June 7, 2012

LETTER TO SERVICE PROVIDERS
SEN VIA CERTIFIED MAIL

Re: Request for Inventory of Services and Facilities

Dear Public Service Provider:

Enclosed is a copy of Ordinance No. 2057-11 adopted on December 8, 2011 that incorporates certain territory in the extraterritorial jurisdiction of the City of Conroe into the City’s three year annexation plan. The territory will be eligible for annexation during a thirty-day period beginning December 8, 2014. For purposes of implementing the annexation the territory has been grouped into three annexation parcels designated 2014-01, 2014-02 and 2014-03. Maps of the annexation parcels are also enclosed.

Your entity has been identified as a public or private entity operating within the territory to be annexed that may provide services of the type that the City provides within its corporate limits. These services include:

(1) police protection;
(2) fire protection;
(3) emergency medical services (first responder only);
(4) residential solid waste collection;
(5) operation and maintenance of public water supply and wastewater collection and treatment facilities in the annexed area that are not within the service area (CCN) of another water or wastewater utility;
(6) operation of public streets and public roads, including associated street lighting;
(7) operation and maintenance of other publicly owned parks, playgrounds, facilities, buildings or services, but only to the extent that ownership of such facilities is transferred to the City as a result of annexation.

Following annexation the City must provide such services in the annexed area on the same basis as it provides similar services within its current corporate limits. The City does not maintain private streets or provide street lighting on private streets. The ownership and maintenance of private streets and gated street access is not altered as a result of annexation. The ownership of privately owned wells, septic systems, pools, parks and playgrounds, including those owned and operated by neighborhood property owners associations, does not change as a result of annexation and the City will not provide maintenance of these facilities following annexation.

The City is generally prohibited by law from the provision of water or sewer utility services within the service area of a retail water or sewer utility other than a water related municipal utility district that will be abolished as a result of the annexation. If you are a retail water or sewer utility other than a “special district” within the meaning of Texas Local Government Code Section 43.052(a) your response may be limited to identifying your certificate of convenience and necessity issued by the Texas Commission on Environmental Quality and
including a map or other information sufficient to identify the limits of the territory in which you claim exclusive service rights.

Local Government Code §43.053 requires that we notify you of the proposed annexation and request that you provide us with information on any services of the type described above that you provide within the area. We ask that you respond within 90 days of the date of this letter.

Your response should be based upon the services and facilities provided to the area by your entity during the year proceeding the date the territory was added to the City's annexation plan. Your response should include the method of service delivery.

For utility facilities, roads, drainage structures and other infrastructure that you provide or maintain you should submit:

1. an engineer's report that describes the physical condition of all infrastructure elements in the area; and

2. a summary of capital, operation, and maintenance expenditures for that infrastructure.

For fire, police, law enforcement or other emergency services provided by your department please provide:

1. the average dispatch and delivery time;

2. a schedule of equipment, including vehicles;

3. a staffing schedule that discloses the certifications and training levels of personnel; and

4. a summary of operating and capital expenditures.

Please direct your response to Nancy Mikeska, Assistant Director of Community Development, P.O. Box 3066, Conroe, Texas 77305.

We appreciate your assistance in this matter.

Sincerely,

[Signature]

Luis Núñez
City Planner

Attachments - Ordinance/Maps