

<Name>  
<Address>  
<City, State, ZIP>

February 28, 2007

Dear <Name>,

At the December 7, 2006 City Council meeting, the Council adopted a Three-Year Annexation Plan and directed staff to begin preparation of a Service Plan for the area under consideration. The proposed area is bounded by the city limits on the north and west boundary. The eastern boundary coincides with the eastern boundary of the West ½ of Survey No. 17, Lunatic Asylum Lands. The southern boundary follows the right-of-way of FM 707 and Vinson Lane. (see attached map).

Under the procedures of the Three-Year Annexation Plan, these areas cannot be annexed until December 2009. The following services must be available on the date of annexation:

- Police protection
- Fire protection
- Solid Waste Collection
- Operation and maintenance of water and wastewater facilities if not in the service area of another water or wastewater utility
- Operation and maintenance of roads and streets, including street lighting
- Operation and maintenance of parks playgrounds and swimming pools
- Operation of any other publicly owned facility, building, or service

In addition, full City services, including water and wastewater, must be provided within 2 ½ to 4 ½ years of the date of annexation subject to state law requirements and exceptions (for more detail, see attached copies of Local Government Code Section 43.056).

Within the responsibilities of each of your departments, please provide a summary of existing public facilities and services that are available to this area, confirmation that the City will assume maintenance of public facilities in this area, and a summary of any new facilities or services that would be needed to accommodate the needs of this area. This information must be returned to Planning and Development Services no later than **May 29, 2007**.

I have attached a copy of the proposed annexation calendar for your information. If you have any questions, please feel free to contact me at (325) 676-6237.

Sincerely,

Jon James  
Director of Planning and Development Services