THE WOODLANDS
TOWNSHIP

General Purpose Financial Statements
December 31, 2010

These financial statements are unaudited and intended for informational and internal discussion purposes only.

The Woodlands Township
Combined Balance Sheet
As of December 31, 2010

					Component Units			Account Groups		
	General Fund	Debt Service Fund	Debt Service Reserve Fund	Capital Project Funds	Economic Development Zone	The Woodlands Fire Dept	The Woodlands CVB	General Fixed Assets	General Long-term Debt	Total
Assets and Other Debits										
Cash and Current Investments	$ 45,589,420	$ 5,046,221	$ 3,167,318	$ 15,085,853	$ 1,099,849	$ 38,988	$ 374,203	$ -	$ -	$ 70,401,852
Tax/Assessment Receivables	22,221,808	-	-	-	-	-	-	-	-	22,221,808
Interest Receivable	-	-	36,918	-	-	-	-	-	-	36,918
Other Receivables	246,722	-	-	-	-	22,592	80,334	-	-	349,648
Due from Other Funds	12,040,594	25,925	-	11,979,046	-	50,028	-	-	-	24,095,593
Prepaids	997,769	-	-	-	-	215,005	-	-	-	1,212,775
Notes Receivable	6,665,722	-	-	-	(6,761,885)	-	-	-	-	(96,163)
Capital Assets, net of accum deprec	-	-	-	-	-	-	-	156,825,479	-	156,825,479
Amount to be Provided to Retire Debt	-	-	-	-	-	-	-	-	106,475,000	106,475,000
Total Assets and Other Debits	**$ 87,762,035**	**$ 5,072,146**	**$ 3,204,236**	**$ 27,064,899**	**$ (5,662,036)**	**$ 326,614**	**$ 454,538**	**$ 156,825,479**	**$ 106,475,000**	**$ 381,522,910**
Liabilities and Other Credits										
Accounts Payable	2,124,345	-	-	-	-	78,090	162,627	-	-	2,365,063
Other Accrued Liabilities	1,926,831	-	-	-	(95,883)	221,367	-	-	-	2,052,316
Refundable Deposits	193,100	-	-	-	-	-	-	-	-	193,100
Due to Other Funds	12,029,074	1,791,525	25,925	9,955,334	-	4,825	288,910	-	-	24,095,593
Deferred Revenue	39,506,910	-	-	-	-	22,332	3,000	-	-	39,532,242
Notes Payable	-	-	-	-	-	-	-	-		-
Bonds Payable	-	-	-	-	-	-	-	-	106,475,000	106,475,000
Investment in General Fixed Assets	-	-	-	-	-	-	-	156,825,479	-	156,825,479
Fund Balance										
Undesignated	25,316,052	-	-	-	-	-	-	-	-	25,316,052
Designated	6,665,722	-	-	17,109,565	(5,566,153)	-	-	-	-	18,209,133
Reserved	-	3,280,621	3,178,310	-	-	-	-	-	-	6,458,932
Total Liabilities, Fund Balance, and Other Credits	**$ 87,762,035**	**$ 5,072,146**	**$ 3,204,236**	**$ 27,064,899**	**$ (5,662,036)**	**$ 326,614**	**$ 454,538**	**$ 156,825,479**	**$ 106,475,000**	**$ 381,522,910**

The Woodlands Township
Combined Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Twelve Months Ended December 31, 2010

	General Fund	Debt Service Fund	Debt Service Reserve Fund	Capital Projects Fund	Economic Development Zone	The Woodlands Fire Dept	The Woodlands CVB	Total
REVENUES								
Property Tax	$ 38,136,604	$ -	$ -	$ -	$ -	$ -	$ -	$ 38,136,604
Sales and Use Tax	15,581,470	-	-	-	15,309,515	-	-	30,890,985
Hotel Occupancy Tax	3,576,557	-	-	-	-	-	-	3,576,557
Program Revenues	2,681,059	-	-	-	-	-	432,072	3,113,131
Administrative Fees	527,275	-	-	-	-	-	-	527,275
Grants and Contributions	2,215,545	1,275,976	-	1,549,846	-	(2,717,416)	-	2,323,950
Interest Income	163,199	10,512	123,198	21,518	2,162	1,681	486	322,755
Other Income	323,362	-	-	-	-	396,703	-	720,066
Priority Payment - Town Green Park	253,427	-	-	-	-	-	-	253,427
Priority Payment - Waterway Square	200,410	-	-	-	-	-	-	200,410
Bond Proceeds	-	61,536,752	562,963	27,577,993	-	-	-	89,677,708
TOTAL REVENUES	**$ 63,658,907**	**$ 62,823,241**	**$ 686,160**	**$ 29,149,356**	**$ 15,311,677**	**$ (2,319,033)**	**$ 432,558**	**$ 169,742,867**
EXPENDITURES								
General Government	6,557,146	-	-	-	-	-	-	6,557,146
Law Enforc/Neighborhood Svcs	8,880,917	-	-	-	-	-	-	8,880,917
Parks and Recreation	12,003,768	-	-	-	-	-	-	12,003,768
Community Services	11,325,474	-	-	-	-	-	-	11,325,474
Community Relations	969,243	-	-	-	-	-	-	969,243
Transportation	346,992	-	-	-	-	-	-	346,992
Economic Development	228,170	-	-	-	-	-	-	228,170
Transition	120,366	-	-	-	-	-	-	120,366
Regional Participation	973,839	-	-	-	-	-	-	973,839
Other Expenditures	467,923	-	-	-	1,751,401	-	-	2,219,324
Fire Department	-	-	-	-	-	14,484,184	-	14,484,184
Convention & Visitors Bureau	-	-	-	-	-	-	2,191,401	2,191,401
Capital Outlay	-	-	-	15,542,332	-	-	-	15,542,332
Debt Issuance Costs	-	42,439,600	-	678,269	-	-	-	43,117,869
Debt Service	-	25,304,907	-	-	-	-	-	25,304,907
TOTAL EXPENDITURES	**$ 41,873,839**	**$ 67,744,507**	**$ -**	**$ 16,220,601**	**$ 1,751,401**	**$ 14,484,184**	**$ 2,191,401**	**$ 144,265,933**
REV OVER/(UNDER) EXP (before transfers)	**21,785,068**	**(4,921,267)**	**686,160**	**12,928,755**	**13,560,277**	**(16,803,216)**	**(1,758,843)**	**25,476,934**
NET TRANSFERS IN/(OUT)	**(12,099,354)**	**5,873,523**	**(123,153)**	**2,868,886**	**(12,364,545)**	**14,085,800**	**1,758,843**	**-**
REV OVER/(UNDER) EXP (after transfers)	**9,685,714**	**952,256**	**563,007**	**15,797,642**	**1,195,732**	**(2,717,416)**	**-**	**25,476,934**
BEGINNING FUND BALANCE	**22,296,060**	**2,328,365**	**2,615,303**	**1,311,923**	**(6,761,885)**	**2,717,416**	**-**	**24,507,183**
ENDING FUND BALANCE	**$ 31,981,774**	**$ 3,280,621**	**$ 3,178,310**	**$ 17,109,565**	**$ (5,566,153)**	**$ -**	**$ -**	**$ 49,984,117**

The Woodlands Township
General Fund Budget vs Actual
For the Twelve Months Ended December 31, 2010

	YTD Budget	YTD Actual	YTD Variance	
REVENUES				
Tax Revenue				
Sales and Use Tax	$ 15,505,060	$ 15,581,470	$ 76,410	
Sales Tax Transfers (EDZ)	11,862,382	12,364,545	502,163	
Subtotal	**27,367,442**	**27,946,015**	**578,573**	
Property Tax	37,963,737	38,136,604	172,867	
Hotel Occupancy Tax	3,525,896	3,576,557	50,661	
	68,857,075	**69,659,175**	**802,100**	
Other Sources				
Program Revenues	2,767,720	2,681,059	(86,661)	
Administrative Fees	531,100	527,275	(3,825)	
Grants and Contributions	2,339,422	2,215,545	(123,878)	
Interest Income	511,323	163,199	(348,124)	
Other Income	178,927	323,362	144,435	
Priority Payment - Town Green Par	253,427	253,427	-	
Priority Payment - Waterway Squar	200,410	200,410	-	
TOTAL REVENUES	**75,639,404**	**76,023,452**	**384,048**	**A)**
OPERATING EXPENDITURES				
General Government				
Board of Directors	85,900	24,055	61,845	
President's Office	801,521	762,243	39,278	
Legislative Affairs	246,743	152,051	94,692	
Human Resources	640,775	612,983	27,792	
Finance	1,742,122	1,453,092	289,030	
Information Technology	1,040,609	861,287	179,322	
Records/Database Mgmt	585,315	572,300	13,015	
Non-Departmental	2,498,140	2,119,134	379,006	
	7,641,125	**6,557,146**	**1,083,979**	**B)**
Law Enforc/Neighborhood Svcs				
Law Enforcement Services	9,055,413	8,202,777	852,636	
Ambassador Program	307,221	228,493	78,728	
Neighborhood Services	469,238	449,647	19,591	
	9,831,872	**8,880,917**	**950,955**	**C)**
Parks and Recreation				
Parks Admin/Planning	1,637,547	1,622,360	15,187	
Parks Operations	5,286,873	5,539,170	(252,297)	
Aquatics	1,769,243	1,830,036	(60,793)	
Recreation	1,768,953	1,749,800	19,153	
Waterway Operations	1,163,659	1,262,402	(98,743)	
	11,626,275	**12,003,768**	**(377,493)**	**D)**
Community Services				
Community Services Admin	438,688	409,088	29,600	
Covenant Administration	2,196,883	2,115,627	81,256	
Environmental Services	380,661	402,130	(21,469)	
Streetlighting	1,049,590	910,469	139,121	
Streetscape Maintenance	2,277,000	2,411,475	(134,475)	
Solid Waste Services	5,197,012	5,065,906	131,106	
Other Community Services	12,600	10,778	1,822	
	11,552,434	**11,325,474**	**226,960**	**E)**
Community Relations				
Community Relations	647,795	527,240	120,555	
CVB Staff Services	413,642	442,004	(28,362)	
	1,061,437	**969,243**	**92,194**	**F)**
Other Expenditures				
Transportation	498,620	346,992	151,628	
Economic Development	436,300	228,170	208,130	
Transition	350,000	120,366	229,634	
Regional Participation	976,353	973,839	2,514	
Other Expenditures	799,819	467,923	331,896	
	3,061,092	**2,137,291**	**923,801**	**G)**
EXPENDITURE SUBTOTAL	**44,774,235**	**41,873,839**	**2,900,396**	
TRANSFERS				
Fire Department	13,938,091	14,085,800	(147,709)	
Convention & Visitors Bureau	2,045,737	1,758,843	286,894	
Capital Projects	2,831,250	2,868,886	(37,636)	
Debt Service	5,308,365	5,750,370	(442,005)	
	24,123,443	**24,463,899**	**(340,456)**	**H)**
TOTAL EXPENDITURES	**68,897,678**	**66,337,739**	**2,559,939**	
REV OVER/(UNDER) EXP	**6,741,726**	**9,685,714**	**2,943,987**	
BEGINNING FUND BALANCE	**22,296,060**	**22,296,060**	**-**	
ENDING FUND BALANCE	**$ 29,037,787**	**$ 31,981,774**	**$ 2,943,987**	

The Woodlands Township
General Fund – Operating Budget Variances
For the Twelve Months Ended December 31, 2010

A) Revenues

- Sales Tax – Actual sales tax collections out performed budget projections.
- Property Tax – 100.11% collection rate for Tax Year 2009.
- Hotel Occupancy Tax – Full service and limited service hotels are outperforming conservative budget projections.
- Program Revenues – Recreation program revenue is less than budgeted.
- Grants and Contributions – Unfavorable variance for HGAC grant funding for trolley services is offset by favorable variance in Transportation expense.
- Interest Income – Variance reflects 0.46% APY for general fund cash balances versus 1.5% budgeted APY.
- Other Income – YTD actual reflects income from the Convention Center lease, contract payments from LWPOA and Carlton Woods reimbursement contracts, and RDRC forfeitures.

B) General Government

- Legislative Affairs – Variance primarily relates to lower than budgeted consulting and legal expenses.
- Finance – Favorable variances relate to staffing vacancies and lower than budgeted contracted services.
- Information Technology – Variance relates to an open position during the first quarter and lower than budgeted expenditures for telephone, equipment expense and IT contracted services.
- Non-Departmental – Favorable variances relate to lower than budgeted expenditures for facilities, election, postage, and insurance.

C) Law Enforcement/Neighborhood Services

- Salaries and Wages – Law Enforcement Services and Ambassador salaries are favorable due to vacant positions.
- Contracted Services – Favorable variances relate to lower than budgeted expenditures for Montgomery County Sheriff's Department personnel and related fuel costs due primarily to the ramp up of the enhanced law enforcement program during the first half of the year.

D) Parks and Recreation

- Salaries and Wages – Unfavorable variances primarily relate to higher than budgeted overtime and insurance costs for certain employee benefit elections which are subject to change throughout the year.
- Contracted Services – Expenditures for parks and pathway maintenance, restroom cleaning, forest management and sign maintenance are lower than budgeted and are partially offset by unfavorable variances in lake maintenance, pest control, tree removal, and electrical repairs.
- Facility Expense – Utility expenditures for recreation and aquatics facilities along with pool chemicals are lower than projected.
- Maintenance Expense – Expenditures for pathway maintenance, lake maintenance, and landscaping are lower than projected and are partially offset by unfavorable variances in park maintenance, wildlife management, sign maintenance and turf maintenance and irrigation.
- Program Expenses – Expenditures for I-45 Beautification, Waterway Square song programming, seasonal lighting, aquatic and recreation programs are lower than budgeted.

E) Community Services

- Salaries and Wages – Favorable variances primarily relate to vacant positions in the Community Services and Covenant Administration departments.
- Contracted Services – Favorable variances in solid waste services and streetlighting are partially offset by unfavorable variance in streetscape maintenance. In addition, consulting expenses are lower than budgeted in the Environmental Services department.
- Program Expenses – Favorable YTD variances relate to lower than budgeted expenses for Community Revitalization.

F) Community Relations

- Contracted Services – Expenditures for video production and other contracted services are lower than budgeted.
- Program Expenses – Expenditures for the Public Safety Heroes Banquet were approximately $10,000 less than the original budget for this event.

- Public Education/Relations – Expenditures for advertising, specialty/promotional supplies and community/public relations are lower than budgeted.

G) Other Expenditures

- Transportation – Contract related to trolley service adjusted to reflect lower operating cost rate.
- Economic Development – Budgeted expenses for Board committees were not incurred.
- Transition – Actual expenditures related to the relocation and reorganization of staff and administrative offices following the consolidation, as well as legal and other costs related to the transition, are less than budgeted.
- Regional Participation – Variance will fluctuate throughout the year based on actual sales tax collections, amount represents 1/16th of sales and use tax collections paid to the City of Conroe and the City of Houston.
- Other Expenditures – Variance primarily relates to unspent contingency and Lake Woodlands user fee funds.

H) Transfers

- Fire Department – Additional funding was required primarily as a result of unfavorable variances in overtime and ride-up pay due to covering shifts for personnel on short-term and long-term disability.
- Convention & Visitors Bureau – CVB's actual expenditures were less than budgeted.
- Debt Service – Sales tax and hotel occupancy tax revenues were transferred to debt service fund based on original budget and prior to bond refunding that lowered debt service requirements.

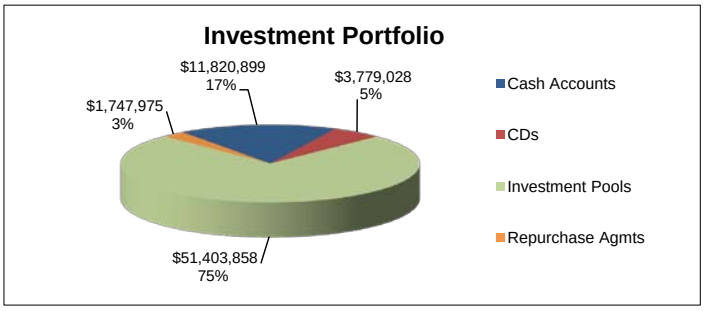
The Woodlands Township
Monthly Investment Report
December 31, 2010

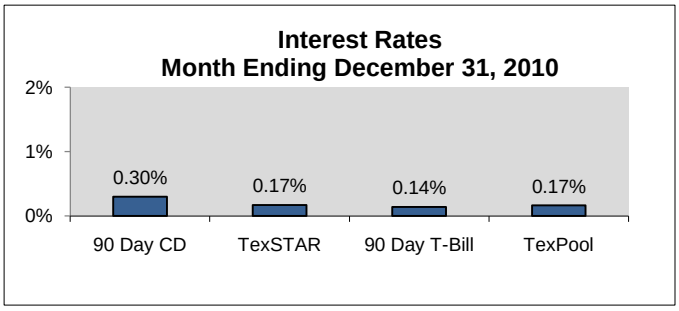
Fund	Investment Type	Description	Maturity	Beginning Balance	Monthly Activity	Earnings	Ending Balance	Beginning Market	Ending Market	Avg. % Yield
GF	Public Funds Liquidity Money Market	Woodforest National Bank Checking Account	Open	$ 88,532	$ 734 9,781	$ 9	$ 99,057	$ 88,532	$ 99,057	0.11%
GF	Choice IV with Interest-Public Funds	Wells Fargo Bank Checking Account	Open	1,384,632	7,749,794	1,152	3,530,206	1,384,632	3,530,206	0.32%
GF	Liquid Assets Portfolio Money Market	Invesco AIM Sweep Account	Open	390,649	10 (734)	7	389,932	390,649	389,932	0.02%
GF	Texas Local Govt Investment Pool	TexPool Investment Pool	Open	18,397,923	12,861,282 -	2,944	31,262,149	18,397,923	31,262,149	0.17%
GF	Texas Local Govt Investment Pool	TexSTAR General Fund	Open	3,254,574	4,890 -	474	3,259,938	3,254,574	3,259,938	0.17%
GF	Public Funds Money Market	Encore Bank	Open	3,144,918	-	935	3,145,853	3,144,918	3,145,853	0.35%
GF	Certificate of Deposit	Encore Bank	12/22/2010	3,048,072	- -	3,833	3,051,905	3,048,072	3,051,905	1.05%
GF	Commercial Checking	Comerica (WCSC)	Open	33,807	8,722 -	-	42,529	33,807	42,529	0.00%
GF	Texas Local Govt Investment Pool	TexSTAR Health Ins. Self-Funding	Open	-	800,000	11	800,011	-	800,011	0.17%
CPF	Texas Local Govt Investment Pool	TexSTAR Parks & Path, Series 2010	Open	6,607,926	(957,111.56) -	898	5,651,712	6,607,926	5,651,712	0.17%
CPF	Texas Local Govt Investment Pool	TexSTAR Fire, Series 2010	Open	8,929,330	(2,008,283.71) -	1,159	6,922,205	8,929,330	6,922,205	0.17%
DSF	Superior Interest Liquidity Money Market	Woodforest National Bank Hotel Tax Account	Open	3,011,400	- -	639	3,012,040	3,011,400	3,012,040	0.25%
DSF	Choice IV with Interest-Public Funds	Wells Fargo Bank Hotel Tax Account	Open	1,298,618	302,343.13	382	1,601,283	1,298,618	1,601,283	0.32%
DSF	Texas Local Govt Investment Pool	TexSTAR Refinancing, Series 2010	Open	432,836	- -	63	432,899	432,836	432,899	0.17%
DSF	Texas Local Govt Investment Pool	TexSTAR Office Building	Open	-	2,511,113	823	2,511,936	-	2,511,936	0.17%
DSRF	Texas Local Govt Investment Pool	TexSTAR Office Bldg Debt Svc Res	Open	-	562,963	45	563,007	-	563,007	0.17%
DSRF	Certificate of Deposit	Encore Bank	2/1/2011	726,083	- -	1,039	727,123	726,083	727,123	1.70%
DSRF	Flex Repo Money Market	HypoVereinsBank of Austria	3/1/2027	1,794,122	- (55,377)	9,230	1,747,975	1,794,122	1,747,975	5.90%
	Total			$ 52,543,423	$ 21,790,125	$ 23,644	$ 68,751,759	$ 52,543,423	$ 68,751,759	0.46%
	YTD					$ 318,426				

Weighted Average Maturity		
Consolidated WAM	150	days
General Fund WAM	-	days
Capital Project Funds WAM	-	days
Debt Service Fund WAM	-	days
Debt Service Reserve Fund WAM	3405	days

Collateral Adequacy - All time and demand deposits are fully collateralized and/or FDIC insured.

Statement of Compliance - All investment transactions meet the requirements set forth in Chapter 2256, Texas Govt. Code, as amended and are in compliance with the Township's Investment Policy.





Dr. Ed Robb, Treasurer

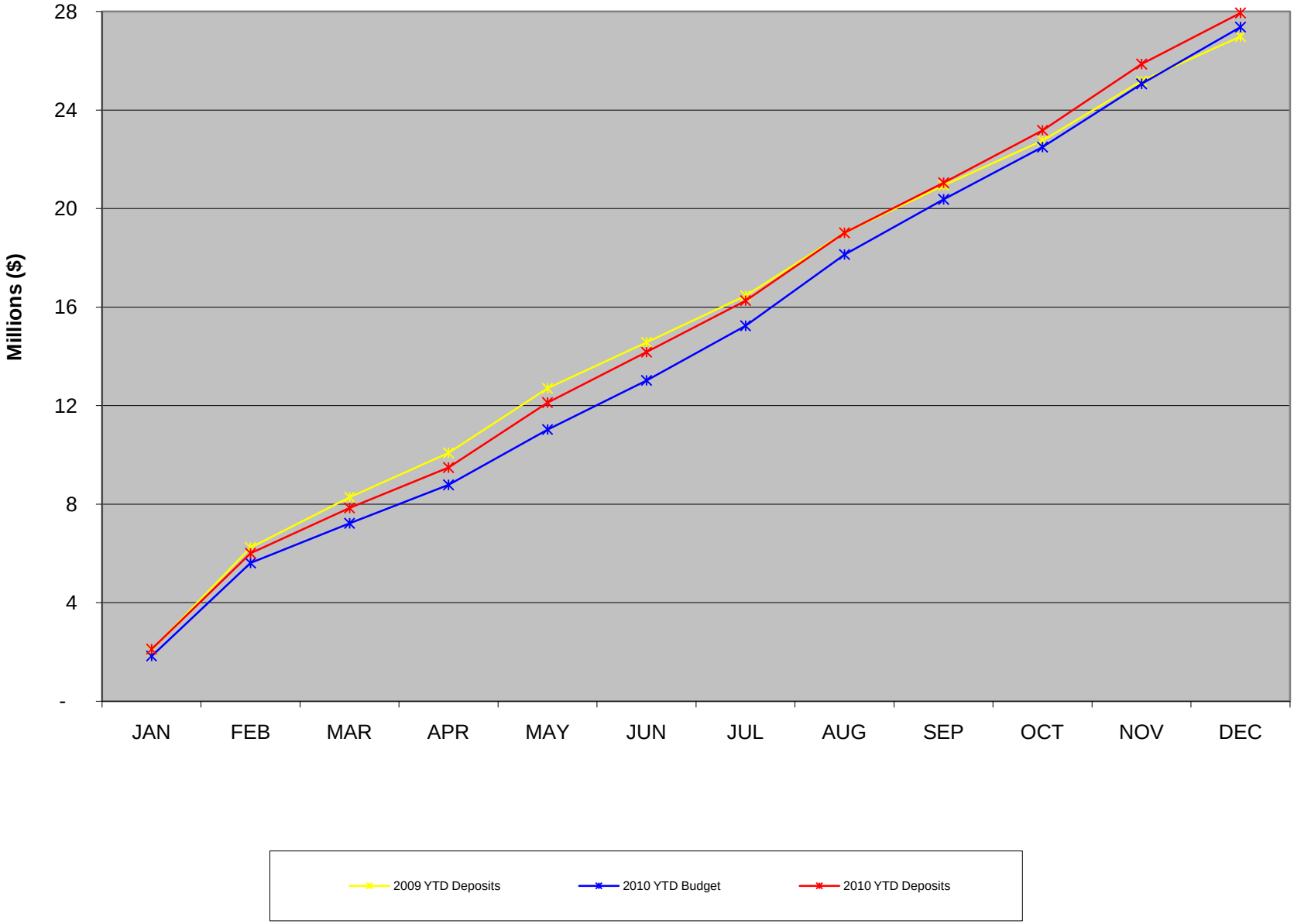
Claude Hunter, Secretary

Don Norrell, President/General Manager

THE WOODLANDS TOWNSHIP
SALES TAX DEPOSITS
REPORT DATE: DECEMBER 31, 2010

					Variances			
	Actual 2008	**Actual 2009**	**Budget 2010**	**Actual 2010**	**2009 to 2010 $ Change**	**2009 to 2010 % Change**	**$ Over/(Under) 2010 Budget**	**% Over/(Under) 2010 Budget**
JAN	$ 1,025,658	$ 2,080,812	$ 1,832,014	$ 2,108,639	$ 27,828	1.3%	$ 276,625	15.1%
FEB	1,733,025	4,158,408	3,775,241	3,898,271	(260,136)	-6.3%	123,030	3.3%
MAR	783,382	2,044,030	1,615,427	1,839,582	(204,448)	-10.0%	224,155	13.9%
APR	784,494	1,796,625	1,560,238	1,639,625	(157,000)	-8.7%	79,387	5.1%
MAY	1,063,832	2,622,075	2,246,709	2,633,999	11,923	0.5%	387,290	17.2%
JUN	1,750,766	1,866,910	1,992,991	2,052,697	185,787	10.0%	59,706	3.0%
JUL	2,094,914	1,891,653	2,221,827	2,090,609	198,956	10.5%	(131,219)	-5.9%
AUG	2,510,943	2,560,798	2,892,102	2,755,868	195,070	7.6%	(136,234)	-4.7%
SEP	2,208,496	1,917,948	2,240,281	2,033,330	115,382	6.0%	(206,951)	-9.2%
OCT	1,900,997	1,820,574	2,119,951	2,125,374	304,800	16.7%	5,423	0.3%
NOV	2,204,928	2,423,231	2,570,878	2,690,035	266,805	11.0%	119,157	4.6%
DEC	2,183,393	1,804,841	2,299,783	2,077,985	273,144	15.1%	(221,798)	-9.6%
TOTAL	$ 20,244,828	$ 26,987,906	$ 27,367,442	$ 27,946,015				
YTD	$ 20,244,828	$ 26,987,906	$ 27,367,442	$ 27,946,015	$ 958,109	3.6%	$ 578,573	2.1%
% of 2010 Budget Collected				102.1%				

SALES TAX DEPOSITS



CITY SALES AND USE TAX COMPARISON SUMMARY
DECEMBER, 2010

COUNTY/CITY	CURRENT RATE	NET PAYMENT THIS PERIOD	COMPARABLE PAYMENT PRIOR YEAR	% CHANGE	2010 PAYMENTS TO DATE	2009 PAYMENTS TO DATE	% CHANGE
Montgomery							
Conroe	2.0%	2,103,445.51	1,904,508.62	10.45%	27,848,379.22	28,533,901.51	-2.40%
Cut and Shoot	1.5%	12,008.91	11,882.80	1.06%	142,570.69	154,815.35	-7.91%
Magnolia	2.0%	151,460.39	128,597.53	17.78%	1,840,227.21	1,881,469.27	-2.19%
Montgomery	2.0%	81,851.80	191,886.13	-57.34%	1,249,802.02	1,364,161.36	-8.38%
Oak Ridge North	2.0%	104,012.20	104,037.23	-0.02%	1,666,020.56	1,703,289.35	-2.19%
Panorama Village	1.25%	3,114.17	0.00	U/C	20,587.32	0.00	U/C
Patton Village	1.0%	1,122.23	1,054.37	6.44%	19,873.71	18,227.48	9.03%
Shenandoah	2.0%	306,310.04	335,286.28	-8.64%	4,043,012.39	5,487,581.75	-26.32%
Splendora	1.0%	15,435.13	15,287.12	0.97%	176,320.91	208,149.02	-15.29%
Stagecoach	1.0%	1,527.75	686.00	122.70%	14,951.51	11,848.23	26.19%
Willis	2.0%	88,034.52	91,332.74	-3.61%	1,320,230.77	1,437,326.09	-8.15%
County Total		**$ 2,868,322.65**	**$ 2,784,558.82**	**3.01%**	**$ 38,341,976.31**	**$ 40,800,769.41**	**-6.03%**
OTHER CITIES							
Houston	2.0%	**$ 36,237,643.81**	**$ 36,579,278.50**	**-0.93%**	**$ 473,149,940.56**	**$ 489,009,133.36**	**-3.24%**

THE WOODLANDS TOWNSHIP	CURRENT RATE	CURRENT PERIOD	PRIOR YEAR PAYMENT	% CHANGE	2010 YTD PAYMENTS	2009 YTD PAYMENTS	% CHANGE
The Woodlands Township	1.0%	1,154,012.39	1,027,682.97	12.29%	15,581,469.93	15,183,344.07	2.62%
The Woodlands Tnshp EDZ	1.0%	923,972.99	777,158.28	18.89%	12,364,545.09	11,804,561.49	4.74%
Township Total		**$ 2,077,985.38**	**$ 1,804,841.25**	**15.13%**	**$ 27,946,015.02**	**$ 26,987,905.56**	**3.55%**
Town Center Ec Dev Zone 1	1.0%	0.00	19,383.31	-100.00%	154,589.19	191,272.92	-19.18%
Town Center Ec Dev Zone 2	1.0%	74,864.28	76,173.45	-1.72%	959,008.76	918,069.57	4.46%
Town Center Ec Dev Zone 3	1.0%	64,405.95	58,188.98	10.68%	732,882.52	804,220.16	-8.87%
Town Center Ec Dev Zone 4	1.0%	83,070.34	78,852.77	5.35%	1,098,489.76	1,207,591.36	-9.03%
EDZ No. 1 - 4 Total		**$ 222,340.57**	**$ 232,598.51**	**-4.41%**	**$ 2,944,970.23**	**$ 3,121,154.01**	**-5.64%**
OTHER SPECIAL PURPOSE DIST							
E. Montgomery Co Imp Dist	1.0%	**$ 44,267.72**	**$ 223,732.22**	**-80.21%**	**$ 1,682,178.35**	**$ 3,197,942.63**	**-47.40%**

= Existing financial partnership

STATEWIDE	NET PAYMENT THIS PERIOD (in millions)	THIS PERIOD % CHANGE	YTD % CHANGE
Local Governments - All	$ 435.80	4.5%	-0.005%
Texas Cities	$ 290.90	4.0%	0.08%
Texas Counties	$ 27.50	11.9%	-1.2%
Special Purpose Districts	$ 18.70	15.0%	4.8%

SALES TAX INDICATORS	YTD 2009	YTD 2010	YTD % CHANGE
[1]Same Store	5,588,287	5,818,647	4.1%
[2]Restaurants	490,169	501,776	2.4%
[3]Non-Retail	1,837,883	1,657,620	-9.8%

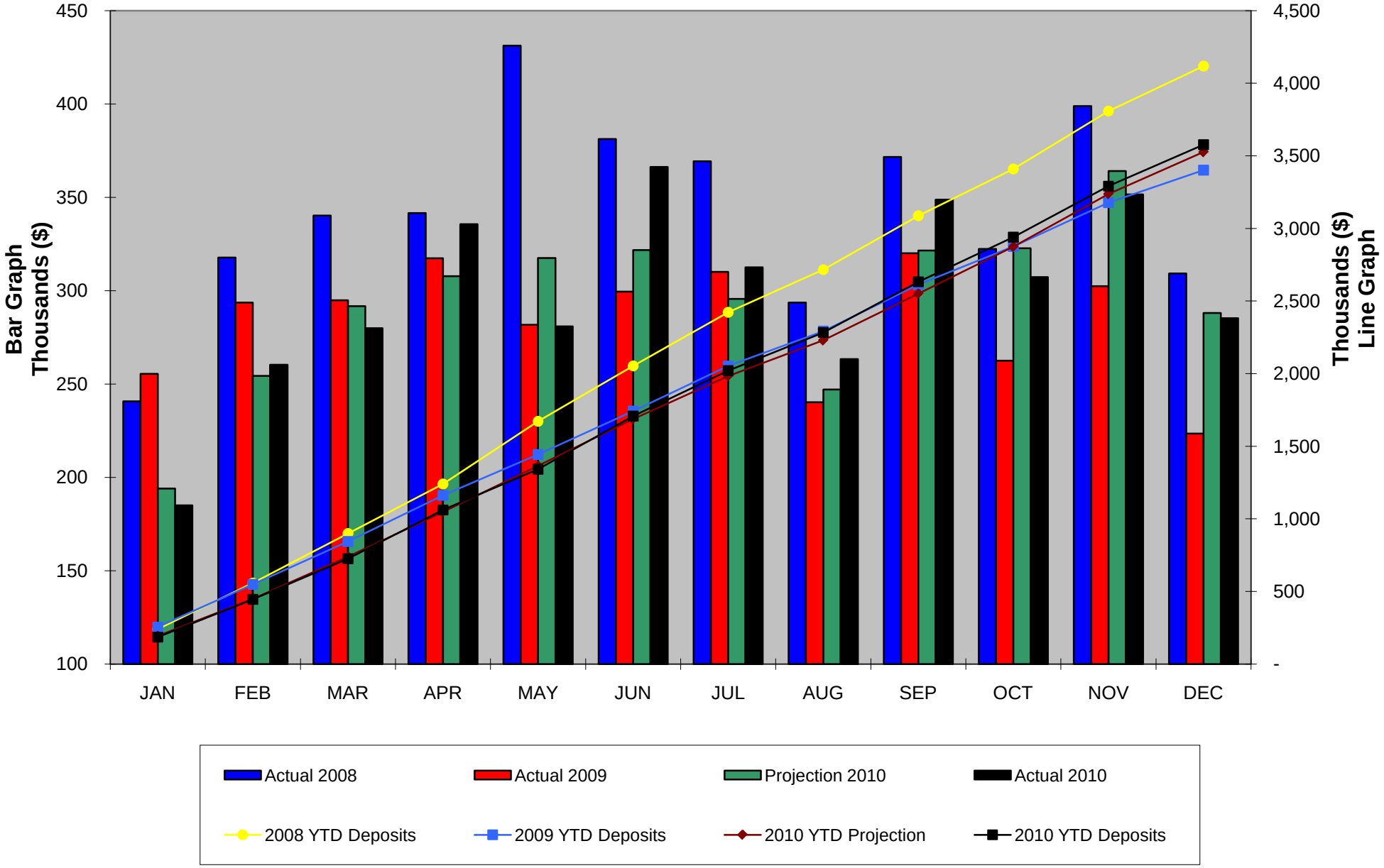
[1]Includes 30 fixed taxpayers representing a cross section of large discount retailers, mall department stores, clothing stores, consumer electronics, jewelry stores, and grocery stores.
[2]Includes 15 fixed taxpayers representing full service and quick service restaurants.
[3]Includes corporate capital expenditures, construction, utilities, and hospitality services.

THE WOODLANDS TOWNSHIP
HOTEL OCCUPANCY TAX DEPOSITS
REPORT DATE: DECEMBER 31, 2010

					Variances			
	Actual 2008	**Actual 2009**	**Budget 2010**	**Actual 2010**	**2009 to 2010 $ Change**	**2009 to 2010 % Change**	**2010 Budget $ Over/(Under)**	**2010 Budget % Over/(Under)**
JAN	$ 240,745	$ 255,409	$ 193,957	$ 185,041	$ (70,367)	-27.6%	$ (8,916)	-4.6%
FEB	317,704	293,695	254,352	260,358	(33,337)	-11.4%	6,006	2.4%
MAR	340,247	294,912	291,695	279,858	(15,054)	-5.1%	(11,837)	-4.1%
APR	341,551	317,413	307,752	335,635	18,222	5.7%	27,883	9.1%
MAY	431,274	281,691	317,519	280,824	(867)	-0.3%	(36,695)	-11.6%
JUN	381,214	299,516	321,714	366,290	66,774	22.3%	44,576	13.9%
JUL	369,354	310,028	295,606	312,476	2,448	0.8%	16,870	5.7%
AUG	293,587	240,214	246,987	263,316	23,102	9.6%	16,329	6.6%
SEP	371,623	320,048	321,485	348,762	28,714	9.0%	27,277	8.5%
OCT	322,366	262,491	322,713	307,202	44,711	17.0%	(15,511)	-4.8%
NOV	398,833	302,335	364,092	351,514	49,179	16.3%	(12,578)	-3.5%
DEC	309,235	223,434	288,024	285,281	61,846	27.7%	(2,743)	-1.0%
TOTAL	$ 4,117,733	$ 3,401,187	$ 3,525,896	$ 3,576,557				
YTD	$ 4,117,733	$ 3,401,187	$ 3,525,896	$ 3,576,557	$ 175,370	5.2%	$ 50,661	1.4%

% of 2010 Projections Collected 101.4%

HOTEL TAX DEPOSITS



THE WOODLANDS TOWNSHIP
PROPERTY TAX DEPOSITS
TAX YEAR 2009/2010
REPORT DATE: DECEMBER 31, 2010

Fiscal Year	Tax Year	Collection Period		Current Collections	(+) Current Penalties & Interest	(+) Rendition Penalty Collections	(-) 2% Collection Fee	(-) 5% Collection Fee	(-) Refunds	(-) Misc Witholding	(=) Net Deposits
2010	2009	Jan	2010	$ 14,308,809	$ -	$ 1,740	$ -	$ 87	$ 24,177	$ 120,564	$ 14,165,721
2010	2009	Feb	2010	2,198,556	19,718	199	-	10	38,303	183,714	1,996,447
2010	2009	Mar	2010	442,532	31,928	47	-	2	36,448	27,043	411,014
2010	2009	Apr	2010	274,882	26,700	383	-	19	23,156	8,867	269,924
2010	2009	May	2010	144,535	16,532	686	-	34	4,935	11,824	144,961
2010	2009	Jun	2010	177,313	22,394	23	-	1	9,935	11,057	178,736
2010	2009	Jul	2010	96,298	13,473	28	-	1	2,404	8,599	98,793
2010	2009	Aug	2010	65,586	10,338	111	-	6	8,060	1,147	66,824
2010	2009	Sep	2010	21,094	3,767	115	-	6	6,405	2,646	15,918
2010	2010	Oct	2010	1,123,128	3,902	347	6,266	1,294	13,835	100,683	1,005,300
2010	2010	Nov	2010	2,070,168	4,395	469	-	-	11,193	196,732	1,867,107
2010	2010	Dec	2010	19,579,695	2,427	288	-	-	7,959	188,150	19,386,301
Cumulative - YTD				$ 40,502,596	$ 155,574	$ 4,435	$ 6,266	$ 1,461	$ 186,810	$ 861,023	$ 39,607,046

Fiscal YTD 2010	
Current Collections	$ 40,502,596
Penalties & Interest	155,574
Less: Adjustments	(186,810)
Net Collections	$ 40,471,360

Adjusted Levy	Tax Year 2009 (As of July 2010)	% of Levy	Tax Year 2010 (As of Dec 2010)	% of Levy
	$ 38,136,495		$ 39,561,062	
Current Collections - FY09	$ 20,465,363	53.66%	$ -	0.00%
Current Collections - FY10	17,729,605	46.49%	22,772,991	57.56%
Penalties & Interest - FY09	-	0.00%	-	0.00%
Penalties & Interest - FY10	144,849	0.38%	10,724	0.03%
Less: Adjustments - FY09	(7,032)	-0.02%	-	0.00%
Less: Adjustments - FY10	(153,823)	-0.40%	(32,987)	-0.08%
Net Collections	$ 38,178,962	100.11%	$ 22,750,728	57.51%

Note: Fiscal Year 2010 includes tax years 2009 and 2010 as the fiscal year is January - December, but the tax year is October - September. This report includes collections for the fiscal year-to-date through November 2010 (eleven months). The data is summarized by tax year with the tax year 2009 summary inclusive of collections received in the prior fiscal year.

THE WOODLANDS TOWNSHIP

The Woodlands, TX

EXECUTIVE SUMMARY

MEETING DATE: February 23, 2011

SUBJECT MATTER: Proposed Budget Calendar, revised

BUDGET IMPACT: Not applicable

FACTS/HISTORY:

The following dates are proposed for budget meetings and public hearings related to the 2012 budget and 2011 property tax rate:

Date	Time	Meeting	Location
Tuesday, July 26	8:00 AM	Budget Workshop #1	Board Chambers
Wednesday, July 27	TBD	Town Hall Meeting	TBD
Thursday, July 28	8:00 AM*	Budget Workshop #2	Board Chambers
Friday, July 29	9:00 AM	Budget Workshop #3	Board Chambers
Tuesday, August 2	8:00 AM	Budget Workshop #4	Board Chambers
Thursday, August 4	8:00 AM*	Budget Workshop #5 (only if needed)	Board Chambers
Thursday, August 11	6:00 PM	Public Hearing #1 (only if needed)	Service Center
Tuesday, August 16	6:00 PM	Public Hearing #2 (only if needed)	Service Center
Wednesday, August 24	6:00 PM	Board Meeting – Adopt 2012 Budget and 2011 Property Tax Rate	Service Center

*meeting will end no later than 11:30 am

RECOMMENDED BOARD ACTION:

Consider and act upon approval of dates for budget meeting and public hearings related to the 2012 budget and 2011 property tax rate.

THE WOODLANDS TOWNSHIP

The Woodlands, TX

EXECUTIVE SUMMARY

MEETING DATE: February 23, 2011

SUBJECT MATTER: A request from the Grogan's Mill Village Association to support the proposed Grogan's Mill Road pedestrian bridge beautification project

BUDGET IMPACT: The SLI Group, Inc. estimates the cost of the proposed enhancements to the bridge to be $180,869 which may vary +/- ten percent (10%) based on final design concepts and actual bidding. Their estimate excludes any environmental remediation, if any, as well as any cost for concealed conditions. The proposal is for The Woodlands Township to fund the beautification project; however, no funds have been identified or designated for the project.

FACTS/HISTORY: At the Board of Directors meeting on January 26, 2011, the Board received a presentation by Dr. Bruce Webb, pastor of First Baptist Church The Woodlands and a resolution from Deborah Sargeant, President of the Grogan's Mill Village Association, regarding the beautification of the pedestrian bridge that crosses Grogan's Mill Road at Sawmill Road. The presentation and resolution are attached. The resolution formally requests that The Woodlands Township support the proposed pedestrian bridge beautification project as, or similar, to that as presented.

The bridge is 576 feet long, 16 ft. to 16 ft. 4 inches high with a 10 foot wide pathway. It is unknown at this time how, why and when the bridge was constructed or who actually owns the bridge as plans and property records for the portion of the bridge across the County road right-of-way have not been located. Montgomery County Precinct 3 indicates that Montgomery County does not claim any ownership or responsibility for the bridge. Prior to the transition, The Woodlands Community Association (WCA) maintained the bridge and considered it the Association's asset and responsibility. WCA did assign an existing pathway easement to the Township for the portion of the pathway that connects to the bridge on the west side of Grogan's Mill Road and assigned the Open Space Reserve on the east side that contains the pathway that connects to the bridge. In 2008, WCA contracted LJA Engineering for $4,000 to evaluate the structural integrity of the bridge and no issues were found, after which, staff and contractors performed approximately $10,000 in routine repairs and maintenance to the bridge.

The pathway serves as a walk to school route and pedestrian and bicycle connector between the east and west portions of the Village. It is unknown how much pedestrian or bicycle traffic the bridge experiences, but an actual count could be determined through the use of an outdoor pedestrian counter device.

As no original construction plans or as-built drawing of the bridge have been found, it is unknown what weight/load capacity the structure has or if there is capacity to add to the bridge the potential load requirements of the proposed enhancements. It is also unknown if the current chain link fence or "cage" on the bridge is a requirement of TxDOT or any other agency that may have authority for pedestrian bridges that cross over public roads. It is also unclear if there would be other code requirements that would have to be addressed if an improvement project of this size was performed.

SLI Group is a design/build firm and provided their design services to First Baptist Church. The Township currently has no rights to the concept plans as presented nor has any agreement with SLI Group. Therefore, while the Township has the ability to negotiate for architectural services, it usually occurs after a selection process; and, as competitive bidding for construction is typically required, legal counsel should advise how to proceed with design, bidding and construction services.

RECOMMENDED BOARD ACTION:

Direct staff to conduct more research on the issues involved, including ownership, transfer to the Township, measurement of usage, safety requirements, funding alternatives, renovation and removal.

THE WOODLANDS TOWNSHIP

The Woodlands, TX

EXECUTIVE SUMMARY

MEETING DATE: February 23, 2011

SUBJECT MATTER: Law Enforcement Study

BUDGET IMPACT: $86,993

FACTS/HISTORY:

At the Board Planning Session in October 2010, the Township Board adopted an action plan for a law enforcement study/review of services. As part of this plan, the consultant was scheduled to be retained in January 2011.

In December 2010, staff prepared and distributed a request for qualifications and proposals (RFQ&P). In January, five proposals were received and evaluated. In early February, staff conducted conference calls with the top two consultants to review the scope of services and associated fees. Staff members involved in the review and interview process were President/General Manager Don Norrell, Assistant General Manager – Community Services John Powers, Director Law Enforcement Services Marian Leck, Management Analyst Karen Dempsey and Captain Andy Eason of the Montgomery County Sheriff's Office – District 6. At the end of the interview process, the staff team unanimously preferred the Novak Consulting/Police Executive Research Forum (PERF) – Management Services Division consultants. In the earlier staff rating process, this was also the highest rated proposal.

Julia Novak and the Novak Consulting Group worked on a variety of projects with the Community Associations in the late 1990s, including the Associations Strategic Plan, and customer service standards and training that is still in use today. PERF conducted a study of police service needs in The Woodlands in 1994 and has experience with several communities in Texas and the Law Enforcement Management Institute of Texas.

Through the interview process, the staff team reviewed the scope of services with the consultant. Based on this discussion, staff agreed that Novak/PERF has the best understanding of The Woodlands Township and its current partnership with Montgomery County Sheriff's Office. Through their proposed plan, Novak/PERF offered the highest level of customization to our community's unique situation and expectations.

PERF has the knowledge base and modeling system to compare our services to those offered in other communities in Texas and nationwide, but also recognizes the partnership that takes place between the Township's Neighborhood Services Department and local law enforcement. Their proposal includes an analysis of the partnership with Neighborhood Services and the

layers of security provided within the Township. Through a combination of interviews with the Board, community members and law enforcement agencies, the Novak/PERF study will consider not just national standards/best practices, but will also consider local policy issues, such as the amount of time spent on specific types of activities like community policing.

To provide a more global review of current services, the Novak/PERF study will look at the services from the Township perspective, but will also review the law enforcement agencies' understanding of the Township's expectations. A thorough analysis of the community expectations, Township perspectives and law enforcement perspectives will also lead to a more comprehensive understanding of future law enforcement needs, whether the Township continues as a special purpose district or potentially incorporates as a municipality.

The high level of customization to The Woodlands community is a major factor in staff's recommendation of this proposal. After the interview process, staff was most comfortable with Novak/PERF's ability to provide the thorough analysis of law enforcement services in response to The Woodlands community's needs.

Proposals for the law enforcement study ranged from approximately $30,000 to $100,000. With that range, the qualifications, proposals and deliverables also widely varied. The board approved $50,000 for the study in the budget process. Cost considerations were, therefore, part of the discussion in the interview process. Recognizing that the scope of the proposed study (as noted in the RFQ&P) included consideration of potential service delivery as a municipality, staff requested that the costs for the two phases of the project be broken down for consideration of a two step process.

The Novak/PERF proposal cost statement proposed a not-to-exceed cost of $89,500, of which $78,766 is for professional services and $10,734 is for expenses, for the entire study.

Upon request, the consultant offered a revised cost estimate based on the proposal as stated, but broken down into two phases:

Phase I – Analysis of Current and Planned Services Provided as a Special Purpose District. This phase would include the thorough analysis of services provided and community needs and expectations under the current contracts with the Montgomery County Sheriff's Office and Harris County Constable – Precinct 4. If the Township completes Phase I separate from Phase II, this initial phase is expected to cost $73,052 - $62,318 in professional services and $10,734 in expenses. Phase I would be completed prior to the budget hearings.

Phase II – Analysis of Incorporation Considerations. This phase would include development of a scenario for an independent police department if The Woodlands chooses to incorporate. If this phase is completed separate from the analysis of current and planned services as a Special Purpose District, Phase II is expected to cost $16,488 plus expenses.

Novak Consulting Group has a practice of decreasing their hourly rates by 10% when engaged in simultaneous contracts. As you may be aware, Novak also provided a proposal for the governance consulting project, but was not selected as one of the top three for interviews. Novak Consulting has notified us, however, that they are willing to decrease their rates 10%

irrespective of the governance decision. *Note: This discount applies to the Novak Consulting Group team members only. The rates remain the same for the PERF team members*.

With the 10% discount, the total not-to-exceed cost to complete the entire study (Phase I and Phase II together), would be reduced to $86,993, of which $76,259 is for professional services and $10,734 is for expenses.

With the 10% discount, the cost for professional services to complete Phase I only is reduced to $70,745 - $60,011 and the expenses remain at $10,734.

The cost of the study exceeds the amount budgeted; however, staff feels the cost difference is justified based on the scope of work as compared to previous law enforcement studies. Approximately $30,000 would be needed in addition to the originally budgeted $50,000. The source of the additional funds would be prioritized from the following funding sources:

1. Any favorable variances that materialize in the law enforcement budget (due to staffing vacancies or other savings; will not take funds away from targeted overtime programs)
2. Up to $16,000 from the Governance line item (pending selection of governance consultant and related selection)
3. The Contingency line item to fund any amounts not covered by items 1 and 2.

RECOMMENDED BOARD ACTION:

It is recommended that the Board accept the proposal from Novak Consulting and Police Executive Research Forum (PERF) – Management Services Division for the Law Enforcement study for Phase I and Phase II to be completed in 2011 at a not-to-exceed cost of $86,993, and authorize the President/General Manager to execute a Professional Services Agreement in connection therewith.

THE WOODLANDS TOWNSHIP

The Woodlands, TX

ADMINISTRATIVE REPORT
COMMUNITY POLICING & LAW ENFORCEMENT SERVICES
February 23, 2011

1. **MCSO Staffing**
    a. Sgt. Paul Cassidy – Community Policing Liaison
        i. Master Peace Officer
        ii. 16 years law enforcement experience
    b. K-9 – Deputy Mike Uber was selected as the K-9 deputy
        i. Should be in-service about February 26
        ii. Will schedule to attend March 23, 2011 BOD meeting for introduction
    c. 2011 Staffing - MCSO
        i. 3 additional personnel in 2011 (1 Sr. Sgt, 1 Sgt. 1 Deputy)
        ii. Total of 85 Personnel (80 through TWT)
            1-Captain
            1-Lieuteant
            4-Sr. Sgt.'s
            1-Sr. Sgt. Traffic
            6-Sgt.'s Patrol
            67-Deputies
            1-K9 Deputy
            1-Detective
            2-Jailers
            1-Secretary
2. **Harris County Constable's Office – Precinct 4**
    a. Deputy Constable Mike Ruby started on February 12, 2011
        i. 16 years law enforcement experience
        ii. Will schedule to attend March 23, 2011 BOD meeting for introduction
3. **Crime Status and Trends**
    a. Notable Arrests:
        i. January 16, 2011
            1. Deputy Weatherford arrested a 28-year-old female from The Woodlands, for possession of marijuana, after a traffic stop at Six Pines & Lake Robbins
        ii. January 18
            1. Deputy Carson arrested a 24-year-old male from Willis, for possession of marijuana, after a traffic stop at Research Forest & Gosling
        iii. January 19
            1. Deputies Hardin and Rodriguez responded to a traffic stop in reference to a Criminal Mischief on Lake Woodlands Drive. Two suspects were identified and taken into custody regarding a Burglary Motor Vehicle at Shadowbend Park. Several stolen items were recovered.
        iv. January 22
            1. Deputy Dewey responded to an alarm/burglary of a building call on Sterling Ridge Drive. Upon his arrival, Deputy Dewey located 2 men both 18-years-old from The

Woodlands, walking on a path nearby. The men indicated that they were just walking in the area and heard the alarm. After detaining both men and upon further investigation of the building, a cell phone was located (inside the building) that belonged to one of the detained men. Both men were arrested for Burglary of a Building.

v. January 22
    1. Deputy Pierman arrested a suspect for Burglary of Habitation. Through further investigation and confession, suspect is possibly linked to over 400 burglary motor vehicles, auto theft and other criminal activity.

b. BLOTTER
    i. Reminder the weekly blotter on our website has details of other arrests
        1. Law Enforcement Advisory Page

c. Did you know that Building Checks (1,676) and Vacation Watch (270) are not included on the stat's in the "Total Calls" – however, are a significant action by MCSO checking property and getting into the neighborhoods

4. Equipment Status

a. Vehicles
b. Continued vendor review of ALPR (Auto License Plate Recognition)
c. Other

5. Police–Community Partnership

a. Programs – Activities – In the Zone

i. Village Association Meetings
    1. MCSO and Harris Co. Constable's Office attended
    2. Share crime statistics and other crime prevention information

ii. With Neighborhood Services – The Woodlands Watch
    1. In January :
        a. Watch Meetings (2)
        b. Good Neighbor Day (1)
        c. Apartment Watch (1)
        d. Watch Talk Wednesday (CSI)
    2. Upcoming in February
        a. Watch Meetings (6)
        b. Watch Talk Wednesday – 2/23(Crime Stoppers)
        c. Watch Talk – Encore Presentation – 3/2 – 7 to 8 p.m.
            i. Cyber Word and Your Children
            ii. St. Anthony of Padua Catholic Church

6. Overtime Programs

a. 2011 Overtime Programming will continue
b. $688,826 budgeted
c. Reviewed with MCSO
d. Fluid

7. Other

a. Crime Prevention, Community & Tourism Oriented Policing 40 hour course – sponsored by Township
    i. March 21-25, 2011 next class (continue until all D6 trained)

THE WOODLANDS TOWNSHIP

The Woodlands, TX

EXECUTIVE SUMMARY

MEETING DATE: February 23, 2011

SUBJECT MATTER: Request for Proposals / Qualifications for design services for the renovation of Sawmill Park

BUDGET IMPACT: $500,000 is budgeted in the 2011 Parks and Recreation Capital Improvement Project for design and renovation of Sawmill Park. The fee for the design services will be negotiated upon approval of the Board but is expected to be in the range of $40,000 to $60,000.

FACTS/HISTORY: The Woodlands Township solicited a Request for Proposals (RFP) / Statement of Qualifications for design/planning consultants to provide comprehensive design, bidding and construction management services for the renovation of Sawmill Park. Sawmill Park is a 6.5 acre Village Park located in the Village of Grogan's Mill (2200 Mill Trace Drive). Sawmill Park was the second park built in The Woodlands in 1979.

The Request for Proposals requested firms to: facilitate a Grogan's Mill Village-wide public input process to garner resident and user needs for the renovation; develop a conceptual plan based on the public input; prepare construction drawings, plans and specifications; furnish bid management services; and provide construction administration services. The scope of these services can be increased or decreased through negotiation based on Township needs and desires.

The RFP was advertised in The Villager, on the Township website and was e-mailed to 30 firms. The deadline for submitting an RFP was January 28, 2010 at 1 p.m. and seven firms submitted proposals. A copy of the RFP is Attachment A; a synopsis of each RFP submitted is Attachment B; a summary of the evaluation team is Attachment C; the score sheet is Attachment D. The design is anticipated to be completed during the summer. Award of Bid for the construction phase will presented to the Board for consideration in late summer in order for construction to begin after the pool season.

After reviewing and scoring the proposals, LJA Engineering, Inc. was evaluated the highest. Staff is proposing to perform bid management and construction administration by staff in order to allocate the maximum amount of the budget to the construction of the project.

RECOMMENDED BOARD ACTION: Authorize the President/General Manager to negotiate and execute a professional services agreement for design services for the renovation of Sawmill Park beginning with LJA Engineering. If a fair and reasonable price cannot be negotiated with LJA, the President/General Manager is authorized to negotiate with the next highest-ranked firm, and subsequent ranked firms, if necessary, until an agreement can be executed.

Attachment A
Request for Proposal

REQUEST FOR PROPOSAL/QUALIFICATIONS
SAWMILL PARK RENOVATION
THE WOODLANDS TOWNSHIP
JANUARY 2011

The Woodlands Township is requesting proposals and statements of qualifications from planning/design consultants and/or similar professionally qualified consultants to provide comprehensive design, bidding and construction management services for the renovation of Sawmill Park.

ABOUT SAWMILL PARK

Sawmill Park is a 6.5 acre Village Park located in the Village of Grogan's Mill (2200 Mill Trace Drive), directly to the west of First Baptist Church of The Woodlands. The park can be accessed via the pathway system from several points of entry: Grogan's Mill Road, Hailey Elementary School and the Woodfarm neighborhood.

Sawmill Park was the second park built in The Woodlands in 1979. It is distinguished by its winding pathways, mature canopy of trees, consisting mostly of oaks and short-leaf pines and a large wheelchair accessible playground for ages 2 to 12, including a dinosaur-themed climber, various activity boards, and multiple slides.

The park provided both passive and active opportunities for recreation. Four lighted tennis courts, sand volleyball, a multi-purpose field and a lighted basketball court are provided. Park users can also enjoy picnics at the many picnic areas or the pavilion, watch children on the playground, take a leisurely stroll along the pathway or, relax by the pool during the summer months.

Sawmill Park also consists of two pools; the main pool (180,000 gallons) and the baby pool (2,700 gallons). The main pool has six lanes with a diving well. The depth of the pool goes from 3.5 feet to 12 feet deep. The diving well has a slide and one meter diving board. The baby pool is mostly covered by a shade structure and the depth of the pool goes from six inches to one foot deep. There is a dragon themed slide on this pool. The entire pool deck and coping stones have been covered with a cool deck material. There are three buildings which are: pump room, front entrance/desk/storage area, and restrooms for pool and park. The pavilion area is off to the side of the pool that is separated by a gate. The entire perimeter of the pool is surrounded by an eight foot fence. There are two shaded area on the deck for patrons to enjoy. The pool was updated in 2009 to meet the Virginia Graeme Baker Act. *Please see Attachment A- Supplemental Pictures for a pictorial of the park.*

Responding consultants are requested to provide a statement of qualifications and prepare a detailed scope of proposed work for consideration. This project will include meeting with the public/neighborhood to identify needs, developing conceptual and construction drawings, plans and specifications, furnishing bid management services, and providing construction administration services.

A. Design Services: This task consists of all services necessary to take the project from initial concept through construction documents, and may include the following services.
   a. Kick-off Conference: The consultant shall meet with Township staff to detail project concept and scope. The consultant shall prepare an agenda, take minutes, and distribute minutes.
   b. Review the following documents/plans, as provided by The Woodlands Township:
      i. Demographics of the neighborhood and Village of Grogan's Mill.
      ii. Input received on the project from the Parks and Recreation Advisory Council and the Village Association of Grogan's Mill.
      iii. The current inventory of parks and recreation amenities.
      iv. The Woodlands Township demographic, economic impact, market and socio-economic data.
      v. The Woodlands Township Resident Study (2008, 2010).
      vi. The Woodlands Parks and Recreation System Standards.
      vii. Existing Park Plans (PDFs).
   c. Facilitate a public input process consisting of at least a survey/meeting of residents in the impacted area (Village Wide).
   d. Develop a complete set of bid/construction documents and drawings.
   e. Prepare site and landscape plans, as needed.
   f. Prepare specifications, as needed.
   g. Attend submittal reviews meeting with Township staff and The Woodlands Land Development Company (up to 2-3 meetings).
   h. Prepare documents for any and all permits or approvals, as needed.
   i. Deliver the following:
      i. Provide one (1) copy of complete bid document (plans, specifications, etc) to The Woodlands Township.
      ii. Provide digital copies of all bid documents on CD/jump drive (example -.doc, .dwg, .xls file types) to The Woodlands Township.

B. Bidding Services *(Alternate 1):* This task consists of any and all services necessary for the administration of bidding services of the project, and may include the following itemized services.
   a. Maintain and update a plan holders list.
   b. Issue addenda to the bid documents, as required.
   c. Arrange and conduct a Pre-Bid Conference including agenda. Record minutes and distribute to all attendees.
   d. Attend the bid opening, prepare the Bid Tab in Excel and forward to the Parks and Recreation Department.
   e. Attend The Woodlands Township Board of Directors meeting, as required.
   f. Forward a copy of the final bid tab to all bidders upon approval of project from The Woodlands Township Board of Directors.
   g. Prepare Notice of Award letter for The Woodlands Township project manager's signature and distribution to contractor for execution.

h. Prepare contracts using standard Township construction contract.
i. Facilitate value engineering process, if required.

C. Construction Services *(Alternate 2):* This task consists of all services necessary for the administration of the project construction stage, and may include the following services.

a. Prepare Notice to Proceed for The Woodlands Township project manager's signature and distribution to contractor for execution.
b. Arrange and conduct a Pre-Construction Conference including agenda. Record minutes and distribute to all attendees.
c. Provide written clarification regarding drawing and specification questions.
d. Provide recommendations to address changed or unknown conditions that may appear during construction.
e. Prepare and submit monthly pay requests to The Woodlands Township.
f. Review and make recommendations to The Woodlands Township on shop drawings, product submittals, test results, and other submittals.
g. Prepare change orders, and extra work orders for contractor and make recommendations for their approval or denial.
h. Attend weekly construction progress meetings, as necessary.
i. Prepare and submit project completion punch list items to the Contractor and Parks and Recreation and oversee its completion.
j. Prepare "As-Built" plans and specifications. "As-Built" plans and specifications shall be submitted as a hard copy and on CD/jump drive (example -.doc, .dwg, .xls file types) in a compatible format. Submit to Parks and Recreation –Project Manager within 30 days of project completion.

D. PROJECT TEAM, MEETINGS, AND SUBMITTALS SUMMARY

a. Project team members will include:
    i. The Consultant
    ii. Parks and Recreation staff (Admin, Operations, Aquatics)
b. Meetings requiring the Consultant's participation will likely include, but may not be limited to the following:
    i. Kick-off meeting
    ii. Public Meeting(s)
    iii. Park Planning Meeting, if necessary
    iv. Pre-Bid Conference
    v. Bid Opening
    vi. Pre-Construction Conference
    vii. Construction Progress Meetings
    viii. Board of Directors Meetings, as required

E. Submittals include:

a. Kick-off meeting - meeting minutes
b. Bid Documents - including plans, specifications, contract documents, and cost estimate.
c. Pre-bid conference meeting minutes
d. Bid Tab and award recommendation
e. Pre-Construction conference meeting minutes
f. Shop drawings, materials and samples submittal reviews
g. "As-Built" plans and specifications
h. Progress meeting minutes
i. Project completion "Punch List"
j. Construction Project Close-out Checklist

k. Letter of certification of project completion
l. The Consultant shall allow 7 working days for The Township to review submittals.

PROJECT TIME LINE

a. Release Request for Proposal – Week of January 9, 2011
b. Deadline for Proposals – January 28, 2010 1:00 pm
c. Evaluation of Proposals – Week of January 31, 2011
d. Interviews (if needed) – February 4, 2011
e. Approval and Award of Bid to Successful Consultant – February 23, 2011
f. Public Meeting/Information Gathering- March, 2011
g. Preliminary Concept/Documents (30% Drawings)- April 8, 2011
h. Preliminary Concept/Documents (60% Drawings)-May 8, 2011
i. Preliminary Concept/Documents (90% Drawings)-June 8, 2011
j. Finalized Construction/Bid Documents-June 17, 2011
k. Construction Sawmill Park Renovation Release of Bid- June 24, 2011
l. Sawmill Park Renovation Pre-Bid Meeting- July 8, 2011
m. Sawmill Park Renovation Bid Due- July 29, 2011
n. Approval and Award of Bid to Successful Contractor for the Sawmill Park Renovation – August 24, 2011
o. Construction Commencement- September 26, 2011

SUBMITTAL FORMAT

Each submittal shall be typewritten, single spaced, and submitted on 8 1/2" x 11" white paper. Two (2) copies of the submittal must be provided including one unbound copy suitable for photocopying and/or scanning. A submittal shall not exceed 20 pages in length, excluding attachments.

SUBMITTAL REQUIREMENTS

Submittals shall be firm for a period of 90 days following Submittal Date. Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFP/Q document and Selection Criteria. Any cost or expense incurred by the Respondent that is associated with the preparation of the Proposal or the selection process shall be borne solely by the Respondent. All proposals become property of The Woodlands Township upon receipt and will not be returned. Submittals shall contain the following information which is further outlined in ***Items A through F***:

- One page letter of interest that includes a synopsis of the prime firm and sub-consultants, the team's qualifications, the project manager and primary contact, the project principal representing the contractual authority of the firm.
- A project organization chart. Identify team composition, if a team is proposed. Define key staff members who will be working on the project and explain their roles.
- Profile(s) of firm or team members including the number of employees, location and number of years in business under its current name and relevant experience.
- A description of the proposed approach to the project including a response to the preliminary scope and engagement of the community.
- Resume of the project manager, principle, staff, and sub-consultants identified as having a major role in the project.

A. PROJECT TEAM

Identify the project principal, the project manager, key staff and sub consultants. Present a brief

discussion regarding how the team's qualifications and experience relate to the specific project. Elements that will be considered by the panel when reviewing your submittal:

- ❑ Qualifications and relevant individual experience.
- ❑ Unique knowledge of key team members relating to the project.
- ❑ Experience on projects as a team.
- ❑ Key staff involvement in project management and on-site presence.
- ❑ Time commitment of key staff.
- ❑ Qualifications and relevant sub consultant experience.

B. FIRM CAPABILITIES

Elements that will be considered:

- ❑ Are the lines of authority and coordination clearly identified?
- ❑ Are essential management functions identified?
- ❑ Are the functions effectively integrated? (e.g., sub consultants' role delineated)?
- ❑ Current and projected work load.

C. PRIOR EXPERIENCE

Use this portion of your submittal to describe relevant experiences with the project type described in the RFP document and various services to be provided. Elements that will be considered by the panel when reviewing your submittal:

- ❑ Experience of the key staff and firm with projects of similar scope and complexity for assessing parks and recreation agencies, sport field analysis, competitive aquatic needs analysis, etc.
- ❑ Demonstrated success on past projects of similar scope and complexity.
- ❑ Development of conceptual designs of sport field and aquatic facilities.
- ❑ Experience with economic impact modeling for parks and recreation facilities.
- ❑ Prior experience with The Woodlands Township (or its predecessors).
- ❑ References- Include the name and current telephone number and/or email address of the project manager for every project listed.

D. PROJECT APPROACH

For the project and services outlined in the RFP document, describe how you plan to accomplish the following project control and management issues:

- ❑ Budget Methodology/Cost Control.
  - ⇒ Establish and maintain estimates of probable cost within the Township's established budget. Total project cost, inclusive of design fees is $500,000.
- ❑ Schedule
  - ⇒ Manage the required work to meet the established schedule.

E. WORK LOCATION

Describe where the prime and sub consultants will do the key work elements of this project. Elements that will be considered by the panel when reviewing your submittal:

- ❑ Proximity of firms' office as it may affect coordination with The Township project manager and the potential project location.
- ❑ Firm's familiarity with the project area.
- ❑ Knowledge of The Woodlands Township.

F. FEES

Submit your proposed fee by Task/Alternate as part of your submittal:

- ❑ Task A- Design Services
- ❑ Alternate 1- Bidding Services
- ❑ Alternate 2- Construction Services

SELECTION CRITERIA (100 Point Possible)

The Woodlands Township will conduct a comprehensive, fair, and impartial evaluation of all Proposals received:

- 20% Project approach and understanding of objectives and constraints.
- 20% Demonstrated knowledge of The Woodlands Township and The Woodlands.
- 20% working with community and agencies on similar projects.
- 15% Demonstrated ability to meet project schedules and budgets.
- 15% Management, team organization and skill of experience of key team members.
- 10% Other Factors as determined by the Selection Team. (i.e. knowledge of local issues, responsiveness, etc.)

QUESTIONS/ADDENDUM

Respondents may provide responses to questions asked of them by The Woodlands Township staff contact person after the responses are received and opened. If significant questions are posed, an addendum will be issued and be available at www.thewoodlandstownship-tx.gov/bids.

INTERVIEWS

During interviews, if any, verbal questions and explanations will be permitted. The Woodlands Township reserves the right to exclude any persons from interviews as it deems in its best interests.

SUBMITTAL DEADLINE

Specific requirements for submittals are outlined in this Request for Proposal. In order to facilitate review, two (2) copies of submittals must be provided including one unbound copy suitable for photocopying and/or scanning. Submittals must be received by:

Kelly Dietrich, CPRP
Assistant Director of Parks and Recreation
The Woodlands Township
8203 Millennium Forest Drive
The Woodlands, TX 77381
281.210.3900
kdietrich@thewoodlandstownship-tx.gov

Deadline for receipt at The Woodlands Township (mailed or hand delivered) is: January 28, 2011 1:00 pm. Emails and fax proposals will not be accepted. Late submittals will be rejected without consideration. The Woodlands Township assumes no responsibility for costs related to the preparation of submittals.

Notice of Clarification #1

Note: This Notice of Clarification shall be included as part of the Submittal. Items in this Notice applies to any and all specifications whether referenced or not involving portions of work added, deleted, modified, or otherwise addressed in the Notice.

1. Does the total project budget ($500,000) include design fees and construction costs?

    a. The project budget for the renovation of Sawmill Park is $500,000 inclusive of design services, biddings service, construction administration, surveying, construction costs, and construction phase testing, if necessary. Consultant fees shall be inclusive of reimbursables such as travel, printing, etc.

2. Is there a program for the park renovation or is programming part of the scope of work?

    a. Sawmill Park is a Village Park and has a prescribed program (pool, playground, picnic, athletic courts and fields, pavilion, parking and pathways) per The Woodlands Recreation Facilities Guidelines. The scope may include upgrading and/or enhancement of existing facilities and/or adding new amenities.
    b. The park is 32 years old. Over the years routine improvements have occurred such as tennis court resurfacing, pool re-plastering, pool deck refurbishment, theme slide refurbishment, shade improvements, pathway repairs, and playground replacement. Improvements have been made on a per amenity basis; however an overall park improvement plan has not been addressed. This project is to look at the park as a whole and create a renovation plan that improves the overall park and its amenities.
    c. Though the community input process will need to confirm, The Woodlands Township anticipates improvements will be needed to create an sense of arrival at the park, enhanced circulation within the park, pool and pavilion improvements, lighting upgrades, parking and forest clean-up.

3. Paragraph C on page 6 includes a couple of points highlighting experience with:
    a. Assessing Parks and Recreation Agencies
    b. Sport Field Analysis
    c. Competitive Aquatic Needs Analysis
    d. Design for Sport Field and Aquatic Facilities
    e. Economic Impact Modeling for parks and rec facilities

    Are these items applicable to this specific project?

    a. Portions of Paragraph C on page 6 are not applicable to this project. Elements that will be considered by the panel when reviewing submittals are:

        - Experience of the key staff and firm with projects of similar program elements, scope and budget.

- ❑ Demonstrated success on past projects of similar scope and complexity.
- ❑ Development of creative conceptual designs of a park of similar size and program that incorporate current parks and recreation trends.
- ❑ Demonstrated success on public input process for projects of this size and scope.
- ❑ Prior experience with The Woodlands Township (or its predecessors).
- ❑ References- Include the name and current telephone number and/or email address of the project manager for every project listed.

4. Do you anticipate the community being involved in review/comment of preliminary design drawings (selecting between designs), or just providing input during needs assessment?

   a. The Woodlands Township anticipates that the public input process will be to provide input during the needs assessment of the scope of work.
   b. The consultant will only be required to attend Park Planning meetings with The Township and The Woodlands Development Company to review the preliminary designs (approximately three (3) meetings). The Woodlands Township staff may provide opportunities for others, such as the Parks Advisory Council and the Grogan's Mill Village Association, to review preliminary designs.

5. How does the RFP, as written, conform to the Texas Professional Services Procurement Act, Subchapter A, Chapter 2254 of the Government Code?

   a. Section Sec. 2254.003 (Selection of Provider; Fees) states that "A governmental entity may not select a provider of professional services or a group or association of providers or award a contract for the services on the basis of competitive bids submitted for the contract or for the services, but shall make the selection and award:

      I. On the basis of demonstrated competence and qualifications to perform the services; and
      II. For a fair and reasonable price.
      III. The professional fees under the contract may not exceed any maximum provided by law.

      In reviewing the RFP Items A-E addresses the "demonstrated competence and qualifications" while Item F address fees. The Selection Criteria (page 7) does not include fees or a discussion of fees. The evaluation will be based on a scoring matrix that doesn't include fees.

   b. Section 2254.004. CONTRACT FOR PROFESSIONAL SERVICES OF ARCHITECT, ENGINEER, OR SURVEYOR. In procuring architectural, engineering, or land surveying services, a governmental entity shall:

      a. first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and

b. *then attempt to negotiate with that provider a contract at a fair and reasonable price.*

The selection criterion does not include fees.

Sawmill Park Request for Proposal/Qualifications
Notice of Clarification #2
January 24, 2011

Note: This Notice of Clarification shall be included as part of the Submittal. Items in this Notice applies to any and all specifications whether referenced or not involving portions of work added, deleted, modified, or otherwise addressed in the Notice.

6. Is there a survey of the park in CAD form, or will base mapping be part of our proposal?

Design Services: This task consists of all services necessary to take the project from initial concept through construction documents, and may include the following services.

a. *Kick-off Conference: The consultant shall meet with Township staff to detail project concept and scope. The consultant shall prepare an agenda, take minutes, and distribute minutes.*
b. *Review the following documents/plans, as provided by The Woodlands Township:*
    i. *Demographics of the neighborhood and Village of Grogan's Mill.*
    ii. *Input received on the project from the Parks and Recreation Advisory Council and the Village Association of Grogan's Mill.*
    iii. *The current inventory of parks and recreation amenities.*
    iv. *The Woodlands Township demographic, economic impact, market and socio-economic data.*
    v. *The Woodlands Township Resident Study (2008, 2010).*
    vi. *The Woodlands Parks and Recreation System Standards.*
    vii. *Existing Park Plans (PDFs).*
    viii. A land survey which will include trees, topography and meets and bounds.

7. The RFP, addendum 1, as written, requires further examination to conform to the Texas Professional Services Procurement Act, Subchapter A, Chapter 2254 of the Government Code?

G. FEES

Submit your ~~proposed~~ estimated fee by Task/Alternate as part of your submittal:

- ❑ Task A- Design Services
- ❑ Alternate 1- Bidding Services
- ❑ Alternate 2- Construction Services

Attachment B
Synopsis of RFP's

Clark Condon Associates (CCA) is a Landscape Architecture firm based in Houston, Texas. They specialize in landscape design, recreation and open space master planning and recreation needs assessments. Their proposal uses a team approach with key staff from Clark Condon, LJA Engineering, Inc. and MCCM Architecture. The estimated fee will range from $68,000 to $94,000. CCA's approach includes having a project kick off meeting, a community outreach program which includes a town hall type meeting, conducting an analysis of existing conditions, design development, construction documents, bidding and construction administration. The Township has past experience with CCA as they were the landscape architect for Rob Fleming Park/Aquatic Center, Olmstead Park, and Terramont Park.

Landplan Engineering, PA has an office in The Woodlands Area. Their proposal uses a team approach with key staff members and experts in aquatics (Water Technology). The estimated fee will range from $60,000 to $100,000. Their proposal details a public involvement through a visioning process with resident to assess the community's needs. The firm will develop a bubble diagram to illustrate the needs along with a probable construction cost prior to being the design development. Landplan has experience in Parks and Recreation related issues through several park development projects in the Kansas City area, which is where there home office is located. The Township has past experience with Landplan as they have assisted the Parks and Recreation Department on traffic control plans, parking lot re-surfacing, window seal specification development and other projects.

LJA Engineering, Inc. has an office in The Woodlands Area with key members living in the community. LJA has a team approach with experts in aquatics (Water Technology), geotechnical services (HVJ) and mechanical, electrical and plumbing service (Holste & Associates). Their proposal details a public involvement with key stakeholders from the Park Advisory Council, Grogan's Mill Village Association and interested residents. LJA will also conduct an analysis of existing conditions to incorporate into design development, construction documents, bidding and construction administration. The estimated fee will range from $45,000 to $76,000. LGA understands the system as a result of a combined 29 years of experience working in The Woodlands including designing a number of the parks in the community. The Township has past experience LJA through The Woodlands Development Company as they were the firm that recently designed Tupelo Park, Winterra Park, Black Knight Park, Montfair Park, Star Ridge Park and Timmaron Park.

Huitt-Zollars' corporate headquarters are in Dallas, Texas with satellite offices across the county include one in Houston. They are a full service firm with architecture, landscape architecture, engineering and planning. Their proposal uses a team approach with key staff members and experts in aquatics (Aquatic Excellence), public input (Kaplan Public Relations) and geotechnical services (Tolunay Won Engineers). The estimated fee will range from $50,000 to $75,000. Huitt-Zollars was the only consultant that proposed to utilize a public input firm to gain input from the residents. One of their key staff members grew up in The Woodlands in Grogan's Mill and was a lifeguard in the summer. Huitt-Zollars' approach includes having a project kick off meeting, a community outreach program that include surveying and meeting with residents and site visits and meetings for design development.. The Woodlands Township does not have experience with this firm.

Burditt Consultants, LLC. has an office in Conroe. Their proposal uses a team approach with key staff members and experts in skate parks (ActionSportDesign). They are a full service firm with landscape architecture, architecture, irrigation, environmental planning and planning. The estimated fee will range from $40,000 to $57,000 which does not include the bidding and/or construction administration. Their proposal details a public involvement through an interactive public input process through a series of public meetings. The firm provided opportunities and constraints with of the park with the proposal. The Township has past experience with Burditt as they were the consultants for the Integrated Forest Management Plan and the Lake Pond Management Study.

Halff Associates has an office in Houston with a Conroe office opening March 1. The head quarters in Richardson, Texas. Their proposal uses a team approach with key staff members and experts in aquatics (Waterscape Consultants). They are a full service firm with architecture, landscape architecture, engineering, surveyors, and planning. The estimated fee will range from $48,500 to $81,500. Their proposal details two community meetings to understand the needs of the residents and users. The Township has past experience with Halff as they were the consultants for Bear Branch Park Master Plan and Lakeside Park and Waterscape was the consultant for Forestgate Pool.

TBG Partners has an office in Houston. TBG is a landscape architecture firm. Their proposal uses a team approach with key staff members and experts in civil engineering (Kimley-Horn and Associates). One of their key staff members grew up in Grogan's Mill and played tennis at Sawmill Park. The estimated fee will range from 7% ($35,000) to 9% ($45,000) of the total budget. Their proposal includes details on successful public input processes and that one public meeting would be held to gain input. The Township has past experience with TBG as they were the consultants for May Valley Park, Wilde Creek Park, Artist Grove Park and Tallowberry Park.

NOTE: The fees are an estimated range and do not include reimbursables.

Attachment C
Scoring Matrix Summary

Firm	Average Score
LJA	4.06
Halff & Associates	3.81
Clark Condon	3.75
Landplan	3.67
Burditt Consultants LLC	3.48
Huitt-Zollars	3.45
TGB	3.31

Reviewers:

Chris Nunes-Director of Parks and Recreation

Kelly Dietrich- Assistant Director of Parks and Recreation

John McGowan- Aquatics Superintendent

Robert Bruce- Recreation Facilities Development Manager

John Raybon - Neighborhood Services Manager

John Powers - Assistant General Manager Community Services