	7.27%	3.08	4.55%
15,000 - 25,000 gal. (per 1,000 gallons)	3.25	3.25	n/a	3.50	7.69%	3.66	4.55%
25,000 - 35,000 gal. (per 1,000 gallons)	3.75	3.75	n/a	4.00	6.67%	4.18	nter,
35,000 - 50,000 gal. (per 1,000 gallons)	4.75	4.75	n/a	7.00	47.37%	7.32	4.55%
50,000 - 75,000 gal. (per 1,000 gallons)	4.75	4.75	n/a	7.00	47.37%	7.32	4.55%
75,000 – 100,000 gal. (per 1,000 gallons)	2.25	2.25	n/a	7.00	211.11%	7.32	4.55%
Over 100,000 gal. (per 1,000 gallons)	2.25	2.25	n/a	2.30	2.22%	2.40	4.55%
	<u>FY</u> <u>10-11</u>	<u>FY</u> <u>11-12</u>	<u>%</u> <u>Incr.</u>	<u>FY</u> <u>12-13</u>	<u>%</u> <u>Incr.</u>	<u>FY</u> <u>13-14</u>	<u>%</u> <u>Incr.</u>
Sewer Rates							
0 - 3,000 gal. (minimum charge)	\$18.35	\$19.27	5.00%	\$19.99	3.75%	\$20.90	4.55%
3,000+ (per 1,000 gal.)	2.24	2.35	5.00%	2.44	3.75%	2.55	4.55%

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 was increased to \$1.50 per \$1,000 gallons consumed. For FY 13-14, the fee will increase to \$2.10 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	\$ 59.51	\$ -	\$ -	\$ 54.83	\$ 114.34	\$ -
Huntsville	43.07	-	-	51.96	95.03	-
Average of cities 50,000 – 75,000 population	46.34	-	-	47.74	94.08	-
Deer Park	41.93	-	-	44.41	86.34	-
Tomball	44.59	-	-	38.31	82.90	-
Pearland	44.24	-	-	38.65	82.89	-
Conroe	26.80	15.00	0.60	37.07	79.47	87.92
Oak Ridge North	43.70	-	-	33.00	76.70	-
Average of all cities	38.55	-	-	38.02	76.57	-
Sugar Land	34.13	-	-	41.40	75.53	-
La Porte	38.35	-	-	35.00	73.35	-
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	-
Pasadena	33.00	-	-	27.80	60.80	-
Shenandoah	30.85	-	-	23.00	53.85	-

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. The City is conservatively budgeting a 1.2% increase in electricity gross receipts for FY 13-14.

Commercial solid waste service within the City of Conroe operates in an open market whereby customers may contract with any company to provide this service. Any company providing this service within the City must obtain a franchise and pay 3% of gross revenues for the use of the City's streets, alleys, and rights-of-way. The City is budgeting a 11.7% increase in revenues for this program due to enhanced oversight and monitoring.

Other Revenues

This budget provides a 3.0% increase 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 is currently \$13.12. It will increase by \$0.39 per month to \$13.51.

Revenues from residential and commercial building permits are anticipated to increase in FY 13-14 due to increased building activity. The City is budgeting a 6.1% increase in these revenues. Through April 2013, building permits have increased 25.9% as compared to last year.

Revenues from traffic and criminal fines are expected to decrease by \$96,632 in the upcoming fiscal year due to lower trends in FY 12-13. The Municipal Court participates in the State-wide Warrant Round-up. The Court is 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. Also this fiscal year, Conroe is continuing to participate in the 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 \$255,000 in FY 12-13 from this collection program.

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 \$880,424 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 13-14, traffic camera fines are budgeted to decrease by \$204,814, or 18.9%, compared to the FY 12-13 budget.

Parks and recreation fees are anticipated to increase by 10.5% in FY 13-14. 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.

Two years ago, 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. Due to this agreement, we are budgeting \$1,150,000 in FY 13-14, which is an increase of \$430,000.

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. 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 increased ammunition costs and hand-held radios. Due to the number of Police Officer positions added last fiscal year, a Patrol Officer position was upgraded to a Police Sergeant and funding was added to purchase five new patrol cars. The Police department also received additional funding for patrol vehicle equipment and narcotics buy money. The Animal Shelter received funding for increased costs for vaccinations and sterilizations and new equipment. Using dedicated Red Light Camera fines, the Police department was able to fund three new patrol vehicles.

The Parks and Recreation department received additional funding for leasing the Park & Ride facility from the County for park space, an increase in software license fees, and utilities. The Aquatic Center received funding for lifejackets. Parks Operations received funding for equipment repair, playground replacement, mowing, landscaping, and custodial service for parks.

In the administration area, the Mayor & Council division received funding for the 2014 elections. The Finance department received funding for training and additional hours for the part-time Accountant for additional CIP oversight. Human Resources received funding for Civil Service exams and part-time salary increases. The Purchasing division received funding for increased fuel, maintenance, and training costs.

In FY 12-13, the City updated its Information Technology Strategic Plan (I.T.S.P.). The I.T.S.P. is a comprehensive review of the City's technology needs. The I.T. division received funding for server and switch replacement that were first year initiatives of the plan. Personal computer replacement funding was deleted due to balancing the budget. The I.T. division also received additional funding to cover the increased costs of computer hardware and software maintenance agreements.

The Municipal Court received funding through dedicated Court Technology, Court Security, and Court Efficiency funds for software maintenance, audio/visual equipment maintenance, and overtime for the State-wide Warrant Roundup.

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 funds for camera system parts and spare traffic lights. The Community Development division received funding to place I.C.C. code books on-line and a new truck for the Code Enforcement Officer.

The General Fund budget allocates \$500,000 for street maintenance in the Streets division. It also includes funding for a replacement equipment haul trailer and hydro-blasting equipment for stripping removal. New this fiscal year, the Drainage division received \$100,000 to fund materials to address isolated drainage problems. This alleviates the need to fund small drainage projects through the CIP budget. (Note: A more comprehensive approach to infrastructure replacement utilizing such revenue sources as bond proceeds is addressed in the City's CIP.)

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 to replace two meter reader trucks, replacement water meters, and mobile laptops for Meter Technician field work orders. Public Works Administration received funding to replace audio/visual equipment in the training room and add security lighting to the Service Center stockyard.

The Water division received funding for water contaminate monitoring and increased pumping permit costs. The Sewer division received funding to TV inspect the City's 48 inch sewer trunk mains. The Waste Water Treatment Plant received funding for utilities and security equipment. Finally, Pump & Motor Maintenance division received funding for lift station generators, which will be funded by grant revenues.

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 fund utilized bond proceeds to support Water and Sewer Construction Fund expenditures.

In prior fiscal years, the construction fund contained an Engineering Department and a Construction Department. The Project Engineering Department developed 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.

It has been a goal of administration to fund these expenses with current revenues instead of long-term debt. Therefore, effective FY 12-13, the Project Engineering Department was moved to the General Fund. Additionally, effective this fiscal year, the Project Construction Department was moved to the W&S Operating Fund. These moves are 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 have been issued in previous fiscal years 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 City does not anticipate issuing any TIRZ bonds in 2013.

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.

Major General Government CIP projects slated for construction in FY 13-14 include: construction of Stewart's Forest roadway, League Line Road East, Anderson Crossing, and the FM 3083 Grade Separation; Wilson road widening; traffic signal timing program and signal improvements; pedestrian access and transit service; and various drainage improvement projects throughout the city. Major park improvements include upgrades to the IH-45 detention pond and improvements to Candy Cane Park. The CIP also includes funding for a new Police & Municipal Courts facility.

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 2013, the City plans to issue \$6,995,000 in revenue bonds. The Series 2013 Water and Sewer System Revenue Bonds would be used for the Panorama/Shenandoah Catahoula water well; water well #24; White Oak Manor water line, LaSalle to League Line sewer trunk main; SCADA for liftstations; MUD #95 Sanitary Sewer, FM 1314 sewer line, and B52 Brewery water and sewer lines.

The City's long-range, 10-year Capital Improvement Program (CIP) encompasses all known major capital street, facility, drainage, parks, water, and sewer projects that are planned for the next ten fiscal years. The City produces a separate CIP Budget document, which includes detailed information on each capital project. Also, a brief version of the CIP can be found in the "Capital Improvements Program" section in this budget document.

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 also 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 and 2012 to acquire, engineer, and construct infrastructure improvements the 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.

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 general government-type activities (GTA) vehicles and equipment. Contributions are made from the General, Conroe Tower, and Fleet Services Funds to pay for the FY 13-14 replacements, as well as for those to occur in the future. The City will transfer excess fund balance from the General Fund in FY 12-13 to cover the transfer that would occur in FY 13-14.

Water and Sewer Vehicle and Equipment Replacement Fund

The Water and Sewer Vehicle and Equipment Replacement Fund accounts for the funding of replacement vehicles and equipment for the City's water & sewer system. Contributions are made from the Water and Sewer Operating Fund to pay for the FY 13-14 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 for FY 13-14 include funding for additional marketing, replacement computers, a full-time Tourism Coordinator, and new travel & training.

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.

Transportation Grants Fund

This fiscal year, the City established the Transportation Grants fund to account for state and federal grant awards for Conroe's public transit program. The division is responsible for the mobility and transportation needs for the city. First year initiatives include providing a fixed route transit service, program marketing, and the purchase of busses. In FY 13-14, the City anticipates receiving \$830,149 in grant revenues, and the difference (\$366,226) will come from a transfer from the General Fund.

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 power washing and sealing the exterior of the Tower as well as sealing the Tower's windows and ledges.

Fleet Services Fund

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

This fiscal year, Fleet Services was approved to hire an additional Fleet Technician position. This will allow the division to install equipment on newly purchased vehicles and equipment. The position is expected to save the City money since those services were previously performed by outside contractors.

Self-Funded Insurance Fund

The City's Self-Funded Insurance Fund (SFIF) is anticipated to end FY 12-13 with a loss ratio over 100%, which means that claims will exceed premium and re-insurance income. The Insurance Committee, along with the City's insurance consultant, analyzed the fund during FY 12-13 to determine the fund's financial health and sustainability. Due to the fund's financial position, the City has proposed several modifications to the SFIF beginning in FY 13-14.

In order to control costs, the City will offer Health Savings Accounts (HSAs) in addition to the current PPO health insurance to employees. The monthly premium will increase by \$15 for employees who stay in the current PPO. Also, the City will contribute an additional \$15 per month per employee to the SFIF. The committee also recommended controlling claims costs by changing the plan to encourage employees to utilize in-network health services. These changes are designed to minimize fund deficits in the future.

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). Civil Service employees at the top of the pay grade will receive a lump sum payment.

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).

In FY 12-13, the City contracted with Waters Consulting to perform an organization-wide compensation study to determine whether the City's pay structure is externally competitive and internally equitable. This budget funds the results of the compensation study. Staff added \$1,328,653, plus benefits, to the General Fund and \$47,247, plus benefits, to the W&S Operating Fund to implement the recommended changes. Smaller amounts were added to the other funds based on the financial impact of the study to those funds.

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, 2014, of \$23,148,647, which is equivalent to 158.5 days of operating expenditures (also stated as a 43.4% 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 \$9,820,080, which is 134.3 days of operating expenditures, or 36.8%. 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.

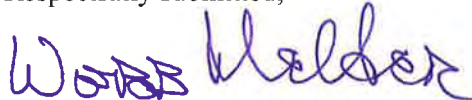
The City's other operating funds have adequate reserve levels for FY 13-14. Each fund's reserve amount can be seen in the summary schedule entitled "FY 13-14 Projected Fund Balances."

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 two new positions and a 4.55% increase in water and 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 - 2013

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.

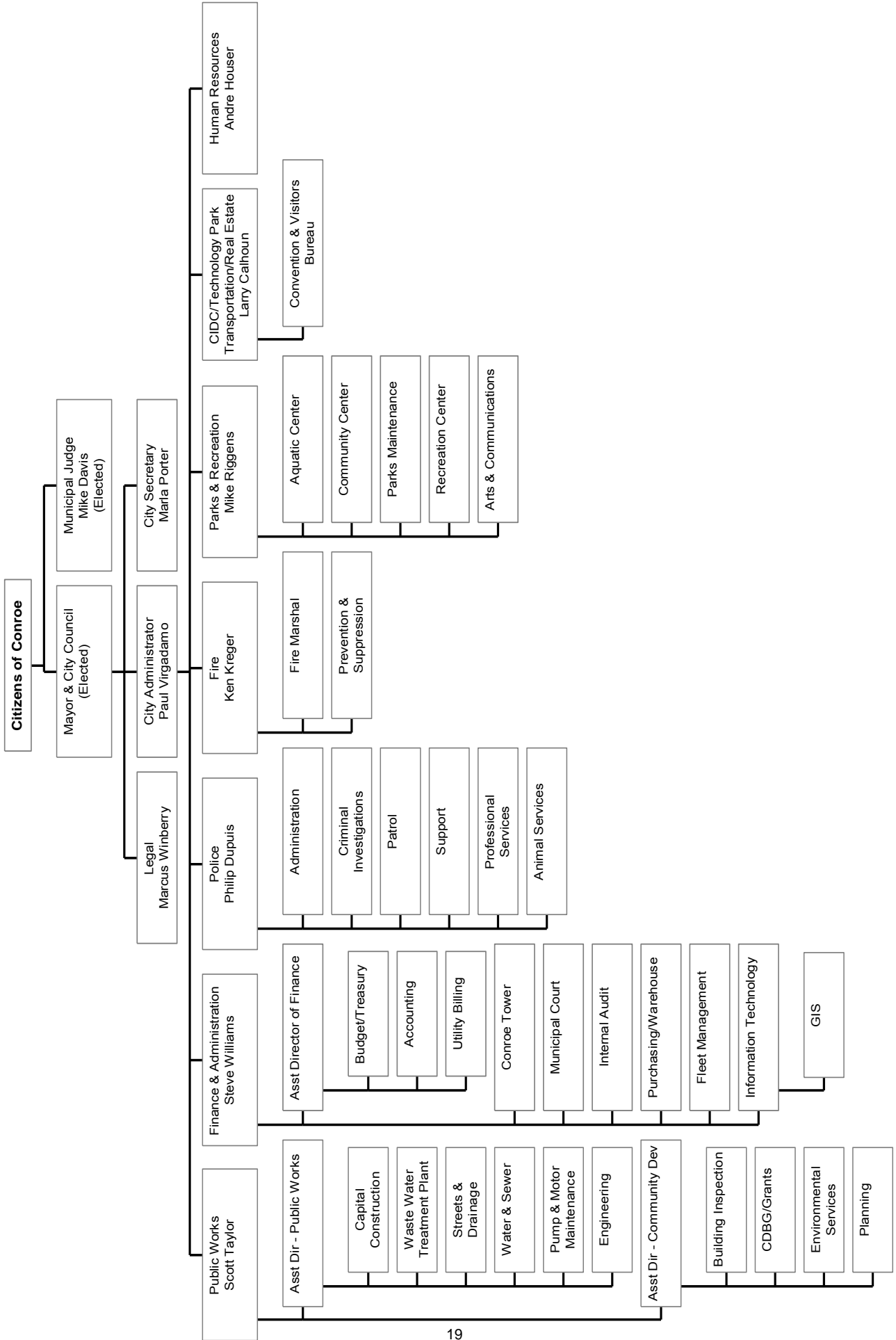
Strategic Issue 9: (Public Safety) There is a need to establish a stand-alone City of Conroe Emergency Operations Center. (in progress)

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 61,533, 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 55.8 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.

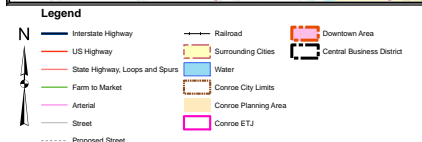
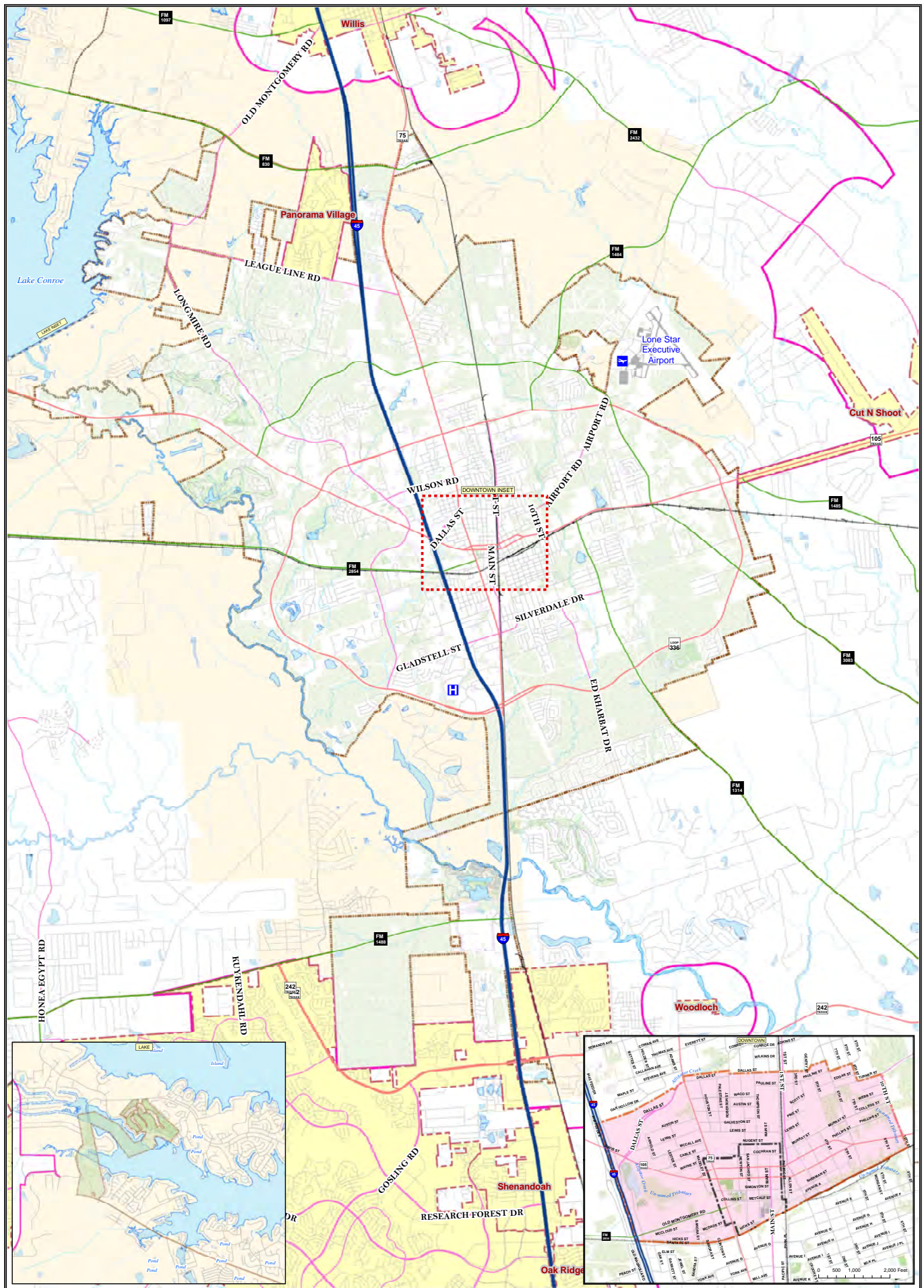
Education

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.



CITY LIMITS THROUGH DECEMBER 2012 **CITY OF CONROE, TEXAS**

LAND AREA: 55.8 sq.mi. CITY 2010 POPULATION ESTIMATE: 56,530
 CENSUS 2010 POPULATION: 56,207

0 0.5 1 2 3 Miles



City of Conroe, Texas

P. O. Box 3066 Conroe, Texas 77305

Phone: (936) 522-3100 Fax: (936) 522-3125

www.cityofconroe.org

Our Mission:

"To protect and serve the citizens of Conroe and exceed their expectations."

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GUIDE TO USING THE FY 2013-2014 ANNUAL BUDGET

The City of Conroe's FY 2013-2014 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 2013-2014 Annual Budget" section has been added to assist readers with using this document. The FY 2013-2014 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 2013-2014. 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, Fleet Services 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 & Administration Department performed the function of preparing and analyzing the FY 2013-2014 budget. The process of developing and preparing the Annual Budget of the City begins during February 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 & Administration 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 provides 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 July 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.

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 2013-2014

Budget Preparation Calendar

<u>Date</u>	<u>Activity</u>	<u>Participants</u>
February		
February 14, 2013	Finalize the Budget Preparation Manual	A.D. of Finance, Accountant II
February 19, 2013	Operating & Capital Budget Kickoff Orientation & Overview: - Provide explanations and instructions for preparing the FY 13-14 budget submissions. - Distribute and discuss Budget Preparation Manual. - Location: City Council Chambers - Time: 9:00 - 10:30 a.m. Budget Training - McLainDSS Location: City Council Chambers Time: 2:00 - 3:30 p.m.	City Administrator, Director of Fin. & Admin., A.D. of Finance, Management Team, all other personnel involved in budget preparation Director of Fin. & Admin., A.D. of Finance all personnel involved in budget preparation (if necessary)
March		
February 20 - March 20, 2013	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 21, 2013	Operating & CIP Budget submissions due to Finance.	Department heads, designated staff
April		
March 22 - April 3, 2013	Technical Reviews of Operating Budget submissions.	Budget Team Leaders
April 1, 2013	Send City Council the FY 13-14 Budget Preparation Calendar.	Director of Fin. & Admin., A.D. of Finance
April 8 - April 11, 2013	Technical Reviews of CIP Budget submissions.	CIP Project Managers
April 18 - April 26, 2013	Operating Budget Submittal Meetings with the City Administrator.	City Administrator, Director of Fin. & Admin., A.D. of Finance, Management Team, Finance Staff
May		
May 6 - 7, 2013	Operating Budget Meetings with City Administrator	City Administrator, Director of Fin. & Admin., A.D. of Finance
May 14, 2013	CIP Budget Meetings with City Administrator	City Administrator, Director of Fin. & Admin., A.D. of Finance, CIP Project Managers
May 15, 2013	Preliminary Appraisal Roll due from Montgomery Central Appraisal District (MCAD).	Chief Appraiser

FY 2013-2014

Budget Preparation Calendar

<u>Date</u>	<u>Activity</u>	<u>Participants</u>
June		
June 6, 2013	Budget Meetings with City Administrator	City Administrator, Director of Fin. & Admin., A.D. of Finance
June 20, 2013	CIDC Board Review of CIDC Proposed Budget Location: City Council Chambers Time: 4:00 p.m.	CIDC Board, City Administrator, CIDC ED, Director of Fin. & Admin., A.D. of Finance
June 27, 2013	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 11, 2013	Vote to schedule a Public Hearing on the Budget on August 8, 2013. (Charter Requirement, 9.06; L.G.C. 102.006(c)) Location: Council Chambers Time: 6:00 p.m.	City Council
July 18, 2013	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 18-19, 2013	Council Retreat Location: City EOC Time: 7:30 a.m.	City Council, City Administrator Management Team, A.D. of Finance
July 24, 2013	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 25, 2013	Chief Appraiser certifies the appraisal roll.	Chief Appraiser
July 25, 2013	Council CIP Workshop (if needed) Location: Council Chambers Time: 1:00 p.m. - 5:00 p.m.	City Council, City Administrator Management Team, A.D. of Finance
July 30, 2013	Calculate the Effective & Roll Back tax rates.	Montgomery County Tax Assessor/Collector, Director of Finance & Administration
July 29, 2013	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	Director of Fin. & Admin., A.D. of Finance (take to newspaper by July 26)

FY 2013-2014

Budget Preparation Calendar

<u>Date</u>	<u>Activity</u>	<u>Participants</u>
July 30, 2013	<p>Requirement, 9.06; L.G.C.. 102.0065(b))</p> <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 8, 2013, and August 13, 2013. 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 1, 2013	<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. 8, 2013). (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 8, 2013	<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 13, 2013	<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 2013-2014

Budget Preparation Calendar

<u>Date</u>	<u>Activity</u>	<u>Participants</u>
August 15, 2013	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 22, 2013	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 13-14 Annual Budget. Location: Council Chambers Time: 9:30 a.m.	City Council
	Council Adopts the FY 13-14 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, 2013	Budget and Tax Rate must be adopted by this date per contract with the Montgomery County Tax Assessor/Collector	City Council
September 23, 2013	Initialize FY 13-14 Budget into Incode (the City's financial system).	Accounting Manager
October		
October 1, 2013	Fiscal Year begins.	
October 15, 2013	Distribute the "Budget-In-Brief" document.	A.D. of Finance, Accountant II
October 31, 2013	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 20, 2013	Adopted Budget to GFOA by this date; 90 days after adoption.	A.D. of Finance, Accountant II

CERTIFICATE FOR ORDINANCE

I.

On the 22nd day of August, 2013, 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. 2144-13

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 2013 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, 2013, SPECIFYING SEPARATE COMPONENTS OF SUCH RATE FOR OPERATIONS AND MAINTENANCE AND FOR DEBT SERVICE; LEVYING AN AD VALOREM TAX FOR THE YEAR 2013; PROVIDING FOR DUE AND DELINQUENT DATES TOGETHER WITH PENALTIES AND INTEREST; PROVIDING FOR COLLECTION AND ORDAINING OTHER RELATED MATTERS.


III.

Upon motion of Mayor Melder, seconded by Council Member Gibson, 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 22nd day of August , 2013.



MARLA J. PORTER, City Secretary

ORDINANCE NO. 2144-13

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 2013 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, 2013, SPECIFYING SEPARATE COMPONENTS OF SUCH RATE FOR OPERATIONS AND MAINTENANCE AND FOR DEBT SERVICE; LEVYING AN AD VALOREM TAX FOR THE YEAR 2013; 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 2013 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 2013 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, 2014, 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 this ordinance shall take effect immediately of and from the date of adoption.


PASSED AND APPROVED this 22nd day of August, 2013.


WEBB MELDER, Mayor

APPROVED AS TO FORM:


MARCUS L. WINBERRY, City Attorney

ATTEST:


MARLA J. PORTER, City Secretary

CERTIFICATE FOR ORDINANCE

I.

On the 22rd of August, 2013, 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. 2143-13

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CONROE, TEXAS, ADOPTING A MUNICIPAL OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013, AND ENDING SEPTEMBER 30, 2014; APPROPRIATING FUNDS IN ACCORDANCE WITH THE BUDGET; PROVIDING FOR EFFECTIVE DATE AND ORDAINING OTHER RELATED MATTERS.

III.

Upon motion of Mayor Pro Tem Martin, seconded by Council Member Gentry, 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 22nd day of August, 2013.


MARLA J. PORTER, City Secretary

ORDINANCE NO. 2143-13

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CONROE, TEXAS, ADOPTING A MUNICIPAL OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013, AND ENDING SEPTEMBER 30, 2014; 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, 2013, and ending September 30, 2014; 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, 2013 and ending September 30, 2014.

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	\$ 53,312,911
Water/Sewer Operating Fund	26,688,376
General Obligation Debt Service Fund	8,873,324
Water/Sewer Debt Service	5,435,494
CIDC Debt Service Fund	4,059,047
CIDC Revenue Clearing Fund	8,831,758
CIDC General Fund	5,209,158
Hotel Occupancy Tax Fund	683,650
CDBG Entitlement Fund	552,616
Conroe Tower Fund	523,608
Vehicle & Equipment Fund	1,832,400
Water & Sewer Vehicle & Equipment Fund	1,268,000
Oscar Johnson, Jr. Comm. Center Fund	1,118,692
Transportation Grants Fund	1,196,375
Fleet Services Fund	1,378,057
Self Funded Insurance Fund	7,443,014
Total Expenditures	\$ 128,406,480
Contingent Appropriation (3%)	\$ 3,852,194
TOTAL APPROPRIATION	\$ 132,258,674

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 22nd day of August, 2013.



WEBB MELDER, Mayor

APPROVED AS TO FORM:


MARCUS L. WINBERRY, City Attorney

ATTEST:


MARLA J. PORTER, City Secretary

FY 13-14 Projected Budget Summary

Revenues	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Estimated	FY 13-14 Proposed
General Fund	\$ 49,369,919	\$ 48,551,501	\$ 51,650,444	\$ 51,561,536
Water/Sewer Operating Fund	21,179,607	24,610,907	24,146,974	27,097,434
Water/Sewer Construction Fund	870,296	-	-	-
General Obligation Debt Serv Fund	17,897,841	16,341,992	16,271,422	10,781,212
Water/Sewer Debt Service	3,798,532	4,655,057	4,656,557	5,435,494
CIDC Debt Service Fund	3,817,368	17,866,776	17,151,669	4,059,047
CIDC Revenue Clearing Fund	7,475,443	7,863,468	8,623,066	8,831,758
CIDC General Fund	5,875,835	3,329,619	10,184,584	4,787,509
Hotel Occupancy Tax Fund	802,626	713,870	817,457	816,476
CDBG Entitlement Fund	539,968	528,798	680,617	552,617
Conroe Tower Fund	725,545	426,572	415,724	523,608
Vehicle & Equipment Fund	2,125,938	761,293	2,521,706	12,634
Water/Sewer Vehicle & Equipment	823,390	829,926	830,676	938,342
OJCC Fund	982,833	1,075,258	1,134,421	1,118,692
Transportation Grants	-	-	-	1,196,375
Fleet Services Fund	1,211,063	1,264,581	1,263,370	1,378,057
Self Funded Insurance Fund	6,564,394	6,302,409	6,302,409	7,424,794
Total Revenues	\$ 124,060,598	\$ 135,122,027	\$ 146,651,096	\$ 126,515,585

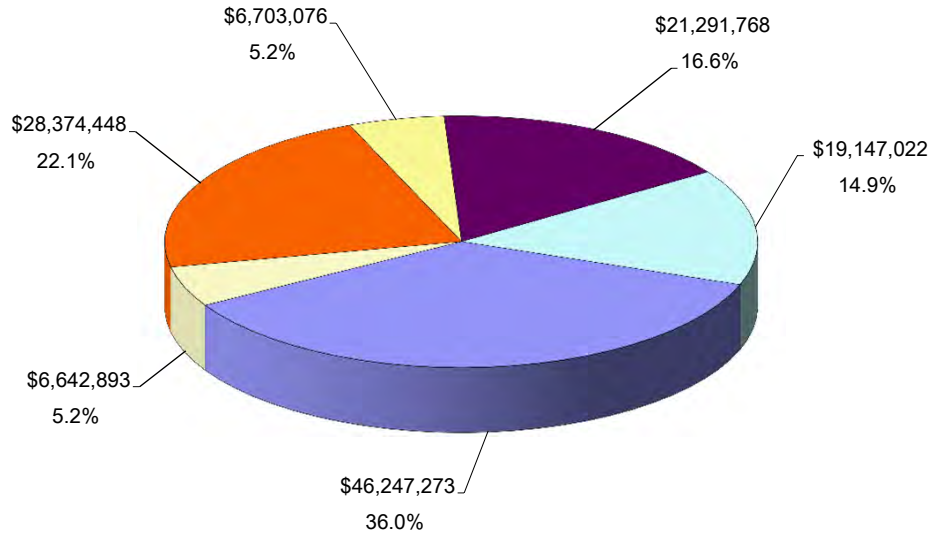
Expenditures	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Estimated	FY 13-14 Proposed
General Fund	\$ 45,196,610	\$ 50,922,246	\$ 51,481,875	\$ 53,312,911
Water/Sewer Operating Fund	18,695,621	26,536,732	25,346,477	26,688,376
Water/Sewer Construction Fund	-	-	-	-
General Obligation Debt Serv Fund	17,158,002	15,160,854	15,160,854	8,873,324
Water/Sewer Debt Service	3,839,233	4,655,057	4,429,070	5,435,494
CIDC Debt Service Fund	3,477,827	17,910,642	17,151,669	4,059,047
CIDC Revenue Clearing Fund	8,039,627	7,863,468	8,623,066	8,831,758
CIDC General Fund	3,473,454	4,541,068	4,621,467	5,209,158
Hotel Occupancy Tax Fund	534,285	562,986	564,538	683,650
CDBG Entitlement Fund	547,044	552,616	552,616	552,616
Conroe Tower Fund	643,912	485,222	474,472	523,608
Vehicle & Equipment Fund	1,703,068	1,842,394	1,842,394	1,832,400
Water/Sewer Vehicle & Equipment	236,810	604,500	629,500	1,268,000
OJCC Fund	985,004	1,044,227	1,134,421	1,118,692
Transportation Grants	-	-	-	1,196,375
Fleet Services Fund	1,259,585	1,235,659	1,228,057	1,378,057
Self Funded Insurance Fund	7,569,996	7,360,325	7,156,733	7,443,014
Total Expenditures	\$ 113,360,078	\$ 141,277,996	\$ 140,397,209	\$ 128,406,480

FY 13-14 Projected Fund Balances

	Fund Balance/ Working Capital 10/1/2012	Estimated Revenues 2012-2013	Estimated Expenditures 2012-2013	New Fund Balance 9/30/2013	Proposed Revenues 2013-2014	Proposed Expenditures 2013-2014	Projected Fund Balance 9/30/2014	% Incr From 12-13 to 13-14
General Fund	\$ 24,731,453	\$ 51,650,444	\$ 51,481,875	\$ 24,900,022	\$ 51,561,536	\$ 53,312,911	\$ 23,148,647	-6.4%
Water/Sewer Operating Fund	10,610,525	24,146,974	25,346,477	9,411,022	27,097,434	26,688,376	9,820,080	-7.4%
Water/Sewer Construction Fund	-	-	-	-	-	-	-	N/A
General Obligation Debt Service Fund	7,181,606	16,271,422	15,160,854	8,292,174	10,781,212	8,873,324	10,200,062	42.0%
Water/Sewer Debt Service	1,033,305	4,656,557	4,429,070	1,260,792	5,435,494	5,435,494	1,260,792	22.0%
CIDC Debt Service Fund	-	17,151,669	17,151,669	-	4,059,047	4,059,047	-	N/A
CIDC Revenue Clearing Fund	-	8,623,066	8,623,066	-	8,831,758	8,831,758	-	N/A
CIDC General Fund	11,335,991	10,184,584	4,621,467	16,899,108	4,787,509	5,209,158	16,477,459	45.4%
Hotel Occupancy Tax Fund	763,745	817,457	564,538	1,016,664	816,476	683,650	1,149,490	50.5%
CDBG Entitlement Fund	116,932	680,617	552,616	244,933	552,617	552,616	244,934	109.5%
Conroe Tower Fund	466,711	415,724	474,472	407,963	523,608	523,608	407,963	-12.6%
Vehicle & Equipment Fund	3,082,043	2,521,706	1,842,394	3,761,355	12,634	1,832,400	1,941,589	-37.0%
Water/Sewer Vehicle & Equipment	693,422	830,676	629,500	894,598	938,342	1,268,000	564,940	-18.5%
Oscar Johnson, Jr. Comm. Center Fund	13,731	1,134,421	1,134,421	13,731	1,118,692	1,118,692	13,731	0.0%
Transportation Grants	-	-	-	-	1,196,375	1,196,375	-	N/A
Fleet Services Fund	(33,263)	1,263,370	1,228,057	2,050	1,378,057	1,378,057	2,050	-106.2%
Self Funded Insurance Fund	3,145,216	6,302,409	7,156,733	2,290,892	7,424,794	7,443,014	2,272,672	-27.7%
TOTAL	\$ 63,141,417	\$ 146,651,096	\$ 140,397,209	\$ 69,395,304	\$ 126,515,585	\$ 128,406,480	\$ 67,504,409	6.9%

Consolidated Budget Summary

Expenditures by Object Code Category

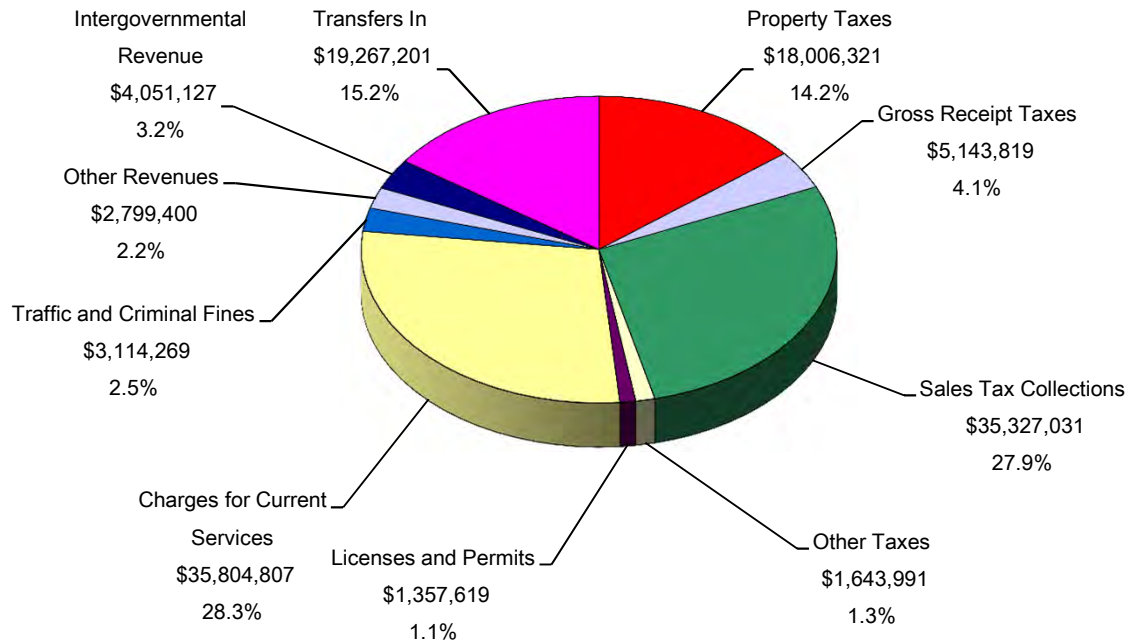


	Personnel	Supplies	Contractual	Capital Outlay	Transfers	Debt Service	Totals
Administration	\$ 434,678	\$ 7,909	\$ 62,680	\$ -	\$ -	\$ -	\$ 505,267
Mayor and Council	481,806	8,168	95,332	-	-	-	585,306
Legal	427,282	4,000	125,534	-	-	-	556,816
Municipal Court	652,263	37,749	297,383	-	-	-	987,395
Finance	1,068,456	24,345	283,215	-	-	-	1,376,016
CDBG Administration	205,903	5,250	21,332	-	-	-	232,485
Warehouse-Purchasing	411,239	24,905	22,272	-	-	-	458,416
Information Technology	1,018,265	9,250	728,061	220,000	-	-	1,975,576
Human Resources	638,315	24,251	90,429	-	-	-	752,995
Police Administration	1,046,441	68,937	237,754	-	-	-	1,353,132
Police Support	995,491	95,921	177,400	-	-	-	1,268,812
Police Patrol	7,851,831	663,731	43,494	583,105	-	-	9,142,161
Police Investigative	2,983,818	187,555	37,737	-	-	-	3,209,110
Police Animal Services	325,582	108,654	67,251	-	-	-	501,487
Police Red Light Program	74,350	-	758,793	-	-	-	833,143
Police Traffic Services	162,003	24,544	5,390	146,234	-	-	338,171
Fire	8,278,649	522,718	629,780	32,000	-	-	9,463,147
Parks Administration	249,107	79,150	54,545	-	-	-	382,802
Recreation Center	689,971	62,260	489,229	-	-	-	1,241,460
OJ Community Center	-	-	-	-	-	-	-
Aquatic Center	846,030	138,625	237,265	-	-	-	1,221,920
Parks Operations	720,173	221,867	543,796	200,000	-	-	1,685,836
Community Development	1,079,185	126,209	121,352	27,000	-	-	1,353,746
Drainage Maintenance	499,345	215,492	75,152	100,000	-	-	889,989
Streets	1,727,705	575,665	613,507	620,000	-	-	3,536,877
Signal Maintenance	192,355	149,140	203,535	-	-	-	545,030
Engineering	1,816,863	97,487	229,295	-	-	-	2,143,645
Service Center	-	-	-	-	-	-	-
Building Maintenance	-	-	-	-	-	-	-
GF Non-Departmental	2,883,634	38,900	1,047,225	625,000	2,102,233	75,179	6,772,171
Utility Billing	559,428	167,054	55,170	11,907	-	-	793,559
Public Works	582,977	51,905	174,745	65,000	-	-	874,627
Water Conservation	94,199	13,321	33,676	-	-	-	141,196
Water	1,019,812	893,329	1,765,130	-	-	-	3,678,271
Wastewater Treatment Plant	759,726	276,075	742,158	-	-	-	1,777,959
Sewer	1,173,935	380,886	191,081	-	-	-	1,745,902
Pump & Motor Maintenance	508,320	175,574	157,478	457,830	-	-	1,299,202
Project Construction	1,060,715	336,532	26,161	-	-	-	1,423,408
W/S Non-Departmental	272,115	36,000	6,807,423	-	7,270,978	567,736	14,954,252
Vehicle & Equipment Replacement	-	-	140,400	1,692,000	-	-	1,832,400
W/S Vehicle & Equipment Replace.	-	-	-	1,268,000	-	-	1,268,000
Debt Service	-	-	22,650	-	-	14,286,168	14,308,818
C.I.D.C.	501,846	16,000	1,614,547	-	11,908,523	4,059,047	18,099,963
Convention & Visitors Bureau (CVB)	305,639	13,350	364,661	-	-	-	683,650
CDBG Operations	-	-	393,724	-	-	158,892	552,616
Conroe Tower	71,478	24,270	336,464	90,000	1,396	-	523,608
OJ Community Center	804,436	91,000	198,256	25,000	-	-	1,118,692
Transit	78,095	16,500	561,780	540,000	-	-	1,196,375
Fleet Services	693,812	625,415	50,192	-	8,638	-	1,378,057
Self Funded Insurance	-	3,000	7,440,014	-	-	-	7,443,014
TOTALS	\$ 46,247,273	\$ 6,642,893	\$ 28,374,448	\$ 6,703,076	\$ 21,291,768	\$ 19,147,022	\$ 128,406,480

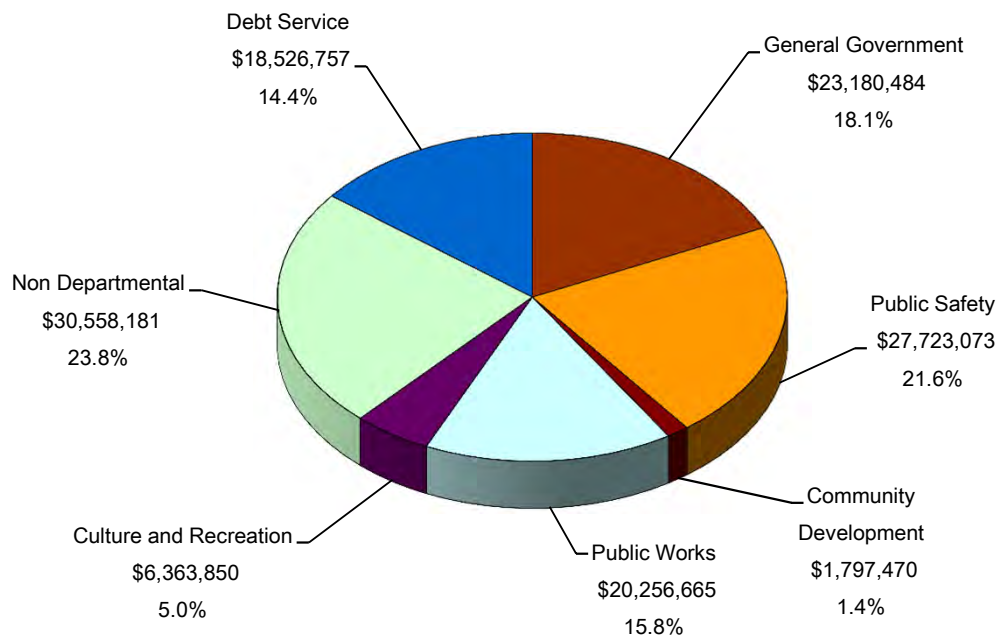
Consolidated Budget Summary by Fund Group

	General Fund	Enterprise Funds	Debt Service Funds	Other Funds	Grand Total
Revenues:					
Property Taxes	\$ 10,713,610	\$ -	\$ 7,292,711	\$ -	\$ 18,006,321
Gross Receipt Taxes	5,143,819	-	-	-	5,143,819
Sales Tax Collections	26,495,273	-	-	8,831,758	35,327,031
Other Taxes	827,515	-	-	816,476	1,643,991
Licenses and Permits	1,357,619	-	-	-	1,357,619
Charges for Current Services	747,708	26,254,248	-	8,802,851	35,804,807
Traffic and Criminal Fines	3,114,269	-	-	-	3,114,269
Other Revenues	1,568,036	387,016	75,242	769,106	2,799,400
Intergovernmental Revenue	1,593,687	456,170	-	2,001,270	4,051,127
Transfers In	-	-	12,907,800	6,359,401	19,267,201
Total Revenues	\$ 51,561,536	\$ 27,097,434	\$ 20,275,753	\$ 27,580,862	\$ 126,515,585
Beginning Fund Balances	\$ 24,900,022	\$ 9,411,022	\$ 9,552,966	\$ 25,531,294	\$ 69,395,304
Total Available Resources	\$ 76,461,558	\$ 36,508,456	\$ 29,828,719	\$ 53,112,156	\$ 195,910,889
Expenditures:					
General Government	\$ 7,430,272	\$ -	\$ -	\$ 15,750,212	\$ 23,180,484
Public Safety	26,109,163	-	-	1,613,910	27,723,073
Community Development	1,353,746	-	-	443,724	1,797,470
Public Works	7,115,541	11,734,124	-	1,407,000	20,256,665
Culture and Recreation	4,532,018	-	-	1,831,832	6,363,850
Non-Departmental 6,	772,171	14,954,252	-	8,831,758	30,558,181
Debt Service:					
Principal	-	-	9,735,000	95,000	9,830,000
Interest	-	-	8,530,215	63,892	8,594,107
Administrative Fees	-	-	102,650	-	102,650
Total Expenditures	\$ 53,312,911	\$ 26,688,376	\$ 18,367,865	\$ 30,037,328	\$ 128,406,480
Ending Fund Balances	\$ 23,148,647	\$ 9,820,080	\$ 11,460,854	\$ 23,074,828	\$ 67,504,409
Total Fund Commitments/ Fund Balance	\$ 76,461,558	\$ 36,508,456	\$ 29,828,719	\$ 53,112,156	\$ 195,910,890

Consolidated Summary of Revenues by Source



Consolidated Summary of Expenditures by Function



FY 13-14 Projected Budget Summary By Category - Major Funds

	General Fund				Water & Sewer Operating Fund			
	FY 11-12	FY 12-13	FY 12-13	FY 13-14	FY 11-12	FY 12-13	FY 12-13	FY 13-14
	Actual	Budget	Estimated	Proposed	Actual	Budget	Estimated	Proposed
Revenues								
Property Taxes	\$ 9,086,979	\$ 9,918,519	\$ 9,929,272	\$ 10,713,610	\$ -	\$ -	\$ -	\$ -
Gross Receipt Taxes	4,837,834	5,126,152	5,174,019	5,143,819	-	-	-	-
Sales Tax Collections	24,492,375	23,590,403	25,869,197	26,495,273	-	-	-	-
Other Taxes	711,386	733,158	734,766	827,515	-	-	-	-
Licenses and Permits	1,414,724	1,266,079	1,507,619	1,357,619	-	-	-	-
Charges for Current Services	752,602	716,969	742,750	747,708	20,589,108	24,211,226	23,751,647	26,254,248
Traffic and Criminal Fines	3,480,696	3,415,715	3,180,681	3,114,269	-	-	-	-
Other Revenues	1,608,655	1,379,223	1,599,924	1,568,036	471,557	399,681	395,327	387,016
Intergovernmental Revenue	1,264,536	1,137,185	1,644,118	1,593,687	-	-	-	456,170
Transfers In	1,720,132	1,268,098	1,268,098	-	989,238	-	-	-
Total Revenues	\$ 49,369,919	\$ 48,551,501	\$ 51,650,444	\$ 51,561,536	\$ 22,049,903	\$ 24,610,907	\$ 24,146,974	\$ 27,097,434
Expenditures								
Personnel	\$ 31,115,713	\$ 34,785,530	\$ 33,366,903	\$ 37,760,740	\$ 4,366,023	\$ 4,902,090	\$ 4,235,686	\$ 6,031,227
Supplies	3,243,624	3,813,925	3,919,525	3,522,682	1,831,576	1,977,714	2,004,162	2,330,676
Contractual	6,590,120	7,801,893	7,672,333	7,298,738	5,990,425	8,793,711	8,179,912	9,953,022
Capital Outlay	977,121	2,054,717	2,432,625	2,553,339	254,822	376,783	440,283	534,737
Transfers	3,194,853	2,391,002	4,015,310	2,102,233	5,685,039	9,918,698	9,918,698	7,270,978
Debt Service	75,179	75,179	75,179	75,179	567,736	567,736	567,736	567,736
Total Expenditures	\$ 45,196,610	\$ 50,922,246	\$ 51,481,875	\$ 53,312,911	\$ 18,695,621	\$ 26,536,732	\$ 25,346,477	\$ 26,688,376

Notes:

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

FY 13-14 Projected Budget Summary By Category - Other Funds

	Other Funds				Total All Funds			
	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Estimated	FY 13-14 Proposed	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Estimated	FY 13-14 Proposed
Revenues								
Property Taxes	\$ 6,178,803	\$ 6,739,398	\$ 6,759,362	\$ 7,292,711	\$ 15,265,782	\$ 16,657,917	\$ 16,688,634	\$ 18,006,321
Gross Receipt Taxes	-	-	-	-	4,837,834	5,126,152	5,174,019	5,143,819
Sales Tax Collections	7,475,443	7,863,468	8,623,066	8,831,758	31,967,818	31,453,871	34,492,263	35,327,031
Other Taxes	801,962	713,870	816,476	816,476	1,513,348	1,447,028	1,551,242	1,643,991
Licenses and Permits	-	-	-	-	1,414,724	1,266,079	1,507,619	1,357,619
Charges for Current Services	7,740,430	7,566,990	7,565,779	8,802,851	29,082,140	32,495,185	32,060,176	35,804,807
Traffic and Criminal Fines	-	-	-	-	3,480,696	3,415,715	3,180,681	3,114,269
Other Revenues	10,788,214	14,014,303	19,610,843	844,348	12,868,426	15,793,207	21,606,094	2,799,400
Intergovernmental Revenue	1,077,943	1,204,756	1,334,606	2,001,270	2,342,479	2,341,941	2,978,724	4,051,127
Transfers In	18,577,981	23,856,834	26,143,546	19,267,201	21,287,351	25,124,932	27,411,644	19,267,201
Total Revenues	\$ 52,640,776	\$ 61,959,619	\$ 70,853,678	\$ 47,856,615	\$ 124,060,598	\$ 135,122,027	\$ 146,651,096	\$ 126,515,585
Expenditures								
Personnel	\$ 3,588,351	\$ 3,243,108	\$ 3,255,766	\$ 2,455,306	\$ 39,070,087	\$ 42,930,728	\$ 40,858,355	\$ 46,247,273
Supplies	1,132,533	973,151	996,525	789,535	6,207,733	6,764,790	6,920,212	6,642,893
Contractual	9,708,467	10,248,644	10,179,739	11,122,688	22,289,012	26,844,248	26,031,984	28,374,448
Capital Outlay	2,096,484	2,517,358	2,490,493	3,615,000	3,328,427	4,948,858	5,363,401	6,703,076
Transfers	8,314,260	8,973,962	9,778,252	11,918,557	17,194,152	21,283,662	23,712,260	21,291,768
Debt Service	24,627,752	37,862,795	36,868,082	18,504,107	25,270,667	38,505,710	37,510,997	19,147,022
Total Expenditures	\$ 49,467,847	\$ 63,819,018	\$ 63,568,857	\$ 48,405,193	\$ 113,360,078	\$ 141,277,996	\$ 140,397,209	\$ 128,406,480

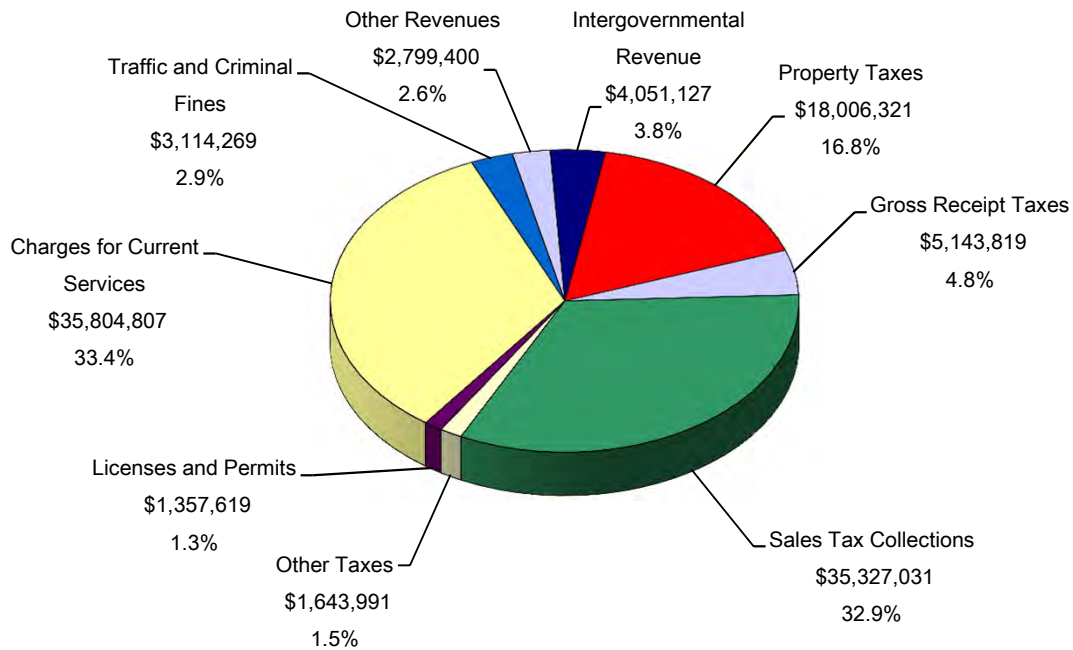
Notes:

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

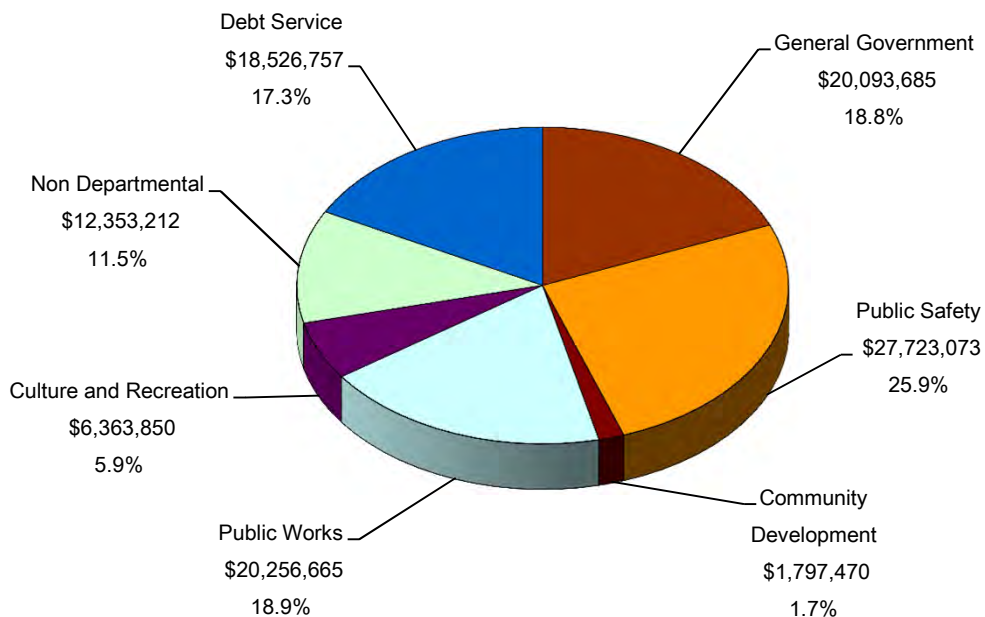
Consolidated Budget Summary by Fund Group (Net of Interfund Transfers)

	General Fund	Enterprise Funds	Debt Service Funds	Other Funds	Grand Total
Revenues:					
Property Taxes	\$ 10,713,610	\$ -	\$ 7,292,711	\$ -	\$ 18,006,321
Gross Receipt Taxes	5,143,819	-	-	-	5,143,819
Sales Tax Collections	26,495,273	-	-	8,831,758	35,327,031
Other Taxes	827,515	-	-	816,476	1,643,991
Licenses and Permits	1,357,619	-	-	-	1,357,619
Charges for Current Services	747,708	26,254,248	-	8,802,851	35,804,807
Traffic and Criminal Fines	3,114,269	-	-	-	3,114,269
Other Revenues	1,568,036	387,016	75,242	769,106	2,799,400
Intergovernmental Revenue	1,593,687	456,170	-	2,001,270	4,051,127
Total Revenues	\$ 51,561,536	\$ 27,097,434	\$ 7,367,953	\$ 21,221,461	\$ 107,248,384
Transfers In	\$ -	\$ -	\$ 12,907,800	\$ 6,359,401	\$ 19,267,201
Total Revenues After Transfers In	\$ 51,561,536	\$ 27,097,434	\$ 20,275,753	\$ 27,580,862	\$ 126,515,585
Expenditures:					
General Government	\$ 7,430,272	\$ -	\$ -	\$ 12,663,413	\$ 20,093,685
Public Safety	26,109,163	-	-	1,613,910	27,723,073
Community Development	1,353,746	-	-	443,724	1,797,470
Public Works	7,115,541	11,734,124	-	1,407,000	20,256,665
Culture and Recreation	4,532,018	-	-	1,831,832	6,363,850
Non-Departmental 4,	669,938	7,683,274	-	-	12,353,212
Debt Service:					
Principal	-	-	9,735,000	95,000	9,830,000
Interest	-	-	8,530,215	63,892	8,594,107
Administrative Fees	-	-	102,650	-	102,650
Total Expenditures	\$ 51,210,678	\$ 19,417,398	\$ 18,367,865	\$ 18,118,771	\$ 107,114,712
Transfers Out	\$ 2,102,233	\$ 7,270,978	\$ -	\$ 11,918,557	\$ 21,291,768
Total Expenditures After Transfers Out	\$ 53,312,911	\$ 26,688,376	\$ 18,367,865	\$ 30,037,328	\$ 128,406,480

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



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



FY 13-14 Projected Budget Summary (Net of Interfund Transfers)

Revenues	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Estimated	FY 13-14 Proposed
General Fund	\$ 47,649,787	\$ 47,283,403	\$ 50,382,346	\$ 51,561,536
Water/Sewer Operating Fund	21,060,665	24,610,907	24,146,974	27,097,434
Water/Sewer Construction Fund	-	-	-	-
General Obligation Debt Serv Fund	13,876,729	6,807,980	6,834,604	7,367,953
Water/Sewer Debt Service	(1,052)	-	1,500	-
CIDC Debt Service Fund	-	13,272,971	13,272,971	-
CIDC Revenue Clearing Fund	7,475,443	7,863,468	8,623,066	8,831,758
CIDC General Fund	1,653,578	8,002	5,388,262	14,798
Hotel Occupancy Tax Fund	802,626	713,870	817,457	816,476
CDBG Entitlement Fund	539,968	528,798	680,617	552,617
Conroe Tower Fund	531,253	262,848	252,000	251,520
Vehicle & Equipment Fund	366,347	2,600	138,705	2,600
Water/Sewer Vehicle & Equipment Fund	59,614	-	750	-
OJCC Fund	982,832	1,075,258	1,134,421	1,118,692
Transportation Grants	-	-	-	830,149
Fleet Services Fund	1,211,063	1,229,268	1,228,057	1,378,057
Self Funded Insurance Fund	6,564,394	6,302,409	6,302,409	7,424,794
Total Revenues	\$ 102,773,247	\$ 109,961,782	\$ 119,204,139	\$ 107,248,384
Transfers In	\$ 21,287,351	\$ 25,160,245	\$ 27,446,957	\$ 19,267,201
Total Revenues After Transfers In	\$ 124,060,598	\$ 135,122,027	\$ 146,651,096	\$ 126,515,585

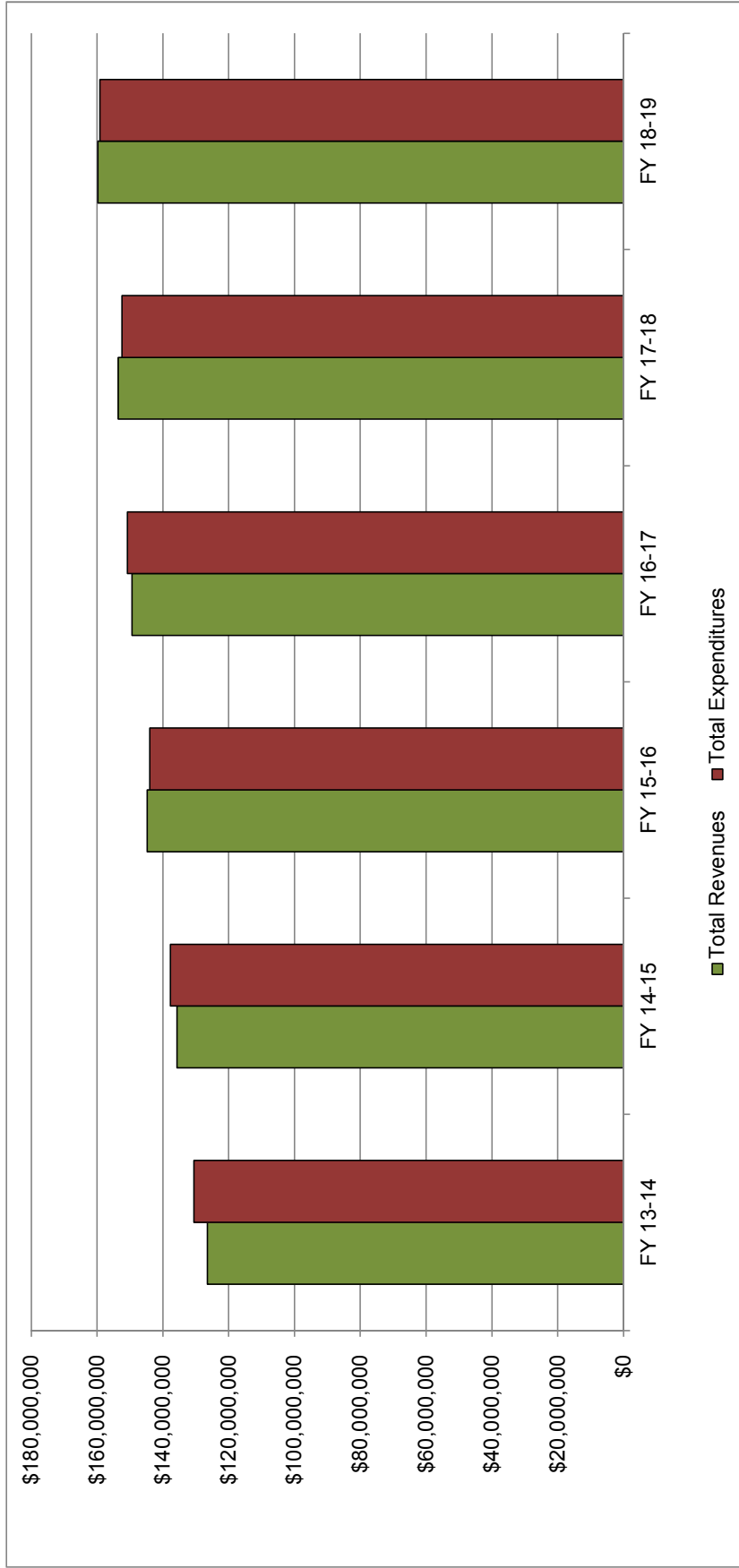
Expenditures	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Estimated	FY 13-14 Proposed
General Fund	\$ 42,001,757	\$ 48,531,244	\$ 47,466,565	\$ 51,210,678
Water/Sewer Operating Fund	13,010,582	16,618,034	15,427,779	19,417,398
Water/Sewer Construction Fund	2,459,998	1,433,573	1,388,881	-
General Obligation Debt Serv Fund	17,158,002	15,160,854	15,160,854	8,873,324
Water/Sewer Debt Service	3,839,233	4,655,057	4,429,070	5,435,494
CIDC Debt Service Fund	3,477,827	17,910,642	17,151,669	4,059,047
CIDC Revenue Clearing Fund	-	-	-	-
CIDC General Fund	746,899	2,005,694	2,086,093	2,132,393
Hotel Occupancy Tax Fund	534,285	562,986	564,538	683,650
CDBG Entitlement Fund	547,044	552,616	552,616	552,616
Conroe Tower Fund	642,520	483,826	473,076	522,212
Vehicle & Equipment Fund	1,703,068	1,842,394	1,842,394	1,832,400
Water/Sewer Vehicle & Equipment Fund	236,810	604,500	629,500	1,268,000
OJCC Fund	985,004	1,044,227	1,134,421	1,118,692
Transportation Grants	-	-	-	1,196,375
Fleet Services Fund	1,252,901	1,228,362	1,220,760	1,369,419
Self Funded Insurance Fund	7,569,996	7,360,325	7,156,733	7,443,014
Total Expenditures	\$ 96,165,926	\$ 119,994,334	\$ 116,684,949	\$ 107,114,712
Transfers Out	\$ 17,194,152	\$ 21,283,662	\$ 23,712,260	\$ 21,291,768
Total Expenditures After Transfers Out	\$ 113,360,078	\$ 141,277,996	\$ 140,397,209	\$ 128,406,480

FY 13-14 Multi-Year Financial Projection Summary

	FY 13-14 Adopted	FY 14-15 Projected	FY 15-16 Projected	FY 16-17 Projected	FY 17-18 Projected	FY 18-19 Projected
Revenues						
General Fund	\$ 51,561,536	\$ 53,940,459	\$ 58,002,834	\$ 59,394,052	\$ 60,632,522	\$ 61,898,908
Water/Sewer Operating Fund	27,097,434	30,728,924	31,964,517	33,252,348	34,594,873	37,571,263
Water/Sewer Construction Fund	-	-	-	-	-	-
General Obligation Debt Serv Fund	10,781,212	10,962,895	12,651,829	13,241,671	13,801,663	14,049,884
Water/Sewer Debt Service	5,435,494	6,409,048	7,793,758	8,607,395	9,040,937	10,155,311
CIDC Debt Service Fund	4,059,047	4,039,493	4,041,911	4,037,851	3,327,513	3,328,563
CIDC Revenue Clearing Fund	8,831,758	9,176,289	9,352,602	9,444,412	9,537,131	9,630,768
CIDC General Fund	4,787,509	5,136,797	5,310,692	5,406,561	6,209,618	6,302,206
Hotel Occupancy Tax Fund	816,476	824,641	832,887	841,216	849,628	858,124
CDBG Entitlement Fund	552,617	552,617	552,617	552,617	552,617	552,617
Conroe Tower Fund	523,608	450,952	468,990	487,750	507,260	527,550
Vehicle & Equipment Fund	12,634	1,684,341	1,684,341	1,684,341	1,684,341	1,684,341
Water/Sewer Vehicle & Equipment	938,342	938,342	938,342	938,342	938,342	938,342
OJCC Fund	1,118,692	1,163,440	1,209,977	1,258,376	1,308,711	1,361,060
Transportation Grants Fund	1,196,375	656,375	676,066	696,348	717,239	738,756
Fleet Services Fund	1,378,057	1,419,399	1,461,981	1,505,840	1,551,015	1,597,546
Self Funded Insurance Fund	7,424,794	7,647,538	7,876,964	8,113,273	8,356,671	8,607,371
Total Revenues	\$ 126,515,585	\$ 135,731,548	\$ 144,820,308	\$ 149,462,393	\$ 153,610,082	\$ 159,802,610

	FY 13-14 Adopted	FY 14-15 Projected	FY 15-16 Projected	FY 16-17 Projected	FY 17-18 Projected	FY 18-19 Projected
Expenditures						
General Fund	\$ 55,487,911	\$ 57,247,614	\$ 59,957,594	\$ 61,369,601	\$ 62,680,785	\$ 64,182,115
Water/Sewer Operating Fund	26,688,376	30,510,826	32,564,605	33,951,617	34,939,487	38,219,276
Water/Sewer Construction Fund	-	-	-	-	-	-
General Obligation Debt Serv Fund	8,873,324	11,675,477	13,358,948	13,803,790	14,397,012	14,232,663
Water/Sewer Debt Service	5,435,494	6,409,048	7,793,758	8,607,395	9,040,937	10,155,311
CIDC Debt Service Fund	4,059,047	4,039,493	4,041,911	4,037,851	3,327,513	3,328,563
CIDC Revenue Clearing Fund	8,831,758	9,176,289	9,352,602	9,444,412	9,537,131	9,630,768
CIDC General Fund	5,209,158	3,722,863	3,449,393	3,189,267	2,768,786	2,814,344
Hotel Occupancy Tax Fund	683,650	704,160	725,284	747,043	769,454	792,538
CDBG Entitlement Fund	552,616	552,617	552,617	552,617	552,617	552,617
Conroe Tower Fund	523,608	450,952	468,990	487,750	507,260	527,550
Vehicle & Equipment Fund	1,832,400	1,979,799	278,050	1,776,373	1,102,405	1,973,480
Water/Sewer Vehicle & Equipment	1,268,000	366,103	199,227	1,282,540	867,388	484,941
OJCC	1,118,692	1,163,440	1,209,977	1,258,376	1,308,711	1,361,060
Transportation Grants Fund	1,196,375	656,375	676,066	696,348	717,239	738,756
Fleet Services Fund	1,378,057	1,419,399	1,461,981	1,505,840	1,551,015	1,597,546
Self Funded Insurance Fund	7,443,014	7,666,304	7,896,294	8,133,182	8,377,178	8,628,493
Total Expenditures	\$ 130,581,480	\$ 137,740,758	\$ 143,987,298	\$ 150,844,003	\$ 152,444,917	\$ 159,220,021

FY 13-14 Multi-Year Financial Projection Summary



	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Total Revenues	Adopted	Projected	Projected	Projected	Projected	Projected
	\$ 126,515,585	\$ 135,731,548	\$ 144,820,308	\$ 149,462,393	\$ 153,610,082	\$ 159,802,610
Total Expenditures	\$ 130,581,480	\$ 137,740,758	\$ 143,987,298	\$ 150,844,003	\$ 152,444,917	\$ 159,220,021

FY 13-14 Multi-Year Financial Projection Summary (Net of Interfund Transfers)

Revenues	FY 13-14 Proposed	FY 14-15 Projected	FY 15-16 Projected	FY 16-17 Projected	FY 17-18 Projected	FY 18-19 Projected
General Fund	\$ 51,561,536	\$ 53,940,459	\$ 58,002,834	\$ 59,394,052	\$ 60,632,522	\$ 61,898,908
Water/Sewer Operating Fund	27,097,434	30,728,924	31,964,517	33,252,348	34,594,873	37,571,263
Water/Sewer Construction Fund	-	-	-	-	-	-
General Obligation Debt Serv Fund	7,367,953	7,562,098	9,099,557	9,320,486	9,550,583	9,707,251
Water/Sewer Debt Service	-	-	-	-	-	-
CIDC Debt Service Fund	-	-	-	-	-	-
CIDC Revenue Clearing Fund	8,831,758	9,176,289	9,352,602	9,444,412	9,537,131	9,630,768
CIDC General Fund	14,798	14,946	15,095	15,246	15,399	15,553
HOT Fund	816,476	824,641	832,887	841,216	849,628	858,124
CDBG Entitlement Fund	552,617	552,617	552,617	552,617	552,617	552,617
Conroe Tower Fund	251,520	256,550	261,681	266,915	272,253	277,698
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	1,118,692	1,163,440	1,209,977	1,258,376	1,308,711	1,361,060
Transportation Grants Fund	830,149	290,149	298,853	307,819	317,054	326,565
Fleet Services Fund	1,378,057	1,419,399	1,461,981	1,505,840	1,551,015	1,597,546
Self Funded Insurance Fund	7,424,794	7,647,538	7,876,964	8,113,273	8,356,671	8,607,371
Total Revenues	\$ 107,248,384	\$ 113,630,003	\$ 120,984,638	\$ 124,329,875	\$ 127,598,024	\$ 132,466,674

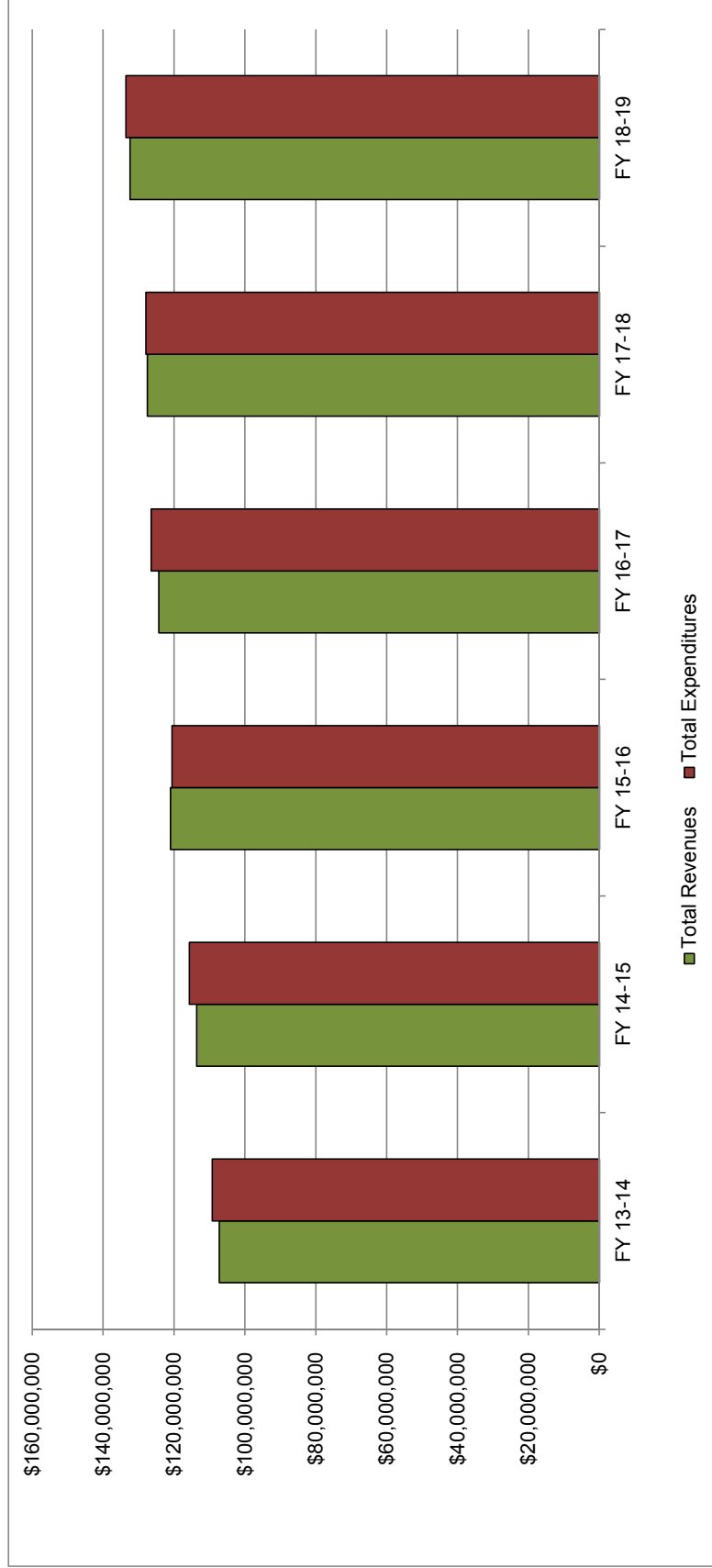
Transfers In	\$ 19,267,201	\$ 22,101,545	\$ 23,835,670	\$ 25,132,517	\$ 26,012,058	\$ 27,335,936
Total Revenues After Transfers In	\$ 126,515,585	\$ 135,731,548	\$ 144,820,308	\$ 149,462,393	\$ 153,610,082	\$ 159,802,610

Expenditures	FY 13-14 Proposed	FY 14-15 Projected	FY 15-16 Projected	FY 16-17 Projected	FY 17-18 Projected	FY 18-19 Projected
General Fund	\$ 53,385,678	\$ 53,458,006	\$ 56,103,027	\$ 57,448,127	\$ 58,690,395	\$ 60,120,743
Water/Sewer Operating Fund	19,417,398	22,988,879	23,597,069	24,132,668	24,689,494	26,963,700
Water/Sewer Construction Fund	-	-	-	-	-	-
General Obligation Debt Serv Fund	8,873,324	11,675,477	13,358,948	13,803,790	14,397,012	14,232,663
Water/Sewer Debt Service	5,435,494	6,409,048	7,793,758	8,607,395	9,040,937	10,155,311
CIDC Debt Service Fund	4,059,047	4,039,493	4,041,911	4,037,851	3,327,513	3,328,563
CIDC Revenue Clearing Fund	-	-	-	-	-	-
CIDC General Fund	2,132,393	2,174,004	2,270,181	2,020,642	2,089,606	2,135,504
HOT Fund	683,650	704,160	725,284	747,043	769,454	792,538
CDBG Entitlement Fund	552,616	552,617	552,617	552,617	552,617	552,617
Conroe Tower Fund	522,212	449,500	467,480	486,180	505,627	525,852
Vehicle & Equipment Fund	1,832,400	1,979,799	278,050	1,776,373	1,102,405	1,973,480
Water/Sewer Vehicle & Equipment	1,268,000	366,103	199,227	1,282,540	867,388	484,941
OJCC Fund	1,118,692	1,163,440	1,209,977	1,258,376	1,308,711	1,361,060
Transportation Grants Fund	1,196,375	656,375	676,066	696,348	717,239	738,756
Fleet Services Fund	1,369,419	1,410,502	1,452,817	1,496,401	1,541,293	1,587,532
Self Funded Insurance Fund	7,443,014	7,666,304	7,896,294	8,133,182	8,377,178	8,628,493
Total Expenditures	\$ 109,289,712	\$ 115,693,707	\$ 120,622,707	\$ 126,479,532	\$ 127,976,868	\$ 133,581,752

Transfers Out	\$ 21,291,768	\$ 22,047,051	\$ 23,364,591	\$ 24,364,470	\$ 24,468,049	\$ 25,638,269
Total Expenditures After Transfers Out	\$ 130,581,480	\$ 137,740,758	\$ 143,987,298	\$ 150,844,003	\$ 152,444,917	\$ 159,220,021

FY 13-14 Multi-Year Financial Projection Summary

(Net of Interfund Transfers)



	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Total Revenues	Adopted	Projected	Projected	Projected	Projected	Projected
	\$ 107,248,384	\$ 113,630,003	\$ 120,984,638	\$ 124,329,875	\$ 127,598,024	\$ 132,466,674
Total Expenditures	\$ 109,289,712	\$ 115,693,707	\$ 120,622,707	\$ 126,479,532	\$ 127,976,868	\$ 133,581,752

Note: The following revenue sources are not included on this graph: Tax Increment Reinvestment Zone (TIRZ) #3 property tax revenues.

Statistical Analysis of the FY 2013-2014 Budget By Fund Type

This executive summary recaps the most significant factors included in the annual budget: revenue assumptions, major initiatives, 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 2012-2013.

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.

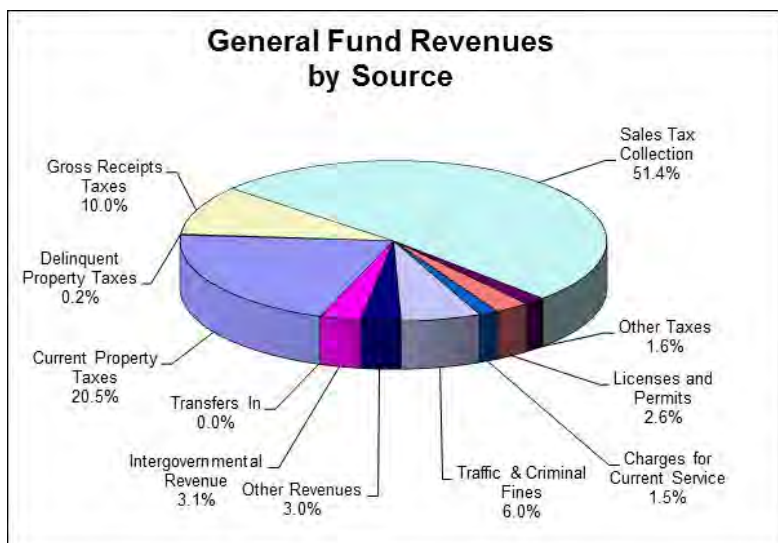
Revenue Assumptions:

The budget document assumes a cautious approach in dealing with revenues, especially growth-oriented revenues. Proposed revenues for FY 2013-2014 assume an overall decrease of 0.17% percent from FY 2012-2013 estimates. The revenue projections are net of changes in certain revenue categories, and the primary reasons for the decrease are due to the elimination of the transfer in from the W&S Operating Fund and lower projections for permit and traffic fine revenue, which are offset by increases in property and sales tax revenue.

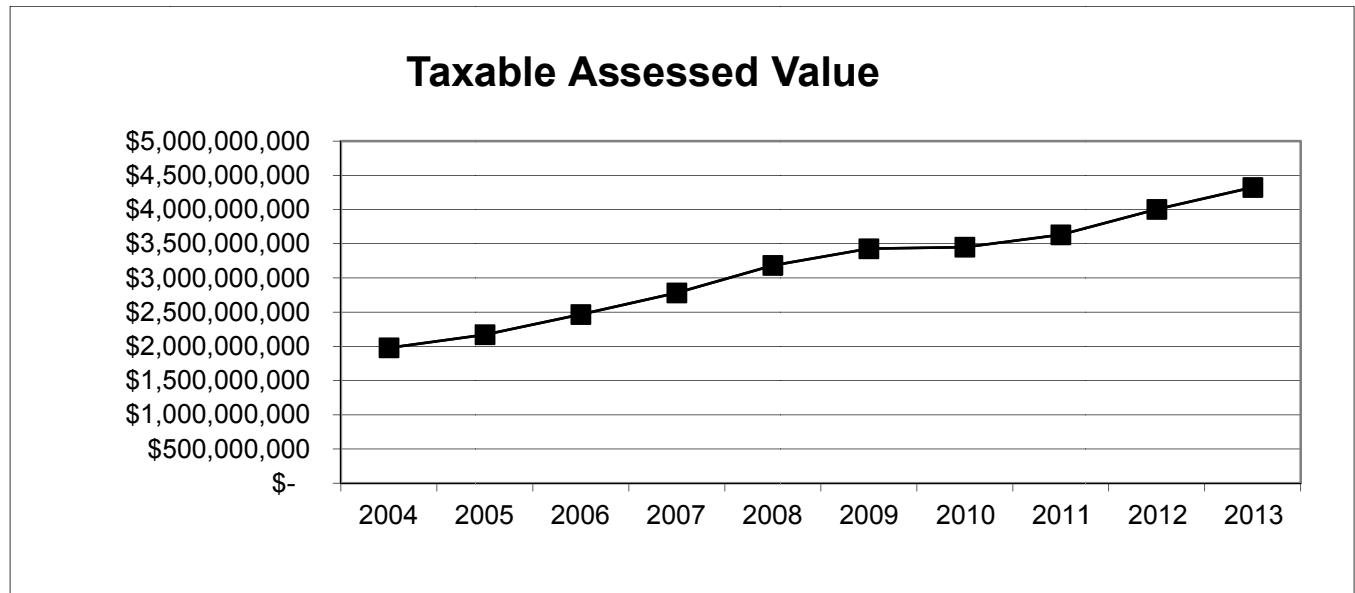
Funding of the City's General Fund operations is derived from 11 major revenue categories. Each of these categories is detailed below with a brief description of how internal and external factors affect revenue amounts and how amounts differ from the prior year.

Current Property Taxes: \$10,590,924 (up \$784,338 or 8.00 percent)

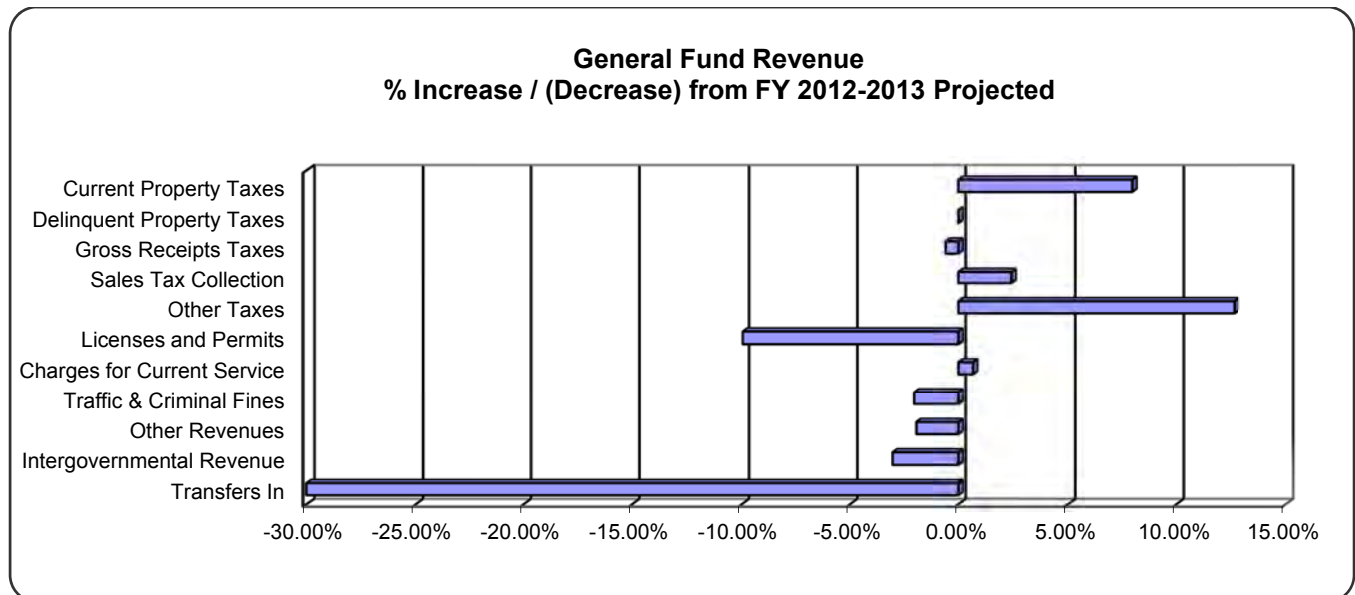
The second largest revenue source of the General Fund is the ad valorem tax (property tax). Property taxes are levied each October 1 on the assessed value listed as of the prior January 1, for all real and personal property located within the City. Assessed values represent the appraised value less applicable 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 20.54 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 \$4,322,826,131 for 2013 (inclusive of Over 65/Disabled Freeze amounts). This is an increase of \$320,137,852 over the 2012 certified tax roll. The tax roll is reflective of all taxable property in the City as of January 1, 2013.



Delinquent Property Taxes: \$122,686 (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 0.24 percent of all General Fund revenues.

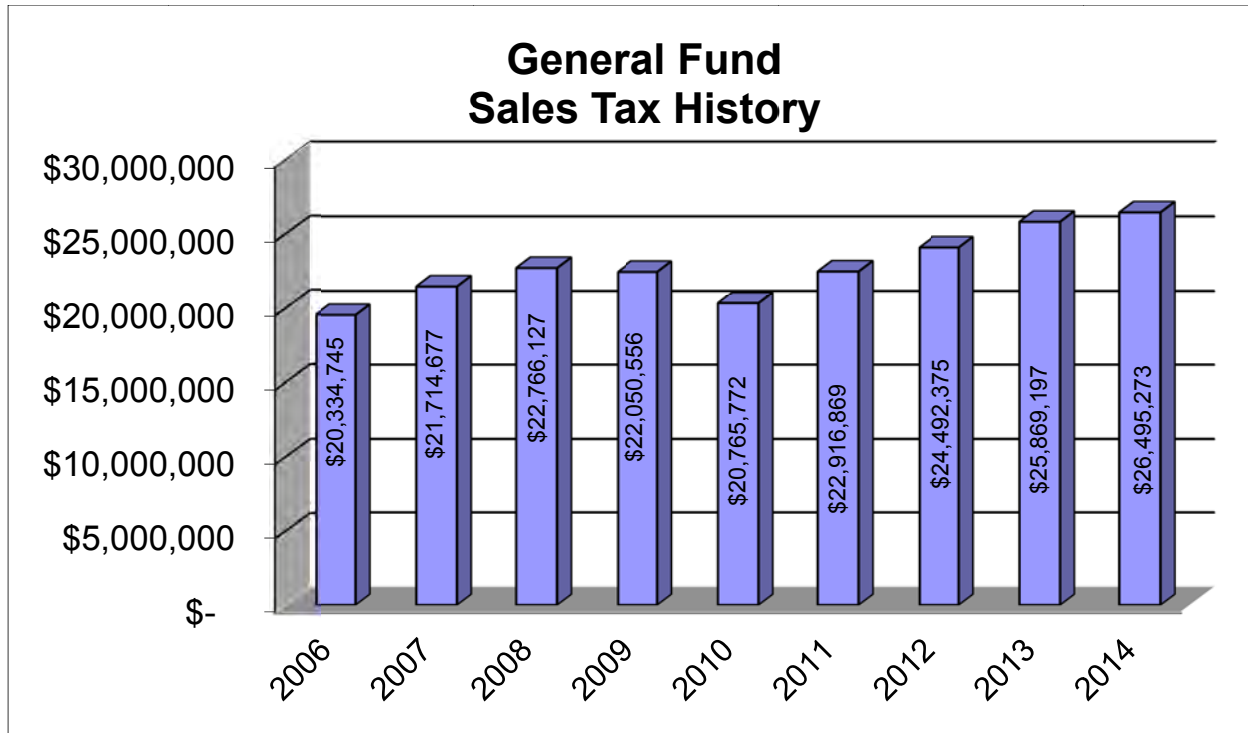
Gross Receipts Taxes: \$5,143,819 (down \$30,200 or -0.58 percent)

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 2013-2014 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 in FY 12-13. However, revenues were down in 2012, which resulted in a \$31,692 decrease. The FY 2013-2014 projections for each franchise fee are based on varying methodologies, according to the type of utility. Gross Receipt Taxes account for 9.98 percent of all General Fund revenues.

Sales Tax Collections: \$26,495,273 (\$626,076 or 2.42 percent)

The City has experience a steady growth in sales tax revenues through the past several fiscal years. For FY 2013-2014, we anticipate continued growth in sales tax revenues, and we are conservatively estimating a 3.0% growth. 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 51.39 percent of all General Fund revenues.



Other Taxes: \$827,515 (up \$92,749 or 12.62 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 12.62 percent, which is mainly due to projected growth, based on historical trends, of these two tax sources. The PILOT is composed of payments made in lieu of paying ad valorem property taxes by industries located outside of the City. It also 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 \$111,895,389 in 2011 to \$133,978,676 in 2012, 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 1.60 percent of all General Fund revenues.

Licenses and Permits: \$1,357,619 (down -\$150,000 or -9.95 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 remain constant throughout FY 2013-2014 due to the economy. The estimate for FY 2012-2013 includes payments for commercial and residential activity. The reduction is due to a conservative approach to the budget since commercial permits can be one-time, large payments. Alarm Fee and Excessive Alarm revenue are anticipated to stay flat for next fiscal year. Licenses and Permits account for 2.63 percent of all General Fund revenues.

Charges for Current Services: \$747,708 (up \$4,958 or 0.67 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 grow slightly because of an increase in Refuse Collection Fees due to more demand for solid waste services from a growing population. The Copy Charges revenue will decrease due to historical trends. Planning and Zoning Fees and Service Charges revenue are anticipated to remain flat for next fiscal year due to historical projections as well. Charges for Current Services account for 1.45 percent of General Fund revenues.

Traffic and Criminal Fines: \$3,114,269 (down \$66,412 or -2.09 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 decrease due to greater public awareness and safety. Additionally, traffic and criminal fines are anticipated to remain flat in FY 2013-2014. This revenue source accounts for 6.04 percent of General Fund revenues.

Other Revenues: \$1,568,036 (down -\$31,888 or -1.99 percent)

Other Revenues are made up of various sources, including Interest Earnings, Penalties and Interest (from property taxes), Lease Income, Recreational Programs, Parks Programs, Seized Assets, Unanticipated Revenues, Donations, and Other Non-Operating Income. This category will decrease overall in FY 2013-2014. Parks and Recreation revenue are anticipated to increase due to enhancements to park facilities and increased demand. These increases are offset by a decrease in Seized Assets. The City does not budget for Seized Assets due to the nature of this revenue source; therefore, it will decrease next fiscal year. The City also anticipates a decrease in Other Non-Operating Income due to historical downward trend. Interest income is expected remain flat due to low interest rates. Penalties and Interest fees and Unanticipated Revenue are also expected to remain flat due to historical trends. Other Revenues account for 3.04 percent of all General Fund revenues.

Intergovernmental Revenue: \$1,593,687 (down -\$50,431 or -3.07 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 City anticipates a reduction due to the elimination of several public safety grants. Intergovernmental revenues account for 3.09 percent of all General Fund revenues.

Transfers In: \$0 (down -\$1,268,098 or -100.00 percent)

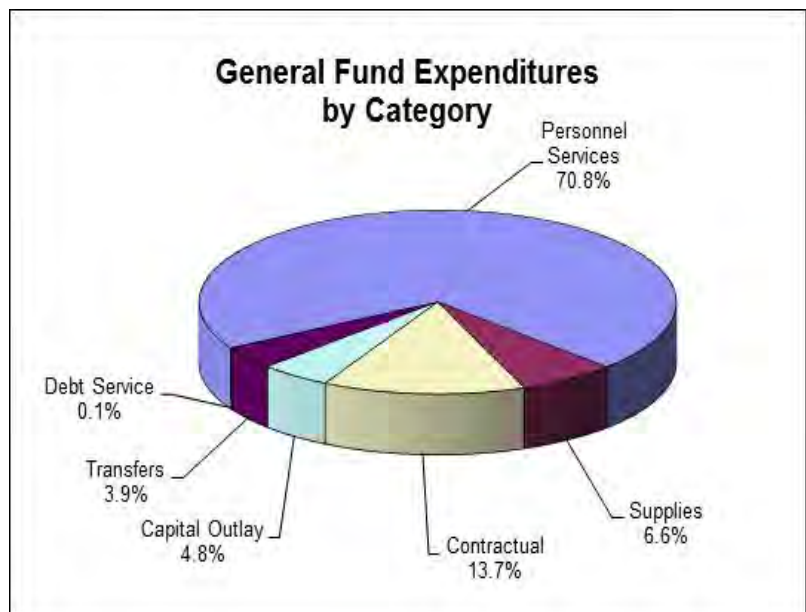
The remaining revenue source in the General Fund comes from Transfers In, which includes any transfers made from other funds within the City's budget. For FY 2012-2013, such transfers included an administrative transfer from the Water and Sewer Operating Fund, to cover any administrative overhead provided by divisions in the General Fund. This account is decreasing for next fiscal year due to the elimination of the administrative transfer. For FY 2013-2014, staff evaluated this transfer, and it was determined that the amount of administrative oversight provided by various administrative departments (i.e., Administration, Legal, Human Resources, Finance, etc.) in the General Fund was offset by the amount of general government work provided by the electricians in the Pump & Motor Maintenance division in the W&S Operating Fund. The result was a net offset, and the transfer was eliminated. Staff will evaluate this transfer each fiscal year to determine whether it should be included in the budget.

Expenditure Synopsis:

Personnel: \$37,760,740 (up \$4,393,837 or 13.17 percent)

As the single largest expenditure category, personnel expenses account for 70.83 percent of General Fund expenditures. Increases in FY 2013-2014 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, last fiscal year, the City conducted a compensation study, and the cost for implementing the study is included in this budget.

Supplies: \$3,522,682 (down -\$396,843 or -10.12 percent)



This object classification is for expendable materials and operating supplies necessary to conduct departmental activities. The anticipated decrease for FY 2013-2014 is primarily related to moving \$500,000 for street overlays to the Improvements (Capital) account. This was done because these overlays are generally long-term improvements that are considered capital. This reduction is offset by increased general operating supplies and funding for fuel costs, utilities costs, tree removal, spare traffic cabinets, and vehicle and equipment maintenance costs. Expenditures within this classification account for 6.61 percent of all General Fund expenditures.

Contractual: \$7,298,738 (down -\$373,596 or -4.87 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 decrease in these costs is due to the Transit division being transferred to the Transportation Grants Fund this fiscal year. Also, Red Light Camera fines are expected to decrease, which decreases the amount sent to the State of Texas. The Non-Departmental department has several one-time contractual obligations in FY 2012-2013 that will not carry over to FY 2013-2014. For FY 2013-2014, expenditures within this classification account for 13.69 percent of all General Fund expenditures.

Capital Outlay: \$2,553,339 (up \$120,715) or 4.96 percent)

This object classification includes large expenditures for capital items such as vehicles, machinery, equipment, and improvements to infrastructure. The increase in FY 2013-2014 is due to planned, one-time purchases of capital items such as computer hardware and software, vehicles and equipment, and other capital items. The Parks department received \$200,000 for playground replacement, the Drainage division received \$100,000 for improvements to the City's drainage ways, and the Streets division received \$500,000 for street improvements. The I.T. division received \$200,000 for server replacements. Finally, a developer reimbursement in the amount of \$625,000 for Hidden Creek Sliverdale Road paving was included this fiscal year. Other one-time capital purchases from last fiscal year were eliminated. Expenditures within this classification account for 4.79 percent of all General Fund expenditures.

Transfers: \$2,102,233 (down -\$1,913,077 or -47.64 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, Vehicle and Equipment Replacement, and Conroe Tower funds. The decrease in expenditures in this category is due to a transfer to the Vehicle and Equipment Replacement Fund (VERF) in FY 2012-2013. 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 2013-2014. The transfer to the CIDC General Fund to cover overhead costs of staff relating to transportation initiatives was eliminated this fiscal year. Expenditures within this classification account for 3.94 percent of all General Fund expenditures.

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

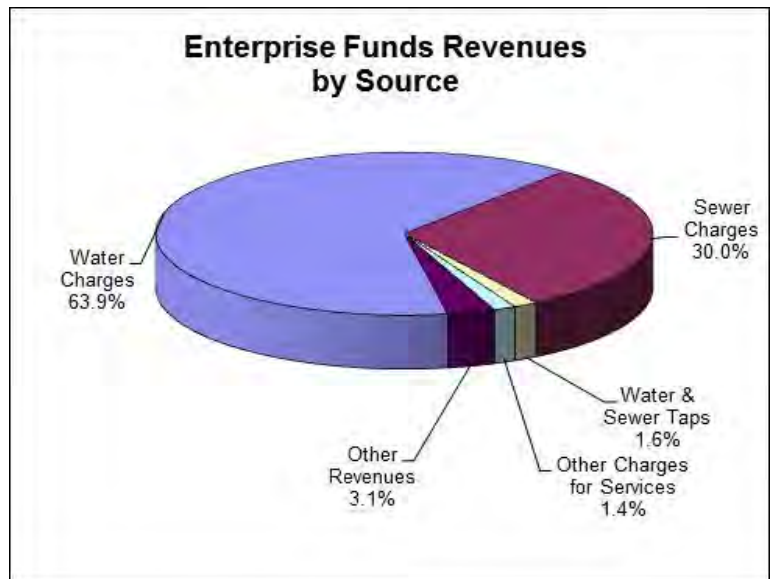
These expenditures are to pay debt service on the Seimens lease/purchase agreement for energy conservation projects. This category is remaining flat for this fiscal year. Expenditures within this classification account for 0.14 percent of all General Fund expenditures.

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:

Water & Sewer Operating Fund revenues are anticipated to increase as a result of the continuing growth of the City and rate increases. Proposed revenues for FY 2013-2014 assume an overall growth of 12.22 percent over FY 2012-2013 projections. This fund derives its revenue from: Water Sales; Sewer Charges; Water & Sewer Taps; Surface Water Conversion Fee; Groundwater Conservation Fee; Penalties-Utility Billing; Capital Recovery Fees; and Pretreatment 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: \$17,314,518 (up \$2,233,689 or 14.81 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 \$1.50 per 1,000 gallons consumed. The City is proposing to increase this fee to \$2.10 in October 2013. 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 2013-2014; 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 previous fiscal years. 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 63.90 percent of all Enterprise Fund revenues.

Sewer Charges: \$8,131,049 (up \$353,862 or 4.55 percent)

Revenues in this category are expected to increase by 4.55 percent in FY 2013-2014. Actual revenue can vary depending on weather conditions. These revenues include a proposed 4.55% 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 30.01 percent of all Enterprise Fund revenues.

Water and Sewer Taps: \$421,919 (down -\$90,176 or -17.61 percent)

Revenues in this category are anticipated to decrease in FY 2013-2014. Actual revenue can vary depending on residential and commercial development and whether developers choose to install City water and sewer taps. The City is conservatively budgeting a decrease in water and sewer tap installations based on historical trends. Water and Sewer Taps account for 1.56 percent of all Enterprise Fund revenues.

Other Charges for Service: \$386,762 (up \$5,226 or 1.37 percent)

This revenue category consists of various sources, including the following: Reconnect Fees; Service Charges; Special Revenue/Water and Sewer Fees; and Pretreatment Fees. Reconnects are expected to increase slightly while the other revenue sources will remain flat. It is conservatively budgeted for FY 2013-2014, based on historical averages. Other Charges for Service revenues account for 1.43 percent of Enterprise Fund revenues.

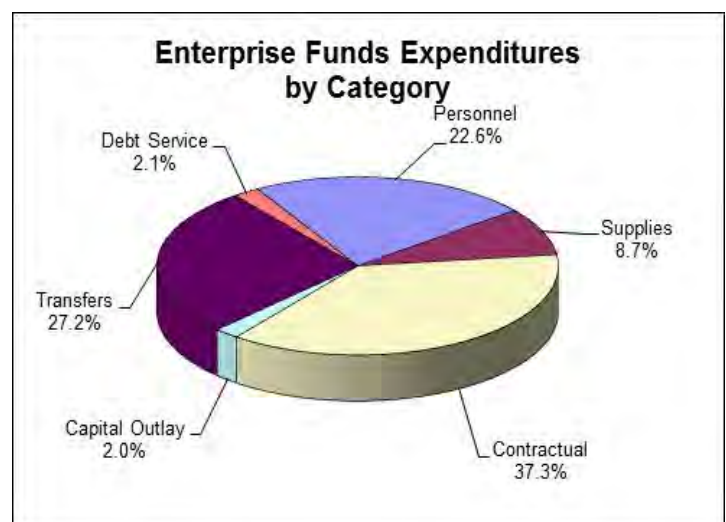
Other Revenues: \$843,186 (up \$447,859 or 113.29 percent)

This revenue category includes Interest on Investments, Penalties and Interest, Unanticipated Revenues, Capital Recovery Fee, Recovery of Bad Debts and Intergovernmental Revenue. This revenue source is expected to increase because of intergovernmental revenues. Last year, the City received approval to purchase lift station generators, which will be funded with a grant. Other Revenues accounts for 3.11 percent of all Enterprise Fund revenues.

Expenditure Synopsis:

Personnel Services: \$6,031,227 (up \$1,795,541 or 42.39 percent)

Personnel Services is the largest expenditure category in the Water & Sewer Operating Fund, and it accounts for 22.60 percent of the total budget. Increases in FY 2013-2014 are due to a proposed 3.5% merit pay program. Also, the



City transferred the Project Construction division from the W&S Construction fund to this fund in FY 2013-2014. More information on this move can be seen in the Mayor's Message at the front of this budget.

Supplies: \$2,330,676 (up \$326,514 or 16.29 percent)

These object classifications are for expendable materials and operating supplies necessary to conduct departmental activities. The anticipated increase for FY 2013-2014 is primarily related to the new Project Construction division moving into this fund. The purchase of supplies and materials constitutes 8.73 percent of all fund expenditures.

Contractual: \$9,953,022 (up \$1,773,110 or 21.68 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 2013-2014, 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 SJRA is increasing the pumpage fee from \$1.25 to \$1.75 per 1,000 gallons pumped. Also, contract service payments increased due to the new Project Construction division moving into this fund. Also, the Sewer division received funding to TV inspect the City's 48 inch sewer trunk mains. Expenditures within this classification account for 37.29 percent of all fund expenditures.

Capital Outlay: \$534,737 (up \$94,454 or 21.45 percent)

This object classification includes large expenditures for capital items such as vehicles, machinery, equipment, and improvements to buildings. The increase in FY 2013-2014 is due to planned, one-time purchases of capital items such as computer hardware and software, vehicles, machinery and equipment, and other capital items. Mainly, the City received approval to purchase lift station generators, which will be funded with grant revenues. This increase is offset by the elimination of other one-time capital purchases from last fiscal year. Expenditures within this classification account for 2.00 percent of all fund expenditures.

Transfers: \$7,270,978 (down -\$2,647,720 or -26.69 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 decrease in expenditures in this category is due to the elimination of one-time transfers that occurred in FY 2012-2013 to the Sewer CIP fund for the Sanitary Sewer Overflow Initiative (SSOI) and land for the future wastewater treatment plant. The transfer to the Water & Sewer Debt Service Fund to cover principal and interest payments for revenue bond debt increased by \$780,437. Expenditures within this classification account for 27.24 percent of all fund 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 2.13 percent of all 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 2012-2013, which will increase the debt service payment in FY 2013-2014. The bonds will be used to fund Plantation Drive, Wilson Road widening, and Anderson Crossing/Teas Park Drive; the Signal Timing Program; IH-45 detention pond enhancements; and isolated drainage projects.

2013-2014 General Obligation Debt Service Revenues:

Property Taxes	\$7,292,711
Penalties and Interest	51,525
Interest	23,717
Transfer In	<u>3,413,259</u>
Total Revenues	\$10,781,212

2013-2014 General Obligation Debt Service Expenditures: \$8,873,324

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 2012-2013, which will increase the debt service payment in FY 2013-2014. The Series 2013 Water and Sewer System Revenue Bonds would be used for the Panorama/Shenandoah Catahoula water well; water well #24; White Oak Manor and B52 Brewery water lines; B52 Brewery and LaSalle to League Line sewer lines; SCADA for liftstations; MUD #95 sanitary sewer; and FM 1314 Developer Agreement.

2013-2014 Water and Sewer Debt Service Revenues:

Interest	\$ 0
Transfer In	<u>5,435,494</u>
Total Revenues	\$5,435,494

2013-2014 Water and Sewer Debt Service Expenditures: **\$5,435,494**

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 issued \$13,080,000 of sales tax revenue-supported debt during FY 2012-2013, and the proceeds were used to install infrastructure in the Deison Technology Park

2013-2014 CIDC Debt Service Revenues:

Transfer In	<u>\$4,059,047</u>
Total Revenues	\$4,059,047

2013-2014 CIDC Debt Service Expenditures: **\$4,059,047**

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; Fleet Services Fund; Transportation Grants 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>
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
2013	4,108,242,252	1,444,595,982	1,230,012,103	4,322,826,131

Analysis of Ad Valorem Tax Rate

<u>Fiscal Year</u>	<u>General Fund</u>	<u>Debt Service</u>	<u>Total per \$100</u>
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
2013-14	.2500	.1700	.4200

Current Tax Levy and Collections

<u>Fiscal Year</u>	<u>Levied</u>	<u>Collected</u>	<u>Percent of Collections</u>
2004-05	8,575,518	8,405,954	98%
2005-06	9,381,199	9,274,223	99%
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	15,205,842	15,021,057	99%
2012-13 est.	16,811,291	16,475,065	98%
2013-14 est.	18,155,870	17,792,752	98%

**City of Conroe
Proposed Ad Valorem Tax Structure**

2013 Tax Year (Certified)

Taxable Assessed Valuation (est.)	\$4,322,826,131
Proposed Rate	\$0.4200
Estimated Levy	\$18,155,870
Estimated Collection Percentage	98%
Estimated Net Ad Valorem Taxes	\$17,792,752

Distribution (Current)

	<u>Rate</u>	<u>Percent</u>	
General Fund	.2500	59.5%	\$10,590,924
G.O. Debt Service Fund	.1700	40.5%	\$7,201,828

Distribution (Delinquent)

General Fund	\$122,686
G.O. Debt Service Fund	\$90,883

Distribution (Penalties & Interest)

General Fund	\$71,181
G.O. Debt Service Fund	\$51,525

GENERAL FUND

FY 13-14 Budget Summary

General Fund

Type	Actual FY 11-12	Amended FY 12-13	Estimate FY 12-13	Dollar FY 12-13	Base FY 13-14	Supplemental FY 13-14	Proposed FY 13-14	Dollar + / -	Percent + / -
Beginning Fund Balance:		\$ 24,731,453	\$ 24,731,453	\$ -	\$ 24,900,022	\$ -	\$ 24,900,022	\$ 168,569	0.7%
General Fund Revenues:									
Revenues	\$ 49,369,919	\$ 48,551,501	\$ 51,650,444	\$ 3,098,943	\$ 51,561,536	\$ -	\$ 51,561,536	\$ 3,010,035	6.2%
Total Revenues	\$ 49,369,919	\$ 48,551,501	\$ 51,650,444	\$ 3,098,943	\$ 51,561,536	\$ -	\$ 51,561,536	\$ 3,010,035	6.2%
Total Resources	\$ 49,369,919	\$ 73,282,954	\$ 76,381,897	\$ 3,098,943	\$ 76,461,558	\$ -	\$ 76,461,558	\$ 3,178,604	4.3%
General Fund Expenditures:									
Administration	\$ 359,332	\$ 510,032	\$ 478,018	\$ 32,014	\$ 505,267	\$ -	\$ 505,267	\$ (4,765)	-0.9%
Mayor & Council	507,643	497,572	542,139	(44,567)	550,306	35,000	585,306	87,734	17.6%
Arts & Communications	178,690	56,729	-	56,729	-	-	-	(56,729)	-100.0%
Transit	524,704	355,500	310,500	45,000	-	-	-	(355,500)	-100.0%
Legal	463,683	544,920	416,744	128,176	556,816	-	556,816	11,896	2.2%
Municipal Court	1,067,746	990,158	1,118,093	(127,935)	872,141	115,254	987,395	(2,763)	-0.3%
Finance	1,354,049	1,396,658	1,407,138	(10,480)	1,354,115	21,901	1,376,016	(20,642)	-1.5%
CDBG Administration	207,664	226,515	226,515	-	232,485	-	232,485	5,970	2.6%
Warehouse-Purchasing	414,091	450,613	454,244	(3,631)	456,616	1,800	458,416	7,803	1.7%
Information Technology	1,483,391	1,696,740	1,677,200	19,540	1,680,426	295,150	1,975,576	278,836	16.4%
Human Resources	633,838	632,130	632,661	(531)	705,537	47,458	752,995	120,865	19.1%
Police Administration	860,853	1,016,820	922,304	94,516	1,353,132	-	1,353,132	336,312	33.1%
Police Support	1,549,401	2,311,621	2,240,861	70,760	1,268,812	-	1,268,812	(1,042,809)	-45.1%
Police Patrol	6,195,569	6,225,513	6,879,120	(653,607)	8,480,018	662,143	9,142,161	2,916,648	46.8%
Police Investigations	2,807,792	2,923,499	2,885,715	37,784	3,189,110	20,000	3,209,110	285,611	9.8%
Police Professional Svc	1,576,222	1,826,180	1,617,510	208,670	-	-	-	(1,826,180)	-100.0%
Police Animal Services	455,812	423,682	468,802	(45,120)	419,092	82,395	501,487	77,805	18.4%
Red Light Program	911,298	944,973	922,578	22,395	833,143	-	833,143	(111,830)	-11.8%
Traffic Services	171,478	203,291	195,788	7,503	190,347	147,824	338,171	134,880	66.3%
Fire	8,438,619	9,143,738	8,896,913	246,825	9,347,621	115,526	9,463,147	319,409	3.5%
Parks Administration	412,642	354,070	344,335	9,735	382,802	-	382,802	28,732	8.1%
Recreation Center	1,152,822	1,227,634	1,198,965	28,669	1,241,460	-	1,241,460	13,826	1.1%
Swim Center	1,133,650	1,203,119	1,202,519	600	1,214,320	7,600	1,221,920	18,801	1.6%
Parks Operations	1,425,473	1,712,940	1,791,765	(78,825)	1,485,836	200,000	1,685,836	(27,104)	-1.6%
Community Devel.	1,114,960	1,327,927	1,327,927	-	1,323,746	30,000	1,353,746	25,819	1.9%
Drainage Maintenance	586,681	781,329	698,523	82,806	789,989	100,000	889,989	108,660	13.9%
Streets	2,957,421	4,063,825	3,834,771	229,054	3,416,877	120,000	3,536,877	(526,948)	-13.0%
Signal Maintenance	374,416	604,773	504,327	100,446	516,297	28,733	545,030	(59,743)	-9.9%
Engineering	653,405	2,223,621	1,889,644	333,977	2,132,338	11,307	2,143,645	(79,976)	-3.6%
GF Non-Departmental	5,223,265	5,046,124	6,396,256	(1,350,132)	6,772,171	-	6,772,171	1,726,047	34.2%
Total Expenditures	\$ 45,196,610	\$ 50,922,246	\$ 51,481,875	\$ (559,629)	\$ 51,270,820	\$ 2,042,091	\$ 53,312,911	\$ 2,390,665	4.7%
New Fund Balance:	\$ 4,173,309	\$ 22,360,708	\$ 24,900,022	\$ 2,539,314	\$ 25,190,738		\$ 23,148,647	\$ 787,939	
90-Day Reserve:		\$ 12,730,562	\$ 12,870,469		\$ 12,817,705		\$ 13,328,228		
Over/(Under):		9,630,147	12,029,553		12,373,033		9,820,419		
Breakdown of Transfer In:									
Administrative Transfer (W/S)		\$ -							
CIDC Administration		-							
HOT Fund		-							
Total		\$ -							
Breakdown of Transfer Out:									
TIRZ #3 Fund		\$ 1,457,596							
CIDC General Fund (Transit)		-							
Vehicle & Equipment Fund		-							
TIRZ #2 Fund		142,367							
Conroe Tower Fund		136,044							
Trans. Grants Fund (Transit)		366,226							
OJCC Fund		-							
Total		\$ 2,102,233							

FY 13-14 Budget Summary by Category General Fund

	<u>FY 12-13 Budget</u>	<u>FY 12-13 Estimate</u>	<u>Under/ (Over)</u>	<u>FY 13-14 Base</u>	<u>Supplemental FY 13-14</u>	<u>FY 13-14 Proposed</u>
Personnel	\$ 34,785,530	\$ 33,366,903	\$ 1,418,627	\$ 37,604,016	\$ 156,724	\$ 37,760,740
Supplies	3,813,925	3,919,525	(105,600)	3,345,042	177,640	3,522,682
Contractual	7,801,893	7,672,333	129,560	7,019,350	279,388	7,298,738
Capital Outlay	2,054,717	2,432,625	(377,908)	1,125,000	1,428,339	2,553,339
Transfers	2,391,002	4,015,310	(1,624,308)	2,102,233	-	2,102,233
Debt Service	75,179	75,179	-	75,179	-	75,179
Total	<u><u>\$ 50,922,246</u></u>	<u><u>\$ 51,481,875</u></u>	<u><u>\$ (559,629)</u></u>	<u><u>\$ 51,270,820</u></u>	<u><u>\$ 2,042,091</u></u>	<u><u>\$ 53,312,911</u></u>

FY 13-14 Supplemental Requests General Fund

Department/Division	Dept Rank	Supplemental Req. Title	Requested Amount ¹	FY 12-13 Purchase ²	CAO Adjustment ³	List "A" Included ⁴	Type
0001-1042 Mayor & Council	0	Elections	\$ 35,000	\$ -	\$ -	\$ 35,000	Non-discretionary Adjustment
0001-1042 Mayor & Council	1	Secretary/Record Technician	49,747	-	-	-	New Personnel
0001-1042 Mayor & Council	2	Office Computer	1,700	-	-	-	New Equipment
0001-1042 Mayor & Council Total			\$ 86,447	\$ -	\$ -	\$ 35,000	
0001-1070 Municipal Court	0	Secure Net, Inc. Maintenance Agreement	5,694	-	-	-	Non-discretionary Adjustment
0001-1070 Municipal Court	0	Maintenance on Audio & Video Equipment	720	-	5,694	-	Non-discretionary Adjustment
0001-1070 Municipal Court	0	Mccreary, Veselka, Bragg & Allen	100,000	-	720	-	Non-discretionary Adjustment
0001-1070 Municipal Court	0	Fuel For 2 Warrant/bailiff Officer Vehicle	3,500	-	-	100,000	Non-discretionary Adjustment
0001-1070 Municipal Court	1	Deputy Clerk I (Counter Clerk)	43,412	-	3,500	-	Non-discretionary Adjustment
0001-1070 Municipal Court	2	Overtime For State Wide Warrant Round-up	7,879	-	-	-	New Personnel
0001-1070 Municipal Court	3	Travel And Training Incode Training	4,875	-	-	7,879	Enhanced Program
0001-1070 Municipal Court	4	Electronic Ticket Writers	2,500	-	-	4,875	Enhanced Program
0001-1070 Municipal Court Total			\$ 168,580	\$ -	\$ 9,914	\$ 115,254	New Equipment
0001-1100 Finance	1	Additional C I P Oversight	17,201	-	-	-	Enhanced Program
0001-1100 Finance	2	Governmental Acct & Finance Report Training	3,500	-	-	17,201	New Travel & Training
0001-1100 Finance	3	Additional Incode Conference Attendee	1,200	-	-	1,200	New Travel & Training
0001-1100 Finance Total			\$ 21,901	\$ -	\$ -	\$ 21,901	
0001-1110 CDBG	1	CDBG Board Materials & Refreshments	600	-	-	-	Non-discretionary Adjustment
0001-1110 CDBG	1	CDBG Office Supplies	500	-	-	-	Non-discretionary Adjustment
0001-1110 CDBG Total			\$ 1,100	\$ -	\$ -	\$ -	
0001-1120 Purchasing	0	Increased Fuel Costs	500	-	500	-	Non-discretionary Adjustment
0001-1120 Purchasing	0	Vehicle Operations Maintenance	1,500	-	1,500	-	Non-discretionary Adjustment
0001-1120 Purchasing	1	Gasboy Fuel Management System	36,000	36,000	-	-	Replacement Equipment
0001-1120 Purchasing	2	Verizon Phone Service	600	-	-	600	New Equipment
0001-1120 Purchasing	3	Incode Training	1,200	-	-	1,200	New Travel & Training
0001-1120 Purchasing Total			\$ 39,800	\$ 36,000	\$ 2,000	\$ 1,800	
0001-1130 Information Technology	0	Cartegraph Program Software Renewal	8,000	-	-	-	Non-discretionary Adjustment
0001-1130 Information Technology	0	Microsoft Enterprise Agreement Contract Renewal	23,750	-	-	8,000	Non-discretionary Adjustment
0001-1130 Information Technology	0	Vipre Antivirus Software Annual Maintenance	3,300	-	-	23,750	Non-discretionary Adjustment
0001-1130 Information Technology	0	Siemens Software Maintenance Agreement	2,000	-	-	3,300	Non-discretionary Adjustment
0001-1130 Information Technology	0	Vmware Software Annual Maintenance	9,500	-	-	2,000	Non-discretionary Adjustment
0001-1130 Information Technology	0	Netmotion Software Annual Maintenance	6,200	-	-	9,500	Non-discretionary Adjustment
0001-1130 Information Technology	0	Cartegraph Software Annual Maintenance	8,400	-	-	6,200	Non-discretionary Adjustment
0001-1130 Information Technology	0	Consolidated Phone System Annual Maintenance	5,500	-	-	8,400	Non-discretionary Adjustment
0001-1130 Information Technology	0	Consolidated Metro E Service	5,000	-	-	5,500	Non-discretionary Adjustment
0001-1130 Information Technology	0	Veeam Software Annual Maintenance	3,500	-	-	5,000	Non-discretionary Adjustment
0001-1130 Information Technology	1	Network Services Supervisor	8,765	-	-	3,500	Non-discretionary Adjustment
0001-1130 Information Technology	2	I. T. S. P. - P C Support Specialist	61,232	-	-	-	New Personnel
0001-1130 Information Technology	3	I. T. S. P. - Server Replacement Program	20,000	-	-	-	New Personnel
0001-1130 Information Technology	4	I. T. S. P. - Switch Replacement Program	200,000	-	-	20,000	Enhanced Program
0001-1130 Information Technology	5	A P C Battery Replacement For Police Department	9,000	-	-	200,000	Enhanced Program
0001-1130 Information Technology	6	E R S I Small Municipal Government Ela	50,000	-	-	-	Replacement Equipment
0001-1130 Information Technology	7	Arcgis Online	14,000	-	-	-	Enhanced Program
0001-1130 Information Technology	8	Network Analyst Software Arcserver	10,000	-	-	-	New Program
0001-1130 Information Technology	9	Email Archival System	14,000	-	-	-	New Program

FY 13-14 Supplemental Requests General Fund

Department/Division	Dept Rank	Supplemental Req. Title	Requested Amount ¹	FY 12-13 Purchase ²	CAO Adjustment ³	List "A" Included ⁴	Type
0001-1130 Information Technology	10	I. T. S. P. - P C Replacement Program	100,000	-	-	-	Enhanced Program
0001-1130 Information Technology	11	Vmware Site Recovery Manager	5,000	-	-	-	Enhanced Program
0001-1130 Information Technology	12	Replacement Parts For Equipment Repair	1,500	-	-	-	Enhanced Program
0001-1130 Information Technology Total			\$ 568,647	\$ -	\$ -	\$ 295,150	
0001-1160 Human Resources	0	Civil Service Entry And Promotion Exams	10,000	-	-	10,000	Non-discretionary Adjustment
0001-1160 Human Resources	1	Part-time Salaries	37,458	-	-	37,458	Non-discretionary Adjustment
0001-1160 Human Resources	2	Desktop And Laptop Replacement	3,500	3,500	-	-	Replacement Equipment
0001-1160 Human Resources	3	Replacement Chairs	3,300	3,300	-	-	Replacement Equipment
0001-1160 Human Resources	4	Secretary I	41,037	-	-	-	New Personnel
0001-1160 Human Resources Total			\$ 95,295	\$ 6,800	\$ -	\$ 47,458	
0001-1202 Police Support Services	0	Handheld Radios	36,400	-	36,400	-	Non-discretionary Adjustment
0001-1202 Police Support Services	0	Ammunition Cost Adjustment	17,924	-	17,924	-	Non-discretionary Adjustment
0001-1202 Police Support Services	0	Rental Agreement With Bta	24,000	-	24,000	-	Non-discretionary Adjustment
0001-1202 Police Support Services	1	Replace Records Chairs	2,000	2,000	-	-	Replacement Equipment
0001-1202 Police Support Services	2	Bobcat Earth Moving Equipment	47,100	-	-	-	Replacement Equipment
0001-1202 Police Support Services Total			\$ 127,424	\$ 2,000	\$ 78,324	\$ -	
0001-1203 Police Patrol	0	Police Officer Equipment Package	54,053	-	-	54,053	Non-discretionary Adjustment
0001-1203 Police Patrol	1	Sergeant Position	10,660	-	-	10,660	New Personnel
0001-1203 Police Patrol	2	Equipment Installation Technician	59,325	-	-	-	New Personnel
0001-1203 Police Patrol	3	New Police Patrol Vehicle	29,351	-	-	29,351	New Equipment
0001-1203 Police Patrol	4	New Police Patrol Vehicle	29,351	-	-	29,351	New Equipment
0001-1203 Police Patrol	5	New Police Patrol Vehicle	29,351	-	-	29,351	New Equipment
0001-1203 Police Patrol	6	New Police Patrol Vehicle	29,351	-	-	29,351	New Equipment
0001-1203 Police Patrol	7	New Police Patrol Vehicle	29,351	-	-	29,351	New Equipment
0001-1203 Police Patrol	8	Police Vehicle Equipment Packages	450,675	-	-	450,675	New Equipment
0001-1203 Police Patrol	19	Fatal Crash Investigation Response Vehicle	39,540	-	-	-	New Equipment
0001-1203 Police Patrol Total			\$ 761,008	\$ -	\$ -	\$ 662,143	
0001-1204 Police Investigations	1	Narcotics Buy Money	20,000	-	-	20,000	Enhanced Program
0001-1204 Police Investigations Total			\$ 20,000	\$ -	\$ -	\$ 20,000	
0001-1206 Police Animal Services	0	Adjustment For Increase In Vaccination Cost	3,210	-	-	3,210	Non-discretionary Adjustment
0001-1206 Police Animal Services	0	Increase In Sterilization Program	63,394	-	-	63,394	Non-discretionary Adjustment
0001-1206 Police Animal Services	0	Copier / Printer Rental	5,391	-	-	5,391	Non-discretionary Adjustment
0001-1206 Police Animal Services	0	Replace Unserviceable Aco Equipment	900	900	-	-	Non-discretionary Adjustment
0001-1206 Police Animal Services	1	Full Time Kennel Technician	40,098	-	-	-	New Personnel
0001-1206 Police Animal Services	2	Add Cad Capability To Animal Control Vehicles	4,900	-	-	4,900	New Equipment
0001-1206 Police Animal Services	3	Replacement Of Surgical Equipment	1,500	-	-	1,500	New Program
0001-1206 Police Animal Services	4	Super Talon Animal Catcher	4,000	-	-	4,000	New Equipment
0001-1206 Police Animal Services Total			\$ 123,393	\$ 900	\$ -	\$ 82,395	
0001-1208 Traffic Services	1	Traffic Enforcement Vehicle	29,351	-	-	29,351	New Equipment
0001-1208 Traffic Services	2	Traffic Enforcement Vehicle	29,351	-	-	29,351	New Equipment
0001-1208 Traffic Services	3	Police Vehicle Equipment Packages	59,771	-	-	59,771	New Equipment
0001-1208 Traffic Services	4	Traffic Enforcement Vehicle	29,351	-	-	29,351	New Equipment
0001-1208 Traffic Services	5	Police Vehicle Equipment Package	30,366	-	-	-	New Equipment

FY 13-14 Supplemental Requests General Fund

Department/Division	Dept Rank	Supplemental Req. Title	Requested Amount ¹	FY 12-13 Purchase ²	CAO Adjustment ³	List "A" Included ⁴	Type
0001-1208 Traffic Services Total			\$ 178,190	\$ -	\$ -	\$ 147,824	
0001-1300 Fire	0	Vehicle Repairs – Increase	15,000	-	-	-	Non-discretionary Adjustment
0001-1300 Fire	0	Increase In Station Maintenance	14,000	-	-	-	Non-discretionary Adjustment
0001-1300 Fire	0	Color Copier Lease Agreement Increase	3,000	-	-	-	Non-discretionary Adjustment
0001-1300 Fire	0	Increase For Mobile Data Terminal Annual Agreement	20,000	-	-	-	Non-discretionary Adjustment
0001-1300 Fire	0	Additional Funding Replacement Ladder Truck (9709)	287,000	-	-	-	Replacement Equipment
0001-1300 Fire	1	Asset Manager	115,526	-	-	115,526	New Personnel
0001-1300 Fire	2	Apparatus Maintenance Technician	146,005	-	-	-	New Personnel
0001-1300 Fire	3	Increase In Training Budget	22,000	-	-	-	Enhanced Program
0001-1300 Fire	4	Haz Mat Equipment And Maintenance	16,000	-	-	-	Replacement Equipment
0001-1300 Fire	5	Certificate Pay	38,922	-	-	-	New Program
0001-1300 Fire	6	Twelve (12) New Firefighter Positions	608,182	-	-	-	New Personnel
0001-1300 Fire	7	Storage Facility At Station #1	40,000	-	-	-	Enhanced Program
0001-1300 Fire	8	Arson Training Supplies	5,000	-	-	-	Enhanced Program
0001-1300 Fire	9	Four (4) Rear Cargo Consoles- Deputy Fire Marshal	10,440	-	-	-	New Equipment
0001-1300 Fire	10	1 Ton Diesel	45,000	-	-	-	New Equipment
0001-1300 Fire	11	Natural Gas Conversion	14,000	-	-	-	Enhanced Program
0001-1300 Fire	12	Evacuation Boat	50,000	-	-	-	New Equipment
0001-1300 Fire	13	Opticom Traffic Signal Preemption System	75,000	-	-	-	Enhanced Program
0001-1300 Fire	14	Two (2) Fire Safety Inspectors	242,663	-	-	-	New Personnel
0001-1300 Fire	16	Aircraft Rescue Firefighting Training	35,000	-	-	-	New Travel & Training
0001-1300 Fire Total			\$ 1,802,738	\$ -	\$ -	\$ 115,526	
0001-1400 Parks	0	Park And Ride Lease	12,000	-	12,000	-	Non-discretionary Adjustment
0001-1400 Parks	0	Facility Dude Annual Fees	3,900	-	3,900	-	Non-discretionary Adjustment
0001-1400 Parks	0	Utility Fees For The Service Center	700	-	700	-	Non-discretionary Adjustment
0001-1400 Parks Total			\$ 16,600	\$ -	\$ 16,600	\$ -	
0001-1410 Recreation Center	0	Gymnasium Wood Floor	65,000	-	-	-	Replacement Equipment
0001-1410 Recreation Center	1	Coordinator - Guest Services/ Membership	57,654	-	-	-	New Personnel
0001-1410 Recreation Center	2	Additional Funds For Arts Grants Program	15,000	-	-	-	Enhanced Program
0001-1410 Recreation Center	3	Coordinator - Fitness	21,202	-	-	-	New Personnel
0001-1410 Recreation Center Total			\$ 158,856	\$ -	\$ -	\$ -	
0001-1440 Aquatic Center	1	Note & Float Lifejackets	7,600	-	-	7,600	New Equipment
0001-1440 Aquatic Center Total			\$ 7,600	\$ -	\$ -	\$ 7,600	
0001-1450 Parks Operations	0	Additional Equipment Repair Funding	10,800	-	10,800	-	Non-discretionary Adjustment
0001-1450 Parks Operations	0	Pond And Fountain Maintenance	9,600	-	-	-	Non-discretionary Adjustment
0001-1450 Parks Operations	0	Add. Utilities Funding For I-45 Retention Pond	110,900	-	-	-	Non-discretionary Adjustment
0001-1450 Parks Operations	0	Additional Contract Services Funding	120,000	-	120,000	-	Non-discretionary Adjustment
0001-1450 Parks Operations	1	Concrete Repairs At Heritage Place Park	10,000	10,000	-	-	Enhanced Program
0001-1450 Parks Operations	2	Parks Laborer	38,911	-	-	-	New Personnel
0001-1450 Parks Operations	4	Additional Vehicle Replacement Funding	20,010	-	-	-	Replacement Equipment
0001-1450 Parks Operations	5	Playground Replacement	200,000	-	-	200,000	Replacement Equipment
0001-1450 Parks Operations Total			\$ 520,221	\$ 10,000	\$ 130,800	\$ 200,000	
0001-1500 Community Development	0	On-line I. C. C. Code Books	3,000	-	-	3,000	Non-discretionary Adjustment
0001-1500 Community Development	1	New 1/2 Ton Ext. Cab Truck / Existing C E Officer	27,000	-	-	27,000	New Equipment
0001-1500 Community Development	4	Permit Technician - Plan Intake Coordinator	56,204	-	-	-	New Personnel

FY 13-14 Supplemental Requests General Fund

Department/Division	Dept Rank	Supplemental Req. Title	Requested Amount ¹	FY 12-13 Purchase ²	CAO Adjustment ³	List "A" Included ⁴	Type
0001-1500 Community Development	5	Code Enforcement Officer	99,984	-	-	-	New Personnel
0001-1500 Community Development	6	Building Inspector	84,080	-	-	-	New Personnel
0001-1500 Community Development	7	Assistant City Planner	78,179	-	-	-	New Personnel
0001-1500 Community Development Total			\$ 348,447	\$ -	\$ -	\$ 30,000	
0001-1530 Drainage Construction	0	Isolated Drainage Project Materials	100,000	-	-	100,000	Enhanced Program
0001-1530 Drainage Construction Total			\$ 100,000	\$ -	\$ -	\$ 100,000	
0001-1540 Streets	0	Adjustment / Additional Cost In Acct. # 7160	20,000	-	-	-	Non-discretionary Adjustment
0001-1540 Streets	0	Adjustment / Additional Cost In Acct. # 7254	30,000	-	-	-	Non-discretionary Adjustment
0001-1540 Streets	0	Adjustment / Additional Cost In Acct. # 8010	63,500	-	-	-	Non-discretionary Adjustment
0001-1540 Streets	0	Adjustment / Additional Cost In Acct. # 8060	40,000	-	-	-	Non-discretionary Adjustment
0001-1540 Streets	0	Trailering Equipment Haul Trailer Additional Funds	60,000	-	-	60,000	Replacement Equipment
0001-1540 Streets	2	New Chain Link Fence @ Stock Yard - Anderson Road	20,000	20,000	-	-	New Equipment
0001-1540 Streets	3	2000 Gallon Water Truck	40,000	40,000	-	-	New Equipment
0001-1540 Streets	4	Driver/ Light Equipment Operator	183,907	-	-	-	New Personnel
0001-1540 Streets	5	Driver/ Light Equipment Operator	183,907	-	-	-	New Personnel
0001-1540 Streets	6	Driver/ Light Equipment Operator	183,907	-	-	-	New Personnel
0001-1540 Streets	7	Laborer	40,601	-	-	-	New Personnel
0001-1540 Streets	8	Laborer	40,601	-	-	-	New Personnel
0001-1540 Streets	9	Heavy Equipment Operator	192,758	-	-	-	New Personnel
0001-1540 Streets	10	Hydroblasting Equipment For Stripping Removal	60,000	-	-	60,000	New Equipment
0001-1540 Streets Total			\$ 1,159,181	\$ 60,000	\$ -	\$ 120,000	
0001-1550 Signal Maintenance	0	Increase In Account # 8060	63,756	-	-	-	Non-discretionary Adjustment
0001-1550 Signal Maintenance	0	Increase In Account # 7020	32,386	-	-	-	Non-discretionary Adjustment
0001-1550 Signal Maintenance	1	Signal Head Spare Parts	48,016	-	-	-	Replacement Equipment
0001-1550 Signal Maintenance	2	Camera System Parts	16,000	-	-	16,000	Replacement Equipment
0001-1550 Signal Maintenance	3	Spare L. E. D. S.	12,733	-	-	12,733	New Equipment
0001-1550 Signal Maintenance Total			\$ 172,891	\$ -	\$ -	\$ 28,733	
0001-1570 Engineering	1	Temp Service Clerical Staffing	24,000	-	-	-	Enhanced Program
0001-1570 Engineering	2	Consultant Engineer Services For Traffic	70,000	-	-	-	New Program
0001-1570 Engineering	5	Multifunction Printer/ Copier/ Scanner	45,125	-	-	11,307	Replacement Equipment
0001-1570 Engineering Total			\$ 139,125	\$ -	\$ -	\$ 11,307	
Grand Total			\$ 6,617,444	\$ 115,700	\$ 237,638	\$ 2,042,091	

Definitions:

- Requested Amount** - The total cost of the project. Also, the cost that was requested through the supplemental request.
- FY 12-13 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 FY12-13 Purchase, CAO Adjustment, or List "A" (Included) columns, then the supplemental request was not approved for funding.

CITY OF CONROE
FY 2013-2014
0001-1020

BUDGET LINE ITEMS

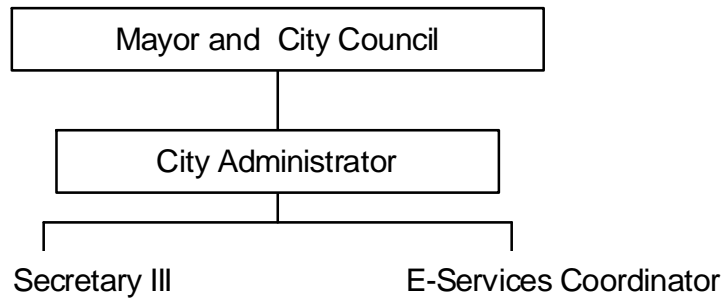
FUND: GENERAL FUND DEPARTMENT: REVENUES DIVISION: REVENUES							
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
4010 Current Taxes	\$8,972,317	\$9,806,586	\$9,806,586	\$10,590,924	\$0	\$0	\$10,590,924
4020 Delinquent Taxes	\$114,662	\$111,933	\$122,686	\$122,686	\$0	\$0	\$122,686
4030 Gross Receipts	\$4,837,834	\$5,126,152	\$5,174,019	\$5,143,819	\$0	\$0	\$5,143,819
4040 Sales Tax	\$24,492,375	\$23,590,403	\$25,869,197	\$26,495,273	\$0	\$0	\$26,495,273
4050 Hotel Occupancy Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4070 Mixed Beverage Tax	\$141,110	\$138,405	\$147,132	\$147,132	\$0	\$0	\$147,132
4080 P.I.L.O.T.	\$570,276	\$594,753	\$587,634	\$680,383	\$0	\$0	\$680,383
4510 Licenses	\$27,724	\$31,505	\$29,399	\$29,399	\$0	\$0	\$29,399
4520 Permits	\$1,267,109	\$1,120,146	\$1,337,982	\$1,187,982	\$0	\$0	\$1,187,982
4530 Miscellaneous	\$1,936	\$1,642	\$2,776	\$2,776	\$0	\$0	\$2,776
4532 Alarm Fees	\$84,605	\$82,700	\$100,612	\$100,612	\$0	\$0	\$100,612
4533 Excessive Alarms	\$33,350	\$30,086	\$36,850	\$36,850	\$0	\$0	\$36,850
4535 Wrecker Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5010 Refuse Collection	\$425,007	\$427,520	\$392,953	\$398,848	\$0	\$0	\$398,848
5020 Copies	\$18,102	\$17,583	\$18,729	\$17,792	\$0	\$0	\$17,792
5040 Planning and Zoning Fees	\$293,924	\$251,865	\$303,364	\$303,364	\$0	\$0	\$303,364
5150 Service Charges	\$15,569	\$20,001	\$27,704	\$27,704	\$0	\$0	\$27,704
5510 Traffic and Criminal Fines	\$2,554,618	\$2,330,477	\$2,233,845	\$2,233,845	\$0	\$0	\$2,233,845
5530 Traffic Camera Fines	\$926,078	\$1,085,238	\$946,836	\$880,424	\$0	\$0	\$880,424
6010 Interest	\$48,609	\$43,327	\$51,487	\$51,487	\$0	\$0	\$51,487
6015 Gains (Losses) on Investmt	(\$136,290)	\$0	\$0	\$0	\$0	\$0	\$0
6020 Penalty & Interest	\$80,053	\$75,945	\$71,181	\$71,181	\$0	\$0	\$71,181
6030 Lease Income	\$29,635	\$0	\$21,950	\$21,950	\$0	\$0	\$21,950
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	\$690,889	\$685,971	\$705,928	\$750,777	\$0	\$0	\$750,777
6051 Parks Programs	\$360,756	\$350,737	\$374,860	\$394,675	\$0	\$0	\$394,675
6052 Parks Donations	\$20,446	\$0	\$7,000	\$0	\$0	\$0	\$0
6053 Animal Shelter Fees	\$105,381	\$87,673	\$103,375	\$103,375	\$0	\$0	\$103,375
6054 Tree Mitigation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6060 Unanticipated Revenues	\$106,420	\$71,170	\$99,591	\$99,591	\$0	\$0	\$99,591
6070 Short & Over	\$807	\$0	\$0	\$0	\$0	\$0	\$0
6080 Donations	\$73,530	\$64,400	\$68,009	\$75,000	\$0	\$0	\$75,000
6100 Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6104 CDBG-OJCC	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6105 Seized Assets	\$126,867	\$0	\$73,537	\$0	\$0	\$0	\$0

CITY OF CONROE
FY 2013-2014
0001-1020

BUDGET LINE ITEMS

FUND: GENERAL FUND DEPARTMENT: REVENUES DIVISION: REVENUES							
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6106 Intergovernmental	\$1,264,536	\$1,137,185	\$1,644,118	\$1,593,687	\$0	\$0	\$1,593,687
6111 Proceeds for Capital Leases	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6530 Other Non-Operating Income	\$76,040	\$0	\$23,006	\$0	\$0	\$0	\$0
6550 Transfer In	\$1,720,132	\$1,268,098	\$1,268,098	\$0	\$0	\$0	\$0
REVENUES SUBTOTAL	\$49,369,919	\$48,551,501	\$51,650,444	\$51,561,536	\$0	\$0	\$51,561,536
TOTAL 0001-1020	\$49,369,919	\$48,551,501	\$51,650,444	\$51,561,536	\$0	\$0	\$51,561,536

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 2012-2013

- ✓ 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 12-13 Capital Improvement Plan (CIP)
- ✓ Oversaw preparation of FY 12-13 Annual Budget
- ✓ Continued improvement of City’s reserve funds

Goals & Objectives for FY 2013-2014

- ❑ 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 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 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERSONNEL SERVICES				
City Administrator	1	1	1	1
Secretary III	1	1	1	1
E-Services Coordinator	0	0	1	1
TOTAL PERSONNEL SERVICES	2	2	3	3

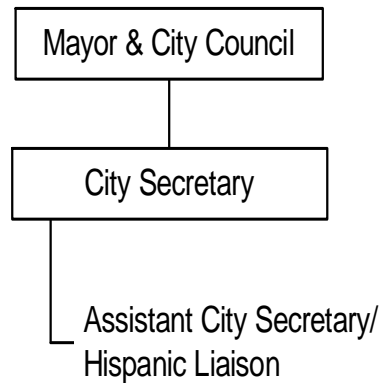
	<u>Actual 2010-2011</u>	<u>Actual 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>
PERFORMANCE MEASURES				
Conduct Bi-Monthly Management Team Meetings	22	22	21	20
Conduct weekly one-on-one Meetings with Directors	250	0	0	0
Conduct bi-weekly one-on-one Meeting with Directors	0	105	120	110
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 2013-2014
0001-1041

BUDGET LINE ITEMS

FUND: GENERAL FUND		DEPARTMENT: ADMINISTRATION		DIVISION: ADMINISTRATION			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$232,558	\$294,135	\$301,265	\$321,580	\$0	\$0	\$321,580
7012 Salaries - Part Time	\$684	\$353	\$521	\$353	\$0	\$0	\$353
7020 Overtime	\$95	\$0	\$120	\$0	\$0	\$0	\$0
7025 Social Security	\$13,484	\$26,073	\$19,320	\$28,820	\$0	\$0	\$28,820
7030 Retirement & Pension	\$39,419	\$50,028	\$49,702	\$53,921	\$0	\$0	\$53,921
7035 Workers Compensation	\$492	\$3,979	\$2,403	\$4,264	\$0	\$0	\$4,264
7040 Employee Insurance	\$17,727	\$25,200	\$25,762	\$25,740	\$0	\$0	\$25,740
PERSONNEL SERVICES SUBTOTAL	\$304,459	\$399,768	\$399,093	\$434,678	\$0	\$0	\$434,678
7110 Office Supplies	\$2,480	\$2,709	\$2,400	\$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	\$72	\$200	\$0	\$200	\$0	\$0	\$200
7200 Operating Supplies	\$5,710	\$5,000	\$6,500	\$5,000	\$0	\$0	\$5,000
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$8,262	\$7,909	\$8,900	\$7,909	\$0	\$0	\$7,909
8010 Utilities	\$1,871	\$2,000	\$1,050	\$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	\$8,537	\$8,050	\$7,200	\$8,050	\$0	\$0	\$8,050
8050 Travel & Training	\$17,551	\$18,146	\$14,000	\$18,146	\$0	\$0	\$18,146
8060 Contract Services	\$11,648	\$69,159	\$45,000	\$34,484	\$0	\$0	\$34,484
8070 Elections	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SUBTOTAL	\$39,607	\$97,355	\$67,250	\$62,680	\$0	\$0	\$62,680
9040 Furniture & Fixtures > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures < \$5,000	\$6,320	\$2,000	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment < \$5,000	\$684	\$3,000	\$2,775	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$7,004	\$5,000	\$2,775	\$0	\$0	\$0	\$0
TOTAL 0001-1041	\$359,332	\$510,032	\$478,018	\$505,267	\$0	\$0	\$505,267

Mayor and City Council



The Mayor and City Council Department provides 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 is responsible for conducting city elections and any additional actions necessary to finalize the process. In compliance with the Public Information Act, all open record requests are processed and tracked for completion according to compliance standards. This department also devotes a great deal of time participating in team building programs with the Administration and Management Team.

Mayor and City Council

Accomplishments for FY 2012-2013

- ✓ Purchased equipment from HART InterCivic to conduct in-house city election.
 - Provided election worker training
 - Successfully conducted 2012 General Election
 - Conducted Runoff
 - Conducted Recount
- ✓ Continued on-going assistance in records retention training/organizing with all departments.
- ✓ 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.
- ✓ Added all approved Ordinances and Resolutions to city common folder for employee convenience.
- ✓ Provided electronic retrieval of packets for department directors.
- ✓ Successfully responded to a large volume of open records requests.
- ✓ Provided IPADs and training to Mayor and Council for future agenda retrieval.

Goals & Objectives for FY 2013-2014

- ❑ Continue to search for user-friendly paperless agenda 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 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 Meetings.

City of Conroe General Fund

Mayor and City Council 0001-1042

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</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 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Minutes / Agendas / Packets	219	239	200	200
Open Records Requests	140	165	170	175
Liaison Telephone Contacts	2,000	1,250	1,000	750
Document Recording	35	30	35	40
Publications	89	93	95	100

CITY OF CONROE
FY 2013-2014
0001-1042

BUDGET LINE ITEMS

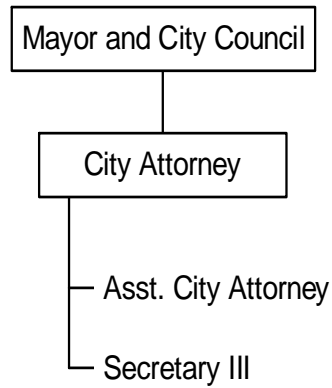
FUND: GENERAL FUND		DEPARTMENT: MAYOR AND COUNCIL		DIVISION: MAYOR AND COUNCIL			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$323,328	\$321,824	\$367,641	\$393,688	\$0	\$0	\$393,688
7012 Salaries - Part Time	\$9,735	\$193	\$2,250	\$193	\$0	\$0	\$193
7020 Overtime	\$4,874	\$1,750	\$1,750	\$1,750	\$0	\$0	\$1,750
7025 Social Security	\$19,654	\$29,463	\$25,434	\$31,868	\$0	\$0	\$31,868
7030 Retirement & Pension	\$30,528	\$31,927	\$33,563	\$32,456	\$0	\$0	\$32,456
7035 Workers Compensation	\$2	\$4,846	\$4,846	\$4,691	\$0	\$0	\$4,691
7040 Employee Insurance	\$17,506	\$18,163	\$17,884	\$17,160	\$0	\$0	\$17,160
PERSONNEL SERVICES SUBTOTAL	\$405,627	\$408,166	\$453,368	\$481,806	\$0	\$0	\$481,806
7110 Office Supplies	\$4,006	\$3,400	\$3,400	\$3,400	\$0	\$0	\$3,400
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
7200 Operating Supplies	\$2,731	\$4,768	\$4,768	\$4,768	\$0	\$0	\$4,768
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$6,737	\$8,168	\$8,168	\$8,168	\$0	\$0	\$8,168
8010 Utilities	\$2,103	\$800	\$1,700	\$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	\$33,227	\$32,192	\$32,192	\$32,192	\$0	\$0	\$32,192
8060 Contract Services	\$7,548	\$11,000	\$11,000	\$11,000	\$0	\$0	\$11,000
8070 Elections	\$44,855	\$16,340	\$16,340	\$16,340	\$0	\$35,000	\$51,340
CONTRACTUAL SUBTOTAL	\$87,733	\$60,332	\$61,232	\$60,332	\$0	\$35,000	\$95,332
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	\$6,178	\$13,610	\$12,075	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$1,368	\$7,296	\$7,296	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$7,546	\$20,906	\$19,371	\$0	\$0	\$0	\$0
TOTAL 0001-1042	\$507,643	\$497,572	\$542,139	\$550,306	\$0	\$35,000	\$585,306

CITY OF CONROE
FY 2013-2014
0001-1042

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
947	0	2014 Elections	Non-discretionary Adjustment	8070 ELECTIONS Request Total	\$35,000 \$35,000
1 Requests			Total for 0001-1042		\$35,000

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**

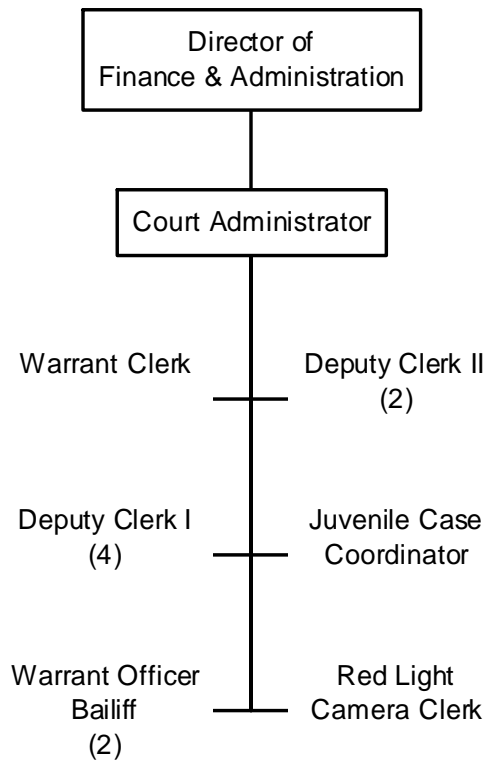
	<u>Actual</u> <u>2010-2011</u>	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Budgeted</u> <u>2013-2014</u>
PERSONNEL SERVICES				
City Attorney	1	1	1	1
Assistant City Attorney	1	1	1	1
Secretary III	1	1	1	1
TOTAL PERSONNEL SERVICES	3	3	3	3

CITY OF CONROE
FY 2013-2014
0001-1060

BUDGET LINE ITEMS

FUND: GENERAL FUND DEPARTMENT: LEGAL DIVISION: LEGAL							
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$292,675	\$305,365	\$295,146	\$315,777	\$0	\$0	\$315,777
7012 Salaries - Part Time	\$595	\$200	\$158	\$200	\$0	\$0	\$200
7020 Overtime	\$574	\$0	\$159	\$0	\$0	\$0	\$0
7025 Social Security	\$18,268	\$27,806	\$19,433	\$28,278	\$0	\$0	\$28,278
7030 Retirement & Pension	\$49,665	\$52,217	\$48,701	\$53,103	\$0	\$0	\$53,103
7035 Workers Compensation	\$480	\$4,598	\$3,002	\$4,184	\$0	\$0	\$4,184
7040 Employee Insurance	\$26,373	\$25,200	\$0	\$25,740	\$0	\$0	\$25,740
PERSONNEL SERVICES SUBTOTAL	\$388,630	\$415,386	\$366,599	\$427,282	\$0	\$0	\$427,282
7110 Office Supplies	\$3,145	\$3,200	\$1,050	\$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	\$54	\$500	\$150	\$500	\$0	\$0	\$500
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$3,199	\$4,000	\$1,200	\$4,000	\$0	\$0	\$4,000
8010 Utilities	\$691	\$1,100	\$500	\$1,100	\$0	\$0	\$1,100
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$38,478	\$95,000	\$36,200	\$95,000	\$0	\$0	\$95,000
8040 Leased Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$5,289	\$5,995	\$4,000	\$5,995	\$0	\$0	\$5,995
8060 Contract Services	\$25,636	\$23,439	\$8,245	\$23,439	\$0	\$0	\$23,439
CONTRACTUAL SUBTOTAL	\$70,094	\$125,534	\$48,945	\$125,534	\$0	\$0	\$125,534
9040 Furniture & Fixtures > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures < \$5,000	\$432	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$1,328	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$1,760	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL 0001-1060	\$463,683	\$544,920	\$416,744	\$556,816	\$0	\$0	\$556,816

Municipal Court



The Municipal 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 to 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.

Municipal Court

Accomplishments for FY 2012 - 2013

- ✓ Prepared and won the Traffic Safety Initiative Award for the State of Texas medium size courts for 2013. This has been won five 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 an on-line payment process through Incode for collection of money paid to the court by credit cards.
- ✓ Awarded the Excellence Award for Document Management from Tyler Technology for our Incode Software.
- ✓ Implemented Public Data for the Warrant/Bailiff Officers to assist in current location and jobs of defendants that are in warrants with the Conroe Municipal Court.
- ✓ Implemented a second Warrant Officer vehicle to serve warrants.

Goals & Objectives for FY 2013-2014

- ❑ Participate in the 2013 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 courts.
- ❑ Hire a fifth counter clerks to assist in accepting payments, signing defendants for driving safety, deferral, community service and assist as a third clerk for arraignments.
- ❑ Implement a second Jury Trial date to keep current on the cases that are requesting a jury trial. At the moment the court is running six months past case issuance date.

**City of Conroe
General Fund**

**Municipal Court
0001-1070**

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</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 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Number of Citations Issued	25,707	29,115	31,735	31,735
Number of Citations Processed	24,921	29,254	31,886	31,886
Number of Warrants Issued	11,955	9,054	9,868	9,868
Amount of Fines Collected	2,732,557	3,667,477	3,997,549	3,997,549
Amount of State Fees	806,446	1,207,343	1,211,378	1,211,378
Amount Retained by City	1,926,111	2,460,129	2,786,171	2,786,171

CITY OF CONROE
FY 2013-2014
0001-1070

BUDGET LINE ITEMS

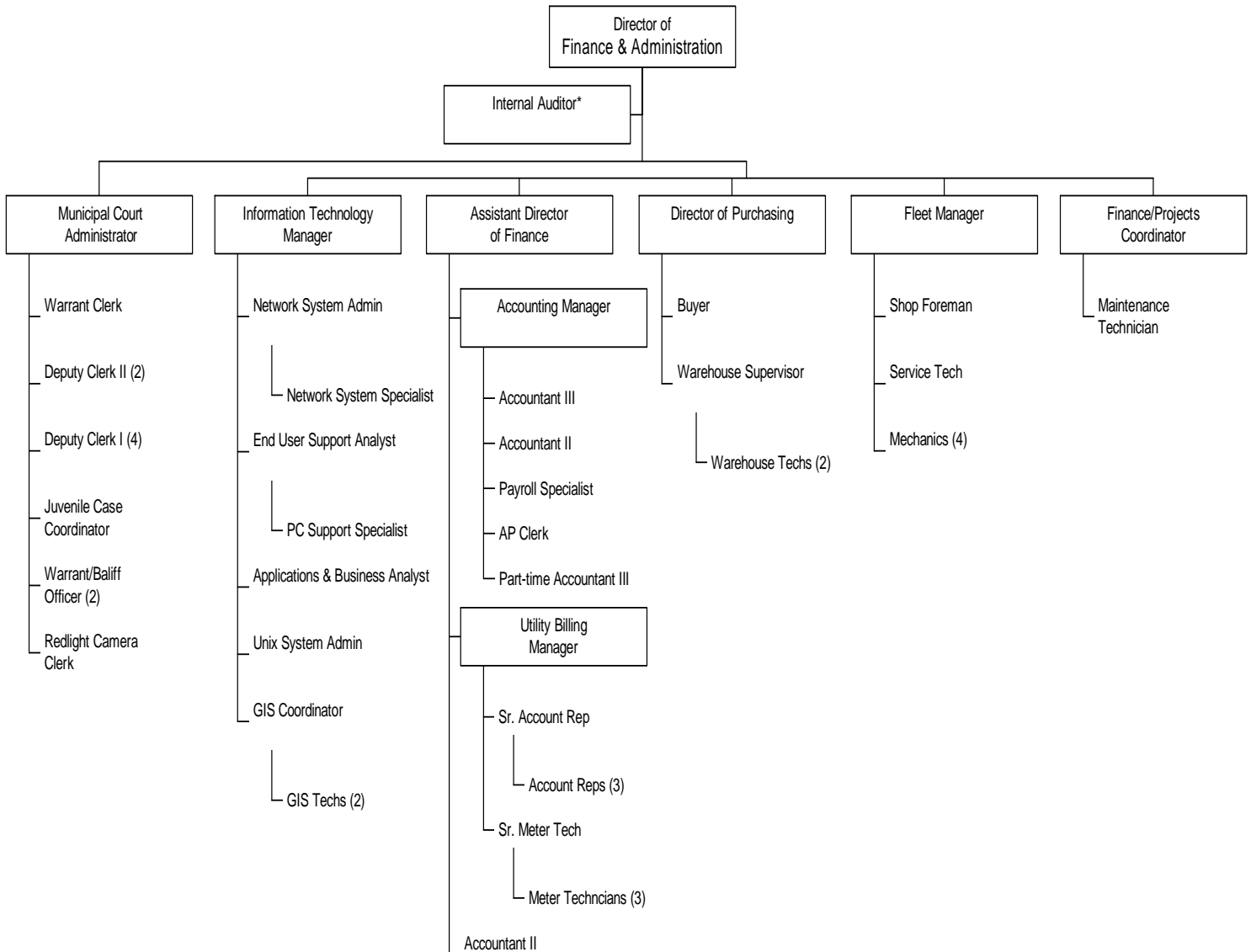
FUND: GENERAL FUND DEPARTMENT: MUNICIPAL COURT DIVISION: MUNICIPAL COURT							
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$417,589	\$413,488	\$417,589	\$425,050	\$0	\$0	\$425,050
7020 Overtime	\$12,137	\$27,370	\$29,500	\$27,370	\$0	\$6,385	\$33,755
7025 Social Security	\$31,881	\$40,026	\$40,026	\$40,694	\$0	\$479	\$41,173
7030 Retirement & Pension	\$64,974	\$67,221	\$67,221	\$68,398	\$0	\$1,015	\$69,413
7035 Workers Compensation	\$2,358	\$6,222	\$6,222	\$5,652	\$0	\$0	\$5,652
7040 Employee Insurance	\$78,796	\$76,054	\$76,054	\$77,220	\$0	\$0	\$77,220
PERSONNEL SERVICES SUBTOTAL	\$607,735	\$630,381	\$636,612	\$644,384	\$0	\$7,879	\$652,263
7110 Office Supplies	\$37,909	\$23,812	\$29,500	\$23,812	\$0	\$0	\$23,812
7130 Cleaning Supplies	\$0	\$500	\$750	\$500	\$0	\$0	\$500
7140 Wearing Apparel	\$611	\$1,400	\$1,400	\$1,400	\$0	\$0	\$1,400
7160 Vehicle Operations	\$2,690	\$0	\$3,000	\$0	\$3,500	\$0	\$3,500
7180 Equipment Repairs	\$0	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
7190 Radio Repairs	\$0	\$150	\$150	\$150	\$0	\$0	\$150
7200 Operating Supplies	\$5,505	\$4,887	\$4,887	\$4,887	\$0	\$0	\$4,887
7252 Improvements <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures<\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$2,500	\$2,500
SUPPLIES SUBTOTAL	\$46,715	\$31,749	\$40,687	\$31,749	\$3,500	\$2,500	\$37,749
8010 Utilities	\$772	\$4,263	\$4,263	\$4,263	\$0	\$0	\$4,263
8020 Insurance and Bonds	\$1,767	\$2,000	\$2,000	\$2,000	\$0	\$0	\$2,000
8030 Legal Services	\$3,966	\$5,600	\$5,600	\$5,600	\$0	\$0	\$5,600
8040 Leased Equipment	\$21,402	\$19,444	\$19,444	\$19,444	\$0	\$0	\$19,444
8050 Travel & Training	\$19,527	\$20,401	\$20,401	\$20,401	\$0	\$4,875	\$25,276
8060 Contract Services	\$263,975	\$148,886	\$148,886	\$134,386	\$6,414	\$100,000	\$240,800
CONTRACTUAL SUBTOTAL	\$311,409	\$200,594	\$200,594	\$186,094	\$6,414	\$104,875	\$297,383
9030 Improvements >\$5,000	\$0	\$79,434	\$82,000	\$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	\$2,070	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$18,000	\$18,000	\$128,200	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$81,817	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$30,000	\$30,000	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$101,887	\$127,434	\$240,200	\$0	\$0	\$0	\$0
TOTAL 0001-1070	\$1,067,746	\$990,158	\$1,118,093	\$862,227	\$9,914	\$115,254	\$987,395

CITY OF CONROE
FY 2013-2014
0001-1070

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
2292	0	Mccreary, Veselka, Bragg & Allen	Non-discretionary Adjustment	8060 CONTRACT SERVICES Request Total	\$100,000 \$100,000
1134	2	Overtime For State Wide Warrant Round-up	Enhanced Program	7020 OVERTIME 7025 SOCIAL SECURITY 7030 RETIREMENT & PENSION Request Total	\$6,385 \$479 \$1,015 \$7,879
809	3	Travel And Training Incode Training	Enhanced Program	8050 TRAVEL & TRAINING Request Total	\$4,875 \$4,875
1143	4	Electronic Ticket Writers	New Equipment	7254 Machinery & Equipment <\$5,000 Request Total	\$2,500 \$2,500
4 Requests			Total for 0001-1070		\$115,254

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 & Administration

Accomplishments for FY 2012-2013

- ✓ Earned the Distinguished Budget Presentation Award for the 2012-2013 fiscal year
- ✓ Earned the Certificate of Achievement for Excellence in Financial Reporting for the fiscal year 2011-2012 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 2013
- ✓ Completed year-end close and CAFR for the 6th time with in-house Accounting staff
- ✓ Completed various audits of processes and procedures for improving internal control
- ✓ Compiled and printed the 2012-2013 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
- ✓ Internal Auditor wrote lean management article for GFOA (Government Finance Review Magazine)

Goals & Objectives for FY 2013-2014

- ❑ Earn the Certificate of Achievement for Excellence in Financial Reporting for the 2012-2013 fiscal year Comprehensive Annual Financial Report (CAFR)
- ❑ Earn the Distinguished Budget Presentation Award for the 2013-2014 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 2014

City of Conroe General Fund

Finance & Administration 0001-1100

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</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	1,560
TOTAL PART TIME	999	999	999	1,560
	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</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/A2	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	9

CITY OF CONROE
FY 2013-2014
0001-1100

BUDGET LINE ITEMS

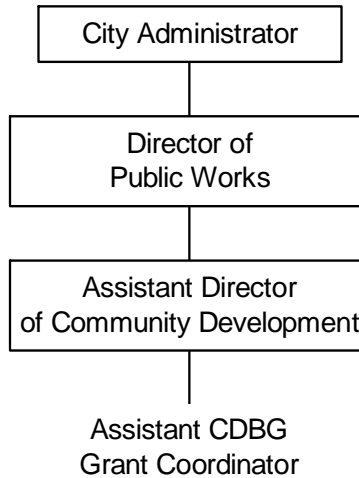
FUND: GENERAL FUND DEPARTMENT: FINANCE DIVISION: FINANCE							
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$713,426	\$740,393	\$748,793	\$729,706	\$0	\$0	\$729,706
7012 Salaries - Part Time	\$30,226	\$29,559	\$29,559	\$29,559	\$0	\$15,979	\$45,538
7020 Overtime	\$2,828	\$3,200	\$3,200	\$3,200	\$0	\$0	\$3,200
7025 Social Security	\$54,047	\$70,357	\$70,999	\$68,908	\$0	\$1,222	\$70,130
7030 Retirement & Pension	\$121,430	\$126,703	\$128,139	\$123,930	\$0	\$0	\$123,930
7035 Workers Compensation	\$1,207	\$11,586	\$11,586	\$10,152	\$0	\$0	\$10,152
7040 Employee Insurance	\$85,534	\$84,000	\$84,000	\$85,800	\$0	\$0	\$85,800
PERSONNEL SERVICES SUBTOTAL	\$1,008,698	\$1,065,798	\$1,076,276	\$1,051,255	\$0	\$17,201	\$1,068,456
7110 Office Supplies	\$24,714	\$22,045	\$21,000	\$22,035	\$0	\$0	\$22,035
7140 Wearing Apparel	\$722	\$0	\$0	\$0	\$0	\$0	\$0
7160 Vehicle Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$227	\$250	\$250	\$250	\$0	\$0	\$250
7200 Operating Supplies	\$4,751	\$1,560	\$1,560	\$2,060	\$0	\$0	\$2,060
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$30,414	\$23,855	\$22,810	\$24,345	\$0	\$0	\$24,345
8010 Utilities	\$2,973	\$3,745	\$3,445	\$3,262	\$0	\$0	\$3,262
8020 Insurance and Bonds	\$700	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$3,393	\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
8040 Leased Equipment	\$11,372	\$11,466	\$11,466	\$11,466	\$0	\$0	\$11,466
8050 Travel & Training	\$25,251	\$23,092	\$23,092	\$28,142	\$0	\$4,700	\$32,842
8060 Contract Services	\$265,985	\$265,702	\$265,702	\$232,645	\$0	\$0	\$232,645
CONTRACTUAL SUBTOTAL	\$309,674	\$307,005	\$306,705	\$278,515	\$0	\$4,700	\$283,215
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	\$5,263	\$0	\$1,347	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$5,263	\$0	\$1,347	\$0	\$0	\$0	\$0
TOTAL 0001-1100	\$1,354,049	\$1,396,658	\$1,407,138	\$1,354,115	\$0	\$21,901	\$1,376,016

CITY OF CONROE
FY 2013-2014
0001-1100

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
1999	1	Additional C I P Oversight	Enhanced Program	7012 SALARIES - PART TIME	\$15,979
				7025 SOCIAL SECURITY	\$1,222
				Request Total	\$17,201
2404	2	Governmental Acct & Finance Report Training	New Travel & Training	8050 TRAVEL & TRAINING	\$3,500
				Request Total	\$3,500
2389	3	Additional Incode Conference Attendee	New Travel & Training	8050 TRAVEL & TRAINING	\$1,200
				Request Total	\$1,200
3 Requests			Total for 0001-1100		\$21,901

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 2012-2013

- ✓ Reduced the 108 loan by making timely payments.
- ✓ Completed successful HUD field monitor visit.
- ✓ Completed reconstruction of two Community Development Block Grant houses.
- ✓ Completed the 2012 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 2 properties.
- ✓ Worked diligently with the Community Development Block Grant Board.
- ✓ Completed large Clean-Up Project in Housing Target Area.
- ✓ Successfully closed the CDBG-R Grant.

Goals & Objectives for FY 2013-2014

- ❑ Continue monitoring 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 2013 Annual Action Plan and submit it to the U.S. Department of Housing and Urban Development.
- ❑ Complete the 2012 Consolidated Annual Performance and Evaluation Report and submit it to the U. S. Department of Housing and Urban Development.
- ❑ Successfully complete HUD total monitoring visit.

**City of Conroe
General Fund**

**CDBG Administration
0001-1110**

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERSONNEL SERVICES				
Assistant Director of Community Development	1	1	1	1
Assistant Coordinator	1	1	1	1
TOTAL PERSONNEL SERVICES	2	2	2	2

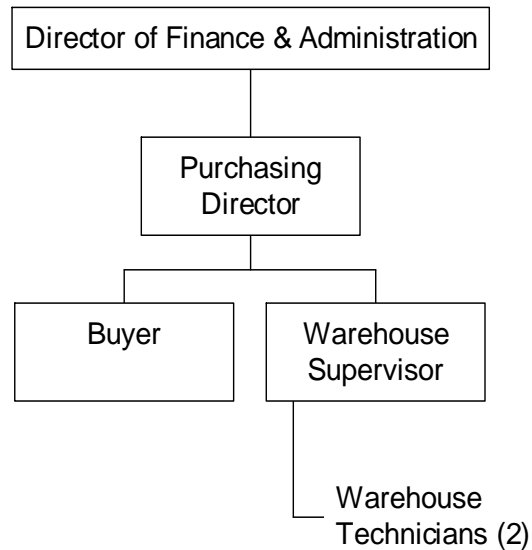
	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Number of Houses Reconstructed	3	2	3	3
Number of Youth and Adults Served	4	4	3	3
Number of Lots Cleaned	3	5	3	3

CITY OF CONROE
FY 2013-2014
0001-1110

BUDGET LINE ITEMS

FUND: GENERAL FUND		DEPARTMENT: CDBG ADMINISTRATION		DIVISION: CDBG ADMINISTRATION			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$133,926	\$142,511	\$142,511	\$147,088	\$0	\$0	\$147,088
7012 Salaries - Part Time	\$887	\$1,188	\$1,188	\$1,188	\$0	\$0	\$1,188
7020 Overtime	\$728	\$0	\$0	\$0	\$0	\$0	\$0
7025 Social Security	\$10,275	\$13,077	\$13,077	\$13,493	\$0	\$0	\$13,493
7030 Retirement & Pension	\$22,874	\$24,195	\$24,195	\$24,978	\$0	\$0	\$24,978
7035 Workers Compensation	\$226	\$2,162	\$2,162	\$1,996	\$0	\$0	\$1,996
7040 Employee Insurance	\$16,645	\$16,800	\$16,800	\$17,160	\$0	\$0	\$17,160
PERSONNEL SERVICES SUBTOTAL	\$185,561	\$199,933	\$199,933	\$205,903	\$0	\$0	\$205,903
7110 Office Supplies	\$3,196	\$4,200	\$4,200	\$4,200	\$0	\$0	\$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	\$385	\$1,050	\$1,050	\$1,050	\$0	\$0	\$1,050
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$3,581	\$5,250	\$5,250	\$5,250	\$0	\$0	\$5,250
8010 Utilities	\$759	\$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	\$1,319	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$12,305	\$12,886	\$12,886	\$12,886	\$0	\$0	\$12,886
8060 Contract Services	\$3,863	\$7,172	\$7,172	\$7,172	\$0	\$0	\$7,172
CONTRACTUAL SUBTOTAL	\$18,246	\$21,332	\$21,332	\$21,332	\$0	\$0	\$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	\$276	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$276	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL 0001-1110	\$207,664	\$226,515	\$226,515	\$232,485	\$0	\$0	\$232,485

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 2012-2013

- ✓ 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 1% 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 2013-2014

- ❑ 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 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>	<u>Budgeted 2013-2014</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 2010-2011</u>	<u>Estimated 2011-2012</u>	<u>Budgeted 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Number of purchase orders issued	1,600	1,400	1,300	1,200
Value of purchase orders issued	\$16,000,000	\$18,000,000	\$38,000,000	\$53,000,000
Number of bids solicited	70	50	65	45
Inventory value	\$671,000	\$760,000	\$643,000	\$1,870,000

CITY OF CONROE
FY 2013-2014
0001-1120

BUDGET LINE ITEMS

FUND: GENERAL FUND DEPARTMENT: WAREHOUSE-PURCHASING DIVISION: WAREHOUSE-PURCHASING							
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$268,751	\$282,959	\$272,957	\$285,743	\$0	\$0	\$285,743
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$733	\$3,200	\$1,106	\$3,200	\$0	\$0	\$3,200
7025 Social Security	\$20,114	\$26,040	\$20,035	\$26,294	\$0	\$0	\$26,294
7030 Retirement & Pension	\$45,703	\$48,779	\$45,144	\$49,255	\$0	\$0	\$49,255
7035 Workers Compensation	\$3,574	\$4,258	\$2,789	\$3,847	\$0	\$0	\$3,847
7040 Employee Insurance	\$43,172	\$42,000	\$43,213	\$42,900	\$0	\$0	\$42,900
PERSONNEL SERVICES SUBTOTAL	\$382,047	\$407,236	\$385,244	\$411,239	\$0	\$0	\$411,239
7110 Office Supplies	\$1,875	\$2,000	\$1,400	\$2,000	\$0	\$0	\$2,000
7140 Wearing Apparel	\$1,088	\$1,600	\$900	\$1,600	\$0	\$0	\$1,600
7160 Vehicle Operations	\$7,690	\$9,300	\$9,500	\$9,300	\$2,000	\$0	\$11,300
7170 Vehicle Repairs	\$47	\$2,555	\$2,000	\$2,555	\$0	\$0	\$2,555
7180 Equipment Repairs	\$746	\$550	\$300	\$550	\$0	\$0	\$550
7190 Radio Repairs	\$0	\$200	\$100	\$200	\$0	\$0	\$200
7200 Operating Supplies	\$6,249	\$6,700	\$4,800	\$6,700	\$0	\$0	\$6,700
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$17,695	\$22,905	\$19,000	\$22,905	\$2,000	\$0	\$24,905
8010 Utilities	\$1,742	\$2,300	\$1,600	\$2,300	\$0	\$600	\$2,900
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$1,430	\$1,500	\$800	\$1,500	\$0	\$0	\$1,500
8050 Travel & Training	\$6,946	\$8,180	\$7,100	\$8,180	\$0	\$1,200	\$9,380
8060 Contract Services	\$4,231	\$8,492	\$4,500	\$8,492	\$0	\$0	\$8,492
CONTRACTUAL SUBTOTAL	\$14,349	\$20,472	\$14,000	\$20,472	\$0	\$1,800	\$22,272
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	\$36,000	\$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	\$36,000	\$0	\$0	\$0	\$0
TOTAL 0001-1120	\$414,091	\$450,613	\$454,244	\$454,616	\$2,000	\$1,800	\$458,416

CITY OF CONROE

FY 2013-2014

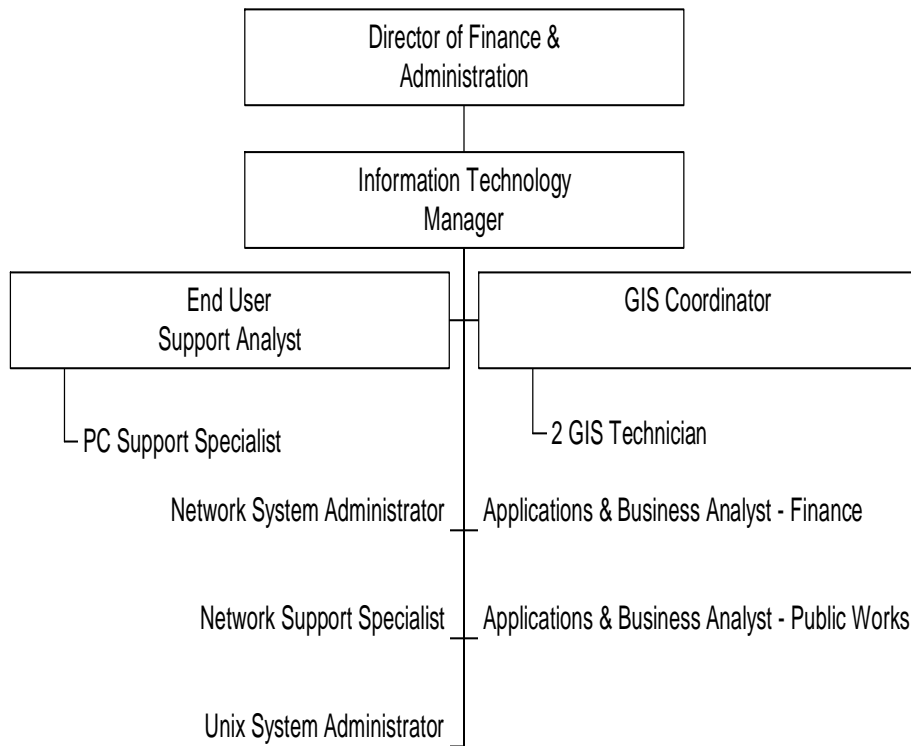
0001-1120

SUPPLEMENTAL REQUESTS WITH LINE ITEMS

(Active Only)

ID	Rank	Title	Type	Line Items	
2362	2	Verizon Phone Service	New Equipment	8010 UTILITIES	\$600
				Request Total	\$600
2025	3	Incode Training	New Travel & Training	8050 TRAVEL & TRAINING	\$1,200
				Request Total	\$1,200
2 Requests			Total for 0001-1120		\$1,800

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 2012-2013

- ✓ Completed Municipal Courts Online payment applications.
- ✓ Assisted Finance with the InCode Version 10 migration for Financials.
- ✓ Completed installation of Public Works and Police Department virtualization blade servers and additional storage.
- ✓ Completed installation of NetMotion software for Police Department for CJIS compliancy.
- ✓ Completed installation of Council Chamber technology upgrades.
- ✓ Completed update of IT/GIS 5-year Strategic Plan.
- ✓ Completed installation of Fortinet and Barracuda hardware.
- ✓ Completed transition of PEG responsibilities to the E-Services Coordinator.
- ✓ Assisted Public Works with Cartegraph installation for Engineering/Capital departments.
- ✓ Completed restructure of active directory for city wide file server rights city.
- ✓ Completed network upgrade for GCEDC and CVB facility.
- ✓ Assisted Fire with RFP, vendor selection and installation of MDT hardware for all Fire vehicles.
- ✓ Assisted multiple departments with expansion of facility security system.
- ✓ Assisted Municipal Courts with facility remodel.
- ✓ Completed Police department IP restructure for CJIS project.
- ✓ Assisted City staff with mobile device management. Ie: ipads, smartphones, etc.
- ✓ Updated GIS software to 10.0 and expanded GIS and Cartegraph interface.
- ✓ Improved information management for Plats and Easements.
- ✓ Assisted with GIS work for proposed annexations.
- ✓ Acquired 2012 color aerial photography through H-GAC.
- ✓ Enhanced multi-story/multi-unit/semi-permanent structure addressing.

Goals & Objectives for FY 2013-2014

- ❑ Manage the first year of the new IT/GIS Strategic Plan.
- ❑ Complete InCode Version 10 migration of Utility Billing and Municipal Courts.
- ❑ Implement the next phase of the CJIS Security Policy project.
- ❑ Incorporate street asset inventory provided by Public Works consultant.
- ❑ Enhance Fire MDT deployment.
- ❑ Update GIS web applications.

**City of Conroe
General Fund**

**Information Technology
0001-1130**

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERSONNEL SERVICES				
Information Technology Manager	1	1	1	1
Network System Administrator	1	1	1	1
Network Support Specialist	1	1	1	1
Unix System Administrator	1	1	1	1
Applications & Business Analyst	2	2	2	2
End User Support Analyst	1	1	1	1
PC Support Specialist	1	1	1	1
GIS Coordinator	0	1	1	1
GIS Technician	0	2	2	2
TOTAL PERSONNEL SERVICES	8	11	11	11

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Number of IT service calls	4,900	5300	6,000	7,000
Number of GIS service calls	0	500	660	700
Number of PC's	402	450	570	600

CITY OF CONROE
FY 2013-2014
0001-1130

BUDGET LINE ITEMS

FUND: GENERAL FUND		DEPARTMENT: INFORMATION TECHNOLOGY		DIVISION: INFORMATION TECHNOLOGY			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$684,517	\$710,524	\$710,000	\$723,111	\$0	\$0	\$723,111
7020 Overtime	\$1,883	\$2,100	\$5,000	\$2,100	\$0	\$0	\$2,100
7025 Social Security	\$50,805	\$64,849	\$53,000	\$65,994	\$0	\$0	\$65,994
7030 Retirement & Pension	\$116,505	\$120,792	\$120,000	\$122,944	\$0	\$0	\$122,944
7035 Workers Compensation	\$1,292	\$10,692	\$10,000	\$9,736	\$0	\$0	\$9,736
7040 Employee Insurance	\$93,173	\$92,400	\$96,000	\$94,380	\$0	\$0	\$94,380
PERSONNEL SERVICES SUBTOTAL	\$948,175	\$1,001,357	\$994,000	\$1,018,265	\$0	\$0	\$1,018,265
7110 Office Supplies	\$1,437	\$2,500	\$2,500	\$2,500	\$0	\$0	\$2,500
7140 Wearing Apparel	\$357	\$0	\$0	\$0	\$0	\$0	\$0
7160 Vehicle Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$1,384	\$1,500	\$1,500	\$1,500	\$0	\$0	\$1,500
7200 Operating Supplies	\$5,903	\$5,250	\$5,200	\$5,250	\$0	\$0	\$5,250
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$9,081	\$9,250	\$9,200	\$9,250	\$0	\$0	\$9,250
8010 Utilities	\$1,400	\$1,000	\$2,000	\$2,000	\$0	\$0	\$2,000
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$13,619	\$23,459	\$22,000	\$22,459	\$0	\$0	\$22,459
8060 Contract Services	\$447,068	\$661,674	\$650,000	\$628,452	\$0	\$75,150	\$703,602
CONTRACTUAL SUBTOTAL	\$462,087	\$686,133	\$674,000	\$652,911	\$0	\$75,150	\$728,061
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	\$59,219	\$0	\$0	\$0	\$0	\$220,000	\$220,000
9051 Machinery & Equipment <\$5,000	\$4,829	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$64,048	\$0	\$0	\$0	\$0	\$220,000	\$220,000
TOTAL 0001-1130	\$1,483,391	\$1,696,740	\$1,677,200	\$1,680,426	\$0	\$295,150	\$1,975,576

CITY OF CONROE
FY 2013-2014
0001-1130

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

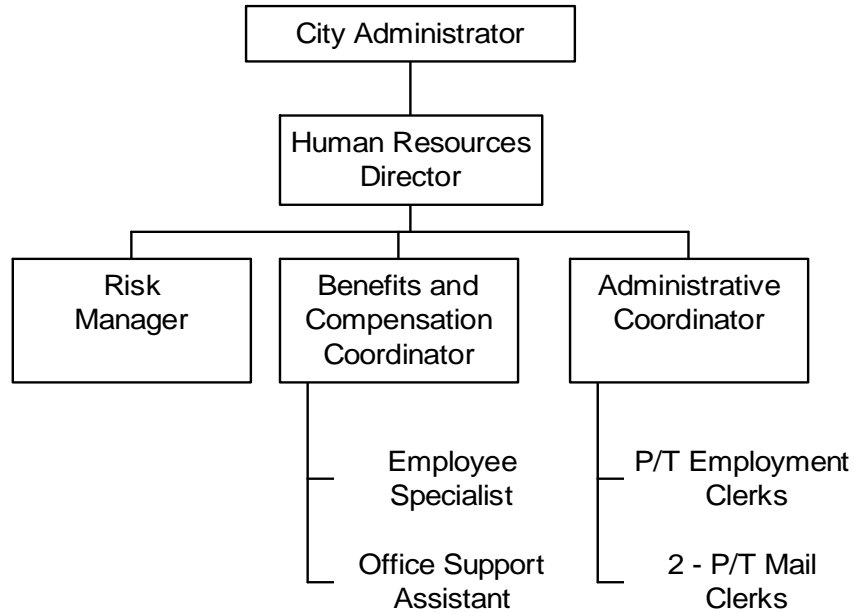
ID	Rank	Title	Type	Line Items	
1037	0	Microsoft Enterprise Agreement Contract Renewal	Non-discretionary Adjustment	8060 CONTRACT SERVICES Request Total	\$23,750 \$23,750
2009	0	Vipre Antivirus Software Annual Maintenance	Non-discretionary Adjustment	8060 CONTRACT SERVICES Request Total	\$3,300 \$3,300
2082	0	Siemens Software Maintenance Agreement	Non-discretionary Adjustment	8060 CONTRACT SERVICES Request Total	\$2,000 \$2,000
2366	0	Vmware Software Annual Maintenance	Non-discretionary Adjustment	8060 CONTRACT SERVICES Request Total	\$9,500 \$9,500
2367	0	Netmotion Software Annual Maintenance	Non-discretionary Adjustment	8060 CONTRACT SERVICES Request Total	\$6,200 \$6,200
2368	0	Cartegraph Software Annual Maintenance	Non-discretionary Adjustment	8060 CONTRACT SERVICES Request Total	\$8,400 \$8,400
2373	0	Consolidated Phone System Annual Maintenance	Non-discretionary Adjustment	8060 CONTRACT SERVICES Request Total	\$5,500 \$5,500
2486	0	Consolidated Metro E Service	Non-discretionary Adjustment	8060 CONTRACT SERVICES Request Total	\$5,000 \$5,000
2488	0	Veeam Software Annual Maintenance	Non-discretionary Adjustment	8060 CONTRACT SERVICES Request Total	\$3,500 \$3,500
2529	0	Cartegraph Program Software Renewal	Non-discretionary Adjustment	8060 CONTRACT SERVICES Request Total	\$8,000 \$8,000
1704	3	I. T. S. P. - Server Replacement Program	Enhanced Program	9050 MACHINERY & EQUIPMENT >\$5,000 Request Total	\$20,000 \$20,000
2510	4	I. T. S. P. - Switch Replacement Program	Enhanced Program	9050 MACHINERY & EQUIPMENT >\$5,000 Request Total	\$200,000 \$200,000

CITY OF CONROE
FY 2013-2014
0001-1130

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items
12 Requests		Total for 0001-1130		\$295,150

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.

Human Resources

Accomplishments for FY 2012-2013

- ✓ Completed the information accumulation process for the compensation and classification study
- ✓ Expanded the safety and evacuation plan development for all City facilities
- ✓ 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
- ✓ Ensured all Human Resources employees are adequately trained in their new positions
- ✓ Served as committee member of the Annual Picnic, Employee of the Year and Bright and Lean Programs
- ✓ Served as departmental chair for the Annual United Way Campaign

Goals & Objectives for FY 2013-2014

- ❑ Expand Texas Municipal League's online training program for employees who do not have consistent computer access
- ❑ Finalize implementation of a revised and updated Employee Handbook
- ❑ Finalize the development and preparation of supervisor manuals with current procedures
- ❑ Evaluate an improved performance appraisal system
- ❑ Increase training for employees and particularly supervisors
- ❑ Explore Digital Messaging System programs for city-wide use
- ❑ Begin audit process on job descriptions

City of Conroe General Fund

Human Resources 0001-1160

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</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	1	1	1	1
Office Support Assistant	1	1	1	1
Employee Specialist	0	0	0	1
Secretary I	0	0	0	0
TOTAL FULL TIME	5	5	5	6
P/T Clerk (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 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Applications Tracked & Received	1,560	2,195	2,000	2,000
Civil Service Exams	5	7	7	10
Civil Service Testing Candidates	298	470	600	900
Employee Hired & Processed	100	126	140	140
Retired Employees	10	8	10	10
Employees Terminated	111	131	25	25
Trainings Provided	28	23	25	25
Employees Trained	1,519	982	800	800

CITY OF CONROE
FY 2013-2014
0001-1160

BUDGET LINE ITEMS

FUND: GENERAL FUND DEPARTMENT: HUMAN RESOURCES DIVISION: HUMAN RESOURCES							
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$334,258	\$306,536	\$306,536	\$358,812	\$0	\$0	\$358,812
7012 Salaries - Part Time	\$43,276	\$33,567	\$33,500	\$33,567	\$0	\$36,700	\$70,267
7020 Overtime	\$1,141	\$1,100	\$1,100	\$1,100	\$0	\$0	\$1,100
7025 Social Security	\$28,076	\$31,049	\$31,049	\$35,331	\$0	\$717	\$36,048
7030 Retirement & Pension	\$57,247	\$51,801	\$51,801	\$59,984	\$0	\$0	\$59,984
7035 Workers Compensation	\$584	\$5,118	\$3,500	\$5,213	\$0	\$41	\$5,254
7040 Employee Insurance	\$41,098	\$42,909	\$42,909	\$51,480	\$0	\$0	\$51,480
7050 Physicals	\$34,897	\$55,370	\$49,965	\$55,370	\$0	\$0	\$55,370
PERSONNEL SERVICES SUBTOTAL	\$540,577	\$527,450	\$520,360	\$600,857	\$0	\$37,458	\$638,315
7110 Office Supplies	\$4,915	\$7,446	\$7,446	\$7,446	\$0	\$0	\$7,446
7140 Wearing Apparel	\$393	\$600	\$600	\$600	\$0	\$0	\$600
7160 Vehicle Operations	\$12	\$500	\$30	\$0	\$0	\$0	\$0
7170 Vehicle Repairs	\$0	\$450	\$0	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$95	\$500	\$0	\$500	\$0	\$0	\$500
7200 Operating Supplies	\$11,668	\$14,755	\$14,755	\$15,705	\$0	\$0	\$15,705
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$3,300	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$3,500	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$17,083	\$24,251	\$29,631	\$24,251	\$0	\$0	\$24,251
8010 Utilities	\$1,541	\$1,800	\$1,800	\$1,800	\$0	\$0	\$1,800
8020 Insurance and Bonds	\$62	\$75	\$70	\$75	\$0	\$0	\$75
8030 Legal Services	\$516	\$7,000	\$2,500	\$7,000	\$0	\$0	\$7,000
8040 Leased Equipment	\$12,647	\$12,500	\$12,500	\$12,500	\$0	\$0	\$12,500
8050 Travel & Training	\$12,205	\$9,810	\$10,000	\$9,810	\$0	\$0	\$9,810
8060 Contract Services	\$44,428	\$49,244	\$49,000	\$49,244	\$0	\$10,000	\$59,244
CONTRACTUAL SUBTOTAL	\$71,399	\$80,429	\$75,870	\$80,429	\$0	\$10,000	\$90,429
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$0	\$0	\$3,300	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$4,779	\$0	\$3,500	\$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	\$4,779	\$0	\$6,800	\$0	\$0	\$0	\$0
TOTAL 0001-1160	\$633,838	\$632,130	\$632,661	\$705,537	\$0	\$47,458	\$752,995

CITY OF CONROE

FY 2013-2014

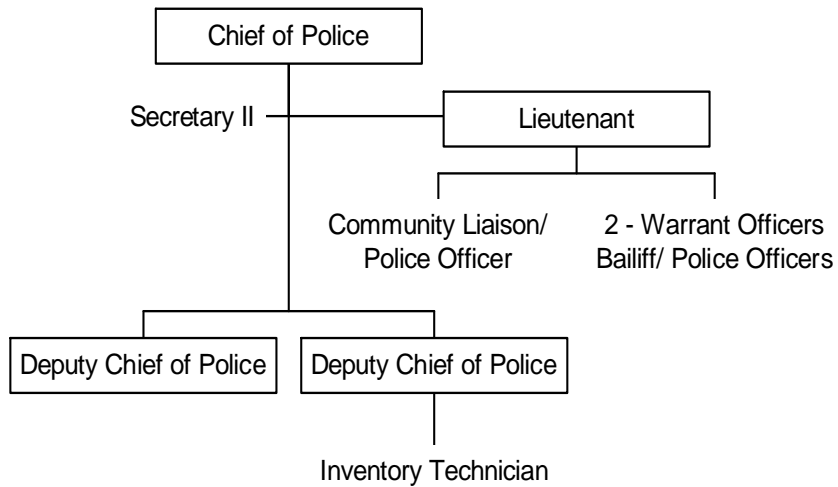
0001-1160

SUPPLEMENTAL REQUESTS WITH LINE ITEMS

(Active Only)

ID	Rank	Title	Type	Line Items	
1361	0	Civil Service Entry And Promotion Exams	Non-discretionary Adjustment	8060 CONTRACT SERVICES Request Total	\$10,000 \$10,000
2421	1	Part-time Salaries	Non-discretionary Adjustment	7012 SALARIES - PART TIME 7025 SOCIAL SECURITY 7035 WORKERS COMPENSATION Request Total	\$36,700 \$717 \$41 \$37,458
2 Requests			Total for 0001-1160		\$47,458

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.

Police Administration

Accomplishments for FY 2012-2013

- ✓ Improved Command Staff's abilities through increased education, leadership training and conferences. Graduated two staff members of our department from the FBI National Academy
- ✓ Graduated the third Basic Peace Officer Course from our academy.
- ✓ Reached full staffing level
- ✓ Improved the efficiency of the agency through a criminal analyst focusing on data collection and research
- ✓ Improved Command Staff's abilities through increased education, leadership training and conferences

Goals & Objectives for FY 2013-2014

- ❑ Maintain full staffing department wide
- ❑ Increase Command Staff's public interactions through forums, service organizations, speaking engagements, and other opportunities to meet with the public.
- ❑ Continue to operate a successful Basic Peace Officer Academy
- ❑ Re-organize department structure to streamline job duties and group similar performance goals.

City of Conroe General Fund

Police Administration 0001-1201

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERSONNEL SERVICES				
Police Chief	1	1	1	1
Deputy Chief	2	2	2	2
Lieutenant	0	0	0	1
Sergeant	1	0	0	0
Inventory Tech	1	1	1	1
Secretary II	1	1	1	1
Police Officer	0	0	1	3
TOTAL FULL TIME	6	5	6	9

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Community meetings held	3	3	4	6
Employee focus meetings held	3	3	5	5
Citizen Police Academy classes	3	3	3	3
Discipline Boards convened	2	3	4	4
Grants obtained	3	3	5	4

CITY OF CONROE
FY 2013-2014
0001-1201

BUDGET LINE ITEMS

FUND: GENERAL FUND		DEPARTMENT: POLICE ADMINISTRATION		DIVISION: POLICE ADMINISTRATION			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$402,486	\$503,824	\$458,352	\$729,947	\$0	\$0	\$729,947
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$103	\$7,000	\$134	\$32,240	\$0	\$0	\$32,240
7025 Social Security	\$29,635	\$45,145	\$32,609	\$68,883	\$0	\$0	\$68,883
7030 Retirement & Pension	\$68,345	\$86,651	\$75,628	\$128,393	\$0	\$0	\$128,393
7035 Workers Compensation	\$5,555	\$9,876	\$6,403	\$9,758	\$0	\$0	\$9,758
7040 Employee Insurance	\$43,521	\$58,800	\$43,654	\$77,220	\$0	\$0	\$77,220
PERSONNEL SERVICES SUBTOTAL	\$549,645	\$711,296	\$616,780	\$1,046,441	\$0	\$0	\$1,046,441
7110 Office Supplies	\$5,294	\$10,100	\$8,200	\$10,715	\$0	\$0	\$10,715
7130 Building Supplies	\$575	\$5,000	\$2,000	\$2,000	\$0	\$0	\$2,000
7140 Wearing Apparel	\$4,419	\$9,150	\$9,150	\$9,150	\$0	\$0	\$9,150
7160 Vehicle Operations	\$6,090	\$20,800	\$8,000	\$8,460	\$0	\$0	\$8,460
7170 Vehicle Repairs	\$0	\$2,000	\$0	\$2,000	\$0	\$0	\$2,000
7180 Equipment Repairs	\$196	\$4,547	\$1,500	\$4,547	\$0	\$0	\$4,547
7190 Radio Repairs	\$0	\$665	\$500	\$665	\$0	\$0	\$665
7200 Operating Supplies	\$31,790	\$31,400	\$42,412	\$23,400	\$0	\$0	\$23,400
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$8,000	\$0	\$0	\$8,000
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$48,364	\$83,662	\$71,762	\$68,937	\$0	\$0	\$68,937
8010 Utilities	\$139,116	\$186,036	\$186,036	\$186,036	\$0	\$0	\$186,036
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$665	\$665	\$665	\$0	\$0	\$665
8040 Leased Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$15,024	\$13,825	\$11,000	\$14,965	\$0	\$0	\$14,965
8060 Contract Services	\$38,481	\$16,136	\$30,861	\$36,088	\$0	\$0	\$36,088
CONTRACTUAL SUBTOTAL	\$192,621	\$216,662	\$228,562	\$237,754	\$0	\$0	\$237,754
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	\$1	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$26,233	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$18,989	\$5,200	\$5,200	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CITY OF CONROE
FY 2013-2014
0001-1201

BUDGET LINE ITEMS

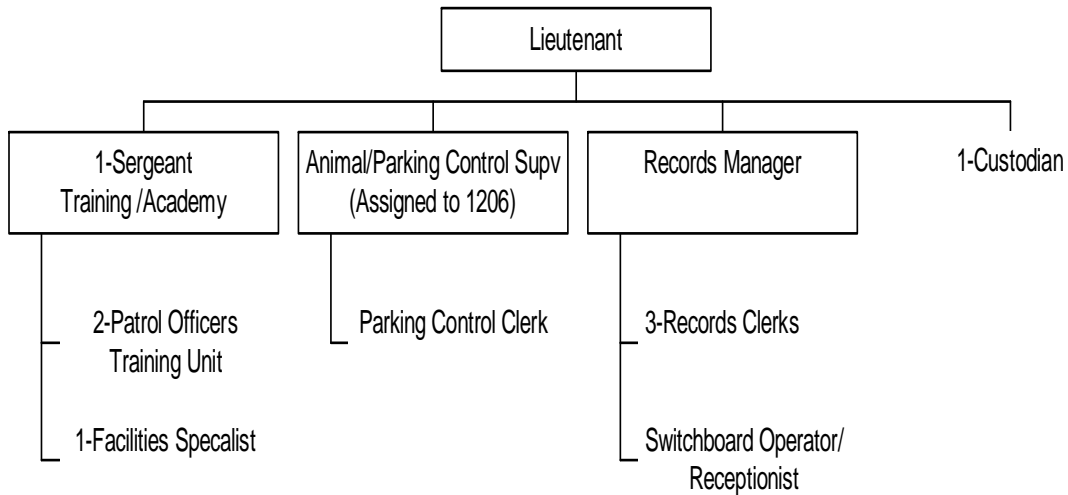
FUND: GENERAL FUND

DEPARTMENT: POLICE ADMINISTRATION

DIVISION: POLICE ADMINISTRATION

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$70,223	\$5,200	\$5,200	\$0	\$0	\$0	\$0
TOTAL 0001-1201	\$860,853	\$1,016,820	\$922,304	\$1,353,132	\$0	\$0	\$1,353,132

Police Support Services



The Police Support Services Division oversees the operation of the Firearms Training Facility, Police Academy, Records Section and Parking Control. This division handles Training for the department as well as outside agencies, and conducts the department's TCLEOSE chartered police academy. 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 2012-2013

- ✓ Continued state funded tobacco enforcement grant program.
- ✓ Ensured all communications personnel are Texas Law Enforcement Telecommunications System and Basic Telecommunicator certified.
- ✓ Improved exterior appearance of the Police / Municipal Court building with the cleaning, mulching, and pruning of facility landscaping.

Goals & Objectives for FY 2013-2014

- ❑ Continue to increase local in-service training for Police Officers. Bring training to our facility in order to maximize our training budget while reducing cost.
- ❑ Complete 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.
- ❑ Conduct a full Basic Peace Officer Course. Continue the trend of 100% pass rate on the TCLEOSE licensing exam.

City of Conroe
General Fund
Police Support Services
0001-1202

	<u>Actual</u> <u>2010-2011</u>	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Budgeted</u> <u>2013-2014</u>
PERSONNEL SERVICES				
0001-1202 Police Support Services				
Lieutenant	1	1	1	1
Sergeant	0	0	0	1
Patrol Officer	0	0	0	2
Facilities Specialist	0	0	0	1
Communications Supervisor	4	4	4	0
Communications Officer	16	16	16	0
Parking Patrol/Clerk	1	1	1	1
Records Manager/Police	1	1	1	1
Records Clerk	3	3	3	3
Custodian	1	1	1	1
Switchboard Operator/Receptionist	1	1	1	1
TOTAL FULL TIME	28	28	28	12
 P/T Communications Officer (Hours)	 1,800	 1,800	 1,800	 1,800
P/T Switchboard Operator (Hours)	400	400	200	400
P/T Custodian (Hours)	1,664	1,664	1,664	1,664
 TOTAL PART TIME HOURS	 3,864	 3,864	 3,664	 3,864
 PERFORMANCE MEASURES	 <u>Actual</u> <u>2010-2011</u>	 <u>Actual</u> <u>2011-2012</u>	 <u>Estimated</u> <u>2012-2013</u>	 <u>Budgeted</u> <u>2013-2014</u>
Parking Citations Issued	3,264	4,451	3,858	4,000
Vehicles Booted	0	12	10	10
Communications Calls	63,087	74,162	68,625	0
Communications Radio Entries	1,118,589	1,179,228	1,148,909	0
911 Calls	42,392	26,904	34,648	0
Open Records Requests	2,916	2,773	2,845	2,800
Accident Reports	1,933	2,138	2,036	2,050
Offense Reports	6,240	6,209	6,225	6,200
Arrest Reports	3,983	4,125	4,054	4,000
Receptionist Walk-ins	14,683	16,638	15,661	15,500
Receptionist Phone Calls	41,729	40,490	41,110	41,000

CITY OF CONROE
FY 2013-2014
0001-1202

BUDGET LINE ITEMS

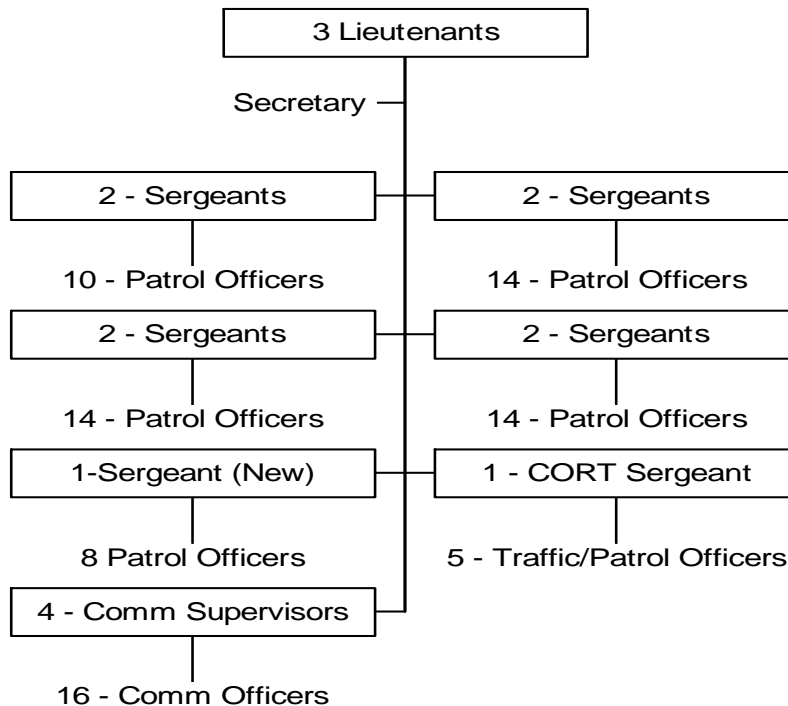
FUND: GENERAL FUND		DEPARTMENT: POLICE SUPPORT		DIVISION: POLICE SUPPORT			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$963,308	\$1,118,549	\$999,996	\$596,407	\$0	\$0	\$596,407
7012 Salaries - Part Time	\$24,041	\$63,058	\$20,364	\$63,058	\$0	\$0	\$63,058
7020 Overtime	\$40,300	\$28,584	\$35,328	\$49,824	\$0	\$0	\$49,824
7025 Social Security	\$76,090	\$110,127	\$76,422	\$64,545	\$0	\$0	\$64,545
7030 Retirement & Pension	\$170,580	\$195,000	\$169,679	\$109,818	\$0	\$0	\$109,818
7035 Workers Compensation	\$4,520	\$17,781	\$11,567	\$8,879	\$0	\$0	\$8,879
7040 Employee Insurance	\$199,494	\$235,200	\$196,423	\$102,960	\$0	\$0	\$102,960
PERSONNEL SERVICES SUBTOTAL	\$1,478,333	\$1,768,299	\$1,509,779	\$995,491	\$0	\$0	\$995,491
7110 Office Supplies	\$6,196	\$6,000	\$5,397	\$6,000	\$0	\$0	\$6,000
7130 Building Supplies	\$9,751	\$7,070	\$13,966	\$8,000	\$0	\$0	\$8,000
7140 Wearing Apparel	\$3,058	\$2,500	\$3,195	\$4,000	\$0	\$0	\$4,000
7160 Vehicle Operations	\$5,891	\$5,000	\$3,716	\$6,000	\$0	\$0	\$6,000
7170 Vehicle Repairs	\$835	\$1,000	\$0	\$1,000	\$0	\$0	\$1,000
7180 Equipment Repairs	\$4,877	\$1,811	\$3,763	\$2,000	\$0	\$0	\$2,000
7190 Radio Repairs	\$0	\$200	\$218	\$197	\$0	\$0	\$197
7200 Operating Supplies	\$5,041	\$14,424	\$3,135	\$14,400	\$17,924	\$0	\$32,324
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$2,000	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$36,400	\$0	\$36,400
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$35,649	\$38,005	\$35,391	\$41,597	\$54,324	\$0	\$95,921
8010 Utilities	\$983	\$940	\$1,239	\$10,000	\$0	\$0	\$10,000
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$3,081	\$3,500	\$5,518	\$11,000	\$0	\$0	\$11,000
8050 Travel & Training	\$211	\$2,041	\$1,762	\$68,600	\$0	\$0	\$68,600
8060 Contract Services	\$23,614	\$63,836	\$100,172	\$63,800	\$24,000	\$0	\$87,800
CONTRACTUAL SUBTOTAL	\$27,889	\$70,317	\$108,690	\$153,400	\$24,000	\$0	\$177,400
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	\$1,062	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$401,000	\$401,000	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$6,468	\$34,000	\$29,575	\$0	\$0	\$0	\$0

CITY OF CONROE
FY 2013-2014
0001-1202

BUDGET LINE ITEMS

FUND: GENERAL FUND		DEPARTMENT: POLICE SUPPORT		DIVISION: POLICE SUPPORT			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
9060 Vehicles >\$5,000	\$0	\$0	\$156,426	\$0	\$0	\$0	\$0
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$7,530	\$435,000	\$587,001	\$0	\$0	\$0	\$0
TOTAL 0001-1202	\$1,549,401	\$2,311,621	\$2,240,861	\$1,190,488	\$78,324	\$0	\$1,268,812

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. Communications supervisors and officers handle telecommunications for all emergency and non-emergency calls. 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 conducts criminal investigations in all fatality crashes within the city.

Police Patrol

Accomplishments for FY 2012-2013

- ✓ Initiated the operation of the Pearpoint Image Processing Systems License Plate Recognition System in a police vehicle.
- ✓ Currently fully staffed due to a 100% success rate of Academy Class 3.
- ✓ Implemented a replacement process for Taser equipment thus reducing repair costs, maintaining warranty, and replacing previous units with the newest technology that results in better functionality.

Goals & Objectives for FY 2013-2014

- ❑ Train and properly equip new Police Officers in preparation for the upcoming annexation to provide quality Police service to the new areas of the City.
- ❑ Update the Field Training Officer Program through acquisition and use of newly available software that will better equip the field training staff to complete documentation.
- ❑ Ensure that all Communications Officers and Supervisors receive Crisis Intervention Training to better equip them to adequately assist persons dealing with a mental health crisis.
- ❑ Acquire a vehicle for the use of CORT to respond to traffic related fatalities. This will be a response vehicle that will carry all equipment necessary for thorough investigation of such scenes.

City of Conroe General Fund

Police Patrol 0001-1203

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERSONNEL SERVICES				
Lieutenant	2	2	3	3
Sergeant	8	8	8	10
Communications Supervisor	0	0	0	4
Communications Officer	0	0	0	16
Patrol Officer	52	52	62	65
Secretary	1	1	1	1
TOTAL PERSONNEL SERVICES	63	63	74	99

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Calls for Service	62,541	64,870	70,456	74,000
Average Response Time	5:04	4:25	4:20	4:20
Average Overtime - Officer / Year	\$3,342	\$3,468	\$3,510	\$3,600
Traffic Enforcement	20,339	25,993	27,000	30,000
Arrests	3,934	4,322	4,456	4,600

CITY OF CONROE
FY 2013-2014
0001-1203

BUDGET LINE ITEMS

FUND: GENERAL FUND DEPARTMENT: POLICE PATROL DIVISION: POLICE PATROL							
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$3,695,546	\$3,673,924	\$4,110,254	\$5,246,409	\$0	\$8,513	\$5,254,922
7020 Overtime	\$208,099	\$210,625	\$293,379	\$240,865	\$0	\$0	\$240,865
7025 Social Security	\$290,835	\$350,230	\$320,426	\$499,342	\$0	\$652	\$499,994
7030 Retirement & Pension	\$664,793	\$655,836	\$724,728	\$934,497	\$0	\$1,456	\$935,953
7035 Workers Compensation	\$59,905	\$54,745	\$38,189	\$70,638	\$0	\$39	\$70,677
7040 Employee Insurance	\$567,233	\$529,200	\$632,779	\$849,420	\$0	\$0	\$849,420
PERSONNEL SERVICES SUBTOTAL	\$5,486,411	\$5,474,560	\$6,119,755	\$7,841,171	\$0	\$10,660	\$7,851,831
7110 Office Supplies	\$4,123	\$8,595	\$4,510	\$11,095	\$0	\$0	\$11,095
7130 Building Supplies	\$200	\$285	\$0	\$285	\$0	\$0	\$285
7140 Wearing Apparel	\$43,542	\$63,004	\$63,004	\$70,074	\$0	\$23,253	\$93,327
7160 Vehicle Operations	\$384,986	\$378,850	\$399,626	\$406,759	\$0	\$0	\$406,759
7170 Vehicle Repairs	\$27,469	\$30,870	\$22,020	\$33,470	\$0	\$0	\$33,470
7180 Equipment Repairs	\$3,557	\$2,375	\$2,375	\$3,575	\$0	\$0	\$3,575
7190 Radio Repairs	\$89	\$5,375	\$1,500	\$7,120	\$0	\$0	\$7,120
7200 Operating Supplies	\$41,312	\$65,800	\$64,764	\$77,300	\$0	\$0	\$77,300
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$30,800	\$30,800
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$505,278	\$555,154	\$557,799	\$609,678	\$0	\$54,053	\$663,731
8010 Utilities	\$134	\$900	\$0	\$2,456	\$0	\$0	\$2,456
8020 Insurance and Bonds	\$9,996	\$10,450	\$11,268	\$10,450	\$0	\$0	\$10,450
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$3,188	\$4,800	\$4,800	\$4,800	\$0	\$0	\$4,800
8050 Travel & Training	\$14,991	\$7,940	\$7,200	\$8,940	\$0	\$0	\$8,940
8060 Contract Services	\$33,539	\$2,523	\$700	\$2,523	\$0	\$14,325	\$16,848
CONTRACTUAL SUBTOTAL	\$61,848	\$26,613	\$23,968	\$29,169	\$0	\$14,325	\$43,494
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9031 Improvements <\$5,000	\$2,948	\$0	\$0	\$0	\$0	\$0	\$0
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furniture & Fixtures <\$5,000	\$547	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$24,260	\$0	\$0	\$0	\$0	\$436,350	\$436,350
9051 Machinery & Equipment <\$5,000	\$60,067	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$54,210	\$169,186	\$177,598	\$0	\$0	\$146,755	\$146,755
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CITY OF CONROE
FY 2013-2014
0001-1203

BUDGET LINE ITEMS

FUND: GENERAL FUND

DEPARTMENT: POLICE PATROL

DIVISION: POLICE PATROL

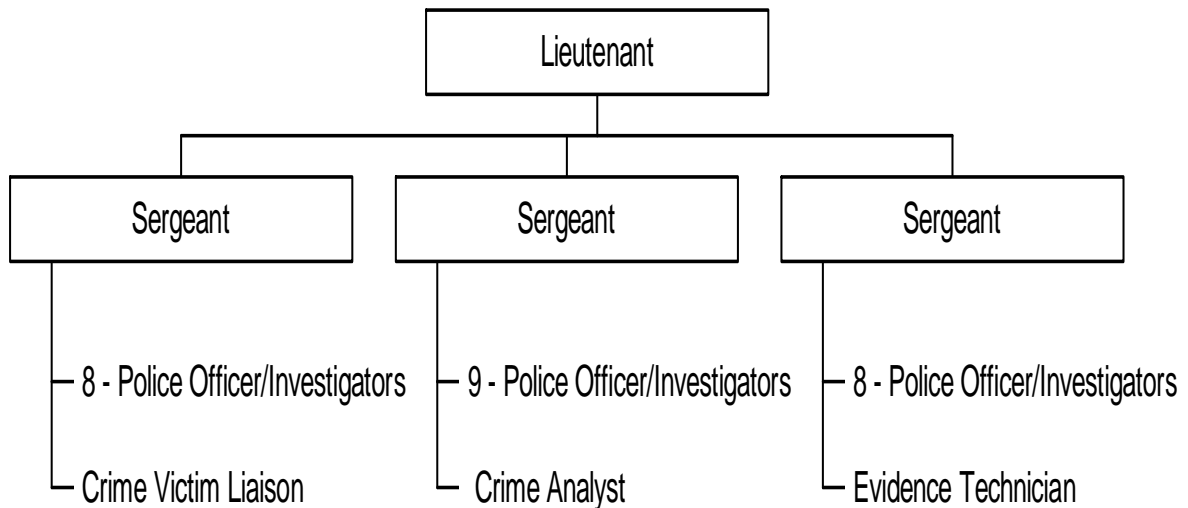
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
CAPITAL OUTLAY SUBTOTAL	\$142,032	\$169,186	\$177,598	\$0	\$0	\$583,105	\$583,105
TOTAL 0001-1203	\$6,195,569	\$6,225,513	\$6,879,120	\$8,480,018	\$0	\$662,143	\$9,142,161

CITY OF CONROE
FY 2013-2014
0001-1203

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
2443	0	Police Officer Equipment Package	Non-discretionary Adjustment	7140 WEARING APPAREL 7254 Machinery & Equipment <\$5,000 Request Total	\$23,253 \$30,800 \$54,053
2501	1	Sergeant Position	New Personnel	7010 SALARIES 7025 SOCIAL SECURITY 7030 RETIREMENT & PENSION 7035 WORKERS COMPENSATION 7040 EMPLOYEE INSURANCE Request Total	\$8,513 \$652 \$1,456 \$39 \$0 \$10,660
2420	3	New Police Patrol Vehicle	New Equipment	9060 VEHICLES >\$5,000 Request Total	\$29,351 \$29,351
2433	4	New Police Patrol Vehicle	New Equipment	9060 VEHICLES >\$5,000 Request Total	\$29,351 \$29,351
2434	5	New Police Patrol Vehicle	New Equipment	9060 VEHICLES >\$5,000 Request Total	\$29,351 \$29,351
2435	6	New Police Patrol Vehicle	New Equipment	9060 VEHICLES >\$5,000 Request Total	\$29,351 \$29,351
2436	7	New Police Patrol Vehicle	New Equipment	9060 VEHICLES >\$5,000 Request Total	\$29,351 \$29,351
2442	8	Police Vehicle Equipment Packages	New Equipment	8060 CONTRACT SERVICES 9050 MACHINERY & EQUIPMENT >\$5,000 Request Total	\$14,325 \$436,350 \$450,675
8 Requests			Total for 0001-1203		\$662,143

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 2012-2013

- ✓ Increased staffing to the current full strength level to ensure caseloads are efficiently assigned and thoroughly investigated.
- ✓ Reassigned the Secretary position to a full-time Crime Analyst to assist in investigations, patrol operations and crime prevention.
- ✓ Obtained new Cellebrite System to extract cell phone data for investigations.

Goals & Objectives for FY 2013-2014

- ❑ Increase staffing by adding one Criminal Investigator to accommodate the increased caseload that will be created by the upcoming annexations. An additional investigator will ensure caseloads are maintained at current levels to provide adequate customer service to the newly annexed citizens of Conroe.
- ❑ Obtain updated training for division supervisors to improve operations and case management.
- ❑ Obtain updated training for the Crime Analyst to improve effectiveness in analyzing information and presenting the results in a way that will assist in investigations.

**City of Conroe
General Fund**

**Police Investigative Services
0001-1204**

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERSONNEL SERVICES				
Lieutenant	1	1	1	1
Sergeant	2	3	3	3
Police Officer/Investigator	22	22	22	25
Secretary/CID	1	1	1	1
Victim Assistance Liaison	1	1	1	1
Evidence Specialist	1	1	1	1
TOTAL PERSONNEL SERVICES	28	29	29	32

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Total number of cases assigned	4,701	4,40	4,173	4,500
Total number of cases closed	1,720	1,362	1,264	1,500
Homicide cases assigned	4	2	3	5
Homicide cases closed	4	2	3	5
Assault cases assigned	483	394	300	500
Assault cases closed	267	198	148	250
Crime scenes processed	560	459	530	550

CITY OF CONROE
FY 2013-2014
0001-1204

BUDGET LINE ITEMS

FUND: GENERAL FUND

DEPARTMENT: POLICE INVESTIGATIVE SERVICES

DIVISION: INVESTIGATIVE SERVICES

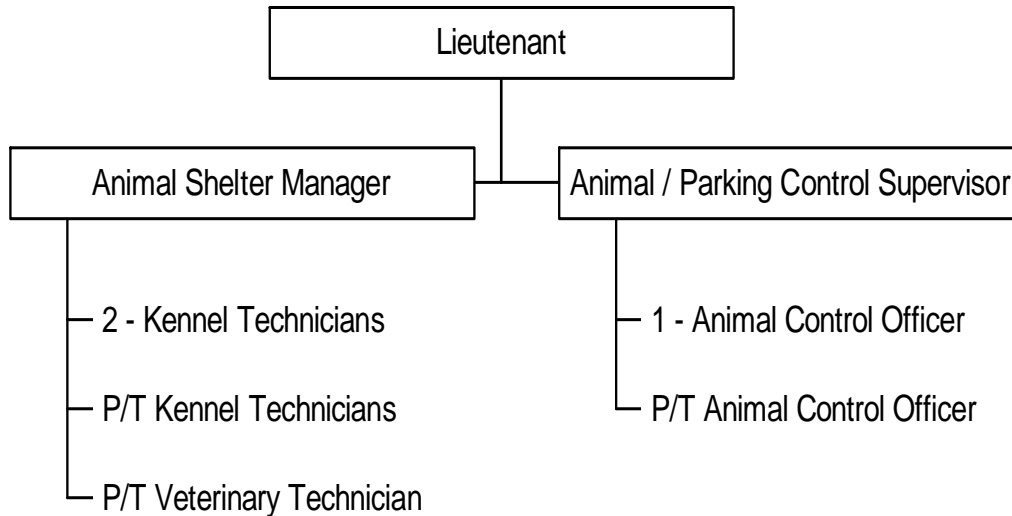
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$1,761,707	\$1,852,231	\$1,830,026	\$2,038,905	\$0	\$0	\$2,038,905
7020 Overtime	\$97,523	\$89,456	\$105,335	\$89,456	\$0	\$0	\$89,456
7025 Social Security	\$139,494	\$176,693	\$140,392	\$193,681	\$0	\$0	\$193,681
7030 Retirement & Pension	\$316,042	\$328,355	\$317,450	\$359,764	\$0	\$0	\$359,764
7035 Workers Compensation	\$29,185	\$27,872	\$17,974	\$27,452	\$0	\$0	\$27,452
7040 Employee Insurance	\$229,115	\$243,600	\$247,125	\$274,560	\$0	\$0	\$274,560
PERSONNEL SERVICES SUBTOTAL	\$2,573,066	\$2,718,207	\$2,658,302	\$2,983,818	\$0	\$0	\$2,983,818
7110 Office Supplies	\$7,330	\$10,840	\$7,500	\$9,700	\$0	\$0	\$9,700
7130 Building Supplies	\$461	\$500	\$500	\$500	\$0	\$0	\$500
7140 Wearing Apparel	\$7,219	\$14,836	\$8,000	\$10,602	\$0	\$0	\$10,602
7160 Vehicle Operations	\$73,029	\$88,853	\$73,000	\$88,853	\$0	\$0	\$88,853
7170 Vehicle Repairs	\$2,594	\$2,000	\$2,000	\$2,000	\$0	\$0	\$2,000
7180 Equipment Repairs	\$40	\$1,000	\$4,500	\$1,000	\$0	\$0	\$1,000
7190 Radio Repairs	\$0	\$500	\$500	\$500	\$0	\$0	\$500
7200 Operating Supplies	\$42,820	\$51,400	\$61,400	\$54,400	\$0	\$20,000	\$74,400
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$133,493	\$169,929	\$157,400	\$167,555	\$0	\$20,000	\$187,555
8010 Utilities	\$655	\$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	\$9,387	\$14,400	\$14,400	\$14,400	\$0	\$0	\$14,400
8050 Travel & Training	\$11,311	\$13,198	\$13,198	\$14,432	\$0	\$0	\$14,432
8060 Contract Services	\$15,168	\$6,965	\$23,515	\$8,105	\$0	\$0	\$8,105
CONTRACTUAL SUBTOTAL	\$36,521	\$35,363	\$51,913	\$37,737	\$0	\$0	\$37,737
9041 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$50,445	\$0	\$12,582	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$14,267	\$0	\$5,518	\$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	\$64,712	\$0	\$18,100	\$0	\$0	\$0	\$0
TOTAL 0001-1204	\$2,807,792	\$2,923,499	\$2,885,715	\$3,189,110	\$0	\$20,000	\$3,209,110

CITY OF CONROE
FY 2013-2014
0001-1204

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
2419	1	Narcotics Buy Money	Enhanced Program	7200 OPERATING SUPPLIES	\$20,000
				Request Total	\$20,000
1 Requests			Total for 0001-1204		\$20,000

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 2012-2013

- ✓ Designed and implemented 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.

Goals & Objectives for FY 2013-2014

- ❑ Design and provide organizational clothing for key volunteers.
- ❑ Increase the sterilization program to keep pace with the increase of adoptions. Add additional sterilization events.

City of Conroe
General Fund
Police Animal Services
0001-1206

	<u>Actual</u> <u>2010-2011</u>	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Budgeted</u> <u>2013-2014</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)	4,940	4,940	4,940	4,940
P/T Animal Control (Hours)	850	850	850	850
P/T Veterinary Technician (Hours)	0	720	960	960
TOTAL PART TIME HOURS	5,790	6,510	6,750	6,750
	<u>Actual</u> <u>2010-2011</u>	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Budgeted</u> <u>2013-2014</u>
PERFORMANCE MEASURES				
Cats from Public Surrender	973	1,130	1,052	900
Dogs from Public Surrender	915	1,117	1,016	900
Cats from Animal Control	680	534	509	600
Dogs from Animal Control	814	792	803	800
Total Animals Handled	6,578	3,573	3,380	3,200
Animal Control Citations Issued	171	161	166	160

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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 2013-2014
0001-1206

BUDGET LINE ITEMS

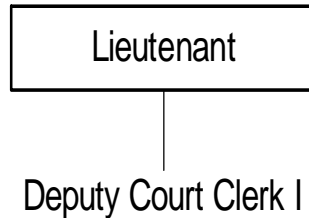
FUND: GENERAL FUND		DEPARTMENT: POLICE ANIMAL SERVICES		DIVISION: ANIMAL SERVICES			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$189,533	\$192,612	\$173,854	\$188,431	\$0	\$0	\$188,431
7012 Salaries - Part Time	\$33,648	\$34,150	\$42,708	\$34,150	\$0	\$0	\$34,150
7020 Overtime	\$10,773	\$4,000	\$7,298	\$4,000	\$0	\$0	\$4,000
7025 Social Security	\$17,730	\$20,822	\$16,270	\$20,619	\$0	\$0	\$20,619
7030 Retirement & Pension	\$34,113	\$33,303	\$29,778	\$32,485	\$0	\$0	\$32,485
7035 Workers Compensation	\$2,016	\$3,285	\$2,129	\$2,997	\$0	\$0	\$2,997
7040 Employee Insurance	\$35,649	\$42,000	\$42,780	\$42,900	\$0	\$0	\$42,900
PERSONNEL SERVICES SUBTOTAL	\$323,462	\$330,172	\$314,817	\$325,582	\$0	\$0	\$325,582
7110 Office Supplies	\$2,068	\$2,300	\$1,278	\$2,300	\$0	\$0	\$2,300
7130 Building Supplies	\$2,951	\$2,050	\$2,548	\$2,550	\$0	\$0	\$2,550
7140 Wearing Apparel	\$1,236	\$1,450	\$998	\$1,850	\$0	\$50	\$1,900
7160 Vehicle Operations	\$8,925	\$11,200	\$6,061	\$9,000	\$0	\$0	\$9,000
7170 Vehicle Repairs	\$0	\$1,000	\$0	\$1,000	\$0	\$0	\$1,000
7180 Equipment Repairs	\$2,210	\$700	\$2,084	\$2,000	\$0	\$0	\$2,000
7190 Radio Repairs	\$107	\$200	\$0	\$200	\$0	\$0	\$200
7200 Operating Supplies	\$45,722	\$25,000	\$80,504	\$25,000	\$0	\$55,504	\$80,504
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$900	\$0	\$0	\$9,200	\$9,200
SUPPLIES SUBTOTAL	\$63,219	\$43,900	\$94,372	\$43,900	\$0	\$64,754	\$108,654
8010 Utilities	\$25,068	\$21,000	\$14,142	\$21,000	\$0	\$0	\$21,000
8040 Leased Equipment	\$86	\$0	\$6,215	\$0	\$0	\$0	\$0
8050 Travel & Training	(\$225)	\$1,000	\$120	\$1,000	\$0	\$0	\$1,000
8060 Contract Services	\$29,670	\$27,610	\$37,119	\$27,610	\$0	\$17,641	\$45,251
CONTRACTUAL SUBTOTAL	\$54,599	\$49,610	\$57,596	\$49,610	\$0	\$17,641	\$67,251
9041 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$9,320	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$5,212	\$0	\$2,017	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$14,532	\$0	\$2,017	\$0	\$0	\$0	\$0
TOTAL 0001-1206	\$455,812	\$423,682	\$468,802	\$419,092	\$0	\$82,395	\$501,487

CITY OF CONROE
FY 2013-2014
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	\$3,210 \$3,210
2400	0	Increase In Sterilization Program	Non-discretionary Adjustment	7140 WEARING APPAREL 7200 OPERATING SUPPLIES 8060 CONTRACT SERVICES Request Total	\$50 \$52,294 \$11,050 \$63,394
2410	0	Copier / Printer Rental	Non-discretionary Adjustment	8060 CONTRACT SERVICES Request Total	\$5,391 \$5,391
2401	2	Add CAD Capability To Animal Control Vehicles	New Equipment	7254 Machinery & Equipment <\$5,000 8060 CONTRACT SERVICES Request Total	\$3,700 \$1,200 \$4,900
2466	3	Replacement Of Surgical Equipment	New Program	7254 Machinery & Equipment <\$5,000 Request Total	\$1,500 \$1,500
2477	4	Super Talon Animal Catcher	New Equipment	7254 Machinery & Equipment <\$5,000 Request Total	\$4,000 \$4,000
6 Requests			Total for 0001-1206		\$82,395

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 2012-2013

- ✓ Monitored the effectiveness of the Intersection Safety program and ensured that the goal to increase safety in the City of Conroe was priority.
- ✓ Continued to operate this program at a cost neutral level.
- ✓ 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 2013-2014

- ❑ 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 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERSONNEL SERVICES				
Deputy Court Clerk I	1	1	1	1
TOTAL FULLTIME PERSONNEL	1	1	1	1

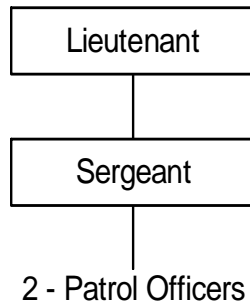
	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Number of Violations Issued	21,493	20,434	20,481	20,000
Number of Violations Paid	14,400	13,432	13,313	13,000
Percentage Collected	67%	66%	65%	65%

CITY OF CONROE
FY 2013-2014
0001-1207

BUDGET LINE ITEMS

FUND: GENERAL FUND		DEPARTMENT: RED LIGHT PROGRAM		DIVISION: RED LIGHT PROGRAM			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$25,263	\$30,220	\$24,967	\$26,829	\$0	\$0	\$26,829
7020 Overtime	\$4,399	\$25,001	\$7,882	\$25,001	\$0	\$0	\$25,001
7025 Social Security	\$2,030	\$5,025	\$2,214	\$4,716	\$0	\$0	\$4,716
7030 Retirement & Pension	\$5,051	\$9,443	\$5,400	\$8,863	\$0	\$0	\$8,863
7035 Workers Compensation	\$47	\$455	\$295	\$361	\$0	\$0	\$361
7040 Employee Insurance	\$7,356	\$8,400	\$8,992	\$8,580	\$0	\$0	\$8,580
PERSONNEL SERVICES SUBTOTAL	\$44,146	\$78,544	\$49,750	\$74,350	\$0	\$0	\$74,350
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
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$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	\$349	\$3,300	\$3,300	\$1,500	\$0	\$0	\$1,500
8060 Contract Services	\$866,803	\$863,129	\$869,528	\$757,293	\$0	\$0	\$757,293
CONTRACTUAL SUBTOTAL	\$867,152	\$866,429	\$872,828	\$758,793	\$0	\$0	\$758,793
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	\$911,298	\$944,973	\$922,578	\$833,143	\$0	\$0	\$833,143

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 2012-2013

- ✓ 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 2013-2014

- ❑ 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 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERSONNEL SERVICES				
Patrol Officer	2	2	2	2
TOTAL FULLTIME PERSONNEL	2	2	2	2

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Number of citations issued	2,814	2,894	2,955	2,978
Number of violations charged	3,590	3,311	3,300	3,412

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

CITY OF CONROE
FY 2013-2014
0001-1208

BUDGET LINE ITEMS

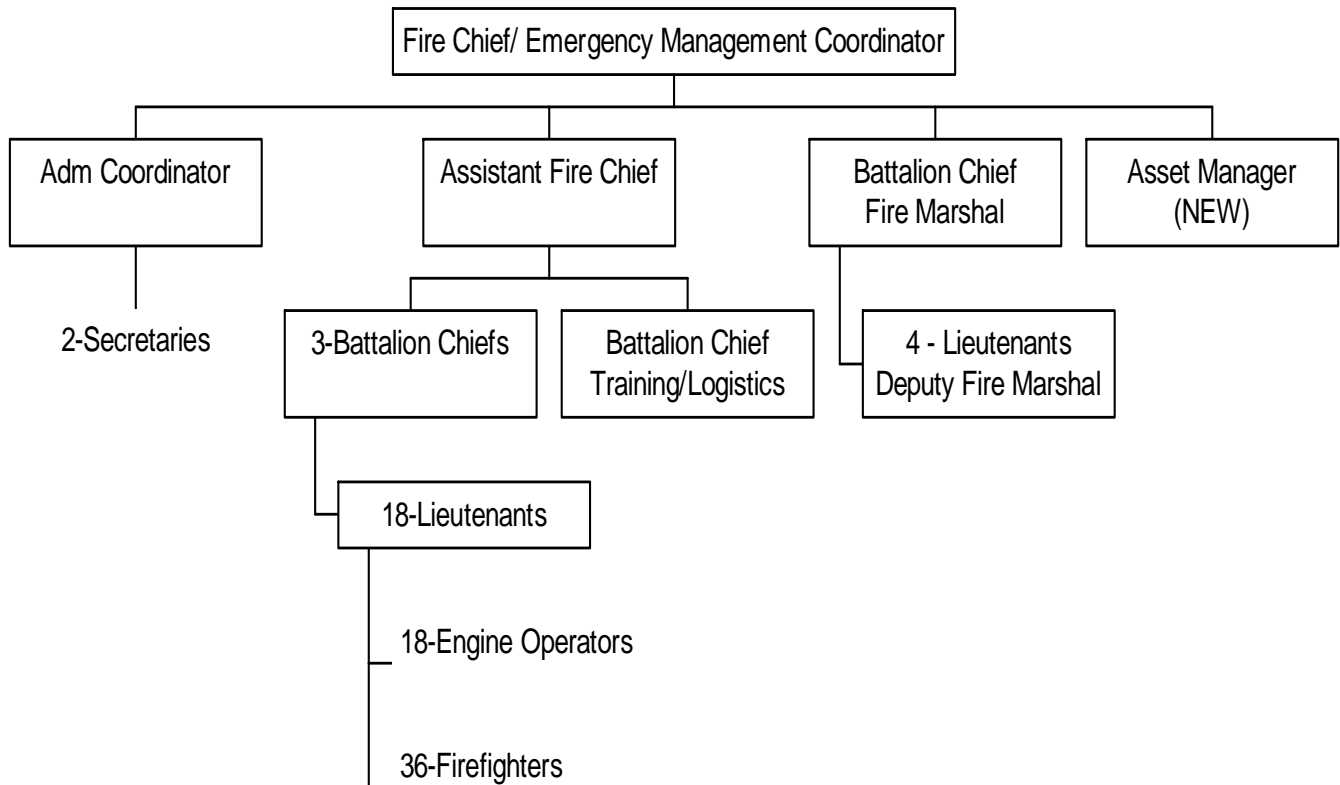
FUND: GENERAL FUND		DEPARTMENT: TRAFFIC SERVICES		DIVISION: TRAFFIC SERVICES			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$97,030	\$101,590	\$99,688	\$107,624	\$0	\$0	\$107,624
7020 Overtime	\$2,668	\$6,000	\$8,546	\$6,000	\$0	\$0	\$6,000
7025 Social Security	\$7,561	\$9,704	\$7,896	\$10,340	\$0	\$0	\$10,340
7030 Retirement & Pension	\$16,909	\$18,387	\$17,810	\$19,430	\$0	\$0	\$19,430
7035 Workers Compensation	\$1,701	\$1,529	\$1,013	\$1,449	\$0	\$0	\$1,449
7040 Employee Insurance	\$16,513	\$16,800	\$17,231	\$17,160	\$0	\$0	\$17,160
PERSONNEL SERVICES SUBTOTAL	\$142,382	\$154,010	\$152,184	\$162,003	\$0	\$0	\$162,003
7110 Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7140 Wearing Apparel	\$1,021	\$3,500	\$3,500	\$3,240	\$0	\$0	\$3,240
7160 Vehicle Operations	\$14,371	\$14,004	\$8,650	\$14,004	\$0	\$0	\$14,004
7170 Vehicle Repairs	\$11,139	\$2,740	\$3,912	\$4,000	\$0	\$0	\$4,000
7180 Equipment Repairs	\$0	\$800	\$800	\$800	\$0	\$0	\$800
7190 Radio Repairs	\$0	\$500	\$500	\$500	\$0	\$0	\$500
7200 Operating Supplies	\$931	\$2,500	\$2,500	\$2,000	\$0	\$0	\$2,000
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$27,462	\$24,044	\$19,862	\$24,544	\$0	\$0	\$24,544
8010 Utilities	\$139	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$1,495	\$4,300	\$4,300	\$3,800	\$0	\$0	\$3,800
8060 Contract Services	\$0	\$0	\$0	\$0	\$0	\$1,590	\$1,590
CONTRACTUAL SUBTOTAL	\$1,634	\$4,300	\$4,300	\$3,800	\$0	\$1,590	\$5,390
9050 Machinery & Equipment >\$5,000	\$0	\$20,937	\$19,442	\$0	\$0	\$58,181	\$58,181
9051 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$88,053	\$88,053
9061 Vehicles < \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$0	\$20,937	\$19,442	\$0	\$0	\$146,234	\$146,234
TOTAL 0001-1208	\$171,478	\$203,291	\$195,788	\$190,347	\$0	\$147,824	\$338,171

CITY OF CONROE
FY 2013-2014
0001-1208

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
2492	1	Traffic Enforcement Vehicle	New Equipment	9060 VEHICLES >\$5,000	\$29,351
				Request Total	\$29,351
2493	2	Traffic Enforcement Vehicle	New Equipment	9060 VEHICLES >\$5,000	\$29,351
				Request Total	\$29,351
2494	3	Police Vehicle Equipment Packages	New Equipment	8060 CONTRACT SERVICES	\$1,590
				9050 MACHINERY & EQUIPMENT >\$5,000	\$58,181
				Request Total	\$59,771
2502	4	Traffic Enforcement Vehicle	New Equipment	9060 Vehicles >\$5,000	\$29,351
				Request Total	\$29,351
4 Requests			Total for 0001-1208		\$147,824

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 2012 - 2013

- ✓ Made changes in our internal accounts payable system that reduces paper usage by greater than 50%.
- ✓ Due to the extreme drought of 2011, the department added a second Brush Truck and upgraded the current brush truck to improve response times to wildfires and off-road capabilities
- ✓ Reviewed, updated, and created several departmental policies.
- ✓ Successfully adopted the 2009 International Fire and Building Codes that that went into effect on January 1, 2013.
- ✓ Successful installation and implementation of Mobile Data Terminals within the Fire Department, allowing for improved mapping and information sharing.
- ✓ Department built skills props for training that were effectively designed and built by department personnel, thus creating a cost savings within the training budget.

Goals & Objectives for FY 2013 - 2014

- ❑ 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 5 – 20 years.
- ❑ Continue improving the knowledge, skills, and abilities of all personnel with the Fire Department to reduce risks and improve the efficiency of our service.
- ❑ Begin working towards meeting or exceeding the “Best Practices Recognition Program” created by the Texas Fire Chiefs Association. This is expected to be a 2 – 3 year project.
- ❑ Continue to work on finding new and efficient methods of administering the overall management of the Fire Department.
- ❑ Plan and prepare for the expected growth from the 2015 annexation of the Hwy 105 West area.

City of Conroe General Fund

Fire 0001-1300

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</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	18	18	18
Firefighter	54	36	36	36
Administrative Coordinator	1	1	1	1
Code Enforcement Officer	2	0	0	0
Secretary 2		2	2	2
Asset Manager	0	0	0	1
TOTAL PERSONNEL SERVICES	88	86	86	87

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Total Calls for Fire Service	6,342	6,420	6,500	6,500
Number of Fires	374	202	250	250
Fires Investigated	59	43	46	46
Arson Cases	9	11	10	10
Commercial Plans Reviewed	632	420	500	500
Businesses Inspected	2,125	1,834	2,000	2,000
Fire Code Violations	2,954	1,842	1,900	1,900
Fire Safety Programs	45	67	65	65
Attendees for Fire Safety Programs	7547	9181	9000	9000

CITY OF CONROE
FY 2013-2014
0001-1300

BUDGET LINE ITEMS

FUND: GENERAL FUND DEPARTMENT: FIRE DIVISION: FIRE							
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$5,120,035	\$5,358,972	\$5,333,438	\$5,681,233	\$0	\$60,000	\$5,741,233
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$159,015	\$150,000	\$150,000	\$150,000	\$0	\$0	\$150,000
7025 Social Security	\$387,644	\$500,336	\$390,200	\$511,966	\$0	\$4,590	\$516,556
7030 Retirement & Pension	\$801,364	\$939,700	\$849,714	\$980,315	\$0	\$10,260	\$990,575
7035 Workers Compensation	\$70,006	\$80,317	\$52,637	\$73,729	\$0	\$276	\$74,005
7040 Employee Insurance	\$719,725	\$722,854	\$742,175	\$737,880	\$0	\$8,400	\$746,280
7050 Physicals	\$43,766	\$60,000	\$60,000	\$60,000	\$0	\$0	\$60,000
PERSONNEL SERVICES SUBTOTAL	\$7,301,555	\$7,812,179	\$7,578,164	\$8,195,123	\$0	\$83,526	\$8,278,649
7110 Office Supplies	\$22,399	\$21,650	\$21,650	\$21,650	\$0	\$0	\$21,650
7130 Building Supplies	\$17,009	\$26,600	\$33,250	\$26,600	\$0	\$0	\$26,600
7140 Wearing Apparel	\$78,172	\$99,700	\$99,700	\$99,700	\$0	\$0	\$99,700
7160 Vehicle Operations	\$142,624	\$164,668	\$175,000	\$164,668	\$0	\$0	\$164,668
7170 Vehicle Repairs	\$93,824	\$78,500	\$88,500	\$78,500	\$0	\$0	\$78,500
7180 Equipment Repairs	\$28,056	\$41,000	\$41,000	\$41,000	\$0	\$0	\$41,000
7190 Radio Repairs	\$10,095	\$6,500	\$13,000	\$6,500	\$0	\$0	\$6,500
7200 Operating Supplies	\$106,816	\$84,100	\$84,100	\$84,100	\$0	\$0	\$84,100
7251 Buildings <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$498,995	\$522,718	\$556,200	\$522,718	\$0	\$0	\$522,718
8010 Utilities	\$85,399	\$140,544	\$105,408	\$120,624	\$0	\$0	\$120,624
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$1,000	\$0	\$1,000	\$0	\$0	\$1,000
8040 Leased Equipment	\$7,728	\$7,200	\$10,000	\$7,200	\$0	\$0	\$7,200
8050 Travel & Training	\$72,888	\$70,340	\$88,000	\$70,340	\$0	\$0	\$70,340
8060 Contract Services	\$294,421	\$430,616	\$400,000	\$430,616	\$0	\$0	\$430,616
CONTRACTUAL SUBTOTAL	\$460,436	\$649,700	\$603,408	\$629,780	\$0	\$0	\$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	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CITY OF CONROE
FY 2013-2014
0001-1300

BUDGET LINE ITEMS

FUND: GENERAL FUND DEPARTMENT: FIRE DIVISION: FIRE

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
9050 Machinery & Equipment >\$5,000	\$10,365	\$159,141	\$159,141	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$1,699	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$165,569	\$0	\$0	\$0	\$0	\$32,000	\$32,000
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$177,633	\$159,141	\$159,141	\$0	\$0	\$32,000	\$32,000
TOTAL 0001-1300	\$8,438,619	\$9,143,738	\$8,896,913	\$9,347,621	\$0	\$115,526	\$9,463,147

CITY OF CONROE

FY 2013-2014

0001-1300

SUPPLEMENTAL REQUESTS WITH LINE ITEMS

(Active Only)

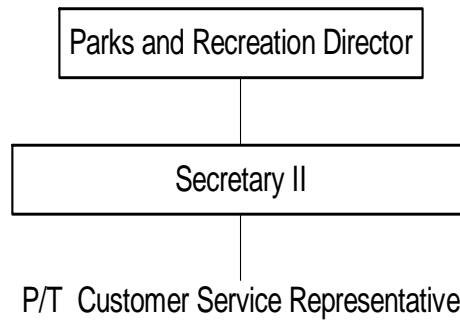
ID	Rank	Title	Type	Line Items	
2305	1	Asset Manager	New Personnel	7010 SALARIES	\$60,000
				7025 SOCIAL SECURITY	\$4,590
				7030 RETIREMENT & PENSION	\$10,260
				7035 WORKERS COMPENSATION	\$276
				7040 EMPLOYEE INSURANCE	\$8,400
				9060 VEHICLES >\$5,000	\$32,000
				Request Total	\$115,526

1 Requests

Total for 0001-1300

\$115,526

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 and Recreation Director and establishes criteria for hosting special events and sports tournaments in the parks. 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 2012-2013

- ✓ Enhanced the department home page and supplemental pages.
- ✓ Coordinated the PARDner luncheon, which is the department's annual appreciation event for volunteers, sponsors and supporters.
- ✓ Received the Texas Recreation and Park Society Voluntary Service Organization Award for collaboration with The Ark Church and Maximizing Children's Ministries.

Goals & Objectives for FY 2013-2014

- ❑ Establish a procedure for online pavilion and athletic field reservations.
- ❑ Establish a memorial tribute program.
- ❑ 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 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</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	0	0	0
Parks Operations - Foreman	1	0	0	0
Parks Crew Leader - Facilities	1	0	0	0
Parks Crew Leader - Green Space	1	0	0	0
Parks Laborer	7	0	0	0
Subtotal	13	2	2	2
P/T Secretary (Hours)	0	0	0	0
P/T Parks Laborer (Hours)	1,040	0	0	0
P/T Park Ambassador (Hours)	3,120	0	0	0
P/T Customer Service Representative	1,560	1,560	1,560	1,560
Subtotal	5,720	1,560	1,560	1,560

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Pavilions (Hourly Usage)	1,161	1,597	1,680	1,800
Athletic Fields (Hourly Usage)	16,600	20,018	21,000	22,000
Volunteer Hours	80	92	97	120
Work Orders Processed	150	157	165	170
Special Event Facilitation	48	43	50	55
Total	18,039	21,907	22,992	24,145
Revenue				
6050 Rentals	\$ 75,800	\$ 86,621	\$ 81,300	\$ 85,000
Total	\$ 75,800	\$ 86,621	\$ 81,300	\$ 85,000

CITY OF CONROE
FY 2013-2014
0001-1400

BUDGET LINE ITEMS

	FUND: GENERAL FUND	DEPARTMENT: PARKS		DIVISION: PARKS			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$157,259	\$157,287	\$152,440	\$168,350	\$0	\$0	\$168,350
7012 Salaries - Part Time	\$22,292	\$18,200	\$18,200	\$18,200	\$0	\$0	\$18,200
7020 Overtime	\$897	\$300	\$300	\$300	\$0	\$0	\$300
7025 Social Security	\$13,231	\$15,997	\$12,300	\$16,527	\$0	\$0	\$16,527
7030 Retirement & Pension	\$26,361	\$25,296	\$25,000	\$26,129	\$0	\$0	\$26,129
7035 Workers Compensation	\$295	\$2,641	\$2,000	\$2,441	\$0	\$0	\$2,441
7040 Employee Insurance	\$25,123	\$17,254	\$17,000	\$17,160	\$0	\$0	\$17,160
PERSONNEL SERVICES SUBTOTAL	\$245,458	\$236,975	\$227,240	\$249,107	\$0	\$0	\$249,107
7110 Office Supplies	\$2,130	\$2,300	\$2,300	\$2,300	\$0	\$0	\$2,300
7130 Building Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7140 Wearing Apparel	\$511	\$500	\$500	\$500	\$0	\$0	\$500
7160 Vehicle Operations	\$27,831	\$0	\$0	\$0	\$0	\$0	\$0
7170 Vehicle Repairs	\$5,342	\$0	\$0	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$2,183	\$0	\$0	\$0	\$0	\$0	\$0
7190 Radio Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$17,312	\$76,350	\$76,350	\$76,350	\$0	\$0	\$76,350
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$55,309	\$79,150	\$79,150	\$79,150	\$0	\$0	\$79,150
8010 Utilities	\$70,161	\$6,000	\$6,000	\$6,000	\$700	\$0	\$6,700
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$1,430	\$1,290	\$1,290	\$1,290	\$0	\$0	\$1,290
8050 Travel & Training	\$11,070	\$7,255	\$7,255	\$7,255	\$0	\$0	\$7,255
8060 Contract Services	\$29,214	\$23,400	\$23,400	\$23,400	\$15,900	\$0	\$39,300
CONTRACTUAL SUBTOTAL	\$111,875	\$37,945	\$37,945	\$37,945	\$16,600	\$0	\$54,545
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

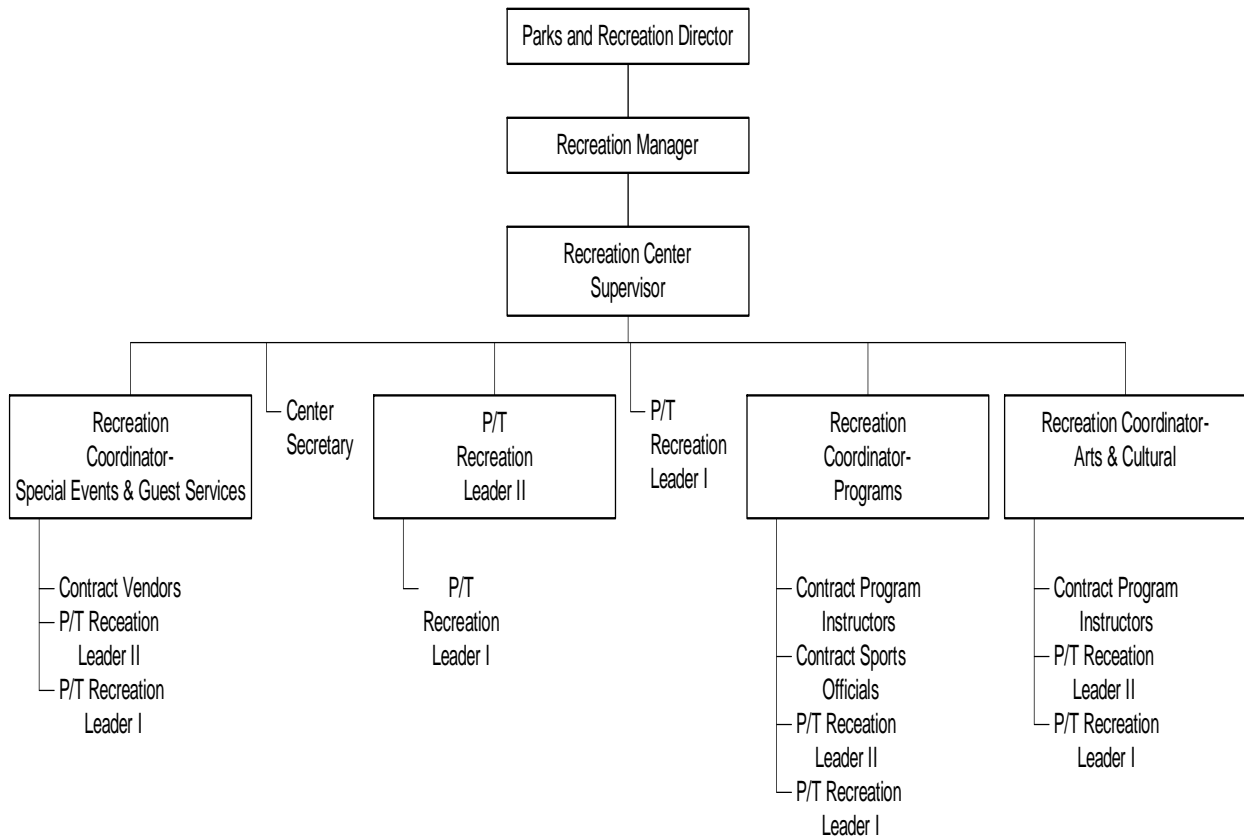
CITY OF CONROE
FY 2013-2014
0001-1400

BUDGET LINE ITEMS

FUND: GENERAL FUND DEPARTMENT: PARKS DIVISION: PARKS

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL 0001-1400	\$412,642	\$354,070	\$344,335	\$366,202	\$16,600	\$0	\$382,802

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 2012-2013

- ✓ Developed a corporate membership package.
- ✓ Surveyed facility rental permit holders to identify strengths and areas of improvement.
- ✓ 8th Annual Turkey Trot 5K had a record 144 runners.
- ✓ Conroe Christmas Celebration held at Heritage Place for an estimated 10,000. Staff assisted with planning, organizing, and coordinating.
- ✓ Winter Dance Recital and Art Show at Travis Intermediate had 88 participants and 275 spectators.
- ✓ Weight Watchers returned to the multi-purpose room at C.K. Ray Recreation center for three meetings each Thursday.
- ✓ Coordinated Community Enrichment Grants program.
- ✓ Open House generated \$29,996 in revenue selling 253 memberships during a four hour period.

Goals & Objectives for FY 2013-2014

- ❑ Average 500 in attendance at First Thursday Free Concert Series.
- ❑ Utilize Owen Theater to facilitate Multi Arts Camp in the summer.
- ❑ Explore programming opportunities off-site at schools, churches, and private facilities.
- ❑ Offer two new contract based programs - one youth and one adult.
- ❑ Develop membership referral discounts for existing members.

**City of Conroe
General Fund**

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

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERSONNEL SERVICES				
Rec. Manager	1	1	1	1
Rec. Center Supervisor	1	1	1	1
Rec. Coord. Programs	1	1	1	1
Rec. Coord. Special Events & Guest Services	1	1	1	1
Rec. Coord. Arts & Cultural	0	0	1	1
Rec. Coord. Guest Services & Memberships	0	0	0	0
Secretary	1	1	1	1
TOTAL FULL TIME	5	5	6	6
P/T Recreation Leader I (Hours)	13,615	13,615	13,615	13,615
P/T Recreation Leader II (Hours)	7,190	7,190	6,150	6,150
P/T Coordinator-Fitness (Hours)	0	0	0	0
P/T Camp Coordinator (Hours)	440	0	0	0
P/T Youth Counselor (Hours)	3,520	0	0	0
TOTAL PART TIME HOURS	24,765	20,805	19,765	19,765
	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Participants				
Rentals	11,981	14,714	16,185	16,994
Memberships	53,979	95,512	105,063	110,316
Programs **	46,631	59,306	65,237	68,498
Special Events	24,739	30,552	33,607	35,287
Total	137,330	200,084	220,092	231,095
Revenue				
6050 Rentals	\$ 20,869	\$ 36,765	\$ 38,603	\$ 40,533
6050 Memberships	207,444	287,211	301,572	316,650
6050 Sales *	2,435	4,979	2,557	2,685
6051 Programs **	212,710	150,235	157,747	165,364
6051 Special Events	13,706	16,292	17,107	17,962
Total	\$ 457,164	\$ 495,482	\$ 517,586	\$ 543,194

*Eliminated the sale of dance recital costumes

**Fun Quest Day Camp transferred (FY 11-12) to Oscar Johnson, Jr. Community Center (3000)

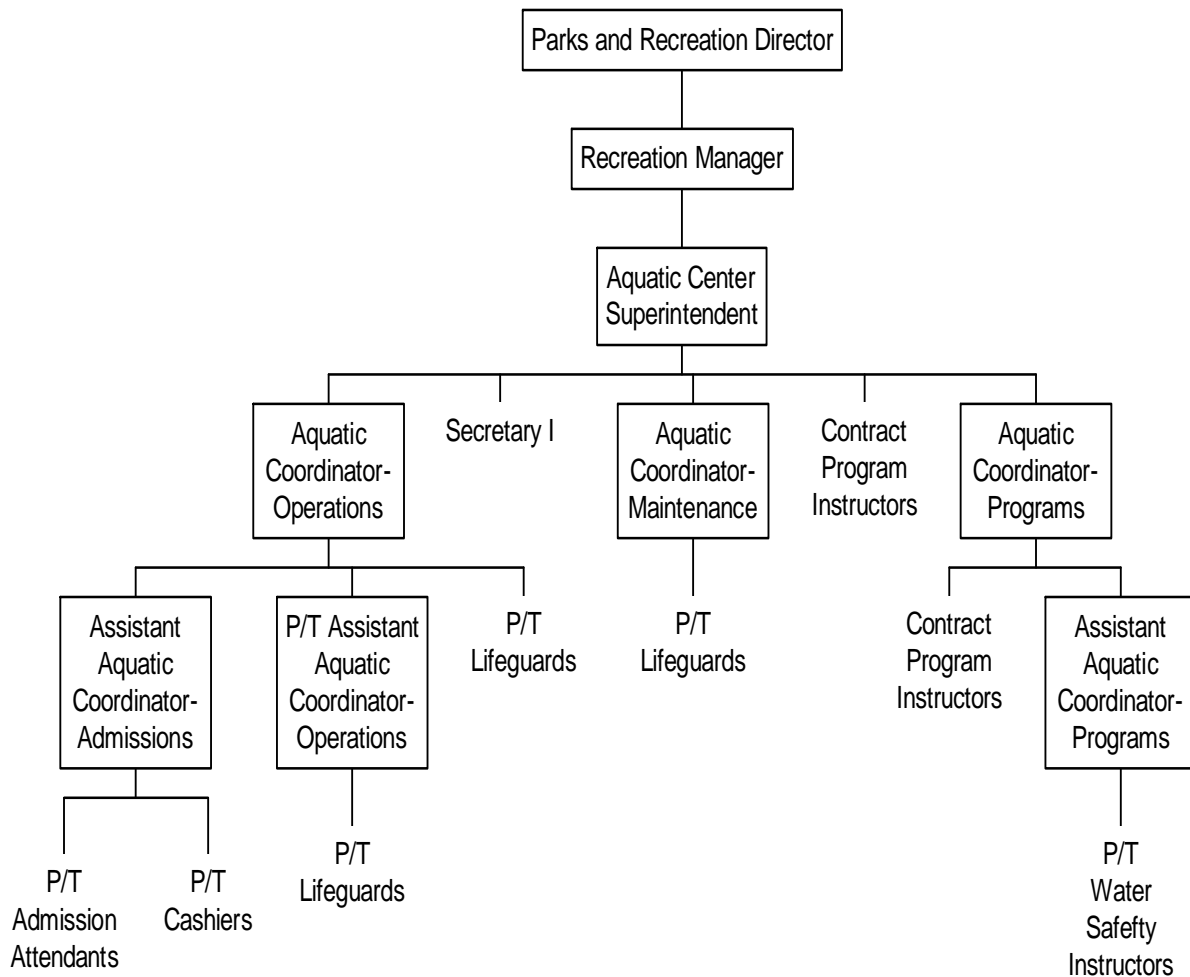
Part-time staff hours- 3,960; Participants- 1,100; Revenue- \$88,000 (6051)

CITY OF CONROE
FY 2013-2014
0001-1410

BUDGET LINE ITEMS

FUND: GENERAL FUND		DEPARTMENT: RECREATION CENTER		DIVISION: RECREATION CENTER			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$267,047	\$318,754	\$315,369	\$328,614	\$0	\$0	\$328,614
7012 Salaries - Part Time	\$209,965	\$193,021	\$194,955	\$193,021	\$0	\$0	\$193,021
7020 Overtime	\$2,596	\$5,500	\$263	\$5,500	\$0	\$0	\$5,500
7025 Social Security	\$35,802	\$46,515	\$37,171	\$47,969	\$0	\$0	\$47,969
7030 Retirement & Pension	\$45,549	\$54,832	\$51,665	\$56,364	\$0	\$0	\$56,364
7035 Workers Compensation	\$25	\$7,123	\$4,647	\$7,023	\$0	\$0	\$7,023
7040 Employee Insurance	\$43,354	\$50,400	\$43,222	\$51,480	\$0	\$0	\$51,480
PERSONNEL SERVICES SUBTOTAL	\$604,338	\$676,145	\$647,292	\$689,971	\$0	\$0	\$689,971
7110 Office Supplies	\$11,732	\$6,075	\$6,075	\$6,075	\$0	\$0	\$6,075
7130 Building Supplies	\$13,015	\$3,850	\$5,000	\$4,500	\$0	\$0	\$4,500
7140 Wearing Apparel	\$1,689	\$750	\$2,000	\$2,000	\$0	\$0	\$2,000
7160 Vehicle Operations	\$1,120	\$700	\$700	\$700	\$0	\$0	\$700
7170 Vehicle Repairs	\$0	\$100	\$100	\$100	\$0	\$0	\$100
7180 Equipment Repairs	\$20,958	\$13,000	\$13,000	\$12,000	\$0	\$0	\$12,000
7200 Other Operating Supplies	\$52,859	\$37,153	\$37,000	\$36,885	\$0	\$0	\$36,885
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$101,373	\$61,628	\$63,875	\$62,260	\$0	\$0	\$62,260
8010 Utilities	\$57,662	\$66,164	\$66,164	\$65,804	\$0	\$0	\$65,804
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$6,909	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
8050 Travel & Training	\$17,710	\$25,063	\$23,000	\$23,718	\$0	\$0	\$23,718
8060 Contract Services	\$364,830	\$393,634	\$393,634	\$394,707	\$0	\$0	\$394,707
CONTRACTUAL SUBTOTAL	\$447,111	\$489,861	\$487,798	\$489,229	\$0	\$0	\$489,229
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	\$1,152,822	\$1,227,634	\$1,198,965	\$1,241,460	\$0	\$0	\$1,241,460

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 2012-2013

- ✓ Completed several phases of the Capital Improvement Plan- locker room remodel, lifts for ADA compliance, resurfaced educational pool deck, and purchased new picnic tables and deck furniture.
- ✓ Repaired plaster cracks and coping at the water park.
- ✓ Created maintenance plan.
- ✓ Placed 8th in Superguard Competition. Stephanie Jung awarded top female lifeguard.
- ✓ Placed 1st with Deep Blue C lifeguard team in municipality and 2nd with Deep Blue C-equal lifeguard team during American Red Cross Lifeguard Competition.
- ✓ Placed 2nd with Deep Blue C lifeguard team in Texas Amateur Athletic Federation State Lifeguard Competition.
- ✓ Hired 3 new water exercise contract instructors.
- ✓ Filled an Aquatic Coordinator position.
- ✓ Trained staff in new pump room mechanics.
- ✓ Updated three Lifeguard Instructor Trainers and twenty-two lifeguard instructors in the new ARC Lifeguard program.
- ✓ Implemented "Flick and Float" monthly movie.

Goals & Objectives for FY 2013-2014

- ❑ Install slide at Oscar Johnson, Jr. Community Center pool.
- ❑ Train and certify five new Water Safety Instructors; twenty new Lifeguards.
- ❑ Implement Head Lifeguard position.
- ❑ Start Junior Lifeguard program.
- ❑ Market recreation swim and facility rentals at the Oscar Johnson, Jr. Community Center pool.

**City of Conroe
General Fund**

**Aquatic Center
0001-1440**

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERSONNEL SERVICES				
Aquatics Superintendent	1	1	1	1
Secretary I	1	1	1	1
Aquatic Coordinator - Programs	1	1	1	1
Aquatic Coordinator - Maintenance	1	1	1	1
Aquatic Coordinator - Operations	1	1	1	1
Assistant Aquatic Coordinators	2	2	2	2
-Programs				
-Operations				
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. Aq. Super. (Hours)	0	0	0	0
Part-time Asst. Aq. Coord.- Ops. (Hours)	1,560	1,560	1,560	1,560
TOTAL PART TIME HOURS	32,491	32,491	32,491	32,491
	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Participants				
Rentals	12,172	11,253	11,253	11,815
Memberships	71,024	58,256	58,256	61,168
Programs	37,243	34,882	34,882	36,626
Special Events	2,403	1,367	1,367	1,435
Total	122,842	105,758	105,758	111,044
Revenue				
6050 Rentals	\$ 30,659	\$ 28,058	\$ 28,630	\$ 30,061
6050 Memberships	214,885	218,907	223,285	234,449
6050 Sales	44,387	38,655	39,428	41,399
6051 Programs	173,885	197,339	201,285	211,349
Total	\$ 463,816	\$ 482,959	\$ 492,628	\$ 517,258

CITY OF CONROE
FY 2013-2014
0001-1440

BUDGET LINE ITEMS

FUND: GENERAL FUND		DEPARTMENT: AQUATIC CENTER		DIVISION: AQUATIC CENTER			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$305,331	\$339,213	\$339,213	\$347,931	\$0	\$0	\$347,931
7012 Salaries - Part Time	\$324,723	\$295,763	\$295,163	\$295,763	\$0	\$0	\$295,763
7020 Overtime	\$10,546	\$12,961	\$12,961	\$12,961	\$0	\$0	\$12,961
7025 Social Security	\$48,115	\$58,962	\$58,962	\$59,756	\$0	\$0	\$59,756
7030 Retirement & Pension	\$53,189	\$59,575	\$59,575	\$60,892	\$0	\$0	\$60,892
7035 Workers Compensation	\$8,732	\$9,555	\$9,555	\$8,667	\$0	\$0	\$8,667
7040 Employee Insurance	\$53,742	\$58,800	\$58,800	\$60,060	\$0	\$0	\$60,060
PERSONNEL SERVICES SUBTOTAL	\$804,378	\$834,829	\$834,229	\$846,030	\$0	\$0	\$846,030
7110 Office Supplies	\$4,212	\$4,350	\$4,350	\$4,350	\$0	\$0	\$4,350
7130 Building Supplies	\$39,981	\$35,000	\$35,000	\$45,000	\$0	\$0	\$45,000
7140 Wearing Apparel	\$5,077	\$7,000	\$7,000	\$7,000	\$0	\$0	\$7,000
7180 Equipment Repairs	\$26,351	\$63,737	\$63,737	\$63,737	\$0	\$0	\$63,737
7200 Operating Supplies	\$51,015	\$10,938	\$10,938	\$10,938	\$0	\$7,600	\$18,538
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$126,636	\$121,025	\$121,025	\$131,025	\$0	\$7,600	\$138,625
8010 Utilities	\$93,746	\$114,300	\$114,300	\$104,300	\$0	\$0	\$104,300
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$2,473	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
8050 Travel & Training	\$17,024	\$14,515	\$14,515	\$14,515	\$0	\$0	\$14,515
8060 Contract Services	\$89,393	\$113,450	\$113,450	\$113,450	\$0	\$0	\$113,450
CONTRACTUAL SUBTOTAL	\$202,636	\$247,265	\$247,265	\$237,265	\$0	\$0	\$237,265
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	\$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 0001-1440	\$1,133,650	\$1,203,119	\$1,202,519	\$1,214,320	\$0	\$7,600	\$1,221,920

CITY OF CONROE

FY 2013-2014

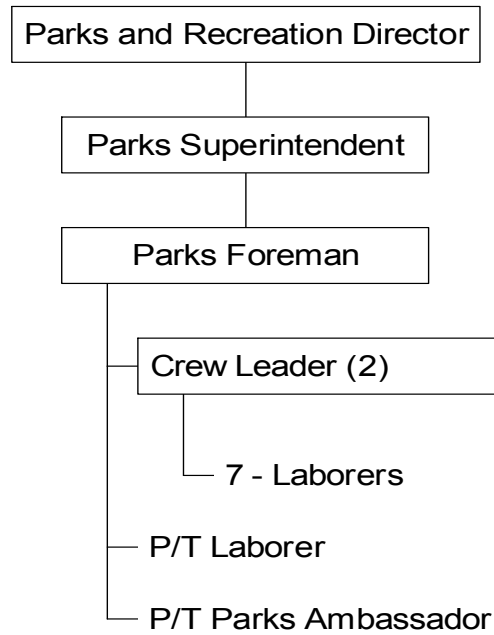
0001-1440

SUPPLEMENTAL REQUESTS WITH LINE ITEMS

(Active Only)

ID	Rank	Title	Type	Line Items	
2423	1	Note & Float Lifejackets	New Equipment	7200 Operating Supplies	\$7,600
				Request Total	\$7,600
1 Requests			Total for 0001-1440		\$7,600

Park Operations



The Park 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 2012-2013

- ✓ Constructed two pavilions and two restrooms at Candy Cane Park.
- ✓ Constructed Disc Golf course at John Burge Park.
- ✓ Updated signage at McDade Park Disc Golf course.
- ✓ Stocked over 2,000 rainbow trout in Carl Barton, Jr. Park pond.
- ✓ Implemented a work order system through Facility Dude.
- ✓ Reduced fleet size and purchased one fuel efficient vehicle.
- ✓ Three staff qualified for the Texas Recreation and Parks State Equipment Rodeo.
- ✓ Partnered with Conroe Live, Inc. to promote Arbor Day in the city.

Goals & Objectives for FY 2013-2014

- ❑ Resurface three sport courts at Lewis Park and one half court at Roberson Park.
- ❑ Research the development of a trail network system on the Bayou Land Conservancy property.
- ❑ Develop a healthier sports field turf at Dr. Martin Luther King, Jr. Sports Park.
- ❑ Increase participation in the Adopt-a-Park Program 10%.

**City of Conroe
General Fund**

**Park Operations
0001-1450**

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERSONNEL SERVICES				
Parks Superintendent	0	1	1	1
Parks Operations Foreman	0	1	1	1
Parks Crew Leader - Facilities	0	1	1	1
Parks Crew Leader - Green Space	0	1	1	1
Parks Laborer	0	7	7	7
TOTAL FULL TIME	0	11	11	11
P/T Parks Laborer (Hours)	0	1,040	1,040	1,040
PT Park Ambassador (Hours)	0	3,120	3,120	3,120
TOTAL PART TIME HOURS	0	4,160	4,160	4,160

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Acres maintained	412	412	432	457
Ball field prep man-hours	6,727	4,278	5,000	5,200
Graffiti Abatement man hours	154	44	80	120
Trails maintained (lf)	35,510	42,240	42,240	58,080

CITY OF CONROE
FY 2013-2014
0001-1450

BUDGET LINE ITEMS

FUND: GENERAL FUND		DEPARTMENT: PARKS OPERATIONS		DIVISION: PARKS OPERATIONS			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$406,562	\$451,281	\$422,941	\$440,947	\$0	\$0	\$440,947
7012 Salaries - Part Time	\$27,829	\$46,581	\$35,999	\$46,581	\$0	\$0	\$46,581
7020 Overtime	\$46,089	\$9,700	\$20,685	\$9,700	\$0	\$0	\$9,700
7025 Social Security	\$35,616	\$46,188	\$35,164	\$45,248	\$0	\$0	\$45,248
7030 Retirement & Pension	\$75,926	\$78,520	\$73,106	\$76,753	\$0	\$0	\$76,753
7035 Workers Compensation	\$5,571	\$7,492	\$4,906	\$6,564	\$0	\$0	\$6,564
7040 Employee Insurance	\$82,563	\$92,400	\$91,904	\$94,380	\$0	\$0	\$94,380
PERSONNEL SERVICES SUBTOTAL	\$680,156	\$732,162	\$684,705	\$720,173	\$0	\$0	\$720,173
7110 Office Supplies	\$1,275	\$900	\$1,100	\$1,300	\$0	\$0	\$1,300
7130 Building Supplies	\$124	\$600	\$425	\$600	\$0	\$0	\$600
7140 Wearing Apparel	\$3,773	\$4,500	\$5,900	\$4,500	\$0	\$0	\$4,500
7160 Vehicle Operations	\$33,479	\$38,200	\$35,600	\$38,200	\$0	\$0	\$38,200
7170 Vehicle Repairs	\$98	\$1,500	\$1,500	\$1,500	\$0	\$0	\$1,500
7180 Equipment Repairs	\$47,744	\$18,800	\$18,800	\$18,800	\$10,800	\$0	\$29,600
7190 Radio Repairs	\$0	\$400	\$100	\$400	\$0	\$0	\$400
7200 Operating Supplies	\$161,283	\$146,167	\$135,000	\$145,767	\$0	\$0	\$145,767
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$247,776	\$211,067	\$198,425	\$211,067	\$10,800	\$0	\$221,867
8010 Utilities	\$72,982	\$120,199	\$158,035	\$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	\$2,214	\$7,845	\$7,845	\$8,725	\$0	\$0	\$8,725
8060 Contract Services	\$418,418	\$295,752	\$393,330	\$294,872	\$120,000	\$0	\$414,872
CONTRACTUAL SUBTOTAL	\$493,614	\$423,796	\$559,210	\$423,796	\$120,000	\$0	\$543,796
9030 Improvements >\$5,000	\$0	\$337,675	\$341,400	\$0	\$0	\$200,000	\$200,000
9031 Improvements <\$5,000	\$0	\$8,240	\$8,025	\$0	\$0	\$0	\$0
9040 Furnitures & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9041 Furnitures & Fixtures <\$5,000	\$2,132	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$1,795	\$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

CITY OF CONROE
FY 2013-2014
0001-1450

BUDGET LINE ITEMS

FUND: GENERAL FUND		DEPARTMENT: PARKS OPERATIONS		DIVISION: PARKS OPERATIONS			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
CAPITAL OUTLAY SUBTOTAL	\$3,927	\$345,915	\$349,425	\$0	\$0	\$200,000	\$200,000
TOTAL 0001-1450	\$1,425,473	\$1,712,940	\$1,791,765	\$1,355,036	\$130,800	\$200,000	\$1,685,836

CITY OF CONROE

FY 2013-2014

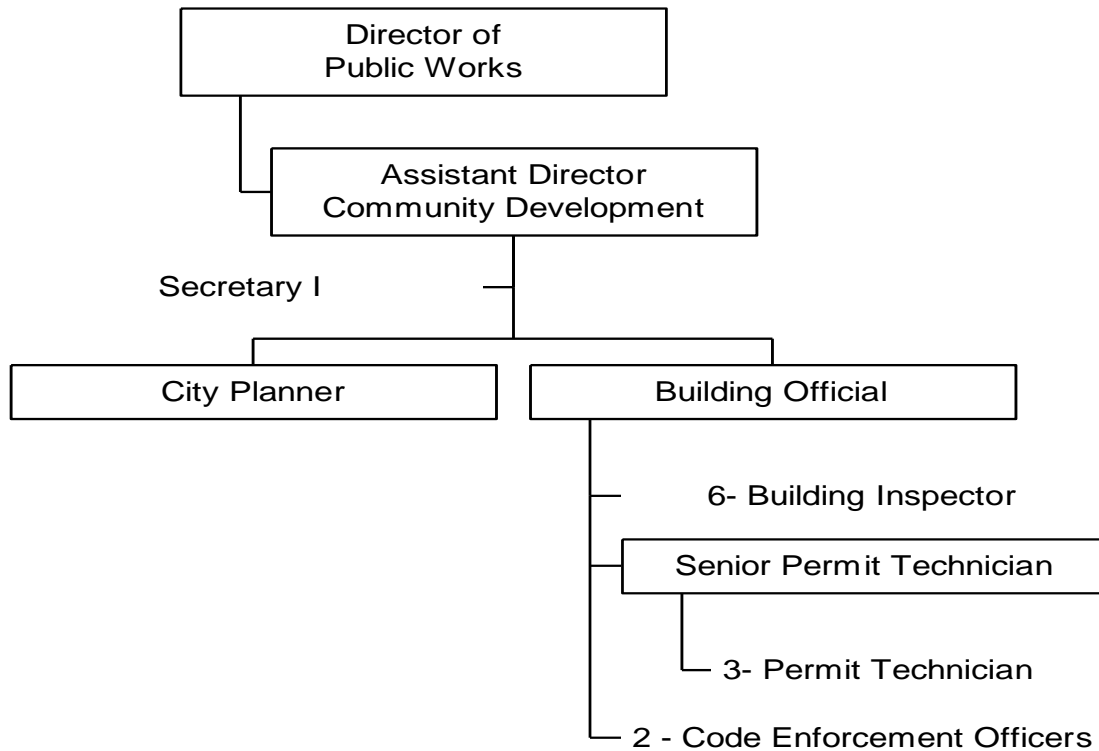
0001-1450

SUPPLEMENTAL REQUESTS WITH LINE ITEMS

(Active Only)

ID	Rank	Title	Type	Line Items	
2387	5	Playground Replacement	Replacement Equipment	9030 IMPROVEMENTS >\$5,000	\$200,000
				Request Total	\$200,000
1 Requests			Total for 0001-1450		\$200,000

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 2012-2013

- ✓ Completed the Three Year Annexation of Longmire on Lake Conroe (56.8 acres).
- ✓ Updated Annexation Plan and initiated 2013 annexations.
- ✓ Established Comprehensive Plan update process.
- ✓ Completed all work related to the Energy Grant and close-out grant.
- ✓ Made substantial changes to the Tree Ordinance.
- ✓ Began the process of updating all Building Codes to ICC 2009.
- ✓ Added Code Enforcement Staff and established Code Enforcement Office.
- ✓ Completed Annexation Process of SH 105 West, Areas A-E (3,038.6 acres).
- ✓ Completed Strategic Partnership Agreement and Service Agreement with MUD 95 (242 Harpers Reserve).
- ✓ Maintained safety program for office and field staff.
- ✓ Maintained certifications for all certified staff.
- ✓ Implemented combination inspections to assist developers.
- ✓ Implemented backflow records program for Texas Commission on Environmental Quality auditing.
- ✓ Completed changes to Irrigation Ordinance.

Goals & Objectives for FY 2013-2014

- Secure Development Agreements with strategic properties and initiate 2014 annexations.
- Complete Annexation of Camp Strake.
- Hire and train Assistant Planner.
- Continue with preliminary Comprehensive Plan update process.
- Continue 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.
- Complete adoption of 2009 ICC Codes process.
- Research and consider changes to Mobile Home Ordinance.

**City of Conroe
General Fund**

**Community Development
0001-1500**

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERSONNEL SERVICES				
City Engineer	1	0	0	0
Assistant City Engineer	1	0	0	0
Engineering Technician	2	0	0	0
GIS Coordinator	1	0	0	0
GIS Technician	2	0	0	0
Sr. Engineering Inspector	1	0	0	0
Engineering Inspector	1	0	0	0
Secretary II	1	0	0	0
Development Coordinator	1	0	0	0
City Planner	1	1	1	1
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	6	6	6
Assistant Building Official	1	0	0	0
Code Enforcement Officer	0	2	2	2
TOTAL PERSONNEL SERVICES	24	15	15	15

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Number of Permits Issued	6,435	6,655	6,520	6,730
Revenue	\$1,837,457	\$1,743,000	\$1,782,985	\$1,918,050
Number of Inspections	15,317	12,571	14,957	16,243

CITY OF CONROE
FY 2013-2014
0001-1500

BUDGET LINE ITEMS

<div style="display: flex; justify-content: space-between; font-weight: normal; font-size: small;"> FUND: GENERAL FUND DEPARTMENT: COMMUNITY DEVELOPMENT DIVISION: COMMUNITY DEVELOPMENT </div>							
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$674,873	\$747,759	\$747,759	\$743,309	\$0	\$0	\$743,309
7012 Salaries - Part Time	\$1,696	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$3,398	\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
7025 Social Security	\$50,996	\$68,319	\$68,319	\$67,914	\$0	\$0	\$67,914
7030 Retirement & Pension	\$115,135	\$127,036	\$127,036	\$126,254	\$0	\$0	\$126,254
7035 Workers Compensation	\$2,156	\$11,252	\$11,252	\$10,008	\$0	\$0	\$10,008
7040 Employee Insurance	\$122,703	\$126,000	\$126,000	\$128,700	\$0	\$0	\$128,700
PERSONNEL SERVICES SUBTOTAL	\$970,957	\$1,083,366	\$1,083,366	\$1,079,185	\$0	\$0	\$1,079,185
7110 Office Supplies	\$38,912	\$19,412	\$19,412	\$19,412	\$0	\$0	\$19,412
7130 Building Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7140 Wearing Apparel	\$0	\$1,500	\$1,500	\$1,500	\$0	\$0	\$1,500
7160 Vehicle Operations	\$33,015	\$64,397	\$64,397	\$64,397	\$0	\$0	\$64,397
7170 Vehicle Repairs	\$1,165	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
7180 Equipment Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7190 Radio Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$5,503	\$35,900	\$35,900	\$35,900	\$0	\$0	\$35,900
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$78,595	\$126,209	\$126,209	\$126,209	\$0	\$0	\$126,209
8010 Utilities	\$3,914	\$12,011	\$12,011	\$12,011	\$0	\$0	\$12,011
8020 Insurance and Bonds	\$3,263	\$4,000	\$4,000	\$4,000	\$0	\$0	\$4,000
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$3,190	\$3,241	\$3,241	\$3,241	\$0	\$0	\$3,241
8050 Travel & Training	\$11,571	\$34,725	\$34,725	\$34,725	\$0	\$0	\$34,725
8060 Contract Services	\$23,279	\$64,375	\$64,375	\$64,375	\$0	\$3,000	\$67,375
CONTRACTUAL SUBTOTAL	\$45,217	\$118,352	\$118,352	\$118,352	\$0	\$3,000	\$121,352
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	\$4,088	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$14,157	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$1,946	\$0	\$0	\$0	\$0	\$27,000	\$27,000

CITY OF CONROE
FY 2013-2014
0001-1500

BUDGET LINE ITEMS

FUND: GENERAL FUND

DEPARTMENT: COMMUNITY DEVELOPMENT

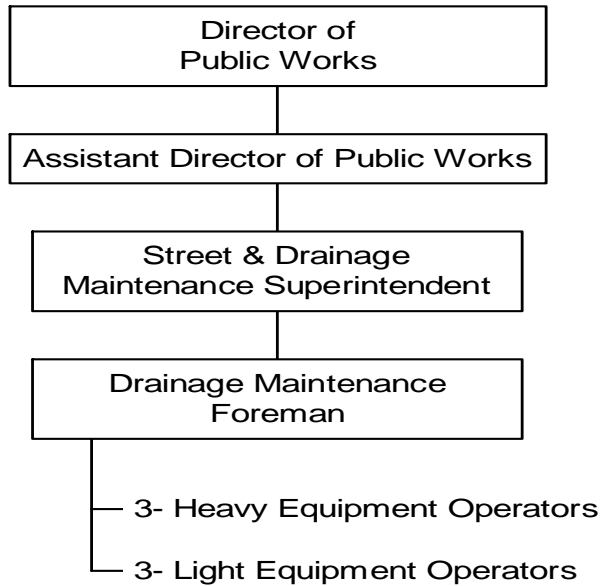
DIVISION: COMMUNITY DEVELOPMENT

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$20,191	\$0	\$0	\$0	\$0	\$27,000	\$27,000
TOTAL 0001-1500	\$1,114,960	\$1,327,927	\$1,327,927	\$1,323,746	\$0	\$30,000	\$1,353,746

CITY OF CONROE**FY 2013-2014****0001-1500****SUPPLEMENTAL REQUESTS WITH LINE ITEMS****(Active Only)**

ID	Rank	Title	Type	Line Items	
1274	0	On-line I. C. C. Code Books	Non-discretionary Adjustment	8060 CONTRACT SERVICES Request Total	\$3,000 \$3,000
2098	1	New 1/2 Ton Ext. Cab Truck / Existing C E Officer	New Equipment	9060 VEHICLES >\$5,000 Request Total	\$27,000 \$27,000
2 Requests			Total for 0001-1500		\$30,000

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 2012-2013

- ✓ Improved drainage throughout: Dugan Phase II and III.
- ✓ Cleaned Alligator Creek from N. Roberson to FM 2854.
- ✓ Cleaned West Branch of Alligator Creek from SH 105 to Semands Street.
- ✓ Participated in the installation and removal of the Downtown Christmas lights.
- ✓ Participated in the clearing and green waste removal on FM 830 Sewer Project.
- ✓ Built pad, installed sidewalks and new addition to parking lot at the Gun Range.
- ✓ Completed mitigation plan for Stewarts Creek.
- ✓ Installed reinforced concrete boxes on North and South Rivershire drainage project.
- ✓ Assisted Street Department in all street overlays and rehabs.

Goals & Objectives for FY 2013-2014

- Begin the following Capital Improvement Program Projects:
 - a. Owens Road @ Loop 336.
 - b. Live Oak Creek Drainage Project (Estates Drive).
 - 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. Crighton Road @ Little Caney Creek Drainage Project.

**City of Conroe
General Fund**

**Drainage Maintenance
0001-1530**

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</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 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Number of drainage projects completed	7	7	8	6
Number of trees recycled (in yards)	57,649	68,000	48,000	60,000
Number of work orders completed	64	115	125	125

CITY OF CONROE
FY 2013-2014
0001-1530

BUDGET LINE ITEMS

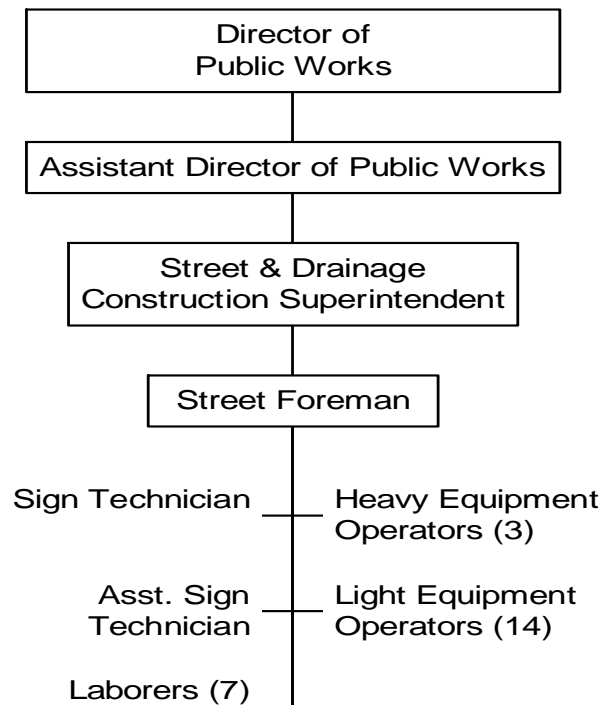
FUND: GENERAL FUND		DEPARTMENT: DRAINAGE MAINTENANCE		DIVISION: DRAINAGE MAINTENANCE			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$276,750	\$286,446	\$276,376	\$292,603	\$0	\$0	\$292,603
7020 Overtime	\$7,650	\$52,500	\$7,784	\$52,500	\$0	\$0	\$52,500
7025 Social Security	\$20,749	\$30,844	\$20,610	\$31,404	\$0	\$0	\$31,404
7030 Retirement & Pension	\$48,186	\$57,785	\$46,801	\$58,838	\$0	\$0	\$58,838
7035 Workers Compensation	\$5,802	\$4,310	\$2,831	\$3,940	\$0	\$0	\$3,940
7040 Employee Insurance	\$59,315	\$58,800	\$60,038	\$60,060	\$0	\$0	\$60,060
PERSONNEL SERVICES SUBTOTAL	\$418,452	\$490,685	\$414,440	\$499,345	\$0	\$0	\$499,345
7110 Office Supplies	\$528	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
7140 Wearing Apparel	\$2,737	\$3,500	\$3,500	\$3,500	\$0	\$0	\$3,500
7160 Vehicle Operations	\$117,409	\$125,000	\$118,439	\$120,000	\$0	\$0	\$120,000
7170 Vehicle Repairs	\$10,211	\$20,000	\$20,000	\$20,000	\$0	\$0	\$20,000
7180 Equipment Repairs	\$574	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
7190 Radio Repairs	\$0	\$500	\$500	\$500	\$0	\$0	\$500
7200 Operating Supplies	\$27,416	\$60,492	\$60,492	\$65,492	\$0	\$0	\$65,492
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$158,875	\$215,492	\$208,931	\$215,492	\$0	\$0	\$215,492
8010 Utilities	\$1,352	\$1,900	\$1,900	\$1,900	\$0	\$0	\$1,900
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$0	\$10,000	\$10,000	\$10,000	\$0	\$0	\$10,000
8050 Travel & Training	\$582	\$2,000	\$2,000	\$2,000	\$0	\$0	\$2,000
8060 Contract Services	\$7,420	\$61,252	\$61,252	\$61,252	\$0	\$0	\$61,252
CONTRACTUAL SUBTOTAL	\$9,354	\$75,152	\$75,152	\$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
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000
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	\$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	\$100,000	\$100,000
TOTAL 0001-1530	\$586,681	\$781,329	\$698,523	\$789,989	\$0	\$100,000	\$889,989

CITY OF CONROE
FY 2013-2014
0001-1530

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
2397	1	Isolated Drainage Project Materials	Enhanced Program	9030 Improvements >\$5,000	\$100,000
				Request Total	\$100,000
1 Requests			Total for 0001-1530		\$100,000

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 2012-2013

- ✓ Rehabilitated streets at the following: Dugan Street Rehab Phase II, Dugan Street Rehab Phase III, Foster Drive from SH 75 to FM 1314, Pinewood Drive.
- ✓ Crack sealed approximately four miles of streets.
- ✓ Participated in the installation of the Downtown Christmas lighting.
- ✓ Cleaned 16 miles of ditches throughout the City.
- ✓ Mowed City right-of-way six times (contracted).
- ✓ Installed right turn lane at Loop 336 @ Sgt. Ed Holcomb Blvd. S.
- ✓ Installed right turn lane at Loop 336 and FM 2854.
- ✓ Installed right turn lane at FM 3083 and Longmire.
- ✓ Installed right turn lane at Loop 336 and FM 3083.
- ✓ Installed right turn lane at Loop 336 and Longmire.
- ✓ Stripped League Line Road from SH 75 to Dominion Ridge Subdivision.
- ✓ Completed Data Acquisition for Cartegraph and implemented Pavement View.

Goals & Objectives for FY 2013-2014

- ❑ Continue with our crack seal program for City streets.
- ❑ Maintain 18 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 Kirk and Humble Tank Road.
- ❑ Overlay Main Street from RR Tracks to SH 75.

**City of Conroe
General Fund**

**Street Department
0001-1540**

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</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 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Number of miles streets swept	10,800	11,300	12,320	12,320
Number of miles ditches cleaned	11	13	16	18
Number of work orders completed	1,177	1,969	1,672	1,700
Number of potholes repaired	337	527	1,086	1,200
Number of street signs repaired	641	695	408	700
Tons of asphalt, utility cuts repaired	957	645	801	801
Number of miles of right-of-ways mowed	510	471	479	479
Miles of streets overlayed	5.33	2.03	9	5

CITY OF CONROE
FY 2013-2014
0001-1540

BUDGET LINE ITEMS

FUND: GENERAL FUND DEPARTMENT: STREETS DIVISION: STREETS							
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$961,789	\$1,085,849	\$959,033	\$1,099,113	\$0	\$0	\$1,099,113
7020 Overtime	\$31,530	\$68,200	\$39,810	\$68,200	\$0	\$0	\$68,200
7025 Social Security	\$72,632	\$105,018	\$72,349	\$106,226	\$0	\$0	\$106,226
7030 Retirement & Pension	\$168,468	\$196,860	\$164,329	\$199,128	\$0	\$0	\$199,128
7035 Workers Compensation	\$40,538	\$16,340	\$10,800	\$14,798	\$0	\$0	\$14,798
7040 Employee Insurance	\$211,376	\$235,200	\$207,185	\$240,240	\$0	\$0	\$240,240
7050 Pre-Employment Physicals	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PERSONNEL SERVICES SUBTOTAL	\$1,486,333	\$1,707,467	\$1,453,506	\$1,727,705	\$0	\$0	\$1,727,705
7110 Office Supplies	\$1,102	\$1,900	\$1,900	\$1,900	\$0	\$0	\$1,900
7140 Wearing Apparel	\$11,810	\$13,000	\$13,000	\$13,000	\$0	\$0	\$13,000
7160 Vehicle Operations	\$331,816	\$255,000	\$280,600	\$265,000	\$0	\$0	\$265,000
7170 Vehicle Repairs	\$25,377	\$30,000	\$30,000	\$30,000	\$0	\$0	\$30,000
7180 Equipment Repairs	\$3,092	\$10,000	\$10,000	\$10,000	\$0	\$0	\$10,000
7190 Radio Repairs	\$143	\$800	\$800	\$800	\$0	\$0	\$800
7200 Operating Supplies	\$290,429	\$764,965	\$764,965	\$254,965	\$0	\$0	\$254,965
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$663,769	\$1,075,665	\$1,101,265	\$575,665	\$0	\$0	\$575,665
8010 Utilities	\$387,010	\$366,507	\$400,000	\$346,507	\$0	\$0	\$346,507
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$1,319	\$10,000	\$10,000	\$10,000	\$0	\$0	\$10,000
8050 Travel & Training	\$4,913	\$10,000	\$10,000	\$10,000	\$0	\$0	\$10,000
8060 Contract Services	\$248,532	\$351,911	\$290,000	\$247,000	\$0	\$0	\$247,000
CONTRACTUAL SUBTOTAL	\$641,774	\$738,418	\$710,000	\$613,507	\$0	\$0	\$613,507
9030 Improvements >\$5,000	\$83,500	\$0	\$20,000	\$500,000	\$0	\$0	\$500,000
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	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$82,045	\$542,275	\$550,000	\$0	\$0	\$120,000	\$120,000
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

CITY OF CONROE
FY 2013-2014
0001-1540

BUDGET LINE ITEMS

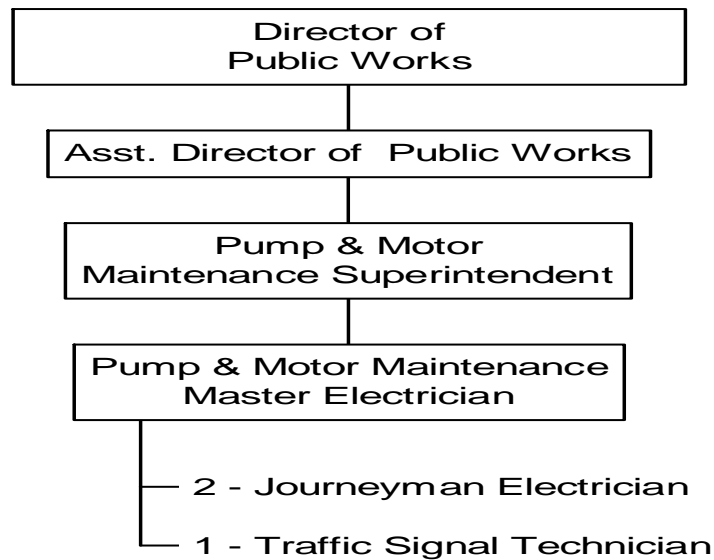
FUND: GENERAL FUND DEPARTMENT: STREETS DIVISION: STREETS							
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
CAPITAL OUTLAY SUBTOTAL	\$165,545	\$542,275	\$570,000	\$500,000	\$0	\$120,000	\$620,000
TOTAL 0001-1540	\$2,957,421	\$4,063,825	\$3,834,771	\$3,416,877	\$0	\$120,000	\$3,536,877

CITY OF CONROE
FY 2013-2014
0001-1540

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items
2535	0	Trailking Equipment Haul Trailer Additional Funds	Replacement Equipment	9050 MACHINERY & EQUIPMENT >\$5,000 \$60,000 Request Total \$60,000
2411	10	Hydroblasting Equipment for Stripping Removal	New Equipment	9050 MACHINERY & EQUIPMENT >\$5,000 \$60,000 Request Total \$60,000
2 Requests			Total for 0001-1540	\$120,000

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 2012-2013

- ✓ 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 an additional Traffic Signal Technician to maintain operation and maintenance of all traffic signals, school zone flashers and overhead illuminations.
- ✓ 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 2013-2014

- ❑ Repair damaged communication lines to traffic signals.
- ❑ Conduct proper Bucket Truck Safety training for all employees that operate bucket truck.
- ❑ 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 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERSONNEL SERVICES				
Journeyman Electrician	2	2	2	2
Traffic Signal Technician	0	0	1	1
TOTAL PERSONNEL SERVICES	2	2	3	3

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Signal Repair Work Orders	26	264	400	430
New Signal Install Work Orders	0	0	0	3
Timing Change Work Orders	0	15	23	10
Number of Power Outages	0	20	15	10
Signal Rebuild	0	5	4	5

CITY OF CONROE
FY 2013-2014
0001-1550

BUDGET LINE ITEMS

FUND: GENERAL FUND DEPARTMENT: SIGNAL MAINTENANCE DIVISION: SIGNAL MAINTENANCE							
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$83,185	\$123,089	\$83,889	\$126,185	\$0	\$0	\$126,185
7020 Overtime	\$11,323	\$4,623	\$11,647	\$4,623	\$0	\$0	\$4,623
7025 Social Security	\$7,056	\$11,037	\$6,954	\$11,904	\$0	\$0	\$11,904
7030 Retirement & Pension	\$16,024	\$21,680	\$15,722	\$22,204	\$0	\$0	\$22,204
7035 Workers Compensation	\$1,773	\$1,447	\$949	\$1,699	\$0	\$0	\$1,699
7040 Employee Insurance	\$15,740	\$25,200	\$9,224	\$25,740	\$0	\$0	\$25,740
PERSONNEL SERVICES SUBTOTAL	\$135,101	\$187,076	\$128,385	\$192,355	\$0	\$0	\$192,355
7110 Office Supplies	\$593	\$773	\$773	\$773	\$0	\$0	\$773
7140 Wearing Apparel	\$623	\$1,109	\$1,109	\$1,109	\$0	\$0	\$1,109
7160 Vehicle Operations	\$5,741	\$8,750	\$8,750	\$8,750	\$0	\$0	\$8,750
7170 Vehicle Repairs	\$471	\$8,000	\$8,000	\$8,000	\$0	\$0	\$8,000
7180 Equipment Repairs	\$26,999	\$0	\$40,000	\$40,000	\$0	\$0	\$40,000
7190 Radio Repairs	\$0	\$600	\$600	\$600	\$0	\$0	\$600
7200 Operating Supplies	\$140,885	\$101,175	\$61,175	\$61,175	\$0	\$0	\$61,175
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$28,733	\$28,733
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$175,312	\$120,407	\$120,407	\$120,407	\$0	\$28,733	\$149,140
8010 Utilities	\$35,488	\$104,683	\$44,683	\$44,683	\$0	\$0	\$44,683
8040 Leased Equipment	\$0	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
8050 Travel & Training	\$5,388	\$5,852	\$5,852	\$5,852	\$0	\$0	\$5,852
8060 Contract Services	\$23,127	\$129,755	\$148,000	\$148,000	\$0	\$0	\$148,000
CONTRACTUAL SUBTOTAL	\$64,003	\$245,290	\$203,535	\$203,535	\$0	\$0	\$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	\$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	\$52,000	\$52,000	\$0	\$0	\$0	\$0
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$0	\$52,000	\$52,000	\$0	\$0	\$0	\$0
TOTAL 0001-1550	\$374,416	\$604,773	\$504,327	\$516,297	\$0	\$28,733	\$545,030

CITY OF CONROE

FY 2013-2014

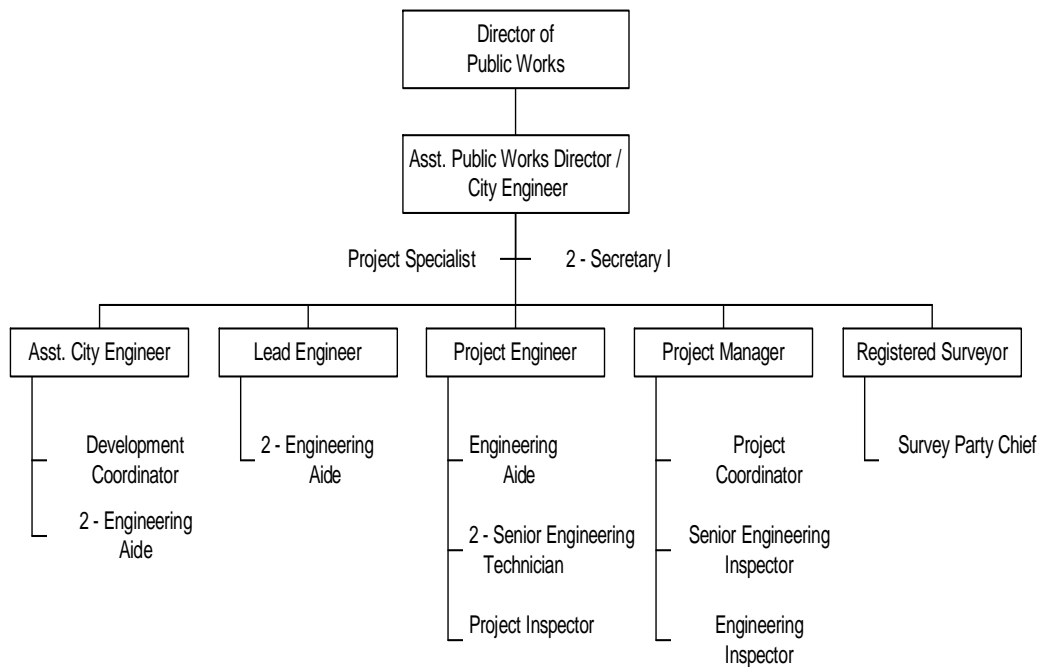
0001-1550

SUPPLEMENTAL REQUESTS WITH LINE ITEMS

(Active Only)

ID	Rank	Title	Type	Line Items	
2132	2	Camera System Parts	Replacement Equipment	7254 Machinery & Equipment <\$5,000	\$16,000
				Request Total	\$16,000
1644	3	Spare L. E. D. S.	New Equipment	7254 Machinery & Equipment <\$5,000	\$12,733
				Request Total	\$12,733
2 Requests			Total for 0001-1550		\$28,733

Engineering



The Engineering division recognizes the connection between the community's constructed environment and the community's natural environment. Efficient, professional assistance is provided to ensure responsible development practices that respect the natural landscape, bottomland, floodplains, and all they support. The division assists in completion of many ongoing projects and development relative to the City's building and permitting processes.

The Engineering division is responsible for the maintenance and enforcement of the city's floodplain and floodway ordinances as mandated by FEMA's National Flood Insurance Program (NFIP). The division also acts as the city's floodplain administrator.

The Engineering division establishes consistent policies and procedures for addressing traffic related issues that may arise along roadways within the city. The Engineering staff is responsible for performing engineering traffic studies, or other evaluations, in order to arrive at a satisfactory solution.

The Engineering division also designs major roadway improvements and improvements to the City's infrastructure to increase the capacity of the water and sewer systems and to better manage storm water run-off. The improvements are designed in house and constructed by either a division of Public Works or by a private contractor. The staff provides everything from inspections to design specifications which, in turn, save the city hundreds of thousands of dollars each year.

Engineering

Accomplishments for FY 2012-2013

- ✓ Passed Tree Preservation Ordinance.
- ✓ Created City of Conroe Traffic Policy.
- ✓ Completed CRS/NFIP audit and annual renewal.
- ✓ Entered into developer agreements for 3 water and sewer projects.
- ✓ Constructed Plantation Drive North, Drennan Road West and Plantation Drive South.
- ✓ Constructed LaSalle to League Line Sewer Phase 1 and 3.
- ✓ Constructed Crighton Road Bridge.
- ✓ Constructed White Oak Creek Phase 4 Sanitary Sewer.
- ✓ Completed South wastewater trunk line rehabilitation.
- ✓ Completed pipe bursting sewer rehabilitation project.
- ✓ Completed Traffic Signal Synchronization Phase I.

Goals & Objectives for FY 2013-2014

- ❑ Construct East Grand Lake Creek Drainage Improvements.
- ❑ Construct Live Oak Creek Sanitary Sewer.
- ❑ Implement City Master Drainage Plan.
- ❑ Implement City Sidewalk Plan.
- ❑ Complete Traffic Signal Synchronization Phase II.
- ❑ Design and construct water and sanitary sewer lines per developer agreements and annexation agreements.
- ❑ 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 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERSONNEL SERVICES				
Assistant City Engineer	0	1	1	1
Project Manager	0	1	1	1
Lead Engineer	0	0	1	1
Project Engineer	0	0	1	1
Secretary	0	1	2	2
Part time Clerical	0	0	0	1
Projects Specialist	0	0	1	0
Development Coordinator	0	1	1	1
Senior Engineering Technician	0	0	1	2
Engineering Aide	0	2	6	5
Project Coordinator	0	0	1	1
Project Inspector	0	0	1	1
Sr. Engineering Inspector	0	1	1	1
Engineering Inspector	0	1	1	1
Registered Surveyor	0	0	1	1
Survey Party Chief	0	0	1	1
TOTAL PERSONNEL SERVICES	0	8	21	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.

*Part time Clerical Staff will work approximately 1400 hours annually.

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Value of all Design & Constructed Projects	\$16,491,750	\$19,429,119	\$21,000,000	\$25,000,000
Number of all Projects Designed & Constructed	16	26	24	25
Number of Development Permits	73	43	50	50
Revenue	\$303,878	\$293,924	\$251,865	\$260,000

CITY OF CONROE
FY 2013-2014
0001-1570

BUDGET LINE ITEMS

FUND: GENERAL FUND DEPARTMENT: ENGINEERING DIVISION: ENGINEERING							
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$408,807	\$1,255,720	\$1,078,807	\$1,276,461	\$0	\$0	\$1,276,461
7012 Salaries - Part Time	\$2,226	\$0	\$23,909	\$0	\$0	\$0	\$0
7020 Overtime	\$274	\$11,500	\$11,461	\$11,500	\$0	\$0	\$11,500
7025 Social Security	\$29,025	\$115,317	\$80,627	\$117,204	\$0	\$0	\$117,204
7030 Retirement & Pension	\$65,970	\$210,813	\$187,016	\$214,332	\$0	\$0	\$214,332
7035 Workers Compensation	\$1,503	\$18,896	\$12,331	\$17,186	\$0	\$0	\$17,186
7040 Employee Insurance	\$56,856	\$176,400	\$147,868	\$180,180	\$0	\$0	\$180,180
PERSONNEL SERVICES SUBTOTAL	\$564,661	\$1,788,646	\$1,542,019	\$1,816,863	\$0	\$0	\$1,816,863
7110 Office Supplies	\$15,881	\$27,708	\$17,478	\$28,708	\$0	\$0	\$28,708
7130 Building Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7140 Wearing Apparel	\$628	\$1,700	\$1,650	\$1,700	\$0	\$0	\$1,700
7160 Vehicle Operations	\$20,263	\$27,000	\$38,000	\$27,000	\$0	\$0	\$27,000
7170 Vehicle Repairs	\$42	\$8,350	\$6,600	\$8,350	\$0	\$0	\$8,350
7180 Equipment Repairs	\$0	\$2,000	\$6,000	\$5,000	\$0	\$0	\$5,000
7190 Radio Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$10,275	\$24,582	\$26,300	\$26,729	\$0	\$0	\$26,729
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$47,089	\$91,340	\$96,028	\$97,487	\$0	\$0	\$97,487
8010 Utilities	\$1,512	\$9,457	\$5,000	\$9,457	\$0	\$0	\$9,457
8020 Insurance and Bonds	\$0	\$6,000	\$6,000	\$6,000	\$0	\$0	\$6,000
8030 Legal Services	\$566	\$2,200	\$2,200	\$2,200	\$0	\$0	\$2,200
8040 Leased Equipment	\$3,859	\$8,241	\$3,700	\$8,241	\$0	\$11,307	\$19,548
8050 Travel & Training	\$15,255	\$26,438	\$30,000	\$31,438	\$0	\$0	\$31,438
8060 Contract Services	\$12,597	\$247,152	\$172,547	\$160,652	\$0	\$0	\$160,652
CONTRACTUAL SUBTOTAL	\$33,789	\$299,488	\$219,447	\$217,988	\$0	\$11,307	\$229,295
9041 Furniture & Fixtures <\$5,000	\$6,474	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$28,000	\$28,000	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$1,392	\$16,147	\$4,150	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$7,866	\$44,147	\$32,150	\$0	\$0	\$0	\$0
TOTAL 0001-1570	\$653,405	\$2,223,621	\$1,889,644	\$2,132,338	\$0	\$11,307	\$2,143,645

CITY OF CONROE

FY 2013-2014

0001-1570

SUPPLEMENTAL REQUESTS WITH LINE ITEMS

(Active Only)

ID	Rank	Title	Type	Line Items	
2416	5	Multifunction Printer/ Copier/ Scanner	Replacement Equipment	8040 Leased Equipment	\$11,307
				Request Total	\$11,307
1 Requests			Total for 0001-1570		\$11,307

**City of Conroe
General Fund**

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

<u>Actual</u> <u>2010-2011</u>	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Budgeted</u> <u>2013-2014</u>
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There are no personnel items associated with this department.

CITY OF CONROE
FY 2013-2014
0001-1800

BUDGET LINE ITEMS

FUND: GENERAL FUND		DEPARTMENT: GF NON-DEPARTMENTAL		DIVISION: GF NON-DEPARTMENTAL			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$0	\$262,000	\$0	\$1,328,653	\$0	\$0	\$1,328,653
7025 Social Security	\$0	\$22,750	\$0	\$120,907	\$0	\$0	\$120,907
7030 Retirement & Pension	\$0	\$42,750	\$0	\$227,200	\$0	\$0	\$227,200
7035 Workers Compensation	\$3,447	\$3,762	\$0	\$17,889	\$0	\$0	\$17,889
7040 EMPLOYEE INSURANCE	\$945,999	\$1,038,764	\$1,074,228	\$1,168,985	\$0	\$0	\$1,168,985
7070 Unemployment	\$19,367	\$20,000	\$20,000	\$20,000	\$0	\$0	\$20,000
PERSONNEL SERVICES SUBTOTAL	\$968,813	\$1,390,026	\$1,094,228	\$2,883,634	\$0	\$0	\$2,883,634
7110 Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$31,728	\$38,900	\$38,900	\$38,900	\$0	\$0	\$38,900
7251 Buildings <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$31,728	\$38,900	\$38,900	\$38,900	\$0	\$0	\$38,900
8010 Utilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8020 Insurance and Bonds	\$224,631	\$250,000	\$250,000	\$275,000	\$0	\$0	\$275,000
8050 Travel & Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8060 Contract Services	\$164,574	\$225,059	\$268,650	\$153,721	\$0	\$0	\$153,721
8062 Community Services	\$537,975	\$675,958	\$653,989	\$618,504	\$0	\$0	\$618,504
8080 Garbage & Recycling Fees	\$0	\$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	\$952,692	\$1,151,017	\$1,172,639	\$1,047,225	\$0	\$0	\$1,047,225
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	\$625,000	\$0	\$0	\$625,000
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	\$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

CITY OF CONROE
FY 2013-2014
0001-1800

BUDGET LINE ITEMS

FUND: GENERAL FUND

DEPARTMENT: GF NON-DEPARTMENTAL

DIVISION: GF NON-DEPARTMENTAL

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$625,000	\$0	\$0	\$625,000
8520 Transfer Out	\$3,194,853	\$2,391,002	\$4,015,310	\$2,102,233	\$0	\$0	\$2,102,233
8540 Beautification	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRANSFERS SUBTOTAL	\$3,194,853	\$2,391,002	\$4,015,310	\$2,102,233	\$0	\$0	\$2,102,233
9660 Principal-Lease	\$51,033	\$53,049	\$53,049	\$55,144	\$0	\$0	\$55,144
9670 Interest-Lease	\$24,146	\$22,130	\$22,130	\$20,035	\$0	\$0	\$20,035
DEBT SERVICE SUBTOTAL	\$75,179	\$75,179	\$75,179	\$75,179	\$0	\$0	\$75,179
TOTAL 0001-1800	\$5,223,265	\$5,046,124	\$6,396,256	\$6,772,171	\$0	\$0	\$6,772,171

WATER AND SEWER OPERATING FUND

FY 13-14 Budget Summary Water/Sewer Operating Fund

Type	Actual FY 11-12	Amended FY 12-13	Estimate FY 12-13	Dollar FY 12-13	Base FY 13-14	Supplemental FY 13-14	Proposed FY 13-14	Dollar + / -	Percent + / -
Beginning Working Capital:		\$ 10,610,525	\$ 10,610,525	\$ -	\$ 9,411,022	\$ -	\$ 9,411,022	\$ -	0.0%
W/S Fund Revenues:									
Revenues	\$ 21,179,607	\$ 24,610,907	\$ 24,146,974	\$ (463,933)	\$ 27,097,434	\$ -	\$ 27,097,434	\$ 2,486,527	10.1%
Total Revenues	\$ 21,179,607	\$ 24,610,907	\$ 24,146,974	\$ (463,933)	\$ 27,097,434	\$ -	\$ 27,097,434	\$ 2,486,527	10.1%
Total Resources:	\$ 21,179,607	\$ 35,221,432	\$ 34,757,499	\$ (463,933)	\$ 36,508,456	\$ -	\$ 36,508,456	\$ 2,486,527	7.1%
W/S Fund Expenditures:									
Utility Billing	\$ 777,595	\$ 836,679	\$ 811,999	\$ 24,680	\$ 760,316	\$ 33,243	\$ 793,559	\$ (43,120)	-5.2%
Public Works	679,831	894,900	880,019	14,881	809,627	65,000	874,627	(20,273)	-2.3%
Water Conservation	84,682	153,608	136,416	17,192	141,196	-	141,196	(12,412)	-8.1%
Water	3,282,775	3,885,227	3,627,948	257,279	3,678,271	-	3,678,271	(206,956)	-5.3%
Wastewater Treatment	1,876,615	1,832,344	1,804,648	27,696	1,777,959	-	1,777,959	(54,385)	-3.0%
Sewer	1,267,091	1,639,456	1,327,951	311,505	1,635,902	110,000	1,745,902	106,446	6.5%
Pump & Motor Maint	805,777	873,430	870,355	3,075	817,372	481,830	1,299,202	425,772	48.7%
Project Construction	-	-	-	-	1,423,408	-	1,423,408	1,423,408	N/A
W/S Non-Departmental	9,921,255	16,421,088	15,887,141	533,947	14,954,252	-	14,954,252	(1,466,836)	-8.9%
Total Expenditures	\$ 18,695,621	\$ 26,536,732	\$ 25,346,477	\$ 1,190,255	\$ 25,998,303	\$ 690,073	\$ 26,688,376	\$ 151,644	0.6%
New Working Capital:		\$ 8,684,700	\$ 9,411,022	\$ 726,322	\$ 10,510,153		\$ 9,820,080	\$ 1,135,380	
60-Day Reserve:		\$ 4,362,639	\$ 4,166,961		\$ 4,274,121		\$ 4,387,569		
Over/(Under):		4,322,061	5,244,061		6,236,032		5,432,511		
Budget Contingency:		\$ 2,181,319	\$ 2,083,480		\$ 2,137,061		\$ 2,193,785		
Over/(Under) 30-Days:		2,140,742	3,160,581		4,098,971		3,238,726		
Breakdown of Transfer Out:									
Administrative Transfer (GF)					\$ -				
Revenue Debt Service Fund					5,186,657				
Revenue Debt Reserve Fund (2009 & 2011 RBs)					170,616				
W&S Construction Fund					-				
Vehicle & Equipment Replacement Fund					938,342				
Conroe Tower Fund					136,044				
Land for New Wastewater Treatment Plant - Sewer CIP					-				
SSOI Program					-				
G.O. Debt Service Fund (MUD Debt)					-				
Total					\$ 6,431,659				

FY 13-14 Budget Summary by Category Water/Sewer Operating Fund

	<u>FY 12-13 Budget</u>	<u>FY 12-13 Estimate</u>	<u>Under/ (Over)</u>	<u>FY 13-14 Base</u>	<u>Supplemental FY 13-14</u>	<u>FY 13-14 Proposed</u>
Personnel	\$ 4,902,090	\$ 4,235,686	\$ 666,404	\$ 6,031,227	\$ -	\$ 6,031,227
Supplies	1,975,658	2,004,162	(28,504)	2,285,340	45,336	2,330,676
Contractual	8,795,767	8,179,912	615,855	9,843,022	110,000	9,953,022
Capital Outlay	376,783	440,283	(63,500)	-	534,737	534,737
Transfers	9,918,698	9,918,698	-	7,270,978	-	7,270,978
Debt Service	567,736	567,736	-	567,736	-	567,736
Total	\$ 26,536,732	\$ 25,346,477	\$ 1,190,255	\$ 29,998,303	\$ 640,073	\$ 26,688,376

FY 13-14 Supplemental Requests Water/Sewer Operating Fund

Department/Division	Dept Rank	Supplemental Req. Title	Requested Amount ¹	FY 12-13 Purchase ²	CAO Adjustment ³	List "A" (Included) ⁴	Type
0002-2800 Utilities/Meter Readers	0	Upgrade 2 Replacement Pickups to F-150s	\$ 4,000	\$ -	-	\$ 4,000	Replacement Equipment
0002-2800 Utilities/Meter Readers	1	Replacement Water Meters - Zone 2	21,336	-	-	21,336	Replacement Equipment
0002-2800 Utilities/Meter Readers	4	Mobile Laptops For Meter Technicians - Conroe Lean	7,907	-	-	7,907	New Equipment
0002-2800 Utilities/Meter Readers	5	Meter Technician	78,301	-	-	-	New Personnel
0002-2800 Utilities/Meter Readers Total			\$ 111,544	\$ -	\$ -	\$ 33,243	
0002-2810 Public Works	1	Replace Existing Classroom Audio Visual Equipment	40,000	-	-	40,000	Replacement Equipment
0002-2810 Public Works	3	Replace Tables And Chairs In Classroom	60,000	-	-	-	Replacement Equipment
0002-2810 Public Works	4	Security Equipment - Svc Ctr Complex- Phase I V	81,500	-	-	-	New Equipment
0002-2810 Public Works	5	Maintenance Technician For Service Center	53,300	-	-	-	New Personnel
0002-2810 Public Works	6	Service Center Stock Yard Lighting Phase I	25,000	-	-	25,000	New Equipment
0002-2810 Public Works Total			\$ 259,800	\$ -	\$ -	\$ 65,000	
0002-2820 Water	0	Increase In Account 8060	37,000	-	37,000	-	Non-discretionary Adjustment
0002-2820 Water	0	Unregulated Contaminant Monitoring (U C M R 3)	25,000	-	25,000	-	Non-discretionary Adjustment
0002-2820 Water	1	Water Well Meters	31,000	31,000	-	-	Replacement Equipment
0002-2820 Water Total			\$ 93,000	\$ 31,000	\$ 62,000	\$ -	
0002-2882 Sewer	1	T V Inspection Of 48 Inch Sewer Trunk Mains	110,000	-	-	110,000	Enhanced Program
0002-2882 Sewer	2	New 3 Man Maintenance Crew	263,844	-	-	-	New Personnel
0002-2882 Sewer Total			\$ 373,844	\$ -	\$ -	\$ 110,000	
0002-2883 Pump & Motor Maint	0	Ike 2.2 Grant Generators	481,830	-	-	481,830	Non-discretionary Adjustment
0002-2883 Pump & Motor Maint	2	Change To Flygt Pumps At Forest Creek Lift Station	32,500	32,500	-	-	Replacement Equipment
0002-2883 Pump & Motor Maint	3	Scissor Lift	19,500	-	-	-	New Equipment
0002-2883 Pump & Motor Maint Total			\$ 533,830	\$ 32,500	\$ -	\$ 481,830	
Grand Total			\$ 1,372,018	\$ 63,500	\$ 62,000	\$ 690,073	

Definitions:

- Requested Amount** - The total cost of the project. Also, the cost that was requested through the supplemental request.
- FY 12-13 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:

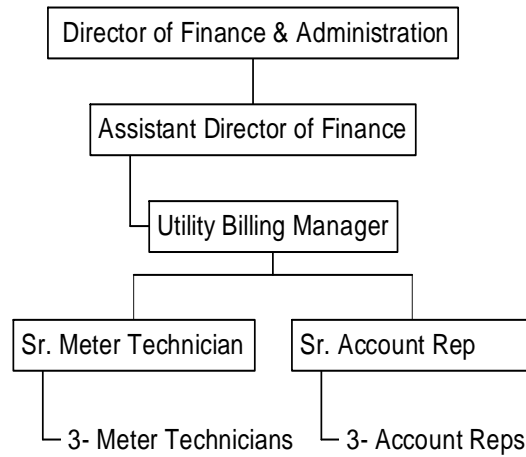
- If there is no funding listed in the FY12-13 Purchase, CAO Adjustment, or List "A" (Included) columns, then the supplemental request was not approved for funding.

CITY OF CONROE
FY 2013-2014
0002-2000

BUDGET LINE ITEMS

FUND: W&S OPERATING FUND DEPARTMENT: REVENUES DIVISION: REVENUES							
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
5100 Water Charges	\$9,397,961	\$10,535,113	\$10,517,075	\$10,995,602	\$0	\$0	\$10,995,602
5105 Groundwater Conservation Fee	\$177,847	\$186,699	\$175,847	\$175,847	\$0	\$0	\$175,847
5110 Sewer Charges	\$7,106,921	\$7,692,629	\$7,777,187	\$8,131,049	\$0	\$0	\$8,131,049
5115 Surface Water Conversion Fee	\$3,120,827	\$5,056,064	\$4,387,907	\$6,143,069	\$0	\$0	\$6,143,069
5116 Discharged Water Sales	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5120 Water Taps	\$372,758	\$317,623	\$465,176	\$375,000	\$0	\$0	\$375,000
5130 Sewer Taps	\$45,961	\$39,330	\$46,919	\$46,919	\$0	\$0	\$46,919
5140 Reconnects	\$96,154	\$89,530	\$104,519	\$109,745	\$0	\$0	\$109,745
5150 Service Charges	\$59,506	\$59,591	\$66,396	\$66,396	\$0	\$0	\$66,396
5170 Special Revenue/Water & Sewer	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5180 Pretreatment Fees	\$211,173	\$234,647	\$210,621	\$210,621	\$0	\$0	\$210,621
6010 Interest on Investments	\$19,855	\$7,581	\$8,776	\$8,776	\$0	\$0	\$8,776
6015 Gains (Losses) on Investmt	(\$1,735)	\$0	\$0	\$0	\$0	\$0	\$0
6020 Penalty & Interest	\$265,860	\$254,669	\$257,619	\$257,619	\$0	\$0	\$257,619
6030 Lease Income	\$525	\$0	\$600	\$0	\$0	\$0	\$0
6036 Sales of Cap. Assets	(\$44,063)	\$0	\$0	\$0	\$0	\$0	\$0
6037 Capital Recovery Fee	\$105,889	\$111,427	\$83,148	\$78,990	\$0	\$0	\$78,990
6060 Unanticipated Revenues	\$53,831	\$26,004	\$39,989	\$39,989	\$0	\$0	\$39,989
6070 Short & Over	(\$495)	\$0	(\$336)	\$0	\$0	\$0	\$0
6080 Donations	\$1,000	\$0	\$500	\$0	\$0	\$0	\$0
6106 Intergovernmental	\$0	\$0	\$0	\$456,170	\$0	\$0	\$456,170
6510 Interest - Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6520 Recovery of Bad Debts	\$2,032	\$0	\$1,642	\$1,642	\$0	\$0	\$1,642
6530 Other Non-Operating Income	\$30,051	\$0	\$3,389	\$0	\$0	\$0	\$0
6550 Transfer In	\$118,942	\$0	\$0	\$0	\$0	\$0	\$0
6951 Gain on Sale of Cap Asset	\$38,807	\$0	\$0	\$0	\$0	\$0	\$0
REVENUES SUBTOTAL	\$21,179,607	\$24,610,907	\$24,146,974	\$27,097,434	\$0	\$0	\$27,097,434
TOTAL 0002-2000	\$21,179,607	\$24,610,907	\$24,146,974	\$27,097,434	\$0	\$0	\$27,097,434

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 2012-2013

- ✓ Hosted an Electronics Recycling Event
- ✓ Hosted Second Annual Paper Shredding Event
- ✓ Updated & Implemented Commercial Garbage Franchise Procedures
- ✓ Completed Meter Conversions for the Crighton Ridge/Woods Subdivisions
- ✓ Completed Billing and Meter Read Re-zone Project for the City

Goals & Objectives for FY 2013-2014

- ❑ Continue Automated Meter Read (AMR) Conversions for Selected Newly Annexed Water Systems
- ❑ Research Payment Kiosk for City Hall
- ❑ Implement a Paperless Work Order System for the Meter Division
- ❑ Implement Incode Version X Utility Billing software conversion

City of Conroe
Water and Sewer Operating Fund

Utility Billing
0002-2800

	<u>Actual</u> <u>2010-2011</u>	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Budgeted</u> <u>2013-2014</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>2010-2011</u>	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Budgeted</u> <u>2013-2014</u>
PERFORMANCE MEASURES				
Number of connect service orders	2,142	1,789	1,860	1,934
Number of occupant change service order	1,089	1,017	1,057	1,099
Number of disconnect service orders	5,181	5,323	5,535	5,756
Number of reinstate service orders	2,886	3,068	3,190	3,317
Total number of transactions completed	85,473	101,662	105,728	109,957
Total number of utility billings	177,909	184,438	191,815	199,487

CITY OF CONROE
FY 2013-2014
0002-2800

BUDGET LINE ITEMS

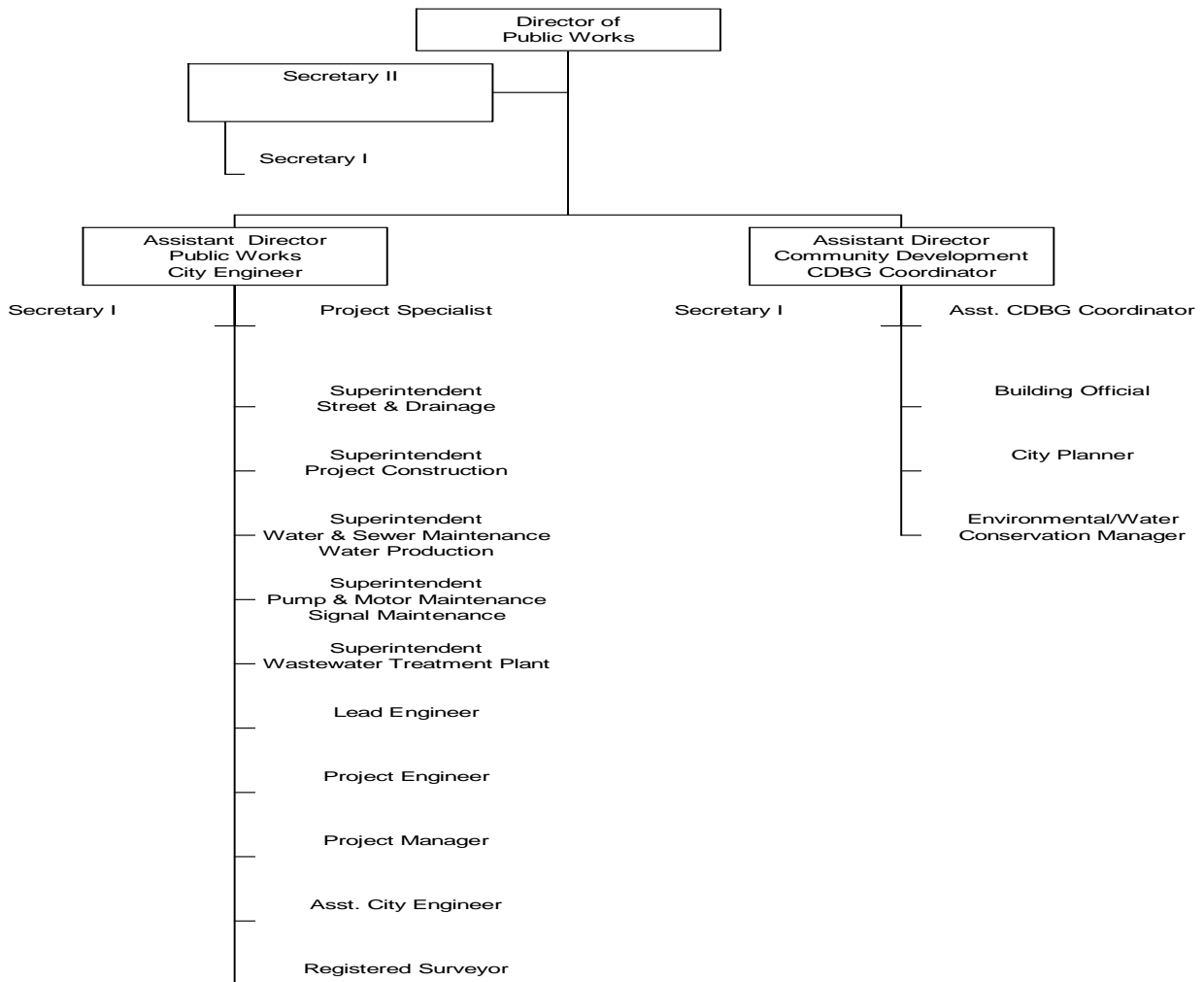
FUND: W&S OPERATING FUND DEPARTMENT: UTILITY BILLING DIVISION: UTILITY BILLING							
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$354,591	\$362,548	\$349,840	\$368,235	\$0	\$0	\$368,235
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$16,973	\$10,000	\$10,000	\$10,000	\$0	\$0	\$10,000
7025 Social Security	\$27,611	\$33,902	\$26,035	\$34,419	\$0	\$0	\$34,419
7030 Retirement & Pension	\$69,355	\$63,624	\$59,203	\$64,596	\$0	\$0	\$64,596
7035 Workers Compensation	\$3,587	\$5,456	\$3,574	\$4,958	\$0	\$0	\$4,958
7040 Employee Insurance	\$72,162	\$75,600	\$75,739	\$77,220	\$0	\$0	\$77,220
PERSONNEL SERVICES SUBTOTAL	\$544,279	\$551,130	\$524,391	\$559,428	\$0	\$0	\$559,428
7110 Office Supplies	\$105,884	\$93,740	\$93,740	\$93,740	\$0	\$0	\$93,740
7140 Wearing Apparel	\$2,718	\$1,850	\$2,550	\$1,850	\$0	\$0	\$1,850
7160 Vehicle Operations	\$25,786	\$24,584	\$24,584	\$24,584	\$0	\$0	\$24,584
7170 Vehicle Repairs	\$1,372	\$1,100	\$1,100	\$1,100	\$0	\$0	\$1,100
7180 Equipment Repairs	\$528	\$100	\$100	\$100	\$0	\$0	\$100
7190 Radio Repairs	\$0	\$350	\$350	\$350	\$0	\$0	\$350
7200 Operating Supplies	\$9,744	\$27,980	\$25,924	\$23,994	\$0	\$0	\$23,994
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$21,336	\$21,336
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$146,032	\$149,704	\$148,348	\$145,718	\$0	\$21,336	\$167,054
8010 Utilities	\$3,400	\$4,108	\$4,108	\$5,228	\$0	\$0	\$5,228
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$4,153	\$2,420	\$2,420	\$2,420	\$0	\$0	\$2,420
8050 Travel & Training	\$5,243	\$2,062	\$4,118	\$4,928	\$0	\$0	\$4,928
8060 Contract Services	\$74,488	\$56,872	\$58,231	\$42,594	\$0	\$0	\$42,594
CONTRACTUAL SUBTOTAL	\$87,284	\$65,462	\$68,877	\$55,170	\$0	\$0	\$55,170
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	\$7,907	\$7,907
9051 Machinery & Equipment <\$5,000	\$0	\$70,383	\$70,383	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$4,000	\$4,000
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$0	\$70,383	\$70,383	\$0	\$0	\$11,907	\$11,907
TOTAL 0002-2800	\$777,595	\$836,679	\$811,999	\$760,316	\$0	\$33,243	\$793,559

CITY OF CONROE
FY 2013-2014
0002-2800

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
2536	0	Upgrade 2 Replacement Pickups To F-150s	Replacement Equipment	9060 VEHICLES >\$5,000 Request Total	\$4,000 \$4,000
1697	1	Replacement Water Meters - Zone 2	Replacement Equipment	7254 Machinery & Equipment <\$5,000 Request Total	\$21,336 \$21,336
2355	4	Mobile Laptops For Meter Technicians - Conroe Lean	New Equipment	9050 MACHINERY & EQUIPMENT >\$5,000 Request Total	\$7,907 \$7,907
3 Requests			Total for 0002-2800		\$33,243

Public Works



The Public Works Department includes the management and supervision of the Street, Drainage Maintenance, Pump and Motor Maintenance, Signal Maintenance, Project Construction, Water Production, Water Maintenance, Sewer Maintenance, Wastewater Treatment Plant, Community Development (Building / Permits / Code Enforcement / Planning & C. D. B. G.), and Engineering 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 2012-2013

- ✓ Implemented use of CarteGraph software in the Engineering division.
- ✓ Continued with Sanitary Sewer Overflow Initiative Program tracking and reporting.
- ✓ Continued with engineering for the Wastewater Treatment Plant expansion.
- ✓ Completed Phase III of security at the Service Center.
- ✓ Replaced flooring in classroom and administration buildings.
- ✓ Updated GIS base maps for water, sewer, drainage and streets.
- ✓ Updated Master Plans for water, sewer and future service areas.

Goals & Objectives for FY 2013-2014

- ❑ Complete Phase IV of security at the Service Center.
- ❑ Hire Maintenance Technician for Service Center.
- ❑ Complete Engineering for the Wastewater Treatment Plant expansion.
- ❑ Begin Rehab-Phase II for the Wastewater Treatment Plant Rehab expansion.
- ❑ Update Audio Visual equipment in classroom.
- ❑ Replace tables and chairs in classroom.
- ❑ Replace barb wire fence at stock yard along Anderson Road with chain link.
- ❑ Add lighting to stock yard areas that are currently unlit.
- ❑ Continue with Sanitary Sewer Overflow Initiative Program tracking and reporting.
- ❑ Implement GIS into CarteGraph software and begin tracking asset modifications.

City of Conroe
Water and Sewer Operating Fund

Public Works
0002-2810

	<u>Actual</u> <u>2010-2011</u>	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Budgeted</u> <u>2013-2014</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	3
Maintenance Technician	0	0	0	0
TOTAL PERSONNEL SERVICES	5	5	5	6

*Transferred Secretary I position from Department 2881 to 2810 FY 13-14

	<u>Actual</u> <u>2010-2011</u>	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Budgeted</u> <u>2013-2014</u>
PERFORMANCE MEASURES				
Work Orders Issued	4,500	5,100	6,565	7,000
Customer Call Backs	640	750	1,164	1,250
Project Reports	96	100	168	125
Call Center Calls Taken	1825	2,240	2,321	2,500

CITY OF CONROE
FY 2013-2014
0002-2810

BUDGET LINE ITEMS

FUND: W&S OPERATING FUND

DEPARTMENT: PUBLIC WORKS

DIVISION: PUBLIC WORKS

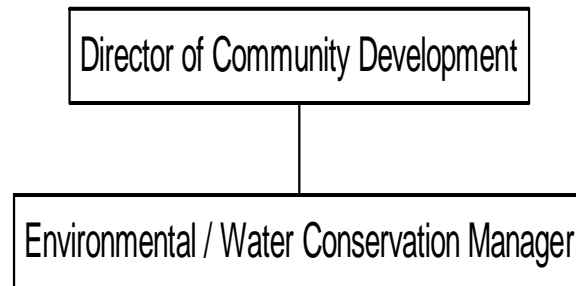
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$393,779	\$380,027	\$370,505	\$417,104	\$0	\$0	\$417,104
7012 Salaries - Part Time	\$2,502	\$0	\$151	\$0	\$0	\$0	\$0
7020 Overtime	\$791	\$1,100	\$172	\$1,100	\$0	\$0	\$1,100
7025 Social Security	\$25,168	\$34,683	\$24,669	\$37,581	\$0	\$0	\$37,581
7030 Retirement & Pension	\$68,973	\$64,721	\$70,561	\$70,167	\$0	\$0	\$70,167
7035 Workers Compensation	\$575	\$5,719	\$3,732	\$5,545	\$0	\$0	\$5,545
7040 Employee Insurance	\$43,486	\$42,000	\$43,579	\$51,480	\$0	\$0	\$51,480
PERSONNEL SERVICES SUBTOTAL	\$535,274	\$528,250	\$513,369	\$582,977	\$0	\$0	\$582,977
7110 Office Supplies	\$6,570	\$7,000	\$7,000	\$7,000	\$0	\$0	\$7,000
7140 Wearing Apparel	\$3,564	\$3,500	\$3,500	\$5,000	\$0	\$0	\$5,000
7160 Vehicle Operations	\$7,083	\$6,000	\$6,000	\$6,000	\$0	\$0	\$6,000
7170 Vehicle Repairs	\$0	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
7180 Equipment Repairs	\$3,645	\$500	\$500	\$2,500	\$0	\$0	\$2,500
7190 Radio Repairs	\$0	\$200	\$200	\$200	\$0	\$0	\$200
7200 Operating Supplies	\$14,208	\$27,705	\$27,705	\$30,205	\$0	\$0	\$30,205
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$35,070	\$45,905	\$45,905	\$51,905	\$0	\$0	\$51,905
8010 Utilities	\$28,499	\$90,000	\$69,300	\$61,000	\$0	\$0	\$61,000
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$1,430	\$1,500	\$1,500	\$1,500	\$0	\$0	\$1,500
8050 Travel & Training	\$9,403	\$18,945	\$18,945	\$18,945	\$0	\$0	\$18,945
8060 Contract Services	\$70,155	\$70,300	\$91,000	\$93,300	\$0	\$0	\$93,300
CONTRACTUAL SUBTOTAL	\$109,487	\$180,745	\$180,745	\$174,745	\$0	\$0	\$174,745
9030 Improvements > \$5,000	\$0	\$65,000	\$65,000	\$0	\$0	\$25,000	\$25,000
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	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$75,000	\$75,000	\$0	\$0	\$40,000	\$40,000
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	\$0	\$140,000	\$140,000	\$0	\$0	\$65,000	\$65,000
TOTAL 0002-2810	\$679,831	\$894,900	\$880,019	\$809,627	\$0	\$65,000	\$874,627

CITY OF CONROE
FY 2013-2014
0002-2810

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items
2375	1	Replace Existing Classroom Audio Visual Equipment	Replacement Equipment	9050 MACHINERY & EQUIPMENT >\$5,000 \$40,000 Request Total \$40,000
2377	6	Service Center Stock Yard Lighting Phase I	New Equipment	9030 IMPROVEMENTS > \$5,000 \$25,000 Request Total \$25,000
2 Requests			Total for 0002-2810	\$65,000

Water Conservation



This Department has developed new water conservation billing inserts, brochures and ads and participated in updating the Drought Contingency Plan for the City. The Water Conservation Manager promotes 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 2012-2013

- ✓ Continued monitoring water saved by the implementation of the Year Round water restrictions that became effective 7/1/2012.
- ✓ The Advisory Board and City Council were kept informed on new cutting edge water conservation projects that would benefit the City of Conroe.
- ✓ Held several meetings throughout the city to inform residents and Property Owners Association's / Home Owners Association's (POA/HOA) about Water Conservation and the new Year Round watering restrictions.
- ✓ Expanded the Water Conservation Advisory Board to include 3 new members including the Texas A&M AgriLife Extension Service County Extension Agent.
- ✓ Held the 2nd meeting for large permitted industrial users.
- ✓ Developed advertisements and billing inserts for the new Year Round watering restrictions.
- ✓ The alliance formed with both San Jacinto River Authority (SJRA) and Lone Star Groundwater Conservation District (LSGCD) resulted in the LSGCD purchasing a new ET weather station that will be used by the City of Conroe and The Woodlands to further promote water conservation.
- ✓ Implemented a very successful city wide rainwater harvesting program.

Goals & Objectives for FY 2013-2014

- ❑ Conduct training sessions for the public on the use of their irrigation controller box and sessions on optimizing their irrigation systems.
- ❑ Make available the weekly watering recommendations from the ET weather station through several venues including the city website, the Courier and phone apps.
- ❑ Continue monitoring water saved by the implementation of the Year Round Water Restrictions.
- ❑ Continue to inform Advisory Board and City Council of new cutting edge water conservation projects that would benefit the City of Conroe.
- ❑ Continue to make calls with LSGCD & SJRA in promoting water conservation to Municipal Utility District's, investor owned utilities and cities within Montgomery County.

City of Conroe
Water and Sewer Operating Fund

Water Conservation
0002-2811

	<u>Actual</u> <u>2010-2011</u>	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Budgeted</u> <u>2013-2014</u>
PERSONNEL SERVICES				
Environmental/Water Conservation Manager	0	0	1	1
TOTAL FULL TIME	0	0	1	1
P/T Water Conservation Manager	0	1,560	0	0
TOTAL PART TIME HOURS	0	1,560	0	0

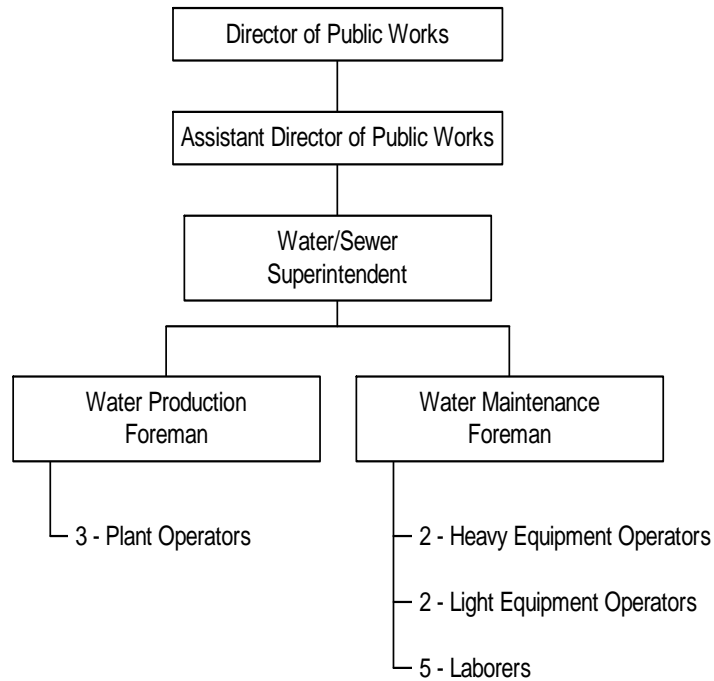
	<u>Actual</u> <u>2010-2011</u>	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Budgeted</u> <u>2013-2014</u>
PERFORMANCE MEASURES				
Advertisement & Billing Insert Mailouts	0	6	12	6
New Water Conservation Programs	0	4	8	6
Conservation Meetings Held	0	20	36	36

CITY OF CONROE
FY 2013-2014
0002-2811

BUDGET LINE ITEMS

FUND: W&S OPERATING FUND		DEPARTMENT: WATER CONSERVATION		DIVISION: WATER CONSERVATION			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$225	\$60,320	\$65,675	\$67,248	\$0	\$0	\$67,248
7012 Salaries - Part Time	\$37,847	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7025 Social Security	\$2,967	\$4,614	\$4,822	\$6,120	\$0	\$0	\$6,120
7030 Retirement & Pension	\$6,564	\$10,200	\$10,807	\$11,346	\$0	\$0	\$11,346
7035 Workers Compensation	\$0	\$277	\$177	\$905	\$0	\$0	\$905
7040 Employee Insurance	\$0	\$8,400	\$7,938	\$8,580	\$0	\$0	\$8,580
PERSONNEL SERVICES SUBTOTAL	\$47,603	\$83,811	\$89,419	\$94,199	\$0	\$0	\$94,199
7110 Office Supplies	\$6,739	\$7,200	\$2,000	\$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	\$664	\$21,571	\$21,571	\$6,121	\$0	\$0	\$6,121
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$7,403	\$28,771	\$23,571	\$13,321	\$0	\$0	\$13,321
8010 Utilities	\$146	\$1,000	\$400	\$500	\$0	\$0	\$500
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	\$1,194	\$2,626	\$2,626	\$2,776	\$0	\$0	\$2,776
8060 Contract Services	\$28,336	\$37,400	\$20,400	\$30,400	\$0	\$0	\$30,400
CONTRACTUAL SUBTOTAL	\$29,676	\$41,026	\$23,426	\$33,676	\$0	\$0	\$33,676
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	\$84,682	\$153,608	\$136,416	\$141,196	\$0	\$0	\$141,196

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 2012-2013

- ✓ Rehabbed interior of building at Main Street Water Well #4.
- ✓ Maintained water tap and waterline work order completion time to a minimum.
- ✓ Completed electrical grounding survey's on 12 of the City water wells.
- ✓ Completed the electrical grounding upgrades at plants #19, #20, #21, and #22.
- ✓ Completed the Water Well rehabilitation of Wells #4, and #13.
- ✓ Rehabbed both 500,000 gallon storage tanks at Northwest Water Well #6.
- ✓ Rehabbed 4 hydro-pneumatic tanks at Water Wells #4, #6, #7, and #15.
- ✓ Updated water system mapping.
- ✓ Maintained Superior Water rating through Texas Commission on Environmental Quality (TCEQ).
- ✓ Completed 8" waterline down Galveston Street.
- ✓ Completed 12 large meter vault installations.
- ✓ Installed new drainage system at water plants #14 & #15.
- ✓ FM 3083 12" water line extension to Gray Stone Manor subdivision.
- ✓ FM 830 8" water line extension to Forest Creek subdivision.
- ✓ Cleaned water plant locations in Crighton Woods and Crighton Ridge.
- ✓ Updated the Drought Contingency Plan.

Goals & Objectives for FY 2013-2014

- ❑ Keep water distribution maps updated.
- ❑ Complete construction of Water Well #23.
- ❑ Complete 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).
- ❑ Complete Nexus care water extension.
- ❑ Take over and upgrade A-1 Services water system off of FM 1488.

City of Conroe
Water and Sewer Operating Fund

Water
0002-2820

	<u>Actual</u> <u>2010-2011</u>	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Budgeted</u> <u>2013-2014</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
Plant Operator	3	3	3	3
TOTAL PERSONNEL SERVICES	15	15	15	15

	<u>Actual</u> <u>2010-2011</u>	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Budgeted</u> <u>2013-2014</u>
PERFORMANCE MEASURES				
Water locates	5,870	6,336	7,000	7,000
Water taps	123	156	187	150
Water main extensions (linear feet)	450	1,020	500	500
Water leak repairs	828	783	744	800
Gallons water produced (in billions)	4.121	3.538	3.404	3.888

CITY OF CONROE
FY 2013-2014
0002-2820

BUDGET LINE ITEMS

FUND: W&S OPERATING FUND DEPARTMENT: WATER DIVISION: WATER							
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$563,442	\$640,156	\$528,446	\$634,713	\$0	\$0	\$634,713
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$55,211	\$65,000	\$49,200	\$65,000	\$0	\$0	\$65,000
7025 Social Security	\$44,808	\$64,169	\$41,843	\$63,674	\$0	\$0	\$63,674
7030 Retirement & Pension	\$114,523	\$120,110	\$95,211	\$119,179	\$0	\$0	\$119,179
7035 Workers Compensation	\$9,890	\$9,633	\$6,317	\$8,546	\$0	\$0	\$8,546
7040 Employee Insurance	\$111,412	\$126,000	\$95,206	\$128,700	\$0	\$0	\$128,700
PERSONNEL SERVICES SUBTOTAL	\$899,286	\$1,025,068	\$816,223	\$1,019,812	\$0	\$0	\$1,019,812
7110 Office Supplies	\$1,859	\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
7140 Wearing Apparel	\$6,308	\$7,000	\$6,600	\$7,000	\$0	\$0	\$7,000
7160 Vehicle Operations	\$123,916	\$117,118	\$117,118	\$117,118	\$0	\$0	\$117,118
7170 Vehicle Repairs	\$12,276	\$8,000	\$8,000	\$8,000	\$0	\$0	\$8,000
7180 Equipment Repairs	\$43,531	\$58,127	\$47,000	\$58,127	\$0	\$0	\$58,127
7190 Radio Repairs	\$263	\$288	\$288	\$288	\$0	\$0	\$288
7200 Operating Supplies	\$636,956	\$765,996	\$765,996	\$699,796	\$0	\$0	\$699,796
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$825,109	\$959,529	\$948,002	\$893,329	\$0	\$0	\$893,329
8010 Utilities	\$854,131	\$1,025,000	\$1,025,000	\$1,025,000	\$0	\$0	\$1,025,000
8020 Insurance and Bonds	\$130	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$140	\$8,000	\$7,000	\$8,000	\$0	\$0	\$8,000
8050 Travel & Training	\$8,788	\$8,223	\$8,223	\$8,223	\$0	\$0	\$8,223
8060 Contract Services	\$444,578	\$791,907	\$725,000	\$661,907	\$62,000	\$0	\$723,907
CONTRACTUAL SUBTOTAL	\$1,307,767	\$1,833,130	\$1,765,223	\$1,703,130	\$62,000	\$0	\$1,765,130
9030 Improvements >\$5,000	\$134,159	\$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	\$109,929	\$67,500	\$98,500	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$6,525	\$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

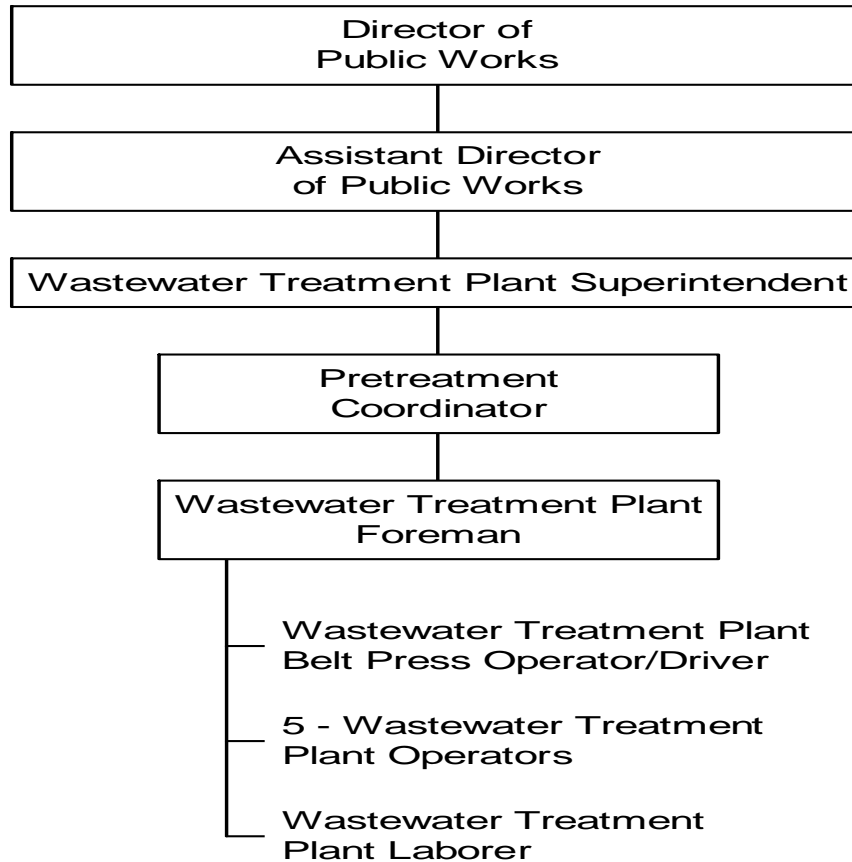
CITY OF CONROE
FY 2013-2014
0002-2820

BUDGET LINE ITEMS

FUND: W&S OPERATING FUND DEPARTMENT: WATER DIVISION: WATER

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
CAPITAL OUTLAY SUBTOTAL	\$250,613	\$67,500	\$98,500	\$0	\$0	\$0	\$0
TOTAL 0002-2820	\$3,282,775	\$3,885,227	\$3,627,948	\$3,616,271	\$62,000	\$0	\$3,678,271

Wastewater Treatment Plant



The Southwest Regional 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 sampling, monthly reports and semi-annual inspections.

Wastewater Treatment Plant

Accomplishments for FY 2012-2013

- ✓ 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 State of Texas.
- ✓ Treated approximately 2.3 billion gallons of wastewater.
- ✓ Processed and disposed of approximately 9,000 cubic yards of municipal biosolids.
- ✓ Renewed NPDES Water Quality Permit for Southwest Regional WWTP.
- ✓ Continued to utilize computerized maintenance software for the wastewater plant.
- ✓ Progressed to 50% on the Capital Improvement Project to upgrade the wastewater plant.
- ✓ Completed security system upgrade Phase III for WWTP.

Goals & Objectives for FY 2013-2014

- ❑ 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 State of Texas.
- ❑ Treat approximately 2.3 billion gallons of wastewater.
- ❑ Process and dispose of approximately 9,000 cubic yards of Municipal Biosolids.
- ❑ Capital Improvement Project to upgrade the wastewater plant will reach 75% progress.
- ❑ Transition from disposal of biosolids at Western Waste Security Landfill and commence disposal of biosolids at the New Earth composting complex in Conroe.
- ❑ Decommission Longmire on Lake Conroe Wastewater Treatment Plant.

City of Conroe
Water and Sewer Operating Fund

Wastewater Treatment Plant
0002-2881

	<u>Actual</u> <u>2010-2011</u>	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Budgeted</u> <u>2013-2014</u>
PERSONNEL SERVICES				
WWTP Superintendent	1	1	1	1
WWTP Pretreatment Coordinator	1	1	1	1
WWTP Foreman	0	1	1	1
Lead Operator	1	0	0	0
Secretary I	1	1	1	0
Operator	5	5	5	5
Laborer	1	1	1	1
Driver/Press Operator	1	1	1	1
TOTAL PERSONNEL SERVICES	11	11	11	10

The Secretary I position was transferred to Department 2810 in FY 13-14

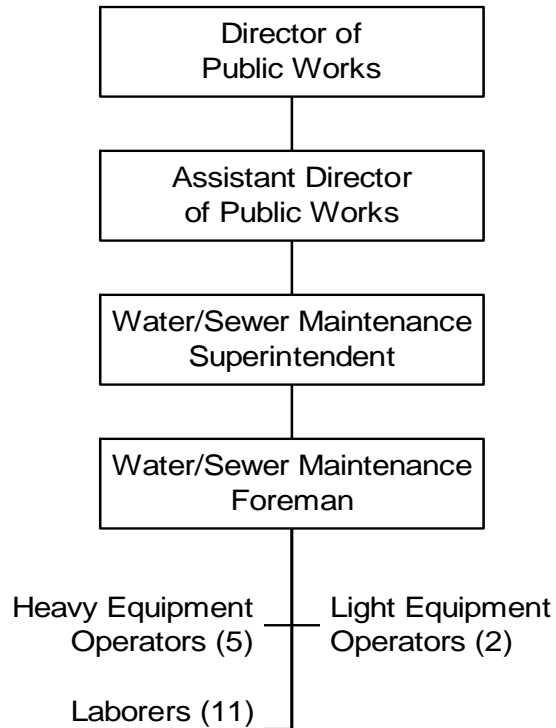
	<u>Actual</u> <u>2010-2011</u>	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Budgeted</u> <u>2013-2014</u>
PERFORMANCE MEASURES				
Treated wastewater discharged (in billion gallons)	2.329	2.627	2.326	2.326
Sludge hauled (cubic yards)	8,160	8,768	8,491	8,491
Grit hauled (cubic yards)	177	685	180	180

CITY OF CONROE
FY 2013-2014
0002-2881

BUDGET LINE ITEMS

FUND: W&S OPERATING FUND		DEPARTMENT: WASTEWATER TREATMENT PLANT		DIVISION: WWTP			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$495,491	\$528,014	\$515,769	\$502,965	\$0	\$0	\$502,965
7020 Overtime	\$30,156	\$26,000	\$25,930	\$26,000	\$0	\$0	\$26,000
7025 Social Security	\$40,498	\$50,415	\$39,569	\$48,136	\$0	\$0	\$48,136
7030 Retirement & Pension	\$99,921	\$94,336	\$89,115	\$90,053	\$0	\$0	\$90,053
7035 Workers Compensation	\$5,026	\$7,946	\$5,200	\$6,772	\$0	\$0	\$6,772
7040 Employee Insurance	\$79,711	\$92,400	\$93,190	\$85,800	\$0	\$0	\$85,800
PERSONNEL SERVICES SUBTOTAL	\$750,803	\$799,111	\$768,773	\$759,726	\$0	\$0	\$759,726
7110 Office Supplies	\$8,439	\$4,500	\$4,000	\$4,000	\$0	\$0	\$4,000
7140 Wearing Apparel	\$3,141	\$3,000	\$4,000	\$3,500	\$0	\$0	\$3,500
7160 Vehicle Operations	\$53,440	\$35,500	\$33,500	\$35,500	\$0	\$0	\$35,500
7170 Vehicle Repairs	\$2,434	\$4,000	\$3,500	\$4,000	\$0	\$0	\$4,000
7180 Equipment Repairs	\$91,348	\$55,000	\$57,075	\$55,000	\$0	\$0	\$55,000
7190 Radio Repairs	\$4	\$0	\$1,000	\$1,000	\$0	\$0	\$1,000
7200 Operating Supplies	\$181,543	\$174,075	\$173,000	\$173,075	\$0	\$0	\$173,075
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$340,349	\$276,075	\$276,075	\$276,075	\$0	\$0	\$276,075
8010 Utilities	\$464,547	\$436,386	\$440,000	\$436,616	\$0	\$0	\$436,616
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$1,739	\$4,000	\$2,500	\$4,000	\$0	\$0	\$4,000
8050 Travel & Training	\$7,271	\$7,460	\$6,800	\$7,230	\$0	\$0	\$7,230
8060 Contract Services	\$311,906	\$294,312	\$295,500	\$294,312	\$0	\$0	\$294,312
CONTRACTUAL SUBTOTAL	\$785,463	\$742,158	\$744,800	\$742,158	\$0	\$0	\$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	\$0	\$15,000	\$15,000	\$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	\$15,000	\$15,000	\$0	\$0	\$0	\$0
TOTAL 0002-2881	\$1,876,615	\$1,832,344	\$1,804,648	\$1,777,959	\$0	\$0	\$1,777,959

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 2012-2013

- ✓ Maintained sewer tap and sewerline work order completion time to a minimum.
- ✓ Accomplished the rehabilitation of 18,400 feet of 48", 54", and 60" trunk main from the back of Stewarts Forest Subdivision to the Wastewater Treatment plant junction box by way of sliplining with 48"& 54" Hobas Pipe.
- ✓ Accomplished the rehabilitation of 27,296 feet of 6", 8", 10", and 15" sewer main in Mill Town Area, Kenwood Subdivision, Pine Crest Subdivision, Thompson Street, and I-45 @ West Branch of Alligator Creek.
- ✓ Updated sanitary sewer map books.
- ✓ Inspected easements for inflow & infiltration issues, repaired several large issues.
- ✓ Completed Inflow and Infiltration study on Sanitary Sewer Overflow Initiative Section 5 and started repairs.
- ✓ Demolition of an abandoned Liftstation on North loop 336.

Goals & Objectives for FY 2013-2014

- ❑ 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.
- ❑ Start data collection on sanitary sewer manholes (CarteGraph).
- ❑ Start smoke testing in Sanitary Sewer Overflow Initiative Section 6.
- ❑ Sewer relocation on FM 3083 & N 75.
- ❑ Sewer extension in Longwood Subdivision.

City of Conroe
Water and Sewer Operating Fund

Sewer
0002-2882

	<u>Actual</u> <u>2010-2011</u>	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Budgeted</u> <u>2013-2014</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>2010-2011</u>	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Budgeted</u> <u>2013-2014</u>
PERFORMANCE MEASURES				
Sewer locates	5,870	6,336	7,000	7,000
Sewer taps	71	81	92	100
Sewer main extensions	740	0	400	500
Sewer main repairs	123	57	120	150
Sewer stopups	395	333	350	400
Sewer mains cleaned (linear feet)	579,097	791,215	700,000	550,000

CITY OF CONROE
FY 2013-2014
0002-2882

BUDGET LINE ITEMS

FUND: W&S OPERATING FUND DEPARTMENT: SEWER DIVISION: SEWER							
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$543,870	\$731,548	\$511,166	\$731,095	\$0	\$0	\$731,095
7020 Overtime	\$46,258	\$55,666	\$44,523	\$55,666	\$0	\$0	\$55,666
7025 Social Security	\$46,162	\$71,636	\$40,658	\$71,595	\$0	\$0	\$71,595
7030 Retirement & Pension	\$115,999	\$134,131	\$92,693	\$134,136	\$0	\$0	\$134,136
7035 Workers Compensation	\$11,523	\$11,008	\$7,220	\$9,843	\$0	\$0	\$9,843
7040 Employee Insurance	\$122,866	\$168,000	\$120,550	\$171,600	\$0	\$0	\$171,600
PERSONNEL SERVICES SUBTOTAL	\$886,678	\$1,171,989	\$816,810	\$1,173,935	\$0	\$0	\$1,173,935
7110 Office Supplies	\$934	\$2,800	\$2,500	\$2,800	\$0	\$0	\$2,800
7140 Wearing Apparel	\$5,601	\$8,000	\$6,500	\$8,000	\$0	\$0	\$8,000
7160 Vehicle Operations	\$185,778	\$190,034	\$190,034	\$190,034	\$0	\$0	\$190,034
7170 Vehicle Repairs	\$34,178	\$48,669	\$45,000	\$48,669	\$0	\$0	\$48,669
7180 Equipment Repairs	\$2,542	\$6,000	\$6,000	\$6,000	\$0	\$0	\$6,000
7190 Radio Repairs	\$79	\$500	\$500	\$500	\$0	\$0	\$500
7200 Operating Supplies	\$71,389	\$74,153	\$124,153	\$124,883	\$0	\$0	\$124,883
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$300,501	\$330,156	\$374,687	\$380,886	\$0	\$0	\$380,886
8010 Utilities	\$4,079	\$4,600	\$4,200	\$4,600	\$0	\$0	\$4,600
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$48,236	\$4,230	\$4,230	\$3,500	\$0	\$0	\$3,500
8050 Travel & Training	\$4,520	\$9,457	\$9,000	\$9,457	\$0	\$0	\$9,457
8060 Contract Services	\$18,868	\$63,524	\$63,524	\$63,524	\$0	\$110,000	\$173,524
CONTRACTUAL SUBTOTAL	\$75,703	\$81,811	\$80,954	\$81,081	\$0	\$110,000	\$191,081
9030 Improvements >\$5,000	\$0	\$50,000	\$50,000	\$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	\$4,209	\$5,500	\$5,500	\$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	\$4,209	\$55,500	\$55,500	\$0	\$0	\$0	\$0
TOTAL 0002-2882	\$1,267,091	\$1,639,456	\$1,327,951	\$1,635,902	\$0	\$110,000	\$1,745,902

CITY OF CONROE

FY 2013-2014

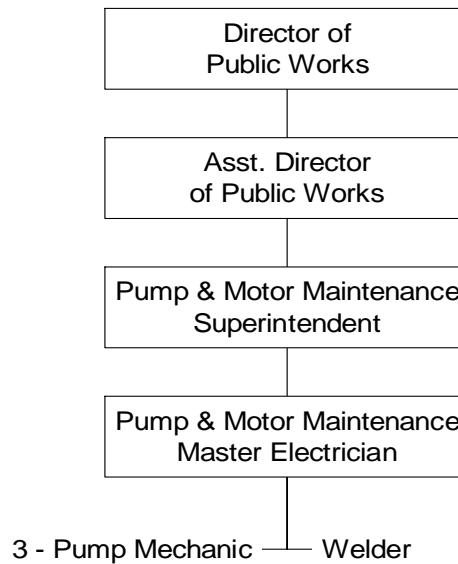
0002-2882

SUPPLEMENTAL REQUESTS WITH LINE ITEMS

(Active Only)

ID	Rank	Title	Type	Line Items	
901	1	T V Inspection Of 48 Inch Sewer Trunk Mains	Enhanced Program	8060 CONTRACT SERVICES	\$110,000
				Request Total	\$110,000
1 Requests			Total for 0002-2882		\$110,000

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 2012-2013

- ✓ Added 2 lift stations at the airport and on 1488
- ✓ Attended training for Pumps and Motors.
- ✓ Installed Supervisory Control and Data Acquisitions (SCADA) at 18 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 2013-2014

- ❑ Keep all lift stations and water wells in operation.
- ❑ Build 5 new lift stations.
- ❑ Build two new water wells.
- ❑ Remove Forest Estates 1, Forest Estates 2, Longwood, Brown Road, Country Club, FM 2854, White Oak, Pebble Glen 1, 2, and 3, Longmire way, Longmire point and 6 Teaswood lift stations from service.
- ❑ Work on and keep up with the Sanitary Sewer Overflow Initiative.
- ❑ Install 9 new generators at lift stations.

City of Conroe
Water and Sewer Operating Fund

Pump & Motor Maintenance
0002-2883

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERSONNEL SERVICES				
Superintendent	1	1	1	1
Master Electrician	1	1	1	1
Pump Technician	1	0	0	0
Pump Mechanic	1	2	2	3
Laborer	2	2	2	0
Welder	1	1	1	1
TOTAL PERSONNEL SERVICES	7	7	7	6

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

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Maintenance work orders	451	480	500	530
Daily maintenance of Liftstations	54	54	56	50
New Construction				
Water Wells	2	2	2	2
Liftstations	0	2	3	2
Downtown Lights Phase #9 & #10	0	0	0	0
Welding/Fabrication				
Racks for vehicles	3	4	2	4
Road casing	12	10	10	10
Water drops	9	6	5	4
Misc. Welds	122	175	150	200
Water well rehab	7	2	0	0
Liftstation rehab	4	6	4	6

CITY OF CONROE
FY 2013-2014
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>							
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$332,569	\$347,308	\$332,906	\$331,794	\$0	\$0	\$331,794
7020 Overtime	\$26,620	\$27,200	\$27,200	\$27,200	\$0	\$0	\$27,200
7025 Social Security	\$28,415	\$34,080	\$26,058	\$32,668	\$0	\$0	\$32,668
7030 Retirement & Pension	\$70,057	\$63,364	\$59,032	\$60,711	\$0	\$0	\$60,711
7035 Workers Compensation	\$6,861	\$5,226	\$3,433	\$4,467	\$0	\$0	\$4,467
7040 Employee Insurance	\$53,212	\$58,800	\$51,774	\$51,480	\$0	\$0	\$51,480
PERSONNEL SERVICES SUBTOTAL	\$517,734	\$535,978	\$500,403	\$508,320	\$0	\$0	\$508,320
7110 Office Supplies	\$1,142	\$2,500	\$2,500	\$2,500	\$0	\$0	\$2,500
7140 Wearing Apparel	\$2,482	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
7160 Vehicle Operations	\$49,818	\$28,000	\$28,000	\$28,000	\$0	\$0	\$28,000
7170 Vehicle Repairs	\$2,903	\$16,520	\$16,520	\$16,520	\$0	\$0	\$16,520
7180 Equipment Repairs	\$48,172	\$28,934	\$28,934	\$28,934	\$0	\$24,000	\$52,934
7190 Radio Repairs	\$0	\$600	\$600	\$600	\$0	\$0	\$600
7200 Operating Supplies	\$50,351	\$70,020	\$70,020	\$70,020	\$0	\$0	\$70,020
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$154,868	\$151,574	\$151,574	\$151,574	\$0	\$24,000	\$175,574
8010 Utilities	\$75,493	\$97,874	\$97,874	\$97,874	\$0	\$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	\$9,630	\$8,000	\$8,000	\$8,000	\$0	\$0	\$8,000
8060 Contract Services	\$48,052	\$51,104	\$51,104	\$51,104	\$0	\$0	\$51,104
CONTRACTUAL SUBTOTAL	\$133,175	\$157,478	\$157,478	\$157,478	\$0	\$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	\$0	\$28,400	\$60,900	\$0	\$0	\$457,830	\$457,830
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	\$28,400	\$60,900	\$0	\$0	\$457,830	\$457,830
TOTAL 0002-2883	\$805,777	\$873,430	\$870,355	\$817,372	\$0	\$481,830	\$1,299,202

CITY OF CONROE

FY 2013-2014

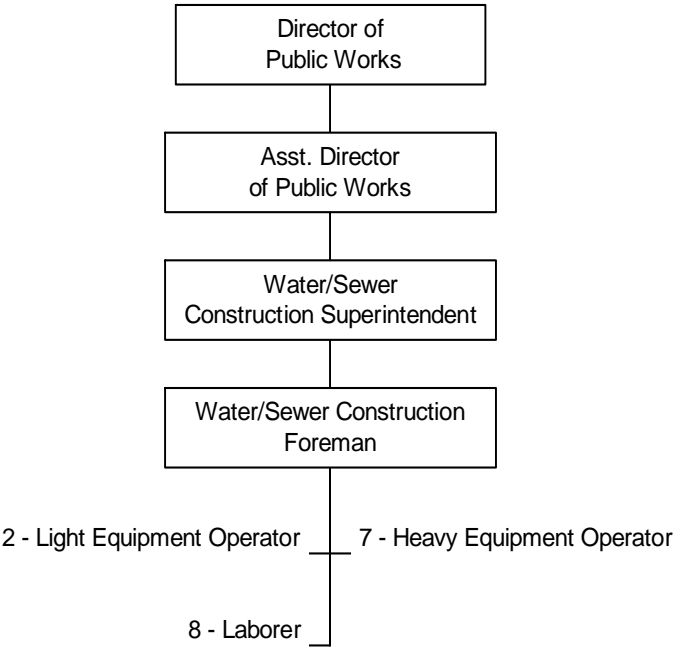
0002-2883

SUPPLEMENTAL REQUESTS WITH LINE ITEMS

(Active Only)

ID	Rank	Title	Type	Line Items	
2527	0	Ike 2.2 Grant Generators	Non-discretionary Adjustment	7180 EQUIPMENT REPAIRS 9050 MACHINERY & EQUIPMENT >\$5,000 Request Total	\$24,000 \$457,830 \$481,830
1 Requests			Total for 0002-2883		\$481,830

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 2012-2013

- ✓ Completed Fire hydrant upgrade for Crighton Ridge.
- ✓ Completed electrical conduit for sign at Pollock Drive.
- ✓ Completed 8" sewer project at Lone Star Executive Airport.
- ✓ Completed 12" water line at Lone Star Executive Airport.
- ✓ Completed 8" water line at Lone Star Executive Airport.
- ✓ Completed 4" force main from Johnson Martin Road to Kuykendall Road.
- ✓ Completed 6" force main at Lone Star Executive Airport.
- ✓ Completed clearing easement for water well # 23 on Beasley Road.

Goals & Objectives for FY 2013-2014

- ❑ 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
0002-2884

	<u>Actual</u> <u>2010-2011</u>	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Budgeted</u> <u>2013-2014</u>
PERSONNEL SERVICES				
Heavy Equipment Operator	0	0	0	7
Light Equipment Operator	0	0	0	2
Laborer	0	0	0	8
TOTAL PERSONNEL SERVICES	0	0	0	17

	<u>Actual</u> <u>2010-2011</u>	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Budgeted</u> <u>2013-2014</u>
PERFORMANCE MEASURES				
Water and Sewer Lines Installed (feet)	-	-	-	25,000
Manholes Installed	-	-	-	30
Fire Hydrants Installed	-	-	-	32

*Effective October 1, 2013, this division moved from the Water & Sewer Construction Fund to the Water & Sewer Operating Fund.

CITY OF CONROE
FY 2013-2014
0002-2884

BUDGET LINE ITEMS

FUND: W&S OPERATING FUND		DEPARTMENT: PROJECT CONSTRUCTION		DIVISION: PROJECT CONSTRUCTION			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$0	\$0	\$0	\$633,204	\$0	\$0	\$633,204
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$0	\$0	\$0	\$45,400	\$0	\$0	\$45,400
7025 Social Security	\$0	\$0	\$0	\$61,753	\$0	\$0	\$61,753
7030 Retirement & Pension	\$0	\$0	\$0	\$116,041	\$0	\$0	\$116,041
7035 Workers Compensation	\$0	\$0	\$0	\$8,525	\$0	\$0	\$8,525
7040 Employee Insurance	\$0	\$0	\$0	\$195,792	\$0	\$0	\$195,792
PERSONNEL SERVICES SUBTOTAL	\$0	\$0	\$0	\$1,060,715	\$0	\$0	\$1,060,715
7110 Office Supplies	\$0	\$0	\$0	\$4,400	\$0	\$0	\$4,400
7140 Wearing Apparel	\$0	\$0	\$0	\$7,260	\$0	\$0	\$7,260
7160 Vehicle Operations	\$0	\$0	\$0	\$210,432	\$0	\$0	\$210,432
7170 Vehicle Repairs	\$0	\$0	\$0	\$46,000	\$0	\$0	\$46,000
7180 Equipment Repairs	\$0	\$0	\$0	\$20,000	\$0	\$0	\$20,000
7190 Radio Repairs	\$0	\$0	\$0	\$600	\$0	\$0	\$600
7200 Operating Supplies	\$0	\$0	\$0	\$47,840	\$0	\$0	\$47,840
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$0	\$0	\$0	\$336,532	\$0	\$0	\$336,532
8010 Utilities	\$0	\$0	\$0	\$800	\$0	\$0	\$800
8020 Insurance and Bonds	\$0	\$0	\$0	\$8,000	\$0	\$0	\$8,000
8040 Leased Equipment	\$0	\$0	\$0	\$5,000	\$0	\$0	\$5,000
8050 Travel & Training	\$0	\$0	\$0	\$6,691	\$0	\$0	\$6,691
8060 Contract Services	\$0	\$0	\$0	\$5,670	\$0	\$0	\$5,670
CONTRACTUAL SUBTOTAL	\$0	\$0	\$0	\$26,161	\$0	\$0	\$26,161
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 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
9101 CIP Allocation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRANSFERS SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL 0002-2884	\$0	\$0	\$0	\$1,423,408	\$0	\$0	\$1,423,408

City of Conroe
Water and Sewer Operating Fund

Water and Sewer Fund Non-Departmental
0002-2900

<u>Actual</u> <u>2010-2011</u>	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Budgeted</u> <u>2013-2014</u>
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There are no personnel items associated with this department.

CITY OF CONROE
FY 2013-2014
0002-2900

BUDGET LINE ITEMS

FUND: W&S OPERATING FUND		DEPARTMENT: W/S NON-DEPARTMENTAL		DIVISION: W/S NON-DEPARTMENTAL			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$0	\$0	\$0	\$47,247	\$0	\$0	\$47,247
7030 Retirement & Pension	\$0	\$0	\$0	\$8,079	\$0	\$0	\$8,079
7040 EMPLOYEE INSURANCE	\$173,859	\$186,753	\$186,298	\$196,789	\$0	\$0	\$196,789
7070 Unemployment	\$10,507	\$20,000	\$20,000	\$20,000	\$0	\$0	\$20,000
PERSONNEL SERVICES SUBTOTAL	\$184,366	\$206,753	\$206,298	\$272,115	\$0	\$0	\$272,115
7110 Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$22,244	\$36,000	\$36,000	\$36,000	\$0	\$0	\$36,000
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$22,244	\$36,000	\$36,000	\$36,000	\$0	\$0	\$36,000
8020 Insurance and Bonds	\$42,586	\$52,200	\$52,200	\$57,420	\$0	\$0	\$57,420
8030 Legal Services	\$12,522	\$0	\$26,000	\$0	\$0	\$0	\$0
8050 Travel & Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8060 Contract Services	\$3,319,657	\$5,639,701	\$5,079,209	\$6,750,003	\$0	\$0	\$6,750,003
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	\$87,105	\$0	\$1,000	\$0	\$0	\$0	\$0
CONTRACTUAL SUBTOTAL	\$3,461,870	\$5,691,901	\$5,158,409	\$6,807,423	\$0	\$0	\$6,807,423
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	\$5,065,959	\$9,047,687	\$9,047,687	\$6,431,659	\$0	\$0	\$6,431,659
8530 Gross Receipts	\$619,080	\$871,011	\$871,011	\$839,319	\$0	\$0	\$839,319
TRANSFERS SUBTOTAL	\$5,685,039	\$9,918,698	\$9,918,698	\$7,270,978	\$0	\$0	\$7,270,978
9660 Principal-Lease	\$385,391	\$400,614	\$400,614	\$416,438	\$0	\$0	\$416,438
9670 Interest-Lease	\$182,345	\$167,122	\$167,122	\$151,298	\$0	\$0	\$151,298
DEBT SERVICE SUBTOTAL	\$567,736	\$567,736	\$567,736	\$567,736	\$0	\$0	\$567,736
TOTAL 0002-2900	\$9,921,255	\$16,421,088	\$15,887,141	\$14,954,252	\$0	\$0	\$14,954,252

GENERAL OBLIGATION DEBT SERVICE FUND

FY 13-14 Budget Summary

General Obligation Debt Service Fund

Type	Actual FY 11-12	Amended FY 12-13	Estimate FY 12-13	Base FY 13-14	Supplemental FY 13-14	Proposed FY 13-14	Dollar + / -	Percent + / -
Beginning Fund Balance:	\$ 7,181,606	\$ 7,181,606	\$ 8,292,174	\$ -	\$ 8,292,174	\$ -	0.0%	
General Obligation Debt Service Revenues:								
Revenues	\$ 17,897,841	\$ 16,341,992	\$ 16,271,422	\$ 10,781,212	\$ -	\$ 10,781,212	\$ (5,560,780)	-34.0%
Total Revenues	\$ 17,897,841	\$ 16,341,992	\$ 16,271,422	\$ 10,781,212	\$ -	\$ 10,781,212	\$ (5,560,780)	-34.0%
Total Resources:	\$ 17,897,841	\$ 23,523,598	\$ 23,453,028	\$ 19,073,386	\$ -	\$ 19,073,386	\$ (5,560,780)	-23.6%
General Obligation Debt Service Fund Expenditures:								
GO Debt	\$ 17,158,002	\$ 15,160,854	\$ 15,160,854	\$ 8,873,324	\$ -	\$ 8,873,324	\$ (6,287,530)	-41.5%
Total Expenditures	\$ 17,158,002	\$ 15,160,854	\$ 15,160,854	\$ 8,873,324	\$ -	\$ 8,873,324	\$ (6,287,530)	-41.5%
New Fund Balance:	\$ 8,362,744	\$ 8,292,174	\$ 10,200,062			\$ 10,200,062		

Breakdown of Transfer In:

CIDC (park debt)	\$ 1,327,928
TIRZ #3	2,085,331
Total	\$ 3,413,259

CITY OF CONROE
FY 2013-2014
0010-0000

BUDGET LINE ITEMS

FUND: GO DEBT SVC FUND

DEPARTMENT: GENERAL OBLIGATION DEBT SERVICE

DIVISION: REVENUES

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
4010 Current Taxes	\$6,082,626	\$6,668,479	\$6,668,479	\$7,201,828	\$0	\$0	\$7,201,828
4020 Delinquent Taxes	\$96,177	\$70,919	\$90,883	\$90,883	\$0	\$0	\$90,883
6010 Interest	\$29,928	\$13,657	\$23,717	\$23,717	\$0	\$0	\$23,717
6015 Gains (Losses) on Investmt	\$47,253	\$0	\$0	\$0	\$0	\$0	\$0
6020 Penalty & Interest	\$60,745	\$54,925	\$51,525	\$51,525	\$0	\$0	\$51,525
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	\$7,560,000	\$0	\$0	\$0	\$0	\$0	\$0
6550 Transfer In	\$4,021,112	\$9,534,012	\$9,436,818	\$3,413,259	\$0	\$0	\$3,413,259
REVENUES SUBTOTAL	\$17,897,841	\$16,341,992	\$16,271,422	\$10,781,212	\$0	\$0	\$10,781,212
TOTAL 0010-0000	\$17,897,841	\$16,341,992	\$16,271,422	\$10,781,212	\$0	\$0	\$10,781,212

CITY OF CONROE
FY 2013-2014
0010-1010

BUDGET LINE ITEMS

FUND: GO DEBT SVC FUND		DEPARTMENT: GENERAL OBLIGATION DEBT SERVICE		DIVISION: EXPENDITURES			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
8060 Contract Services	\$3,900	\$22,650	\$22,650	\$22,650	\$0	\$0	\$22,650
CONTRACTUAL SUBTOTAL	\$3,900	\$22,650	\$22,650	\$22,650	\$0	\$0	\$22,650
9600 Principal	\$5,275,000	\$11,050,000	\$11,050,000	\$4,745,000	\$0	\$0	\$4,745,000
9610 Interest	\$4,196,920	\$4,033,204	\$4,033,204	\$4,050,674	\$0	\$0	\$4,050,674
9615 Handling Charges	\$6,150	\$55,000	\$55,000	\$55,000	\$0	\$0	\$55,000
9616 Bond Issue Expense	\$167,973	\$0	\$0	\$0	\$0	\$0	\$0
9621 Oth Fin - Pmt Ref Bd Escrow	\$7,697,335	\$0	\$0	\$0	\$0	\$0	\$0
9624 Refund Bond Prem/Discount	(\$189,276)	\$0	\$0	\$0	\$0	\$0	\$0
DEBT SERVICE SUBTOTAL	\$17,154,102	\$15,138,204	\$15,138,204	\$8,850,674	\$0	\$0	\$8,850,674
TOTAL 0010-1010	\$17,158,002	\$15,160,854	\$15,160,854	\$8,873,324	\$0	\$0	\$8,873,324

City of Conroe

Schedule of Requirements

All General Obligation Bonds

Fiscal Year		Bonds Outstanding	Principal Requirements		Interest Requirements		Total Requirements
2013-14	\$	105,350,000	\$	4,745,000	\$	4,050,674	\$ 8,795,674
2014-15		100,605,000		4,915,000		3,933,128	8,848,128
2015-16		95,690,000		5,060,000		3,788,559	8,848,559
2016-17		90,630,000		5,215,000		3,636,425	8,851,425
2017-18		85,415,000		4,940,000		3,472,100	8,412,100
2018-19		80,475,000		5,110,000		3,300,439	8,410,439
2019-20		75,365,000		5,290,000		3,122,575	8,412,575
2020-21		70,075,000		5,490,000		2,924,916	8,414,916
2021-22		64,585,000		5,705,000		2,705,846	8,410,846
2022-23		58,880,000		5,940,000		2,470,359	8,410,359
2023-24		52,940,000		6,195,000		2,215,158	8,410,158
2024-25		46,745,000		6,470,000		1,941,466	8,411,466
2025-26		40,275,000		6,760,000		1,650,844	8,410,844
2026-27		33,515,000		7,070,000		1,343,524	8,413,524
2027-28		26,445,000		7,395,000		1,018,976	8,413,976
2028-29		19,050,000		7,735,000		675,735	8,410,735
2029-30		11,315,000		8,100,000		312,604	8,412,604
2030-31		3,215,000		2,115,000		84,253	2,199,253
2031-32		1,100,000		665,000		29,694	694,694
2032-33		435,000		435,000		8,700	443,700
TOTAL			\$ 105,350,000	\$	42,685,975	\$	148,035,975

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 \$ 3,690,000
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
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		\$ 3,690,000	\$ 1,887,863	\$ 5,577,863

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 \$ 1,447,680
 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
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	73,088
2017-18	4.000	29,952	64,656	94,147
2018-19	4.100	30,720	63,427	94,608
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	\$	1,447,680	\$ 836,484	\$ 2,284,164

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 \$ 5,817,110
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
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	293,686
2017-18	4.000	120,354	259,802	378,304
2018-19	4.100	123,440	254,864	380,156
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	\$	5,817,110	\$ 3,361,183	\$ 9,178,293

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 \$ 2,160,210
 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
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	\$	2,160,210	\$ 1,248,190	\$ 3,408,400

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 \$ 5,390,000
 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
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 \$	5,390,000	\$ 378,000	\$ 5,768,000

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: \$ 6,250,000
 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
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	\$	6,250,000	\$ 3,393,477	\$ 9,643,477

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: \$ 2,350,000
 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
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	\$	2,350,000	\$ 1,272,749	\$ 3,622,749

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: \$ 2,070,000
 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
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	\$	2,070,000	\$ 1,122,875	\$ 3,192,875

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: \$ 9,395,040
 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
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	\$	9,395,040	\$ 4,552,586	\$ 13,947,626

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: \$ 7,624,960
 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
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	\$	7,624,960	\$ 3,694,852	\$ 11,319,812

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: \$ 11,283,341
 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
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	\$	11,283,341	\$ 4,195,162	\$ 15,478,503

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: \$ 481,659
 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
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	\$	481,659	\$ 179,082	\$ 660,741

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: \$ 7,377,700
 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
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	\$	7,377,700	\$ 2,744,672	\$ 10,122,372

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: \$ 1,447,300
 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
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	\$	1,447,300	\$ 538,428	\$ 1,985,728

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: \$ 2,590,000
 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
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	\$ 2,590,000	\$ 116,375	\$ 2,706,375

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: \$ 9,111,282
 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
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	\$	9,111,282	\$ 3,983,549	\$ 13,094,831

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: \$ 7,150,878
 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
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	\$	7,150,878	\$ 3,126,440	\$ 10,277,317

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: \$ 1,772,841
 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
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	\$	1,772,841	\$ 775,105	\$ 2,547,945

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: \$ 1,349,100
 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
2013-14	2.000	\$ 116,100	\$ 30,348	\$ 146,448
2014-15	2.000	119,700	27,990	147,690
2015-16	2.000	124,200	25,551	149,751
2016-17	2.000	128,700	23,022	151,722
2017-18	2.000	132,300	20,412	152,712
2018-19	2.000	135,900	17,730	153,630
2019-20	2.000	139,500	14,976	154,476
2020-21	3.000	144,900	11,408	156,308
2021-22	3.000	152,100	6,953	159,053
2022-23	3.000	155,700	2,336	158,036
	Total	\$ 1,349,100	\$ 180,725	\$ 1,529,825

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: \$ 6,145,900
 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
2013-14	2.000	\$ 528,900	\$ 138,252	\$ 667,152
2014-15	2.000	545,300	127,510	672,810
2015-16	2.000	565,800	116,399	682,199
2016-17	2.000	586,300	104,878	691,178
2017-18	2.000	602,700	92,988	695,688
2018-19	2.000	619,100	80,770	699,870
2019-20	2.000	635,500	68,224	703,724
2020-21	3.000	660,100	51,968	712,068
2021-22	3.000	692,900	31,673	724,573
2022-23	3.000	709,300	10,640	719,940
	Total	\$ 6,145,900	\$ 823,301	\$ 6,969,201

City of Conroe

General Obligations

Debt Requirements

Description: Certificates of Obligation, Series 2012
 Date of Issue: September 13, 2012
 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: \$ 2,727,480
 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
2013-14	2.000	\$ 99,320	\$ 72,432	\$ 171,752
2014-15	2.000	103,140	70,407	173,547
2015-16	2.000	103,140	68,345	171,485
2016-17	2.000	106,960	66,244	173,204
2017-18	2.000	152,800	63,646	216,446
2018-19	2.000	156,620	60,552	217,172
2019-20	2.000	160,440	57,381	217,821
2020-21	3.000	152,800	53,485	206,285
2021-22	3.000	164,260	48,729	212,989
2022-23	3.000	171,900	43,686	215,586
2023-24	3.000	133,700	39,102	172,802
2024-25	3.000	133,700	35,091	168,791
2025-26	3.000	141,340	30,966	172,306
2026-27	3.000	145,160	26,668	171,828
2027-28	3.000	148,980	22,256	171,236
2028-29	3.000	156,620	17,672	174,292
2029-30	3.000	156,620	12,974	169,594
2030-31	3.125	164,260	8,058	172,318
2031-32	3.125	175,720	2,746	178,466
Total	\$	2,727,480	\$ 800,441	\$ 3,527,921

City of Conroe

General Obligations

Debt Requirements

Description: Certificates of Obligation, Series 2012A
 Date of Issue: September 13, 2012
 Purpose: Construction of the following TIRZ #3 project: Crighton Road Bridge
 Amount Issued: \$ 2,134,400
 Amount Outstanding: \$ 842,520
 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
2013-14	2.000	\$ 30,680	\$ 22,374	\$ 53,054
2014-15	2.000	31,860	21,749	53,609
2015-16	2.000	31,860	21,112	52,972
2016-17	2.000	33,040	20,463	53,503
2017-18	2.000	47,200	19,660	66,860
2018-19	2.000	48,380	18,704	67,084
2019-20	2.000	49,560	17,725	67,285
2020-21	3.000	47,200	16,521	63,721
2021-22	3.000	50,740	15,052	65,792
2022-23	3.000	53,100	13,495	66,595
2023-24	3.000	41,300	12,079	53,379
2024-25	3.000	41,300	10,840	52,140
2025-26	3.000	43,660	9,565	53,225
2026-27	3.000	44,840	8,238	53,078
2027-28	3.000	46,020	6,875	52,895
2028-29	3.000	48,380	5,459	53,839
2029-30	3.000	48,380	4,008	52,388
2030-31	3.125	50,740	2,489	53,229
2031-32	3.125	54,280	848	55,128
Total		\$ 842,520	\$ 247,257	\$ 1,089,777

City of Conroe

General Obligations

Debt Requirements

Description: Certificates of Obligation, Series 2013 (Proposed)
 Date of Issue: TBD
 Purpose: Plantation Drive, Wilson Road Widening, Anderson Crossing/Teas Park,
 Signal Timing Program, IH-45 Detention Pond Enhancements, Drainage
 Project, Storm Sewer

Amount Issued: \$ 6,875,000
 Amount Outstanding: \$ 6,875,000
 Paying Agent: TBD
 Payments: March 1st & September 1st (P)

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2013-14	4.750	\$ 100,000	\$ 250,083	\$ 350,083
2014-15	4.750	130,000	268,400	398,400
2015-16	4.750	140,000	263,000	403,000
2016-17	4.750	145,000	257,300	402,300
2017-18	4.750	300,000	248,400	548,400
2018-19	4.750	310,000	236,200	546,200
2019-20	4.750	325,000	223,500	548,500
2020-21	4.750	350,000	210,000	560,000
2021-22	4.750	355,000	195,900	550,900
2022-23	4.750	365,000	181,500	546,500
2023-24	4.750	380,000	166,600	546,600
2024-25	4.750	400,000	151,000	551,000
2025-26	4.750	415,000	134,700	549,700
2026-27	4.750	435,000	117,700	552,700
2027-28	4.750	450,000	100,000	550,000
2028-29	4.750	465,000	81,700	546,700
2029-30	4.750	490,000	62,600	552,600
2030-31	4.750	450,000	43,800	493,800
2031-32	4.750	435,000	26,100	461,100
2032-33	4.750	435,000	8,700	443,700
Total		\$ 6,875,000	\$ 3,227,183	\$ 10,102,183

WATER AND SEWER DEBT SERVICE FUND

FY 13-14 Budget Summary

Water and Sewer Debt Service Fund

Type	Actual FY 11-12	Amended FY 12-13	Estimate FY 12-13	Base FY 13-14	Supplemental FY 13-14	Proposed FY 13-14	Dollar + / -	Percent + / -
Beginning Fund Balance:		\$ 1,033,305	\$ 1,033,305	\$ 1,260,792	\$ -	\$ 1,260,792	\$ -	0.0%
Water & Sewer Debt Service Revenues:								
Revenues	\$ 3,798,532	\$ 4,655,057	\$ 4,656,557	\$ 5,435,494	\$ -	\$ 5,435,494	\$ 780,437	16.8%
Total Revenues	\$ 3,798,532	\$ 4,655,057	\$ 4,656,557	\$ 5,435,494	\$ -	\$ 5,435,494	\$ 780,437	16.8%
Total Resources:	\$ 3,798,532	\$ 5,688,362	\$ 5,689,862	\$ 6,696,286	\$ -	\$ 6,696,286	\$ 780,437	13.7%
Water & Sewer Debt Service Expenditures:								
W & S Debt	\$ 3,839,233	\$ 4,655,057	\$ 4,429,070	\$ 5,435,494	\$ -	\$ 5,435,494	\$ 780,437	16.8%
Total Expenditures	\$ 3,839,233	\$ 4,655,057	\$ 4,429,070	\$ 5,435,494	\$ -	\$ 5,435,494	\$ 780,437	16.8%
New Fund Balance:		\$ 1,033,305	\$ 1,260,792	\$ 1,260,792		\$ 1,260,792		

Breakdown of Transfer In:

Water & Sewer Oper. Fund	\$ 5,186,657
CIDC General Fund	248,837
Total	\$ 5,435,494

CITY OF CONROE
FY 2013-2014
0006-0000

BUDGET LINE ITEMS

FUND: REV BOND DEBT SVC FUND

DEPARTMENT: REVENUE BOND DEBT SERVICE

DIVISION: REVENUES

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6010 Interest on Investments	\$1,545	\$0	\$1,500	\$0	\$0	\$0	\$0
6015 Gains (Losses) on Investmt	(\$2,597)	\$0	\$0	\$0	\$0	\$0	\$0
6550 Transfer In	\$3,799,584	\$4,655,057	\$4,655,057	\$5,435,494	\$0	\$0	\$5,435,494
REVENUES SUBTOTAL	\$3,798,532	\$4,655,057	\$4,656,557	\$5,435,494	\$0	\$0	\$5,435,494
TOTAL 0006-0000	\$3,798,532	\$4,655,057	\$4,656,557	\$5,435,494	\$0	\$0	\$5,435,494

CITY OF CONROE
FY 2013-2014
0006-6000

BUDGET LINE ITEMS

FUND: REV BOND DEBT SVC FUND		DEPARTMENT: REVENUE BOND DEBT SERVICE		DIVISION: EXPENDITURES			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
8060 Contract Services	\$1,350	\$0	\$5,000	\$0	\$0	\$0	\$0
CONTRACTUAL SUBTOTAL	\$1,350	\$0	\$5,000	\$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	\$1,660,000	\$1,910,000	\$1,910,000	\$2,595,000	\$0	\$0	\$2,595,000
9610 Interest	\$2,103,734	\$2,740,057	\$2,508,570	\$2,835,494	\$0	\$0	\$2,835,494
9615 Fees	\$2,300	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
9616 Bond Issue Expense	\$71,849	\$0	\$500	\$0	\$0	\$0	\$0
9660 Principal-Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DEBT SERVICE SUBTOTAL	\$3,837,883	\$4,655,057	\$4,424,070	\$5,435,494	\$0	\$0	\$5,435,494
TOTAL 0006-6000	\$3,839,233	\$4,655,057	\$4,429,070	\$5,435,494	\$0	\$0	\$5,435,494

City of Conroe

Schedule of Requirements

All Water & Sewer Revenue Bonds

Fiscal Year	Bonds Outstanding	Principal Requirements	Interest Requirements	Total Requirements
2013-14	\$ 75,295,000	\$ 2,595,000	\$ 2,835,494	\$ 5,430,494
2014-15	72,700,000	2,905,000	2,879,096	5,784,096
2015-16	69,795,000	2,995,000	2,789,052	5,784,052
2016-17	66,800,000	3,095,000	2,687,496	5,782,496
2017-18	63,705,000	3,205,000	2,573,574	5,778,574
2018-19	60,500,000	3,330,000	2,451,011	5,781,011
2019-20	57,170,000	3,460,000	2,320,758	5,780,758
2020-21	53,710,000	3,600,000	2,184,033	5,784,033
2021-22	50,110,000	3,745,000	2,037,020	5,782,020
2022-23	46,365,000	3,910,000	1,871,273	5,781,273
2023-24	42,455,000	4,090,000	1,691,401	5,781,401
2024-25	38,365,000	4,270,000	1,513,187	5,783,187
2025-26	34,095,000	4,450,000	1,331,036	5,781,036
2026-27	29,645,000	4,645,000	1,135,518	5,780,518
2027-28	25,000,000	4,850,000	933,583	5,783,583
2028-29	20,150,000	5,055,000	724,415	5,779,415
2029-30	15,095,000	5,280,000	505,847	5,785,847
2030-31	9,815,000	5,505,000	279,097	5,784,097
2031-32	4,310,000	2,040,000	125,529	2,165,529
2032-33	2,270,000	1,740,000	56,466	1,796,466
2033-34	530,000	530,000	12,588	542,588
TOTAL		\$ 75,295,000	\$ 32,937,473	\$ 108,232,473

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: \$ 9,340,000
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
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		\$ 9,340,000	\$ 4,548,056	\$ 13,888,056

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: \$ 4,940,000
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
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		\$ 4,940,000	\$ 2,453,383	\$ 7,393,383

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: \$ 9,815,000
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
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		\$ 9,815,000	\$ 4,586,366	\$ 14,401,366

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: \$ 6,595,000
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
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	\$	6,595,000	\$ 2,679,550	\$ 9,274,550

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: \$ 14,515,000
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
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	\$	14,515,000	\$ 5,423,125	\$ 19,938,125

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: \$ 4,965,000
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
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		\$ 4,965,000	\$ 1,956,213	\$ 6,921,213

City of Conroe

Revenue Bond

Debt Requirements

Description: Series 2012 Water and Sewer System Revenue Bonds
Date of Issue: September 13, 2012
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); Panorama/Shenandoah Catahoula water well
Amount Issued: \$ 18,130,000
Amount Outstanding: \$ 18,130,000
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
2013-14	2.000	\$ 620,000	\$ 639,150	\$ 1,259,150
2014-15	1.750	645,000	627,306	1,272,306
2015-16	2.500	655,000	613,475	1,268,475
2016-17	4.000	685,000	591,588	1,276,588
2017-18	4.000	705,000	563,788	1,268,788
2018-19	4.000	735,000	534,988	1,269,988
2019-20	4.000	765,000	504,988	1,269,988
2020-21	4.000	800,000	473,688	1,273,688
2021-22	4.500	830,000	439,013	1,269,013
2022-23	5.000	870,000	398,588	1,268,588
2023-24	5.000	915,000	353,963	1,268,963
2024-25	3.000	955,000	315,513	1,270,513
2025-26	4.000	990,000	280,138	1,270,138
2026-27	4.000	1,030,000	239,738	1,269,738
2027-28	3.250	1,065,000	201,831	1,266,831
2028-29	3.500	1,105,000	165,188	1,270,188
2029-30	3.000	1,140,000	128,750	1,268,750
2030-31	3.000	1,180,000	93,950	1,273,950
2031-32	3.125	1,205,000	57,422	1,262,422
2032-33	3.125	1,235,000	19,297	1,254,297
Total	\$	18,130,000	\$ 7,242,356	\$ 25,372,356

City of Conroe

Revenue Bond

Debt Requirements

Description: Series 2013 Water and Sewer System Revenue Bonds (Proposed)

Date of Issue: TBD

Purpose: Construction of Panorama/ Shenandoah Catahoula Well and Water Well No. 24 and waterlines at White Oak Manor and B52 Brewery; SCADA for lift stations; construction of sewer lines at LaSalle to League Line, MUD #95 Sanitary Sewer, FM 1314 Developer Agreement and B52 Brewery.

Amount Issued: \$ 6,995,000

Amount Outstanding: \$ 6,995,000

Paying Agent: TBD

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

Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2013-14	4.750	\$ -	\$ 206,741	\$ 206,741
2014-15	4.750	215,000	327,156	542,156
2015-16	4.750	225,000	316,706	541,706
2016-17	4.750	235,000	305,781	540,781
2017-18	4.750	245,000	294,381	539,381
2018-19	4.750	260,000	282,388	542,388
2019-20	4.750	270,000	269,800	539,800
2020-21	4.750	285,000	256,619	541,619
2021-22	4.750	300,000	242,725	542,725
2022-23	4.750	315,000	228,119	543,119
2023-24	4.750	330,000	212,800	542,800
2024-25	4.750	345,000	196,769	541,769
2025-26	4.750	360,000	180,025	540,025
2026-27	4.750	380,000	162,450	542,450
2027-28	4.750	400,000	143,925	543,925
2028-29	4.750	415,000	124,569	539,569
2029-30	4.750	440,000	104,263	544,263
2030-31	4.750	460,000	82,888	542,888
2031-32	4.750	480,000	60,563	540,563
2032-33	4.750	505,000	37,169	542,169
2033-34	4.750	530,000	12,588	542,588
Total		\$ 6,995,000	\$ 4,048,425	\$ 11,043,425



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

FY 13-14 Budget Summary

Conroe Industrial Development Corporation

Debt Service Fund

Type	Actual FY 11-12	Amended FY 12-13	Estimate FY 12-13	Base FY 13-14	Supplemental FY 13-14	Proposed FY 13-14	Dollar + / -	Percent + / -	
Beginning Fund Balance:	\$	-	\$	-	\$	-	\$	-	N/A
CIDC Debt Service Revenues:									
Revenues	\$ 3,817,368	\$ 17,866,776	\$ 17,151,669	\$ 4,059,047	\$	-	\$ 4,059,047	\$ (13,807,729)	-77.3%
Total Revenues	\$ 3,817,368	\$ 17,866,776	\$ 17,151,669	\$ 4,059,047	\$	-	\$ 4,059,047	\$ (13,807,729)	-77.3%
Total Resources:	\$ 3,817,368	\$ 17,866,776	\$ 17,151,669	\$ 4,059,047	\$	-	\$ 4,059,047	\$ (13,807,729)	-77.3%
CIDC Debt Service Expenditures:									
CIDC Debt	\$ 3,477,827	\$ 17,910,642	\$ 17,151,669	\$ 4,059,047	\$	-	\$ 4,059,047	\$ (13,851,595)	-77.3%
Total Expenditures	\$ 3,477,827	\$ 17,910,642	\$ 17,151,669	\$ 4,059,047	\$	-	\$ 4,059,047	\$ (13,851,595)	-77.3%
New Fund Balance:	\$	(43,866)	\$	-			\$	-	
Breakdown of Transfer In:									
	CIDC Rev. Clearing Fund		\$ 4,059,047						
	Total		\$ 4,059,047						

CITY OF CONROE
FY 2013-2014
0009-0001

BUDGET LINE ITEMS

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

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6010 Interest on Investments	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6112 Other Fin - Proceeds of Ref Bond	\$0	\$12,305,000	\$12,305,000	\$0	\$0	\$0	\$0
6113 Other Sources - Bond Premium	\$0	\$967,971	\$967,971	\$0	\$0	\$0	\$0
6550 Transfer In	\$3,817,368	\$4,593,805	\$3,878,698	\$4,059,047	\$0	\$0	\$4,059,047
REVENUES SUBTOTAL	\$3,817,368	\$17,866,776	\$17,151,669	\$4,059,047	\$0	\$0	\$4,059,047
TOTAL 0009-0001	\$3,817,368	\$17,866,776	\$17,151,669	\$4,059,047	\$0	\$0	\$4,059,047

CITY OF CONROE
FY 2013-2014
0009-9200

BUDGET LINE ITEMS

FUND: CIDC DEBT SVC FUND

DEPARTMENT: CIDC DEBT SERVICE

DIVISION: EXPENDITURES

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
8060 Contract Services	\$1,400	\$0	\$4,001	\$0	\$0	\$0	\$0
CONTRACTUAL SUBTOTAL	\$1,400	\$0	\$4,001	\$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	\$2,020,000	\$2,105,000	\$2,165,000	\$2,395,000	\$0	\$0	\$2,395,000
9610 Interest	\$1,448,913	\$2,468,805	\$1,641,031	\$1,644,047	\$0	\$0	\$1,644,047
9615 Fees	\$7,514	\$20,000	\$24,800	\$20,000	\$0	\$0	\$20,000
9616 Bond Issue Expense	\$0	\$247,400	\$247,400	\$0	\$0	\$0	\$0
9621 Other Fin - Pmt Ref Bd Escrow	\$0	\$13,069,437	\$13,069,437	\$0	\$0	\$0	\$0
DEBT SERVICE SUBTOTAL	\$3,476,427	\$17,910,642	\$17,147,668	\$4,059,047	\$0	\$0	\$4,059,047
TOTAL 0009-9200	\$3,477,827	\$17,910,642	\$17,151,669	\$4,059,047	\$0	\$0	\$4,059,047

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

Fiscal Year	Bonds Outstanding	Principal	Interest	Total
2013-14	\$ 43,765,000	\$ 2,395,000	\$ 1,644,047	\$ 4,039,047
2014-15	41,370,000	2,475,000	1,564,493	4,039,493
2015-16	38,895,000	2,560,000	1,481,911	4,041,911
2016-17	36,335,000	2,650,000	1,387,851	4,037,851
2017-18	33,685,000	2,040,000	1,287,513	3,327,513
2018-19	31,645,000	2,115,000	1,213,563	3,328,563
2019-20	29,530,000	2,205,000	1,123,613	3,328,613
2020-21	27,325,000	2,300,000	1,029,663	3,329,663
2021-22	25,025,000	2,395,000	930,413	3,325,413
2022-23	22,630,000	2,500,000	827,238	3,327,238
2023-24	20,130,000	2,595,000	731,688	3,326,688
2024-25	17,535,000	2,700,000	627,888	3,327,888
2025-26	14,835,000	2,805,000	519,888	3,324,888
2026-27	12,030,000	2,900,000	425,738	3,325,738
2027-28	9,130,000	3,000,000	327,038	3,327,038
2028-29	6,130,000	2,035,000	223,475	2,258,475
2029-30	4,095,000	2,115,000	144,756	2,259,756
2030-31	1,980,000	975,000	64,350	1,039,350
2031-32	1,005,000	1,005,000	32,663	1,037,663
TOTAL	\$ 43,765,000	\$ 15,587,782	\$ 59,352,782	

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: \$ 4,955,000
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
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		\$ 4,955,000	\$ 554,289	\$ 5,509,289

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: \$ 725,000
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
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		\$ 725,000	\$ 80,811	\$ 805,811

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: \$ 13,325,000
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
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	4.375	1,145,000	50,094	1,195,094
Total		\$ 13,325,000	\$ 5,615,056	\$ 18,940,056

City of Conroe

Conroe Industrial Development Corporation

Sales Tax Bonds Debt Requirements

Description: Sales Tax Revenue & Refunding Bonds, Series 2012
(New Money Portion)

Date of Issue: October 18, 2012

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: \$ 13,080,000

Amount Outstanding: \$ 13,080,000

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
2013-14	2.000	\$ 195,000	\$ 480,231	\$ 675,231
2014-15	2.000	200,000	476,331	676,331
2015-16	3.000	205,000	472,331	677,331
2016-17	3.000	205,000	466,181	671,181
2017-18	4.000	610,000	460,031	1,070,031
2018-19	5.000	635,000	435,631	1,070,631
2019-20	5.000	665,000	403,881	1,068,881
2020-21	5.000	700,000	370,631	1,070,631
2021-22	5.000	720,000	335,631	1,055,631
2022-23	4.000	770,000	299,631	1,069,631
2023-24	4.000	795,000	268,831	1,063,831
2024-25	4.000	830,000	237,031	1,067,031
2025-26	3.000	865,000	203,831	1,068,831
2026-27	3.000	885,000	177,881	1,062,881
2027-28	3.000	915,000	151,331	1,066,331
2028-29	3.125	935,000	123,881	1,058,881
2029-30	3.125	970,000	94,663	1,064,663
2030-31	3.250	975,000	64,350	1,039,350
2031-32	3.250	1,005,000	32,663	1,037,663
Total	\$	13,080,000	\$ 5,554,975	\$ 18,634,975

City of Conroe

Conroe Industrial Development Corporation

Sales Tax Bonds Debt Requirements

Description: Sales Tax Revenue & Refunding Bonds, Series 2012
(Refunding Portion)

Date of Issue: October 18, 2012

Purpose: Refund the 2008 Sales Tax Revenue Bonds, which were used to 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: \$ 12,305,000

Amount Outstanding: \$ 11,680,000

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
2013-14	2.000	\$ 600,000	\$ 427,200	\$ 1,027,200
2014-15	2.000	615,000	415,200	1,030,200
2015-16	3.000	630,000	402,900	1,032,900
2016-17	3.000	650,000	384,000	1,034,000
2017-18	4.000	665,000	364,500	1,029,500
2018-19	5.000	690,000	337,900	1,027,900
2019-20	5.000	725,000	303,400	1,028,400
2020-21	5.000	760,000	267,150	1,027,150
2021-22	5.000	810,000	229,150	1,039,150
2022-23	4.000	840,000	192,250	1,032,250
2023-24	4.000	875,000	158,650	1,033,650
2024-25	4.000	905,000	123,650	1,028,650
2025-26	3.000	940,000	87,450	1,027,450
2026-27	3.000	975,000	59,250	1,034,250
2027-28	3.000	1,000,000	30,000	1,030,000
Total	\$	11,680,000	\$ 3,782,650	\$ 15,462,650

VEHICLE AND EQUIPMENT REPLACEMENT FUND

FY 13-14 Budget Summary

Vehicle and Equipment Replacement Fund

Type	Actual FY 11-12	Amended FY 12-13	Estimate FY 12-13	Base FY 13-14	Supplemental FY 13-14	Proposed FY 13-14	Dollar + / -	Percent + / -
Beginning Fund Balance:	\$ 3,082,043	\$ 3,082,043	\$ 3,761,355	\$ -	\$ 3,761,355	\$ -	0.0%	
Vehicle and Equipment Replacement Fund Revenues:								
Revenues	\$ 2,125,938	\$ 761,293	\$ 2,521,706	\$ 12,634	\$ -	\$ 12,634	\$ (748,659)	-98.3%
Total Revenues	\$ 2,125,938	\$ 761,293	\$ 2,521,706	\$ 12,634	\$ -	\$ 12,634	\$ (748,659)	-98.3%
Total Resources:	\$ 2,125,938	\$ 3,843,336	\$ 5,603,749	\$ 3,773,989	\$ -	\$ 3,773,989	\$ (748,659)	-19.5%
Vehicle and Equipment Replacement Fund Expenditures:								
Vehicles	\$ 1,703,068	\$ 1,842,394	\$ 1,842,394	\$ 1,832,400	\$ -	\$ 1,832,400	\$ (9,994)	-0.5%
Total Expenditures	\$ 1,703,068	\$ 1,842,394	\$ 1,842,394	\$ 1,832,400	\$ -	\$ 1,832,400	\$ (9,994)	-0.5%
New Fund Balance:	\$ 2,000,942	\$ 3,761,355	\$ 1,941,589			\$ 1,941,589		

Breakdown of Transfer In:

General Fund	\$ -
General Fund (Fire Dept)	-
Tower Fund	1,396
Fleet Services Fund	8,638
Total	\$ 10,034

CITY OF CONROE
FY 2013-2014
0003-0000

BUDGET LINE ITEMS

FUND: VERF DEPARTMENT: VEHICLE & EQUIPMENT REPLACEMENT DIVISION: VERF REVENUES

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6010 Interest on Investments	\$7,327	\$2,600	\$1,000	\$2,600	\$0	\$0	\$2,600
6015 Gains (Losses) on Investmt	\$22,394	\$0	\$0	\$0	\$0	\$0	\$0
6036 Sales of Cap. Assets	\$301,784	\$0	\$72,000	\$0	\$0	\$0	\$0
6060 Unanticipated Revenues	\$9,496	\$0	\$1,705	\$0	\$0	\$0	\$0
6200 Proceeds of Capital Leases	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6530 Other Non-Operating Income	\$25,346	\$0	\$64,000	\$0	\$0	\$0	\$0
6550 Transfer In	\$1,759,591	\$758,693	\$2,383,001	\$10,034	\$0	\$0	\$10,034
REVENUES SUBTOTAL	\$2,125,938	\$761,293	\$2,521,706	\$12,634	\$0	\$0	\$12,634
TOTAL 0003-0000	\$2,125,938	\$761,293	\$2,521,706	\$12,634	\$0	\$0	\$12,634

CITY OF CONROE
FY 2013-2014
0003-3010

BUDGET LINE ITEMS

FUND: VERF		DEPARTMENT: VEHICLE & EQUIPMENT REPLACEMENT			DIVISION: VERF EXPENDITURES		
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7170 Vehicle Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$136,200	\$136,800	\$136,800	\$140,400	\$0	\$0	\$140,400
8060 Contract Services	\$116	\$0	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SUBTOTAL	\$136,316	\$136,800	\$136,800	\$140,400	\$0	\$0	\$140,400
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment > \$5,000	\$640,746	\$0	\$185,000	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$926,006	\$1,705,594	\$1,520,594	\$1,692,000	\$0	\$0	\$1,692,000
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$1,566,752	\$1,705,594	\$1,705,594	\$1,692,000	\$0	\$0	\$1,692,000
8520 Transfer Out	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRANSFERS SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL 0003-3010	\$1,703,068	\$1,842,394	\$1,842,394	\$1,832,400	\$0	\$0	\$1,832,400

FY 13-14 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	9	1 - Police Patrol Vehicle (0906)	29,351	Replacement Equipment
0001-1203 Police Patrol	10	1 - Police Patrol Vehicle (1002)	29,351	Replacement Equipment
0001-1203 Police Patrol	11	1 - Police Patrol Vehicle (1003)	29,351	Replacement Equipment
0001-1203 Police Patrol	12	1 - Police Patrol Vehicle (1005)	29,351	Replacement Equipment
0001-1203 Police Patrol	13	1 - Police Patrol Vehicle (1006)	29,351	Replacement Equipment
0001-1203 Police Patrol	14	1 - Police Patrol Vehicle (1008)	29,351	Replacement Equipment
0001-1203 Police Patrol	15	1 - Police Patrol Vehicle (1011)	29,351	Replacement Equipment
0001-1203 Police Patrol	16	1 - Police Patrol Vehicle (1014)	29,351	Replacement Equipment
0001-1203 Police Patrol	17	1 - Police Patrol Vehicle (1015)	29,351	Replacement Equipment
0001-1203 Police Patrol	18	1 - Police Patrol Vehicle (1021)	29,351	Replacement Equipment
0001-1204 Police Investigations	0	Lease Vehicle For New Investigator	3,600	Non-discretionary Adjustment
0001-1204 Police Investigations	2	Marked Crime Scene Vehicle Unit 0611	33,500	Replacement Equipment
0001-1204 Police Investigations	3	Marked Crime Scene Vehicle Unit 0612	33,500	Replacement Equipment
0001-1300 Fire	0	Ladder Truck Unit 9709	1,113,000	Replacement Equipment
0001-1450 Parks Operations	3	F-350 Utility Truck (0537)	29,490	Replacement Equipment
0001-1500 Community Development	2	1/2 Ton Extended Cab Truck (0837)	25,000	Replacement Equipment
0001-1500 Community Development	3	1/2 Ton Extended Cab Truck (0509)	25,000	Replacement Equipment
0001-1540 Streets	1	Trailking Equipment Haul Trailer (T 0316)	25,000	Replacement Equipment
0001-1540 Streets	2	Ford F-450 Crew Truck (0650)	60,000	Replacement Equipment
0001-1570 Engineering	3	4 Wheel Drive Extended Cab Truck (0607)	27,000	Replacement Equipment
0001-1570 Engineering	4	Extended Cab Truck (9603)	27,000	Replacement Equipment
General Government Total			\$ 1,695,600	

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 13-14 Budget Summary

Water and Sewer

Vehicle and Equipment Replacement Fund

Type	Actual FY 11-12	Amended FY 12-13	Estimate FY 12-13	Base FY 13-14	Supplemental FY 13-14	Proposed FY 13-14	Dollar + / -	Percent + / -
Beginning Fund Balance:		\$ 693,422	\$ 693,422	\$ 894,598	\$ -	\$ 894,598	\$ -	0.0%
Water & Sewer VERF Revenues:								
Revenues	\$ 823,390	\$ 829,926	\$ 830,676	\$ 938,342	\$ -	\$ 938,342	\$ 108,416	13.1%
Total Revenues	\$ 823,390	\$ 829,926	\$ 830,676	\$ 938,342	\$ -	\$ 938,342	\$ 108,416	13.1%
Total Resources:	\$ 823,390	\$ 1,523,348	\$ 1,524,098	\$ 1,832,940	\$ -	\$ 1,832,940	\$ 108,416	7.1%
Water & Sewer VERF Expenditures:								
Vehicles	\$ 236,810	\$ 604,500	\$ 629,500	\$ 1,268,000	\$ -	\$ 1,268,000	\$ 663,500	109.8%
Total Expenditures	\$ 236,810	\$ 604,500	\$ 629,500	\$ 1,268,000	\$ -	\$ 1,268,000	\$ 663,500	109.8%
New Fund Balance:		\$ 918,848	\$ 894,598	\$ 564,940		\$ 564,940		

Breakdown of Transfer In:

W&S Operating Fund	\$ 938,342
W&S Construction Fund	-
Total	\$ 938,342

**CITY OF CONROE
FY 2013-2014
0045-0000**

BUDGET LINE ITEMS

FUND: W&S VERF

DEPARTMENT: WATER & SEWER VEHICLE & EQUIPMENT REPLACEMENT

DIVISION: W&S VERF REVENUES

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6010 Interest	\$1,037	\$0	\$750	\$0	\$0	\$0	\$0
6036 Sales of Cap. Assets	\$44,063	\$0	\$0	\$0	\$0	\$0	\$0
6060 Unanticipated Revenues	\$9,293	\$0	\$0	\$0	\$0	\$0	\$0
6530 Other Non-Operating Income	\$5,221	\$0	\$0	\$0	\$0	\$0	\$0
6550 Transfer In	\$763,776	\$829,926	\$829,926	\$938,342	\$0	\$0	\$938,342
REVENUES SUBTOTAL	\$823,390	\$829,926	\$830,676	\$938,342	\$0	\$0	\$938,342
TOTAL 0045-0000	\$823,390	\$829,926	\$830,676	\$938,342	\$0	\$0	\$938,342

CITY OF CONROE
FY 2013-2014
0045-4500

BUDGET LINE ITEMS

FUND: W&S VERF

DEPARTMENT: WATER & SEWER VEHICLE & EQUIPMENT REPLACEMENT

DIVISION: W&S VERF EXPENDITURES

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8060 Contract Services	\$154	\$0	\$25,000	\$0	\$0	\$0	\$0
CONTRACTUAL SUBTOTAL	\$154	\$0	\$25,000	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$30,175	\$604,500	\$579,500	\$1,268,000	\$0	\$0	\$1,268,000
9051 Machinery & Equipment <\$5,000	\$683	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$205,798	\$0	\$25,000	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$236,656	\$604,500	\$604,500	\$1,268,000	\$0	\$0	\$1,268,000
TOTAL 0045-4500	\$236,810	\$604,500	\$629,500	\$1,268,000	\$0	\$0	\$1,268,000

FY 13-14 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>
0002-2800 Utilities/Meter Readers	2	F-150 Truck (0606)	21,000	Replacement Equipment
0002-2800 Utilities/Meter Readers	3	F-150 Truck (0605)	21,000	Replacement Equipment
0002-2820 Water	2	F 450 Crew Truck (0711)	55,000	Replacement Equipment
0002-2820 Water	3	1/2 Ton Extended Cab Truck (0952)	25,000	Replacement Equipment
0002-2820 Water	4	1/2 Ton Extended Cab Truck (0951)	25,000	Replacement Equipment
0002-2881 WWTP	1	1/2 Ton Truck (0608)	22,500	Replacement Equipment
0002-2881 WWTP	2	1/2 Ton Truck (0928)	22,500	Replacement Equipment
0002-2882 Sewer	3	27,000 Lb. Tool Carrier (0214)	168,000	Replacement Equipment
0002-2882 Sewer	4	F 450 Crew Truck (0632)	55,000	Replacement Equipment
0002-2882 Sewer	5	F 450 Crew Truck (0702)	55,000	Replacement Equipment
0002-2882 Sewer	6	3/4 Ton Ext. Cab Truck (0944)	27,000	Replacement Equipment
0002-2882 Sewer	7	55,000 Lb. Excavator (E - 0410)	230,000	Replacement Equipment
0002-2883 Pump & Motor Maint	1	1/2 Ton 4 Door Short Wheel Base Truck (1022)	25,000	Replacement Equipment
0007-7030 Project Construction	1	34,000 Lb. Class Dozer With Winch (E-0221)	293,000	Replacement Equipment
0007-7030 Project Construction	2	27, 000 Lb. Tool Carrier (E-0213)	168,000	Replacement Equipment
0007-7030 Project Construction	3	2 Ton Crew Cab 4x4 Truck (0528)	55,000	Replacement Equipment
Water & Sewer Total			\$ 1,268,000	

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 13-14 Budget Summary

Conroe Industrial Development Corporation

Revenue Clearing Fund

Type	Actual FY 11-12	Amended FY 12-13	Estimate FY 12-13	Base FY 13-14	Supplemental FY 13-14	Proposed FY 13-14	Dollar + / -	Percent + / -
Beginning Fund Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
CIDC Revenue Clearing Revenues:								
Revenues	\$ 7,475,443	\$ 7,863,468	\$ 8,623,066	\$ 8,831,758	\$ -	\$ 8,831,758	\$ 968,290	12.3%
Total Revenues	\$ 7,475,443	\$ 7,863,468	\$ 8,623,066	\$ 8,831,758	\$ -	\$ 8,831,758	\$ 968,290	12.3%
Total Resources:	\$ 7,863,468	\$ 8,623,066	\$ 8,831,758	\$ -	\$ 8,831,758	\$ 968,290	12.3%	
CIDC Revenue Clearing Expenditures:								
Revenue Clearing	\$ 8,039,627	\$ 7,863,468	\$ 8,623,066	\$ 8,831,758	\$ -	\$ 8,831,758	\$ 968,290	12.3%
Total Expenditures	\$ 8,039,627	\$ 7,863,468	\$ 8,623,066	\$ 8,831,758	\$ -	\$ 8,831,758	\$ 968,290	12.3%
New Fund Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Breakdown of Transfer Out:

CIDC Debt Service Fund	\$ 4,059,047
CIDC General Fund	4,772,711
Total	\$ 8,831,758

CITY OF CONROE
FY 2013-2014
0009-0002

BUDGET LINE ITEMS

FUND: CIDC REVENUE CLEARING FUND

DEPARTMENT: CIDC REVENUE CLEARING

DIVISION: REVENUES

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
4040 Sales Tax	\$7,475,443	\$7,863,468	\$8,623,066	\$8,831,758	\$0	\$0	\$8,831,758
REVENUES SUBTOTAL	\$7,475,443	\$7,863,468	\$8,623,066	\$8,831,758	\$0	\$0	\$8,831,758
TOTAL 0009-0002	\$7,475,443	\$7,863,468	\$8,623,066	\$8,831,758	\$0	\$0	\$8,831,758

CITY OF CONROE
FY 2013-2014
0009-9400

SUMMARY

FUND: CIDC REVENUE CLEARING FUND

DEPARTMENT: CIDC REVENUE CLEARING

DIVISION: EXPENDITURES

	2012	2013		2014			
CATEGORY	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
Transfers	\$8,039,627	\$7,863,468	\$8,623,066	\$8,831,758	\$0	\$0	\$8,831,758
TOTAL 0009-9400	\$8,039,627	\$7,863,468	\$8,623,066	\$8,831,758	\$0	\$0	\$8,831,758

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

FY 13-14 Budget Summary

Conroe Industrial Development Fund

General Fund

Type	Actual FY 11-12	Amended FY 12-13	Estimate FY 12-13	Base FY 13-14	Supplemental FY 13-14	Proposed FY 13-14	Dollar + / -	Percent + / -
Beginning Fund Balance:	\$ 11,335,991	\$ 11,335,991	\$ 12,951,682	\$ -	\$ 12,951,682	\$ -	-	0.0%
CIDC General Fund Revenues:								
Revenues	\$ 5,875,835	\$ 3,329,619	\$ 4,787,509	\$ -	\$ -	\$ 4,787,509	\$ 1,457,890	43.8%
Total Revenues	\$ 5,875,835	\$ 3,329,619	\$ 10,184,584	\$ 4,787,509	\$ -	\$ 4,787,509	\$ 1,457,890	43.8%
Total Resources:	\$ 5,875,835	\$ 14,665,610	\$ 21,520,575	\$ 17,739,191	\$ -	\$ 17,739,191	\$ 1,457,890	9.9%

CIDC General Fund Expenditures:								
CIDC General Fund	\$ 3,473,454	\$ 4,541,068	\$ 4,621,467	\$ 5,063,658	\$ 145,500	\$ 5,209,158	\$ 668,090	14.7%
Total Expenditures	\$ 3,473,454	\$ 4,541,068	\$ 4,621,467	\$ 5,063,658	\$ 145,500	\$ 5,209,158	\$ 668,090	14.7%

Debt Service Reserve:	\$ 3,947,426	\$ 3,947,426	\$ (42,638)	\$ (42,638)
New Fund Balance:	\$ 6,177,116	\$ 12,951,682	\$ 12,718,171	\$ 12,572,671

Breakdown of Transfer In:	
CIDC Rev. Clearing Fund	\$ 4,772,711
General Fund (Transit Related)	-
Total	\$ 4,772,711

Breakdown of Transfer Out:	
W&S Debt Service Fund (Water Well debt)	\$ 248,837
CIDC CIP Fund (Section 7 - Industrial Park)	1,500,000
General Fund (CIDC Administration)	-
GO Debt Service Fund (Park debt)	1,327,928
Total	\$ 3,076,765

Breakdown of Economic Development Contracts:	Actual FY 11-12	Estimated FY 12-13	Budget FY 13-14
Marketing Agreement	\$ -	\$ -	\$ -
Incentive Agreements (10%)			
McKesson	\$ -	\$ -	\$ -
Byrne Medical	16,578	18,990	20,940
Byrne Medical #2	3,004	4,446	5,305
Royal Equipment	5,731	10,145	12,022
NOV Downhole (Formerly ReedHycalog)	212,144	214,569	217,115
Texas Oil Tools (National Oil Well Varco)	55,519	55,672	-
Texas Oil Tools (National Oil Well Varco) #2	-	-	98,188
Sooner Container	-	-	14,053
Bordon Milk	3,722	3,216	2,655
Bordon Milk #2	8,873	8,556	8,239
GE Energy formerly Sondex	19,249	19,959	20,719
Professional Directional	36,886	42,234	46,692
Multi-Shot	65,281	96,091	134,251
Bauer	181,103	122,119	240,995
Town Center Office Plaza	11,268	11,268	11,268
Blue Magic	15,106	15,921	-
Hunting Energy Services	31,292	43,716	61,754
C&C Metals	-	6,069	11,057
Turbo Drill	-	6,894	6,710
Jyoti	-	-	75,421
HTTP	-	15,947	16,367
Stainless Structural	-	-	62,423
Byrne Medical #3	-	2,170	3,150
Protect Controls	-	-	33,887
R & M Energy Systems	-	-	2,731
Energy Alloys, LLC	-	-	29,398
Available for Additional Incentives	-	-	-
Subtotal	\$ 665,756	\$ 697,982	\$ 1,135,340
TOTAL ALL AGREEMENTS	\$ 665,756	\$ 697,982	\$ 1,135,340

FY 13-14 Supplemental Requests CIDC Fund

<u>Department/Division</u>	<u>Dept Rank</u>	<u>Supplemental Req. Title</u>	<u>Requested Amount</u>	<u>FY 12-13</u>		<u>CAO</u>		<u>List "A"</u>		<u>Type</u>
				<u>Purchase</u>	<u>Adjustment</u>	<u>Adjustment</u>	<u>(Included)</u>	<u>(Included)</u>	<u>(Included)</u>	
0009-9000 CIDC	0	Deison Tech Park Mowing & Landscape Maintenance	\$ 65,500	\$ -	\$ -	\$ -	\$ 65,500			Non-discretionary Adjustment
0009-9000 CIDC	0	Deison Tech Park Security	85,300	-	-	-	85,300			Non-discretionary Adjustment
			\$ 150,800	\$ -	\$ -	\$ -	\$ 150,800			

Definitions:

1. **Requested Amount** - The total cost of the project. Also, the cost that was requested through the supplemental request.
2. **FY 12-13 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 FY12-13 Purchase, CAO Adjustment, or List "A" (Included) columns, then the supplemental request was not approved for funding.

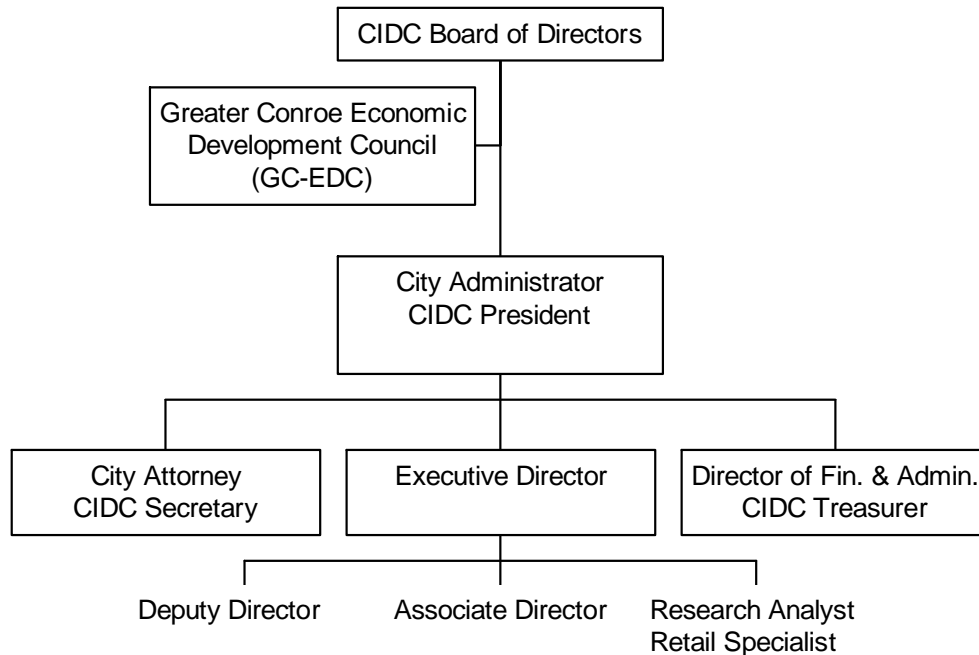
CITY OF CONROE
FY 2013-2014
0009-0000

BUDGET LINE ITEMS

FUND: CIDC GENERAL FUND DEPARTMENT: CIDC GENERAL FUND DIVISION: REVENUES

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6010 Interest on Investments	\$24,851	\$8,002	\$14,798	\$14,798	\$0	\$0	\$14,798
6015 Gains (Losses) on Investmt	\$7,022	\$0	\$0	\$0	\$0	\$0	\$0
6030 Lease Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6035 Land Sales	\$1,621,505	\$0	\$5,109,082	\$0	\$0	\$0	\$0
6060 Unanticipated Revenues	\$200	\$0	\$264,382	\$0	\$0	\$0	\$0
6550 Transfer In	\$4,222,257	\$3,321,617	\$4,796,322	\$4,772,711	\$0	\$0	\$4,772,711
REVENUES SUBTOTAL	\$5,875,835	\$3,329,619	\$10,184,584	\$4,787,509	\$0	\$0	\$4,787,509
TOTAL 0009-0000	\$5,875,835	\$3,329,619	\$10,184,584	\$4,787,509	\$0	\$0	\$4,787,509

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 2012-2013

- ✓ Completed construction of the Knox building
- ✓ Secured retailers city-wide
- ✓ Represented the City at the Gulf Coast Economic Development Council
- ✓ Developed and marketed the Deison Technology Park

Goals & Objectives for FY 2013-2014

- ❑ Dispose of property in the Conroe Park North Industrial Park and the Deison Technology Park
- ❑ Ongoing acquisition of grants for the Deison Technology Park
- ❑ Continued management of the economic development activity for the City of Conroe
- ❑ Distribute incentives for existing businesses for retention and expansion
- ❑ Represented City of Conroe at Industrial Asset Management Council
- ❑ Represented City of Conroe at International Shopping Center Council
- ❑ Represented City of Conroe at International Economic Development Council
- ❑ Represented City of Conroe at Texas Economic Development Council
- ❑ Represented City of Conroe at Gulf Coast Workforce Council
- ❑ Public speaking events to promote economic development for the City of Conroe
- ❑ Revamp GCEDC Website & link it to the Deison Technology Park website
- ❑ Complete process for reaccreditation with the Accredited Economic Development Organization.

**City of Conroe
General Fund**

**Conroe Industrial Development Corporation
0009-9000**

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERSONNEL SERVICES				
CIDC Executive Director	0	0	1	1
CIDC Deputy Director	0	0	1	1
Associate Director	0	0	1	1
Admin. Coordinator/Transportation Spec.	0	0	1	0
Research Analyst/Retail Spec.	0	0	1	1
TOTAL PERSONNEL SERVICES	0	0	5	4

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
# of Sales Completed for Deison Technology Park	N/A	N/A	3	5
# of Sales Completed for Conroe Park North	N/A	N/A	3	5
# of Incentives granted for Deison Technology Park	N/A	N/A	3	3
# of Incentives granted for Conroe Park North	N/A	N/A	3	5
Completion of Conroe Park North Infrastructure	N/A	N/A	95%	100%
Completion of Deison Technology Park Infrastructure	N/A	N/A	95%	100%
% of Deison Technology Park Occupied	N/A	N/A	0%	5%
% of Conroe Park North Occupied	N/A	N/A	60%	70%
# of Prospects secured for Deison Technology Park	N/A	N/A	10	15
# of Prospects secured for Conroe Park North	N/A	N/A	10	15

Note: The Administrative Coordinator/Transportation Specialist was moved to the Transportation Grants Fund in FY 13-14.

CITY OF CONROE
FY 2013-2014
0009-9000

BUDGET LINE ITEMS

FUND: CIDC GENERAL FUND DEPARTMENT: CIDC GENERAL FUND DIVISION: EXPENDITURES							
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$0	\$368,120	\$353,230	\$358,729	\$0	\$0	\$358,729
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$0	\$0	\$497	\$0	\$0	\$0	\$0
7025 Social Security	\$0	\$30,229	\$23,982	\$32,168	\$0	\$0	\$32,168
7030 Retirement & Pension	\$0	\$62,408	\$58,305	\$60,120	\$0	\$0	\$60,120
7035 Workers Compensation	\$0	\$3,185	\$2,077	\$4,760	\$0	\$0	\$4,760
7040 Employee Insurance	\$0	\$56,323	\$54,566	\$46,069	\$0	\$0	\$46,069
PERSONNEL SERVICES SUBTOTAL	\$0	\$520,265	\$492,657	\$501,846	\$0	\$0	\$501,846
7110 Office Supplies	\$0	\$12,000	\$12,000	\$12,000	\$0	\$0	\$12,000
7180 Equipment Repairs	\$0	\$0	\$0	\$1,500	\$0	\$0	\$1,500
7200 Operating Supplies	\$0	\$9,000	\$9,000	\$2,500	\$0	\$0	\$2,500
7251 Buildings <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$0	\$21,000	\$21,000	\$16,000	\$0	\$0	\$16,000
8010 Utilities	\$0	\$11,966	\$11,966	\$11,966	\$0	\$0	\$11,966
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$688	\$10,000	\$10,000	\$10,000	\$0	\$0	\$10,000
8040 Leased Equipment	\$0	\$8,500	\$8,500	\$0	\$0	\$0	\$0
8050 Travel & Training	\$0	\$91,755	\$66,755	\$105,765	\$0	\$0	\$105,765
8060 Contract Services	\$656,697	\$1,320,394	\$1,466,715	\$1,341,316	\$0	\$145,500	\$1,486,816
8087 Donation Expense	\$89,514	\$0	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SUBTOTAL	\$746,899	\$1,442,615	\$1,563,936	\$1,469,047	\$0	\$145,500	\$1,614,547
9010 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	\$6,000	\$6,000	\$0	\$0	\$0	\$0
9040 Furniture & Fixtures > \$5,000	\$0	\$13,314	\$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	\$2,500	\$2,500	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$0	\$21,814	\$8,500	\$0	\$0	\$0	\$0
8520 Transfer Out	\$2,726,555	\$2,535,374	\$2,535,374	\$3,076,765	\$0	\$0	\$3,076,765
TRANSFERS SUBTOTAL	\$2,726,555	\$2,535,374	\$2,535,374	\$3,076,765	\$0	\$0	\$3,076,765
TOTAL 0009-9000	\$3,473,454	\$4,541,068	\$4,621,467	\$5,063,658	\$0	\$145,500	\$5,209,158

CITY OF CONROE
FY 2013-2014
0009-9000

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
2524	0	Deison Technology Park Maintenance	Non-discretionary Adjustment	8060 CONTRACT SERVICES Request Total	\$65,500 \$65,500
2531	0	Deison Technology Park Security	Non-discretionary Adjustment	8060 CONTRACT SERVICES Request Total	\$80,000 \$80,000
2 Requests			Total for 0009-9000		\$145,500



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HOTEL OCCUPANCY TAX FUND

FY 13-14 Budget Summary Hotel Occupancy Tax Fund

Type	Actual FY 11-12	Amended FY 12-13	Estimate FY 12-13	Base FY 13-14	Supplemental FY 13-14	Proposed FY 13-14	Dollar + / -	Percent + / -
Beginning Fund Balance:	\$ 763,745	\$ 763,745	\$ 1,016,664	\$ -	\$ 1,016,664	\$ -	0.0%	
HOT Revenues								
Revenues	\$ 802,626	\$ 713,870	\$ 817,457	\$ 816,476	\$ -	\$ 816,476	\$ 102,606	14.4%
Total Revenues	\$ 802,626	\$ 713,870	\$ 817,457	\$ 816,476	\$ -	\$ 816,476	\$ 102,606	14.4%
Total Resources:	\$ 802,626	\$ 1,477,615	\$ 1,581,202	\$ 1,833,140	\$ -	\$ 1,833,140	\$ 102,606	6.9%
HOT Expenses								
Con. & Vis. Bureau	\$ 534,285	\$ 562,986	\$ 564,538	\$ 581,763	\$ 101,887	\$ 683,650	\$ 120,664	21.4%
Total Expenditures	\$ 534,285	\$ 562,986	\$ 564,538	\$ 581,763	\$ 101,887	\$ 683,650	\$ 120,664	21.4%
New Fund Balance:	\$ 914,629	\$ 1,016,664	\$ 1,251,377			\$ 1,149,490		
Breakdown of Transfer Out:								
General Fund			\$ -					
Total			\$ -					

FY 13-14 Supplemental Requests HOT Fund

Department/Division	Dept Rank	Supplemental Reg. Title	Requested Amount	FY 12-13 Purchase	CAO Adjustment	List "A" (Included)	Type
004-4010 Convention & Visitors Bur	0	Operating Supplies	\$ 2,500	\$ -	\$ -	\$ -	Non-discretionary Adjustment
004-4010 Convention & Visitors Bur	0	Tourism Coordinator	55,980	-	-	55,980	New Personnel
004-4010 Convention & Visitors Bur	1	Overtime	10,204	-	-	-	Enhanced Program
004-4010 Convention & Visitors Bur	2	Marketing Opportunities	18,538	-	-	18,538	Enhanced Program
004-4010 Convention & Visitors Bur	3	Computers	3,000	-	-	3,000	Replacement Equipment
004-4010 Convention & Visitors Bur	4	Part Time Tourism Coordinator	11,244	-	-	-	New Personnel
004-4010 Convention & Visitors Bur	5	Conventions, Events, & Memberships	24,369	-	-	24,369	New Travel & Training
004-4010 Convention & Visitors Bur	6	Tourism Video	20,000	-	-	-	New Program
004-4010 Convention & Visitors Bur Total			\$ 145,835	\$ -	\$ -	\$ 101,887	

Definitions:

1. **Requested Amount** - The total cost of the project. Also, the cost that was requested through the supplemental request.
2. **FY 12-13 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 FY12-13 Purchase, CAO Adjustment, or List "A" (Included) columns, then the supplemental request was not approved for funding.

CITY OF CONROE
FY 2013-2014
0004-0000

BUDGET LINE ITEMS

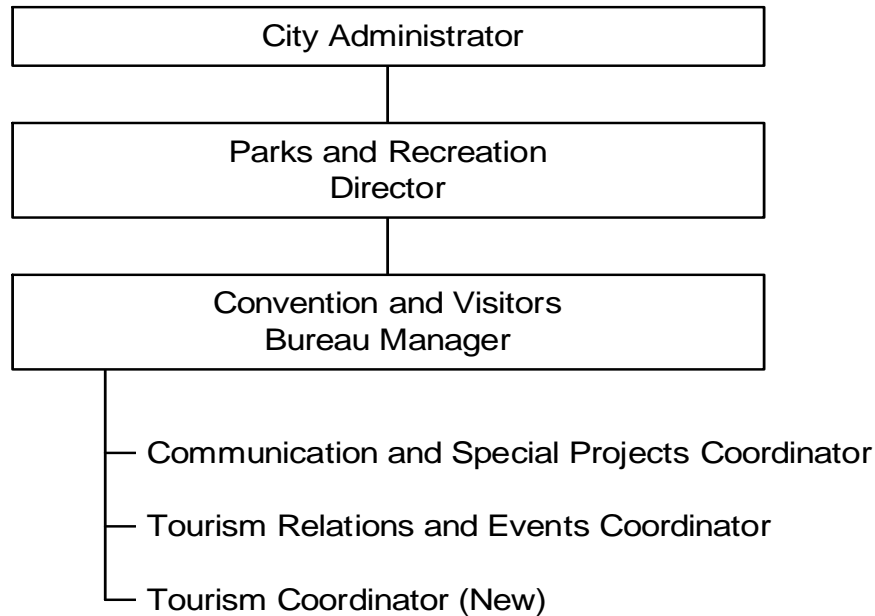
FUND: HOTEL OCCUPANCY TAX FUND

DEPARTMENT: HOTEL OCCUPANCY TAX

DIVISION: HOT REVENUES

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
4050 Hotel Occupancy Tax	\$801,962	\$713,870	\$816,476	\$816,476	\$0	\$0	\$816,476
6010 Interest	\$664	\$0	\$981	\$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	\$802,626	\$713,870	\$817,457	\$816,476	\$0	\$0	\$816,476
TOTAL 0004-0000	\$802,626	\$713,870	\$817,457	\$816,476	\$0	\$0	\$816,476

Convention and 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 and Visitors Bureau

Accomplishments FY 2012-2013

- ✓ Designed and produced new literature
- ✓ Created and completed development and production of a new “Fun Map”
- ✓ Redesigned and launched a more dynamic CVB website and updated our mobile
- ✓ CVB Manager attended Travel College and again served as the vice president
- ✓ All staff members continued to participate in the Certified Meeting Professionals
- ✓ Divided Tourism Coordinator positions into specific department roles
- ✓ Brought two public events to Conroe, The Brew-B-Que festival and the Texas 10
- ✓ Hosted the Toyota Texas Bass Classic for the fourth unprecedented time
- ✓ Successfully participated in National Tourism Week for the first time
- ✓ Produced our first social media video and shared it on YouTube
- ✓ Increased involvement with the I-45 Corridor Coalition
- ✓ Increased the visibility of Conroe as a tourism attraction
- ✓ Developed a good working relationship with the Chamber of Commerce
- ✓ Entered the Texas Association of Convention and Visitors Bureaus Idea Fair for a second time and won best print advertising in the Under \$499,999 budget
- ✓ Developed more active social media campaigns and introduced blog and Twitter
- ✓ Partnered with corporate developments to create a positive image of Conroe

Goals & Objectives FY 2013-2014

- ❑ Design and produce new group marketing literature for Sporting Events and Social Events
- ❑ Fully redesign Visitor Guide utilizing techniques to improve readership
- ❑ Increase Familiarization Tours in Conroe by 50%
- ❑ Develop a program and itineraries for bus tours in Conroe
- ❑ Increase our presence in social media, increasing followers and page views
- ❑ Revitalize and completely rebuild a new Hotel Managers and Owners Alliance
- ❑ Employ a professional photographer to capture local lifestyle and vacation photos to use to promote Conroe on the Public Education Government Access Channel, City of Conroe materials, and CVB print and web media
- ❑ Educate special grants recipients and re-evaluate the grant procurement process

**City of Conroe
HOT Fund**

**Convention & Visitors Bureau
0004-4010**

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Actual 2012-2013</u>	<u>Estimated 2013-2014</u>
PERSONNEL SERVICES				
Convention & Visitors Bureau Mgr	1	1	1	1
Tourism Coordinator	1	2	2	3
TOTAL FULL TIME	2	3	3	4
P/T Tourism Coordinator (Hours)	1,560	0	0	0
TOTAL PART TIME	1,560	0	0	0
	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Actual 2012-2013</u>	<u>Estimated 2013-2014</u>
PERFORMANCE MEASURES				
Marketing Efforts				
Ads Produced	50	46	71	81
Trade Shows	2	5	4	6
Familiarization Tours	2	2	1	2
Marketing Results				
Events Supported, Acquired and/or Retained				
Sporting Events	7	10	16	19
Social Events (Wedding, etc.)	5	10	26	28
Corporate Events	7	10	3	12
Information Requests				
Walk In Visitors	118	226	338	375
Telephone Requests	372	400	392	425
Email/Web Downloads	1,796	2,700	2,836	3,000
Wedding Packets	74	350	472	550
Meeting & Events Packets	12	25	588	620
Media Leads	22,845	26,500	30,452	35,000
Bulk Distribution	7,595	11,000	11,155	13,000
Website and Social Media				
Website Visitors	76,098	85,230	70,804	80,000
Facebook Likes	6,345	7,000	6,911	9,000
Twitter Followers	not recorded	600	715	800
Blog Pageviews	not applicable	3,000	3,151	4,000
Continuing Education				
Industry Conventions	6	9	16	18

CITY OF CONROE
FY 2013-2014
0004-4010

BUDGET LINE ITEMS

FUND: HOTEL OCCUPANCY TAX FUND		DEPARTMENT: CONVENTION & VISITORS BUREAU		DIVISION: CVB EXPENDITURES			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$118,798	\$123,786	\$121,544	\$167,308	\$0	\$38,000	\$205,308
7012 Salaries - Part Time	\$3,092	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$1,987	\$0	\$636	\$2,000	\$0	\$0	\$2,000
7025 Social Security	\$9,293	\$11,265	\$8,887	\$15,077	\$0	\$2,907	\$17,984
7030 Retirement & Pension	\$20,495	\$20,993	\$20,132	\$28,777	\$0	\$6,498	\$35,275
7035 Workers Compensation	\$247	\$1,863	\$1,863	\$1,946	\$0	\$175	\$2,121
7040 Employee Insurance	\$22,402	\$33,975	\$40,372	\$34,551	\$0	\$8,400	\$42,951
PERSONNEL SERVICES SUBTOTAL	\$176,314	\$191,882	\$193,434	\$249,659	\$0	\$55,980	\$305,639
7110 Office Supplies	\$20,204	\$9,850	\$9,850	\$9,850	\$0	\$0	\$9,850
7200 Operating Supplies	\$1,208	\$500	\$500	\$500	\$0	\$0	\$500
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$3,000	\$3,000
SUPPLIES SUBTOTAL	\$21,412	\$10,350	\$10,350	\$10,350	\$0	\$3,000	\$13,350
8010 Utilities	\$1,707	\$2,050	\$2,050	\$2,050	\$0	\$0	\$2,050
8050 Travel & Training	\$12,333	\$21,619	\$21,619	\$23,952	\$0	\$24,369	\$48,321
8060 Contract Services	\$322,519	\$337,085	\$337,085	\$295,752	\$0	\$18,538	\$314,290
CONTRACTUAL SUBTOTAL	\$336,559	\$360,754	\$360,754	\$321,754	\$0	\$42,907	\$364,661
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	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRANSFERS SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL 0004-4010	\$534,285	\$562,986	\$564,538	\$581,763	\$0	\$101,887	\$683,650

CITY OF CONROE
FY 2013-2014
0004-4010

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
2532	0	Tourism Coordinator	New Personnel	7010 SALARIES	\$38,000
				7025 SOCIAL SECURITY	\$2,907
				7030 RETIREMENT & PENSION	\$6,498
				7035 WORKERS COMPENSATION	\$175
				7040 EMPLOYEE INSURANCE	\$8,400
				Request Total	\$55,980
2454	2	Marketing Opportunities	Enhanced Program	8060 CONTRACT SERVICES	\$18,538
				Request Total	\$18,538
2439	3	Computers	Replacement Equipment	7254 MACHINERY & EQUIPMENT <\$5,000	\$3,000
				Request Total	\$3,000
2453	5	Conventions, Events, & Memberships	New Travel & Training	8050 TRAVEL & TRAINING	\$24,369
				Request Total	\$24,369
4 Requests			Total for 0004-4010		\$101,887



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**COMMUNITY
DEVELOPMENT BLOCK
GRANT (CDBG)
ENTITLEMENT FUND**

FY 13-14 Budget Summary CDBG Entitlement Fund

Type	Actual FY 11-12	Amended FY 12-13	Estimate FY 12-13	Base FY 13-14	Supplemental FY 13-14	Proposed FY 13-14	Dollar + / -	Percent + / -
Beginning Fund Balance:		\$ 116,932	\$ 116,932	\$ 244,933	\$ -	\$ 244,933	\$ -	0.0%
CDBG Entitlement Fund Revenues:								
Revenues	\$ 539,968	\$ 528,798	\$ 680,617	\$ 552,617	\$ -	\$ 552,617	\$ 23,819	4.5%
Total Revenues	\$ 539,968	\$ 528,798	\$ 680,617	\$ 552,617	\$ -	\$ 552,617	\$ 23,819	4.5%
Total Resources:	\$ 539,968	\$ 645,730	\$ 797,549	\$ 797,550	\$ -	\$ 797,550	\$ 23,819	3.7%
CDBG Entitlement Fund Expenditures:								
CDBG	\$ 547,044	\$ 552,616	\$ 552,616	\$ 552,616	\$ -	\$ 552,616	\$ -	0.0%
Total Expenditures	\$ 547,044	\$ 552,616	\$ 552,616	\$ 552,616	\$ -	\$ 552,616	\$ -	0.0%
New Fund Balance:		\$ 93,114	\$ 244,933	\$ 244,934		\$ 244,934		

CITY OF CONROE
FY 2013-2014
0024-0000

BUDGET LINE ITEMS

FUND: CDBG OPERATIONS FUND DEPARTMENT: CDBG OPERATIONS DIVISION: CDBG REVENUES

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6106 Intergovernmental	\$539,968	\$528,798	\$680,617	\$552,617	\$0	\$0	\$552,617
6550 Transfer In	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REVENUES SUBTOTAL	\$539,968	\$528,798	\$680,617	\$552,617	\$0	\$0	\$552,617
TOTAL 0024-0000	\$539,968	\$528,798	\$680,617	\$552,617	\$0	\$0	\$552,617

CITY OF CONROE
FY 2013-2014
0024-2400

BUDGET LINE ITEMS

FUND: CDBG OPERATIONS FUND

DEPARTMENT: CDBG OPERATIONS

DIVISION: CDBG EXPENDITURES

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7200 Operating Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8060 Contract Services	\$387,704	\$393,724	\$394,476	\$393,724	\$0	\$0	\$393,724
CONTRACTUAL SUBTOTAL	\$387,704	\$393,724	\$394,476	\$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	\$91,000	\$95,000	\$99,000	\$95,000	\$0	\$0	\$95,000
9611 Sec 108 Interest	\$68,340	\$63,892	\$59,140	\$63,892	\$0	\$0	\$63,892
DEBT SERVICE SUBTOTAL	\$159,340	\$158,892	\$158,140	\$158,892	\$0	\$0	\$158,892
TOTAL 0024-2400	\$547,044	\$552,616	\$552,616	\$552,616	\$0	\$0	\$552,616

TRANSPORTATION GRANTS FUND

FY 13-14 Budget Summary Transportation Grants Fund

Type	Actual FY 11-12	Amended FY 12-13	Estimate FY 12-13	Base FY 13-14	Supplemental FY 13-14	Proposed FY 13-14	Dollar + / -	Percent + / -
Beginning Fund Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Transportation Grant Fund Revenues:								
Revenues	\$ -	\$ -	\$ -	\$ 1,196,375	\$ -	\$ 1,196,375	\$ 1,196,375	N/A
Total Revenues	\$ -	\$ -	\$ -	\$ 1,196,375	\$ -	\$ 1,196,375	\$ 1,196,375	N/A
Total Resources:	\$ -	\$ -	\$ -	\$ 1,196,375	\$ -	\$ 1,196,375	\$ 1,196,375	N/A
Transportation Grant Fund Expenditures:								
Transit	\$ -	\$ -	\$ -	\$ 303,595	\$ 892,780	\$ 1,196,375	\$ 1,196,375	N/A
Total Expenditures	\$ -	\$ -	\$ -	\$ 303,595	\$ 892,780	\$ 1,196,375	\$ 1,196,375	N/A
New Fund Balance:	\$ -	\$ -	\$ -	\$ 892,780		\$ -		

Breakdown of Transfer In:

General Fund	\$ 366,226
Water and Sewer Operating Fund	-
Total	\$ 366,226

Breakdown of Transfer Out:

Vehicle & Equipment Fund	\$ -
Total	\$ -

FY 13-14 Supplemental Requests Transportation Grants Fund

<u>Department/Division</u>	<u>Dept Rank</u>	<u>Supplemental Req. Title</u>	<u>Requested Amount1</u>	<u>FY 12-13 Purchase2</u>	<u>CAO Adjustment3</u>	<u>List "A" Included4</u>	<u>Type</u>
0036-3600 Transit	0	Demand Response Service	\$ 90,000	\$ -	\$ -	\$ 90,000	Non-discretionary Adjustment
0036-3600 Transit	1	Fixed Route - 3rd Party Contractor	235,280	-	-	235,280	New Program
0036-3600 Transit	2	Transit Marketing Materials	16,500	-	-	16,500	Enhanced Program
0036-3600 Transit	3	Transportation Related Training	11,000	-	-	11,000	New Travel & Training
0036-3600 Transit	4	Fixed Route Service Buses	540,000	-	-	540,000	New Equipment
0036-3600 Transportation Grants Fund Total			\$ 892,780	\$ -	\$ -	\$ 892,780	

Definitions:

1. **Requested Amount** - The total cost of the project. Also, the cost that was requested through the supplemental request.
2. **FY 12-13 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 FY12-13 Purchase, CAO Adjustment, or List "A" (Included) columns, then the supplemental request was not approved for funding.

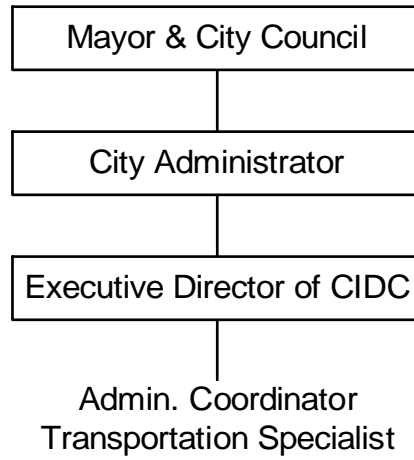
CITY OF CONROE
FY 2013-2014
0036-0000

BUDGET LINE ITEMS

FUND: TRANSPORTATION GRANTS FUND DEPARTMENT: TRANSIT DIVISION: TRANSIT REVENUE

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6106 Intergovernmental	\$0	\$0	\$0	\$830,149	\$0	\$0	\$830,149
6550 Transfer In	\$0	\$0	\$0	\$366,226	\$0	\$0	\$366,226
REVENUES SUBTOTAL	\$0	\$0	\$0	\$1,196,375	\$0	\$0	\$1,196,375
TOTAL 0036-0000	\$0	\$0	\$0	\$1,196,375	\$0	\$0	\$1,196,375

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 greater benefits from work-related opportunities, shopping capabilities, access to governmental and medical services.

Transit

Accomplishments for FY 2012-2013

- ✓ Appointed a dual designee recipient in a large urban area
- ✓ Obligated 2.1 mil Bus Livability Grant in TEAM
- ✓ Completed New Freedom Project which is designated as the Dugan Area - Avenue E from 1st Street to 3rd Street. The project is the first component of the fixed route that constructs ADA shelters and stops to accommodate persons with disabilities.
- ✓ Designed Park and Ride Lot on FM2854
- ✓ Solicited an Request for Proposals for a Transit Provider

Goals & Objectives for FY 2013-2014

- ❑ Support the City at the Transportation Policy Council and Transportation Advisory Committee.
- ❑ Complete Park and Ride Agreement with the Texas Department of Transportation.
- ❑ Oversee consultants in their efforts to obtain Federal and State funding, grants and private donations.
- ❑ Implement transit service for New Freedom - Dugan (1st) Bus Livability – Frazier (2nd).
- ❑ Create a Park and Ride to service Conroe.
- ❑ Procure four (4) Gillig Trolley style buses for the fixed route.
- ❑ Market and brand the City's transit program.
- ❑ Establish ADA/Demand Response Service.

City of Conroe Transportation Grants Fund

Transit 0036-3600

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERSONNEL SERVICES				
Admin Coord./Transportation Specialist	0	0	0	1
TOTAL FULL TIME	0	0	0	1

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Trainings	0	0	2	3
Conferences	0	0	1	4
TGC Planning Meetings	0	0	12	24
Service Effectiveness - Unlinked Passenger Trips per Vehicle Revenue Hour	0	0		
Fixed Route	0	0	0	7
Demand Response Service	0	0	0	1.7
Cost Effectiveness - Farebox Recovery Ratio (fares collected/total cost of service)				
Fixed Route	0	0	0	5%
Demand Response Service	0	0	0	6%

Note: This division started in FY 13-14. It was previously the Transit Division in the General Fund.

CITY OF CONROE
FY 2013-2014
0036-3600

BUDGET LINE ITEMS

FUND: TRANSPORTATION GRANTS FUND

DEPARTMENT: TRANSIT

DIVISION: TRANSIT EXPENDITURES

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$0	\$0	\$0	\$54,721	\$0	\$0	\$54,721
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7025 Social Security	\$0	\$0	\$0	\$4,835	\$0	\$0	\$4,835
7030 Retirement & Pension	\$0	\$0	\$0	\$9,357	\$0	\$0	\$9,357
7035 Workers Compensation	\$0	\$0	\$0	\$602	\$0	\$0	\$602
7040 Employee Insurance	\$0	\$0	\$0	\$8,580	\$0	\$0	\$8,580
PERSONNEL SERVICES SUBTOTAL	\$0	\$0	\$0	\$78,095	\$0	\$0	\$78,095
7110 Office Supplies	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,500
7200 Operating Supplies	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000
7251 Buildings <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7252 Improvements <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$16,500	\$16,500
8010 Utilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$0	\$0	\$0	\$5,500	\$0	\$11,000	\$16,500
8060 Contract Services	\$0	\$0	\$0	\$220,000	\$0	\$325,280	\$545,280
CONTRACTUAL SUBTOTAL	\$0	\$0	\$0	\$225,500	\$0	\$336,280	\$561,780
9020 Buildings > \$5,000	\$0	\$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
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$540,000	\$540,000
CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$540,000	\$540,000
TOTAL 0036-3600	\$0	\$0	\$0	\$303,595	\$0	\$892,780	\$1,196,375

CITY OF CONROE
FY 2013-2014
0036-3600

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
2517	0	Demand Response Service	Non-discretionary Adjustment	8060 CONTRACT SERVICES	\$90,000
				Request Total	\$90,000
2516	1	Fixed Route - 3rd Party Contractor	New Program	8060 CONTRACT SERVICES	\$235,280
				Request Total	\$235,280
2519	2	Transit Marketing Materials	Enhanced Program	7110 OFFICE SUPPLIES	\$1,500
				7200 OPERATING SUPPLIES	\$15,000
				Request Total	\$16,500
2520	3	Transportation Related Training	New Travel & Training	8050 TRAVEL & TRAINING	\$11,000
				Request Total	\$11,000
2518	4	Fixed Route Service Buses	New Equipment	9060 VEHICLES >\$5,000	\$540,000
				Request Total	\$540,000
5 Requests			Total for 0036-3600		\$892,780



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CONROE TOWER FUND

FY 13-14 Budget Summary Conroe Tower Fund

Type	Actual FY 11-12	Amended FY 12-13	Estimate FY 12-13	Base FY 13-14	Supplemental FY 13-14	Proposed FY 13-14	Dollar + / -	Percent + / -
Beginning Fund Balance:	\$ 466,711	\$ 466,711	\$ 466,711	\$ 407,963	\$ -	\$ 407,963	\$ -	0.0%
Conroe Tower Fund Revenues:								
Revenues	\$ 725,545	\$ 426,572	\$ 415,724	\$ 523,608	\$ -	\$ 523,608	\$ 97,036	22.7%
Total Revenues	\$ 725,545	\$ 426,572	\$ 415,724	\$ 523,608	\$ -	\$ 523,608	\$ 97,036	22.7%
Total Resources:	\$ 725,545	\$ 893,283	\$ 882,435	\$ 931,571	\$ -	\$ 931,571	\$ 97,036	10.9%
Conroe Tower Fund Expenditures:								
Conroe Tower	\$ 643,912	\$ 485,222	\$ 474,472	\$ 426,183	\$ 97,425	\$ 523,608	\$ 38,386	7.9%
Total Expenditures	\$ 643,912	\$ 485,222	\$ 474,472	\$ 426,183	\$ 97,425	\$ 523,608	\$ 38,386	7.9%
New Fund Balance:	\$ 408,061	\$ 407,963	\$ 407,963	\$ 505,388		\$ 407,963		

Breakdown of Transfer In:

General Fund	\$ 136,044
Water and Sewer Operating Fund	136,044
Total	\$ 272,088

Breakdown of Transfer Out:

Vehicle & Equipment Fund	\$ 1,396
Total	\$ 1,396

FY 13-14 Supplemental Requests Conroe Tower Fund

Department/Division	Dept Rank	Supplemental Req. Title	Requested Amount	FY 12-13 Purchase	CAO Adjustment	List "A" (Included)	Type
0025-2500 Conroe Tower	0	Soda Fountain Supplies	\$ 7,425	\$ -	\$ -	\$ 7,425	Non-discretionary Adjustment
0025-2500 Conroe Tower	1	Repaint Interior Of Parking Garage Of City Hall	8,000	-	-	-	Replacement Equipment
0025-2500 Conroe Tower	2	Update Restrooms And Carpet At City Hall	20,000	-	-	-	Replacement Equipment
0025-2500 Conroe Tower	3	Power Wash, Chemical And Seal City Hall Exterior	15,000	-	-	15,000	Enhanced Program
0025-2500 Conroe Tower	4	Replace Stack Chairs In Banquet Room	11,000	-	-	-	Replacement Equipment
0025-2500 Conroe Tower	5	Seal Windows And Ledges Exterior Of Conroe Tower	75,000	-	-	75,000	Replacement Equipment
0025-2500 Conroe Tower Total			\$ 136,425	\$ -	\$ -	\$ 97,425	

Definitions:

1. **Requested Amount** - The total cost of the project. Also, the cost that was requested through the supplemental request.
2. **FY 12-13 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 FY'12-13 Purchase, CAO Adjustment, or List "A" (Included) columns, then the supplemental request was not approved for funding.

CITY OF CONROE
FY 2013-2014
0025-0000

BUDGET LINE ITEMS

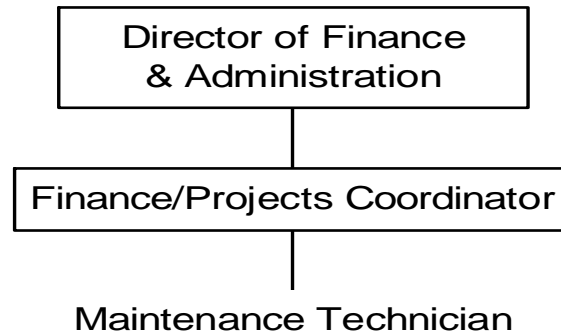
FUND: CONROE TOWER FUND

DEPARTMENT: CONROE TOWER

DIVISION: CONROE TOWER REVENUES

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6010 Interest	\$397	\$0	\$0	\$0	\$0	\$0	\$0
6030 Lease Income	\$281,497	\$262,848	\$252,000	\$251,520	\$0	\$0	\$251,520
6050 Recreational	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6060 Unanticipated Revenues	\$160	\$0	\$0	\$0	\$0	\$0	\$0
6106 Intergovernmental	\$246,799	\$0	\$0	\$0	\$0	\$0	\$0
6530 Other Non-Operating Income	\$2,400	\$0	\$0	\$0	\$0	\$0	\$0
6550 Transfer In	\$194,292	\$163,724	\$163,724	\$272,088	\$0	\$0	\$272,088
REVENUES SUBTOTAL	\$725,545	\$426,572	\$415,724	\$523,608	\$0	\$0	\$523,608
TOTAL 0025-0000	\$725,545	\$426,572	\$415,724	\$523,608	\$0	\$0	\$523,608

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. The Conroe Tower office also manages maintenance for the Madeley Building and Owen Theater in addition preparing new lease contracts and management of 6 cell towers constructed for outside tenant leasing.

Conroe Tower

Accomplishments for FY 2012-2013

- ✓ Replaced air conditioner units for Council Chambers located on lower roof
- ✓ 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
- ✓ Constructed a shower room for use with EOC
- ✓ Added a camera to the 2nd floor hallway for EOC
- ✓ Updated 6th floor banquet room (paint and wood)
- ✓ Updated 1st floor break room
- ✓ Provided and maintained ice machine and soda fountain located in 1st floor break room
- ✓ Secured all supplies needed for EOC operations for shower and kitchen
- ✓ Sealed and repaired leaks associated with West side of City Hall
- ✓ Installed new lighting, restriped and painted in basement parking garage of City Hall
- ✓ Update the exterior of building with paint and landscaping
- ✓ Worked with tenants of leases on upper roof to remove unnecessary equipment

Goals & Objectives for FY 2013-2014

- ❑ 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
- ❑ Update interior areas in City Hall as needed
- ❑ Add card readers to the Communications and IT server rooms
- ❑ Replace carpet in the common area (hallways) on floors 2-6 as needed
- ❑ Renovate Council Chambers
- ❑ Power wash and seal exterior of building
- ❑ Diamond polish tile in the lobby of City Hall
- ❑ Seal windows and repair leaks associated with City Hall
- ❑ Paint entire parking garage of City Hall
- ❑ Replace guest chairs in banquet hall

**City of Conroe
Conroe Tower Fund**

**Conroe Tower
0025-2500**

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERSONNEL SERVICES				
Maintenance Technician	1	1	1	1
TOTAL PERSONNEL SERVICES	1	1	1	1

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Tower Occupancy at 100%	100%	100%	100%	100%
Number of 6th Floor Rental/Usage Information Requests	1000(5/day)	1050(6/day)	1050(6/day)	1050(6/day)
Number of 6th FI Reservations	110	118	120	125
Number of Tower Maintenance Service Orders	450	460	460	500
Number of Specialty Service Orders (Owen Theater-Madeley Building)	75	100	100	100

CITY OF CONROE
FY 2013-2014
0025-2500

BUDGET LINE ITEMS

FUND: CONROE TOWER FUND		DEPARTMENT: CONROE TOWER		DIVISION: CONROE TOWER EXPENDITURES			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$44,390	\$45,175	\$45,175	\$45,014	\$0	\$0	\$45,014
7020 Overtime	\$3,464	\$2,100	\$2,100	\$2,100	\$0	\$0	\$2,100
7025 Social Security	\$3,571	\$4,302	\$4,302	\$4,287	\$0	\$0	\$4,287
7030 Retirement & Pension	\$8,107	\$7,982	\$7,982	\$7,954	\$0	\$0	\$7,954
7035 Workers Compensation	\$872	\$680	\$680	\$606	\$0	\$0	\$606
7040 Employee Insurance	\$11,146	\$11,628	\$11,628	\$11,517	\$0	\$0	\$11,517
PERSONNEL SERVICES SUBTOTAL	\$71,550	\$71,867	\$71,867	\$71,478	\$0	\$0	\$71,478
7110 Office Supplies	\$201	\$225	\$225	\$225	\$0	\$0	\$225
7130 Building Supplies	\$1,935	\$1,400	\$1,400	\$1,400	\$0	\$0	\$1,400
7140 Wearing Apparel	\$322	\$720	\$720	\$720	\$0	\$0	\$720
7160 Vehicle Operations	\$3,139	\$1,200	\$2,500	\$2,500	\$0	\$0	\$2,500
7170 Vehicle Repairs	\$473	\$0	\$0	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$0	\$500	\$500	\$500	\$0	\$0	\$500
7200 Other Operating Supplies	\$10,004	\$11,500	\$18,000	\$11,500	\$0	\$7,425	\$18,925
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$16,074	\$15,545	\$23,345	\$16,845	\$0	\$7,425	\$24,270
8010 Utilities	\$140,012	\$185,359	\$170,000	\$171,220	\$0	\$0	\$171,220
8020 Insurance and Bonds	\$653	\$800	\$1,000	\$800	\$0	\$0	\$800
8030 Legal Services	\$0	\$800	\$800	\$800	\$0	\$0	\$800
8050 Travel & Training	\$50	\$450	\$450	\$450	\$0	\$0	\$450
8060 Contract Services	\$143,737	\$150,355	\$157,714	\$163,194	\$0	\$0	\$163,194
CONTRACTUAL SUBTOTAL	\$284,452	\$337,764	\$329,964	\$336,464	\$0	\$0	\$336,464
9030 Improvements >\$5,000	\$262,930	\$42,750	\$32,000	\$0	\$0	\$90,000	\$90,000
9031 Improvements <\$5,000	\$1,504	\$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	\$15,900	\$11,297	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$0	\$0	\$4,603	\$0	\$0	\$0	\$0
9060 Vehicles	\$6,010	\$0	\$0	\$0	\$0	\$0	\$0
9061 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY SUBTOTAL	\$270,444	\$58,650	\$47,900	\$0	\$0	\$90,000	\$90,000

CITY OF CONROE
FY 2013-2014
0025-2500

BUDGET LINE ITEMS

FUND: CONROE TOWER FUND		DEPARTMENT: CONROE TOWER		DIVISION: CONROE TOWER EXPENDITURES			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
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	\$643,912	\$485,222	\$474,472	\$426,183	\$0	\$97,425	\$523,608

CITY OF CONROE
FY 2013-2014
0025-2500

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
2382	0	Soda Fountain Supplies	Non-discretionary Adjustment	7200 OTHER OPERATING SUPPLIES Request Total	\$7,425 \$7,425
2495	3	Power Wash, Chemical And Seal City Hall Exterior	Enhanced Program	9030 IMPROVEMENTS >\$5,000 Request Total	\$15,000 \$15,000
2384	5	Seal Windows And Ledges Exterior Of Conroe Tower	Replacement Equipment	9030 IMPROVEMENTS >\$5,000 Request Total	\$75,000 \$75,000
3 Requests			Total for 0025-2500		\$97,425

**OSCAR JOHNSON, JR.
COMMUNITY CENTER
FUND**

FY 13-14 Budget Summary

Oscar Johnson, Jr. Community Center Fund

Type	Actual FY 11-12	Amended FY 12-13	Estimate FY 12-13	Base FY 13-14	Supplemental FY 13-14	Proposed FY 13-14	Dollar + / -	Percent + / -
Beginning Fund Balance:	\$ 13,731	\$ 13,731	\$ 13,731	\$ -	\$ 13,731	\$ -	0.0%	
OJJCC Fund Revenues:								
Revenues	\$ 982,833	\$ 1,075,258	\$ 1,134,421	\$ 1,118,692	\$ -	\$ 1,118,692	\$ 43,434	4.0%
Total Revenues	\$ 982,833	\$ 1,075,258	\$ 1,134,421	\$ 1,118,692	\$ -	\$ 1,118,692	\$ 43,434	4.0%
Total Resources:	\$ 982,833	\$ 1,088,989	\$ 1,148,152	\$ 1,132,423	\$ -	\$ 1,132,423	\$ 43,434	4.0%
OJJCC Fund Expenditures:								
OJJCC	\$ 985,004	\$ 1,044,227	\$ 1,134,421	\$ 1,023,195	\$ 95,497	\$ 1,118,692	\$ 74,465	7.1%
Total Expenditures	\$ 985,004	\$ 1,044,227	\$ 1,134,421	\$ 1,023,195	\$ 95,497	\$ 1,118,692	\$ 74,465	7.1%
New Fund Balance:	\$ 44,762	\$ 13,731	\$ 109,228			\$ 13,731		

FY 13-14 Supplemental Requests

OJJCC Fund

Department/Division	Dept Rank	Supplemental Req. Title	Requested Amount	FY 12-13 Purchase	CAO Adjustment	List "A" (Included)	Type
030-3000 OJJCC	1	Feasibility Study For OJJCC Property	\$ 25,000	\$ -	\$ -	\$ 25,000	New Program
030-3000 OJJCC	2	Staffing For After School Recreation Program	45,497	-	-	45,497	New Personnel
030-3000 OJJCC	3	Water Slide	25,000	-	-	25,000	New Equipment
030-3000 OJJCC Total			\$ 95,497	\$ -	\$ -	\$ 95,497	

Definitions:

- Requested Amount** - The total cost of the project. Also, the cost that was requested through the supplemental request.
- FY 12-13 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 FY12-13 Purchase, CAO Adjustment, or List "A" (Included) columns, then the supplemental request was not approved for funding.

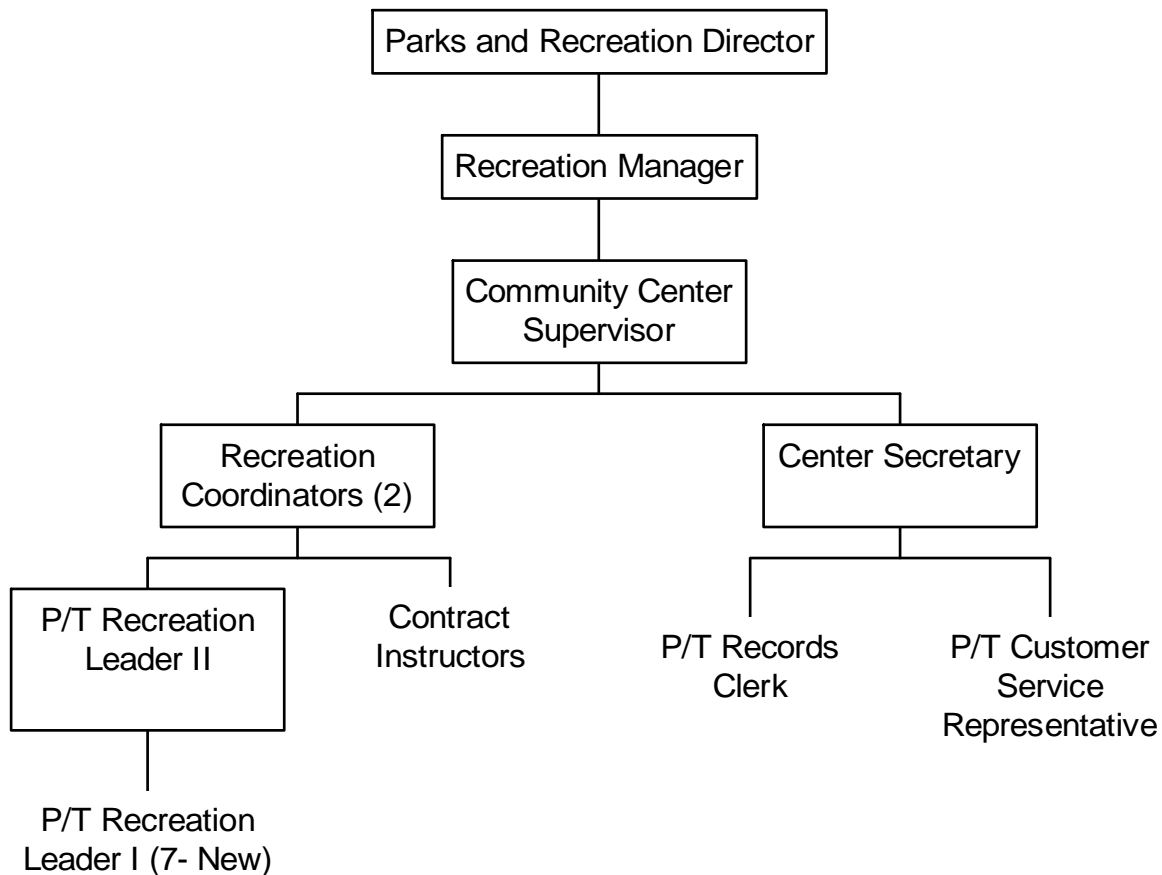
CITY OF CONROE
FY 2013-2014
0030-0000

BUDGET LINE ITEMS

FUND: OSCAR JOHNSON COMMUNITY CENTER FUND DEPARTMENT: OJCC DIVISION: OJCC REVENUES

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
5150 Service Charges	\$150	\$0	\$0	\$0	\$0	\$0	\$0
6010 Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6050 Recreational	\$33,448	\$14,300	\$14,300	\$15,075	\$0	\$0	\$15,075
6051 Parks Programs	\$403,864	\$385,000	\$462,012	\$485,113	\$0	\$0	\$485,113
6052 Donations	\$7,395	\$0	\$4,120	\$0	\$0	\$0	\$0
6060 Unanticipated Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6104 CDBG-OJCC	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6106 Intergovernmental	\$537,975	\$675,958	\$653,989	\$618,504	\$0	\$0	\$618,504
6550 Transfer In	\$1	\$0	\$0	\$0	\$0	\$0	\$0
REVENUES SUBTOTAL	\$982,833	\$1,075,258	\$1,134,421	\$1,118,692	\$0	\$0	\$1,118,692
TOTAL 0030-0000	\$982,833	\$1,075,258	\$1,134,421	\$1,118,692	\$0	\$0	\$1,118,692

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 2012-2013

- ✓ Increased After-School Recreation Program attendance by 8%.
 - ✓ Acquired adjacent property for future expansion.
 - ✓ Installed new playground.
 - ✓ Collaborated with Elves & More organization to give away 144 new bikes to children in the After School Program that met specific criteria.
 - ✓ Collaborated with Friends of Conroe to offer “City of Conroe Kids Zone” during Catfish Festival.
 - ✓ GPS installed on van fleet.
 - ✓ Upgraded computer lab with five new computers.
 - ✓ Exceeded budgeted revenue by 17%.
- .

Goals & Objectives for FY 2013-2014

- ❑ Initiate feasibility study to determine use of adjacent property.
- ❑ Explore demolition and replacement of existing pool shade structure.
- ❑ Certified Parks and Recreation Professional certification for full-time program staff.
- ❑ Expand Pass 2 Play program to include educational component.
- ❑ Increase overall program enrollment by 5%.

City of Conroe OJCC Fund

Oscar Johnson, Jr. Community Center 030-3000

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</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	1,560	360	1,560
Part Time Rec Leader I	28,387	34,111	43,735	36,470
Part Time Rec Leader II	12,343	12,422	11,452	14,015
TOTAL PART TIME HOURS	42,230	48,093	55,547	52,045
	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Esitimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Participants				
Rentals	4,420	3,869	3,660	4,000
Programs	69,332	86,435	89,984	94,483
Special Events	1,150	1,677	1,567	2,000
Total	74,902	91,981	95,211	100,483
Revenue				
6050 Rentals	\$ 16,371	\$ 16,198	\$ 14,300	\$ 15,075
6051 Programs	\$ 266,910	\$ 411,126	\$ 462,012	\$ 485,113
Total	283,281	\$ 427,324	\$ 476,312	\$ 500,188

Notes:

Esitimated 2012-1013 considers 8% increase in ASRP along with effective price increase.
Budget for 2013-2014 considers a 5% increase in participation and revenue.

CITY OF CONROE
FY 2013-2014
0030-3000

BUDGET LINE ITEMS

FUND: OSCAR JOHNSON COMMUNITY CENTER FUND

DEPARTMENT: OJCC

DIVISION: OJCC EXPENDITURES

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$175,704	\$194,089	\$188,017	\$221,034	\$0	\$0	\$221,034
7012 Salaries - Part Time	\$447,263	\$351,174	\$451,553	\$380,000	\$0	\$41,781	\$421,781
7020 Overtime	\$2,331	\$2,500	\$2,500	\$2,500	\$0	\$0	\$2,500
7025 Social Security	\$47,404	\$50,265	\$47,361	\$54,922	\$0	\$3,196	\$58,118
7030 Retirement & Pension	\$29,898	\$33,155	\$31,348	\$37,742	\$0	\$0	\$37,742
7035 Workers Compensation	\$7,268	\$8,639	\$5,660	\$8,092	\$0	\$520	\$8,612
7040 Employee Insurance	\$41,022	\$45,149	\$53,682	\$54,649	\$0	\$0	\$54,649
PERSONNEL SERVICES SUBTOTAL	\$750,890	\$684,971	\$780,121	\$758,939	\$0	\$45,497	\$804,436
7110 Office Supplies	\$7,488	\$8,000	\$7,000	\$8,000	\$0	\$0	\$8,000
7130 Building Supplies	\$2,333	\$1,500	\$1,800	\$2,000	\$0	\$0	\$2,000
7140 Wearing Apparel	\$8,332	\$6,600	\$9,000	\$9,000	\$0	\$0	\$9,000
7160 Vehicle Operations	\$8,755	\$12,000	\$10,000	\$10,000	\$0	\$0	\$10,000
7170 Vehicle Repairs	\$898	\$2,000	\$1,500	\$2,000	\$0	\$0	\$2,000
7180 Equipment Repairs	\$3,054	\$3,000	\$4,000	\$5,000	\$0	\$0	\$5,000
7200 Operating Supplies	\$53,798	\$45,000	\$55,000	\$55,000	\$0	\$0	\$55,000
7251 Buildings <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$84,658	\$78,100	\$88,300	\$91,000	\$0	\$0	\$91,000
8010 Utilities	\$35,454	\$40,000	\$38,000	\$38,000	\$0	\$0	\$38,000
8040 Leased Equipment	\$5,185	\$8,700	\$7,000	\$7,881	\$0	\$0	\$7,881
8050 Travel & Training	\$6,949	\$16,375	\$16,000	\$17,375	\$0	\$0	\$17,375
8060 Contract Services	\$99,393	\$121,081	\$110,000	\$110,000	\$0	\$25,000	\$135,000
CONTRACTUAL SUBTOTAL	\$146,981	\$186,156	\$171,000	\$173,256	\$0	\$25,000	\$198,256
9021 Buildings <\$5,000	\$0	\$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	\$2,475	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$95,000	\$95,000	\$0	\$0	\$25,000	\$25,000
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	\$2,475	\$95,000	\$95,000	\$0	\$0	\$25,000	\$25,000
TOTAL 0030-3000	\$985,004	\$1,044,227	\$1,134,421	\$1,023,195	\$0	\$95,497	\$1,118,692

CITY OF CONROE
FY 2013-2014
0030-3000

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
2407	1	Feasibility Study For Ojjcc Property	New Program	8060 CONTRACT SERVICES	\$25,000
				Request Total	\$25,000
1921	2	Staffing For After School Recreation Program	New Personnel	7012 Salaries - Part Time	\$41,781
				7025 SOCIAL SECURITY	\$3,196
				7035 WORKERS COMPENSATION	\$520
				Request Total	\$45,497
2515	3	Water Slide	New Equipment	9050 MACHINERY & EQUIPMENT >\$5,000	\$25,000
				Request Total	\$25,000
3 Requests			Total for 0030-3000		\$95,497



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FLEET SERVICES FUND

FY 13-14 Budget Summary Fleet Services Fund

Type	Actual FY 11-12	Amended FY 12-13	Estimate FY 12-13	Base FY 13-14	Supplemental FY 13-14	Proposed FY 13-14	Dollar + / -	Percent + / -		
Beginning Fund Balance:	\$	(33,263)	\$	(33,263)	\$	2,050	\$	-	0.0%	
Fleet Service Center Fund Revenues:										
Revenues	\$ 1,211,063	\$ 1,264,581	\$ 1,263,370	\$ 1,378,057	\$	-	\$ 1,378,057	\$	113,476	9.0%
Total Revenues	\$ 1,211,063	\$ 1,264,581	\$ 1,263,370	\$ 1,378,057	\$	-	\$ 1,378,057	\$	113,476	9.0%
Total Resources:	\$ 1,211,063	\$ 1,231,318	\$ 1,230,107	\$ 1,380,107	\$	-	\$ 1,380,107	\$	113,476	9.2%
Fleet Service Center Fund Expenditures:										
Fleet Service Center	\$ 1,259,585	\$ 1,235,659	\$ 1,228,057	\$ 1,318,732	\$	59,325	\$ 1,378,057	\$	142,398	11.5%
Total Expenditures	\$ 1,259,585	\$ 1,235,659	\$ 1,228,057	\$ 1,318,732	\$	59,325	\$ 1,378,057	\$	142,398	11.5%
New Fund Balance:	\$	(4,341)	\$	2,050	\$	61,375	\$	2,050		
Breakdown of Transfer Out:										
Vehicle & Equipment Fund				\$	8,638					
Total				\$	8,638					

FY 13-14 Supplemental Requests Fleet Services Fund

Department/Division	Dept Rank	Supplemental Req. Title	Requested Amount	FY 12-13 Purchase	CAO Adjustment	List "A" (Included)	Type
0052-5200 Fleet Services	2	Fleet Technician - Equipment Installation	59,325	-	-	59,325	New Personnel
			\$ 59,325	\$ -	\$ -	\$ 59,325	

Definitions:

1. **Requested Amount** - The total cost of the project. Also, the cost that was requested through the supplemental request.
2. **FY 12-13 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 FY12-13 Purchase, CAO Adjustment, or List "A" (Included) columns, then the supplemental request was not approved for funding.

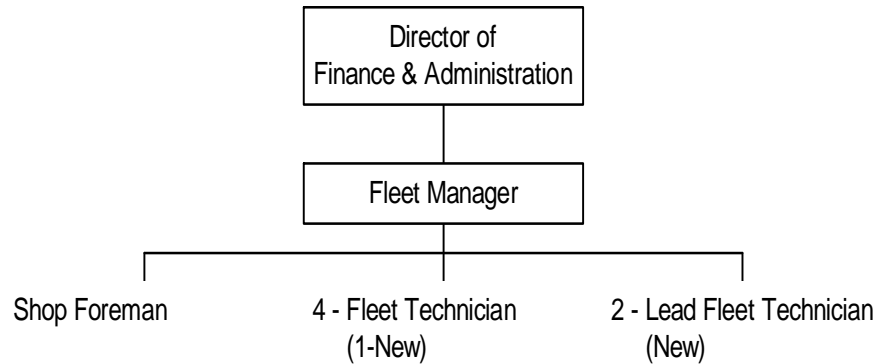
CITY OF CONROE
FY 2013-2014
0052-0000

BUDGET LINE ITEMS

FUND: FLEET SERVICES FUND DEPARTMENT: FLEET SERVICES DIVISION: REVENUES

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
5150 Service Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5151 Fuel	\$138,713	\$220,000	\$140,000	\$143,000	\$0	\$0	\$143,000
5152 Parts	\$429,900	\$415,150	\$414,000	\$460,000	\$0	\$0	\$460,000
5153 Labor	\$404,996	\$416,830	\$495,901	\$516,557	\$0	\$0	\$516,557
5154 Sublets	\$188,582	\$131,250	\$131,250	\$210,000	\$0	\$0	\$210,000
5155 Carwash	\$17,633	\$20,300	\$15,000	\$16,500	\$0	\$0	\$16,500
5156 Miscellaneous	\$31,225	\$25,738	\$31,906	\$32,000	\$0	\$0	\$32,000
6010 Interest	\$14	\$0	\$0	\$0	\$0	\$0	\$0
6060 Unanticipated Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6550 Transfer In	\$0	\$35,313	\$35,313	\$0	\$0	\$0	\$0
REVENUES SUBTOTAL	\$1,211,063	\$1,264,581	\$1,263,370	\$1,378,057	\$0	\$0	\$1,378,057
TOTAL 0052-0000	\$1,211,063	\$1,264,581	\$1,263,370	\$1,378,057	\$0	\$0	\$1,378,057

Fleet Services



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.

Fleet Services

Accomplishments for FY 2012-2013

- ✓ 6th Place among 100 Best Fleets In North America
- ✓ ASE Automotive Service Excellence Blue Seal Certified
- ✓ Entered into Interlocal Fleet Service Agreements with external customers
- ✓ Implemented GPS Fleet Solutions
- ✓ Implemented Faster Software Upgrade with graphics module
- ✓ Sent Fleet Management staff to national training conferences

Goals & Objectives for FY 2013-2014

- ❑ 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 Fleet Services Fund

Fleet Services 0052-5200

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERSONNEL SERVICES				
Fleet Manager	1	1	1	1
Foreman	1	1	1	1
Lead Fleet Technician	0	0	0	2
Fleet Technician	4	4	5	4
TOTAL PERSONNEL SERVICES	6	6	7	8

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
PERFORMANCE MEASURES				
Fleet Summary				
Total Fleet Available	446	442	445	450
Total Hours Downtime	2%	2%	2%	2%
Fleet Availability	98%	98%	98%	98%
Downtime Summary				
Less Than 24 Hours	96%	95%	95%	95%
24- 48 Hours	2%	2%	2%	2%
More Than 48 Hours	2%	3%	3%	3%
Labor Hour Summary				
Total Labor Hours	5,157	6,346	7,200	7,500
Non-Scheduled Hours	8%	8%	10%	10%
Scheduled Hours	92%	92%	90%	90%
Captured Parts Warranty				
Parts	\$57,642	\$39,968	\$40,000	\$40,000
Number of Work Orders				
Number of Work Orders	3,266	3,336	3,500	3,500

CITY OF CONROE
FY 2013-2014
0052-5200

BUDGET LINE ITEMS

FUND: FLEET SERVICES FUND DEPARTMENT: FLEET SERVICES DIVISION: EXPENDITURES							
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$361,104	\$419,939	\$419,939	\$417,520	\$0	\$36,538	\$454,058
7020 Overtime	\$16,276	\$19,000	\$16,000	\$19,000	\$0	\$1,500	\$20,500
7025 Social Security	\$27,510	\$39,206	\$39,206	\$39,723	\$0	\$2,795	\$42,518
7030 Retirement & Pension	\$65,257	\$74,695	\$74,695	\$74,378	\$0	\$6,248	\$80,626
7035 Workers Compensation	\$5,323	\$5,819	\$5,819	\$5,621	\$0	\$1,469	\$7,090
7040 Employee Insurance	\$67,278	\$78,671	\$78,671	\$80,620	\$0	\$8,400	\$89,020
PERSONNEL SERVICES SUBTOTAL	\$542,748	\$637,330	\$634,330	\$636,862	\$0	\$56,950	\$693,812
7110 Office Supplies	\$1,606	\$1,100	\$1,100	\$1,100	\$0	\$0	\$1,100
7140 Wearing Apparel	\$2,629	\$3,950	\$3,950	\$3,950	\$0	\$575	\$4,525
7160 Vehicle Operations	\$8,753	\$9,900	\$8,400	\$7,650	\$0	\$0	\$7,650
7170 Vehicle Repairs	\$2,313	\$980	\$980	\$980	\$0	\$0	\$980
7180 Equipment Repairs	\$7,813	\$2,250	\$3,500	\$2,250	\$0	\$0	\$2,250
7190 Radio Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$23,311	\$6,500	\$6,500	\$8,910	\$0	\$0	\$8,910
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7301 Fleet Stock Parts	\$169,196	\$125,000	\$147,000	\$150,000	\$0	\$0	\$150,000
7400 Fleet Non-Stock Parts	\$236,588	\$236,000	\$213,000	\$250,000	\$0	\$0	\$250,000
7450 Sublet Labor	\$158,467	\$125,000	\$125,000	\$200,000	\$0	\$0	\$200,000
SUPPLIES SUBTOTAL	\$610,676	\$510,680	\$509,430	\$624,840	\$0	\$575	\$625,415
8010 Utilities	\$48,213	\$16,250	\$13,500	\$16,250	\$0	\$0	\$16,250
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$0	\$251	\$0	\$251	\$0	\$0	\$251
8050 Travel & Training	\$16,386	\$9,660	\$9,500	\$9,500	\$0	\$1,800	\$11,300
8060 Contract Services	\$25,295	\$22,391	\$25,000	\$22,391	\$0	\$0	\$22,391
CONTRACTUAL SUBTOTAL	\$89,894	\$48,552	\$48,000	\$48,392	\$0	\$1,800	\$50,192
9031 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	\$25,000	\$22,200	\$0	\$0	\$0	\$0
9051 Machinery & Equipment <\$5,000	\$9,583	\$6,800	\$6,800	\$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

CITY OF CONROE
FY 2013-2014
0052-5200

BUDGET LINE ITEMS

FUND: FLEET SERVICES FUND		DEPARTMENT: FLEET SERVICES		DIVISION: EXPENDITURES			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
CAPITAL OUTLAY SUBTOTAL	\$9,583	\$31,800	\$29,000	\$0	\$0	\$0	\$0
8520 Transfer Out	\$6,684	\$7,297	\$7,297	\$8,638	\$0	\$0	\$8,638
TRANSFERS SUBTOTAL	\$6,684	\$7,297	\$7,297	\$8,638	\$0	\$0	\$8,638
TOTAL 0052-5200	\$1,259,585	\$1,235,659	\$1,228,057	\$1,318,732	\$0	\$59,325	\$1,378,057

CITY OF CONROE
FY 2013-2014
0052-5200

SUPPLEMENTAL REQUESTS WITH LINE ITEMS
(Active Only)

ID	Rank	Title	Type	Line Items	
2534	2	Fleet Technician - Equipment Installation	New Personnel	7010 SALARIES	\$36,538
				7020 OVERTIME	\$1,500
				7025 SOCIAL SECURITY	\$2,795
				7030 RETIREMENT & PENSION	\$6,248
				7035 WORKERS COMPENSATION	\$1,469
				7040 EMPLOYEE INSURANCE	\$8,400
				7140 WEARING APPAREL	\$575
				8050 TRAVEL & TRAINING	\$1,800
				Request Total	\$59,325
1 Requests			Total for 0052-5200		\$59,325

SELF-FUNDED INSURANCE FUND

FY 13-14 Budget Summary Self Funded Insurance Fund

Type	Actual FY 11-12	Amended FY 12-13	Estimate FY 12-13	Base FY 13-14	Supplemental FY 13-14	Proposed FY 13-14	Dollar + / -	Percent + / -
Beginning Fund Balance:	\$ 3,145,216	\$ 3,145,216	\$ 3,145,216	\$ 2,290,892	\$ -	\$ 2,290,892	\$ -	\$ -
Self Funded Insurance Fund Revenues:								
Revenues	\$ 6,564,394	\$ 6,302,409	\$ 6,302,409	\$ 7,424,794	\$ -	\$ 7,424,794	\$ 1,122,385	17.8%
Total Revenues	\$ 6,564,394	\$ 6,302,409	\$ 6,302,409	\$ 7,424,794	\$ -	\$ 7,424,794	\$ 1,122,385	17.8%
Total Resources	\$ 6,564,394	\$ 9,447,625	\$ 9,447,625	\$ 9,715,686	\$ -	\$ 9,715,686	\$ 1,122,385	11.9%
Self Funded Insurance Fund Expenditures:								
0081-8100	\$ 7,569,996	\$ 7,360,325	\$ 7,156,733	\$ 7,443,014	\$ -	\$ 7,443,014	\$ 82,689	1.1%
Total Exp	\$ 7,569,996	\$ 7,360,325	\$ 7,156,733	\$ 7,443,014	\$ -	\$ 7,443,014	\$ 82,689	1.1%
New Fund Balance:	\$ 2,087,300	\$ 2,290,892	\$ 2,272,672	\$ 2,272,672				

Note: The "Beginning Fund Balance" does not include the total Other Post Employment Benefits (OPEB) Liability in the amount of \$4,229,805. 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. The City is contributing 100% of the OPEB Annually Required Contribution (ARC) in FY 13-14.

CITY OF CONROE
FY 2013-2014
0081-0000

BUDGET LINE ITEMS

FUND: SELF FUNDED INSURANCE FUND

DEPARTMENT: SELF FUNDED INSURANCE

DIVISION: REVENUES

	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
5150 Service Charges	\$6,529,381	\$6,302,409	\$6,302,409	\$7,424,794	\$0	\$0	\$7,424,794
6010 Interest	\$10,962	\$0	\$0	\$0	\$0	\$0	\$0
6015 Gains (Losses) on Investmt	\$24,051	\$0	\$0	\$0	\$0	\$0	\$0
6550 Transfer In	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REVENUES SUBTOTAL	\$6,564,394	\$6,302,409	\$6,302,409	\$7,424,794	\$0	\$0	\$7,424,794
TOTAL 0081-0000	\$6,564,394	\$6,302,409	\$6,302,409	\$7,424,794	\$0	\$0	\$7,424,794

City of Conroe
Self Funded Insurance Fund

Self Funded Insurance
0081-8100

	<u>Actual</u> <u>2010-2011</u>	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Budgeted</u> <u>2013-2014</u>
PERSONNEL SERVICES				
Employee Specialist	1	1	1	0
TOTAL PERSONNEL SERVICES	1	1	1	0

Note: The Employee Specialist was moved to the General Fund Human Resources Division in FY 13-14

CITY OF CONROE
FY 2013-2014
0081-8100

BUDGET LINE ITEMS

FUND: SELF FUNDED INSURANCE FUND		DEPARTMENT: SELF FUNDED INSURANCE		DIVISION: EXPENDITURES			
	2012	2013		2014			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$48,111	\$42,508	\$42,508	\$0	\$0	\$0	\$0
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$605	\$0	\$150	\$0	\$0	\$0	\$0
7025 Social Security	\$2,794	\$3,868	\$3,868	\$0	\$0	\$0	\$0
7030 Retirement & Pension	\$6,344	\$7,269	\$7,269	\$0	\$0	\$0	\$0
7035 Workers Compensation	\$317	\$640	\$353	\$0	\$0	\$0	\$0
7040 Employee Insurance	\$11,028	\$11,628	\$11,628	\$0	\$0	\$0	\$0
7050 Pre-Employment Physicals	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PERSONNEL SERVICES SUBTOTAL	\$69,199	\$65,913	\$65,776	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$0	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$0	\$3,000	\$0	\$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	\$6,782,212	\$7,291,412	\$7,090,957	\$7,440,014	\$0	\$0	\$7,440,014
8090 OPEB Expense	\$718,585	\$0	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SUBTOTAL	\$7,500,797	\$7,291,412	\$7,090,957	\$7,440,014	\$0	\$0	\$7,440,014
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	\$7,569,996	\$7,360,325	\$7,156,733	\$7,443,014	\$0	\$0	\$7,443,014



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October 1, 2013

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.

The multi-year Capital Improvement Program (CIP) 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, 2013, through September 30, 2014). 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 13-14:

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 13-14, the Streets CIP fund includes nine (9) projects for a total of \$17,717,000, 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 13-14, the Signals CIP fund includes four (4) projects for a total of \$1,581,000. 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. For FY 13-14, the Facilities Improvements CIP fund includes one (1) project for a total of \$13,071,000. More detailed information regarding the project description and funding can be found behind the Facilities Improvements tab of the CIP budget document.

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 13-14, the Parks Improvements CIP fund includes four (4) projects for a total of \$1,370,000, 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 13-14, the Drainage Improvements CIP fund includes five (5) projects for a total of \$1,007,000, 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.

Fund 046 – Transportation Grants CIP Fund

The Transportation Grants CIP fund accounts for capital projects related to design, construction, and improvement of transportation infrastructure funded with grant proceeds. For FY 13-14, the Transportation Grants CIP fund does not include any projects. One grant project is included in the Streets CIP fund. However, as the program grows, a new CIP fund is necessary to better track grants proceeds, and future projects are included in this fund. More detailed information regarding project descriptions and funding can be found behind the Transportation Grants 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 13-14:

Fund 043 – 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 13-14, the Water Improvements CIP fund includes eight (8) projects for a total of \$10,223,000, 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 044 – 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 13-14, the Sewer Improvements CIP fund includes nine (9) projects for a total of \$14,391,000, 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 13-14, 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 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 came from 2011 sales tax revenue bonds, and the remaining balance of \$1,500,000 will come from a transfer in of 4B sales tax in FY 13-14.

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. Over the 10-year CIP, the estimated O&M costs are \$1,102,550, which is mainly due to the new Police & Municipal Courts Facility. These costs 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. Over the 10-year CIP, the estimated O&M costs are \$10,260,000. These costs are due to 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 \$193,415,110, with the first year being \$65,650,110, which is largely due to streets, facility, 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,



Webb Melder
Mayor

City of Conroe
General Government Capital Projects
Summary of Operating Budget Impact
FY 2013-2014 (Adopted)

STREETS:		PROJECTED OPERATIONS & MAINTENANCE COSTS							
PROJECT		Project Code	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023	TOTAL PROJECT COST
Pedestrian Access & Transit Improvements		941	-	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(5,000)
SUBTOTAL			-	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(5,000)

SIGNALS:		PROJECTED OPERATIONS & MAINTENANCE COSTS							
		Project Code	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023	TOTAL PROJECT COST
PROJECT									
No Projected Operating Impact			-	-	-	-	-	-	-
SUBTOTAL			-	-	-	-	-	-	-

FACILITIES:		PROJECTED OPERATIONS & MAINTENANCE COSTS						
PROJECT	Project Code	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023	TOTAL PROJECT COST
Police & Municipal Court Facility	TBD	-	-	(62,750)	(125,500)	(129,300)	(669,000)	(986,550)
SUBTOTAL		-	-	(62,750)	(125,500)	(129,300)	(669,000)	(986,550)

PARKS:		PROJECTED OPERATIONS & MAINTENANCE COSTS							
	Project Code	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023	TOTAL PROJECT COST	
PROJECT									
Longmire Trail (S. Loop 336 to N. Loop 336)	TBD	-	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(25,000)	
Carl Barton, Jr. Park Phase VI	TBD	-	-	-	(10,000)	(10,000)	(10,000)	(30,000)	
Lewis Park	TBD					(2,500)	(2,500)	(5,000)	
Forest Lake Park	TBD		(10,000)	(10,000)	(10,000)	(10,500)	(10,500)	(51,000)	
SUBTOTAL		-	(15,000)	(15,000)	(25,000)	(28,000)	(28,000)	(111,000)	

City of Conroe
General Government Capital Projects
Summary of Operating Budget Impact
FY 2013-2014 (Adopted)

DRAINAGE:		PROJECTED OPERATIONS & MAINTENANCE COSTS							
		Project Code	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023	TOTAL PROJECT COST
PROJECT									
No Projected Operating Impact			-	-	-	-	-	-	-
SUBTOTAL			-	-	-	-	-	-	-

TRANSPORTATION GRANTS:		-							-	
PROJECT	Project Code	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023	TOTAL PROJECT COST	-	
No Projected Operating Impact		-	-	-	-	-	-	-	-	
SUBTOTAL		-	-	-	-	-	-	-	-	

WOODLANDS ANNEXATION AGREEMENT:		PROJECTED OPERATIONS & MAINTENANCE COSTS						
PROJECT	Project Code	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023	TOTAL PROJECT COST
		-	-	-	-	-	-	-
No Projected Operating Impact		-	-	-	-	-	-	-
SUBTOTAL			-	-	-	-	-	-

GRAND TOTAL	-	(16,000)	(78,750)	(151,500)	(158,300)	(698,000)	(1,102,550)
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City of Conroe
Water and Sewer Capital Projects
Summary of Operating Budget Impact
FY 2013-2014 (Adopted)

WATER:		PROJECTED OPERATIONS & MAINTENANCE COSTS							
	PROJECT	Project Code	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023	TOTAL PROJECT COST
	No Projected Operating Impact		-	-	-	-	-	-	-
	SUBTOTAL		-	-	-	-	-	-	-

SEWER:		PROJECTED OPERATIONS & MAINTENANCE COSTS							
	PROJECT	Project Code	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023	TOTAL PROJECT COST
	Treatment Plant – Construction of New Plant (Phase IV)	TBD	-	-	-	-	(1,710,000)	(8,550,000)	(10,260,000)
	SUBTOTAL		-	-	-	-	(1,710,000)	(8,550,000)	(10,260,000)

GRAND TOTAL		-	-	-	-	-	(1,710,000)	(8,550,000)	(10,260,000)
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CERTIFICATE FOR ORDINANCE

I.

On the 22nd of August, 2013, 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. 2145-13

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, 2013, AND ENDING SEPTEMBER 30, 2014; 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 22nd day of August, 2013.



MARLA J. PORTER, City Secretary

ORDINANCE NO. 2145-13

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, 2013, AND ENDING SEPTEMBER 30, 2014; 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, 2013, and ending September 30, 2014; 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, 2013, and ending September 30, 2014.

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 13-14:

Street Improvements	\$ 17,717,000
Signals	1,581,000
Facilities	13,071,000
Parks	1,370,000
Drainage	1,007,000
Transportation Grants	-
Annex. & Muni. Services Agreement	2,000,000
Engineering Adjustment	-
Total	<u>\$ 36,746,000</u>

Water & Sewer Capital Budget for FY 13-14.:

Water	\$ 10,223,000
Sewer	14,391,000
Engineering Adjustment	-
Total	<u>\$ 24,614,000</u>

Other Capital Funds for FY 13-14:

CIDC CIP	\$ 2,062,412
TIRZ #2	142,367
TIRZ #3	2,085,331
CDBG Section 108 Loan	-
	<u>\$ 4,290,110</u>

Total FY 13-14 Appropriation\$ 65,650,110

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.

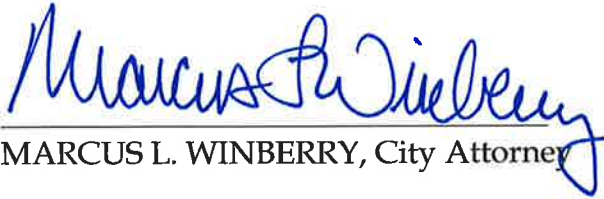
Section 5. That this ordinance shall be effective immediately of and from adoption.

PASSED AND APPROVED this the 22nd day of August, 2013.



WEBB MELDER, Mayor

APPROVED AS TO FORM:



MARCUS L. WINBERRY, City Attorney

ATTEST:



MARLA J. PORTER, City Secretary



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City of Conroe
General Government Capital Projects
SUMMARY OF MULTI-YEAR PLAN FOR FUNDING
FY 2013-2014 (Adopted)

STREETS:		CONSTRUCTION SCHEDULE								FUNDING SOURCES					DEBT ISSUANCE SCHEDULE					
PROJECT	Project Code	Prior Fiscal Years	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023	TOTAL PROJECT COST	OTHER SOURCES		ISSUED DEBT (G.O. BONDS & C.O.s)		NEW DEBT	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023
Street Rehab - PW - Dugan Area	714	700,000	-	-	-	-	-	-	700,000			700,000	(l)	-	-	-	-	-	-	-
Roadway Trans - M.P. Clark Road	892	231,000	-	-	-	-	-	-	231,000	-	13	231,000	(x)	-	-	-	-	-	-	-
Roadway Trans - Anderson Crossing Road Phase 1	894	3,460,000	-	295,000	-	-	-	-	3,755,000	-		3,460,000	(ae)	295,000	-	295,000	-	-	-	-
Roadway Trans - FM 3083 Grade Separation	902	-	3,360,000	-	-	-	-	-	3,360,000	-		-		3,360,000	3,360,000	-	-	-	-	-
Pedestrian Access & Transit Improvements	941	100,000	100,000	1,700,000	-	-	-	-	1,900,000	1,700,000	1	200,000	(i)	-	-	-	-	-	-	-
Roadway Trans - League Line Road East	TBD	-	5,400,000	-	-	-	-	-	5,400,000	-		-		5,400,000	5,400,000	-	-	-	-	-
Roadway Trans - TIRZ #3 - First St Phase I	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Roadway Trans - TIRZ #3 - Gosling Road	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Streetlights - SH 105	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Roadway Trans - Wilson Road Widening - IH-45 to Frazier	914	-	400,000	784,000	650,000	-	-	-	1,834,000	-		-		1,834,000	400,000	784,000	650,000	-	-	-
Roadway Trans - Teas Nursery Widening to FM 3083	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Roadway Trans - TIRZ #3 - Crighton Road	959	-	-	1,545,000	-	-	-	-	1,545,000	-		-		1,545,000	-	1,545,000	-	-	-	-
Sidewalk - First Street	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Streetlights - SH 105 from N. Pacific to 10th St. (Ph. 1)	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Sidewalk Program	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Sidewalk - Davis Street Phase 1	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Roadway Trans - TIRZ #3 - Longmire Rd Phase 2B	669	-	-	-	3,600,000	-	-	-	3,600,000	-		-		3,600,000	-	-	3,600,000	-	-	-
Roadway Trans - TIRZ #3 - Longmire Rd Phase 3	604	-	-	-	-	7,221,000	-	-	7,221,000	-		-		7,221,000	-	-	-	7,221,000	-	-
Roadway Trans - FM 1314 Extension	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Sidewalk - Davis Street Phase 2	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Roadway Trans - Little Egypt to Longmire Expansion	895	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Roadway Trans - Anderson Crossing Road Phase 2	TBD	-	966,000	-	-	-	-	-	966,000	-		-		966,000	966,000	-	-	-	-	-
Roadway Trans - Drennan Road East	795	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Sidewalk - SH 75/Frazier St.	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Sidewalk - Dallas Street	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Roadway Trans - Stewart's Forest/First St.	TBD	-	3,000,000	-	-	-	-	-	3,000,000	-		-		3,000,000	3,000,000	-	-	-	-	-
Sidewalk - Frazier St. (Loop 336 N to Wilson Rd.)	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Roadway Trans - Annexation FM 2854	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
SUBTOTAL		4,491,000	13,226,000	4,324,000	4,250,000	7,221,000	-	-	33,512,000	1,700,000		4,591,000		27,221,000	13,126,000	2,624,000	4,250,000	7,221,000	-	-

SIGNALS:		CONSTRUCTION SCHEDULE								FUNDING SOURCES					DEBT ISSUANCE SCHEDULE					
PROJECT	Project Code	Prior Fiscal Years	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023	TOTAL PROJECT COST	OTHER SOURCES		ISSUED DEBT (G.O. BONDS & C.O.s)		NEW DEBT	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023
Signal Timing Program	943	370,000	511,000	-	-	-	-	-	881,000	-		370,000	(m), (ad), (af)	511,000	511,000	-	-	-	-	-
Traffic Signal - SH 75 at N. Loop 336	TBD	-	200,000	-	-	-	-	-	200,000	-		-		200,000	200,000	-	-	-	-	-
Signals - S. Loop 336 at IH-45	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Signals - April Sound	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Signals - Crighton Road at Ed Kharbat Drive	TBD	-	-	250,000	-	-	-	-	250,000	-		-		250,000	-	250,000	-	-	-	-
Upgrade Traffic Signals	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Signals - Anderson Crossing Rd. - Ph. 1	TBD	-	250,000	-	-	-	-	-	250,000	-		-		250,000	250,000	-	-	-	-	-
Signals - 1st Street @ Silverdale	TBD	-	250,000	-	-	-	-	-	250,000	-		-		250,000	250,000	-	-	-	-	-
Signals - FM 3083 at Pollack Dr.	TBD	-	-	-	-	250,000	-	-	250,000	250,000	7	-		-	-	-	-	-	-	-
Signals - Anderson Crossing Rd. - Ph. 2	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
SUBTOTAL		370,000	1,211,000	250,000	-	250,000	-	-	2,081,000	250,000		370,000		1,461,000	1,211,000	250,000	-	-	-	-

City of Conroe
General Government Capital Projects
SUMMARY OF MULTI-YEAR PLAN FOR FUNDING
FY 2013-2014 (Adopted)

FACILITIES:		CONSTRUCTION SCHEDULE								FUNDING SOURCES						DEBT ISSUANCE SCHEDULE					
PROJECT	Project Code	Prior Fiscal Years	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023	TOTAL PROJECT COST	OTHER SOURCES		ISSUED DEBT (G.O. BONDS & C.O.s)		NEW DEBT		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023
Police & Municipal Court Facility	TBD	-	13,071,000	13,413,000	-	-	-	-	26,484,000	300,000	4	-		26,184,000		13,071,000	13,113,000	-	-	-	-
SUBTOTAL		-	13,071,000	13,413,000	-	-	-	-	26,484,000	300,000		-		26,184,000		13,071,000	13,113,000	-	-	-	-

<i>PARKS:</i>		CONSTRUCTION SCHEDULE								FUNDING SOURCES					DEBT ISSUANCE SCHEDULE					
PROJECT	Project Code	Prior Fiscal Years	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023	TOTAL PROJECT COST	OTHER SOURCES		ISSUED DEBT (G.O. BONDS & C.O.s)		NEW DEBT	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023
IH-45 Detention Pond Enhancements - Ph. II	TBD	-	250,000	-	-	-	-	-	250,000	-		-		250,000	250,000	-	-	-	-	-
Longmire Trail (S. Loop 336 to N. Loop 336)	TBD	-	-	-	-	-	-	750,000	750,000	-		-		750,000	-	-	-	-	-	750,000
Carl Barton, Jr. Park Phase 6	TBD	-	-	-	750,000	-	-	-	750,000	-		-		750,000	-	-	750,000	-	-	-
Lewis Park	TBD	-	-	-	-	500,000	-	-	500,000	-		-		500,000	-	-	-	500,000	-	-
Forest Lake Park	TBD	336,000	-	-	-	-	-	-	336,000	-		336,000	(u)	-	-	-	-	-	-	-
Candy Cane Park Access & Entrances - Ph. 1	TBD	-	382,000	-	-	-	-	-	382,000	-		-		382,000	382,000	-	-	-	-	-
Candy Cane Park Access & Entrances - Ph. 2	TBD	-	402,000	-	-	-	-	-	402,000	-		-		402,000	402,000	-	-	-	-	-
SUBTOTAL		336,000	1,034,000	-	750,000	500,000	-	750,000	3,370,000	-		336,000		3,034,000	1,034,000	-	750,000	500,000	-	750,000

DRAINAGE:		CONSTRUCTION SCHEDULE								FUNDING SOURCES											
PROJECT	Project Code	Prior Fiscal Years	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023	TOTAL PROJECT COST	OTHER SOURCES		ISSUED DEBT (G.O. BONDS & C.O.s)		NEW DEBT		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023
Drainage Project - PW - West Fork Detention (McDade)	900	65,000	-	-	-	-	-	-	65,000	-		65,000	(d)	-		-	-	-	-	-	-
Drainage Project - PW - East Forest Way Bridge	808	97,000	-	-	-	-	-	-	97,000	-		97,000	(d)	-		-	-	-	-	-	-
Storm Sewer - East Grand Lake Creek	717	538,000	-	-	-	-	-	-	538,000	-		538,000	(ai)	-		-	-	-	-	-	-
Drainage Project - PW - Plantation Dr./West Fork/W. Alligator C	915	173,000	-	-	-	-	-	-	173,000	-		173,000	(d)	-		-	-	-	-	-	-
Drainage - Local Problem 310	TBD	134,000	-	-	-	-	-	-	134,000	-		134,000	(v)	-		-	-	-	-	-	-
Drainage - Alligator Creek Phase 1	TBD	-	-	-	-	-	-	-	-	-		-		-		-	-	-	-	-	-
Drainage - Alligator Creek Phase 2	TBD	-	-	-	-	-	-	-	-	-		-		-		-	-	-	-	-	-
SUBTOTAL		1,007,000	-	-	-	-	-	-	1,007,000	-		1,007,000		-		-	-	-	-	-	-

City of Conroe
General Government Capital Projects
SUMMARY OF MULTI-YEAR PLAN FOR FUNDING
FY 2013-2014 (Adopted)

TRANSPORTATION GRANTS:		CONSTRUCTION SCHEDULE								FUNDING SOURCES					DEBT ISSUANCE SCHEDULE					
PROJECT	Project Code	Prior Fiscal Years	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023	TOTAL PROJECT COST	OTHER SOURCES		ISSUED DEBT (G.O. BONDS & C.O.s)		NEW DEBT	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023
Park and Ride at FM 2854	TBD	-	-	1,000,000	-	-	-	-	1,000,000	800,000	1	-		200,000	-	200,000	-	-	-	-
SH 105 Access Mgmt & Safety	TBD	-	-	954,000	4,768,000	-	-	-	5,722,000	4,321,000	1	-		1,401,000	-	229,000	1,172,000	-	-	-
Phase 2 Safe Routes to Schools	TBD	-	-	250,000	1,750,000	1,750,000	-	-	3,750,000	3,750,000	5	-		-	-	-	-	-	-	-
SUBTOTAL		-	-	2,204,000	6,518,000	1,750,000	-	-	10,472,000	8,871,000		-		1,601,000	-	429,000	1,172,000	-	-	-

WOODLANDS ANNEXATION AGREEMENT:		CONSTRUCTION SCHEDULE								FUNDING SOURCES					DEBT ISSUANCE SCHEDULE					
PROJECT	Project Code	Prior Fiscal Years	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023	TOTAL PROJECT COST	OTHER SOURCES		ISSUED DEBT (G.O. BONDS & C.O.s)		NEW DEBT	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023
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		6,204,000	30,542,000	20,191,000	11,518,000	9,721,000	-	750,000	78,926,000	11,121,000		6,304,000		61,501,000	30,442,000	16,416,000	6,172,000	7,721,000	-	750,000
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Estimated City Engineering Adjustment		-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
ADJUSTED GRAND TOTAL		6,204,000	30,542,000	20,191,000	11,518,000	9,721,000	-	750,000	78,926,000	11,121,000		6,304,000		61,501,000	30,442,000	16,416,000	6,172,000	7,721,000	-	750,000

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 (7310-9030)
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 -- 075-7520
- (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
- (ae) 2013 COs -- 075-7590
- (af) 2013 COs -- 041-4120
- (ah) 2013 COs -- 073-7380
- (ai) 2013 COs -- 063-6380

City of Conroe
Water and Sewer Capital Projects
SUMMARY OF MULTI-YEAR PLAN FOR FUNDING
FY 2013-2014 (Adopted)

WATER:		CONSTRUCTION SCHEDULE								FUNDING SOURCES				DEBT ISSUANCE SCHEDULE						
PROJECT	Project Code	Prior Fiscal Years	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023	TOTAL PROJECT COST	OTHER SOURCES		ISSUED DEBT (REVENUE BONDS)		NEW DEBT	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023
Water Plant - Panorama/Shenandoah Catahoula Well	931	529,000	435,000	-	-	-	-	-	964,000	-		529,000	(m)	435,000	435,000	-	-	-	-	-
Water Line - Anderson Crossing Road - Phase 1	918	344,000	60,000	-	-	-	-	-	404,000	-		344,000	(m)	60,000	60,000	-	-	-	-	-
Water Plant - Water Well No. 23 & Storage Tank	825	1,286,000	1,500,000	-	-	-	-	-	2,786,000	-		1,286,000	(m)	1,500,000	1,500,000	-	-	-	-	-
Water Plant - Water Well No. 24	824	1,000,000	-	-	-	-	-	-	1,000,000	-		1,000,000	(m)	-	-	-	-	-	-	-
Water Line - MUD #95 (SH242) Water Extension	954	-	2,336,000	-	-	-	-	-	2,336,000	1,300,000	7	-		1,036,000	1,036,000	-	-	-	-	-
Water Line - Robinwood Subdivision Replacement	TBD	-	1,095,000	-	-	-	-	-	1,095,000	-		-		1,095,000	1,095,000	-	-	-	-	-
Water Line - League Line East	TBD	-	-	1,685,000	1,685,000	-	-	-	3,370,000	-		-		3,370,000	-	1,685,000	1,685,000	-	-	-
Water Line - FM 1488 Phase 1	TBD	-	1,403,000	-	-	-	-	-	1,403,000	-		-		1,403,000	1,403,000	-	-	-	-	-
Water Rehab - 3rd Street Replacement	TBD	-	-	176,000	-	-	-	-	176,000	-		-		176,000	-	176,000	-	-	-	-
Water Rehab - 3rd Street, 1st Street, Montrose, Halo, Reaves	TBD	-	-	449,000	-	-	-	-	449,000	-		-		449,000	-	449,000	-	-	-	-
Water Line - 1st Street Replacement	TBD	-	-	258,000	-	-	-	-	258,000	-		-		258,000	-	258,000	-	-	-	-
Water Rehab - Lewis, Roberson, Dallas	TBD	-	-	-	330,000	-	-	-	330,000	-		-		330,000	-	-	330,000	-	-	-
Water Line - Seven Coves	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Water Plant - Well #14 Ground Storage Tank Replacement	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Water Line - Ed Kharbat Drive Extension	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Water Line - FM 1314 Extension	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Water Line - Old Conroe Road Phase 1	TBD	-	-	-	-	190,000	1,519,000	-	1,709,000	-		-		1,709,000	-	-	-	190,000	1,519,000	-
Water Line - Old Conroe Road Phase 2	TBD	-	-	-	-	120,000	1,212,000	-	1,332,000	-		-		1,332,000	-	-	-	120,000	1,212,000	-
Water Line - Stewart's Forest/First St.	TBD	-	235,000	-	-	-	-	-	235,000	-		-		235,000	235,000	-	-	-	-	-
Water Line - M.U.D. 112	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Water Line - FM 1488 Phase 2	TBD	-	-	-	-	-	777,000	-	777,000	-		-		777,000	-	-	-	-	777,000	-
Water Line - FM 1484	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Water Line - Drennan Road East	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Water Line - SH 75 Interconnect - Camp Silver Springs	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Water Line - FM 3083 Proposed 16" Line	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Water Line - Oil Field Road Proposed 16" Line	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Water Line - Annexation FM 2854	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
SUBTOTAL		3,159,000	7,064,000	2,568,000	2,015,000	310,000	3,508,000	-	18,624,000	1,300,000		3,159,000		14,165,000	5,764,000	2,568,000	2,015,000	310,000	3,508,000	-

City of Conroe
Water and Sewer Capital Projects
SUMMARY OF MULTI-YEAR PLAN FOR FUNDING
FY 2013-2014 (Adopted)

SEWER:		CONSTRUCTION SCHEDULE								FUNDING SOURCES				DEBT ISSUANCE SCHEDULE						
PROJECT	Project Code	Prior Fiscal Years	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023	TOTAL PROJECT COST	OTHER SOURCES		ISSUED DEBT (REVENUE BONDS)		NEW DEBT	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2023
Treatment Plant – Existing Plant Rehab (Phase II)	932	-	5,249,000	4,500,000	-	193,000	-	-	9,942,000	-		-		9,942,000	5,249,000	4,500,000	-	193,000	-	-
SSOI Program	665	700,000	938,000	985,000	1,034,000	1,085,000	1,786,000	-	6,528,000	700,000	6	-		5,828,000	938,000	985,000	1,034,000	1,085,000	1,786,000	-
Sewer Line - Anderson Crossing - Ph. 1	919	-	226,000	-	-	-	-	-	226,000	-		-		226,000	226,000	-	-	-	-	-
Sewer Line - Live Oak Creek (SSOI)	759	900,000	1,395,000	-	-	-	-	-	2,295,000	-		900,000	(h)	1,395,000	1,395,000	-	-	-	-	-
Sewer Line - White Oak Creek (SSOI)	760	-	225,000	-	-	-	-	-	225,000	-		-		225,000	225,000	-	-	-	-	-
Sewer Line - MUD #95 (SH242) Sanitary Sewer	955	-	1,825,000	-	-	-	-	-	1,825,000	-		-		1,825,000	1,825,000	-	-	-	-	-
Sewer Lift Station - Teaswood Lift Station Removal	833	180,000	390,000	-	-	-	-	-	570,000	-		180,000	(j), (n)	390,000	390,000	-	-	-	-	-
Sewer Line - LaSalle to League Line	797	1,000,000	-	-	-	-	-	-	1,000,000	-		1,000,000	(p)	-	-	-	-	-	-	-
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	-	-	-	937,000	3,321,000	15,200,000	42,782,000	62,240,000	-		-		62,240,000	-	-	937,000	3,321,000	15,200,000	42,782,000
Sewer Rehab - Holly Hills	TBD	-	-	1,860,000	-	-	-	-	1,860,000	-		-		1,860,000	-	1,860,000	-	-	-	-
Sewer Line - Skytop Conversion	TBD	-	-	304,000	-	-	-	-	304,000	-		-		304,000	-	304,000	-	-	-	-
Sewer Rehab - Arnold to Frazier Street	TBD	-	-	110,000	-	-	-	-	110,000	-		-		110,000	-	110,000	-	-	-	-
Sewer Rehab - East Lewis, Murray, 2nd, 3rd, 4th	TBD	-	-	126,000	-	-	-	-	126,000	-		-		126,000	-	126,000	-	-	-	-
Sewer Line & Lift Station Improvements - Firehouse 04	TBD	-	-	625,000	-	-	-	-	625,000	-		-		625,000	-	625,000	-	-	-	-
Sewer Rehab -York, Bertrand, Crooke, Mill, North Loop, Willow	TBD	-	-	-	-	187,000	-	-	187,000	-		-		187,000	-	-	-	187,000	-	-
Sewer Line - Anderson Crossing Road - Ph. 2	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
Sewer Line - Old Conroe Road Sanitary Sewer Phase 1	TBD	-	-	-	-	-	-	1,731,000	1,731,000	-		-		1,731,000	-	-	-	-	-	1,731,000
Sewer Line & Lift Station Improvements - EPCON	TBD	-	-	-	-	-	-	418,000	418,000	-		-		418,000	-	-	-	-	-	418,000
Sewer Line - Annexation FM 2854	TBD	-	-	-	-	-	-	-	-	-		-		-	-	-	-	-	-	-
SUBTOTAL		4,143,000	10,248,000	8,510,000	1,971,000	4,786,000	16,986,000	44,931,000	91,575,000	2,063,000		2,080,000		87,432,000	10,248,000	8,510,000	1,971,000	4,786,000	16,986,000	44,931,000
GRAND TOTAL		7,302,000	17,312,000	11,078,000	3,986,000	5,096,000	20,494,000	44,931,000	110,199,000	3,363,000		5,239,000		101,597,000	16,012,000	11,078,000	3,986,000	5,096,000	20,494,000	44,931,000

Estimated City Engineering Cost		-	-	-	-	-	-	-	-						-	-	-	-	-	-
ADJUSTED GRAND TOTAL		7,302,000	17,312,000	11,078,000	3,986,000	5,096,000	20,494,000	44,931,000	110,199,000	3,363,000		5,239,000		101,597,000	16,012,000	11,078,000	3,986,000	5,096,000	20,494,000	44,931,000

Other Sources:

- Grant Funds
- Interest Income
- TXDOT Reimbursement
- Supplemental Request
- Transfer From Other Fund(s)
- Water & Sewer Operating Fund Capital Reserve
- Contribution

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

(o) 2013 Revenue Bonds -- 043-4370

(p) 2013 Revenue Bonds -- 044-4470



City of Conroe

Financial Management Policy

February 14, 2013

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 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 & Administration 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 & 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.

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 & Administration 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 & Administration 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 & Administration 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. **General Government CIP:** Includes expenditures for the replacement, expansion, acquisition, and/or construction of streets, signals, facilities, parks and recreation, and/or drainage improvements.
2. **Water & Sewer CIP:** Includes expenditures for the replacement, expansion acquisition, and/or construction of water and sewer infrastructure improvements.
3. **Conroe Industrial Development Corp. (CIDC) CIP:** Includes expenditures for capital improvements for the purposes of promoting economic development within the City of Conroe pursuant to state law regarding 4B sales tax.

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 Finance Department 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. Risk Management

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 BUDGETING & ACCOUNTING

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, General Obligation & CIDC Debt Service Funds, Capital Projects Funds, and Special Revenue Funds. The budget is organized and operated on a modified accrual basis. A "current financial resources" measurement focus is utilized. 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. The City's Comprehensive Annual Financial Report (CAFR) reports governmental funds under the modified accrual the basis of accounting.

Proprietary Fund Types - Include the Water & Sewer (W&S) Operating Fund, W&S Debt Service Fund, Fleet Services Fund, and Self-Funded Insurance Fund and are accounted and budgeted for on an "economic resources" 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, regardless of the timing of related cash flows. The City's CAFR reports proprietary funds under the accrual the basis of accounting. For purposes of this budget presentation, the exceptions to this basis are as follows: depreciation is not displayed and capital expenses and bond principal payments are expended in the year due and payable.

All funds included in the budget are subject to appropriation.

Governmental Fund Types

Governmental 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: General Government (Administration, etc.), Public Safety, Finance, Public Works (Streets & Drainage), 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, Transportation Grants, Oscar Johnson Jr. Community Center Fund and Community Development Block Grant Entitlement Fund.

Debt Service Funds - The G.O. 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 secured by property taxes. The CIDC Debt Service Fund is used to account for the accumulation of resources for, and the payment of, long-term debt principal, interest and related costs secured by 4B sales tax revenue.

Capital Projects Funds - The Capital Projects Funds are used to account for financial resources to be used for the acquisition and/or construction of major capital items, projects, 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 Fund - 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.

Fleet Services Fund - This fund accounts for fleet services and maintenance of the City's vehicles and equipment (rolling stock). It also provides fleet maintenance services to external governmental customers.

Self-Funded Insurance Fund – This fund accounts for the health, dental, and vision insurance benefits related to the City's insurance activities. For the purposes of these benefits, the City is self-insured.

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, 2013

Taxable Assessed Valuation	\$4,322,826,131
Constitutional Limit	2.50% of assessed valuation
Maximum Constitutional Revenue Available	\$108,070,653
Tax Rate to Achieve Maximum Tax Revenue	\$2.50 per \$100 of valuation
Adopted Tax Rate for 2013-2014	\$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.

2013 PROPERTY TAX RATES IN THE CITY OF CONROE, TEXAS

This notice concerns 2013 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	\$9,267,587
Last year's debt taxes	\$6,301,959
Last year's total taxes	\$15,569,546
Last year's tax base	\$3,707,034,762
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>)	\$14,045,645
This year's adjusted tax base (<i>after subtracting value of new property</i>)	\$3,467,809,806
= This year's effective tax rate (<i>maximum rate unless unit publishes notices and holds public hearings</i>)	0.4050/\$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>).	\$16,421,430
÷ This year's adjusted tax base	\$3,467,809,806
= This year's effective operating rate	0.4735/\$100
x 1.08 = this year's maximum operating rate	0.5113/\$100
+ This year's debt rate	0.1700/\$100
= This year's total rollback rate	0.6813/\$100
– Sales tax adjustment rate	0.2448/\$100
= Rollback tax rate	0.4365/\$100

STATEMENT OF INCREASE/DECREASE

IF THE CITY OF CONROE adopts a 2013 tax rate equal to the effective tax rate of \$0.4050 per \$100 of value, taxes would decrease compared to 2012 taxes by -\$1,069,463.

SCHEDULE A – UNENCUMBERED FUND BALANCES

<u>Type of Property Tax Fund</u>	<u>Balance</u>
General Fund	\$24,900,022
Interest & Sinking/TIRZ	\$13,069,466

SCHEDULE B – 2013 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 2005	25,000	159,052	1,000	185,052
Certificates of Obligation, Series 2006	7,680	66,330	1,000	75,010
Certificates of Obligation, Series 2006A	30,860	266,529	1,000	298,389
Certificates of Obligation, Series 2006B	11,460	98,977	1,000	111,437
Refunding Bonds, Series 2007	1,670,000	182,200	1,000	1,853,200
Certificates of Obligation, Series 2007	30,000	309,604	1,000	340,604
Certificates of Obligation, Series 2007A	10,000	116,375	1,000	127,375
Certificates of Obligation, Series 2007B	10,000	102,543	1,000	113,543
Certificates of Obligation, Series 2008	140,760	422,577	1,000	564,337
Certificates of Obligation, Series 2008A	114,240	342,961	1,000	458,201
Certificates of Obligation, Series 2009	465,144	412,168	1,000	878,312
Certificates of Obligation, Series 2009A	19,856	17,594	1,000	38,450
Certificates of Obligation, Series 2010	229,900	261,375	1,000	492,275
Certificates of Obligation, Series 2010A	45,100	51,275	1,000	97,375
Refunding Bonds, Series 2010	720,000	50,250	1,000	771,250
Certificates of Obligation, Series 2011	171,768	342,210	1,000	514,978
Certificates of Obligation, Series 2011A	134,810	268,579	1,000	404,389
Certificates of Obligation, Series 2011B	33,422	66,586	1,000	101,008
Refunding Bonds, Series 2012A	528,900	138,252	1,000	668,152
Refunding Bonds, Series 2012B	116,100	30,348	1,000	147,448
Certificates of Obligation, Series 2012	99,320	72,432	1,000	172,752
Certificates of Obligation, Series 2012A	30,680	22,374	1,000	54,054
Certificates of Obligation, Series 2013 Proposed	100,000	250,083	1,000	351,083

Total required for 2013 debt service	\$8,818,674
-Amount (if any) paid from Schedule A	\$2,732,174
-Amount (if any) paid from other resources	\$0
-Excess collections last year	\$0
=Total to be paid from taxes in 2013	\$6,086,500
+Amount added in anticipation that the unit will collect only 100.00% of its taxes in 2013	\$0
=Total debt levy	\$6,086,500

SCHEDULE C – EXPECTED REVENUE FROM ADDITIONAL SALES TAX

In calculating its effective and rollback tax rates, the unit estimated that it will receive \$8,764,705 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 25, 2013

CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
GENERAL FUND				
0001-1041 Administration				
City Administrator	1	1	1	1
E-Services Coordinator	0	0	1	1
Secretary III	1	1	1	1
Subtotal	2	2	3	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	0	0
Subtotal	1	1	0	0
0001-1044 Transit				
CIDC Executive Director	1	1	0	0
Subtotal	1	1	0	0
P/T Research Analyst (Hours)	0	1,248	0	0
Subtotal	0	1,248	0	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
Deputy Court Clerk II	2	2	2	2
Deputy Court Clerk I	4	4	4	4
Juvenile Case Coordinator	1	1	1	1
Subtotal	9	9	9	9

CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
0001-1100 Finance				
Director of Finance & Administration	1	1	1	1
Assistant Director of Finance & Administration	1	1	1	1
Internal Auditor	1	1	1	1
Accounting Manager	1	1	1	1
Accountant II	1	2	2	2
Accountant III	1	1	1	1
Projects Coordinator	1	1	1	1
Secretary II	1	0	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	1,560
Subtotal	999	999	999	1,560
0001-1110 CDBG Administration				
Assistant Director of Community Development	1	1	1	1
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	2	2	2	2
End User Support Analyst	1	1	1	1
P.C. Support Specialist	1	1	1	1
GIS Coordinator	0	1	1	1
GIS Technician	0	2	2	2
Subtotal	8	11	11	11
0001-1160 Human Resources				
Civil Service Commission	3	3	3	3
Subtotal	3	3	3	3

CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
Human Resource Director	1	1	1	1
Risk Manager	1	1	1	1
Benefits/Compensation Coordinator	1	1	1	1
Administrative Coordinator	1	1	1	1
Office Support Assistant	1	1	1	1
Employee Specialist	0	0	0	1
Subtotal	5	5	5	6
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
Lieutenant	0	0	0	1
Sergeant	1	0	0	0
Police Officer	0	0	1	0
Police Officer/Warrant Officer/Bailiff	0	0	0	3
Secretary II	1	1	1	1
Subtotal	6	5	6	9
0001-1202 Police Support Services				
Lieutenant	1	1	1	1
Sergeant	0	0	0	1
Patrol Officer	0	0	0	2
Facilities Specialist	0	0	0	1
Communications Supervisor	4	4	4	0
Communications Officer	16	16	16	0
Parking Patrol/Clerk	1	1	1	1
Records Manager/Police	1	1	1	1
Records Clerk	3	3	3	3
Custodian	1	1	1	1
Switchboard Operator/Receptionist	1	1	1	1
Subtotal	28	28	28	12
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	1,664	1,664	1,664	1,664
Subtotal	3,864	3,864	3,864	3,864

CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
0001-1203 Police Patrol				
Lieutenant	2	2	3	3
Sergeant	8	8	8	10
Patrol Officer	52	52	62	65
Communications Supervisor	0	0	0	4
Communications Officer	0	0	0	16
Secretary	1	1	1	1
Subtotal	63	63	74	99
0001-1204 Police Investigative Services				
Lieutenant	1	1	1	1
Sergeant	2	3	3	3
Patrol Officer/Investigator	22	22	22	25
Secretary/CID	1	1	1	1
Victim Assistance Liaison	1	1	1	1
Evidence Specialist	1	1	1	1
Subtotal	28	29	29	32
0001-1205 Police Professional Services				
Lieutenant	1	1	1	0
Sergeant	2	2	2	0
Patrol Officer	9	9	9	0
Patrol Officer/Warrant Officer/Bailiff	1	2	2	0
Facilities Specialist	1	1	1	0
Subtotal	14	15	15	0
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)	4,940	4,940	4,940	4,940
P/T Animal Control (Hours)	850	850	850	850
P/T Veterinary Technician (Hours)	0	720	960	960
Subtotal	5,790	6,510	6,750	6,750
0001-1207 Red Light Program				
Deputy Court Clerk I	1	1	1	1
Subtotal	1	1	1	1

CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
0001-1208 Police Traffic Services				
Patrol Officer	2	2	2	2
Subtotal	2	2	2	2
0001-1300 Fire				
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	18	18	18
Firefighter	54	36	36	36
Administrative Coordinator	1	1	1	1
Code Enforcement Officer	2	0	0	0
Secretary	2	2	2	2
Asset Manager	0	0	0	1
Subtotal	88	86	86	87
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	0	0	0
Parks Operations Foreman	1	0	0	0
Parks Crew Leader - Facilities	1	0	0	0
Parks Crew Leader - Green Space	1	0	0	0
Parks Laborer	7	0	0	0
Subtotal	13	2	2	2
P/T Parks Laborer (Hours)	1,040	0	0	0
PT Park Ambassador (Hours)	3,120	0	0	0
PT Customer Service Rep. (Hours)	1,560	1,560	1,560	1,560
Subtotal	5,720	1,560	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
Recreation Coordinator - Arts	0	0	1	1
Secretary I	1	1	1	1
Subtotal	5	5	6	6

CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
P/T Recreation Leader I (Hours)	13,615	13,615	13,615	13,615
P/T Recreation Leader II (Hours)	7,190	7,190	6,150	6,150
P/T Camp Coordinator (Hours)	440	0	0	0
P/T Youth Counselor (Hours)	3,520	0	0	0
Subtotal	24,765	20,805	19,765	19,765
0001-1440 Aquatic Center				
Aquatics Superintendent	1	1	1	1
Secretary I	1	1	1	1
Aquatic Coordinator - Programs	1	1	1	1
Aquatic Coordinator - Maintenance	1	1	1	1
Aquatic Coordinator - Operations	1	1	1	1
Assistant Aquatic Coordinator	2	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)	0	0	0	0
Part-time Asst. Aquatics Operations Coord. (Hours)	1,560	1,560	1,560	1,560
Subtotal	32,491	32,491	32,491	32,491
0001-1450 Parks Operations				
Parks Superintendent	0	1	1	1
Parks Operations Foreman	0	1	1	1
Parks Crew Leader - Facilities	0	1	1	1
Parks Crew Leader - Green Space	0	1	1	1
Parks Laborer	0	7	7	7
Subtotal	0	11	11	11
P/T Parks Laborer (Hours)	0	1,040	1,040	1,040
PT Park Ambassador (Hours)	0	3,120	3,120	3,120
Subtotal	0	4,160	4,160	4,160
0001-1500 Community Development				
Planning Commission	7	0	0	0
Subtotal	7	0	0	0
City Engineer	1	0	0	0
Assistant City Engineer	1	0	0	0
Engineering Technician	2	0	0	0
GIS Coordinator	1	0	0	0
GIS Technician	2	0	0	0
Sr. Engineering Inspector	1	0	0	0

CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
Engineering Inspector	1	0	0	0
City Planner	1	1	1	1
Secretary II	1	0	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	6	6	6
Assistant Building Official	1	0	0	0
Development Coordinator	1	0	0	0
Code Enforcement Officers	0	2	2	2
Subtotal	24	15	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	2	2	2	2
Traffic Signal Technician	0	0	1	1
Subtotal	2	2	3	3
0001-1570 Engineering				
Planning Commission	0	7	7	7
Subtotal	0	7	7	7
Assistant City Engineer	0	1	1	1
Project Manager	0	1	1	1
Lead Engineer	0	0	1	1
Project Engineer	0	0	1	1
Secretary I	0	1	2	2
Projects Specialist	0	0	1	1
Development Coordinator	0	1	1	1
Senior Engineering Technician	0	0	1	2
Engineering Aide	0	2	6	5
Project Coordinator	0	0	1	1

CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
Project Inspector	0	0	1	1
Sr. Engineering Inspector	0	1	1	1
Engineering Inspector	0	1	1	1
Registered Surveyor	0	0	1	1
Survey Party Chief	0	0	1	1
Subtotal	0	8	21	21
 TOTAL GENERAL FUND	 369	 370	 396	 398
 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
Secretary II	1	1	1	1
Secretary I	2	2	2	3
Subtotal	5	5	5	6
 WATER CONSERVATION				
 0002-2811 Water Conservation				
Water Conservation Manager	0	0	1	1
Subtotal	0	0	1	1
 P/T Water Conservation Manager (Hours)	0	1,560	0	0
Subtotal	0	1,560	0	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
Plant Operator	3	3	3	3
Subtotal	15	15	15	15

CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
0002-2881 Waste Water Treatment Plant				
WWTP Superintendent	1	1	1	1
WWTP Assistant Superintendent - Pretreatment	1	1	1	1
WWTP Foreman	0	1	1	1
Lead Operator	1	0	0	0
Operator	5	5	5	5
Secretary I	1	1	1	0
Laborer	1	1	1	1
Driver/Press Operator	1	1	1	1
Subtotal	11	11	11	10
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	0	0	0
Pump Mechanic	1	2	2	3
Laborer	2	2	2	0
Welder	1	1	1	1
Subtotal	7	7	7	6
0002-2884 Project Construction				
Heavy Equipment Operator	0	0	0	7
Light Equipment Operator	0	0	0	2
Laborer	0	0	0	8
Subtotal	0	0	0	17
TOTAL WATER & SEWER OPERATING FUND	67	67	68	84
WATER & SEWER CONSTRUCTION FUND				
0007-7020 Project Engineering				
Assistant Director - Capital Projects	1	1	0	0
Secretary	1	1	0	0
Project Specialist	1	1	0	0
Project Engineer	1	1	0	0
Engineering Aide II	4	4	0	0
Engineering Project Inspector	1	1	0	0

CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
Senior Engineering Technician	1	1	0	0
Survey Party Chief	1	1	0	0
Registered Surveyor	1	1	0	0
Engineering Project Coordinator	1	1	0	0
Subtotal	13	13	0	0
0007-7030 Project Construction				
Heavy Equipment Operator	7	7	7	0
Light Equipment Operator	2	2	2	0
Laborer	8	8	8	0
Subtotal	17	17	17	0
TOTAL WATER & SEWER CONSTRUCTION	30	30	17	0
HOTEL OCCUPANCY TAX FUND				
0004-4010 Convention & Visitors Bureau				
Convention & Visitors Bureau Manager	1	1	1	1
Tourism Coordinator	1	2	2	3
Subtotal	2	3	3	4
P/T Tourism Coordinator	1,560	0	0	0
Subtotal	1,560	0	0	0
TOTAL HOTEL OCCUPANCY TAX FUND	2	3	3	4
CONROE INDUSTRIAL DEVELOPMENT CORP (CIDC) FUND				
0009-9000 CIDC				
CIDC Executive Director	0	0	1	1
CIDC Deputy Director	0	0	1	1
Associate Director	0	0	1	1
Research Analyst/Retail Specialist	0	0	1	1
Administrative Coordinator/Transportation Specialist	0	0	1	0
Subtotal	0	0	5	4
TOTAL CIDC FUND	0	0	5	4
0025-2500 Conroe Tower Fund				
Maintenance Technician	1	1	1	1
Subtotal	1	1	1	1
TOTAL CONROE TOWER FUND	1	1	1	1

CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Budgeted 2013-2014</u>
FLEET SERVICES FUND				
0052-5200 Fleet Services				
Fleet Services Manager	1	1	1	1
Foreman	1	1	1	1
Lead Fleet Technician	0	0	0	2
Fleet Technician	4	4	5	4
Subtotal	6	6	7	8
TOTAL FLEET SERVICES FUND	6	6	7	8
OSCAR JOHNSON, JR. COMMUNITY CENTER FUND				
030-3000 Oscar Johnson, Jr. Community Center				
Center Supervisor	1	1	1	1
Secretary I	1	1	1	1
Recreation Coordinator	2	2	2	2
Subtotal	4	4	4	4
Part Time Rec Coordinator	1,500	1,560	1,560	1,560
Part Time Rec Leader I	28,387	36,470	36,470	36,470
Part Time Rec Leader II	12,343	14,015	14,015	14,015
Subtotal	42,230	52,045	52,045	52,045
TOTAL OJCC FUND	4	4	4	4
TRANSPORTATION GRANTS FUND				
0036-3600				
Administrative Coordinator/Transportation Specialist	0	0	0	1
Subtotal	0	0	0	1
TRANSPORTATION GRANTS FUND	0	0	0	1
SELF FUNDED INSURANCE FUND				
0081-8100				
Employee Specialist	1	1	1	0
Subtotal	1	1	1	0
SELF FUNDED INSURANCE FUND	1	1	1	0
TOTAL ALL FUNDS	480	482	502	504

2013-2014 Compensation Ranges

Fiscal Year 2013-2014

NON-EXEMPT

Grade	<i>MINIMUM</i>			<i>MIDPOINT</i>			<i>MAXIMUM</i>		
	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly
203	22,400	1,867	10.769	28,000	2,333	13.462	33,600	2,800	16.154
204	23,856	1,988	11.469	29,820	2,485	14.337	35,784	2,982	17.204
205	25,407	2,117	12.215	31,758	2,647	15.268	38,110	3,176	18.322
206	27,058	2,255	13.009	33,823	2,819	16.261	40,587	3,382	19.513
207	28,817	2,401	13.854	36,021	3,002	17.318	43,225	3,602	20.781
208	30,690	2,558	14.755	38,362	3,197	18.443	46,035	3,836	22.132
209	32,685	2,724	15.714	40,856	3,405	19.642	49,027	4,086	23.571
210	34,809	2,901	16.735	43,512	3,626	20.919	52,214	4,351	25.103
211	37,072	3,089	17.823	46,340	3,862	22.279	55,608	4,634	26.735
212	39,482	3,290	18.982	49,352	4,113	23.727	59,222	4,935	28.472
213	42,048	3,504	20.215	52,560	4,380	25.269	63,072	5,256	30.323
214	44,781	3,732	21.529	55,976	4,665	26.912	67,171	5,598	32.294
215	47,692	3,974	22.929	59,615	4,968	28.661	71,538	5,962	34.393
216	50,792	4,233	24.419	63,490	5,291	30.524	76,188	6,349	36.629

EXEMPT

Grade	<i>MINIMUM</i>			<i>MIDPOINT</i>			<i>MAXIMUM</i>		
	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly
108	48,366	4,031	23.253	60,457	5,038	29.066	72,549	6,046	34.879
109	49,817	4,151	23.950	62,271	5,189	29.938	74,725	6,227	35.925
110	51,810	4,318	24.909	64,762	5,397	31.136	77,714	6,476	37.363
111	54,400	4,533	26.154	68,000	5,667	32.692	81,600	6,800	39.231
112	58,208	4,851	27.985	72,760	6,063	34.981	87,312	7,276	41.977
113	62,865	5,239	30.224	78,581	6,548	37.779	94,297	7,858	45.335
114	68,522	5,710	32.943	85,653	7,138	41.179	102,784	8,565	49.415
115	75,735	6,311	36.411	94,218	7,852	45.297	113,062	9,422	54.357
116	82,912	6,909	39.862	103,640	8,637	49.827	124,368	10,364	59.792
117	91,203	7,600	43.848	114,004	9,500	54.810	136,805	11,400	65.772
118	94,420	7,868	45.394	131,105	10,925	63.031	157,326	13,111	75.638
119	121,665	10,139	58.493	152,082	12,674	73.116	182,496	15,208	87.738

Civil Service Compensation Ranges

Fiscal Year 2013-2014

Effective 10/1/2013

FIRE	Entry	1	2	3	4	5	6	7	8	9
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Firefighter	44,810	46,154	47,539	48,965	50,434	51,947	53,505	55,111	56,764	58,467
F1										
E/O		61,723	63,884	66,120						
F2										
Lieutenant *		70,834	73,313	75,879						
F3										
Battalion Chief		81,435	83,878	86,394	88,986					
F4										
Assistant Chief		93,489	96,294	99,182	102,158					
F5										

INCENTIVE PAY

Associates degree	\$	70	Intermediate Certificate	\$	105
Bachelors degree	\$	125	Advanced Certificate	\$	150
			Masters Certificate	\$	263
Admin Assignment pay		\$300			

* No lump sum

Civil Service Compensation Ranges

Fiscal Year 2013-2014

Effective 10/1/2013

POLICE	Entry	1	2	3	4	5	6	7	8
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Cadet	41,591								
Trainee*	47,263								
Officer		49,508	51,860	54,323	56,903	59,606	62,438		
P1									
Sergeant	66,560	68,890	71,301	73,796	76,379				
P2									
Lieutenant	79,209	81,585	84,033	86,554					
P3									
Deputy Chief	98,792	101,756	104,809						
P4									

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
6015	Unrealized Gains (Losses) 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

City of Conroe
Revenue and Expenditure Accounts

<u>ACCOUNT</u>	<u>DESCRIPTION</u>
7035	Work Comp
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
7250	Land < \$5,000
7251	Buildings < \$5,000
7252	Improvements < \$5,000
7253	Furniture and Fixtures < \$5,000
7254	Machinery and Equipment < \$5,000
7255	Vehicles < \$5,000
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
9020	Buildings > \$5,000
9030	Improvements > \$5,000

City of Conroe
Revenue and Expenditure Accounts

<u>ACCOUNT</u>	<u>DESCRIPTION</u>
9040	Furniture and Fixtures > \$5,000
9050	Machinery and Equipment > \$5,000
9060	Vehicles > \$5,000
9070	Intangible Assets - Indefinite Life > \$5,000 (aka Easements)
9100	Administrative Overhead
9101	CIP Allocation
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 (INACTIVE)
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 (INACTIVE)
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	2884	Project Construction
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 (INACTIVE)
007	7020	Project Engineering (INACTIVE)
007	7030	Project Construction (INACTIVE)
008	8000	Water and Sewer Reserve Fund
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
036	3600	Transportation Grants - Operating Fund
042	4200	Facilities CIP
043	4300	Water Improvements CIP
044	4400	Sewer Improvements CIP
045	4500	W&S Vehicle & Equipment Replacement
046	4600	Transportation Grants - CIP
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

City of Conroe
P-Code Account Keys

<u>P-CODE</u>	<u>KEY</u>	<u>NAME</u>
Any	1111	Land Acquisition
Any	1112	Planning Design (Outside)
Any	1113	Testing/Inspection
Any	1114	Construction (Outside)
Any	1115	Project Construction (7030)
Any	1116	Materials
Any	1117	Machinery/Equipment
Any	1118	Miscellaneous
Any	1119	Construction (City Crews)
Any	1120	TBD
Any	1121	TBD
Any	1122	TBD
Any	1123	TBD
Any	1124	TBD
Any	1125	TBD
Any	1126	TBD
Any	1127	TBD

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 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**.



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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.

CITY OF CONROE, TEXAS
NET ASSETS BY COMPONENT
LAST TEN FISCAL YEARS
(ACCRUAL BASIS OF ACCOUNTING)

	Fiscal Year				
	2003	2004	2005	2006	2007
Governmental Activities					
Invested in Capital Assets,					
Net of Related Debt	\$ (18,086,863)	\$ (9,913,662)	\$ (11,377,274)	\$ 6,521,797	\$ 15,076,286
Restricted for:					
Capital Projects	4,545,648	8,521,393	4,679,343	7,719,594	3,879,363
Debt Service	2,742,875	3,936,770	4,101,959	596,287	4,885,305
Federal & State Programs	39,048	39,293	1,501,003	90,683	226,818
CIDC	3,412,968	4,077,126	5,676,286	6,659,112	11,041,766
Other Purposes	1,186,139	1,171,489	34,095	979,744	837,285
Unrestricted	5,176,819	(7,508,933)	(3,856,350)	(3,347,366)	13,947,148
Total Governmental					
Activities Net Assets	\$ (983,366)	\$ 323,476	\$ 759,062	\$ 19,219,851	\$ 49,893,971
Business-type Activities					
Invested in Capital Assets,					
Net of Related Debt	\$ 48,774,780	\$ 48,178,908	\$ 50,815,915	\$ 36,583,725	\$ 40,138,677
Restricted for:					
Debt Service	908,125	428,599	-	-	-
Unrestricted	6,487,406	6,052,389	3,397,835	13,315,205	9,005,666
Total Business-type					
Activities Net Assets	\$ 56,170,311	\$ 54,659,896	\$ 54,213,750	\$ 49,898,930	\$ 49,144,343
Primary Government					
Invested in Capital Assets,					
Net of Related Debt	\$ 30,687,917	\$ 38,265,246	\$ 39,438,641	\$ 37,786,573	\$ 55,214,963
Restricted for:					
Capital Projects	4,545,648	8,521,393	4,679,343	7,719,594	3,879,363
Debt Service	3,651,000	4,365,369	4,101,959	596,287	4,885,305
Federal & State Programs	39,048	39,293	1,501,003	90,683	226,818
CIDC	3,412,968	4,077,126	5,676,286	6,659,112	11,041,766
Other Purposes	1,186,139	1,171,489	34,095	979,744	837,285
Unrestricted	11,664,225	(1,456,544)	(458,515)	15,286,788	22,952,814
Total Primary					
Government Net Assets	\$ 55,186,945	\$ 54,983,372	\$ 54,972,812	\$ 69,118,781	\$ 99,038,314

TABLE C-1

		Fiscal Year							
2008		2009		2010		2011		2012	
\$	30,494,416	\$	9,491,461	\$	45,594,829	\$	44,291,192	\$	46,590,472
	-		34,504,480		-		-		-
	356,030		8,598,275		5,114,405		6,293,542		7,028,107
	101,185		74,890		-		-		-
	14,291,377		5,794,691		-		-		-
	590,338		711,703		-		-		-
	18,623,082		10,289,905		22,393,150		30,316,480		33,221,815
\$	<u>64,456,428</u>	\$	<u>69,465,405</u>	\$	<u>73,102,384</u>	\$	<u>80,901,214</u>	\$	<u>86,840,394</u>
\$	34,302,455	\$	30,550,082	\$	42,313,096	\$	41,092,795	\$	38,394,869
	-		-		768,607		2,011,388		3,469,710
	12,443,817		16,429,178		3,482,423		6,574,281		10,849,396
\$	<u>46,746,272</u>	\$	<u>46,979,260</u>	\$	<u>46,564,126</u>	\$	<u>49,678,464</u>	\$	<u>52,713,975</u>
\$	64,796,871	\$	40,041,543	\$	87,907,925	\$	85,383,987	\$	84,985,341
	-		34,504,480		-		-		-
	356,030		8,598,275		5,883,012		8,304,930		10,497,817
	101,185		74,890		-		-		-
	14,291,377		5,794,691		-		-		-
	590,338		711,703		-		-		-
	31,066,899		26,719,083		25,875,573		36,890,761		44,071,211
\$	<u>111,202,700</u>	\$	<u>116,444,665</u>	\$	<u>119,666,510</u>	\$	<u>130,579,678</u>	\$	<u>139,554,369</u>

CITY OF CONROE, TEXAS
CHANGES IN NET ASSETS
LAST TEN FISCAL YEARS
(accrual basis of accounting)

	Fiscal Year									
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Expenses										
Governmental Activities:										
General Government										
Finance	\$ 5,203,876	\$ 5,449,168	\$ 5,765,495	\$ 13,354,977	\$ 10,673,508	\$ 15,745,057	\$ 15,339,833	\$ 15,821,856	\$ 16,197,260	\$ 20,069,578
Public Safety	853,038	767,752	984,020	953,556	1,005,747	1,322,176	1,356,686	1,829,867	1,366,931	2,025,523
Parks	14,481,089	14,870,137	15,354,723	17,482,857	18,776,769	20,566,227	23,126,347	24,091,284	24,932,831	25,729,415
Public Works	3,278,062	3,806,692	4,322,139	4,619,033	4,099,203	4,199,935	5,606,763	5,712,279	6,309,608	5,531,230
Debt Service:	4,726,220	4,635,846	4,409,759	5,565,872	6,004,553	8,479,694	6,892,655	6,858,838	7,462,982	7,202,936
Interest and Fiscal Charges	5,270,980	4,554,304	3,151,513	3,631,719	3,317,992	3,773,890	4,710,814	4,935,903	4,908,920	5,649,013
Capital Outlay	763,546	2,216,220	77,564	-	-	-	-	-	-	-
Other	1,137,896	1,179,055	1,131,154	183,126	-	-	-	-	-	-
Total Primary Governmental Expenses	\$ 35,714,707	\$ 37,479,174	\$ 35,196,367	\$ 45,791,140	\$ 43,877,772	\$ 54,086,979	\$ 57,033,098	\$ 59,250,027	\$ 61,178,532	\$ 66,207,695
Business-type Activities										
Enterprise	9,547,255	11,008,068	10,752,233	13,484,224	13,582,979	13,494,738	14,256,678	15,432,772	17,552,228	18,470,310
Service Center	-	629,363	720,242	690,502	550,206	797,463	1,008,177	1,029,431	1,108,717	1,252,899
Total Business-type Activities Expenses	9,547,255	11,637,431	11,472,475	14,174,726	14,133,185	14,292,201	15,264,855	16,462,203	18,660,945	19,723,209
Total Primary Government Expenses	\$ 45,261,962	\$ 49,116,605	\$ 46,668,842	\$ 59,965,866	\$ 58,010,957	\$ 68,379,180	\$ 72,297,953	\$ 75,712,230	\$ 79,839,477	\$ 85,930,904
Program Revenues										
Governmental Activities:										
Charges for Services:										
General Government	\$ 971,913	\$ 1,758,607	\$ 2,086,274	\$ 6,688,317	\$ 6,774,117	\$ 6,760,940	\$ 7,059,292	\$ 6,725,603	\$ 7,577,554	\$ 8,199,459
Public Safety	928,226	1,326,829	1,823,010	2,601,118	1,430,892	1,178,518	1,375,485	2,430,917	4,350,954	3,725,515
Parks	517,680	525,674	525,109	594,503	723,509	732,336	828,233	877,457	1,084,825	1,157,025
Public Works	1,140,556	1,228,932	1,401,430	287,265	579,590	705,732	573,402	618,137	722,668	718,931
Operating Grants and Contributions	549,363	540,108	748,332	655,598	768,143	215,183	2,005,746	1,633,776	1,309,475	2,051,305
Total Governmental	\$ 4,107,738	\$ 5,380,150	\$ 6,584,155	\$ 10,826,801	\$ 10,276,251	\$ 9,592,709	\$ 11,842,158	\$ 12,285,890	\$ 15,045,476	\$ 15,852,235
Business-type Activities:										
Charges for Services:										
Enterprise	8,923,900	8,689,813	9,718,894	11,043,310	11,298,324	13,767,268	14,200,624	15,451,810	21,660,846	20,963,406
Service Center	-	500,802	647,562	543,743	803,220	745,546	951,870	1,088,578	1,156,833	1,211,046
Operating Grants and Contributions	-	-	-	-	-	-	685,721	-	-	-
Total Business-type	8,923,900	9,190,615	10,366,456	11,587,053	12,101,544	14,512,814	15,838,215	16,540,388	22,817,679	22,174,452
Activities Program Revenues										
Total Primary Government	\$ 13,031,638	\$ 14,570,765	\$ 16,950,611	\$ 22,413,854	\$ 22,377,795	\$ 24,105,523	\$ 27,680,373	\$ 28,826,278	\$ 37,863,155	\$ 38,026,687
Net (Expense)/Revenue										
Governmental Activities	\$ (31,606,969)	\$ (32,099,024)	\$ (28,612,212)	\$ (34,964,339)	\$ (33,601,521)	\$ (44,494,270)	\$ (45,190,940)	\$ (46,964,137)	\$ (46,133,056)	\$ (50,355,460)
Business-type Activities	(623,355)	(2,446,816)	(1,106,019)	(2,587,673)	(2,031,641)	220,613	573,360	78,185	4,156,734	2,451,243
Total Primary Government Net Expense	\$ (32,230,324)	\$ (34,545,840)	\$ (29,718,231)	\$ (37,552,012)	\$ (35,633,162)	\$ (44,273,657)	\$ (44,617,580)	\$ (46,885,952)	\$ (41,976,322)	\$ (47,904,217)

	Fiscal Year									
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
General Revenues and Other Changes in Net Assets										
Governmental Activities:										
Property Taxes	\$ 6,819,005	\$ 7,942,985	\$ 8,710,890	\$ 9,670,927	\$ 10,542,923	\$ 12,086,406	\$ 13,766,694	\$ 14,490,433	\$ 14,512,982	\$ 15,551,084
In Lieu of Taxes	133,210	128,044	112,822	379,862	378,998	435,170	457,851	480,206	489,904	570,277
Gross Receipts Tax	2,115,957	2,249,827	2,343,976	3,031,455	3,160,436	3,747,522	3,940,939	4,189,983	4,715,542	4,837,834
Sales and Other Taxes	20,293,777	21,831,455	22,729,197	27,297,564	28,266,100	29,786,065	28,863,680	27,168,790	30,033,856	31,967,819
Hotel Occupancy Taxes	655,977	743,499	324,188	175,416	279,111	228,666	406,603	690,112	591,940	801,963
Mixed Beverage Taxes	101,076	102,514	103,211	119,216	134,088	140,886	147,909	173,790	168,103	141,111
Seized Assets	21,987	4,389	26,437	-	-	-	-	-	-	-
Miscellaneous	130,185	717,166	1,547,410	1,676,290	2,544,540	2,094,181	2,852,751	811,074	839,882	1,044,394
Donations	-	-	-	-	-	-	76,412	161,124	193,335	173,978
Grants and Contributions Not Restricted to Specific Programs	-	-	-	-	-	-	-	1,636,394	872,055	870,190
Unrestricted Investment Earnings	307,163	622,387	1,213,038	989,750	1,948,043	1,211,705	718,596	240,119	176,010	160,852
Gain (Loss) on Investments	-	-	-	(733,375)	285,948	467,934	(240,904)	(83,186)	38,218	14,930
Gain (Loss) on Capital Assets	-	-	-	233,293	(504,685)	4,780,042	-	-	-	-
Transfers	(1,145,254)	(936,400)	(285,993)	1,156,645	141,445	3,441,351	453,959	642,277	1,300,059	160,208
Total Governmental Activities	\$ 29,433,083	\$ 33,405,866	\$ 36,825,176	\$ 43,997,043	\$ 47,176,947	\$ 58,419,928	\$ 51,444,490	\$ 50,601,116	\$ 53,931,886	\$ 56,294,640
Business-type Activities:										
Miscellaneous	8,511	-	-	-	2,898	-	-	31,492	120,155	126,429
Donations	-	-	-	-	-	-	-	880	105	1,000
Grants and Contributions Not Restricted to Specific Programs	-	-	-	-	-	-	-	119,062	48,160	576,728
Unrestricted Investment Earnings	502,864	-	459,079	303,334	389,611	873,629	216,786	24,326	36,412	41,335
Gain (Loss) on Investments	-	-	-	(187,907)	125,198	(26,230)	(103,199)	(26,802)	52,831	(1,016)
Gain (Loss) on Capital Assets	-	-	-	161,592	52,528	-	-	-	-	-
Transfers	1,145,254	936,400	285,993	(1,156,645)	(141,445)	(3,441,351)	(453,959)	(642,277)	(1,300,059)	(160,208)
Total Business-type Activities	1,656,629	936,400	745,072	(879,626)	428,790	(2,593,952)	(340,372)	(493,319)	(1,042,396)	584,268
Total Primary Government	\$ 31,089,712	\$ 34,342,266	\$ 37,570,248	\$ 43,117,417	\$ 47,605,737	\$ 55,825,976	\$ 51,104,118	\$ 50,107,797	\$ 52,889,490	\$ 56,878,908
Change in Net Assets										
Governmental Activities	\$ (2,173,886)	\$ 1,306,842	\$ 8,212,964	\$ 9,032,704	\$ 13,575,426	\$ 13,925,658	\$ 6,253,550	\$ 3,636,979	\$ 7,798,830	\$ 5,939,180
Business-type Activities	1,033,274	(1,510,416)	(360,947)	(3,467,299)	(1,602,851)	(2,373,339)	232,988	(415,134)	3,114,338	3,035,511
Total Primary Government	\$ (1,140,612)	\$ (203,574)	\$ 7,852,017	\$ 5,565,405	\$ 11,972,575	\$ 11,552,319	\$ 6,486,538	\$ 3,221,845	\$ 10,913,168	\$ 8,974,691



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CITY OF CONROE, TEXAS

PROGRAM REVENUE BY FUNCTION/PROGRAMS
LAST FIVE FISCAL YEARS

TABLE C-3

	Fiscal Year				
	2008	2009	2010	2011	2012
Functions/Programs					
Governmental Activities:					
Charges for Services					
General Government	\$ 6,760,940	\$ 7,059,292	\$ 6,725,603	\$ 7,577,554	\$ 8,199,459
Public Safety	1,178,518	1,375,485	2,430,917	4,350,954	3,725,515
Parks	732,336	828,233	877,457	1,084,825	1,157,025
Public Works	705,732	573,402	618,137	722,668	718,931
Operating Grants & Contributions					
General Government	215,183	584,351	649,953	1,247,405	1,698,203
Finance	-	57,995	-	-	-
Public Safety	-	925,361	87,564	62,070	353,102
Parks	-	191,572	-	-	-
Public Works	-	246,467	896,259	-	-
Total Governmental Activities	\$ 9,592,709	\$ 11,842,158	\$ 12,285,890	\$ 15,045,476	\$ 15,852,235
Business-type Activities:					
Charges for Services					
Enterprise	13,767,268	14,200,624	15,451,810	21,660,846	20,963,406
Service Center	745,546	951,870	1,088,578	1,156,833	1,211,046
Operating Grants & Contributions					
Enterprise	-	685,721	-	-	-
Total Business-type Activities	14,512,814	15,838,215	16,540,388	22,817,679	22,174,452
Total Primary Government	\$ 24,105,523	\$ 27,680,373	\$ 28,826,278	\$ 37,863,155	\$ 38,026,687

CITY OF CONROE, TEXAS
FUND BALANCES OF GOVERNMENTAL FUNDS
LAST TEN FISCAL YEARS
(MODIFIED ACCRUAL BASIS OF ACCOUNTING)

	Fiscal Year			
	2003	2004	2005	2006
General Fund				
Reserved	\$ 50,155	\$ 65,172	\$ 67,947	\$ 58,395
Unreserved	3,333,442	3,509,472	8,252,471	14,404,541
Nonspendable:				
Inventories	-	-	-	-
Deferred Expenditures	-	-	-	-
Restricted for:				
Court Technology Fund	-	-	-	-
Court Security Fund	-	-	-	-
Court Efficiency Fund	-	-	-	-
Seized Assets	-	-	-	-
Red Light Cameras	-	-	-	-
State Franchise 1% PEG Fee	-	-	-	-
Assigned to:				
Equipment Replacement	-	-	-	-
Unassigned	-	-	-	-
Total General Fund	\$ 3,383,597	\$ 3,574,644	\$ 8,320,418	\$ 14,462,936
All Other Governmental Funds				
Reserved for:				
Debt Service	\$ 673,871	\$ 257,941	\$ 755,165	\$ 870,322
Unreserved, Designated for, reported in:				
Special Revenue Funds				
CIDC Fund	3,413,199	3,814,041	5,403,154	6,765,338
Retained Risk	-	-	-	3,193
Unreserved, Undesignated for, reported in:				
Capital Project Funds	6,051,998	5,080,825	2,455,570	2,825,996
Special Projects	-	1,441,808	1,494,066	1,307,837
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	-	-	-	-
Unassigned	-	-	-	-
Total All Other Governmental Funds	\$ 10,139,068	\$ 10,594,615	\$ 10,107,955	\$ 11,772,686

TABLE C-4

Fiscal Year						
2007	2008	2009	2010	2011	2012	
\$ 4,443,217	\$ 67,477	\$ 36,942	\$ 165,106	- \$	-	
17,322,754	23,450,456	22,324,470	20,524,764	-	-	
-	-	-	-	25,373	42,871	
-	-	-	-	120,070	116,910	
-	-	-	-	100,395	-	
-	-	-	-	-	188,541	
-	-	-	-	-	204,460	
-	-	-	-	236,503	394,828	
-	-	-	-	312,564	405,739	
-	-	-	-	11,905	54,311	
-	-	-	-	2,659,177	3,082,043	
-	-	-	-	19,911,074	23,483,574	
\$ 21,765,971	\$ 23,517,933	\$ 22,361,412	\$ 20,689,870	\$ 23,377,061	\$ 27,973,277	
\$ 1,201,318	\$ 952,326	\$ 4,304,747	\$ 5,028,864	- \$	-	
11,010,511	14,921,377	5,075,144	4,910,240	-	-	
-	-	-	-	-	-	
11,448,676	21,910,731	29,377,504	29,668,367	-	-	
1,256,628	765,092	865,526	740,551	-	-	
-	-	-	-	5,718,604	6,444,898	
-	-	-	-	6,441,765	10,451,194	
-	-	-	-	28,774,112	23,677,654	
-	-	-	-	822,755	1,146,480	
-	-	-	-	3,439,652	1,621,505	
-	-	-	-	362,504	362,451	
-	-	-	-	3	5	
-	-	-	-	2,922,942	3,023,439	
-	-	-	-	2,516,382	-	
-	-	-	-	385,084	466,711	
-	-	-	-	97,514	100,739	
-	-	-	-	35,360	44,042	
-	-	-	-	4,604	4,604	
-	-	-	-	-	(4,872,753)	
\$ 24,917,133	\$ 38,549,526	\$ 39,622,921	\$ 40,348,022	\$ 51,521,281	\$ 42,470,969	

CITY OF CONROE, TEXAS

CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS

LAST TEN FISCAL YEARS

(MODIFIED ACCRUAL BASIS OF ACCOUNTING)

	2003	2004	2005	2006	2007
Revenues					
Taxes	\$ 30,079,530	\$ 32,903,536	\$ 34,582,604	\$ 40,498,583	\$ 42,780,198
Licenses and Permits	744,078	1,531,744	1,857,903	2,394,336	2,055,529
Charges for Services	1,190,109	1,792,080	1,984,967	916,490	1,376,537
Lease Income	296,815	325,119	301,666	309,551	295,408
Land Sales	-	-	626,868	1,093,043	953,745
Fines and Forfeitures	721,057	838,331	1,125,117	1,315,769	1,317,815
Intergovernmental	748,536	1,291,031	2,368,709	3,003,857	2,542,020
Investment Income	307,160	622,387	418,397	1,000,074	1,915,809
Gain (Loss) on Investments	-	-	-	(733,375)	275,649
Penalties and Interest	114,363	100,738	133,207	141,259	132,178
Sales of Assets	-	-	-	-	1,299,847
Other	872,866	150,390	1,581,826	694,174	991,527
Total Revenues	35,074,514	39,555,356	44,981,264	50,633,761	55,936,262
Expenditures					
General Government	5,237,703	5,151,865	5,327,329	9,671,105	7,061,998
Finance	734,504	752,999	951,489	961,631	967,077
Public Safety	14,064,219	14,366,727	14,831,292	15,964,914	16,987,159
Parks	2,992,769	3,411,568	3,547,279	3,877,382	3,033,828
Public Works	5,196,831	4,567,063	4,045,718	4,692,501	4,960,344
Debt Service					
Principal	3,328,419	3,460,378	4,287,000	5,029,157	5,351,293
Interest	4,234,585	4,597,490	3,124,910	3,100,448	3,286,714
Bond Issuance Costs	-	-	-	-	-
Capital Outlay	5,199,649	7,245,930	4,919,743	7,754,555	14,329,659
Other	1,137,895	1,179,055	1,131,154	-	-
Total Expenditures	42,126,574	44,733,075	42,165,914	51,051,693	55,978,072
Excess of Revenues Over (Under) Expenditures	(7,052,060)	(5,177,719)	2,815,350	(417,932)	(41,810)
Other Financing Sources (Uses)					
Proceeds from Bonds and COs	10,258,271	1,137,453	4,168,378	4,155,666	33,701,208
Refunding Bonds Issued	-	-	-	-	-
Proceeds from Capital Lease	-	-	1,314,221	2,452,456	-
Premiums and Discounts	-	-	-	-	-
Premium, Disc. and/or Issuance Costs	-	-	-	-	(152,284)
Pymt to Refunded Bond Escrow Agent	(81,509)	(300)	(4,110,408)	-	(13,086,693)
Transfers In	4,393,006	3,274,663	3,998,571	4,181,543	4,072,130
Transfers Out	(5,538,259)	(4,211,063)	(4,284,564)	(3,024,898)	(3,930,685)
Total Other Financing Sources (Uses)	9,031,509	200,753	1,086,198	7,764,767	20,603,676
Net Change in Fund Balances	\$ 1,979,449	\$ (4,976,966)	\$ 3,901,548	\$ 7,346,835	\$ 20,561,866
Debt Service As A Percentage Of Noncapital Expenditures	20.5%	21.5%	19.9%	18.8%	20.7%

TABLE C-5

	2008	2009	2010	2011	2012
\$	46,107,838	\$ 47,521,728	\$ 46,779,434	\$ 50,327,235	\$ 53,584,786
	1,628,111	1,174,481	1,293,727	1,240,026	1,414,723
	1,484,854	1,518,562	1,545,589	1,833,902	1,909,626
	281,458	301,447	312,867	332,526	339,640
	5,142,836	1,192,527	751,187	-	-
	1,029,715	3,820,757	2,247,748	4,204,363	3,480,694
	2,217,918	718,692	3,789,076	2,705,939	3,610,177
	1,138,113	(247,791)	290,805	183,455	277,440
	471,925	124,740	(78,519)	33,809	(9,121)
	121,257	830,453	150,095	107,349	140,798
	-	-	-	3,439,652	1,621,505
	217,811	1,325,953	614,992	677,273	830,787
	59,841,836	58,281,549	57,697,001	65,085,529	67,201,055
	11,289,098	8,043,022	10,469,930	9,858,475	12,912,210
	1,269,489	1,277,562	1,259,066	1,302,032	1,354,043
	19,506,439	20,322,601	21,289,975	22,150,568	22,534,671
	3,678,713	4,294,923	4,403,634	4,724,826	4,124,585
	5,397,344	5,433,457	5,269,914	5,772,043	5,519,381
	5,812,976	6,496,604	6,687,970	6,916,093	7,437,033
	3,056,638	4,730,550	4,859,814	4,889,929	5,751,981
	-	-	-	453,738	239,023
	28,827,746	21,013,380	13,646,743	29,127,940	21,033,141
	-	-	-	-	-
	78,838,443	71,612,099	67,887,046	85,195,644	80,906,068
	(18,996,607)	(13,330,550)	(10,190,045)	(20,110,115)	(13,705,013)
	32,100,000	12,750,000	9,270,000	32,080,000	8,970,000
	-	-	4,035,000	-	7,560,000
	-	-	-	-	-
	-	-	-	590,506	258,044
	122,115	43,466	425,757	-	-
	(1,282,504)	-	(4,064,917)	-	(7,697,335)
	18,298,629	19,193,905	9,374,078	7,848,088	7,289,803
	(14,857,278)	(18,739,946)	(9,796,314)	(6,548,029)	(7,129,595)
	34,380,962	13,247,425	9,243,604	33,970,565	9,250,917
\$	15,384,355	\$ (83,125)	\$ (946,441)	\$ 13,860,450	\$ (4,454,096)
	17.7%	22.2%	21.3%	21.1%	22.0%

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
2003	\$ 6,819,005	\$ 20,293,777	\$ 233,848	\$ 2,115,957	\$ 616,943	\$ 30,079,530
2004	7,942,985	21,831,455	246,498	2,249,827	632,771	32,903,536
2005	8,710,890	22,729,197	270,699	2,343,976	527,842	34,582,604
2006	9,670,927	27,297,564	357,855	3,031,455	294,632	40,652,433
2007	10,401,963	28,709,204	418,612	2,854,796	513,085	42,897,660
2008	11,769,528	29,786,065	424,744	3,747,522	576,056	46,303,915
2009	13,453,000	30,016,051	518,732	4,275,277	605,760	48,868,820
2010	14,219,193	27,177,046	441,937	4,195,285	988,807	47,022,268
2011	14,327,890	30,033,856	591,940	4,715,542	658,007	50,327,235
2012	15,249,271	32,314,774	801,963	4,446,159	711,387	53,523,554
Change 2003-2012	124%	59%	243%	110%	15%	78%

TABLE C-7

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
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
2012	2,313,008,691	1,155,513,957	1,076,071,214	913,635,952	3,630,957,910	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 C-8

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
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
2012	0.2500	0.1700	0.4200	0.4838	0.0729	0.1198	1.2900	0.6000	0.6000	0.7000

Source: Montgomery Central Appraisal District

CITY OF CONROE, TEXAS
PRINCIPAL PROPERTY TAXPAYERS
CURRENT YEAR AND TEN YEARS AGO

2012 Taxpayer	Type of Business	2011 Assessed Valuation	Percentage of Total Assessed Valuation
Conroe Hospital Corporation	Hospital	\$ 76,144,260	2.10%
McKesson Corporation	Pharmaceuticals	50,431,380	1.39%
Wal-Mart Real Estate Bus. Trust	Retail	46,708,202	1.29%
Crown Cork & Seal Company	Manufacturing	33,375,110	0.92%
Entergy Texas Inc.	Electric Utility	31,292,840	0.86%
Consolidated Communications (LCTX)	Telephone Utility	29,024,530	0.80%
Conroe Marketplace S C LP	Retail	27,390,420	0.75%
Ball Metal Container Corp	Manufacturing	26,034,720	0.72%
MS Energy Services	Energy Services	22,880,080	0.63%
Siemens Water Technologies Corp	Utility/Energy Services	22,589,650	0.62%
Total		<u>\$ 365,871,192</u>	<u>10.08%</u>

2002 Taxpayer	Type of Business	2001 Assessed Valuation	Percentage of Total Assessed Valuation
Conroe Regional Medical Center	Hospital	\$ 83,444,344	5.15%
Ball Metal Container Group	Manufacturing	18,844,619	1.16%
Crown Cork & Seal Company	Manufacturing	25,166,860	1.55%
Wal-Mart Inc./Sam's Club	Retail	31,684,827	1.96%
TXU Communications Telephone	Telephone Utility	34,966,038	2.16%
The Prime Outlets at Conroe	Retail - Shopping Center	17,866,440	1.10%
Dal-Tile Corporation	Manufacturing	16,526,307	1.02%
Drexel Oilfield Services Inc	Manufacturing	16,638,290	1.03%
Gulf States Utilities	Electric Utility	22,573,820	1.39%
Del-Lago Partners	Resort	15,309,495	0.95%
Total		<u>\$ 283,021,040</u>	<u>17.47%</u>

Source: Montgomery Central Appraisal District

CITY OF CONROE, TEXAS
PROPERTY TAX LEVIES AND COLLECTIONS
LAST TEN FISCAL YEARS

Fiscal Year Ended Sept 30	Total Tax Levy for Fiscal Year	Levy Adjustments		Collected Within the Fiscal Year of the Levy		Collections In Subsequent Years	Total Collections to Date	
		Levy	Net Levy	Amount	Percentage of Levy		Amount	Percentage of Levy
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%
2012	15,205,842	69,721	15,275,563	15,021,057	98.78%	226,112	15,247,169	99.81%

Source: Montgomery County Tax Assessor-Collector

Note: Total Tax Collections to date does not include penalty charges and interest.

TABLE C-11

CITY OF CONROE, TEXAS
TAXABLE SALES BY CATEGORY
LAST TEN CALENDAR YEARS
(IN THOUSANDS OF DOLLARS)

	Calendar Year									
	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Agriculture, Forestry & Fishing	\$ 14 \$	- \$	- \$	124 \$	218 \$	287 \$	2 \$	- \$	4 \$	6
Mining	443	556	1,195	2,763	3,928	8,895	11,527	11,892	11,915	6,053
Construction	13,673	19,093	19,625	23,581	36,790	40,017	45,295	28,214	27,992	23,958
Manufacturing	45,511	47,707	49,118	59,229	58,104	70,697	80,117	57,968	55,559	75,498
Transportation, Communication & Utilities	732	662	766	1,748	1,750	3,819	5,877	3,813	4,117	1,524
Wholesale Trade	95,521	97,463	82,773	92,273	99,775	110,891	88,029	58,721	56,385	72,428
Retail Trade	512,999	557,919	594,725	558,577	627,361	760,016	798,061	745,719	775,226	786,202
Information	10,399	11,843	12,114	15,260	19,228	39,333	53,842	23,303	23,282	29,425
Finance, Insurance & Real Estate	20,524	21,879	21,003	25,599	27,275	36,160	39,862	22,009	20,163	28,683
Services	123,188	146,358	155,549	170,183	179,955	187,367	193,176	198,447	193,343	201,872
Other	24,985	2,442	852	540	5	-	11	-	-	-
Total	\$ 847,989 \$	905,922 \$	937,720 \$	949,877 \$	1,054,389 \$	1,257,482 \$	1,315,799 \$	1,150,086 \$	1,167,986 \$	1,225,649
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>
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%
2012	2.00%

Sources: City of Conroe Finance and Administration Department

TABLE C-13

CITY OF CONROE, TEXAS
SALES TAX REVENUE PAYERS BY INDUSTRY
FISCAL YEARS 2001 AND 2011
(dollars are in millions)

Tax Remitter	2001				2011			
	Number of Filers	% of Total	Tax Liability	% of Total	Number of Filers	% of Total	Tax Liability	% of Total
Agriculture, Forestry & Fishing	274	4.16%	\$ 0.06	0.32%	44	0.45%	\$ -	-
Mining	23	0.35%	0.03	0.18%	67	0.68%	0.44	1.78%
Construction	404	6.14%	0.21	1.23%	877	8.90%	0.46	1.88%
Manufacturing	331	5.03%	0.79	4.52%	856	8.69%	1.37	5.58%
Transportation,								
Communication & Utilities	114	1.73%	1.23	7.07%	87	0.88%	0.05	0.18%
Wholesale Trade	398	6.05%	1.57	9.00%	549	5.57%	1.40	5.68%
Retail Trade	3,345	50.82%	12.40	71.12%	3,432	34.83%	15.73	64.08%
Information	-	-	-	-	99	1.00%	0.57	2.34%
Finance,								
Insurance & Real Estate	73	1.11%	0.03	0.15%	371	3.77%	0.52	2.11%
Services	1,620	24.61%	1.12	6.41%	3,437	34.88%	4.02	16.37%
Other	-	-	-	-	34	0.35%	-	-
Total	6,582	100.00%	\$ 17.44	100.00%	9,853	100.00%	\$ 24.56	100.00%

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 2011 is the most recent year for which data is available.

TABLE C-14

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	
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	
2012	19,570,000	123,290,000	566,342	1,165,000	144,591,342	

Business-type Activities						
Fiscal Year	Revenue Bonds	Capital Leases Obligation	Total Long-Term Debt	Total Primary Government	Percentage of Personal Income	Per Capita
2003	\$ 2,995,000	-	2,995,000	58,904,914	1.26%	213
2004	2,370,000	156,000	2,526,000	56,840,536	1.37%	235
2005	1,715,000	105,238	1,820,238	68,703,424	1.19%	207
2006	11,880,000	6,387,667	18,267,667	86,734,818	1.00%	176
2007	16,865,000	6,634,623	23,499,623	107,026,864	0.89%	166
2008	27,675,000	6,082,839	33,757,839	142,796,880	0.66%	117
2009	34,635,000	5,517,554	40,152,554	155,444,991	0.78%	170
2010	49,605,000	4,980,983	54,585,983	172,495,450	0.69%	147
2011	53,740,000	4,610,237	58,350,237	201,118,611	0.65%	153
2012	70,210,000	4,224,847	74,434,847	219,026,189	0.60%	139

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.

CITY OF CONROE, TEXAS

RATIOS OF GENERAL BONDED DEBT OUTSTANDING LAST TEN FISCAL YEARS

TABLE C-15

Fiscal Year	General Bonded Debt Outstanding			Less:		Percentage of Actual Taxable Value of Property	Per Capita
	General Obligation Bonds	Certificates of Obligation	Total	Amounts Available for Debt Service	Total		
2003	\$ 10,560,812	\$ 44,225,000	\$ 54,785,812	\$ 1,025,041	\$ 53,760,771	3.10%	\$ 1,223
2004	9,045,000	43,295,000	52,340,000	627,485	51,712,515	2.84%	1,132
2005	12,130,000	51,490,000	63,620,000	755,165	62,864,835	3.18%	1,330
2006	10,650,000	52,370,000	63,020,000	870,322	62,149,678	2.87%	1,257
2007	22,420,000	56,800,000	79,220,000	1,201,318	78,018,682	3.17%	1,514
2008	20,820,000	85,015,000	105,835,000	952,326	104,882,674	3.77%	1,961
2009	18,490,000	94,360,000	112,850,000	4,304,747	108,545,253	3.41%	1,967
2010	19,040,000	96,860,000	115,900,000	5,028,864	110,871,136	3.23%	1,973
2011	15,950,000	124,945,000	140,895,000	6,293,542	134,601,458	3.90%	2,393
2012	19,570,000	123,290,000	142,860,000	7,028,107	135,831,893	3.74%	2,403

Note: Details regarding the City's outstanding debt can be found in the notes to the financial statements.
See Table C-7 for property value data.
Population data can be found in Table C-19.



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TABLE C-16

CITY OF CONROE, TEXAS
DIRECT AND OVERLAPPING
GOVERNMENTAL ACTIVITIES DEBT
AS OF SEPTEMBER 30, 2012
(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	\$ 467,666	10.61%	\$ 49,605
Conroe Independent School District	955,860	17.30%	165,347
Willis Independent School District	75,583	14.47%	10,937
Lone Star College	549,520	3.08%	16,941
MUD #90	5,275	100.00%	5,275
MUD #92	1,785	100.00%	1,785
MUD #107	9,065	100.00%	9,065
Subtotal, Overlapping Debt			258,955
City Direct Debt	144,591		144,591
Total Direct and Overlapping Debt			<u>\$ 403,546</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

	2003	2004	2005	2006
Assessed Value	\$ 1,732,507,828	\$ 1,823,206,077	\$ 1,979,495,304	\$ 2,165,130,565
Debt Limit <15% of Assessed Value>	259,876,174	273,480,912	296,924,296	324,769,585
Debt Applicable to Limit: Total Bonded Debt	54,785,812	52,340,000	63,620,000	63,020,000
Less: Assets in Debit Service Funds available for payment of principal	(1,025,041)	(627,485)	(755,165)	(870,322)
Total Net Debt Applicable to Limit	53,760,771	51,712,515	62,864,835	62,149,678
Legal Debt Margin	206,115,403	221,768,397	234,059,461	262,619,907
Total Net Debt Applicable to the Limit As a Percentage of Debt Limit	20.69%	18.91%	21.17%	19.14%

TABLE C-17

	2007	2008	2009	2010	2011	2012
\$	2,461,301,012	\$ 2,782,770,982	\$ 3,183,689,979	\$ 3,427,354,014	\$ 3,450,170,655	\$ 3,630,957,910
	369,195,152	417,415,647	477,553,497	514,103,102	517,525,598	544,643,687
	79,220,000	105,835,000	112,850,000	115,900,000	140,895,000	142,860,000
	(1,201,318)	(952,326)	(4,304,747)	(5,028,864)	(6,441,765)	(7,181,606)
	78,018,682	104,882,674	108,545,253	110,871,136	134,453,235	135,678,394
	291,176,470	312,532,973	369,008,244	403,231,966	383,072,363	408,965,293
	21.13%	25.13%	22.73%	21.57%	25.98%	24.91%

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	
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
2012	20,982,974	16,197,817	4,785,157	1,660,000	2,062,585	1.29

Note: Details regarding the City's outstanding debt can be found in the notes to the financial statements. Operating expenses do not include interest 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 C-18

Sales Tax Increment Bonds				
	Sales Tax Increment	Debt Service		Coverage
		Principal	Interest	
\$	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
	7,475,443	2,020,000	1,448,912	2.15



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CITY OF CONROE, TEXAS
DEMOGRAPHIC AND ECONOMIC STATISTICS
LAST TEN CALENDAR YEARS

TABLE C-19

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Population	43,961	45,663	47,258	49,456	51,538	53,472	55,195	56,207	56,257	56,530
Personal Income (thousands of dollars)	\$ 742,106	\$ 781,385	\$ 819,595	\$ 869,140	\$ 956,700	\$ 943,193	\$ 1,208,439	\$ 1,192,937	\$ 1,317,033	\$ 1,313,870
Per Capita Personal Income	\$ 16,881	\$ 17,112	\$ 17,343	\$ 17,574	\$ 18,563	\$ 17,639	\$ 21,894	\$ 21,224	\$ 23,411	\$ 23,242
Median Age	29.1	29.0	28.9	28.9	29.1	29.8	33.0	28.8	33.0	33.0
Education Level in Years of Schooling	12.06	12.12	12.18	12.18	13.55	14.29	14.29	14.29	14.29	14.29
School Enrollment	9,444	9,620	9,832	10,215	10,594	10,806	11,495	12,229	11,091	11,861
Unemployment Rate	5.3%	4.8%	4.0%	3.9%	3.5%	3.8%	7.4%	7.6%	7.8%	6.5%

Sources: Various school websites, the Conroe Greater Economic Development Council and the Texas State Population Center.

CITY OF CONROE, TEXAS
PRINCIPAL EMPLOYERS
LAST SEVEN FISCAL YEARS

<u>Employer</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>Employees</u> <u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Conroe Independent School District	5,130	5,500	5,700	5,700	6,000	6,000	5,915
Montgomery County	1,959	1,774	1,868	1,946	1,975	1,952	1,952
Conroe Regional Medical Center	1,200	1,070	1,200	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	630
City of Conroe	350	453	463	470	479	482	482
Tenaris	-	300	300	-	396	410	410
Wal-Mart	-	-	-	-	300	300	300
National Oilwell Varco-Brandt	-	-	-	-	279	425	425
Professional Directional	-	-	-	-	-	277	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	-	-	-	-	-	-
Medivators	-	-	-	-	-	-	201
Total	9,913	11,199	11,860	12,197	12,022	12,021	11,792

Table C-20

Employer	Percentage of Total City Employment						
	2006	2007	2008	2009	2010	2011	2012
Conroe Independent School District	23.70%	23.71%	23.93%	22.08%	21.92%	20.68%	21.99%
Montgomery County	9.05%	7.65%	7.84%	7.54%	7.21%	6.73%	7.26%
Conroe Regional Medical Center	5.54%	4.61%	5.04%	4.65%	4.38%	4.14%	4.46%
Sadler Clinic	-	1.67%	2.52%	2.32%	2.19%	1.19%	-
National Oilwell Varco-Reed Hycalog	1.15%	3.99%	3.89%	4.43%	2.01%	2.17%	2.34%
City of Conroe	1.62%	1.95%	1.94%	1.82%	1.75%	1.66%	1.79%
Tenaris	-	1.29%	1.26%	-	1.45%	1.41%	1.52%
Wal-Mart	-	-	-	-	1.10%	1.03%	1.12%
National Oilwell Varco-Brandt	-	-	-	-	1.02%	1.46%	1.58%
Professional Directional	-	-	-	-	-	0.95%	1.03%
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%	-	-	-	-	-	-
Medivators	-	-	-	-	-	-	0.75%
Total	45.80%	48.26%	49.78%	47.23%	43.92%	41.42%	43.84%

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	(9) 2012
General Government											
Administration	3	3	3	4	3	3	3	3	3	3	2
Mayor & Council	-	-	-	-	2	2	2	2	2	2	2
Arts & Communications	1	1	1	1	1	1	1	1	1	1	1
Downtown Development	1	1	1	1	1	1	1	1	1	1	1
Legal	3	3	3	3	3	3	3	3	3	3	3
Municipal Court	7	7	7	7	8	9	9	9	10	10	10
CDBG Administration	1	2	1	2	2	2	2	2	2	2	2
Human Resources	5	5	4	5	5	5	5	5	5	5	5
Finance	11	7	7	8	8	9	10	10	10	10	10
Information Technology	-	4	4	4	4	5	5	7	7	7	11
Public Safety											
Police Administration	114	114	35	45	7	5	4	5	5	6	5
Police Support	-	-	-	-	28	28	30	30	29	28	28
Police Patrol	-	-	55	55	56	60	65	66	64	63	63
Police Investigative Services	-	-	21	25	26	26	29	28	28	28	29
Police Professional Services	-	-	-	-	12	12	11	11	14	14	14
Police Animal Services	-	-	-	-	-	-	-	-	5	5	5
Red Light Program	-	-	-	-	-	-	-	-	-	1	1
Traffic Services	-	-	-	-	-	-	-	-	-	2	2
Fire	73	73	73	74	86	86	87	87	88	88	88
Parks											
Parks & Rec Admin	11	11	10	10	11	11	11	13	13	13	2
Recreation Center	5	5	5	5	5	5	5	5	5	5	5
Oscar Johnson, Jr. CC	2	2	4	4	4	4	4	-	-	-	-
Swim Center	6	6	6	6	7	7	7	-	-	-	-
Aquatic Center	-	-	-	-	-	-	-	7	7	7	7
Parks Operations	-	-	-	-	-	-	-	-	-	-	11
Public Works											
Community Development	18	18	18	21	21	23	27	27	26	25	13
Drainage Engineering	4	-	-	-	-	-	-	-	-	-	-
Drainage Construction	5	7	7	7	7	7	7	7	7	7	7
Streets	24	26	26	26	28	28	28	28	28	28	28
Signal Maintenance	-	-	-	-	-	-	-	-	-	2	2
Engineering	-	-	-	-	-	-	-	-	-	-	8
Service Center	8	8	-	-	-	-	-	-	-	-	-
Building Maintenance	7	6	6	6	6	-	-	-	-	-	-
Warehouse Purchasing	-	3	3	3	4	5	5	5	5	5	5
Conroe Tower	-	1	1	1	1	1	1	1	1	1	1
Hotel/Motel Occupancy Tax	-	-	-	-	-	-	-	-	2	2	3
Component Unit											
Oscar Johnson, Jr. CC	-	-	-	-	-	-	-	4	4	4	4

TABLE C-21

	(1) 2002	2003	(2) 2004	(3) 2005	2006	(4) 2007	(5) 2008	(6) 2009	(7) 2010	(8) 2011	(9) 2012
Water & Sewer											
Utilities/Meter Readers	11	11	11	11	12	9	9	9	9	9	9
Public Works	4	4	4	4	5	3	3	5	6	6	5
Water	14	14	13	13	15	15	15	15	15	15	15
Wastewater Treatment	18	18	15	15	15	14	11	11	11	11	11
Sewer	11	15	15	15	18	18	18	20	20	20	20
Pump & Motor Maint.	-	-	-	-	-	6	7	7	7	7	7
Project Engineering	8	12	12	12	12	12	12	12	12	13	13
Project Contruction	5	5	4	5	17	17	17	17	17	17	17
Service Center Fund	-	8	8	8	7	7	7	7	7	6	6
Self Insurance Fund	-	-	-	-	1	1	1	1	1	1	1
Total	380	400	383	406	448	450	462	471	480	483	482

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.
- (9) In FY 2012, Parks Operations and Engineering were added.

CITY OF CONROE, TEXAS

OPERATING INDICATORS BY FUNCTIONS/PROGRAMS LAST TEN FISCAL YEARS

	Fiscal Year				
	2003	2004	2005	2006	2007
<u>Functions/Programs</u>					
General Government					
Building Permits Issued	653	867	890	1,027	850
Building Inspections Conducted	11,369	15,141	20,067	24,934	24,537
Police					
Physical Arrests	2,947	3,392	3,982	3,561	4,178
Parking Violations	5,140	4,399	4,424	4,988	5,425
Traffic Violations	10,964	12,714	13,489	10,791	17,079
Fire					
Emergency Responses	4,386	4,227	4,424	4,069	3,644
Fires Extinguished	293	265	318	378	172
Inspections	1,401	1,592	1,087	674	1,236
Refuse Collection					
Refuse Collected (tons per day) (a)	66.30	68.70	68.20	67.40	65.00
Recyclables Collected (tons per day) (a)	0.20	0.21	0.20	0.24	0.35
Other Public Works					
Street Resurfacing (miles)	-	5.82	-	-	11.00
Potholes Repaired (b)	N/A	N/A	N/A	N/A	N/A
Parks and Recreation					
Athletic Field Permits Issued	184	217	250	316	460
Community Center Admissions	438,681	459,645	467,519	476,122	384,340
Water					
New Connections (c)	2,877	3,415	3,632	4,139	4,032
Water Main Breaks	400	480	600	800	735
Average Daily Consumption (thousands of gallons)	6,243	6,132	6,890	8,306	7,389
Peak Monthly Consumption (thousands of gallons)	274,517	241,729	460,262	305,349	286,000
Wastewater					
Average Daily Sewage Treatment (thousands of gallons)	5,300	5,600	4,900	5,500	6,792
Transit					
Total Route Miles	2,988	3,146	3,312	8,670	6,948
Passenger	3,022	3,181	3,348	16,740	13,680

Sources: Various City Departments

Notes:

(a) Refuse Collection information is provided by a private waste company.

(b) No operating indicators are available for Potholes Repaired for the Other Public Works function prior to 2012.

(c) Estimate was utilized for FY2012.

TABLE C-22

Fiscal Year				
2008	2009	2010	2011	2012
682	546	645	489	520
19,362	18,377	16,950	15,317	14,957
4,146	4,049	4,163	3,915	4,313
1,473	1,922	2,485	3,113	4,554
15,429	15,671	13,865	26,673	27,181
5,383	5,063	5,425	6,111	6,417
257	244	180	320	133
1,143	2,655	2,863	2,724	1,675
50.44	55.04	58.07	38.00	37.50
0.58	1.73	0.61	9.48	12.10
5.83	2.50	1.50	5.63	2.20
N/A	N/A	N/A	N/A	550
402	285	288	326	297
390,000	339,000	298,261	307,662	366,045
1,990	1,859	1,862	2,115	2,221
861	726	770	888	800
8,730	9,182	8,554	11,291	9,893
374,576	399,575	384,058	500,038	395,510
6,609	6,800	7,000	7,000	7,000
8,874	7,440	8,100	7,140	8,330
12,617	12,240	13,140	12,175	12,222

CITY OF CONROE, TEXAS

CAPITAL ASSET STATISTICS BY FUNCTIONS/PROGRAMS LAST TEN FISCAL YEARS

	Fiscal Year			
	2003	2004	2005	2006
Functions/Programs				
Police				
Stations	2	2	2	2
Zone Offices	-	-	-	-
Patrol Units	37	45	45	51
Fire Stations	4	4	4	4
Refuse Collection				
Collection Trucks	4	4	4	4
Other Public Works				
Streets (miles)	320.72	320.72	327.56	218.60
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	3	4
Parks and Recreation				
Acreage	342.20	342.20	345.70	345.70
Playgrounds	32	32	32	32
Baseball/Softball Diamonds	28	31	31	31
Soccer/Football Fields	10	10	10	10
Community Centers	3	3	3	3
Water (d)				
Water Mains (miles)	269.00	297.00	305.35	309.53
Fire Hydrants	1,250	1,250	1,819	2,300
Storage Capacity (thousands of gallons)	7,490	7,490	7,490	7,490
Wastewater (d)				
Sanitary Sewers (miles)	282.00	322.00	329.95	333.67
Storm Sewers (miles) (c)	10.161	16.654	20.892	23.691
Treatment Capacity (thousands of gallons)	10,000	10,000	10,000	10,000
Transit				
Vans	2	2	2	4

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 prior to 2010.
- (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 C-23

Fiscal Year					
2007	2008	2009	2010	2011	2012
2	1	1	1	1	1
-	1	1	1	1	1
49	45	46	46	48	46
4	5	5	5	5	5
5	6	8	8	8	8
220.00	225.00	240.00	248.00	268.00	276.00
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	3,200	3,200	3,518
5	5	5	6	6	80
347.50	350.00	350.00	354.00	354.00	407.00
32	34	34	17	18	19
31	31	35	28	25	27
10	10	13	18	21	18
3	3	3	4	4	4
314.01	318.09	334.72	340.61	342.44	367.00
2,700	2,800	2,955	2,996	3,009	3,009
7,490	8,490	9,490	9,490	11,490	11,490
337.59	340.61	355.92	357.65	360.21	389.00
26.340	26.340	36.564	40.162	40.280	41.720
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	2013 Ad Valorem Tax Base	Tax Base Per Capita	FY 13-14 Tax Rate/ \$100 AV	Average Home Value	Tax Levy	FY 2012 All Sales Tax Collections	Sales Tax Per Capita	FY 13-14 General Fund Revenues	FY 13-14 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	2,297,222,152	31,292	0.8220	62,885	516.93	13,766,563	188	66,168,918	11,791,200	17.82%	190,480,000	-	2,595
Bryan	78,061	3,618,978,819	46,361	0.6300	132,188	832.77	13,912,840	178	56,417,021	15,869,754	28.13%	90,900,000	73,594,839	2,107
Conroe	61,533	4,322,826,131	70,252	0.4200	155,297	652.25	33,058,527	537	51,561,536	26,495,273	51.39%	109,755,000	75,295,000	3,007
DeSoto	51,102	2,817,301,787	55,131	0.7574	203,666	1,542.57	7,924,172	155	32,051,795	5,793,000	18.07%	80,486,046	19,838,874	1,963
Galveston	48,444	4,558,200,878	94,092	0.5540	109,822	608.41	17,491,206	361	46,727,417	13,768,813	29.47%	71,538,175	48,138,358	2,470
League City	90,234	5,741,777,823	63,632	0.5970	165,272	986.67	14,371,818	159	53,201,010	13,300,000	25.00%	95,594,985	146,476,958	2,683
Missouri City	71,395	4,203,403,405	58,875	0.5738	160,160	918.92	6,566,631	92	35,527,201	7,000,000	19.70%	145,989,473	5,100,000	2,116
Pearland	104,100	6,527,406,129	62,703	0.7051	172,331	1,215.11	22,352,831	215	60,111,236	17,428,319	28.99%	282,670,000	119,710,000	3,865
San Marcos	50,913	3,057,698,401	60,057	0.5302	122,364	648.77	21,317,971	419	50,097,999	23,294,893	46.50%	72,090,000	83,835,000	3,063
Temple	70,631	3,589,339,096	50,818	0.5864	97,958	574.43	17,207,790	244	60,684,031	18,300,000	30.16%	111,300,000	61,930,000	2,453
Victoria	63,131	3,819,116,930	60,495	0.5996	128,219	768.80	26,527,216	420	46,428,049	17,687,120	38.10%	102,850,000	69,035,000	2,723

