

# City of Conroe, Texas Annual Budget Fiscal Year 2017-2018

*“To protect and serve the citizens of Conroe  
and exceed their expectations”*







## MISSION STATEMENT



Standing left to right: Councilman Gil Snider, Councilman Guy Martin, and Councilman Seth Gibson.  
Seated left to right: Mayor Pro Tem Duke W. Coon, Mayor Toby Powell, and Councilman Duane Ham.

**“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 \$1,794,740, which is a 6.0 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 \$1,054,839.”

On August 24, 2017, the members of the governing body voted on the Fiscal Year 2017-18 Budget as follows:

FOR:

Duke W. Coon  
Duane M. Ham  
Seth M. Gibson  
Guy Martin  
Gil Snider

Mayor Pro Tem  
Councilman  
Councilman  
Councilman  
Councilman

AGAINST:

None

PRESENT and not voting:

Toby Powell

Mayor

ABSENT:

None

### Tax Rate Comparison

FY 16-17

FY 17-18

Total Property Tax Rate:	\$0.4175	\$0.4175
Effective Tax Rate:	\$0.4045	\$0.4169
Effective M&O Tax Rate:	\$0.2724	\$0.2994
Rollback Tax Rate:	\$0.4331	\$0.4620
Debt Tax Rate:	\$0.1250	\$0.1250

Total Municipal Debt Obligations (secured by property taxes):

\$149,560,000

\$144,115,000





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## Government Finance Officers Association of the United States and Canada



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, 2016.

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  
2017- 2018**

**Listing of City Officials**

**Elected Officials**

Mayor	Toby Powell
Councilman Place 1	Duane Ham
Councilman Place 2	Seth Gibson
Councilman Place 3 – Mayor ProTem	Duke W. Coon
Councilman Place 4	Guy Martin
Councilman Place 5	Gil Snider
Municipal Court Judge	Mike Davis

**Appointed Officials**

City Administrator	Paul Virgadamo, Jr.
City Secretary	Soco Gorjon
City Attorney	Marcus Winberry
Assistant City Administrator/Chief Financial Officer	Steve Williams
Interim Director of Engineering	Tommy Woolley
Police Chief	Philip Dupuis
Fire Chief	Ken Kreger
Director of Human Resources	Andre Houser
Director of Parks & Recreation	Mike Riggins
Director of Public Works	Norman McGuire
Director of Community Development	Nancy Mikeska
Interim Executive Director of Conroe Industrial Development Corporation	Danielle Scheiner



CITY OF CONROE

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# City of Conroe

## 2017-2018 Annual Operating Budget

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# CITY OF CONROE

Est. 1904

October 1, 2017

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, 2017, and ending September 30, 2018, 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 17-18 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 17-18 is \$180,725,033; however, exclusive of interfund transfers that are effectively counted twice, the actual budget is \$141,929,036. 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 2017 updated Strategic Plan, including specific goals and strategies, can be seen immediately following this cover letter.

## **POPULATION GROWTH & NEW DEVELOPMENT**

The City of Conroe was named the fastest growing city in the nation by the U.S. Census Bureau in 2017. According to the census, our population has grown from 76,362 residents in July 2015 to 82,286 residents in July 2016, representing a 7.8 percent increase. New residential and commercial development is ongoing in the city. Grand Central Park, a 2,046-acre mixed-use development on I-45 and S. Loop 336, is in progress. There are many residential communities, including single family units and apartment buildings, throughout the city with construction underway. Some of the larger developments include Fosters Ridge off of FM1488, Ladera Creek off of Loop 336, Hills of Westlake off of Highway 105, Estates of Wedgewood Falls off FM3083, and Wedgewood Forest on Highway 105. The additional revenues and expenditures resulting from growth were 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 17-18 budget.

The outlook for growth in the State of Texas is cautiously optimistic, as business and consumer confidence has elevated compared to recent years. Major leading indicators, such as job growth and sales tax are trending higher. However, in our region the stability of the energy sector is a key factor, and energy prices are not expected to rise significantly in 2017. The diversification of industries and the migration of businesses and people to Texas have benefitted the economy but may be impacted by the value of the US dollar and increases in cost-of-living.

According to the Federal Reserve Bank of Dallas's 2017 First Quarter report, "Texas jobs are expected to increase between 1.5 and 2.5 percent, as the energy sector improves and the service sector grows at a moderate pace." This would be the strongest rate of growth in three years. In Houston, job growth for 2016 was flat but has increased by an annualized 3 percent between January and April 2017. Local sales tax for June 2017 totaled \$640 million in the State of Texas, an increase of 3.6% compared to June 2016. The energy sector was boosted towards the end of 2016 in anticipation of the new presidential administration easing regulatory burdens and an OPEC agreement to cut production. Drilling permits rebound (610 permits in September, 909 in December) plus there was a modest increase in oil prices in the last quarter of 2016. Through April 2017, Texas oil and gas employment recorded five consecutive months of increases. The service sector has remained steady and is also expected to grow in 2017. The overall positive outlook is challenged by the stability in the price of oil and the strengthening of the U.S. dollar which negatively impacts industries that are export-sensitive. The Texas economy, which has benefitted from the migration of companies and people to the state, may be losing the advantage of lower cost-of-living that has attracted population growth. In the fourth quarter of 2016, home prices in Texas were up 42 percent compared to a 30 percent increase nationwide. The Texas employment forecast is encouraged by indicators such as help-wanted advertising, average weekly hours worked in manufacturing, and initial claims for unemployment.

In the City of Conroe, our taxable assessed value has increased through appraisals as well as new construction. New construction has increased with the number of building permits issued in Conroe up by 17.1% and single family housing starts up 33.9% through May 2017. The value of construction has increased by 29.1% over this same time period. Our unemployment rate, which was lower compared to regional and national levels last year, has been higher for the past twelve months. The overall increase in unemployment is 0.1% as of April 2017 compared to May 2016. We expect the labor market may

increase modestly through next year. In the State of Texas the unemployment rate was 4.5% in April 2017, which was a 0.2% increase from May 2016 to April 2017 and is now higher than the national average of 4.1%.

## 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 2% increase over the previous year's 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 1.3%.

## Property Tax

This budget maintains the tax rate at 41.75¢ per hundred dollars of value. The 41.75¢ tax rate translates into a \$41.75 tax levy for each \$10,000 worth of property value. For example, the average home value in the City of Conroe this year is \$218,105. The City tax levy on that amount will be \$910.59. This is a monthly cost of \$75.88; 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 2017 is 18%. Below is a breakdown of the 2017 property tax rates for most areas within the City limits. (Some areas of the city are in other school districts 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 2017 tax rates; however, it does not reflect the various exemptions that are available for residential property.

Entity	2017 Tax Rate	Levy on Avg. Home
Conroe Ind. School District	\$1.2800	\$2,791.74
Montgomery County	0.4667	1,017.90
City of Conroe	0.4175	910.59
Lone Star College	0.1078	235.12
Montgomery County Hospital District	0.0664	144.82
<b>Total</b>	<b>\$2.3384</b>	<b>\$5,100.17</b>

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 12.5¢ for the Debt Service rate and 29.25¢ 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 41.75¢ rate compares favorably to other communities in our area. The following is a list of cities in Montgomery County and Texas with their 2017 tax rates.

<b>Montgomery County Property Tax Rates</b>			
Panorama Village	\$0.6852	<b>Conroe</b>	<b>\$0.4175</b>
Willis	0.6351	Montgomery	0.4155
Magnolia	0.4709	Shenandoah	0.2099
Oak Ridge North	0.4470		

<b>Other Texas Cities Property Tax Rates</b>			
Baytown	\$0.8220	Missouri City	0.6000
Desoto	0.7399	Victoria	0.5952
Pearland	0.6851	Galveston	0.5610
Temple	0.6772	League City	0.5418
Bryan	0.6299	<b>Conroe</b>	<b>0.4175</b>
San Marcos	0.6139		

The property tax roll can increase in several ways. New improvements can be built or additional business 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 \$429,877,666, or 6.0%. New improvements and new personal property added over \$252,653,574 to the roll. Newly annexed property added approximately \$2,480 of value to the roll.

### **Water and Sewer Sales**

Another major revenue source for the City is water and sewer sales. These revenues fund the operating cost of our water and sewer utility system 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.

For residential/sprinkler and commercial customers, the budget includes no increase in water rates and a 10% increase in sewer rates over the previous fiscal year. The Lifeline water and sewer rate discounts for customers over age 65 and/or disabled will not change. The City worked with NewGen Strategies 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 Improvement Program.

The City has raised its rates each year since FY 04-05. Prior to fiscal year 02-03, the City's water and sewer rates were highly subsidized through the use of the ½ cent 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 increased water and sewer rates beginning in FY 14-15.

#### Minimum Monthly Base Charge by Meter Size

	<b>FY</b> <b><u>14-15</u></b>	<b>FY</b> <b><u>15-16</u></b>	<b>%</b> <b><u>Incr.</u></b>	<b>FY</b> <b><u>16-17</u></b>	<b>%</b> <b><u>Incr.</u></b>	<b>FY</b> <b><u>17-18</u></b>	<b>%</b> <b><u>Incr.</u></b>
5/8 inches	\$12.00	\$12.00	0.0%	\$12.00	0.0%	\$12.00	0.0%
1 inch	18.00	18.00	0.0%	18.00	0.0%	18.00	0.0%
1.5 inches	25.00	25.00	0.0%	25.00	0.0%	25.00	0.0%
2 inches	35.00	35.00	0.0%	35.00	0.0%	35.00	0.0%
3 inches	46.00	46.00	0.0%	46.00	0.0%	46.00	0.0%
4 inches	65.00	65.00	0.0%	65.00	0.0%	65.00	0.0%
6 inches	90.00	90.00	0.0%	90.00	0.0%	90.00	0.0%
8 inches	145.00	145.00	0.0%	145.00	0.0%	145.00	0.0%
10 inches	250.00	250.00	0.0%	250.00	0.0%	250.00	0.0%

#### Residential & Sprinkler Rates Inside City Limits

	<b>FY</b> <b><u>14-15</u></b>	<b>FY</b> <b><u>15-16</u></b>	<b>%</b> <b><u>Incr.</u></b>	<b>FY</b> <b><u>16-17</u></b>	<b>%</b> <b><u>Incr.</u></b>	<b>FY</b> <b><u>17-18</u></b>	<b>%</b> <b><u>Incr.</u></b>
<b>Water Rates</b>							
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)	2.56	2.56	0.0%	2.56	0.0%	2.56	0.0%
10,000 - 15,000 gal. (per 1,000 gallons)	3.15	3.15	0.0%	3.15	0.0%	3.15	0.0%
15,000 - 25,000 gal. (per 1,000 gallons)	3.74	3.74	0.0%	3.74	0.0%	3.74	0.0%
25,000 - 35,000 gal. (per 1,000 gallons)	4.27	4.27	0.0%	4.27	0.0%	4.27	0.0%
Over 35,000 gal. (per 1,000 gallons)	7.47	7.47	0.0%	7.47	0.0%	7.47	0.0%
<b>Sewer Rates</b>							
0 - 3,000 gal. (minimum charge)	\$22.36	\$23.25	4.0%	\$25.58	10.0%	\$28.14	10.0%
3,000+ (per 1,000 gal.)	2.73	2.84	4.0%	3.12	10.0%	3.43	10.0%
Maximum Charge at 10,000 gallons	41.47	43.13	4.0%	47.44	10.0%	52.15	10.0%

#### Lifeline Rates - Over 65 and/or disabled customers

	<b>Rates</b> <b><u>17-18</u></b>	<b>Lifeline</b> <b><u>17-18</u></b>	<b>%</b> <b><u>Discount</u></b>
Minimum Monthly Base, meter - 5/8 inches	\$12.00	\$9.00	25%
<b>Water Rates</b>			
0 - 3,000 gallons (minimum charge)	\$0.00	\$0.00	
3,000 - 10,000 gal. (per 1,000 gallons)	2.56	\$2.05	20%
10,000 - 15,000 gal. (per 1,000 gallons)	3.15	\$2.68	15%
15,000 - 25,000 gal. (per 1,000 gallons)	3.74	\$3.74	0%
25,000 - 35,000 gal. (per 1,000 gallons)	4.27	\$4.27	0%
Over 35,000 gal. (per 1,000 gallons)	7.47	\$7.47	0%
<b>Sewer Rates</b>			
0 - 3,000 gal. (minimum charge)	\$28.14	\$21.11	25%
3,000+ (per 1,000 gal.)	3.43	\$2.75	20%
Maximum Charge at 10,000 gallons	52.15	\$40.36	23%

## Commercial Rates Inside City Limits

	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>% Incr.</b>	<b>FY 16-17</b>	<b>% Incr.</b>	<b>FY 17-18</b>	<b>% Incr.</b>
<b>Water Rates</b>							
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)	2.67	2.79	4.5%	2.79	0.0%	2.79	0.0%
10,000 - 15,000 gal. (per 1,000 gallons)	3.15	3.29	4.4%	3.29	0.0%	3.29	0.0%
15,000 - 25,000 gal. (per 1,000 gallons)	3.74	3.91	4.5%	3.91	0.0%	3.91	0.0%
25,000 - 35,000 gal. (per 1,000 gallons)	4.27	4.46	4.4%	4.46	0.0%	4.46	0.0%
35,000 - 100,000 gal. (per 1,000 gallons)	7.47	7.81	4.6%	7.81	0.0%	7.81	0.0%
100,000 - 150,000 gal. (per 1,000 gallons)	2.46	7.81	217.5%	7.81	0.0%	7.81	0.0%
Over 150,000 gal. (per 1,000 gallons)	2.46	2.57	4.5%	2.57	0.0%	2.57	0.0%
<b>Sewer Rates</b>							
0 - 3,000 gal. (minimum charge)	\$22.36	\$23.25	4.0%	\$25.58	10.0%	\$28.14	10.0%
3,000+ (per 1,000 gal.)	2.73	2.84	4.0%	3.12	10.0%	3.43	10.0%

## Surface Water Conversion Fee

	<b>Rate per 1,000 gallons</b>	<b>% Incr.</b>
FY 09-10	\$0.50	
FY 10-11	\$0.75	50.0%
FY 11-12	\$1.05	40.0%
FY 12-13	\$1.50	42.9%
FY 13-14	\$2.10	40.0%
FY 14-15	\$2.70	28.6%
FY 15-16	\$2.95	9.3%
FY 16-17	\$2.85	-3.4%
FY 17-18	\$3.15	10.5%

Beginning in FY 09-10, the City implemented a surface water conversion fee 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. For FY 17-18, the fee will increase to \$3.15 per \$1,000 gallons consumed. The fee increase is set to cover SJRA rate increases and is based on historical water consumption.

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	\$ 65.53	\$ -	\$ -	\$ 61.39	\$ 126.92	\$ -
<b>Conroe</b>	<b>29.92</b>	<b>28.50</b>	<b>0.60</b>	<b>47.44</b>	<b>106.46</b>	<b>114.17</b>
<b>Average of cities 50,000–75,000 population</b>	<b>49.55</b>	<b>-</b>	<b>-</b>	<b>53.42</b>	<b>102.97</b>	<b>-</b>
Pearland	45.74	-	-	56.42	102.16	-
Deer Park	48.59	-	-	51.39	99.98	-
Huntsville	47.24	-	-	51.96	99.20	-
Sugar Land	36.83	18.80	-	41.40	97.03	-
Oak Ridge North	22.44	26.80	0.60	45.89	95.73	-
Willis	33.85	22.80	1.50	33.85	92.00	-
Tomball	35.60	20.00	-	29.80	85.40	-
Pasadena	35.75	-	-	36.75	72.50	-
Panorama Village	35.80	-	-	36.30	72.10	-
Friendswood	35.80	-	-	36.30	72.10	-
Shenandoah	36.85	6.60	-	23.00	66.45	-
Humble	28.03	-	-	36.31	64.34	-
La Porte	31.79	-	-	29.25	61.04	-

## 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 projecting a 1.4% increase in electricity gross receipts for FY 17-18 based on historical collections.

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 anticipating a 6.5% increase in revenues for this program due to growth.

## Other Revenues

Revenues from residential and commercial building permits are anticipated to increase in FY 17-18 due to increased building activity. The City is anticipating a 22.2% increase in these revenues. Through May 2017, building permit values have increased 29.1% as compared to last year.

Revenues from traffic and criminal fines are expected to decrease for FY 17-18 compared to the prior year's budget, based on historical trends. Traffic and criminal fines include fees which are restricted for specific types of expenditures such as salaries, equipment, and training. These restricted revenues are also anticipated to decline and are reported separately in the Municipal Court Restricted Revenue Funds.

Parks and recreation fees are anticipated to increase slightly in FY 17-18 compared to last year's estimate. The City has 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 moderately increase based on this year's level of participation.

Several 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 \$1,727,360 in FY 17-18, which is an increase of \$33,870 from last year's estimated figure. Sales figures in this area have grown over the last several years, and we anticipate this trend to continue in FY 17-18.

## **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.

In FY 17-18, a significant increase in Personnel Services costs is insurance for all full-time employees. Employee insurance is based on a city contribution rate of \$16,450 per full-time employee, which is an increase of 43% from the prior year's rate of \$11,520. The total increase in employee insurance is \$2,269,442 in the General Fund. Another increase in Personnel Service costs is for the Fire Department. FY 16-17 included partial year funding for twelve (12) new positions to support the new Fire Station #7, subsequently resulting in an increase in FY 17-18 to fund a full fiscal year.

In all, \$10,714,550 of additional items were requested for FY17-18, and only \$1,772,809 were funded. Below is a listing of the new positions and the major new initiatives in the General Fund.

In the area of public safety, the Police department budget includes increased funding for upgrading nine (9) vehicle replacements to Tahoe Patrol cars.

The Parks and Recreation department received additional funding for mowing and landscaping services and for costs related to the 60+ Senior Dance Program. The Finance department received funding for an increase in the cost of appraisal district services. Information Technology funding is provided for computer replacement including servers, storage, switches and computers. A VOIP (Voice Over Internet Protocol) phone system is funded for the Public Works Service Center.

Transportation services will be expanding during FY17-18, to include a new Park and Ride commuter bus service to Houston, as well as an additional route to the local bus service program, Conroe Connection. These expanded services are projected to begin in January 2018, and will provide additional revenue in ticket sales. Transportation services funded by the City are also eligible for a portion of costs to be reimbursed by federal and state grants. The Transportation division in the General Fund includes the City's local match portion and grants are reported in separate funds.



In the area of Public Works, the following items were approved. The Signal Maintenance department budget allocates funds for replacing signal loops with radar detection. The General Fund budget is not allocating funds for street maintenance in the Streets division, which is a reduction in funding. The Drainage division received \$100,000 to fund materials to address isolated drainage problems, which is a decrease from prior year's funding.

The Community Development division received funding for a part-time Building Inspector and a part-time Permit Technician. The City continues to participate in the Community Development Block Grant (CDBG) program which provides a partial reimbursement of administrative costs paid by the General Fund.

The approval of these funding requests addresses immediate needs to provide City services as well as implement the 2017 Strategic Plan.

### **Water and Sewer Operating Fund**

The Water and Sewer Operating Fund accounts for the operation of the City's water and sewer utility system; 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.

In FY 17-18, a significant increase in Personnel Services costs is insurance for all full-time employees. Employee insurance is based on a city contribution rate of \$16,450 per full-time employee, which is an increase of 43% from the prior year's rate of \$11,520. The total increase in employee insurance is \$330,306 in the Water and Sewer Operating Fund.

Supplemental budget requests were approved in the Water and Sewer Operating Fund to support the service delivery of the system. The Utility Billing division received funding for the W.I.S.E. Guys Irrigation Program and to purchase two (2) handheld data collectors for meter readings. The Public Works Administration received an increase in legal services funding. This is in anticipation of ongoing litigation in dispute of rate increases by the San Jacinto River Authority.

The Water division and the Sewer division each received funding for line replacement programs which will cover smaller projects that are not funded by the Capital Improvement Program. The Waste Water Treatment Plant division received funding to replace an emergency generator.

In all, \$7,163,374 of supplemental items were requested for Water and Sewer operations, and only \$2,591,500 were funded.

### **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.

Beginning in FY 17-18, a transfer in from the Water & Sewer Operating Fund covers the principal and interest cost for bonds issued in 2017 for water and sewer projects. A transfer is also made from the Conroe Industrial Development Corporation (CIDC) Fund. This transfer will cover the principal and interest costs for bonds (years 2008 & prior) that were issued to make improvements in the park system. The CIDC Fund is made up of revenues from a ½ cent 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 17-18 include: Streets Projects – Wilson Road East widening, Grace Crossing extension, Longmire Road widening (Phase 2B & 3), M.P. Clark Road, Milltown Area, Holly Hills, and sidewalks along League Line Road and Plantation Drive; Facility Projects – Dean Towery Service Center upgrades and a new Sign Maintenance Building; Parks Projects – Aquatic Center Improvements; and various traffic signal improvements throughout the city. A Safe School Access program street project is funded by city and grant funds. The Conroe Industrial Development Corporation (CIDC) is providing funding for street rehabilitation projects including Spirit of Texas Bank Street, Conroe Park Drive, and Pollok Drive.

### **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.

Major Water & Sewer CIP projects slated for construction in FY 17-18 include: Water - Jasper Well in Robinwood; Catahoula Well in Little Egypt; Ground Storage Tank No. 19; Water Line at Cayden Creek and a Pressure Reducing Valve at Sgt. Ed Holcomb; Sewer - Wastewater Treatment Plant Outfall Relocation; Sewer Line – Lift Station Expansion & Gravity Sewer Main at SH 242 and FM 1488; Construction of a New Treatment Plant (Phase 4); Sewer Rehabilitation – SH 105/IH-45 Sewer Rehab (Phase 2 & 3); and various water and sewer line improvements throughout the city.

The City's long-range, 10-year Capital Improvement Program (CIP) encompasses 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 pays principal and interest costs for debt that was issued prior to 2009 to benefit the park system. The CIDC contracted with the City to design and construct those improvements. In FY 17-18, transfers to the Streets CIP Fund are included for street rehabilitation on Conroe Park North, Pollock

Drive, and Conroe Park Drive, as well as street extension for Spirit of Texas Bank Street. 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.

The CIDC also manages and sells property in the Conroe Park North Industrial Park and Deison Technology Park. The CIDC issued debt to design and construct both parks, which are designed to attract businesses to Conroe. Each park is important to the economic growth and development of the city and its residents.

### **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 some instances, additional funding was approved this year within departments for vehicle upgrades to meet operational requirements.

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 17-18 replacements, as well as for those to occur in the future. The total contribution from the General Fund is \$206,624. Due to budget constraints, this budget funds only the Police department lease vehicles (\$185,700), and transit vehicles (\$20,924). The City will utilize fund balance to purchase vehicles and equipment in FY 17-18, and the future funding will be increased as revenues improve.

### **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 utility system. Contributions are made from the Water and Sewer Operating Fund to pay for the FY 17-18 replacements, as well as for those that will occur in the future. The total contribution from the General Fund is \$341,554.

### **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. The City has an agreement with Montgomery County in which it remits 2/7 of the tax to the County to help fund the Lone Star Convention Center. The City retains the remaining proceeds in the HOT Fund. 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 17-18 include additional funding for marketing and billboards, a downtown public relations contractual position, vintage travel posters, and hosting the Texas Public Pool Council annual conference.

### **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. The loan will be completely repaid in 2022.

## **Transportation Grants Funds**

Transportation Grants Funds account for federal and state grant awards for Conroe's public transit program. Individual special revenue funds are established for each grant award. The City's local match is accounted for in the Transportation division within the General Fund. In FY 17-18, the budget includes funding from the Federal Transit Administration's Urbanized Area Formula Funding program (Section 5307) and Enhanced Mobility of Seniors & Individuals with Disabilities (Section 5310), as well as the State Public Transportation Appropriations grant. The fixed route and ADA bus service, the new commuter bus service at the Park and Ride, and a portion of administrative costs are partially paid for by these grant funds.

## **Conroe Tower Fund**

The Conroe Tower Fund primarily 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. In addition to the Conroe Tower, this fund includes maintenance for the Madeley Building, Owen Theatre, and the old Police Department building. This division received additional funding for utilities and contracts, as well as maintenance costs for the interior and exterior of Conroe Tower.

## **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, as well as implements interlocal agreements with other governmental entities to service their vehicles. Fleet Services staff, all of whom are ASE Certified, perform vehicle and equipment repairs and maintenance. Since 2007, Fleet Services has consistently received the "Blue Seal of Excellence" from the ASE and has been in the top 100 Best Fleets for North America. Fleet Services received additional funding for a part-time Data Entry Clerk.

## **Self-Funded Insurance Fund**

The City's Self-Funded Insurance Fund (SFIF) is anticipated to end FY 16-17 with claims that exceed premium and re-insurance income. To compensate, estimated transfers from the General Fund of \$3,194,917, and from the Water & Sewer Operating Fund of \$708,398, will be completed in order to break even as of September 30, 2017. For FY 16-17, the City increased the contribution rate for the employer from \$10,195 to \$11,520 per full-time employee. For FY 17-18, the contribution will increase to \$16,450. The City anticipates some employee premiums to increase as well. The deficit from prior years in this fund required substantial increases in contributions and cost cutting that is being phased in over several years.

## **Municipal Court Special Revenue Funds**

In FY 16-17, the City established separate funds to account for municipal court fees. These fees are paid at the time an individual pays a fine for a Class C misdemeanor case. These cases are for traffic, non-traffic, City of Conroe ordinances, and juvenile school violations that occur within the Conroe city limits. The separate funds are: Municipal Court Technology Fund, Municipal Court Building Security Fund, Municipal Court Juvenile Case Manager Fund, Municipal Court Efficiency Fee Fund, and Municipal Court Truancy Prevention Fund. Revenues restricted to these funds total \$120,777 in FY 17-18, and they can only be spent on purposes specifically authorized by State law.

## **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). The minimum and maximum Grade Pay Ranges for Non-Civil Service compensation will increase by 2% effective October 1, 2017. 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). Non-Civil Service employees at the top of the pay grade will receive a lump sum payment.

## **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 typically 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, 2017, of \$20,279,855, which is equivalent to 103.7 days of operating expenditures (also stated as a 28.4% reserve). This amount exceeds the threshold of 90 days established in the City's Financial Management Policy and is considered more than adequate by our auditors and our financial advisor.

The Water and Sewer Operating Fund reserve is estimated at \$14,477,066, which is 134.6 days of operating expenditures, or 36.9%. 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 also considered more than adequate by our auditors and our financial advisor.

The City's other operating funds' reserve amounts can be seen in the summary schedule entitled "FY 17-18 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 funding to maintain competitive salaries and benefits for retaining and attracting staff, to replace and upgrade vehicles and equipment for operational requirements, and to expand and improve public facilities for the needs of our growing community.

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,

*Toby Powell*

Toby Powell  
Mayor

# Conroe Strategic Plan - 2017

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.

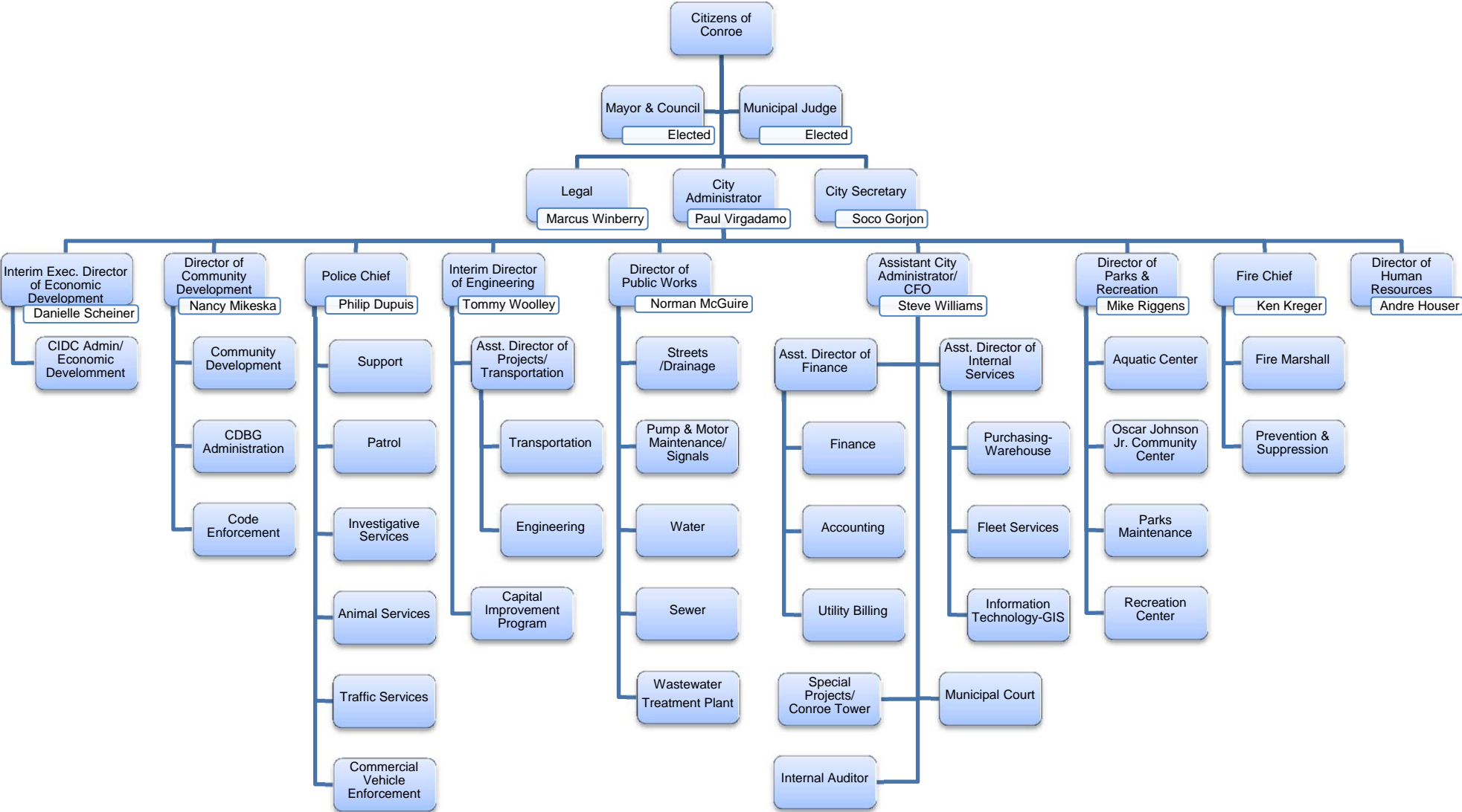
Strategic Issue 9: (Public Safety) There is a need to establish a stand-alone City of Conroe Emergency Operations Center. (in progress)

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 82,286, 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 71.3 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 68 degrees. Yearly highs average 80 degrees and lows average 57 degrees. Conroe has an abundance of sunshine, with more than 205 sunny days, annually. The City receives annual rainfall of slightly more than 48.7 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, CHI St. Luke's Health-Lakeside Hospital and Memorial Hermann 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 60 schools, more than 3,447 teachers with a growing number of students expected to pass 59,500 for the upcoming school year.

### **Infrastructure and Utilities**

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







## **GUIDE TO USING THE FY 2017-2018 ANNUAL BUDGET**

The City of Conroe's FY 2017-2018 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 2017-2018 Annual Budget" section has been added to assist readers with using this document. The FY 2017-2018 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 2017-2018. It also includes a "Fund-by-Fund" synopsis of expenditures for the General Fund, Water & Sewer Operating Fund, 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 48 departments. There are 27 departments that fall within the General Fund, 8 departments in the Water & Sewer Operating Fund, 3 departments in the Debt Service Funds, and 12 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.

**Water & Sewer Operating Fund** contains information similar to the General Fund section for the Water and Sewer Operating Fund.

**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, Transportation Grants, Oscar Johnson, Jr. Community Center (OJJCC) Fund, Municipal Court Special Revenue Funds, 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.

**Capital Improvement Program** includes Capital Improvement Program (CIP) materials and an explanation of each project's proposed funding sources. (A separate CIP Budget document with more detailed information is also available.)

**Appendix** includes information supporting the 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 2017-2018 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 Assistant City Administrator/CFO distributes and reviews the budget calendar, budget preparation manual, department budget request forms, and accompanying instructions. The Assistant City Administrator/CFO 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 Assistant City Administrator/CFO present the Proposed Budget 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 made available 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 Assistant City Administrator/CFO 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 2017-2018 Budget Preparation Calendar

<u>Date</u>	<u>Activity</u>	<u>Participants</u>
<b>February</b>		
February 1, 2017	Finalize the Budget Preparation Manual	A.D. of Finance, Finance Manager, Accountant
February 7, 2017	Operating & Capital Budget Kickoff Orientation & Overview: - Provide explanations and instructions for preparing the FY 17-18 budget submissions - Distribute and discuss Budget Preparation Manual - Location: City Council Chambers - Time: 9:00 - 10:30 a.m.  Budget Training - McLainDSS Location: EOC Time: 2:00 - 3:30 p.m.	City Administrator, ACA/CFO A.D. of Finance, Management Team, all other personnel involved in budget preparation  ACA/CFO, A.D. of Finance all personnel involved in budget preparation (if necessary)
February 13 - March 10, 2017	Meet individually with all departments and provide assistance in preparing their budget(s), if needed	ACA/CFO, Finance Department staff, department personnel
<b>March</b>		
March 2, 2017	Vehicle & Equipment Replacement Fund (VERF) Committee meeting	VERF Committee, Finance Manager
March 17, 2017	Operating & CIP Budget submissions due to Finance	Department heads, designated staff
March 20 - 31, 2017	Technical Reviews of Operating Budget submissions	Budget Team Leaders
<b>April</b>		
April 4, 2017	Send City Council the FY 17-18 Budget Preparation Calendar	Finance Manager
April 3 - April 13, 2017	Technical Reviews of CIP Budget submissions	CIP Project Managers
April 17 - April 25, 2017	Operating Budget Submittal Meetings with the City Administrator	City Administrator, ACA/CFO, A.D. of Finance, Finance Manager, Department Staff
<b>May</b>		
May 3 - 4, 2017	Operating Budget Meetings with City Administrator	City Administrator, ACA/CFO A.D. of Finance, Finance Manager
May 16, 2017	CIP Budget Meetings with City Administrator Location: EOC	City Administrator, ACA/CFO, A.D. of Finance, Finance Manager, CIP Project Managers
May 16, 2017	Preliminary Appraisal Roll due from Montgomery Central Appraisal District (MCAD)	Chief Appraiser

# FY 2017-2018 Budget Preparation Calendar

<u>Date</u>	<u>Activity</u>	<u>Participants</u>
<b>June</b>		
June 7, 2017	Distribute CIDC Proposed Budget to the CIDC Board and the GCEDC	Finance Manager
June 8, 2017	Budget Meeting with City Administrator	City Administrator, ACA/CFO, A.D. of Finance, Finance Manager
June 15, 2017	CIDC Board Review of CIDC Proposed Budget Location: City Council Chambers Time: 4:00 p.m.	CIDC Board, City Administrator, CIDC ED, ACA/CFO, A.D. of Finance
June 16, 2017	Submit Preliminary 2017 Tax Rate Calculation Data to Montgomery County Tax Office	Finance Manager
June 27, 2017	Meet to Discuss Proposed Budget with Mayor Location: 3rd Floor Conference Room Time: 9:00 a.m. - 12:00 p.m.	Mayor, City Administrator, ACA/CFO, A.D. of Finance, Finance Manager
<b>July</b>		
July 10, 2017	Submit Final 2017 Tax Rate Calculation Data to Montgomery County Tax Office	Finance Manager
July 10-11, 2017	Meetings to Discuss Proposed Budget with Council Members	Council Member, City Administrator, ACA/CFO, A.D. of Finance, Finance Manager
July 13, 2017	Vote to schedule a Public Hearing on the Budget on August 10, 2017 (Charter Requirement, 9.06; L.G.C. 102.006(c)) Location: Council Chambers Time: 6:00 p.m.	City Council
July 20, 2017	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))  Proposed Budget posted on the City website (L.G.C. 102.005(c))	Mayor, City Administrator, ACA/CFO  Finance Manager, Accountant
July 20-21, 2017	Council Retreat Location: City EOC Time: 7:30 a.m.	City Council, City Administrator Management Team, A.D. of Finance, Finance Manager
July 25, 2017	Chief Appraiser certifies the appraisal roll	Chief Appraiser
July 26, 2017	Calculate the Effective & Roll Back tax rates	Montgomery County Tax Assessor/Collector, Finance Manager
July 26, 2017	Council Budget Workshop (if needed) Location: Council Chambers Time: 11:00 a.m. - 2:00 p.m.	City Council, City Administrator Management Team, A.D. of Finance, Finance Manager
July 27, 2017	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, Finance Manager

# FY 2017-2018 Budget Preparation Calendar

<u>Date</u>	<u>Activity</u>	<u>Participants</u>
July 28, 2017	<p>Publish "Notice of Public Hearing on Budget" in newspaper. May not be published earlier than 30 days or later than 10 days before the date of the hearing. (Charter Requirement, 9.06; L.G.C.. 102.0065(b))</p> <p>Post "Notice of Public Hearing on Budget" on the City website and the City t.v. channel</p>	<p>Finance Manager</p> <p>Finance Manager</p>
<b>August</b>		
August 2, 2017	<p>Submission of the Effective and Rollback Tax Rates to the City Council (T.C. 26.04(e))</p> <p>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 Proposed Tax Rate on August 10, 2017, and August 17, 2017 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>Provide Tax Assessor/Collector with the City Council vote on the proposed tax rate and public hearings, along with purpose of any tax increase, for their office to prepare and publish the simplified notice of proposed tax rate</p>	<p>City Council, Tax Assessor/Collector, ACA/CFO</p> <p>City Council, ACA/CFO</p> <p>City Council, ACA/CFO</p> <p>Finance Manager</p>
August 3, 2017	<p>Publish "Notice of 2017 Tax Year Proposed Property Tax Rate of City of Conroe" in newspaper at least seven days in advance of the 1st Public Hearing (L.G.C. 140.010(b))</p> <p>Post "Notice of 2017 Tax Year Proposed Property Tax Rate of City of Conroe" on the City website and the City t.v. channel</p>	<p>Tax Assessor/Collector</p> <p>Finance Manager</p>
August 10, 2017	<p>1st Public Hearing on Proposed Tax Rate (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>Following the Public Hearing, take action to delay the adoption of the budget until August 24, 2017 (L.G.C. 102.007(a)) Location: Council Chambers Time: 6:00 p.m.</p>	<p>City Council</p> <p>City Council</p> <p>City Council</p>



# FY 2017-2018 Budget Preparation Calendar

<u>Date</u>	<u>Activity</u>	<u>Participants</u>
<b>August</b>		
August 17, 2017	2nd Public Hearing on Proposed Tax Rate (if needed). Hearing must be held between 7 and 14 days from the 1st Public Hearing on Proposed Tax Rate. Adoption must be set between 3 to 14 days from this date. (T.C. 26.06(e)) Special City Council Meeting Location: Council Chambers Time: 9:30 a.m.	City Council
August 24, 2017	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 17-18 Annual Budget Location: Council Chambers Time: 9:30 a.m.	City Council
	Council adopts the FY 17-18 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
August 25, 2017	Provide Tax Assessor/Collector with the City Council Order and Resolution setting the Ad Valorem Tax Rate	Finance Manager
	Post the Adopted Tax Rate Statement on the City Website	Finance Manager, Accountant
<b>September</b>		
September 1, 2017	Budget and Tax Rate must be adopted no later than this date or the 30th day after receipt of the certified appraisal roll from the Montgomery County Tax Assessor/Collector	City Council
September 8, 2017	Initialize Adopted Budget into Incode (the City's financial system)	Accounting Manager
<b>October</b>		
October 1, 2017	Fiscal Year begins	
October 13, 2017	Distribute the "Budget-In-Brief" document	A.D. of Finance, Finance Manager, Accountant
October 31, 2017	Print Adopted Budget	Finance Manager, Accountant
	Adopted Budget posted on City Website (L.G.C. 102.008)	Finance Manager, Accountant
<b>November</b>		
November 22, 2017	Adopted Budget to GFOA by this date; 90 days after adoption	A.D. of Finance, Finance Manager, Accountant

## CERTIFICATE FOR ORDINANCE

### I.

On the 24<sup>th</sup> day of August, 2017, the City Council of the City of Conroe, Texas, consisting of the following qualified members, to-wit: **Toby Powell, Mayor; Duke Coon, Mayor Pro Tem, Council Members Gil Snider, Seth Gibson and Duane Ham** 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: Councilman Martin. 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. 2371-17

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 2017 AT A RATE OF \$0.41750 PER ONE HUNDRED DOLLARS (\$100.00) VALUATION ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF CONROE AS OF JANUARY 1, 2017, SPECIFYING SEPARATE COMPONENTS OF SUCH RATE FOR OPERATIONS AND MAINTENANCE AND FOR DEBT SERVICE; LEVYING AN AD VALOREM TAX FOR THE YEAR 2017; PROVIDING FOR DUE AND DELINQUENT DATES TOGETHER WITH PENALTIES AND INTEREST; PROVIDING FOR COLLECTION AND ORDAINING OTHER RELATED MATTERS.

### III.

Upon motion of Council Member Snider, 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 24<sup>th</sup> day of August, 2017.

  
SOCO M. GORJON, City Secretary

ORDINANCE NO. 2371-17

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 2017 AT A RATE OF \$0.4175 PER ONE HUNDRED DOLLARS (\$100.00) VALUATION ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF CONROE AS OF JANUARY 1, 2017, SPECIFYING SEPARATE COMPONENTS OF SUCH RATE FOR OPERATIONS AND MAINTENANCE AND FOR DEBT SERVICE; LEVYING AN AD VALOREM TAX FOR THE YEAR 2017; 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 \$0.4175 per one hundred dollars (\$100.00) assessed valuation is hereby adopted for the 2017 calendar year, such rate consisting of the following specified components:

- (a) For operations and maintenance, \$0.2925 per one hundred dollars (\$100.00) assessed valuation.
- (b) For payment of principal and interest on bonds, \$0.1250 per one hundred dollars (\$100.00) assessed valuation.

Section 2. That an ad valorem tax for the 2017 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 31<sup>st</sup> day of January, 2018, 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 ordinance shall take effect immediately of and from the date of adoption.

PASSED AND APPROVED this 24<sup>th</sup> day of August, 2017.

  
TOBY POWELL, Mayor

APPROVED AS TO FORM:

  
MARCUS L. WINBERRY, City Attorney

ATTEST:

  
SOCO M. GORJON, City Secretary



## CERTIFICATE FOR ORDINANCE

### I.

On the 24th of August, 2017, the City Council of the City of Conroe, Texas consisting of the following qualified members, to-wit: **Toby Powell, Mayor; Mayor Pro Tem Duke Coon; Council Members Gil Snider, Duane Ham, and Seth Gibson**, 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: **Council Member Guy Martin**. 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. 2370-17

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CONROE, TEXAS, ADOPTING A MUNICIPAL OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017, AND ENDING SEPTEMBER 30, 2018; 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 Council Member 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 24th day of August, 2017.

  
SOCO M. GORTON, City Secretary

ORDINANCE NO. 2370-17

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CONROE, TEXAS, ADOPTING A MUNICIPAL OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017, AND ENDING SEPTEMBER 30, 2018; 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, 2017, and ending September 30, 2018; 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, 2017 and ending September 30, 2018.

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	\$71,368,314
Water/Sewer Operating Fund	39,246,906
General Obligation Debt Service Fund	14,462,207
Water/Sewer Debt Service	8,116,055
CIDC Debt Service Fund	3,389,901
CIDC Revenue Clearing Fund	10,644,396
CIDC General Fund	15,443,780
Hotel Occupancy Tax Fund	985,986
CDBG Entitlement Fund	623,759
Conroe Tower Fund	632,803
Vehicle & Equipment Fund	886,961
Water & Sewer Vehicle & Equipment Fund	158,805
Oscar Johnson, Jr. Comm. Center Fund	1,216,651
Transportation Grants	637,305
Fleet Services Fund	1,742,953
Self Funded Insurance Fund	11,087,014
Municipal Court Special Revenue Funds	81,237
<b>Total Expenditures</b>	<b>\$180,725,033</b>
Contingent Appropriation (3%)	5,421,751
<b>TOTAL APPROPRIATION</b>	<b>\$186,146,784</b>

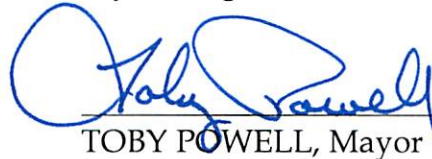
Section 3. The City of Conroe has entered into employment contracts with certain heads of department and other key employees. Within the funds appropriated to the General Fund and budgeted for salaries and other personnel services there has been included a sum which is not less than two percent (2%) 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.

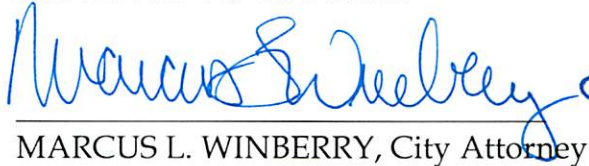
Section 5. That the Assistant City Administrator/Chief Financial Officer may, at any time with the consent of the City Administrator, transfer any unencumbered appropriation from one line item to another line item within the same Department, provided however, that no unencumbered appropriation may be 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 24<sup>th</sup> day of August, 2017.

  
TOBY POWELL, Mayor

APPROVED AS TO FORM:

  
MARCUS L. WINBERRY, City Attorney

ATTEST:

  
SOCO M. GORJON, City Secretary





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## FY 17-18 Projected Budget Summary

<b>Revenues</b>	<b>FY 15-16 Actual</b>	<b>FY 16-17 Budget</b>	<b>FY 16-17 Estimated</b>	<b>FY 17-18 Proposed</b>
General Fund	\$ 65,892,120	\$ 68,520,939	\$ 69,414,598	\$ 71,063,749
Water/Sewer Operating Fund	34,323,452	35,414,600	35,751,370	36,997,921
General Obligation Debt Serv Fund	12,580,329	13,696,161	12,304,059	13,376,223
Water/Sewer Debt Service	7,499,372	8,657,605	8,172,578	8,116,055
CIDC Debt Service Fund	17,665,570	2,520,816	2,520,816	3,389,901
CIDC Revenue Clearing Fund	10,426,666	10,505,062	10,435,682	10,644,396
CIDC General Fund	11,515,722	9,233,698	15,872,707	7,293,472
Hotel Occupancy Tax Fund	1,229,027	1,146,026	1,056,935	1,042,751
CDBG Entitlement Fund	785,351	624,634	669,030	623,759
Conroe Tower Fund	494,273	465,590	557,535	340,000
Vehicle & Equipment Fund	1,293,469	1,203,402	1,489,389	227,780
Water/Sewer Vehicle & Equipment	323,468	301,717	348,102	345,605
OJJCC Fund	1,298,484	1,186,189	1,201,823	1,216,651
Transportation Grants	762,716	943,094	936,835	637,305
Fleet Services Fund	1,953,401	1,637,751	1,688,387	1,664,986
Self Funded Insurance Fund	8,778,223	12,371,951	12,585,236	11,088,855
Municipal Court Technology Fund	-	40,436	32,856	32,856
Municipal Court Building Security Fund	-	30,318	24,642	24,642
Municipal Court Juvenile Case Manager Fund	-	122,269	93,342	32,794
Municipal Court Efficiency Fee Fund	-	149,880	181,199	22,814
Municipal Court Truancy Prevention Fund	-	18,251	14,515	7,671
<b>Total Revenues</b>	<b>\$ 176,821,643</b>	<b>\$ 168,790,389</b>	<b>\$ 175,351,636</b>	<b>\$ 168,190,186</b>

<b>Expenditures</b>	<b>FY 15-16 Actual</b>	<b>FY 16-17 Budget</b>	<b>FY 16-17 Estimated</b>	<b>FY 17-18 Proposed</b>
General Fund	\$ 65,412,217	\$ 72,830,615	\$ 73,314,009	\$ 71,368,314
Water/Sewer Operating Fund	32,322,933	38,421,629	37,573,917	39,246,906
General Obligation Debt Serv Fund	13,308,310	14,468,136	13,663,853	14,462,207
Water/Sewer Debt Service	7,552,372	8,657,605	8,172,578	8,116,055
CIDC Debt Service Fund	18,052,735	2,520,816	2,520,816	3,389,901
CIDC Revenue Clearing Fund	10,370,258	10,505,062	10,435,682	10,644,396
CIDC General Fund	5,624,060	4,808,333	4,171,591	15,443,780
Hotel Occupancy Tax Fund	848,820	967,199	913,125	985,986
CDBG Entitlement Fund	785,351	624,634	669,030	623,759
Conroe Tower Fund	524,889	571,833	583,735	632,803
Vehicle & Equipment Fund	1,679,731	1,712,578	1,588,484	886,961
Water/Sewer Vehicle & Equipment	626,934	327,375	317,807	158,805
OJJCC Fund	1,298,484	1,186,189	1,201,823	1,216,651
Transportation Grants	762,716	943,094	936,835	637,305
Fleet Services Fund	1,768,209	1,748,467	1,759,469	1,742,953
Self Funded Insurance Fund	10,617,212	10,801,981	10,339,728	11,087,014
Municipal Court Technology Fund	-	26,787	21,814	5,000
Municipal Court Building Security Fund	-	30,318	21,394	26,250
Municipal Court Juvenile Case Manager Fund	-	77,012	82,012	42,987
Municipal Court Efficiency Fee Fund	-	2,000	12,200	2,000
Municipal Court Truancy Prevention Fund	-	5,000	8,902	5,000
<b>Total Expenditures</b>	<b>\$ 171,555,231</b>	<b>\$ 171,236,663</b>	<b>\$ 168,308,804</b>	<b>\$ 180,725,033</b>

## FY17-18 Projected Fund Balances

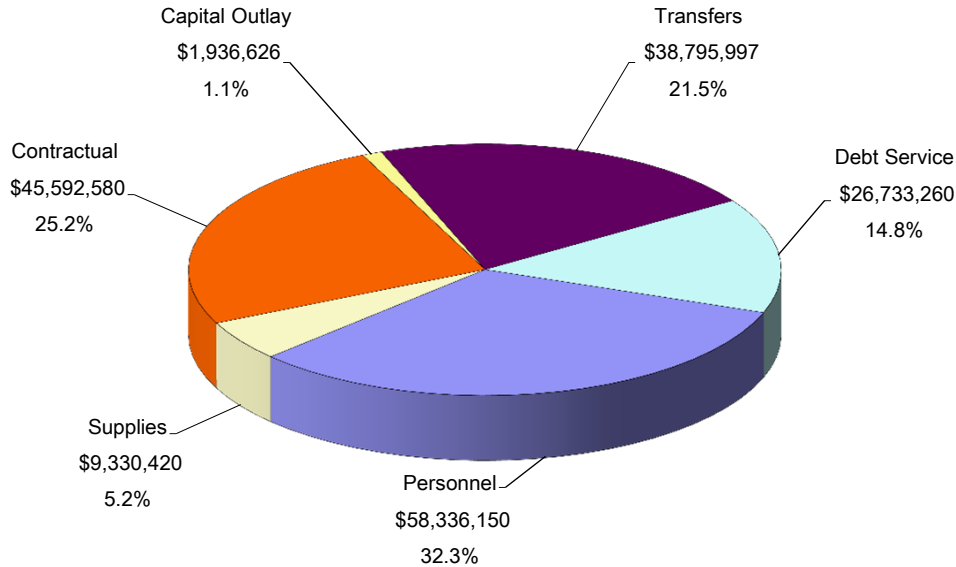
	Fund Balance/ Working Capita 10/1/2016	Estimated Revenues 2016-2017	Estimated Expenditures 2016-2017	New Fund Balance 9/30/2017	Proposed Revenues 2017-2018	Proposed Expenditures 2017-2018	Projected Fund Balance 9/30/2018	% Incr From 10/1/16 to 9/30/18
General Fund	\$ 24,483,831	\$ 69,414,598	\$ 73,314,009	\$ 20,584,420	\$ 71,063,749	\$ 71,368,314	\$ 20,279,855	-17.2%
Water/Sewer Operating Fund	18,548,598	35,751,370	37,573,917	16,726,051	36,997,921	39,246,906	14,477,066	-22.0%
General Obligation Debt Service Fund	11,356,765	12,304,059	13,663,853	9,996,971	13,376,223	14,462,207	8,910,987	-21.5%
Water/Sewer Debt Service	-	8,172,578	8,172,578	-	8,116,055	8,116,055	-	N/A
CIDC Debt Service Fund	-	2,520,816	2,520,816	-	3,389,901	3,389,901	-	N/A
CIDC Revenue Clearing Fund	-	10,435,682	10,435,682	-	10,644,396	10,644,396	-	N/A
CIDC General Fund	18,504,302	15,872,707	4,171,591	26,846,032	7,293,472	15,443,780	18,695,724	1.0%
Hotel Occupancy Tax Fund	2,333,140	1,056,935	913,125	2,476,950	1,042,751	985,986	2,533,715	8.6%
CDBG Entitlement Fund	3,064	669,030	669,030	3,064	623,759	623,759	3,064	0.0%
Conroe Tower Fund	319,548	557,535	583,735	293,348	340,000	632,803	545	-99.8%
Vehicle & Equipment Fund	4,031,972	1,489,389	1,588,484	3,932,877	227,780	886,961	3,273,696	-18.8%
Water/Sewer Vehicle & Equipment	1,242,201	348,102	317,807	1,272,496	345,605	158,805	1,459,296	17.5%
Oscar Johnson, Jr. Comm. Center Fund	-	1,201,823	1,201,823	-	1,216,651	1,216,651	-	N/A
Transportation Grants	-	936,835	936,835	-	637,305	637,305	-	N/A
Fleet Services Fund	627,932	1,688,387	1,759,469	556,850	1,664,986	1,742,953	478,883	-23.7%
Self Funded Insurance Fund	(2,245,508)	12,585,236	10,339,728	-	11,088,855	11,087,014	1,841	-100.1%
Municipal Court Technology Fund	-	32,856	21,814	11,042	32,856	5,000	38,898	N/A
Municipal Court Building Security Fund	-	24,642	21,394	3,248	24,642	26,250	1,640	N/A
Municipal Court Juvenile Case Manager Fund	-	93,342	82,012	11,330	32,794	42,987	1,137	N/A
Municipal Court Efficiency Fee Fund	-	181,199	12,200	168,999	22,814	2,000	189,813	N/A
Municipal Court Truancy Prevention Fund	-	14,515	8,902	5,613	7,671	5,000	8,284	N/A
<b>TOTAL</b>	<b>\$ 79,205,845</b>	<b>\$ 175,351,636</b>	<b>\$ 168,308,804</b>	<b>\$ 82,889,291</b>	<b>\$ 168,190,186</b>	<b>\$ 180,725,033</b>	<b>\$ 70,354,444</b>	<b>-11.2%</b>

Note:

The Projected Fund Balance in the CIDC General Fund as of September 30, 2017, is reduced by \$3,359,386 for Debt Service Reserve.

# Consolidated Budget Summary

## Expenditures by Object Code Category

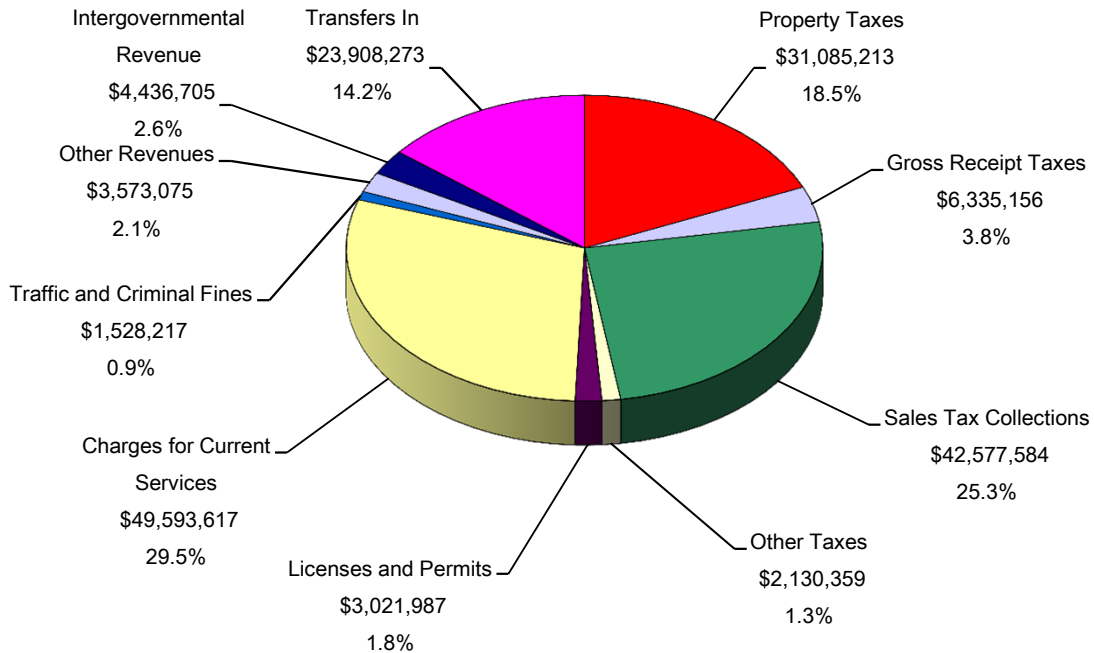


	Personnel	Supplies	Contractual	Capital Outlay	Transfers	Debt Service	Totals
Administration	\$ 488,376	\$ 8,409	\$ 62,180	\$ -	\$ -	\$ -	\$ 558,965
Mayor and Council	482,059	18,168	69,876	-	-	-	570,103
Transportation	119,216	21,900	1,117,913	-	20,924	-	1,279,953
Legal	492,910	4,000	125,534	-	-	-	622,444
Municipal Court	782,400	38,599	535,756	-	-	-	1,356,755
Finance	1,491,448	24,095	547,762	-	-	-	2,063,305
CDBG Administration	85,541	7,900	33,327	-	-	-	126,768
Purchasing-Warehouse	348,225	23,105	24,768	-	-	-	396,098
Information Technology	1,216,130	102,800	1,180,888	143,000	-	-	2,642,818
Human Resources	755,281	23,005	94,309	-	-	-	872,595
Police Administration	1,212,449	68,767	237,924	-	-	-	1,519,140
Police Support	1,223,458	110,917	184,204	-	-	-	1,518,579
Police Patrol	10,336,734	1,322,299	45,274	69,660	-	-	11,773,967
Police Investigative	3,667,203	190,874	45,062	-	-	-	3,903,139
Police Animal Services	153,833	18,800	478,573	-	-	-	651,206
Commercial Veh Enforcement Program	114,471	14,800	2,450	-	-	-	131,721
Fire	13,998,707	719,050	823,281	-	-	-	15,541,038
Parks Administration	616,901	12,500	212,231	-	-	-	841,632
Recreation Center	673,045	79,492	584,258	-	-	-	1,336,795
Aquatic Center	1,001,794	169,025	302,371	-	-	-	1,473,190
Parks Operations	754,455	221,317	1,019,747	-	-	-	1,995,519
Community Development	1,721,355	126,209	172,068	-	-	-	2,019,632
Drainage Maintenance	677,762	214,118	76,526	100,000	-	-	1,068,406
Streets	2,633,644	639,825	1,104,073	-	-	-	4,377,542
Signal Maintenance	382,644	355,350	449,779	-	-	-	1,187,773
Engineering	2,353,329	88,987	257,183	-	-	-	2,699,499
GF Non-Departmental	1,977,626	38,900	3,145,210	-	3,602,817	75,179	8,839,732
Utility Billing	719,271	170,725	166,768	13,900	-	-	1,070,664
Public Works	737,956	96,815	1,020,835	-	-	-	1,855,606
Water	1,057,070	1,467,032	1,891,500	-	-	-	4,415,602
Surface Water	-	-	9,886,992	-	-	-	9,886,992
Wastewater Treatment Plant	924,098	673,534	861,699	750,000	-	-	3,209,331
Sewer	1,131,664	937,059	223,581	-	-	-	2,292,304
Pump & Motor Maintenance	891,629	177,119	286,978	-	-	-	1,355,726
W/S Non-Departmental	337,684	36,000	1,250,125	-	12,969,137	567,735	15,160,681
Vehicle & Equipment Replacement	-	-	185,700	701,261	-	-	886,961
W/S Vehicle & Equipment Replacement	-	-	-	158,805	-	-	158,805
Debt Service	-	-	32,650	-	-	25,935,513	25,968,163
CIDC General Fund	572,996	17,900	3,490,215	-	22,007,065	-	26,088,176
Convention & Visitors Bureau	370,924	20,350	594,712	-	-	-	985,986
CDBG Operations	-	-	344,000	-	124,926	154,833	623,759
Conroe Tower	85,767	114,991	429,792	-	2,253	-	632,803
OJ Community Center	943,753	77,881	195,017	-	-	-	1,216,651
Transportation Grants	-	-	637,305	-	-	-	637,305
Fleet Services	802,342	870,153	61,820	-	8,638	-	1,742,953
Self Funded Insurance	-	-	11,087,014	-	-	-	11,087,014
Municipal Court Fees	-	7,650	13,350	-	60,237	-	81,237
<b>TOTALS</b>	<b>\$ 58,336,150</b>	<b>\$ 9,330,420</b>	<b>\$ 45,592,580</b>	<b>\$ 1,936,626</b>	<b>\$ 38,795,997</b>	<b>\$ 26,733,260</b>	<b>\$ 180,725,033</b>

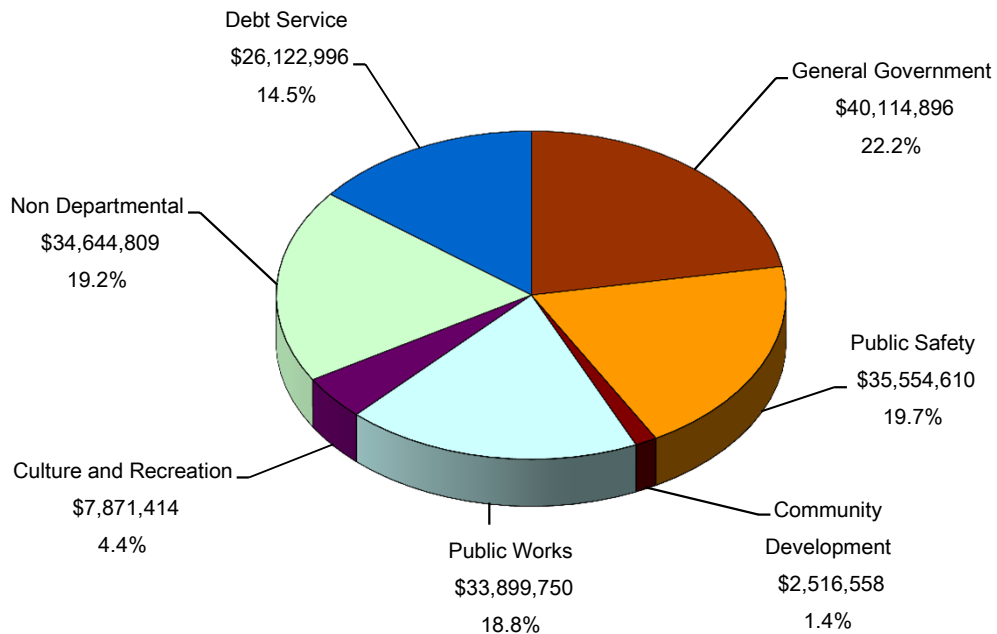
## Consolidated Budget Summary by Fund Group

	General Fund	Enterprise Fund	Debt Service Funds	Other Funds	Grand Total
<b>Revenues:</b>					
Property Taxes	\$ 21,771,495	\$ -	\$ 9,313,718	\$ -	\$ 31,085,213
Gross Receipt Taxes	6,335,156	-	-	-	6,335,156
Sales Tax Collections	31,933,188	-	-	10,644,396	42,577,584
Other Taxes	1,087,608	-	-	1,042,751	2,130,359
Licenses and Permits	3,021,987	-	-	-	3,021,987
Charges for Current Services	1,296,685	35,543,091	-	12,753,841	49,593,617
Traffic and Criminal Fines	1,407,440	-	-	120,777	1,528,217
Other Revenues	1,832,248	428,433	160,611	1,151,783	3,573,075
Intergovernmental Revenue	2,192,779	524,701	-	1,719,225	4,436,705
Transfers In	185,163	501,696	15,407,850	7,813,564	23,908,273
Total Revenues	\$ 71,063,749	\$ 36,997,921	\$ 24,882,179	\$ 35,246,337	\$ 168,190,186
Beginning Fund Balances	\$ 20,584,420	\$ 16,726,051	\$ 9,996,971	\$ 35,581,849	\$ 82,889,291
Total Available Resources	\$ 91,648,169	\$ 53,723,972	\$ 34,879,150	\$ 70,828,186	\$ 251,079,477
<b>Expenditures:</b>					
General Government	\$ 10,489,804	\$ -	\$ -	\$ 29,625,092	\$ 40,114,896
Public Safety	35,038,790	-	-	515,820	35,554,610
Community Development	2,019,632	-	-	496,926	2,516,558
Public Works	9,333,220	24,086,225	-	480,305	33,899,750
Culture and Recreation	5,647,136	-	-	2,224,278	7,871,414
Non-Departmental	8,839,732	15,160,681	-	10,644,396	34,644,809
Debt Service:					
Principal	-	-	14,845,000	118,000	14,963,000
Interest	-	-	10,957,113	36,833	10,993,946
Administrative Fees	-	-	166,050	-	166,050
Total Expenditures	\$ 71,368,314	\$ 39,246,906	\$ 25,968,163	\$ 44,141,650	\$ 180,725,033
Ending Fund Balances	\$ 20,279,855	\$ 14,477,066	\$ 8,910,987	\$ 26,686,536	\$ 70,354,444
<b>Total Fund Commitments/ Fund Balance</b>	<b>\$ 91,648,169</b>	<b>\$ 53,723,972</b>	<b>\$ 34,879,150</b>	<b>\$ 70,828,186</b>	<b>\$ 251,079,477</b>

## Consolidated Summary of Revenues by Source



## Consolidated Summary of Expenditures by Function



## FY 17-18 Projected Budget Summary By Category - Major Funds

	General Fund				Water & Sewer Operating			
	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimated	FY 17-18 Proposed	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimated	FY 17-18 Proposed
<b>Revenues</b>								
Property Taxes	\$ 17,199,851	\$ 20,489,269	\$ 20,645,897	\$ 21,771,495	\$ -	\$ -	\$ -	\$ -
Gross Receipt Taxes	6,128,653	6,123,203	6,199,667	6,335,156	-	-	-	-
Sales Tax Collections	31,280,146	31,515,185	31,307,047	31,933,188	-	-	-	-
Other Taxes	1,058,305	1,070,285	1,060,821	1,087,608	-	-	-	-
Licenses and Permits	2,498,344	2,494,176	3,021,987	3,021,987	-	-	-	-
Charges for Current Services	934,176	769,794	1,051,262	1,296,685	33,062,552	34,301,714	34,263,085	35,543,091
Traffic and Criminal Fines	1,877,614	1,895,519	1,640,485	1,407,440	-	-	-	-
Other Revenues	2,490,133	1,790,646	1,934,644	1,832,248	430,701	382,491	452,425	428,433
Intergovernmental Revenue	2,360,134	2,094,927	2,286,400	2,192,779	389,427	183,842	554,701	524,701
Transfers In	64,764	277,935	266,388	185,163	440,772	546,553	481,159	501,696
<b>Total Revenues</b>	<b>\$ 65,892,120</b>	<b>\$ 68,520,939</b>	<b>\$ 69,414,598</b>	<b>\$ 71,063,749</b>	<b>\$ 34,323,452</b>	<b>\$ 35,414,600</b>	<b>\$ 35,751,370</b>	<b>\$ 36,997,921</b>
<b>Expenditures</b>								
Personnel	\$ 44,234,843	\$46,404,248	\$ 45,425,532	\$49,760,996	\$ 5,072,340	\$5,435,346	\$ 5,374,194	\$5,799,372
Supplies	5,413,140	4,577,473	5,092,976	4,663,211	2,614,973	2,494,249	2,704,722	3,558,284
Contractual	11,339,509	12,654,399	12,699,150	12,932,527	13,524,392	16,093,023	15,730,071	15,588,478
Capital Outlay	1,544,835	1,718,004	1,988,276	312,660	728,933	612,549	381,784	763,900
Transfers	2,804,712	7,401,313	8,032,897	3,623,741	9,814,560	13,218,727	12,815,411	12,969,137
Debt Service	75,178	75,178	75,178	75,179	567,735	567,735	567,735	567,735
<b>Total Expenditures</b>	<b>\$65,412,217</b>	<b>\$ 72,830,615</b>	<b>\$ 73,314,009</b>	<b>\$71,368,314</b>	<b>\$ 32,322,933</b>	<b>\$ 38,421,629</b>	<b>\$ 37,573,917</b>	<b>\$ 39,246,906</b>

**Notes:**

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

## FY 17-18 Projected Budget Summary By Category - Other Funds

	Other Funds				Total All Funds			
	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimated	FY 17-18 Proposed	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimated	FY 17-18 Proposed
<b>Revenues</b>								
Property Taxes	\$ 9,099,711	\$ 8,795,712	\$ 8,858,931	\$ 9,313,718	\$26,299,562	\$29,284,981	\$29,504,828	\$31,085,213
Gross Receipt Taxes	-	-	-	-	6,128,653	6,123,203	6,199,667	6,335,156
Sales Tax Collections	10,426,666	10,505,062	10,435,682	10,644,396	41,706,812	42,020,247	41,742,729	42,577,584
Other Taxes	1,220,471	1,106,026	1,042,751	1,042,751	2,278,776	2,176,311	2,103,572	2,130,359
Licenses and Permits	-	-	-	-	2,498,344	2,494,176	3,021,987	3,021,987
Charges for Current Services	10,729,994	10,620,990	10,368,899	12,753,841	44,726,722	45,692,498	45,683,246	49,593,617
Traffic and Criminal Fines	-	147,937	120,777	120,777	1,877,614	2,043,456	1,761,262	1,528,217
Other Revenues	16,508,644	1,149,920	8,250,618	1,312,394	19,429,478	3,323,057	10,637,687	3,573,075
Intergovernmental Revenue	2,147,609	2,068,917	2,089,413	1,719,225	4,897,170	4,347,686	4,930,514	4,436,705
Transfers In	26,472,976	30,460,286	29,018,597	23,221,414	26,978,512	31,284,774	29,766,144	23,908,273
<b>Total Revenues</b>	<b>\$ 76,606,071</b>	<b>\$ 64,854,850</b>	<b>\$ 70,185,668</b>	<b>\$ 60,128,516</b>	<b>\$ 176,821,643</b>	<b>\$ 168,790,389</b>	<b>\$ 175,351,636</b>	<b>\$ 168,190,186</b>
<b>Expenditures</b>								
Personnel	\$ 2,566,803	\$ 2,622,061	\$ 2,610,383	\$ 2,775,782	\$ 51,873,986	\$54,461,655	\$ 53,410,109	\$ 58,336,150
Supplies	1,263,690	1,061,579	1,110,794	1,108,925	9,291,803	8,133,301	8,908,492	9,330,420
Contractual	16,679,502	15,858,919	15,273,041	17,071,575	41,543,403	44,606,341	43,702,262	45,592,580
Capital Outlay	2,633,038	1,948,553	1,793,299	860,066	4,906,806	4,279,106	4,163,359	1,936,626
Transfers	13,408,857	12,723,692	12,162,765	22,203,119	26,028,129	33,343,732	33,011,073	38,795,997
Debt Service	37,268,191	25,769,615	24,470,596	26,090,346	37,911,104	26,412,528	25,113,509	26,733,260
<b>Total Expenditures</b>	<b>\$ 73,820,081</b>	<b>\$ 59,984,419</b>	<b>\$ 57,420,878</b>	<b>\$ 70,109,813</b>	<b>\$ 171,555,231</b>	<b>\$ 171,236,663</b>	<b>\$ 168,308,804</b>	<b>\$ 180,725,033</b>

**Notes:**

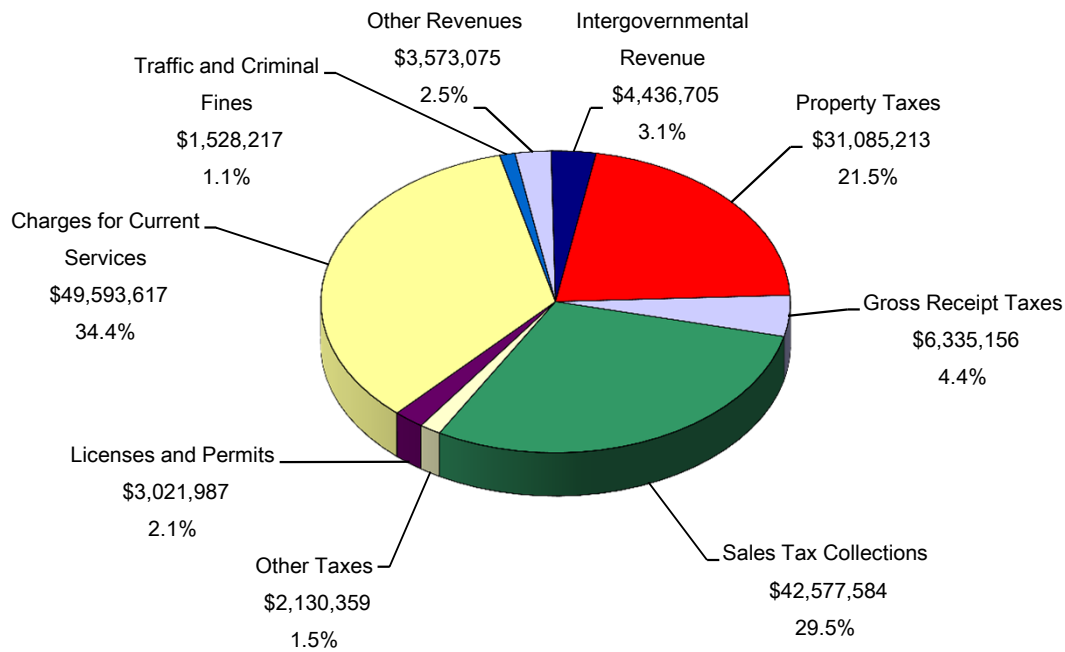
- Major funds each comprise at least 10% of the total appropriated budget.



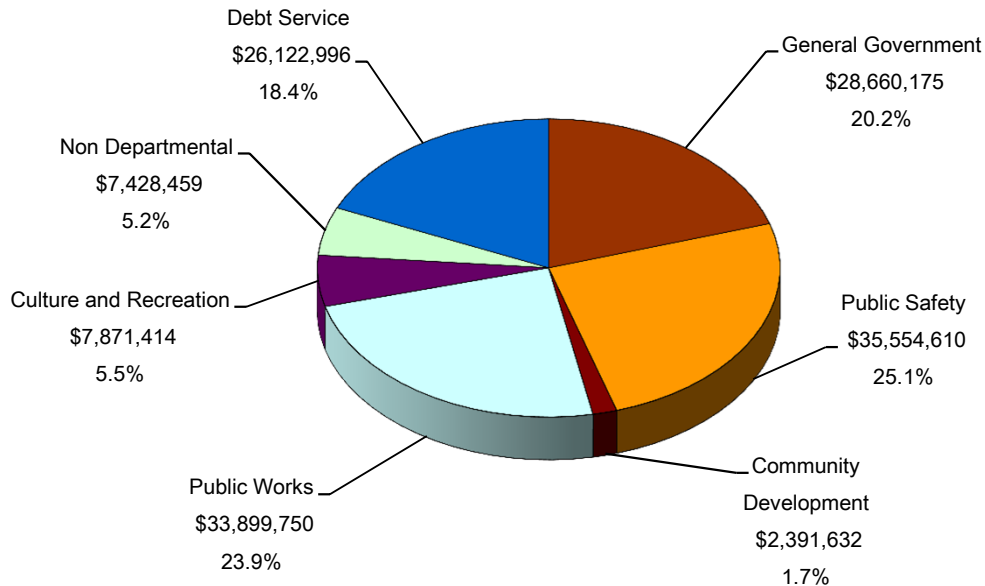
**Consolidated Budget Summary  
by Fund Group  
(Net of Interfund Transfers)**

	<b>General Fund</b>	<b>Enterprise Funds</b>	<b>Debt Service Funds</b>	<b>Other Funds</b>	<b>Grand Total</b>
<b>Revenues:</b>					
Property Taxes	\$ 21,771,495	\$ -	\$ 9,313,718	\$ -	\$ 31,085,213
Gross Receipt Taxes	6,335,156	-	-	-	6,335,156
Sales Tax Collections	31,933,188	-	-	10,644,396	42,577,584
Other Taxes	1,087,608	-	-	1,042,751	2,130,359
Licenses and Permits	3,021,987	-	-	-	3,021,987
Charges for Current Services	1,296,685	35,543,091	-	12,753,841	49,593,617
Traffic and Criminal Fines	1,407,440	-	-	120,777	1,528,217
Other Revenues	1,832,248	428,433	160,611	1,151,783	3,573,075
Intergovernmental Revenue	2,192,779	524,701	-	1,719,225	4,436,705
<b>Total Revenues</b>	<b>\$ 70,878,586</b>	<b>\$ 36,496,225</b>	<b>\$ 9,474,329</b>	<b>\$ 27,432,773</b>	<b>\$ 144,281,913</b>
Transfers In	\$ 185,163	\$ 501,696	\$ 15,407,850	\$ 7,813,564	\$ 23,908,273
<b>Total Revenues After Transfers In</b>	<b>\$ 71,063,749</b>	<b>\$ 36,997,921</b>	<b>\$ 24,882,179</b>	<b>\$ 35,246,337</b>	<b>\$ 168,190,186</b>
<b>Expenditures:</b>					
General Government	\$ 10,468,880	\$ -	\$ -	\$ 18,191,295	\$ 28,660,175
Public Safety	35,038,790	-	-	515,820	35,554,610
Community Development	2,019,632	-	-	372,000	2,391,632
Public Works	9,333,220	24,086,225	-	480,305	33,899,750
Culture and Recreation	5,647,136	-	-	2,224,278	7,871,414
Non-Departmental	5,236,915	2,191,544	-	-	7,428,459
Debt Service:					
Principal	-	-	14,845,000	118,000	14,963,000
Interest	-	-	10,957,113	36,833	10,993,946
Administrative Fees	-	-	166,050	-	166,050
<b>Total Expenditures</b>	<b>\$ 67,744,573</b>	<b>\$ 26,277,769</b>	<b>\$ 25,968,163</b>	<b>\$ 21,938,531</b>	<b>\$ 141,929,036</b>
Transfers Out	\$ 3,623,741	\$ 12,969,137	\$ -	\$ 22,203,119	\$ 38,795,997
<b>Total Expenditures After Transfers Out</b>	<b>\$ 71,368,314</b>	<b>\$ 39,246,906</b>	<b>\$ 25,968,163</b>	<b>\$ 44,141,650</b>	<b>\$ 180,725,033</b>

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



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



## FY 17-18 Projected Budget Summary (Net of Interfund Transfers)

<b>Revenues</b>	<b>FY 15-16 Actual</b>	<b>FY 16-17 Budget</b>	<b>FY 16-17 Estimated</b>	<b>FY 17-18 Proposed</b>
General Fund	\$ 65,827,356	\$ 68,243,004	\$ 69,148,210	\$ 70,878,586
Water/Sewer Operating Fund	33,882,680	34,868,047	35,270,211	36,496,225
General Obligation Debt Serv Fund	9,252,208	8,906,644	9,019,542	9,474,329
Water/Sewer Debt Service	-	-	-	-
CIDC Debt Service Fund	13,815,000	-	-	-
CIDC Revenue Clearing Fund	10,426,666	10,505,062	10,435,682	10,644,396
CIDC General Fund	1,214,650	38,591	6,746,980	38,977
Hotel Occupancy Tax Fund	1,229,027	1,146,026	1,056,935	1,042,751
CDBG Entitlement Fund	785,351	624,634	669,030	623,759
Conroe Tower Fund	289,281	250,000	251,392	340,000
Vehicle & Equipment Fund	332,578	22,187	308,174	10,265
Water/Sewer Vehicle & Equipment Fund	(4,490)	3,210	49,595	4,051
OJCC Fund	1,298,484	1,186,189	1,201,823	1,216,651
Transportation Grants	762,716	943,094	936,835	637,305
Fleet Services Fund	1,953,401	1,637,751	1,688,387	1,664,986
Self Funded Insurance Fund	8,778,223	8,983,239	8,681,919	11,088,855
Municipal Court Technology Fund	-	40,436	32,856	32,856
Municipal Court Building Security Fund	-	30,318	24,642	24,642
Municipal Court Juvenile Case Manager Fund	-	40,259	32,794	32,794
Municipal Court Efficiency Fee Fund	-	26,818	22,814	22,814
Municipal Court Truancy Prevention Fund	-	10,106	7,671	7,671
<b>Total Revenues</b>	<b>\$ 149,843,131</b>	<b>\$ 137,505,615</b>	<b>\$ 145,585,492</b>	<b>\$ 144,281,913</b>
Transfers In	\$ 26,978,512	\$ 31,284,774	\$ 29,766,144	\$ 23,908,273
<b>Total Revenues After Transfers In</b>	<b>\$ 176,821,643</b>	<b>\$ 168,790,389</b>	<b>\$ 175,351,636</b>	<b>\$ 168,190,186</b>

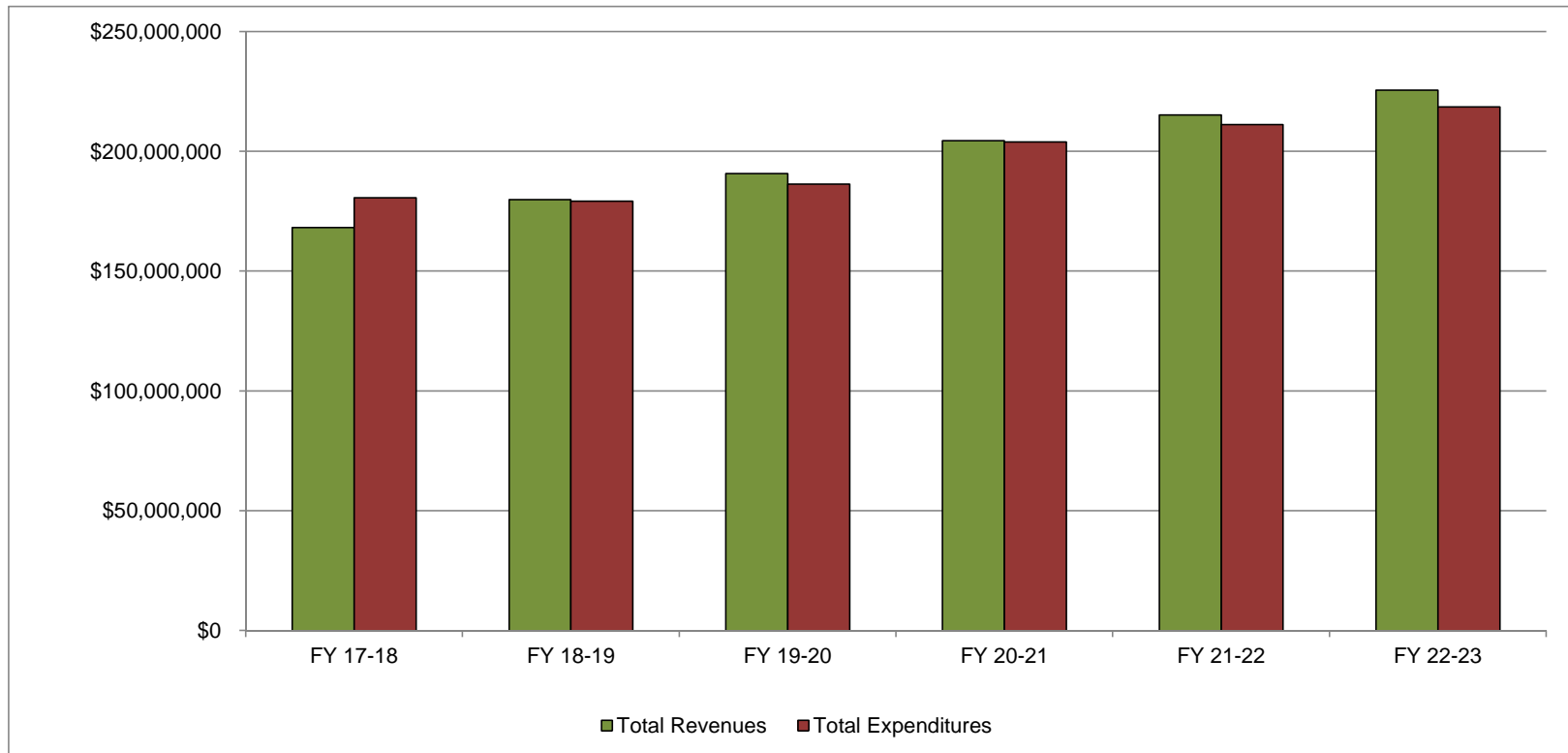
<b>Expenditures</b>	<b>FY 15-16 Actual</b>	<b>FY 16-17 Budget</b>	<b>FY 16-17 Estimated</b>	<b>FY 17-18 Proposed</b>
General Fund	\$ 62,607,505	\$ 65,429,302	\$ 65,281,112	\$ 67,744,573
Water/Sewer Operating Fund	22,508,373	25,202,902	24,758,506	26,277,769
General Obligation Debt Serv Fund	13,308,310	14,468,136	13,663,853	14,462,207
Water/Sewer Debt Service	7,552,372	8,657,605	8,172,578	8,116,055
CIDC Debt Service Fund	16,236,603	2,520,816	2,520,816	3,389,901
CIDC Revenue Clearing Fund	-	-	-	-
CIDC General Fund	4,477,248	2,878,529	2,721,787	4,081,111
Hotel Occupancy Tax Fund	848,820	967,199	913,125	985,986
CDBG Entitlement Fund	739,566	499,708	544,104	498,833
Conroe Tower Fund	522,636	569,580	581,482	630,550
Vehicle & Equipment Fund	1,679,731	1,712,578	1,588,484	886,961
Water/Sewer Vehicle & Equipment Fund	626,934	327,375	317,807	158,805
OJCC Fund	1,298,484	1,186,189	1,201,823	1,216,651
Transportation Grants	743,737	911,002	904,743	637,305
Fleet Services Fund	1,759,571	1,739,829	1,750,831	1,734,315
Self Funded Insurance Fund	10,617,212	10,801,981	10,339,728	11,087,014
Municipal Court Technology Fund	-	5,000	2,500	5,000
Municipal Court Building Security Fund	-	4,250	4,400	6,250
Municipal Court Juvenile Case Manager Fund	-	3,950	8,950	2,750
Municipal Court Efficiency Fee Fund	-	2,000	12,200	2,000
Municipal Court Truancy Prevention Fund	-	5,000	8,902	5,000
<b>Total Expenditures</b>	<b>\$ 145,527,102</b>	<b>\$ 137,892,931</b>	<b>\$ 135,297,731</b>	<b>\$ 141,929,036</b>
Transfers Out	\$ 26,028,129	\$ 33,343,732	\$ 33,011,073	\$ 38,795,997
<b>Total Expenditures After Transfers Out</b>	<b>\$ 171,555,231</b>	<b>\$ 171,236,663</b>	<b>\$ 168,308,804</b>	<b>\$ 180,725,033</b>

## FY 17-18 Multi-Year Financial Projection Summary

<b>Revenues</b>	<b>FY 17-18 Adopted</b>	<b>FY 18-19 Projected</b>	<b>FY 19-20 Projected</b>	<b>FY 20-21 Projected</b>	<b>FY 21-22 Projected</b>	<b>FY 22-23 Projected</b>
General Fund	\$ 71,063,749	\$ 73,628,854	\$ 76,292,572	\$ 79,058,944	\$ 81,932,187	\$ 84,916,701
Water/Sewer Operating Fund	36,997,921	39,818,414	43,942,005	49,873,634	52,584,523	55,471,222
General Obligation Debt Serv Fund	13,376,223	15,390,204	15,756,400	15,962,718	16,156,587	16,355,849
Water/Sewer Debt Service	8,116,055	9,192,666	11,383,883	14,127,342	17,272,945	19,917,090
CIDC Debt Service Fund	3,389,901	3,388,671	3,387,393	3,392,168	3,387,601	3,392,439
CIDC Revenue Clearing Fund	10,644,396	10,839,720	10,948,117	11,057,598	11,168,174	11,279,856
CIDC General Fund	7,293,472	7,490,416	7,600,485	7,705,588	7,821,133	7,928,382
Hotel Occupancy Tax Fund	1,042,751	1,074,034	1,106,255	1,139,442	1,173,625	1,208,834
CDBG Entitlement Fund	623,759	623,759	623,759	623,759	623,759	623,759
Conroe Tower Fund	340,000	350,200	360,706	371,527	382,673	394,153
Vehicle & Equipment Fund	227,780	1,619,364	2,003,540	2,387,717	2,771,893	2,771,893
Water/Sewer Vehicle & Equipment	345,605	305,787	305,787	305,787	305,787	305,787
OJJCC Fund	1,216,651	1,253,151	1,290,745	1,329,467	1,369,351	1,410,432
Transportation Grants Funds	637,305	1,410,027	1,295,392	1,579,337	1,583,618	1,631,127
Fleet Services Fund	1,664,986	1,714,936	1,766,384	1,819,375	1,873,956	1,930,175
Self Funded Insurance Fund	11,088,855	11,634,143	12,573,570	13,596,613	14,712,043	15,928,765
Municipal Court Funds	120,777	145,000	145,000	145,000	145,000	145,000
<b>Total Revenues</b>	<b>\$ 168,190,186</b>	<b>\$ 179,879,345</b>	<b>\$ 190,781,992</b>	<b>\$ 204,476,017</b>	<b>\$ 215,264,856</b>	<b>\$ 225,611,464</b>

<b>Expenditures</b>	<b>FY 17-18 Adopted</b>	<b>FY 18-19 Projected</b>	<b>FY 19-20 Projected</b>	<b>FY 20-21 Projected</b>	<b>FY 21-22 Projected</b>	<b>FY 22-23 Projected</b>
General Fund	\$ 71,368,314	\$ 74,265,058	\$ 76,744,261	\$ 79,209,824	\$ 81,212,638	\$ 82,869,444
Water/Sewer Operating Fund	39,246,906	42,069,345	42,352,659	48,426,865	52,676,671	55,705,356
General Obligation Debt Serv Fund	14,462,207	15,318,938	16,126,307	16,808,129	16,935,486	16,951,193
Water/Sewer Debt Service	8,116,055	9,192,666	11,383,883	14,127,342	17,272,945	19,917,090
CIDC Debt Service Fund	3,389,901	3,388,671	3,387,393	3,392,168	3,387,601	3,392,439
CIDC Revenue Clearing Fund	10,644,396	10,839,720	10,948,117	11,057,598	11,168,174	11,279,856
CIDC General Fund	15,443,780	3,350,359	3,513,648	6,271,176	3,371,607	3,157,140
Hotel Occupancy Tax Fund	985,986	1,015,566	1,046,033	1,077,414	1,109,736	1,143,028
CDBG Entitlement Fund	623,759	623,759	623,759	623,759	623,759	623,759
Conroe Tower Fund	632,803	350,200	360,706	371,527	382,673	394,153
Vehicle & Equipment Fund	886,961	2,564,313	2,735,283	3,757,496	2,971,327	2,033,503
Water/Sewer Vehicle & Equipment	158,805	143,081	131,982	323,209	408,453	80,243
OJJCC Fund	1,216,651	1,253,151	1,290,745	1,329,467	1,369,351	1,410,432
Transportation Grants Funds	637,305	1,410,027	1,295,392	1,579,337	1,583,618	1,631,127
Fleet Services Fund	1,742,953	1,714,936	1,766,384	1,819,375	1,873,956	1,930,175
Self Funded Insurance Fund	11,087,014	11,633,828	12,572,996	13,596,358	14,711,885	15,928,337
Municipal Court Funds	81,237	145,000	145,000	145,000	145,000	145,000
<b>Total Expenditures</b>	<b>\$ 180,725,033</b>	<b>\$ 179,278,617</b>	<b>\$ 186,424,547</b>	<b>\$ 203,916,044</b>	<b>\$ 211,204,881</b>	<b>\$ 218,592,275</b>

## FY 17-18 Multi-Year Financial Projection Summary

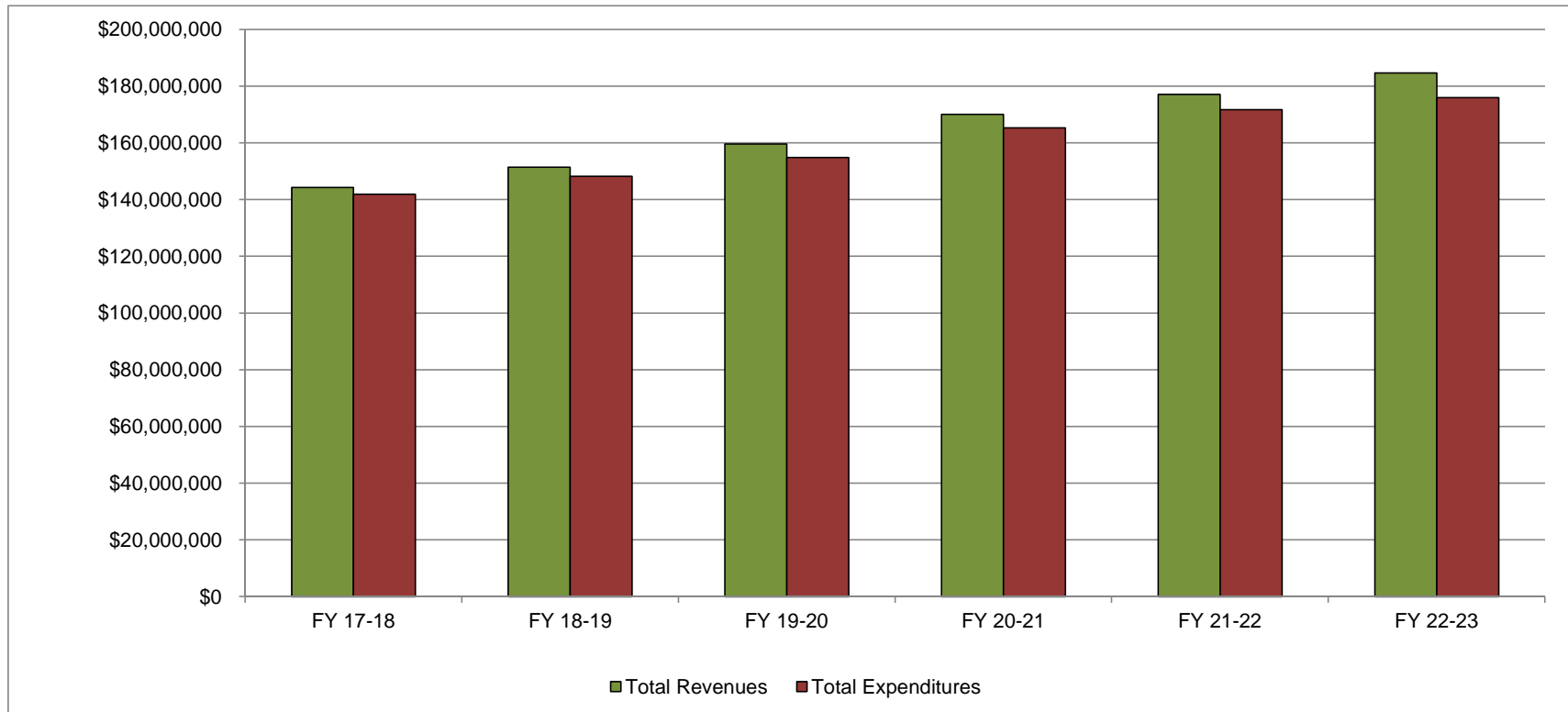


	FY 17-18 Adopted	FY 18-19 Projected	FY 19-20 Projected	FY 20-21 Projected	FY 21-22 Projected	FY 22-23 Projected
Total Revenues	\$ 168,190,186	\$ 179,879,345	\$ 190,781,992	\$ 204,476,017	\$ 215,264,856	\$ 225,611,464
Total Expenditures	\$ 180,725,033	\$ 179,278,617	\$ 186,424,547	\$ 203,916,044	\$ 211,204,881	\$ 218,592,275

**FY 17-18 Multi-Year Financial Projection Summary**  
(Net of Interfund Transfers)

<b>Revenues</b>	<b>FY 17-18 Adopted</b>	<b>FY 18-19 Projected</b>	<b>FY 19-20 Projected</b>	<b>FY 20-21 Projected</b>	<b>FY 21-22 Projected</b>	<b>FY 22-23 Projected</b>
General Fund	\$ 70,878,586	\$ 73,438,136	\$ 76,096,133	\$ 78,856,611	\$ 81,723,784	\$ 84,702,046
Water/Sewer Operating Fund	36,496,225	39,304,125	43,414,808	49,333,204	52,030,528	54,903,322
General Obligation Debt Serv Fund	9,474,329	9,644,139	9,931,986	10,124,699	10,315,396	10,510,931
Water/Sewer Debt Service	-	-	-	-	-	-
CIDC Debt Service Fund	-	-	-	-	-	-
CIDC Revenue Clearing Fund	10,644,396	10,839,720	10,948,117	11,057,598	11,168,174	11,279,856
CIDC General Fund	38,977	39,367	39,761	40,158	40,560	40,965
HOT Fund	1,042,751	1,074,034	1,106,255	1,139,442	1,173,625	1,208,834
CDBG Entitlement Fund	623,759	623,759	623,759	623,759	623,759	623,759
Conroe Tower Fund	340,000	350,200	360,706	371,527	382,673	394,153
Vehicle & Equipment Fund	10,265	53,000	53,000	53,000	53,000	53,000
Water/Sewer Vehicle & Equipment	4,051	4,000	4,000	4,000	4,000	4,000
OJJCC Fund	1,216,651	1,253,151	1,290,745	1,329,467	1,369,351	1,410,432
Transportation Grants Funds	637,305	1,410,027	1,295,392	1,579,337	1,583,618	1,631,127
Fleet Services Fund	1,664,986	1,714,936	1,766,384	1,819,375	1,873,956	1,930,175
Self Funded Insurance Fund	11,088,855	11,634,143	12,573,570	13,596,613	14,712,043	15,928,765
Municipal Court Funds	120,777	145,000	145,000	145,000	145,000	145,000
<b>Total Revenues</b>	<b>\$ 144,281,913</b>	<b>\$ 151,527,736</b>	<b>\$ 159,649,615</b>	<b>\$ 170,073,791</b>	<b>\$ 177,199,468</b>	<b>\$ 184,766,365</b>
Transfers In	\$ 23,908,273	\$ 28,351,609	\$ 31,132,377	\$ 34,402,226	\$ 38,065,388	\$ 40,845,099
<b>Total Revenues After Transfers In</b>	<b>\$ 168,190,186</b>	<b>\$ 179,879,345</b>	<b>\$ 190,781,992</b>	<b>\$ 204,476,017</b>	<b>\$ 215,264,856</b>	<b>\$ 225,611,464</b>
<b>Expenditures</b>	<b>FY 17-18 Adopted</b>	<b>FY 18-19 Projected</b>	<b>FY 19-20 Projected</b>	<b>FY 20-21 Projected</b>	<b>FY 21-22 Projected</b>	<b>FY 22-23 Projected</b>
General Fund	\$ 67,744,573	\$ 69,551,896	\$ 71,554,737	\$ 73,541,236	\$ 75,062,203	\$ 76,618,476
Water/Sewer Operating Fund	26,277,769	26,686,161	27,349,698	30,901,658	31,789,926	32,142,333
General Obligation Debt Serv Fund	14,462,207	15,318,938	16,126,307	16,808,129	16,935,486	16,951,193
Water/Sewer Debt Service	8,116,055	9,844,660	11,736,355	13,616,939	16,813,943	19,173,386
CIDC Debt Service Fund	3,389,901	3,388,671	3,387,393	3,392,168	3,387,601	3,392,439
CIDC Revenue Clearing Fund	-	-	-	-	-	-
CIDC General Fund	4,081,111	2,801,041	2,965,218	2,656,799	2,825,129	2,609,582
HOT Fund	985,986	1,015,566	1,046,033	1,077,414	1,109,736	1,143,028
CDBG Entitlement Fund	498,833	495,085	491,225	487,249	483,154	478,936
Conroe Tower Fund	630,550	347,947	358,453	369,274	380,420	391,900
Vehicle & Equipment Fund	886,961	2,564,313	2,735,283	3,757,496	2,971,327	2,033,503
Water/Sewer Vehicle & Equipment	158,805	143,081	131,982	323,209	408,453	80,243
OJJCC Fund	1,216,651	1,253,151	1,290,745	1,329,467	1,369,351	1,410,432
Transportation Grants Funds	637,305	1,410,027	1,295,392	1,579,337	1,583,618	1,631,127
Fleet Services Fund	1,734,315	1,706,298	1,757,746	1,810,737	1,865,318	1,921,537
Self Funded Insurance Fund	11,087,014	11,633,828	12,572,996	13,596,358	14,711,885	15,928,337
Municipal Court Funds	21,000	82,956	81,095	79,177	77,203	75,169
<b>Total Expenditures</b>	<b>\$ 141,929,036</b>	<b>\$ 148,243,618</b>	<b>\$ 154,880,657</b>	<b>\$ 165,326,648</b>	<b>\$ 171,774,753</b>	<b>\$ 175,981,620</b>
Transfers Out	\$ 38,795,997	\$ 31,686,993	\$ 31,896,362	\$ 38,078,994	\$ 38,971,126	\$ 41,866,951
<b>Total Expenditures After Transfers Out</b>	<b>\$ 180,725,033</b>	<b>\$ 179,278,617</b>	<b>\$ 186,424,547</b>	<b>\$ 203,916,044</b>	<b>\$ 211,204,881</b>	<b>\$ 218,592,275</b>

## FY 17-18 Multi-Year Financial Projection Summary (Net of Interfund Transfers)



	FY 17-18 Adopted	FY 18-19 Projected	FY 19-20 Projected	FY 20-21 Projected	FY 21-22 Projected	FY 22-23 Projected
<b>Total Revenues</b>	<b>\$ 144,281,913</b>	<b>\$ 151,527,736</b>	<b>\$ 159,649,615</b>	<b>\$ 170,073,791</b>	<b>\$ 177,199,468</b>	<b>\$ 184,766,365</b>
<b>Total Expenditures</b>	<b>\$ 141,929,036</b>	<b>\$ 148,243,618</b>	<b>\$ 154,880,657</b>	<b>\$ 165,326,648</b>	<b>\$ 171,774,753</b>	<b>\$ 175,981,620</b>

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 2017-2018 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 estimates for FY 2016-2017.

## 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.

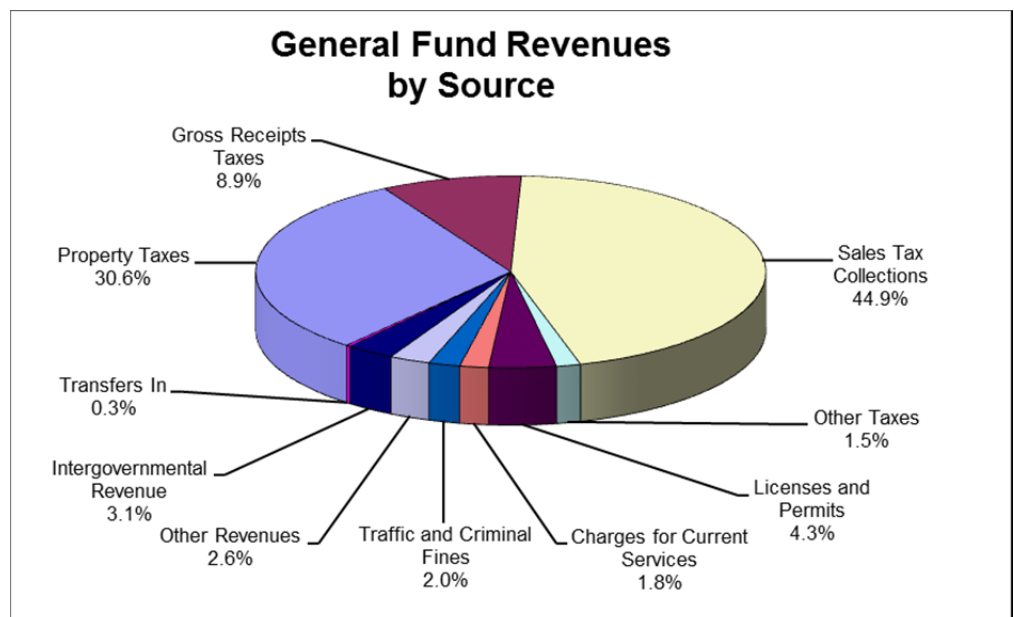
### Revenue Assumptions:

The budget document assumes a cautious approach in dealing with revenues, especially growth-oriented revenues. Proposed revenues for FY 2017-2018 assume an overall increase of 2.38 percent from FY 2016-2017 estimates. The revenue projections are net of changes in certain revenue categories, and the primary reasons for the increase are due to growth in property taxes, gross receipts, sales tax, other taxes, and charges for services, which are offset by decreases in traffic and criminal fine revenue, other revenue, intergovernmental revenues, and transfers in. A major impact on the budget is the higher cost of medical insurance. This budget includes an increase of \$2,269,442, or 43 percent, in city contribution from the General Fund to fully fund the Self-Funded Insurance Fund based on projected claims and administrative costs through September 30, 2018. Another significant increase in cost is the addition of twelve (12) positions for the new Fire Station #7, which were funded for only four (4) months of the prior year.

Funding of the City's General Fund operations is derived from 10 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.

**Property Taxes:**  
\$21,771,495 (up  
\$1,125,598 or 5.45  
percent)

The second largest revenue source of the General Fund is the ad valorem tax (property tax). Property Taxes, including

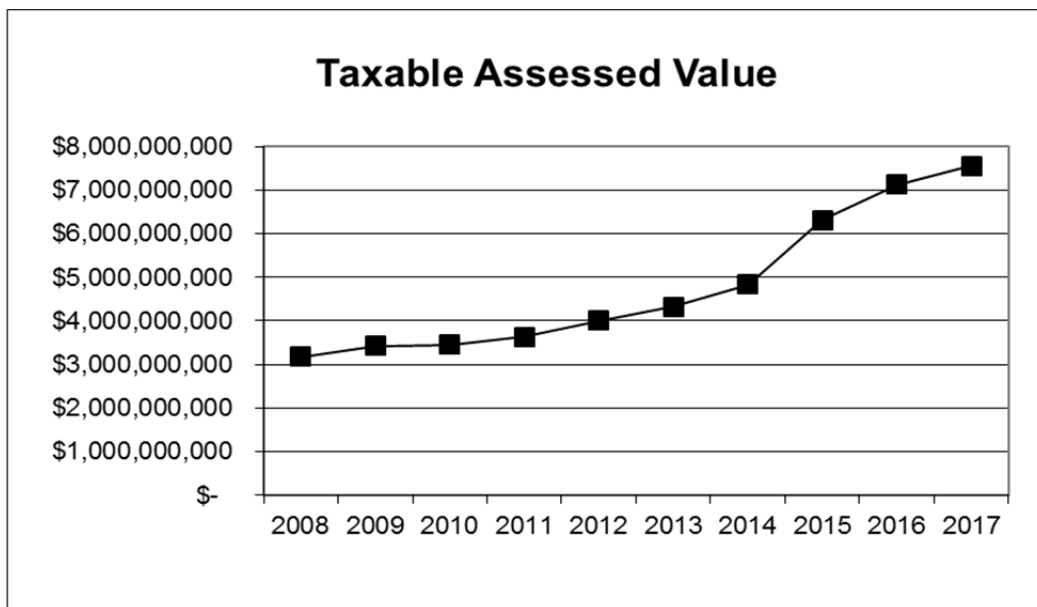




current and delinquent collections, account for 30.6 percent of all General Fund revenues. Property taxes are levied each October 1 on the assessed value listed as of the prior January 1, for all real and business personal property located within the City. Assessed values represent the appraised value 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.

Taxes are levied October 1, immediately following the January 1 lien date, and are delinquent after the following January 31. Delinquent taxes incur a penalty and accrue interest for each month the taxes remain unpaid. The City's delinquent tax collection rate is expected to be lower than the previous year.

The property valuations, which are provided by the Montgomery Central Appraisal District (MCAD), totaled \$7,556,126,403 for 2017 (inclusive of over 65/Disabled Freeze amounts). This is an increase of \$429,877,666 over the 2016 certified tax roll. The tax roll is reflective of all taxable property in the City as of January 1, 2017. Increases in taxable assessed value are due to property assessments rising and new construction.

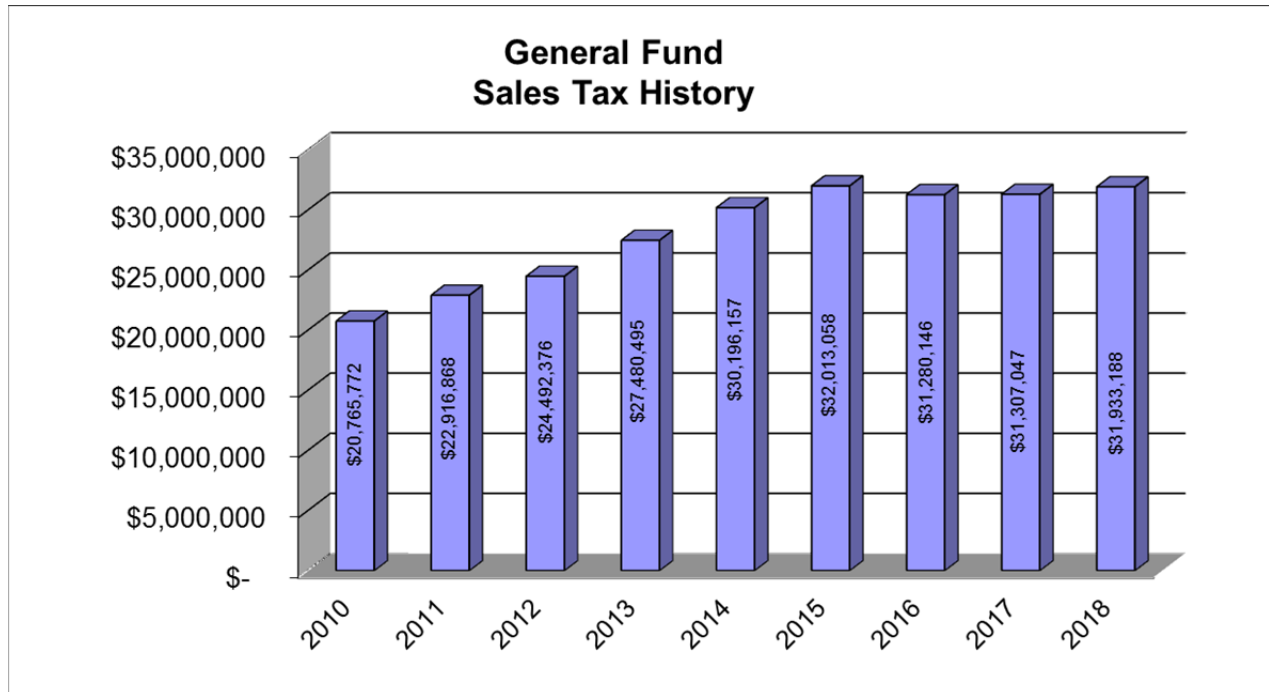


**Gross Receipts Taxes: \$6,335,156 (up \$135,489 or 2.19 percent)**

Gross Receipts 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, and Consolidated Communications). Over the past several years, franchise fees have experienced steady growth in some areas, while in others deregulation has diminished local revenues. Gross Receipts taxes include an "In Lieu of Franchise Fee" levied against the City's water and sewer utility. The City's Financial Management Policy provides that the Water and Sewer Operating Fund be charged 4 percent of gross revenues, consistent with franchise rates charged to investor-owned utilities franchised to operate within the City. Increased water and sewer revenues resulted in an 11.14 percent increase in this revenue. All other gross receipts taxes are projected to slightly increase or remain flat in this fiscal year. The FY 2017-2018 projections for each franchise fee are based on varying methodologies, according to the type of utility, and are affected by weather conditions and natural gas prices. Gross Receipts Taxes account for 8.9 percent of all General Fund revenues.

**Sales Tax Collections: \$31,933,188 (up \$626,141 or 2.00 percent)**

The City has experienced a slight increase in sales tax revenues during FY 2016-2017 compared to the prior year. The FY 2016-2017 sales tax revenue estimate is supported by an upward trend in manufacturing and wholesale segments. All other business segments have either remained stable or increased since 2014. For FY 2017-2018, we conservatively estimate a 2.0 percent increase in sales tax revenues. Economic development initiatives have produced a greater diversification in the City's tax base (new commercial retail sales) which also supports sales and use taxes increasing 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 44.9 percent of all General Fund revenues.

**Other Taxes: \$1,087,608 (up \$26,787 or 2.53 percent)**

Two different revenue sources make up the Other Taxes category: Payment-in-Lieu of Taxes (P.I.L.O.T.) and Mixed Beverage Taxes. For the coming fiscal year, these revenues are anticipated to increase by 2.53 percent. The PILOT includes a payment made by the City's Water and Sewer Operating Fund. The payment is based on applying the City's total property tax rate to the total assets of the Water and Sewer Operating Fund. Total assets increased from \$186,069,046 in 2015 to \$192,484,924 in 2016, which accounts for the increase in this account. Mixed Beverage Taxes are the result of a 6.7 percent tax being applied to all mixed beverage sales within the City. The State Comptroller then remits 10.7143 percent of those tax remittances to the City (approximately 0.072 percent of the total price). An additional 8.25 percent tax is imposed by the State on each mixed beverage sold, prepared, or served, of which the City receives a 10.7143 percent share (or roughly

0.088 percent of the total price). Mixed Beverage Taxes are anticipated to remain flat based on recent trends. Other Taxes account for 1.5 percent of all General Fund revenues.

**Licenses and Permits: \$3,021,987 (\$0 or 0.00 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 continue throughout FY 2017-2018 with commercial and residential construction. Total revenues are projected to remain flat next year despite an overall increase in the number and value of permits in FY 2016-2017. Alarm Fee and Excessive Alarm revenues are also anticipated to stay flat for next fiscal year. Licenses and Permits account for 4.3 percent of all General Fund revenues.

**Charges for Current Services: \$1,296,685 (up \$245,423 or 23.35 percent)**

This revenue category accounts for funds earned by the City in exchange for specific types of services provided. Examples of services include bus service Ticket Sales, Refuse Collection Fees, Copy Charges, Planning and Zoning Fees, and Service Charges. Ticket Sales are anticipated to increase due to new and expanded transportation programs. Planning and Zoning Fees are anticipated to decrease based on known trends from Planning staff. Refuse Collection Fees for solid waste services are expected to decrease as the city changes the service provider and the rates charged to customers. Copy Charges and Service Charges revenue will remain flat based on historical trends. Charges for Current Services account for 1.8 percent of General Fund revenues.

**Traffic and Criminal Fines: \$1,407,440 (down -\$233,045 or -14.21 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. Overall, traffic and criminal fines are anticipated to decrease in FY 2017-2018. This correlates with a decline in tickets issued for violations. Beginning in FY 2016-2017, traffic and criminal fines that are for restricted purposes are accounted for in separate funds as follows: Municipal Court Technology Fund, Municipal Court Building Security Fund, Municipal Court Juvenile Case Manager Fund, Municipal Court Efficiency Fee Fund, and Municipal Court Truancy Prevention Fund. Traffic and criminal fines account for 2.00 percent of all General Fund revenues.

**Other Revenues: \$1,832,248 (down -\$102,396 or -5.29 percent)**

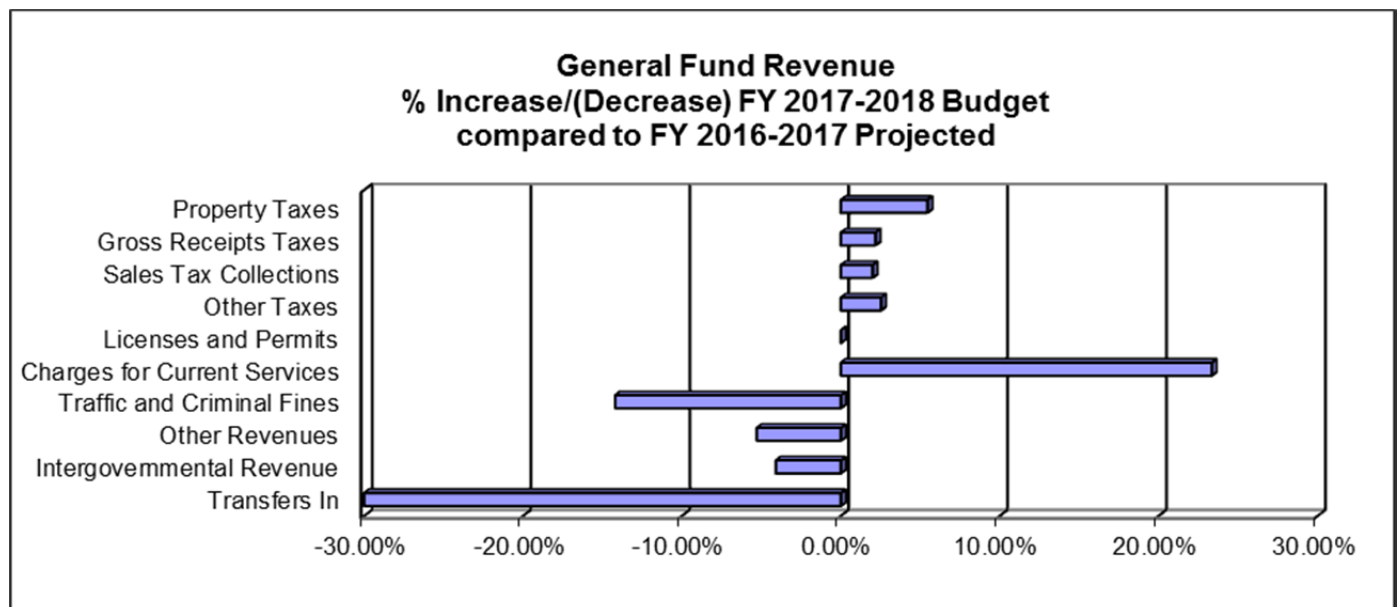
Other Revenues are made up of various sources, including Interest Earnings, Penalties and Interest (from property taxes), Lease Income, Recreational Programs, Parks Programs, Seized Assets, Unanticipated Revenues, Donations, Animal Shelter Fees, and Other Non-Operating Income. This category will decrease overall in FY 2017-2018. Parks and Recreation revenues are anticipated to slightly increase based on historical trends of program fees, special events, facility rentals, and memberships. The City does not budget for Seized Assets due to the nature of this revenue source; therefore, resulting in a decrease next fiscal year. The City also anticipates a decrease in Animal Shelter fees as the service is now provided by a private contractor. Interest income is conservatively expected to remain flat. Penalties and Interest fees and Unanticipated Revenue are also expected to remain flat due to historical trends. An increase in Lease Income is anticipated due to new radio tower antenna agreements. Other Revenues account for 2.6 percent of all General Fund revenues.

**Intergovernmental Revenue: \$2,192,779 (down -\$93,621 or -4.09 percent)**

Intergovernmental Revenues include funds derived from interlocal agreements and grants. In FY 2011-2012, the City began 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 percent of sales and use tax revenues from the district. The City anticipates this revenue source to increase by 2.0 percent based on historical trends of taxable sales. Other anticipated revenues include an agreement with the County for 9-1-1 services, an Emergency Management Performance Grant, and various other grants. Overall, the decrease in revenue compared to FY 2016-2017 is a result of agreements and grants that are not ongoing, such as the Cisd Flashing School Speed Limit Signs agreement and Flood Protection Planning grant, which are not anticipated to be received again in FY 2017-2018. Intergovernmental revenues account for 3.1 percent of all General Fund revenues.

**Transfers In: \$185,163 (down -\$81,225 or -30.49 percent)**

Transfers In includes scheduled transfers from Other Funds to the General Fund. Transfers In in FY 2016-2017 included funding received for General Administration salaries and benefits from the Community Development Block Grant (CDBG) Entitlement Fund, Transportation Grants, and Municipal Court Special Revenue Funds. There were also one-time transfers from Municipal Court Special Revenue Funds as separate funds were established in FY 2016-2017. The FY 2017-2018 budgeted transfer in represents General Administration salaries and benefits from the CDBG Entitlement Fund and Municipal Court Special Revenue Funds. The decrease in Transfers In is a result of one-time transfers, and lower anticipated Traffic and Criminal Fine revenues in the Municipal Court Special Revenue Funds. Transfers In revenues account for 0.3 percent of all General Fund revenues.



## Expenditure Synopsis:

### **Personnel: \$49,760,996 (up \$4,335,464 or 9.54 percent)**

As the single largest expenditure category, personnel expenses account for 69.7 percent of General Fund expenditures. Increases in FY 2017-2018 personnel include a part-time Permit Technician and a part-time Building Inspector for Community Development. Additionally, the budget includes fully funding twelve (12) Fire Department staff for the new Fire Station #7, located on the southwest corner of League Line Road and Longmire Road, which were approved for hired during FY 2016-2017. The FY 2017-2018 budget includes increases for the Civil Service Step program. For non-Civil Service staff, the budget includes merit raises. The budget does not include a cost of living adjustment (COLA) increase. In addition to salaries, Personnel expenditures include social security, retirement contributions, worker's compensation, and employee insurance. In FY 2017-2018, the City will increase its insurance contribution per full-time employee from \$11,520 to \$16,450, an increase of 43 percent, which is \$2,269,442 more than the prior year. This significant increase is anticipated to fully fund the expected insurance claims and administrative costs based on estimates prepared by staff and consultant firm, IPS Advisors. More information on these increases can be found in the Mayor's Message at the front of this budget document.

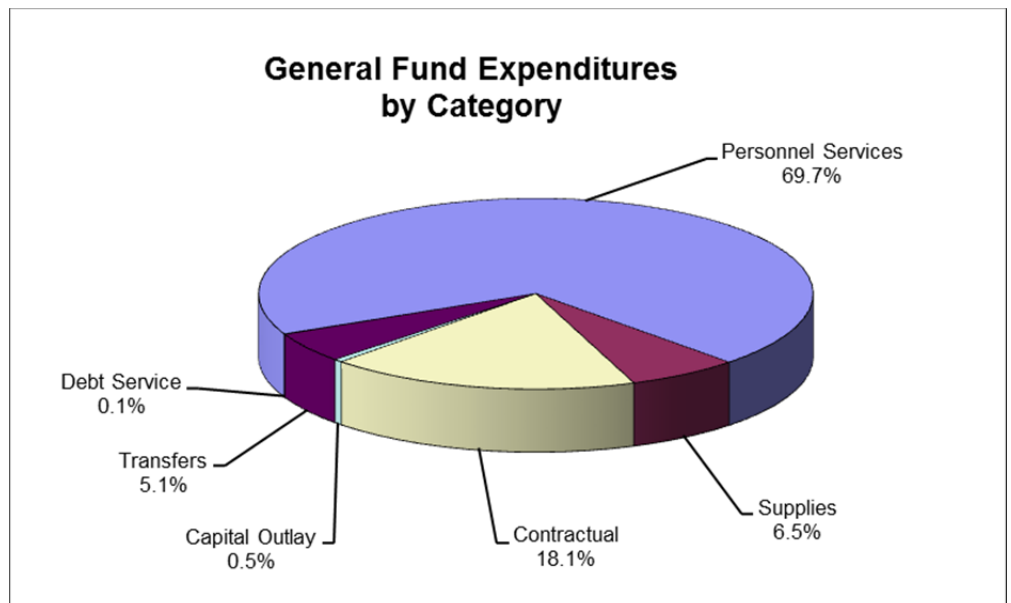
### **Supplies: \$4,663,211 (down -\$429,765 or -8.44 percent)**

This object classification is for expendable materials and operating supplies necessary to conduct departmental activities. The anticipated decrease for FY 2017-2018 is primarily related to maintaining base budget levels as several departments are projected to exceed their supplies budgets in FY 2016-2017. Expenditures within this classification account for 6.5 percent of all General Fund expenditures.

### **Contractual: \$12,932,527 (up \$233,377 or 1.84 percent)**

These expenditures are for obligations resulting in services rendered by private firms for such things as legal services, travel and training, or contractual services. The expected increase in these costs is for new contracts to expand and improve services, as well as rising costs for ongoing contractual agreements.

The proposed budget includes the City's local share of a new Park and Ride commuter bus service, effective January 2018, which is partially funded by a grant from H-GAC Congestion Mitigation Air Quality (CMAQ) program. It also includes the expansion of the fixed route bus system to add a new route effective January 2018. The FY 2017-2018 budget for Transportation contract services includes the total gross fee anticipated to be charged by contractors and Ticket Sales are budgeted revenue. In



prior fiscal years, the contractor's fee, net of ticket sales revenue, was budgeted. Other increases include the Parks Operations contract for mowing, landscaping, and custodial services, as well as funding for the 60+ Senior Dance program at the Recreation Center. For FY 2017-2018, expenditures within this classification account for 18.1 percent of all General Fund expenditures.

**Capital Outlay: \$312,660 (down -\$1,675,616) or -84.27 percent)**

This object classification includes large expenditures for capital items such as vehicles, machinery, equipment, and improvements to infrastructure. In FY 2016-2017, significant capital outlay included drainage and street maintenance, as well as new timekeeping software. A Mobile Incident Command Vehicle was also purchased with seized asset funds that had accumulated in the General Fund fund balance, as well as with funding from the Vehicle Equipment Replacement Fund (VERF). In FY 2017-2018, the funding for drainage infrastructure has been reduced to \$100,000. The Police Patrol Department will receive funding for nine (9) patrol vehicle replacements to be upgraded and equipped, with the remainder of the funding from the VERF. Other capital items planned include the Information Technology Strategic Plan (I.T.S.P.) replacement program for servers, storage and switches, as well as a Voice Over Internet Protocol (VOIP) phone system for the Public Works Service Center. Expenditures within this classification account for 0.5 percent of all General Fund expenditures.

**Transfers: \$3,623,741 (down \$4,409,156 or -54.89 percent)**

This object classification includes scheduled transfers from the General Fund to other funds within the City, such as to the Self-Funded Insurance Fund (SFIF), Tax Increment Reinvestment Zones (TIRZ) #2 and #3, Vehicle and Equipment Replacement, Water and Sewer Operating Fund, and Other Funds. A significant portion of the decrease in Transfers is funding to be provided to the SFIF in FY 2016-2017 to cover the cost of excess claims. The General Fund is estimating a transfer of \$3,194,917, which includes \$1,872,000 from restricted fund balance, to the SFIF in FY 2016-2017. Another significant decrease in transfers is to the Vehicle and Equipment Replacement Fund (VERF), which is on a discretionary basis, and decreased from the prior year. The VERF allows the City to replace vehicles and equipment with cash, and save interest costs associated with purchasing these items with debt. The full amount required to fund the VERF is not provided due to budget constraints. A transfer to the Conroe Tower Fund is also not anticipated in FY 2017-2018 due to expected lease income from the old Police Department building. The administrative transfer to the Water and Sewer Operating Fund for water usage, net of administrative overhead provided by General Fund Departments, increased compared to the prior year. Expenditures within this classification account for 5.1 percent of all General Fund expenditures.

**Debt Service: \$75,179 (up \$0 or 0.00 percent)**

These expenditures are to pay debt service on the Siemens lease/purchase agreement for energy conservation projects which will mature in 2021. This category is remaining flat for this fiscal year. Expenditures within this classification account for 0.1 percent of all General Fund expenditures.

## WATER AND 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 water and sewer fees. The Water and Sewer Operating Fund is the City of Conroe's primary Enterprise Fund.

### Revenue Assumptions:

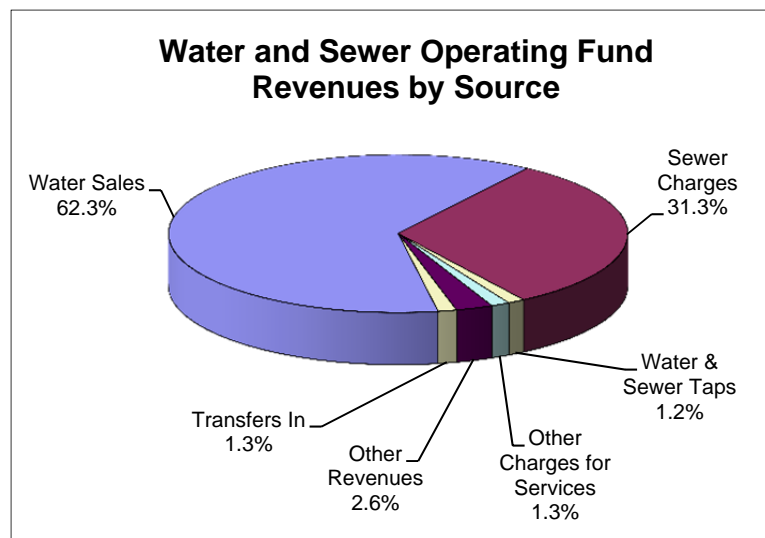
Water and Sewer Operating Fund revenues are anticipated to increase as a result of the continuing growth of the City and rate increases. Proposed revenues for FY 2017-2018 assume an overall growth of 3.49 percent over FY 2016-2017 projections. This fund derives its revenue from: Water Sales; Sewer Charges; Water & Sewer Taps; Surface Water Conversion (SJRA Pass-through) Fee; Groundwater Conservation Fee; Penalties-Utility Billing; 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: \$23,035,538 (up \$640,940 or 2.86 percent)**

The Water Sales category includes charges for water consumption as well as the Groundwater Conservation Fee and the Surface Water Conversion (SJRA Pass-through) Fee.

In FY 2017-2018, water revenues include no residential/sprinkler or commercial rate increases. The water Lifeline Rate discount, for age 65 and older and/or disabled customers, will remain the same.

Residential and commercial customer growth is expected to continue to increase in FY 2017-2018; however, actual revenues can vary based on weather conditions. This revenue source has expanded over the past few years due to new development, as well as rate increases in previous fiscal years. The City implemented water conservation rates in April 2010 to encourage customers to conserve water. A long-term water and sewer rate study was performed by NewGen Strategies & Solutions, which looks at the projected costs of operating the water and sewer system and includes the City's 10-year Capital Improvement Program (CIP).



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 from Lake Conroe. This fee began in May 2010. Customers are currently billed \$2.85 per 1,000 gallons consumed. The City is proposing to increase this fee to \$3.15 in October 2017. This increase is based on rates charged to the City for surface water treatment and pumpage fees assessed by the San Jacinto River Authority.

Detailed information about the water rates can be found in the Mayor's Message at the beginning of this budget. Water Sales account for 62.3 percent of all Water and Sewer Operating Fund revenues.

**Sewer Charges: \$11,585,894 (up \$613,066 or 5.59 percent)**

Revenues in this category are expected to increase by 5.59 percent in FY 2017-2018. Actual revenue can vary depending on weather conditions. These revenues include a proposed sewer rate increase for all customers. The sewer Lifeline Rate discount, for age 65 and older and/or disabled customers, will remain the same. A long-term water and sewer rate study was performed by NewGen Strategies & Solutions which 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 sewer rates can be found in the Mayor's Message at the beginning of this budget. Sewer Charges account for 31.3 percent of all Water and Sewer Operating Fund revenues.

**Water and Sewer Taps: \$434,629 (up \$26,000 or 6.36 percent)**

Revenues in this category are projected to slightly increase in FY 2017-2018. 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 water and sewer tap installations based on historical trends. Water and Sewer Taps account for 1.2 percent of all Water and Sewer Operating Fund revenues.

**Other Charges for Service: \$487,030 (up \$0 or 0.00 percent)**

This revenue category consists of various sources, including the following: Reconnect Fees; Service Charges; Special Revenue/Water and Sewer Fees; and Pretreatment Fees. These revenue sources will remain flat, and they are conservatively budgeted for FY 2017-2018 based on historical averages. Other Charges for Service revenues account for 1.3 percent of all Water and Sewer Operating Fund revenues.

**Other Revenues: \$953,134 (down -\$53,992 or -5.36 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 decrease because of one-time reimbursements in FY 2016-2017 for legal fee cost sharing from the City of Magnolia and Quadvest. Intergovernmental Revenues include collections from an agreement with MUD #95 for water and sewer fees at 1.25 times the current rate. Other Revenues account for 2.6 percent of all Water and Sewer Operating Fund revenues.

**Transfers In: \$501,696 (up \$20,537 or 4.27 percent)**

The remaining revenue source in the Water and Sewer Operating Fund comes from Transfers In, which includes any transfers made from other funds within the City's budget. Each year, the City calculates an administrative transfer between the Water and Sewer Operating Fund and General Fund, to cover any administrative overhead provided by divisions in the General Fund. The administrative transfer includes an adjustment for General Fund water usage for items such as parks and buildings. The result was a net payment from the General Fund to the Water and Sewer Operating Fund. Staff will evaluate this transfer each fiscal year to "true-up" the costs between the funds to ensure these costs are appropriately



accounted for between the funds. Transfers In account for 1.3 percent of all Water and Sewer Operating Fund revenues.

## **Expenditure Synopsis:**

### **Personnel Services: \$5,799,372 (up \$425,178 or 7.91 percent)**

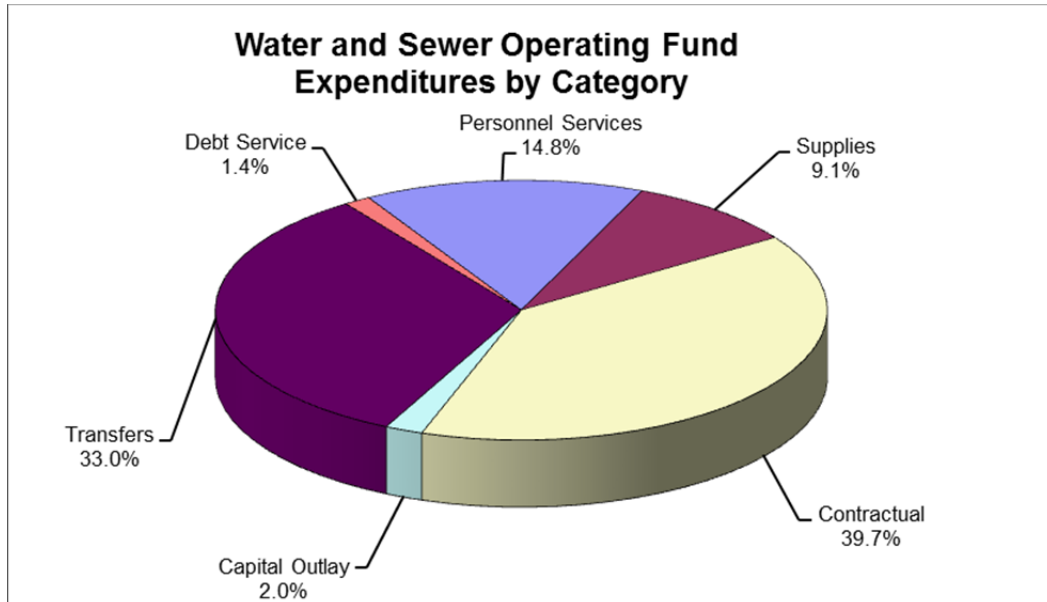
Personnel Services accounts for 14.8 percent of the total Water and Sewer Operating Fund budget. The FY 2017-2018 budget includes increases for merit raises. It does not include new positions or a COLA increase. In addition to salaries, Personnel expenditures include social security, retirement contributions, worker's compensation, and employee insurance. In FY 2017-2018, the City will increase its insurance contribution per full-time employee from \$11,520 to \$16,450, an increase of 43 percent, which is \$330,309 more than the prior year. More information on this topic can be seen in the Mayor's Message at the front of this budget.

### **Supplies: \$3,558,284 (up \$853,562 or 31.56 percent)**

This object classification is for expendable materials and operating supplies necessary to conduct departmental activities. The anticipated increase for FY 2017-2018 is primarily related to water and sewer line replacements. The purchase of supplies and materials constitutes 9.1 percent of all Water and Sewer Operating Fund expenditures.

### **Contractual: \$15,588,478 (down -\$141,593 or -0.90 percent)**

Contractual Services is the largest expenditure category in the Water and Sewer Operating Fund, and it accounts for 39.7 percent of the total budget. These expenditures are for obligations resulting in services rendered to City activities by private firms for such things as treated water, legal services, travel and training, and other contractual services. The purchase of treated water from the



SJRA is included in contractual services and is anticipated to increase based on higher rates and consumption estimates. It also includes a Gross Receipts payment "In Lieu of Franchise Fee" levied against the City's water and sewer utility that is paid to the General Fund. For FY 2017-2018, the overall decrease is attributed to one-time contractual services approved in FY 2016-2017 for contracts such as a Flood Protection Planning Grant interlocal agreement, ground storage tank repairs, an evaluation of reduction of TDS for Water Well No. 24, legal services, and groundwater services assistance. Additional

contract services approved for FY 2017-2018 include increases for legal services and the W.I.S.E. Guys Irrigation program.

**Capital Outlay: \$763,900 (up \$382,116 or 100.09 percent)**

This object classification includes large expenditures for capital items such as vehicles, machinery, equipment, and improvements to buildings. The increase in comparison to FY 2016-2017 is due to changes in planned, one-time purchases of capital items such as computer hardware and software, vehicles, machinery and equipment, and other capital items. In FY 2017-2018, funding is included for an emergency generator at the Wastewater Treatment Plant and handheld data collectors for meter readings. Expenditures within this classification account for 2.0 percent of all Water and Sewer Operating Fund expenditures.

**Transfers: \$12,969,137 (up \$153,726 or 1.20 percent)**

This object classification includes scheduled transfers from the Water and Sewer Operating Fund to other funds within the City, such as the Self-Funded Insurance Fund (SFIF), Water and Sewer Vehicle and Equipment Replacement Fund (VERF), Water CIP Fund, Sewer CIP Fund, and Debt Service Funds. In FY 2016-2017, one-time transfers included \$708,398 to the SFIF to cover excess insurance claims and \$1,191,000 to the Sewer CIP Fund to purchase land for a treatment plant. Transfers to the Water CIP and Sewer CIP Funds are provided to cash fund a Water Line on Wilson Road East, Water Line Relocate on Longmire Road Phase 3, SSOI Program, Sewer Line Extension Skytop Gravity, and a Sanitary Sewer Evaluation Survey. In FY 2017-2018, transfers to Debt Service Funds to cover principal and interest payments increased by \$638,815. Expenditures within this classification account for 33.0 percent of all Water and Sewer Operating Fund expenditures.

**Debt Service: \$567,735 (up \$0 or 0.00 percent)**

These expenditures are to pay debt service on the Seimens energy conservation project which will mature in 2021. This category is remaining flat for this fiscal year. Expenditures within this classification account for 1.4 percent of all Water and Sewer Operating 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 2016-2017 for General Government capital projects (Series 2017A), which will increase the debt service payment in FY 2017-2018. The bonds will be used to fund construction of: Streets - Longmire Road Phase 2B and 3; M.P. Clark Road; Wilson Road Widening (IH 45 to Frazier); Grace Crossing Extension; Safe School Access Program; Milltown Area; Holly Hills Area; Sidewalk & Drainage - Flag Park/Spirit of Texas Bank; Sidewalk - League Line Road; Sidewalk - Plantation Drive; Traffic Signals - FM 1488 at Grace Crossing; South Loop 336 at IH-45; Highway 105 at North Thompson; FM 1314 at Crighton Road; SH 105 at Marina Drive; Facilities - Dean Towery Service Center Upgrades/Repairs; Fire Department Training Facility; Fire Station No. 7; Sign

Maintenance and Operations Building; Parks - Parks Land Acquisition; Dr. Martin Luther King, Jr. Park Improvements; and Carl Barton, Jr. Park Improvements.

In addition, the City anticipates issuing bonds in FY 2016-2017 for Water and Sewer capital projects (Series 2017B), which will increase the debt service payment in FY 2017-2018. The Water and Sewer Operating Fund will provide a transfer in to the General Obligation Debt Service Fund for the annual principal and interest payments. The bonds will be used to fund construction of: Water - Water Line Rehab - Milltown Area & Woodway; Waterline - Thousand Trails; Water Well #23 and Storage Tank; Water Line - Robinwood Subdivision Replacement; Robinwood Water Well Replacement (Catahoula); Plant No. 19 1-Million Gallon Storage Tank and Pump Station; Water Line - 1st Street Replacement; Water Well #14 Ground Storage Tank Replacement; Water Extension MUD #95; Water Well - Catahoula (Little Egypt); Sewer - Treatment Plant - Construction of New Plant (Phase IV); Treatment Plant - Design & Construction of Existing Plant (Rehab) Phase II; Sewer Line - Thousand Trails; Sewer Line - State Highway 242 and FM 1488; Sewer Line - Plantation Drive Trunk Line; Sewer Line - Live Oak Creek; Sewer Line - White Oak Creek; Sewer Rehab - Grand Central Park; Sewer Extension MUD #95; Treatment Plant-Outfall Relocation; and Sewer Rehab - SH105/IH-45 Phase 2.

#### **2017-2018 General Obligation Debt Service**

##### **Revenues:**

Property Taxes	\$9,313,718
Penalties and Interest	81,740
Interest	78,871
Transfer In	<u>3,901,894</u>
<b>Total Revenues</b>	<b>\$13,376,223</b>

**Expenditures: \$14,462,207**

### **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 does not anticipate issuing revenue bonds in FY 2016-2017.

#### **2017-2018 Water and Sewer Debt Service**

##### **Revenues:**

Transfer In	<u>\$8,116,055</u>
<b>Total Revenues</b>	<b>\$8,116,055</b>

**Expenditures: \$8,116,055**

## 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 Deison Technology Park, and is repaid with a portion of the ½ ¢ sales tax charged within the City.

The City issued sales tax revenue-supported debt 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 Conroe-North Houston Regional Airport. Additional sales tax revenue-supported debt was issued to widen Conroe Park North & West Streets in the Conroe Park North Industrial Park and to purchase land and install infrastructure in 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.

### 2017-2018 CIDC Debt Service

#### Revenues:

Transfer In	<u>\$3,389,901</u>
<b>Total Revenues</b>	<b>\$3,389,901</b>

#### Expenditures:

**\$3,389,901**

## 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 and 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 Funds; Self-Funded Insurance Fund; Municipal Court Technology Fund; Municipal Court Building Security Fund; Municipal Court Juvenile Case Manager Fund; Municipal Court Efficiency Fee Fund; and Municipal Court Truancy Prevention 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 &amp; Productivity Loss</u>	<u>Taxable Value</u>
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
2014	4,513,081,854	1,577,299,368	1,260,587,672	4,829,793,550
2015	6,140,549,278	1,762,388,483	1,593,198,016	6,309,739,745
2016	6,873,325,110	1,765,772,483	1,512,848,618	7,126,248,737
2017	7,435,324,200	1,785,773,366	1,664,971,163	7,556,126,403

### Analysis of Ad Valorem Tax Rate

<u>Fiscal Year</u>	<u>General Fund</u>	<u>Debt Service</u>	<u>Total per \$100</u>
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
2014-15	.2500	.1700	.4200
2015-16	.2750	.1450	.4200
2016-17	.2925	.1250	.4175
2017-18	.2925	.1250	.4175

### Current Tax Levy and Collections

<u>Fiscal Year</u>	<u>Levied</u>	<u>Collected</u>	<u>Percent of Collections</u>
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	14,951,252	98%
2012-13	16,858,196	16,610,584	99%
2013-14	18,076,015	17,950,171	98%
2014-15	20,245,827	19,787,780	99%
2015-16	26,500,907	26,080,220	98%
2016-17 est.	29,752,088	29,157,047	98%
2017-18 est.	31,546,828	30,915,891	98%

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

**2017 Tax Year (Certified)**

Taxable Assessed Valuation (est.)	\$7,556,126,403
Proposed Rate	\$0.4175
Estimated Levy	\$31,546,828
Estimated Collection Percentage	98%
Estimated Net Ad Valorem Taxes	\$30,915,891

**Distribution (Current)**

	<u>Rate</u>	<u>Percent</u>	
General Fund	.2925	70.1%	\$21,659,636
G.O. Debt Service Fund	.1250	29.9%	\$9,256,255

**Distribution (Delinquent)**

General Fund	\$111,859
G.O. Debt Service Fund	\$57,463

**Distribution (Penalties & Interest)**

General Fund	\$155,190
G.O. Debt Service Fund	\$81,740

# **GENERAL FUND**

# FY 17-18 Budget Summary

## General Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Dollar FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Fund Balance:</b>		\$ 24,483,831	\$ 24,483,831	\$ -	\$ 20,584,420	\$ -	\$ 20,584,420	\$ (3,899,411)	-15.9%
<b>General Fund Revenues:</b>									
Revenues	\$ 65,892,120	\$ 68,520,939	\$ 69,414,598	\$ 893,659	\$ 71,063,749	\$ -	\$ 71,063,749	\$ 2,542,810	3.7%
<b>Total Revenues</b>	<b>\$ 65,892,120</b>	<b>\$ 68,520,939</b>	<b>\$ 69,414,598</b>	<b>\$ 893,659</b>	<b>\$ 71,063,749</b>	<b>\$ -</b>	<b>\$ 71,063,749</b>	<b>\$ 2,542,810</b>	<b>3.7%</b>
<b>Total Resources</b>	<b>\$ 65,892,120</b>	<b>\$ 93,004,770</b>	<b>\$ 93,898,429</b>	<b>\$ 893,659</b>	<b>\$ 91,648,169</b>	<b>\$ -</b>	<b>\$ 91,648,169</b>	<b>\$ (1,356,601)</b>	<b>-1.5%</b>
<b>General Fund Expenditures:</b>									
Administration	\$ 601,108	\$ 621,634	\$ 597,716	\$ 23,918	\$ 558,965	\$ -	\$ 558,965	\$ (62,669)	-10.1%
Mayor and Council	716,625	560,576	527,309	33,267	570,103	-	570,103	9,527	1.7%
Transportation	358,911	586,503	586,503	-	591,289	688,664	1,279,953	693,450	118.2%
Legal	597,500	616,558	615,032	1,526	622,444	-	622,444	5,886	1.0%
Municipal Court	1,208,107	1,313,346	1,379,057	(65,711)	1,356,755	-	1,356,755	43,409	3.3%
Finance	1,880,429	1,885,525	2,009,970	(124,445)	1,924,575	138,730	2,063,305	177,780	9.4%
CDBG Administration	237,768	119,043	133,360	(14,317)	126,768	-	126,768	7,725	6.5%
Purchasing-Warehouse	340,506	366,772	366,772	-	396,098	-	396,098	29,326	8.0%
Information Technology	2,221,334	2,341,552	2,341,774	(222)	2,454,818	188,000	2,642,818	301,266	12.9%
Human Resources	768,802	1,084,386	1,042,205	42,181	872,595	-	872,595	(211,791)	-19.5%
Police Administration	1,505,160	1,551,208	1,436,871	114,337	1,519,140	-	1,519,140	(32,068)	-2.1%
Police Support	1,330,778	1,491,090	1,505,367	(14,277)	1,518,579	-	1,518,579	27,489	1.8%
Police Patrol	11,482,523	11,461,969	11,627,010	(165,041)	11,427,105	346,862	11,773,967	311,998	2.7%
Police Investigative Services	3,673,345	3,687,747	3,596,569	91,178	3,903,139	-	3,903,139	215,392	5.8%
Police Animal Services	548,839	640,665	645,291	(4,626)	651,206	-	651,206	10,541	1.6%
Police CVEP	116,881	126,809	118,848	7,961	131,721	-	131,721	4,912	3.9%
Fire	13,522,653	14,369,358	14,177,477	191,881	15,541,038	-	15,541,038	1,171,680	8.2%
Parks & Rec Administration	536,413	806,654	809,993	(3,339)	841,632	-	841,632	34,978	4.3%
Recreation Center	1,564,691	1,263,635	1,360,693	(97,058)	1,300,795	36,000	1,336,795	73,160	5.8%
Aquatic Center	1,419,340	1,420,388	1,467,666	(47,278)	1,473,190	-	1,473,190	52,802	3.7%
Park Operations	1,885,214	1,811,613	1,817,142	(5,529)	1,861,054	134,465	1,995,519	183,906	10.2%
Community Development	1,640,362	1,929,281	1,938,989	(9,708)	1,989,794	29,838	2,019,632	90,351	4.7%
Drainage Maintenance	843,229	1,565,576	1,609,005	(43,429)	968,406	100,000	1,068,406	(497,170)	-31.8%
Streets	4,750,846	4,586,669	4,747,335	(160,666)	4,377,542	-	4,377,542	(209,127)	-4.6%
Signal Maintenance	1,033,358	1,210,770	1,261,834	(51,064)	1,077,523	110,250	1,187,773	(22,997)	-1.9%
Engineering	2,526,443	2,802,927	2,725,420	77,507	2,699,499	-	2,699,499	(103,428)	-3.7%
GF Non-Departmental	8,101,052	12,608,361	12,868,800	(260,439)	8,839,732	-	8,839,732	(3,768,629)	-29.9%
<b>Total Expenditures</b>	<b>\$ 65,412,217</b>	<b>\$ 72,830,615</b>	<b>\$ 73,314,009</b>	<b>\$ (483,394)</b>	<b>\$ 69,595,505</b>	<b>\$ 1,772,809</b>	<b>\$ 71,368,314</b>	<b>\$ (1,462,301)</b>	<b>-2.0%</b>
<b>New Fund Balance:</b>		\$ 20,174,155	\$ 20,584,420	\$ 410,265	\$ 22,052,664		\$ 20,279,855	\$ 105,700	
<b>90-Day Reserve:</b>		\$ 18,207,654	\$ 18,328,502		\$ 17,398,876		\$ 17,842,079		
<b>Over/(Under):</b>		1,966,501	2,255,918		4,653,788		2,437,777		
<b>Breakdown of Transfer In:</b>									
CDBG Entitlement Fund					\$ 124,926				
Municipal Court Building Security Fund					20,000				
Municipal Court Juvenile Case Manager Fund					40,237				
Municipal Court Technology Fund					-				
Transportation Grants					-				
Administrative Transfer (W/S)					-				
HOT Fund					-				
<b>Total</b>					<b>\$ 185,163</b>				
<b>Breakdown of Transfer Out:</b>									
TIRZ #2 Fund					\$ 349,826				
TIRZ #3 Fund					2,438,534				
CMMD#1 Reimbursement Agreement					71,261				
CMMD#1 Economic Development					55,800				
Vehicle & Equipment Fund					185,700				
Net Administrative Transfer					501,696				
Conroe Tower Fund					-				
W&S Oper - Rate Stabilization					-				
Vehicle & Equipment Fund - Transportation					20,924				
<b>Total</b>					<b>\$ 3,623,741</b>				



## FY 17-18 Budget Summary by Category General Fund

	<u>FY 16-17 Budget</u>	<u>FY 16-17 Estimate</u>	<u>Under/ (Over)</u>	<u>FY 17-18 Base</u>	<u>FY 17-18 Supplemental</u>	<u>FY 17-18 Proposed</u>
<b>Personnel</b>	\$ 46,404,248	\$ 45,425,532	\$ 978,716	\$ 49,731,158	\$ 29,838	\$ 49,760,996
<b>Supplies</b>	4,577,473	5,092,976	(515,503)	4,227,759	435,452	4,663,211
<b>Contractual</b>	12,654,399	12,699,150	(44,751)	11,937,668	994,859	12,932,527
<b>Capital Outlay</b>	1,718,004	1,988,276	(270,272)	-	312,660	312,660
<b>Transfers</b>	7,401,313	8,032,897	(631,584)	3,623,741	-	3,623,741
<b>Debt Service</b>	75,178	75,178	-	75,179	-	75,179
<b>Total</b>	<u><u>\$ 72,830,615</u></u>	<u><u>\$ 73,314,009</u></u>	<u><u>\$ (483,394)</u></u>	<u><u>\$ 69,595,505</u></u>	<u><u>\$ 1,772,809</u></u>	<u><u>\$ 71,368,314</u></u>

# FY 17-18 Supplemental Requests General Fund

<u>Department/Division</u>	<u>ID</u>	<u>Dept. Rank</u>	<u>Supplemental Request Title</u>	<u>Requested Amount<sup>1</sup></u>	<u>FY 16-17 Purchase<sup>2</sup></u>	<u>List "A" Included<sup>3</sup></u>	<u>Type</u>
0001-1042 Mayor & Council	947	0	2018 Elections	\$ 36,160	\$ -	\$ -	Non-discretionary Adjustment
0001-1042 Mayor & Council	1350	1	Secretary I / Records Coordinator	58,514	-	-	New Personnel
<b>0001-1042 Mayor &amp; Council Total</b>				<b>\$ 94,674</b>	<b>\$ -</b>	<b>\$ -</b>	
0001-1044 Transportation	3093	0	Additional Bus Routes - Eff 1/1/18	107,560	-	80,670	Enhanced Program
0001-1044 Transportation	3100	0	Commuter Service Operations - Eff 1/1/18	781,458	-	586,094	Enhanced Program
0001-1044 Transportation	3186	1	Transportation Program Coordinator	77,072	-	-	New Personnel
0001-1044 Transportation	3185	2	Transportation Compliance Coordinator	78,996	-	-	New Personnel
0001-1044 Transportation	3240	3	Fixed Route Contractor Gross Cost Increase	21,900	-	21,900	New Program
<b>0001-1044 Transportation Total</b>				<b>\$ 1,066,986</b>	<b>\$ -</b>	<b>\$ 688,664</b>	
0001-1060 Legal	3215	0	Legal Library	21,561	-	-	Non-discretionary Adjustment
0001-1060 Legal	2914	1	Municipal Court Prosecutor	138,822	-	-	New Personnel
<b>0001-1060 Legal Total</b>				<b>\$ 160,383</b>	<b>\$ -</b>	<b>\$ -</b>	
0001-1070 Municipal Court	405	0	Office Supplies	14,000	-	-	Non-discretionary Adjustment
0001-1070 Municipal Court	1773	0	Knight Security - Maintenance Agreement	49,000	-	-	Non-discretionary Adjustment
0001-1070 Municipal Court	1953	0	Maintenance On Audio And Video Equipment	12,500	-	-	Non-discretionary Adjustment
0001-1070 Municipal Court	2788	1	Clerks Certification Incentive Program	3,250	-	-	Enhanced Program
0001-1070 Municipal Court	1143	2	Electronic Ticket Writers	26,000	-	-	New Equipment
<b>0001-1070 Municipal Court Total</b>				<b>\$ 104,750</b>	<b>\$ -</b>	<b>\$ -</b>	
0001-1100 Finance	3179	0	M.C.A.D. Contract Increase	86,700	-	138,730	Non-discretionary Adjustment
0001-1100 Finance	1049	1	Grant Accountant	82,643	-	-	New Personnel
0001-1100 Finance	3181	2	Hp Laserjet Enterprise M605x Printer	1,700	1,700	-	Replacement Equipment
0001-1100 Finance	3113	3	Operating and CIP Budget Software	110,000	-	-	Enhanced Program
0001-1100 Finance	3241	5	H O T Audits	5,500	-	-	New Program
<b>0001-1100 Finance Total</b>				<b>\$ 286,543</b>	<b>\$ 1,700</b>	<b>\$ 138,730</b>	
0001-1110 CDBG Administration	1690	0	Increase In Training Materials	959	-	-	Non-discretionary Adjustment
0001-1110 CDBG Administration	2055	0	C D B G Office Supplies	2,200	-	-	Non-discretionary Adjustment
0001-1110 CDBG Administration	1414	1	C D B G Board Materials And Refreshments	700	-	-	Enhanced Program
<b>0001-1110 CDBG Administration Total</b>				<b>\$ 3,859</b>	<b>\$ -</b>	<b>\$ -</b>	
0001-1120 Purchasing	3046	1	Gas Boy Fuel Rings And Data Pass System	54,000	-	-	New Equipment
<b>0001-1120 Purchasing Total</b>				<b>\$ 54,000</b>	<b>\$ -</b>	<b>\$ -</b>	
0001-1130 Information Technology	2367	0	Software Maintenance Increases	156,050	-	-	Non-discretionary Adjustment
0001-1130 Information Technology	2490	1	I. T. S. P. - P C Support Specialist	86,735	-	-	New Personnel
0001-1130 Information Technology	3150	2	Certification Pay Program	11,880	-	-	New Program
0001-1130 Information Technology	1704	3	I. T. S. P. - Server Replacement Program	20,000	-	20,000	Replacement Equipment
0001-1130 Information Technology	3071	4	I. T. S. P. - Storage Replacement Program	60,000	-	60,000	Replacement Equipment
0001-1130 Information Technology	2510	5	I. T. S. P. - Switch Replacement Program	30,000	-	30,000	Replacement Equipment
0001-1130 Information Technology	2511	6	I. T. S. P. - P C Replacement Program	30,000	-	30,000	Replacement Equipment
0001-1130 Information Technology	3155	7	Service Center Voip Phone System	48,000	-	48,000	Replacement Equipment
0001-1130 Information Technology	2716	8	Helpdesk Ticketing Software	6,000	-	-	Enhanced Program
0001-1130 Information Technology	3152	9	Storage - Addition Of Nimble Flash Shelf	42,000	-	-	Enhanced Program
0001-1130 Information Technology	3151	10	Firewall Refresh For City Hall	17,500	-	-	Replacement Equipment
0001-1130 Information Technology	3154	11	Centralized Network Logging Appliance	12,000	-	-	Enhanced Program
<b>0001-1130 Information Technology Total</b>				<b>\$ 520,165</b>	<b>\$ -</b>	<b>\$ 188,000</b>	
0001-1160 Human Resources	3164	0	Vehicle Operations	900	-	-	Non-discretionary Adjustment
0001-1160 Human Resources	3165	0	Vehicle Repairs	500	-	-	Non-discretionary Adjustment
0001-1160 Human Resources	3166	0	Increased Overtime	3,100	-	-	Non-discretionary Adjustment
0001-1160 Human Resources	1612	1	Secretary I I	53,636	-	-	New Personnel
0001-1160 Human Resources	3167	2	Classification And Compensation Study	75,000	-	-	New Program
<b>0001-1160 Human Resources Total</b>				<b>\$ 133,136</b>	<b>\$ -</b>	<b>\$ -</b>	
0001-1201 Police Administration	3216	0	Admin Copy Machine	4,300	-	-	New Equipment

**FY 17-18 Supplemental Requests  
General Fund**

<u>Department/Division</u>	<u>ID</u>	<u>Dept. Rank</u>	<u>Supplemental Request Title</u>	<u>Requested Amount<sup>1</sup></u>	<u>FY 16-17 Purchase<sup>2</sup></u>	<u>List "A" Included<sup>3</sup></u>	<u>Type</u>
0001-1201 Police Administration	3218	0	Psychological And Polygraph Exams	7,000	-	-	Non-discretionary Adjustment
0001-1201 Police Administration	2695	1	Secretary I	55,192	-	-	New Personnel
<b>0001-1201 Police Administration Total</b>				<b>\$ 66,492</b>	<b>\$ -</b>	<b>\$ -</b>	
0001-1202 Police Support Services	3170	0	Mowing And Landscaping Increase	6,000	-	-	Non-discretionary Adjustment
0001-1202 Police Support Services	3195	0	Chiller Water Testing Contract	3,100	-	-	Non-discretionary Adjustment
0001-1202 Police Support Services	3196	0	Fire Extinguisher Contract Increase	3,000	-	-	Non-discretionary Adjustment
0001-1202 Police Support Services	3197	0	Pest Control Service Increase	1,200	-	-	Non-discretionary Adjustment
0001-1202 Police Support Services	3201	0	Building Supplies Increase	20,000	-	-	Non-discretionary Adjustment
0001-1202 Police Support Services	3212	0	Hvac Filter Contract Increase	13,600	-	-	Non-discretionary Adjustment
<b>0001-1202 Police Support Services Total</b>				<b>\$ 46,900</b>	<b>\$ -</b>	<b>\$ -</b>	
0001-1203 Police Patrol	3145	0	Spillman Conference	4,550	-	-	New Travel & Training
0001-1203 Police Patrol	3157	0	Nine (9) Police Patrol Vehicles Upgrades	69,660	-	69,660	Vehicle Equipment Replacement Fund
0001-1203 Police Patrol	3159	0	Nine (9) Police Vehicle Equipment Packages	277,202	-	277,202	New Equipment
<b>0001-1203 Police Patrol Total</b>				<b>\$ 351,412</b>	<b>\$ -</b>	<b>\$ 346,862</b>	
0001-1204 Police Investigations	2280	0	Sexual Assault Exams And Kits	21,000	-	-	Non-discretionary Adjustment
0001-1204 Police Investigations	3180	0	Additional Copy Machine	4,837	-	-	Non-discretionary Adjustment
0001-1204 Police Investigations	2070	1	Crime Analyst	13,292	-	-	New Personnel
0001-1204 Police Investigations	3183	2	Spillman Users Conference	2,475	-	-	New Travel & Training
0001-1204 Police Investigations	1332	3	Covert Tracking Pole Camera	12,469	-	-	New Equipment
0001-1204 Police Investigations	3178	4	Covert Tracking Vehicle System	4,555	-	-	New Equipment
<b>0001-1204 Police Investigations Total</b>				<b>\$ 58,628</b>	<b>\$ -</b>	<b>\$ -</b>	
0001-1206 Police Animal Services	3220	0	Building Supplies	2,500	-	-	Non-discretionary Adjustment
0001-1206 Police Animal Services	3168	1	Animal Shelter A/c Unit Replacements	6,000	-	-	Replacement Equipment
<b>0001-1206 Police Animal Services Total</b>				<b>\$ 8,500</b>	<b>\$ -</b>	<b>\$ -</b>	
0001-1300 Fire	399	0	Vehicle Repairs Increase	100,000	-	-	Non-discretionary Adjustment
0001-1300 Fire	1304	0	Vehicle Operations Increase	100,000	-	-	Non-discretionary Adjustment
0001-1300 Fire	2576	0	Operating And Maintenance Costs, Fire Station #7	104,000	-	-	Non-discretionary Adjustment
0001-1300 Fire	3143	0	New Training Facility Support	68,000	-	-	Non-discretionary Adjustment
0001-1300 Fire	3101	1	3 Firefighters For 4-man Staffing, Fire Station #7	234,443	-	-	New Personnel
0001-1300 Fire	3146	2	Training Department Assistant - Overtime	81,529	-	-	Enhanced Program
0001-1300 Fire	3144	3	Floating Boat Lift	25,000	-	-	Enhanced Program
0001-1300 Fire	3022	6	Fire Station Alerting System Replacment	205,000	-	-	Replacement Equipment
0001-1300 Fire	3016	7	Lieutenant, Training Facility	117,767	-	-	New Personnel
<b>0001-1300 Fire Total</b>				<b>\$ 1,035,739</b>	<b>\$ -</b>	<b>\$ -</b>	
0001-1400 Parks	3119	0	Gibson Park Lease Agreement	2,470	-	-	Non-discretionary Adjustment
0001-1400 Parks	2641	1	Master Plan Update	50,000	-	-	New Program
<b>0001-1400 Parks Total</b>				<b>\$ 52,470</b>	<b>\$ -</b>	<b>\$ -</b>	
0001-1410 Recreation Center	1120	1	Banquet Tables	3,514	-	-	New Equipment
0001-1410 Recreation Center	555	2	Cardio Machines - C K Ray Rec Center Fitness	30,000	-	-	Replacement Equipment
0001-1410 Recreation Center	1446	3	60+ Senior Dance Program	18,000	-	36,000	New Program
0001-1410 Recreation Center	1918	4	Conroe Kidzfest	20,000	-	-	Enhanced Program
0001-1410 Recreation Center	92	5	Repainting Exterior Of Recreation Center	5,500	-	-	Replacement Equipment
<b>0001-1410 Recreation Center Total</b>				<b>\$ 77,014</b>	<b>\$ -</b>	<b>\$ 36,000</b>	
0001-1440 Aquatic Center	3203	0	Chemical Supplies For Splash Pad Sanitation	1,000	-	-	Non-discretionary Adjustment
<b>0001-1440 Aquatic Center Total</b>				<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ -</b>	

**FY 17-18 Supplemental Requests  
General Fund**

<u>Department/Division</u>	<u>ID</u>	<u>Dept. Rank</u>	<u>Supplemental Request Title</u>	<u>Requested Amount<sup>1</sup></u>	<u>FY 16-17 Purchase<sup>2</sup></u>	<u>List "A" Included<sup>3</sup></u>	<u>Type</u>
0001-1450 Parks Operations	3117	0	Overtime Increase	15,252	-	-	Non-discretionary Adjustment
0001-1450 Parks Operations	3169	0	Additional Utilities Funding	66,000	-	-	Non-discretionary Adjustment
0001-1450 Parks Operations	3244	0	Increase In Mowing/ Landscaping	134,465	-	134,465	Non-discretionary Adjustment
0001-1450 Parks Operations	2365	1	Pond And Fountain Maintenance	11,230	-	-	Enhanced Program
0001-1450 Parks Operations	3160	2	Pressure Washer	15,620	-	-	New Equipment
0001-1450 Parks Operations	3125	3	Sand Volleyball Courts	3,500	-	-	Enhanced Program
<b>0001-1450 Parks Operations Total</b>				<b>\$ 246,067</b>	<b>\$ -</b>	<b>\$ 134,465</b>	
0001-1500 Community Development	1276	0	Part Time Building Inspector	12,532	-	12,532	New Personnel
0001-1500 Community Development	1281	0	Contract Urban Forester	46,100	-	-	Non-discretionary Adjustment
0001-1500 Community Development	1669	0	Netmotion Mobility For Windows	6,768	-	-	Non-discretionary Adjustment
0001-1500 Community Development	2859	0	Overtime Increase	42,820	-	-	Non-discretionary Adjustment
0001-1500 Community Development	3224	0	Part Time Permit Technician	17,306	-	17,306	New Personnel
0001-1500 Community Development	2469	1	Building Inspector/ Plan Reviewer	112,142	-	-	New Personnel
0001-1500 Community Development	2662	2	Code Enforcement Abatement Coordinator	61,243	-	-	New Personnel
0001-1500 Community Development	2885	2	Code Enforcement Abatement	200,000	-	-	New Program
0001-1500 Community Development	2733	3	Code Enforcement Officer	104,412	-	-	New Personnel
0001-1500 Community Development	2660	4	Plan Intake Coord./ Open Record Request Processor	63,446	-	-	New Personnel
0001-1500 Community Development	3073	5	Code Enforcement Uniforms	3,300	-	-	Enhanced Program
0001-1500 Community Development	3079	6	Certification Pay For Inspectors	25,011	-	-	Enhanced Program
<b>0001-1500 Community Development Total</b>				<b>\$ 695,080</b>	<b>\$ -</b>	<b>\$ 29,838</b>	
0001-1530 Drainage Maintenance	3230	0	Operating Supplies Increase	25,000	-	-	Non-discretionary Adjustment
0001-1530 Drainage Maintenance	2397	1	Materials For Drainage Projects	500,000	-	100,000	Enhanced Program
<b>0001-1530 Drainage Maintenance Total</b>				<b>\$ 525,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	
0001-1540 Streets	1938	0	Increase in Account 8060	210,000	-	-	Non-discretionary Adjustment
0001-1540 Streets	3000	1	Reclassify 20 Driver Positions to Maint Crew Ldr I	19,203	-	-	Enhanced Program
0001-1540 Streets	3110	1	Reclassify 10 Laborer Positions to Maint Tech I	36,183	-	-	Enhanced Program
0001-1540 Streets	3172	1	Reclassify 5 Labor Positions To Maint. Tech. II	16,774	-	-	Enhanced Program
0001-1540 Streets	3058	2	Unit E0720 Boom Mower Additional Funding Needed	90,000	-	-	Vehicle Equipment Replacement Fund
0001-1540 Streets	1173	3	Asphalt Funding	1,000,000	-	-	Enhanced Program
0001-1540 Streets	2119	4	3- New Assistant Sign Technician Positions - Annex	254,128	-	-	New Personnel
0001-1540 Streets	2131	5	Thermoplastic Striping Equipment	55,500	-	-	New Equipment
0001-1540 Streets	2127	6	New Street Sweeper	286,900	-	-	New Equipment
0001-1540 Streets	2126	7	New Refuse Crew & Equipment - 3 Positions	617,588	-	-	New Personnel
<b>0001-1540 Streets Total</b>				<b>\$ 2,586,276</b>	<b>\$ -</b>	<b>\$ -</b>	
0001-1550 Signal Maintenance	3131	1	2 - School Zone Journeyman Positions	295,738	-	-	New Personnel
0001-1550 Signal Maintenance	1518	2	2 - New Journeyman Electrician Positions	295,738	-	-	New Personnel
0001-1550 Signal Maintenance	3135	3	School Zone Flasher Parts	75,000	-	-	New Equipment
0001-1550 Signal Maintenance	1511	4	Traffic Signal Replacement Parts	80,000	-	-	Replacement Equipment
0001-1550 Signal Maintenance	3122	5	Scissor Lift	28,500	-	-	New Equipment
0001-1550 Signal Maintenance	2790	6	Upgrade I 45 Bridge And Roadside Bulbs To L E D	48,000	-	-	Replacement Equipment
0001-1550 Signal Maintenance	2806	7	Replace Signal Loops With Radar Detection	110,250	-	110,250	New Equipment
0001-1550 Signal Maintenance	2571	8	New Forklift	47,000	-	-	New Equipment
0001-1550 Signal Maintenance	2752	9	Bobcat Compact Excavator	38,700	-	-	New Equipment
0001-1550 Signal Maintenance	2789	10	Upgrade I 45 High Mast Lighting To L E D Bulbs	160,000	-	-	Replacement Equipment
0001-1550 Signal Maintenance	2765	11	Increase In 8060 For I 45 High Mast Pole Lay Down	181,500	-	-	Replacement Equipment
<b>0001-1550 Signal Maintenance Total</b>				<b>\$ 1,360,426</b>	<b>\$ -</b>	<b>\$ 110,250</b>	

## FY 17-18 Supplemental Requests General Fund

<u>Department/Division</u>	<u>ID</u>	<u>Dept. Rank</u>	<u>Supplemental Request Title</u>	<u>Requested Amount<sup>1</sup></u>	<u>FY 16-17 Purchase<sup>2</sup></u>	<u>List "A" Included<sup>3</sup></u>	<u>Type</u>
0001-1570 Engineering	3161	0	Telephone Credit Card Payment System	20,000	-	-	Non-discretionary Adjustment
0001-1570 Engineering	3184	0	Intelligent Technology Master Plan	100,000	-	-	Non-discretionary Adjustment
0001-1570 Engineering	3136	1	Drainage Master Plan & Update Detention Ordinance	250,000	-	-	New Program
0001-1570 Engineering	3066	2	Additional Funds For Contract Services	200,000	-	-	Enhanced Program
0001-1570 Engineering	2595	3	Additional Overtime	13,985	-	-	Enhanced Program
0001-1570 Engineering	2711	4	Project Engineer	120,778	-	-	New Personnel
0001-1570 Engineering	2996	5	Senior Engineering Inspector	119,733	-	-	New Personnel
0001-1570 Engineering	3148	6	Engineering Aide	74,627	-	-	New Personnel
0001-1570 Engineering	3010	7	Engineering Inspector	111,124	-	-	New Personnel
0001-1570 Engineering	2593	8	Engineering Technician	82,249	-	-	New Personnel
0001-1570 Engineering	3018	9	Engineering Aide	74,627	-	-	New Personnel
0001-1570 Engineering	2831	10	Summer Engineering Interns	11,927	-	-	Enhanced Program
<b>0001-1570 Engineering Total</b>				<b>\$ 1,179,050</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Grand Total</b>				<b>\$ 10,714,550</b>	<b>\$ 1,700</b>	<b>\$ 1,772,809</b>	

### Definitions:

1. Requested Amount - The total cost of the project. Also, the cost that was requested through the supplemental request.
2. FY 16-17 Purchase - The amount approved for purchase with savings in the current fiscal year, rather than putting the item in the next fiscal year.
3. List "A" (Included) - These items are included in the Operating Budget as supplementals.

### Notes:

4. If there is no funding listed in the FY16-17 Purchase or List "A" (Included) columns, then the supplemental request was not approved for funding.

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1020**

**BUDGET LINE ITEMS**

FUND: GENERAL FUND      DEPARTMENT: REVENUES      DIVISION: REVENUES

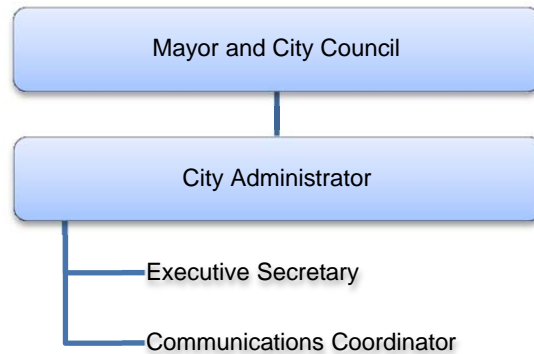
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
4010 Current Taxes	\$17,086,749	\$20,427,392	\$20,427,392	\$21,659,636	\$0	\$0	\$21,659,636
4020 Delinquent Taxes	\$113,102	\$61,877	\$218,505	\$111,859	\$0	\$0	\$111,859
<b>PROPERTY TAXES SUBTOTAL</b>	<b>\$17,199,851</b>	<b>\$20,489,269</b>	<b>\$20,645,897</b>	<b>\$21,771,495</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,771,495</b>
4030 Gross Receipts	\$6,128,653	\$6,123,203	\$6,199,667	\$6,335,156	\$0	\$0	\$6,335,156
<b>GROSS RECEIPTS TAXES SUBTOTAL</b>	<b>\$6,128,653</b>	<b>\$6,123,203</b>	<b>\$6,199,667</b>	<b>\$6,335,156</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,335,156</b>
4040 Sales Tax	\$31,280,146	\$31,515,185	\$31,307,047	\$31,933,188	\$0	\$0	\$31,933,188
<b>SALES TAX COLLECTIONS SUBTOTAL</b>	<b>\$31,280,146</b>	<b>\$31,515,185</b>	<b>\$31,307,047</b>	<b>\$31,933,188</b>	<b>\$0</b>	<b>\$0</b>	<b>\$31,933,188</b>
4050 Hotel Occupancy Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4070 Mixed Beverage Tax	\$376,039	\$288,795	\$283,983	\$283,983	\$0	\$0	\$283,983
4080 P.I.L.O.T.	\$682,266	\$781,490	\$776,838	\$803,625	\$0	\$0	\$803,625
<b>OTHER TAXES SUBTOTAL</b>	<b>\$1,058,305</b>	<b>\$1,070,285</b>	<b>\$1,060,821</b>	<b>\$1,087,608</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,087,608</b>
4510 Licenses	\$43,778	\$36,125	\$55,077	\$55,077	\$0	\$0	\$55,077
4520 Permits	\$2,299,716	\$2,302,797	\$2,813,939	\$2,813,939	\$0	\$0	\$2,813,939
4521 Storm Water Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4530 Miscellaneous	\$1,995	\$2,351	\$1,135	\$1,135	\$0	\$0	\$1,135
4532 Alarm Fees	\$109,655	\$106,453	\$109,472	\$109,472	\$0	\$0	\$109,472
4533 Excessive Alarms	\$43,200	\$46,450	\$42,364	\$42,364	\$0	\$0	\$42,364
<b>LICENSES AND PERMITS SUBTOTAL</b>	<b>\$2,498,344</b>	<b>\$2,494,176</b>	<b>\$3,021,987</b>	<b>\$3,021,987</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,021,987</b>
4535 Wrecker Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5010 Refuse Collection	\$417,532	\$426,168	\$341,747	\$301,231	\$0	\$0	\$301,231
5020 Copies	\$12,307	\$14,321	\$10,943	\$10,943	\$0	\$0	\$10,943
5040 Planning and Zoning Fees	\$458,203	\$325,000	\$654,038	\$475,000	\$0	\$0	\$475,000
5117 Code Enforcement Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5150 Service Charges	\$17,611	\$4,305	\$9,861	\$9,861	\$0	\$0	\$9,861
5190 Ticket Sales	\$28,523	\$0	\$34,673	\$499,650	\$0	\$0	\$499,650
<b>CHARGES FOR CURRENT SERVICES SUBTOTAL</b>	<b>\$934,176</b>	<b>\$769,794</b>	<b>\$1,051,262</b>	<b>\$1,296,685</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,296,685</b>
5510 Traffic and Criminal Fines	\$1,805,839	\$1,895,519	\$1,564,655	\$1,331,610	\$0	\$0	\$1,331,610
5530 Traffic Camera Fines	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5540 Commercial Vehicle Fines	\$71,775	\$0	\$75,830	\$75,830	\$0	\$0	\$75,830
<b>TRAFFIC AND CRIMINAL FINES SUBTOTAL</b>	<b>\$1,877,614</b>	<b>\$1,895,519</b>	<b>\$1,640,485</b>	<b>\$1,407,440</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,407,440</b>
6010 Interest	\$137,620	\$101,244	\$154,568	\$154,568	\$0	\$0	\$154,568
6015 Gains (Losses) on Investmt	\$18,912	\$0	\$0	\$0	\$0	\$0	\$0
6020 Penalty & Interest	\$131,516	\$108,414	\$155,190	\$155,190	\$0	\$0	\$155,190
6030 Lease Income	\$78,600	\$200,640	\$118,756	\$171,755	\$0	\$0	\$171,755

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1020**

**BUDGET LINE ITEMS**

FUND: GENERAL FUND      DEPARTMENT: REVENUES      DIVISION: REVENUES							
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
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	\$749,480	\$815,785	\$746,555	\$746,555	\$0	\$0	\$746,555
6051 Parks Programs	\$457,121	\$458,633	\$440,118	\$448,160	\$0	\$0	\$448,160
6052 Parks Donations	\$0	\$0	\$3,000	\$0	\$0	\$0	\$0
6053 Animal Shelter Fees	\$8,356	\$6,000	\$5,153	\$0	\$0	\$0	\$0
6054 Tree Mitigation	\$30,424	\$0	\$56,722	\$0	\$0	\$0	\$0
6060 Unanticipated Revenues	\$501,783	\$49,930	\$106,020	\$106,020	\$0	\$0	\$106,020
6070 Short & Over	\$327	\$0	\$187	\$0	\$0	\$0	\$0
6080 Donations	\$47,035	\$50,000	\$50,000	\$50,000	\$0	\$0	\$50,000
6100 Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6104 CDBG-OJCC	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6105 Seized Assets	\$246,412	\$0	\$78,397	\$0	\$0	\$0	\$0
6111 Proceeds for Capital Leases	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6530 Other Non-Operating Income	\$57,035	\$0	\$19,978	\$0	\$0	\$0	\$0
<b>OTHER REVENUES SUBTOTAL</b>	<b>\$2,490,133</b>	<b>\$1,790,646</b>	<b>\$1,934,644</b>	<b>\$1,832,248</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,832,248</b>
6106 Intergovernmental	\$2,360,134	\$2,094,927	\$2,286,400	\$2,192,779	\$0	\$0	\$2,192,779
<b>INTERGOVERNMENTAL REVENUE SUBTOTAL</b>	<b>\$2,360,134</b>	<b>\$2,094,927</b>	<b>\$2,286,400</b>	<b>\$2,192,779</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,192,779</b>
6550 Transfer In	\$64,764	\$277,935	\$266,388	\$185,163	\$0	\$0	\$185,163
<b>TRANSFERS IN SUBTOTAL</b>	<b>\$64,764</b>	<b>\$277,935</b>	<b>\$266,388</b>	<b>\$185,163</b>	<b>\$0</b>	<b>\$0</b>	<b>\$185,163</b>
<b>TOTAL 0001-1020</b>	<b>\$65,892,120</b>	<b>\$68,520,939</b>	<b>\$69,414,598</b>	<b>\$71,063,749</b>	<b>\$0</b>	<b>\$0</b>	<b>\$71,063,749</b>

# 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 2016-2017

- ✓ Completed “Conroe Lean” seventh year
- ✓ Developed 2017 State of the City Report
- ✓ Attended City Council Workshops and Meetings, Conroe Industrial Development Corporation and Greater Conroe Economic Development Council meetings
- ✓ Completed FY 16-17 Capital Improvement Plan (CIP)
- ✓ Oversaw preparation of FY 16-17 Annual Budget
- ✓ Continued improvement of City’s reserve funds

## Goals & Objectives for FY 2017-2018

- ❑ Continue to identify ways to save money 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 educational opportunities for staff
- ❑ Expand employee recognition opportunities
- ❑ Work with Human Resources to complete Employee Manual
- ❑ Continue to Monitor Self-funded Insurance Fund
- ❑ Update and Distribute to Mayor and Council a Project Status Update

# City of Conroe General Fund

## Administration 0001-1041

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERSONNEL SERVICES</b>				
City Administrator	1	1	1	1
Communications Coordinator	1	1	1	1
Executive Secretary	1	1	1	1
<b>TOTAL FULL TIME</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
PT Downtown Liaison (Hours)	0	0	1,000	1,000
<b>TOTAL PART TIME (HOURS)</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>

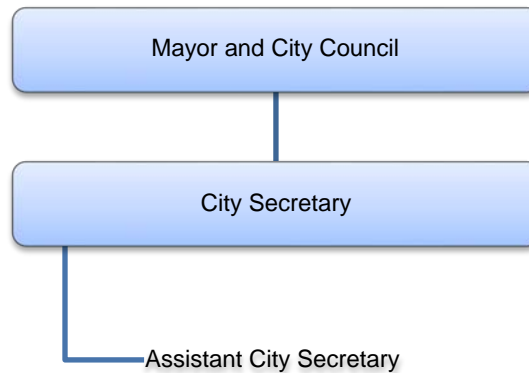
	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Conduct Semi-Monthly Management Team Meetings	20	20	20	20
Conduct bi-weekly one-on-one Meeting with Directors	120	110	180	180
Respond to all citizen inquiries/ complaints in a timely manner	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 2017-2018**  
**0001-1041**

**BUDGET LINE ITEMS**

FUND: GENERAL FUND		DEPARTMENT: ADMINISTRATION		DIVISION: ADMINISTRATION			
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$374,356	\$340,395	\$338,661	\$350,805	\$0	\$0	\$350,805
7012 Salaries - Part Time	\$0	\$353	\$353	\$353	\$0	\$0	\$353
7020 Overtime	\$672	\$0	\$200	\$0	\$0	\$0	\$0
7025 Social Security	\$22,422	\$28,793	\$22,909	\$29,673	\$0	\$0	\$29,673
7030 Retirement & Pension	\$60,864	\$55,410	\$55,691	\$57,357	\$0	\$0	\$57,357
7035 Workers Compensation	\$5,206	\$5,865	\$6,124	\$838	\$0	\$0	\$838
7040 Employee Insurance	\$30,586	\$34,560	\$34,560	\$49,350	\$0	\$0	\$49,350
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$494,106</b>	<b>\$465,376</b>	<b>\$458,498</b>	<b>\$488,376</b>	<b>\$0</b>	<b>\$0</b>	<b>\$488,376</b>
7110 Office Supplies	\$3,758	\$3,209	\$3,209	\$3,209	\$0	\$0	\$3,209
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	\$6,151	\$53,013	\$64,000	\$5,200	\$0	\$0	\$5,200
7252 Improvements <\$5,000	\$1,239	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$6,646	\$8,308	\$8,308	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$17,794</b>	<b>\$64,530</b>	<b>\$75,517</b>	<b>\$8,409</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,409</b>
8010 Utilities	\$1,043	\$1,500	\$1,500	\$1,500	\$0	\$0	\$1,500
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$6,642	\$11,500	\$8,500	\$11,500	\$0	\$0	\$11,500
8050 Travel & Training	\$21,984	\$22,462	\$22,462	\$22,462	\$0	\$0	\$22,462
8060 Contract Services	\$59,539	\$56,266	\$31,239	\$26,718	\$0	\$0	\$26,718
8070 Elections	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$89,208</b>	<b>\$91,728</b>	<b>\$63,701</b>	<b>\$62,180</b>	<b>\$0</b>	<b>\$0</b>	<b>\$62,180</b>
9040 Furniture & Fixtures > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0001-1041</b>	<b>\$601,108</b>	<b>\$621,634</b>	<b>\$597,716</b>	<b>\$558,965</b>	<b>\$0</b>	<b>\$0</b>	<b>\$558,965</b>

# 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 2016-2017

- ✓ Continued on-going assistance in records retention training/organizing with all departments
- ✓ Prepared Council agenda packets and minutes for all Council Meetings
- ✓ Provided updated data to the City website for Council meetings, minutes and agendas
- ✓ Added all approved Ordinances, Resolutions, Agreements, Easements and Deeds to the city common folder for employee convenience
- ✓ Provided electronic retrieval of packets for department directors
- ✓ Successfully responded to a growing volume of open records requests
- ✓ Successfully completed the process of historic preservation of the original Minute Books (dating from 1904) by having eight books restored

## Goals & Objectives for FY 2017-2018

- ❑ Continue on-going preservation project for early Minute Books
- ❑ Continue 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 / Public Information Act
  - Scheduling and preparing travel voucher forms for meetings and trips
  - Tracking Continuing Education Units
- ❑ Continue to prepare agenda packets and minutes for all Council Meetings

# City of Conroe General Fund

## Mayor and City Council 0001-1042

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>SPECIAL SERVICES</b>				
Mayor	1	1	1	1
Mayor Pro Tem	1	1	1	1
Councilmembers	4	4	4	4
<b>TOTAL SPECIAL SERVICES</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>PERSONNEL SERVICES</b>				
City Secretary	1	1	1	1
Assistant City Secretary	1	1	1	1
<b>TOTAL FULL TIME</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
PT Secretary (Hours)	0	0	160	0
<b>TOTAL PART TIME</b>	<b>0</b>	<b>0</b>	<b>160</b>	<b>0</b>
	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Minutes / Agendas / Packets	100	105	105	105
Open Records Requests	496	521	547	600
Document Recording	31	32	35	38
Publications	114	119	125	137

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1042**

**BUDGET LINE ITEMS**

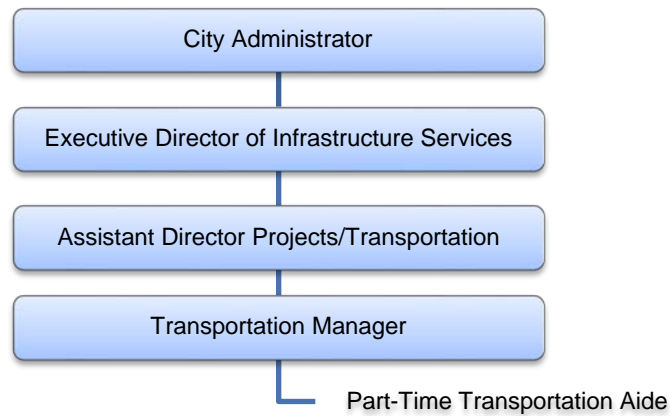
FUND: GENERAL FUND

DEPARTMENT: MAYOR AND COUNCIL

DIVISION: MAYOR AND COUNCIL

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$429,388	\$379,061	\$351,482	\$383,183	\$0	\$0	\$383,183
7012 Salaries - Part Time	\$0	\$193	\$0	\$193	\$0	\$0	\$193
7020 Overtime	\$1,561	\$1,750	\$1,750	\$1,751	\$0	\$0	\$1,751
7025 Social Security	\$28,256	\$32,195	\$26,278	\$32,543	\$0	\$0	\$32,543
7030 Retirement & Pension	\$39,943	\$29,831	\$29,861	\$30,637	\$0	\$0	\$30,637
7035 Workers Compensation	\$6,192	\$6,462	\$6,824	\$852	\$0	\$0	\$852
7040 Employee Insurance	\$20,390	\$23,040	\$23,040	\$32,900	\$0	\$0	\$32,900
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$525,730</b>	<b>\$472,532</b>	<b>\$439,235</b>	<b>\$482,059</b>	<b>\$0</b>	<b>\$0</b>	<b>\$482,059</b>
7110 Office Supplies	\$4,634	\$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	\$30	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$22,312	\$14,768	\$14,768	\$14,768	\$0	\$0	\$14,768
7253 Furniture & Fixtures <\$5,000	\$1,718	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$1,967	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$30,631</b>	<b>\$18,168</b>	<b>\$18,198</b>	<b>\$18,168</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,168</b>
8010 Utilities	\$1,517	\$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	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$56,015	\$42,192	\$42,192	\$42,192	\$0	\$0	\$42,192
8060 Contract Services	\$11,975	\$10,544	\$10,544	\$10,544	\$0	\$0	\$10,544
8070 Elections	\$90,757	\$16,340	\$16,340	\$16,340	\$0	\$0	\$16,340
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$160,264</b>	<b>\$69,876</b>	<b>\$69,876</b>	<b>\$69,876</b>	<b>\$0</b>	<b>\$0</b>	<b>\$69,876</b>
9040 Furniture & Fixtures > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0001-1042</b>	<b>\$716,625</b>	<b>\$560,576</b>	<b>\$527,309</b>	<b>\$570,103</b>	<b>\$0</b>	<b>\$0</b>	<b>\$570,103</b>

# Transportation



The City of Conroe Transportation Department was formed in 2013 to meet the transit and mobility needs of all Conroe residents. Our core values are Safety, Service, and Stewardship. We oversee, manage, and execute all activities associated with Conroe Connection Transit (CCT) planning, system design and implementation. Our office is responsible for all grant management and financial oversight of over \$3.5 million in federal and state grant allocations for program compliance. The Transportation Department services include a fixed bus route, ADA paratransit services, local pedestrian improvements, active community partnerships and a future Park and Ride commuter service. Public transportation provides personal mobility and freedom for people from every walk of life by providing options to get to work, go to school, visit friends, or go to a doctor's office.



# Transportation

## Accomplishments for FY 2016-2017

- ✓ Successfully completed year two of public transportation services by providing 34,774 trips; compared to the first full year at 22,811 trips.
- ✓ Successfully planned, modified and implemented improved bus services to include a north route extension to serve the new Conroe Police and Municipal Court facility.
- ✓ Conducted our second annual Public Transportation System Evaluation Report to examine the performance of the transit system. The data recommends a strong marketing push and expansion to address the plateau in fixed route ridership.
- ✓ Recovered \$671,442 in grant reimbursement for operating expenses and over \$159 million in capital reimbursements.
- ✓ Completed two (2) transit related Texas Department of Transportation construction projects - the Conroe Park & Ride at FM 2854 and IH-45 & SH105 Access Management improvements.
- ✓ Solicited and procured a new turnkey service provider(s) for the commuter, fixed route and ADA Paratransit services.
- ✓ Reconciled the City's expired Transportation Development Credits associated with the Bus Livability grant with the Texas Department of Transportation.

## Goals & Objectives for FY 2017 -2018

- ❑ Initiate Park and Ride commuter service and develop a marketing strategy.
- ❑ Re-program the remaining Bus Livability funding to include both Plantation Road and the Wilson Road sidewalk projects.
- ❑ Add a third route to the existing fixed bus routes. Consider a "pilot route" to the Lone Star Community College (FM3083) area to enhance the workforce "training center" and interests of the Greater Conroe Economic Development Council.
- ❑ Prepare internal controls and documentation for the upcoming FY18 Triennial Review conducted by the Federal Transit administration to examine grantee performance and adherence to current FTA requirements and policies.
- ❑ Incorporate the use of National Transit Database financial codes into department billing/Incode procedures according to its published guidelines.

# City of Conroe General Fund

## Transportation 0001-1044

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERSONNEL SERVICES</b>				
Transportation Manager	1	1	1	1
<b>TOTAL FULL TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
PT Transportation Aide (Hours)	0	1,000	1,040	1,040
<b>TOTAL PART TIME HOURS</b>	<b>0</b>	<b>1,000</b>	<b>1,040</b>	<b>1,040</b>

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Ridership				
Fixed Route	19,612	32,539	28,370	30,600
ADA	331	1,948	3,200	3,204
Service Effectiveness - Unlinked Passenger Trips per Vehicle Revenue Hour				
Fixed Route	4.62	5.23	4.64	5.00
ADA	0.67	0.67	0.53	1.00
Cost Effectiveness - Farebox Recovery Ratio (fares collected/total cost of service)				
Fixed Route	0.05	0.10	0.05	0.05
ADA	0.01	0.03	0.03	0.03

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1044**

**BUDGET LINE ITEMS**

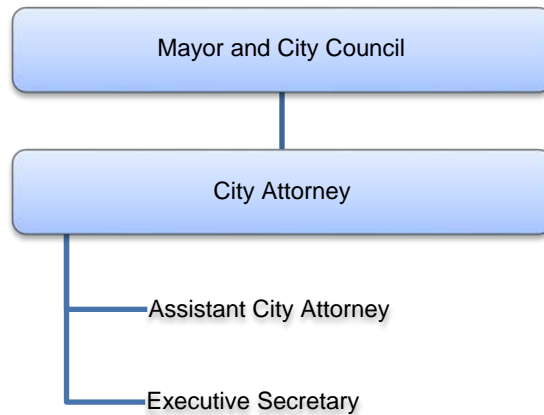
FUND: GENERAL FUND		DEPARTMENT: TRANSPORTATION		DIVISION: TRANSPORTATION			
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$67,613	\$68,355	\$68,355	\$70,065	\$0	\$0	\$70,065
7012 Salaries - Part Time	\$11,957	\$13,940	\$13,940	\$13,940	\$0	\$0	\$13,940
7020 Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7025 Social Security	\$5,742	\$6,842	\$6,842	\$7,098	\$0	\$0	\$7,098
7030 Retirement & Pension	\$10,918	\$11,127	\$11,127	\$11,463	\$0	\$0	\$11,463
7035 Workers Compensation	\$939	\$2,646	\$2,646	\$200	\$0	\$0	\$200
7040 Employee Insurance	\$13,480	\$11,520	\$11,520	\$16,450	\$0	\$0	\$16,450
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$110,649</b>	<b>\$114,430</b>	<b>\$114,430</b>	<b>\$119,216</b>	<b>\$0</b>	<b>\$0</b>	<b>\$119,216</b>
7110 Office Supplies	\$2,926	\$3,000	\$3,000	\$6,500	\$0	\$0	\$6,500
7160 Vehicle Operations	\$5,228	\$5,400	\$5,400	\$5,400	\$0	\$0	\$5,400
7170 Vehicle Repairs	\$1,928	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$9,870	\$13,500	\$13,500	\$10,000	\$0	\$0	\$10,000
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
<b>SUPPLIES SUBTOTAL</b>	<b>\$19,952</b>	<b>\$21,900</b>	<b>\$21,900</b>	<b>\$21,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,900</b>
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	\$24,253	\$16,500	\$16,500	\$16,500	\$0	\$0	\$16,500
8060 Contract Services	\$204,057	\$412,749	\$412,749	\$412,749	\$0	\$688,664	\$1,101,413
8350 Newspaper Legal Notices	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$228,310</b>	<b>\$429,249</b>	<b>\$429,249</b>	<b>\$429,249</b>	<b>\$0</b>	<b>\$688,664</b>	<b>\$1,117,913</b>
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	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
8520 Transfer Out	\$0	\$20,924	\$20,924	\$20,924	\$0	\$0	\$20,924
<b>TRANSFERS SUBTOTAL</b>	<b>\$0</b>	<b>\$20,924</b>	<b>\$20,924</b>	<b>\$20,924</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,924</b>
<b>TOTAL 0001-1044</b>	<b>\$358,911</b>	<b>\$586,503</b>	<b>\$586,503</b>	<b>\$591,289</b>	<b>\$0</b>	<b>\$688,664</b>	<b>\$1,279,953</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1044**

**SUPPLEMENTAL REQUESTS WITH LINE ITEMS**  
(Active Only)

ID	Rank	Title	Type	Line Items	
3093	0	Additional Bus Routes - Eff 1/1/18	Enhanced Program	8060 Contract Services	\$73,170
				8060 CONTRACT SERVICES	\$7,500
				<b>Request Total</b>	<b>\$80,670</b>
3100	0	Commuter Service Operations - Eff 1/1/18	Enhanced Program	8060 Contract Services	\$115,844
				8060 Contract Services	\$470,250
				<b>Request Total</b>	<b>\$586,094</b>
3240	3	Fixed Route Contractor Gross Cost Increase	New Program	8060 Contract Services	\$21,900
				<b>Request Total</b>	<b>\$21,900</b>
<b>3 Requests</b>			<b>Total for 0001-1044</b>		<b>\$688,664</b>

# 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

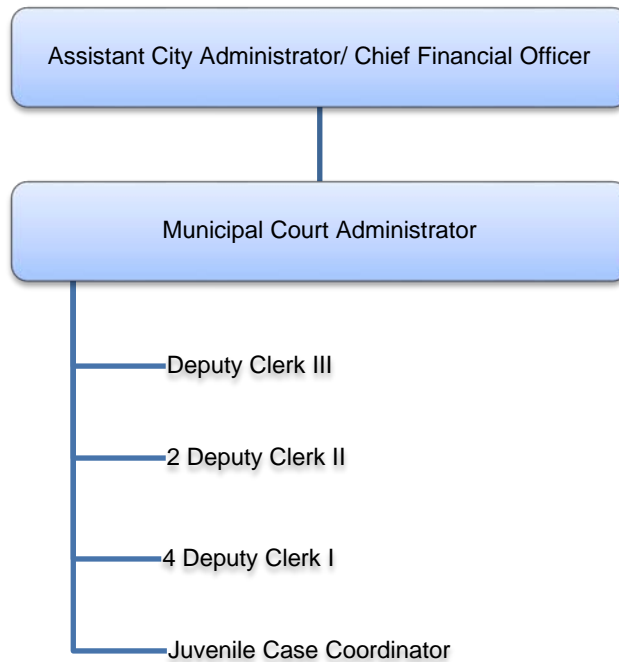
	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERSONNEL SERVICES</b>				
City Attorney	1	1	1	1
Assistant City Attorney	1	1	1	1
Executive Secretary	1	1	1	1
<b>TOTAL FULL TIME</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1060**

**BUDGET LINE ITEMS**

FUND: GENERAL FUND      DEPARTMENT: LEGAL      DIVISION: LEGAL							
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$351,003	\$357,651	\$342,681	\$354,565	\$0	\$0	\$354,565
7012 Salaries - Part Time	\$0	\$200	\$200	\$200	\$0	\$0	\$200
7020 Overtime	\$318	\$0	\$0	\$0	\$0	\$0	\$0
7025 Social Security	\$22,343	\$30,238	\$23,522	\$29,978	\$0	\$0	\$29,978
7030 Retirement & Pension	\$56,974	\$58,218	\$56,588	\$57,971	\$0	\$0	\$57,971
7035 Workers Compensation	\$5,179	\$6,157	\$6,386	\$846	\$0	\$0	\$846
7040 Employee Insurance	\$30,587	\$34,560	\$34,560	\$49,350	\$0	\$0	\$49,350
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$466,404</b>	<b>\$487,024</b>	<b>\$463,937</b>	<b>\$492,910</b>	<b>\$0</b>	<b>\$0</b>	<b>\$492,910</b>
7110 Office Supplies	\$3,182	\$3,200	\$3,200	\$3,200	\$0	\$0	\$3,200
7140 Wearing Apparel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$0	\$300	\$300	\$300	\$0	\$0	\$300
7200 Operating Supplies	\$153	\$500	\$500	\$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
<b>SUPPLIES SUBTOTAL</b>	<b>\$3,335</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,000</b>
8010 Utilities	\$561	\$1,100	\$1,100	\$1,100	\$0	\$0	\$1,100
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$78,199	\$95,000	\$95,000	\$95,000	\$0	\$0	\$95,000
8040 Leased Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$4,693	\$5,995	\$5,995	\$5,995	\$0	\$0	\$5,995
8060 Contract Services	\$44,308	\$23,439	\$45,000	\$23,439	\$0	\$0	\$23,439
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$127,761</b>	<b>\$125,534</b>	<b>\$147,095</b>	<b>\$125,534</b>	<b>\$0</b>	<b>\$0</b>	<b>\$125,534</b>
9040 Furniture & Fixtures > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0001-1060</b>	<b>\$597,500</b>	<b>\$616,558</b>	<b>\$615,032</b>	<b>\$622,444</b>	<b>\$0</b>	<b>\$0</b>	<b>\$622,444</b>

# Municipal Court



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, Constables, Fire Marshalls, Code Enforcement 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, beginning with 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 Assistant City Administrator/CFO.



# Municipal Court

## Accomplishments for FY 2016-2017

- ✓ Participated in the Great State Wide Warrant Round-Up. This is a state wide collaboration of agencies serving warrants on outstanding cases in multiple jurisdictions.
- ✓ Implemented payment of cash, credit card or check through the Jack Kiosk system.
- ✓ Distributed traffic safety brochures and associated traffic material at Kidz Fest and National Night Out.
- ✓ Implemented an efficient process to handle the Code Enforcement Citations when they are processed in the Court.
- ✓ Awarded the Traffic Safety Initiative Award for Medium Court for the State of Texas.
- ✓ Completion and move into the New Municipal Court/Police Station.
- ✓ Implemented the X-Ray and new metal detector for the new court room.
- ✓ Implemented the Nemo-Q line control system for the front counter clerks.

## Goals & Objectives for FY 2017-2018

- ❑ Participate in the 2018 Traffic Safety Initiative Award for the State of Texas for medium size courts.
- ❑ Participate in the Great State Wide Warrant Round-Up.
- ❑ Participate in the Texas Municipal Court Education Center for the Deputy Clerks to obtain their certification.
- ❑ Participate in the Tyler Technology Excellence Award.
- ❑ Implement Version X of Incode Software for Court.
- ❑ Implement Version X Document Imaging for the Court.
- ❑ Implement the paperless system of the daily turn-in with Finance.

# City of Conroe General Fund

## Municipal Court 0001-1070

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>SPECIAL SERVICES</b>				
Judge	1	1	1	1
<b>TOTAL SPECIAL SERVICES</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

### PERSONNEL SERVICES

Court Administrator	1	1	1	1
Deputy Court Clerk III	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
<b>TOTAL FULL TIME</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

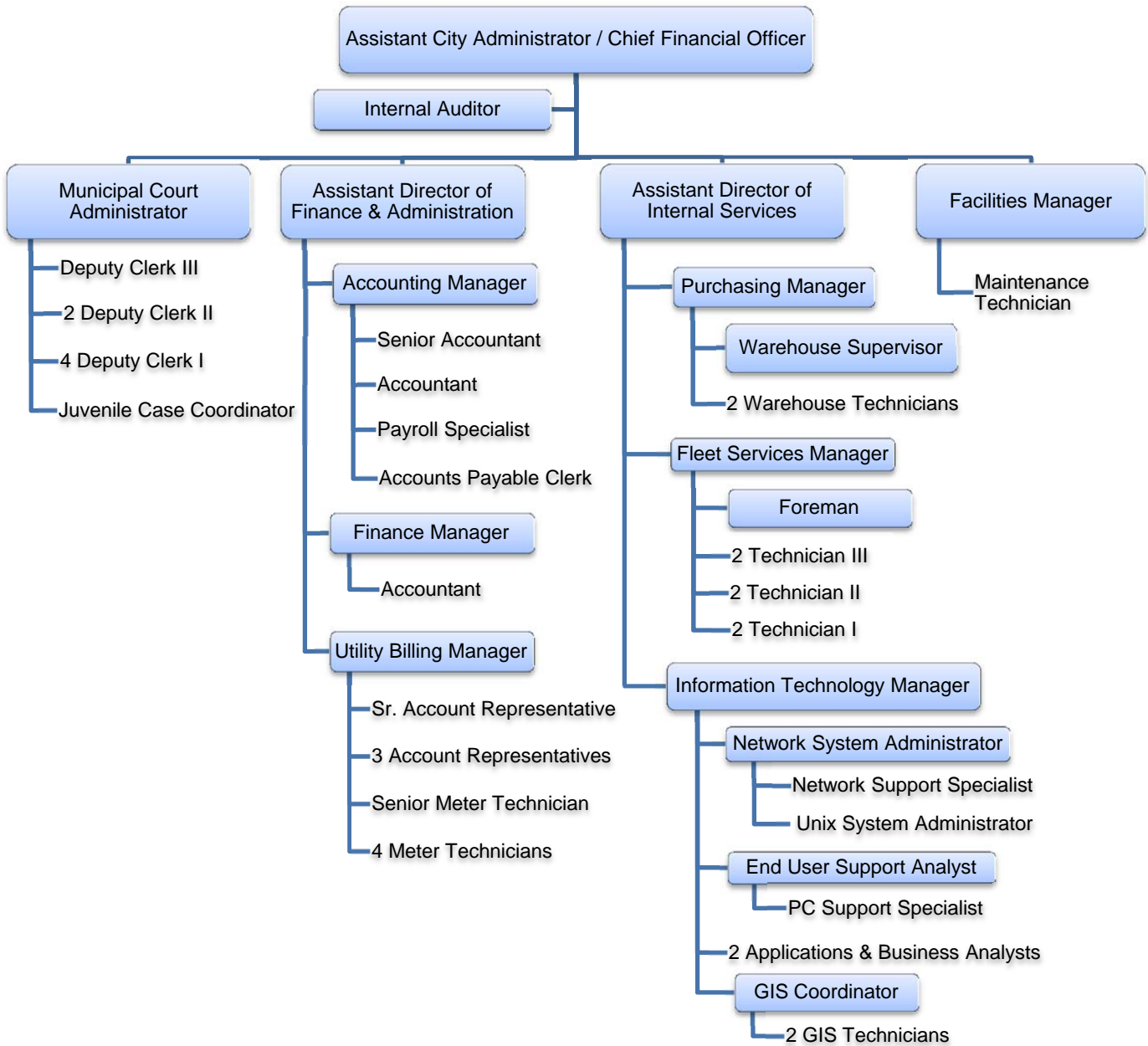
	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Number of Citations Issued	17,358	17,878	14,016	14,433
Number of Citations Processed	16,335	17,848	17,078	13,536
Number of Warrants Issued	9,894	10,192	5,448	6,786
Amount of Fines Collected	2,390,469	2,462,182	2,196,708	1,931,613
Amount of State Fees	769,998	793,097	664,608	599,997
Amount Retained by City	1,620,471	1,669,085	1,532,100	1,331,610

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1070**

**BUDGET LINE ITEMS**

FUND: GENERAL FUND      DEPARTMENT: MUNICIPAL COURT      DIVISION: MUNICIPAL COURT							
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$459,278	\$468,546	\$468,546	\$480,173	\$0	\$0	\$480,173
7020 Overtime	\$15,980	\$40,937	\$33,755	\$33,755	\$0	\$0	\$33,755
7025 Social Security	\$35,055	\$42,983	\$42,444	\$43,427	\$0	\$0	\$43,427
7030 Retirement & Pension	\$68,722	\$74,784	\$73,639	\$75,866	\$0	\$0	\$75,866
7035 Workers Compensation	\$8,390	\$8,062	\$8,062	\$1,129	\$0	\$0	\$1,129
7040 Employee Insurance	\$91,752	\$103,679	\$103,679	\$148,050	\$0	\$0	\$148,050
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$679,177</b>	<b>\$738,991</b>	<b>\$730,125</b>	<b>\$782,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$782,400</b>
7110 Office Supplies	\$40,298	\$23,812	\$35,812	\$23,812	\$0	\$0	\$23,812
7130 Cleaning Supplies	\$0	\$500	\$500	\$500	\$0	\$0	\$500
7140 Wearing Apparel	\$1,327	\$1,400	\$1,400	\$1,400	\$0	\$0	\$1,400
7160 Vehicle Operations	\$3,253	\$5,800	\$5,800	\$5,800	\$0	\$0	\$5,800
7180 Equipment Repairs	\$0	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
7190 Radio Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$6,664	\$6,087	\$6,087	\$6,087	\$0	\$0	\$6,087
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	\$13,409	\$0	\$2,500	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$64,951</b>	<b>\$38,599</b>	<b>\$53,099</b>	<b>\$38,599</b>	<b>\$0</b>	<b>\$0</b>	<b>\$38,599</b>
8010 Utilities	\$181	\$4,263	\$4,263	\$4,263	\$0	\$0	\$4,263
8020 Insurance and Bonds	\$1,876	\$2,000	\$2,000	\$2,000	\$0	\$0	\$2,000
8030 Legal Services	\$4,730	\$5,600	\$5,600	\$5,600	\$0	\$0	\$5,600
8040 Leased Equipment	\$6,542	\$19,444	\$19,444	\$19,444	\$0	\$0	\$19,444
8050 Travel & Training	\$27,403	\$19,526	\$19,526	\$19,526	\$0	\$0	\$19,526
8060 Contract Services	\$372,168	\$484,923	\$545,000	\$484,923	\$0	\$0	\$484,923
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$412,900</b>	<b>\$535,756</b>	<b>\$595,833</b>	<b>\$535,756</b>	<b>\$0</b>	<b>\$0</b>	<b>\$535,756</b>
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	\$51,079	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$51,079</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0001-1070</b>	<b>\$1,208,107</b>	<b>\$1,313,346</b>	<b>\$1,379,057</b>	<b>\$1,356,755</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,356,755</b>

# 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 Assistant City Administrator/CFO on a daily/functional basis only. This position's ultimate reporting responsibility is directly to the City Council.

# Finance & Administration

## Accomplishments for FY 2016-2017

- ✓ Earned the Distinguished Budget Presentation Award for the 2016-2017 fiscal year
- ✓ Earned the Certificate of Achievement for Excellence in Financial Reporting for the fiscal year 2015-2016 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
- ✓ Completed year-end close and CAFR for the 10th time with in-house Accounting staff
- ✓ Completed various audits of processes and procedures for improving internal control
- ✓ Compiled and printed the 2016-2017 fiscal year Operating Budget, Capital Improvement Program Budget, Budget-in-Brief documents, and the Comprehensive Annual Financial Report (CAFR)
- ✓ Earned the Popular Annual Financial Report Award for the fiscal year 2015-2016
- ✓ Updated the City's Investment Policy

## Goals & Objectives for FY 2017-2018

- ❑ Earn the Certificate of Achievement for Excellence in Financial Reporting for the 2016-2017 fiscal year Comprehensive Annual Financial Report (CAFR)
- ❑ Earn the Distinguished Budget Presentation Award for the 2017-2018 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 Transparency Stars Award for 2018
- ❑ Earn the Popular Annual Financial Report Award for the fiscal year 2016-2017

# City of Conroe General Fund

## Finance & Administration 0001-1100

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERSONNEL SERVICES</b>				
Assistant City Administrator/CFO	1	1	1	1
Assistant Director of Internal Services	0	1	1	1
Internal Auditor	1	1	1	1
Assistant Director of Finance & Administration	1	1	1	1
Accounting Manager	1	1	1	1
Accountant	2	2	2	2
Senior Accountant	1	1	1	1
Facility Management Coordinator	1	1	1	0
Facilities Manager	0	0	0	1
Payroll Specialist	1	1	1	1
Accounts Payable Clerk	1	1	1	1
Finance Manager	1	1	1	1
<b>TOTAL FULL TIME</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>12</b>
<b>TOTAL PART TIME HOURS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
General Obligation Bond Rating	AA/Aa2	AA/Aa2	AA/Aa2	AA/Aa2
Water & Sewer System Bond Rating	AA/Aa3	AA/Aa3	AA/Aa3	AA/Aa3
Conroe IDC Bond Rating	A+/Aa3	A+/Aa3	A+/Aa3	A+/Aa3
% 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
Receive GFOA Popular Annual Fin Reporting	N/A	N/A	Yes	Yes
Average number of working days to close prior accounting period	10	10	10	10
Number of internal audit projects	10	9	11	10

The Assistant Director of Internal Services was moved from the Purchasing-Warehouse division in FY 2015-2016.

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1100**

**BUDGET LINE ITEMS**

FUND: GENERAL FUND      DEPARTMENT: FINANCE      DIVISION: FINANCE							
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$1,001,105	\$1,006,592	\$1,069,344	\$1,014,903	\$0	\$0	\$1,014,903
7012 Salaries - Part Time	\$0	\$19,353	\$19,353	\$19,353	\$0	\$0	\$19,353
7020 Overtime	\$2,196	\$3,200	\$3,200	\$3,200	\$0	\$0	\$3,200
7025 Social Security	\$71,449	\$86,963	\$86,963	\$87,665	\$0	\$0	\$87,665
7030 Retirement & Pension	\$162,163	\$164,374	\$164,374	\$166,460	\$0	\$0	\$166,460
7035 Workers Compensation	\$15,159	\$17,658	\$18,370	\$2,467	\$0	\$0	\$2,467
7040 Employee Insurance	\$122,340	\$138,239	\$138,239	\$197,400	\$0	\$0	\$197,400
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$1,374,412</b>	<b>\$1,436,379</b>	<b>\$1,499,843</b>	<b>\$1,491,448</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,491,448</b>
7110 Office Supplies	\$27,870	\$22,035	\$22,035	\$22,035	\$0	\$0	\$22,035
7130 Building Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7140 Wearing Apparel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7160 Vehicle Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$95	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$3,768	\$2,060	\$2,060	\$2,060	\$0	\$0	\$2,060
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$2,879	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$34,612</b>	<b>\$24,095</b>	<b>\$24,095</b>	<b>\$24,095</b>	<b>\$0</b>	<b>\$0</b>	<b>\$24,095</b>
8010 Utilities	\$2,463	\$3,262	\$3,262	\$3,262	\$0	\$0	\$3,262
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$1,082	\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
8040 Leased Equipment	\$10,497	\$11,466	\$11,466	\$11,466	\$0	\$0	\$11,466
8050 Travel & Training	\$28,219	\$39,613	\$39,613	\$39,613	\$0	\$0	\$39,613
8060 Contract Services	\$429,144	\$367,710	\$428,691	\$351,691	\$0	\$138,730	\$490,421
8350 Newspaper Legal Notices	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$471,405</b>	<b>\$425,051</b>	<b>\$486,032</b>	<b>\$409,032</b>	<b>\$0</b>	<b>\$138,730</b>	<b>\$547,762</b>
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0001-1100</b>	<b>\$1,880,429</b>	<b>\$1,885,525</b>	<b>\$2,009,970</b>	<b>\$1,924,575</b>	<b>\$0</b>	<b>\$138,730</b>	<b>\$2,063,305</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1100**

**SUPPLEMENTAL REQUESTS WITH LINE ITEMS**  
(Active Only)

ID	Rank	Title	Type	Line Items	
3179	0	M. C. A. D. Contract Increase	Non-discretionary	8060 Contract Services	\$138,730
			Adjustment	<b>Request Total</b>	<b>\$138,730</b>
<b>1 Requests</b>			<b>Total for 0001-1100</b>		<b>\$138,730</b>



## 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 Facade 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 2016-2017**

- ✓ Continued monitoring compliance and repayment of the 108 funding per loan repayment schedule
- ✓ Completed the 2015 Consolidated Annual Performance and Evaluation Report and submit it to the U. S. Department of Housing and Urban Development
- ✓ Established Environmentally clear sites for the Reconstruction Program
- ✓ Completed Bid and reconstruction of nine houses
- ✓ Completed Demolition/Clean-Up Project in Housing Target Area
- ✓ Successfully completed external audit review

## **Goals & Objectives for FY 2017-2018**

- ❑ Continue to monitor compliance and repayment of the 108 funding per loan repayment schedule
- ❑ Complete 2017 Annual Action Plan for submission to HUD
- ❑ Monitor 2016 Annual Action Plan Progress
- ❑ Complete the yearly Consolidated Annual Performance and Evaluation Report and submit it to the U. S. Department of Housing and Urban Development
- ❑ Environmentally clear sites for the Reconstruction Program
- ❑ Review the Bid and reconstruction process
- ❑ Review Demolition/Clean-Up Project in Housing Target Area
- ❑ Train Staff on Procurement
- ❑ Train Staff on Section 3
- ❑ Further Fair Housing

# City of Conroe General Fund

## CDBG Administration 0001-1110

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERSONNEL SERVICES</b>				
Assistant Community Development Director	1	0	0	0
Assistant Coordinator	1	1	1	1
<b>TOTAL FULL TIME</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Number of Houses Reconstructed	3	3	7	2
Number of Youth and Adults Served	4	3	10	2
Number of Lots Cleaned	3	3	5	2

The Assistant Community Development Director was reclassified as Director of Community Development and the position was transferred to Community Development (1500) in FY15-16.

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1110**

**BUDGET LINE ITEMS**

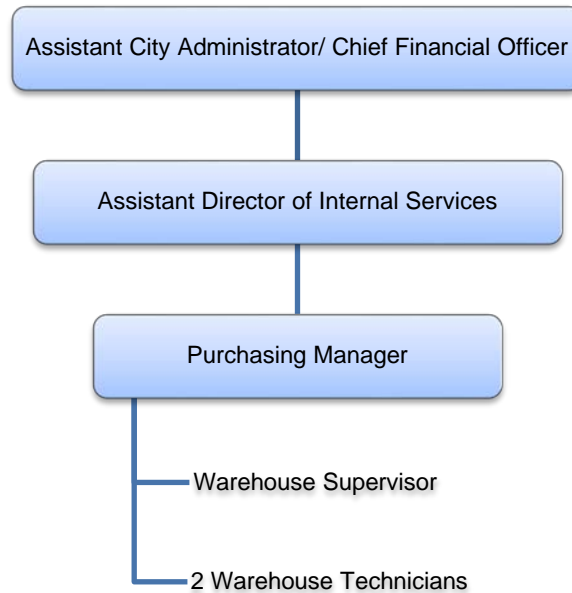
FUND: GENERAL FUND

DEPARTMENT: CDBG ADMINISTRATION

DIVISION: CDBG ADMINISTRATION

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$139,438	\$51,393	\$51,182	\$54,223	\$0	\$0	\$54,223
7012 Salaries - Part Time	\$0	\$1,188	\$1,188	\$1,188	\$0	\$0	\$1,188
7020 Overtime	\$2,239	\$0	\$3,994	\$0	\$0	\$0	\$0
7025 Social Security	\$10,628	\$4,443	\$0	\$4,682	\$0	\$0	\$4,682
7030 Retirement & Pension	\$22,959	\$8,366	\$8,661	\$8,866	\$0	\$0	\$8,866
7035 Workers Compensation	\$2,485	\$906	\$906	\$132	\$0	\$0	\$132
7040 Employee Insurance	\$20,388	\$11,520	\$11,520	\$16,450	\$0	\$0	\$16,450
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$198,137</b>	<b>\$77,816</b>	<b>\$77,451</b>	<b>\$85,541</b>	<b>\$0</b>	<b>\$0</b>	<b>\$85,541</b>
7110 Office Supplies	\$7,760	\$6,200	\$6,200	\$6,200	\$0	\$0	\$6,200
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	\$684	\$1,700	\$1,700	\$1,700	\$0	\$0	\$1,700
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$8,444</b>	<b>\$7,900</b>	<b>\$7,900</b>	<b>\$7,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,900</b>
8010 Utilities	\$573	\$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	\$1,138	\$0	\$2,393	\$0	\$0	\$0	\$0
8050 Travel & Training	\$5,220	\$4,881	\$4,881	\$4,881	\$0	\$0	\$4,881
8060 Contract Services	\$24,256	\$27,172	\$39,461	\$27,172	\$0	\$0	\$27,172
8350 Newspaper Legal Notices	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$31,187</b>	<b>\$33,327</b>	<b>\$48,009</b>	<b>\$33,327</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,327</b>
9010 Land >\$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
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0001-1110</b>	<b>\$237,768</b>	<b>\$119,043</b>	<b>\$133,360</b>	<b>\$126,768</b>	<b>\$0</b>	<b>\$0</b>	<b>\$126,768</b>

## Purchasing – Warehouse



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.

# Purchasing - Warehouse

## Accomplishments for FY 2016-2017

- ✓ Upgraded Veerder-Root Fuel System for compliance and efficiency.
- ✓ Increased the use of blanket purchase orders minimizing sequential purchases.
- ✓ Updated the City's purchasing operating procedures and policy to reflect current legislation.
- ✓ Maintained year-end inventory adjustments to less than 1% of total inventory.
- ✓ Continued cross training program for all Purchasing Department personnel.
- ✓ Implemented annual purchasing policy video training for all departments.
- ✓ Created Desk Reference Manuals for Purchasing and Warehouse Staff.
- ✓ Implement web-based Vendor Registration.

## Goals & Objectives for FY 2017-2018

- ❑ Implement Scan Bar Inventory System for the Purchasing Warehouse.
- ❑ Implement Fuel Rings and Data Pass system for city fuel accountability.
- ❑ Continue to streamline purchasing practices toward eligibility for National Procurement Institute Achievement of Excellence in Procurement Award.
- ❑ 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.
- ❑ Implement E-Procurement practices for Purchasing.

# City of Conroe General Fund

## Purchasing - Warehouse 0001-1120

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERSONNEL SERVICES</b>				
Assistant Director of Internal Services	1	0	0	0
Purchasing Director	0	0	0	0
Buyer	0	0	0	0
Purchasing Manager	1	1	1	1
Warehouse Supervisor	1	1	1	1
Warehouse Technician	2	2	2	2
<b>TOTAL FULL TIME</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>4</b>

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Number of purchase orders issued	1,230	1,273	1,292	1,278
Value of purchase orders issued	\$155,263,452	\$116,855,791	\$127,191,999	\$130,000,000
Number of bids solicited	70	62	74	74
Inventory value	\$600,000	\$600,000	\$626,000	\$626,000
Auction Revenues	\$306,845	\$708,214	\$392,496	\$350,000

The Assistant Director of Internal Services was moved to Finance & Administration in FY 2015-2016.

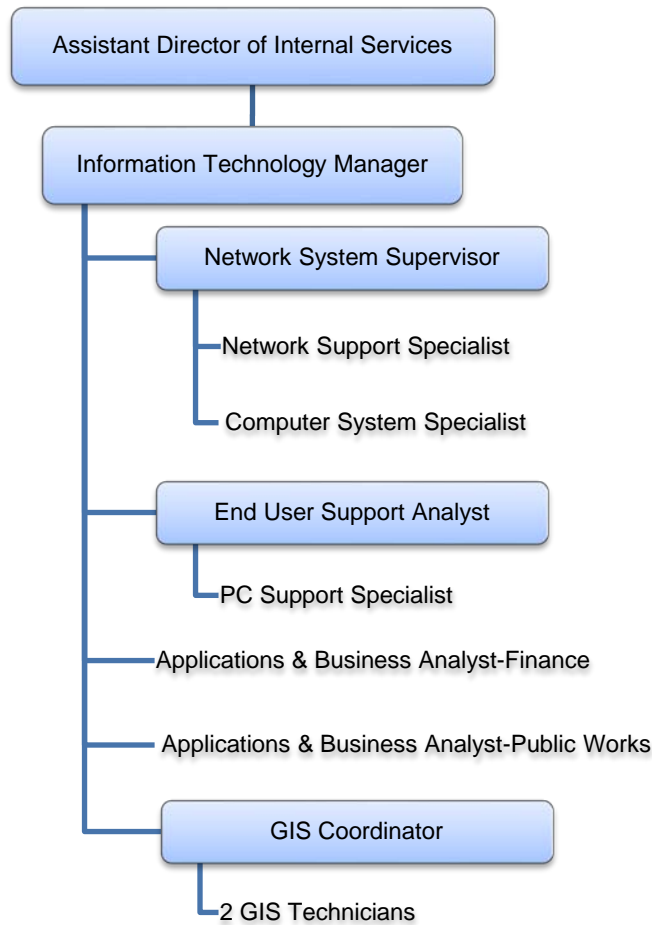
**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1120**

**BUDGET LINE ITEMS**

FUND: GENERAL FUND      DEPARTMENT: PURCHASING-WAREHOUSE      DIVISION: PURCHASING-WAREHOUSE							
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$210,697	\$212,595	\$212,595	\$218,287	\$0	\$0	\$218,287
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$974	\$3,200	\$3,200	\$3,200	\$0	\$0	\$3,200
7025 Social Security	\$15,714	\$18,235	\$18,235	\$18,716	\$0	\$0	\$18,716
7030 Retirement & Pension	\$34,156	\$35,127	\$35,127	\$36,213	\$0	\$0	\$36,213
7035 Workers Compensation	\$3,143	\$3,662	\$3,662	\$6,009	\$0	\$0	\$6,009
7040 Employee Insurance	\$40,779	\$46,080	\$46,080	\$65,800	\$0	\$0	\$65,800
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$305,463</b>	<b>\$318,899</b>	<b>\$318,899</b>	<b>\$348,225</b>	<b>\$0</b>	<b>\$0</b>	<b>\$348,225</b>
7110 Office Supplies	\$1,821	\$1,800	\$1,800	\$1,800	\$0	\$0	\$1,800
7140 Wearing Apparel	\$1,091	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
7160 Vehicle Operations	\$4,115	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
7170 Vehicle Repairs	\$719	\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
7180 Equipment Repairs	\$439	\$750	\$750	\$750	\$0	\$0	\$750
7190 Radio Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$6,076	\$13,355	\$11,555	\$11,555	\$0	\$0	\$11,555
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$1,680	\$0	\$0	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$15,941</b>	<b>\$24,905</b>	<b>\$23,105</b>	<b>\$23,105</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,105</b>
8010 Utilities	\$1,192	\$2,400	\$2,400	\$2,400	\$0	\$0	\$2,400
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$1,925	\$2,000	\$2,000	\$2,000	\$0	\$0	\$2,000
8050 Travel & Training	\$7,920	\$10,422	\$10,422	\$10,422	\$0	\$0	\$10,422
8060 Contract Services	\$8,065	\$8,146	\$9,946	\$9,946	\$0	\$0	\$9,946
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$19,102</b>	<b>\$22,968</b>	<b>\$24,768</b>	<b>\$24,768</b>	<b>\$0</b>	<b>\$0</b>	<b>\$24,768</b>
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
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0001-1120</b>	<b>\$340,506</b>	<b>\$366,772</b>	<b>\$366,772</b>	<b>\$396,098</b>	<b>\$0</b>	<b>\$0</b>	<b>\$396,098</b>



# 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. The provisions are necessary for all departments to effectively accomplish their goal in accordance with the City of Conroe's mission statement.

# Information Technology

## Accomplishments for FY 2016-2017

- ✓ Completed InCode V10 installation for Utility Billing, Municipal Courts, Accounts Receivables and Inventory Control
- ✓ Completed Spillman reportal software installation for automated reporting
- ✓ Completed installation for additional switches in the Police Department
- ✓ Completed installation of routers for downtown radio station
- ✓ Completed installation of hardware for Telvue upgrade of Council video equipment
- ✓ Completed Watchguard video system migration to virtualization, storage upgrade and Spillman interface
- ✓ Completed Exchange upgrade to version 2013
- ✓ Completed integration of Suddenlink as backup internet access for Netmotion mobility
- ✓ Completed Council Chambers and the Emergency Operations Center recording hardware upgrade
- ✓ Completed 6<sup>th</sup> floor audio visual equipment installation
- ✓ Completed Parks administration connectivity and move to new facility
- ✓ Completed removal of network connectivity to old Police Department
- ✓ Completed Siemens HVAC upgrade for old Police Department and City Hall
- ✓ Completed installation for Netmotion server for City Hall
- ✓ Completed Kronos installation
- ✓ Completed upgrade of BluePrince software
- ✓ Completed installation for wireless access point in Recreation Center fitness room
- ✓ Completed review of GIS architectural and best practice project
- ✓ Updated ArcGIS to 10.3.1 and SQL 2014 to support new Cartegraph version
- ✓ Completed GSI database upgrade and secure web services in support of Cartegraph
- ✓ Completed implementation of federated services for ArcGIS and active directory synchronization

## Goals & Objectives for FY 2017-2018

- ❑ Plan for migration to VOIP phone system for Public Works
- ❑ Plan for Fire Station 7 migration
- ❑ Upgrade ArcGIS to 10.5
- ❑ Review and implement GIS architectural recommendations

**City of Conroe  
General Fund**

**Information Technology  
0001-1130**

	<b><u>Actual 2014-2015</u></b>	<b><u>Actual 2015-2016</u></b>	<b><u>Estimated 2016-2017</u></b>	<b><u>Budgeted 2017-2018</u></b>
<b>PERSONNEL SERVICES</b>				
Information Technology Manager	1	1	1	1
Unix System Administrator	1	1	0	0
Computer Systems Specialist	0	0	1	1
Network System Administrator	1	1	0	0
Network System Supervisor	0	0	1	1
Network Support Specialist	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	1	1	1	1
GIS Technician	2	2	2	2
<b>TOTAL FULL TIME</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>

	<b><u>Actual 2014-2015</u></b>	<b><u>Actual 2015-2016</u></b>	<b><u>Estimated 2016-2017</u></b>	<b><u>Budgeted 2017-2018</u></b>
<b>PERFORMANCE MEASURES</b>				
Number of IT service calls	5,701	5,361	6,100	6,500
Number of GIS service calls	711	839	840	860
Number of PC's	600	610	640	660

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1130**

**BUDGET LINE ITEMS**

**FUND: GENERAL FUND**

**DEPARTMENT: INFORMATION TECHNOLOGY**

**DIVISION: INFORMATION TECHNOLOGY**

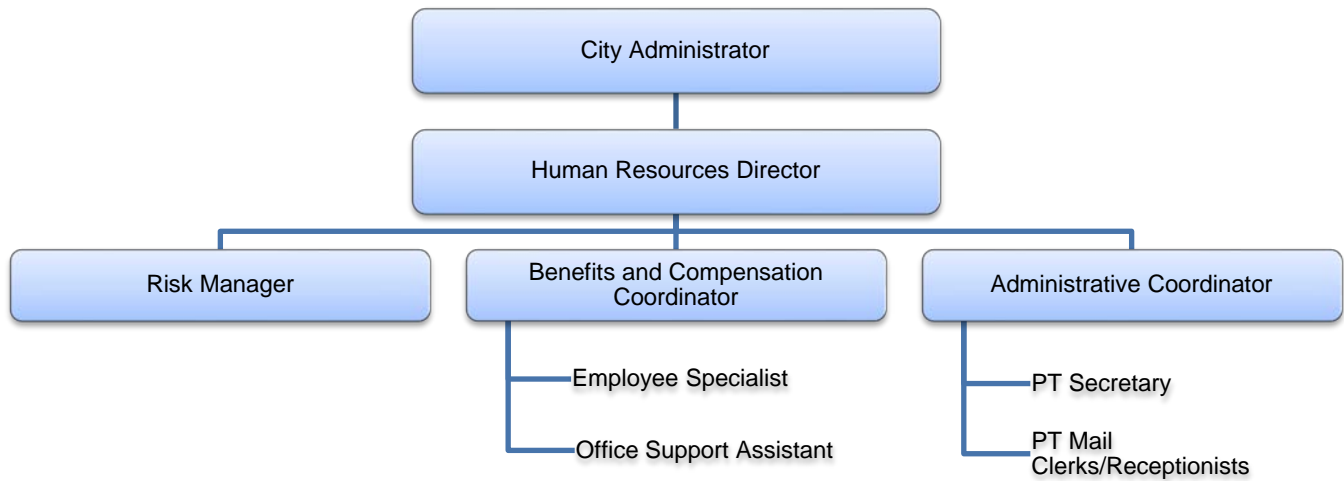
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$812,662	\$812,302	\$830,919	\$823,471	\$0	\$0	\$823,471
7012 Salaries - Part Time	\$1,063	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$10,181	\$4,100	\$4,200	\$4,100	\$0	\$0	\$4,100
7025 Social Security	\$60,327	\$68,986	\$63,000	\$69,930	\$0	\$0	\$69,930
7030 Retirement & Pension	\$133,006	\$132,894	\$136,000	\$135,308	\$0	\$0	\$135,308
7035 Workers Compensation	\$12,092	\$13,990	\$15,000	\$2,371	\$0	\$0	\$2,371
7040 Employee Insurance	\$112,144	\$126,719	\$126,719	\$180,950	\$0	\$0	\$180,950
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$1,141,475</b>	<b>\$1,158,991</b>	<b>\$1,175,838</b>	<b>\$1,216,130</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,216,130</b>
7110 Office Supplies	\$706	\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
7140 Wearing Apparel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7160 Vehicle Operations	\$1,295	\$3,000	\$2,000	\$3,000	\$0	\$0	\$3,000
7180 Equipment Repairs	\$1,958	\$1,500	\$1,500	\$1,500	\$0	\$0	\$1,500
7200 Operating Supplies	\$3,763	\$5,300	\$5,300	\$5,300	\$0	\$0	\$5,300
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$77,987	\$45,000	\$44,500	\$45,000	\$0	\$45,000	\$90,000
<b>SUPPLIES SUBTOTAL</b>	<b>\$85,709</b>	<b>\$57,800</b>	<b>\$56,300</b>	<b>\$57,800</b>	<b>\$0</b>	<b>\$45,000</b>	<b>\$102,800</b>
8010 Utilities	\$10,428	\$2,500	\$5,200	\$2,500	\$0	\$0	\$2,500
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$11,470	\$22,000	\$21,675	\$22,000	\$0	\$0	\$22,000
8060 Contract Services	\$896,598	\$1,088,261	\$1,070,761	\$1,156,388	\$0	\$0	\$1,156,388
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$918,496</b>	<b>\$1,112,761</b>	<b>\$1,097,636</b>	<b>\$1,180,888</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,180,888</b>
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$75,654	\$12,000	\$12,000	\$0	\$0	\$143,000	\$143,000
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$75,654</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$143,000</b>	<b>\$143,000</b>
<b>TOTAL 0001-1130</b>	<b>\$2,221,334</b>	<b>\$2,341,552</b>	<b>\$2,341,774</b>	<b>\$2,454,818</b>	<b>\$0</b>	<b>\$188,000</b>	<b>\$2,642,818</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1130**

**SUPPLEMENTAL REQUESTS WITH LINE ITEMS**  
(Active Only)

<b>ID</b>	<b>Rank</b>	<b>Title</b>	<b>Type</b>	<b>Line Items</b>	
1704	3	I. T. S. P. - Server Replacement Program	Replacement Equipment	9050 Machinery & Equipment >\$5,000 <b>Request Total</b>	\$20,000 <b>\$20,000</b>
3071	4	I. T. S. P. - Storage Replacement Program	Replacement Equipment	9050 Machinery & Equipment >\$5,000 <b>Request Total</b>	\$60,000 <b>\$60,000</b>
2510	5	I. T. S. P. - Switch Replacement Program	Replacement Equipment	7254 Machinery & Equipment <\$5,000 9050 Machinery & Equipment >\$5,000 <b>Request Total</b>	\$15,000 \$15,000 <b>\$30,000</b>
2511	6	I. T. S. P. - P C Replacement Program	Replacement Equipment	7254 Machinery & Equipment <\$5,000 <b>Request Total</b>	\$30,000 <b>\$30,000</b>
3155	7	Service Center Voip Phone System	Replacement Equipment	8060 Contract Services 9050 Machinery & Equipment >\$5,000 <b>Request Total</b>	\$0 \$48,000 <b>\$48,000</b>
<b>5 Requests</b>			<b>Total for 0001-1130</b>		<b>\$188,000</b>

# 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 2016-2017

- ✓ Supervised 9 exams and assessment centers for Police and Fire Departments
- ✓ Continued 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 Employee of the Year and Bright and Lean Programs
- ✓ Coordinated one Employee Breakfast event
- ✓ Continued new and revamped Employee of the Year program
- ✓ Renewed Workplace Wellness Program
- ✓ Completed proposal process for fully insured health plans
- ✓ Began implementation of new timekeeping system

## Goals & Objectives for FY 2017-2018

- ❑ 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
- ❑ Evaluate an improved performance appraisal system
- ❑ Increase training for employees, particularly supervisors
- ❑ Continue to monitor and evaluate employee Health Benefits program
- ❑ Continue audit process on job descriptions
- ❑ Continue to monitor and evaluate classification and compensation plan
- ❑ Finalize implementation of new timekeeping system

**City of Conroe**  
**General Fund**  
**Human Resources**  
**0001-1160**

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>SPECIAL SERVICES</b>				
Civil Service Commission	3	3	3	3
<b>TOTAL SPECIAL SERVICES</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>PERSONNEL SERVICES</b>				
Human Resources 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	1	1	1	1
<b>TOTAL FULL TIME</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
PT Secretary (Hours)	1,500	1,500	1,500	1,500
PT Mail Clerks (Hours)	1,300	1,300	1,300	1,300
<b>TOTAL PART TIME HOURS</b>	<b>2,800</b>	<b>2,800</b>	<b>2,800</b>	<b>2,800</b>
	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Applications Tracked & Received	2,253	3,400	2,000	2,250
Civil Service Exams	8	10	10	10
Civil Service Testing Candidates	896	1,000	1,000	1,000
Employees Hired & Processed	194	100	100	120
Retired Employees	15	5	5	5
Employees Terminated	85	112	100	100
Trainings Provided	15	15	12	12
Employees Trained	657	750	750	800

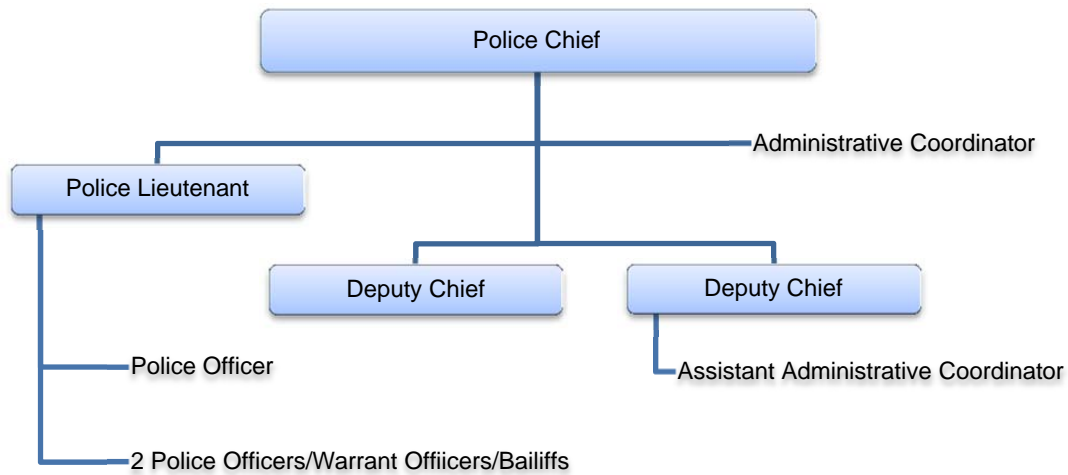


**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1160**

**BUDGET LINE ITEMS**

FUND: GENERAL FUND		DEPARTMENT: HUMAN RESOURCES		DIVISION: HUMAN RESOURCES			
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$402,032	\$405,009	\$388,500	\$410,804	\$0	\$0	\$410,804
7012 Salaries - Part Time	\$58,709	\$70,267	\$62,270	\$70,267	\$0	\$0	\$70,267
7020 Overtime	\$3,167	\$1,100	\$3,850	\$1,100	\$0	\$0	\$1,100
7025 Social Security	\$34,616	\$40,254	\$29,750	\$40,743	\$0	\$0	\$40,743
7030 Retirement & Pension	\$65,458	\$65,911	\$62,400	\$67,150	\$0	\$0	\$67,150
7035 Workers Compensation	\$6,995	\$8,158	\$8,481	\$1,147	\$0	\$0	\$1,147
7040 Employee Insurance	\$61,170	\$69,119	\$69,119	\$98,700	\$0	\$0	\$98,700
7050 Physicals	\$41,451	\$65,370	\$67,850	\$65,370	\$0	\$0	\$65,370
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$673,598</b>	<b>\$725,188</b>	<b>\$692,220</b>	<b>\$755,281</b>	<b>\$0</b>	<b>\$0</b>	<b>\$755,281</b>
7110 Office Supplies	\$5,600	\$7,400	\$7,200	\$7,400	\$0	\$0	\$7,400
7140 Wearing Apparel	\$360	\$600	\$600	\$600	\$0	\$0	\$600
7160 Vehicle Operations	\$0	\$0	\$500	\$0	\$0	\$0	\$0
7170 Vehicle Repairs	\$0	\$0	\$500	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$0	\$500	\$0	\$500	\$0	\$0	\$500
7200 Operating Supplies	\$16,876	\$14,505	\$14,700	\$14,505	\$0	\$0	\$14,505
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$1,800	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$4,740	\$0	\$526	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$27,576</b>	<b>\$23,005</b>	<b>\$25,826</b>	<b>\$23,005</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,005</b>
8010 Utilities	\$1,082	\$1,800	\$1,100	\$1,400	\$0	\$0	\$1,400
8020 Insurance and Bonds	\$70	\$101	\$97	\$136	\$0	\$0	\$136
8030 Legal Services	\$180	\$7,000	\$2,000	\$6,000	\$0	\$0	\$6,000
8040 Leased Equipment	\$4,783	\$12,500	\$5,200	\$10,900	\$0	\$0	\$10,900
8050 Travel & Training	\$15,785	\$11,030	\$12,000	\$13,995	\$0	\$0	\$13,995
8060 Contract Services	\$45,728	\$140,006	\$140,006	\$61,878	\$0	\$0	\$61,878
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$67,628</b>	<b>\$172,437</b>	<b>\$160,403</b>	<b>\$94,309</b>	<b>\$0</b>	<b>\$0</b>	<b>\$94,309</b>
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$163,756	\$163,756	\$0	\$0	\$0	\$0
9060 Vehicles > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$0</b>	<b>\$163,756</b>	<b>\$163,756</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0001-1160</b>	<b>\$768,802</b>	<b>\$1,084,386</b>	<b>\$1,042,205</b>	<b>\$872,595</b>	<b>\$0</b>	<b>\$0</b>	<b>\$872,595</b>

# 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 2016-2017

- ✓ Maintained staffing department-wide while keeping pace with annexation expansion and population increases.
- ✓ Continued to operate a successful Basic Peace Officer Academy.
- ✓ Increased Command Staff's public interactions through forums, service organizations, speaking engagements, and other opportunities to meet with the public.
- ✓ Completed new headquarters on budget with no change orders.

## Goals & Objectives for FY 2017-2018

- ❑ Continue to pursue full staffing department-wide while keeping pace with annexation expansion and population increases.
- ❑ 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.

# City of Conroe General Fund

## Police Administration 0001-1201

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERSONNEL SERVICES</b>				
Police Chief	1	1	1	1
Deputy Chief	2	2	2	2
Lieutenant	1	1	1	1
Police Officer	1	1	1	1
Police Officer/Warrant Officer/Bailiff	2	2	2	2
Administrative Coordinator	0	0	1	1
Secretary III	1	1	0	0
Assistant Administrative Coordinator	0	0	1	1
Inventory Technician	1	1	0	0
<b>TOTAL FULL TIME</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Citizen Police Academy classes	2	2	3	2
Discipline Boards convened	0	0	2	0
Grants obtained	4	2	2	4

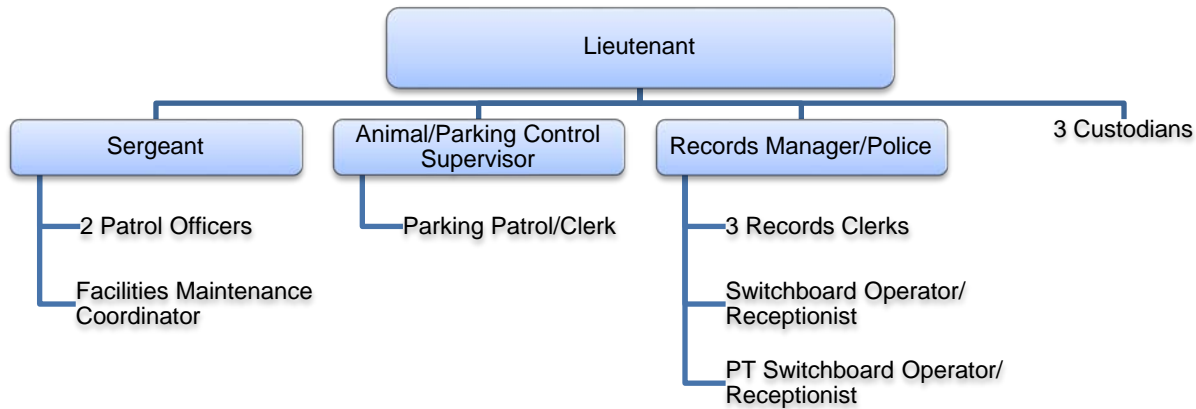
**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1201**

**BUDGET LINE ITEMS**

FUND: GENERAL FUND      DEPARTMENT: POLICE ADMINISTRATION      DIVISION: POLICE ADMINISTRATION

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$876,162	\$820,245	\$757,680	\$807,680	\$0	\$0	\$807,680
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$31,031	\$32,240	\$32,240	\$32,240	\$0	\$0	\$32,240
7025 Social Security	\$63,962	\$71,719	\$53,276	\$70,973	\$0	\$0	\$70,973
7030 Retirement & Pension	\$146,786	\$138,158	\$121,233	\$137,327	\$0	\$0	\$137,327
7035 Workers Compensation	\$12,304	\$14,039	\$14,039	\$16,179	\$0	\$0	\$16,179
7040 Employee Insurance	\$91,755	\$103,679	\$103,679	\$148,050	\$0	\$0	\$148,050
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$1,222,000</b>	<b>\$1,180,080</b>	<b>\$1,082,147</b>	<b>\$1,212,449</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,212,449</b>
7110 Office Supplies	\$4,190	\$5,775	\$5,775	\$5,775	\$0	\$0	\$5,775
7130 Building Supplies	\$0	\$1,500	\$1,500	\$1,500	\$0	\$0	\$1,500
7140 Wearing Apparel	\$2,709	\$5,150	\$5,150	\$5,150	\$0	\$0	\$5,150
7160 Vehicle Operations	\$11,109	\$13,203	\$13,203	\$13,203	\$0	\$0	\$13,203
7170 Vehicle Repairs	\$0	\$2,000	\$2,000	\$2,000	\$0	\$0	\$2,000
7180 Equipment Repairs	\$42	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
7190 Radio Repairs	\$0	\$665	\$665	\$665	\$0	\$0	\$665
7200 Operating Supplies	\$41,783	\$33,474	\$78,907	\$33,474	\$0	\$0	\$33,474
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	\$1,621	\$70,437	\$6,000	\$6,000	\$0	\$0	\$6,000
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$61,454</b>	<b>\$133,204</b>	<b>\$114,200</b>	<b>\$68,767</b>	<b>\$0</b>	<b>\$0</b>	<b>\$68,767</b>
8010 Utilities	\$164,302	\$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	\$450	\$0	\$2,600	\$0	\$0	\$0	\$0
8050 Travel & Training	\$13,975	\$15,135	\$15,135	\$15,135	\$0	\$0	\$15,135
8060 Contract Services	\$12,506	\$36,088	\$36,088	\$36,088	\$0	\$0	\$36,088
8350 Newspaper Legal Notices	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$191,233</b>	<b>\$237,924</b>	<b>\$240,524</b>	<b>\$237,924</b>	<b>\$0</b>	<b>\$0</b>	<b>\$237,924</b>
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	\$30,473	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$30,473</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0001-1201</b>	<b>\$1,505,160</b>	<b>\$1,551,208</b>	<b>\$1,436,871</b>	<b>\$1,519,140</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,519,140</b>

# 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 Texas Commission on Law Enforcement 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 2016-2017

- ✓ Completed building improvements and safety at the Firearms Training Facility
- ✓ Conducted one full Basic Peace Officer Course. Continued the trend of 100% pass rate on the Texas Commission On Law Enforcement licensing exam
- ✓ Implemented a Records Division retention program
- ✓ Increased Records Section services to the public to meet increased demands

## Goals & Objectives for FY 2017-2018

- ❑ Increase to two Police Academies
- ❑ Increase data scanning and moving toward a paperless unit
- ❑ Continue 100% TCOLE pass rate by academy cadets

# City of Conroe General Fund

## Police Support Services 0001-1202

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERSONNEL SERVICES</b>				
Lieutenant	1	1	1	1
Sergeant	1	1	1	1
Patrol Officer	2	2	2	2
Facilities Maintenance Coordinator	1	1	1	1
Parking Patrol/Clerk	1	1	1	1
Records Manager/Police	1	1	1	1
Records Clerk	3	3	3	3
Switchboard Operator/Receptionist	1	1	1	1
Custodian	2	2	3	3
<b>TOTAL FULL TIME</b>	<b>13</b>	<b>13</b>	<b>14</b>	<b>14</b>
PT Switchboard Operator (Hours)	400	400	400	400
PT Custodian (Hours)	0	260	0	0
<b>TOTAL PART TIME HOURS</b>	<b>400</b>	<b>660</b>	<b>400</b>	<b>400</b>
	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Parking Citations Issued	3,498	3,500	3,000	3,500
Vehicles Booted	17	17	15	17
Open Records Requests	400	450	500	500
Accident Reports	2,278	2,300	2,800	2,900
Offense Reports	5,481	5,500	7,000	9,000
Arrest Reports	4,717	4,800	4,800	5,500
Receptionist Walk-ins	14,492	15,000	15,500	16,000
Receptionist Phone Calls	31,000	30,000	35,000	40,000
Basic Peace Officer Academy	1	1	1	1

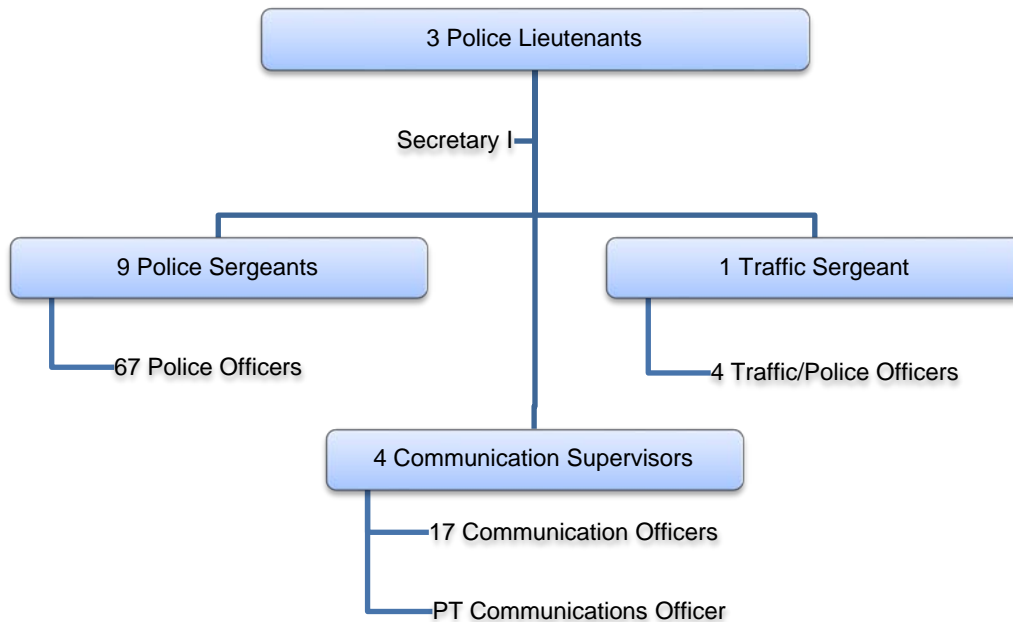


**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1202**

**BUDGET LINE ITEMS**

FUND: GENERAL FUND		DEPARTMENT: POLICE SUPPORT		DIVISION: POLICE SUPPORT			
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$630,419	\$679,426	\$675,730	\$681,509	\$0	\$0	\$681,509
7012 Salaries - Part Time	\$9,067	\$63,058	\$63,058	\$63,058	\$0	\$0	\$63,058
7020 Overtime	\$32,439	\$50,587	\$50,587	\$49,824	\$0	\$0	\$49,824
7025 Social Security	\$48,997	\$66,689	\$52,539	\$67,126	\$0	\$0	\$67,126
7030 Retirement & Pension	\$107,447	\$118,590	\$113,186	\$119,573	\$0	\$0	\$119,573
7035 Workers Compensation	\$10,589	\$15,066	\$15,066	\$12,069	\$0	\$0	\$12,069
7040 Employee Insurance	\$132,534	\$159,953	\$159,953	\$230,299	\$0	\$0	\$230,299
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$971,492</b>	<b>\$1,153,369</b>	<b>\$1,130,119</b>	<b>\$1,223,458</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,223,458</b>
7110 Office Supplies	\$7,154	\$6,000	\$6,000	\$6,000	\$0	\$0	\$6,000
7130 Building Supplies	\$30,019	\$8,500	\$28,201	\$8,500	\$0	\$0	\$8,500
7140 Wearing Apparel	\$6,504	\$14,300	\$14,300	\$14,300	\$0	\$0	\$14,300
7160 Vehicle Operations	\$17,540	\$6,000	\$9,250	\$6,000	\$0	\$0	\$6,000
7170 Vehicle Repairs	\$819	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
7180 Equipment Repairs	\$10,566	\$2,000	\$3,500	\$3,282	\$0	\$0	\$3,282
7190 Radio Repairs	\$0	\$197	\$197	\$197	\$0	\$0	\$197
7200 Operating Supplies	\$29,150	\$62,734	\$62,734	\$28,084	\$0	\$0	\$28,084
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	\$47,366	\$41,500	\$52,912	\$43,554	\$0	\$0	\$43,554
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$149,118</b>	<b>\$142,231</b>	<b>\$178,094</b>	<b>\$110,917</b>	<b>\$0</b>	<b>\$0</b>	<b>\$110,917</b>
8010 Utilities	\$22,525	\$20,000	\$20,000	\$20,000	\$0	\$0	\$20,000
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$29,583	\$36,000	\$36,000	\$36,000	\$0	\$0	\$36,000
8050 Travel & Training	\$89,116	\$81,540	\$78,204	\$78,204	\$0	\$0	\$78,204
8060 Contract Services	\$43,286	\$50,000	\$55,000	\$50,000	\$0	\$0	\$50,000
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$184,510</b>	<b>\$187,540</b>	<b>\$189,204</b>	<b>\$184,204</b>	<b>\$0</b>	<b>\$0</b>	<b>\$184,204</b>
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	\$25,658	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$7,950	\$7,950	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$25,658</b>	<b>\$7,950</b>	<b>\$7,950</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0001-1202</b>	<b>\$1,330,778</b>	<b>\$1,491,090</b>	<b>\$1,505,367</b>	<b>\$1,518,579</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,518,579</b>

# Police Patrol



The Patrol Division oversees the patrol and communication operations of the Department. Patrol answers all calls for service and provides traffic enforcement, neighborhood patrols, and accident investigations. The Specialty units included in the Patrol Division are Special Weapons and Tactics (SWAT), Honor Guard, Bicycle Unit, K-9 Unit, and the Crisis Intervention Response Team (CIRT). SWAT officers respond to high threat incidents and assist the Narcotics Unit in serving high risk search warrants. K-9 Officers supplement regular patrol through the detection of illegal narcotics, and through the tracking of persons. 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. The Communications branch of the Patrol Division has supervisors and officers which handle telecommunications for all emergency and non-emergency calls. The Traffic Unit responds to citizen complaints involving traffic, criminal, and nuisance violations by utilizing community policing practices to assist in community problem solving. The Traffic Unit also conducts criminal investigations in all fatality crashes within the city. CIRT is a partnership with local mental health agencies with a goal of better addressing the concerns of citizens in mental health crisis.

# Police Patrol

## Accomplishments for FY 2016-2017

- ✓ Completed smooth transition of Patrol Division to the new Police Facility.
- ✓ Successfully guided 9 new Recruits from the academy classes through the Field Training Program so that they were released fully into patrol, filling open positions.
- ✓ Completed second phase of Exacom purchase by installing a second recorder, thereby ensuring a fully redundant voice recording system for both telephone and radio traffic.
- ✓ CIRT Program units responded or intervened during mental health crises 210 times to date (Feb 2017), with an expected 504 times total for the year, referring people for mental health services rather than to jail or a hospital, effectively reducing the number of people referred to jail or the hospital.

## Goals & Objectives for FY 2017-2018

- ❑ Successfully guide 11 new Recruits from the academy classes through the Field Use newly designated Spillman Administrator to increase functionality and to make the records management system more effective for patrol officers.
- ❑ Training Program so that they can be released fully into patrol, filling open positions.
- ❑ Continue to evaluate and improve Patrol function through newly available technology.
- ❑ Continue to address the needs of persons in mental health crisis through the CIRT program, thereby reducing the number that are referred to jail or the hospital.

# City of Conroe General Fund

## Police Patrol 0001-1203

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERSONNEL SERVICES</b>				
Lieutenant	3	3	3	3
Sergeant	10	10	10	10
Police Officer	67	67	67	67
Communications Supervisor	4	4	4	4
Communications Officer	17	17	17	17
Secretary I	1	1	1	1
<b>TOTAL FULL TIME</b>	<b>102</b>	<b>102</b>	<b>102</b>	<b>102</b>
PT Communications Officer (Hours)	1,800	1,800	1,800	1,800
<b>TOTAL PART TIME HOURS</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>
	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Calls for Service	77,124	85,361	87,414	90,036
Average Response Time	4:08	4:08	4:08	4:08
Traffic Enforcement	16,462	12,332	11,127	11,460
Arrests	4,447	4,238	4,545	4,681

The Police Department is authorized to over hire twenty (20) additional Police Officers and two (2) additional Communication Officers.

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1203**

**BUDGET LINE ITEMS**

FUND: GENERAL FUND

DEPARTMENT: POLICE PATROL

DIVISION: POLICE PATROL

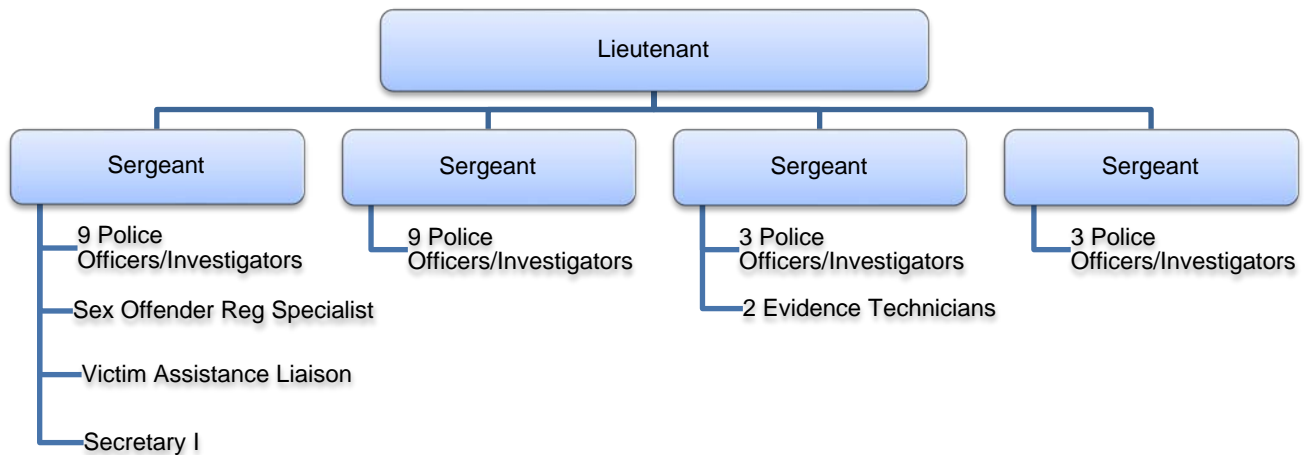
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$6,528,894	\$6,651,264	\$6,574,339	\$6,590,112	\$0	\$0	\$6,590,112
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$586,159	\$246,749	\$545,103	\$246,749	\$0	\$0	\$246,749
7025 Social Security	\$525,287	\$578,544	\$509,897	\$577,715	\$0	\$0	\$577,715
7030 Retirement & Pension	\$1,155,595	\$1,114,501	\$1,097,503	\$1,117,827	\$0	\$0	\$1,117,827
7035 Workers Compensation	\$99,203	\$113,509	\$113,509	\$126,435	\$0	\$0	\$126,435
7040 Employee Insurance	\$1,050,081	\$1,175,028	\$1,175,028	\$1,677,896	\$0	\$0	\$1,677,896
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$9,945,219</b>	<b>\$9,879,595</b>	<b>\$10,015,379</b>	<b>\$10,336,734</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,336,734</b>
7110 Office Supplies	\$9,541	\$12,030	\$9,000	\$12,030	\$0	\$0	\$12,030
7130 Building Supplies	\$41	\$285	\$285	\$285	\$0	\$0	\$285
7140 Wearing Apparel	\$92,506	\$78,344	\$78,344	\$78,344	\$0	\$0	\$78,344
7160 Vehicle Operations	\$433,915	\$447,919	\$396,465	\$447,919	\$0	\$0	\$447,919
7170 Vehicle Repairs	\$119,303	\$40,310	\$50,533	\$40,310	\$0	\$0	\$40,310
7180 Equipment Repairs	\$2,058	\$3,125	\$1,500	\$3,125	\$0	\$0	\$3,125
7190 Radio Repairs	\$33,744	\$6,670	\$2,000	\$6,670	\$0	\$0	\$6,670
7200 Operating Supplies	\$34,733	\$77,850	\$40,120	\$77,850	\$0	\$0	\$77,850
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	\$676,015	\$479,767	\$490,000	\$378,564	\$0	\$277,202	\$655,766
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$1,401,856</b>	<b>\$1,146,300</b>	<b>\$1,068,247</b>	<b>\$1,045,097</b>	<b>\$0</b>	<b>\$277,202</b>	<b>\$1,322,299</b>
8010 Utilities	\$746	\$2,456	\$1,500	\$2,456	\$0	\$0	\$2,456
8020 Insurance and Bonds	\$20,853	\$18,500	\$18,500	\$18,500	\$0	\$0	\$18,500
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$4,360	\$8,095	\$6,000	\$8,095	\$0	\$0	\$8,095
8050 Travel & Training	\$20,915	\$13,700	\$13,700	\$13,700	\$0	\$0	\$13,700
8060 Contract Services	\$6,854	\$2,523	\$18,000	\$2,523	\$0	\$0	\$2,523
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$53,728</b>	<b>\$45,274</b>	<b>\$57,700</b>	<b>\$45,274</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,274</b>
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	\$81,720	\$32,751	\$110,050	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$358,049	\$375,634	\$0	\$0	\$69,660	\$69,660
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$81,720</b>	<b>\$390,800</b>	<b>\$485,684</b>	<b>\$0</b>	<b>\$0</b>	<b>\$69,660</b>	<b>\$69,660</b>
<b>TOTAL 0001-1203</b>	<b>\$11,482,523</b>	<b>\$11,461,969</b>	<b>\$11,627,010</b>	<b>\$11,427,105</b>	<b>\$0</b>	<b>\$346,862</b>	<b>\$11,773,967</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1203**

**SUPPLEMENTAL REQUESTS WITH LINE ITEMS**  
(Active Only)

ID	Rank	Title	Type	Line Items	
3157	0	Nine (9) Police Patrol Vehicles	Vehicle Equipment Replacement Fund - V E R F (upgrade Only)	9060 Vehicles >\$5,000 <b>Request Total</b>	\$69,660 <b>\$69,660</b>
3159	0	Nine (9) Police Vehicle Equipment Packages	New Equipment	7254 Machinery & Equipment <\$5,000 <b>Request Total</b>	\$277,202 <b>\$277,202</b>
<b>2 Requests</b>			<b>Total for 0001-1203</b>		<b>\$346,862</b>

# 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 all evidence, including digital media. The division also has a special unit that investigates narcotics, prostitution, and gambling. The division has two investigators on detached duty with the Internet Crimes Against Children (ICAC) Task Force and the Drug Enforcement Agency (DEA) Task Force.

# **Police Investigative Services**

## Accomplishments for FY 2016-2017

- ✓ Obtained and implemented a new fingerprint scanning and identification system to assist Crime Scene in identifying suspects responsible for criminal activities.
- ✓ Obtained updated surveillance and recording hardware for the narcotics unit to conduct covert tracking and documentation of criminal activities.
- ✓ Completed a selective purge of the property and evidence storage rooms to reduce the volume of items that will need to be moved to the new police facility.

## Goals & Objectives for FY 2017-2018

- ❑ Implement increased training for Criminal Investigations personnel to improve operations and service delivery.
- ❑ Decrease excessive evidence inventory by actively purging items that can be destroyed as it is adjudicated.
- ❑ Increase clearance ratio for criminal cases and provide for more accountability for case handling through automated reporting software.
- ❑ Train a Crime Analyst to assist officers with developing leads in criminal investigations.



# City of Conroe

## General Fund

### Police Investigative Services 0001-1204

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERSONNEL SERVICES</b>				
Lieutenant	1	1	1	1
Sergeant	3	4	4	4
Patrol Officer/Investigator	25	24	24	24
Sex Offender Registration Specialist	0	1	1	1
Secretary I	1	1	1	1
Victim Assistant Liaison	1	1	1	1
Evidence Technician	2	2	2	2
<b>TOTAL FULL TIME</b>	<b>33</b>	<b>34</b>	<b>34</b>	<b>34</b>

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Total number of cases assigned	4,567	5,272	5,673	5673
Total number of cases closed	2,123	1,877	1,902	1902
Homicide cases assigned	2	3	4	4
Homicide cases closed	2	2	4	4
Assault cases assigned	237	317	270	270
Assault cases closed	88	288	237	237
Crime scenes processed	401	461	423	423

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1204**

**BUDGET LINE ITEMS**

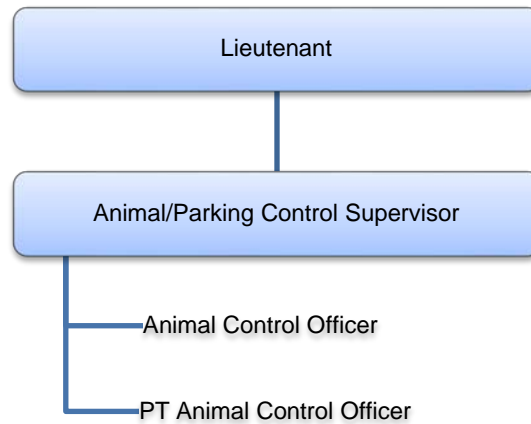
FUND: GENERAL FUND

DEPARTMENT: POLICE INVESTIGATIVE SERVICES

DIVISION: INVESTIGATIVE SERVICES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$2,253,066	\$2,332,186	\$2,237,991	\$2,362,078	\$0	\$0	\$2,362,078
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$209,105	\$89,456	\$159,840	\$89,456	\$0	\$0	\$89,456
7025 Social Security	\$181,326	\$204,486	\$175,177	\$207,155	\$0	\$0	\$207,155
7030 Retirement & Pension	\$397,477	\$393,920	\$376,988	\$400,826	\$0	\$0	\$400,826
7035 Workers Compensation	\$34,494	\$40,087	\$40,087	\$48,389	\$0	\$0	\$48,389
7040 Employee Insurance	\$354,264	\$391,676	\$391,676	\$559,299	\$0	\$0	\$559,299
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$3,429,732</b>	<b>\$3,451,811</b>	<b>\$3,381,759</b>	<b>\$3,667,203</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,667,203</b>
7110 Office Supplies	\$9,425	\$9,700	\$9,400	\$9,700	\$0	\$0	\$9,700
7130 Building Supplies	\$95	\$500	\$500	\$500	\$0	\$0	\$500
7140 Wearing Apparel	\$4,057	\$11,002	\$8,500	\$11,002	\$0	\$0	\$11,002
7160 Vehicle Operations	\$38,649	\$88,853	\$38,500	\$88,853	\$0	\$0	\$88,853
7170 Vehicle Repairs	\$3,805	\$2,000	\$5,503	\$2,000	\$0	\$0	\$2,000
7180 Equipment Repairs	\$224	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
7190 Radio Repairs	\$0	\$500	\$500	\$500	\$0	\$0	\$500
7200 Operating Supplies	\$73,740	\$77,319	\$85,000	\$77,319	\$0	\$0	\$77,319
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$17,930	\$0	\$2,257	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$147,925</b>	<b>\$190,874</b>	<b>\$151,160</b>	<b>\$190,874</b>	<b>\$0</b>	<b>\$0</b>	<b>\$190,874</b>
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
8040 Leased Equipment	\$7,017	\$3,925	\$8,141	\$3,925	\$0	\$0	\$3,925
8050 Travel & Training	\$12,486	\$21,460	\$20,050	\$21,460	\$0	\$0	\$21,460
8060 Contract Services	\$36,185	\$19,677	\$19,990	\$19,677	\$0	\$0	\$19,677
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$55,688</b>	<b>\$45,062</b>	<b>\$48,181</b>	<b>\$45,062</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,062</b>
9050 Machinery & Equipment >\$5,000	\$40,000	\$0	\$15,469	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$15,469</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0001-1204</b>	<b>\$3,673,345</b>	<b>\$3,687,747</b>	<b>\$3,596,569</b>	<b>\$3,903,139</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,903,139</b>

## 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, dangerous animals, voluntarily relinquished animals, sick animals, and handling animal bite cases. The Animal Control Officers work together with our local Animal Shelter ensuring that animals receive the needed care and treatment.

# **Police Animal Services**

## **Accomplishments for FY 2016-2017**

- ✓ Improved cooperative operations with the City of Conroe Animal Shelter (Intake, Return to Owner, etc.).
- ✓ Created preliminary off-site animal health and public information.
- ✓ Educated newly annexed areas regarding city ordinances that pertain to animals.
- ✓ Increased community safety through enforcement of nuisance ordinance and decreased neighbor animal problems.

## **Goals & Objectives for FY 2017-2018**

- ❑ Work with Care Corporation to increase the number of offsite events for low cost spay/neuter of animals.
- ❑ Increase public relations by providing animal health information at the Conroe Animal Shelter, on the City of Conroe website, and social media.
- ❑ Increase the amount of public events such as Kidzfest and National Night Out in cooperation with Animal Control and Care Corporation.

**City of Conroe**  
**General Fund**  
**Police Animal Services**  
**0001-1206**

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERSONNEL SERVICES</b>				
Animal/Parking Control Supervisor	1	1	1	1
Animal Control Officer	1	1	1	1
<b>TOTAL FULL TIME</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
PT Animal Control (Hours)	850	850	850	850
<b>TOTAL PART TIME HOURS</b>	<b>850</b>	<b>850</b>	<b>850</b>	<b>850</b>

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Cats from Public Surrender	811	975	600	800
Dogs from Public Surrender	2,522	2,700	1,700	1,900
Cats from Animal Control	312	450	200	500
Dogs from Animal Control	1,075	1,250	300	1,300
Total Animals Handled	4,720	5,375	2,800	4,500
Animal Control Citations Issued	38	55	50	60

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1206**

**BUDGET LINE ITEMS**

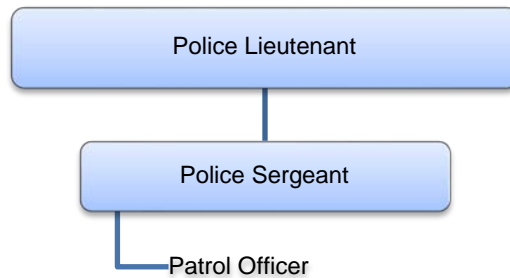
FUND: GENERAL FUND

DEPARTMENT: POLICE ANIMAL SERVICES

DIVISION: ANIMAL SERVICES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$79,499	\$80,536	\$77,098	\$80,082	\$0	\$0	\$80,082
7012 Salaries - Part Time	\$0	\$12,189	\$12,189	\$12,189	\$0	\$0	\$12,189
7020 Overtime	\$3,457	\$4,000	\$5,990	\$4,001	\$0	\$0	\$4,001
7025 Social Security	\$6,159	\$8,173	\$6,351	\$8,135	\$0	\$0	\$8,135
7030 Retirement & Pension	\$13,430	\$13,761	\$13,657	\$13,748	\$0	\$0	\$13,748
7035 Workers Compensation	\$1,361	\$1,593	\$1,593	\$2,778	\$0	\$0	\$2,778
7040 Employee Insurance	\$20,390	\$23,040	\$23,040	\$32,900	\$0	\$0	\$32,900
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$124,296</b>	<b>\$143,292</b>	<b>\$139,918</b>	<b>\$153,833</b>	<b>\$0</b>	<b>\$0</b>	<b>\$153,833</b>
7110 Office Supplies	\$83	\$250	\$250	\$250	\$0	\$0	\$250
7130 Building Supplies	\$2,647	\$2,000	\$4,200	\$2,000	\$0	\$0	\$2,000
7140 Wearing Apparel	\$294	\$750	\$750	\$750	\$0	\$0	\$750
7160 Vehicle Operations	\$5,281	\$8,600	\$8,600	\$8,600	\$0	\$0	\$8,600
7170 Vehicle Repairs	\$0	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
7180 Equipment Repairs	\$10,999	\$2,500	\$3,700	\$2,500	\$0	\$0	\$2,500
7190 Radio Repairs	\$0	\$200	\$200	\$200	\$0	\$0	\$200
7200 Operating Supplies	\$1,503	\$3,500	\$3,500	\$3,500	\$0	\$0	\$3,500
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$4,600	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$20,807</b>	<b>\$18,800</b>	<b>\$26,800</b>	<b>\$18,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,800</b>
8010 Utilities	\$16,845	\$21,000	\$21,000	\$21,000	\$0	\$0	\$21,000
8040 Leased Equipment	\$3,243	\$2,900	\$2,900	\$2,900	\$0	\$0	\$2,900
8050 Travel & Training	\$30	\$1,400	\$1,400	\$1,400	\$0	\$0	\$1,400
8060 Contract Services	\$383,618	\$453,273	\$453,273	\$453,273	\$0	\$0	\$453,273
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$403,736</b>	<b>\$478,573</b>	<b>\$478,573</b>	<b>\$478,573</b>	<b>\$0</b>	<b>\$0</b>	<b>\$478,573</b>
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0001-1206</b>	<b>\$548,839</b>	<b>\$640,665</b>	<b>\$645,291</b>	<b>\$651,206</b>	<b>\$0</b>	<b>\$0</b>	<b>\$651,206</b>

# Commercial Vehicle Enforcement Program



The Commercial Motor Vehicle Enforcement Unit of the Conroe Police Department is responsible for enforcement of commercial motor vehicle specific traffic laws, inspections of commercial motor vehicle carriers, and implementation of new programs that will increase the awareness and safety of all drivers in the City of Conroe. The purpose of this unit is to ensure commercial carriers are operating in accordance with regulations and laws, and to improve overall traffic safety in the city. This unit is self-funded and utilizes revenue generated by issuing commercial motor vehicle citations.

# **Commercial Vehicle Enforcement Program**

## **Accomplishments for FY 2016-2017**

- ✓ Established a voluntary program that trained commercial vehicle owners to examine their vehicles for potential violations.
- ✓ Attended technical training for new state commercial motor vehicle weight regulations.
- ✓ Conducted ongoing roll call training to teach officers to identify commercial motor vehicle laws and to answer questions that pertain to commercial motor vehicle weight laws.

## **Goals & Objectives for FY 2017-2018**

- ❑ Continue to reduce the number of commercial motor vehicles operating unlawfully in the City limits.
- ❑ Upgrade equipment by obtaining new portable commercial vehicle scales as outlined in the program parameters.
- ❑ Continue to expand the program through cooperative training with Texas DPS Troopers and other outside agencies.



**City of Conroe  
General Fund**

**Commercial Vehicle Enforcement Program  
0001-1209**

	<b><u>Actual 2014-2015</u></b>	<b><u>Actual 2015-2016</u></b>	<b><u>Estimated 2016-2017</u></b>	<b><u>Budgeted 2017-2018</u></b>
<b>PERSONNEL SERVICES</b>				
Patrol Officer	1	1	1	1
<b>TOTAL FULL TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

	<b><u>Actual 2014-2015</u></b>	<b><u>Actual 2015-2016</u></b>	<b><u>Estimated 2016-2017</u></b>	<b><u>Budgeted 2017-2018</u></b>
<b>PERFORMANCE MEASURES</b>				
Number of citations issued	297	221	201	215
Number of violations charged	649	412	354	375

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1209**

**BUDGET LINE ITEMS**

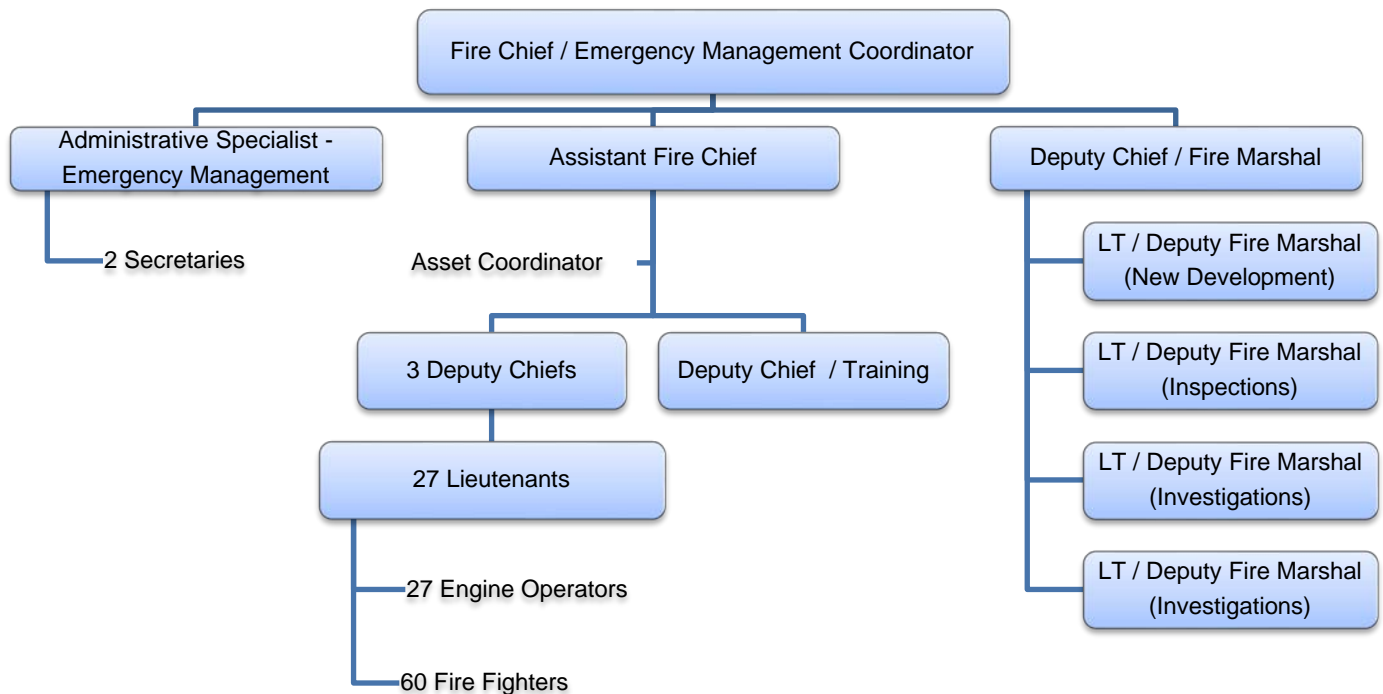
**FUND: GENERAL FUND**

**DEPARTMENT: COMMERCIAL VEHICLE ENFORCEMENT PROGRAM  
PROGRAM**

**DIVISION: COMMERCIAL VEHICLE ENFORCEMENT**

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$76,613	\$74,085	\$71,535	\$73,645	\$0	\$0	\$73,645
7020 Overtime	\$3,372	\$3,600	\$1,850	\$3,600	\$0	\$0	\$3,600
7025 Social Security	\$5,875	\$6,523	\$5,532	\$6,527	\$0	\$0	\$6,527
7030 Retirement & Pension	\$12,872	\$12,566	\$11,896	\$12,629	\$0	\$0	\$12,629
7035 Workers Compensation	\$1,598	\$1,265	\$1,265	\$1,620	\$0	\$0	\$1,620
7040 Employee Insurance	\$10,195	\$11,520	\$11,520	\$16,450	\$0	\$0	\$16,450
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$110,525</b>	<b>\$109,559</b>	<b>\$103,598</b>	<b>\$114,471</b>	<b>\$0</b>	<b>\$0</b>	<b>\$114,471</b>
7110 Office Supplies	\$0	\$200	\$200	\$200	\$0	\$0	\$200
7130 Building Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7140 Wearing Apparel	\$0	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
7160 Vehicle Operations	\$5,340	\$7,000	\$7,000	\$7,000	\$0	\$0	\$7,000
7170 Vehicle Repairs	\$166	\$2,000	\$0	\$2,000	\$0	\$0	\$2,000
7180 Equipment Repairs	\$0	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
7190 Radio Repairs	\$0	\$750	\$750	\$750	\$0	\$0	\$750
7200 Operating Supplies	\$850	\$2,850	\$2,850	\$2,850	\$0	\$0	\$2,850
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
<b>SUPPLIES SUBTOTAL</b>	<b>\$6,356</b>	<b>\$14,800</b>	<b>\$12,800</b>	<b>\$14,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,800</b>
8010 Utilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$0	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
8060 Contract Services	\$0	\$1,450	\$1,450	\$1,450	\$0	\$0	\$1,450
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$0</b>	<b>\$2,450</b>	<b>\$2,450</b>	<b>\$2,450</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,450</b>
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0001-1209</b>	<b>\$116,881</b>	<b>\$126,809</b>	<b>\$118,848</b>	<b>\$131,721</b>	<b>\$0</b>	<b>\$0</b>	<b>\$131,721</b>

# Fire Department



The Fire Department is responsible for preparing for, responding to, resolving fire, rescuing, 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 2016-2017

- ✓ Implemented a new pre-fire planning program and completed nearly every apartment complex within the City of Conroe. These pre-plans will be available on MDTs during emergency response, improving efficiency and safety.
- ✓ Created and began a developmental program for Engine Operators to prepare them for riding as "Acting Lieutenant".
- ✓ Completed purchase, equipping, and training on new Fire Boat 6 for emergency response operations on Lake Conroe.
- ✓ Purchased and placed in service a new Pierce Quantum Pumper that was needed and approved for the new Fire Station #7.
- ✓ Started construction of the new Fire Station #7, located at League Line and Longmire Road.
- ✓ Started construction of the new Fire Training Facility located on Mike Meador Parkway.
- ✓ Began hiring of new staff and initiated ongoing training for the new Fire Station #7.

## Goals & Objectives for FY 2017-2018

- ❑ Establish policies and safety procedures for the new Fire Training Facility.
- ❑ Implement phase two of the pre-planning program which includes creating plans for emergency response to all nursing homes and daycares within the City of Conroe.
- ❑ Develop a response policy and plan for both swift water operations and flood response operations within the City of Conroe.
- ❑ Implement a new scheduling software and time keeping system within the City, in which the Fire Department will participate.
- ❑ Reduce the number of workers compensation claims and lost time accidents within the department.

# City of Conroe General Fund

## Fire Department 0001-1300

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERSONNEL SERVICES</b>				
Fire Chief	1	1	1	1
Assistant Fire Chief	1	1	1	1
Deputy Chief	0	5	5	5
Battalion Chief	5	0	0	0
Lieutenant	28	28	31	31
Engine Operator	24	24	27	27
Firefighter	54	54	60	60
Administrative Coordinator	1	0	0	0
Administrative Specialist-Emergency Management	0	1	1	1
Secretary	2	2	2	2
Asset Coordinator	1	1	1	1
<b>TOTAL FULL TIME</b>	<b>117</b>	<b>117</b>	<b>129</b>	<b>129</b>

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Total Calls for Fire Service	8,421	9,232	9,400	9,600
Number of Fires	254	261	275	290
Fires Investigated	32	26	30	35
Arson Cases	9	7	10	12
Commercial Plans Reviewed	584	638	640	650
Businesses Inspected	955	2,317	2,400	2,500
Fire Code Violations	1,837	3,106	3,150	3,250
Fire Safety Programs	57	63	65	70
Attendees for Fire Safety Programs	10,756	8,759	9,000	9,300

The Fire Department is authorized to hire three (3) Lieutenants, three (3) Engine Operators, and six (6) Firefighters on April 1, 2017 included in the budgeted 2016-2017 count.

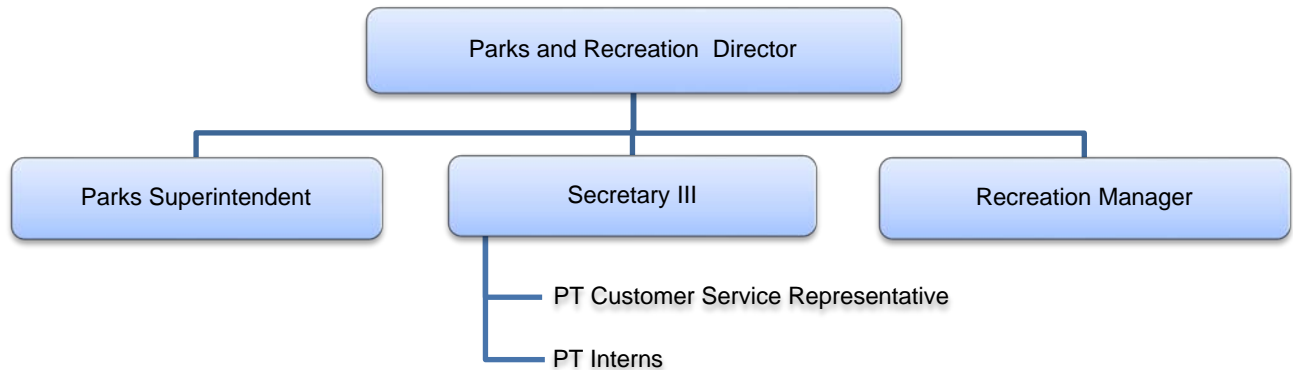
**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1300**

**BUDGET LINE ITEMS**

FUND: GENERAL FUND      DEPARTMENT: FIRE      DIVISION: FIRE

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$8,223,992	\$8,724,507	\$8,340,581	\$9,153,373	\$0	\$0	\$9,153,373
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$239,470	\$217,291	\$217,291	\$210,000	\$0	\$0	\$210,000
7025 Social Security	\$621,638	\$736,082	\$632,130	\$791,205	\$0	\$0	\$791,205
7030 Retirement & Pension	\$1,277,644	\$1,311,991	\$1,341,665	\$1,416,502	\$0	\$0	\$1,416,502
7035 Workers Compensation	\$121,619	\$145,750	\$150,966	\$155,582	\$0	\$0	\$155,582
7040 Employee Insurance	\$1,192,530	\$1,393,906	\$1,393,906	\$2,122,045	\$0	\$0	\$2,122,045
7050 Physicals	\$72,344	\$165,000	\$125,000	\$150,000	\$0	\$0	\$150,000
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$11,749,237</b>	<b>\$12,694,527</b>	<b>\$12,201,539</b>	<b>\$13,998,707</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,998,707</b>
7110 Office Supplies	\$24,209	\$27,000	\$27,000	\$27,000	\$0	\$0	\$27,000
7130 Building Supplies	\$38,220	\$35,000	\$45,000	\$35,000	\$0	\$0	\$35,000
7140 Wearing Apparel	\$110,405	\$155,075	\$155,075	\$155,075	\$0	\$0	\$155,075
7160 Vehicle Operations	\$325,287	\$192,000	\$300,000	\$192,000	\$0	\$0	\$192,000
7170 Vehicle Repairs	\$253,728	\$108,500	\$230,000	\$108,500	\$0	\$0	\$108,500
7180 Equipment Repairs	\$59,903	\$57,000	\$67,000	\$57,000	\$0	\$0	\$57,000
7190 Radio Repairs	\$8,542	\$13,000	\$23,635	\$13,000	\$0	\$0	\$13,000
7200 Operating Supplies	\$187,760	\$131,475	\$145,000	\$131,475	\$0	\$0	\$131,475
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	\$7,316	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$20,208	\$0	\$2,146	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$1,028,262</b>	<b>\$719,050</b>	<b>\$1,002,172</b>	<b>\$719,050</b>	<b>\$0</b>	<b>\$0</b>	<b>\$719,050</b>
8010 Utilities	\$110,046	\$145,000	\$145,000	\$145,000	\$0	\$0	\$145,000
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
8040 Leased Equipment	\$9,456	\$13,000	\$13,000	\$13,000	\$0	\$0	\$13,000
8050 Travel & Training	\$137,293	\$182,015	\$200,000	\$137,515	\$0	\$0	\$137,515
8060 Contract Services	\$463,392	\$526,766	\$526,766	\$526,766	\$0	\$0	\$526,766
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$720,187</b>	<b>\$867,781</b>	<b>\$885,766</b>	<b>\$823,281</b>	<b>\$0</b>	<b>\$0</b>	<b>\$823,281</b>
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	\$88,000	\$88,000	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$24,967	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$24,967</b>	<b>\$88,000</b>	<b>\$88,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0001-1300</b>	<b>\$13,522,653</b>	<b>\$14,369,358</b>	<b>\$14,177,477</b>	<b>\$15,541,038</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,541,038</b>

# Parks & 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. The department is also responsible for the oversight of the Park Operations and Recreation Operations divisions. 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 & Recreation Administration**

## Accomplishments for FY 2016-2017

- ✓ Increased pavilion usage 15%
- ✓ Increased athletic field usage 20%
- ✓ Dr. Martin Luther King, Jr. Park Improvements
- ✓ Carl Barton, Jr. Park Improvements
- ✓ Coordinated Conroe 360
- ✓ Initiated electronic file storage
- ✓ Facilitated over 50 special events for patrons

## Goals & Objectives for FY 2017-2018

- ❑ Increase pavilion usage 10%
- ❑ Increase athletic field usage 10%
- ❑ Develop patron survey for facility rentals



**City of Conroe  
General Fund**

**Parks & Recreation Administration  
0001-1400**

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>SPECIAL SERVICES</b>				
Parks Board	7	7	7	7
<b>TOTAL SPECIAL SERVICES</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>PERSONNEL SERVICES</b>				
Parks and Recreation Director	1	1	1	1
Secretary III	1	1	1	1
Parks Superintendent	0	0	1	1
Recreation Manager	0	0	1	1
<b>TOTAL FULL TIME</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>4</b>
PT Customer Service Representative (Hours)	1,560	2,000	2,000	2,000
PT Interns (Hours)	0	1,000	1,000	1,000
<b>TOTAL PART TIME HOURS</b>	<b>1,560</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Pavilions (Hourly Usage)	2,350	4,800	5,000	5,200
Athletic Fields (Hourly Usage)	15,500	28,000	28,000	28,500
Special Event Facilitation	27	30	35	38
<b>Total</b>	<b>17,877</b>	<b>32,830</b>	<b>33,035</b>	<b>33,738</b>
<b>Revenue</b>				
6050 Rentals	\$80,000	\$90,000	\$95,000	\$97,000
<b>Total</b>	<b>\$80,000</b>	<b>\$90,000</b>	<b>\$95,000</b>	<b>\$97,000</b>

The Parks Superintendent and Recreation Manager transferred to Parks Administration in FY16-17.

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1400**

**BUDGET LINE ITEMS**

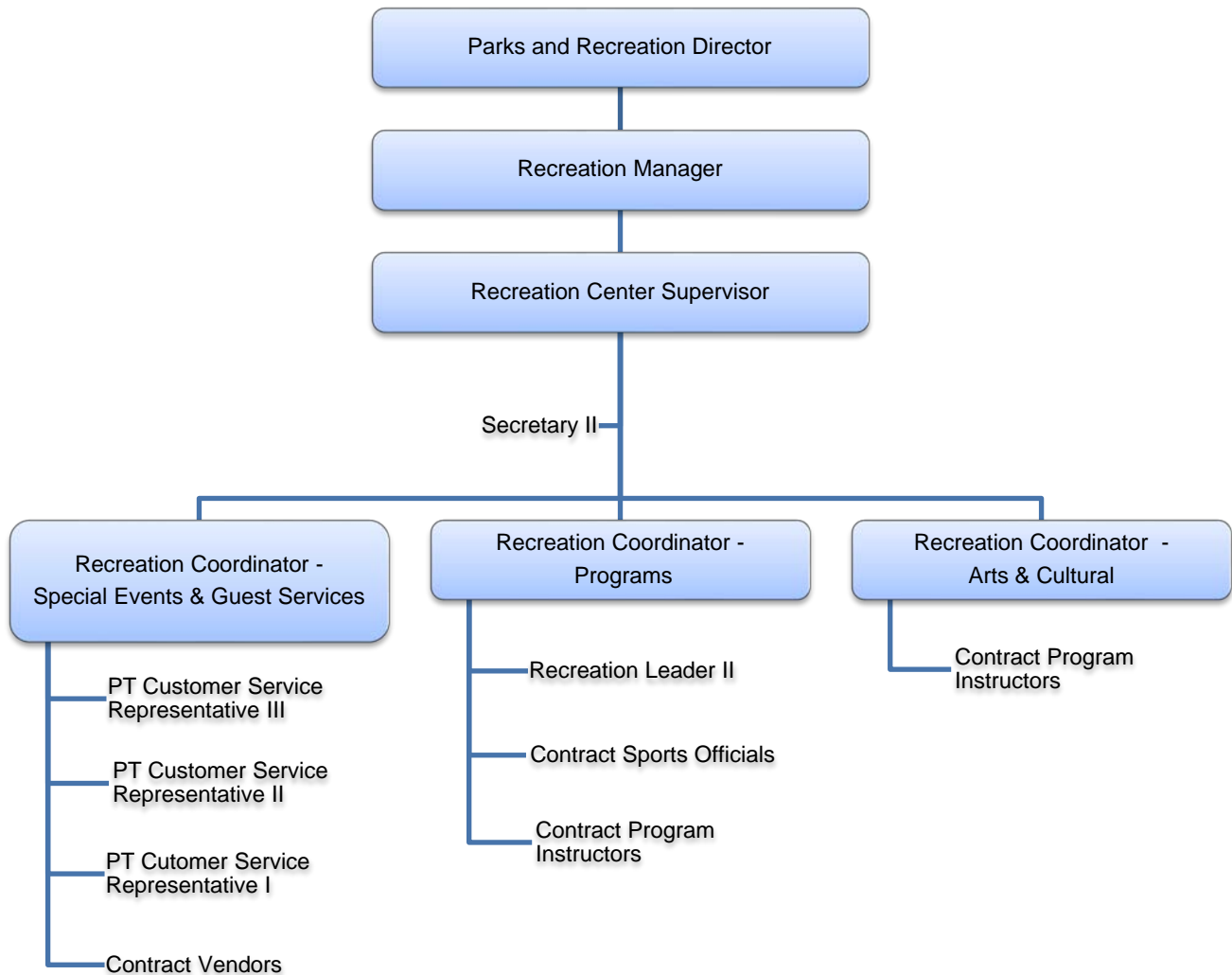
FUND: GENERAL FUND

DEPARTMENT: PARKS & REC ADMINISTRATION

DIVISION: PARKS & REC ADMINISTRATION

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$197,317	\$393,611	\$393,611	\$406,608	\$0	\$0	\$406,608
7012 Salaries - Part Time	\$37,535	\$35,520	\$35,520	\$35,520	\$0	\$0	\$35,520
7020 Overtime	\$1,054	\$300	\$700	\$300	\$0	\$0	\$300
7025 Social Security	\$16,300	\$36,287	\$36,287	\$37,385	\$0	\$0	\$37,385
7030 Retirement & Pension	\$30,580	\$62,754	\$62,754	\$65,156	\$0	\$0	\$65,156
7035 Workers Compensation	\$5,271	\$7,371	\$8,000	\$6,132	\$0	\$0	\$6,132
7040 Employee Insurance	\$20,388	\$46,080	\$46,080	\$65,800	\$0	\$0	\$65,800
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$308,445</b>	<b>\$581,923</b>	<b>\$582,952</b>	<b>\$616,901</b>	<b>\$0</b>	<b>\$0</b>	<b>\$616,901</b>
7110 Office Supplies	\$2,449	\$3,100	\$3,100	\$3,100	\$0	\$0	\$3,100
7130 Building Supplies	\$1,917	\$2,000	\$2,000	\$2,000	\$0	\$0	\$2,000
7140 Wearing Apparel	\$465	\$700	\$700	\$700	\$0	\$0	\$700
7160 Vehicle Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7170 Vehicle Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$2,425	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
7190 Radio Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$17,824	\$5,700	\$5,700	\$5,700	\$0	\$0	\$5,700
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$75	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$21,625	\$0	\$600	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$46,780</b>	<b>\$12,500</b>	<b>\$13,100</b>	<b>\$12,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,500</b>
8010 Utilities	\$7,393	\$6,700	\$6,700	\$6,700	\$0	\$0	\$6,700
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$5,568	\$4,290	\$6,000	\$4,290	\$0	\$0	\$4,290
8050 Travel & Training	\$6,336	\$17,476	\$17,476	\$17,476	\$0	\$0	\$17,476
8060 Contract Services	\$161,891	\$183,765	\$183,765	\$183,765	\$0	\$0	\$183,765
8350 Newspaper Legal Notices	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$181,188</b>	<b>\$212,231</b>	<b>\$213,941</b>	<b>\$212,231</b>	<b>\$0</b>	<b>\$0</b>	<b>\$212,231</b>
9010 Land > \$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	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0001-1400</b>	<b>\$536,413</b>	<b>\$806,654</b>	<b>\$809,993</b>	<b>\$841,632</b>	<b>\$0</b>	<b>\$0</b>	<b>\$841,632</b>

# 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 2016-2017

- ✓ Tree Lighting Ceremony held for an estimated record crowd of 1,000
- ✓ Conroe Christmas Celebration held for an estimated record crowd of 7,500
- ✓ Sold 375 memberships during December promotion
- ✓ Arts Grant applications reviewed by Parks and Recreation Advisory Board, award amounts recommended and submitted to City administration and Council
- ✓ 60+ Dance for seniors started in January 2017 as a City program, former group disbanded and asked the City to assume control of the bi-monthly program
- ✓ Implemented membership retention rate tracking
- ✓ Installed new floor in activity center large room

### Goals & Objectives for FY 2017-2018

- ❑ Offer bi-monthly free seminars
- ❑ Host pickle ball tournament by December 2017
- ❑ Increase use of Fitness On Demand equipment by 5%
- ❑ Increase arts camps participation 5% by August 2018

**City of Conroe  
General Fund**

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

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERSONNEL SERVICES</b>				
Recreation Manager	1	1	0	0
Recreation Center Supervisor	1	1	1	1
Recreation Coordinator - Programs	1	1	1	1
Recreation Coordinator - Special Events & Guest Services	1	1	1	1
Recreation Coordinator - Arts & Cultural	1	1	1	1
Secretary II	1	1	1	1
<b>TOTAL FULL TIME</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>5</b>
PT Recreation Leader II (Hours)	6,150	6,150	6,150	750
PT Recreation Leader I (Hours)	13,615	13,615	13,615	0
PT Customer Service Representative III (Hours)	0	0	0	5,215
PT Customer Service Representative II (Hours)	0	0	0	13,800
<b>TOTAL PART TIME HOURS</b>	<b>19,765</b>	<b>19,765</b>	<b>19,765</b>	<b>19,765</b>

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
<b>Participants</b>				
Rentals	53,816	48,937	51,384	53,953
Memberships	96,367	76,068	79,871	83,865
Programs	69,861	61,360	63,200	65,096
Special Events	37,656	18,717	28,075	29,479
<b>Total</b>	<b>257,700</b>	<b>205,082</b>	<b>222,530</b>	<b>232,393</b>
<b>Revenue</b>				
6050 Rentals	\$ 66,909	\$ 73,260	\$ 76,923	\$ 80,769
6050 Memberships	330,179	259,017	271,968	285,566
6050 Sales	16,939	13,032	13,293	13,559
6051 Programs	161,779	150,503	158,028	165,929
6051 Special Events	57,655	58,080	60,984	64,033
<b>Total</b>	<b>\$ 633,461</b>	<b>\$553,892</b>	<b>\$581,196</b>	<b>\$ 609,856</b>

The PT Recreation Leader I and II are being converted to Customer Service Representative II and III. The purpose of this change is to align the job title and description with the actual duties being customer service oriented rather than programmatic.

The Recreation Manager transferred to Parks Administration (1400) in FY16-17.

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1410**

**BUDGET LINE ITEMS**

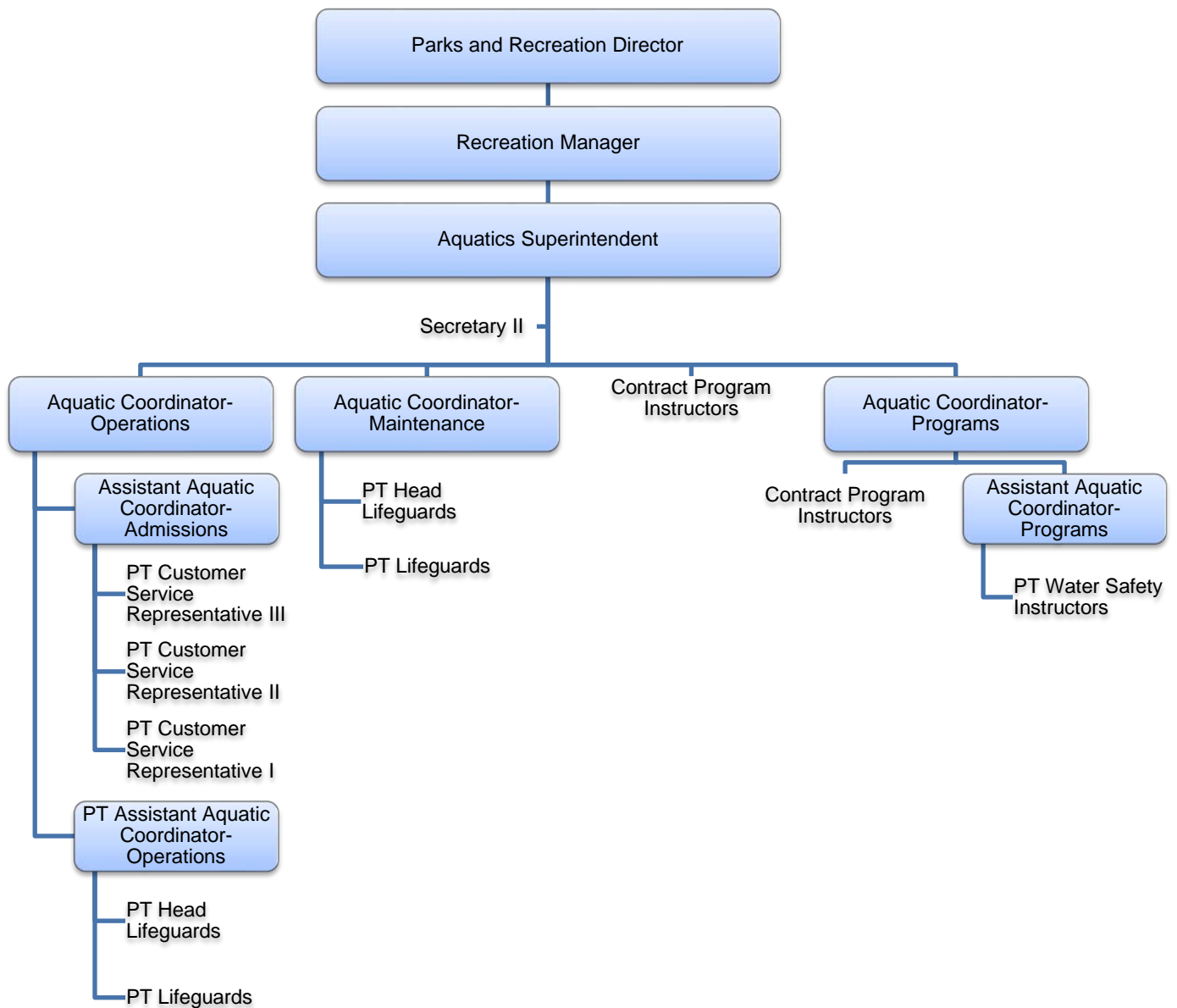
FUND: GENERAL FUND      DEPARTMENT: RECREATION CENTER      DIVISION: RECREATION CENTER							
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$380,892	\$288,706	\$289,781	\$296,409	\$0	\$0	\$296,409
7012 Salaries - Part Time	\$207,309	\$193,021	\$192,387	\$193,021	\$0	\$0	\$193,021
7020 Overtime	\$537	\$500	\$266	\$500	\$0	\$0	\$500
7025 Social Security	\$44,299	\$40,748	\$36,942	\$41,399	\$0	\$0	\$41,399
7030 Retirement & Pension	\$61,780	\$47,077	\$47,594	\$48,545	\$0	\$0	\$48,545
7035 Workers Compensation	\$8,740	\$8,234	\$9,000	\$10,921	\$0	\$0	\$10,921
7040 Employee Insurance	\$61,170	\$57,599	\$57,599	\$82,250	\$0	\$0	\$82,250
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$764,727</b>	<b>\$635,885</b>	<b>\$633,569</b>	<b>\$673,045</b>	<b>\$0</b>	<b>\$0</b>	<b>\$673,045</b>
7110 Office Supplies	\$7,832	\$6,517	\$7,000	\$6,017	\$0	\$0	\$6,017
7130 Building Supplies	\$6,867	\$9,000	\$9,000	\$9,000	\$0	\$0	\$9,000
7140 Wearing Apparel	\$445	\$2,000	\$2,000	\$1,500	\$0	\$0	\$1,500
7160 Vehicle Operations	\$164	\$0	\$50	\$500	\$0	\$0	\$500
7170 Vehicle Repairs	\$0	\$0	\$0	\$500	\$0	\$0	\$500
7180 Equipment Repairs	\$73,686	\$18,000	\$30,000	\$18,000	\$0	\$0	\$18,000
7200 Other Operating Supplies	\$49,210	\$41,520	\$50,000	\$40,235	\$0	\$3,000	\$43,235
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$7,465	\$740	\$740	\$740	\$0	\$0	\$740
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$19,334	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$145,669</b>	<b>\$77,777</b>	<b>\$118,124</b>	<b>\$76,492</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$79,492</b>
8010 Utilities	\$55,354	\$55,804	\$55,500	\$55,804	\$0	\$0	\$55,804
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$6,521	\$6,500	\$12,000	\$6,500	\$0	\$0	\$6,500
8050 Travel & Training	\$18,492	\$16,365	\$16,500	\$17,520	\$0	\$0	\$17,520
8060 Contract Services	\$565,547	\$471,304	\$525,000	\$471,434	\$0	\$33,000	\$504,434
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$645,914</b>	<b>\$549,973</b>	<b>\$609,000</b>	<b>\$551,258</b>	<b>\$0</b>	<b>\$33,000</b>	<b>\$584,258</b>
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	\$8,381	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$8,381</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0001-1410</b>	<b>\$1,564,691</b>	<b>\$1,263,635</b>	<b>\$1,360,693</b>	<b>\$1,300,795</b>	<b>\$0</b>	<b>\$36,000</b>	<b>\$1,336,795</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1410**

**SUPPLEMENTAL REQUESTS WITH LINE ITEMS**  
(Active Only)

<b>ID</b>	<b>Rank</b>	<b>Title</b>	<b>Type</b>	<b>Line Items</b>	
1446	3	60+ Senior Dance Program	New Program	7200 Other Operating Supplies	\$3,000
				8060 Contract Services	\$33,000
				<b>Request Total</b>	<b>\$36,000</b>
<b>1 Requests</b>			<b>Total for 0001-1410</b>		<b>\$36,000</b>

# 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 2016-2017

- ✓ Installed emergency call buttons
- ✓ 3% increase in participation and revenue
- ✓ Installed ultra violet secondary sanitation system at the Oscar Johnson, Jr. Community Center pool, Aquatic Center baby pool, and Heritage Place fountain
- ✓ Installed sliding window on the east side of administration building for seasonal admission payments
- ✓ Started Future Guard program
- ✓ Recognized by Aquatics International magazine for 2016 Best of Aquatics Programming Award
- ✓ Conroe Dive Club placed ninth at national AAU dive meet
- ✓ Lifeguard Team placed 1<sup>st</sup> at Texas Superguard Competition
- ✓ Installed new shade structures and furniture at the Oscar Johnson, Jr. Community Center Pool
- ✓ Repaired pool deck expansion joints at all Aquatic Center pools

## Goals & Objectives for FY 2017-2018

- Initiate leisure pool assessment and develop plan for future use
- Install secondary sanitation system in diving program hot tub and at Founders Plaza
- Host 2018 Texas Public Pool Council conference at LaTorretta hotel and convention center
- Develop recruitment incentives and retention policy for seasonal staff

**City of Conroe**  
**General Fund**  
**Aquatic Center**  
**0001-1440**

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERSONNEL SERVICES</b>				
Aquatics Superintendent	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 - Programs	1	1	1	1
Assistant Aquatic Coordinator - Operations	1	1	1	1
Secretary II	1	1	1	1
<b>TOTAL FULL TIME</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

PT Assistant Aquatic Coordinators (Hours)	1,560	1,560	1,560	1,560
PT Water Safety Instructors (Hours)	4,779	4,779	4,779	4,779
PT Head Lifeguards (Hours)	2,660	2,660	2,660	2,660
PT Lifeguards (Hours)	21,804	21,804	21,804	21,804
PT Admissions (Hours)	3,354	3,354	0	0
PT Cashiers (Hours)	2,000	2,000	0	0
PT Customer Service Representative II (Hours)	0	0	3,354	3,354
PT Customer Service Representative I (Hours)	0	0	2,000	2,000
<b>TOTAL PART TIME HOURS</b>	<b>36,157</b>	<b>36,157</b>	<b>36,157</b>	<b>36,157</b>

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERFORMANCE MEASURES</b>				

**Participants**

Rentals	11,205	11,291	11,629	11,629
Memberships	69,608	73,251	75,448	75,448
Programs	41,144	46,135	47,519	47,519
Special Events	2,812	1,568	1,615	1,615
<b>Total</b>	<b>124,769</b>	<b>132,245</b>	<b>136,211</b>	<b>136,211</b>

**Revenue**

6050 Rentals	\$ 37,001	\$ 37,111	\$ 38,224	\$ 38,224
6050 Memberships	272,776	267,924	275,961	275,961
6050 Sales	7,012	7,783	8,016	8,016
6051 Programs	210,395	176,892	182,198	182,198
<b>Total</b>	<b>\$ 527,184</b>	<b>\$ 489,710</b>	<b>\$ 504,399</b>	<b>\$ 504,399</b>

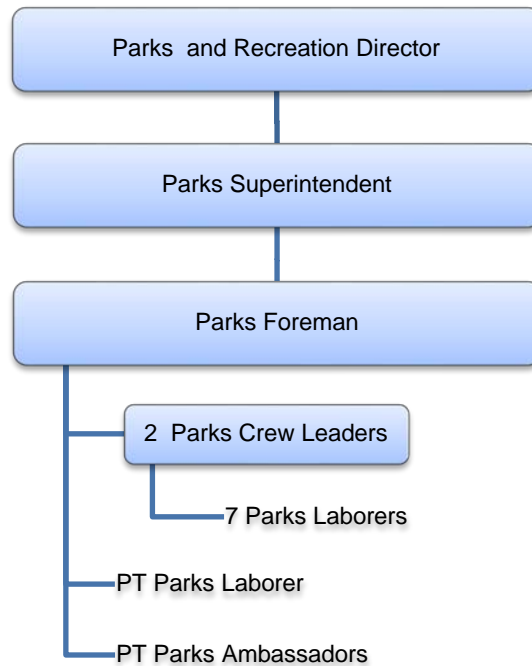
The PT Admissions and PT Cashiers are being converted to Customer Service Representative I and II. The purpose of this change is to align the job title and description with the actual duties being customer service oriented rather than admission and cashier.

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1440**

**BUDGET LINE ITEMS**

FUND: GENERAL FUND		DEPARTMENT: AQUATIC CENTER		DIVISION: AQUATIC CENTER			
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$383,708	\$387,575	\$387,575	\$399,503	\$0	\$0	\$399,503
7012 Salaries - Part Time	\$354,650	\$328,763	\$358,826	\$328,763	\$0	\$0	\$328,763
7020 Overtime	\$8,414	\$12,961	\$12,961	\$12,962	\$0	\$0	\$12,962
7025 Social Security	\$55,770	\$61,626	\$61,626	\$62,634	\$0	\$0	\$62,634
7030 Retirement & Pension	\$62,690	\$65,199	\$65,199	\$67,438	\$0	\$0	\$67,438
7035 Workers Compensation	\$10,792	\$12,229	\$13,000	\$15,344	\$0	\$0	\$15,344
7040 Employee Insurance	\$71,366	\$80,639	\$80,639	\$115,150	\$0	\$0	\$115,150
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$947,390</b>	<b>\$948,992</b>	<b>\$979,826</b>	<b>\$1,001,794</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,001,794</b>
7110 Office Supplies	\$7,594	\$4,350	\$4,350	\$4,350	\$0	\$0	\$4,350
7130 Building Supplies	\$64,870	\$80,000	\$80,000	\$80,000	\$0	\$0	\$80,000
7140 Wearing Apparel	\$5,366	\$7,000	\$7,000	\$7,000	\$0	\$0	\$7,000
7160 Vehicle Operations	\$951	\$1,000	\$500	\$500	\$0	\$0	\$500
7170 Vehicle Repairs	\$385	\$0	\$500	\$500	\$0	\$0	\$500
7180 Equipment Repairs	\$77,615	\$63,737	\$63,737	\$63,737	\$0	\$0	\$63,737
7200 Operating Supplies	\$19,385	\$12,938	\$12,938	\$12,938	\$0	\$0	\$12,938
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	\$1,373	\$0	\$4,000	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$177,539</b>	<b>\$169,025</b>	<b>\$173,025</b>	<b>\$169,025</b>	<b>\$0</b>	<b>\$0</b>	<b>\$169,025</b>
8010 Utilities	\$62,979	\$94,300	\$94,300	\$94,300	\$0	\$0	\$94,300
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$4,784	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
8050 Travel & Training	\$9,796	\$15,515	\$15,515	\$15,515	\$0	\$0	\$15,515
8060 Contract Services	\$216,852	\$187,556	\$200,000	\$187,556	\$0	\$0	\$187,556
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$294,411</b>	<b>\$302,371</b>	<b>\$314,815</b>	<b>\$302,371</b>	<b>\$0</b>	<b>\$0</b>	<b>\$302,371</b>
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
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0001-1440</b>	<b>\$1,419,340</b>	<b>\$1,420,388</b>	<b>\$1,467,666</b>	<b>\$1,473,190</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,473,190</b>

# Park Operations



The Park Operations Division maintains over 400 acres of beautiful parks, playgrounds, multi-use trails, athletic facilities, disc golf courses, pavilion and picnic facilities, and land reserves with skilled and trained staff dedicated to providing quality facilities for the citizens of the City of Conroe.

# Park Operations

## Accomplishments for FY 2016-2017

- ✓ Stocked over 2,600 rainbow trout in Carl Barton, Jr. Park pond
- ✓ Partnered with Conroe Live, Inc. to promote Arbor Day in the City
- ✓ Staff qualified to compete at the Texas Recreation and Parks Society state maintenance rodeo
- ✓ Renovated Lions Park basketball court
- ✓ Replaced playscape at Gibson Park
- ✓ Awarded new mowing and landscaping contracts

## Goals & Objectives for FY 2017-2018

- ❑ Increase trout stocking by 10% at Carl Barton, Jr. Park
- ❑ Audit all irrigation systems and explore central command controllers for various sites
- ❑ Enhance I-45 retention ponds with wildflowers and bluebonnets
- ❑ Replace playscape equipment at Flournoy Park

# City of Conroe General Fund

## Park Operations 0001-1450

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERSONNEL SERVICES</b>				
Parks Superintendent	1	1	0	0
Parks Foreman	1	1	1	1
Parks Crew Leader - Facilities	1	1	1	1
Parks Crew Leader - Green Space	1	1	1	1
Parks Laborer	7	7	7	7
<b>TOTAL FULL TIME</b>	<b>11</b>	<b>11</b>	<b>10</b>	<b>10</b>
PT Parks Laborer (Hours)	1,040	1,040	1,000	1,000
PT Parks Ambassador (Hours)	3,120	3,120	3,000	3,000
<b>TOTAL PART TIME HOURS</b>	<b>4,160</b>	<b>4,160</b>	<b>4,000</b>	<b>4,000</b>
	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Acres maintained	425	425	434	434
Ball field prep man-hours	4,532	4,627	4,264	4,160
Playground Inspections	209	238	240	265
Trout Stocking	2,400	2,400	2,600	2,900
Work Orders Processed	1,743	1,751	1,747	1,750

The Parks Superintendent transferred to Parks Administration (1400) in FY16-17.

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1450**

**BUDGET LINE ITEMS**

FUND: GENERAL FUND		DEPARTMENT: PARK OPERATIONS		DIVISION: PARK OPERATIONS			
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$472,677	\$409,975	\$398,453	\$414,301	\$0	\$0	\$414,301
7012 Salaries - Part Time	\$30,937	\$46,581	\$41,653	\$46,581	\$0	\$0	\$46,581
7020 Overtime	\$22,636	\$9,700	\$21,909	\$9,701	\$0	\$0	\$9,701
7025 Social Security	\$38,183	\$39,399	\$39,399	\$39,764	\$0	\$0	\$39,764
7030 Retirement & Pension	\$83,370	\$68,315	\$68,315	\$69,324	\$0	\$0	\$69,324
7035 Workers Compensation	\$8,079	\$7,845	\$9,000	\$10,284	\$0	\$0	\$10,284
7040 Employee Insurance	\$112,141	\$115,199	\$115,199	\$164,500	\$0	\$0	\$164,500
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$768,023</b>	<b>\$697,014</b>	<b>\$693,928</b>	<b>\$754,455</b>	<b>\$0</b>	<b>\$0</b>	<b>\$754,455</b>
7110 Office Supplies	\$1,290	\$700	\$1,120	\$700	\$0	\$0	\$700
7130 Building Supplies	\$98	\$600	\$359	\$600	\$0	\$0	\$600
7140 Wearing Apparel	\$4,883	\$4,800	\$5,401	\$4,800	\$0	\$0	\$4,800
7160 Vehicle Operations	\$41,328	\$38,200	\$38,540	\$38,200	\$0	\$0	\$38,200
7170 Vehicle Repairs	\$5,024	\$4,500	\$4,500	\$4,500	\$0	\$0	\$4,500
7180 Equipment Repairs	\$28,696	\$22,350	\$38,360	\$22,350	\$0	\$0	\$22,350
7190 Radio Repairs	\$0	\$400	\$400	\$400	\$0	\$0	\$400
7200 Operating Supplies	\$152,617	\$149,767	\$149,767	\$149,767	\$0	\$0	\$149,767
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
<b>SUPPLIES SUBTOTAL</b>	<b>\$233,936</b>	<b>\$221,317</b>	<b>\$238,447</b>	<b>\$221,317</b>	<b>\$0</b>	<b>\$0</b>	<b>\$221,317</b>
8010 Utilities	\$187,841	\$180,559	\$179,044	\$180,559	\$0	\$0	\$180,559
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$9,492	\$5,755	\$5,755	\$5,755	\$0	\$0	\$5,755
8060 Contract Services	\$639,948	\$698,968	\$698,968	\$698,968	\$0	\$134,465	\$833,433
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$837,281</b>	<b>\$885,282</b>	<b>\$883,767</b>	<b>\$885,282</b>	<b>\$0</b>	<b>\$134,465</b>	<b>\$1,019,747</b>
9030 Improvements >\$5,000	\$45,974	\$0	\$0	\$0	\$0	\$0	\$0
9040 Furnitures & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$8,000	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$45,974</b>	<b>\$8,000</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0001-1450</b>	<b>\$1,885,214</b>	<b>\$1,811,613</b>	<b>\$1,817,142</b>	<b>\$1,861,054</b>	<b>\$0</b>	<b>\$134,465</b>	<b>\$1,995,519</b>

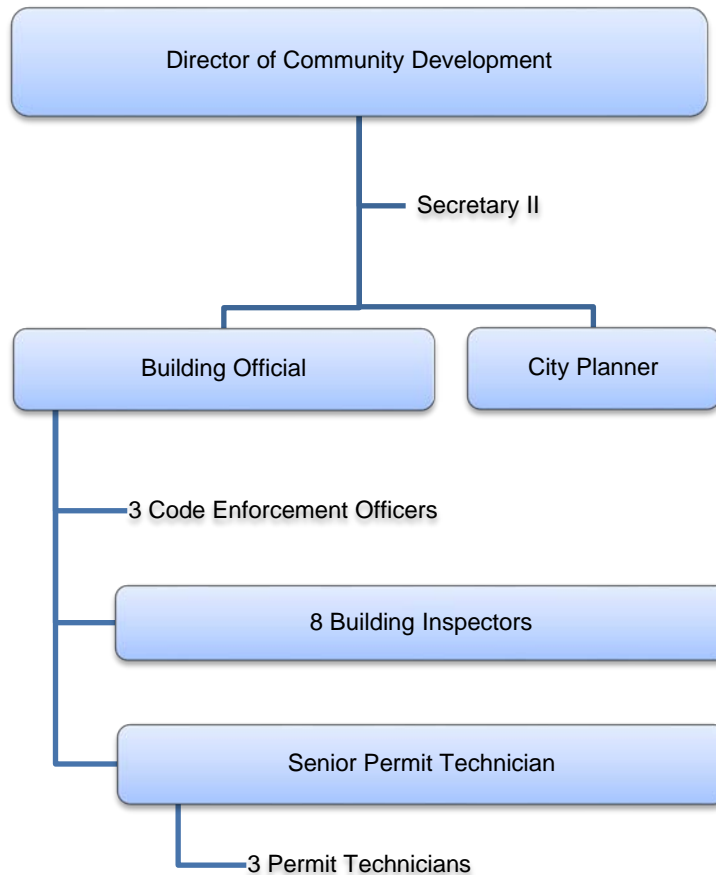
**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1450**

**SUPPLEMENTAL REQUESTS WITH LINE ITEMS**  
(Active Only)

ID	Rank	Title	Type	Line Items	
3244	0	Increase In Mowing/ Landscaping	Non-discretionary Adjustment	8060 CONTRACT SERVICES <b>Request Total</b>	\$134,465 <b>\$134,465</b>
<b>1 Requests</b>			<b>Total for 0001-1450</b>		<b>\$134,465</b>



# 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 structural safety and quality of buildings provide not only safety but longevity and value. 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 the compliance of City Codes and Ordinances outside the realm of construction and for the health and safety of all citizens.

# Community Development

## Accomplishments for FY 2016-2017

- ✓ Hired and trained new staff positions
- ✓ Created Comprehensive Plan Timeline
- ✓ Secured Development Agreements with Strategic Properties and Initiate 2016 annexations
- ✓ Completed Property Owner's Notification of 2, 3-Year Plan Annexations
- ✓ Continued training and certifications for staff
- ✓ Improved Cross-Training for staff
- ✓ Provided outstanding Customer Service
- ✓ Created webpage updates and design
- ✓ Completed Vendor Peddler Process
- ✓ Re-Wrote / Updated Forms and Applications
- ✓ Increased planning area
- ✓ Sought for Certification Pay for staff
- ✓ Researched and recommended ordinance changes to Sign Ordinance
- ✓ Improved working procedures between Municipal Court and Code process
- ✓ Held a motivational activity for Community Development Staff

## Goals & Objectives for FY 2017-2018

- ❑ Create Code Enforcement Web Page
- ❑ Continue to hire and train new staff positions
- ❑ Present team work throughout Community Development
- ❑ Create a FAQ Sheet for Code Enforcement
- ❑ Continue training and certifications for staff
- ❑ Establish organizational skills throughout Community Development
- ❑ Continue improving Cross-Training for staff
- ❑ Exceed citizens expectations & give outstanding Customer Service
- ❑ Improve Community Development webpage updates and design
- ❑ Provide updated and accurate reports for Community Development
- ❑ Continue to Re-Write / Update Forms and Applications
- ❑ Seek further Certification Pay for staff
- ❑ Research and recommend ordinance changes to multiple area's in the Ordinances
- ❑ Improve working procedures between Engineering and Permits
- ❑ Effectively respond to customer issues and questions
- ❑ Process permits timely and effectively
- ❑ Hold an inspirational activity and recognize Community Development Staff
- ❑ Ensure quality service within Permits & Codes

**City of Conroe**  
**General Fund**  
**Community Development**  
**0001-1500**

	<b><u>Actual</u></b> <b><u>2014-2015</u></b>	<b><u>Actual</u></b> <b><u>2015-2016</u></b>	<b><u>Estimated</u></b> <b><u>2016-2017</u></b>	<b><u>Budgeted</u></b> <b><u>2017-2018</u></b>
<b>PERSONNEL SERVICES</b>				
Director of Community Development	0	1	1	1
City Planner	1	1	1	1
Secretary II	1	1	1	1
Permit Technicians	3	3	3	3
Senior Permit Technician	1	1	1	1
Building Official	1	1	1	1
Building Inspectors	8	8	8	8
Code Enforcement Officers	3	3	3	3
<b>TOTAL FULL TIME</b>	<b>18</b>	<b>19</b>	<b>19</b>	<b>19</b>
PT Building Inspector (Hours)	224	520	520	520
PT Permit Technician (Hours)	0	0	1,040	1,040
<b>TOTAL PART TIME HOURS</b>	<b>224</b>	<b>520</b>	<b>1,560</b>	<b>1,560</b>
	<b><u>Actual</u></b> <b><u>2014-2015</u></b>	<b><u>Actual</u></b> <b><u>2015-2016</u></b>	<b><u>Estimated</u></b> <b><u>2016-2017</u></b>	<b><u>Budgeted</u></b> <b><u>2017-2018</u></b>
<b>PERFORMANCE MEASURES</b>				
Number of Permits Issued	9,260	9,300	10,000	10,500
Revenue	\$4,145,797	\$4,200,000	\$4,300,000	\$4,500,000
Number of Inspections	22,024	23,000	24,000	24,500

The Assistant Community Development Director was reclassified as Director of Community Development and the position was transferred from CDBG Administration (1110) in FY15-16.

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1500**

**BUDGET LINE ITEMS**

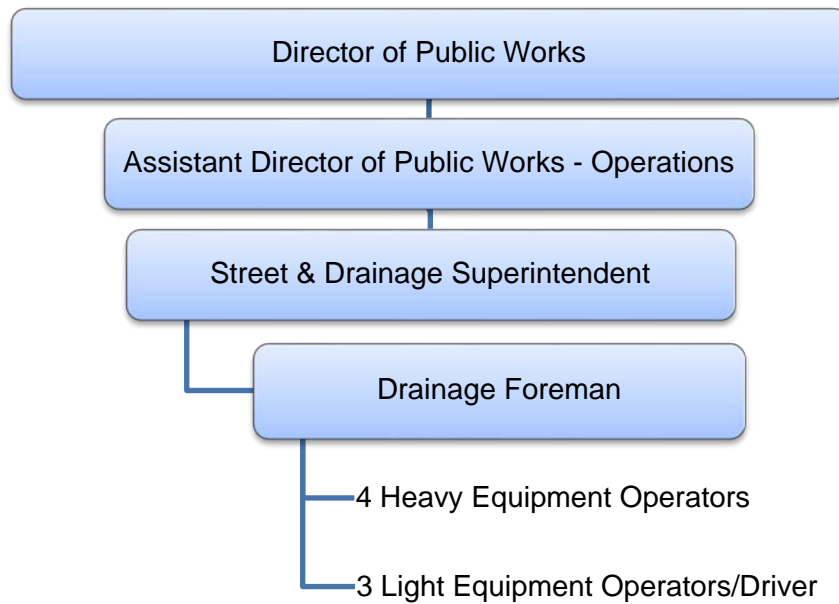
<div style="display: flex; justify-content: space-between; font-size: small;"> <span>FUND: GENERAL FUND</span> <span>DEPARTMENT: COMMUNITY DEVELOPMENT</span> <span>DIVISION: COMMUNITY DEVELOPMENT</span> </div>							
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$921,903	\$1,078,333	\$1,030,881	\$1,098,436	\$0	\$0	\$1,098,436
7012 Salaries - Part Time	\$6,019	\$33,368	\$33,368	\$0	\$0	\$27,448	\$27,448
7020 Overtime	\$76,692	\$3,000	\$60,000	\$3,000	\$0	\$0	\$3,000
7025 Social Security	\$73,585	\$93,926	\$76,838	\$93,071	\$0	\$2,100	\$95,171
7030 Retirement & Pension	\$161,288	\$176,019	\$166,261	\$180,085	\$0	\$0	\$180,085
7035 Workers Compensation	\$14,223	\$18,926	\$18,574	\$4,376	\$0	\$290	\$4,666
7040 Employee Insurance	\$183,507	\$218,878	\$218,878	\$312,549	\$0	\$0	\$312,549
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$1,437,217</b>	<b>\$1,622,450</b>	<b>\$1,604,800</b>	<b>\$1,691,517</b>	<b>\$0</b>	<b>\$29,838</b>	<b>\$1,721,355</b>
7110 Office Supplies	\$42,242	\$19,412	\$31,270	\$19,412	\$0	\$0	\$19,412
7130 Building Supplies	\$112	\$0	\$0	\$0	\$0	\$0	\$0
7140 Wearing Apparel	\$2,861	\$1,500	\$1,500	\$1,500	\$0	\$0	\$1,500
7160 Vehicle Operations	\$31,142	\$64,397	\$64,397	\$64,397	\$0	\$0	\$64,397
7170 Vehicle Repairs	\$7,104	\$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	\$17,029	\$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	\$5,000	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$1,575	\$8,554	\$8,554	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$102,065</b>	<b>\$134,763</b>	<b>\$161,621</b>	<b>\$126,209</b>	<b>\$0</b>	<b>\$0</b>	<b>\$126,209</b>
8010 Utilities	\$3,615	\$12,011	\$12,011	\$12,011	\$0	\$0	\$12,011
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$0	\$500	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$5,401	\$3,241	\$3,241	\$3,241	\$0	\$0	\$3,241
8050 Travel & Training	\$20,085	\$45,730	\$45,730	\$45,730	\$0	\$0	\$45,730
8060 Contract Services	\$71,979	\$111,086	\$111,086	\$111,086	\$0	\$0	\$111,086
8350 Newspaper Legal Notices	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$101,080</b>	<b>\$172,068</b>	<b>\$172,568</b>	<b>\$172,068</b>	<b>\$0</b>	<b>\$0</b>	<b>\$172,068</b>
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	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0001-1500</b>	<b>\$1,640,362</b>	<b>\$1,929,281</b>	<b>\$1,938,989</b>	<b>\$1,989,794</b>	<b>\$0</b>	<b>\$29,838</b>	<b>\$2,019,632</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1500**

**SUPPLEMENTAL REQUESTS WITH LINE ITEMS**  
(Active Only)

ID	Rank	Title	Type	Line Items	
1276	0	Part Time Building Inspector	New Personnel	7012 Salaries - Part Time	\$11,528
				7025 Social Security	\$882
				7035 Workers Compensation	\$122
				<b>Request Total</b>	<b>\$12,532</b>
3224	0	Part Time Permit Technician	New Personnel	7012 Salaries - Part Time	\$15,920
				7025 Social Security	\$1,218
				7035 Workers Compensation	\$168
				<b>Request Total</b>	<b>\$17,306</b>
<b>2 Requests</b>			<b>Total for 0001-1500</b>		<b>\$29,838</b>

# 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 in a seventy one square mile area and also assisting Street Division on various projects when needed.

# Drainage Maintenance

## Accomplishments for FY 2016-2017

- ✓ Cleaned Alligator Creek from Roberson to I-45
- ✓ Cleaned Alligator Creek from Roberson to N. Loop 336
- ✓ Cleaned Live Oak Creek from East Forest Way to Hwy. 105
- ✓ Cleaned and reshaped Live Oak Creek from Hwy. 105 to Country Club
- ✓ Participated in the installation and removal of the Downtown Christmas lights
- ✓ Recycled 20,000 square yards of green waste and disposed of excess
- ✓ Installed 560 linear feet of 56" Storm Culverts from Gladstell to N. Rivershire
- ✓ Installed 50 linear feet 48" Crossover Storm Pipe N. 6<sup>th</sup> at Turner
- ✓ Installed 120 linear feet 24" Crossover Storm Pipe Hart Road
- ✓ Installed 50 linear feet 36" Crossover Storm Pipe and Headwalls Pine Springs Dr.
- ✓ Cleaned 12 miles of ditches
- ✓ Assisted Street Department in all street overlays and rehabs

## Goals & Objectives for FY 2017-2018

- Begin the following Capital Improvement Program Projects:
  - a. Owen 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
  - g. Clean 18 miles of ditches within City Limits

# City of Conroe General Fund

## Drainage Maintenance 0001-1530

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERSONNEL SERVICES</b>				
Drainage Maintenance Foreman	1	1	1	1
Heavy Equipment Operator	3	4	4	4
Light Equipment Operator/Driver	3	3	3	3
<b>TOTAL FULL TIME</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>8</b>

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Number of drainage projects completed	7	5	5	4
Number miles of ditches cleaned	12	8	12	10
Number of trees recycled (in yards)	50,000	45,000	25,000	20,000
Number of work orders completed	230	623	700	650



**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1530**

**BUDGET LINE ITEMS**

FUND: GENERAL FUND

DEPARTMENT: DRAINAGE MAINTENANCE

DIVISION: DRAINAGE MAINTENANCE

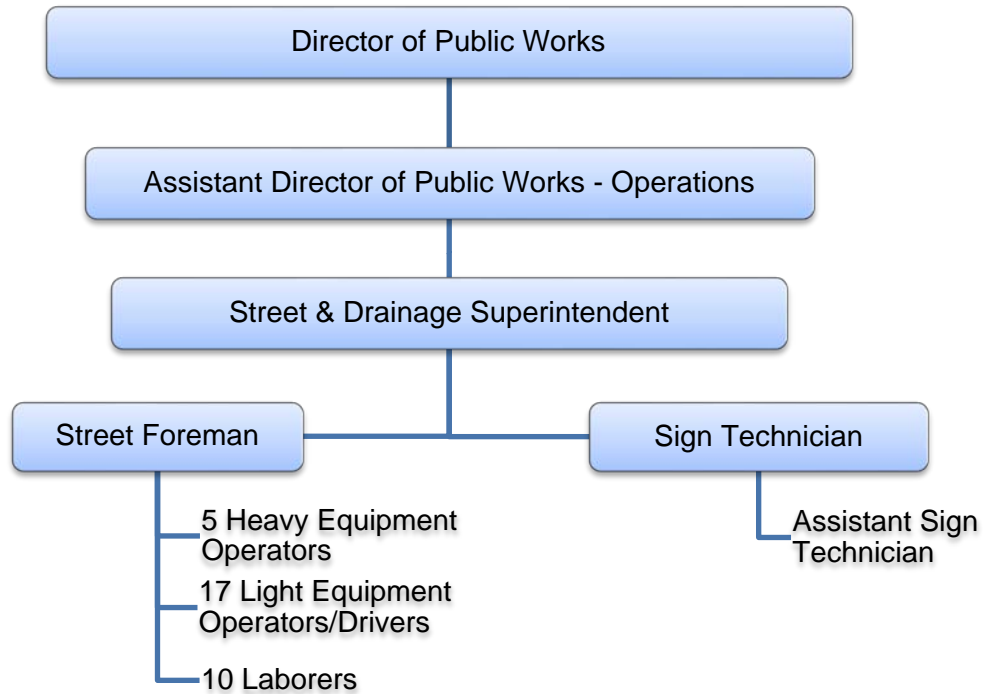
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$372,180	\$365,928	\$361,198	\$373,896	\$0	\$0	\$373,896
7020 Overtime	\$25,914	\$52,500	\$69,732	\$52,500	\$0	\$0	\$52,500
7025 Social Security	\$28,882	\$35,083	\$28,832	\$36,030	\$0	\$0	\$36,030
7030 Retirement & Pension	\$64,246	\$67,584	\$62,332	\$69,716	\$0	\$0	\$69,716
7035 Workers Compensation	\$5,654	\$6,246	\$6,544	\$14,020	\$0	\$0	\$14,020
7040 Employee Insurance	\$81,560	\$92,159	\$92,159	\$131,600	\$0	\$0	\$131,600
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$578,436</b>	<b>\$619,500</b>	<b>\$620,797</b>	<b>\$677,762</b>	<b>\$0</b>	<b>\$0</b>	<b>\$677,762</b>
7110 Office Supplies	\$1,557	\$500	\$500	\$500	\$0	\$0	\$500
7140 Wearing Apparel	\$5,335	\$4,000	\$4,000	\$4,000	\$0	\$0	\$4,000
7160 Vehicle Operations	\$140,412	\$120,000	\$120,000	\$120,000	\$0	\$0	\$120,000
7170 Vehicle Repairs	\$29,942	\$20,000	\$40,000	\$20,000	\$0	\$0	\$20,000
7180 Equipment Repairs	\$391	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
7190 Radio Repairs	\$0	\$500	\$500	\$500	\$0	\$0	\$500
7200 Operating Supplies	\$61,162	\$64,118	\$85,000	\$64,118	\$0	\$0	\$64,118
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
<b>SUPPLIES SUBTOTAL</b>	<b>\$238,799</b>	<b>\$214,118</b>	<b>\$255,000</b>	<b>\$214,118</b>	<b>\$0</b>	<b>\$0</b>	<b>\$214,118</b>
8010 Utilities	\$635	\$3,024	\$3,024	\$3,024	\$0	\$0	\$3,024
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	\$3,619	\$2,250	\$3,500	\$2,250	\$0	\$0	\$2,250
8060 Contract Services	\$750	\$61,252	\$61,252	\$61,252	\$0	\$0	\$61,252
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$5,004</b>	<b>\$76,526</b>	<b>\$77,776</b>	<b>\$76,526</b>	<b>\$0</b>	<b>\$0</b>	<b>\$76,526</b>
9010 Land > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9030 Improvements >\$5,000	\$20,990	\$655,432	\$655,432	\$0	\$0	\$100,000	\$100,000
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	\$0	\$0
9101 CIP Allocation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9102 Capital Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$20,990</b>	<b>\$655,432</b>	<b>\$655,432</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$100,000</b>
<b>TOTAL 0001-1530</b>	<b>\$843,229</b>	<b>\$1,565,576</b>	<b>\$1,609,005</b>	<b>\$968,406</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$1,068,406</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1530**

**SUPPLEMENTAL REQUESTS WITH LINE ITEMS**  
(Active Only)

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

# 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 within a seventy one square mile area.

# Street Department

## Accomplishments for FY 2016-2017

- ✓ Overlaid Pine Springs Dr., Pine Springs Ct., Longmire Ct.
- ✓ Overlaid Shady Hollow, Mossy Cup, Longwood Dr., Overbrook Dr.
- ✓ Overlaid Kidd Rd.
- ✓ Installed Sidewalk on Hwy 105 from Rigby Owen to Parkgate
- ✓ Installed new pavement markings on Sgt. Ed Holcomb Blvd. from Metcalf to Davis
- ✓ Installed new pavement markings on Longmire from Davis to FM 3083
- ✓ Installed new pavement markings on Westview Blvd from Lowes to N. Loop 336
- ✓ Participated in the installation of the Downtown Christmas lighting
- ✓ Mowed City right-of-way six times (contracted)
- ✓ Repaired sections of roadway on Sgt. Ed Holcomb Blvd S. from Metcalf to Old Magnolia
- ✓ Swept 15,120 lane miles of city streets

## Goals & Objectives for FY 2017-2018

- ❑ Continue with our crack seal program for City streets
- ❑ Mow city limits right-of-way six times a year
- ❑ Rehabilitate Park Place from Ave E to Ave H
- ❑ Overlay Kirk and Humble Tank Road

**City of Conroe  
General Fund  
Street Department  
0001-1540**

	<b><u>Actual 2014-2015</u></b>	<b><u>Actual 2015-2016</u></b>	<b><u>Estimated 2016-2017</u></b>	<b><u>Budgeted 2017-2018</u></b>
<b>PERSONNEL SERVICES</b>				
Street & Drainage Maintenance Superintendent	0	1	1	1
Street Foreman	1	1	1	1
Sign Technician	1	1	1	1
Assistant Sign Technician	1	1	1	1
Heavy Equipment Operator	3	5	5	5
Light Equipment Operator/Driver	14	17	17	17
Laborer	7	10	10	10
<b>TOTAL FULL TIME</b>	<b>27</b>	<b>36</b>	<b>36</b>	<b>36</b>

	<b><u>Actual 2014-2015</u></b>	<b><u>Actual 2015-2016</u></b>	<b><u>Estimated 2016-2017</u></b>	<b><u>Budgeted 2017-2018</u></b>
<b>PERFORMANCE MEASURES</b>				
Number of miles streets swept	12,500	14,880	15,120	15,120
Number of work orders completed	1,700	6,003	6,500	8,000
Number of potholes repaired	1,200	2,000	2,000	2,500
Number of street signs repaired/manufactured	800	1,000	4,500	5,000
Tons of asphalt, utility cuts repaired	800	850	800	900
Number of acres of right-of-ways mowed	2,000	2,200	2,200	2,502
Miles of streets overlaid	6	7	7	6

# CITY OF CONROE

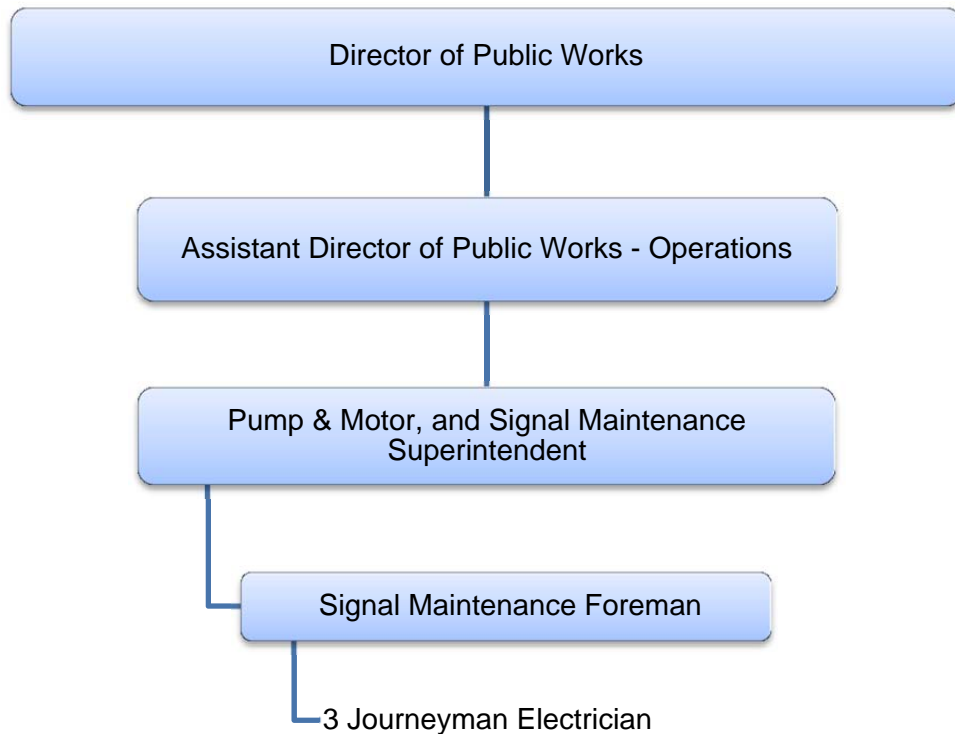
## FY 2017-2018

### 0001-1540

#### BUDGET LINE ITEMS

FUND: GENERAL FUND      DEPARTMENT: STREETS      DIVISION: STREETS							
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$1,392,601	\$1,481,270	\$1,431,080	\$1,486,635	\$0	\$0	\$1,486,635
7020 Overtime	\$105,797	\$90,900	\$62,770	\$90,900	\$0	\$0	\$90,900
7025 Social Security	\$109,817	\$131,689	\$112,401	\$133,302	\$0	\$0	\$133,302
7030 Retirement & Pension	\$242,709	\$253,718	\$242,372	\$257,927	\$0	\$0	\$257,927
7035 Workers Compensation	\$22,062	\$25,493	\$26,539	\$72,681	\$0	\$0	\$72,681
7040 Employee Insurance	\$367,019	\$414,716	\$414,716	\$592,199	\$0	\$0	\$592,199
7050 Pre-Employment Physicals	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$2,240,005</b>	<b>\$2,397,786</b>	<b>\$2,289,878</b>	<b>\$2,633,644</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,633,644</b>
7110 Office Supplies	\$3,040	\$1,900	\$2,200	\$1,900	\$0	\$0	\$1,900
7140 Wearing Apparel	\$23,151	\$15,000	\$23,000	\$15,000	\$0	\$0	\$15,000
7160 Vehicle Operations	\$388,858	\$324,750	\$350,000	\$324,750	\$0	\$0	\$324,750
7170 Vehicle Repairs	\$83,963	\$27,710	\$45,000	\$27,710	\$0	\$0	\$27,710
7180 Equipment Repairs	\$2,724	\$15,000	\$15,000	\$15,000	\$0	\$0	\$15,000
7190 Radio Repairs	\$0	\$500	\$500	\$500	\$0	\$0	\$500
7200 Operating Supplies	\$401,846	\$254,965	\$254,965	\$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
<b>SUPPLIES SUBTOTAL</b>	<b>\$903,582</b>	<b>\$639,825</b>	<b>\$690,665</b>	<b>\$639,825</b>	<b>\$0</b>	<b>\$0</b>	<b>\$639,825</b>
8010 Utilities	\$473,949	\$490,786	\$490,786	\$490,786	\$0	\$0	\$490,786
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$20,000	\$10,000	\$10,000	\$10,000	\$0	\$0	\$10,000
8050 Travel & Training	\$10,576	\$12,290	\$12,290	\$12,290	\$0	\$0	\$12,290
8060 Contract Services	\$728,137	\$723,916	\$808,731	\$590,997	\$0	\$0	\$590,997
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$1,232,662</b>	<b>\$1,236,992</b>	<b>\$1,321,807</b>	<b>\$1,104,073</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,104,073</b>
9020 Buildings >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9030 Improvements >\$5,000	\$374,597	\$312,066	\$444,985	\$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	\$0	\$0
9070 Intang. Assets-Indef. Life	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9101 CIP Allocation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9102 Capital Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$374,597</b>	<b>\$312,066</b>	<b>\$444,985</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0001-1540</b>	<b>\$4,750,846</b>	<b>\$4,586,669</b>	<b>\$4,747,335</b>	<b>\$4,377,542</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,377,542</b>

# 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. We take care of 112 traffic signal intersections and will add at least approximately 5 new signal intersections in the coming fiscal year.

# Signal Maintenance

## Accomplishments for FY 2016-2017

- ✓ Conducted annual proper Bucket Truck Safety training for all employees that operate bucket truck
- ✓ Attended traffic signal and camera training classes
- ✓ Purchased stock material and spare parts for traffic signal operations
- ✓ Monitored current traffic signal maintenance and operations
- ✓ Completed yearly maintenance on all traffic signals
- ✓ Changed electrical meters to City for 16 new signal locations
- ✓ Began maintenance on all traffic signals on HWY 105 West for new annexation
- ✓ Began maintenance on 69 high mast illumination poles, all bridge and over/underpass illumination on I45 from FM 830 to FM 242

## Goals & Objectives for FY 2017-2018

- ❑ Upgrade two current traffic signal intersections
- ❑ Conduct annual 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
- ❑ Add 20 new traffic signal intersections
- ❑ Inspect all traffic signal intersections and illumination for annual inspection reports
- ❑ Send employees to annual training to keep up to date on software and laws
- ❑ Begin yearly maintenance again on all traffic signals
- ❑ Begin program to install radar and camera controls on all traffic signals



# City of Conroe General Fund

## Signal Maintenance 0001-1550

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERSONNEL SERVICES</b>				
Signal Maintenance Foreman	0	0	1	1
Journeyman Electrician	3	3	3	3
Traffic Signal Technician	0	1	0	0
<b>TOTAL FULL TIME</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Signal Repair Work Orders	509	400	650	775
New Signal Install Work Orders	4	5	5	5
Timing Change Work Orders	45	45	50	50
Number of Power Outages	22	15	25	25
Signal Rebuild	3	4	3	3
Oversized Load Permits/Inspections	272	700	700	700
Freeway Lighting	24	125	125	125

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1550**

**BUDGET LINE ITEMS**

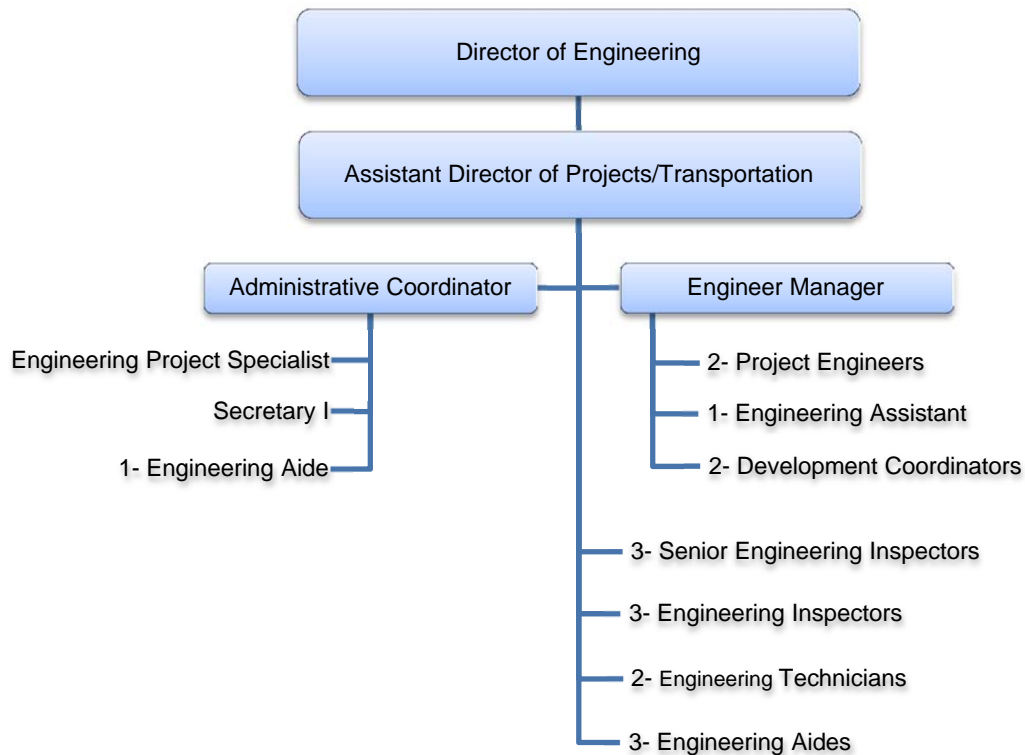
FUND: GENERAL FUND      DEPARTMENT: SIGNAL MAINTENANCE      DIVISION: SIGNAL MAINTENANCE							
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$154,514	\$206,321	\$203,774	\$214,192	\$0	\$0	\$214,192
7020 Overtime	\$29,519	\$34,923	\$34,923	\$34,923	\$0	\$0	\$34,923
7025 Social Security	\$13,717	\$20,069	\$20,069	\$21,050	\$0	\$0	\$21,050
7030 Retirement & Pension	\$29,726	\$38,877	\$38,877	\$40,730	\$0	\$0	\$40,730
7035 Workers Compensation	\$2,900	\$4,621	\$4,632	\$5,949	\$0	\$0	\$5,949
7040 Employee Insurance	\$40,780	\$46,080	\$46,080	\$65,800	\$0	\$0	\$65,800
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$271,156</b>	<b>\$350,891</b>	<b>\$348,355</b>	<b>\$382,644</b>	<b>\$0</b>	<b>\$0</b>	<b>\$382,644</b>
7110 Office Supplies	\$2,077	\$2,273	\$2,273	\$2,273	\$0	\$0	\$2,273
7140 Wearing Apparel	\$1,491	\$2,669	\$2,669	\$2,669	\$0	\$0	\$2,669
7160 Vehicle Operations	\$15,073	\$11,750	\$11,750	\$11,750	\$0	\$0	\$11,750
7170 Vehicle Repairs	\$3,524	\$6,500	\$6,500	\$6,500	\$0	\$0	\$6,500
7180 Equipment Repairs	\$52,689	\$50,733	\$50,733	\$50,733	\$0	\$0	\$50,733
7190 Radio Repairs	\$0	\$1,200	\$1,200	\$1,200	\$0	\$0	\$1,200
7200 Operating Supplies	\$104,544	\$80,375	\$80,375	\$80,375	\$0	\$0	\$80,375
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	\$133,006	\$174,600	\$250,000	\$89,600	\$0	\$110,250	\$199,850
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$312,404</b>	<b>\$330,100</b>	<b>\$405,500</b>	<b>\$245,100</b>	<b>\$0</b>	<b>\$110,250</b>	<b>\$355,350</b>
8010 Utilities	\$145,563	\$274,227	\$218,427	\$274,227	\$0	\$0	\$274,227
8040 Leased Equipment	\$4,995	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
8050 Travel & Training	\$6,471	\$13,052	\$13,052	\$13,052	\$0	\$0	\$13,052
8060 Contract Services	\$141,122	\$157,500	\$157,500	\$157,500	\$0	\$0	\$157,500
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$298,151</b>	<b>\$449,779</b>	<b>\$393,979</b>	<b>\$449,779</b>	<b>\$0</b>	<b>\$0</b>	<b>\$449,779</b>
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	\$80,000	\$114,000	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$151,647	\$0	\$0	\$0	\$0	\$0	\$0
9101 CIP Allocation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$151,647</b>	<b>\$80,000</b>	<b>\$114,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0001-1550</b>	<b>\$1,033,358</b>	<b>\$1,210,770</b>	<b>\$1,261,834</b>	<b>\$1,077,523</b>	<b>\$0</b>	<b>\$110,250</b>	<b>\$1,187,773</b>

**CITY OF CONROE**  
**FY 2017-2018**  
0001-1550

**SUPPLEMENTAL REQUESTS WITH LINE ITEMS**  
(Active Only)

ID	Rank	Title	Type	Line Items	
2806	7	Replace Signal Loops With Radar Detection	New Equipment	7254 Machinery & Equipment <\$5,000	\$110,250
				<b>Request Total</b>	<b>\$110,250</b>
<b>1 Requests</b>			<b>Total for 0001-1550</b>		<b>\$110,250</b>

# 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 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 2016-2017

- ✓ Constructed sanitary sewer line at SH 105 East and IH-45 (Phase 2) Skytop Sewer, Wilson Road Sewer before the Wilson Road Widening project begins
- ✓ Started construction on the Wilson Road project
- ✓ Started construction of Longmire Road Widening Phase 2B (FM 3038 to Longmire) and Longmire Road Widening Phase 3 (Longmire to Wedgewood) and numerous asphalt overlay projects
- ✓ Installed sidewalks at League Line Road (Panorama to HWY 75) and Plantation Drive (Loop 336 North to Wilson Road)
- ✓ Designed and constructed water line rehabilitation projects, and started construction on two water wells
- ✓ Installed traffic signals at SH 105 and N. Thompson, FM 1485 and Deison Technology Park, Longmire at Wedgewood Blvd., League Line Rd. at M.P. Clark, South Loop 336 at IH-45, Hwy 75 at Wilson Road, FM 1314 at Crighton Road, and mast arm and radar detection upgrades at various locations
- ✓ Designed the remodel for the 1<sup>st</sup> Floor at City Hall
- ✓ Constructed 35 CIP projects

## Goals & Objectives for FY 2017-2018

- ❑ Create a Drainage CIP to facilitate the City's drainage issues
- ❑ Design and start construction on various necessary asphalt overlay projects, railroad crossing update at Crighton Road and UPRR, repair the street on North Thompson in front of Montgomery County Courthouse, and various sidewalk projects
- ❑ Design and install traffic signals at FM 3083 at Longmire Road, Walden Road at Walmart, Loop 336 at Grand Lake, and Loop 336 at South Conroe Medical Center Boulevard
- ❑ Design and start construction on various sewer upgrade projects, install SH 105 at IH-45 Phase 3 sewer, potential Wastewater Treatment Plant South of the San Jacinto River
- ❑ Design and start construction on various water upsizing projects, install pressure reducing valve (PRV) at IH-45 North of San Jacinto River, decommission Elevated Storage Tank No. 5

# City of Conroe General Fund

## Engineering 0001-1570

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>SPECIAL SERVICES</b>				
Planning Commission	7	7	7	7
<b>TOTAL SPECIAL SERVICES</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

### PERSONNEL SERVICES

Director of Engineering	0	0	1	1
Assistant Director of Projects/Transportation	1	1	1	1
Administrative Coordinator	0	1	1	1
Secretary II	1	0	0	0
Secretary I	1	1	1	1
Engineer Manager	1	1	1	1
Project Engineer	3	2	2	2
Development Coordinator	2	2	2	2
Engineering Project Specialist	1	1	1	1
Engineering Technician	1	1	2	2
Engineering Aide	5	5	4	4
Senior Engineering Inspector	3	3	3	3
Engineering Inspector	3	3	3	3
Engineering Assistant	0	1	1	1
<b>TOTAL FULL TIME</b>	<b>22</b>	<b>22</b>	<b>23</b>	<b>23</b>
PT Intern (Hours)	0	300	0	0
<b>TOTAL PART TIME HOURS</b>	<b>0</b>	<b>300</b>	<b>0</b>	<b>0</b>

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Number of Development Plans Reviewed	384	302	333	340
Number of Plats Reviewed	125	101	160	180
Number of Inspections Performed	9,194	12,499	12,900	13,300
Number of Design Projects	18	21	24	34
Number of Construction Projects	26	23	35	51
Number of Plats Reviewed	125	101	160	180
Review Revenue	\$557,000	\$458,200	\$462,000	\$475,000

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1570**

**BUDGET LINE ITEMS**

FUND: GENERAL FUND      DEPARTMENT: ENGINEERING      DIVISION: ENGINEERING							
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$1,318,232	\$1,362,791	\$1,372,863	\$1,553,014	\$0	\$0	\$1,553,014
7012 Salaries - Part Time	\$11,446	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$33,784	\$27,400	\$32,500	\$27,401	\$0	\$0	\$27,401
7025 Social Security	\$98,486	\$117,471	\$117,471	\$133,545	\$0	\$0	\$133,545
7030 Retirement & Pension	\$222,539	\$222,193	\$222,193	\$254,278	\$0	\$0	\$254,278
7035 Workers Compensation	\$21,310	\$23,465	\$24,593	\$6,742	\$0	\$0	\$6,742
7040 Employee Insurance	\$224,289	\$253,437	\$253,437	\$378,349	\$0	\$0	\$378,349
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$1,930,086</b>	<b>\$2,006,757</b>	<b>\$2,023,057</b>	<b>\$2,353,329</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,353,329</b>
7110 Office Supplies	\$18,720	\$19,208	\$19,208	\$19,208	\$0	\$0	\$19,208
7130 Building Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7140 Wearing Apparel	\$3,170	\$2,700	\$2,700	\$2,700	\$0	\$0	\$2,700
7160 Vehicle Operations	\$40,006	\$27,000	\$27,000	\$27,000	\$0	\$0	\$27,000
7170 Vehicle Repairs	\$8,247	\$8,350	\$8,350	\$8,350	\$0	\$0	\$8,350
7180 Equipment Repairs	\$884	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
7190 Radio Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$22,443	\$26,729	\$26,729	\$26,729	\$0	\$0	\$26,729
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$2,610	\$0	\$46,194	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$96,080</b>	<b>\$88,987</b>	<b>\$135,181</b>	<b>\$88,987</b>	<b>\$0</b>	<b>\$0</b>	<b>\$88,987</b>
8010 Utilities	\$2,950	\$9,457	\$9,457	\$9,457	\$0	\$0	\$9,457
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$15,469	\$10,000	\$10,000	\$10,000	\$0	\$0	\$10,000
8040 Leased Equipment	\$6,162	\$19,548	\$19,548	\$19,548	\$0	\$0	\$19,548
8050 Travel & Training	\$11,574	\$32,138	\$32,138	\$32,138	\$0	\$0	\$32,138
8060 Contract Services	\$437,277	\$636,040	\$496,040	\$186,040	\$0	\$0	\$186,040
8350 Newspaper Legal Notices	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$473,432</b>	<b>\$707,183</b>	<b>\$567,183</b>	<b>\$257,183</b>	<b>\$0</b>	<b>\$0</b>	<b>\$257,183</b>
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	\$26,845	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$26,845</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0001-1570</b>	<b>\$2,526,443</b>	<b>\$2,802,927</b>	<b>\$2,725,420</b>	<b>\$2,699,499</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,699,499</b>

**City of Conroe  
General Fund**

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

The General Fund Non-Departmental costs include all expenses that are not specifically attributable to a Departmental operation. There are no Personnel positions associated with this department.



**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1800**

**BUDGET LINE ITEMS**

FUND: GENERAL FUND      DEPARTMENT: GF NON-DEPARTMENTAL      DIVISION: GF NON-DEPARTMENTAL							
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$0	\$253,868	\$0	\$261,683	\$0	\$0	\$261,683
7025 Social Security	\$0	\$21,452	\$0	\$22,112	\$0	\$0	\$22,112
7030 Retirement & Pension	\$0	\$36,930	\$0	\$37,717	\$0	\$0	\$37,717
7035 Workers Compensation	\$5,645	\$4,289	\$4,783	\$4,023	\$0	\$0	\$4,023
7040 Employee Insurance	\$1,456,003	\$1,598,652	\$1,598,652	\$1,632,091	\$0	\$0	\$1,632,091
7070 Unemployment	\$6,058	\$20,000	\$20,000	\$20,000	\$0	\$0	\$20,000
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$1,467,706</b>	<b>\$1,935,191</b>	<b>\$1,623,435</b>	<b>\$1,977,626</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,977,626</b>
7110 Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$31,563	\$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
<b>SUPPLIES SUBTOTAL</b>	<b>\$31,563</b>	<b>\$38,900</b>	<b>\$38,900</b>	<b>\$38,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$38,900</b>
8010 Utilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8020 Insurance and Bonds	\$395,260	\$475,000	\$458,252	\$525,000	\$0	\$0	\$525,000
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$810	\$0	\$0	\$0	\$0	\$0	\$0
8060 Contract Services	\$2,118,596	\$2,202,514	\$2,177,514	\$2,162,049	\$0	\$0	\$2,162,049
8062 Community Services	\$594,865	\$501,189	\$483,548	\$458,161	\$0	\$0	\$458,161
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
9520 Bad Debt Finance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$3,135,043</b>	<b>\$3,178,703</b>	<b>\$3,119,314</b>	<b>\$3,145,210</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,145,210</b>
9010 Land >\$5,000	\$586,850	\$0	\$0	\$0	\$0	\$0	\$0
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	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$586,850</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
8520 Transfer Out	\$2,804,712	\$7,380,389	\$8,011,973	\$3,602,817	\$0	\$0	\$3,602,817
8540 Beautification	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**CITY OF CONROE**  
**FY 2017-2018**  
**0001-1800**

**BUDGET LINE ITEMS**

FUND: GENERAL FUND

DEPARTMENT: GF NON-DEPARTMENTAL

DIVISION: GF NON-DEPARTMENTAL

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
<b>TRANSFERS SUBTOTAL</b>	<b>\$2,804,712</b>	<b>\$7,380,389</b>	<b>\$8,011,973</b>	<b>\$3,602,817</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,602,817</b>
9660 Principal-Lease	\$59,586	\$61,940	\$61,940	\$64,387	\$0	\$0	\$64,387
9670 Interest-Lease	\$15,592	\$13,238	\$13,238	\$10,792	\$0	\$0	\$10,792
<b>DEBT SERVICE SUBTOTAL</b>	<b>\$75,178</b>	<b>\$75,178</b>	<b>\$75,178</b>	<b>\$75,179</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,179</b>
<b>TOTAL 0001-1800</b>	<b>\$8,101,052</b>	<b>\$12,608,361</b>	<b>\$12,868,800</b>	<b>\$8,839,732</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,839,732</b>

# **WATER AND SEWER OPERATING FUND**

## FY 17-18 Budget Summary Water/Sewer Operating Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Dollar FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Working Capital:</b>		\$ 18,548,598	\$ 18,548,598	\$ -	\$ 16,726,051	\$ -	\$ 16,726,051	\$ -	0.0%
<b>W/S Fund Revenues:</b>									
Revenues	\$ 34,323,452	\$ 35,414,600	\$ 35,751,370	\$ 336,770	\$ 36,997,921	\$ -	\$ 36,997,921	\$ 1,583,321	4.5%
<b>Total Revenues</b>	<b>\$ 34,323,452</b>	<b>\$ 35,414,600</b>	<b>\$ 35,751,370</b>	<b>\$ 336,770</b>	<b>\$ 36,997,921</b>	<b>\$ -</b>	<b>\$ 36,997,921</b>	<b>\$ 1,583,321</b>	<b>4.5%</b>
<b>Total Resources:</b>	<b>\$ 34,323,452</b>	<b>\$ 53,963,198</b>	<b>\$ 54,299,968</b>	<b>\$ 336,770</b>	<b>\$ 53,723,972</b>	<b>\$ -</b>	<b>\$ 53,723,972</b>	<b>\$ 1,583,321</b>	<b>2.9%</b>
<b>W/S Fund Expenditures:</b>									
Utility Billing	\$ 1,004,051	\$ 1,018,424	\$ 1,070,860	\$ (52,436)	\$ 1,029,164	\$ 41,500	\$ 1,070,664	\$ 52,240	5.1%
Public Works	1,474,850	1,996,872	2,204,945	(208,073)	1,055,606	800,000	1,855,606	(141,266)	-7.1%
Water	3,905,937	4,147,209	3,951,033	196,176	3,915,602	500,000	4,415,602	268,393	6.5%
Surface Water	-	-	-	-	9,886,992	-	9,886,992	9,886,992	N/A
Wastewater Treatment	2,594,135	2,877,561	2,826,646	50,915	2,459,331	750,000	3,209,331	331,770	11.5%
Sewer	1,738,195	2,032,848	1,912,505	120,343	1,792,304	500,000	2,292,304	259,456	12.8%
Pump & Motor Maint	1,574,138	1,340,319	1,391,105	(50,786)	1,355,726	-	1,355,726	15,407	1.1%
W/S Non-Departmental	20,031,627	25,008,396	24,216,823	791,573	15,160,681	-	15,160,681	(9,847,715)	-39.4%
<b>Total Expenditures</b>	<b>\$ 32,322,933</b>	<b>\$ 38,421,629</b>	<b>\$ 37,573,917</b>	<b>\$ 847,712</b>	<b>\$ 36,655,406</b>	<b>\$ 2,591,500</b>	<b>\$ 39,246,906</b>	<b>\$ 825,277</b>	<b>2.1%</b>
<b>New Working Capital:</b>		\$ 15,541,569	\$ 16,726,051	\$ 1,184,482	\$ 17,068,566		\$ 14,477,066	\$ (1,064,503)	
<b>60-Day Reserve:</b>		\$ 6,316,516	\$ 6,177,152		\$ 6,026,149		\$ 6,452,191		
<b>Over/(Under):</b>		9,225,053	10,548,899		11,042,417		8,024,875		
<b>Budget Contingency:</b>		\$ 3,158,258	\$ 3,088,576		\$ 3,013,074		\$ 3,226,096		
<b>Over/(Under) 30-Days:</b>		6,066,795	7,460,323		8,029,343		4,798,779		

### Breakdown of Transfer In:

General Fund - Rate Stabilization	\$ -
Administrative Transfer (W/S)	501,696
<b>Total</b>	<b>\$ 501,696</b>

### Breakdown of Transfer Out:

Administrative Transfer (GF)	\$ -
Revenue Debt Service Fund	7,919,003
Revenue Debt Reserve Fund (2013 RBs)	97,514
Water CIP Fund - Water Line - Wilson Road East	320,000
Water CIP Fund - Catahoula Water Well - Robinwood	268,000
Sewer CIP Fund - Sewer Line Relocate - Wilson Road East	332,000
Sewer CIP Fund - Sewer Line Extension - Skytop Gravity	9,000
Sewer CIP Fund - SSOI Program	1,087,000
Sewer CIP Fund - Sanitary Sewer Evaluation Survey	564,000
W&S Vehicle & Equipment Replacement Fund	341,554
General Obligation Debt Service Fund - 2017B-1	231,636
General Obligation Debt Service Fund - 2017B-2	464,238
Conroe Tower Fund	-
<b>Total</b>	<b>\$ 11,633,945</b>

## FY 17-18 Budget Summary by Category Water/Sewer Operating Fund

	<b><u>FY 16-17 Budget</u></b>	<b><u>FY 16-17 Estimate</u></b>	<b><u>Under/ (Over)</u></b>	<b><u>FY 17-18 Base</u></b>	<b><u>FY 17-18 Supplemental</u></b>	<b><u>FY 17-18 Proposed</u></b>
<b>Personnel</b>	\$ 5,435,346	\$ 5,374,194	\$ 61,152	\$ 5,799,372	\$ -	\$ 5,799,372
<b>Supplies</b>	2,494,249	2,704,722	(210,473)	2,558,284	1,000,000	3,558,284
<b>Contractual</b>	16,093,023	15,730,071	362,952	14,760,878	827,600	15,588,478
<b>Capital Outlay</b>	612,549	381,784	230,765	-	763,900	763,900
<b>Transfers</b>	13,218,727	12,815,411	403,316	12,969,137	-	12,969,137
<b>Debt Service</b>	567,735	567,735	-	567,735	-	567,735
<b>Total</b>	<b><u>\$ 38,421,629</u></b>	<b><u>\$ 37,573,917</u></b>	<b><u>\$ 847,712</u></b>	<b><u>\$ 36,655,406</u></b>	<b><u>\$ 2,591,500</u></b>	<b><u>\$ 39,246,906</u></b>

# FY 17-18 Supplemental Requests Water and Sewer Operating Fund

Department/Division	ID	Dept. Rank	Supplemental Request Title	Requested Amount <sup>1</sup>	FY 16-17 Purchase <sup>2</sup>	List "A" Included <sup>3</sup>	Type
0002-2800 Utility Billing	1963	0	W. I. S. E. Guys Irrigation Program	\$ 27,600	\$ -	\$ 27,600	Non-discretionary Adjustment
0002-2800 Utility Billing	2828	0	Credit Card Processing Fees	20,000	-	-	Non-discretionary Adjustment
0002-2800 Utility Billing	2942	0	Work Boot Program	875	-	-	Non-discretionary Adjustment
0002-2800 Utility Billing	3182	1	Utility Billing Account Representative	55,639	-	-	New Personnel
0002-2800 Utility Billing	2114	2	Meter Technician	106,368	-	-	New Personnel
0002-2800 Utility Billing	2953	3	Overtime - Account Reps & Meter Technicians	23,361	-	-	Enhanced Program
0002-2800 Utility Billing	1139	4	Scanners For Account Representatives	4,500	-	-	New Equipment
0002-2800 Utility Billing	2574	5	2 Handheld Ranger Trimble Data Collectors	13,900	-	13,900	New Equipment
0002-2800 Utility Billing	2938	6	2 Veriflow Utility Service Analyzers	2,000	-	-	New Equipment
0002-2800 Utility Billing	3040	7	Save Water Texas Coalition	5,000	-	-	New Program
0002-2800 Utility Billing	1697	8	Replacement Water Meters M. U. D. 126 Watercrest	47,000	-	-	Replacement Equipment
0002-2800 Utility Billing	1415	9	Annual Recycle Event	18,250	-	-	Enhanced Program
<b>0002-2800 Utility Billing Total</b>				<b>\$ 324,493</b>	<b>\$ -</b>	<b>\$ 41,500</b>	
0002-2810 Public Works	3138	0	Increase In 8060 For Svc Ctr Mowing Services	30,000	-	-	Non-discretionary Adjustment
0002-2810 Public Works	3118	1	Facility Supplies For Service Center	6,500	-	-	Enhanced Program
0002-2810 Public Works	3207	2	Facility Needs And Site Selection Study	200,000	-	-	New Program
0002-2810 Public Works	2988	3	Gutter And Drainage Repairs At Service Center	10,000	-	-	Replacement Equipment
0002-2810 Public Works	3121	4	Increase in 8050 for Utilites Manager Position	7,500	-	-	New Travel & Training
0002-2810 Public Works	3139	5	Replace Broken Fixtures At Service Center	10,000	-	-	Replacement Equipment
0002-2810 Public Works	219	6	Landscaping Replacement At Service Center	8,000	-	-	Enhanced Program
0002-2810 Public Works	2986	7	Replace Gate And Gate Motor For Secondary Entry	8,000	-	-	Replacement Equipment
0002-2810 Public Works	2992	8	Upgrade All Service Center Lighting To L E D	148,000	-	-	Replacement Equipment
0002-2810 Public Works	2991	9	Legal Services Increase	800,000	-	800,000	Enhanced Program
<b>0002-2810 Public Works Total</b>				<b>\$ 1,228,000</b>	<b>\$ -</b>	<b>\$ 800,000</b>	
0002-2820 Water	2509	0	Unregulated Contaminant Monitoring ( U C M R 4)	10,000	-	-	Non-discretionary Adjustment
0002-2820 Water	2640	0	Water Wells Security Annual Maintenance Contract	8,800	-	-	Non-discretionary Adjustment
0002-2820 Water	3013	0	T C E Q Water System Annual Fee	3,500	-	-	Non-discretionary Adjustment
0002-2820 Water	3173	1	Reclassify 2 Laborer Positions to Maint Tech I	9,966	-	-	Enhanced Program
0002-2820 Water	3175	1	Reclassify 1 Oper Position To Maint Crew Ldr I	3,299	-	-	Enhanced Program
0002-2820 Water	2826	2	New Maintenance Tech I Position - Water Production	57,373	-	-	New Personnel
0002-2820 Water	1941	3	Hydro Pneumatic Tank Rehab Well 5	15,000	-	-	Enhanced Program
0002-2820 Water	2984	4	Water Line Replacement Fund	1,000,000	-	500,000	New Program
0002-2820 Water	3126	5	Unit T 0319 Upgrade	6,625	-	-	Vehicle Equipment Replacement Fund
0002-2820 Water	3124	6	Water Plant Security Access Equipment Upgrade	230,400	-	-	New Equipment
0002-2820 Water	3156	7	Utility Billing Dept Meter Charge Account	268,565	-	-	New Program
<b>0002-2820 Water Total</b>				<b>\$ 1,613,528</b>	<b>\$ -</b>	<b>\$ 500,000</b>	
0002-2881 WWTP	1579	0	Overtime Increase	25,110	-	-	Non-discretionary Adjustment
0002-2881 WWTP	1988	0	Fuel Increase	20,000	-	-	Non-discretionary Adjustment
0002-2881 WWTP	272	1	Unit # 0546 Additional Funds For Upgrade	99,500	84,500	-	Vehicle Equipment Replacement Fund
0002-2881 WWTP	888	2	Emergency Generator For WWTP	750,000	-	750,000	Replacement Equipment
0002-2881 WWTP	216	3	(2) - New Assistant Superintendents	248,569	-	-	New Personnel
0002-2881 WWTP	1048	4	Pretreatment Technician	90,043	-	-	New Personnel
0002-2881 WWTP	2923	5	(3) - New Wastewater Operator Positions	192,778	-	-	New Personnel
0002-2881 WWTP	2762	6	Replacement Of Digester Blowers	500,000	-	-	Replacement Equipment
0002-2881 WWTP	268	7	Replacement Of Effluent Control Building	45,000	-	-	Replacement Equipment
<b>0002-2881 WWTP Total</b>				<b>\$ 1,971,000</b>	<b>\$ 84,500</b>	<b>\$ 750,000</b>	

## FY 17-18 Supplemental Requests Water and Sewer Operating Fund

<u>Department/Division</u>	<u>ID</u>	<u>Dept. Rank</u>	<u>Supplemental Request Title</u>	<u>Requested Amount<sup>1</sup></u>	<u>FY 16-17 Purchase<sup>2</sup></u>	<u>List "A" Included<sup>3</sup></u>	<u>Type</u>
0002-2882 Sewer	3171	1	Reclassify 12 Laborer Positions to Maint Tech I	69,569	-	-	Enhanced Program
0002-2882 Sewer	3176	1	Reclassify 7 Laborer Positions to Maint Tech I I	23,582	-	-	Enhanced Program
0002-2882 Sewer	2982	2	Utility Easement And Right Of Way Maintenance	200,000	-	-	New Program
0002-2882 Sewer	2288	3	New 3 Man Camera Crew With Hi - Cube Camera Van	336,777	-	-	New Personnel
0002-2882 Sewer	2985	4	Sewer Line Replacement Fund	1,000,000	-	500,000	New Program
0002-2882 Sewer	3205	5	Sanitary Sewer Evaluation Survey	350,000	-	-	New Program
<b>0002-2882 Sewer Total</b>				<b>\$ 1,979,928</b>	<b>\$ -</b>	<b>\$ 500,000</b>	
0002-2883 Pump & Motor Maint	715	0	2 Spare Pumps For Carl Barton Liftstation	46,425	46,425	-	New Equipment
<b>0002-2883 Pump &amp; Motor Maint Total</b>				<b>\$ 46,425</b>	<b>\$ 46,425</b>	<b>\$ -</b>	
<b>Grand Total</b>				<b>\$ 7,163,374</b>	<b>\$ 130,925</b>	<b>\$ 2,591,500</b>	

### Definitions:

1. Requested Amount - The total cost of the project. Also, the cost that was requested through the supplemental request.
2. FY 16-17 Purchase - The amount approved for purchase with savings in the current fiscal year, rather than putting the item in the next fiscal year.
3. List "A" (Included) - These items are included in the Operating Budget as supplementals.

### Notes:

4. If there is no funding listed in the FY16-17 Purchase or List "A" (Included) columns, then the supplemental request was not approved for funding.

**CITY OF CONROE**  
**FY 2017-2018**  
**0002-2000**

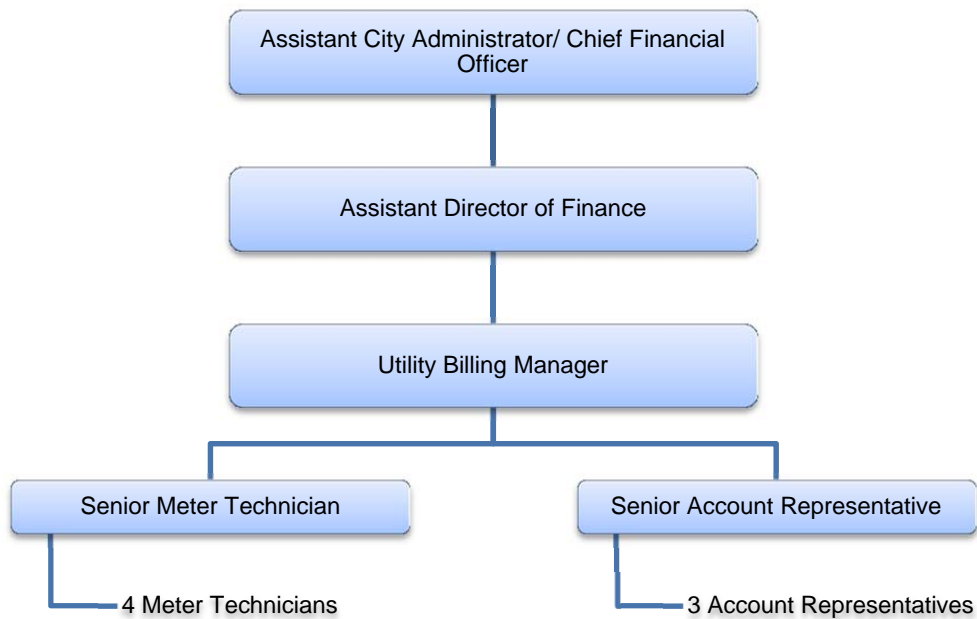
**BUDGET LINE ITEMS**

FUND: WATER & SEWER OPERATING      DEPARTMENT: REVENUES      DIVISION: REVENUES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
5100 Water Charges	\$12,713,498	\$12,964,614	\$13,454,043	\$13,162,643	\$0	\$0	\$13,162,643
5105 Groundwater Conservation Fee	\$187,440	\$182,583	\$187,176	\$187,176	\$0	\$0	\$187,176
5110 Sewer Charges	\$10,046,010	\$10,629,089	\$10,972,828	\$11,585,894	\$0	\$0	\$11,585,894
5115 Surface Water Conversion Fee	\$9,100,318	\$9,444,054	\$8,753,379	\$9,685,719	\$0	\$0	\$9,685,719
5116 Discharged Water Sales	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5120 Water Taps	\$422,090	\$501,715	\$367,285	\$383,285	\$0	\$0	\$383,285
5130 Sewer Taps	\$58,134	\$56,000	\$41,344	\$51,344	\$0	\$0	\$51,344
5140 Reconnects	\$36,143	\$44,788	\$14,450	\$14,450	\$0	\$0	\$14,450
5150 Service Charges	\$216,874	\$185,418	\$229,465	\$229,465	\$0	\$0	\$229,465
5160 Bulk Water Sales	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5170 Special Revenue/Water & Sewer	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5180 Pretreatment Fees	\$282,045	\$293,453	\$243,115	\$243,115	\$0	\$0	\$243,115
<b>CHARGES FOR CURRENT SERVICES SUBTOTAL</b>	<b>\$33,062,552</b>	<b>\$34,301,714</b>	<b>\$34,263,085</b>	<b>\$35,543,091</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,543,091</b>
6010 Interest on Investments	\$50,404	\$21,155	\$78,001	\$98,001	\$0	\$0	\$98,001
6015 Gains (Losses) on Investmt	(\$1,967)	\$0	\$0	\$0	\$0	\$0	\$0
6020 Penalty & Interest	\$300,183	\$287,404	\$294,492	\$294,492	\$0	\$0	\$294,492
6030 Lease Income	\$75	\$0	\$0	\$0	\$0	\$0	\$0
6036 Sales of Cap. Assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6037 Capital Recovery Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6060 Unanticipated Revenues	\$35,033	\$71,432	\$76,899	\$33,440	\$0	\$0	\$33,440
6070 Short & Over	(\$148)	\$0	(\$53)	\$0	\$0	\$0	\$0
6080 Donations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6510 Interest - Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6520 Recovery of Bad Debts	\$15,121	\$2,500	\$586	\$2,500	\$0	\$0	\$2,500
6530 Other Non-Operating Income	\$32,000	\$0	\$2,500	\$0	\$0	\$0	\$0
6951 Gain on Sale of Cap Asset	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>OTHER REVENUES SUBTOTAL</b>	<b>\$430,701</b>	<b>\$382,491</b>	<b>\$452,425</b>	<b>\$428,433</b>	<b>\$0</b>	<b>\$0</b>	<b>\$428,433</b>
6106 Intergovernmental	\$389,427	\$183,842	\$554,701	\$524,701	\$0	\$0	\$524,701
<b>INTERGOVERNMENTAL REVENUE SUBTOTAL</b>	<b>\$389,427</b>	<b>\$183,842</b>	<b>\$554,701</b>	<b>\$524,701</b>	<b>\$0</b>	<b>\$0</b>	<b>\$524,701</b>
6550 Transfer In	\$440,772	\$546,553	\$481,159	\$501,696	\$0	\$0	\$501,696
<b>TRANSFERS IN SUBTOTAL</b>	<b>\$440,772</b>	<b>\$546,553</b>	<b>\$481,159</b>	<b>\$501,696</b>	<b>\$0</b>	<b>\$0</b>	<b>\$501,696</b>
<b>TOTAL 0002-2000</b>	<b>\$34,323,452</b>	<b>\$35,414,600</b>	<b>\$35,751,370</b>	<b>\$36,997,921</b>	<b>\$0</b>	<b>\$0</b>	<b>\$36,997,921</b>



# 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 2016-2017

- ✓ Researched AMI metering system
- ✓ Completed the migration of garbage/recycling customer accounts in the SH 105 West annexation area
- ✓ Developed & Implemented Procedure chart to follow for stuck meter estimates
- ✓ Implemented new Incode Version X program and updates
- ✓ Successfully hired and trained two new employees
- ✓ Completed all monthly bills on schedule
- ✓ Implemented W.I.S.E. Guys Irrigation Evaluation Program
- ✓ Implemented & updated the Unavoidable Leak Ordinance
- ✓ Coordinated the annual Document Shredding and Electronics Recycling Event

## Goals & Objectives for FY 2017-2018

- ❑ Implement program on reducing Go Backs – replacing antennas / update handheld devices
- ❑ Implement M.U.D. 126 meter swap out from Badger to Neptune
- ❑ Implement other pay options to customers through handouts and bill inserts
- ❑ Develop and Implement new fire hydrant application
- ❑ Develop quarterly customer service training with Account Representatives
- ❑ Develop quarterly business reviews with solid waste contractor for the City of Conroe
- ❑ Continually develop and update a Utility Billing Department Standard Operating Procedures for Account Representatives and Meter Technicians

# City of Conroe

## Water and Sewer Operating Fund

### Utility Billing 0002-2800

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERSONNEL SERVICES</b>				
Utility Billing Manager	1	1	1	1
Senior Meter Technician	1	1	1	1
Meter Technician	3	4	4	4
Senior Account Representative	1	1	1	1
Account Representative	3	3	3	3
<b>TOTAL FULL TIME</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>10</b>

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Number of connect service orders	2,501	2,601	2,835	3,210
Number of occupant change service orders	1,608	1,672	1,729	2,050
Number of disconnect service orders	1,680	1,747	1,817	3,500
Number of reinstate service orders	2,949	3,066	3,188	3,500
Total number of transactions completed	100,473	104,491	105,509	120,000
Total number of utility billings	207,476	215,775	224,406	228,000

Meter Technician was moved from the Project Construction division in FY 2015-2016.

**CITY OF CONROE**  
**FY 2017-2018**  
**0002-2800**

**BUDGET LINE ITEMS**

FUND: WATER & SEWER OPERATING

DEPARTMENT: UTILITY BILLING

DIVISION: UTILITY BILLING

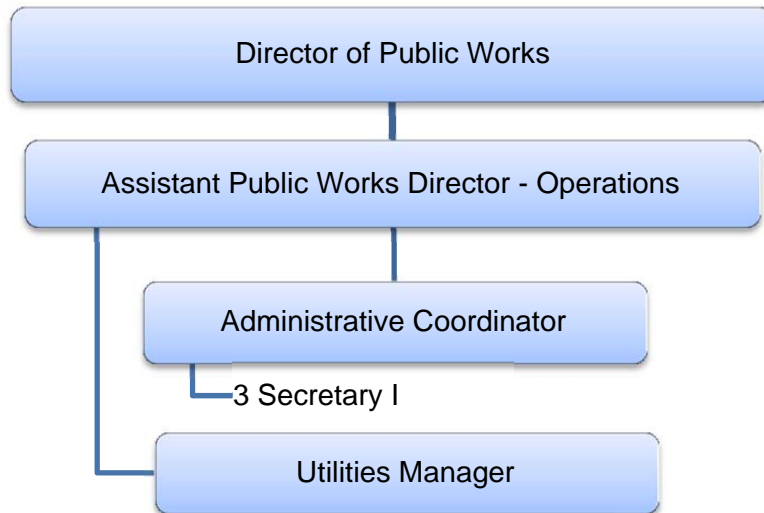
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$434,977	\$415,980	\$415,980	\$429,259	\$0	\$0	\$429,259
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$37,278	\$10,000	\$54,529	\$10,001	\$0	\$0	\$10,001
7025 Social Security	\$35,594	\$35,995	\$35,995	\$37,117	\$0	\$0	\$37,117
7030 Retirement & Pension	\$79,331	\$69,341	\$72,999	\$71,819	\$0	\$0	\$71,819
7035 Workers Compensation	\$6,583	\$7,166	\$8,000	\$6,575	\$0	\$0	\$6,575
7040 Employee Insurance	\$101,950	\$115,199	\$115,199	\$164,500	\$0	\$0	\$164,500
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$695,713</b>	<b>\$653,681</b>	<b>\$702,702</b>	<b>\$719,271</b>	<b>\$0</b>	<b>\$0</b>	<b>\$719,271</b>
7110 Office Supplies	\$101,071	\$119,972	\$119,972	\$119,972	\$0	\$0	\$119,972
7130 Building Supplies	\$616	\$0	\$0	\$0	\$0	\$0	\$0
7140 Wearing Apparel	\$2,540	\$3,850	\$3,850	\$3,850	\$0	\$0	\$3,850
7160 Vehicle Operations	\$20,562	\$24,584	\$24,500	\$22,584	\$0	\$0	\$22,584
7170 Vehicle Repairs	\$2,791	\$1,100	\$3,684	\$3,100	\$0	\$0	\$3,100
7180 Equipment Repairs	\$0	\$800	\$800	\$800	\$0	\$0	\$800
7190 Radio Repairs	\$0	\$350	\$350	\$350	\$0	\$0	\$350
7200 Operating Supplies	\$9,353	\$33,319	\$33,300	\$20,069	\$0	\$0	\$20,069
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$5,504	\$0	\$692	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$142,437</b>	<b>\$183,975</b>	<b>\$187,148</b>	<b>\$170,725</b>	<b>\$0</b>	<b>\$0</b>	<b>\$170,725</b>
8010 Utilities	\$3,642	\$5,228	\$5,228	\$4,228	\$0	\$0	\$4,228
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$1,256	\$3,420	\$3,420	\$3,420	\$0	\$0	\$3,420
8050 Travel & Training	\$1,444	\$5,350	\$5,350	\$5,350	\$0	\$0	\$5,350
8060 Contract Services	\$143,955	\$152,770	\$152,770	\$126,170	\$0	\$27,600	\$153,770
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$150,297</b>	<b>\$166,768</b>	<b>\$166,768</b>	<b>\$139,168</b>	<b>\$0</b>	<b>\$27,600</b>	<b>\$166,768</b>
9040 Furniture & Fixtures >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$15,604	\$14,000	\$14,242	\$0	\$0	\$13,900	\$13,900
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$15,604</b>	<b>\$14,000</b>	<b>\$14,242</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,900</b>	<b>\$13,900</b>
<b>TOTAL 0002-2800</b>	<b>\$1,004,051</b>	<b>\$1,018,424</b>	<b>\$1,070,860</b>	<b>\$1,029,164</b>	<b>\$0</b>	<b>\$41,500</b>	<b>\$1,070,664</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0002-2800**

**SUPPLEMENTAL REQUESTS WITH LINE ITEMS**  
(Active Only)

<b>ID</b>	<b>Rank</b>	<b>Title</b>	<b>Type</b>	<b>Line Items</b>	
1963	0	W. I. S. E. Guys Irrigation Program	Non-discretionary Adjustment	8060 Contract Services	\$27,600
				<b>Request Total</b>	<b>\$27,600</b>
2574	5	2 Handheld Ranger Trimble Data Collectors	New Equipment	7200 Operating Supplies	\$0
				9050 Machinery & Equipment >\$5,000	\$13,900
				<b>Request Total</b>	<b>\$13,900</b>
<b>2 Requests</b>			<b>Total for 0002-2800</b>		<b>\$41,500</b>

# Public Works



The Public Works Department includes the management and supervision of the Street, Drainage Maintenance, Pump and Motor Maintenance, Signal Maintenance, Water Production, Water Maintenance, Sewer Maintenance, and Wastewater Treatment Plant 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 2016-2017

- ✓ Continued with Sanitary Sewer Overflow Initiative Program tracking and reporting
- ✓ Continued enhanced training of staff on the use of CarteGraph OMS software
- ✓ Completed upgrade of generator at Service Center
- ✓ Completed repairs to Classroom and Administration Buildings and replacement of mechanical system
- ✓ Awarded mowing contract to Alpha Landscaping for Service Center and Wastewater Treatment Plant complexes
- ✓ Completed FEMA reimbursement paperwork for April 2016 flooding
- ✓ Completed FEMA reimbursement paperwork for May 2016 flooding
- ✓ Completed data collection of Pavement and updated information in CarteGraph
- ✓ Completed imagery collection of all right-of-way assets for future use in CarteGraph
- ✓ Completed major upgrades to CarteGraph software

## Goals & Objectives for FY 2017-2018

- ❑ Continue to train staff and collect asset data for CarteGraph OMS software
- ❑ Continue with Sanitary Sewer Overflow Initiative Program tracking and reporting
- ❑ Replace all outside lighting at Service Center with LED Lighting
- ❑ Install new gate and motor at secondary main Service Center entrance
- ❑ Complete gutter and drainage repairs at Service Center complex
- ❑ Replace all landscaping at Service Center
- ❑ Replace all broken fixtures at Service Center
- ❑ Install storm water shelters at Service Center

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

**Public Works**  
**0002-2810**

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERSONNEL SERVICES</b>				
Director of Public Works	1	1	1	1
Assistant Public Works Director - Operations	1	1	1	1
Administrative Coordinator	1	1	1	1
Secretary I	3	3	3	3
Utilities Manager	0	1	1	1
<b>TOTAL FULL TIME</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Work Orders / Tasks Issued	5,487	15,236	17,000	19,000
Requests for Tasks / Work Orders	2,445	5,125	5,500	6,000
Call Center Calls Taken	10,500	12,000	13,000	16,000



**CITY OF CONROE**  
**FY 2017-2018**  
**0002-2810**

**BUDGET LINE ITEMS**

FUND: WATER & SEWER OPERATING

DEPARTMENT: PUBLIC WORKS

DIVISION: PUBLIC WORKS

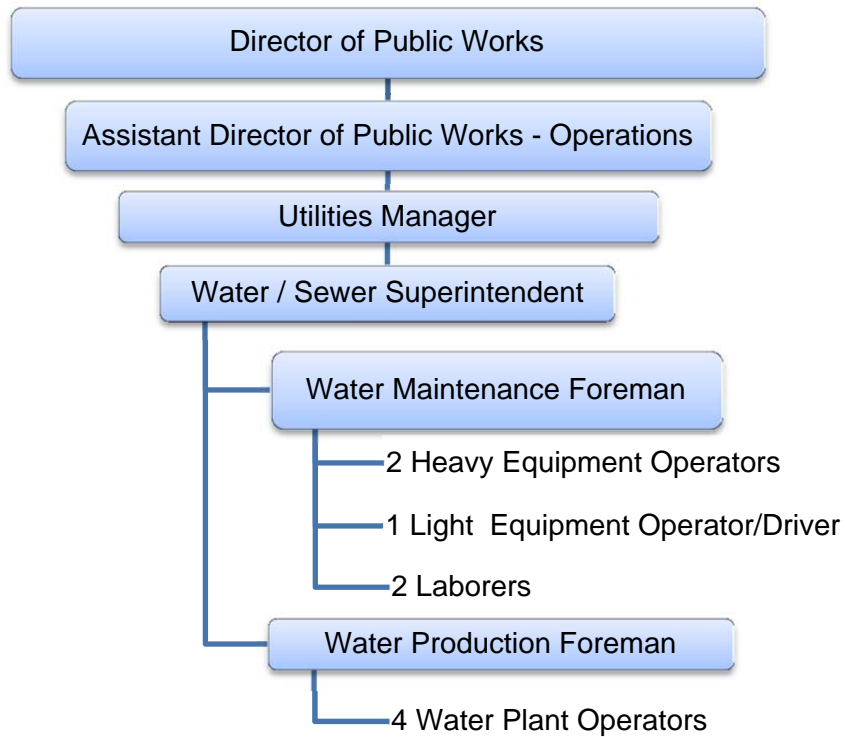
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$463,395	\$518,441	\$513,227	\$497,197	\$0	\$0	\$497,197
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$3,412	\$1,100	\$1,964	\$1,100	\$0	\$0	\$1,100
7025 Social Security	\$34,642	\$43,461	\$43,461	\$42,106	\$0	\$0	\$42,106
7030 Retirement & Pension	\$78,144	\$83,722	\$83,722	\$81,472	\$0	\$0	\$81,472
7035 Workers Compensation	\$7,601	\$8,834	\$9,192	\$931	\$0	\$0	\$931
7040 Employee Insurance	\$71,364	\$80,639	\$80,639	\$115,150	\$0	\$0	\$115,150
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$658,558</b>	<b>\$736,197</b>	<b>\$732,205</b>	<b>\$737,956</b>	<b>\$0</b>	<b>\$0</b>	<b>\$737,956</b>
7110 Office Supplies	\$5,132	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
7130 Building Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7140 Wearing Apparel	\$7,727	\$9,000	\$10,000	\$10,000	\$0	\$0	\$10,000
7160 Vehicle Operations	\$2,752	\$1,500	\$1,500	\$1,500	\$0	\$0	\$1,500
7170 Vehicle Repairs	\$337	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
7180 Equipment Repairs	\$31,613	\$20,000	\$40,000	\$25,000	\$0	\$0	\$25,000
7190 Radio Repairs	\$0	\$200	\$200	\$200	\$0	\$0	\$200
7200 Operating Supplies	\$24,201	\$42,790	\$47,790	\$47,790	\$0	\$0	\$47,790
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$2,353	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$1,035	\$0	\$6,325	\$6,325	\$0	\$0	\$6,325
<b>SUPPLIES SUBTOTAL</b>	<b>\$75,150</b>	<b>\$79,490</b>	<b>\$111,815</b>	<b>\$96,815</b>	<b>\$0</b>	<b>\$0</b>	<b>\$96,815</b>
8010 Utilities	\$59,960	\$61,000	\$61,000	\$61,000	\$0	\$0	\$61,000
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$192,025	\$830,000	\$855,000	\$0	\$0	\$800,000	\$800,000
8040 Leased Equipment	\$1,760	\$1,925	\$2,500	\$2,500	\$0	\$0	\$2,500
8050 Travel & Training	\$55,692	\$18,135	\$40,000	\$18,825	\$0	\$0	\$18,825
8060 Contract Services	\$431,705	\$270,125	\$402,425	\$138,510	\$0	\$0	\$138,510
8350 Newspaper Legal Notices	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$741,142</b>	<b>\$1,181,185</b>	<b>\$1,360,925</b>	<b>\$220,835</b>	<b>\$0</b>	<b>\$800,000</b>	<b>\$1,020,835</b>
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	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0002-2810</b>	<b>\$1,474,850</b>	<b>\$1,996,872</b>	<b>\$2,204,945</b>	<b>\$1,055,606</b>	<b>\$0</b>	<b>\$800,000</b>	<b>\$1,855,606</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0002-2810**

**SUPPLEMENTAL REQUESTS WITH LINE ITEMS**  
(Active Only)

ID	Rank	Title	Type	Line Items	
2991	9	Legal Services Increase	Enhanced Program	8030 Legal Services	\$800,000
				<b>Request Total</b>	<b>\$800,000</b>
<b>1 Requests</b>			<b>Total for 0002-2810</b>		<b>\$800,000</b>

# 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 fifteen active City of Conroe water wells and storage tank facilities and is working on three new additional water plant facilities for a total of eighteen sites.

# Water

## Accomplishments for FY 2016-2017

- ✓ Kept water tap and waterline work order completion time to a minimum
- ✓ Maintained Superior Water rating through Texas Commission on Environmental Quality (TCEQ)
- ✓ Completed 14 large meter vault installations and 200 taps
- ✓ Kept hydrant maintenance program going
- ✓ Completed 9,500 utility locates
- ✓ Maintained the Safety Program for the Public Works Department
- ✓ Completed 1,500 feet water line extension of Airport Rd. to 10<sup>th</sup> Street
- ✓ Completed 300 feet water line replacement on Reverse Drive
- ✓ Completed 800 feet water line replacement on 6<sup>th</sup> Street, Avenue H, and Avenue I
- ✓ Final completion of San Jacinto River Authority Surface Water Project

## Goals & Objectives for FY 2017-2018

- ❑ Complete all water taps within 14 days of approval
- ❑ Update water distribution maps
- ❑ Complete fire hydrant inventory, including all privately owned
- ❑ Keep water wells up to Texas Commission on Environmental Quality compliance code
- ❑ Upgrade SCADA/Security system software at all water plants
- ❑ Continue fire hydrant flow painting project
- ❑ Rehab pump house at Silver Springs Water Plant #15
- ❑ Complete Mallie St Water Line Rehabilitation Project

# City of Conroe

## Water and Sewer Operating Fund

### Water 0002-2820

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERSONNEL SERVICES</b>				
Water/Sewer Superintendent	1	1	1	1
Water/Sewer Foreman	1	1	1	1
Water Production Foreman	1	1	1	1
Water Plant Operator	3	4	4	4
Heavy Equipment Operator	2	2	2	2
Light Equipment Operator	1	1	1	1
Laborer	2	2	2	2
<b>TOTAL FULL TIME</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>12</b>

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Water locates	8,000	9,500	10,000	10,000
Water taps	200	200	200	200
Water main extensions (linear feet)	1,500	1,500	1,500	1,500
Water leak repairs	792	800	800	800
Gallons water produced (in billions)	3.51	3.6	3.7	3.7

**CITY OF CONROE**  
**FY 2017-2018**  
**0002-2820**

**BUDGET LINE ITEMS**

FUND: WATER & SEWER OPERATING      DEPARTMENT: WATER      DIVISION: WATER

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$531,460	\$603,174	\$585,287	\$598,929	\$0	\$0	\$598,929
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$95,317	\$76,350	\$76,354	\$76,350	\$0	\$0	\$76,350
7025 Social Security	\$48,233	\$57,037	\$50,430	\$57,061	\$0	\$0	\$57,061
7030 Retirement & Pension	\$106,468	\$109,875	\$108,658	\$110,408	\$0	\$0	\$110,408
7035 Workers Compensation	\$9,145	\$10,304	\$10,765	\$16,923	\$0	\$0	\$16,923
7040 Employee Insurance	\$122,340	\$138,239	\$138,239	\$197,399	\$0	\$0	\$197,399
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$912,963</b>	<b>\$994,979</b>	<b>\$969,733</b>	<b>\$1,057,070</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,057,070</b>
7110 Office Supplies	\$2,467	\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
7130 Building Supplies	\$987	\$0	\$0	\$0	\$0	\$0	\$0
7140 Wearing Apparel	\$17,025	\$15,000	\$15,000	\$15,000	\$0	\$0	\$15,000
7160 Vehicle Operations	\$74,880	\$140,000	\$140,000	\$140,000	\$0	\$0	\$140,000
7170 Vehicle Repairs	\$7,059	\$8,000	\$8,000	\$8,000	\$0	\$0	\$8,000
7180 Equipment Repairs	\$39,668	\$58,127	\$60,000	\$58,127	\$0	\$0	\$58,127
7190 Radio Repairs	\$0	\$288	\$300	\$288	\$0	\$0	\$288
7200 Operating Supplies	\$866,753	\$732,117	\$797,000	\$732,617	\$0	\$0	\$732,617
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$500,000	\$500,000
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$121,755	\$10,000	\$10,000	\$10,000	\$0	\$0	\$10,000
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$1,130,594</b>	<b>\$966,532</b>	<b>\$1,033,300</b>	<b>\$967,032</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$1,467,032</b>
8010 Utilities	\$800,427	\$1,025,000	\$1,025,000	\$1,025,000	\$0	\$0	\$1,025,000
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$1,833	\$8,000	\$5,000	\$8,000	\$0	\$0	\$8,000
8050 Travel & Training	\$12,519	\$11,693	\$13,000	\$13,000	\$0	\$0	\$13,000
8060 Contract Services	\$984,225	\$1,141,005	\$905,000	\$845,500	\$0	\$0	\$845,500
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$1,799,004</b>	<b>\$2,185,698</b>	<b>\$1,948,000</b>	<b>\$1,891,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,891,500</b>
9010 Land >\$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	\$44,180	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$19,196	\$0	\$0	\$0	\$0	\$0	\$0
9101 CIP Allocation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9102 Capital Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$63,376</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0002-2820</b>	<b>\$3,905,937</b>	<b>\$4,147,209</b>	<b>\$3,951,033</b>	<b>\$3,915,602</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$4,415,602</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0002-2820**

**SUPPLEMENTAL REQUESTS WITH LINE ITEMS**  
(Active Only)

<b>ID</b>	<b>Rank</b>	<b>Title</b>	<b>Type</b>	<b>Line Items</b>	
2984	4	Water Line Replacement Fund	New Program	7252 Improvements<\$5,000	\$500,000
				<b>Request Total</b>	<b>\$500,000</b>
<b>1 Requests</b>			<b>Total for 0002-2820</b>		<b>\$500,000</b>

## Surface Water

The City is a participant in the San Jacinto River Authority (SJRA) Groundwater Reduction Plan (GRP). The SJRA has constructed a surface water treatment facility and transmission system to provide treated surface water to the City. The transmission system was interconnected to the City's water system, and in December 2015 the City started receiving treated surface water. Based on the agreement between the City and the SJRA, the City pays the SJRA for groundwater pumped from the Jasper aquifer and for treated surface water from Lake Conroe.

The Surface Water Department includes costs for providing treated surface water through the San Jacinto River Authority (SJRA). This is a pass-through cost that is charged to customers in the Surface Water Conversion Fee. The proposed cost is based on the SJRA rate and historical water usage. Effective October 2017, all expenses for Surface Water & Pumpage costs are recorded in this Department and were previously included in Non-Departmental Contract Services (2900-8060). There are no personnel items associated with this department.

### Rate History

per 1,000 gallons

FY	SJRA				City	
	Pumpage Fee	% increase	Surface Water	% increase	SWC Fee	% increase
09-10	\$0.50				\$0.50	
10-11	\$0.50	0.0%			\$0.75	50.0%
11-12	\$0.75	50.0%			\$1.05	40.0%
12-13	\$1.25	66.7%			\$1.50	42.9%
13-14	\$1.75	40.0%			\$2.10	40.0%
14-15	\$2.25	28.6%			\$2.70	28.6%
15-16	\$2.32	3.1%	\$2.51		\$2.95	9.3%
16-17	\$2.50	7.8%	\$2.69	7.2%	\$2.85	-3.4%
17-18	\$2.64	5.6%	\$2.83	5.2%	\$3.15	10.5%



**CITY OF CONROE**  
**FY 2017-2018**  
**0002-2821**

**BUDGET LINE ITEMS**

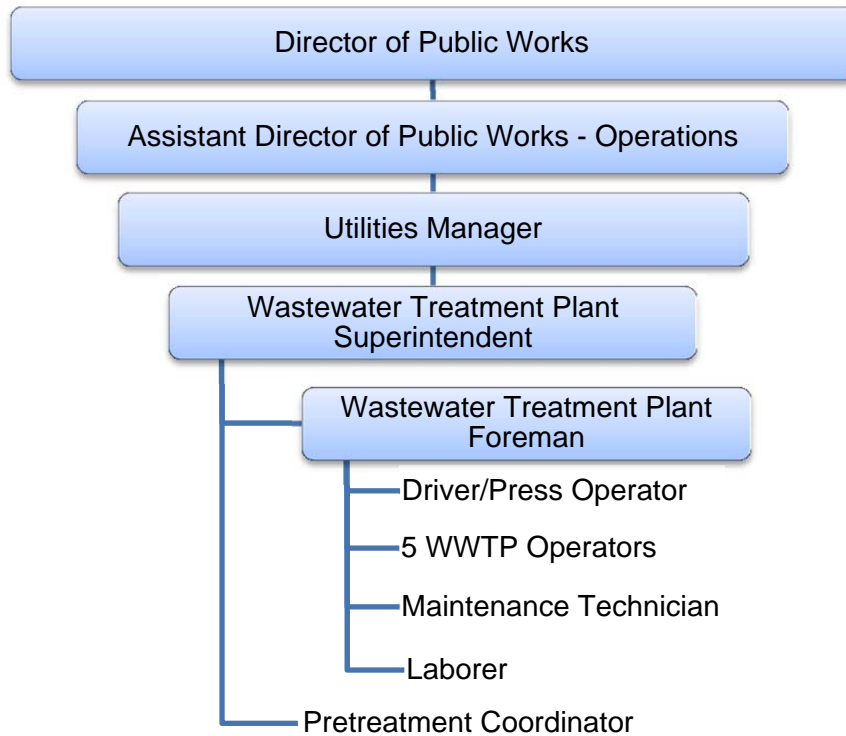
FUND: WATER & SEWER OPERATING

DEPARTMENT: SURFACE WATER

DIVISION: SURFACE WATER

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
8060 Contract Services	\$0	\$0	\$0	\$9,886,992	\$0	\$0	\$9,886,992
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,886,992</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,886,992</b>
<b>TOTAL 0002-2821</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,886,992</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,886,992</b>

# Wastewater Treatment Plant



The Southwest Regional Wastewater Treatment Facility is a Waste Activated Sludge Treatment Facility permitted and regulated by the Texas Commission on Environmental Quality (TCEQ) and the Environmental Protection Agency (EPA). The Treatment Facility is permitted to discharge an average flow of 10 million gallons of treated effluent daily. Staff is responsible for the operation and maintenance of the wastewater treatment facility and administers the City of Conroe's Industrial Pretreatment program by issuing permits to industrial users within the city limits of Conroe while monitoring their discharge through sampling, monthly reports and semi-annual inspections. The City's wastewater treatment facility plays an integral role in the protection of the waters of the State of Texas and the environment in and around the City of Conroe.

# **Wastewater Treatment Plant**

## **Accomplishments for FY 2016-2017**

- ✓ The Wastewater Treatment Plant (WWTP) discharged approximately 2.73 billion gallons of wastewater effluent into the San Jacinto River within the limits established by the Texas Commission on Environmental Quality (TCEQ) discharge permit
- ✓ Processed and disposed of approximately 11,542 cubic yards of municipal bio-solids for beneficial reuse
- ✓ Completed overhaul to 1 of 6 Clarifying treatment units
- ✓ Reduced overall paper usage for the operational personnel by 75% with the use of operational database program
- ✓ Submitted a Plan to TCEQ to remove Total Dissolved Solids, Sulfates, and Chlorides from the Wastewater Plant discharge permit
- ✓ Submitted plans to TCEQ to re-rate the current Wastewater Treatment Plant to a 12 million gallon a day plant; increasing the capacity from a 10 million gallon a day plant to a 12 million gallon a day plant

## **Goals & Objectives for FY 2017-2018**

- ❑ Wastewater Treatment Plant (WWTP) to discharge approximately 2.80 billion gallons of wastewater effluent into the San Jacinto River within the limits established by the Texas Commission on Environmental Quality (TCEQ) discharge permit
- ❑ Utilize new upgrades to produce a better quality biosolids with the possibility of energy savings at the Wastewater Treatment Plant
- ❑ Continue to look for new innovative less costly ways to meet discharge permit and save on energy costs
- ❑ Complete Capital Improvement Project for new South Wastewater Plant design
- ❑ Implement mobile computerized operational software
- ❑ Complete New Effluent Discharge Line
- ❑ Complete the rerating of the Wastewater Treatment Plant to 12 million gallons a day

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

**Wastewater Treatment Plant**  
**0002-2881**

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERSONNEL SERVICES</b>				
WWTP Superintendent	1	1	1	1
Pretreatment Coordinator	1	1	1	1
WWTP Foreman	1	1	1	1
WWTP Operator	5	5	5	5
Laborer	1	1	1	1
Driver/Press Operator	1	1	1	1
Maintenance Technician	0	1	1	1
<b>TOTAL FULL TIME</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>11</b>

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Treated wastewater discharged (in billion gallons)	2.732	2.815	3.000	3.000
Sludge hauled (cubic yards)	11,542	16,435	18,000	18,000
Grit hauled (cubic yards)	322	841	500	500

# CITY OF CONROE

FY 2017-2018

0002-2881

## BUDGET LINE ITEMS

FUND: WATER & SEWER OPERATING

DEPARTMENT: WASTEWATER TREATMENT PLANT

DIVISION: WWTP

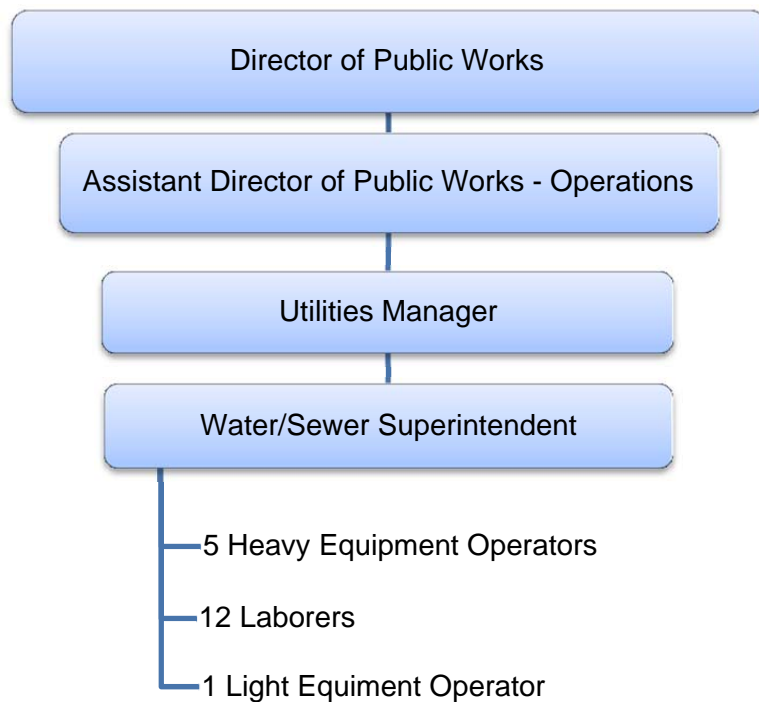
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$484,904	\$550,363	\$545,000	\$561,676	\$0	\$0	\$561,676
7020 Overtime	\$77,307	\$26,000	\$50,000	\$26,000	\$0	\$0	\$26,000
7025 Social Security	\$48,105	\$48,224	\$48,224	\$49,659	\$0	\$0	\$49,659
7030 Retirement & Pension	\$104,796	\$92,899	\$92,899	\$96,085	\$0	\$0	\$96,085
7035 Workers Compensation	\$8,549	\$9,375	\$9,834	\$9,728	\$0	\$0	\$9,728
7040 Employee Insurance	\$112,141	\$126,719	\$126,719	\$180,950	\$0	\$0	\$180,950
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$835,802</b>	<b>\$853,580</b>	<b>\$872,676</b>	<b>\$924,098</b>	<b>\$0</b>	<b>\$0</b>	<b>\$924,098</b>
7110 Office Supplies	\$5,725	\$3,200	\$3,200	\$3,200	\$0	\$0	\$3,200
7140 Wearing Apparel	\$6,391	\$5,300	\$5,300	\$5,300	\$0	\$0	\$5,300
7160 Vehicle Operations	\$43,437	\$32,500	\$40,000	\$32,500	\$0	\$0	\$32,500
7170 Vehicle Repairs	\$5,410	\$2,000	\$3,000	\$2,000	\$0	\$0	\$2,000
7180 Equipment Repairs	\$352,616	\$395,000	\$400,000	\$355,000	\$0	\$0	\$355,000
7190 Radio Repairs	\$0	\$500	\$500	\$500	\$0	\$0	\$500
7200 Operating Supplies	\$260,030	\$224,074	\$260,000	\$275,034	\$0	\$0	\$275,034
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	\$7,621	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$12,068	\$0	\$3,336	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$693,298</b>	<b>\$662,574</b>	<b>\$715,336</b>	<b>\$673,534</b>	<b>\$0</b>	<b>\$0</b>	<b>\$673,534</b>
8010 Utilities	\$364,713	\$422,619	\$395,000	\$396,327	\$0	\$0	\$396,327
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$100,448	\$60,000	\$60,000	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$1,494	\$4,000	\$40,864	\$4,000	\$0	\$0	\$4,000
8050 Travel & Training	\$21,004	\$18,540	\$20,000	\$18,540	\$0	\$0	\$18,540
8060 Contract Services	\$560,395	\$596,748	\$591,374	\$442,832	\$0	\$0	\$442,832
8350 Newspaper Legal Notices	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$1,048,054</b>	<b>\$1,101,907</b>	<b>\$1,107,238</b>	<b>\$861,699</b>	<b>\$0</b>	<b>\$0</b>	<b>\$861,699</b>
9010 Land >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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	\$16,981	\$175,000	\$46,896	\$0	\$0	\$750,000	\$750,000
9060 Vehicles >\$5,000	\$0	\$84,500	\$84,500	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$16,981</b>	<b>\$259,500</b>	<b>\$131,396</b>	<b>\$0</b>	<b>\$0</b>	<b>\$750,000</b>	<b>\$750,000</b>
<b>TOTAL 0002-2881</b>	<b>\$2,594,135</b>	<b>\$2,877,561</b>	<b>\$2,826,646</b>	<b>\$2,459,331</b>	<b>\$0</b>	<b>\$750,000</b>	<b>\$3,209,331</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0002-2881**

**SUPPLEMENTAL REQUESTS WITH LINE ITEMS**  
(Active Only)

ID	Rank	Title	Type	Line Items	
888	2	Emergency Generator For W W T P	Replacement Equipment	9050 Machinery & Equipment >\$5,000 <b>Request Total</b>	\$750,000 <b>\$750,000</b>
<b>1 Requests</b>			<b>Total for 0002-2881</b>		<b>\$750,000</b>

# Sewer



The Sewer Department performs sewer line maintenance, installation of sewer taps to residential and commercial customers, and performs 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 2016-2017

- ✓ Maintained sewer tap and sewer line work order completion time to a minimum
- ✓ Continued on-going inspection of easements for inflow and infiltration issues
- ✓ Maintained the Safety Program for the Public Works Department
- ✓ Continued SSOI program using pipe bursting and manhole rehabilitation
- ✓ Continued data collection on manholes for GIS and Work Order system
- ✓ Completed over 70 Sewer Taps
- ✓ Repaired two major sewer line failures
- ✓ Assisted in rehab of SSOI section 5
- ✓ Completed smoke testing in SSOI section 7
- ✓ Completed data collection of manholes in SSOI sections 6 and 7 turned data over to engineering for rehabilitation design

## Goals & Objectives for FY 2017-2018

- ❑ Keep sewer collection maps updated
- ❑ Continue to keep sewer maintenance work order completion time to a minimum
- ❑ Complete all sewer taps within 14 days of approval
- ❑ Continue to implement Sanitary Sewer Overflow Initiative plan
- ❑ Reduce stop ups and overflows by continuing to identify problem areas
- ❑ Complete rehab evaluation study of SSOI sections 8 and 9 begin smoke testing
- ❑ Complete manhole rehabilitation project of SSOI section 5
- ❑ Complete Wiggins Village Lift Station Removal Project by installing 1000' of Gravity Sewer Line
- ❑ Upgrade Parkgate Street sewer line to 10"



# City of Conroe

## Water and Sewer Operating Fund

### Sewer 0002-2882

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERSONNEL SERVICES</b>				
Heavy Equipment Operator	3	5	5	5
Laborer	8	12	12	12
Light Equipment Operator	1	1	1	1
<b>TOTAL FULL TIME</b>	<b>12</b>	<b>18</b>	<b>18</b>	<b>18</b>

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Sewer locates	8,000	9,000	9,500	9,500
Sewer taps	67	150	150	150
Sewer main extensions	1,700	3,000	3,000	3,000
Sewer main repairs	35	30	35	35
Sewer stop ups	340	350	350	350
Sewer mains cleaned (linear feet)	388,000	400,000	400,000	500,000

**CITY OF CONROE**  
**FY 2017-2018**  
**0002-2882**

**BUDGET LINE ITEMS**

FUND: WATER & SEWER OPERATING      DEPARTMENT: SEWER      DIVISION: SEWER

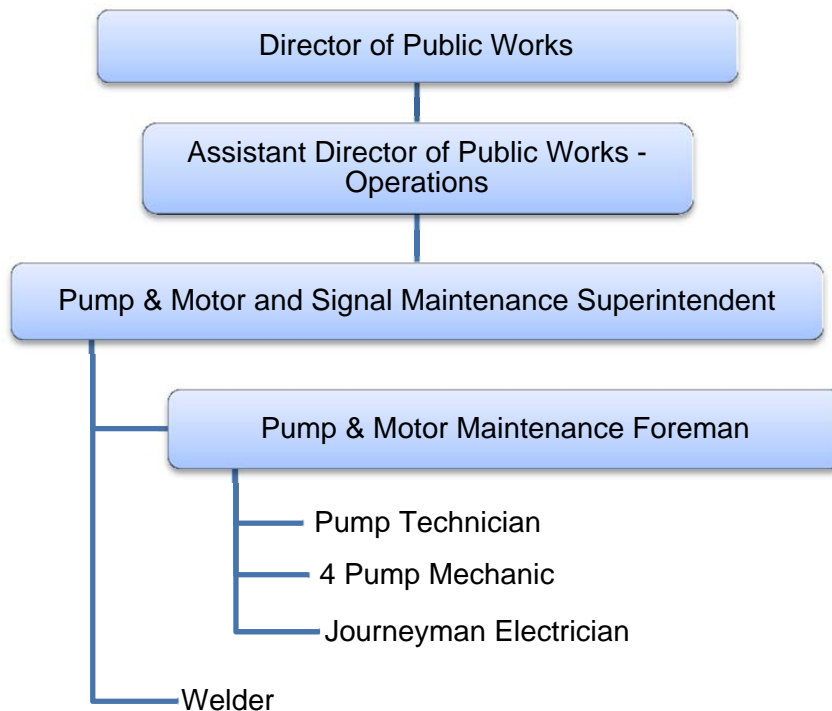
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$491,315	\$587,877	\$553,492	\$589,514	\$0	\$0	\$589,514
7020 Overtime	\$138,174	\$67,016	\$84,282	\$67,016	\$0	\$0	\$67,016
7025 Social Security	\$47,303	\$54,968	\$48,452	\$55,476	\$0	\$0	\$55,476
7030 Retirement & Pension	\$104,039	\$105,891	\$104,111	\$107,343	\$0	\$0	\$107,343
7035 Workers Compensation	\$9,137	\$10,049	\$10,536	\$16,216	\$0	\$0	\$16,216
7040 Employee Insurance	\$183,505	\$207,358	\$207,358	\$296,099	\$0	\$0	\$296,099
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$973,473</b>	<b>\$1,033,159</b>	<b>\$1,008,231</b>	<b>\$1,131,664</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,131,664</b>
7110 Office Supplies	\$1,536	\$2,800	\$2,000	\$2,000	\$0	\$0	\$2,000
7140 Wearing Apparel	\$14,001	\$9,500	\$10,300	\$10,300	\$0	\$0	\$10,300
7160 Vehicle Operations	\$153,039	\$170,034	\$210,034	\$210,034	\$0	\$0	\$210,034
7170 Vehicle Repairs	\$13,291	\$48,669	\$48,669	\$48,669	\$0	\$0	\$48,669
7180 Equipment Repairs	\$11,130	\$6,000	\$16,000	\$16,000	\$0	\$0	\$16,000
7190 Radio Repairs	\$0	\$500	\$500	\$500	\$0	\$0	\$500
7200 Operating Supplies	\$146,444	\$151,056	\$151,056	\$149,556	\$0	\$0	\$149,556
7252 Improvements<\$5,000	\$0	\$0	\$0	\$0	\$0	\$500,000	\$500,000
7254 Machinery & Equipment <\$5,000	\$5,061	\$0	\$5,445	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$344,502</b>	<b>\$388,559</b>	<b>\$444,004</b>	<b>\$437,059</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$937,059</b>
8010 Utilities	\$4,271	\$4,600	\$4,600	\$4,600	\$0	\$0	\$4,600
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$3,199	\$3,500	\$5,000	\$5,000	\$0	\$0	\$5,000
8050 Travel & Training	\$10,438	\$10,457	\$11,000	\$10,457	\$0	\$0	\$10,457
8060 Contract Services	\$107,351	\$253,524	\$203,524	\$203,524	\$0	\$0	\$203,524
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$125,259</b>	<b>\$272,081</b>	<b>\$224,124</b>	<b>\$223,581</b>	<b>\$0</b>	<b>\$0</b>	<b>\$223,581</b>
9030 Improvements >\$5,000	\$105,334	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$104,049	\$945	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$189,627	\$235,000	\$235,201	\$0	\$0	\$0	\$0
9101 CIP Allocation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9102 Capital Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$294,961</b>	<b>\$339,049</b>	<b>\$236,146</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0002-2882</b>	<b>\$1,738,195</b>	<b>\$2,032,848</b>	<b>\$1,912,505</b>	<b>\$1,792,304</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$2,292,304</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0002-2882**

**SUPPLEMENTAL REQUESTS WITH LINE ITEMS**  
(Active Only)

<b>ID</b>	<b>Rank</b>	<b>Title</b>	<b>Type</b>	<b>Line Items</b>	
2985	4	Sewer Line Replacement Fund	New Program	7252 Improvements<\$5,000	\$500,000
				<b>Request Total</b>	<b>\$500,000</b>
<b>1 Requests</b>			<b>Total for 0002-2882</b>		<b>\$500,000</b>

# 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 all lift stations, all water wells, wastewater treatment plant, all fire stations, 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 all parks. The staff is also responsible for trimming around streetlights. The Welder is responsible for welding all equipment, road bores, water drops for Public Works and does fabrication and repair welding for all departments within the City.

# **Pump & Motor Maintenance**

## **Accomplishments for FY 2016-2017**

- ✓ Attended training for Pumps and Motors
- ✓ Rebuilt 2 lift stations
- ✓ Worked on and kept up with the Sanitary Sewer Overflow Initiative
- ✓ Maintained 50 lift stations, 17 water wells, wastewater treatment plant, all parks and recreation buildings, fire stations, police department and city buildings

## **Goals & Objectives for FY 2017-2018**

- ❑ Keep all lift stations and water wells in operation
- ❑ Build 3 new lift stations
- ❑ Build 2 new water wells
- ❑ Remove, Pebble Glen 2 and 3 Lift stations, Longmire Point and 6 Teas Wood Lift stations from service
- ❑ Work on and keep up with the Sanitary Sewer Overflow Initiative

**City of Conroe**  
**Water and Sewer Operating Fund**  
**Pump & Motor Maintenance**  
**0002-2883**

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERSONNEL SERVICES</b>				
Pump & Motor and Signal Maintenance Superintendent	1	1	1	1
Pump, Motor Maintenance Foreman	1	1	1	1
Pump Technician	0	0	0	1
Pump Mechanic	3	5	5	4
Welder	1	1	1	1
Journeyman Electrician	0	1	1	1
<b>TOTAL FULL TIME</b>	<b>6</b>	<b>9</b>	<b>9</b>	<b>9</b>

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Actual</u> <u>2016-2017</u>	<u>Estimated</u> <u>2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Maintenance work orders	556	850	1,000	1,000
Daily maintenance of Lift stations	54	54	53	56
New Construction	1	1	2	2
Welding/Fabrication	175	220	245	250
Water well rehab	0	2	2	2
Lift station rehab	3	6	6	2

**CITY OF CONROE**  
**FY 2017-2018**  
**0002-2883**

**BUDGET LINE ITEMS**

<div style="display: flex; justify-content: space-between;"> <span>FUND: WATER &amp; SEWER OPERATING</span> <span>DEPARTMENT: PUMP &amp; MOTOR MAINTENANCE</span> <span>DIVISION: PUMP &amp; MOTOR MAINT</span> </div>							
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$477,414	\$550,420	\$542,476	\$558,669	\$0	\$0	\$558,669
7020 Overtime	\$57,471	\$27,200	\$35,000	\$27,200	\$0	\$0	\$27,200
7025 Social Security	\$41,522	\$47,975	\$47,975	\$49,506	\$0	\$0	\$49,506
7030 Retirement & Pension	\$92,706	\$92,707	\$92,707	\$95,790	\$0	\$0	\$95,790
7035 Workers Compensation	\$7,666	\$11,139	\$11,275	\$12,414	\$0	\$0	\$12,414
7040 Employee Insurance	\$91,753	\$103,679	\$103,679	\$148,050	\$0	\$0	\$148,050
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$768,532</b>	<b>\$833,120</b>	<b>\$833,112</b>	<b>\$891,629</b>	<b>\$0</b>	<b>\$0</b>	<b>\$891,629</b>
7110 Office Supplies	\$3,263	\$4,045	\$4,045	\$4,045	\$0	\$0	\$4,045
7140 Wearing Apparel	\$4,777	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
7160 Vehicle Operations	\$27,376	\$28,000	\$28,000	\$28,000	\$0	\$0	\$28,000
7170 Vehicle Repairs	\$2,989	\$16,520	\$16,520	\$16,520	\$0	\$0	\$16,520
7180 Equipment Repairs	\$27,223	\$32,934	\$32,934	\$32,934	\$0	\$0	\$32,934
7190 Radio Repairs	\$20	\$600	\$600	\$600	\$0	\$0	\$600
7200 Operating Supplies	\$98,128	\$70,020	\$70,020	\$70,020	\$0	\$0	\$70,020
7252 Improvements<\$5,000	\$6,482	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$1,896	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$19,725	\$20,000	\$20,000	\$20,000	\$0	\$0	\$20,000
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$191,879</b>	<b>\$177,119</b>	<b>\$177,119</b>	<b>\$177,119</b>	<b>\$0</b>	<b>\$0</b>	<b>\$177,119</b>
8010 Utilities	\$79,059	\$147,874	\$147,874	\$147,874	\$0	\$0	\$147,874
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$970	\$500	\$500	\$500	\$0	\$0	\$500
8050 Travel & Training	\$11,433	\$12,500	\$12,500	\$12,500	\$0	\$0	\$12,500
8060 Contract Services	\$184,254	\$169,206	\$220,000	\$126,104	\$0	\$0	\$126,104
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$275,716</b>	<b>\$330,080</b>	<b>\$380,874</b>	<b>\$286,978</b>	<b>\$0</b>	<b>\$0</b>	<b>\$286,978</b>
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	\$163,322	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$174,689	\$0	\$0	\$0	\$0	\$0	\$0
9101 CIP Allocation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9102 Capital Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$338,011</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0002-2883</b>	<b>\$1,574,138</b>	<b>\$1,340,319</b>	<b>\$1,391,105</b>	<b>\$1,355,726</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,355,726</b>

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

**Water and Sewer Fund Non-Departmental**  
**0002-2900**

The Water & Sewer Operating Fund Non-Departmental costs include all expenses that are not specifically attributable to a Departmental operation. There are no personnel items associated with this department.



**CITY OF CONROE**  
**FY 2017-2018**  
**0002-2900**

**BUDGET LINE ITEMS**

**FUND: WATER & SEWER OPERATING**

**DEPARTMENT: W/S NON-DEPARTMENTAL**

**DIVISION: W/S NON-DEPARTMENTAL**

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$0	\$60,319	\$0	\$61,880	\$0	\$0	\$61,880
7025 Social Security	\$0	\$5,097	\$0	\$5,229	\$0	\$0	\$5,229
7030 Retirement & Pension	\$0	\$9,819	\$0	\$10,117	\$0	\$0	\$10,117
7035 Workers Compensation	\$1,461	\$1,019	\$1,159	\$1,702	\$0	\$0	\$1,702
7040 Employee Insurance	\$219,780	\$234,376	\$234,376	\$238,756	\$0	\$0	\$238,756
7070 Unemployment	\$6,058	\$20,000	\$20,000	\$20,000	\$0	\$0	\$20,000
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$227,299</b>	<b>\$330,630</b>	<b>\$255,535</b>	<b>\$337,684</b>	<b>\$0</b>	<b>\$0</b>	<b>\$337,684</b>
7110 Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$37,113	\$36,000	\$36,000	\$36,000	\$0	\$0	\$36,000
7254 Machinery & Equipment <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$37,113</b>	<b>\$36,000</b>	<b>\$36,000</b>	<b>\$36,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$36,000</b>
8020 Insurance and Bonds	\$90,176	\$110,000	\$105,657	\$120,000	\$0	\$0	\$120,000
8030 Legal Services	\$50,224	\$250,000	\$250,000	\$125,000	\$0	\$0	\$125,000
8050 Travel & Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8060 Contract Services	\$9,242,526	\$10,495,304	\$10,186,272	\$1,005,125	\$0	\$0	\$1,005,125
8095 Unallocated Resources	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8100 Flood-Repair/Rebuild	\$180	\$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	\$1,814	\$0	\$213	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$9,384,920</b>	<b>\$10,855,304</b>	<b>\$10,542,142</b>	<b>\$1,250,125</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,250,125</b>
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
8520 Transfer Out	\$8,758,747	\$12,017,333	\$11,614,017	\$11,633,945	\$0	\$0	\$11,633,945
8530 Gross Receipts	\$1,055,813	\$1,201,394	\$1,201,394	\$1,335,192	\$0	\$0	\$1,335,192
<b>TRANSFERS SUBTOTAL</b>	<b>\$9,814,560</b>	<b>\$13,218,727</b>	<b>\$12,815,411</b>	<b>\$12,969,137</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,969,137</b>
9660 Principal-Lease	\$449,986	\$467,760	\$467,760	\$486,237	\$0	\$0	\$486,237
9670 Interest-Lease	\$117,749	\$99,975	\$99,975	\$81,498	\$0	\$0	\$81,498
<b>DEBT SERVICE SUBTOTAL</b>	<b>\$567,735</b>	<b>\$567,735</b>	<b>\$567,735</b>	<b>\$567,735</b>	<b>\$0</b>	<b>\$0</b>	<b>\$567,735</b>
<b>TOTAL 0002-2900</b>	<b>\$20,031,627</b>	<b>\$25,008,396</b>	<b>\$24,216,823</b>	<b>\$15,160,681</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,160,681</b>



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# **GENERAL OBLIGATION DEBT SERVICE FUND**

## FY 17-18 Budget Summary

### General Obligation Debt Service Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Fund Balance:</b>	<b>\$ 11,356,765</b>	<b>\$ 11,356,765</b>	<b>\$ 9,996,971</b>	<b>\$ -</b>	<b>\$ 9,996,971</b>	<b>\$ -</b>	<b>0.0%</b>	
<b>General Obligation Debt Service Revenues:</b>								
Revenues	\$ 12,580,329	\$ 13,696,161	\$ 12,304,059	\$ 13,376,223	\$ -	\$ 13,376,223	\$ (319,938)	-2.3%
<b>Total Revenues</b>	<b>\$ 12,580,329</b>	<b>\$ 13,696,161</b>	<b>\$ 12,304,059</b>	<b>\$ 13,376,223</b>	<b>\$ -</b>	<b>\$ 13,376,223</b>	<b>\$ (319,938)</b>	<b>-2.3%</b>
<b>Total Resources:</b>	<b>\$ 12,580,329</b>	<b>\$ 25,052,926</b>	<b>\$ 23,660,824</b>	<b>\$ 23,373,194</b>	<b>\$ -</b>	<b>\$ 23,373,194</b>	<b>\$ (319,938)</b>	<b>-1.3%</b>
<b>General Obligation Debt Service Fund Expenditures:</b>								
GO Debt	\$ 13,308,310	\$ 14,468,136	\$ 13,663,853	\$ 14,462,207	\$ -	\$ 14,462,207	\$ (5,929)	0.0%
<b>Total Expenditures</b>	<b>\$ 13,308,310</b>	<b>\$ 14,468,136</b>	<b>\$ 13,663,853</b>	<b>\$ 14,462,207</b>	<b>\$ -</b>	<b>\$ 14,462,207</b>	<b>\$ (5,929)</b>	<b>0.0%</b>
<b>New Fund Balance:</b>	<b>\$ 10,584,790</b>	<b>\$ 9,996,971</b>	<b>\$ 8,910,987</b>			<b>\$ 8,910,987</b>		

**Breakdown of Transfer In:**

CIDC (park debt)	\$ 419,617
Water & Sewer Operating Fund, 2017B-1	231,636
Water & Sewer Operating Fund, 2017B-2	464,238
TIRZ #3	2,786,403
<b>Total</b>	<b>\$ 3,901,894</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0010-0000**

**BUDGET LINE ITEMS**

FUND: GENERAL OBLIGATION DEBT SERVICE

DEPARTMENT: GENERAL OBLIGATION DEBT SERVICE

DIVISION: REVENUES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
4010 Current Taxes	\$9,041,325	\$8,729,655	\$8,729,655	\$9,256,255	\$0	\$0	\$9,256,255
4020 Delinquent Taxes	\$58,386	\$66,057	\$129,276	\$57,463	\$0	\$0	\$57,463
<b>PROPERTY TAXES SUBTOTAL</b>	<b>\$9,099,711</b>	<b>\$8,795,712</b>	<b>\$8,858,931</b>	<b>\$9,313,718</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,313,718</b>
6010 Interest	\$72,776	\$44,635	\$78,871	\$78,871	\$0	\$0	\$78,871
6015 Gains (Losses) on Investmt	(\$15,228)	\$0	\$0	\$0	\$0	\$0	\$0
6020 Penalty & Interest	\$75,987	\$66,297	\$81,740	\$81,740	\$0	\$0	\$81,740
6035 Land Sales	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6065 Other Income	\$18,962	\$0	\$0	\$0	\$0	\$0	\$0
6100 Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6112 Oth Fin - Proceeds of Ref Bond	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>OTHER REVENUES SUBTOTAL</b>	<b>\$152,497</b>	<b>\$110,932</b>	<b>\$160,611</b>	<b>\$160,611</b>	<b>\$0</b>	<b>\$0</b>	<b>\$160,611</b>
6550 Transfer In	\$3,328,121	\$4,789,517	\$3,284,517	\$3,901,894	\$0	\$0	\$3,901,894
<b>TRANSFERS IN SUBTOTAL</b>	<b>\$3,328,121</b>	<b>\$4,789,517</b>	<b>\$3,284,517</b>	<b>\$3,901,894</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,901,894</b>
<b>TOTAL 0010-0000</b>	<b>\$12,580,329</b>	<b>\$13,696,161</b>	<b>\$12,304,059</b>	<b>\$13,376,223</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,376,223</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0010-1010**

**BUDGET LINE ITEMS**

FUND: GENERAL OBLIGATION DEBT SERVICE

DEPARTMENT: GENERAL OBLIGATION DEBT SERVICE

DIVISION: EXPENDITURES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
8060 Contract Services	\$12,550	\$22,650	\$22,650	\$22,650	\$0	\$0	\$22,650
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$12,550</b>	<b>\$22,650</b>	<b>\$22,650</b>	<b>\$22,650</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,650</b>
9600 Principal	\$8,600,000	\$8,855,000	\$8,855,000	\$8,325,000	\$0	\$0	\$8,325,000
9610 Interest	\$4,626,719	\$5,535,486	\$4,731,203	\$6,059,557	\$0	\$0	\$6,059,557
9615 Handling Charges	\$7,750	\$10,000	\$10,000	\$10,000	\$0	\$0	\$10,000
9616 Bond Issue Expense	\$61,291	\$45,000	\$45,000	\$45,000	\$0	\$0	\$45,000
9621 Oth Fin - Pmt Ref Bd Escrow	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9624 Refund Bond Prem/Discount	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>DEBT SERVICE SUBTOTAL</b>	<b>\$13,295,760</b>	<b>\$14,445,486</b>	<b>\$13,641,203</b>	<b>\$14,439,557</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,439,557</b>
<b>TOTAL 0010-1010</b>	<b>\$13,308,310</b>	<b>\$14,468,136</b>	<b>\$13,663,853</b>	<b>\$14,462,207</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,462,207</b>

# City of Conroe

## Schedule of Requirements

### All General Obligation Bonds

<b>Fiscal Year</b>	<b>Bonds Outstanding</b>	<b>Principal Requirements</b>	<b>Interest Requirements</b>	<b>Total Requirements</b>
2017-18	\$ 169,305,000	\$ 8,325,000	\$ 6,059,557	\$ 14,384,557
2018-19	160,980,000	7,850,000	6,225,461	14,075,461
2019-20	153,130,000	8,100,000	5,977,299	14,077,299
2020-21	145,030,000	8,375,000	5,709,205	14,084,205
2021-22	136,655,000	8,665,000	5,413,380	14,078,380
2022-23	127,990,000	9,005,000	5,078,430	14,083,430
2023-24	118,985,000	9,390,000	4,690,069	14,080,069
2024-25	109,595,000	9,815,000	4,267,606	14,082,606
2025-26	99,780,000	10,225,000	3,856,528	14,081,528
2026-27	89,555,000	10,605,000	3,472,261	14,077,261
2027-28	78,950,000	11,015,000	3,065,601	14,080,601
2028-29	67,935,000	11,440,000	2,641,410	14,081,410
2029-30	56,495,000	11,890,000	2,195,073	14,085,073
2030-31	44,605,000	7,575,000	1,790,466	9,365,466
2031-32	37,030,000	6,900,000	1,469,950	8,369,950
2032-33	30,130,000	7,215,000	1,152,950	8,367,950
2033-34	22,915,000	7,550,000	818,838	8,368,838
2034-35	15,365,000	4,820,000	547,181	5,367,181
2035-36	10,545,000	4,515,000	351,338	4,866,338
2036-37	6,030,000	4,200,000	167,025	4,367,025
2037-38	1,830,000	1,830,000	38,888	1,868,888
<b>TOTAL</b>		<b>\$ 169,305,000</b>	<b>\$ 64,988,513</b>	<b>\$ 234,293,513</b>

# 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:** \$ 3,440,000  
**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
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
<b>Total</b>		<b>\$ 3,440,000</b>	<b>\$ 1,265,711</b>	<b>\$ 4,705,711</b>



# 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:** \$ 350,000  
**Paying Agent:** Bank of New York  
**Payments:** March 1st (P) & September 1st

#### Principal and Interest Requirements

<b>Fiscal Year</b>	<b>Interest Rate</b>	<b>Principal Requirements</b>	<b>Interest Requirements</b>	<b>Total Requirements</b>
2017-18	4.400	\$ 350,000	\$ 7,700	\$ 357,700
	<b>Total</b>	<b>\$ 350,000</b>	<b>\$ 7,700</b>	<b>\$ 357,700</b>

# 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:** \$ 130,000  
**Paying Agent:** Bank of New York  
**Payments:** March 1st (P) & September 1st

#### Principal and Interest Requirements

<b>Fiscal Year</b>	<b>Interest Rate</b>	<b>Principal Requirements</b>	<b>Interest Requirements</b>	<b>Total Requirements</b>
2017-18	4.400	\$ 130,000	\$ 2,860	\$ 132,860
	<b>Total</b>	<b>\$ 130,000</b>	<b>\$ 2,860</b>	<b>\$ 132,860</b>

# City of Conroe

## General Obligations

### Debt Requirements

**Description:** Certificates of Obligation, Series 2007B  
**Date of Issue:** September 20, 2007  
**Purpose:** Reimburse Woodlands Land Development Company for infrastructure development expenses per Development Agreement.

**Amount Issued:** \$ 2,100,000  
**Amount Outstanding:** \$ 115,000  
**Paying Agent:** Bank of New York  
**Payments:** March 1st (P) & September 1st

#### Principal and Interest Requirements

<b>Fiscal Year</b>	<b>Interest Rate</b>	<b>Principal Requirements</b>	<b>Interest Requirements</b>	<b>Total Requirements</b>
2017-18	4.400	\$ 115,000	\$ 2,530	\$ 117,530
	<b>Total</b>	<b>\$ 115,000</b>	<b>\$ 2,530</b>	<b>\$ 117,530</b>

# City of Conroe

## General Obligations

### Debt Requirements

**Description:** Certificates of Obligation, Series 2008  
**Date of Issue:** September 1, 2008  
**Purpose:** projects, Carl Barton & McDade Park projects, and county land exchange and parking agreement.

**Amount Issued:** \$ 9,439,200  
**Amount Outstanding:** \$ 500,000  
**Paying Agent:** Bank of New York  
**Payments:** March 1st (P) & September 1st

#### Principal and Interest Requirements

<b>Fiscal Year</b>	<b>Interest Rate</b>	<b>Principal Requirements</b>	<b>Interest Requirements</b>	<b>Total Requirements</b>
2017-18	4.000	\$ 500,000	\$ 10,000	\$ 510,000
	<b>Total</b>	<b>\$ 500,000</b>	<b>\$ 10,000</b>	<b>\$ 510,000</b>

# 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:** \$ 405,000  
**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
2017-18	4.000	\$ 405,000	\$ 8,100	\$ 413,100
	<b>Total</b>	<b>\$ 405,000</b>	<b>\$ 8,100</b>	<b>\$ 413,100</b>

# 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:** \$ 9,211,771  
**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
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
<b>Total</b>		<b>\$ 9,211,771</b>	<b>\$ 2,623,862</b>	<b>\$ 11,835,634</b>

# 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:** \$ 521,985  
**Amount Outstanding:** \$ 393,229  
**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
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
<b>Total</b>		<b>\$ 393,229</b>	<b>\$ 112,007</b>	<b>\$ 505,235</b>

# 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:** \$ 6,219,840  
**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
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
<b>Total</b>		<b>\$ 6,219,840</b>	<b>\$ 1,733,321</b>	<b>\$ 7,953,161</b>



# 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:** \$ 1,220,160  
**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
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
<b>Total</b>		<b>\$ 1,220,160</b>	<b>\$ 340,029</b>	<b>\$ 1,560,189</b>

# 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:** \$ 7,911,432

**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
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
<b>Total</b>		<b>\$ 7,911,432</b>	<b>\$ 2,645,008</b>	<b>\$ 10,556,440</b>

# 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:** \$ 6,209,190  
**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
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
<b>Total</b>		<b>\$ 6,209,190</b>	<b>\$ 2,075,902</b>	<b>\$ 8,285,092</b>

# City of Conroe

## General Obligations

### Debt Requirements

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

**Amount Issued:** \$ 1,792,501  
**Amount Outstanding:** \$ 1,539,378  
**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
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
<b>Total</b>		<b>\$ 1,539,378</b>	<b>\$ 514,656</b>	<b>\$ 2,054,034</b>

# 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:** \$ 3,919,600  
**Paying Agent:** Bank of New York  
**Payments:** March 1st & September 1st (P)

#### Principal and Interest Requirements

<b>Fiscal Year</b>	<b>Interest Rate</b>	<b>Principal Requirements</b>	<b>Interest Requirements</b>	<b>Total Requirements</b>
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
	<b>Total</b>	<b>\$ 3,919,600</b>	<b>\$ 336,262</b>	<b>\$ 4,255,862</b>

# 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 Land Development Company for infrastructure development expenses per Development Agreement.

**Amount Issued:** \$ 1,633,200  
**Amount Outstanding:** \$ 860,400  
**Paying Agent:** Bank of New York  
**Payments:** March 1st (P) & September 1st

#### Principal and Interest Requirements

<b>Fiscal Year</b>	<b>Interest Rate</b>	<b>Principal Requirements</b>	<b>Interest Requirements</b>	<b>Total Requirements</b>
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
	<b>Total</b>	<b>\$ 860,400</b>	<b>\$ 73,814</b>	<b>\$ 934,214</b>

# 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:** \$ 2,314,920  
**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
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
<b>Total</b>		<b>\$ 2,314,920</b>	<b>\$ 523,013</b>	<b>\$ 2,837,933</b>

# 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:** \$ 715,080  
**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
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
<b>Total</b>		<b>\$ 715,080</b>	<b>\$ 161,559</b>	<b>\$ 876,639</b>



# City of Conroe

## General Obligations

### Debt Requirements

**Description:** Certificates of Obligation, Series 2014

**Date of Issue:** August 28, 2014

**Purpose:** Construction of: Roadway Trans - Anderson Crossing Road Phase 1; FM 3083 Grade Separation; League Line Road East; Wilson Road Widening; Peoples/Guinn/Schoettle Road Improvements; Anderson Crossing Road Phase 2; Stewart's Forest; Signal Timing Program; Traffic Signals - SH 75 at N. Loop 336, Anderson Crossing Rd. - Ph. 1, 1st Street @ Silverdale; Police & Municipal Court Facility; IH-45 Detention Pond Enhancements; Candy Cane Park Access & Entrances; Storm Sewer - East Grand Lake Creek; Drainage Project - PW - Post Oak/Bowman/Austin Area.

**Amount Issued:** \$ 31,100,000

**Amount Outstanding:** \$ 29,760,000

**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
2017-18	4.650	\$ 1,100,000	\$ 1,266,281	\$ 2,366,281
2018-19	4.650	1,120,000	1,244,081	2,364,081
2019-20	4.650	1,155,000	1,209,781	2,364,781
2020-21	4.650	1,210,000	1,162,481	2,372,481
2021-22	4.650	1,255,000	1,113,181	2,368,181
2022-23	4.650	1,300,000	1,062,081	2,362,081
2023-24	4.650	1,360,000	1,002,081	2,362,081
2024-25	4.650	1,435,000	932,206	2,367,206
2025-26	4.650	1,510,000	858,581	2,368,581
2026-27	4.650	1,570,000	797,281	2,367,281
2027-28	4.650	1,615,000	749,506	2,364,506
2028-29	4.650	1,665,000	699,266	2,364,266
2029-30	4.650	1,740,000	629,750	2,369,750
2030-31	4.650	2,570,000	522,000	3,092,000
2031-32	4.650	2,880,000	385,750	3,265,750
2032-33	4.650	3,060,000	237,250	3,297,250
2033-34	4.650	3,215,000	80,375	3,295,375
<b>Total</b>		<b>\$ 29,760,000</b>	<b>\$ 13,951,934</b>	<b>\$ 43,711,934</b>

# City of Conroe

## General Obligations

### Debt Requirements

**Description:** Refunding Bonds, Series 2015  
**Date of Issue:** April 1, 2015  
**Purpose:** Refund \$15,340,000 of 2006, 2007, and 2008 COs and related issuance costs.  
  
**Amount Issued:** \$ 15,340,000  
**Amount Outstanding:** \$ 15,230,000  
**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
2017-18	2.000	\$ 130,000	\$ 546,150	\$ 676,150
2018-19	4.000	850,000	527,850	1,377,850
2019-20	2.250	880,000	500,950	1,380,950
2020-21	3.000	900,000	477,550	1,377,550
2021-22	3.000	925,000	450,175	1,375,175
2022-23	5.000	965,000	412,175	1,377,175
2023-24	5.000	1,340,000	354,550	1,694,550
2024-25	5.000	1,410,000	285,800	1,695,800
2025-26	3.000	1,465,000	228,575	1,693,575
2026-27	3.000	1,510,000	183,950	1,693,950
2027-28	4.000	1,565,000	130,000	1,695,000
2028-29	3.000	1,620,000	74,400	1,694,400
2029-30	3.000	1,670,000	25,050	1,695,050
<b>Total</b>		<b>\$ 15,230,000</b>	<b>\$ 4,197,175</b>	<b>\$ 19,427,175</b>

# City of Conroe

## General Obligations

### Debt Requirements

**Description:** Refunding Bonds, Series 2015A  
**Date of Issue:** April 1, 2015  
**Purpose:** Refund of 2006A, 2007A, and 2008A Street improvements as funded by City of Conroe/Montgomery County Tax Increment Reinvestment Zone (TIRZ) #3.

**Amount Issued:** \$ 14,365,000  
**Amount Outstanding:** \$ 14,265,000  
**Paying Agent:** Bank of New York  
**Payments:** March 1st (P) & September 1st

#### Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2017-18	2.000	\$ 125,000	\$ 511,550	\$ 636,550
2018-19	4.000	800,000	494,300	1,294,300
2019-20	2.250	820,000	469,075	1,289,075
2020-21	3.000	845,000	447,175	1,292,175
2021-22	3.000	865,000	421,525	1,286,525
2022-23	5.000	905,000	385,925	1,290,925
2023-24	5.000	1,255,000	331,925	1,586,925
2024-25	5.000	1,320,000	267,550	1,587,550
2025-26	3.000	1,370,000	214,000	1,584,000
2026-27	3.000	1,415,000	172,225	1,587,225
2027-28	4.000	1,465,000	121,700	1,586,700
2028-29	3.000	1,515,000	69,675	1,584,675
2029-30	3.000	1,565,000	23,475	1,588,475
<b>Total</b>		<b>\$ 14,265,000</b>	<b>\$ 3,930,100</b>	<b>\$ 18,195,100</b>

# City of Conroe

## General Obligations

### Debt Requirements

**Description:** Refunding Bonds, Series 2015B  
**Date of Issue:** April 1, 2015  
**Purpose:** Refund of 2006B and 2007B bonds, Reimburse The Woodlands Land Development Company for infrastructure expenses per Development Agreement.

**Amount Issued:** \$ 3,665,000  
**Amount Outstanding:** \$ 3,640,000  
**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
2017-18	2.000	\$ 30,000	\$ 130,525	\$ 160,525
2018-19	4.000	205,000	126,125	331,125
2019-20	2.250	210,000	119,663	329,663
2020-21	3.000	215,000	114,075	329,075
2021-22	3.000	220,000	107,550	327,550
2022-23	5.000	230,000	98,500	328,500
2023-24	5.000	320,000	84,750	404,750
2024-25	5.000	335,000	68,375	403,375
2025-26	3.000	350,000	54,750	404,750
2026-27	3.000	360,000	44,100	404,100
2027-28	4.000	375,000	31,200	406,200
2028-29	3.000	390,000	17,850	407,850
2029-30	3.000	400,000	6,000	406,000
<b>Total</b>		<b>\$ 3,640,000</b>	<b>\$ 1,003,463</b>	<b>\$ 4,643,463</b>

# City of Conroe

## General Obligations

### Debt Requirements

**Description:** Certificates of Obligation, Series 2015  
**Date of Issue:** August 27, 2015  
**Purpose:** Walden Rd Overlay; Grace Crossing Ext; Vine/Gladiola/Ave M Overlay; McDade Estates Overlay; SH FM 1488 @ Grace Crossing; N Loop 336 @ Oxford Dr; Crighton Rd @ Ed Kharbat Dr; Loop 336 @ Owen Dr; Police & Municipal Court Facility; Dean Towery Service Center Upgrades/Repairs; Candy Cane Park Access & Entrances; Transportation Grants Park and Ride @ FM 2854.

**Amount Issued:** \$ 6,192,851  
**Amount Outstanding:** \$ 4,950,000  
**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
2017-18	2.000	\$ 184,500	\$ 153,073	\$ 337,573
2018-19	2.000	189,000	149,338	338,338
2019-20	2.000	193,500	145,513	339,013
2020-21	2.000	198,000	141,598	339,598
2021-22	2.000	198,000	137,638	335,638
2022-23	2.250	207,000	133,329	340,329
2023-24	2.375	211,500	128,489	339,989
2024-25	3.000	216,000	122,738	338,738
2025-26	3.000	220,500	116,190	336,690
2026-27	3.000	229,500	109,440	338,940
2027-28	3.000	238,500	102,420	340,920
2028-29	3.000	243,000	95,198	338,198
2029-30	3.250	247,500	87,531	335,031
2030-31	3.375	225,000	79,712	304,712
2031-32	3.375	324,000	70,448	394,448
2032-33	4.000	517,500	54,630	572,130
2033-34	4.000	544,500	33,390	577,890
2034-35	4.000	562,500	11,250	573,750
<b>Total</b>		<b>\$ 4,950,000</b>	<b>\$ 1,871,924</b>	<b>\$ 6,821,924</b>

# City of Conroe

## General Obligations

### Debt Requirements

**Description:** Certificates of Obligation, Series 2015A  
**Date of Issue:** August 27, 2015  
**Purpose:** Construction of the following TIRZ #3 projects: Longmire Rd Phase 2 and Longmire Rd Phase 3.

**Amount Issued:** \$ 588,095  
**Amount Outstanding:** \$ 550,000  
**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
2017-18	2.000	\$ 20,500	\$ 17,008	\$ 37,508
2018-19	2.000	21,000	16,593	37,593
2019-20	2.000	21,500	16,168	37,668
2020-21	2.000	22,000	15,733	37,733
2021-22	2.000	22,000	15,293	37,293
2022-23	2.250	23,000	14,814	37,814
2023-24	2.375	23,500	14,277	37,777
2024-25	3.000	24,000	13,638	37,638
2025-26	3.000	24,500	12,910	37,410
2026-27	3.000	25,500	12,160	37,660
2027-28	3.000	26,500	11,380	37,880
2028-29	3.000	27,000	10,578	37,578
2029-30	3.250	27,500	9,726	37,226
2030-31	3.375	25,000	8,857	33,857
2031-32	3.375	36,000	7,828	43,828
2032-33	4.000	57,500	6,070	63,570
2033-34	4.000	60,500	3,710	64,210
2034-35	4.000	62,500	1,250	63,750
	<b>Total</b>	<b>\$ 550,000</b>	<b>\$ 207,992</b>	<b>\$ 757,992</b>

# City of Conroe

## General Obligations

### Debt Requirements

**Description:** Certificates of Obligation, Series 2016

**Date of Issue:** August 25, 2016

**Purpose:** Roadway Trans - Wilson Road E. Widening (I-45 to Frazier); Roadway Trans - Drennan Road East Phase 2; Pedestrian Access & Transit Improvements; Pinecrest/Woodcrest Subdivision & Forest Estates/Hunter Trail Area Overlay; Signals - Loop 336 at Riverpoint; Signals - FM 1488 at Grace Crossing; Signals - FM 1488 at Peoples Road; Signals - Loop 336 at Owens Drive; Signals - Frazier Street at Foster Street; Signals - South Loop 336 at IH-45; Fire Station #7; Fire Department Training Facility - Phase 1; Dean Towery Service Center Upgrades/Repairs; Dr. Martin Luther King, Jr. Park Improvements; SH 105 Access Management & Safety; and Park and Ride at FM 2854.

**Amount Issued:** \$ 10,137,188

**Amount Outstanding:** \$ 7,137,188

**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
2017-18	2.000	\$ 250,125	\$ 226,121	\$ 476,246
2018-19	2.000	254,438	221,075	475,512
2019-20	2.000	258,750	215,943	474,693
2020-21	2.000	267,375	210,682	478,057
2021-22	3.000	271,688	203,933	475,620
2022-23	3.000	280,313	195,653	475,965
2023-24	3.000	288,938	187,114	476,051
2024-25	3.000	297,563	178,316	475,879
2025-26	2.000	306,188	170,791	476,979
2026-27	2.000	314,813	164,581	479,394
2027-28	2.000	319,125	158,242	477,367
2028-29	2.125	323,438	151,614	475,052
2029-30	4.000	336,375	141,450	477,825
2030-31	4.000	444,188	125,839	570,026
2031-32	4.000	547,688	106,001	653,689
2032-33	4.000	577,875	83,490	661,365
2033-34	4.000	595,125	60,030	655,155
2034-35	4.000	595,125	36,225	631,350
2035-36	4.000	608,063	12,161	620,224
<b>Total</b>		<b>\$ 7,137,188</b>	<b>\$ 2,849,261</b>	<b>\$ 9,986,448</b>

# City of Conroe

## General Obligations

### Debt Requirements

**Description:** Certificates of Obligation, Series 2016A  
**Date of Issue:** August 25, 2016  
**Purpose:** Construction of the following TIRZ #3 Projects: Crighton Road Widening and Longmire Road Phase 2B.

**Amount Issued:** \$ 435,265  
**Amount Outstanding:** \$ 435,265  
**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
2017-18	2.000	\$ 15,254	\$ 13,790	\$ 29,044
2018-19	2.000	15,517	13,482	28,999
2019-20	2.000	15,780	13,169	28,949
2020-21	2.000	16,306	12,849	29,155
2021-22	3.000	16,569	12,437	29,006
2022-23	3.000	17,095	11,932	29,027
2023-24	3.000	17,621	11,411	29,032
2024-25	3.000	18,147	10,875	29,022
2025-26	2.000	18,673	10,416	29,089
2026-27	2.000	19,199	10,037	29,236
2027-28	2.000	19,462	9,650	29,112
2028-29	2.125	19,725	9,246	28,971
2029-30	4.000	20,514	8,626	29,140
2030-31	4.000	27,089	7,674	34,763
2031-32	4.000	33,401	6,465	39,866
2032-33	4.000	35,242	5,092	40,334
2033-34	4.000	36,294	3,661	39,955
2034-35	4.000	36,294	2,209	38,503
2035-36	4.000	37,083	742	37,825
<b>Total</b>		<b>\$ 435,265</b>	<b>\$ 173,764</b>	<b>\$ 609,029</b>



# City of Conroe

## General Obligations

### Debt Requirements

**Description:** Certificates of Obligation, Series 2016B  
**Date of Issue:** August 25, 2016  
**Purpose:** Reimburse The Woodlands Land Development Company for infrastructure development expenses per Development Agreement.

**Amount Issued:** \$ 702,548  
**Amount Outstanding:** \$ 702,548  
**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
2017-18	2.000	\$ 24,621	\$ 22,258	\$ 46,879
2018-19	2.000	25,046	21,761	46,807
2019-20	2.000	25,470	21,256	46,726
2020-21	2.000	26,319	20,738	47,057
2021-22	3.000	26,744	20,074	46,818
2022-23	3.000	27,593	19,259	46,852
2023-24	3.000	28,442	18,419	46,860
2024-25	3.000	29,291	17,553	46,843
2025-26	2.000	30,140	16,812	46,951
2026-27	2.000	30,989	16,201	47,189
2027-28	2.000	31,413	15,576	46,989
2028-29	2.125	31,838	14,924	46,762
2029-30	4.000	33,111	13,924	47,035
2030-31	4.000	43,724	12,387	56,110
2031-32	4.000	53,912	10,434	64,346
2032-33	4.000	56,883	8,218	65,101
2033-34	4.000	58,581	5,909	64,490
2034-35	4.000	58,581	3,566	62,147
2035-36	4.000	59,855	1,197	61,052
<b>Total</b>		<b>\$ 702,548</b>	<b>\$ 280,466</b>	<b>\$ 983,014</b>

# City of Conroe

## General Obligations

### Debt Requirements

**Description:** Certificates of Obligation, Series 2017A-1 (Proposed)

**Date of Issue:** TBD

**Purpose:** Roadway Trans – Wilson Road E Widening (IH 45 to Frazier); Roadway Trans – Grace Crossing Extension; Safe School Access Program; Roadway Trans – M.P. Clark Road; Street Rehab - Milltown Area; Street Rehab - Holly Hills Area; Spirit of Texas Bank Street; Sidewalk - League Line Road; Sidewalk - Plantation Drive; Signals - FM 1488 at Grace Crossing; Signals - South Loop 336 at IH-45; Signals - Highway 105 at North Thompson; FM 1314 at Crighton Road; SH 105 at Marina Drive; Dean Towery Service Center Upgrades/Repairs; Fire Department Training Facility - Phase 1; Fire Station No. 7 - Building/Equipment; Public Works - Sign Maintenance and Operations Building; Parks - Land Acquisition; Dr. Martin Luther King, Jr. Park Improvements; and Carl Barton, Jr. Park Improvements.

**Amount Issued:** \$ 21,390,000

**Amount Outstanding:** \$ 21,390,000

**Paying Agent:** TBD

**Payments:** March 1st (P) & September 1st

#### Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2017-18	4.250	\$ 2,000,000	\$ 816,071	\$ 2,816,071
2018-19	4.250	504,392	813,357	1,317,749
2019-20	4.250	528,642	791,405	1,320,047
2020-21	4.250	552,891	768,422	1,321,314
2021-22	4.250	577,141	744,409	1,321,550
2022-23	4.250	601,391	719,365	1,320,756
2023-24	4.250	625,640	693,291	1,318,931
2024-25	4.250	654,740	666,083	1,320,823
2025-26	4.250	683,839	637,638	1,321,477
2026-27	4.250	708,089	608,059	1,316,148
2027-28	4.250	742,039	577,244	1,319,283
2028-29	4.250	775,988	544,986	1,320,974
2029-30	4.250	809,937	511,285	1,321,223
2030-31	4.250	1,178,532	469,030	1,647,562
2031-32	4.250	1,333,729	415,645	1,749,374
2032-33	4.250	1,387,079	357,827	1,744,906
2033-34	4.250	1,450,128	297,537	1,747,664
2034-35	4.250	1,838,122	227,662	2,065,783
2035-36	4.250	2,066,068	144,698	2,210,766
2036-37	4.250	2,371,613	50,397	2,422,010
<b>Total</b>		<b>\$ 21,390,000</b>	<b>\$ 10,854,409</b>	<b>\$ 32,244,409</b>

# City of Conroe

## General Obligations

### Debt Requirements

**Description:** Certificates of Obligation, Series 2017A-2 (Proposed)  
**Date of Issue:** TBD  
**Purpose:** Construction of the following TIRZ #3 projects: Longmire Road Phase 2B and 3.

**Amount Issued:** \$ 600,000  
**Amount Outstanding:** \$ 600,000  
**Paying Agent:** TBD  
**Payments:** March 1st (P) & September 1st

#### Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2017-18	4.250	\$ -	\$ 24,083	\$ 24,083
2018-19	4.250	15,608	25,168	40,776
2019-20	4.250	16,358	24,489	40,847
2020-21	4.250	17,109	23,778	40,886
2021-22	4.250	17,859	23,035	40,894
2022-23	4.250	18,609	22,260	40,869
2023-24	4.250	19,360	21,453	40,813
2024-25	4.250	20,260	20,611	40,871
2025-26	4.250	21,161	19,731	40,892
2026-27	4.250	21,911	18,816	40,727
2027-28	4.250	22,961	17,862	40,824
2028-29	4.250	24,012	16,864	40,876
2029-30	4.250	25,063	15,821	40,884
2030-31	4.250	36,468	14,514	50,982
2031-32	4.250	41,271	12,862	54,132
2032-33	4.250	42,921	11,073	53,994
2033-34	4.250	44,872	9,207	54,079
2034-35	4.250	56,878	7,045	63,923
2035-36	4.250	63,932	4,477	68,409
2036-37	4.250	73,387	1,559	74,946
<b>Total</b>		<b>\$ 600,000</b>	<b>\$ 334,707</b>	<b>\$ 934,707</b>

# City of Conroe

## General Obligations

### Debt Requirements

**Description:** Certificates of Obligation, Series 2017B-1 (Water and Sewer System Revenue (Proposed) - 2016 Projects)

**Date of Issue:** TBD

**Purpose:** Construction of: Water Line Rehab - Milltown Area & Woodway; Waterline - Thousand Trails; Water Well #23 and Storage Tank; Water Line - Robinwood Subdivision Replacement; Robinwood Water Well Replacement (Catahoula); Plant No. 19 1-Million Gallon Storage Tank and Pump Station; Water Line - 1st Street Replacement; Water Well #14 Ground Storage Tank Replacement; Water Extension MUD #95; Treatment Plant - Construction of New Plant (Phase IV); Treatment Plant - Design & Construction of Existing Plant (Rehab) Phase II; Sewer Line - Thousand Trails; Sewer Line - State Highway 242 and FM 1488; Sewer Line - Plantation Drive Trunk Line; Sewer Line - Live Oak Creek; Sewer Line - White Oak Creek; Sewer Rehab - Grand Central Park; Sewer Extension MUD #95.

**Amount Issued:** \$ 8,385,000

**Amount Outstanding:** \$ 8,385,000

**Paying Agent:** TBD

**Payments:** March 1st (P) & September 1st

Fiscal Year	Interest Rate	Principal and Interest Requirements		
		Principal Requirements	Interest Requirements	Total Requirements
2017-18	4.250	\$ -	\$ 231,636	\$ 231,636
2018-19	4.250	270,000	350,625	620,625
2019-20	4.250	280,000	338,938	618,938
2020-21	4.250	295,000	326,719	621,719
2021-22	4.250	305,000	313,969	618,969
2022-23	4.250	320,000	300,688	620,688
2023-24	4.250	340,000	286,663	626,663
2024-25	4.250	355,000	271,894	626,894
2025-26	4.250	375,000	256,381	631,381
2026-27	4.250	385,000	240,231	625,231
2027-28	4.250	400,000	223,550	623,550
2028-29	4.250	420,000	206,125	626,125
2029-30	4.250	435,000	187,956	622,956
2030-31	4.250	455,000	169,044	624,044
2031-32	4.250	475,000	149,281	624,281
2032-33	4.250	490,000	128,775	618,775
2033-34	4.250	510,000	107,525	617,525
2034-35	4.250	535,000	85,319	620,319
2035-36	4.250	555,000	62,156	617,156
2036-37	4.250	580,000	38,038	618,038
2037-38	4.250	605,000	12,856	617,856
<b>Total</b>		<b>\$ 8,385,000</b>	<b>\$ 4,288,367</b>	<b>\$ 12,673,367</b>

# City of Conroe

## General Obligations

### Debt Requirements

**Description:** Certificates of Obligation, Series 2017B-2 (Water and Sewer System Revenue (Proposed) - 2017 Projects)

**Date of Issue:** TBD

**Purpose:** Construction of: Water Line Rehab - Milltown Area & Woodway; Waterline - Thousand Trails; Water Well #23 and Storage Tank; Robinwood Water Well Replacement (Catahoula); Water Well #14 Ground Storage Tank Replacement; Treatment Plant - Construction of New Plant (Phase IV); Sewer Line - State Highway 242 and FM 1488; Treatment Plant - Outfall Relocation; Sewer Rehab - SH 105/IH-45 Phase 2.

**Amount Issued:** \$ 16,805,000

**Amount Outstanding:** \$ 16,805,000

**Paying Agent:** TBD

**Payments:** March 1st (P) & September 1st

#### Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
2017-18	4.250	\$ -	\$ 464,238	\$ 464,238
2018-19	4.250	545,000	702,631	1,247,631
2019-20	4.250	570,000	678,938	1,248,938
2020-21	4.250	595,000	654,181	1,249,181
2021-22	4.250	620,000	628,363	1,248,363
2022-23	4.250	650,000	601,375	1,251,375
2023-24	4.250	670,000	573,325	1,243,325
2024-25	4.250	700,000	544,213	1,244,213
2025-26	4.250	725,000	513,931	1,238,931
2026-27	4.250	760,000	482,375	1,242,375
2027-28	4.250	795,000	449,331	1,244,331
2028-29	4.250	830,000	414,800	1,244,800
2029-30	4.250	870,000	378,675	1,248,675
2030-31	4.250	905,000	340,956	1,245,956
2031-32	4.250	945,000	301,644	1,246,644
2032-33	4.250	990,000	260,525	1,250,525
2033-34	4.250	1,035,000	217,494	1,252,494
2034-35	4.250	1,075,000	172,656	1,247,656
2035-36	4.250	1,125,000	125,906	1,250,906
2036-37	4.250	1,175,000	77,031	1,252,031
2037-38	4.250	1,225,000	26,031	1,251,031
<b>Total</b>		<b>\$ 16,805,000</b>	<b>\$ 8,608,619</b>	<b>\$ 25,413,619</b>



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# **WATER AND SEWER DEBT SERVICE FUND**

## FY 17-18 Budget Summary

### Water and Sewer Debt Service Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Working Capital:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Water &amp; Sewer Debt Service Revenues:</b>								
Revenues	\$ 7,499,372	\$ 8,657,605	\$ 8,172,578	\$ 8,116,055	\$ -	\$ 8,116,055	\$ (541,550)	-6.3%
<b>Total Revenues</b>	<b>\$ 7,499,372</b>	<b>\$ 8,657,605</b>	<b>\$ 8,172,578</b>	<b>\$ 8,116,055</b>	<b>\$ -</b>	<b>\$ 8,116,055</b>	<b>\$ (541,550)</b>	<b>-6.3%</b>
<b>Total Resources:</b>	<b>\$ 7,499,372</b>	<b>\$ 8,657,605</b>	<b>\$ 8,172,578</b>	<b>\$ 8,116,055</b>	<b>\$ -</b>	<b>\$ 8,116,055</b>	<b>\$ (541,550)</b>	<b>-6.3%</b>
<b>Water &amp; Sewer Debt Service Expenditures:</b>								
W & S Debt	\$ 7,552,372	\$ 8,657,605	\$ 8,172,578	\$ 8,116,055	\$ -	\$ 8,116,055	\$ (541,550)	-6.3%
<b>Total Expenditures</b>	<b>\$ 7,552,372</b>	<b>\$ 8,657,605</b>	<b>\$ 8,172,578</b>	<b>\$ 8,116,055</b>	<b>\$ -</b>	<b>\$ 8,116,055</b>	<b>\$ (541,550)</b>	<b>-6.3%</b>
<b>New Fund Balance:</b>	\$ -	\$ -	\$ -	\$ -		\$ -		

**Breakdown of Transfer In:**

Water & Sewer Oper. Fund	\$ 7,919,003
CIDC General Fund	197,052
<b>Total</b>	<b>\$ 8,116,055</b>



**CITY OF CONROE**  
**FY 2017-2018**  
**0006-0000**

**BUDGET LINE ITEMS**

**FUND: WATER & SEWER DEBT SERVICE**

**DEPARTMENT: REVENUE BOND DEBT SERVICE**

**DIVISION: REVENUES**

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6010 Interest on Investments	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6015 Gains (Losses) on Investmt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>OTHER REVENUES SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6550 Transfer In	\$7,499,372	\$8,657,605	\$8,172,578	\$8,116,055	\$0	\$0	\$8,116,055
<b>TRANSFERS IN SUBTOTAL</b>	<b>\$7,499,372</b>	<b>\$8,657,605</b>	<b>\$8,172,578</b>	<b>\$8,116,055</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,116,055</b>
<b>TOTAL 0006-0000</b>	<b>\$7,499,372</b>	<b>\$8,657,605</b>	<b>\$8,172,578</b>	<b>\$8,116,055</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,116,055</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0006-6000**

**BUDGET LINE ITEMS**

**FUND: WATER & SEWER DEBT SERVICE**

**DEPARTMENT: REVENUE BOND DEBT SERVICE**

**DIVISION: EXPENDITURES**

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
8060 Contract Services	\$10,050	\$10,000	\$20,000	\$10,000	\$0	\$0	\$10,000
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$10,050</b>	<b>\$10,000</b>	<b>\$20,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>
8520 Transfer Out	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TRANSFERS SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
9600 Principal	\$3,640,000	\$4,240,000	\$4,240,000	\$4,375,000	\$0	\$0	\$4,375,000
9610 Interest	\$3,890,755	\$4,360,105	\$3,816,578	\$3,683,555	\$0	\$0	\$3,683,555
9615 Fees	\$9,000	\$8,000	\$16,000	\$8,000	\$0	\$0	\$8,000
9616 Bond Issue Expense	\$2,567	\$39,500	\$80,000	\$39,500	\$0	\$0	\$39,500
9660 Principal-Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>DEBT SERVICE SUBTOTAL</b>	<b>\$7,542,322</b>	<b>\$8,647,605</b>	<b>\$8,152,578</b>	<b>\$8,106,055</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,106,055</b>
<b>TOTAL 0006-6000</b>	<b>\$7,552,372</b>	<b>\$8,657,605</b>	<b>\$8,172,578</b>	<b>\$8,116,055</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,116,055</b>

# City of Conroe

## Schedule of Requirements

### All Water & Sewer Revenue Bonds

<b>Fiscal Year</b>		<b>Bonds Outstanding</b>	<b>Principal Requirements</b>	<b>Interest Requirements</b>	<b>Total Requirements</b>
2017-18	\$	93,200,000	\$ 4,375,000	\$ 3,683,555	\$ 8,058,555
2018-19		88,825,000	4,515,000	3,536,585	8,051,585
2019-20		84,310,000	4,680,000	3,381,596	8,061,596
2020-21		79,630,000	4,850,000	3,211,901	8,061,901
2021-22		74,780,000	5,030,000	3,021,495	8,051,495
2022-23		69,750,000	5,250,000	2,803,266	8,053,266
2023-24		64,500,000	5,500,000	2,558,464	8,058,464
2024-25		59,000,000	5,745,000	2,310,505	8,055,505
2025-26		53,255,000	5,995,000	2,066,674	8,061,674
2026-27		47,260,000	6,235,000	1,818,380	8,053,380
2027-28		41,025,000	6,485,000	1,566,821	8,051,821
2028-29		34,540,000	6,745,000	1,311,134	8,056,134
2029-30		27,795,000	7,020,000	1,043,538	8,063,538
2030-31		20,775,000	7,305,000	752,028	8,057,028
2031-32		13,470,000	3,920,000	517,663	4,437,663
2032-33		9,550,000	3,705,000	363,578	4,068,578
2033-34		5,845,000	2,590,000	225,719	2,815,719
2034-35		3,255,000	2,225,000	107,125	2,332,125
2035-36		1,030,000	1,030,000	25,750	1,055,750
<b>TOTAL</b>			<b>\$ 93,200,000</b>	<b>\$ 34,305,775</b>	<b>\$ 127,505,775</b>

# 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:** \$ 7,925,000  
**Paying Agent:** JP Morgan Chase Bank  
**Payments:** November 15th (P) & May 15th

## Principal and Interest Requirements

<b>Fiscal Year</b>	<b>Interest Rate</b>	<b>Principal Requirements</b>	<b>Interest Requirements</b>	<b>Total Requirements</b>
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
<b>Total</b>		<b>\$ 7,925,000</b>	<b>\$ 2,919,681</b>	<b>\$ 10,844,681</b>

# City of Conroe Revenue Bond Debt Requirements

**Description:** Series 2007 Water and Sewer System Revenue Bonds  
**Date of Issue:** September 1, 2008  
**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** \$ 4,170,000  
**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
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
<b>Total</b>		<b>\$ 4,170,000</b>	<b>\$ 1,581,080</b>	<b>\$ 5,751,080</b>

# 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:** \$ 8,185,000  
**Paying Agent:** Bank of New York  
**Payments:** November 15th (P) & May 15th

## Principal and Interest Requirements

Fiscal Year	Interest Rate	Principal Requirements	Interest Requirements	Total Requirements
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
<b>Total</b>		<b>\$ 8,185,000</b>	<b>\$ 2,971,328</b>	<b>\$ 11,156,328</b>

# 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:** \$ 5,475,000  
**Paying Agent:** Bank of New York  
**Payments:** November 15th (P) & May 15th

## Principal and Interest Requirements

<b>Fiscal Year</b>	<b>Interest Rate</b>	<b>Principal Requirements</b>	<b>Interest Requirements</b>	<b>Total Requirements</b>
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
<b>Total</b>		<b>\$ 5,475,000</b>	<b>\$ 1,739,654</b>	<b>\$ 7,214,654</b>

# 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:** \$ 11,965,000  
**Paying Agent:** Bank of New York  
**Payments:** November 15th (P) & May 15th

## Principal and Interest Requirements

<b>Fiscal Year</b>	<b>Interest Rate</b>	<b>Principal Requirements</b>	<b>Interest Requirements</b>	<b>Total Requirements</b>
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
<b>Total</b>		<b>\$ 11,965,000</b>	<b>\$ 3,548,925</b>	<b>\$ 15,513,925</b>



# 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:** \$ 5,160,000  
**Amount Outstanding:** \$ 4,140,000  
**Paying Agent:** Bank of New York  
**Payments:** November 15th (P) & May 15th

## Principal and Interest Requirements

<b>Fiscal Year</b>	<b>Interest Rate</b>	<b>Principal Requirements</b>	<b>Interest Requirements</b>	<b>Total Requirements</b>
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
<b>Total</b>		<b>\$ 4,140,000</b>	<b>\$ 1,322,788</b>	<b>\$ 5,462,788</b>

# 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:** \$ 15,525,000  
**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
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
<b>Total</b>		<b>\$ 15,525,000</b>	<b>\$ 4,770,838</b>	<b>\$ 20,295,838</b>

# City of Conroe Revenue Bond Debt Requirements

**Description:** Series 2013 Water and Sewer System Revenue Bonds  
**Date of Issue:** September 26, 2013  
**Purpose:** Construction of 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; WWTP-Existing Plant Rehab Phase 2.

**Amount Issued:** \$ 6,790,000  
**Amount Outstanding:** \$ 6,010,000  
**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
2017-18	2.000	\$ 270,000	\$ 213,619	\$ 483,619
2018-19	2.000	275,000	208,169	483,169
2019-20	2.500	285,000	202,569	487,569
2020-21	3.000	290,000	196,094	486,094
2021-22	3.000	295,000	188,044	483,044
2022-23	4.000	305,000	179,044	484,044
2023-24	4.000	315,000	168,169	483,169
2024-25	4.000	330,000	155,269	485,269
2025-26	4.000	345,000	141,769	486,769
2026-27	4.000	355,000	127,769	482,769
2027-28	4.000	370,000	113,269	483,269
2028-29	4.000	385,000	98,169	483,169
2029-30	4.000	405,000	82,369	487,369
2030-31	4.000	420,000	65,869	485,869
2031-32	4.125	435,000	48,497	483,497
2032-33	4.250	455,000	29,856	484,856
2033-34	4.250	475,000	10,094	485,094
<b>Total</b>		<b>\$ 6,010,000</b>	<b>\$ 2,228,635</b>	<b>\$ 8,238,635</b>

# City of Conroe Revenue Bond Debt Requirements

**Description:** Series 2014 Water and Sewer System Revenue Bonds  
**Date of Issue:** August 28, 2014  
**Purpose:** Construction of: Water Plant - Panorama/Shenandoah Catahoula Well & Water Well No. 23 & Storage Tank; Water & Sewer Line - Anderson Crossing Road - Phase 1; Water & Sewer Line - MUD #95 (SH242) Water Extension; Water & Sewer Line - 3083 Property Inc. DPA (Fuel Maxx); Water Line - FM 1488 Phase 1 & Stewart's Forest; Treatment Plant – Existing Plant Rehab (Phase II) & Construction of New Plant (Phase IV); SSOI Program; Sewer Line - Live Oak Creek (SSOI), White Oak Creek (SSOI), & LaSalle to League Line; Sewer Lift Station - Teaswood Lift Station Removal.

**Amount Issued:** \$ 17,130,000  
**Amount Outstanding:** \$ 15,900,000  
**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
2017-18	2.000	\$ 635,000	\$ 643,375	\$ 1,278,375
2018-19	2.000	645,000	630,575	1,275,575
2019-20	2.000	660,000	617,525	1,277,525
2020-21	4.000	680,000	597,325	1,277,325
2021-22	4.000	705,000	569,625	1,274,625
2022-23	5.000	740,000	537,025	1,277,025
2023-24	5.000	780,000	499,025	1,279,025
2024-25	5.000	815,000	459,150	1,274,150
2025-26	4.000	855,000	421,675	1,276,675
2026-27	4.000	890,000	386,775	1,276,775
2027-28	3.000	920,000	355,175	1,275,175
2028-29	3.000	950,000	327,125	1,277,125
2029-30	3.125	980,000	297,563	1,277,563
2030-31	5.000	1,020,000	256,750	1,276,750
2031-32	5.000	1,070,000	204,500	1,274,500
2032-33	5.000	1,125,000	149,625	1,274,625
2033-34	5.000	1,185,000	91,875	1,276,875
2034-35	5.000	1,245,000	31,125	1,276,125
<b>Total</b>		<b>\$ 15,900,000</b>	<b>\$ 7,075,813</b>	<b>\$ 22,975,813</b>

# City of Conroe

## Revenue Bond

### Debt Requirements

**Description:** Series 2015 Water and Sewer System Revenue Bonds

**Date of Issue:** August 27, 2015

**Purpose:** Construction of: Water Line MUD #95 Water Extension; Water Plant Water Well #23 & Storage Tank; Water Plant Panorama/Shenandoah Catahoula Water Well; Water Line Thousand Trails Resort; Water Line Robinwood Subdivision Replacement; Water Line Rehab Milltown Area; Water Line Rehab 3rd Street, 1st Street, Montrose, Halo, Reaves Street; Treatment Plant Existing Plant Rehab Phase II; SSOI Program; Sewer Line MUD #95 Sanitary Sewer; Treatment Plant Construction of New Plant Phase IV; Sewer Line SH 242 and FM 1488; Sewer Line Plantation Dr Trunk Line; and Sewer Rehab SH 105/IH-45 Phase 2.

**Amount Issued:** \$ 14,400,000

**Amount Outstanding:** \$ 13,905,000

**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
2017-18	4.000	\$ 510,000	\$ 547,369	\$ 1,057,369
2018-19	3.000	525,000	529,219	1,054,219
2019-20	4.000	545,000	510,544	1,055,544
2020-21	3.500	565,000	491,069	1,056,069
2021-22	5.000	585,000	469,531	1,054,531
2022-23	5.000	610,000	444,044	1,054,044
2023-24	5.000	645,000	412,669	1,057,669
2024-25	3.000	675,000	379,669	1,054,669
2025-26	3.000	705,000	352,219	1,057,219
2026-27	3.000	725,000	330,769	1,055,769
2027-28	3.000	745,000	308,719	1,053,719
2028-29	3.125	770,000	285,994	1,055,994
2029-30	4.000	795,000	262,022	1,057,022
2030-31	4.000	820,000	233,200	1,053,200
2031-32	4.000	855,000	199,700	1,054,700
2032-33	5.000	890,000	164,800	1,054,800
2033-34	5.000	930,000	123,750	1,053,750
2034-35	5.000	980,000	76,000	1,056,000
2035-36	5.000	1,030,000	25,750	1,055,750
<b>Total</b>		<b>\$ 13,905,000</b>	<b>\$ 6,147,035</b>	<b>\$ 20,052,035</b>



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

# FY 17-18 Budget Summary

## Conroe Industrial Development Corporation

### Debt Service Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -							
Beginning Fund Balance:	\$	-	\$	-	\$	-	\$	-	N/A						
CIDC Debt Service Revenues:															
Revenues	\$	17,665,570	\$	2,520,816	\$	2,520,816	\$	3,389,901	\$	-	\$	3,389,901	\$	869,085	34.5%
Total Revenues	\$	17,665,570	\$	2,520,816	\$	2,520,816	\$	3,389,901	\$	-	\$	3,389,901	\$	869,085	34.5%
Total Resources:	\$	-	\$	2,520,816	\$	2,520,816	\$	3,389,901	\$	-	\$	3,389,901	\$	869,085	34.5%
CIDC Debt Service Expenditures:															
CIDC Debt	\$	18,052,735	\$	2,520,816	\$	2,520,816	\$	3,389,901	\$	-	\$	3,389,901	\$	869,085	34.5%
Total Expenditures	\$	18,052,735	\$	2,520,816	\$	2,520,816	\$	3,389,901	\$	-	\$	3,389,901	\$	869,085	34.5%
New Fund Balance:	\$	-	\$	-	\$	-	\$	-							

**Breakdown of Transfer In:**

CIDC Rev. Clearing Fund	\$ 3,389,901
<b>Total</b>	<b>\$ 3,389,901</b>



**CITY OF CONROE**  
**FY 2017-2018**  
**0009-0001**

**BUDGET LINE ITEMS**

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

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6113 Other Sources - Bond Premium	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>REVENUES SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6010 Interest on Investments	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6112 Other Fin - Proceeds of Ref Bond	\$13,815,000	\$0	\$0	\$0	\$0	\$0	\$0
<b>OTHER REVENUES SUBTOTAL</b>	<b>\$13,815,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6550 Transfer In	\$3,850,570	\$2,520,816	\$2,520,816	\$3,389,901	\$0	\$0	\$3,389,901
<b>TRANSFERS IN SUBTOTAL</b>	<b>\$3,850,570</b>	<b>\$2,520,816</b>	<b>\$2,520,816</b>	<b>\$3,389,901</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,389,901</b>
<b>TOTAL 0009-0001</b>	<b>\$17,665,570</b>	<b>\$2,520,816</b>	<b>\$2,520,816</b>	<b>\$3,389,901</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,389,901</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0009-9200**

**BUDGET LINE ITEMS**

FUND: CIDC DEBT SERVICE

DEPARTMENT: CIDC DEBT SERVICE

DIVISION: EXPENDITURES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
8060 Contract Services	\$1,350	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$1,350</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
8520 Transfer Out	\$1,816,132	\$0	\$0	\$0	\$0	\$0	\$0
<b>TRANSFERS SUBTOTAL</b>	<b>\$1,816,132</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
9600 Principal	\$835,000	\$1,240,000	\$1,240,000	\$2,145,000	\$0	\$0	\$2,145,000
9610 Interest	\$1,199,438	\$1,250,816	\$1,250,816	\$1,214,001	\$0	\$0	\$1,214,001
9615 Fees	\$5,600	\$30,000	\$30,000	\$30,900	\$0	\$0	\$30,900
9616 Bond Issue Expense	\$14,782	\$0	\$0	\$0	\$0	\$0	\$0
9621 Other Fin - Pmt Ref Bd Escrow	\$14,180,433	\$0	\$0	\$0	\$0	\$0	\$0
<b>DEBT SERVICE SUBTOTAL</b>	<b>\$16,235,253</b>	<b>\$2,520,816</b>	<b>\$2,520,816</b>	<b>\$3,389,901</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,389,901</b>
<b>TOTAL 0009-9200</b>	<b>\$18,052,735</b>	<b>\$2,520,816</b>	<b>\$2,520,816</b>	<b>\$3,389,901</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,389,901</b>

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

<b>Fiscal Year</b>		<b>Bonds Outstanding</b>		<b>Principal</b>		<b>Interest</b>		<b>Total</b>
2017-18	\$	34,890,000	\$	2,145,000	\$	1,214,001	\$	3,359,001
2018-19		32,745,000		2,220,000		1,137,771		3,357,771
2019-20		30,525,000		2,310,000		1,045,566		3,355,566
2020-21		28,215,000		2,410,000		949,386		3,359,386
2021-22		25,805,000		2,505,000		848,836		3,353,836
2022-23		23,300,000		2,610,000		747,661		3,357,661
2023-24		20,690,000		2,700,000		654,261		3,354,261
2024-25		17,990,000		2,800,000		557,591		3,357,591
2025-26		15,190,000		2,895,000		457,306		3,352,306
2026-27		12,295,000		2,985,000		371,546		3,356,546
2027-28		9,310,000		3,075,000		283,121		3,358,121
2028-29		6,235,000		2,095,000		192,031		2,287,031
2029-30		4,140,000		2,160,000		129,173		2,289,173
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
<b>TOTAL</b>			<b>\$</b>	<b>34,890,000</b>	<b>\$</b>	<b>8,685,265</b>	<b>\$</b>	<b>43,575,265</b>

# 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:** \$ 12,275,000

**Paying Agent:** Bank of New York

**Payments:** March 1st & September 1st (P)

#### Principal and Interest Requirements

<b>Fiscal Year</b>	<b>Interest Rate</b>	<b>Principal Requirements</b>	<b>Interest Requirements</b>	<b>Total Requirements</b>
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
<b>Total</b>		<b>\$ 12,275,000</b>	<b>\$ 3,659,900</b>	<b>\$ 15,934,900</b>

# 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:** \$ 9,185,000

**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
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
	<b>Total</b>	<b>\$ 9,185,000</b>	<b>\$ 2,153,350</b>	<b>\$ 11,338,350</b>

# City of Conroe

## Conroe Industrial Development Corporation

### Sales Tax Bonds Debt Requirements

**Description:** Sales Tax Refunding Bonds, Series 2016  
(Taxable)

**Date of Issue:** June 14, 2016

**Purpose:** Refund the 2011 Sales Tax Revenue Bonds, which were used for development of an industrial park & technology park important to the economic growth and development of the City and its residents.

**Amount Issued:** \$ 13,815,000

**Amount Outstanding:** \$ 13,430,000

**Paying Agent:** Bank of Texas

**Payments:** March 1st & September 1st (P)

#### Principal and Interest Requirements

<b>Fiscal Year</b>	<b>Interest Rate</b>	<b>Principal Requirements</b>	<b>Interest Requirements</b>	<b>Total Requirements</b>
2017-18	2.900	\$ 870,000	\$ 389,470	\$ 1,259,470
2018-19	2.900	895,000	364,240	1,259,240
2019-20	2.900	920,000	338,285	1,258,285
2020-21	2.900	950,000	311,605	1,261,605
2021-22	2.900	975,000	284,055	1,259,055
2022-23	2.900	1,000,000	255,780	1,255,780
2023-24	2.900	1,030,000	226,780	1,256,780
2024-25	2.900	1,065,000	196,910	1,261,910
2025-26	2.900	1,090,000	166,025	1,256,025
2026-27	2.900	1,125,000	134,415	1,259,415
2027-28	2.900	1,160,000	101,790	1,261,790
2028-29	2.900	1,160,000	68,150	1,228,150
2029-30	2.900	1,190,000	34,510	1,224,510
<b>Total</b>		<b>\$ 13,430,000</b>	<b>\$ 2,872,015</b>	<b>\$ 16,302,015</b>

# **VEHICLE AND EQUIPMENT REPLACEMENT FUND**

## FY 17-18 Budget Summary

### Vehicle and Equipment Replacement Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Fund Balance:</b>		<b>\$ 4,031,972</b>	<b>\$ 4,031,972</b>	<b>\$ 3,932,877</b>	<b>\$ -</b>	<b>\$ 3,932,877</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Vehicle and Equipment Replacement Fund Revenues:</b>								
Revenues	\$ 1,293,469	\$ 1,203,402	\$ 1,489,389	\$ 227,780	\$ -	\$ 227,780	\$ (975,622)	-81.1%
<b>Total Revenues</b>	<b>\$ 1,293,469</b>	<b>\$ 1,203,402</b>	<b>\$ 1,489,389</b>	<b>\$ 227,780</b>	<b>\$ -</b>	<b>\$ 227,780</b>	<b>\$ (975,622)</b>	<b>-81.1%</b>
<b>Total Resources:</b>	<b>\$ 1,293,469</b>	<b>\$ 5,235,374</b>	<b>\$ 5,521,361</b>	<b>\$ 4,160,657</b>	<b>\$ -</b>	<b>\$ 4,160,657</b>	<b>\$ (975,622)</b>	<b>-18.6%</b>
<b>Vehicle and Equipment Replacement Fund Expenditures:</b>								
Vehicles	\$ 1,679,731	\$ 1,712,578	\$ 1,588,484	\$ 886,961	\$ -	\$ 886,961	\$ (825,617)	-48.2%
<b>Total Expenditures</b>	<b>\$ 1,679,731</b>	<b>\$ 1,712,578</b>	<b>\$ 1,588,484</b>	<b>\$ 886,961</b>	<b>\$ -</b>	<b>\$ 886,961</b>	<b>\$ (825,617)</b>	<b>-48.2%</b>
<b>New Fund Balance:</b>		<b>\$ 3,522,796</b>	<b>\$ 3,932,877</b>	<b>\$ 3,273,696</b>		<b>\$ 3,273,696</b>		
<b>Breakdown of Transfer In:</b>								
General Fund				\$ -				
General Fund - Fire Dept				-				
General Fund - PD Leases				185,700				
General Fund - Transportation				20,924				
Tower Fund				2,253				
Fleet Services Fund				8,638				
<b>Total</b>				<b>\$ 217,515</b>				



**CITY OF CONROE**  
**FY 2017-2018**  
**0003-0000**

**BUDGET LINE ITEMS**

**FUND: VEHICLE & EQUIPMENT REPLACEMENT**

**DEPARTMENT: VEHICLE & EQUIPMENT REPLACEMENT**

**DIVISION: REVENUES**

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6010 Interest on Investments	\$14,474	\$4,174	\$27,823	\$10,265	\$0	\$0	\$10,265
6015 Gains (Losses) on Investmt	\$5,334	\$0	\$0	\$0	\$0	\$0	\$0
6036 Sales of Cap. Assets	\$236,867	\$18,013	\$254,020	\$0	\$0	\$0	\$0
6060 Unanticipated Revenues	\$19,175	\$0	\$7,197	\$0	\$0	\$0	\$0
6530 Other Non-Operating Income	\$56,728	\$0	\$19,134	\$0	\$0	\$0	\$0
<b>OTHER REVENUES SUBTOTAL</b>	<b>\$332,578</b>	<b>\$22,187</b>	<b>\$308,174</b>	<b>\$10,265</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,265</b>
6200 Proceeds of Capital Leases	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>INTERGOVERNMENTAL REVENUE SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6550 Transfer In	\$960,891	\$1,181,215	\$1,181,215	\$217,515	\$0	\$0	\$217,515
<b>TRANSFERS IN SUBTOTAL</b>	<b>\$960,891</b>	<b>\$1,181,215</b>	<b>\$1,181,215</b>	<b>\$217,515</b>	<b>\$0</b>	<b>\$0</b>	<b>\$217,515</b>
<b>TOTAL 0003-0000</b>	<b>\$1,293,469</b>	<b>\$1,203,402</b>	<b>\$1,489,389</b>	<b>\$227,780</b>	<b>\$0</b>	<b>\$0</b>	<b>\$227,780</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0003-3010**

**BUDGET LINE ITEMS**

FUND: VEHICLE & EQUIPMENT REPLACEMENT		DEPARTMENT: VEHICLE & EQUIPMENT REPLACEMENT			DIVISION: VERF EXPENDITURES		
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7170 Vehicle Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$11,267	\$0	\$9,240	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES SUBTOTAL	\$11,267	\$0	\$9,240	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$168,375	\$179,400	\$212,752	\$185,700	\$0	\$0	\$185,700
8060 Contract Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SUBTOTAL	\$168,375	\$179,400	\$212,752	\$185,700	\$0	\$0	\$185,700
9030 Improvements >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$86,000	\$0	\$0	\$86,000
9060 Vehicles >\$5,000	\$1,500,089	\$1,533,178	\$1,366,492	\$615,261	\$0	\$0	\$615,261
CAPITAL OUTLAY SUBTOTAL	\$1,500,089	\$1,533,178	\$1,366,492	\$701,261	\$0	\$0	\$701,261
8520 Transfer Out	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRANSFERS SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL 0003-3010	\$1,679,731	\$1,712,578	\$1,588,484	\$886,961	\$0	\$0	\$886,961

**FY 17-18 Supplemental Requests  
Vehicle Equipment Replacement Fund**

<u>Department/Division</u>	<u>Replacing Unit</u>	<u>Supplemental Request Title</u>	Total Requested	Approved VERF	<u>Type</u>	<u>Notes</u>
			<u>Amount</u>	<u>Funding</u>		
0001-1203 Police Patrol	TBD	Chevrolet Caprice	\$ 27,510	\$ 27,510	Vehicle Equipment Replacement Fund	Like for like replacement
0001-1203 Police Patrol	TBD	Chevrolet Caprice	27,510	27,510	Vehicle Equipment Replacement Fund	Like for like replacement
0001-1203 Police Patrol	TBD	Chevrolet Caprice	27,510	27,510	Vehicle Equipment Replacement Fund	Like for like replacement
0001-1203 Police Patrol	TBD	Chevrolet Tahoe	35,250	27,510	Vehicle Equipment Replacement Fund	Upgrade cost approved
0001-1203 Police Patrol	TBD	Chevrolet Tahoe	35,250	27,510	Vehicle Equipment Replacement Fund	Upgrade cost approved
0001-1203 Police Patrol	TBD	Chevrolet Tahoe	35,250	27,510	Vehicle Equipment Replacement Fund	Upgrade cost approved
0001-1203 Police Patrol	TBD	Chevrolet Tahoe	35,250	27,510	Vehicle Equipment Replacement Fund	Upgrade cost approved
0001-1203 Police Patrol	TBD	Chevrolet Tahoe	35,250	27,510	Vehicle Equipment Replacement Fund	Upgrade cost approved
0001-1203 Police Patrol	TBD	Chevrolet Tahoe	35,250	27,510	Vehicle Equipment Replacement Fund	Upgrade cost approved
0001-1203 Police Patrol	TBD	Chevrolet Tahoe	35,250	27,510	Vehicle Equipment Replacement Fund	Upgrade cost approved
0001-1203 Police Patrol	TBD	Chevrolet Tahoe	35,250	27,510	Vehicle Equipment Replacement Fund	Upgrade cost approved
<b>0001-1203 Police Patrol Total</b>			<b>\$ 399,780</b>	<b>\$ 330,120</b>		
0001-1204 Police Investigation Services		Lease Vehicle Contract Increase	6,300	6,300	Vehicle Equipment Replacement Fund	
<b>0001-1204 Police Investigation Services Total</b>			<b>\$ 6,300</b>	<b>\$ 6,300</b>		
0001-1450 Park Operations	E0805	Pressure Washer	-	-	Vehicle Equipment Replacement Fund	Not approved for funding
<b>0001-1450 Park Operations Total</b>			<b>-</b>	<b>-</b>		
0001-1500 Community Development	0508	F-150, ½ ton extended cab	28,000	28,000	Vehicle Equipment Replacement Fund	Like for like replacement
<b>0001-1500 Community Development Total</b>			<b>\$ 28,000</b>	<b>\$ 28,000</b>		
0001-1530 Drainage Maintenance	0629	F-450 Crew Truck	52,500	52,500	Vehicle Equipment Replacement Fund	Like for like replacement
0001-1530 Drainage Maintenance	0945	F-250 Pickup Truck	31,000	31,000	Vehicle Equipment Replacement Fund	Like for like replacement
<b>0001-1530 Drainage Maintenance Total</b>			<b>\$ 83,500</b>	<b>\$ 83,500</b>		
0001-1540 Streets	0834	F-750 Ford Dump Truck	76,000	76,000	Vehicle Equipment Replacement Fund	Like for like replacement
0001-1540 Streets	0833	F-750 Ford Dump Truck	76,000	76,000	Vehicle Equipment Replacement Fund	Like for like replacement
0001-1540 Streets	0721	F-450 Crew Truck	-	-	Vehicle Equipment Replacement Fund	Not approved for funding
0001-1540 Streets	E0720	Boom Mower	176,000	86,000	Vehicle Equipment Replacement Fund	Upgrade cost not approved
<b>0001-1540 Streets Total</b>			<b>\$ 328,000</b>	<b>\$ 238,000</b>		
0003-3000 OJJCC	0625	F-350 Van	21,641	21,641	Vehicle Equipment Replacement Fund	Like for like replacement
<b>0003-3000 OJJCC Total</b>			<b>\$ 21,641</b>	<b>\$ 21,641</b>		
<b>Grand Total</b>			<b>\$ 867,221</b>	<b>\$ 707,561</b>		



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

# FY 17-18 Budget Summary

## Water and Sewer

### Vehicle and Equipment Replacement Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Working Capital:</b>	<b>\$ 1,242,201</b>	<b>\$ 1,242,201</b>	<b>\$ 1,272,496</b>	<b>\$ -</b>	<b>\$ 1,272,496</b>	<b>\$ -</b>	<b>0.0%</b>	
<b>Water &amp; Sewer VERF Revenues:</b>								
Revenues	\$ 323,468	\$ 301,717	\$ 348,102	\$ 345,605	\$ -	\$ 345,605	\$ 43,888	14.5%
<b>Total Revenues</b>	<b>\$ 323,468</b>	<b>\$ 301,717</b>	<b>\$ 348,102</b>	<b>\$ 345,605</b>	<b>\$ -</b>	<b>\$ 345,605</b>	<b>\$ 43,888</b>	<b>14.5%</b>
<b>Total Resources:</b>	<b>\$ 323,468</b>	<b>\$ 1,543,918</b>	<b>\$ 1,590,303</b>	<b>\$ 1,618,101</b>	<b>\$ -</b>	<b>\$ 1,618,101</b>	<b>\$ 43,888</b>	<b>2.8%</b>
<b>Water &amp; Sewer VERF Expenditures:</b>								
Vehicles	\$ 626,934	\$ 327,375	\$ 317,807	\$ 158,805	\$ -	\$ 158,805	\$ (168,570)	-51.5%
<b>Total Expenditures</b>	<b>\$ 626,934</b>	<b>\$ 327,375</b>	<b>\$ 317,807</b>	<b>\$ 158,805</b>	<b>\$ -</b>	<b>\$ 158,805</b>	<b>\$ (168,570)</b>	<b>-51.5%</b>
<b>New Fund Balance:</b>	<b>\$ 1,216,543</b>	<b>\$ 1,272,496</b>	<b>\$ 1,459,296</b>			<b>\$ 1,459,296</b>		

**Breakdown of Transfer In:**

W&S Operating Fund	\$ 341,554
<b>Total</b>	<b>\$ 341,554</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0045-0000**

**BUDGET LINE ITEMS**

**FUND: WATER & SEWER VEHICLE & EQUIPMENT REPLACEMENT**

**DEPARTMENT: WATER & SEWER VEHICLE & EQUIPMENT REPLACEMENT**  
**REVENUES**

**DIVISION:**

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6010 Interest	\$3,866	\$3,210	\$5,099	\$4,051	\$0	\$0	\$4,051
6015 Gains (Losses) on Investmt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6036 Sales of Cap. Assets	(\$20,949)	\$0	\$37,796	\$0	\$0	\$0	\$0
6060 Unanticipated Revenues	\$5,125	\$0	\$1,457	\$0	\$0	\$0	\$0
6530 Other Non-Operating Income	\$7,468	\$0	\$5,243	\$0	\$0	\$0	\$0
<b>OTHER REVENUES SUBTOTAL</b>	<b>(\$4,490)</b>	<b>\$3,210</b>	<b>\$49,595</b>	<b>\$4,051</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,051</b>
6550 Transfer In	\$327,958	\$298,507	\$298,507	\$341,554	\$0	\$0	\$341,554
<b>TRANSFERS IN SUBTOTAL</b>	<b>\$327,958</b>	<b>\$298,507</b>	<b>\$298,507</b>	<b>\$341,554</b>	<b>\$0</b>	<b>\$0</b>	<b>\$341,554</b>
<b>TOTAL 0045-0000</b>	<b>\$323,468</b>	<b>\$301,717</b>	<b>\$348,102</b>	<b>\$345,605</b>	<b>\$0</b>	<b>\$0</b>	<b>\$345,605</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0045-4500**

**BUDGET LINE ITEMS**

**FUND: WATER & SEWER VEHICLE & EQUIPMENT REPLACEMENT**

**DEPARTMENT: WATER & SEWER VEHICLE & EQUIPMENT REPLACEMENT**  
**W&S VERF EXPENDITURES**

**DIVISION:**

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7254 Machinery & Equipment <\$5,000	\$4,417	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$4,417</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
8060 Contract Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$134,805	\$0	\$0	\$134,805
9060 Vehicles >\$5,000	\$622,517	\$327,375	\$317,807	\$24,000	\$0	\$0	\$24,000
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$622,517</b>	<b>\$327,375</b>	<b>\$317,807</b>	<b>\$158,805</b>	<b>\$0</b>	<b>\$0</b>	<b>\$158,805</b>
<b>TOTAL 0045-4500</b>	<b>\$626,934</b>	<b>\$327,375</b>	<b>\$317,807</b>	<b>\$158,805</b>	<b>\$0</b>	<b>\$0</b>	<b>\$158,805</b>



**FY 17-18 Supplemental Requests  
Water and Sewer Vehicle Equipment Replacement Fund**

<u>Contributing Department/Division</u>	<u>Replacing Unit</u>	<u>Supplemental Request Title</u>	<u>Total Requested Amount</u>	<u>Approved VERF Funding</u>	<u>Type</u>	<u>Notes</u>
0002-2820 Water	0317	F-550	\$ -	\$ -	Vehicle Equipment Replacement Fund	Not approved for funding
0002-2820 Water	E0236	6" Trash Pump	42,000	42,000	Vehicle Equipment Replacement Fund	Like for like replacement
0002-2820 Water	T0319	Easy Loader 12 Ton Trailer	16,625	10,000	Vehicle Equipment Replacement Fund	Upgrade cost not approved
<b>0002-2820 Water Total</b>			<b>\$ 58,625</b>	<b>\$ 52,000</b>		
0002-2881 Wastewater Treatment Plant	0905	F-150 Pickup Truck	24,000	24,000	Vehicle Equipment Replacement Fund	Like for like replacement
0002-2881 Wastewater Treatment Plant	0546	Dump Truck, 12 yard, roll-off	175,000	-	Vehicle Equipment Replacement Fund	Approved to purchase in FY16-17
<b>0002-2881 Wastewater Treatment Plant Total</b>			<b>\$ 199,000</b>	<b>\$ 24,000</b>		
0002-2882 Sewer	E0734	Prairie Dog Boring Machine	14,500	14,500	Vehicle Equipment Replacement Fund	Like for like replacement
0002-2882 Sewer	E1024 or E1025	Backhoe	68,305	68,305	Vehicle Equipment Replacement Fund	Like for like replacement
<b>0002-2882 Sewer Total</b>			<b>\$ 82,805</b>	<b>\$ 82,805</b>		
<b>Grand Total</b>			<b>\$ 340,430</b>	<b>\$ 158,805</b>		



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

# FY 17-18 Budget Summary

## Conroe Industrial Development Corporation

### Revenue Clearing Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Fund Balance:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>CIDC Revenue Clearing Revenues:</b>								
Revenues	\$ 10,426,666	\$ 10,505,062	\$ 10,435,682	\$ 10,644,396	\$ -	\$ 10,644,396	\$ 139,334	1.3%
<b>Total Revenues</b>	<b>\$ 10,426,666</b>	<b>\$ 10,505,062</b>	<b>\$ 10,435,682</b>	<b>\$ 10,644,396</b>	<b>\$ -</b>	<b>\$ 10,644,396</b>	<b>\$ 139,334</b>	<b>1.3%</b>
<b>Total Resources:</b>	<b>\$ 10,505,062</b>	<b>\$ 10,435,682</b>	<b>\$ 10,644,396</b>	<b>\$ -</b>	<b>\$ 10,644,396</b>	<b>\$ 139,334</b>	<b>1.3%</b>	
<b>CIDC Revenue Clearing Expenditures:</b>								
Revenue Clearing	\$ 10,370,258	\$ 10,505,062	\$ 10,435,682	\$ 10,644,396	\$ -	\$ 10,644,396	\$ 139,334	1.3%
<b>Total Expenditures</b>	<b>\$ 10,370,258</b>	<b>\$ 10,505,062</b>	<b>\$ 10,435,682</b>	<b>\$ 10,644,396</b>	<b>\$ -</b>	<b>\$ 10,644,396</b>	<b>\$ 139,334</b>	<b>1.3%</b>
<b>New Fund Balance:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Breakdown of Transfer Out:</b>								
				\$ 3,389,901				
				7,254,495				
<b>Total</b>				<b>\$ 10,644,396</b>				

**CITY OF CONROE**  
**FY 2017-2018**  
**0009-0002**

**BUDGET LINE ITEMS**

FUND: CIDC REVENUE CLEARING      DEPARTMENT: CIDC REVENUE CLEARING      DIVISION: REVENUES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
4040 Sales Tax	\$10,426,666	\$10,505,062	\$10,435,682	\$10,644,396	\$0	\$0	\$10,644,396
<b>SALES TAX COLLECTIONS</b>	<b>\$10,426,666</b>	<b>\$10,505,062</b>	<b>\$10,435,682</b>	<b>\$10,644,396</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,644,396</b>
<b>SUBTOTAL</b>							
<b>TOTAL 0009-0002</b>	<b>\$10,426,666</b>	<b>\$10,505,062</b>	<b>\$10,435,682</b>	<b>\$10,644,396</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,644,396</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0009-9400**

**BUDGET LINE ITEMS**

FUND: CIDC REVENUE CLEARING

DEPARTMENT: CIDC REVENUE CLEARING

DIVISION: EXPENDITURES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
8520 Transfer Out	\$10,370,258	\$10,505,062	\$10,435,682	\$10,644,396	\$0	\$0	\$10,644,396
<b>TRANSFERS SUBTOTAL</b>	<b>\$10,370,258</b>	<b>\$10,505,062</b>	<b>\$10,435,682</b>	<b>\$10,644,396</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,644,396</b>
<b>TOTAL 0009-9400</b>	<b>\$10,370,258</b>	<b>\$10,505,062</b>	<b>\$10,435,682</b>	<b>\$10,644,396</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,644,396</b>

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

## FY 17-18 Budget Summary Conroe Industrial Development Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Dollar FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Fund Balance:</b>		<b>\$ 18,504,302</b>	<b>\$ 18,504,302</b>	<b>\$ -</b>	<b>\$ 26,846,032</b>	<b>\$ -</b>	<b>\$ 26,846,032</b>	<b>\$ -</b>	<b>0.0%</b>
<b>CIDC General Fund Revenues:</b>									
Revenues	\$ 11,515,722	\$ 9,233,698	\$ 15,872,707	\$ 6,639,009	\$ 7,293,472	\$ -	\$ 7,293,472	\$ (1,940,226)	-21.0%
<b>Total Revenues</b>	<b>\$ 11,515,722</b>	<b>\$ 9,233,698</b>	<b>\$ 15,872,707</b>	<b>\$ 6,639,009</b>	<b>\$ 7,293,472</b>	<b>\$ -</b>	<b>\$ 7,293,472</b>	<b>\$ (1,940,226)</b>	<b>-21.0%</b>
<b>Total Resources:</b>	<b>\$ -</b>	<b>\$ 27,738,000</b>	<b>\$ 34,377,009</b>	<b>\$ 6,639,009</b>	<b>\$ 34,139,504</b>	<b>\$ -</b>	<b>\$ 34,139,504</b>	<b>\$ (1,940,226)</b>	<b>-7.0%</b>
<b>CIDC General Fund Expenditures:</b>									
CIDC General Fund	\$ 5,624,060	\$ 4,808,333	\$ 4,171,591	\$ (636,742)	\$ 1,786,930	\$ 13,656,850	\$ 15,443,780	\$ 10,635,447	221.2%
<b>Total Expenditures</b>	<b>\$ 5,624,060</b>	<b>\$ 4,808,333</b>	<b>\$ 4,171,591</b>	<b>\$ (636,742)</b>	<b>\$ 1,786,930</b>	<b>\$ 13,656,850</b>	<b>\$ 15,443,780</b>	<b>\$ 10,635,447</b>	<b>221.2%</b>
<b>Debt Service Reserve:</b>		<b>\$ 3,359,386</b>	<b>\$ 3,359,386</b>		<b>\$ -</b>		<b>\$ -</b>		
<b>New Fund Balance:</b>		<b>\$ 19,570,281</b>	<b>\$ 26,846,032</b>		<b>\$ 32,352,574</b>		<b>\$ 18,695,724</b>		

### Breakdown of Transfer In:

CIDC Rev. Clearing Fund	\$ 7,254,495
<b>Total</b>	<b>\$ 7,254,495</b>

### Breakdown of Transfer Out:

W&S Debt Service Fund - Water Well debt	\$ 197,052
GO Debt Service Fund - Park debt	419,617
Streets CIP Fund - Street Rehab Conroe Park North	4,077,000
Streets CIP Fund - Street Rehab - Pollok Drive	2,754,000
Streets CIP Fund - Street Rehab - Conroe Park Dr and Pollok Dr	3,105,000
Streets CIP Fund - Street Road Extension - Spirit of Texas Bank Street	810,000
<b>Total</b>	<b>\$ 11,362,669</b>

### Breakdown of Economic Development Contracts:

	<b>Actual FY 15-16</b>	<b>Estimated FY 16-17</b>	<b>Budget FY 17-18</b>
<b>Incentive Agreements (10%)</b>			
McKesson	\$ -	\$ 264,435	\$ 264,435
Medivators (Byrne Medical)	25,033	-	-
Medivators (Byrne Medical #2)	6,019	6,108	6,221
Texas Oil Tools (National Oil Well Varco) #2	103,038	103,897	104,840
Sooner Container	19,432	39,316	45,103
Borden Milk #2	7,605	7,289	-
MS Energy Services, formerly Multi-Shot	201,108	-	-
Bauer	137,654	191,673	-
Ball Corporation	-	3,197	34,571
Hunting Energy Services	74,844	73,647	111,802
C&C Metals	12,045	12,625	13,272
Turbo Drill	19,914	26,829	33,962
Jyoti	-	74,848	74,704
HTTP	17,161	17,531	17,791
Stainless Structural	70,160	71,346	72,560
Medivators (Byrne Medical #3)	3,730	3,498	3,718
Protect Controls	29,067	36,967	58,453
Energy Alloys, LLC	-	83,177	97,707
Hempel USA	7,729	33,386	36,049
Borden Milk 2013	22,149	20,053	17,959
Professional Directional 2014	122,051	181,393	239,477
LUC Urethanes, Inc 2014	-	19,470	30,536
General Packaging 2015	-	-	18,334
Newpark Drilling Fluids LLC 2015	-	20,280	45,201
Telegistics - 2016	-	-	38,857
Supra America, Inc - 2016	-	-	71,101
Industrial Components of Texas	-	-	7,197
Available for Additional Incentives	-	-	-
<b>TOTAL ALL AGREEMENTS</b>	<b>\$ 878,739</b>	<b>\$ 1,290,965</b>	<b>\$ 1,443,850</b>



## FY 17-18 Supplemental Requests CIDC Fund

<u>Department/Division</u>	<u>ID</u>	<u>Dept. Rank</u>	<u>Supplemental Request Title</u>	<u>Requested Amount<sup>1</sup></u>	<u>FY 16-17 Purchase<sup>2</sup></u>	<u>List "A" Included<sup>3</sup></u>	<u>Type</u>
0009-9000 CIDC	3193	0	CIDC Incentives	\$ 1,443,850	\$ -	\$ 1,443,850	Non-discretionary Adjustment
0009-9000 CIDC	3213	0	Maintenance Contract Deison Tech Park	67,000	-	67,000	Non-discretionary Adjustment
0009-9000 CIDC	3242	0	Street Rehabilitation Pollok Drive	2,754,000	-	2,754,000	New Program
0009-9000 CIDC	3238	1	Infrastructure For Habitat For Humanity	1,400,000	-	1,400,000	New Program
0009-9000 CIDC	3236	2	Street Re-habilitation Conroe Park North	4,077,000	-	4,077,000	New Program
0009-9000 CIDC	3237	3	Regional Detention Site In Conroe Park North	862,000	-	-	New Program
0009-9000 CIDC	3243	4	Street Rehabilitation Conroe Park Dr And Pollok Dr	3,105,000	-	3,105,000	New Program
0009-9000 CIDC	3137	5	Marketing Coordinator	69,164	-	-	New Personnel
0009-9000 CIDC	3245	6	Road Extension - Spirit Of Texas Bank Street	810,000	-	810,000	New Program
<b>0009-9000 CIDC Total</b>				<b>\$ 14,588,014</b>	<b>\$ -</b>	<b>\$13,656,850</b>	

### Definitions:

1. Requested Amount - The total cost of the project. Also, the cost that was requested through the supplemental request.
2. FY 16-17 Purchase - The amount approved for purchase with savings in the current fiscal year, rather than putting the item in the next fiscal year.
3. List "A" (Included) - These items are included in the Operating Budget as supplementals.

### Notes:

4. If there is no funding listed in the FY16-17 Purchase or List "A" (Included) columns, then the supplemental request was not approved for funding.

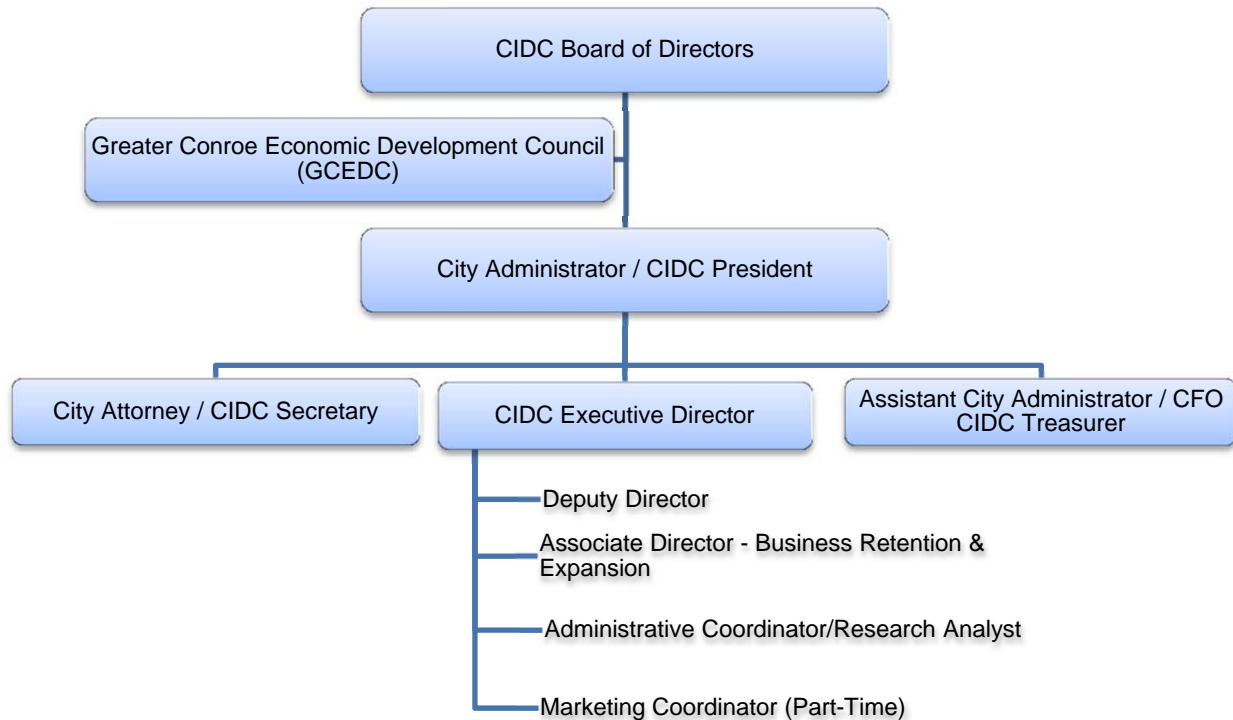
**CITY OF CONROE**  
**FY 2017-2018**  
**0009-0000**

**BUDGET LINE ITEMS**

FUND: CONROE INDUSTRIAL DEVELOPMENT CORPORATION (CIDC)      DEPARTMENT: CIDC GENERAL FUND      DIVISION: REVENUES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6010 Interest on Investments	\$61,725	\$38,591	\$57,686	\$38,977	\$0	\$0	\$38,977
6015 Gains (Losses) on Investmt	(\$358)	\$0	\$0	\$0	\$0	\$0	\$0
6030 Lease Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6035 Land Sales	\$915,695	\$0	\$6,689,294	\$0	\$0	\$0	\$0
6060 Unanticipated Revenues	\$237,588	\$0	\$0	\$0	\$0	\$0	\$0
<b>OTHER REVENUES SUBTOTAL</b>	<b>\$1,214,650</b>	<b>\$38,591</b>	<b>\$6,746,980</b>	<b>\$38,977</b>	<b>\$0</b>	<b>\$0</b>	<b>\$38,977</b>
6550 Transfer In	\$10,301,072	\$9,195,107	\$9,125,727	\$7,254,495	\$0	\$0	\$7,254,495
<b>TRANSFERS IN SUBTOTAL</b>	<b>\$10,301,072</b>	<b>\$9,195,107</b>	<b>\$9,125,727</b>	<b>\$7,254,495</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,254,495</b>
<b>TOTAL 0009-0000</b>	<b>\$11,515,722</b>	<b>\$9,233,698</b>	<b>\$15,872,707</b>	<b>\$7,293,472</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,293,472</b>

# 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 Conroe-North Houston Regional Airport.

The CIDC is governed by a seven member board of directors.

# **Conroe Industrial Development Corporation**

## **Accomplishments for FY 2016-2017**

- ✓ Sold property in Conroe Park North
- ✓ Recruited businesses and facilitated expansions for Conroe Park North and elsewhere in the City of Conroe; continued marketing of Deison Technology Park
- ✓ Continued management of the economic development activity for the City of Conroe
- ✓ Distributed incentives for existing businesses for retention and expansion
- ✓ Represented City of Conroe at key marketing events
- ✓ Represented City of Conroe with key economic development organizations
- ✓ Promoted economic development for the City of Conroe through public speaking events
- ✓ Completed Phase II updates to the GCEDC website
- ✓ Continued participation in recruitment trips and events with TexasOne, Team Texas, Opportunity Houston and other economic development allies
- ✓ Began work on comprehensive branding and marketing re-alignment program
- ✓ Completed landscaping, maintenance and security enhancements to Deison Technology Park

## **Goals & Objectives for FY 2017-2018**

- ❑ Sell property in Conroe Park North and Deison Technology Park (Ongoing)
- ❑ Recruit businesses for Conroe Park North and Deison Technology Park (Ongoing)
- ❑ Continue management of the economic development activity for the City of Conroe (Ongoing)
- ❑ Distribute incentives for existing businesses for retention and expansion in April 2018
- ❑ Represent City of Conroe at key marketing events throughout the year
- ❑ Represent City of Conroe with key economic development organizations throughout the year
- ❑ Promote economic development for the City of Conroe through public speaking events throughout the year
- ❑ Continue participation in recruitment trips and events with TexasOne, Team Texas and Opportunity Houston and further develop our marketing efforts per our marketing plan
- ❑ Continue implementation of Strategic Plan according to implementation matrix
- ❑ Complete branding and marketing re-alignment (as called for in Strategic Plan) by December 2017

# City of Conroe General Fund

## Conroe Industrial Development Corporation 0009-9000

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERSONNEL SERVICES</b>				
CIDC Executive Director	1	1	1	1
CIDC Deputy Director	1	1	1	1
Associate Director	1	1	1	1
Administrative Coordinator/Research Analyst	1	1	1	1
<b>TOTAL FULL TIME</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
PT Marketing Intern (Hours)	0	440	0	0
PT Marketing & Communication Coordinator (Hours)	0	0	999	999
<b>TOTAL PART TIME HOURS</b>	<b>0</b>	<b>440</b>	<b>999</b>	<b>999</b>

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
<b>Business Attraction</b>				
Number of businesses expanded or attracted	5	5	6	3
Number of jobs created by the projects	80	251	318	140
Investment attracted/facilitated	\$3.8M	\$80.8M	\$72.59M	\$46M
Average wages/salaries of jobs created	N/A	\$43,185	\$70,696	\$50,000
"Active" prospects in the pipeline	4	4	5	6
Cost-benefit analysis of proposed projects (ROI)	0%	40%	48%	40%
Incentives awarded for projects (number)	0	4	4	3
Total cash incentive value for new projects	\$0	\$1.2M	\$1.44M	\$1M
Number of sales missions and trade shows	12	21	22	22
<b>Business Retention &amp; Expansion</b>				
Number of businesses assisted	22	30	30	30
Number of businesses visited	N/A	N/A	40	24
<b>Relationships Established</b>				
Collaboration with higher education institutions	Y	Y	Y	Y
Relationships with site selection consultants	Y	Y	Y	Y
Relationships established with area legislators	Y	Y	Y	Y
Relationships with other organizations/resources	Y	Y	Y	Y
<b>Marketing &amp; Communications</b>				
Educating local elected officials	Y	Y	Y	Y
Engaging/informing state and regional partners	Y	Y	Y	Y
Annual Allies Day and Job Fair Events	N/A	N/A	Y	Y
Production of Quarterly Newsletter	N/A	N/A	Y	Y

**CITY OF CONROE**  
**FY 2017-2018**  
**0009-9000**

**BUDGET LINE ITEMS**

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

**DEPARTMENT: CIDC GENERAL FUND**

**DIVISION: EXPENDITURES**

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$363,124	\$370,066	\$370,066	\$380,332	\$0	\$0	\$380,332
7012 Salaries - Part Time	\$5,342	\$15,984	\$15,984	\$15,984	\$0	\$0	\$15,984
7020 Overtime	\$1,176	\$0	\$1,200	\$0	\$0	\$0	\$0
7025 Social Security	\$27,002	\$32,494	\$32,494	\$33,489	\$0	\$0	\$33,489
7030 Retirement & Pension	\$58,992	\$60,239	\$60,239	\$62,192	\$0	\$0	\$62,192
7035 Workers Compensation	\$5,587	\$6,537	\$6,797	\$945	\$0	\$0	\$945
7040 Employee Insurance	\$53,901	\$60,073	\$60,073	\$80,054	\$0	\$0	\$80,054
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$515,124</b>	<b>\$545,393</b>	<b>\$546,853</b>	<b>\$572,996</b>	<b>\$0</b>	<b>\$0</b>	<b>\$572,996</b>
7110 Office Supplies	\$6,121	\$12,000	\$11,000	\$12,000	\$0	\$0	\$12,000
7160 Vehicle Operations	\$1,021	\$3,500	\$3,500	\$3,500	\$0	\$0	\$3,500
7170 Vehicle Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$0	\$1,500	\$850	\$1,500	\$0	\$0	\$1,500
7200 Operating Supplies	\$30	\$900	\$900	\$900	\$0	\$0	\$900
7251 Buildings <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7253 Furniture & Fixtures <\$5,000	\$0	\$0	\$334	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$28,263	\$0	\$3,302	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$35,435</b>	<b>\$17,900</b>	<b>\$19,886</b>	<b>\$17,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,900</b>
8010 Utilities	\$18,043	\$20,966	\$21,966	\$21,966	\$0	\$0	\$21,966
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8030 Legal Services	\$72,204	\$10,000	\$10,000	\$10,000	\$0	\$0	\$10,000
8040 Leased Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$166,414	\$174,370	\$175,000	\$173,060	\$0	\$0	\$173,060
8060 Contract Services	\$3,262,462	\$2,109,900	\$1,948,082	\$374,339	\$0	\$2,910,850	\$3,285,189
8087 Donation Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8350 Newspaper Legal Notices	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$3,519,123</b>	<b>\$2,315,236</b>	<b>\$2,155,048</b>	<b>\$579,365</b>	<b>\$0</b>	<b>\$2,910,850</b>	<b>\$3,490,215</b>
9010 LAND > \$5,000	\$368,418	\$0	\$0	\$0	\$0	\$0	\$0
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	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$368,418</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
8520 Transfer Out	\$1,146,812	\$1,929,804	\$1,449,804	\$616,669	\$0	\$10,746,000	\$11,362,669
<b>TRANSFERS SUBTOTAL</b>	<b>\$1,146,812</b>	<b>\$1,929,804</b>	<b>\$1,449,804</b>	<b>\$616,669</b>	<b>\$0</b>	<b>\$10,746,000</b>	<b>\$11,362,669</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0009-9000**

**BUDGET LINE ITEMS**

FUND: CONROE INDUSTRIAL DEVELOPMENT CORPORATION (CIDC)

DEPARTMENT: CIDC GENERAL FUND

DIVISION: EXPENDITURES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
9616 Bond Issue Expense	\$39,148	\$0	\$0	\$0	\$0	\$0	\$0
<b>DEBT SERVICE SUBTOTAL</b>	<b>\$39,148</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0009-9000</b>	<b>\$5,624,060</b>	<b>\$4,808,333</b>	<b>\$4,171,591</b>	<b>\$1,786,930</b>	<b>\$0</b>	<b>\$13,656,850</b>	<b>\$15,443,780</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0009-9000**

**SUPPLEMENTAL REQUESTS WITH LINE ITEMS**  
(Active Only)

<b>ID</b>	<b>Rank</b>	<b>Title</b>	<b>Type</b>	<b>Line Items</b>	
3193	0	C I D C Incentives	Non-discretionary Adjustment	8060 Contract Services <b>Request Total</b>	\$1,443,850 <b>\$1,443,850</b>
3213	0	Maintenance Contract Deison Tech Park	Non-discretionary Adjustment	8060 Contract Services <b>Request Total</b>	\$67,000 <b>\$67,000</b>
3242	0	Street Rehabilitation Pollok Drive	New Program	8520 Transfer Out <b>Request Total</b>	\$2,754,000 <b>\$2,754,000</b>
3238	1	Infrastructure For Habitat For Humanity	New Program	8060 Contract Services <b>Request Total</b>	\$1,400,000 <b>\$1,400,000</b>
3236	2	Street Rehabilitation Conroe Park North	New Program	8520 Transfer Out <b>Request Total</b>	\$4,077,000 <b>\$4,077,000</b>
3243	4	Street Rehabilitation Conroe Park Dr And Pollok Dr	New Program	8520 Transfer Out <b>Request Total</b>	\$3,105,000 <b>\$3,105,000</b>
3245	6	Road Extension - Spirit Of Texas Bank Street	New Program	8520 Transfer Out <b>Request Total</b>	\$810,000 <b>\$810,000</b>
<b>7 Requests</b>			<b>Total for 0009-9000</b>		<b>\$13,656,850</b>



# **HOTEL OCCUPANCY TAX FUND**

## FY 17-18 Budget Summary Hotel Occupancy Tax Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Fund Balance:</b>		<b>\$ 2,333,140</b>	<b>\$ 2,333,140</b>	<b>\$ 2,476,950</b>	<b>\$ -</b>	<b>\$ 2,476,950</b>	<b>\$ -</b>	<b>0.0%</b>
<b>HOT Revenues</b>								
Revenues	\$ 1,229,027	\$ 1,146,026	\$ 1,056,935	\$ 1,042,751	\$ -	\$ 1,042,751	\$ (103,275)	-9.0%
<b>Total Revenues</b>	<b>\$ 1,229,027</b>	<b>\$ 1,146,026</b>	<b>\$ 1,056,935</b>	<b>\$ 1,042,751</b>	<b>\$ -</b>	<b>\$ 1,042,751</b>	<b>\$ (103,275)</b>	<b>-9.0%</b>
<b>Total Resources:</b>	<b>\$ 1,229,027</b>	<b>\$ 3,479,166</b>	<b>\$ 3,390,075</b>	<b>\$ 3,519,701</b>	<b>\$ -</b>	<b>\$ 3,519,701</b>	<b>\$ (103,275)</b>	<b>-3.0%</b>
<b>HOT Expenses</b>								
Con. & Vis. Bureau	\$ 848,820	\$ 967,199	\$ 913,125	\$ 905,542	\$ 80,444	\$ 985,986	\$ 18,787	1.9%
<b>Total Expenditures</b>	<b>\$ 848,820</b>	<b>\$ 967,199</b>	<b>\$ 913,125</b>	<b>\$ 905,542</b>	<b>\$ 80,444</b>	<b>\$ 985,986</b>	<b>\$ 18,787</b>	<b>1.9%</b>
<b>New Fund Balance:</b>		<b>\$ 2,511,967</b>	<b>\$ 2,476,950</b>	<b>\$ 2,614,159</b>		<b>\$ 2,533,715</b>		

**Breakdown of Transfer Out:**

General Fund	\$ -
<b>Total</b>	<b>\$ -</b>

## FY 17-18 Supplemental Requests HOT Fund

<u>Department/Division</u>	<u>ID</u>	<u>Dept. Rank</u>	<u>Supplemental Request Title</u>	<u>Requested Amount<sup>1</sup></u>	<u>FY 16-17 Purchase<sup>2</sup></u>	<u>List "A" Included<sup>3</sup></u>	<u>Type</u>
0004-4010 Convention & Visitors Bur	2454	1	Marketing Opportunities	\$ 27,144	\$ -	\$ 27,144	Enhanced Program
0004-4010 Convention & Visitors Bur	3223	2	Vintage Travel Posters	10,000	-	10,000	Enhanced Program
0004-4010 Convention & Visitors Bur	3222	3	Marketing Billboards	12,000	-	12,000	Enhanced Program
0004-4010 Convention & Visitors Bur	3234	4	Downtown Public Relations Contract	28,800	-	28,800	Enhanced Program
0004-4010 Convention & Visitors Bur	3239	6	Host Texas Public Pool Council Annual Conference	2,500	-	2,500	New Travel & Training
<b>004-4010 Convention &amp; Visitors Bur Total</b>				<b>\$ 80,444</b>	<b>\$ -</b>	<b>\$ 80,444</b>	

### Definitions:

1. Requested Amount - The total cost of the project. Also, the cost that was requested through the supplemental request.
2. FY 16-17 Purchase - The amount approved for purchase with savings in the current fiscal year, rather than putting the item in the next fiscal year.
3. List "A" (Included) - These items are included in the Operating Budget as supplementals.

### Notes:

4. If there is no funding listed in the FY16-17 Purchase or List "A" (Included) columns, then the supplemental request was not approved for funding.

**CITY OF CONROE**  
**FY 2017-2018**  
**0004-0000**

**BUDGET LINE ITEMS**

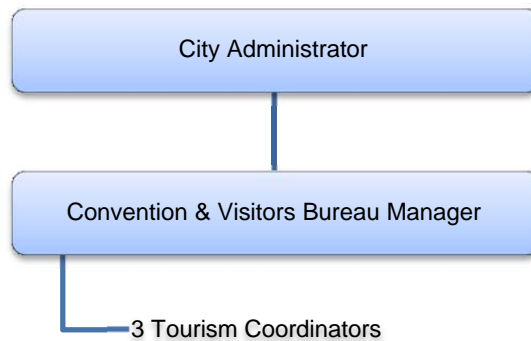
FUND: HOTEL OCCUPANCY TAX

DEPARTMENT: CONVENTION & VISITORS BUREAU

DIVISION: REVENUES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
4050 Hotel Occupancy Tax	\$1,220,471	\$1,106,026	\$1,042,751	\$1,042,751	\$0	\$0	\$1,042,751
<b>OTHER TAXES SUBTOTAL</b>	<b>\$1,220,471</b>	<b>\$1,106,026</b>	<b>\$1,042,751</b>	<b>\$1,042,751</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,042,751</b>
6010 Interest	\$8,556	\$0	\$14,184	\$0	\$0	\$0	\$0
6060 Unanticipated Revenues	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0
6080 Donations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>OTHER REVENUES SUBTOTAL</b>	<b>\$8,556</b>	<b>\$40,000</b>	<b>\$14,184</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6550 Transfer In	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TRANSFERS IN SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0004-0000</b>	<b>\$1,229,027</b>	<b>\$1,146,026</b>	<b>\$1,056,935</b>	<b>\$1,042,751</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,042,751</b>

## Convention & Visitors Bureau



The Conroe Convention and Visitors Bureau develops and initiates projects, programs and events to encourage and promote the tourist and convention industry within the City of Conroe, including programs promoting Conroe's historic structures, attractions and hotels. The CVB Manager directs and manages the Convention and Visitors Bureau to meet the goals and objectives defined by the City Council. The CVB Manager is accountable for the effective management and direction of comprehensive public relations, advertising and marketing programs which provide Convention Center facility utilization and attract and develop visitors to other City of Conroe facilities.

# Convention & Visitors Bureau

## Accomplishments FY 2016-2017

- ✓ Launched fully redesigned website
- ✓ Designed and launched new license plate logo and rebranding
- ✓ Designed four new vintage style travel posters for marketing and advertising
- ✓ Completed extensive Wedding Guide revision
- ✓ Redesigned Birding Guide
- ✓ Redesigned Resale Shopping Guide
- ✓ Created new Top Ten Things to do in Conroe literature
- ✓ Won the Texas Association of Visitors Bureaus awards for Best Video, Best Advertising, and Best Local Awareness Campaign, which was the Conroe Monarch Mission
- ✓ Worked with Texas Farm and Home magazine for 3 Conroe covers and feature stories
- ✓ Won Little Miss World Pageant for July 2017 from two other competing cities
- ✓ Lobbied and successfully brought B-17 Bomber airplane to the Conroe-Houston Regional Airport for its permanent home
- ✓ Planned and executed accompanying events for the Conroe Bull Mania
- ✓ Won the B.A.S.S. National Amateur Fishing Competition to be held at Lake Conroe
- ✓ Surpassed 10,000 followers on social media
- ✓ CVB Manager joined the board of Conroe Live
- ✓ Tourism Coordinator was re-elected to serve as President on the I-45 Corridor Association
- ✓ Tourism Coordinator served on the Texas Forest Trail board
- ✓ Tourism Coordinator earned her Certified Tourism Executive certification

## Goals & Objectives FY 2017-2018

- ❑ Create four new vintage travel posters to magnify the current program
- ❑ Expand our marketing efforts in new media platforms
- ❑ Launch Visit Widget on our website
- ❑ Expand our billboard marketing efforts
- ❑ Redesign Visitor Guide

**City of Conroe**  
**HOT Fund**  
**Convention & Visitors Bureau**  
**0004-4010**

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERSONNEL SERVICES</b>				
Convention & Visitors Bureau Manager	1	1	1	1
Tourism Coordinator	3	3	3	3
<b>TOTAL FULL TIME</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
<b>Marketing Efforts</b>				
Ads Produced	96	107	110	124
Trade Shows	4	6	6	8
Familiarization Tours	3	4	4	6
<b>Marketing Results</b>				
Events Supported, Acquired and/or Retained				
Sporting Events	12	13	14	16
Social Events (Wedding, etc.)	12	14	16	16
Corporate Events	7	9	9	12
<b>Information Requests</b>				
Walk In Visitors	1,027	1,134	1,238	1,300
Telephone Requests	1,549	1,588	1,642	1,700
Email/Web Downloads	2,593	3,627	4,934	5,000
Wedding Packets	59	162	170	190
Meeting & Events Packets	78	159	170	170
Media Leads	28,030	38,097	48,164	50,000
Bulk Distribution	20,920	29,180	37,440	38,000
<b>Website and Social Media</b>				
Website Visitors	64,580	54,453	59,232	60,000
Facebook Likes	8,581	10,225	8,822	9,000
Twitter Followers	1,145	1,747	1,481	1,700
Blog Page views	8,741	10,103	12,769	13,000
<b>Continuing Education</b>				
Industry Conventions	22	26	28	28

**CITY OF CONROE**  
**FY 2017-2018**  
**0004-4010**

**BUDGET LINE ITEMS**

FUND: HOTEL OCCUPANCY TAX

DEPARTMENT: CONVENTION & VISITORS BUREAU

DIVISION: CVB EXPENDITURES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$211,260	\$227,374	\$227,374	\$230,628	\$0	\$0	\$230,628
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$3,670	\$2,000	\$3,500	\$2,000	\$0	\$0	\$2,000
7025 Social Security	\$15,651	\$19,382	\$19,382	\$19,657	\$0	\$0	\$19,657
7030 Retirement & Pension	\$34,772	\$37,337	\$37,337	\$38,035	\$0	\$0	\$38,035
7035 Workers Compensation	\$3,377	\$3,915	\$4,041	\$550	\$0	\$0	\$550
7040 Employee Insurance	\$53,901	\$60,073	\$60,073	\$80,054	\$0	\$0	\$80,054
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$322,631</b>	<b>\$350,081</b>	<b>\$351,707</b>	<b>\$370,924</b>	<b>\$0</b>	<b>\$0</b>	<b>\$370,924</b>
7110 Office Supplies	\$11,958	\$19,850	\$19,850	\$19,850	\$0	\$0	\$19,850
7160 Vehicle Operations	\$616	\$0	\$1,200	\$0	\$0	\$0	\$0
7170 Vehicle Repairs	\$313	\$0	\$600	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$543	\$500	\$500	\$500	\$0	\$0	\$500
7254 Machinery & Equipment <\$5,000	\$3,961	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$17,391</b>	<b>\$20,350</b>	<b>\$22,150</b>	<b>\$20,350</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,350</b>
8010 Utilities	\$2,781	\$2,050	\$2,050	\$2,050	\$0	\$0	\$2,050
8050 Travel & Training	\$24,922	\$54,821	\$54,821	\$21,803	\$0	\$2,500	\$24,303
8060 Contract Services	\$481,095	\$539,897	\$482,397	\$490,415	\$0	\$77,944	\$568,359
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$508,798</b>	<b>\$596,768</b>	<b>\$539,268</b>	<b>\$514,268</b>	<b>\$0</b>	<b>\$80,444</b>	<b>\$594,712</b>
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
8520 Transfer Out	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TRANSFERS SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0004-4010</b>	<b>\$848,820</b>	<b>\$967,199</b>	<b>\$913,125</b>	<b>\$905,542</b>	<b>\$0</b>	<b>\$80,444</b>	<b>\$985,986</b>



**CITY OF CONROE**  
**FY 2017-2018**  
**0004-4010**

**SUPPLEMENTAL REQUESTS WITH LINE ITEMS**  
(Active Only)

<b>ID</b>	<b>Rank</b>	<b>Title</b>	<b>Type</b>	<b>Line Items</b>	
2454	1	Marketing Opportunities	Enhanced Program	8060 Contract Services	\$27,144
				<b>Request Total</b>	<b>\$27,144</b>
3223	2	Vintage Travel Posters	Enhanced Program	8060 Contract Services	\$10,000
				<b>Request Total</b>	<b>\$10,000</b>
3222	3	Marketing Billboards	Enhanced Program	8060 Contract Services	\$12,000
				<b>Request Total</b>	<b>\$12,000</b>
3234	4	Downtown Public Relations Contract	Enhanced Program	8060 Contract Services	\$28,800
				<b>Request Total</b>	<b>\$28,800</b>
3239	6	Host Texas Public Pool Council Annual Conference	New Travel & Training	8050 Travel & Training	\$2,500
				<b>Request Total</b>	<b>\$2,500</b>
<b>5 Requests</b>			<b>Total for 0004-4010</b>		<b>\$80,444</b>



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

## FY 17-18 Budget Summary CDBG Entitlement Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -			
Beginning Fund Balance:	\$	3,064	\$	3,064	\$	-	\$	3,064	\$	-	0.0%
CDBG Entitlement Fund Revenues:											
Revenues	\$	785,351	\$	624,634	\$	669,030	\$	623,759	\$	-	-0.1%
Total Revenues	\$	785,351	\$	624,634	\$	669,030	\$	623,759	\$	-	-0.1%
Total Resources:	\$	785,351	\$	627,698	\$	672,094	\$	626,823	\$	-	-0.1%
CDBG Entitlement Fund Expenditures:											
CDBG	\$	785,351	\$	624,634	\$	669,030	\$	623,759	\$	-	-0.1%
Total Expenditures	\$	785,351	\$	624,634	\$	669,030	\$	623,759	\$	-	-0.1%
New Fund Balance:	\$	3,064	\$	3,064	\$	3,064	\$	3,064			

**Breakdown of Transfer Out:**

General Fund	\$	124,926
<b>Total</b>	<b>\$</b>	<b>124,926</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0024-0000**

**BUDGET LINE ITEMS**

**FUND: COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT**

**DEPARTMENT: CDBG OPERATIONS**

**DIVISION: REVENUES**

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6010 Interest on Investments	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>OTHER REVENUES SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6106 Intergovernmental	\$785,351	\$624,634	\$669,030	\$623,759	\$0	\$0	\$623,759
<b>INTERGOVERNMENTAL REVENUE SUBTOTAL</b>	<b>\$785,351</b>	<b>\$624,634</b>	<b>\$669,030</b>	<b>\$623,759</b>	<b>\$0</b>	<b>\$0</b>	<b>\$623,759</b>
6550 Transfer In	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TRANSFERS IN SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0024-0000</b>	<b>\$785,351</b>	<b>\$624,634</b>	<b>\$669,030</b>	<b>\$623,759</b>	<b>\$0</b>	<b>\$0</b>	<b>\$623,759</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0024-2400**

**BUDGET LINE ITEMS**

FUND: COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT

DEPARTMENT: CDBG OPERATIONS

DIVISION: CDBG EXPENDITURES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7200 Operating Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
8030 Legal Services	\$481	\$0	\$0	\$0	\$0	\$0	\$0
8060 Contract Services	\$583,377	\$344,000	\$388,105	\$344,000	\$0	\$0	\$344,000
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$583,858</b>	<b>\$344,000</b>	<b>\$388,105</b>	<b>\$344,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$344,000</b>
9050 Machinery & Equipment >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
8520 Transfer Out	\$45,785	\$124,926	\$124,926	\$124,926	\$0	\$0	\$124,926
<b>TRANSFERS SUBTOTAL</b>	<b>\$45,785</b>	<b>\$124,926</b>	<b>\$124,926</b>	<b>\$124,926</b>	<b>\$0</b>	<b>\$0</b>	<b>\$124,926</b>
9601 Sec 108 Principal	\$107,000	\$113,000	\$113,000	\$118,000	\$0	\$0	\$118,000
9611 Sec 108 Interest	\$48,708	\$42,708	\$42,999	\$36,833	\$0	\$0	\$36,833
<b>DEBT SERVICE SUBTOTAL</b>	<b>\$155,708</b>	<b>\$155,708</b>	<b>\$155,999</b>	<b>\$154,833</b>	<b>\$0</b>	<b>\$0</b>	<b>\$154,833</b>
<b>TOTAL 0024-2400</b>	<b>\$785,351</b>	<b>\$624,634</b>	<b>\$669,030</b>	<b>\$623,759</b>	<b>\$0</b>	<b>\$0</b>	<b>\$623,759</b>

# **CONROE TOWER FUND**

## FY 17-18 Budget Summary Conroe Tower Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Fund Balance:</b>	<b>\$ 319,548</b>	<b>\$ 319,548</b>	<b>\$ 293,348</b>	<b>\$ -</b>	<b>\$ 293,348</b>	<b>\$ -</b>	<b>0.0%</b>	
<b>Conroe Tower Fund Revenues:</b>								
Revenues	\$ 494,273	\$ 465,590	\$ 557,535	\$ 340,000	\$ -	\$ 340,000	\$(125,590)	-27.0%
<b>Total Revenues</b>	<b>\$ 494,273</b>	<b>\$ 465,590</b>	<b>\$ 557,535</b>	<b>\$ 340,000</b>	<b>\$ -</b>	<b>\$ 340,000</b>	<b>\$(125,590)</b>	<b>-27.0%</b>
<b>Total Resources:</b>	<b>\$ 494,273</b>	<b>\$ 785,138</b>	<b>\$ 877,083</b>	<b>\$ 633,348</b>	<b>\$ -</b>	<b>\$ 633,348</b>	<b>\$(125,590)</b>	<b>-16.0%</b>
<b>Conroe Tower Fund Expenditures:</b>								
Conroe Tower	\$ 524,889	\$ 571,833	\$ 583,735	\$ 518,957	\$ 113,846	\$ 632,803	\$ 60,970	10.7%
<b>Total Expenditures</b>	<b>\$ 524,889</b>	<b>\$ 571,833</b>	<b>\$ 583,735</b>	<b>\$ 518,957</b>	<b>\$ 113,846</b>	<b>\$ 632,803</b>	<b>\$ 60,970</b>	<b>10.7%</b>
<b>New Fund Balance:</b>	<b>\$ 213,305</b>	<b>\$ 293,348</b>	<b>\$ 114,391</b>	<b>\$ 545</b>				

### Breakdown of Transfer In:

General Fund	\$ -
Water and Sewer Operating Fund	-
<b>Total</b>	<b>\$ -</b>

### Breakdown of Transfer Out:

Vehicle & Equipment Fund	\$ 2,253
<b>Total</b>	<b>\$ 2,253</b>



## FY 17-18 Supplemental Requests Conroe Tower Fund

<u>Department/Division</u>	<u>ID</u>	<u>Dept. Rank</u>	<u>Supplemental Request Title</u>	<u>Requested Amount<sup>1</sup></u>	<u>FY 16-17 Purchase<sup>2</sup></u>	<u>List "A" Included<sup>3</sup></u>	<u>Type</u>
0025-2500 Conroe Tower	2724	0	Annual Security Maintenance Increase	\$ 7,100	\$ -	\$ 7,100	Non-discretionary Adjustment
0025-2500 Conroe Tower	3192	0	Increase In Electric Charge For Old Pd	42,000	-	42,000	Non-discretionary Adjustment
0025-2500 Conroe Tower	3191	1	New Appliances For Banquet Room Kitchen	4,546	-	4,546	Replacement Equipment
0025-2500 Conroe Tower	3188	2	Painting Of Trim On Exterior Of City Hall	5,200	-	5,200	Enhanced Program
0025-2500 Conroe Tower	3187	3	Repaint Offices And Hallways Entire 3rd Floor	30,000	-	30,000	Enhanced Program
0025-2500 Conroe Tower	646	4	Professional Stone Restore & Repair Of Lobby Floor	25,000	-	25,000	Replacement Equipment
<b>0025-2500 Conroe Tower Total</b>				<b>\$ 113,846</b>	<b>\$ -</b>	<b>\$ 113,846</b>	

**Definitions:**

1. Requested Amount - The total cost of the project. Also, the cost that was requested through the supplemental request.
2. FY 16-17 Purchase - The amount approved for purchase with savings in the current fiscal year, rather than putting the item in the next fiscal year.
3. List "A" (Included) - These items are included in the Operating Budget as supplementals.

**Notes:**

4. If there is no funding listed in the FY16-17 Purchase or List "A" (Included) columns, then the supplemental request was not approved for funding.

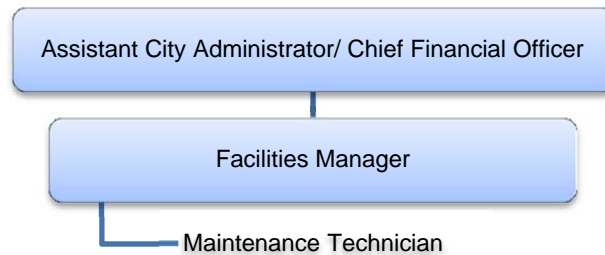
**CITY OF CONROE**  
**FY 2017-2018**  
**0025-0000**

**BUDGET LINE ITEMS**

FUND: CONROE TOWER      DEPARTMENT: CONROE TOWER      DIVISION: REVENUES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
5150 Services Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CHARGES FOR CURRENT SERVICES SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6010 Interest	\$974	\$0	\$1,392	\$0	\$0	\$0	\$0
6030 Lease Income	\$266,061	\$250,000	\$250,000	\$340,000	\$0	\$0	\$340,000
6050 Recreational	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6060 Unanticipated Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6530 Other Non-Operating Income	\$22,246	\$0	\$0	\$0	\$0	\$0	\$0
<b>OTHER REVENUES SUBTOTAL</b>	<b>\$289,281</b>	<b>\$250,000</b>	<b>\$251,392</b>	<b>\$340,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$340,000</b>
6106 Intergovernmental	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>INTERGOVERNMENTAL REVENUE SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6550 Transfer In	\$204,992	\$215,590	\$306,143	\$0	\$0	\$0	\$0
<b>TRANSFERS IN SUBTOTAL</b>	<b>\$204,992</b>	<b>\$215,590</b>	<b>\$306,143</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0025-0000</b>	<b>\$494,273</b>	<b>\$465,590</b>	<b>\$557,535</b>	<b>\$340,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$340,000</b>

# 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 Facilities Manager also manages maintenance for the Madeley Building, Owen Theatre, and the old Police Department building, in addition to preparing new lease contracts and management of 6 cell towers located around Montgomery County.

# Conroe Tower

## Accomplishments for FY 2016-2017

- ✓ Maintained 100% occupancy level in the Tower
- ✓ Maintained ice machine and soda fountain located in 1st floor break room
- ✓ Painted 3<sup>rd</sup> floor conference room
- ✓ Installed new landscaping around City Hall
- ✓ Replaced exercise equipment for employee use at City Hall
- ✓ Installed 4 additional security cameras at exterior doors and hallways 4 & 5
- ✓ Constructed a privacy wall into 1<sup>st</sup> floor breakroom/exercise area
- ✓ Recovered furniture in Common area of Floor 3
- ✓ Replaced banquet room tables
- ✓ Performed regular maintenance at the Owen Theater, Madeley Building and the old Conroe Police/Courts building.
- ✓ Prepared the old Police/Courts building for new leases.

## Goals & Objectives for FY 2017-2018

- ❑ Maintain 100% occupancy level in the Tower
- ❑ Maintain an excellent level of tenant and employee customer satisfaction
- ❑ Install new AV equipment in 6<sup>th</sup> floor banquet room for employee training and guests rentals
- ❑ Update paint on the entire 3<sup>rd</sup> floor
- ❑ Install additional security cameras in garage and lobby
- ❑ Polish and repair tile in Lobby of City Hall
- ❑ Remodel 6<sup>th</sup> floor kitchen
- ❑ Repaint exterior trim of City Hall
- ❑ Lease the Old Police/Courts building

# City of Conroe Conroe Tower Fund

## Conroe Tower 0025-2500

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERSONNEL SERVICES</b>				
Maintenance Technician	1	1	1	1
<b>TOTAL FULL TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
Tower Occupancy at 100%	100%	100%	100%	100%
Number of 6th Floor Rental/Usage Information Requests	1,050	1,050	1,200	1,200
Number of 6th Floor Reservations	130	140	180	190
Number of Tower Maintenance and old PD Service Orders	470	480	500	700
Number of Specialty Service Orders (Owen Theatre-Madeley Building)	100	100	100	150

**CITY OF CONROE**  
**FY 2017-2018**  
**0025-2500**

**BUDGET LINE ITEMS**

FUND: CONROE TOWER DEPARTMENT: CONROE TOWER DIVISION: CONROE TOWER EXPENDITURES							
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$48,686	\$48,686	\$48,686	\$49,428	\$0	\$0	\$49,428
7020 Overtime	\$3,645	\$2,100	\$2,100	\$2,100	\$0	\$0	\$2,100
7025 Social Security	\$3,775	\$4,291	\$4,291	\$4,354	\$0	\$0	\$4,354
7030 Retirement & Pension	\$8,449	\$8,267	\$8,267	\$8,425	\$0	\$0	\$8,425
7035 Workers Compensation	\$752	\$838	\$875	\$1,446	\$0	\$0	\$1,446
7040 Employee Insurance	\$13,476	\$15,018	\$15,018	\$20,014	\$0	\$0	\$20,014
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$78,783</b>	<b>\$79,200</b>	<b>\$79,237</b>	<b>\$85,767</b>	<b>\$0</b>	<b>\$0</b>	<b>\$85,767</b>
7110 Office Supplies	\$215	\$225	\$225	\$225	\$0	\$0	\$225
7130 Building Supplies	\$2,672	\$3,060	\$3,060	\$3,060	\$0	\$0	\$3,060
7140 Wearing Apparel	\$460	\$360	\$560	\$360	\$0	\$0	\$360
7160 Vehicle Operations	\$1,459	\$2,100	\$1,900	\$2,100	\$0	\$0	\$2,100
7170 Vehicle Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$0	\$200	\$200	\$200	\$0	\$25,000	\$25,200
7200 Other Operating Supplies	\$35,653	\$37,000	\$37,000	\$37,000	\$0	\$0	\$37,000
7252 Improvements<\$5,000	\$6,719	\$0	\$0	\$0	\$0	\$30,000	\$30,000
7253 Furniture & Fixtures <\$5,000	\$6,125	\$14,000	\$15,000	\$8,000	\$0	\$4,546	\$12,546
7254 Machinery & Equipment <\$5,000	\$10,479	\$10,700	\$10,700	\$4,500	\$0	\$0	\$4,500
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$63,782</b>	<b>\$67,645</b>	<b>\$68,645</b>	<b>\$55,445</b>	<b>\$0</b>	<b>\$59,546</b>	<b>\$114,991</b>
8010 Utilities	\$133,021	\$160,000	\$178,000	\$160,000	\$0	\$42,000	\$202,000
8020 Insurance and Bonds	\$750	\$800	\$800	\$800	\$0	\$0	\$800
8030 Legal Services	\$0	\$800	\$800	\$800	\$0	\$0	\$800
8050 Travel & Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8060 Contract Services	\$246,300	\$247,135	\$240,000	\$213,892	\$0	\$12,300	\$226,192
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$380,071</b>	<b>\$408,735</b>	<b>\$419,600</b>	<b>\$375,492</b>	<b>\$0</b>	<b>\$54,300</b>	<b>\$429,792</b>
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	\$14,000	\$14,000	\$0	\$0	\$0	\$0
9060 Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$0</b>	<b>\$14,000</b>	<b>\$14,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
8520 Transfer Out	\$2,253	\$2,253	\$2,253	\$2,253	\$0	\$0	\$2,253
<b>TRANSFERS SUBTOTAL</b>	<b>\$2,253</b>	<b>\$2,253</b>	<b>\$2,253</b>	<b>\$2,253</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,253</b>
<b>TOTAL 0025-2500</b>	<b>\$524,889</b>	<b>\$571,833</b>	<b>\$583,735</b>	<b>\$518,957</b>	<b>\$0</b>	<b>\$113,846</b>	<b>\$632,803</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0025-2500**

**SUPPLEMENTAL REQUESTS WITH LINE ITEMS**  
(Active Only)

<b>ID</b>	<b>Rank</b>	<b>Title</b>	<b>Type</b>	<b>Line Items</b>	
2724	0	Annual Security Maintenance Increase	Non-discretionary Adjustment	8060 Contract Services <b>Request Total</b>	\$7,100 <b>\$7,100</b>
3192	0	Increase In Electric Charge For Old Pd	Non-discretionary Adjustment	8010 Utilities <b>Request Total</b>	\$42,000 <b>\$42,000</b>
3191	1	New Appliances For Banquet Room Kitchen	Replacement Equipment	7253 Furniture & Fixtures <\$5,000 <b>Request Total</b>	\$4,546 <b>\$4,546</b>
3188	2	Painting Of Trim On Exterior Of City Hall	Enhanced Program	8060 Contract Services <b>Request Total</b>	\$5,200 <b>\$5,200</b>
3187	3	Repaint Offices And Hallways Entire 3rd Floor	Enhanced Program	7252 Improvements<\$5,000 <b>Request Total</b>	\$30,000 <b>\$30,000</b>
646	4	Professional Stone Restore & Repair Of Lobby Floor	Replacement Equipment	7180 Equipment Repairs <b>Request Total</b>	\$25,000 <b>\$25,000</b>
<b>6 Requests</b>			<b>Total for 0025-2500</b>		<b>\$113,846</b>



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# **TRANSPORTATION GRANTS FUNDS**

## Transportation Grants

Section 5307 – The Federal Transit Administration (FTA) appropriates Section 5307 funds to the Conroe-The Woodlands urbanized area (UZA) annually. Currently, the City and The Woodlands sub-allocate these funds based on population and population density. The grant is used to reimburse Conroe Connection transit operations costs.

Section 5310 – The Federal Transit Administration (FTA) apportions Section 5310 funding to the Conroe-The Woodlands Urbanized Area (UZA) based on the UZA's population of seniors and persons with disabilities. Ninety percent of the Section 5310 funding is passed through to a sub-recipient(s) that is chosen through an annual or biannual competitive process and 10 percent is used by the City to support its administration of the program. The funds are used reimburse grant recipient's transit capital and operations costs to meet the needs of seniors and individuals with disabilities.

State Public Transportation - State funding is apportioned to Brazos Transit District (BTD) for the Conroe-The Woodlands UZA. Conroe and The Woodlands then sub-allocate the funds based on population and service data. The funds are used to reimburse Conroe Connection transit operations costs.

		<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 16-17</b>	<b>FY 17-18</b>
		<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Estimated</u></b>	<b><u>Proposed</u></b>
<b>Section 5307 Grant Funds</b>					
201	FY13	\$ 191,104	\$ -	\$ -	\$ -
202	FY14	117,692	236,366	236,366	-
203	FY15	205,087	167,798	167,798	240,993
243	FY16	-	136,431	136,431	210,690
		<u>\$ 513,883</u>	<u>\$ 540,595</u>	<u>\$ 540,595</u>	<u>\$ 451,683</u>
<b>Section 5310 Grant Funds</b>					
241	FY13-14	\$ 18,979	\$ 170,807	\$ 170,807	\$ -
242	FY15-16	-	141,692	135,292	185,622
		<u>\$ 18,979</u>	<u>\$ 312,499</u>	<u>\$ 306,099</u>	<u>\$ 185,622</u>
<b>State Public Transportation Appropriations Funds</b>					
251	FY13-15	\$ 157,602	\$ -	\$ -	\$ -
252	FY16	72,252	-	-	-
253	FY17	-	90,000	90,141	-
		<u>\$ 229,854</u>	<u>\$ 90,000</u>	<u>\$ 90,141</u>	<u>\$ -</u>
		<u><b>\$ 762,716</b></u>	<u><b>\$ 943,094</b></u>	<u><b>\$ 936,835</b></u>	<u><b>\$ 637,305</b></u>

# FY 17-18 Budget Summary

## FY13 Section 5307 Grant Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -		
Beginning Fund Balance:	\$	-	\$	-	\$	-	\$	-	N/A	
Transportation Grant Fund Revenues:										
Revenues	\$ 191,104	\$	-	\$	-	\$	-	\$	-	N/A
Total Revenues	\$ 191,104	\$	-	\$	-	\$	-	\$	-	N/A
Total Resources:	\$ 191,104	\$	-	\$	-	\$	-	\$	-	N/A
Transportation Grant Fund Expenditures:										
Transportation	\$ 191,104	\$	-	\$	-	\$	-	\$	-	N/A
Total Expenditures	\$ 191,104	\$	-	\$	-	\$	-	\$	-	N/A
New Fund Balance:	\$	-	\$	-	\$	-	\$	-		

### Breakdown of Transfer Out:

General Fund	\$	-
<b>Total</b>	<b>\$</b>	<b>-</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0201-0000**

**BUDGET LINE ITEMS**

FUND: FY13 SECTION 5307 GRANT (TX-90-YO49-00)

DEPARTMENT: FY13 SECTION 5307 GRANT

DIVISION: REVENUES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6106 Intergovernmental	\$191,104	\$0	\$0	\$0	\$0	\$0	\$0
<b>INTERGOVERNMENTAL REVENUE</b>	<b>\$191,104</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>SUBTOTAL</b>	<b>\$191,104</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0201-0000</b>	<b>\$191,104</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0201-2110**

**BUDGET LINE ITEMS**

FUND: FY13 SECTION 5307 GRANT (TX-90-YO49-00)

DEPARTMENT: FY13 SECTION 5307 GRANT

DIVISION: EXPENSES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
8060 Contract Services	\$191,104	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$191,104</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0201-2110</b>	<b>\$191,104</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# FY 17-18 Budget Summary

## FY14 Section 5307 Grant Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Fund Balance:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Transportation Grant Fund Revenues:</b>								
Revenues	\$ 117,692	\$ 236,366	\$ 236,366	\$ -	\$ -	\$ -	\$ (236,366)	-100.0%
<b>Total Revenues</b>	<b>\$ 117,692</b>	<b>\$ 236,366</b>	<b>\$ 236,366</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (236,366)</b>	<b>-100.0%</b>
<b>Total Resources:</b>	<b>\$ 117,692</b>	<b>\$ 236,366</b>	<b>\$ 236,366</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (236,366)</b>	<b>-100.0%</b>
<b>Transportation Grant Fund Expenditures:</b>								
Transportation	\$ 117,692	\$ 236,366	\$ 236,366	\$ -	\$ -	\$ -	\$ (236,366)	-100.0%
<b>Total Expenditures</b>	<b>\$ 117,692</b>	<b>\$ 236,366</b>	<b>\$ 236,366</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (236,366)</b>	<b>-100.0%</b>
<b>New Fund Balance:</b>	\$ -	\$ -	\$ -	\$ -		\$ -		

### Breakdown of Transfer Out:

General Fund	\$ -
<b>Total</b>	<b>\$ -</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0202-0000**

**BUDGET LINE ITEMS**

FUND: FY14 SECTION 5307 GRANT (TX-90-YO63-00)

DEPARTMENT: FY14 SECTION 5307 GRANT

DIVISION: REVENUES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6106 Intergovernmental	\$117,692	\$236,366	\$236,366	\$0	\$0	\$0	\$0
<b>INTERGOVERNMENTAL REVENUE</b>	<b>\$117,692</b>	<b>\$236,366</b>	<b>\$236,366</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>SUBTOTAL</b>							
<b>TOTAL 0202-0000</b>	<b>\$117,692</b>	<b>\$236,366</b>	<b>\$236,366</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0202-2020**

**BUDGET LINE ITEMS**

FUND: FY14 SECTION 5307 GRANT (TX-90-YO63-00)

DEPARTMENT: FY14 SECTION 5307 GRANT

DIVISION: GRANT EXPENSES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
8060 Contract Services	\$117,692	\$236,366	\$236,366	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$117,692</b>	<b>\$236,366</b>	<b>\$236,366</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0202-2020</b>	<b>\$117,692</b>	<b>\$236,366</b>	<b>\$236,366</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



# FY 17-18 Budget Summary

## FY15 Section 5307 Grant Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Fund Balance:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Transportation Grant Fund Revenues:</b>								
Revenues	\$ 205,087	\$ 167,798	\$ 167,798	\$ 240,993	\$ -	\$ 240,993	\$ 73,195	43.6%
<b>Total Revenues</b>	<b>\$ 205,087</b>	<b>\$ 167,798</b>	<b>\$ 167,798</b>	<b>\$ 240,993</b>	<b>\$ -</b>	<b>\$ 240,993</b>	<b>\$ 73,195</b>	<b>43.6%</b>
<b>Total Resources:</b>	<b>\$ 205,087</b>	<b>\$ 167,798</b>	<b>\$ 167,798</b>	<b>\$ 240,993</b>	<b>\$ -</b>	<b>\$ 240,993</b>	<b>\$ 73,195</b>	<b>43.6%</b>
<b>Transportation Grant Fund Expenditures:</b>								
Transportation	\$ 205,087	\$ 167,798	\$ 167,798	\$ 240,993	\$ -	\$ 240,993	\$ 73,195	43.6%
<b>Total Expenditures</b>	<b>\$ 205,087</b>	<b>\$ 167,798</b>	<b>\$ 167,798</b>	<b>\$ 240,993</b>	<b>\$ -</b>	<b>\$ 240,993</b>	<b>\$ 73,195</b>	<b>43.6%</b>
<b>New Fund Balance:</b>	\$ -	\$ -	\$ -	\$ -		\$ -		

### Breakdown of Transfer Out:

General Fund	\$ -
<b>Total</b>	<b>\$ -</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0203-0000**

**BUDGET LINE ITEMS**

FUND: FY15 SECTION 5307 GRANT (TX-2016-049-00)

DEPARTMENT: FY15 SECTION 5307 GRANT

DIVISION: GRANT REVENUES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6106 Intergovernmental	\$205,087	\$167,798	\$167,798	\$240,993	\$0	\$0	\$240,993
<b>INTERGOVERNMENTAL REVENUE</b>	<b>\$205,087</b>	<b>\$167,798</b>	<b>\$167,798</b>	<b>\$240,993</b>	<b>\$0</b>	<b>\$0</b>	<b>\$240,993</b>
<b>SUBTOTAL</b>							
<b>TOTAL 0203-0000</b>	<b>\$205,087</b>	<b>\$167,798</b>	<b>\$167,798</b>	<b>\$240,993</b>	<b>\$0</b>	<b>\$0</b>	<b>\$240,993</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0203-2311**

**BUDGET LINE ITEMS**

FUND: FY15 SECTION 5307 GRANT (TX-2016-049-00)

DEPARTMENT: FY15 SECTION 5307 GRANT

DIVISION: GRANT EXPENSES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
8060 Contract Services	\$205,087	\$167,798	\$167,798	\$240,993	\$0	\$0	\$240,993
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$205,087</b>	<b>\$167,798</b>	<b>\$167,798</b>	<b>\$240,993</b>	<b>\$0</b>	<b>\$0</b>	<b>\$240,993</b>
<b>TOTAL 0203-2311</b>	<b>\$205,087</b>	<b>\$167,798</b>	<b>\$167,798</b>	<b>\$240,993</b>	<b>\$0</b>	<b>\$0</b>	<b>\$240,993</b>

# FY 17-18 Budget Summary

## FY16 Section 5307 Grant Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Fund Balance:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Transportation Grant Fund Revenues:</b>								
Revenues	\$ -	\$ 136,431	\$ 136,431	\$ 210,690	\$ -	\$ 210,690	\$ 74,259	54.4%
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 136,431</b>	<b>\$ 136,431</b>	<b>\$ 210,690</b>	<b>\$ -</b>	<b>\$ 210,690</b>	<b>\$ 74,259</b>	<b>54.4%</b>
<b>Total Resources:</b>	<b>\$ -</b>	<b>\$ 136,431</b>	<b>\$ 136,431</b>	<b>\$ 210,690</b>	<b>\$ -</b>	<b>\$ 210,690</b>	<b>\$ 74,259</b>	<b>54.4%</b>
<b>Transportation Grant Fund Expenditures:</b>								
Transportation	\$ -	\$ 136,431	\$ 136,431	\$ 210,690	\$ -	\$ 210,690	\$ 74,259	54.4%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 136,431</b>	<b>\$ 136,431</b>	<b>\$ 210,690</b>	<b>\$ -</b>	<b>\$ 210,690</b>	<b>\$ 74,259</b>	<b>54.4%</b>
<b>New Fund Balance:</b>	\$ -	\$ -	\$ -	\$ -		\$ -		

### Breakdown of Transfer Out:

General Fund	\$ -
<b>Total</b>	<b>\$ -</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0243-0000**

**BUDGET LINE ITEMS**

FUND: FY16 SECTION 5307 GRANT (TX-2017-003-00)

DEPARTMENT: FY16 SECTION 5307 GRANT

DIVISION: GRANT REVENUES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6106 Intergovernmental	\$0	\$136,431	\$136,431	\$210,690	\$0	\$0	\$210,690
INTERGOVERNMENTAL REVENUE	\$0	\$136,431	\$136,431	\$210,690	\$0	\$0	\$210,690
SUBTOTAL	\$0	\$136,431	\$136,431	\$210,690	\$0	\$0	\$210,690
TOTAL 0243-0000	\$0	\$136,431	\$136,431	\$210,690	\$0	\$0	\$210,690

**CITY OF CONROE**  
**FY 2017-2018**  
**0243-2430**

**BUDGET LINE ITEMS**

FUND: FY16 SECTION 5307 GRANT (TX-2017-003-00)

DEPARTMENT: FY16 SECTION 5307 GRANT

DIVISION: GRANT EXPENSES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
8060 Contract Services	\$0	\$136,431	\$136,431	\$210,690	\$0	\$0	\$210,690
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$0</b>	<b>\$136,431</b>	<b>\$136,431</b>	<b>\$210,690</b>	<b>\$0</b>	<b>\$0</b>	<b>\$210,690</b>
<b>TOTAL 0243-2430</b>	<b>\$0</b>	<b>\$136,431</b>	<b>\$136,431</b>	<b>\$210,690</b>	<b>\$0</b>	<b>\$0</b>	<b>\$210,690</b>

# FY 17-18 Budget Summary

## FY13-14 Section 5310 Grant Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Fund Balance:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Transportation Grant Fund Revenues:</b>								
Revenues	\$ 18,979	\$ 170,807	\$ 170,807	\$ -	\$ -	\$ -	\$ (170,807)	-100.0%
<b>Total Revenues</b>	<b>\$ 18,979</b>	<b>\$ 170,807</b>	<b>\$ 170,807</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (170,807)</b>	<b>-100.0%</b>
<b>Total Resources:</b>	<b>\$ 18,979</b>	<b>\$ 170,807</b>	<b>\$ 170,807</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (170,807)</b>	<b>-100.0%</b>
<b>Transportation Grant Fund Expenditures:</b>								
Transportation	\$ 18,979	\$ 170,807	\$ 170,807	\$ -	\$ -	\$ -	\$ (170,807)	-100.0%
<b>Total Expenditures</b>	<b>\$ 18,979</b>	<b>\$ 170,807</b>	<b>\$ 170,807</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (170,807)</b>	<b>-100.0%</b>
<b>New Fund Balance:</b>	\$ -	\$ -	\$ -	\$ -		\$ -		

### Breakdown of Transfer Out:

General Fund	\$ -
<b>Total</b>	<b>\$ -</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0241-0000**

**BUDGET LINE ITEMS**

FUND: FY13-14 SECTION 5310 GRANT (TX-16-X024-00)

DEPARTMENT: FY13-14 SECTION 5310 GRANT

DIVISION: GRANT REVENUES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6106 Intergovernmental	\$18,979	\$170,807	\$170,807	\$0	\$0	\$0	\$0
<b>INTERGOVERNMENTAL REVENUE</b>	<b>\$18,979</b>	<b>\$170,807</b>	<b>\$170,807</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>SUBTOTAL</b>	<b>\$18,979</b>	<b>\$170,807</b>	<b>\$170,807</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0241-0000</b>	<b>\$18,979</b>	<b>\$170,807</b>	<b>\$170,807</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



**CITY OF CONROE**  
**FY 2017-2018**  
**0241-2410**

**BUDGET LINE ITEMS**

FUND: FY13-14 SECTION 5310 GRANT (TX-16-X024-00)

DEPARTMENT: FY13-14 SECTION 5310 GRANT

DIVISION: GRANT EXPENSES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
8060 Contract Services	\$0	\$170,807	\$170,807	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$0</b>	<b>\$170,807</b>	<b>\$170,807</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
8520 Transfer Out	\$18,979	\$0	\$0	\$0	\$0	\$0	\$0
<b>TRANSFERS SUBTOTAL</b>	<b>\$18,979</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0241-2410</b>	<b>\$18,979</b>	<b>\$170,807</b>	<b>\$170,807</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# FY 17-18 Budget Summary

## FY15-16 Section 5310 Grant Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Fund Balance:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Transportation Grant Fund Revenues:</b>								
Revenues	\$ -	\$ 141,692	\$ 135,292	\$ 185,622	\$ -	\$ 185,622	\$ 43,930	31.0%
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 141,692</b>	<b>\$ 135,292</b>	<b>\$ 185,622</b>	<b>\$ -</b>	<b>\$ 185,622</b>	<b>\$ 43,930</b>	<b>31.0%</b>
<b>Total Resources:</b>	<b>\$ -</b>	<b>\$ 141,692</b>	<b>\$ 135,292</b>	<b>\$ 185,622</b>	<b>\$ -</b>	<b>\$ 185,622</b>	<b>\$ 43,930</b>	<b>31.0%</b>
<b>Transportation Grant Fund Expenditures:</b>								
Transportation	\$ -	\$ 141,692	\$ 135,292	\$ 185,622	\$ -	\$ 185,622	\$ 43,930	31.0%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 141,692</b>	<b>\$ 135,292</b>	<b>\$ 185,622</b>	<b>\$ -</b>	<b>\$ 185,622</b>	<b>\$ 43,930</b>	<b>31.0%</b>
<b>New Fund Balance:</b>	\$ -	\$ -	\$ -	\$ -		\$ -		

### Breakdown of Transfer Out:

General Fund	\$ -
<b>Total</b>	<b>\$ -</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0242-0000**

**BUDGET LINE ITEMS**

FUND: FY15-16 SECTION 5310 GRANT (TX-2017-017-00)

DEPARTMENT: FY15-16 SECTION 5310 GRANT

DIVISION: GRANT REVENUES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6106 Intergovernmental	\$0	\$141,692	\$135,292	\$185,622	\$0	\$0	\$185,622
<b>INTERGOVERNMENTAL REVENUE</b>	<b>\$0</b>	<b>\$141,692</b>	<b>\$135,292</b>	<b>\$185,622</b>	<b>\$0</b>	<b>\$0</b>	<b>\$185,622</b>
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$141,692</b>	<b>\$135,292</b>	<b>\$185,622</b>	<b>\$0</b>	<b>\$0</b>	<b>\$185,622</b>
<b>TOTAL 0242-0000</b>	<b>\$0</b>	<b>\$141,692</b>	<b>\$135,292</b>	<b>\$185,622</b>	<b>\$0</b>	<b>\$0</b>	<b>\$185,622</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0242-2420**

**BUDGET LINE ITEMS**

FUND: FY15-16 SECTION 5310 GRANT (TX-2017-017-00)

DEPARTMENT: FY15-16 SECTION 5310 GRANT

DIVISION: GRANT EXPENSES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
8060 Contract Services	\$0	\$109,600	\$103,200	\$185,622	\$0	\$0	\$185,622
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$0</b>	<b>\$109,600</b>	<b>\$103,200</b>	<b>\$185,622</b>	<b>\$0</b>	<b>\$0</b>	<b>\$185,622</b>
8520 Transfer Out	\$0	\$32,092	\$32,092	\$0	\$0	\$0	\$0
<b>TRANSFERS SUBTOTAL</b>	<b>\$0</b>	<b>\$32,092</b>	<b>\$32,092</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0242-2420</b>	<b>\$0</b>	<b>\$141,692</b>	<b>\$135,292</b>	<b>\$185,622</b>	<b>\$0</b>	<b>\$0</b>	<b>\$185,622</b>

# FY 17-18 Budget Summary

## FY13-15 State Public Transportation Appropriations

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Fund Balance:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Transportation Grant Fund Revenues:</b>								
Revenues	\$ 157,602	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Total Revenues</b>	<b>\$ 157,602</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>
<b>Total Resources:</b>	<b>\$ 157,602</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>
<b>Transportation Grant Fund Expenditures:</b>								
Transportation	\$ 157,602	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Total Expenditures</b>	<b>\$ 157,602</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>
<b>New Fund Balance:</b>	\$ -	\$ -	\$ -	\$ -		\$ -		

### Breakdown of Transfer Out:

General Fund	\$ -
<b>Total</b>	<b>\$ -</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0251-0000**

**BUDGET LINE ITEMS**

FUND: FY13-15 STATE PUBLIC TRANSPORTATION APPROPRIATIONS      DEPARTMENT: FY13-15 STATE PUBLIC TRANSPORTATION APPROPRIATIONS  
DIVISION: GRANT REVENUES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6106 Intergovernmental	\$157,602	\$0	\$0	\$0	\$0	\$0	\$0
INTERGOVERNMENTAL REVENUE	\$157,602	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL	\$157,602	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL 0251-0000</b>	<b>\$157,602</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0251-2510**

**BUDGET LINE ITEMS**

FUND: FY13-15 STATE PUBLIC TRANSPORTATION APPROPRIATIONS      DEPARTMENT: FY13-15 STATE PUBLIC TRANSPORTATION APPROPRIATIONS  
DIVISION: GRANT EXPENSES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
8060 Contract Services	\$39,075	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$39,075</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
9060 Vehicles >\$5,000	\$118,527	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$118,527</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0251-2510</b>	<b>\$157,602</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# FY 17-18 Budget Summary

## FY16 State Public Transportation Appropriations

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Fund Balance:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Transportation Grant Fund Revenues:</b>								
Revenues	\$ 72,252	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Total Revenues</b>	<b>\$ 72,252</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>
<b>Total Resources:</b>	<b>\$ 72,252</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>
<b>Transportation Grant Fund Expenditures:</b>								
Transportation	\$ 72,252	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Total Expenditures</b>	<b>\$ 72,252</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>
<b>New Fund Balance:</b>	\$ -	\$ -	\$ -	\$ -		\$ -		

### Breakdown of Transfer Out:

General Fund	\$ -
<b>Total</b>	<b>\$ -</b>



**CITY OF CONROE**  
**FY 2017-2018**  
**0252-0000**

**BUDGET LINE ITEMS**

FUND: FY16 STATE PUBLIC TRANSPORTATION APPROPRIATIONS

DEPARTMENT: FY16 STATE PUBLIC TRANSPORTATION APPROPRIATIONS  
 GRANT REVENUES

DIVISION:

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6106 Intergovernmental	\$72,252	\$0	\$0	\$0	\$0	\$0	\$0
INTERGOVERNMENTAL REVENUE	\$72,252	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL	\$72,252	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL 0252-0000</b>	<b>\$72,252</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0252-2520**

**BUDGET LINE ITEMS**

FUND: FY16 STATE PUBLIC TRANSPORTATION APPROPRIATIONS

DEPARTMENT: FY16 STATE PUBLIC TRANSPORTATION APPROPRIATIONS  
 GRANT EXPENSES

DIVISION:

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
8060 Contract Services	\$72,252	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$72,252</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0252-2520</b>	<b>\$72,252</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# FY 17-18 Budget Summary

## FY17 State Public Transportation Appropriations

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Fund Balance:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Transportation Grant Fund Revenues:</b>								
Revenues	\$ -	\$ 90,000	\$ 90,141	\$ -	\$ -	\$ -	\$ (90,000)	-100.0%
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 90,000</b>	<b>\$ 90,141</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (90,000)</b>	<b>-100.0%</b>
<b>Total Resources:</b>	<b>\$ -</b>	<b>\$ 90,000</b>	<b>\$ 90,141</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (90,000)</b>	<b>-100.0%</b>
<b>Transportation Grant Fund Expenditures:</b>								
Transportation	\$ -	\$ 90,000	\$ 90,141	\$ -	\$ -	\$ -	\$ (90,000)	-100.0%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 90,000</b>	<b>\$ 90,141</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (90,000)</b>	<b>-100.0%</b>
<b>New Fund Balance:</b>	\$ -	\$ -	\$ -	\$ -		\$ -		

### Breakdown of Transfer Out:

General Fund	\$ -
<b>Total</b>	<b>\$ -</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0253-0000**

**BUDGET LINE ITEMS**

FUND: FY17 STATE PUBLIC TRANSPORTATION APPROPRIATIONS

DEPARTMENT: STATE PUBLIC TRANSPORTATION APPROPRIATIONS  
 GRANT REVENUES

DIVISION:

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6106 Intergovernmental	\$0	\$90,000	\$90,141	\$0	\$0	\$0	\$0
INTERGOVERNMENTAL REVENUE	\$0	\$90,000	\$90,141	\$0	\$0	\$0	\$0
SUBTOTAL	\$0	\$90,000	\$90,141	\$0	\$0	\$0	\$0
<b>TOTAL 0253-0000</b>	<b>\$0</b>	<b>\$90,000</b>	<b>\$90,141</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0253-2530**

**BUDGET LINE ITEMS**

FUND: FY17 STATE PUBLIC TRANSPORTATION APPROPRIATIONS

DEPARTMENT: STATE PUBLIC TRANSPORTATION APPROPRIATIONS  
 GRANT EXPENSES

DIVISION:

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
8060 Contract Services	\$0	\$90,000	\$90,141	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$0</b>	<b>\$90,000</b>	<b>\$90,141</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0253-2530</b>	<b>\$0</b>	<b>\$90,000</b>	<b>\$90,141</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



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

# FY 17-18 Budget Summary

## Oscar Johnson, Jr. Community Center Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Fund Balance:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>OJJCC Fund Revenues:</b>								
Revenues	\$ 1,298,484	\$ 1,186,189	\$ 1,201,823	\$ 1,216,651	\$ -	\$ 1,216,651	\$ 30,462	2.6%
<b>Total Revenues</b>	<b>\$ 1,298,484</b>	<b>\$ 1,186,189</b>	<b>\$ 1,201,823</b>	<b>\$ 1,216,651</b>	<b>\$ -</b>	<b>\$ 1,216,651</b>	<b>\$ 30,462</b>	<b>2.6%</b>
<b>Total Resources:</b>	<b>\$ 1,298,484</b>	<b>\$ 1,186,189</b>	<b>\$ 1,201,823</b>	<b>\$ 1,216,651</b>	<b>\$ -</b>	<b>\$ 1,216,651</b>	<b>\$ 30,462</b>	<b>2.6%</b>
<b>OJJCC Fund Expenditures:</b>								
OJJCC	\$ 1,298,484	\$ 1,186,189	\$ 1,201,823	\$ 1,216,651	\$ -	\$ 1,216,651	\$ 30,462	2.6%
<b>Total Expenditures</b>	<b>\$ 1,298,484</b>	<b>\$ 1,186,189</b>	<b>\$ 1,201,823</b>	<b>\$ 1,216,651</b>	<b>\$ -</b>	<b>\$ 1,216,651</b>	<b>\$ 30,462</b>	<b>2.6%</b>
<b>New Fund Balance:</b>	\$ -	\$ -	\$ -	\$ -		\$ -		



## FY 17-18 Supplemental Requests OJJCC Fund

<u>Department/Division</u>	<u>ID</u>	<u>Dept. Rank</u>	<u>Supplemental Request Title</u>	<u>Requested Amount<sup>1</sup></u>	<u>FY 16-17 Purchase<sup>2</sup></u>	<u>List "A" Included<sup>3</sup></u>	<u>Type</u>
0030-3000 OJJCC	2407	1	Feasibility Study	\$ 75,000	\$ -	\$ -	New Program
<b>030-3000 OJJCC Total</b>				<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	

### Definitions:

1. Requested Amount - The total cost of the project. Also, the cost that was requested through the supplemental request.
2. FY 16-17 Purchase - The amount approved for purchase with savings in the current fiscal year, rather than putting the item in the next fiscal year.
3. List "A" (Included) - These items are included in the Operating Budget as supplementals.

### Notes:

4. If there is no funding listed in the FY16-17 Purchase or List "A" (Included) columns, then the supplemental request was not approved for funding.

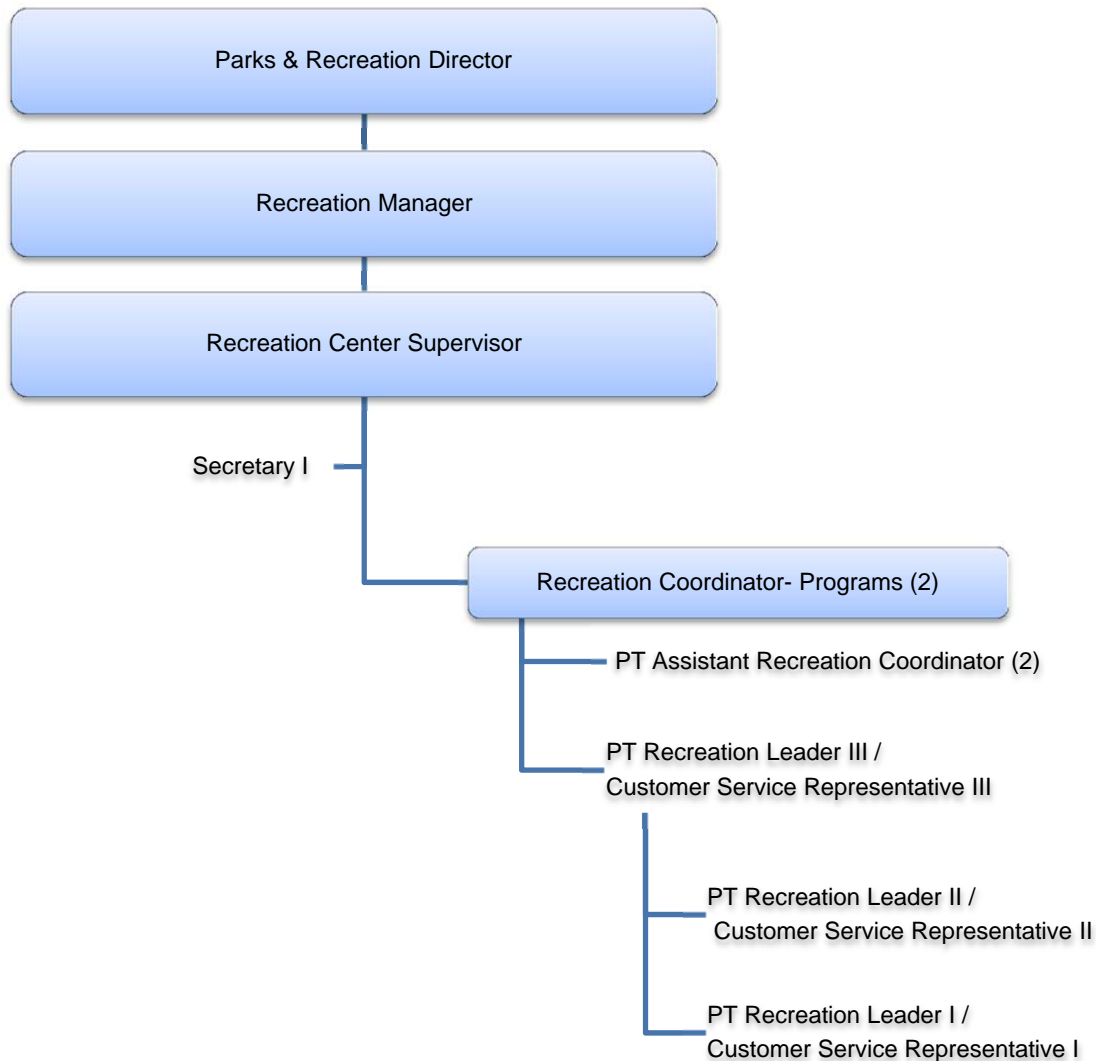
**CITY OF CONROE**  
**FY 2017-2018**  
**0030-0000**

**BUDGET LINE ITEMS**

FUND: OSCAR JOHNSON JR COMMUNITY CENTER      DEPARTMENT: OJJCC      DIVISION: REVENUES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
6550 Transfer In	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>REVENUES SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
5150 Service Charges	\$25	\$0	\$0	\$0	\$0	\$0	\$0
<b>CHARGES FOR CURRENT SERVICES SUBTOTAL</b>	<b>\$25</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6010 Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6050 Recreational	\$28,105	\$25,000	\$19,000	\$19,950	\$0	\$0	\$19,950
6051 Parks Programs	\$660,074	\$660,000	\$693,945	\$738,540	\$0	\$0	\$738,540
6052 Donations	\$7,850	\$0	\$5,290	\$0	\$0	\$0	\$0
6060 Unanticipated Revenues	\$70	\$0	\$40	\$0	\$0	\$0	\$0
6104 CDBG-OJCC	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6530 Other Non-Operating Income	\$2,818	\$0	\$0	\$0	\$0	\$0	\$0
<b>OTHER REVENUES SUBTOTAL</b>	<b>\$698,917</b>	<b>\$685,000</b>	<b>\$718,275</b>	<b>\$758,490</b>	<b>\$0</b>	<b>\$0</b>	<b>\$758,490</b>
6106 Intergovernmental	\$599,542	\$501,189	\$483,548	\$458,161	\$0	\$0	\$458,161
<b>INTERGOVERNMENTAL REVENUE SUBTOTAL</b>	<b>\$599,542</b>	<b>\$501,189</b>	<b>\$483,548</b>	<b>\$458,161</b>	<b>\$0</b>	<b>\$0</b>	<b>\$458,161</b>
<b>TOTAL 0030-0000</b>	<b>\$1,298,484</b>	<b>\$1,186,189</b>	<b>\$1,201,823</b>	<b>\$1,216,651</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,216,651</b>

## 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 20 years.

# **Oscar Johnson, Jr. Community Center**

## Accomplishments for FY 2016-2017

- ✓ Opened After School Recreation Program site at Austin Elementary
- ✓ Increased After School Recreation Program enrollment by 6%
- ✓ Increased Summer Day Camp program enrollment by 5%
- ✓ Increased capacity for Totally Teen Program by 30%
- ✓ Started Summer School Day Camp program
- ✓ Reached capacity for Parents Night Out program seven of nine dates
- ✓ Received \$28,000 grant from Texas Parks and Wildlife Department
- ✓ Increased participation in Leadership Adventure Program by 10%
- ✓ Upgraded entry gates to the center

## Goals & Objectives for FY 2017-2018

- ❑ Increase over all program enrollment by 5%
- ❑ Increase Leadership Adventure Program participation by 25%
- ❑ Start feasibility study for new facility
- ❑ Research sustainable special events specific to the center and surrounding community
- ❑ Explore options to establish Before School Care program
- ❑ Explore additional uses for the facility during non-peak hours

**City of Conroe**  
**Oscar Johnson, Jr. Community Center Fund**

**Oscar Johnson, Jr. Community Center**  
**030-3000**

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERSONNEL SERVICES</b>				
Recreation Center Supervisor	1	1	1	1
Recreation Coordinator	2	2	2	2
Secretary I	1	1	1	1
<b>TOTAL FULL TIME</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

PT Recreation Coordinator	1,560	1,560	1,000	0
PT Assistant Recreation Coordinator	0	2,000	2,000	2,000
PT Recreation Leader III	0	0	12,705	13,000
PT Recreation Leader II	16,175	16,175	32,910	33,615
PT Recreation Leader I	37,190	33,190	4,000	4,000
PT Youth Counselor In Training	0	4,000	0	0
PT Customer Service Representative III	0	0	2,110	2,110
PT Customer Service Representative II	0	0	2,200	2,200
<b>TOTAL PART TIME HOURS</b>	<b>54,925</b>	<b>56,925</b>	<b>56,925</b>	<b>56,925</b>

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>PERFORMANCE MEASURES</b>				

**Participants**

Rentals	5,207	8,079	5,740	6,027
Programs	101,123	104,477	111,000	116,550
Special Events	1,300	812	1,300	1,300
<b>Total</b>	<b>107,630</b>	<b>113,368</b>	<b>118,040</b>	<b>123,877</b>

**Revenue**

6050 Rentals	\$ 18,785	\$ 28,104	\$ 19,000	\$ 19,950
6051 Programs	543,673	660,075	703,086	738,240
<b>Total</b>	<b>\$562,458</b>	<b>\$688,179</b>	<b>\$722,086</b>	<b>\$758,190</b>

Estimated 2016-2017 maintains a 5% increase in overall participation and revenue.  
 Budgeted 2017-2018 includes a 5% increase in overall participation and revenue.

**CITY OF CONROE**  
**FY 2017-2018**  
**0030-3000**

**BUDGET LINE ITEMS**

FUND: OSCAR JOHNSON JR COMMUNITY CENTER

DEPARTMENT: OJCC

DIVISION: OJCC EXPENDITURES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$245,168	\$255,183	\$255,183	\$263,289	\$0	\$0	\$263,289
7012 Salaries - Part Time	\$591,469	\$478,983	\$478,983	\$478,983	\$0	\$0	\$478,983
7020 Overtime	\$1,426	\$2,500	\$2,500	\$2,501	\$0	\$0	\$2,501
7025 Social Security	\$63,041	\$62,248	\$62,248	\$62,933	\$0	\$0	\$62,933
7030 Retirement & Pension	\$39,707	\$41,819	\$41,819	\$43,457	\$0	\$0	\$43,457
7035 Workers Compensation	\$10,730	\$12,485	\$13,000	\$12,536	\$0	\$0	\$12,536
7040 Employee Insurance	\$53,900	\$60,073	\$60,073	\$80,054	\$0	\$0	\$80,054
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$1,005,441</b>	<b>\$913,291</b>	<b>\$913,806</b>	<b>\$943,753</b>	<b>\$0</b>	<b>\$0</b>	<b>\$943,753</b>
7110 Office Supplies	\$6,651	\$7,881	\$6,000	\$6,300	\$0	\$0	\$6,300
7130 Building Supplies	\$1,835	\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
7140 Wearing Apparel	\$6,113	\$8,000	\$8,000	\$8,000	\$0	\$0	\$8,000
7160 Vehicle Operations	\$12,213	\$9,000	\$9,000	\$9,000	\$0	\$0	\$9,000
7170 Vehicle Repairs	\$26,645	\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
7180 Equipment Repairs	\$841	\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
7200 Operating Supplies	\$33,702	\$44,000	\$44,000	\$45,581	\$0	\$0	\$45,581
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	\$3,475	\$0	\$0	\$0	\$0	\$0	\$0
7254 Machinery & Equipment <\$5,000	\$4,675	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUPPLIES SUBTOTAL</b>	<b>\$96,150</b>	<b>\$77,881</b>	<b>\$76,000</b>	<b>\$77,881</b>	<b>\$0</b>	<b>\$0</b>	<b>\$77,881</b>
8010 Utilities	\$33,229	\$38,000	\$38,000	\$38,000	\$0	\$0	\$38,000
8040 Leased Equipment	\$6,507	\$7,000	\$7,000	\$7,000	\$0	\$0	\$7,000
8050 Travel & Training	\$8,975	\$18,375	\$18,375	\$18,375	\$0	\$0	\$18,375
8060 Contract Services	\$148,182	\$131,642	\$133,642	\$131,642	\$0	\$0	\$131,642
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$196,893</b>	<b>\$195,017</b>	<b>\$197,017</b>	<b>\$195,017</b>	<b>\$0</b>	<b>\$0</b>	<b>\$195,017</b>
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	\$15,000	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0030-3000</b>	<b>\$1,298,484</b>	<b>\$1,186,189</b>	<b>\$1,201,823</b>	<b>\$1,216,651</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,216,651</b>

# **MUNICIPAL COURT SPECIAL REVENUE FUNDS**

## **Municipal Court Special Revenue Funds**

Municipal Court Technology Fund (037) - A fee of \$4.00 is collected from every conviction of offense where monetary funds are collected, per the Code of Criminal Procedure 102.0172. This fund shall be used on computers, printers, scanners, ink, software, and ticket writers.

Municipal Court Building Security Fund (038) - A fee of \$3.00 is collected from every conviction of offense where monetary funds are collected, per the Code of Criminal Procedure 102.017. This fund shall be used on bailiff officer(s) housed in the court offices, metal detectors, x-ray machines, identification cards and systems, electronic locking and surveillance equipment, video teleconferencing systems, signage, alarms, bullet-proof material and the repair of any of the above.

Municipal Court Juvenile Case Manager Fund (039) - A fee of \$4.00 is collected from every conviction of offense where monetary funds are collected, per the Code of Criminal Procedure 102.0174. This fund is for the salary, supplies, computer and education of the Juvenile Case Coordinator. This fund can also be used for supplies in the training of juvenile offenders.

Municipal Court Efficiency Fee Fund (048) - These fines are from two sources, per Local Government Code 133.103: \$2.50 from Time Payment Fee when defendants are on a payment plan and 10% from Judicial Support Fee on every conviction of offense where monetary funds are collected.

Municipal Court Truancy Prevention Fund (049) - A fee of \$1.00 is collected on every conviction of offense where monetary funds are collected, per Article 102.015 Code of Criminal Procedure.



## FY 17-18 Budget Summary

### Municipal Court Technology Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Fund Balance:</b>	\$ -	\$ -	\$ -	\$ 11,042	\$ -	\$ 11,042	\$ -	\$ -
<b>Municipal Court Technology Fund Revenues:</b>								
Revenues	\$ -	\$ 40,436	\$ 32,856	\$ 32,856	\$ -	\$ 32,856	\$ (7,580)	-18.7%
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 40,436</b>	<b>\$ 32,856</b>	<b>\$ 32,856</b>	<b>\$ -</b>	<b>\$ 32,856</b>	<b>\$ (7,580)</b>	<b>-18.7%</b>
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ 40,436</b>	<b>\$ 32,856</b>	<b>\$ 43,898</b>	<b>\$ -</b>	<b>\$ 43,898</b>	<b>\$ (7,580)</b>	<b>-18.7%</b>
<b>Municipal Court Technology Fund Expenditures:</b>								
0037-3700	\$ -	\$ 26,787	\$ 21,814	\$ 5,000	\$ -	\$ 5,000	\$ (21,787)	-81.3%
<b>Total Exp</b>	<b>\$ -</b>	<b>\$ 26,787</b>	<b>\$ 21,814</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ (21,787)</b>	<b>-81.3%</b>
<b>New Fund Balance:</b>		\$ 13,649	\$ 11,042	\$ 38,898		\$ 38,898		

#### Breakdown of Transfer In:

General Fund	\$ -
<b>Total</b>	<b>\$ -</b>

#### Breakdown of Transfer Out:

General Fund - Fund Balance	\$ -
<b>Total</b>	<b>\$ -</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0037-0000**

**BUDGET LINE ITEMS**

FUND: MUNICIPAL COURT TECHNOLOGY      DEPARTMENT: MUNICIPAL COURT TECHNOLOGY      DIVISION: REVENUES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
5510 Traffic and Criminal Fines	\$0	\$40,436	\$32,856	\$32,856	\$0	\$0	\$32,856
<b>TRAFFIC AND CRIMINAL FINES SUBTOTAL</b>	<b>\$0</b>	<b>\$40,436</b>	<b>\$32,856</b>	<b>\$32,856</b>	<b>\$0</b>	<b>\$0</b>	<b>\$32,856</b>
6010 Interest on Investments	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>OTHER REVENUES SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6550 Transfer In	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TRANSFERS IN SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0037-0000</b>	<b>\$0</b>	<b>\$40,436</b>	<b>\$32,856</b>	<b>\$32,856</b>	<b>\$0</b>	<b>\$0</b>	<b>\$32,856</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0037-3700**

**BUDGET LINE ITEMS**

FUND: MUNICIPAL COURT TECHNOLOGY

DEPARTMENT: MUNICIPAL COURT TECHNOLOGY

DIVISION: MUNICIPAL COURT EXPENDITURES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7110 Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7190 Radio Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$0	\$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	\$2,500	\$0	\$2,500	\$0	\$0	\$2,500
<b>SUPPLIES SUBTOTAL</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>
8040 Leased Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$0	\$2,500	\$2,500	\$2,500	\$0	\$0	\$2,500
8060 Contract Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>
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
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
8520 Transfer Out	\$0	\$21,787	\$19,314	\$0	\$0	\$0	\$0
<b>TRANSFERS SUBTOTAL</b>	<b>\$0</b>	<b>\$21,787</b>	<b>\$19,314</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0037-3700</b>	<b>\$0</b>	<b>\$26,787</b>	<b>\$21,814</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>

## FY 17-18 Budget Summary

### Municipal Court Building Security Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Fund Balance:</b>	\$ -	\$ -	\$ -	\$ 3,248	\$ -	\$ 3,248	\$ -	\$ -
<b>Municipal Court Building Security Fund Revenues:</b>								
Revenues	\$ -	\$ 30,318	\$ 24,642	\$ 24,642	\$ -	\$ 24,642	\$ (5,676)	-18.7%
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 30,318</b>	<b>\$ 24,642</b>	<b>\$ 24,642</b>	<b>\$ -</b>	<b>\$ 24,642</b>	<b>\$ (5,676)</b>	<b>-18.7%</b>
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ 30,318</b>	<b>\$ 24,642</b>	<b>\$ 27,890</b>	<b>\$ -</b>	<b>\$ 27,890</b>	<b>\$ (5,676)</b>	<b>-18.7%</b>
<b>Municipal Court Building Security Fund Expenditures:</b>								
0038-3800	\$ -	\$ 30,318	\$ 21,394	\$ 24,250	\$ 2,000	\$ 26,250	\$ (4,068)	-13.4%
<b>Total Exp</b>	<b>\$ -</b>	<b>\$ 30,318</b>	<b>\$ 21,394</b>	<b>\$ 24,250</b>	<b>\$ 2,000</b>	<b>\$ 26,250</b>	<b>\$ (4,068)</b>	<b>-13.4%</b>
<b>New Fund Balance:</b>	\$ -	\$ -	\$ 3,248	\$ 3,640		\$ 1,640		

#### Breakdown of Transfer In:

General Fund	\$ -
<b>Total</b>	<b>\$ -</b>

#### Breakdown of Transfer Out:

General Fund - Fund Balance	\$ -
General Fund - Personnel costs	20,000
<b>Total</b>	<b>\$ 20,000</b>

## FY 17-18 Supplemental Requests Municipal Court Building Security Fund

<u>Department/Division</u>	<u>ID</u>	<u>Dept. Rank</u>	<u>Supplemental Request Title</u>	<u>Requested Amount<sup>1</sup></u>	<u>FY 16-17 Purchase<sup>2</sup></u>	<u>List "A" Included<sup>3</sup></u>	<u>Type</u>
0038-3800 Municipal Court Building Sec	3115	0	Tristar Document Shredding	\$ 2,000	\$ -	\$ 2,000	New Program
<b>0038-3800 Municipal Court Building Sec Total</b>				<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ 2,000</b>	

### Definitions:

1. Requested Amount - The total cost of the project. Also, the cost that was requested through the supplemental request.
2. FY 16-17 Purchase - The amount approved for purchase with savings in the current fiscal year, rather than putting the item in the next fiscal year.
3. List "A" (Included) - These items are included in the Operating Budget as supplementals.

### Notes:

4. If there is no funding listed in the FY16-17 Purchase or List "A" (Included) columns, then the supplemental request was not approved for funding.

**CITY OF CONROE**  
**FY 2017-2018**  
**0038-0000**

**BUDGET LINE ITEMS**

**FUND: MUNICIPAL COURT BUILDING SECURITY**

**DEPARTMENT: MUNICIPAL COURT BUILDING SECURITY**

**DIVISION: REVENUES**

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
5510 Traffic and Criminal Fines	\$0	\$30,318	\$24,642	\$24,642	\$0	\$0	\$24,642
<b>TRAFFIC AND CRIMINAL FINES SUBTOTAL</b>	<b>\$0</b>	<b>\$30,318</b>	<b>\$24,642</b>	<b>\$24,642</b>	<b>\$0</b>	<b>\$0</b>	<b>\$24,642</b>
6010 Interest on Investments	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>OTHER REVENUES SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6550 Transfer In	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TRANSFERS IN SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0038-0000</b>	<b>\$0</b>	<b>\$30,318</b>	<b>\$24,642</b>	<b>\$24,642</b>	<b>\$0</b>	<b>\$0</b>	<b>\$24,642</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0038-3800**

**BUDGET LINE ITEMS**

FUND: MUNICIPAL COURT BUILDING SECURITY		DEPARTMENT: MUNICIPAL COURT BUILDING SECURITY			DIVISION: MUNICIPAL COURT EXPENDITURES		
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7110 Office Supplies	\$0	\$0	\$150	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7190 Radio Repairs	\$0	\$150	\$150	\$150	\$0	\$0	\$150
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	\$150	\$300	\$150	\$0	\$0	\$150
8040 Leased Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$0	\$4,100	\$4,100	\$4,100	\$0	\$0	\$4,100
8060 Contract Services	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000
CONTRACTUAL SUBTOTAL	\$0	\$4,100	\$4,100	\$4,100	\$0	\$2,000	\$6,100
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
CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8520 Transfer Out	\$0	\$26,068	\$16,994	\$20,000	\$0	\$0	\$20,000
TRANSFERS SUBTOTAL	\$0	\$26,068	\$16,994	\$20,000	\$0	\$0	\$20,000
TOTAL 0038-3800	\$0	\$30,318	\$21,394	\$24,250	\$0	\$2,000	\$26,250

**CITY OF CONROE**  
**FY 2017-2018**  
**0038-3800**

**SUPPLEMENTAL REQUESTS WITH LINE ITEMS**  
(Active Only)

<b>ID</b>	<b>Rank</b>	<b>Title</b>	<b>Type</b>	<b>Line Items</b>	
3115	0	Tristar Document Shredding	New Program	8060 Contract Services	\$2,000
				<b>Request Total</b>	<b>\$2,000</b>
<b>1 Requests</b>			<b>Total for 0038-3800</b>		<b>\$2,000</b>



# FY 17-18 Budget Summary

## Municipal Court Juvenile Case Manager Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Fund Balance:</b>	\$ -	\$ -	\$ -	\$ 11,330	\$ -	\$ 11,330	\$ -	\$ -
<b>Municipal Court Juvenile Case Manager Fund Revenues:</b>								
Revenues	\$ -	\$ 122,269	\$ 93,342	\$ 32,794	\$ -	\$ 32,794	\$ (89,475)	-73.2%
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 122,269</b>	<b>\$ 93,342</b>	<b>\$ 32,794</b>	<b>\$ -</b>	<b>\$ 32,794</b>	<b>\$ (89,475)</b>	<b>-73.2%</b>
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ 122,269</b>	<b>\$ 93,342</b>	<b>\$ 44,124</b>	<b>\$ -</b>	<b>\$ 44,124</b>	<b>\$ (89,475)</b>	<b>-73.2%</b>
<b>Municipal Court Juvenile Case Manager Fund Expenditures:</b>								
0039-3900	\$ -	\$ 77,012	\$ 82,012	\$ 42,987	\$ -	\$ 42,987	\$ (34,025)	-44.2%
<b>Total Exp</b>	<b>\$ -</b>	<b>\$ 77,012</b>	<b>\$ 82,012</b>	<b>\$ 42,987</b>	<b>\$ -</b>	<b>\$ 42,987</b>	<b>\$ (34,025)</b>	<b>-44.2%</b>
<b>New Fund Balance:</b>		\$ 45,257	\$ 11,330	\$ 1,137		\$ 1,137		

### Breakdown of Transfer In:

General Fund - Fund Balance	\$ -
<b>Total</b>	<b>\$ -</b>

### Breakdown of Transfer Out:

General Fund - Personnel Costs	\$ 40,237
<b>Total</b>	<b>\$ 40,237</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0039-0000**

**BUDGET LINE ITEMS**

**FUND: MUNICIPAL COURT JUVENILE CASE MANAGER**

**DEPARTMENT: MUNICIPAL COURT JUVENILE CASE MANAGER**

**DIVISION: REVENUES**

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
5510 Traffic and Criminal Fines	\$0	\$40,259	\$32,794	\$32,794	\$0	\$0	\$32,794
<b>TRAFFIC AND CRIMINAL FINES SUBTOTAL</b>	<b>\$0</b>	<b>\$40,259</b>	<b>\$32,794</b>	<b>\$32,794</b>	<b>\$0</b>	<b>\$0</b>	<b>\$32,794</b>
6010 Interest on Investments	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>OTHER REVENUES SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6550 Transfer In	\$0	\$82,010	\$60,548	\$0	\$0	\$0	\$0
<b>TRANSFERS IN SUBTOTAL</b>	<b>\$0</b>	<b>\$82,010</b>	<b>\$60,548</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0039-0000</b>	<b>\$0</b>	<b>\$122,269</b>	<b>\$93,342</b>	<b>\$32,794</b>	<b>\$0</b>	<b>\$0</b>	<b>\$32,794</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0039-3900**

**BUDGET LINE ITEMS**

**FUND: MUNICIPAL COURT JUVENILE CASE MANAGER**

**DEPARTMENT: MUNICIPAL COURT JUVENILE CASE MANAGER**  
**EXPENDITURES**

**DIVISION: MUNICIPAL COURT**

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7110 Office Supplies	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7190 Radio Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$0	\$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
<b>SUPPLIES SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
8040 Leased Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$0	\$3,950	\$3,950	\$2,750	\$0	\$0	\$2,750
8060 Contract Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$0</b>	<b>\$3,950</b>	<b>\$3,950</b>	<b>\$2,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,750</b>
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
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
8520 Transfer Out	\$0	\$73,062	\$73,062	\$40,237	\$0	\$0	\$40,237
<b>TRANSFERS SUBTOTAL</b>	<b>\$0</b>	<b>\$73,062</b>	<b>\$73,062</b>	<b>\$40,237</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,237</b>
<b>TOTAL 0039-3900</b>	<b>\$0</b>	<b>\$77,012</b>	<b>\$82,012</b>	<b>\$42,987</b>	<b>\$0</b>	<b>\$0</b>	<b>\$42,987</b>

## FY 17-18 Budget Summary

### Municipal Court Efficiency Fee Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Fund Balance:</b>	\$ -	\$ -	\$ -	\$ 168,999	\$ -	\$ 168,999	\$ -	\$ -
<b>Municipal Court Efficiency Fee Fund Revenues:</b>								
Revenues	\$ -	\$ 149,880	\$ 181,199	\$ 22,814	\$ -	\$ 22,814	\$ (127,066)	-84.8%
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 149,880</b>	<b>\$ 181,199</b>	<b>\$ 22,814</b>	<b>\$ -</b>	<b>\$ 22,814</b>	<b>\$ (127,066)</b>	<b>-84.8%</b>
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ 149,880</b>	<b>\$ 181,199</b>	<b>\$ 191,813</b>	<b>\$ -</b>	<b>\$ 191,813</b>	<b>\$ (127,066)</b>	<b>-84.8%</b>
<b>Municipal Court Efficiency Fee Fund Expenditures:</b>								
0048-4800	\$ -	\$ 2,000	\$ 12,200	\$ 2,000	\$ -	\$ 2,000	\$ -	0.0%
<b>Total Exp</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ 12,200</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>0.0%</b>
<b>New Fund Balance:</b>		\$ 147,880	\$ 168,999	\$ 189,813		\$ 189,813		

#### Breakdown of Transfer In:

General Fund - Fund Balance	\$ -
<b>Total</b>	<b>\$ -</b>

#### Breakdown of Transfer Out:

General Fund	\$ -
<b>Total</b>	<b>\$ -</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0048-0000**

**BUDGET LINE ITEMS**

FUND: MUNICIPAL COURT EFFICIENCY FEE      DEPARTMENT: MUNICIPAL COURT EFFICIENCY FEE      DIVISION: REVENUES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
5510 Traffic and Criminal Fines	\$0	\$26,818	\$22,814	\$22,814	\$0	\$0	\$22,814
<b>TRAFFIC AND CRIMINAL FINES SUBTOTAL</b>	<b>\$0</b>	<b>\$26,818</b>	<b>\$22,814</b>	<b>\$22,814</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,814</b>
6010 Interest on Investments	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>OTHER REVENUES SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6550 Transfer In	\$0	\$123,062	\$158,385	\$0	\$0	\$0	\$0
<b>TRANSFERS IN SUBTOTAL</b>	<b>\$0</b>	<b>\$123,062</b>	<b>\$158,385</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0048-0000</b>	<b>\$0</b>	<b>\$149,880</b>	<b>\$181,199</b>	<b>\$22,814</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,814</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0048-4800**

**BUDGET LINE ITEMS**

**FUND: MUNICIPAL COURT EFFICIENCY FEE**

**DEPARTMENT: MUNICIPAL COURT EFFICIENCY FEE**

**DIVISION: MUNICIPAL COURT EXPENDITURES**

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7110 Office Supplies	\$0	\$0	\$5,200	\$0	\$0	\$0	\$0
7140 Wearing Apparel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7190 Radio Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$0	\$0	\$5,000	\$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
<b>SUPPLIES SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
8040 Leased Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$0	\$2,000	\$2,000	\$2,000	\$0	\$0	\$2,000
8060 Contract Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000</b>
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
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
8520 Transfer Out	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TRANSFERS SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0048-4800</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$12,200</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000</b>

## FY 17-18 Budget Summary

### Municipal Court Truancy Prevention Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Fund Balance:</b>	\$ -	\$ -	\$ -	\$ 5,613	\$ -	\$ 5,613	\$ -	\$ -
<b>Municipal Court Truancy Prevention Fund Revenues:</b>								
Revenues	\$ -	\$ 18,251	\$ 14,515	\$ 7,671	\$ -	\$ 7,671	\$ (10,580)	-58.0%
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 18,251</b>	<b>\$ 14,515</b>	<b>\$ 7,671</b>	<b>\$ -</b>	<b>\$ 7,671</b>	<b>\$ (10,580)</b>	<b>-58.0%</b>
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ 18,251</b>	<b>\$ 14,515</b>	<b>\$ 13,284</b>	<b>\$ -</b>	<b>\$ 13,284</b>	<b>\$ (10,580)</b>	<b>-58.0%</b>
<b>Municipal Court Truancy Prevention Fund Expenditures:</b>								
0049-4900	\$ -	\$ 5,000	\$ 8,902	\$ 5,000	\$ -	\$ 5,000	\$ -	0.0%
<b>Total Exp</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 8,902</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>0.0%</b>
<b>New Fund Balance:</b>		\$ 13,251	\$ 5,613	\$ 8,284		\$ 8,284		

#### Breakdown of Transfer In:

General Fund - Fund Balance	\$ -
<b>Total</b>	<b>\$ -</b>

#### Breakdown of Transfer Out:

General Fund	\$ -
<b>Total</b>	<b>\$ -</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0049-0000**

**BUDGET LINE ITEMS**

**FUND: MUNICIPAL COURT TRUANCY PREVENTION**

**DEPARTMENT: MUNICIPAL COURT TRUANCY PREVENTION**

**DIVISION: REVENUES**

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
5510 Traffic & Criminal Fines	\$0	\$10,106	\$7,671	\$7,671	\$0	\$0	\$7,671
<b>TRAFFIC AND CRIMINAL FINES SUBTOTAL</b>	<b>\$0</b>	<b>\$10,106</b>	<b>\$7,671</b>	<b>\$7,671</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,671</b>
6010 Interest on Investment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>OTHER REVENUES SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6550 Transfer In	\$0	\$8,145	\$6,844	\$0	\$0	\$0	\$0
<b>TRANSFERS IN SUBTOTAL</b>	<b>\$0</b>	<b>\$8,145</b>	<b>\$6,844</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0049-0000</b>	<b>\$0</b>	<b>\$18,251</b>	<b>\$14,515</b>	<b>\$7,671</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,671</b>



**CITY OF CONROE**  
**FY 2017-2018**  
**0049-4900**

**BUDGET LINE ITEMS**

**FUND: MUNICIPAL COURT TRUANCY PREVENTION**

**DEPARTMENT: MUNICIPAL COURT TRUANCY PREVENTION**

**DIVISION: EXPENDITURES**

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7110 Office Supplies	\$0	\$0	\$8,902	\$0	\$0	\$0	\$0
7140 Wearing Apparel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7180 Equipment Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7190 Radio Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$0	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
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
<b>SUPPLIES SUBTOTAL</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$8,902</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>
8040 Leased Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8060 Contract Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
8520 Transfer Out	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TRANSFERS SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0049-4900</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$8,902</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>



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# **FLEET SERVICES FUND**

## FY 17-18 Budget Summary

### Fleet Services Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Fund Balance:</b>		\$ 627,932	\$ 627,932	\$ 556,850	\$ -	\$ 556,850	\$ -	0.0%
<b>Fleet Services Fund Revenues:</b>								
Revenues	\$ 1,953,401	\$ 1,637,751	\$ 1,688,387	\$ 1,664,986	\$ -	\$ 1,664,986	\$ 27,235	1.7%
<b>Total Revenues</b>	<b>\$ 1,953,401</b>	<b>\$ 1,637,751</b>	<b>\$ 1,688,387</b>	<b>\$ 1,664,986</b>	<b>\$ -</b>	<b>\$ 1,664,986</b>	<b>\$ 27,235</b>	<b>1.7%</b>
<b>Total Resources:</b>	<b>\$ 1,953,401</b>	<b>\$ 2,265,683</b>	<b>\$ 2,316,319</b>	<b>\$ 2,221,836</b>	<b>\$ -</b>	<b>\$ 2,221,836</b>	<b>\$ 27,235</b>	<b>1.2%</b>
<b>Fleet Services Fund Expenditures:</b>								
Fleet Services	\$ 1,768,209	\$ 1,748,467	\$ 1,759,469	\$ 1,728,581	\$ 14,372	\$ 1,742,953	\$ (5,514)	-0.3%
<b>Total Expenditures</b>	<b>\$ 1,768,209</b>	<b>\$ 1,748,467</b>	<b>\$ 1,759,469</b>	<b>\$ 1,728,581</b>	<b>\$ 14,372</b>	<b>\$ 1,742,953</b>	<b>\$ (5,514)</b>	<b>-0.3%</b>
<b>New Fund Balance:</b>		\$ 517,216	\$ 556,850	\$ 493,255		\$ 478,883		

**Breakdown of Transfer Out:**

Vehicle & Equipment Fund	\$ 8,638
<b>Total</b>	<b>\$ 8,638</b>

# FY 17-18 Supplemental Requests Fleet Services Fund

<u>Department/Division</u>	<u>ID</u>	<u>Dept.</u> <u>Rank</u>	<u>Supplemental Request Title</u>	<u>Requested</u> <u>Amount</u> <sup>1</sup>	<u>FY 16-17</u> <u>Purchase</u> <sup>2</sup>	<u>List "A"</u> <u>Included</u> <sup>3</sup>	<u>Type</u>
0052-5200 Fleet Services	2334	1	Fleet Technician-III	\$ 80,546	\$ -	\$ -	New Personnel
0052-5200 Fleet Services	2957	2	Part Time Data Entry Clerk	14,372	-	14,372	New Personnel
<b>0052-5200 Fleet Services Total</b>				<b>\$ 94,918</b>	<b>\$ -</b>	<b>\$ 14,372</b>	

## Definitions:

1. Requested Amount - The total cost of the project. Also, the cost that was requested through the supplemental request.
2. FY 16-17 Purchase - The amount approved for purchase with savings in the current fiscal year, rather than putting the item in the next fiscal year.
3. List "A" (Included) - These items are included in the Operating Budget as supplementals.

## Notes:

4. If there is no funding listed in the FY16-17 Purchase or List "A" (Included) columns, then the supplemental request was not approved for funding.

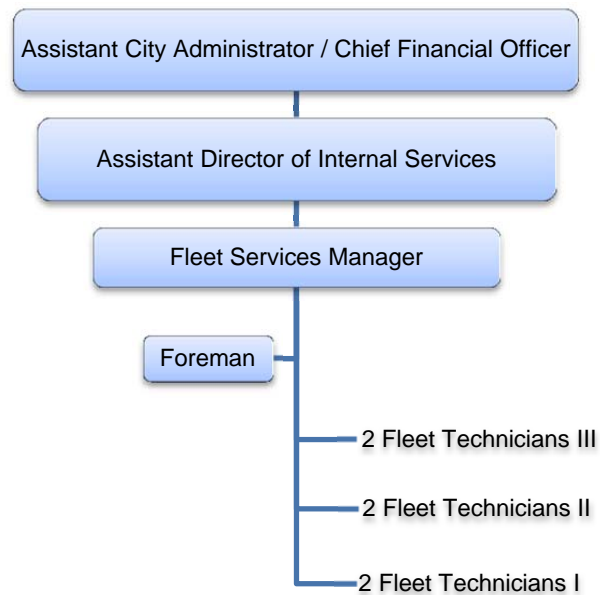
**CITY OF CONROE**  
**FY 2017-2018**  
**0052-0000**

**BUDGET LINE ITEMS**

FUND: FLEET SERVICES      DEPARTMENT: FLEET SERVICES      DIVISION: REVENUES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
5150 Service Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5151 Fuel	\$70,038	\$77,334	\$77,823	\$77,823	\$0	\$0	\$77,823
5152 Parts	\$641,901	\$655,328	\$650,340	\$655,328	\$0	\$0	\$655,328
5153 Labor	\$674,227	\$576,000	\$600,000	\$600,000	\$0	\$0	\$600,000
5154 Sublets	\$519,975	\$286,835	\$312,723	\$286,835	\$0	\$0	\$286,835
5155 Carwash	\$9,996	\$12,000	\$11,036	\$15,000	\$0	\$0	\$15,000
5156 Miscellaneous	\$36,206	\$30,254	\$35,058	\$30,000	\$0	\$0	\$30,000
<b>CHARGES FOR CURRENT SERVICES SUBTOTAL</b>	<b>\$1,952,343</b>	<b>\$1,637,751</b>	<b>\$1,686,980</b>	<b>\$1,664,986</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,664,986</b>
6010 Interest	\$1,058	\$0	\$1,407	\$0	\$0	\$0	\$0
6060 Unanticipated Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>OTHER REVENUES SUBTOTAL</b>	<b>\$1,058</b>	<b>\$0</b>	<b>\$1,407</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6550 Transfer In	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TRANSFERS IN SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0052-0000</b>	<b>\$1,953,401</b>	<b>\$1,637,751</b>	<b>\$1,688,387</b>	<b>\$1,664,986</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,664,986</b>

# Fleet Services



The Fleet Services Division is an internal service fund that's responsible for managing and maintaining over 605 fleet vehicles & equipment for both internal and external customers. Fleet Services currently provides their services to the Cities of Shenandoah, Willis, Panorama and Montgomery; CISD and the District Attorney's office. Services include record keeping, service consultant, reporting, VERF management, monthly billing, scheduled preventive maintenance, predictive maintenance, diagnostics, repairs, safety & emission inspections, parts warehousing, title/registration and inventory functions. In addition, Fleet Services coordinates the following sublet services: paint and body repair, engine, transmission repair/rebuild, heavy duty track repair, hydraulic rebuilds and glass replacement. Fleet Services staff currently holds 122 ASE/EVT/Up-Fit Certifications. We are also proud to be only one of a few government agencies in the state of Texas to be a Blue Seal Certified shop.

# Fleet Services

## Accomplishments for FY 2016-2017

- ✓ Placed 16<sup>th</sup> in the “100 Best Fleets In North America”
- ✓ Placed in the top 100 of the “Leading Fleets” by Government Fleet Magazine
- ✓ Earned ASE Automotive Service Excellence Blue Seal Certification
- ✓ Continued maintenance and repairs of Fire Department equipment & vehicles
- ✓ Added one more external customer (Panorama Village)
- ✓ Two technicians received training for the up-fitting of equipment on police vehicles
- ✓ Obtained a total of 122 ASE/EVT/Up-Fit certifications
- ✓ Increased internal effectiveness based on current customer survey
- ✓ Implemented Phase I of Fleet GPS program

## Goals & Objectives for FY 2017-2018

- ❑ Apply for “Leading Fleets” Award
- ❑ Apply for “100 Best Fleets in North America”
- ❑ Send Technicians to police equipment install and repair training
- ❑ Have two or more Fleet Technicians achieve Level II EVT Certification
- ❑ Achieve more ASE/EVT/Up-Fit certifications to exceed 122 for the staff
- ❑ Reduce Fire Department sublet repairs
- ❑ Implement Phase II of Fleet GPS program



# City of Conroe Fleet Services Fund

## Fleet Services

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERSONNEL SERVICES</b>				
Fleet Services Manager	1	1	1	1
Foreman	1	1	1	1
Fleet Technician III	2	2	2	2
Fleet Technician II	4	2	2	2
Fleet Technician I	0	2	2	2
<b>TOTAL FULL TIME</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
PT Data Entry Clerk (Hours)	0	460	1,000	1,000
<b>TOTAL PART TIME HOURS</b>	<b>0</b>	<b>460</b>	<b>1,000</b>	<b>1,000</b>
	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>PERFORMANCE MEASURES</b>				
<b>Fleet Summary</b>				
Total Fleet Availability	546	605	605	605
Total Hours Downtime	3%	2%	3%	3%
Fleet Availability	97%	98%	97%	97%
<b>Downtime Summary</b>				
Less Than 24 Hours	91%	92%	92%	95%
24- 48 Hours	3%	3%	3%	2%
More Than 48 Hours	6%	5%	5%	3%
<b>Labor Hour Summary</b>				
Total Labor Hours	9,384	9,660	9,600	11,200
Non-Scheduled Hours	6%	5%	5%	5%
Scheduled Hours	94%	95%	95%	95%
<b>Captured Parts Warranty</b>				
Parts	\$ 74,457	\$ 120,285	\$ 80,000	\$ 80,000
<b>Number of Work Orders</b>				
Number of Work Orders	3,956	4,376	4,300	4,300

**CITY OF CONROE**  
**FY 2017-2018**  
**0052-5200**

**BUDGET LINE ITEMS**

FUND: FLEET SERVICES      DEPARTMENT: FLEET SERVICES      DIVISION: EXPENDITURES							
	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$388,693	\$452,316	\$437,000	\$474,365	\$0	\$0	\$474,365
7012 Salaries - Part Time	\$4,789	\$13,000	\$13,000	\$0	\$0	\$13,000	\$13,000
7020 Overtime	\$27,047	\$20,500	\$20,500	\$20,501	\$0	\$0	\$20,501
7025 Social Security	\$34,491	\$41,051	\$41,051	\$41,816	\$0	\$995	\$42,811
7030 Retirement & Pension	\$75,198	\$79,081	\$79,081	\$80,911	\$0	\$0	\$80,911
7035 Workers Compensation	\$6,804	\$8,004	\$8,004	\$10,509	\$0	\$137	\$10,646
7040 Employee Insurance	\$107,802	\$120,144	\$120,144	\$160,108	\$0	\$0	\$160,108
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$644,824</b>	<b>\$734,096</b>	<b>\$718,780</b>	<b>\$788,210</b>	<b>\$0</b>	<b>\$14,132</b>	<b>\$802,342</b>
7110 Office Supplies	\$1,022	\$700	\$700	\$700	\$0	\$0	\$700
7140 Wearing Apparel	\$3,040	\$3,830	\$3,830	\$3,830	\$0	\$0	\$3,830
7160 Vehicle Operations	\$3,137	\$4,000	\$4,000	\$4,000	\$0	\$0	\$4,000
7170 Vehicle Repairs	\$788	\$500	\$500	\$500	\$0	\$0	\$500
7180 Equipment Repairs	\$10,880	\$8,000	\$8,000	\$8,000	\$0	\$0	\$8,000
7190 Radio Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7200 Operating Supplies	\$12,011	\$10,097	\$10,097	\$10,097	\$0	\$0	\$10,097
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	\$9,570	\$0	\$0	\$0	\$0	\$0	\$0
7255 Vehicles <\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7301 Fleet Stock Parts	\$202,728	\$232,257	\$227,254	\$232,257	\$0	\$0	\$232,257
7400 Fleet Non-Stock Parts	\$350,723	\$337,593	\$338,259	\$337,593	\$0	\$0	\$337,593
7450 Sublet Labor	\$441,349	\$273,176	\$297,831	\$273,176	\$0	\$0	\$273,176
<b>SUPPLIES SUBTOTAL</b>	<b>\$1,035,248</b>	<b>\$870,153</b>	<b>\$890,471</b>	<b>\$870,153</b>	<b>\$0</b>	<b>\$0</b>	<b>\$870,153</b>
8010 Utilities	\$8,236	\$15,500	\$15,500	\$15,500	\$0	\$0	\$15,500
8020 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8040 Leased Equipment	\$0	\$100	\$100	\$100	\$0	\$0	\$100
8050 Travel & Training	\$13,905	\$17,880	\$17,880	\$17,880	\$0	\$240	\$18,120
8060 Contract Services	\$33,871	\$28,100	\$28,100	\$28,100	\$0	\$0	\$28,100
8350 Newspaper Legal Notices	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$56,012</b>	<b>\$61,580</b>	<b>\$61,580</b>	<b>\$61,580</b>	<b>\$0</b>	<b>\$240</b>	<b>\$61,820</b>
9050 Machinery & Equipment >\$5,000	\$23,487	\$74,000	\$80,000	\$0	\$0	\$0	\$0
9060 Vehicles >\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY SUBTOTAL</b>	<b>\$23,487</b>	<b>\$74,000</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
8520 Transfer Out	\$8,638	\$8,638	\$8,638	\$8,638	\$0	\$0	\$8,638
<b>TRANSFERS SUBTOTAL</b>	<b>\$8,638</b>	<b>\$8,638</b>	<b>\$8,638</b>	<b>\$8,638</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,638</b>
<b>TOTAL 0052-5200</b>	<b>\$1,768,209</b>	<b>\$1,748,467</b>	<b>\$1,759,469</b>	<b>\$1,728,581</b>	<b>\$0</b>	<b>\$14,372</b>	<b>\$1,742,953</b>

**CITY OF CONROE**  
**FY 2017-2018**  
**0052-5200**

**SUPPLEMENTAL REQUESTS WITH LINE ITEMS**  
(Active Only)

ID	Rank	Title	Type	Line Items	
2957	2	Part Time Data Entry Clerk	New Personnel	7012 Salaries - Part Time	\$13,000
				7025 Social Security	\$995
				7035 Workers Compensation	\$137
				8050 Travel & Training	\$240
				<b>Request Total</b>	<b>\$14,372</b>
<b>1 Requests</b>			<b>Total for 0052-5200</b>		<b>\$14,372</b>



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# **SELF-FUNDED INSURANCE FUND**

## Self-Funded Insurance Fund

The Self-Funded Insurance Fund is an internal service fund used to account for revenues and expenses related to services provided to parties inside the City. This fund facilitates distribution of support costs to the users of support services on a cost-reimbursement basis. The SFIF accounts for the costs of providing health, dental, and vision insurance to the City's employees, retirees, and dependents.

### City Contribution Rate, per Full-Time Employee

<u>FY</u>	<u>Health</u>	<u>Dental</u>	<u>Vision</u>	<u>Total</u>	<u>% increase</u>
13-14	\$7,923	\$429	\$48	\$8,400	
14-15	\$8,103	\$429	\$48	\$8,580	2.1%
15-16	\$9,718	\$429	\$48	\$10,195	18.8%
16-17	\$11,043	\$429	\$48	\$11,520	65.2%
17-18	\$15,973	\$429	\$48	\$16,450	42.8%

## FY 17-18 Budget Summary

### Self Funded Insurance Fund

Type	Actual FY 15-16	Amended FY 16-17	Estimate FY 16-17	Base FY 17-18	Supplemental FY 17-18	Proposed FY 17-18	Dollar + / -	Percent + / -
<b>Beginning Fund Balance:</b>		\$ (2,245,508)	\$ (2,245,508)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Self Funded Insurance Fund Revenues:</b>								
Revenues	\$ 8,778,223	\$ 12,371,951	\$ 12,585,236	\$ 11,088,855	\$ -	\$ 11,088,855	\$ (1,283,096)	-10.4%
<b>Total Revenues</b>	<b>\$ 8,778,223</b>	<b>\$ 12,371,951</b>	<b>\$ 12,585,236</b>	<b>\$ 11,088,855</b>	<b>\$ -</b>	<b>\$ 11,088,855</b>	<b>\$ (1,283,096)</b>	<b>-10.4%</b>
<b>Total Resources:</b>	<b>\$ 8,778,223</b>	<b>\$ 10,126,443</b>	<b>\$ 10,339,728</b>	<b>\$ 11,088,855</b>	<b>\$ -</b>	<b>\$ 11,088,855</b>	<b>\$ (1,283,096)</b>	<b>-12.7%</b>
<b>Self Funded Insurance Fund Expenditures:</b>								
0081-8100	\$ 10,617,212	\$ 10,801,981	\$ 10,339,728	\$ 11,087,014	\$ -	\$ 11,087,014	\$ 285,033	2.6%
<b>Total Exp</b>	<b>\$ 10,617,212</b>	<b>\$ 10,801,981</b>	<b>\$ 10,339,728</b>	<b>\$ 11,087,014</b>	<b>\$ -</b>	<b>\$ 11,087,014</b>	<b>\$ 285,033</b>	<b>2.6%</b>
<b>New Fund Balance:</b>		\$ (675,538)	\$ -	\$ 1,841		\$ 1,841		

**Note:** The "Beginning Fund Balance" does not include the total Other Post Employment Benefits (OPEB) Liability in the amount of \$3,528,532. 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 17-18.

**CITY OF CONROE**  
**FY 2017-2018**  
**0081-0000**

**BUDGET LINE ITEMS**

FUND: SELF FUNDED INSURANCE      DEPARTMENT: SELF FUNDED INSURANCE      DIVISION: REVENUES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
5150 Service Charges	\$8,777,626	\$8,983,239	\$8,681,919	\$11,088,855	\$0	\$0	\$11,088,855
<b>CHARGES FOR CURRENT SERVICES SUBTOTAL</b>	<b>\$8,777,626</b>	<b>\$8,983,239</b>	<b>\$8,681,919</b>	<b>\$11,088,855</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,088,855</b>
6010 Interest	\$1,414	\$0	\$0	\$0	\$0	\$0	\$0
6015 Gains (Losses) on Investmt	(\$817)	\$0	\$0	\$0	\$0	\$0	\$0
<b>OTHER REVENUES SUBTOTAL</b>	<b>\$597</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6550 Transfer In	\$0	\$3,388,712	\$3,903,317	\$0	\$0	\$0	\$0
<b>TRANSFERS IN SUBTOTAL</b>	<b>\$0</b>	<b>\$3,388,712</b>	<b>\$3,903,317</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL 0081-0000</b>	<b>\$8,778,223</b>	<b>\$12,371,951</b>	<b>\$12,585,236</b>	<b>\$11,088,855</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,088,855</b>



**CITY OF CONROE**  
**FY 2017-2018**  
**0081-8100**

**BUDGET LINE ITEMS**

FUND: SELF FUNDED INSURANCE

DEPARTMENT: SELF FUNDED INSURANCE

DIVISION: EXPENDITURES

	2016	2017		2018			
ACCOUNT	ACTUAL	AMENDED	ESTIMATE	BASE	CAO	SUPPLEMENTAL	PROPOSED
7010 Salaries	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7012 Salaries - Part Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7020 Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7025 Social Security	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7030 Retirement & Pension	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7035 Workers Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7040 Employee Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7050 Pre-Employment Physicals	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>PERSONNEL SERVICES SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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
<b>SUPPLIES SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
8010 Utilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8050 Travel & Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8060 Contract Services	\$10,617,212	\$10,801,981	\$10,339,728	\$11,087,014	\$0	\$0	\$11,087,014
8090 OPEB Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8350 Newspaper Legal Notices	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CONTRACTUAL SUBTOTAL</b>	<b>\$10,617,212</b>	<b>\$10,801,981</b>	<b>\$10,339,728</b>	<b>\$11,087,014</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,087,014</b>
<b>TOTAL 0081-8100</b>	<b>\$10,617,212</b>	<b>\$10,801,981</b>	<b>\$10,339,728</b>	<b>\$11,087,014</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,087,014</b>



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October 1, 2017

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

Each fiscal year, a capital budget is 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, 2017, through September 30, 2018). 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 and projects for water and wastewater improvements in the Water and Sewer CIP. Also included are other CIP funds such as the Tax Increment Reinvestment Zone funds and Conroe Municipal Management District No. 1 funds.

In the General Government CIP, the following funds will be budgeted for FY 17-18:

#### **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. The Streets CIP fund includes eighteen (18) projects for a total of \$45,803,000, including those projects that will carry over from prior fiscal years because they will not be completed in the prior 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. The Signals CIP fund includes seven (7) projects for a total of \$2,530,000. 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. The Facilities Improvements CIP fund includes two (2) projects for a total of \$899,000. 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. The Parks Improvements CIP fund includes one (1) project for a total of \$3,225,000. 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. The Drainage Improvements CIP fund does not include any projects. The City funded \$100,000 in the Drainage department in the General Fund to address drainage throughout the City.

#### **Transportation Grants CIP Funds**

The Transportation Grants CIP funds account for capital projects related to design, construction, and improvement of transportation infrastructure funded with grant proceeds. There is one (1) grant award for a total of \$1,136,000, for a project that will carry over from prior fiscal years because it will not be completed this fiscal year. More detailed information regarding project description and funding can be found behind the Transportation Grants tab of the CIP budget document.

In the Water & Sewer CIP, the following funds will be budgeted for FY 17-18:

#### **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. The Water Improvements CIP fund includes eight (8) projects for a total of \$11,228,000, 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. The Sewer Improvements CIP fund includes thirteen (13) projects for a total of \$29,128,000, including those projects that will carry over from prior fiscal years because they will not be completed in the prior 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 17-18, including:

#### **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.

#### **Fund 101 - Conroe MMD #1 - Reimbursement Agreement**

The city established a District in 2013, Conroe Municipal Management District No. 1 (Conroe MMD #1) through a Reimbursement Agreement with the developer of Grand Central Park, Conroe CS Texas Holdings, LP. The District facility costs necessary for development of the property are pre-funded by the developer. The city has agreed to reimburse the District for improvement costs, in installment payments, not to exceed \$10,000,000 plus interest, in accordance with the terms of the agreement. Payments are based on Residential Increment, the tax increment that is levied and assessed on any Residential property, in the District.

#### **Fund 102 - Conroe MMD #1 - Economic Development**

The city established a District in 2013, Conroe MMD #1 through an Economic Development Agreement with the developer of Grand Central Park, Conroe CS Texas Holdings, LP. The

District economic development costs are pre-funded by the developer. The city has agreed to reimburse the District for economic development improvement costs, in installment payments, not to exceed \$10,000,000 plus interest, in accordance with the terms of the agreement. Payments are based on Non-Residential Increment, the tax increment that is levied and assessed on any Non-Residential property, and total Sales Tax Revenue collected by the city from the Non-Residential Property in the District.

### **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, there are no estimated O&M costs.

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 \$20,302,882. These costs are projected for the operations of the new wastewater treatment plant and 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 \$247,199,000, with the first year being \$93,949,000, which is largely due to streets, parks, water, and sewer-related projects. The CIP will be funded from various sources, including revenue bonds, certificates of obligation, and current funds. The funding for these projects is either already in place or has been properly planned for; therefore, I respectfully submit this capital budget for your review and approval.

Sincerely,

*Toby Powell*

Mayor

**City of Conroe**  
**Summary of Operating Budget Impact**  
**FY 2017-2018 (Adopted)**  
**General Government Capital Projects**

<b>STREETS:</b>		<b>PROJECTED OPERATIONS &amp; MAINTENANCE COSTS</b>						
PROJECT	Project Code	2017-2018	2018-2019	2019-2020	2020-2021	2020-2021	2022-2027	TOTAL PROJECT COST
No Projected Operating Impact		-	-	-	-	-	-	-
<b>SUBTOTAL</b>		-	-	-	-	-	-	-

<b>SIGNALS:</b>		<b>PROJECTED OPERATIONS &amp; MAINTENANCE COSTS</b>						
PROJECT	Project Code	2017-2018	2018-2019	2019-2020	2020-2021	2020-2021	2022-2027	TOTAL PROJECT COST
No Projected Operating Impact		-	-	-	-	-	-	-
<b>SUBTOTAL</b>		-	-	-	-	-	-	-

<b>FACILITIES:</b>		<b>PROJECTED OPERATIONS &amp; MAINTENANCE COSTS</b>						
PROJECT	Project Code	2017-2018	2018-2019	2019-2020	2020-2021	2020-2021	2022-2027	TOTAL PROJECT COST
No Projected Operating Impact		-	-	-	-	-	-	-
<b>SUBTOTAL</b>		-	-	-	-	-	-	-

<b>PARKS:</b>		<b>PROJECTED OPERATIONS &amp; MAINTENANCE COSTS</b>						
PROJECT	Project Code	2017-2018	2018-2019	2019-2020	2020-2021	2020-2021	2022-2027	TOTAL PROJECT COST
No Projected Operating Impact		-	-	-	-	-	-	-
<b>SUBTOTAL</b>		-	-	-	-	-	-	-

**City of Conroe**  
**Summary of Operating Budget Impact**  
**FY 2017-2018 (Adopted)**

**General Government Capital Projects, continued**

<b>DRAINAGE:</b>		<b>PROJECTED OPERATIONS &amp; MAINTENANCE COSTS</b>						
<b>PROJECT</b>	<b>Project Code</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2022-2027</b>	<b>TOTAL PROJECT COST</b>
No Projected Operating Impact		-	-	-	-	-	-	-
<b>SUBTOTAL</b>		-	-	-	-	-	-	-

<b>TRANSPORTATION GRANTS:</b>		<b>PROJECTED OPERATIONS &amp; MAINTENANCE COSTS</b>						
<b>PROJECT</b>	<b>Project Code</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2022-2027</b>	<b>TOTAL PROJECT COST</b>
No Projected Operating Impact		-	-	-	-	-	-	-
<b>SUBTOTAL</b>		-	-	-	-	-	-	-

<b>GRAND TOTAL</b>		-	-	-	-	-	-	-
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**Water and Sewer Capital Projects**

<b>WATER:</b>		<b>PROJECTED OPERATIONS &amp; MAINTENANCE COSTS</b>						
<b>PROJECT</b>	<b>Project Code</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2022-2027</b>	<b>TOTAL PROJECT COST</b>
No Projected Operating Impact		-	-	-	-	-	-	-
<b>SUBTOTAL</b>		-	-	-	-	-	-	-

<b>SEWER:</b>		<b>PROJECTED OPERATIONS &amp; MAINTENANCE COSTS</b>						
<b>PROJECT</b>	<b>Project Code</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2022-2027</b>	<b>TOTAL PROJECT COST</b>
Treatment Plant – Construction of New Plant (Phase IV)	975	-	-	-	(2,649,655)	(2,729,145)	(14,924,082)	(20,302,882)
<b>SUBTOTAL</b>		-	-	-	(2,649,655)	(2,729,145)	(14,924,082)	(20,302,882)

<b>GRAND TOTAL</b>		-	-	-	(2,649,655)	(2,729,145)	(14,924,082)	(20,302,882)
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## CERTIFICATE FOR ORDINANCE

### I.

On the 24th of August, 2017, the City Council of the City of Conroe, Texas consisting of the following qualified members, to-wit: **Toby Powell, Mayor; Mayor Pro Tem Duke Coon; Council Members Gil Snider, Duane Ham, and Seth Gibson**, 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: **Council Member Guy Martin**. 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. 2372-17

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, 2017, AND ENDING SEPTEMBER 30, 2018; 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 Coon, 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 24th day of August, 2017.

  
SOCO M. GORJON, City Secretary

ORDINANCE NO. 2372-17

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, 2017, AND ENDING SEPTEMBER 30, 2018; 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, 2017, and ending September 30, 2018; 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, 2017, and ending September 30, 2018.

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 17-18:**

Street Improvements	\$ 45,803,000
Signals	2,530,000
Facilities	899,000
Parks	3,225,000
Drainage	-
Transportation Grants	1,136,000
Total	<u>\$ 53,593,000</u>

**Water & Sewer Capital Budget for FY 17-18:**

Water	\$ 11,228,000
Sewer	29,128,000
Total	<u>\$ 40,356,000</u>

**Other Capital Funds for FY 17-18:**

TIRZ #2	\$ 349,826
TIRZ #3	2,786,403
Conroe MMD #1 - Reimbursement Agreement	-
Conroe MMD #1 - Economic Development	-
	<u>\$ 3,136,229</u>

**Total FY 17-18 Appropriation**\$ 97,085,229

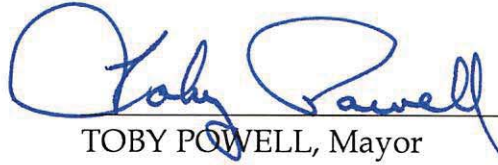
Section 3. That the capital budget may be amended from time to time as provided by law for the purposes of authorizing emergency expenditures or for municipal purposes, provided however, no obligation shall be incurred or any expenditure made except in conformity with the capital budget.

Section 4. (a) That, the Assistant City Administrator/Chief Financial Officer 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.

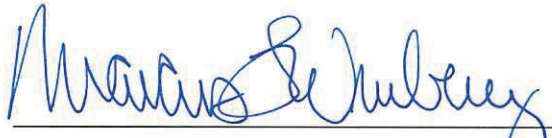


PASSED AND APPROVED this the 24th day of August, 2017.

  
TOBY POWELL, Mayor

APPROVED AS TO FORM:

ATTEST:

  
MARCUS L. WINBERRY, City Attorney

  
SOCO M. GORJON, City Secretary

City of Conroe  
General Government Capital Projects  
SUMMARY OF MULTI-YEAR PLAN FOR FUNDING  
FY 2017-2018 Adopted

PROJECT	Project Code	Rank	Prior Fiscal Years	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2027	TOTAL PROJECT COST	OTHER SOURCES	ISSUED DEBT (G.O. BONDS & C.O.s)	NEW DEBT	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2027
CONSTRUCTION SCHEDULE											FUNDING SOURCES			DEBT ISSUANCE SCHEDULE					
STREETS:																			
Roadway Trans – Grace Crossing Extension	F58	C	-	1,339,000	-	-	-	-	-	1,339,000	-	-	1,339,000	1,339,000	-	-	-	-	-
Pedestrian Access & Transit Improvements	941	C	449,000	-	-	-	-	-	-	449,000	449,000	1	-	-	-	-	-	-	-
Safe School Access Program	F111	C	622,000	-	-	-	-	-	-	622,000	338,000	17	284,000 (aw)	-	-	-	-	-	-
Roadway Trans - M.P. Clark Road	892	C	6,581,000	-	-	-	-	-	-	6,581,000	687,000	17	5,894,000 (aw)	-	-	-	-	-	-
Street Rehab - Milltown Area Phase I	G40	C	2,000,000	-	-	-	-	-	-	2,000,000	-	-	2,000,000 (aw)	-	-	-	-	-	-
Street Rehab - Holly Hills Area	G41	C	1,000,000	-	-	-	-	-	-	1,000,000	-	-	1,000,000 (aw)	-	-	-	-	-	-
Road Extension - Spirit of Texas Bank Street (CIDC)	G35	C	-	810,000	-	-	-	-	-	810,000	810,000	4	-	-	-	-	-	-	-
Roadway Trans - TIRZ #3 - Longmire Road Phase 2B	669	C	-	6,222,000	-	-	-	-	-	6,222,000	-	-	6,222,000	6,222,000	-	-	-	-	-
Roadway Trans - TIRZ #3 - Longmire Road Phase 3	604	C	-	9,223,000	-	-	-	-	-	9,223,000	-	-	9,223,000	9,223,000	-	-	-	-	-
Roadway Trans - Wilson Road E Widening (IH 45 to Frazier)	914	C	-	4,516,000	-	-	-	-	-	4,516,000	-	-	4,516,000	4,516,000	-	-	-	-	-
Street Rehab - Robinwood Subdivision	G39	C	-	-	1,574,000	-	-	-	-	1,574,000	-	-	1,574,000	-	1,574,000	-	-	-	-
Sidewalk & Drainage – Flag Park/Spirit of Texas Bank	TBD	1	-	-	802,000	-	-	-	-	802,000	-	-	802,000	-	802,000	-	-	-	-
Roadway Extension - Camelot Street	TBD	2	-	266,000	2,124,000	-	-	-	-	2,390,000	-	-	2,390,000	266,000	2,124,000	-	-	-	-
Street Rehab - Westview Boulevard and Montgomery Park Boulevard	TBD	3	-	-	1,896,000	-	-	-	-	1,896,000	-	-	1,896,000	-	1,896,000	-	-	-	-
Railroad Crossing Upgrade - Crighton Road at IH-45	TBD	4	-	-	-	-	1,374,000	-	-	1,374,000	-	-	1,374,000	-	-	-	1,374,000	-	-
Road Extension - Old Conroe Road (TxDOT Participation)	TBD	5	-	1,100,000	-	-	-	-	-	1,100,000	-	-	1,100,000	1,100,000	-	-	-	-	-
Street Repair - North Thompson - Street Pavers	TBD	6	-	500,000	-	-	-	-	-	500,000	-	-	500,000	500,000	-	-	-	-	-
Street Rehab - Tanglewood/Briarwood Phase IA	TBD	7	-	-	1,980,000	1,804,000	-	-	-	3,784,000	-	-	3,784,000	-	1,980,000	1,804,000	-	-	-
Roadway Extension - Grace Crossing Loop	TBD	8	-	-	670,000	-	-	-	-	670,000	-	-	670,000	-	670,000	-	-	-	-
Street Rehab - Milltown Area Phase II	TBD	9	-	-	1,648,000	-	-	-	-	1,648,000	-	-	1,648,000	-	1,648,000	-	-	-	-
Street Rehab - Sherman Area	TBD	10	-	-	-	3,289,000	-	-	-	3,289,000	-	-	3,289,000	-	-	3,289,000	-	-	-
Street Rehab - Wiggins Village	TBD	11	-	-	-	1,133,000	-	-	-	1,133,000	-	-	1,133,000	-	-	1,133,000	-	-	-
Street Rehab - Sunset Ridge	TBD	12	-	-	-	2,345,000	-	-	-	2,345,000	-	-	2,345,000	-	-	2,345,000	-	-	-
Street Rehab - Tanglewood/Briarwood Phase 1B	TBD	13	-	-	-	2,040,000	-	-	-	2,040,000	-	-	2,040,000	-	-	2,040,000	-	-	-
Street Rehab - Conroe Park Drive (CIDC)	TBD	14	-	4,077,000	-	-	-	-	-	4,077,000	4,077,000	4	-	-	-	-	-	-	-
Street Rehab - Pollok Drive (CIDC)	TBD	15	-	2,754,000	-	-	-	-	-	2,754,000	2,754,000	4	-	-	-	-	-	-	-
Street Rehab - Conroe Park Dr and Pollok Dr (CIDC)	TBD	16	-	3,105,000	-	-	-	-	-	3,105,000	3,105,000	4	-	-	-	-	-	-	-
Sidewalk - League Line Road	G14	C	674,000	72,000	-	-	-	-	-	746,000	-	-	674,000 (aw)	72,000	72,000	-	-	-	-
Sidewalk - Plantation Drive	G09	C	447,000	46,000	-	-	-	-	-	493,000	-	-	447,000 (aw)	46,000	46,000	-	-	-	-
SUBTOTAL			11,773,000	34,030,000	10,694,000	10,611,000	1,374,000	-	-	68,482,000	12,220,000	-	10,299,000	45,963,000	23,284,000	10,694,000	10,611,000	1,374,000	-

SIGNALS:			CONSTRUCTION SCHEDULE								FUNDING SOURCES				DEBT ISSUANCE SCHEDULE						
PROJECT	Project Code	Rank	Prior Fiscal Years	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2027	TOTAL PROJECT COST	OTHER SOURCES		ISSUED DEBT (G.O. BONDS & C.O.s)		NEW DEBT	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2027
Signal - FM 1488 at Grace Crossing	F54	C	-	375,000	-	-	-	-	-	375,000	-		-		375,000	375,000	-	-	-	-	-
Signal - Frazier Street at Foster Street	F94	C	-	-	290,000	-	-	-	-	290,000	-		-		290,000	-	290,000	-	-	-	-
Signal - Longmire Road at League Line Road	G13	C	-	175,000	-	-	-	-	-	175,000	-		-		175,000	175,000	-	-	-	-	-
Signal - SH 75 at Wilson Road	G16	C	-	402,000	-	-	-	-	-	402,000	-		-		402,000	402,000	-	-	-	-	-
Signal - FM 1484 at Deison Tech Park/Wally Wilkerson (CIDC)	G28	C	330,000	-	-	-	-	-	-	330,000	330,000	4	-		-	-	-	-	-	-	-
Signal - Highway 105 at North Thompson	G31	C	562,000	-	-	-	-	-	-	562,000	-		562,000	(ax)	-	-	-	-	-	-	-
Signal - League Line at MP Clark	TBD	C	-	361,000	-	-	-	-	-	361,000	-		-		361,000	361,000	-	-	-	-	-
Signal - South Loop 336 at Conroe Medical Center Boulevard	TBD	1	-	325,000	-	-	-	-	-	325,000	-		-		325,000	325,000	-	-	-	-	-
SUBTOTAL				892,000	1,638,000	290,000	-	-	-	2,820,000	330,000		562,000		1,928,000	1,638,000	290,000	-	-	-	-

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

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

16. Developer Reimbursement

17. Intergovernmental

Issued Debt Notes (Certificates of Obligation - COs):

- (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) 2014 COs - 073-7390

(af) 2014 COs - 041-4130
- (ah) 2014 COs - 075-7511

(ai) 2013 COs - 063-6380

(aj) 2014 COs - 042-4270

(ak) 2014 COs - 046-4600

(al) 2014 COs - 063-6390

(am) 2015 COs - 075-7512

(an) 2015 CO's - 041-4140

(ao) 2015 CO's - 042-4280
- (ap) 2015 COs - 073-7311

(aq) 2015 COs - 046-4610

(ar) 2015 COs - 056-5650

(as) 2016 COs - 075-7513

(at) 2016 COs - 041-4150

(au) 2016 COs - 042-4290

(av) 2016 COs - 073-7312

(aw) 2017-A COs - 075-7514
- (ax) 2017-A COs - 041-4160

(ay) 2017-A COs - 042-4211

(az) 2017-A COs - 073-7313

City of Conroe  
General Government Capital Projects  
SUMMARY OF MULTI-YEAR PLAN FOR FUNDING  
FY 2017-2018 Adopted

FACILITIES:			CONSTRUCTION SCHEDULE								FUNDING SOURCES				DEBT ISSUANCE SCHEDULE						
PROJECT	Project Code	Rank	Prior Fiscal Years	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2027	TOTAL PROJECT COST	OTHER SOURCES		ISSUED DEBT (G.O. BONDS & C.O.s)		NEW DEBT	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2027
Dean Towery Service Center Upgrades/Repairs	F65	C	99,000	-	-	-	-	-	-	99,000	-		99,000	(ay)	-	-	-	-	-	-	-
Sign Maintenance and Operations Building	G37	C	800,000	-	-	-	-	-	-	800,000	-		800,000	(ay)	-	-	-	-	-	-	-
Land Acquisition for Future Fire Station	TBD	1	-	-	450,000	-	-	-	-	450,000	-	-	-		450,000	-	450,000	-	-	-	-
SUBTOTAL			899,000	-	450,000	-	-	-	-	1,349,000	-		899,000		450,000	-	450,000	-	-	-	-

PARKS:			CONSTRUCTION SCHEDULE								FUNDING SOURCES				DEBT ISSUANCE SCHEDULE						
PROJECT	Project Code	Rank	Prior Fiscal Years	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2027	TOTAL PROJECT COST	OTHER SOURCES		ISSUED DEBT (G.O. BONDS & C.O.s)		NEW DEBT	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2027
Aquatic Center Improvements	G33	C	-	3,225,000	-	-	-	-	-	3,225,000	-	-	-	-	3,225,000	3,225,000	-	-	-	-	-
SUBTOTAL			-	3,225,000	-	-	-	-	-	3,225,000	-	-	-	-	3,225,000	3,225,000	-	-	-	-	-

DRAINAGE:			CONSTRUCTION SCHEDULE								FUNDING SOURCES			DEBT ISSUANCE SCHEDULE						
PROJECT	Project Code	Rank	Prior Fiscal Years	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2027	TOTAL PROJECT COST	OTHER SOURCES	ISSUED DEBT (G.O. BONDS & C.O.s)		NEW DEBT	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2027
None	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

TRANSPORTATION GRANTS:			CONSTRUCTION SCHEDULE									FUNDING SOURCES				DEBT ISSUANCE SCHEDULE					
PROJECT	Project Code	Rank	Prior Fiscal Years	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2027	TOTAL PROJECT COST	OTHER SOURCES	ISSUED DEBT (G.O. BONDS & C.O.s)		NEW DEBT	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2027	
Safe School Access Program	F111	C	1,136,000	-	-	-	-	-	-	1,136,000	1,136,000	1	-	-	-	-	-	-	-	-	
SUBTOTAL			1,136,000	-	-	-	-	-	-	1,136,000	1,136,000		-	-	-	-	-	-	-	-	

GRAND TOTAL			14,700,000	38,893,000	11,434,000	10,611,000	1,374,000	-	-	77,012,000	13,686,000	11,760,000		51,566,000	28,147,000	11,434,000	10,611,000	1,374,000	-	-
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Estimated City Engineering Adjustment			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ADJUSTED GRAND TOTAL			14,700,000	38,893,000	11,434,000	10,611,000	1,374,000	-	-	77,012,000	13,686,000	11,760,000		51,566,000	28,147,000	11,434,000	10,611,000	1,374,000	-	-

Other Sources Notes:			Issued Debt Notes (Certificates of Obligation - COs):																	
1. Grant Funds	10. Del Lago Settlement	(a) 2001 COs - 075-7500	(i) 2008 COs - 075-7540	(q) 2000 COs - 073-7300	(y) 2011 COs - 042-4250	(ah) 2014 COs - 075-7511	(ap) 2015 COs - 073-7311	(ax) 2017-A COs - 041-4160												
2. Interest Income	11. 2006 Land Sale Proceeds (7310-9030)	(b) 2006 COs - 075-7520	(j) 2008 COs - 073-7330	(r) 2005 COs - 073-7310	(z) 2011 COs - 073-7360	(ai) 2013 COs - 063-6380	(aq) 2015 COs - 046-4610	(ay) 2017-A COs - 042-4211												
3. TXDOT Reimbursement	12. Donations	(c) 2005 COs - 042-4200	(k) 2008 COs - 063-6330	(s) 2010 COs - 075-7560	(aa) 2011 COs - 063-6360	(aj) 2014 COs - 042-4270	(ar) 2015 COs - 056-5650	(az) 2017-A COs - 073-7313												
4. Transfer From Other Fund(s)	13. Contributions	(d) 2001 COs - 063-6310	(l) 2009 COs - 075-7550	(t) 2010 COs - 042-4240	(ab) 2012 COs - 075-7580	(ak) 2014 COs - 046-4600	(as) 2016 COs - 075-7513													
5. General Fund	14. Industrial/Tech Park Land Sale Proceeds	(e) 2007 COs - 075-7530	(m) 2009 COs - 041-4110	(u) 2010 COs - 073-7350	(ac) 2012 COs - 063-6370	(al) 2014 COs - 063-6390	(at) 2016 COs - 041-4150													
6. Water & Sewer Construction	15. Sale of Land or Property	(f) 2007 COs - 073-7320	(n) 2009 COs - 073-7340	(v) 2010 COs - 063-6350	(ad) 2005 COs - 041-4100	(am) 2015 COs - 075-7512	(au) 2016 COs - 042-4290													
7. 4B Sales Tax	16. Developer Reimbursement	(g) 2007 COs - 063-6320	(o) 2009 COs - 063-6340	(w) 2006 COs - 056-5610	(ae) 2014 COs - 073-7390	(an) 2015 CO's - 041-4140	(av) 2016 COs - 073-7312													
8. Eligible for payment by 4B Sales Taxes	17. Intergovernmental	(h) 2007 COs - 042-4210	(p) 2009 COs - 042-4230	(x) 2011 COs - 075-7570	(af) 2014 COs - 041-4130	(ao) 2015 CO's - 042-4280	(aw) 2017-A COs - 075-7514													
9. Land Swap Proceeds																				

City of Conroe  
Water and Sewer Capital Projects  
SUMMARY OF MULTI-YEAR PLAN FOR FUNDING  
FY 2017-2018 Adopted

			CONSTRUCTION SCHEDULE								FUNDING SOURCES				DEBT ISSUANCE SCHEDULE					
PROJECT	Project Code	Rank	Prior Fiscal Years	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2027	TOTAL PROJECT COST	OTHER SOURCES		ISSUED DEBT (REVENUE BONDS)	NEW DEBT	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2027
WATER:																				
Water Line Relocate – Longmire Road Phase 2B	F106	C	-	855,000	-	-	-	-	-	855,000	-		-	855,000	855,000	-	-	-	-	-
Water Line - Wilson Road East	F107	C	-	320,000	-	-	-	-	-	320,000	320,000	6	-	-	-	-	-	-	-	-
Water Line Relocate - Longmire Road Phase 3	G11	C	-	268,000	-	-	-	-	-	268,000	268,000	6	-	-	-	-	-	-	-	-
Jasper Water Well - Robinwood	F97	C	-	1,370,000	-	-	-	-	-	1,370,000	-		-	1,370,000	1,370,000	-	-	-	-	-
Catahoula Water Well - Little Egypt	G12	C	-	1,500,000	2,200,000	-	-	-	-	3,700,000	2,200,000	6	-	1,500,000	1,500,000	-	-	-	-	-
Ground Storage Tank No. 19	F96	C	-	5,185,000	-	-	-	-	-	5,185,000	-		-	5,185,000	5,185,000	-	-	-	-	-
PRV Installation - IH-45 North of San Jacinto River	TBD	1	-	700,000	-	-	-	-	-	700,000	-		-	700,000	700,000	-	-	-	-	-
Water Line at Cayden Creek and PRV at Sgt. Ed Holcomb	TBD	2	-	1,030,000	-	-	-	-	-	1,030,000	-		-	1,030,000	1,030,000	-	-	-	-	-
Water Line Rehab - Lewis, Roberson, Dallas, and Palestine	TBD	3	-	-	1,130,000	1,160,000	-	-	-	2,290,000	-		-	2,290,000	-	1,130,000	1,160,000	-	-	-
Water Line Rehab - West View and Montgomery Park Boulevard	TBD	4	-	-	1,056,000	-	-	-	-	1,056,000	-		-	1,056,000	-	1,056,000	-	-	-	-
Water Line Rehab - Academy Drive & Pozos Area	TBD	5	-	-	798,000	-	-	-	-	798,000	798,000	6	-	-	-	-	-	-	-	-
Decommission Elevated Storage Tank No. 5	TBD	6	-	-	120,000	-	-	-	-	120,000	120,000	6	-	-	-	-	-	-	-	-
Water Line Extension - Camelot	TBD	7	-	-	600,000	-	-	-	-	600,000	-		-	600,000	-	600,000	-	-	-	-
Water Line Rehab - 3rd Street	TBD	8	-	-	-	2,575,000	-	-	-	2,575,000	-		-	2,575,000	-	-	2,575,000	-	-	-
Water Line Rehab - Adkins Area	TBD	9	-	-	-	2,240,000	-	-	-	2,240,000	-		-	2,240,000	-	-	2,240,000	-	-	-
Water Line Rehab - Hwy 105 West to Lester	TBD	10	-	-	-	-	412,000	-	-	412,000	-		-	412,000	-	-	-	412,000	-	-
Water Line Replacement - Sherman Street Area	TBD	11	-	-	-	-	2,266,000	-	-	2,266,000	-		-	2,266,000	-	-	-	2,266,000	-	-
Water Line Rehab - Wedgewood Boulevard	TBD	12	-	-	-	-	515,000	-	-	515,000	-		-	515,000	-	-	-	515,000	-	-
Water Line Rehab - North Thompson Area	TBD	13	-	-	-	-	1,030,000	-	-	1,030,000	-		-	1,030,000	-	-	-	1,030,000	-	-
Elevated Storage Tank - No. 6 at Hart Road	TBD	14	-	-	-	-	-	1,736,000	1,788,000	3,524,000	-		-	3,524,000	-	-	-	-	1,736,000	1,788,000
Water Line Extension - Wally Wilkerson to FM 1484 (CIDC)	TBD	15	-	-	-	-	3,066,000	-	-	3,066,000	3,066,000	5	-	-	-	-	-	-	-	-
SUBTOTAL			-	11,228,000	5,904,000	5,975,000	7,289,000	1,736,000	1,788,000	33,920,000	6,772,000		-	27,148,000	10,640,000	2,786,000	5,975,000	4,223,000	1,736,000	1,788,000

<b>SEWER:</b>																				
Sewer Line Relocate - Wilson Road East	F105	C	-	332,000	-	-	-	-	-	332,000	332,000	6	-	-	-	-	-	-	-	-
Sewer Line Extension - Skytop Gravity	G10	C	-	281,000	9,000	-	-	-	-	290,000	290,000	6	-	-	-	-	-	-	-	-
Sewer Rehab - SH 105/IH-45 Phase 2	G15	C	4,014,000	370,000	-	-	-	-	-	4,384,000	-	4,014,000	(x)	370,000	370,000	-	-	-	-	-
Sewer Relocate - FM 2854	G17	C	785,000	-	-	-	-	-	-	785,000	785,000	8	-	-	-	-	-	-	-	-
SSOI Program	665	C	985,000	1,087,000	-	-	-	-	-	2,072,000	2,072,000	6	-	-	-	-	-	-	-	-
Treatment Plant - Construction of New Plant (Phase IV)	975	C	350,000	5,611,000	21,932,000	21,932,000	11,630,000	-	-	61,455,000	-	350,000	(x)	61,105,000	5,611,000	21,932,000	21,932,000	11,630,000	-	-
Treatment Plant - Outfall Relocation	F110	C	2,500,000	-	-	-	-	-	-	2,500,000	-	2,500,000	(x)	-	-	-	-	-	-	-
Sewer Line - Lift Station Exp & Gravity Sewer Main-State Hwy 242 & FM 1488	F27	C	6,900,000	2,000,000	-	-	-	-	-	8,900,000	-	6,900,000	(x)	2,000,000	2,000,000	-	-	-	-	-
Sewer Rehab - SH 105/IH-45 Phase III	TBD	1	-	1,615,000	-	-	-	-	-	1,615,000	-	-	-	1,615,000	1,615,000	-	-	-	-	-
Sewer Rehab - River Pointe Area	TBD	2	-	750,000	-	-	-	-	-	750,000	-	-	-	750,000	750,000	-	-	-	-	-
Lift Station Replacement - Pebble Glen and Forest Estates	TBD	3	-	475,000	-	-	-	-	-	475,000	-	-	-	475,000	475,000	-	-	-	-	-
Replace Equipment - Digester Blowers	TBD	4	-	500,000	-	-	-	-	-	500,000	-	-	-	500,000	500,000	-	-	-	-	-
Sanitary Sewer Evaluation Survey	TBD	5	-	564,000	-	-	-	-	-	564,000	564,000	6	-	-	-	-	-	-	-	-
Sewer Rehab - Forest Estates, Wroxtton and Woodranch Farms	TBD	6	-	-	1,914,000	-	-	-	-	1,914,000	-	-	-	1,914,000	1,914,000	-	-	-	-	-
Force Main Upgrade - Carl Barton	TBD	7	-	-	85,000	1,545,000	-	-	-	1,630,000	-	-	-	1,630,000	-	85,000	1,545,000	-	-	-
Lift Station Replacement - Pebble Glen and Longmire Point	TBD	8	-	-	400,000	-	-	-	-	400,000	-	-	-	400,000	400,000	-	-	-	-	-
Lift Station Consolidation - Area No. 01	TBD	9	-	-	-	2,000,000	-	-	-	2,000,000	-	-	-	2,000,000	-	-	2,000,000	-	-	-
Lift Station Rehabilitation - West Summerlin and Gun Range	TBD	10	-	-	-	400,000	-	-	-	400,000	400,000	6	-	-	-	-	-	-	-	-
Trunk Line Replacement - Stewarts Creek/Ed Kharbat South	TBD	11	-	-	-	900,000	5,000,000	-	-	5,900,000	-	-	-	5,900,000	-	900,000	5,000,000	-	-	-
Trunk Line Replacement - Stewarts Creek (Avenue M to Hwy 105)	TBD	12	-	-	-	-	1,654,000	-	-	1,654,000	-	-	-	1,654,000	-	-	1,654,000	-	-	-
Trunk Line Replacement - Stewarts Creek (Lower)	TBD	13	-	-	-	-	7,000,000	-	-	7,000,000	-	-	-	7,000,000	-	-	7,000,000	-	-	-
Gravity Main Replacement - Downtown Area Phase 1 (South of Highway 105)	TBD	14	-	-	-	-	3,100,000	-	-	3,100,000	-	-	-	3,100,000	-	-	3,100,000	-	-	-
Lift Station Consolidation - Area No. 02	TBD	15	-	-	-	675,000	-	-	-	675,000	-	-	-	675,000	-	-	675,000	-	-	-
Lift Station Consolidation - Area No. 03	TBD	16	-	-	-	-	675,000	-	-	675,000	-	-	-	675,000	-	-	675,000	-	-	-
Lift Station Rehabilitation - Enchanted Stream, IH-45 South, and Woodgate	TBD	17	-	-	-	-	575,000	-	-	575,000	-	-	-	575,000	-	-	575,000	-	-	-
Lift Station Expansion & Force Main Upgrades - Shadow Lakes	TBD	18	-	-	-	-	-	862,000	-	862,000	-	-	-	862,000	-	-	-	862,000	-	-
Sewer Rehab - San Jacinto & York Area	TBD	19	-	-	-	-	-	650,000	-	650,000	-	-	-	650,000	-	-	-	650,000	-	-
Sewer Rehab - Arnold to Frazier Street	TBD	20	-	-	-	-	-	815,000	-	815,000	-	-	-	815,000	-	-	-	815,000	-	-
Sewer Rehab - North Loop 336 Area	TBD	21	-	-	-	-	-	475,000	-	475,000	-	-	-	475,000	-	-	-	475,000	-	-
Sewer Rehab - Rigby Owen and Camelot Area	TBD	22	-	-	-	-	-	420,000	-	420,000	-	-	-	420,000	-	-	-	420,000	-	-
Gravity Main Replacement - Downtown Area Phase 2 (North of Highway 105)	TBD	23	-	-	-	-	6,000,000	-	-	6,000,000	-	-	-	6,000,000	-	-	-	6,000,000	-	-
Gravity Main Replacement - Grand Lake Creek	TBD	24	-	-	-	-	-	3,500,000	-	3,500,000	-	-	-	3,500,000	-	-	-	3,500,000	-	-
Gravity Main Replacement - FM 1488/IH-45	TBD	25	-	-	-	-	3,300,000	-	-	3,300,000	-	-	-	3,300,000	-	-	-	3,300,000	-	-
Gravity Main Replacement - Silverdale	TBD	26	-	-	-	-	-	1,600,000	-	1,600,000	-	-	-	1,600,000	-	-	-	-	1,600,000	-
Gravity Main Replacement - Live Oak Creek	TBD	27	-	-	-	-	-	1,100,000	-	1,100,000	-	-	-	1,100,000	-	-	-	-	1,100,000	-
Trunk Line Replacement - Alligator Creek Phase 1	TBD	28	-	-	-	-	-	-	3,500,000	3,500,000	-	-	-	3,500,000	-	-	-	-	3,500,000	-
Trunk Line Replacement - Alligator Creek Phase 2	TBD	29	-	-	-	-	-	-	3,500,000	3,500,000	-	-	-	3,500,000	-	-	-	-	3,500,000	-
SUBTOTAL			15,815,000	13,313,000	24,331,000	26,777,000	30,309,000	16,022,000	9,700,000	136,267,000	4,443,000	13,764,000	-	118,060,000	11,321,000	24,331,000	26,377,000	30,309,000	16,022,000	9,700,000

GRAND TOTAL			15,815,000	24,541,000	30,235,000	32,752,000	37,598,000	17,758,000	11,488,000	170,187,000	11,215,000	13,764,000	-	145,208,000	21,961,000	27,117,000	32,352,000	34,532,000	17,758,000	11,488,000
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Estimated City Engineering Cost			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ADJUSTED GRAND TOTAL			15,815,000	24,541,000	30,235,000	32,752,000	37,598,000	17,758,000	11,488,000	170,187,000	11,215,000	13,764,000	-	145,208,000	21,961,000	27,117,000	32,352,000	34,532,000	17,758,000	11,488,000

<b>Other Sources:</b>		<b>Issued Debt Notes (Revenue Bonds - RBs):</b>					
1. Grant Funds	6. Water & Sewer Operating Fund Capital Reserve	(a) 2006 RBs - 043-4300	(e) 2008 RBs - 043-4320	(i) 2010 RBs - 043-4340	(m) 2012 RBs - 043-4360	(q) 2014 RBs - 043-4380	(u) 2017B-1 (2016) COs - 043-4311
2. Interest Income	7. Contribution	(b) 2006 RBs - 044-4400	(f) 2008 RBs - 044-4420	(j) 2010 RBs - 044-4440	(n) 2012 RBs - 044-4460	(r) 2014 RBs - 044-4480	(v) 2017B-1 (2016) COs - 044-4411
3. TXDOT Reimbursement	8. Intergovernmental	(c) 2007 RBs - 043-4310	(g) 2009 RBs - 043-4330	(k) 2011 RBs - 043-4350	(o) 2013 RBs - 043-4370	(s) 2015 RBs - 043-4390	(w) 2017B-2 (2017) COs - 043-4312
4. Supplemental Request	9. 4B Sales Tax	(d) 2007 RBs - 044-4410	(h) 2009 RBs - 044-4430	(l) 2011 RBs - 044-4450	(p) 2013 RBs - 044-4470	(t) 2015 RBs - 044-4490	(x) 2017B-2 (2017) COs - 044-4412
5. Transfer From Other Fund(s)							



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# **City of Conroe**

## **Financial Management Policy**

### **January 26, 2017**

#### **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.

In addition to the responsibilities listed in Section 4.10-12 of the Conroe City Charter, "Director of Finance Powers and Duties," the Assistant City Administrator/Chief Financial Officer is responsible for reporting deviations from this Policy to the City Administrator, Mayor, and City Council.

The City shall duly appoint a qualified Internal Auditor, who shall carry the designation of Certified Internal Auditor from the Institute of Internal Auditors. As per Ordinance No. 1771-09, the Internal Auditor is responsible for the following:

...conduct financial, operational and compliance audits in accordance with accepted professional standards to determine internal compliance with applicable laws, regulations, policies and procedures. As time permits the internal auditor may perform such additional duties as may be requested by the director of finance or are assigned by the city council. The internal auditor shall report to the mayor and city council and may not be removed or suspended except by majority vote of the city 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) supplemental 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 a meeting of the City Council, 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, 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 Assistant City Administrator/CFO 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.
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. Fees will be reviewed at least every three years to ensure that fees provide adequate coverage of costs of services. The appropriate department will review and recommend any changes to the City Council. 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 current operating and maintenance expenses, 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 Assistant City Administrator/CFO 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. The following questions must be answered by the appropriate department head prior to submittal to the City Council for approval and shall be included as a part of the agenda packet:

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 Assistant City Administrator/CFO 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 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 Assistant City Administrator/CFO to assign fund balance to reflect the City's intended use of resources. Assignments of fund balance by the City Administrator and Assistant City Administrator/CFO 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, only after a justification is provided by the appropriate department head, and its use has been approved by the Assistant City Administrator/Chief Financial Officer, City Administrator, and City Council:

- 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 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 deficits 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 Assistant City Administrator/CFO 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 Assistant City Administrator/CFO 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, transportation, and/or drainage improvements.
2. **Water & Sewer CIP:** Includes expenses 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. City Budget Staff usually completes this phase of development of the Capital Improvement Program. Upon completion of this review process, a recommended Ten-Year Capital Improvement Program is submitted to the Mayor & 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 assets, 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.

10. The City will comply with its annual continuing disclosure obligations pursuant to SEC Rule 15c2-12.

#### **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, 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. A semi-annual report on the status of grant programs and their effectiveness shall also be prepared and presented to City Council by the Grant Administrator responsible for each grant.
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.
6. **Grant Compliance:** The City shall at all times be compliant with a grant's terms and conditions, including Uniform Grant Guidelines, if

applicable. The department seeking the grant will assign a grant administrator who will be responsible for grant compliance.

### **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 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 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, Municipal Court Funds, 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.

Annual budgets are adopted on a basis consistent with generally accepted accounting principles. The following governmental funds do not have an annual budget; however, they are in the audited financial statements: Public Improvement District (PID) Assessments, Owen Theatre, Firearms Training Facility, and Woodlands Township Regional Participation.

### **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 an 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 a notice published of the increase and two public hearings 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, 2017**

Taxable Assessed Valuation	\$7,556,126,403
Constitutional Limit	2.50% of assessed valuation
Maximum Constitutional Revenue Available	\$188,903,160
Tax Rate to Achieve Maximum Tax Revenue	\$2.50 per \$100 of valuation
Adopted Tax Rate for 2017-2018	\$0.4175 per \$100 of valuation
Available Unused Constitutional Max Tax Rate	\$2.083 of assessed valuation

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.

# NOTICE OF 2017 TAX YEAR PROPOSED PROPERTY TAX RATE FOR CITY OF CONROE

A tax rate of \$0.4175 per \$100 valuation has been proposed for adoption by the governing body of City of Conroe. This rate exceeds the lower of the effective or rollback tax rate, and state law requires that two public hearings be held by the governing body before adopting the proposed tax rate.

The governing body of City of Conroe proposes to use revenue attributable to the tax rate increase for the purpose of funding essential services, including increases in employee health insurance costs and fully funding staff requirements for new Fire Station No. 7, and all other costs listed in the City's budget that can be found at [www.cityofconroe.org](http://www.cityofconroe.org).

PROPOSED TAX RATE	\$0.4175 per \$100
PRECEDING YEAR'S TAX RATE	\$0.4175 per \$100
EFFECTIVE TAX RATE	\$0.4169 per \$100
ROLLBACK TAX RATE	\$0.4620 per \$100

The effective tax rate is the total tax rate needed to raise the same amount of property tax revenue for City of Conroe from the same properties in both the 2016 tax year and the 2017 tax year.

The rollback tax rate is the highest tax rate that City of Conroe may adopt before voters are entitled to petition for an election to limit the rate that may be approved to the rollback rate.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS  
FOLLOWS:

$$\text{property tax amount} = (\text{rate}) \times (\text{taxable value of your property}) / 100$$

For assistance or detailed information about tax calculations, please contact:

Tammy McRae  
Montgomery County Tax Assessor-Collector  
400 N. San Jacinto  
Conroe, TX. 77301  
936-539-7897  
[tammy.mcrae@mctx.org](mailto:tammy.mcrae@mctx.org)  
[www.cityofconroe.org](http://www.cityofconroe.org)

You are urged to attend and express your views at the following public hearings on the proposed tax rate:

First Hearing: August 10, 2017 at 6:00 PM at CITY COUNCIL CHAMBERS AT CONROE CITY HALL,  
300 W. DAVIS STREET CONROE, TX.

Second Hearing: August 17, 2017 at 9:30 AM at CITY COUNCIL CHAMBERS AT CONROE CITY  
HALL, 300 W. DAVIS STREET CONROE, TX.

# CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>GENERAL FUND</b>				
<b>0001-1041 Administration</b>				
City Administrator	1	1	1	1
Communications Coordinator	1	1	1	1
Executive Secretary	1	1	1	1
<b>Subtotal</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
PT Downtown Liaison (Hours)	0	0	1,000	1,000
<b>Subtotal hours</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>
<b>0001-1042 Mayor and City Council</b>				
Mayor	1	1	1	1
Mayor Pro Tem	1	1	1	1
Councilmembers	4	4	4	4
<b>Subtotal</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
City Secretary	1	1	1	1
Assistant City Secretary	1	1	1	1
<b>Subtotal</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
PT Secretary (Hours)	0	160	0	0
<b>Subtotal hours</b>	<b>0</b>	<b>160</b>	<b>0</b>	<b>0</b>
<b>0001-1044 Transportation</b>				
Transportation Manager	0	1	1	1
<b>Subtotal</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>
PT Transportation Aide (Hours)	0	1,000	1,040	1,040
<b>Subtotal hours</b>	<b>0</b>	<b>1,000</b>	<b>1,040</b>	<b>1,040</b>
<b>0001-1060 Legal</b>				
City Attorney	1	1	1	1
Assistant City Attorney	1	1	1	1
Executive Secretary	1	1	1	1
<b>Subtotal</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>0001-1070 Municipal Court</b>				
Judge	1	1	1	1
<b>Subtotal</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Court Administrator	1	1	1	1
Deputy Court Clerk III	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
<b>Subtotal</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

# CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>0001-1100 Finance</b>				
Assistant City Administrator/CFO	1	1	1	1
Assistant Director of Internal Services	0	1	1	1
Internal Auditor	1	1	1	1
Assistant Director of Finance & Administration	1	1	1	1
Accounting Manager	1	1	1	1
Accountant	2	2	2	2
Senior Accountant	1	1	1	1
Facilities Management Coordinator	1	1	0	0
Facilities Manager	0	0	1	1
Payroll Specialist	1	1	1	1
Accounts Payable Clerk	1	1	1	1
Finance Manager	1	1	1	1
<b>Subtotal</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>12</b>
PT Accounting Intern (Hours)	0	0	480	0
<b>Subtotal hours</b>	<b>0</b>	<b>0</b>	<b>480</b>	<b>0</b>
<b>0001-1110 CDBG Administration</b>				
Assistant Community Development Director	1	0	0	0
Assistant Coordinator	1	1	1	1
<b>Subtotal</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>0001-1120 Purchasing-Warehouse</b>				
Assistant Director of Internal Services	1	0	0	0
Purchasing Manager	1	1	1	1
Warehouse Supervisor	1	1	1	1
Warehouse Technician	2	2	2	2
<b>Subtotal</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>0001-1130 Information Technology</b>				
Information Technology Manager	1	1	1	1
Computer Systems Specialist	0	0	1	1
Unix System Administrator	1	1	0	0
Network System Supervisor	0	0	1	1
Network System Administrator	1	1	0	0
Network Support Specialist	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	1	1	1	1
GIS Technician	2	2	2	2
<b>Subtotal</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>
<b>0001-1160 Human Resources</b>				
Civil Service Commission	3	3	3	3
<b>Subtotal</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

# CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
Human Resources 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	1	1	1	1
<b>Subtotal</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
PT Secretary (Hours)	1,500	1,500	1,500	1,500
PT Mail Clerks (Hours)	1,300	1,300	1,300	1,300
<b>Subtotal hours</b>	<b>2,800</b>	<b>2,800</b>	<b>2,800</b>	<b>2,800</b>
<b>0001-1201 Police Administration</b>				
Police Chief	1	1	1	1
Deputy Chief	2	2	2	2
Lieutenant	1	1	1	1
Patrol Officer	1	1	1	1
Police Officer/Warrant Officer/Bailiff	2	2	2	2
Administrative Coordinator	0	0	1	1
Secretary III	1	1	0	0
Assistant Administrative Coordinator	0	0	1	1
Inventory Technician	1	1	0	0
<b>Subtotal</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>
<b>0001-1202 Police Support Services</b>				
Lieutenant	1	1	1	1
Sergeant	1	1	1	1
Police/Patrol Officer	2	2	2	2
Facilities Maintenance Coordinator	1	1	1	1
Parking Patrol/Clerk	1	1	1	1
Records Manager/Police	1	1	1	1
Records Clerk	3	3	3	3
Switchboard Operator/Receptionist	1	1	1	1
Custodian	2	2	3	3
<b>Subtotal</b>	<b>13</b>	<b>13</b>	<b>14</b>	<b>14</b>
PT Switchboard Operator (Hours)	400	400	400	400
PT Custodian (Hours)	0	260	0	0
<b>Subtotal hours</b>	<b>400</b>	<b>660</b>	<b>400</b>	<b>400</b>
<b>0001-1203 Police Patrol</b>				
Lieutenant	3	3	3	3
Sergeant	10	10	10	10
Police Officer	67	67	67	67
Communications Supervisor	4	4	4	4
Communications Officer	17	17	17	17
Secretary I	1	1	1	1
<b>Subtotal</b>	<b>102</b>	<b>102</b>	<b>102</b>	<b>102</b>

The Police Department is authorized to over hire twenty (20) additional Police Officers and two (2) additional Communication Officers.



# CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
PT Communications Officer (Hours)	1,800	1,800	1,800	1,800
<b>Subtotal hours</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>
<b>0001-1204 Police Investigative Services</b>				
Lieutenant	1	1	1	1
Sergeant	3	4	4	4
Police Officer/Investigator	25	24	25	24
Sex Offender Registration Specialist	0	1	1	1
Secretary I	1	1	1	1
Victim Assistance Liaison	1	1	1	1
Evidence Technician	2	2	2	2
<b>Subtotal</b>	<b>33</b>	<b>34</b>	<b>35</b>	<b>34</b>
<b>0001-1206 Police Animal Services</b>				
Animal/Parking Control Supervisor	1	1	1	1
Animal Control Officer	1	1	1	1
<b>Subtotal</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
PT Animal Control (Hours)	850	850	850	850
<b>Subtotal hours</b>	<b>850</b>	<b>850</b>	<b>850</b>	<b>850</b>
<b>0001-1209 Police Commercial Vehicle Enforcement Program</b>				
Patrol Officer	1	1	1	1
<b>Subtotal</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>0001-1300 Fire</b>				
Fire Chief	1	1	1	1
Assistant Fire Chief	1	1	1	1
Deputy Chief	0	5	5	5
Battalion Chief	5	0	0	0
Lieutenant	28	28	31	31
Engine Operator	24	24	27	27
Firefighter	54	54	60	60
Administrative Coordinator	1	0	0	0
Administrative Specialist-Emergency Management	0	1	1	1
Secretary	2	2	2	2
Asset Coordinator	1	1	1	1
<b>Subtotal</b>	<b>117</b>	<b>117</b>	<b>129</b>	<b>129</b>
The Fire Department is authorized to hire three (3) Lieutenants, three (3) Engine Operators, and six (6) Firefighters on April 1, 2017 included in the budgeted 2016-2017 count.				
<b>0001-1400 Parks Administration</b>				
Parks Board	7	7	7	7
<b>Subtotal</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
Parks and Recreation Director	1	1	1	1
Recreation Manager	0	0	1	1
Parks Superintendent	0	0	1	1
Secretary III	1	1	1	1
<b>Subtotal</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>4</b>

# CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
PT Customer Service Rep. (Hours)	1,560	2,000	2,000	2,000
PT Interns (Hours)	0	1,000	1,000	1,000
<b>Subtotal hours</b>	<b>1,560</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>0001-1410 Recreation Center</b>				
Recreation Manager	1	1	0	0
Recreation Center Supervisor	1	1	1	1
Recreation Coordinator - Programs	1	1	1	1
Recreation Coordinator - Special Events & Guest Services	1	1	1	1
Recreation Coordinator - Arts & Cultural	1	1	1	1
Secretary II	1	1	1	1
<b>Subtotal</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>5</b>
PT Recreation Leader II (Hours)	6,150	6,150	0	750
PT Recreation Leader I (Hours)	13,615	13,615	0	0
PT Customer Service Representative III (Hours)	0	0	5,215	5,215
PT Customer Service Representative II (Hours)	0	0	14,550	13,800
<b>Subtotal hours</b>	<b>19,765</b>	<b>19,765</b>	<b>19,765</b>	<b>19,765</b>
<b>0001-1440 Aquatic Center</b>				
Aquatics Superintendent	1	1	1	1
Secretary II	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 - Programs	1	1	1	1
Assistant Aquatic Coordinator - Operations	1	1	1	1
<b>Subtotal</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
PT Admissions (Hours)	3,354	3,354	0	0
PT Cashiers (Hours)	2,000	2,000	0	0
PT Head Lifeguard (Hours)	2,660	2,660	2,660	2,660
PT Lifeguards (Hours)	21,804	21,804	21,804	21,804
PT Water Safety Inst. (Hours)	4,779	4,779	4,779	4,779
PT Assistant Aquatics Operations Coordinator (Hours)	1,560	1,560	1,560	1,560
PT Customer Service Representative II (Hours)	0	0	3,354	3,354
PT Customer Service Representative I (Hours)	0	0	2,000	2,000
<b>Subtotal hours</b>	<b>36,157</b>	<b>36,157</b>	<b>36,157</b>	<b>36,157</b>
<b>0001-1450 Parks Operations</b>				
Parks Superintendent	1	1	0	0
Parks Foreman	1	1	1	1
Parks Crew Leader - Facilities	1	1	1	1
Parks Crew Leader - Green Space	1	1	1	1
Parks Laborer	7	7	7	7
<b>Subtotal</b>	<b>11</b>	<b>11</b>	<b>10</b>	<b>10</b>
PT Parks Laborer (Hours)	1,040	1,040	1,000	1,000
PT Park Ambassador (Hours)	3,120	3,120	3,000	3,000
<b>Subtotal hours</b>	<b>4,160</b>	<b>4,160</b>	<b>4,000</b>	<b>4,000</b>

# CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>0001-1500 Community Development</b>				
Director of Community Development	0	1	1	1
City Planner	1	1	1	1
Secretary II	1	1	1	1
Permit Technicians	3	3	3	3
Senior Permit Technician	1	1	1	1
Building Official	1	1	1	1
Building Inspectors	8	8	8	8
Code Enforcement Officers	3	3	3	3
<b>Subtotal</b>	<b>18</b>	<b>19</b>	<b>19</b>	<b>19</b>
PT Building Inspector (Hours)	224	520	520	520
PT Permit Technicians (Hours)	0	0	1,040	1,040
<b>Subtotal hours</b>	<b>224</b>	<b>520</b>	<b>1,560</b>	<b>1,560</b>
<b>0001-1530 Drainage Maintenance</b>				
Drainage Foreman	1	1	1	1
Heavy Equipment Operator	3	4	4	4
Light Equipment Operator/Driver	3	3	3	3
<b>Subtotal</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>0001-1540 Streets</b>				
Street & Drainage Maintenance Superintendent	0	1	1	1
Street Foreman	1	1	1	1
Sign Technician	1	1	1	1
Assistant Sign Technician	1	1	1	1
Heavy Equipment Operator	3	5	5	5
Light Equipment Operator/Driver	14	17	17	17
Laborer	7	10	10	10
<b>Subtotal</b>	<b>27</b>	<b>36</b>	<b>36</b>	<b>36</b>
<b>0001-1550 Signal Maintenance</b>				
Journeyman Electrician	3	3	3	3
Signal Maintenance Foreman	0	0	1	1
Traffic Signal Technician	0	1	0	0
<b>Subtotal</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>0001-1570 Engineering</b>				
Planning Commission	7	7	7	7
<b>Subtotal</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
Director of Engineering	0	0	1	1
Assistant Director of Projects/Transportation	1	1	1	1
Administrative Coordinator	0	1	1	1
Secretary II	1	0	0	0
Secretary I	1	1	1	1
Engineer Manager	1	1	1	1
Project Engineer	3	2	2	2
Development Coordinator	2	2	2	2

# CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
Engineering Project Specialist	1	1	1	1
Engineering Technician	1	1	2	2
Engineering Aide	5	5	4	4
Senior Engineering Inspector	3	3	3	3
Engineering Inspector	3	3	3	3
Engineering Assistant	0	1	1	1
<b>Subtotal</b>	<b>22</b>	<b>22</b>	<b>23</b>	<b>23</b>
PT Intern (Hours)	0	300	0	0
<b>Subtotal hours</b>	<b>0</b>	<b>300</b>	<b>0</b>	<b>0</b>
<b>TOTAL GENERAL FUND</b>	<b>432</b>	<b>445</b>	<b>460</b>	<b>459</b>
<b>WATER &amp; SEWER OPERATING FUND</b>				
<b>0002-2800 Utility Billing</b>				
Utility Billing Manager	1	1	1	1
Senior Meter Technician	1	1	1	1
Meter Technician	3	4	4	4
Senior Account Representative	1	1	1	1
Account Representative	3	3	3	3
<b>Subtotal</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>0002-2810 Public Works</b>				
Director of Public Works	1	1	1	1
Assistant Public Works Director - Operations	1	1	1	1
Administrative Coordinator	1	1	1	1
Secretary I	3	3	3	3
Utilities Manager	0	1	1	1
<b>Subtotal</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>0002-2820 Water</b>				
Water/Sewer Superintendent	1	1	1	1
Water/Sewer Maintenance Foreman	1	1	1	1
Water Production Foreman	1	1	1	1
Heavy Equipment Operator	2	2	2	2
Light Equipment Operator/Driver	1	1	1	1
Laborer	2	2	2	2
Water Plant Operator	3	4	4	4
<b>Subtotal</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>12</b>
<b>0002-2881 Waste Water Treatment Plant</b>				
WWTP Superintendent	1	1	1	1
Pretreatment Coordinator	1	1	1	1
WWTP Foreman	1	1	1	1
WWTP Operator	5	5	5	5
Laborer	1	1	1	1
Driver/Press Operator	1	1	1	1
Maintenance Technician	0	1	1	1
<b>Subtotal</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>11</b>

# CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
<b>0002-2882 Sewer</b>				
Heavy Equipment Operators	3	5	5	5
Laborers	8	12	12	12
Light Equipment Operator	1	1	1	1
<b>Subtotal</b>	<b>12</b>	<b>18</b>	<b>18</b>	<b>18</b>
<b>0002-2883 Pump &amp; Motor Maintenance</b>				
Pump & Motor and Signal Maintenance Superintendent	1	1	1	1
Pump & Motor Maintenance Foreman	1	1	1	1
Pump Technician	0	0	1	1
Pump Mechanic	3	5	4	4
Welder	1	1	1	1
Journeyman Electrician	0	1	1	1
<b>Subtotal</b>	<b>6</b>	<b>9</b>	<b>9</b>	<b>9</b>
<b>0002-2884 Project Construction</b>				
Heavy Equipment Operator	5	0	0	0
Light Equipment Operator	3	0	0	0
Laborer	7	0	0	0
Street & Drainage Superintendent	1	0	0	0
Traffic Signal Technician	1	0	0	0
Utilities Manager	1	0	0	0
Water Plant Operator	1	0	0	0
Maintenance Technician	1	0	0	0
Pump Technician	1	0	0	0
Pump Mechanic	1	0	0	0
Journeyman Electrician	1	0	0	0
Meter Technician	1	0	0	0
Account Payable Clerk	1	0	0	0
<b>Subtotal</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL WATER &amp; SEWER OPERATING FUND</b>	<b>79</b>	<b>67</b>	<b>67</b>	<b>67</b>
<b>HOTEL OCCUPANCY TAX FUND</b>				
<b>0004-4010 Convention &amp; Visitors Bureau</b>				
Convention & Visitors Bureau Manager	1	1	1	1
Tourism Coordinator	3	3	3	3
<b>Subtotal</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>TOTAL HOTEL OCCUPANCY TAX FUND</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>CONROE INDUSTRIAL DEVELOPMENT CORP (CIDC) FUND</b>				
<b>0009-9000 CIDC</b>				
CIDC Executive Director	1	1	1	1
CIDC Deputy Director	1	1	1	1
Associate Director	1	1	1	1
Research Analyst/Retail Specialist	1	1	1	1
<b>Subtotal</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

# CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual 2014-2015</u>	<u>Actual 2015-2016</u>	<u>Estimated 2016-2017</u>	<u>Budgeted 2017-2018</u>
PT Marketing Intern (Hours)	0	440	0	0
PT Marketing & Communication Coordinator (Hours)	0	0	999	999
<b>Subtotal hours</b>	<b>0</b>	<b>440</b>	<b>999</b>	<b>999</b>
<b>TOTAL CIDC FUND</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>CONROE TOWER FUND</b>				
<b>0025-2500 Conroe Tower Fund</b>				
Maintenance Technician	1	1	1	1
<b>Subtotal</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL CONROE TOWER FUND</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>FLEET SERVICES FUND</b>				
<b>0052-5200 Fleet Services</b>				
Fleet Services Manager	1	1	1	1
Foreman	1	1	1	1
Fleet Technician III	2	2	2	2
Fleet Technician II	2	2	2	2
Fleet Technician I	2	2	2	2
<b>Subtotal</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
PT Data Entry Clerk (Hours)	0	460	1,000	1,000
<b>Subtotal hours</b>	<b>0</b>	<b>460</b>	<b>1,000</b>	<b>1,000</b>
<b>TOTAL FLEET SERVICES FUND</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>OSCAR JOHNSON, JR. COMMUNITY CENTER (OJJCC) FUND</b>				
<b>0030-3000 Oscar Johnson, Jr. Community Center</b>				
Recreation Center Supervisor	1	1	1	1
Secretary I	1	1	1	1
Recreation Coordinator - Programs	2	2	2	2
<b>Subtotal</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
PT Recreation Coordinator (Hours)	1,560	1,560	1,000	1,000
PT Asst. Recreation Coordinator (Hours)	0	2,000	2,000	2,000
PT Recreation Leader III (Hours)	0	0	12,705	12,705
PT Recreation Leader II (Hours)	16,175	16,175	32,910	32,910
PT Recreation Leader I (Hours)	37,190	33,190	4,000	4,000
PT Youth Counselor In Training (Hours)	0	4,000	0	0
PT Customer Service Representative III (Hours)	0	0	2,110	2,110
PT Customer Service Representative II (Hours)	0	0	2,200	2,200
<b>Subtotal hours</b>	<b>54,925</b>	<b>56,925</b>	<b>56,925</b>	<b>56,925</b>
<b>TOTAL OJJCC FUND</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

# CITY OF CONROE PERSONNEL SUMMARY

	<u>Actual</u> <u>2014-2015</u>	<u>Actual</u> <u>2015-2016</u>	<u>Estimated</u> <u>2016-2017</u>	<u>Budgeted</u> <u>2017-2018</u>
<b>TRANSPORTATION GRANTS FUND</b>				
<b>0036-3600</b>				
Administrative Coordinator/Transportation Specialist	0	0	0	0
Transportation Manager	1	0	0	0
<b>Subtotal</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TRANSPORTATION GRANTS FUND</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ALL FUNDS</b>	<b>533</b>	<b>533</b>	<b>548</b>	<b>547</b>

# Compensation Ranges

## Fiscal Year 2017-2018

### NON-EXEMPT

Grade	<i>MINIMUM</i>			<i>MIDPOINT</i>			<i>MAXIMUM</i>		
	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly
203	24,246	2,021	11.657	30,308	2,526	14.571	36,369	3,031	17.485
204	25,822	2,152	12.415	32,277	2,690	15.518	38,735	3,228	18.622
205	27,501	2,292	13.222	34,376	2,865	16.527	41,230	3,436	19.822
206	29,288	2,441	14.081	36,611	3,051	17.601	43,932	3,661	21.121
207	31,193	2,599	14.996	38,991	3,249	18.745	46,788	3,899	22.494
208	33,220	2,768	15.971	41,524	3,460	19.964	49,830	4,153	23.957
209	35,380	2,948	17.009	44,223	3,685	21.261	53,069	4,422	25.514
210	37,678	3,140	18.114	47,099	3,925	22.644	56,517	4,710	27.172
211	40,127	3,344	19.292	50,160	4,180	24.115	60,191	5,016	28.938
212	42,737	3,561	20.547	53,420	4,452	25.683	64,732	5,394	31.121
213	45,514	3,793	21.882	56,893	4,741	27.352	68,271	5,689	32.822
214	48,473	4,039	23.305	60,591	5,049	29.130	72,697	6,058	34.951
215	51,623	4,302	24.819	64,528	5,377	31.023	77,435	6,453	37.229
216	54,979	4,582	26.432	68,724	5,727	33.040	82,468	6,872	39.648

### EXEMPT

Grade	<i>MINIMUM</i>			<i>MIDPOINT</i>			<i>MAXIMUM</i>		
	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly
108	52,353	4,363	25.169	65,440	5,453	31.462	78,530	6,544	37.755
109	53,923	4,494	25.925	67,404	5,617	32.406	80,885	6,740	38.887
110	56,081	4,673	26.962	70,101	5,842	33.702	84,119	7,010	40.442
111	58,885	4,907	28.310	72,162	6,013	34.693	88,327	7,361	42.465
112	63,005	5,250	30.291	78,757	6,563	37.864	94,509	7,876	45.437
113	68,046	5,671	32.715	85,059	7,088	40.894	102,070	8,506	49.072
114	74,170	6,181	35.659	92,713	7,726	44.574	114,504	9,542	55.050
115	81,978	6,832	39.413	102,708	8,559	49.379	123,437	10,286	59.345
116	89,746	7,479	43.147	113,192	9,433	54.419	136,639	11,387	65.692
117	98,722	8,227	47.462	126,691	10,558	60.909	154,651	12,888	74.352
118	102,203	8,517	49.136	138,495	11,541	66.584	174,787	14,566	84.032
119	131,694	10,975	63.315	170,719	14,227	82.077	209,745	17,479	100.839



## PART-TIME/SEASONAL

Grade	Minimum
27	P/T WATER CONSERVATION MANAGER-EXEMPT 24.357
28	P/T BALLET INSTRUCTOR 21.225
29	P/T ANIMAL CONTROL 13.951
30	P/T RECREATION LEADER II 8.527
31	P/T RECREATION LEADER III/CUSTOMER SERVICE REPRESENTATIVE III 10.959
32	P/T SCOREKEEPER 8.527
33	P/T DAY CAMP COORDINATOR 10.959
34	P/T PROGRAM COORDINATOR 17.769
35	P/T DAY CAMP COUNSELOR 8.527
36	P/T RECREATION LEADER I 7.694
37	P/T LIFEGUARD 8.527
38	P/T HEAD LIFEGUARD 8.527
39	P/T WATER SAFETY INSTRUCTOR-SWIM COACH 10.971
40	P/T CUSTOMER SERVICE REPRESENTATIVE II 8.527
41	P/T CUSTOMER SERVICE REPRESENTATIVE I 7.694
42	P/T SWITCHBOARD 12.187
43	P/T SECRETARY 13.028
44	P/T METER READER 11.949
45	P/T AQUATICS FACILITYMAINTENANCE TECHNICIAN 10.959
46	P/T DATA ENTRY CLERK 7.694
47	P/T CLERK 11.516
48	P/T HUMAN RESOURCES REPRESENTATIVE 17.098
49	P/T CALL TAKER 11.766
50	P/T COMMUNICATIONS OFFICER 14.916
51	P/T ENGINEERING INTERN 13.938
52	P/T MANAGEMENT INTERN 13.938
53	PT RECORDS CLERK/RECEPTIONIST 12.187
54	P/T AQUATIC CUSTOMER SERVICE REPRESENTATIVE 10.959
55	P/T ASSISTANT COORDINATOR 15.995
56	P/T MAIL CLERK 12.187
57	P/T PARKS AMBASSADOR 12.187
58	P/T CUSTODIAN/LABORER/KENNEL TECHNICIAN 12.187
59	P/T ACCOUTANT III 24.845
60	P/T COORDINATOR MARKETING 16.00
61	P/T PERMIT TECHNICIAN 14.00

## Civil Service Compensation Ranges

### Fiscal Year 2017-2018

<b>FIRE</b>	<b>Entry</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Firefighter	46,620	48,019	49,460	50,943	52,472	54,046	55,667	57,337	59,057	60,829
F1										
E/O		64,216	66,465	68,791						
F2										
Lieutenant		73,696	76,275	78,945						
F3										
Deputy Chief		84,725	87,267	89,884	92,581					
F4										
Assistant Chief		97,266	100,184	103,189	106,285					
F5										

#### INCENTIVE PAY

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

# Civil Service Compensation Ranges

Fiscal Year 2017-2018

<b>POLICE</b>	<b>Entry</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
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Cadet	43,271								
Trainee*	49,172								
Officer		51,508	53,955	56,517	59,202	62,014	64,961		
P1									
Sergeant	69,249	71,673	74,182	76,777	79,465				
P2									
Lieutenant	82,409	84,881	87,428	90,051					
P3									
Deputy Chief	102,783	105,867	109,043						
P4									

## INCENTIVE PAY- Police

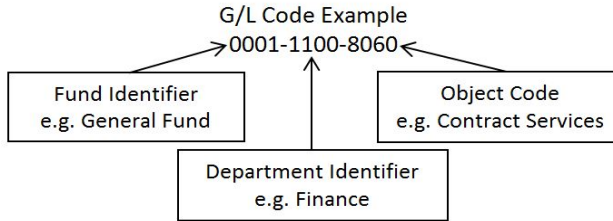
Effective Date 10/1/2011

Associates degree	\$	70	Intermediate Certificate	\$	210
Bachelors degree	\$	125	Advanced Certificate	\$	300
			Masters Certificate	\$	526

## INCENTIVE PAY-Communications Officers

Intermediate	\$	250
Advanced	\$	350
Masters	\$	500

# City of Conroe Chart of Accounts



<b>FUND</b>		<b>*Budgeted Fund</b>
0001	GENERAL FUND	*
0002	WATER & SEWER OPERATING	*
0003	VEHICLE & EQUIPMENT REPLACEMENT	*
0004	HOTEL OCCUPANCY TAX	*
0005	PID ASSESSMENTS	
0006	WATER & SEWER DEBT SERVICE	*
0008	WATER & SEWER REVENUE RESERVE	
0009	CONROE INDUSTRIAL DEVELOPMENT CORPORATION (CIDC)	*
0010	GENERAL OBLIGATION DEBT SERVICE	*
0024	COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT	*
0025	CONROE TOWER	*
0030	OSCAR JOHNSON JR COMMUNITY CENTER	*
0032	OWEN THEATRE	
0034	WOODLANDS TOWNSHIP REGIONAL PARTICIPATION	
0035	RETIREMENT HEALTHCARE PLAN	
0036	TRANSPORTATION GRANTS	*
0037	MUNICIPAL COURT TECHNOLOGY	*
0038	MUNICIPAL COURT BUILDING SECURITY	*
0039	MUNICIPAL COURT JUVENILE CASE MANAGER	*
0041	SIGNALS CIP FUND	*
0042	FACILITIES CIP FUND	*
0043	WATER CIP FUND	*
0044	SEWER CIP FUND	*
0045	WATER & SEWER VEHICLE & EQUIPMENT REPLACEMENT	*
0046	TRANSPORTATION GRANTS CIP FUND	*
0048	MUNICIPAL COURT EFFICIENCY FEE	*
0049	MUNICIPAL COURT TRUANCY PREVENTION	*
0052	FLEET SERVICES	*
0054	FIREARMS TRAINING FACILITY	

## City of Conroe

### Chart of Accounts

FUND	*Budgeted Fund
0056	WOODLANDS ANNEXATIONS
0063	DRAINAGE CIP FUND *
0071	PAYROLL
0073	PARKS CIP FUND *
0075	STREETS CIP FUND *
0076	TAX INCREMENT REINVESTMENT ZONE #2 *
0079	TAX INCREMENT REINVESTMENT ZONE #3 *
0080	CIDC CIP FUND (CLOSED)
0081	SELF FUNDED INSURANCE *
0082	LONGMIRE CREEK ESTATES PID
0083	WEDGEWOOD FALLS PID
0084	SHADOW LAKES PID
0086	CHASE RUN PID
0087	CANYON CREEK PID
0100	DISBURSEMENT FUND
0101	CONROE MMD#1-REIMBURSEMENT AGREEMENT *
0102	CONROE MMD#1-ECONOMIC DEVELOPMENT *
0201	FY13 SECTION 5307 GRANT (TX-90-YO49-00) *
0202	FY14 SECTION 5307 GRANT (TX-90-YO63-00) *
0203	FY15 SECTION 5307 GRANT (TX-2016-049-00) *
0231	FTA SECTION 5309 GRANT (TX-04-0110-00) *
0232	H-GAC FEDERAL TRANSIT ADMINISTRATION GRANT *
0241	FY13-14 SECTION 5310 GRANT (TX-16-X024-00) *
0242	FY15-16 SECTION 5310 GRANT (TX-2017-017-00) *
0243	FY16 SECTION 5307 GRANT (TX-2017-003-00) *
0251	FY13-15 STATE PUBLIC TRANSPORTATION APPROPRIATIONS *
0252	FY16 STATE PUBLIC TRANSPORTATION APPROPRIATIONS *
0253	FY17 STATE PUBLIC TRANSPORTATION APPROPRIATIONS *
0999	POOLED CASH FUND

**City of Conroe**  
**Chart of Accounts**

**FUND-DEPARTMENT**

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0001-1020 GENERAL FUND	REVENUES
0001-1041 GENERAL FUND	ADMINISTRATION
0001-1042 GENERAL FUND	MAYOR AND COUNCIL
0001-1044 GENERAL FUND	TRANSPORTATION
0001-1060 GENERAL FUND	LEGAL
0001-1070 GENERAL FUND	MUNICIPAL COURT
0001-1100 GENERAL FUND	FINANCE
0001-1110 GENERAL FUND	CDBG ADMINISTRATION
0001-1120 GENERAL FUND	PURCHASING-WAREHOUSE
0001-1130 GENERAL FUND	INFORMATION TECHNOLOGY
0001-1160 GENERAL FUND	HUMAN RESOURCES
0001-1201 GENERAL FUND	POLICE ADMINISTRATION
0001-1202 GENERAL FUND	POLICE SUPPORT
0001-1203 GENERAL FUND	POLICE PATROL
0001-1204 GENERAL FUND	POLICE INVESTIGATIVE SERVICES
0001-1206 GENERAL FUND	POLICE ANIMAL SERVICES
0001-1209 GENERAL FUND	COMMERCIAL VEHICLE ENFORCEMENT PROGRAM
0001-1300 GENERAL FUND	FIRE
0001-1400 GENERAL FUND	PARKS & REC ADMINISTRATION
0001-1410 GENERAL FUND	RECREATION CENTER
0001-1440 GENERAL FUND	AQUATIC CENTER
0001-1450 GENERAL FUND	PARK OPERATIONS
0001-1500 GENERAL FUND	COMMUNITY DEVELOPMENT

**City of Conroe**  
**Chart of Accounts**

**FUND-DEPARTMENT**

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0001-1530 GENERAL FUND	DRAINAGE MAINTENANCE
0001-1540 GENERAL FUND	STREETS
0001-1550 GENERAL FUND	SIGNAL MAINTENANCE
0001-1570 GENERAL FUND	ENGINEERING
0001-1800 GENERAL FUND	GF NON-DEPARTMENTAL
0002-2000 WATER & SEWER OPERATING	REVENUES
0002-2800 WATER & SEWER OPERATING	UTILITY BILLING
0002-2810 WATER & SEWER OPERATING	PUBLIC WORKS
0002-2820 WATER & SEWER OPERATING	WATER
0002-2821 WATER & SEWER OPERATING	SURFACE WATER
0002-2881 WATER & SEWER OPERATING	WASTEWATER TREATMENT PLANT
0002-2882 WATER & SEWER OPERATING	SEWER
0002-2883 WATER & SEWER OPERATING	PUMP & MOTOR MAINTENANCE
0002-2900 WATER & SEWER OPERATING	W/S NON-DEPARTMENTAL
0003-3010 VEHICLE & EQUIPMENT REPLACEMENT	VEHICLE & EQUIPMENT REPLACEMENT
0004-4010 HOTEL OCCUPANCY TAX	CONVENTION & VISITORS BUREAU
0006-6000 WATER & SEWER DEBT SERVICE	REVENUE BOND DEBT SERVICE
0009-9000 CONROE INDUSTRIAL DEVELOPMENT CORPORATION (CIDC)	CIDC GENERAL FUND
0009-9200 CIDC DEBT SERVICE	CIDC DEBT SERVICE
0009-9400 CIDC REVENUE CLEARING	CIDC REVENUE CLEARING
0010-1010 GENERAL OBLIGATION DEBT SERVICE	GENERAL OBLIGATION DEBT SERVICE
0024-2400 COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT	CDBG OPERATIONS
0025-2500 CONROE TOWER	CONROE TOWER

**City of Conroe**  
**Chart of Accounts**

**FUND-DEPARTMENT**

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0030-3000 OSCAR JOHNSON JR COMMUNITY CENTER	OJJCC
0036-3600 TRANSPORTATION GRANTS	TRANSPORTATION
0037-3700 MUNICIPAL COURT TECHNOLOGY	MUNICIPAL COURT TECHNOLOGY
0038-3800 MUNICIPAL COURT BUILDING SECURITY	MUNICIPAL COURT BUILDING SECURITY
0039-3900 MUNICIPAL COURT JUVENILE CASE MANAGER	MUNICIPAL COURT JUVENILE CASE MANAGER
0045-4500 WATER & SEWER VEHICLE & EQUIPMENT REPLACEMENT	WATER & SEWER VEHICLE & EQUIPMENT REPLACEMENT
0048-4800 MUNICIPAL COURT EFFICIENCY FEE	MUNICIPAL COURT EFFICIENCY FEE
0049-4900 MUNICIPAL COURT TRUANCY PREVENTION	MUNICIPAL COURT TRUANCY PREVENTION
0052-5200 FLEET SERVICES	FLEET SERVICES
0081-8100 SELF FUNDED INSURANCE	SELF FUNDED INSURANCE
0201-2110 FY13 SECTION 5307 GRANT (TX-90-YO49-00)	FY13 SECTION 5307 GRANT
0202-2020 FY14 SECTION 5307 GRANT (TX-90-YO63-00)	FY14 SECTION 5307 GRANT
0203-2311 FY15 SECTION 5307 GRANT (TX-2016-049-00)	FY15 SECTION 5307 GRANT
0241-2410 FY13-14 SECTION 5310 GRANT (TX-16-X024-00)	FY13-14 SECTION 5310 GRANT
0242-2420 FY15-16 SECTION 5310 GRANT (TX-2017-017-00)	FY15-16 SECTION 5310 GRANT
0243-2430 FY16 SECTION 5307 GRANT (TX-2017-003-00)	FY16 SECTION 5307 GRANT
0251-2510 FY13-15 STATE PUBLIC TRANSPORTATION APPROPRIATIONS	FY13-15 STATE PUBLIC TRANSPORTATION APPROPRIATIONS
0252-2520 FY16 STATE PUBLIC TRANSPORTATION APPROPRIATIONS	FY16 STATE PUBLIC TRANSPORTATION APPROPRIATIONS
0253-2530 FY17 STATE PUBLIC TRANSPORTATION APPROPRIATIONS	STATE PUBLIC TRANSPORTATION APPROPRIATIONS



**City of Conroe**  
**Chart of Accounts**

**OBJECT CODE: Revenues**

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4010	CURRENT TAXES	5180	PRETREATMENT FEES
4020	DELINQUENT TAXES	5190	TICKET SALES
4030	GROSS RECEIPTS	5510	TRAFFIC AND CRIMINAL FINES
4040	SALES TAX	5530	TRAFFIC CAMERA FINES
4050	HOTEL OCCUPANCY TAX	5540	COMMERCIAL VEHICLE FINES
4070	MIXED BEVERAGE TAX	6010	INTEREST ON INVESTMENTS
4080	P.I.L.O.T.	6015	GAINS (LOSSES) ON INVESTMT
4510	LICENSES	6020	PENALTY & INTEREST
4520	PERMITS	6030	LEASE INCOME
4521	STORM WATER PERMITS	6031	DONATED LEASE INCOME
4530	MISCELLANEOUS	6035	LAND SALES
4532	ALARM FEES	6036	SALES OF CAP. ASSETS
4533	EXCESSIVE ALARMS	6037	CAPITAL RECOVERY FEE
4535	WRECKER PERMITS	6050	RECREATIONAL
5010	REFUSE COLLECTION	6051	PARKS PROGRAMS
5020	COPIES	6052	DONATIONS
5040	PLANNING AND ZONING FEES	6052	PARKS DONATIONS
5100	WATER CHARGES	6053	ANIMAL SHELTER FEES
5105	GROUNDWATER CONSERVATION FEE	6054	TREE MITIGATION
5110	SEWER CHARGES	6060	UNANTICIPATED REVENUES
5115	SURFACE WATER CONVERSION FEE	6065	OTHER INCOME
5116	DISCHARGED WATER SALES	6070	SHORT & OVER
5117	CODE ENFORCEMENT FEE	6080	DONATIONS
5120	WATER TAPS	6100	OTHER FINANCING SOURCES
5130	SEWER TAPS	6104	CDBG-OJCC
5140	RECONNECTS	6105	SEIZED ASSETS
5150	SERVICE CHARGES	6106	INTERGOVERNMENTAL
5151	FUEL	6111	PROCEEDS FOR CAPITAL LEASES
5152	PARTS	6112	OTHER FIN - PROCEEDS OF REF BOND
5153	LABOR	6200	PROCEEDS OF CAPITAL LEASES
5154	SUBLETS	6510	INTEREST - OTHER
5155	CARWASH	6520	RECOVERY OF BAD DEBTS
5156	MISCELLANEOUS	6530	OTHER NON-OPERATING INCOME
5160	BULK WATER SALES	6550	TRANSFER IN
5170	SPECIAL REVENUE/WATER & SEWER	6951	GAIN ON SALE OF CAP ASSET

**City of Conroe**  
**Chart of Accounts**

**OBJECT CODE: Expenditures**

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7010	SALARIES	8062	COMMUNITY SERVICES
7012	SALARIES - PART TIME	8070	ELECTIONS
7020	OVERTIME	8080	GARBAGE & RECYCLING FEES
7025	SOCIAL SECURITY	8085	DONATED RENT EXPENSE
7030	RETIREMENT & PENSION	8087	DONATION EXPENSE
7035	WORKERS COMPENSATION	8090	OPEB EXPENSE
7040	EMPLOYEE INSURANCE	8095	UNALLOCATED RESOURCES
7050	PHYSICALS	8100	FLOOD-REPAIR/REBUILD
7050	PRE-EMPLOYMENT PHYSICALS	8350	NEWSPAPER LEGAL NOTICES
7070	UNEMPLOYMENT	8511	DEPRECIATION
7110	OFFICE SUPPLIES	8951	LOSS-SALE OF CAP ASSETS
7130	BUILDING SUPPLIES	9510	ACCOUNTS CHARGED OFF
7130	CLEANING SUPPLIES	9520	BAD DEBT FINANCE
7140	WEARING APPAREL	9010	LAND >\$5,000
7160	VEHICLE OPERATIONS	9020	BUILDINGS >\$5,000
7170	VEHICLE REPAIRS	9030	IMPROVEMENTS >\$5,000
7180	EQUIPMENT REPAIRS	9040	FURNITURE & FIXTURES >\$5,000
7190	RADIO REPAIRS	9050	MACHINERY & EQUIPMENT >\$5,000
7200	OPERATING SUPPLIES	9060	VEHICLES >\$5,000
7251	BUILDINGS <\$5,000	9070	INTANG. ASSETS-INDEF. LIFE (e.g. easements)
7252	IMPROVEMENTS <\$5,000	8520	TRANSFER OUT
7253	FURNITURE & FIXTURES <\$5,000	8530	GROSS RECEIPTS
7254	MACHINERY & EQUIPMENT <\$5,000	9600	PRINCIPAL
7255	VEHICLES <\$5,000	9601	SEC 108 PRINCIPAL
7301	FLEET STOCK PARTS	9610	INTEREST
7400	FLEET NON-STOCK PARTS	9611	SEC 108 INTEREST
7450	SUBLET LABOR	9615	FEES
8010	UTILITIES	9615	HANDLING CHARGES
8020	INSURANCE AND BONDS	9616	BOND ISSUE EXPENSE
8030	LEGAL SERVICES	9621	OTHER FIN - PMT REF BD ESCROW
8040	LEASED EQUIPMENT	9624	REFUND BOND PREM/DISCOUNT
8050	TRAVEL & TRAINING	9660	PRINCIPAL-LEASE
8060	CONTRACT SERVICES	9670	INTEREST-LEASE

**City of Conroe**  
**Chart of Accounts**

**ACCOUNT KEY CODES (for use with Project Codes)**

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1111	LAND ACQUISITION
1112	PLANNING DESIGN (OUTSIDE)
1113	TESTING/INSPECTION
1114	CONSTRUCTION
1116	MATERIALS
1117	MACHINERY/EQUIPMENT
1118	MISCELLANEOUS
1119	CONSTRUCTION (CITY CREWS)
1120	FURNITURE & FIXTURES
1121	WATER REVENUE
1122	SEWER REVENUE
1123	SURFACE WATER CONVERSION FEE
1124	GROUND WATER CONSERVATION FEE

## 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 principles 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.

**Enhancement:** An increase or improvement in quality, value, or extent.

**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-discretionary Adjustment:** This is a mandatory requirement or compliance that does not depend upon the choice of management.

**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 whose principal, earnings, or both, must be used for a public purpose; for example, a pension or retirement fund.

**Purchase Order:** A document that authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

**Rate Base:** The value of utility property used in computing an authorized rate of return as authorized by law or a regulatory commission.

**Receipts:** This term, unless otherwise qualified, means cash received. See also **Revenue**.

**Recoverable Expenditures:** An expenditure made for or on behalf of another governmental unit, fund, or department, or for a private individual, firm, or corporation, which will subsequently be recovered in cash or its equivalent.

**Refunding Bonds:** Bonds issued to retire bonds already outstanding. The refunding bonds may be sold for cash and outstanding bonds redeemed in cash, or the refunding bonds may be exchanged with holders of outstanding bonds.

**Replacement Cost:** The cost as of a certain date of a property which can render similar service (but need not be of the same structural form) as the property to be replaced. See also **Reproduction Cost**.

**Reproduction Cost:** The cost as of a certain date of reproducing an exact new property in the same place.

**Note:** Sometimes this term is designated as "reproduction cost new" to distinguish it from "depreciated reproduction cost," which is the reproduction cost of a given property less the estimated amount of accumulated depreciation applicable to it. In the absence of any modifier, however, the term "reproduction cost" is understood to be synonymous with "reproduction cost new." See also **Replacement Cost**.

**Requisition:** A written demand or request, usually from one department to the purchasing officer or to another department, for specified articles or services.

**Reserve:** An account which records a portion of the fund balance which must be segregated for some future use and which is, therefore, not available for further appropriation or expenditure. A Reserve for Inventories equal in amount to the Inventory of Supplies on the balance sheet of a General Fund is an example of such a reserve.

**Reserve for Revenue Bond Debt Service:** A reserve in an Enterprise Fund which represents the segregation of a portion of retained earnings equal to current assets that are restricted to current servicing of revenue bonds in accordance with the terms of a bond indenture.

**Reserve for Revenue Bond Retirement:** A reserve in an Enterprise Fund which represents the segregation of a portion of retained earnings equal to current assets that are restricted for future servicing of revenue bonds in accordance with the terms of a bond indenture.

**Resolution:** A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an order or statute. See also **Ordinance**.

**Resources:** The actual assets of a governmental unit, such as cash, taxes receivable, land, buildings, etc., plus contingent assets such as estimated revenues applying to the current fiscal year not accrued or collected, and bonds authorized and unissued.

**Retained Earnings:** The accumulated earnings of an Enterprise or Internal Service Fund which have been retained in the fund and which are not reserved for any specific purpose.

**Retirement Fund:** A fund out of which retirement annuities and/or other benefits are paid to authorized and designated public employees. A retirement fund is accounted for as a Trust Fund.

**Revenue:** For those revenues which are recorded on the accrual basis, this term designates additions to assets which: (a) do not increase any liability; (b) do not represent the recovery of an expenditure; (c) do not represent the cancellation of certain liabilities without a corresponding increase in other liabilities or a decrease in assets; and (d) do not represent contributions of fund in Enterprise and Internal Service Funds. The same definition applies to those cases where revenues are recorded on the modified accrual or cash basis, except that additions would be partially or entirely to cash. See also **Accrual Basis, Modified Accrual Basis, Cash Basis, Net Revenue Available for Debt Service, and Receipts**.

**Revenue Bonds:** Bonds whose principal and interest are payable exclusively from earnings of a public enterprise. In addition to a pledge of revenues, such bonds sometimes contain a mortgage on the enterprise's property and are then known as mortgage revenue bonds.

**Schedules:** (1) The explanatory or supplementary statements that accompany the balance sheet or other principal statements periodically prepared from the accounts. (2) The accountant's or auditor's principal work papers covering his examination of the books and accounts. (3) A written enumeration or detailed list in orderly form. See also **Statements**.

**Securities:** Bonds, notes, mortgages, or other forms of negotiable or non-negotiable instruments. See also **Investments**.

**Short-Term Debt:** Debt with a maturity of one year or less after the date of issuance. Short-term debt usually includes floating debt, bond anticipation notes, tax anticipation notes, and interim warrants.

**Special Assessment:** A compulsory levy made by a local government against certain properties to defray part or all of the cost of a specific improvement or service which is presumed to be of general benefit to the public and of special benefit to such properties.

**Note:** The term should not be used without a modifier (for example, "special assessments for street paving," or "special assessments for street sprinkling") unless the intention is to have it cover both improvements and services, or unless the particular use is apparent from the context.

**Special Assessment Bonds:** Bonds payable from the proceeds of special assessments. If the bonds are payable only from the collections of special assessments, they are known as "special assessment bonds." If, in addition to the assessments, the full faith and credit of the governmental unit are pledged, they are known as "general obligation special assessment bonds."

**Special Assessment Fund:** A fund set up to finance and account for the construction of improvements or provision of services which are to be paid for, wholly or in part, from special assessments levied against benefited property. See also **Special Assessment** and **Special Assessment Bonds**.

**Special Assessment Roll:** The official list showing the amount of special assessments levied against each property presumed to be benefited by an improvement or service.

**Special Fund:** Any fund that must be devoted to some special use in accordance with specific regulations and restrictions. Generally, the term applies to all funds other than the General Fund.

**Special Revenue Fund:** A fund used to account for revenues from specific taxes or other earmarked revenue sources which by law are designated to finance particular functions or activities of government. Includes intergovernmental revenue in the form of state and federal grant funds.

**Statements:** (1) Used in a general sense, statements are all of those formal written presentations that set forth financial information. (2) In technical accounting usage, statements are those presentations of financial data that show the financial position and the results of financial operations of a fund, a group of accounts, or an entire governmental unit for a particular accounting period. See also **Schedules**.

**Statute:** A written law enacted by a duly organized and constituted legislative body. See also **Ordinance** and **Resolution**.

**Supplemental:** (i.e. Supplemental Budget Request) Any budgetary request from a department that is over and above their base budget (supplies and contractual accounts). Examples of supplementals include new programs, new personnel, and new capital equipment.

**Surety Bond:** A written promise to pay damages or to indemnify against losses caused by the party or parties named in the document, through nonperformance or through defalcation. An example is a surety bond given by a contractor or by an official handling cash or securities.

**Surplus:** The excess of the assets of a fund over its liabilities, or if the fund has other resources and obligations, the excess of resources over the obligations. The term should not be used without a properly descriptive adjective unless its meaning is apparent from the context. See also **Fund Balance**, and **Retained Earnings**.

**Tax Levy:** The total amount to be raised by general property taxes for purposes specified in the Tax Levy Ordinance.

**Tax Levy Ordinance:** An ordinance by means of which taxes are levied.

**Tax Liens:** Claims which governmental units have upon properties until taxes levied against them have been paid.

**Note:** The term is sometimes limited to those delinquent taxes for the collection of which legal action has been taken through the filing of liens.

**Tax Rate:** The amount of tax levied for each \$100 of assessed valuation.

**Tax Rate Limit:** The maximum rate at which a governmental unit may levy a tax. The limit may apply to taxes raised for a particular purpose, or to taxes imposed for all purposes; and may apply to a single government, to a class of governments, or to all governmental units operating in a particular area. Overall, tax rate limits usually restrict levies for all purposes and of all governments, state and local, having jurisdiction in a given area.

**Tax Roll:** The official list showing the amount of taxes levied against each taxpayer or property. Frequently, the tax roll and the assessment roll are combined, but even in these cases the two can be distinguished.

**Tax Supplement:** A tax levied by a local unit of government which has the same base as a similar tax levied by a higher level of government, such as a state or province. The local tax supplement is frequently administered by the higher level of government along with its own tax. A locally imposed, state-administered sales tax is an example of a tax supplement.

**Taxes:** Compulsory charges levied by a governmental unit for the purpose of financing services performed for the common benefit.

**Note:** The term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, water and sewer charges.

**Taxes Receivable-Current:** The uncollected portion of taxes that a governmental unit has levied, which has become due but on which no penalty for nonpayment attaches.

**Taxes Receivable-Delinquent:** Taxes remaining unpaid on and after the date on which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until paid, abated, canceled, or converted into tax liens.

**Term Bonds:** Bonds that the entire principal of which matures on one date. Also called sinking fund bonds.

**Trust and Agency Funds:** Funds used to account for assets held by a government in a trustee capacity or as an agent for individuals, private organizations, other governments and/or other funds.

**Trust Fund:** A fund consisting of resources received and held by the governmental unit as trustee, to be expended or invested in accordance with the conditions of a trust. See also **Private Trust Fund** and **Public Trust Fund**.

**Unappropriated Budget Surplus:** Where the fund balance at the close of the preceding year is not included in the annual budget, this term designates that portion of the current fiscal year's estimated revenues which has not been appropriated. Where the fund balance of the preceding year is included, this term designates the estimated fund balance at the end of the current fiscal period.

**User Charges:** The payment of a fee for direct receipt of a public service by the party benefiting from the service.

**Utility Fund:** See **Enterprise Fund**.

# STATISTICAL SECTION

This part of the City of Conroe, Texas 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	1-6
<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	7-14
<i>These schedules present information to help the reader assess the factors affecting the City's ability to generate its property and sales taxes.</i>	
Debt Capacity	15-19
<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	20-21
<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	22-26
<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 POSITION BY COMPONENT**  
**LAST TEN FISCAL YEARS**  
**(ACCRUAL BASIS OF ACCOUNTING)**

	Fiscal Year		
	2007	2008	2009
Governmental Activities:			
Net Investment in Capital Assets	\$ 15,076,286	\$ 30,494,416	\$ 9,491,461
Restricted for:			
Capital Projects	3,879,363	-	34,504,480
Debt Service	4,885,305	356,030	8,598,275
Federal & State Programs	226,818	101,185	74,890
CIDC	11,041,766	14,291,377	5,794,691
Other Purposes	837,285	590,338	711,703
Unrestricted	13,947,148	18,623,082	10,289,905
Total Governmental Activities Net Position	<u>\$ 49,893,971</u>	<u>\$ 64,456,428</u>	<u>\$ 69,465,405</u>
Business-type Activities:			
Net Investment in Capital Assets	\$ 40,138,677	\$ 34,302,455	\$ 30,550,082
Restricted for:			
Debt Service	-	-	-
Unrestricted	9,005,666	12,443,817	16,429,178
Total Business-type Activities Net Position	<u>\$ 49,144,343</u>	<u>\$ 46,746,272</u>	<u>\$ 46,979,260</u>
Primary Government:			
Net Investment in Capital Assets	\$ 55,214,963	\$ 64,796,871	\$ 40,041,543
Restricted for:			
Capital Projects	3,879,363	-	34,504,480
Debt Service	4,885,305	356,030	8,598,275
Federal & State Programs	226,818	101,185	74,890
CIDC	11,041,766	14,291,377	5,794,691
Other Purposes	837,285	590,338	711,703
Unrestricted	22,952,814	31,066,899	26,719,083
Total Primary Government Net Position	<u>\$ 99,038,314</u>	<u>\$ 111,202,700</u>	<u>\$ 116,444,665</u>

*Effective 2015, GASB 68 was implemented and CIDC is a discrete component unit and is not included.*



TABLE C-1

Fiscal Year						
2010	2011	2012	2013	2014	2015	2016
\$ 45,594,829	\$ 44,291,192	\$ 46,590,472	\$ 49,087,033	\$ 54,366,984	\$ 53,413,374	\$ 97,563,851
-	-	-	-	-	-	-
5,114,405	6,293,542	7,028,107	8,342,744	10,623,507	12,178,899	11,401,030
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	3,290,940	4,032,707
22,393,150	30,316,480	33,221,815	42,229,165	46,836,093	(11,517,169)	(17,337,700)
<u>\$ 73,102,384</u>	<u>\$ 80,901,214</u>	<u>\$ 86,840,394</u>	<u>\$ 99,658,942</u>	<u>\$ 111,826,584</u>	<u>\$ 57,366,044</u>	<u>\$ 95,659,888</u>
\$ 42,313,096	\$ 41,092,795	\$ 38,394,869	\$ 38,080,390	\$ 38,527,503	\$ 43,883,640	\$ 66,592,348
768,607	2,011,388	3,469,710	2,883,757	4,169,587	5,455,067	5,455,067
3,482,423	6,574,281	10,849,396	14,536,011	15,274,317	12,468,751	3,414,929
<u>\$ 46,564,126</u>	<u>\$ 49,678,464</u>	<u>\$ 52,713,975</u>	<u>\$ 55,500,158</u>	<u>\$ 57,971,407</u>	<u>\$ 61,807,458</u>	<u>\$ 75,462,344</u>
\$ 87,907,925	\$ 85,383,987	\$ 84,985,341	\$ 87,167,423	\$ 92,894,487	\$ 97,297,014	\$ 164,156,199
-	-	-	-	-	-	-
5,883,012	8,304,930	10,497,817	11,226,501	14,793,094	17,633,966	16,856,097
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	3,290,940	4,032,707
25,875,573	36,890,761	44,071,211	56,765,176	62,110,410	951,582	(13,922,771)
<u>\$ 119,666,510</u>	<u>\$ 130,579,678</u>	<u>\$ 139,554,369</u>	<u>\$ 155,159,100</u>	<u>\$ 169,797,991</u>	<u>\$ 119,173,502</u>	<u>\$ 171,122,232</u>

**CITY OF CONROE, TEXAS**  
**CHANGE IN NET POSITION**  
**LAST TEN FISCAL YEARS**  
**(ACCRUAL BASIS OF ACCOUNTING)**

**TABLE C-2**

1 of 2

	Fiscal Year									
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
<b>Expenses</b>										
Governmental Activities:										
General Government	\$ 10,673,508	\$ 15,745,057	\$ 15,339,833	\$ 15,821,856	\$ 16,197,260	\$ 20,069,578	\$ 10,710,512	\$ 11,396,885	\$ 15,956,134	\$ 18,032,626
Finance	1,005,747	1,322,176	1,356,686	1,829,867	1,366,931	2,025,523	1,384,161	1,555,692	1,654,077	2,092,724
Public Safety	18,776,769	20,566,227	23,126,347	24,091,284	24,932,831	25,729,415	26,579,331	31,524,935	36,628,246	38,529,641
Parks	4,099,203	4,199,935	5,606,763	5,712,279	6,309,608	5,531,230	5,872,870	6,989,269	7,227,345	8,248,715
Public Works	6,004,553	8,479,694	6,892,655	6,858,838	7,462,982	7,202,936	8,408,438	9,658,450	10,252,452	14,263,646
Debt Service:										
Interest and Fiscal Charges	3,317,992	3,773,890	4,710,814	4,935,903	4,908,920	5,649,013	5,928,039	5,749,864	5,079,185	4,603,547
Total Governmental Activities Expenses	43,877,772	54,086,979	57,033,098	59,250,027	61,178,532	66,207,695	58,883,351	66,875,095	76,797,439	85,770,899
Business-Type Activities:										
Water and Sewer	13,582,979	13,494,738	14,256,678	15,432,772	17,552,228	18,470,310	21,378,030	25,440,644	29,304,349	30,902,787
Fleet Services	550,206	797,463	1,008,177	1,029,431	1,108,717	1,252,899	1,301,942	1,237,286	1,596,959	1,690,402
Total Business-type Activities Expenses	14,133,185	14,292,201	15,264,855	16,462,203	18,660,945	19,723,209	22,679,972	26,677,930	30,901,308	32,593,189
Total Primary Government Expenses	\$ 58,010,957	\$ 68,379,180	\$ 72,297,953	\$ 75,712,230	\$ 79,839,477	\$ 85,930,904	\$ 81,563,323	\$ 93,553,025	\$ 107,698,747	\$ 118,364,088
<b>Program Revenues</b>										
Governmental Activities:										
Charges for Services:										
General Government	\$ 6,774,117	\$ 6,760,940	\$ 7,059,292	\$ 6,725,603	\$ 7,577,554	\$ 8,199,459	\$ 1,982,113	\$ 2,500,520	\$ 3,588,771	\$ 2,774,101
Public Safety	1,430,892	1,178,518	1,375,485	2,430,917	4,350,954	3,725,515	3,489,063	3,835,258	2,746,233	2,030,468
Parks	723,509	732,336	828,233	877,457	1,084,825	1,157,025	1,194,628	1,246,186	1,279,923	1,214,957
Public Works	579,590	705,732	573,402	618,137	722,668	718,931	742,027	696,136	1,256,432	875,737
Operating Grants & Contributions:										
General Government	768,143	215,183	584,351	649,953	1,247,405	1,698,203	1,758,848	2,240,844	1,860,483	2,452,942
Finance	-	-	57,995	-	-	-	-	-	-	-
Public Safety	-	-	925,361	87,564	62,070	353,102	494,595	594,235	595,556	826,864
Parks	-	-	191,572	-	-	-	-	-	-	-
Public Works	-	-	246,467	896,259	-	-	104,520	426,960	2,601,443	894,808
Capital Grants & Contributions										
Public Works	-	-	-	-	-	-	-	-	-	155,748
Total Governmental Activities Program Revenues	\$ 10,276,251	\$ 9,592,709	\$ 11,842,158	\$ 12,285,890	\$ 15,045,476	\$ 15,852,235	\$ 9,765,794	\$ 11,540,139	\$ 13,928,841	\$ 11,225,625
Business-type Activities:										
Charges for Services:										
Water and Sewer	\$ 11,298,324	\$ 13,767,268	\$ 14,200,624	\$ 15,451,810	\$ 21,660,846	\$ 20,963,406	\$ 24,239,291	\$ 26,350,214	\$ 30,034,855	\$ 33,379,807
Service Center	803,220	745,546	951,870	1,088,578	1,156,833	1,211,046	1,297,701	1,359,544	1,852,780	1,952,342
Operating Grants & Contributions:										
Water and Sewer	-	-	685,721	-	-	-	-	-	-	-
Capital Grants & Contributions										
Water and Sewer	-	-	-	-	-	-	-	-	-	130,785
Total Business-type Activities Program Revenues	12,101,544	14,512,814	15,838,215	16,540,388	22,817,679	22,174,452	25,536,992	27,709,758	31,887,635	35,462,934
Total Primary Government Program Revenues	\$ 22,377,795	\$ 24,105,523	\$ 27,680,373	\$ 28,826,278	\$ 37,863,155	\$ 38,026,687	\$ 35,302,786	\$ 39,249,897	\$ 45,816,476	\$ 46,688,559

TABLE C-2

2 of 2

	Fiscal Year									
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
<b>Net (Expense) Revenues</b>										
Governmental Activities	\$ (33,601,521)	\$ (44,494,270)	\$ (45,190,940)	\$ (46,964,137)	\$ (46,133,056)	\$ (50,355,460)	\$ (49,117,557)	\$ (55,334,956)	\$ (62,868,598)	\$ (74,545,274)
Business-type Activities	(2,031,641)	220,613	573,360	78,185	4,156,734	2,451,243	2,857,020	1,031,828	986,327	2,869,745
Total Net Expense	<u>\$ (35,633,162)</u>	<u>\$ (44,273,657)</u>	<u>\$ (44,617,580)</u>	<u>\$ (46,885,952)</u>	<u>\$ (41,976,322)</u>	<u>\$ (47,904,217)</u>	<u>\$ (46,260,537)</u>	<u>\$ (54,303,128)</u>	<u>\$ (61,882,271)</u>	<u>\$ (71,675,529)</u>
<b>General Revenues and Other Changes in Net Position</b>										
Governmental Activities:										
Property Taxes	\$ 10,542,923	\$ 12,086,406	\$ 13,766,694	\$ 14,490,433	\$ 14,512,982	\$ 15,551,084	\$ 16,887,252	\$ 18,258,675	\$ 20,045,759	\$ 26,473,354
In Lieu of Taxes	378,998	435,170	457,851	480,206	489,904	570,277	587,634	682,113	592,302	682,266
Gross Receipts Tax	3,160,436	3,747,522	3,940,939	4,189,983	4,715,542	4,837,834	5,275,521	5,498,112	5,794,059	6,205,833
Sales and Other Taxes	28,266,100	29,786,065	28,863,680	27,168,790	30,033,856	31,967,819	36,640,659	40,261,541	32,013,059	31,280,147
Hotel Occupancy Taxes	279,111	228,666	406,603	690,112	591,940	801,963	926,572	1,103,093	1,237,267	1,220,471
Mixed Beverage Taxes	134,088	140,886	147,909	173,790	168,103	141,111	149,146	219,547	272,002	298,859
Miscellaneous	2,544,540	2,094,181	2,852,751	811,074	839,882	1,044,394	305,564	413,617	1,807,243	3,446,410
Donations	-	-	76,412	161,124	193,335	173,978	397,521	110,556	167,455	47,035
Grants and Contributions Not										
Restricted to Specific Programs	-	-	-	1,636,394	872,055	870,190	984,394	1,050,519	1,145,225	1,019,223
Unrestricted Investment Earnings	1,948,043	1,211,705	718,596	240,119	176,010	160,852	122,179	135,095	132,911	291,145
Gain (Loss) on Investments	285,948	467,934	(240,904)	(83,186)	38,218	14,930	(221,800)	(126,115)	18,778	6,761
Gain (Loss) on Capital Assets	(504,685)	4,780,042	-	-	-	-	-	-	-	-
Transfers	141,445	3,441,351	453,959	642,277	1,300,059	160,208	1,108,072	(104,155)	(1,002,698)	(380,889)
Total Governmental Activities	<u>47,176,947</u>	<u>58,419,928</u>	<u>51,444,490</u>	<u>50,601,116</u>	<u>53,931,886</u>	<u>56,294,640</u>	<u>63,162,714</u>	<u>67,502,598</u>	<u>62,223,362</u>	<u>70,590,615</u>
Business-type Activities:										
Miscellaneous	2,898	-	-	31,492	120,155	126,429	356,157	305,613	563,412	306,949
Donations	-	-	-	880	105	1,000	500	-	-	-
Grants and Contributions Not										
Restricted to Specific Programs	-	-	-	119,062	48,160	576,728	1,500,000	1,030,521	6,612,682	5,004,392
Unrestricted Investment Earnings	389,611	873,629	216,786	24,326	36,412	41,335	32,490	36,200	28,576	109,148
Gain (Loss) on Investments	125,198	(26,230)	(103,199)	(26,802)	52,831	(1,016)	(36,457)	(37,068)	(695)	(1,967)
Gain (Loss) on Capital Assets	52,528	-	-	-	-	-	-	-	-	-
Transfers	(141,445)	(3,441,351)	(453,959)	(642,277)	(1,300,059)	(160,208)	(1,108,072)	104,155	1,002,698	380,889
Total Business-type Activities	<u>428,790</u>	<u>(2,593,952)</u>	<u>(340,372)</u>	<u>(493,319)</u>	<u>(1,042,396)</u>	<u>584,268</u>	<u>744,618</u>	<u>1,439,421</u>	<u>8,206,673</u>	<u>5,799,411</u>
Total Primary Government	<u>\$ 47,605,737</u>	<u>\$ 55,825,976</u>	<u>\$ 51,104,118</u>	<u>\$ 50,107,797</u>	<u>\$ 52,889,490</u>	<u>\$ 56,878,908</u>	<u>\$ 63,907,332</u>	<u>\$ 68,942,019</u>	<u>\$ 70,430,035</u>	<u>\$ 76,390,026</u>
<b>Change in Net Position</b>										
Governmental Activities	\$ 13,575,426	\$ 13,925,658	\$ 6,253,550	\$ 3,636,979	\$ 7,798,830	\$ 5,939,180	\$ 14,045,157	\$ 12,167,642	\$ (645,236)	\$ (3,954,659)
Business-type Activities	(1,602,851)	(2,373,339)	232,988	(415,134)	3,114,338	3,035,511	3,601,638	2,471,249	9,193,000	8,669,156
Total Primary Government	<u>\$ 11,972,575</u>	<u>\$ 11,552,319</u>	<u>\$ 6,486,538</u>	<u>\$ 3,221,845</u>	<u>\$ 10,913,168</u>	<u>\$ 8,974,691</u>	<u>\$ 17,646,795</u>	<u>\$ 14,638,891</u>	<u>\$ 8,547,764</u>	<u>\$ 4,714,497</u>

Effective 2015, CIDC is a discrete component unit and is not included.

# CITY OF CONROE, TEXAS

## PROGRAM REVENUE BY FUNCTION/PROGRAMS LAST TEN FISCAL YEARS

	Fiscal Year		
	2007	2008	2009
<b>Functions/Programs</b>			
Governmental Activities:			
Charges for Services			
General Government	\$ 6,774,117	\$ 6,760,940	\$ 7,059,292
Public Safety	1,430,892	1,178,518	1,375,485
Parks	723,509	732,336	828,233
Public Works	579,590	705,732	573,402
Operating Grants & Contributions			
General Government	768,143	215,183	584,351
Finance	-	-	57,995
Public Safety	-	-	925,361
Parks	-	-	191,572
Public Works	-	-	246,467
Capital Grants & Contributions			
Public Works	-	-	-
Total Governmental Activities	<u>10,276,251</u>	<u>9,592,709</u>	<u>11,842,158</u>
Business-type Activities:			
Charges for Services			
Water and Sewer	11,298,324	13,767,268	14,200,624
Fleet Services	803,220	745,546	951,870
Operating Grants & Contributions			
Enterprise	-	-	685,721
Capital Grants & Contributions			
Water and Sewer	-	-	-
Total Business-type Activities	<u>12,101,544</u>	<u>14,512,814</u>	<u>15,838,215</u>
Total Primary Government	<u>\$ 22,377,795</u>	<u>\$ 24,105,523</u>	<u>\$ 27,680,373</u>

Effective 2015, CIDC is a discrete component unit and is not included.

TABLE C-3

Fiscal Year						
2010	2011	2012	2013	2014	2015	2016
\$ 6,725,603	\$ 7,577,554	\$ 8,199,459	\$ 1,982,113	\$ 2,500,520	\$ 3,588,771	\$ 2,774,101
2,430,917	4,350,954	3,725,515	3,489,063	3,835,258	2,746,233	2,030,468
877,457	1,084,825	1,157,025	1,194,628	1,246,186	1,279,923	1,214,957
618,137	722,668	718,931	742,027	696,136	1,256,432	875,737
649,953	1,247,405	1,698,203	1,758,848	2,240,844	1,860,483	2,452,942
-	-	-	-	-	-	-
87,564	62,070	353,102	494,595	594,235	595,556	826,864
-	-	-	-	-	-	-
896,259	-	-	104,520	426,960	2,601,443	894,808
-	-	-	-	-	-	155,748
<u>12,285,890</u>	<u>15,045,476</u>	<u>15,852,235</u>	<u>9,765,794</u>	<u>11,540,139</u>	<u>13,928,841</u>	<u>11,225,625</u>
15,451,810	21,660,846	20,963,406	24,239,291	26,350,214	30,034,855	33,379,807
1,088,578	1,156,833	1,211,046	1,297,701	1,359,544	1,852,780	1,952,342
-	-	-	-	-	-	-
-	-	-	-	-	-	130,785
<u>16,540,388</u>	<u>22,817,679</u>	<u>22,174,452</u>	<u>25,536,992</u>	<u>27,709,758</u>	<u>31,887,635</u>	<u>35,462,934</u>
<u>\$ 28,826,278</u>	<u>\$ 37,863,155</u>	<u>\$ 38,026,687</u>	<u>\$ 35,302,786</u>	<u>\$ 39,249,897</u>	<u>\$ 45,816,476</u>	<u>\$ 46,688,559</u>

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

	Fiscal Year		
	2007	2008	2009
<b>General Fund</b>			
Reserved	\$ 4,443,217	\$ 67,477	\$ 36,942
Unreserved	12,946,865	18,246,066	19,864,037
Nonspendable:			
Prepaid Items	-	-	-
Inventories	-	-	-
Restricted for:			
Court Efficiency Fund	-	-	-
Court Security Fund	-	-	-
Court Technology Fund	-	-	-
Juvenile Case Manager	-	-	-
Truancy Prevention Fund	-	-	-
Severance Pay 2% Sinking Fund	-	-	-
Seized Assets	-	-	-
Red Light Cameras	-	-	-
State Franchise 1% PEG Fee	-	-	-
Commercial Vehicle Enforcement Program	-	-	-
Assigned to:			
Tree Mitigation Revenue	-	-	-
Equipment Replacement	4,375,889	5,204,390	2,460,433
General Fund-Balance Appropriations	-	-	-
Self-Funded Insurance	-	-	-
Unassigned	-	-	-
<b>Total General Fund</b>	<b>\$ 21,765,971</b>	<b>\$ 23,517,933</b>	<b>\$ 22,361,412</b>
<b>All Other Governmental Funds</b>			
Reserved for:			
Debt Service	\$ 1,201,318	\$ 952,326	\$ 4,304,747
Unreserved, designated for, reported in:			
Special Revenue Funds:			
CIDC Fund	11,010,511	14,921,377	5,075,144
Retained Risk	-	-	-
Unreserved, Undesignated for, reported in:			
Capital Project Funds	11,448,676	21,910,731	29,377,504
Special Projects	1,256,628	765,092	865,526
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 Theatre-Ticket Sales	-	-	-
Woodlands Township Reg. Participation	-	-	-
Assigned to:			
Parks Foundation-Donations	-	-	-
CIDC-Balance Appropriations	-	-	-
Unassigned	-	-	-
<b>Total All Other Governmental Funds</b>	<b>\$ 24,917,133</b>	<b>\$ 38,549,526</b>	<b>\$ 39,622,921</b>

Effective 2015, CIDC is a discrete component unit and is not included.

TABLE C-4

Fiscal Year						
2010	2011	2012	2013	2014	2015	2016
\$ 165,106	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17,838,511	-	-	-	-	-	-
-	120,070	116,910	113,750	110,590	107,430	104,270
-	25,373	42,871	43,791	42,208	19,681	31,622
-	-	204,460	151,170	152,115	161,308	158,386
-	-	188,541	105,605	30,333	-	-
-	100,395	-	31,497	-	-	-
-	-	-	-	72,160	57,906	60,548
-	-	-	-	2,433	3,392	6,844
-	-	-	15,829	20,266	19,927	19,376
-	236,503	394,828	184,389	311,048	413,679	612,575
-	312,564	405,739	416,273	519,200	526,237	526,237
-	11,905	54,311	93,998	79,778	142,926	285,076
-	-	-	-	16,032	-	-
-	-	-	15,353	31,353	45,838	75,507
2,686,253	2,659,177	3,082,043	3,906,728	4,977,087	4,418,234	4,031,972
-	-	-	1,751,375	4,352,573	575,163	629,322
-	-	-	-	1,600,000	1,600,000	1,872,000
-	19,911,074	23,483,574	24,887,074	20,500,016	20,477,898	20,237,960
\$ 20,689,870	\$ 23,377,061	\$ 27,973,277	\$ 31,716,832	\$ 32,817,192	\$ 28,569,619	\$ 28,651,695
\$ 5,028,864	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,356,765
4,910,240	-	-	-	-	-	-
-	-	-	-	-	-	-
29,668,367	-	-	-	-	-	12,409,574
740,551	-	-	-	-	-	-
-	5,718,604	6,444,898	8,591,820	4,471,517	-	-
-	6,441,765	10,451,194	12,260,043	14,537,182	12,084,748	-
-	28,774,112	23,677,654	12,796,545	40,358,188	29,207,699	-
-	822,755	1,146,480	1,446,517	2,313,400	1,965,565	2,363,665
-	3,439,652	1,621,505	2,461,268	12,300,254	-	-
-	362,504	362,451	340,554	-	-	-
-	3	5	8	10	11	25
-	2,922,942	3,023,439	3,463,184	3,867,574	878,632	447,238
-	2,516,382	-	-	-	-	-
-	385,084	466,711	385,950	344,253	350,164	319,548
-	97,514	100,739	98,386	30,121	43,738	42,539
-	35,360	44,042	54,123	63,510	98,322	146,421
-	4,604	4,604	-	-	-	-
-	-	-	421,649	-	-	-
-	-	(4,872,753)	-	-	-	-
\$ 40,348,022	\$ 51,521,281	\$ 42,470,969	\$ 42,320,047	\$ 78,286,009	\$ 44,628,879	\$ 27,085,775

# CITY OF CONROE, TEXAS

## CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS

### LAST TEN FISCAL YEARS

(MODIFIED ACCRUAL BASIS OF ACCOUNTING)

	2007	2008	2009
<b>Revenues</b>			
Taxes	\$ 42,780,198	\$ 46,107,838	\$ 47,521,728
Licenses and Permits	2,055,529	1,628,111	1,174,481
Charges for Sales and Services	1,376,537	1,484,854	1,518,562
Lease Income	295,408	281,458	301,447
Fines and Forfeitures	1,317,815	1,029,715	3,820,757
Intergovernmental	2,542,020	2,217,918	718,692
Investment Income	1,915,809	1,138,113	(247,791)
Gain (Loss) on Investments	275,649	471,925	124,740
Penalties and Interest	132,178	121,257	830,453
Sale of Assets	1,299,847	-	-
Land Sales	953,745	5,142,836	1,192,527
Other	991,527	217,811	1,325,953
Total Revenues	55,936,262	59,841,836	58,281,549
<b>Expenditures</b>			
General Government	7,061,998	10,535,145	8,043,022
Finance	967,077	1,269,490	1,277,562
Public Safety	16,987,159	19,506,439	20,322,601
Parks	3,033,828	3,678,713	4,294,923
Public Works	4,960,344	5,397,344	5,433,457
Debt Service:			
Principal Retirement	5,351,293	5,812,976	6,496,604
Interest and Fiscal Charges	3,286,714	3,810,590	4,730,550
Bond Issuance Costs	-	-	-
Capital Outlay	14,329,659	28,827,746	21,013,380
Total Expenditures	55,978,072	78,838,443	71,612,099
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	(41,810)	(18,996,607)	(13,330,550)
<b>Other Financing Sources (Uses)</b>			
Issuance of Bonds and COs	33,701,208	32,100,000	12,750,000
Refunding Bonds Issued	-	-	-
Premiums and Discounts	(152,284)	122,115	43,466
Payment to Refunded Bond Escrow Agent	(13,086,693)	(1,282,504)	-
Transfers In	4,072,130	18,298,629	19,193,905
Transfers Out	(3,930,685)	(14,857,278)	(18,739,946)
Total Other Financing Sources (Uses)	20,603,676	34,380,962	13,247,425
Net Change in Fund Balances	\$ 20,561,866	\$ 15,384,355	\$ (83,125)
Debt Service as a Percentage of Noncapital Expenditures	20.7%	19.2%	22.2%

Effective 2015, CIDC is a discrete component unit and is not included.



TABLE C-5

	2010	2011	2012	2013	2014	2015	2016
\$	46,779,434	\$ 50,327,235	\$ 53,584,786	\$ 60,358,883	\$ 65,879,766	\$ 59,891,274	\$ 65,987,138
	1,293,727	1,240,026	1,414,723	1,752,598	2,260,525	3,336,634	2,498,341
	1,545,589	1,833,902	1,909,626	1,979,380	1,966,939	2,573,767	2,149,135
	312,867	332,526	339,640	331,029	357,568	365,578	370,173
	2,247,748	4,204,363	3,480,694	3,344,824	3,693,068	2,595,380	1,877,614
	3,789,076	2,705,939	3,610,177	3,342,357	4,312,558	6,202,707	5,349,585
	290,805	183,455	277,440	116,658	130,335	130,154	289,731
	(78,519)	33,809	(9,121)	(191,185)	(121,797)	18,538	7,578
	150,095	107,349	140,798	112,655	106,932	129,761	208,097
	-	3,439,652	1,621,505	2,645,283	4,777,829	-	-
	751,187	-	-	-	-	-	-
	614,992	677,273	830,787	852,106	627,045	2,116,637	3,820,410
	57,697,001	65,085,529	67,201,055	74,644,588	83,990,768	77,360,430	82,557,802
	10,469,930	9,858,475	12,912,210	11,444,046	13,396,364	14,835,320	17,279,501
	1,259,066	1,302,032	1,354,043	1,333,034	1,421,763	1,540,445	1,880,428
	21,289,975	22,150,568	22,534,671	24,048,252	26,836,475	31,447,082	31,980,626
	4,403,634	4,724,826	4,124,585	4,238,271	4,905,220	5,039,267	5,351,321
	5,269,914	5,772,043	5,519,381	6,703,354	7,369,859	8,032,281	10,220,162
	6,687,970	6,916,093	7,437,033	13,183,048	7,194,144	5,300,320	8,766,586
	4,859,814	4,889,929	5,751,981	5,887,124	5,530,863	4,662,641	4,691,019
	-	453,738	239,023	433,014	345,651	520,406	162,484
	13,646,743	29,127,940	21,033,141	18,897,565	14,557,532	27,735,071	31,299,653
	67,887,046	85,195,644	80,906,068	86,167,708	81,557,871	99,112,833	111,631,780
	(10,190,045)	(20,110,115)	(13,705,013)	(11,523,120)	2,432,897	(21,752,403)	(29,073,978)
	9,270,000	32,080,000	8,970,000	13,080,000	31,100,000	8,795,000	11,275,000
	4,035,000	-	7,560,000	12,305,000	-	33,370,000	-
	425,757	590,506	258,044	(11,377,320)	3,637,580	2,843,082	718,839
	(4,064,917)	-	(7,697,335)	13,761,078	-	(36,111,136)	-
	9,374,078	7,848,088	7,289,803	(12,653,006)	8,258,452	17,073,716	3,970,565
	(9,796,314)	(6,548,029)	(7,129,595)	-	(8,362,607)	(18,498,029)	(4,351,454)
	9,243,604	33,970,565	9,250,917	15,115,752	34,633,425	7,472,633	11,612,950
\$	(946,441)	\$ 13,860,450	\$ (4,454,096)	\$ 3,592,632	\$ 37,066,322	\$ (14,279,770)	\$ (17,461,028)
	21.3%	21.1%	22.0%	28.3%	19.0%	14.0%	16.8%

# CITY OF CONROE, TEXAS

## SPENDING AND GROWTH ANALYSIS

### LAST TEN FISCAL YEARS

(MODIFIED ACCRUAL BASIS OF ACCOUNTING)

	2007	2008	2009	2010
<b>Expenditures</b>				
General Government	\$ 7,061,998	\$ 10,535,145	\$ 8,043,022	\$ 10,469,930
Finance	967,077	1,269,490	1,277,562	1,259,066
Public Safety	16,987,159	19,506,439	20,322,601	21,289,975
Parks	3,033,828	3,678,713	4,294,923	4,403,634
Pubic Works	4,960,344	5,397,344	5,433,457	5,269,914
Debt Service - principal	5,351,293	5,812,976	6,496,604	6,687,970
Debt Service - interest	3,286,714	3,810,590	4,730,550	4,859,814
Debt Service - bond issuance costs	-	-	-	-
Capital Outlay	14,329,659	28,827,746	21,013,380	13,646,743
Total	<u>\$ 55,978,072</u>	<u>\$ 78,838,443</u>	<u>\$ 71,612,099</u>	<u>\$ 67,887,046</u>

### Distribution of Spending

General Government	12.6%	13.4%	11.2%	15.4%
Finance	1.7%	1.6%	1.8%	1.9%
Public Safety	30.3%	24.7%	28.4%	31.4%
Parks	5.4%	4.7%	6.0%	6.5%
Pubic Works	8.9%	6.8%	7.6%	7.8%
Debt Service - principal	9.6%	7.4%	9.1%	9.9%
Debt Service - interest	5.9%	4.8%	6.6%	7.2%
Debt Service - bond issuance costs	0.0%	0.0%	0.0%	0.0%
Capital Outlay	25.6%	36.6%	29.3%	20.1%
Total	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>

### Per Capita Expenditures Adjusted for CPI

Population	51,538	53,472	55,195	56,207
Per Capita	\$ 1,086	\$ 1,474	\$ 1,297	\$ 1,208
CPI Index (National)	208	219	216	218
Per Capita Spending Adjusted to 2006 Dollars	\$ 1,086	\$ 1,405	\$ 1,253	\$ 1,153

*The Compounded Average Growth Rate is a useful measure of growth that takes compounding into account over the time period.*

*Per Capita Spending Adjusted to 2007 Dollars is a measure of spending that is adjusted for purchasing power taking inflation into account.*

TABLE C-6

							Compounded Average Growth Rate
2011	2012	2013	2014	2015	2016	% CHG	
\$ 9,858,475	\$ 12,912,210	\$ 11,444,046	\$ 13,396,364	\$ 14,835,320	\$ 17,279,501	144.7%	10.45%
1,302,032	1,354,043	1,333,034	1,421,763	1,540,445	1,880,428	94.4%	7.67%
22,150,568	22,534,671	24,048,252	26,836,475	31,447,082	31,980,626	88.3%	7.28%
4,724,826	4,124,585	4,238,271	4,905,220	5,039,267	5,351,321	76.4%	6.51%
5,772,043	5,519,381	6,703,354	7,369,859	8,032,281	10,220,162	106.0%	8.36%
6,916,093	7,437,033	13,183,048	7,194,144	5,300,320	8,766,586	63.8%	5.64%
4,889,929	5,751,981	5,887,124	5,530,863	4,662,641	4,691,019	42.7%	4.03%
453,738	239,023	433,014	345,651	520,406	162,484	-62.5%	-10.32%
29,127,940	21,033,141	18,897,565	14,557,532	27,735,071	31,299,653	118.4%	9.07%
<u>\$ 85,195,644</u>	<u>\$ 80,906,068</u>	<u>\$ 86,167,708</u>	<u>\$ 81,557,871</u>	<u>\$ 99,112,833</u>	<u>\$ 111,631,780</u>	<u>99.4%</u>	<u>7.97%</u>
11.6%	16.0%	13.3%	16.4%	15.0%	15.5%		
1.5%	1.7%	1.5%	1.7%	1.6%	1.7%		
26.0%	27.9%	27.9%	32.9%	31.7%	28.6%		
5.5%	5.1%	4.9%	6.0%	5.1%	4.8%		
6.8%	6.8%	7.8%	9.0%	8.1%	9.2%		
8.1%	9.2%	15.3%	8.8%	5.3%	7.9%		
5.7%	7.1%	6.8%	6.8%	4.7%	4.2%		
0.5%	0.3%	0.5%	0.4%	0.5%	0.1%		
34.2%	26.0%	21.9%	17.8%	28.0%	28.0%		
<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>		
							Compounded Growth Rate
56,257	56,530	61,564	71,592	71,879	71,879		3.77%
\$ 1,514	\$ 1,431	\$ 1,400	\$ 1,139	\$ 1,379	\$ 1,553		2.69%
227	231	234	238	238	241		1.48%
\$ 1,392	\$ 1,289	\$ 1,246	\$ 998	\$ 1,208	\$ 1,344		1.19%

**CITY OF CONROE, TEXAS**
**TABLE C-7**
**TAX REVENUES BY SOURCE-GOVERNMENTAL FUNDS  
LAST TEN FISCAL YEARS  
(MODIFIED ACCRUAL BASIS OF ACCOUNTING)**

Fiscal Year	Property	Sales & Use <sup>(1)</sup>	Hotel/Motel Occupancy	Franchise	Other	Total
2007	\$ 10,376,943	\$ 28,266,100	\$ 279,111	\$ 3,160,436	\$ 697,608	\$ 42,780,198
2008	11,716,511	29,786,065	228,666	3,747,522	629,074	46,107,838
2009	13,171,609	28,863,680	406,603	3,940,939	1,138,897	47,521,728
2010	14,164,088	27,168,790	690,112	4,189,983	566,461	46,779,434
2011	14,222,611	30,033,856	591,940	4,715,542	763,286	50,327,235
2012	14,951,252	31,967,819	801,963	4,837,834	1,025,918	53,584,786
2013	16,610,584	36,640,659	926,572	5,275,521	905,547	60,358,883
2014	17,950,171	40,261,541	1,103,093	5,498,112	1,066,849	65,879,766
2015	19,787,780	32,013,059	1,237,267	5,794,059	1,059,109	59,891,274
2016	26,080,220	31,323,407	1,220,471	6,205,833	1,157,207	65,987,138
Change 2007-2016	151%	11%	337%	96%	66%	54%

(1) Effective 2015, CIDC is a discrete component unit and is not included.

**CITY OF CONROE, TEXAS****TABLE C-8****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
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
2013	2,433,878,457	1,361,859,836	1,224,422,172	1,017,472,186	4,002,688,279	0.4200
2014	2,673,472,876	1,434,769,376	1,444,595,982	1,230,012,103	4,322,826,131	0.4200
2015	2,969,005,808	1,544,076,046	1,577,299,368	1,260,587,672	4,829,793,550	0.4200
2016	4,207,510,421	1,933,038,857	1,762,388,483	1,593,198,016	6,309,739,745	0.4200

Source: Montgomery Central Appraisal District

Note: Taxable property in the City is appraised at its market value each year by the Montgomery Central Appraisal District (MCAD)  
Tax rates are per \$100 of assessed value.

# CITY OF CONROE, TEXAS

## PROPERTY TAX RATES-DIRECT AND OVERLAPPING LAST TEN FISCAL YEARS

Fiscal Year	City Direct Rates			Overlapping Rates				
	Operations & Maintenance	General Obligation Debt Service	Total Direct Rate	Montgomery County	Mont. Co. Hospital District	Lone Star College	Conroe ISD	Willis ISD
2007	\$ 0.2400	\$ 0.1900	\$ 0.4300	\$ 0.4913	\$ 0.0781	\$ 0.1167	\$ 1.5900	\$ 1.3060
2008	0.2350	0.1900	0.4250	0.4888	0.0777	0.1144	1.2400	1.3700
2009	0.2300	0.1900	0.4200	0.4838	0.0760	0.1101	1.2700	1.3700
2010	0.2450	0.1750	0.4200	0.4838	0.0755	0.1101	1.2850	1.3700
2011	0.2500	0.1700	0.4200	0.4838	0.0754	0.1176	1.2950	1.3700
2012	0.2500	0.1700	0.4200	0.4838	0.0729	0.1198	1.2900	1.3900
2013	0.2500	0.1700	0.4200	0.4838	0.0727	0.1160	1.2850	1.3900
2014	0.2500	0.1700	0.4200	0.4767	0.0725	0.1081	1.2800	1.3900
2015	0.2500	0.1700	0.4200	0.4767	0.0710	0.1079	1.2800	1.3900
2016	0.2750	0.1450	0.4200	0.4667	0.0665	0.1078	1.2800	1.3900

Source: Montgomery County Tax Assessor/Collector

TABLE C-9

Overlapping Rates								
Mont. Co. MUD #90	Mont. Co. MUD #92	Mont. Co. MUD #107	Conroe MUD #1	Mont. Co. MUD #132	Mont. Co. MUD #126	Mont. Co. MUD #138	Utility District #3	Utility District #4
\$ 0.6000	\$ 0.6000	\$ 0.6000	\$ 0.0000	\$ 0.0000	\$ 0.0000	\$ 0.0000	\$ 0.0000	\$ 0.0000
0.6000	0.6000	0.6000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
0.6000	0.6000	0.6000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
0.6000	0.6000	0.7000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
0.6000	0.6000	0.7000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
0.6000	0.6000	0.7000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
0.6000	0.6000	0.7000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
0.6000	0.6000	0.7000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
0.6000	0.6000	0.7000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
0.6000	0.6000	0.7000	0.6000	0.7000	0.9000	0.8800	0.0900	0.0800

**CITY OF CONROE, TEXAS**
**PRINCIPAL PROPERTY TAXPAYERS**
**CURRENT YEAR AND NINE YEARS AGO**
**TABLE C-10**

Taxpayer	2016			2007		
	Taxable Assessed	Rank	Percentage of Total Taxable Assessed	Taxable Assessed	Rank	Percentage of Total Taxable Assessed
	Value		Value	Value		Value
Conroe Hospital Corporation	\$ 94,723,650	1	1.50%	\$ 70,675,880	1	2.87%
Professional Directional LTD	56,508,590	2	0.90			
McKesson Corporation	55,514,040	3	0.88	50,898,578	2	2.07
The GEO Group	55,044,190	4	0.87			
Wal-Mart Real Estate Bus. Trust	51,904,695	5	0.82	45,218,968	3	1.84
National Oilwell Varco DHT LP	43,881,160	6	0.70			
Entergy Texas Inc.	41,573,400	7	0.66			
Strata Woodlands, LLC	35,702,930	8	0.57			
National Oilwell Varco LP/Brandt	34,558,978	9	0.55			
National Oilwell Varco / TX Oil Tools	33,270,149	10	0.53			
Maverick Tube Texas Works				34,237,370	4	1.39
Consolidated Communications of TX Co				32,872,340	5	1.34
Conroe Regional Medical Center				23,143,556	7	0.94
Gulf States Utilities Co				21,547,760	8	0.88
Crown Cork & Seal Co				24,666,850	6	1.00
Town Center Venture LLP				18,294,800	9	0.74
US Filter				15,575,260	10	0.63
	<u>\$ 502,681,782</u>		<u>7.97%</u>	<u>\$ 337,131,362</u>		<u>13.70%</u>



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

**TABLE C-11**

Fiscal Year Ended Sept 30	Total Tax Levy for Fiscal Year	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2007	\$ 10,549,673	\$ 10,376,943	98.38%	\$ 145,123	\$ 10,522,066	99.74%
2008	11,813,302	11,716,511	99.18%	76,585	11,793,096	99.83%
2009	13,395,885	13,171,609	98.33%	193,236	13,364,845	99.77%
2010	14,378,880	14,164,088	98.51%	178,478	14,342,566	99.75%
2011	14,452,462	14,222,611	98.41%	195,271	14,417,882	99.76%
2012	15,205,842	14,951,252	98.33%	214,007	15,165,259	99.73%
2013	16,858,196	16,610,584	98.53%	197,390	16,807,974	99.70%
2014	18,076,015	17,950,171	99.30%	80,030	18,030,201	99.75%
2015	20,245,827	19,787,780	97.74%	373,574	20,161,354	99.58%
2016	26,641,542	26,080,220	97.89%	-	26,080,220	97.89%

Source: Montgomery County Tax Assessor-Collector

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

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

	Calendar Year		
	2006	2007	2008
Agriculture			
Forestry & Fishing	\$ 218	\$ 287	\$ 2
Mining	3,928	8,895	11,527
Construction	36,790	40,017	45,295
Manufacturing	58,104	70,697	80,117
Transportation,			
Communication & Utilities	1,750	3,819	5,877
Wholesale Trade	99,775	110,891	88,029
Retail Trade	627,361	760,016	798,061
Information	19,228	39,333	53,842
Finance,			
Insurance & Real Estate	27,275	36,160	39,862
Services	179,955	187,367	193,176
Other	5	-	11
Total	<u>\$ 1,054,390</u>	<u>\$ 1,257,482</u>	<u>\$ 1,315,799</u>
City Direct Sales Tax Rate	2.00%	2.00%	2.00%

(1) As of October 1, 2014 (FY2015) CIDC is recorded as a discrete component unit and is not included.

Source: Texas Comptroller of Public Accounts

Notes: Calendar years 2006 reflect the State Comptroller's change of industry codes. Original submission of data based on NAICS codes. Data shown based on SIC codes.

TABLE C-12

Calendar Year						
2009	2010	2011	2012	2013	2014 <sup>(1)</sup>	2015
\$ -	\$ 4	\$ 6	\$ 54	\$ 55	\$ 39	\$ 21
11,892	11,915	6,053	25,385	32,553	53,172	56,577
28,214	27,992	23,958	33,488	31,336	38,737	44,597
57,968	55,559	75,498	115,291	141,766	144,822	107,946
3,813	4,117	1,524	843	562	1,227	2,112
58,721	56,385	72,428	93,319	113,592	139,891	159,804
745,719	775,226	786,202	850,416	952,609	1,033,821	1,046,251
23,303	23,282	29,425	31,573	35,432	42,848	50,631
22,009	20,163	28,683	28,226	37,252	42,252	55,274
198,447	193,343	201,872	218,972	237,869	307,646	307,164
-	-	-	-	-	1	-
<u>\$ 1,150,086</u>	<u>\$ 1,167,986</u>	<u>\$ 1,225,649</u>	<u>\$ 1,397,567</u>	<u>\$ 1,583,026</u>	<u>\$ 1,804,455</u>	<u>\$ 1,830,377</u>
2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	1.50%

**CITY OF CONROE, TEXAS****DIRECT AND OVERLAPPING SALES TAX RATES  
LAST TEN FISCAL YEARS****TABLE C-13**

Fiscal Year	General Fund		CIDC Fund Discrete	Total Sales Tax Rate
	Primary Government		Component Unit	
	Sales Tax Rate For General Revenue	Sales Tax Rate For Property Tax Relief	Sales Tax Rate For Economic Development (4B)	
2007	1.00%	0.50%	0.50%	2.00%
2008	1.00%	0.50%	0.50%	2.00%
2009	1.00%	0.50%	0.50%	2.00%
2010	1.00%	0.50%	0.50%	2.00%
2011	1.00%	0.50%	0.50%	2.00%
2012	1.00%	0.50%	0.50%	2.00%
2013	1.00%	0.50%	0.50%	2.00%
2014	1.00%	0.50%	0.50%	2.00%
2015	1.00%	0.50%	0.50%	2.00%
2016	1.00%	0.50%	0.50%	2.00%

*Effective 2015, CIDC is a discrete component unit and is not included with the primary government.*

*Source: City Finance and Administration Department*

**CITY OF CONROE, TEXAS**
**TABLE C-14**
**SALES TAX REVENUE PAYERS BY INDUSTRY**
**FISCAL YEARS 2005 AND 2015**
**(DOLLARS ARE IN MILLIONS)**

Tax Remitter	Fiscal Year 2005				Fiscal Year 2015			
	Number of Filers	% of Total	Tax Liability	% of Total	Number of Filers	% of Total	Tax Liability	% of Total
Agriculture, Forestry & Fishing	306	3.54%	\$ 0.09	0.38%	50	0.40%	\$ -	0.00%
Mining	39	0.45%	0.12	0.52%	170	1.36%	1.16	3.11%
Construction	521	6.02%	0.24	1.05%	1,039	8.34%	0.87	2.34%
Manufacturing	364	4.21%	0.83	3.68%	1,078	8.65%	2.48	6.67%
Transportation, Communication & Utilities	103	1.19%	0.61	2.68%	119	0.96%	0.04	0.12%
Wholesale Trade	417	4.82%	1.71	7.58%	816	6.55%	3.11	8.37%
Retail Trade	3,591	41.51%	14.87	65.93%	4,148	33.30%	21.02	56.55%
Information	77.00	0.89%	0.27	1.18%	165	1.32%	0.97	2.60%
Finance, Insurance & Real Estate	288	3.33%	0.49	2.19%	464	3.72%	1.08	2.91%
Services	2,746	31.75%	3.34	14.82%	4,383	35.19%	6.44	17.33%
Other	198.00	2.29%	-	0.01%	25	0.20%	-	0.00%
Total	8,650	100.00%	\$ 22.57	100.00%	12,457	100.00%	\$ 37.17	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.

# CITY OF CONROE, TEXAS

## RATIOS OF OUTSTANDING DEBT BY TYPE LAST TEN FISCAL YEARS

Fiscal Year	Governmental Activities			
	Refunding Bonds, CO Bonds & Sales Tax Revenue Bonds <sup>(1)</sup>	Capital Leases Obligation	Notes	Total Long-Term Debt
2007	\$ 78,918,355	\$ 2,518,351	\$ 1,788,890	\$ 83,225,596
2008	105,567,233	1,698,375	1,505,666	108,771,274
2009	112,679,681	1,018,771	1,423,666	115,122,118
2010	116,322,401	666,467	1,343,000	118,331,868
2011	142,211,540	617,374	1,256,000	144,084,914
2012	143,868,156	566,341	1,165,000	145,599,497
2013	145,034,959	513,293	1,070,000	146,618,252
2014	172,569,882	458,149	971,000	173,999,031
2015	135,705,804	400,827	868,002	136,974,633
2016	138,640,599	341,241	761,002	139,742,842

(1) Presented net of original issuance discounts and premiums.

(2) See Table C-20 for personal income and population data.

Note: Details regarding the City's outstanding debt can be found in the notes to the financial statements.  
Effective 2015, CIDC is a discrete component unit and is not included.

TABLE C-15

Business-type Activities					
Revenue Bonds	Capital Leases Obligation	Total Long-Term Debt	Total Primary Government	Percentage of Personal Income <sup>(2)</sup>	Per Capita
\$ 16,865,000	\$ 6,634,623	\$ 23,499,623	\$ 106,725,219	11.16%	2,071
27,479,444	6,082,839	33,562,283	142,333,557	15.09%	2,662
34,434,295	5,517,554	39,951,849	155,073,967	12.83%	2,810
49,811,369	4,980,983	54,792,352	173,124,220	14.51%	3,080
53,963,439	4,610,237	58,573,676	202,658,590	15.39%	3,602
71,718,321	4,224,846	75,943,167	221,542,664	16.86%	3,919
76,694,943	3,824,233	80,519,176	227,137,428	17.14%	3,689
92,995,074	3,407,795	96,402,869	270,401,900	16.82%	3,777
105,404,059	2,974,908	108,378,967	245,353,600	15.20%	3,413
101,531,935	2,524,923	104,056,858	243,799,700	13.66%	3,392

**CITY OF CONROE, TEXAS**
**TABLE C-16**
**RATIOS OF NET GENERAL BONDED DEBT OUTSTANDING  
LAST TEN FISCAL YEARS**

Fiscal Year	General Bonded Debt Outstanding			Less: Amounts Available in Debt Service Fund <sup>(1)</sup>	Total	Percentage of Actual Taxable Value of Property	Per Capita
	Refunding Bonds	Certificates of Obligation	Total				
2007	\$ 22,420,000	\$ 44,220,000	\$ 66,640,000	\$ 4,885,305	\$ 61,754,695	2.51%	1,198
2008	20,820,000	58,470,000	79,290,000	356,030	78,933,970	2.84%	1,476
2009	18,490,000	69,365,000	87,855,000	8,598,275	79,256,725	2.49%	1,436
2010	19,084,735	73,711,569	92,796,304	5,114,405	87,681,899	2.55%	1,560
2011	16,036,643	90,451,528	106,488,171	6,293,542	100,194,629	2.87%	1,781
2012	19,831,478	90,832,124	110,663,602	7,028,107	103,635,495	2.82%	1,833
2013	15,704,830	84,000,514	99,705,344	8,342,744	91,362,600	2.25%	1,484
2014	12,661,361	117,096,025	129,757,386	10,632,394	119,124,992	2.64%	1,664
2015	45,626,859	90,078,945	135,705,804	12,084,748	123,621,056	2.41%	1,720
2016	43,116,188	95,524,412	138,640,600	11,356,765	127,283,835	2.08%	1,771

Note: (1) This is the amount restricted for debt service payments on general obligation and certificate of obligation bonds.

Details regarding the City's outstanding debt can be found in the notes to the financial statements.

Fiscal Years 2009 and prior, the detailed information to present debt net of related items is unavailable.

See Table C-7 for property value data.

Population data can be found on Table C-20.



**CITY OF CONROE, TEXAS**  
**DIRECT AND OVERLAPPING**  
**GOVERNMENTAL ACTIVITIES DEBT**  
**AS OF SEPTEMBER 30, 2016**  
**(DOLLARS IN THOUSANDS)**

**TABLE C-17**

<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	\$ 426,470	12.97%	\$ 55,313
Conroe Independent School District	1,042,395	17.27%	180,022
Willis Independent School District	119,332	22.09%	26,360
Lone Star College	526,080	3.74%	19,675
MUD #90	6,530	100.00%	6,530
MUD #92	3,395	100.00%	3,395
MUD #107	14,320	100.00%	14,320
Conroe MUD #1	3,670	100.00%	3,670
UD #4	12,295	100.00%	12,295
Subtotal, Overlapping Debt			321,581
City Direct Debt (Net of original issuance discounts and premiums) \$	138,641		138,641
Total Direct and Overlapping Debt			<u>\$ 460,222</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 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**

	<u>2007</u>	<u>2008</u>	<u>2009</u>
Assessed Value	\$ 2,461,301,012	\$ 2,782,770,982	\$ 3,183,689,979
Debt Limit <5% of assessed value>	123,065,051	139,138,549	159,184,499
Debt Applicable to Limit:			
Total Bonded Debt	66,640,000	79,290,000	87,855,000
Less: Assets in Debt			
Service Funds available			
for payment of principal	<u>(4,885,305)</u>	<u>(356,030)</u>	<u>(8,598,275)</u>
Total Net Debt Applicable to Limit	<u>61,754,695</u>	<u>78,933,970</u>	<u>79,256,725</u>
Net Legal Debt Margin	<u>\$ 61,310,356</u>	<u>\$ 60,204,579</u>	<u>\$ 79,927,774</u>
Total Net Debt Applicable to the Debt Limit			
As a Percentage of Debt Limit	50.18%	56.73%	49.79%
Total Net Debt Margin as a Percentage			
of Debt Limit	49.82%	43.27%	50.21%
Total Bonded Debt as a Percentage			
of Assessed Value	2.71%	2.85%	2.76%

*Computation of Legal Debt Margin:*

*As a home rule city, the City of Conroe is not limited by the law in the amount of debt it may issue. The City's Charter (Section 9.18) states: The City Council shall have the power under the provisions of the state law to levy, assess and collect an annual tax upon real and personal property within the City to the maximum provided by the Constitution and the general laws of the State of Texas. The City Council shall also have the power to levy occupation taxes on such occupations as consistent with the general laws of the State of Texas.*

*Article II, 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.*

*The tax rate at October 1, 2015 is \$0.4200 per \$100.00 with valuation at 100% of assessed value.*

TABLE C-18

2010	2011	2012	2013	2014	2015	2016
\$ 3,427,354,014	\$ 3,450,170,655	\$ 3,630,957,910	\$ 4,002,688,279	\$ 4,322,826,131	\$ 4,829,793,550	\$ 6,303,027,629
171,367,701	172,508,533	181,547,896	200,134,414	216,141,307	241,489,678	315,151,381
92,520,000	105,360,000	109,345,000	98,475,000	124,930,000	128,305,000	130,980,000
(5,114,405)	(6,293,542)	(7,028,107)	(8,342,744)	(10,632,394)	(12,084,748)	(11,356,748)
87,405,595	99,066,458	102,316,893	90,132,256	114,297,606	116,220,252	119,623,252
<u>\$ 83,962,106</u>	<u>\$ 73,442,075</u>	<u>\$ 79,231,003</u>	<u>\$ 110,002,158</u>	<u>\$ 101,843,701</u>	<u>\$ 125,269,426</u>	<u>\$ 195,528,129</u>
51.00%	57.43%	56.36%	45.04%	52.88%	48.13%	37.96%
49.00%	42.57%	43.64%	54.96%	47.12%	51.87%	62.04%
2.70%	3.05%	3.01%	2.46%	2.89%	2.66%	2.08%

**CITY OF CONROE, TEXAS**  
**PLEDGED REVENUE COVERAGE**  
**LAST TEN FISCAL YEARS**

**TABLE C-19**

	Water and Sewer Revenue Bonds					
		Less:		Debt Service		
Fiscal Year	Utility Service Charge	Adjusted Operating Expenses <sup>(1)</sup>	Net Available Revenue	Principal	Interest	Coverage
2007	\$ 11,298,324	\$ 8,354,613	\$ 2,943,711	\$ 715,000	\$ 525,885	\$ 2.37
2008	13,767,268	7,139,031	6,628,237	415,000	721,633	5.83
2009	14,200,623	7,598,300	6,602,323	390,000	1,124,066	4.36
2010	15,476,990	7,753,255	7,723,735	745,000	1,431,911	3.55
2011	21,775,264	8,900,768	12,874,496	1,025,000	1,839,729	4.49
2012	20,982,974	8,941,053	12,041,921	1,660,000	2,062,585	3.23
2013	24,277,240	10,516,921	13,760,319	1,910,000	2,676,544	3.00
2014	26,395,316	14,947,138	11,448,178	2,595,000	2,839,499	2.11
2015	30,034,855	18,108,103	11,926,752	2,945,000	3,463,381	1.86
2016	33,379,807	17,104,279	16,275,528	3,640,000	3,890,755	2.16

*Note: Details regarding the City's outstanding debt can be found in the notes to the financial statements.*

*(1) Operating Expenses for Water and Sewer Revenue Bonds are adjusted and shown net of Payment-in-lieu-of-taxes (PILOT), debt service payments, and the following interfund activity: transfers to the General Fund & Conroe Tower Fund for administrative overhead and transfers to the Revenue Debt Service Reserve Fund. Lease principal and lease interest payments for the Siemens Energy Efficiency upgrade project as well as amounts for Accounts Charged Off are also excluded.*

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

**TABLE C-20**

Year	Population	Personal Income (thousands of dollars)	Per Capita Personal Income	Median Age	School Enrollment	Unemployment Rate
2007	51,538	\$ 956,700	\$ 18,563	29.1	10,594	3.5%
2008	53,472	943,193	17,639	29.8	10,806	3.8%
2009	55,195	1,208,439	21,894	33.0	11,495	7.4%
2010	56,207	1,192,937	21,224	28.8	12,229	7.6%
2011	56,257	1,317,033	23,411	33.0	11,091	7.8%
2012	56,530	1,313,870	23,242	33.0	11,861	6.5%
2013	61,564	1,325,350	21,528	33.0	12,518	5.1%
2014	71,592	1,607,670	22,456	33.0	13,345	3.9%
2015	71,879	1,614,115	22,456	31.5	12,447	3.8%
2016	71,879	1,785,043	24,834	31.0	15,124	4.2%

Sources: Various school websites, the Conroe Greater Economic Development Council, and the GIS Section of the City of Conroe Website.

**CITY OF CONROE, TEXAS**
**PRINCIPAL EMPLOYERS**
**CURRENT YEAR AND NINE YEARS AGO**
**TABLE C-21**

Employer	2016			2007		
	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
Conroe Independent School District	7,200	1	23.35%	5,500	1	23.71%
Montgomery County	2,166	2	7.02%	1,774	2	7.65%
Conroe Regional Medical Center	1,226	3	3.98%	1,070	3	4.61%
City of Conroe	529	4	1.72%	453	5	1.95%
Community Pathology Associates	424	5	1.38%			
National Oilwell Varco - Downhole	400	6	1.30%			
Tony Gullo Motors	305	7	0.99%			
Lowe's	300	8	0.97%			
Medivators, Inc.	300	9	0.97%			
Wal-Mart	300	10	0.97%			
National Oilwell Varco - Reed Hycalog				476	4	2.05%
Consolidated Communications of Texas				225	10	0.97%
ReedHYCALLOC				450	6	1.94%
Sadler Clinic				388	7	1.67%
Tenaris				300	8	1.29%
Bordon Milk Products				228	9	0.98%
	<u>13,150</u>		<u>42.65%</u>	<u>10,864</u>		<u>46.82%</u>



# CITY OF CONROE, TEXAS

## FULL – TIME EQUIVALENT EMPLOYEES BY FUNCTIONS/PROGRAMS LAST TEN FISCAL YEARS

	2007 <sup>(1)</sup>	2008 <sup>(2)</sup>	2009 <sup>(3)</sup>	2010 <sup>(4)</sup>	2011 <sup>(5)</sup>	2012 <sup>(6)</sup>	2013 <sup>(7)</sup>	2014 <sup>(8)</sup>	2015 <sup>(9)</sup>	2016
<b>Functions/Programs</b>										
General Government										
Administration	3	3	3	3	3	2	3	3	3	3
Mayor & Council	2	2	2	2	2	2	2	2	2	2
Arts & Communications	1	1	1	1	1	1	1	-	-	-
Downtown Development	1	1	1	1	1	1	-	-	-	-
Legal	3	3	3	3	3	3	3	3	3	3
Municipal Court	9	9	9	10	10	10	10	10	10	10
CDBG Administration	2	2	2	2	2	2	2	2	2	1
Human Resources	5	5	5	5	5	5	5	6	6	6
Finance	9	10	10	10	10	10	10	10	10	12
Transit	-	-	-	-	-	-	-	1	1	1
Information Technology	5	5	7	7	7	11	11	11	11	11
Public Safety										
Police Administration	5	4	5	5	6	5	7	9	9	9
Police Support	28	30	30	29	28	28	28	12	12	13
Police Patrol	60	65	66	64	63	63	63	99	100	102
Police Investigative Services	26	29	28	28	28	29	29	32	33	34
Police Professional Services	12	11	11	14	14	14	15	-	-	-
Police Animal Services	-	-	-	5	5	5	5	5	2	2
Red Light Program	-	-	-	-	1	1	1	1	-	-
Traffic Services	-	-	-	-	2	2	2	2	2	-
Commercial Vehicle Enforcement	-	-	-	-	-	-	-	-	1	1
Fire	86	87	87	88	88	88	86	87	117	117
Parks										
Parks & Rec Admin	11	11	13	13	13	2	2	2	2	2
Recreation Center	5	5	5	5	5	5	5	6	6	6
Oscar Johnson, Jr. CC	4	4	-	-	-	-	-	-	-	-
Swim Center	7	7	-	-	-	-	-	-	-	-
Aquatic Center	-	-	7	7	7	7	7	7	7	7
Parks Operations	-	-	-	-	-	11	11	11	11	11
Public Works										
Community Development	23	27	27	26	25	13	15	15	19	19
Drainage Construction	7	7	7	7	7	7	7	7	7	8
Streets	28	28	28	28	28	28	28	28	27	36
Signal Maintenance	-	-	-	-	2	2	3	3	3	4
Engineering	-	-	-	-	-	8	21	21	22	22
Building Maintenance	-	-	-	-	-	-	-	-	-	-
Warehouse Purchasing	5	5	5	5	5	5	5	5	5	4
Conroe Industrial Development	-	-	-	-	-	-	5	4	4	4
Conroe Tower	1	1	1	1	1	1	1	1	1	1
Hotel/Motel Occupancy Tax	-	-	-	2	2	3	3	4	4	4
Component Unit										
Oscar Johnson, Jr. CC	-	-	4	4	4	4	4	4	4	4



TABLE C-22

	2007 <sup>(2)</sup>	2008 <sup>(3)</sup>	2009 <sup>(4)</sup>	2010 <sup>(5)</sup>	2011 <sup>(6)</sup>	2012 <sup>(7)</sup>	2013 <sup>(8)</sup>	2014 <sup>(9)</sup>	2015 <sup>(9)</sup>	2016
Water & Sewer										
Utilities/Meter Readers	9	9	9	9	9	9	9	9	9	10
Public Works	3	3	5	6	6	5	5	6	6	7
Water Conservation	-	-	-	-	-	-	1	1	1	-
Water	15	15	15	15	15	15	15	15	11	12
Wastewater Treatment	14	11	11	11	11	11	11	10	10	11
Sewer	18	18	20	20	20	20	20	20	12	18
Pump & Motor Maint.	6	7	7	7	7	7	7	6	6	9
Project Engineering	12	12	12	12	13	13	-	-	-	-
Project Construction	17	17	17	17	17	17	17	17	29	-
Fleet Services	7	7	7	7	6	6	7	8	8	8
Self Funded Insurance	1	1	1	1	1	1	1	-	-	-
Total	<u>450</u>	<u>462</u>	<u>471</u>	<u>480</u>	<u>483</u>	<u>482</u>	<u>493</u>	<u>505</u>	<u>538</u>	<u>534</u>

Source: City Finance Office.

Notes: (1) 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.

(2) In FY 2008, Oscar Johnson, Jr. Community Center (OJJCC) was reported as a discretely presented component unit in the CAFR.

(3) In FY 2009, Oscar Johnson, Jr. Community Center (OJJCC) was removed from the Parks function. Swim Center was renamed to Aquatic Center.

(4) In FY 2010, Police Animal Services was added to the Public Safety function. Hotel/Motel Occupancy Tax was added.

(5) In FY 2011, Red Light Cameras and Traffic Services were added to the Public Safety function. Signal Maintenance was added to the Public Works function.

(6) In FY 2013, the following changes were made:  
Downtown Development was moved to the Conroe Industrial Development Corporation (CIDC) Fund.  
Engineering and Project Engineering were combined.  
Water Conservation was added.

(7) In FY 2014, the following changes were made:  
The Arts & Communications position was moved to the Recreation Center.  
The Self Funded Insurance position was moved to Human Resources.  
One position previously in CIDC was moved to the newly created Transit fund.  
The Communications Officers in Police Support were moved to Police Patrol.  
The positions in Professional Services were moved to Police Administration, Police Patrol, and Criminal Investigations.  
The secretary position previously in Waste Water Treatment Plant was moved to Public Works.

(8) In FY 2015, the following changes were made:  
The Citizens voted to eliminate Red Light Cameras thereby moving the position to Police Patrol Department.  
The Animal Shelter was out-sourced to a private company reducing the number of positions needed  
The Commercial Vehicle Enforcement division was added.  
The annexation of April Sound included the need for another Fire Station which increased the number of Fire personnel by 30.  
Four positions from Water and eight positions from Sewer were moved to Project Construction.

(9) In FY 2016, the following changes were made:  
The Project Construction division department was closed and all remaining positions were transferred to the General Fund and Water & Sewer Fund.

# CITY OF CONROE, TEXAS

## OPERATING INDICATORS BY FUNCTIONS/PROGRAMS

### LAST TEN FISCAL YEARS

	2007	2008	2009
<b>Functions/Programs</b>			
General Government			
Building Permits Issued	850	682	546
Building Inspections Conducted	24,537	19,362	18,377
Police			
Physical Arrests	4,178	4,146	4,049
Parking Violations	5,425	1,473	1,922
Traffic Violations	17,079	15,429	15,671
Fire			
Emergency Responses	3,644	5,383	5,063
Fires Extinguished	172	257	244
Inspections	1,236	1,143	2,655
Refuse Collection			
Refuse Collected (tons per day) (a)	65.00	50.44	55.04
Recyclables Collected (tons per day) (a)	0.35	0.58	1.73
Other Public Works			
Street Resurfacing (miles)	11.00	5.83	2.50
Potholes Repaired (b)	N/A	N/A	N/A
Parks and Recreation			
Athletic Field Permits Issued	460	402	285
Community Center Admissions	384,340	390,000	339,000
Water			
New Connections (c)	768	441	557
Water Main Breaks	735	861	726
Average Daily Consumption (thousands of gallons)	7,389	8,730	9,182
Peak Monthly Consumption (thousands of gallons)	286,000	374,576	399,575
Wastewater			
Average Daily Sewage Treatment (thousands of gallons)	6,792	6,609	6,800
Transit			
Total Route Miles - OJCC	6,948	8,874	7,440
Total Route Miles - Conroe Connection (d)	-	-	-
Passenger - OJCC	13,680	12,617	12,240
Passenger - Conroe Connection (d)	-	-	-

Source: 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.

(d) Conroe Connection began service in FY2015

\*Refuse tonnage has decreased due to the new curbside recycling program. Total refuse 9,945.19 tons, total recycle tonnage 2,465.39.

TABLE C-23

2010	2011	2012	2013	2014	2015	2016
645	489	520	789	1,443	1,486	1,089
16,950	15,317	14,957	16,995	17,871	20,924	20,365
4,163	3,915	4,313	4,758	4,502	4,289	4,237
2,485	3,113	4,554	2,972	3,724	2,560	1,672
13,865	26,673	27,181	15,482	16,142	14,449	12,919
5,425	6,111	6,417	7,124	7,083	8,427	9,018
180	320	133	129	222	204	244
2,863	2,724	1,675	1,017	1,778	1,333	2,537
58.07	38.00	37.50	58.00	41.00	73.20	65.58
0.61	9.48	12.10	16.00	10.00	17.20	16.53
1.50	5.63	2.20	5.10	9.00	11.00	3.00
N/A	N/A	550	582	415	2,193	1,360
288	326	297	304	290	292	691
298,261	307,662	366,045	424,640	353,024	422,884	452,564
387	787	400	736	923	613	2,418
770	888	800	775	692	1,072	622
8,554	11,291	9,893	9,652	9,189	9,249	9,770
384,058	500,038	395,510	393,936	377,559	281,344	14,400
7,000	7,000	7,000	7,000	7,200	7,800	7,700
8,100	7,140	8,330	11,219	12,240	9,912	11,018
-	-	-	-	-	54,108	83,258
13,140	12,175	12,222	14,020	14,232	18,420	19,984
-	-	-	-	-	22,811	34,487

# CITY OF CONROE, TEXAS

## CAPITAL ASSET STATISTICS BY FUNCTIONS/PROGRAMS

### LAST TEN FISCAL YEARS

Functions/Programs	Fiscal Year		
	2007	2008	2009
Police			
Stations	1	1	1
Zone Offices	-	1	1
Patrol Units	49	45	46
Fire Stations	4	5	5
Refuse Collection			
Collection trucks	5	6	8
Other Public Works			
Streets (miles)	220.00	225.00	240.00
Highways (miles) (a)	N/A	N/A	N/A
Streetlights (b)	N/A	N/A	N/A
Traffic Signals	5	5	5
Parks and Recreation			
Acreage	347.50	350.00	350.00
Playgrounds	32	34	34
Baseball/Softball Diamonds	31	31	35
Soccer/Football Fields	10	10	13
Community Centers	3	3	3
Water (d)			
Water Mains (miles)	314.01	318.09	334.72
Fire Hydrants	2,700	2,800	2,955
Storage Capacity (thousands of gallons)	7,490	8,490	9,490
Wastewater (d)			
Sanitary Sewers (miles)	337.59	340.61	355.92
Storm Sewers (miles) ( c)	26.340	26.340	36.564
Treatment capacity (thousands of gallons)	10,000	10,000	10,000
Transit			
Buses	4	4	4
Vans	-	-	-

Source: 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 FY2010.

TABLE C-24

Fiscal Year						
2010	2011	2012	2013	2014	2015	2016
1	1	1	1	1	1	2
1	1	1	1	1	1	1
46	48	46	55	56	56	56
5	5	5	5	5	6	6
8	8	8	8	9	10	10
248.00	268.00	276.00	270.00	270.00	315.00	350.00
N/A	N/A	N/A	N/A	N/A	N/A	N/A
3,200	3,200	3,518	3,530	3,550	3,550	3,550
6	6	80	82	102	110	125
354.00	354.00	407.00	407.00	407.00	407.00	407.00
17	18	19	19	19	19	20
28	25	27	27	27	27	27
18	21	18	18	18	18	18
4	4	4	4	4	4	4
340.61	342.44	367.00	403.00	403.00	409.50	417.22
2,996	3,009	3,009	3,009	3,335	3,410	3,032
9,490	11,490	11,490	11,490	11,490	11,490	11,589
357.65	360.21	389.00	391.00	398.00	404.00	427.10
40.162	40.280	41.720	42.000	42.953	49.000	50.530
10,000	10,000	10,000	10,000	10,000	10,000	10,000
4	4	4	4	4	8	4
-	-	-	-	-	-	2

**CITY OF CONROE, TEXAS****TABLE C-25**

*WATER WORKS SYSTEM – TOP TEN WATER AND SEWER USERS (IN GALLONS)  
AS OF SEPTEMBER 30, 2016*

Customer	Fiscal Year 2016 Water Consumption	Fiscal Year 2016 Water Revenues	Percent of Total 2016 Water Revenues
EvoQua Water Technologies LLC	126,800,000	\$342,348	2.6%
Borden Inc.	88,036,000	240,343	1.8
The Geo Group - Joe Corley	57,535,000	164,863	1.3
Ball Metal Container Group	49,684,000	147,942	1.1
Crown Cork & Seal	45,946,000	135,945	1.1
Medical Center Hospital	40,079,000	165,861	1.3
Reedhycalog L.P.	38,910,000	117,434	0.9
Montgomery County MUD #112	19,829,000	63,092	0.5
Strata Woodland LLC	19,329,000	67,417	0.5
Montgomery County MUD #126	19,144,000	69,428	0.5

Customer	Fiscal Year 2016 Sewer Consumption	Fiscal Year 2016 Sewer Revenues	Percent of Total 2016 Sewer Revenues
EvoQua Water Technologies LLC	126,800,000	\$360,289	3.5%
City of Willis	91,841,000	114,801	1.1
Borden Inc.	88,036,000	250,199	2.5
The Geo Group - Joe Corley	57,392,000	163,170	1.6
Ball Metal Container Group	48,786,000	138,729	1.4
San Jacinto River Authority	46,011,000	261,696	2.6
Crown Cork & Seal	45,946,000	130,663	1.1
Reedhycalog L.P.	38,662,000	109,977	1.1
Medical Center Hospital	32,055,000	97,012	0.1
Strata Woodland LLC	19,487,000	55,520	0.5

# CITY OF CONROE, TEXAS

## WATER AND SEWER RATES

AS OF SEPTEMBER 30, 2016

TABLE C-26

### Minimum Monthly Base Charge By Meter Size

Meter Size	Minimum Base Charge
5/8 Inch*	\$ 12.00
1 Inch	18.00
1.5 Inch	25.00
2 Inch	35.00
3 Inch	46.00
4 Inch	65.00
6 Inch	90.00
8 Inch	145.00
10 Inch	250.00

\* Typical residential meter size.

A Surface Water Fee was implemented to recover expenses the City incurred participating in the Groundwater Reduction Plan with the San Jacinto River Authority. This charge is assessed at \$2.95 per 1,000 gallons of water consumed for residential, sprinkler and commercial customers. The Lone Star Groundwater Conservation District fee is a pass through fee to regulate ground water consumption. This charge is assessed at \$.06 per 1,000 gallons consumed for residential, sprinkler and non-residential customers.

### Water and Sewer Service Charges

There is charged and collected each month by the City from the consumers of water, water service and sewer service residing within the limits of the City, the amounts of money hereinafter set out upon the following rates:

#### Residential and Sprinkler Rates Inside City Limits

Usage	Water Rate Base Charge	Sanitary Sewer Rate
Minimum 0 - 3,999 gallons Per thousand gallons		\$ 23.25
4,000 - 10,999 gallons, per thousand	\$ 2.56	2.84
11,000 - 15,999 gallons, per thousand	3.15	
16,000 - 25,999 gallons, per thousand	3.74	
26,000 - 35,999 gallons, per thousand	4.27	
36,000 gallons and over	7.47	
Total Charge at 10,000 gallons		43.13

#### Non-Residential Rates Inside City Limits

Usage	Water Rate Base Charge	Sanitary Sewer Rate
Minimum 0 - 3,999 gallons Per thousand gallons		\$ 23.25
4,000 - 10,999 gallons, per thousand	\$ 2.79	2.84
11,000 - 15,999 gallons, per thousand	3.29	
16,000 - 25,999 gallons, per thousand	3.91	
26,000 - 35,999 gallons, per thousand	4.46	
36,000 - 150,999 gallons, per thousand	7.81	
151,000 gallons and over	2.57	

#### Residential and Sprinkler/Non-Residential Water & Sanitary Sewer Rates Outside City Limits

The amount to be charged and collected for water service outside the corporate limits of the City is computed and charged as double the amount established for service inside the City.

#### LifeLine Residential Rates Inside City Limits

Usage	Water Rate Base Charge	Sanitary Sewer Rate
Minimum 0 - 3,999 gallons Per thousand gallons		\$ 17.44
4,000 - 10,999 gallons, per thousand	\$ 2.05	2.27
11,000 - 15,999 gallons, per thousand	2.68	
16,000 - 25,999 gallons, per thousand	3.74	
26,000 - 35,999 gallons, per thousand	4.27	
36,000 - and Up	7.47	
Total Charge at 10,000 gallons		33.33





### How Does the City of Conroe Compare?

City	Population	2017 Ad Valorem Tax Base	Tax Base Per Capita	FY 17-18 Tax Rate/ \$100 AV	Average Home Value	Tax Levy	CY 2016 All Sales Tax Collections	Sales Tax Per Capita	FY 17-18 General Fund Revenues	FY 17-18 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	79,215	\$ 3,705,772,954	\$ 46,781	\$ 0.8220	\$ 97,000	\$ 797.37	\$ 18,530,969	\$ 234	\$ 96,061,378	\$ 14,770,126	15.38%	\$ 182,410,000	\$ 10,995,000	\$ 2,442
Bryan	85,613	4,698,637,534	54,882	0.6299	190,181	1,197.95	17,999,892	210	69,486,209	20,299,500	29.21%	144,270,022	276,590,000	4,916
<b>Conroe</b>	<b>82,286</b>	<b>7,556,126,403</b>	<b>91,828</b>	<b>0.4175</b>	<b>218,105</b>	<b>910.59</b>	<b>41,526,596</b>	<b>505</b>	<b>71,063,749</b>	<b>31,933,188</b>	<b>44.94%</b>	<b>169,305,000</b>	<b>93,200,000</b>	<b>3,190</b>
DeSoto	53,128	3,698,098,843	69,607	0.7399	169,779	1,256.19	11,906,758	224	37,746,284	7,085,000	18.77%	83,068,361	17,471,177	1,892
Galveston	50,180	6,201,300,000	123,581	0.5610	143,200	803.35	20,088,671	400	54,583,500	15,450,000	28.31%	54,008,672	55,380,000	2,180
League City	102,635	7,750,000,000	75,510	0.5418	242,490	1,313.81	19,362,119	189	73,044,754	18,872,386	25.84%	89,687,988	141,202,097	2,250
Missouri City	74,139	6,529,787,820	88,075	0.6000	217,767	1,306.60	8,548,142	115	47,361,706	8,416,172	17.77%	88,747,767	55,432,234	1,945
Pearland	121,500	10,589,233,296	87,154	0.6851	207,800	1,423.64	29,698,462	244	78,540,083	21,368,690	27.21%	320,130,000	203,560,000	4,310
San Marcos	55,200	4,577,343,557	82,923	0.6139	154,757	950.05	28,707,576	520	71,380,287	32,002,025	44.83%	112,690,000	158,795,000	4,918
Temple	75,293	3,970,340,738	52,732	0.6772	151,319	1,024.73	20,820,963	277	70,519,883	21,350,000	30.28%	144,915,000	117,490,000	3,485
Victoria	67,574	4,227,487,841	62,561	0.5952	174,300	1,037.43	23,849,611	353	46,284,209	14,654,000	31.66%	94,773,424	70,830,000	2,451



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CITY OF CONROE