



Annual Operating Budget

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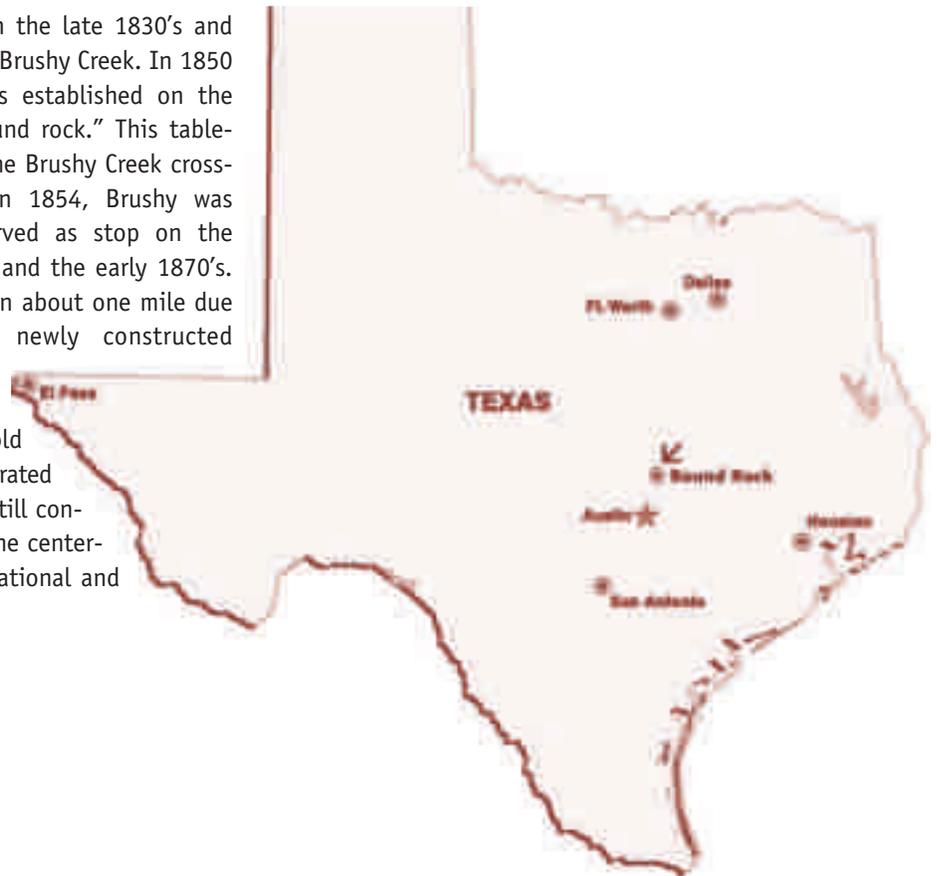


ROUND ROCK, TEXAS
PURPOSE. PASSION. PROSPERITY.

ROUND ROCK

...Our Story

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 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 know 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, 2003 - September 30, 2004**

Nyle Maxwell - Mayor

Tom Nielson - Mayor Pro-Tem

Alan McGraw - Councilmember

Carrie Pitt - Councilmember

Scot Knight - Councilmember

Scott Rhode - Councilmember

Gary Coe - Councilmember

Jim Nuse - City Manager

David Kautz - Assistant City Manager/Chief Financial Officer

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Round Rock
Texas**

For the Fiscal Year Beginning
October 1, 2002

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, 2002. 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 our current budget continues to conform to program requirements and we are submitting it to GFOA to determine its eligibility for another award.

TABLE OF CONTENTS

BUDGET MESSAGE

Budget Message	1
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CITY PROFILE

City Council	25
City Organization Chart	27
Geographic Description	28
City History	29
City Population	33
Tax Bill for Average Home	34
Jobs in Round Rock	35
Taxable Property Values	36
Round Rock Citizens Served	37
Sales Tax Revenue Analysis	38
Property Taxes per Capita	39
Building Permits Issued	40

BUDGET SUMMARIES

Financial Summaries for all Funds	43
Individual Summaries of Receipts and Expenditures	47
Property Tax and Debt Summary	57
Revenue and Expenditures Graphics	58

REVENUE ESTIMATES

General Fund	65
Debt Service Funds	69
Water/Wastewater Utility Fund	70
Utility Impact Fees Fund	71
Hotel Occupancy Tax Fund	72
Law Enforcement Fund	73
Ron Sproull Memorial Endowment Fund	74
Municipal Court Fund	75

GENERAL FUND EXPENDITURES

Administration	79
Legal Services	87
Planning & Community Development	93
Information Technology & Communications	101
Building Inspections	107
Finance	113
Purchasing	121
General Services	127
Library	131
Police	139
Fire	149
Parks & Recreation	157
Human Resources	165
Engineering & Development Services	175
Street	183
Transportation Services Engineering & Administration	191
City Shop	199
Municipal Court	205

DEBT SERVICE FUNDS EXPENDITURES

Interest & Sinking G. O. Bonds Debt	214
Interest & Sinking Revenue Bonds Debt	216

WATER/WASTEWATER UTILITY FUND EXPENDITURES

Utilities Administration	221
Water Treatment Plant	229
Water Systems Support	237
Water Line Maintenance	243
Wastewater Treatment Plant	249
Wastewater Systems Support	253
Wastewater Line Maintenance	261
Environmental Services	269
Utility Billing & Collections	277
Utility Debt Service & Transfers	283

CAPITAL PROJECTS FUNDS EXPENDITURES

Capital Improvement Project Process	288
General Government	289
Street & Drainage Improvements	291
Public Works Improvements	293
Public Safety Improvements	295
Park Development	297
Water Systems Improvements	300
Wastewater Systems Improvements	303
Transportation Improvements	305

SPECIAL REVENUE FUNDS EXPENDITURES

Hotel Occupancy Tax Fund308
Law Enforcement Fund311
Ron Sproull Memorial Endowment Fund313
Municipal Court Fund315

DEBT SCHEDULES

Schedule of Bonded Debt by Purpose318
Schedule of General Obligation Debt Service320
Schedule of Revenue Bond Debt Service322
Schedule of Hotel Occupancy Tax (H.O.T.) Revenue Bonds322
General Obligation Bonds Payment Schedule324
Revenue Bonds Payment Schedule326

TAX INFORMATION AND LEVY

Property Tax Summary329
Property Tax Analysis330

PERSONNEL SCHEDULES

Authorized Personnel by Fund332
Pay & Classification Plan334

CAPITAL OUTLAY DETAIL

General Fund351
Utility Fund356

STATISTICAL SECTION

Statistics360
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APPENDIX

Budget Calendar381
Home Rule Charter/Financial Administration382
Ordinances386
Revenue Footnotes395
Glossary of Terms399
Finance Department Staff403





Budget Message

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ROUND ROCK, TEXAS
PURPOSE. PASSION. PROSPERITY.



September 25, 2003

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

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

Presented herewith is the adopted operating budget for fiscal year October 1, 2003 through September 30, 2004. This document contains a spending plan 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 \$91,533,764, a 3% increase over the 2002-2003 revised budget. This figure includes \$56,351,183 for the General Fund, \$10,748,958 for the Debt Service Funds and \$24,433,623 for the Water/Wastewater Utility Fund.

Spending plans and revenue estimates are provided for Special Revenue Funds with expenditures as follows: \$1,019,100 for the Hotel Occupancy Tax Fund, \$82,000 for the Law Enforcement Fund, \$3,000 for the Ron Sproull Memorial Endowment Fund, and \$178,000 for the Municipal Court 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 (2004-2005 projected budget) reflects only the extended cost of the programs and operating commitments which are adopted for 2003-2004.

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, 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 operating funds 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 **Bonded Debt Schedules Tab** provides details on the outstanding bonded debt including its purpose, amount outstanding and a payment schedule.

The **Tax Information & Levy Tab** provides a calculation of the City property tax rate along with a historical presentation of the property tax rate.

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 **Statistical Section Tab** provides various City statistical information for the fiscal year ended September 30, 2002.

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. 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 2003-2004

- Goal 1** Round Rock will plan and facilitate the City's transportation system to enable traffic flow and personal mobility at the local and regional level.
- Goal 2** Round Rock will develop clear avenues of communication with citizens.
- Goal 3** Round Rock will provide efficient utility services and drainage systems with future land use needs in mind. Utility service extension policies will be coordinated with the City's financial capacity.
- Goal 4** Round Rock will expand and diversify its economic base to provide greater employment opportunities, access to a broader range of goods and services, and an increased non-residential tax base to lessen the tax burden on homeowners.
- Goal 5** Round Rock will strengthen policies and programs that preserve neighborhood integrity. Round Rock will establish and adhere to strong development standards to reduce future maintenance costs.

-
- Goal 6** Round Rock will protect and enhance its historic areas.
 - Goal 7** Round Rock will emphasize its role as a strong residential community and a major employer in the Central Texas region by strengthening and enhancing the City's identity and visual appearance.
 - Goal 8** Round Rock will encourage cooperation and collaboration with local governments and institutions.
 - Goal 9** Round Rock will continue to acquire and maintain open space for parks, greenbelts, and recreational facilities using existing natural features whenever possible.
 - Goal 10** Round Rock will reaffirm its commitment to diverse housing opportunities.
 - Goal 11** Round Rock will accommodate the social and community services needed by our expanding population.
 - Goal 12** Round Rock will provide facilities to meet the needs of both residents and City employees.

Budget Priorities and Changes in Funding

The development of the budget for the 2003-2004 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 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 one-half 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 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. The 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 fits 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. Enabling legislation (in the form of a City Ordinance) is provided in the **Appendix Tab** of this document. Also located in the **Appendix Tab** is a schedule of events outlining the budget process for the current year.

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 column chart reflecting changes in costs or funding per capita of population 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.

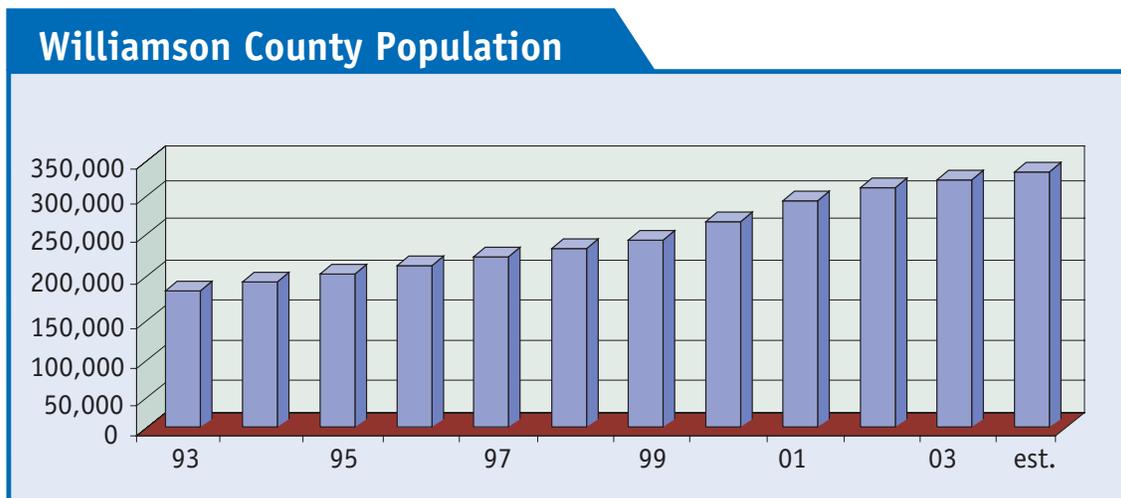
With regard to the prior fiscal year ending on September 30, though affected by a recent sluggish regional economy, the City anticipates another solid performance in terms of financial condition and quality of service provided. Financial policies will be met and the City's strong cash position will be 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.

Economic Outlook and Revenue Projections for Fiscal Year 2003-2004

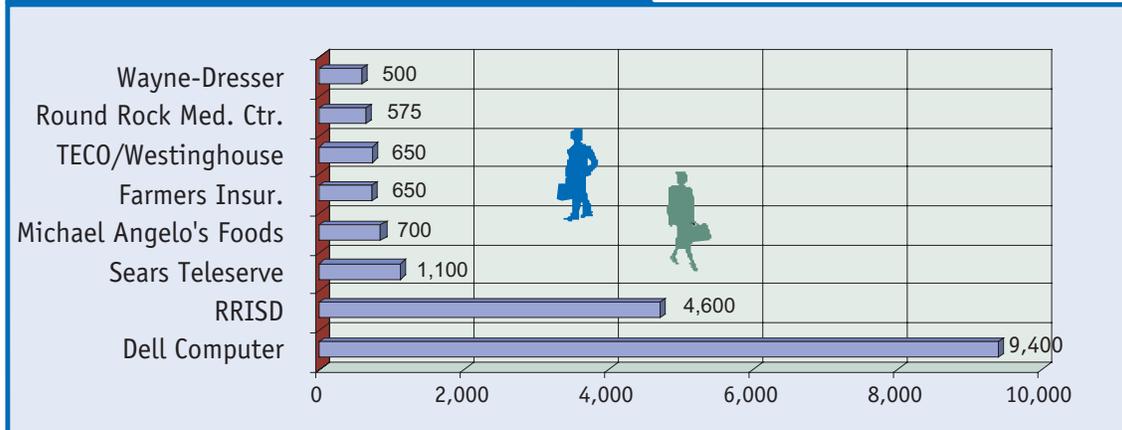
Current economic indicators show that regional economic growth continues to be moderate while Round Rock remains fairly strong in population and economic growth.

In considering this spending plan, it is important to keep in mind the fact that Round Rock is located within Williamson County, which has been 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 single family housing starts in and around the City. Building activity is expected to remain strong, fueled by in-migration to the community and job creation is expected to continue. Information regarding current employment levels of major local companies is provided by the chart below. 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. However, recent downturns in the technology markets have reduced employment demand for specific sectors. In spite of job reductions, the unemployment rate for the City remains lower than the state and national figures. This trend is exemplified by the recent decision of Texas Guaranteed Student Loan Corporation (TGSLC) to purchase a 193,000 square foot office building in Round Rock's La Frontera retail/commercial complex. TGSLC will move approximately 550 permanent employees and 200 contract employees to the site by the end of 2003. 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.

Jobs in Round Rock (major employers)



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
1994	39,455	2000	61,136
1995	41,360	2001	66,495
1996	43,895	2002	71,275
1997	46,485	2003	75,402
1998	49,990	2004	79,850
1999	53,860	2008 (est)	97,200

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.

Residential Building Permits

Year	In-City	Out of City (Served by City)	Total	Monthly Average
1994	743	352	1,095	91
1995	866	340	1,206	101
1996	817	597	1,414	118
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	144
2002	992	409	1,401	117
2003	1,317	37	1,354	113
2004 (Projected)	1,200	30	1,230	103

Commercial and industrial construction activity has been strong for the past several years and therefore, a good supply of commercial office space is available.

Revenue Assumptions

Revenue assumptions for the ensuing fiscal year are expected to generally follow the growth curve of job creation, population growth and housing starts. Revenue growth estimates, in general, are predicted to grow by 3 percent. Some specific revenues, such as property tax revenue and sales tax revenue, are forecast using different assumptions or specific calculations as discussed below. Detail 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 2004 value is 1.85% above 2003, which is a considerably lower growth rate as compared to previous years. This reflects a mix of declining commercial and residential valuations while continuing to add new properties to the roll. The certified tax roll as provided by the Appraisal District indicates the following:

	Adopted for 2003	Adopted for 2004
Total Taxable Value	\$4,978,982,250	\$5,071,176,374
Tax Rate	34.220 Cents/\$100	35.715 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 increased debt service on outstanding debt, the City levies a tax on all taxable property. This budget plan adopts the effective tax rate of 35.715 cents per \$100 of property value, compared to a rate of 34.220 cents per \$100 last year. The effective tax 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.

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 expenditures;
- b) debt service (principal and interest payments on debt);
- c) new police department personnel and programs;
- d) new fire station personnel and equipment;
- e) the continuing street maintenance program;
- f) fleet and equipment replacement;
- g) additional parks and recreation and library programs;
- h) 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

Increased retail sales and an improving technology sector are contributing to the strong history of sales tax performance. Sales tax revenue for 2003-2004 is projected at \$33,050,000. It is believed that a prudent measure would be to use any collections above this estimate for capital improvement programs as approved by the City Council. Funding these programs in this manner should reduce borrowing requirements, thereby lessening future tax rate increases.

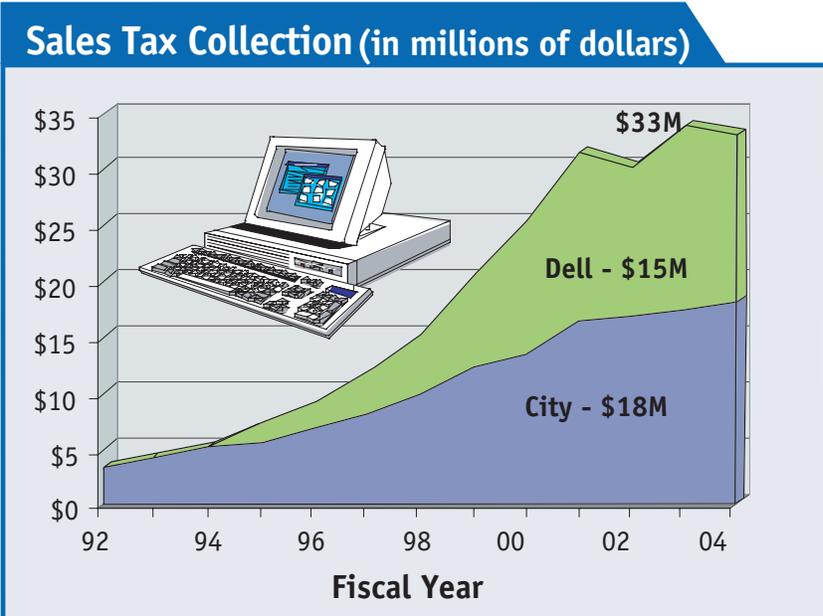
La Frontera, a commercial and retail development west of Interstate 35 along FM 1325, will provide a substantial retail sales activity for the new fiscal year as the development enters its fourth year and continues its planned expansion.

The sales tax revenue source is extremely important to the City in that it reduces property taxes and makes up approximately 58% of the general revenue. Of this figure, 46% of the sales taxes are generated directly by a single company, Dell Computer Corporation. 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.

Economic Development Agreement with Dell Computer

This budget continues to reflect activity of a multi-year economic development agreement between the City and Dell Computer Corporation. The City and Dell Computer, 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 \$15 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 and general expenses. The chart to the right shows the relative impact of sales taxes paid by Dell Computer 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 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. 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 ONCOR Electric (electric utility), TXU Gas (gas utility), SBC, Time Warner Cable (cable television), other telecommunications and cable providers and all commercial garbage haulers. The fee is generally computed as a percent 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. Revenue projections are expected to slightly decline in response to estimated growth trends.

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 maintenance. That figure is reflected in this revenue section and is expected to increase consistently with the rate of growth. No increases are anticipated at this time for the Garbage Fees.

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 and are expected to follow the residential growth rate.

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.

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 \$575,000 for 2003-2004 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.

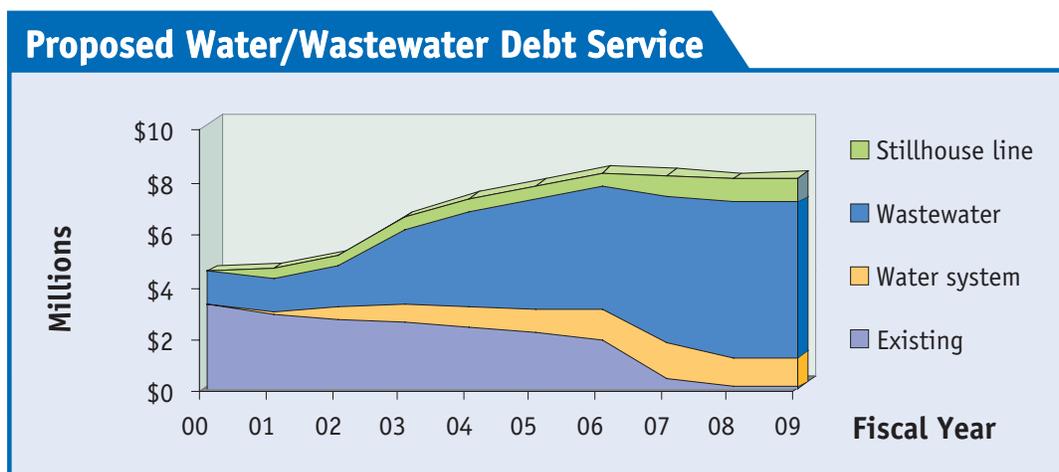
Utility Fund Transfer

The transfer from the Utility Fund to the General Fund has been increased by \$240,000 to \$1,640,000 to cover the increased level of services provided by the General Fund, and represents approximately 6.7% of the Utility Fund's revenues. The transfer is designed to reimburse the General Fund for services provided to the Utility Fund such as office space, financial services, administrative services, engineering services, infrastructure repair, data processing services 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 combined effects of increased population and weather conditions 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, however, the capital program requires expenditures of approximately \$37.5 million from 2000 to 2005 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 \$36.8 million. *The combined capital program for this time period totals \$74.3 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.



The City recently completed a utility rate study conducted by an independent rate consulting firm. 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, modest, multiple-year rate increases will be necessary. This budget includes revenues projected from a utility rate increase averaging 3% to take effect in January 2004. Even with the rate increase, 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 \$14,520,000. The City provides treated water to a variety of retail and wholesale customers (those defined as metered connections). For the fiscal year 2002-2003, the customer base increased to 25,191 and gallons of water sold are expected to reach 4.93 billion. The number of utility customers is projected at 26,253 and water sales are projected to reach 5.2 billion gallons for next fiscal year.

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 \$2,910 per LUE (living unit equivalent) for water, and \$1,059 per LUE for wastewater. The City is currently in the process of performing an updated impact fee calculation. A final recommendation is expected in spring 2004. 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 653.50 full-time equivalent employees allocated among the operating departments. This current employment level will be increased by 35.75 net 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
Library	1	Reference Librarian
Police	7 3.5 1 1	Police Officers Support Personnel Accreditation Manager Victims Assistance Advocates
Fire	12	Firefighters
Parks & Recreation	2	Arborist, Parks Specialist
Information Technology	1	GIS Specialist
Human Resources	.25	Administrative Support
Municipal Court	1	Deputy Court Clerk
Water Utility	1	Water Plant Operator
Water Utility	1	Utility Worker
Water Utility	1	Administrative Support
Wastewater Utility	2	Line Crew
Utility Billings & Collections	1	Utility Accountant
Total	35.75	

*Full Time Equivalent

Personnel Compensation

This budget allocates approximately \$785,000 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, such as additional police officers, or a specific, new activity such as the storm sewer management program.

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 \$1,550,000, a \$340,000 increase over the previous year.

Equipment Replacement Program

The City has progressed in the design and implementation of an equipment replacement program. In 1993, the first year of an ongoing replacement program, the equipment replacement standards were developed. Funding is included in this 2003-2004 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 and in the **Capital Outlay Detail Tab** section.

Facilities Construction and Office Space

The new McConico Building, housing the Municipal Court, Planning and Parks and Recreation departments was completed in April of 2003. Full year operating costs for the new facility are reflected in the 2003-2004 adopted budget.

Maintenance of City-Owned Buildings

The City has a substantial investment in buildings, plant and equipment. This budget provides additional funding for the repair and preventive maintenance of these facilities. We expect that the activity in this area will preserve the City's investment in property and will keep long-term maintenance costs moderate.

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 this year the City has contracted 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.

Economic Development Funding

In accordance with an economic development funding agreement between the City and the Chamber of Commerce, this budget continues to provide \$50,000 in annual funding to the Chamber of Commerce. These funds are utilized by the Chamber for programs that assist in the recruitment and retention of industry and commerce.

Police Services

The police department budget includes funding for seven police officers and associated support personnel. As the City's continues to grow, the number of calls for service correspondingly increases. The addition of the seven new officers would effectively maintain a ratio of 1.50 police officers per 1,000 population.

Also, in 2002-2003 the first phase of the Computer Aided Dispatch (CAD), Records Management and Mobile Data Computer Terminal system which allows wireless transfer of license and criminal record information, accident and other reports between the police station and officers in the field was completed. Continued operating costs associated with this project are included in the budget.

Municipal Court

As police personnel increase and court services expand, additional personnel are required to effectively support the courtroom and judges. This year's budget provides funding for one (1) additional full-time equivalent to support the municipal court operations.

Fire Services

A new fire station on the northeast side of Round Rock is scheduled to open in August 2004. This will be the City's sixth station and will cover a growing section of Round Rock. The budget contains funding to fully equip the new fire station and four (4) months funding for staffing the new station with 12 new firefighters.

Parks and Recreation Activity

The City Urban Forestry program is a continuing focus in each year's budget, with funding this year being included for an arborist. This position is partially funded by a grant from the Texas Parks and Wildlife Department. This position will be responsible for tree planting, public education and tree care in the City's parks and on public property.

In addition, the Department is implementing the first phase of a two-part process to upgrade the chemical program so that playing fields may be properly maintained and weeds minimized. One full time parks specialist will be hired to carry out the treatment program.

Library Services

The expansion of the library building was completed in July 1999. The expanded library now consists of 40,000 square feet on two floors. The new building contains 93,000 volumes, a large meeting room that can accommodate up to 300 people, and audio/video and teleconferencing capabilities. While this new facility has been in full operation for several years, funding for an additional position is budgeted to meet the growing use of the facility. Specifically, a reference librarian is being added to support the evening use of the library. Additionally, on-line access to information is a critical component to the library's ability to meet the needs of the City's clientele. This budget includes funding for the purchase of on-line databases not funded by the Texas State Library's Texshare program.

Human Resources

The City currently employs a staff of 653.50 full-time equivalent employees in a great number of diverse jobs. As the employee base has expanded, the complexities associated with providing a comprehensive personnel management system, compensation system and benefits package have also increased.

During the upcoming year, the Human Resources Department will continue to focus on organizational learning and development opportunities for City personnel as it strives to ensure that all City employees have access to technical, job specific, professional, and personal development training. To that end, expanding an existing part-time position and adding new computer and video equipment for development and training is budgeted for this fiscal year.

Self-Funded Health, Dental and Vision Plan

In December 1993, the City developed a self-funded health and dental plan, and five years ago added vision care, as a response to previously substandard service and excessive price increases from insurers. Costs of providing plan coverage have increased substantially over the past several years. In the most recent two years, heavy utilization of the plan is resulting in unusually high medical claims payments. Health plan funding is scheduled at approximately \$4.5 million for the next fiscal year. A review of the market and the City's plan design was recently completed. Improvements to the plan design have been implemented, however, other plan alternatives will continue to be explored.

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 from 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 Transit Service (CARTS) to provide specialized transit services for the community. Specifically, CARTS provides transportation for the elderly and handicapped in Round Rock on a "call out" 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. In order to maintain the continued service to our citizens, this budget contains \$175,000 in funding to provide these specialized transit services in Round Rock.

Geographic Information Systems (GIS)

This budget provides funding for a server-based GIS data management program and a dedicated GIS technical specialist to facilitate the continued coordinated efforts of GIS throughout the City. The GIS program is valuable in that it consolidates the entire mapping and addressing systems for the City. It is critical for the effective performance of many City departments including Police, Fire, Planning and public works operations.

Information Technology Services

As indicated above, funding for information technology services includes the addition of a GIS Specialist to provide technical maintenance and support for the Citywide GIS system.

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, client/server 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 continue to be included in the adopted operating budget.

Planning & Community Development

One of the priorities for the City is the expansion and diversification of its economic base. Implemented in 2001-2002, the Economic Development Plan will be continued in 2003-2004 and includes business recruitment efforts, printing, publications, and trade show sponsorship aimed at attracting new businesses to Round Rock.

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 water treatment plant operations and water transmission lines maintenance. The treatment plant treats surface water transported to the City via a pipeline from Lake Georgetown. The budget for the fiscal year provides funding for additional personnel to staff the expanded water treatment plant and maintain the growing number of water lines in the City. Additionally, 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 Supply. The pipeline is expected to be substantially complete in 2004. The Brazos River Authority owns, operates and maintains the water line. This budget includes capital and operating costs associated this regional water line.

Reserve Water

A water supply contract between Round Rock and the City of Austin provides an emergency water supply to the City of Round Rock if and when needed. The budgeted cost of this Austin supply for the upcoming year is \$250,000 but 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 also increased its water supply reserves from Lake Stillhouse from 8,134 acre feet to 18,134 acre feet. Additionally, the City has contracted for 11,444 acre feet of additional reserves from the LCRA through the BRA. The additional reserves are expected to provide adequate water capacity beyond the year 2030 and the 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. Six 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. Funding is included in this budget for additional personnel to meet the growing workload.

General Capital Improvement Projects

Capital projects scheduled for the upcoming year have been funded by cash and the issuance of \$5,185,000 in Certificates of Obligation, Series 1997, \$8,905,000 in General Obligation Bonds, Series 1998, \$2,550,000 Certificates of Obligation, Series 1998 and \$10,750,000 in Certificates of Obligation, Series 2000. 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. The balance of the authorization will be issued in future years. 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 \$74.3 million for the years 2000 to 2005. Out of this figure \$35 million is scheduled for the ensuing fiscal year. Currently, the City is constructing a 24 mgd (million gallons per day) water treatment plant expansion expected to be complete in 2004. 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 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 and Property Tax Revenue 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 **Bonded 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-.

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.

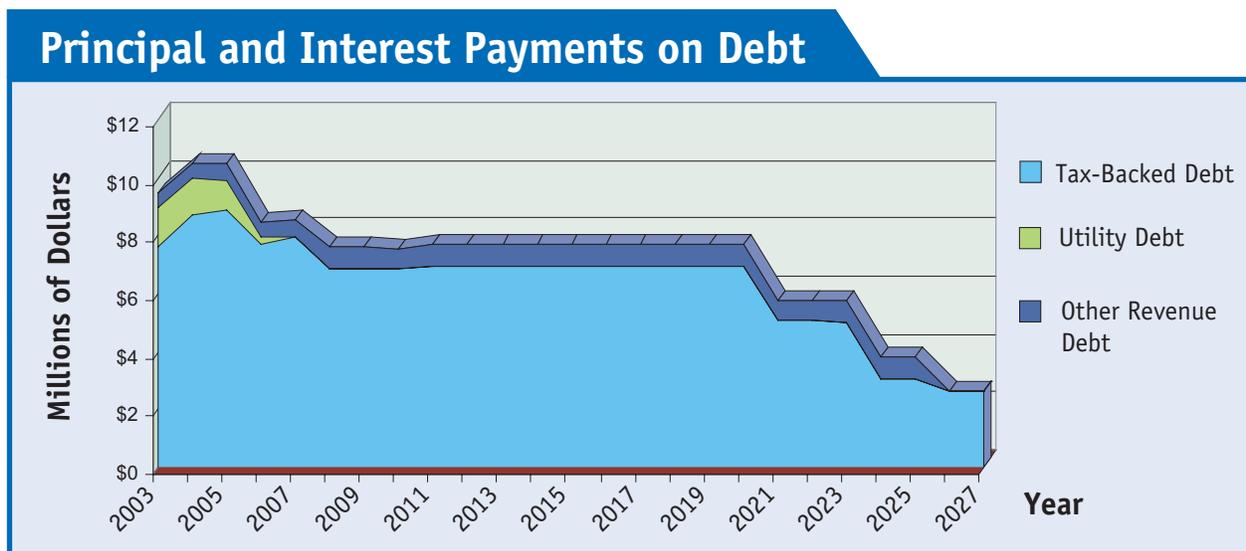
Fund Balance/Working Capital

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 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 Computer economic development agreement, the City set aside first year sales tax collections attributable to Dell Computer 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.

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, 2003, certified assessed valuation of \$5,071,176,374 at 95% collection, tax revenue of \$72,264,263 would be produced. This revenue could service the debt on \$863,585,583 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 above indicates the long-term direct debt principal and interest obligations that are scheduled through the bond maturity dates. The **Bonded 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 expeditiously 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 earnings 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

The budgetary accounting for City financial activities is reflected within two major fund groups: Governmental funds and Proprietary funds.

Governmental Funds

The governmental funds are used to account for general government operations and include the General Fund, Debt Service funds, the 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

These funds are 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 approved 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 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 funds 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 2003-2004 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, Noelle Jones, Elaine Wilson, Debbie Hunt, Judy Morris, Anne Keneipp, Randy Barker, Robbie Sorrell, Dodi Lilja, Becca Ramsey, Joyce Banner, Carolyn Brooks, Sandra Smith, Brenda Fuller, Margie Howard, Karen D'Amato, Linda Borden and Sandi Talbert.

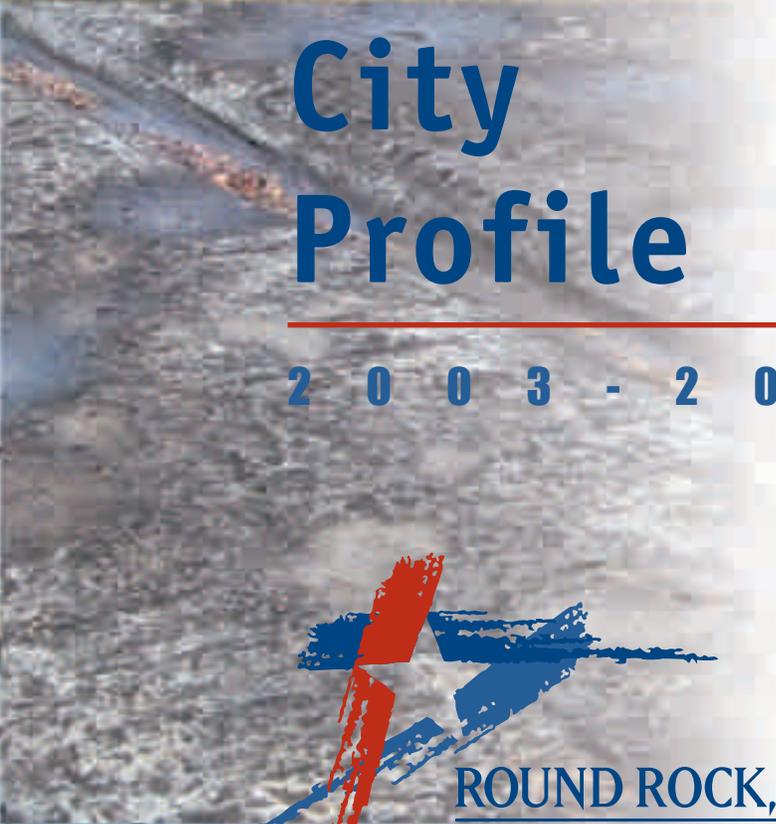
Sincerely,



James R. Nuse, P.E.
City Manager



David Kautz, CGFO
Assistant City Manager/Chief Financial Officer



City Profile

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ROUND ROCK, TEXAS

PURPOSE. PASSION. PROSPERITY.



The seal of the City of Round Rock, Texas, is a circular emblem. It features a five-pointed star in the center, surrounded by a wreath. The words "CITY OF ROUND ROCK" are written in a circle around the star, and "TEXAS" is written at the bottom. There are also two smaller stars on the right side of the wreath.

CITY PROFILE

Round Rock City Council

City Organization Chart

Location

History of Round Rock

City Highlights

City Profile

This section provides an overview of the City of Round Rock, including the City's Organization Chart, Round Rock's location and history, and other informative statistics.



Nyle Maxwell
Mayor



Round Rock City Council



Tom Nielson
Mayor Pro-Tem
Place 1



Alan McGraw
Councilmember
Place 2



Carrie Pitt
Councilmember
Place 3



Scot Knight
Councilmember
Place 4



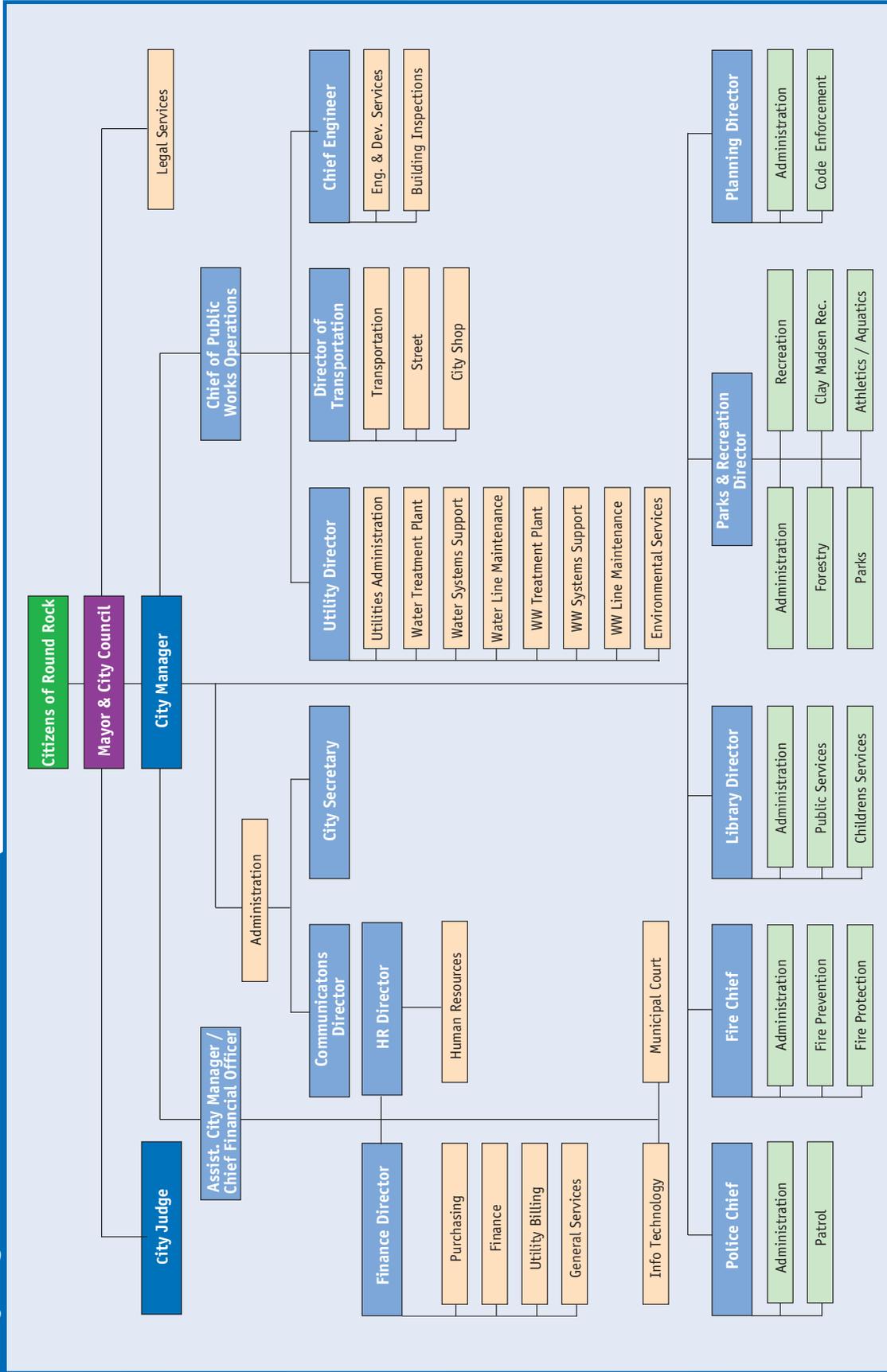
Scott Rhode
Councilmember
Place 5



Gary Coe
Councilmember
Place 6



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 16 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..."

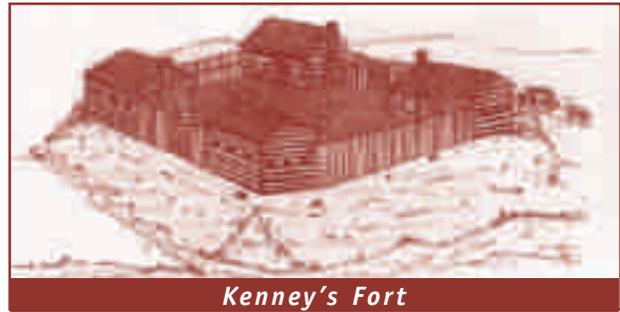
(Trail Driving Song, 1870s)

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.

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."

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 Capital to the City of Houston, plundered the Republic of Texas' archives from their official repository in Austin. 68 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 Capital of the Republic, and later the State.

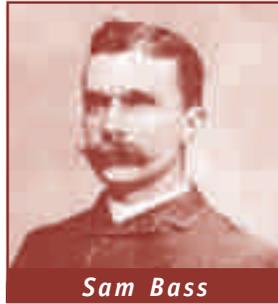
Despite the danger of Indian attack outside the fort, which occurred regularly throughout the 1840s, and threat of invasion from Mexico, settlers in the Round Rock/Brushy Creek area continued to increase in number, and in 1848 voted to form a new County out of the Milam District. The new County was named 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.

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 schoolteacher, 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 long-horns to markets in Abilene, 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 Smith's son "Soapy," went on from Round Rock to become the "greatest con man in Alaska" during the Klondike Gold Rush of 1898.



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

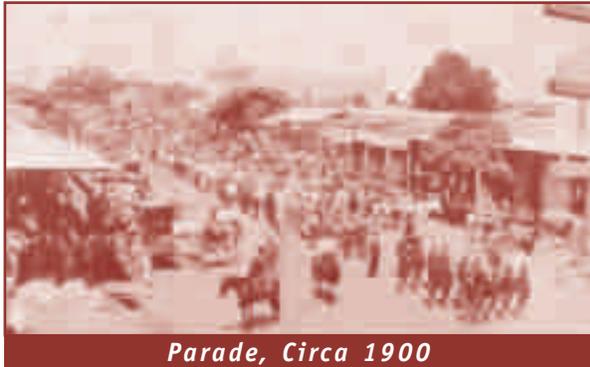
braved Indians, disease, and deprivation to carve out a home on the frontier. Entertainer Vander Barquette Broadway was singled out by Noel Coward as one of the greatest artists of the pre-depression era, and was the toast of Parisian society during the 1920s and 30s.

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.



Parade, Circa 1900

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 war.

But not even the intervention of war could keep Round Rock down for long. Even before the relocation of Dell Computer 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 Worlds 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.

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. In 1992, Round Rock population was estimated at 33,769. For 2003, it is projected that 75,000 people will call

Round Rock home. Driven by the relocation of Dell Computer to Round Rock in 1996, the City's economy has likewise boomed, rising from a City budget of approximately \$23 million in FY 1992 to a proposed operating budget of approximately \$85.7 million in FY 2003.

Today, Round Rock is a booming, progressive community, home to international industry, one of the largest shopping malls in Texas, a professional quality golf course, and a minor league baseball team, the Round Rock Express. Nine of its thirty-one schools in the district have received Blue Ribbon Awards from the U.S. Department of Education. 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. With 22 acres of parkland for every 1000 persons, it maintains the feel of the wide open spaces that once typified the Texas landscape. Its downtown historic district retains many of the buildings that stood at the turn of the last century. And annual events such as Fiesta Amistad and Frontier Days still celebrate the City's cultural heritage. But...as they say here in Round Rock..."the best, Y'all, is yet to come!"

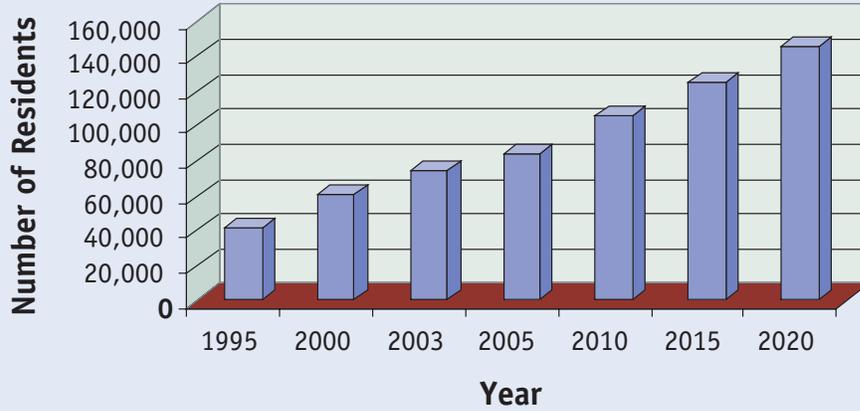


World's Largest Sign, 1938



City Population

Multi-Year Trend

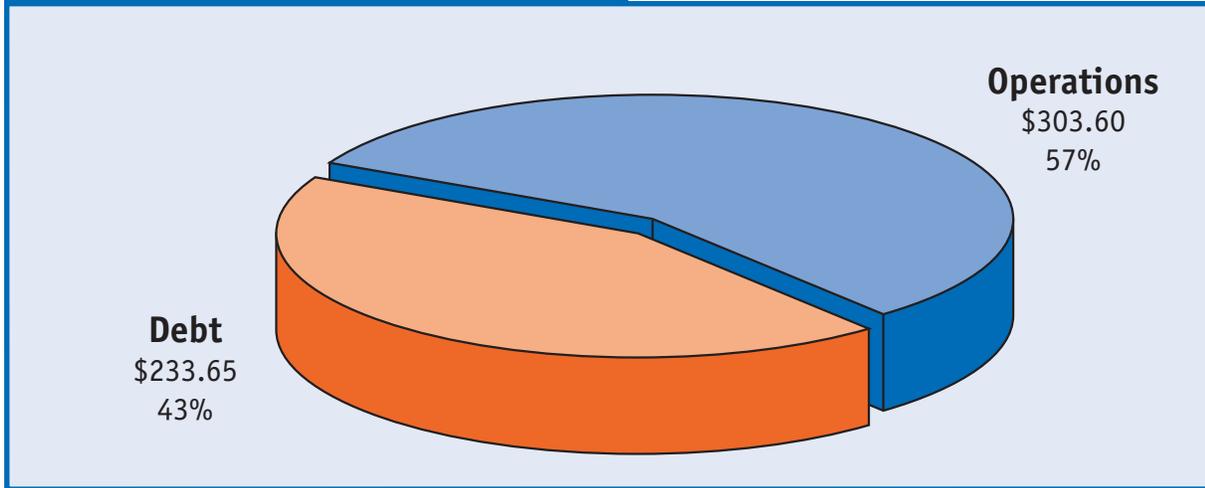


Population trends, both historical and projected, are important indicators for determining service demands. Further analysis of the demographic profile of a community's population trend provides useful information in determining customer service expectations.

Year	Population
1995	41,360
2000	61,136
2003	75,402
2004	79,850
2005	84,200
2010	105,900
2015	125,120
2020	145,050

City Highlights

Tax Bill for \$150,425 Home
Total Tax Bill: \$537



Last Year's Adopted Tax Rate	\$0.342200
This Year's Effective Tax Rate	\$0.357152
This Year's Rollback Rate	\$0.399985
This Year's Adopted Tax Rate	\$0.357152
Maintenance & Operations Component	\$0.201833
Debt Service Component	\$0.155319

Summary:

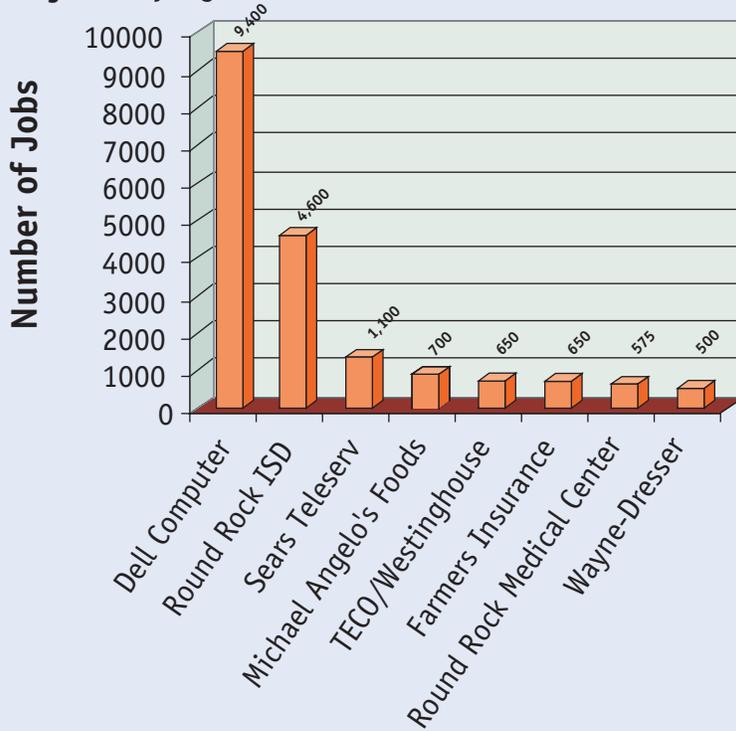
This year's tax bill for an average residential property:
 $\$150,425 / \$100 \times \$0.357152 = \537.25

Last year's tax bill for an average residential property:
 $\$153,783 / \$100 \times \$0.3422 = \526.25

Source: Williamson County Appraisal District

Jobs in Round Rock

Major Employers



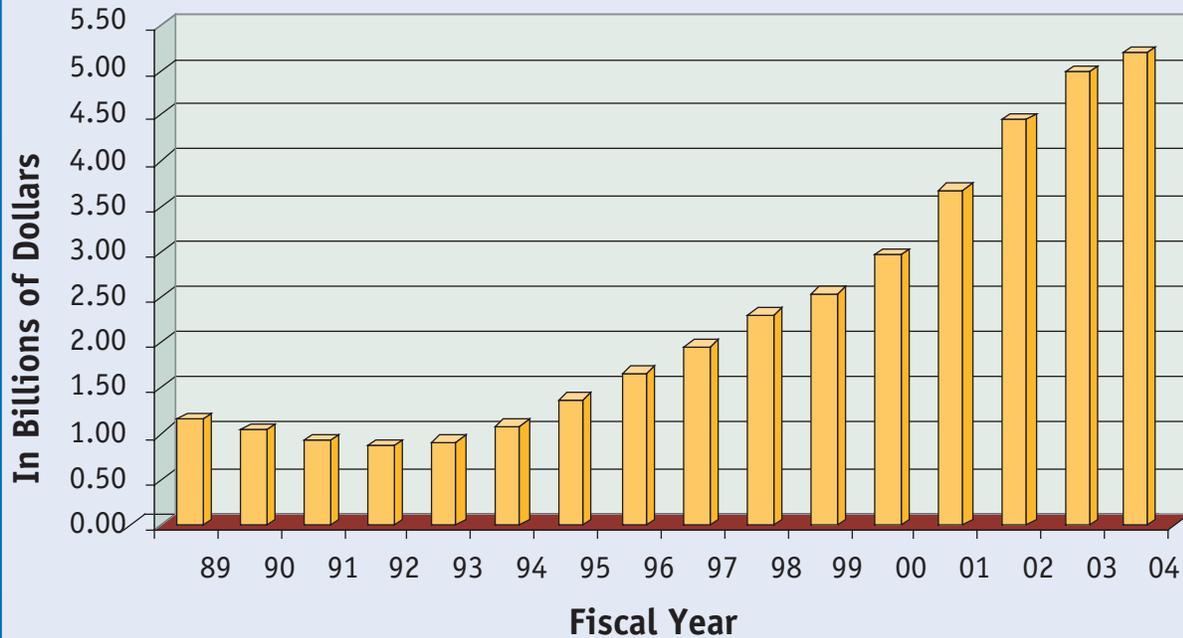
Specific information regarding the major employers in the community is provided by the above chart. The chart illustrates the importance of Dell Computer to the City's economy as well as the diversity of companies making up our local economy.

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.

City Highlights

Taxable Property Values

Multi-Year Trend

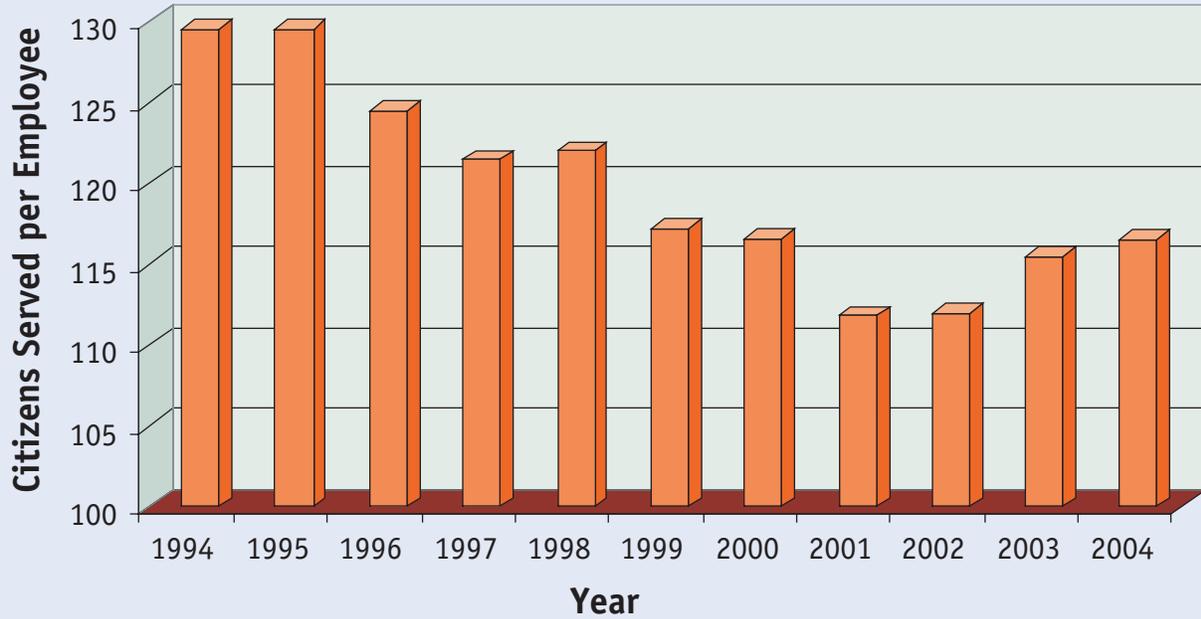


The property value comparison for several fiscal years indicates continued growth in property values. The certified tax roll indicates that values have increased steadily. The reflected values include new property added to the roll as of January 1 of each year.

Fiscal Year	Taxable Assessed Valuation	Fiscal Year	Taxable Assessed Valuation
1989	\$ 1,164,006,657	1997	\$ 1,961,647,818
1990	1,052,509,796	1998	2,314,286,302
1991	934,207,091	1999	2,540,922,164
1992	864,708,917	2000	2,965,017,390
1993	913,079,155	2001	3,678,007,528
1994	1,090,306,343	2002	4,446,753,347
1995	1,380,376,965	2003	4,978,982,250
1996	1,673,266,815	2004	5,071,176,374

Round Rock Citizens Served

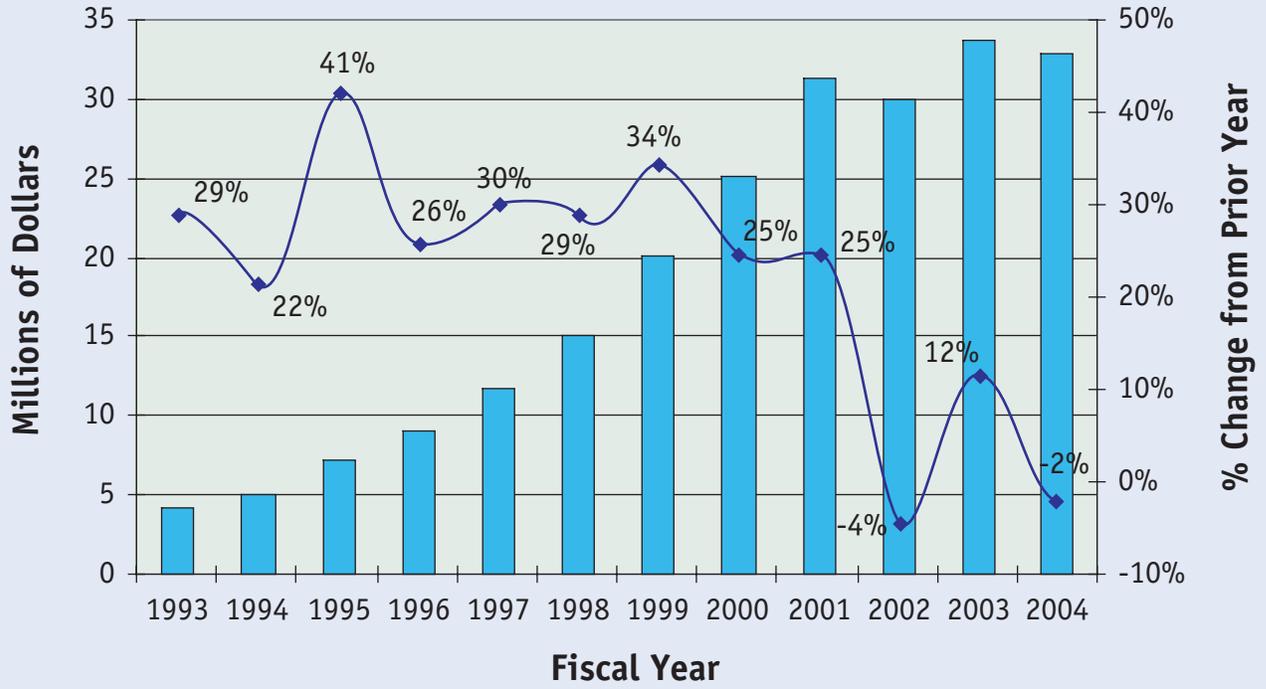
National Average = 1 Employee to 100 Citizens



Year	Population	Employee (FTEs)	Citizens served per Employee
1994	39,455	307	129
1995	41,360	340	129
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	111
2002	71,275	639	112
2003	75,402	654	115
2004 (est.)	79,850	689	116

City Highlights

Sales Tax Revenue Analysis



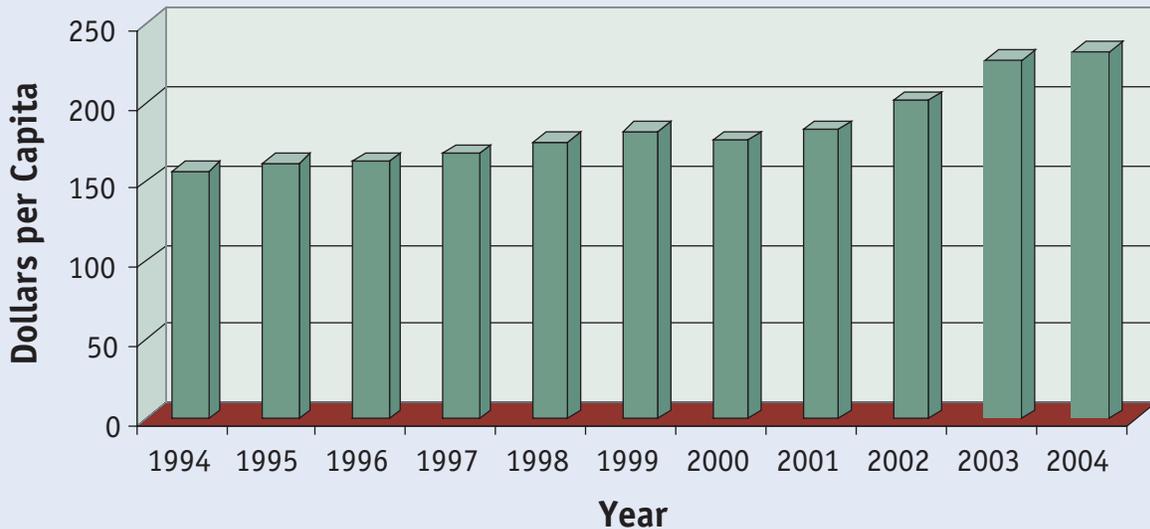
This chart illustrates growth characteristics in the City's commercial and economic bases. In 1988, voters authorized an additional 1/2 cent sales tax designation for the purpose of property tax reduction.

The data has been expressed in both actual dollars collected and as a percent change from the prior year and reflects a slight decrease in the projected revenue for Fiscal Year 2004 due to the recent economic downturn.

Year	Amount	Year	Amount
1993	\$ 4,159,852	1999	\$ 20,166,740
1994	5,069,127	2000	25,142,236
1995	7,144,296	2001	31,369,798
1996	8,974,450	2002	30,043,138
1997	11,689,671	2003	33,767,748
1998	15,038,239	2004 (Est.)	33,050,000

Property Taxes per Capita

Multi-Year Comparison



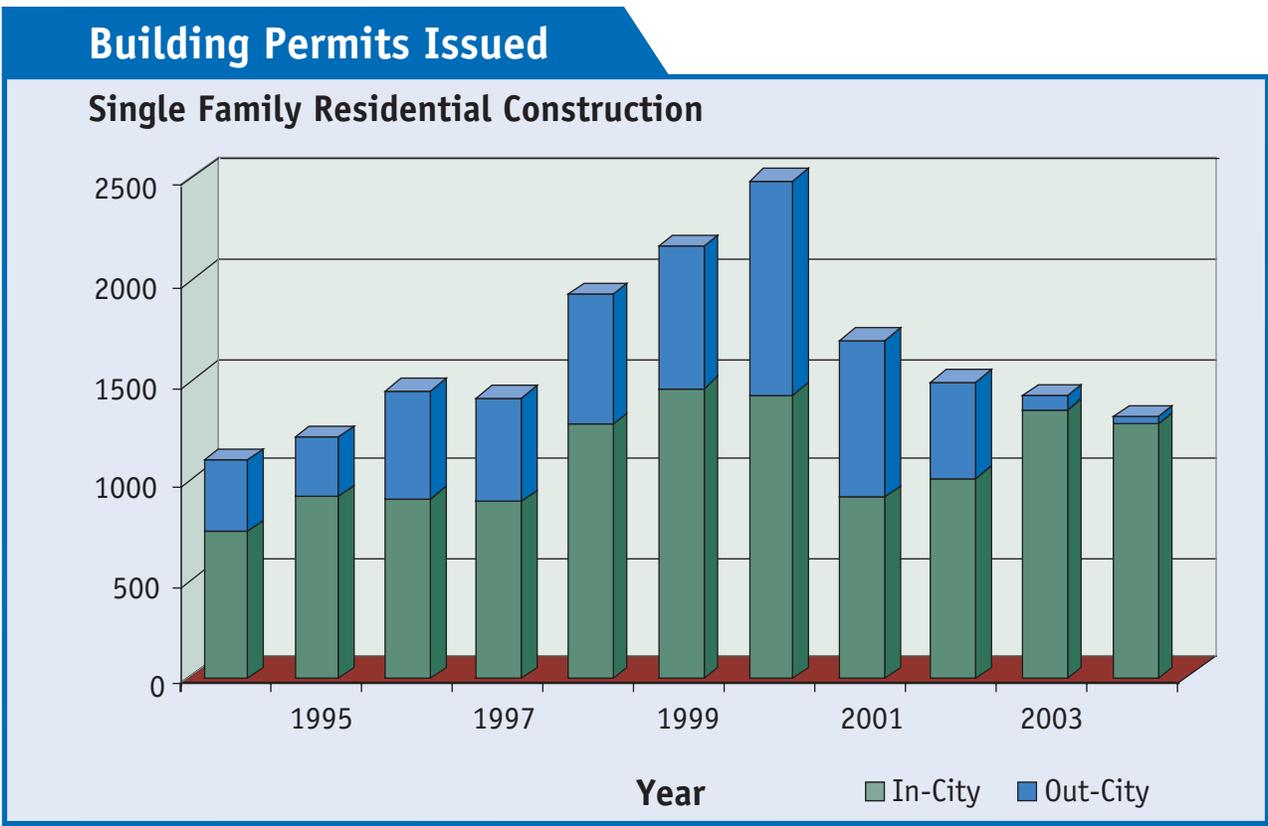
This chart indicates that taxes per capita are increasing, but it is important to understand the reason why. New properties added to the tax rolls are of a significantly higher per capita value, indicating industrial and commercial property growth. This fact is also evidenced by the change in taxable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

Fiscal Year	Taxable Assessed Valuation	Population	Property Tax Levy*	Tax Per Capita ¹
1994	\$ 1,090,306,343	39,455	\$ 6,206,479	\$ 157
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	49,900	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

* General Fund and Debt Service Fund

¹ Unadjusted for inflation

City Highlights



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.

Year	In-City	Out-City
1994	743	352
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 (est.)	1,200	30



Budget Summaries

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ROUND ROCK, TEXAS
PURPOSE. PASSION. PROSPERITY.





BUDGET SUMMARIES

Financial Summaries for All Funds

Budget Summary

General Fund

Interest & Sinking G.O. Bonds Fund

Interest & Sinking Revenue Bonds Fund

Water/Wastewater Utility Fund

Utility Impact Fees

Hotel Occupancy Tax Fund

Law Enforcement Fund

Ron Sproull Memorial Endowment Fund

Municipal Court Fund

Property Tax & Debt Summary

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 Expenditure and Revenue Estimates Sections.

	Projected Beginning Fund Balance/ Working Capital 10/01/03	Budgeted Revenue and Financing Sources 2003-2004	Budgeted Expenditures and Financing Uses 2003-2004	Budgeted Ending Fund Balance/ Working Capital 09/30/04
General Fund	\$23,277,710	\$56,355,350	(\$56,351,183)	\$23,281,877
I&S G.O. Bond Fund	815,140	9,260,055	(9,464,783)	610,412
I&S Revenue Bond Fund	1,010,197	1,326,000	(1,284,175)	1,052,022
Water & Wastewater Utility Fund	16,954,687	24,483,700	(24,433,623)	17,004,764
Utility Impact Fees Fund	13,149,255	4,900,000	(12,212,500)	5,836,755
Hotel Occupancy Tax Fund	2,014,840	1,620,000	(1,019,100)	2,615,740
Law Enforcement Fund	91,859	36,082	(82,000)	45,941
Ron Sproull Memorial Endowment Fund	107,436	937	(3,000)	105,373
Municipal Court Fund	147,367	60,490	(178,000)	29,857
Total Fund Balance/ Working Capital	57,568,491	98,042,614	(105,028,364)	50,582,741

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
Estimated Fund Balance/ Working Capital 10/01/03	\$23,277,710	\$815,140	\$1,010,197	\$16,954,687
Less Reserves *1	(20,245,890)	0	0	(8,796,104)
Estimated Revenue (FY 2003-2004)	54,715,350	8,160,000	20,000	24,483,700
Interfund Transfers	1,640,000	1,100,055	1,306,000	(3,606,000)
Total Funds Available	59,387,170	10,075,195	2,336,197	29,036,283
Budgeted Expenditures	(56,351,183)	(9,464,783)	(1,284,175)	(20,827,623)
Estimated Fund Balance/ Working Capital 9/30/04	\$3,035,987	\$610,412	\$1,052,022	\$8,208,660 *2

*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 Project Funds Tab.

*3 Reflects transfer of \$440,055 from the golf course operator for debt service.

Financial Summaries for All Funds (cont.)

Utility Impact Fees	Hotel Occupancy Tax Fund	Law Enforcement Fund	Ron Sproull Memorial Endowment Fund	Municipal Court Fund	Total For All Funds
\$13,149,255	\$2,014,840	\$91,859	\$107,436	\$147,367	\$57,568,491
0	(1,000,000)	(45,941)	(102,000)	(23,000)	(30,212,935)
4,900,000	1,620,000	36,082	937	60,490	93,996,559
0	0	0	0	0	440,055*3
18,049,255	2,634,840	82,000	6,373	184,857	121,792,170
(12,212,500)	(1,019,100)	(82,000)	(3,000)	(178,000)	(101,422,364)
\$5,836,755 *2	\$1,615,740	\$0	\$3,373	\$6,857	\$20,369,806



Budget Summary

The summaries on the following pages are provided on an individual basis and, in addition to summarizing revenue and expenditures, illustrate the resulting net change in operations (revenue less expenditures). Furthermore, the 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, and Municipal Court Fund.

Budget Summary

General Fund 2003-2004

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Revenue & Financing Sources	\$51,463,977	\$52,739,036	\$55,845,506	\$56,355,350	\$56,435,550
Expenditures					
Personnel Services	28,344,389	31,768,074	32,077,519	34,332,335	35,145,382
Contractual Services	5,738,584	6,881,364	6,816,565	7,536,515	7,557,672
Materials and Supplies	3,026,483	3,596,168	3,426,188	3,566,000	3,594,700
Other Services and Charges	7,438,376	8,861,033	9,502,220	9,266,862	9,555,619
Economic Development	50,000	50,000	50,000	50,000	50,000
Capital Outlay	3,756,617	1,566,609	2,228,725	1,599,471	1,711,850
Transfers	2,084,769	0	1,728,500	0	0
Total Expenditures	50,439,218	52,723,248	55,829,717	56,351,183	57,615,223
Net Change in Operations	\$1,024,759	\$15,788	\$15,789	\$4,167	(\$1,179,673)

**Interest & Sinking G. O. Bonds Fund
2003-2004**

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Revenue & Financing Sources	\$7,858,617	\$8,209,655	\$8,209,655	\$9,260,055	\$9,463,055
Expenditures					
Other Services and Charges	7,551,959	8,404,540	8,404,540	9,464,783	9,541,048
Total Expenditures	7,551,959	8,404,540	8,404,540	9,464,783	9,541,048
Net Change in Operations	\$306,658	(\$194,885)	(\$194,885)	(\$204,728)	(\$77,993)

Budget Summary

Interest & Sinking Revenue Bonds Fund 2003-2004

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Revenue & Financing Sources	\$1,515,539	\$1,439,000	\$1,439,000	\$1,326,000	\$1,062,000
Expenditures					
Other Services and Charges	1,585,572	1,396,358	1,396,358	1,284,175	1,020,258
Total Expenditures	1,585,572	1,396,358	1,396,358	1,284,175	1,020,258
Net Change in Operations	(\$70,033)	\$42,642	\$42,642	\$41,825	\$41,742

**Water/Wastewater Utility Fund
2003-2004**

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Revenue & Financing Sources	\$26,189,608	\$23,172,700	\$23,272,700	\$24,483,700	\$24,901,700
Expenditures					
Personnel Services	4,317,941	5,355,312	5,437,892	5,813,484	5,889,022
Contractual Services	6,924,478	9,623,992	9,592,700	9,192,367	11,122,708
Materials and Supplies	1,536,132	1,757,216	1,750,116	1,982,805	2,023,230
Other Services and Charges	960,437	1,761,679	1,761,179	2,122,339	2,444,339
Capital Outlay	771,239	449,014	497,099	541,628	217,750
Debt Service/Transfers	5,791,573	4,219,000	27,219,000*	4,781,000	4,387,000
Total Expenditures	20,301,800	23,166,213	46,257,986	24,433,623	26,084,049
Net Change in Operations	\$5,887,808	\$6,487	(\$22,985,286)	\$50,077	(\$1,182,349)

* Reflects one-time scheduled transfer (\$23 million) for Utility Construction projects.

Budget Summary

Utility Impact Fees Fund 2003-2004

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Revenue and Financing Sources	\$7,433,706	\$4,490,000	\$4,490,000	\$4,900,000	\$4,900,000
Expenditures					
Capital Projects	5,169,394	9,812,500	9,812,500	12,212,500	12,212,500
Total Expenditures	5,169,394	9,812,500	9,812,500	12,212,500	12,212,500
Net Change in Operations	\$2,264,312	(\$5,322,500)	(\$5,322,500)	(\$7,312,500)	(\$7,312,500)

**Hotel Occupancy Tax Fund
2003-2004**

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget
Revenue and Financing Sources	\$2,142,632	\$1,450,000	\$1,450,000	\$1,620,000
Expenditures				
Multi-Purpose Stadium/Convention Facility	1,235,011	735,000	1,535,000	751,300
Outlaw Trail	0	0	0	0
Sportsfest	0	0	0	0
Program Support	42,408	72,300	72,300	23,500
Arts Support	23,600	27,490	27,490	27,460
Tourism Support	133,500	152,210	202,210	162,683
Contingency - Mid Year Events	0	0	0	46,157
Museum Support	10,000	8,000	8,000	8,000
Total Expenditures	1,444,519	995,000	1,845,000	1,019,100
Net Change in Operations	\$698,113	\$455,000	(\$395,000)	\$600,900

Budget Summary

Law Enforcement Fund 2003-2004

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget
Revenue and Financing Sources	\$64,603	\$11,165	\$11,165	\$36,082
Expenditures				
Local	0	15,000	15,000	0
State	5,994	0	0	15,000
Federal	135,006	13,581	13,581	67,000
Total Expenditures	141,000	28,581	28,581	82,000
Net Change in Operations	(\$76,397)	(\$17,416)	(\$17,416)	(\$45,918)

**Ron Sproull Memorial Endowment Fund
2003-2004**

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget
Revenue and Financing Sources	\$2,126	\$1,500	\$1,500	\$937
Expenditures				
Round Rock Memorial Park	0	5,273	5,273	3,000
Total Expenditures	0	5,273	5,273	3,000
Net Change in Operations	\$2,126	(\$3,773)	(\$3,773)	(\$2,063)

Budget Summary

Municipal Court Fund 2003-2004

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget
Revenue and Financing Sources	\$68,185	\$62,350	\$62,350	\$60,490
Expenditures				
Child Safety Fines	0	10,000	10,000	26,000
Technology Fees	0	71,000	71,000	107,000
Security Fees	0	56,000	56,000	45,000
Total Expenditures	0	137,000	137,000	178,000
Net Change in Operations	\$68,185	(\$74,650)	(\$74,650)	(\$117,510)

Property Tax and Debt Summary

City of Round Rock
 Analysis of Debt Issuance
 September 2003

Current Tax Base \$5,071,176,374
 (Total taxable value of all property, net of exemptions)

Adopted City Tax Rate 35.7152 Cents per \$100 valuation

Operations Tax Rate	20.1833 Cents
Debt Service Tax Rate (G.O.)	15.5319 Cents
<div style="text-align: right;">Total Tax Rate 35.7152 Cents </div>	

Average Residential Property Value \$150,425

GENERAL OBLIGATION BONDS CURRENTLY OUTSTANDING:

General Obligation Debt	\$90,432,000
Less: Self - Supporting G.O. System Debt (Utility Related)	(2,041,301)
Net General Obligation Debt	\$88,390,699

Maturities through the year 2025

REVENUE BONDS CURRENTLY OUTSTANDING:

Revenue Debt (Waterworks and Sewer Utility System)	\$2,425,000
Add: Self - Supporting G.O. Debt (Utility Related)	2,041,301
Net Revenue Debt (Waterworks and Sewer Utility System)	4,466,301
Revenue Debt (Hotel Occupancy Tax)	8,580,000
Total	\$13,046,301

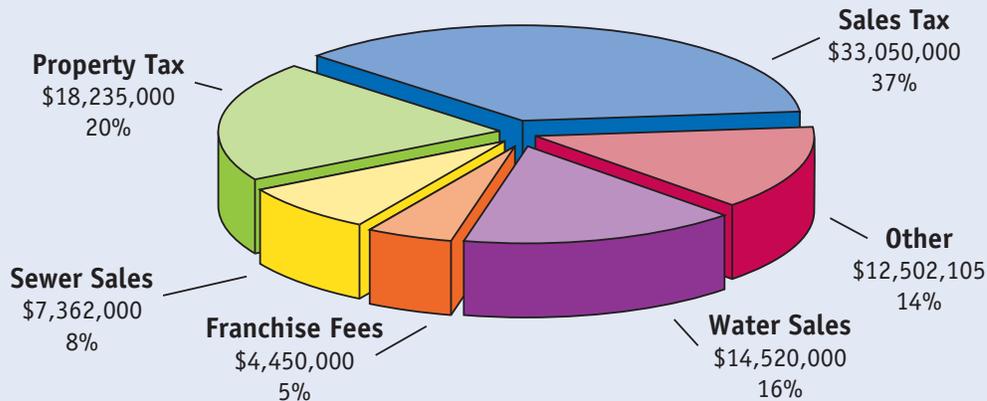
Maturities through the year 2025

TOTAL OUTSTANDING DEBT **\$101,437,000**

Revenue & Expenditures Graphs

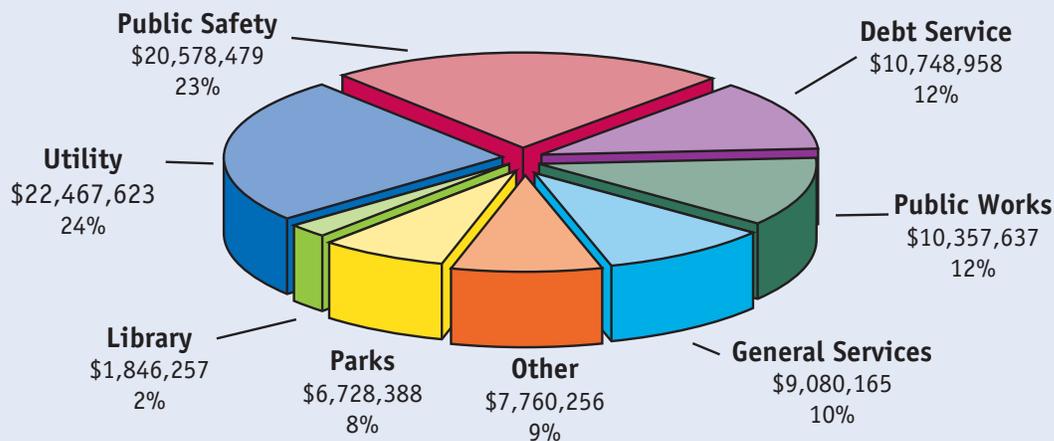
Revenues for 2003-2004 All By Source: \$90,119,105

* Combined General, G.O. & Revenue Debt Service, and Utility Funds - net of interfund transfers



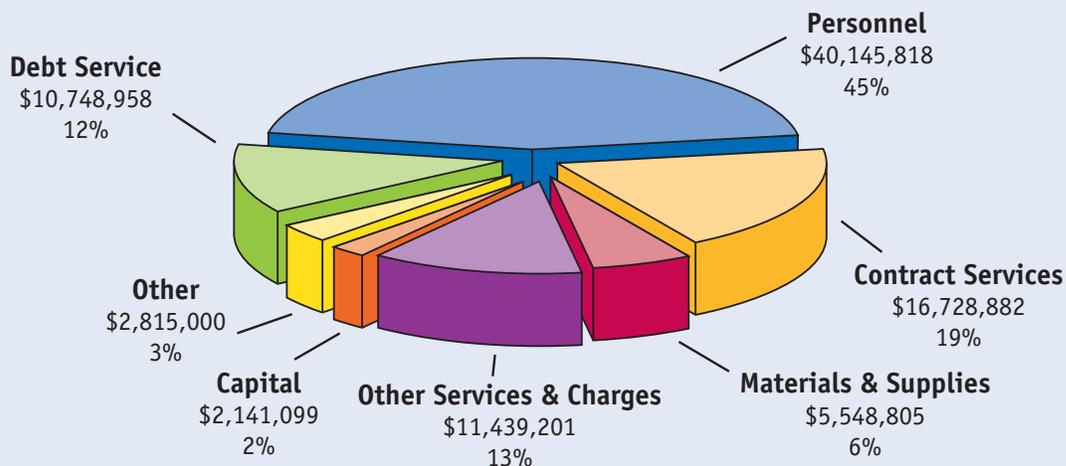
Operating Funds 2003-2004 Uses: \$89,567,763

* Combined General, G.O. & Revenue Debt Service, and Utility Funds - net of interfund transfers



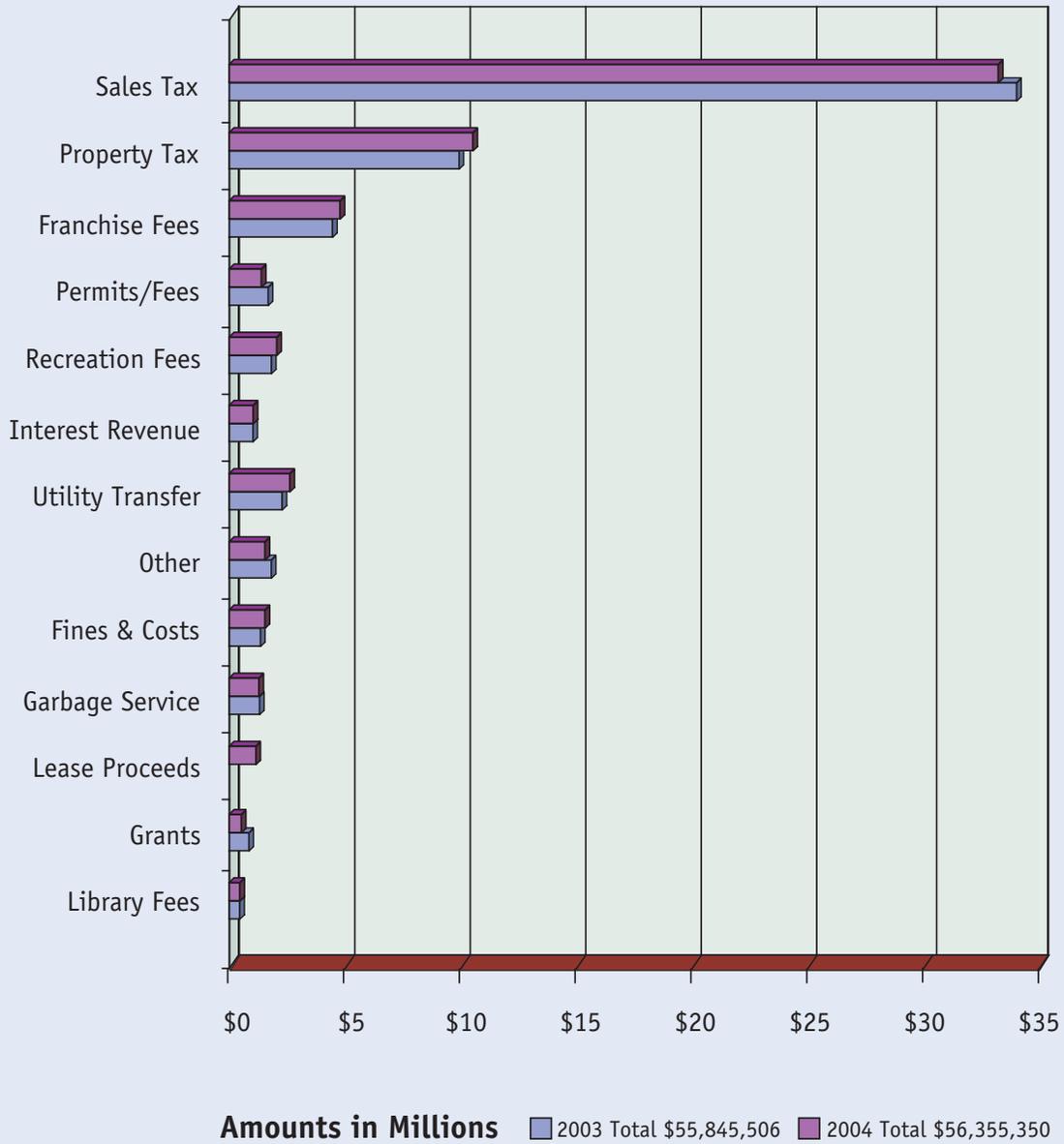
Operating Funds 2003-2004 Uses By Category: \$89,567,763

* Combined General, G.O. & Revenue Debt Service, and Utility Funds - net of interfund transfers



General Fund Revenues

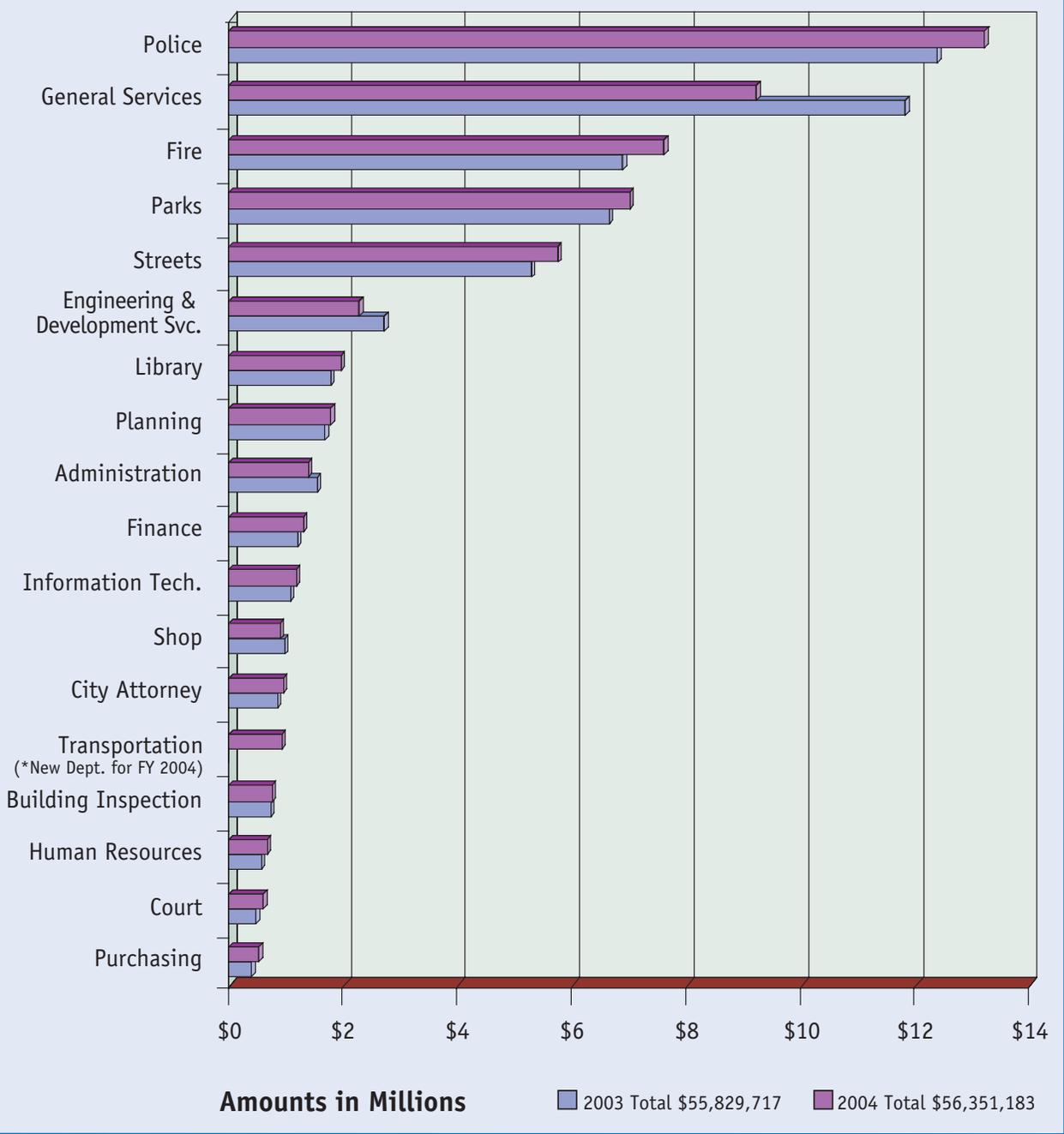
2004 Adopted Compared to 2003 Revised Budgets



Revenue & Expenditures Graphs

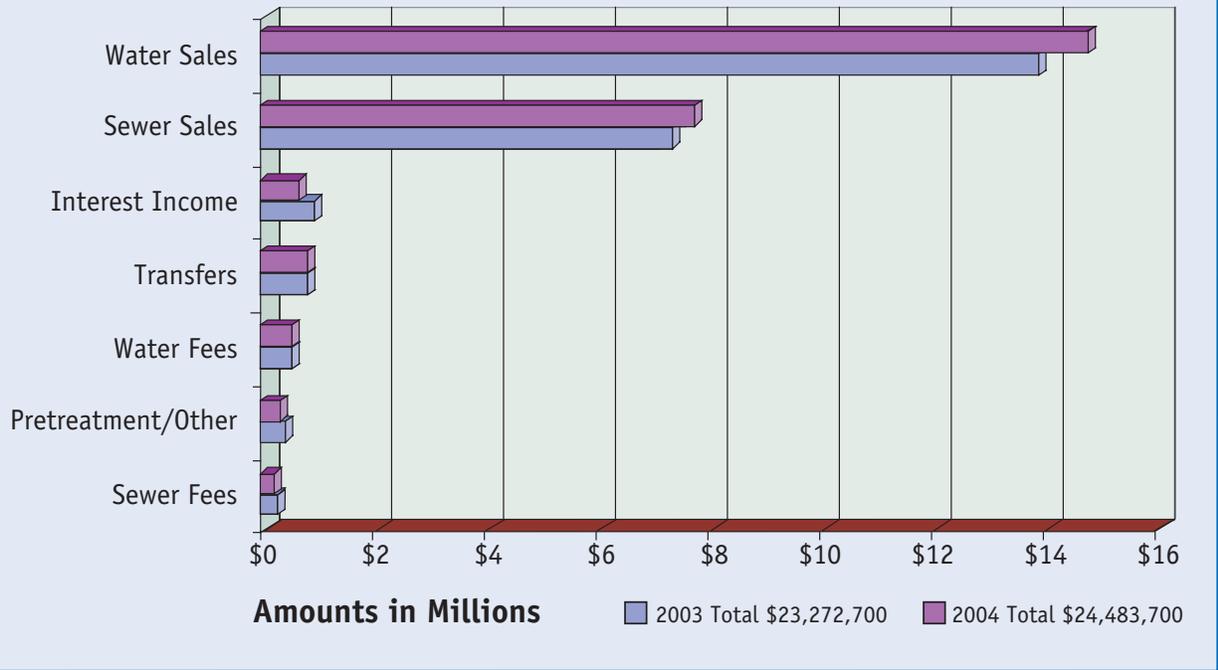
General Fund Expenditures

2004 Adopted Compared to 2003 Revised Budgets



Utility Fund Revenues

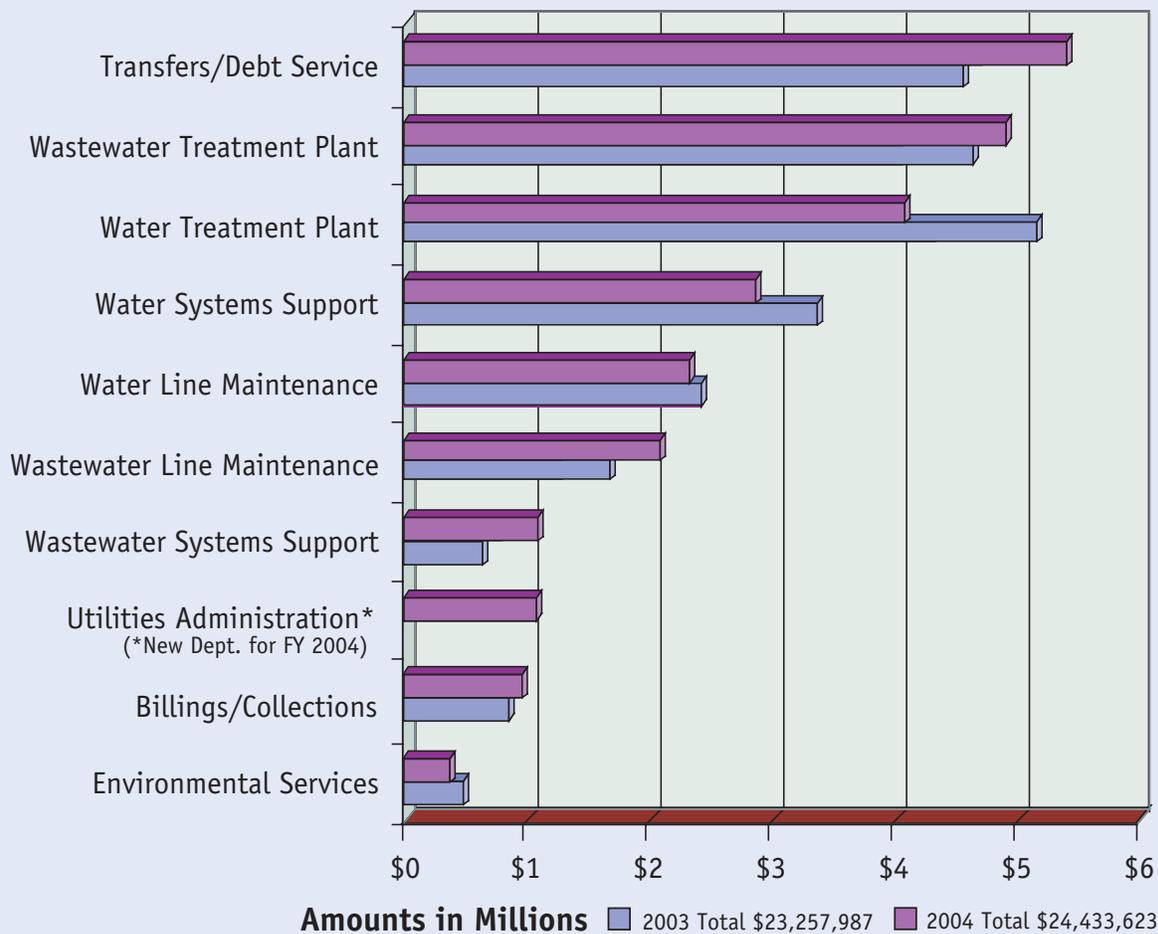
2004 Adopted Compared to 2003 Revised Budgets



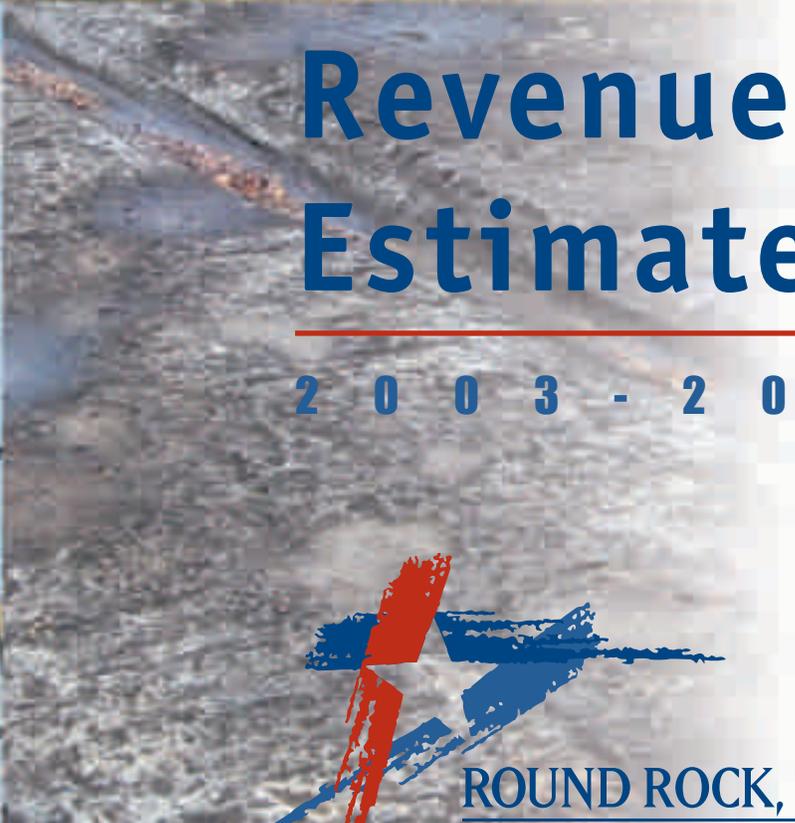
Revenue & Expenditures Graphs

Utility Fund Expenditures

2004 Adopted Compared to 2003 Revised Budgets



Note: For comparative purposes, one-time transfer of \$23 million in FY 2003 to Construction Fund not shown.



Revenue Estimates

2 0 0 3 - 2 0 0 4



ROUND ROCK, TEXAS

PURPOSE. PASSION. PROSPERITY.



Revenue Estimates



REVENUE ESTIMATES

General Fund

Debt Service

I & S General Obligation Bonds Fund

I & S Revenue Bonds Fund

Water/Wastewater Utility Fund

Utility Impact Fee Fund

Hotel Occupancy Tax Fund

Law Enforcement Fund

Ron Sproull Memorial Fund

Municipal Court Fund

Revenue Estimates

This section reflects the revenue projections for fiscal year 2003-2004. It represents a projected growth (in general) of approximately three-percent compared to the FY 02-03 revised budget. Some specific revenues, such as property tax revenue and sales tax revenue are forecast using different assumptions or specific calculations. Detailed descriptions of the methods used to project specific revenue trends and underlying economic assumptions can be found in the budget message. Additional information regarding changes in individual revenue items can be found in the footnotes section of the Appendix.

General Fund Revenues

Acct #	Account Title	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Property Taxes						
4110	Current Property Taxes	\$8,014,615	\$9,476,906	\$9,696,906	\$10,030,000	\$10,640,000
4111	Delinquent Taxes	63,068	45,000	105,000	50,000	50,000
4112	Penalty & Interest - Delinquent Taxes	11,533	10,000	18,000	10,000	10,000
4113	Penalty & Interest - Current Taxes	36,501	20,000	45,000	25,000	25,000
		8,125,717	9,551,906	9,864,906	10,115,000	10,725,000
Sales Tax						
4120	Sales Tax	30,043,138	30,000,000	33,769,237	33,050,000	32,250,000
		30,043,138	30,000,000	33,769,237	33,050,000	32,250,000
Bingo/Mixed Drink Tax						
4122	Mixed Drink Tax	159,384	160,000	180,000	175,000	175,000
4124	Bingo Tax	21,266	22,000	22,000	24,000	24,000
		180,650	182,000	202,000	199,000	199,000
Franchise Fees						
4115	Franchise - TXU Gas	289,094	300,000	355,000	320,000	325,000
4116	Franchise - Telecommunications	583,795	585,000	553,000	600,000	612,000
4117	Franchise - TU Electric	2,802,079	2,900,000	2,671,000	2,805,000	3,100,000
4118	Franchise - Cablevision	484,543	525,000	457,000	500,000	520,000
4119	Garbage Collection Franchise	249,217	265,000	217,000	225,000	230,000
		4,408,728	4,575,000	4,253,000	4,450,000	4,787,000
Building Permits/Inspections						
4214	Building Permits	358,148	400,000	338,000	320,000	320,000
4216	Building Re-inspections	151,000	175,000	95,000	150,000	150,000
4225	Subdivision Development Fee	562,391	225,000	375,000	225,000	225,000
4226	Developer Landscape Fee	9,300	6,000	0	6,000	6,000
4410	Structural Steel Inspections	(24,468)	18,000	(4,000)	15,000	15,000
		1,056,371	824,000	804,000	716,000	716,000
Other Permits						
4212	Beer & Liquor License	2023	600	600	600	600
4218	Electrical License/Code Book	19,560	30,000	30,000	20,000	20,000
		21,583	30,600	30,600	20,600	20,600

General Fund Revenues (Continued)

Acct #	Account Title	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Garbage/Fire Protection Fees						
4302	Garbage Services	\$540,097	\$550,000	\$570,000	\$575,000	\$590,000
4306	Garbage Penalty	67,683	67,000	77,000	70,000	70,000
4617	Fire Protection Svce. - MUD Contract	216,737	210,000	240,000	240,000	250,000
		824,517	827,000	887,000	885,000	910,000
Recreation Fees						
4401	Swim Pool Agreements	33,772	40,000	40,000	30,000	30,000
4402	Recreation Programs - Pool	47,977	50,000	76,000	105,000	105,000
4403	Recreation Programs	440,851	410,000	590,000	573,000	573,000
4404	Swim Pool Receipts	77,320	95,000	95,000	110,000	110,000
4405	Sports League Fees	212,013	230,000	230,000	240,000	240,000
4406	Ballfield Lights	28,494	30,000	30,000	30,000	30,000
4409	Recreation Programs - Seniors	32,377	25,000	27,000	37,000	40,000
4413	Recreation Center Memberships	497,342	497,900	497,900	540,000	540,000
		1,370,146	1,377,900	1,585,900	1,665,000	1,668,000
Library Fees						
4221	Library Fees-Non Residential	49,968	46,000	53,000	46,000	46,000
4411	Library - Photocopy	13,123	14,000	14,000	14,000	14,000
4515	Library Fines	49,650	45,000	55,000	55,000	58,000
4516	Lost Book Charges	5,774	4,600	9,600	4,800	5,000
4517	Library Miscellaneous Receipts	1,252	1,180	1,180	1,200	1,200
		119,767	110,780	132,780	121,000	124,200
Filing/Other Fees						
4217	Filing Fees	189,718	250,000	120,000	150,000	150,000
4224	GIS Fees	17,766	18,000	18,000	18,000	18,000
4626	Subscription/Agenda Lists	240	400	400	400	400
4637	Reproductions - Plats	1,954	4,000	4,000	2,000	2,000
		209,678	272,400	142,400	170,400	170,400
Fines & Costs						
4511	Police Dept. Fines & Costs	891,913	750,000	810,000	900,000	900,000
		891,913	750,000	810,000	900,000	900,000

General Fund Revenues (Continued)

Acct #	Account Title	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Rentals						
4304	Rental Income - Other Governments	\$0	\$0	\$0	\$0	\$0
4408	Facility Rental - Parks/Rec	38,462	27,000	40,000	38,000	38,000
4412	Library Meeting Room	19,474	15,000	20,000	25,000	25,000
		57,936	42,000	60,000	63,000	63,000
Grants						
4682	State Grant - Victim Assistance	18,041	27,500	21,500	0	0
4685	Federal Grant - COPS FAST	93,035	75,000	75,000	75,000	75,000
4692	Federal Grant - CAD Modules	0	0	0	0	0
4688	State Grant - Drug Free Schools	0	0	0	0	0
4689	Federal Grant - Training	24,983	25,000	25,000	0	0
4623	State Grant Reimbursable	26,019	22,000	22,000	22,000	22,000
4683	State Grant- Training	9,203	8,000	8,000	8,000	0
4690	Park Grant	0	0	0	0	0
4691	TIF Grant	48,164	0	0	0	0
4695	Grant - Texas Historical Commission	3,000	5,000	0	5,000	5,000
4679	CDBG Reimbursement	58,262	55,000	62,000	60,000	60,000
4663	Miscellaneous	16,557	5,000	14,924	5,000	0
		297,264	222,500	228,424	175,000	162,000
Interest						
4610	Interest Income	1,451,987	1,100,000	823,000	825,000	825,000
4612	Increase/Decrease in Fair Value	(178,812)	200	200	200	200
		1,273,175	1,100,200	823,200	825,200	825,200
Capital Lease Proceeds						
4616	Capitalized Lease Proceeds	575,000	600,000	0	575,000	650,000
		575,000	600,000	0	575,000	650,000
Transfers						
7200	Transfer from Utility Fund	1,160,000	1,400,000	1,050,000	1,640,000	1,480,000
7550	Transfer from Construction Fund	0	350,000	350,000	0	0
		1,160,000	1,750,000	1,400,000	1,640,000	1,480,000

General Fund Revenues (Continued)

Acct #	Account Title	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Other Revenues						
4308	Brush Recycling Revenue	\$92,916	\$50,000	\$90,000	\$80,000	\$80,000
4407	Police Dept. - Miscellaneous	15,872	20,000	12,000	20,000	20,000
4615	Miscellaneous Revenue	33,814	30,000	220,000	30,000	30,000
4619	Returned Check Fee	375	0	0	400	400
4625	Outlaw Trail/Sportsfest	12,514	11,250	250	11,250	11,250
4628	Contributions	224,733	0	4,000	2000	2000
4636	Insurance Proceeds	24,112	5,000	10,000	5,000	5,000
4638	Street Cuts	0	2,000	0	1,000	1,000
4639	Proceeds - Sale of Assets	62,420	31,000	22,000	31,000	31,000
4660	4B Corporation Reimbursement	164,780	159,000	159,000	184,000	184,000
4664	Camera Operator Reimbursement	564	500	500	500	500
4669	Court Reimbursement	0	0	19,787	40,000	40,000
4670	RRISD Reimbursement	190,298	190,000	223,000	220,000	220,000
4671	GO Bond Funds Reimbursement	0	0	67,522	136,000	136,000
4672	Recycling Revenue	8,758	12,000	12,000	12,000	12,000
4301	Lot Clearing Services	6,505	7,000	2,000	7,000	7,000
4305	Brush Hauling Revenue	10,733	5,000	10,000	5,000	5,000
		848,394	522,750	852,059	785,150	785,150
Total General Fund Revenues		\$51,463,977	\$52,739,036	\$55,845,506	\$56,355,350	\$56,435,550

Debt Service Revenues

I & S General Obligation Bonds Fund

Acct #	Account Title	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
4110	Current Property Taxes	\$6,386,783	\$7,230,600	\$7,230,600	\$8,042,000	\$8,200,000
4111	Delinquent Taxes	77,897	40,000	40,000	40,000	40,000
4112	Penalty & Interest - Delinquent Taxes	13,237	13,000	13,000	13,000	13,000
4113	Penalty & Interest - Current Taxes	29,150	25,000	25,000	25,000	25,000
4610	Interest Income	61,741	62,000	62,000	40,000	40,000
7200	Transfer from Utility Fund	849,754	399,000	399,000	660,000	705,000
7855	Transfer from Golf Course	440,055	440,055	440,055	440,055	440,055
Total I & S General Obligation Bonds Revenues		\$7,858,617	\$8,209,655	\$8,209,655	\$9,260,055	\$9,463,055

I & S Revenue Bonds Fund

Acct #	Account Title	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
4610	Interest Income	\$19,101	\$20,000	\$20,000	\$20,000	\$20,000
7200	Transfer from Utility Fund	1,496,438	1,419,000	1,419,000	1,306,000	1,042,000
Total I & S Revenue Bonds Revenues		\$1,515,539	\$1,439,000	\$1,439,000	\$1,326,000	\$1,062,000

Water/Wastewater Utility Fund Revenues

Acct #	Account Title	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Water & Related Services						
4444	Connection & Transfer Fee	\$83,230	\$70,000	\$70,000	\$80,000	\$80,000
4801	Water Service	13,983,052	13,453,000	13,553,000	14,520,000	14,800,000
4805	Water Insp. & Meter Setting Fee	151,400	150,000	150,000	135,000	135,000
4807	Water Penalty	335,722	300,000	300,000	340,000	340,000
4831	Reconnect Charges	24,075	20,000	20,000	25,000	25,000
4833	Meters and Fittings Sales	72,551	75,000	75,000	65,000	65,000
		14,650,030	14,068,000	14,168,000	15,165,000	15,445,000
Sewer & Related Services						
4821	Sewer Service	6,998,198	6,832,000	6,832,000	7,362,000	7,500,000
4825	Sewer Inspection Fee	145,300	150,000	150,000	120,000	120,000
4826	Sewer Discharge Permits	4,625	5,000	5,000	3,000	3,000
4827	Sewer Penalty	146,850	150,000	150,000	165,000	165,000
		7,294,973	7,137,000	7,137,000	7,650,000	7,788,000
Pre-Treatment Surcharge						
4443	Industrial Pre-Treatment Surcharge	204,148	200,000	200,000	160,000	160,000
		204,148	200,000	200,000	160,000	160,000
Interest						
4610	Interest Income	1,270,837	825,000	825,000	570,000	570,000
4612	Increase/Decrease in Fair Value	(48,482)	200	200	200	200
		1,222,355	825,200	825,200	570,200	570,200
Other Revenues						
4615	Miscellaneous Revenue	159,296	115,000	115,000	115,000	115,000
4619	Returned Check Fees	7,188	5,000	5,000	6,000	6,000
4629	Gain/Loss on Sale of Assets	0	10,000	10,000	5,000	5,000
4636	Insurance Proceeds	736	0	0	0	0
4639	Proceeds - Sale of Assets	893,126	0	0	0	0
4698	Non-Operating Income	670,256	0	0	0	0
7250	Transfer from Wastewater Impact Fees	812,500	812,500	812,500	812,500	812,500
7270	Transfer from Reserve Fund	275,000	0	0	0	0
		2,818,102	942,500	942,500	938,500	938,500
Total Utility Fund Revenues		\$26,189,608	\$23,172,700	\$23,272,700	\$24,483,700	\$24,901,700

Utility Impact Fee Fund Revenues

Acct #	Account Title	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
4610	Interest Income	\$242,487	\$100,000	\$100,000	\$100,000	\$100,000
4802	Water Impact Fees	3,144,946	2,250,000	2,250,000	3,000,000	3,000,000
4808	Commercial Water Impact Fees	1,468,916	500,000	500,000	500,000	500,000
4822	Sewer Impact Fees	1,872,416	1,300,000	1,300,000	1,000,000	1,000,000
4828	Commercial Sewer Impact Fees	704,941	340,000	340,000	300,000	300,000
Total Utility Impact Fee Revenues		\$7,433,706	\$4,490,000	\$4,490,000	\$4,900,000	\$4,900,000

Hotel Occupancy Tax Fund Revenues

Acct #	Account Title	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget
4123	Occupancy Tax	\$1,477,050	\$1,400,000	\$1,400,000	\$1,600,000
4610	Interest Income	31,976	50,000	50,000	20,000
4628	Contributions	206	0	0	0
7594	Transfer from Conv. Ctr.	633,400	0	0	0
Total Hotel Occupancy Tax Revenues		\$2,142,632	\$1,450,000	\$1,450,000	\$1,620,000

Law Enforcement Fund Revenues

Acct #	Account Title	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget
4610	Interest Income - State & Local	\$410	\$507	\$507	\$464
4611	Interest Income - Federal	1,124	658	658	618
4654	State & Local Seizure Income	24,479	4,000	4,000	5,000
4665	Federal Seizure Income	38,590	6,000	6,000	30,000
Total Law Enforcement Revenues		\$64,603	\$11,165	\$11,165	\$36,082

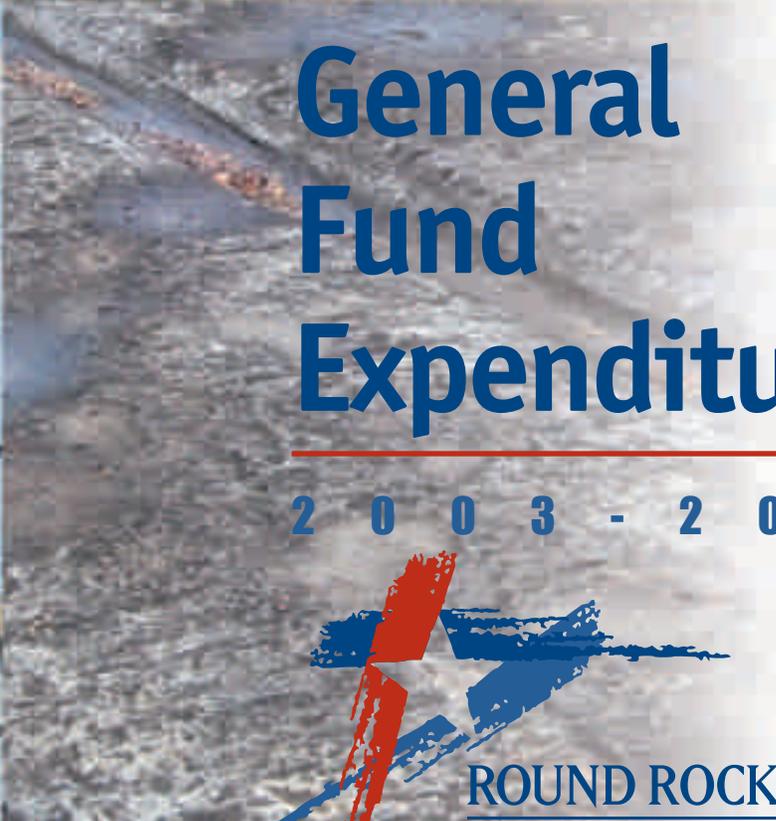
Ron Sproull Memorial Endowment Fund Revenues

Acct #	Account Title	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget
4610	Interest Income	\$2,126	\$1,500	\$1,500	\$937
Total Ron Sproull Endowment Revenues		\$2,126	\$1,500	\$1,500	\$937

Municipal Court Fund Revenues

Acct #	Account Title	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget
4519	Child Safety Fines	\$9,267	\$6,000	\$6,000	\$6,000
4509	Technology Fees	32,837	30,000	30,000	30,000
4510	Security Fees	24,767	24,000	24,000	23,000
4610	Interest Income	1,314	2,350	2,350	1,490
Total Municipal Court Fund Revenues		\$68,185	\$62,350	\$62,350	\$60,490





General Fund Expenditures

2 0 0 3 - 2 0 0 4



ROUND ROCK, TEXAS
PURPOSE. PASSION. PROSPERITY.





GENERAL FUND EXPENDITURES

Administration

Legal Services

Planning

Information Technology & Communications

Building Inspections

Finance

Purchasing

General Services

Library

Police

Fire

Parks & Recreation

Human Resources

Engineering & Development Services

Street

Transportation

City Shop

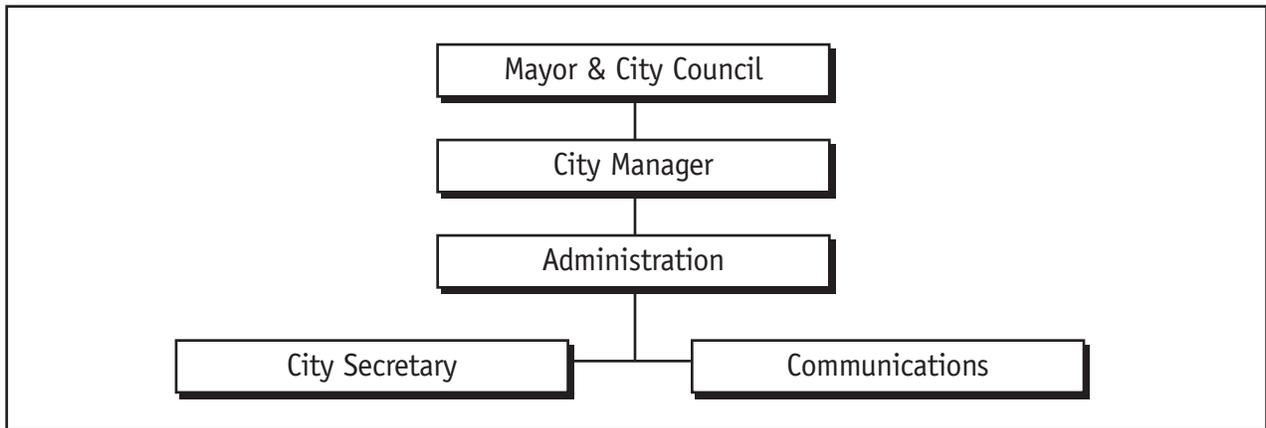
Municipal Court



Administration Department

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 give overall leadership to the organization.



Departmental Program Summary:

The Round Rock Administration Department consists of four 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 is responsible for appointing the City Manager, City Attorney and Municipal Court Judge and various citizen boards and commissions. In its policy-making role, major activities of the City Council are: adopting the annual budget that includes general objectives for the City program activities and service levels, reviewing and adopting all ordinances and resolutions, approving purchases and contracts as prescribed by the City Charter and State Law.

Office of the City Manager: The City Manager provides the general administration of the City while executing

the policies and objectives formulated by the City Council. As Chief Administrator, the City Manager is directly responsible to the Mayor and City Council. His primary charge is the day-to-day operation of the City through the coordination of all City Department activities and functions.

Office of the City Secretary: The City Secretary takes and maintains the minutes of all Council meetings, is the Chief Election Official of the City, and places legal advertising as well as posts official notices.

Communications: The Communications division is primarily responsible for developing internal and external communications and citizen participation initiatives. Among the Communication division’s responsibilities is the production of the bi-weekly “City Beat” news ad in the Round Rock Leader and Austin American Statesman; development of the monthly “News Flash” newsletter inserted in Utility Bills; production of the monthly “Take 5” news program; programming for the City’s Government Access Channel; the City’s website; “Round Rock News” e-newsletter, media relations and the employee newsletter

Administration

FY 2002-2003 Highlights:

The City was instrumental in successfully passing legislation in the 2003 Texas Legislative session for funding of the first permanent building for the Round Rock Higher Education Center. The Center is a multi-institution teaching facility currently providing classes in portable buildings. In conjunction with Texas State University, it is anticipated that this facility will become a full-service college and play a significant role in the development of the northeast section of Round Rock, as well as influence economic development within the City. Streamlined sales tax legislation was also passed which protected the City's ability to continue to collect sales tax on an origin-based method.

All City departments are being managed toward the accomplishment of the strategic goals and objectives addressed in the Strategic Plan. The City will continue to implement this citywide planning and measurement system that is tied to the budget process. The City Manager's office is committed to this method of accountability and performance and expects to continue to refine and institutionalize this area.

The City Secretary's office began implementation of a new document imaging system to facilitate efficient access to the City's official records.

The City continues to actively address the Strategic Plan Goal that states that the City will "develop clear avenues of communication with Citizens." The "Take 5 Round Rock" newsmagazine on Channel 10 elicits frequent popular feedback from area citizens. The "Round Rock News" e-newsletter, implemented in FY 2002, has grown to more than 1,100 subscribers. Additionally, this year saw the implementation of the "President's Roundtable" which is a quarterly meeting of the Mayor with neighborhood homeowner associations leaders and the launch of roundrocktex.com, the City's economic development website.

FY 2003-2004 Overview & Significant Changes:

The continued challenge this coming year will be the provision of management oversight to area growth. Even in the midst of a nation-wide economic slow-down, area growth is expected to continue, resulting in more management time being spent in growth related areas such as water, traffic, parks, economic development, planning, etc. Additionally, the City will continue its efforts to expand and diversify its economic base by the ongoing implementation of the economic development plan. Currently, a significant percentage of the City's General Fund revenue is derived from Dell Computer Corporation.

In addition, the City has a substantial number of capital improvement projects scheduled for the next five to eight years. The City Manager's Office will continue to monitor and support the program in order to ensure its overall success.

New Programs for FY 2003-2004:

The Administration Department is proposing no new programs for FY 03-04.

Departmental Goals:

- Continue to improve the quality and accountability of all City operations through performance measurement and customer surveys.
- Refine program (strategic) budgeting.
- Continue implementation of the City's High Performing Organization philosophy.
- Intensify the City's strong commitment to economic development.
- Continue to develop the government access channel and website to facilitate better citizen communication.
- Encourage the development and integration of GIS (Geographical Information System) into City use.
- Continue management supervision of new capital construction projects.
- Continue management oversight of development processes, both public and private.
- Continue implementation of a communication plan and process, for internal and external audiences.
- Continue implementation of the Transportation Plan for the City
- Implement the General Plan and Strategic Plan for the City.
- Implement strategic calendar scheduling legislative items to be addressed by the City Council.

Administration

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2002-2003	Projected 2003-2004
Demand			
Total City Operating Expenditures	\$79,878,549	\$85,690,359	\$91,533,764
City Population	71,275	75,402	79,850
Taxable Property Base	\$4,446,753,347	\$4,978,982,250	\$5,071,176,374
Elections	3	1	1
Input			
Dept. Operating Expenditures	\$1,317,743	\$1,453,457	\$1,271,124
No. of Depart. Employees (FTE)	10	9	9
Efficiency			
Expenditures as a % of General Fund	2.61%	2.76%	2.18%
Authorized Personnel as a % of General Fund Personnel	1.83%	1.80%	1.54%
Effectiveness			
Expressed as the results of customer satisfaction surveys for all City operating departments (% Good to Excellent)			
- Building Inspections	91%	93%	93%
- Planning and Community Development	Excellent	Excellent	Excellent
- Police Department	85%	85%	85%
- Finance Department	Excellent	Excellent	Excellent
- Fire Department	99%	99%	98%
- Parks and Recreation	91%	92%	95%
- Human Resources	Very Good	Excellent	Excellent
- Library (Biennial Survey)	N/A	96%	N/A
- Street Department	95%	95%	95%
- City Shop	95%	95%	95%
- Water Utility	97%	97%	97%
- Wastewater Utility	95%	95%	95%
Composite Average	94%	94%	94%

Summary of Key Departmental Goals

Key Goal 1:

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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
% Customers satisfied	93%	92%	94%	94%	94%

Key Goal 2:

Round Rock will develop clear lines of communication with its citizens.

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.

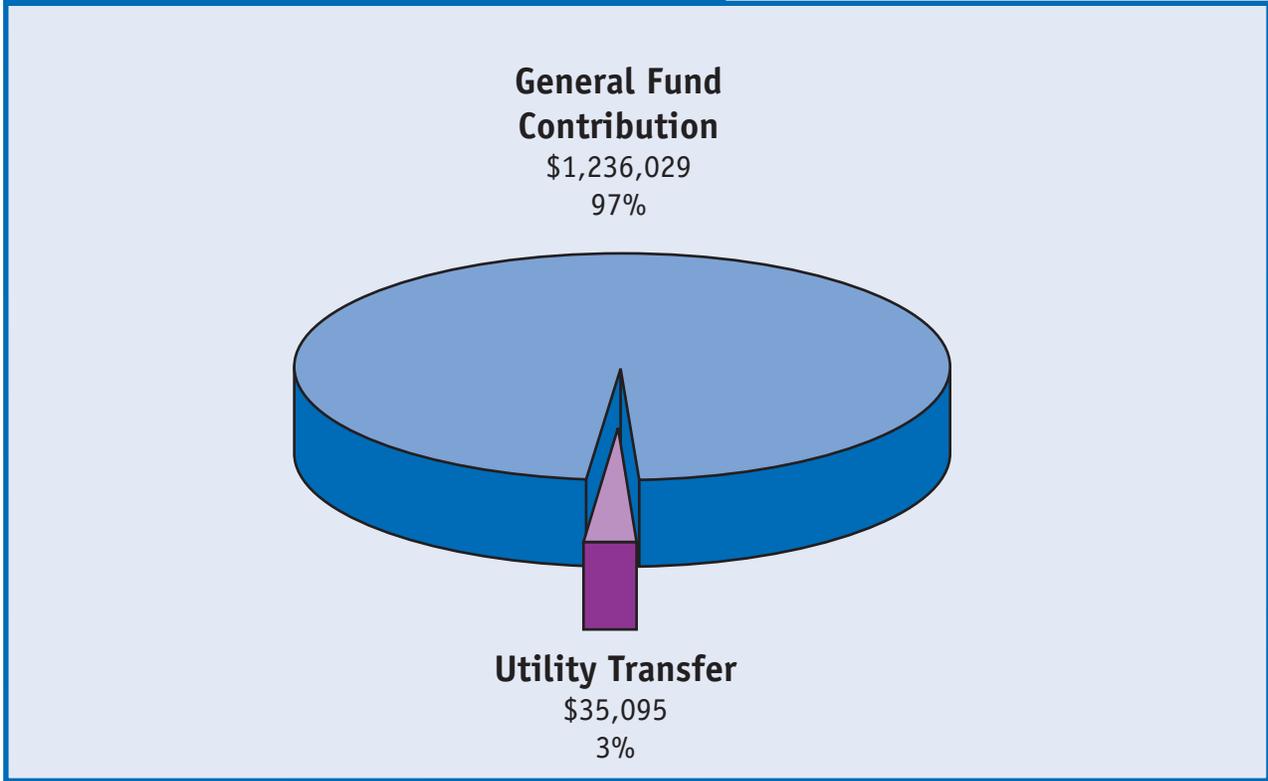
Objective C:

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

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
% say informed, Good to Excellent	45.3%	60%	59%	65%	70%
Source of information: % city web page/Channel 10	19%/44.5%	35%/50%	21%/50%	25%/55%	50%/60%
% say City listened and responded	45.3%	50%	54%	55%	60%
Source of information: Utility Bill Insert	51%	55%	62%	62%	62%
E-Newsletter Subscribers	NA	NA	800	1,300	1,500

Administration

Funding Sources for 2003-2004 Budget Expenditures of \$1,271,124



Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
City Manager	1	1	1	1.00	1.00	1.00
Assistant City Manager/CFO#	0	1	1	0.00	1.00	1.00
Assistant City Secretary	1	1	1	1.00	1.00	1.00
Communications Director	1	1	1	1.00	1.00	1.00
City Secretary	1	1	1	1.00	1.00	1.00
Staff Assistant*	1	0	0	1.00	0.00	0.00
Administrative Technician III	1	0	0	1.00	0.00	0.00
Director of Public Affairs*	1	0	0	1.00	0.00	0.00
Information Specialist	1	1	1	1.00	1.00	1.00
Executive Administrative Assistant	1	2	2	1.00	2.00	2.00
Assistant to City Manager	1	1	1	1.00	1.00	1.00
Total	10	9	9	10.00	9.00	9.00

*Note: Positions were moved to Planning Department during FY 2002-2003 mid-year revision.

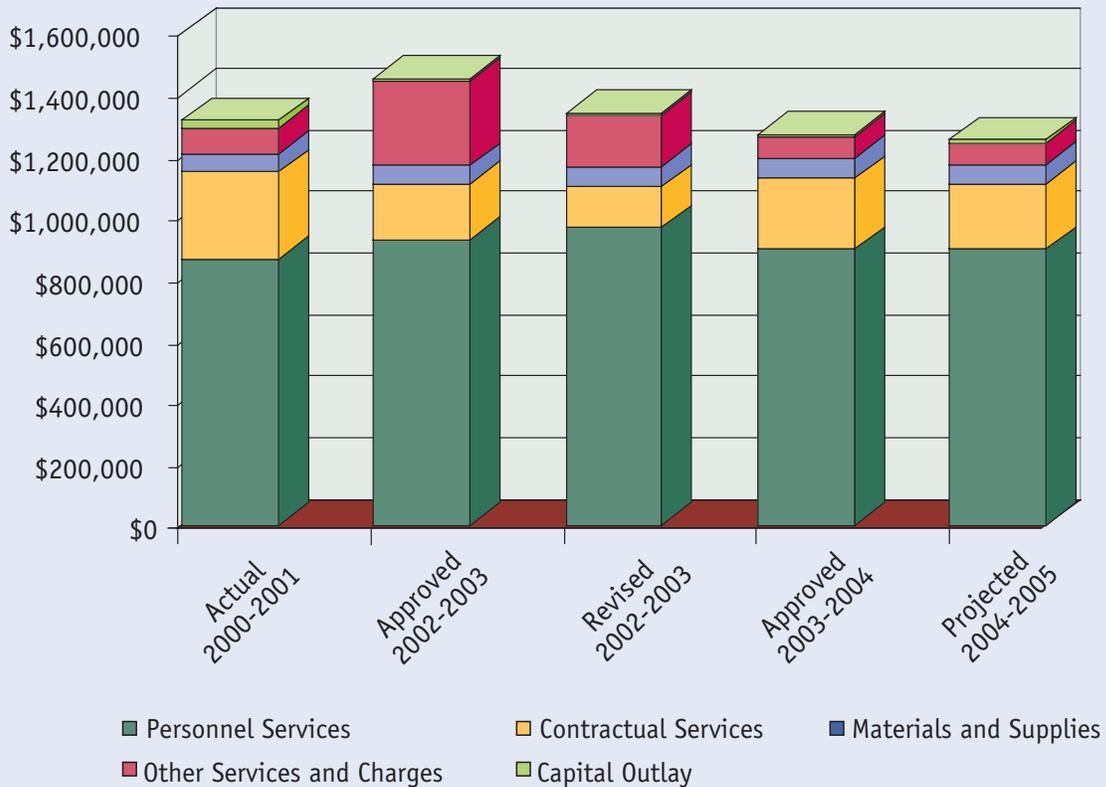
#Note: Position was transferred in from Finance Department during FY 2002-2003 mid-year revision.

Administration Department

Summary of Expenditures

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$866,816	\$927,457	\$967,480	\$897,024	\$898,019
Contractual Services	282,078	183,500	133,500	232,100	213,100
Materials and Supplies	61,798	59,500	66,500	64,000	64,000
Other Services and Charges	83,903	275,000	165,000	70,000	70,000
Capital Outlay	23,148	8,000	11,000	8,000	8,500
Total Expenditures:	\$1,317,743	\$1,453,457	\$1,343,480	\$1,271,124	\$1,253,619
Expenditures per Capita:	\$18.49	\$19.28	\$17.82	\$15.92	\$14.89

Expenditures by Category

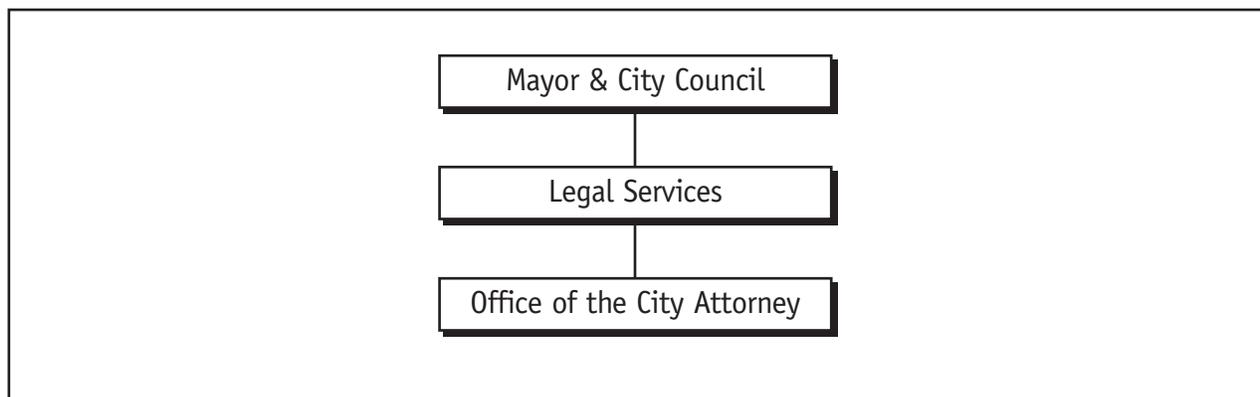




Legal Services Department

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 2002-2003 Highlights:

During the past year, the Legal Services Department devoted significant effort to the following areas:

- Assisting with bidding and contract negotiations on several construction projects, including the McConico Building and the Senior Citizens Center.
- Assisting with the acquisition of rights-of-way for major road projects, including the Highway 79 expansion, SH 45, A.W. Grimes Boulevard, Double Creek Drive, South Mays extension, County Road 122, Gattis School Road, Chisholm Trail, and C.R. 113.
- Providing legal consultation to the Charter Review Commission.
- Providing legal consultation to the Round Rock Transportation Development Corporation.
- Providing legal consultation regarding a comprehensive rewrite of the Smoking, Wrecker, and Animal Control Ordinances.

Legal

- Negotiating for the purchase of numerous tracts of land for the new Police Station, Fire Stations, and future parks and other municipal purposes.
- Assisting with legal issues related to recruiting new employers and development.
- Assisting Administration and Council with legal issues related to a disciplinary policy for police officers.
- Assisting with the revision of the City construction contract forms.
- Assisting with issues related to the proposed Higher Education Center.
- Assisting with issues related to proposed legislation including the Streamlined Sales and Use Tax Agreement.
- Supervising outside counsel regarding numerous litigation matters.
- During the past year the Legal Services Department devoted a significant amount of time and effort prosecuting bench and jury trials in Municipal Court. As the City grows and hires additional police officers, this trend is expected to continue. The Legal Services Department prepared updates of the Code of Ordinances during this past year. The Legal Services Department continued to have a representative at each Planning and Zoning Commission meeting and Development Review Board meeting to give advice and counsel to the commissioners.

FY 2003-2004 Overview & Significant Changes:

During the upcoming fiscal year, Legal Services will continue 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. It is also anticipated that significant time and effort will be devoted to contractual issues related to construction projects, particularly those involving the Municipal Office Complex 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 2003-2004:

The Legal Department is proposing no new programs for FY 03-04.

Departmental Goals:

- To provide competent, professional, and timely legal advice to the City Council, Administration, and Department Directors.
- 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.
- To represent the City in all claims made by and against it.
- To prosecute all complaints, traffic tickets, code enforcement violations, and other offenses filed in Municipal Court.
- 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.
- To keep informed of changes in laws regarding personnel matters. Advise and train department heads and supervisors of proper hiring and firing practices.
- To keep informed of changes in all laws regarding municipalities including environmental, planning, zoning, juvenile crime, etc.
- To keep the City Code updated on an annual basis.
- To assist all other departments in achieving their goals.
- To obtain road rights-of-way in a timely manner.

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2002-2003	Projected 2003-2004
Demand			
City Population	71,275	75,402	79,850
Input			
Workload in Hours:			
General Fund			
Non-Litigation	4,800	4,865	5,000
Litigation	545	500	575
Municipal Court	782	800	800
Transportation	1,304	1,000	1,200
Utility Fund			
Non-Litigation	934	900	900
Litigation	10	25	100
Total Hours	8,375	8,090	8,575
Efficiency			
Expenditures as a % of General Fund	1.49%	1.65%	1.63%
Expenditures per Capita	\$10.56	\$11.53	\$11.63

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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Achieve 90% approval rating	95%	95%	TBD	99%	99%

Trend: Survey results not yet complete for Actual 01-02.

Key Goal 2:

To obtain road rights-of-way in a timely manner.

Objective A:

To obtain a possession agreement or title within six months.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Percentage obtained within six months	70%	80%	0%	90%	80%

Trend: No ROW needed during FY 01-02, which accounts for the variance between 01-02 Forecast/Actual.

Key Goal 3:

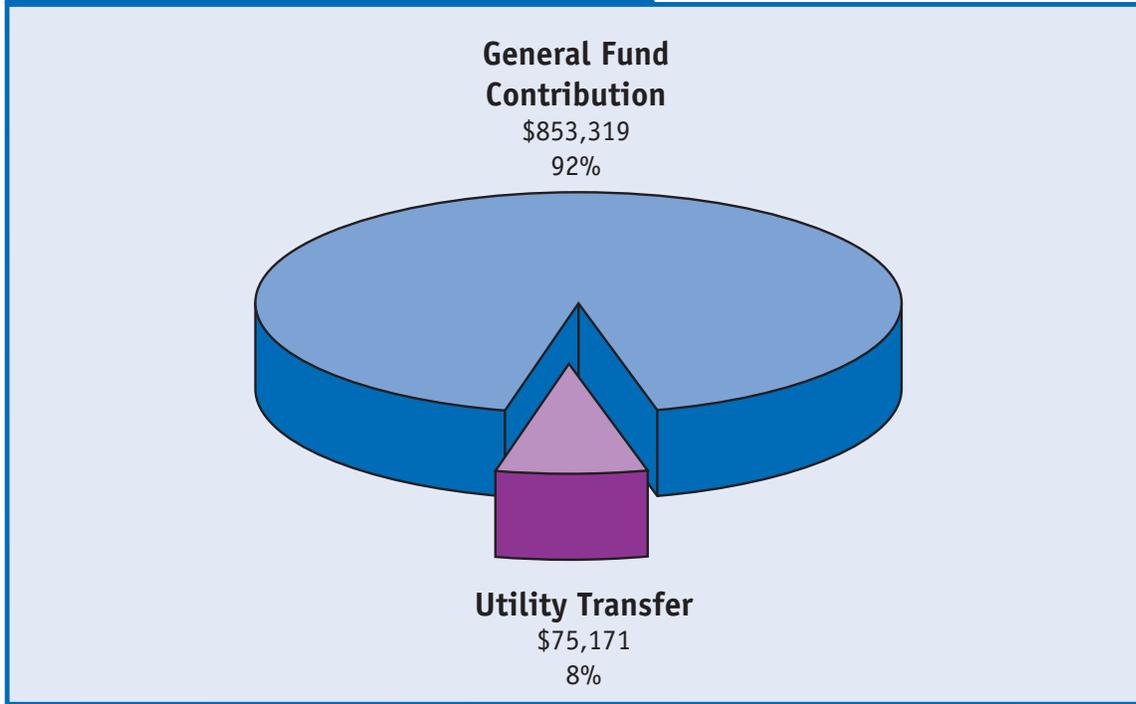
To keep informed of changes in all laws regarding municipalities including environmental, planning, zoning, juvenile crime, etc.

Objective A:

Each attorney will attend 15 hours per year of continuing legal education related to municipalities.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Attend 15 hours of C.L.E. per attorney	7/7	7/7	7/7	7/7	7/7

**Funding Sources for 2003-2004
Budget Expenditures of \$928,490**



Authorized Personnel	Positions			Full Time Equivalents		
	01-02	02-03	03-04	01-02	02-03	03-04
	Actual	Revised	Approved	Actual	Revised	Approved
None	0	0	0	0.00	0.00	0.00

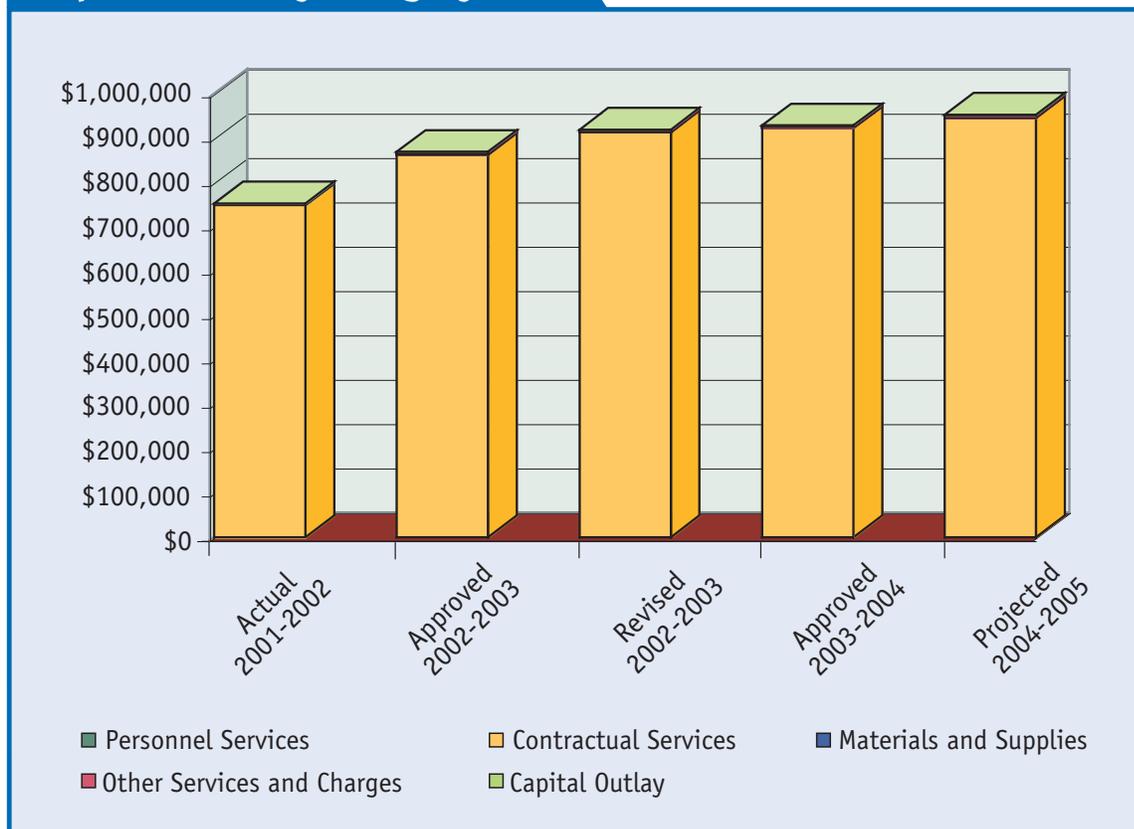
Legal

Legal Services Department

Summary of Expenditures

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$0	\$0	\$0	\$0	\$0
Contractual Services	748,911	863,200	913,200	922,990	946,250
Materials and Supplies	0	0	0	0	0
Other Services and Charges	0	3,300	2,487	2,750	4,000
Capital Outlay	3,488	2,600	3,413	2,750	2,750
Total Expenditures:	\$752,399	\$869,100	\$919,100	\$928,490	\$953,000
Expenditures per Capita:	\$10.56	\$11.53	\$12.19	\$11.63	\$11.32

Expenditures by Category

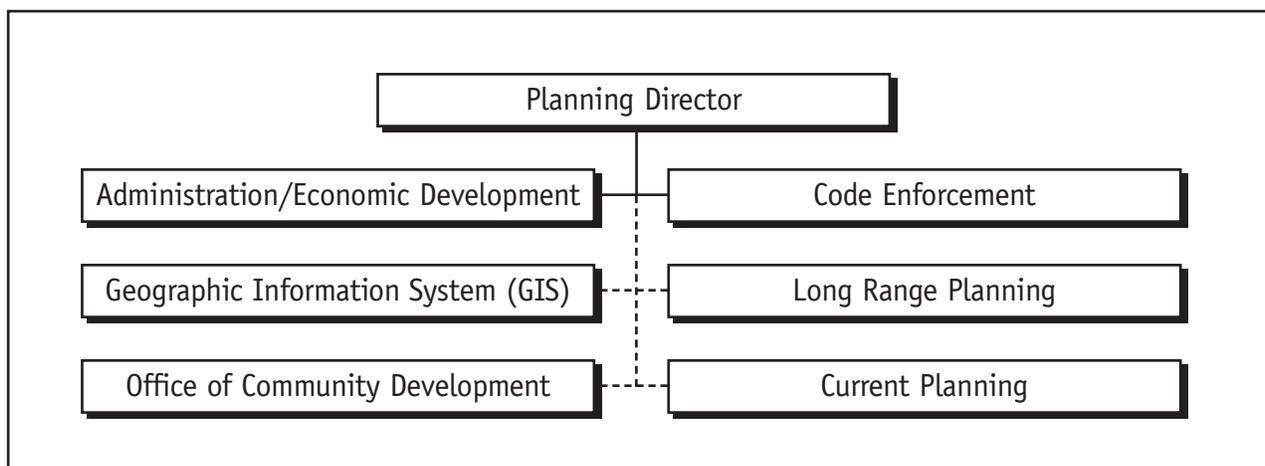


Planning & Community Development Department

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

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

Mission: To provide the citizens and business community with efficient, consistent, fair, and effective development standards and planning programs for the purpose of protecting



Departmental Program Summary:

P & CD consists of two cost centers and six programs, the programs are described in detail below.

Programs:

Long Range Planning: oversees the development & implementation of the General Plan, neighborhood plans, historic preservation, annexation plans, census updates and periodic revisions of subdivision, zoning, sign ordinance and other development ordinances.

Current Planning: reviews and processes all development plans. Staff also prepares and conducts meetings with the Planning and Zoning Commission (P&Z), Historic Preservation Commission (HPC), Zoning Board of Appeal (ZBA) and the Development Review Committee.

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 for the citywide coordination and assistance of GIS efforts.

Economic Development/Administration: is responsible for long-range planning for economic expansion, working closely with other departments, the Chamber of Commerce, and area businesses. This program provides assistance as needed to ensure the relocation and/or expansion of business and industry, grant assistance to other City departments, and drafting of tax abatement agreements.

Planning

Programs: (Cont.)

Office of Community Development: is responsible for the administration of the Community Development Block Grant (CDBG) awarded by the Department of Housing and Urban Development for neighborhood revitalization and economic development programs. Included in this program is the development of a five-year Consolidated Plan and Annual Action Plans that delineate specific grant projects.

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. CE also communicates with neighborhood groups to insure that code violations are resolved and assists other city departments in property identification.

FY 2002-2003 Highlights:

The Planning Department's completed project activity during Fiscal Year 2002-2003 included: new Subdivision Ordinance; new Sign Ordinance; Annexation Agreements; annexation of areas required to rationalize City boundaries; completion of citywide air photo program; starting the SW Downtown neighborhood and redevelopment plan, improved web based GIS public access; Community Development Block Grant program implementation of Annual Action Plan; Re-adoption of Commercial /Industrial/Residential Tax Abatement Criteria; Code Enforcement Education; Historic Design Guidelines; Customer Survey; neighborhood plan implementation; Implementation of the GIS Enterprise system, Economic development including negotiations for major commercial projects including Simon's Town Centre, Scott & White Hospital, Best Buy, and the Community Needs Survey. Implementations of the Computer Aided Dispatch System and revisions to the sign ordinance to provide for kiosk subdivision marketing signs are underway and significantly complete.

FY 2003-2004 Overview & Significant Changes:

New Programs for FY 2003-2004:

Server-based GIS Data Management: This program will fund the migration of the current GIS files to a central server and database format that would be managed as an enterprise (city-wide) resource, in accordance to the adopted GIS strategic plan.

Departmental Goals:

- Review and update major development ordinances to meet current community needs and streamline procedures to improve public services.
- 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.
- Provide efficient and effective processing of development applications.
- Provide for the orderly, economic expansion of the City of Round Rock.
- Develop processes to improve citizen communication and community input.
- Develop an effective enterprise geographic information system to improve coordination, and assemble data through networking with all City departments.
- Promote economic development compatible with City of Round Rock goals and diversify the economic base of the community.
- Provide fair, efficient, consistent and courteous code enforcement.
- Update procedures and development packets to increase efficiency, accountability, and improve customer service.
- Prepare development or redevelopment area plans for portions of the City where exceptional opportunity for economic expansion exists.

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2002-2003	Projected 2003-2004
Demand			
City Population	71,275	75,402	79,850
Population Growth Rate	7.20%	5.80%	5.90%
Total Number of Dwelling Units	24,735	26,257	27,727
Acres of Commercially Zoned Property	2,100	2,700	3,300
Undeveloped Residential Lots	2,000	1,500	1,200
Input			
Operating Expenditures	\$1,238,888	\$1,502,710	\$1,721,200
Number of Positions	20	22	22
Long Range Planning Hours	6,500	8,077	8,077
Current Planning Hours	9,360	10,207 (90)	10,207 (90)
Geographic Information System	4,160	5,062	6,749
Economic Development/Admin	3,080	2,704	5,408
Code Enforcement	4,160	7,800	7,800
Community Development	2,600	2,600	5,200
Note: () indicates hours outside of a normal 8-5 workday			
Output			
Number of Plats Reviewed	156	250	102
Number of Zoning Applications	30	40	40
Number of ZBA Applications	15	20	15
Number of Historic Preservation Applications	13	13	13
Work Sessions	12	12	12
Number of New Development Plans Reviewed	95	110	208
Efficiency			
Planning Expenditures as a % of General Fund	2.50%	2.90%	3.10%
Authorized Personnel as a % of General Fund FTE	3.70%	3.70%	3.80%
Planning Expenditures per Capita	\$17.38	\$19.93	\$20.44
Effectiveness			
Average Number of Days to Review & Process Subdivision Plats	28	28	28
Average Number of Days to Review & Process Zonings	75	75	75
Average Number of Days to Review & Process PUDs	150	150	120
% of Projects/Plans Completed on Schedule	95%	95%	95%
Survey Yes/No (3 surveys 1998)	Yes	Yes	Yes
Customer Satisfaction Rating (Good to Excellent)	Excellent	Excellent	Excellent

Planning

Summary of Key Departmental Goals

Key Goal 1:

Review and update major development ordinances to meet current community needs and streamline procedures to improve service to the public.

Objective A:

Review and revise development ordinances and regulations to preserve, protect, and improve neighborhood integrity.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Adopt new Subdivision Ordinance	80%	80%	80%	100%	DISC
Revise and adopt Zoning Ordinance	50%	100%	100%	100%	DISC
Revise and adopt Landscape Ordinance	NA	100%	100%	100%	DISC
Adopt new historic guidelines	NA	100%	100%	100%	DISC
Revise and adopt new Sign Ordinance	NA	NA	NA	100%	DISC
Develop building design standards	NA	100%	100%	100%	DISC
Update procedures	NA	50%	50%	100%	DISC
Revise development packet	NA	50%	50%	100%	DISC
Prepare SW Downtown Plan	NA	NA	NA	30%	100%
Prepared NE Quadrant Plan	NA	NA	NA	20%	100%
Prepare NE Annexation Plan	NA	NA	NA	100%	DISC
Negotiate ETJ boundaries	NA	NA	NA	20%	100%
Update General Plan Parks Section	NA	NA	NA	20%	100%
Update General Plan Transportation Section	NA	NA	NA	40%	100%

Trend: Improving development standards is resulting in more quality development practices in the private sector. New fence standards adjacent to arterial roadways have significantly improved the visual appearance of new neighborhoods. Fences in older areas of town are characterized by poor quality and inconsistent construction. New neighborhoods are required to provide comprehensive, quality fencing that requires less maintenance. New zoning & landscape ordinances improve development standards, compatibility, and streetscape. Regulation of signs on buildings improves City image. New sign kiosk program being developed to eliminate bandit signs.

DISC: Discontinued - this measure has been completed and will not be reported on next year.

Summary of Key Departmental Goals - Cont.

Objective B:

Review and revise development ordinances and regulations to acquire comprehensively planned parks and greenbelts utilizing natural features wherever possible.

Objective C:

Prepare comprehensive annexation plans based on ability of the City to economically expand utilities and roads to service the area and develop fair methods of cost sharing with developers.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Adopt new Subdivision Ordinance	80%	80%	80%	100%	NA
Implementation of GIS Enterprise System	NA	NA	NA	50%	100%
GIS Implementation Plan	NA	100%	100%	100%	DISC
Adopt revised Parks chapter to General Plan	NA	75%	20%	20%	100%
Prepare Downtown West End redevelopment plan	NA	NA	NA	30%	100%
Adopt revised Transportation Chapter to General Plan	NA	NA	NA	40%	100%

Trend: Improving the preservation and protection of environmental resources best suited for parkland development as evidenced by the preservation of riparian corridors for the development of comprehensive trail systems. DISC: This measure has been completed and will not be reported on next year.

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 and moderate income.

Objective A:

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

Objective B:

Develop partnership to develop affordable housing.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Adopt new Subdivision Ordinance	80%	80%	80%	100%	NA
CDBG 5-Year Consolidated Plan	NA	100%	NA	100%	NA
Affordable Housing Plan	NA	100%	50%	50%	100%
Identify redevelopment areas to accommodate affordable housing	NA	NA	NA	100%	NA

Trend: An increasing number of low-to-moderate income persons have benefited from the block grant program in the areas of housing and economic opportunities.

Planning

Summary of Key Departmental Goals (Cont.)

Key Goal 3:

Provide efficient and effective processing of development applications.

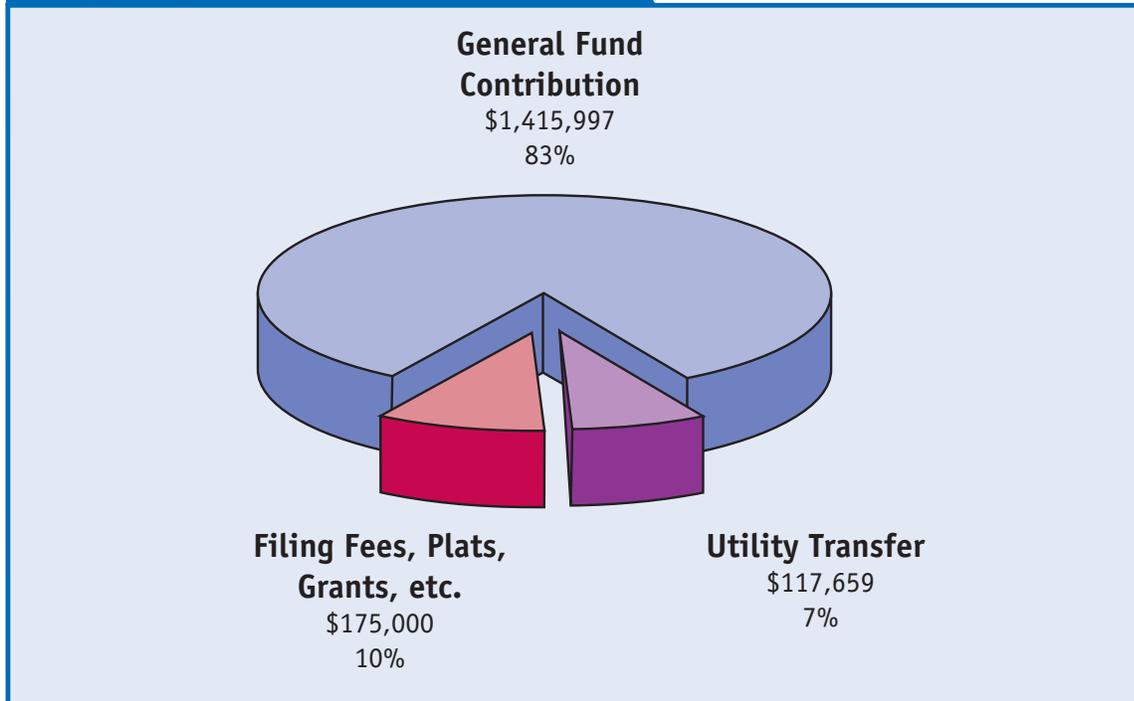
Objective A:

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

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Development tracking system implementation for planning department development process	NA	0%	50%	100%	NA
Update and streamline development packet	NA	100%	50%	100%	NA
Number of plats reviewed	216	225	156	250	102
Number of zoning applications	24	35	30	40	40
Number of ZBA applications	15	20	15	20	15
Number of HPC applications	8	12	12	12	13
Number of new development plans reviewed	58	90	95	110	208

Trend: The ongoing review of development processes is resulting in improved accountability and better service to the public. Also the new Zoning Ordinance provisions provide for more administrative approvals and interdepartmental coordination of site plan processing.

**Funding Sources for 2003-2004
Budget Expenditures of \$1,708,656**



Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
Planning & Community Dev. Director	1	1	1	1.00	1.00	1.00
Assistant Director	1	1	1	1.00	1.00	1.00
Geographic Info. Systems Coordinator	0	1	1	0.00	1.00	1.00
Senior Planner	3	4	3	3.00	3.75	2.75
Planner	1	0	1	1.00	0.00	1.00
Community Development Coordinator	1	1	1	1.00	1.00	1.00
Geographic Info. Systems Analyst	1	2	2	1.00	2.00	2.00
Zoning Enforcement Officer	2	1	1	2.00	1.00	1.00
Senior Code Enforcement Officer	1	1	1	1.00	1.00	1.00
Code Enforcement Officer	1	1	1	1.00	1.00	1.00
Planning Technician	2	3	3	2.00	3.00	3.00
Office Manager	1	1	1	1.00	1.00	1.00
Administrative Technician III	2	2	2	2.00	2.00	2.00
Intern/VOE	3	2	2	1.75	1.00	1.00
Economic Development Director	0	1	1	0.00	1.00	1.00
Total	20	22	22	18.75	20.75	20.75

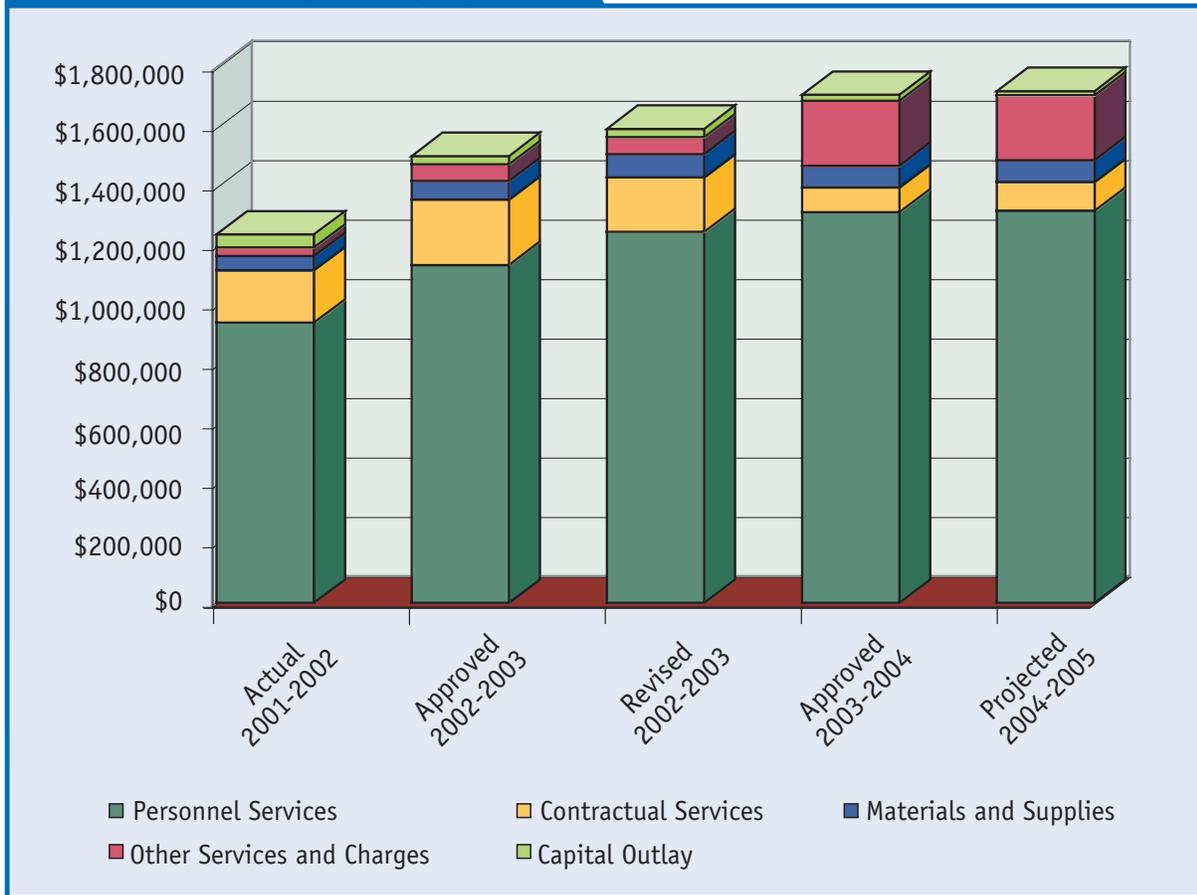
Planning

Planning & Community Development Department

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$942,000	\$1,136,315	\$1,247,577	\$1,313,916	\$1,318,081
Contractual Services	176,041	219,715	182,715	82,924	97,449
Materials and Supplies	47,612	62,080	79,080	73,480	73,480
Other Services and Charges	29,012	56,400	56,400	217,800	217,800
Capital Outlay	44,223	28,200	28,200	20,536	14,390
Total Expenditures:	\$1,238,888	\$1,502,710	\$1,593,972	\$1,708,656	\$1,721,200
Expenditures per Capita:	\$17.38	\$19.93	\$21.14	\$21.40	\$20.44

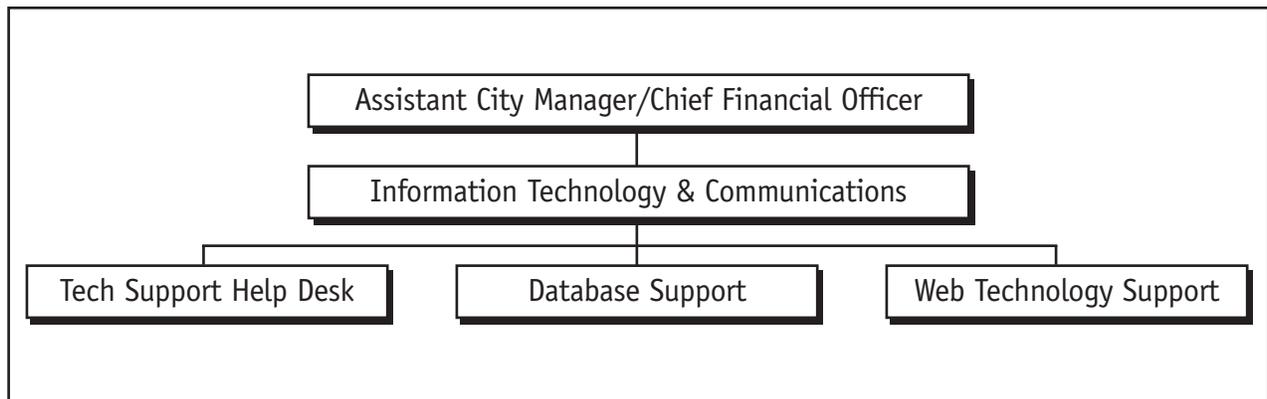
Expenditures by Category



Information Technology and Communications Department

The Information, Technology and Communications Department's (ITC) main functions are to maintain and support the hardware and software infrastructure within the City government. We assist in procurement and training for all major software systems. The Department helps to 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 and Communications Department consists of three 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 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 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 internal Intranets.

FY 2002-2003 Highlights:

During FY 2002-2003, the Information Technology and Communications Department:

- Initiated a Citywide needs analysis for website development.
- Implemented the Intranet portal system.
- Implemented the electronic document management system.
- Upgraded Police and PARD domains from a 10 to 100 megabit transfer rate.
- Initiated the Network/server redundancy program.
- Implemented the new Police/Fire Dispatch and Records Management system.

Information Technology & Communications

FY 2002-2003 Highlights: (Cont.)

- Upgraded PeopleSoft system from version 7.5 to 8.4.
- Upgraded Highline system from version 3.03c to 3.04.
- Upgraded Oracle databases from version 7.3 to 8i.
- Published initial TechPlan internal website.
- Completed PARD, Municipal Court & Planning move to the new McConico Building.

FY 2003-2004 Overview & Significant Changes:

For FY 2003-2004, the Information Technology Department plans will:

- Expand wireless access point project to all major City buildings.
- Expand wireless LAN to include the Water Plant.
- Continue with the server replacement project.
- Expand intranet portal system.
- Complete the Imaging system upgrade.
- Assist HR staff in training non-computer users for portal system.
- Expand electronic document management system.
- Implement PARD E-commerce project.
- Increase database system integrations and data sharing city-wide.

New Programs for FY 2003-2004:

GIS Specialist position: This program will fund the addition of a Geographic Information System (GIS) Specialist (1.0 FTE) to provide city-wide support and centralized coordination for city wide GIS Information Technology (IT) infrastructure.

Departmental Goals:

- Increase efficiency and safety for public safety personnel through use of modern standard technology.
- Increase and improve City web presence in the public arena.
- Increase ITC Help Desk productivity and decrease total response time.
- Continue to develop City Tech Plan, display up to date plan on Intranet.
- Increase GIS information usage and availability throughout city departments.
- Continue to increase data safety and network resistance to hostile interference.
- Assist HR training staff with Kiosk system development and staff training.
- Develop database systems integrations plan.

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2002-2003	Projected 2003-2004
Demand			
Large Scale Systems	42	52	60
Personal Computers	399	548	592
Local Area Networks (LAN)	7	7	7
Total City Employees	654	670	708
Input			
Operating Expenditures	\$834,675	\$979,724	\$1,084,030
Information Tech. Personnel	12	12	13
Hours Available	22,880	24,960	27,040
Output			
Help Call Distribution /			
Total Clients / Total Servers			
Administration	6.0% / 16 / 0	6.4% / 17 / 0	6.3% / 17 / 0
Finance	10.0% / 22 / 3	9.7% / 24 / 4	10.2% / 26 / 5
Fire Department	7.0% / 26 / 2	7.8% / 28 / 2	8.0% / 30 / 3
Human Resources	5.0% / 8 / 1	4.9% / 9 / 1	5.5% / 10 / 1
ITC	9.0% / 11 / 9	9.7% / 13 / 10	8.9% / 13 / 13
Library	11.0% / 72 / 6	11% / 107 / 7	10.8% / 110 / 7
Municipal Court	4.0% / 9 / 1	5.1% / 10 / 1	6.0% / 11 / 1
PARD	7.0% / 31 / 3	7.6% / 45 / 4	8.0% / 48 / 5
Planning	9.0% / 21 / 3	8.1% / 24 / 4	8.6% / 26 / 5
Police Department	21.0% / 113 / 7	18.5% / 195 / 10	17.5% / 221 / 10
Engineering & Development Services	6.0% / 60 / 6	6.9% / 65 / 8	6.6% / 69 / 9
Utility Billing	4.0% / 10 / 1	4.3% / 11 / 1	3.6% / 11 / 1
Efficiency			
Information Tech. Expenditures as a % of General Fund	1.65%	1.86%	1.92%
Information Tech. Expenditures / Total Servers + Clients	\$1,892	\$1,632	\$1,613
Information Tech. Expenditures / Total City Employees	\$1,276	\$1,462	\$1,531
Effectiveness			
Avg. Days to close Help Calls:			
All Calls	1.60	1.58	1.50
Critical Priority	1.05	0.98	0.95
Serious Priority	1.65	1.62	1.60
Low Priority	2.15	2.10	2.00
Procurement Call	1.75	1.65	1.50

Information Technology & Communications

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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Total Police Department systems	79	136	113	195	221
Mobile Stations	0	50	0	75	90
Police Department Help Desk activity	16.50%	22%	21%	19%	17.5%

Key Goal 2:

Increase and improve City web presence in the public arena.

Objective A:

Redevelop public website using professional standards.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Total sessions served per month avg.	60,000	70,000	85,000	85,000	95,000
Total page view hits per month avg.	125,000	120,000	143,973	135,000	150,000
Total webpages available	750	750	1,100	1,200	1,300

Key Goal 3:

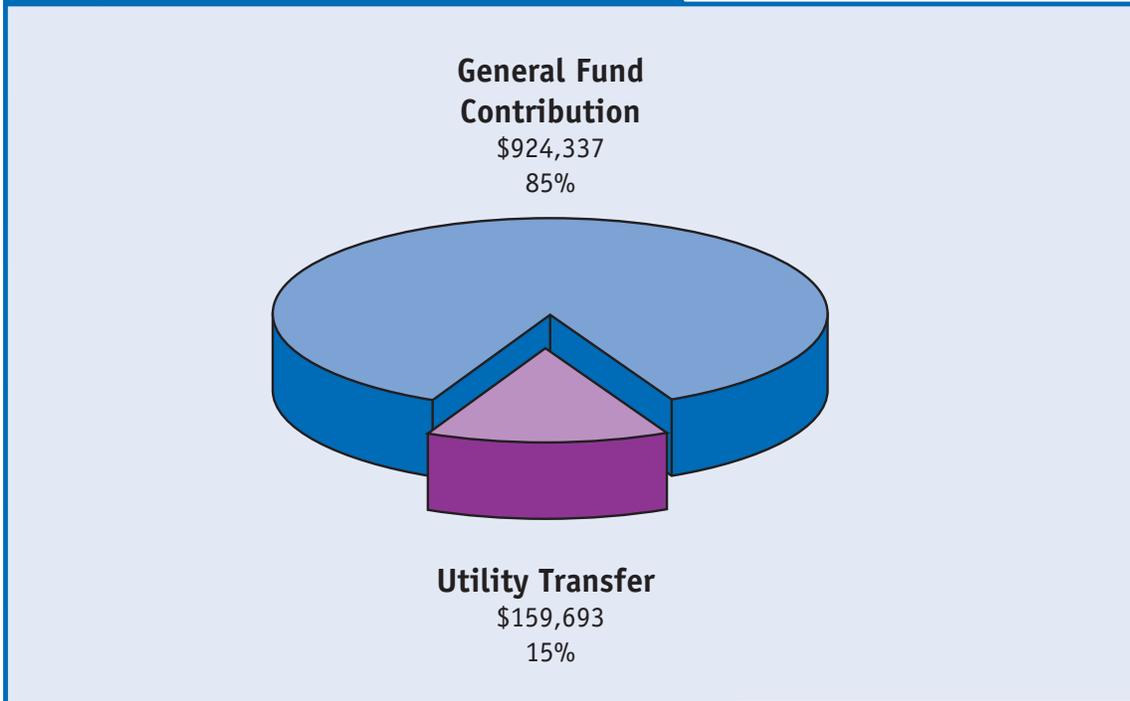
Increase ITC Help Desk productivity and decrease total response times.

Objective A:

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

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Avg. days to close Serious Priority call	1.67	1.65	1.62	1.60	1.55
Avg. days to close all calls	1.90	1.60	1.58	1.50	1.45
Avg. days to close Critical Priority call	1.15	1.05	0.98	0.95	0.90
Avg. days to close Low Priority call	2.23	2.15	2.10	2.00	1.95
Avg. days to close Procurement call	1.76	1.75	1.65	1.50	1.45

**Funding Sources for 2003-2004
Budget Expenditures of \$1,084,030**



Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
Information Systems Manager	1	1	1	1.00	1.00	1.00
Technology Coordinator	1	1	1	1.00	1.00	1.00
Systems Support Technician	1	1	1	1.00	1.00	1.00
Systems Administrator	1	1	1	1.00	1.00	1.00
System Support Specialist	1	1	1	1.00	1.00	1.00
Network Administrator	5	4	4	5.00	4.00	4.00
Network Technician	1	1	1	1.00	1.00	1.00
Web Technology Specialist	1	1	1	1.00	1.00	1.00
Database Administrator	0	1	1	0.00	1.00	1.00
GIS Specialist	0	0	1	0.00	0.00	1.00
Total	12	12	13	12.00	12.00	13.00

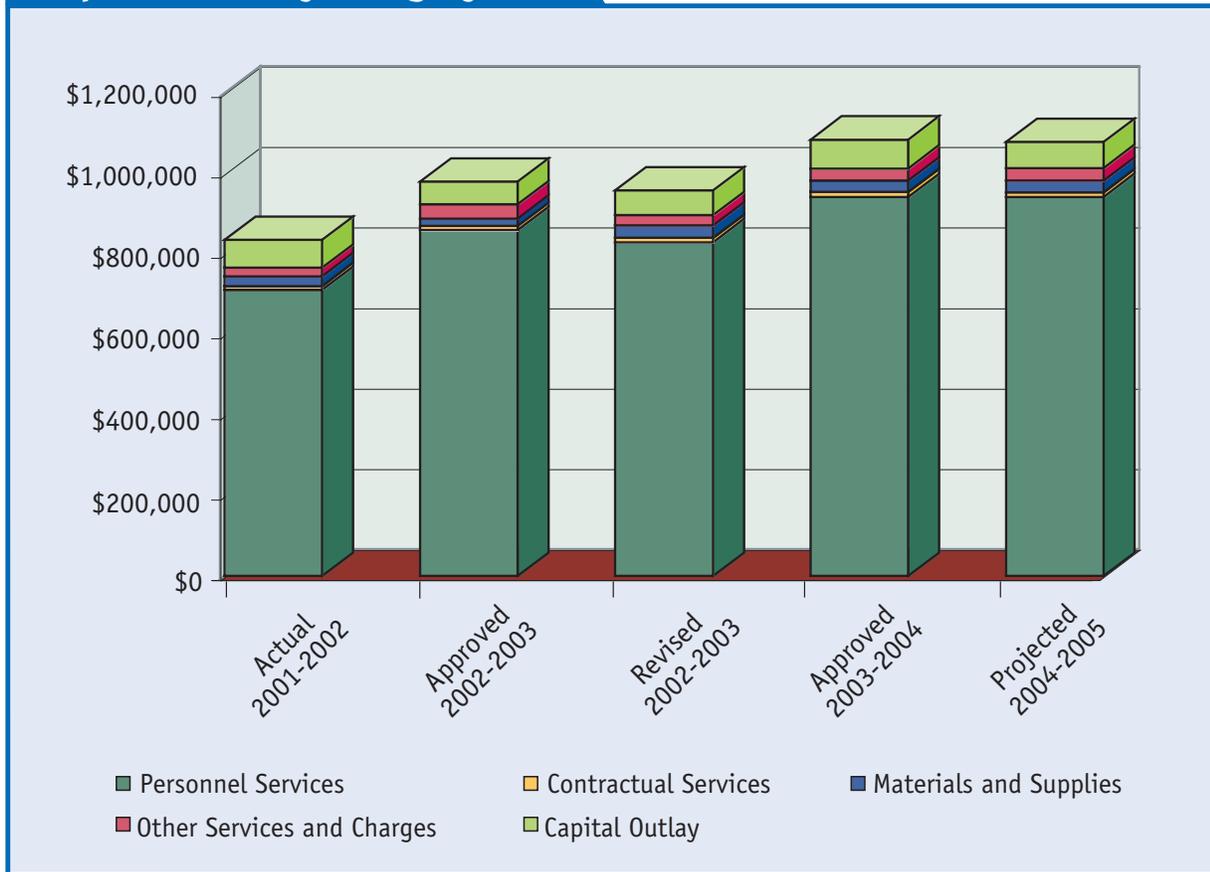
Information Technology & Communications

Information Technology & Communications Department

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$710,794	\$859,119	\$829,256	\$941,024	\$941,966
Contractual Services	9,509	10,575	10,575	13,119	11,335
Materials and Supplies	24,456	18,420	30,620	28,220	29,225
Other Services and Charges	21,478	35,110	25,910	30,035	31,100
Capital Outlay	68,438	56,500	61,500	71,632	65,000
Total Expenditures:	\$834,675	\$979,724	\$957,861	\$1,084,030	\$1,078,626
Expenditures per Capita:	\$11.71	\$12.99	\$12.70	\$13.58	\$12.81

Expenditures by Category

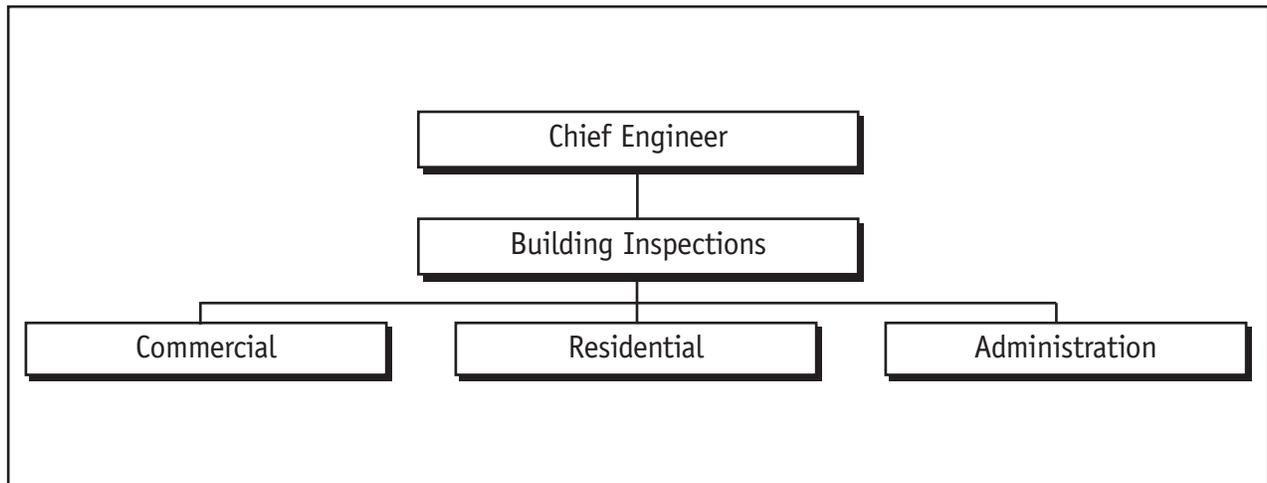


Building Inspections Department

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:

BI consists of the three programs described below:

Programs:

Commercial: The Commercial Program is responsible for inspections, paperwork, and related duties for commercial projects.

Residential: The Residential Program is 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 2002-2003 Highlights:

In FY 2002-2003, Building Inspections took advantage of slowing economic conditions to refine and clarify its inspection processes, and, to resolve outstanding permits. In addition, Inspectors were able to utilize time not spent on inspections to seek additional training and obtain required certifications. The new development-tracking program, installed in 2002, has already proven beneficial--especially in its ability to record detailed information and track the progress of applications. Finally in 2002-2003, checks and balances were imposed upon the filing systems, which increased BI's ability to track jobs in progress and monitor the collection of re-inspection and impact fees. Due to these improvements, the attitude and perception that BI is accessible to customers continues to improve.

Building Inspections

FY 2003-2004 Overview & Significant Changes:

For FY 2003-2004, BI will continue to refine the development-tracking program. BI is currently looking at the building permit process to ensure customer friendly access and the quick return of permits. BI will also create a single form permit application, and will remove two budgeted personnel vacancies to reduce costs. BI will continue to provide quality service in a timely, professional and cost-efficient manner with an increased emphasis on the certification training and professional development of current personnel.

New Programs for FY 2003-2004:

No new programs are proposed for FY 03-04.

Departmental Goals:

- Ensure customers receive quality service in a timely manner.
- Maintain accurate information system for files and data management that provides easy and effective tracking for internal and external customers.
- Guarantee professional workforce that provides state-of-the-industry inspection services.

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2002-2003	Projected 2003-2004
Demand			
Applications For Building Permits	3,243	2,625	2,942
Input			
Operating Expenditures	\$625,265	\$786,920	\$713,505
Number of Full Time Equivalents (FTE)	14	14	12
Total Employee Hours	29,120	29,120	24,960
Output			
Single-Family Permits	1,401	1,354	1,230
Duplex Permits	0	0	0
Multi-Family Permits	1	1	1
Commercial Permits	37	27	40
Industrial Permits	0	1	1
Other (electrical, plumbing, mechanical, signs, etc.)	1,804	1,596	1,700
Efficiency			
Cost per Inspection	\$18.25	\$21.50	\$19.00
Time per Inspection	45 min	1.5 hr	1 hr
Effectiveness			
Average Inspections per Day	90	70	75
Overall Effectiveness Rating (Good to Excellent)	90%	91%	Target: 93%

Building Inspections

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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Conduct customer satisfaction survey (Target 90% good to excellent)	91%	93%	92%	93%	93%

Objective B: Provide inspections within 24 hours of customer request.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Maintain 95% responsiveness rating	95%	100%	95%	95%	100%

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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Maintain 90% accuracy rating on daily tracking report	NA	90%	92%	93%	93%

Key Goal 3:

Guarantee a professional workforce that provides state-of-the-industry inspection services.

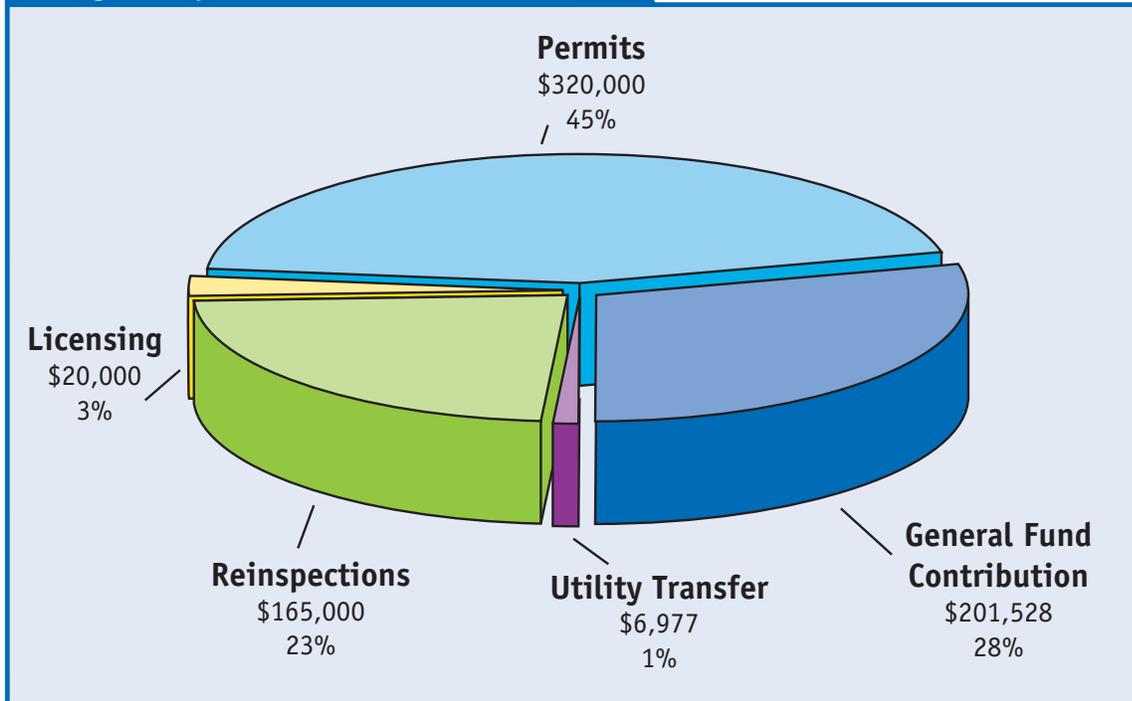
Objective A: Train and educate personnel in state-required and code-related certification programs.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
All inspectors obtain two certifications per year	NA	100	90%	100%	90%

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

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Attend six hours of professional training	NA	100%	90%	100%	100%

**Funding Sources for 2003-2004
Budget Expenditures of \$713,505**



Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
Chief Building Official	1	1	1	1.00	1.00	1.00
Chief Electrical Inspector	1	1	1	1.00	1.00	1.00
Senior Building Inspector	2	2	2	2.00	2.00	2.00
Chief Commercial Inspector	1	1	1	1.00	1.00	1.00
Chief Residential Inspector	1	1	1	1.00	1.00	1.00
Building Inspector*	5	4	4	5.00	4.00	4.00
Administrative Technician II*	2	1	1	2.00	1.00	1.00
Building Permits Technician	1	1	1	1.00	1.00	1.00
Total	14	12	12	14.00	12.00	12.00

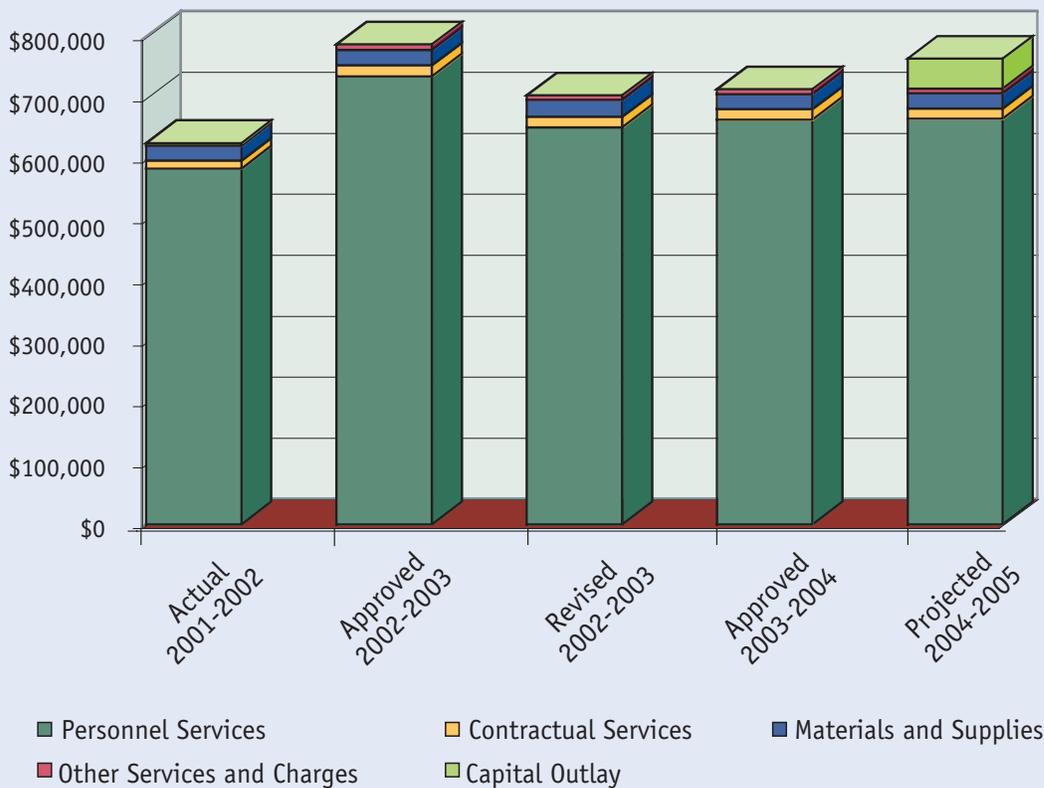
*Note: Positions eliminated during FY 2002-2003 mid-year revision.

Building Inspections

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$583,402	\$734,870	\$651,319	\$663,955	\$665,163
Contractual Services	13,174	18,000	17,000	16,900	16,900
Materials and Supplies	24,529	25,300	27,800	24,650	24,650
Other Services and Charges	4,160	8,750	7,250	8,000	8,000
Capital Outlay	0	0	0	0	48,922
Total Expenditures:	\$625,265	\$786,920	\$703,369	\$713,505	\$763,635
Expenditures per Capita:	\$8.77	\$10.44	\$9.33	\$8.94	\$9.07

Expenditures by Category



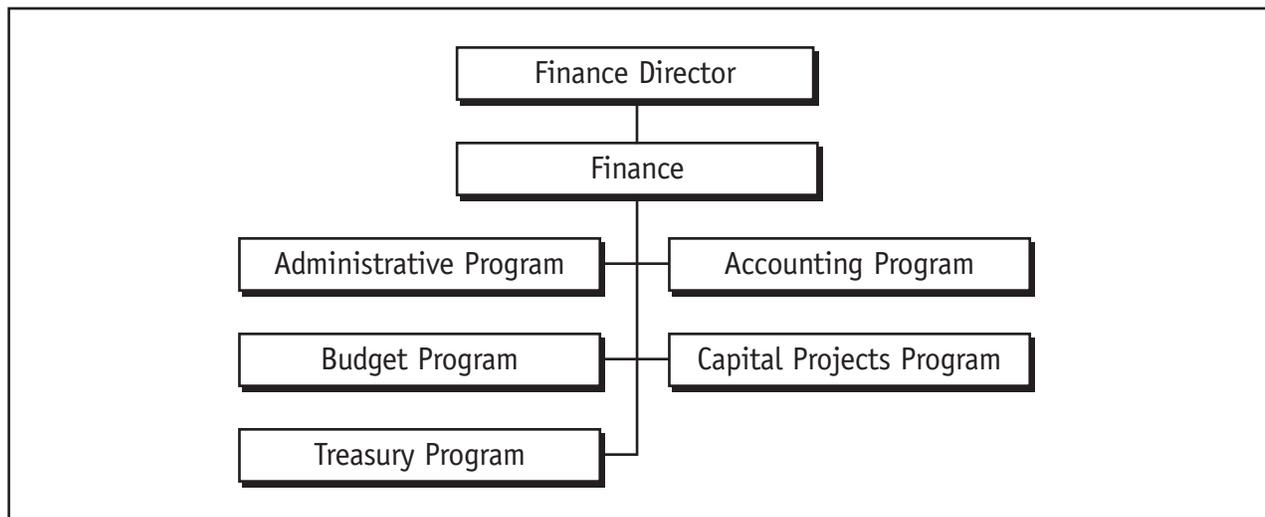
Finance Department

Management responsibility for all of the City's financial activity is centralized in the Finance Department. The Finance Director reports directly to the Assistant City Manager/Chief Financial Officer (ACM/CFO), who develops, oversees and communicates strategic financial planning and programs. The ACM/CFO, located in the Administration Department, 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 Finance Director 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 include 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.

Finance

Budget Program: Budget is responsible for producing, monitoring, revising, and reporting 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. It is also responsible for the annual Strategic Budgeting process, which assists Departments in determining priorities as they relate to the City's Budget, and acts in a review capacity to assure accuracy and appropriateness.

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 2002-2003 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 implemented internal financial reporting via the City's web portal to enhance the financial reporting capabilities to the departments. The Accounting Program also completed a major upgrade of the payroll information system and completed team training in the payroll area to provide more efficient processing of the City's payroll. Document imaging was upgraded to further improve the efficiencies in storing accounts payable documentation. With the success of the document imaging system in the Accounting Program, the system is now being rolled out to other City departments.

The Budget Program began the "Strategic Budgeting" Process in March, 2001 to link departmental performance and employee key results areas (KRAs) to the Budget as part of the City's ongoing performance measurement efforts. This effort was further refined in FY 2003. Budget expenditure and revenue projection tools were also refined, and a historical database containing prior year expenditure and revenue information was created to increase the accuracy of all projections. Self financed capital outlay sheets were made available online via the intranet, allowing Departments to have up to the minute information concerning the purchasing status of all approved departmental self financed capital outlay. Reactions from the departments to all budget-related changes were very favorable. The Budget Analyst I position came online in June 2002. The addition of this position significantly enhanced productivity and provided an increased level of customer service to the departments. Services from the local United Way were again enlisted successfully to assist in the review and allocation of social service agency funding.

FY 2002-2003 Highlights: (Cont.)

The Capital Projects program began developing the comprehensive 5-year CIP plan. One of the first benefits of this initiative was the information provided to the 2001 General Obligation Bond Task Force for use in developing bond election recommendations to the City Council.

The Treasury Program completed implementation of investment portfolio software to enhance portfolio reporting and analysis.

The Accounting Program also added an Accounting Technician II in May 2003 in order to provide added capabilities in the administration of contract management.

The Finance department is involved in a major upgrade of the City's financial information system. The upgrade was completed in September 2003.

FY 2003-2004 Overview & Significant Changes:

The Finance Department will continue to focus on long-term financial planning initiatives in 2004 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:

- Preparation for implementation of Governmental Accounting Standards Board (GASB) 34. This is a new governmental financial reporting model that will change the City's annual financial reporting. The City was required to adopt the new model in FY 2003.
- Manage the financial requirements of a \$300 million Capital Improvement Project Program. Additionally, the department will continue developing the 5-year CIP program. This formal process develops and communicates to the Council and the community 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 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 department will continue to improve financial records processing time and improve on-line access to the records by operating departments with the successful installation of a new financial software release.
- The treasury area will continue to refine the City's investment portfolio management.

New Programs for FY 2003-2004:

There are no new programs proposed for FY 2003-2004.

Departmental Goals:

- Improve efficiency of monthly financial reporting to the other departments via the web portal.
- Improve the timekeeping system for the payroll system to provide further efficiencies in the payroll process.
- Continue rotation and training of Accounting Technician I personnel.
- Coordinate the annual budget/budget revision processes to ensure the timely presentation of budget information to management and City Council.
- Implement the Budget Module of the PeopleSoft Financial System.
- Implement the PayCard system to provide electronic method of payment to employees not on direct deposit.
- Implement more electronic funds transfer payments to provide better cash forecasting of disbursements.
- 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.

Finance

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2002-2003	Projected 2003-2004
Demand			
Total City Operating Expenditures	\$79,878,549	\$85,690,359	\$91,533,764
Total City Employees	654	670	708
City Population	71,275	75,402	79,850
Taxable Property Base	\$4,446,753,347	\$4,978,982,250	\$5,071,176,374
Input			
Dept. Operating Expenditures	\$953,845	\$1,198,331	\$1,130,901
No. of Department Employees	16	17	17
Output			
Payroll Checks Issued	16,806	17,253	17,700
# of Vouchers Processed	19,921	20,568	22,000
Audits	3	3	3
Interim Financial Reports	24	24	24
# of Journal Entries Processed	1,272	1,200	1,200
# of Deposits Processed	2,499	3,000	3,000
Average Value of Investments	\$167,290,000	\$195,000,000	\$215,000,000
Efficiency			
Finance Expenditures as a % of General Fund	1.89%	2.27%	1.94%
Auth. Personnel as a % of General Fund Personnel	2.93%	2.88%	2.74%
Effectiveness			
Interest Rate on Investments as Compared to Market	2.81%	2.00%	2.00%
	1.76%	1.25%	1.25%
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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
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 (August 1 in 00-01) of each year.

Objective B:

Develop the published annual Operating Budget for distribution no later than December 31st 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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Budget turned in by July 22 (Aug 1)	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

Finance

Summary of Key Departmental Goals (Cont.)

Key Goal 3:

To 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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
5-Year CIP financial plan available on the City's web site	No	Yes	No	Yes	Yes

Trend: Getting the CIP document on the website was overtaken by the preparation and process of putting together a General Obligation Bond package. For a more comprehensive CIP, the bond projects needed to be identified, authorized, and added to the CIP. A Master List of all three components with accompanying project detail worksheets has been compiled as a key physical document. CIP web maps and web pages are in the process of being added to the City's website.

Key Goal 4:

Improve Timekeeping System for Payroll/HR System

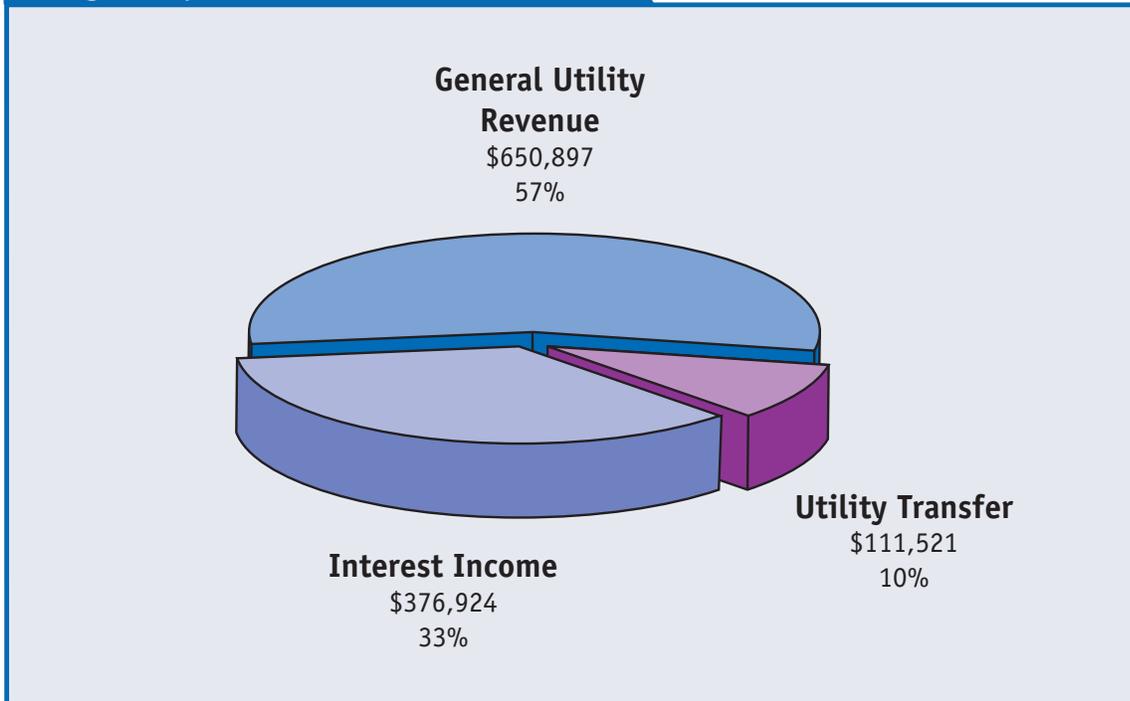
Objective A:

Provide more efficient system of time entry and verification to payroll process.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Average number of employees processed per payroll	587	650	646	665	680
Maximum number of employees processed in a single pay period	675	800	713	750	775

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

**Funding Sources for 2003-2004
Budget Expenditures of \$1,139,342**



Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
Assistant City Manager/ Chief Financial Officer*	1	0	0	1.00	0.00	0.00
Finance Director	1	1	1	1.00	1.00	1.00
Controller	1	1	1	1.00	1.00	1.00
Finance Programs Manager	1	1	1	1.00	1.00	1.00
Accounting Supervisor	1	1	1	1.00	1.00	1.00
Treasury & Finance Supervisor	1	1	1	1.00	1.00	1.00
Budget Supervisor	1	1	1	1.00	1.00	1.00
Accountant	1	1	1	1.00	1.00	1.00
Accounting Technician II#	3	4	4	3.00	4.00	4.00
Budget Analyst I	1	1	1	1.00	1.00	1.00
Payroll Technician	1	1	1	1.00	1.00	1.00
Accounting Technician I	3	3	3	3.00	3.00	3.00
Intern/VOE	0	1	1	0.00	0.50	0.50
Total	16	17	17	16.00	16.50	16.50

*Note: Moved to Administration during FY 2002-2003 mid-year revision.

#Note: Moved in from Utility Billing during FY 2002-2003 mid-year revision.

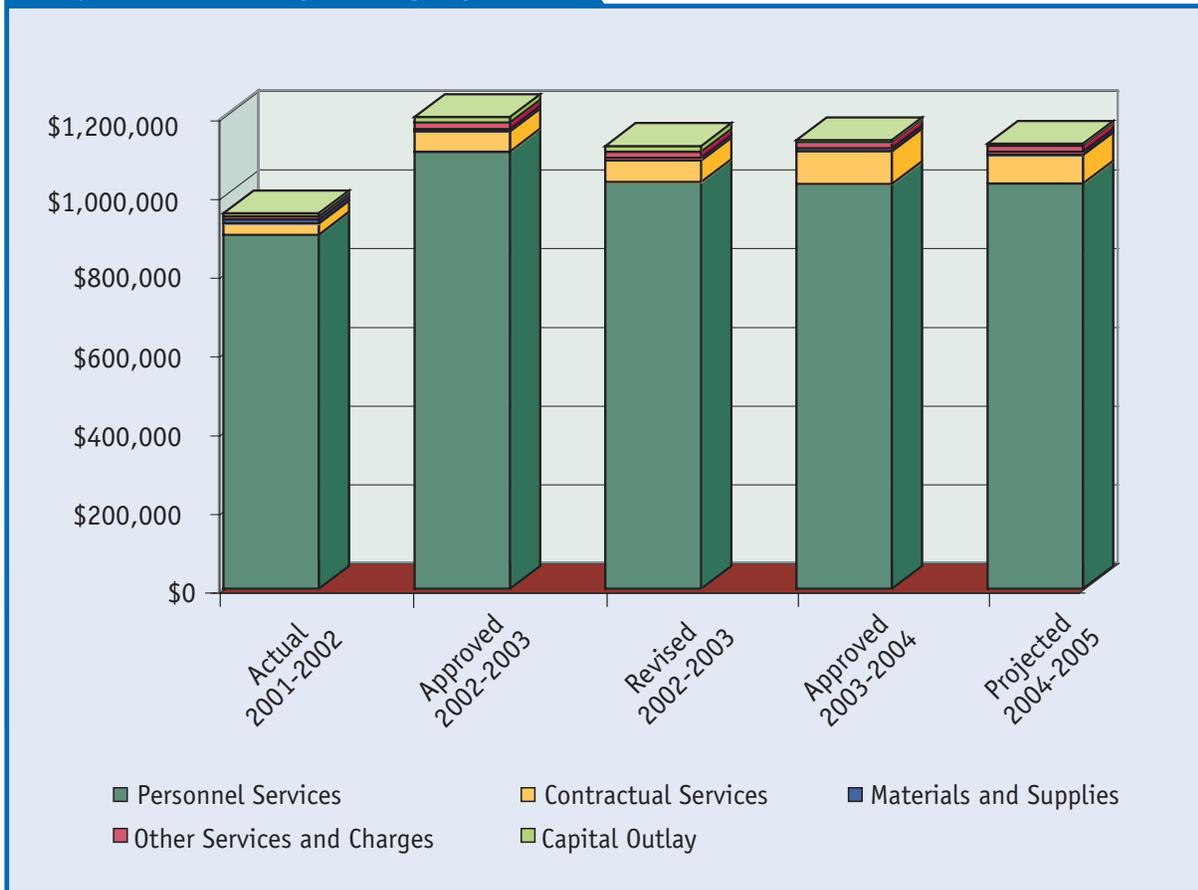
Finance

Finance Department

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$899,659	\$1,110,958	\$1,033,478	\$1,027,992	\$1,029,551
Contractual Services	28,517	52,150	54,650	83,450	73,450
Materials and Supplies	10,389	5,423	6,923	7,400	7,400
Other Services and Charges	8,132	15,500	15,500	15,300	15,300
Capital Outlay	7,148	14,300	14,400	5,200	5,200
Total Expenditures:	\$953,845	\$1,198,331	\$1,124,951	\$1,139,342	\$1,130,901
Expenditures per Capita:	\$13.38	\$15.89	\$14.92	\$14.27	\$13.43

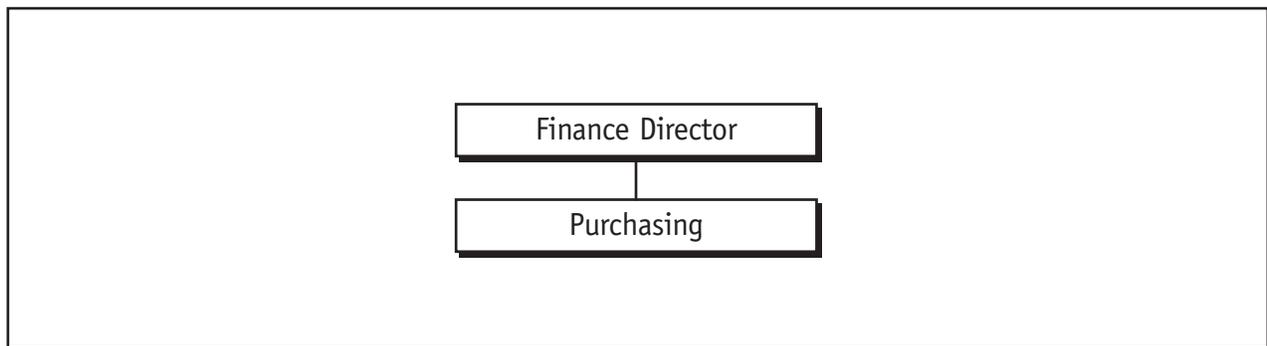
Expenditures by Category



Purchasing Department

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 & 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.
- Provide assistance for janitorial services & building repairs.
- Monitoring Electric Deregulation Contract.
- Administer Annual Contracts.
- Provide primary assistance for City-wide security systems.
- Administer Fuel-Man program, including weekly invoices.

Purchasing

FY 2002-2003 Highlights:

Highlights for fiscal year 2002-2003 include:

- Continued to reduce the turnaround time for issuance of purchase orders (P.O.'s).
- Continued to improve the documentation supporting purchase orders.
- Continued to reduce the number of check requests, which increased the number of purchase orders.
- Joined additional Cooperative Purchasing Organizations (US Communities).
- Updated Procurement Policies and Procedures to reflect current changes in General Purchasing guidelines.
- Completed second phase of citywide security system, including keyless entry.
- Continued to secure more annual contracts for supplies and materials.
- Received training on the TBPC TXMAS procurement method.
- Obtained a rate reduction from telecommunication vendor.
- Held Purchasing Policies and Procedures Training Sessions.
- Provided vendor searching through the City of Austin web site.
- Obtained on-line billing from telecommunication vendor.

FY 2003-2004 Overview & Significant Changes:

During FY 2003-2004, the Department will continue to increase its ability to support City departments.

- Working with other departments to resolve facility maintenance issues for all City department, including janitorial and asset management issues.

New Programs for FY 2003-2004:

The Purchasing Department is not proposing any new programs for FY 2003-2004.

Departmental Goals:

- Obtain more on-line vendors.
- Implement a new pro-card program that allows uploading of pro-card charges.
- Continue to secure more annual contracts.
- Post bids on the Internet.
- Post purchasing guidelines on the Intranet.
- Upload the pro-card procedures on the Intranet. Adding information and forms to the Web-site.
- Fill the vacant Buyers position.
- Assist with the PeopleSoft upgrade.
- Implement pilot project to allow on-line entry of purchase requests.
- Hold more training sessions.
- Obtain an annual contract for uniforms.
- Upload pro-card Maintenance and New Card Forms on the Intranet.
- Increase support to City departments.
- Continue implementation of a citywide security system, including keyless entry.
- Develop an on-line vendors list.
- Continue the formal training of the purchasing staff.
- Encourage prior planning of procurements.
- Continue to review and research E-procurement.
- Decrease the time it takes to produce a purchase order from a purchase request.
- Increase the involvement in contract review and improvement.
- Increase cooperative purchasing opportunities.
- Continue purchasing policies and procedures "question and answer" sessions by Purchasing Staff for all City Departments through scheduling with the Human Resource Department.
- Implement Customer Service survey

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2002-2003	Projected 2003-2004
Demand			
Operating Departments Served	24	24	26
Input			
Operating Expenditures	\$311,436	\$372,685	\$406,573
No. of Department Personnel	7	7	7
Output			
No. of Purchase Orders Processed	3,179	3,300	3,450
Value	\$8,084,076	\$8,300,000	\$8,602,000
No. of Purchase Orders (P.O.'s) Issued Over \$500 Value	2,027	2,300	2,350
Value	\$7,793,713	\$8,000,000	\$8,250,000
No. of P.O.'s Issued Under \$500 Value	1,152	1,250	1,300
Value	\$290,363	\$300,000	\$325,000
No. of Cooperative P.O.'s Issued Value	60	55	60
Value	\$950,426	\$1,200,000	\$1,300,000
No. of Blanket P.O.'s Issued Value	174	180	190
Value	\$1,484,008	\$1,500,000	\$1,600,000
No. of Specifications Written	17	15	16
No. of Pro-Card Purchases Value	12,369	13,000	14,000
Value	\$1,527,917	\$1,650,000	\$1,750,000
Efficiency			
Purchasing Expenditures as a % of General Fund	0.62%	0.71%	0.72%
Authorized Personnel as a % of General Fund Personnel	1.17%	1.26%	0.98%
Effectiveness			
Average Time to Issue Purchase Order (Hours)	12	9	9

Purchasing

Summary of Key Departmental Goals

Key Goal 1:

Continue to secure more annual contracts.

Objective A:

To increase numbers.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Number of annual contracts	16	20	18	22	24
Number of blanket orders	128	125	174	185	190

Trend: Force reduction in the number of purchase orders issued. 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.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Total number of training hours	66	100	107	128	150

Key Goal 3:

Develop an online vendor's list.

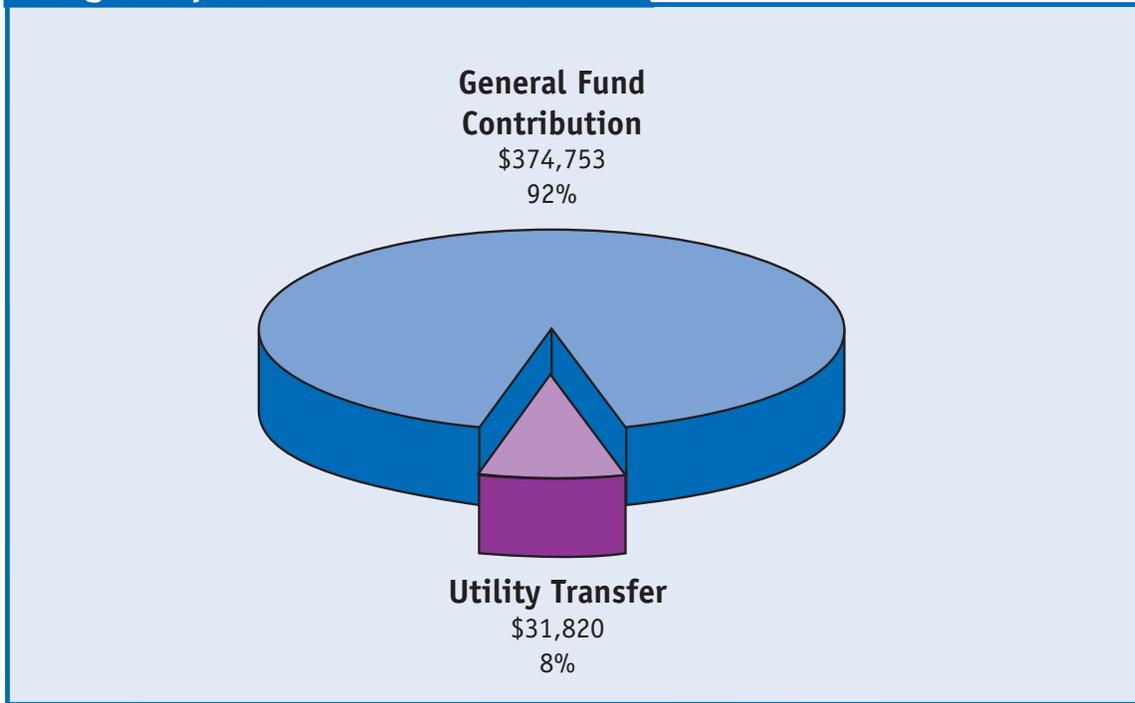
Objective A:

Place vendor list on Intranet.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Number of vendors on list	NA	250	NA	350	NA

Trend: This program will not be implemented until FY 04-05.

**Funding Sources for 2003-2004
Budget Expenditures of \$406,573**



Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
Purchasing Agent	1	1	1	1.00	1.00	1.00
Purchaser	1	1	1	1.00	1.00	1.00
Purchasing Assistant	1	1	1	1.00	1.00	1.00
Purchasing Technician	1	1	1	1.00	1.00	1.00
Purchasing Supervisor	0	1	1	0.00	1.00	1.00
Buyer	3	2	2	3.00	2.00	2.00
Total	7	7	7	7.00	7.00	7.00

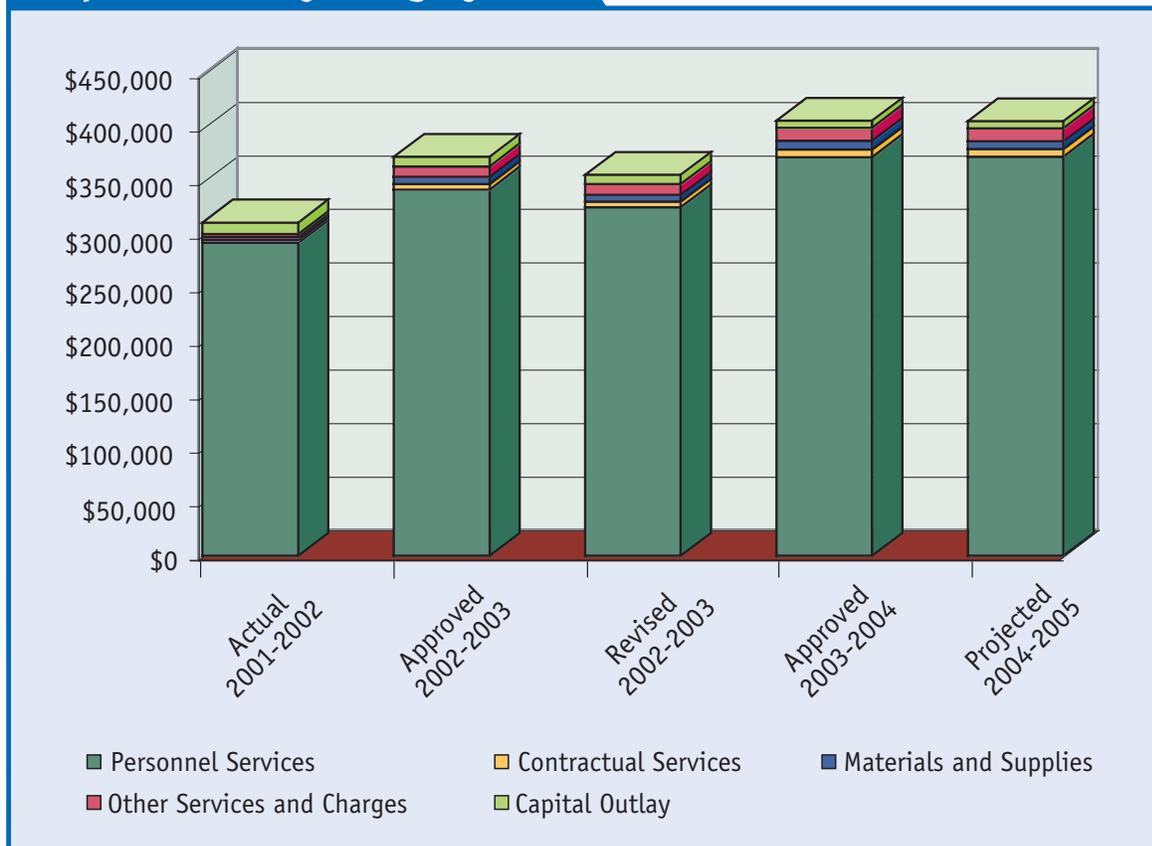
Purchasing

Purchasing Department

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$292,446	\$342,335	\$325,692	\$372,573	\$373,090
Contractual Services	2,415	5,150	5,150	7,050	6,925
Materials and Supplies	3,124	6,500	6,500	8,250	7,250
Other Services and Charges	2,478	10,000	10,000	12,250	12,250
Capital Outlay	10,973	8,700	8,700	6,450	6,450
Total Expenditures:	\$311,436	\$372,685	\$356,042	\$406,573	\$405,965
Expenditures per Capita:	\$4.37	\$4.94	\$4.72	\$5.09	\$4.82

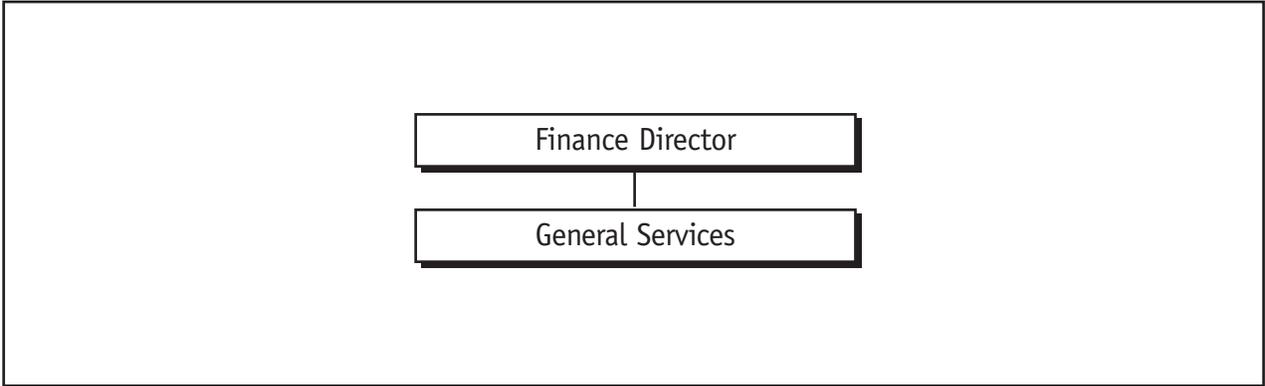
Expenditures by Category



General Services Department

The General Services section of the budget provides funding for general government expenditures that are not allocable to any specific department. Because of 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: Expenditures associated with the General Services Department include power and light, central computing systems maintenance, computer database maintenance, City Hall building maintenance, building supplies, building repairs, copier maintenance, taxable property appraisal and valuation, tax assessment and collection expense, general liability insurance and others. 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 Computer (addressed in the Budget Message). In addition, it provides funding for personnel associated expenditures, including \$720,000 in performance-based compensation increases and anticipated increased employee health plan costs of \$500,000. 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.

FY 2002-2003 Highlights:

Although some expenditures increased in FY 2003 as discussed below, the overall reduction in budgeted costs is a direct result of FY 2001-2002's one-time expenditures. Those one-time expenditures included purchase of an identification system, ac units, digital postage machine, wireless network for the new McConico building and various other projects as approved by the City Council.

Included in the total budget for FY 2003 was funding for the Dell Computer economic development agreement. Please see the Budget Message for a complete discussion of this program. Fiscal year 2003 saw the second year of the Sears revenue sharing agreement, which shares a portion of sales tax realized from the sale of Sears Teleserve merchandise online. Funding also continued at \$50,000 for the Chamber of Commerce pursuant to the economic development agreement between the City and the Chamber.

General Services

FY 2002-2003 Highlights: (Cont.)

Through this agreement, the Chamber provided assistance to the City in business retention and recruitment. Also included in the FY 2003 budget was continued funding for the City's legislative lobbying efforts, software system consulting, and personnel market issues consulting.

In addition, the General Services Department provide funding for consulting services associated with the implementation of the new government financial reporting model as promulgated by the Governmental Accounting Standards Board (GASB) Statement Number 34.

In order to ensure equity and standardize distribution of social service funding to not-for-profit social service agencies, efforts continued to link the review of agency applications for funding with the existing United Way agency review process. Volunteer teams, under United Way's supervision, reviewed agency applications and made site visits. Subsequent team recommendations regarding funding were then presented to a final review board composed of City Council members, United Way personnel, City-staff volunteers, and Round Rock citizens. The review board then made recommendations for FY 2002-2003 funding in the amount of \$200,000, which was approved by City Council.

FY 2003-2004 Overview and Significant Changes:

For FY 2004, the Dell economic development agreement amount is expected to slightly increase. Estimates of the revenue sharing with Dell in FY 2004 are budgeted at \$6,300,000. (Please reference the Budget Message for a complete discussion of this program.) The Sears revenue sharing agreement, which shares a portion of local sales tax realized from online product sales, is expected to increase to \$160,000, reflecting the third year of the agreement. Funding will also continue at the current level of \$50,000 for the Chamber of Commerce pursuant to the economic development agreement between the City and the Chamber. Through this agreement, the Chamber provides assistance to the City in business retention and recruitment. Funding for a job-creation economic development agreement with DPT, Inc., is included in this section at an estimated \$30,000.

Reflecting a new legislative lobbyist agreement, funding is included at \$75,000. Finally, as mentioned in the FY 2003 highlights, FY 2004 will be the third year utilizing the joint United Way/City Social Service funding recommendations.

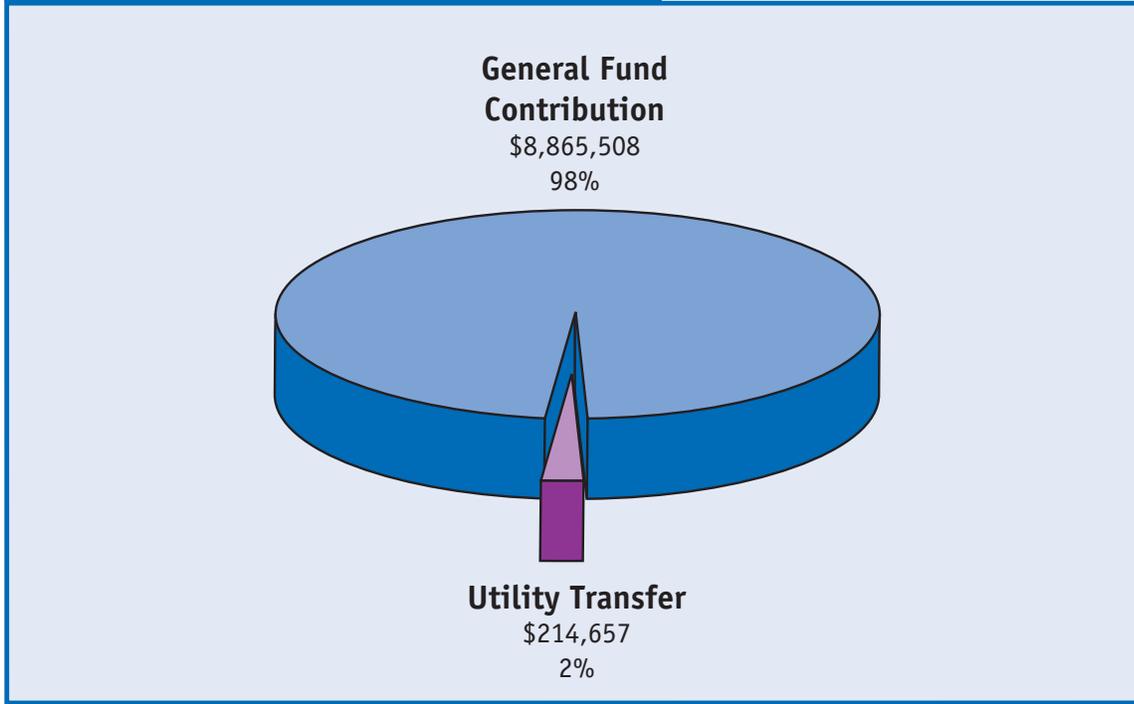
New Programs for FY 2003-2004:

Capital Area Rural Transit System (CARTS): This program will provide public transportation for the citizens of Round Rock. This program is predominantly used by the elderly, handicapped and citizens without personal transportation. The CARTS program previously received federal funding, but with the growth in the City's population, Round Rock is no longer eligible to receive Federal or State funding.

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.
- Respond to all administrative and departmental fiscal needs as needed.
- Implement social service recommendations.
- Support economic development programs.
- Continue implementation of new financial reporting model effective fiscal years ending September 30, 2003 and beyond.

**Funding Sources for 2003-2004
Budget Expenditures of \$9,080,165**



Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
None	0	0	0	0.00	0.00	0.00

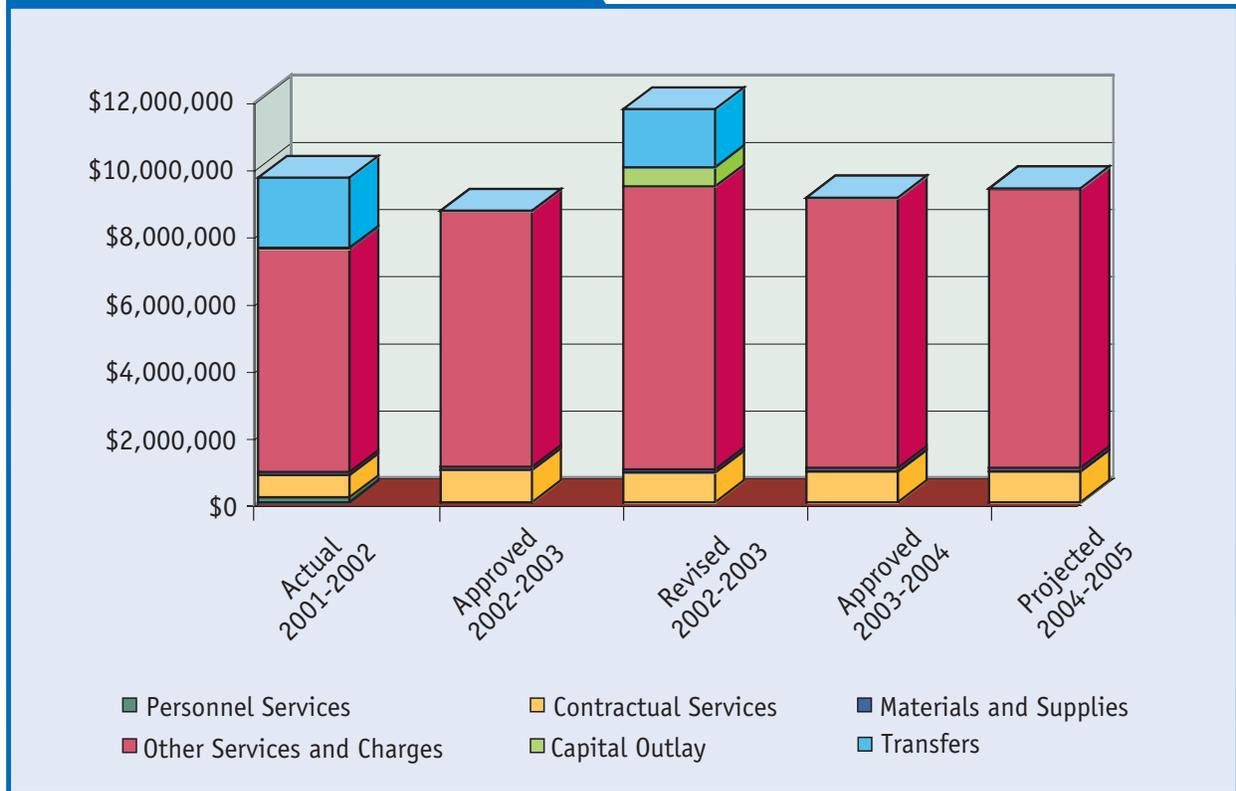
General Services

General Services Department

Summary of Expenditures:

	2001-2002 Actual Budget	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$150,000	\$0	\$0	\$0	\$0
Contractual Services	654,782	955,500	880,500	913,575	916,550
Materials and Supplies	93,092	99,000	102,000	105,000	107,000
Other Services and Charges	6,652,969	7,619,056	8,425,556	8,043,590	8,313,706
Capital Outlay	32,758	18,000	577,000	18,000	18,000
Transfers	2,084,769	0	1,728,500	0	0
Total Expenditures:	\$9,668,370	\$8,691,556	\$11,713,556	\$9,080,165	\$9,355,256
Expenditures per Capita:	\$135.65	\$115.27	\$155.35	\$113.72	\$111.11

Expenditures by Category

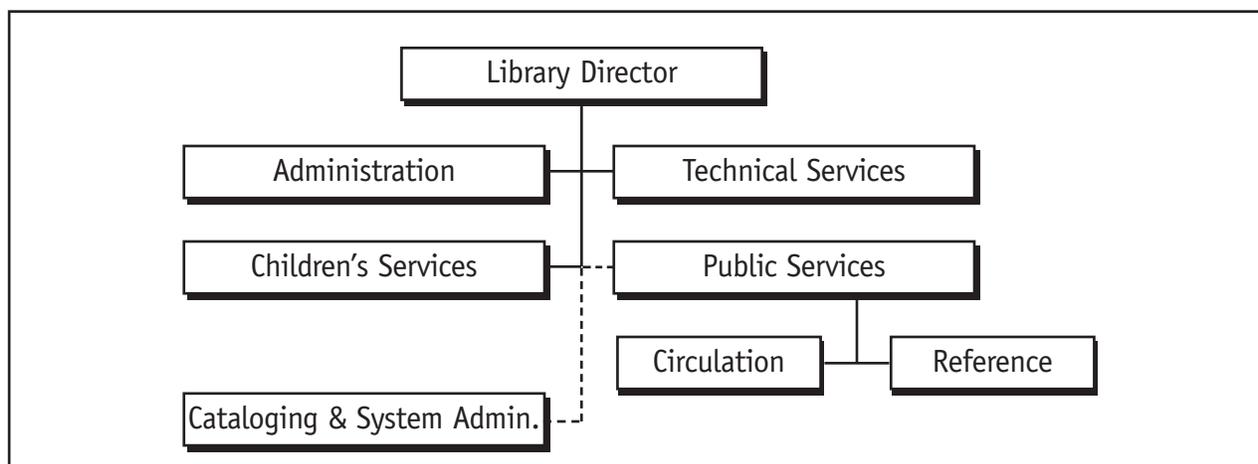


Library Department

The vision of the Round Rock Public Library is to provide our growing and diverse community with a variety of exceptional programs and services. The Library's caring and knowledgeable staff maintains an attractive and dynamic environment in which to find information, enjoyment, and enrichment.

Mission: : Recognizing that the Round Rock Public System is a gateway to the community, our mission is to provide the highest quality educational,

informational, recreational, and cultural resources and services to a diverse population. We are committed to giving individuals, families, and businesses an opportunity to expand their knowledge, encourage personal growth, and enhance the quality of life in our dynamic and changing community. The library offers a broad and relevant collection to promote lifelong reading and learning using current technology to increase access to information resources.



Departmental Program Summary:

The Library Department consists of the five programs described below:

Programs:

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

Public Services: Consists of two sub components. The first component, Circulation, performs functions normally associated with “checking out” and “checking in” materials—signing up new users, checking out resources, following up on late books and delinquent fines, interlibrary loan, and managing donations of books and audiovisuals. The second component, 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.

Children’s Services: The children’s services staff provides programs targeting the 18 month old through middle school age levels. It continues to study the appropriate time to introduce teen and parent/infant services. This department also selects material for the newborn through high school level book and audio-visual collections.

Library

FY 2002-2003 Highlights:

For FY 02-03, the Library accomplished the following:

- Received 'Central Texas Library of the Year' award from the Austin Family Magazine - Readers Choice for 2nd year.
- Accelerated the rate at which new material was made available to the public.
- Added subject-specific classes to instructional programs (e.g., parent/child, job hunting, genealogy) which draw larger audiences than general-interest programs.
- Significantly enhanced the genealogy/local history collections and produced a series of exhibits to showcase items of local interest.
- Cooperated with the Senior Center to provide basic computer instruction to the 50+ population.
- Added a separately displayed graphic novel collection. Used heavily by young adults and funded currently through the State Library, the collection will require local funding in FY 03-04.
- Added a Spanish language "fotonovella" collection also displayed separately. This is likewise funded through the State Library.
- Accelerated the process of getting CD music into the hands of the public.
- Marketed specific topics through the use of face out displays and advertising. Items displayed in this manner circulate very heavily.
- Added Spanish language materials in both large print and audio formats. These formats are circulating at a higher rate than their English language counterparts.
- Enabled other Libraries to access to Round Rock's cataloging records, encouraging the future sharing of data that is expensive to produce.
- Removed the Young Adult non-fiction collection from the adult collection and placed in either the juvenile level non-fiction collection or the adult non-fiction collection as an adult item.
- Separated young adult fiction from juvenile fiction, creating two distinct collections.
- Pulled and grouped juvenile series into separate collections, making it easier for the children to locate the popular materials.

FY 2003-2004 Overview & Significant Changes:

Based on the assumption that the economy will remain flat, the library will focus on meeting its immediate needs. Chief among these needs is building maintenance and upkeep, including painting, carpeting, major cleaning, and the renovation of Room D from public to staff use by FY 04-05. New branch planning to address population growth will also be a priority for FY 03-04. Other departmental priorities are discussed in the new program section below.

New Programs for FY 2003-2004:

Database Access: Due to the economy, state grant database funding will be discontinued this year. The Library is requesting funding to provide public access for the most popular databases.

Reference Librarian: This program will fund the addition of a Circulation Staff member (1.0 FTE) to address the continued increase in circulation.

Staff Reclassification: This program will reclassify several staff members who have assumed responsibilities, including independent work, beyond the titles they currently hold. This program will upgrade these positions to the appropriate levels.

Departmental Goals:

- Maintain the property including grounds, buildings, etc.
- Meet or exceed Texas Library Association standards.
- Encourage diversity in hiring.
- Maintain adequate equipment, software, and related services to meet staff and public needs.
- Continue to develop existing and/or institute new collections.
- Continue to develop existing services and/or institute new services to meet user needs.
- Review existing processes to evaluate effectiveness.
- Offer appropriate staff training.

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2002-2003	Projected 2003-2004
Demand			
Operating Expenditures	\$1,635,992	\$1,721,411	\$1,846,257
Library Expenditures as a % of General Fund	3.24%	3.26%	3.28%
Number of Positions	31	32	33
Auth. Personnel as a % of General Fund Personnel	5.67%	5.77%	5.65%
Number of Volunteer Hours	6,400	8,000	6,000
Output			
Number of Items Circulated	492,493	550,000	630,000
Number of Card Holders	37,457	41,000	44,000
Number of Items in the Library	130,000	140,000	148,000
Number of Reference Requests	25,883	24,636	25,000
Number of Program Attendees	23,988	24,697	25,000
Number of Items Added to Collection	17,637	19,000	22,000
Number of Items Withdrawn From Collection	6,614	13,000	14,000
Number of Library Visits	246,185	260,000	280,000
Efficiency			
Library Expenditures per Capita	\$22.95	\$22.83	\$23.12
Effectiveness			
% Increase in Circulation	15%	14%	13%
% Increase in Number of Patrons	5%	5%	5%
% Increase in Reference Questions Answered	5%	0%	3%
% Increase in Program Attendance	1%	2%	2%
% of City Residents Registered as Card Holders	53%	53%	53%
Number of Books Checked Out per Capita	6.90	7.29	7.80
Customer service satisfaction level of good/excellent (biennial in-house survey)	NA	97%	97%
Library services/quality level of good/excellent (biennial in-house survey)	NA	96%	96%

Library

Summary of Key Departmental Goals

Key Goal 1:

Identify location, timeline, and anticipated costs for branch library.

Objective A: The library will investigate the feasibility of a branch library.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Participate in Round Rock Independent School District Charettes related to the fifth high school	NA	NA	NA	NA	DISC
Hold focus group on branch location, needs, and function	NA	NA	NA	5/03	DISC
Based on data from focus group, suggest appropriate area for land acquisition	NA	NA	NA	NA	TBD
Contract architectural services for concept design (2004-2005)	NA	NA	NA	NA	TBD

Trend: We are starting to meet with the city's development committee to ID possible land for two branches, one on the northeast and one in the southeast. Based on focus group input and demographic changes, the most appropriate site and types of use will be identified in FY 2003. It is hoped that there will be a 2005 bond issue that will cover the two branches to be built in 2007 (southeast) and 2009 (northeast). The 2001 library survey showed that the majority of users feel that branches are needed. DISC: This project is complete and this measure will not be reported next year.

Key Goal 2:

Continue to develop existing and/or institute new collections.

Objective A: Improve the quality of the circulating collections. This section also includes the elimination of books that are dated or irreparable.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Increase the number of volumes added to the library annually	8%	Est. 30% in certain lines	11%	11%	11%
Improve the quality of the collection by withdrawing 1/10th of the collection annually	10%	5%	10%	10%	10%
Overall satisfaction rate of the circulating adult collection	87%	NA	NA	90%	NA

Trend: More material has been able to get out on the shelf due in part to the measures addressed elsewhere in this document. In FY 02/03, the children's department will be more vigorous in weeding their collection, which is sorely needed, and this should improve the withdrawal rate as well. The 7% rate in FY 00/01 was due largely to heavy weeding in biography, travel, history, and reference. It should be noted that by withdrawing the collection, figures in FY 03/04 will reflect only the adult collection. They currently reflect both adult and children. There will be a similar number in the children's section.

Summary of Key Departmental Goals (Cont.)

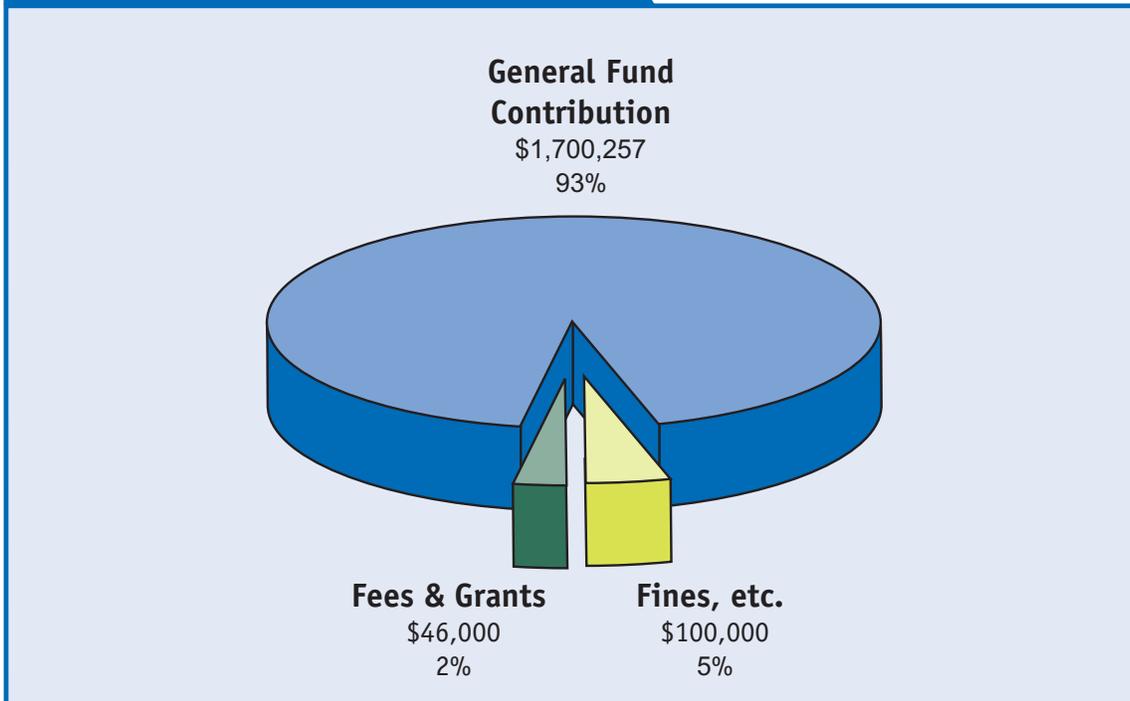
Objective B:

Preserve the genealogical and historical collections.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Improve the genealogy collection by adding more volumes to Round Rock Public Library (RRPL)	109 added, 38 new items owned by RRPL	NA	149 added, 107 new items owned by RRPL	155 added, 112 new items owned by RRPL	160 added, 120 new items owned by RRPL
Increase number of participants in genealogy classes					
Numbers are annual figures	NA	NA	46	75	100
Increase number of people using collection (registered users).					
Numbers are annual figures	NA	NA	286	300	350
Identify and institute a process for preserving local history materials	Did not meet original goal date of this year	Did not meet tasks originally slated for this period	Existing collection reviewed and organized	Identify methodology & equipment needed	Create consortia agreements with other entities to house materials

Trend: Most of the genealogy collection is currently on loan from the Genealogical Society of Williamson County. We are adding our own materials to this collection, increasing that amount as the budget improves in this area.

**Funding Sources for 2003-2004
Budget Expenditures of \$1,846,257**

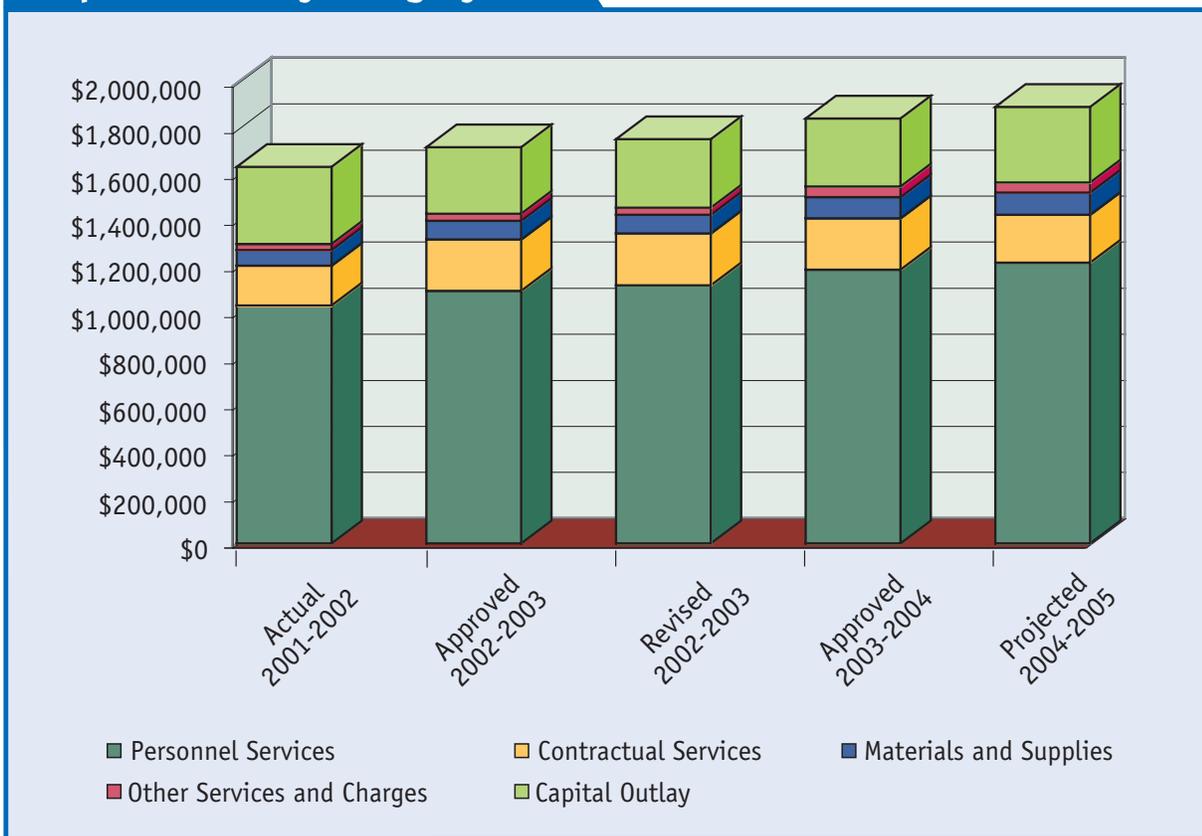


Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
Library Director	1	1	1	1.00	1.00	1.00
Public Services Manager	1	1	1	1.00	1.00	1.00
Librarian II/Children and Reference	1	1	1	1.00	1.00	1.00
Librarian II/Library Software Admin.	1	1	1	1.00	1.00	1.00
Librarian I	3	3	4	3.00	3.00	4.00
Librarian I - Part Time	3	3	3	1.50	1.50	1.50
Library Supervisor	1	1	1	1.00	1.00	1.00
Library Technician III	3	3	4	3.00	3.00	4.00
Library Technician III - Part Time	0	0	1	0.00	0.00	0.75
Library Technician II	2	2	3	2.00	2.00	3.00
Library Technician II - Part Time	2	2	2	0.88	0.75	0.75
Library Technician I	2	2	1	2.00	2.00	1.00
Library Technician I - Part Time	6	6	5	2.25	3.00	2.25
Library Aide	0	1	1	0.00	1.00	1.00
Senior Library Aide	2	3	2	2.00	3.00	2.00
Senior Library Aide - Part Time	1	0	0	0.75	0.00	0.00
Administrative Technician III	1	1	1	1.00	1.00	1.00
General Services Custodian	1	1	1	1.00	1.00	1.00
Total	31	32	33	24.38	26.25	27.25

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$1,034,748	\$1,096,907	\$1,122,137	\$1,190,330	\$1,220,070
Contractual Services	171,734	224,452	224,452	223,138	208,275
Materials and Supplies	67,847	80,993	80,993	90,267	95,705
Other Services and Charges	26,892	30,500	30,500	46,650	43,525
Capital Outlay	334,771	288,559	298,483	295,872	328,480
Total Expenditures:	\$1,635,992	\$1,721,411	\$1,756,565	\$1,846,257	\$1,896,055
Expenditures per Capita:	\$22.95	\$22.83	\$23.30	\$23.12	\$22.52

Expenditures by Category



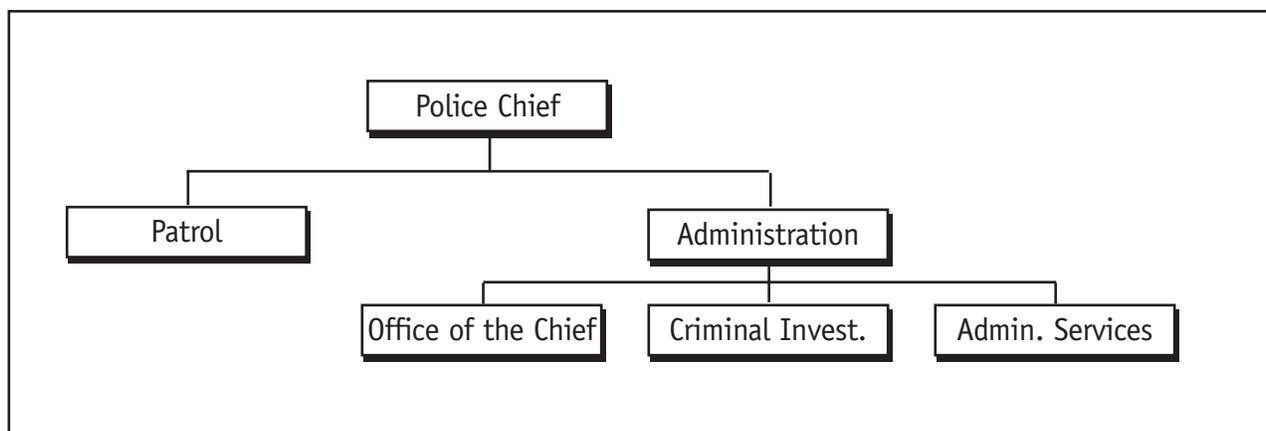


Police Department

The 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: In alliance with our community, the members of the Round Rock Police Department provide public safety and promote a high quality of life.



Departmental Program Summary:

The Round Rock Police Department consists of two cost centers, 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, Gang Response and Intervention Patrol, K-9 Unit, and School Resource Officer program are also based on this structure. Two new task forces have been established to proactively address general concerns and traffic issues.

The Animal Control Unit, a sub-component of patrol, 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.

Administration: Administration is comprised of the following programs:

The Office of the Chief: This program 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

Police

Programs: (Cont.)

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/improvement, strategic planning, policy development, and statistical research.

Criminal Investigation Division (CID): CID is responsible for the administration of a variety of police services, including the Major Crimes Unit, Detectives Detail, and Community Programs. 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: Citizens Police Academy and its alumni association; Juvenile Community Committee; Seniors and Law Enforcement Together (SALT); Telephone Assurance Program (TAP); Blue Santa Program; Round Rock Community Network; and various volunteer programs.

Administrative Services Division: Administrative Services provides the Department with a number of technical and administrative support services related to communications, police records, evidence and property, training and recruiting functions, 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.

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.

FY 2002-2003 Highlights:

During fiscal year 2003, the Department hired and trained five new officers in its efforts to maintain an appropriate officer-to-population ratio. The addition of these new positions is reflective of the Department's attempts to keep pace with the City's growth and address specific issues of concern to residents.

The Department also fully implemented its new \$1.2 million computer-aided radio dispatch and records management systems in 2003. Completion of this two-year project allows officers to send and receive data from the field without dispatcher assistance and allows dispatchers to monitor the location of patrol vehicles and fire truck locations in real time to improve dispatch efficiency.

Also during fiscal 2003, the Department continued the planning process for a new police headquarters building that voters approved in a 2002 bond issue. The City purchased a tract for the building, and the Department worked with an architect to fully develop its space needs.

FY 2003-2004 Overview and Significant Changes:

During fiscal year 2004, the Department will continue to place an emphasis on maintaining staff levels that support its commitment to the Community Policing approach to law enforcement. Continuing Community Policing in Round Rock requires not only additional police officers but more civilian staff as well. Additional civilian staff frees commissioned officers from administrative responsibilities so they may focus more specifically on proactive police functions.

In addition, the Department will:

- Continue along its police accreditation path, with accreditation planned for completion in 2004.
- continue to plan the construction of a new Police Headquarters Building.

New Programs for FY 2003-2004:

Accreditation Manager: This program would convert the Department's part-time civilian Accreditation Manager to a full time position. This position is responsible for managing and directing the Department's effort toward national accreditation with the commission of Accreditation of Law Enforcement Agencies (CALEA).

New Police Personnel: This program seeks to maintain current service levels by hiring seven police officers and ten civilian staff. This program seeks to maintain a minimal officer-to-citizen ratio and use civilian workers more cost-effectively to perform functions that free officers to focus more closely on proactive activities which contribute to the community's high quality of life.

Victims Assistance Advocates: The goal of the department's Victims Assistance Program is to alleviate psychological and emotional trauma resulting from crime. This program provides support to the crime victims and victims of other serious incidents ensuring that their needs are balanced against those of the crime investigation.

Departmental Goals:

- Maintain a safe environment for all citizens and aggressively address criminal activity by developing partnerships throughout the community.
- Strengthen ties between the community and police.
- Ensure facilities and equipment meet the needs of employees and residents with attention to maintenance, modernization, and expansion.
- Continue the Community Policing Program.
- Respond to the City's growth.
- Integrate proactively with other departments/agencies.
- Maintain a low crime rate.
- Maintain/improve community relations and support.
- Manage traffic issues in a growing community.
- Maintain a well-trained, professional police force.
- Ensure an adequate emergency response for large-scale events.

Police

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2002-2003	Projected 2003-2004
Demand			
City Population	71,275	75,402	79,850
Calls for Police Service	68,502	77,000	82,000
Index Crimes Reported	1,495	1,686	1,850
Crimes per 1,000 residents	20.9	22.5	23.2
Input			
Operating Expenditures	\$11,783,324	\$12,029,002	\$13,009,251
Man-Hours Applied	283,920	315,120	338,000
Officers per Thousand Population	1.50	1.49	1.49
Output			
Traffic accidents requiring a report	2,667	2,750	2,800
Traffic accidents per 1,000 population	37.4	36.7	35.1
Average Response Time to Emergency Calls	5.2 min.	6.0 min.	6.0 min.
% Clearance Rate for Part I Offenses	26.0%	42.0%	38.0%
% Recovery Rate for Stolen Property	30.5%	32%	32%
Efficiency			
Man-Hours per Call for Service Report	3.8	4.1	4.1
Cost per Call for Service	\$156.60	\$156.22	\$155.22
Police Expenditures per Capita	\$165.32	\$159.53	\$159.40
Effectiveness			
Overall satisfaction with the Police Department rated as excellent or good	91.90%	88.00%	88.00%
Police services received rated as excellent or good	86.00%	86.00%	86.00%
Percent of citizens who feel safe or fairly safe walking in their neighborhoods at night	85.20%	85.00%	85.00%

Summary of Key Departmental Goals

Key Goal 1:

Maintain a safe environment for all citizens and aggressively address criminal activity throughout the City by developing partnerships throughout the community. Maintain a low crime rate. Integrate proactively with other departments/agencies. Respond to the City's growth.

Objective A:

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

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Calls for Police Service	68,502	72,000	75,245	77,000	82,000
Emergency Response Time (minutes)	5.2	7.0	5.2	6.0	6.0
Commissioned peace officers per 1,000 population	1.50	1.49	1.50	1.49	1.49
Crimes per 1,000 (from Uniform Crime Reports)	30.9	29.5	25.4	27.0	26.0
Crimes indexed to the state average for cities of a similar size (100 = average for that year)	46.9	45.0	52.4	52.0	52.0

Trend: Crimes per 1,000 residents are for the calendar year in which the fiscal year begins (thus 00/01 represents the crimes per 1,000 in calendar year 2000). Calls for police service have been increasing at a rapid rate during the past several years. This increasing demand for police services has occurred while the number of officers per thousand residents has hovered around 1.50. With the City population expected to reach 79,850 residents in calendar 2004, the City would need 142 officers to achieve the 1.78 officers-per-1,000-residents goal it holds. As the City continues to grow, we should expect a continuing need to hire officers to maintain an adequate ratio of officers to citizens and address increased calls for service. The city continues to maintain one of the lowest crime rates in Texas for cities with between 50,000 and 100,000 residents.

Police

Summary of Key Departmental Goals (Cont.)

Key Goal 2: Engage citizens in an ongoing dialogue about City policies and programs designed to instill an attitude of trust and understanding in local decision making. Strengthen ties between the community and police. Maintain/improve community relations and support.

Objective A: Get the public more involved through problem-solving activities, neighborhood associations, and marketing efforts.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Number of neighborhood associations & related activities participated in	59	75	81	85	90

Trend: The 01/02 Actual figure is a conservative estimate, but the Department has expanded its efforts to maintain liaison and develop new neighborhood associations. The Department also in 2003 developed a formal tracking mechanism as part of the accreditation process.

Key Goal 3: Continue the Community Policing Program.

Objective A: Continue to emphasize problem-solving approach to law enforcement.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Overall satisfaction with department rated as "excellent" or "good"	86.80%	85.00%	91.90%	88.00%	88.00%
Police services received rated as "excellent" or "good"	85.50%	85.00%	86.00%	86.00%	86.00%
% Citizens feel "safe" or "fairly safe" in their neighborhoods at night	85.70%	85.00%	85.20%	85.00%	85.00%

Trend: Overall satisfaction with the Department rose from FY 00/01 to 01/02, while the percentage of those who received "excellent" or "good" police services rose slightly.

Summary of Key Departmental Goals (Cont.)

Objective B: Continue working with neighborhood associations to resolve neighborhood issues.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Overall satisfaction with department rated as "excellent" or "good"	86.80%	85.00%	91.90%	88.00%	88.00%

Trend: Overall satisfaction with the Department rose from FY 00/01 to 01/02.

Key Goal 4:

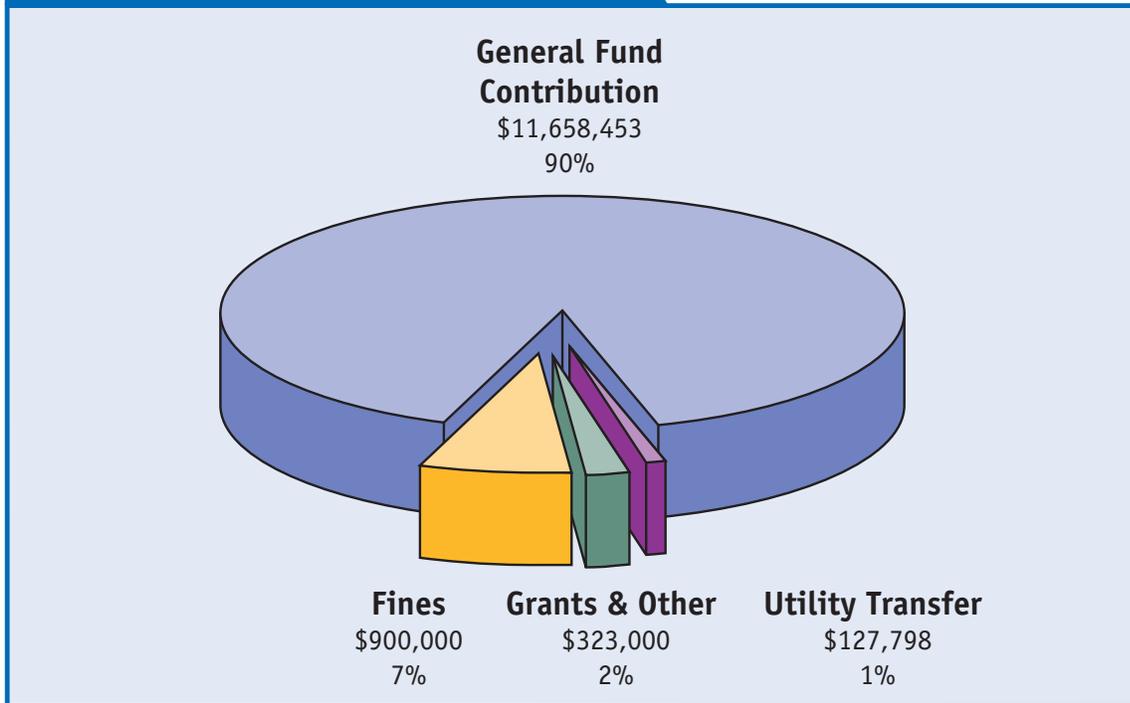
Establish partnerships between the City, local businesses, and social service providers to address social service needs. Provide leadership to get the public more involved through problem-solving, neighborhood associations, and increased community participation in the National Night Out event.

Objective A: Increase participation in community programs.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Volunteer hours of service	4,539	4,000	4,465	4,475	4,500
Citizens Police Academy enrollment	30	42	13	30	30
Families served by Blue Santa program	368	300	360	320	360
Number served by the TAP program	22	24	23	24	30
Neighborhood participation in National Night Out	20	21	21	22	25

Trend: Participation in community programs generally has been growing. Volunteer service fell slightly and is expected to remain somewhat above the 2001-02 level. The National Night Out event continues to grow, as does the number of neighborhood associations. The Citizens Police Academy was reassigned to the Administrative Services Division during 2001-2002 following a retirement.

**Funding Sources for 2003-2004
Budget Expenditures of \$13,009,251**

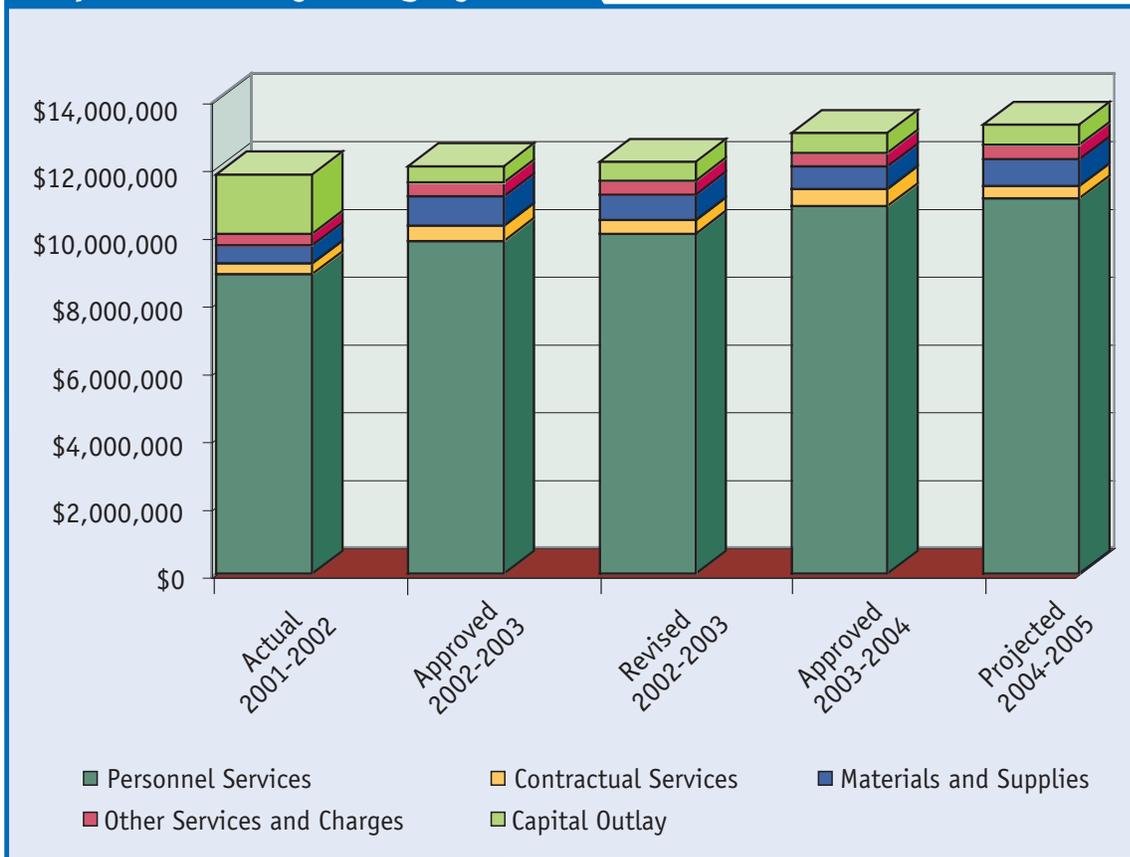


Authorized Personnel	Positions			Full Time Equivalents		
	00-01 Actual	02-03 Revised	03-04 Approved	00-01 Actual	02-03 Revised	03-04 Approved
Police Chief	1	1	1	1.00	1.00	1.00
Police Captain	3	3	3	3.00	3.00	3.00
Police Lieutenant	5	5	5	5.00	5.00	5.00
Senior Police Sergeant/Sergeant	26	26	26	26.00	26.00	26.00
Victims Assist. Counselor F/T & P/T	3	1	3	2.00	1.00	2.00
Crime Scene Specialist	1	1	2	1.00	1.00	1.50
Police Officer I/II	72	77	84	72.00	77.00	84.00
Communication Supervisor	1	1	1	1.00	1.00	1.00
Management Analyst	1	1	1	1.00	1.00	1.00
Administrative Technician III	4	3	3	4.00	3.00	3.00
Senior Communication Operator	3	4	5	3.00	4.00	5.00
Evidence Technician	1	1	1	1.00	1.00	1.00
Records Supervisor	1	1	1	1.00	1.00	1.00
Communication Operator	13	16	14	13.00	16.00	14.00
Logistics Officer	0	1	1	0.00	1.00	1.00
Project Specialist	0	1	1	0.00	1.00	1.00
Call Taker	4	0	0	4.00	0.00	0.00
Senior Animal Control Officer	1	1	1	1.00	1.00	1.00
Administrative Technician I-II	1	1	3	1.00	1.00	3.00
Records Technician	3	3	4	3.00	3.00	4.00
Warrant Clerk	1	0	0	1.00	0.00	0.00
Animal Control Officer	4	4	4	4.00	4.00	4.00
Receptionist	1	1	1	1.00	1.00	1.00
Analyst	0	0	1	0.00	0.00	1.00
Accreditation Manager	0	0	1	0.00	0.00	1.00
Total	150	153	167	149.00	153.00	165.50

Summary of Expenditures:

	2001-2002 Actual Budget	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$8,844,934	\$9,821,462	\$10,037,465	\$10,848,219	\$11,078,394
Contractual Services	315,799	448,644	399,644	507,976	364,932
Materials and Supplies	533,793	865,984	753,804	661,586	790,495
Other Services and Charges	341,820	411,512	411,512	403,674	427,475
Capital Outlay	1,746,978	481,400	553,580	587,796	588,192
Total Expenditures:	\$11,783,324	\$12,029,002	\$12,156,005	\$13,009,251	\$13,249,488
Expenditures per Capita:	\$165.32	\$159.53	\$161.22	\$162.92	\$157.36

Expenditures by Category



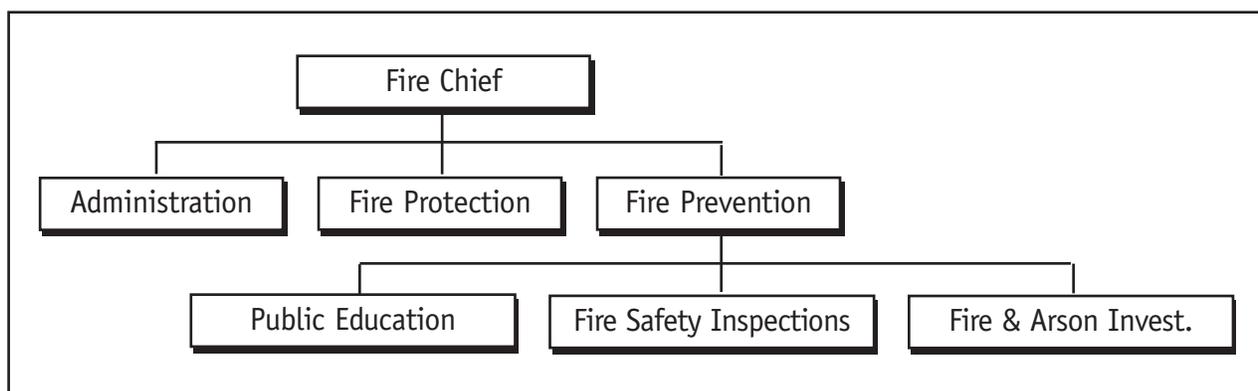


Fire Department

The Round Rock Fire Department’s primary activity is to provide the emergency services that are 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: The mission of the Round Rock Fire Department is to minimize the loss of life and property through aggressive delivery of: Public Education, Fire Suppression, Fire Prevention, Rescue, and Emergency Medical Services through highly trained and well-equipped fire personnel in the most cost effective manner while assuring the safety of our team.

Vision: The Round Rock Fire Department is an innovative leader committed to providing a compassionate helping hand to those in need.



Departmental Program Summary:

The Round Rock Fire Department consists of seven programs described below:

Programs:

Administration: The Administration Division is responsible for personnel payroll, asset accountability, vehicle maintenance, new programs committee, contracts, recruiting functions, firefighter training, facilities management, long range planning, procurement of equipment, office and janitorial supplies. The areas in this division are divided into logistics, training and administration. The division is also responsible for all staffing and operations of the department. The support system includes a Deputy Fire Chief, Battalion Chief Administrator, Office Manager, Fire Logistics Officer, two Administrative Technicians, Training Officer, Training

Specialist and Information Administrator. This division is also involved with all City departments and is responsible for coordinating any functions or services with surrounding communities.

Fire Protection: The five 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 gas line stand by when required. In addition, it is the responsibility of the stations suppression personnel to provide medical assistance at private homes, businesses, special events, vehicle accidents, etc; both emergency and non-emergency in nature. The stations also respond to vehicle accident entrapment, water rescues, high/low angle rescues, car unlock services when a child is involved, body recovery and disasters.

Fire

Programs: (Cont.)

Finally, the stations provide a number of public services such as removing animals from trees, hazardous material fluid clean-ups, carbon monoxide detection, bee removal, smoke detector battery exchange, assistance during festivals, softball tournaments, Easter egg hunt, Fourth of July, bicycle races, and long distance runs. For fire suppression personnel there are three shifts and each station is manned 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 man the aerial platform truck.

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.

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.

Fire Safety Inspections: 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 suppression personnel are currently being trained to be certified as Fire Inspectors and will conduct fire safety inspections on existing commercial buildings.

Fire and Arson Investigations: 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 to be incendiary in nature.

Emergency Management: 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.

FY 2002-2003 Highlights:

During FY 2002-2003, the Department rescued a citizen who fell in a water tank using rescue equipment purchased by the City of Round Rock. Trained fire suppression personnel on the CAD systems on the new engines. Used new thermal imager to identify hot spots in a structural fire, consequently allowing fire suppression personnel to concentrate their initial offensive attack in the area where needed, keeping damage to a minimum. Responded to another structural fire, arrived in under six minutes, contained it, resulting in the fire not spreading to other nearby structures.

Other departmental achievements include:

- The purchase of two Pierce Engines for Station 2 and 4.
- The purchase of two additional thermal imagers.
- Purchased a warning system that provides auto telephone notification, staff callout and callback.
- Purchased and outfitted air/rescue trailer, giving the Department the capability of filling 150 SCBA air cylinders and bringing rescue equipment to any scene as needed.
- The achievement of an "excellent" rating in the Public Education Program.
- Received an "excellent" ratings in Fire Department response times by customer survey.
- Implemented a new promotional/testing process in compliance with civil service requirements.
- Purchased and issued individual SCBA face pieces to all suppression personnel.

FY 2002-2003 Highlights (Cont.)

- Upgraded reporting system from Firehouse 3.5 to 5.0.
- Began utilizing Fuelman services to keep engine companies in their designated response areas.
- Purchased and installed 4 AMPS generators.
- Promoted seven personnel, four lieutenants and three drivers.

FY 2003-2004 Overview and Significant Changes:

During the upcoming fiscal years, the Department will place a continued emphasis on maintaining appropriate staffing levels and benchmarking fire department’s personnel in cities in the surrounding areas.

In addition, the Department will:

- Build and staff Manning Station #6.
- Purchase a new pumper for Station #6

New Programs for FY 2003-2004:

Manning Station Number 6: This new program will fund 12 new firefighters (12.0 FTE), purchase equipment, furniture, uniforms, protective gear and manning for both the engine and the new station.

Extractor/dryers: This program will fund the purchase of an extractor/dryer, which will clean and dry contaminated turnout gear used during a medical or a fire suppression call.

Thermal Imager: This new program will purchase a thermal imager, which will be utilized in search and rescue operations to find victims in a smoked filled or dark environments.

Departmental Goals:

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

Fire

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2002-2003	Projected 2003-2004
Demand			
Incident Volume (emergency and non-emergency calls)	5,352	5,600	5,900
Input			
Operating Expenditures	\$6,254,383	\$6,677,004	\$7,569,229
Number of Personnel	82	82	94
Output			
Priority Calls Answered	3,936	4,183	4,355
Non-Emergency Calls Answered	1,396	1,466	1,544
Efficiency			
Fire Expenditures per Capita	\$87.75	\$88.55	\$94.79
Effectiveness			
Priority Calls With Response Time Less Than 6 Minutes	80.3%	82.0%	84.0%
Fire Loss per \$1,000 Valuation	\$0.25	\$0.18	\$0.18
Customer Service Rating (Good to Excellent)	98.0%	98.0%	98.0%
Public Education Evaluation Rating (Good to Excellent)	98.5%	98.0%	98.0%

Summary of Key Departmental Goals

Key Goal 1: Respond to an emergency scene in a timely manner.

Objective A: Have a response time of 6 minutes or less.

Objective B: Achieve customer survey rating of good to excellent on mailed survey cards.

Objective C: To minimize structure fire damage to 10% or less of the total value of the property.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
% of response calls within 6 minutes or less	81.1%	85%	84%	85%	85%
% of response good to excellent	NA	98%	98%	98%	98%
Fire loss vs. Property Value	NA	30%	34%	30%	30%

Trend: The personnel and engines are getting to scenes within 6 minutes 84% of the time during FY 01-02. Survey cards sent out to the citizens in Central's district indicate the personnel are doing a great job.

Key Goal 2: Response to emergency and non-emergency requests for assistance.

Objective A: Non-emergency services calls answered.

Objective B: Non-emergency services calls answered and man hours used.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
# of non-emergency services requests that are responded to	NA	NA	NA	NA	NA
Number of hours spent in non-emergency services	NA	NA	NA	NA	NA

Trend: The total number of emergency and non-emergency calls answered for FY 2001-2002 is 5,332. In January 2003 Firehouse 5.0 was installed, this program will allow us to track objectives A & B by district. This information will be used to determine where and what resources are needed in the future.

Key Goal 3: Maintain a well-trained workforce.

Objective A: Company training at fire stations 20 hours per member per month.

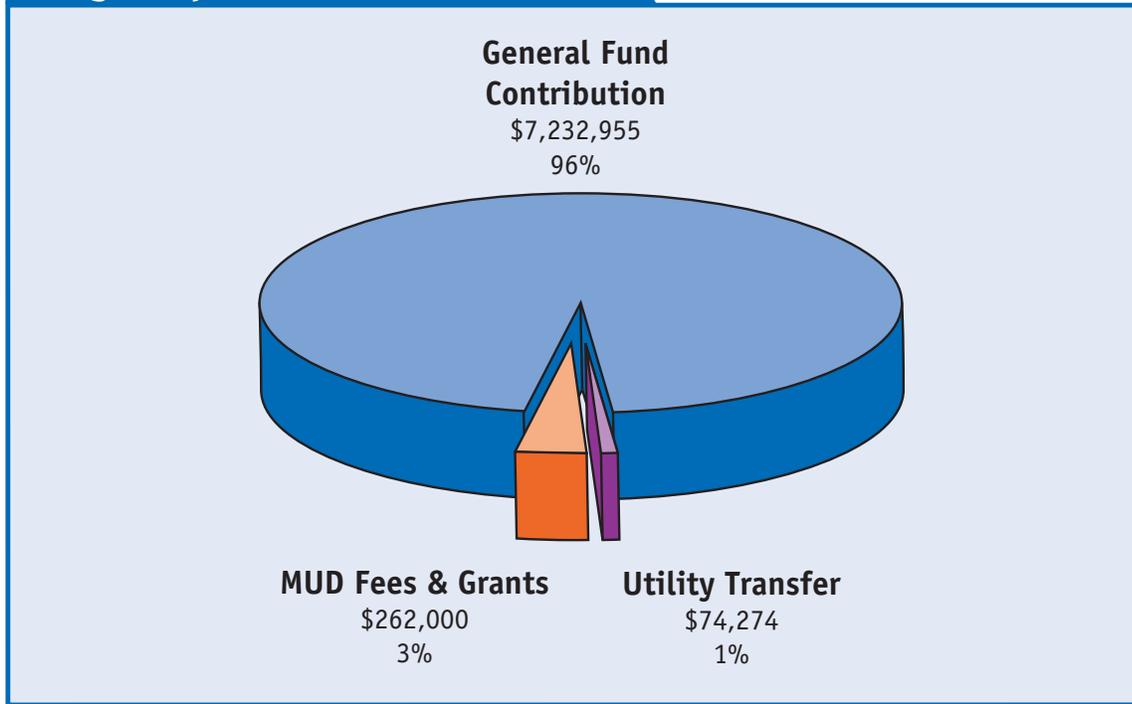
Objective B: Provide an additional 16 hours of training per year for officer development.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Meet or exceed company training of 20 hours per month	NA	100%	99.8%	100%	100%
Officers with 16 hours of additional training	NA	100%	84.3%	100%	100%

Trend: The increase in training hours enables the city to meet ISO requirements for firefighter training and officer training requirements.

Fire

Funding Sources for 2003-2004 Budget Expenditures of \$7,569,229

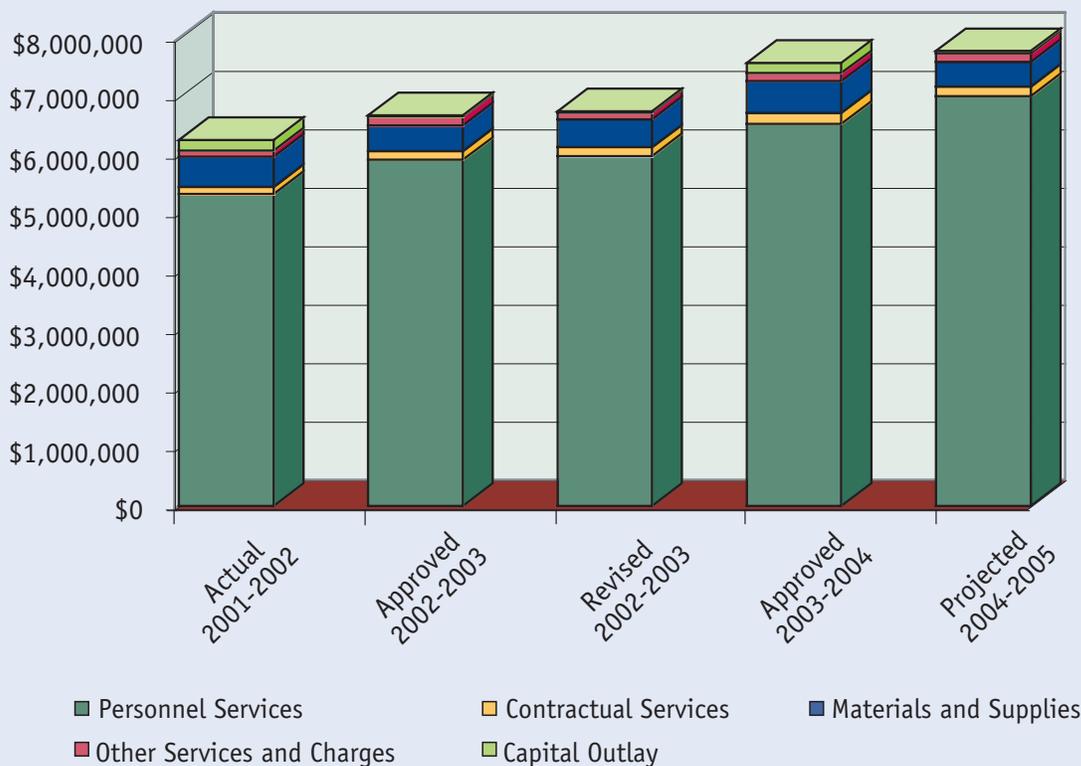


Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
Fire Chief	1	1	1	1.00	1.00	1.00
Deputy Fire Chief	1	1	1	1.00	1.00	1.00
Fire Marshall	1	1	1	1.00	1.00	1.00
Battalion Chief	4	4	4	4.00	4.00	4.00
Fire Captain	0	0	0	0.00	0.00	0.00
Fire Logistics Officer	1	1	1	1.00	1.00	1.00
Fire Training Officer/Specialist	2	2	2	2.00	2.00	2.00
Fire Prevention Specialist	1	1	1	1.00	1.00	1.00
Fire Lieutenant	18	18	21	18.00	18.00	21.00
Fire Inspector/Safety Inspector	2	2	2	2.00	2.00	2.00
Driver	18	18	21	18.00	18.00	21.00
Firefighter	30	30	36	30.00	30.00	36.00
Office Manager	1	1	1	1.00	1.00	1.00
Administrative Technician I-II	2	2	2	2.00	2.00	2.00
Total	82	82	94	82.00	82.00	94.00

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$5,331,429	\$5,911,604	\$5,977,677	\$6,530,465	\$7,000,166
Contractual Services	122,135	152,500	150,500	187,320	167,320
Materials and Supplies	511,382	439,300	478,600	540,144	419,330
Other Services and Charges	104,071	150,500	108,000	136,500	145,500
Capital Outlay	185,366	23,100	28,300	174,800	40,720
Total Expenditures:	\$6,254,383	\$6,677,004	\$6,743,077	\$7,569,229	\$7,773,036
Expenditures per Capita:	\$87.75	\$88.55	\$89.43	\$94.79	\$92.32

Expenditures by Category

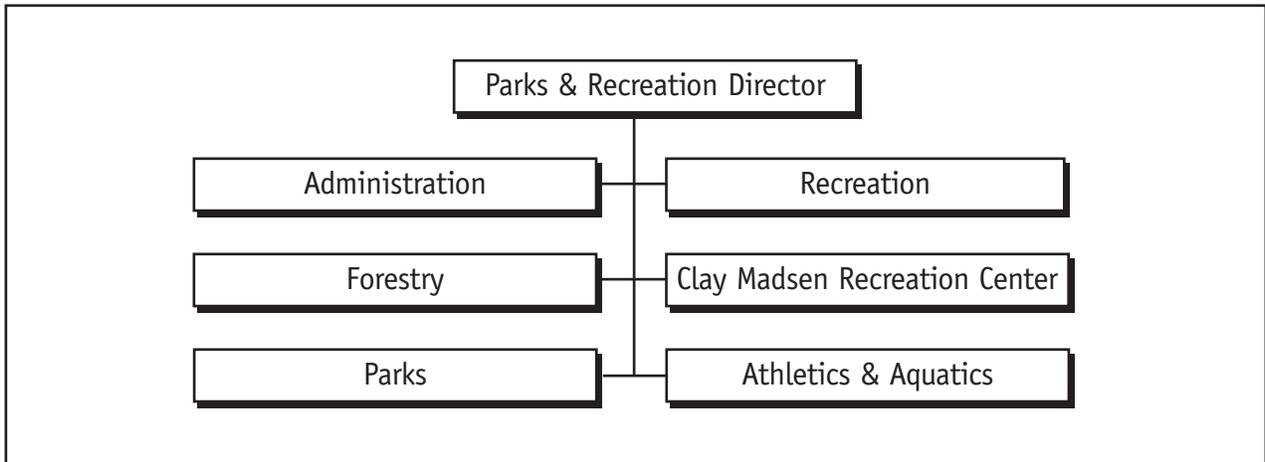




Parks & Recreation Department

The Parks and Recreation Department (PAR) is responsible for the acquisition, design, development, and maintenance of the park system, and the planting, conservation, and maintenance of trees. In addition, PAR is responsible for organized recreation programs that 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, recreational facilities, and recreation programs.



Departmental Program Summary:

PAR 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 providing support to other divisions.

Athletics and Aquatics: The Athletics and Aquatics Division is responsible for special events, youth and adult athletic leagues and programs. Athletic programs include adult: softball, football, basketball and volleyball, as well as youth: basketball, kickball and roller hockey. The aquatics section operates, maintains and develops programs for all indoor and outdoor pools. Programs may include special events, instructional classes and recreational swims.

Clay Madsen Recreation Center (CMRC): This division is responsible for daily operation and maintenance of the facility and the development, implementation and eval-

uation of recreation programs. Activities consist of the after school program, aerobics and fitness classes, athletic programs, instructional classes, adaptive programs and special events. The CMRC is dependent on its patrons and the staff is responsible for building a strong membership base for all ages.

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.

Forestry: The Forestry Division is responsible for the beautification, conservation and preservation of Round Rock's urban landscape through comprehensive tree planning and management programs. Services include: tree planting events, tree care, maintenance in parks and right-of-ways, brush-recycling, mulch management,

Parks & Recreation

Programs: (cont.)

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 outreach and review and enforcement of the City's tree ordinance.

FY 2002-2003 Highlights

- Completed marketing promotions packet.
- Secured \$10,000 in corporate sponsorships.
- Planted 236 trees in 6 parks with 500 volunteers.
- Generated \$100,000 in Brush Recycling Center revenue.
- Generated \$10,000 in residential curbside brush pick-up revenue.
- Pruned, removed and inspected 1,200 trees in the City.
- Educated the community through media articles and press releases in the Round Rock Leader and Austin American Statesman.
- Completed first phase of tree nursery, growing from 1,000 to 1,500 trees.
- Worked with Planning and Public Works Departments to develop, implement and enforce the landscape and tree protection ordinance.
- Added two new special events: Holiday Bazaar and Dad and Daughter Dance.
- Provided services to 186,706 users at the Clay Madsen Recreation Center.
- Purchased two new buses to expand youth camps.
- Begin Senior Center Construction.
- Added new teen summer camp to serve ages 10 to 14.
- Hosted TAAF State Flag Football Tournament. Added Fall Youth Volleyball Program and expanded Spring Kickball.
- Replaced heater units at Micki Krebsbach Pool.
- Introduced SMART Parents program to PARD youth athletic leagues.
- Replaced 4 playgrounds.
- Upgraded four playgrounds (Kensington, Somerset, OSPV Sportsfields and Greenhill).
- Developed cross-departmental equipment training program.
- All PARD personnel have attended the Foundations course.
- Added Luther Peterson Soccer Fields to the Central Irrigation System.
- Negotiated and started approximately \$500,000 worth of professional service contracts for various park projects.
- Increased number of facility and park reservations.
- Created the Athletic Commission.
- Completed landscape projects at the: Senior Center, Cemetery, Kinningham Park, OSPV Rabb Playground, and CMRC entry.

FY 2003-2004 Overview and Significant Changes:

In 2003-2004, PARD will continue to focus on park system restoration programs, to include development of individual park plans and continue the playground replacement program. In addition, PARD will also focus on the beautification of downtown and major corridors, and on the expansion of the City's urban forest through tree plantings. Customer service and satisfaction are priorities of the department and surveys will be updated and ongoing services evaluated to ensure continued success in this area. Finally, PARD plans to expand the number and variety of programs offered by the Athletics/Aquatics Division and the Clay Madsen Recreation Center.

New Programs for FY 2003-2004:

Arborist: This position will assist the Forestry Manager in all aspects of tree maintenance and tree care. This person will add to the further development of the Forestry Program in Round Rock by helping expand the Brush Recycling Center, Curbside Brush Pick-up Program, and tree pruning. A portion of the position will be funded for three years through a grant from the Texas Forest Service with the remainder being funded through the City.

Lake Creek Backwash System: This program will re-route the Lake Creek Pool backwash system into a holding tank to prevent negative effects to the pool in the event that there is a sewer back-up. This is required in order to bring Lake Creek Pool into compliance with the Texas State Code.

Upgrade of Chemical Program: This program will upgrade the chemical program. This will be a two phase program. This initial phase will add one Parks Specialist (1.0 FTE). This individual will be responsible for assisting with weed control and turf maintenance in parks, athletic fields and open spaces.

Media Promotions Program: This program will provide advertising and marketing materials to help offset the costs of providing services to the general public. This program will solicit sponsorships for our events and services.

Departmental Goals:

- Develop clear avenues of communication and engage citizens in an ongoing dialogue regarding programs and facilities.
- Improve the level of service in playgrounds, athletic fields and training.
- Continue to provide a high level of internal and external customer service.
- Improve timeliness of park development projects from planning to construction.
- Develop and maintain beautification in key areas.
- Continue to expand the citywide Urban Forestry program.
- Continue to improve the brush and mulch management programs.
- Monitor and develop Senior Center facility memberships and programs.
- Maximize the usage of programming space obtained for Athletic/Aquatic programs.
- Continue to improve and upgrade current aquatic facilities.
- Improve transportation for after school camp programs.
- Provide staff and the public with clean, well-maintained facilities.
- 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.
- Increase promotional opportunities while securing partnerships for PARD activities.
- Improve communications between City of Round Rock and Round Rock Independent School District officials to coordinate land use, transportation, and facility-siting plans.
- Continue to address the Parks, Recreation, and Open Space Master Plan priorities, which include programs related to the development of hike & bike trails, neighborhood parks, community parks, preserves, and natural areas.
- Adequately educate and train all department employees while keeping up with current technologies.
- Utilize a variety of funding methods to finance property acquisition and development of the park system and programs.
- Improve water conservation by utilizing innovative water management strategies.
- Increase cooperation with neighboring communities to facilitate a coordinated planning approach to regional and state recreation issues.
- Develop, maintain and continually invest in Parks related infrastructure and beautification efforts, city wide, with an emphasis on key areas such as downtown and along existing corridors.

Parks & Recreation

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2002-2003	Projected 2003-2004
Demand			
Square Miles in Round Rock	26	29	30
City Population	71,275	75,402	79,850
Total Park Acres	1,187	1,573	1,600
Total Number of Parks	72	77	82
Acres Scheduled to Mow	16,444	18,000	20,000
Number of Recreational Facilities	3	4	4
Number of Athletic Fields	50	50	50
Input			
PARD Expenditures	\$5,933,167	\$6,404,482	\$6,728,388
PARD Employees	85	88	90
Mowing Expenditures	\$548,095	\$497,128	\$579,983
Mowing full-time Equivalents	13	13	14
Recreation Expenditures	\$2,374,559	\$2,566,457	\$2,766,457
Recreation full-time Equivalents	23	23	23
Forestry Expenditures	N/A	\$383,131	\$508,553
Forestry Full-Time Equivalents	5	7	8
Athletic Field Full-Time Equivalents	7.63	7.63	8.63
Output			
Number of Work Orders	9,405	11,000	12,000
Number of Parks Man Hours	53,182	64,000	70,000
% of Parkland Developed	48%	50%	52%
Actual Acres Mowed	17,871	19,000	20,000
Number of Recreation Programs	2,513	2,600	2,600
Number of Recreation Enrollees	314,814	320,000	320,000
Number of Athletic Fields Prepared	1,958	2,000	2,500
Efficiency			
Expenditures per Park Acre	\$2,478	\$1,633	\$1,812
Parks Acres per FTE	25.8	34.2	33.33
Cost per Acre Mowed	\$536	\$363	\$412
Acres Mowed per FTE	990	1,265	1,385
Average Cost per Recreation Program	\$945	\$987	\$1,064
Average Cost per Recreation Enrollee	\$7.54	\$8.02	\$8.65
Trees Planted per FTE	87.5	59	50
Trees Maintained per FTE	475	372	306
Number of Customers per FTE	4,887	4,000	5,000
Man hours per field per visit	3.43	3.50	2.96
Effectiveness			
% of Parks Projects Completed as Scheduled	25%	90%	90%
% of Mowing Completed	92%	80%	80%
% Cost Recovery – Recreation	65%	75%	75%
% of Programs Meeting Set Participation Levels	69%	70%	72%
Athletic Field Complaints	5	4	4
Customer Satisfaction Survey (% Good to Excellent)			
Parks	88%	90%	90%
Recreation	92%	93%	94%
Administration	84%	98%	100%

Summary of Key Departmental Goals

Key Goal 1: PARD will provide consistent planning and development and renovation of the parks and recreation system following the Parks, Recreation and Open Space Master Plan and the City’s strategic plan.

Objective A: Playground addition, renovation or replacement.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Design and assist with the construction supervision of three playgrounds per year	NA	NA	4	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: 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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Percent of projects on target					
Planning	80%	100%	NA	100%	100%
Design	90%	100%	NA	100%	90%
Construction	85%	100%	NA	80%	85%
Construction	Yes	Yes	NA	Yes	Yes

Trend: Comprehensive planning and the timely execution of park planning projects helps set the tone for the future growth & development of our park system. Many of our existing and future parkland acres are projected to need some level of development. Over the last few years the infancy of the program, past staffing levels, and construction related problems have made it difficult keep up with the schedules of the planning, design and construction of park projects. With an increase in staffing, the timeliness of park project completion will be improved.

*A change in staff resulted in no data for this category.

Key Goal 3: Develop and maintain beautification in key areas.

Objective A: Implement downtown Beautification Plan.

Objective B: Maintain Corridors Cleanup Program

Objective C: Maintain Park Cleanup Program.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Corridors: litter pick ups/year	12	16	12	16	16
Downtown: litter pickups/year	104	104	240	240	240
Parks: regular litter pickup	Daily	Daily	Daily	Daily	Daily

Trend: The trend in the City of Round Rock has been to move towards beautifying areas that are already under the responsibility of the City or department. The downtown litter pick-up increased to a daily task in order to provide the needed services. Corridor clean up has become a shared task where Engineering & Development Services is responsible for the mowing and PARD is responsible for litter control. The department continues to make use of volunteer forces to assist in addressing beautification and its importance upon the image of the community.

Parks & Recreation

Summary of Key Departmental Goals (Cont.)

Key Goal 4: Continue to evaluate and improve the level of service provided to our customers.

Objective A: Survey customers.

Objective B: Increase sponsorships and partnerships.

Objective C: Maintain a safe and clean facility.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Program survey results are above average or better	89%	90%	93%	94%	94%
Recover program cost	NA	60%	61%	75%	75%
Monitor customer complaints	NA	Yes	Yes	Yes	Yes
*Follow weekly maintenance schedule	NA	Yes	NA	Yes	Yes
Secure cash and in-kind sponsorships	NA	NA	NA	\$10,000	\$30,000

Trend: Surveys tell us what we are doing right and what we are doing wrong. Fundraising, sponsorships/partnerships will help us to recover program costs.

*Measure will be relocated in the future.

Key Goal 5: Continue to evaluate and improve the level of service provided to customers.

Objective A: Survey customers.

Objective B: Adequately staff and train all positions.

Objective C: Utilize sponsorships/partnerships to promote our programs and provide scholarships opportunities to patrons.

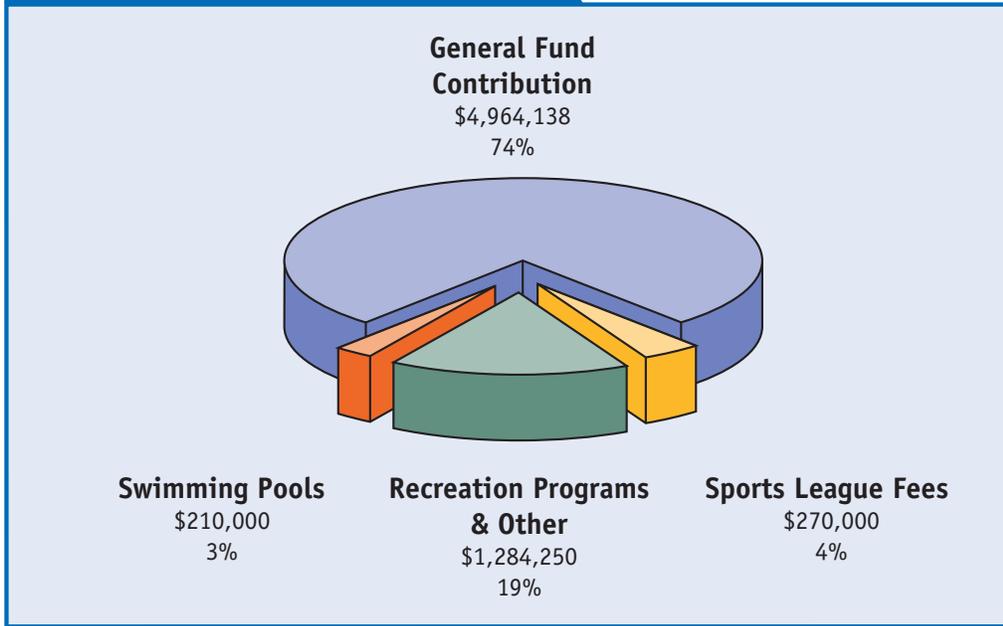
Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Membership survey results are above average or better	NA	85%	NA	90%	93%
Program survey results above average or better	93%	93%	94%	93%	95%
Maintain a 75% cost recovery	59%	70%	68%	75%	75%
Provide 12 hours of training for full-time employees (FTE) and 6 hours of training for part-time employees (PTE) per year	NA	12 hrs/FTE 6 hrs/PTE	12 hrs/FTE 6 hrs/PTE	15 hrs/FTE 6 hrs/PTE	15 hrs/FTE 6 hrs/PTE

Trend: Surveys tell us what we are doing right and what we are doing wrong. Better training provides a more stable work environment thus enhancing the overall quality of the facility and services.

Sponsorships/partnerships will help us to recover program costs.

**Funding Sources for 2003-2004
Budget Expenditures of \$6,728,388**

Parks & Recreation



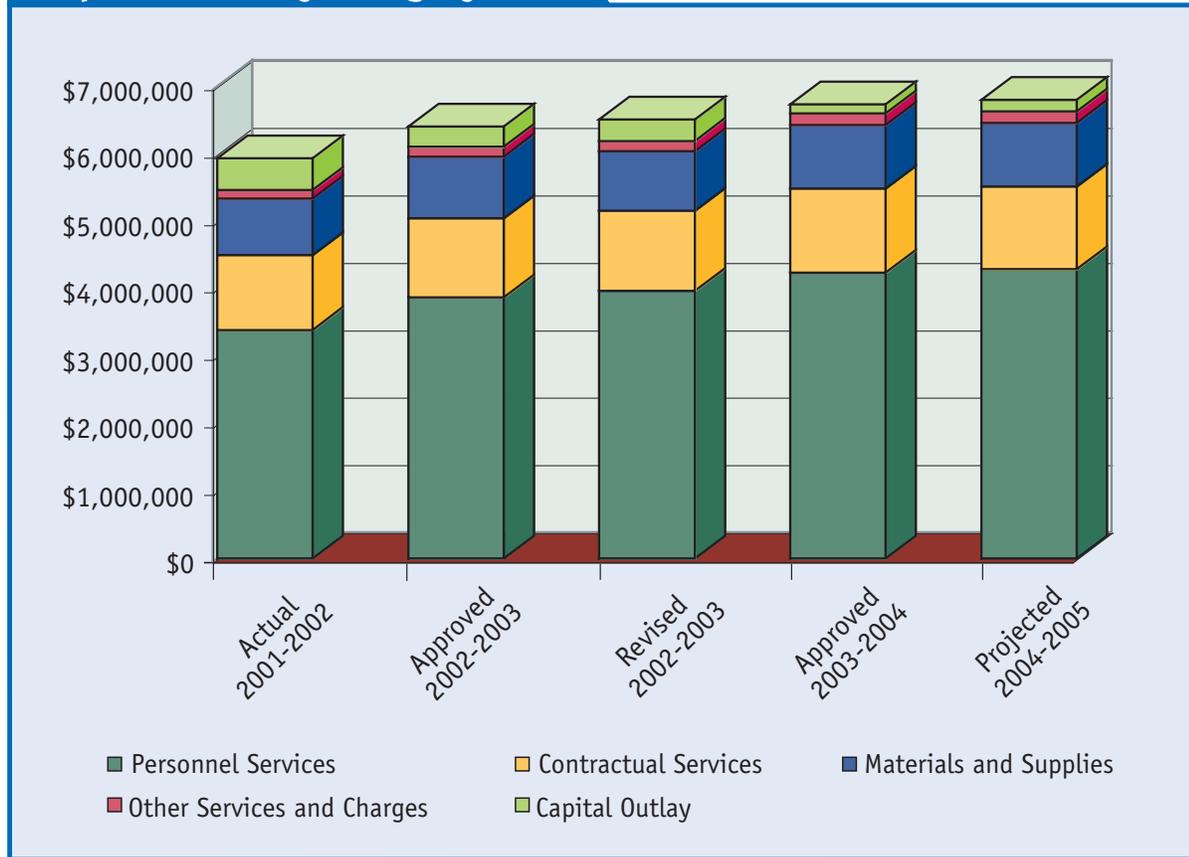
Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
Parks and Recreation Director	1	1	1	1.00	1.00	1.00
Parks and Recreation Assistant Director	1	1	1	1.00	1.00	1.00
Parks Manager	1	1	1	1.00	1.00	1.00
Recreation Manager	1	1	1	1.00	1.00	1.00
Parks Planner	1	1	1	1.00	1.00	1.00
Parks Designer	1	1	1	1.00	1.00	1.00
Recreation Programmer	1	0	0	1.00	0.00	0.00
Athletic/Aquatics Manager	2	1	1	2.00	1.00	1.00
Marketing Specialist	0	1	1	0.00	1.00	1.00
Forestry Manager	1	1	1	1.00	1.00	1.00
Parks Supervisor	3	3	3	3.00	3.00	3.00
Office Manager	2	2	2	2.00	2.00	2.00
Administrative Assistant	1	0	0	1.00	0.00	0.00
Gral Maintenance Crew Leader/Foreman	2	1	2	2.00	1.00	2.00
Construction Foreman	0	1	1	0.00	1.00	1.00
Groundskeeper Crew Leader	3	4	4	3.00	4.00	4.00
Parks Specialist Crew Leader	0	1	1	0.00	1.00	1.00
Parks Specialist I/II	8	6	6	8.00	6.00	6.00
Aquatic/Athletic Supervisor	2	2	2	2.00	2.00	2.00
Forestry Foreman	0	1	1	0.00	1.00	1.00
Forestry Technician	2	3	3	2.00	3.00	3.00
Brush Service Representative	2	2	2	2.00	2.00	2.00
Construction/Maint. Worker I/II	9	9	9	9.00	9.00	9.00
Groundskeeper I/II	16	15	15	16.00	15.00	15.00
Irrigation Crew Leader	1	1	1	1.00	1.00	1.00
Irrigation Technician I/II	3	3	3	3.00	3.00	3.00
Administrative Technician I/II	4	4	4	4.00	4.00	4.00
Recreation Center Supervisor	2	2	2	2.00	2.00	2.00
Recreation Program Coordinator	2	3	3	2.00	3.00	3.00
Recreation Facility Shift Leaders	2	2	2	2.00	2.00	2.00
Recreation Facility Leaders - Full Time	2	2	2	2.00	2.00	2.00
Recreation Facility Leaders - Part Time	6	6	6	3.13	3.00	3.00
General Services Custodian - Full Time	1	1	1	1.00	1.00	1.00
General Services Custodian - Part Time	2	2	2	1.25	1.25	1.25
Management Analyst I	0	1	1	0.00	1.00	1.00
Arborist	0	0	1	0.00	0.00	1.00
VOE/Intern	0	2	2	0.00	1.00	1.00
Total	85	88	90	81.38	83.25	85.25

Parks & Recreation

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$3,387,220	\$3,868,049	\$3,967,558	\$4,237,391	\$4,286,797
Contractual Services	1,109,508	1,173,898	1,186,853	1,247,581	1,224,256
Materials and Supplies	839,375	915,095	880,295	940,903	947,350
Other Services and Charges	126,542	148,090	154,090	168,763	166,963
Capital Outlay	470,522	299,350	315,195	133,750	172,246
Total Expenditures:	\$5,933,167	\$6,404,482	\$6,503,991	\$6,728,388	\$6,797,612
Expenditures per Capita:	\$83.24	\$84.94	\$86.26	\$84.26	\$80.73

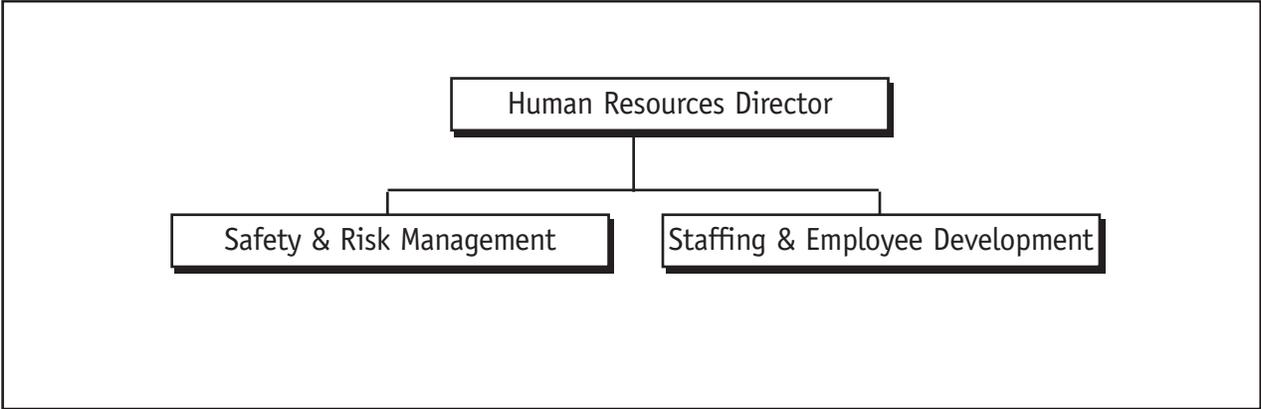
Expenditures by Category



Human Resources Department

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 practices into business planning and daily operations. The Safety/ Risk Manager, 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.

Human Resources

FY 2002-2003 Highlights:

- In an effort to improve communication between Human Resources and all city employees, the department developed two new tools, including a six-month schedule of Organizational Learning & Development classes, and the "HR Happenings poster." The poster, located in all city buildings, serves as a central location for all Human Resources information.
- In keeping with industry best practices, HRD coordinated and conducted a Diversity Awareness and Diversity Management class. All non-supervisory employees were required to attend one four-hour awareness session. All supervisory employees were required to attend one four-hour management session and were strongly encouraged to also attend the four-hour awareness class.
- During FY 02-03, HRD completed three important technological advances. First, the department conducted a Highline (HR tracking/information system) upgrade, which automated many processes and streamlined workflow. Second, computer kiosks were placed (activity transcend fiscal years) in city buildings, which provided field employees access to email, the Internet, and basic Microsoft programs. Third, the City's Portal was completed, giving all City employees the ability to download HR forms, schedule Organizational Learning and Development classes, and view the latest Safety and Risk Management information available as well as Human Resources' Policies and Procedures Manual. Additional information will continue to be made available via the Portal.
- The Department developed, organized, coordinated, and conducted organizational learning and development opportunities. A full range of topics was offered that appealed to all levels of employees, though in an effort to bring all employees to the same level of competency, primary focus was placed on technical and supervisory level training.
- To address skyrocketing health care costs and results from the employee survey that validated concerns regarding the City's health plan, the city secured as its agent the globally renowned human capital and financial management consultant Watson Wyatt Worldwide (Watson & Wyatt). Watson & Wyatt assisted the city in obtaining request for proposals (RFP's) for Third Party Administrators, Fully Insured Plans, Network Providers and Stop Loss Carriers. Sixteen prospective vendors received the RFP and Bid for Stop-loss package. Only three proposals were received on the bid opening date. Based on a scoring model, a new carrier, Great-West Life and Annuity (Great-West), was awarded the bid for Plan years 2002-2003. Great-West brings its own provider network, One Health Plan, and is a Preferred Provider Organization (PPO--like the city's previous network), which helps to minimize confusion. One Health Plan's larger network provides greater access and flexibility to specialists and general practitioners. HRD will continue to explore all options available within the benefits arena.
- The department coordinated and conducted its annual benefits fair to promote the health and well being of city employees. Educational sessions covering city-offered benefits, finance, health, and physical fitness were also provided. Over 450 employees participated in the event.
- The health, safety, and environment programs increased focus on worker protection, and, on the reduction of risk, costs, and the number of exposures. As a result of ongoing risk management efforts, the city is enjoying a 50% reduction in state Workers' Compensation rates and an experience rate modifier of .43.
- The Driving Defensively Campaign was initiated and designed this year to train selected qualified employees from various departments (train the trainer) in low speed and high intensity maneuvering. The intent of this campaign is to provide instructions on safe driving to all employees driving city vehicles in an effort to prevent motor vehicle accidents and injuries. This is a joint effort with the Round Rock Police Department and is supported by all departments. Training will be offered in the future to all other employees driving personal vehicles.
- The Police and Fire Department's Safety and Well-Being Program is an ongoing initiative with full participation and many documented successes. HRD will continue to work with occupational health physicians and their staff to enhance program components by exploring new diagnostic and preventive procedures.

FY 2002-2003 Highlights: (Cont.)

- The third annual Health, Safety, and Environment (HSE) Awareness Week was held during the first week of September 2002. Over 450 employees attended various informative sessions that were offered throughout the week.
- In coordination with the Public Works and Parks and Recreation Departments, Safety and Risk Management continued to facilitate heavy equipment/earth moving machine training and certification classes.
- The HSE Coordinator's safety inspections training and designation was completed.

FY 2003-2004 Overview and Significant Changes:

- In coordination with the Information Technology and Communication (ITC) department, HRD will continue to provide job-related technology to all city employees. For those employees who currently do not have access to computers, email, and/or Microsoft programs, the HRD and ITC Departments will continue (carried over from FY 02-03 Highlights) to install computer kiosks in the affected work areas. These kiosks will further automate administrative functions by allowing employees access to the City's portal, email, other online functions. In addition, HRD & ITC will implement Online Employee Self-Service (OESS), giving employees the ability to access Human Resources information via the web, including address data, tax deductions, benefit elections, career development and other relevant data.
- The Department will continue to focus on organizational learning and development opportunities for city personnel as it strives to ensure that all city employees have access to technical, job-specific, professional, and personal development training.
- The Department will continue to explore and provide educational and awareness opportunities by conducting city benefit fairs, and health, safety, and environmental citywide workshops.

- The Department will encourage other departments within the city to utilize family friendly benefits, including flex time, compressed work week schedules, Employee Assistance Programs (EAP), PARD employee benefits, Library benefits, etc.

New Programs for FY 2003-2004:

- **Increase Part-time hours:** This program will expand coverage for the administrative support function of the department by increasing part-time coverage hours.
- **Laptop Computer for Organizational Learning & Development:** This program will provide mobility and greater efficiency for the HR Generalist. It will also allow the Library to use laptops, previously reserved for Organizational Learning & Development classes, for other purposes.
- **Portable Projector (Proxima):** This program will allow the Human Resources staff to conduct Organizational Learning & Development classes throughout the city without having to rely on the city's purchased Audio/Visual equipment, which is often not available nor easily transported.

Departmental Goals:

- Provide timely and efficient customer service activities regarding employment, classification, job audits, and public information requests.
- Ensure compliance with Federal, State and local human resource management policies and regulations.
- 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.
- 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.

Human Resources

Departmental Goals: (Cont.)

- Provide consultation to supervisors and employees; review and work to resolve employee relations issues.
- 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.
- 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.
- Respond to and/or investigate charges of discrimination received from internal sources and/or Texas Commission on Human Rights and/or Equal Employment Opportunity Commission (EEOC).
- Ensure that all employees have an opportunity to learn and to grow by offering a wide variety of organizational learning and development opportunities.
- Provide computer kiosks to employees who currently do not have computer access. Provide technical training and policy guidance on the use of the computer kiosks.
- Upgrade and implement the Highline system to allow web-based employee self-service.
- Continue to implement and nurture the High Performance Organization initiative throughout the city.
- Continue to promote the educational assistance program in an effort to educate all employees on the benefits of this program.
- Protect the city's assets/resources by minimizing the internal/external exposures and associated risks.
- Minimize exposure to workers' compensation losses and reduce the number of accidents and incidents.
- 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.
- Minimize interruptions of services provided to our internal and external customers.
- Develop and implement new citywide programs and initiatives.

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2002-2003	Projected 2003-2004
Demand			
Number of Budgeted Positions	654	670	708
Number of Seasonal Positions	185	185	152
Input			
Operating Expenditures	\$563,593	\$636,952	\$683,726
Number of Positions	8	8	8
Output			
Number of job postings processed	119	140	155
Number of applications received	5,762	7,000	7,500
Number of personnel actions audited and processed	4,482	4,800	5,000
Number of benefit changes audited and entered	4,700	5,500	6,000
Number of chargeable Workers Compensation claims	97	90	85
Number of formal training sessions	136	125	135
Number of formal training hours conducted	529	720	750
Number of Field Observations and HSE audits.	15	25	25
Number/hours conducting investigations and claims processing.	400Hrs/120	425 Hrs./130	425 Hrs./140
Efficiency			
Number of positions filled	221	275	275
Number of New Hires – Regular	188	117	125
Number of New Hires – Seasonal/Temporary	95	120	150
Employees as a % of General Fund Employees	1.12%	1.21%	1.36%
Effectiveness			
Percent of employee and team performance appraisals conducted on a timely basis	95%	95%	95%
Percent Performance Appraisals audited	95%	95%	95%
Turnover Rate	19%	12%	12%
Rate of Favorable Unemployment Claims	95%	95%	100%
Reduction in frequency & severity accidents & incidents	15%	25%	25%
Reduction in number of exposures to worker's compensation losses	30%	36%	38%
Customer Satisfaction Rating	Very Good	Very Good	Excellent

Human Resources

Summary of Key Departmental Goals

Key Goal 1:

To protect the City's assets and resources by minimizing the internal and external exposures and associated risks.

Objective A:

Continue to provide direction and assistance to all departments to facilitate the review and revision of their accident prevention plan 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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Number of monitoring and consultations	28	30	30	32	35
Monitored improvement in the overall health and fitness level	12%	13%	15%	16%	17%

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 salaries 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:

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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
A: Internal and external surveys	20-25	20-25	16	20-25	20-25
Ongoing job audits	10	25	25	25	30
Market study	December	NA	NA	March	NA
B. Employee reported issues	240	180	220	75	70
C. Request for Proposal for Network Providers, Insurance Carriers, Stop Loss Carriers & TPA	NA	August 2002	August 2002	NA	NA

Trend: Market studies are conducted every two years. The study was last conducted in December 2000; the next study will be conducted March 2003. Employee reported issues declined significantly from FY 00-01 to FY 01-02 due in large part to a change in health benefit carrier. The addition of the Employee Assistance Program also provided employees an alternate avenue for addressing professional and personal issues.

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:

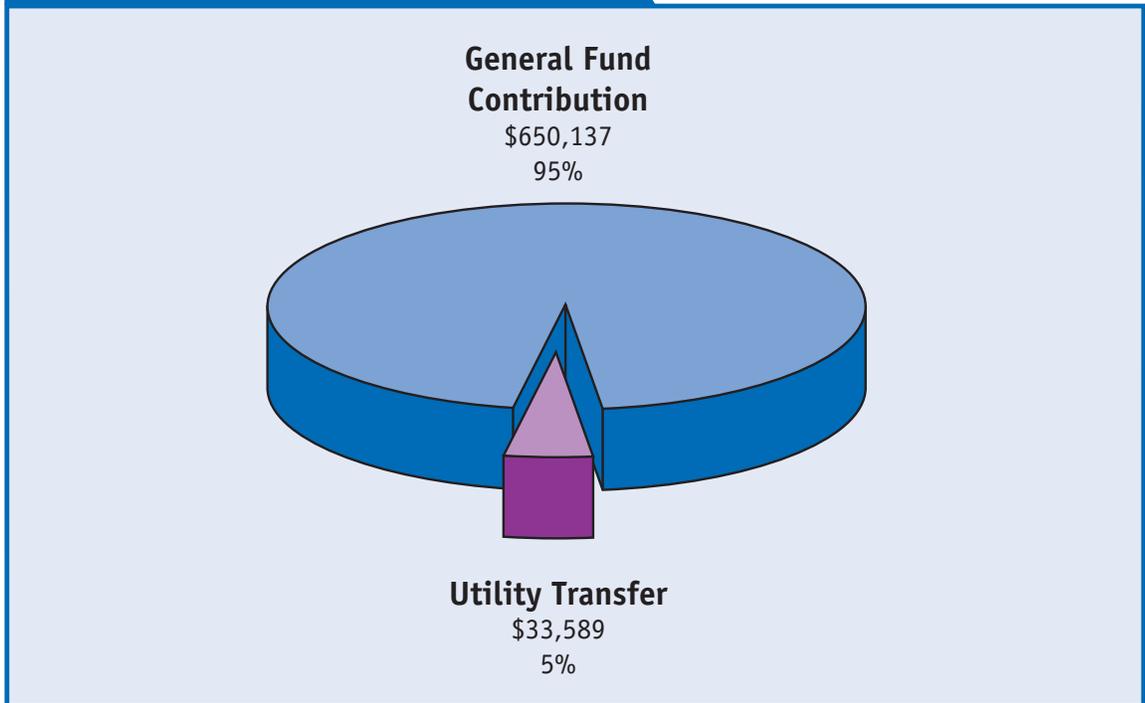
Develop, coordinate, and/or conduct at least 125 organizational learning and development seminars for all city employees. This will ensure that all employees have the opportunity to attend 40 hours of training.

- (a) Provide training 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 specifically to critical areas such as heavy equipment and earth moving machine safe operations.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Conduct in-house training programs	62	120	136	125	135
Training hours conducted	316	720	529	720	750

Trend: A wide variety of organizational learning and development classes are currently being offered. Of the classes being offered, the majority of them last only 3-4 hours, which increases the number of programs offered but decreases the number of hours in training.

**Funding Sources for 2003-2004
Budget Expenditures of \$683,726**

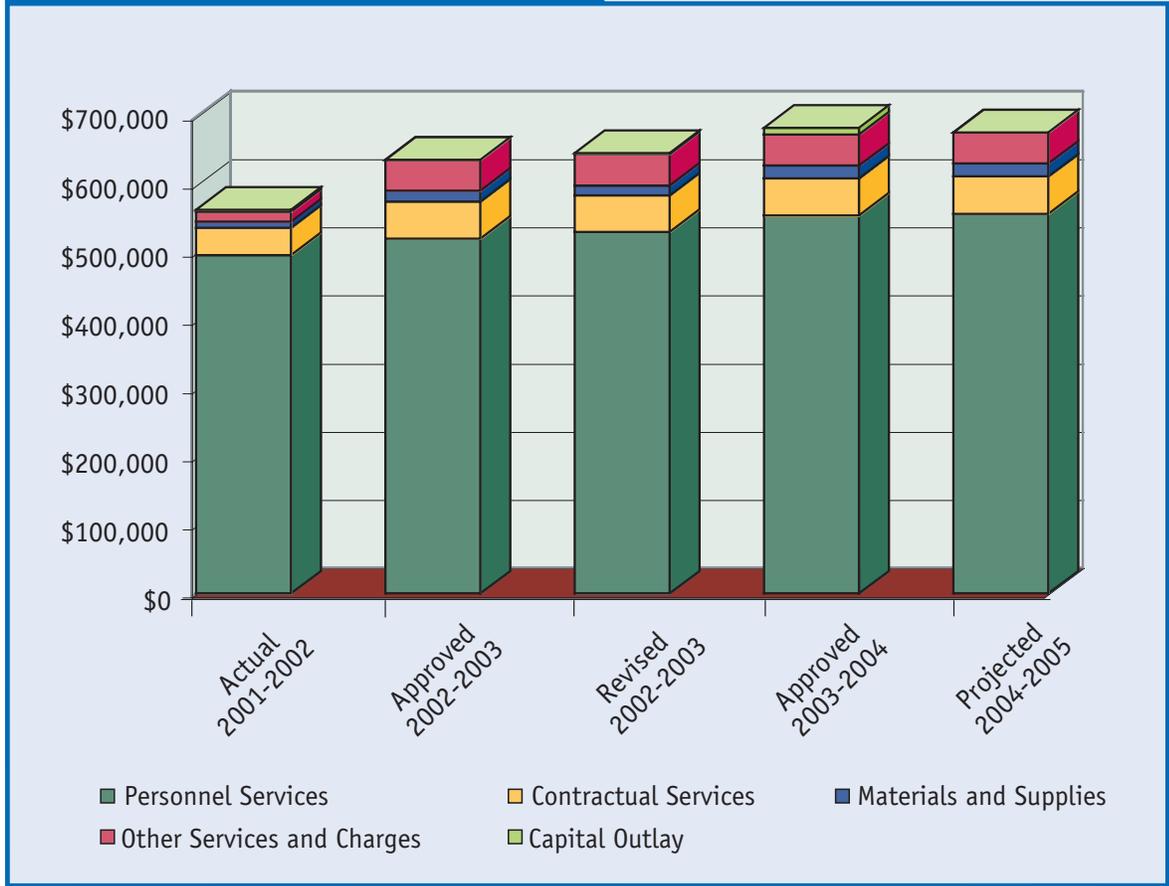


Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
Human Resources Director	1	1	1	1.00	1.00	1.00
Human Resources Benefits Mgr.	1	1	1	1.00	1.00	1.00
Safety/Risk Manager	1	1	1	1.00	1.00	1.00
Safety/Risk Technician	1	1	1	1.00	1.00	1.00
Human Resources Generalist	2	2	2	2.00	2.00	2.00
Human Resources Assistant	1	1	1	1.00	1.00	1.00
Human Resources Assistant - P/T	1	1	1	0.50	0.50	0.75
Total	8	8	8	7.50	7.50	7.75

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$496,657	\$520,922	\$530,802	\$555,011	\$557,487
Contractual Services	40,427	54,580	53,580	54,730	54,730
Materials and Supplies	9,222	15,600	14,600	18,400	18,900
Other Services and Charges	13,946	45,850	45,850	46,000	46,000
Capital Outlay	3,341	0	2,000	9,585	0
Total Expenditures:	\$563,593	\$636,952	\$646,832	\$683,726	\$677,117
Expenditures per Capita:	\$7.91	\$8.45	\$8.58	\$8.56	\$8.04

Expenditures by Category

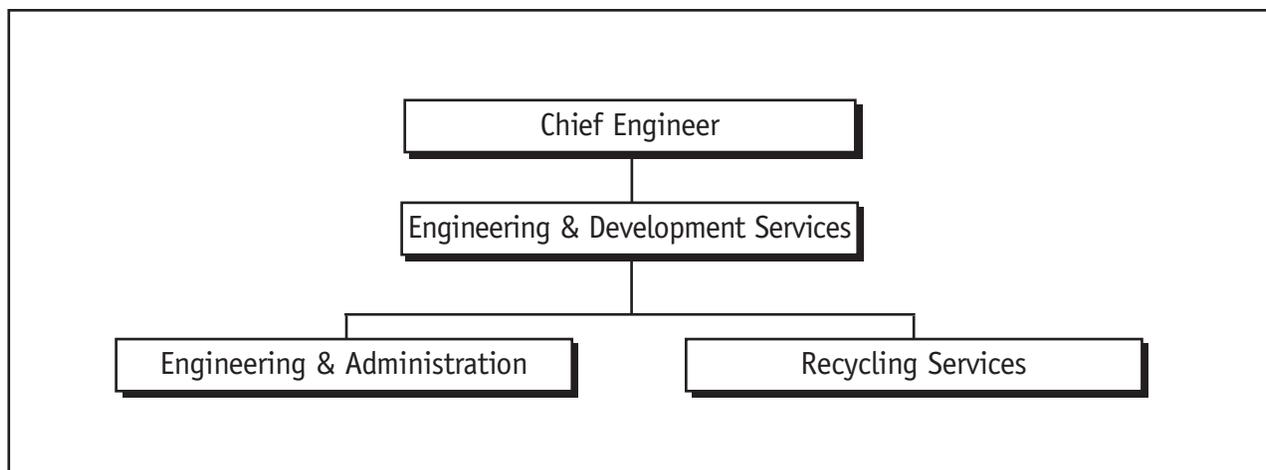




Engineering & Development Services Department

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 Administration's (E/A) 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 two programs described below:

Programs:

Engineering and Administration: Engineering is responsible for development review and construction inspection ensuring proper expansions and rehabilitation of utility, drainage and street 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. Administration encompasses managerial and administrative activities for Engineering & Development Services

and is responsible for providing leadership and support to all Engineering & Development Services programs and to other city departments including oversight of new city buildings and/or building expansions. Administration 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.

Recycling Services: 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 into this program. 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.

Engineering

FY 2002-2003 Highlights:

- Engineering & Development Services Administration collaborated with Finance and PARD (Parks and Recreation) to develop a Project Management Procedure Manual. This has become a great tool for the Project Managers and their assistants to manage their Capital Improvement Projects.
- The water and wastewater work orders are being scanned into digital images. These files will be linked to the current database, which will make it easier to retrieve data. Also, supervisors will be able to access the work orders through networking.
- Engineering & Development Services is now processing work requests via Internet -yet another tool to reach out to the Round Rock citizens who are able to communicate to us at their convenience from home or work.
- Engineering developed a comprehensive sidewalk plan which serves as a needs assessment to guide current and future projects. Sidewalks were designed in-house and contracted for construction in the following neighborhoods: Round Rock West, Mesa Park, Woods and Oak Hollow.
- Engineering also coordinated the reconstruction of the downtown area sidewalks and associated street improvements. The brick paver and dyed concrete design was developed through citizen input to insure a product that blended well with Round Rock's identity and historic roots.
- Engineering developed the scopes, budgets and time lines for over 60 proposed bond projects. This information was key in helping the bond selection committee select and the voters approve \$89 million worth of projects. Since then Engineering has selected consultants and began design on all first phase projects.
- Engineering will provide review and construction inspection associated with approximately 250 plats and/or plans for various development projects throughout the city.

FY 2003-2004 Overview and Significant Changes:

- Engineering will continue its focus into the three functional areas of development: review and technical services, CIP project management, and construction/building inspection. As the year progresses, management of the 2001 GO Bond projects will demand a significant increase in staff time.
- Administration Support will continue to provide efficient service to both internal and external customers with project management and customer requests.
- Transportation Engineering was moved to its own cost center entitled Transportation Services Engineering and Administration.
- Utility Engineering was moved to its own cost center in the Utility Fund entitled Utilities Administration.

New Programs for FY 2003-2004:

No new programs were requested for FY 2003-2004.

Departmental Goals:

The City Strategic Plan identifies the guiding goals for the Public Works service areas as follows:

- Plan and facilitate the City's transportation system to enable traffic flow and personal mobility at the local and regional level.
- Develop clear avenues of communications with citizens.
- Provide efficient utility services with future land use needs in mind. Utility service extension policies will be coordinated with the City's financial capacity.
- Strengthen policies and programs that preserve neighborhood integrity. Round Rock will establish and adhere to strong development standards to reduce future maintenance costs.
- Protect and enhance Round Rock's historic areas.
- Emphasize Round Rock's role as a strong residential community and a major employer in the Central Texas region, by strengthening and enhancing the City's identity and visual appearance.
- Encourage cooperation and collaboration with and between local governments and institutions.
- Provide facilities to meet the needs of both residents and City employees.
- Improve recycling services.

Engineering

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2002-2003	Projected 2003-2004
Demand			
City Population	71,275	75,402	79,850
Private Development Projects	54	115	130
Capital Improvement Projects	24	35	45
Input			
Operating Expenditures	\$2,345,157	\$2,696,527	\$2,066,458
Number of Personnel	42	43	29
Total Employee Hours	82,950	82,950	54,870
Output			
Plat Reviews	147	150	175
Construction Plans Reviewed	80	90	110
Water/Wastewater (W/WW) Work Orders Processed	7,386	8,000	8,500
Capital Value Addition/Dollars	\$32,770,284	\$40,000,000	\$42,000,000
CIP Improvements Value	\$16,660,735	\$25,027,075	\$35,027,075
Efficiency			
Department Expenditures per Capita	\$32.90	\$35.76	\$25.88
W/WW Work Order Processed per Day	28	29	30
CIP Improvements value	\$537,443	\$834,235	\$1,167,569
Effectiveness			
Customer Satisfaction Survey	100%	100%	100%
Construction Projects Inspected/ Accepted	126	200	250
Capital Value Addition/Hour Inspection	\$2,625	\$2,500	\$3,365

*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 for FY 03-04.

Summary of Key Departmental Goals

Key Goal 1:

Develop clear avenues of communication with citizens.

Objective A: Promptly and courteously respond to resident requests for service.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Water/Wastewater (W/WW) work orders processed	4,630	6,000	7,386	8,000	8,500
W/WW work orders processed daily	18	23	28	29	30
On-line work requests processed	0	300	441	500	550
Customer Satisfaction Survey (%)	100	100	100	100	100

Trend: The demand for water/wastewater service requests is steadily increasing due to increase in subdivision development.

Key Goal 2:

Provide efficient utility services with future land uses in mind and service extensions will be coordinated with the City's financial capacity.

Objective A: Improve, maintain, and expand service as necessary in a cost-effective way without compromising service to existing customers.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Utility CIP in \$	12,541,780	20,000,000	22,660,599	20,000,000	DISC
Capital value addition \$	34,421,102	40,000,000	58,728,353	40,000,000	DISC
W/WW work orders processed	4,630	6,000	7,386	8,000	8,500
Customer Satisfaction Survey (%)	100	100	100	100	100

Trend: DISC: this will be the last year this measurement is shown as it is no longer being tracked in this department.

Key Goal 3:

Strengthen policies and programs that preserve neighborhood integrity and reduce future maintenance costs.

Objective A: Efficiently provide development oversight and reinvest in infrastructure in the City's older areas.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Plats reviewed	235	300	147	150	175
Construction plans reviewed	144	200	80	90	110
CIP improvements value in \$	5,039,050	35,027,075	32,770,284	40,000,000	42,000,000
Construction projects inspected	105	115	126	200	250
Capital value addition/ hour inspection in \$	2,750	3,790	2,625	2,806	2,806

Trend: 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.

Engineering

Summary of Key Departmental Goals (Cont.)

Key Goal 4:

Plan and implement the City's transportation projects and system.

Objective A:

Efficiently provide strategic planning and engineering support for local, state, and regional projects.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Road and street improvements	\$22,541,780	\$26,198,843	\$26,198,843	\$34,947,028	DISC
Road and street improvements value per employee	\$9,464,576	\$15,699,486	\$15,699,486	\$11,424,028	DISC

Trend: DISC: This measure has been completed and will not be reported next year.

Key Goal 5:

Improve recycling services.

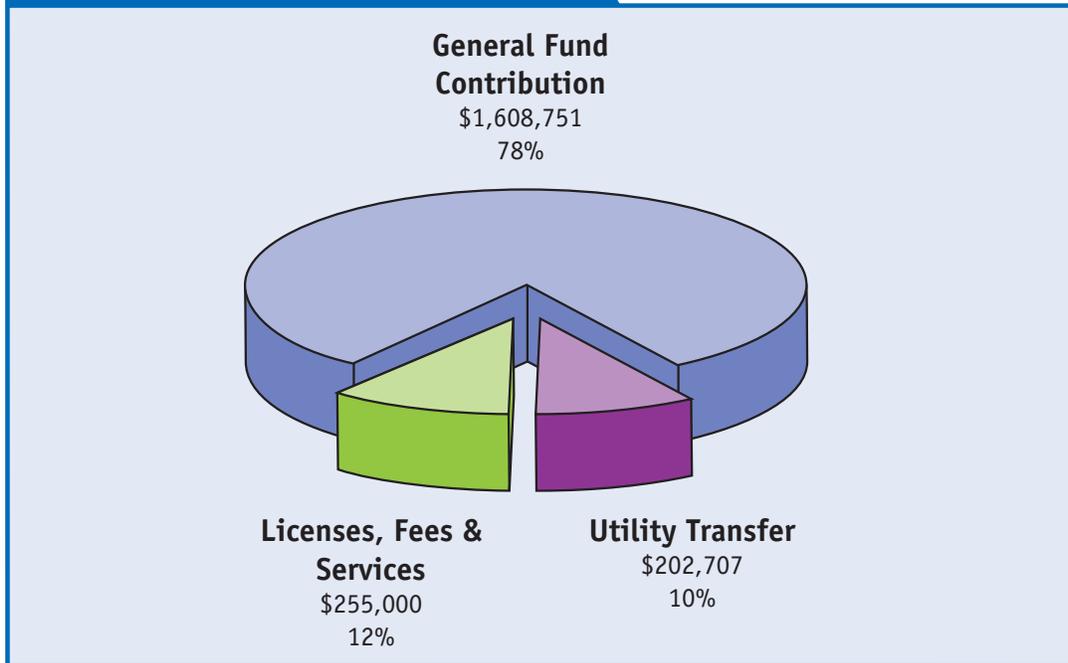
Objective A:

Improve Recycling Services by more than 5%.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Pounds of materials processed (paper, plastic, tin/steel, aluminum, cardboard, batteries, propane tanks, oil filters)	867,300	900,000	805,737	850,000	900,000
Gallons of materials processed (oil, antifreeze, gasoline, and other automotive fluids)	18,610	19,000	21,735	22,000	23,000
Number of customers/day (Open 7 days a week)	50	50	65	75	80
Commodities Accepted (newspaper, magazines, phone books, junk mail, #1 & #2 plastics, dyed plastics, aluminum, tin, steel, cardboard, oil, antifreeze, oil filters, power steering/brake/transmission fluid, gas, batteries, propane tanks)	14	13	17	17	17

Trend: Increase in materials due to increase in population and increase in awareness of the drop off center. It should be noted that household hazardous waste activities are monitored under the Environmental Services budget.

**Funding Sources for 2003-2004
Budget Expenditures of \$2,066,458**



Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
Chief of Operations	1	1	1	1.00	1.00	1.00
City Engineer	1	1	1	1.00	1.00	1.00
Senior Engineer	1	1	1	1.00	1.00	1.00
Engineer	1	1	1	1.00	1.00	1.00
Developmental Services Manager	1	1	1	1.00	1.00	1.00
Chief Design Technician	1	1	1	1.00	1.00	1.00
Engineering Technician#	3	2	2	3.00	2.00	2.00
Engineering Assistant/Engineering Aide	2	3	2	2.00	3.00	2.00
Chief Construction Inspector	1	1	1	1.00	1.00	1.00
Senior Construction/ Construction Inspector	6	5	5	6.00	5.00	5.00
Office Manager	1	1	1	1.00	1.00	1.00
Administrative Technician II/III	6	6	5	6.00	6.00	5.00
Liaison Construction Manager	1	1	1	1.00	1.00	1.00
Bond Project Manager#	1	2	1	1.00	2.00	1.00
VOE/Intern (GIS & Engineering) - Part Time#	2	3	2	0.50	1.50	1.00
Construction Management Coordinator#	1	1	0	1.00	1.00	0.00
Recycling Center Representative	3	3	3	2.38	2.75	2.75
Traffic Services Director#	1	1	0	1.00	1.00	0.00
Traffic Operations Supervisor#	1	1	0	1.00	1.00	0.00
Traffic Engineering Technician#	1	1	0	1.00	1.00	0.00
Geographic Info. Systems Tech./Analyst*	2	2	0	2.00	2.00	0.00
Traffic Engineering Associate#	1	1	0	1.00	1.00	0.00
General Services Custodian#	3	3	0	3.00	3.00	0.00
Total	42	43	29	39.88	41.25	27.75

#Position(s) moved to Transportation Services Engineering & Administration Department.

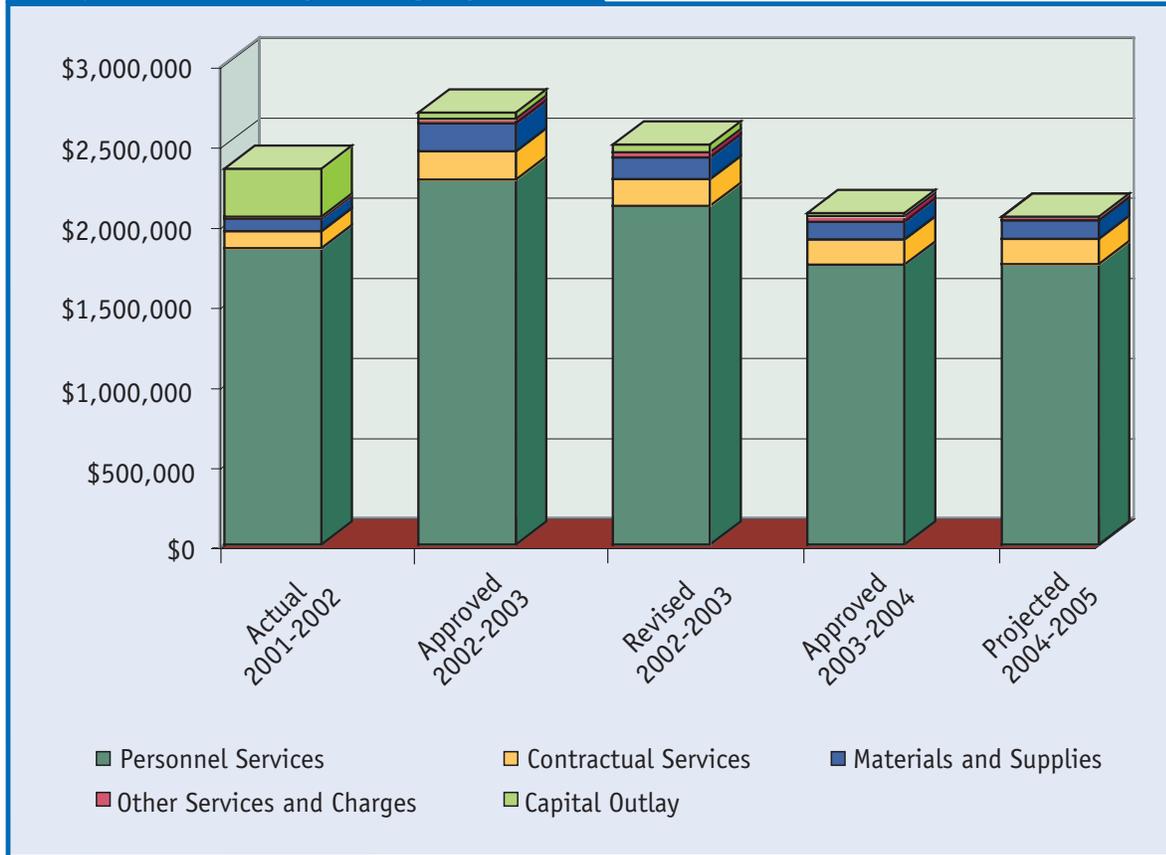
* Positions dropped and added as a new program in Utilities Administration.

Engineering

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$1,849,608	\$2,278,444	\$2,114,518	\$1,745,538	\$1,750,328
Contractual Services	106,026	174,650	165,050	156,920	157,120
Materials and Supplies	76,418	174,083	135,583	112,300	116,300
Other Services and Charges	14,286	28,950	32,650	32,500	21,500
Capital Outlay	298,819	40,400	46,800	19,200	0
Total Expenditures:	\$2,345,157	\$2,696,527	\$2,494,601	\$2,066,458	\$2,045,248
Expenditures per Capita:	\$32.90	\$35.76	\$33.08	\$25.88	\$24.29

Expenditures by Category

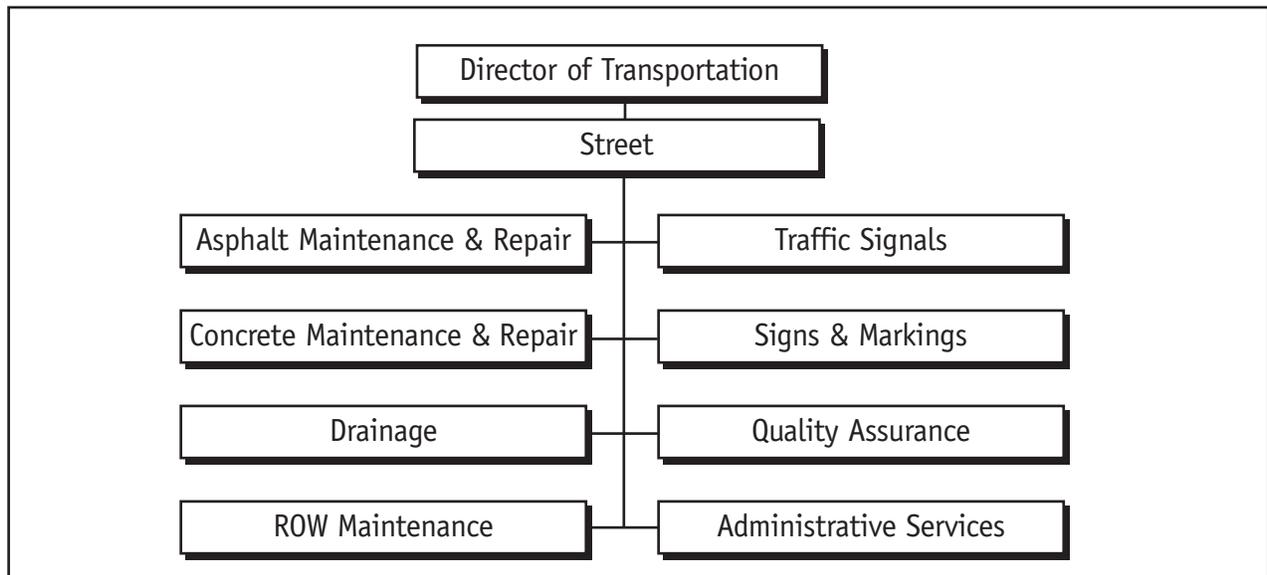


Street Department

The Street Department is responsible for the maintenance and repair of all City streets and rights-of-way (ROW). Duties include:

- Repair damage caused by water breaks.
- Repair cracked sealing & potholes.
- Provide the annual seal coat and overlay program.
- Install newly required traffic control signs and striping plus replace and maintain existing signage.
- Maintain drainage for streets and ROW.
- Mow ROW, drainage channels and detention ponds.
- Continue the City street sweeping program.
- Respond to special City projects on an as needed basis.
- Assist with emergency situations by barricading, sandbagging, and removing and repairing storm damage.
- Maintain all City of Round Rock owned traffic signals and flashers.
- Maintain all City of Round Rock owned School Zones.
- Maintain all TXDOT Traffic Signals and Flashers.
- Maintain all TXDOT School Zones.

Mission: 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:

The Street and Drainage program consists of the following teams:

Asphalt Maintenance & Repair is responsible for maintaining city roadways, sidewalks, maintaining stock materials for street/utility materials storage bays, and asphalt repairs from water breaks.

Concrete Maintenance & Repairs is responsible for maintaining city sidewalks, driveways and approaches; city ADA ramps; maintaining curbs and gutters and concrete repairs from water breaks.

Drainage is responsible for maintaining drainage channels, flow lines for creeks, above ground drainage systems, maintenance and repair of storm sewer lines, storm sewer utility locales for “one call”, inspection for storm sewer lines, inlet boxes, drainage culverts, and low water crossings.

Street

Programs (cont.)

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 & 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 is responsible for inspecting storm sewer lines, inlet boxes, drainage culverts and low water crossings. Coordinate and inspect street special projects. Perform storm sewer utility locates for other city divisions and "one call".

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.

FY 2002-2003 Highlights:

- Coordinated with Public Works, Water Line Maintenance, I&I, Transportation Divisions to centralize Public Work's work order system.
- Expanded and improved the Equipment Training and Certification Program facilitating a train the trainer program to provide more in-house training at a cost savings to the city.
- Utilized herbicide applications in drainage areas and roadsides with inhibitor to slow growth and save labor costs associated with a more frequent mowing schedule.
- Improved the Signs and Marking Program to meet Updated Manual on Uniform Traffic Control Devices (MUTCD) standards.
- Worked with Police and Fire Departments in monitoring and addressing traffic issues.
- Assisted Police and Fire Departments with accidents, severe weather and special events. Coordinated with Texas Department of Transportation for traffic signal issues and events.
- Managed for TXDOT Traffic Signals and Flashers in City limits of Round Rock.
- Managed for TXDOT school zones in city limits of Round Rock.
- Managed open concrete repairs from water breaks and implemented regular City concrete repairs from failures other than water breaks into schedule.
- Continued implementation of intelligent traffic system to monitor City maintained traffic signals.
- Continued street maintenance repair improvements.
- Responded to special City projects and assisted other departments.
- Continued City Street sweeping program.
- Continued City pavement marking program.
- Provided Annual Street seal coat and overlay program.
- Implemented School Zone Centralization System for flashing beacons

FY 2003-2004 Overview and Significant Changes:

- Evaluate and improve Equipment Training and Certification Program.
- Assist Police and Fire Departments with accidents, severe weather and special events.
- Work with Police and Fire Departments in monitoring and addressing traffic issues.
- Continue implementation of the Intelligent Traffic System to monitor City maintained traffic.
- Respond to special City projects and assist other departments.
- Evaluate & improve the City Street Sweeping Program.
- Evaluate & improve the City's Pavement Marking Program.
- Continue annual street seal coat and overlay.
- Evaluate and improve herbicide applications in drainage areas and roadsides.
- Work with Public Works, Water Line Maintenance, I&I, Transportation, Purchasing and Finance Division to expand and improve Public Works work order system.
- Develop and implement the Storm Sewer Management and Inspection Program in accordance with regulations.
- Assist Transportation Engineer to develop and implement the City's flashing crosswalk guidelines.
- 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.
- Evaluate and improve the Signs and Marking Program to continue to meet MUTCD requirements.
- Evaluate, monitor and improve all Street Department responsibilities.

New Programs for FY 2003-2004:

Storm Sewer Management Program: First year implementation of program to meet EPA requirement, under the auspices of the National Pollution Discharge Elimination System (NPDES), to minimize the discharge of pollutants from areas of new and significant redevelopment.

Signs and Markings: Obtain a reflectometer and retrometer for measuring reflectivity of signs and pavement markings according to Manual on Uniform Traffic Control Devices (MUTCD) regulations.

Departmental Goals:

- Maintain and operate the City's transportation systems.
- Ensure that municipal utility drainage systems are sized to accommodate future development without compromising service to existing customers.
- Continually improve and maintain utility drainage systems.

Street

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2003-2004	Projected 2004-2005
Demand			
Miles of Paved Streets	220	220	220
Miles of Drainage Ways	92	92	92
Number of Signalized Flashers	30	36	36
Number of Signalized Intersections	55	60	60
Input			
Operating Expenditures	\$5,005,092	\$5,369,424	\$5,772,351
Number of Personnel (FTEs)	49	49	48
Street Repairs - Material & Labor	\$495,613	\$495,613	\$495,613
Drainage ROW - Material & Labor	\$298,830	\$300,000	\$310,000
Mowing ROW - Material & Labor	\$339,490	\$339,490	\$339,490
Signs And Striping - Material & Labor	\$215,240	\$235,240	\$235,240
Signals - Material & Labor	\$286,170	\$301,170	\$296,170
Output			
Man Hours to Maintain Streets	22,000	23,040	23,040
Man Hours to Maintain Mowing ROW	19,733	19,733	19,733
Man Hours to Maintain Drainage ROW	18,100	19,100	19,100
Man Hours to Maintain Signs & Striping	12,480	12,480	12,480
Man Hours to Maintain Signals	10,400	12,480	12,480
Seal Coat Program	\$950,000	\$1,210,000	\$1,550,000
Efficiency			
Street Repairs - Cost Per Mile	\$2,252	\$2,252	\$2,252
Drainage ROW - Cost Per Mile	\$3,248	\$3,261	\$3,261
Mowing ROW - Cost Per Mile	\$1,543	\$1,543	\$1,543
Signs & Striping - Cost Per Mile	\$978	\$1,069	\$1,069
Signals - Cost Per Street Mile	\$1,300	\$1,368	\$1,346
Effectiveness			
Customer Satisfaction Rating (Good to Excellent)	95%	95%	95%

Summary of Key Departmental Goals

Key Goal 1:

Maintain and operate the City's transportation systems.

Objective A:

Plan and manage street and rights-of-way (ROW) maintenance.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Upgrade 15% of City streets annually	15%	15%	15%	15%	15%
Cost per mile: asphalt repairs	\$2,750	\$2,500	\$2,500	\$3,000	\$3,000
Cost per mile: ROW mowing	\$1,300	\$1,300	\$1,300	\$1,400	\$1,400
Number of miles crack sealed	50	50	50	75	75
Number of pot holes repaired annually	2,500	2,500	2,500	3,000	3,000

Objective B:

Manage and improve City's traffic control measures.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Cost per pedestrian crosswalk	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Cost per mile: signs	\$1,266	\$2,600	\$2,600	\$2,700	\$2,700
Cost per mile: pavement markings	\$1,158	\$2,600	\$2,600	\$2,700	\$2,700
Cost per intersection: traffic signals	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
Cost per school zone	\$55,000	\$55,000	\$55,000	\$60,000	\$60,000
Enhance traffic signal coordination	50%	60%	60%	75%	75%

Objective C:

Develop and Maintain information database for City transportation systems.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Implement "Work Director" software	40%	60%	60%	80%	80%
Implement pavement mgmt program	50%	75%	75%	80%	80%
Implement sign mgmt program	50%	75%	75%	75%	75%
Implement signals program	\$225,000	\$225,000	\$225,000	\$225,000	\$225,000
Integrate traffic systems with Transportation Administration	25%	50%	50%	60%	60%

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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Purchase storm water management software	NA	\$15,000	\$15,000	\$5,000	\$5,000
Identify all city drainage systems	5%	50%	50%	75%	75%
Integrate with Transportation Administration project central	15%	75%	75%	95%	95%

Key Goal 3:

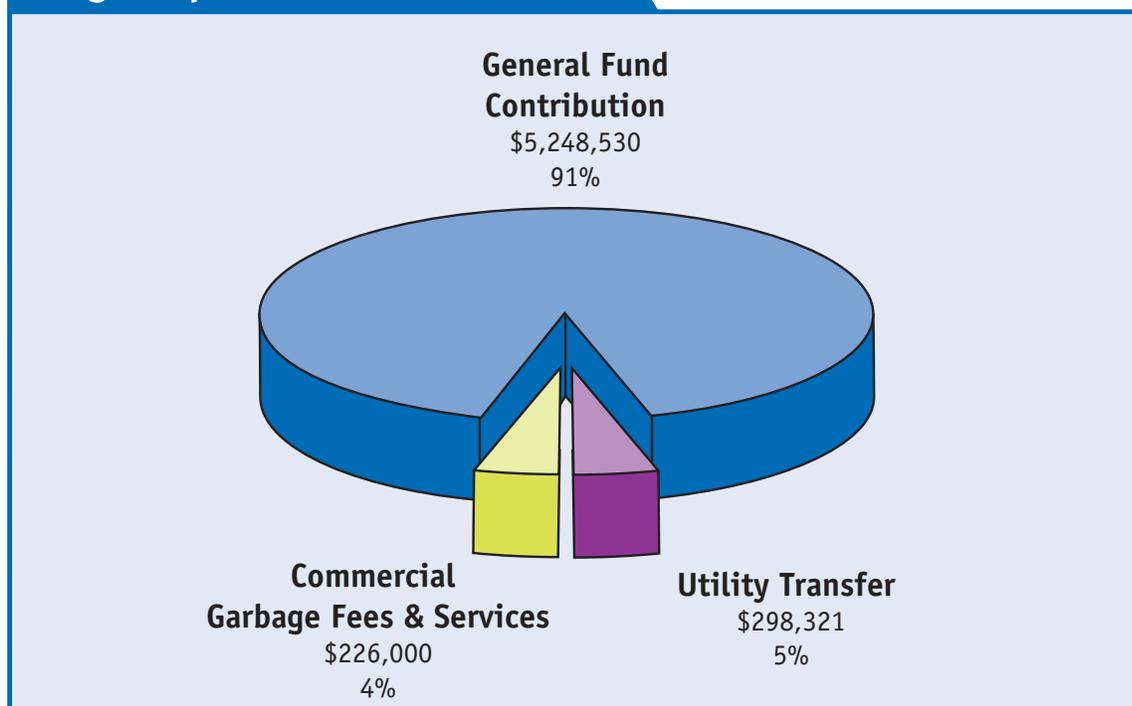
Continually improve and maintain utility drainage systems.

Objective A:

Develop and implement an in-house Drainage ROW Management System.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Purchase ROW management software	\$5,000	\$15,000	\$5,000	\$15,000	\$15,000
Develop, implement and maintain ROW management program	60%	75%	60%	85%	85%

Funding Sources for 2003-2004 Budget Expenditures of \$5,772,851



Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
Public Works Operations Manager*	1	1	0	1.00	1.00	0.00
Street & Drainage Superintendent	1	1	1	1.00	1.00	1.00
Street Supervisor	5	5	4	5.00	5.00	4.00
Street Foreman	0	0	3	0.00	0.00	3.00
Traffic Signal Technician III	4	4	2	4.00	4.00	2.00
Traffic Signal Technician I/II	0	0	2	0.00	0.00	2.00
Maintenance Crew Leader	11	11	2	11.00	11.00	2.00
Equipment Operator III	0	0	8	0.00	0.00	8.00
Equipment Operator II	0	0	11	0.00	0.00	11.00
Equipment Operator I	0	0	6	0.00	0.00	6.00
Maintenance Worker I/II	25	25	5	25.00	25.00	5.00
Administrative Technician II/III	2	2	2	2.00	2.00	2.00
Street Quality Assurance	0	0	2	0.00	0.00	2.00
Total	49	49	48	49.00	49.00	48.00

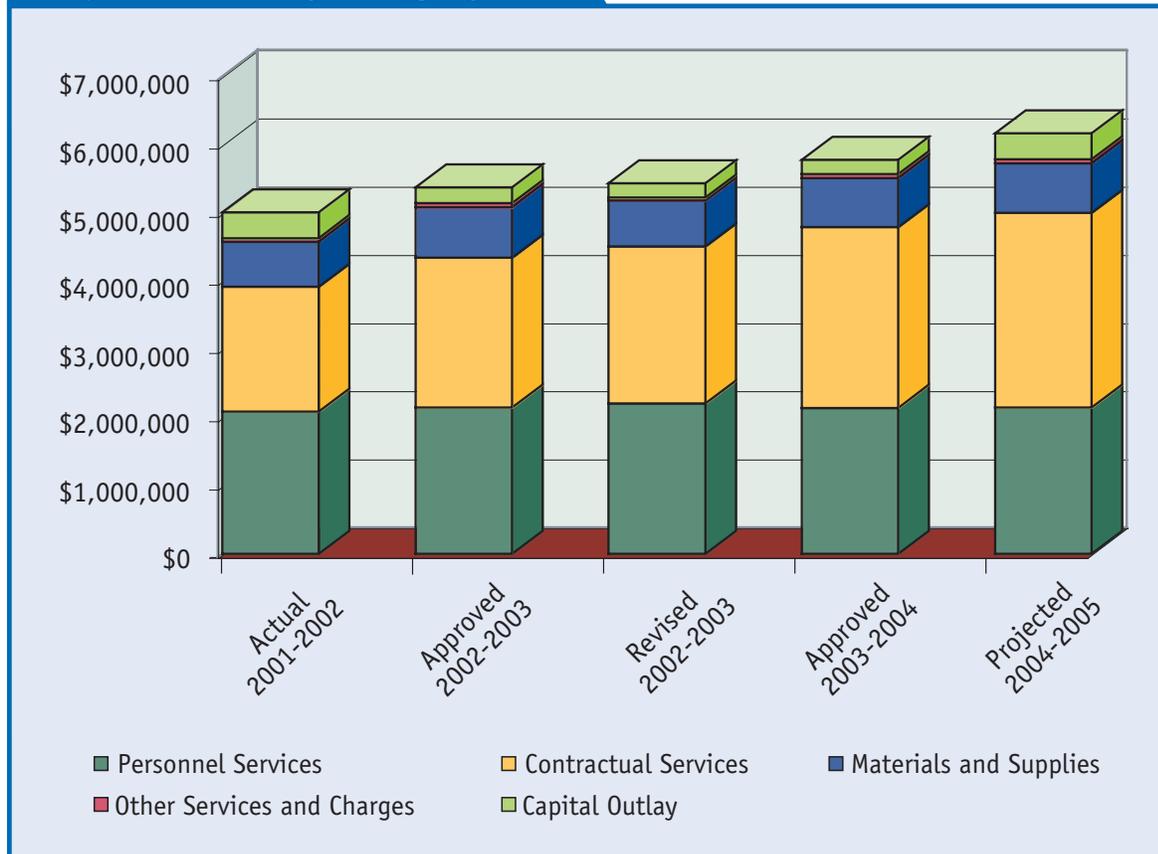
* Position moved to Transportation Services Engineering & Administration

Street

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$2,082,184	\$2,142,724	\$2,204,161	\$2,139,851	\$2,145,362
Contractual Services	1,830,888	2,199,700	2,298,046	2,649,600	2,851,600
Materials and Supplies	662,503	740,500	674,500	720,500	727,000
Other Services and Charges	51,681	57,500	42,500	57,000	57,000
Capital Outlay	377,836	229,000	211,654	205,900	380,000
Total Expenditures:	\$5,005,092	\$5,369,424	\$5,430,861	\$5,772,851	\$6,160,962
Expenditures per Capita:	\$70.22	\$71.21	\$72.03	\$72.30	\$73.17

Expenditures by Category

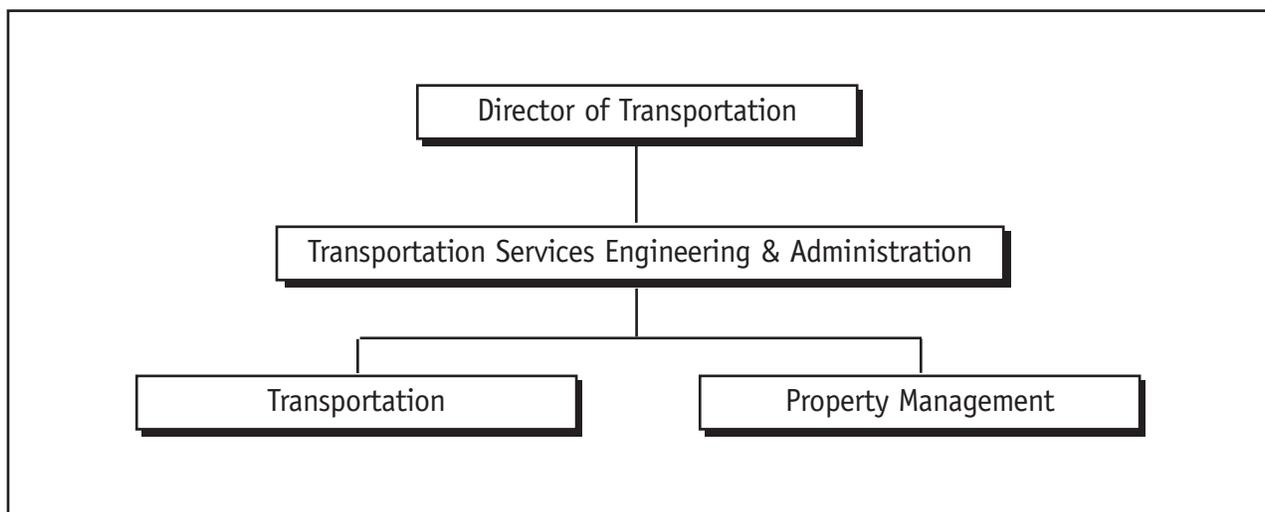


Transportation Services Engineering & Administration Department

Transportation Services Engineering and Administration (TSEA) manages transportation programs and property management for the City of Round Rock. TSEA's focus is to ensure that high quality maintenance, repair, rehabilitation, expansion and improvements are built by private sector and the City through a comprehensive approach to planning, construction, and inspection. TSEA's efforts to provide a viable community for our customers extends

beyond City limits with regional coordination efforts in transportation master plans and projects. TSEA is also responsible for the administration of the Streets Maintenance Program, custodial services and public services provided by Streets and the Shop/Vehicle Maintenance Facility.

Mission: Strive to provide effective transportation systems and property management that enhances the quality of life for the citizens of Round Rock and is on schedule and within budget.



Departmental Program Summary:

The Transportation Services Engineering and Administration Division is a new department proposed in the City's 2003-2004 budget. The rapid expansion of the City's population and related transportation issues has necessitated the need to better identify transportation programs and associated costs. TSEA consists of two programs:

Programs:

Transportation: Transportation is tasked with planning, building and operating the City's transportation system to enable traffic flow and personal mobility at the local and regional level. The Transportation Master Plan addresses 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

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 with Capital Area Metropolitan Planning Organization (CAMPO), Texas Department of Transportation (TXDOT), Texas Transit Authority (TTA), Williamson and Travis Counties, and area municipalities.

Property Management: Property Management is responsible for initiating and conducting building maintenance projects for the City. Property Management works closely with all other City departments in planning for maintenance, repair, and remodeling of facilities. Property Management prepares project specifications, cost estimates, and budget figures for current and proposed projects. Property Management also prepares contracts and purchase agreements, as directed. In addition, Property Management will develop a preventive maintenance and tracking system to inventory and account for controlled assets.

Transportation

FY 2002-2003 Highlights:

- Construction was completed on Phase I of A.W. Grimes Boulevard, Dell Way, the IH35 Turnarounds and the West Bound Frontage Road of SH45. The design was completed for Forest Creek, Double Creek, Gattis School Road Improvement and Chisholm Trail from Wolle Road to Hotel Center. Engineering began on Chisholm Trail from Hotel Center to Sam Bass Road, Ledbetter Drive, and Creek Bend Boulevard from Creek Bend Circle to Wyoming Springs.
- Transportation Engineering was organizationally changed to Transportation Services, which provides a comprehensive approach to planning, designing, constructing, maintaining and operating the City's transportation network in accordance with the City Council approved Transportation Master Plan. Transportation Services also integrates street maintenance responsibilities with traffic management and planning responsibilities.
- The traffic calming process of education, enforcement and engineering was established as a citywide Traffic Calming Program (TCP). Forest Ridge, Lake Forest Drive and Settlement Drive are qualified for the TCP and the education component was initiated on Buckboard. As a part of the TCP web site, citizens can submit comments/complaints concerning traffic calming, signs, schools, paving and striping directly to Transportation Services. All e-mail, phone and written comments are tracked in a database.
- As a part of the Streets Maintenance Program, a pavement management system was established to protect the City's streets, which are in excess of 621 lane miles in length. Under the Streets Maintenance Program, approximately 1/8th of the lane miles were paved with asphalt concrete.
- The citizens of Round Rock indicated on the biannual survey that the biggest issue facing the City is traffic/transportation, but at the same time, the City's approval rating for managing traffic in Round Rock improved from 24.5% in 2000 to 41.7% in 2002.

- Although approved for 2002-2003, the General Services Custodian and Administrative Technician II positions were not filled due to fiscal constraints. The custodians will provide cleaning services during normal working hours for facilities that directly serve the citizens of Round Rock. The facilities include City Hall, the Library and the Police Station.

FY 2003-2004 Overview and Significant Changes:

- Transportation will provide a comprehensive approach to planning, building and maintaining the City's transportation network in accordance with the approved Transportation Master Plan. Transportation will also integrate street maintenance responsibilities with traffic management, and planning responsibilities.
- Property Management will initiate and conduct building maintenance projects for the City. Property Management will work closely with other City departments in planning for maintenance, repair, and remodeling of facilities. In addition, Property Management will develop a preventive maintenance and tracking system to inventory and account for controlled assets.

New Programs for FY 2003-2004:

212 Commerce Building Wiring: Establish Internet and Intranet access to building located at 212 Commerce. This will allow the department to interact with vendors, suppliers, outside engineers, and city staff.

Traffic Calming Program Speed Monitoring Trailer: The speed-monitoring trailer will be used primarily for the Enforcement Component of the Traffic Calming Program. The trailer provides drivers with immediate feedback on how fast they are traveling, so they can adjust their speed accordingly. The trailer also collects traffic flow information, which can be used to educate citizens about how to improve safety on the streets of Round Rock. Prime locations for the speed-monitoring trailer are school areas and neighborhood streets.

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 to enable traffic flow and personal mobility at the local and regional level.
- Develop clear avenues of communications with citizens.
- Strengthen policies and programs that preserve neighborhood integrity and establish and adhere to strong development standards to reduce future maintenance costs.
- Protect and enhance historic areas.
- Strengthen and enhance the City's identity and visual appearance.
- Encourage cooperation and collaboration with and between local governments and institutions.
- Provide clean and well-maintained facilities to meet the needs of both residents and city employees.

Transportation

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2002-2003	Projected 2003-2004
Demand			
City Population	71,275	75,402	79,850
Road and Street Improvement Projects	NA	7	12
Lane Miles of Roads and Streets	606	621	661
Input			
Operating Expenditures	NA	NA	\$905,375
Number of Personnel (FTEs)	NA	NA	12.5
Total Employee Hours	NA	NA	26,000
Output			
Road and Street Improvements Value	NA	NA	\$11,706,552
Road and Street Preventative Maintenance Value	NA	NA	\$1,402,500
Efficiency			
Road and Street Improvements Value per Employee	NA	NA	\$4,384,476
Road and Street Preventative Maintenance Value per Employee	NA	NA	\$5,610,000
Effectiveness			
Percent of Road and Street Preventative Maintenance (Seal Coat)	12.5%	12.5%	12.5%

Summary of Key Departmental Goals

Key Goal 1:

Plan and facilitate the City's transportation system to enable traffic flow and personal mobility at the local and regional level.

Objective A:

Efficiently provide strategic planning and engineering support for local, state, and regional projects.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Road and Street Improvements Value	NA	NA	NA	\$34,947,028	\$11,706,552
Road and Street Improvements Value per Employee	NA	NA	NA	\$11,424,028	\$4,384,476

Trend: The values shown represent projects completed using funds from sales tax revenue, General Obligation Bonds, the City Utility Fund, the county, the state, and the federal government. In general, the project cycle is two to three years, subsequently, the value of projects completed can vary widely from year to year. The length of the project cycle can increase due to reduced revenue/debt obligation or decrease due to increased revenue/debt obligation. Compounding the fiscal issues are right-of-way acquisition, environmental regulation, and utility adjustment.

Objective B:

Improve the traffic control issue as perceived by the citizens of Round Rock.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
City of Round Rock Survey	NA	NA	NA	69.6%	NA

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. With communication through the media, both television and print, a decrease of 9.6 points in the 2004 survey should be achievable. The next survey will occur in 2004.

Objective C:

Pave one-eighth of the city's lane miles per year.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Street Maintenance	NA	NA	NA	78	83

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 621 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. The amount of lane miles increases annually due to the construction of new roads and streets and development of subdivisions and commercial properties.

Transportation

Summary of Key Departmental Goals (Cont.)

Key Goal 2:

Develop clear avenues of communication with citizens.

Objective A:

Improve citizen familiarization with the Transportation Master Plan.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
City of Round Rock Survey	NA	NA	NA	30.7%	NA

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. In 2002, only 30.7% of the citizens were familiar with the Transportation Master Plan, which was adopted in 1999 by the city council. The objective is to improve citizen familiarization by 10 points for the 2004 survey through the use of the City's web site and pamphlet distribution. The next survey will occur in 2004.

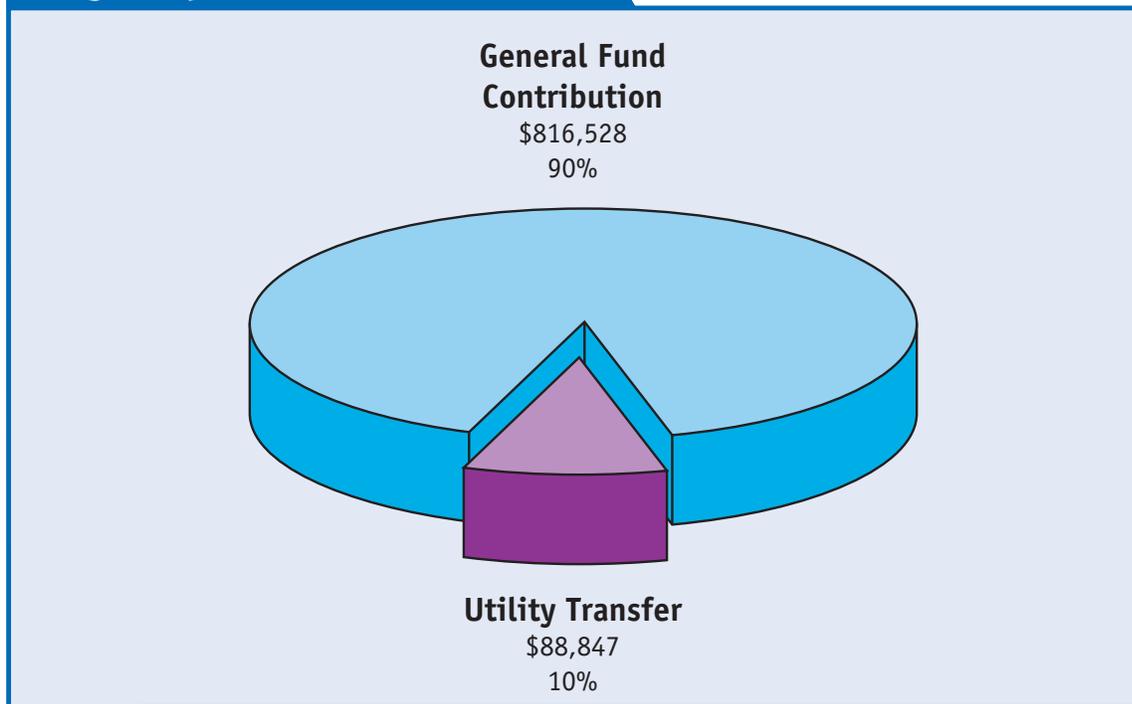
Objective B:

Promptly and courteously respond to resident requests for service.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
48 Hour Follow-up	NA	NA	NA	95%	95%

Trend: Transportation Services Engineering and Administration (TSEA) received requests for service via phone calls, e-mail, and written correspondence. Given the diversity of the requests, an immediate response is not always possible. TSEA attempts to provide the resident an response within 48 hours, but at a minimum TSEA follows-up with the resident by confirming the request was received and is being processed.

**Funding Sources for 2003-2004
Budget Expenditures of \$905,375**



Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
Director of Transportation Services	0	0	1	0.00	0.00	1.00
Traffic Engineering Associate	0	0	1	0.00	0.00	1.00
Traffic Operations Supervisor	0	0	1	0.00	0.00	1.00
Traffic Engineering Technician	0	0	1	0.00	0.00	1.00
Traffic Project Manager (bond)	0	0	1	0.00	0.00	1.00
Traffic Admin. Tech. III	0	0	1	0.00	0.00	1.00
Traffic Intern - P/T	0	0	1	0.00	0.00	0.50
Public Works Operations Manager	0	0	1	0.00	0.00	1.00
Building Management Coordinator	0	0	1	0.00	0.00	1.00
General Services Custodian	0	0	3	0.00	0.00	3.00
Administrative Tech II - Building Maintenance	0	0	1	0.00	0.00	1.00
Total	0	0	13	0.00	0.00	12.5

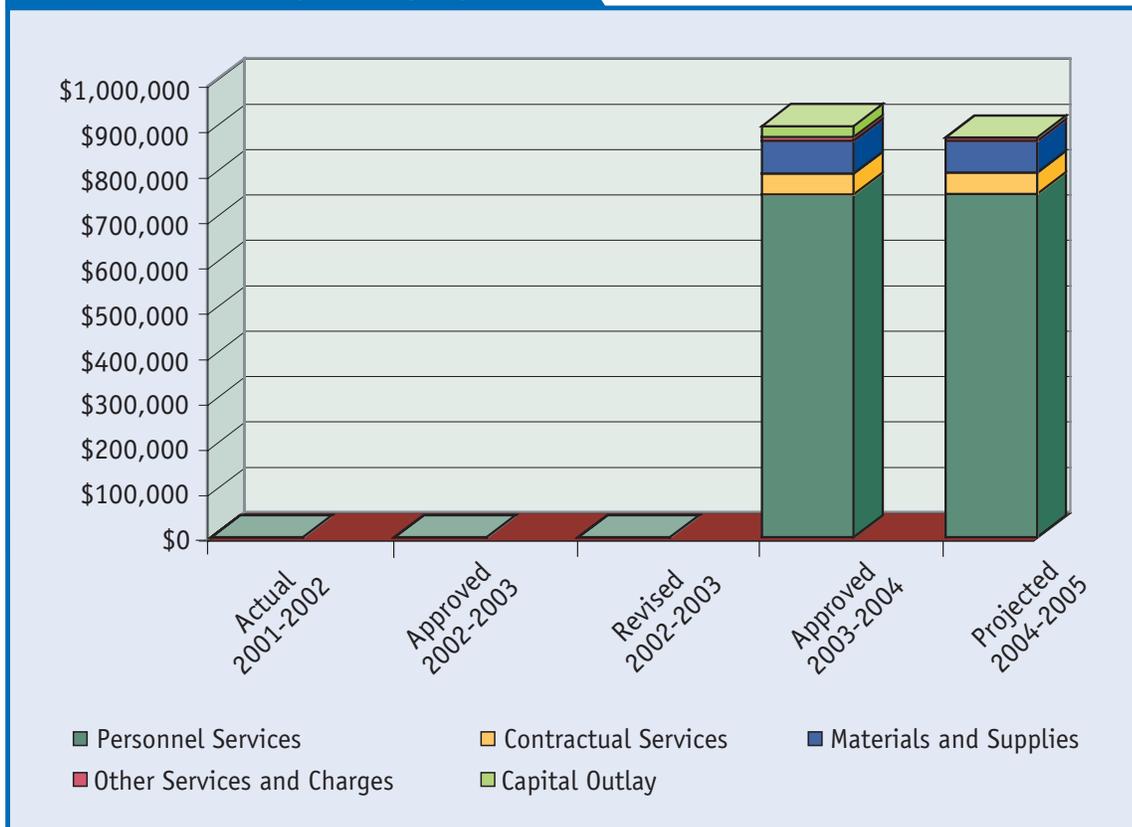
Note: Positions listed above were transferred in from other departments. Transportation Services Engineering & Administration is a new department for FY 03-04

Transportation

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$0	\$0	\$0	\$755,153	\$756,060
Contractual Services	0	0	0	45,422	47,260
Materials and Supplies	0	0	0	72,550	69,515
Other Services and Charges	0	0	0	8,450	7,400
Capital Outlay	0	0	0	23,800	0
Total Expenditures:	\$0	\$0	\$0	\$905,375	\$880,235
Expenditures per Capita:	\$0.00	\$0.00	\$0.00	\$11.34	\$10.45

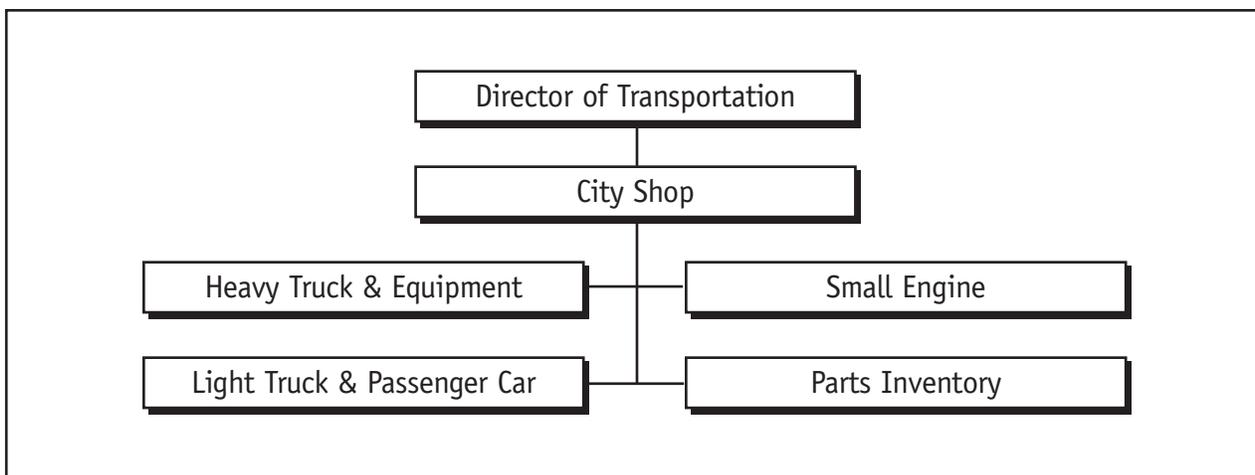
Expenditures by Category



City Shop Department

The City Shop Department (Vehicle Maintenance Facility) provides general support to City Departments by performing maintenance and repair for the vehicle fleet and small equipment.

Mission: Maintain and repair City vehicles and equipment in a cost effective and timely manner.



Departmental Program Summary:

City Shop consists of a single program with four teams. These are described below.

Programs:

Heavy Truck and Equipment Team: This team is responsible for the repair and maintenance of heavy trucks and equipment.

Light Truck and Passenger Car Team: This team is responsible for the repair and maintenance of light trucks and passenger cars.

Small Engine Team: This team is responsible for the repair and maintenance of small engines.

Parts Inventory Team: This team inventories parts and orders new parts.

FY 2002-2003 Highlights:

With the expansion of the Vehicle Maintenance Facility (VMF) we have been increasing productivity as well as getting back to meeting our goals. Also with the changes we have made in the budgeting process related to vehicle purchases and replacements, the shop has been able to provide the information needed to make decisions about replacements and new program purchases.

FY 2003-2004 Overview and Significant Changes:

The VMF is currently looking at new software that will improve the way the VMF ensures that vehicles remain in the fleet until they meet the requirements for replacement and tracks repairs and fuel usage. The software also provides Shop with the ability to determine which vehicles meet established pool criteria. This in turn will allow Shop to maintain a small number of pool vehicles that can be made available to other departments on an as-needed basis.

City Shop

New Programs for FY 2003-2004:

Parts Room Expansion: There is a need for a Parts warehouse expansion to house more parts for the growing fleet. The maintenance vehicles and heavy equipment maintenance parts are not being kept in stock and have to be ordered, creating an unacceptable delay in turn around time. This program will include renovating a building for storage and/or renting a storage facility.

Vehicle Maintenance Software: This is funding a Vehicle maintenance software package that will manage our service and maintenance of all city vehicles.

Service Manual Software: This is for a software package that will allow the shop to have access to current and accurate service manuals.

Shop Tire Storage: This program is funding the purchase of a storage container to house vehicle tires and allow for more area to store maintenance parts.

Departmental Goals:

- Ensure City facilities and equipment meets the needs of City employees and City residents with attention to maintenance, modernization, and expansion.
- Provide safe and operational vehicles and equipment in a cost-effective and timely manner.

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2002-2003	Projected 2003-2004
Demand			
Vehicle Maintenance for Police, Fire, Public Works and Parks and Recreation Departments	13 Departments	14 Departments	14 Departments
Input			
Operating Expenditures	\$816,050	\$917,180	\$899,449
Number of Personnel	14	14	14
Output			
Police Department Work Orders	760	800	800
Fire Department Work Orders	300	350	400
Public Works Work Orders	1,300	1,400	1,500
Parks and Recreation Work Orders	600	700	800
Efficiency			
Cost per Work Order			
Police Department	\$170	\$200	\$300
Fire Department	\$400	\$400	\$500
Public Works	\$125	\$175	\$175
Parks and Recreation	\$120	\$150	\$200
Effectiveness			
Customer Satisfaction Rating (Good to Excellent)	92%	95%	95%

City Shop

Summary of Key Departmental Goals

Key Goal 1:

Provide safe and operational vehicles and equipment in a cost-effective and timely manner.

Objective A:

To insure all vehicle and equipment preventative maintenance (PM) repairs are performed in an accurate and timely manner.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
80% repairs in 3 days or less	50%	80%	60%	70%	70%
40% repairs in 8 hours or less	50%	40%	40%	50%	60%

Objective B:

Insure all line mechanics are provided with 100% current repair manuals and current City fleet data.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
100% current repair manuals/ Software at annual inventory	80%	100%	80%	100%	100%
Maintain 95% accuracy on vehicle maintenance reports	90%	95%	95%	98%	98%

Objective C:

Insure all Vehicle Maintenance Fleet (VMF) personnel are trained to level required by job description. Obtain training for specialty equipment that the City acquires. Retain qualified personnel to service the fleet.

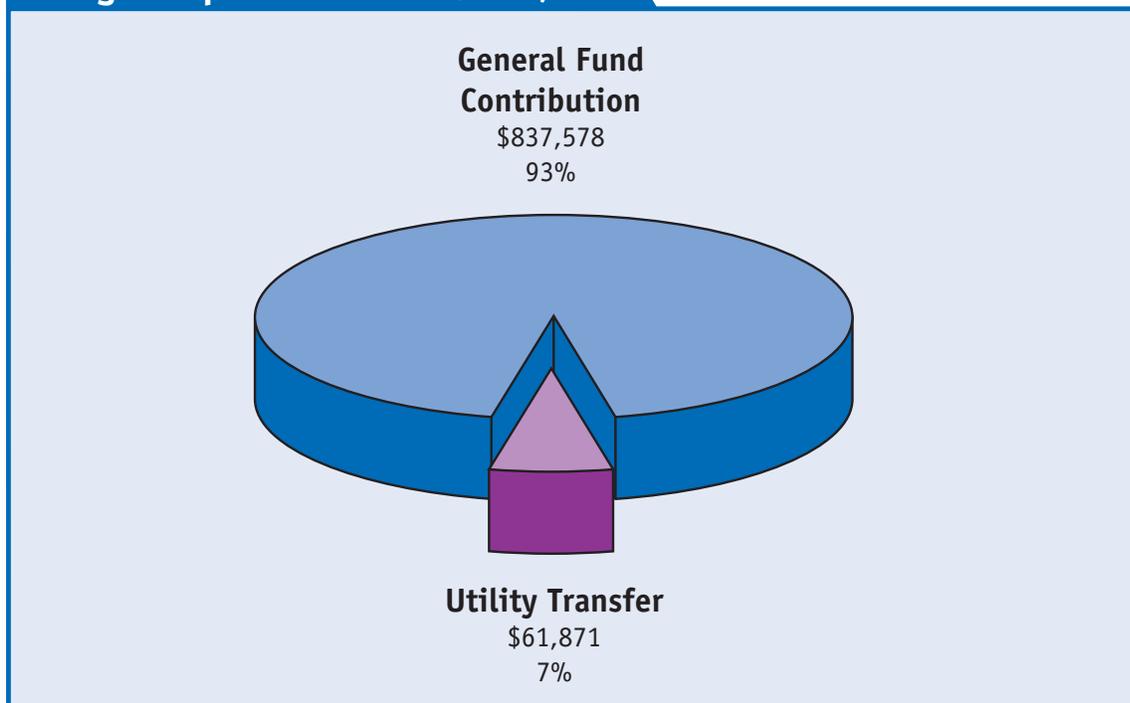
Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Acquire and maintain a minimum of 90% of all pertinent Automotive Service Excellence (ASE), International Motor Sports Association (IMSA), and National Fire Fighters Association (NFFA) certifications	50%	50%	50%	90%	90%
Maintain retention rate of 90% of qualified personnel	90%	90%	90%	90%	90%

Objective D:

Ensure excellent customer satisfaction on all maintenance and repair services.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Achieve 95% customer rating of excellent on surveys	92%	95%	90%	95%	95%

**Funding Sources for 2003-2004
Budget Expenditures of \$899,449**



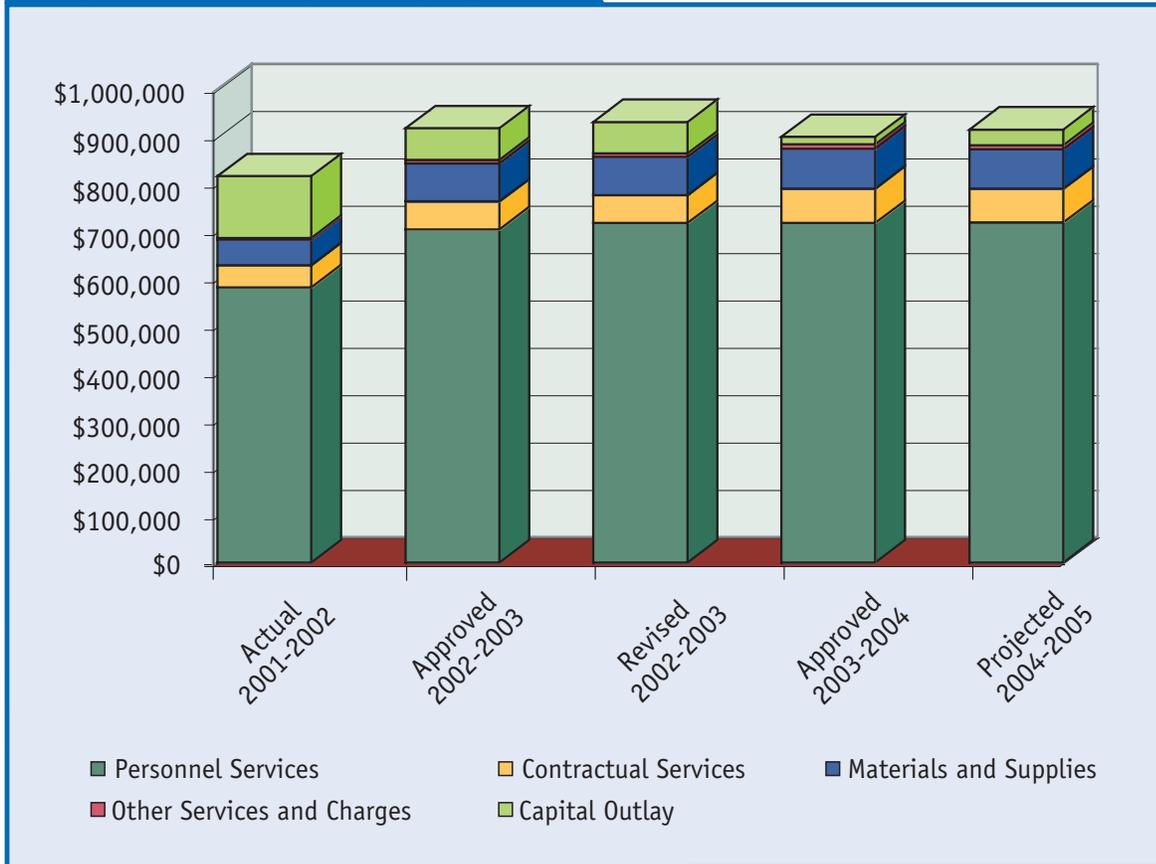
Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
Shop Superintendent	1	1	1	1.00	1.00	1.00
Mechanic III	4	4	4	4.00	4.00	4.00
Mechanic II	4	5	6	4.00	5.00	6.00
Mechanic I	2	1	0	2.00	1.00	0.00
Parts Inventory Specialist	1	1	1	1.00	1.00	1.00
Parts Inventory Technician	1	1	1	1.00	1.00	1.00
Administrative Technician II	1	1	1	1.00	1.00	1.00
Total	14	14	14	14.00	14.00	14.00

City Shop

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$581,421	\$703,890	\$717,400	\$716,999	\$718,485
Contractual Services	46,711	59,000	59,000	73,000	71,000
Materials and Supplies	54,360	80,290	80,290	84,250	83,000
Other Services and Charges	3,289	7,500	7,500	9,000	9,500
Capital Outlay	130,269	66,500	66,500	16,200	33,000
Total Expenditures:	\$816,050	\$917,180	\$930,690	\$899,449	\$914,985
Expenditures per Capita:	\$11.45	\$12.16	\$12.34	\$11.26	\$10.87

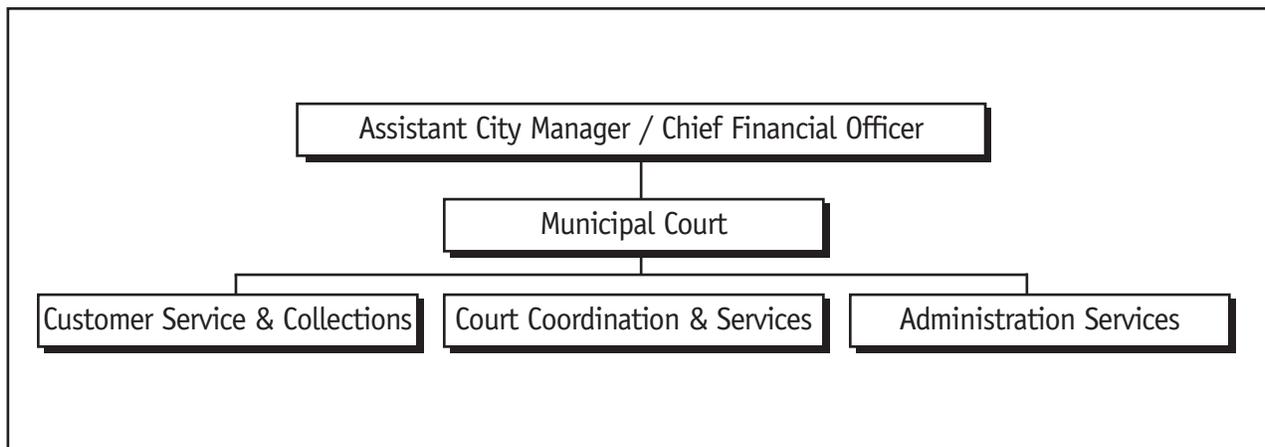
Expenditures by Category



Municipal Court Department

Municipal Court is the first level of the judicial branch of government. The jurisdiction of Municipal Court is limited to Class C misdemeanors occurring within the territorial limits of the City of Round Rock. The charges processed in Municipal Court can be filed by city, county or state peace officers, parks and wildlife officials, 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:

Although the division has three components with different roles, staff has an opportunity to perform functions within other components. This keeps the court team abreast of changes that may impact their duties. Some reorganization has occurred for the upcoming year allowing the department to focus on planning for the future as well as keeping a historical record of process analysis.

Customer Service & Collections: This component is the largest of the three components containing four FTEs. This team receives and enters all charges, assists customers (defendants) with payments or processes leading to the final disposition of their case(s), and processes all case paperwork up to final disposition. This component is responsible for the preparation and activation of arrest warrants, reporting unpaid traffic fines to the Department of Public Safety, courtesy notices, and the collection of delinquent payments. This unit is also responsible for warrant clearance and maintenance warrant records.

Court Coordination & Services: This component is responsible for preparing case files for pending court appearances; and coordinating and scheduling witnesses, translators, defendants, prosecutors, judges and technical needs for pending cases. This team includes the court bailiffs, who are responsible for safety and security of court participants.

Municipal Court

Programs (cont.)

Administrative Services: This component coordinates the administrative functions of the court support staff and judges. This unit is responsible for developing statistics, measurements, costing, reporting and case flow management. The duties include purchasing, payroll, data analysis, historical record keeping and disposition reporting. This is a new component that will enhance our ability to expedite cases in the most efficient manner.

In FY 2001-2002, the Police Department eliminated the local jail facility and began processing all prisoners through Williamson County Jail. This resulted in the elimination of the "Magistration" component and remaining duties have been absorbed by staff in other areas. As the number of arrests impact the County Jail, some new processes and responsibilities are inevitable. Evaluation and planning for those issues are currently underway.

FY 2002-2003 Highlights:

As the Municipal Court home page has developed, the ability to use e-mail as a form of appearance has become a reality. Currently an individual may respond to a citation by e-mail, fax, US postal service, or personal appearance.

The efficiency and effectiveness of the Municipal Court hosted yearly "Warrant Round-up" increases annually. Plans to expand this program include hosting semiannual or quarterly organized programs. The Citizens Police Academy Alumni have volunteered over 100 hours in an effort to successfully clear over 300 warrants.

Municipal Court has made a dedicated effort to reduce records storage, which was the first step toward a "Paperless" court. Community service workers inventoried and prepared many records for destruction. Hundreds of work hours were supplied by Williamson County Adult Probation and coordinated by the Municipal Court staff. As a result of the unending supply of community service workers, the project was completed several months earlier than expected.

The early notification letter implemented in the past fiscal year has served as a way to communicate a multitude of information to defendants with pending cases. Efforts are currently underway to expand and improve the quality of this notification system. It is estimated that the process has greatly contributed to the decrease in arrest warrants issued after failure to appear.

The security fund, which is collected at a rate of \$3.00 per applicable conviction, has allowed the court to implement a bailiff unit. The unit is made up of two(2) part time employees who are in attendance at each court session and prosecutor conferences. Annual training is supplied to these staff members to keep them abreast of changes in their field of expertise. There is clearly an improvement in the behavior of court participants during sessions.

Plans to expand court service after our move to the Municipal Office Complex are geared toward multiple payment options, improving collection techniques for debt, streamlining data entry, and using imaging technology to limit the use of paper. We are currently working on forming a partnership with other municipal courts to develop a closed circuit magistration system at Williamson County Jail. This system would enable municipal judges, from remote areas of the county, to conduct hearings via closed circuit television.

Four municipal court deputy clerks completed Court Clerk Level I certification and one Court Clerk achieved a Level II certification. The department strives to have all staff achieve Level 1 certification during the first year of employment. This certification program has three levels and is designed to enhance the performance and professionalism of the court support staff. This is a key component of our mission and is a shared goal among judges and support staff.

FY 2003-2004 Overview and Significant Changes:

For FY 2003-2004, Municipal Court anticipates the following changes:

- The development of an organized program using community service restitution hours to supply city departments with an unending supply of cost free labor.
- Pre-assessed court fines increased significantly early in the 2003 fiscal year. This indicates that the collection statistics will look somewhat different in the area of percentage paid to the state and percentage deposited into revenue.
- Staggered court sessions throughout the work week easing the crowded parking areas in and around the new facility.
- The economic downturn may play a role in the ability to collect fines and court costs after final judgment.
- Municipal Court has mitigated that possible scenario with new payment procedures and options.
- A new program for document imaging and records management is expected to decrease the need for storage and increase efficiency in the evaluation of a case history.
- Legislative bills which could impact court business:

House Bill 200 may allow cities to place cameras at stop light intersections and charge drivers with a civil violation of running a red light. This would greatly impact municipal courts across the state with new "Civil Jurisdiction" issues.

House Bill 1066 would end the sunset date on the Municipal Court Technology Fund (\$4 per conviction) allowing courts to continue to collect and support the technology needs of court operations.

Senate Bill 379 would allow Municipal Judges to conduct marriage ceremonies.

Senate Bill 502 makes a new, more organized effort, at consolidating and coordinating the collection of court costs into one fixed cost per offense and simplifying the allocation process of these funds.

New Programs for FY 2003-2004:

Part Time Deputy Court Clerk: The department will bring on two part time (25 hours each) Deputy Court Clerk-Cashiers to assist during peak load times.

Departmental Goals:

- Limit past due fines by maintaining effective methods for fine collections.
- Communicate applicable fines, fees and processes to customers.
- Ensure the feeling of safety and security of all persons during court sessions.
- Maintain relationship with Youth officials countywide to ensure required penalty enhancements are applied.
- Maintain a continuous audit process enhancing public confidence in the ethics and security related to the application of fines, fees and costs.
- Focus on streamlining and improving processes.
- Ensure required penalty enhancements be applied to youth cases.
- Enhance public confidence in the ethics and security related to the application of Municipal Court fines and costs.

Municipal Court

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2000-2001	Estimated 2001-2002	Projected 2002-2003
Demand			
Enforcement Demands:			
Class "C" Misdemeanors filed (SL)	1,100	1,100	1,200
Non Parking Violations Filed (NP)	10,967	11,000	12,000
Parking Violations Filed (PA)	464	250	250
Ordinance Violations Filed (CO)	435	500	500
Search Warrants	14	20	20
Felony/County Warrants	369	450	450
Defense Demands:			
Cases Handled by Court Staff	21,991	22,500	22,500
Judge Trials	1,751	1,500	1,500
Jury Trials	23	50	50
Youth Hearings	635	750	750
Input			
Operating Expenditures	\$399,839	\$416,782	\$538,313
Number of Personnel (FTE)	7	8	9
Number of Judges (FTE)	0.5	1	1
Hours in Court per month	468	500	500
Output			
Collections:			
City Fines & Costs Collected	\$925,604	\$750,000	\$900,000
State Costs Collected	\$414,213	\$350,000	\$350,000
Dispositions:			
Fines Paid Before Trial	5,139	5,200	5,200
Compliance Dismissals	1,317	1,500	1,500
Dismissals by Deferral with Sanctions	1,789	1,900	1,900
Cases Appealed	7	5	5
Dismissals by Motion	321	325	325
Class C Warrants Issued	2,643	2,500	2,500
Efficiency			
Number Hearings to Judge/Clerk	4,490	4,500	4,500
Number of Customers per Clerk	3,683	3,700	3,700
Effectiveness			
% Cases to Warrants	20%	20%	15%
% Cases Disposed	80%	80%	85%

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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
% of cases cleared before Warrant	67%	85%	80%	95%	90%
% of cases disposed within 30 days of final judgment	39%	53%	50%	60%	60%
% of fines paid within 90 days of final judgment	23%	30%	22%	25%	25%

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:

Communicate appropriate fines, fees and processes to customers.

Objective A:

Improve communication with customers through home page and printed materials.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Number of refund checks issued	50	50	23	25	25
Number of subsequent contacts required to finalize transaction	NA	150	NA	TBD	TBD

Trend: Fine and fees are somewhat fixed for the remaining period of FY 2003. Legislative changes related to court costs could cause some confusion about the total amount due. Planning efforts taking place in anticipation of this legislation in 9/2003. We are still working on an appropriate measure that would accurately depict the number of contacts it takes to complete a case transaction.

Key Goal 3:

Ensure the feeling of safety and security of all persons during court sessions.

Objective A:

Provide a bailiff and other security techniques to improve feeling of safety.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Number of sessions with Bailiff	43	43	100	111	300
Number of sessions without a Bailiff	85	40	9	5	5
Number of calls for service to Police for assistance related to court customer	2	5	3	3	3

Trend: Changing from the traditional large docket on one day per week during FY 02/03 to mini dockets throughout the week in FY 03/04 substantially increases the number of court sessions.

Municipal Court

Summary of Key Departmental Goals (Cont.)

Key Goal 4:

Ensure required penalty enhancements be applied to youth cases.

Objective A:

Maintain relationship with youth officials countywide.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Number of mandatory transfers of Youth cases to JV Court (County)	2	20	13	20	20
Number of optional Transfers of Youth cases to JV Court (County)	1	5	5	5	5

Trend: This is an area where all municipal courts anticipate longer court sessions as well as increased case loads.

Key Goal 5:

Enhance public confidence in the ethics and security related to the application of Municipal Court fines and costs.

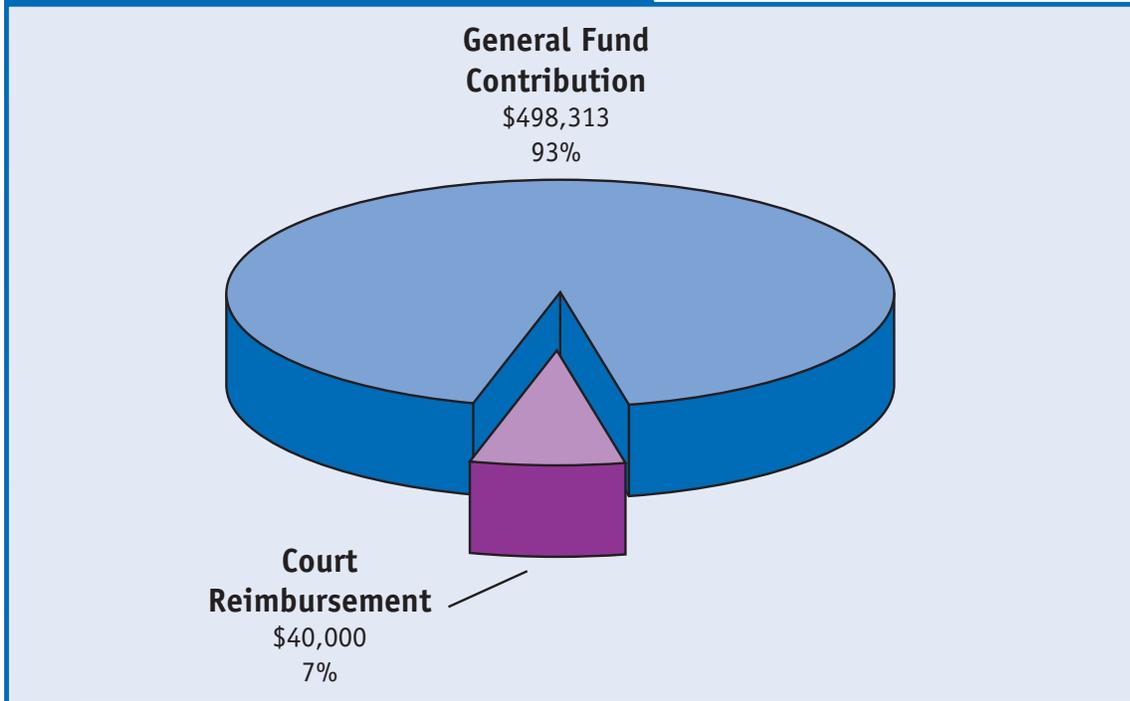
Objective A:

Maintain a continuous audit process in the clerk's office utilizing periodic customer contact and random verifications of payments.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Percentage of errors in cash or payment audits	NA	TBD	3	20	20
Percentage of payments misapplied by staff error	NA	TBD	0	0	0
Number of case audits performed	NA	TBD	NA	5	5

Trend: This measurement should always reflect small numbers in the area of staff error because of our commitment to excellence. Payment history audits take several hours to perform and when questions about payment history arise, we encourage customers to take advantage of this process. It is a common request in cases that have warrants and during "warrant round up".

**Funding Sources for 2003-2004
Budget Expenditures of \$538,313**



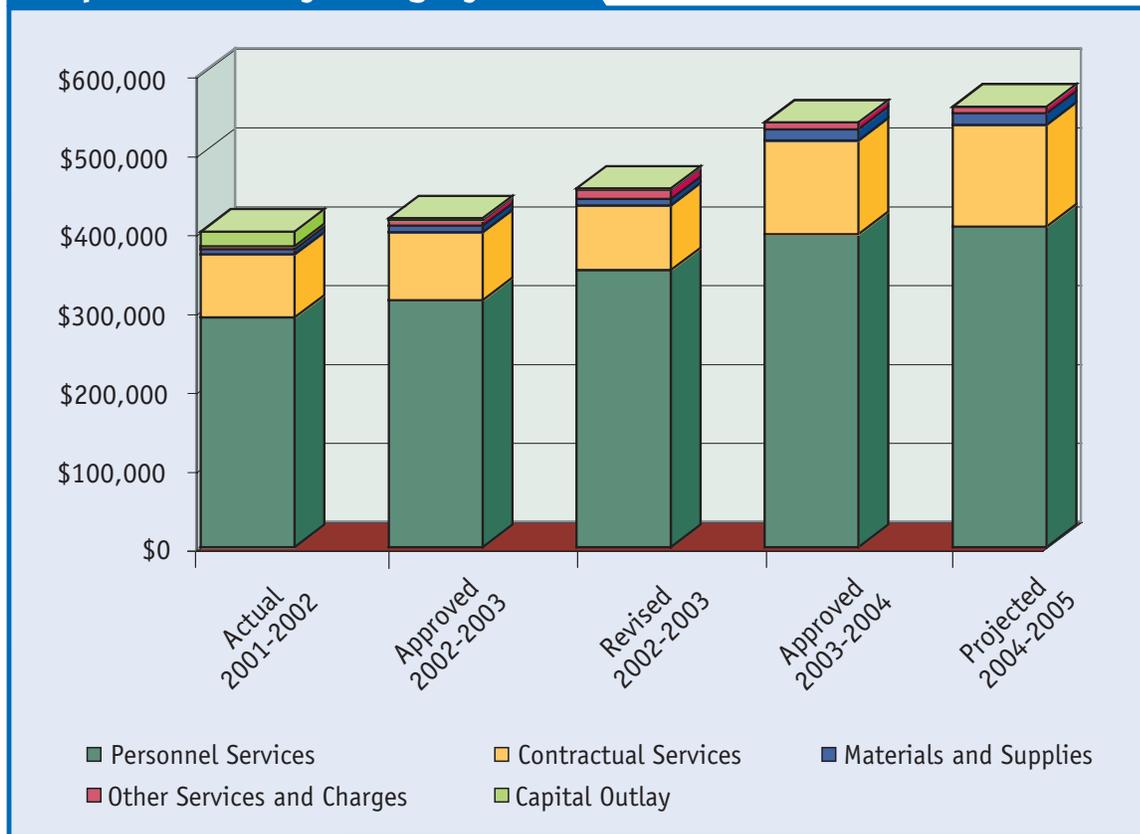
Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
Court Administrator/Clerk	1	1	1	1.00	1.00	1.00
Senior Deputy Clerk	1	1	1	1.00	1.00	1.00
Deputy Clerk II	2	2	2	2.00	2.00	2.00
Deputy Clerk	3	3	3	3.00	3.00	3.00
Deputy Clerk - P/T	0	0	2	0.00	0.00	1.00
Bailiff - P/T	0	2	2	0.00	1.00	1.00
Total	7	9	11	7.00	8.00	9.00

Municipal Court

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$291,071	\$313,017	\$350,998	\$396,893	\$406,363
Contractual Services	79,929	86,150	82,150	118,720	129,220
Materials and Supplies	6,583	8,100	8,100	14,100	14,100
Other Services and Charges	3,717	7,515	11,515	8,600	8,600
Capital Outlay	18,539	2,000	2,000	0	0
Total Expenditures:	\$399,839	\$416,782	\$454,763	\$538,313	\$558,283
Expenditures per Capita:	\$5.61	\$5.53	\$6.03	\$6.74	\$6.63

Expenditures by Category





Debt Service Funds Expenditures

2 0 0 3 - 2 0 0 4



ROUND ROCK, TEXAS
PURPOSE. PASSION. PROSPERITY.



The seal of the City of Round Rock, Texas, is a circular emblem. It features a five-pointed star in the center, surrounded by a wreath. The words "CITY OF ROUND ROCK" are written in a circular path around the top, and "TEXAS" is written at the bottom. A small star is also visible on the right side of the seal.

DEBT SERVICE FUNDS EXPENDITURES

Interest & Sinking - G.O. Bonds

Interest & Sinking - Revenue Bonds

G.O. Bonds

Interest & Sinking - G.O. Bonds Program Description

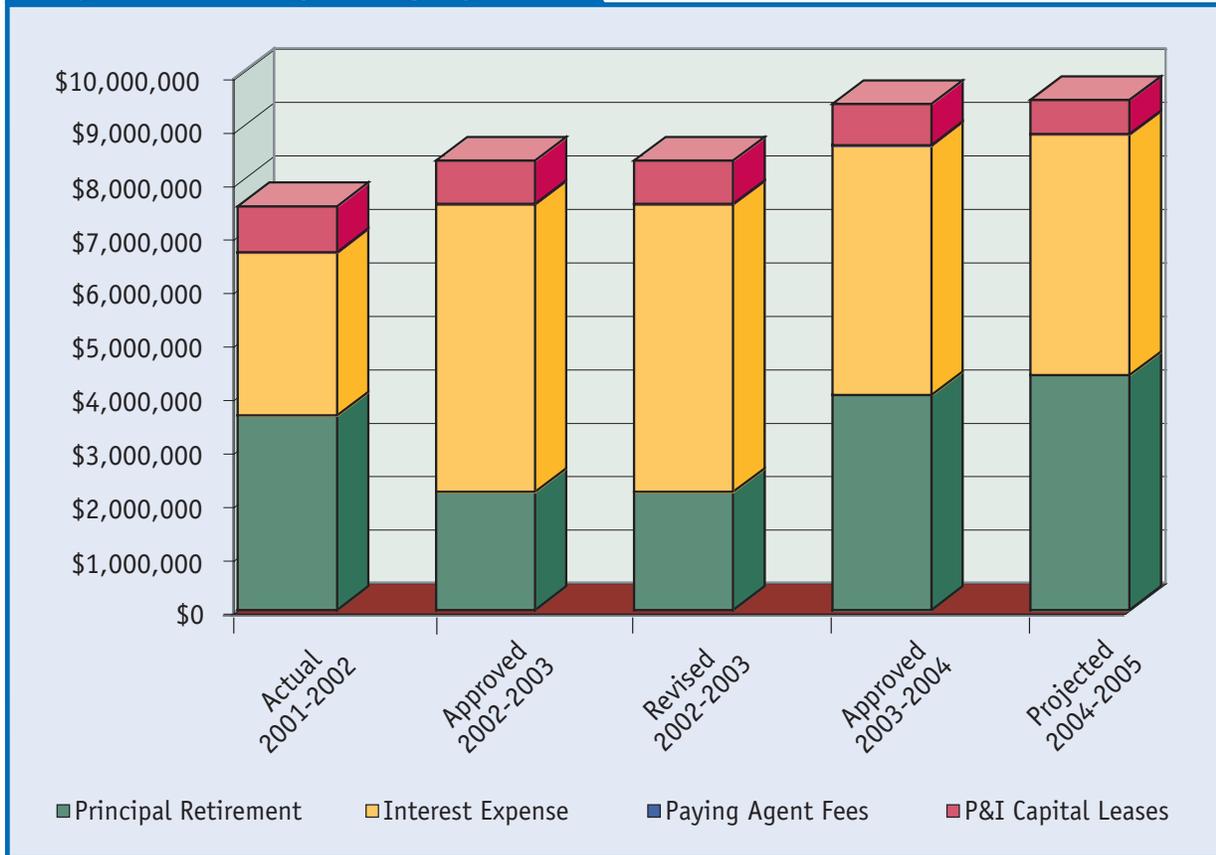
To provide for the scheduled retirement of the City's Bonded and other long-term debt. See also the Bonded Debt Schedules Section of this budget.

Interest & Sinking G.O. Bonds Debt Service Fund

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Principal Retirement	\$3,637,000	\$2,208,000	\$2,208,000	\$4,018,000	\$4,388,000
Interest Expense	3,048,101	5,377,587	5,377,587	4,666,328	4,503,680
Paying Agent Fees	6,222	9,000	9,000	9,000	9,000
P&I Capital Leases	860,636	809,953	809,953	771,455	640,368
Total Expenditures:	\$7,551,959	\$8,404,540	\$8,404,540	\$9,464,783	\$9,541,048
Expenditures per Capita:	\$105.96	\$111.46	\$111.46	\$118.53	\$113.31

Expenditures by Category



Revenue Bonds

Interest & Sinking - Revenue Bonds Program Description

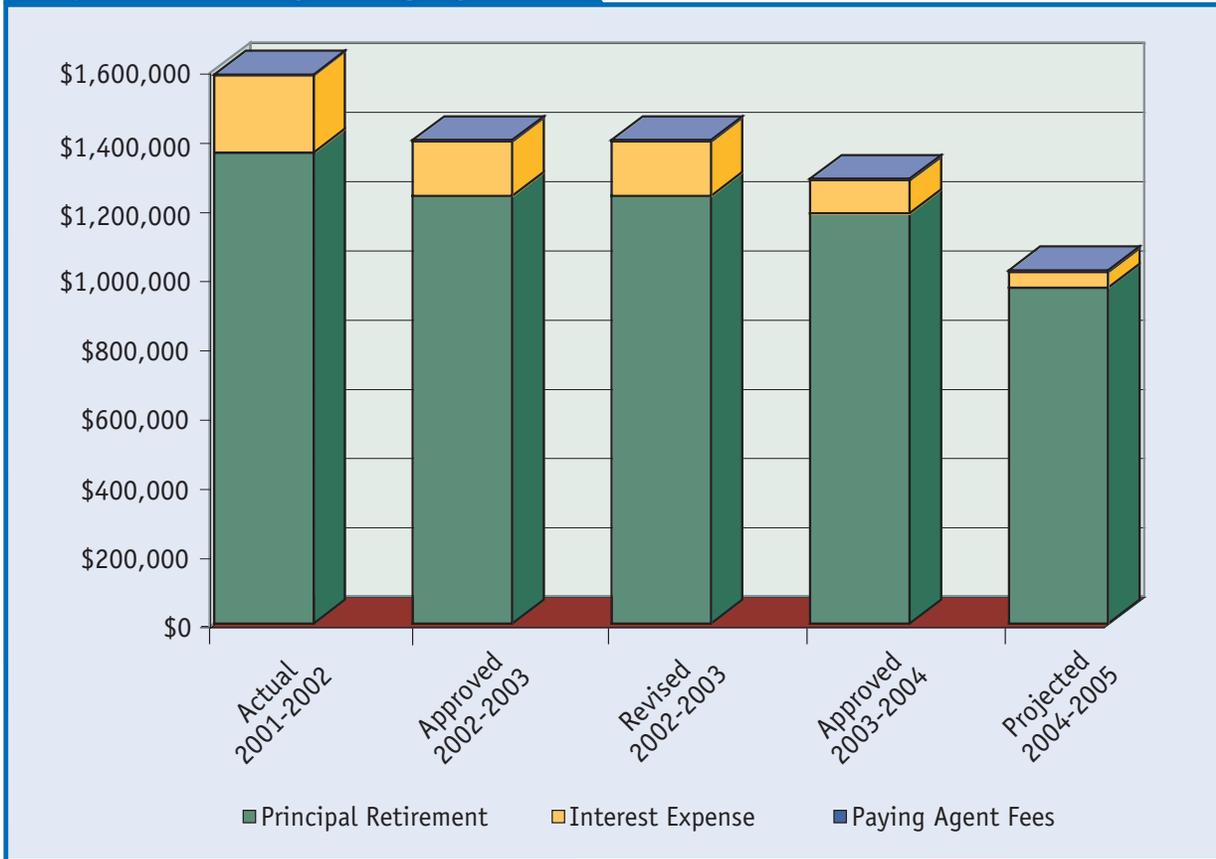
To provide for the scheduled retirement of the City's Bonded and other long-term debt. See also the Bonded Debt Schedules Section of this budget.

Interest & Sinking Revenue Bonds Debt Service Fund

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Principal Retirement	\$1,360,000	\$1,235,000	\$1,235,000	\$1,185,000	\$970,000
Interest Expense	223,835	157,358	157,358	94,975	46,058
Paying Agent Fees	1,737	4,000	4,000	4,200	4,200
Total Expenditures:	\$1,585,572	\$1,396,358	\$1,396,358	\$1,284,175	\$1,020,258
Expenditures per Capita:	\$22.25	\$18.52	\$18.52	\$16.08	\$12.12

Expenditures by Category





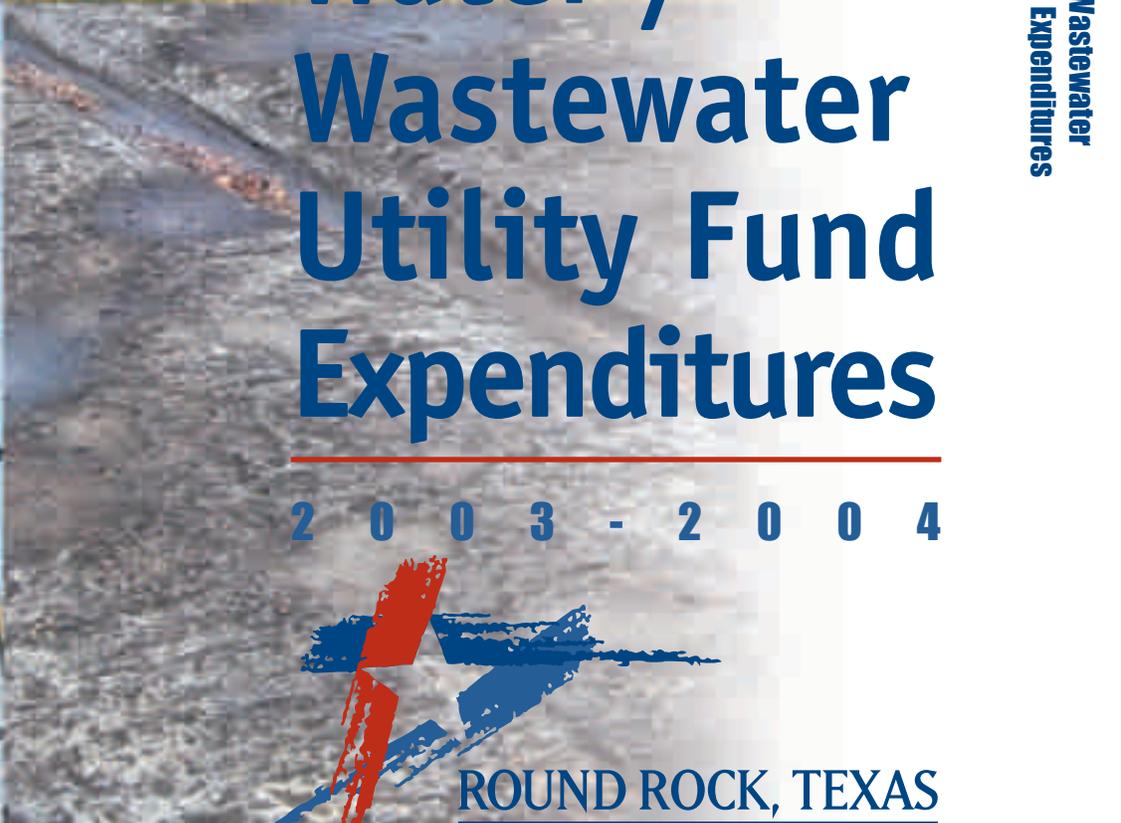
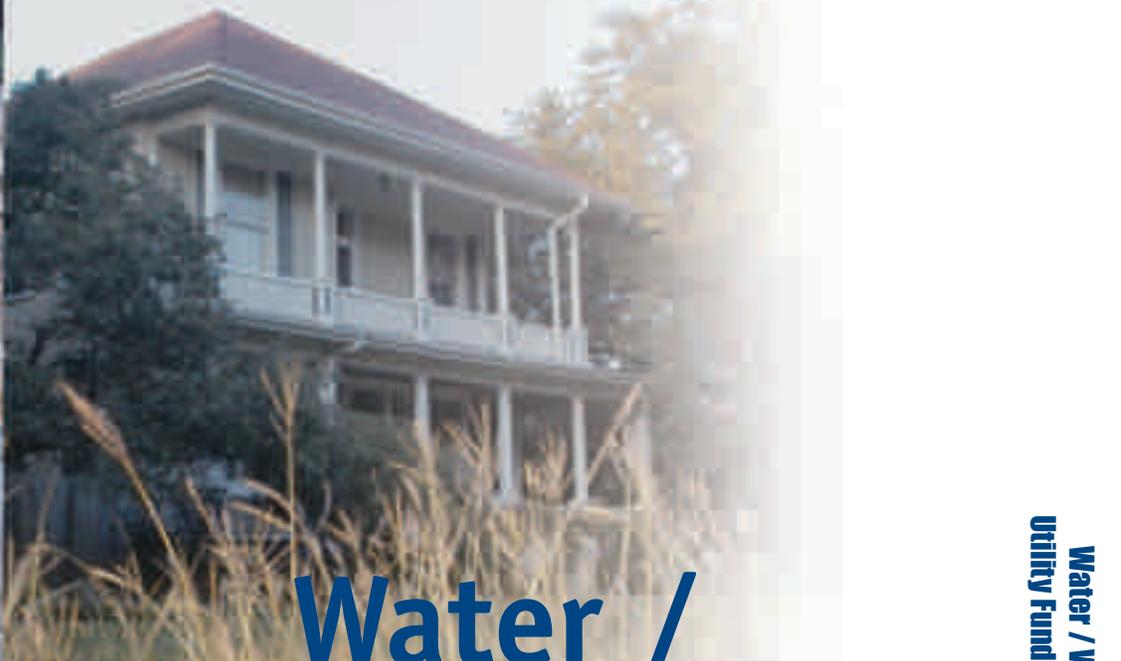
Water / Wastewater Utility Fund Expenditures

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ROUND ROCK, TEXAS

PURPOSE. PASSION. PROSPERITY.





WATER/WASTEWATER UTILITY FUND EXPENDITURES

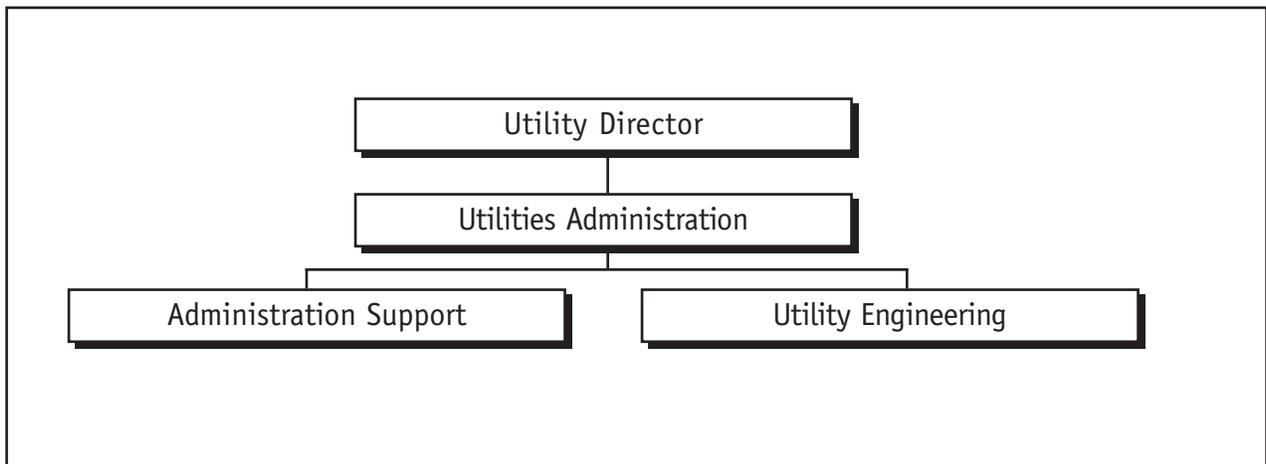
Utilities Administration
Water Treatment Plant
Water Systems Support
Water Line Maintenance
Wastewater Treatment Plant
Wastewater Systems Support
Wastewater Line Maintenance
Environmental Services
Utility Billings & Collections



Utilities Administration Department

Utilities Administration houses the Director of Utilities who oversees the city's Raw Water Supply, Utility Engineering, Capital Improvements Program and seven Departments. These Departments are: Water Treatment Plant, Environmental Services (Industrial Waste Pretreatment, Recycling Services, and Analytical Services), Water Line Maintenance, Water System Support, Wastewater System Support, Wastewater Line Maintenance, and Wastewater Treatment Plant.

Mission: To ensure adequate future water supply for the city, ensure economical operation of the utilities system, 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, as described below.

Programs:

Utility Engineering: Utility Engineering is responsible for the management, inspection and coordination of all Utility Capital Improvement Projects (C.I.P.), including contract negotiations of Professional Services Contracts, and provides general engineering support for Engineering & Development Services and other departments in the City. In addition, Utility Engineering is responsible for the management and coordination of the City's Utility

G.I.S. and Utility Systems Computer Modeling Programs.

Administration Support: Administration Support oversees and supports Utility Engineering and seven Departments. These Departments include:

- **Water Systems Support:** Water Systems Support consists of two components. A) Pump Maintenance and B) Meter Maintenance. Both components are under the direction of the Utility Support Supervisor.
- **Water Line Maintenance:** Water Line Maintenance functions on a twenty-four/seven work schedule to repair line-breaks and correct service problems. This department is under the direction of the Water Line Maintenance Supervisor.

Utilities Administration

Departmental Program Summary: (Cont.)

- **Wastewater Line Maintenance:** Wastewater Line Maintenance functions on a 24/7 work schedule to repair line breaks and correct service problems. This department is under the direction of the Wastewater Line Maintenance Supervisor.
- **Environmental Services:** Environmental Services consists of three components: A) Environmental Services, B) Analytical Services, and C) Waste Pretreatment. All Components are under the direction of the Environmental Services Manager.
- **Wastewater Treatment:** Our Wastewater Treatment operation is owned by the Lower Colorado River Authority (L.C.R.A.) and is operated by the Brazos River Authority (B.R.A.).
- **Water Treatment Plant:** The Water Treatment Plant is responsible for treating and distributing surface and ground water.
- **Wastewater Systems Support:** The Wastewater support department is responsible for the operation, maintenance and repair of the City's wastewater collection system.

FY 2002-2003 Highlights:

Utilities Administration is a new department proposed in the City's FY 03-04 budget. Still, there are several 02-03 highlights that will affect the department's future. These are discussed below.

- The water conservation program was implemented in FY 02-03.
- The last of three (3) 1.25 million gallon (MG) elevated water storage tanks was completed, improving the reliability of our water distribution system in the southeast and southwest areas of the system.
- An integrated in-house water distribution system computer model was implemented to ensure the efficient and adequate operation and expansion of the system. Further, a Utility System Analyst was

hired to manage and operate the city's water system model.

- A citywide Global Positioning System (GPS) was established and implemented to provide a uniform horizontal and vertical control network across the city. Significant inroads were made towards fulfilling the requirement that all current and future development and engineering projects tie to the GPS network. (Once a project is completed, the project's developer or engineer is responsible for providing the city with a digital file that is geo-referenced to the network for ease and timely updating of utility system maps.)
- In order to assure compliance with the Texas Commission of Environmental Quality (TCEQ) five-year inspection program, three (3) of our twenty-one (21) wastewater basins over the Edwards Aquifer Recharge Zone were rehabilitated.
- Construction of the Phase V Water Treatment Plant Expansion began in FY 02-03. When completed in June of 2004, the expansion will double the city's current water treatment capacity.
- A ten-year plan/schedule for Utility Capital Improvement Projects was developed.

FY 2003-2004 Overview and Significant Changes:

- The implementation of the water conservation program will continue to be a departmental priority in 03-04.
- The Director of Utilities position was approved in the FY 02-03 budget, and will be moved into the Utility Administration department for FY 03-04.
- The Utility Capital Improvement Projects (CIP), Utility GIS, and Utility Modeling and Mapping operations will be coordinated and managed within this new department by moving the Chief Utility Engineer, Utility CIP Construction Inspector, Utility Systems Analyst, GIS Analyst and GIS Technician positions into the Utility Administration Department.

FY 2003-2004 Overview and Significant Changes: (Cont.)

New Programs for FY 2003-2004:

Relocate GIS Analyst & GIS Technician: Currently, both positions reside in Engineering & Development Services (25000), although both positions are more "Utility" oriented. This program will move these positions to a division that is more logical in terms of support and funding.

Departmental Goals:

- Ensure an adequate future water supply.
- Maintain 100% compliance with state and federal regulations.
- Ensure economical operation of the Utility System by remaining within budgeted amounts.
- Represent the City's future needs on Brazos Region 'G'.
- Ensure a highly reliable and efficient water distribution system, meeting all Environmental Protection Agency (EPA), Texas Commission on Environmental Quality (TCEQ) and the Safe Drinking Water Act regulations.
- Ensure a highly reliable and efficient wastewater collection system, meeting all Environmental Protection Agency (EPA), and Texas Commission on Environmental Quality (TCEQ) regulations.
- Develop and maintain a comprehensive, integrated in-house wastewater collection system computer model to ensure the efficient and adequate operation and expansion of the system.
- Ensure all utility CIP are adequately and efficiently coordinated, managed and inspected.

Utilities Administration

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2002-2003	Projected 2003-2004
Demand			
Raw Water Under Contract	24,554	31,498	31,498
Water Use in Acre Feet	15,976.00	16,774.96	17,277.77
Number of Water Connections	20,899	21,430	22,063
Service Population	80,000	90,000	95,000
Miles of Water Line	299	358	405
Miles of Wastewater Lines	220	242	250
Number of Wastewater Lift Stations (sites)	14	12	13
Water Pumping Stations (sites)	14	14	14
Input			
Operating Expenditures	NA	NA	\$986,643
Number of Authorized Personnel	NA	NA	10
Output			
Gallons of Water Delivered	3,919,330,000	4,389,640,000	4,916,400,000
Gallons of Wastewater Treated	3,152,630,000	3,399,290,000	3,637,240,000
Dollars of CIP Completed	\$30,000,000	\$26,000,000	\$25,000,000
Efficiency			
Utility Administration Expenditure as a Percentage of Utility Fund	NA	NA	4.04%
Water Use/Water Under Contract	65%	53%	55%
Raw Water Cost Per Acre Foot	\$29	\$34	\$39
Effectiveness			
Number of TCEQ Violations	0	2	0
Wastewater Removal Efficiency	99%	98.9%	99%

*Note: FY 03-04 is the first year of this departments existence.

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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Raw Water Under Contract in Acre Feet	NA	NA	24,554	31,498	31,498
Actual Raw Water in Acre Feet	NA	NA	15,976	16,775	17,278

Trend: This is a new measure for FY 03/04. Hence there is no forecast shown for FY 01-02.

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:

Put in place a "Utility Systems Analyst" to develop, implement, and maintain our in-house water distribution system model and analyze and management system operations and upgrades.

Objective B:

Integrate water distribution system computer model in our GIS and SCADA systems.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Percentage of water system modeled	0%	0%	0%	98%	98%
Miles of Water Line added to System by Percentage of System	5%	5%	4.5%	3.5%	4.5%

Trend: This is a new measure for FY 03/04. Currently, there are 358 miles of water lines.

Utilities Administration

Summary of Key Departmental Goals

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 water distribution system computer model into our GIS and SCADA systems.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Percentage of System Modeled	0%	0%	0%	90%	98%
Miles of Wastewater Line added to System	NA	10%	8.50%	4.20%	5%
Miles of wastewater line connected directly to regional wastewater line	NA	10	10	14	20

Trend: This is a new measure for FY 03/04. Currently, the total miles of wastewater line are 242 miles (including 13.7 miles of regional wastewater lines).

Key Goal 4:

Ensure efficient utility services 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.

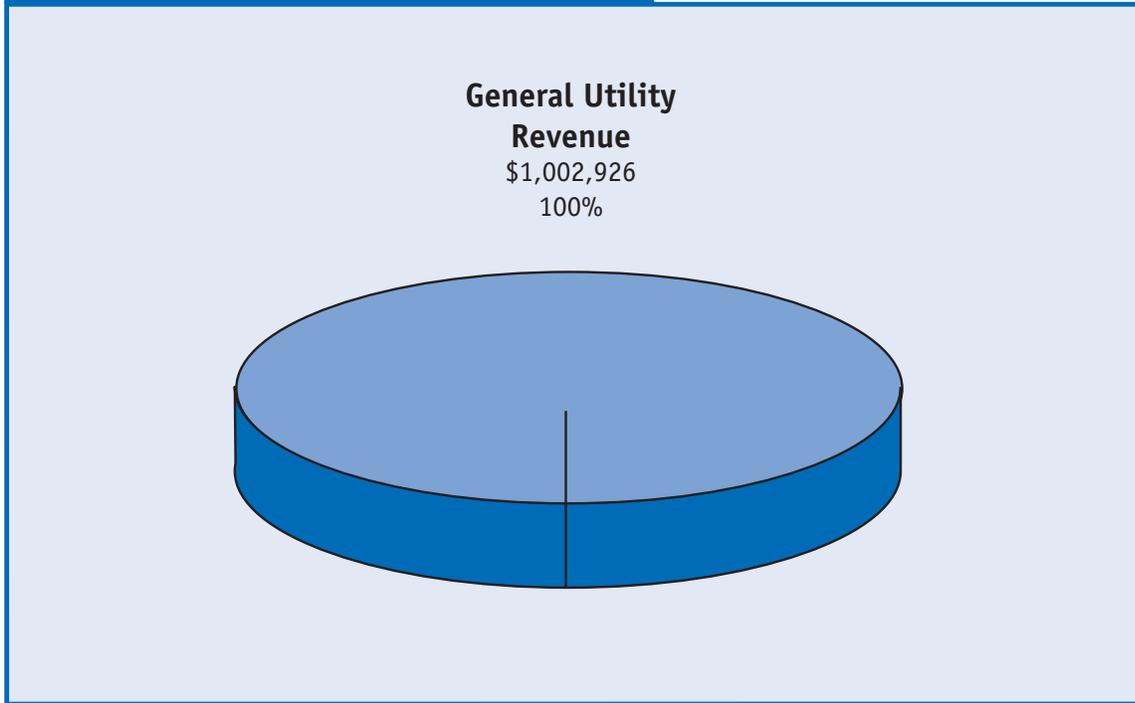
Objective B:

Maintain an up to date 10-year Capital Improvements Schedule for utilities.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Construction of Utility CIP Improvements	\$30,160,000	NA	\$24,000,000	\$20,800,000	\$20,000,000
Utility CIP Improvements	\$37,700,000	NA	\$30,000,000	\$2,600,000	\$25,000,000
Engineering of Utility CIP Improvements	\$7,540,000	NA	\$6,000,000	\$5,200,000	\$5,000,000

Trend: This is a new measure for FY 02-03/03-04. Hence there is no forecast shown for FY 01-02.

**Funding Sources for 2003-2004
Budget Expenditures of \$1,002,926**



Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
Utility Director	0	0	1	0.00	0.00	1.00
Chief Utility Engineer	0	0	1	0.00	0.00	1.00
Utility CIP Construction Inspector	0	0	1	0.00	0.00	1.00
Utility Systems Analyst	0	0	1	0.00	0.00	1.00
Facilities Maintenance Technician	0	0	1	0.00	0.00	1.00
W/WW Line Maint. Inspector	0	0	2	0.00	0.00	2.00
Const. Inspector (Special Projects)	0	0	1	0.00	0.00	1.00
GIS Analyst	0	0	1	0.00	0.00	1.00
GIS Technician	0	0	1	0.00	0.00	1.00
Total	0	0	10	0.00	0.00	10.00

Note: Utilities Administration is a new department for FY 03-04.

Positions, with the exception of GIS Analyst and GIS Technician were transferred in from other departments.

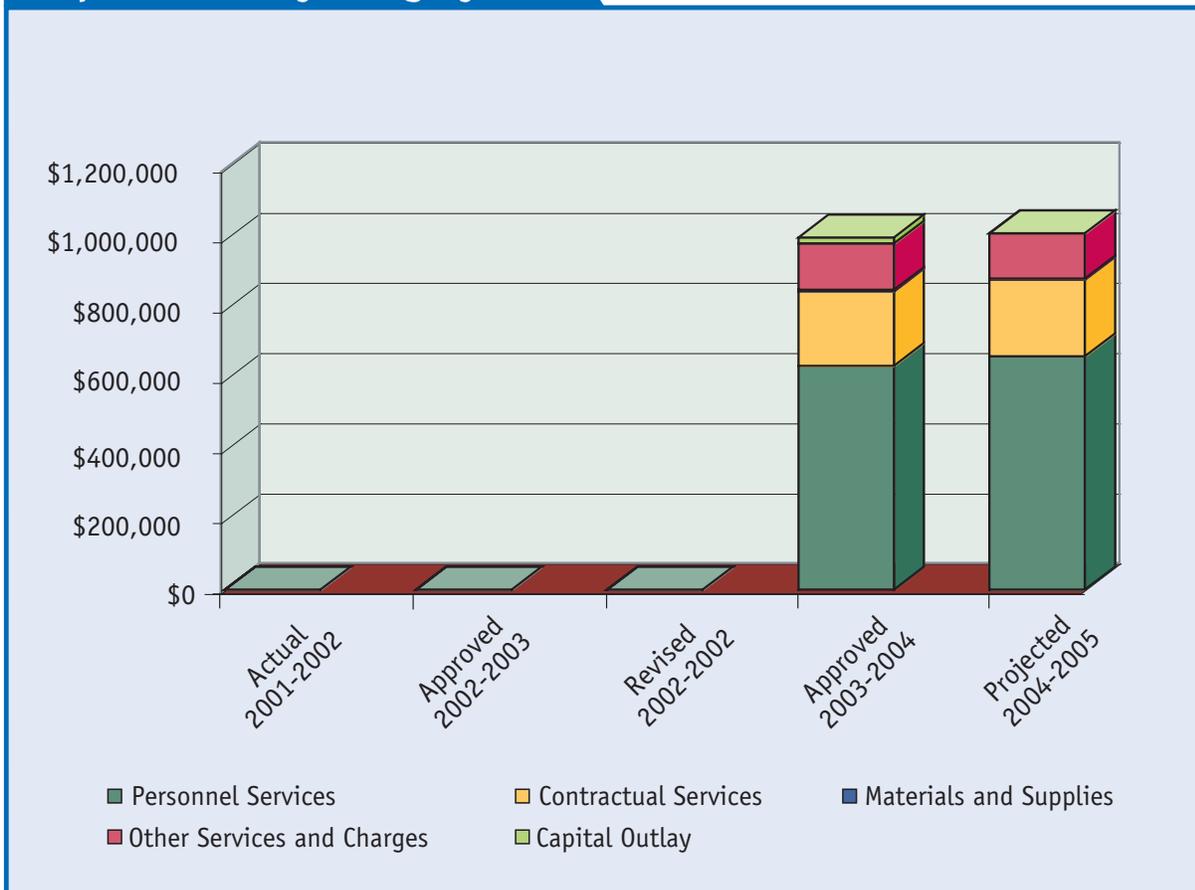
Utilities Administration

Utilities Administration Department

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$0	\$0	\$0	\$637,450	\$664,512
Contractual Services	0	0	0	212,252	218,770
Materials and Supplies	0	0	0	3,800	3,300
Other Services and Charges	0	0	0	132,096	128,596
Capital Outlay	0	0	0	17,328	0
Total Expenditures:	\$0	\$0	\$0	\$1,002,926	\$1,015,178
Expenditures per Capita:	\$0.00	\$0.00	\$0.00	\$12.56	\$12.06

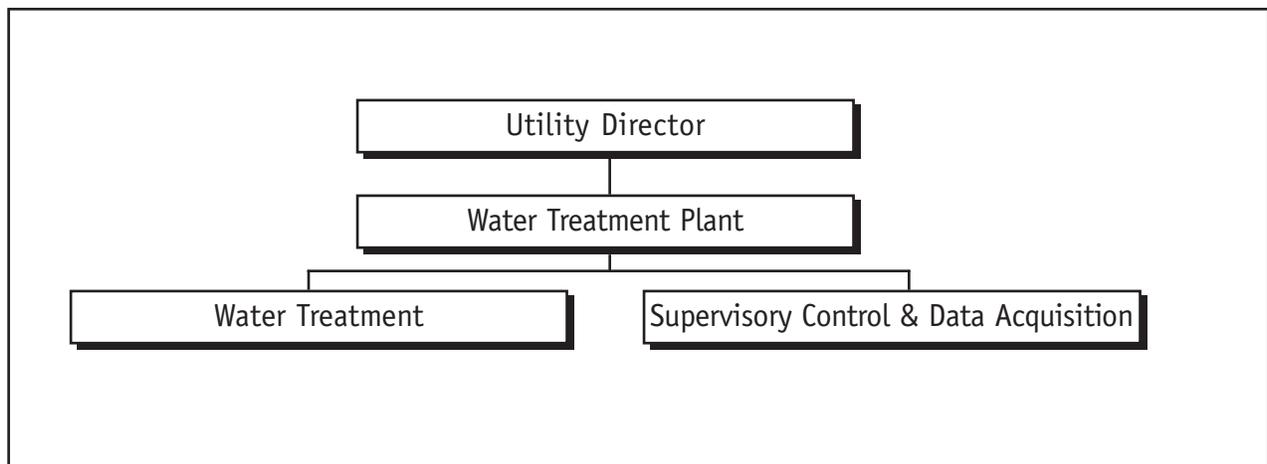
Expenditures by Category



Water Treatment Plant Department

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 30 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.

Water Treatment Plant

FY 2002-2003 Highlights:

- Several new components of the Phase V Water Treatment Facility expansion were completed during fiscal year 2002-2003.
- Improvements to the Washwater Recovery System were completed in May. The Washwater Recovery System is used to treat and recycle spent water resulting from the cleaning of water filters.
- The existing Phase II Water Treatment Facility was rehabilitated and converted into solids handling facilities.
- The Chlorine Facility was completed and put into service in June.
- The existing one and two million gallon clearwells (ground storage tanks) were refurbished and painted.
- In response to changing trends in the industry and new regulations, the water treatment facilities converted from free chlorine to chloramines disinfectant.

FY 2003-2004 Overview and Significant Changes:

The most significant change planned for the upcoming fiscal year includes the construction of the aforementioned Phase V Water Treatment Facility. New programs expected to be implemented are discussed below.

New Programs for FY 2003- 2004:

Water Treatment Plant Operator I: This program will fund the addition of a Plant Operator I position (1.0 FTE). This position will require a minimum Grade C Surface Water Plant Operator's License. This position is needed to help provide minimum staffing for expanding facilities.

Departmental Goals:

The City's Strategic Plan, which drives the Department's Operational Plan, identifies the following goals, objectives of the department:

- Round Rock will provide efficient utility services with future land use needs in mind. Utility service extension policies will be coordinated with the city's financial capacity.
- Provide surface and groundwater treatment in compliance with all rules and regulations. Improve system automation and data management.
- Continue to plan and project future needs for additional treatment capacity.
- Maintain public education and awareness regarding the quality of the water and conservation issues.
- Continue to develop and empower employees.

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2002-2003	Projected 2003-2004
Demand			
Number of Water Connections	23,064	24,217	25,428
Gallons of Raw Water Pumped	5,205,847,000	5,466,139,000	5,629,980,000
Service Population	74,205	77,915	81,810
Raw Water Quality (TU)	3.98	4.5	5
Input			
Operating Expenditures (\$)	3,864,180	5,059,259	3,956,261
Raw Water Costs (\$)	884,156	884,156	884,156
Plant Electrical Costs (\$)	136,409	143,229	150,390
High Service Electrical Costs (\$)	250,961	248,451	245,966
Chemical Costs (\$)	192,778	195,000	195,000
Maintenance Costs (\$)	68,412	75,000	80,000
Number of Authorized Personnel (FTE's)	15	16.5	17.5
Output			
Gallons of Water Treated	4,832,694,000	5,074,328,000	5,328,045,000
Tons of Sludge Produced	230	250	275
Efficiency			
Cost per 1,000 Gallons Treated			
Chemical Cost per 1,000 (\$)	.040	0.038	0.036
Electrical Cost per 1,000 (\$)	.080	0.077	0.074
Production Efficiency			
Treated H2O : Pumped H2O	93%	93%	95%
Effectiveness			
Number of TCEQ Violations	0	2	0

Water Treatment Plant

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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Treated water quality (NTU)	0.07	0.1	0.1	0.08	0.08
Number of treatment violations	1	0	0	2	0

Trend: The maximum limit for treated water quality is .3 NTU (Nephelometric Turbidity Units).

Objective B:

Improve operational and production efficiency.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Organic removal rate	98.00%	98%	98.3%	98%	98%
Chemical feed rate (ml/min)	807	810	800	810	800
Electrical costs (\$/1,000 gallons)	TBD	TBD	0.08	0.08	0.07

Trend: The increase in electrical costs is related to the expansion of the treatment facilities.

Objective C:

Improve facilities maintenance.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Number of mechanical failures	5	10	5	7	7
System downtime (hours)	12	24	4	24	24

Trend: The system downtime is related to various construction projects, which can temporarily interrupt the plant operation. During FY 2001/2002, the Water treatment Facilities were not under construction.

Key Goal 2:

Improve system automation and data management.

Objective A:

Monitor and control water and wastewater systems.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Number of remote sites monitored	35	35	34	35	37
Successful communications with remote sites	98%	98%	98%	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 this measure increasing moderately each year.

Summary of Key Departmental Goals

Objective B:

Improve system efficiency.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Treated and delivered water costs (per thousand gallons)	\$1.00	NA	\$0.80	\$1.00	\$0.74
Number of mechanical failures	5	10	5	7	7

Trend: The forecasted treatment costs for FY 02/03 is increasing because of the increased cost of treatment chemicals. For example, chlorine has increased by seventy dollars a ton during this year.

Key Goal 3:

Maintain public education and awareness regarding the quality of the water and conservation issues.

Objective A:

Improve water conservation awareness.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Number of consumers reached	66,980	58,000	74,205	77,915	81,810
Change in water system peak day production (Total system water production, ground water and surface water)	-3.4%	-3%	+15%	+5%	+3%
Water system peak day production per capita (Total system water production in gallons per day per person)	430	585	458	458	458

Trend: During FY 01/02 the water system peak day production increased by fifteen percent. This increase is due to the irrigation of new landscapes and lawns. The goal of the conservation program is to maintain and/or decrease the peak day per capita water system production.

Objective B:

Improve consumer confidence in the drinking water system.

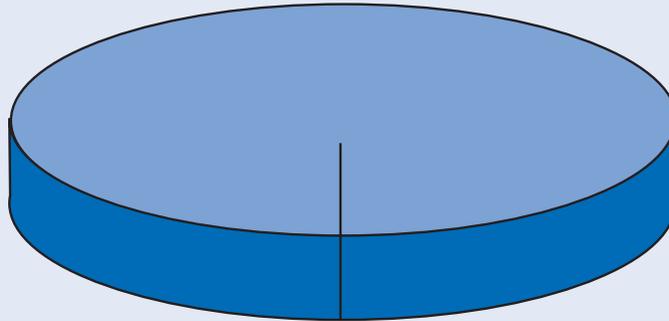
Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Number of households reached	21,398	31,000	23,064	24,217	25,428
Number customer complaints	NA	NA	NA	36	24

Trend: The water utility is working on several projects designed to facilitate communication with the public. The goal is to decrease the number of customer complaints by openly and accurately communicating with the public.

Water Treatment Plant

Funding Sources for 2003-2004 Budget Expenditures of \$3,980,648

**General Utility
Revenue**
\$3,980,648
100%



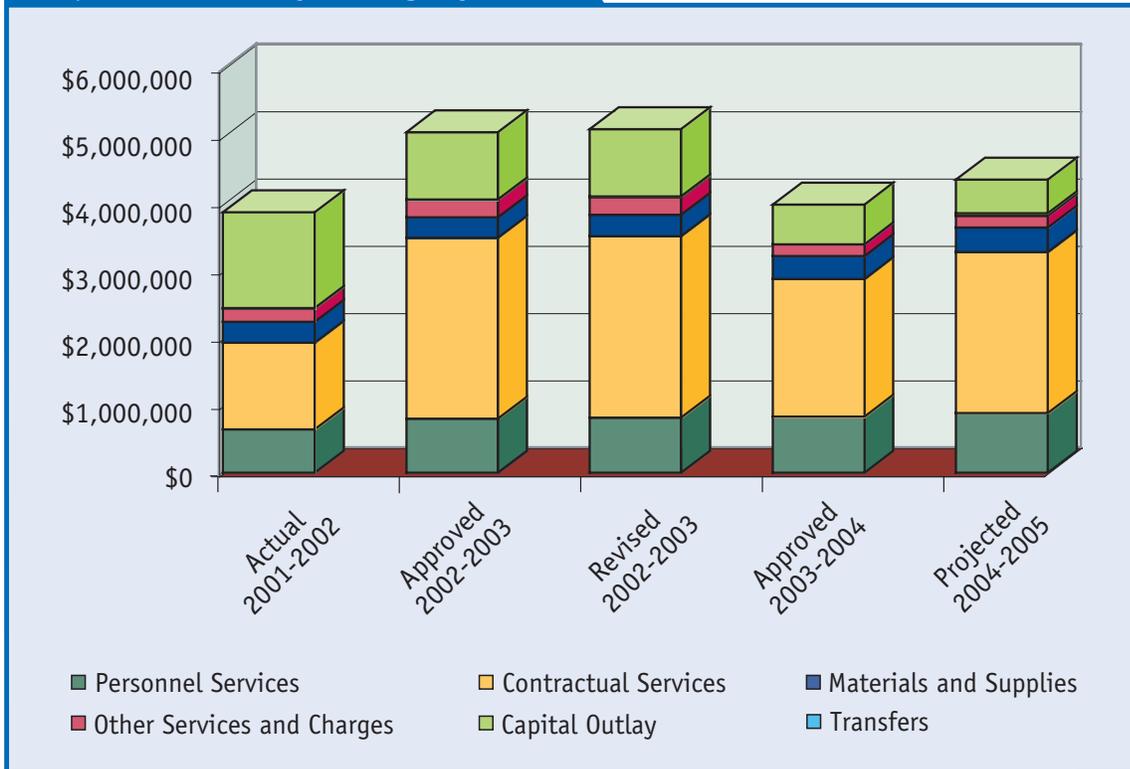
Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
Environmental Resources Manager	1	1	1	1.00	1.00	1.00
Water Plant Supervisor	1	1	1	1.00	1.00	1.00
SCADA Technician	1	1	1	1.00	1.00	1.00
Water Plant Operator II	4	4	4	4.00	4.00	4.00
Water Plant Operator I - F/T & P/T	5	4	5	5.00	4.00	5.00
Water Plant Operator Trainee	0	1	1	0.00	1.00	1.00
Utility Systems Integrator	1	1	1	1.00	1.00	1.00
Facility Controls Electrician	1	1	1	1.00	1.00	1.00
Plant Maintenance Technician	0	1	1	0.00	1.00	1.00
Senior Plant Operator	1	1	1	1.00	1.00	1.00
VOE/Intern	0	1	1	0.00	0.50	0.50
Total	15	17	18	15.00	16.50	17.50

Water Treatment Plant Department

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$639,072	\$798,569	\$817,533	\$827,078	\$880,611
Contractual Services	1,290,768	2,687,790	2,690,440	2,046,050	2,393,050
Materials and Supplies	312,213	303,800	322,150	342,020	363,320
Other Services and Charges	192,878	255,000	254,500	176,000	177,500
Capital Outlay	11,117	14,100	14,100	2,000	34,650
Transfers	1,418,132	1,000,000	1,000,000	587,500	500,000
Total Expenditures:	\$3,864,180	\$5,059,259	\$5,098,723	\$3,980,648	\$4,349,131
Expenditures per Capita:	\$54.22	\$67.10	\$67.62	\$49.85	\$51.65

Expenditures by Category

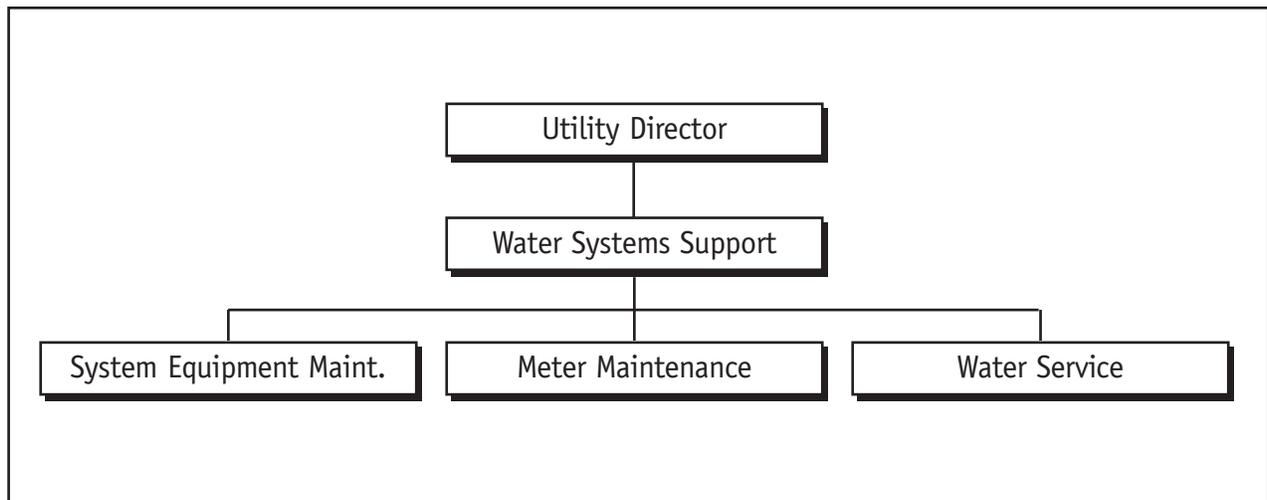




Water Systems Support Department

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 three components described below:

Programs:

Water Systems Support: Water System Support consists of: a) System Equipment Maintenance, b) Meter Maintenance and c) Water Service. 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. The Back Flow Technician is inspecting and informing customers on required cross-connection device certification to keep the water safe for the public.

Meter Maintenance: This component assures 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 all 23,000+ water meters monthly, connect/reconnect water services and customer/billing rereads.

Water Systems Support

FY 2002-2003 Highlights:

During fiscal year 2002-2003, the city completed a major rehabilitation on the Lake Creek Main Well Site. Increased pumping capacity and energy efficient equipment will ensure better utilization of ground water. The city's completion on the three 1.3 MG (million gallon) elevated water distribution tanks to the system (i.e. Chisholm Valley Tank, High Country Tank, and South 81 Tank) will improve the Water System capacity and pressures. Additional Pressure Reducing Valves have been installed in the water distribution system to control water pressure and flow; this improves customer service and equipment reliability.

The Water Service program is keeping up with the city's growth residentially and commercially by focusing on customer needs.

The bulk meter testing/repair program is fully operational and is improving water use accountability and revenue. The standardization of all new water system meter specifications will place emphasis on providing our customers with more efficient water delivery and accountability.

FY 2003-2004 Overview and Significant Changes:

During FY 2003-2004, the utility staff will actively participate in long-range water and wastewater service strategies with the Brazos-Colorado Alliance and other area utility providers. The city will actively work to maintain, upgrade, improve reliability, and expand our utility systems to improve service to the customers now and into the future. The city's Water Distribution System Computer Model will provide internal data, saving city time and money by eliminating the need for personnel to gather this information in the field. Water Systems Support personnel will continue receiving training to ensure that all certifications and licenses are current and meet all State/Federal requirements. Most personnel have current licenses in the landscape of ever-changing state licensing requirements.

New Programs for FY 2003-2004:

Administrative Tech II: This program is needed to provide better customer service and departmental efficiency by minimizing the time that field personnel and supervisors spend filing records (meters, work orders, back flow certifications and general information), personnel timesheets, missed phone calls, download meter information and departmental reports. One full time (1.0 FTE) employee is requested.

Departmental Goals:

- Maintain a comprehensive and integrated in-house water system distribution computer model. This model will provide the city with adequate inventory, accurate maps, and system management, helping ensure efficiency and reliable expansions in the future.
- 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.
- Maintain a reliable and efficient water distribution system with a qualified staff, while meeting all Environmental Protection Agency (EPA), Texas Commission on Environmental Quality (TCEQ) and Safe Drinking Water Act regulations.
- Ensure the efficient distribution, accountability and reliability of our water resources.
- 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.
- Maintain a highly competent and reliable staff through comprehensive continuing education, training, and certification program.

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2002-2003	Projected 2003-2004
Demand			
Pumping Sites	14	14	14
Pumps	39	39	40
Ground Storage Tanks	8	8	8
Stand Pipes	5	4	3
Elevated Tanks	6	6	7
Active Meters	21,000	22,500	23,500
Buildings Maintained	24	24	**12
Telemetry Sites	26	26	26
Input			
Operating Expenditures	\$2,548,605	\$3,221,875	\$2,756,656
Number of Employees	20	21	18
Output			
Water Delivered	3,919,330,000	4,389,640,000	4,916,400,000
Meters Installed	1,462	1,925	2,150
Meters Rebuilt	25	75	125
Meter Change-Outs	1,861	2,000	2,100
* Yearly total of meter reads	269,348	270,500	271,500
* Meter disconnects/reconnects	1,950	2,000	2,000
* Emergency Call-Outs	280	290	300
Efficiency			
Expenditures as a percentage of Utility Fund	12.55%	13.91%	11.28%
* Percentage of meter rereads	2.30%	2.00%	2.00%
Effectiveness			
Percentage Emergency Response Within 1 Hour	98%	98%	98%
Water Unit Cost (per 1,000 gallons)	\$0.63	\$0.73	\$0.56

*Indicates added waster service numbers.

**Facility Maintenance Coordinator is now under the Utilities Administration Department.

Water Systems Support

Summary of Key Departmental Goals

Key Goal 1:

Maintain a comprehensive and integrated in-house water distribution computer model. This model will provide the city with adequate inventory, accurate maps, and system management, helping ensure efficiency and reliable expansions in the future.

Objective A:

Procure a Utility Systems Analyst to develop, implement and maintain our in-house water distribution system model and analyze and manage system operations and upgrades.

Objective B:

Continually integrate the water distribution system computer model into our GIS and SCADA systems.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Percentage of water system modeled	0%	20%	20%	90%	100%
Analyst hired/software purchased	50%	50%	100%	100%	DISC

Trend: DISC: Discontinued. The analyst position was approved and software purchased; therefore, this will be discontinued and not reported next year.

Key Goal 2:

Ensure citizens receive quality service in a timely manner.

Objective A:

Maintain an adequate and qualified workforce to meet quality service delivery needs.

Objective B:

Acquire and maintain adequate equipment and supplies to meet quality service delivery needs.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Open positions/retention rate/new hires	95%	100%	90%	100%	100%
Miles of waterlines added to system/percentage of system	5%	5%	4.5%	3.5%	4.5%
Number of work orders	622	700	8,617	9,000	9,500
Average response time/average time to complete (Measure in hours)	0.5	0.5	0.5	0.5	0.5

Trend: FY 01/02 increase in number of work orders due to inclusion of Water Service Department numbers.

Key Goal 3:

Ensure the efficient distribution, accountability, and reliability of our water resources.

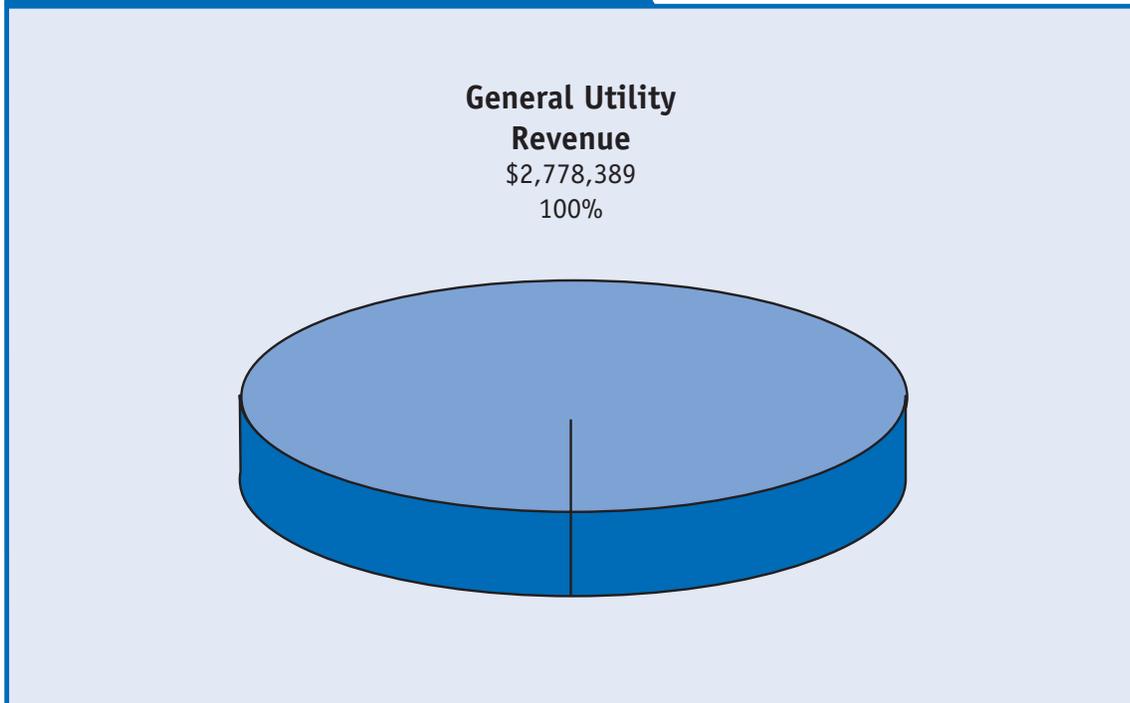
Objective A:

Actively participate 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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Percentage of accounted for	92%	95%	95%	95%	95%
Percentage of city's total electric bill	60%	60%	38%	55%	40%

Trend: Decline due mostly to growth in total city utilities outside of department.

**Funding Sources for 2003-2004
Budget Expenditures of \$2,778,389**



Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
Utility Division Engineer*	1	1	0	1.00	1.00	0.00
Utility Capital Impr. Program Specialist*	1	1	0	1.00	1.00	0.00
Meter Shop Supervisor	1	1	1	1.00	1.00	1.00
Senior System Mechanic	1	1	1	1.00	1.00	1.00
Water Service Representative	4	4	4	4.00	4.00	4.00
Senior Meter Maintenance Technician	1	2	2	1.00	2.00	2.00
Water Service Supervisor	0	1	1	0.00	1.00	1.00
Senior Water Service Representative	2	1	1	2.00	1.00	1.00
Facility Maintenance Coordinator*	1	1	0	1.00	1.00	0.00
System Mechanic	3	3	3	3.00	3.00	3.00
Meter Maintenance Technician	3	2	2	3.00	2.00	2.00
Backflow Prevention/Meter Technician	1	1	1	1.00	1.00	1.00
Utility Support Electrician I	1	1	1	1.00	1.00	1.00
Utility Systems Analyst*	0	1	0	0.00	1.00	0.00
Administrative Technician II	0	0	1	0.00	0.00	1.00
Total	20	21	18	20.00	21.00	18.00

*Positions moved to Utilities Administration department in FY 03/04.

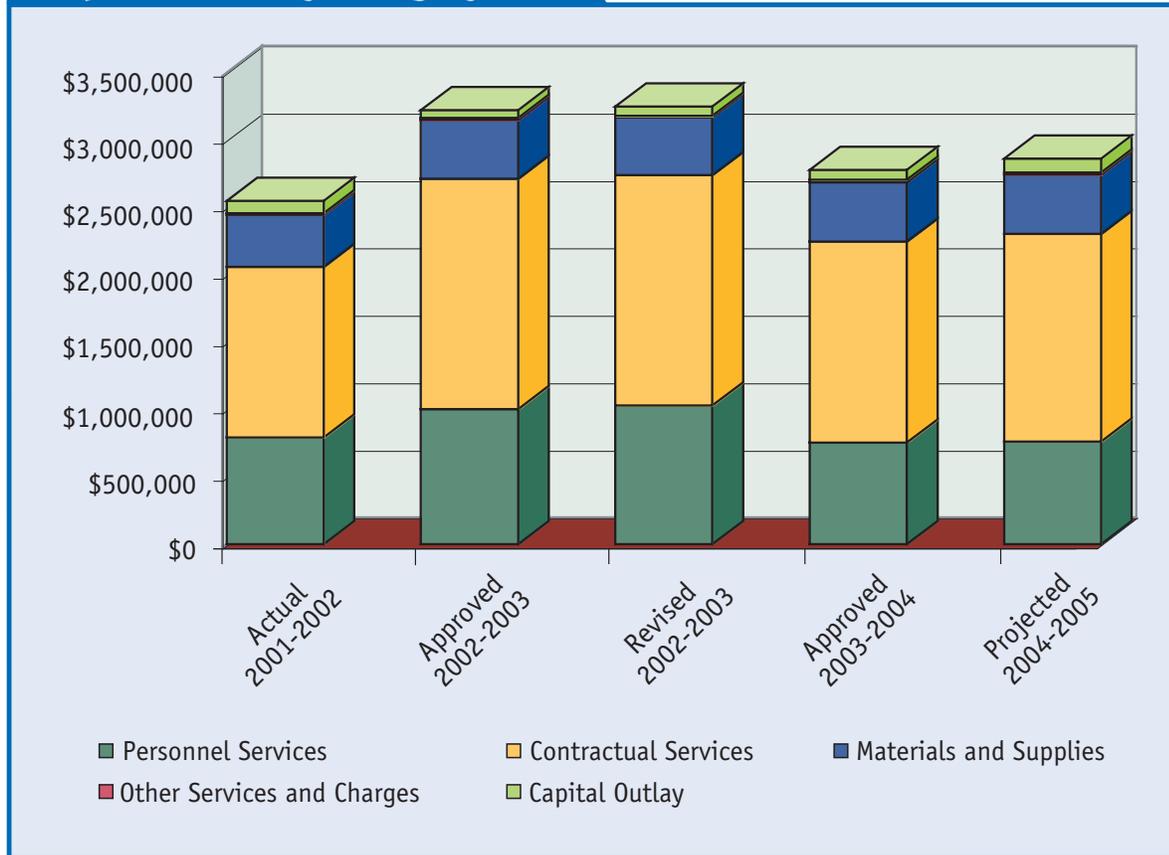
Water Systems Support

Water Systems Support Department

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Service	\$791,384	\$1,002,874	\$1,028,446	\$755,839	\$760,404
Contractual Services	1,268,028	1,709,750	1,708,050	1,490,800	1,542,050
Materials and Supplies	386,337	436,150	429,650	439,150	439,900
Other Services and Charges	9,863	13,001	13,001	16,500	16,750
Capital Outlay	92,993	60,100	68,300	76,100	99,750
Total Expenditures:	\$2,548,605	\$3,221,875	\$3,247,447	\$2,778,389	\$2,858,854
Expenditures per Capita:	\$35.76	\$42.73	\$43.07	\$34.80	\$33.95

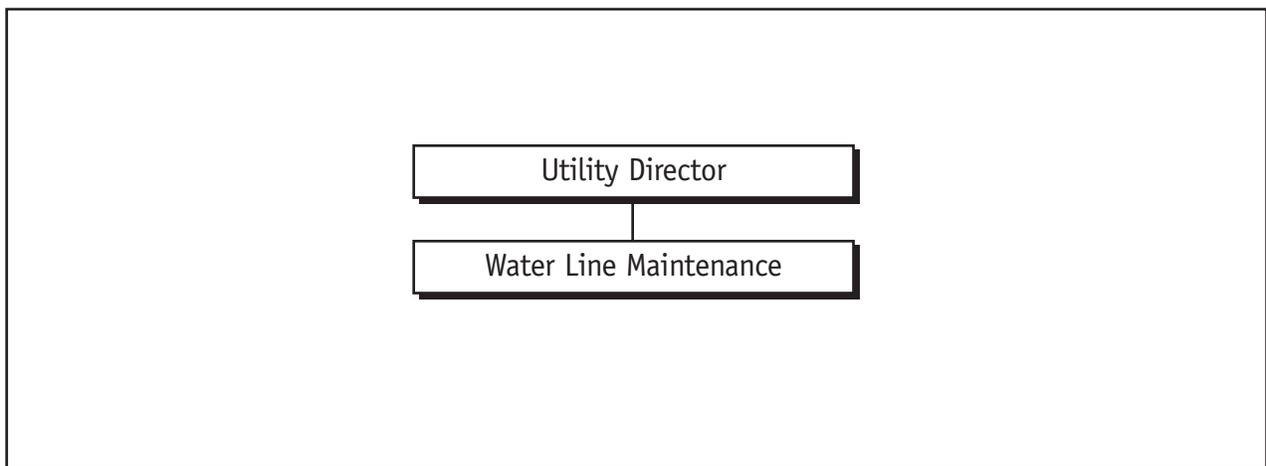
Expenditures by Category



Water Line Maintenance Department

The Water Line Maintenance Department is responsible for the maintenance and repair of approximately 360 miles of water lines in the City's water distribution system. Water Line Maintenance is structured utilizing multiple three-man maintenance crews 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 a twenty-four hours per day, three hundred sixty-five days per year schedule. Water Line Maintenance Crews are dispatched on a continuous basis to repair line breaks and correct service problems, to include flushing dead-end mains in accordance with Texas Commission on Environmental Quality (TCEQ). This program also performs preventative maintenance on existing water utility locations in accordance to State law, Texas Line Locate Bill, and "One Call".

FY 2002-2003 Highlights:

During FY 02-03, the City's Lake Creek Pump Station received significant upgrades, including the installation of pressure regulating valves, which will increase the station's water-pumping capacity and lower consumer water costs. Further, roads at this site were re-paved-- and a new chain-link fence, equipped with security code keypads and two electric gates, was installed. In addition to the Lake Creek upgrades, the City:

- Implemented and developed an in-house dynamic, integrated, and comprehensive water distribution system computer model;
- Installed several Pressure Reducing Valves (PRV) in the water system to control pressures and flow and to ensure customers receive quality water;

Water Line Maintenance

- Implemented a flushing program to clean dead-end mains and ensure customers receive properly disinfected water;
- Purchased Vac-Tron (heavy-duty vacuum) equipment, which will be used to find utilities and clean valve cans for the valve program;
- Implemented a meter box replacement program which will replace aging meter boxes and make it easier for meter readers to record monthly usage;
- Purchased two backhoes, the first to replace an aging backhoe and the second to equip a new crew. The addition of the two new backhoes will allow water line maintenance crews to achieve greater efficiency while performing jobs;
- Increased the percentage of personnel obtaining Texas Commission on Environmental Quality (TCEQ) required certification to 80%;
- Responded to 450 water line maintenance calls during business hours and 1,659 water directed calls during business and non-business hours from October 1, 2002, through March 31, 2003.

FY 2003-2004 Overview and Significant Changes:

Water Line Maintenance (WLM) will actively work to maintain, upgrade, improve reliability, and expand utility systems to better serve customers now and into the future. This will be accomplished through the continued development of an in-house dynamic, integrated and comprehensive water distribution system computer model, concentrated development and updating of valve, tank, and water system pressure plane maps, and the utility staff actively striving to obtain all required water certifications.

Finally, a water audit report recently completed by independent water systems consultant, JBS, determined the amount of system water loss due to leaks, metering, and other causes. The report will be utilized as a blueprint for future improvements to the city's water distribution system and the city plans to integrate water audit results, conclusions, and prioritized recommendations into the city's distribution system computer-model.

New Programs for FY 2003-2004:

Flushing Crew: This program will fund the addition of a (1.0 FTE) Utility Worker II and related equipment to flush dead-end water mains on a monthly schedule as mandated by state regulations.

Vibra-Plate (tamper): This program will fund the purchase of a Vibra-Plate (tamper) for attachment to a backhoe, which will provide better compaction on job sites that involve digging and reduce rework costs.

Hydraulic Pipe Cutter: This program will fund the purchase of a hydraulic pipe cutter, a safety item that will be used to cut water lines, thereby minimizing exposure to airborne asbestos cement fibers (fragmentation).

Departmental Goals:

- Develop and maintain a comprehensive, integrated in-house water distribution system-modeling program, including system inventory, mapping, and management to ensure efficient and adequate system expansions.
- Ensure citizens receive quality service in a timely manner.
- Maintain a highly reliable and efficient water distribution system by complying with all state and federal requirements.
- Maintain a highly competent staff through a comprehensive continuing education, training and certification program upgrades.

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2002-2003	Projected 2003-2004
Demand			
Number of Customers/Connections	21,833	23,087	24,187
Number Miles of Water Lines	299	358	405
Input			
Operating Expenditures	\$2,274,264	\$2,277,669	\$2,202,568
Number of Crews:	9	9	9
8 - 3 man crews			
1 - 2 man crews			
Output			
Work Orders - Water	3,267	3,767	4,267
Water Delivered (gallons)	3,919,330,000	4,389,640,000	4,916,400,000
Efficiency			
Expenditures Per Work Order - Water	\$696.13	\$604.63	\$516.19
Unit Cost Per 1,000 gallons	\$0.58	\$0.52	\$0.45
Work Order Per Mile - Water	10.9	10.5	10.5
Effectiveness			
Percentage Emergency Response Within 30 Minutes	100%	100%	100%
Work Orders by Crew - Year	396	454	513
Average Work Order per Crew per Day	1.6	1.8	2.0
Customer Satisfaction Rating	97%	97%	97%
Excellent	56%	65%	75%
Good	41%	32%	22%

Water Line Maintenance

Summary of Key Departmental Goals

Key Goal 1:

Ensure citizens receive quality service in a timely manner.

Objective A:

Maintain an adequate and experienced workforce to meet quality service delivery needs.

Objective B:

Acquire and maintain adequate equipment and supplies to meet quality service delivery needs.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Percentage of responses under 30 minutes	100%	100%	100%	100%	100%
Percentage of personnel certified	18%	40%	80%	80%	80%
Preventative maintenance and capital outlay	10%	50%	NA	75%	DISC

Trend: Measure of "Percentage of Responses under 30 minutes" has been strengthened from "Under One Hour" as reported in FY 02-03. DISC: this measure will be discontinued and not reported next year.

Key Goal 2:

Maintain a highly reliable and efficient Water Distribution System by complying will all state and federal regulations.

Objective A:

Maintain an adequate and experienced workforce 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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Compliance with state and federal regs.	100%	100%	100%	100%	100%

Trend: This is a new measure for FY 03-04.

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 workforce to meet quality service delivery needs.

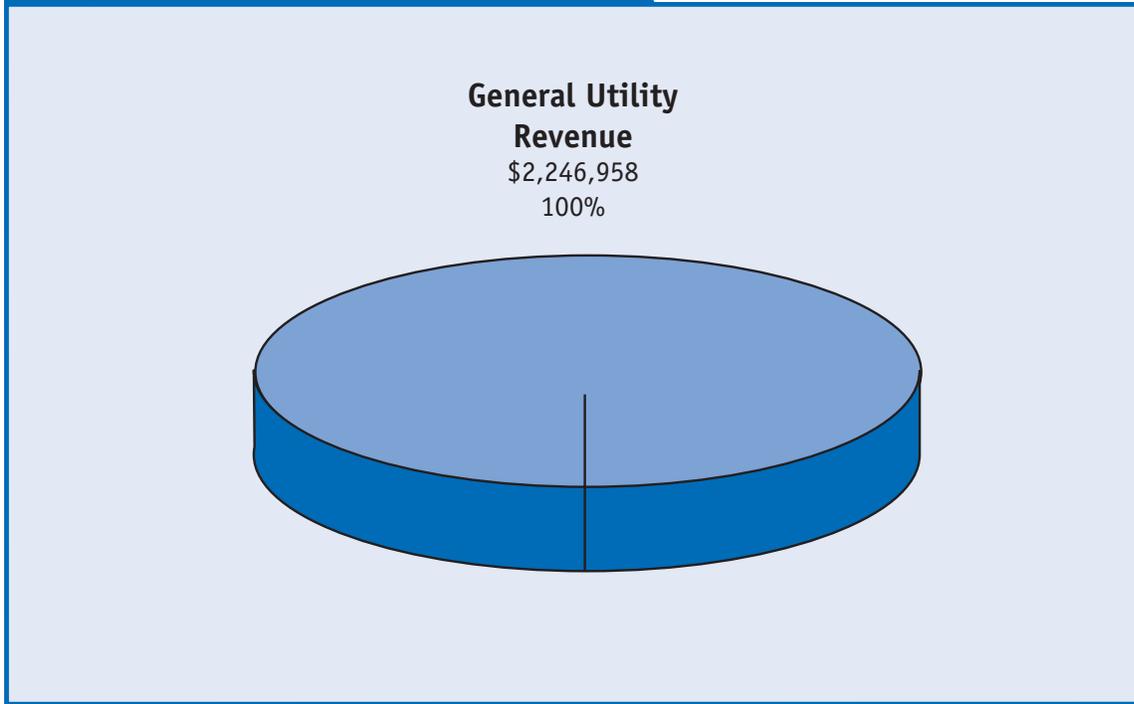
Objective B:

Perform an annual evaluation of staff's compliance with applicable EPA and TCEQ rules.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Total number of staff	NA	NA	32	32	31
Percentage of staff holding required license	NA	NA	NA	44%	70%
Percentage of staff holding multiple licenses	NA	NA	NA	37%	50%

Trend: This a new Key Goal and set of measures for FY 03-04.

**Funding Sources for 2003-2004
Budget Expenditures of \$2,246,958**



Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
Utility Director*	1	1	0	1.00	1.00	0.00
Utility Operations Manager	1	1	1	1.00	1.00	1.00
Utility Crew Leader	9	9	9	9.00	9.00	9.00
Utility Worker II	9	3	4	9.00	3.00	4.00
Utility Worker I	9	7	9	9.00	7.00	9.00
Utility Worker Trainee	0	8	6	0.00	8.00	6.00
Special Projects Inspector*	1	1	0	1.00	1.00	0.00
Utility Supervisor	2	2	2	2.00	2.00	2.00
Total	32	32	31	32.00	32.00	31.00

*Positions transferred to Utilities Administration in FY 03-04.

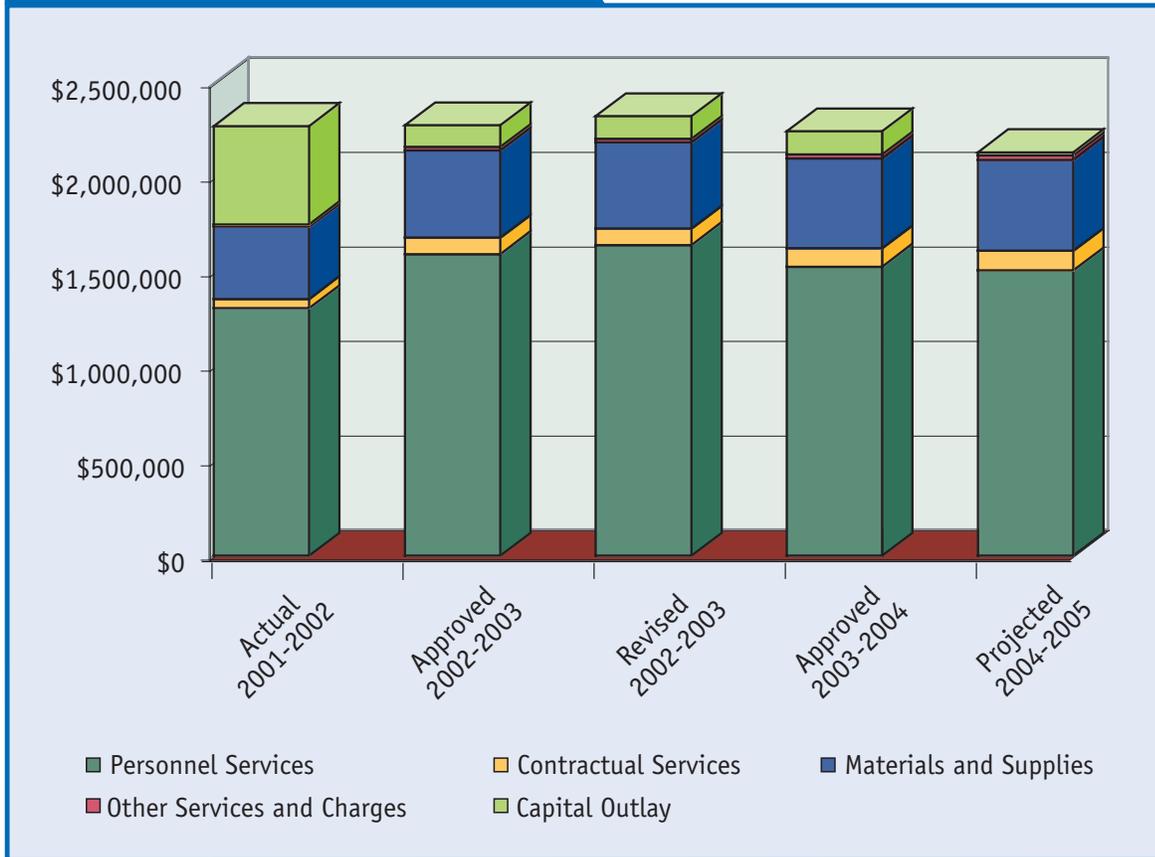
Water Line Maintenance

Water Line Maintenance Department

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$1,310,752	\$1,597,065	\$1,644,883	\$1,530,061	\$1,509,939
Contractual Services	48,623	87,000	87,000	97,265	104,238
Materials and Supplies	382,150	461,440	456,340	475,832	481,780
Other Services and Charges	12,903	18,250	18,250	21,300	22,400
Capital Outlay	519,836	113,914	119,014	122,500	17,000
Total Expenditures:	\$2,274,264	\$2,277,669	\$2,325,487	\$2,246,958	\$2,135,357
Expenditures per Capita:	\$31.91	\$30.21	\$30.84	\$28.14	\$25.36

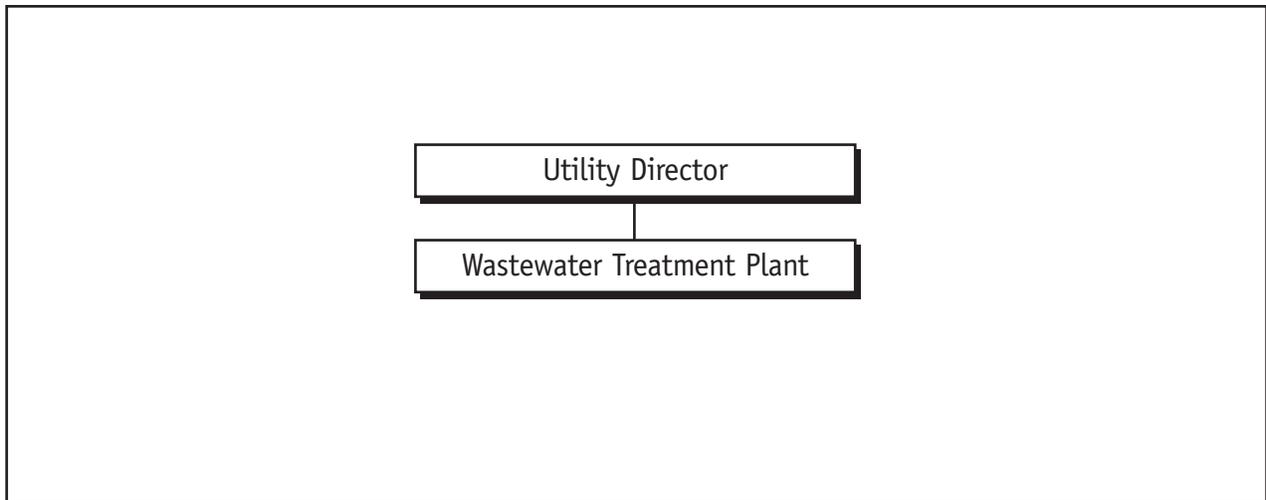
Expenditures by Category



Wastewater Treatment Plant Department

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 2002-2003:

The Wastewater Treatment Plant Department is proposing no new programs for FY 03-04.

Wastewater Treatment Plant

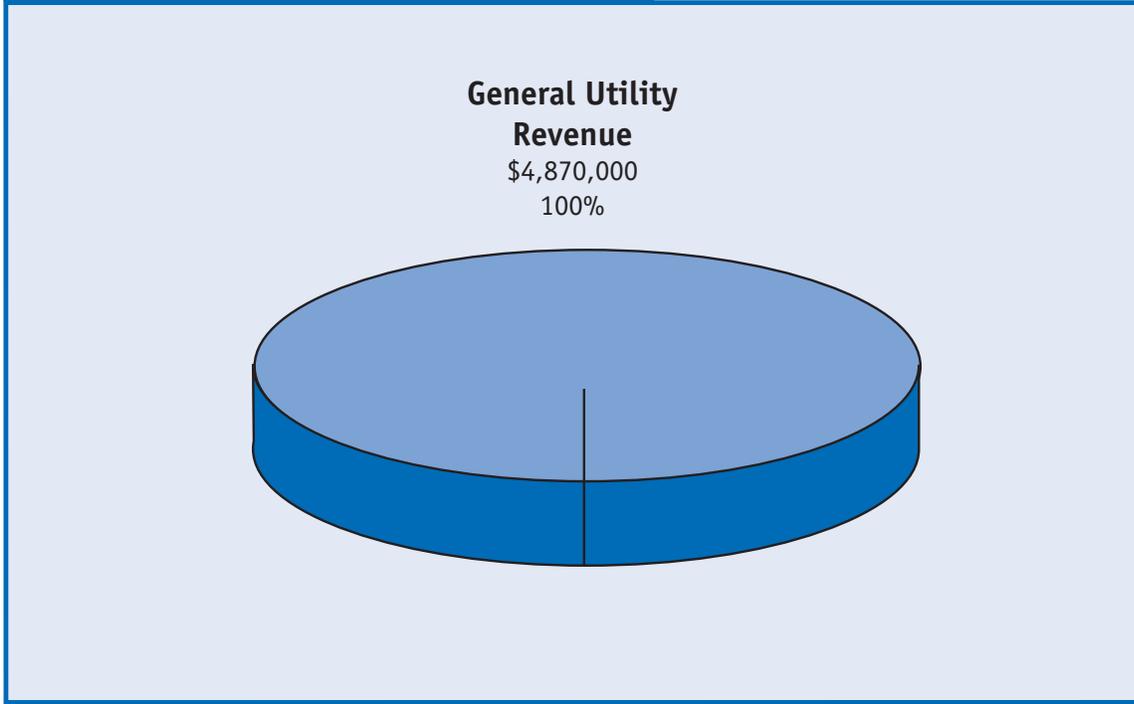
Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2002-2003	Projected 2003-2004
Demand			
Total Amount of Wastewater Treated (In Millions of Gallons/Day)	3,153	3,440	3,637
Raw BOD (Biochemical Oxygen Demand)	176	228	200
Raw TSS (Total Suspended Solids)	226	329	300
Raw Ammonia	23.00	28.07	25.00
Input			
Contractual Costs*	\$4,014,770	\$4,619,000	\$4,870,000
Output			
Effluent BOD	1.90	1.87	2.00
Effluent TSS	3.00	2.37	3.00
Effluent Ammonia	0.29	0.26	0.30
Efficiency			
Removal Efficiency			
BOD	99.00%	99.00%	99.00%
TSS	98.70%	99.00%	98.90%
Ammonia	98.80%	99.00%	98.50%
Effectiveness			
Number of Excursions**	0	0	0

*Note: The City purchases wastewater treatment from the LCRA/BRA.

**An Excursion is an unintentional or temporary incident wherein there is a discharge of wastewater with pollutant parameters in excess of a prescribed limit.

**Funding Sources for 2003-2004
Budget Expenditures of \$4,870,000**



Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
None	0	0	0	0.00	0.00	0.00

- This operation has been conveyed to the Lower Colorado River Authority.
Please see the Budget Message for additional information regarding this conveyance.

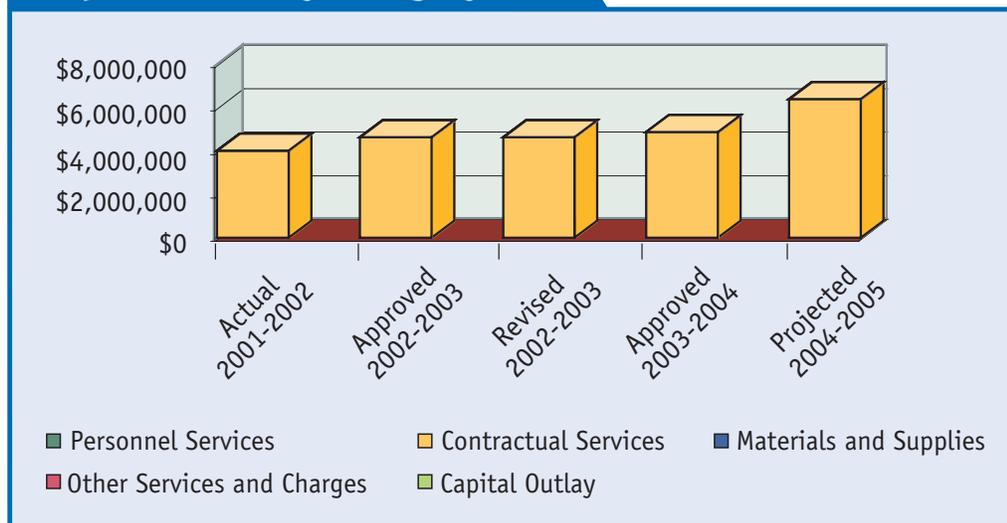
Wastewater Treatment Plant

Wastewater Treatment Plant Department

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$0	\$0	\$0	\$0	\$0
Contractual Services	4,014,770	4,619,000	4,619,793	4,870,000	6,387,000
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:	\$4,014,770	\$4,619,000	\$4,619,793	\$4,870,000	\$6,387,000
Expenditures per Capita:	\$56.33	\$61.26	\$61.27	\$60.99	\$75.86

Expenditures by Category



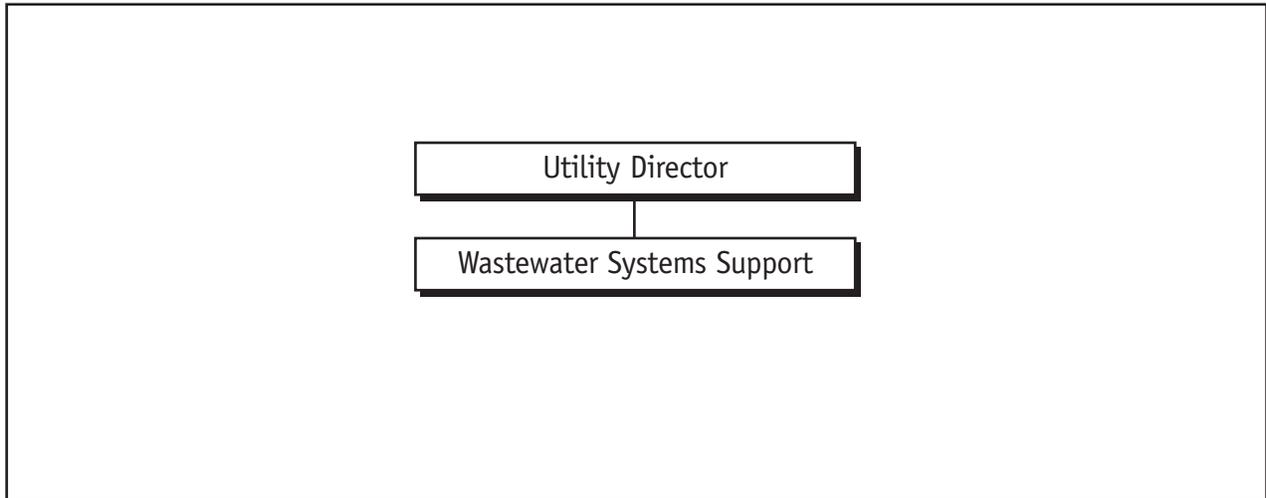
Detail of Contractual Services with the LCRA	Program Costs	Program Costs
	2003-2004	2004-2005
Operations & Maintenance Component	\$2,167,000	\$2,016,000
Capital Component	2,567,000	4,235,000
Other	136,000	136,000
Total	\$4,870,000	\$6,387,000

- This operation has been conveyed to the Lower Colorado River Authority (LCRA), and the scheduled use of cash acquired from this conveyance has been completed. The use of Wastewater Impact Fees continues to help offset the costs of serving new connections. Please see the Budget Message for additional information regarding this conveyance and the use of wastewater impact fees.

Wastewater Systems Support Department

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 maintenance crews. Reporting lines of authority and accountability are shown below.

Mission: Provide all of our customers with safe, adequate, reliable, and high quality wastewater services.



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 12 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 2002-2003 Highlights:

Through the regional wastewater systems being constructed by the Lower Colorado River Authority (LCRA), the city is actively working to reduce the number of lift stations on our wastewater collection system. The Utility Division also began coordination with LCRA to eliminate four additional lift stations and an aboveground wastewater line in 2002. An additional lift station will be added to this department and it will be located in the northwest area of the city.

Wastewater Systems Support

FY 2003-2004 Overview and Significant Changes:

The City will actively work to maintain, upgrade, improve reliability, and expand our utility systems to better serve our customers now and into the future. This is accomplished in part through the implementation of a multi-year program to upgrade our existing wastewater collection system. (This program is described in more detail in the "Wastewater Line Maintenance" section.)

The rehabilitation of Oak Bluff Lift Station has now ensured more reliability and alleviated any future problems thus providing quality service to the City's customers.

Utility staff will actively participate in long-range wastewater service strategies with LCRA, Brazos-Colorado Alliance and other area utility providers. Wastewater Systems Support personnel will continue to receive ongoing training to ensure that all certifications and licenses are current and meet all State/Federal requirements. Most personnel have current licenses for the ever-changing state licensing requirements.

New Programs for FY 2003-2004:

Wastewater Systems Support is proposing no new programs for FY 03-04.

Departmental Goals:

- Fully and efficiently utilize the regional wastewater system to enhance the reliability of our wastewater collection system.
 - Maintain a highly competent staff through a comprehensive continuing education, training and certification program.
 - Show continual improvement and implementation of our wastewater systems lift stations and wastewater SCADA system.
- Continually improve and implement our wastewater systems inflow and infiltration (I&I) reduction program to ensure the protection of our natural resources.
 - 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.
 - Ensure our wastewater system is reliable and in compliance with all applicable Environmental Protection Agency (EPA) and Texas Commission on Environmental Quality (TCEQ) regulations.

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2002-2003	Projected 2003-2004
Demand			
Wastewater Lift Stations	14	12	13
Pumps	30	25	27
Telemetry System (Sites)	14	12	13
Input			
Operating Budget	\$325,684	\$434,252	\$1,004,222
Number of Full-Time Personnel	4	4	4
Wastewater Collected	3,565,719,000	4,100,576,000	4,715,663,000
Output			
Maintenance on Wastewater Lift Stations	14	12	*8
Maintenance on Telemetry System	14	12	*8
Number of Emergency Call Outs	63	55	48
Efficiency			
Yearly Cost per Site Maintained (operational exclusive of personnel)	\$10,500	\$10,767	\$11,250
Effectiveness			
Percentage of Emergency Calls Responded To Within 1 Hour	99%	99%	99%
Unit Cost per 1,000 Gallons	\$0.09	\$0.11	\$0.21

* The Brazos-Colorado Alliance has installed a wastewater main alleviating five lift stations.

Wastewater Systems Support

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 in order to comply with applicable EPA regulations and TCEQ's Edwards Aquifer Rules.

Objective B:

Establish an additional camera crew in order to comply with TCEQ's Edwards Aquifer Rules.

Objective C:

Implement RJN Group's recommendations for I&I reduction through line and manhole repair, replacement, and rehabilitation.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Miles of wastewater line videotaped per year/percentage of system	20%	40%	6%	60%	11%
Miles of wastewater lines rehabilitated (percentage of system)	40%	30%	4%	30%	16%
Percentage of manholes inspected per year	20%	30%	2%	30%	4%
Percentage of manholes rehabilitated	20%	30%	2%	30%	4%

Trend: This set of measure will not be reported in this department subsequent to FY 03-04 as this measures are more closely tied with the activities of the Wastewater Line Maintenance department.

Key Goal 2:

Ensure that our wastewater collection system and lift stations are safe and reliable.

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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Percentage of system modeled	0%	50%	0%	50%	50%
Number of lift stations taken off-line	2	3	3	0	4
Miles of wastewater line connected directly to lift stations	10	10	8	8	8

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 workforce to meet quality service delivery needs.

Objective B:

Perform annual evaluations of staff's compliance with applicable EPA and TCEQ rules.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Number of Staff	4	4	4	4	4
Percentage of staff holding required license	50%	100%	100%	100%	100%
Percentage of staff holding multiple licenses	40%	75%	90%	100%	100%

Trend: This is a new departmental goal and set of measures for FY 03-04.

Key Goal 4:

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:

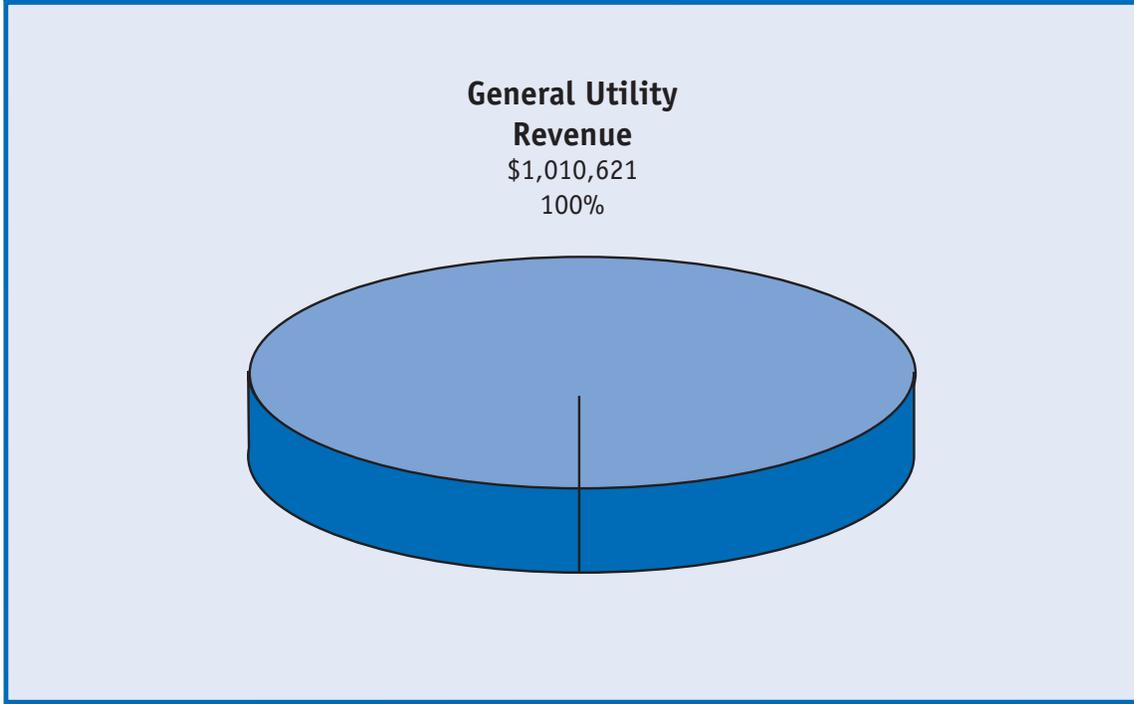
Maintain equipment to ensure public safety.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Number of lift stations	12	13	14	12	8
Percentage of lift stations on W/W SCADA system	0%	0%	0%	0%	0%

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 for 2003-2004 Budget Expenditures of \$1,010,621



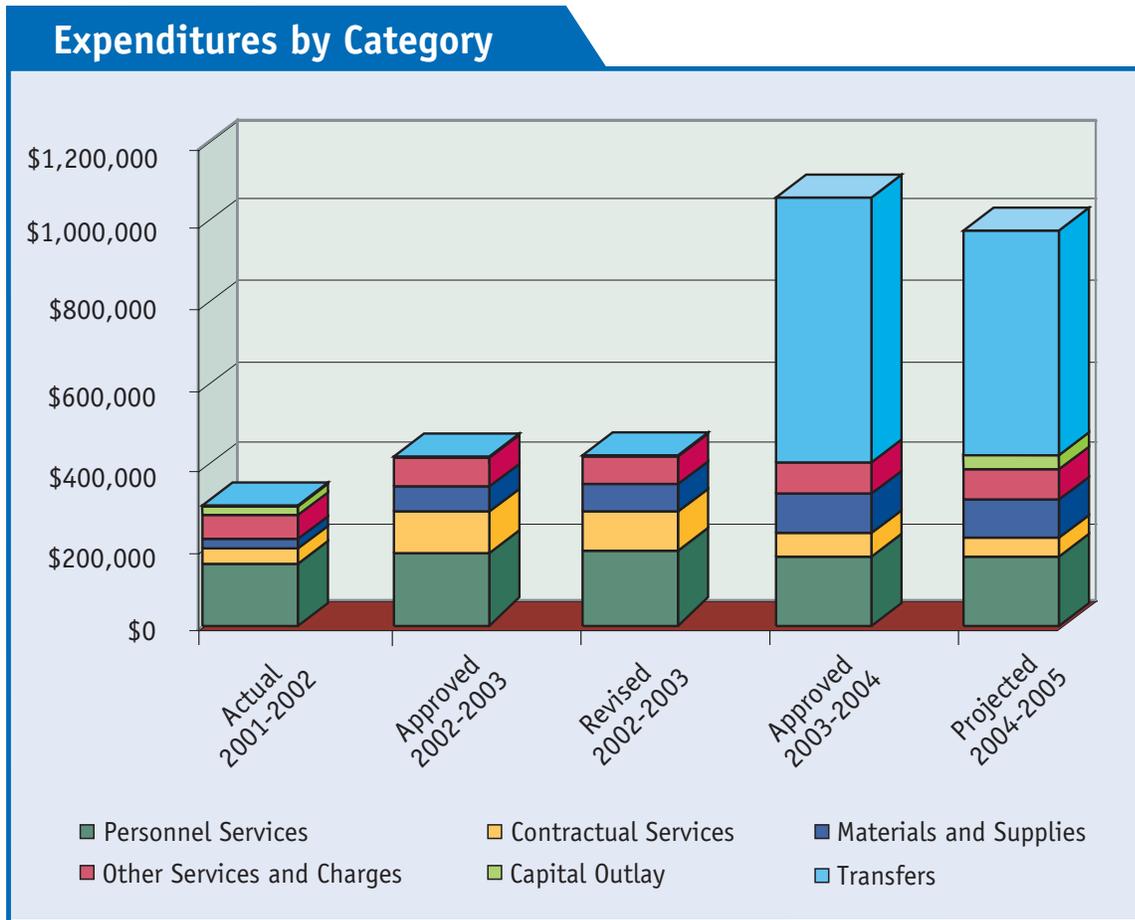
Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
Utility Support Supervisor	1	1	1	1.00	1.00	1.00
Utility Electrician Supervisor	0	1	1	0.00	1.00	1.00
Utility Support Electrician II*	1	0	0	1.00	0.00	0.00
System Mechanic	1	0	1	1.00	0.00	1.00
System Mechanic Supervisor	0	1	1	0.00	1.00	1.00
Electronics Specialist*	1	1	0	1.00	1.00	0.00
Total	4	4	4	4.00	4.00	4.00

* Position no longer in this department.

Wastewater Systems Support Department

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$198,752	\$222,202	\$226,987	\$213,621	\$212,946
Contractual Services	35,710	91,550	85,550	58,000	44,500
Materials and Supplies	18,514	56,500	62,500	84,500	85,000
Other Services and Charges	54,702	64,000	64,000	67,000	68,000
Capital Outlay	18,006	0	0	0	30,000
Transfers	0	0	0	587,500	500,000
Total Expenditures:	\$325,684	\$434,252	\$439,037	\$1,010,621	\$940,446
Expenditures per Capita:	\$4.57	\$5.76	\$5.82	\$12.66	\$11.17

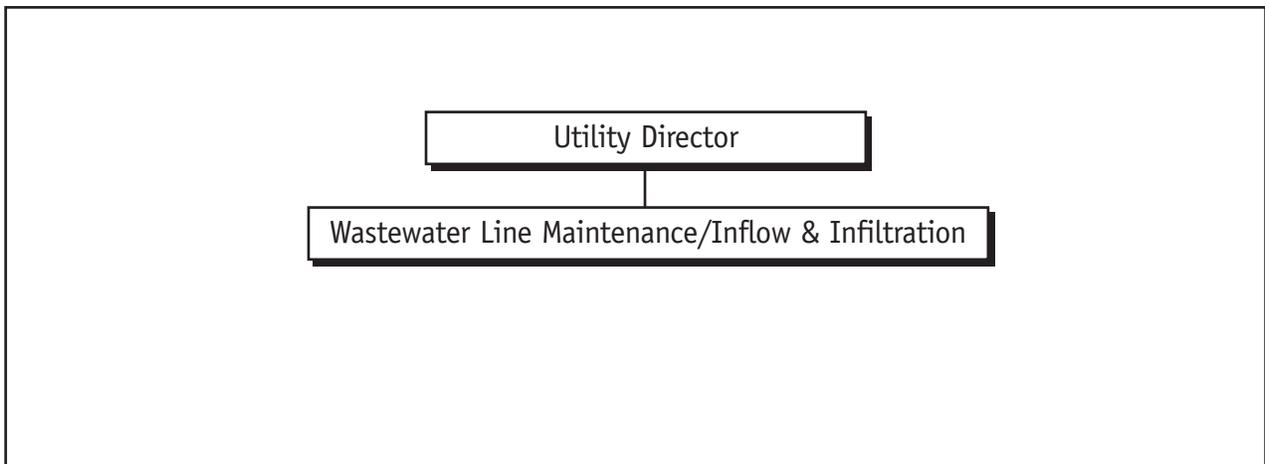




Wastewater Line Maintenance Department

Mission: Provide all of our customers with safe, adequate, reliable, and high quality wastewater services.

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.



Departmental Program Summary:

The Wastewater Line Maintenance Department consists of one program described below:

Programs:

Wastewater Line Maintenance: 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, weekend, 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 Cost Center 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

five 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 2002-2003 Highlights:

Through the regional wastewater system being constructed by the Brazos Colorado Alliance (BCA), the city is actively working to reduce the number of lift stations in the wastewater collection system. Lance Haven, a centrally located lift station, was removed from the downtown area. The Utility Division also began coordination with BCA to eliminate four additional lift stations, an aboveground wastewater line, and to remove from service 7,000 ft. of various size pipes. Last year the WWLM Department televised 80,863 linear feet of wastewater lines in basins LC12 and BC07. The Department also responded to over 500 sewage back-ups.

Wastewater Line Maintenance

FY 2002-2003 Highlights: (cont.)

With the addition of the camera van and 2 new employees the WWLM Department will be able to handle the increase of lines being televised, and respond to the growing number of sewage back-ups during business and non-business hours.

In 1998, the city contracted with the RJN Group, Inc. (a firm which provides public works engineering and information technology services for infrastructure systems) to perform a multi-year comprehensive sanitary sewer investigation. The purpose of the investigation was to evaluate I&I sources and develop a plan to provide needed corrective measures as required under TCEQ's Edwards Aquifer Rules (Chapter 213). In Phase II of RJN Group's investigation, detailed inspections were performed within three of the 37-wastewater system sub-drainage basins. In RJN Group, Inc.'s Phase I Report, these three basins had the greatest rate of I&I into the system. Consequently in 2002, 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 305 wastewater manholes. It should be noted that the city's wastewater collection system consists of 37 wastewater sub-drainage basins, over 250 miles of lines and 3,714 wastewater manholes.

FY 2003-2004 Overview and Significant Changes:

Wastewater Line Maintenance will emphasize forming and staffing its I&I program, a five-year collection system inspection program as mandated by state law, and initiate the development of an in-house wastewater systems model. Utility staff will actively participate in long-range wastewater service strategies with the BCA, and other area utility providers. The City will actively work to maintain, upgrade, and improve reliability and expand our utility systems to improve service to customers now and in the future. With the addition of the WWLM First Response Crew the city will be in compliance with state and federal laws.

New Programs for FY 2003-2004:

I&I Coordinator: This program will fund the addition of an (1.0 FTE) I&I Coordinator to assure compliance with the 5-year Wastewater Collection System schedule requirements.

First Response Crew Tech II: Both crew and crew leader was approved in FY 02-03 budget. A (1.0 FTE) Utility Worker II position will complete a crew if approved. This program is needed to help the city comply with TCEQ's five-year inspection of the wastewater system required under state law; provide information for the city's Wastewater Model; and provide information for the Global Positioning System (GPS) mapping and locating system.

Cut-Off Machine: Will be used to cut wastewater pipe.

Heating System: Used to heat the equipment during inclement weather, and protect it from freezing.

Auto Level Wind Reel: Needed to protect worker(s) when rewinding the hose on the jet truck. The hose is used to jet (clean) wastewater lines.

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.
- Ensure citizens receive quality service in a timely manner.
- 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.
- Maintain a highly competent and reliable staff through a comprehensive continuing education, training and certification program.
- Continual improvement and implementation of our wastewater systems inflow and infiltration (I&I) reduction program to ensure the protection of our natural resources.

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2002-2003	Projected 2003-2004
Demand			
Miles of Sewer Mains	220	242	250
Input			
Operating Expenditures	\$1,244,991	\$1,627,857	\$1,960,463
Number of Employees	20	23	23
Number of Hours Worked	41,600	47,840	47,840
Total Amount of Wastewater Treated (gallons)	3,152,630,000	3,440,000,000	3,637,240,000
Output			
Feet of Line Investigated -TV	77,655	209,798	142,817
Mainline	77,655	209,798	142,817
Laterals	12,000	24,000	24,000
Efficiency			
Expenditures as a percentage of Utility Fund Expenditures	6.13%	7.03%	8.02%
Cost of Wastewater (per 1,000 gallons)	\$0.39	\$0.47	\$0.54
Effectiveness			
Located Number Gallons per Minute I&I	400	2,000*	1,500
Repaired Number of Gallons per Minute I&I	1,774	400	2,000
Manholes Repaired	79	66	150
Line Stoppages Worked	535	600	650
Line Stoppages Corrected			
Percentage Customer Satisfaction Rating (Good to Excellent)	90%	95%	95%

* Located number of gallons per minute is estimated based on the feet of line televised. In FY 2002-2003, a large amount of line is expected to be televised; therefore, gallons per minute located is estimated to be higher (2,000). Significant fluctuations are due to the number of linear feet of basins being inspected and projected for FY 2003-2004.

Wastewater Line Maintenance

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:

Establish an additional camera crew to comply with TCEQ's Edwards Aquifer Rules.

Objective C:

Implement RJN Group's recommendations for I&I reduction through line and manhole repair, replacement, and rehabilitation.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Miles of W/W line videotaped / Percentage of system	20%	40%	6%	16%	11%
Miles of W/W line added to system / Percentage increase to system	5%	5%	5%	5%	5%
Miles of W/W line repaired or replaced / Percentage of system	40%	50%	4%	6%	16%
Number of manholes rehab. / Percentage of system	20%	30%	2%	1.7%	4%

Trend: Rehabilitation of part of the system (Edwards Aquifer Zone) is now on a five-year program per state mandate. Percentages have dropped significantly in most measure as a result of compliance mandates and revision of estimates.

Key Goal 2:

Ensure that our wastewater system is reliable and is in compliance with all applicable federal and TCEQ regulations.

Objective A:

Maintain an adequate and experienced workforce 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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Open positions/turnover/new hires	TBD	TBD	TBD	TBD	DISC
Number of work orders	1,000	1,060	3,654	3,704	3,754
Average response time/average time to complete	15 minutes/ 12 hours				

Trend: DISC: This measure is being discontinued and will not be reported next year. Work orders increased in FY 01/02 as more workers were hired and activities were tracked in greater detail. Work orders should remain about the same despite the anticipated approval of program new hires in FY 03/04 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 workforce to meet quality service delivery needs.

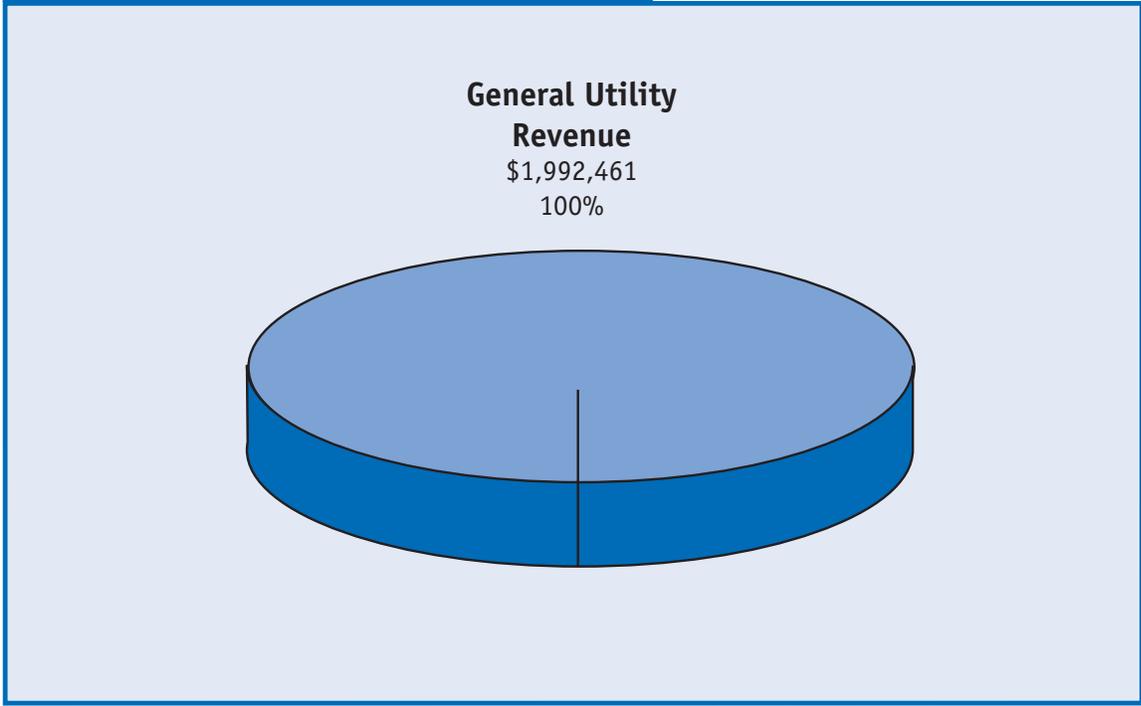
Objective B:

Perform an annual evaluation of staff's compliance with applicable EPA and TCEQ rules.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Total number of staff	NA	NA	20	23	23
Percentage of staff holding required license	NA	NA	NA	68%	70%
Percentage of staff holding multiple licenses	NA	NA	NA	13%	35%

Trend: This is a new departmental goal and set of measures for FY 03-04.

**Funding Sources for 2003-2004
Budget Expenditures of \$1,992,461**



Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
Utility Supervisor	1	1	1	1.00	1.00	1.00
Administrative Technician I-III	1	1	1	1.00	1.00	1.00
W/WW Maintenance Inspector*	2	2	0	2.00	2.00	0.00
Utility Crew Leader I&I	2	3	3	2.00	3.00	3.00
Utility Crew Leader	3	3	3	3.00	3.00	3.00
Utility Worker I & I Operations Tech.	1	1	1	1.00	1.00	1.00
Utility Worker II I&I	2	4	4	2.00	4.00	4.00
Utility Worker II	4	3	3	4.00	3.00	3.00
Utility Worker I I&I	2	1	1	2.00	1.00	1.00
Utility Worker I	2	3	3	2.00	3.00	3.00
First Response Crew Leader	0	1	1	0.00	1.00	1.00
First Response Crew Tech II	0	0	1	0.00	0.00	1.00
I&I Coordinator	0	0	1	0.00	0.00	1.00
Total	20	23	23	20.00	23.00	23.00

*W/WW Maintenance Inspectors were transferred to Utilities Administration in FY 03-04.

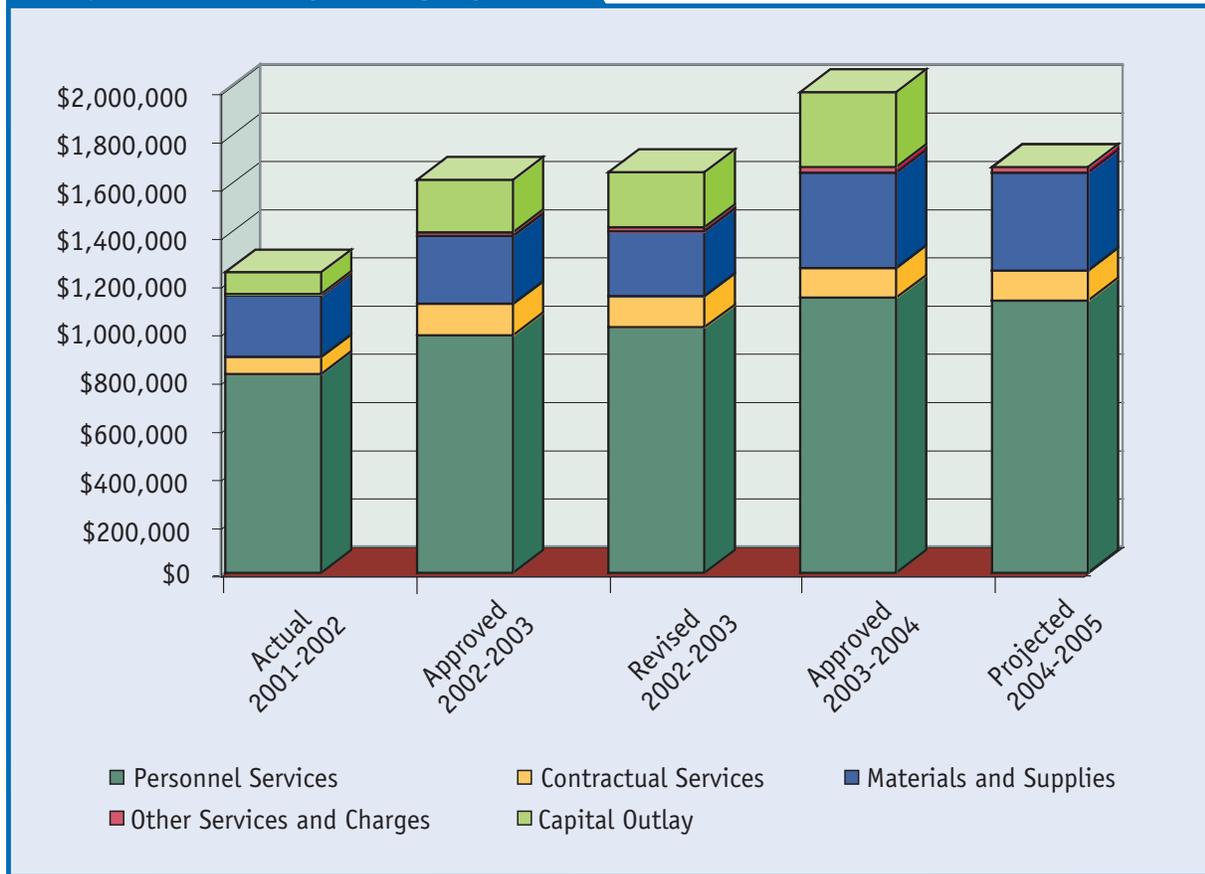
Wastewater Line Maintenance

Wastewater Line Maintenance Department

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$823,792	\$985,081	\$1,016,939	\$1,139,461	\$1,127,345
Contractual Services	70,459	129,100	129,100	123,500	124,800
Materials and Supplies	253,566	280,876	269,876	394,700	405,900
Other Services and Charges	6,673	15,500	15,500	23,250	23,250
Capital Outlay	90,501	217,300	228,300	311,550	0
Total Expenditures:	\$1,244,991	\$1,627,857	\$1,659,715	\$1,992,461	\$1,681,295
Expenditures per Capita:	\$17.47	\$21.59	\$22.01	\$24.95	\$19.97

Expenditures by Category

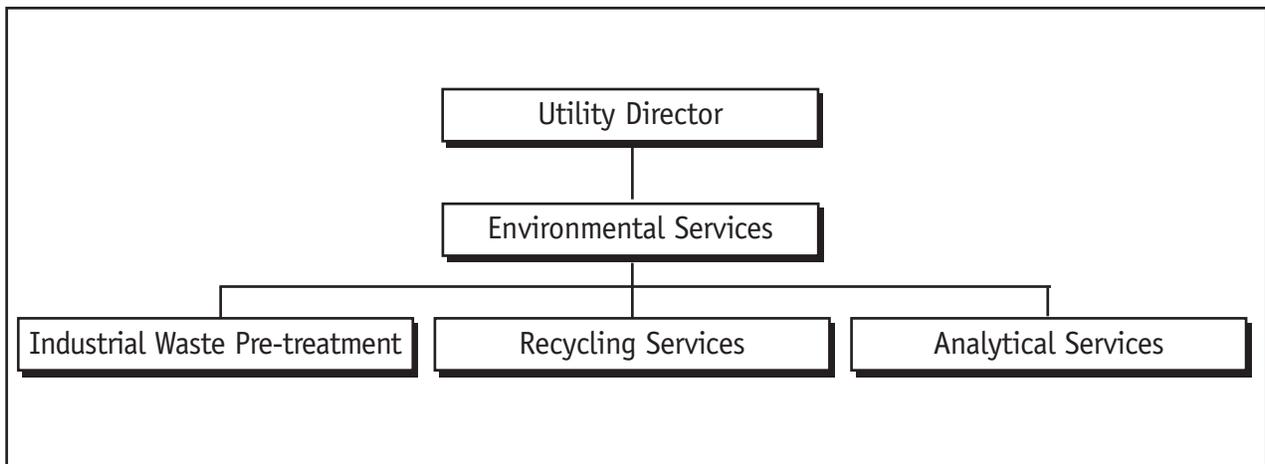




Environmental Services Department

Environmental Services consists of several primary activities: Industrial Waste Pretreatment, Recycling Services, and Analytical 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 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).

Environmental Services

FY 2002-2003 Highlights:

The Industrial Waste Pretreatment program achieved 90% compliance by all industrial and commercial businesses. A Program Compliance Inspection was conducted by the TCEQ in February, the inspection noted no violations or discrepancies.

The surcharge program was expanded to include a total of 157 businesses. The Laboratory Services increased its municipal water lab accounts from 24 to 27.

The Environmental Services Division conducted seven paint collections and one Household Hazardous Waste factory in Pflugerville to produce a 100% recycled product called Round Rock Re-Blend. Four hundred gallons of Round Rock Re-Blend was generated from old paint collection.

The Recycling Program created a Re-Use building for re-usable products such as household chemicals, automotive products, pesticides, fertilizers, etc. Over 3,000 pounds of potentially hazardous waste was diverted from disposal in the landfill.

FY 2003-2004 Overview and Significant Changes:

The Environmental Services Department will:

- Continue and improve the process for both recycling and proper home chemical disposal by expanding the services currently offered to citizens within the confines of the current budget.
- Expand current base of water lab customers.
- Continue to enforce the rules and regulations in accordance with the EPA, TCEQ and City of Round Rock's Pretreatment Ordinance.
- Modify the approved Pretreatment Program to incorporate new rules and regulations.
- Devise a plan for obtaining National Environmental Laboratory Accreditation Conference (NELAC) certification of the Laboratory Facility.

New Programs for FY 2003-2004

The Environmental Services Division does not propose any new programs for FY 03-04.

Departmental Goals:

The Environmental Services Operational Plan identifies the following goals – those conspicuously tied to City Strategic Goals are noted:

- Provide laboratory-testing services to internal and external customers.
- Provide resource management including solid waste and waterways.
- Conduct pollution prevention activities.
- Implement and enforce the rules and regulations governing non-domestic wastewater discharges into the sanitary sewer.
- Continue to develop and empower employees.

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2002-2003	Projected 2003-2004
Demand			
Number of Municipal Bacteriological (Bac-T) Accounts	24	27	30
Daily Recycling Customers	70	75	80
Number of Businesses/Industries Monitored	148	171	180
Input			
Operating Expenditures	\$302,284	\$420,367	\$359,579
Number of Employees	5	5	5
Output			
Number of Inspections (Industrial)	331	400	450
Bacteriological Samples (Lab)	2,921	3,000	3,100
Industrial/Commercial Samples (Lab)	1,000	1,050	1,050
Special Samples (Lab)	228	250	250
Tons of Material Processed (Recycle)	457	459	475
Efficiency			
Average cost per water sample (Lab)	\$6.28	\$6.28	\$6.70
Average cost per wastewater sample (Lab)	\$13.94	\$14.00	\$14.15
Average cost per sampling event (Industrial)	\$70.67	\$70.75	\$71.25
Average cost per ton of material recycled	\$179.05	\$185.00	\$190.00
Effectiveness			
Percentage Error of Results	7%	5%	5%
Percentage of Users in Compliance	90%	90%	90%
Tons of Material Diverted	449	450	475
Revenue Generated (includes additional fines of \$40,250 in FY 01-02 reported elsewhere)	\$244,398	\$200,000	\$160,000

Environmental Services

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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Number of water tests (bacteriological, fluoride, chlorine, hardness)	2,277	2,400	2,921	3,000	3,100
Number of wastewater tests (total suspended solids, total dissolved solids, pH, volatile organics, etc.)	662	700	1,228	1,300	1,350

Trend: The number of water tests is increasing because the laboratory has increased the number of customer contracts. 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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Number of contracts/customers	8	18	24	27	30

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.

Objective C:

Improve internal quality control.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Percent error of results (<10% acceptable range)	5%	5%	7%	5%	5%
Spike recovery	92%	90%	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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Tons of material disposed or recycled (Material handled by a hazardous waste contractor such as paint and household chemicals)	50.92	10	8.4	9	10
Tons of material re-used/re-issued (Material put into the Re-use Program such as usable paint, pesticides, automotive fluids, etc.)	NA	NA	1.36	5	6
Dollars saved by Re-Use vs. Disposal (average per year)	NA	NA	\$3,310	\$12,170	\$14,604
Number of participants bringing household hazardous waste	767	300	331	600	630

Trend: As the program gains more public recognitions, the number of participants is expected to increase. The division is transitioning into a more routine collection of paint and hazardous materials. This will allow more usable material to be channeled into the Re-Use Program. Round Rock-only collections began in FY 01/02.

Environmental Services

Summary of Key Departmental Goals (Cont.)

Key Goal 3:

Conduct pollution prevention activities.

Objective A:

Conduct the industrial waste pre-treatment program.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Number of Industries on Industrial Waste Program	15	15	15	15	15
Number of commercial businesses on Surcharge Program	125	135	133	156	165
Number of citations issued	74	10	14	10	10

Trend: The number of commercial businesses increases as the city grows commercially. The number of citations issued in FY 00/01 is primarily related to problems with a single industry. 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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Raw water quality (NTU)	6	5	3.98	5	DISC

Trend: DISC: This measure is being discontinued and will not be reported on next year.

Objective C:

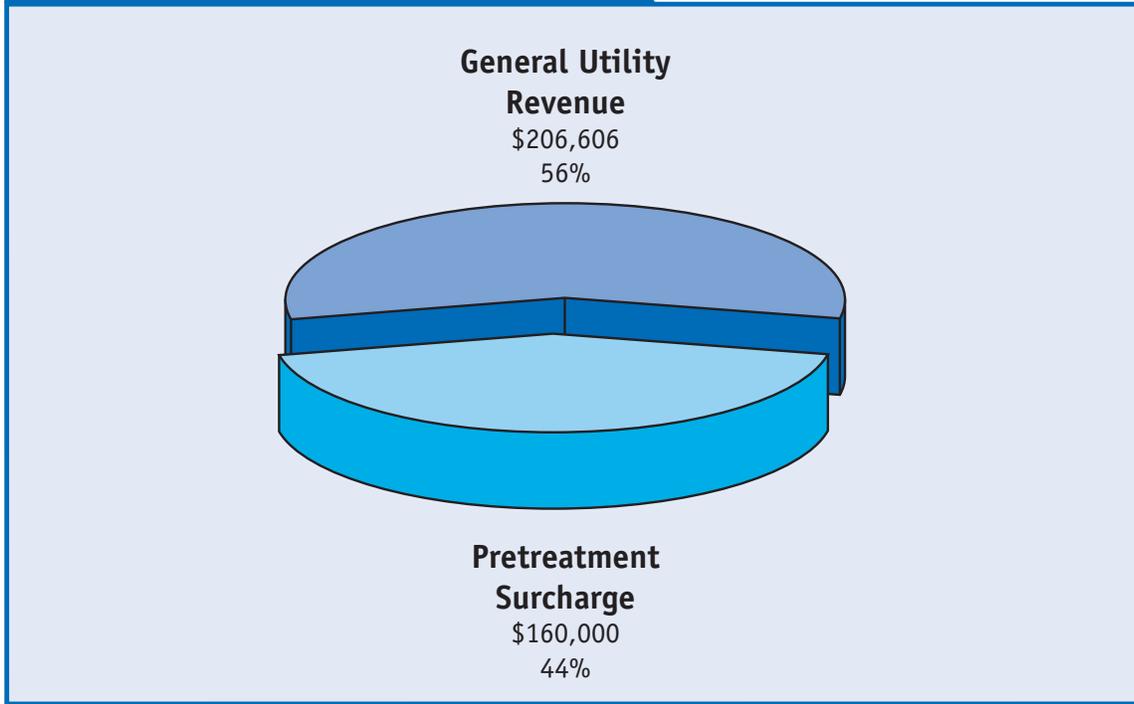
Reduce waste concentrations entering the wastewater treatment plant and collection system.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Wastewater Treatment Plant influent quality	NA	NA	NA	NA	DISC
Tons of potential waste diverted from water/wastewater streams (Re-Use Program and Household Hazardous Waste collections)	NA	NA	9.76	14	16

Trend: The amount of material prevented from entering the water and wastewater streams will increase as the household hazardous waste management program progresses. DISC: This measure is being discontinued and will not be reported on next year.

Environmental Services

Funding Sources for 2003-2004 Budget Expenditures of \$366,606



Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
Environmental Laboratory Analyst*	2	1	1	2.00	1.00	1.00
Environmental Quality Specialist	1	1	1	1.00	1.00	1.00
Environmental Services Supervisor	1	1	1	1.00	1.00	1.00
Field Laboratory Technician	1	1	1	1.00	1.00	1.00
Administrative Technician II	0	1	1	0.00	1.00	1.00
Total	5	5	5	5.00	5.00	5.00

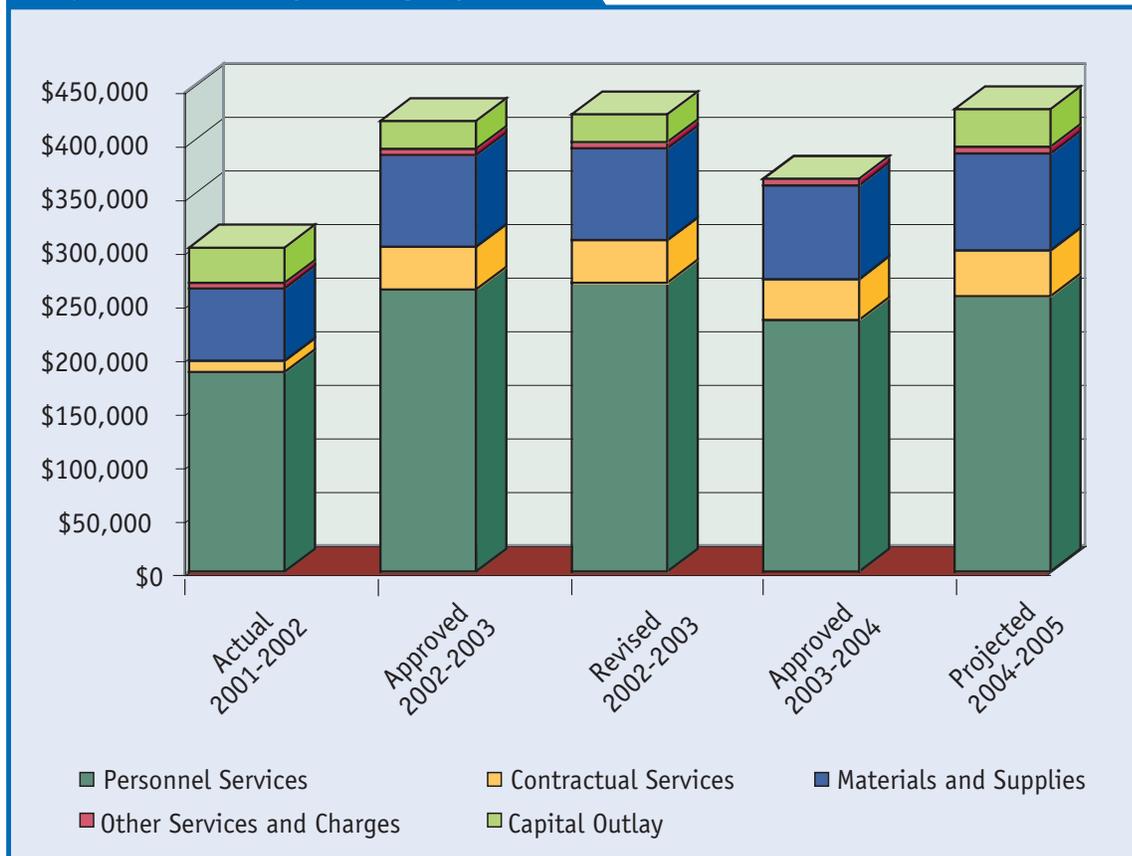
*One laboratory analyst position was eliminated during FY 2002-2003 mid-year revision.

Environmental Services Department

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$185,949	\$263,167	\$269,424	\$234,576	\$256,755
Contractual Services	10,567	39,700	39,700	38,300	42,800
Materials and Supplies	67,724	85,750	85,750	87,480	90,480
Other Services and Charges	5,155	5,750	5,750	6,250	6,250
Capital Outlay	32,889	26,000	26,000	0	35,150
Total Expenditures:	\$302,284	\$420,367	\$426,624	\$366,606	\$431,435
Expenditures per Capita:	\$4.24	\$5.58	\$5.66	\$4.59	\$5.12

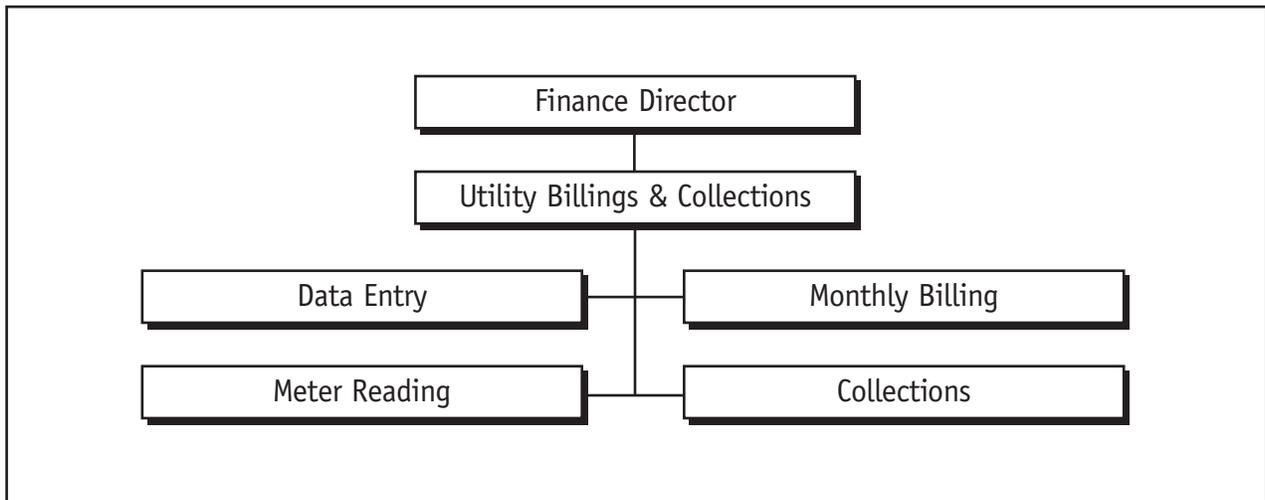
Expenditures by Category



Utility Billings and Collections Department

The Utility Billing Office handles a multitude of customer related activities including the accounting, billing, and collection of all customer water, sewer, and garbage billings; establishment of new service and/or service disconnects; and, customer assistance to include home visits upon request.

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 must stay abreast of all new meters set in the ground in order to provide water service to new connections. This information is gathered through collaborating with the Water Systems Support Department and Building Inspections Department, and an account is subsequently set up in the City's main database. For existing meters, it is necessary to have the correct occupant information for billing purposes. This information is reviewed on a monthly basis, and we are dependent upon our customers to inform us of any changes of occupancy.

Meter Reading: Water System Support staff is responsible for meter reading. The Utility Billing staff works closely with Water System Support staff to ensure the reading schedule is adhered to and all deadlines for meter reading are met.

Monthly Billing: This office has primary responsibility for insuring that all monthly billings are properly calculated and invoiced in a timely manner.

Collections: The office is responsible for the collection of current and past due monies owed to the City of Round Rock. The collection process occurs throughout the month, which ensures that accounts are collected in a timely manner.

Utility Billings and Collections

FY 2002-2003 Highlights:

Round Rock's customer base increased by approximately 1,100 accounts in FY 2002. As first reported last year, the number of customers adversely impacted by the economic downturn is increasing, and many are unable to keep their balances current. The utility office continues to negotiate with this segment of our customer base while making every effort to adhere to policy collection guidelines. Utility Billing's staff is committed to providing superior customer service while maintaining a positive and healthy attitude.

A program was initiated in early FY 01-02, giving customers the ability to pay their bills via credit card--and to date response to the program has been positive. However, Utility Billing does restrict the use of credit cards to walk in traffic only, thus minimizing our exposure to fraud while still providing our customers with the convenience of an alternative payment method.

Utility Billing identified the goal "establish a higher priority for delinquent account field collections" as a departmental priority for FY 02-03. With the assistance of field personnel, during the last year Utility Billing has been able to work towards this goal and has lowered the balances of outstanding delinquent accounts. Utility Billing's delinquent collections are now on target and very few accounts with excessively high past due balances remain.

FY 2003-2004 Overview and Significant Changes:

Utility Billing's system software should be upgraded prior to the end of fiscal year 2003. The software company utilized by the city, INCODE, has been perfecting a windows-based version of their software, which was released in September 2001. Most recently, the company has released a new version of their product, which has caused an additional delay in the migration process for the utility department. The new version was to be released early last year--however a delay with the release has resulted in a need to change the migration date for the utility billing office once again.

In addition, the new ACH method for check processing is currently under review. The majority of City collections are currently received by check. As proposed, the new

ACH processing method would expedite the City's cash flow by converting paper checks into an electronic processing transmission. Utility Billing plans to review check-processing options offered by the City's current bank, as well as options proposed by other established vendors who utilize the ACH processing method.

New Programs for FY 2003-2004

Utility Accountant I: Create a new job position (1.0 FTE) to perform all accounting duties for Utility capital improvement project accounting.

Drive through Drop Box: This program will provide an alternate drive-in location for customers to deposit their monthly payments at a City facility.

Departmental Goals:

- Implement an upgrade to the billing system.
- Continue to research and provide additional alternative payment options for customers.
- Provide accurate, professional and courteous service to all our citizens.
- Stay abreast of technology updates for department-related activities.
- Migrate towards new technology for permanent record keeping.
- Maintain a higher priority for delinquent account field collection.
- Encourage ongoing training for all customer service representatives.
- Continue to pursue a working relationship with the field staff and the utility office.
- Research and implement an option to streamline electronic check processing for daily collections.
- Streamline new account process by offering on-line applications and on-line payments to customers.
- Streamline daily check processing collections through ACH bank method.

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2001-2002	Estimated 2002-2003	Projected 2003-2004
Demand			
Customer Base	22,881	23,981	25,081
Input			
Operating Expenditures	\$695,193	\$929,757	\$915,590
Number of Personnel	11	11	12
Output			
Number of Work Orders Processed	17,314	18,000	19,000
Number of Payments Collected	252,118	260,000	265,000
Total Dollars Collected	\$24,794,347	\$26,500,000	\$27,000,000
Efficiency			
Utility Billing Expenditures as a percentage of Utility Fund	3.42%	4.01%	3.75%
Effectiveness			
Data Entry Error Rate	20	15	15

Utility Billings and Collections

Summary of Key Departmental Goals

Key Goal 1: Provide accurate, professional, and courteous service to all customers.

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 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Annual Survey implemented by 7/1/02.					
Surveys mailed/returned	NA	7/1/02	600/32	600/50	600/60
Percentage of customers satisfied	NA	80%	100%	95%	95%
Number of CSR training hours	8	8	16	16	16

Trend: Customer satisfaction is expected to increase 5%. Expectations were exceeded the first year. Note: In FY 03-04, Key Goal 2 (reported in FY 02-03) was combined with Key Goal 1 since results were obtained from the same survey.

Key Goal 2:

Streamline new account process by offering on-line applications and on-line payments to customers.

Objective A: Implement program by 7/01/03 and provide options for new customer service requests.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Program Implemented by 7/01/03	NA	NA	NA	7/1/03	NA
Volume of customers who submit	TBD	TBD	TBD	TBD	TBD

Trend: Computer-aged people request additional services. Program not to go on-line until 7/01/03. Will forecast volume of customers who submit as soon as program is initiated and trend data is gathered.

Key Goal 3: Streamline daily check processing collections through ACH bank method.

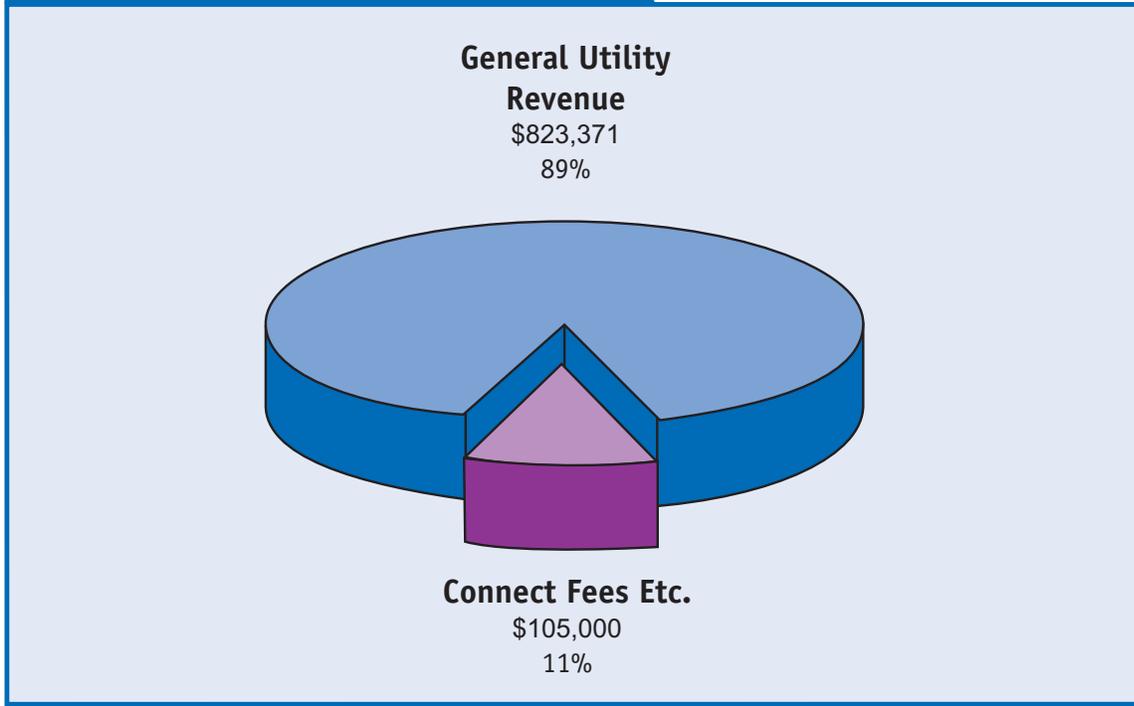
Objective A: Complete a study by 12/31/03 that determines the feasibility of processing checks through an automated clearinghouse system.

Measure	Actual 00/01	Forecast 01/02	Actual 01/02	Forecast 02/03	Forecast 03/04
Feasibility study completed by 12/31/03/					
Number of checks processed	NA	NA	18,000	19,000	20,000

Trend: Check collection volume is a considerable large portion of daily collections that need a more efficient handling process.

Note: Last year's Key Goal 4 (reported in FY 02-03) was merged with Key Goal 3. This is a new measure, which resulted from that reported last year.

**Funding Sources for 2003-2004
Budget Expenditures of \$928,371**



Authorized Personnel	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
Utility Office Manager	1	1	1	1.00	1.00	1.00
Customer Service Supervisor	1	1	1	1.00	1.00	1.00
Senior Customer Service Representative	1	1	1	1.00	1.00	1.00
Customer Service Representative	5	5	5	5.00	5.00	5.00
Receptionist	1	1	1	1.00	1.00	1.00
Customer Service Representative - P/T	1	1	1	0.63	0.50	0.50
Field Services Coordinator	1	1	1	1.00	1.00	1.00
Utility Accountant I	0	0	1	0.00	0.00	1.00
Total	11	11	12	10.63	10.50	11.50

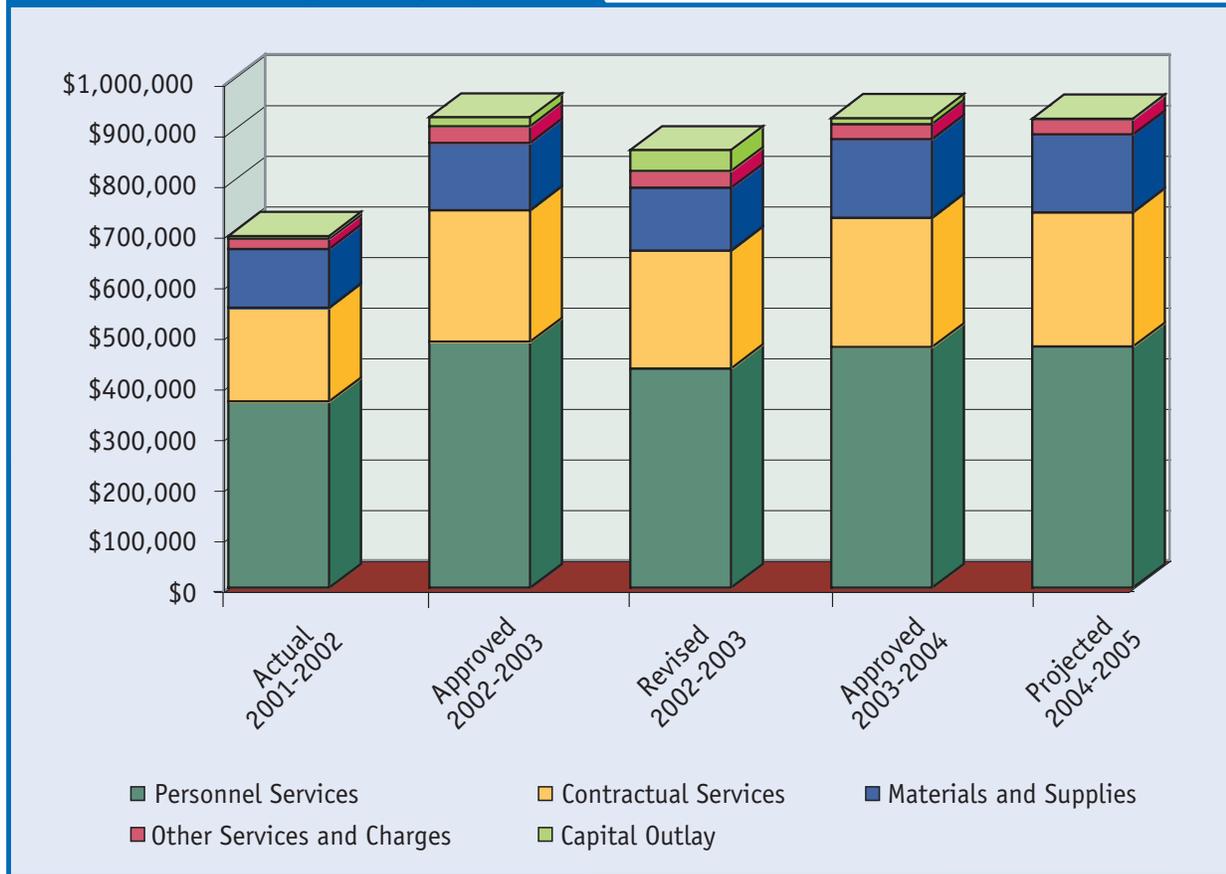
Utility Billings and Collections

Utility Billings and Collections Department

Summary of Expenditures:

	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$368,240	\$486,355	\$433,680	\$475,398	\$476,510
Contractual Services	185,553	260,102	233,067	256,200	265,500
Materials and Supplies	115,628	132,700	123,850	155,323	153,550
Other Services and Charges	19,875	33,000	33,000	29,300	30,200
Capital Outlay	5,897	17,600	41,385	12,150	1,200
Total Expenditures:	\$695,193	\$929,757	\$864,982	\$928,371	\$926,960
Expenditures per Capita:	\$9.75	\$12.33	\$11.47	\$11.63	\$11.01

Expenditures by Category



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 Bonded Debt Section of this budget.

Utility Debt Service

Utility Debt Service & Transfers Department

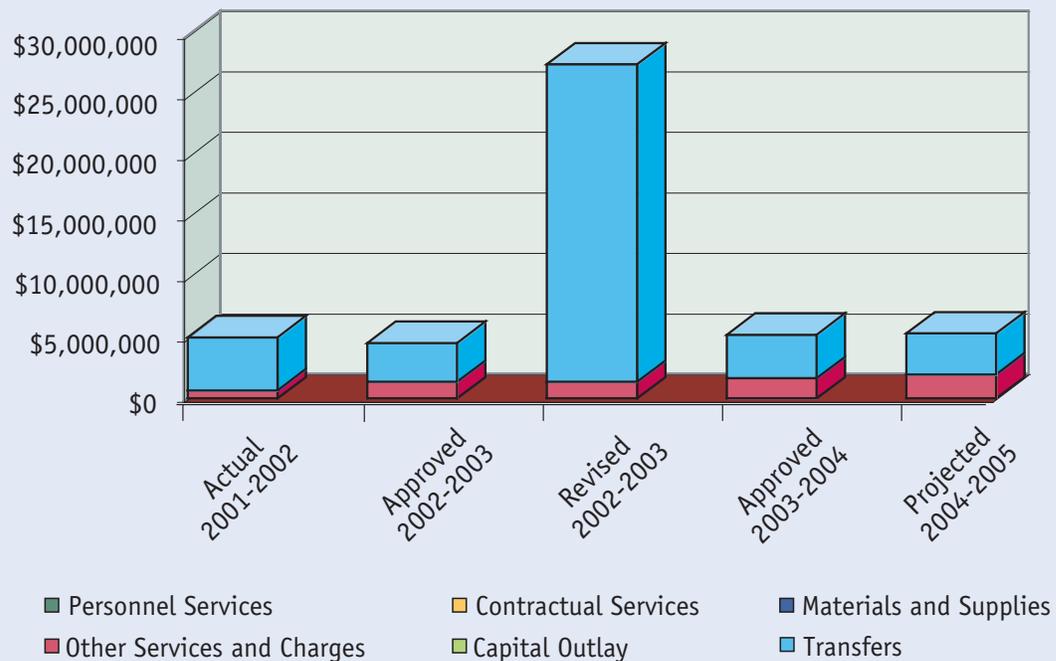
Summary of Expenditures:

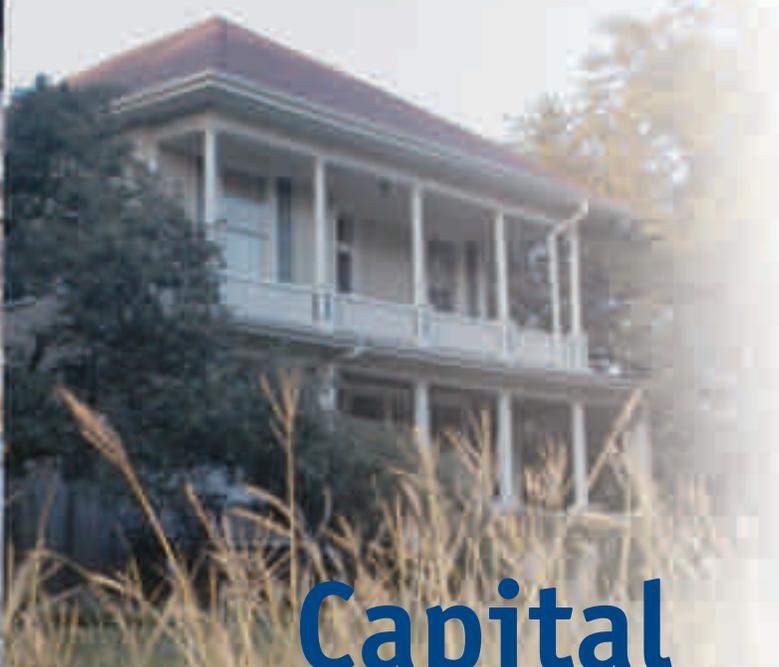
	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget	2004-2005 Projected Budget
Personnel Services	\$0	\$0	\$0	\$0	\$0
Contractual Services	0	0	0	0	0
Materials and Supplies	0	0	0	0	0
Other Services and Charges	658,388	1,357,178	1,357,178	1,650,643	1,971,393
Capital Outlay	0	0	0	0	0
Transfers	4,373,441	3,219,000	26,219,000*	3,606,000	3,387,000
Total Expenditures:	\$5,031,829	\$4,576,178	\$27,576,178	\$5,256,643	\$5,358,393

Note: The Expenditures per Capita detail is not shown for this department as the majority of the expenditures are transfers and support other operating expenditures.

* Reflects one-time scheduled transfer (\$23 million) for Utility Construction projects.

Expenditures by Category





Capital Projects Funds Expenditures

2 0 0 3 - 2 0 0 4



ROUND ROCK, TEXAS
PURPOSE. PASSION. PROSPERITY.

Capital Projects Funds Expenditures



The seal of the City of Round Rock, Texas, is a circular emblem. It features a five-pointed star in the center, surrounded by a wreath. The words "CITY OF ROUND ROCK" are written in a circle around the star, and "TEXAS" is written at the bottom. A small star is also visible on the right side of the seal.

CAPITAL PROJECTS FUNDS EXPENDITURES

The CIP Process

General Government

Street & Drainage Improvements

Public Works Improvements

Public Safety Improvements

Park Development

Water Systems Improvements

Wastewater Systems Improvements

Transportation Capital Improvement Plan



Capital Projects Expenditures

The following schedules provide the status of various projects currently underway or expected to be started during the fiscal year. The projects are organized by type and include funding sources and the effects on the current operating budget. Major construction or development projects may span multiple fiscal years and correspondingly, are not budgeted annually. General authority for project expenditures is obtained upon the issuance of bonds or establishment of other fund sources.

Capital Projects Expenditures

The Capital Improvement Project (CIP) Process

The following paragraphs outline the basic CIP process in Round Rock.

1. **Defining eligible projects.** The first step in the CIP process is the definition of eligible projects. ICMA indicates that a common definition is "new or expanded physical facilities that are relatively large in size, expensive, and permanent. Some common examples include streets and expressways, public libraries, water and sewer lines, and park and recreation facilities." (International City Management Association, The Practice of Local Government Planning. Second Edition, 1988, p.450)

Round Rock 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.

Project identification information typically includes the following data:

- * Project number;
- * Project name and location;
- * Project type;
- * Budget status;
- * Funds available;
- * Date last reviewed and updated;
- * Project description;
- * Estimated timing for design and construction;
- * Cost allocation (design, ROW/land acquisition, construction, equipment, materials, utility relocations, furnishings, land betterment, and other costs);
- * Remarks; and,
- * Project location map.

2. **Developing a priority ranking system.** Each department produces a list of the various needs for their area of responsibility. These lists are compiled by the Planning Department and each Department Head is assisted in determining the timing and priorities for each individual project. The overall CIP is then reviewed with the City Manager to aid in translating Council priorities into departmental priorities.
3. **Developing and coordinating potential funding sources, and assessment of City's capacity to service additional debt.** An integral part of any CIP is the assessment of the financial condition of the City, its ability to service existing and additional debt, and identification of potential sources of revenue to pay for needed additional capital improvements. Usually this assessment is prepared by the Director of Finance and should provide the foundation for the proposed CIP.
4. **Preparing the Spending Plan.** Based upon the prioritized list of needed improvements and the assessment of sources and availability of funding, the next step in the process is the preparation of the CIP spending plan. The plan identifies the facilities that are programmed (to be constructed) in the next fiscal year. Upon preparation, the CIP spending plan is presented to the government body for ratification, and becomes the official and legal policy of the City.
5. Financial information reflected in this section of the budget document represents the culmination of the CIP whereby funding that has been established and the project(s) are scheduled for activation.

General Government

Funding Source

Tax-exempt lease financing
 General government resources
 2000 Certificates of Obligation
 2002 General Obligation Bonds
 Hotel/Motel Funds
 Private Sector Funding

	Total Project Cost	Expended through 9/30/03	2003-2004 Estimated Expenditures	2004-2005 Estimated Expenditures
General Government				
Municipal Complex Phase One	\$6,036,522	\$5,714,973	\$321,549	\$-
Public Works Building Expansion	954,569	767,975	186,594	-
SW Downtown Area Infrastructure*	6,045,000	167,008	2,217,670	1,117,040
Financial System Upgrade	200,000	82,654	117,346	-
Municipal Complex Phase Two*	11,845,000	-	-	1,065,000
Dell Diamond Expansion	2,001,040	83,277	1,917,763	-
Totals	\$27,082,131	\$6,815,887	\$4,760,922	\$2,182,040

*Project requires funding beyond 2004-2005.

Project Summary and Budgetary Impact

- 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. The new municipal complex will provide the unique and specific requirements of a city building. Phase One is the new facility for Municipal Court, Planning and Parks and Recreation. The building has been named G.W. McConico Building and construction was substantially completed in the spring of 2003. Operating costs for the facility will primarily consist of utilities, maintenance and insurance in the approximate amount of \$60,000 per year. Phase Two components are the construction of a new city hall building, parking lot and a campus green.

Capital Projects Expenditures

General Government - Cont.

- A building was purchased for the planned expansion of Public Works Facilities. The additional space is needed for services that are intrinsic in the operation of the City. Renovations and rehabilitation to the building will be completed in the winter of 2003-04. Operating costs will include utilities, maintenance and insurance and should run about \$25,000 annually.
- The southwest downtown area infrastructure improvements were identified through the planning, design and citizen participation process for the Municipal Complex. Components of the project consist of street, sidewalks, drainage and streetscape improvements. These will also include improvements to the water and wastewater utilities and a water pollution abatement pond and necessary flow control structures. Annual operating cost would be for increases to maintenance and utility services estimated at \$15,000 per year.
- The financial system upgrade was installed in October 2003 and will provide greater operational efficiency and should have no increase in the established operating costs to the department.
- The Dell Diamond Expansion will provide additional seating and an entrance gate in the right field area. This project is a joint effort between the City and a private entity that operates the facility. The overwhelming success of the local minor league baseball team has brought on the demand for increased seating capacity.

Street & Drainage Improvements

Funding Source

1998 General Obligation Bonds
 1997 Certificates of Obligation
 General government resources
 Williamson County participation
 2002 General Obligation Bonds

	Total Project Cost	Expended through 9/30/03	2003-2004 Estimated Expenditures	2004-2005 Estimated Expenditures
Streets				
Ray Berglund Streets	\$961,064	\$220,141	\$740,923	\$-
Chisholm Trail North	1,079,412	424,553	654,859	-
CR122	2,550,000	531,359	2,018,641	-
CR122 Bridge Schematic	138,764	122,403	16,361	-
Seal Coat Program FY2002	1,122,894	473,220	649,674	-
Seal Coat Program FY2003	1,421,000	-	1,421,000	-
Gattis Schl. Rd. Intersection & Safety	2,872,821	111,116	2,761,705	-
Creekbend Drive*	5,175,000	127,699	776,268	1,000,000
Chisholm Trail Reconstruction*	6,160,000	174,916	927,453	1,357,912
Chisholm Parkway Extension*	1,300,000	52,247	375,736	500,000
Sam Bass Rd. (Meadows to IH35)*	3,820,000	50,641	645,211	1,291,446
Downtown Streets-Phase One	2,190,000	115,422	2,074,578	-
Various Round Rock West Streets	1,748,134	61,656	1,686,478	-
Austin and Liberty Avenue*	3,895,000	-	-	500,000
Eggers Acres-Dennis Dr.*	1,570,000	-	-	255,000
Ledbetter St.	275,404	65,939	209,465	-
Turning Lanes-Louis Henna, Doublecreek	90,000	37,116	52,884	-
Totals	\$36,369,493	\$2,568,428	\$15,011,236	\$4,904,358

* Project requires funding beyond 2004-2005.

Capital Projects Expenditures

Street & Drainage Improvements

Project Summary and Budgetary Impact

- Various residential and arterial streets will be resurfaced, rehabilitated or completely rebuilt this year as indicated in the above itemization. These projects will greatly improve and enhance mobility, decrease congestion, as well as provide better road safety and better access to key areas. Adjusting underground utilities and drainage will be incorporated into many of these projects. The operating budget impact from these street upgrades is not exactly quantifiable. However the operating budget for street maintenance reflects expected maintenance cost savings for the newly surfaced streets and reflects the additional costs associated with a growing community's road and street system.

Public Works Improvements

Sidewalks, Landscapes, Traffic Signals and Drainage Improvements

Funding Source

General government resources
 2000 Certificates of Obligation
 1997 Certificates of Obligation
 2002 General Obligation Bonds

	Total Project Cost	Expended through 9/30/03	2003-2004 Estimated Expenditures	2004-2005 Estimated Expenditures
Sidewalks, Landscapes, Signals				
Mays St. Sidewalks	\$155,000	\$25,964	\$129,036	\$-
Citywide Sidewalks- 2002 Phase 1	1,000,000	90,645	909,355	-
Forest Creek Safety & Sidewalks	245,843	16,090	229,753	-
CR 122 Sidewalks*	1,010,000	-	-	500,000
Corridor Enhancements 2002-Ph.1*	500,000	266,322	53,678	140,000
Parking, Traffic, & Signage-A*	4,000,000	334,182	2,312,610	845,725
Traffic Signals-Variou Locations*	1,290,000	424,025	6,975	200,000
Totals	\$8,200,843	\$1,157,228	\$3,641,407	\$1,685,725
Drainage Improvements				
Southcreek Channel Improvements	\$1,780,000	\$48,055	\$1,493,152	\$238,793
Bowman Road Drainage*	1,500,000	-	-	500,000
Messick Loop-Hanlac Trail Channel *	640,000	-	-	-
Totals	\$3,920,000	\$48,055	\$1,493,152	\$738,793

* Project requires funding beyond 2004-2005.

Capital Projects Expenditures

Public Works Improvements

Project Summary and Budgetary Impact

- Sidewalks are needed along streets for better customer access to schools, parks and commercial areas. This is important for streets and roads without improved shoulder sections and where the safety of pedestrians is a concern. Areas throughout the City have been targeted for new sidewalks and sidewalk improvements. Operating costs of these projects are expected to be minimal and covered in the normal course of duties for the operating departments.
- Corridor Enhancement is to establish a program to improve strategic view corridors along specified City streets that intersect state highway system roads. The intended improvements will be fencing, signage and landscaping. Sunrise Road is near completion with the addition of uniform fencing along both sides of the street. The annual operating cost is not known but is estimated at \$10,000 per year once all areas are complete. The improvements are scheduled to occur between 2002 and 2006.
- Downtown Parking will consist of one underground and one surface parking facility to accommodate the Senior Center, Municipal Office Complex, Campus Green and the downtown areas. Traffic control, pedestrian paths and crossings along with directional and informational signs will increase the ability to safely find and park near downtown destinations at any time. An annual operating cost of the parking structures is estimated at \$15,000 once all improvements are complete.
- Traffic signals will be installed at up to six locations within the City and will provide increased safety at these busy intersections. The City has a traffic light maintenance program in the operating budget and the addition of signals will be absorbed under this program.
- Drainage and channel improvements are necessary due to overgrowth and erosion, which inhibit safe access for maintenance. Improvements will correct the safety concerns as well as eliminate high maintenance costs.

Public Safety Improvements

Funding Source

Tax-exempt lease financing
 General government resources
 2000 Certificates of Obligation
 2002 General Obligation Bonds

	Total Project Cost	Expended through 9/30/03	2003-2004 Estimated Expenditures	2004-2005 Estimated Expenditures
Public Safety				
Computer Aided Dispatch/Records *	\$1,947,246	\$1,099,584	\$347,662	\$100,000
Fire Engine Replacement Program	830,146	814,549	15,597	-
Fire Engine Replacement Program	410,000	-	-	410,000
Fire Engine Replacement Program*	420,000	-	-	-
Fire Sta. Number Two Replacement	1,611,235	26,960	1,504,915	79,360
New Police Department Building*	6,570,000	941,169	596,247	2,395,925
Fire Station Number Six	2,269,854	494,001	1,775,853	-
Totals	\$14,058,481	\$3,376,263	\$4,240,274	\$2,985,285

* Project requires funding beyond 2004-2005.

Project Summary and Budgetary Impact

- Computer Aided Dispatch and Records Management systems are being updated using CDPD to allow for auto-vehicle locators, laptops in patrol cars, and mobile display terminals in fire trucks using wireless data transfer. This project will create a mapping system tied into the City's existing ArcView mapping system for use by officers and firefighters in the field. The new system will ensure the police/fire radio system will accommodate the City's growth and the program will provide increased functionality for officers in the field as well as for administrators tracking the department's performance. Licensing and hardware will have a budgetary impact of approximately \$60,000, and is included in the operating costs of the department.

Capital Projects Expenditures

Public Safety Improvements - Cont.

- The Fire Engine Replacement program will span over three phases from 2002 to 2006. This program is to ensure that the old fire engines are replaced with new apparatus when they reach aging capacity. The City has four engines that have or will reach their 20 year usage. Two new engines have been purchased and each additional phase contains one engine each.
- Fire Station Number Two Replacement will fund for the demolition of our current aging facility and replace it with a new one. This will accommodate existing personnel and equipment more comfortably and safely. The station will remain in the central downtown location. Building maintenance and repair costs will decrease with the completion of the new building and other operating costs should remain at current levels.
- The current three police buildings are deteriorating and were not originally designed as police facilities. Based on community and police department current and anticipated growth, it is estimated that the police department will require a new facility that will meet the needs of the City's growing population as well as the housing of necessary equipment. This project will come on in two phases. Design and land acquisition is underway for the first phase. The second phase will be the construction of the building which is estimated to start in 2004. Operations will not be impacted until 2005-2006.
- Funding for Fire Station Number Six is necessary to disperse station resources and reduce response times to emergencies. Population and emergency calls have increased in the northeast section of the City prompting this new station. Funding is also included for for a new fire engine. Construction is to start in January 2004 and be completed in approximately seven months. Staffing and operating the station will have a significant budgetary impact on the City beginning in fiscal year 2004, as shown below.

Budget Category	Annual Operating Cost	Annual Operating Cost
	FY 2004	FY 2005
Personnel Costs	\$141,530	\$485,244
Contractual Services	32,925	11,925
Materials and Supplies	75,911	21,000
Other Expenses	25,903	-
Capital Outlay	207,833	1,500

Park Development

Funding Source

General government resources
 2000 Certificates of Obligation
 Williamson County Grant for Trails
 2002 General Obligation Bonds

	Total Project Cost	Expended through 9/30/03	2003-2004 Estimated Expenditures	2004-2005 Estimated Expenditures
Parks and Recreation				
PARD Yardsite	\$1,300,000	\$1,154,308	\$145,692	\$-
City Wide Trails	790,000	643,438	146,562	-
Parkland Purchase	1,525,000	5,443	1,519,557	-
Water Re-use at Old Settlers	764,000	3,338	360,662	400,000
Senior Citizens Center	4,590,082	220,181	3,066,821	1,303,080
CMRC Fitness Room Expansion	106,000	-	106,000	-
City Trail System-A*	685,000	-	-	-
Old Settlers Park-New Pool*	2,800,000	80,106	264,275	1,000,000
Old Settlers Park-Concession & Restrooms	482,407	456,142	26,265	-
Old Settlers Park Improvements*	870,000	59,755	88,372	250,000
New Recreation Center*	7,000,000	-	-	-
Totals	\$20,912,489	\$2,622,711	\$5,724,206	\$2,953,080
Community/ Neighborhood Parks				
Bowman Park	\$97,000	\$-	\$-	\$97,000
Playground Replacement	278,580	114,972	133,020	30,588
Buck Egger Park	113,377	-	113,377	-
St. Williams Loop	17,237	-	17,237	-
Bradford Park	98,037	-	98,037	-
Greenlawn Park	100,000	-	100,000	-
High Country Park	148,037	-	148,037	-
Kinningham Park	65,000	62,446	2,554	-
Frontier Park	47,227	39,913	7,314	-
Settlement Park	50,000	-	-	50,000
Totals	\$1,014,495	\$217,331	\$619,576	\$177,588

* Project requires funding beyond 2004-2005.

Capital Projects Expenditures

Park Development

Project Summary and Budgetary Impact

- City-wide Park Trail development will encourage walking and biking in the community and support local and regional transportation systems. The expenditures provide for the design and construction of 2 miles of park trails at Old Settlers Park at Palm Valley. Williamson County has also been a cost participant. Maintenance costs are expected to be minimal. Approved by the citizens in the 2002 GO Bond election, funds have been designated for additional development of new trails and trail improvements which are scheduled to start in 2006 and will have minimal operating impact when completed.
- The scheduled park land purchase includes a tract of land adjacent to the Old Settler’s Park. This land, when acquired, would become part of the Old Settler’s Park and would be developed in the future according to the Park Master Plan. No operating expenditures are to be incurred in the next several years.
- Water re-use at Old Settler’s Park will approximate 1 million gallons per day when fully operational. A study is underway to determine the most cost effective system to irrigate the park currently and in the future. Anticipated associated costs with this reclaimed water use will be operating a pumping station and electrical costs and will not be incurred until project completion.
- The new Senior Citizen Center will be designed and developed to house the expanding various programs and increased participation by senior citizens. The planned new facility, which will start construction in 2004, is now part of the Municipal Office Complex and Campus Green in downtown Round Rock. Operational increases for the department will occur when the building is completed and occupied as shown below.

Budget Category	Annual Operating Cost	
	FY 2004	FY 2005
Personnel Costs	\$-	\$69,900
Contractual Services	-	110,100
Materials and Supplies	-	80,000
Capital Outlay	-	129,600

Park Development - Cont.

- Voters approved a new Recreation Center for the City in the 2002 GO Bond Election and it is scheduled to be constructed on the west side of Round Rock. The Clay Madsen Recreation Center on Gattis School Road was opened in July 2000 and has been met with an overwhelming response in memberships. A second center will allow members to utilize both centers and their various programs with more ease. This project is scheduled to start in 2006 and the department will not see any operational impact until completion.
- Improvements to Old Settler's Park will include restrooms and a concession stand for the soccer area, a leisure pool, new football field lights, additional restrooms, scorekeeper facility, storage facility, a new playground, new maintenance facility and various small projects. These projects are a continuation of building out the park. to provide more diversified programs and recreation facilities. This build out will be done in two phases. Phase one is scheduled to start in 2003 and completed in 2004. Phase two, which includes the leisure pool, is estimated to start in 2004. These projects will require additional maintenance crews and operating costs, as they are completed and begin operation.

Budget Category	Annual Operating Cost FY 2004	Annual Operating Cost FY 2005
Personnel Costs	\$6,500	\$15,000
Contractual Services	5,000	10,000
Materials and Supplies	1,000	2,000
Capital Outlay	1,500	3,000

- Improvements to neighborhood and community parks such as Bowman and Buck Egger are upgrades or betterments to existing facilities and will have no significant impact on the operating budget. Playground replacements will provide safe, usable and more attractive sites and should provide relief to maintenance costs in the operating budget.
- New parks such as High Country Park will include playground equipment, trails and landscaping. Expected operating costs with each new park is estimated as follows:

Budget Category	Annual Operating Cost FY 2004	Annual Operating Cost FY 2005
Personnel Costs	\$3,000	\$3,500
Contractual Services	1,000	1,000
Materials and Supplies	1,000	1,000
Other Services and Charges	250	250
Capital Outlay	750	750

- The growth experienced in Park and Recreation facilities required the relocation and expansion of the Parks and Recreation yardsite. The yardsite will include an open space area for large seasonal items and equipment storage, a pole barn for construction storage, offices and a breakroom. No significant budgetary impact is expected.

Capital Projects Expenditures

Water Systems Improvements

Funding Source

Utility Impact Fees

Operating reserves & future tax-exempt borrowings designated for water system improvements

	Total Project Cost	Expended through 9/30/03	2003-2004 Estimated Expenditures	2004-2005 Estimated Expenditures
Water Systems Improvements				
West Line, Tank and Standpipe*	\$3,600,000	\$-	\$ -	\$-
12" Waterline at Hotel Ctr.& Chisholm	200,000	72,672	127,328	-
Water Distribution Model Upgrade	200,000	173,373	26,627	-
Barton Hill Elevated Water Tank	3,155,000	909,107	2,245,893	-
E. Water Transmission Line-Phs. One	3,133,871	2,657,243	476,628	-
E. Water Transmission Line-Phs. Two	3,986,100	265,431	3,720,669	-
Groundwater Filtration *	8,000,000	33,300	245,700	721,000
Water Tanks Rehabilitation	1,500,000	858,157	641,843	-
Raw Water Pump Station Upgrade *	2,500,000	-	-	100,000
20 MGD Water Plant Expansion	18,409,798	14,076,467	4,333,331	-
Two 30" Raw Water Lines-DB Woods	250,000	238,798	11,202	-
Deerfoot Drive 8" Waterline	65,740	11,615	54,125	-
2003 Water Distribution Plan	180,000	40,066	139,934	-
Utility Bill Computer System Upgrade	80,000	100	79,900	-
Forest Creek 16" Waterline	77,614	-	77,614	-
SH29-Relocate 30" Raw Water Lines	2,638,090	46,800	1,913,200	678,090
Land Purchase -Water Trmt. Plant*	1,000,000	-	-	-
Waterline Improvements*	2,495,804	346,361	461,815	408,801
Reclaimed Waterline to OSPV	1,300,000	-	1,300,000	-
Totals	\$52,772,017	\$19,729,490	\$15,855,809	\$1,907,891

- Project requires funding beyond 2004-2005.

Water Systems Improvements

Project Summary and Budgetary Impact

- 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.
- Water Treatment Plant Expansion-Phase V is expected to bring the water plant capacity an additional 20 mgd. This expansion is due to be completed by the summer of 2004. Included in this project will be a high service pump expansion and a new chlorine storage and feed facilities. Upon completion of this expansion phase, future year operating costs are expected to increase as indicated below:

Budget Category	Annual Operating Cost	Annual Operating Cost
	FY 2004	FY 2005
Personnel Costs	\$25,000	\$75,000
Contractual Services	15,000	45,000
Materials and Supplies	12,000	35,000
Other Services and Charges	6,000	18,000
Capital Outlay	8,000	26,000

- The two East Transmission Lines and the Barton Hill Elevated Water Tank are the direct result of the growth and anticipated growth on the east side of Round Rock. These projects will provide adequate storage, pumping and distribution of water. Anticipated operating costs as follows.

Budget Category	Annual Operating Cost	Annual Operating Cost
	FY 2004	FY 2005
Personnel Costs	\$500	\$2,500
Contractual Services	-	-
Materials and Supplies	250	1,000
Other Services and Charges	-	500
Capital Outlay	500	2,500

- The Utility Billing Computer System provides greater computing capabilities and efficiencies to the City meter reading, billing and collection system. Fiscal 2003 and future capital costs include application upgrades, data base management services and a migration to windows-based technology. The operating costs of the new system and upgrades include maintenance and licensing costs for an annual cost of approximately \$60,000.

Capital Projects Expenditures

Water Systems Improvements - Cont.

- Water Storage Rehabilitations are improvements in the form of tank painting which is conducted every ten to fifteen years along with frequent inspection. No budgetary impact is expected.
- A Water Distribution Plan will analyze the current water system utilizing the water distribution computer model. The analysis will be based on projected growth rates and the plan will show recommendations for necessary water system improvements over the next 10 years to 20 years. A master plan of this type needs to be reviewed approximately every five years.
- Groundwater filtration is a potential Environmental Protection Agency and state regulatory requirement for the City's water well system. The filtration would provide a higher level of treatment for existing wells.
- The reclaimed water line was constructed by the LCRA and will have cost reimbursement from the City. This line will provide the necessary access in order to accomplish the water re-use project for Old Settler's Park.

Wastewater Systems Improvements

Funding Source

- Utility Impact Fees
- Operating reserves & tax-exempt borrowings designated for wastewater system improvements
- Contractual Obligations with the Lower Colorado River Authority

	Total Project Cost	Expended through 9/30/03	2003-2004 Estimated Expenditures	2004-2005 Estimated Expenditures
Wastewater Systems Improvements				
Westinghouse Wastewater Line	\$1,341,300	\$213,892	\$1,127,408	\$-
WTP Offsite Wastewater Line	402,600	37,272	365,329	-
Chandler Creek Interceptor	5,200,039	-	5,200,039	-
10" WW Line at 620 & Briarwood	100,000	-	100,000	-
Wastewater Basin Inspection 01-02	371,573	313,889	57,684	-
Basin Inspection and Repairs 02-03	1,796,455	300,442	1,496,013	-
Basin Inspection and Repairs 03-04	4,282,541	-	3,408,207	874,334
Basin Inspection and Repairs 04-05	3,262,960	-	249,608	3,013,352
Basin Inspection and Repairs 05-06*	3,124,086	-	-	801,162
Avery Farms Interceptor	2,050,000	85,787	1,964,214	-
WW Collection System Master Plan	233,000	94,468	138,532	-
Kiphen Road Wastewater Line	150,000	-	51,000	99,000
Southwest RR Wastewater Line	108,135	-	108,135	-
Downtown Wastewater Line Replacement	39,774	-	39,774	-
Eggers Acres	124,000	-	124,000	-
West Wastewater Treatment Plant Rehab	744,017	744,017	-	-
Wastewater Tunnel	15,807,914	11,065,540	4,742,374	-
Totals	\$39,138,394	\$12,855,307	\$19,172,317	\$4,787,848

*Project requires funding beyond 2004-2005.

Capital Projects Expenditures

Wastewater Systems Improvements

Project Summary and Budgetary Impact

- Wastewater system lines improvements are line extensions to serve a growing customer base, ongoing capital repairs or betterments. The projects listed above 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.
- The City conducted an extensive study which identified the infiltration of water into the sanitary sewer system, from which repairs were made. Completed repairs will provide significant treatment cost reductions in the future by preventing groundwater (inflow) from seeping into collector lines. It is estimated that each 1,000 gallons per day of prevented inflow will save \$1,200 per year in plant expansion and treatment costs. There will be a continued annual inspection and repair program of the City's basins and lines that are under the Edwards Aquifer Recharge Zone Protection Program. These wastewater collection systems must be inspected and repaired as necessary every five years. Repairs during the first five years will be the most extensive but as the program begins the second five years there will be a significant reduction in the cost of the repairs. Basins not in the Edwards Aquifer Recharge Zone will also be inspected and repaired annually.
- The Chandler Creek Interceptor is a wastewater line project, which will route wastewater to the regional wastewater plant from the northeastern section of the City, thus eliminating an existing lift station, which requires pumps to operate. The interceptor system uses gravity to provide the downward flow needed which requires much less maintenance than a lift station system. Annual savings should be in the \$10,000 range initially.
- 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. The lines identified as the Wastewater Lines (Regional System), West Wastewater Treatment Plant Rehab, and Wastewater Tunnel will be financed by the Alliance through the issuance of revenue bonds repaid by the customers as contractual obligations.

Budget Category	Annual Operating Cost	
	FY 2004	FY 2005
Personnel Costs	\$-	\$-
Contractual Services	78,000	100,000
Materials and Supplies	-	-
Other Services and Charges	-	-
Capital Outlay	-	-

Transportation Capital Improvement Plan

Funding Source

- Sales Tax-Economic Development
- State Infrastructure Bank Loans
- 2001 RR Transportation Corp. Sales Tax Revenue Bonds
- Williamson County
- Developer Contribution

	Total Project Cost	Expended through 9/30/03	2003-2004 Estimated Expenditures	2004-2005 Estimated Expenditures
Transportation				
Arterial A	\$650,000	\$376,997	\$273,003	\$-
Forest Creek	4,200,000	942,369	2,018,048	1,239,583
Double Creek Drive	2,850,000	1,598,261	1,251,739	-
AW Grimes Blvd.	22,784,055	14,262,331	6,190,024	2,331,700
Arterial C	800,000	-	320,000	480,000
CR113*	8,590,000	1,517,594	2,508,952	-
FM 1460	600,000	512,384	87,616	-
Greenlawn Interchange*	5,000,000	-	-	-
RM620*	2,500,000	-	-	-
SH45	37,226,911	31,444,655	5,782,256	-
Traffic Signals	800,000	176,632	623,368	-
Traffic Signal Coordination	100,000	37,052	62,948	-
US79-From FM1460 to CR195	5,240,000	1,254,462	3,985,538	-
Transportation Consulting	200,000	95,482	104,518	-
Hester's Crossing at IH35 Bridge	6,500,000	51,113	6,448,887	-
IH35 Modifications	5,000,000	81,668	4,918,332	-
Totals	\$103,040,966	\$52,351,000	\$34,575,229	\$4,051,283

* Project requires funding beyond 2004-2005.

Capital Projects Expenditures

Transportation Capital Improvement Plan

- The Transportation Capital Improvement Plan (TCIP) is not part of the operating budget, nor are the expenditures funded by general operating revenue. The expenditures and construction projects are funded by a one-half percent additional sales tax collected for the purpose of transportation and road improvements. As the projects are completed they become part of the City's road maintenance program unless they remain under the state maintenance program.

These projects have no specific current impact on the operating budget. Many years hence, the streets will require basic City maintenance and will be incorporated into the annual operating budget.



Special Revenue Funds Expenditures

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ROUND ROCK, TEXAS
PURPOSE. PASSION. PROSPERITY.



Special Revenue Funds Expenditures

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SPECIAL REVENUE FUNDS EXPENDITURES

Hotel Occupancy Tax Fund

Law Enforcement Fund

Ron Sproull Memorial Endowment Fund

Municipal Court Fund

Hotel Occupancy Tax 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.

Hotel Occupancy Tax Fund

Summary of Expenditures:

Account Title	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget
Unallocated				
Contingency	\$0	\$0	\$0	\$46,157
Sub - Total	0	0	0	46,157
Multi-Purpose Stadium/Convention Facility				
Transfer to Revenue Fund at Trustee Bank	589,090	602,990	602,990	619,240
Transfer to Convention Center Expansion Fund	0	0	800,000	0
Transfer to Convention Center Revenue	617,254	0	0	0
Property Insurance	25,000	30,000	30,000	32,000
Contingency and Trustee Fees	3,667	25,000	25,000	25,000
Capital Repair at Trustee Bank	0	77,010	77,010	75,060
Sub - Total	1,235,011	735,000	1,535,000	751,300
Tourism Events				
Central Texas Antique Fair	0	10,000	10,000	0
Bluegrass Music Festival	0	4,000	4,000	0
Quilt Round Up	0	10,000	10,000	0
Cowboy Christmas Ball	8,000	8,000	8,000	4,000
Daffodil Days	1,388	1,500	1,500	1,500
Fiesta Amistad	8,000	8,000	8,000	6,000
Frontier Days Advertising	10,000	8,000	8,000	6,000
Old Settlers Reunion	2,500	2,500	2,500	6,000
Parks & Recreation Convention Marketing	0	10,000	10,000	0
Pony Natl. Girls Softball Tourney	6,500	6,500	6,500	0
RR Quilt & Cloth Doll Show	3,000	0	0	0
Sunrise Kiwanis Club Basketball	3,020	3,800	3,800	0
Sub - Total	42,408	72,300	72,300	23,500

Hotel Occupancy Tax Fund

Hotel Occupancy Tax Fund (Continued)

Account Title	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget
Arts Support				
Choir	10,000	10,000	10,000	10,000
Sam Bass Theater	8,300	9,500	9,500	9,500
Ballet Folklorico	5,300	7,990	7,990	7,960
Sub - Total	23,600	27,490	27,490	27,460
Tourism Support				
Chamber of Commerce	85,000	86,900	86,900	84,000
Event Advertising	48,500	65,000	65,000	45,327
Tourism Study	0	0	50,000	33,356
Unallocated	0	310	310	0
Sub - Total	133,500	152,210	202,210	162,683
Museum Support				
Palm House Museum	10,000	8,000	8,000	8,000
Sub - Total	10,000	8,000	8,000	8,000
Fund Total	\$1,444,519	\$995,000	\$1,845,000	\$1,019,100

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

Law Enforcement Fund

Summary of Expenditures:

Account Title	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget
Local				
Travel & Training	\$0	\$0	\$0	\$0
Training Facility	0	0	0	0
Audio/Visual Equipment	0	0	0	0
Computer Equipment	0	15,000	15,000	0
Construction	0	0	0	0
Sub - Total	0	15,000	15,000	0
State				
Travel & Training	0	0	0	15,000
Training Facility	0	0	0	0
Audio/Visual Equipment	0	0	0	0
Computer Equipment	0	0	0	0
Construction	5,994	0	0	0
Sub - Total	5,994	0	0	15,000
Federal				
Travel & Training	0	0	0	15,000
Training Facility	0	0	0	0
Machinery & Equipment	0	0	0	0
Audio/Visual Equipment	0	0	0	0
Construction	135,006	0	0	0
Computer Equipment	0	13,581	13,581	52,000
Sub - Total	135,006	13,581	13,581	67,000
Fund Total	\$141,000	\$28,581	\$28,581	\$82,000

**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

Ron Sproull Memorial Endowment Fund

Summary of Expenditures:

Account Title	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget
Round Rock Memorial Park				
Contingency	\$0	\$0	\$0	\$0
Irrigation Repairs	0	0	0	0
Mowing Services	0	5,273	5,273	0
Landscaping	0	0	0	3,000
Electrical System Repairs	0	0	0	0
Lighting	0	0	0	0
Sub - Total	0	5,273	5,273	3,000
Old Spanish Trail at Palm Valley				
Trail Repairs	0	0	0	0
Veterans Park				
Tree Lighting	0	0	0	0
Fund Total	\$0	\$5,273	\$5,273	\$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

Municipal Court Fund

Summary of Expenditures:

Account Title	2001-2002 Actual	2002-2003 Approved Budget	2002-2003 Revised Budget	2003-2004 Approved Budget
Child Safety Fines				
School Crosswalk Upgrades	\$0	\$10,000	\$10,000	\$26,000
Sub - Total	0	10,000	10,000	26,000
Technology Fees				
Auto Cite Program Hardware	0	45,000	45,000	52,000
Auto Cite Program Software	0	10,000	10,000	30,000
Maintenance	0	5,000	5,000	10,000
Training Expenses/Maintenance	0	11,000	11,000	15,000
Sub - Total	0	71,000	71,000	107,000
Security Fees				
Security Services	0	45,000	45,000	40,000
Equipment/Supplies	0	11,000	11,000	5,000
Sub - Total	0	56,000	56,000	45,000
Fund Total	\$0	\$137,000	\$137,000	\$178,000



Bonded Debt Schedules

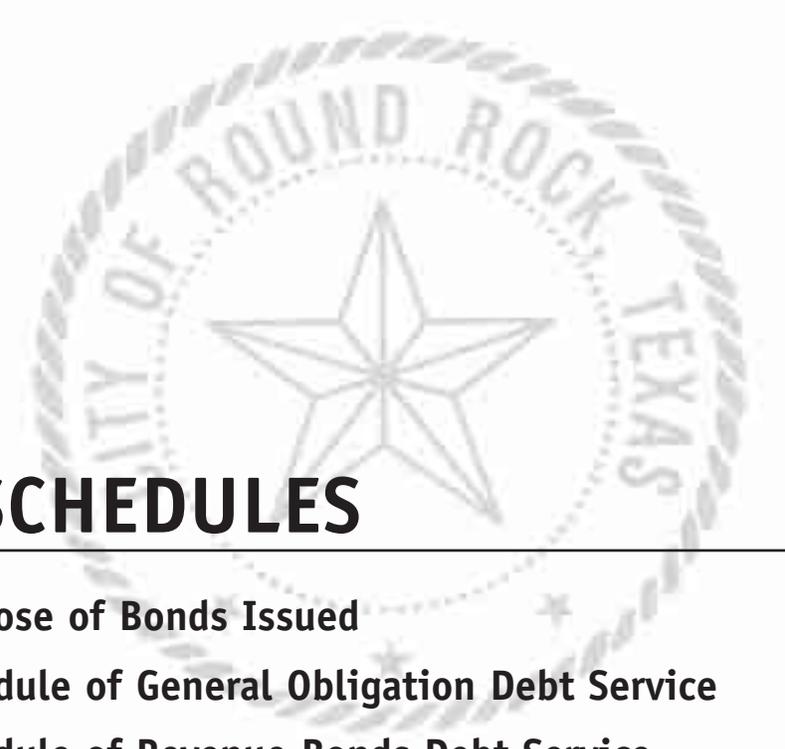
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ROUND ROCK, TEXAS

PURPOSE. PASSION. PROSPERITY.



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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

Debt Schedules

Purpose of Bonds Issued

ISSUE	AMOUNT ISSUED	ENGINEERING & DEVELOPMENT SERVICES	POLICE
2002 G.O. & Refunding Bonds	\$45,465,000	Streets, Bridges, Sidewalks, Bldg Expansion	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	Streets, Drainage, Mtce. 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 Improvements/Extensions	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 G.O. Bonds	330,000	Street/Shop Improv.	Improvements
1975 Certificates of Obligation	69,000	Street/Shop Improv.	Improvements
WW&SS Revenue Bonds, 1987	2,910,000	---	---
WW&SS Refunding Bonds, 1992	4,035,000	---	---
WW&SS Refunding Bonds, 1995	7,220,000	---	---

* The 1997 G. O. Refunding Bonds were issued to refund a portion of these outstanding Certificates of Obligation and General Obligation Bonds.

Debt Schedules

FIRE	PARKS	LIBRARY	WATER/ WASTEWATER	OTHER
Facilities	---	---	---	Municipal Complex, Partial Refunding
Ladder Truck	Park Land	---	---	Municipal Complex
---	---	---	---	Convention Ctr.
Trucks, New Station	Parks Improvements	---	---	---
---	Recreation Center	---	---	---
---	---	---	---	Partial Refund
---	---	---	---	---
Building Impr.	Rec. Center & Drnge.	Expansion	---	---
Pumper Truck	---	---	---	Golf Course
Improvements	---	---	---	---
Improvements	---	---	---	---
---	---	---	Improvements	---
---	---	---	---	Refund O/S Bonds
---	---	---	---	Refund O/S Bonds

Debt Schedules

Schedule of General Obligation Debt Service

Fiscal Year 2003-2004

ISSUE	Interest Rates/%	Date of Issue	Date of Maturity	Amount Issued	10/1/03 Amount O/S (Net of Refunding)
2002 G.O. & Refunding Bonds	3.25 - 5.50	1-May-02	15-Aug-27	\$45,465,000	\$44,200,000
2000 Comb. Tax/Rev C.O.	5.00-6.25	15-May-00	15-Aug-20	10,750,000	10,550,000
1998 G.O. Bonds	4.80-6.75	1-Jul-98	15-Aug-23	8,905,000	8,685,000
1998 Comb. Tax/Rev C.O.	4.40-6.40	1-Jul-98	15-Aug-18	2,550,000	2,190,000
1997 G.O. Refunding Bonds	4.10-5.38	15-Nov-97	1-Aug-25	5,300,000	5,035,000
1997 Comb. Tax/Rev C.O.	5.25-6.50	15-Apr-97	15-Aug-17	5,185,000	4,515,000
1996 G.O. & Refunding Bonds	4.50 - 5.80	15-Aug-96	15-Aug-21	13,125,000	12,325,000
1* 1995 Comb. Tax/Rev C.O.	4.60 - 6.25	15-Mar-95	15-Aug-25	4,145,000	2,900,000
1975 G.O. Bonds	5.0	1-Aug-75	1-Aug-04	330,000	20,000
1975 Certificates of Obligation	5.0	1-Aug-75	1-Aug-07	69,000	12,000
Capital Leases	Var.	Var.	Var.	2,175,000	1,334,212
TOTAL				\$97,999,000	\$91,766,212

1* The 1997 G. O. Refunding Bonds were issued to refund a portion of these outstanding Certificates of Obligation and General Obligation Bonds.

Schedule of General Obligation Debt Service

Fiscal Year 2003-2004

ISSUE	2003-2004 Principal	2003-2004 Interest	Total Principal & Interest
2002 G.O. & Refunding Bonds	\$2,695,000	\$2,102,612	\$4,797,612 #
2000 Comb. Tax/Rev C.O.	100,000	624,215	724,215
1998 G.O. Bonds	50,000	454,370	504,370
1998 Comb. Tax/Rev C.O.	100,000	107,655	207,655
1997 G.O. Refunding Bonds	410,000	259,709	669,709 ##
1997 Comb. Tax/Rev C.O.	210,000	249,248	459,248
1996 G.O. & Refunding Bonds	225,000	698,274	923,274
1995 Comb. Tax/Rev C.O.	205,000	168,645	373,645 ##
1975 G.O. Bonds	20,000	1,000	21,000
1975 Certificates of Obligation	3,000	600	3,600
Capital Leases	728,861	42,594	771,455
TOTAL	\$4,746,861	\$4,708,922	9,455,783
		# Less amount funded by UTILITY FUND	(655,475)
		## Less self-supporting GOLF FUND	(440,055)
		Add paying agent fees	9,000
		Total to be paid from PROPERTY TAXES	\$8,369,253

Debt Schedules

Schedule of Revenue Bonds Debt Service

Fiscal Year 2003-2004

Issue	Interest Rates/%	Date of Issue	Date of Maturity	Amount Issued	10/1/03 Amount Outstanding
WW&SS Refunding Bonds Series 1995	3.85 - 5.10	15-Jul-95	1-Feb-05	\$7,220,000	\$1,635,000
1* WW&SS Refunding Bonds Series 1992	3.50 - 5.80	1-Jan-92	1-Feb-04	4,035,000	265,000
1* WW&SS Rev Bonds, Series 1987	5.30	1-Feb-87	1-Aug-06	1,535,000	525,000
TOTAL				\$12,790,000	\$2,425,000

1* The 1995 WW&SS Refunding Bonds were issued to refund a portion of these outstanding WW & SS Refunding Bonds.

Schedule of Hotel Occupancy Tax (H.O.T.) Revenue Bonds

Fiscal Year 2003-2004

Issue	Interest Rates/%	Date of Issue	Date of Maturity	Amount Issued	10/1/03 Amount Outstanding
Hotel Occupancy Tax Rev. Bonds Series 1999	3.85 - 5.10	15-Mar-99	1-Dec-24	\$8,605,000	\$8,580,000

Schedule of Revenue Bonds Debt Service

Fiscal Year 2003-2004

Issue	2003-2004 Principal	2003-2004 Interest	Total Principal & Interest
WW&SS Refunding Bonds Series 1995	\$920,000	\$59,465	\$979,465
WW&SS Refunding Bonds Series 1992	265,000	7,685	272,685
WW&SS Rev Bonds, Series 1987	0	27,825	27,825
	\$1,185,000	\$94,975	\$1,279,975
		Add self-supporting UTILITY FUND debt (from G.O. schedule)	655,475
		Add paying agent fees	4,200
			\$1,939,650

Schedule of Hotel Occupancy Tax (H.O.T.) Revenue Bonds

Fiscal Year 2003-2004

Issue	2003-2004 Principal	2003-2004 Interest	Total Principal & Interest
Hotel Occupancy Tax Rev. Bonds Series 1999	\$35,000	\$492,115	\$527,115

Debt Schedules

2003-2004 General Obligation Bonds Payment Schedule

03-04		Leases	1975 C.O.	1975 G.O.	1995 Tax/Rev C.O. (##)	1996 G.O. & Refunding	1997 Tax/Rev C.O.
Oct	P						
	I						
Nov	P						
	I						
Dec	P				84,322		
	I						
Jan	P						
	I						
Feb	P						
	I		300	500		349,137	124,624
Mar	P	364,431					
	I	21,297					
Apr	P						
	I						
May	P						
	I						
Jun	P				205,000		
	I				84,323		
Jul	P						
	I						
Aug	P		3,000	20,000		225,000	210,000
	I		300	500		349,137	124,624
Sep	P	364,431					
	I	21,296					
Total		771,455	3,600	21,000	373,645	923,274	459,248

	Leases	G.O. Debt	Utility Supported Debt	Golf Supported Debt	Total
Total Payments - December	\$	9,840		74,481	84,321
Total Payments - February		2,130,539	40,957	77,345	2,248,841
Total Payments - March	385,728				385,728
Total Payments - June		154,623		134,700	289,323
Total Payments - August		5,293,796	614,518	153,529	6,061,843
Total Payments - September	385,727				385,727
Total - All Payments	\$771,455	7,588,798	655,475	440,055	9,455,783

2003-2004 General Obligation Bonds Payment Schedule

03-04		1997 G.O. Refunding (##)	1998 Tax/Rev C.O.	1998 G.O.	2000 Tax/Rev C.O.	2002 G.O. & Refunding (#)
Oct	P					
	I					
Nov	P					
	I					
Dec	P					
	I					
Jan	P					
	I					
Feb	P					
	I	129,854	53,828	227,185	312,107	1,051,306
Mar	P					
	I					
Apr	P					
	I					
May	P					
	I					
Jun	P					
	I					
Jul	P					
	I					
Aug	P	410,000	100,000	50,000	100,000	2,695,000
	I	129,855	53,827	227,185	312,108	1,051,307
Sep	P					
	I					
Total		669,709	207,655	504,370	724,215	4,797,613

(#) Includes self-supporting utility debt.

(##) Includes golf-supported debt.

Bond Debt Schedules

2003-2004 Revenue Bonds Payment Schedule

03-04		1987 WW&SS Rev. Bonds	1992 WW&SS Refunding	1995 WW&SS Refunding	1999 H.O.T. Rev. Bonds
Oct	P				
	I				
Nov	P				
	I				
Dec	P				25,000
	I				247,120
Jan	P				
	I				
Feb	P		360,000	875,000	
	I	13,913	17,945	62,670	
Mar	P				
	I				
Apr	P				
	I				
May	P				
	I				
Jun	P				
	I				246,495
Jul	P				
	I				
Aug	P		7,685	41,233	
	I	13,912			
Sep	P				
	I				
Total		27,825	385,630	978,903	518,615

		Utility Supported Debt	H.O.T. Rev. Supported Debt	Total
Total Payments - December	\$		272,120	272,120
Total Payments - February		1,329,528		1,329,528
Total Payments - June			246,495	246,495
Total Payments - August		62,830		62,830
Total - All Payments	\$	1,392,358	518,615	1,910,973

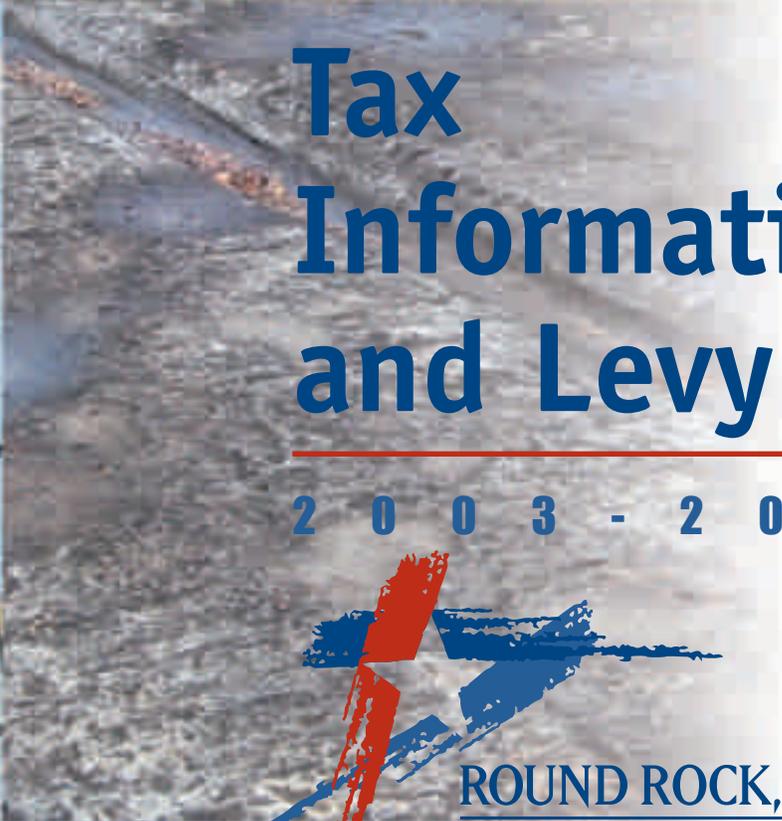
Tax Information and Levy

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TAX INFORMATION & LEVY

Property Tax Summary

Property Tax Analysis



Property Tax Summary
Tax Levies, Rates and Collections for Twenty-Three Years
(Real & Personal Property)

YEAR	BASES AND RATE	TAXABLE VALUE	TAX LEVY
1981 - 1982	100% @ 0.48800	\$336,194,000	\$1,640,630
1982 - 1983	100% @ 0.57060	353,857,000	2,019,108
1983 - 1984	100% @ 0.57060	388,724,000	2,218,059
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

Property Tax

Property Tax Analysis Fiscal Year 2003-2004

Average Residential Property Value (2003-2004)	\$150,425
Last Year's Effective Tax Rate (*)	\$0.309940
Last Year's Rollback Tax Rate	\$0.364780
Last Year's Adopted Tax Rate	\$0.342200
This Year's Effective Tax Rate	\$0.357152
This Year's Rollback Tax Rate	\$0.399985
This Year's Adopted Tax Rate	\$0.357152

Tax Levy:

	Maintenance & Operations	Debt	Total Rate & Levy
Taxable Value	\$5,071,176,374	\$5,071,176,374	\$5,071,176,374
x Maint & Operations Rate / 100	0.201833		
x Debt Rate / 100		0.155319	0.357152
Total Levy	\$10,235,307	\$8,113,882	\$18,349,189
x Collection Rate (rounded estimate)	0.98	0.98	0.98
= Estimated Tax Revenue	\$10,030,000	\$8,042,000	\$18,072,000

(*) All tax rate figures are net of the sales tax gain rate (discussed in the budget message)

Personnel Schedules

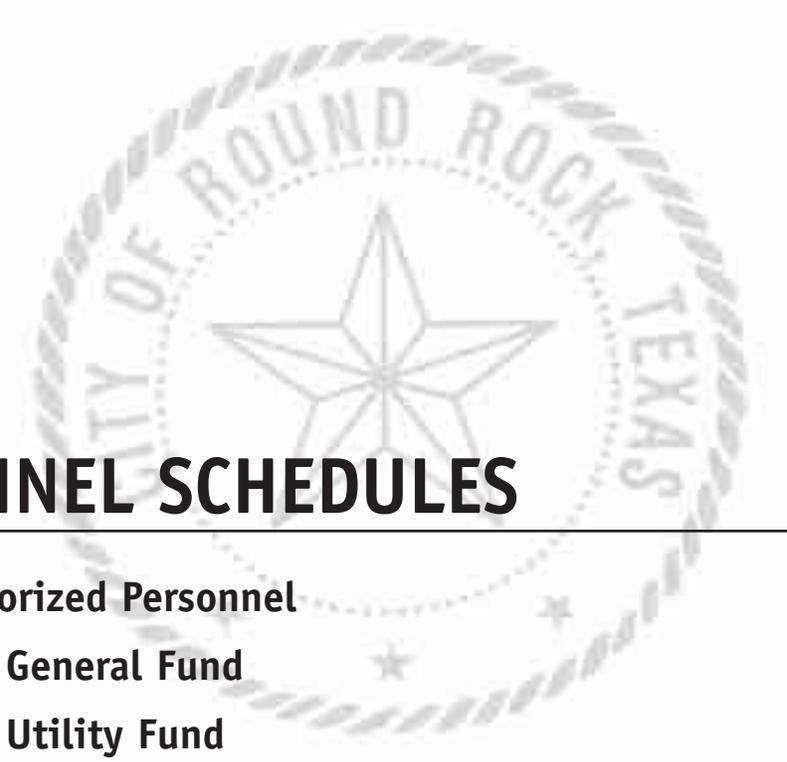
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ROUND ROCK, TEXAS

PURPOSE. PASSION. PROSPERITY.



The seal of the City of Round Rock, Texas, is a circular emblem. It features a central five-pointed star with a smaller star at its center. The words "CITY OF ROUND ROCK" are written in a circular path around the top, and "TEXAS" is written on the right side. The seal is rendered in a light gray, semi-transparent style.

PERSONNEL SCHEDULES

Authorized Personnel

General Fund

Utility Fund

Pay & Classification Plan

Listing by Title

Listing by Range

Public Safety

Authorized Personnel

Authorized Personnel General Fund

Department - ID#	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
Administration - 12	10	9	9	10.00	9.00	9.00
Legal Services - 13	0	0	0	0.00	0.00	0.00
Planning & Community Development - 14	20	22	22	18.75	20.75	20.75
Information Technology - 15	12	12	13	12.00	12.00	13.00
Building Inspections - 16	14	12	12	14.00	12.00	12.00
Finance - 17	16	17	17	16.00	16.50	16.50
Purchasing - 18	7	7	7	7.00	7.00	7.00
General Services - 19	0	0	0	0.00	0.00	0.00
Library - 20	31	32	33	24.38	26.25	27.25
Police - 21	150	153	167	149.00	153.00	165.50
Fire - 22	82	82	94	82.00	82.00	94.00
Parks & Recreation - 23	85	88	90	81.38	83.25	85.25
Human Resources - 24	8	8	8	7.50	7.50	7.75
Eng & Dev Services - 25	42	43	29	39.88	41.25	27.75
Streets - 26	49	49	48	49.00	49.00	48.00
Transportation - 27	0	0	13	0.00	0.00	12.50
City Shop - 28	14	14	14	14.00	14.00	14.00
Municipal Court - 29	7	9	11	7.00	8.00	9.00
Total	547	557	587	531.89	541.50	569.25

**Authorized Personnel
Utility Fund**

Department - ID#	Positions			Full Time Equivalents		
	01-02 Actual	02-03 Revised	03-04 Approved	01-02 Actual	02-03 Revised	03-04 Approved
Utilities Administration - 40	0	0	10	0.00	0.00	10.00
Water Treatment Plant - 41	15	17	18	15.00	16.50	17.50
Water Systems Support - 42	20	21	18	20.00	21.00	18.00
Water Line Maintenance - 43	32	32	31	32.00	32.00	31.00
Wastewater Treatment Plant - 61	0	0	0	0.00	0.00	0.00
Wastewater Systems Support - 62	4	4	4	4.00	4.00	4.00
Wastewater Lines Maintenance - 63	20	23	23	20.00	23.00	23.00
Environmental Services - 64	5	5	5	5.00	5.00	5.00
Utility Billings & Collections - 81	11	11	12	10.63	10.50	11.50
Total	107	113	121	106.63	112.00	120.00

	Positions			Full Time Equivalents		
	00-01 Actual	02-03 Revised	03-04 Approved	00-01 Actual	02-03 Revised	03-04 Approved
Grand Total General Fund & Utility Fund	654	670	708	638.50	653.50	689.25

Pay & Classification Plan

Pay & Classification - by Title

October 1, 2003

CLASSIFICATION	RANGE
Accountant I	.10
Accountant II	.12
Accounting Supervisor	.13
Accounting Technician I	.6
Accounting Technician II	.8
Accreditation Manager	.11
Administrative Assistant	.8
Administrative Services Supervisor	.11
Administrative Technician I	.5
Administrative Technician II	.6
Administrative Technician III	.7
Animal Control Officer	.5
Animal Control Supervisor	.8
Aquatic Programs Supervisor	.10
Assistant City Manager	.20
Assistant City Secretary	.11
Assistant Director Planning & Comm Development	.16
Assistant PARD Director	.16
Athletic / Aquatic Manager	.13
Athletic Programs Supervisor	.10
Backflow Prevent Technician	.6
Brush Service Rep	.5
Budget Analyst	.11
Budget Supervisor	.13
Building Inspector	.9
Building Permit Specialist	.7
Buyer	.9
Chief Building Official	.14
Chief Commercial Inspector	.13
Chief Construction Inspector	.13
Chief Design Technician	.12
Chief Electrical Inspector	.11
Chief of PW Operations	.18
Chief Residential Inspector	.12
Chief Utility Engineer	.15
City Engineer	.17
City Secretary	.14
Code Enforcement Officer	.9
Communications Director	.15
Communications Operator	.8
Communications Supervisor	.10
Community Development Coordinator	.10
Computer Support Specialist	.8
Const/Maintenance Crew Leader	.7
Construction Inspector	.9

Pay & Classification - by Title
October 1, 2003

CLASSIFICATION (cont.)	RANGE
Construction/Maintenance Foreman8
Construction/Maintenance Worker I4
Construction/Maintenance Worker II5
Controller16
Court Administrator13
Court Bailiff9
Crime Scene Specialist11
Custodian3
Customer Service Representative 15
Customer Service Representative II6
Customer Service Supervisor10
Database Administrator13
Deputy Clerk I6
Deputy Clerk II7
Developmental Services Manager14
Engineer13
Engineering Assistant11
Engineering Associate12
Engineering Technician8
Environmental Lab Analyst9
Environmental Quality Specialist9
Environmental Resources Manager14
Environmental Services Supervisor12
Equipment Operator I5
Equipment Operator II6
Equipment Operator III7
Evidence Tech8
Executive Administrative Assistant11
Facility Controls Electrician8
Facility Maintenance Coordinator11
Facility Maintenance Tech6
Field Laboratory Technician6
Field Service Coordinator7
Finance Director17
Financial Services Manager15
Fire Chief18
Forestry Foreman8
Forestry Manager13
Forestry Technician5
General Services Custodian5
GIS Analyst12
GIS Coordinator14
GIS Technician8
Groundskeeper Crewleader7
Groundskeeper I4

Pay & Classification Plan

Pay & Classification - by Title October 1, 2003

CLASSIFICATION (cont.)	RANGE
Groundskeeper II5
Human Resource Assistant6
Human Resource Benefit Manager12
Human Resource Clerk5
Human Resource Director17
Human Resources Generalist11
Information Specialist10
Information Systems Manager16
Irrigation Tech II5
Irrigation Tech I4
Liaison Construction Manager16
Librarian I10
Librarian II12
Library Aide3
Library Director17
Library Services Manager13
Library Supervisor10
Library Technician I5
Library Technician II6
Library Technician III7
Logistics Officer (FD / PD)10
Management Analyst I12
Marketing Specialist (PARD)12
Mechanic I6
Mechanic II9
Mechanic III10
Meter Maintenance Technician6
Meter Shop Supervisor10
Network Administrator I10
Network Administrator II12
Network Administrator III13
Office Manager9
Operations Technician (I&I)8
PARD Director17
Park Development Specialist12
Parks Development Manager13
Parks Manager13
Parks Specialist Crew Leader8
Parks Specialist I6
Parks Specialist II7
Parks Supervisor9
Parts Inventory Specialist8
Parts Inventory Technician5
Patrol Projects Specialist9
Payroll Specialist9

Pay & Classification - by Title
October 1, 2003

Table with 2 columns: CLASSIFICATION (cont.) and RANGE. Lists various job titles and their corresponding range values.

Pay & Classification Plan

Pay & Classification - by Title October 1, 2003

CLASSIFICATION (cont.)	RANGE
Signs & Markings Tech III7
Street & Drainage Superintendent14
Street Foreman8
Street Inventory Technician8
Street Maint Worker I4
Street Maint Worker II5
Street Supervisor9
System Mechanic7
System Mechanic Supervisor9
System Support Specialist I9
System Support Specialist II10
System Support Specialist III11
System Support Technician8
Systems Administrator I12
Systems Administrator II13
Systems Administrator III15
Technical Coordinator15
Traffic Engineer13
Traffic Engineering Associate12
Traffic Engineering Technician8
Traffic Operations Supervisor12
Traffic Signal Tech III9
Traffic Signal Technician I6
Traffic Signal Technician II8
Transportation Project Manager13
Transportation Services Director17
Treasury & Finance Supervisor13
Utilities Director17
Utility CIP Construction Specialist11
Utility Crew Leader7
Utility Line Locator8
Utility Office Manager12
Utility Operations Manager14
Utility Supervisor10
Utility Supply Supervisor9
Utility Support Electrician9
Utility Support Electrician Supervisor10
Utility Support Supervisor11
Utility Support Systems Supervisor10
Utility Systems Analyst10
Utility Systems Integrator13
Utility Worker I5
Utility Worker II6
Utility Worker Trainee4
Victims Services Advocate8

Pay & Classification - by Title
October 1, 2003

CLASSIFICATION (cont.)	RANGE
Victims Services Coordinator11
Water Plant Operator II9
Water Plant Operator I7
Water Plant Supervisor11
Water Service Representative4
Water Service Supervisor8
WEB Administrator12
Zoning Enforcement Officer10

Pay & Classification Plan

Pay & Classification - by Range October 1, 2003

PAY RANGE 2	\$15,510 - \$22,644
<hr/>	
Intern Vocational Occupation Education Intern (V.O.E.)	
PAY RANGE 3	\$16,934 - \$24,976
<hr/>	
Custodian Library Aide Recycling Center Attendant	
PAY RANGE 4	\$18,557 - \$27,519
<hr/>	
Construction/Maintenance Worker I Groundskeeper I Irrigation Technician I Receptionist Senior Library Aide Street Maintenance Worker I Utility Worker Trainee	
PAY RANGE 5	\$20,317 - \$30,322
<hr/>	
Administrative Technician I Animal Control Officer Brush Service Representative Construction/Maintenance Worker II Customer Service Representative I Equipment Operator I Forestry Technician General Services Custodian Groundskeeper II Human Resource Clerk Irrigation Technician II Library Technician I Parts Inventory Technician Purchasing Technician Records Technician Recreation Facility Leader Signs & Markings Tech I Street Maintenance Worker II	

Pay & Classification - by Range
October 1, 2003

PAY RANGE 5 (cont.) \$20,317 - \$30,322

Utility Worker I
Water Service Representative

PAY RANGE 6 \$22,264 - \$33,410

Accounting Technician I
Administrative Technician I
Backflow Prevention Technician
Customer Service Representative II
Deputy Clerk I
Equipment Operator II
Facility Maintenance Technician
Field Laboratory Technician
Human Resource Assistant
Library Technician II
Mechanic I
Meter Maintenance Technician
Parks Specialist I
Senior Water Service Representative
Signs & Markings Technician II
Traffic Signal Technician I
Utility Worker II

PAY RANGE 7 \$24,396 - \$36,812

Administrative Technician III
Building Permit Technician
Construction/Maintenance Crew Leader
Deputy Clerk II
Equipment Operator III
Field Service Coordinator
Groundskeeper Crewleader
Library Technician III
Parks Specialist II
Senior Animal Control Officer
Senior Customer Service Representative
Senior Meter Maintenance Technician
Signs & Markings Technician III
System Mechanic

Pay & Classification Plan

Pay & Classification - by Range

October 1, 2003

PAY RANGE 7 (cont.)

\$24,396 - \$36,812

Utility Crew Leader
Water Plant Operator I

PAY RANGE 8

\$26,735 - \$40,563

Accounting Technician II
Administrative Assistant I
Animal Control Supervisor
Communications Operator
Construction/Maintenance Foreman
Computer Support Specialist
Engineering Technician
Evidence Technician
Facility Controls Electrician
Forestry Foreman
GIS Technician
Library Technician IV
Operations Technician - Inflow & Infiltration
Parks Specialist Crew Leader
Parts Inventory Specialist
Planning Technician
Purchasing Assistant
Records Supervisor
Recreation Shift Leader
Senior Deputy Clerk
Senior System Mechanic
Signs & Markings Foreman
Street Inventory Technician
Street Foreman
System Support Technician
Traffic Engineering Technician
Traffic Signal Technician II
Victims Services Advocate
Water Service Supervisor

PAY RANGE 9

\$29,285 - \$44,694

Building Inspector
Buyer

Pay & Classification - by Range
October 1, 2003

PAY RANGE 9 (cont.)

\$29,285 - \$44,694

Code Enforcement Officer
Construction Inspector
Court Bailiff
Environmental Lab Analyst
Environmental Quality Specialist
Mechanic II
Office Manager
Parks Supervisor
Patrol Projects Specialist
Payroll Specialist
Project Specialist
Quality Assurance Specialist
Recreation Program Coordinator
SCADA Technician
Senior Communications Operator
Street Supervisor
System Mechanic Supervisor
System Support Specialist I
Traffic Signal Tech III
Utility Line Locator
Utility Supply Supervisor
Utility Support Electrician
Water Plant Operator II

PAY RANGE 10

\$32,064 - \$49,250

Accountant I
Aquatic Programs Supervisor
Athletic Programs Supervisor
Community Development Coordinator
Customer Service Supervisor
Information Specialist
Librarian I
Library Technician V
Logistics Officer - Fire/Police Department
Mechanic III
Meter Shop Supervisor
Network Administrator I
Purchaser
Recreation Center Supervisor
Safety & Risk Technician

Pay & Classification Plan

Pay & Classification - by Range October 1, 2003

PAY RANGE 10 (cont.)**\$32,064 - \$49,250**

Senior Code Enforcement Officer
Senior Water Plant Operator
System Support Specialist II
Utility Supervisor
Utility Support Electrician Supervisor
Utility Support Systems Supervisor
Utility Systems Analyst
Zoning Enforcement Officer

PAY RANGE 11**\$35,098 - \$54,268**

Accreditation Manager
Administrative Support Manager
Assistant City Secretary
Budget Analyst
Crime Scene Specialist
Engineering Assistant
Executive Administrative Assistant
Facility Maintenance Coordinator
Human Resources Generalist
Planner
Recreation Center Manager
Senior Building Inspector
Senior Construction Inspector
System Support Specialist III
Utility Construction Improvement Project Construction Specialist
Utility Support Supervisor
Victims Services Coordinator
Water Plant Supervisor

PAY RANGE 12**\$38,458 - \$59,802**

Accountant II
Chief Design Technician
Chief Residential Inspector
Engineering Associate
Environmental Services Supervisor
GIS Analyst
Human Resource Benefit Manager

Pay & Classification - by Range
October 1, 2003

PAY RANGE 12 (cont.)

\$36,627 - \$56,954

Librarian II
Management Analyst I
Marketing Specialist
Network Administrator II
Park Development Specialist
Purchasing Supervisor
Senior Planner
Systems Administrator I
Traffic Engineering Associate
Traffic Operations Supervisor
Utility Office Manager
WEB Administrator

PAY RANGE 13

\$43,093 - \$67,440

Accounting Supervisor
Athletic/Aquatic Manager
Budget Supervisor
Chief Commercial Inspector
Chief Construction Inspector
Chief Electrical Inspector
Communications Center Manager
Court Administrator
Database Administrator
Engineer
Forestry Manager
Librarian III
Library Services Manager
Network Administrator III
Parks Development Manager
Parks Manager
Project Manager
Recreation Manager
Shop Superintendent
System Administrator II
Traffic Engineer
Transportation Project Manager
Treasury & Finance Supervisor
Utility Systems Integrator

Pay & Classification Plan

Pay & Classification - by Range October 1, 2003

PAY RANGE 14	\$48,282 - \$76,057
Chief Building Official Developmental Services Manager Environmental Resources Manager GIS Coordinator Public Works Operation Manager Purchasing Agent	
PAY RANGE 15	\$54,120 - \$85,782
Chief Utility Engineer Communications Director Finance Services Manager Public Affairs/Business Development Director Public Works Operation Manager Safety & Risk Manager Systems Administrator III Technical Coordinator	
PAY RANGE 16	\$61,974 - \$98,894
Assistant Director Planning & Community Development Assistant Parks & Recreation Director Controller Information Systems Manager Liaison Construction Manager	
PAY RANGE 17	\$70,986 - \$114,017
City Engineer Finance Director Human Resource Director Library Director Parks & Recreation Director Planning & Communications Development Director Transportation Services Director Utilities Director	

Pay & Classification - by Range
October 1, 2003

PAY RANGE 18	\$80,901 - \$131,863
Chief of Public Works Operations Fire Chief Police Chief	
PAY RANGE 20	\$106,178 - \$175,194
Assistant City Manager	

Pay & Classification Plan

Pay & Classification - Public Safety Tenure-Based Progression

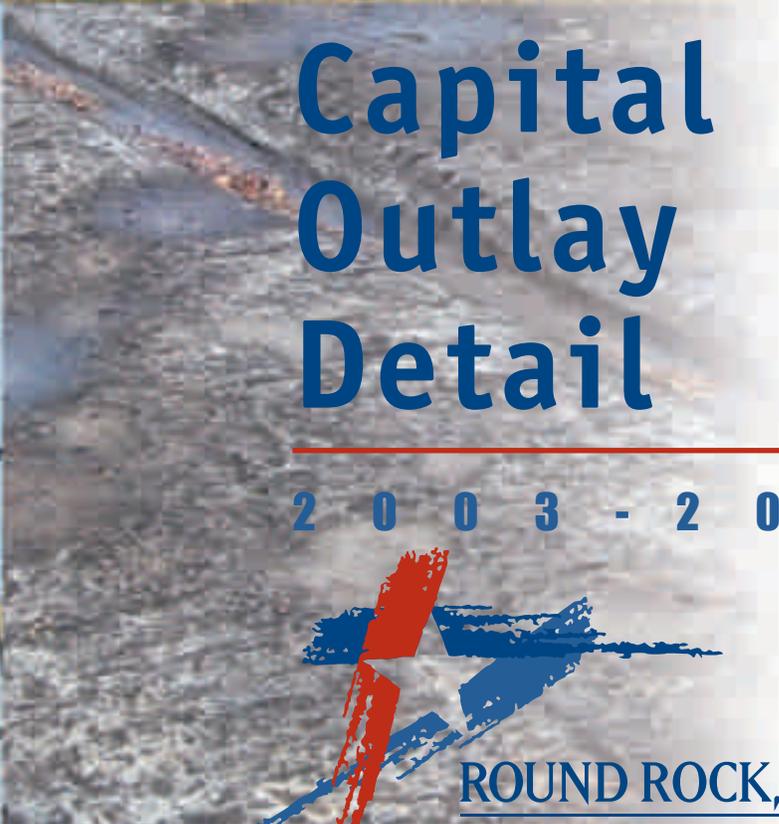
October 1, 2003

POLICE DEPARTMENT

Police Officer	\$37,800 - \$56,258
Police Sergeant	\$52,602 - \$67,063
Police Lieutenant	\$63,747 - \$77,123
Police Captain	\$72,790 - \$88,730

FIRE DEPARTMENT

Firefighter	\$32,448 - \$51,690
Driver	\$43,998 - \$56,098
Lieutenant	\$48,983 - \$60,585
Captain	\$55,038 - \$66,038
Battalion Chief	\$62,408 - \$75,124
Deputy Chief	\$82,160 - \$98,900



Capital Outlay Detail

2 0 0 3 - 2 0 0 4



ROUND ROCK, TEXAS
PURPOSE. PASSION. PROSPERITY.



The seal of the City of Round Rock, Texas, is a circular emblem. It features a central five-pointed star with a smaller star at its center. The outer ring of the seal contains the text "CITY OF ROUND ROCK TEXAS" in a serif font. The seal is rendered in a light gray, semi-transparent style.

CAPITAL OUTLAY DETAIL

General Fund
Utility Fund



Capital Outlay Itemization

General Fund

<u>Department</u>	<u>Description of Item</u>	<u>2003-2004 Approved</u>
Administration	Computers/printers	\$8,000
Total - Administration		\$8,000
Legal Services	Law library	\$2,750
Total - Legal Services		\$2,750
Planning & Community Development	Two workstations	\$3,890
	Desktop computers	3,146
	ESRI software	8,500
	MS SQL Server	5,000
Total - Planning and Community Development		\$20,536
Information Technology & Communications	Primary file servers	\$15,000
	Network security system	6,500
	Two high-speed client computers	5,500
	Two mid-speed client computers	4,500
	Data storage & backup system	25,000
	GIS workstation	4,800
	GIS laptop computer	2,700
	Software	350
	ArcGIS software	7,282
Total - Information Technology & Communications		\$71,632

Capital Outlay

Capital Outlay Itemization

General Fund

<u>Department</u>	<u>Description of Item</u>	<u>2003-2004 Approved</u>
Finance		
	Desktop computers	\$5,200
	Total - Finance	\$5,200
Purchasing		
	New computer	\$5,250
	Software	1,200
	Total - Purchasing	\$6,450
General Services		
	Air conditioner condensing units	\$18,000
	Total - General Services	\$18,000
Library		
	Desktop computers-replacement	\$19,500
	Books/library materials	1,000
	Books/library materials	46,730
	Books/library materials	52,652
	Journals/subscriptions	450
	Journals/subscriptions	7,620
	Journals/subscriptions	2,500
	Audio/visual materials	40,470
	Audio/visual materials	19,000
	Law library	7,000
	Software	1,950
	Non-fiction books & materials	53,000
	Reference books & materials	44,000
	Total - Library	\$295,872

Capital Outlay Itemization

General Fund

Department	Description of Item	2003-2004 Approved
Police		
	Tactical body armor	\$13,000
	Marked police vehicles - replacements	277,296
	Marked police vehicles	132,000
	Unmarked police vehicles	128,800
	Handheld radios	22,400
	Software license upgrades	2,000
	Network router - replacement	3,000
	GIS workstation	4,000
	Desktop computers	3,500
	Software	1,800
Total - Police		\$587,796
Fire		
	Two rescue tool systems	\$40,000
	Digital video camera	3,000
	Laptop computer	3,000
	Desktop computers	14,000
	Weight training equipment	5,570
	Extractor/Dryer	16,500
	Equipment for new engine	31,830
	Two thermal Imagers	39,400
	Mobile radios	2,500
	Portable radios	12,000
	Projector	5,800
	Shed	1,200
Total - Fire		\$174,800

Capital Outlay

Capital Outlay Itemization

General Fund

Department	Description of Item	2003-2004 Approved
Parks and Recreation		
	Front-mounted 72" mowers	\$32,000
	Line Painter	1,600
	Weight training equipment	11,200
	Trail maintenance	10,000
	Tennis court maintenance	10,000
	Lamp pole replacements	3,530
	Park signs	15,670
	Desktop computer	1,750
	1/2 ton vehicle	20,000
	3/4 ton vehicle	28,000
	Total - Parks and Recreation	\$133,750
Human Resources		
	Office furniture	\$1,985
	Desktop computer	2,100
	Portable projector	2,500
	Laptop computer	3,000
	Total - Human Resources	\$9,585
Engineering & Development Services		
	Office furniture	\$3,600
	Server	6,000
	Printer	1,500
	Desktop computer	2,000
	Autocad licenses	6,100
	Total - Engineering & Development Services	\$19,200

Capital Outlay Itemization

General Fund

Department	Description of Item	2003-2004 Approved
Street		
	Backhoe	\$80,000
	Trailer	12,400
	3/4 ton vehicle	30,000
	Desktop computer	16,500
	Computer hardware	7,000
	Signalization materials	40,000
	Reflectometer	12,000
	Retrometer	8,000
Total - Street		\$205,900
Transportation		
	Radar gun	\$1,800
	Office equipment	1,000
	Speed monitor equipment	6,000
	Computer networking	15,000
Total - Transportation		\$23,800
City Shop		
	Shop expansion	\$6,000
	Software	10,200
Total - City Shop		\$16,200
Total - General Fund Capital Outlay		\$1,599,471

Capital Outlay

Capital Outlay Itemization

Utility Fund

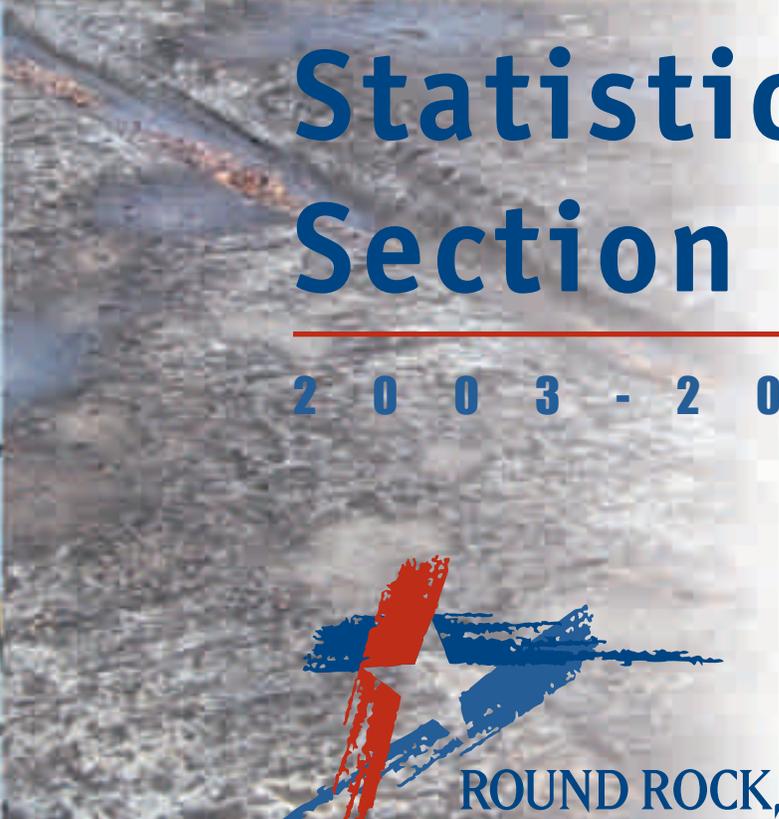
<u>Department</u>	<u>Description of Item</u>	<u>2003-2004 Approved</u>
Utilities Administration		
	DVD converter	\$900
	Software	16,428
Total - Utilities Administration		\$17,328
Water Treatment Plant		
	Pressure calibrator	\$2,000
Total - Water Treatment Plant		\$2,000
Water Systems Support		
	1/2 ton vehicle	\$24,000
	Water meters/lines	50,000
	Desktop computer	2,100
Total - Water Systems Support		\$76,100
Water Line Maintenance		
	Front end loader	\$67,000
	Fire hydrants	17,000
	Vibra-Plate	5,000
	Hydraulic pipe cutter	5,000
	Two-way radios	2,750
	1/2 ton vehicle	25,750
Total - Water Line Maintenance		\$122,500

Capital Outlay Itemization

Utility Fund

<u>Department</u>	<u>Description of Item</u>	<u>2003-2004 Approved</u>
Wastewater Line Maintenance		
	Two-way radios	\$5,250
	Camera van	184,000
	3/4 ton vehicle	29,000
	Cut off saw	1,300
	Auto level wind	12,000
	1/2 ton vehicle	25,000
	Utility vehicle	40,000
	Heating system	15,000
Total - Wastewater Line Maintenance		\$311,550
Utility Billings		
	Printers	\$4,800
	Desktop computers	1,750
	Software	600
	Payment drop box	5,000
Total - Utility Billings		\$12,150
Total - Utility Fund Capital Outlay		\$541,628





Statistical Section

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ROUND ROCK, TEXAS
PURPOSE. PASSION. PROSPERITY.



STATISTICS

AS OF SEPTEMBER 30, 2002



Financial Statistics

GENERAL REVENUES BY SOURCE (1) LAST TEN YEARS

Fiscal Year Ended 9-30	Taxes and Franchise	Licenses and Permits	Charges For Services	Fines and Forfeitures
1993	\$11,073,091	\$387,776	\$629,454	\$520,159
1994	12,906,140	583,935	765,287	634,140
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
	\$313,687,738	\$6,415,691	\$16,658,009	\$7,419,716

(1) -Above data are for General, Special Revenue and Debt Service Funds.

GENERAL REVENUES BY SOURCE (1)
LAST TEN YEARS

Special Assessments	Intergovernmental	Hotel Occupancy Tax	Investment and Other	Total
\$46,815	\$-	\$143,709	\$845,520	\$13,646,524
23,191	665,717	170,400	524,657	16,273,467
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
\$462,177	\$4,613,509	\$5,993,965	\$18,063,924	\$373,314,729



**GENERAL EXPENDITURES BY FUNCTION
LAST TEN YEARS**

Fiscal Year Ended 9-30	General Government	Public Safety	Public Works	Culture and Recreation	Debt Service	Total
1993	\$2,131,053	\$4,411,114	\$1,919,195	\$1,794,884	\$5,177,495	\$15,433,741
1994	2,622,214	4,641,358	2,519,249*	1,994,240	5,434,609	17,211,670
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
	<u>\$74,806,438</u>	<u>\$94,861,591</u>	<u>\$38,330,698</u>	<u>\$39,281,421</u>	<u>\$74,112,380</u>	<u>\$321,392,528</u>

Note - Above data are for General, Special Revenue and Debt Service Funds.

* - The capital project expenditures in the Special Revenue Funds are included in Engineering & Development Services.

Financial Statistics

PROPERTY TAX LEVIES AND COLLECTIONS LAST TEN YEARS

Fiscal Year	Total Tax Levy	Current Tax Collections	Percent of Levy Collected
	\$	\$	%
1993	5,711,379	5,642,941	98.80
1994	6,137,825	6,127,354	99.83
1995	6,904,316	6,837,807	99.04
1996	7,295,538	7,188,878	98.54
1997	7,883,421	7,809,238	99.06
1998	8,692,342	8,601,905	98.96
1999	9,888,321	9,790,084	99.01
2000	10,804,487	10,686,138	98.90
2001	12,296,243	12,181,034	99.06
2002	14,487,121	14,335,048	98.95

PROPERTY TAX LEVIES AND COLLECTIONS LAST TEN YEARS

Delinquent Tax Collections	Total Tax Collections	Percent of Total Tax Collection to Tax Levy
\$	\$	%
105,298	5,748,239	100.65
107,983	6,235,337	101.59
76,971	6,914,778	100.15
87,561	7,276,439	99.74
73,884	7,883,122	100.00
82,119	8,684,024	99.90
92,895	9,882,979	99.95
122,565	10,808,703	100.04
361,469	12,542,503	102.00
196,322	14,531,370	100.31

Financial Statistics

ASSESSED VALUE OF TAXABLE PROPERTY LAST TEN YEARS

Fiscal Year	Gross Assessed Value			Total
	Assessment Ratio	Real Property	Personal Property	
	%	\$	\$	\$
1993	100	779,644,065	191,916,766	971,560,831
1994	100	930,285,202	205,884,908	1,136,170,110
1995	100	1,287,341,887	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

Source: Round Rock Independent School District Tax Office

**ASSESSED VALUE OF TAXABLE PROPERTY
LAST TEN YEARS**

Reductions to Gross Assessed Value Property Tax Exemptions				Total Taxable Assessed Valuation
Over 65	Disabled & Deceased Veterans	Freeport, Property, Redevelopment, Agricultural and Other		
\$	\$	\$	\$	
8,611,757	334,500	48,194,038		914,420,536
9,138,754	368,000	48,414,229		1,078,249,127
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

Financial Statistics

PROPERTY TAX RATES - DIRECT AND OVERLAPPING GOVERNMENTS PER \$100 OF ASSESSED VALUE LAST TEN YEARS

Fiscal Year	City	Round Rock Independent School District	Williamson County	Total
	\$	\$	\$	\$
1993	0.6246	1.7981	0.3666	2.7893
1994	0.5692	1.5738	0.3656	2.5086
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

Source: Williamson County Tax Office

**RATIO OF NET GENERAL BONDED DEBT
TO ASSESSED VALUE AND NET BONDED DEBT PER CAPITA
LAST TEN YEARS**

Fiscal Year Ended 9-30	(1) Population	Net Assessed Value (in thousands)	(2) Gross Bonded Debt	Amount Available in Debt Service Fund	Net Bonded Debt	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita
	\$	\$	\$	\$	\$	%	\$
1993	36,140	914,421	40,931,100	655,282	40,275,818	4.40	1,114.44
1994	40,665	1,078,249	38,261,000	718,117	37,542,883	3.48	923.22
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

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 \$ 7,995,864 at September 30, 2002.

Financial Statistics

COMPUTATION OF LEGAL DEBT MARGIN SEPTEMBER 30, 2002

Total assessed value		\$4,498,128,019
<hr/>		
Debt limit - Maximum serviceable at permitted allocation of \$1.50 per \$100 of assessed value		\$806,315,251
Amount of debt applicable to debt limit:		
Total General Obligation Debt		\$92,640,000
Less: Amount available in Debt Service Fund	\$2,074,841	
Amounts considered self-supporting	\$7,995,864	
Other deductions allowed by law:		
Special Assessment Bonds	-	
Total deductions		\$10,070,705
<hr/>		
Total amount of debt applicable to debt limit		\$82,569,295
<hr/>		
Legal debt margin		\$723,745,956
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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, 2001, assessed valuation of \$4,498,128,019 at 100% collection, tax revenue of \$67,471,920 would be produced. This revenue could service the debt on \$806,315,251 issued as 20-year serial bonds at 5.50% (with level debt service payment).

COMPUTATION OF DIRECT AND OVERLAPPING DEBT
SEPTEMBER 30, 2002

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	\$92,640,000 *	100.00	\$92,640,000
Round Rock Independent School District	428,502,451 **	28.68	122,894,503
Williamson County	374,779,896 *	19.50	73,082,080
Georgetown ISD	75,474,996 **	0.03	22,642
Travis County	422,555,063 *	0.46	1,943,753
Total	\$1,393,952,406		\$290,582,978

*Gross Debt as of 9-30-02

**Gross Debt as of 8-31-02

Source: City of Round Rock Finance Department and Texas Municipal Reports

Financial Statistics

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	(1) Total General Expenditures	Ratio of Debt Service to Total General Expenditures
	\$	\$	\$	\$	%
1993	2,516,320	2,661,175	5,177,495	15,433,741	33.5
1994	2,670,100	2,764,509	5,434,609	17,211,670	31.6
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

⁽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 \$3,957,349 for fiscal year ended September 30, 2002.

**CITY OF ROUND ROCK, TEXAS
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
	\$	\$	\$	\$	
1993	9,499,723	3,775,429	5,724,294	1,843,129	3.11
1994	11,351,716	4,442,056	6,909,660	1,813,470	3.81
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

⁽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.

Financial Statistics

CITY OF ROUND ROCK, TEXAS DEMOGRAPHIC STATISTICS LAST TEN YEARS

Fiscal Year	(1) Population	(2) Per Capita Income \$	(3) School Enrollment	(4) Unemployment Rate %
1993	36,140	14,934	22,911	3.2
1994	40,665	17,146	23,951	1.8
1995	42,880	18,273	24,971	2.4
1996	45,355	19,053	26,107	1.8
1997	47,760	20,737	27,223	2.2
1998	50,905	21,929	28,455	1.9
1999	56,030	23,453	30,100	1.6
2000	60,340	26,149	31,572	1.4
2001	68,835	28,552	32,652	3.4
2002	73,295	29,822	34,120	4.5

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.

**CITY OF ROUND ROCK, TEXAS
PRINCIPAL TAXPAYERS
SEPTEMBER 30, 2002**

Name of Taxpayer	Type of Business	Net Assessed Valuation	% of Total Net Assessed Valuation
Dell Computer Holdings, LP	Electronic Equipment	\$194,446,101	4.323%
Dell Computer Corp.	Electronic Equipment	57,404,679	1.276
DuPont Photomasks, Inc.	Chemicals	56,502,650	1.256
DDR DB Development Ventures	Property Management	47,971,461	1.066
Limestone Ranch, LLP	Property Management	34,560,000	0.768
Security Capital	Property Management	32,424,518	0.721
Oncor Electric Delivery Co.	Electric Utility	32,377,280	0.720
Cypress Semiconductor	Electronic Components Manufacturer	30,856,200	0.686
SBC	Telecommunications	25,192,710	0.560
Benj. E. Sherman & Sons	Property Management	24,077,777	0.535
		\$535,813,376	11.912%

Financial Statistics

CITY OF ROUND ROCK, TEXAS HOTEL TAXPAYERS SEPTEMBER 30, 2002

Taxpayer	Total Collections Year Ended September 30, 2002	Number of Rooms
La Quinta Inn	\$103,705	116
Courtyard by Marriott	114,799	113
Red Roof Inn	72,019	107
Baymont Inn	68,090	93
Best Western Executive Inn	60,498	67
Days Inn & Suites	27,638	49
Super 8 Motel	44,304	62
Extended Stay America	42,500	138
Wingate Inn	66,154	101
Pinnacle Suites	127	27
Residence Inn	115,687	96
Hilton Garden Inn	136,329	122
Comfort Suites	55,468	62
Springhill Suites	89,108	104
Hampton Inn	98,366	93
Staybridge Suites	50,347	81
Austin Marriott North	314,608	295
Candlewood Suites	16,481	98
Lodge at Warner Ranch	822	5
	\$1,477,050	1,829

**CITY OF ROUND ROCK, TEXAS
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
	\$	\$	\$	\$	\$
1993	33,930	31,575	35,376	42,828	143,709
1994	42,025	39,596	40,531	48,247	170,399
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

Financial Statistics

CITY OF ROUND ROCK, TEXAS MISCELLANEOUS STATISTICS SEPTEMBER 30, 2002

Established ⁽¹⁾	1850
Date of Incorporation	1913
Form of Government	Council - Manager
Area	28 Square miles
Fire Protection ⁽²⁾ -	
Number of stations	5
Number of firefighters	79 Salaried 39 Volunteer
Police protection ⁽²⁾ -	
Number of stations	1
Number of police officers	107
Municipal Water Department ⁽²⁾ -	
Number of consumers	22,650
Average monthly consumption	438,000,000 Gallons
Residential, Commercial, Industrial Building Permits ⁽²⁾	1,438
Recreation and Culture ⁽²⁾ -	
Number of parks	76
Number of libraries	1
Number of library volumes	128,115 (approx.)
Employees ⁽²⁾	606

⁽¹⁾ Source: Round Rock Chamber of Commerce

⁽²⁾ Source: City of Round Rock



Appendix

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ROUND ROCK, TEXAS
PURPOSE. PASSION. PROSPERITY.





APPENDIX

Budget Calendar
Home Rule Charter
Ordinances
Revenue Footnotes
Glossary of Terms
Finance Department Staff



City of Round Rock, Texas Operating Budget Calendar Fiscal Year 2003-2004

Month	Day	Activity
January	31	Budget Checklists; Budget Grade returned to Departments; Golden Budgie Awarded
February	26	Economic update presentation to City Council distributed
	28	Budget Kick Off Meeting; New Program/Strategic Budget forms distributed
March	10-14	Meeting with departments to discuss FY 02-03 Budget Checklists
	24	Draft Strategic Budgets, Draft New Programs due from Departments
April	7	Draft Strategic Budgets/New Programs returned to Dept for revision Personnel sheets given to Departments for updating
	8	Finance begins development of budget worksheets and computer files
	16	Finance Department conducts Status Quo budget meeting Finance begins revenue projection process Budget worksheets/computer files provided to departments
May	2	Final Strategic Budget/New Programs due from Departments Updated Personnel Spreadsheets due from departments
	15	Budget worksheets/computer files due from departments
June	16	Draft budget available for development by budget team
	18	Meetings of the Budget Team to develop spending plan
July	21	City Manager's Budget submitted to City Council
	25	Tax roll certification by Chief Appraiser (official date)
Mid-August	--	Publication of Tax Rates (Effective, Rollback)
September	11	Council budget meeting (1st Reading of the Budget) Televised town hall meeting on the proposed budget Public hearing on the budget
	22	Upload all funds to accounting
	25	Council budget meeting (2nd Reading of the Budget) Public hearing on the budget Adopt budget Adopt tax rate
October	1	Budget becomes effective

Home Rule

HOME RULE CHARTER FOR THE CITY OF ROUND ROCK, TEXAS

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 manager deems desirable or the 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 manager deems desirable. The budget shall begin with a clear general summary of its contents; 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 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. As 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 issues.
9. Such other information as may be required by the Council.
10. 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.
11. A Capital 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:
 - a. A summary of proposed programs.
 - b. A list of all capital improvements which are proposed to be undertaken during the five fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements.
 - c. Cost estimates, method of financing and recommended time schedules for each such improvements; and
 - d. The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

Home Rule

B. SUBMISSION

On or before the first day of August each year, the manager shall submit to the Council a proposed budget and an accompanying message. The Council shall review the proposed budget and revise as deemed appropriate prior to general circulation for public hearing.

C. PUBLIC NOTICE AND HEARING

The Council shall post in the City Hall and publish in the official newspaper a general summary of their 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 weeks after such publications, for a public hearing on the budget.

D. AMENDMENT BEFORE ADOPTION

After the hearing, the 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 twenty-seventh 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 Council take no final action 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 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.

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 manager or his 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 he shall also be liable to the City for any amount so paid. However, this prohibition shall not be construed to prevent the making for authorizing of payments or making of contracts for capital improvements to be financed wholly or partially 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 Manager shall submit to the Council at its first formal meeting each month the financial condition of the City by budget item, budget estimate versus accruals for the preceding month and 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.

ORDINANCE NO. 0-03-09-25-1381

AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR THE CITY OF ROUND ROCK, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2003, AND ENDING SEPTEMBER 30, 2004, 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, 2003, and ending September 30, 2004, and

WHEREAS, proper and timely notice that public hearings on such budget would be held on September 11, 2003, and September 25, 2003, 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 11, 2003, and September 25, 2003, prior to final adoption of this ordinance; Now Therefore

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ROUND ROCK, TEXAS, THAT:

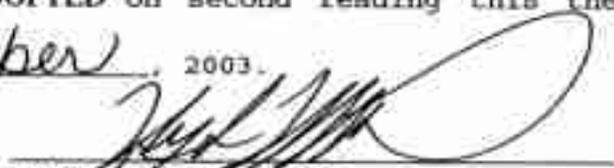
The attached budget for the fiscal year beginning October 1, 2003 and ending September 30, 2004, is hereby in all things approved and adopted and it shall be effective as of October 1, 2003.

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 11th day of September, 2003.

READ, APPROVED and ADOPTED on second reading this the 25th day of September, 2003.


NYLL MAXWELL, Mayor
City of Round Rock, Texas

ATTEST:


CHRISTINE R. MARTINEZ, City Secretary

ORDINANCE NO. G-03-09-25-13B2

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 2003.

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 2003 upon all property, real, personal and mixed, within the corporate limits of said City subject to taxation, a tax of 20.1833 cents on each One Hundred Dollars (\$100.00) valuation of property.

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 2003 upon all property, real, personal and mixed, within the corporate limits of said City subject to taxation, a tax of 15.5319 cents on each One Hundred Dollars (\$100.00) valuation of property.

SUMMARY

Maintenance and operation of the Municipal Government	20.1833 cents
Interest and Sinking	15.5319 cents
Total Tax per \$100.00 of valuation	35.7152 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 11th day of September, 2003.

READ, APPROVED and ADOPTED on second reading this the 25th day of September, 2003.


KYLE MAXWELL, Mayor
City of Round Rock, Texas

ATTEST:
Christine R. Martinez
CHRISTINE R. MARTINEZ, City Secretary

ORDINANCE NO. G-99-09-23-9A3

AN ORDINANCE AMENDING CHAPTER 10, SECTIONS 10.201 AND 10.202, CODE OF ORDINANCES (1995 EDITION), CITY OF ROUND ROCK, TEXAS, ADOPTING 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(5), Code of Ordinances (1995 Edition), City of Round Rock is hereby amended to read as follows:

(5) Water Rates for Retail Customers

(a) Except as provided in paragraph (c) 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) Rates

1. The water rate for retail customers shall be \$1.76 per 1,000 gallons of water used by all customers.
2. Effective January 1, 2000, the water rate for retail customers shall be \$1.84 per 1,000 gallons of water used by all customers.
3. Effective January 1, 2001, the water rate for retail customers shall be \$1.91 per 1,000 gallons of water used by all customers.

(ii) Monthly Charge

Except as provided below, in addition to the foregoing rates, each user shall also pay a monthly water service charge pursuant to the following schedule regardless of the amount of water used.

Meter Size Base Serving Customer	Current	Effective January 1, 2000	Effective January 1, 2001
5/8"	\$10.45	\$10.95	\$11.60
3/4"	14.18	15.25	16.33
1"	21.63	23.85	25.78
1 1/2"	40.25	45.35	49.40
2"	62.60	71.15	77.75
3"	114.75	131.35	143.90
4"	189.25	217.35	238.40
6"	599.00	690.35	758.15
8"	1,046.00	1,206.35	1,325.15
10"	1,642.00	1,894.35	2,081.15
12"	2,014.50	2,324.35	2,553.65

II.

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 and Permit Fees for Bulk Users

Number of Gallons Used Per 30 Day Period	Rates	30 Day Permit
20,000 gallons or less	\$5.75 plus \$1.55 per 1,000 gallons	\$10.00
	Effective January 1, 2000, \$5.75 plus \$1.84 per 1,000 gallons	
	Effective January 1, 2001, \$5.75 plus \$1.91 per 1,000 gallons	
20,001 gallons to 75,000	\$31.75 plus \$1.55 per 1,000 gallons used exceeding 20,000 gallons	\$25.00
	Effective January 1, 2000, \$31.75 plus \$1.84 per 1,000 gallons used exceeding 20,000 gallons	
	Effective January 1, 2001, \$31.75 plus \$1.91 per 1,000 gallons used exceeding 20,000 gallons	

75,001 gallons or more	\$117.80 plus \$1.55 per 1,000 gallons used exceeding 75,000 gallons	\$50.00
	Effective January 1, 2000, \$117.80 plus \$1.84 per 1,000 gallons used exceeding 75,000 gallons	
	Effective January 1, 2001, \$117.80 plus \$1.91 per 1,000 gallons used exceeding 75,000 gallons	

III.

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) Rates

1. The sewer rate for retail customers shall be \$1.73 per 1,000 gallons of water used by all customers.
2. Effective January 1, 2000, the sewer rate for retail customers shall be \$1.81 per 1,000 gallons of water used by all customers.
3. Effective January 1, 2001, the sewer rate for retail customers shall be \$1.89 per 1,000 gallons of water used by all customers.

(ii) Monthly Charge

Except as provided below, in addition to the foregoing rates, each user shall also pay a monthly sewer service charge pursuant to the following schedule regardless of the amount of water used.

<u>Meter Size Base Serving Customer</u>	<u>Current</u>	<u>Effective January 1, 2009</u>	<u>Effective January 1, 2001</u>
5/8"	\$ 7.85	\$ 8.20	\$ 8.60
3/4"	10.28	10.80	11.40
1"	15.13	16.00	17.00
1 1/2"	27.25	29.00	31.00
2"	41.80	44.60	47.80
3"	75.75	81.00	87.00
4"	124.25	133.00	143.00
6"	391.00	419.00	451.00
8"	682.00	731.00	787.00
10"	1,070.00	1,147.00	1,235.00
12"	1,312.50	1,407.00	1,515.00

IV.

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, and the Act.

Alternative 1.

By motion duly made, seconded and passed with an affirmative vote of all the Council members present, the requirement for reading this ordinance on two separate days was dispensed with.

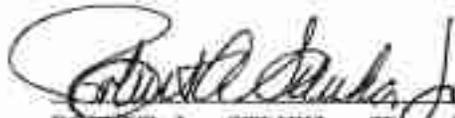
Ordinance

READ, PASSED, and ADOPTED on first reading this _____ day
of _____, 1999.

Alternative-2.

READ and APPROVED on first reading this the 9th day of
September, 1999.

READ, APPROVED and ADOPTED on second reading this the
23rd day of September, 1999.


ROBERT A. STLIKA, JR., Mayor
City of Round Rock, Texas

ATTEST:


JOANNE LAND, City Secretary

Footnotes for Revenues

This section reflects changes greater than \$5,000 from Revised Budget 2002-2003 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

Account

Number Explanation of changes from the prior year

Property Taxes

- 4110 Reflects growth in property values and new construction
- 4111 Several large delinquent property tax accounts collected in prior year
- 4112 Several large delinquent property tax accounts collected in prior year
- 4113 Several large delinquent property tax accounts collected in prior year

Sales Taxes

- 4120 Reflects conservative assumptions. See Budget Message for details
- 4122 Reflects estimated activity

Franchise Fees

- 4115 Estimate based on predicted usage and weather conditions
- 4116 Reflects increased customer base for this utility provider
- 4117 Reflects increased customer base for this utility provider
- 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 decline in growth in building activity
- 4216 Reflects estimated building activity
- 4225 Reflects estimated reduction in new major subdivision growth
- 4226 Reflects estimated program activity
- 4410 Reflects estimated inspection activity

Other Permits

- 4218 Reflects estimated building activity

Garbage/Fire Protection Fees

- 4302 Reflects growth in the customer base
- 4306 Reflects growth in the customer base

Footnotes

General Fund Revenues (cont.)

Recreation Fees

- 4401 Reflects estimated program activity
- 4402 Reflects increased number of participants and expansion of programs
- 4403 Reflects estimated program activity
- 4404 Reflects increased number of participants
- 4405 Reflects increased number of participants
- 4409 Reflects increased number of participants and expansion of programs
- 4413 Reflects estimated membership increase at the recreation center

Library Fees

- 4221 Reflects actual and estimated program activity

Filing/Other Fees

- 4217 Reflects actual and estimated activity

Fines & Costs

- 4511 Reflects estimated activity

Rentals

- 4412 Reflects estimated activity

Grants

- 4682 Reduction due to expiration of prior year funding agreement
- 4689 Reduction due to expiration of prior year funding agreement
- 4695 Reflects new grant award
- 4663 Reflects expiration of miscellaneous grants

Capital Lease Proceeds

- 4616 Reflects scheduled items financed through capital lease program

Transfers

- 7200 Reflects reimbursement for general fund services

Other Revenues

- 4308 Reflects estimated program activity
- 4407 Reflects estimated activity
- 4615 Reduction due to one-time contribution in prior year
- 4625 Reflects estimated program activity
- 4636 Reflects actual and estimated activity
- 4639 Reflects actual and estimated activity
- 4660 Reflects increased level of services provided to 4B Corporation
- 4669 Reflects security services provided to the Municipal Court Fund
- 4671 Reflects construction management services provided
- 4301 Reflects actual and estimated activity
- 4305 Reflects actual and estimated activity

I&S General Obligation Bonds Fund Revenues

Revenue

Account

Number Explanation of changes from the prior year

- 4110 Reflects requirements of scheduled debt service and the corresponding property tax levy
 4610 Reflects scheduled decrease in cash available for investing and lower interest rates
 7200 Reflects increase in scheduled debt service requirements

I&S Revenue Bonds Fund Revenues

Revenue

Account

Number Explanation of changes from the prior year

- 7200 Reflects reduction of scheduled debt service requirements

Water/Wastewater Utility Fund Revenues

Revenue

Account

Number Explanation of changes from the prior year

Water & Related Services

- 4444 Reflects growth in customer base
 4801 Reflects growth in customer base; consumption
 4805 Reflects estimated activity
 4807 Reflects growth in customer base
 4831 Reflects actual and estimated activity
 4833 Reflects actual and estimated activity

Sewer & Related Services

- 4821 Reflects growth in customer base; sewer activity
 4825 Reflects actual and estimated activity
 4827 Reflects growth in customer base

Pre-Treatment Surcharge

- 4443 Reflects actual and estimated activity

Interest

- 4610 Reduction reflects declining market rates and scheduled funding of capital expenditures

Other Revenues

- 4629 Reflects estimated activity

Footnotes

Utility Impact Fee Fund Revenues

Revenue

Account

Number Explanation of changes from the prior year

4802 Reflects actual and estimated activity

4822 Reflects actual and estimated activity

4828 Reflects actual and estimated activity

Hotel Occupancy Tax Fund Revenues

Revenue

Account

Number Explanation of changes from the prior year

4123 Reflects growth in number of rooms available and increased activity

4610 Reduction reflects declining market rates

Law Enforcement Fund Revenues

Revenue

Account

Number Explanation of changes from the prior year

4665 Reflects actual and estimated activity

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.

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.

Glossary

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.

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.

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.

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.

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	Becky Martinez	Payroll Specialist
Noelle Jones	CPA – Finance Programs Manager	Joyce Banner	Accounting Technician II
Elaine Wilson	CTP – Treasury & Finance Supervisor	Judy Morris	Accounting Technician II
Cheryl Delaney	MBA – Budget Supervisor	Anne Keneipp	Accounting Technician II
Robbie Sorrell	CPA – Budget Analyst I	Karen D’Amato	Accounting Technician I
Debbie Hunt	Accounting Supervisor	Becca Ramsey	Accounting Technician II
Lynn Olsen	Accountant II	Dodi Lilja	Accounting Technician I
Sandy Smith	Accounting Technician I		

