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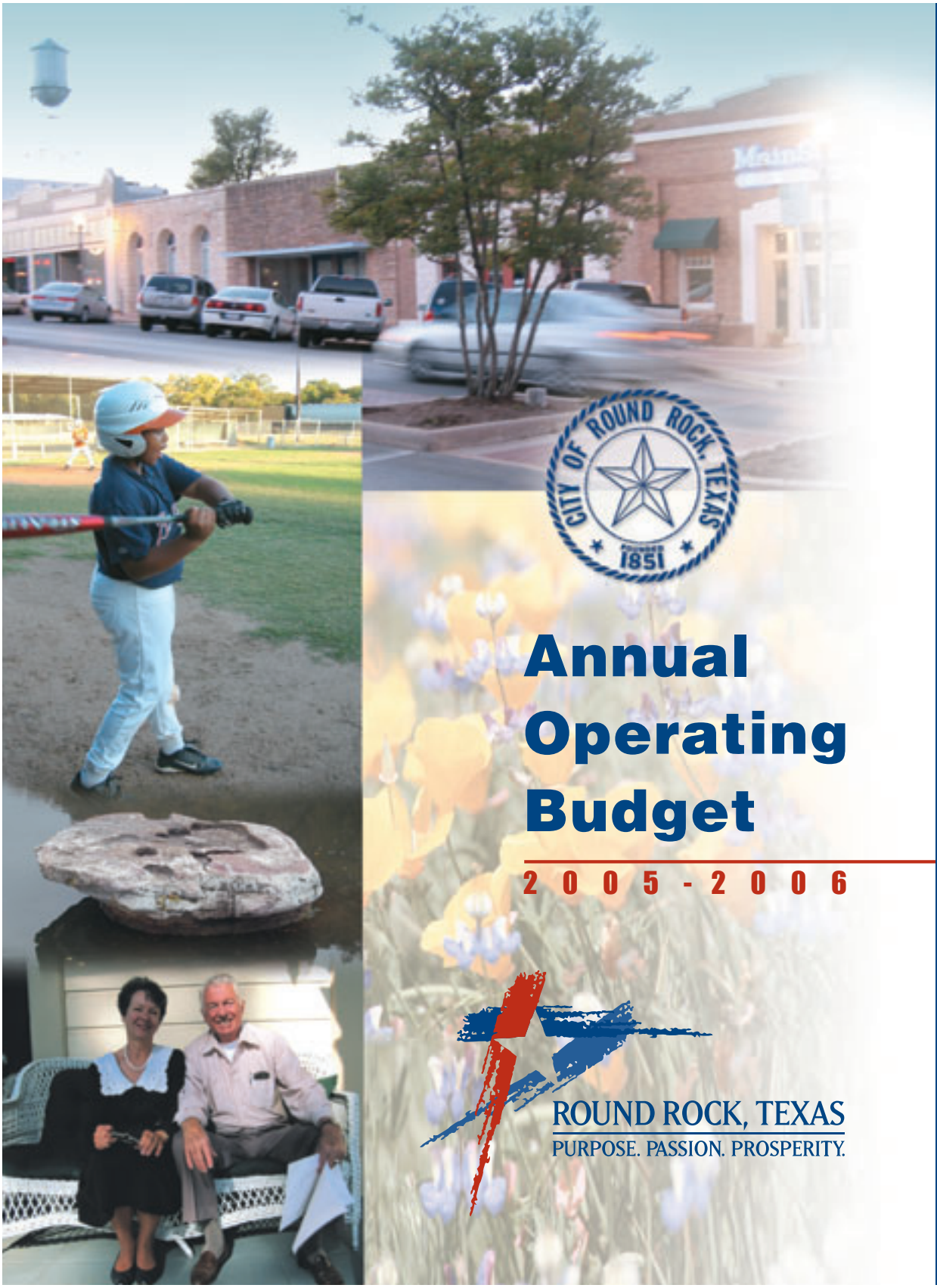


Annual Operating Budget

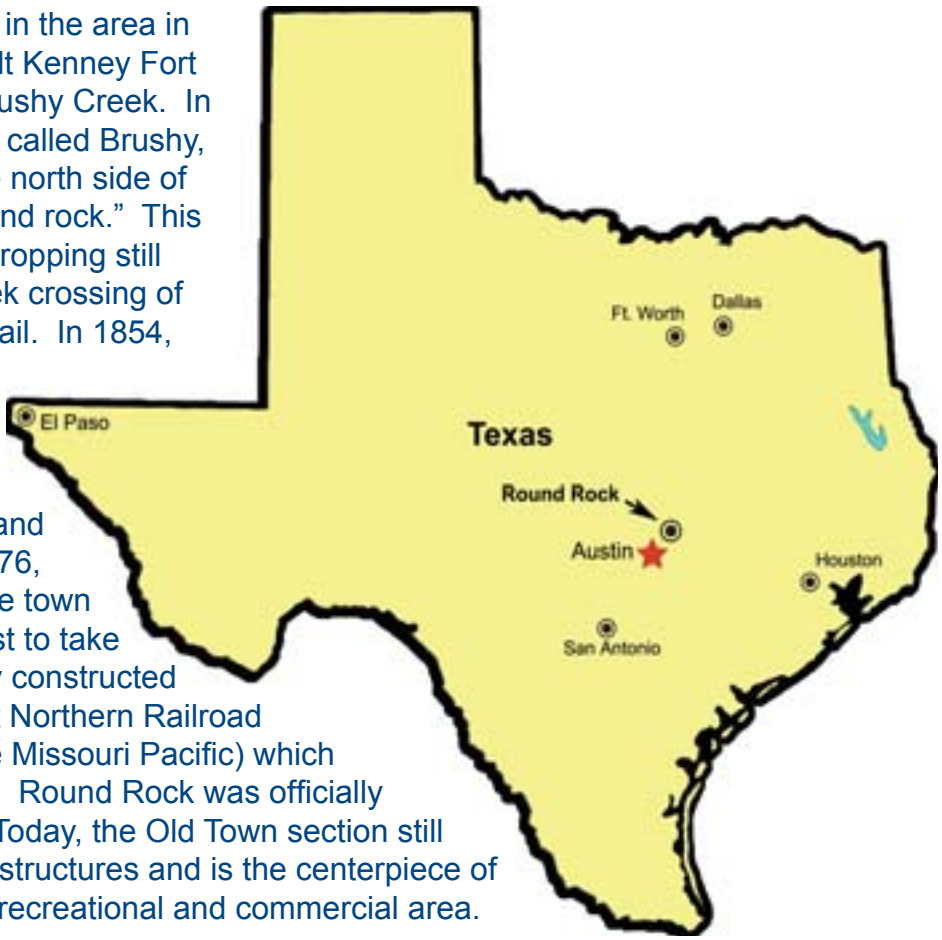
2005-2006

ROUND ROCK, TEXAS

PURPOSE. PASSION. PROSPERITY.

Round Rock

Settlers began arriving in the area in the late 1830's and built Kenney Fort on the south side of Brushy Creek. In 1850 the original town, called Brushy, was established on the north side of the creek near the "round rock." This table-shaped rock outcropping still marks the Brushy Creek crossing of the famed Chisholm Trail. In 1854, Brushy was renamed Round Rock. The town served as a stop on the Chisholm Trail throughout the 1860's and the early 1870's. In 1876, the residents moved the town about one mile due east to take advantage of the newly constructed International and Great Northern Railroad line (later known as the Missouri Pacific) which bypassed the old town. Round Rock was officially incorporated in 1913. Today, the Old Town section still contains many historic structures and is the centerpiece of an evolving, historical, recreational and commercial area.



City of Round Rock Annual Budget

For the Fiscal Year
OCTOBER 1, 2005 • SEPTEMBER 30, 2006

CITY LEADERSHIP:

NYLE MAXWELL *Mayor*
ALAN McGRAW *Mayor Pro-Tem*

RUFUS HONEYCUTT *Council Member*
JOE CLIFFORD *Council Member*
SCOTT RHODE *Council Member*
CARLOS SALINAS *Council Member*
Open *Council Member*

JAMES R. NUSE *City Manager*
DAVID KAUTZ *Assistant City Manager/Chief Financial Officer*

Published in accordance with the City of Round Rock Home Rule Charter

ROUND ROCK, TEXAS
PURPOSE. PASSION. PROSPERITY.

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Round Rock
Texas

Special Performance Measures Recognition

For the Fiscal Year Beginning

October 1, 2004

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Round Rock, Texas for its annual budget for the fiscal year beginning October 1, 2004. 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 communications device.

This award is valid for the period of one year only. We believe that 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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Budget Message

September 22, 2005

The Honorable Mayor, Mayor Pro-Tem and City Council
City of Round Rock, Texas

Dear Mayor Maxwell, Mayor Pro-Tem McGraw and Members of the Council:

Presented herewith is the adopted operating budget for fiscal year October 1, 2005 through September 30, 2006. This document contains spending plans and revenue estimates for the General Fund, the Debt Service Funds, the Water/Wastewater Utility Fund and Special Revenue Funds.

The total operating budget is $107,948,576 a 7.3% increase over the 2004-2005 revised budget. This figure includes $70,595,268 for the General Fund, $10,302,869 for the Debt Service Funds and $27,050,439 for the Water/Wastewater Utility Fund.

Spending plans and revenue estimates are provided for Special Revenue Funds with expenditures as follows: $1,720,000 for the Hotel Occupancy Tax Fund, $75,500 for the Municipal Court Fund, $3,000 for the Ron Sproull Memorial Fund and $3,400 for the Library Fund.

Following the City's Strategic Plan (provided below), population projections, departmental operating plans and specific guidelines issued by the City Manager, the operating departments developed the basic spending plan contained in this document. The spending plan provides funding for basic services, critical needs, equipment replacement, facility upgrades and expanded programs as discussed on the following pages.

The City's operating departments have continued the development of two-year budgets this year in an effort to identify the impact of current year programs and commitments on the future. The second year budget is not formally adopted in the budget process but is presented as an aid to decision making. The second year presentation (2006-2007 projected budget) reflects only the extended cost of the programs and operating commitments, which are adopted for 2005-2006.

As illustrated in the Budget Summary section (please see the **Budget Summaries Tab**), this budget plan adheres to the City's financial policies and preserves the City's strong financial position while providing excellent levels of service.

Document Organization and Presentation

This budget document is intended to give the reader a comprehensive view of funding for the City's day-to-day operations, scheduled capital improvement expenditures and principal and interest payments for outstanding long-term debt and capital leases. The operations are organized into programs of service or operating departments to give the public a clear idea of how resources are allocated.

The **City Profile Tab** presents an informative overview of Round Rock. A list of Council members, an organizational chart, location and a history of the City is provided along with charts and graphs illustrating historical trends for important operating influences such as building activity, sales tax collections, and taxable property values.

The **Budget Summaries Tab** includes a summary of the budgeted revenue and expenditures for each operating fund mentioned above. Also illustrated is the effect this budget has on the fund balance or working capital for each fund.

The **Revenue Estimates Tab** contains line item detail for all operating revenue, including previous year comparisons. Reasons for changes in major revenue sources and major revenue trends are discussed later in this budget message. The Footnotes section of the **Appendix Tab** also has brief information about individual revenue line items.

The **General Fund Expenditures Tab** provides a program of services for each operating department with prior year actual and future year projected comparisons. Additionally, an organizational chart is provided for each department along with highlights of prior year accomplishments and significant changes planned for the upcoming year. Generally, measures of demand, input, output, efficiency, effectiveness, and staffing levels are also provided, along with key departmental goals and funding sources. A similar presentation is provided for the Water/Wastewater Utility operations under the **Water/Wastewater Utility Fund Expenditures Tab**.

The **Debt Service Funds Expenditures Tab** provides a summary of the annual principal and interest payments for all outstanding bonded debt and capital leases.

Current capital improvements are summarized behind the **Capital Projects Funds Expenditures Tab**. Capital improvements are major construction projects or improvements to the City's infrastructure and have a long useful life. Typically, the improvements are funded with borrowed funds (bonds, certificates of obligation and capital leases), transfers from an operating fund and, in the case of the utility system, capital recovery fees.

The **Special Revenue Funds Expenditures Tab** provides a detailed spending plan for funds which account for proceeds of specific revenue sources that are legally restricted for certain purposes.

The **Debt Schedules Tab** provides details on outstanding debt including its purpose, amount outstanding and a payment schedule.

The **Tax Information and Levy Tab** provides a calculation of the City property tax rate, a historical presentation of the property tax rate and a property tax and debt summary schedule.

The **Personnel Schedules Tab** contains summary information and detailed classification and compensation of City personnel. The Personnel Schedules contain all budgeted positions and correspond to Authorized Personnel listings in each operating department.

The **Capital Outlay Detail Tab** provides a listing of all major capital purchases planned for acquisition in the General and Utility Funds. These items are comprised mostly of rolling stock and computer-related equipment and are listed in detail because they are expensive and long lasting.

The **Financial Statistics Tab** provides various City statistical information for the fiscal year ended September 30, 2004.

Finally, the **Appendix Tab** contains explanatory and supporting data, which serves to enhance the public's understanding of the budget process and information provided in the budget document.

Strategic Planning and the Mission of the City

The City views its planning and operations in a strategic manner. This type of planning environment encompasses making assumptions about the community's general needs for the next three to five years. Planning for the Water/ Wastewater Utility extends to twenty years for infrastructure needs and well beyond thirty years for water reserves. These needs are identified through citizen and customer surveys, research into technological innovation, demographic trend analysis and observation of other factors affecting the community. Once compiled, the assessment of needs is combined with the City Council and staff view of the City's business purpose in order to articulate a vision statement. The vision statement summarizes both the fundamental purpose and the fundamental nature of our organization. In the summer of 2003, the Round Rock City Council articulated six strategic priorities providing City departments with direction for developing departmental planning priorities. The City's Strategic Plan was then revised to reflect the goals as set forth by the Council. Goals for the City and its operating departments are then developed in relation to the City's Strategic Plan and provide a common view of where efforts and resources are to be directed and where we wish to be over the next few years. The City's vision and goals developed within the Strategic Plan are listed below and, correspondingly, objectives and the related budgetary requirements for meeting these goals have been developed by each operating department. Objectives are more specific targets set for each goal and will be developed within each operating department's budget.

In addition to assisting with the development of the City's Strategic Plan, each Department is responsible for developing a "Strategic Budget." Strategic Budgeting is the process that the City will follow to link the City's Strategic Plan and individual departmental strategy and performance, to the City's budget. The link between the City's budget and the key departmental goals is thereby ensured.

Vision Statement for the City

Round Rock is a diverse, historic, and family-oriented community with a distinct identity as a great city in which to live, work and play. In providing a high quality of life, our City is progressive, committed to democratic ideas and concerned with the impact of today's decisions on future generations. Residents, government, and business are committed to working together to build a more vibrant community.

Strategic Goals for the City of Round Rock, Fiscal Year 2005-2006

Goal 1 Round Rock will retain and expand the economic base, diversify the local economy, provide greater employment opportunities and provide access to a broader range of goods and services for residents and non-residents.

Goal 2 Round Rock will review the General Plan with emphasis on the northeast quadrant of the City to provide for educational, business, residential and retail uses.

Goal 3 Round Rock will improve the image and appearance of the community.

Goal 4 Round Rock will plan and facilitate the City's transportation systems, at the local and regional level, to improve traffic flow and personal mobility.

Goal 5 Round Rock will plan and implement effective and efficient services within the City's financial capacity to meet the needs of residents, customers and employees.

Goal 6 Round Rock will communicate openly and effectively with its citizens, employees, the media, public and private organizations and visitors.

Budget Priorities and Changes in Funding

The development of the budget for the 2005-2006 fiscal year is guided by the above described vision and strategic goals, prevailing economic conditions and, additionally, by the continuing need to provide basic and improved services for a growing population. Two primary priorities are addressed in this budget and those are to provide sufficient funding to adequately provide core operating services in the midst of rapid population growth and, secondly, to tailor City services to better meet the needs and expectations of a larger community.

Generally, because of the need to meet the demands of a larger day time population created by steady job growth, a growing commercial/industrial sector and a larger residential population, operating requirements have increased. These requirements are reflected in the department funding requests.

While, as mentioned above, population growth has been a factor in the City's operations and budget development, the speed of the growth has also influenced this budget plan. For the past several years, Williamson County, in which Round Rock is the largest city, has been one of the fastest growing counties in the State of Texas. These facts create substantial demands on City services and infrastructure, which must be met within a narrow time frame. Consequently, operating departments reflect changes in funding from the prior year to meet these expected demands.

An underlying budgetary influence is the City's business model. More than 60% of the General Fund revenue is provided by the sales tax. A half-cent component of the two-cent local sales tax rate exists for the sole purpose of reducing the property tax rate. The result is a heavy reliance upon the sales tax as a revenue source for operations and reduced reliance upon the property tax. The sales tax is a less stable revenue source than the property tax but provides more discretion to the taxpayer. Because of this revenue makeup, the City tends to carry higher fund balances, estimate sales tax revenue conservatively and introduce new programs somewhat more cautiously until projected revenue levels are established. The City is also more attentive to the health of its economy because of the reliance upon commerce to produce the sales tax. These issues are discussed more fully in the following pages.

Budget Development Process

The approved budget is a complex document and represents the culmination of months of preparation and discussion among the operating departments regarding the best ways to provide services to the community at the greatest value. This budget was developed consistent with the City's high performing organizational philosophy (HPO) which strives to simultaneously deliver high product and service quality, outstanding "customer value" and sound financial performance. Specifically, the process this year began in February with a City Council work session to discuss fiscal policy and economic outlook. The City Manager, Assistant City Manager/Chief Financial Officer and Finance Director met to refine operating guidelines and soon thereafter budget files and workbooks were provided to the operating departments. In addition, the FY 2005-2006 adopted budget was developed under guidelines established by the City's new Financial Management Policy adopted by the City Council in March of 2005. Specifically, the policy is designed to manage the City's growing operational reliance on sales tax generated by a single taxpayer. The policy is discussed in detail in the Sales Tax Collection section of this letter. Under these guidelines, City departments developed their draft strategic budget documents, initial operating requirements and program proposals and then worked together as a team to develop a budget proposal that fit within revenue expectations and key departmental goals.

As required by the City's Charter, the proposed budget is to be provided to the City Council by August 1. Concurrently, copies of the proposed budget and the City's strategic budget are made available to the public and placed on file at the local library. The City Council considers the proposed budget and provides public hearings where public input regarding the budget programs and financial impact is heard. Further communication with the public is provided via the community cable television system, the City's website and the local newspapers. Presentations of the budget are provided in these media along with summaries of fee changes and tax rate implications.

The budget is formally adopted by the City Council during two readings of enabling legislation at regularly scheduled Council meetings in September. The budget goes into effect on October 1.

Performance Measurement

The City believes that it is important to not only plan for and provide adequate levels of quality service but to also provide a means of measuring and reporting the results of our efforts. As more information is provided about how

we are performing, the City Council, the public, the staff and others can determine the value of programs, where improvements could be made or where resources might be better applied.

This document attempts to provide basic measurement data regarding changes in funding for the various departments. The manner in which this measurement data is presented is a standard bar chart reflecting changes in costs and comparative expenditures per capita for the current and most recent fiscal years. The mission of every department incorporates a variety of complex operations making it difficult to provide a single or even a few statistical measures. However, the per capita funding comparisons provide a broad view of changes in level of service for the departments.

With regard to the prior fiscal year ending on September 30, the City anticipates another solid performance in terms of financial condition and quality of service provided. Financial policies will be met and the City's strong cash position will be maintained. Substantial progress has been made toward goals set last year by the City and its departments and levels of service have continued to meet the demands of a growing community.

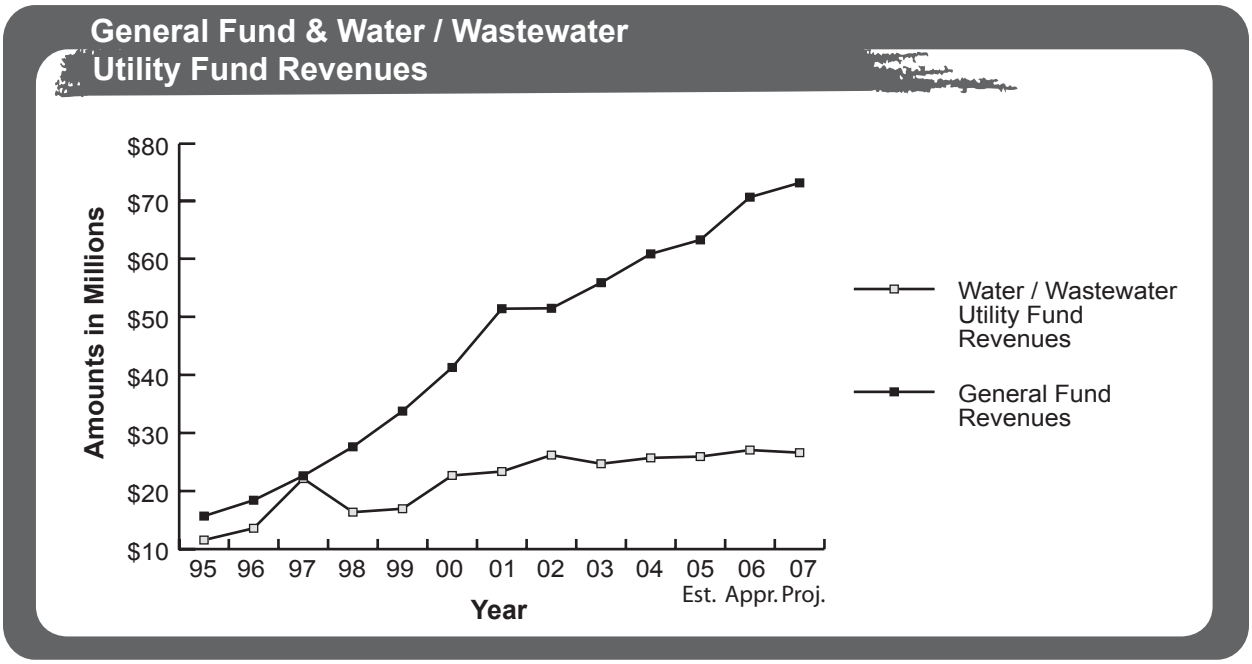
Population growth, residential housing construction and increased motor vehicle traffic have been the prevailing conditions in the past budget year and these same conditions are expected to continue into the future but at an overall slower pace than previously experienced.

Trend Analysis

The City of Round Rock utilizes a conservative strategy when projecting revenues and expenditures. Revenue and expenditure patterns are closely monitored so that adjustments to spending patterns can be implemented, if needed. The City considers many influences as presented throughout this document along with trend analysis to develop and manage the budget as the year progresses.

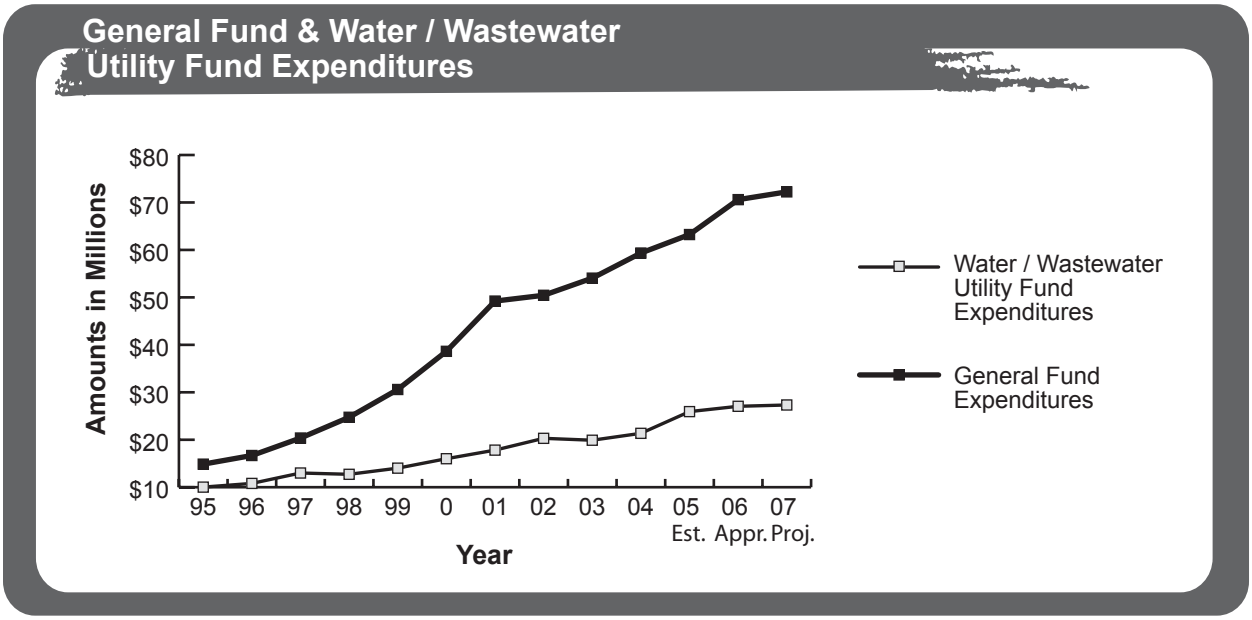
Revenue Trends

The City utilizes a fiscally conservative strategy when projecting revenues, as can be seen in the graph showing more modest levels of growth than actual historical amounts. Residential and commercial growth along with economic expectations are primary drivers in estimating revenues. For the past decade, Round Rock has enjoyed a relatively stable upward revenue trend. This trend has been caused primarily by growth in sales tax revenues for the General Fund and increase in customer base for the Water/Wastewater Utility Fund.



Expenditure Trends

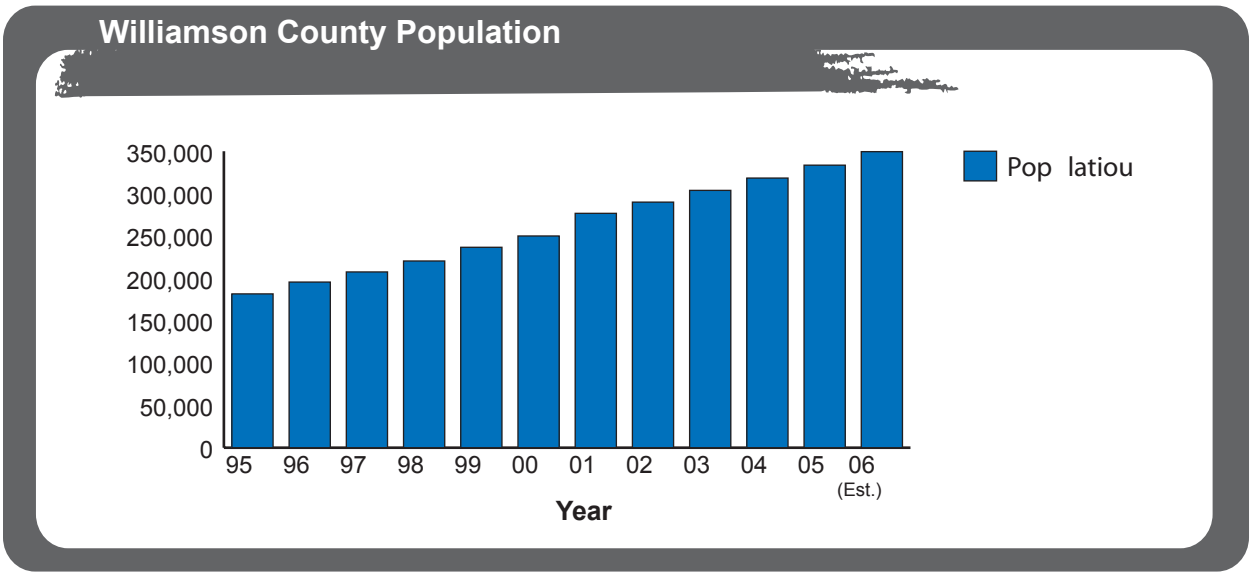
Expenditure trends are projected using prior years' spending patterns along with assessing the impact of current year influences, such as, departmental objectives as they relate to the City's strategic goals. Once again, in this year's approved budget, we have applied the same fiscally conservative strategy that allows us to modify spending, if needed.



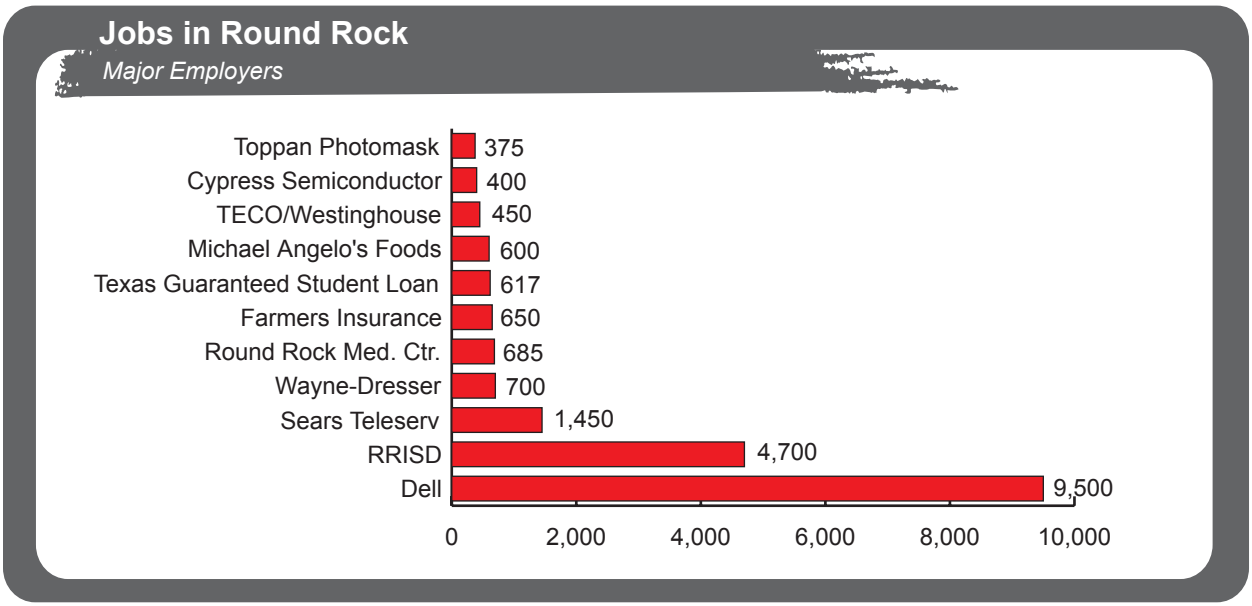
Economic Outlook and Revenue Projections for Fiscal Year 2005-2006

Current economic indicators show that regional economic growth continues to improve and Round Rock remains fairly strong in population and economic growth.

In considering this spending plan, it is important to keep in mind the fact that Round Rock is located within Williamson County, which is one of the fastest growing counties in the nation. In March 2001, the 2000 census data was released and indicated that Round Rock, with a population listed at 61,136 had nearly doubled in size during the previous decade. Furthermore, the population growth was evidence that Round Rock was the fastest growing community when compared to cities that had at least 30,000 people in the 1990 census. Another way of looking at the information is that Round Rock grew by almost 100% from 1990 to 2000. Correspondingly, Williamson County, in which Round Rock is the largest city, grew by 79% over this period of time. The County was also one of five counties statewide responsible for 80% of all net migration into Texas for this period. In concert with these local growth statistics, Austin ranked fifth among the fastest-growing U.S. cities for this time period. Many of the issues Round Rock faces are regional issues such as population growth, traffic concerns, road construction and water/wastewater availability. The chart below illustrates the population growth for Williamson County for the past several years.



The budget reflects the expectation of continued growth in and around the City. Building activity is expected to remain strong, fueled by continued in-migration to the community while job creation will also continue its healthy growth trends. Information regarding current employment levels of major local companies is provided by the chart to the right. Job creation in terms of basic jobs, those that import capital while exporting products or services, has been very strong over the past several years. Round Rock continues to see a healthy trend in single-family building permits issued with 1,332 permits issued in 2005 and an estimated 1,330 by the end of fiscal 2006. The current unemployment rate in Round Rock is 3.7% and remains lower than the Austin metro and statewide rates of 4.4% and 5.4%, respectively. Recent economic activity includes the opening of a second Wal-Mart Supercenter in Round Rock, continued expansion of La Frontera, a commercial and retail development west of Interstate 35 along FM 1325, as well as groundbreaking for the new Round Rock Premium Outlet Mall expected to open in fall 2006. Round Rock is also seeing significant expansion in the health care industry. Round Rock Medical Center, which is part of the St. David's network and a full service hospital, has embarked on a $58 million expansion project responding to the needs of the growing community. The first phase, a new three-story tower is expected to open in 2006. This expansion when complete, will almost double the size of the current facility to 312,000 square feet. Additionally, the Round Rock Higher Education Center has completed the first building of its new campus site in northeast Round Rock and began offering classes this fall. These facts are important in understanding the resulting influences on the City's revenue projections, levels of service required and resulting spending plans for the coming fiscal year.



Job growth is the primary factor that influences population growth in and around the community. Other factors such as the desire to live near the place of work and quality of life attract new residents. The chart below projects the changes in population for the City.

City of Round Rock Population Projections

Year	Population	Year	Population
1996	43,895	2002	71,275
1997	46,485	2003	75,402
1998	49,990	2004	79,850
1999	53,860	2005	84,200
2000	61,136	**2006**	**88,500**
2001	66,495	2010 (est)	100,815

A growing population directly influences the housing industry and, ultimately, the property tax base. As indicated by the chart below, a significant trend in the number of housing starts has prevailed for the past several years and is expected to continue into the near future. It is important to note that Round Rock's extra-territorial jurisdiction (ETJ) contains over 9,000 acres of undeveloped property which will influence the demand for City services into the future.

Residential Building Permits

Year	In-City	Out of City (Served by City)	Total	Monthly Average
1997	815	510	1,325	110
1998	1,235	657	1,892	158
1999	1,457	706	2,163	180
2000	1,442	1,018	2,460	205
2001	961	761	1,722	143
2002	992	409	1,401	117
2003	1,317	37	1,354	113
2004	1,260	57	1,317	110
2005	1,278	54	1,332	111
2006 (projected)	1,260	70	1,330	111

Revenue Assumptions

Revenue assumptions for the ensuing fiscal year are expected to follow the growth curve of job creation, population growth, retail sales activity and housing starts. Revenue growth estimates in general, are predicted to grow by 3 percent. Other specific revenues, such as property tax revenue and sales tax revenue, are forecast using different assumptions or specific calculations as discussed below. Detailed figures for the following revenue sources are found at the Revenue Estimates Tab section of this document.

The Property Tax Rate and Property Tax Revenue

The total value of all taxable property as rendered by the Williamson County Appraisal District is shown in the chart below. The fiscal year 2006 value is 7.9% above the prior year value and again continues to reflect the rebounding economy. The certified tax roll as provided by the Appraisal District indicates the following:

	Adopted for FY 2005	Adopted for FY 2006
Total Taxable Value	$5,251,484,692	$5,667,029,945
Tax Rate	**37.972 Cents/$100**	**37.105 Cents/$100**

A calculation of the tax rate levy is provided in the **Tax Information and Levy Tab** section of this document.

To fund operations such as police services, streets maintenance, fire protection, library services, parks and recreation and debt service on outstanding debt, the City levies a tax on all taxable property. This budget plan adopts the effective rate of 37.105 cents per $100 of property value, compared to a rate of 37.972 cents per $100 last year. The effective rate will provide the same amount of revenue collected last year from properties on the tax roll last year. The City of Round Rock has a property tax rate that is among the lowest of any medium to large city in the state, including those cities with an additional 1⁄2 cent sales tax for property tax reduction. Maintaining the property tax rate at the effective rate does not change the City's low tax rate ranking.

In summary, the tax levy funds general operations and debt service, of which examples include,

a. a consistent level of service in light of a growing population and increased operating expenses;
b. debt service (principal and interest payments on debt);
c. expanded funding for economic development;
d. implementation of the fire department strategic plan;
e. new police department personnel and programs;
f. new parks and recreation senior activity center;
g. continuation of the street maintenance program;
h. fleet and equipment replacement;
i. storm sewer management program.

While attention regarding the property tax rate is usually centered on the cost to the taxpayer, it is also important to note the technical aspects of setting the tax rate. Under state law, six separate tax rates are calculated by the City's tax assessor/collector.

1. The Effective Tax Rate – This rate was adopted for the current year and will provide the same amount of revenue collected last year from properties on the tax roll last year. This rate calculation requires the taxing entity to account for changes in the value of existing properties, but this rate calculation, however, is not affected by new properties.

2. The Maintenance and Operations Rate – This rate is one of two component rates that make up the total tax rate. Revenue generated by this rate is used to fund general operations of the City.

3. The Debt Service Rate – This rate is the second of two component rates that make up the total tax rate. This rate is set by law in an amount sufficient to generate enough revenue with which to pay the City's maturing general obligation debt.

4. The Rollback Rate – Under the Rollback Rate calculation, the Maintenance and Operations component exceeds the Maintenance and Operation component of the Effective Tax Rate by 8%. This rate is the rollback rate. An adopted tax increase beyond 8% is subject to being "rolled back" by the electorate to the rollback rate.

5. The Proposed Tax Rate – This is the rate considered by the City Council for adoption and which is determined to be necessary to fund operations and pay principal and interest on outstanding debt (debt service).

6. Sales Tax Adjustment Rate – A voter-authorized additional 1/2 cent sales tax generates revenue for the City's General Fund which, by law, must directly and proportionately reduce the property tax rate. This sales tax adjustment rate is calculated by the tax assessor as a reduction to the overall property tax rate.

A summary of the tax rate calculation is provided in the **Tax Information and Levy Tab** section of this budget.

Sales Tax Collections

The City's economy generated over $58 million in sales tax revenue for fiscal year 2004-2005. This amount includes the 1⁄2% or $14.5 million in additional sales and use tax for transportation improvements as described below. The remaining 1 1⁄2% generated over $43.5 million for general operations, property tax reduction and capital projects. This figure is 18.8% above the original budget and 19% above the prior year actual collections. For 2005-2006, the budget is $44,229,000 in sales tax revenue for operations, property tax reduction and capital projects.

The sales tax revenue source is extremely important to the City in that it reduces property taxes and makes up approximately 62.6% of the general revenue. A graphic illustration of the City's sales tax revenue performance is shown in the **City Profile Tab** section following this letter. The sales tax as a revenue figure is subject to economic cycles and discretionary buying characteristics of the consumer and, accordingly, must be monitored carefully.

Because of the significant reliance on sales tax, the City has developed a financial management policy directed at reducing the General Fund's operational reliance on sales tax generated from Dell, Inc. The policy is designed to provide a consistent, long-term approach for the fiscal management of the City's operating funds to balance revenue requirements with the service needs of a growing population. Specifically, the policy is intended to help the City avoid the risk of a combined high property tax rate and a high reliance on sales tax. The policy is designed to better manage the continued operational reliance on sales tax generated from Dell by limiting the amount of Dell sales tax used to

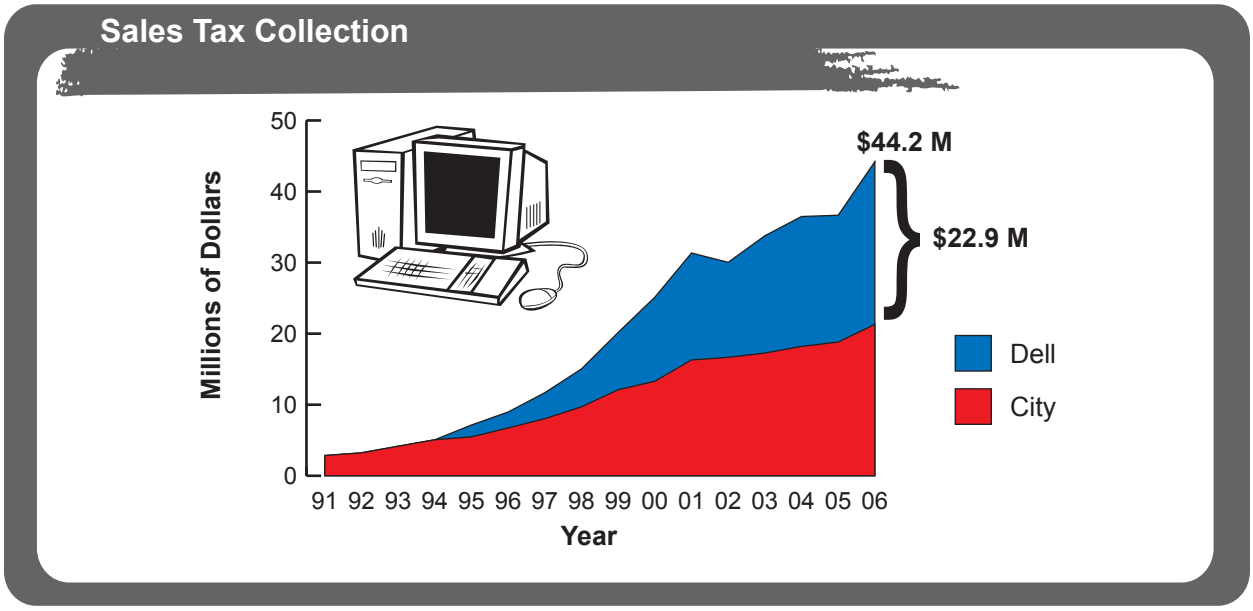
fund continuing general operations. The policy states that Dell must remain 50% or less of total sales tax revenue used for operations and that the estimated growth in sales tax collections from Dell must be at least 1% below the estimated growth of sales tax from all other sources. Amounts collected beyond the set operational limitation are set aside for two objectives: (1) to fund capital improvements and/or one-time expenditures as approved by the City Council to minimize the need to borrow additional funds and/or; (2) to retire existing general debt. In the long-term, this policy is expected to help manage the City's property tax rate as well as maintain financial flexibility.

Under this policy, for FY 2005-2006, the City estimates a growth rate of 5% for sales tax generated by all sources other than Dell; therefore, the increase used from Dell for operations is limited to 4%. However, the City does estimate in this budget that Dell will grow at a 6% rate. The difference between the 4% used for operations and the 6% estimated actual is budgeted as a transfer to the City's self-funded capital program. To summarize, for operational purposes, estimated sales tax collections is $42,400,000. Of this amount $21,086,000 or about 49% is expected to be generated from Dell.

Economic Development Agreement with Dell, Inc.

This budget continues to reflect activity of a multi-year economic development agreement between the City and Dell. The City and Dell, a Fortune 500 company and one of the largest computer manufacturers in the world, have developed a revenue sharing agreement whereby sales tax generated by taxable computer sales within the state are shared by the Company and the City.

Sales generated from the Dell Round Rock operations are expected to produce over $22.9 million next year in local sales tax revenue. The City shares a portion of the proceeds with the Company and the remainder is used toward citywide property tax rate reduction, general expenses and capital improvements. The chart below shows the relative impact of sales taxes paid by Dell on the City's total sales tax receipts. Budgetary details of the agreement are reflected in the Sales Tax Revenue line item and the Economic Development section of the General Services Department.



Additional Sales and Use Tax for Transportation System Improvements

In August of 1997, voters authorized the adoption of an additional sales and use tax within the City at the rate of one-half of one percent, with the proceeds thereof to be used for streets, roads, drainage and other related transportation system improvements, including the payment of maintenance and operating expenses associated with such authorized projects. The additional sales and use tax became effective January 1, 1998. The additional revenue is not part of the City's general operating budget but is budgeted and spent by a non-profit industrial development corporation established expressly for the above purposes with the approval of the City Council. The Corporation's activities are included in the City's audited financial statements as a blended component unit. Some of the funds under this purpose will be matched with State funds for improvements benefiting the City and maintained by the State of Texas. Other projects will be constructed and maintained by the City. Future operating budgets will reflect the maintenance impact

of these completed projects. All sales tax figures presented or discussed as benefiting the General Fund are net of (i.e. exclude) the additional sales and use tax for transportation system improvements.

Franchise Fee Revenue – Franchise fee revenue represents a significant portion of the City's general revenue. Franchise fee revenue is derived from major public utilities operating within the City and is intended to reimburse the City for use of public streets and rights of way. The fee is applicable to TXU Electric (electric utility), ATMOS Energy (gas utility), Southwestern Bell Telephone, Time Warner Cable (cable television), other telecommunications and cable providers and all commercial garbage haulers. The fee is generally computed as a percentage of gross receipts and the percentages vary among the franchisees. The franchise fee revenue growth is expected to reflect population and commercial development growth rates.

Licenses, Permits and Fees – Revenues from these categories are intended to cover the costs of general governmental services such as building inspection, plat recording and consultation, subdivision review and other various services. No significant changes are anticipated for these revenue sources. This budget also contains estimates for new site plan fees to assist in recovering costs associated with the development review process.

Garbage Fees – Residential garbage pickup services are provided to the citizens of Round Rock by Round Rock Refuse through an agreement with the City of Round Rock. The City retains 20% of the monthly pickup fee for billing and collection and account maintenance. That figure is reflected in this revenue section and is expected increase consistently with the rate of growth. No increases in garbage rates are anticipated at this time.

Fire Protection Fees – Fire protection fees are collected from the Chandler Creek Municipal Utility District and the Vista Oaks Municipal Utility District (MUDs) under a contractual arrangement with the City. The fees are intended to offset the costs of providing fire service to the MUDs.

Police Department Fines and Costs – Revenue in this category is produced through the payment of citations, warrants and court costs. The citations issued by the Police Department are processed through and collected or adjudicated by the Municipal Court. Although the Police Department continues to expend significant resources on Community Oriented Policing (COP), which focuses on identifying root causes of crime rather than symptoms, revenues are anticipated to increase due to population growth and more attention to traffic violations.

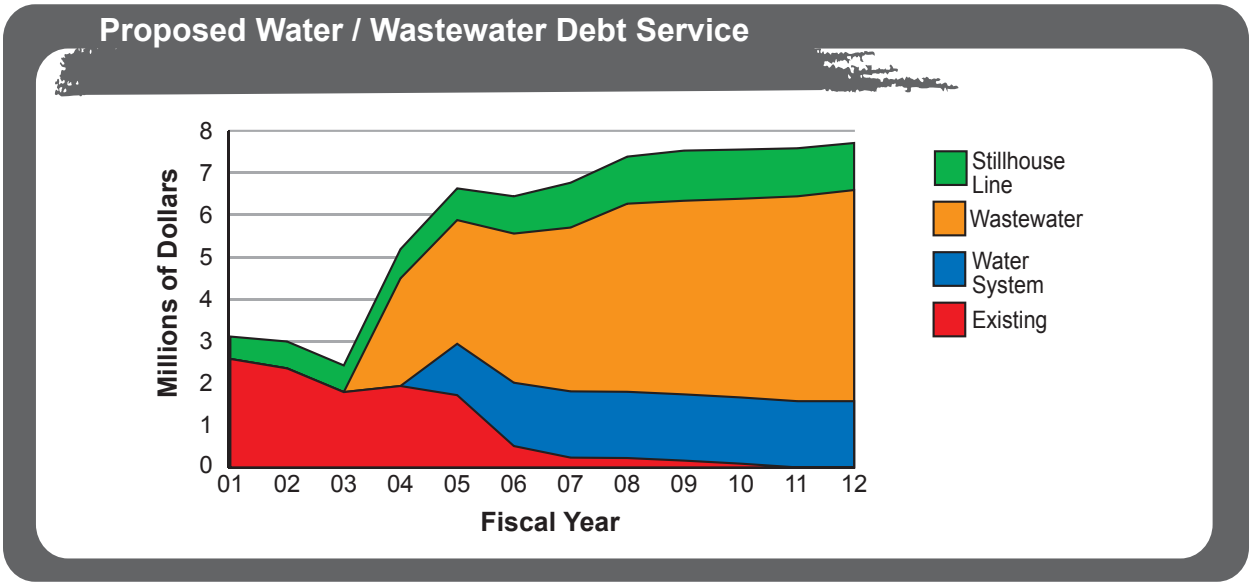
Recreation Program Fees and Recreation Center Fees – The City owns and operates the Clay Madsen Recreation Center, a full service athletic and recreation facility. The center generates significant revenue through annual use fees and various programming fees. These fees help to partially offset the costs of operating the center. Fees are estimated by anticipating membership activity and recreation program usage.

Capitalized Lease Proceeds and the Lease/Purchase Program – The City acquires a significant portion of its durable, operating equipment through a tax-exempt lease/purchase program. The equipment is budgeted at $600,000 for 2005-2006 and is purchased by the City and financed over a period of three years by a qualified leasing company. The program enables the City to take advantage of low cost tax-exempt financing. The lease/purchase program financing is recorded in the General Fund through the account "Capitalized Lease Proceeds". Servicing of the lease payments is recorded in the Debt Service Fund. Funding for the lease payments is calculated in the debt component of the tax rate.

Utility Fund Transfer – The transfer from the Utility Fund to the General Fund is $1,690,000 and represents approximately 6.2% of the Utility Fund's revenues. The transfer is designed to reimburse the General Fund for services that fund provides to the Utility Fund such as office space, financial services, administrative services, engineering services, infrastructure repair, information technology and various other services and benefits.

Water/Wastewater Utility Rates and Revenue – The Water and Wastewater Utility operations are funded primarily through user fees. The City's growing customer base and recent past summer seasons have placed the City's water utility system under a substantial test as the effects of increased population continued to set new records for the delivery of potable water and treatment of wastewater. However, the City's utility infrastructure and service delivery systems have been carefully planned and have sufficiently met demand.

To continue to meet the projected service demands of existing and new customers, the Water and Wastewater Utility System faces a significant capital improvement program. This program is discussed more fully in the Water/Wastewater Capital Improvements Section of this message and in the **Capital Projects Funds Expenditures Tab** of this document. To summarize, the capital program requires expenditures of approximately $39.2 million from 2000 to 2007 for water system improvements. For this same time period, wastewater improvements constructed by the City and the Lower Colorado River Authority/Brazos River Authority Alliance (LCRA/BRA) for benefit of the City will require $26.7 million. The combined capital program for this time period totals $65.9 million and is to be funded through utility rates, impact fees and funds borrowed by the City and the Alliance. The borrowed funds will be repaid over time from the water and wastewater user fees and impact fees (discussed below). The graph shown below illustrates the multi-year growth in cost to service the existing and proposed debt issuances.



In 2003, the City completed a comprehensive utility rate study. Findings from the study indicate the water/wastewater utility to be in good financial health. However, in order to fund the capital improvement program and to meet increasing system demand and operational cost pressures, multiple-year rate increases will be necessary. This budget includes a 5% utility rate increase effective in January 2006. Even with the rate increases, Round Rock water and wastewater rates continue to be among the lowest in the region.

Growth in the customer base and the rate adjustment discussed above have been factored into the projected water sales of $14,750,000. The City provides treated water to a variety of retail and wholesale customers (those defined as metered connections). For the fiscal year 2004-2005, the customer base increased to 27,952 and gallons of water sold are expected to reach 5.3 billion. The number of utility customers is projected at 28,853 and water sales are projected to at 4.9 billion gallons for next fiscal year. The decrease in gallons of water sold is directly related to the scheduled expiration of the wholesale water supply agreement with Brushy Creek Municipal Utility District. Water sales are conservatively estimated using customer base projections, while at the same time taking into account adverse weather conditions.

Industrial Pre-Treatment Surcharge – This revenue is derived from a program mandated by the federal government and administered by the City. The program is intended to fund the monitoring and treatment of non-domestic (commercial and industrial) waste discharges.

Water/Wastewater Impact Fees – Water and wastewater impact fees are collected for all new residential and commercial connections to the City's utility. Currently, the fees are $4,296 per LUE (living unit equivalent) for water, and $1,306 per LUE for wastewater. These fees are designed to help offset the cost of serving new connections to the utility system and, under the authority by which these fees are collected; the fees are restricted in their use. Specifically, impact fees the City collects are set aside for designated utility projects and may also be used toward current debt service on existing facilities, which serve new connections.

Personnel and Compensation

Personnel

The City currently supports a staff of 737.75 full-time equivalent employees allocated among the operating departments. This current employment level will be increased by 29 full time equivalent positions in this adopted budget.

New job positions created in this budget for the upcoming year are presented below and additional details can be found in the operating department budgets.

Department	FTE*	Position Classifications
Administration	1	Project Development Coordinator
Police	5	Police Officers
	2	Animal Control Officers
	4	Telecommunications Personnel
	1	Administrative Tech
	0.5	Crime Scene Technician
Fire	7	Firefighters
Parks & Recreation	2	Administrative Staff – Senior Activity Center
Planning	1	Planner
Library	1	Librarian I
Engineering & Development Services	1	Engineering Aide
	0	Construction Inspector**
	1	Facility Maintenance Tech**
Transportation	1	Traffic Engineering Tech
City Shop	1	Mechanic II
Water Utility Billing	0.5	Sr. Customer Service Rep
Total	29	

*Full Time Equivalent **Reclassed positions

Personnel Compensation – This budget allocates approximately $700,000 of current payroll for employee performance based compensation increases to be implemented later in the year.

New and Existing Program Highlights

This section provides highlights of programs contained in this budget. For new programs, specific details can be found in the documentation provided for each operating department. New programs are generally defined as a change to a current service level, or a specific new activity.

Economic Development Funding – With economic development identified as the City's top strategic priority, the City and the Round Rock Chamber of Commerce recently partnered to update the City's economic development plan. In accordance with this increased strategic emphasis on economic development, the economic development agreement between the City and the Chamber of Commerce was also updated and enhanced. This budget includes funding of $480,000 to the Chamber of Commerce for economic development. These funds will be leveraged with the Chamber of Commerce Momentum funding to create a public/private partnership for economic development priorities.

Police Services – The Police Department budget includes funding for five new police officers, two animal control officers, four telecommunications personnel, one administrative technician, and a crime scene technician. As part of the Department's continued dedication to community policing, these new officers will allow the patrol division to continue to meet the needs of our growing community. The addition of the five new officers would effectively maintain a ratio of 1.50 police officers per 1,000 population. The additional four telecommunications personnel are in response to the increased volume of 911 calls, and will increase staffing levels in the dispatch center.

Fire Services – In 2005, the City contracted with Management Advisory Group (MAG), a nationally recognized fire service consulting firm, to perform a comprehensive review of the City's fire service. The results of this study identified several areas of focus to improve overall fire service to the community. The additional seven new firefighters will staff

new rescue vehicles as well as a temporary fire station in the north section of Round Rock This budget represents implementation of the City's fire strategic plan to ensure fire services are available to the growing community while managing the long-term fiscal impact.

Parks and Recreation Senior Activity Center – The new Alan R. Baca Senior Activity Center is scheduled for completion in January 2006. This 28,000 square foot facility will replace the existing 7,000 square foot senior center as the central location for senior activity in Round Rock. The Center will house meeting rooms, activity rooms, arts and crafts rooms, a full kitchen and workout area. This budget provides additional senior program funding for furniture, equipment and two administrative positions to assist with operation of the Center. This budget also includes operational costs associated with the expected opening of the City's new family aquatic center at Old Settler's Park. The facility is expected to open in summer 2006.

Engineering & Development Services – In 2003, the City's development review process was updated in an effort to provide a more streamlined approach for development in Round Rock. The implementation of this improved process began in fiscal year 2004 and is important in the City's economic development efforts. As a continuing element of this process to improve customer service and reaffirm Round Rock's reputation as a friendly place to do business, a Project Development Coordinator is funded in this budget to further enhance the development review process. This position, located in Administration, will serve as a direct liaison between the City and the development community. An Engineering Aide will provide clerical, technical and field support to the engineering staff. The Construction Inspector position has been reclassified from the Utility Fund due to a change in job functions.

Street Maintenance Program – This program was formalized several years ago, funded with general government funds, and provides a seal coat overlay on streets on a scheduled priority list. The program is a response to the growing traffic activity in the community and is designed to achieve the maximum physical and economic life out of the City's residential streets. The program is continued this year and is partially financed through the commercial garbage franchise fee. In this budget total funding for the program is included at $1,915,000.

Equipment Replacement Program – The City has progressed in the design and implementation of an equipment replacement program. Funding is included in this 2005-2006 budget plan for continuation of the program. Equipment designated for replacement meets replacement criteria of a) old age, b) high mileage and c) cumulative repair costs in excess of the equipment market value. Maintaining the schedule of replacement is instrumental in moderating the City's overall fleet maintenance costs. Equipment funding is contained within the capital outlay section of each operating department.

Maintenance of City-Owned Buildings – The City has a substantial investment in buildings, plant and equipment. This budget provides funding for one additional facility maintenance position to assist with the repair and preventive maintenance of these facilities. An additional Facility Maintenance Tech has been reclassified from the Utility Fund to streamline management and reporting functions. We expect that the activity in this area will preserve the City's investment in property and will keep long-term maintenance costs moderate as well as provide energy management cost savings.

Agency Requests – Funding requests from non-profit organizations and agencies, which serve citizens of the community in various ways, are included in this budget. These various agencies provide very important services to the community and the City contracts with the local United Way to help determine funding priorities and provide regular monitoring of agency performance. Current funding for the agencies is contained in the General Services section of the document.

Self-Funded Health, Dental and Vision Plan – The City provides a self-funded health, dental and vision plan. This plan was created in 1993 in response to previously substandard services and excessive price increases from insurers. Costs of providing plan coverage have increased substantially over the past several years. Specifically, heavy utilization of the plan has resulted in unusually high medical claims payments. Health plan funding is scheduled at over $7 million for the next fiscal year. In 2006, the City will review the provider market place to determine if a better, more cost effective plan design is available.

Storm Sewer Management Program – Funding for the development of a City plan to meet the Environmental Protection Agency's (EPA) National Pollution Discharge Elimination System program is included in the adopted budget. Under the Plan, cities are required to minimize discharge of pollutants in areas of new and significant redevelopment. Eventually, it is anticipated that these requirements will lead to the implementation of a drainage utility for the City.

Specialized Transit Services – Historically, the City has utilized the services of the Capital Area Rural Transportation System (CARTS) to provide specialized transit services for the community. Specifically, CARTS provides transportation for the elderly and handicapped in Round Rock on a demand-response basis. Funding for CARTS services has been a combination of federal funding, state funding and minimal rider fees. As a result of the 2000 census, Round Rock was reclassified from a rural area to part of the Austin urbanized area. This reclassification resulted in the elimination of funding to CARTS for Round Rock's transit service needs and a redirection of the funding to Austin's Capital Metro system. In 2005, the City entered into an agreement with Capital Metro to access Section 5307 federal funding for its existing CARTS service in Round Rock until a long-term transportation plan can be developed and implemented. Funding for this service is estimated at $175,000, $75,000 of this amount will be reimbursed to the City by Capital Metro.

Information Technology – This budget continues to provide funding for the City's ongoing computer replacement program.

The City has developed a computer technology plan, which provides a systematic method to more fully automate all departments over the next few years. The City's computer automation goal is to provide a fully networked environment. Such a network will mitigate the need for large, separate mainframe systems by providing interconnected modular component systems. As systems become fully interconnected and integrated the system users will be able to share and transfer data with greater speed, improving the efficiency of the departments tremendously. The City computerization upgrades also enable fully functional access to the Internet. This access places the City in a position of being able to readily communicate via the Internet with commercial enterprises and institutions. This budget contains funding for this on-going plan. The equipment and software expenditures are included in the capital outlay section of each department.

These systems require highly skilled technical people to manage them and the Information Technology staff is very capable of managing the day to day operations of the system. However, professional programmers and database managers are utilized frequently for specialized services. Funding for operating these systems and managing the new database technology continues to be included in the proposed operating budget.

Other New Program Highlights – The adopted budget includes funding for a librarian which will allow for more efficient cataloging functions at the library. This position will also require bilingual skills, which will provide a much needed resource for Spanish speaking citizens.

The budget also includes funding for a Traffic Engineering Technician. This position will assist with collecting data in the field and compiling/preparing reports for speed and traffic volume studies and the Traffic Calming Program.

The City Shop will also be adding an additional mechanic position. Due to the increase in the size of the fleet, this position will be dedicated for police vehicles.

Other Programs – Each operating department budget contains details about all planned spending and programs.

Water/Wastewater Utility System Operations

Water System – As mentioned in the Water/Wastewater Utility Revenue section above, the City continues to see significant growth in its residential and commercial utility customer base. The adopted budget expenditures are largely driven by the needs of a growing industrial and residential customer base as well as aging utility plants and lines. New expenditures are necessitated by the increase in water costs and additional water supply reserves as described below. Additionally, cost increases are expected in pumping costs, materials and supplies. Additionally, cost increases are expected in pumping costs, materials and supplies.

The Brazos River Authority has constructed a 30 mile pipeline from Lake Stillhouse to Lake Georgetown for the benefit of the City of Round Rock, City of Georgetown and Jonah Water Special Utility District. The Brazos River Authority owns, operates and maintains the water line. This budget includes the first full year of capital and operating costs associated with this regional water line.

Reserve Water – The water contract between Round Rock and the City of Austin that provides an emergency water supply to the City of Round Rock if needed, was recently updated. Water supply costs will be incurred only in the event of a drought emergency or to help manage the City's reliance on Lake Georgetown. The City has an opportunity to increase its water supply reserves from Lake Stillhouse from 18,134 acre feet to 28,134 acre feet. Additionally, the City

has contracted for 11,444 acre feet of additional reserves from the LCRA (Lower Colorado River Authority) through the BRA (Brazos River Authority). The additional reserves are expected to provide adequate water capacity beyond the year 2040 and the increased costs are reflected in the adopted operating budget.

Wastewater System – Like the water system mentioned above, the wastewater system costs are reflective of expansions required to meet the needs of a larger, growing population. Of particular significance this year, the wastewater treatment plant budget reflects a continuation of facilities construction and operation by the LCRA/BRA Alliance. Eight years ago the City sold its wastewater treatment plants to the Alliance. The Alliance operates and expands the plants as necessary to accommodate a regional treatment concept, which currently includes the cities of Round Rock, Austin, and Cedar Park. The Fern Bluff and Brushy Creek Municipal Utility Districts are also customers of this regional system.

Costs for wastewater treatment are expected to increase each year as illustrated in the financial proforma developed by the Alliance. These costs reflect the significant capital construction costs and increased debt incurred by the Alliance to finance plant acquisition and expansion. However, while growth in the City's customer base and the recent addition of new regional customers, such as the City of Austin, are expected to help the City meet these costs, they will be closely monitored to assess their impact on future utility rates.

While the City has transferred its wastewater plant and major collector operations to the Alliance, the City still maintains responsibility for wastewater lines maintenance. This responsibility includes maintaining and rehabilitating the City's wastewater lines in compliance with Texas Commission on Environmental Quality (TCEQ) Edwards Aquifer Regulations.

General Capital Improvement Projects

Capital projects scheduled for the upcoming year have been funded by cash and various debt issues as detailed in the **Capital Projects Funds Expenditures Tab** section of this document. In November 2001, voters authorized the issuance of $89,800,000 in general obligation bonds. In May 2002, a portion of this authorization, $35,000,000 in General Obligation Bonds, Series 2002 were issued and in August 2004, $20,000,000 in additional General Obligation Bonds, Series 2004 were issued. The balance, $34,800,000 of the authorization is expected to be issued in 2006. The projects scheduled under this voted authorization along with current projects in process are listed under the **Capital Projects Funds Expenditures Tab** section of this document.

Water/Wastewater Capital Improvements

In order to keep pace with a growing population, regulatory requirements and infrastructure replacement needs, the next several years see the continuation of significant plant and infrastructure expansions and improvements to the water and wastewater systems. Scheduled improvements to the water and wastewater systems are listed in the **Capital Projects Funds Expenditures Tab** section of the document. The scheduled improvements, which are listed, plus facilities constructed by the LCRA/BRA Alliance for benefit of the City total $65.9 million for the years 2000 to 2007. Out of this figure $29.8 million is scheduled for the ensuing fiscal year. In fiscal year 2004, the City completed a significant 24 mgd (million gallons per day) water treatment plant expansion. Financing for the current and future years is to be provided primarily by operating funds, capital recovery (impact) fees, and funds borrowed through the issuance of revenue bonds.

Bonded Debt and Debt Service

This budget includes funding for scheduled debt service on maturing general obligation bonds, certificates of obligation, revenue bonds and contractual obligations. The debt service portion of the adopted property tax rate component is sufficient to meet debt service obligations for the next fiscal year. The debt service component of the property tax rate (discussed under the Property Tax Rate section of this letter) generates revenue to pay current maturities of all general obligation debt issues. The existing debt level combined with the scheduled current year activity will not have an adverse or limiting effect on the City's current or future operations. Substantial growth in the City's population and tax base not only requires infrastructure and capital improvements as described herein but also must provide sufficient debt financing margins. A complete schedule of outstanding debt obligations, their purpose and related debt service is included under the **Debt Schedules Tab** of this document.

The City benefits substantially in reduced interest costs resulting from recently affirmed bond ratings by Moody's Investors Service of Aa3, and Standard & Poor's of AA-.

Hotel Occupancy Tax Fund

The local hotel/motel industry continues to be a particularly vibrant industry for Round Rock. In 1996, the City had 2 hotels with a total of 181 rooms. At the end of May 2005, 21 hotels with 2,057 rooms were open for business maintaining solid occupancy rates. This strong industry bodes well for the hotel occupancy tax collections which support local tourism events and debt service for the Dell Diamond/Convention Center complex. To ensure continued development and success of Round Rock's tourism industry, the City and the Chamber of Commerce engaged a tourism consultant to provide a long-range tourism plan for Round Rock. The plan recommends special emphasis on sporting events resulting in new growth in the industry. With several area sports facilities in place and statewide events being planned, Round Rock has developed a marketing strategy as the "Sports Capital of Texas". Tourism is expected to become an expanded component of the City's overall economic development strategy.

To that end, the long-range tourism plan recommended the creation of a Convention and Visitor's Bureau (CVB) to administer and manage the City's tourism efforts and long-range tourism plan. The Hotel Occupancy Tax Fund budget includes funding for the CVB as well as continued funding for tourism events and debt service associated with Dell Diamond/Convention Center complex.

Financial Policies

The City of Round Rock has an important responsibility to its citizens, taxpayers, ratepayers and all customers to carefully account for public funds, to manage the City's finances wisely and to plan for the adequate funding of services desired by the public. To facilitate this responsibility, certain financial policies have been developed and implemented. These policies, as itemized below, are adhered to within this budget plan.

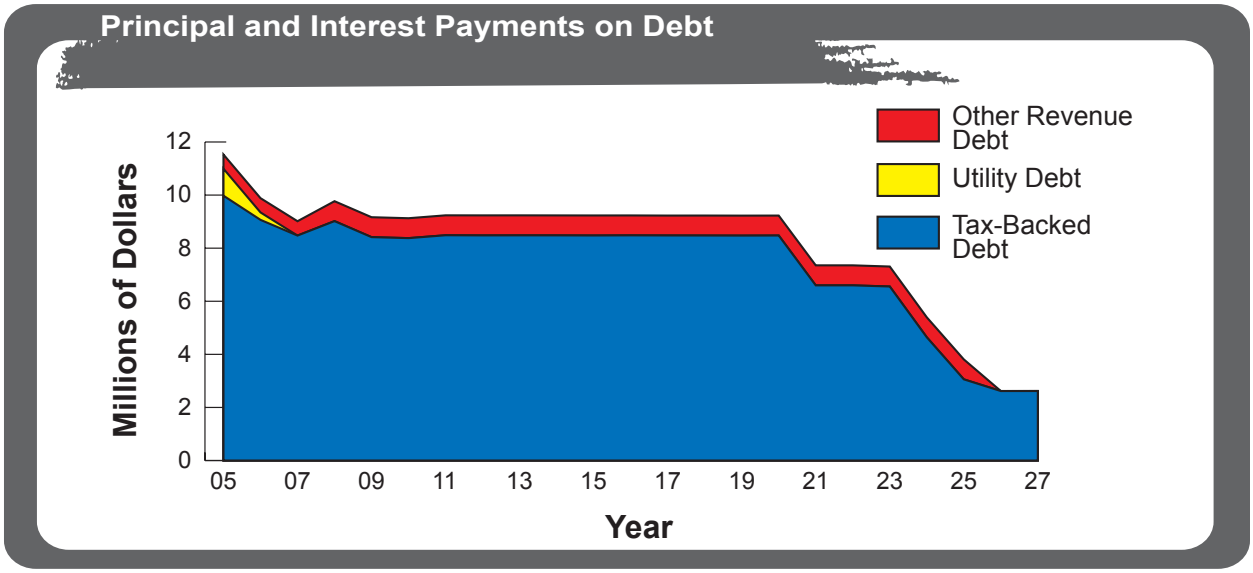
Fund Balance/Working Capital – It is the policy of the City to maintain a General Fund balance equivalent to at least three months of operations. Working capital in the Water/Wastewater Utility Fund, net of restricted assets/ liabilities is also maintained at a minimum of three months of operations. This adopted budget adheres to these policies for these funds. The Interest & Sinking G.O. Bonds Fund maintains a fund balance in compliance with federal arbitrage regulations. Balances in excess of the above levels are earmarked for future uses or reduced to the target levels over an appropriate length of time.

With the advent of the Dell economic development agreement, the City set aside first year sales tax collections attributable to Dell sales as a hedge against future year cyclical downturns. This action had the effect of increasing the General Fund balance beyond the level discussed above and is included in the operating budget considerations.

Financial Management Policy – The City has developed a financial management policy directed at reducing the General Fund's operational reliance on sales tax generated from Dell as detailed in the sales tax collections section of this letter.

Debt Issuance Policy – There is no direct debt limitation in the City Charter or under state law. The City operates under a Home Rule Charter (Article XI, Section 5, Texas Constitution), approved by the voters, that limits the maximum tax rate, for all City purposes to $2.50 per $100 assessed valuation. Administratively, the Attorney General of the State of Texas will permit allocation of $1.50 of the $2.50 maximum tax rate for general obligation debt service. Assuming the maximum tax rate for debt service of $1.50 on the January 1, 2005, certified assessed valuation of $5,667,029,945 at 95% collection, tax revenue of $80,755,177 would be produced. This revenue could service the debt on $965,055,249 issued as 20-year serial bonds at 5.50% (with level debt service payment). However, from a practical point of view, although the City may have additional capacity to issue bonded debt, many other factors must be considered prior to a debt issuance. Certificates of obligation, revenue bonds and various forms of contractual obligations may be issued by the City without voter approval while general obligation bonds may be issued with voter authorization. The City has not established firm debt limitation policies beyond the tax rate limit mentioned above, as those policies could ultimately be detrimental to a rapidly growing community. However, prudence, need, affordability and rating agency guidelines are always important factors in the decisions to borrow money for improvements to the City.

The graph below indicates the long-term direct debt principal and interest obligations that are scheduled through the bond maturity dates.



The **Debt Schedules Tab** section of this document indicates the amount of outstanding debt the City currently has as well as the current principal and interest payment requirements.

Cash Management/Investments
The City's cash management and investment policy emphasizes the goals of maintaining safety and liquidity. The primary objective of all investment activity is the preservation of capital and the safety of principal in the overall portfolio. Each investment transaction shall seek to ensure first that capital losses are avoided, whether they result from securities defaults or erosion of market value. The investment portfolio will also remain sufficiently liquid to meet the cash flow requirements that might be reasonably anticipated. Liquidity is achieved by matching investment maturities with anticipated cash flow requirements, investing in securities with active secondary markets and maintaining appropriate portfolio diversification.

Receivables Policy – All financial receivables of the City are accounted for, aged and collected at the earliest opportunity. Water, wastewater and garbage billings are due within sixteen days of the billing date. Property taxes are due by January 31 of each year. Delinquent receivables are processed expediently and collection agencies are utilized appropriately.

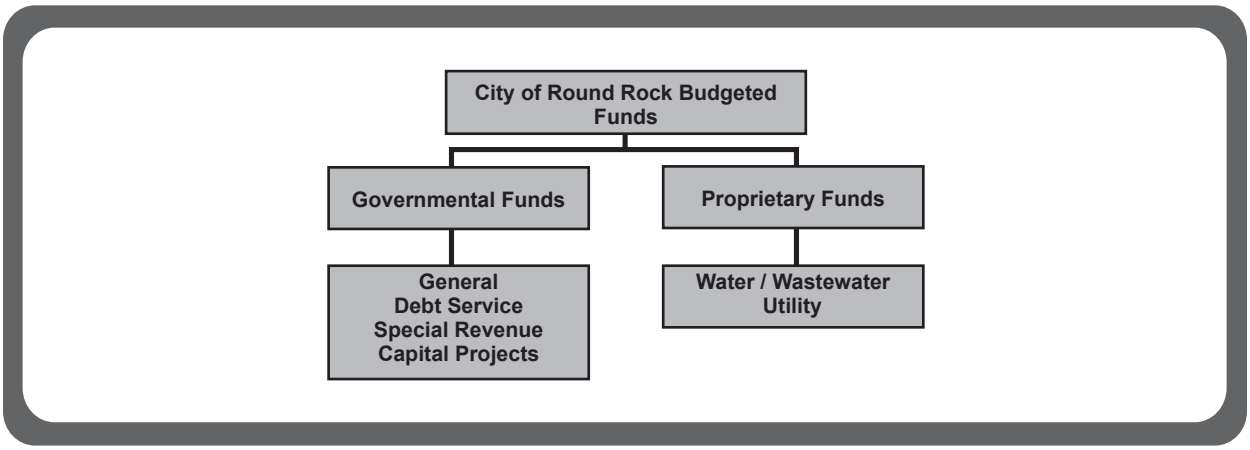
Payables Policy – All payables for incurred expenses are accounted for, aged and paid at the latest permissible time to maximize the City's investment earning capability. All discounts are taken.

Purchasing Policy – The City utilizes the competitive bidding process, the competitive quote process, intergovernmental cooperative buying and other prudent purchasing methods to insure that the best value is obtained for products and services.

Summary of the City Fund Accounting Structure

As depicted in the chart below, the budgetary accounting for City financial activities is reflected within two major fund groups: Governmental funds and Proprietary funds. All funds described are governed by annual appropriations except for capital projects funds, as further discussed in this section.

Round Rock Fund Structure



Governmental Funds – The governmental funds are used to account for general government operations and include the General Fund, Debt Service funds, Special Revenue funds and Capital Projects funds. The City utilizes a full-cost approach to budgeting all of its services, which results in significant interfund transfers.

General Fund – The General Fund is the most important of the funds and is used to account for all resources not required to be accounted for in another fund and not otherwise devoted to specific activities. Most of the financial transactions for the City are reported in this fund. Only one General Fund exists and it finances the operations of basic City services such as Police, Fire, Library, Transportation, Parks, Recreation, Municipal Court, Community Planning/ Development/Zoning and Administration. The services provided by the City are classified according to activity and presented as operating departments in the budget.

Debt Service Funds – This fund type is used to account for resources used to service the principal and interest on long-term debt such as general obligation bonds, revenue bonds, certificates of obligation and tax-exempt leases classified as debt.

Special Revenue Funds – This fund type is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Capital Projects Funds – Capital Projects funds are typically used to account for resources restricted for the acquisition or development of major capital equipment and structures. Financing sources are usually provided by transfers from other funds, bond issue proceeds or grants-in-aid. Capital projects are generally tracked on a project-length basis. That is, upon project authorization, the required financing is not appropriated on an annual basis (or any other period-length basis) but is approved at the outset of the project. Therefore, the capital projects included in the **Capital Projects Funds Expenditures Tab** section of this document are presented as a memorandum to the reader.

Proprietary Funds – Proprietary funds are used to account for the City's activities that are similar to commercial enterprise accounting.

Water/Wastewater Utility Fund – This proprietary fund accounts for water and wastewater operations that are financed through rates and user fees.

Operations and activities accounted for in the funds discussed above are further organized into departments. Examples of departments include the Police Department, the Fire Department, the Water Treatment Plant Department and the Finance Department.

Basis of Budgeting and Basis of Accounting – All fund structures and accounting standards of the City of Round Rock are in compliance with generally accepted accounting principles for local governments as prescribed by the Governmental Accounting Standards Board (GASB) and other recognized professional standards.

Governmental funds revenues and expenditures are recognized on the modified accrual basis. Modified accrual basis means that revenue is recognized in the accounting period in which it becomes available and measurable while expenditures are recognized in the accounting period in which the liability is incurred, if measurable. Because the appropriated budget is used as the basis for control and comparison of budgeted and actual amounts, the basis for preparing the budget is the same as the basis of accounting.

Proprietary fund revenues and expenses are recognized on the accrual basis. Revenues are recognized in the accounting period in which they are earned and become measurable while expenses are recognized in the period incurred, if measurable. The basis for preparing the budget is the same as the basis of accounting except for principal payments on long-term debt and capital outlay which are treated as budgeted expenses, and depreciation which is not recognized as a budget expense.

Budget Amendment Process

Development of a spending plan during periods of economic change can reveal difficulties in accurate forecasting. Accordingly, the budget amendment process is a very important tool. If community needs develop faster or in a different way than anticipated, then the budget amendment process would be used to provide a funding and spending plan for those needs.

Once the need for an amendment has been determined, the Director of Finance and department heads develop the additional funding needs for specific projects or programs. The City Manager and Assistant City Manager/Chief Financial Officer then develop funding alternatives. The funding recommendations are presented along with the spending requirements to the City Council for consideration. Amendments to the budget require two separate readings by the City Council prior to adoption.

Budget amendments which increase the total expenditures of a particular fund are typically funded by growth related revenue, spending reductions in other areas or from cash reserves.

Outlook for the Future

This budget communicates a tremendous amount of financial information. However, it is the staff's desire to continue the transformation of this traditional line-item budget into a more programmatic budget: a budget that clearly addresses the various programs of the City and their effectiveness. Towards this end, the City initiated Strategic Budgeting in 2000-2001, a constantly evolving process that will continue to define and shape the budget for 2005-2006 and beyond.

In closing, we believe this budget provides the traditional level of quality service the citizens of Round Rock expect. Attention has also been given to preservation of the City's infrastructure and development of new service programs with an entrepreneurial spirit. The City's economic outlook for next year is bright and we envision this budget plan as a firm cornerstone in the City's future economic development.

Finally, we wish to thank all of the departments and staff members who contributed effort, time, creative wit and team spirit in the development of this plan. Special thanks are extended to members of the Finance Department who contributed to this document: Cindy Demers, Cheryl Delaney, Becky Martinez, Jerry Galloway, Lynn Olsen, Howard Baker, Randy Barker, Ric Bowden, Noelle Jones, Elaine Wilson, Sherri Crone, Judy Morris, Anne Keneipp, Robbie Sorrell, Dodi Lilja, Becca Ramsey, Margarett Stevens, Michel Weaver, Carolyn Brooks, Sandra Smith, Brenda Fuller, Margie Howard, Karen D'Amato, Linda Borden, and Sandi Talbert.

Sincerely,

James R. Nuse, P.E.
City Manager

David Kautz, CGFO
Assistant City Manager / Chief Financial Officer

City Profile

Round Rock City Council
City Organization Chart
Location
History of Round Rock
City Highlights

Round Rock City Council

Nyle Maxwell
Mayor

Rufus Honeycutt
Place 1

Alan McGraw
Mayor Pro-Tem
Place 2

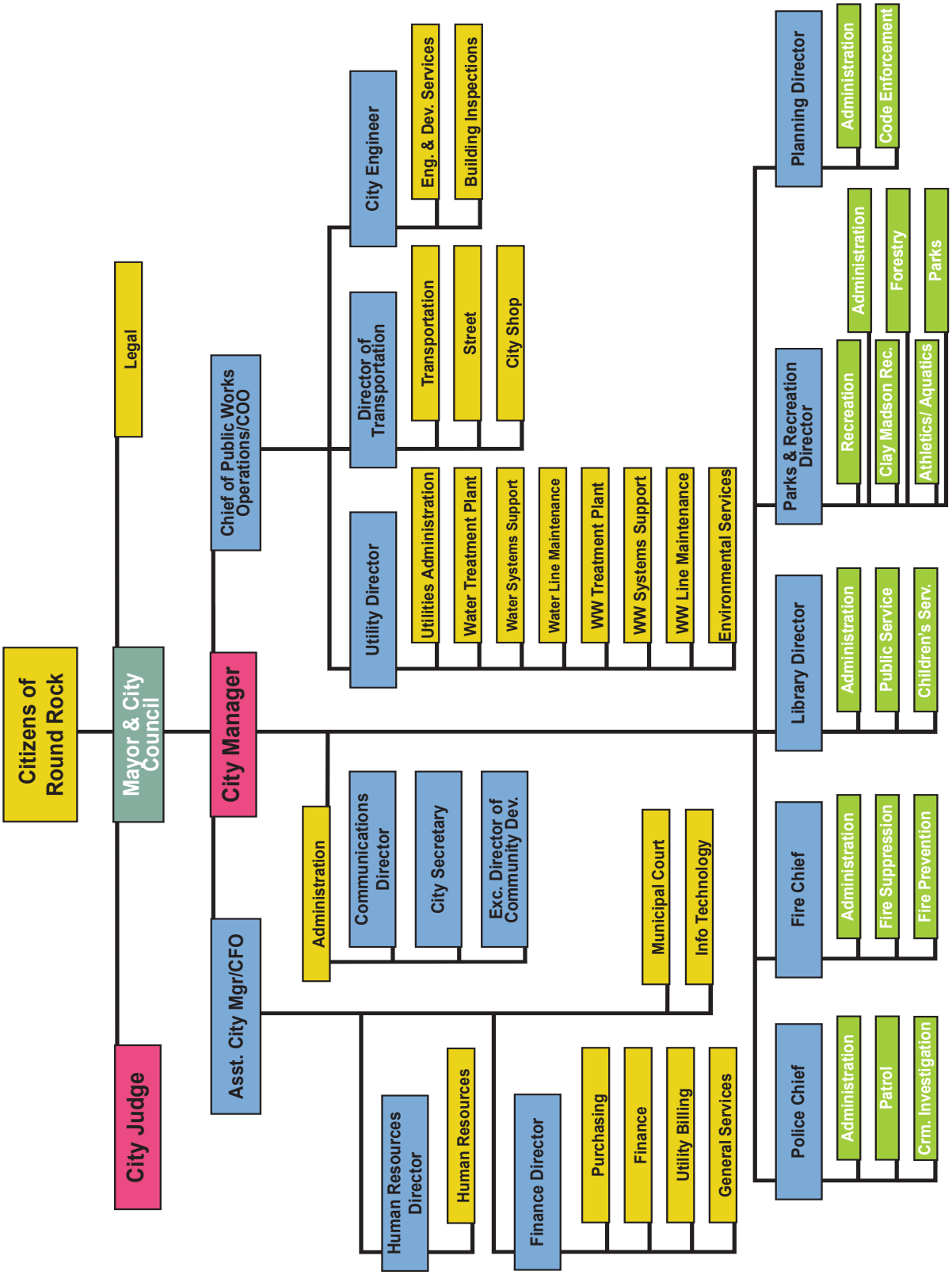
Joe Clifford
Place 3

Carlos Salinas
Place 4

Scott Rhode
Place 5

Note: Place 6 currently open.

City Organization Chart

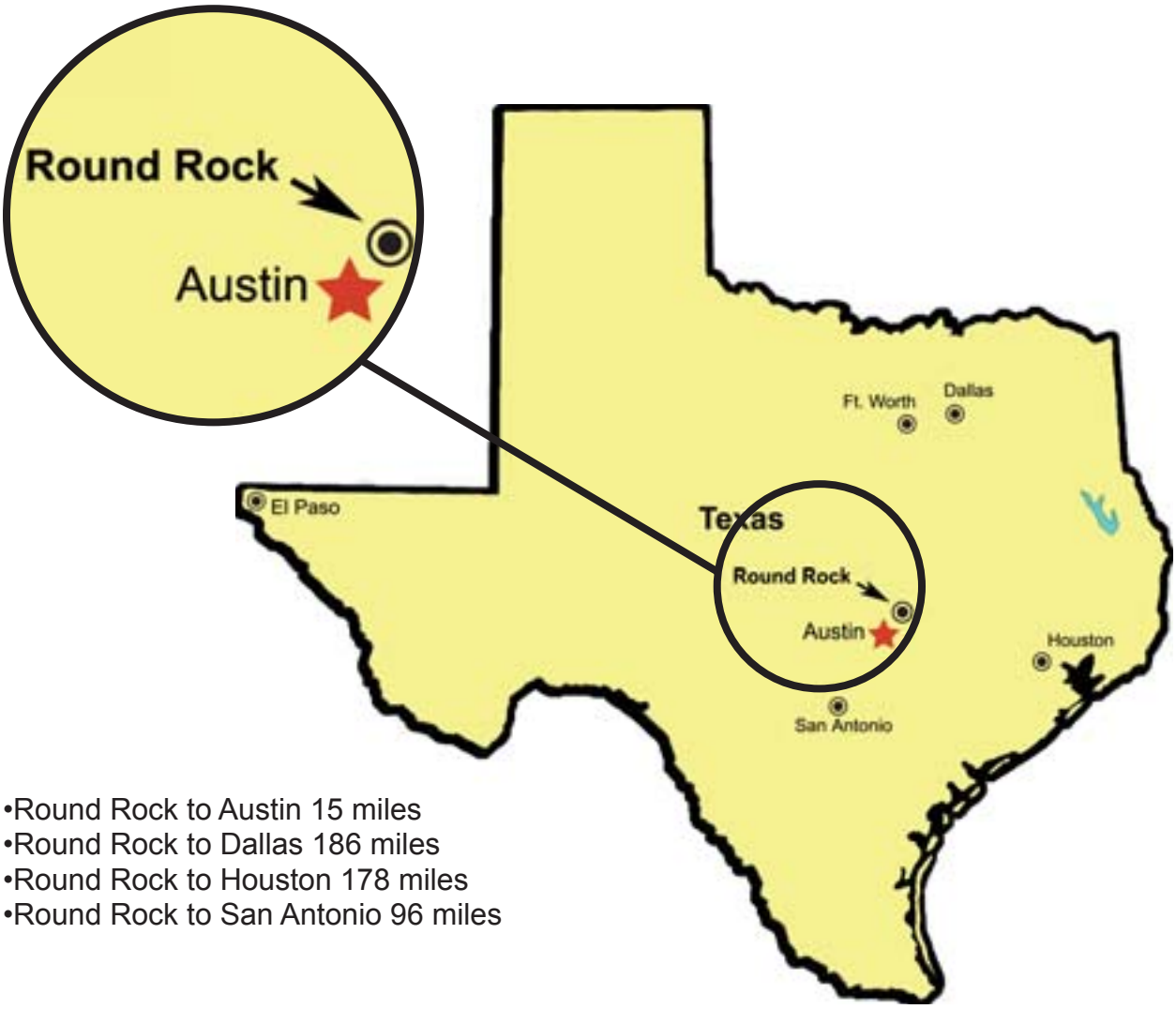


LOCATION

Round Rock is located fifteen miles north of downtown Austin on Interstate Highway 35. This location places our city within three hours driving time of ninety percent of the population of the State of Texas. This population, of over fifteen million people, provides an exceptional market for firms located in Round Rock.

Our location, within minutes of downtown Austin, provides ready access to the State Capitol, University of Texas, a long list of high tech industries, and a civilian work force of over 400,000 well-educated and productive individuals.

Our location, within minutes of the Texas Hill Country and the Highland Lakes, provides residents easy access to some of the best outdoor recreation in Texas.

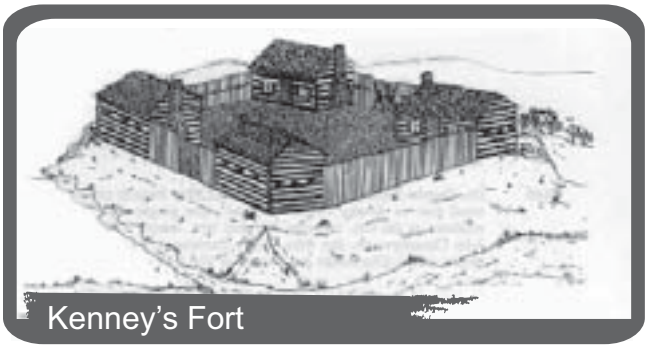


•Round Rock to Austin 15 miles
•Round Rock to Dallas 186 miles
•Round Rock to Houston 178 miles
•Round Rock to San Antonio 96 miles

The History of Round Rock

"I woke up one morning on the old Chisholm Trail,
Rope in my hand and a cow by the tail,
Feet in the stirrups and seat in the saddle
I hung and rattled with them Long Horn Cattle…"
(Trail Driving Song, 1870s)

In the 150 years since its "birth," cowboys, famous outlaws, lawmen, entrepreneurs, businessmen and Texas heroes have all called Round Rock home. But the story of the City named after the round, table-topped limestone rock in the middle of Brushy Creek begins long before the advent of recorded history.

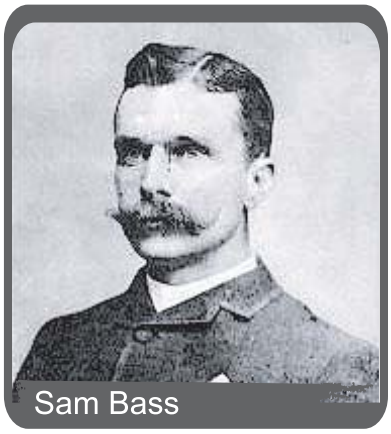

Kenney's Fort

In 1982, the skeletal remains of "Leanderthal Lilly," which scientists believe to be 10,500 years old and date to the Pleistocene Period, were discovered just west of Round Rock. Archeological evidence likewise provides proof that Tonkawas, Lipan Apaches, Comanches, and the Tawakonis of Caddoan stock hunted and gathered in Round Rock long before the arrival of White Settlers. Other Indian tribes known to have frequented the area include the Mayeyes, Ojuanes, Kiowas, and Choctaw. Although none of these tribes actually settled in Round Rock, their presence in the area led to numerous clashes with the white Settlers who began arriving in the 1830's.

The first recorded mention of the Round Rock area can be traced to the Spanish Ramon-St. Denis expedition of 1716, which was organized in Saltillo, Mexico to visit missions in East Texas. On May 26th, crossing into what is now Williamson County, the expedition killed their first buffalo and pitched camp near Round Rock at what they called the "Arroyo de las Benditas Animas," or Creek of the Blessed Souls--or Bushy Creek as it is now known.

Permanent settlement of Round Rock did not occur until the arrival of Dr. Thomas Kenney in 1839, who, recognizing the need for protection from Indians, constructed "Kenney's Fort" between Brushy Creek and Spring Branch. In a rare booklet recounting reminiscences of her life in the fort, Mary Jane Kenney Lee, daughter of Dr. Kenney, relates:

"The fort was a square picketed one with round and split saplings, higher than the eaves of the cabin, of which there were four - one in each corner - with space between each cabin. There were two large gates, on the west side, the other on the east – the latter one was hung on a large burr oak tree. Large covered wagons could pass in through these gates. In the center was a court or patio where grew a number of hackberry trees. I have often seen thirty and forty Indians in that court eating food which Dr. Kenney had prepared for them. He was unusually kind to them. The fort was never molested or a horse stolen from it by Indians. The cabins were built of elm and hackberry logs faced on the inside {and} chinked and daubed, with port holes in each."


Sam Bass

Kenney's Fort went on to achieve statewide prominence during the "Archives War" of 1842. Twenty-six men, sympathizers with Sam Houston's plans to move the Capitol to the City of Houston, plundered the Republic of Texas' archives from their official repository in Austin. Sixty-eight Austinites rode in pursuit, hauling the City's cannon behind them. They surrounded the "Houston Party" at Kenney's Fort in the middle of a "Texas Blizzard", and retook the Archives the next morning, preserving Austin as the Capitol of the Republic, and later the State.

Despite the danger of Indian attack outside the fort, which occurred regularly throughout the 1840s, and threat of invasion from Mexico, settlers in the Round Rock/Brushy Creek area continued to increase in number, and in 1848 voted to form a new County out of the Milam District. The new County was named Williamson in honor of Judge Robert McAlpin Williamson, affectionately known as "Three-Legged Willie" due to a childhood injury that left him crippled and in need of a wooden peg to supplement his withered leg. The Judge was a powerful orator and participant in the battle of San Jacinto.

Street Scene, Circa 1900

The continuing influx of settlers led to the establishment of the "Brushy Creek" Post Office in 1851, which, at the urging of Postmaster Thomas C. Oatts, was renamed "Round Rock" in 1854.

By the time of the Civil War, the population of the Round Rock area had increased to approximately 450 persons in over twenty different occupations, including an attorney,

two blacksmiths, a Texas Ranger, fifty farmers, one school teacher, and two preachers. In January 1861, Williamson County was one of three Texas counties that voted against succession from the Union. Despite their reluctance to succeed--and in many recorded instances an aversion to slavery--353 men from Williamson County were known to have served in the Confederate Army. Their absence marked an increase in Indian attacks, which led to the deaths of twenty-four persons during the years 1861-1865.

In the years following the Civil War, from 1867 through the 1880s, Round Rock became a stop on the famed Chisholm Trail, as cowboys, anxious to herd their longhorns to markets in Abilene and Kansas, drove their steers through Brushy Creek and past the round, table-topped rock which served as a signpost north. Railroads soon followed the cattle trails, and in 1876 the existing town moved about one mile east to take advantage of the newly constructed International and Great Northern Railroad line, and the "New" Round Rock was born. Today, the "Old Town" section of the "New Town" still contains many historic structures and is the centerpiece of an evolving historical, cultural, recreational, and commercial area.

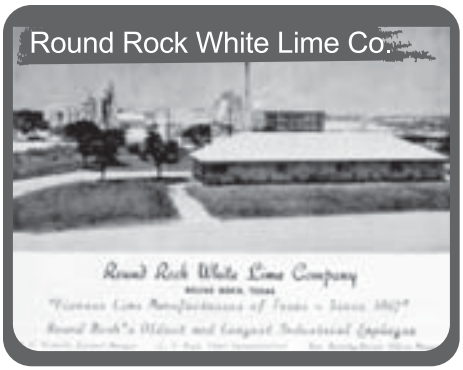
Known throughout the state as a progressive center of learning and religion as evidenced by the then presence of the Greenwood Masonic Institute, the Round Rock Institute, and numerous churches of all denominations, the City still attracted its share of "undesirables." In 1878, the famous outlaw Sam Bass was mortally wounded in a shootout with town deputies while attempting to rob a local bank. John Wesley Hardin, known as the "fastest gun in the west," was an 1870 graduate of the Greenwood Masonic Institute. And Mrs. Mable's Smith's son "Soapy," went on from Round Rock to become the "greatest con man in Alaska" during the Klondike Gold Rush of 1898.

Parade, Circa 1900

But Round Rock has had its share of luminaries as well. Washington Anderson, one of the heroes of the battle of San Jacinto, called Round Rock home, as did Texas Rangers Ira Aten, Dudley Snyder Barker, Captain Fred Olson, and the famous frontiersman, soldier, hunter and entrepreneur, Captain Nelson Merrell. Anna Hurd Palm, for whom "Palm Valley" is named, typified the pioneer spirit of early settlers who braved Indians, disease, and deprivation to carve out a home on the frontier. Entertainer Vander Barbette Broadway was singled out by Noel Coward as one of the greatest artists of the pre-depression era, and was the toast of Parisian society during the 1920s and 30s.

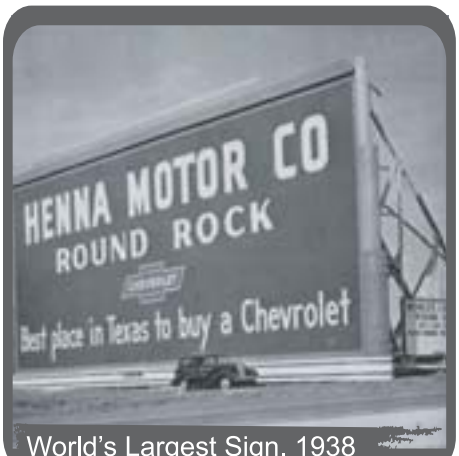
Infused with the same energy driving its more distinguished sons and daughters, Round Rock citizens first voted to incorporate the “New Town” in 1877, and in 1878, Mr. W.T. Smith served as the City’s “Worthy Mayor.” The City was incorporated in its present state in 1913, and Jack Jordan was elected the first Mayor of the new-formed government. Serving as the first City Council Members were: John A. Nelson, Dr. W.G. Weber, E.J. Walsh, J. A. Jackson, W. A. Gannt, and A.K Anderson.

The newly formed City Government promptly began improving utilities, services and streets. Telephone service began operation in the early 1900s. In 1913, the first streetlights and speed limit signs (12 mph) were installed, and citizens voted for the incorporation of Common School District #19. Local fire protection, which had been first organized as a volunteer hose and hand pump company in 1884, received a boost from the 1913 City incorporation and used the additional tax revenue to purchase an engine and pump and chemical equipment in July of the same year. In 1918, the City granted a license to Mr. S. E. Bergstrom to operate an electric plant, which provided electricity to Round Rock until 1927, when the Texas Power and Light Company assumed operations. Natural gas and City water were added in 1936. In 1938, the City constructed a $90,000 citywide sewer system. The Round Rock Public Library, first organized in 1962 by the Ladies Home Demonstration Club, is now recognized as one of the premier libraries in the Central Texas area.



But national crises often intervened to slow the advance of progress. With the advent of World War II, more than 350 Round Rock men followed the example set by their fathers and grandfathers in the Spanish American War and World War I, and enlisted to fight. Citizens of Round Rock likewise fought in the Korean, Vietnam, and the Desert Storm wars.

But not even the intervention of war could keep Round Rock down for long. Even before the relocation of Dell to Round Rock, city industry received national acclaim as a business friendly community producing quality products. A broom made at the Round Rock Broom Company (est. 1876) won a gold medal at the 1904 Saint Louis World’s Fair. A barrel of lime produced at the Round Rock White Lime Plant was also judged superior at the World’s Fair, and it too was awarded a gold medal. Cheese produced at the Round Rock Cheese Factory (est. 1928) won a second place silver medal at the National Dairy Show in Memphis, and in 1929, received a first place ribbon at the Texas State Fair.



World's Largest Sign. 1938

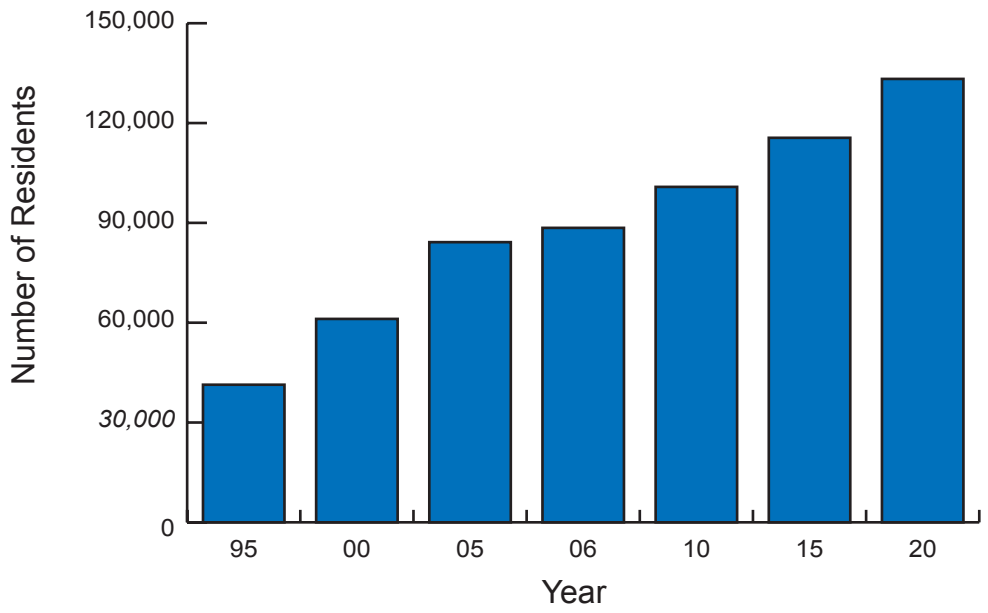
This Round Rock spirit of "can do" spurred economic growth - particularly in "high tech" industry - which in turn generated tremendous population growth in Round Rock during the 1990s, a trend that continues today.

Round Rock is a booming, progressive community, home to international industry, a professional quality golf course, and a minor league baseball team, the Round Rock Express. City services are recognized as among the best (and the best value) in the Central Texas area. And yet, Round Rock refuses to forget its roots. Its downtown historic district retains many of the buildings that stood at the turn of the last century. And annual events still celebrate the City's cultural heritage. But…as they say here in Round Rock…"the best, Y'all, is yet to come!"

ROUND ROCK, TEXAS
PURPOSE. PASSION. PROSPERITY.

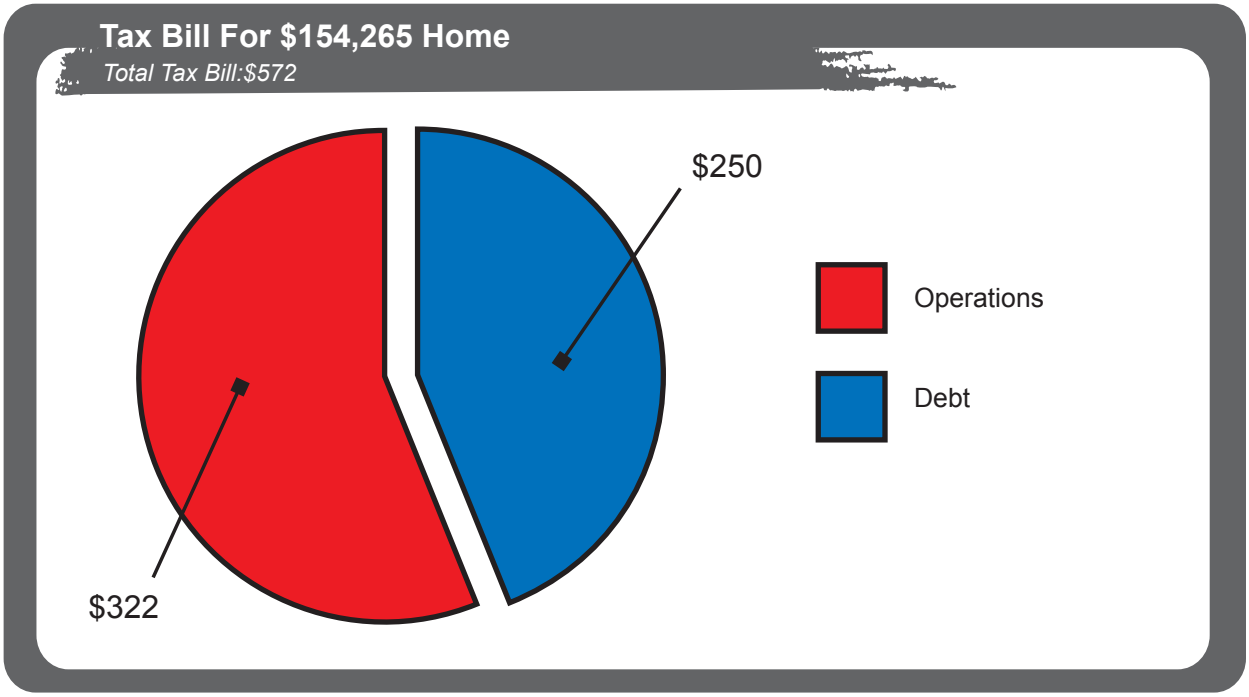
City Population

Multi-year Trend



Population trends, both historical and projected, are important indicators for determining service demands. Further analysis of the demographic profile of a community's population trend provides useful information in determining customer service expectations.

Year	Population
1995	41,360
2000	61,136
2005	84,200
2006	88,500
2010	100,815
2015	115,567
2020	133,264



Last Year's Adopted Tax Rate	$0.37972
This Year's Effective Tax Rate	$0.37105
This Year's Rollback Rate	$0.41040
This Year's Adopted Tax Rate	**$0.37105**

Maintenance & Operations Component	$0.20890
Debt Service Component	$0.16215

Summary:

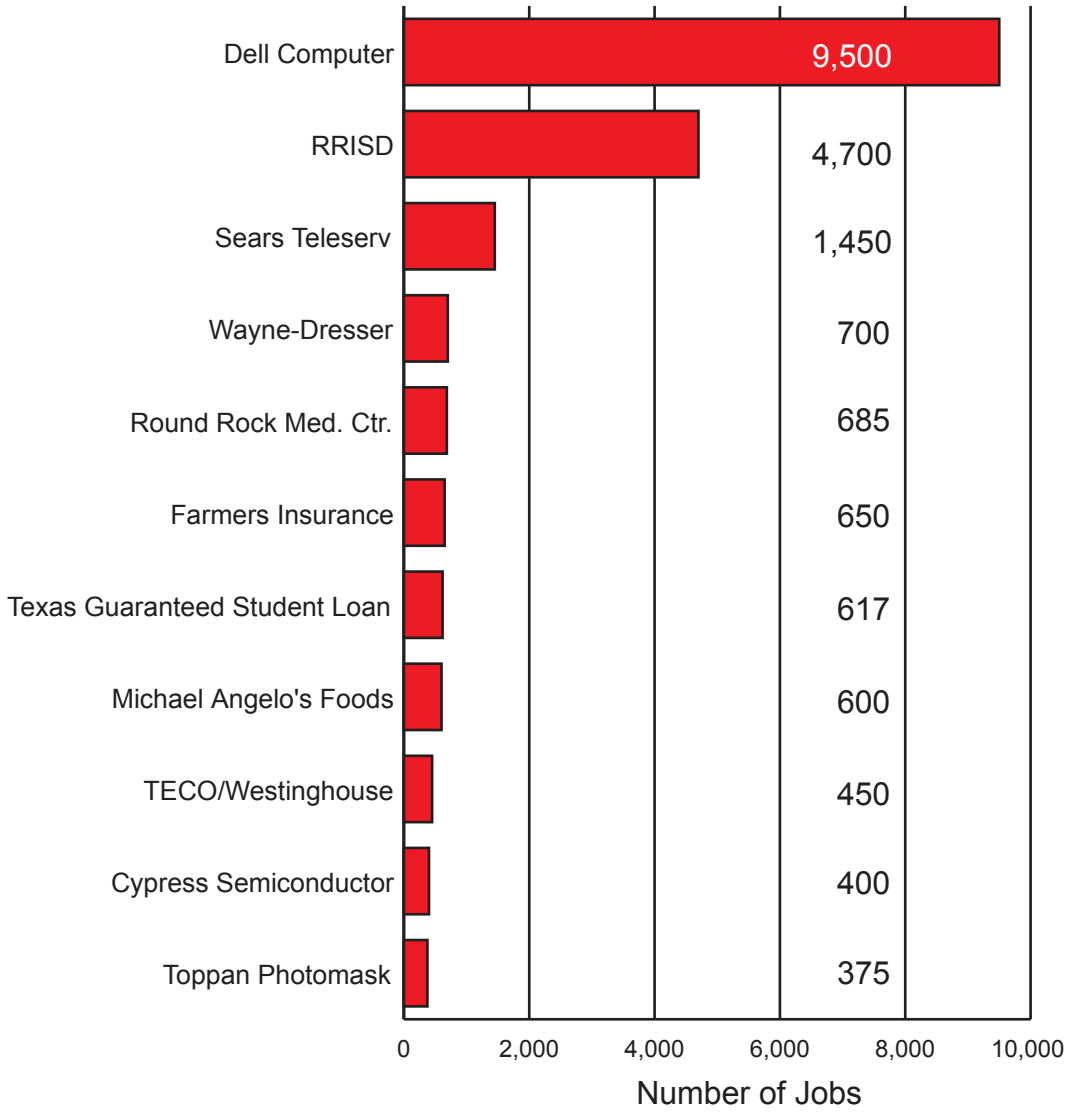
This year's tax bill for an average residential property:
$154,265 / $100 x $0.37105 = $572.40

Last year's tax bill for an average residential property:
$151,448 / $100 x $0.37972 = $575.23

Source: Williamson County Appraisal District

Jobs in Round Rock

Major Employers

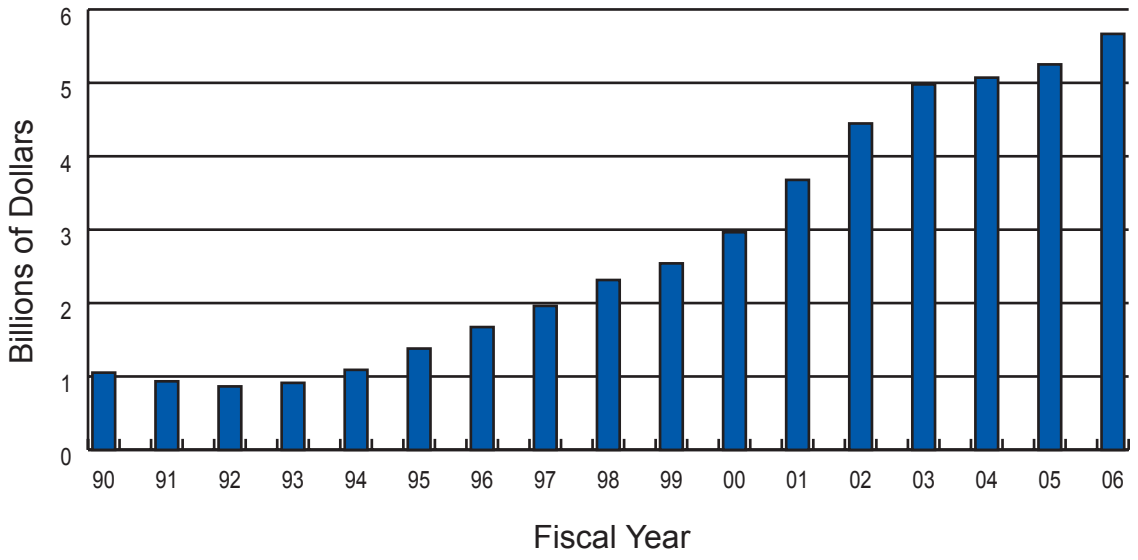


Specific information regarding the major employers in the communty is provided by the above chart. The chart illustrates the importance of Dell to the City's economy as well as the diversity of the companies making up our local economy.

Job creation in terms of basic jobs, those that import capital while exporting products or services, has been very strong and while moderating from previous levels is expected to strengthen in the foreseeable future. Basic jobs, in turn, create non-basic jobs as expenditures and payroll are reinvested in the community. Therefore, because of the strength in basic job creation, non-basic job growth has been strong and is expected to continue.

Taxable Property Values

Multi-Year Trend

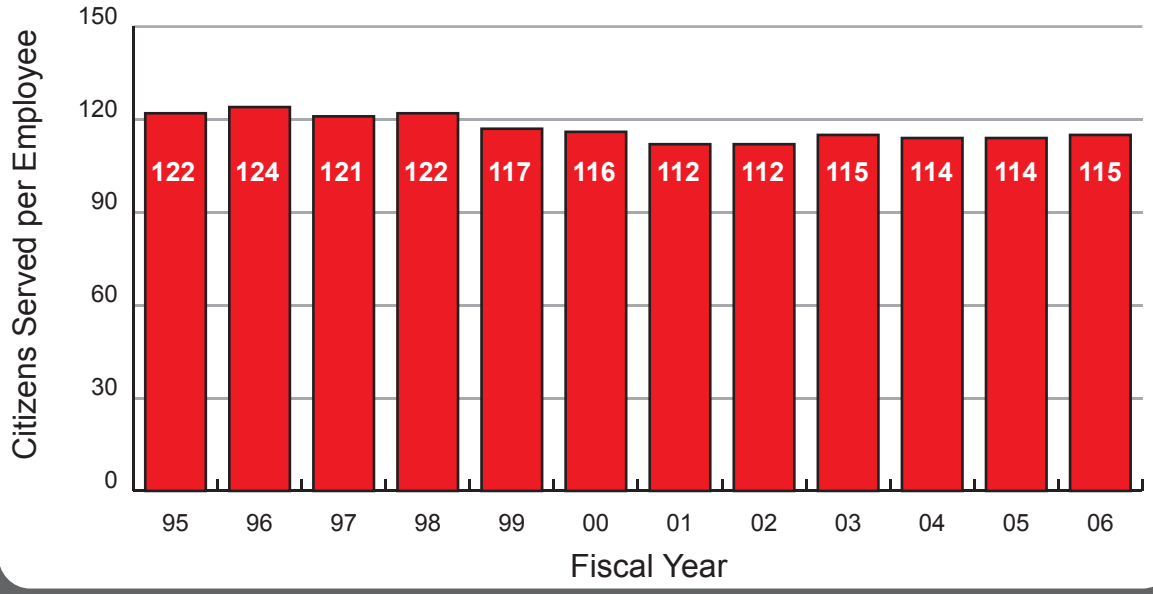


The property value comparison for several fiscal years indicates continued growth in property values. The certified tax roll indicates that values have increased steadily. The reflected values include new property added to the roll as of January 1 of each year.

Fiscal Year	Taxable Assessed Valuation	Fiscal Year	Taxable Assessed Valuation
1990	$1,052,509,000	1999	$2,540,922,164
1991	934,207,000	2000	2,965,017,390
1992	864,708,918	2001	3,678,007,528
1993	913,079,155	2002	4,446,753,347
1994	1,090,306,343	2003	4,978,982,250
1995	1,380,376,965	2004	5,071,176,374
1996	1,673,266,815	2005	5,251,484,692
1997	1,961,647,818	2006	5,667,029,945
1998	2,314,286,302		

Round Rock Citizens Served

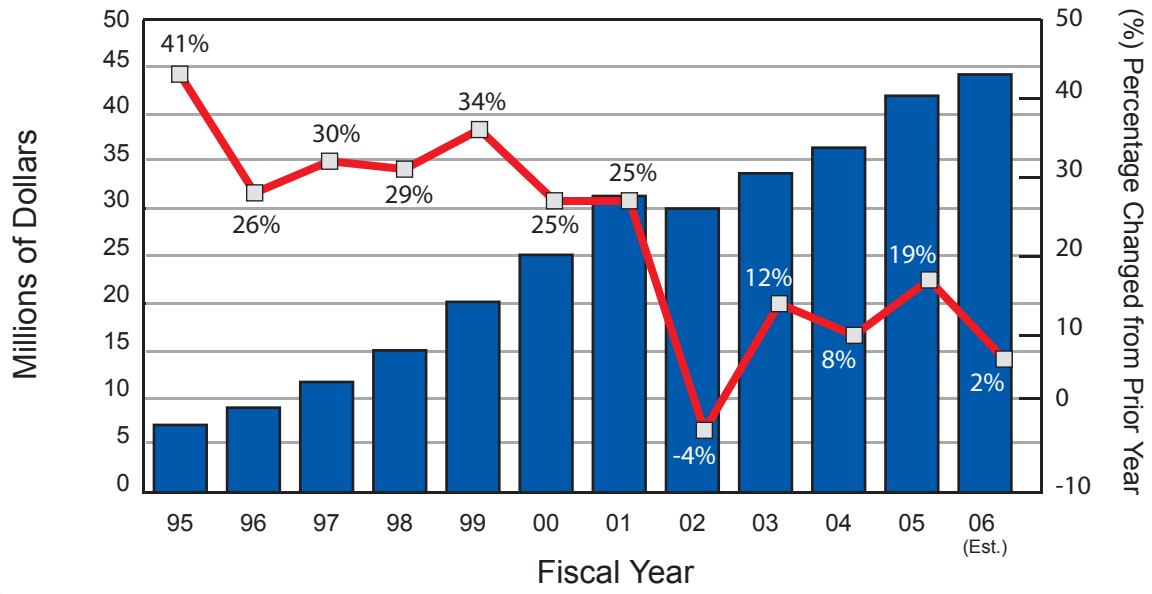
National Average= 1 Employee to 100 Citizens



Fiscal Year	Population	Employees (FTEs)	Citizens Served Per Employee
1995	41,360	340	122
1996	43,895	354	124
1997	46,485	384	121
1998	49,990	411	122
1999	53,860	462	117
2000	61,136	525	116
2001	66,495	596	112
2002	71,275	639	112
2003	75,402	655	115
2004	79,850	703	114
2005	84,200	738	114
2006	88,500	767	115

Sales Tax Revenue Analysis

Multi-Year Comparison



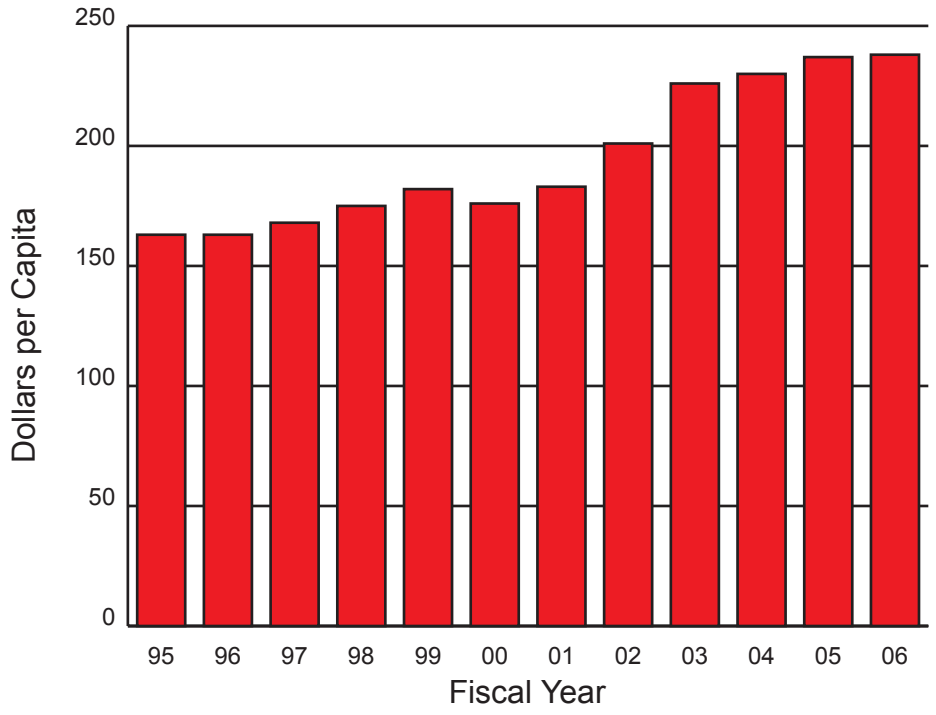
This chart illustrates growth characteristics in the City's commercial and economic bases. In 1988, voters authorized an additional 1/2 cent sales tax designation for the purpose of property tax reduction.

The data has been expressed in both actual dollars collected and as a percent change from the prior year and reflects a significant increase in the projected revenue for Fiscal Year 2006 due to the strong local economic growth.

Fiscal Year	Amount	Fiscal Year	Amount
1995	$7,144,296	2001	$31,369,798
1996	8,974,296	2002	30,043,138
1997	11,689,671	2003	33,767,748
1998	15,038,239	2004	36,482,227
1999	20,166,740	2005	43,539,383
2000	25,142,236	2006	44,229,000

Property Taxes per Capita

Multi-Year Comparison



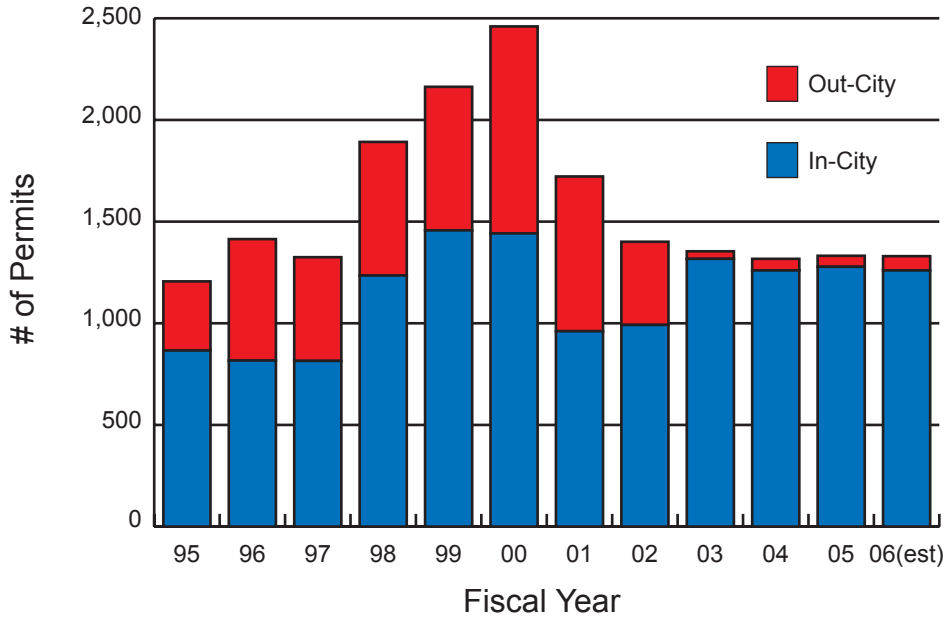
This chart indicates that taxes per capita are increasing, but it is important to understand the reason why. New properties added to the tax rolls are of a significantly higher per capita value, indicating industrial and commercial property growth. This fact is also evidenced by the change in taxable assessed valuation illustrated below.

Fiscal Year	Taxable Assessed Valuation	Population	Property Tax Levy*	Taxes per Capita[1]
1995	$1,380,376,965	41,360	$6,749,505	163
1996	1,673,266,815	43,895	7,133,973	163
1997	1,961,647,818	46,485	7,823,051	168
1998	2,314,286,302	49,990	8,726,410	175
1999	2,540,922,164	53,860	9,782,550	182
2000	2,965,017,390	61,136	10,761,531	176
2001	3,678,007,528	66,495	12,148,827	183
2002	4,446,753,347	71,275	14,321,659	201
2003	4,978,982,250	75,402	17,038,077	226
2004	5,071,176,374	79,850	18,349,189	230
2005	5,251,484,692	84,200	19,940,938	237
2006	5,667,029,945	88,500	21,027,515	238

* General Fund and Debt Service Fund [1] Unadjusted for inflation

Building Permits Issued

Single Family Residential Construction



The graph above illustrates the number of single family residential building permits issued and anticipated to be issued by the City for the indicated fiscal years. This information is an excellent indicator of current and future demand for City services. Outside City permits are pertinent because the City provides these areas with water and wastewater service.

Fiscal Year	In-City	Out-City
1995	866	340
1996	817	597
1997	815	510
1998	1,235	657
1999	1,457	706
2000	1,442	1,018
2001	961	761
2002	992	409
2003	1,317	37
2004	1,260	57
2005	1,278	54
2006 (proj.)	1,260	70

Budget Summaries

Financial Summaries for All Funds

Budget Summary

- Combined Financial Summaries
- General Fund
- Interest & Sinking G.O. Bonds Fund
- Interest & Sinking Revenue Bonds Fund
- Water / Wastewater Utility Fund
- Utility Impact Fees Fund
- Hotel Occupancy Tax Fund
- Law Enforcement Fund
- Ron Sproull Memorial Endowment Fund
- Municipal Court Fund
- Library Fund

Revenue & Expenditure Graphs

Financial Summaries for All Funds

The Financial Summaries for All Funds section presents a summary of budgeted operations and activities for the ensuing fiscal year. The summary indicates the projected beginning fund balance or working capital balance for the fiscal year. The effect of the budget estimated revenues and expenditures for the fiscal year is illustrated in the projection of ending fund balance or working capital. Some funds such as capital projects and special revenue record activity on a project length basis as opposed to annual appropriation. In these cases, revenues and expenditures for the fiscal year have been estimated. Information related to these subjects can be found in the Capital Projects Funds Expenditures and Revenue Estimates sections.

	Projected Beginning Fund Balance/ Working Capital 10/1/2005	Budgeted Revenue & Financing Sources 2005-2006	Budgeted Expenditures & Financing Uses 2005-2006	Budgeted Ending Fund Balance/ Working Capital 9/30/2006
General Fund	$26,787,750	$70,598,000	($70,595,268)	$26,790,482
I&S G.O. Bonds Fund	770,436	9,745,594	(10,014,359)	501,671
I&S Revenue Bonds Fund	50,210	305,000	(288,510)	66,700
Water & Wastewater Utility Fund	9,728,169	27,056,500	(27,050,439)	9,734,230
Utility Impact Fees Fund	13,517,679	6,650,000	(12,112,500)	8,055,179
Hotel Occupancy Tax Fund	2,306,442	1,720,000	(1,720,000)	2,306,442
Law Enforcement Fund	365,339	55,495	0	420,834
Ron Sproull Memorial Endowment Fund	104,262	2,059	(3,000)	103,321
Municipal Court Fund	145,856	53,800	(75,500)	124,156
Library Fund	14,282	916	(3,400)	11,798
Total Fund Balance/ Working Capital	$53,790,425	$116,187,364	($121,862,976)	$48,114,813

Financial Summaries for All Funds

The following summary indicates the available fund balance and working capital after the City's current financial reserve policies are applied. Please see the budget message for operating reserve policies that have been established. Some capital project and special revenue funds record activity on a project length basis and are not subject to annual appropriation. Additionally, interfund transfers are itemized to enable the reader to develop a true sense of revenue and expenditures. Interfund transfers are accounting transfers which reimburse or charge for services the funds provide or receive from other funds.

	General Fund	I&S GO Bonds Fund	I&S Revenue Bonds Fund	Water & Wastewater Utility Fund		Utility Impact Fees Fund
Estimated Fund Balance/ Working Capital 10/01/05	$26,787,750	$770,436	$50,210	$9,728,169		$13,517,679
Less Reserves *1	(24,946,439)	0	0	(9,726,158)		0
Estimated Revenue (FY 2005-2006)	68,908,000	9,218,000	5,000	27,056,500		6,650,000
Interfund Transfers	1,690,000	527,594	300,000	(2,216,000)		0
Total Funds Available	72,439,311	10,516,030	355,210	24,842,511		20,167,679
Budgeted Expenditures	(70,595,268)	(10,014,359)	(288,510)	(24,834,439)		(12,112,500)
Estimated Fund Balance/ Working Capital 9/30/06	$1,844,043	$501,671	$66,700	$8,072	*2	8,055,179
Estimated percentage change in fund balance/ working capital	0.01%	(34.88%)	32.84%	0.06%		(40.41%)

Explanation of changes in fund balance/working capital greater than 10%:

I&S GO Bonds Fund - 35% decline reflects an annual scheduled use of excess fund balance.
I&S Revenue Bonds Fund - 33% increase reflects reduction in scheduled revenue bond debt service requirements.
Utility Impact Fees Fund - 40% decline reflects the funding of designated utility capital projects.
Law Enforcement Fund - 15% increase reflects annual scheduled resources in excess of uses.
Municipal Court Fund - 15% decline due to budgeted increase in security expenditures.
Library Fund - 17% decline due to budgeted purchase of library books and videos.

*1 Reserves are established in accordance with operating reserve policies.
*2 Funds are designated for capital improvements and debt service for the Utility System.
See Capital Projects Funds Expenditures Tab.
*3 Reflects transfer of $301,594 from the golf course operator for debt service.

Financial Summaries for All Funds (Cont.)

Hotel Occupancy Tax Fund	Law Enforcement Fund	Ron Sproull Memorial Endowment Fund	Municipal Court Fund	Library Fund	Total For All Funds
$2,306,442	$365,339	$104,262	$145,856	$14,282	$53,790,425
(1,000,000)	(55,495)	(102,059)	(53,800)	(11,798)	(35,895,749)
1,720,000	55,495	2,059	53,800	916	113,669,770
0	0	0	0	0	301,594 *3
3,026,442	365,339	4,262	145,856	3,400	131,866,040
(1,720,000)	0	(3,000)	(75,500)	(3,400)	(119,646,976)
$1,306,442	$365,339	$1,262	$70,356	$0	$12,219,064
0.00%	15.19%	(0.90%)	(14.88%)	(17.39%)	(10.55%)

Budget Summaries

The summaries on the following pages are provided on both a combined and individual basis and, in addition to summarizing revenue and expenditures, the individual summaries illustrate the resulting net change in operations. Furthermore, the individual summaries provide comparative revenue and expenditure data for the previous two fiscal years. Two-year projected data is presented for all funds except the non-operating funds: Hotel Occupancy Tax Fund, Law Enforcement Fund, Ron Sproull Memorial Endowment Fund, Municipal Court Fund, and Library Fund.

Combined Financial Summaries for All Funds
FY 2005-2006

This section presents a combined, more detailed summary of budgeted operations and activities.

Combined Revenues by Type - FY 2005-2006

Revenue & Financing Sources	General Fund	Debt Service Funds	Water/ Wastewater Utility Fund	Impact Fees Fund	Special Revenue Funds	Total All Funds
Property Taxes	$11,825,000	$9,178,000	$-	$-	$-	$21,003,000
Sales Taxes	44,229,000	-	-	-	-	44,229,000
Franchise Fees	4,875,000	-	-	-	-	4,875,000
Water Sales & Fees	-	-	15,460,000	-	-	15,460,000
Sewer Sales & Fees	-	-	9,998,000	-	-	9,998,000
Other	9,669,000	872,594	1,598,500	6,650,000	-	18,790,094
Hotel Occupancy Tax Fund	-	-	-	-	1,720,000	1,720,000
Law Enforcement Fund	-	-	-	-	55,495	55,495
Ron Sproull Mem. Endowment Fund	-	-	-	-	2,059	2,059
Municipal Court Fund	-	-	-	-	53,800	53,800
Library Fund	-	-	-	-	916	916
Total Revenue	$70,598,000	$10,050,594	$27,056,500	$6,650,000	$1,832,270	$116,187,364

Combined Financial Summaries for All Funds (Cont.)

Combined Expenditures by Function - FY 2005-2006

Expenditures & Financing Uses	General Fund	Debt Service Funds	Water/ Wastewater Utility Fund	Impact Fees Fund	Special Revenue Funds	Total All Funds
Public Safety	$26,400,761	$-	$-	$-	$-	$26,400,761
Public Works	11,797,541	-	-	-	-	11,797,541
General Services	12,832,500	-	-	-	-	12,832,500
Library	2,209,114	-	-	-	-	2,209,114
Parks	8,185,500	-	-	-	-	8,185,500
Utility	-	-	27,050,439	-	-	27,050,439
Other	9,169,852	-	-	12,112,500	-	21,282,352
Debt Service	-	10,302,869	-	-	-	10,302,869
Hotel Occupancy Tax Fund	-	-	-	-	1,720,000	1,720,000
Law Enforcement Fund	-	-	-	-	-	-
Ron Sproull Mem. Endowment Fund	-	-	-	-	3,000	3,000
Municipal Court Fund	-	-	-	-	75,500	75,500
Library Fund	-	-	-	-	3,400	3,400
Total Expenditures	$70,595,268	$10,302,869	$27,050,439	$12,112,500	$1,801,900	$121,862,976

Combined Expenditures by Category - FY 2005-2006

Expenditures & Financing Uses	General Fund	Debt Service Funds	Water/ Wastewater Utility Fund	Impact Fees Fund	Special Revenue Funds	Total All Funds
Personnel Services	$42,615,404	$-	$6,540,683	$-	$-	$49,156,088
Contractual Services	8,632,350	-	12,486,513	-	-	21,118,863
Materials and Supplies	4,052,646	-	1,882,328	-	-	5,934,974
Other Services & Charges	12,719,494	-	2,572,940	-	-	15,292,434
Capital Outlay	1,768,374	-	351,975	-	-	2,120,349
Debt Service	-	10,302,869	-	-	-	10,302,869
Other	807,000	-	3,215,999	12,112,500	-	16,135,499
Hotel Occupancy Tax Fund	-	-	-	-	1,720,000	1,720,000
Law Enforcement Fund	-	-	-	-	-	-
Ron Sproull Mem. Endowment Fund	-	-	-	-	3,000	3,000
Municipal Court Fund	-	-	-	-	75,500	75,500
Library Fund	-	-	-	-	3,400	3,400
Total Expenditures	$70,595,268	$10,302,869	$27,050,439	$12,112,500	$1,801,900	$121,862,976

General Fund 2005-2006

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Revenue & Financing Sources	$60,831,481	$61,283,900	$63,244,416	**$70,598,000**	$73,060,000
Expenditures					
Personnel Services	33,442,386	37,237,933	37,432,193	**42,615,404**	43,791,456
Contractual Services	5,301,985	7,880,013	7,961,974	**8,632,350**	8,807,518
Materials and Supplies	3,400,738	3,646,632	3,602,048	**4,052,646**	3,992,588
Other Services and Charges	9,816,793	10,144,707	11,338,316	**12,239,494**	12,710,215
Economic Development	222,239	480,000	480,000	**480,000**	480,000
Capital Outlay	1,214,889	1,890,022	2,425,292	**1,768,374**	1,856,643
Transfers	5,945,609	0	0	**807,000**	593,000
Total Expenditures	59,344,639	61,279,307	63,239,823	**70,595,268**	72,231,420
Net Change in Operations	$1,486,842	$4,593	$4,593	**$2,732**	$828,580

Interest & Sinking G.O. Bonds Fund 2005-2006

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Revenue & Financing Sources	$9,168,820	$10,119,055	$10,119,055	**$9,745,594**	$11,209,000
Expenditures					
Other Services and Charges	8,935,475	10,396,277	10,396,277	**10,014,359**	11,198,583
Total Expenditures	8,935,475	10,396,277	10,396,277	**10,014,359**	11,198,583
Net Change in Operations	$233,345	($277,222)	($277,222)	**($268,765)**	$10,417

Interest & Sinking Revenue Bonds Fund 2005-2006

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Revenue & Financing Sources	$989,187	$1,062,000	$1,062,000	**$305,000**	$2,000
Expenditures					
Other Services and Charges	1,282,797	1,020,258	1,020,258	**288,510**	3,000
Total Expenditures	1,282,797	1,020,258	1,020,258	**288,510**	3,000
Net Change in Operations	($293,610)	$41,742	$41,742	**$16,490**	($1,000)

Water / Wastewater Utility Fund 2005-2006

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Revenue & Financing Sources	$25,709,626	$25,935,700	$25,935,700	**$27,056,500**	$26,606,500
Expenditures					
Personnel Services	5,323,380	6,309,629	6,309,629	**6,540,683**	6,673,927
Contractual Services	8,407,142	10,454,508	10,454,508	**12,486,513**	12,725,715
Materials and Supplies	1,495,552	1,777,267	1,777,267	**1,882,328**	1,871,560
Other Services and Charges	1,054,075	2,460,021	2,460,021	**2,572,940**	3,042,940
Capital Outlay	270,675	543,683	543,683	**351,975**	84,700
Debt Service/Transfers	4,805,063	4,387,000	4,387,000	**3,216,000**	2,926,000
Total Expenditures	21,355,887	25,932,108	25,932,108	**27,050,439**	27,324,842
Net Change in Operations	$4,353,739	$3,592	$3,592	**$6,061**	($718,342)

Utility Impact Fees Fund 2005-2006

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Revenue & Financing Sources	$5,964,333	$5,062,000	$5,062,000	**$6,650,000**	$6,650,000
Expenditures					
Capital Projects	5,961,432	10,500,000	10,500,000	**12,112,500**	4,112,500
Total Expenditures	5,961,432	10,500,000	10,500,000	**12,112,500**	4,112,500
Net Change in Operations	$2,901	($5,438,000)	($5,438,000)	**($5,462,500)**	$2,537,500

Hotel Occupancy Tax Fund 2005-2006

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget
Revenue and Financing Sources	$1,687,115	$1,630,000	$1,700,000	**$1,720,000**
Expenditures				
Multi-Purpose Stadium/Convention Facility	693,233	626,990	719,290	**810,186**
Program Support	22,473	5,617	5,617	**2,500**
Arts Support	27,460	19,000	19,000	**19,000**
Tourism Support	104,192	32,000	32,000	**24,000**
Contingency - Mid Year Events	0	20,000	20,000	**500**
Museum Support	8,000	8,000	8,000	**8,000**
Convention & Visitors Bureau	469,591	728,158	728,158	**655,814**
Capital Projects	0	238,500	238,500	**200,000**
Total Expenditures	1,324,949	1,678,265	1,770,565	**1,720,000**
Net Change in Operations	$362,166	($48,265)	($70,565)	**$0**

Law Enforcement Fund 2005-2006

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget
Revenue and Financing Sources	$71,582	$36,378	$36,378	**$55,495**
Expenditures				
Federal	40,075	110,500	110,500	**0**
Total Expenditures	40,075	110,500	110,500	**0**
Net Change in Operations	$31,507	($74,122)	($74,122)	**$55,495**

Ron Sproull Memorial Endowment Fund 2005-2006

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget
Revenue and Financing Sources	$1,174	$950	$950	**$2,059**
Expenditures				
Round Rock Memorial Park	0	7,188	7,188	**3,000**
Total Expenditures	0	7,188	7,188	**3,000**
Net Change in Operations	$1,174	($6,238)	($6,238)	**($941)**

Municipal Court Fund 2005-2006

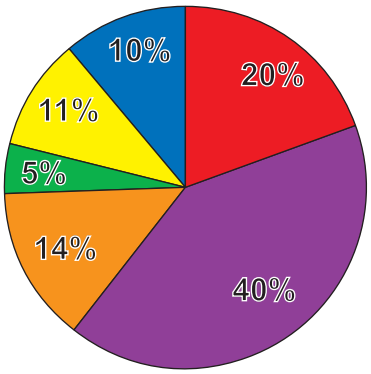
	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget
Revenue and Financing Sources	$63,968	$68,884	$68,884	**$53,800**
Expenditures				
Child Safety Fines	0	18,000	18,000	**9,000**
Technology Fees	22,242	89,000	89,000	**31,000**
Security Fees	22,746	27,500	27,500	**35,500**
Total Expenditures	44,988	134,500	134,500	**75,500**
Net Change in Operations	$18,980	($65,616)	($65,616)	**($21,700)**

Library Fund 2005-2006

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget
Revenue and Financing Sources	$919	$800	$800	**$916**
Expenditures				
Books & Materials	0	3,500	3,500	**3,400**
Total Expenditures	0	3,500	3,500	**3,400**
Net Change in Operations	$919	($2,700)	($2,700)	**($2,484)**

Revenue by Type: $107,179,094

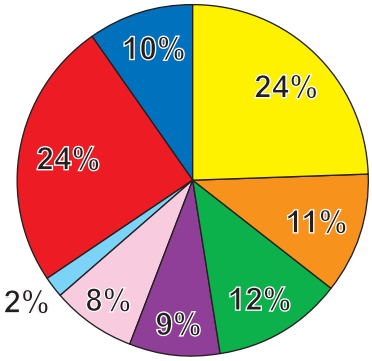
(Combined General, G.O. & Revenue Debt Service, and Utility Funds/Net of Inter-fund Transfers)



- Sewer Sales $9,998,000
- Other $11,614,094
- Franchise Fees $4,875,000
- Water Sales $15,460,000
- Sales Tax $44,229,000
- Property Tax $21,003,000

Uses by Function: $107,422,577

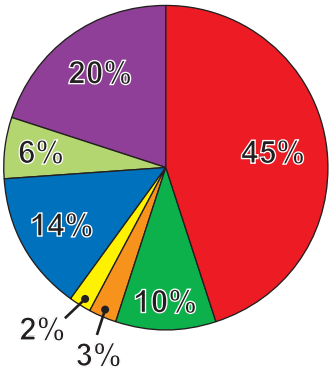
(Combined General, G.O. & Revenue Debt Service, and Utility Funds/Net of Inter-fund Transfers)



- Other $9,169,853
- Debt Service $10,302,869
- General Services $12,832,500
- Utility $26,524,439
- Public Works $11,797,541
- Library $2,209,114
- Public Safety $26,400,761
- Parks $8,185,500

Uses by Category: $107,422,577

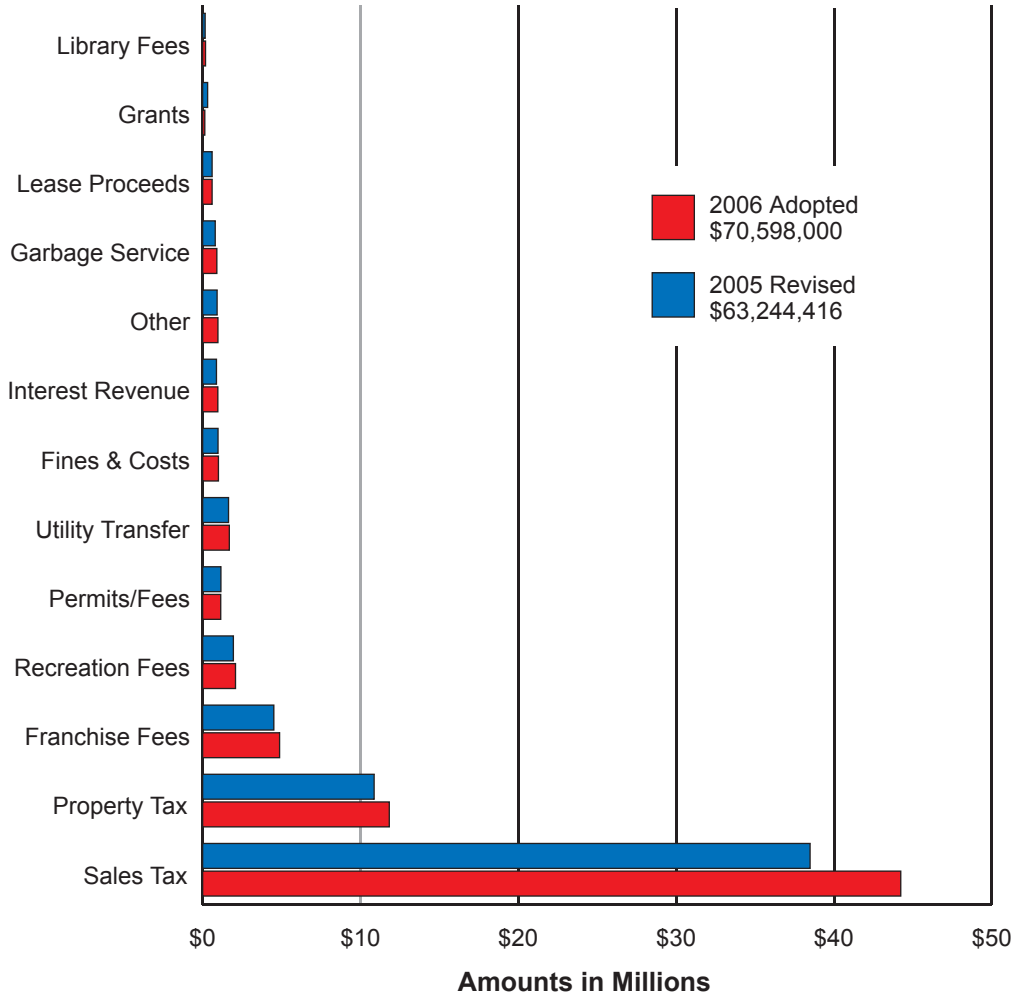
(Combined General, G.O. & Revenue Debt Service, and Utility Funds/Net of Inter-fund Transfers)



- Personnel $49,156,088
- Capital $2,120,349
- Debt Service $10,302,869
- Other Svcs./Chgs $15,292,434
- Other $3,497,000
- Materials/Supplies $5,934,974
- Contractual $21,118,863

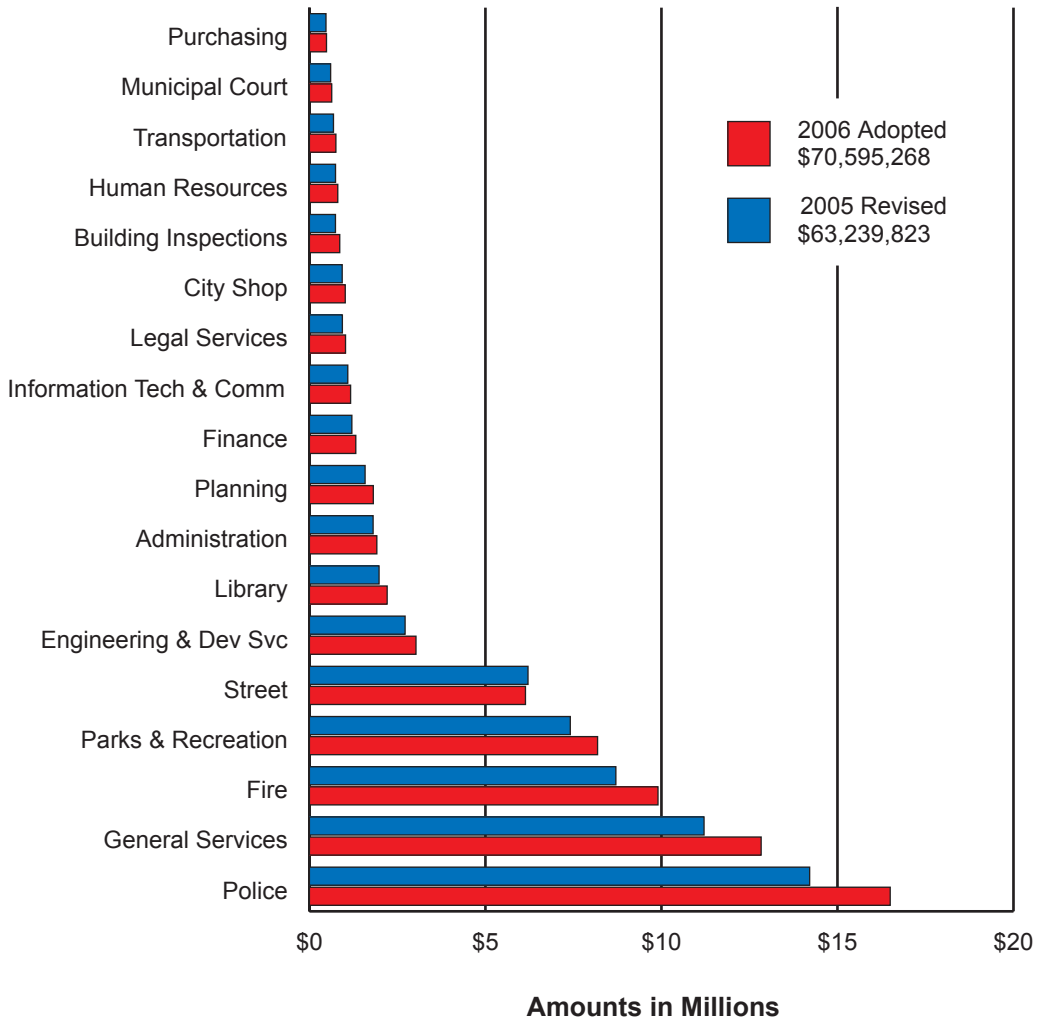
General Fund Revenues

2006 Adopted Compared to 2005 Revised Budget



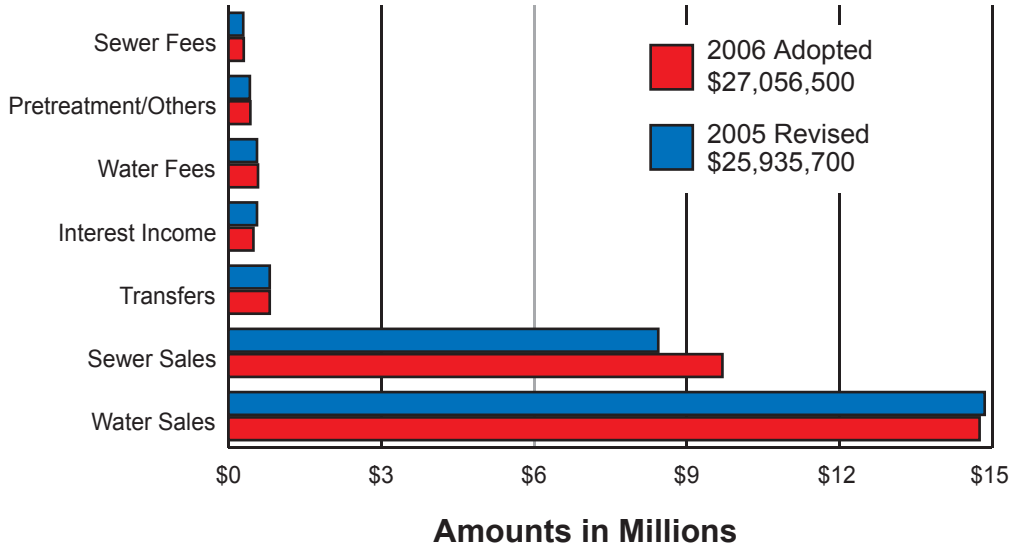
General Fund Expenditures

2006 Adopted Compared to 2005 Revised Budget



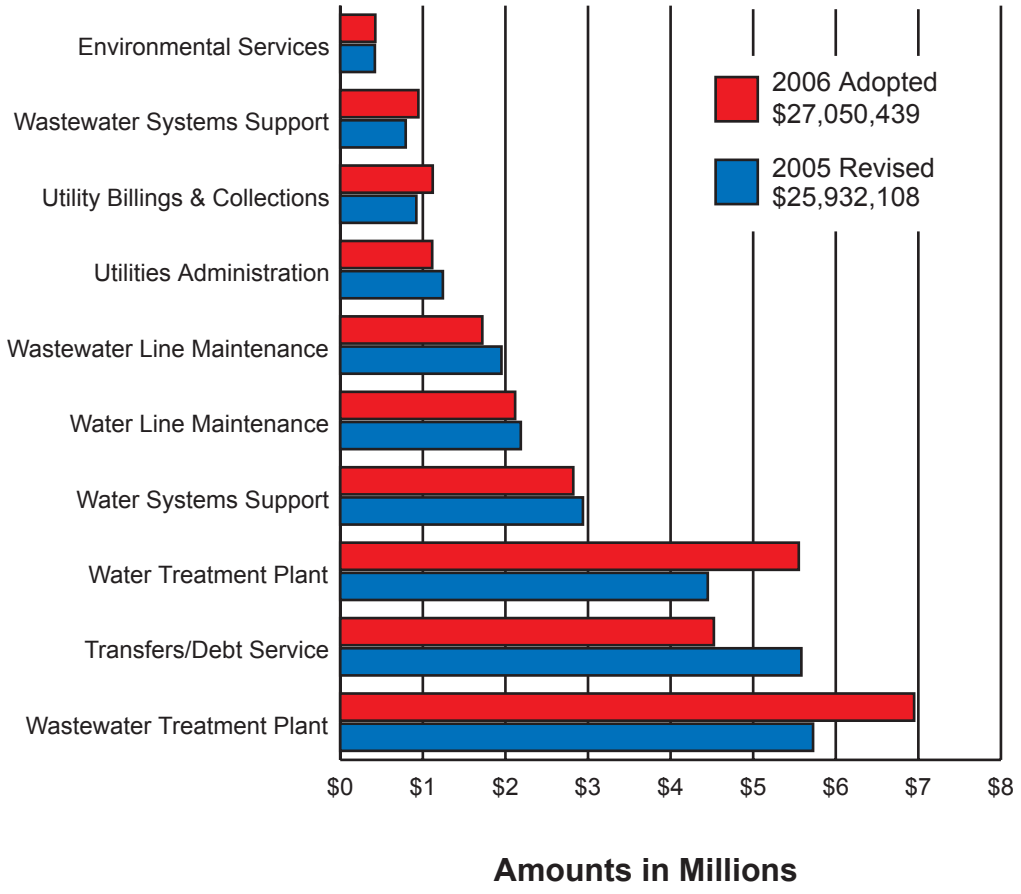
Utility Fund Revenues

2006 Adopted Compared to 2005 Revised Budget



Utility Fund Expenditures

2006 Adopted Compared to 2005 Revised Budgets



Revenue Estimates

General Fund

Debt Service

- I & S General Obligation Bonds Fund
- I & S Revenue Bonds Fund

Water / Wastewater Utility Fund

Utility Impact Fees Fund

Hotel Occupancy Tax Fund

Law Enforcement Fund

Ron Sproull Mem. Endowment Fund

Municipal Court Fund

Library Fund

General Fund Revenues

Acct#	Account Title	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Property Taxes						
4110	Current Property Taxes	$10,270,448	$10,765,000	$10,765,000	**$11,700,000**	$12,700,000
4111	Delinquent Taxes	81,532	60,000	60,000	**70,000**	70,000
4112	Penalty & Interest - Delinquent Taxes	19,236	12,000	12,000	**15,000**	15,000
4113	Penalty & Interest - Current Taxes	48,656	28,000	28,000	**40,000**	40,000
	Sub Total	10,419,872	10,865,000	10,865,000	**11,825,000**	12,825,000
Sales Tax						
4120	Sales Tax	36,482,227	36,660,000	38,484,598	**44,229,000**	45,600,000
	Sub Total	36,482,227	36,660,000	38,484,598	**44,229,000**	45,600,000
Bingo/Mixed Drink Tax						
4122	Mixed Drink Tax	181,039	175,000	175,000	**180,000**	183,000
4124	Bingo Tax	29,051	24,000	24,000	**28,000**	28,000
	Sub Total	210,090	199,000	199,000	**208,000**	211,000
Franchise Fees						
4115	Franchise - TXU Gas	733,489	340,000	340,000	**550,000**	500,000
4116	Franchise - SW Bell	551,554	575,000	575,000	**575,000**	575,000
4117	Franchise - TU Electric	2,659,892	2,900,000	2,900,000	**2,900,000**	3,000,000
4118	Franchise - Cablevision	495,613	470,000	470,000	**550,000**	515,000
4119	Franchise - Garbage Collection	246,675	225,000	225,000	**300,000**	305,000
	Sub Total	4,687,223	4,510,000	4,510,000	**4,875,000**	4,895,000
Building Permits/Inspections						
4214	Building Permits	367,689	330,000	330,000	**340,000**	350,000
4216	Building Reinspections	92,836	95,000	95,000	**95,000**	95,000
4225	Subdivision Development Fee	272,896	225,000	225,000	**225,000**	225,000
4226	Developer Landscape Fees	0	6,000	6,000	**0**	0
4410	Structural Steel Inspections	8,374	15,000	15,000	**15,000**	15,000
	Sub Total	741,795	671,000	671,000	**675,000**	685,000
Other Permits						
4212	Beer & Liquor License	2,945	600	600	**1,000**	1,000
4218	Electrical License/Code Book	9,593	20,000	20,000	**0**	0
	Sub Total	12,538	20,600	20,600	**1,000**	1,000

General Fund Revenues (Cont.)

Acct#	Account Title	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Garbage/Fire Protection Fees						
4302	Garbage Services	600,439	593,000	593,000	**685,000**	705,000
4306	Garbage Penalty	82,327	75,000	75,000	**85,000**	85,000
4617	Fire Protection Service - MUD Contract	249,615	250,000	250,000	**250,000**	250,000
	Sub Total	932,381	918,000	918,000	**1,020,000**	1,040,000
Recreation Fees						
4401	Swim Pool Agreements	27,252	30,000	30,000	**30,000**	30,000
4402	Recreation Programs - Pool	92,865	106,000	106,000	**156,000**	156,000
4403	Recreation Programs	774,609	870,000	870,000	**870,000**	870,000
4404	Swim Pool Receipts	81,515	101,000	101,000	**91,000**	91,000
4405	Sports League Fees	270,640	280,000	280,000	**285,000**	285,000
4406	Ballfield Lights	17,579	33,000	33,000	**30,000**	30,000
4409	Recreation Programs - Seniors	44,509	52,000	52,000	**57,000**	57,000
4413	Membership Fees-Madsen	476,512	475,000	475,000	**522,000**	522,000
	Sub Total	1,785,481	1,947,000	1,947,000	**2,041,000**	2,041,000
Library Fees						
4221	Library Fees-Non Residential	49,401	48,000	48,000	**48,000**	48,000
4411	Library - Photocopy	17,182	14,000	14,000	**16,000**	16,000
4515	Library Fines	65,140	60,000	60,000	**80,000**	80,000
4516	Lost Book Charges	11,070	11,000	11,000	**12,000**	12,000
4517	Library Miscellaneous Receipts	613	1,200	1,200	**1,000**	1,000
	Sub Total	143,406	134,200	134,200	**157,000**	157,000
Filing/Other Fees						
4217	Filing Fees	137,218	125,000	125,000	**100,000**	100,000
4224	GIS Fees	19,720	18,000	18,000	**18,000**	18,000
4637	Reproductions - Plats	1,683	2,000	2,000	**2,000**	2,000
4219	Annual Site Plan Fees	0	46,000	46,000	**35,000**	35,000
	Sub Total	158,621	191,000	191,000	**155,000**	155,000

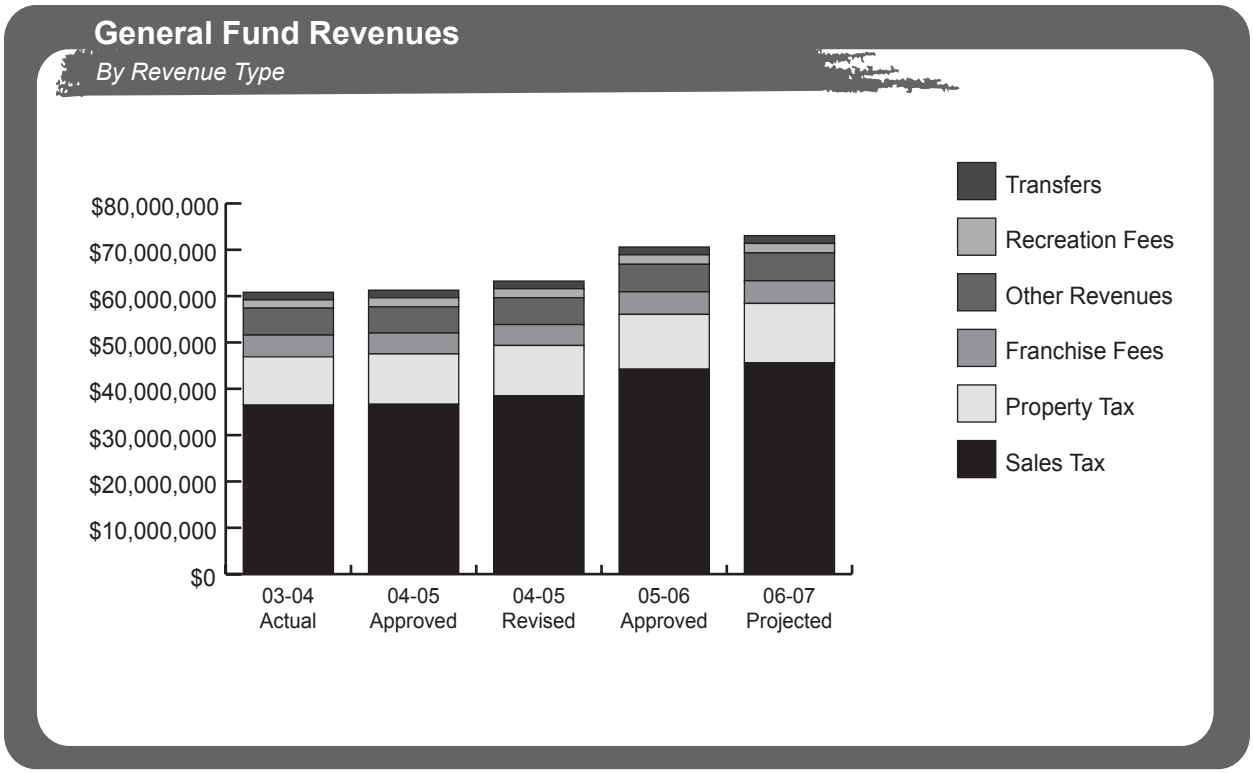
General Fund Revenues (Cont.)

Acct#	Account Title	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Fines & Costs						
4511	Police Dept. Fines & Costs	1,076,585	975,000	975,000	**1,000,000**	1,025,000
	Sub Total	1,076,585	975,000	975,000	**1,000,000**	1,025,000
Rentals						
4408	Facility Rental - Parks/Rec	38,107	41,000	41,000	**41,000**	41,000
4412	Meeting Room Revenue	22,291	25,000	25,000	**25,000**	25,000
	Sub Total	60,398	66,000	66,000	**66,000**	66,000
Grants						
4685	Federal Grant - Cops in School	99,259	40,000	40,000	**0**	0
4689	Federal Grant - Technology/Equip	0	15,000	15,000	**0**	0
4623	Fire Dept. EMT Grant	34,953	32,000	32,000	**32,000**	32,000
4683	State Grant - Training	10,081	8,000	8,000	**10,000**	10,000
4695	Planning Grant - THC	2,772	5,000	5,000	**5,000**	5,000
4679	CDBG Reimbursement	66,745	70,000	70,000	**70,000**	70,000
4663	Miscellaneous	106,286	10,000	145,918	**20,000**	20,000
	Sub Total	320,096	180,000	315,918	**137,000**	137,000
Interest						
4610	Interest Income	806,739	875,000	875,000	**962,000**	975,000
4612	Increase/Decrease in Fair Value	(274,802)	200	200	**1,000**	1,000
	Sub Total	531,937	875,200	875,200	**963,000**	976,000
Capital Lease Proceeds						
4616	Capitalized Lease Proceeds	575,000	600,000	600,000	**600,000**	600,000
	Sub Total	575,000	600,000	600,000	**600,000**	600,000

General Fund Revenues (Cont.)

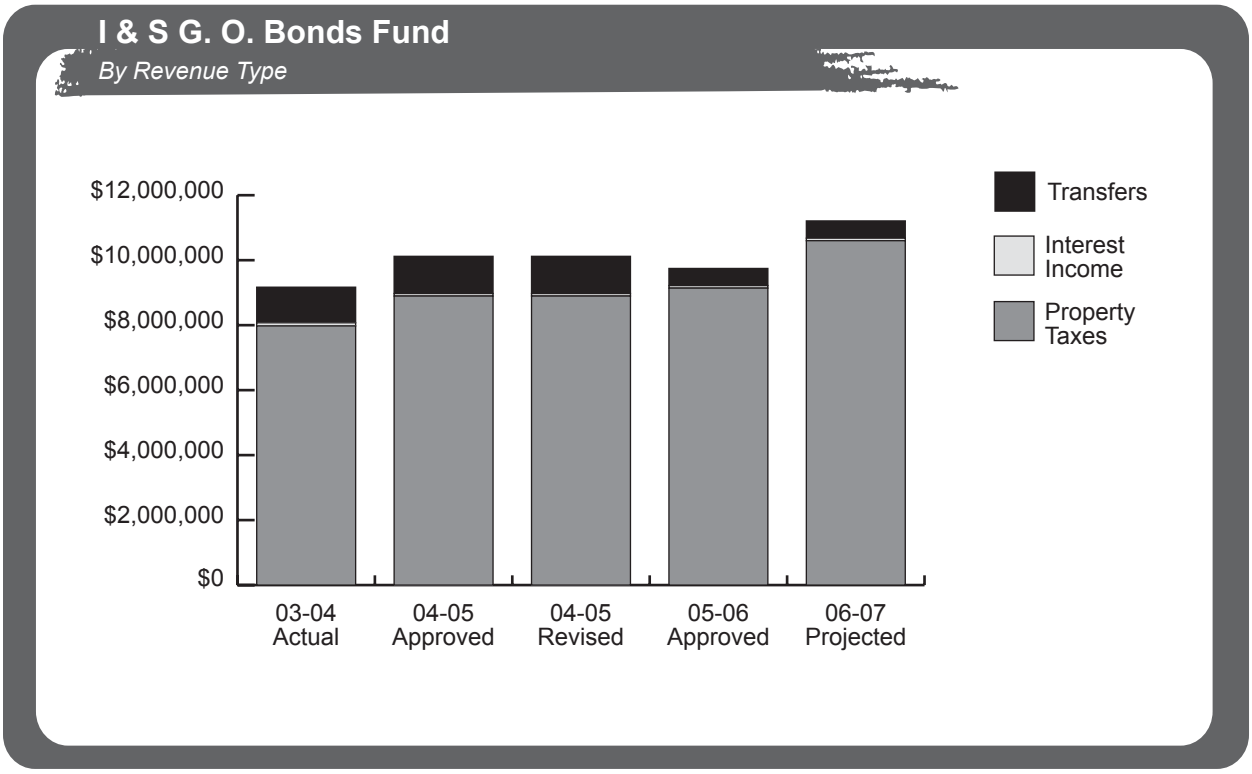
Acct#	Account Title	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Transfers						
7200	Transfer from Utility Fund	1,640,000	1,640,000	1,640,000	**1,690,000**	1,690,000
	Sub Total	1,640,000	1,640,000	1,640,000	**1,690,000**	1,690,000
Other Revenues						
4308	PARD Brush Recycling Fees	114,629	120,000	120,000	**120,000**	120,000
4407	Police Dept. - Miscellaneous	19,725	20,000	20,000	**20,000**	20,000
4213	Licensing Fees-Animal Control Ordinance	0	0	0	**40,000**	40,000
4615	Miscellaneous Revenue	72,453	30,000	30,000	**30,000**	30,000
4619	Returned Check Fee	430	400	400	**1,000**	1,000
4628	Donations/Contributions	38,202	2,000	2,000	**5,000**	5,000
4636	Insurance Proceeds	72,428	5,000	5,000	**5,000**	5,000
4638	Street Cuts	1,550	1,000	1,000	**1,000**	1,000
4639	Proceeds - Sale of Assets	23,268	31,000	31,000	**31,000**	31,000
4660	4B Corporation Reimbursement	183,460	184,000	184,000	**184,000**	184,000
4664	Camera Operator Reimb-RRISD	875	500	500	**1,000**	1,000
4669	Court Fund Reimbursement	22,315	25,000	25,000	**20,000**	20,000
4670	RRISD Reimbursement	254,117	250,000	250,000	**320,000**	320,000
4671	GO Bond Funds Reimbursement	207,824	136,000	136,000	**140,000**	140,000
4672	Recycling Revenue	9,960	10,000	10,000	**10,000**	10,000
4301	Lot Clearing Services	14,721	12,000	12,000	**16,000**	16,000
4305	Brush Hauling Revenue	17,874	5,000	5,000	**12,000**	12,000
	Sub Total	1,053,831	831,900	831,900	**956,000**	956,000
	Total General Fund Revenues	$60,831,481	$61,283,900	$63,244,416	**$70,598,000**	$73,060,000

General Fund Revenues (Cont.)



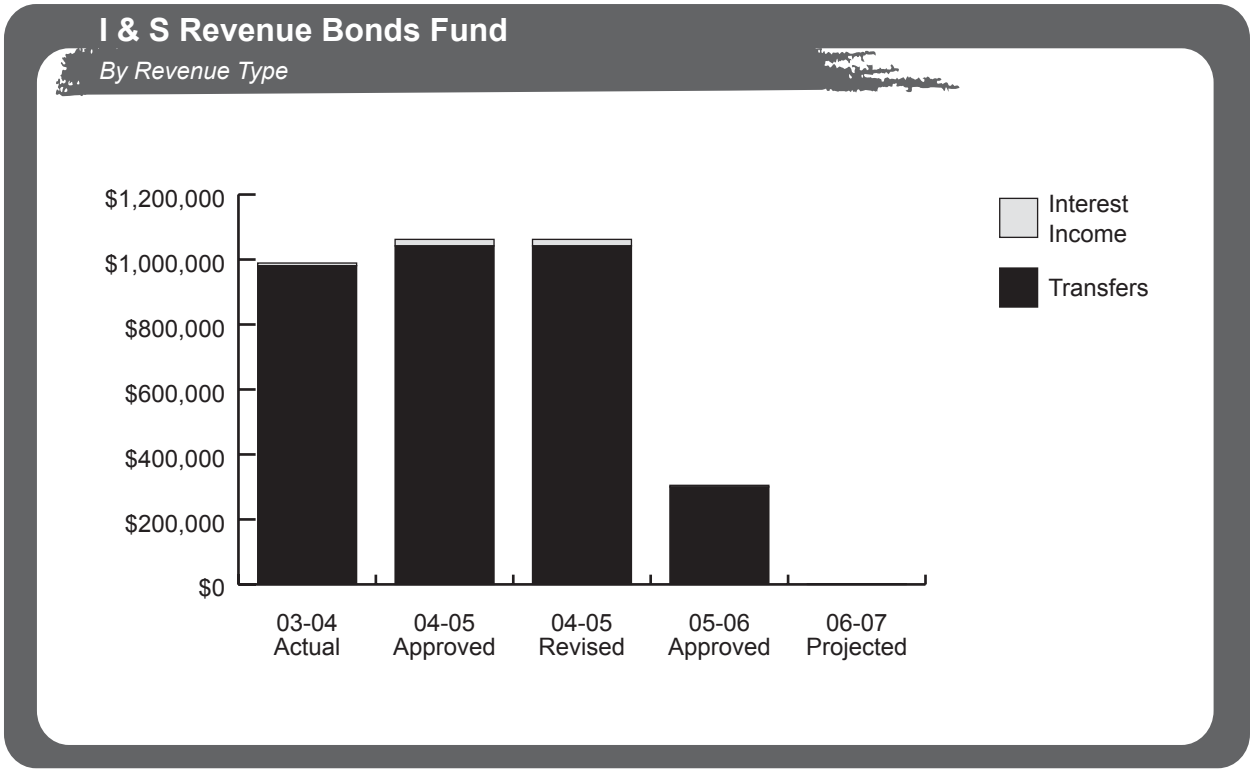
I & S General Obligation Bonds Fund

Acct#	Account Title	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
4110	Current Property Taxes	$7,901,188	$8,856,000	$8,856,000	**$9,100,000**	$10,560,000
4111	Delinquent Taxes	75,407	40,000	40,000	**40,000**	40,000
4112	Penalty & Interest - Delinquent Taxes	16,466	13,000	13,000	**13,000**	13,000
4113	Penalty & Interest - Current Taxes	36,915	25,000	25,000	**25,000**	25,000
4610	Interest Income	43,315	40,000	40,000	**40,000**	40,000
7200	Transfer from Utility Fund	655,474	705,000	705,000	**226,000**	236,000
7855	Transfer from Golf Course	440,055	440,055	440,055	**301,594**	295,000
Total I&S General Obligation Bonds Fund Revenues		$9,168,820	$10,119,055	$10,119,055	**$9,745,594**	$11,209,000



I & S Revenue Bonds Fund

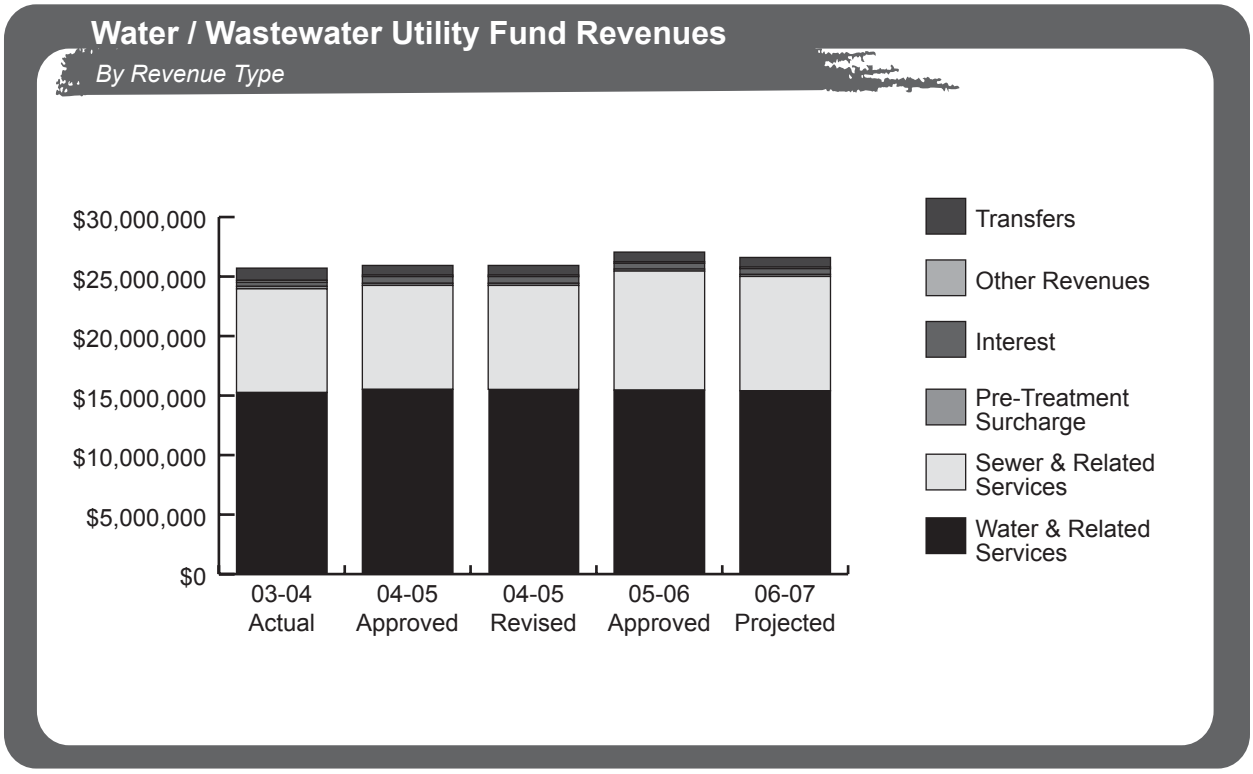
Acct#	Account Title	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
4610	Interest Income	$8,082	$20,000	$20,000	**$5,000**	$2,000
7200	Transfer from Utility Fund	981,105	1,042,000	1,042,000	**300,000**	0
	Total I&S Revenue Bonds Fund Revenues	$989,187	$1,062,000	$1,062,000	**$305,000**	$2,000



Water / Wastewater Utility Fund Revenues

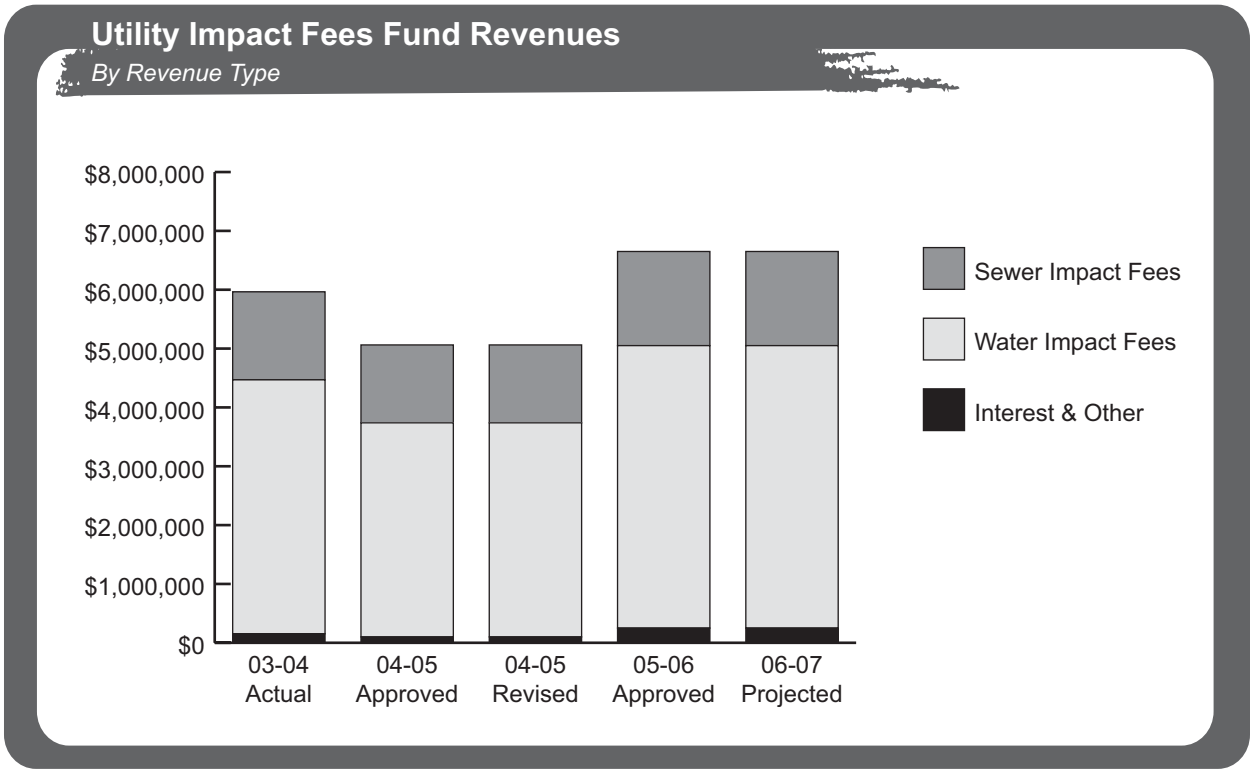
Acct#	Account Title	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Water & Related Services						
4444	Connection & Transfer Fee	$100,446	$84,000	$84,000	**$90,000**	$90,000
4801	Water Service	14,519,332	14,850,000	14,850,000	**14,750,000**	14,700,000
4805	Water Insp. & Meter Setting Fee	137,700	135,000	135,000	**150,000**	150,000
4807	Water Penalty	353,207	340,000	340,000	**340,000**	340,000
4831	Reconnect Charges	75,459	48,000	48,000	**65,000**	65,000
4833	Meters and Fittings Sales	73,227	65,000	65,000	**65,000**	65,000
	Sub Total	15,259,371	15,522,000	15,522,000	**15,460,000**	15,410,000
Sewer & Related Services						
4821	Sewer Service	8,399,214	8,440,000	8,440,000	**9,700,000**	9,300,000
4825	Sewer Inspection Fee	135,100	125,000	125,000	**130,000**	130,000
4826	Sewer Discharge Permits	3,850	3,000	3,000	**3,000**	3,000
4827	Sewer Penalty	169,581	165,000	165,000	**165,000**	165,000
	Sub Total	8,707,745	8,733,000	8,733,000	**9,998,000**	9,598,000
Pre-Treatment Surcharge						
4443	Industrial Pre-Treatment Surcharge	209,244	180,000	180,000	**170,000**	170,000
	Sub Total	209,244	180,000	180,000	**170,000**	170,000
Interest						
4610	Interest Income	440,045	560,000	560,000	**485,000**	485,000
4612	Increase/Decrease in Fair Value	(104,412)	200	200	**1,000**	1,000
	Sub Total	335,633	560,200	560,200	**486,000**	486,000
Other Revenues						
4615	Miscellaneous Revenue	143,076	115,000	115,000	**115,000**	115,000
4619	Returned Check Fee	9,262	8,000	8,000	**10,000**	10,000
4629	Gain/Loss on Sale of Assets	0	5,000	5,000	**5,000**	5,000
4639	Proceeds - Sale of Assets	20,795	0	0	**0**	0
7270	Transfer from Reserve Fund	212,000	0	0	**0**	0
7250	Transfer from Wastewater Impact Fees	812,500	812,500	812,500	**812,500**	812,500
	Sub Total	1,197,633	940,500	940,500	**942,500**	942,500
	Total Water/Wastewater Utility Fund Revenues	$25,709,626	$25,935,700	$25,935,700	**$27,056,500**	$26,606,500

Water / Wastewater Utility Fund Revenues (Cont.)



Utility Impact Fees Fund Revenues

Acct#	Account Title	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
4610	Interest Income	$154,007	$100,000	$100,000	**$250,000**	$250,000
4802	Water Impact Fees	3,828,723	3,200,000	3,200,000	**4,300,000**	4,300,000
4808	Commercial Water Impact Fees	485,860	438,000	438,000	**500,000**	500,000
4822	Sewer Impact Fees	1,350,893	1,174,000	1,174,000	**1,400,000**	1,400,000
4828	Commercial Sewer Impact Fees	144,850	150,000	150,000	**200,000**	200,000
Total Utility Impact Fees Fund Revenues		$5,964,333	$5,062,000	$5,062,000	**$6,650,000**	$6,650,000



Hotel Occupancy Tax Fund Revenues

Acct#	Account Title	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget
4123	Occupancy Tax	$1,650,148	$1,675,000	$1,675,000	**$1,700,000**
4610	Interest Income	26,321	25,000	25,000	**20,000**
4615	Misc Revenue	2,191	0	0	**0**
7594	Transfer from Conv. Ctr.	7,005	0	0	**0**
7596	Transfer from Expansion Fund	1,450	0	0	**0**
Total Hotel Occupancy Tax Fund Revenues		$1,687,115	$1,630,000	$1,700,000	**$1,720,000**

Law Enforcement Fund Revenues

Acct#	Account Title	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget
4610	Interest Income - State & Local	$447	$450	$450	**$343**
4610	Interest Income - Federal	1,099	928	928	**1,152**
4654	State & Local Seizure Income	2,249	0	0	**4,000**
4665	Federal Seizure Income	49,383	35,000	35,000	**50,000**
4663	Grant Proceeds	18,404	0	0	**0**
Total Law Enforcement Fund Revenues		$71,582	$36,378	$36,378	**$55,495**

Ron Sproull Memorial Endowment Fund Revenues

Acct#	Account Title	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget
4610	Interest Income	$1,174	$950	$950	**$2,059**
Total Ron Sproull Memorial Endowment Fund Revenues		$1,174	$950	$950	**$2,059**

Municipal Court Fund Revenues

Acct#	Account Title	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget
4519	Child Safety Fines	$5,919	$6,500	$6,500	**$3,200**
4509	Technology Fees	32,167	34,800	34,800	**27,000**
4510	Security Fees	24,174	26,000	26,000	**21,000**
4610	Interest Income	1,708	1,584	1,584	**2,600**
Total Municipal Court Fund Revenues		$63,968	$68,884	$68,884	**$53,800**

Library Fund Revenues

Acct#	Account Title	2003-2004 Actual	Approved Budget	Revised Budget	Approved Budget
4628	Library Donations	$776	$800	$800	**$800**
4610	Interest Income	143	0	0	**116**
Total Library Fund Revenues		$919	$800	$800	**$916**

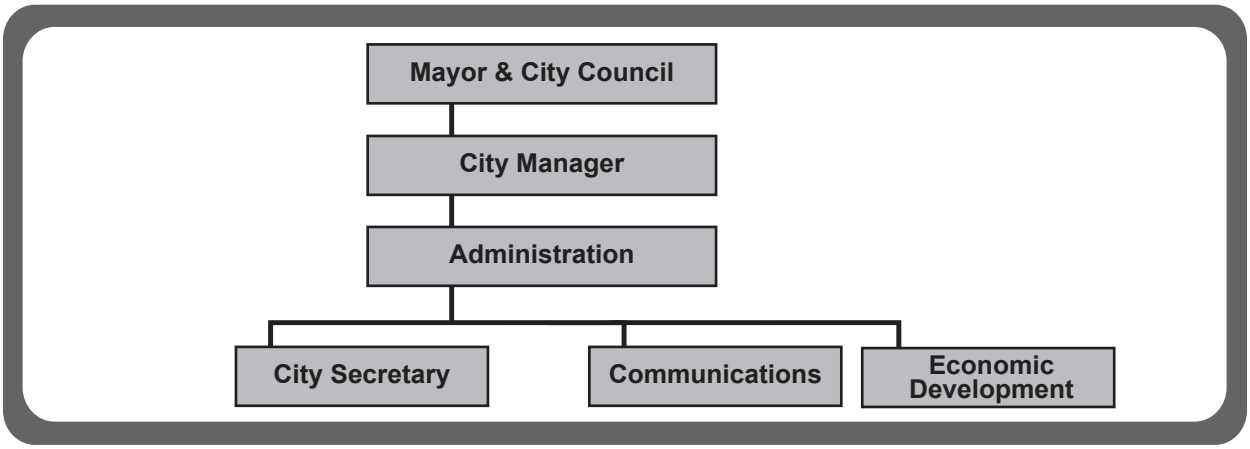
General Fund Expenditures

Administration
Legal Services
Planning & Community Development
Information Tech. & Communications
Building Inspections
Finance
Purchasing
General Services
Library
Police
Fire
Parks & Recreation
Human Resources
Engineering & Development Services
Street
Transportation
City Shop
Municipal Court

Administration

The Administration Department consists of the Mayor and six Council members, and the office of the City Manager. Together, these two bodies are responsible for the formulation and communication of public policy to meet community needs and assure orderly development in the City. In addition, the City Manager's Office provides for the general administration of the City.

Mission: To set policy and provide overall leadership to the organization.



Departmental Program Summary:

The Round Rock Administration Department consists of five programs described below:

Programs:

Mayor and Council: The Mayor and six Council members, acting as the elected representatives of the citizens of Round Rock, formulate public policy to meet community needs and assure orderly development in the City. The City Council appoints the City Manager, City Attorney, Municipal Court Judge and various citizen boards and commissions. The City Council's public policy activities include: adopting the City's annual budget and establishing general objectives; reviewing and adopting all ordinances and resolutions; and approving purchases and contracts as prescribed by City Charter and State Law.

Office of the City Manager: The City Manager's Office handles the general administration of the City and executes the policies and objectives of the City Council. As Chief Administrator, the City Manager is directly responsible to the Mayor and City Council. He oversees the day-to-day operation of the City by coordinating all City Department activities and functions.

Office of the City Secretary: The City Secretary is the Records Management Officer of the City. The City Secretary attends all City Council meetings and keeps the minutes; maintains all official City records, including ordinances, resolutions, contracts, easements, and deeds; publishes and posts legal notices; monitors the terms and attendance of all Boards and Commissions of the City; and coordinates municipal elections.

Communications: The Communications division develops internal and external communications and citizen participation initiatives. It handles media relations for most departments. The Communication division manages the City's website; produces the bi-weekly "City Beat" news ad in the Round Rock Leader and Austin American Statesman; develops the monthly "News Flash" newsletter inserted in Utility Bills; produces the monthly "Take 5" news program, and public service announcements; develops other programming for the City's Government Access Channel; produces the "Round Rock News" e-newsletter, and the employee newsletter, Rock Beats.

Programs *(Cont.)*

Economic Development Under the Economic Development initiative, the City Manager and Executive Director of Community Development promote business recruitment, retention and expansion. They also market the City of Round Rock.

They work closely with the City's managerial staff, Chamber of Commerce, tourism committee, and citizens and representatives of local businesses to develop and implement development strategies and programs. The Economic Development division is responsible for accomplishing all departmental goals and objectives in coordination with City strategic goals and objectives. This department also helps manage the tourism program.

FY 2004-2005 Highlights:

During 2004-2005, the Administration department achieved the following:

- The City Council will update the City's strategic goals during annual council retreat. Strategic goals are set bi-annually and provide guidance/direction for City staff.
- The Communication Department won a national award for the employee newsletter Rock Beats and a statewide TAMI award for the monthly cable access show, Take Five.
- The Communication Department created an inter-departmental Editorial Board to advise on the employee newsletter, Rock Beats.
- The Communication Department began producing a Spanish edition of Rock Beats for departments that have Spanish-speaking employees.
- In coordination with the Chamber of Commerce, the City Manager and Executive Director of Community Development continue efforts to keep local businesses in the area through the Businesses Retention Program.
- The Convention & Visitors Bureau "Sports Capital of Texas" website won first place – Best Website in the nation from the North American Travel Journalist Association.
- The City Manager and the Communications Director included citizen participation with the staff discussions to create a strategic plan for the fire department.
- The Assistant City Manager stayed very involved on a national level with Streamlined Sales Tax issues concerning our City.
- The City Manager encouraged open communication with city employees with "brown-bag" meetings around the City. These meetings are a great success and will continue next year.
- The City Manager meets quarterly with former council members to update them on community issues.
- The Convention &Visitors Bureau was created in our Economic Development department to assist groups of people interested in bringing their tournament or convention to Round Rock and to advertise and conduct solicitations and promotional programs to attract tourists and convention delegates to the City.
- The Convention Visitors Bureau assists in the furnishing of facilities, personnel, and materials for the registration of convention delegates and advertises and conducts solicitations and promotional programs to attract tourists and convention delegates to the City.
- The City Council approved a Financial Management Plan establishing limitations on the use of sales tax revenue derived from Dell Inc. for general fund operations.
- City staff has continued to work closely with the chamber staff to begin the new economic development initiatives.

FY 2005-2006 Overview and Significant Changes:

In the upcoming fiscal year the Administration Department plans to continue to support the City staff and City Council with the following:

- The Communications Department will begin redesigning the City website to improve its aesthetics, usability, and interactivity, as well as, bring the website in compliance with Section 508 of the Americans with Disabilities Act. The City will contract services from a vendor to design the site in a manner that meets our strategic goals for communication and customer service.
- The Communications Department will develop a five-year communications plan.

- The Executive Development Program started with a success in promoting leadership and excellence to he students in the program as well as new directors.

- The Round Rock Premium Outlet Mall is expected to open in late 2006 bringing visitors/tourists to shop in Round Rock.

- Round Rock Higher Education Center for Texas State University will open to about 5,000 students in August 2005.

Seton Hospital has a 75-acre tract under contract adjacent to the Round Rock Higher Education Center and is currently working on a site plan.

New Programs for FY 2005-2006:

Project Development Coordinator: This position will assist in improving development procedures. Current processes will be reviewed to identify potential efficiencies. This position will provide a direct liaison between the city and the development community.

FY 2006-2007 Overview and Beyond:

The Administration Department will continue to support City initiatives by:

- The City Secretary's office will launch a new page on the city website that will house official records, election information, council minutes, City Charter and other official documents in one centralized location. In addition, an automated council submission plan will be implemented to aid the agenda submittal process.

- The Communications Director will initiate a process and supervise a new program that will enable the City Council and Planning and Zoning meetings to be digitally recorded and available for future viewing. Using this system, meetings can be captured on digital video, encoded onto a hard drive, and made available for viewing by City staff and external customers through streaming media via our website. The availability of searchable archives will allow a section of any meeting to be retrieved at anytime using a simple keyword search. Agendas, supporting documents, and video from the meetings would be incorporated into a single window on a web browser and accessible by staff and the public.

- The development of the Chandler Road corridor has prompted the review of the City's General Plan. A detailed study for the corridor from I-35 to SH-130 will bring new development options to this last frontier for Round Rock.

Departmental Goals:

- Intensify the City's strong commitment to economic development. (City Goal 1)

- Implement the General Plan and Strategic Plan with emphasis on the Northeast quadrant. (City Goal 2)

- Continue to improve the quality and accountability of all City operations through performance measurement and customer surveys. (City Goal 5)

- Continue implementation of the City's High Performance Organization philosophy. (City Goal 5)

- Continue to improve the government access channel and website to facilitate better citizen communication. (City Goal 6)

- Continue management supervision of new capital construction projects. (City Goal 4)

- Continue management oversight of development processes, both public and private. (City Goal 5)

- Continue implementation of the Transportation Plan for the City. (City Goal 4)

- Promote economic development compatible with City of Round Rock goals and diversify the economic base of the community. (City Goal 1)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
Total City Operating Expenditures	$95,568,471	$100,588,446	$107,948,576
City Population	79,850	84,200	88,500
Taxable Property Base	$5,071,176,374	$5,251,484,692	$5,667,029,945
Elections	1	1	
Input			
Dept. Operating Expenditures	$1,335,634	$1,809,893	$1,915,433
No. of Depart. Employees (FTE)	9.5	10.5	11.5
Efficiency			
Expenditures as a % of General Fund	2.25%	2.86%	2.71%
Authorized Personnel as a % of General Fund Personnel (FTE)	1.65%	1.73%	1.81%
Effectiveness			
Biennial City-wide Citizen Survey Expressed as data gathered from the City-wide citizen survey, which is conducted every two (2) years.			
In general, do you think the City of Round Rock is headed in the right direction or the wrong direction?	76% Right Direction	**N/A	78% Right Direction
In general, do you think the quality of life in the City of Round Rock is getting better, getting worse, or staying about the same?	43% Getting Better	**N/A	45% Getting Better

Summary of Key Measurement Indicators (Cont.)

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Effectiveness			
When you call the City of Round Rock on the telephone for services or information, how would you describe the service you receive: excellent, good, only fair, or poor?	72% Good to Excellent	**N/A	75% Good to Excellent
Do you feel safe walking alone in your neighborhood at night?	82% Yes	**N/A	84% Yes
What kind of job would you say the City of Round Rock is doing in managing traffic: excellent, good, only fair, or poor?	42% Good to Excellent	**N/A	50% Good to Excellent
What kind of job would you say the City of Round Rock is doing of keeping you informed of city programs and services excellent, good, only fair, or poor?	64% Good to Excellent	**N/A	67% Good to Excellent
Would you say the City of Round Rock is doing an excellent, good, only fair, or poor job of listening to and responding to the needs of citizens?	63% Good to Excellent	**N/A	66% Good to Excellent

**N/A – Not Applicable. This is a biennial survey, thus, no information is available

Summary of Key Departmental Goals

Key Goal 1: Intensify the City's strong commitment to economic development.

Objective A: Develop an environment that encourages businesses to locate or relocate to Round Rock through the use of site development and incentives.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Negotiations with potential industries	5	5	6	5	6

Trend: DISC – Discontinued. This measurement will be discontinued in 2004-2005 budget and be replaced with information gathered in the Citywide Citizen Survey, which is conducted every two years.

**N/A – Not Applicable. This is a biennial survey, no information is available.

Key Goal 2: Continue to improve the quality and accountability of all City operations through performance measurement and customer surveys.

Objective A: Maintain a composite average customer satisfaction rating for all City Departments combined of 90% or higher.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
In general, do you think the City of Round Rock is headed in the right direction or the wrong direction?	**N/A	75%	76%	**N/A	79%

*N/A – Not Applicable. This is a biennial survey, thus no information is available.

Summary of Key Departmental Goals (cont.)

Key Goal 3: Continue to improve the government access channel and website to facilitate better citizen communication.

Objective A: Engage citizens in an ongoing dialogue about city policies and programs designed to instill an attitude of trust and understanding in local decision making, as measured by response rate on City Survey.

Objective B: Use new types of media, including local access television and the city's internet website, to keep citizens apprised of public hearings and other forums for citizen involvement, as measured by response rate on City Survey.

Objective C: Quickly respond to citizen complaints and suggestions, as measured by response on City Survey.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
% say informed (Obj. A), Good to Excellent	*N/A	64%	64%	*N/A	65%
Source of information: % city web page/ Channel 10 (Obj. B)	*N/A	29% / 52%	29% / 51%	*N/A	33% / 50%
% say City listened and responded	*N/A	63%	63%	*N/A	65%
Source of information: Utility Bill Insert	*N/A	63%	62%	*N/A	65%
E-Newsletter Subscribers	*N/A	1,525	1,864**	*N/A	2,250

Trend: As Internet access has increased, citizens have been able to better utilize the City website resulting in more participation in services, such as the E-Newsletter.
*N/A – Not Applicable. This is a biennial survey, thus, no information is available.
**Total as of December 2004

Key Goal 4: Promote economic development compatible with City of Round Rock goals.

Objective A: Review and amend economic incentive programs to promote economic diversification. of shopping areas serving independent sections of the City and increased mixed-use developments.

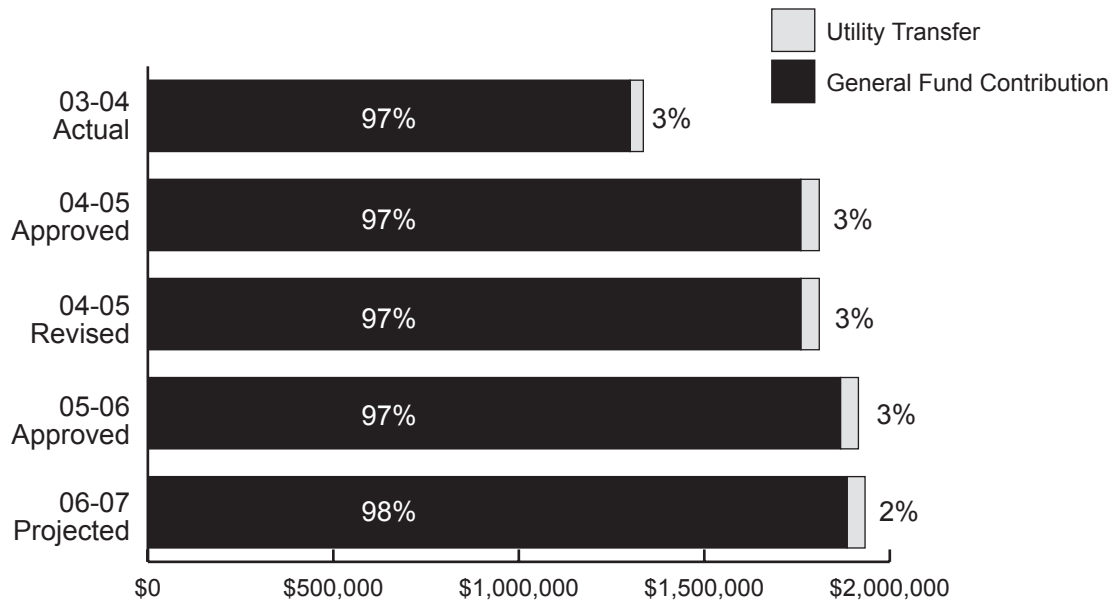
Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Commercial/Industrial/Residential tax abatement review	100%	100%	100%	N/A	N/A
Downtown reinvestment zone review	100%	100%	100%	100%	100%
Development & Redevelopment area plans	1	1	2	2	1

N/A: Not applicable during this time frame.

Trend: Concentration of economic growth in the high tech sector has identified a need for economic diversification and an associated review of economic incentives. An example of a non-technology-based diversification is the La Frontera regional commercial development. Other similar developments are being negotiated. Also, the development of shopping areas serving independent sections of the City and increased mixed-use developments.

Administration

Funding Sources

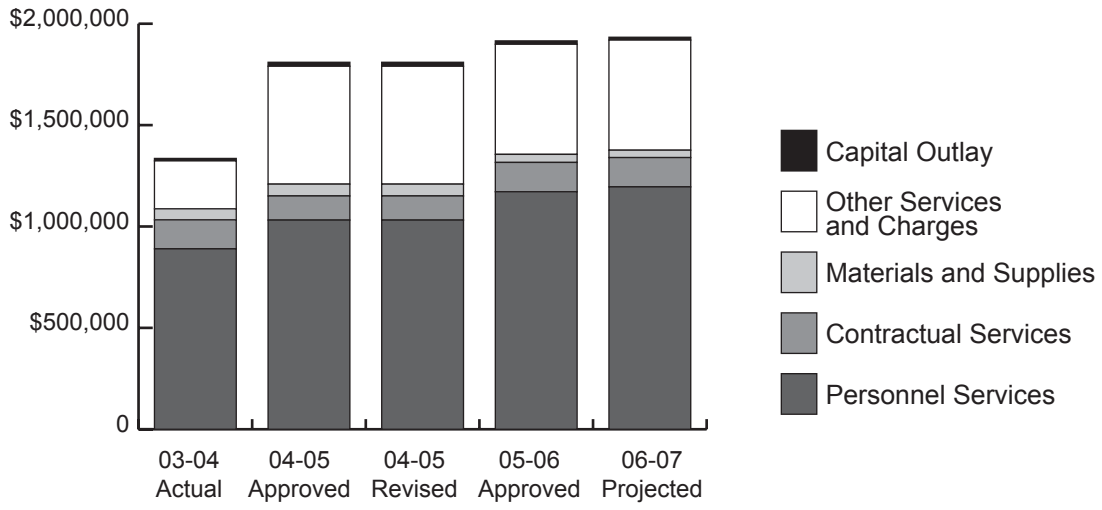


	Positions			Full Time Equivalents		
Authorized Personnel	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
City Manager	1	1	1	1	1	1
Assistant City Manager/CFO	1	1	1	1	1	1
Assistant City Secretary	1	1	1	1	1	1
Communications Director	1	1	1	1	1	1
City Secretary	1	1	1	1	1	1
Information Specialist	1	1	1	1	1	1
Executive Admin. Assistant	2	2	2	2	2	2
Administrative Tech II	1	1	1	1	1	1
Exec Dir of Comm. Dev.*	.5	.5	.5	.5	.5	.5
Producer	0	1	1	0	1	1
Development Review Coord.	0	0	1	0	0	1
Total	9.5	10.5	11.5	9.50	10.50	11.50

*Position was added during FY 2003-2004 mid-year revision. Position split between Convention & Visitors Bureau (Hotel Fund) & Administration.

Administration

Expenditures by Category



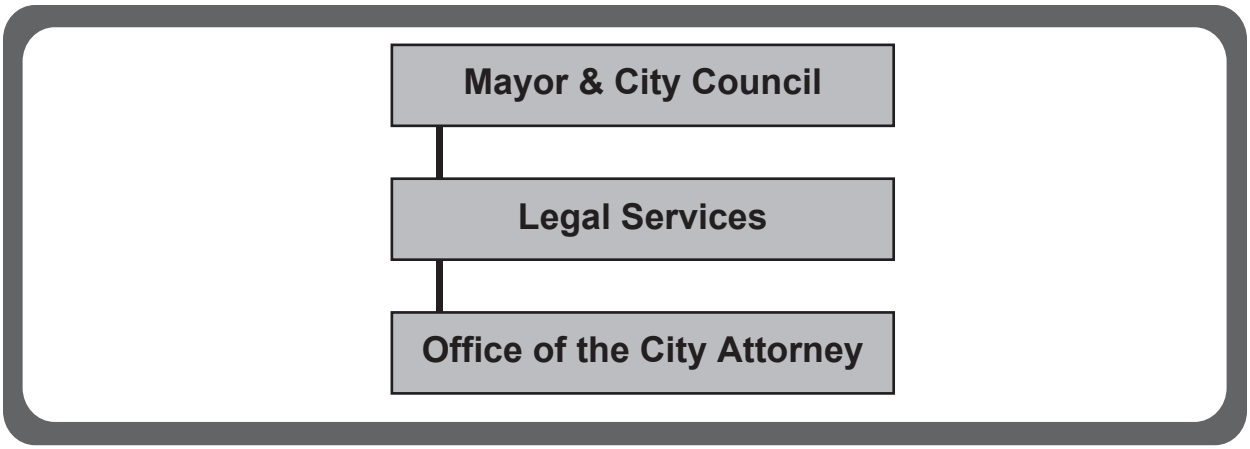
Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$889,756	$1,031,598	$1,031,598	**$1,171,427**	$1,195,406
Contractual Services	143,078	119,083	119,083	**144,539**	144,539
Materials and Supplies	54,454	58,287	58,287	**39,766**	36,376
Other Services and Charges	236,293	581,275	581,275	**543,000**	543,000
Capital Outlay	12,053	19,650	19,650	**16,700**	14,000
Total Expenditures:	$1,335,634	$1,809,893	$1,809,893	**$1,915,433**	$1,933,321
Expenditures per Capita:	$16.73	$21.50	$21.50	**$21.64**	$20.82

Legal Services

The Legal Services Department consists of the appointed City Attorney, the special counsel for the Ethics Commission, and other outside attorneys retained from time to time to represent the City in specific matters. The City Attorney, Stephan L. Sheets of the law firm Sheets & Crossfield, PC, is assisted by up to six other attorneys, two legal assistants, and five clerical employees.

Mission: To provide competent professional and timely legal services at reasonable rates.



Departmental Program Summary:

The Round Rock Legal Services Department consists of a single program described below:

Programs:

Office of the City Attorney: As set forth in the Round Rock City Charter, the City Attorney is generally responsible for all legal affairs and reports directly to City Council. The duties of the City Attorney include: providing legal advice to Council, boards, commissions, and City departments; prosecutorial duties in Municipal Court; real estate matters including acquisitions, dispositions, and trades; representing the City in all litigation; and preparation and review of all contracts, resolutions, ordinances, and items presented to Council. The special Ethics Commission counsel is responsible for advising the Ethics Commission as needed. Other outside attorneys may be retained from time to time to represent the city in special matters. The Legal Services Department also has assumed responsibility for updating the City Code with newly adopted ordinances.

FY 2004-2005 Highlights:

During 2004-2005, the Legal Services Department devoted significant effort to the following areas:

- Assisted with the acquisition of rights-of-way for major transportation projects including the Highway 79 expansion, A.W. Grimes Boulevard, Sam Bass Road, Red Bud Lane, and County Road 113.
- Negotiated and drafting a new management agreement for the Forest Creek Golf Course.
- Negotiated and drafting new franchise agreements with Time Warner Cable, Grande Cable, and Pedernales Electric.
- Drafted new and revised ordinances regarding Subdivision, Zoning, Protected Tree, Cell Towers; Special Events, Parades and Blockparties, and Right-of-way Management;.
- Negotiated and drafting consent agreements for several proposed Municipal Utility Districts.
- Negotiated and drafting incentive agreements with prospective employers and businesses seeking to locate in the City.

FY 2004-2005 Highlights (Cont.):

- Negotiated for the purchase of numerous tracts of land for parking facilities, municipal buildings, parks and other municipal purposes.
- Assisted with the monitoring of proposed legislation involving Streamlined Sales Tax, annexation, use of Hotel Tax, cable and telecommunications franchises, economic development incentives and bidding requirements for streets and utilities.
- Supervised outside counsel regarding numerous litigation matters.
- Prosecuted bench and jury trials in Municipal Court.
- Prepared updates of the Code of Ordinances.

FY 2005-2006 Overview and Significant Changes:

Legal Services continues to devote significant time and effort to resolving pending litigation, the acquisition of rights-of-way for major transportation projects, and other growth-related and transportation issues. Other items of interest include:

- a significant time and effort will be devoted to contractual issues related to construction projects and transportation related issues.
- Legal Services will hire additional attorneys and support staff as needed to keep up with the growing demand for City legal services.

New Programs for FY 2005-2006:

The Legal Department is proposing no new programs for FY 05-06.

FY 2006-2007 Overview and Beyond:

The Legal Department recognizes that the demand for its services will likely increase as the City continues to grow in size and complexity. Methods Legal anticipates using to address this increase includes:

- Finding ways to utilize technology and other tools to work more efficiently
- Carefully monitoring the demand for legal services and, when appropriate and necessary, will provide additional staff to make certain that the demand will be met.

Departmental Goals:

- To provide competent, professional, and timely legal advice to the City Council, Administration, and Department Directors. (City Goal 5)
- To attend all City Council, Planning & Zoning, and Development Review Board meetings; further, and as needed, at board and commission meetings and other meetings providing legal advice on actions and procedures. (City Goal 5)
- To represent the City in all claims made by and against it. (City Goal 5)
- To prosecute all complaints, traffic tickets, code enforcement violations, and other offenses filed in Municipal Court. (City Goal 5)
- To represent the City in all contract and real estate matters, including eminent domain.
- To draft and review all legislation and legal documents as needed. (City Goal 5)
- To keep informed of changes in laws regarding personnel matters. Advise and train department heads and supervisors of proper hiring and firing practices. (City Goal 5)
- To keep informed of changes in all laws regarding municipalities including environmental, planning, zoning, juvenile crime, etc. (City Goal 5)
- To keep the City Code updated on an annual basis. (City Goal 5)
- To assist all other departments in achieving their goals. (City Goal 5)
- To obtain road rights-of-way in a timely manner. (City Goal 4)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
City Population	79,850	84,200	88,500
Input			
Dept. Operating Expenditures	$1,037,348	$936,500	$1,026,108
No. of Dept. FTE's	0	0	0
Workload in Hours:			
General		6,685	6,808
Non-Litigation	6,172	n/a	n/a
Litigation	92	n/a	n/a
Transportation	935	n/a	n/a
Municipal Court	101	n/a	n/a
Utilities	799	654	671
Construction	n/a	685	699
Total Hours	8,952	8,024	8,178
Efficiency			
Expenditures as a % of General Fund	1.75%	1.48%	1.45%
Authorized Personnel as a % of General Fund Personnel	0.00%	0.00%	0.00%

Note: Due to computer system changes "Workload in Hours" tracking is not comparable.

Summary of Key Departmental Goals

Key Goal 1: : To provide competent, professional and timely legal advice to the City Council, Administration, and Department Directors.

Objective A: To achieve at least a 90% approval rating on an annual customer survey.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Achieve 90% approval rating	N/A	99%	99%	99%	99%

Trend: N/A: Survey results not yet complete for Actual 02-03.

Key Goal 2: To obtain road right-of-ways in a timely manner.

Objective A: To obtain a possession agreement or title within six months.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Percentage obtained within six months	0%	100%	90%	90%	90%

Trend: No ROW needed during FY 02-03, which accounts for the variance between 02-03 and 03-04.

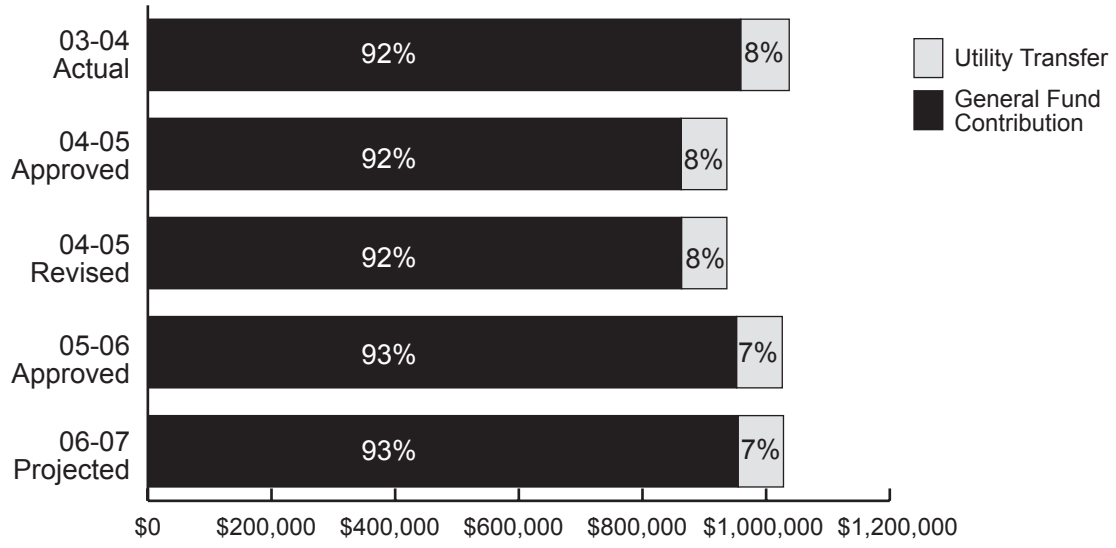
Key Goal 3: To keep informed of changes in all laws regarding municipalities including environmental, planning, zoning juvenile crime, etc.

Objective A: Each attorney will attend 15 hours per year of continuing legal education (C.L.E.) related to municipalities.

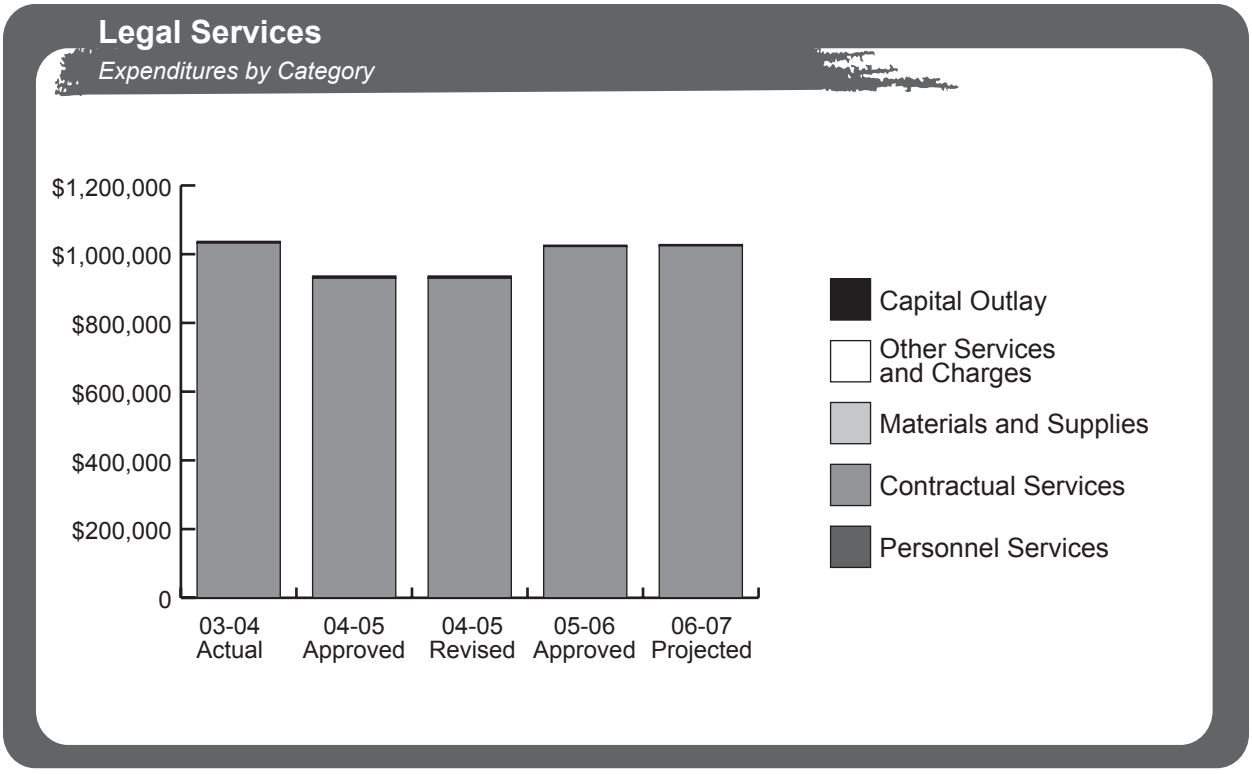
Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Attend 15 hours of C.L.E. per attorney	7/7	7/7	7/7	7/7	7/7

Legal Services

Funding Sources



	Positions			Full Time Equivalents		
Authorized Personnel	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
None	0	0	0	0	0	0



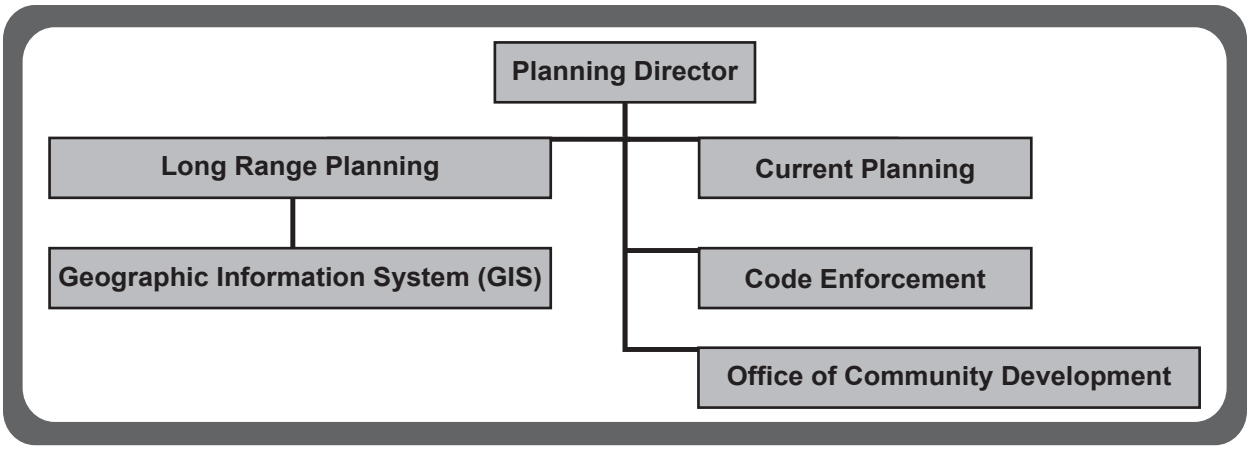
Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$0	$0	$0	**$0**	$0
Contractual Services	1,032,383	930,000	930,000	**1,022,383**	1,024,335
Materials and Supplies	0	0	0	**0**	0
Other Services and Charges	225	3,000	3,000	**225**	225
Capital Outlay	4,740	3,500	3,500	**3,500**	3,500
Total Expenditures:	$1,037,348	$936,500	$936,500	**$1,026,108**	$1,028,060
Expenditures per Capita:	$12.99	$11.12	$11.12	**$11.59**	$11.07

Planning & Community Development

The Planning and Community Development Department (P&CD) is a full-service professional planning organization under the leadership of the Planning Director.

Mission: To provide citizens and the business community with efficient, consistent, fair, and effective development standards and planning programs for the purpose of protecting environmental resources, encouraging citizen participation and ongoing communication, promoting efficient infrastructure expansion and developing quality development standards to maintain and improve the quality of life in the community.



Departmental Program Summary:

The Planning & Community Development Department consists of five programs and two cost centers. Long Range Planning, Current Planning, GIS and the Code Enforcement program are funded by the City's General Fund. The Office of Community Development receives the majority of its funding from federal sources. Planning's five programs are described below.

Programs:

Long Range Planning: oversees the development and implementation of the General Plan, area plans, neighborhood plans, redevelopment plans, historic preservation, annexation plans, corridor plans, census updates and performs periodic revisions of subdivision, zoning and signage regulations along with other development ordinances.

Current Planning: reviews and processes development applications pertaining to zoning, plats and site plans. Staff also prepares and conducts meetings with the Planning and Zoning Commission (P&Z), Historic Preservation Commission (HPC), Zoning Board of Adjustment (ZBA) and chairs the Development Review Committee (DRC).

Geographic Information System (GIS): is responsible for data collection, analysis, and dispersal of information relating to the City's base map. GIS is also responsible for maintaining the 911 Master Street Addressing Guide (MSAG) and coordinating citywide GIS efforts.

Code Enforcement (CE): is responsible for answering and enforcing any complaints due to violations of city code. Generally, these violations include illegal signs, zoning violations, and weedy lots. Code Enforcement also communicates with neighborhood groups to ensure that code violations are resolved.

Office of Community Development: is responsible for the development and management of neighborhood revitalization and economic development programs funded by Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funds. Staff prepares and conducts meetings with the Community Development Advisory Commission and attends all Round Rock Housing

Authority board meetings. This office is responsible for ensuring compliance with federal regulations, monitoring sub-recipients, and reporting directly to the San Antonio HUD field office.

FY 2004-2005 Highlights:

The Planning and Community Development Department completed a number of projects during fiscal year 2004 2005 in addition to its ongoing review and processing of zoning applications, plats and site plans. These included the following:

- Completed the Southwest Downtown Area Plan
- Completed the Chelsea Outlet Mall Planned Unit Development
- Completed the Simon North Planned Unit Development
- Completed the Barshop & Oles Planned Unit Development (former Scott and White frontage tract)
- Completed the McNeil tract Planned Units Developments (2)
- Revised the Provident Crossings Planned Unit Development
- Revised the Mayfield Ranch Planned Unit Development
- Completed revisions to the Protected Tree Ordinance
- Completed revisions to the Wireless Transmission Facilities Ordinance
- Developed the MU-1 (Mixed-Use) Zoning District
- Completed the Northeast Quadrant Plan - Phase 1 (supplement to the General Plan 2000)
- Finalized ETJ Swaps with neighboring communities
- Revised the Planning Department's website
- Revised development packets for Platting and Zoning
- Completed new comprehensive Five Year Consolidated Plan as part of HUD pilot program
- Finalized major revisions to Minor Home Repair Program policy and procedures
- Conducted city-wide survey on community needs (CDBG)
- Implemented an Enterprise Spatial Data Management System for the City
- Developed a point based GIS address file for support of 911/Emeregncy response
- Completed an overhaul of the City zoning maps and re-publication of the Zoning Atlas
- Amended Code Enforcement ordinances to eliminate costly and time consuming requirement to retain illegal signs removed from the right of way
- Stepped up enforcement on the bandit sign collection program

FY 2005-2006 Overview and Significant Changes:

The Planning Department's current and long range planning programs for the fiscal year 2005-2006 include a number of major projects based on City Strategic Plan goals 1, 2 & 3. In addition, the current planning program continues its ongoing review and processing of zoning applications, plats and site plans. With respect to the Office of Community Development, significant changes to the Federal budget require collaboration between units of local governments in order to receive funding for housing and economic development programs. GIS program activities become more focused on the development of user applications on the desktop and on the Intra/Internet. Involvement in county-wide GIS initiatives continues to increase.

Major projects for fiscal year 2005-2006 include the following:

- Complete Northeast Quadrant Plan, Phases 2 – 3 (supplement to the General Plan 2000)
- Commence redevelopment plan for a "second" downtown area
- Establish Avery Tract(s) Planned Unit Developments
- Revise the Commercial Zoning Districts
- Revise the Sign Ordinance and the Historic Sign Ordinances
- Review and adjust the development review process to maximize efficiencies
- Develop HOME Investment Partnership Program (HOME) Consortia
- Apply for Tenant Based Rental Assistance (TBRA) grant from Texas Department of Housing and Community Affairs (TDHCA)
- Utilize Freeance software to link GIS with other applications such as CarteGraph and Firehouse and provide access via web-browsers
- Increase the analysis capabilities of the GIS with tools such as Network Analyst to enable service and delivery routing, determine facility locations, emergency road closures and traffic routing, etc.
- Amend Section 6.100 of the Code of Ordinances to improve regulations regarding the enforcement of weedy lots

New Programs for FY 2005-2006:

Planner: This new program proposes the addition of an entry level Planner to assume routine and straightforward planning tasks currently performed by Senior Planners. The Planner will be tasked with plat review, zoning analysis, annexation analysis and other current planning tasks as assigned. In addition, the Planner will be charged with ensuring that the plat recordation process is completed in a timely manner and properly filed with Williamson County.

FY 2006-2007 Overview and Beyond:

The Planning Department will continue its current and long range planning programs for fiscal years 2006-2007 and beyond to include a number of major projects based on City Strategic Plan goals. In addition, the current planning program will continue its ongoing review and processing of zoning applications, plats and site plans.

- Commence redevelopment plan for a "third" downtown area
- Commence "second" quadrant plan - (supplement to the General Plan 2000)
- Establish Planned Unit Developments as needed
- Revise ordinances as needed to improve development standards and processes
- Review and adjust the development review process to maximize efficiencies
- Develop HOME program policies and guidelines
- Establish compliance and monitoring principles for HOME Consortia participants
- GIS will continue to improve spatial accuracy of datasets through integration of survey data, the use of GPS and tighter coordination between GIS developers in the various departments
- GIS application development will continue to focus toward Internet and browser-based delivery of information

Departmental Goals:

- Review and update major development ordinances to meet current community needs and to improve overall appearance of Round Rock; streamline procedures to improve public services and increase efficiencies. (City Goals 2, 3, and 5.2.)
- Encourage the development of a viable community by providing decent and affordable housing, a suitable living environment, and expanded economic opportunities for persons of low-to-moderate income. (City Goal 2.3)
- Provide efficient and effective processing of development applications. (City Goal 5.2)
- Provide for the orderly, economic expansion of the City of Round Rock. (City Goal 1)
- Update procedures and development packets to increase efficiency, accountability, and improve customer service. (City Goals 5.1, 5.2)
- Prepare development or redevelopment area plans for portions of the City where exceptional opportunity for economic expansion exists. (City Goals 1, 2, and 3.)
- Develop processes to improve citizen communication and community input. (City Goals 6.1, 6.2, 6.3.)
- Develop an effective enterprise geographic information system to improve coordination, and assemble data through networking with all City departments. (City Goals 5.1, 5.2)
- Provide fair, efficient, consistent, and courteous code enforcement. (City Goal 6.1)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
City Population	78,970	84,200	88,500
Population Growth Rate	4.70%	6.60%	5.10%
Total Number of Dwelling Units	28,377	30,256	31,800
Acres of Commercially Zoned Property	2,694	2,886	3,033
Undeveloped Residential Lots	1,199	1,465	1,540
Input			
Operating Expenditures	$1,570,345	$1,582,018	$1,815,079
Number of FTE Positions	20.75	20.75	21.75
Long Range Planning Hours	3,055	6,198 (23)	6,200(25)
Current Planning Hours	9,230	12,395 (45)	12,395 (45)
Administrative Hours (Planning)	4,095	6,190 (15)	6,190 (15)
Geographic Information System	6,240	8,331(11)	8,320
Code Enforcement	7,280	7,280	7,280
Community Development	3,258 (138)	4,313 (153)	4,400 (240)
Note: () indicates hours outside of a normal 8-5 workday			
Output			
Number of Plats Reviewed	133	130	137
Number of Zoning Applications	41	52	55
Number of ZBA Applications	3	6	6
Number of Housing Applications	56	75	300
Historic Preservation - Number Applications	21	22	20
Historic Preservation - Number Work Sessions	12	12	12
Number of Site Development - Plans Reviewed (DRC)	155	170	179
Efficiency			
Planning Expenditures as a % of General Fund	2.65%	2.50%	2.57%
Authorized Personnel as a % of General Fund FTE	3.59%	3.42%	3.42%
Effectiveness			
Average Number of Days to Review & Process Subdivision Plats	28	28	28
Average Number of Days to Review & Process Zonings	60	60	60
Average Number of Days to Review & Process Planned Unit Developments (PUDs)	120	120	120
Average Number of Days to Review & Process DRC plans	19	19	19
% of Projects/Plans Completed on Schedule	95%	95%	95%
Survey Yes/No	Yes	Pending Study	Yes
Customer Satisfaction Rating (Good to Excellent)	Excellent	Pending Study	Excellent

Summary of Key Departmental Goals

Key Goal 1: Review and update major development ordinances to meet current community needs and improve overall appearance of Round Rock; streamline procedures to improve public services and increase efficiencies.

Objective A: Review and revise development ordinances and regulations to preserve, protect, and improve neighborhood integrity and to improve overall city appearance.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Develop MU-1 Zoning District to implement SouthwestDowntown Plan	N/A	N/A	N/A	100%	DISC
Revise General Plan 2000 / Prepare NE Quadrant Plan, Phase 1	0%	10%	10%	100%	DISC
Finalize extraterritoral jurisdiction (ETJ) boundaries	50%	75%	75%	100%	DISC
Revise General Plan 2000/ Prepare NE Quadrant Plan, Phases 2-3	N/A	N/A	N/A	50%	100%
Review and adopt new provisions for Wireless Transmission Facilities	N/A	N/A	N/A	100%	DISC
Revise Sign Ordinance	N/A	N/A	N/A	50%	100%
Revise Zoning Ordinance to add more commercial districts	N/A	N/A	N/A	30%	100%
Begin redevelopment plan for second “downtown” area	N/A	N/A	N/A	10%	50%
Implement new subdivision ordinance	N/A	N/A	N/A	100%	DISC
Implement new tree protection ordinance	N/A	N/A	N/A	100%	DISC

DISC: Discontinued – this measure has been completed and will not be reported on next year.
N/A: Not applicable – this measure was not implemented during this time frame.

Trend 1: Improved development standards are resulting in more quality development in Round Rock.

Trend 2: The development of a Mixed Use (MU-1) zoning district will serve as an implementation tool for The Southwest Downtown Plan. The MU-1 zoning district will provide increased flexibility in terms of development standards to accommodate this unique section of downtown Round Rock.

Trend 3: Projected growth in the northeast quadrant of Round Rock will create demands for new land uses in the area. A supplement to the General Plan focusing on the northeast will assist staff in accommodating new growth and creating improved development standards for the area.

Trend 4: The City’s existing provisions for Wireless Transmission Facilities have become outdated. They do not reflect new technology nor do they adequately enable service providers to extend reliable coverage into residential areas. A revised Wireless Transmission Facilities ordinance will address these issues.

Trend 5: The existing sign ordinance does not address signage along arterials nor does it reflect updated standards in the new zoning ordinance. An updated and revised sign ordinance will improve overall community appearance.

Summary of Key Departmental Goals (Cont.)

Trend 6: A revision to the zoning ordinance to create more commercial districts will provide developers with options regarding the "intensity" of the land which with they choose to develop. The ability to select a specific intensity will provide varying development standards and ultimately increase the efficiency of the development review process.

Trend 7: The development of a plan for a "second downtown" area will include strategies to provide mixed-use development for the downtown area north of Round Rock Avenue.

Key Goal 2: Encourage the development of a viable community by providing decent and affordable housing, a suitable living environment, and expanded economic opportunities for persons of low-to-moderate income.

Objective A: Continue the home ownership assistance program for low-to-moderate income citizens.

Objective B: Develop partnership with Round Rock Housing Authority to develop affordable housing.

Objective C: Develop HOME Consortia to receive funding for housing activities.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Homelessness Initiative Plan	N/A	50%	30%	100%	N/A
CDBG 5-Year Consolidated Plan	25%	100%	100%	N/A	N/A

N/A: Not applicable – this measure is complete but recurs every two to five years with either substantial plan amendments or development of a new strategic plan

Trend 1: An increasing number of low-to-moderate income persons have benefited from the block grant program in the areas of housing and economic opportunities. The variance between 03/04 Forecast to Actual is due mostly to the agencies having difficulties gathering statistics.

Trend 2: Housing programs are a major component of the President's 2006 restructured budget.

Summary of Key Departmental Goals (Cont.)

Key Goal 3: Provide efficient and effective processing of development applications.

Objective A: Improve development processes to maximize efficiency and user friendliness to the public.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Refine and standardize development review process	N/A	N/A	N/A	50%	100%
Improve customer services and speed development review processes	N/A	N/A	N/A	50%	100%
Number of plats reviewed	93	102	133	130	137
Number of zoning applications	31	40	41	52	55
Number of ZBA applications	2	15	3	6	6
Number of HPC applications	13	13	21	22	20
Number of new development plans reviewed	156	208	155	170	179
Number of down payment assistance Applications	59	30	41	50	50
Number of home repair applications	N/A	20	15	25	250

N/A: Not applicable – this measure is new and was not implemented during this time frame. The need for a development tracking system is under study.
DISC: This measure has been completed and will not be reported on next year.

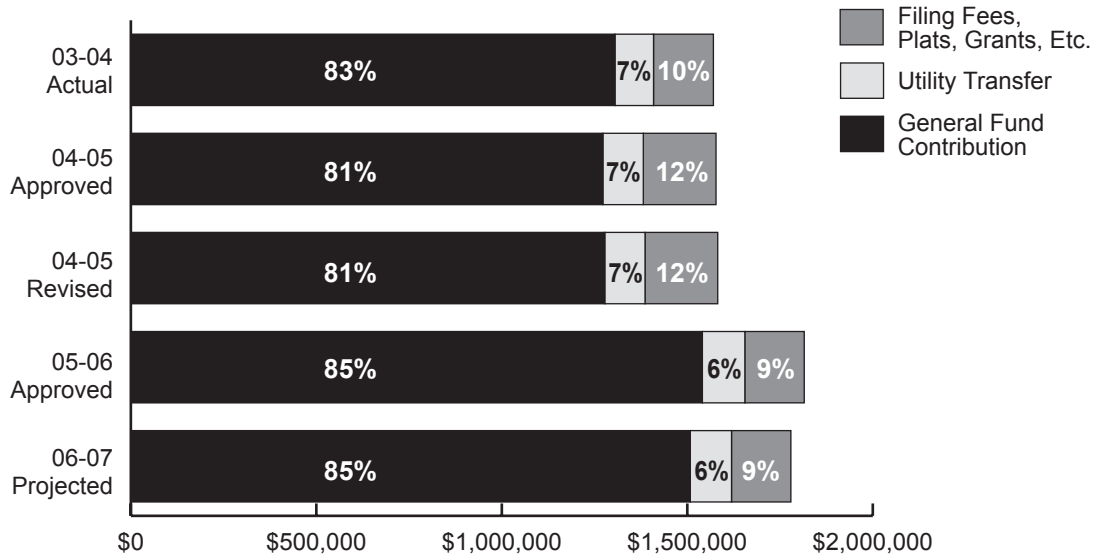
Trend 1: The ongoing review of development processes is resulting in improved accountability and better service to the public. The City's development review processes are under review by an outside firm to assess overall effectiveness and to identify potential inefficiencies.

Trend 2: Complex development proposals are leaving Senior Planners with less time to review routine zoning and platting applications, thereby reducing the Department's level of service. Staff had identified the need for an additional Planner to address this situation.

Trend 3: The number of applications for housing assistance steadily increases. The amount of time to process an application averages three weeks, even if the application fails to close. The documentation process is very detailed requiring many hours of staff time per file.

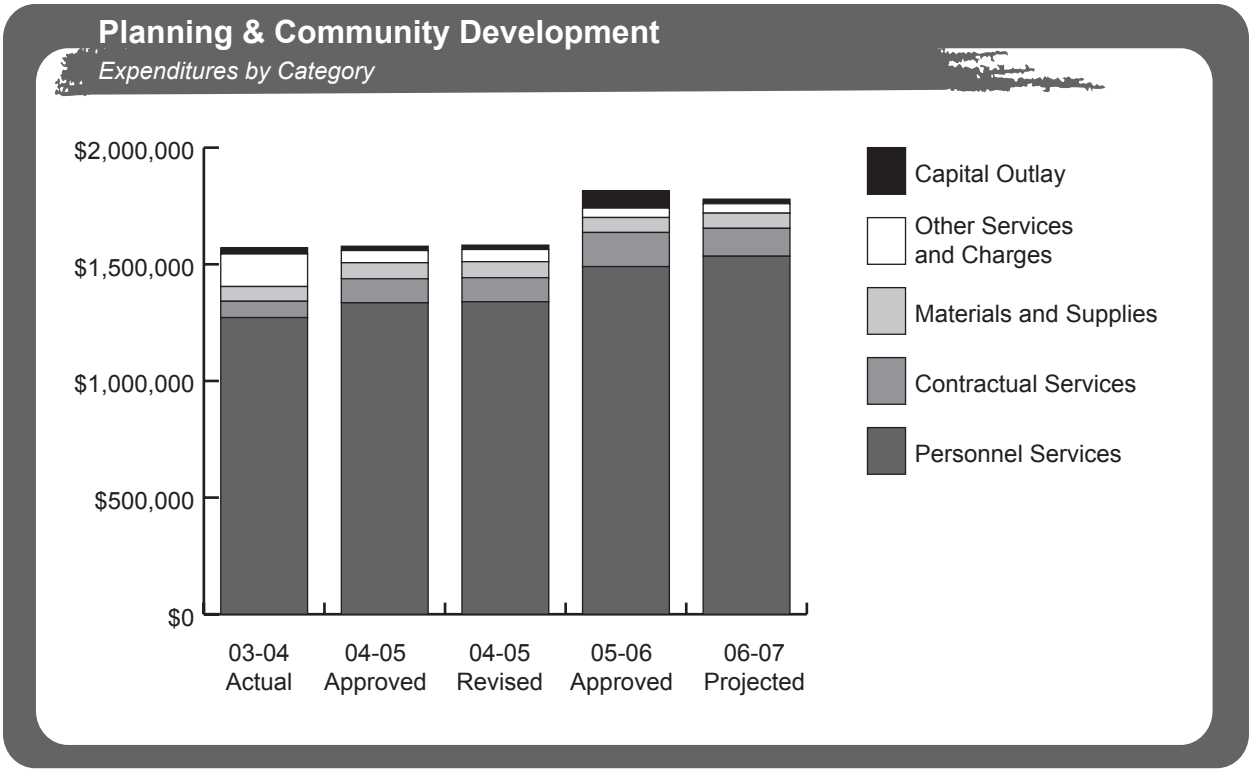
Planning & Community Development

Funding Sources



Authorized Personnel	Positions 2003-2004 Actual	Positions 2004-2005 Revised	Positions 2005-2006 Approved	Full Time Equivalents 2003-2004 Actual	Full Time Equivalents 2004-2005 Revised	Full Time Equivalents 2005-2006 Approved
Planning & Comm. Dev. Dir.	1	1	1	1	1	1
Planning Coordinator	0	0	1	0	0	1
Principal Planner	1	1	1	0.75	0.75	0.75
Graphic Info. Systems Coord.	1	1	1	1	1	1
Senior Planner	4	4	3	4	4	3
Planner	1	1	2	1	1	2
Community Dev. Coordinator	1	1	1	1	1	1
Geographic Info. Sys. Analyst	2	2	2	2	2	2
Geographic Info. Sys. Tech	1	1	1	1	1	1
Zoning Enforcement Officer	1	1	1	1	1	1
Senior Code Enforce. Officer	1	1	1	1	1	1
Code Enforcement Officer	1	1	1	1	1	1
Planning Technician	2	2	2	2	2	2
Office Manager	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1
Administrative Technician III	2	2	2	2	2	2
Total	21	21	22	20.75	20.75	21.75

It should be noted that the Planning Department was restructured for FY 05-06.



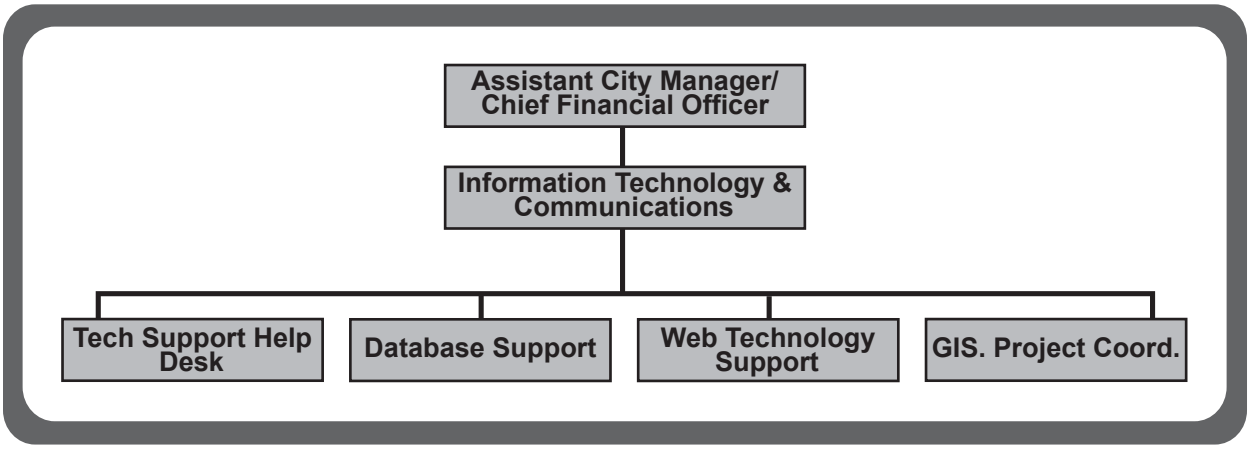
Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$1,271,601	$1,334,952	$1,339,545	**$1,490,131**	$1,534,616
Contractual Services	69,937	103,173	103,173	**146,298**	119,527
Materials and Supplies	63,246	68,569	68,569	**64,141**	65,141
Other Services and Charges	139,617	52,330	52,330	**40,409**	40,409
Capital Outlay	25,943	18,400	18,400	**74,100**	19,500
Total Expenditures:	$1,570,345	$1,577,425	$1,582,018	**$1,815,079**	$1,779,193
Expenditures per Capita:	$19.67	$18.73	$18.79	**$20.51**	$19.16

Information Technology & Communications

The Information, Technology and Communications Department's (ITC) main functions are to maintain and support the hardware and software infrastructure within the City government, assist in procurement and training for all major software systems, and help guide all departments in forming plans for their future use of technology.

Mission: The ITC department's mission is to assist all City departments to become more productive through the use of technology, to safeguard relevant data, and to increase the sharing of important governmental information between City departments.



Departmental Program Summary:

The Round Rock Information Technology Department consists of four programs described below:

Programs:

Tech Support Help Desk: The largest function of the ITC department is managing day-to-day help, maintenance, and procurement calls. The department maintains a database of current issues and needs, and deploys personnel as needed to assist in these matters.

Database Support: Database support is currently the primary duty of two pDatabase support is currently the primary duty of two positions, though the entire ITC team assists this effort. Though the Peoplesoft (finance) and Highline (HR) Oracle databases are the primary areas of support and maintenance, support for database systems city wide is provided through this program. Assistance in planning and procurement of new systems utilizing database platforms is also provided.

Web Technology Support: Web Technology support is currently the primary duty of Web Technology support is currently the primary duty of a single position, though this position is assisted by the entire ITC team as well as a member of the Communication Director's staff. Responsibility in this area is split between the public access website and all Intranets.

GIS Project Coordination: GIS support is currently the primary duty of a single specialist. This position's duties include coordinating the use of GIS (Geographical Information Systems) data throughout the city. In addition to helping directly with the existing GIS users in Planning, Public Works, Police and Fire, ITC will guide all departments to take advantage of the many opportunities GIS data can offer. With both standard GIS programs and new development, we hope to tie many of our processes to the primary data key of location to increase our productivity and understanding of the services provided to our citizens.

FY 2004-2005 Highlights:

ITC's focus was contained primarily to systems upgrades and expansions as listed in the FY 04-05 highlights shown below:

- Cartegraph Implementation and Expansion
- Email System upgrade from Exchange 5.5 to Exchange 2003
- Network upgrade from NT 4 to Windows Server 2003
- Network conversion to single Active Directory domain
- Human Resources system upgrade from version 3.04 to version 3.05
- PARD Class software upgrade from version 4.5 to version 5.5
- PARD Online registration
- GIS Spatial Database Engine (SDE) system conversion
- Police/Court electronic ticket writing system
- PeopleSoft Portal system upgrade from version 8.4 to version 8.8
- Liberty imaging system upgrade from version 7.0 to version 8.0
- Oracle Database upgrades all databases to version 9i
- HR self service system

FY 2005-2006 Overview and Significant Changes:

ITC's is currently working on the following areas:

- Public Website rework
- Cartegraph expansion
- GIS integration
- Software Application Support and Training
- Liberty system expansion
- High speed network infrastructure upgrade

New Programs for FY 2005-2006:

Information Technology is proposing no new programs for FY 2005-2006.

FY 2006-2007 Overview and Beyond:

ITC will continue to provide technical and functional support to the City by:

- Keeping abreast of technological changes and identifying future City needs.
- Continuing to improve help desk technical assistance.
- Continuing to provide database management .
- Continuing to expand and implement innovative web technology strategies to meet City and citizen demands.
- Identifying GIS needs and providing technical and functional support as necessary.
- Increase efficiency and safety for public safety personnel through use of modern standard technology. (City Goal 5.3)
- Increase and improve City web presence in the public arena. (City Goal 5.1)
- Increase ITC Help Desk productivity and decrease total response time. (City Goal 5.1)
- Increase GIS system usage and data layer sharing throughout city. (City Goal 5.2)
- Manage application use and training to maximize productivity and return on investment for major software systems. (City Goal 5.5)
- Continue to increase data safety and network resistance to hostile interference. (City Goal 5.5)
- Increase Portal system usage and user training level throughout city. (City Goal 5.2)
- Develop database systems integrations plan. (City Goal 5.2)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
Demand			
Large Scale Systems	65	70	73
Personal Computers	659	700	725
Local Area Networks (LAN)	8	8	8
Total City Employees (FTE's)	703	737.75	766.75
Input			
Operating Expenditures	$1,012,767	$1,090,476	$1,170,210
Information Tech. (FTE's)	13	14	14
Hours Available	27,040	27,040	27,040
Output			
Help Call Distribution / Total Clients / Total Servers			
Administration	5.9%/21/0	6%/23/0	5.7%/24/0
Finance	10.2%/26/5	10%/26/6	9%/28/7
Fire Department	8.6%/62/5	9%/68/5	9%/72/6
Human Resources	5.2%/12/1	5%/12/2	4.5%/14/2
ITC 8.8%/40/13	11%/50/14	9%/55/14	
Library	10.3%/114/7	9%/115/7	10.1%/119/7
Municipal Court	6.1%/16/1	7%/18/1	6.5%/19/1
PARD	8.3%/53/3	9%/60/4	9.2%/67/4
Planning	8.4%/29/4	8%/31/5	8.5%/34/6
Police Department	17%/196/10	16%/215/10	17%/225/10
Public Works	7.8%/74/8	7%/80/9	8.3%/85/11
Utility Billing	3.4%/13/1	3%/14/1	3.2%/15/1
Efficiency			
Information Tech. Expenditures as a % of General Fund	1.71%	1.72%	1.66%
FTE's as a % of General Fund	2.25%	2.31%	2.20%
Information Tech. Expenditures / Total Servers + Clients	$1,457	$1,329	$1,416
Information Tech. Expenditures / Total City Employees	$1,441	$1,579	$1,536
Effectiveness			
Avg. Days to close Help Calls:			
All Calls	1.63	1.55	1.52
Critical Priority	0.96	0.85	0.83
Serious Priority	1.67	1.55	1.5
Low Priority	2.15	2	1.85
Procurement Call	1.7	1.55	1.5

Summary of Key Departmental Goals

Key Goal 1: Increase efficiency and safety for public safety personnel through use of modern standard technology

Objective A: Successfully procure and implement new Police/Dispatch system, including wireless connectivity to mobile stations within police cars.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Total Police Department systems	190	200	196	215	225
Police Mobile Stations	75	80	86	90	95
Police Department Help Desk activity	18.5	17.50%	17%	16%	17%
Total Fire Department systems*	44	62	62	68	72
Fire Mobile Stations*	N/A	14	14	14	16
Fire Department Help Desk activity*	7.80%	8%	9%	9%	9%

Trend: Use of the Computer Aided Dispatch continues to increase as does the number of field devices.

Key Goal 2: Increase and improve City web presence in the public arena.

Objective A: Redevelop public website using professional standards

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Total sessions served per month avg.	77,000	169,702	210,856	230,000	250,000
Total page view hits per month avg.	150,000	750,038	1,048,486	1,000,000	1,100,000
Total web pages available	2,200	2,700	3,500	3,000	4,000

Trend: Significant increases correspond to the upgrade of the public website, making it more usable.

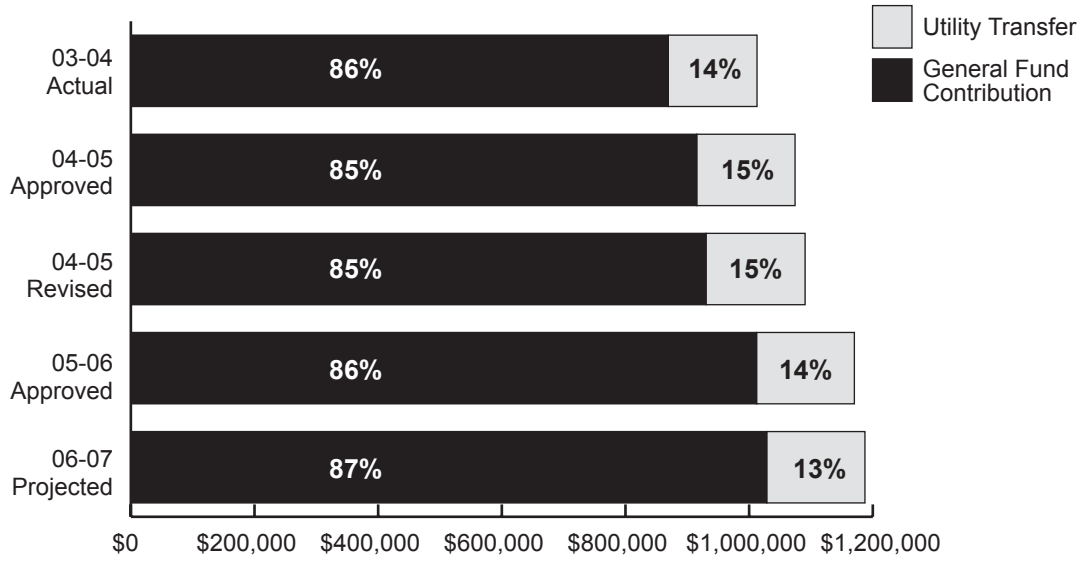
Key Goal 3: Increase ITC Help Desk productivity and decrease total response time.

Objective A: Absorb the expected 20% increase in Help Desk activity and decrease average response time by 15%.

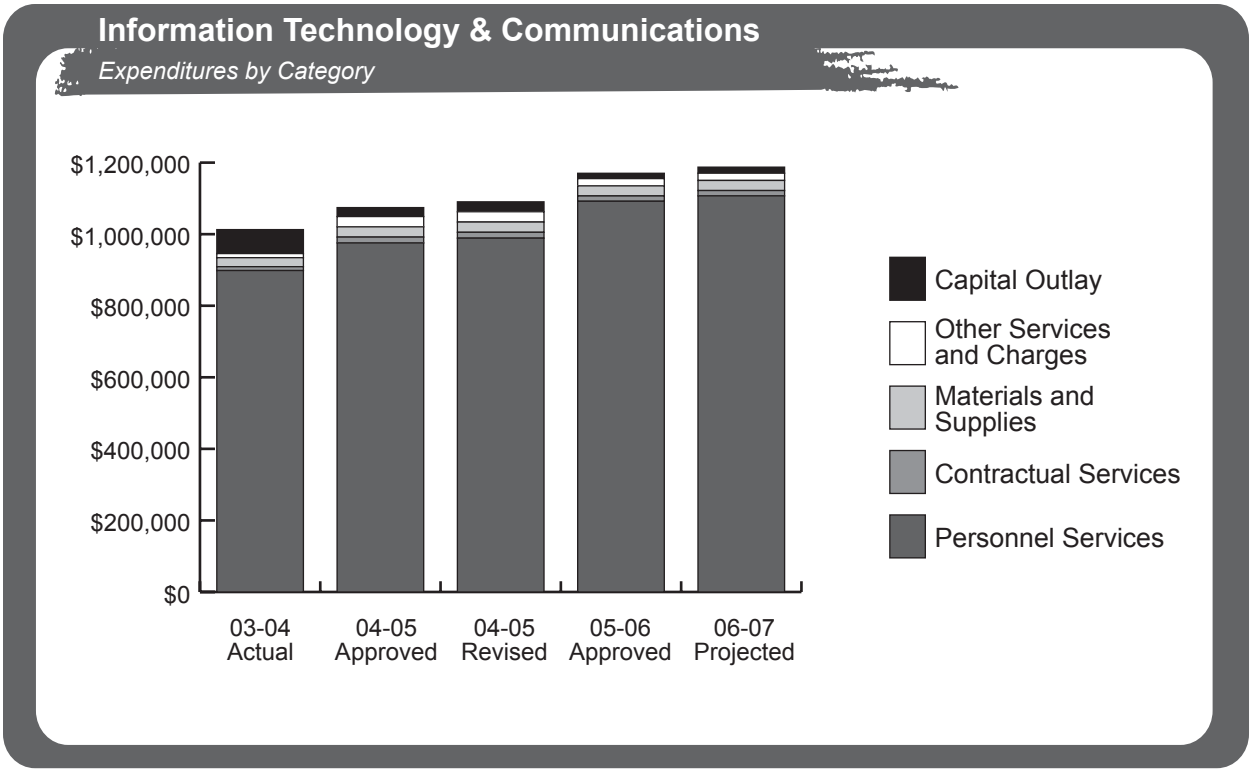
Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Avg. days to close Serious Priority call	1.63	1.7	1.67	1.55	1.5
Avg. days to close all calls	1.6	1.67	1.63	1.55	1.52
Avg. days to close Critical Priority call	0.97	0.94	0.96	0.85	0.83
Avg. days to close Low Priority call	2.07	2.2	2.15	2	1.85
Avg. days to close Procurement call	1.63	1.75	1.7	1.55	1.5

Information Technology & Communications

Funding Sources



	Positions			Full Time Equivalents		
Authorized Personnel	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
Information Technology & Communications Manager	1	1	1	1	1	1
Technology Coordinator	1	1	1	1	1	1
System Support Technician	1	1	1	1	1	1
System Administrator I-III	2	2	2	2	2	2
System Support Specialist	1	1	1	1	1	1
Network Administrator I-III	3	4	4	4	4	4
Computer Support Specialist	1	1	1	1	1	1
Web Administrator	1	1	1	1	1	1
Database Administrator	1	1	1	1	1	1
GIS Specialist	1	1	1	1	1	1
Total	13	14	14	13	14	14



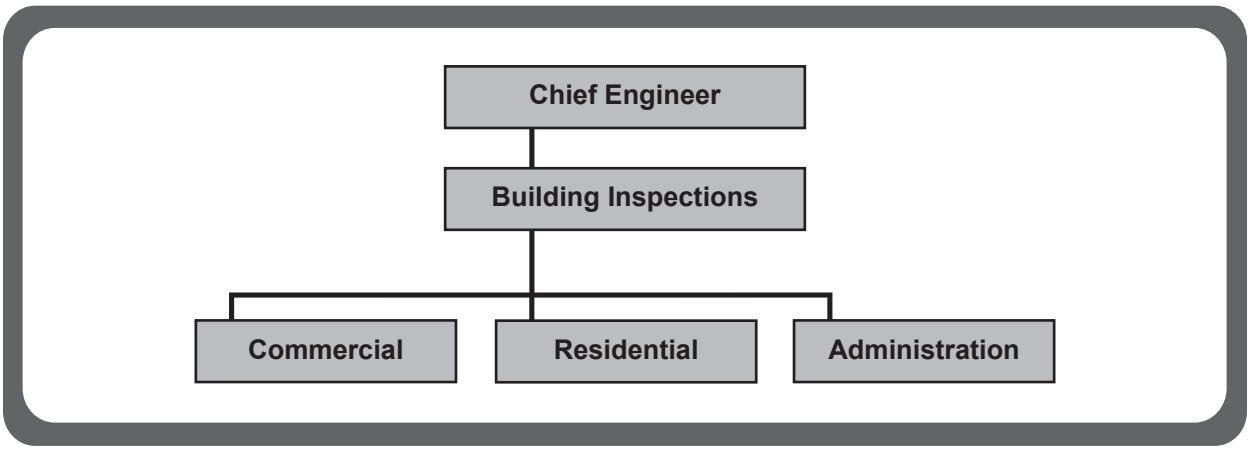
Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$898,395	$975,526	$988,922	**$1,092,044**	$1,107,154
Contractual Services	10,751	16,374	16,374	**14,826**	14,826
Materials and Supplies	25,171	28,630	28,630	**28,190**	28,190
Other Services and Charges	11,484	28,750	28,750	**20,250**	20,250
Capital Outlay	66,967	25,000	25,000	**14,900**	16,900
Total Expenditures:	$1,012,767	$1,074,280	$1,090,476	**$1,170,210**	$1,187,320
Expenditures per Capita:	$12.68	$12.76	$12.95	**$13.22**	$12.79

Building Inspections

Building Inspections (BI) is responsible for the enforcement of all building construction codes adopted by the City Council as well as enforcement of the zoning ordinances. The enforcement of these codes and ordinances ensures the health, safety, and general welfare of its citizens. BI continues to provide next day inspection services despite heavy demand. Through customer surveys, BI makes every effort to ensure that excellent service is being provided to the homebuyer or building occupant and the building community. BI strives for a 3-6 day review period for homes and two-week review period for commercial construction.

Mission: Provide oversight of public and private structures to ensure public health and safety through enforcement of appropriate building codes.



Departmental Program Summary:

Building Inspections consists of one cost center with three programs discussed below.

Programs:

Commercial: Responsible for inspections, paperwork, and related duties for commercial projects.

Residential: Responsible for inspections, paperwork, and related duties for residential projects.

Administration: Administrative staff answers the phones, handles internal/external paperwork, and provides customer service to citizens.

FY 2004-2005 Highlights:

In FY 04-05, BI saw an increase in total permits that rivaled the pre 9/11 numbers. With lower interest rates and the recovery of the economy, our residential numbers continued an upward trend. The following were our accomplishments:

- Experienced increase in commercial activity due to the expansion in the northeast quadrant of the city.
- Due to the increase in permits and the loss of one inspector, some of our performance numbers were affected; however, given the team work of our department, performance problems were held to a minimum. The changes made over the past couple of years have prepared us for anticipated increase in numbers.
- Cross training of inspectors and office staff that has been under way this past year will allow us to continue to provide a quality service in a more efficient manner without increasing expenditures.

FY 2005-2006
Overview and Significant Changes:

For FY 2005-2006, BI will continue to improve the development-tracking program. We anticipate the to achieve the following:

- Reviewing the building permit process to ensure customer friendly access and quick return of permits.
- Creating a permit review position, to help expedite permits and review.
- Updating the web page to include more valuable information in a user friendly formation.
- Providing quality service in a timely, professional manner with an increased emphasis on certification training and professional development of current personnel.

New Programs for FY 2005-2006:

BI is proposing no new programs for FY 05-06.

FY 2006-2007 Overview and Beyond:

BI is checking into the possibility of having the inspection process in the field completely automated. With all the new technology coming available the inspectors will be able to perform inspections and print out inspection tags, all in real time format. Having this capability will allow the department to be prepared to handle the increase in inspections that is anticipated in the near future.

Departmental Goals:

- Ensure customers receive quality service in a timely manner. (City Goal 1.1, 5.1, 6.3)
- Maintain accurate information system for files and data management that provides easy and effective tracking for internal and external customers. (City Goal 5.5)
- Guarantee professional workforce that provides state-of-the-industry inspection services. (City Goal 3.2, 5.2)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
City Population	79,850	84,200	88,500
Permits	3,537	3,352	3,467
Input			
Operating Expenditures	$657,267	$740,132	$861,791
Number of Full Time Equivalents (FTE)	12	12	12
Total Employee Hours	24,960	24,960	24,960
Output			
Single-Family Permits	1,317	1,332	1,330
Duplex Permits	0	0	0
Multi-Family Permits	0	2	1
Commercial Permits	34	46	56
Industrial Permits	0	0	0
Other (electrical, plumbing, mechanical, signs, etc.)	2,186	1,972	2,080
Efficiency			
Dept. Expenditures as a % of G General Fund	1.11%	1.17%	1.22%
Dept. FTE's as a % of General Fund	2.08%	1.98%	1.88%
Cost per Inspection	$19.00	$13.96	$17.60
Time per Inspection	1 hr.	42 min	42 min
Effectiveness			
Average Inspections per Day	75	85	85
Overall Effectiveness Rating (Good to Excellent)	Target: 93%	93%	93%

Summary of Key Departmental Goals

Key Goal 1: Ensure that customers receive quality service in a timely manner.

Objective A: Provide information and guidance in a professional, efficient fashion.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Conduct customer satisfaction survey. (Target 90% good to excellent)	93%	93%	93%	93%	93%

Objective B: Provide inspections within 24 hours of customer request

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Maintain 95% responsiveness rating	95%	100%	97%	95%	95%

Trend: Due to the increase in permits that are issued, there is the possibility that the inspectors might be unable to complete all requested inspections within the 24 hour request turn around goal.

Key Goal 2: Maintain accurate information system for files and data management that provides easy and effective tracking for internal and external customers.

Objective A: Implement development tracking of daily inspection activities for private development projects.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Maintain 90% accuracy rating on daily tracking report	95%	93%	93%	97%	97%

Key Goal 3: Guarantee a professional workforce that provides state-of-the-industry inspection services.

Objective A: Train and educate personnel in state-required and code-related certification programs.

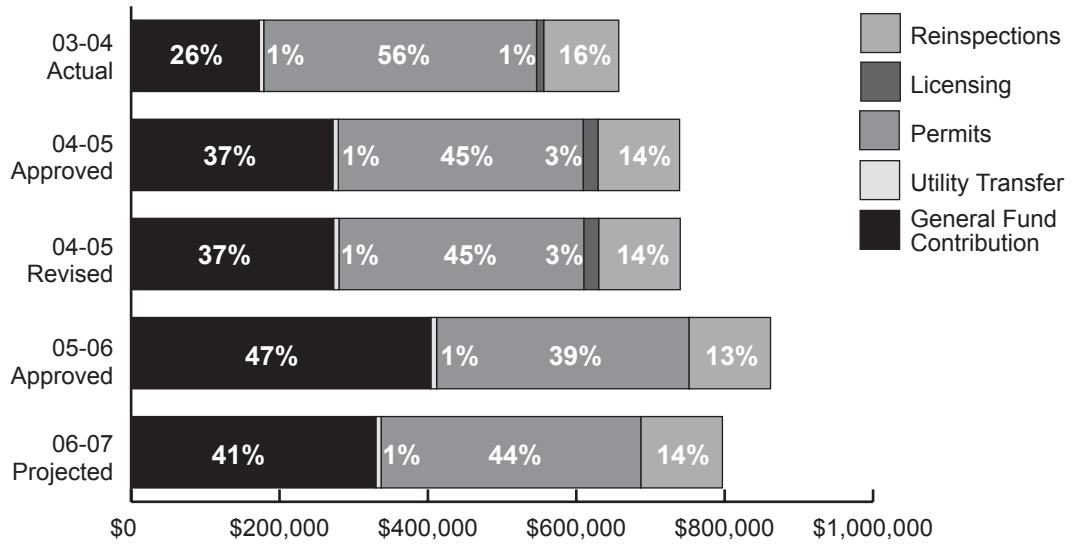
Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
All inspectors attend two certifications classes per year	90%	90%	90%	90%	90%

Objective B: Train and educate personnel in professional development courses.

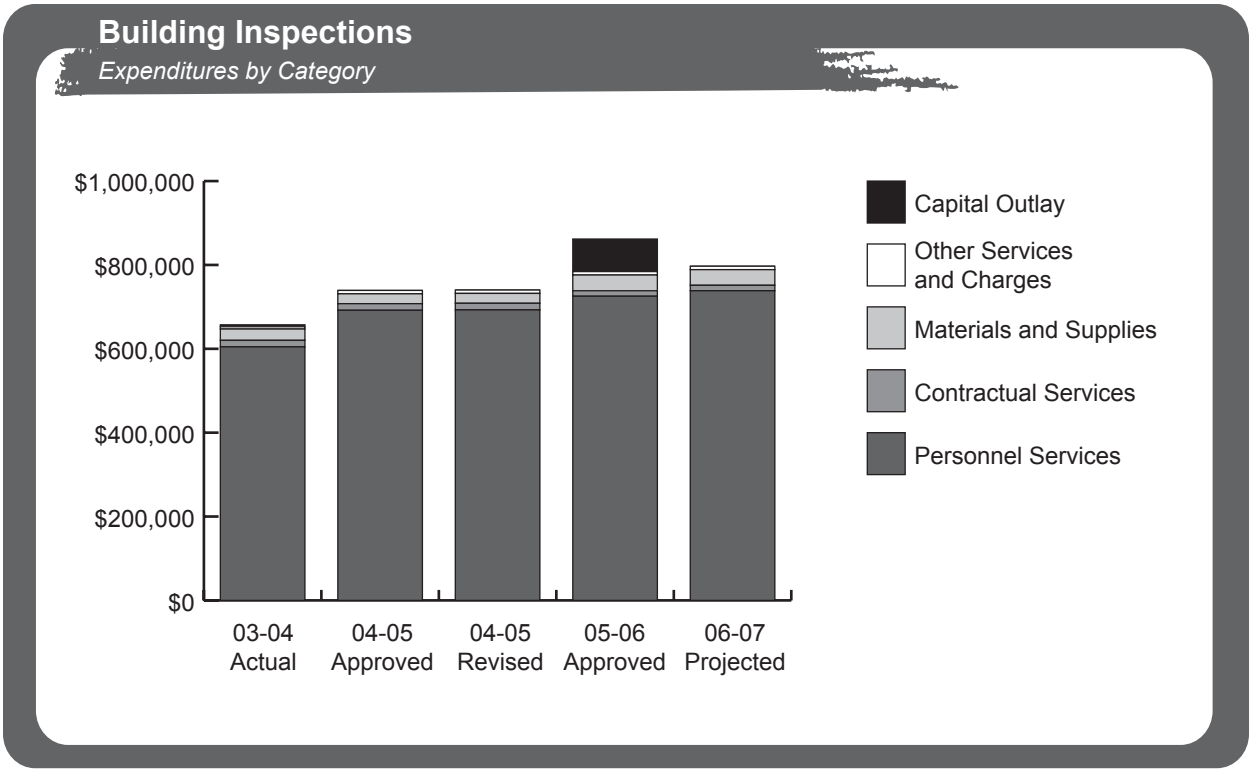
Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Attend six hours of professional training	100%	100%	100%	100%	100%

Building Inspections

Funding Sources



	Positions			Full Time Equivalents		
Authorized Personnel	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
Chief Building Official	1	1	1	1	1	1
Chief Electrical Inspector	1	1	1	1	1	1
Senior Building Inspector	2	2	2	2	2	2
Chief Commercial Inspector	1	1	1	1	1	1
Chief Residential Inspector	1	1	1	1	1	1
Building Inspector	4	4	4	4	4	4
Administrative Technician II	1	1	1	1	1	1
Building Permits Technician	1	1	1	1	1	1
Total	12	12	12	12	12	12



Summary of Expenditures:

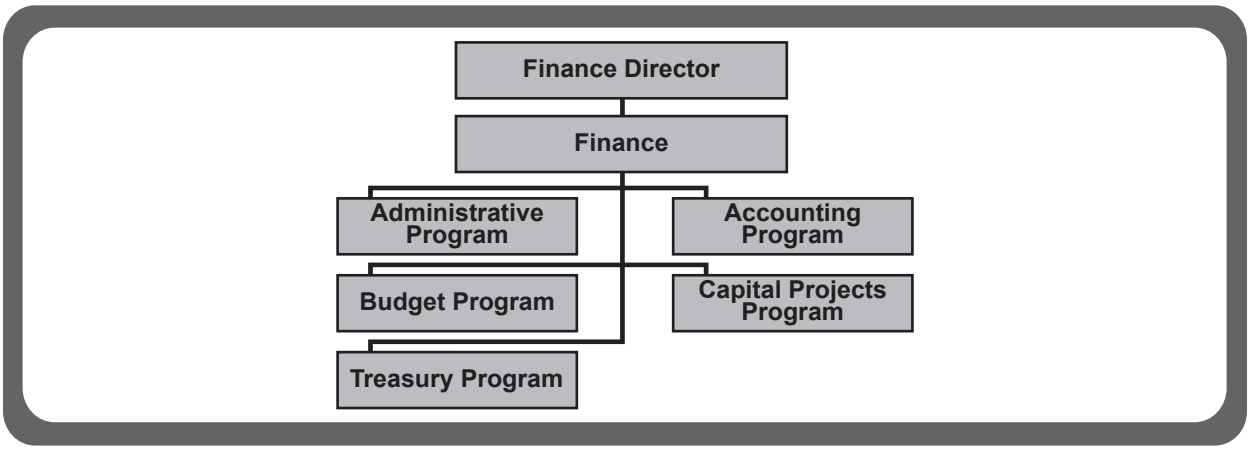
	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$604,600	$691,853	$692,772	**$725,437**	$738,441
Contractual Services	15,575	15,800	15,800	**13,050**	13,050
Materials and Supplies	27,015	23,560	23,560	**37,511**	37,311
Other Services and Charges	5,432	8,000	8,000	**8,143**	8,143
Capital Outlay	4,645	0	0	**77,650**	0
Total Expenditures:	$657,267	$739,213	$740,132	**$861,791**	$796,945
Expenditures per Capita:	$8.23	$8.78	$8.79	**$9.74**	$8.58

Finance

Management responsibility for all of the City's financial activity is centralized in the Finance Department. The Assistant City Manager/Chief Financial Officer (ACM/CFO) reports directly to the City Manager and develops, oversees and communicates strategic financial planning and programs. The ACM/CFO oversees Information Technology, is involved with the financial aspects of economic development planning, and serves as the primary financial liaison to the City Manager, City Council and the public.

The Director of Finance is responsible for the City's financial policies, debt management and the day-to-day operations of the Finance Department and its program divisions. Major areas of responsibility including accounting, reporting, payroll, utility billing and collection, purchasing, budget operations, and treasury management. Other duties of the department include processing accounts payable transactions for all City programs, publishing the City's monthly, quarterly and annual financial statements, administering the City's cash management and investment program, coordinating the capital improvement program, invoicing miscellaneous receivables and maintaining all capital asset records.

Mission: The Finance Department is responsible for financial planning, policy development and administration of the City's financial activities



Departmental Program Summary:

The Finance Department consists of five programs which are described in detail below and in each related section of the budget document:

Programs:

Administration Program: This program's responsibility involves financial planning for the organization, policy development, and deployment of financial policy.

Accounting Program: This program is responsible for maintaining the financial records of the City. This includes processing and recording all receipts and disbursements of City funds, recording the fixed assets of the City, reconciling City records with the City's depository bank and other agencies, processing the City's payroll function, reporting of financial information on City grants, assisting the City's external auditors during the annual audit, and reporting financial results to City management, departments, citizens, and other agencies as needed.

Budget Program: Budget is responsible for producing, monitoring, on the City's annual Operating Budget and various subsidiary budgets. It is responsible for coordinating the annual budget and budget revision process to ensure the timely presentation of budget information to management and City Council, assisting with revenue and expenditure projections, monitoring the operating budgets for City Departments, and reviewing budget requests for accuracy, appropriateness, and justification of requested allocations.

Programs (Cont):

Capital Projects Program: This program is responsible for the financial planning and management of the City's capital improvement project funds. This involves working closely with various City departments and project managers to develop budgeting, cash flows, disbursements, monthly balancing and reporting of capital projects. This program assists in coordinating the prioritization and funding of projects and managing project changes and their financial implications. This program verifies all construction and engineering invoices to prepare them for disbursement. This involves maintaining close working relationships with other City departments, project managers, and various outside vendors. This program is also tasked with coordinating the City's 5-year Capital Improvement Project (CIP) Process and produces financial information to assist the City auditors, project managers, and others.

Treasury Program: Treasury is responsible for the cash management and investment of City funds. This includes the daily transferring and settling of the City's depository funds, investing excess funds, and reporting investments in accordance with the Texas Public Funds Investment Act and the City's Investment policy. This also includes maintaining working relationships with the City's depository bank(s), authorized broker/dealers, and the City's safekeeping agent. Finally, it includes making sure City funds are collateralized in accordance with the Texas Collateral Act for Public Funds and the City's Investment policy.

FY 2004-2005 Highlights:

The Finance Department continued to receive the Distinguished Budget Presentation and the Certificate of Achievement for Excellence in Financial Reporting awards for its most recent documents submitted to the Government Finance Officers Association. These awards indicate that the financial documents have met certain rigorous nationally recognized accounting and reporting standards.

- The Accounting Program continued the internal financial reporting via the City's web portal to enhance the financial reporting capabilities to the departments as well as an upgrade of the payroll information system and and plan for utility rate updates. An Accountant position was added in October 2004 in order to maintain the rate model and provide added accounting capabilities for the Water and Wastewater utility.

  The Budget program will continue its efforts to refine the Strategic Budget Process and, the Budget Process in general. Included in this initiative will be the implementation of an automated Budget database that will be accessed on the web, a development that should simplify the preparation of the Budget. In addition, steps will be made to place New Program worksheets and Departmental Strategic Budgets online for modification via the City's Intranet, a process which should make the forms easier to complete and reduce formatting and calculation errors.

- The Capital Projects program continues to develop the comprehensive 5-year CIP plan. The Plan is a comprehensive document for the Council and community to use which lists all of the general, utility and transportation projects planned for the next 5 to 6 years.

- The Treasury Program continues to use the investment portfolio software to enhance portfolio reporting and analysis.

FY 2005-2006 Overview and Significant Changes:

The Finance Department will continue to focus on long-term financial planning initiatives in 2006 to ensure the continued success of the City. There are several issues that will have a significant impact on the City's finance department. These include:

- Governmental Accounting Standards Board (GASB) 34, a new governmental financial reporting model, change the City's annual financial reporting in FY 2003.

- As a best practice, every 5 years the Finance Department intends to formally solicit firms to perform the City's external audit. The Finance Department implemented the process this year by issuing a Request for Qualifications for audit services. For the FY2005 audit, the City has engaged new auditors.

- The Finance Department will focus on improving internal controls within the department as well as within the City. The department will also look to improve of accounting processes using interfaces and uploads to the financial software system.

FY 2005-2006 Overview and Significant Changes: (Cont)

- Manage the financial requirements of a $300 million Capital Improvement Project Program. Additionally, the department will continue developing the 5-year CIP program, a comprehensive listing of all general, utility and transportation capital projects planned for the next 5-6 years.

- Continue refining and updating the City's utility rate model. The rate model is an excellent planning tool to analyze water/wastewater financial trends and plan for utility rate updates.

- The department will continue to improve financial records processing time and improve on-line access to the records by operating departments with the financial software current modules and enhanced use of reporting options.

- The Budget Program will continue to modify the budget process by implementing new tools and changing due dates for budget materials. The goal is to streamline the budget process to ensure data flows in an efficient manner.

New Programs for FY 2005-2006:

The Finance Department is proposing no new programs for FY 05-06.

Departmental Goals:

- Improve efficiency of monthly financial reporting to the other departments via the web portal and on-line report generation. (City Goal 5)

- Implement the Time Management module for the payroll system to provide further efficiencies in time entry and the payroll process. (City Goal 5)

- Continue rotation and training of Accounting Technician I personnel. (City Goal 5)

- Coordinate the annual budget/budget revision processes to ensure the timely presentation of budget information to management and City Council. (City Goal 5)

- Continue to develop a comprehensive 5-year CIP Program that includes the three major components; Utility, General and Transportation.

- Improve consistency, efficiency, and correctness in project budgeting and processing CIP payments.

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
Total City Operating Expenditures	$95,568,471	$100,588,446	$107,948,576
Total City Employees (FTE's)	703	737.75	766.75
City Population	79,850	84,200	88,500
Taxable Property Base	$5,071,176,374	$5,251,484,692	$5,667,029,945
Input			
Dept. Operating Expenditures	$1,111,199	$1,205,915	$1,317,711
No. of Department FTE's	16.5	17.5	17.5
Output			
Payroll Checks Issued	18,883	19,500	19,750
# of Vouchers Processed	17,462	17,500	17,500
Audits	3	3	3
Interim Financial Reports	24	24	24
# of Contracts managed	16	25	35
# of Journal Entries Processed	1,407	1,450	1,500
# of Deposits Processed	2,584	2,300	2,400
# of Project Managers	15	20	20
# of active CIP contracts	178	173	180
Total Project Expenditures	$37,409,913	$32,337,349	$35,000,000
Average Value of Investments	$191,801,000	$206,000,000	$205,000,000
Efficiency			
Finance Expenditures as a % of General Fund	1.87%	1.91%	1.87%
Auth. Personnel as a % of General Fund Personnel	2.86%	2.89%	2.75%
Effectiveness			
Interest Rate on Investments as	1.35%	2.53%	3.15%
Compared to Market	1.12%	2.60%	3.10%
Compliance with Financial Policies	Yes	Yes	Yes
General Obligation Bond Rating	AA-	AA-	AA-
Customer Satisfaction Survey(% Good to Excellent)	Excellent	Excellent	Excellent

Summary of Key Departmental Goals

Key Goal 1: Improve efficiency of monthly financial reporting to the other departments.

Objective A: Provide expenditure and revenue reports no later than the 21st of the following month.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Consistent availability of monthly financial reports by 21st of month following close	Yes	Yes	Yes	Yes	Yes
Monthly reports available on the City's Intranet/Web Portal	Yes	Yes	Yes	Yes	Yes

Objective B: Provide more electronic reports to improve efficiency in getting information to departments.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Daily Reports available on the City's Intranet/Web Portal	Yes	Yes	Yes	Yes	Yes

Key Goal 2: Coordinate the annual budget/budget revision processes to ensure the timely presentation of budget information to management and the City Council.

Objective A: Develop and submit the Proposed Operating Budget by July 16 of each year.

Objective B: Develop the published annual Operating Budget for distribution no later than December 31 of each year.

Objective C: Finalize the mid-year and year-end budget revisions by the date specified by the Director of Finance.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Budget turned in by July 22	Yes	Yes	Yes	Yes	Yes
Distribute Operating Budget by December 31st	Yes	Yes	Yes	Yes	Yes
Meet Finance Director's deadlines for budget revisions	Yes	Yes	Yes	Yes	Yes

Summary of Key Departmental Goals (cont.)

Key Goal 3: Continue to develop a comprehensive 5-year CIP Program that includes the three major components: utility, general and transportation.

Objective A: To create a CIP Document using new technology ((web pages, Geographic Information System (GIS) mapping)).

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
5-Year CIP financial plan available on the City's web site	Yes	Yes	Yes	Yes	Yes

Trend: The CIP Web document is on the City's website along with project detail worksheets and a web map. This CIP website will continue to be updated with new project information as needed using the CIP Master List as the key. The Finance Department, IT and Public Works have made this a joint effort in taking steps to get construction project information on the Internet.

Key Goal 4: Implement Time Management System for Payroll/HR System.

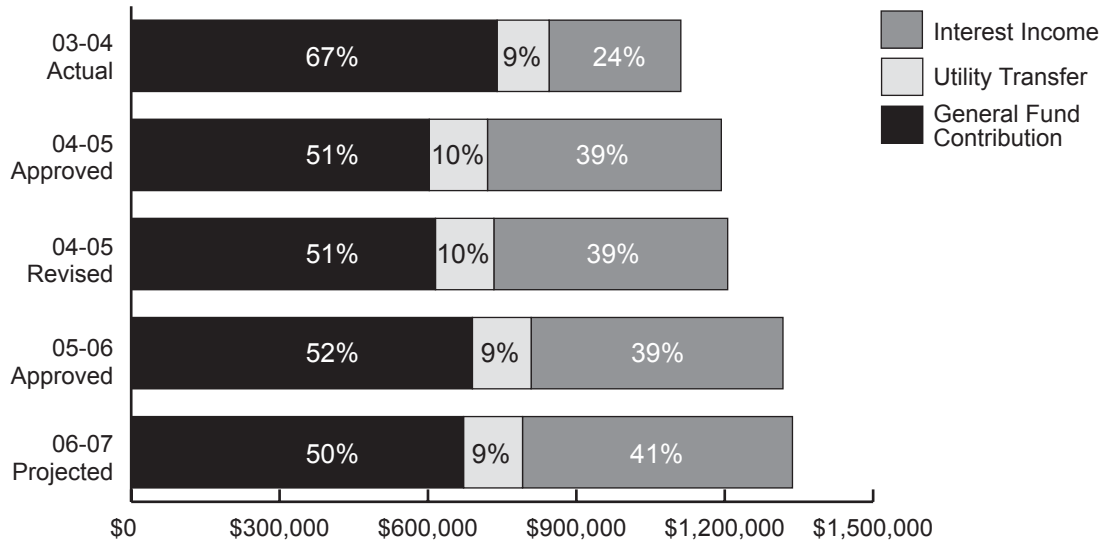
Objective A: Provide more efficient system of time entry and verification to payroll process

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Ave. # of employees processed per payroll	669	725	726	750	770
Maximum # of employees processed in a single pay period	777	810	809	850	870

Trend: Continued growth of city personnel has increased demands of payroll staff who must maintain rigid timelines.

Finance

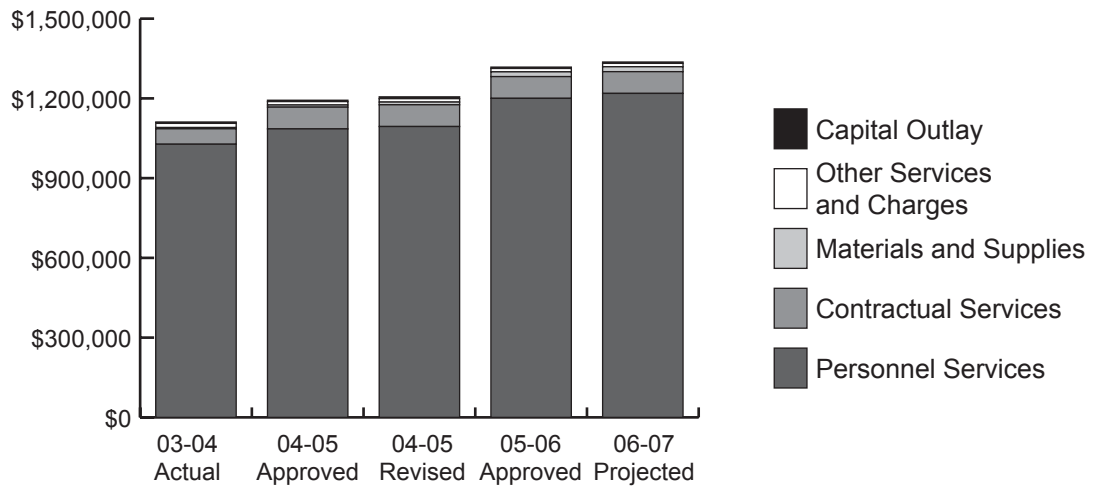
Funding Sources



	Positions			Full Time Equivalents		
Authorized Personnel	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
Finance Director	1	1	1	1	1	1
Controller	1	1	1	1	1	1
Financial Programs Mgr.	1	1	1	1	1	1
Accounting Supervisor	1	1	1	1	1	1
Treasury & Finance Supervisor	1	1	1	1	1	1
Budget Manager	1	1	1	1	1	1
Accountant II	1	1	1	1	1	1
Accountant I	0	1	1	0	1	1
Accounting Technician II	4	4	4	4	4	4
Budget Analyst	1	1	1	1	1	1
Payroll Technician	1	1	1	1	1	1
Accounting Technician I	3	3	3	3	3	3
Intern/VOE	1	1	1	0.5	0.5	0.5
Total	17	18	18	16.5	17.5	17.5

Finance

Expenditures by Category



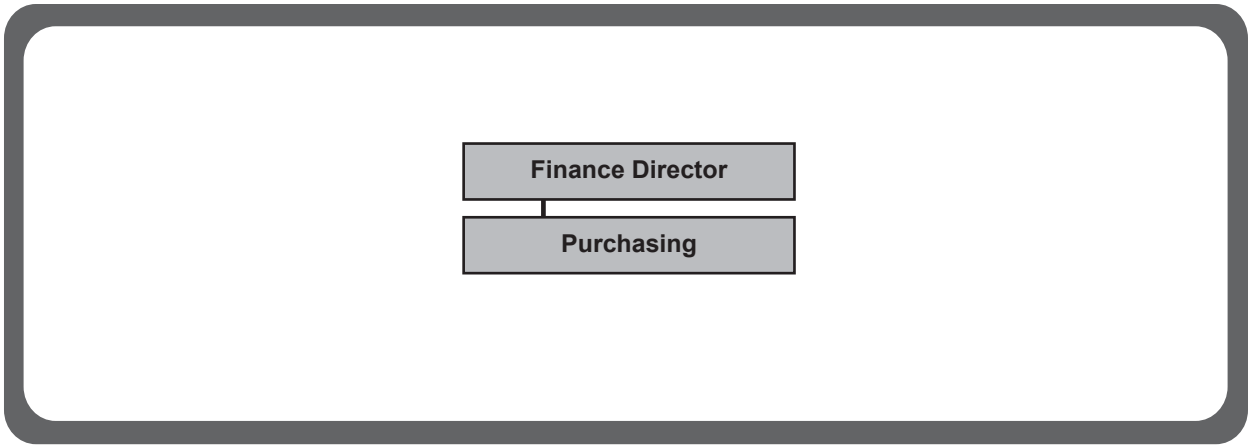
Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$1,027,584	$1,085,260	$1,094,230	**$1,200,191**	$1,218,766
Contractual Services	57,995	81,800	81,800	**81,800**	81,800
Materials and Supplies	4,791	8,110	10,160	**17,870**	18,470
Other Services and Charges	15,689	12,800	12,800	**12,750**	12,750
Capital Outlay	5,140	5,100	6,925	**5,100**	5,100
Total Expenditures:	$1,111,199	$1,193,070	$1,205,915	**$1,317,711**	$1,336,886
Expenditures per Capita:	$13.92	$14.17	$14.32	**$14.89**	$14.40

Purchasing

The function of the Purchasing Department is to support the procurement requirements of all City Departments. Requirements include supplies, materials, equipment, and services.

Mission Statement: The Purchasing Department's mission is to procure and/or assist in the procurement needs of the Departments through centralized coordination of purchasing activities. To provide uniform, economic, and timely purchasing practices legally mandated by federal, state and local statutes, City Charter, City Ordinances, and budgetary authority.



Departmental Program Summary:

The Round Rock Purchasing Department consists of a single program described in detail below:

Programs:

Purchasing: Utilizing centralized coordination of purchasing activities, the Department receives purchase requests from the various City departments and determines, with the assistance of the requesting department, the best method of procurement, including open market purchasing, informal bids, formal bids or proposals, cooperative purchasing, and procurement card purchases.

Centralized coordination of purchasing encourages cost savings through bulk purchases and consolidated purchases as well as compliance with various purchasing legal requirements. Centralization also allows all departments to take advantage of the Purchasing Department's market research, supplier recruitment, bidding expertise, specification development, contract negotiations, and resourcefulness

Additional functions include, but are not limited to:

- Administration of telecommunications (wire and wireless)
- Audit billing of all telecommunication vendors
- Administration of the procurement card program
- Audit procurement cardholder statements
- Assist in resolving delivery and billing issues
- Assist in new vendor maintenance for 1099 reports
- Administration of the pager program
- Audit billing for pager service vendor
- Verify that capital procurements are authorized in current FY budget
- Monitoring Electric Deregulation Contract
- Administer Annual Contracts
- Administer Fuel-Man program, including monitoring and reconciliation of weekly invoices.
- Administer City's uniform program, including weekly rental and special purchases.

FY 2004-2005 Highlights:

Highlights for Fiscal Year 2004-2005 included:

- Adding a Contract Specialist to Purchasing staff to increase involvement with contractual purchases and demands
- Conducting Finance training classes for all authorized signers in the City to more thoroughly explain and demonstrate the procurement process
- Reducing the turnaround time for issuance of purchase orders (PO's)
- Improving the documentation supporting purchase orders
- Improving user compliance to Purchasing Policies and Procedures to maintain fiscal responsibility and accountability
- Reducing the number of check requests, which increased the number of purchase orders issued by the Purchasing Department
- Maximizing cooperative purchasing methods for better value purchases for the City of Round Rock
- Securing more annual contracts for supplies and materials
- Providing vendor search through the City of Austin Purchasing web site
- Providing vendor search through the Texas Building and Procurement Commission's Centralized Master Bidder Listing

FY 2005-2006 Overview and Significant Changes:

During FY 2005-2006, the Purchasing Department continues to increase its ability to support other City departments through the following:

- Administer and monitor the Uniform rental and Boot programs for all departments to ensure contract compliance and City/employee satisfaction in the services and products provided
- Administer and audit the ProCard program through Bank One for authorized City users
- Administer and audit the Fuelman programs to consolidate and control fuel purchases by authorized City users
- Administer the Nextel mobile phones, AT&T wireless pagers and Southwestern Bell programs
- Acquire and coordinate auction services for all departments to ensure timely and appropriate disposal of obsolete and unwanted items
- Continue to arrange for car rental services for City employees traveling to various locations
- Continue to coordinate purchases of furniture, office supplies, toner cartridges & stationery/printed material.

New Programs for FY 2005-2006:

Purchasing is requesting no new programs for FY 2005-2006.

FY 2006-2007 Overview and Beyond:

The Purchasing department will continue to support the City by providing support services. Increased technologies will allow for quicker and more efficient performance of duties by:

- Implementation of online purchase requisitions by user departments.
- Utilization of vendor database relative to Round Rock as provided by online vendor registration.
- Increased use of electronic procurement tools to permit posting, award and contract notification of solicitations on City's website.
- Continued development and use of Best Value evaluation procedures to insure large purchases are made in the Best Interest of the City of Round Rock.
- Development of Purchasing staff skills to include all buyers and purchasers are qualified and capable of administering Best Value evaluations of their solicitations.
- Provide accurate and timely reporting of documents in the Contract Administration stage through use of Contract Management software.
- Develop Contract Administration procedures to allow user access to database.
- Maintain accuracy and accountability for Contract documents through increased use of scanning capabilities and Liberty system database.

Departmental Goals:

- Obtain and develop on-line vendor registration. (City Goal 5.5).
- Implement a new pro-card program that allows uploading of pro-card charges (City Goal 5.5).
- Continue to secure more annual contracts to eliminate repetitive and redundant purchases (City Goal 5.6).
- Post solicitations for bids and proposals on the Internet (City Goal 5.5).
- Post contract and award information on the Internet (City Goal 5.5).
- Post purchasing guidelines on the intranet (City Goal 6.5).
- Add the pro-card procedures to the intranet and allow for on-line review of pro-card purchases (City Goal 5.5).
- Adding information and forms to the Web-site that will facilitate interaction and accuracy with purchasing guidelines (City Goal 6.5).
- Implement pilot project to allow on-line entry of purchase requests (City Goal 5.5).
- Hold more training sessions for internal and external service growth (City Goal 5.2).
- Obtain an annual contract for janitorial supplies, vending machine goods and service, refuse and sludge hauling, and automatic meter reading system for the City (City Goal 5.6).
- Increase support to City departments (City Goal 5.2).
- Continue the formal training of the purchasing staff (City Goal 5.2).
- Encourage prior planning of procurements and anticipation of potential contract advantages (City Goal 5.2).
- Continue to review and research E-procurement and Contract Management software (City Goal 5.5).
- Decrease the time it takes to produce a purchase order from a purchase request (City Goal 5.2).
- Increase the involvement in contract review and improvement (City Goal 5.2).
- Increase cooperative purchasing opportunities (City Goal 5.6).
- Continue purchasing policies and procedures “question and answer” sessions by Purchasing Staff for all City Departments through scheduling with the Human Resource Department (City Goal 5.2).
- Increase awareness and understanding of individual departmental needs through attendance at weekly and monthly staff meetings (City Goal 5.2).

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
Operating Departments Served	26	29	29
Input			
Operating Expenditures	$368,049	$470,912	$485,330
No. of Department (FTE's)	7	8	8
Output			
No. of Purchase Orders Processed	3,450	2,800	2,700
Value	$9,000,000	$7,305,000	$7,050,000
Number of Purchase Orders (P.O.'s)			
Issued Over $500	2,150	1,125	1,000
Value	$8,250,000	$7,045,000	$6,785,000
No. of P.O.'s Issued Under $500	1,300	1,675	1,700
Value	$325,000	$260,000	$265,000
No. of Cooperative P.O.'s Issued	60	85	95
Value	$1,300,000	$1,840,000	$2,050,000
No. of Blanket P.O.'s Issued	190	235	250
Value	$1,600,000	$1,980,000	$2,105,000
No. of Specifications Written	16	33	40
No. of Pro-Card Purchases	14,000	15,000	16,000
Value	$1,725,000	$1,850,000	$1,970,000
Efficiency			
Purchasing Expenditures as a % of General Fund	0.62%	0.74%	0.69%
Authorized Personnel as a % of General Fund Personnel	1.21%	1.32%	1.26%
Effectiveness			
Average Time to Issue Purchase Order (Hours)	9	8	8

Summary of Key Departmental Goals

Key Goal 1: Continue to secure more annual contracts.

Objective A: Increase number of annual contracts.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Number of annual contracts	20	24	22	33	35
Number of blanket orders	140	190	190	235	260

Trend: Force reduction in the number of purchase orders issued through use of annual contracts and blanket purchase orders. The percentage increase will become smaller in future years

Key Goal 2: Continue the formal training of the Purchasing Staff.

Objective A: Offer every staff person at least 16 hours of training.

Objective B: Certify and/or re-certify applicable members of Purchasing staff with NIGP (National Institute of Governmental Purchasing).

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Total number of training hours	139	150	140	150	165

Key Goal 3: Obtain and develop on-line vendor registration

Objective A: Secure online vendor registration.

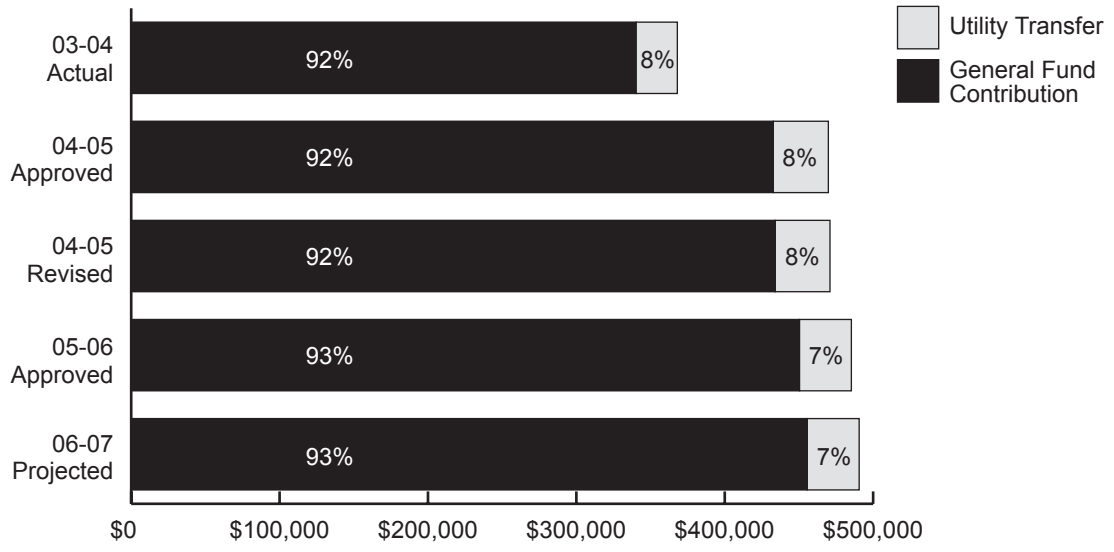
Objective B: Place vendor list on Intranet for user access.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Number of vendors on list	N/A	N/A	N/A	N/A	350

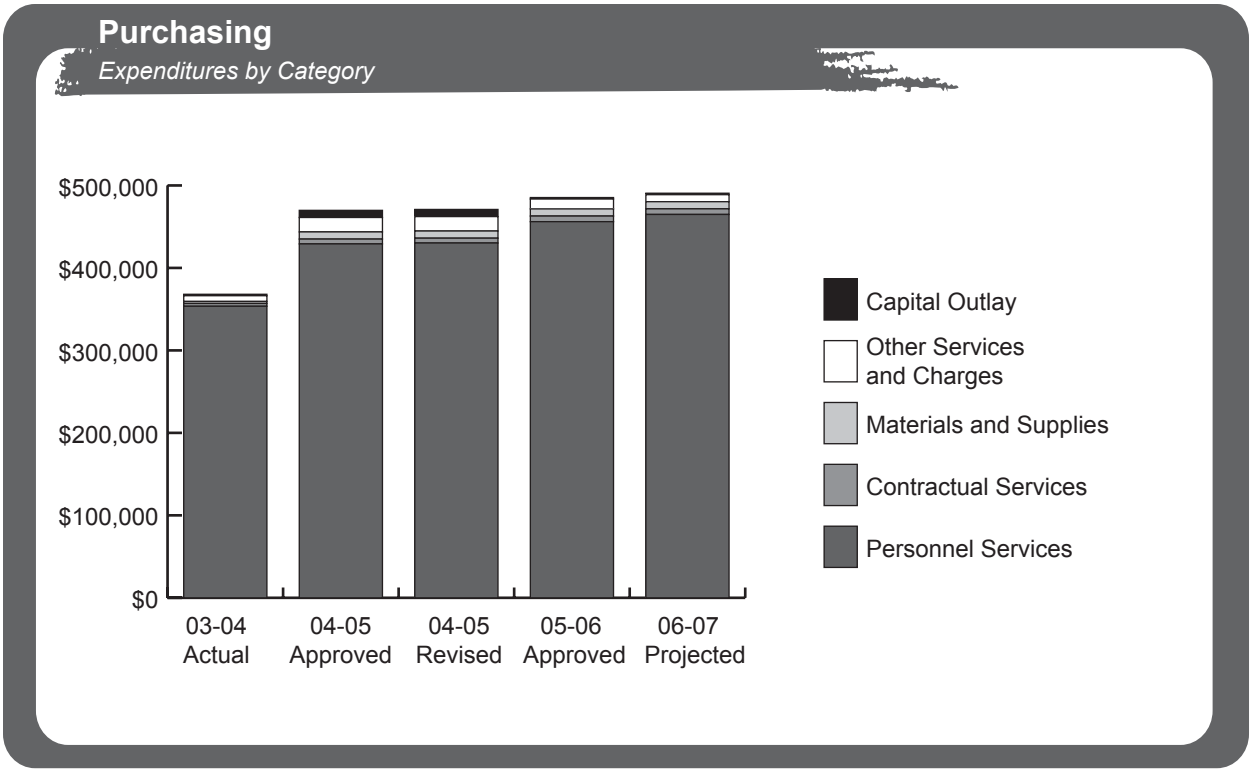
Note: This program will not be implemented until late 4th Quarter FY 04-05, pursuant to development of new City website. Submittal of Procurement/Contract Management software as a new program for 2005-2006 is a vehicle that incorporates online vendor registration in its' basic functionality package.

Purchasing

Funding Sources



	Positions			Full Time Equivalents		
Authorized Personnel	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
Purchasing Manager	1	1	1	1	1	1
Purchaser	1	1	1	1	1	1
Purchasing Assistant	1	1	1	1	1	1
Purchasing Technician	1	1	1	1	1	1
Purchasing Supervisor	1	1	1	1	1	1
Buyer	2	2	2	2	2	2
Contract Specialist	0	1	1	0	1	1
Total	7	8	8	7	8	8



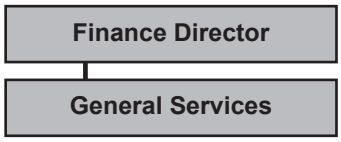
Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$353,537	$429,132	$430,228	**$456,100**	$464,851
Contractual Services	3,346	5,850	5,850	**6,800**	6,800
Materials and Supplies	2,476	8,675	8,675	**8,655**	8,655
Other Services and Charges	6,933	17,500	17,500	**12,000**	8,500
Capital Outlay	1,757	8,660	8,660	**1,775**	1,775
Total Expenditures:	$368,049	$469,817	$470,913	**$485,330**	$490,581
Expenditures per Capita:	$4.61	$5.58	$5.59	**$5.48**	$5.28

General Services

The General Services section of the budget provides funding for general government expenditures that are not allocable to any specific department. Due to the general, strictly financial nature of the Department's charge, oversight of the General Services Department's activities is the responsibility of the City's Finance Department.

Mission: The mission of the General Services Department is to provide general financial monitoring, oversight, and support to the City of Round Rock for all expenditures that are not allocable to any specific department.



Departmental Program Summary:

The General Services Department consists of a single program described below:

Programs:

General Services: General Services is a support department for the City of Round Rock. This purely fiscal responsibility center, captures expenditures associated with non-allocable costs for citywide related items. Examples of expenditures include various utility and maintenance costs for City Hall and city-wide expenditure items such as taxes and insurance. This section of the budget also provides funding for economic development efforts and the economic development and revenue sharing agreement between the City and Dell Inc. (addressed in the Budget Message). Finally, funding is also provided for not-for-profit social service agencies, compensation consultants, legislative lobbying, and City participation in state and national organizations such as the Texas Municipal League and the National League of Cities.

Non profit social service agency funding is contracted with the local United Way organization. Volunteer teams, under United Way supervision, review agency applications and conduct site visits. Recommendations are presented to a final review board made up of United Way personnel, City staff volunteers, and Round Rock citizens. Included in the United Way contract is a process which monitors and reports on agency performance throughout the year.

FY 2004-2005 Highlights:

The General Services department continued to provide support to the various City departments within the General Fund. This department continued to provide financial support for economic development activities and City initiatives. The following activities were:

- Supported the community through the continued financial support and monitoring of social service agency funding by using the United Way/City Social Service process.
- Continued funding for the Dell economic development agreements.
- Continued Sears revenue sharing agreements from Sears Teleserve merchandise sold on-line.
- Continued funding for the City's legislative lobbying efforts regarding streamline sales tax
- Funded financial software system upgrade.

FY 2004-2005 Highlights (Cont.):

- Continued public/private partnership with Round Rock Chamber of Commerce to the support City's economic development plan.
- Funded CARTS (Capital Area Rail Transit System), the City's current transit system which provides affordable transportation to citizens.

FY 2005-2006 Overview and Significant Changes:

The General Services department will continue to support City departments by funding non-allocable expenses in an efficient manner.

- Continue to fund Dell economic development revenue sharing agreement.
- Continue to fund Sears revenue sharing agreement from Sears Teleserve merchandise sold on-line.
- Continue utilizing the joint United Way/City Social Services process for funding recommendations.
- Continue to develop a Citywide transit system solution to provide affordable transportation to citizens.

New Programs for FY 2005-2006:

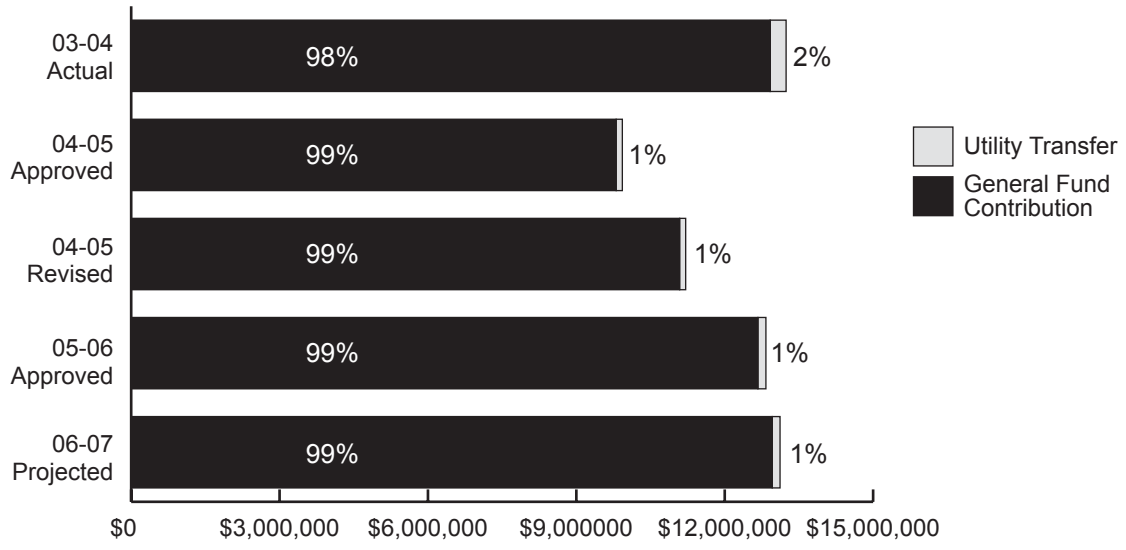
The General Services Department is proposing no new programs for FY 05-06.

Departmental Goals:

- Provide general financial monitoring, oversight, and support to the City of Round Rock for all expenditures that are not allocable to any specific department (City Goal 5.1).
- Respond to all administrative and departmental fiscal needs as necessary.
- Implement social service recommendations.
- Support economic development programs. (City Goal 1.2).
- Continue implementation of new financial reporting model effective fiscal years

General Services

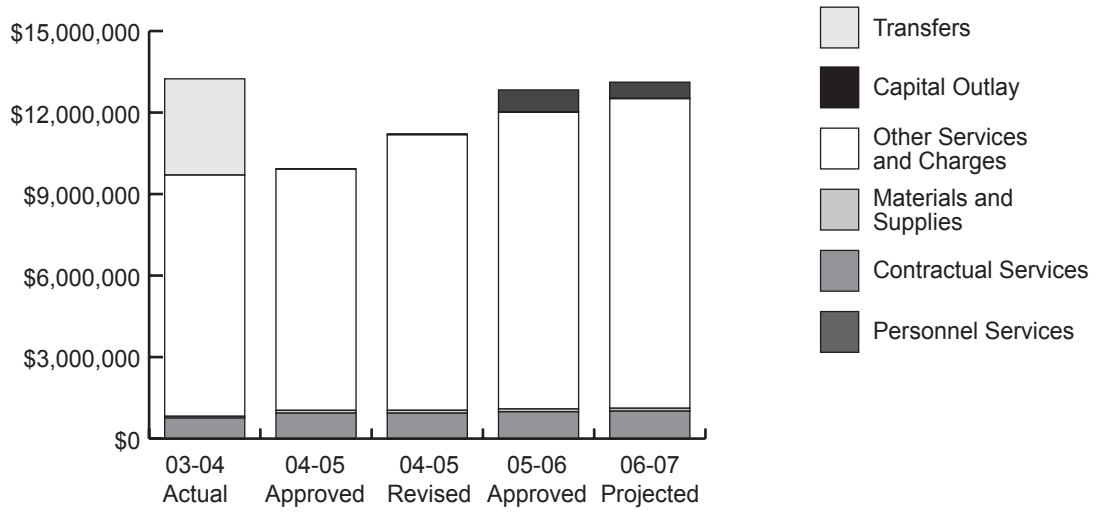
Funding Sources



	Positions			Full Time Equivalents		
Authorized Personnel	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
None	0	0	0	0	0	0

General Services

Expenditures by Category



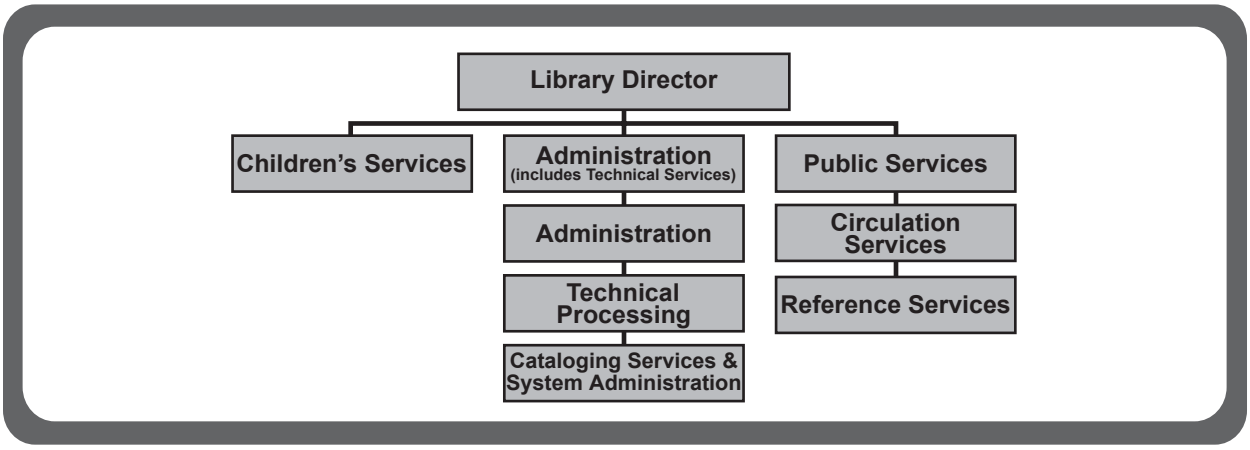
Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$0	$0	$0	**$0**	$0
Contractual Services	756,948	936,350	936,350	**985,000**	1,011,000
Materials and Supplies	64,747	105,000	105,000	**106,500**	106,500
Other Services and Charges	8,874,267	8,870,500	10,133,918	**10,916,000**	11,389,500
Capital Outlay	0	18,000	35,114	**18,000**	18,000
Transfers	3,544,770	0	0	**807,000**	593,000
Total Expenditures:	$13,240,732	$9,929,850	$11,210,382	**$12,832,500**	$13,118,000
Expenditures per Capita:	$165.82	$117.93	$133.14	**$145.00**	$141.28

Library

The Round Rock Public Library System provides our growing and diverse community a variety of exceptional programs and services. Our caring and knowledgeable staff maintains an attractive and dynamic environment in which to find information, enjoyment, and enrichment.

Mission: The mission of the Round Rock Public Library System is to provide high quality informational, recreational, educational, and cultural resources and services to a diverse population. We are committed to giving individuals, families, and businesses opportunities to expand their knowledge, encourage personal growth and lifelong learning, and enhance the quality of life in our dynamic and changing community.



Departmental Program Summary:

The Library Department consists of three cost centers, which are also programs, and may be further subdivided as described below:

Programs:

Administration and Technical / Cataloging Services: This cost center serves three distinct functions:

Administration: This program houses the director, an administrative assistant who provides library-wide support and manages the room reservation system, the building maintenance staff person, and an IT staff member on "permanent loan" from the IT department.

Technical Processing: This program is responsible for ordering and processing all library material.

Cataloging Services and System Administration: This program either edits existing, purchased cataloging records or creates new records when records cannot be found. It also manages the day-to-day behavior of the software that manages the library's circulation and cataloging processes, as well as gleans information from the data to assist the staff in making process improvements and collect statistics related to the library's daily work.

Public Services: This cost center provides direct public service and is composed of the following main functions:

Circulation Services: Circulation performs functions normally associated with "checking out" and "checking in" materials—signing up new users, checking out resources, following up on late.

Reference Services Reference, is responsible for assisting customers with complex research, reader's advisory, access to computers and databases, searching for books and other pieces of information and educating the public on all library resources. Services include interlibrary.

Children's Services: The children's cost center provides programs and materials targeting infants through middle school age levels. This department also selects material for the newborn through high school level book and audio-visual collections.

FY 2004-2005 Highlights

In FY 04-05 the Round Rock Public Library:

- Completed the work culture process, resulting in the completion of the Library Policy and Procedure (LPPS) manual and provided extensive training to staff in effectively using Outlook
- Developed a formal, professional display package to take to outside venues
- Expanded foreign language collections: Spanish language and Bollywood movies
- Added a web-based reporting tool and a library materials acquisition module to the library's management software package
- Promoted a book club for adults
- Fully implemented the Info Desk as a first point of contact with the walk-in customer
- Implemented cross-training of reference and circulation staff
- Provided an expanded series of in-house training for staff on library computer software and genealogy
- Rolled out the Kid's library catalog and Spanish language catalog
- Updated our part of the city network
- Added a printer server for the public, which prevents the public from printing without paying
- Improved access to the library's website through an easier-to-use web address (www.roundrocklibrary.org)
- Digitization of local history collection planned and implementation started
- Continued adding to the index of Round Rock Leader obituaries from 1975-current and placed it on the web
- Implemented baby time story time
- Began expansion of shelving through a grant from the Friends of the Library
- Will be published as an exemplary summer reading program in a national publication by Carol Fiore in spring 2005 in a chapter called 25 Successful Programs and Promising Practices.
- Created a database for staff to log in information all staff needs to know over a 2-8 week period of time, which might not be best shared by email, e.g., potential problems, major deliveries coming up, major new programs, etc.
- Presented a booth and prepared information about the library profession for the RRISD Career Day
- Expanded programming: provided instruction to the home schooling population; expanded Internet training to intermediate and advanced levels; provided library instruction to teen parents; provided training to child care providers; provided story time training to a group of Dell employees to become outreach readers for the library; provided adult-level programs on current social issues; offered free art classes for children; displayed RRISD student art; expanded the teen program during the summer
- Facilitated a discussion among the library staff of 3 academic and 3 public libraries affected by the higher Education Center (HEC)
- Revised our Health, Safety, and Environment plans for fire drills and tornadoes
- Reduced backlog in materials processing by about 50%, primarily due to pre-processing
- Added Jobview kiosk (a kiosk for job hunters)
- Revised our goals and objectives
- Initiated a Williamson County Library Networking Group

FY 2005-2006 Overview and Significant Changes:

The library continues to see usage in the +12%-14% range. This affects the availability of the collection to the growing population as well as provides less access to such materials, computers, seating, and programming. Waiting lists exist for several programs at this point and will continue to be in the future until more space and staff is available.

The Library Department is also currently working to:

- More aggressively increase the number of items ordered to meet the large population. For example, ordering one book of a title for 40,000 residents does not provide good access to material if we're ordering that same one book for 88,000 residents.
- Enhance and improve access to the local history collection
- Consolidate server equipment to free up space
- Revise certain policies in collection development
- Perform the biennial customer survey
- Improve service to children's reference needs during peak times
- Develop a genealogy class for children
- Support a countywide program where all residents are encouraged to read and discuss a particular book
- Develop a comprehensive marketing plan
- Develop and sell a staff and volunteer cookbook
- Begin a multi-year painting and renovation program for the current facility
- Add staff to meet the ongoing demand—demand as documented has gone up 42% the past two years, yet staffing has remained flat

If funded, we will:

- Remodel Room D for staff space
- Digitize 3D historical
- Add more shelving to support collection growth

New Programs for FY 2005-2006:

Cataloger: Hire a cataloger to replace the professional Spanish speaking volunteer who left us to pursue writing. We also did not retain a contracted cataloger this year as we have done the past two years. This volunteer was regularly performing essential functions that should have been covered by paid personnel.

FY 2006-2007 Overview and Beyond:

The library circulation continues to increase in the 12%-14% range, annually. With such changes, the materials budget will need to increase more aggressively to meet the need of this fast-growing population. Library:

- Will add shelving to existing shelving ranges, narrowing pathways, yet still staying within ADA guidelines. This will happen in the non-fiction, magazine, and music collections. Expansion of such shelving, concluding in FY 2006-2007, will create the maximum amount of expansion we can do without removing seating in the library.
- Should have two branches on the ground in 2008 and 2009. It is not recommended to do joint facilities with the school district or the HEC considering the relative sizes of those institutions and the specialized focus of their populations.
- Will see increased use of the library by the HEC student as the HEC will be relying on computers, not access to a large print collection, during the first three years of service. This will impact Reference service the greatest.
- Will continue to repair and repaint the building. Equipment such as the HVAC will begin to be replaced more frequently. Carpeting will continue to be replaced in sections where wear is either unsightly or dangerous.
- Will provide a young adult librarian and add services to the homebound. The city will become large enough for services to teen and shut in populations.

Departmental Goals:

- Improve and expand facilities to meet the needs of the community. (City Goal 5)
- Meet or exceed Texas Library Association standards. (City Goal 5)
- Encourage diversity in hiring and volunteerism. (City Goal 5)
- Have adequate equipment, software, and related services to meet staff and public needs. (City Goal 5)
- Continue to develop existing services and/or institute new collections. (City Goal 5)
- Continue to develop existing services and/or institute new services to meet user needs. (City Goal 5)
- Review existing processes to evaluate effectiveness. (City Goal 5)
- Offer appropriate staff training (City Goal 5)
- Research and implement ways of marketing the library. (City Goal 5)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Input			
Operating Expenditures	$1,772,203	$1,978,821	$2,209,114
Number of Positions (FTE's)	27.25	28	29
Number of Volunteer Hours	6,000	6,000	8,779
Population	79,850	84,200	88,500
Output			
Number of Items Circulated	648,609	730,000	800,000
Number of Card Holders	42,321	44,626	46,000
Number of Items in the Library	150,436	157,000	164,000
Number of Reference Requests	27,000	28,000	29,999
Number of Program Attendees	28,365	30,150	33,750
Number of Items Added to Collection	23,802	25,000	29,000
Number of Items Withdrawn From Collection	8,327	9,000	11,000
Number of Library Visits	288,100	305,000	320,000
Efficiency			
Dept. Expenditures as a % of General Fund	2.99%	3.13%	3.13%
Dept. FTE's as a % of General Fund	4.72%	4.62%	4.55%
Effectiveness			
% Increase in Circulation	9%	11%	11%
% Increase in Number of Patrons	5%	5%	5%
% Increase in Reference Questions Answered	5%	4%	
% Increase in Program Attendance	14%	10%	10%
% of City Residents Registered as Card Holders	53%	53%	52%
Number of Books Checked Out per Capita	7.6	7.6	7.9
Customer service satisfaction level of good/excellent (biennial in-house survey)	N/A	N/A	N/A
Library services/quality level of good/excellent (biennial in-house survey)	N/A	N/A	N/A

Summary of Key Departmental Goals

Key Goal 1: Have adequate equipment, software, and related services to meet staff and public needs.

Objective A: Replace 4-5 computers per year to update the current computer inventory. There are currently 13 workstations and 4 servers in this area.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Number of PCs replaced	4	4	4	4	3

Trend: This is a four-year replacement schedule.

Key Goal 2: Continue to develop existing services and/or institute new collections.

Objective B: Maintain Horizon systems on an annual and as needed basis by implementing upgrades and major additions including installs, configuration, and training.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Upgrade Horizon software, including the public access catalog as needed (free or low cost upgrades: original installed 3/00) and the purchase of new modules and features	4/03 & 8/03	1/04, 5/04 &12/04	4-Oct	10/04, 11/05, 1/04, 2/05 & 8/05	UNK
Improve the interface of the public access machine by replacing it with the Internet Public Access Catalog (IPAC) software—requires a new computer in FY 02 and add other software features in FY 03	5/02, 12/02, 1/03 &8/03	11/03, 5/04 & 12/04	4-Oct	N/A	DISC
Add a Spanish language catalog	N/A	3-Oct	None	5-Sep	DISC
Add a Children's catalog	N/A	3-Oct	None	4/05 & 6/05	DISC

N/A: Unknown; N/A: Not Applicable; DISC: Discontinued – this measure will not be reported next year.

Trend: The first measure is being expanded to include the public access catalog since it is tightly integrated software and major upgrades to one piece of the software generally require an upgrade to one or more of the other pieces. The addition of new modules and feature are not sustained, measurable components and as a result, the next three measures are therefore being discontinued. The second measure had improvements that followed specific upgrades to Horizon software. It is being discontinued, too. Addition of the Children's catalog was postponed until Dynix (the software vendor) resolved problems. Problems to the Children's catalog were corrected by Dynix in FY04/05 and minor customizations will be made prior to making it available to the public. This measure is being discontinued and is now combined with the first measure. The Spanish version of the catalog was pulled by Dynix and will not be re-released until 04/05 and needs review by our Spanish language collection developer before release to the public. This measure is being discontinued and is now combined with the first measure. The Acquisitions module was added 01/05.

Summary of Key Departmental Goals (Cont.)

Objective C: Provide technical support related to the Library's computer resources to library and city staff.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Improve the genealogy collection by adding more volumes to Round Rock Public Library (RRPL)	149 added, 107 new items owned by RRPL	155 added, 112 new items owned by RRPL	137 added, 123 new items owned by RRPL	160 added, 120 new items owned by RRPL	170 added, 130 new items owned by RRPL
Increase number of participants in genealogy classes. Numbers are annual figures.	46	75	155	100	100
Increase number of people using collection (registered users). Numbers are annual figures.	286	300	297	350	365

N/A: Not Applicable

Trend: Assisted or taught four Portal classes in 03/04. The Systems Administrator is currently listed as a backup instructor for Portal and Email training of new employees. Maintenance and repair hours have increased but this reflects an increase in new pc setup time which has little impact on other staff as opposed to repair of a down system. Anticipate an increase for the next year while converting existing reports to the new software.

Key Goal 2: Continue to develop existing services and/or institute new services to meet user needs.

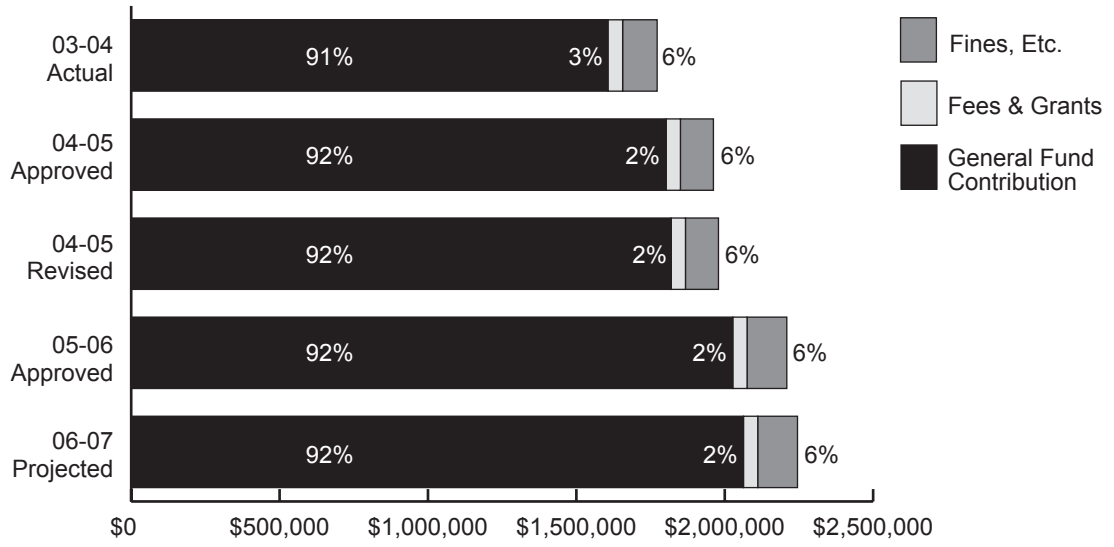
Objective A: The library will investigate the feasibility of a branch library as part of a high school campus.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Improve the genealogy collection by adding more volumes to Round Rock Public Library (RRPL)	149 added, 107 new items owned by RRPL	155 added, 112 new items owned by RRPL	137 added, 123 new items owned by RRPL	160 added, 120 new items owned by RRPL	170 added, 130 new items owned by RRPL
Increase number of participants in genealogy classes. Numbers are annual figures.	46	75	155	100	100

TBD: To be determined; N/A: Not Applicable

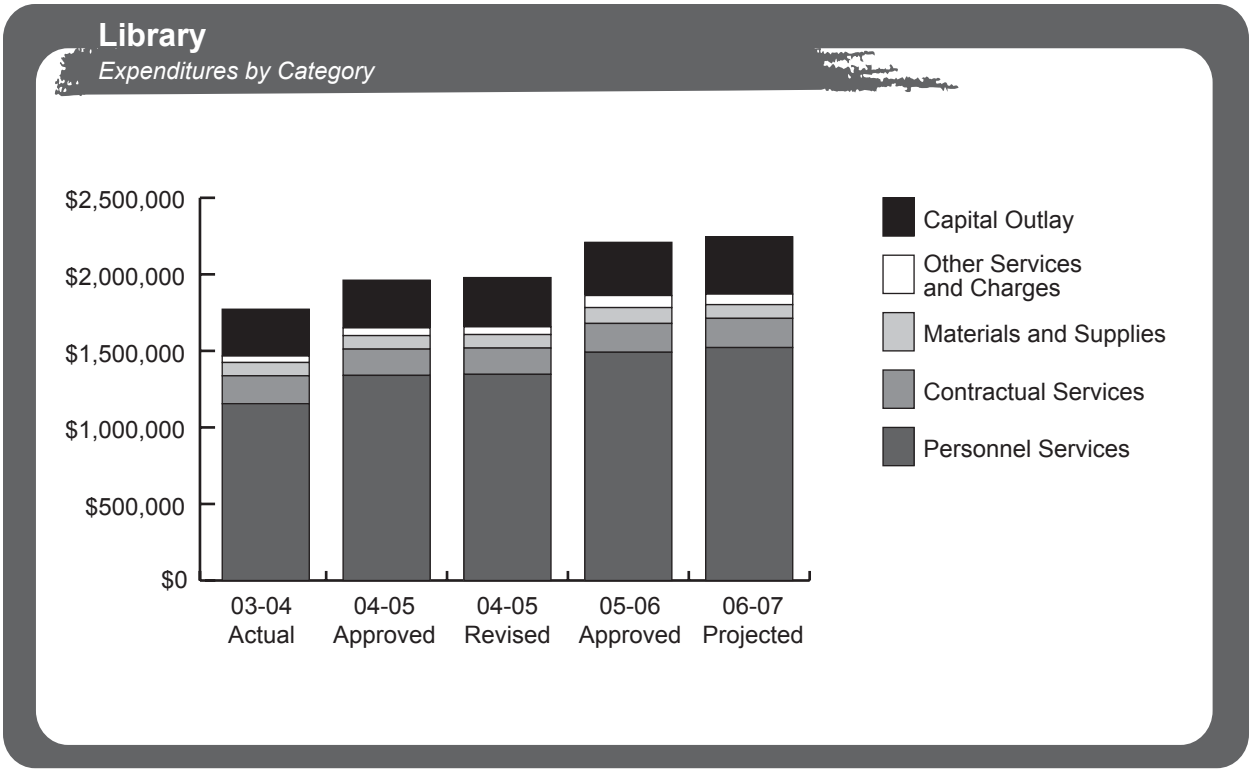
Trend: The status of a branch continues to be up in the air, yet is of such urgency that it should stay here. The branch concept has made it into the General Plan, yet there has been no discussion on using year end funds to do a study, obtain funds for land, etc.

Library
Funding Sources



	Positions			Full Time Equivalents		
Authorized Personnel	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
Library Director	1	1	1	1	1	1
Library Services Mgr/Librarian III	4	4	4	4	4	4
Librarian II	2	3	3	2	3	3
Librarian II – Part Time	2	1	1	1.25	0.5	0.5
Librarian I	2	2	2	2	2	2
Librarian I – Part Time	1	1	1	0.25	0.25	0.25
Library Supervisor/Library Tech V	1	1	1	1	1	1
Library Technician IV	0	2	2	0	2	2
Library Technician IV - Part Time	1	1	1	0.75	0.75	0.75
Library Technician III	4	2	2	4	2	2
Library Technician II	2	2	2	2	2	2
Library Technician II - Part Time	2	1	1	0.75	0.5	0.5
Library Technician I	3	5	5	3	5	5
Library Technician I - Part Time	4	4	4	1.75	2	2
Library Aide	1	0	0	1	0	0
Senior Library Aide	1	0	0	0.5	0	0
Administrative Technician III	1	1	1	1	1	1
Cataloger	0	0	1	0	0	1
General Services Custodian	1	1	1	1	1	1
Total	33	32	33	27.25	28	29

Note: Library personnel were restructured during FY 04-05, including a Senior Library Aide position being combined with a Library Tech I position resulting in the reduction of one position.



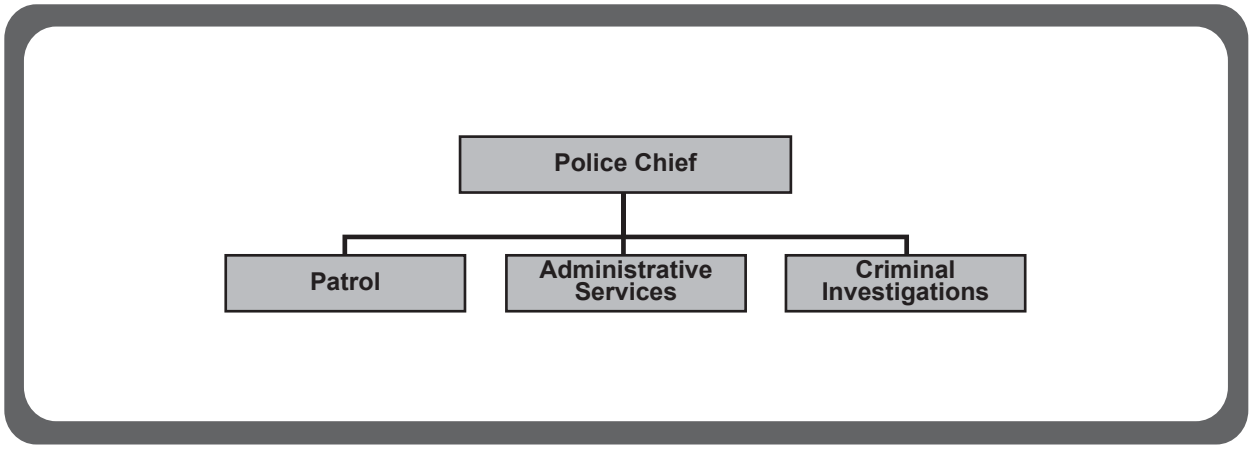
Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$1,155,151	$1,339,968	$1,346,801	**$1,491,044**	$1,521,861
Contractual Services	182,052	171,633	171,633	**188,259**	190,589
Materials and Supplies	87,044	88,335	88,335	**103,647**	89,785
Other Services and Charges	42,396	50,485	50,485	**78,759**	68,850
Capital Outlay	305,560	311,382	321,567	**347,405**	374,045
Total Expenditures:	$1,772,203	$1,961,803	$1,978,821	**$2,209,114**	$2,245,130
Expenditures per Capita:	$22.19	$23.30	$23.50	**$24.96**	$24.18

Police

Department is responsible for the provision of public safety as well as enforcement of federal, state, and city laws and ordinances through proactive and responsive patrol of the City by state-commissioned peace officers. The Department helps the City maintain a high quality of life by working with neighborhoods and other organized groups of residents to resolve quality-of-life problems. The Department also is responsible for animal control and emergency (fire and police) radio dispatch functions in the City limits, as well as maintaining the recruiting, training, crime victim, and support functions necessary to maintain a police force of the highest quality.

Mission: The Round Rock Police Department, in alliance with our community, provides public safety and promotes a high quality of life.



Departmental Program Summary:

The Round Rock Police Department consists of two programs, which are described below:

Programs:

Patrol: The Patrol Division is responsible for law enforcement, public safety, and community policing functions within the City limits of Round Rock. The division is structured on a geographic "beat" basis, with individual officers being responsible for an area of the City, sergeants being responsible for the areas under their officers' care, lieutenants responsible for their sergeants' areas, and on up to the Chief of Police. The Special Weapons and Tactics Team, K-9 Unit, and School Resource Officer program are also based on this structure. Two task forces have been established to proactively address general concerns and traffic issues.

The Animal Control Unit, also housed in this division, enforces local ordinances regarding the care and keeping of domestic animals in the City. The Unit investigates nuisances, animal bites, animal abuse complaints, and it provides public education regarding animal control. The Unit also impounds and quarantines animals when appropriate. Also, Central Supply provides a variety of supply functions.

Administrative Services: Staff Support is comprised of the following programs:

Office of the Chief: This office determines departmental policies and ensures the complete discharge of all duties imposed by Texas State Law or City Ordinance. The Office is responsible for the control, management, and direction of all officers and employees, as well as the Department's administration and operation. The Office of the Chief houses the Internal Affairs Detail and the Planning and Research Unit. The Internal Affairs Detail ensures that the Department's integrity is maintained through an internal system where objectivity, fairness, and justice are assured by impartial investigation. This detail reviews all allegations of member misconduct and accusations against the Department. The Planning and Research Unit prepares and monitors the Department's budget and performs a variety of analytical functions, including performance measurement, strategic planning, policy development, and statistical research.

Programs (Cont.)

Administrative Services Division: This division provides the Department with technical and administrative support services related to communications, police records, evidence and property, training and recruiting functions, accreditation, and facilities management. The division is responsible for radio operations – ensuring that 24-hour, two-way radio communications are conducted in compliance with federal rules and regulations. This unit is responsible for receiving and screening emergency and other citizen requests for police and fire service, dispatching police/fire units as required or referring citizens to an appropriate service or agency. This unit also provides after-hours dispatch for all city departments

The Administrative Services Division also is responsible for the control, maintenance, review, retrieval and dissemination of most police records, as well as the storage and processing of all evidence and property that comes into the Department. Finally, the division administers the Citizens Police Academy and maintains liaison with its alumni association.

Criminal Investigation Division (CID): CID is responsible for the administration of a variety of police services, including the Major Crimes Unit,
Detectives Detail, and the Community Services Unit. The Major Crimes Unit investigates crimes against persons, high-technology-related crimes, and narcotics-related crimes as well as handling the Department's criminalistic and victim services functions.

This program administers several community programs intended to develop a strong relationship between the Department and the community such as: Juvenile Community Committee; Seniors and Law Enforcement Together (SALT); Telephone Assurance Program (TAP); Blue Santa Program; and various volunteer programs.

FY 2004-2005 Highlights:

- Formally received accreditation through the Commission on the Accreditation of Law Enforcement Agencies (CALEA).
- Recognized coming development and traffic-pattern changes by adding sufficient personnel to establish a fifth patrol sector and reconfiguring existing sectors.
- Added two detectives to relieve administrative and caseload issues in the Criminal Investigations Division.
- Conducted its most extensive strategic planning process ever, incorporating feedback from an external citizens group. Part of this effort will include multi-year work and staffing plans.
- Continued working toward the development of a new police headquarters building.

FY 2005-2006 Overview and Significant Changes:

Fiscal 2005-06 poses some significant challenges for the Department, as it plans for service level increases posed from a new Higher Education Center opening during the fiscal year, as well as the development of a new mall property. Among the anticipated highlights of FY 05-06 are:

- The addition of four telecommunications operators to address growth in the volume of calls for police and fire service.
- The augmentation of investigative personnel, including two detectives to work computer-related and other white-collar crimes.
- Bringing on five additional police officers to establish a shift specifically targeting the City's peak call volume periods.
- The hiring of an additional Animal Control Officer to keep pace with the city's growth and resulting demand for animal-control services.
- Implementation of the work plans developed out of the prior year's strategic planning process.
- The beginning stages of replacing the countywide public safety radio system that serves Williamson County.

New Programs for FY 2005-2006:

Patrol Personnel: This program would bring on five police officers in the Patrol Division to serve as a shift dedicated to working during peak call volume periods. This program is the next logical step in the Department's responsive patrol strategy, coming on the heels in 2005 of the creation of a new patrol sector. In addition, this program would add two Animal Control Officers to focus on animal control issues.

Communications/Training Personnel: This program adds four telecommunications operators to the Department's Communications Unit, as well as an administrative technician to perform duties currently being performed by officers in the Training/Recruiting Detail. The primary responsibility of the telecommunications employees will be to answer incoming 911 and non-emergency telephone calls, relieving existing dispatch personnel from having to man both the telephone lines and radio consoles.

Investigative Personnel: This program would convert a part-time crime scene technician to a full-time position.

Departmental Goals:

In the winter and spring of 2005, the Department conducted an in-depth strategic planning process featuring benchmark surveys, participation by a group of community members, and a one-day staff retreat. As a result, the Department's goals are somewhat different than they were in the 2004-05 budget.

- Plan for and Adapt to Change (City Goals 1.1, 1.4, 2.1-6, 3.2, 4.1-4, 5.1-3, 5.5, and 6.3)
- Expand Logistic Capabilities (City Goals 5.1-3, 5.5 and 6.3)
- Reduce Crime (City Goals 1.1, 1.4, 5.3, and 5.5)
- Expand & Improve Community Relationships (City Goals 3.2, 5.3, 5.5, 6.1-4, and 6.6)
- Plan Traffic Flow and Enforcement (City Goals 1.1, 1.4, 2.1-2, 4.1-4, 5.1-3, 5.5 and 6.3)
- Enhance Staff Capacity and Capabilities (City Goals 5.1-3 and 5.5)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
City Population	79,850	84,200	88,500
Calls for Police Service*	46,209	47,652	50,133
Traffic Stops*	24,497	19,786	24,969
Other Self-Initiated*	14,458	18,336	18,344
Total Police Events*	84,659	85,774	93,446
Index Crimes Reported**	1,679	1,816	1,826
Crimes per 1,000 residents**	21	21.2	20.6
Input			
Dept. Operating Expenditures	$12,978,881	$14,210,052	$16,498,533
Dept. FTE's	165.5	172.5	185
Man-Hours Applied	344,240	358,800	382,720
Officers per Thousand Population	1.49	1.5	1.5
Output			
Traffic collisions requiring a report	2,669	2,795	2,921
Traffic collisions per 1,000 population	33.2	33.2	33
Average Response Time to Emergency Calls***	6.3 min.	6.4 min.	6.4 min.
% Clearance Rate for Part I Offenses**	28.40%	29.00%	29.00%
% Recovery Rate for Stolen Property*	28.40%	30.00%	30.00%
Efficiency			
Dept. Expenditures as a % of General Fund	21.87%	22.47%	23.37%
Personnel FTE's as a % of General Fund	28.66%	28.45%	29.05%
Man-Hours per Police Event*	4.1	4.2	4.1
Cost per Police Event	$153.31	$164.79	$175.89
Effectiveness			
Overall satisfaction with the Police Department ated as excellent or good	88%	NA	85%
Police services received rated as excellent or good	86%	NA	85%
Percent of citizens who feel safe or fairly safe walking in their neighborhoods at night	85%	NA	85%

* The data presented here are ordered somewhat different than have appeared in previous budget documents. What we have called "Calls for Service" in the past is, as we've previously described, a gross workload number. Here, we've split out the call categories and converted all figures to the fiscal year basis.

** Index crimes are calculated on a fiscal year basis, unlike previous strategic budgets.

*** Please see the Patrol Division's Key Goal 1, Objective A in the Summary of Department Goals Section for a discussion of the increase in emergency response time.

The regular telephone survey was discontinued in 2004; it will be replaced by a mail survey in the summer of 2005.

Summary of Key Departmental Goals

Key Goal 1: Reduce Crime.

Objective A: Develop and enhance specialized units as needed throughout the Department.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Number of School Resource Officers (SRO) on staff	11	11	11	11	12
Secondary schools without an SRO	0	0	0	0	0

Trend: These indicators are one component of this objective. During the past three years, about 8 percent of the Department's complement of officers has been assigned to School Resource Officer duty. This program is partially funded by RRISD.

Objective B: Provide incentives for residential and business alarm owners to reduce the City's overall number of false alarms by operating an Alarm program.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
False/Cancelled Alarm Calls	3,569	N/A	3,237	3,108	3,200
Percent of Calls for Police Service	8.90%	N/A	7.00%	6.60%	6.40%

Trend: These indicators are new for this document and, thus, no forecast was prepared for FY 03-04. Since the Department initiated an Alarm Program in 2001, false or cancelled alarm calls have fallen from 13.4 percent of the Department's calls for service to a forecasted 6.6 percent in FY 04-05.

Objective C: Maintain police and support staff equipment and personnel levels consistent with the demand for services produced by a growing city population.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Calls for Police Service	75,402	79,500	84,659	80,400	DISC
Emergency Response Time (minutes)	8.0	11.0	6.4	11.0	DISC
Commissioned peace officers per 1,000 population	1.49	1.49	1.50	1.50	DISC
Crimes indexed to the state average for cities of a similar size (100=average for that year)	47.6	49.1	20.6	51.0	DISC

Trend: DISC – Discontinued. These measures will not be reported in this section next year, however, the measures are and will be reported in the "Summary of Key Measurement Indicators". Note: The Actual 03/04 numbers reflect fiscal year calculations for the first, second, and fourth measure – which is different than the prior year and forecasted numbers.

Summary of Key Departmental Goals (Cont.)

Key Goal 2: Plan for and Adapt to Change.

Objective A: Plan and implement an appropriate law enforcement response to developments surrounding the Higher Education Center.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Completed agreements outlining cooperation and operational procedures	N/A	Partial	Partial	Complete	N/A

Trend: N/A – Not applicable. Texas State University maintains its own police force. This strategy seeks to ensure that well before the HEC begins operations in the Fall of 2005 that the Department and TSUPD will have worked out all of the necessary details for smooth operations.

Objective B: Actively plan the Department's response to major incidents.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Complete mutual aid agreements with surrounding communities	Partial	Complete	Partial	Partial	Complete

Trend: DISC – Discontinued. The Department feels that this objective has been a part of its strategy long enough that it is part of its normal business approach. As such, it is no longer strategic and will be discontinued this year, though these measures will be retained as important indicators of Department performance.

Key Goal 3: Expand Logistical Capabilities.

Objective A: Research, develop, and utilize effective technologies to enhance police service.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Develop a multi-year equipment plan	N/A	N/A	N/A	N/A	Yes

Trend: N/A – This is a new objective. As such, there is no available trend information.

Key Goal 4: Expand & Improve Community Relationships.

Objective A: Develop a proactive system of providing a police presence in City parks and recreation activities.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Police presence included as a regular part of parks planning	No	25%	5%	25%	50%

Trend: This objective will become more important as PARD continues to develop Old Settlers Park and pursues the City's new "Sports Capital of Texas" tourism strategy. The Department anticipates that this is a multi-year objective.

Summary of Key Departmental Goals (Cont.)

Objective B: Foster an internal culture that develops a positive relationship with our diverse community

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Number of events showcasing the Department's services to residents	N/A	N/A	3	5	6
Overall satisfaction with department rated as "excellent" or "good"	83.70%	88.00%	N/A	88.00%	85%
Police services received rated as "excellent" or "good"	87.50%	86.00%	N/A	86.00%	85%

Trend: This first measure for this objective captures the Department's larger efforts to interact with residents through events like the annual Spring Fling at Old Town Elementary and National Night Out. The Department garnered insufficient survey responses during 2003-04 but will implement a mail survey in the summer of 2005 to obtain data for these indicators.
The last two measures were shown to be discontinued last year; however, the measures have since been reinstated as part of the Police Department's 04-05 in-depth strategic planning process.

Key Goal 5: Plan Traffic Flow and Enforcement.

Objective A: Fine-tune the Department's traffic enforcement response.

Objective B: Educate the public on ways they can contribute to safer roadways.

Objective C: Refine the Department's approach to resolving traffic-related issues in Round Rock neighborhoods.

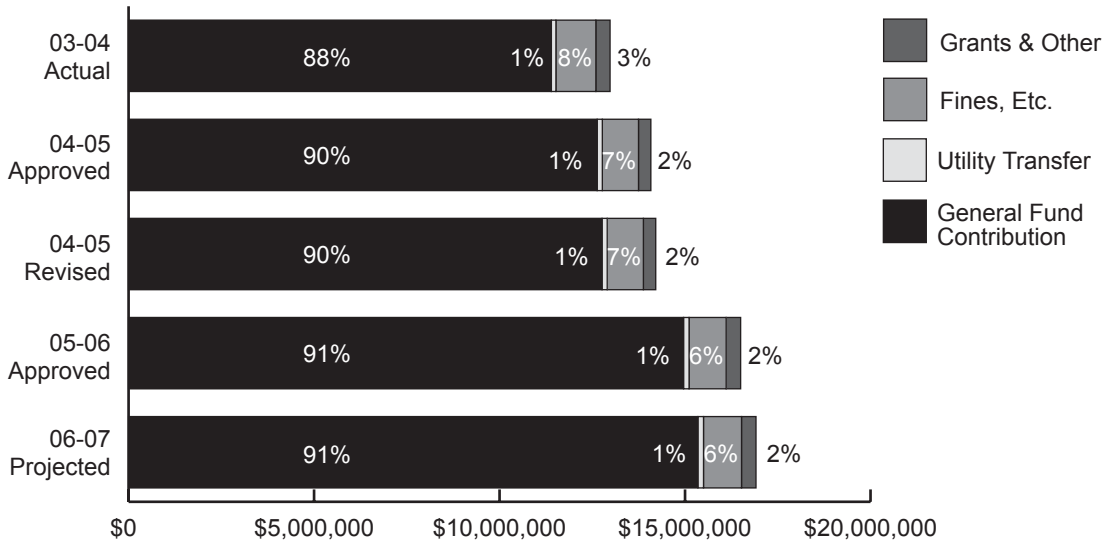
Objective D: Enhance the City's comprehensive response to traffic issues.

Objective E: Proactively address traffic progression, enforcement, and related problems by operating a Traffic Operations Task Force.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Number of events showcasing the Department's services to residents	N/A	N/A	3	5	6
Overall satisfaction with department rated as "excellent" or "good"	83.70%	88.00%	N/A	88.00%	85%

Police

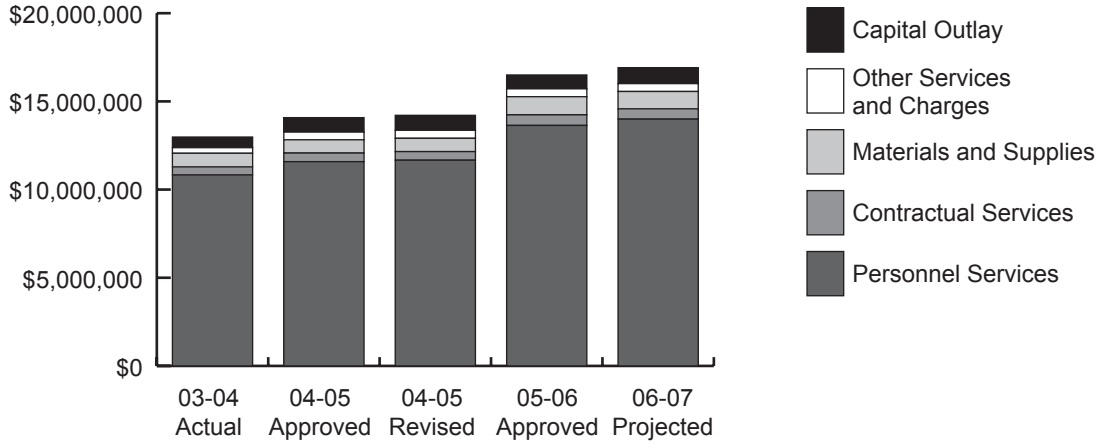
Funding Sources



Authorized Personnel	Positions 2003-2004 Actual	Positions 2004-2005 Revised	Positions 2005-2006 Approved	Full Time Equivalents 2003-2004 Actual	Full Time Equivalents 2004-2005 Revised	Full Time Equivalents 2005-2006 Approved
Police Chief	1	1	1	1	1	1
Police Captain	3	3	3	3	3	3
Police Lieutenant	5	7	7	5	7	7
Senior Police Sergeant/Sergeant	26	28	28	26	28	28
Victims Assist. Coordinator	1	1	1	1	1	1
Victims Assist. Counselor P/T	2	2	2	1	1	1
Crime Scene Specialist	1	1	1	1	1	1
Crime Scene Technician P/T	1	1	1	0.5	0.5	1
Police Officer	84	87	92	84	87	92
Communication Supervisor	1	1	1	1	1	1
Management Analyst I-II	2	2	2	2	2	2
Administrative Technician III	3	3	4	3	3	4
Senior Communication Operator	5	5	5	5	5	5
Evidence Technician	1	1	1	1	1	1
Records Supervisor	1	1	1	1	1	1
Telecommunication Operator	14	14	18	14	14	18
Logistics Officer	1	1	1	1	1	1
Project Specialist	1	1	1	1	1	1
Senior Animal Control Officer	1	1	1	1	1	1
Administrative Tech. I-II/ACO	3	3	4	3	3	4
Records Technician	4	4	4	4	4	4
Animal Control Officer	4	4	5	4	4	5
Receptionist	1	1	1	1	1	1
Accreditation Manager	1	1	1	1	1	1
Total	167	174	186	165.5	172.5	185

Police

Expenditures by Category



Summary of Expenditures:

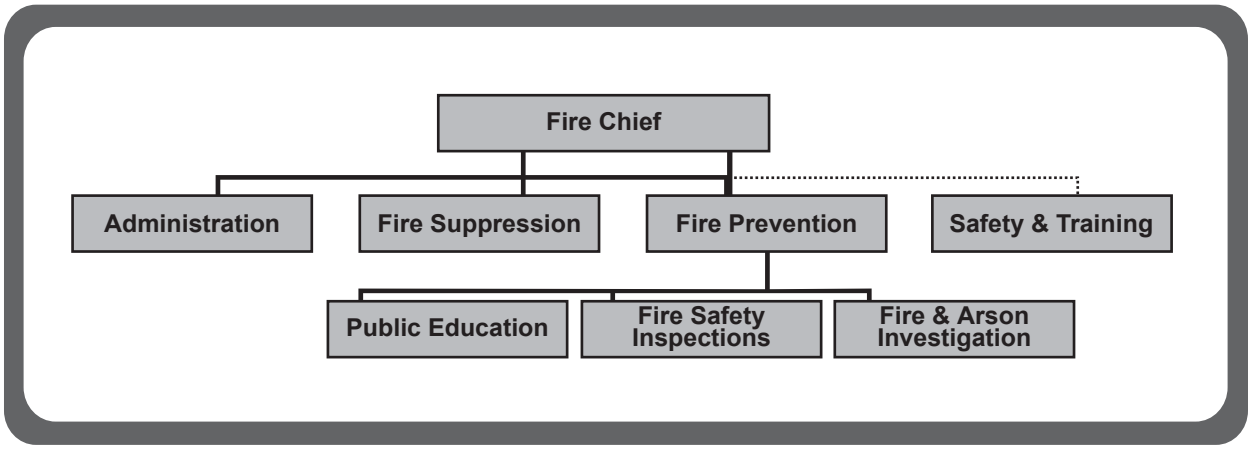
	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$10,831,017	$11,583,355	$11,666,195	**$13,636,998**	$13,994,315
Contractual Services	455,684	487,493	487,493	**601,264**	585,044
Materials and Supplies	771,189	753,047	753,047	**1,028,359**	982,525
Other Services and Charges	316,569	434,506	453,971	**445,622**	445,547
Capital Outlay	604,422	819,950	849,346	**786,290**	905,323
Total Expenditures:	$12,978,881	$14,078,351	$14,210,052	**$16,498,533**	$16,912,753
Expenditures per Capita:	$162.54	$167.20	$168.77	**$186.42**	$182.15

Fire

The Round Rock Fire Department's primary activity is to provide the emergency services required to meet the demands of a growing population. There is a constant, deliberate effort to provide our customers with the most current knowledge, methodology, and technology available in both realms of fire suppression and fire prevention. The demands placed on personnel also necessitate the need for physical fitness and the most effective procedural training in order for firefighters to perform to the best of their ability in crisis situations. Attention is also given to the maintenance of all fire apparatus and peripheral equipment such as fire hydrants so that all tools will function properly when needed.

Mission: Through a professional, well-trained, and safe work force, the members of the Round Rock Fire Department are committed to delivering the highest level of fire suppression, emergency medical, fire prevention, and disaster services within the City's financial capability for our rapidly changing residential, business, and corporate communities.

Vision: The Round Rock Fire Department is a professional and dynamic department that will provide exceptional public safety through dedicated individuals.



Departmental Program Summary:

The Round Rock Fire Department consists of three general cost centers (Administration, Fire Suppression, and Fire Prevention) and five programs described below:

Programs:

Fire Chief: This division is responsible for the overall management and strategic planning of the Fire Department. Personnel in this division include the Deputy Fire Chief, Professional Development Battalion Chief, Office Manager, Administrative Technician I and Information Technology Specialist from the City's IT division who works directly for the Fire Chief. This division is responsible for the professional development of our firefighters, personnel payroll, scheduling tours, demonstrations and public cardio pulmonary resuscitation (CPR) classes and information technology and software support. This division is also involved with all City departments and is responsible for coordinating any functions or services with surrounding communities.

Support Services: The Support Service Division is responsible for asset accountability, vehicle maintenance, new programs committee, contracts, recruiting functions, facilities management, long range planning, procurement of equipment, office and janitorial supplies. The areas in this division are divided into logistics and special teams. The division is also responsible for all staffing and operations of the department. The support system includes a Battalion Chief, Fire Logistics Officer, Administrative Technician II, and Special Teams Captain.

Fire Prevention: The Fire Prevention Division is responsible for public education, fire safety inspections, fire and arson investigations, and for emergency management for the City of Round Rock. The City's emergency management program ensures that the City has the ability to respond quickly and efficiently to emergencies, regardless of type. By ordinance, the City's Fire Marshal has been appointed to serve as the Coordinator of the program.

Public Education: The Public Education program delivers fire and life safety information to the citizens of Round Rock. Currently, programs are delivered in local elementary schools, festivals and through many business family days. Pre-school and middle school programs are also being developed. Due to the amount of new construction, fire safety inspections are presently conducted primarily on new buildings, public schools, and for licensed facilities, such as child day care and nursing/health care facilities.

Departmental Program Summary: (Cont.)

Fire Suppression: The six fire stations are primarily responsible for fire suppression for all structural, vehicle, grass, dumpster, and other fires within the City of Round Rock. The stations also provide fire suppression to other communities surrounding the City of Round Rock and standby during repairs of ruptured gas lines when required. In addition, it is the responsibility of the station's suppression personnel to provide medical assistance at private residences, businesses, special events, and vehicle accidents, both emergency and non-emergency in nature. Fire suppression personnel also respond to vehicle accident entrapment, water rescues, high/low angle rescues, vehicle unlock services when a child or pet or medication is involved, body recoveries, and disasters. In addition, suppression personnel provide a number of public services such as fire safety and truck demonstrations at schools, private residences and local businesses, removing animals from trees, hazardous material fluid clean–ups, carbon monoxide detection, bee and water removal, smoke detector battery exchange, medical standby during community festivals, softball tournaments, Easter egg hunt, Fourth of July events, bicycle races, and long distance runs. For fire suppression personnel there are three shifts and each station is staffed 24 hours a day, seven days a week. At a minimum, there is a Lieutenant, Driver and Firefighter on duty at each station, with a Battalion Chief on duty at Central. Additional personnel, including a Lieutenant, Driver and Firefighter are based at Central and staff the aerial platform truck.

Safety and Training: The Safety and Training Division plans, coordinates and directs the comprehensive RRFD safety and training programs, is responsible for implementing senior management's vision of the department's training program, including policy and procedures. The division also manages all personnel assigned to the Safety & Training Division and functions as the RRFD Safety Officer, using NFPA 1500 as a guide to establishing and managing a comprehensive RRFD Firefighter Safety and Health Program. Finally, the division functions as the on-call Emergency Operations Commander, on a scheduled basis, as assigned by the Fire Chief. Responding to and taking command of all greater alarm incidents and any incident when requested by the on-duty Battalion Commander or when directed by the Fire Chief.

In-Service Training Unit Leader: Reports to and receives direction from the Safety/Training Branch Commander. In the absence of the Battalion Chief in charge of the Safety/Training Branch, serves as the Safety/Training Branch Commander. Responsible for the development and management of RRFD non-medical training programs. Responsible for the RRFD "Train the Trainer" program providing all Battalion and Company Commanders and other personnel specifically designated, to provide "hands-on" training to Department personnel.

EMS Coordination/Training Unit Leader: Reports to and receives direction from the Safety/Training Branch Commander. In concert with the Department Medical Director, provides EMS training, performs "Questions & Answers" & "Continuous Quality Improvement" activities, and be liaison with other service providers (including hospitals), and the community.

Fire Prevention: The Fire Prevention Division is responsible for public education, fire safety inspections, fire and arson investigations, and for emergency management for the City of Round Rock. The City's emergency management program ensures that the City has the ability to respond quickly and efficiently to emergencies, regardless of type. By ordinance, the City's Fire Marshal has been appointed to serve as the Coordinator of the program.

Public Education: The Public Education program delivers fire and life safety information to the citizens of Round Rock. Currently, programs are delivered in local elementary schools, festivals and through many business family days. Pre-school and middle school programs are also being developed. Due to the amount of new construction, fire safety inspections are presently conducted primarily on new buildings, public schools, and for licensed facilities, such as child day care and nursing/health care facilities.

Fire Safety Inspection: Identify and inspect all commercial businesses this fiscal year. In addition, ascertain those properties that should be inspected semi-annually and those qualifying for self-inspection programs.

Fire & Arson Investigation: The Fire Prevention Division is also responsible for the investigation of all fires within the City of Round Rock as to cause and origin. Fire personnel certified as both Arson Investigators and Texas Peace Officers are responsible for conducting criminal investigations on those fires found incendiary in nature.

FY 2004-2005 Highlights:

In FY 2004-2005 the Fire Department:

- Performed a comprehensive assessment, through the Management Advisory Group, Inc., of the management and organization of fire protection services, fire-related emergency response services, as well as emergency medical services within

FY 2004-2005 Highlights (Cont.)

the City. This report, along with the International Association of Fire Fighters (IAFF) study, input from Fire Department members and personnel from other city departments has given the Fire Department the tools to create and implement a long-term strategic plan. This sends an excellent signal to the community that the city intends to aggressively address the anticipated growth in the community.

- Received a Homeland Security grant for $150,748, which helped the City purchase items that can be used for the control and containment of hazardous materials.
- Applied for and received a Homeland Security grant for $115,907, which helped the City to purchase security items for various departments.
- Opened, equipped and staffed Fire Station #6 with 12 personnel. The opening of this station enabled promotions of three persons to Lieutenants and six persons to Drivers.
- Completed a nationwide search for a new Fire Chief and hired Chief Larry Hodge.
- Hired seven additional personnel; one to fill a vacancy due to a promotion and six to relieve overtime burden.
- Participated with a citizens' advisory group set up by the city staff management to help set the direction of the Fire Department strategic planning.
- Acquired New Program Captain Promotions.
- Acquired New Program Battalion Chief Promotions.
- Purchased fifty-six Self Contain Breathing Apparatus (SCBA) meeting National Fire Protection Association (NFPA) requirements.
- Responded to 3,885 emergency and 1,343 non-emergency calls last year, due to the City's continuous growth, these numbers are expected to increase during FY 2005-2006.

FY 2005-2006 Overview and Significant Changes:

In FY 2005-2006, the Fire Department is working on:

- Purchasing a Quint 4 and Rescue 4 and hiring seven personnel to staff Rescue 4. The implementation of a Rescue Unit (R-4) at station 4 signifies the introduction of a smaller vehicle staffed with two firefighters specifically designed to respond to the many Emergency Medical Services (EMS) alarms answered annually. When responding to structure fires, the companies of Rescue 4 and Quint 4 would have the equipment and staffing to immediately go into attack mode.
- Purchase Rescue 6 and hire seven personnel to staff Rescue 6. The implementation of a Rescue Unit (R-6) at station 6 signifies the introduction of a smaller vehicle staffed with two (2) firefighters, specifically designed to respond to the many Emergency Medical Services (EMS) alarms answered annually. When responding to structure fires, the companies of Rescue 6 and Engine 6 would have the equipment and staffing to immediately go into attack mode. In addition, this station will have the personnel and equipment to control and contain hazardous material incidents.
- This program proposes a joint effort between Round Rock Fire Department and Williamson County Haz-Mat in providing a full-time fully staffed Hazardous Materials Team in Round Rock available for countywide response.
- The Round Rock Fire Department has 16 Firefighters who, in addition to their regular duties, are being specially trained in Specialized Technical Rescue Operations.

New Programs for FY 2005-2006:

Rescue 4, Quint 4 Apparatus and Personnel:
Rescue 4 will help provide fire services to the City of Round Rock. In addition, staffed with a Fire Department Paramedic, this crew will be able to perform advanced life saving support, (ALS).

Temp Station Rescue 7 Apparatus and Personnel:
Rescue 7 will help provide fire services to the City of Round Rock. In addition, staffed with a Fire Department Paramedic, this crew will be able to perform advanced life saving support (ALS).

FY 2006-2007 Overview and Beyond:

In FY 2006-2007, the Fire Department plans to:

- Build up staff and equip Station 7 in North Round Rock. This will significantly reduce response times to this area.
- Fully train and equip a Hazardous Materials Team. This program proposes a joint effort between Round Rock Fire Department and Williamson County Haz-Mat in providing a full-time, fully-staffed Hazardous Materials Team in Round Rock available for countywide response.
- Enhance selected firefighter's current skills to the Paramedic skill level and if certified by a Medical Director, may provide advanced life support.
- Train and certify selected firefighters in Specialized Technical Rescue Operations.

- Have the staffing, equipment, stations and the apparatus to reduce our response time and the capability to increase service delivery to the community.

Departmental Goals:

- Meet the 6-minute response time goal and respond to emergencies in a timely, efficient manner. (City Goal 5.3)
- Recruit and maintain a well-trained, diverse, and competitive workforce, and deliver a high level of departmental performance. (City Goal 5.3)
- Maintain effective communication with all fire personnel to ensure an awareness of all current and future policies. (City Goal 5.2)
- Respond to non-emergency requests for assistance in a timely manner. (City Goal 5.1)
- Maintain up to date technology and equipment to meet the City's current and future needs. (City Goal 5.5)
- Maintain a safe environment for all citizens by developing partnerships with the community. (City Goal 5.6) Maintain a healthy and safe workforce. (City Goal 5.1)
- Engage citizens in ongoing dialogue to strengthen ties between firefighters and the community. (City Goal 6.2)
- Meet ISO (Insurance Services Office) standards to maintain or reduce the cost of fire insurance for property owners. (City Goal 5.3)
- Provide facility and computer upgrades to meet the needs of computer aided dispatch, records management system, and the geographical information system. (City Goal 5.5)
- Expand public education on fire prevention. (City Goal 5.3)
- Enhance the partnership between the Fire Department, local businesses, and social services providers to address social services. (City Goal 5.6)
- Evaluate and mitigate homeland security measures. (City Goal 5.3)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
Incident Volume (emergency and non-emergency calls)	5,219	5,600	6,000
City Population	79,850	84,200	88,500
Input			
Operating Expenditures	$7,566,681	$8,705,338	$9,902,228
Number of Personnel	94	108	115
Output			
Priority Calls Answered	3,959	4.964	4,885
Non-Emergency Calls Answered	1,260	1,760	1,943
Efficiency			
Fire Dept. Expenditures as a % of General Fund	12.75%	13.77%	14.03%
Fire Dept FTE's as a % of General Fund	16.28%	17.81%	18.06%
Effectiveness			
Priority Calls With Response Time Less Than 6 Minutes	78%	86%	78%
Fire Loss per $1,000 Valuation	$0.16	$0.15	$0.15
Customer Service Rating (Good to Excellent)	100%	98%	98%
Public Education Evaluation Rating (Good to Excellent)	98.60%	98%	98%

Summary of Key Departmental Goals

Key Goal 1: Maintain a healthy and safe workforce.

Objective A: Continue with wellness program to reduce incidents of workplace injury and increase physical fitness.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
% of employees receiving annual physicals	82%	90%	42.86%	90%	90%
% of employees with current inoculation	54%	60%	53.60%	60%	60%

Trend: We can better monitor the health of our personnel with the implementation of department physicals. There are a few individuals who currently benefit by having the physicals performed, where most of the benefits will be noticed in the future with a decrease in firefighter fatalities. We test our personnel each year for Tuberculosis exposure. If someone tests positive, preventive medications may be prescribed by a doctor to prevent the development of full-blown Tuberculosis

Key Goal 2: Recruit and maintain a well-trained, diverse, and competitive workforce, and deliver a high level of department performance.

Objective A: Offer competitive pay to attract personnel.

Objective B: Establish and implement an aggressive recruitment program.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Perform a market analysis survey every 2 years	COMP	N/A	N/A	NOT COMP	May 05
# of applicants	220	150	150	150	200

Trend: N/A – Not applicable. Not Comp – Not Completed. COMP – Completed. New firefighters employed by the City are well- trained and diverse, due to our aggressive recruiting program.

Key Goal 3: Engage citizens in ongoing dialogue to strengthen ties between firefighters and the community.

Objective A: Conduct tours, demonstrations and attend special events.

Objective B: Meet with neighborhood associations and civic organizations.

Objective C: Provide non-emergency customer service.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
# of tours/citizens, demonstrations and special events	*243/UNK*	*110/2,300*	*226/UNK*	*225/2,300*	*240/3,000*
# of annual meetings with neighborhood associations	*18*	*20*	*18*	*30*	*35*
# of non-emergency customer calls for service	*1,289*	*1,500*	*1,256*	*1,500*	*1,600*

Trend: UNK – Unknown. The Fire Department continues to show a strong community presence by attending special events, offering tours and answering calls for non-emergency customer service. Such actions promote awareness between firefighters and citizens. We are programming Firehouse 6.0 to capture the number of people who attended the events in Objective A.

Summary of Key Departmental Goals (Cont.)

Key Goal 4: Maintain up-to-date technology and equipment to meet the City's current and future needs.

Objective A: Purchase replacement equipment as needed.

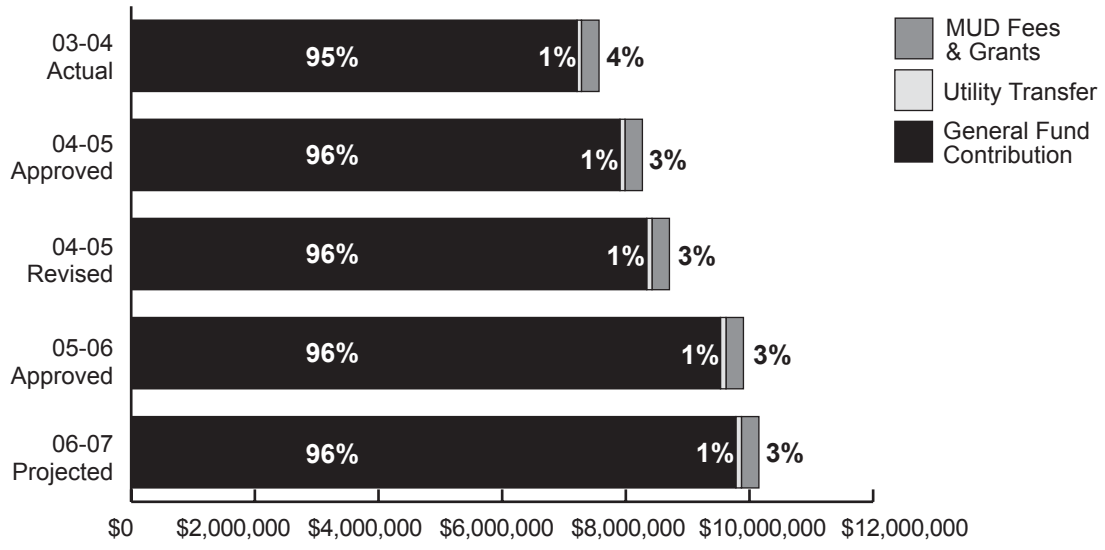
Objective B: Rotate fire engines on a 12-year basis.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
% of equipment that meets fire industry standards with National Fire Protection Association (NFPA)	100%	100%	100%	100%	100%
# of fire engines rotated on a 12 year basis	1	0	0	1	2

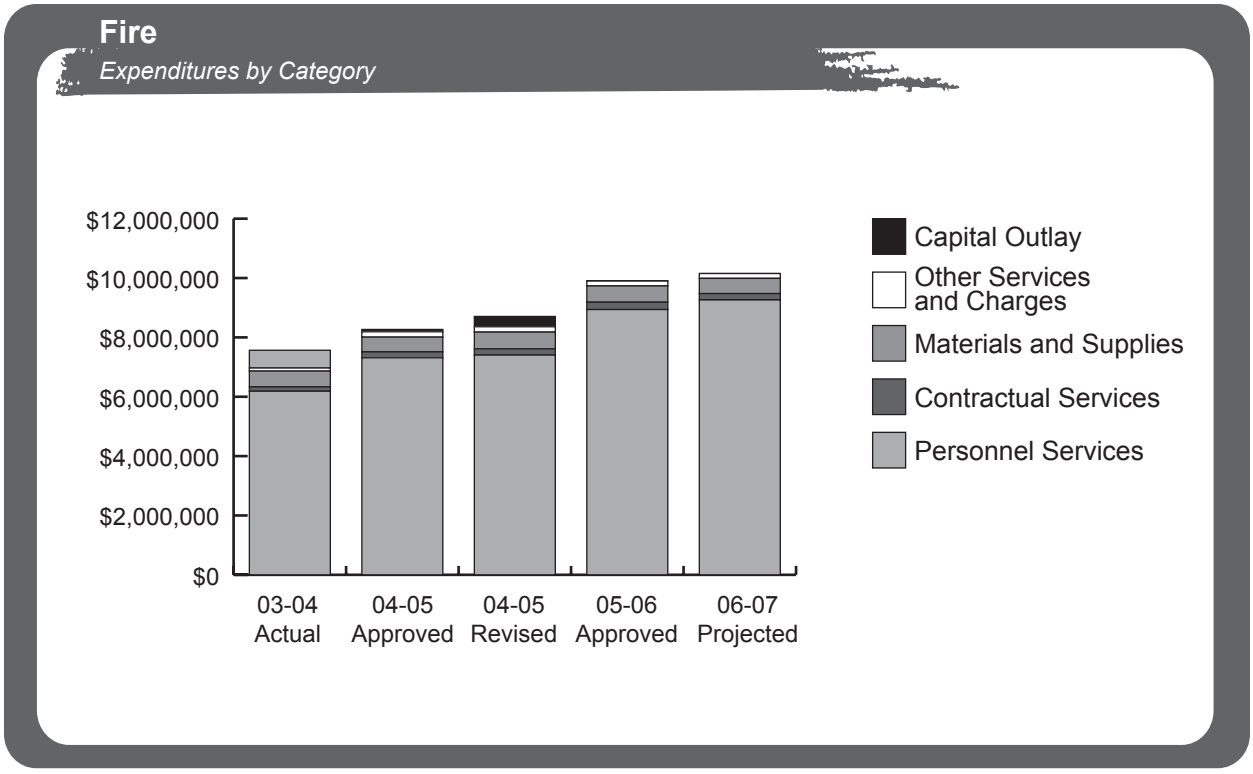
Trend: The new equipment allows the firefighters to perform their tasks in an efficient manner thus saving lives and property. The new rescue tools give our firefighters the means to conduct rescue operations not performed in the past.

Fire

Funding Sources



	Positions			Full Time Equivalents		
Authorized Personnel	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
Fire Chief	1	1	1	1	1	1
Deputy Fire Chief	1	1	1	1	1	1
Battalion Chief	4	5	5	4	5	5
Fire Marshal	1	1	1	1	1	1
Fire Captains	0	8	8	0	8	8
Fire Logistics Officer	1	1	1	1	1	1
EMS Coordinator Captain	1	1	1	1	1	1
In-service Training Captain	1	1	1	1	1	1
Fire Prevention Specialist	1	1	1	1	1	1
Fire Lieutenant	21	14	17	21	14	17
Fire Inspector/Safety Inspector	2	2	2	2	2	2
Driver	21	21	21	21	21	21
Firefighter	36	48	52	36	48	52
Office Manager	1	1	1	1	1	1
Administrative Tech. I/II	2	2	2	2	2	2
Total	94	108	115	94	108	115



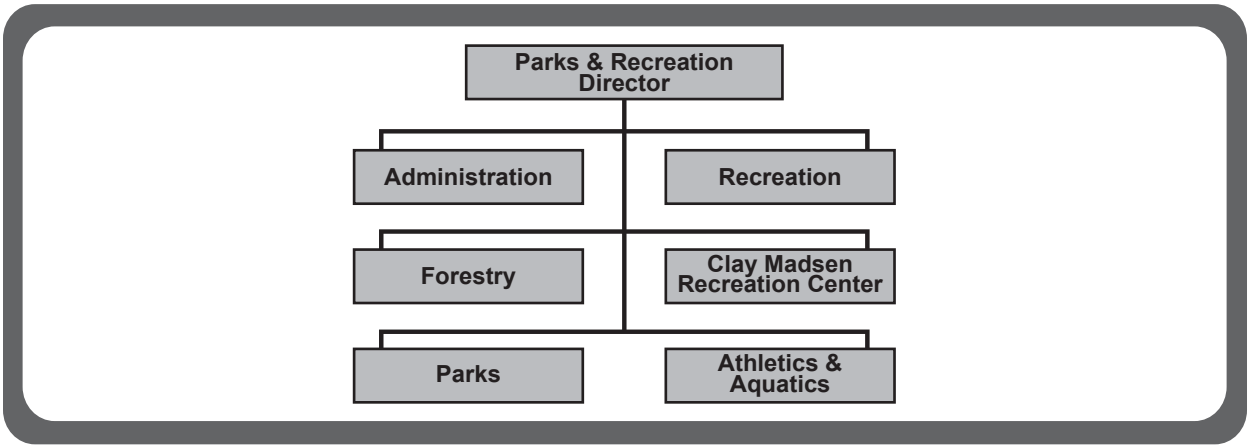
Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$6,185,853	$7,313,224	$7,404,218	**$8,938,188**	$9,262,434
Contractual Services	145,339	199,668	211,188	**246,946**	214,176
Materials and Supplies	534,584	496,748	563,534	**549,995**	512,723
Other Services and Charges	102,171	178,901	178,901	**163,000**	163,000
Capital Outlay	598,736	79,600	347,497	**4,100**	0
Total Expenditures:	$7,566,681	$8,268,141	$8,705,338	**$9,902,229**	$10,152,333
Expenditures per Capita:	$94.76	$98.20	$103.39	**$111.89**	$109.34

Parks & Recreation Department

The Parks and Recreation Department (PARD) is responsible for the acquisition, design, development, and maintenance of the park system, and the planting, conservation, and maintenance of trees. In addition, PARD is responsible for organized recreation programs, which include athletics, aquatics, instructional classes, special events, senior citizen activities, and the Clay Madsen Recreation Center.

Mission: The Round Rock Parks and Recreation Department's mission is to enhance our customer's quality of life through diversified leisure opportunities. This is accomplished through acquisition, preservation, development, and management of parkland, public-greenspaces, facilities, and programs.



Departmental Program Summary:

PARD consists of six programs described below:

Programs:

Administration: The Administration Division is responsible for a variety of functions, which include marketing promotions, program registration, facility reservations, park planning and development and providing support to other divisions.

Athletics and Aquatics: The Athletics and Aquatics Division is responsible for the development and supervision of youth and adult athletic leagues and programs, aquatic programs and pool maintenance and special events. Athletic programs include adult softball, football, basketball, and volleyball as well as youth basketball, kickball, volleyball and in-line hockey. The aquatics section operates and maintains facilities as well as develops and supervises programs for all indoor and outdoor pools. Programs include learn to swim lessons for children and adults, lifeguard and safety classes, special events and recreational swims.

Clay Madsen Recreation Center (CMRC): The CMRC Division is a membership-driven facility committed to providing recreational and leisure opportunities to citizens of Round Rock and surrounding communities. The diversity of programs offered includes open gym play, tournaments, sports camps, after-school programs, instructional classes, adaptive activities, fitness and strength opportunities and special events.

Forestry: The Forestry Division is responsible for the beautification, conservation and preservation of Round Rock's urban landscape through comprehensive tree planting and management programs. Services include: tree planting events, tree care, maintenance of trees in parks and right-of-ways, brush-recycling, mulch management, residential curbside brush pick-up, storm tree clean up and removal, management and expansion of the tree nursery, tree inspections, memorial tree program, Arbor Day events, Christmas tree recycling, community education, and review and enforcement of the City's Tree Protection and Preservation ordinance and relevant portions of the Landscape Ordinance.

Parks: The Parks Division is responsible for the following areas: grounds maintenance, athletic field maintenance, chemical applications, irrigation systems, construction projects, approximately 65 miles of corridor clean up, facilities, and park and playground maintenance. The Parks Division takes advantage of volunteers such as Community Service personnel, as well as Scouts, and other groups to help accomplish division goals. In addition to these items, the Parks Division provides support services for other divisions within the department.

Programs: (Cont)

Recreation: The Recreation Division is responsible for the development, implementation, and evaluation of recreation programs for all ages. This includes special events, instructional classes, and senior activities. Program development reflects the needs and desires of the community as expressed in surveys, suggestion boxes, and focus groups. This division is also responsible for the Summertime Express Bus Service. Program cost recovery is generated through activity fees and/or sponsorships.

FY 2004-2005 Highlights:

In FY 2004-2005, PARD accomplished the following:

- The 17th Annual Outlaw Trail 100 Cycling Tour exceeded 700 participants for the first time.
- Round Rock PARD was host to the TAAF State Flag Football Tournament in December. Seventy-four adult teams participated from around the state making this tournament the largest one on record with TAAF.
- Completed the resurfacing of the deck at Lakecreek Pool.
- Administered 550 flu shots to the senior community.
- Construction began on the new senior center.
- Won an award for the Brush Recycling Center and mulch management program at state conference
- Hired Arborist through Texas Forest Service Grant.
- Hosted Texas Tree Conference at Round Rock Marriott on Sept. 15-17, 2004, which hosted several hundreds tree professionals from all over the state.
- Successfully passed new Tree Protection and Preservation Ordinance and new tree standards.
- Planted 310 trees in seven locations with 500 volunteers. Pruned 2,500 trees and removed 400 trees.
- Brush Recycling Center generated $120,000 (while serving 10,723 customers) and residential brush pickup generated $11,913 in revenue, serving 590 customers.
- Educated the community about trees through 40 articles and press releases in the Round Rock Leader and Austin American-Statesman and other media outlets. Wrote monthly column in the Gardening section of the Round Rock Leader on trees and tree education.
- Completed the Bradford Park Development Project, Phase I and Phase II of the Buck Egger Park Redevelopment Project, the Downtown Landscape Project, and the High Country Park Project, and Greenhill Park Development Project.
- Completed two Landscape Plans for City Facilities and Improvements, the Senior Center, and Southwest Downtown Phase I Improvements.
- Completed the renovation of the St. Williams Loop Pavilion.
- The new Parkland Dedication Ordinance went into effect on January 1, 2005. It has already been very beneficial in securing park property and funding for projects.
- The Greater Lake Creek Park Project was awarded a $500,000 grant from the Texas Parks and Wildlife Department.
- The Old Settlers Park at Palm Valley Master Plan was completely updated and is now called the Project: Sports Capital of Texas Plan.
- Implemented CarteGraph, a work order database system to track items such as man-hours and equipment and supply usage for maintenance operations.
- For the month of December, the Parks Division supported the TAAF Flag Football Tournament.
- The Parks Division assisted with the development at Bradford Park.
- The Parks Division worked with numerous Scout groups who did service projects in the parks.

FY 2005-2006 Overview and Significant Changes:

In FY 2005-2006 PARD is working on:

- Being awarded the bid for the TAAF 2006 Games of Texas that will be an event that incorporates most neighboring cities as well as the county.
- Revising the Tree Protection and Preservation Ordinance, this has placed all ordinance administration and enforcement under PARD-Forestry.
- Upgrading the maintenance plan to improve the appearance of Old Settler's Park.
- Performing additional maintenance on the new Senior Center, which needs some exterior work on the building structure. This also includes mowing, edging, trimming, landscape care, and irrigation maintenance.

New Programs for FY 2005-2006:

Games of Texas: We will be hosting the largest amateur multi sport in the State of Texas . The Games of Texas is an Olympic style event that will be bringing 10,000 competitors and 40,000 spectators to Round Rock and surrounding areas. Events include baseball, softball, track, gymnastics, and swimming. This event attracts athletes of all ages.

Senior Center Program: We anticipate opening the new Senior Center in January 2006. Current approved staffing for the new building is one full time Supervisor, one part-time Custodian, one part-time Recreation Coordinator, one part-time Administrative Tech I.
This program takes the part-time Administrative Tech I position currently approved and changes it to a full-time position by adding the additional part-time hours and adding insurance package and TMRS. The current Recreation Programmer Assistant will be converted to a full-time Recreation Program Coordinator. A part-time custodian will be added as well as a part-time bus driver.
Old Settlers Park Pool: This program will fund the operating costs for the Pool to be built at Old Settlers Park for the summer of 2006. The pool is scheduled to open on Memorial Day of 2006. Operating costs for this pool include funding for seasonal hires, pool equipment, chemicals and various other materials and supplies.

FY 2006-2007 Overview and Beyond:

For FY 06-07, PARD is planning to:

- Add two additional FTE's to the grounds maintenance crew. These positions will be used to keep up with the ever increasing number of park acres.
- Add a Chemical Technician. This will be a position that assists with weed control and turf maintenance in parks, athletic fields, and open spaces.
- Add two FTE's to park maintenance and a pick up truck. These positions will handle the increased demands for maintenance in the Parks system.

Departmental Goals:

- Ensure a high level of internal and external customer service. (City Goal 5 and 6)
- Achieve and maintain a high standard of PARD services as related to planning, development, maintenance of facilities, programs and customer service. (City Goal 5 and 6)
- Foster positive learning and work environment by providing training, education and employee development. (City Goal 5.2)
- Continue to invest in and utilize appropriate technology as a key element to providing high quality, cost effective services. (City Goal 5.5)
- Improve and upgrade current aquatic facilities. (City Goal 5.1)
- Continue to evaluate and improve the level of service provided to all customers. (City Goals 5 and 6)
- Achieve and maintain cost recovery of operational expenses.
- Improve timeliness of park development projects from planning to construction. (City Goals 3 and 5)
- Develop and maintain beautification in key areas. (City Goal 3)
- Continue to expand the citywide Urban Forestry program. (City Goal 3.3)
- Continue improvements and growth of brush and mulch management for the Brush Recycling Center and Residential Brush Pick-up program. (City Goals 3 and 5)
- Monitor and develop Senior Center facility memberships and programs. (City Goal 5)
- Maximize the usage of programming space obtained for Athletic /Aquatic programs. (City Goal 5.1)
- Improve and upgrade current aquatic facilities. (City Goal 5.1)
- Provide staff and the public with clean, well-maintained facilities. (City Goal 5)
- Upgrade existing technological systems. (City Goal 5.5)
- Provide consistent planning, development, and renovation of the parks and recreation system as outlined in the Parks, Recreation and Open Space Master Plan and the City's Strategic Plan. (City Goal 5 and 3)
- Continue to evaluate and improve the level of service provided to our customers. (City Goal 5)
- Continue to plan and implement a landscape program to improve the City's image. (City Goal 3)
- Improve public awareness of the Tree Program by writing regular articles in RR Leader. (City Goal 3.3)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
Square Miles in Round Rock	28.57	28.98	30.46
City Population	79,850	84,200	88,500
Total Park Acres	1,532	1,850	1,900
Total Number of Parks	62	66	69
Acres Scheduled to Mow	22,000	22,500	TBD
Actual Acres Mowed	TBD	TBD	TBD
Input			
PARD Expenditures	$6,652,763	$7,410,920	$8,185,500
PARD Employees (FTE's)	90	91	93
Output			
Number of Work Orders	11,000	12,000	11,825
Number of Man Hours	64,000	47,000	60,000
Number of Recreation Enrollees	330,036	340,000	350,000
Number of Trees Planted	350	310	350
Recommended parkland acres per 1,000 population	25	25	25
Actual	44	44	44
Efficiency			
Dept. Expenditures as a % of General Fund	11.21%	11.72%	11.59%
Dept FTE's as a % of General Fund	15.58%	15.01%	14.61%
Effectiveness			
% of Parks Projects Completed as Scheduled	85%	90%	TBD
Customer Satisfaction Survey (% Good to Excellent)			
Parks: appearance, maintenance & facility upkeep.			
% stating above average to Superior	57%	60%	65%
Recreation	84%	90%	92%
Forestry	N/A	N/A	100%
Administration	100%	100%	100%

Summary of Key Departmental Goals

Key Goal 1: Provide consistent planning, development, and renovation of the parks and recreation system as outlined in the Parks, Recreation and Open Space Master Plan and the City's Strategic Plan.

Objective A: Playground addition, renovation or replacement.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Design and assist with the construction supervision of three (3) playgrounds per year (Number Completed)	3	5	3	3	3

Trend: After a thorough evaluation of our playground inventory, it was determined that approximately 60% of our playgrounds need various levels of renovation or replacement. By considering workload, budget, and other factors, it was determined that three playgrounds per year is the appropriate scope and time frame for this work.

Key Goal 2: Ensure a high level of internal and external customer service.

Objective A: Provide appropriate training for all administrative staff.

Objective B: Improve communication by ensuring the customer receives the appropriate information.

Objective C: Continually explore new technology fields that aid in improved customer service.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Percent of customers who rate overall performance as above average to excellent	98%	100%	98%	100%	100%
Compile and maintain employee operations & training manual	No	Yes	No	Yes	Yes
"Yes" responses to survey question "Did you receive the appropriate information?"	100%	100%	100%	100%	100%
Meet quarterly with I.T. Department	Yes	Yes	Yes	Yes	Yes

Trend: The survey PARD performs shows how well the Dept. is responding to the needs of our customers. It also demonstrates that the communication and training is effective. Our goal is to continually update our administrative employee manual and improve our level of service to all customers.

Meeting quarterly with IT has brought many new technology advances to our department. We are currently working on implementing Cartegraph (for work order tracking purposes), in our department as well as starting up e- connect, which will allow patrons to register on line.

Key Goal 3: Improve timeliness of park development projects from planning to construction.

Objective A: Continue to plan, design and construct projects within an appropriate time frame.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Percent of projects on target (all categories below):					
Planning	100%	100%	100%	100%	100%
Design	100%	90%	90%	90%	95%
Construction	80%	85%	75%	85%	90%

Summary of Key Departmental Goals (Cont.)

Key Goal 1: Improve public awareness of the Tree Program by writing regular articles in RR Leader.

Objective A: Increase educational and outreach programs.

Objective B: Receive a satisfaction rate of 90% or better for forestry services.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Number of education and outreach services performed **(Articles, TV, Presentations, handouts)	47	20	53	40	40
Number of surveys rated above average/excellent	N/A*	95%	N/A	100%	95%

Trend: More citizens are requesting outreach opportunities and informational materials. Forestry related issues were covered on TV and newsprints with numerous articles, presentations to civic groups, students and Home Owners Associations as well as events such as Arbor Day festivities and State Forestry Conference.

*The Forestry Division is in the process of developing surveys with the PARD Marketing Specialist.

** This number now includes all Public Relations.

Key Goal 2: Continue to expand citywide Urban Forestry Program.

Objective A: Increase number of trees planted and volunteer participation.

Objective B: Implement routine maintenance on trees in Parks and other public property.

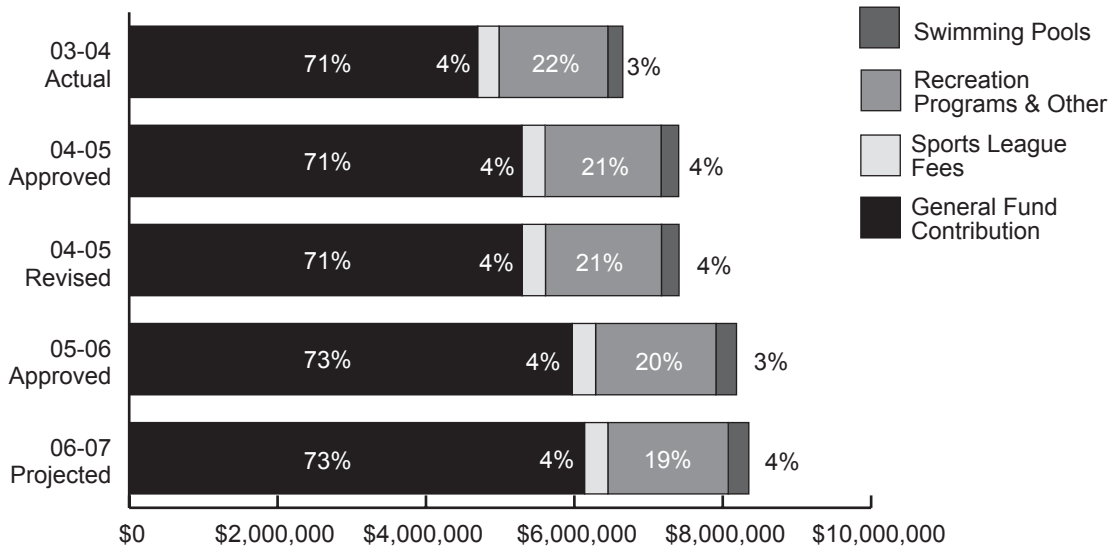
Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Number of trees planted*	238	300	310	350	350
Number of volunteers at tree planting	340	300	310	350	350
Number of trees pruned	1,243	1,000	2,500	1,300	1,500
Number of trees removed	252	300	400	350	350

Trend: As more trees are being planted and the Forestry efforts of the City become more visible, there is more demand for tree planting. New plantings are being planned in new bond and Capital Improvement Projects, at new playgrounds and new facilities that will be developed in area parks. Forestry has received more requests from Fire, Police and Public Works Departments for pruning in right-of-ways (particularly in the last 2 years). These requests generally address low limbs pruning and hazardous tree removal along streets and sidewalks. We are now removing more trees than anticipated. The tree nursery is a viable option for addressing this issue and the nursery will be expanded in the near future.

*This number includes trees funded through the General Fund, CIP and donations.

Parks & Recreation

Funding Sources

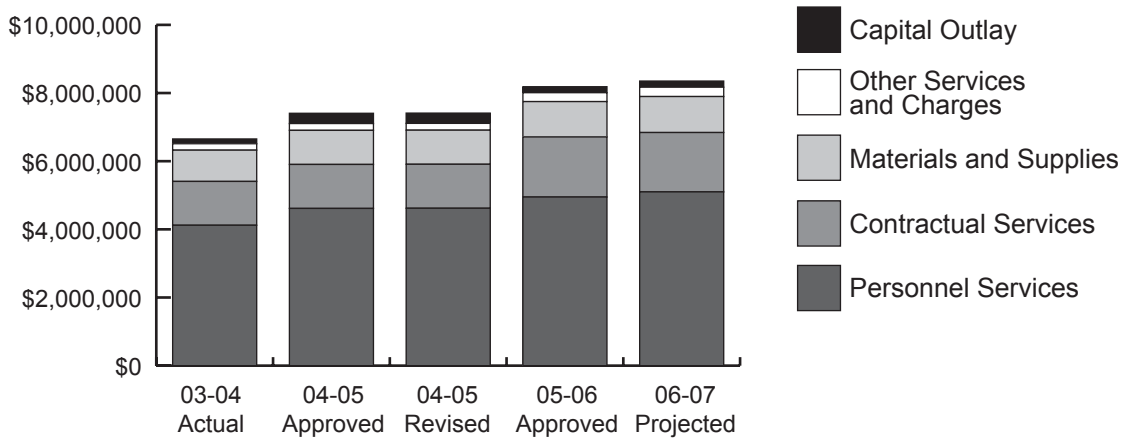


Authorized Personnel	Positions 2003-2004 Actual	Positions 2004-2005 Revised	Positions 2005-2006 Approved	Full Time Equivalents 2003-2004 Actual	Full Time Equivalents 2004-2005 Revised	Full Time Equivalents 2005-2006 Approved
Parks & Recreation Director	1	1	1	1	1	1
Parks & Recreation Assist.Director	1	1	1	1	1	1
Parks Manager	1	1	1	1	1	1
Recreation Manager	1	1	1	1	1	1
Park Development Manager	1	1	1	1	1	1
Park Development Specialist	2	2	2	2	2	2
Athletic/Aquatics Manager	1	1	1	1	1	1
Marketing Specialist	1	1	1	1	1	1
Forestry Manager	1	1	1	1	1	1
Parks Supervisor	3	3	3	3	3	3
Office Manager	2	2	2	2	2	2
General Maint. Crew Leader	1	1	1	1	1	1
Construction Foreman	1	1	1	1	1	1
Groundskeeper Crew Leader	4	4	4	4	4	4
Parks Specialist Crew Leader	1	1	1	1	1	1
Parks Specialist I/II	6	6	6	6	6	6
Aquatic/Athletic Supervisor	2	2	2	2	2	2
Forestry Foreman	1	1	1	1	1	1
Forestry Technician	3	3	3	3	3	3
Brush Service Representative	2	2	2	2	2	2
Const. /Maintenance Worker I/II	9	9	9	9	9	9
Groundskeeper I/II	16	16	16	16	16	16
Irrigation Crew Leader	1	1	1	1	1	1
Irrigation Technician I/II	3	3	3	3	3	3
Administrative Tech. I/II	4	4	5	4	4	5
Recreation Center Supervisor	2	2	2	2	2	2
Recreation Program Coord. FT/PT	3	4	4	3	3.5	4
Recreation Shift Leader	2	2	2	2	2	2
Recreation Facility Leaders - FT	2	2	2	2	2	2
Recreation Facility Leaders - PT	15	15	15	6.25	6.25	6.25
General Services Custodian - FT	1	1	1	1	1	1
General Services Custodian - PT	2	2	3	1.25	1.25	1.75
Management Analyst I	1	1	1	1	1	1
Administrative Technicians – PT	2	3	2	1	1.5	1
Arborist	1	1	1	1	1	1
Bus Driver	0	0	1	0	0	0.5
VOE/Intern	1	1	1	0.5	0.5	0.5
Total	101	103	105	90	91	93

Note: Intern position converted to Park Designer during FY 03-04 budget revision. Several contract positions were converted to employee status in FY 03-04.

Parks & Recreation

Expenditures by Category



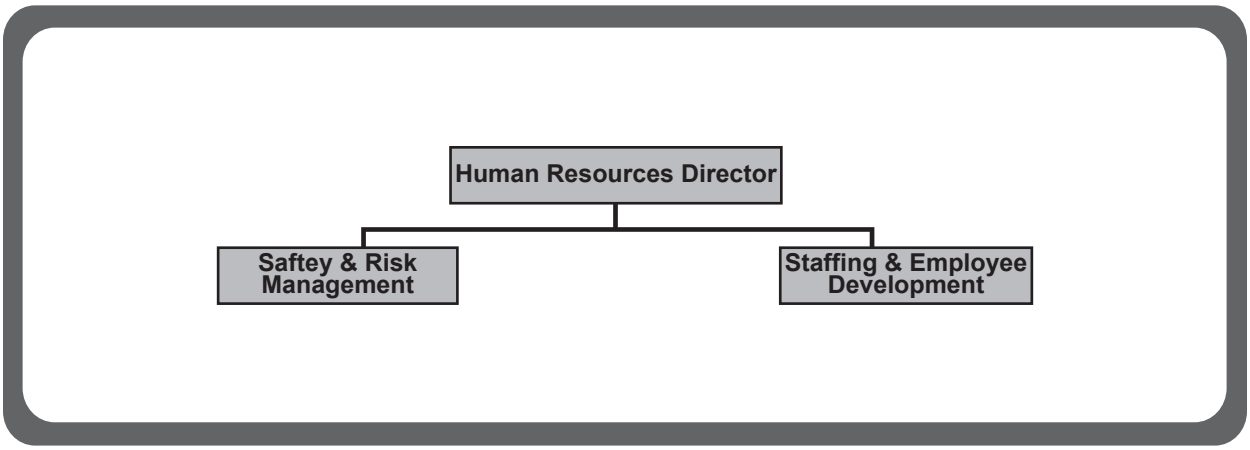
Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$4,120,365	$4,614,134	$4,619,187	**$4,948,251**	$5,098,874
Contractual Services	1,285,860	1,290,451	1,290,451	**1,763,047**	1,742,297
Materials and Supplies	917,248	1,000,322	1,000,322	**1,037,713**	1,055,988
Other Services and Charges	188,428	199,810	199,810	**260,934**	273,984
Capital Outlay	140,863	301,150	301,150	**175,555**	180,000
Total Expenditures:	$6,652,763	$7,405,867	$7,410,920	**$8,185,500**	$8,351,143
Expenditures per Capita:	$83.32	$87.96	$88.02	**$92.49**	$89.94

Human Resources

The Human Resources Department (HRD) is responsible for providing direction and leadership in human resource matters. HRD performs activities and functions relating to human resource administration, employee relations, staffing and classifications, compensation and benefits, organizational learning and development, job specific training, risk management and health, safety, and environmental issues.

Mission: To attract and retain a qualified, and diverse workforce for a long-term venture through positive human resources influences and practices in support of the City's mission.



Departmental Program Summary:

HRD consists of a single program with two components described below:

Programs:

HRD is responsible for developing the organization's human resource capacity to meet its current and future operational and organizational objectives. Towards this end, Human Resources must ensure that all programs, policies, and procedures comply with adopted human resource practices as well as Federal, State and local laws. HRD is comprised of the following sub components:

Staffing and Employee Development: HRD's staffing function is committed to ensuring that a sufficient pool of talented employees is available to perform the functions of city government, as well as ensuring that compensation and benefits are competitive with other employers. Staffing and Employee Development must also ensure equal hiring and promotional opportunity for applicants and employees. The employee development component is responsible for enabling employees to maximize their career potential by providing job advancement, learning, training, development opportunities, and effective performance management practices. HRD advises management by gathering facts, diagnosing problems, proposing solutions, and offering objective assistance and guidance on employee-related issues and concerns.

Safety and Risk Management: Safety and Risk Management integrates and facilitates risk management thinking and occupational safety and health practices into business planning and daily operations. The Risk Management team, in cooperation with management and department representatives, continues to develop organizational and operational skills in order to respond actively and creatively to challenges that would constitute risk exposure to the City's assets and resources.

FY 2004-2005 Highlights:

In FY 04-05, Human Resources accomplished the following:

- Developed, organized, coordinated, and conducted organizational learning and development opportunities. A full range of topics was offered that appealed to all levels of employees. Primary focus was placed on safety related education, wellness and health awareness, on-site medical screenings, benefit education, and courses supporting the City's mission to become a High Performance Organization.

- Coordinated and conducted its second annual Financial Fair in conjunction with the fourth annual Education Fair. Approximately 50 vendors were on hand to assist employees with their financial and education related questions. Individuals walked away with a wealth of knowledge from the various vendors.

FY 2004-2005 Highlights:

- There were a variety of presentations conducted by key vendors. Approximately 200 employees attended the event; the participation and response proved to be a great success.

- Reviewed, revised, and implemented many Human Resources Policies and Procedures throughout the year. Some of the many policies and procedures which were revised included the Use of City Vehicle Commuting, Official Use of City Vehicles, Protected Health Information, Safe Driving and Road Safety, Performance Management Process, Problem Resolution-Disciplinary Action, Work Scheduling, and many more.

- Held the fifth annual Health, Safety, and Environment (HSE) Awareness Week during the first week of September 2005. Over 500 employees attended various informative sessions that were offered throughout the week.

- Coordinated and conducted its annual benefits fair to promote the health and well being of City employees. During the 2004 Benefit Fair, over 50 vendors ranging from physicians, benefit consultants, health screens and even magnet therapy were in attendance to answer employee questions. Educational sessions covering City-offered benefits, finance, health, and physical fitness were also provided. Over 300 employees participated in the event.

- Continued successful efforts between Risk Management and the Round Rock Police Department in implementing the Safety and Well-being Program, and due to the favorable outcome, the Baseline and Annual Medical Examination and the Physical Agility test became mandatory by the Police Department.

- Helped formalize the City's Organizational Learning and Development program, the department organized a cross-functional work group to develop our own "Round Rock University" program. Round Rock University program allows employees to focus their personal and professional development efforts on specific tracks/programs such as the High Performance Organization program, the Personal/Professional Development program, a Manager/Supervisory program, and a Communication program. Employees participating in the Round Rock University are eligible to achieve Continuing Education Units (CEU). In order to be eligible to offer CEU for the City programs, the organization became an authorized CDU provider through the International Association for Continuing Education and Training (IACET).

- Continued its commitment to improve the chances of survival from cardiac arrest for citizens and employees, the City of Round Rock Public Access Defibrillation (PAD) Program was fully implemented. Thirty-two Automated External Defibrillators (AEDs) were placed at different locations throughout the City facilities and in police patrol vehicles. To date, over 140 employees have been trained in the use of this life saving device.

- Organized and conducted a nationwide search for a new Fire Chief and Parks and Recreation Director. Approximately 40 applications were received for the Fire Chief's position. Chief Larry Hodge became the new Round Rock Fire Chief in January 2005. Approximately 100 applications were received for the PARD Director position. After a thorough review and selection process, Rick Atkins was hired as the new Parks and Recreation Director in March 2005.

- Enhanced the employees' safety and security measures; to protect the City's assets and resources; and due to the national and local homeland security needs, Risk Management is currently leading this initiative by overseeing the installation of electronic security devices at the Water Treatment Plant and five Fire Stations. Eventually, similar activities will take place at other facilities as identified in accordance with a priority plan established by the Security Planning Committee.

- Ensured that benefits were competitive with other municipalities, the City produced a Request for Proposal (RFP) and selected its Third Party Administrator (TPA), network of providers, and stop loss carrier. In addition, the Department interviewed and selected our new benefits consultant.

- Organized, conducted, and implemented a market study of all pay classifications to ensure salaries within the City were competitive with other municipalities and private industry as appropriate. The market study process included a variety of tasks that assisted in developing the City's overall recommendations for 2005.

- Received a reward from TML in the amount of $41,763.00 for good loss experience on our Liability Coverage in addition to a reduction on the annual premiums for this year, as a result of the ongoing Risk Management programs and department initiatives. This is reflected employee commitment to City business practices.

•FY 2003-2004 Highlights (Cont.)

Implemented the Safety and Health module of the Payroll/Human Resources Information System, Highline. With the implementation, came greater efficiency and automation for tracking safety and health related incidences. The module allowed the department the ability to track and analyze a variety of safety and health related data.

- The City continued to experience a reduction in the frequency and severity of workers compensation claims for 2004-05 - even though we have an increase in the City payroll combined with the addition of new employees in high risk positions. We have also seen a reduction of the annual workers' compensation insurance payments. This success contributes to continued training and awareness.

FY 2005-2006 Overview and Significant Changes:

During the Fiscal Year 2005-2006, the department continues to provide excellent customer service to employees and citizens. We are committed to reviewing current practices, policies, and procedures to ensure the efficiency and effectiveness of our programs, initiatives, and services. HRD is currently:

- Implementing five separate Human Resources/Payroll Information System (HRIS) modules: Time Management, Workflow, Employee Self-Service, Manager Self-Service, and Training & Development. With the implementation of these modules, employees will have the ability to maintain many Human Resources functions on-line including on-line timesheets, personal information, and career development. These modules will allow supervisors to manage their teams' Human Resources functions on-line.

- Implementing the HRIS modules as the Department is spending the majority of its Organizational Learning and Development time training all employees on the functionality and features of the Self Service system.

- Monitoring the City's financial impact related to health care due to the continuous rise in health care costs and associated benefits. We continue to inform and educate employees on being savvy benefit consumers. The Department is also continuing to explore ways to reduce the City's financial obligation as it relates to health care claims. Options to reduce overall costs include purchasing coop medical benefits, implementing an on-site health clinic, and developing an employee wellness program.

- Exploring and providing educational and awareness opportunities by conducting city benefit fairs, and health, safety, and environmental citywide workshops.

New Programs for FY 2005-2006:

No new programs are proposed for FY 2005-2006.

FY 2006-2007 Overview and Beyond:

In FY 06-07, Human Resources will be focusing mostly on the:

- Employee Wellness Program in an attempt to improve the overall health of the city employees and focus additional resources on early detection and self-management of health risks. The scope of the program would include primary prevention of disease and secondary care for existing conditions in addition to employee health screenings, primary-prevention techniques including participation at area fitness centers, healthy-eating seminars, weight-management courses, health-education information, health risk assessment tools, and co-worker/department health activity games and competitions.

Departmental Goals:

- Provide timely and efficient customer service activities regarding employment, classification, job audits, and public information requests. (City Goal 5.2)

- Ensure compliance with Federal, State and local human resource management policies and regulations. (City Goal 6.5)

- Ensure benefits and salaries are competitive with the market through research and survey studies in order to retain and recruit a qualified and diverse workforce. (City Goal 5)

- Provide direction for ensuring the organization's compliance with health, safety, and environmental laws and applicable practices related to safe practices in the work place. (City Goal 5.3)Provide consultation to supervisors and employees; review and work to resolve employee relation's issues. (City Goal 6.1)

- Maintain properly classified positions, organizational specific job specifications, internal salary equity, and compliance with Fair Labor Standards Act (FLSA) and American with Disabilities Act (ADA) statutes. (City Goal 5.1)

- Monitor, evaluate and enhance the Performance Management Process system to ensure that it reflects the city's commitment to "Success of the Organization," and promote the continued development of employees. (City Goal 5.1)

- Respond to and/or investigate charges of discrimination received from internal sources and/or Texas Commission on Human Rightsand/or Equal Employment Opportunity Commission (EEOC). (City Goal 6.1)

- Ensure that all employees have an opportunity to learn and to grow by offering a wide variety of Organizational learning and development opportunities. (City Goal 5.2)

- Utilize technology to streamline processes and procedures in order to enhance services provided. (City Goal 5.5)

- Continue to implement and nurture the High Performance Organization initiative throughout the city. (City Goal 5.2)

- Continue to promote the educational assistance program in an effort to educate all employees on the benefits of this program. (City Goal 5.2)

- Continue to educate employees regarding city provided benefits including health insurance coverage, flexible spending accounts, retirement benefits, deferred compensation, EAP programs, etc. through educational materials and seminars. (City Goal 5.2)

- Protect the city's assets/resources by minimizing the internal/external exposures and associated risks. (City Goal 5.3 & 5.6)

- Minimize exposure to workers' compensation losses and reduce the number of accidents and incidents. (City Goal 6.5)

- Protect the City's assets/resources by minimizing the internal/external exposures and associated risks. (City Goal 5.3 & 5.6)

- Minimize exposure to workers' compensation losses and reduce the number of accidents and incidents. (City Goal 6.5)

- Provide a reasonably safe and healthful environment free of recognized or potential hazards for employees and the public. (City Goal 5.3)

- Provide a reasonably safe and healthful environment for employees and the public. Accommodate a family oriented work schedule with an effort to minimize the risk of pollution exposures to health and the environment. (City Goal 5.3)

- Minimize interruptions of services provided to our internal and external customers. (City Goal 5)

- Develop and implement new citywide programs and initiatives. (City Goal 5.2)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
Number of Budgeted Positions (FTE's)	703.00	737.75	766.75
Number of Seasonal Positions	130	140	150
Input			
Operating Expenditures	$667,240	$741,771	$805,963
Personnel Positions (FTE's)	7.75	8.75	8.75
Output			
Number of job postings processed	175	175	180
Number of applications received	4,500	4,500	4,500
Number of personnel actions audited and processed	1,608	1,650	1,650
Number of benefit changes audited and entered	2,306	2,600	2,000
Number of chargeable Workers Compensation claims	84	75	75
Number of formal training sessions	171	180	185
Number of formal training hours conducted	688	700	725
Number of Field Observations and HSE audits	35	45	55
Number/hours conducting investigations and claims processing	450 hours/140 claims	500 hours/170 claims	550 hours/200 claims
Efficiency			
Number of positions filled	235	255	275
Number of New Hires – Regular	123	185	200
Number of New Hires – Seasonal/Temporary	112	135	150
Dept. Expenditures as a % of General Fund	1.12%	1.17%	1.14%
Dept. FTE's as a % of General Fund	1.34%	1.44%	1.37%
Effectiveness			
Percent of employee and team performance appraisals conducted on a timely basis	80%	90%	95%
Percent Performance Appraisals audited	50%	90%	95%
Turnover Rate	13%	12%	11%
Rate of Favorable Unemployment Claims	95%	95%	95%
Reduction in frequency & severity accidents & incidents.	25%	28%	30%
Reduction in number of exposures to workers' compensation losses	36%	38%	38%
Customer Satisfaction Rating (Survey Conducted Bi-annually)	N/A	Excellent/ Very Good	N/A

Summary of Key Departmental Goals

Key Goal 1: Protect the city's assets and resources by minimizing the internal and external exposures and associated risks.

Objective A: Consistent with the HSE Policy, continue to provide direction and assistance to all departments to facilitate the review and revision of their Accident Prevention Plan for implementation and effectiveness.

Objective B: Continue to monitor the maintenance, revision, and effectiveness of the Round Rock Police Department and Round Rock Fire Department Safety and Well Being Program in an effort to reduce lost time and insurance related costs and improve the quality of physical fitness.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Number of monitoring and consultations	33	35	37	40	45
Monitored improvement in the overall health and fitness level	16%	17%	18%	25%	30%

Key Goal 2: Ensure benefits and salaries are competitive with the market through research and survey studies in order to retain and recruit a qualified workforce.

Objective A: Continue to conduct labor market salary surveys.

Objective B: Continue ongoing evaluation of the stop loss carrier and the new TPA provided services and Network Providers regarding the customer service satisfaction and processing of claims.

Objective C: Continue to explore all options available concerning health insurance coverage (fully insured plans, TPA Administrators, network providers, and Stop Loss carriers) by utilizing professional consultation services.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
A: Internal and external surveys	20-25	20-25	30-40	35-45	35-45
Ongoing job audits	25	30	30	125	30
Market study Implemented	July	N/A	N/A	July	N/A
B. Employee reported benefit issues	70	70	70	70	150
C. Request for Proposal for Network Providers, Insurance Carriers, Stop Loss Carriers & TPA	N/A	N/A	N/A	August	N/A

Trend: Job Audits will increase in FY 04-05 due to the market-study. Employee Reported Benefit Issues are expected to increase due to projected changes to the network, administrator, and plan

Summary of Key Departmental Goals (Cont.)

Key Goal 3: Ensure that all employees have an opportunity to learn and to grow by offering a wide variety of organizational learning and development opportunities.

Objective A: Develop, coordinate, and/or conduct at least 185 organizational learning and development seminars for all city employees.

(a) Provide seminars to all employees that address technical, job specific, professional, and personal development.

(b) Continue to provide all employees seminars targeted toward their health and benefit to include financial, health, and fitness seminars. As well as continue to provide updates within the health and benefit arena.

(c) Facilitate and provide classes targeted toward employees' health, safety, and security to include but not limited to heavy equipment and earth moving machine safe operations.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Conduct in-house training programs	166	185	171	180	185
Training hours conducted	696	775	688	700	725

Trend: The wide variety of critical strategic department projects in progress has decreased the number of training programs conducted, which in turn decreases the number of hours in training. As the current in-progress projects are implemented, Human Resources expects to see an increase in the number of classes offered and the number of hours in training

Key Goal 4: Enhance the functionality and maintain the current Human Resources/Payroll Information System (Highline) by implementing a comprehensive Employee, Manager, and Time Management Self Service modules.

Objective A: Install, test, and implement the Self Service modules. Train all employees on the modules.

(a) The Employee Self Service module allows employees to see personal and professional information currently contained in the P2K system. Information available through the Employee Self Service module include but is not limited to: address information, contact information, dependents, pay history, leave balances, training and development, in addition to current benefit elections.

(b) The Manager Self Service module allows supervisors and managers to view and process important employee information from a manager perspective. This module allows managers to approve employee changes and/or requests, view relevant information for the employees they supervise, and initiate changes for those employees.

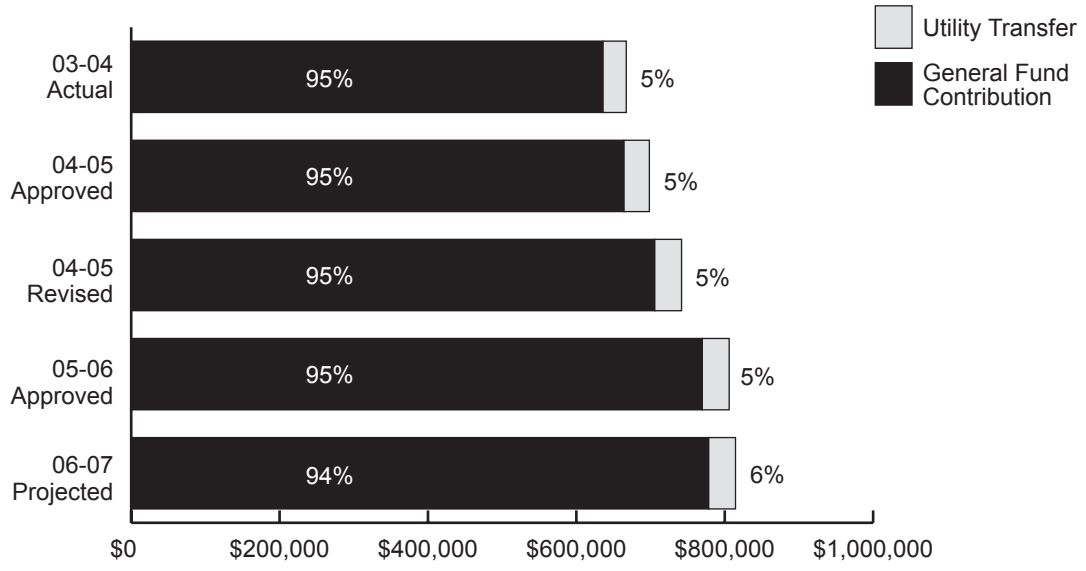
(c) The Time Management Self Service module allows for electronic time entry by the employee and electronic approval of time sheets for timekeepers, supervisors, and/or managers. This module eliminates the need for paper timesheets.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Percentage of Departments Utilizing Self Service	N/A	N/A	N/A	25%	100%

Trend: New measure for FY 04-05

Human Resources

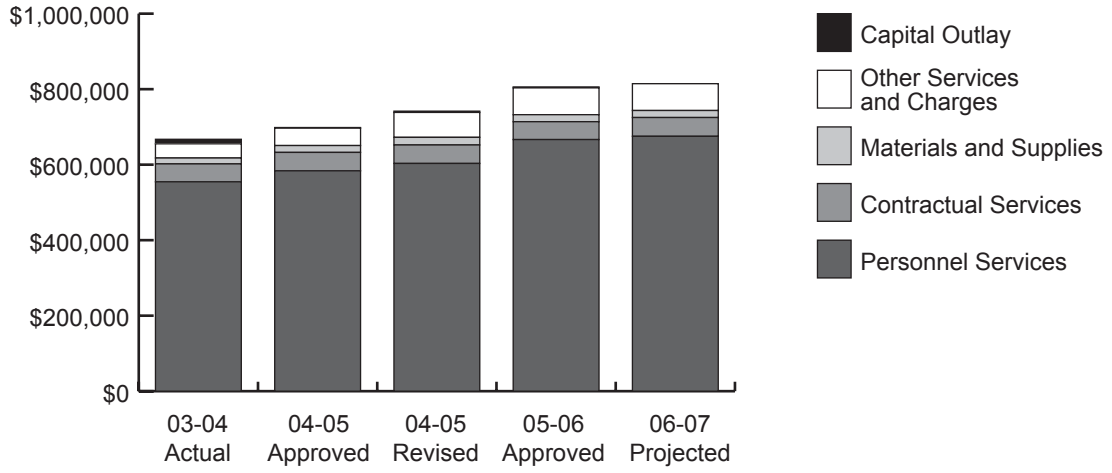
Funding Sources



	Positions			Full Time Equivalents		
Authorized Personnel	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
Human Resources Director	1	1	1	1	1	1
Human Resources Benefits Mgr.	1	1	1	1	1	1
Safety/Risk Manager	1	1	1	1	1	1
Safety/Risk Technician	1	1	1	1	1	1
Senior Human Res. Generalist	1	1	1	1	1	1
Human Resources Generalist	1	2	2	1	2	2
Human Resources Assistant	1	1	1	1	1	1
Human Resources Assistant - P/T	1	1	1	0.75	0.75	0.75
Total	8	9	9	7.75	8.75	8.75

Human Resources

Expenditures by Category



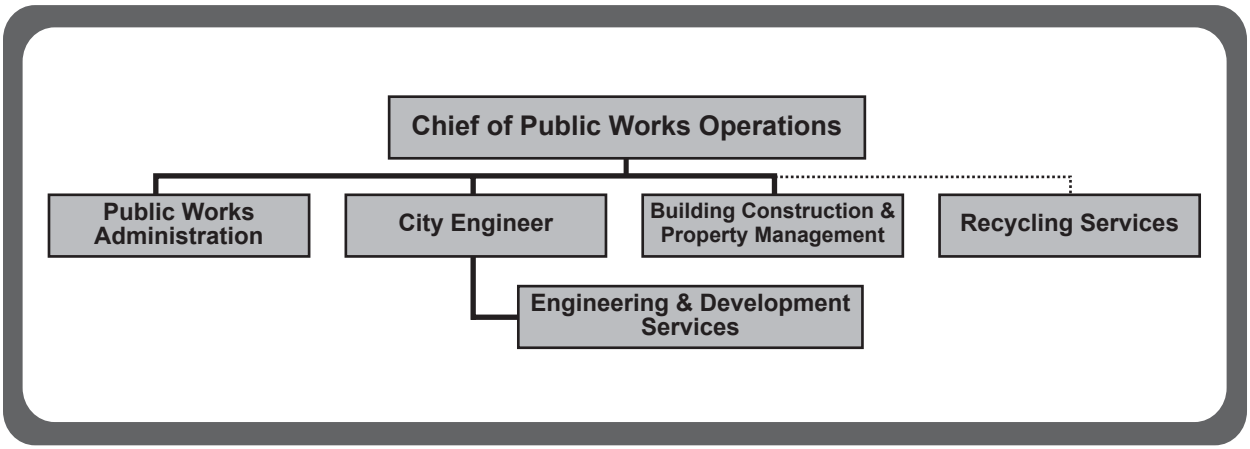
Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$554,642	$583,757	$603,264	**$666,534**	$675,155
Contractual Services	47,403	48,730	48,930	**47,279**	49,748
Materials and Supplies	15,643	18,200	20,176	**18,600**	18,600
Other Services and Charges	37,511	46,000	66,000	**71,000**	71,000
Capital Outlay	12,042	1,700	3,400	**2,550**	0
Total Expenditures:	$667,240	$698,387	$741,770	**$805,963**	$814,503
Expenditures per Capita:	$8.36	$8.29	$8.81	**$9.11**	$8.77

Engineering & Development Services

Engineering & Development Services strives to provide the public a high quality of life by ensuring proper and safe development by the private sector, and proper, safe, cost-effective and efficient rehabilitation, expansion and maintenance of city infrastructure. Engineering and Development Services (EDS) focus is to ensure high quality additions and improvements are built by the private sector and by the city through a comprehensive approach to planning, construction, and inspection.

Mission: Enhance the quality of life by ensuring safe, efficient and cost-effective maintenance, rehabilitation and expansion of City infrastructure.



Departmental Program Summary:

Engineering and Development Services Department consists of the programs described below:

Programs:

Engineering and Development Services: Engineering and Development program is responsible for development, review, and construction inspection ensuring proper expansions and rehabilitation of utility, street & drainage systems and proper construction of buildings. Engineering is involved with general Capital Improvement Project (CIP) planning, design, and project management for all departments in the city. This area is also responsible for archiving infrastructure plans and creating comprehensive utility maps, plans and schematics.

Public Works Administration: Public Works Administration includes the Office of the Chief of Public Works Operations and is responsible for providing leadership, direction and oversight for all City Public Works programs including Transportation Services, Water/Wastewater Utility Services, and Engineering and Development Services. Additionally, the office is responsible for coordinating projects and activities with other departments within the City.

The Project Management Section is responsible for oversight of all City Capital Improvement Projects. To ensure accountability, fiscal responsibility, quality deliverables and on-time projects throughout all city departments, this section will develop and maintain consistent and standardized policies, procedures, practices and management tools for project management and reporting.

Administration Support staff serves as an information hub for both internal and external customers, handling such items as project status reports, payroll information, open records requests, and customer service requests.

Building Construction & Property Management: Building Construction & Property Management is responsible for the architectural planning and construction management of all new city facilities built with General Obligation Bond and capital improvement dollars. Building Construction and Property Management works with all the various city departments in developing their building projects. Cost estimates, budget figures and project specifications are developed by this department for new building construction and existing building renovations. This department is also responsible for initiating and conducting City building maintenance projects, and works closely with all other City departments in planning for maintenance, repair and remodeling of facilities. A preventive maintenance and tracking system will be developed to inventory and account for controlled assets.

Recycling Services: Recycling Services consists of a single drop off recycling center, four oil-recycling stations, and an in-house city recycling office. Recycling centers are open to the public seven days a week. These services are administered through the Utility Director but funded through Engineering & Development Services Engineering and Administration program.

FY 2004-2005 Highlights:

To improve operational effectiveness, the Building Construction and Property Management Division was established as its own entity under the Public Works umbrella during the 2004 –2005 fiscal year. The department is responsible for providing maintenance for all City-owned building as well as construction of new buildings.

Highlights for this year include the addition of a new maintenance technician and additional custodial staff to improve the response time of customer calls. In addition, the staff also completed the construction of a new Fire Station in March 2005.

The department's staff is currently reviewing processes and procedures for facilities maintenance to ensure adequate coverage for all City buildings.

Engineering and Development Services:

- Completed and adopted of Design and Construction Standards (DACS), including Drainage Criteria Manual, Standard Construction Specifications, General Criteria and Utility Criteria Manual.
- Facilitated transition from application of old Subdivision Ordinance to new Subdivision Ordinance.
- Managed/administered contracts and provided inspection for approximately $6 million of publicly funded projects.
- Reviewed 150 subdivision plats.
- Reviewed plans and inspected construction of 60 development projects.

P. W. Administration:

- Implemented new work order system to automate the utility work orders. This new system has eliminated the need for paper copy and manual work order process. The new process has better accountability for service calls, thus eliminating lost work orders.
- Developed document set up scanning program. All files are now scanned and stored on the server. In the future we will be scanning all of the CIP documents. The advantage of this program is ease of document retrieval and space management.
- Implemented internal Records Management & Retention Program. According to the Local Government Records Act, Admin Support has implemented this program to manage paper accumulation, which also aids in space management for our section.
- Collaborated with establishment of Public Works Data Management Team to ensure security, backup and storage of electronic data as well as proper maintenance of network servers.
- Worked on the CORR DACS Manual for the Engineering Division.
- Transferred activities for all city projects to the PW Administration's Project Management Team staff.
- Continued development of a Project Management Program plan to ensure accountability, fiscal responsibility, quality deliverables and on-time projects throughout all city departments.
- Developed a naming convention process and guidelines for all citywide projects.
- The PW Administration's Project Management Team continues development of the Project Management Program plan to ensure accountability, fiscal responsibility, quality deliverables and on-time projects throughout all city departments.
- Developed a naming convention process and guidelines for all citywide project schedules.
- Developed and implemented a records management checklist for all Capital Improvement files.
- Updated and refined reporting mechanisms to keep management abreast of current status on projects.
- Developed a City projects right-of-way acquisition tracking procedure and published the procedure in the Project Management Manual.
- Assisted with the publication of project information for the City's bond rating trip.
- Coordinated federal funding request with Congressional Representative to secure federal monies for Capital Improvement Projects.
- Created a comprehensive list of unfunded projects to assist with financial planning for the next 5 to 7 years.

Building Construction & Property Management:

- Combined Building Construction and Building Maintenance sections into become one division to oversee the construction of property and the maintenance of properties. The marriage of these two departments has provided the City with a property management division to build and maintain city properties in the most effective way.
- Managed the construction of the New Senior Activity Center and the Parking Garage.
- Managed the construction of the Fire Station #6.
- Coordinated planning of Southwest Downtown Street and Infrastructure Project with the consulting Engineers, PARD, Public Works and Utility Companies such as, TXU Electric, Atmos Gas, Time Warner Cable and SBC Telephone.
- Property Management reviewed and brought all city buildings with Fire Sprinkler Systems up to date and completed state inspections.

- Coordinated with Purchasing department to become primary contact for City contracts such as Janitorial Services, AC Filters and Backup Generators.

Recycling Services:
- Received $6,000 in grant money from Capital Area Planning Council of Governments (CAPCOG) and purchased three replacement oil recycling units.
- Added a traffic counter at the Recycling Center to better estimate usage.

FY 2005-2006 Overview and Significant Changes:

Engineering and Development Services:
- As staff continues to review processes and procedures, the Property Management staff is looking at ways of setting up a standard preventative maintenance program to make sure that all City-owned buildings have set maintenance schedules.
- The department will also be looking at ways to incorporate technology innovation into its operations and will be procuring a software package to track preventative maintenance schedules and work orders. This will also assist with inventory and asset management in the department.
- The department will complete a new Senior Activity Facility in October 2005 adding an additional 38,000 square feet to City-owned property.
- To accommodate the additional service needed in the new facilities, the department anticipates the need for additional staff over the 2005-2006 fiscal year to assist with the maintenance of the new City-owned buildings.
- Planning/implementation of groundwork for Stormwater Management Program.
- Facilitate project schedules and implementation of the Stromwater Management Program, by:
  1. Upgrade of an intern position to a fulltime position
  2. Addition of a Project Specialist position
  3. Addition of Stormwater Management Coordinator.
- Look into ways to improve the services we provide.
- Continue to provide enormous support to other City departments and is involved with teamwork efforts throughout the entire municipal organization.
- Revising DAC's as necessary.
- Creating on-line project status reports for development projects.

P. W. Administration:
- Continue to provide efficient service to both internal and external customers with project management and customer requests.
- Continue participating in the newly formed Public Works Data Management Team to ensure security of electronic data.
- Addition of a Systems Analyst/Data Manager will provide support for creating enabling technology solutions for the Project Management Program and the entire PW Operations;
- Addition of a Project Specialist to assist the project management team with project-related tasks such as web site development; document management and management auditing of project deliverables; and
- Complete of the planning phases of implementing a new Project Management Program.

Building Construction & Property Management:
- Continue to work with all City departments to plan and build new City facilities as well as remodel existing buildings.
- Purchase software to develop a Building Maintenance database to track work orders to maintain buildings and provide a safe environment for employees as well as citizens on the city owned properties.

New Programs for FY 2005-2006:

ENGINEERING AND DEVELOPMENT SERVICES:

Engineering Aide: This position (1 FTE) will perform a variety of engineering office tasks including scanning, filing, logging and retrieving plans and records for the Engineering and Development Services Department. They will also provide clerical, technical and field support to the engineers and engineering department staff. This employee will provide customer service for the engineering division by assisting with telephone and walk-in requests, answering information requests such as locating existing utilities, easements, benchmarks and floodplain. They will route more complex questions to the appropriate technician or engineer if necessary.

Transfer Construction Inspector in from Utility Fund: A Construction Inspector has been funded out of the Utility Fund and moved to the General Fund. The position reclassified due to changes in job functions.

BUILDING CONSTRUCTION & PROPERTY MANAGEMENT:

Facility Maintenance Tech: Maintenance Tech is needed to help maintain the existing city building maintenance needs. The city will have over 368,000 square feet of buildings that are maintained by two Facility Maintenance Techs. Additional help is needed to keep up with the work orders for all the building maintenance on timely manner. Existing staff cannot provide a proper building preventive maintenance program without additional help.

Transfer Facility Tech from Utility Fund: A Facility Maintenance Tech has been funded out of the Utility and moved to the General Fund. The position reclassified du to change in job functions.

FY 2006-2007 Overview and Beyond:

The department will continue be look at ways to be proactive in identifying the future needs of the City. We plan to:

- Implement Stormwater Management Program
- Continue of bond projects
- Continue to assist the development community through the development process
- As the City's facility needs continue to change, the Building Construction and Property Management Division staff will continue to monitor and plan for future construction and expansion of City-owned facilities. Several facilities that were included in the 2001 General Obligation Bond election that will be built by this division's staff include:
  - new police headquarters,
  - new recreation center and
  - new fire station.

Departmental Goals:

- Perform accurate and timely review of annexation proposals, plats and construction plans for conformance to City ordinances, policies and other applicable laws (City goals 1.1, 3.2, 4.1, and 5.4, implementation of City goals 2.5, 4.4, and 5.1).
- Perform accurate and timely inspection of private utility company construction and, public infrastructure construction projects to ensure compliance with plans, applicable City codes and specifications, and other applicable laws (City goals 1.1, 3.2, and 5.4, and implementation of City goals 5.1).
- Issue permits in a timely manner ensuring compliance with City specifications, policies and ordinances (City goals 1.1, 3.2 and 5).
- Ensure efficient and timely construction of infrastructure improvements assigned to the Department (City goals 3, 3.4, 4, and 5.4 implementation of City goals 5.1).
- Respond in a timely manner and facilitate appropriate and feasible resolution to concerns and issues posed by internal and external customers (City goals 1.1, 5.2, 5.5 and 6.3, implementation of City goals 5.1).
- Stay up-to-date on and appropriately implement changes in technology, requirements, means and methods in the fields of engineering, construction and municipal administration (City goal 5.2, and 5.5, implementation of City goals 5.1).
- Efficiently manage and interpret general and technical information in order to respond accurately and timely to internal and external customer questions and requests (City goals 1.1, 5.2, 5.5, 6.3 and 6.5).
- Promptly and courteously respond to resident requests for service (City goal 6.3).
- Provide accurate and effective ways to communicate (City goal 6.2, 6.4).
- Develop and maintain consistent and standardized policies, procedures, practices and management tools for project management and reporting to ensure accountability, fiscal responsibility, quality deliverables and on-time projects throughout all city departments.(City Goals #1.1, 2.1, 2.2, 5.1, 5.5 & 6.5).
- Provide Project Management for all departments in the construction of building projects from start to finish. Monitor project budgets and schedules (City goal 5.1).
- Provide facilities to meet the needs of both citizens and city employees (City goal 5.1).
- Maintain existing buildings and provide preventive measures to insure the use and longevity of buildings for citizens and employees of the city (City goal 5.1).
- Develop the environment that encourages businesses to locate or relocate to Round Rock (City Goal #1.1).
- Develop a plan to identify future land uses, major transportation routes, utility requirements and a comprehensive park system for the Northeast Quadrant. (City Goal #2.1)
- Develop a plan for portions of the northeast quadrant near IH-35 to identify opportunities for redevelopment and establishment of a comprehensively designed city center. (City Goal #2.2)
- Ensure city services, facilities and equipment meets the needs of residents, customers and employees through the development of annual departmental goals, objectives, and strategic budgeting. (City Goal #5.1)
- Utilize technology to provide efficient, cost-effective customer services. (City Goal #5.5)
- Develop programs and policies that enhance internal communications among various departments and employees. (City Goal #6.5)
- Provide resource management including solid waste and waterways. (City Goal 5.6).

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
City Population	79,850	84,200	88,500
Private Development Projects	76	60	75
Capital Improvement Projects	42	45	45
Daily Recycling Customers	90	93	93
Input			
Operating Expenditures	$1,982,167	$2,718,478	$3,027,622
Number of Personnel (FTE's)	30.75	36.75	40.75
Total Employee Hours	63,960	76,440	86,840
Output			
Plat Reviews	185	200	210
Construction Plans Reviewed	90	95	95
Water/Wastewater (W/WW) Work Orders Processed	8,248	8,500	9,000
Capital Value Addition/Dollars (Subdivisions)	$28,171,474	$40,000,000	$40,000,000
CIP Improvements value	$13,884,804	$25,000,000	$25,000,000
Tons of materials recycled/processed	547	550	550
Efficiency			
Dept. Expenditures as a % of General Fund	3.34%	4.30%	4.29%
Dept. FTE's as a % of General Fund	5.32%	6.06%	6.40%
W/WW Work Orders Processed per Day	31	32	34
CIP Improvements value in $($/man-hours)	Discontinued		
Avg. cost/ton of material recycled/processed	$173	$175	$175
Effectiveness			
Customer Satisfaction Survey	100%	100%	98%
Construction Projects Inspected/Accepted	48	50	55
Capital Value Addition/Hour Inspection	$2,257	$3,205	$3,205
Recycling Revenue Generated	$9,640	$10,000	$10,000

*It should be noted that comparisons may vary significantly in some areas as the Transportation Services, Engineering & Administration Division was separated into its own department in 03-04. Further, Property management was brought under EDS during FY 04-05 during a department restructuring into three separate divisions.

Summary of Key Departmental Goals

Key Goal 1: Perform accurate and timely review of annexation proposals, plats and construction plans for conformance to City ordinances, policies and other applicable laws.

Key Goal 2: Ensure efficient and timely construction of infrastructure improvements assigned to the Department.

Key Goal 3: Respond in a timely manner and facilitate appropriate and feasible resolution to concerns and issues posed by internal and external customers

Objective A: Improve timeliness of development reviews and inspections to encourage economic development within the city of Round Rock.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Plats reviewed	110	125	185	150	150
Construction plans reviewed	84	90	90	95	95
CIP improvements value	$43,926,701	$45,000,000	$13,884,804	$25,000,000	$25,000,000
Const. projects inspected	147	150	140	160	150
Capital value addition/hour inspection	$2,504	$3,565	$2,257	$3,205	$3,205
Review subdivision construction plan submittals within 12 working days of receipt.	N/A	90%	100%	90%	90%
Review site construction plan submittals within DRC schedule.	N/A	90%	100%	90%	90%
Review minor plan revision submittals within 2 working days of receipt.	N/A	90%	90%	90%	90%
G.O. Bond/CIP projects completed on schedule	N/A	90%	50%	90%	90%
Respond to e-mails and telephone calls within 24 hours of receipt	N/A	90%	90%	90%	90%

Trend: N/A – Not applicable. Increase in developments occurs as the economy recovers. Number of development projects increase as the population increases. Influx of bond projects and more emphasis on roadway projects adds to the demand for review and inspection. Time sensitive measures are new for FY 04-05 and reflect EDS' commitment to customer satisfaction by responding and completing requests in a timely manner. This should help make the City of Round Rock more customer-friendly and help make economic development the number one priority of the City

Summary of Key Departmental Goals (Cont.)

Key Goal 1: Promptly and courteously respond to resident requests for service.

Key Goal 2: Provide accurate and effective ways to communicate.

Objective A: Promptly and courteously respond to resident requests for service.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Water/Wastewater (W/WW) work orders processed	5,712	6,000	8,248	8,500	9,000
W/WW work orders processed daily	22	23	31	32	34
On-line work requests processed	512	550	581	600	650
Customer Satisfaction Survey (%)	98%	100%	100%	100%	98%

Trend: The demand for online service request is steadily increasing due to customers' awareness and convenience.

Key Goal 1: Provide resource management including solid waste and waterways.

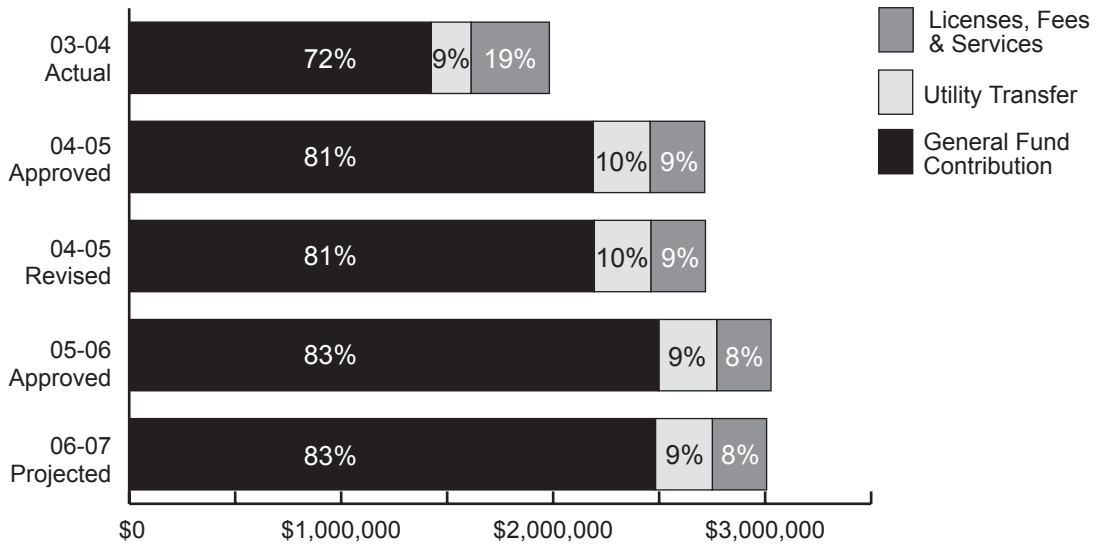
Objective A: Improve Recycling Services.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Tons of materials processed (paper, plastic, tin/steel, aluminum, cardboard, batteries, propane tanks, oil filters)	399	405	438	440	445
Gallons of materials processed (oil, antifreeze, gasoline, and other automotive fluids)	23,000	24,000	26,235	26,000	26,000
Average Number of customers/day (Open 7 days a week)	75	80	90	93	93
Commodities/Items Accepted (newspaper, magazines, phone books, junk mail, #1 & #2 plastics, dyed plastics, aluminum, tin, steel, cardboard, fiberboard, oil, antifreeze, oil filters, power steering/ brake/transmission fluid, gas, batteries, propane tank, leaves and grass clippings)	19	20	14	17	17

Trend: Increase in materials due to increase in population and increase in awareness of the drop off center. Beginning in 03-04 the numbers of commodities were reduced because paper and automotive products are now used to describe a group of materials. It should be noted that household hazardous waste activities are monitored under the Environmental Services budget.

Engineering & Development Services

Funding Sources



Authorized Personnel	Positions 2003-2004 Actual	Positions 2004-2005 Revised	Positions 2005-2006 Approved	Full Time Equivalents 2003-2004 Actual	Full Time Equivalents 2004-2005 Revised	Full Time Equivalents 2005-2006 Approved
Chief of P. W. Operations	1	1	1	1	1	1
City Engineer	1	1	1	1	1	1
Chief Construction Inspector	1	1	1	1	1	1
Const. Insp. I/II/Spec. Proj.##	5	5	6	5	5	6
Development Serv. Manager	1	1	1	1	1	1
Engineer*	1	3	3	1	3	3
Engineering Associate/Aide*	2	1	2	2	1	2
Engineering Manager*	0	1	1	0	1	1
Engineering Technician	3	3	3	3	3	3
Intern (GIS and Eng.) – P/T	2	2	2	1	1	1
Senior Designer*	1	0	0	1	0	0
Senior Engineer	2	1	1	2	1	1
Administrative Support Manager	1	1	1	1	1	1
Administrative Technician II/III	4	5	5	4	5	5
Project Manager (bond)	1	1	1	1	1	1
Liaison Construction Manager	1	1	1	1	1	1
Administrative Technician II#	1	1	1	1	1	1
Facility Maintenance Coord.	0	1	1	0	1	1
Facility Maintenance Tech.##	0	1	3	0	1	3
General Services Custodian	0	3	3	0	3	3
Project Manager (bond)	1	1	1	1	1	1
Recycling Center Rep.	3	3	3	2.75	2.75	2.75
Total	32	38	42	30.75	36.75	40.75

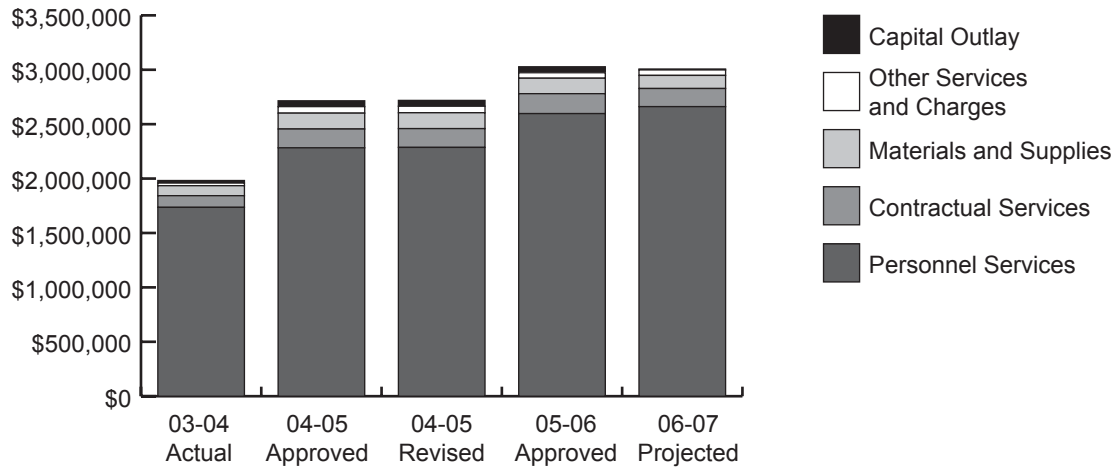
#One Admin Tech assigned to Building Construction & Maintenance Division.

* In 04-05, one Senior Designer & two Eng Assist. became Engineers - one Sr. Eng. Became Eng. Manager.

##For 05-06, one Construction Inspector (Spec. Proj.) and one Facility Maintenance Tech were transferred in from the Utility Fund.

Engineering & Development Services

Expenditures by Category



Summary of Expenditures:

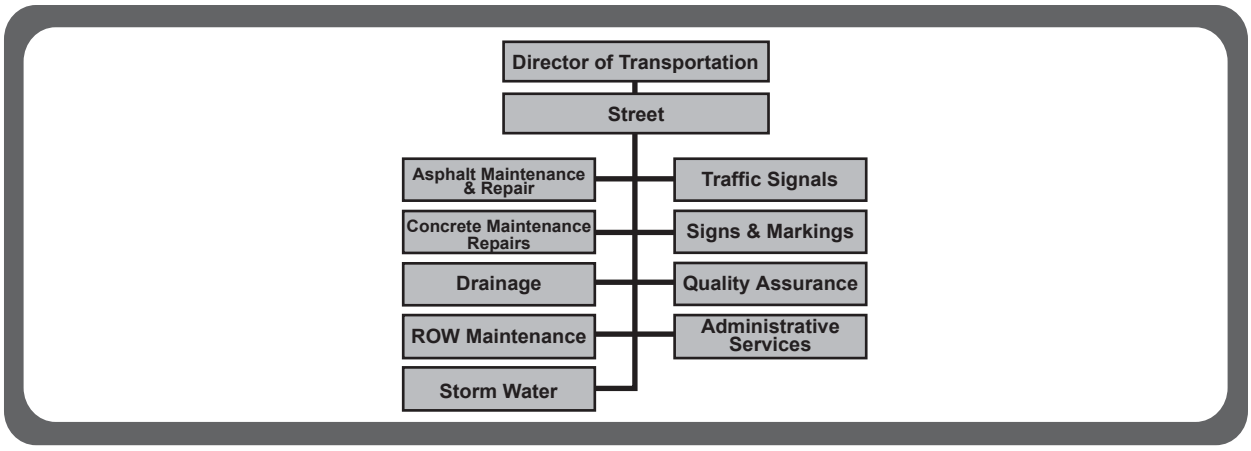
	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$1,735,644	$2,282,877	$2,286,478	**$2,597,177**	$2,661,213
Contractual Services	107,118	172,760	172,760	**183,072**	166,632
Materials and Supplies	91,673	145,690	145,690	**142,023**	120,305
Other Services and Charges	24,302	59,850	59,850	**50,250**	50,250
Capital Outlay	23,430	53,700	53,700	**55,100**	8,500
Total Expenditures:	$1,982,167	$2,714,877	$2,718,478	**$3,027,622**	$3,006,900
Expenditures per Capita:	$24.82	$32.24	$32.29	**$34.21**	$32.38

Street

The Street Department is responsible for the maintenance and repair of all City streets and rights-of-way (ROW). Duties include:

- Manage repairs to streets, sidewalks, curbs, gutters and driveways caused by water breaks.
- Manage crack sealing program and repair potholes.
- Provide the annual seal coat and overlay program.
- Install required traffic control signs and markings.
- Maintain existing signage and markings.
- Manage ROW maintenance.
- Mow drainage channels and detention ponds.
- Manage City street sweeping program.
- Perform special City projects on an as needed basis.
- Participate with Public Safety in emergency situations: (ie: HazMat spills, barricades, sand bagging, removing and repairing storm damage.
- Maintain all City of Round Rock traffic signals & flashers.
- Maintain all City of Round Rock School Zones.
- Maintain all TXDOT Traffic Signals and Flashers.
- Maintain all TXDOT School Zones.
- Management of Storm Water channel.

Mission: Ensure optimum performance of City's transportation and drainage utility systems with continuous improvements and maintenance.



Departmental Program Summary:

The Street Department is comprised of a single program with multiple components. These are described in detail below:

Programs:

Asphalt Maintenance/Repair: is responsible for maintaining city roadways, parking lots, trails, maintaining stock materials for street / utility materials storage bays, crack sealing, pot holes, asphalt repairs and asphalt paving projects.

Concrete Maintenance Repairs: is responsible for maintaining city sidewalks, driveways and approaches, city Americans with Disabilities Act ramps, maintaining curbs and gutters and concrete repairs.

Drainage: is responsible for maintaining drainage channels, flow lines for creeks, above ground drainage systems, maintenance and repair of storm sewer lines,

ROW Maintenance: is responsible for maintaining city rights-of-way including roadside mowing of medians; overflow channels, detention ponds, and creek beds; and developing unimproved ROW for mowing, chemical application, and pesticide application.

Traffic Signals: is responsible for maintaining, inspecting and managing traffic signals, operating the intelligent traffic system, installing and maintaining school zone signals, managing the school zone management system.

Signs and Markings: is responsible for installing, inspecting, maintaining and managing traffic control signs; application of paint, stencils or thermal plastic stop bars, lane lines, crosswalks and road markings.

Quality Assurance: coordinates and inspect street special projects. Perform storm sewer utility locates for other city divisions and "one call".

Programs (Cont.)

Administration Services: provides indirect support to street division staff, time keeping, inventory management, record keeping, coordinates training and orientation; directly supports the superintendent, work order tracking, and manages office.

Storm Water: is responsible for inspecting storm sewer lines, inlet boxes, drainage culverts and low water crossings.

FY 2004-2005 Highlights:

The Street Department consists of nine areas of responsibility. The Street Department has experienced increased responsibilities in each discipline. The department and has increased efficiency without adding personnel and has implemented self-directed work teams in each area. Listed below are further highlights.

- Evaluated, monitored and continued to improve all Street departmental responsibilities
- Assisted Police and Fire Departments with accidents, severe weather and special events.
- Worked with Police and Fire Departments in monitoring and addressing traffic issues.
- Continued implementation of the Intelligent Traffic System to monitor City maintained traffic.
- Responded to special City projects and assist other departments.
- Evaluated and improved the City Street Sweeping Program.
- Evaluated and improved the City's Pavement Marking Program.
- Continued annual street seal coat and overlay.
- Evaluated and improved herbicide applications in drainage areas and roadsides.
- Worked with Public Works, Water Line Maintenance, I&I, Transportation, Purchasing and Finance Division to expand and improve Public Works' work order system.
- Developed and implemented the Storm Sewer Management and Inspection Program in accordance with regulations.
- Evaluated and improved the Signs and Marking Program to continue to meet Manual of Uniform Traffic Control Devices requirements.

FY 2005-2006 Overview and Significant Changes:

The Street Department seeks to continue its outstanding level of service to the community through implementing New Programs and continuing the following:

- Continue to move toward becoming High Performance Organization.
- Evaluate and improve Equipment Training and Certification Program.
- Assist Transportation Engineer to develop and implement the City's flashing crosswalk guidelines.
- Develop and implement the Storm Sewer Management and Inspection Program in accordance with Environmental Protection Agency and Texas Commission on Environmental Quality regulations.
- Work with the Fire Department to ensure emergency preemption at all City traffic signals, and to develop and install flashing "Fire Truck Exiting" signage at all fire stations to provide safe exiting and return of fire engines to and from emergencies.

New Programs for FY 2005-2006:

Street and Drainage is proposing no new programs for FY 2005-2006.

FY 2006-2007 Overview and Beyond:

Due to the steady population growth and the rapid expansion of development in Round Rock, Street and Drainage will no longer be adequately staffed to effectively and efficiently mange the City's Street Maintenance; Concrete Maintenance; Signs and Markings; Traffic Signals; Right of Way Maintenance; Quality Assurance and Storm Water systems and associated projects.

FY 2006-2007
Overview and Beyond: (Cont.)

- In FY 06-07, Street and Drainage will propose the addition of a pothole patcher to be used by Street asphalt maintenance crews for street maintenance / crack sealant. This will allow greater efficiency in repairing asphalt patches, potholes and seal coat maintenance. Crews will be able to carry asphalt, oil and crack sealant on one vehicle. This will enable the Street department to widen its preventive maintenance program thus saving dollars in unnecessary and untimely street repairs and replacements in the future. The street maintenance crews as currently staffed are stretched thin and continually have to put this type of work aside to handle their main task of residential street repair.

- In FY 06-07, Street and Drainage will propose the addition of a Drainage Crew. Crew will be used for maintenance and construction of City's drainage system. This program will allow the Drainage Department to widen its maintenance of our drainage system. This program will allow for the thorough cleaning and repair of current and future drainage systems. This will allow for the proper flow and operation of our drainage system, and increase the efficiency of that system. This crew will also assist other areas of the Street/Drainage Department, and City as needed.

- In FY 06-07, Drainage division is expected to become a separate fund. In order to comply with EPA & TCEQ mandates, a separate Drainage Utility Fund will be created. This Fund will have specific fees to support operations.

- In FY 06-07, Transportation expects to add 5 Signalized intersections to Traffic Signals each year. In subsequent years, the Street department will continue to support future traffic needs.

Departmental Goals:

- Maintain and operate the City's transportation systems. (City Goal 4.3)

- Ensure that municipal utility drainage systems are sized to accommodate future development without compromising service to existing customers. (City Goal 5.4)

- Implement Storm Water Program Year 2 requirements. (City Goal 5)

- Continually improve and maintain utility drainage systems. (City Goal 5)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
Miles of Paved Streets (Currently converting: Highway Miles for 03-04 and Lane Miles for 04-05 & 05-06)	266	676	694
Miles of Drainage Ways	92	92	92
Number of Signalized Intersections	36	42	52
Number of Signalized Flashers	60	70	83
Input			
Operating Expenditures	$5,344,864	$6,209,627	$6,137,321
Number of Personnel (FTEs)	48	48	48
Street Repairs - Material & Labor	$495,613	$530,306	$587,354
Drainage ROW - Material & Labor	$310,000	$331,700	TBD
Mowing ROW – Material & Labor	$339,490	$363,254	$378,254
Signs And Striping – Material & Labor	$235,240	$251,707	$291,707
Signals – Material & Labor	$296,170	$316,902	$416,902
Output			
Man Hours to Maintain Streets	23,040	23,040	23,040
Man Hours to Maintain Mowing ROW	19,733	19,733	19,733
Man Hours to Maintain Drainage ROW	19,100	19,100	19,100
Man Hours to Maintain Signs & Striping	12,480	12,480	12,480
Man Hours to Maintain Signals	12,480	12,480	12,480
Seal Coat Program	$1,550,000	$1,915,000	$2,040,000
Efficiency			
Dept. Expenditures as a % of General Fund	9.01%	9.82%	8.69%
Dept. FTE's as a % of General Fund	8.31%	7.92%	7.54%
Street Repairs - Cost per Lane Mile	$1,863	$1,993	$2,293
Drainage ROW - Cost per Mile	$3,389	$3,605	$3,605
Mowing ROW – Cost Per Lane Mile	$1,276	$1,365	$1,565
Signs & Striping – Cost Per Lane Mile	$884	$946	$936
Signals – Cost Per Street Mile	$1,113	$1,191	$1,191
Effectiveness			
Customer Satisfaction Rating (Fair to Excellent)	Good	Good	Good

Summary of Key Departmental Goals

Key Goal 1: Maintain and Operate the City's transportation systems.

Objective A: Plan and Manage Street and ROW Maintenance.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Upgrade 15% of City Streets Annually	$1,210,000	$1,550,000	$1,550,000	$1,915,000	$1,915,000
Cost Per Lane Mile: Asphalt Repairs	$3,500	$3,500	$3,500	$4,000	$4,000
Cost Per Mile: ROW Mowing	$1,468	$1,400	$1,400	$1,500	$1,500
Number of Miles Crack Sealed	75	75	75	75	75
Number of pot holes repaired annually	3,000	3,000	3,223	3,000	4,000

Objective B: Manage and Improve City's Traffic Control Measures.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Cost per Pedestrian Crosswalk	$15,000	$15,000	$15,000	$15,000	$15,000
Cost per Mile: Signs	$1,061	$884	$884	$1,200	$1,250
Cost per Mile: Pavement Markings	$1,061	$884	$884	$1,200	$1,450
Cost per Mile: Traffic Signals	$1,359	$1,113	$1,113	$1,1191	$1,279
Cost per School Zone	$12,000	$13,000	$15,000	$15,500	$15,000
Enhance Traffic Signal Coordination	70%	75%	75%	80%	85%

Trend: Traffic signal coordination is improving through synchronizing of all city signals.

Objective C: Develop and Maintain information database for City transportation systems.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Implement "Work Director" software	75%	100%	50%	90%	100%
Implement Pavement Mgmt Program	80%	80%	80%	90%	90%
Implement Sign Mgmt Program	75%	75%	75%	85%	85%
Implement Signals Program	$200,000	$150,000	$150,000	$175,000	$200,000
Integrate traffic systems with Public Works	60%	60%	60%	60%	70%

Summary of Key Departmental Goals (Cont.)

Key Goal 2: Ensure that municipal utility drainage systems are sized to accommodate future development without compromising service to existing customers.

Objective A: Develop and implement an in-house Utility Drainage Systems Modeling, Inventory and Management System Model for City Drainage Systems.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Purchase Storm Water Mgnt. Software	$0	$5,000	$0	$5,000	$5,000
Identify all City Drainage systems	75%	75%	0%	75%	75%
Integrate with PW Project Central	80%	90%	0%	90%	90%

Trend: The street department projected to identify all drainage systems and to coordinate with Public Works and Engineering to integrate into singular database.

Key Goal 3: Continually improve and maintain utility drainage systems.

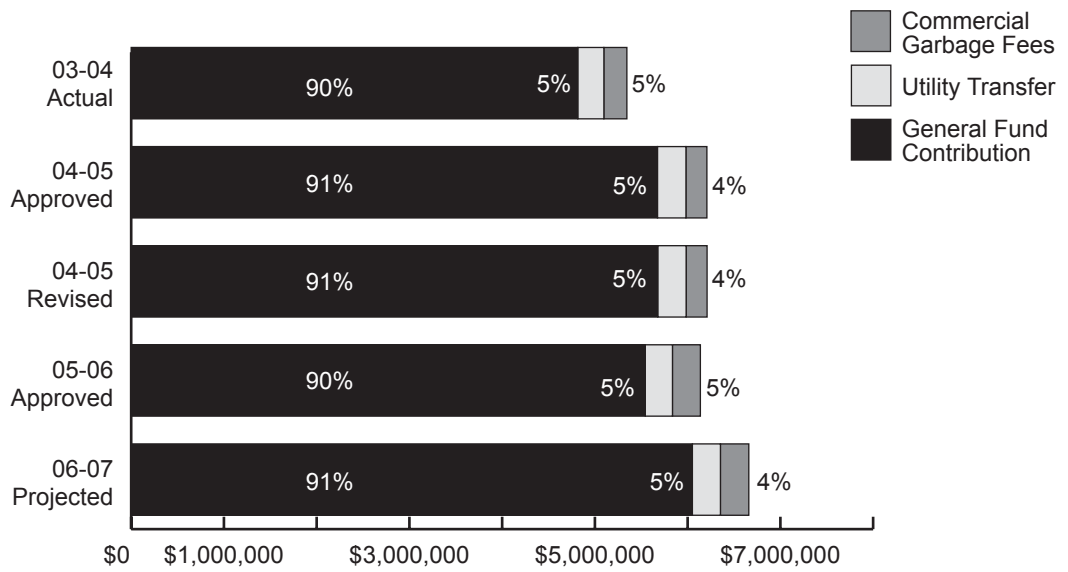
Objective A: Develop and Implement an in house Drainage ROW Management System.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Purchase ROW Management Software	$0	$7,500	$7,500	$7,500	$2,400
Develop, Implement and Maintain ROW management program	75%	85%	85%	90%	95%

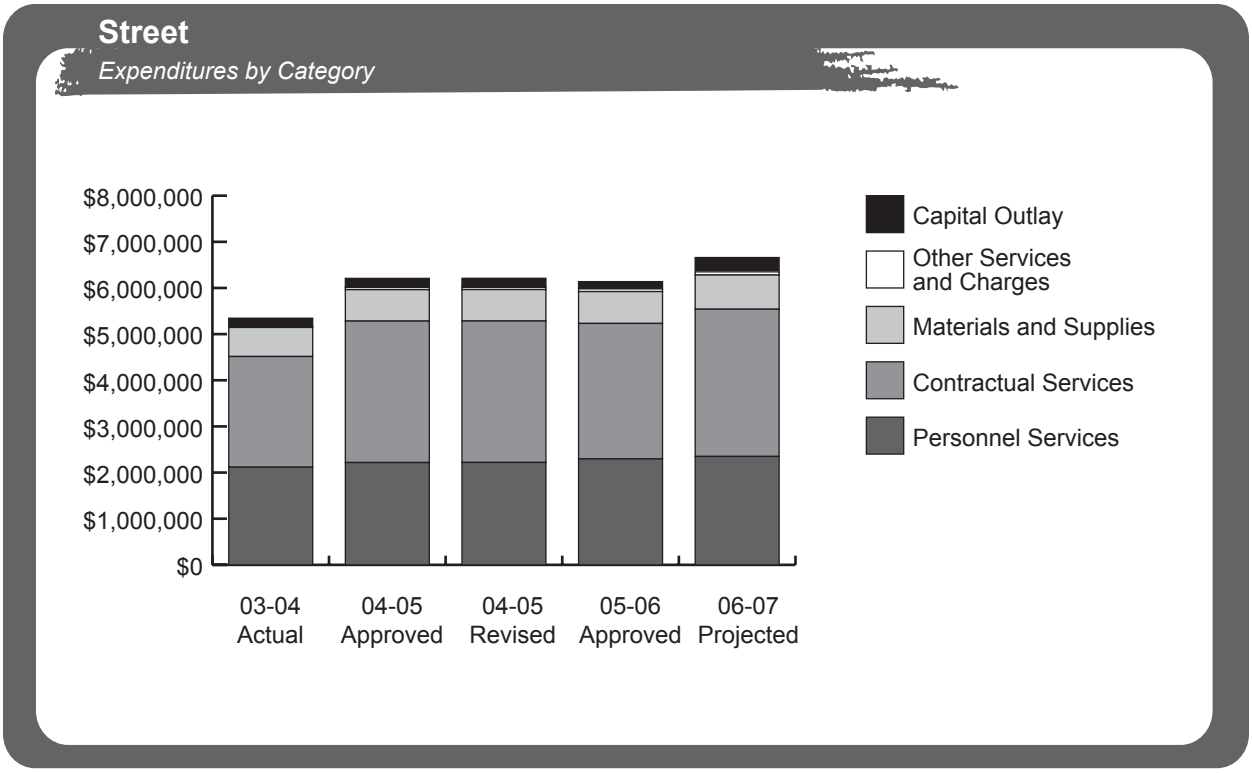
Trend: The Street department has completed 85% of the installation of Right of Way maintenance program. This includes implementation of software to monitor and schedule.

Street

Funding Sources



	Positions			Full Time Equivalents		
Authorized Personnel	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
Street & Drainage Super.	1	1	1	1	1	1
Street Supervisor	4	4	4	4	4	4
Signs & Street Div. Foreman	3	0	2	3	0	2
Traffic Signal Technician III	2	2	2	2	2	2
Traffic Signal Tech. I/II	2	2	2	2	2	2
Maintenance Crew Leader	2	2	0	2	2	0
Equipment Operator III	8	11	11	8	11	11
Equipment Operator II	11	11	15	11	11	15
Equipment Operator I	6	6	2	6	6	2
Street Maint. Worker I/II	5	5	1	5	5	1
Signs & Marking Tech II-III	0	0	4	0	0	4
Street Inventory Tech	0	0	1	0	0	1
Administrative Tech. II/III	2	2	1	2	2	1
Street Quality Assurance	2	2	2	2	2	2
Total	48	48	48	48	48	48



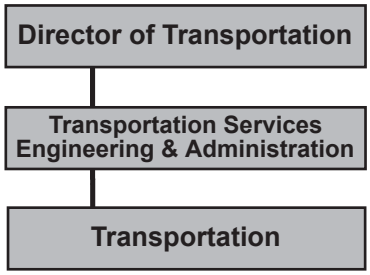
Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$2,117,081	$2,217,613	$2,219,643	**$2,296,741**	$2,349,460
Contractual Services	2,398,126	3,065,291	3,065,291	**2,934,797**	3,190,397
Materials and Supplies	629,290	680,093	680,093	**690,583**	741,000
Other Services and Charges	25,759	46,000	46,000	**58,700**	68,700
Capital Outlay	174,608	198,600	198,600	**156,500**	310,000
Total Expenditures:	$5,344,864	$6,207,597	$6,209,627	**$6,137,321**	$6,659,557
Expenditures per Capita:	$66.94	$73.72	$73.75	**$69.35**	$71.72

Transportation Services Engineering & Administration

Transportation Services Engineering and Administration (TSEA) Department manages transportation programs for the City of Round Rock. TSEA's focus is to ensure that high quality maintenance, repair, rehabilitation, expansion and improvements are built by the private sector and the City through a comprehensive approach to planning, design, construction, and inspection. TSEA's efforts to provide a viable community for our customers, primarily the public, extends beyond City limits with regional coordination efforts in transportation master plans and projects. TSEA is also responsible for the administration of the Street Maintenance Program and the public services provided by Street and the Shop/Vehicle Maintenance Facility.

Mission Statement: The purpose of Transportation Services Engineering and Administration is to provide effective transportation systems and public administration that enhances the quality of life for the citizens of Round Rock and is on schedule and within budget.



Departmental Program Summary:

Transportation Services Engineering and Administration, which was formed in Fiscal Year 2003-2004, is responsible for managing the Transportation Capital Improvement Program and executing projects in the program and projects approved by the citizens of Round Rock in the 2001 General Obligation Bond Election. The rapid expansion of the City's population and related transportation issues, including air quality and congestion, requires vigilant management of the City's transportation programs and associated costs. The primary goal of the Transportation Services program is improving traffic flow and personal mobility, which positively impacts air quality and congestion, by effectively and efficiently planning and facilitating the City's transportation system at both the local and regional levels. The success of TSEA also fulfills the City's obligations under the O3 Flex Agreement and Early Action Compact Clean Air Action Plan Transportation Emission Reduction Measures.

Program:

Transportation: Transportation Services is tasked with planning, designing, building and operating the City's transportation system. The Transportation Master Plan, along with the Transportation Element of the General Plan and the Transportation Capital Improvement Program, provides the roadmap to address mobility issues and lays out a road network that will efficiently move traffic as the City and surrounding areas continue to grow. The Street Maintenance Program improves the integrity and service life of city streets. The Traffic Calming Program provides the guiding principles and methodology for addressing speed and/or traffic volume reduction as concerns arise at the residential customer level. At the regional level, solutions are sought through coordination and cooperation with the Capital Area Metropolitan Planning Organization (CAMPO), Texas Department of Transportation (TxDOT), Texas Turnpike Authority (TTA), Central Texas Regional Mobility Authority (CTRMA), Williamson and Travis Counties, and area municipalities including Georgetown, Pflugerville and numerous utility districts.

FY 2004-2005 Highlights:

Transportation Services Engineering and Administration continued to see an increase in planning, design and construction of roadways and intersection improvements throughout the City due to adequate funding from the Transportation Capital Improvement Program and the 2002 General Obligation Bond and accelerated development of the northeast quadrant of the City.

FY 2004-2005 Highlights (Cont):

The positive regional and local benefits of transportation improvements are improved traffic flow and personal mobility and reduced congestion and pollutant emissions. An additional local benefit is an improved quality of life for the Citizens of Round Rock.

- Construction was completed on Double Creek Drive from Dry Branch Creek to Double Creek Farms; Chisholm Trail Road from Wolle Lane to Hotel Centre; Farm to Market Road (FM) 1460 from nine-tenths of a mile north of United States Highway (US) 79 to US 79; and the US 79 Culvert project. Completion of these projects also contributed to complying with the City's obligations under the O3 Flex Agreement and Early Action Compact (EAC) Clean Air Action Plan (CAAP) Transportation Emission Reduction Measures (TERMS).
- Construction was initiated on Forest Creek Drive from Double Creed Drive to Rusk Road; Red Bud Lane from County Road (CR) 123 to Gattis School Road; Interstate Highway (IH) 35 Area Improvements from Westinghouse Road to Chandler Road; A.W. Grimes Blvd. from US 79 to Lake Creek.
- Traffic signal construction was completed at the intersections of Old Settlers Blvd. and Sunrise Road; Gattis School Road and Double Creek Drive; and Ranch to Market Road (RM) 620 and the Round Rock Hospital. Completion of these projects also contributed to complying with the City's obligations under the O3 Flex Agreement and EAC CAAP TERMS.
- Engineering was completed for Red Bud Lane from US 79 to CR 123; Sam Bass Road Reconstruction from Meadows Drive East to IH 35; IH 35 Area Improvements from Westinghouse Road to Chandler Road and a traffic signal at Gattis School Road and Meister Lane.
- Engineering was on-going for Chisholm Trail Road from Hotel Centre to Sam Bass Road; Chisholm Parkway from Chisholm Trail Road to IH 35; and Creek Bend Blvd. from Creek Bend Circle to Wyoming Springs.
- The Street Maintenance Program paved 72 lane miles of City streets, but was short of the annual goal, 83 lane miles, due to differing site conditions, which increased the cost and reduced the number of lane miles paved.
- The Traffic Calming Program (TCP), which is a process of educating the public, enforcing speed limits and/or engineering traffic calming solutions, was successfully implemented on Bobby Jones Way; St. Andrews Drive; Forest Creek Drive and Yucca Drive. The TCP was initiated on Settlement Drive; Turtle Creek; Stone Oak Drive; Sandy Brook Drive; Behrens Ranch; Ryan's Crossing; and Timberline Drive.
- TSEA performed 27 traffic signal warrant, volume and speed studies. The locations included: Dell Way (2 locations); South Mays; Turtle Creek; A.W. Grimes Blvd.; Old Settlers Blvd.; Kiphen Road (3 locations); Yucca Drive; Wyoming Springs Drive; Rusk Road; Wyoming Springs Drive and Behrens Parkway; Lamar Drive and Commerce Blvd.; Gattis School Road and CR 169; Nolan Ryan Blvd.; Gattis School Road and Round Rock Ranch; Golden Oak Circle; Heritage Center and US 79; Fairlane Drive and Surrey Drive; Wyoming Springs Drive and FM 3406; Deepwood Drive and RM 620; Deepwood Drive and McNeil Road; US 79 and Nolan Ryan Blvd.; Stone Oak Drive; Dragon Drive; and Sandy Brook Drive.
- TSEA presented quarterly reports and amendments to the Transportation Capital Improvement Program to the Round Rock Transportation System Development Corporation and City Council for consideration.
- As a member of the Development Review Committee, TSEA assisted with the review of approximately 155 site plans, which included the review of approximately twelve Traffic Impact Analyses.
- Transportation Administration applied the Records Management Program, as specified by the Texas State Library and Archive Commission, to the TSEA filing system. The filing system improvements included uniform numbering, labeling and retention periods.
- TSEA actively participated in the review and coordination process associated with the Capital Area Metropolitan Planning Organization 2030 Mobility Plan. The final plan was adopted by the CAMPO Transportation Policy Board, which included Mayor Nyle Maxwell as a voting member.
- TSEA and the Public Works (PW) project management office provided project management services to the Round Rock Fire Department for strategic planning. Teaming with the Fire Department, TSEA and PW assisted with developing near term project and cost schedules for constructing and/or manning three fire stations and long term strategic project and cost schedules for future stations to meet the steady growth of the City. An important element of the planning was the location of existing arterial roadways, the future expansion of existing arterials and the location of planned arterials.

FY 2005-2006 Overview and Significant Changes:

Design and construction of roadways, which are funded by the Transportation Capital Improvement Program (TCIP) and the 2002 General Obligation (GO) Bond, the Street Maintenance Program and traffic signal warrant, volume and speed studies continue to dominate the activities in Transportation Services Engineering and Administration. Sale of the third issuance of the 2002

FY 2005-2006
Overview and Significant Changes (Cont):

GO Bond is providing funds to transition projects from the roadway engineering phase to the construction Phase. New programs being implemented are discussed below under New Programs for FY 2005-2006.

- TSEA is completing a number of major projects in FY 2005-2006. The Projects include Forest Creek Drive from Double Creed Drive to Rusk Road; Red Bud Lane from County Road US 79 to Gattis School Road; and Interstate Highway (IH) 35 Area Improvements from Westinghouse Road to Chandler Road.
- TSEA continues to provide a comprehensive, highly organized and integrated approach to planning, building, managing and maintaining the City's transportation network in accordance with the approved Transportation Master Plan and the Transportation Capital Improvement Program. TSEA is also closely coordinating the transition of new roadways into the Street Maintenance Program and new traffic signals to the Streets Department.

New Programs for FY 2005-2006:

Engineering Technician: Funds the addition of an Engineering Technician (1 FTE) position to Transportation Services Engineering and Administration (TSEA). The primary function of this position is to assist with collecting data in the field and compiling/preparing reports for traffic signal, speed and traffic volume studies and the Traffic Calming Program. Due to the steady growth in Round Rock, TSEA is no longer adequately staffed to perform the speed and traffic volume studies required to meet the growing demand. The shortage in staffing causes TSEA to obtain staffing support from other departments/ divisions, but the personnel are not trained, the same personnel are not used from one request to the next and Workers Compensation classification description can be an issue. Typically, office staff has a lower Workers Compensation classification description and is not used for job functions that are performed in hazardous conditions like stopping/diverting traffic on roadways.

FY 2006-2007 Overview and Beyond:

Due to the steady population growth and the rapid expansion of development in Round Rock, Transportation Services Engineering and Administration will no longer be adequately staffed to effectively and efficiently mange the City's transportation system and associated projects.

If approved by City Council, TSEA will also be responsible for the City's Public Transportation (transit) System.

- In FY 2006-2007, TSEA will propose the addition of a Transportation Project Manager position. The project manager will work with the various division heads within the Public Works Department, engineering consultants, and contractors to plan, bid and construct Transportation Construction Improvement Program (TCIP) and bond projects for the City.
- If approved by City Council, TSEA will also propose the addition of a Transit Specialist position and a Transit Administrative Technician position (1.0 FTE) in FY 2006-2007 to assist the Transit Administrator hired in FY 2005-2006. Safe and easy access to transit will provide access to transportation for economically disadvantaged and physically disabled citizens and reduce single occupant vehicle trips, pollutant emissions, traffic congestion and travel time delays.
- Beyond FY 2006-2007, TSEA will be developing an arterial street lighting program and potentially an expansion of the transit system, if approved by City Council. In addition, the process and consulting contract for a major update to the Transportation Master Plan and Transportation Element of the General Plan will begin in FY 2006-2007.

Departmental Goals:

The City Strategic Plan identifies the guiding goals for Transportation Services Engineering and Administration as follows:

- Plan and facilitate the City's transportation system, at the local and regional level, to enable traffic flow and personal mobility. (City Goal 4)
- Plan the City's transportation systems. (City Goal 4.1)
- Implement transportation projects and systems. (City Goal 4.2)
- Maintain and operate the City's transportation system. (City Goal 4.3)
- Ensure transportation services meet the needs of residents, customers and employees through the development of annual department goals, objectives, and strategic budgeting. (City Goal 5.1)
- Maintain relationships and encourage cooperation and collaboration with local jurisdictions and regional entities to address regional transportation issues and provide improved services. (City Goal 5.6)
- Engage potentially affected interests about transportation policies, programs and projects in a timely, effective dialogue. (City Goal 6.1)
- Develop clear avenues of communications with citizens and respond to citizens' inquiries, complaints and/or suggestions in a timely manner. (City Goal 6.2)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
City Population	79,850	84,200	88,500
Road and Street Improvement Projects	16	16	14
Lane Miles of Roads and Streets	621	645	694
Lane Miles of Roads and Streets Paved under the Street Maintenance Program	72	81	87
Input			
Operating Expenditures	$736,284	$683,656	$752,347
Number of Personnel (FTE's)	12.50	7.50	8.50
Total Employee Hours	26,000	15,600	15,600
Output			
Road and Street Improvements Expenditures	$6,939,154	$41,666,215	$22,053,001
Road and Street Preventative Maintenance Expenditures	$1,402,500	$2,150,000	$2,040,000
Efficiency			
General Fund Expenditures as a Percent of General Fund	1.24%	1.08%	1.07%
Dept. FTE's as a Percent of General Fund	2.16%	1.24%	1.33%
Road and Street Improvements Expenditures per Employee	$555,132	$5,555,495	$2,940,400
Road and Street Preventative Maintenance Expenditures per Employee	$5,610,000	$4,300,000	$4,080,000
Effectiveness			
Road and Street Preventative Maintenance (Seal Coat) as a Percent of Lane Miles of Roads and Street	11.59%	12.5%	12.5%

Note: The efficiency of Road and Street Preventative Maintenance Value per Employee is based on the number of personnel required to manage the program, 0.5 full-time equivalents.

Summary of Key Departmental Goals

Key Goal 1: Plan and facilitate the City's transportation system, at the local and regional level, to enable traffic flow and personal mobility.

Objective A: Efficiently provide strategic planning and engineering support for local, state, and regional projects.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Road and Street Improvements Expenditures	$34,947,028	$50,283,412	$6,939,154	$41,666,215	$22,053,001
Road and Street Improvements Expenditures per Employee	$6,200,000	$4,384,476	$555,132	$5,555,495	$2,940,400

Trend: The amounts shown represent active projects using funds from sales tax revenue, General Obligation Bonds, the City Utility Fund, and the county. In general, the project cycle is two to three years; consequently, the expenditures on projects can vary widely from year to year. The length of the project cycle can increase due to reduced revenue/debt obligations or decrease due to increased revenue/debt obligations. Compounding the fiscal issues are schedule delays resulting from railroad permits, right-of-way acquisition, environmental regulation, utility adjustment and inclement weather.

Objective B: Improve the traffic control issue as perceived by the Citizens of Round Rock.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
City of Round Rock Survey	69.6%	N/A	N/A	42.0%	N/A

Trend: Every two years, the City of Round Rock conducts a survey of its citizens to see how well the city government is meeting their needs and to determine the issues of concern. Traffic control has dominated the top three issues for the past four years. Citizen concern increased 19.7 points from 1998 to 2000, which could be attributed to increased citizen awareness of needed transportation improvements during the development of the Transportation Master Plan (TMP). The trend was reversed and fell by 18.1 points to 69.6% in 2002, which could be attributed to implementation of the TMP. As more transportation projects are started and completed, Citizen concern should continue to decrease. The survey for FY 04/05 was completed in calendar year 2004. The actual survey response was 42.0%, which is a 27.6 point decrease from the 2002 survey and shown above as the forecast for 04/05. This steady drop from its peak in 2000, speaks very well of the City's efforts, as well as TSEA, at traffic control in the past four years—they are working. Since the survey is only conducted every other year, the forecast and actual measures are not applicable (NA) for the non-survey years.

Summary of Key Departmental Goals (Cont.)

Objective C: Pave one-eighth of the City's lane miles per year.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Street Maintenance	87	83	72	81	87

Trend: The purpose of the annual Street Maintenance Program is to improve the integrity and service life of the City's streets using sealcoat, crack seal and overlay. A pavement management system has been established to protect the City's investment in the 645 lane-mile street system. The goal of the City's pavement management system is to provide serviceable streets in the most cost-effective way possible. To accomplish this goal, the street conditions are surveyed and then combined with the data on the streets' maintenance history, original design, and traffic uses. This information is used to determine whether maintenance is needed and what type of resurfacing is appropriate. The annual project typically encompasses approximately one-eighth of the lane miles of asphalt concrete paving, which is used for forecasting FY 04/05 and FY 05/06. The amount of lane miles increases annually due to the construction of new roads and streets and development of subdivisions and commercial properties. In FY 03/04, the Street Maintenance Program forecast of 83 lane miles was high by eleven lane miles. This missed forecast was due to differing site conditions, which increased the cost per lane mile and reduced the number of lane miles that could be paved with the available budget.

Key Goal 2: Develop clear avenues of communications with citizens and respond to citizens' inquiries, complaints and/or suggestions in a timely manner.

Objective A: Promptly and courteously respond to resident requests for service.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
48 Hour Follow-Up	N/A	90%	88%	90%	92%

Trend: Transportation Services Engineering and Administration (TSEA) receives requests for service via phone calls, e-mail and written correspondence. Given the diversity of the requests, an immediate answer is not always possible. TSEA attempts to provide the resident an answer within 48 hours, but at a minimum TSEA follows up with the resident by confirming the request was received and is being processed. The difference between the forecast and actual 03/04 follow up is attributed to Holidays (3-day weekends) and limited staffing. Even though the 04/05 year to date actual is 70%, TSEA will make the additional effort to achieve the 04/05 forecast. The actual for 02/03 is not applicable (NA) because TSEA was a new department in fiscal year 2003-2004 and no data was collected prior to forming the department.

Summary of Key Departmental Goals (Cont.)

Key Goal 3: Ensure transportation services meet the needs of residents, customers and employees through the development of annual department goals, objectives, and strategic budgeting.

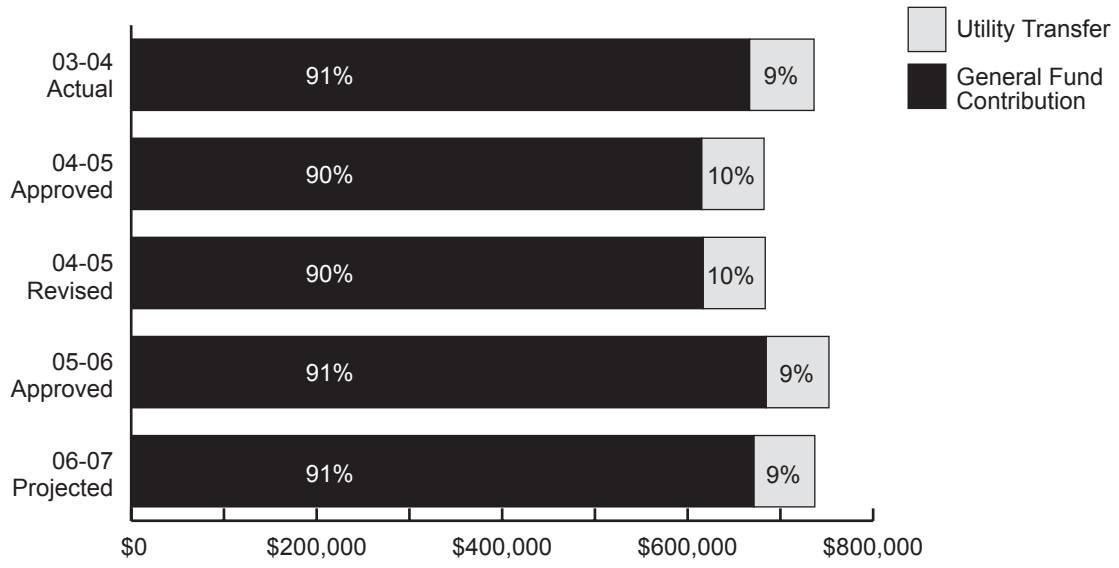
Objective: Meet the Budget Offices deadlines and quality requirements for developing annual department goals, objectives, and strategic budget.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Golden Budgie Score	N/A	197	197	198	192

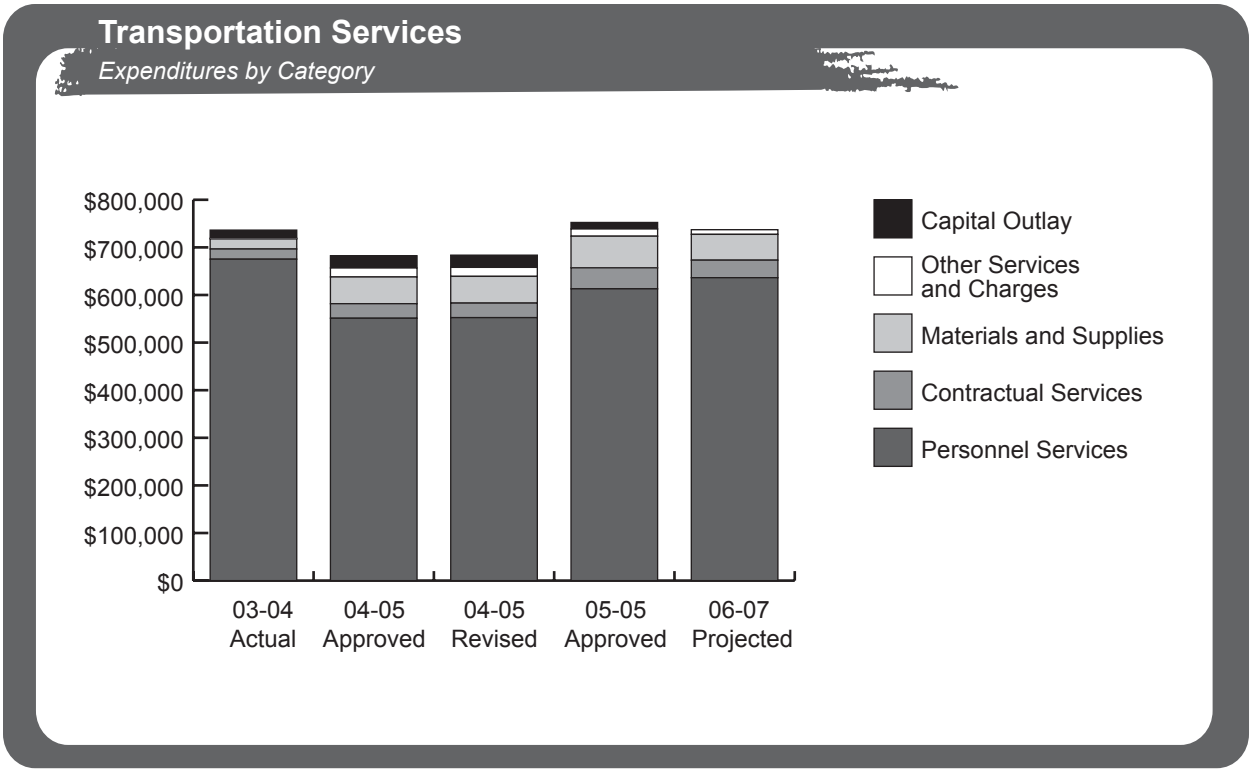
Trend: Every year, the City Budget Office tracks the progress of budget preparation using a checklist that was developed as a tool to pinpoint areas for improvement in a Department's Budget Submission. Transportation Services Engineering and Administration uses this tool for preparing subsequent year budgets. The Golden Budgie Score measures the performance of all City departments and the highest possible score is 200 points. The department with the highest score receives the Golden Budgie Award. In FY 04/05, TSEA received the Golden Budgie Award with the highest score in the City of 198, which is shown above as the forecast for 04/05. The actual for 02/03 is not applicable (NA) because TSEA was a new department in fiscal year 2003-2004.

Transportation Services

Funding Sources



	Positions			Full Time Equivalents		
Authorized Personnel	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
Director of Transport. Services	1	1	1	1	1	1
Traffic Engineering Associate	1	1	1	1	1	1
Traffic Operations Super.visor	1	1	1	1	1	1
Traffic Engineering Technician	1	1	2	1	1	2
Traffic Project Mgr. (bond)	1	1	1	1	1	1
Traffic Administration Tech. III	1	1	1	1	1	1
Traffic Intern Part Time	1	1	1	0.5	0.5	0.5
Public Works Operations Mgr.	1	1	1	1	1	1
Facility Maint. Coordinator	1	0	0	1	0	0
General Services Custodian	3	0	0	3	0	0
Admin. Tech II -Bldg. Maint.	1	0	0	1	0	0
Total	13	8	9	12.5	7.5	8.5



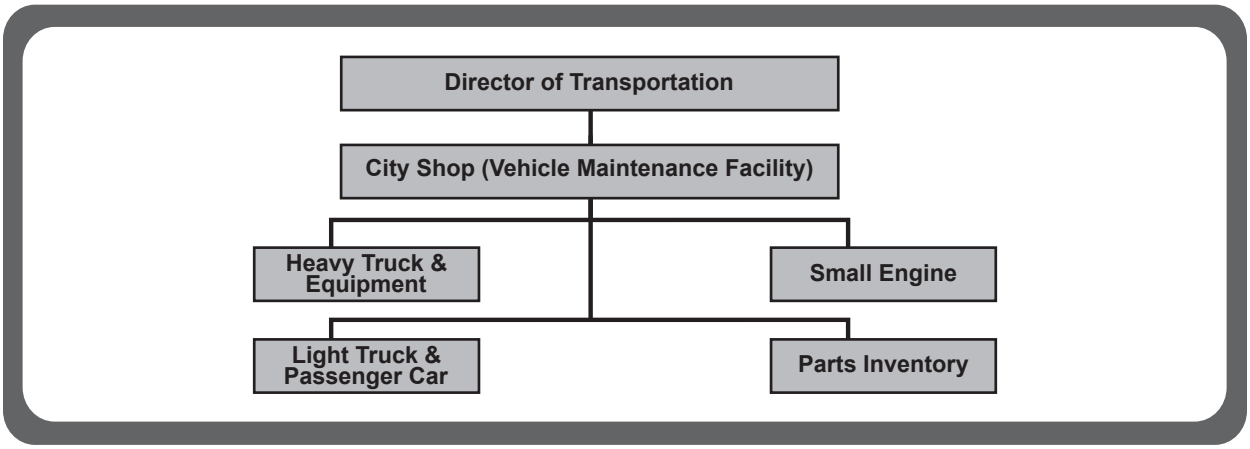
Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$675,205	$551,179	$552,457	**$612,934**	$636,322
Contractual Services	21,362	30,538	30,538	**44,160**	36,828
Materials and Supplies	21,158	56,131	56,131	**66,402**	54,198
Other Services and Charges	1,455	18,900	18,900	**15,202**	9,757
Capital Outlay	17,104	25,630	25,630	**13,649**	0
Total Expenditures:	$736,284	$682,378	$683,656	**$752,347**	$737,105
Expenditures per Capita:	$9.22	$8.10	$8.12	**$8.50**	$7.94

City Shop

Mission: Maintain and repair City vehicles and equipment in a cost effective and timely manner.

City Shop, also known as Vehicle Maintenance Facility (VMF), provides general support to City Departments by performing maintenance and repair for the vehicle fleet and small equipment.



Departmental Program Summary:

City Shop/Vehicle Maintenance Facility consists of a single program with four components. These are described below.

Programs:

Vehicle Maintenance Facility is comprised of four teams:

Heavy Truck & Equipment Team: This team is responsible for the repair and maintenance of heavy trucks and equipment.

Light Truck & Passenger Car Team: This team is responsible for the repair and maintenance of light trucks and passenger cars.

Small Engine Team: The Small Engine Team is responsible for the repair and maintenance of small engines.

Parts Inventory Team: The Parts Inventory Team inventories parts and orders new parts.

FY 2004-2005 Highlights:

The VMF had no new programs this year. The noticeable changes and/or improvements have been in work order request procedures:

- The new work request forms are now available on the portal – eliminating the need for customers to physically come in and write up a work request, thus moving one step closer to a “paperless” shop
- VMF continued to work with the Information Technology Department to improve the available work request form
- New work request procedure information was disseminated to all departments, encouraging more and more customers are taking advantage of the form as they become more comfortable using the portal

FY 2005-2006
Overview and Significant Changes:

For FY 2005-2006, VMF is working to:

- Continue to work with the Information Technology Department to improve the available work request form
- Improve and track fleet maintenance and repair records
- Improve and track small engine repair records
- Track fuel reports and usage

New Programs for FY 2005-2006:

Mechanic II-Light Truck/Auto Section: This program includes the hiring of a Mechanic II for the light truck/auto section of our Vehicle Maintenance Department. This position will be assigned to work on Police Department (PD) vehicles. One of the two mechanics assigned to PD vehicles has had an increase in specialized repairs other than preventive maintenance (PM) type repairs (radio installs/programming, lighting equip. repairs, etc.) leaving one mechanic with most of the PM workload. An additional technician is needed to keep up with the increasing fleet size.

FY 2006-2007 Overview and Beyond:

With the ever increasing fleet size Shop has outgrown its current facility. This is especially true with the Police Department bays. For FY 06/07 Shop expects to:

- Undergo a 10,000 sq. ft. shop expansion to accommodate Police Department vehicles as well as light trucks
- Add four additional FTE's once the expansion is completed.

Departmental Goals:

- Provide safe and operational vehicles and equipment in a cost-effective and timely manner (City Goal 5.1).
- Ensure City facilities and equipment meets the needs of City employees and City residents with attention to maintenance, modernization, and expansion (City Goal 5.1)
- Insure we supply accurate vehicle and equipment information to city departments (City Goal 5.1)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
City Population	79,850	84,200	88,500
# Departments Services by Vehicle Maintenance	15	15	18
Input			
Operating Expenditures	$807,392	$931,919	$1,018,460
Number of Personnel (FTE's)	14	14	15
Output			
Police Department Work Orders	1,350	1,450	1,600
Fire Department Work Orders	450	500	500
Public Works Work Orders	2,000	2,100	2,200
Parks and Recreation Work Orders	850	950	1,100
Efficiency			
Dept. Expenditures as a % of General Fund	1.36%	1.47%	1.44%
Dept. FTE's as a % of General Fund	2.42%	2.31%	2.36%
Cost per Work Order			
Police Department	$135	$135	$150
Fire Department	$150	$150	$175
Public Works	$125	$125	$150
Parks and Recreation	$120	$130	$130
Effectiveness			
Customer Satisfaction Rating (Good to Excellent)	95%	95%	95%

Summary of Key Departmental Goals

Provide safe and operational vehicles and equipment in a cost-effective and timely manner.

Objective A: Provide safe and operational vehicles and equipment in a cost-effective and timely manner.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
80% of major repairs in 3 days or less	70%	90%	90%	95%	95%
40% of preventive maintenance repairs in 8 hours or less	70%	90%	90%	95%	95%

Objective B: Insure all line mechanics are provided with 100% current repair manuals and current city fleet data.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
100% current repair manuals/Software at annual inventory	90%	95%	90%	100%	100%
Maintain 95% accuracy on vehicle maintenance reports	95%	98%	98%	98%	100%

Objective C: Insure all Vehicle Maintenance Fleet (VMF) personnel are trained to a level required by job their description. Obtain training for specialty equipment that the City acquires. Retain qualified personnel to service the fleet.

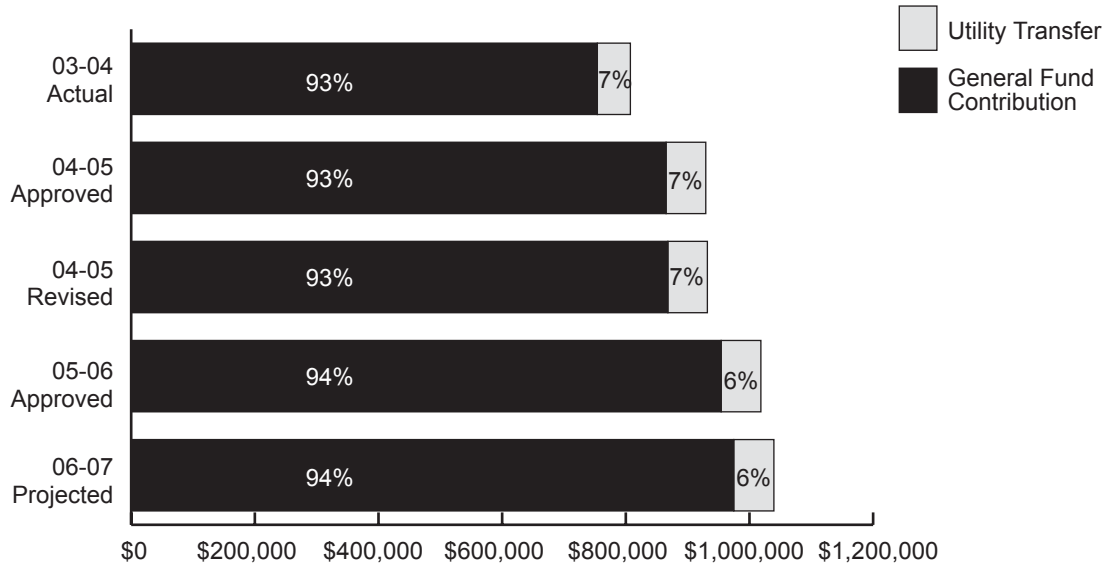
Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Acquire and maintain a minimum of 90% of all pertinent Automotive Service Excellent (ASE), Emergency Vehicle Technician certifications	70%	90%	90%	100%	90%
Maintain retention rate of 90% of qualified personnel	90%	100%	90%	100%	100%

Objective D: Ensure excellent customer satisfaction on all maintenance and repair services.

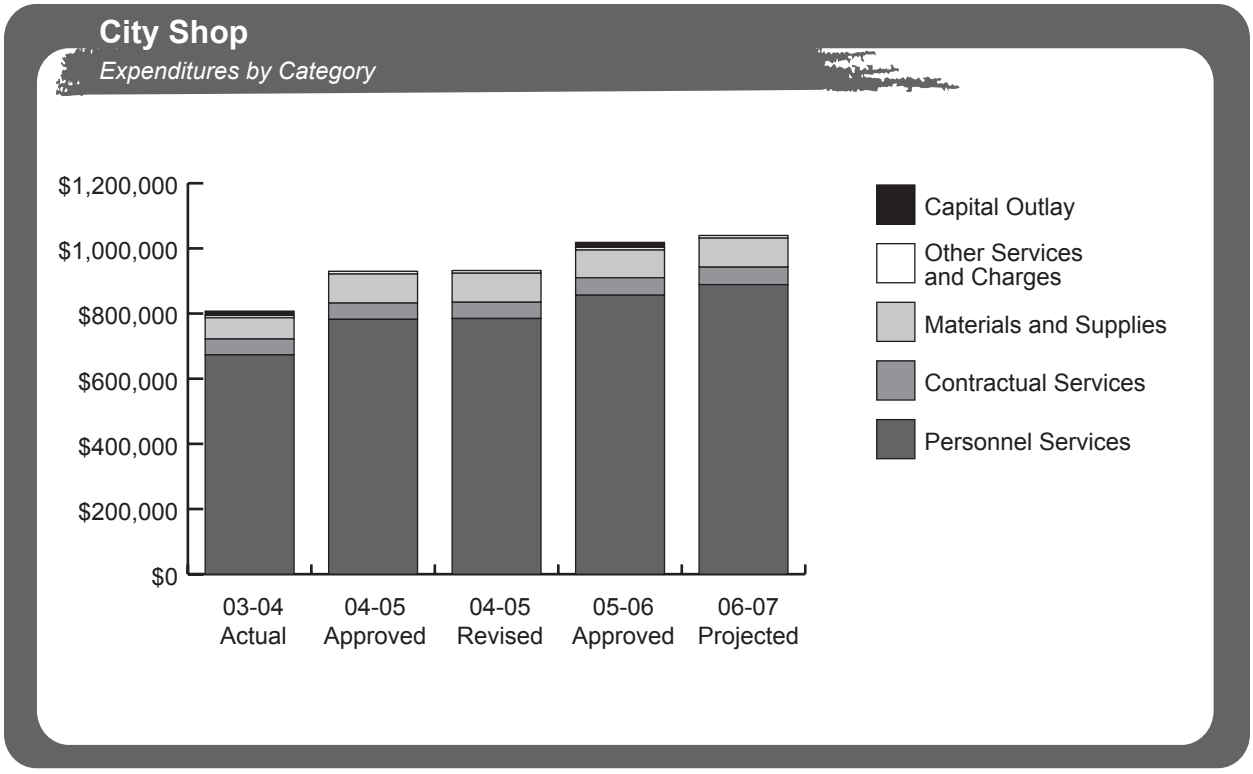
Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Achieve 95% customer rating of excellent on surveys	90%	95%	95%	95%	95%

City Shop

Funding Sources



	Positions			Full Time Equivalents		
Authorized Personnel	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
Shop Superintendent	1	1	1	1	1	1
Shop Foreman	2	2	2	2	2	2
Mechanic III	3	3	3	3	3	3
Mechanic II	5	5	6	5	5	6
Parts Inventory Specialist	1	1	1	1	1	1
Parts Inventory Technician	1	1	1	1	1	1
Administrative Technician II	1	1	1	1	1	1
Total	14	14	15	14	14	15



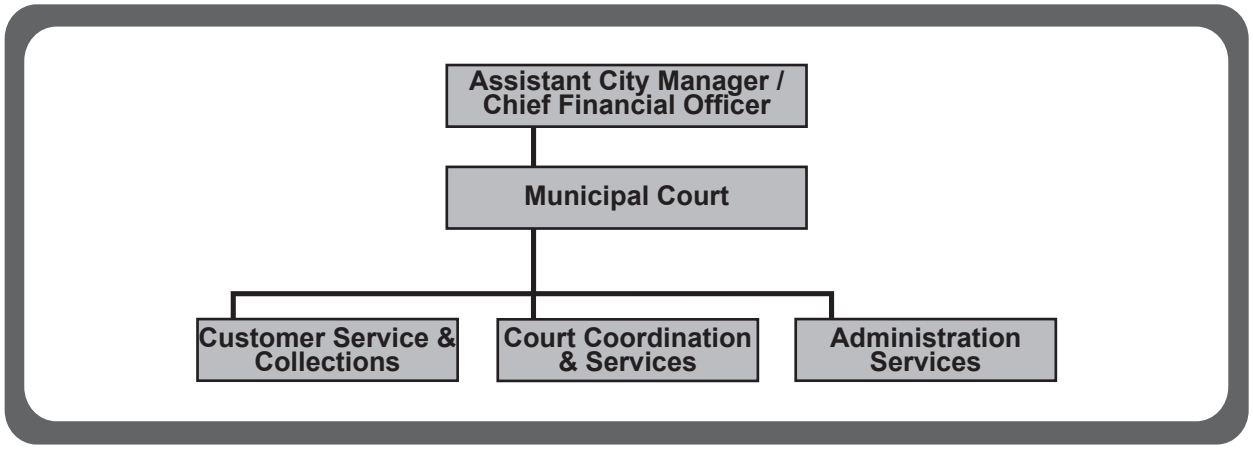
Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$673,182	$782,301	$784,883	**$856,395**	$888,808
Contractual Services	48,612	49,776	49,776	**53,645**	53,645
Materials and Supplies	65,199	89,260	89,260	**84,920**	89,050
Other Services and Charges	6,799	8,000	8,000	**8,000**	8,000
Capital Outlay	13,600	0	0	**15,500**	0
Total Expenditures:	$807,392	$929,337	$931,919	**$1,018,460**	$1,039,503
Expenditures per Capita:	$10.11	$11.04	$11.07	**$11.51**	$11.20

Municipal Court

Municipal Court is the first level of the judicial branch of government. The jurisdiction of Municipal Court is limited to criminal "Class C" misdemeanors and civil proceedings related to vicious dogs and junked vehicles that have occurred within the territorial limits of the City of Round Rock. The cases processed in Municipal Court can be filed by any peace officer, a prosecutor, citizens, and a variety of city employees, including fire, code enforcement, environmental services, and animal control.

Mission: Round Rock Municipal Court is a well-organized team dedicated to providing customers with the utmost integrity and professionalism. Our commitment is to provide efficient and equal justice under the law without unnecessary delay.



Departmental Program Summary:

The Round Rock Municipal Court Department consists of a single program divided into three components. They are described below:

Programs:

The division has three components with different roles; this allows the staff to have an opportunity to perform functions within other components. This keeps the court team abreast of changes that may impact assigned tasks. These crossed trained units have been very effective for a learning environment.

Customer Service & Collections: This component is the largest of the three components containing five (5) FTEs. This team receives cases filed, assists customers (defendants) by phone, in person and by correspondence with disposition processing and payments. This team is responsible for processing cases in default including arrest warrants, notices, driver license default reporting, and submitting uncollected debt to our collection agency.

Court Coordination & Services: This component contains 2 FTEs and is responsible for preparing case files for pending court appearances; and coordinating witnesses, translators, defendants, prosecutors, judges and the technical needs for pending cases. This team includes the court bailiffs, who are responsible for the safety and security of court participants.

Administration Services: This component contains 2 FTEs and oversees all FTEs. It is responsible for coordinating the administrative functions of court support staff, prosecutors and judges. This unit is responsible for developing statistics, measurements, costing, reporting, and case flow management. The duties include budget, purchasing, payroll, data analysis, historical record keeping, and disposition reporting.

FY 2004-2005 Highlights:

During FY 04-05, Municipal Court's main focus was on the implementation of some much-needed technical interfaces to help streamline processes. Additionally, we increased the priority of imaging documents and created a plan to reduce the retention of paper records. These technical projects were implemented cautiously as new laws and legal opinions developed. Additional accomplishments included the:

- Implementation of Automatic Ticket Writers.
- Implementation of INCODE with a PeopleSoft general ledger interface.

FY 2003-2004 Highlights (Cont.):

- Implementation of a document imaging process of all new citations.
- Implementation of a document imaging process of previous judgments.
- Successful completion the 4th Annual Warrant round up using multiple volunteers and community service workers.
- Hosting of specialized training about the proper use of court software with a training plan defined by court support staff.
- Implementation of video customer service information on a continuous loop in the Municipal Court Lobby.
- Implementation of video information for the Juvenile court.
- Implementation of video information for the arraignment docket.
- Implementation of electronic dockets for all docket types.
- Submission of 60-day old arrest warrants to a collection agency.
- Released version 1 of the court procedures manual.
- Plan for implementation of on-line payments in late 05 or early 06.

FY 2005-2006 Overview and Significant Changes:

We are working toward more education and training for all court support staff. This is particularly challenging in a legislative year with many substantive changes in current court processes. We are tapping into staff knowledge and training to improve and update the court procedures manual. The better part of our year has been spent analyzing the automatic ticket writing interface and finalizing a written plan for imaging and records retention. Municipal Court is also working on:

- Cross-training the Associate Judge for different dockets.
- Cross-training court support staff.
- Continuing to work on the long-term project of interactive voice response systems and enhancing e-business features.
- Evaluating a target for placement of scanning devices at each customer service window along with electronic signature capabilities.
- Considering the redesign of the recorded message director for court customers.

New Programs for FY 2005-2006:

The Municipal Court Department is proposing no new programs for FY 05-06.

FY 2006-2007 Overview and Beyond:

In FY 06-07, Municipal Court is planning to:

- Work on an interface between court and police on class C warrants.
- Create and implement the use of new video information in the jury process.
- Implement an interactive voice response.
- Continue to increase the use of technology in the court room.
- Continue efforts on increasing the use of technology in Municipal Court.

Departmental Goals:

- Minimize unresolved cases through effective collection methods. (City Goal 5.5)
- Become a paperless court through the use of document imaging. (City Goal 5.1)
- Release a court procedures manual. (City Goal 5.1)
- Ensure safety of court participants during court sessions. (City Goal 5.3)
- Monitor complaints and suggestions by court participants. (City Goal 6.3)
- Provide public access to court records. (City Goal 6.4)
- Communicate applicable fines, fees and processes to customers. (City Goal 5.2 & 6.2)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
Enforcement Demands:			
Class "C" Misdemeanors Filed (SL)	1,080	1,200	1,200
Non Parking Violations Filed (NP)	10,555	12,000	12,000
Parking Violations Filed (PA)	477	600	600
Ordinance Violations Filed (CO)	1,090	1,000	1,000
Search Warrants	42	30	45
Felony/County Warrants	416	450	450
Defense Demands:			
Cases Handled by Court Staff	29,781	25,000	25,000
Judge Trials/Hearings	3,830	1,500	1,500
Jury Trials	31	45	45
Youth Hearings	752	850	850
Input			
Operating Expenditures	$502,822	$603,013	$634,018
Number of Personnel (FTE's)	9	9	9
Number of Judges (contract)	1	2	2
Scheduled Court Room Hours	860	900	900
Output			
Collections:			
City Fines & Costs Collected	$1,076,603	$925,000	$1,000,000
State Costs Collected	$478,138	$565,000	$565,000
Dispositions:			
Fines Paid Before Trial	4,345	5,000	5,000
Compliance Dismissals (Insurance & Vehicle Violations)	1,727	2,000	2,000
Dismissals by Deferral with Sanctions	1,853	2,100	2,100
Cases Appealed	10	5	10
Dismissals by Motion	760	500	500
Class C Warrants Issued	2,617	2,700	2,700
Efficiency			
Dept. Expenditures as a % of General Fund	0.85%	0.95%	0.90%
Dept. FTE's as a % of General Fund	1.56%	1.48%	1.42%
Number Hearings to Judge/Clerk	4,613	4,500	4,500
Number of Customers per Clerk	4,582	4,500	4,500
Effectiveness			
% Cases to Warrants	24%	25%	25%
% Cases Disposed	91%	90%	90%

Summary of Key Departmental Goals

Key Goal 1: Limit past due fines by maintaining effective methods for fine collections.

Objective A: Evaluate, add and adjust collection processes with assistance from a variety of agencies.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
% of cases disposed before Warrant	84%	84%	76%	75%	75%
% of cases cleared within 30 days of final judgment	38%	33%	36%	35%	35%
% of fines paid within 90 days of final judgment	69%	69%	62%	65%	65%

Trend: Early notifications have improved the timely dispositions of cases and minimized the issuance of arrest warrants. Increased deferred dispositions may continue to impact the percentage of fines paid within 90 days of final judgment. New processes are being developed to encourage total payment within the first 90 days.

Key Goal 2: Minimize unresolved cases through effective collections methods.

Objective A: Evaluate and adjust collection processes with assistance from a variety of agencies.

Objective B: Produce a monthly report that demonstrates measurements at each collection stage.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
# of cases from initial appearance (IA) to Warrant	2,122	2,200	2,294	2,200	3,000
# of cases to Collection Agency	N/A	N/A	1,228	2,500	2,500
# of cases at Closed Status	11,122	6,800	12,067	12,000	13,000

Trend: N/A – Not applicable. The newest addition in this key goal is the implementation of a collection agency contract for cases in default after 60 days. We hope to see an increase in cases closed before 60 days have passed. No forcast is shown because this is a new measure for FY 04/05

Summary of Key Departmental Goals (Cont.)

Key Goal 3: Become a paperless court through the use of document imaging.

Objective A: Scan in old case records.

Objective B: Scan in new case records.(implemented 2004)

Objective C: Create all judgments in electronic format including the required signature.

Objective D: Scan all case documents on closure and prepare file for destruction.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
# of old records to be scanned	25,336	34,450	TBD	TBD	TBD
# of old records scanned	110	7,200	2000	15,000	15,000

Trend: TBD – To be determined. This is the beginning of a long-range plan and will include other objectives related to work flow in the future. As a new measure the forecasting is only a rough estimate and as the project develops the data will be easier to forecast.

Key Goal 4: Monitor complaints and suggestions by court participants.

Objective A: Revise comment card and monitor responses.

Objective B: Activate an e-mail comment section in our department web page.

Objective C: Chart responses and consider public access options.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
# of comment card received	N/A	N/A	49	85	100
# of E-mail comments received	N/A	0	0	60	60
# of process changes resulting from comments & suggestions	N/A	4	4	5	5

Trend: N/A – Not applicable. This is a new measure and we anticipate the opportunity to clarify common misconceptions through customer interaction and follow up.

Key Goal 5: Provide public access to court records.

Objective A: Develop a written guideline available to public and staff for the release of court information.

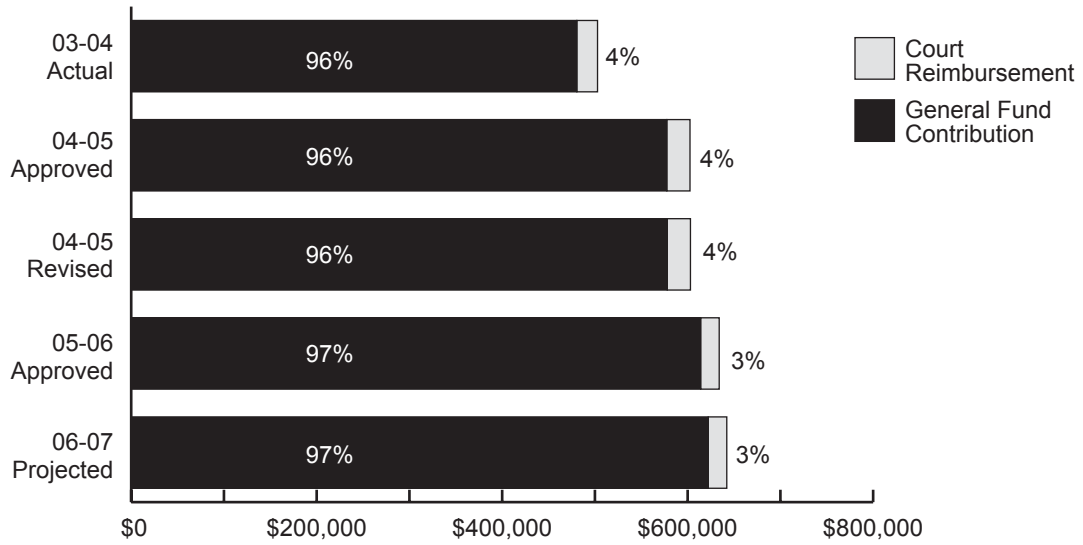
Objective B: Add guideline to court procedures manual.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
# of requests for individuals case info	140	150	162	175	175
# of bulk listings produced	40	45	48	52	52
# of agencies receiving bulk lists	7	8	14	15	15

Trend: Legislation has been passed in the last 3 sessions regarding public access to court records specific to Arrest Warrants, Search Warrants, and Rule 12 of the Texas Rules of Judicial Administration. These statistics include background checks and other lists of data.

Municipal Court

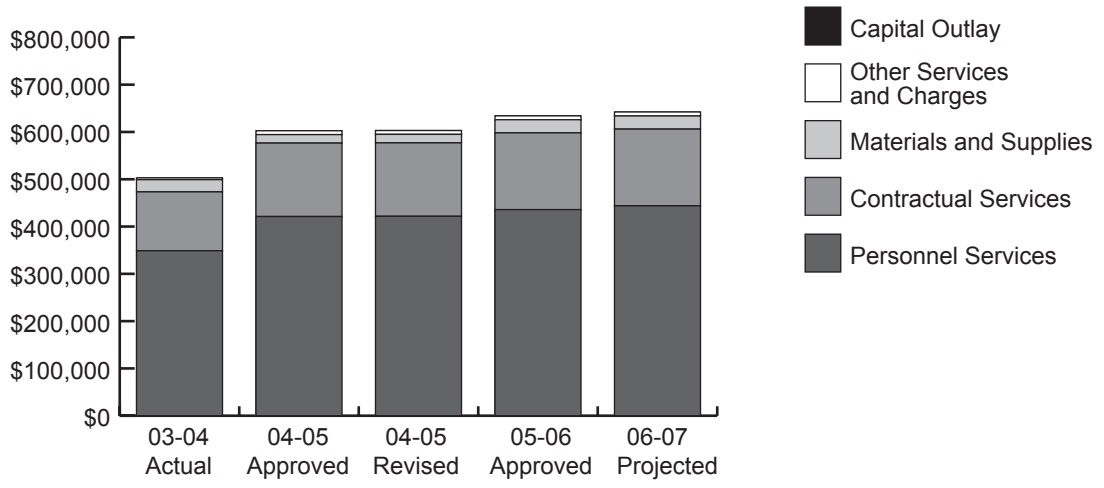
Funding Sources



	Positions			Full Time Equivalents		
Authorized Personnel	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
Court Administrator/Clerk	1	1	1	1	1	1
Sr. Deputy Clerk	1	1	1	1	1	1
Deputy Clerk II	2	2	2	2	2	2
Deputy Clerk	3	3	3	3	3	3
Deputy Clerk-P/T-Court Cashier	2	2	2	1	1	1
Bailiff – P/T	2	2	2	1	1	1
Total	11	11	11	9	9	9

Municipal Court

Expenditures by Category



Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$348,772	$421,206	$421,696	**$435,812**	$443,781
Contractual Services	124,536	155,243	155,243	**162,285**	162,285
Materials and Supplies	25,812	17,974	17,974	**27,771**	27,771
Other Services and Charges	3,702	8,100	8,100	**8,150**	8,350
Capital Outlay	0	0	0	**0**	0
Total Expenditures:	$502,822	$602,523	$603,013	**$634,018**	$642,187
Expenditures per Capita:	$6.30	$7.16	$7.16	**$7.16**	$6.92

Debt Service Funds Expenditures

Interest & Sinking - G.O. Bonds

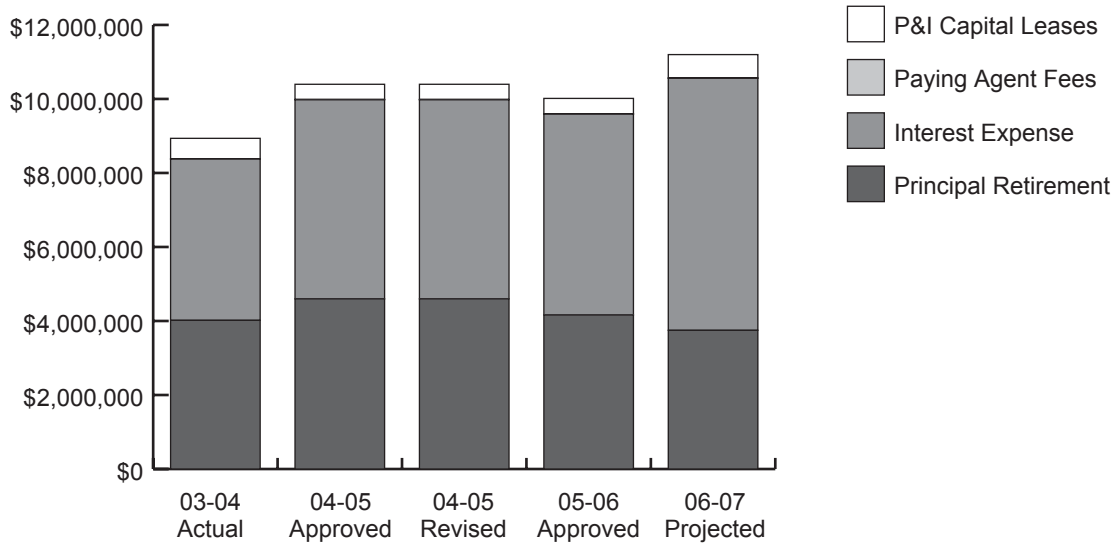
Interest & Sinking - Revenue Bonds

Interest & Sinking -
G.O. Bonds Program Description

To provide for the scheduled retirement of the City's Bonded and other long-term debt. See also the Debt Schedules Section of this budget.

I & S G.O. Bonds Debt Service Fund

Expenditures by Category



Summary of Expenditures:

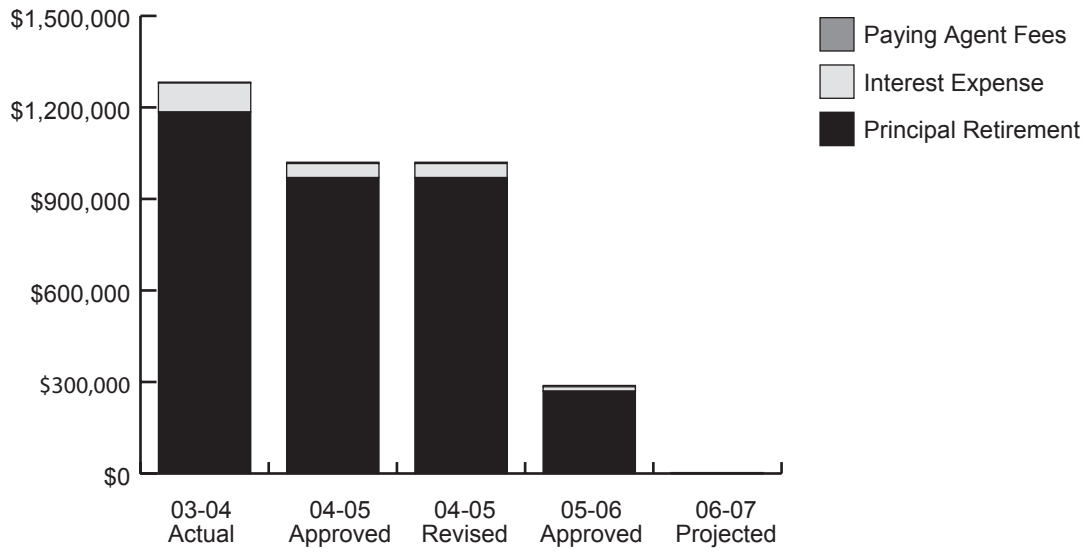
	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Principal Retirement	$4,018,000	$4,598,000	$4,598,000	**$4,163,000**	$3,748,000
Interest Expense	4,356,860	5,379,175	5,379,175	**5,426,433**	6,810,522
Paying Agent Fees	4,296	9,000	9,000	**9,000**	9,000
P&I Capital Leases	556,319	410,102	410,102	**415,926**	631,061
Total Expenditures:	$8,935,475	$10,396,277	$10,396,277	**$10,014,359**	$11,198,583
Expenditures per Capita:	$111.90	$123.47	$123.47	**$113.16**	$120.61

Interest & Sinking -
Revenue Bonds Program Description

To provide for the scheduled retirement of the City's Bonded and other long-term debt. See also the Debt Schedules Section of this budget.

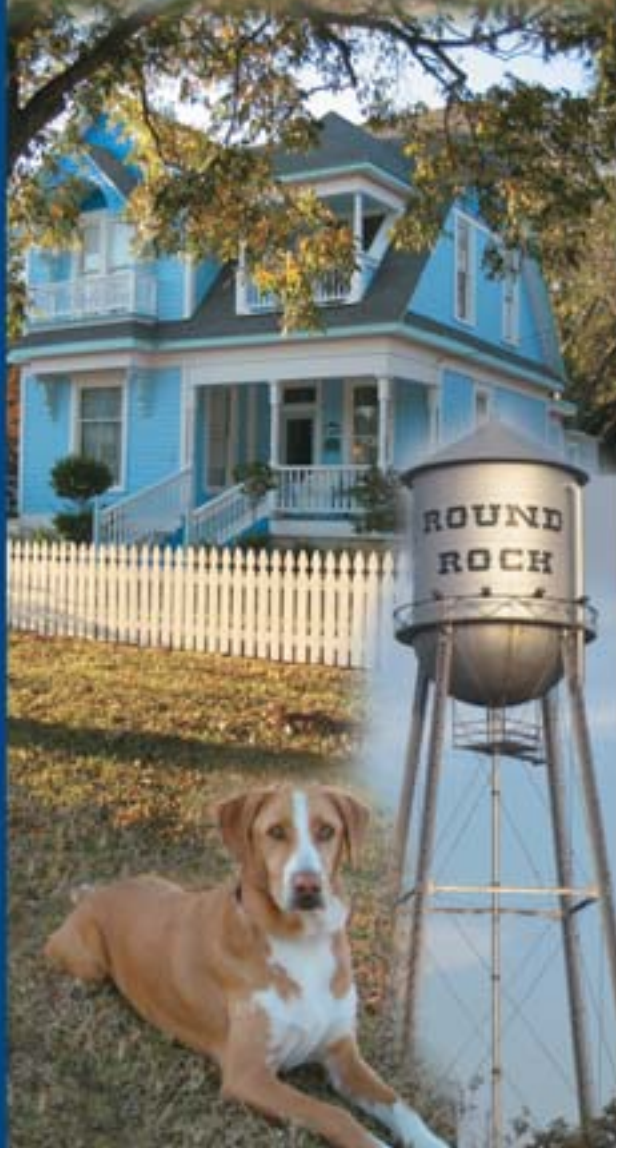
I & S Revenue Bonds Debt Service Fund

Expenditures by Category



Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Principal Retirement	$1,185,000	$970,000	$970,000	**$270,000**	$0
Interest Expense	94,975	46,058	46,058	**14,310**	0
Paying Agent Fees	2,822	4,200	4,200	**4,200**	3,000
Total Expenditures:	$1,282,797	$1,020,258	$1,020,258	**$288,510**	$3,000
Expenditures per Capita:	$16.07	$12.12	$12.12	**$3.26**	$0.03



Water / Wastewater Utility Fund Expenditures

Utilities Administration

Water Treatment Plant

Water Systems Support

Water Line Maintenance

Wastewater Treatment Plant

Wastewater Systems Support

Wastewater Line Maintenance

Environmental Services

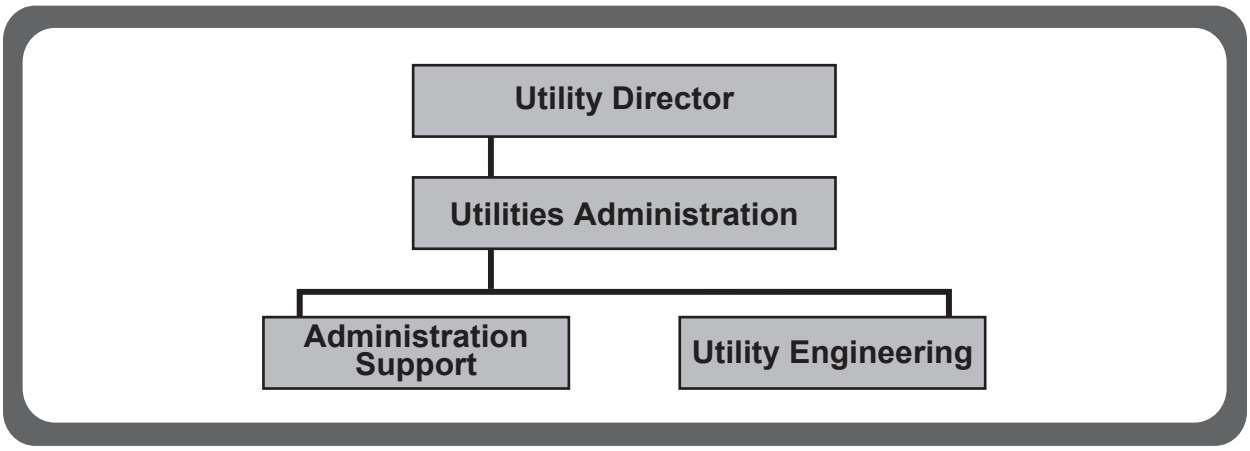
Utility Billings & Collections

Utility Debt Service

Utilities Administration

Utilities Administration oversees the city's raw water supply, Utility Engineering, Capital Improvements Program, Water Treatment Plant, Environmental Services (Industrial Waste Pretreatment, Recycling Services, and Analytical Laboratory), Water Line Maintenance, Water Systems Support, Wastewater Systems Support, Wastewater Line Maintenance, and Wastewater Treatment Plant.

Mission: To ensure adequate future water supply for the city, ensure installation of water and wastewater infrastructure to meet existing and future growth needs, economical operation of the utilities system and ensure compliance with state and federal regulations



Departmental Program Summary:

The Utilities Administration Department consists of the Administration Support and Utility Engineering programs, and is responsible for providing support and oversight to seven other departments.

Programs:

Administration Support: Utility Administration oversees and supports Utility Engineering and seven Divisions that include: Water Systems Support, Water Line Maintenance, Wastewater Line Maintenance, Wastewater Systems Support, Environmental Services, Wastewater Treatment Plant and Water Treatment Plant.

Utility Engineering: : Utility Engineering is responsible for the management, inspection and coordination of all Utility Capital Improvement Projects (C.I.P.) including negotiating Professional Services Contracts, providing general engineering support for Public Works and other departments in the City, and managing and coordinating the Utility GIS, Mapping and Utility Systems Computer Modeling Programs.

FY 2004-2005 Highlights:

During the FY04-05 budget year, we continued to implement several programs that will ensure adequate future water supply, distribution, fire protection capability, wastewater collection and treatment for the City and to prepare the Utilities Department work culture to handle the changing work environment within the City and in the utilities industry. We established an Action Committee to compliment the City's High Performance Organization (HPO) concept, reviewing all aspects of the Utility operations and procedures to ensure best practices and meet customer needs. We negotiated a joint services agreement between the City's Extraterritorial Jurisdiction and Jonah Special Utility District's water service boundary and began contract negotiations to secure access to the Lake Travis Water Supply.

- Completed a study with the Brazos River Authority concerning long range water supply.
- Completed a Lake Travis Water Supply study.
- Initiated Contract negotiations to access the Lake Travis Water Supply.
- Implemented revised Impact Fees effective January 1, 2005.
- Completed Construction of water and wastewater service and fire protection to the Round Rock Higher Education Center.
- Completed a master plan and construction plans for the McNutt Creek Basin.

FY 2004-2005 Highlights (Cont):

- Designed and installed a new pump station in the Stone Oak Subdivision to cure chronic low-pressure problems in the area.
- Completed construction of a 2.7 million gallon elevated storage tank at Barton Hill.
- Completed construction of the East Water Transmission Line, Phase 2, 18,000 linear feet of 36-inch water line to serve the new Round Rock Higher Education Center and the Southwest side of the City.
- Completed construction of the Avery Farms Wastewater Interceptor, 11,000 linear feet of 24-inch to 12-inch wastewater interceptor to serve the new Round Rock Higher Education Center and an additional 1,100 acres.
- Completed construction of the East Water Transmission Line, Phase 3A-2, 8,100 linear feet of 16-inch water line, along Red Bud Lane.
- Developed a HPO Action Committee within the department to improve communication and emphasize the High Performance Organization work culture.
- Assumed responsibility for completing the reuse water project from PARD as part of our initiative for Utilities and Public Works to construct projects for internal customers.
- Hired a consulting engineering firm to complete design of the waterline for Old Settlers Park and Dell Diamond.
- Added a Senior Utility Engineer to assist with the additional workload of the Utility Capital Improvement Program.

FY 2005-2006 Overview and Significant Changes:

During FY 2005-2006 are working on:

- Evaluating how to access the next water supply from Lake Travis. This project is critical to the future growth of the City and development. The program will ensure adequate water supply into the future.
- Completing several master plans to ensure adequate water supply and wastewater service into the foreseeable future. The plans set the stage to position the City for orderly growth with ample water and wastewater service to meet the needs of the growing community.
- Beginning construction of the Raw Water Delivery System improvements to enable the City to access all of the water available in the Lake Georgetown / Stillhouse water system.
- Continuing to improve the Geographic Information System (GIS) and Global Positioning System (GPS) as a service to the public. The system will help developers with more precise location of utilities, the Fire Department with fire hydrant flow date and fire hydrant position during emergencies and to assist Field Crews in maintenance of fire hydrants and manhole locations.
- The HPO Action Committee continuing to review internal policies and procedures and with the overall goal of continuous improvement.

New Programs for FY 2005-2006:

Utilities Administration is proposing no new programs for FY 2005-2006.

FY 2006-2007 Overview and Beyond:

In FY 2006-2007, we expect to:

- Continue to develop the Lake Travis Water Supply Initiative to ensure future long term water supply and stay ahead of growth.
- Complete construction of the Raw Water Delivery System improvements to enable the City to access all of the water available in the Lake Georgetown / Stillhouse water system.
- Continue to improve the Geographic Information System (GIS) and Global Positioning System (GPS) as a service to the public. The system will help developers with more precise location of utilities, the Fire Department with fire hydrant flow date and fire hydrant position during emergencies and to assist Field Crews in maintenance of fire hydrants and manhole locations.
- The HPO Action Committee will continue to review internal policies and procedures and with the overall goal of continuous improvement

Departmental Goals:

- Ensure an adequate future water supply. (City Goal 5.4)
- Maintain 100% compliance with state and federal regulations. (City Goal 5.4)
- Ensure efficient utility services by providing a highly reliable and efficient waste distribution system and wastewater collection system meeting all Environmental Protection Agency (EPA), Texas Commission of Environmental Quality (TCEQ) and the Safe Drinking Water Act regulations. (City Goal 5.4)
- Ensure all utility CIP are adequately and efficiently coordinated, managed and inspected. (City Goal 2.1 and City Goal 5.4)
- Develop and maintain a comprehensive, integrated in-house water and wastewater collection system-mapping system, including GPS of fire hydrants, valves and manholes. (City Goal 2.5 and City Goal 5.4)
- Ensure efficient utility services and adequate system expansions with future land use and City's financial capacity in mind. (City Goal 2.1 and City Goal 5.4)
- Maintain a comprehensive, integrated in-house water distribution system-modeling program, including system inventory, mapping and management system to ensure efficient and adequate system expansions. (City Goal 2.5 and City Goal 5.4)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
Number of Water Connections	25,517	27,054	28,623
Raw Surface Water Pumped (gallons)	5,188,406,000	5,344,058,000	5,504,379,000
Round Rock Service Population	80,134	84,782	89,699
Miles of Water Line	394	415	425
Miles of Wastewater Lines	242	270	319
Number of Lift Stations	12	10	10
Number of Water Pumping Stations	14	15	15
Input			
Operating Expenditures ($)	$885,481	$1,177,898	$1,113,397
Raw Water Cost per Acre foot	$39	$45.42	$52.23
Number Authorized FTE's	11	12	10
Output			
Surface Water Treated (gallons)	5,147,730,000	5,302,161,000	5,461,225,000
Ground Water Treated (gallons)	1,035,607,000	1,066,676,000	1,098,677,000
Gallons Wastewater Treated	3,455,378,000	3,637,240,000	3,928,219,200
Dollars CIP Completed	$20,000,000	$21,000,000	$21,000,000
Efficiency			
Water Use / water under contract	55%	52%	54%
Expenditures as a % of Utility Fund	4.15%	4.54%	4.12%
Authorized Personnel as a % of Utility Fund FTE's	9.02%	9.38%	7.91%

Summary of Key Departmental Goals

Key Goal 1: Ensure an adequate future water supply

Objective A: Ensure that water availability is sufficient to cover water use.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Raw Water Under Contract in acre feet	31,498	31,498	31,498	31,498	31,498
Actual Raw Water Use in acre feet	15,604	17,278	16,760	18,001	19,261

Trend: This was a new measure for FY 03/04. We are forecasting a 7% increase in raw water use between FY 03/04 actual and FY 04/05.

Key Goal 2: Maintain a comprehensive, integrated in-house water distribution system-modeling program, including system inventory, mapping and management system to ensure efficient and adequate system expansions.

Objective A: Develop, implement and maintain a valve location program for input into our in-house water distribution system model and GIS Mapping System.

Objective B: Integrate water distribution system computer model into our GIS and SCADA systems.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
% of water system modeled	99%	98%	98%	99%	99%
Miles of Water Line added to System	5%	4.50%	11	10	10

Trend: Currently the total miles of water line system is 415 miles.

Summary of Key Departmental Goals (cont.)

Key Goal 3: Develop and maintain a comprehensive, integrated in-house wastewater collection system-modeling program, including system inventory, mapping and management system to ensure efficient and adequate system expansions.

Objective A: Utilize our "Utility Systems Analyst" to help develop, implement and maintain an in-house wastewater collection system model to analyze and manage system operations and upgrades.

Objective B: Purchase a computer and modeling software to develop in-house system model.

Objective C: Integrate wastewater collection system computer model into our GIS and SCADA systems.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
% of system modeled	90%	95%	95%	98%	99%
Miles of Wastewater line added to System	16%	5%	28	30	19
Miles of wastewater line connected directly to regional wastewater line	16	20	16	20	20

Trend: Currently the total miles of wastewater line are 270 miles (including 16 miles of regional wastewater lines).

Key Goal 4: Ensure efficient utility services and adequate system expansions with future land use and City's financial capacity in mind.

Objective A: Ensure all utility CIP are adequately and efficiently coordinated, managed and inspected.

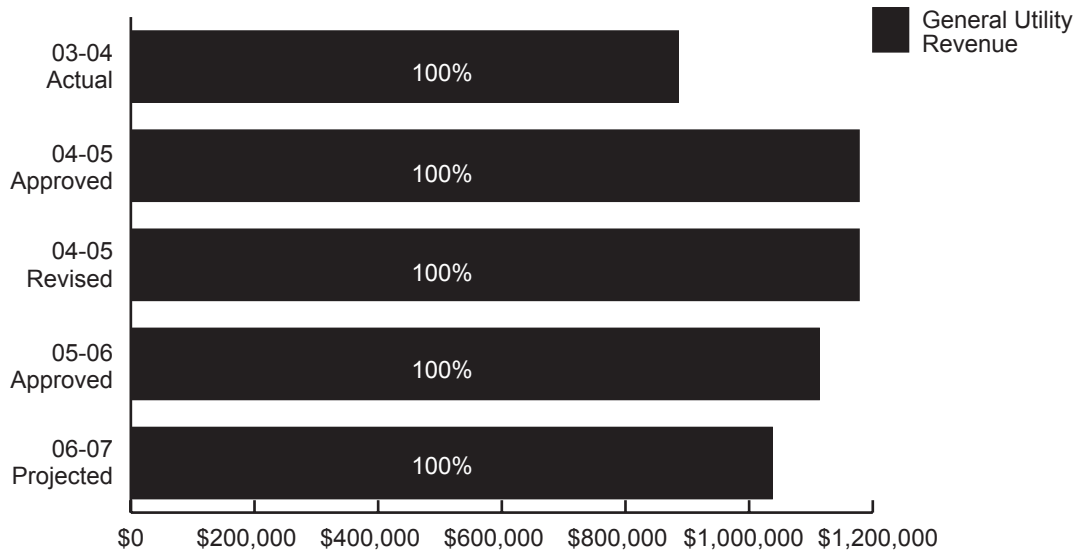
Objective B: Maintain an up to date 10-year Capital Improvements Schedule for utilities.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
($) for Construction of Utility CIP Improvements	$17,639,000	$20,000,000	$20,000,000	$18,000,000	$16,800,000
($) of Total Utility CIP Improvements	$19,446,000	$23,000,000	$23,000,000	$21,000,000	$21,000,000
($) for Engineering of Utility CIP Improvements	$1,807,000	$3,000,000	$3,000,000	$3,000,000	$4,400,000

Trend: Utility infrastructure is built in order to meet the growing needs of the community.

Utilities Administration

Funding Sources

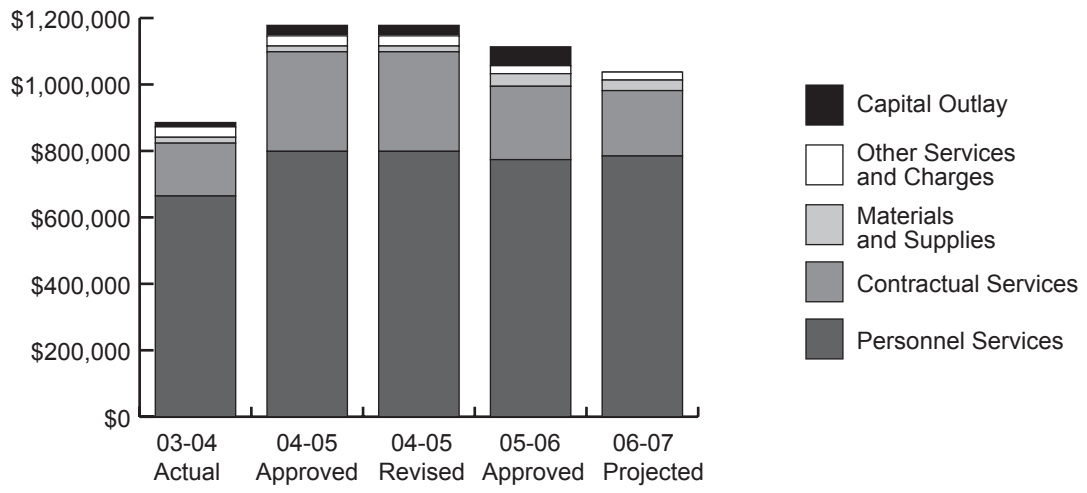


	Positions			Full Time Equivalents		
Authorized Personnel	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
Utility Director	1	1	1	1	1	1
Chief Utility Engineer	1	1	1	1	1	1
Utility CIP Const. Inspector	1	1	1	1	1	1
Utility Systems Analyst	1	1	1	1	1	1
Facilities Maint. Tech.#	1	1	0	1	1	0
W/WW Line Maint. Inspect.	2	2	2	2	2	2
Const. Inspect. (Spe.Proj.)#	1	1	0	1	1	0
GIS Analyst	1	1	1	1	1	1
GIS Technician	1	1	1	1	1	1
Senior Utility Engineer	1	1	1	1	1	1
Administrative Tech III	0	1	1	0	1	1
Total	11	12	10	11	12	10

#Positions transferred to Public Works for FY 05-06.

Utilities Administration

Expenditures by Category



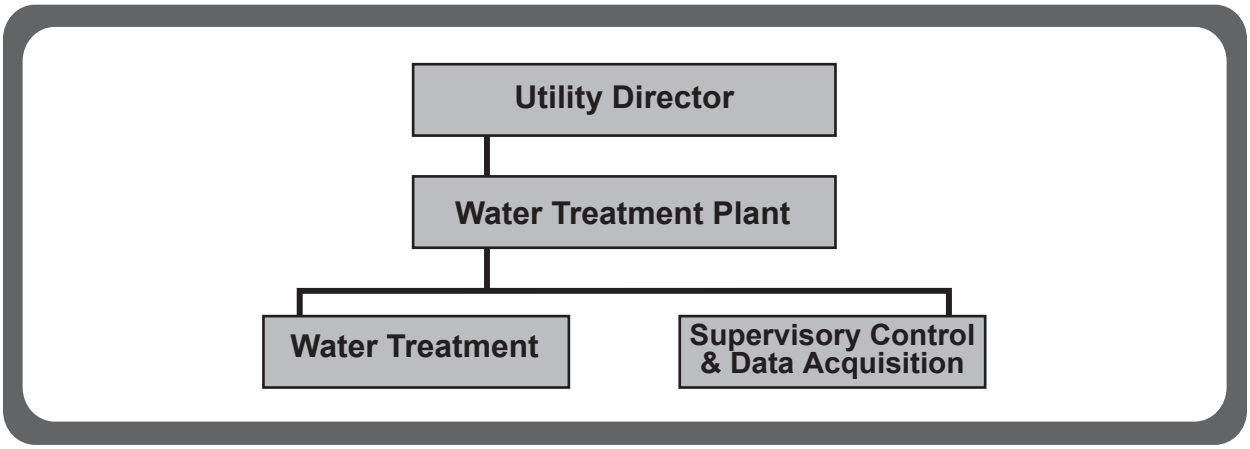
Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$664,391	$798,825	$798,825	**$773,815**	$784,779
Contractual Services	159,044	299,570	299,570	**220,774**	196,791
Materials and Supplies	17,680	17,435	17,435	**37,958**	31,756
Other Services and Charges	31,305	30,500	30,500	**24,000**	24,000
Capital Outlay	13,061	31,568	31,568	**56,850**	0
Total Expenditures:	$885,481	$1,177,898	$1,177,898	**$1,113,397**	$1,037,326
Expenditures per Capita:	$11.09	$13.99	$13.99	**$12.58**	$11.17

Water Treatment Plant

The primary activity of the Water Treatment Plant Department is the treatment of surface and ground water sources to a level that meets or exceeds state and federal regulations. This is accomplished by utilizing sophisticated equipment, innovative treatment technologies and state certified waterworks operators. The Water Treatment Plant is also responsible for the operation of the computer system used to monitor and control the treatment and distribution of water and collection of wastewater.

Mission: Provide the highest quality, best tasting drinking water of sufficient quantity, volume and pressure for domestic use and fire protection.



Departmental Program Summary:

The Water Treatment Plant consists of a single program divided into two components described in detail below:

Programs:

The Water Treatment Plant consists of the following programs:

Water Treatment: The water treatment program is responsible for treating and distributing surface and ground water. The surface water treatment plant is designed to treat 48 million gallons of water per day. The ground water treatment plant is capable of treating up to 9 million gallons of water per day.

Supervisory Control and Data Acquisition (SCADA): The SCADA component is responsible for maintaining and operating the computerized automation system, which controls plant operation, water distribution, and wastewater lift stations. This system consists of field instruments and measuring devices, remote terminal units, programmable logic controllers, radios and human/machine interface devices. The SCADA system is essentially a collection of programmed controlling devices that allow the operator to control and monitor equipment. This automation allows operations to be more efficient.

FY 2004-2005 Highlights:

In FY 2004-2005, the Water Treatment Plant Department focused on coordinating the start-up of the new water treatment facility to ensure that plant operation was maintained in a reliable, safe manner as new equipment was tested and placed in service. During the latter part of the fiscal year, the department implemented several programs intended to improve facility security and optimize treatment. Listed below are additional department highlights.

- Replaced dial-up Internet with high speed fiber optic city Intranet in the treatment plant, laboratory and utility support buildings. This project was performed in-house by the Systems Integrator and the city Information Technology & Communications Department.
- A Conservation Plan was created, identifying specific short and long-term per capita consumption goals.
- The automatic filter backwash sequence for the Phase III and Phase IV facilities was reprogrammed, improving backwash efficiencies and providing continuity throughout the treatment facility.
- New ammonia feed equipment was installed at the ground water and surface water treatment plants, replacing equipment that was over ten years old.

FY 2004-2005 Highlights (Cont.):

- Improvements were made to the water plant entry gate, allowing remote monitoring and operation from two additional office buildings.

- The computer programming and systems integration work for the Stone Oak Pressure project was performed in-house by the Systems Integrator, saving the city time and money on the project.

FY 2005-2006 Overview and Significant Changes:

Improving efficiencies, implementing facility security and optimizing treatment continues to dominate the Water Treatment Department activities. In particular, the department is focusing on the following efforts.

- Improving security in and around the water treatment facilities.

- Preparing contingency plans for abnormal changes in raw water quality.

- Monitoring the treatment process and the distribution system for new pollutants of concern such as nitrite, ammonia, heterotrophic bacteria, and cyanide.

- Implementing a respiratory protection program for water treatment plant personnel.

- Providing technical consultation and programming services for the High Service Building Generator project. This project will allow the utility to treat and deliver approximately ten million gallons of water per day during a power outage.

New Programs for FY 2005-2006:

Water Treatment Plant proposed no new programs for FY 2005-2006.

FY 2006-2007 Overview and Beyond:

As we transition from a small to a medium sized utility, the Water Treatment Department will concentrate on activities geared toward maintaining and optimizing existing facilities as well as planning to meet the future needs of the city and its customers. The Water Treatment Department will focus on the following activities in FY 2006-2007:

- Improving data handling and storage for the Supervisory Control and Data Acquisition system by installing a network attached storage device.
- Implementing a water conservation program which will include conservation rates and rebates.
- Working with other city departments to secure future water rights.

Departmental Goals:

- Provide surface and groundwater treatment in compliance with all rules and regulations. (City Goal 5.4)

- Improve system automation and data management through innovation and technology. (City Goal 5.5)

- Continue to plan and project future needs for additional treatment capacity. (City Goal 5.1)

- Improve public education and awareness regarding the quality of the drinking water and water conservation issues. (City Goal 6.1)

- Continue to develop and empower employees. (City Goal 5.2 and 6.0)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
Number of Water Connections	25,517	27,054	28,623
Raw Surface Water Pumped (gallons)	5,188,406,000	5,344,058,000	5,504,379,000
Round Rock Service Population	80,134	84,782	89,699
Raw Water Quality (TU)	1.89	2.2	2.2
Input			
Operating Expenditures ($)	3,606,914	4,523,967	5,583,578
Raw Water Costs ($)	1,553,850	1,875,950	2,157,342
Plant Electrical Costs ($)	177,135	105,000	108,150
Chemical Costs ($)	166,355	204,356	210,486
Maintenance Costs ($)	62,141	84,500	87,035
Number of FTE's	17.5	17.5	17.5
Output			
Surface Water Treated (gallons)	5,147,730,000	5,302,161,000	5,461,225,000
Ground Water Treated (gallons)	1,035,607,000	1,066,676,000	1,098,677
Sludge Produced (loads)	76	80	80
Efficiency			
Treatment Cost per 1,000 Gallons:			
Chemical Cost per 1,000 ($)	0.0269	0.0321	0.0321
Electrical Cost per 1,000 ($)	0.0286	0.0165	0.0165
Production Efficiency:			
Treated H2O/Pumped H2O	99%	98%	98%
Authorized Personnel as a % of Utility Fund FTE's	14.34%	13.67%	13.83%
Department Expenditures as a % of Utility Fund	16.89%	17.45%	20.64%
Effectiveness			
Number of TCEQ Violations	0	0	0

Summary of Key Departmental Goals

Key Goal 1: Provide surface and ground water treatment in compliance with all rules and regulations.

Objective A: Meet or exceed Safe Drinking Water Act (SDWA) standards

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Treated water quality (NTU)	.08	.08	.11	.08	.1
Number of treatment violations	2	0	0	0	0

Trend: The maximum limit for treated water quality is 0.3 NTU (Nephlometric Turbidity Units). The two treatment violations were for exceeding the running annual average limit for haloacetic acids. The department implemented corrective measures in March 2003 and has been compliant with all regulations since.

Objective B: Improve operational and production efficiency.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Organic removal rate	96%	98%	94%	96%	96%
Chemical feed rate (ml/min)	395	500	310	420	310
Electrical costs ($/1,000 gallons)	0.0157	0.016	0.0165	0.018	0.0165

Trend: Organic removal rate is the amount of material removed from the untreated water during the treatment process. The reduction in the organic removal rate is related to several factors: start-up of a new treatment facility, heavy rains and high levels of dissolved organic matter in the raw water.

Objective C: Improve facilities maintenance.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Number of mechanical failures	5	7	5	4	5
System downtime (hours)	18	24	2	6	6

Trend: It was anticipated that the water plant would endure twenty-four hours of downtime related to the start-up of the new water plant. Because the construction project and start-up activities were well coordinated, only two hours of downtime occurred. The Water Treatment Department hired a full-time Maintenance Technician in FY 03/04.

Summary of Key Departmental Goals (Cont.)

Key Goal 2: Improve system automation and data management through innovation and technology.

Objective A: Monitor and control water and wastewater systems.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Number of remote sites monitored	36	37	38	37	36
Successful communications with remote sites	98%	99%	99%	98%	99%

Trend: While the regional wastewater project has allowed the city to decommission several remote sites (lift stations), it is expected that continued growth will result in the number of sites monitored increasing moderately each year.

Objective B: Improve system efficiency.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Treated water costs (operating costs per thousand gallons)	$0.63	$0.61	$0.50	$0.66	$0.60
Number of mechanical failures	5	7	5	4	5

Trend: The treatment water costs for FY 03/04 were more than twenty-one percent lower than in previous years. This is related to several factors: lower than expected water demands, more efficient treatment operation and a contract with chemical vendors.

Summary of Key Departmental Goals (Cont.)

Key Goal 3: Improve public education and awareness regarding the quality of the drinking water and water conservation issues.

Objective A: Improve water conservation awareness.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Number of consumers reached	75,402	79,850	80,134	84,782	89,699
Change in water system peak day production (Total system water production, ground water and surface water)	7%	5%	-20%	5%	-3%
Water system peak day production per capita (Total system water production in gallons per day per person)	441	454	365	454	440

Trend: The water system peak day usually takes place during the summer months and is primarily attributed to lawn and landscape irrigation. During FY 03/04 the water system peak day production decreased by twenty percent. This decrease was due to the unusually wet weather in and around Round Rock.

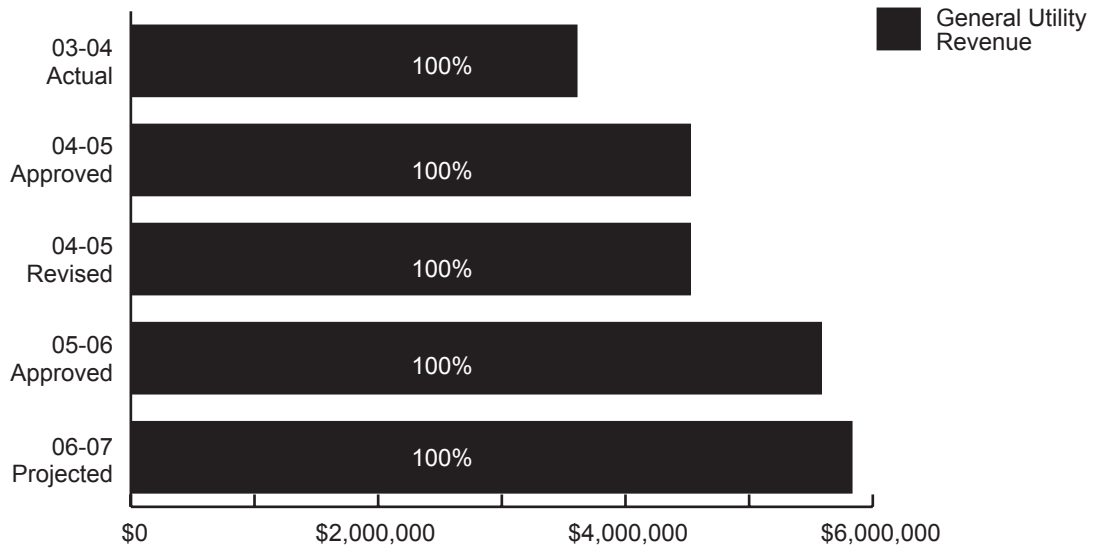
Objective B: Improve consumer confidence in the drinking water system.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Number of households reached	24,054	25,017	25,263	26,728	28,278
Number of customer inquiries	30	50	44	50	49

Trend: The water utility is working on several projects designed to facilitate communication with the public. The goal is to improve the customer confidence in the drinking water by openly and accurately communicating with the public.

Water Treatment Plant

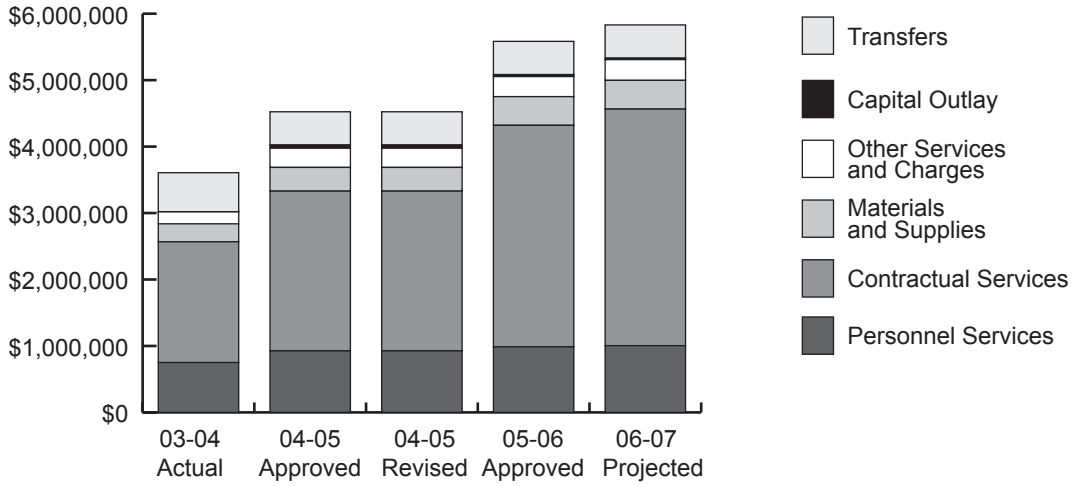
Funding Sources



	Positions			Full Time Equivalents		
Authorized Personnel	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
Senior Utility Services Mgr.	1	1	1	1	1	1
Water Plant Supervisor	1	1	1	1	1	1
SCADA Technician	1	1	1	1	1	1
Water Plant Operator II	4	4	4	4	4	4
Water Plant Operator I	5	5	5	5	5	5
Water Plant Operator Trainee	1	1	1	1	1	1
Utility Systems Integrator	1	1	1	1	1	1
Facility Controls Electrician	1	1	1	1	1	1
Plant Maintenance Tech.	1	1	1	1	1	1
Senior Plant Operator	1	1	1	1	1	1
VOE/Intern	1	1	1	0.5	0.5	0.5
Total	18	18	18	17.5	17.5	17.5

Water Treatment Plant

Expenditures by Category



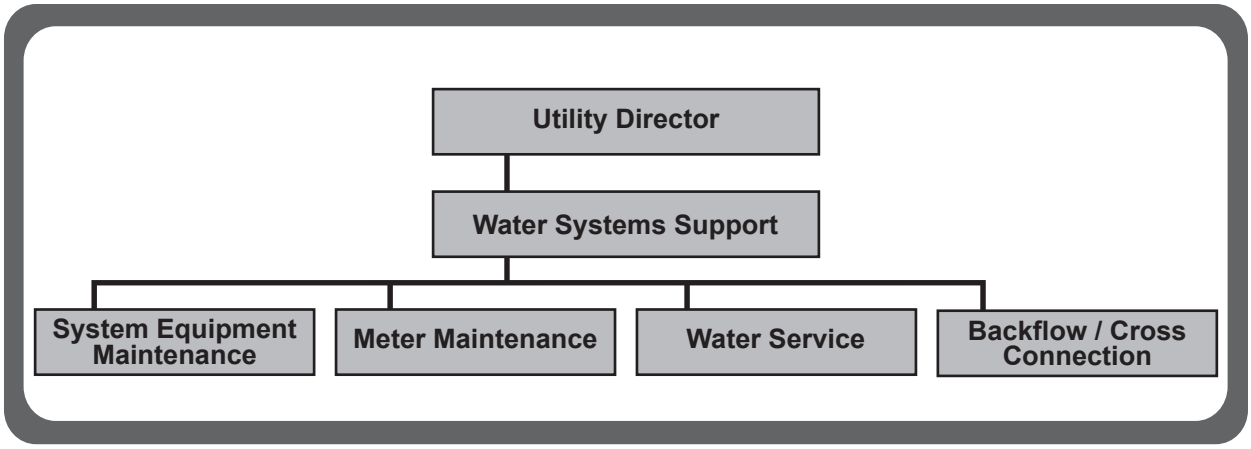
Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$750,000	$925,995	$925,995	**$985,820**	$1,004,063
Contractual Services	1,817,192	2,404,112	2,404,112	**3,334,652**	3,560,652
Materials and Supplies	271,021	356,560	356,560	**431,456**	432,176
Other Services and Charges	179,102	289,000	289,000	**302,000**	312,000
Capital Outlay	2,099	48,300	48,300	**29,650**	22,000
Transfers	587,500	500,000	500,000	**500,000**	500,000
Total Expenditures:	$3,606,914	$4,523,967	$4,523,967	**$5,583,578**	$5,830,890
Expenditures per Capita:	$45.17	$53.73	$53.73	**$63.09**	$62.80

Water Systems Support

The Water Systems Support Department is responsible for the operation, maintenance, and repair of the city's water distribution system. Responsibilities are discharged through the utilization of multiple maintenance crews. Reporting lines of authority and accountability are shown below.

Mission: Provide customers with safe, adequate, reliable, and high quality water services.



Departmental Program Summary:

The Water Systems Support Department consists of a single program with four components described below:

Programs:

Water Systems Support consists of a) System Equipment Maintenance, b) Meter Maintenance, c) Water Service and d) Backflow/Cross-Connection. These components are under the direction of the Utility Support Supervisor, whose position is in Wastewater Systems Support.

System Equipment Maintenance: This component assures system reliability and safety through its Water System Equipment Maintenance program by performing routine inspections of twenty-seven water distribution control sites (i.e. wells, storage tanks, booster pump stations, pressure reducing valves, etc.). Maintenance and repairs are performed on motors, pumps, electrical controls (i.e. solenoid valves, control panels, starters, etc.), and pressure control valves. In order to maximize the system's reliability, Water Systems Support maintains an emergency response team that is on call twenty-four hours, three hundred sixty-five days per year.

Meter Maintenance: This component ensures water use accountability through its Meter Maintenance and Water Service components. Meter Maintenance ensures existing commercial/residential meters are at maximum performance by testing, repairing or replacing.

Water Service: This component consists of reading approximately 25,000-commercial/residential water meters monthly; connect/reconnect water services and customer/billing rereads.

Backflow/Cross-Connection: The Back Flow Technician performs onsite inspections and updates information for customers on required cross-connection device certification to keep the water safe for the public. This will ensure safe and potable drinking water to the customers and maintain compliance with State Regulations and the cross-connection policies in the city ordinance.

FY 2004-2005 Highlights:

The Utility Department continued to actively work on maintaining, upgrading, and expanding the water system to improve the quality and reliability for its customers.

- Barton Hill Elevated Storage Tank began operations and increased the elevated water storage by 1.7 million gallons.
- Phase II of the east water transmission line was completed and increased our ability to distribute water to the northeast and southeast sector of the city.
- Part of the old 30" Concrete Steel Raw Waterline was replaced with 42" ductile iron due to highway construction which improved reliability and flow.

- Transferred two water service representatives to Utility Billings and Collections Department. This will streamline reporting and create more efficiencies in the meter reading process.

- The 1431 Tank Site received a pump station to improve water pressure to residents in the higher elevations.

- The 16" line down CR 122 to CR 123 (Forest Creek area) was almost completed and will increase our ability to supply water to the SE sector of Round Rock.

- The Distribution Operators Program was activated and will ensure adequate water distribution and water system alarms notification.

FY 2005-2006 Overview and Significant Changes:

The Southeast Sector of the city needs improvements to ensure adequate water pressures and flows.

- The 1031 pressure plane water will be extended along CR 113 and CR 122 north of Hwy 79 to meet up with the 16" waterline on CR 122 south of Hwy 79.

- The 16" line down CR 122 to CR 123 (Forest Creek area) should be completed and will increase our ability to supply water to the SE sector of Round Rock.

New Programs for FY 2005-2006:

Water Service Vehicle: This is a new program to replace a vehicle which was totaled in FY 2002. The vehicle was not replaced at the time of the accident because of personnel route reading issues. Currently, Water Service Representatives have to borrow a vehicle from either Vehicle Maintenance, or other departments, most of the time to keep up with water meter readings.

FY 2006-2007 Overview and Beyond:

The Water Treatment Plant has the ability to treat 48 MGD of water, but the Raw Water Intake Structure only has the ability to get 39 MGD to the water treatment plant, so improvements are needed now and for future city growth.

- The Lake Georgetown Intake Structure pumping capacity will be increased to be consistent with the Water Treatment Plants ability to treat 48 MGD. Lake Pumps 1, 2 & 3 will be replaced to double their pumping capacity and lake pumps 4 & 5 will be replaced with water-cooled motors, so they will be able to pump water during high lake levels. The old 30" concrete – steel raw waterline will be replaced with more durable 48"ductile iron pipe from the lake to Hwy 29.

Departmental Goals:

- To provide and retrieve accurate data from the distribution system to maintain a comprehensive and integrated in-house water system distribution computer model. (City Goal 5.5)

- Ensure citizens receive quality service and safe water in a timely manner by maintaining a highly competent staff through comprehensive continuing education, training, and certification programs. (City Goal 5.4)

- Maintain a reliable and efficient water distribution system, while meeting all Environmental Protection Agency (EPA), Texas Commission on Environmental Quality (TCEQ) and Safe Drinking Water Act regulations. (City Goal 5.4)

- Ensure the efficient distribution, accountability and reliability of our water resources. (City Goal 5.5)

- Increase staff to keep up with the distribution system growth, and establish a water distribution Supervisory Control and Data Acquisition (SCADA) program to make this department as efficient and productive as possible. (City Goal 5.1)

- Maintain a highly competent and reliable staff through comprehensive continuing education, training, and certification program. (City Goal 5.2)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
Pumping Sites	14	15	15
Pumps	48	51	51
Ground Storage Tanks (include Clearwells)	8	8	8
Stand Pipes	3	3	3
Elevated Tanks	7	7	7
Active Meters	26,003	27,000	28,000
Buildings Maintained	12	13	13
Telemetry Sites	22	23	23
Input			
Operating Expenditures	$2,351,560	$2,950,778	$2,830,829
Number of Employees (FTE's)	19	21	19
Output			
Surface Water Delivered(Gals)	5,147,730,000	5,302,161,000	5,461,225,000
Meters Installed	1,346	1,500	1500
Meters Rebuilt	47	50	50
Meter Change-Outs	2,145	2,250	2,250
Yearly total of meter reads	303,720	324,000	336,000
Meter disconnects/reconnects	9,736	10,000	11,000
Emergency Call-Outs	223	250	250
Efficiency			
Expenditures as % of Utility Fund	11.01%	11.38%	10.47%
Authorized Personnel as a % of Utility Fund FTE's	15.57%	16.41%	15.02%
% meter rereads	1.70%	1.50%	1.5
Effectiveness			
% Emergency Response Within 1 Hour	98%	98%	100%
WSS Water Unit Cost (per 1,000 gallons)	$0.56	$0.47	0.47%

Summary of Key Departmental Goals

Key Goal 1: Ensure citizens receive quality service and safe water in a timely manner by maintaining a highly competent staff through comprehensive continuing education, training, and certification programs

Objective A: Maintain an adequate and qualified work force to meet quality service delivery needs.

Objective B: Acquire and maintain adequate equipment and supplies to meet quality service delivery needs.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Open positions/retention rate/new hires	90%	100%	100%	100%	100%
Distribution system growth %	5.00%	4.50%	9.40%	5.00%	5.20%
Number of work orders	9,381	9,500	13,361*	14,750*	15,000*
Average response time/average time to complete (Measure in hours)	0.5	0.5	0.5	0.5	0.5

* New numbers reflect the addition of Water System Support and Meter Services Work Orders

Key Goal 2: Ensure the efficient distribution, accountability and reliability of our water resources.

Objective A: Active participation to create long-range water service strategies with the Lower Colorado-Brazos Alliance and other area municipalities in order to provide customers with efficient and reliable service.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
% of water accounted for	92%	95%	89.50%	95%	95.00%
% of city's total electric bill (Utility usage)	40%	40%	50.50%	42%	50%

Key Goal 3: Maintain a highly competent and reliable staff through a comprehensive continuing education, training and certification program.

Objective A: Maintain an adequate and qualified work force to meet quality service delivery needs.

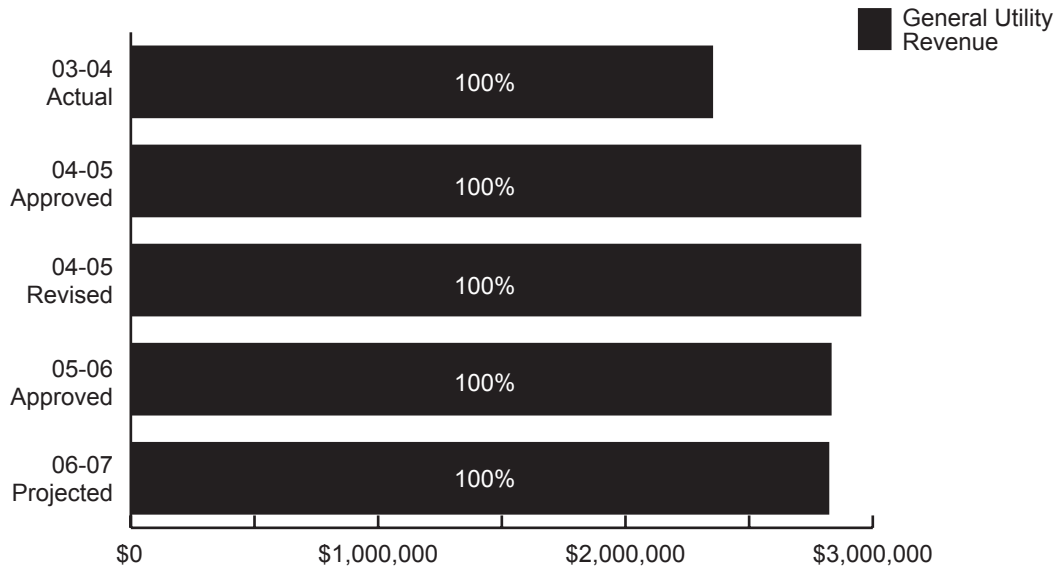
Objective B: Perform annual evaluations of staff's compliance with applicable EPA and TCEQ rules.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Total Number of Utility Support staff	20	19	19	21	21
% of staff holding required licenses	100%	95%	91%	100%	100%
% of staff holding multiple licenses	20%	25%	55%	25%	50%

Trend: Key Goal and related measures were new in FY 03-04.

Water Systems Support

Funding Sources

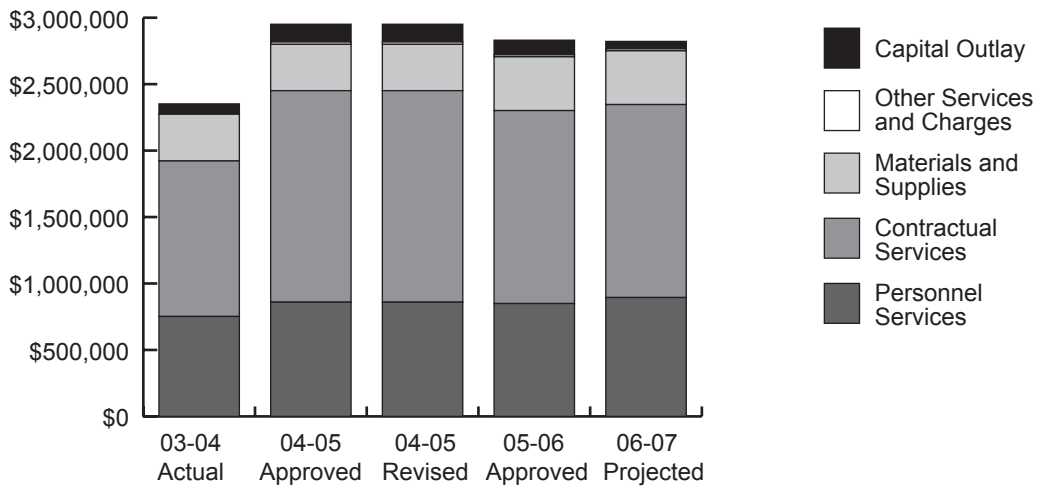


	Positions			Full Time Equivalents		
Authorized Personnel	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
Meter Shop Supervisor	1	1	1	1	1	1
Senior System Mechanic	1	1	1	1	1	1
Water Service Representative*	5	5	4	5	5	4
Senior Meter Maint. Technician	2	2	2	2	2	2
Water Service Supervisor	1	1	1	1	1	1
Senior Water Service Rep.*	1	1	0	1	1	0
System Mechanic	3	3	3	3	3	3
Meter Maintenance Technician	2	2	2	2	2	2
Backflow Prevention Tech.	1	1	1	1	1	1
Utility Support Electrician I	1	1	1	1	1	1
Administrative Technician II	1	1	1	1	1	1
Water Distribution Operator	0	2	2	0	2	2
Total	19	21	19	19	21	19

* Two positions moved to Utility Billings and Collections for FY05-06.

Water Systems Support

Expenditures by Category



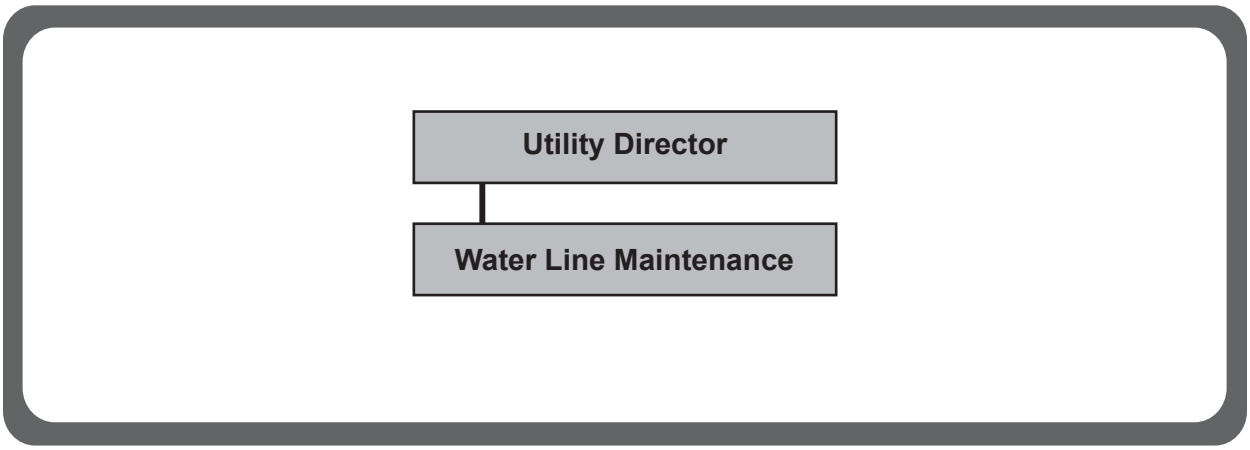
Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$751,943	$859,576	$859,576	**$873,972**	$894,574
Contractual Services	1,170,223	1,591,449	1,591,449	**1,451,886**	1,451,886
Materials and Supplies	351,388	348,533	348,533	**404,571**	404,058
Other Services and Charges	2,813	17,271	17,271	**14,200**	14,200
Capital Outlay	75,193	133,950	133,950	**86,200**	56,700
Total Expenditures:	$2,351,560	$2,950,778	$2,950,778	**$2,830,829**	$2,821,419
Expenditures per Capita:	$29.45	$35.04	$35.04	**$31.99**	$30.39

Water Line Maintenance

The Water Line Maintenance Department (WLM) maintains approximately 415 miles of water lines, 4,347 valves and 3,601 fire hydrants in the city's water distribution system. Water Line Maintenance uses multiple three-man maintenance crews and a three-man night crew under the direction of a Water Line Maintenance Supervisor, who reports to the Utility Maintenance Manager, who reports to the Utility Director.

Mission: Provide all our customers with safe, adequate, reliable, and high quality water services.



Departmental Program Summary:

The Water Line Maintenance Department consists of a single program described below:

Programs:

Water Line Maintenance: This program operates on twenty-four hours a day, three hundred sixty-five days per year. Water Line Maintenance Crews repair line breaks and correct service problems, including flushing dead-end mains in accordance with Texas Commission on Environmental Quality (TCEQ). Crews also perform preventative maintenance on existing water utility locations in accordance with State law, Texas Line Locate Bill, and "One Call." Water Line Maintenance has also switched one crew to an evening shift. This crew takes after hour calls and saves the City overtime pay.

FY 2004-2005 Highlights:

This has been a great and progressive year for the Department with nine highlighted areas. The Department was pleased with the implementation of a night crew which has saved overtime and raised moral among employees. A laptop has been purchased to assist with field mapping, and we have replaced a track hoe excavator which gives employees in four departments the proper equipment to perform their jobs. We have restructured the Department, which has better utilized employees. Throughout the year, the Department continues to increase the number of employees obtaining certification. By next February all employees required to be certified will be certified. We have implemented a Career Ladder program and we now have more structure in the Department. Moral has been raised and employees are now empowered to take the future of their career in their own hands. A new on-call stand-by pay program was put in place; which again lifted employee moral. Finally this Department has completed 6,531work orders with a 96% satisfaction rating. Some bulleted highlights follow:

The Department had a great, progressive year. Some highlights:

- Implemented a night crew, consisting of three employees who respond to after-hours calls. The new work schedule cuts down on the amount of overtime, saves money and improves service. It raised employee moral and allows for them to build up their vacation and sick leave balances.

- Purchased a laptop computer for mapping of utilities. This pilot program helps ensure field crews have accurate maps available.

- Assisted Utility Support with the Meter Reading Department, contributing 924 man-hours equal to 9 percent of their total workload.

- Replaced a track hoe excavator that is available to four departments.

- Implemented the restructuring of the Water Line Maintenance crews, allowing the department to continue to repair water leaks, maintain fire hydrants, while keeping the night crew, and attention to be focused on GIS, mapping, valve maintenance and flushing.

- Increased the percentage of personnel receiving Texas Commission on Environmental Quality (TCEQ) certification. All certifications should be completed by February

- Implemented a Career Ladder Step program for the Water Line Maintenance Department. Employees can move up a structured Career Ladder, giving them control of their careers and ensuring properly trained staff.

- Responded to 5,938 water directed calls resulting in work orders / work completed by the Water Department. This averages to 670 work orders per crew.

- Completed 6,531work orders with a 96 percent satisfaction rating.

- Implemented a new on call stand by-by pay system for on call crews.

FY 2005-2006 Overview and Significant Changes:

The WLM Department is working on a wide range of mapping, GPS, GIS, training and certification upgrade processes. These processes involve two or more Departments working together for a common goal.

- Maintaining, upgrading, and improving the reliability of the utility systems and expanding them to better serve customers now and into the future.

- Developing a Career Ladder process for Utility staff.

- Completing all requisite water certifications for staff.

- Developing an in-house Water Distribution System computer model.

- Developing and updating maps for valves, tanks and water system pressure planes.

- Training with the Fire Department on trench safety and rescue. Two departments can work effectively in an emergency

New Programs for FY 2005-2006:

Water Line Maintenance is proposing no new programs for FY 2005-2006.

FY 2006-2007 Overview and Beyond:

The WLM Department will improve the Department in the future with a big focus on mapping of utilities along with training with the Fire Department to better ensure citizen safety.

- Consider equipment needs to go with Trench Safety & Rescue training. Develop a progressive program to ensure that citizens, employees and contractors can be rescued in an emergency.

- Restructure the WLM Department with a focus on mapping and identifying problem areas.

Departmental Goals:

- Maintain a comprehensive, integrated in-house water distribution system-modeling program, including system inventory, mapping, and management to ensure efficient and adequate system. (City Goal 5.1 & 5.4)

- Ensure citizens receive quality service in a timely manner. (City Goal 5.2)

- Maintain a highly reliable and efficient water distribution system by complying with all state and federal requirements. (City Goal 5.4)

- Maintain a highly competent staff through comprehensive continuing education, training and certification program upgrades. (City Goal 5.1)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
Number of Customers/ Connections	25,517	27,054	28,623
Number Miles of Water Lines	394	415	425
Input			
Operating Expenditures	$1,950,456	$2,117,649	$2,099,973
Department FTE's	31	31	31
Number of Crews-8; 3-man crews, 1;2-man crews, 1;1man crew	10	10	10
Output			
Work Orders – Water	5,938	6,531	7,184
Water Delivered	6,183,337,000	6,368,837,000	6,559,902,000
Efficiency			
Department Expenditures as a % of Utility Fund	9.13%	8.17%	7.76%
Department FTE's as a % of Utility Fund	25.41%	24.22%	24.51%
Expenditures per Work Order - Water	$328.47	$324.24	292.31
Water Line Maint Unit cost per 1,000 gallons	$0.32	$0.33	$0.32
Work order per mile – Water	15.07	15.73	16.9
Effectiveness			
% Emergency Response Within 30 Minutes	100%	100%	100%
Annual work orders by crew	659	725	798
Average work order per crew per day	2.6	2.9	3.2
Customer Satisfaction Rating	97%	96%	98%
Excellent	75%	75%	75%
Good	22%	21%	23%

Summary of Key Departmental Goals

Key Goal 1: Ensure citizens receive quality service in a timely manner.

Objective A: Maintain an adequate and experienced work force to meet quality service delivery needs.

Objective B: Acquire and maintain adequate equipment and supplies to meet quality service delivery needs.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
% of responses under 30 minutes	100%	100%	100%	100%	100%
% of personnel certified	60%	70%	79%	75%	100%

Trend: Measure of "% of responses under 30 minutes" has been strengthened from "under one hour"as reported in FY 02-03

Key Goal 2: Maintain a highly reliable and efficient water distribution system by complying with all state and federal regulations.

Objective A: Maintain an adequate and experienced work force to meet quality service delivery needs.

Objective B: Acquire and maintain adequate equipment and supplies to meet quality service delivery needs.

Objective C: Integrate water distribution system computer model with our GIS and SCADA systems.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Compliance with state & federal regs.	100%	100%	100%	100%	100%

Trend: This was a new measure for FY 03-04.

Key Goal 3: Maintain a highly competent staff through comprehensive continuing education, training and certification program upgrades.

Objective A: Maintain an adequate and experienced work force to meet quality service delivery needs.

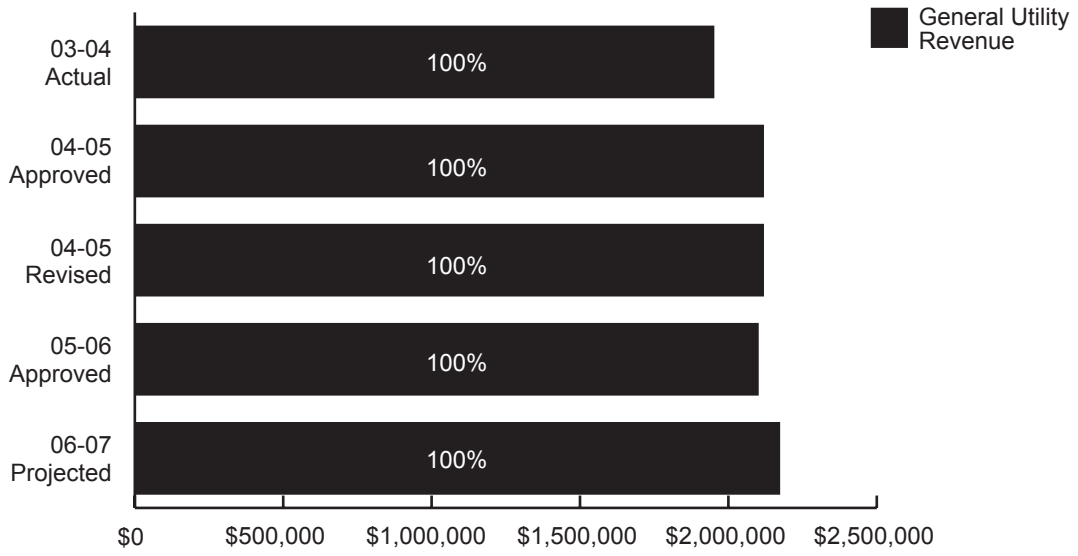
Objective B: Perform an annual evaluation of staff's compliance with applicable EPA and TCEQ rules.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Total number of staff	32	31	31	31	31
% of staff holding required license(s)	60%	70%	79%	70%	100%
% of staff holding multiple licenses	44%	50%	61%	55%	75%

Trend: This was a new Key Goal and set of measures for FY 03-04.

Water Line Maintenance

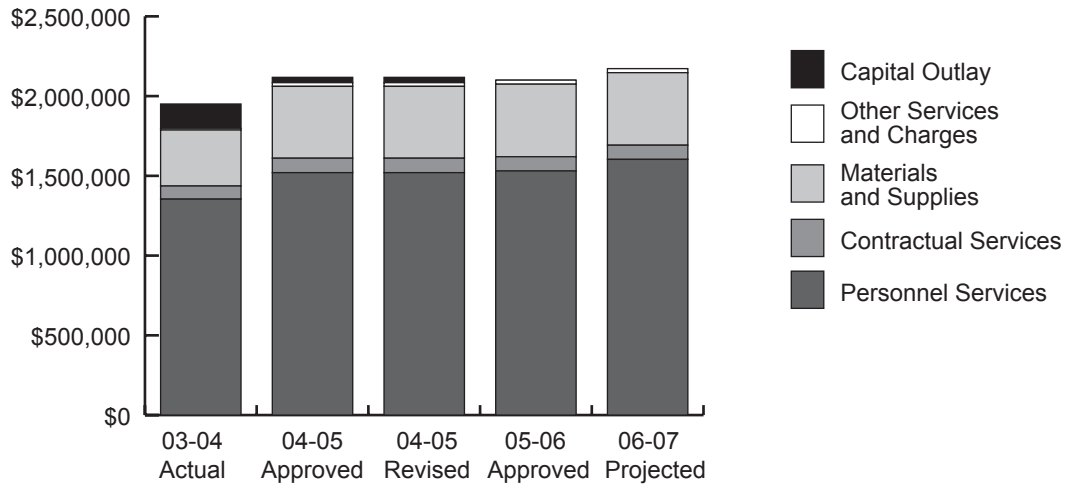
Funding Sources



	Positions			Full Time Equivalents		
Authorized Personnel	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
Utility Operations Manager	1	1	1	1	1	1
Utility Crew Leader	9	9	9	9	9	9
Utility Worker II	4	4	4	4	4	4
Utility Worker I	9	9	9	9	9	9
Utility Worker Trainee (underfill)	6	6	6	6	6	6
Utility Supervisor	2	2	2	2	2	2
Total	31	31	31	31	31	31

Water Line Maintenance

Expenditures by Category



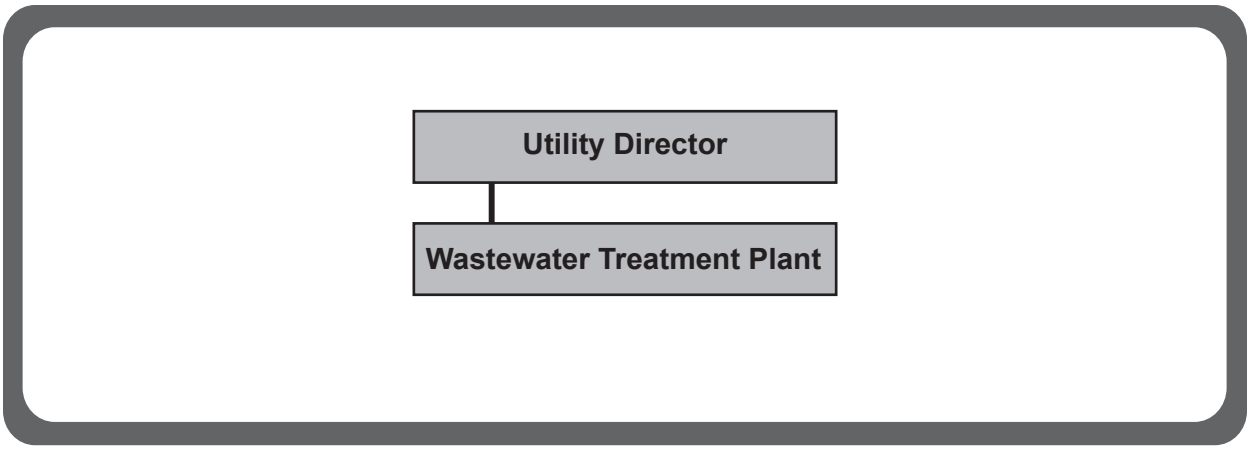
Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$1,353,930	$1,520,055	$1,520,054	**$1,531,024**	$1,603,236
Contractual Services	82,289	90,490	90,490	**88,920**	88,920
Materials and Supplies	351,109	450,586	450,586	**454,784**	454,784
Other Services and Charges	10,971	23,053	23,053	**25,245**	25,245
Capital Outlay	152,157	33,465	33,465	**0**	0
Total Expenditures:	$1,950,456	$2,117,649	$2,117,649	**$2,099,973**	$2,172,185
Expenditures per Capita:	$24.43	$25.15	$25.15	**$23.73**	$23.39

Wastewater Treatment Plant

The primary activity of the Wastewater Treatment Plant Department is the treatment of residential, commercial and industrial wastewater to a level that meets or exceeds state and federal regulations. This is accomplished by utilizing sophisticated equipment, advanced treatment technologies and state certified wastewater treatment plant operators provided by the Lower Colorado River Authority (LCRA) / Brazos River Authority (BRA) Alliance.

Mission: Provide the highest quality treated effluent for irrigation, utility, recreation, aquatic habitat and future drinking water uses.



Departmental Program Summary:

The Wastewater Treatment Plant is a single program described in detail below:

Programs:

Wastewater Treatment Plant: The Wastewater Treatment Plant's major function is to provide for treatment of domestic sewerage. The operation is regional and includes customers from Williamson and Travis counties. Round Rock purchases wastewater treatment from the Lower Colorado River Authority/Brazos River Authority Alliance, who owns, operates, and controls the Wastewater Treatment Plant.

It should be noted that this operation has been conveyed to the Lower Colorado River Authority.

New Programs for FY 2005-2006:

The Wastewater Treatment Plant does not propose any new programs.

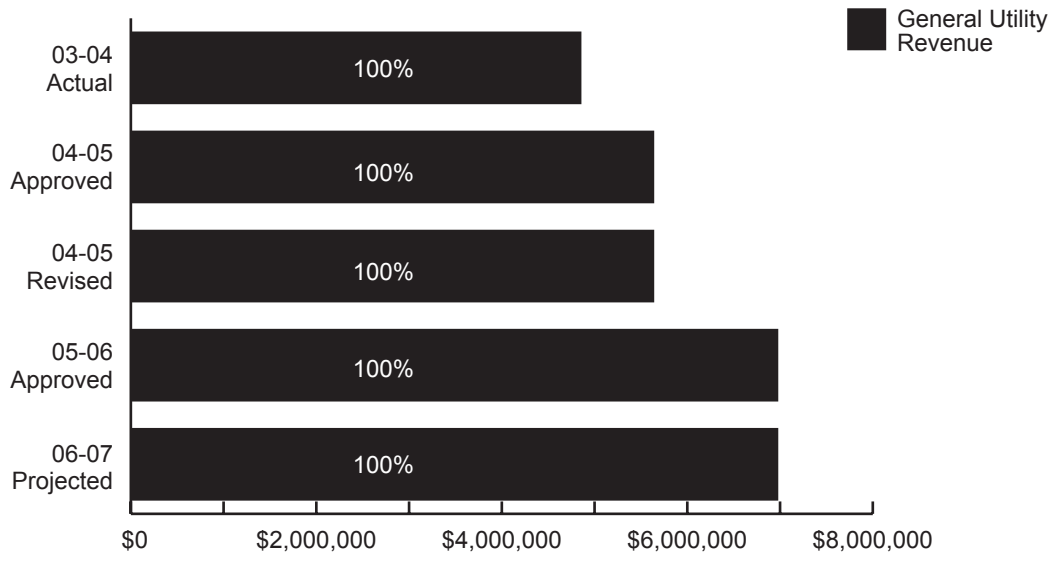
Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
Total Amount of Wastewater Treated (In Millions of Gallons/Day)	3,434	3,680	TBD
Raw BOD (Biochemical Oxygen Demand)	214	200	TBD
Raw TSS (total suspended solids)	321	300	TBD
Raw Ammonia	28.07	25	TBD
Input			
Department Expenditures/Contractual Costs*	$4,851,180	$5,636,000	$6,973,663
Department FTE's	0	0	0
Output			
Effluent BOD	1.87	2	TBD
Effluent TSS	2.37	3	TBD
Effluent Ammonia	0.26	0.3	TBD
Efficiency			
Department Expenditures as a % of Utility Fund	22.72%	21.73%	25.78%
Department FTE's as a % of Utility Fund	0.00%	0.00%	0.00%
Removal Efficiency	99%	99%	99%
BOD	99%	98%	99%
TSS	99%	98%	99%
Ammonia			
Effectiveness			
Number of Excursions (an unintentional or temporary incident wherein there is a discharge of wastewater with pollutant parameters in excess of a prescribed limit)	0	0	0

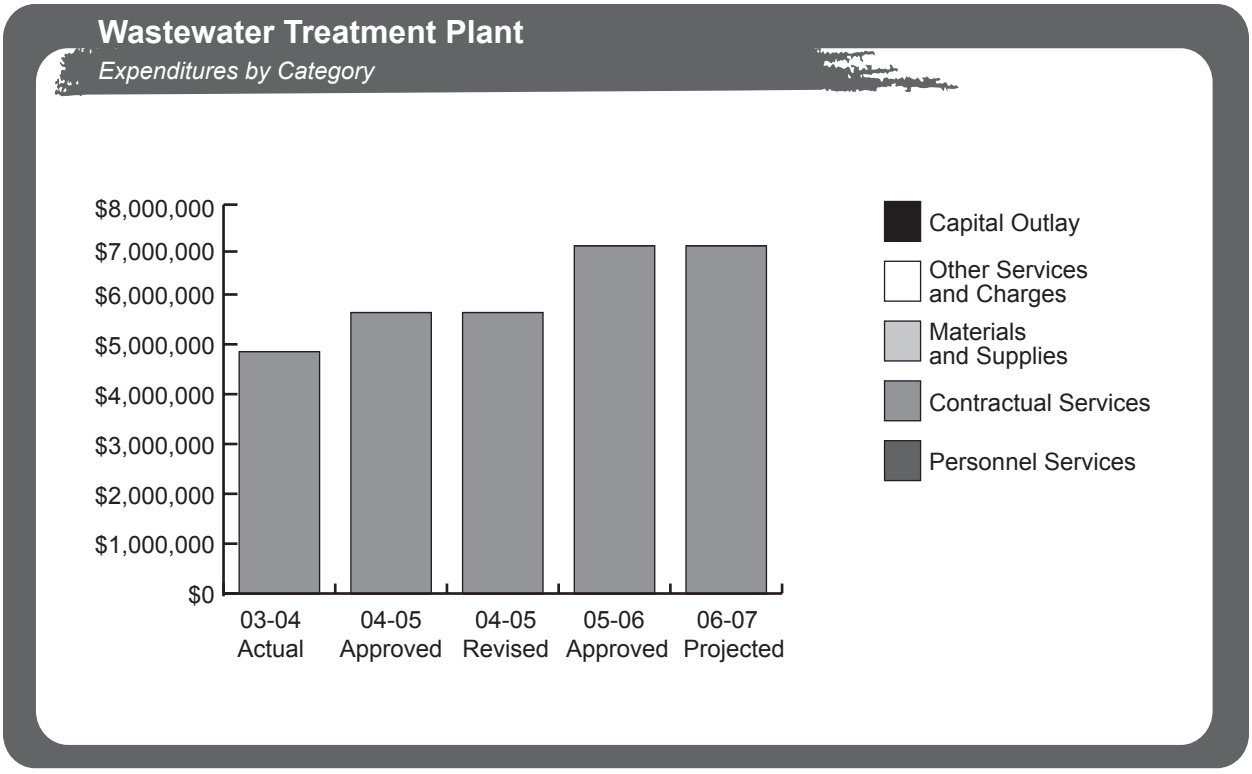
*Note: City Purchases Wastewater Treatment from LCRA/BRA

Wastewater Treatment Plant

Funding Sources



	Positions			Full Time Equivalents		
Authorized Personnel	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
None	0	0	0	0	0	0



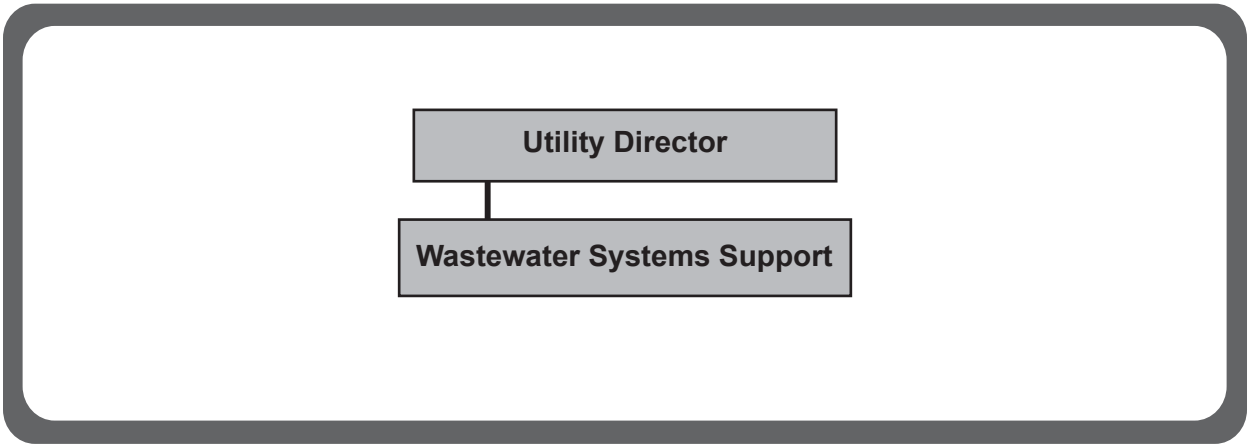
Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$0	$0	$0	**$0**	$0
Contractual Services	4,851,180	5,636,000	5,636,000	**6,973,663**	6,973,663
Materials and Supplies	0	0	0	**0**	0
Other Services and Charges	0	0	0	**0**	0
Capital Outlay	0	0	0	**0**	0
Total Expenditures:	$4,851,180	$5,636,000	$5,636,000	**$6,973,663**	$6,973,663
Expenditures per Capita:	$60.75	$66.94	$66.94	**$78.80**	$75.11

Wastewater Systems Support

Mission: Provide all of our customers with safe, adequate, reliable, and high quality wastewater services.

The Wastewater Systems Support Department is responsible for the operation, maintenance and repair of the city's wastewater collection system. Wastewater Systems Support is structured utilizing multiple water/wastewater maintenance crews. Reporting lines of authority and accountability are shown below.



Departmental Program Summary:

The Wastewater Systems Support Department consists of a single program, which is described below:

Programs:

Wastewater Systems Support: This department maintains the mechanical and electrical equipment on the city's 10 lift stations and is under the direction of the Utility Support Supervisor. The lift station maintenance program assures system reliability by performing routine inspections of the System's wastewater lift stations. These routine inspections include the maintenance and repair of pumps, motors, electrical control systems, and various control devices at each lift station. In order to maximize the system's reliability, Wastewater Systems Support maintains an emergency response team that is on call twenty-four hours a day, three hundred sixty-five days per year.

FY 2004-2005 Highlights:

Water Systems Support's highlights for the past fiscal year included:

- Three lift stations were eliminated as a result of the Regional Wastewater Line, with Bluff Creek and the Brushy Creek lift stations remaining in operation.
- The correction of an engineering pump design oversight at Hiltonhead Lift Station
- The Oaklands, Oaksprings and Creekbend Liftstations having been removed due to the Brazos-Colorado Alliance regional Wastewater Line being placed into operation.

FY 2005-2006 Overview and Significant Changes:

Currently, the department is focusing on:

- Growth in the northeast sector, which will require the city to adding another lift station. This will also be a part of the Wastewater Systems Support responsibilities.
- A New Lift Station to be placed in operation in the CR 113 and CR 122 area as a result of new residential construction.
- Completion of the Westinghouse Wastewater Interceptor.

New Programs for FY 2005-2006:

The Wastewater Systems Support Department is proposing no new programs for FY 05-06.

FY 2006-2007 Overview and Beyond:

In the future, the department will focus on:

- The city's growth, which may call for the addition of lift stations to the Wastewater Systems Support responsibilities.
- The McNutt Creek Wastewater Interceptor will go into construction phase and in the future help eliminate some lift stations.

Departmental Goals:

- Develop and maintain an in-house wastewater-modeling program, including system inventory, mapping, and Supervisory Control and Data Acquisition (SCADA) management system to ensure efficient and adequate system expansions. (City Goal 5.5)
- Ensure our wastewater system is reliable and in compliance with all applicable Environmental Protection Agency (EPA) and Texas Commission on Environmental Quality (TCEQ) regulations. (City Goal 5.4)
- Fully and efficiently utilize the regional wastewater system to enhance the reliability of our wastewater collection system. (City Goal 5.4)
- Maintain a highly competent staff through a comprehensive continuing education, training and certification program. (City Goal 5.2)
- Show continual improvement and implementation of our wastewater systems lift stations and wastewater SCADA system. (City Goal 5.5)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
Wastewater Lift Stations	12	10	10
Pumps	27	20	22
Telemetry System (Sites)	13	10	11
Input			
Operating Budget	$939,060	$881,550	$943,116
Number of Personnel (FTE's)	4	4	4
Wastewater Collected	4,715,663,000	4,800,000,000	4,850,000,000
Output			
Maintenance on Wastewater Lift Stations	*10	8	11
Maintenance on Telemetry System	*10	8	11
Number of Emergency Call Outs (resident/city/etc.)	17	20	20
Efficiency			
Yearly Cost per Site Maintained (operational exclusive of personnel)	$11,536	$11,000	$12,500
Expenditures as % of Utility Fund	4.40%	3.40%	3.49%
Department FTE's as a % of Utility Fund	3.28%	3.13%	3.16%
Effectiveness			
% of Emergency Calls Responded To Within 1 Hour	99%	100%	100%
WWSS Unit Cost per 1,000 gallons	$0.20	$0.18	$0.19

*The Brazos-Colorado Alliance has installed a regional wastewater mainline alleviating 3 lift stations in 2/05.

Summary of Key Departmental Goals

Key Goal 1: Ensure our wastewater system is reliable and in compliance with all applicable Environmental Protection Agency (EPA) and Texas Commission on Environmental Quality (TCEQ) regulations.

Objective A: Coordinate our GIS with our SCADA system to locate and track collection and pumping.

Objective B: Maintain lift stations to ensure 100% operational capability.

Objective C: Coordinate collection and pumping with the regional collection system.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
% of system modeled	95%	98%	98%	99%	100%
Number of lift stations taken off-line	0	4	0	3	0
Miles of wastewater line connected directly to lift stations	8	8	8	6	6.5

Key Goal 2: Maintain a highly competent staff through a comprehensive continuing education, training and certification program.

Maintain a highly competent staff through a comprehensive continuing education, training and certification program.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Number of Staff	4	5	4	4	4
% of staff holding required license(s)	100%	100%	100%	100%	100%
% of staff holding multiple licenses	100%	100%	100%	75%	100%

Trend: This is a new departmental goal and set of measures for FY 03-04.

Summary of Key Departmental Goals (Cont.)

Key Goal 3: Show continual improvement and implementation of our wastewater systems lift stations and wastewater SCADA system.

Objective A: Establish a wastewater SCADA system to monitor lift stations.

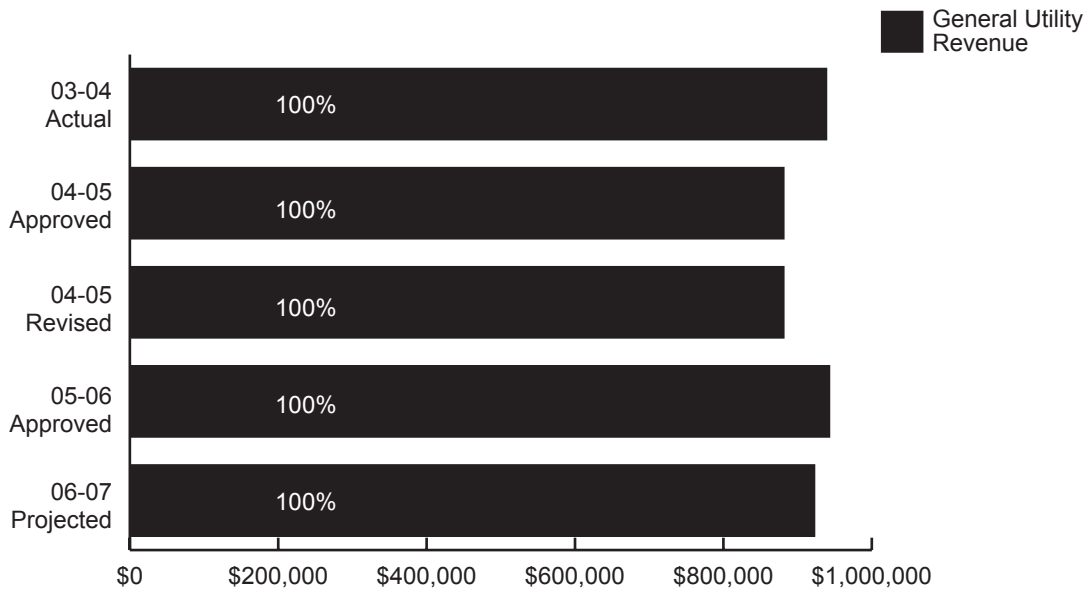
Objective B: Maintain equipment to ensure public safety.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Number of Staff	12	13	12	10	10
% of staff holding required license	100%	100%	100%	100%	100%

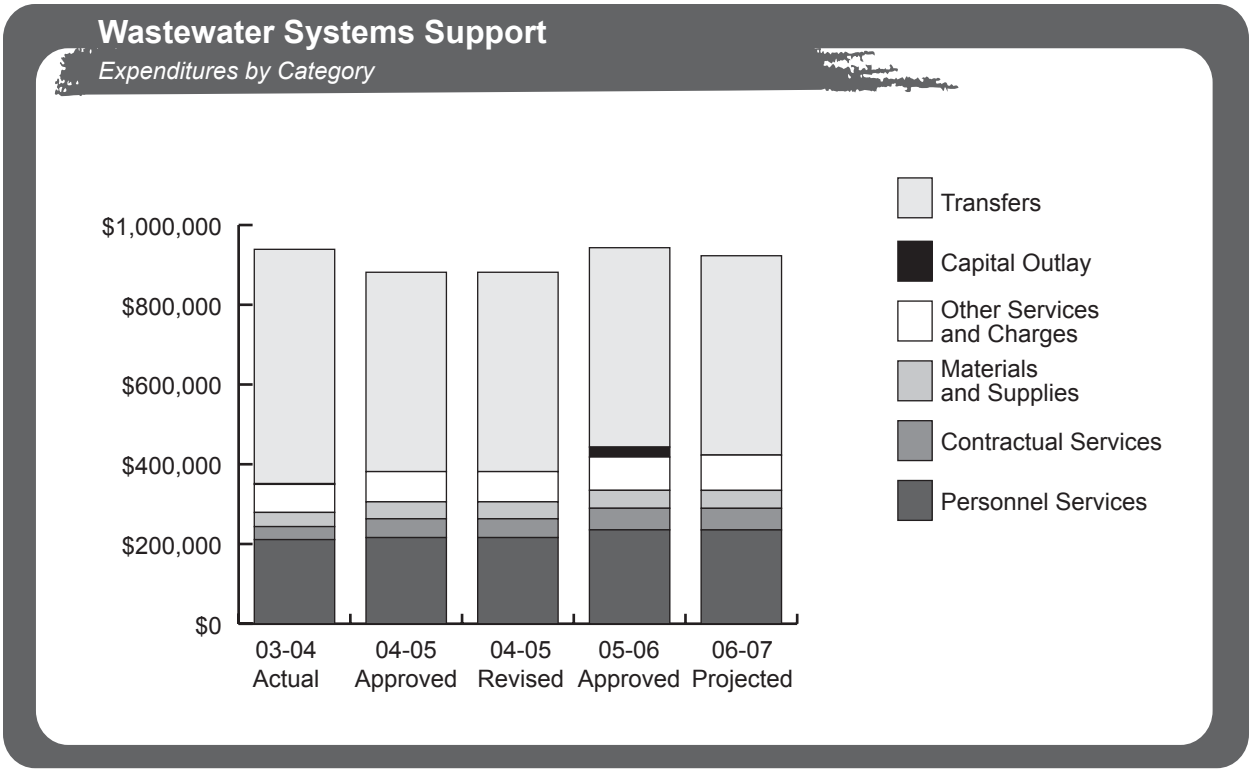
Trend: This is a new set of measures for FY 03-04. The Brazos-Colorado Alliance has installed a wastewater main, which should reduce the number of lift stations to eight in FY 03-04 from twelve in FY 02-03.

Wastewater Systems Support

Funding Sources



	Positions			Full Time Equivalents		
Authorized Personnel	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
Utility Support Superintendent	1	1	1	1	1	1
Utility Electrician Supervisor	1	1	1	1	1	1
System Mechanic	1	1	1	1	1	1
System Mechanic Supervisor	1	1	1	1	1	1
Total	4	4	4	4	4	4



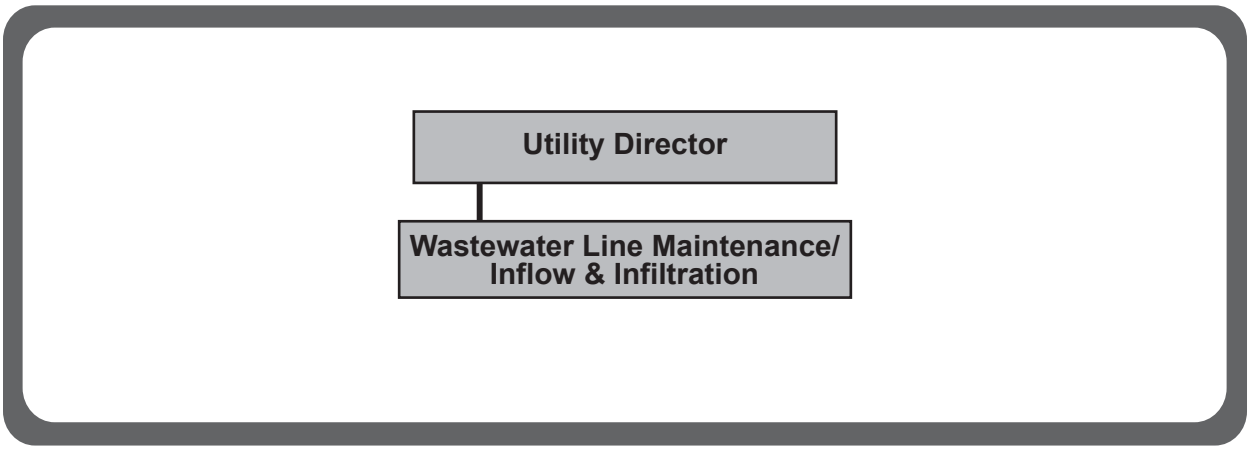
Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$211,021	$216,143	$216,143	**$235,453**	$235,298
Contractual Services	32,640	47,068	47,068	**54,162**	54,162
Materials and Supplies	35,532	42,535	42,535	**45,000**	45,000
Other Services and Charges	70,268	75,804	75,804	**83,500**	88,500
Capital Outlay	2,099	0	0	**25,000**	0
Transfers	587,500	500,000	500,000	**500,000**	500,000
Total Expenditures:	$939,060	$881,550	$881,550	**$943,116**	$922,961
Expenditures per Capita:	$11.76	$10.47	$10.47	**$10.66**	$9.94

Wastewater Line Maintenance

The Wastewater Line Maintenance Department is responsible for the maintenance and repair of the City's Wastewater Collection System. Wastewater Line Maintenance is structured utilizing multiple three-man Maintenance Crews under the direction of the Wastewater Line Maintenance Supervisor who reports to the Utility Operations Manager - all of whom report to the Utility Director.

Mission: Provide all of our customers with safe, adequate, reliable, and high quality wastewater services.



Departmental Program Summary:

The Wastewater Line Maintenance Department consists of one program described below:

Programs:

Wastewater Line Maintenance: Wastewater Line Maintenance and I & I are one department however are considered two separate cost centers (division) with the same goals. Wastewater Line Maintenance Crews are dispatched on a continuous basis to repair line breaks and remedy service problems. This program operates on a twenty-four/seven basis with on-call personnel after hours, weekends, and holidays. With the current inspection, correction and documentation requirements of the Texas Commission on Environmental Quality (TCEQ) Edwards Aquifer Rules (Chapter 213), the Wastewater Line Maintenance division has a major responsibility for identifying and correcting inflow and infiltration (I&I) into the City's wastewater collection system during rainy periods. This responsibility requires testing and certification of all Wastewater facilities every seven years. Wastewater Line Maintenance (WWLM) also performs preventative maintenance and existing water utility locates in accordance to the Texas Line Locate Bill, "ONE CALL".

FY 2004-2005 Highlights:

Though the regional wastewater system was being constructed by the Brazos Colorado Alliance (BRA), the city was actively working to reduce the number of lift stations in the wastewater collection system. The Utility Division also began coordination with BRA and eliminate three additional lift stations (Oak Spring, Creek Bend and Oaklands). Last year the I & I Department televised 83,307.56 linear feet of wastewater lines in basins OC28, EW01 and CC37. The Department also responded to over 430 sewage back-ups. With the addition of the repair crew and 3 new employees, the I&I division was able to handle the increase of 37 point repairs to be repaired in house and respond to the ever increasing number of sewage back-ups during business and non-business hours.

- In 2003, the city again contracted with the RJN Group, Inc. to design and develop construction plans to correct the I&I sources found within the three wastewater sub-drainage basins identified in the Phase II Report. The continuing scope of this project will be to repair existing leaks, replace failing wastewater lines, and rehabilitate 250 wastewater manholes.

- It should be noted that the City's wastewater collection system consists of 39 wastewater sub-drainage basins, over 319 miles of lines and 6,070 wastewater manholes.

- The I & I Department has implemented a career ladder with an aggressive program to help develop, train and certify City staff to meet or exceed all city and state requirements.

FY 2004-2005 Highlights (Cont):

- With the addition of the laptop, City crews will have access to updated information during an emergency. Currently, City staff relies on maps that are not reliable due to growth and the time it takes for plans to be updated.
- In August of 2004, WLM Crew's went to a new work schedule in conjunction with the night crew implementation, crews now work 4-10 hour shifts. The Department still maintains staff Monday-Friday and maintains current work load. This new schedule has raised employee's moral allowing them to build up their vacation and sick leave balances.

FY 2005-2006 Overview and Significant Changes:

In FY 2005-2006, Wastewater Line Maintenance continues with an:

- In 2003, the city again contracted with the RJN Group, Inc. to design and develop construction plans to correct the I&I sources found within the three wastewater sub-drainage basins identified in the Phase II Report. The continuing scope of this project will be to repair existing leaks, replace failing wastewater lines, and rehabilitate 250 wastewater manholes.
- It should be noted that the City's wastewater collection system consists of 39 wastewater sub-drainage basins, over 319 miles of lines and 6,070 wastewater manholes.
- The I & I Department has implemented a career ladder with an aggressive program to help develop, train and certify City staff to meet or exceed all city and state requirements.
- With the addition of the laptop, City crews will have access to updated information during an emergency. Currently, City staff relies on maps that are not reliable due to growth and the time it takes for plans to be updated.
- In August of 2004, WLM Crew's went to a new work schedule in conjunction with the night crew implementation, crews now work 4-10 hour shifts.

New Programs for FY 2005-2006:

With the addition of the equipment listed below the I&I Department can continue to meet mandated requirements and provide all our customers with the best service possible.

Tractor Loader: A compact excavator combined with skid steer's hydraulics. This backhoe could be easily transported with appropriate heavy duty pickup and a trailer rated 10,000 lb. GVWR. It is compact in size. This is a compact backhoe with excavator and skid steers by hydraulics. It is designed for hard to get into places; backyards, alleys, and right of ways.

Manhole Inspection Equipment: This program will provide a digital pole mounted waterproof camera & laptop, to be used for manhole inspections. Manhole inspections are conducted on a weekly basis. Manhole inspections help to identify structural defects and I&I within the collection system. This inspection is required by the TCEQ, Edwards Aquifer Rules & Regulations (Chapter 213).

FY 2006-2007 Overview and Beyond:

With the current inspections, correction and documentation requirements the WWLM Department will continue to provide cost saving programs that will reduce our budget and save the City money by:

- Developing and training City staff to perform state mandated requirements instead of hiring outside contractors - this allows the City to save money as well as develop the skills, abilities, and careers of the work force.
- Continue to inspect and repair the Wastewater Collection System to meet TCEQ requirements, as well as reduce amount of wastewater being treated at the regional plant, which saves the City money.
- The I&I/ WWLM staff will continue to play an important role in improving our GIS mapping system by identifying missing or incorrect lines which will not only benefit City staff but the general public as well.

Departmental Goals:

- Protect the public health by developing and maintaining a comprehensive, integrated in-house wastewater collection system-modeling program, including system inventory, mapping, and management to ensure efficient and adequate system expansions. (City Goal 5.1)
- Ensure citizens receive quality service in a timely manner. (City Goal 5.2)
- Ensure our wastewater system is reliable and in compliance with all applicable state and federal regulations. Fully and efficiently utilize the regional wastewater system to enhance the reliability of our wastewater collection system. (City Goal 5.4)
- Maintain a highly competent and reliable staff through a comprehensive continuing education, training and certification program. (City Goal 5.1)
- Continual improvement and implementation of our wastewater systems inflow and infiltration (I&I) reduction program to ensure the protection of our natural resources. (City Goal 5.4)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
Miles of Sewer Mains	242	270	319
Input			
Operating Expenditures	$1,575,491	$1,914,040	$1,715,231
Number of Employees	23	26	26
Number of Hours Worked	47,840	54,080	54,080
Total Amount of Wastewater Treated **	3,455,378,000	3,637,240,000	3,928,219,200
Output			
Feet of Line Investigated –TV	142,817	151,363	163,143
Mainline	142,817	151,363	163,143
Laterals	24,000	28,630	26,102
Efficiency			
Expenditures as a % of Utility Fund	7.38%	7.38%	6.34%
Authorized Personnel as % of Utility Fund	18.85%	20.31%	20.55%
Effectiveness			
Located Number Gallons per Minute I&I*	1,500	750	1,750
Repaired Number of Gallons per Minute I&I	2,000	750	1,750
Manholes Repaired	150	250	250
Line Stoppages Corrected	650	338	
% Customer Satisfaction Rating (Good to Excellent)	95%	95%	95%
Unit Cost			
Wastewater Line Maint unit cost (per 1,000 gallons)**	$.46	$53	$44

**Located number of gallons per minute is estimated based on the feet of line televised. City crews will televise three Edwards Aquifer Basins and possibly two Non-Edwards Aquifer Basins in 2005-2006.

Summary of Key Departmental Goals

Key Goal 1: Continual improvement and implementation of our wastewater systems inflow and infiltration (I&I) reduction program to ensure the protection of our natural resources.

Objective A: Establish an I&I Office to coordinate and maintain our I&I reduction program documents in order to comply with applicable EPA regulations and TCEQ's Edwards Aquifer Rules.

Objective B: Implement RJN Group, Inc.'s recommendations for I&I reduction through line and manhole repair, replacement, and rehabilitation.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Miles of WWL videotaped / % system	6%	4%	10%	10%	10%
Miles of WWL added to System / % increase to system	9%	10%	7%	5%	5.6%
Miles of WWL repaired or replaced / miles of system	6%	9%	5%	5%	1%
Number of manholes rehab. / % system	4%	6%	4%	4%	4%

Trend: Rehabilitation of part of the system (Edwards Aquifer Recharge Zone) is now on a seven-year program per state mandate. Percentages have dropped significantly in most measures as a result of compliance mandates and revision of estimates. Basins are different in size and linear feet.

Key Goal 2: Ensure our wastewater system is reliable and in compliance with all applicable state and federal regulations. Fully and efficiently utilize the regional wastewater system to enhance the reliability of our wastewater collection system.

Objective A: Maintain an adequate and experienced work force to meet quality service delivery needs.

Objective B: Acquire and maintain adequate equipment and supplies to meet quality service delivery needs.

Objective C: Perform an annual evaluation of system's compliance with applicable TCEQ rules.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Number of work orders	2,447	3,754	2743	3,941	4,335
Average response time / average time to complete	15minutes/ 12hours	15 minutes/ 12hours	15 minutes/ 12hours	15 minutes/ 12hours	15 minutes/ 12hours

Trend: Work orders ballooned in FY 03/04 as more workers were hired and activities were tracked in greater detail. Work orders should remain about the same as departmental policies may reduce the scope of activities necessitating the completion of a work order.

Summary of Key Departmental Goals (cont.)

Key Goal 3: Maintain a highly competent and reliable staff through a comprehensive continuing education, training and certification program

Objective A: Maintain an adequate and experienced work force to meet quality service delivery needs.

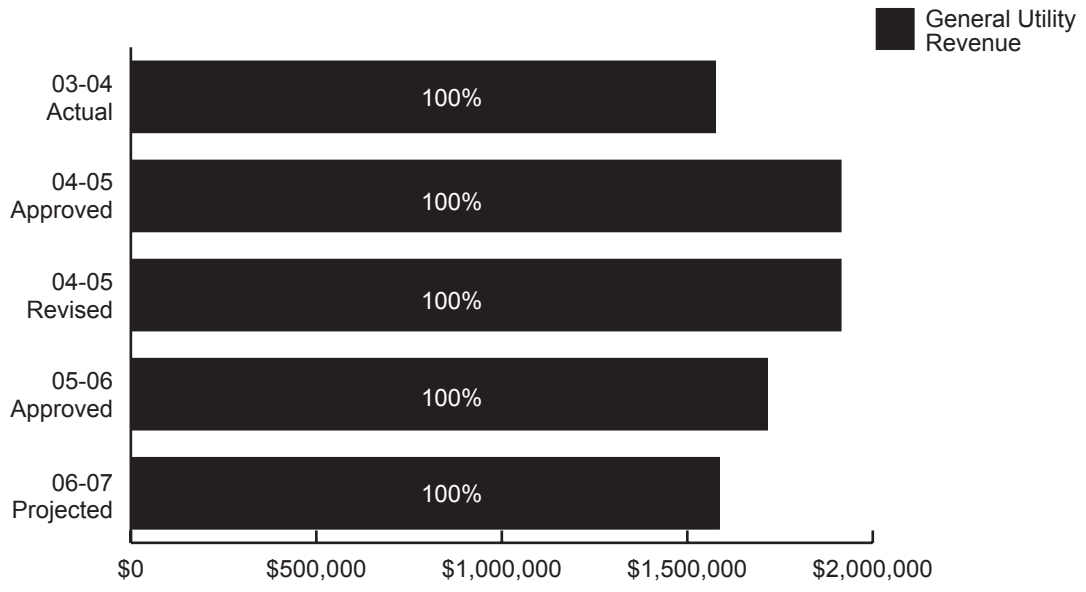
Objective B: Perform an annual evaluation of staff's compliance with applicable EPA and TCEQ rules.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Total number of staff	21	23	23	26	26
% of staff holding required license(s)	62%	70%	85%	68%	100%
% of staff holding multiple licenses	28%	35%	45%	40%	75%

Trend: This is a new departmental goal and set of measures for FY 03-04.

Wastewater Line Maintenance

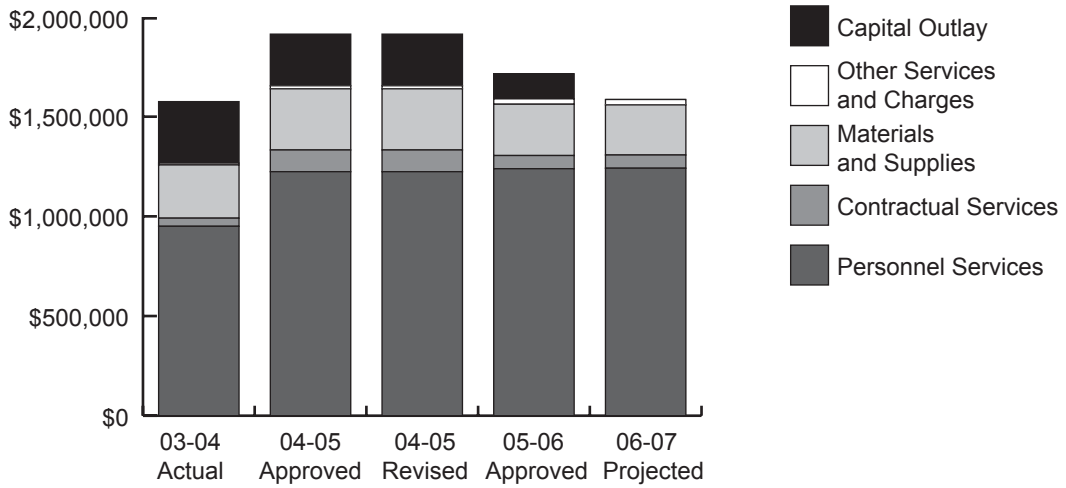
Funding Sources



	Positions			Full Time Equivalents		
Authorized Personnel	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
Utility Supervisor	1	1	1	1	1	1
Administrative Tech. I-III	1	1	1	1	1	1
Utility Crew Leader I&I	3	4	4	3	4	4
Utility Crew Leader	4	4	4	4	4	4
Utility Worker I & I Operations Technician	1	1	1	1	1	1
Utility Worker II I&I	2	3	3	2	3	3
Utility Worker II	5	5	5	5	5	5
Utility Worker I I&I	2	3	3	2	3	3
Utility Worker I	2	2	2	2	2	2
First Resp. Crew Leader	1	1	1	1	1	1
I&I Coordinator	1	1	1	1	1	1
Total	23	26	26	23	26	26

Wastewater Line Maintenance

Expenditures by Category



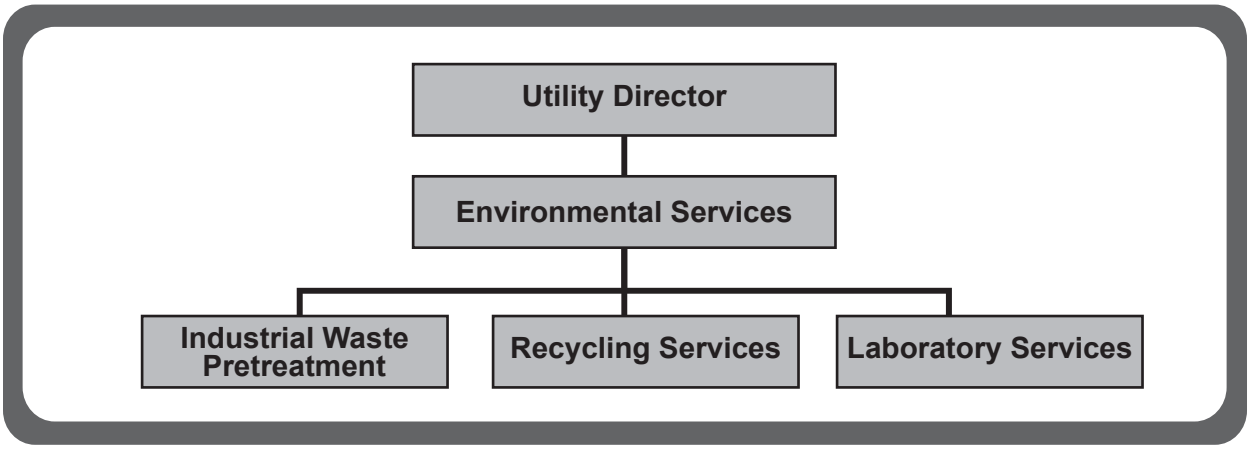
Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$950,222	$1,224,073	$1,224,074	**$1,238,865**	$1,241,517
Contractual Services	40,730	108,913	108,913	**66,308**	66,308
Materials and Supplies	266,992	306,803	306,803	**257,308**	251,308
Other Services and Charges	9,195	15,250	15,250	**27,000**	27,000
Capital Outlay	308,352	259,000	259,000	**125,750**	0
Total Expenditures:	$1,575,491	$1,914,039	$1,914,040	**$1,715,231**	$1,586,133
Expenditures per Capita:	$19.73	$22.73	$22.73	**$19.38**	$17.08

Environmental Services

Environmental Services consists of several primary activities: Industrial Waste Pretreatment, Recycling Services, and Laboratory Services. These activities are accomplished through implementing and encouraging pollution prevention activities, enforcing environmental regulations, and quantifying pollutant concentrations

Mission: To provide resource preservation, conservation, and protection through the implementation and enforcement of environmental regulations and stewardship.



Departmental Program Summary:

As depicted above, the Environmental Services Department consists of three programs which are described below:

Programs:

The Environmental Services Department consists of three primary activities: Industrial Waste Pretreatment, Recycling Services, and Laboratory Services.

Industrial Waste Pretreatment: is mandated by the Environmental Protection Agency (EPA) and the Texas Commission on Environmental Quality (TCEQ). This component is designed to protect the wastewater collection and treatment systems, public health, environment, and public waterways from the adverse impact of pollutant discharges. The pretreatment program includes permitting, inspecting, sampling, and testing of local businesses and industries to ensure compliance with applicable regulations.

Recycling Services: consists of a single drop off recycling center, four oil-recycling stations, and an in-house city recycling office. The collection of hazardous home chemicals is also incorporated in this program. Recycling centers are open to the public seven days a week.

Laboratory Services: provides testing services to a variety of customers. These include the city Water Treatment and Building Construction Inspections Departments, citizen inquiries, and municipal accounts. The laboratory has been certified by the Texas Department of Health since 1996 and maintains the highest standard of quality control. Laboratory Services is responsible for generating data required to recover waste treatment costs passed on by the Brazos River Authority (BRA).

FY 2004-2005 Highlights:

- In FY the 2004-2005 budget year, the Environmental Services Department continued to focus on activities dedicated to enhancing the industrial waste pretreatment program and the household hazardous waste program. These activities included grease reduction in the wastewater collection system and increasing awareness of recycling activities. Other department highlights are listed below.
- Installed two storage buildings, designed specifically to house chemical waste, at the Recycling Center for use in the household hazardous waste program.
- Opened Williamson County's first permanent household hazardous waste collection center in December 2004.

FY 2004-2005 Highlights (Cont):

- Acquired a new multi jurisdictional water system account for the water laboratory program, increasing the department's municipal accounts to sixty-three and private contractor accounts to ten.
- Conducted an electronic-waste (computers, monitors, televisions, cell phones) recycling event.

FY 2005-2006 Overview and Significant Changes:

During FY 2005/2006, the Environmental Services Department continues to concentrate on pollution prevention activities. The department is concentrating on the following significant activities.

- In an effort to regionalize the Household Hazardous Waste program, the department is obtaining inter-local agreements with nearby municipalities, specifically municipalities in the city's watershed and sewershed.

- Incorporating electronic-waste (e-waste) collections into the department's routine recycling and waste collection services.

- Preparing and creating standard operating procedures to achieve National Environmental Laboratory Accreditation Program (NELAP) certification. This certification is not yet mandatory but the Texas Commission on Environmental Quality is planning to make the certification a requirement of all laboratories reporting official data.

- Improving the oil and grease program through the implementation of best management practices and the creation of an ordinance establishing oil and grease regulatory criteria in wastewater.

New Programs for FY 2005-2006:

Environmental Services Department is proposing no new programs for FY 2005-2006.

FY 2006-2007 Overview and Beyond:

As we transition from a small to a medium sized city, the Environmental Services Department will concentrate on activities geared toward improving pollution prevention and expanding laboratory testing services as well as planning to meet the future needs of the community. The Environmental Services Department will focus on the following tasks in FY 2006/2007.

- Relocating the household hazardous waste facility and expanding these services to other municipalities in the area.

- Continuing to prepare for National Environmental Laboratory Accreditation Certification.

- Expanding the laboratory testing services to include wastewater bacteriological testing.

- Increasing the monitoring and regulation of smaller commercial/industrial businesses, particularly those that discharge automotive, dry-cleaning and silver laden wastes.

Departmental Goals:

The Environmental Services Operational Plan identifies the following goals derived from the City Strategic Plan.

- Provide laboratory testing services to internal and external customers. (City Goal 5.4)

- Provide resource management including solid waste and waterways. (City Goal 5.6)

- Conduct pollution prevention activities. (City Goal 3.5)

- Implement and enforce the rules and regulations governing non-domestic wastewater discharges into the sanitary sewer. (City Goal 5.4)

- Continue to develop and empower employees. (City Goal 5.2 and 6.0)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
Operating Expenditures	$314,836	$424,416	$419,067
Number of Employees (FTE's)	5	5	5
Output			
Industrial Waste			
Number of Inspections (Industrial)	328	325	377
Laboratory Services			
Bacteriological Samples (Lab)	4,676	4,000	5,611
Industrial/Commercial Samples (Lab)	905	825	1,022
Special Samples (Lab)	1057	200	1,005
Recycling Services			
Tons of Material Processed (Recyclables)	547	500	575
Tons of Home Chemicals Recycled	7.4	9	9.5
Tons of Home Chemicals Disposed	4.5	5	5
Efficiency			
Laboratory Services			
Average cost per Water Sample (Lab)	$5.338	$5.50	$5.50
Average cost per Wastewater Sample (Lab)	$29.99	$28.00	$28.00
Expenditures as % of Utility Fund	1.47%	1.64%	1.55%
Authorized Personnel as % of Utility Fund	4.10%	3.91%	3.95%
Industrial Waste			
Average cost per Sampling Event (Indust.)	$31.50	$31.50	$31.50
Recycling Services			
Average cost per ton of material processed (includes recycling and home chemicals)	$180	$160	$140
Effectiveness			
% Error of Results	5%	5%	6%
% of Users in Compliance	92.5%	90%	90%
Tons of Material Diverted	554	480	560
Revenue Generated	$197,059	$160,000	$145,000

Summary of Key Departmental Goals

Key Goal 1: Provide laboratory testing services to internal and external customers.

Objective A: Perform water and wastewater tests.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Number of water tests (bacteriological, fluoride, chlorine, hardness)	3,588	3,800	4,676	5,143	5,611
Number of wastewater tests (total suspended solids, total dissolved solids, pH, volatile organics, etc.)	698	800	905	963	1,022

Trend: The number of water tests is increasing because the laboratory has increased the number of customer contracts (see Objective B). In early FY 2004/2005, the laboratory program gained a multi jurisdictional water and wastewater operations company as a client. The increase in the number of wastewater tests is related to the increase in the number of restaurants in the city.

Objective B: Increase contract testing services.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Number of contracts/customers	29	30	50	57	64

Trend: Staff has worked hard to advertise the water testing services offered by the Laboratory Program. This has resulted in an increase in the number of contracted customers using the testing services. Currently the city's Environmental Laboratory provides bacteriological testing services for almost every water system in Williamson County. The Environmental Laboratory also provides testing services to customers in Burnet, Bell, Travis and Lampasas counties.

Objective C: Improve internal quality control.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Percent error of results (<10% acceptable range)	5%	5%	5%	5%	6%
Spike recovery	92%	92%	92%	92%	92%

Trend: Spike recovery is the amount of material retrieved from a sample that has been injected with a known concentration of pollutant. The target range for spike recovery is 85 to 100%, with 100% recovery being the best achievable.

Summary of Key Departmental Goals (cont.)

Key Goal 2: Provide resource management including solid waste and waterways.

Objective A: Improve household hazardous waste management.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Tons of material disposed or recycled (Material handled by a Hazardous Waste Contractor such as paint and household chemicals)	5	7	4.5	5	5
Tons of material Re-Used/Re-issued (Material put into the Re-Use Program such as usable paint, pesticides, automotive fluids, etc.)	7.3	10	7.4	9	9.5
$ Saved by Re-Use vs. Disposal (average per year)	$12,170	$14,604	$13,376	$15,000	$16,185
Number of participants bringing household hazardous waste	629	750	705	800	853

Trend: As the household hazardous waste program gains more public recognition, the number of participants is expected to increase. The Environmental Services Department added home chemical to its monthly paint collection event in January, 2005. This change created the first permanent household hazardous waste collection facility in Williamson County. The department intends to offer these services to other municipalities in FY 2006/2007.

Key Goal 3: Conduct pollution prevention activities.

Objective A: Conduct the industrial waste pretreatment program.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Number of Industries on Industrial Waste Program	15	15	14	15	15
Number of commercial businesses on Surcharge Program	127	165	136	140	145
Number of citations issued	10	10	22	10	12

Trend: The number of commercial businesses increases as the city grows commercially. It is the goal of the Industrial Waste Pretreatment Program to achieve compliance with local rules and regulations, thereby reducing the number of citations issued

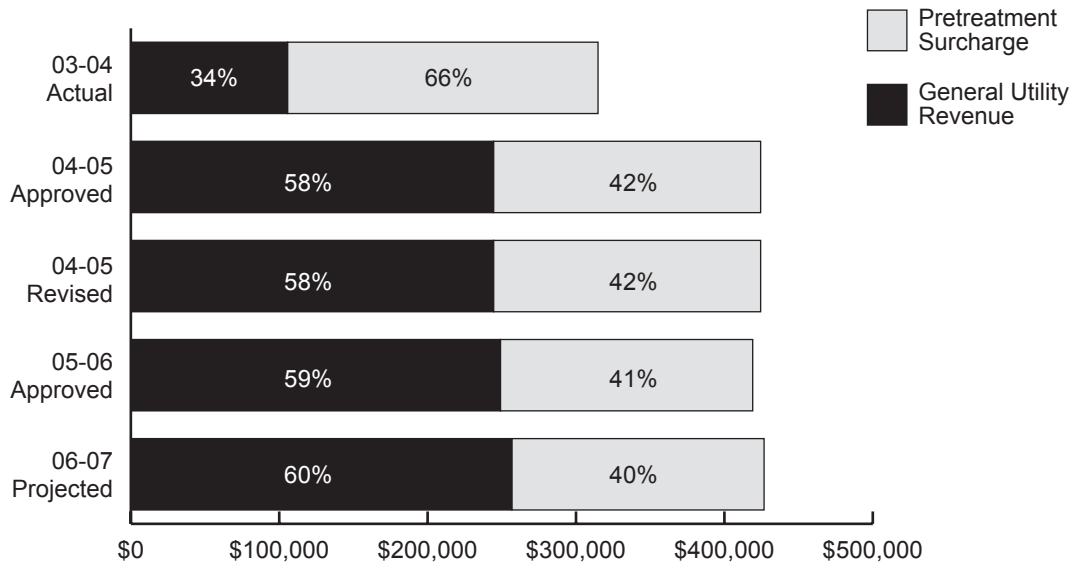
Objective B: Reduce waste concentrations entering the wastewater treatment plant and collection system

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Tons of potential waste diverted from water / wastewater streams (Re-Use Program and HHW collections)	12.3	17	11.9	14	14.5

Trend: The amount of material prevented from entering the water and wastewater streams will increase as the household hazardous waste management program progresses.

Environmental Services

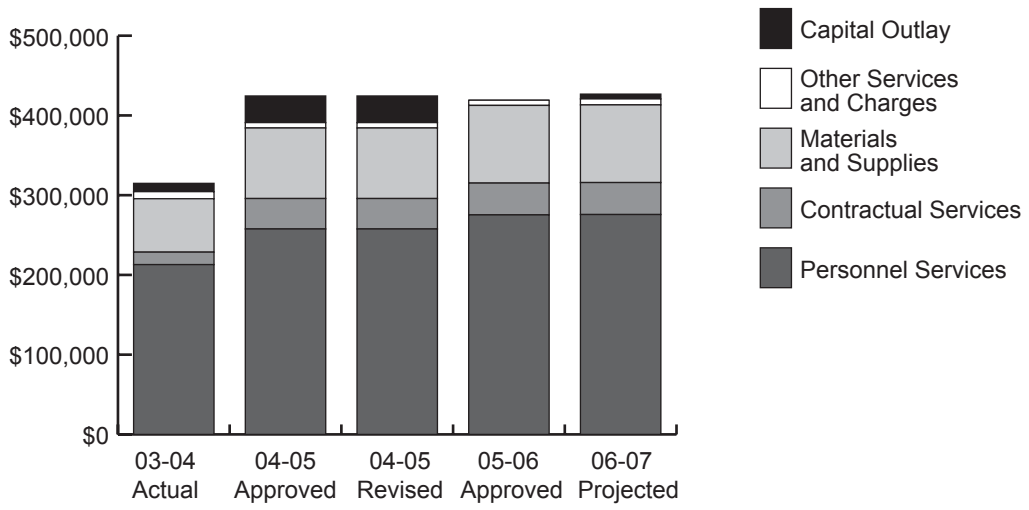
Funding Sources



	Positions			Full Time Equivalents		
Authorized Personnel	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
Environmental Laboratory Analyst	1	1	1	1	1	1
Environ. Quality Specialist	1	1	1	1	1	1
Environ. Services Supervisor	1	1	1	1	1	1
Field Laboratory Technician	1	1	1	1	1	1
Administrative Technician II	1	1	1	1	1	1
Total	5	5	5	5	5	5

Environmental Services

Expenditures by Category



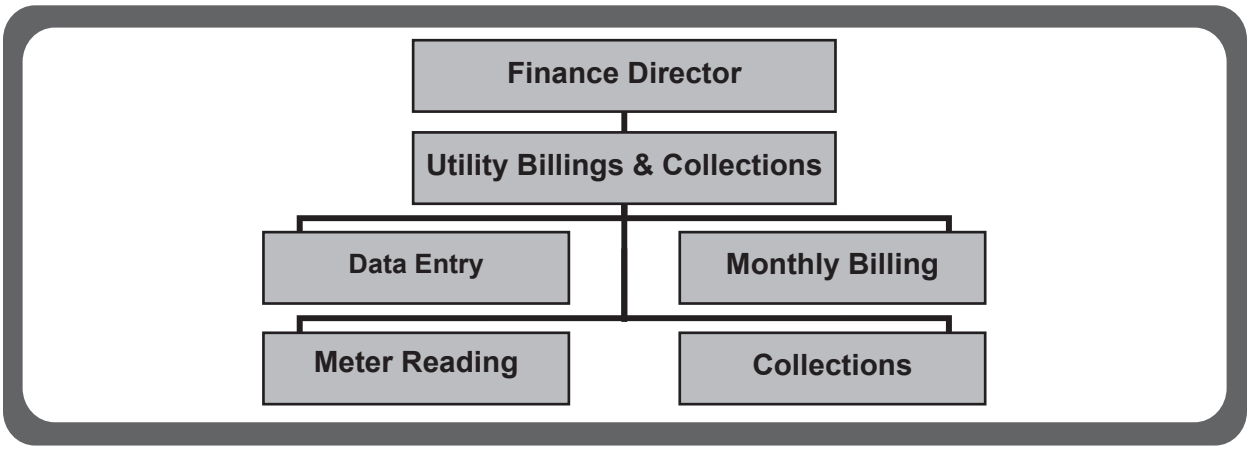
Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$212,934	$257,616	$257,616	**$275,273**	$275,740
Contractual Services	15,635	38,190	38,190	**39,899**	40,099
Materials and Supplies	66,986	88,460	88,460	**97,400**	97,400
Other Services and Charges	8,851	6,750	6,750	**6,495**	7,495
Capital Outlay	10,431	33,400	33,400	**0**	6,000
Total Expenditures:	$314,836	$424,416	$424,416	**$419,067**	$426,734
Expenditures per Capita:	$3.94	$5.04	$5.04	**$4.74**	$4.60

Utility Billings & Collections

The Utility Billing Office handles the accounting, billing, and collection of all customer water, sewer, and garbage billings; connects and disconnects service; and assists customers, at home if requested.

Mission: To account for the accurate and precise recording of information gathered from the reading, billing and collecting of money for every meter within the City of Round Rock, and provide professional, courteous and superior customer service for all citizens of Round Rock.



Departmental Program Summary:

The Round Rock Utility Billings and Collections Department consists of a single program divided into the following components:

Programs:

Data Entry: The Data Entry office staff track all new meters in order to provide water service to new connections. Water Systems Support Department and Building Inspections Department provide the information used to create accounts in the City's main database. The office reviews existing accounts monthly for correct occupant information for billing. We depend upon our customers to inform us of any changes of occupancy.

Meter Reading: Water Systems Support staff read meters. The Utility Billing staff works closely with Water Systems Support staff to maintain the reading schedule and meet deadlines.

Monthly Billing: The staff in this office calculate and invoice all monthly billings.

Collections: The office staff collect current and past due monies owed to the City of Round Rock. The collection process occurs throughout the month to ensure that accounts are collected in a timely manner.

FY 2004-2005 Highlights:

Although the City has continued to grow, a significant number of customers were adversely affected by the local economy.

- Round Rock's customer base increased in excess of 1,350 accounts in FY 2004.
- More than 6,500 past due accounts with an average past due amount of $80 were collected.
- Completed major vendor change with minimal problems.
- Implemented rate increase for all services billed effective second quarter of FY 2005.
- Two meter readers were physically relocated to new facility. This will streamline reporting and create more efficiencies in the meter reading process.

FY 2005-2006 Overview and Significant Changes:

The Utility Billing Department fees for field collection services and various other fees within the office are changing. In addition, our customer service field processes need restructuring and we are discussing possible new directives for existing field processes.

FY 2005-2006
Overview and Significant Changes (Cont):

- Revise the fee schedule for field operations
- Increase in residential deposits
- Consolidate the bulk water fee structure
- Process checks with ACH (Automated Clearing House)
- Refund deposits based on credit history
- Change operational polices for field services
  Add remote payment stations

New Programs for FY 2005-2006:

Senior Customer Service Representative: Establish a customer service part-time position to handle the increased volume of new customers and maintain an aggressive process for collection of past due accounts in the field as well as in the office. This individual would be cross-trained to assist the office personnel as well as the field personnel in time of absences with not only collections but the actual processing of service work orders.

FY 2006-2007 Overview and Beyond:

We will make every attempt to continue to meet, accomplish, and exceed our Department's Goals and Objectives, including:

- Changes in field processes for collecting and billing meter information
- Continue to work on developing better, and more customer-oriented, field processes
- Provide new technology options for our customers
- Establishment of possible alternative, offsite, payment stations

Departmental Goals:

* Provide accurate, professional and courteous service to all our citizens. (City Goal 5.2)
- Stay abreast of technology updates for department-related activities. (City Goal 5.5)
- Encourage ongoing training for all customer service representatives. (City Goal 5.2)
- Continue to pursue a cohesive working relationship with the field staff and the utility office. (City Goal 6.5)
- Streamline daily check processing collections through ACH bank method. (City Goal 5.5)
- Continue to research and provide alternative payment options by offering on-line payments, additional payment collection center, Internet customer account access, and new account applications. (City Goal 5.5)
- Continue to maintain a priority for delinquent account field collection.

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2003-2004	Estimated 2004-2005	Projected 2005-2006
Demand			
Customer Base	25,961	27,250	28,450
Input			
Operating Expenditures	$884,006	$947,418	$1,093,585
Number of Personnel (FTE's)	11.50	11.50	14.00
Output			
Number of Work Orders Processed	20,653	21,000	22,000
Number of Payments Collected	275,283	280,000	285,000
Total Dollars Collected	$26,961,000	$27,500,000	$28,000,000
Efficiency			
Utility Billing Expenditures as a % of Utility Fund	4.14%	3.65%	4.04%
% of Utility Fund Personnel	9.43%	8.98%	11.07%
Effectiveness			
Data Entry Error Rate	12	14	14

Summary of Key Departmental Goals

Key Goal 1: Provide accurate, professional and courteous service to all our citizens.

Objective A: Implement an annual survey to measure customer satisfaction.

Objective B: To give our customers accurate information regarding their account status as measured by their response on the annual customer survey.

Objective C: To provide ongoing training to our CSR's which will enable them to meet this goal.

Objective D: Obtain an 85% or higher satisfaction rate.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Annual Survey implemented by 7/1/02. Surveys mailed/returned	600/40	600/60	600/51	600/60	700/80
% of Customers satisfied	99%	95%	88%	95%	95%
No. hours CSR training	14	16	16	16	16

Trend: Customer satisfaction appears to be difficult to measure since a huge volume of cards are mailed but very few are returned back to the office. We would like to explore alternative methods to gather feedback for coming year.

Key Goal 2: Streamline daily check processing collections through ACH bank method.

Objective A: Complete a study by12/31/05 that determines the feasibility of processing checks through an automated clearinghouse system.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Feasibility study completed by 12/31/04/ No. of checks processed.	19,400/mo	20,000/mo	19,528/mo	20,000/mo	23,000/mo

Trend: Check collection volume is a considerable large portion of daily collections that need an efficient handling process. Need to continue to pursue a process that will assist with the huge volume of daily checks.

Key Goal 3: Continue to research and provide alternative payment options by offering on-line payments, additional payment collection center, Internet customer account access, and new account applications.

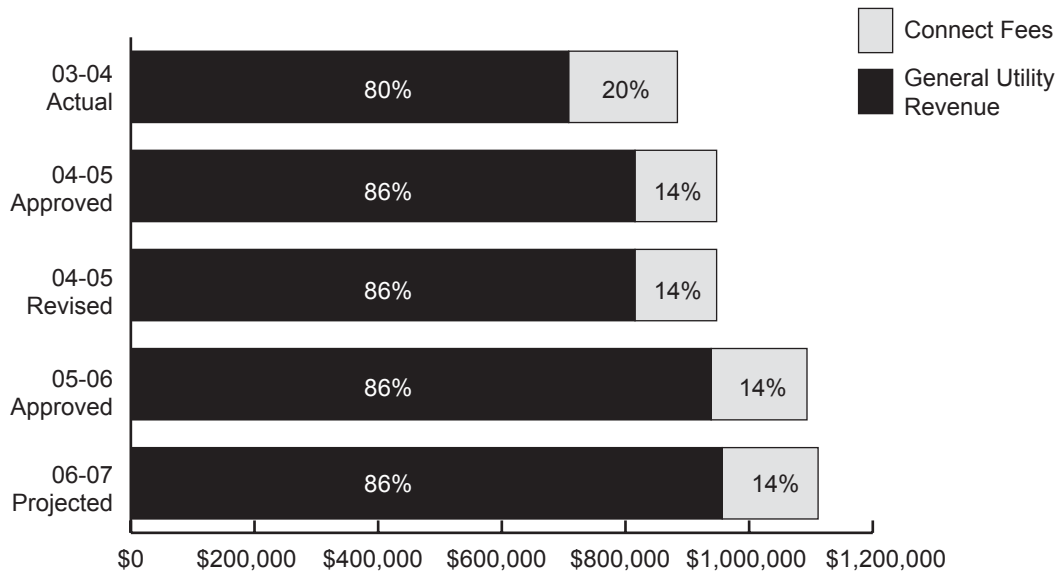
Objective A: Implement program by 12/05 and provide options for payment processing and account access as well as new customer service requests.

Measure	Actual 2002-2003	Forecast 2003-2004	Actual 2003-2004	Forecast 2004-2005	Forecast 2005-2006
Program Implemented by 7/01/03	NA	NA	NA	NA	12/05
Volume of customers who submit	NA	NA	NA	NA	**

Trend: DISC-Discontinued. This measure will be discontinued and not reported on next year.
**This was a new measure for '04-05. There is a constant volume of customer requests to provide this type of technology. The Information Technology & Communications Department is currently reviewing the City's options for providing this type of service. We will forecast the volume of customers who submit payments electronically as soon as the program is initiated and trend data is gathered. ** New program to be implemented in December '05

Utility Billings & Collections

Funding Sources

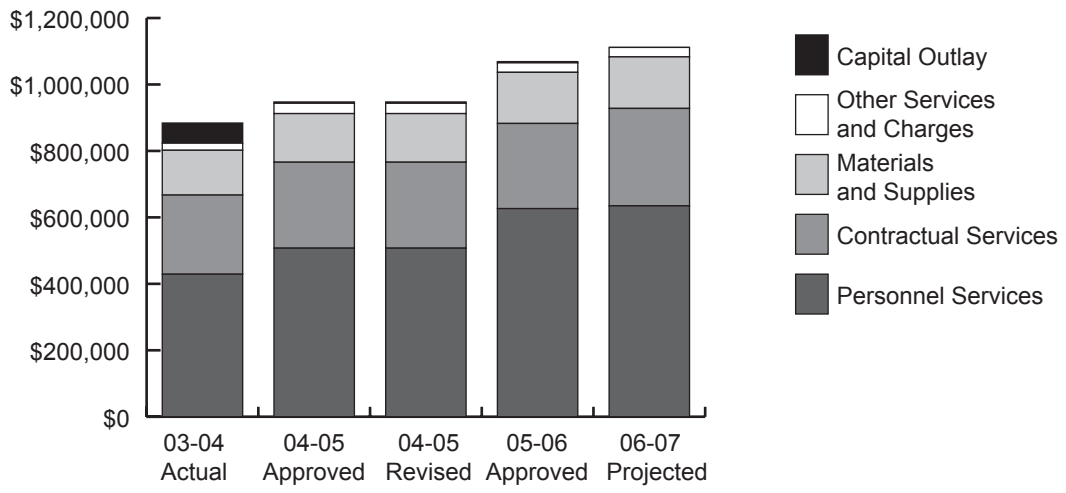


	Positions			Full Time Equivalents		
Authorized Personnel	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
Utility Office Manager	1	1	1	1	1	1
Customer Service Supervisor	1	1	1	1	1	1
Sr. Customer Service Representative	1	1	2	1	1	1.5
Customer Service Representative	5	5	5	5	5	5
Receptionist	1	1	1	1	1	1
Customer Service Representative - P/T	1	1	1	0.5	0.5	0.5
Field Services Coordinator	1	1	1	1	1	1
Utility Accountant I	1	1	1	1	1	1
Water Service Representative*	0	0	1	0	0	1
Sr. Water Service Representative*	0	0	1	0	0	1
Total	12	12	15	11.5	11.5	14

* Two positions moved from Water Systems Support for FY05-06.

Utility Billings & Collections

Expenditures by Category



Summary of Expenditures:

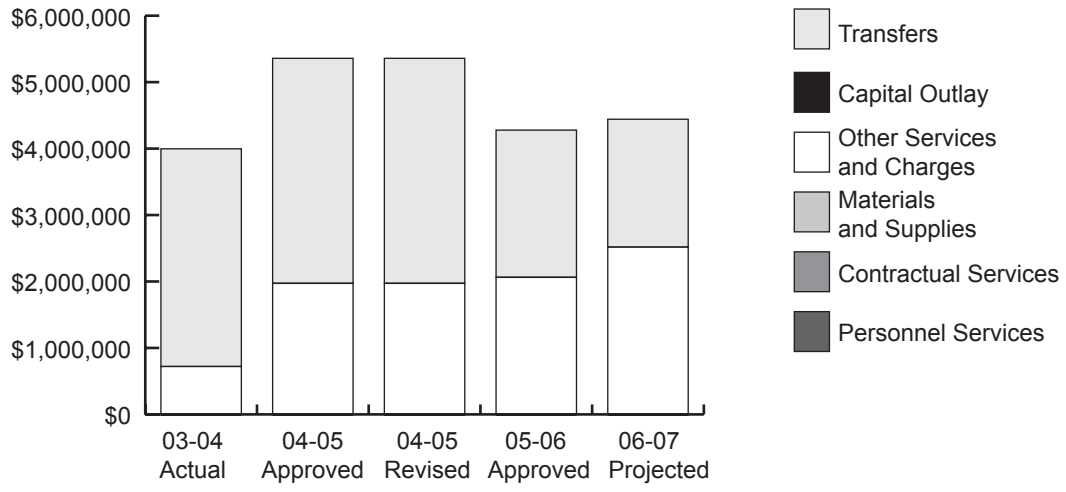
	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$428,939	$507,347	$507,347	**$626,460**	$634,721
Contractual Services	238,208	258,716	258,717	**256,249**	293,234
Materials and Supplies	134,845	146,355	146,355	**153,851**	155,078
Other Services and Charges	21,245	31,000	31,000	**28,500**	28,500
Capital Outlay	60,768	4,000	4,000	**28,525**	0
Total Expenditures:	$884,006	$947,418	$947,418	**$1,093,585**	$1,111,533
Expenditures per Capita:	$11.07	$11.25	$11.25	**$12.36**	$11.97

Utility Debt Service & Transfers - Program Description

To provide for the scheduled retirement of the City's bonded and other long-term debt. See also the Debt Section of this budget.

Utility Debt Service & Transfers

Expenditures by Category



Summary of Expenditures:

	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget	2006-2007 Projected Budget
Personnel Services	$0	$0	$0	**$0**	$0
Contractual Services	0	0	0	**0**	0
Materials and Supplies	0	0	0	**0**	0
Other Services and Charges	720,324	1,971,393	1,971,393	**2,062,000**	2,516,000
Capital Outlay	0	0	0	**0**	0
Transfers	3,276,579	3,387,000	3,387,000	**2,216,000**	1,926,000
Total Expenditures:	$3,996,903	$5,358,393	$5,358,393	**$4,278,000**	$4,442,000
Expenditures per Capita:	$50.06	$63.64	$63.64	**$48.34**	$47.84

Capital Projects Funds Expenditures

Capital Improvement Program

- General Government
- Transportation
- Water and Wastewater Utility

CIP - Project Cost Summary

CIP - Funding Summary

CIP - Project Funding Detail

CIP - Project Proposed Expenditures

Estimated Annual Operating Cost Detail

Capital Improvement Program

As the City of Round Rock looks to the future, City leaders and staff envision a community that has planned for growth and development and provides its citizens with quality services and programs. Based on the 2000 census, the City of Round Rock is the 9th fastest growing city in the U.S. and the fastest growing city in the nation with a population over 25,000. The City of Round Rock must meet the challenges of growth by providing adequate capital improvements for the citizens of Round Rock. Capital improvement projects are a major component in planning for the future of the City.

The backbone of any community comes from its infrastructure - - a city cannot sustain growth without adequate facilities and transportation and utility systems. The City's capital improvement program plays a major role in how the City will function in the future as a sustainable community. Many of these improvement projects have a significant impact on the City's plans and operations to stimulate growth in the local economy.

The City of Round Rock has systematically developed the Capital Improvement Program (CIP) using the City's Strategic Goals as a starting point. The Strategic Goals form the policy basis for preparing master planning documents. The master planning documents provide near-term planning horizons for selecting projects to be included in the multiyear CIP, which is a minimum of five years in length. Project management tools and sound business practices establish well defined project requirements, schedules and cost estimates for properly planning and funding the CIP. These tools and practices also include reporting status during project execution and maintaining the capital improvement for its useful life span.

Strategic Planning

The City views its planning and operations in a strategic manner. Goals for the City and its operating departments are developed in relation to the City's Strategic Plan and provide a common view of where efforts and resources are to be directed and where we wish to be over the next five years and beyond. The City's goals developed within the Strategic Plan provide direction for developing the Capital Improvement Program. The specific goals relating to capital improvements are listed below. The Strategic Goals also form the policy direction for preparing master planning documents.

Goal #2	Review the General Plan with emphasis on the Northeast Quadrant of the City to provide for educational, business, residential, and retail uses.	
	2.1	Develop a plan to identify future land uses, major transportation routes, utility requirements and a comprehensive park system for the Northeast Quadrant.
Goal #3	Improve the image and appearance of Round Rock.	
	3.4	Develop a corridor beautification plan for arterials, including significant entryways. This addresses "edges."
Goal #4	Plan and facilitate the City's transportation systems, at the local and regional level, to improve traffic flow and personal mobility.	
	4.1	Plan the City's transportation systems.
	4.2	Implement transportation projects and systems.
	4.3	Maintain and operate City's transportation systems.
	4.4	Protect the function of the city's arterial roadway system by adopting land use and access policies that concentrate high intensity land uses, minimize strip development, and limit direct driveway access and curb cuts along major roadways.

Strategic Planning (Cont.)

Goal #5	Plan and implement effective and efficient services within the City's financial capacity to meet the needs of residents, customers and employees.	
	5.1	Ensure city services, facilities and equipment meets the needs of residents, customers and employees through the development of annual departmental goals, objectives, and strategic budgeting.
	5.3	Provide a safe environment by promoting a high quality, cost efficient public safety program.
	5.4	Provide a high quality, cost efficient public water and wastewater utility system that complies with all applicable state and federal standards and regulations.
	5.6	Establish partnerships among the City, other local governments, local businesses and social service providers to address regional issues and provide improved services.

Master Planning

With the Strategic Goals as the policy direction, the City of Round Rock uses a comprehensive approach to master planning. Planning is driven by the demand of the community, which is created by the growth and development of the City. The City is committed to providing outstanding service by supporting the promotion of growth and economic development in the community.

The master planning environment includes assessing the needs of the community through citizen and customer surveys, research into technological innovation, demographic trend analysis and observation of other factors affecting the community, assessing the needs of each City department for their area of responsibility, and making assumptions concerning the community's general needs for an ultimate growth scenario. Ultimate growth is based on the total development of land within the present city limit and the Extra Territorial Jurisdiction (ETJ). Once compiled, the assessment of needs is combined with the City Council and staff view of the City's business purpose to provide a foundation for master planning. Key master planning documents provide the City with a guide for up to 50 years into the future.

Typically, the City will update these plans every ten years with a major amendment at the five-year midpoint. To keep pace with the development and growth of the city, the City will make additional amendments to the plans on an as needed basis. The updates and amendments are presented to the public in formal hearings and the City Council adopts the changes by ordinance. The planning documents include a:

- General Plan
- Comprehensive Transportation Master Plan – Planning horizons of 2010, 2020 and ultimate build out.
- Water Master Plan – Planning horizons of 10, 20 and 30 years and ultimate build out for infrastructure and beyond 30 years for water reserves.
- Wastewater Master Plan – Planning horizon of 10 years and ultimate build out for infrastructure.
- Parks and Open Space Plan – Planning horizon of five years and ultimate build out.
- Citywide Trails Master Plan – Planning horizon of ultimate build out.

As planning has become a critical component of the City's work structure, staff continually look for new and innovative ways to combine sound solutions with the clear and consistent business principles that meet the ever-changing needs of the citizens – thus allowing the City to create a sound business plan and roadmap for the City's future.

Project Selection

Round Rock's capital improvement project selection process is systematic and deliberate. Typically, the steps are:

1. **Defining eligible projects.** The master planning process and documents provide potential projects to be included in the multiyear Capital Improvement Program (CIP), which is a minimum of five years in length. Round Rock also uses a general definition for eligible projects as items generally costing greater than $50,000, provides a fixed asset or equipment and has a life span of at least five years. Some common examples of capital improvements include streets and expressways, public libraries, water and wastewater lines, and park and recreation facilities.

2. **Developing a priority ranking system.** The master planning process and documents establish near-term planning horizons for initially ranking capital improvement projects. City staff determines the timing, cost and priorities for each individual project to further refine project ranking, which is coordinated with the City Manager to aid in translating Council priorities into project priorities. The ranking process then begins a formal process, which may include public hearings, and consideration or approval by a board, citizen task force and/or City Council. In the case of a general obligation bond, approval must be obtained from the voters.

3. **Identifying, assessing and coordinating potential funding sources.** Key elements of developing, assessing and coordinating potential internal and external funding sources is identifying the funding sources, assessing the City's financial condition and its ability to service existing and new debt and coordinating the best source of funds for needed capital improvements. This evaluation process is performed by the Director of Finance and is used to provide the foundation for the proposed CIP.

4. **Preparing the Spending Plan.** Based on the prioritized list of needed improvements and the assessment of sources and availability of funding, the CIP spending plan is prepared. The plan identifies the capital improvements that are programmed (to be constructed) in the next fiscal year. After preparation, the CIP spending plan is presented to the government body for ratification, and becomes the official and legal policy of the City. The approved funding plan is the authority required for City staff to execute projects.

Project Management

The City of Round Rock strives to execute projects that meet the needs of the citizens within schedule and cost constraints. To achieve these objectives, City staff uses a comprehensive method for managing projects, which begins during the master planning process and continues through project close out.

The project management process starts with translating the needs of the citizens and the City into technical requirements or project scope. With a firm scope, rough order of magnitude project cost estimates, reasonable schedules and annual operating cost estimates are developed. The estimates and schedules are used as a key element in the priority ranking process. Developing annual operating cost estimates is not only critical in evaluating the project during the ranking process, but it provides important information, like personnel requirements, maintenance costs, etc., which is used to plan and develop future budgets.

As the project transitions from planning into execution, City staff actively manages the project by monitoring the project scope to prevent scope creep and refining the scope, if needed, to adjust for unforeseen challenges. The cost estimates and schedules developed during the planning process are also refined and adjusted as the project moves through the design process, so accurate cash flows are available for determining the timing and size of expenditures. In the case of general obligation bonds, accurate timing and size of the issuance can reduce issuance costs and the net ad valorem tax impact to property owners.

The City of Round Rock is constantly striving to improve the Capital improvement Program by implementing best practices for project management. In the future, the City will continue to diligently manage the CIP to enhance the quality of life for the citizens of Round Rock on time and within budget.

Project Reporting

The City of Round Rock considers external and internal communication as an important element of good government and good project management. Throughout the Capital Investment Program process, City staff maintains open lines of communication with the public, the City Council, the City Manager and the City Directors through the use of public meetings, presentations, progress and status reports and a "Capital Improvements Projects" web page. The project managers are also readily available to address any issues or challenges that may occur during project execution. Regularly scheduled reporting cycles requires the project managers to continuously monitor project progress/status and results in a reduction of crisis management.

Future Project Operating Costs

As mentioned previously, annual operating cost estimates are developed by the project manager during the master planning process and are used as a key element in the priority ranking process. Annual operating costs can include personnel, scheduled repair and maintenance and utilities. To prepare for the future and avoid shortfalls, the City uses the annual operating cost estimates to plan and develop future budgets. If practical, the City will establish new programs tailored specifically to repair and maintain similar capital improvements, like streets and utilities. One such program is the annual Street Maintenance Program, which was established to improve the integrity and service life of the existing City's streets using sealcoat, crack seal and overlay. A pavement management system has been established to protect the City's investment in the 648 lane-mile street system. The objective of the City's pavement management system is to provide serviceable streets in the most cost-effective way possible. To meet this goal, the street conditions are surveyed and then combined with the data on the streets' maintenance history, original design, and traffic uses. This information is used to determine whether maintenance is needed and what type of resurfacing is appropriate. The annual project typically encompasses approximately one-eighth of the lane miles of asphalt concrete paving. The amount of lane miles increases annually due to the construction of new roads and streets and development of subdivisions and commercial properties.

Five-Year Capital Improvement Program Project Summary

The Capital Improvements Program (CIP) is a multiyear plan covering a minimum of five years that forecasts spending for all anticipated capital projects. The plan addresses both repair and replacement of existing infrastructure as well as the development or acquisition of new facilities, property, improvements and capital equipment to accommodate future growth. As a planning tool, it enables the City to identify needed capital projects and coordinate facility financing, construction, operation and scheduling. The Capital Improvement Program encompasses three distinct components.

General Government - These projects include municipal facilities, parks and park improvements, sidewalks, landscaping, traffic signals, street, regional detention, drainage improvements, public safety capital equipment and facilities. Projects in this component are funded from general government resources such as property tax, sales tax and the issuance of authorized bonds. Regional detention projects are primarily funded through developer fees.

Transportation - In August 1997, the Citizens of Round Rock authorized the adoption of an additional sales and use tax within the City at the rate of one-half of one percent, with the proceeds thereof to be used for streets, roads, drainage and other related transportation system improvements. The additional revenue is not part of the City's general operating budget but is budgeted and spent by a non-profit economic development corporation established expressly for the above purposes with the approval of the Round Rock City Council. Since 1998, the Round Rock Transportation System Development Corporation (RRTSDC) and the City have utilized the sales tax revenue stream to leverage a maximum number of transportation projects in the City of Round Rock.

Water and Wastewater Utility - These projects are major water and wastewater repairs, replacements and the development or acquisition of new facilities. Water and wastewater utility projects are funded from the sale of water and wastewater services, utility impact fees and the issuance of revenue bonds.

Five-Year Capital Improvement Program Project Summary (Cont.)

General Government

The General Government component includes projects in the categories of public service facilities, park projects and park improvements, sidewalks, landscaping, traffic signals, street and drainage improvements, public safety capital equipment and facilities. Funding for general government projects is derived from general government resources such as property tax, sales tax, issuance of authorized bonds and developer fees.

Public Service Facilities

- Municipal Office Complex Phase Two
- Southwest Downtown Area Infrastructure Improvements

These projects address a rapidly increasing need for public service facilities as the City's population grows and quality of life expectations increase. City staff will grow with these expectations. A new municipal complex will provide the unique and specific requirements of a city building. Phase one consists of a facility for Municipal Court, Planning and Parks and Recreation. Phase Two intended components are the construction of a new city hall building, parking lot and a campus green.

The Southwest Downtown Area Infrastructure Improvements provide the capacity for the City to contain a 13 acre municipal office campus, a trailhead park and greenbelt along Lake Creek, and potentially more commercial and residential use in the downtown area. Improvements consist of streets, sidewalks, drainage, utilities and streetscapes.

Information Technology

- Human Resource System Enhancement
- City Website Enhancement
- Network Security Audit

These projects are major improvements to the City's Information Technology systems. The payroll department processes paychecks for over 700 employees and this enhancement to the Human Resource System allows all departments the ability to enter timesheets directly to the payroll department. The system also streamlined its current functionality. This reduces staff preparation and paperwork.
A network security audit determines the integrity of our current security measures and will develop our future needs.
The City's website will undergo a re-design for form, function and content.

Public Safety Equipment and Facilities

- Fire Engine Replacement Program
- Fire Station #2 Replacement
- New Fire Station #6
- Fire Rescue Vehicle and Truck Apparatus
- New Fire Station #7
- New Police Department Building

Five-Year Capital Improvement Program Project Summary (Cont.)

Public Safety Equipment and Facilities (Cont.)

The Fire Engine Replacement Program will ensure older engines are replaced when they reach aging capacity. There are four fire engines that will be replaced through this program. Fire Station Number Two is located in the downtown area of the city and is a much older building. The replacement will safely accommodate personnel and equipment, as well as remaining in the present area. Fire Station Number Six and Seven will be constructed to serve the growing population and expected increase of emergency calls in north Round Rock. This will provide better dispersion of station resources.

A new building will be designed and constructed to the specific needs of a police station. This will accommodate the required police resources for the growing population.

Parks and Recreation

- City Wide Trails
- Neighborhood Parks
- Old Settler's Park
- Senior Citizen's Center
- West Side Recreation Center
- Forest Creek Golf Course Upgrade

The development of City Wide Trails is to encourage walking and biking in the community and to support local and regional transportation systems. The Neighborhood Park projects will focus on new park development and renovations of existing parks and will provide safe, usable and attractive facilities within our own neighborhoods.

In the City's commitment to the development of Old Settler's Park, there is a continuation of building out the park to provide more diversified programs and recreational facilities. The park has seen the installation of a new playground, new ball field lights and soccer fields. One of the largest facilities planned will be the aquatic center as well as various ball fields and parking. With the focus on the City of Round Rock as the "Sports Capital of Texas" many of the projects will expand on the ability to offer abundant and attractive sports facilities.

A new Senior Citizens Center will house the expansion of various programs for the seniors. The current facility is overcrowded and outdated. The new center is being designed with the cooperation of the senior citizens and the Parks and Recreation Department administration. This center is expected to be open in fiscal year 2005-2006.

A West Side Recreation Center is scheduled to meet the overwhelming response in memberships the City has received since opening our first recreation center in July 2000. This will allow for growing memberships along with new and current programs.

Sidewalks, Landscapes and Traffic Signals

- Mays Street Sidewalks
- 2001 Citywide Sidewalk Program-Phase One
- Forest Creek Safety and Sidewalk Improvements
- County Road 122 Sidewalks
- Corridor Enhancements
- Downtown Parking and Traffic Circulation
- Traffic Signals-Various Locations

Five-Year Capital Improvement Program Project Summary (Cont.)

Sidewalks are needed along streets for increased access to schools, parks and commercial areas. Road and crossing safety issues such as handrails and fencing will be addressed. Many other areas of the City have been targeted for sidewalks within the various projects.

The Corridor Enhancement projects are designed to improve the aesthetics of corridors along specified city streets. The improvements could include fencing, signage and landscaping. This is an on- going project for the City with several streets completed with new fencing.

Downtown Parking and Traffic Circulation Infrastructure is designed to meet the needs of the downtown area with parking facilities, traffic control, and pedestrian paths, as well as provide increased safety at busy intersections.

Streets, Drainage and Storm Water Control

- Berglund Streets Improvements
- County Road 122
- Street Seal Coat Program
- Gattis School Road Intersection and Safety
- Creekbend Boulevard
- Chisholm Trail Reconstruction
- Chisholm Parkway Extension
- Sam Bass Road
- Downtown Streets-Phase One
- Various Round Rock West Streets
- Austin and Liberty Avenue
- Dennis Drive Improvements
- Ledbetter Street
- Southcreek Channel Improvements
- Bowman Road Drainage
- Messick Loop-Hanlac Trail Channel Improvements
- Onion Branch Stormwater Drainage Study

These projects will cover a myriad of infrastructure needs such as repair, relocation, replacement and reconstruction of major and local roadways. These projects will include the accompanying drainage and underground utilities. This will greatly improve and enhance the mobility of citizens and decrease congestion. New and improved streets will provide better road safety and access to key areas.

The Street Seal Coat Program is an annual preventative maintenance program designed to systematically seal coat city streets. Areas of the city are designated each year depending on the existing age of the seal coat.

Storm water channels require “wet” maintenance and are often overgrown with weeds, erosion and silting. Channel improvements will correct these safety concerns and eliminate higher maintenance costs.

Five-Year Capital Improvement Program Project Summary (Cont.)

Transportation

In 1997 the citizens of Round Rock voted to authorize an additional one half cent sales tax for the specific purpose to build roads and major arterials. The Transportation component of the Capital Improvement Program covers those projects funded through this additional sales tax.

Transportation Projects

- Arterial A
- Forest Creek Drive
- Double Creek Drive
- A.W. Grimes Boulevard
- County Road 113
- FM 1460
- Greenlawn Boulevard Extension-COMPLETED
- Palm Valley Feasibility Study
- RM 620
- IH-35 Turnarounds-COMPLETED
- County Road 122 Phase 2
- State Highway 45
- South Mays Street Improvements-COMPLETED
- Traffic Signals
- Traffic Signal Coordination
- US Highway 79-from CR195 to CR110-COMPLETED
- US Highway79-from FM1460 to CR195
- Transportation Consulting
- IH-35 Area Improvements
- Hester's Crossing Bridge Replacement
- County Road 122 Phase 3
- Oakmont Drive
- Teravista Drive

Transportation projects are new road and road betterments as planned through the City's Comprehensive Transportation Master Plan. This Master Plan has elements to provide an adequate future transportation system, identify environmentally sensitive areas, and develop roadway design standards. Transportation is an important concern of the citizens and the administration of Round Rock. The projects listed above have been approved and are on the City's Transportation Capital Improvement Program. The TCIP is a short term view of the City's needs for transportation. AW Grimes Boulevard has been completed through phase one and phase two will start construction in early fall 2005. Several traffic signals are completed and others are being planned, designed and installed.

Five-Year Capital Improvement Program Project Summary (Cont.)

Water and Wastewater Utility

The final component of the City of Round Rock's Capital Improvement Program is the Water and Wastewater Utility. This includes projects in the categories of major water and wastewater lines, processing facilities, water transmissions, water storage, and water operations. This includes major repairs, replacements and new development. Funding for water and wastewater projects is derived from the sale of water and wastewater services, utility impact fees and the issuance of revenue bonds.

Water Utility

- East Water Transmission Line-Phase Three-A
- East Water Transmission Line-Phase Three-A2
- East Water Transmission Line-Phase Three-B
- East Water Transmission Line-Phase Four
- Water Tanks Rehabilitation
- Ground Water Filtration
- Waterline Improvements
- A.W. Grimes Waterline
- West Round Rock Line, Tank and Standpipe
- Relocation of Waterline at SH29 and CR265
- Gattis School Road 12 inch Waterline
- FM1431 (Stone Oak) Booster Pump Station
- Electric Generators/High Service Pumps
- PRV Installation Program
- Raw Water Delivery System Improvements
- Forest Creek 16" Waterline
- Kensington Park Waterline
- 1431 Elevated Storage Tank
- Highway 79 12" Waterline
- Water Distribution System Model and Master Plan
- Doublecreek 16" Waterline & Connections
- South Arterial A 16" Waterline
- Southcreek 12" Waterline
- 12" Creekbend Waterline
- Lake Travis Supply and Treatment System

Water system lines, storage improvements and system improvements are ongoing capital repairs or betterments. These projects improve, strengthen or increase the city's water utility system to provide the level of service required by our citizen's and businesses. Expanding water services is necessary to accommodate the City's current growth and future growth. Major renovations and repairs keep the water system running efficiently and effectively. The City's latest expansion of the Water Treatment plant was completed in 2004 and increased the capacity by 20 MGD.

Five-Year Capital Improvement Program Project Summary (Cont.)

Reclaimed Water Utility

- Water Re use at Old Settlers Park

This project involves using treated wastewater for irrigation of Old Settler's Park. Recycling the treated wastewater is an environmentally friendly, economical and safe solution for large irrigation.

Regional Water

- Lake Stillhouse Hollow Pipeline-COMPLETED

Wastewater Utility

- Wastewater Basin Inspection and Rehabilitations
- Wastewater Line at Water Treatment Plant Improvements
- Avery Farms Wastewater Interceptor
- 10 Inch Wastewater Line at 620 and Briarwood
- Westinghouse Wastewater Line
- McNutt Creek Wastewater Improvements
- Chandler Creek
- I & I Flow Monitoring Study
- Kiphen Road Wastewater Line
- Forest Creek Interceptor
- Future Wastewater Interceptor

Wastewater system line improvements are line extensions to serve a growing customer base, ongoing capital repairs or betterments. Completed repairs and renovations provide significant treatment cost reductions in the future by preventing ground water from seeping into collector lines.

Regional Wastewater

- Wastewater Treatment Plant Rehabilitation
- Wastewater Tunnel-COMPLETED

The Brushy Creek Regional Wastewater System capital expenditures include line extensions constructed by the Brazos River Authority/Lower Colorado River Authority Alliance on behalf of the system customers.

Capital Improvement Program Project Cost Summary

The following table summarizes the project cost of the City of Round Rock Capital Improvement Program. Included in the total project cost, is the City of Round Rock's funded amount and all other outside funding. The annual operating costs are the anticipated operating costs expected in the first fiscal year of a new program associated with the completion of a capital project.

Project/ Program Title	Total Project Cost	Annual Operating Costs
General		
Public Service Facilities		
Municipal Office Complex Phase Two	$11,845,000	$60,000
SW Downtown Area Infrastructure	$6,045,000	$15,000
Information Technology		
City Website Enhancement	$85,000	
Human Resource System Enhancement	$101,950	
Network Security Audit	$85,000	
Public Safety Equipment and Facilities		
Fire Engine Replacement Program	$1,630,000	
Fire Station No. Two Replacement	$1,625,000	
Fire Rescue Vehicle and Fire Truck Apparatus	$400,000	
Fire Station No. Six	$2,300,000	$989,000
Fire Station No. Seven	$1,600,000	$989,000
New Police Department Building	$6,570,000	Not available
Parks and Recreation		
Senior Citizens Center	$4,630,000	$816,000
City Trail Systems-A	$685,000	$20,760
Old Settlers Park Improvements	$4,855,160	$180,000
West Side Recreation Center	$7,000,000	$1,200,000
Neighborhood Parks	$946,278	
Forest Creek Golf Course Upgrade	$1,000,000	

Capital Improvement Program Project Cost Summary (Cont.)

Project/ Program Title	Total Project Cost	Annual Operating Costs
General (Cont.)		
Sidewalks, Landscapes and Traffic Signals		
Mays Street Sidewalks	$155,000	
Citywide Sidewalks-Phase One	$1,000,000	
Forest Creek Safety and Sidewalk Improvements	$250,000	
County Road 122 Sidewalks	$1,010,000	
Corridor Enhancements	$1,000,000	$10,000
Downtown Parking and Traffic Circulation	$4,000,000	$30,000
Traffic Signals-Various Locations	$1,290,000	
Streets, Drainage and Storm Water Control		
Berglund Streets Improvements	$961,064	
County Road 122 Improvements	$2,994,698	
2004 Seal Coat Program	$1,550,000	
Gattis School Road Intersection & Safety	$2,910,000	
Creekbend Boulevard	$5,175,000	
Chisholm Trail Reconstruction	$6,160,000	
Chisholm Parkway Extension	$1,300,000	
Sam Bass Road	$3,820,000	
Downtown Streets Phase 1	$2,190,000	
Various Round Rock West Streets	$2,275,000	
Austin and Liberty Avenue	$3,895,000	
Eggers Acres-Dennis Drive Improvements	$1,570,000	
Ledbetter Street	$280,000	
Southcreek Channel Improvements	$1,780,000	
Bowman Road Drainage	$1,499,999	
Messick Loop-Hanlac Trail Channel Improvements	$640,000	
Onion Branch Stormwater	$500,000	
General Projects Total	**$99,609,149**	

Capital Improvement Program Project Cost Summary (Cont.)

Project/ Program Title	Total Project Cost	Annual Operating Costs
Transportation		
Arterial A	$1,150,000	
Forest Creek	$4,378,319	
Double Creek Drive	$2,850,000	
A.W. Grimes Blvd.	$24,052,415	
CR 113	$12,510,311	
FM 1460	$8,800,000	
Greenlawn Extension	$4,331,861	
IH35 Turnarounds	$7,036,562	
RM 620	$11,000,000	
Prime Strategies-Coordination of agencies for SH45	$52,326	
SH45	$272,576,911	
South Mays Street Improvements	$4,901,465	
Traffic Signals	$1,400,000	
Traffic Signal Coordination	$100,000	
US 79-from CR195 to CR110	$6,175,892	
US 79-from FM1460 to CR195	$12,012,745	
Transportation Consulting	$341,961	
IH35 Area Improvements	$12,311,856	
Hester's Crossing Bridge Replacement	$9,780,000	
Palm Valley Feasibility Study	$87,400	
County Rd. 122 Phase Two	$596,706	
County Rd. 122 Phase Three	$3,793,536	
Oakmont Drive	$2,200,000	
Teravista Drive	$1,250,000	
Transportation Projects Total	**$403,690,266**	

Capital Improvement Program Project Cost Summary (Cont.)

Project/ Program Title	Total Project Cost	Annual Operating Costs
Water / Wastewater Utility		
Water Utility		
West Round Rock Line, Tank & Standpipe	$3,600,000	
Groundwater Filtration	$4,000,000	
Water Tanks Rehabilitation	$1,500,000	
Raw Water Delivery System Improvements	$11,200,000	
Relocate Waterline at SH29 and CR265	$2,638,090	
Gattis School Road 12” Waterline	$359,055	
FM1431(Stone Oak)Booster Pump Station	$508,606	
East Transmission Line Phase 3-A	$1,025,000	
East Transmission Line Phase 3-B	$5,247,000	
East Transmission Line Phase 3-A-2	$928,000	
Forest Creek 16” Waterline	$340,798	
Electric Generators-High Service Pumps	$930,000	
PRV Installation Program	$250,000	
Lake Travis Raw Water Supply System	$6,100,000	
A.W. Grimes Waterline Phase 2	$300,000	
Kensington Park 16” Waterline *	$441,000	
1431 Elevated Storage Tank *	$2,000,000	
12” Forest Creek Waterline*	$90,000	
12” Creekbend Water Line*	$420,000	
2006-2008 Tank Rehabilitations*	$500,000	
2008 PRV Program*	$500,000	
Highway 79 12” Waterline *	$120,000	
Southwest Pump Station and 5MG Ground Tank*	$12,600,000	
Doublecreek 16” Waterline *	$735,000	
Water Distribution System Model and Master Plan*	$75,000	
Doublecreek 12” and 16” Waterline and Connections*	$320,000	
South Arterial “A” 16” Waterline *	$791,250	
Southcreek 12” Waterline *	$512,000	
East Transmission Line Phase 4 *	$1,800,000	
Lake Travis Treated Supply System*	$60,995,444	

Capital Improvement Program Project Cost Summary (Cont.)

Project/ Program Title	Total Project Cost	Annual Operating Costs
Water/Wastewater Utility		
Wastewater Utility		
Westinghouse Wastewater Line	$1,530,444	
Water Treatment Plant Wastewater Line	$463,800	
10” WW Line Briarwood & 620	$100,000	
Basin Inspections & Repairs FY02-03	$1,035,452	
Basin Inspections & Repairs FY03-04	$4,017,696	
Basin Inspections & Repairs FY04-05	$3,062,960	
Basin Inspections & Repairs FY05-06	$2,924,086	
Avery Farms Interceptor	$2,050,000	
McNutt Creek Wastewater Systems Improvements	$9,000,000	
Kiphen Road Wastewater Line	$200,000	
I & I Flow Monitoring Study	$200,000	
Forest Creek Interceptor*	$2,027,688	
Basin Inspections and Repairs FY06-07 *	$3,552,669	
Basin Inspections and Repairs FY07-08 *	$4,361,992	
Basin Inspections and Repairs FY08-09 *	$1,757,575	
Basin Inspections and Repairs FY09-10*	$1,921,980	
Chandler Creek Improvements *	$2,240,297	
Future Interceptor *	$3,000,000	
Regional Wastewater Utility		
East Wastewater Treatment Plant Expansion **	$32,625,020	
Brushy Creek Tunnel-COMPLETED **	$11,100,414	
Water Re-Use		
Old Settler’s Park Irrigation	$1,800,000	
Utility Projects Total	**$209,798,316**	

*These utility projects are in the planning phase for future construction.

**LCRA regional projects.

Capital Improvement Program Funding Summary

As described within the three components of the City of Round Rock's Capital Improvements Projects there are specified funding sources. These are the City's identified funding sources for the Capital Improvement Program.

General Government Funding Sources

2001- $89,800,000 Authorized General Obligation Bonds

2002 General Obligation Bonds-First Issue	$35,000,000
2004 General Obligation Bonds-Second Issue	$20,000,000
Future General Obligation Bonds-Third Issue	$34,800,000
2000 Certificates of Obligation	$10,750,000
1998 General Obligation Bonds	$8,905,000
1997 Certificates of Obligation	$5,185,000
General Self Financed Construction	$8,121,950
Regional Detention Fees	$500,000

Transportation Funding Sources

Transportation Construction Fund

2001 Sales Tax Revenue Bonds	$25,890,000
State Infrastructure Bank Loans	$31,000,000
Transportation Sales Tax *	$68,075,493

Water and Wastewater Utility Funding Sources

Utility Construction Funding **	$65,890,987

*1/2 cent sales tax

** Funding for Utility construction projects include cash transfers from Water and Wastewater Services, (pay as you go financing), Impact Fees, where applicable and the future issuance of revenue bonds.

Capital Improvement Program Project Funding Detail

The following tables identify the funding source name, type and a list of capital projects that utilize that source. Some projects will appear in more than one table as the project has multiple funding sources.

General Government Funding Sources

2001 Authorized General Obligation Bonds

Project/ Program Title	Total Project Cost	First Issue Funding 2002	Second Issue Funding 2004	Third Issue Funding
PUBLIC SERVICE FACILITIES				
Municipal Office Complex Phs. Two	$11,845,000		$200,000	$11,645,000
SW Downtown Area Infrastructure	$6,045,000	$5,045,000	$1,000,000	
PUBLIC SAFETY EQUIPMENT AND FACILITIES				
Fire Engine Replacement Program	$1,630,000	$800,000	$410,000	$420,000
Fire Station No. 2 Replacement	$1,625,000	$1,625,000		
New Police Department Building	$6,570,000	$1,965,000	$4,605,000	
Fire Station No. Six	$2,300,000	$2,300,000		
PARKS AND RECREATION				
Senior Citizens Center	$4,630,000	$4,630,000		
City Trail Systems-A	$685,000			$685,000
Old Settlers Park Improvements (1)	$4,855,160	$1,120,000	$2,870,000	
West Side Recreation Center	$7,000,000	$10,000	$200,000	$6,790,000
Neighborhood Parks (2)	$946,278	$310,000	$525,000	
SIDEWALKS, LANDSCAPES AND TRAFFIC SIGNALS				
Citywide Sidewalks-Phase One	$1,000,000	$333,000	$333,000	$334,000
Forest Creek Safety and Sidewalk Improvements	$250,000	$250,000		
County Road 122 Sidewalks	$1,010,000		$1,010,000	
2002 Corridor Enhancements (3)	$1,000,000	$220,000	$140,000	$140,000
Downtown Parking and Traffic Circulation	$4,000,000	$2,031,500	$1,491,300	$477,200
Traffic Signals-Various Locations	$1,290,000	$431,000	$182,500	$676,500

Capital Improvement Program Project Funding Detail (Cont.)

2001 Authorized General Obligation Bonds (continued)

Project/ Program Title	Total Project Cost	First Issue Funding 2002	Second Issue Funding 2004	Third Issue Funding
STREETS,DRAINAGE AND STORM WATER CONTROL				
Gattis School Road Intersection & Safety	$2,910,000	$2,910,000		
Creekbend Boulevard	$5,175,000	$1,228,000	$500,000	$3,447,000
Chisholm Trail Reconstruction	$6,160,000	$1,530,000	$2,000,000	$2,630,000
Chisholm Parkway Extension	$1,300,000	$450,000	$500,000	$350,000
Sam Bass Road	$3,820,000	$1,035,000	$1,960,000	$825,000
Downtown Streets Phase 1	$2,190,000	$2,190,000		
Various Round Rock West Streets (4)	$2,275,000	$1,775,000		
Austin and Liberty Avenue	$3,895,000		$665,000	$3,230,000
Eggers Acres-Dennis Drive Improvements	$1,570,000		$423,000	$1,147,000
Ledbetter Street	$280,000			$280,000
Southcreek Channel Improvements	$1,780,000	$1,780,000		
Bowman Road Drainage	$1,499,999		$775,000	$724,999
Messick Loop-Hanlac Trail Channel Improvements	$640,000			$640,000
COMPLETED PROJECTS		$700,000		
Issuance Costs		$331,500	$210,200	$358,301
Total 2001 Authorized G.O. Bonds		**$35,000,000**	**$20,000,000**	**$34,800,000**

(1) Old Settlers Park Improvements has funding in 2000 Certificates of Obligation, 1998 General Obligation Bonds and General Self Financed Construction.

(2) Neighborhood Parks has funding in 2000 Certificates of Obligation and 1998 General Obligation Bonds.

(3) Corridor Enhancement has funding in General Self Financed Construction.
(4) Various Round Rock West Streets has funding in General Self Financed Construction.

Capital Improvement Program Project Funding Detail (Cont.)

2000 Certificates of Obligation

Project/ Program Title	Total Project Cost	2000 C. O. Funding
PARKS AND RECREATION		
Neighborhood Parks (1)	$946,278	$107,350
Old Settlers Improvements (2)	$4,855,160	$65,160
COMPLETED PROJECTS		$10,330,041
Issuance Costs		$247,449
Total 2000 Certificates of Obligation		**$10,750,000**

(1) Neighborhood Parks has funding in the 2001 GO's and 1998 GO's.

(2) Old Settlers Improvements has funding in the 2001 GO's,1998 GO's and General Self Financed Construction.

Capital Improvement Program Project Funding Detail (Cont.)

1988 General Obligation Bonds

Project/ Program Title	Total Project Cost	1998 G. O. Funding
PARKS AND RECREATION		
Old Settlers Improvements (1)	$4,855,160	$100,000
Neighborhood Parks (2)	$946,278	$3,928
STREETS, DRAINAGE AND STORM WATER CONTROL		
Berglund Streets Improvements	$961,064	$961,064
County Road 122 Improvements (3)	$2,994,698	$1,394,698
COMPLETED PROJECTS		$6,386,310
Issuance Costs		$59,000
Total 1998 General Obligation Bonds		**$8,905,000**

(1) Old Settlers Improvements has funding in 2001 GO's, 2000 CO's and General Self Financed Construction.
(2) Neighborhood Parks has funding in 2001 GO's and 2000 CO's.

(3) County Road 122 Improvements has funding in General Self Financed Construction.

1997 Certificates of Obligation

Project/ Program Title	Total Project Cost	1997 G. O. Funding
SIDEWALKS, LANDSCAPES AND TRAFFIC SIGNALS		
Mays Street Sidewalks	$155,000	$155,000
COMPLETED PROJECTS		$4,845,000
Issuance Costs		$185,000
Total 1997 Certificates of Obligation		**$5,185,000**

Capital Improvement Program Project Funding Detail (Cont.)

General Self Financed Construction

Project/ Program Title	Total Project Cost	General Self Financed Funding
PUBLIC SAFETY EQUIPMENT AND FACILITIES		
Fire Station Number 7	$1,600,000	$1,600,000
Fire Rescue Truck and Apparatus	$400,000	$400,000
PARKS AND RECREATION		
Old Settler's Park Improvements (1)	$4,855,160	$700,000
Forest Creek Golf Course Upgrade	$1,000,000	$1,000,000
SIDEWALKS, LANDSCAPES AND TRAFFIC SIGNALS		
Corridor Enhancement Program (2)	$1,000,000	$500,000
STREETS, DRAINAGE AND STORM WATER CONTROL		
County Road 122 (3)	$2,994,698	$1,600,000
Various Round Rock West Streets (4)	$2,275,000	$500,000
2004 Seal Coat Program	$1,550,000	$1,550,000
INFORMATION TECHNOLOGY		
Human Resource System Enhancement	$101,950	$101,950
Network Security Audit	$85,000	$85,000
City Website Enhancement	$85,000	$85,000
Total General Self Financed Funding		**$8,121,950**

(1) Old Settler's Park Improvements has funding in 2001 GO's, 2000 CO's and 1998 GO's.

(2) Corridor Enhancement has funding in 2001 GO's.

(3) County Rd. 122 has funding in the 1998 GO's.

(4) Various Round Rock West Streets has funding in 2001 GO's.

Capital Improvement Program Project Funding Detail (Cont.)

Regional Detention Fees

Project/ Program Title	Total Project Cost	Regional Detention Funding
DRAINAGE AND CHANNEL IMPROVEMENTS		
Onion Branch Stormwater	$500,000	$500,000
Total Regional Detention Fees		**$500,000**

Transportation

Transportation Fund

Project/ Program Title	Total Project Cost	Round Rock Transportation Funding*	Other Funding
TRANSPORTATION			
Arterial A	$1,150,000	$1,150,000	
Forest Creek	$4,378,319	$3,006,179	$1,372,140
Double Creek Drive	$2,850,000	$2,850,000	
A.W. Grimes Blvd.	$24,052,415	$21,062,354	$2,990,061
CR 113	$12,510,311	$11,188,906	$1,321,405
FM 1460	$8,800,000	$600,000	$8,200,000
Greenlawn Extension	$4,331,861	$3,698,189	$633,672
IH35 Turnarounds	$7,036,562	$3,533,562	$3,503,000
Prime Strategies-Coordination of agencies for SH45	$52,326	$52,326	
RM 620	$11,000,000	$2,500,000	$8,500,000
SH45	$272,576,911	$31,376,911	$241,200,000
South Mays Street Improvements	$4,901,465	$4,880,000	$21,465
Traffic Signals	$1,400,000	$1,400,000	
Traffic Signal Coordination	$100,000	$100,000	
US 79-from CR195 to CR110	$6,175,892	$2,375,892	$3,800,000
US 79-from FM1460 to CR195	$12,012,745	$9,012,745	$3,000,000
Transportation Consulting	$341,961	$341,961	
IH35 Area Improvements	$12,311,856	$8,269,090	$4,042,766
Hester's Crossing Bridge Replacement	$9,780,000	$9,780,000	
Palm Valley Feasibility Study	$87,400	$87,400	
County Rd. 122 Phase Two	$596,706	$596,706	
County Rd. 122 Phase Three	$3,793,536	$3,653,272	$140,264
Oakmont Drive	$2,200,000	$2,200,000	
Teravista Drive	$1,250,000	$1,250,000	
Total Transportation Fund		**$124,965,493**	**$278,724,773**

*This funding includes sales tax revenue, state infrastructure bank loans and sales tax revenue bonds.

Capital Improvement Program Project Funding Detail (Cont.)

Water / Wastewater Utility

Utility Funding

Project/ Program Title	Total Cost	Utility Funding
WATER UTILITY		
West Round Rock Line, Tank & Standpipe	$3,600,000	$3,600,000
East Transmission Line Phase 3-A	$1,025,000	$1,025,000
East Transmission Line Phase 3-A-2	$928,000	$928,000
A.W. Grimes Waterline-Phase 2	$300,000	$300,000
Groundwater Filtration	$4,000,000	$4,000,000
Water Tanks Rehabilitation	$1,310,000	$1,310,000
Relocate Waterline at SH29 and CR265	$2,638,090	$2,638,090
Gattis School Road 12” Waterline	$359,055	$359,055
FM1431(Stone Oak)Booster Pump Station	$508,606	$508,606
Forest Creek 16” Waterline	$340,798	$340,798
Electric Generator-High Service Pumps	$930,000	$930,000
PRV Installation Program Phase 1	$250,000	$250,000
East Transmission Line Phase 3-B	$5,247,000	$5,247,000
Raw Water Delivery System Improvements	$11,200,000	$11,200,000
Lake Travis Raw Water Supply System	$6,100,000	$6,100,000
2005-2006 Tank Rehabilitation	$500,000	$500,000

Capital Improvement Program Project Funding Detail (Cont.)

Water / Wastewater Utility

Utility Funding (Cont.)

Project/ Program Title	Total Cost	Utility Funding
WASTEWATER UTILITY		
Westinghouse Wastewater Line	$1,530,444	$1,530,444
Water Treatment Plant Wastewater Line	$463,800	$463,800
10” WW Line Briarwood & 620	$100,000	$100,000
Basin Inspections & Repairs FY02-03	$1,305,452	$1,305,452
Basin Inspections & Repairs FY03-04	$4,017,696	$4,017,696
Basin Inspections & Repairs FY04-05	$3,062,960	$3,062,960
Basin Inspections & Repairs FY05-06	$2,924,086	$2,924,086
Avery Farms Interceptor	$2,050,000	$2,050,000
Kiphen Rd. Wastewater Line	$200,000	$200,000
Flow Monitoring Study	$200,000	$200,000
McNutt Creek Wastewater Systems Improvements	$9,000,000	$9,000,000
WATER RE-USE		
Old Settler’s Park Irrigation	$1,800,000	$1,800,000
Total Utility Fund		**$65,890,987**

Capital Improvement Program Project Proposed Expenditures

The following tables provide actual and estimated capital expenditures through fiscal year 2006.

General Government Projects

Project	Estimated Total Project Cost	Expenditures Through 9.30.05	2005-2006 Proposed Expenditures	2006-2007 Proposed Expenditures
PUBLIC SERVICE FACILITIES				
Municipal Office Complex Phase Two*	$11,845,000	$100,000	$100,000	$100,000
SW Downtown Area Infrastructure	$6,045,000	$1,549,233	$3,852,485	$643,282
INFORMATION TECHNOLOGY				
City Website Enhancement	$85,000	$85,000	$-	$-
Human Resource System Enhancement	$101,950	$101,950	$-	$-
Network Security Audit	$85,000	$85,000	$-	$-
PUBLIC SAFETY EQUIPMENT AND FACILITIES				
Fire Engine Replacement Program	$1,630,000	$1,224,549	$405,451	$-
Fire Station No. Two Replacement	$1,625,000	$731,157	$893,843	$-
Fire Rescue Vehicle and Fire Truck Apparatus	$400,000	$-	$400,000	$-
Fire Station No. Six	$2,300,000	$2,300,000	$-	
Fire Station No. Seven	$1,600,000	$-	$1,000,000	$600,000
New Police Department Building	$6,570,000	$1,983,341	$1,555,000	$3,031,659

Capital Improvement Program Project Proposed Expenditures (Cont.)

General Government Projects (Cont.)

Project	Estimated Total Project Cost	Expenditures Through 9.30.05	2005-2006 Proposed Expenditures	2006-2007 Proposed Expenditures
PARKS AND RECREATION				
Senior Citizens Center	$4,630,000	$3,776,749	$853,251	$-
City Trail Systems-A*	$685,000	$-	$-	$300,000
Old Settlers Park Improvements	$4,855,160	$1,105,991	$3,005,000	$744,169
West Side Recreation Center*	$7,000,000	$25,000	$185,000	$1,500,000
Neighborhood Parks	$946,278	$716,648	$229,630	$-
Forest Creek Golf Course Upgrade	$1,000,000		$500,000	$500,000
SIDEWALKS,LANDSCAPES AND TRAFFIC SIGNALS				
Mays Street Sidewalks	$155,000	$27,014	$127,986	$-
Citywide Sidewalks-Phase One	$1,000,000	$918,000	$82,000	$-
Forest Creek Safety and Sidewalk Improvements	$250,000	$94,406	$155,594	$-
County Road 122 Sidewalks	$1,010,000	$35,985	$974,015	$-
Corridor Enhancements *	$1,000,000	$140,000	$350,000	$400,000
Downtown Parking and Traffic Circulation*	$4,000,000	$2,011,217	$1,481,300	$100,000
Traffic Signals-Various Locations*	$1,290,000	$451,000	$162,500	$400,000

Capital Improvement Program Project Proposed Expenditures (Cont.)

General Government Projects (Cont.)

Project	Estimated Total Project Cost	Expenditures Through 9.30.05	2005-2006 Proposed Expenditures	2006-2007 Proposed Expenditures
STREETS, DRAINAGE AND STORM WATER CONTROL				
Berglund Streets Improvements	$961,064	$961,064	$-	$-
County Road 122 Improvements	$2,994,698	$1,552,322	$1,442,376	$-
2004 Seal Coat Program	$1,550,000	$655,031	$894,969	$-
Gattis School Road Intersection & Safety	$2,910,000	$518,416	$2,391,584	$-
Creekbend Boulevard*	$5,175,000	$903,967	$500,000	$2,000,000
Chisholm Trail Reconstruction*	$6,160,000	$280,948	$2,179,333	$1,000,000
Chisholm Parkway Extension	$1,300,000	$303,393	$624,590	$372,017
Sam Bass Road*	$3,820,000	$474,977	$1,492,320	$980,000
Downtown Streets Phase 1	$2,190,000	$2,190,000	$-	$-
Various Round Rock West Streets	$2,275,000	$1,775,000	$500,000	$-
Austin and Liberty Avenue*	$3,895,000		$665,000	$1,000,000
Eggers Acres-Dennis Drive Improvements*	$1,570,000		$423,000	$500,000
Ledbetter Street	$280,000	$280,000	$-	$-
Southcreek Channel Improvements	$1,780,000	$444,787	$1,335,213	$-
Bowman Road Drainage*	$1,499,999	$10,000	$765,000	$724,999
Messick Loop-Hanlac Trail Channel Improvements*	$640,000	$-	$-	$100,000
Onion Branch Stormwater	$500,000	$155,138	$344,862	$-
General Governent Projects Total	$99,609,149	$27,967,283	$29,871,302	$14,996,126

* Funding beyond fiscal year 2006-2007 will be required.
** Additional outside funding will be required.

Capital Improvement Program Project Proposed Expenditures

Transportation Projects

Project	Estimated Total Project Cost	Expenditures Through 9.30.05	2005-2006 Proposed Expenditures	2006-2007 Proposed Expenditures
TRANSPORTATION				
Arterial A	$1,150,000	$1,105,757	$44,244	$-
Forest Creek**	$4,378,319	$3,375,129	$925,574	$-
Double Creek Drive	$2,850,000	$2,427,505	$422,494	$-
A.W. Grimes Blvd.**	$24,052,415	$16,126,904	$6,418,151	$500,000
CR 113**	$12,510,311	$1,809,317	$7,075,527	$3,573,886
FM 1460**	$8,800,000	$512,384	$87,616	$-
Greenlawn Extension**	$4,331,861	$3,628,188	$70,001	$-
IH35 Turnarounds**	$7,036,562	$3,533,562	$-	$-
RM 620**	$11,000,000	$-	$2,500,000	$-
Prime Strategies-Coord for SH45	$52,326	$52,326	$-	$-
SH45**	$272,576,911	$34,476,032	$2,750,879	$-
South Mays Street Improvements	$4,901,465	$4,726,935	$174,530	$-
Traffic Signals	$1,400,000	$560,865	$839,135	$-
Traffic Signal Coordination	$100,000	$70,328	$29,672	$-
US 79-from CR195 to CR110**	$6,175,892	$2,285,892	$90,000	$-
US 79-from FM1460 to CR195* **	$12,012,745	$7,007,233	$2,005,512	$-
Transportation Consulting	$341,961	$136,013	$205,948	$-
IH35 Area Improvements**	$12,311,856	$1,496,909	$6,772,181	$-
Hester's Crossing Bridge Replacement	$9,780,000	$422,709	$733,608	$8,623,684
Palm Valley Feasibility Study	$87,400	$87,400	$-	$-
County Rd. 122 Phase Two	$596,706	$-	$596,706	$-
County Rd. 122 Phase Three**	$3,793,536	$506,132	$3,147,140	$-
Oakmont Drive	$2,200,000	$-	$2,200,000	$-
Teravista Drive	$1,250,000	$-	$1,250,000	$-
Transportation Projects Total	**$403,690,266**	**$84,347,520**	**$38,338,918**	**$12,697,570**

* Funding beyond fiscal year 2006-2007 will be required.

**Additional outside funding will be required.

Capital Improvement Program Project Proposed Expenditures

Water / Wastewater

Utility Projects

Project	Estimated Total Project Cost	Expenditures Through 9.30.05	2005-2006 Proposed Expenditures	2006-2007 Proposed Expenditures
WATER UTILITY				
West Round Rock Line, Tank & Standpipe	$3,600,000	$-	$3,600,000	$-
Groundwater Filtration*	$4,000,000	$75,330	$-	$-
Water Tanks Rehabilitation	$1,310,000	$1,310,000	$-	$-
Raw Water Delivery System Improvements	$11,200,000	$500,000	$6,150,000	$4,550,000
Relocate Waterline at SH29 and CR265	$2,638,090	$2,638,090	$-	$-
Gattis School Road 12” Waterline	$359,055	$285,175	$73,880	
FM1431(Stone Oak)Booster Pump Station **	$508,606	$508,606	$-	$-
East Transmission Line Phase 3-A	$1,025,000	$1,025,000	$-	$-
East Transmission Line Phase 3-B	$5,247,000	$-	$2,807,000	$2,440,000
East Transmission Line Phase 3-A-2	$928,000	$928,000	$-	$-
Forest Creek 16” Waterline	$340,798	$340,798	$-	$-
Electric Generators-High Service Pumps	$930,000	$480,000	$450,000	$-
PRV Installation Program	$250,000	$-	$250,000	$-
2005-2006 Tank Rehabilitation	$500,000	$20,000	$480,000	$-
Lake Travis Raw Water Supply System*	$6,100,000	$100,000	$200,000	$200,000
A.W. Grimes Waterline Phase 2	$300,000	$10,000	$290,000	$-

Capital Improvement Program Project Proposed Expenditures (Cont.)

Water / Wastewater

Utility Projects (Cont.)

Project	Estimated Total Project Cost	Expenditures Through 9.30.05	2005-2006 Proposed Expenditures	2006-2007 Proposed Expenditures
WASTEWATER UTILITY				
Westinghouse Wastewater Line	$1,530,444	$1,380,444	$150,000	$-
Water Treatment Plant Wastewater Line	$463,800	$278,600	$185,200	$-
10” WW Line Briarwood & 620	$100,000	$-	$100,000	$-
Basin Inspections & Repairs FY02-03	$1,305,452	$1,305,452	$-	$-
Basin Inspections & Repairs FY03-04*	$4,017,696	$696,816	$2,000,000	$-
Basin Inspections & Repairs FY04-05*	$3,062,960	$374,284	$1,543,682	$-
Basin Inspections & Repairs FY05-06*	$2,924,086	$-	$1,520,170	$276,680
Avery Farms Interceptor	$2,050,000	$2,050,000	$-	$-
McNutt Creek Wastewater Improvements	$9,000,000	$990,044	$8,009,956	$-
Kiphen Road Wastewater Line	$200,000	$87,209	$112,791	$-
I & I Flow Monitoring Study	$200,000	$80,000	$120,000	$-
WATER RE-USE				
Old Settler’s Park Irrigation	$1,800,000	$35,000	$1,765,000	$-
Utility Projects Total	**$65,890,987**	**$15,498,848**	**$29,807,679**	**$7,466,680**

* Funding beyond fiscal year 2006-2007 will be required.

**Additional outside funding will be required.

Capital Improvement Program Project Proposed Expenditures Summary

Category	Estimated Total Project Cost	Expenditures Through 9.30.05	2005-2006 Proposed Expenditures	2006-2007 Proposed Expenditures
General Government Projects	$99,609,149	$27,967,283	$29,871,302	$14,996,126
Transportation Projects	403,690,266	84,347,520	38,338,918	12,697,570
Utility Projects	65,890,987	15,498,848	29,807,679	7,466,680
Grand Total All Capital Improvement Projects	**$569,190,402**	**$127,813,651**	**$98,017,899**	**$35,160,376**

Estimated Annual Operating Cost Detail

The annual operating costs are the anticipated operating costs expected in the first year of a new program associated with the completion of a capital project.

Project / Program Title	Estimated Annual Operating Costs	Budget Category	Fiscal Year 2005-2006	Fiscal Year 2006-2007
GENERAL				
PUBLIC SERVICE FACILITIES				
Municipal Office Complex Phase Two	$60,000		$-	$-
SW Area Downtown Area Infrastructure	$15,000		$15,000	$15,000
Breakdown by Budget Category				
		Personnel Costs	$-	$-
		Contractual Services	$-	$-
		Materials & Supplies	$-	$-
		Other Expenses	$15,000	$15,000
		Capital Outlay	$-	$-
PUBLIC SAFETY EQUIPMENT AND FACILITIES				
Fire Station No. Six	$989,000		$989,000	$1,001,000
Fire Station No. Seven	$989,000		$-	$247,000
New Police Building	Not Available		$-	$-
Breakdown by Budget Category				
		Personnel Costs	$937,000	$1,189,000
		Contractual Services	$24,000	$24,000
		Materials & Supplies	$28,000	$35,000
		Other Expenses	$-	$-
		Capital Outlay	$-	$-

Estimated Annual Operating Cost Detail (Cont.)

Project / Program Title	Estimated Annual Operating Costs	Budget Category	Fiscal Year 2005-2006	Fiscal Year 2006-2007
PARKS AND RECREATION				
Senior Citizens Center	$816,000		$816,000	$887,000
CityWide Trail Systems-A	$20,760		$-	$20,760
Old Settler's Park Improvements	$180,000		$180,000	$170,000
West Side Recreation Center	$1,200,000		$-	$-
Breakdown by Budget Category				
		Personnel Costs	$403,000	$450,000
		Contractual Services	$395,000	$435,000
		Materials & Supplies	$112,500	$118,000
		Other Expenses	$73,500	$74,760
		Capital Outlay	$12,000	$-
SIDEWALKS, LANDSCAPES, AND TRAFFIC SIGNALS				
2002 Corridor Enhancements-Phs. 1	$10,000		$10,000	$10,000
Downtown Parking and Traffic Circulation	$30,000		$30,000	$30,000
Breakdown by Budget Category				
		Personnel Costs	$-	$-
		Contractual Services	$-	$-
		Materials & Supplies	$40,000	$40,000
		Other Expenses	$-	$-
		Capital Outlay	$-	$-

STREETS, DRAINAGE AND STORM WATER CONTROL

Street, drainage and channel repairs and reconstruction projects will require maintenance which will be addressed by current crews and programs.

UTILITY

Water system lines, storage improvements and system improvements are ongoing capital repairs or betterments. These projects will have a small effect on the overall system operations in that they will require periodic maintenance. However, this maintenance cost is not a specific incremental cost, but is expected to be handled by existing crews and equipment. Operating and maintenance expenses will grow over time as the customer base and utility system expand.

Special Revenue Funds Expenditures

Hotel Occupancy Tax Fund

Law Enforcement Fund

Ron Sproull Mem. Endowment Fund

Municipal Court Fund

Library Fund

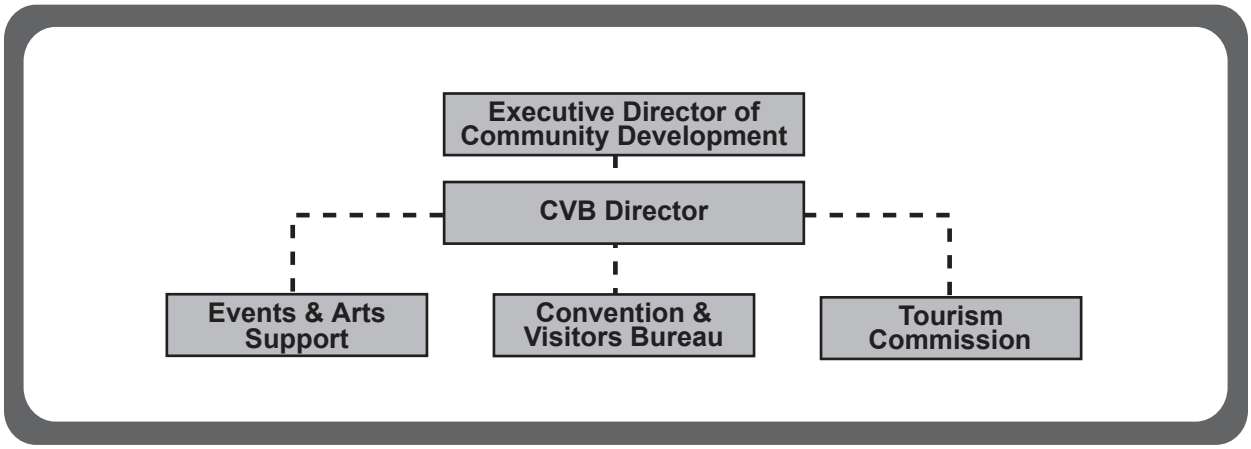
Hotel Occupancy Tax Fund - Program Description

This fund accounts for the levy and use of the hotel - motel bed tax. Proceeds from this tax are to be used toward tourism, community events, cultural enhancements and promotion of the City. Included is funding for the Convention & Visitors Bureau which was established during FY 2003-2004.

Convention & Visitors Bureau

The Tourism Department consists of an Executive Director; which is partially funded from this budget, a Director, Convention and Visitors Bureau; an Events Coordinator; and an Office Manager. The function of this department is to implement the City's Long Range Tourism Plan and represent the City in all other functions related to tourism and the Convention and Visitors Bureau.

Mission: To position and promote Round Rock as "The Sports Capital of Texas" for youth, amateur and recreational sports and the destination of choice for visitors through implementation of the Long Range Tourism Plan.



Departmental Program Summary:

During 2003, Destination Development presented a long range Tourism Plan. This plan outlined the activities and programs that need to be developed in order for Round Rock to become the "Sports Capital of Texas." The Round Rock City Council adopted the plan in December of 2003.

The plan also recommended the creation of a Tourism Commission. This Commission consists of representatives from various organizations and businesses which have a stake in the tourism industry of Round Rock. The commission will provide recommendations to City staff and City leadership regarding how the City should proceed with tourism activities.

The department consists of two programs described below:

Programs:

Events & Arts Support: This program provides funding for special events and arts activities held within the City. Funding will be provided for those events or activities which demonstrate they can bring money into the Round Rock economy from outside our city limits.

Convention & Visitors Bureau: The purpose of this program is to establish a pro-active aggressive marketing and sales campaign for the City. The primary goal of this program is to increase occupancies of local lodging facilities and to increase tourism spending in Round Rock.

FY 2004-2005 Highlights:

This year the CVB focused on advertising and marketing Round Rock as the "Sports Capital of Texas", with the focus being mostly on our internal audience.

- The Tourism Commission identified and recommended to the Council funding for the events and arts programs.
- Completed marketing materials including: trade show booth, the Program, presentation folders, rack cards, facilities promo, a sales brochure, and "Sports Capital of Texas" logo chairs.
- Replaced electronic panels in the scoreboard at the Dell Diamond.

FY 2004-2005 Highlights (Cont.):

- Actively worked with target market associations (i.e. Meeting Professionals Intl., Society of Government Meeting Professionals, Texas Society of Associate Executives, Texas Travel Industry Association, as well as exhibiting at Southwest Showcase) and numerous sports associations (National Association of Sports Commissions, US Slo-Pitch Softball Association, and Nat'l Intramural-Recreational Sports Association).
- Developed partnership with Hotel Alliance.
- Launched marketing and public relations campaign to gain name recognition.
- Implemented industry specific CVB software for sales/marketing and service.
- Provided services for: Round Rock Invitational Softball Tournament, Tax Assessors & Collection Association Conference, Maxwell College Classic Baseball Tournament, Southern Division of Marine Corp League Conference, Cosmofest, UIL State Championship Baseball Tournament, UIL State Championship Soccer Tournament, Hoop-it-up Basketball, Three Legged Willie, Texas Road Rash, Daffodil Days, Christmas Family Night, Outlaw Trail, and Frontier Days.
- Recruited sports activities to Round Rock: Kick-It Soccer Tournament, Quickfoot Soccer Tournament, Let It Fly Flag Football Tournament, Triple Crown Baseball Rumble, Triple Crown Baseball Shoot Out, Triple Crown Baseball Championship I, Triple Crown Baseball Championship II.
- Developed and started distribution of CVB Monthly Newsletter.
- Six additional requests for proposals generated by sales efforts were sent to hotels.
- NATJA Award (North American Travel Journalists Association Award), Best CVB Website.

FY 2005-2006 Overview and Significant Changes:

The staff continues to evaluate the needs of the city to ensure the Tourism Plan is being implemented by:

- Working with the Tourism Commission to qualify funding for the events and arts programs.
- Reviewing & evaluating Tourism Commission recommendations.
- Continuing an aggressive marketing and public relations campaign to gain name recognition.
- Continuing to aggressively recruit sports activities to Round Rock.
- Continuing to aggressively recruit conference/ tournaments to Round Rock.
- Providing services for our guests and acting as a resource to tournament and meeting planners.

New Programs for FY 2005-2006:

The Tourism Department is not proposing any new programs this year.

FY 2006-2007 Overview and Beyond:

The CVB will continue to use existing sales and marketing efforts and find new ways to promote Round Rock as new tourism products come on-line.

Departmental Goals:

- Implement the City of Round Rock tourism wayfinding plan (City Goal 3).
- Continue aggressive sales and marketing effort (City Goal 1).
- Provide exceptional service to our guests. (City Goal 5.2)
- Monitor the Visitor Information Center to improve and enhance service/information for visitors.

Hotel Occupancy Tax Fund

Summary of Expenditures:

Account Title	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget
Multi-Purpose Stadium/Convention Facility				
Transfer to Reserve Fund at Trustee Bank	$92,285	$0	$1,000	**$5,000**
Transfer to Debt Service Fund at Trustee Bank	536,240	494,990	494,990	**542,000**
Property Insurance	25,347	32,000	32,000	**40,000**
Contingency and Trustee Fees	6,661	25,000	4,000	**48,186**
Capital Repair at Trustee Bank	32,700	75,000	187,300	**75,000**
Transfer to Capital Improvement Fund	0	0	0	**100,000**
Sub - Total	693,233	626,990	719,290	**810,186**
Tourism Events				
Cowboy Christmas Ball	4,000	0	0	**0**
Daffodil Days	1,161	1,617	1,617	**0**
Fiesta Amistad	6,000	4,000	4,000	**2,500**
Frontier Days Advertising	5,657	0	0	**0**
Old Settlers Reunion	5,655	0	0	**0**
Sub - Total	22,473	5,617	5,617	**2,500**
Arts Support				
Choir	10,000	10,000	10,000	**10,000**
Sam Bass Theater	9,500	9,000	9,000	**9,000**
Ballet Folklorico	7,960	0	0	**0**
Sub - Total	27,460	19,000	19,000	**19,000**

Hotel Occupancy Tax Fund

Summary of Expenditures (Cont):

Account Title	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget
Tourism Support				
Chamber of Commerce	$62,664	$24,000	$24,000	**$24,000**
Event Advertising	22,664	8,000	8,000	**0**
Tourism Study	18,864	0	0	**0**
Unallocated	0	0	0	**0**
Sub - Total	104,192	32,000	32,000	**24,000**
Unallocated				
Contingency	0	20,000	20,000	**500**
Sub - Total	0	20,000	20,000	**500**
Museum Support				
Palm House Museum	8,000	8,000	8,000	**8,000**
Sub - Total	8,000	8,000	8,000	**8,000**
Convention & Visitors Bureau				
Personnel	83,542	264,858	264,858	**274,774**
Contractual Services	316,638	290,200	290,200	**231,200**
Materials & Supplies	11,386	19,600	19,600	**16,840**
Other Services & Charges	31,786	122,500	122,500	**131,000**
Capital Outlay	26,240	31,000	31,000	**2,000**
Sub-Total	469,591	728,158	728,158	**655,814**
Capital Projects				
Transfer to Capital Project Fund	0	238,500	238,500	**200,000**
Sub-Total	0	238,500	238,500	**200,000**
Fund Total	$1,324,949	$1,678,265	$1,770,565	**$1,720,000**

Hotel Occupancy Tax Fund

Convention & Visitors Bureau

	Positions			Full Time Equivalents		
Authorized Personnel	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
Director of Sales	1	1	1	1	1	1
Event Coordinator	1	1	1	1	1	1
Office Manager	1	1	1	1	1	1
Executive Director of Community Development#	0.5	0.5	0.5	0.5	0.5	0.5
Total	3.5	3.5	3.5	3.5	3.5	3.5

Position split between Convention & Visitors Bureau & Administration.

Law Enforcement Fund - Program Description

This fund accounts for the forfeiture of contraband gained from the commission of criminal activity. Proceeds from this fund are to be used for law enforcement purposes.

Law Enforcement Fund

Summary of Expenditures:

Account Title	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget
Federal				
Machinery & Equipment	$0	$38,000	$38,000	$**0**
Audio/Visual Equipment	0	25,000	25,000	**0**
Computer Equipment	40,075	13,500	13,500	**0**
Computer Software	0	34,000	34,000	**0**
Sub - Total	40,075	110,500	110,500	**0**
Fund Total	$40,075	$110,500	$110,500	**$0**

Ron Sproull Memorial Endowment Fund - Program Description

This fund is an endowment created to provide improvements to the park system in the City.

Ron Sproull Memorial Endowment Fund

Summary of Expenditures:

Account Title	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget
Round Rock Memorial Park				
Playground Equip Replacement	$0	$7,188	$7,188	**$0**
Landscaping	0	0	0	**3,000**
Sub - Total	0	7,188	7,188	**3,000**
Fund Total	$0	$7,188	$7,188	**$3,000**

Municipal Court Fund - Program Description

This fund accounts for fees collected on conviction of certain Municipal Court offenses and is intended to enhance the safety of children, provide technology for processing court cases, and create a security plan for the courtroom.

Municipal Court Fund

Summary of Expenditures:

Account Title	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget
Child Safety Fines				
School Crosswalk Upgrades	$0	$18,000	$18,000	**$9,000**
Sub - Total	0	18,000	18,000	**9,000**
Technology Fees				
Seasonal Hire	0	35,000	35,000	**0**
Computer Equipment	19,737	22,000	22,000	**8,000**
Computer Software	1,250	30,000	30,000	**19,100**
Maintenance Contract - Computer	250	1,000	1,000	**3,300**
Training Expenses/Maintenance	770	1,000	1,000	**600**
Supplies	235			
Sub - Total	22,242	89,000	89,000	**31,000**
Security Fees				
Security Services	22,315	25,000	25,000	**35,000**
Equipment/Supplies	264	1,500	1,500	**0**
Training Expenses/Maintenance	167	1,000	1,000	**500**
Sub - Total	22,746	27,500	27,500	**35,500**
Fund Total	$44,988	$134,500	$134,500	**$75,500**

Library Fund - Program Description

This fund accepts donations by patrons of the library for various books and videos to be purchased and housed in the Library.

Library Fund

Summary of Expenditures:

Account Title	2003-2004 Actual	2004-2005 Approved Budget	2004-2005 Revised Budget	2005-2006 Approved Budget
Public Library				
Books & Materials	$0	$3,500	$3,500	**$3,400**
Fund Total	$0	$3,500	$3,500	**$3,400**

Debt Schedules

Debt Schedules

Purpose of Bonds Issued
Schedule of General Obligation Debt Service
Schedule of Revenue Bonds Debt Service
Schedule of Hotel Occupancy Tax (H.O.T) Revenue Bonds
General Obligation Bonds Payment Schedule
Revenue Bonds Payment Schedule

Purpose of Bonds Issued

Issue	Amount Issued	Engineering & Dev. Services	Police
Proposed 2006 G.O. Bonds	$ 34,800,000	Streets, Bridges & Sidewalks	---
2005 G. O. Refunding Bonds	19,915,000	---	---
2004 G.O. & Refunding Bonds	31,945,000	Streets, Bridges & Sidewalks	Construct, Improve Facilities
2002 G.O. & Refunding Bonds	45,465,000	Streets, Bridges, Sidewalks/ Building Expansion	Construct, Improve Facilities
2000 Comb. Tax/Rev C.O.	10,750,000	Hwy. Right of Way/Street Impr.	---
1999 Hotel Occupancy Tax Rev. Bonds	8,605,000	---	---
1998 G.O. Bonds	8,905,000	Street, Drainage, Mtn. Facility	---
1998 Comb. Tax/Rev C.O.	2,550,000	---	---
1997 G. O. Refunding Bonds	5,300,000	---	---
1997 Comb. Tax/Rev C.O.	5,185,000	Road Impr./Extension	Expansion
1996 G.O. & Refunding Bonds	13,125,000	Street/Traffic Light Impr.	Building Impr.
1995 Comb. Tax/Rev C.O.	7,940,000	Maintenance Yd./Impr.	---
1975 Certificates of Obligation	69,000	Street/Shop Improv.	Improvements
WW&SS Revenue Bonds, Series 1987	2,910,000	---	---

Fire	Parks	Library	Water/ Wastewater	Other
Engine Replacement	Recreation Center	---	---	Municipal Complex
---	---	---	---	Partial Refund
Construct, Improve Facilities	---	---	---	Municipal Complex, Partial Refunding
Construct, Improve Facilities	---	---	---	Municipal Complex/ Partial Refunding
Ladder Truck	Park Land	---	---	Municipal Complex
---	---	---	---	Convention Ctr.
Trucks, Station Const.	Facility Improvements	---	---	---
---	Recreation Center	---	---	---
---	---	---	---	Partial Refund
---	---	---	---	---
Building Impr.	Rec. Center & Drainage	Expansion	---	---
Pumper Truck	---	---	---	Golf Course
Improvements	---	---	---	---
---	---	---	Improvements	---

Schedule of G.O. Debt Service

Fiscal Year 2005-2006

Issue	Interest Rates/%	Date of Issue	Date of Maturity	Amount Issued (Net of Refunding)	10/1/05 Amount O/S (Net of Refunding)
Proposed 2006 G.O. Bonds	N/A	N/A	N/A	$34,800,000	$0
2005 G.O. Refunding Bonds	2.25 - 5.00	15-Jan-05	15-Aug-22	19,915,000	19,810,000
2004 G.O. & Refunding Bonds	2.00 - 5.25	15-Jul-04	15-Aug-24	31,945,000	31,735,000
2002 G.O. & Refunding Bonds	3.25 - 5.50	1-May-02	15-Aug-27	45,465,000	38,320,000
2000 Comb. Tax/Rev C.O.	5.00 - 6.25	15-May-00	15-Aug-20	1,800,000	1,400,000
1998 G.O. Bonds	4.80 - 6.75	1-Jul-98	15-Aug-23	3,750,000	3,425,000
1998 Comb. Tax/Rev C.O.	4.40 - 6.40	1-Jul-98	15-Aug-18	955,000	345,000
1997 G.O. Refunding Bonds	4.10 - 5.38	15-Nov-97	1-Aug-25	5,300,000	4,430,000
1997 Comb. Tax/Rev C.O.	5.25 - 6.50	15-Apr-97	15-Aug-17	1,640,000	515,000
1996 G.O. & Refunding Bonds	4.50 - 5.80	15-Aug-96	15-Aug-21	2,220,000	960,000
1995 Comb. Tax/Rev C.O.	4.60 - 6.25	15-Mar-95	15-Aug-25	2,875,000	1,205,000
1975 Certificates of Obligation	5.00	1-Aug-75	1-Aug-07	69,000	6,000
Capital Leases	Var.	Var.	Var.	1,175,000	988,431
Total				$151,909,000	$103,139,431

Schedule of G.O. Debt Service (Cont.)

Fiscal Year 2005-2006

Issue	2005-2006 Principal	2005-2006 Interest	Total Principal & Interest	
Proposed 2006 G.O. Bonds	$0	$522,000	$522,000	
2005 G. O. Refunding Bonds	175,000	905,731	1,080,731	
2004 G.O. & Refunding Bonds	835,000	1,441,688	2,276,688	
2002 G.O. & Refunding Bonds	2,155,000	1,896,813	4,051,813	#
2000 Comb. Tax/Rev C.O.	100,000	76,625	176,625	
1998 G.O. Bonds	60,000	181,568	241,568	
1998 Comb. Tax/Rev C.O.	110,000	15,415	125,415	
1997 G.O. Refunding Bonds	205,000	232,289	437,289	##
1997 Comb. Tax/Rev C.O.	245,000	27,308	272,308	
1996 G.O. & Refunding Bonds	230,000	53,384	283,384	
1995 Comb. Tax/Rev C.O.	45,000	73,313	118,313	##
1975 Certificates of Obligation	3,000	300	3,300	
Capital Leases	383,272	32,654	415,926	
Total	$4,546,272	$5,459,087	$10,005,359	

# Less amount funded by UTILITY FUND	(223,595)
## Less self-supporting GOLF FUND	(301,594)
Add paying agent fees	9,000
Total to be paid from PROPERTY TAXES	$9,489,170

Schedule of Revenue Bonds Debt Service

Fiscal Year 2005-2006

Issue	Interest Rates/%	Date of Issue	Date of Maturity	Amount Issued	10/1/05 Amount O/S (Net of Refunding)
WW&SS Rev Bonds, Series 1987	5.30	01-Feb-87	01-Aug-06	$1,535,000	$270,000
Total				$1,535,000	$270,000

Schedule of Hotel Occupancy Tax (H.O.T.) Revenue Bonds

Fiscal Year 2005-2006

Issue	Interest Rates/%	Date of Issue	Date of Maturity	Amount Issued	10/1/05 Amount O/S
Hotel Occupancy Tax Rev. Bonds, Series 1999	5.00 - 5.85	15-Mar-99	01-Dec-24	$8,605,000	$8,500,000
Total - Funded by Hotel Occupancy Tax Revenues				$8,605,000	$8,500,000

Schedule of Revenue Bonds Debt Service (Cont.)

Fiscal Year 2005-2006

Issue	2005-2006 Principal	2005-2006 Interest	Total Principal & Interest
WW&SS Rev Bonds, Series 1987	$270,000	$14,310	$284,310
Total	**$270,000**	**$14,310**	**284,310**
		Add self-supporting UTILITY FUND debt (from G.O. schedule)	223,595
		Add paying agent fees	4,200
Total			**$512,105**

Schedule of Hotel Occupancy Tax (H.O.T.) Revenue Bonds (Cont.)

Fiscal Year 2005-2006

Issue	2005-2006 Principal	2005-2006 Interest	Total Principal & Interest
Hotel Occupancy Tax Rev. Bonds, Series 1999	$50,000	$487,740	$537,740
Total - Funded by Hotel Occupancy Tax Revenues	**$50,000**	**$487,740**	**$537,740**

2005-2006 General Obligation Bonds Payment Schedule

2005-2006		Leases	1975 C.O.	1995 Tax/Rev C.O. (##)	1996 G.O. & Refunding	1997 Tax/Rev C.O.	1997 Refunding G.O.(##)	1998 Tax/Rev C.O.
Oct	P							
	I							
Nov	P							
	I							
Dec	P							
	I			$36,656				
Jan	P							
	I							
Feb	P							
	I		$150		$26,692	$13,654	$116,144	$7,708
Mar	P	$191,636						
	I	16,327						
Apr	P							
	I							
May	P							
	I							
Jun	P			45,000				
	I			36,657				
Jul	P							
	I							
Aug	P		3,000		230,000	245,000	205,000	110,000
	I		150		26,692	13,654	116,145	7,707
Sep	P	191,636						
	I	16,327						
Total		$415,926	$3,300	$118,313	$283,384	$272,308	$437,289	$125,415

	Leases	G.O. Debt	Utility Supported Debt	Golf Supported Debt	Total
Total Payments - December		$6,646		$30,010	$36,656
Total Payments - February		2,290,056	$19,717	105,787	2,415,560
Total Payments - March	$207,963				207,963
Total Payments - June		21,647		60,010	81,657
Total Payments - August		6,745,896	203,878	105,787	7,055,561
Total Payments - September	207,963				207,963
Total - All Payments	$415,926	$9,064,245	$223,595	$301,594	$10,005,360

(#) Includes self-supporting utility debt. (##) Includes golf supported debt.

2005-2006 General Obligation Bonds Payment Schedule (Cont.)

2005-2006		1998 G.O.	2000 Tax/Rev C.O.	2002 G.O. & Refunding(#)	2004 G.O. & Refunding(##)	2005 G.O. Refunding	Proposed 2006 G.O.
Oct	P						
	I						
Nov	P						
	I						
Dec	P						
	I						
Jan	P						
	I						
Feb	P						
	I	$90,784	$38,312	$948,406	$720,844	$452,866	
Mar	P						
	I						
Apr	P						
	I						
May	P						
	I						
Jun	P						
	I						
Jul	P						
	I						
Aug	P	60,000	100,000	2,155,000	835,000	175,000	
	I	90,784	38,313	948,407	720,844	452,865	$522,000
Sep	P						
	I						
Total		$241,568	$176,625	$4,051,813	$2,276,688	$1,080,731	$522,000

(#) Includes self-supporting utility debt. (##) Includes golf supported debt.

2005-2006 Revenue Bonds Payment Schedule

2005-2006		1987 WW&SS Rev. Bonds	1999 H.O.T. Rev. Bonds
Oct	P		
	I		
Nov	P		
	I		
Dec	P		$50,000
	I		244,495
Jan	P		
	I		
Feb	P		
	I	$7,155	
Mar	P		
	I		
Apr	P		
	I		
May	P		
	I		
Jun	P		
	I		243,245
Jul	P		
	I		
Aug	P	270,000	
	I	7,155	
Sep	P		
	I		
Total		$284,310	$537,740

	Utility Supported Debt	H.O.T. Rev. Supported Debt	Total
Total Payments - December		$294,495	$294,495
Total Payments - February	$7,155		7,155
Total Payments - June		243,245	243,245
Total Payments - August	277,155		277,155
Total - All Payments	$284,310	$537,740	$822,050

Tax Information and Levy

Property Tax Summary

Property Tax Analysis

Property Tax and Debt Summary

Property Tax Summary

Tax Levies, Rates and Collections for Twenty-Two Years (Real & Personal Property)

Year	Bases & Rate			Taxable Value	Tax Levy
			$	$	$
1984 - 1985	100%	@	0.57060	461,785,000	2,634,945
1985 - 1986	100%	@	0.39850	1,045,495,000	4,166,298
1986 - 1987	100%	@	0.42690	1,170,066,000	4,995,012
1987 - 1988	100%	@	0.42500	1,208,589,000	5,136,503
1988 - 1989	100%	@	0.42000	1,164,006,000	4,888,825
1989 - 1990	100%	@	0.48365	1,052,509,000	5,090,460
1990 - 1991	100%	@	0.54911	934,207,000	5,129,824
1991 - 1992	100%	@	0.62479	864,708,918	5,402,615
1992 - 1993	100%	@	0.62459	913,079,155	5,703,001
1993 - 1994	100%	@	0.56924	1,090,306,343	6,206,479
1994 - 1995	100%	@	0.48896	1,380,376,965	6,749,505
1995 - 1996	100%	@	0.42635	1,673,266,815	7,133,973
1996 - 1997	100%	@	0.39880	1,961,647,818	7,823,051
1997 - 1998	100%	@	0.37707	2,314,286,302	8,726,410
1998 - 1999	100%	@	0.38500	2,540,922,164	9,782,550
1999 - 2000	100%	@	0.36295	2,965,017,390	10,761,531
2000 - 2001	100%	@	0.33031	3,678,007,528	12,148,827
2001 - 2002	100%	@	0.32207	4,446,753,347	14,321,659
2002 - 2003	100%	@	0.34220	4,978,982,250	17,038,077
2003 - 2004	100%	@	0.35715	5,071,176,374	18,349,189
2004 - 2005	100%	@	0.37972	5,251,484,692	19,940,938
2005 - 2006	100%	@	0.37105	5,667,029,945	21,027,515

Property Tax Analysis - Fiscal Year 2005-2006

Average Residential Property Value (2005-2006)	$154,265
Last Year's Effective Tax Rate (*)	$0.364530
Last Year's Rollback Tax Rate	$0.419910
Last Year's Adopted Tax Rate	$0.379720
This Year's Effective Tax Rate	$0.371050
This Year's Rollback Tax Rate	$0.410404
This Year's Adopted Tax Rate	$0.371050

Tax Levy:

	Maintenance & Operations	Debt	Total Rate & Levy
Taxable Value	$5,667,029,945	$5,667,029,945	$5,667,029,945
x Maint & Operations Rate / 100	0.208900		
x Debt Rate / 100		0.162150	0.371050
Total Levy	$11,838,426	$9,189,089	$21,027,515
x Collection Rate (rounded estimate)	0.99	0.99	0.99
= Estimated Tax Revenue	$11,700,000	$9,100,000	$20,800,000

(*) All tax rate figures are net of the sales tax gain rate (discussed in the budget message)

Property Tax & Debt Summary

City of Round Rock
Analysis of Debt Issuance
September 2005

Current Tax Base (Total taxable value of all property, net of exemptions)			$5,667,029,945
Adopted City Tax Rate	37.105	Cents per $100 valuation	
Operations Tax Rate	**20.890**	**Cents**	
Debt Service Tax Rate (G.O.)	**16.215**	**Cents**	
Total Tax Rate	**37.105**	**Cents**	

Average Residential Property Value	$154,265
GENERAL OBLIGATION BONDS CURRENTLY OUTSTANDING:	
General Obligation Debt	$102,151,000
Less: Self - Supporting G.O. System Debt (Utility Related)	(827,614)
Net General Obligation Debt	$101,323,386
Maturities through the year 2027	
REVENUE BONDS CURRENTLY OUTSTANDING:	
Revenue Debt (Waterworks and Sewer Utility System)	$270,000
Add: Self - Supporting G.O. Debt (Utility Related)	827,614
Net Revenue Debt (Waterworks and Sewer Utility System)	1,097,614
Revenue Debt (Hotel Occupancy Tax)	8,500,000
Total	$9,597,614
Maturities through the year 2025	
TOTAL OUTSTANDING DEBT	$110,921,000

Personnel Schedules

Authorized Personnel

- General Fund
- Water / Wastewater Utility Fund
- Hotel Occupancy Tax Fund

Pay & Classification Plan

- Listing by Title
- Listing by Range
- Public Safety

Authorized Personnel - General Fund

	Positions			Full Time Equivalents		
Department ID#	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
Administration - 12	9.5	10.5	11.5	9.5	10.5	11.5
Legal Services - 13	0	0	0	0	0	0
Planning & Comm. Dev. - 14	21	21	22	20.75	20.75	21.75
Information Technology - 15	13	14	14	13	14	14
Building Inspections - 16	12	12	12	12	12	12
Finance - 17	17	18	18	16.5	17.5	17.5
Purchasing - 18	7	8	8	7	8	8
General Services - 19	0	0	0	0	0	0
Library - 20	33	32	33	27.25	28	29
Police - 21	167	174	186	165.5	172.5	185
Fire - 22	94	108	115	94	108	115
Parks & Recreation - 23	101	103	105	90	91	93
Human Resources - 24	8	9	9	7.75	8.75	8.75
Eng & Dev Services - 25	32	38	42	30.75	36.75	40.75
Streets - 26	48	48	48	48	48	48
Transportation - 27	13	8	9	12.5	7.5	8.5
City Shop - 28	14	14	15	14	14	15
Municipal Court - 29	11	11	11	9	9	9
Total	600.5	628.5	658.5	577.5	606.25	636.75

Authorized Personnel - Utility Fund

	Positions			Full Time Equivalents		
Department ID#	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
Utilities Administration - 40	11	12	10	11	12	10
Water Treatment Plant - 41	18	18	18	17.5	17.5	17.5
Water Systems Support - 42	19	21	19	19	21	19
Water Line Maintenance - 43	31	31	31	31	31	31
Wastewater Treatment Plant - 61	0	0	0	0	0	0
Wastewater Systems Support - 62	4	4	4	4	4	4
Wastewater Lines Maintenance - 63	23	26	26	23	26	26
Environmental Services - 64	5	5	5	5	5	5
Utility Billings & Collections - 81	12	12	15	11.5	11.5	14
Total	123	129	128	122	128	126.5

Authorized Personnel - Hotel Occupancy Tax Fund

	Positions			Full Time Equivalents		
Department ID#	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
Convention & Visitors Bureau	3.5	3.5	3.5	3.5	3.5	3.5
Total	3.5	3.5	3.5	3.5	3.5	3.5

Authorized Personnel Summary

	Positions			Full Time Equivalents		
Department ID#	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**	**2003-2004 Actual**	**2004-2005 Revised**	**2005-2006 Approved**
General Fund	600.5	628.5	658.5	577.5	606.25	636.75
Utility Fund	123	129	128	122	128	126.5
Hotel Occupancy Tax Fund	3.5	3.5	3.5	3.5	3.5	3.5
Total Authorized Positions	727	761	790	703	737.75	766.75

Pay & Classification - by Title
October 1, 2005

Classification	Range
Accountant I	10
Accountant II	12
Accounting Supervisor	13
Accounting Technician I	6
Accounting Technician II	8
Accreditation Manager	11
Administrative Assistant	9
Administrative Support Manager	11
Administrative Tech III	8
Administrative Technician I	5
Administrative Technician II	6
Animal Control Officer	6
Animal Control Supervisor	8
Aquatic Programs Supervisor	10
Arborist	10
Assistant City Manager	20
Assistant City Secretary	11
Associate Planner	11
Ass't PARD Director	16
Athletic / Aquatic Manager	13
Athletic Programs Supervisor	10
Brush Service Rep	5
Budget Analyst I	11
Budget Analyst II	12
Budget Manager	15
Building Inspector	9
Building Permit Tech	8
Buyer I	8
Buyer II	9
Chemical Technician I	6
Chemical Technician II	7
Chief Building Official	14
Chief Commercial Inspector	13
Chief Construction Inspector	13
Chief Electrical Inspector	12
Chief of PW Operations	18
Chief Residential Inspector	12
Chief Utility Engineer	15
City Engineer	17

Pay & Classification - by Title (Cont.)
October 1, 2005

Classification	Range
City Secretary	14
Code Enforcement Officer	9
Code Enforcement Supervisor	11
Communications Director	15
Community Development Assistant	9
Community Development Coordinator	13
Community Recreation Manager	13
Computer Support Technician	8
Const/Maintenance Crew Leader	7
Construction Inspector I	9
Construction Inspector II	11
Construction/Maintenance Foreman	8
Construction/Maintenance Worker I	4
Construction/Maintenance Worker II	5
Contract Specialist	11
Controller	16
Court Administrator	13
Court Bailiff	9
Crime Scene Specialist	11
Custodian	3
Customer Service Representative 1	5
Customer Service Representative II	6
Customer Service Supervisor	10
Database Administrator	13
Deputy Clerk I	6
Deputy Clerk II	7
Deputy Court Clerk III	9
Developmental Services Manager	15
Director, Convention & Visitors Bureau	15
Engineer	13
Engineering Assistant	11
Engineering Associate	12
Engineering Supervisor	15
Engineering Tech II	9
Engineering Technician I	8
Environmental Lab Analyst	9
Environmental Systems Supervisor	12
Equipment Operator I	5
Equipment Operator II	6

Pay & Classification - by Title (Cont.)
October 1, 2005

Classification	Range
Equipment Operator III	7
Evidence Tech	8
Ex Director of Community Development	18
Executive Administrative Assistant	11
Facility Controls Electrician	8
Facility Maintenance Coordinator	12
Facility Maintenance Tech	6
Field Laboratory Technician	6
Field Services Coordinator	9
Finance Director	17
Financial Services Manager	15
Fire Chief	18
Flushing Technician	7
Forestry Foreman	8
Forestry Manager	13
Forestry Technician	5
General Services Custodian	5
GIS Analyst	12
GIS Coordinator	15
GIS Specialist	13
GIS Technician	8
Groundskeeper Crew Leader	7
Groundskeeper Foreman	8
Groundskeeper I	4
Groundskeeper II	5
Human Resource Assistant	6
Human Resource Benefit Manager	12
Human Resource Clerk	5
Human Resource Director	17
Human Resource Senior Generalist	12
Human Resources Generalist	11
I&I Coordinator	8
Information Specialist	10
Irrigation Crew Leader	7
Irrigation Tech I	4
Irrigation Tech II	5
ITC Manager	16
Librarian I	10
Librarian II	12

Pay & Classification - by Title (Cont.)
October 1, 2005

Classification	Range
Librarian III	13
Library Aide	3
Library Director	17
Library Manager	13
Library Tech I	5
Library Tech II	6
Library Tech IV	8
Library Tech V	10
Library Technician III	7
Logistics Officer I	10
Logistics Officer II	11
Management Analyst I	11
Management Analyst II	13
Marketing Assistant	10
Marketing Specialist (PARD)	12
Mechanic I	6
Mechanic II	9
Mechanic III	10
Meter Reader III	7
Meter Reader I	5
Meter Reader II	6
Meter Reader Supervisor	9
Meter Service Technician I	6
Meter Service Technician II	7
Meter Shop Supervisor	9
Network Administrator I	10
Network Administrator II	12
Network Administrator III	13
Office Manager	9
Operations Technician (I&I)	8
PARD Director	17
Parks Development Manager	13
Parks Development Specialist	12
Parks Manager	13
Parks Supervisor	9
Parts Inventory Supervisor	10
Parts Inventory Technician	5
Payroll Specialist	9
Planner	12

Pay & Classification - by Title (Cont.)
October 1, 2005

Classification	Range
Planner Coordinator	15
Planning & Comm. Development Dir	17
Planning Technician	8
Playground Tech Foreman	8
Playground Technician I	6
Playground Technician II	7
Police Chief	18
Pool Technician I	6
Pool Technician II	7
Pretreatment Compliance Specialist	10
Principal Planner	14
Project Manager I	12
Project Manager II	13
Project Specialist I	9
Public Works Operation Manager	15
Purchaser	10
Purchasing Assistant	7
Purchasing Manager	14
Purchasing Supervisor	12
PW Liaison Construction Manager	16
Quality Assurance Specialist	9
Receptionist	4
Records Supervisor	8
Records Technician	5
Recreation Assistant	5
Recreation Bldg. Attendant	2
Recreation Center Supervisor/CMRC	11
Recreation Center Supervisor/SENIOR	10
Recreation Leader	5
Recreation Manager	13
Recreation Program Coordinator	9
Recreation Shift Leader	8
Recycling Attendant II @ PW	5
Recycling Center Attendant I	3
Safety & Risk Manager	15
Safety & Risk Technician	10
SCADA Technician	10
Senior Building Inspector	11
Senior Code Enforcement Officer	10

Pay & Classification - by Title (Cont.)
October 1, 2005

Classification	Range
Senior Customer Service Rep.	7
Senior Deputy Clerk	10
Senior Engineer	14
Senior Planner	13
Senior Utility Engineer	14
Senior Utility Services Manager	15
Senior Water Plant Operator	10
Shop Foreman	11
Shop Superintendent	14
Signs & Markings Tech I	5
Signs & Markings Tech II	6
Signs & Markings Tech III	7
Street & Drainage Superintendent	14
Street Inventory Technician	8
Street Supervisor	9
System Support Specialist	9
Systems Administrator I	12
Systems Administrator II	13
Systems Administrator III	15
Technical Coordinator	15
Telecommunication Supervisor	12
Telecommunications Operator I	8
Telecommunications Operator II	9
Telecommunications Operator III	10
Telecommunications Operator Manager	14
Traffic Engineering Technician	8
Traffic Operations Supervisor	12
Traffic Signal Tech III	9
Traffic Signal Technician I	6
Traffic Signal Technician II	8
Transportation Planner II	13
Transportation Services Director	17
Treasury & Finance Supervisor	13
Utilities Director	17
Utility CIP Construction Specialist	11
Utility Crew Leader	8
Utility Line Locator	9
Utility Office Manager	12
Utility Operations Manager	15

Pay & Classification - by Title (Cont.)
October 1, 2005

Classification	Range
Utility Supervisor	10
Utility Support Electrician I	9
Utility Support Superintendent	12
Utility Systems Analyst	10
Utility Systems Integrator	13
Utility Worker I	4
Utility Worker II	5
Utility Worker III	6
Utility Worker SR	7
Victims Services Advocate	8
Victims Services Coordinator	11
Videographer	8
W/WW System Mech III	8
W/WW System Mech IV	9
W/WW System Mechanic I	6
W/WW System Mechanic II	7
W/WW System Mechanic Supervisor	10
Water Distribution Operator II	8
Water Distribution Operator I	7
Water Distribution Operator III	9
Water Plant Operator II	9
Water Plant Operator I	7
Water Plant Supervisor	11
WEB Administrator	12
WP Maintenance Technician	6
WP Operator Trainee	6

Pay & Classification - by Range
October 1, 2005

PAY RANGE 2 **$16,053 - $23,437**

Recreation Building Attendant

PAY RANGE 3 **$17,527 - $25,851**

Custodian
Library Aide
Recycling Center Attendant I

PAY RANGE 4 **$19,207 - $28,483**

Construction/Maintenance Worker I
Groundskeeper I
Irrigation Tech I
Receptionist
Utility Worker I

PAY RANGE 5 **$21,029 - $31,383**

Administrative Technician I
Brush Service Rep
Construction/Maintenance Worker II
Customer Service Representative 1
Equipment Operator I
Forestry Technician
General Services Custodian
Groundskeeper II
Human Resource Clerk
Irrigation Tech II
Library Tech I
Meter Reader I
Parts Inventory Technician
Records Technician
Recreation Leader
Recreation Assistant
Recycling Attendant II @ PW
Signs & Markings Tech I
Utility Worker II

Pay & Classification - by Range (Cont.)
October 1, 2005

PAY RANGE 6 **$23,043 - $34,579**

Accounting Technician I
Administrative Technician II
Animal Control Officer
Chemical Technician I
Customer Service Representative II
Deputy Clerk I
Equipment Operator II
Facility Maintenance Tech
Field Laboratory Technician
Human Resource Assistant
Library Tech II
Mechanic I
Meter Reader II
Meter Service Technician I
Playground Technician I
Pool Technician I
Signs & Markings Tech II
Traffic Signal Technician I
Utility Worker III
WP Maintenance Technician
WP Operator Trainee
W/WW System Mechanic I

PAY RANGE 7 **$25,250 - $38,100**

Chemical Technician II
Const/Maintenance Crew Leader
Deputy Clerk II
Equipment Operator III
Flushing Technician
Groundskeeper Crew Leader
Irrigation Crew Leader
Library Technician III
Meter Reader III
Meter Service Technician II
Playground Technician II
Pool Technician II

Pay & Classification - by Range (Cont.)
October 1, 2005

PAY RANGE 7 (Cont.) **$25,250 - $38,100**

Purchasing Assistant
Senior Customer Service Rep.
Signs & Markings Tech III
Utility Worker SR Water Distribution Operator I
Water Plant Operator I
W/WW System Mechanic II

PAY RANGE 8 **$27,671 - $41,982**

Accounting Technician II
Administrative Tech III
Animal Control Supervisor
Building Permit Tech
Buyer I
Computer Support Technician
Construction/Maintenance Foreman
Engineering Technician I
Evidence Tech
Facility Controls Electrician
Forestry Foreman
GIS Technician
Groundskeeper Foreman
I&I Coordinator
Library Tech IV
Operations Technician (I&I)
Planning Technician
Playground Tech Foreman
Records Supervisor
Recreation Shift Leader
Street Inventory Technician
Telecommunications Operator I
Traffic Engineering Technician
Traffic Signal Technician II
Utility Crew Leader
Victims Services Advocate
Videographer
Water Distribution Operator II
W/WW System Mech III

Pay & Classification - by Range (Cont.)
October 1, 2005

PAY RANGE 9 **$30,309 - $46,259**

Administrative Assistant
Building Inspector
Buyer II
Code Enforcement Officer
Community Development Assistant
Construction Inspector I
Court Bailiff
Deputy Court Clerk III
Engineering Tech II
Environmental Lab Analyst
Field Services Coordinator
Mechanic II
Meter Reader Supervisor
Meter Shop Supervisor
Office Manager
Parks Supervisor
Payroll Specialist
Project Specialist I
Quality Assurance Specialist
Recreation Program Coordinator
Street Supervisor
System Support Specialist
Telecommunications Operator II
Traffic Signal Tech III
Utility Line Locator
Utility Support Electrician I
Water Distribution Operator III
Water Plant Operator II
W/WW System Mech IV

PAY RANGE 10 **$33,186 - $50,974**

Accountant I
Arborist
Aquatic Programs Supervisor
Athletic Programs Supervisor
Customer Service Supervisor
Information Specialist
Librarian I

Pay & Classification - by Range (Cont.)
October 1, 2005

PAY RANGE 10 (Cont.) **$33,186 - $50,974**

Library Tech V
Logistics Officer I
Marketing Assistant
Mechanic III
Network Administrator I
Parts Inventory Supervisor
Pretreatment Compliance Specialist
Purchaser
Recreation Center Supervisor/SENIOR
SCADA Technician
Safety & Risk Technician
Senior Code Enforcement Officer
Senior Deputy Clerk
Senior Water Plant Operator
Telecommunications Operator III
Utility Supervisor
Utility Systems Analyst
W/WW System Mechanic Supervisor

PAY RANGE 11 **$36,327 - $56,168**

Accreditation Manager
Administrative Support Manager
Assistant City Secretary
Associate Planner
Budget Analyst I
Code Enforcement Supervisor
Construction Inspector II
Contract Specialist
Crime Scene Specialist
Engineering Assistant
Executive Administrative Assistant
Human Resources Generalist
Logistics Officer II
Management Analyst I
Recreation Center Supervisor/CMRC
Senior Building Inspector
Shop Foreman
Utility CIP Construction Specialist
Victims Services Coordinator
Water Plant Supervisor

Pay & Classification - by Range (Cont.)
October 1, 2005

PAY RANGE 12 **$39,804 - $61,895**

Accountant II
Budget Analyst II
Chief Electrical Inspector
Chief Residential Inspector
Engineering Associate
Environmental Systems Supervisor
Facility Maintenance Coordinator
GIS Analyst
Human Resource Benefit Manager
Human Resource Senior Generalist
Librarian II
Marketing Specialist (PARD)
Network Administrator II
Parks Development Specialist
Planner
Project Manager I
Purchasing Supervisor
Systems Administrator I
Telecommunication Supervisor
Traffic Operations Supervisor
Utility Office Manager
Utility Support Superintendent
WEB Administrator

PAY RANGE 13 **$44,601 - $69,801**

Accounting Supervisor
Athletic / Aquatic Manager
Chief Commercial Inspector
Chief Construction Inspector
Community Development Coordinator
Community Recreation Manager
Court Administrator
Database Administrator
Engineer
Forestry Manager
GIS Specialist
Librarian III
Library Manager

Pay & Classification - by Range (Cont.)
October 1, 2005

PAY RANGE 13 (Cont.) **$44,601 - $69,801**

Management Analyst II
Network Administrator III
Parks Development Manager
Parks Manager
Project Manager II
Recreation Manager
Senior Planner
Systems Administrator II
Transportation Planner II
Treasury & Finance Supervisor
Utility Systems Integrator

PAY RANGE 14 **$49,972 - $78,720**

Chief Building Official
City Secretary
Principal Planner
Purchasing Manager
Senior Engineer
Senior Utility Engineer
Shop Superintendent
Street & Drainage Superintendent
Telecommunications Operator Manager

PAY RANGE 15 **$56,014 - $88,784**

Budget Manager
Chief Utility Engineer
Communications Director
Director, Convention & Visitors Bureau
Developmental Services Manager
Engineering Supervisor
Financial Services Manager
GIS Coordinator
Planner Coordinator
Public Works Operation Manager
Safety & Risk Manager
Senior Utility Services Manager
Systems Administrator III
Technical Coordinator
Utility Operations Manager

Pay & Classification - by Range (Cont.)
October 1, 2005

PAY RANGE 16	$64,143 - $102,355
Ass't PARD Director	
Controller	
ITC Manager	
PW Liaison Construction Manager	

PAY RANGE 17	$73,471 - $118,008
City Engineer	
Finance Director	
Human Resource Director	
Library Director	
PARD Director	
Planning & Comm. Development Dir	
Transportation Services Director	
Utilities Director	

PAY RANGE 18	$83,733 - $136,478
Chief of PW Operations	
Executive Director of Community Development	
Fire Chief	
Police Chief	

PAY RANGE 20	$109,894 - $181,325
Assistant City Manager	

Pay & Classification - Public Safety
Tenure-Based Progression
October 1, 2005

POLICE DEPARTMENT

Police Officer	$40,824 - $60,758
Police Sergeant	$57,073 - $72,763
Police Lieutenant	$69,485 - $84,065
Police Captain	$79,705 - $97,160

FIRE DEPARTMENT

Firefighter	$34,395 - $54,791
Driver	$46,638 - $59,464
Lieutenant	$51,922 - $64,220
Captain	$58,340 - $70,000
Battalion Chief	$66,153 - $79,631
Deputy Chief	$109,007 - $131,217

Capital Outlay Detail

General Fund

Water / Wastewater Utility Fund

Capital Outlay - General Fund

Department Description of Items	FY 2005-2006 Approved
Administration	
Fax Machine	$1,500
Office Furniture	1,000
Digital Equipment	1,500
Digital Upgrades	5,000
Desktop Computer	3,700
Laptop Computer	2,000
Computer Software	2,000
Total - Administration	$16,700
Legal Services	
Law Library	$3,500
Total - Legal	$3,500
Planning & Community Development	
1/4 ton Vehicle	$19,000
1/4 ton Vehicle	19,000
Desktop Computers	3,400
Computer Server	14,000
Computer Workstation	4,500
Desktop Computer	1,700
Computer Software	10,500
Office Furniture	2,000
Total - Planning & Community Development	$74,100
Information Technology & Communications	
Mid-speed Client Workstations	$4,000
Computer Server	7,500
Desktop Computers	3,400
Total - Information Technology	$14,900

Capital Outlay - General Fund

Department Description of Items	FY 2005-2006 Approved
Building Inspections	
1/2 ton Vehicles	$74,250
Desktop Computers	3,400
Total - Building Inspections	$77,650
Finance	
Desktop Computers	$5,100
Total - Finance	$5,100
Purchasing	
Desktop Computer	$1,775
Total - Purchasing	$1,775
General Services	
A/C Condensing Units	$18,000
Total - General Services	$18,000
Library	
Computer Servers	$8,000
Laser Printer	1,000
Computer Equipment	2,400
Desktop Computers	29,900
Fiction Books	112,703
Journals	16,772
Audio Visual Materials	67,000
Law Library	4,580
Non-fiction books	60,950
Reference books	44,100
Total - Library	$347,405

Capital Outlay - General Fund

Department Description of Items	FY 2005-2006 Approved
Police	
Marked Police Vehicles	$447,144
Unmarked Police Vehicles	120,000
Van	25,000
Car Video Systems	37,100
Desktop Computers	26,200
Computer Equipment	12,500
Handheld Radio	25,686
1/2 ton Vehicles	72,510
Digital Equipment	6,500
Computer Workstation	2,500
Laser Printer	1,650
Laptop Computer	4,500
Computer Software	5,000
Total - Police	$786,290
Fire	
Computer Equipment	$2,100
Laptop	2,000
Total - Fire	$4,100
Parks & Recreation	
Tractors	$39,800
Mower	30,000
Sand Pro	14,000
Line Painter	2,500
Trailer	3,200
Pool Vacuum	5,000
Stairmaster	3,255
Recumbent Bikes	11,500
Desktop Computers	20,400
Trail Maintenance	10,000
Standardized Park Signs	7,500
Tennis Court Maintenance	25,400
Portable Public Address System	3,000
Total - Parks & Recreation	$175,555

Capital Outlay - General Fund

Department Description of Items	FY 2005-2006 Approved
Human Resources	
Laptop & Accessories	$2,550
Total - Human Resources	$2,550
Engineering & Development Services	
Oil recycling units	$7,200
Desktop Computers	11,900
3/4 ton Vehicle	29,000
Computer Software	7,000
Total - Engineering & Development Services	$55,100
Street	
Trailer	$7,500
Tractor	75,000
Desktop Computers	8,000
Laptop Computers	8,000
Signalization Equipment	50,000
Software Upgrades	8,000
Total - Street	$156,500
Transportation Services Engineering & Administration	
Desktop Computers	$3,650
Traffic Counters	5,200
Computer Software	4,799
Total - Transportation Services Engineering & Administration	$13,649
City Shop	
Brake Lathe & Bench	$6,500
Front-End Alignment Machine Processor	5,500
Shop Air Compressor	3,500
Total - City Shop	$15,500
Total - General Fund	$1,768,374

Capital Outlay - Water/Wastewater Utility Fund / Hotel Occupancy Tax Fund

Department Description of Items	FY 2005-2006 Approved
Utilities Administration	
48" Paper Cutter	$1,000
1/2 ton Vehicles	57,750
Computer Software	3,100
Total - Utilities Administration	$56,850
Water Treatment Plant	
1/2 ton Vehicle	$26,250
Desktop Computer	3,400
Total - Water Treatment Plant	$29,650
Water Systems Support	
1/2 ton Vehicle	$27,500
1/2 ton Vehicle	23,000
1/4 ton Vehicle	19,000
Desktop Computers	1,700
New Commercial & Bulk Meters	15,000
Total - Water Systems Support	$86,200
Wastewater Systems Support	
1/2 ton Vehicle	$25,000
Total - Wastewater Systems Support	$25,000
Wastewater Line Maintenance	
3/4 ton Vehicle	$59,250
Digital Equipment	15,000
Laptop Computer	2,500
Tractor	49,000
Total - Wastewater Line Maintenance	$125,750
Utility Billing & Collections	
Computer Software	$2,000
1/4 ton Vehicle	24,750
Laptop Computer	1,775
Total - Utility Billing & Collections	$28,525
Total - Water/Wastewater Utility	$351,975
Hotel Occupancy Tax Fund	
Computer Software	$2,000
Total - Hotel Occupancy Tax Fund	$2,000

Financial Statistics

Statistics as of September 30, 2004

Financial Statistics

General Revenues By Source [1]
Last Ten Years

Fiscal Year Ended 9-30	Taxes & Franchise	Licenses & Permits	Charges For Services	Fines & Forfeitures
1995	$15,769,609	$576,718	$951,760	$523,931
1996	18,133,838	539,241	1,210,486	661,483
1997	21,801,655	515,852	1,318,516	660,196
1998	29,617,637	669,622	1,611,370	898,496
1999	39,598,214	743,791	1,609,133	879,865
2000	47,424,826	970,656	2,268,857	729,172
2001	58,333,682	799,550	3,010,382	834,185
2002	59,029,046	628,550	3,282,764	1,078,089
2003	66,699,982	801,108	3,451,103	1,043,055
2004	71,743,446	679,754	3,727,507	1,286,754
Total	$428,151,935	$6,924,842	$22,441,878	$8,595,226

[1] Above data are for General, Special Revenue, and Debt Service Funds.

General Revenues By Source (Cont.)
Last Ten Years

Special Assessments	Intergovernmental	Hotel Occupancy Tax	Investment & Other	Total
$38,698	$655,063	$204,555	$891,362	$19,611,696
27,972	144,645	235,565	938,688	21,891,918
26,846	196,305	339,592	1,415,145	26,274,107
267,416	88,713	434,356	1,524,701	35,112,311
28,177	294,221	616,483	1,951,468	45,721,352
2,041	647,445	1,017,826	2,980,466	56,041,289
1,021	1,185,810	1,354,429	4,193,627	69,712,686
-	735,590	1,477,050	2,798,290	69,029,379
4,963	754,431	1,618,744	1,985,789	76,359,175
2,978	726,414	1,650,148	1,737,790	81,554,792
$400,112	$5,428,637	$8,948,748	$20,417,326	$501,308,705

General Expenditures By Function
Last Ten Years

Fiscal Year Ended 9-30	General Government	Public Safety	Public Works		Culture & Recreation	Debt Service	Total
1995	$3,485,279	$5,875,865	$2,794,420	*	$2,324,229	$5,453,764	$19,933,557
1996	3,925,200	6,803,488	2,579,777	*	2,637,704	6,519,963	22,466,132
1997	5,577,920	8,047,235	2,999,461	*	3,190,056	7,210,759	27,025,431
1998	6,440,010	9,583,146	3,559,959	*	3,312,479	7,287,282	30,182,876
1999	8,897,742	10,958,903	4,035,009		4,070,940	7,589,040	35,551,634
2000	11,979,536	12,698,746	5,234,245		5,164,311	7,895,740	42,972,578
2001	14,675,517	15,074,503	6,240,934		7,223,780	10,034,421	53,249,155
2002	15,071,967	16,767,233	6,448,449		7,568,798	11,509,307	57,365,754
2003	17,231,171	18,099,093	7,277,171		8,412,271	13,561,167	64,580,873
2004	18,343,416	19,818,241	7,430,727		9,088,693	14,792,829	69,473,906
	$105,627,758	$123,726,453	$48,600,152		$52,993,261	$91,854,272	$422,801,896

* The capital project expenditures in the Special Revenue Funds are included in Public Works.

Note - Above data are for General, Special Revenue and Debt Service Funds.

Property Tax Levies And Collections
Last Ten Years

Fiscal Year	Total Tax Levy	Current Tax Collections	% of Levy Collected	Delinquent Tax Collections	Total Tax Collections	% of Total Tax Collection to Tax Levy
	$	$	%	$	$	%
1995	6,904,316	6,837,807	99.04	76,971	6,914,778	100.15
1996	7,295,538	7,188,878	98.54	87,561	7,276,439	99.74
1997	7,883,421	7,809,238	99.06	73,884	7,883,122	100.00
1998	8,692,342	8,601,905	98.96	82,119	8,684,024	99.90
1999	9,888,321	9,790,084	99.01	92,895	9,882,979	99.95
2000	10,804,487	10,686,138	98.90	122,565	10,808,703	100.04
2001	12,296,243	12,181,034	99.06	361,469	12,542,503	102.00
2002	14,487,121	14,335,048	98.95	196,322	14,531,370	100.31
2003	17,312,012	17,129,231	98.94	185,073	17,314,304	100.01
2004	18,357,480	18,117,224	98.69	205,456	18,322,680	99.81

Assessed Value of Taxable Property
Last Ten Years

Fiscal Year	Assessment Ratio	Gross Assessed Value: Real Property	Gross Assessed Value: Personal Property	Gross Assessed Value: Total
	%	$	$	$
1995	100	z1,287,341,887	200,850,567	1,488,192,454
1996	100	1,496,294,910	311,336,059	1,807,630,969
1997	100	1,759,724,187	358,435,090	2,118,159,277
1998	100	2,077,547,602	428,959,755	2,506,507,357
1999	100	2,306,196,524	486,851,223	2,793,047,747
2000	100	2,670,155,112	504,988,781	3,175,143,893
2001	100	3,270,519,641	712,609,336	3,983,128,977
2002	100	3,977,561,419	853,720,952	4,831,282,371
2003	100	4,536,275,722	832,454,143	5,368,729,865
2004	100	4,603,800,464	786,481,840	5,390,282,304

Assessed Value of Taxable Property (Cont.)
Last Ten Years

Reductions to Gross Assessed Value Property Tax Exemptions			
Over 65	Disabled & Deceased Veterans	Freeport, Property Redevelopment, Agricultural & Other	Total Taxable Assessed Valuation
$	$	$	$
14,321,816	611,470	61,218,008	1,412,041,160
15,660,868	657,500	80,063,271	1,711,249,330
16,917,414	2,097,500	122,358,756	1,976,785,607
18,437,050	2,340,000	180,388,498	2,305,341,809
19,897,723	2,526,000	202,228,959	2,568,395,065
21,604,689	2,735,000	173,951,536	2,976,852,668
23,737,949	2,990,000	233,763,660	3,722,637,368
23,871,132	3,095,500	306,187,720	4,498,128,019
26,861,588	3,718,500	279,116,463	5,059,033,314
28,515,439	4,000,000	217,804,048	5,139,962,817

Property Tax Rates - Direct & Overlapping Governments
Per $100 of Assessed Value

Last Ten Years

Fiscal Year	City	Round Rock Independent School District	Williamson County	Total
	$	$	$	$
1995	0.4889	1.4246	0.3542	2.2677
1996	0.4264	1.6209	0.3378	2.3851
1997	0.3988	1.6300	0.2712	2.3000
1998	0.3770	1.6396	0.2960	2.3126
1999	0.3850	1.7575	0.2990	2.4415
2000	0.3629	1.7111	0.2995	2.3735
2001	0.3303	1.7086	0.3477	2.3866
2002	0.3221	1.7387	0.3543	2.4151
2003	0.3422	1.7924	0.4154	2.5500
2004	0.3572	1.8643	0.4482	2.6697

Source: Williamson County Tax Office

Ratio of Net General Bonded Debt
To Assessed Value & Net Bonded Debt Per Capita

Last Ten Years

Fiscal Year Ended 9-30	Population [1]	Net Assessed Value (in thousands)	Gross Bonded Debt [2]	Amount Available in Debt Service Fund	Net Bonded Debt	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita
		$	$	$	$	%	$
1995	42,880	1,412,041	43,069,000 [2]	1,223,787	41,845,213	2.96	975.87
1996	45,355	1,711,249	51,967,000 [2]	1,482,719	50,484,281	2.95	1,113.09
1997	47,760	1,976,786	53,435,000 [2]	1,161,951	52,273,049	2.64	1,094.49
1998	50,905	2,305,342	61,628,000 [2]	1,083,021	60,544,979	2.63	1,189.37
1999	56,030	2,568,395	57,861,000 [2]	1,876,382	55,984,618	2.18	999.19
2000	60,340	2,976,853	65,004,000 [2]	1,471,892	63,532,108	2.13	1,052.90
2001	68,835	3,722,637	61,262,000 [2]	2,132,743	59,129,257	1.59	859.00
2002	73,295	4,498,128	92,640,000 [2]	2,074,841	90,565,159	2.01	1,235.63
2003	77,600	5,059,033	90,432,000 [2]	2,304,816	88,127,184	1.74	1,135.66
2004	81,825	5,139,963	106,244,000 [2]	2,338,493	103,905,507	2.02	1,269.85

Note: Includes Certificates of Obligation and General Obligation Bonds

[1] Source: Planning Department, City of Round Rock

[2] Gross bonded debt includes self-supporting debt funded by enterprise funds. Gross self-supporting debt totaled $6,876,131 at September 30, 2004.

Computation of Legal Debt Margin
September 30, 2004

Total assessed value			**$5,139,962,817**
Debt limit - Maximum serviceable at permitted allocation of $1.50 per $100 of assessed value			$921,367,824
Amount of debt applicable to debt limit:			
Total General Obligation Debt		$106,244,000	
Less: Amount available in Debt Service Fund	$2,338,493		
Amounts considered self-supporting	6,876,131		
Other deductions allowed by law:	—		
Total deductions		9,214,624	
Total amount of debt applicable to debt limit			97,029,376
Legal debt margin			$824,338,448

There is no direct debt limitation in the City Charter or under state law. The City operates under a Home Rule Charter (Article XI, Section 5, Texas Constitution), approved by voters in August, 1977, that limits the maximum tax rate, for all City purposes, to $2.50 per $100 assessed valuation. Administratively, the Attorney General of the State of Texas will permit allocation of $1.50 of the $2.50 maximum tax rate for general obligation debt service

Assuming the maximum tax rate for debt service of $1.50 on January 1, 2003, assessed valuation of $5,139,962,817 at 100% collection, tax revenue of $77,099,442 would be produced. This revenue could service the debt on $921,367,824 issued as 20-year serial bonds at 5.50% (with level debt service payment).

Computation of Direct & Overlapping Debt
September 30, 2004

Name of Governmental Unit	Total General Debt Outstanding		Percentage Applicable to City of Round Rock	Amount Applicable to City of Round Rock
	$		%	$
City of Round Rock	106,244,000	*	100.00	106,244,000
Round Rock ISD	354,657,547	**	28.68	101,715,784
Williamson County	423,854,486	*	19.50	82,651,625
Georgetown ISD	65,432,191	**	0.03	19,630
Travis County	428,586,206	*	0.46	1,971,496
Total	$1,378,774,430			$292,602,535

*Gross Debt as of 9-30-04

**Gross Debt as of 6-30-04

Source: City of Round Rock Finance Department and Texas Municipal Reports

Ratio of Annual Debt Service Expenditures For General Bonded Debt to Total General Expenditures

Last Ten Years

Fiscal Year Ended 9-30	Principal	Interest and Fiscal Charges	Total Debt Service		Total General Expenditures [1]	Ratio of Debt Service to Total General Expenditures
	$	$	$		$	%
1995	3,340,728	2,113,036	5,453,764		19,933,557	27.4
1996	3,965,152	2,554,811	6,519,963		22,466,132	29.0
1997	4,351,757	2,859,002	7,210,759		27,025,431	26.7
1998	4,244,493	3,042,789	7,287,282		30,182,876	24.1
1999	4,268,300	3,320,740	7,589,040		35,551,634	21.3
2000	4,156,328	3,140,833	7,297,161	[2]	42,972,578	17.0
2001	4,331,667	3,708,433	8,040,100	[2]	53,249,155	15.1
2002	4,432,962	3,118,996	7,551,958	[2]	57,365,754	13.2
2003	2,960,432	5,321,465	8,281,897	[2]	64,580,873	12.8
2004	4,555,211	4,380,264	8,935,475	[2]	69,473,906	12.9

[1] Includes General, Special Revenue, and Debt Service Funds.

[2] Total debt service for general bonded debt does not include self-supporting Hotel Tax and Sales Tax Revenue Bond and State Infrastructure Loan payments, which totaled $5,287,571 for fiscal year ended September 30, 2004.

Schedule of Revenue Bond Coverage

Last Ten Years

Fiscal Year Ended 9-30	[1]Gross Revenue	[2] Direct Operating Expenses	Net Revenue Available for Debt Service	Debt Service Requirements Principal and Interest	Revenue Bond Coverage
	$	$	$	$	
1995	12,842,219	5,324,255	7,517,964	1,739,222	4.32
1996	14,621,577	5,595,285	9,026,292	1,779,260	5.07
1997	16,649,651 [3]	8,015,148	8,634,503	1,745,528	4.95
1998	18,031,066	8,632,306	9,398,760	1,751,339	5.37
1999	19,065,800	8,762,007	10,303,793	1,745,175	5.90
2000	23,867,459	10,561,505	13,305,954	1,765,565	7.54
2001	24,333,346	12,645,648	11,687,698	1,575,210	7.42
2002	25,436,842	13,840,556	11,596,286	1,583,835	7.32
2003	24,895,722	15,328,369	9,567,353	1,392,358	6.87
2004	25,583,013	16,467,400	9,115,613	1,279,975	7.12

[1] Water and Sewer Fund operating and non-operating revenues

[2] Water and Sewer Fund operating expenses, excluding depreciation

[3] Excludes lawsuit settlement proceeds of $6,120,000

Demographic Statistics

Last Ten Years

Fiscal Year	Population [1]	Per Capita Income [2]	School Enrollment [3]	Unemployment Rate [4]
		$		%
1995	42,880	18,273	24,971	1.9
1996	45,355	19,053	26,107	1.7
1997	47,760	20,737	27,223	1.9
1998	50,905	21,929	28,455	1.8
1999	56,030	23,453	30,100	1.5
2000	60,340	26,149	31,572	1.3
2001	68,835	28,552	32,652	3.9
2002	73,295	29,822	34,120	4.7
2003	77,600	26,940	35,579	4.7
2004	81,825	26,979	36,608	3.1

Sources:

[1] Planning Department, City of Round Rock
[2] Texas Workforce Commission; data is for Williamson County, which is representative of the City; data for City not available
[3] Round Rock Independent School District
[4] Texas Workforce Commission; data is for the City of Round Rock

Property Value, Construction And Bank Deposits

Last Ten Years

Fiscal Year Ended 9-30	[1] Commercial Bank Deposits	[2] Property Value	[3] Commercial Construction Units	[3] Commercial Construction Value	[3] Residential Construction Units	[3] Residential Construction Value
	$	$		$		$
1995	N/A	1,488,192,454	37	74,665,483	1,000	91,621,287
1996	N/A	1,807,630,969	57	150,287,986	1,065	104,926,563
1997	N/A	2,118,159,277	55	73,791,058	962	82,813,943
1998	N/A	2,506,507,357	54	185,095,131	1,355	124,003,089
1999	N/A	2,793,047,747	52	67,529,071	1,667	152,341,464
2000	N/A	3,175,143,893	83	139,196,103	1,724	174,489,516
2001	N/A	3,983,128,977	56	93,120,082	1,363	173,065,113
2002	N/A	4,831,282,371	37	47,137,000	1,401	156,999,872
2003	N/A	5,368,729,865	30	26,568,200	1,353	155,048,240
2004	N/A	5,390,282,304	34	37,220,290	1,317	150,641,132

Sources:
[1] Round Rock Chamber of Commerce and FDIC
[2] Round Rock Independent School District Tax Office
[3] City Inspection Department

N/A - Information is unavailable on a local basis

Principal Taxpayers

September 30, 2004

Name of Taxpayer	Type of Business	Net Assessed Valuation	% of Total Net Assessed Valuation
Dell Computer Holdings, LP	Electronic Equipment	$174,361,699	3.392 %
Dell Computer Corp.	Electronic Equipment	86,378,689	1.681
Baltgem Development Corp.	Property Management	74,758,917	1.454
DuPont Photomasks, Inc.	Photomask Manufacturer	51,811,666	1.008
Oncor Electric Delivery Co.	Electric Utility	33,612,480	0.654
Drever, Limestone, LP	Property Management	27,178,999	0.529
Columbia/St. David Healthcare	Healthcare Facilities	23,937,707	0.466
Southwestern Bell Telephone	Telecommunications	23,882,716	0.465
La Frontera Lodging	Property Management	23,306,673	0.453
La Frontera Multi-Family	Property Management	21,921,047	0.426
Total		$541,150,593	10.528 %

Hotel Taxpayers

September 30, 2004

Taxpayer	Total Collections Year Ended September 30, 2004	Number of Rooms
La Quinta Inn	$93,698	116
Courtyard by Marriott	106,286	113
Red Roof Inn	65,159	107
Baymont Inn	61,494	93
Best Western Executive Inn	53,247	67
Days Inn & Suites	24,342	49
Super 8 Motel	36,514	62
Extended Stay America # 6030	35,703	138
Wingate Inn	73,650	101
Amerisuites	52,512	90
Residence Inn	123,223	96
Hilton Garden Inn	119,201	122
Comfort Suites	48,667	62
Springhill Suites	91,746	104
Hampton Inn	120,606	93
Staybridge Suites	63,445	81
Austin Marriott North	402,043	295
Candlewood Suites	34,108	98
Lodge at Warner Ranch	357	5
Extended Stay America # 6197	28,587	104
Country Inn & Suites	15,560	61
Total	$1,650,148	2,057

Hotel Occupancy Tax Collection History By Quarter

Last Ten Years

Fiscal Year Ended 9-30	1st Quarter Oct. – Dec.	2nd Quarter Jan. – Mar.	3rd Quarter Apr. – June	4th Quarter July – Sept.	Total
	$	$	$	$	$
1995	50,325	45,553	51,511	57,165	204,554
1996	58,008	59,915	45,806	71,836	235,565
1997	60,820	76,515	89,230	113,027	339,592
1998	102,162	99,392	101,966	130,835	434,355
1999	121,858	134,096	163,087	197,442	616,483
2000	219,642	215,824	255,911	326,448	1,017,825
2001	323,789	308,735	333,479	388,426	1,354,429
2002	360,606	307,427	368,583	440,434	1,477,050
2003	401,794	367,136	410,803	439,011	1,618,744
2004	406,795	352,486	414,176	476,691	1,650,148

Top Ten Water Customers

September 30, 2004

Name of Customer	Type of Business	Water Consumption in Gallons	% of Total Water Consumption in Gallons
Brushy Creek Municipal Utility District	Municipal Utility District	595,878,100	11.311%
Fern Bluff Municipal Utility District	Municipal Utility District	272,571,800	5.174
Chandler Creek Municipal Utility District	Municipal Utility District	158,412,300	3.007
Dell, Inc.	Electronic Equipment	103,431,600	1.963
Round Rock Independent School District	Public Schools	91,433,100	1.736
Michael Angelo's	Food Production	68,892,200	1.308
Cypress Semiconductor	Electronic Components	44,156,600	0.838
Cintas Corp.	Uniform Rental	41,675,400	0.791
Aquasource--Tonkawa Springs	Water Service Provider	39,840,200	0.756
Vista Oaks Municipal Utility District	Municipal Utility District	35,666,200	0.677
Total		1,451,957,500	27.561%

Water/Sewer Retail Rates

September 30, 2004

Water rates for retail customers inside the city limits are as follows:

Volume Rate	Monthly Service Charge	
$1.91 per 1,000 gallons of water used by all customers	Meter Size Base Serving Customer	Monthly Water Service Charge $
	5/8 inch	11.60
	3/4 inch	16.33
	1 inch	25.78
	1 1/2 inch	49.40
	2 inch	77.75
	3 inch	143.90
	4 inch	238.40
	6 inch	758.15
	8 inch	1,325.15
	10 inch	2,081.15
	12 inch	2,553.65

Sewer rates for retail customers inside the city limits are as follows:

Volume Rate	Monthly Service Charge	
$2.12 per 1,000 gallons of water used by all customers*	Meter Size Base Serving Customer	Monthly Sewer Service Charge $
	5/8 inch	8.90
	3/4 inch	11.85
	1 inch	17.00
	1 1/2 inch	31.00
	2 inch	47.80
	3 inch	87.00
	4 inch	143.00
	6 inch	451.00
	8 inch	787.00
	10 inch	1,235.00
	12 inch	1,515.00

* Sewer customers' volume is measured as the rate per 1,000 gallons of the lesser of a three month winter average or actual water use.

Miscellaneous Statistics
September 30, 2004

Established (1)	1850
Date of Incorporation	1913
Form of Government	Council - Manager
Area	29 Square miles
Fire protection (2)	
Number of stations	5
Number of firefighters	80 Salaried 45 Volunteer
Police protection (2)	
Number of stations	1
Number of police officers	114
Municipal water department (2)	
Number of consumers	25,400
Average monthly consumption	439,000,000 Gallons
Residential, commercial, industrial building permits (2)	1,351
Recreation and culture (2)	
Number of parks	70
Number of libraries	1
Number of library volumes	150,436 (approx.)
Employees (full-time equivalents) (2)	703

(1) Source: Round Rock Chamber of Commerce
(2) Source: City of Round Rock

Appendix

Budget Calender

Home Rule Charter

Ordinances

Revenue Footnotes

Glossary of Terms

Finance Department Staff

City of Round Rock

Fiscal Year 2005-2006

Operating Budget Calender

JANUARY 2005						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24 31	25	26	27	28	29

FEBRUARY 2005						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH 2005						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2005						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2005						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2005						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

January - February

Develop Budget Materials

February

14 Budget Kick-off meetings
Strategic Budget Issued

27 New Programs due

March

11 Draft Strategic Budgets due

22 Personnel Worksheets issued

April

1 Personnel Worksheets due

22 Final Strategic Budgets & New Programs due

25 Budget Worksheets & Revenue Projections issued

May

13 Budget Worksheets & Revenue Projections due

June

24 Budget Team review meetings held

July

22 City Manager's Proposed Budget submitted to City Council

25 Tax roll certification by Chief Appraiser (official date)

Mid - August

Publication of Tax Rates (Effective, Rollback)

September

8 Proposed Budget to Council for Approval (1st Reading)
Proposed Tax Rate to Council for Approval (1st Reading)
Public hearings

22 Proposed Budget to Council for Approval (2nd Reading)
Proposed Tax Rate to Council for Approval (2nd Reading)
Public hearings
Budget Adopted by Council
Tax Rate Adopted by Council

October

1 FY2005-2006 Budget becomes effective

JULY 2005						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

AUGUST 2005						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2005						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2005						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24 31	25	26	27	28	29

NOVEMBER 2005						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2005						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

ARTICLE 8

FINANCIAL ADMINISTRATION

SECTION 8.01 FISCAL YEAR

The fiscal year of the City shall begin on the first day of each October and end on the last day of September of the succeeding year. All funds collected by the City during any fiscal year, including both current and delinquent revenues, shall belong to such fiscal year and, except for funds derived to pay interest and create a sinking fund on the bonded indebtedness of the City, may be applied to the payment of expenses incurred during such fiscal year, except as provided in this Charter. Any revenues uncollected at the end of any fiscal year, and any unencumbered funds actually on hand, shall become resources of the next succeeding fiscal year.

SECTION 8.02 PUBLIC RECORD

Copies of the budget adopted shall be public records and shall be made available to the public for inspection upon request.

SECTION 8.03 ANNUAL BUDGET

(a) Content.

The budget shall provide a complete financial plan of all City funds and activities and, except as required by law or this Charter, shall be in such form as the City Manager deems desirable or the City Council may require. A budget message explaining the budget both in fiscal terms and in terms of the work programs shall be submitted with the budget. It shall outline the proposed financial policies of the City for the ensuing fiscal year, describe the important features of the budget, indicate any major changes, from the current year in financial policies, expenditures, and revenues, with reasons for such changes. It shall also summarize the City's debt position and include such other material as the City Manager deems desirable. The budget shall begin with a clear general summary of its contents and shall show in detail all estimated income, indicating the proposed property tax levy, and all proposed expenditures, including debt service, for the ensuing fiscal year. The proposed budget expenditures shall not exceed the total of estimated income. The budget shall be so arranged as to show comparative figures for actual and estimated income and expenditures of the current fiscal year and actual income and expenditures of the preceding fiscal year, compared to the estimate for the budgeted year. It shall include in separate sections:

(1) an itemized estimate of the expense of conducting each department, division, and office;

(2) reasons for proposed increases or decreases of such items of expenditure compared with the current fiscal year;

(3) a separate schedule for each department, indicating tasks to be accomplished by the department during the year, and additional desirable tasks to be accomplished, if possible;

(4) a statement of the total probable income of the City from taxes for the period covered by the estimate;

(5) tax levies, rates, and collections for the preceding five years;

(6) an itemization of all anticipated revenue from sources other than the tax levy;

(7) the amount required for interest on the City's debts, for sinking fund and for maturing serial bonds;

(8) the total amount of outstanding City debts, with a schedule of maturities on bond issue;

(9) anticipated net surplus or deficit for the ensuing fiscal year of each utility owned or operated by the City and the proposed method of its disposition (subsidiary budgets for each such utility giving detailed income and expenditure information shall be attached as appendices to the budget);

(10) a Capital Improvement Program, which may be revised and extended each year to indicate capital improvements pending or in process of construction or acquisition, and shall include the following items:

i. a summary of proposed programs;

ii. a list of all capital improvements which are proposed to be undertaken during the five (5) fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;

iii. cost estimates, method of financing and recommended time schedules for each such improvement; and

iv. the estimated annual cost of operating and maintaining the facilities to be constructed or acquired; and

(11) such other information as may be required by the City Council.

(b) Submission.

On or before the first day of August of each year, the City Manager shall submit to the City Council a proposed budget and an accompanying message. The City

Council shall review the proposed budget and revise same as deemed appropriate prior to general circulation for public hearing.

(c) Public Notice and Hearing.

The City Council shall post in the City Hall and publish in the official newspaper a general summary of the proposed budget and a notice stating:

(1) the times and places where copies of the message and budget are available for inspection by the public; and

(2) the time and place, not less than two (2) weeks after such publication, for a public hearing on the budget.

(d) Amendment Before Adoption.

After the hearing, the City Council may adopt the budget with or without amendment. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs or amounts, except expenditures required by law or for debt service or for estimated cash deficit, provided that no amendment to the budget shall increase the authorized expenditures to an amount greater than the total of estimated income plus funds available from prior years.

(e) Adoption.

The budget shall be finally adopted not later than the final day of the last month of the fiscal year. Adoption of the budget shall constitute a levy of the property tax therein proposed. Should the City Council take no final action on or prior to such day the budget, as submitted, together with its proposed tax levy, shall be deemed to have been finally adopted by the City Council. No budget shall be adopted or appropriations made unless the total of estimated revenues, income and funds available shall be equal to or in excess of such budget or appropriations, except as otherwise provided in this Article.

(Charter amendment approved by voters January 20, 1996)

SECTION 8.04 ADMINISTRATION OF BUDGET

(a) Payments and Obligations Prohibited.

No payment shall be made or obligation incurred against any allotment or appropriation except in accordance with appropriations duly made and unless the City Manager or designee first certifies that there is a sufficient unencumbered balance in such allotment or appropriations and that sufficient funds therefrom are or will be available to cover the claim or meet the obligation when it becomes due and payable. Any authorization of payment or incurring of obligation in violation of the provisions of this Charter shall be void and any payment so made illegal. Such action shall be the cause for removal of any officer who knowingly authorized or made such payment or incurred such obligations, and such officer shall also be

liable to the City for any amount so paid. However, this prohibition shall not be construed to prevent the making or authorizing of payments or making of contracts for capital improvements to be financed wholly or partly by the issuance of bonds, time warrants, certificates of indebtedness, or certificates of obligation, or to prevent the making of any contract or lease providing for payments beyond the end of the fiscal year, provided that such action is made or approved by ordinance.

(b) Financial Reports.

The City Manager shall submit to the City Council at least quarterly the financial condition of the City by budget item, budget estimate versus accruals for the fiscal year to date. The financial records of the City will be maintained on an accrual basis to support this type of financial management.

(Charter amendment approved by voters January 20, 1996; May 6, 2000)

ORDINANCE NO. B-05-09-22-13A1

AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR THE CITY OF ROUND ROCK, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2005, AND ENDING SEPTEMBER 30, 2006, DIRECTING THE CITY SECRETARY TO FILE A TRUE COPY OF THE BUDGET WITH THE COUNTY CLERK OF WILLIAMSON COUNTY, TEXAS.

WHEREAS, the City Manager of the City of Round Rock, Texas, has heretofore submitted, in accordance with the state law and the City's Charter, a budget for said City, for the fiscal year beginning October 1, 2005, and ending September 30, 2006, and

WHEREAS, proper and timely notice that public hearings on such budget would be held on September 8, 2005, and September 22, 2005, was given and made in accordance with the law and within the time limits set forth by law; and

WHEREAS, such public hearings were held in accordance with law on September 8, 2005, and September 22, 2005, prior to final adoption of this ordinance; Now Therefore

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ROUND ROCK, TEXAS, THAT:

The attached budget for the fiscal year beginning October 1, 2005 and ending September 30, 2006, is hereby in all things approved and adopted and it shall be effective as of October 1, 2005.

The City Secretary is directed to file a certified copy of this ordinance along with a true copy of the attached budget with the County Clerk of Williamson County, Texas.

The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this Ordinance and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

READ and **APPROVED** on first reading this the 8th day of September, 2005.

READ, APPROVED and **ADOPTED** on second reading this the 22nd day of September, 2005.

NYLE MAXWELL, Mayor
City of Round Rock, Texas

ATTEST:

Christine R. Martinez
CHRISTINE R. MARTINEZ, City Secretary

ADOPTS EFFECTIVE RATE

ORDINANCE NO. G-05-09-22-13A2

AN ORDINANCE LEVYING TAXES FOR THE MAINTENANCE AND OPERATION OF THE MUNICIPAL GOVERNMENT OF THE CITY OF ROUND ROCK, TEXAS, AND PROVIDING FOR THE INTEREST AND SINKING FUND FOR THE YEAR 2005.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ROUND ROCK, TEXAS:

I.

That there is hereby levied and there shall be collected for the maintenance and operation of the municipal government of the City of Round Rock, Texas, for the year 2005 upon all property, real, personal and mixed, within the corporate limits of said City subject to taxation, a tax of 20.890 cents on each One Hundred Dollars ($100.00) valuation of property. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

That there is hereby levied and there shall be collected for the City of Round Rock, Texas, to provide for Interest and Sinking Funds for the year 2005 upon all property, real, personal and mixed, within the corporate limits of said City subject to taxation, a tax of 16.215 cents on each One Hundred Dollars ($100.00) valuation of property.

SUMMARY

Maintenance and operation of the Municipal Government	20.890 cents
Interest and Sinking	16.215 cents
Total Tax per $100.00 of valuation	37.105 cents

II.

All monies collected under this ordinance for the specific items herein named, be and the same are hereby appropriated and set apart for the specific purpose indicated in each item and that the Assessor and Collector of Taxes, and the City Finance Director shall keep these accounts so as to readily and distinctly show the amount collected, the amounts expended and the amount on hand at any time, belonging to such funds. All receipts for the City not specifically apportioned by this ordinance are hereby made payable to the General Fund of the City.

The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this Ordinance and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

READ and **APPROVED** on first reading this the 8th day of September, 2005.

READ, APPROVED and **ADOPTED** on second reading this the 22nd day of September, 2005.

KYLE MAXWELL, Mayor
City of Round Rock, Texas

ATTEST:
Christine R Martinez
CHRISTINE R. MARTINEZ, City Secretary

ORDINANCE NO. G-05-10-13-9B1

AN ORDINANCE AMENDING CHAPTER 10, SECTIONS 10.201 AND 10.202, CODE OF ORDINANCES (1995 EDITION), CITY OF ROUND ROCK, TEXAS, AMENDING WATER AND WASTEWATER UTILITY RATES; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ROUND ROCK, TEXAS, THAT:

I.

That Chapter 10, Section 10.201(6), Code of Ordinances (1995 Edition), City of Round Rock is hereby amended to read as follows:

(6) Water Rates for Retail Customers

(a) Except as provided below, the following schedule of monthly rates or charges for retail commercial and residential services furnished by the City's water system shall be and such is hereby adopted and established as follows:

(i) Volume Rates

1. The water rate for retail Customers shall be $1.96 per 1,000 gallons of water used.

2. Effective January 1, 2006, the water rate for retail Customers shall be $2.02 per 1,000 gallons of water used.

(ii) Monthly Service Charge

Except as provided below, in addition to the foregoing rates, each Customer shall also pay a monthly water service charge pursuant to the following schedule regardless of the amount of water used.

Meter Size	Current Monthly Service Charge	Monthly Service Charge Effective January 1, 2006
⅝ inch	$11.72	$ 11.95
¾ inch	16.33	16.66
1 inch	25.78	26.30
1½ inch	49.40	50.39
2 inch	77.75	79.31
3 inch	143.90	146.78
4 inch	238.40	243.17

6 inch	758.15	758.15
8 inch	1,325.15	1,325.15
10 inch	2,081.15	2,081.15
12 inch	2,553.65	2,553.65

II.

That Chapter 10, Section 10.202(1), Code of Ordinances (1995 Edition), City of Round Rock is hereby amended to read as follows:

(1) Sewer Rates for Retail Customers

(a) Inside City Limits:

The rate schedule for retail customers of the City's sanitary sewer system shall be hereinafter set forth.

(i) Volume Rates

1. The sewer rate for retail Customers shall be $2.26 per 1,000 gallons of water used for all users.

2. Effective January 1, 2006, the sewer rate for retail Customers shall be $2.48 per 1,000 gallons of water used.

(ii) Monthly Service Charge

Except as provided below, in addition to the foregoing rates, each Customer shall also pay a monthly sewer service charge pursuant to the following schedule regardless of the amount of water used.

Meter Size	Current Monthly Service Charge	Monthly Service Charge Effective January 1, 2006
5/8"	$9.08	$9.72
3/4"	11.85	12.68
1"	17.00	18.19
1 1/2"	31.00	33.17
2"	47.80	51.15
3"	87.00	93.09
4"	143.00	153.01
6"	451.00	451.00
8"	787.00	787.00
10"	1,235.00	1,235.00
12"	1,515.00	1,515.00

III.

A. All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed.

B. The invalidity of any section or provision of this ordinance shall not invalidate other sections or provisions thereof.

C. The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this Ordinance and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

READ and APPROVED on first reading this the 22 day of September, 2005.

READ, APPROVED and ADOPTED on second reading this the 13 day of October, 2005.

NYLE MAXWELL, Mayor
City of Round Rock, Texas

ATTEST:

Christine R. Martinez
CHRISTINE R. MARTINEZ, City Secretary

Revenue Footnotes

This section reflects changes greater than $5,000 from Revised Budget 2004-2005 to the indicated operating funds' revenue accounts. Actual amounts are located in the Revenue Estimates section of this document. Please see the Budget Message for details on major revenue sources and underlying economic assumptions.

General Fund Revenues

Revenue Acct. Number	Explanation of changes from the prior year
Property Taxes	
4110	Reflects growth in property values and new construction
4111	Reflects trend of increased delinquent property tax collections
4113	Reflects upward trend of penalties collected on property tax accounts
Sales Taxes	
4120	Reflects conservative assumptions. See Budget Message for details
Franchise Fees	
4115	Estimate based on predicted usage and weather conditions
4118	Reflects increased customer base for this utility provider
4119	Reflects increased customer base for this utility provider
Building Permits/Inspections	
4214	Reflects estimated slight increase in growth rate of building activity
4218	Program discontinued, fees being collected by State of Texas
Garbage/Fire Protection Fees	
4302	Reflects growth in the customer base
4306	Reflects growth in the customer base
Recreation Fees	
4402	Reflects increased number of participants and expansion of programs
4404	Reflects estimated program activity
4413	Reflects estimated membership increase at the recreation center
Library Fees	
4515	Reflects increase in library fine rate
Filing/Other Fees	
4217	Reflects actual and estimated activity
4219	Reflects estimated program activity
Fines & Costs	
4511	Reflects estimated activity
Grants	
4685	Reduction due to expiration of prior year funding agreement
4689	Reduction due to expiration of prior year funding agreement
4663	Reflects expiration of miscellaneous grants

Revenue Footnotes (Cont.)

Revenue Acct. Number	Explanation of changes from the prior year
Interest	
4610	Reflects anticipated increase in market rates and available cash for investing
Transfers	
7200	Reflects reimbursement for general fund services
Other Revenues	
4213	Reflects estimated program activity for new program
4670	Reflects increase in services provided to the school district
4305	Reflects actual and estimated activity

I&S General Obligation Bonds Fund Revenues

4110	Reflects requirements of scheduled debt service and the corresponding property tax levy
7200	Reflects decrease in scheduled debt service requirements
7855	Reflects decrease in scheduled debt service requirements

I&S Revenue Bonds Fund Revenues

4610	Reflects scheduled decrease in cash available for investing
7200	Reflects reduction of scheduled debt service requirements

Water/Wastewater Utility Fund Revenues

Water & Related Services	
4444	Reflects growth in customer base
4801	Reflects customer base; consumption. See Budget Message for details
4831	Reflects actual and estimated activity
Sewer & Related Services	
4821	Reflects growth in customer base; sewer activity
Pre-Treatment Surcharge	
4443	Reflects actual and estimated activity
Interest	
4610	Reduction reflects estimated market rates and scheduled funding of capital expenditures

Revenue Footnotes (Cont.)

Revenue Acct. Number	Explanation of changes from the prior year
Utility Impact Fee Fund Revenues	
4610	Reflects anticipated increase in market rates and available cash for investing
4802	Reflects actual and estimated activity
4808	Reflects actual and estimated activity
4822	Reflects actual and estimated activity
4828	Reflects actual and estimated activity
Hotel Occupancy Tax Revenues	
4123	Reflects increased occupancy rates
4610	Reflects increased cash available for investing
Law Enforcement Fund Revenues	
4665	Reflects estimates of program revenues
Municipal Court Fund Revenues	
4519	Reflects revised estimates of program revenues

Glossary of Terms

Accrual Basis - The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

Ad Valorem Tax - See Property Tax.

Assessed Valuation - A valuation set upon real estate or other property by a government as a basis for levying taxes. (Note: Property values are established by the Williamson County Appraisal District).

Asset - A probable future economic benefit obtained or controlled by a particular entity as a result of past transactions or events. A current asset is cash or readily convertible into cash within a one-year time frame.

Bench Mark - A comparison of performances across many organizations in order to better understand one's own performance.

Bond - A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date, together with periodic interest at a specified rate.

Bonded Debt - That portion of indebtedness represented by outstanding bonds.

Budget - A plan of financial operation specifying expenditures to be incurred for a given period to accomplish specific goals, and the proposed means of financing them.

Capitalized Lease Proceeds - Financing obtained through a three to five year leasing program for durable equipment and rolling stock.

Capital Outlay - Expenditures which result in the acquisition of or addition to fixed assets.

Capital Projects Fund - A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities or equipment.

Capital Recovery Fee - see Impact Fee.

Certificate of Obligation (C.O.) - A form of general obligation debt.

Certified Tax Roll - A list of all taxable properties, values and exemptions in the City. This roll is established by the Williamson County Appraisal District.

Glossary of Terms (Cont.)

Comprehensive Annual Financial Report - The annual financial report prepared by the City of Round Rock covering all financial activities and audited by an independent certified public accountant.

Current Taxes - Taxes levied for and due in the current budget period.

Debt Service Fund - A fund established to account for the accumulation of resources for, and the payment of, long-term debt principal and interest.

Delinquent Taxes - Taxes remaining unpaid on and after the date due.

Demand - Reflects the scope of a program in terms of population or user activity.

Department - A logical division or classification of activities within the City (e.g. Police Department, Water Treatment Plant Department, etc.).

Effectiveness - A program performance indicator that measures the quality of the program outputs.

Efficiency - A program performance indicator that measures the accomplishments of program goals and objectives in an economical manner.

Expenditure - The actual outflow of funds paid for an asset obtained or goods and services obtained.

Filing Fee - A processing and review fee charge when any map (or plat) is tender to the planning department.

Fiscal - Pertaining to finances in general.

Fiscal Year - A twelve-month period to which the annual operating budget applies and at the end of which a government 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, improvements other than buildings, machinery and equipment.

Franchise - A special privilege granted by a government permitting the continuing use of public property and rights-of-way, such as city streets.

Full Faith and Credit - A pledge of the general taxing power of the City to repay debt obligations. This term is typically used in reference to general obligation bonds.

Glossary of Terms (Cont.)

Fund - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein. Funds are usually established to account for activities of a certain type.

Fund Balance - The excess of assets over liabilities in a governmental fund.

General Fund - The fund used to account for all financial resources except those required to be accounted for in another fund. This fund includes most of the basic operating services such as police and fire protection, parks and recreation, library services, street maintenance and general administration.

General Obligation Bonds - Bonds for the payment of which the full faith and credit of the City is pledged.

GIS Fees (Geographical Information System) - A fee intended to defray costs of adding plats to the City's electronic mapping system.

Goals - Generalized statements of where an organization desires to be at some future time with regard to certain operating elements (e.g. financial condition, service levels provided, etc.).

I&S G.O. Bond Fund - Interest and Sinking General Obligation Bond Fund (See also Debt Service Fund).

Impact Fee - A fee assessed to new water and wastewater service connections. Fees are to be used for specific water and wastewater system improvements and are accounted for in the Water/Wastewater Utility Impact Fee account group.

Income - Funds available for expenditure during a fiscal year.

Infrastructure - Substructure or underlying foundation of the City (e.g. streets, utility lines, water and wastewater treatment facilities, etc.).

Inputs - A program performance indicator that measures the amount of resources expended or consumed by the program in the delivery of service during the fiscal year.

Liability - Probable future sacrifices of economic benefits, arising from present obligations of a particular entity to transfer assets or provide services to other entities in the future as a result of past transactions or events. Current liabilities are expected to require the use of cash within a one-year time frame.

Line Item Budget - A budget that itemizes each expenditure category (personnel, supplies, contract services, capital outlay, etc.) separately, along with the dollar amount budgeted for each specified category.

Modified Accrual Basis – The basis of accounting in which revenues are recognized in the accounting period in which they become measurable and available. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable.

Glossary of Terms (Cont.)

Objectives - Specific, measurable targets set in relation to goals.

Operating Budget - Plans of current, day-to-day expenditures and the proposed means of financing them.

Outputs - These are program performance indicators that measure the quantity of work performed by the program. These are units of service delivered by the program to its customers. Sometimes this is called workload.

Performance Budget - A budget that focuses upon activities rather than line item expenditures. Work load and unit cost data are collected in order to assess efficiency of services.

Program - A logical division or classification of activities within the City or within a Department. See also Department.

Property Tax - Taxes that are levied on both real and personal property according to the property's valuation and tax rate.

Revenue - Funds received as income. It includes such items as tax payments, fees from specific services, fines, interest income, franchise fees, etc.

Revenue Bond - Bonds whose principal and interest are payable exclusively from user fees (e.g. Water and Wastewater utility rates).

Repair and Replacement Fund - A utility fund established for major wastewater system improvements. Funding originated through the conveyance of a portion of the City's regional wastewater plant to the City of Austin.

Sales Tax - Levied on applicable sales of goods and services at the rate of 8.25 percent in Round Rock. The City receives revenue from the sales tax at the rate of 1.5 percent. The Round Rock Transportation System Corp. receives 0.5 percent. Revenue from the remaining portion of the rate is collected by the state.

Special Revenue Fund - A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes (e.g. Hotel/Motel Special Revenue Fund).

Strategic Budget – A budget that is closely linked to the City's Strategic Plan and Departmental Goals, Objectives, and Performance Measures. Strategic Budgeting is the process that the City of Round Rock utilizes to link the City's Strategic Plan and individual Departmental strategy and performance to the City's Budget.

Glossary of Terms (Cont.)

Strategic Plan - A collectively supported vision of the City's future including observations regarding the potential effects of various operating decisions.

Subdivision Development Fee - A fee related to the inspection of subdivision improvements equating to 1.5 percent of the actual total construction costs.

Tax Rate - The amount of tax stated in terms of a unit of the tax base (e.g. cents per hundred dollars valuation).

Utility Fund - See Water/Wastewater Utility Fund.

Water/Wastewater Utility Fund - A governmental accounting fund better known as an enterprise fund or proprietary fund in which the services provided are financed and operated similarly to those of a private business. The rates for these services are established to insure that revenues are adequate to meet all necessary expenditures.

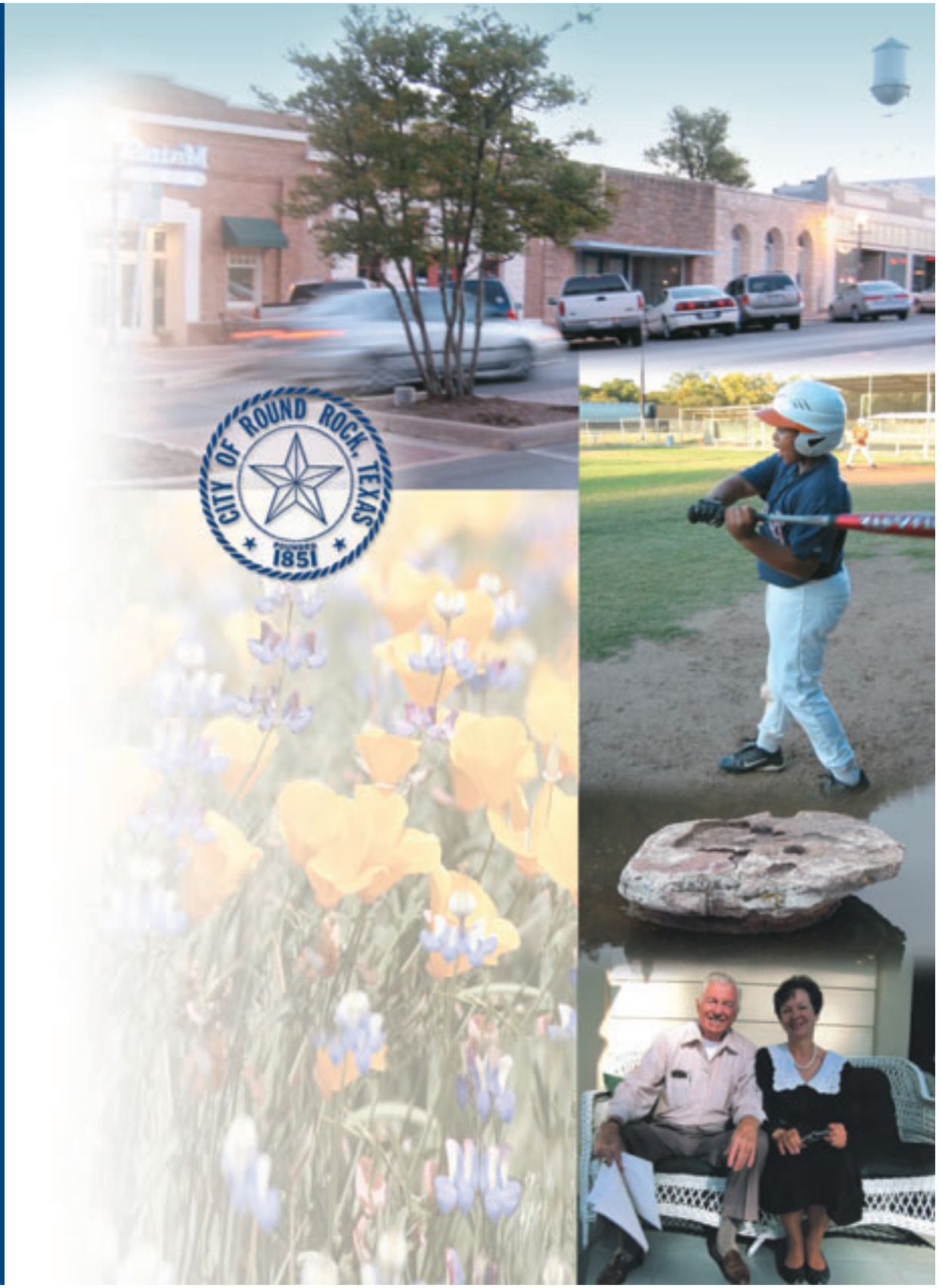
Williamson County Appraisal District - Established under state law and granted responsibility for discovering and listing all taxable property, appraising that property at market/production value, processing taxpayer applications for exemptions, and submitting the appraised values and exemptions to each taxing unit. This listing becomes the Certified Tax Roll for the taxing unit.

Working Capital - The excess of current assets over current liabilities.

Finance Department Staff (Accounting & Budget)

David Kautz, CGFO	Assistant City Manager/CFO
Cindy Demers, CPA	Director
Jerry Galloway, CPA	Controller

Noelle Jones, CPA	Finance Programs Manager
Elaine Wilson, CTP	Treasury & Finance Supervisor
Cheryl Delaney, MBA	Budget Manager
Robbie Sorrell, CPA	Budget Analyst II
Sherri Crone	Accounting Supervisor
Lynn Olsen	Accountant II
Sandy Smith	Accounting Technician I
Open	Utility Accountant I

Judy Morris	Accounting Technician II
Margarett Stevens	Accounting Technician II
Anne Keneipp	Accounting Technician II
Karen D'Amato	Accounting Technician I
Becca Ramsey	Accounting Technician II
Dodi Lilja	Accounting Technician I
Becky Martinez	Payroll Specialist
Michel Weaver	Accountant I

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