
City of Round Rock Annual Budget

For the Fiscal Year
October 1, 2004 – September 30, 2005

CITY LEADERSHIP:

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

TOM NIELSON *Council Member*
SCOT KNIGHT *Council Member*
SCOTT RHODE *Council Member*
GARY COE *Council Member*
Open *Council Member*

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

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



ROUND ROCK, TEXAS
PURPOSE. PASSION. PROSPERITY.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Round Rock

Texas

For the Fiscal Year Beginning

October 1, 2003

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, 2003. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for the period of one year only. We believe that our current budget continues to conform to program requirements and we are submitting it to GFOA to determine its eligibility for another award.

**City of Round Rock
2004-2005 Operating Budget**

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ROUND ROCK, TEXAS
PURPOSE. PASSION. PROSPERITY.

September 23, 2004

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

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

Presented herewith is the adopted operating budget for fiscal year October 1, 2004 through September 30, 2005. This document contains spending plans and revenue estimates for the General Fund, the Debt Service Funds, the Water/Wastewater Utility Fund and Special Revenue Funds.

The total operating budget is \$98,627,950 a 3.2% increase over the 2003-2004 revised budget. This figure includes \$61,279,307 for the General Fund, \$11,416,535 for the Debt Service Funds and \$25,932,108 for the Water/Wastewater Utility Fund.

Spending plans and revenue estimates are provided for Special Revenue Funds with expenditures as follows: \$1,678,265 for the Hotel Occupancy Tax Fund, \$110,500 for the Law Enforcement Fund, \$7,188 for the Ron Sproull Memorial Endowment Fund, \$134,500 for the Municipal Court Fund and \$3,500 for the Library Fund.

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

The City's operating departments have continued the development of two-year budgets this year in an effort to identify the impact of current year programs and commitments on the future. The second year budget is not formally adopted in the budget process but is presented as an aid to decision making. The second year presentation (2005-2006 projected budget) reflects only the extended cost of the programs and operating commitments, which are adopted for 2004-2005.

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.

Mayor

Nyle Maxwell

Mayor Pro-tem

Alan McGraw

Council Members

Tom Nielson

Carrie Pitt

Scott Knight

Scott Rhode

Gary Coc

City Manager

James R. Nuse, P.E.

City Attorney

Stephan L. Sheets

Document Organization and Presentation

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

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

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

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

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

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

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

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

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

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

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

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

The **Financial Statistics Tab** provides various City statistical information for the fiscal year ended September 30, 2003.

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

Strategic Planning and the Mission of the City

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

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

Vision Statement for the City

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

Strategic Goals for the City of Round Rock, Fiscal Year 2004-2005

- Goal 1** Round Rock will retain and expand the economic base, diversify the local economy, provide greater employment opportunities and provide access to a broader range of goods and services for residents and non-residents.
- Goal 2** Round Rock will review the General Plan with emphasis on the northeast quadrant of the City to provide for educational, business, residential and retail uses.
- Goal 3** Round Rock will improve the image and appearance of the community.
- Goal 4** Round Rock will plan and facilitate the City's transportation systems, at the local and regional level, to improve traffic flow and personal mobility.
- Goal 5** Round Rock will plan and implement effective and efficient services within the City's financial capacity to meet the needs of residents, customers and employees.
- Goal 6** Round Rock will communicate openly and effectively with its citizens, employees, the media, public and private organizations and visitors.

Budget Priorities and Changes in Funding

The development of the budget for the 2004-2005 fiscal year is guided by the above described vision and strategic goals, prevailing economic conditions and, additionally, by the continuing need to provide basic and improved services for a growing population. Two primary priorities are addressed in this budget and those are to provide sufficient funding to adequately provide core operating services in the midst of rapid population growth and, secondly, to tailor City services to better meet the needs and expectations of a larger community.

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

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

An underlying budgetary influence is the City's business model. More than 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.

Performance Measurement

The City believes that it is important to not only plan for and provide adequate levels of quality service but to also provide a means of measuring and reporting the results of our efforts. As more information is provided about how we are performing, the City Council, the public, the staff and others can determine the value of programs, where improvements could be made or where resources might be better applied.

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

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

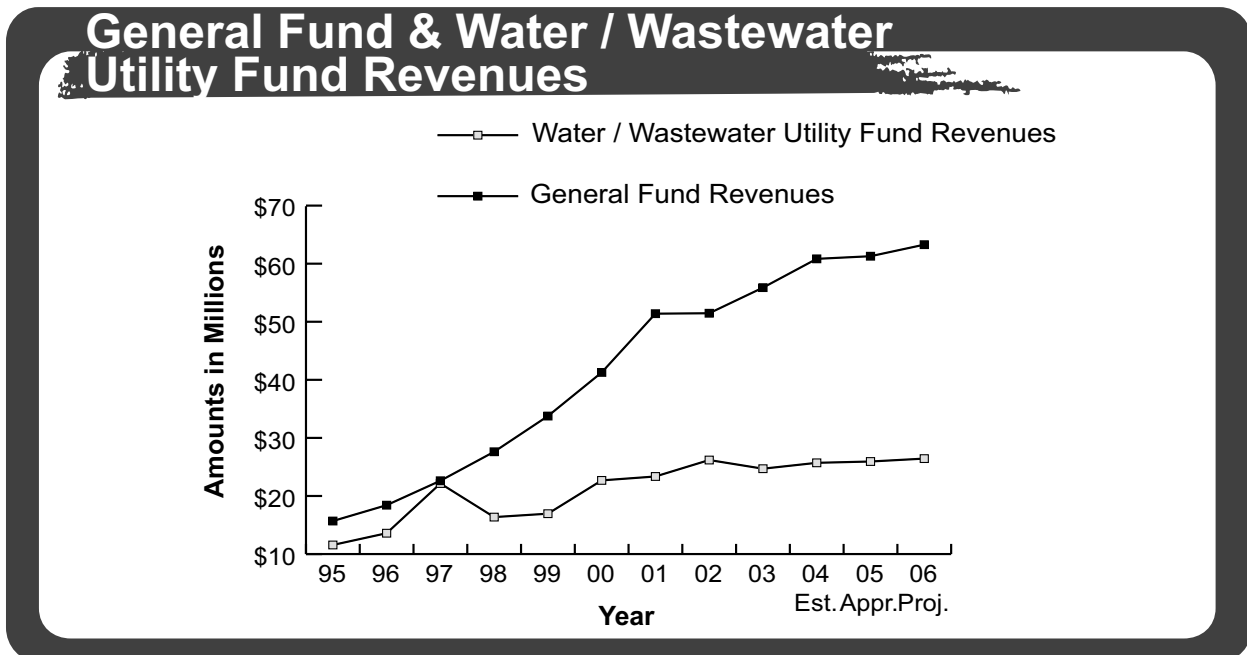
Population growth, residential housing construction and increased motor vehicle traffic have been the prevailing conditions in the past budget year and these same conditions are expected to continue into the future but at an overall slower pace than previously experienced.

Trend Analysis

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

Revenue Trends

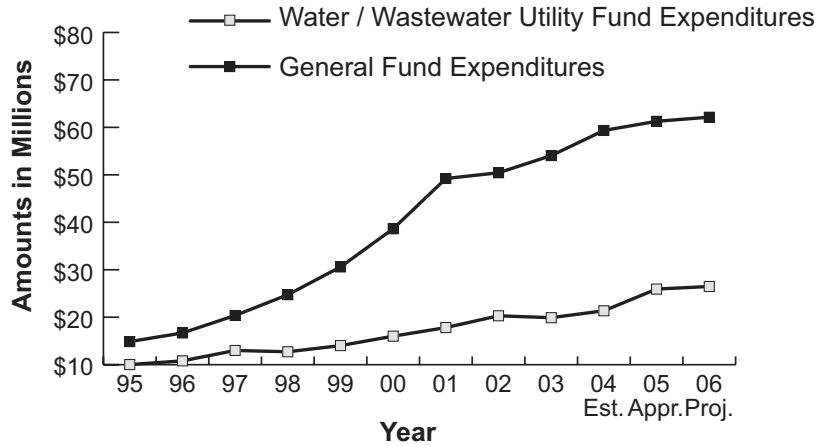
The City utilizes a fiscally conservative strategy when projecting revenues, as can be seen in the graph showing more modest levels of growth than actual historical amounts. Residential and commercial growth along with economic expectations are primary drivers in estimating revenues. For the past decade,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



Expenditure Trends

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

General Fund & Water/Wastewater Utility Fund Expenditures

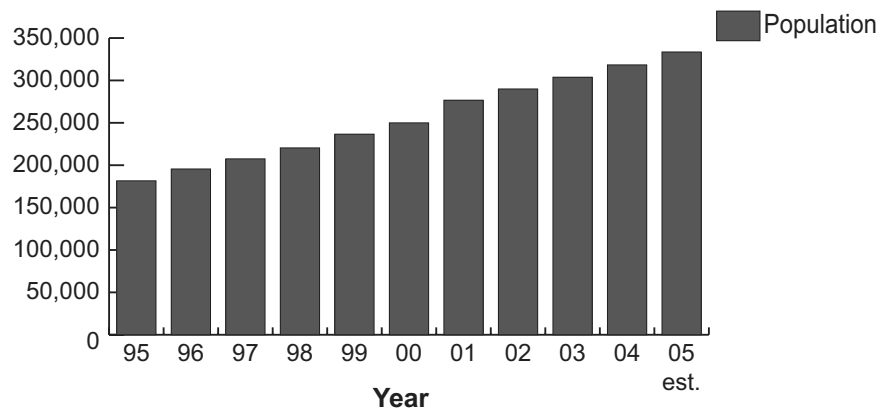


Economic Outlook and Revenue Projections for Fiscal Year 2004-2005

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

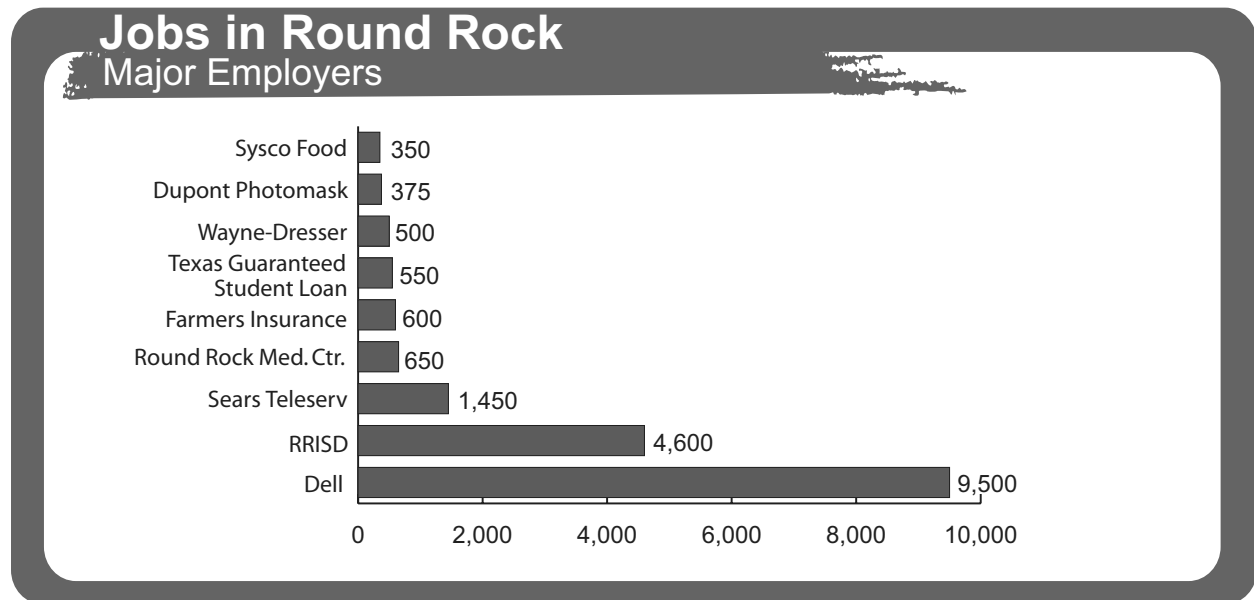
In considering this spending plan, it is important to keep in mind the fact that Round Rock is located within Williamson County, which has been one of the fastest growing counties in the nation. In March 2001, the 2000 census data was released and indicated that Round Rock, with a population listed at 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.

Williamson County Population



The budget reflects the expectation of continued growth in and around the City. Building activity is expected to remain strong, fueled by continued in-migration to the community while job creation will continue to moderate from levels of the past few years. 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. Two years ago, the slowdown in the high tech sector of the regional economy spawned a trickle down effect on other sectors of the economy. Lower job growth affected the real estate market, mainly reducing demand in the high-end housing sector. However, Round Rock continues to see a healthy trend in single-family building permits issued with 1,317 permits issued in 2004 and an estimated 1,250 by the end of fiscal 2005. The unemployment rate in Round Rock stabilized at 4.7% in 2003 and remained lower than the Austin metro and statewide rates of 5.6% and 6.6%, respectively.

Recent economic activity includes the opening of Texas Guaranteed Student Loan Corporation's (TGSLC) 193,000 square foot office building in Round Rock's La Frontera retail/commercial complex. TGSLC is in the process of moving approximately 550 permanent and 200 contract employees to the site. Additionally, the Round Rock Higher Education Center has broken ground on the first building at its new campus site in northeast Round Rock. These facts are important in understanding the resulting influences on the City's revenue projections, levels of service required and resulting spending plans for the coming fiscal year.



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

City of Round Rock Population Projections

Year	Population	Year	Population
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	2005	84,200
2000	61,136	2009 (est)	101,550

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
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	143
2002	992	409	1,401	117
2003	1,317	37	1,354	113
2004	1,260	57	1,317	110
2005 (Projected)	1,230	20	1,250	104

Revenue Assumptions

Revenue assumptions for the ensuing fiscal year are expected to 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 fiscal year 2005 value is 3.6% above the prior year value, but 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 FY 2004	Adopted for FY 2005
Total Taxable Value	\$5,071,176,374	\$5,251,484,692
Tax Rate	35.715 Cents/\$100	37.972 Cents/\$100

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

To fund operations such as police services, streets maintenance, fire protection, library services, parks and recreation and debt service on outstanding debt, the City levies a tax on all taxable property. This budget plan adopts a tax rate of 37.972 cents per \$100 of property value, compared to a rate of 35.715 cents per \$100 last year. Under the approved budget, using certified tax valuation information, property taxes would increase. The property tax increase is necessary because of increased debt service requirements primarily on newly issued general obligation bonds. 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 ½ cent sales tax for property tax reduction. Increasing the property tax rate does not change the City's low tax rate ranking.

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

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

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

1. The Effective Tax Rate

If adopted, this rate would provide the same amount of revenue collected last year from properties on the tax roll last year. This rate calculation requires the taxing entity to account for changes in the value of existing properties, but this rate calculation, however, is not affected by new properties.

2. The Maintenance and Operations Rate

This rate is one of two component rates that make up the total tax rate. Revenue generated by this rate is used to fund general operations of the City.

3. The Debt Service Rate

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

4. The Rollback Rate

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

5. The Proposed Tax Rate

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

6. Sales Tax Adjustment Rate

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

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

Sales Tax Collections

The City's economy generated over \$48.6 million in sales tax revenue for fiscal year 2003-2004. This amount includes the 1/2% or \$12.2 million in additional sales and use tax for transportation improvements as described below. The remaining 1 1/2% generated about \$36.5 million for general operations and property tax reduction. This figure is 10.3% above the original budget and 8% above the prior year actual collections. For 2004-2005, the budget is \$36,660,000 in sales tax revenue for operations and property tax reduction.

The sales tax revenue source is extremely important to the City in that it reduces property taxes and makes up approximately 60% of the general revenue. Of this figure, 49% of the sales taxes are estimated to be generated directly by a single company, Dell, Inc. 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.

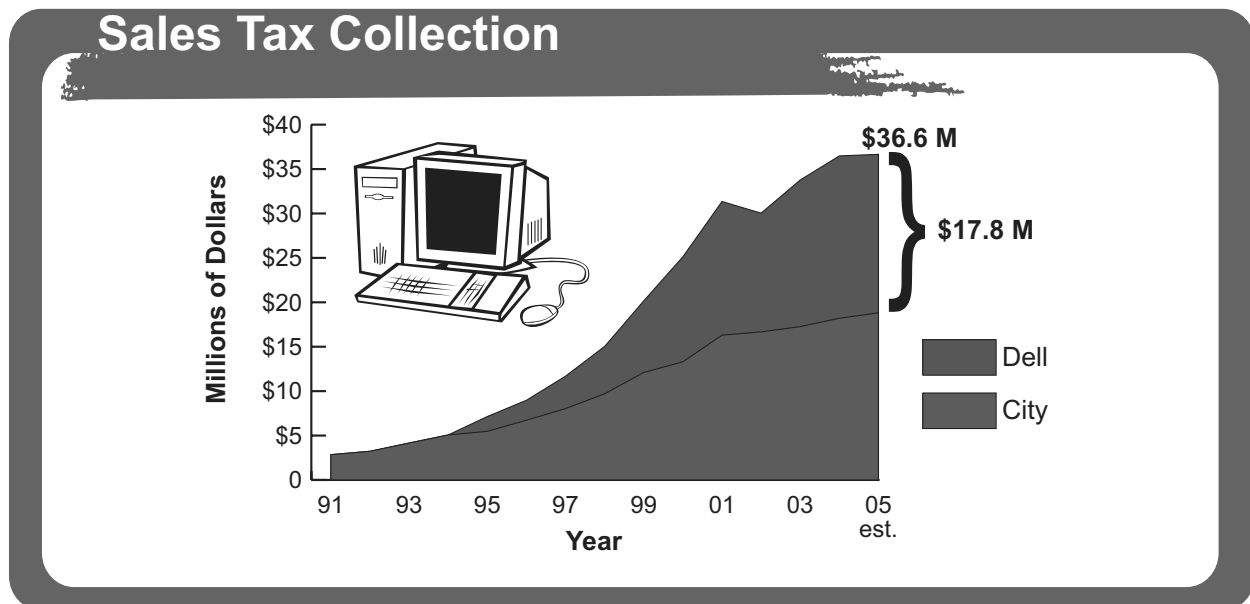
La Frontera, a commercial and retail development west of Interstate 35 along FM 1325, will provide substantial retail sales activity for the new fiscal year as the development enters its fifth year and continues its planned expansion.

Because of the significant reliance on sales tax, the City has developed a draft financial management policy directed at reducing the General Fund's reliance on sales tax generated from Dell. The policy will provide a consistent, long-term approach for the fiscal management of the City's operating funds to balance revenue requirements with the service needs of a growing population. Specifically, the policy is intended to help the City avoid the risk of a combined high property tax rate and a high reliance on sales tax. The draft policy will address four key areas; sales tax generated by Dell, fund balance policy, property tax rates and budget philosophy. The sales tax component limits the growth of sales tax from Dell and sets any additional collections aside for two objectives: (1) to fund capital improvements and/or one-time expenditures as approved by the City Council to minimize the need to borrow additional funds and/or; (2) to retire existing general debt. City staff and Council will continue to refine the policy as we proceed through fiscal year 2005.

Economic Development Agreement with Dell, Inc.

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

Sales generated from the Dell Round Rock operations are expected to produce over \$17.8 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 below shows the relative impact of sales taxes paid by Dell on the City's total sales tax receipts. Budgetary details of the agreement are reflected in the Sales Tax Revenue line item and the Economic Development section of the General Services Department.



Additional Sales and Use Tax for Transportation System Improvements

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

Franchise Fee Revenue

Franchise fee revenue represents a significant portion of the City's general revenue. Franchise fee revenue is derived from major public utilities operating within the City and is intended to reimburse the City for use of public streets and rights of way. The fee is applicable to ONCOR Electric (electric utility), TXU Gas (gas utility), Southwestern Bell Telephone, Time Warner Cable (cable television), other telecommunications and cable providers and all commercial garbage haulers. The fee is generally computed as a 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 growth projections are expected to slightly decline in response to estimated growth trends. This budget also contains estimates for new site plan fees to assist in recovering costs associated with the development review process.

Garbage Fees

Residential garbage pickup services are provided to the citizens of Round Rock by Round Rock Refuse through an agreement with the City of Round Rock. The City retains 20% of the monthly pickup fee for billing and collection and account maintenance. That figure is reflected in this revenue section and is expected increase consistently with the rate of growth. Garbage rates will slightly increase primarily due to increases in landfill and operating costs.

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. Fees are estimated by anticipating membership activity and recreation program usage.

Capitalized Lease Proceeds and the Lease/Purchase Program

The City acquires a significant portion of its durable, operating equipment through a tax-exempt lease/purchase program. The equipment is budgeted at \$600,000 for 2004-2005 and is purchased by the City and financed over a period of three years by a qualified leasing company. The program enables the City to take advantage of low cost tax-exempt financing. The lease/purchase program financing is recorded in the General Fund through the account "Capitalized Lease Proceeds". Servicing of the lease payments is recorded in the Debt Service Fund. Funding for the lease payments is calculated in the debt component of the tax rate.

Utility Fund Transfer

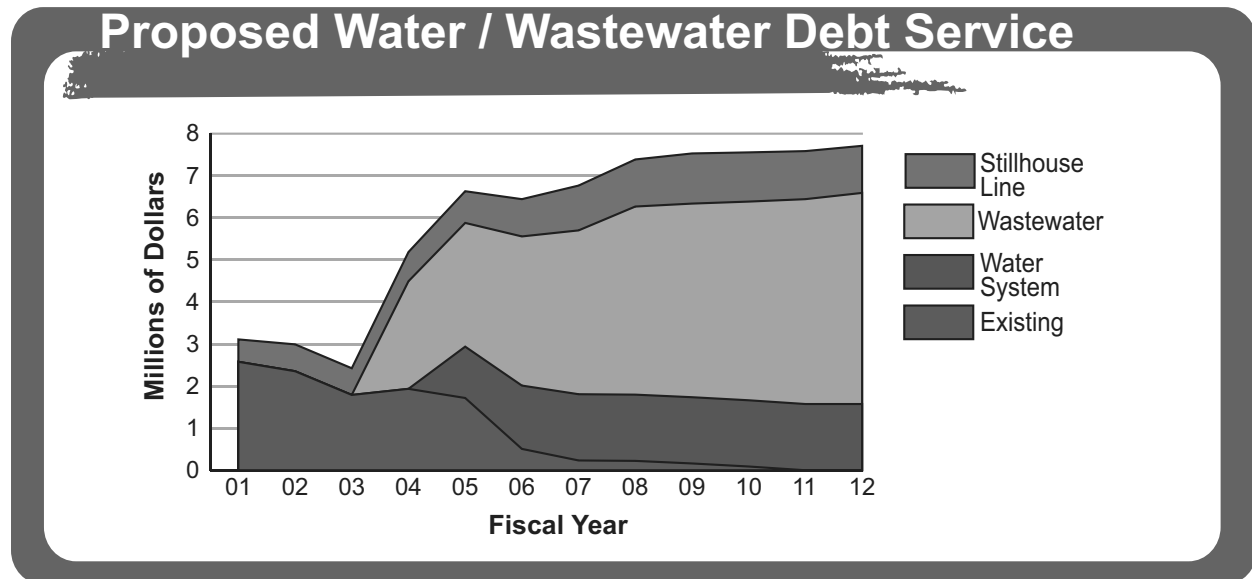
The transfer from the Utility Fund to the General Fund is \$1,640,000 and represents approximately 6.3% of the Utility Fund's revenues. The transfer is designed to reimburse the General Fund for services that fund provides to the Utility Fund such as office space, financial services, administrative services, engineering services, infrastructure repair, 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 effects of increased population continued to set new records for the delivery of potable water and treatment of wastewater.

However, the City's utility infrastructure and service delivery systems have been carefully planned and have sufficiently met demand.

To continue to meet the projected service demands of existing and new customers, the Water and Wastewater Utility System faces a significant capital improvement program. This program is discussed more fully in the Water/Wastewater Capital Improvements Section of this message and in the **Capital Projects Funds Expenditures Tab** of this document. To summarize, the capital program requires expenditures of approximately \$56.7 million from 2000 to 2006 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 \$34.6 million. The combined capital program for this time period totals \$91.3 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.



In 2003, the City completed a comprehensive utility rate study. Findings from the study indicate the water/wastewater utility to be in good financial health. However, in order to fund the capital improvement program and to meet increasing system demand and operational cost pressures, multiple-year rate increases will be necessary. This budget includes a 3% utility rate increase effective in January 2005. Even with the rate increases, Round Rock water and wastewater rates continue to be among the lowest in the region.

Growth in the customer base and the rate adjustment discussed above have been factored into the projected water sales of \$14,850,000. The City provides treated water to a variety of retail and wholesale customers (those defined as metered connections). For the fiscal year 2003-2004, the customer base increased to 26,387 and gallons of water sold are expected to reach 5.2 billion. The number of utility customers is projected at 27,621 and water sales are projected to reach 5.3 billion gallons for next fiscal year. Water sales are conservatively estimated using customer base projections, while at the same time taking into account weather conditions.

Industrial Pre-Treatment Surcharge

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

Water/Wastewater Impact Fees

Water and wastewater impact fees are collected for all new residential and commercial connections to the City's utility.

Currently, the fees are \$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 fall 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 703 full-time equivalent employees allocated among the operating departments. This current employment level will be increased by 23.75 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
Police	7	Police Officers
Fire	7	Firefighters
Parks & Recreation	.5	Administrative Tech – Senior Activity Center
Administration	1	Producer
Purchasing	1	Contract Specialist
Library	.25	Librarian II
Engineering & Development Services	1	Facility Maintenance Tech
Water Utility	1	Administrative Tech III
Water Utility	2	Water Distribution Operator
Wastewater Utility	3	Utility Repair Crew
Total	23.75	

*Full Time Equivalent

Personnel Compensation

This budget allocates approximately \$800,000 of current payroll for employee performance based compensation increases to be implemented later in the year.

New and Existing Program Highlights

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

Economic Development Funding

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

Police Services

The Police Department budget includes funding for seven new police officers. As part of the Department's continued dedication to community policing, these new officers will allow the creation of a new patrol sector to meet the needs of our growing community as well as provide additional resources to the criminal investigation division. The addition of the seven new officers would effectively maintain a ratio of 1.50 police officers per 1,000 population.

Fire Services

A new fire station on the east side of Round Rock is scheduled to open in January 2005. This will be the City's sixth station and will cover a growing section of east Round Rock. The adopted budget contains funding for full staffing of the new fire station. The additional seven new firefighters in this budget represent implementation of the City's fire staffing plan to ensure fire services are strategically available to the growing community while managing the long-term fiscal impact.

Parks and Recreation Senior Activity Center

The new Alan R. Baca Senior Activity Center is scheduled for completion in June 2005. This 28,000 square foot facility will replace the existing 7,000 square foot senior center as the central location for senior activity in Round Rock. The Center will house meeting rooms, activity rooms, arts and crafts rooms, a full kitchen and workout area. This budget provides additional senior program funding for furniture, equipment and an additional part-time administrative position to assist with operation of the Center.

Street Maintenance Program

This program was formalized several years ago, funded with general government funds, and provides a seal coat overlay on streets on a scheduled priority list. The program is a response to the growing traffic activity in the community and is designed to achieve the maximum physical and economic life out of the City's residential streets. The program is continued this year and is partially financed through the commercial garbage franchise fee. In this budget total funding for the program is included at \$1,915,000 a \$365,000 increase over the previous year.

Equipment Replacement Program

The City has progressed in the design and implementation of an equipment replacement program. Funding is included in this 2004-2005 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.

Development Services

In 2003, the City's development review process was updated in an effort to provide a more streamlined approach for development in Round Rock. The implementation of this improved process began in fiscal year 2004 and is an important component in the City's continued economic development efforts. This budget provides continued funding for this program and reflects full year costs of resources dedicated to this process.

Maintenance of City-Owned Buildings

The City has a substantial investment in buildings, plant and equipment. This budget provides funding for an additional facility maintenance position to assist with 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 as well as provide energy management cost savings.

Agency Requests

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

Self-Funded Health, Dental and Vision Plan

The City provides a self-funded health, dental and vision plan. This plan was created in 1993 in response to previously substandard services and excessive price increases from insurers. Costs of providing plan coverage have increased substantially over the past several years. Specifically, heavy utilization of the plan has resulted in unusually high medical claims payments. Health plan funding is scheduled at approximately \$5 million for the next fiscal year. In 2005, the City will review the provider market place to determine if a better, more cost effective plan design is available.

Storm Sewer Management Program

Funding for the development of a City plan to meet the Environmental Protection Agency's (EPA) National Pollution Discharge Elimination System program is included in the adopted budget. Under the Plan, cities are required to

minimize discharge of pollutants in areas of new and significant redevelopment. Eventually, it is anticipated that these requirements will lead to the implementation of a drainage utility for the City.

Specialized Transit Services

Historically, the City has utilized the services of the Capital Area Rural Transportation System (CARTS) to provide specialized transit services for the community. Specifically, CARTS provides transportation for the elderly and handicapped in Round Rock on a demand-response basis. Funding for CARTS services has been a combination of federal funding, state funding and minimal rider fees. As a result of the 2000 census, Round Rock was reclassified from a rural area to part of the Austin urbanized area. This reclassification resulted in the elimination of funding to CARTS for Round Rock's transit service needs and a redirection of the funding to Austin's Capital Metro system. The City anticipates entering into an agreement with Capital Metro to access these funds and continue to provide the existing CARTS service in Round Rock until a long-term transportation plan can be developed and implemented. Funding for this service is estimated at \$175,000, \$88,000 of which will be reimbursed to the City by Capital Metro.

Information Technology

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

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

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

Other New Program Highlights

The adopted budget includes funding for an in-house video production program in the Administration Department. Currently, the City's government access channel programming and production is managed through a utilization of outside resources and internal communications staff. This program will bring all production activities in-house allowing for the creative expansion of programs and improved communication with citizens. In addition, funding for the capital equipment necessary for this program is expected to be generated through the collection of franchise fees through the City's cable franchise agreement.

The budget also includes funding for a contract specialist to manage and administer the City's increasing number of service related contractual relationships. As the City increases the number of contracts in an effort to obtain better pricing and improve quality delivered, a position dedicated to managing these contracts is important to ensure contract efficiency and accountability. This position will also be responsible for administering the City's internal process for executing contracts.

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 water utility budget for this fiscal year provides funding for additional personnel to monitor the increasing number of distribution lines in the City. Additionally, cost increases are expected in pumping costs, materials and supplies.

The Brazos River Authority has constructed a 30 mile pipeline from Lake Stillhouse to Lake Georgetown for the benefit of the City of Round Rock, City of Georgetown and Jonah Water Special Utility District. The 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 with this regional water line.

Reserve Water

The water contract between Round Rock and the City of Austin that provides an emergency water supply to the City of Round Rock if needed, was recently updated. Water supply costs will be incurred only in the event of a drought emergency or to help manage the City's reliance on Lake Georgetown. The City has 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 (Lower Colorado River Authority) through the BRA (Brazos River Authority). 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. Seven years ago the City sold its wastewater treatment plants to the Alliance. The Alliance operates and expands the plants as necessary to accommodate a regional treatment concept, which currently includes the cities of Round Rock, Austin, and Cedar Park. The Fern Bluff and Brushy Creek Municipal Utility Districts are also customers of this regional system.

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

While the City has transferred its wastewater plant and major collector operations to the Alliance, the City still maintains responsibility for wastewater lines maintenance. This responsibility includes maintaining and rehabilitating the City's wastewater lines in compliance with Texas Commission on Environmental Quality (TCEQ) Edwards Aquifer Regulations. Funding is included in this budget for an additional wastewater line repair crew dedicated to inflow and infiltration repairs associated with the required TCEQ rehabilitation program.

General Capital Improvement Projects

Capital projects scheduled for the upcoming year have been funded by cash and the issuance of \$12,000,000 in General Obligation Bonds, Series 1996, \$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 and in August 2004, \$20,000,000 in additional General Obligation Bonds, Series 2004 were issued. The balance, \$34,800,000, 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 \$91.3 million for the years 2000 to 2006. Out of this figure \$26.8 million is scheduled for the ensuing fiscal year. In fiscal year 2004, the City completed a significant 24 mgd (million gallons per day) water treatment plant expansion. Financing for the current and future years is to be provided primarily by operating funds, capital recovery (impact) fees, and funds borrowed through the issuance of revenue bonds.

Bonded Debt and Debt Service

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

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

Hotel Occupancy Tax Fund

The local hotel/motel industry continues to be a particularly vibrant industry for Round Rock. In 1996, the City had 2 hotels with a total of 181 rooms. At the end of May 2004, 20 hotels with 2,052 rooms were open for business maintaining solid occupancy rates. This strong industry bodes well for the hotel occupancy tax collections which support local tourism events and debt service for the Dell Diamond/Convention Center complex. To ensure continued development and success of Round Rock's tourism industry, the City and the Chamber of Commerce engaged a tourism consultant to provide a long-range tourism plan for Round Rock. The plan recommends special emphasis on sporting events resulting in new growth in the industry. With several area sports facilities in place and statewide events being planned, Round Rock will market its tourism brand as the "Sports Capital of Texas". Tourism is expected to become an expanded component of the City's overall economic development strategy.

To that end, the long-range tourism plan recommended the creation of a Convention and Visitor's Bureau (CVB) to administer and manage the City's tourism efforts and long-range tourism plan. The Hotel Occupancy Tax Fund budget includes full year funding for the CVB (implemented partially in FY 2003-2004) as well as continued funding for tourism events and debt service associated with Dell Diamond/Convention Center complex.

Financial Policies

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

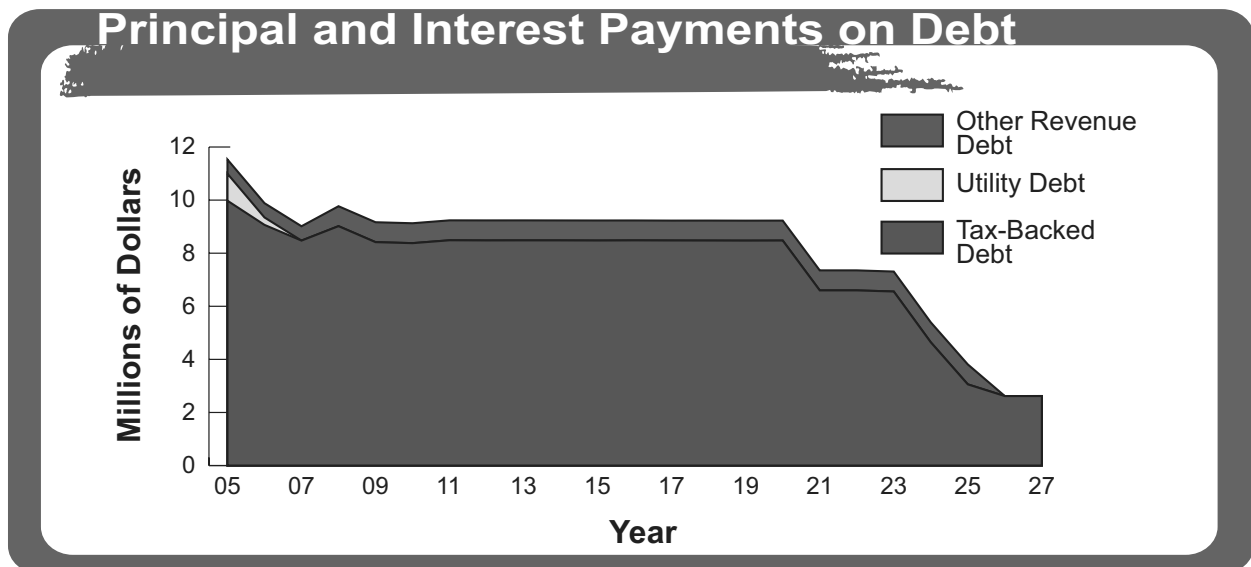
Fund Balance/Working Capital

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

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

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, 2004, certified assessed valuation of \$5,251,484,692 at 95% collection, tax revenue of \$74,833,657 would be produced. This revenue could service the debt on \$894,290,824 issued as 20-year serial bonds at 5.50% (with level debt service payment). However, from a practical point of view, although the City may have additional capacity to issue bonded debt, many other factors must be considered prior to a debt issuance. Certificates of obligation, revenue bonds and various forms of contractual obligations may be issued by the City without voter approval while general obligation bonds may be issued with voter authorization. The City has not established firm debt limitation policies beyond the tax rate limit mentioned above, as those policies could ultimately be detrimental to a rapidly growing community. However, prudence, need, affordability and rating agency guidelines are always important factors in the decisions to borrow money for improvements to the City. The graph below indicates the long-term direct debt principal and interest obligations that are scheduled through the bond maturity dates.



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

Cash Management/Investments

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

Receivables Policy

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

Payables Policy

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

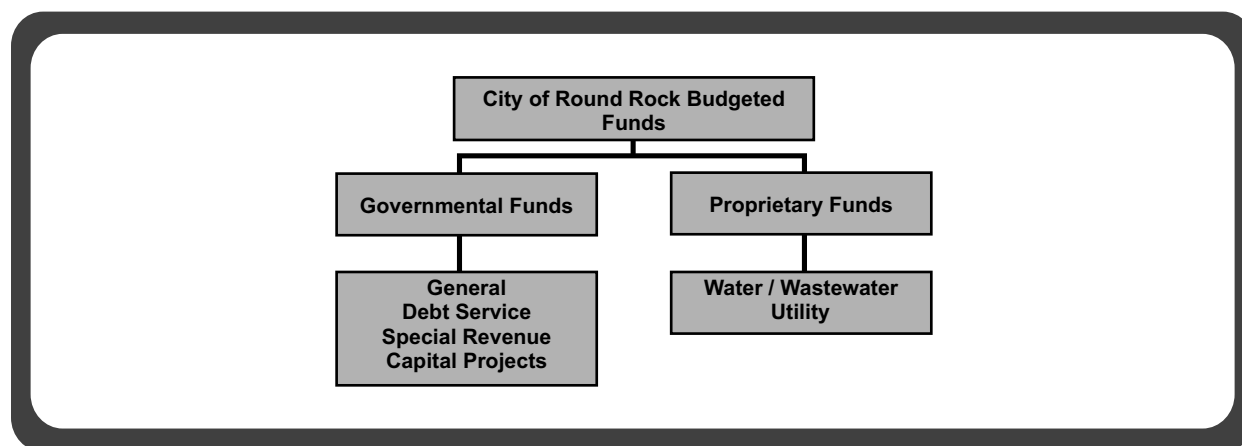
Purchasing Policy

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

Summary of the City Fund Accounting Structure

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

Round Rock Fund Structure



Governmental Funds

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

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

Capital Projects Funds

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

Proprietary Funds

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

Water/Wastewater Utility Fund

This proprietary fund accounts for water and wastewater operations that are financed through rates and user fees.

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

Basis of Budgeting and Basis of Accounting

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

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

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

Budget Amendment Process

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

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

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

Outlook for the Future

This budget communicates a tremendous amount of financial information. However, it is the staff's desire to continue the transformation of this traditional line-item budget into a more programmatic budget: a budget that clearly addresses the various programs of the City and their effectiveness. Towards this end, the City initiated Strategic Budgeting in 2000-2001, a constantly evolving process that will continue to define and shape the budget for 2004-2005 and beyond.

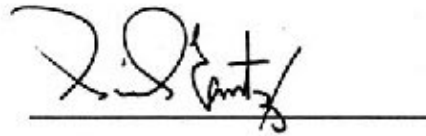
In closing, we believe this budget provides the traditional level of quality service the citizens of Round Rock expect. Attention has also been given to preservation of the City's infrastructure and development of new service programs with an entrepreneurial spirit. The City's economic outlook for next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

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

Sincerely,



James R. Nuse, P.E.
City Manager



David Kautz, CGFO
Assistant City Manager / Chief Financial Officer





Tom Nielson
Place 1



Nyle Maxwell
Mayor



Alan McGraw
Mayor Pro-Tem
Place 2



Scot Knight
Place 4



Gary Coe
Place 6



Scott Rhode
Place 5

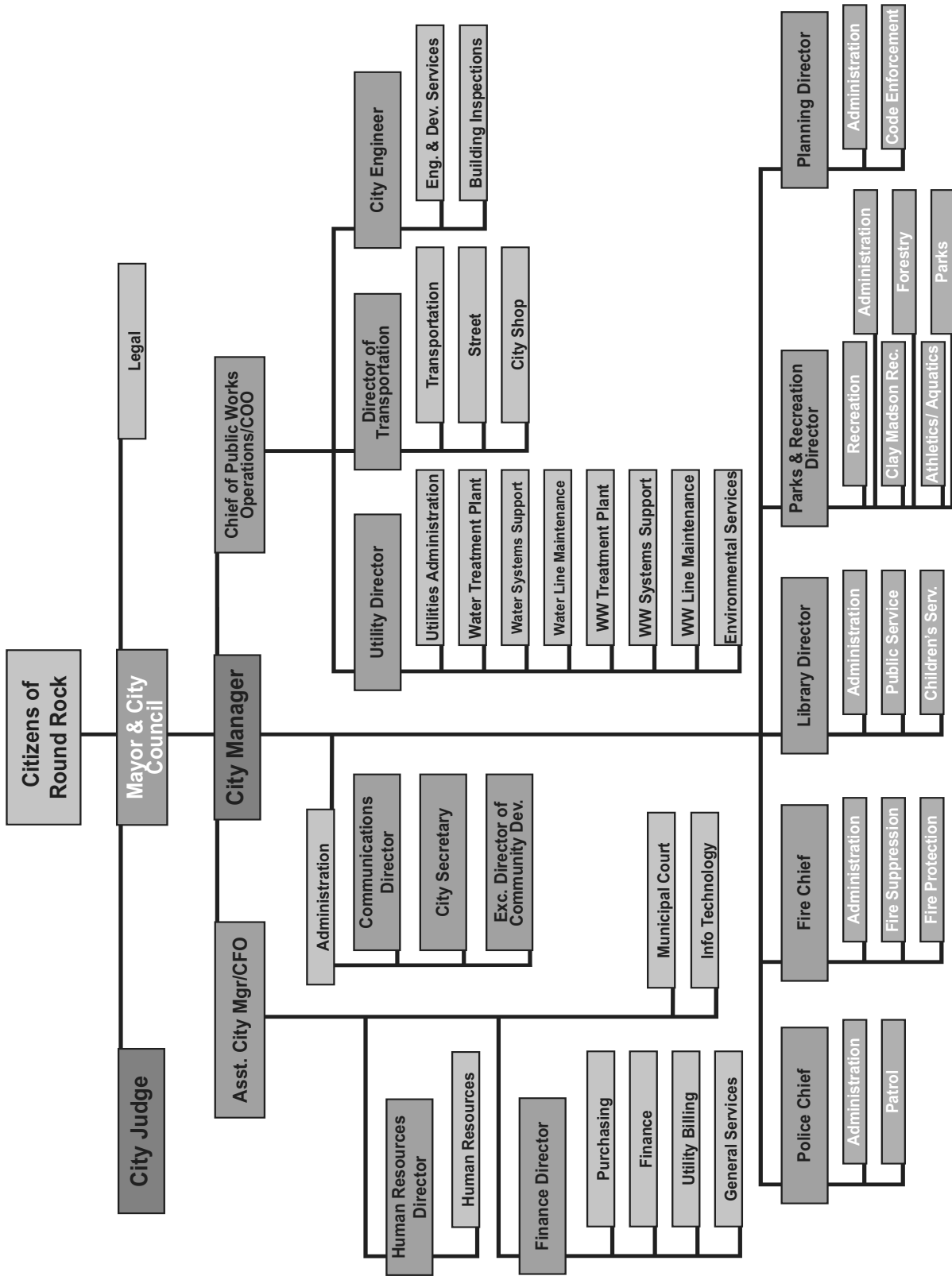


Round Rock City Council

Note: Place 3 currently open.



City Organization Chart

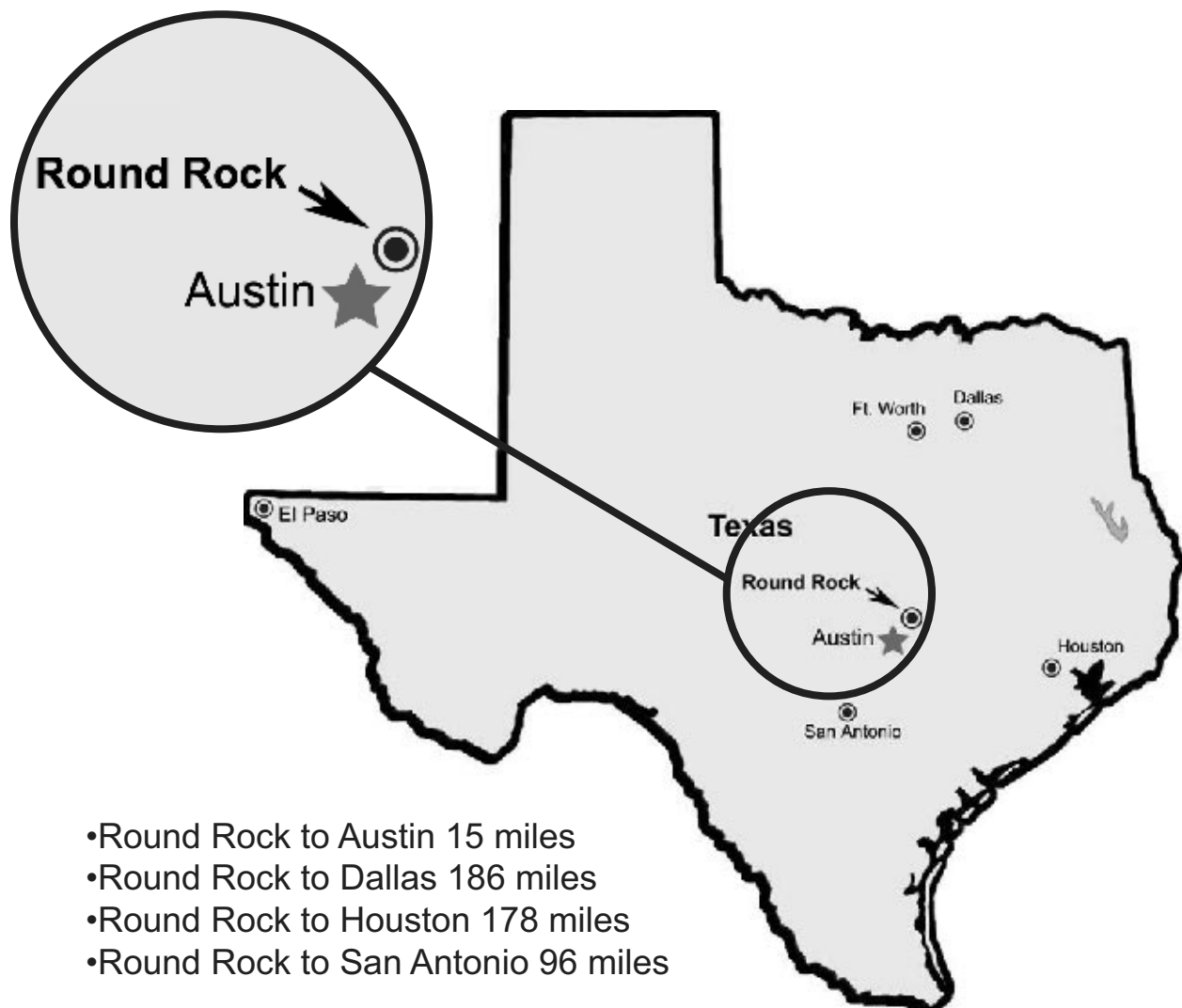


LOCATION

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

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

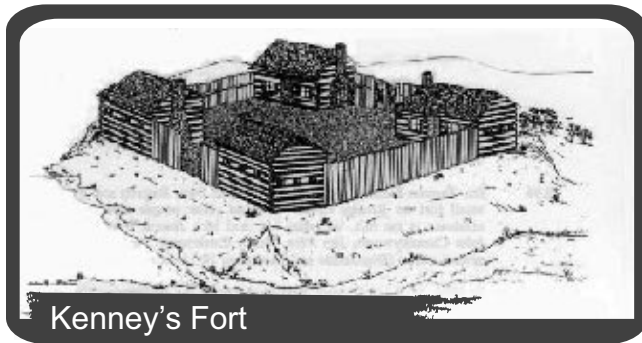
Our location, within minutes of the Texas Hill Country and the Highland Lakes, provides residents easy access to some of the best outdoor recreation in Texas.



The History of Round Rock

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

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



Kenney's Fort

In 1982, the skeletal remains of "Leanderthal Lilly," which scientists believe to be 10,500 years old and date to the Pleistocene Period, were discovered just west of Round Rock. Archeological evidence likewise provides proof that Tonkawas, Lipan Apaches, Comanches, and the Tawakonis of Caddoan stock hunted and gathered in Round Rock long before the arrival of White Settlers.

Other Indian tribes known to have frequented the area include the Mayeyes, Ojuanes, Kiowas, and Choctaw. Although none of these tribes actually settled in Round Rock, their presence in the area led to numerous clashes with the white Settlers who began arriving in the 1830's.

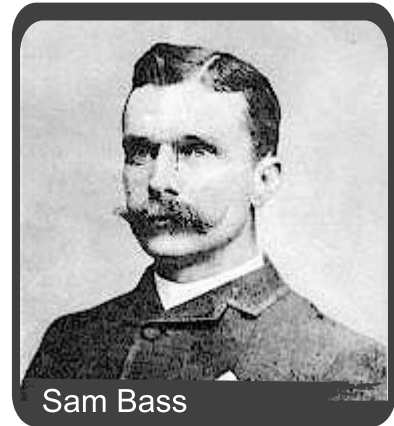
The first recorded mention of the Round Rock area can be traced to the Spanish Ramon-St. Denis expedition of 1716, which was organized in Saltillo, Mexico to visit missions in East Texas. On May 26th, crossing into what is now Williamson County, the expedition killed their first buffalo and pitched camp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

City Profile

History of Round Rock

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



Sam Bass

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

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



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

By the time of the Civil War, the population of

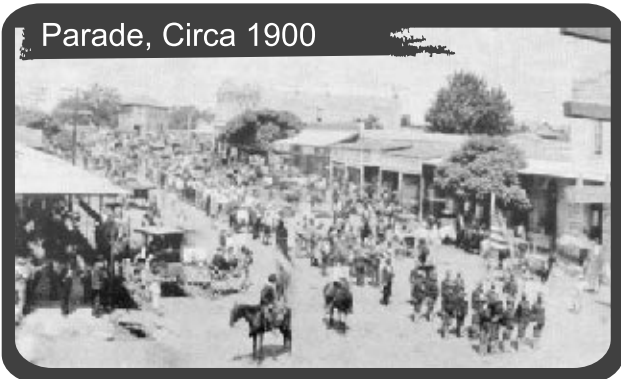
the Round Rock area had increased to approximately 450 persons in over twenty different occupations, including an attorney, two blacksmiths, a Texas Ranger, fifty farmers, one school teacher, and two preachers. In January 1861, Williamson County was one of three Texas counties that voted against succession from the Union. Despite their reluctance to succeed--and in many recorded instances an aversion to slavery--353 men from Williamson County were known to have served in the Confederate Army. Their absence marked an increase in Indian attacks, which led to the deaths of twenty-four persons during the years 1861-1865.

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

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

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.

Parade, Circa 1900



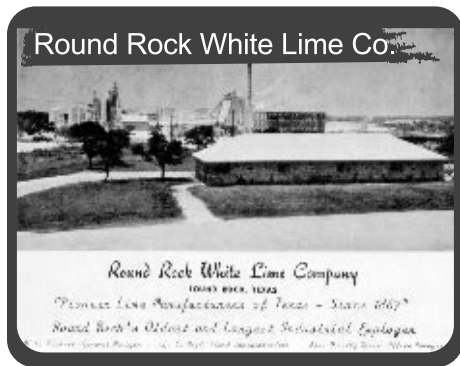
City Profile

History of Round Rock

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

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

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



But not even the intervention of war could keep Round Rock down for long. Even before the relocation of Dell to Round Rock, city industry received national acclaim as a business friendly community producing quality products. A broom made at the Round Rock Broom Company (est. 1876) won a gold medal at the

1904 Saint Louis World’s Fair. A barrel of lime produced at the Round Rock White Lime Plant was also judged superior at the World’s Fair, and it too was awarded a gold medal. Cheese produced at the Round Rock Cheese Factory (est. 1928) won a second place silver medal at the National Dairy Show in Memphis, and in 1929, received a first place ribbon at the Texas State Fair.

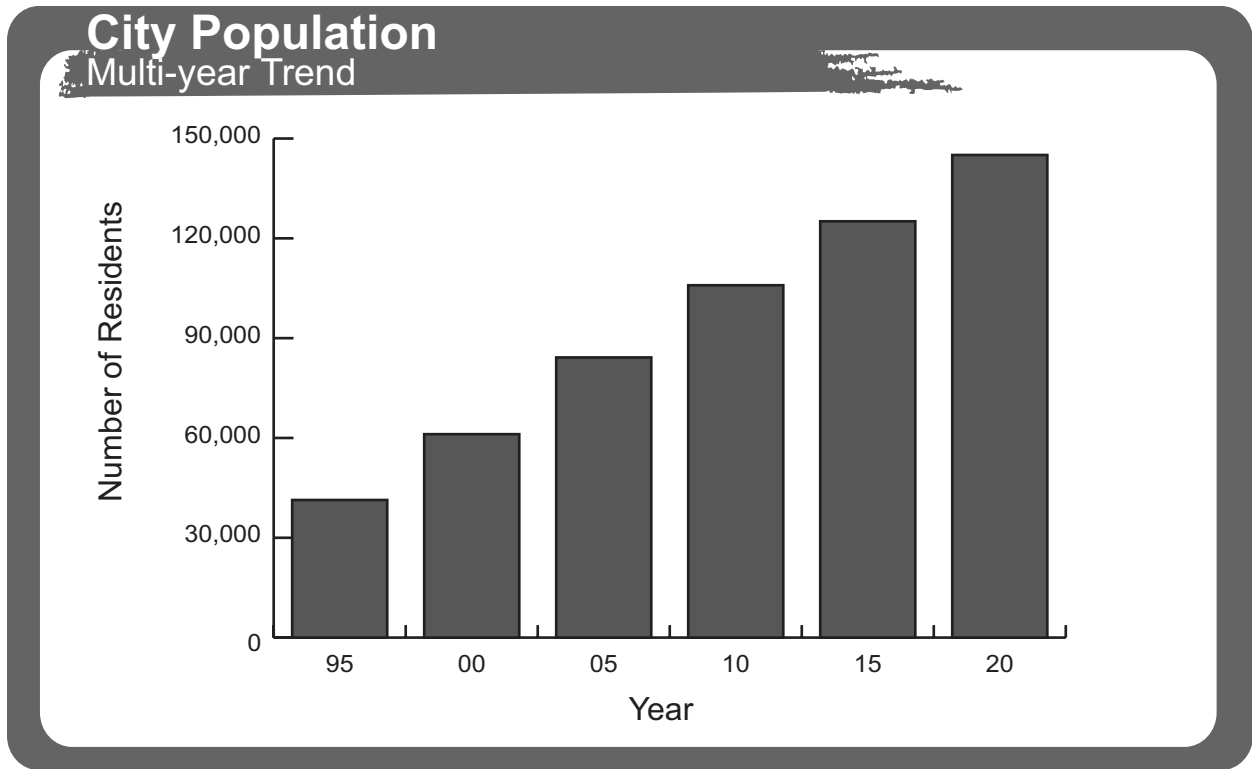
This Round Rock spirit of “can do” spurred economic growth - particularly in “high tech” industry - which in turn generated tremendous population growth in Round Rock during the 1990s, a trend that continues today. In 1992, Round Rock population was estimated at 33,769. For 2005, it is projected that 84,200 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 adopted operating budget of approximately \$98.6 million in FY 2005.



Today, Round Rock is a booming, progressive community, home to international industry, a professional quality golf course, and a minor league baseball team, the Round Rock Express. 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 19 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!”

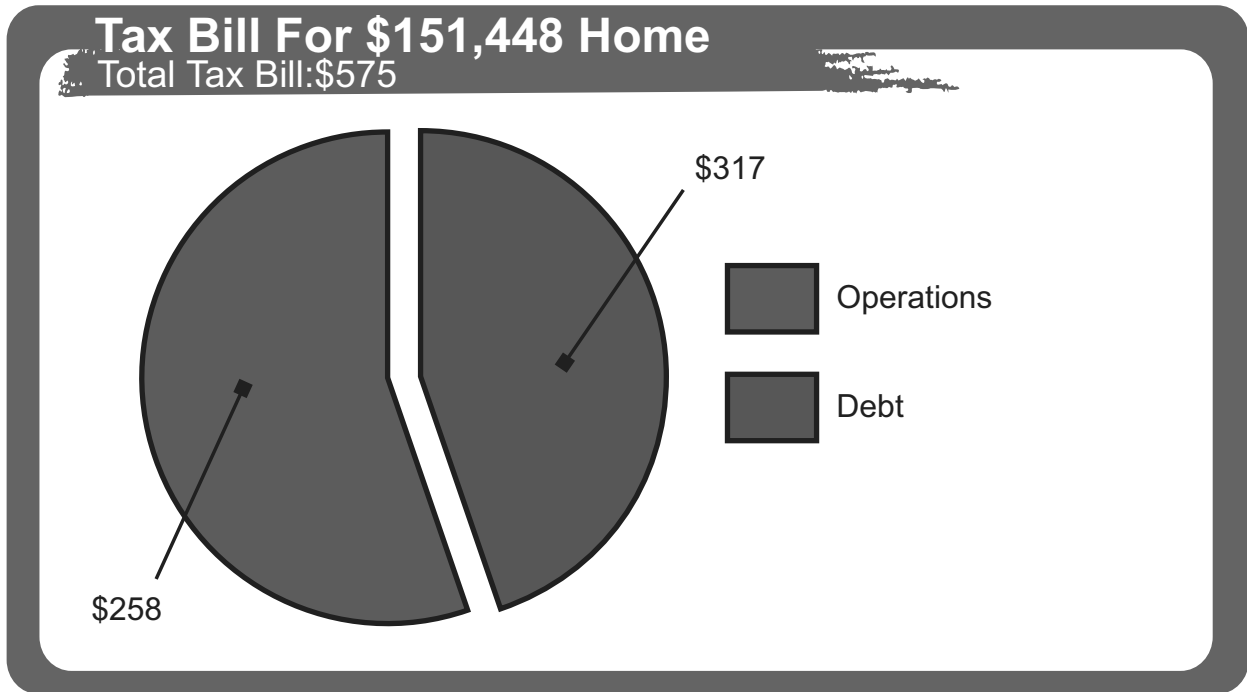


ROUND ROCK, TEXAS
PURPOSE. PASSION. PROSPERITY.



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

Year	Population
1995	41,360
2000	61,136
2005	84,200
2010	105,900
2015	125,120
2020	145,050



Last Year's Adopted Tax Rate	\$0.357152
This Year's Effective Tax Rate	\$0.364530
This Year's Rollback Rate	\$0.419910
This Year's Adopted Tax Rate	\$0.37972

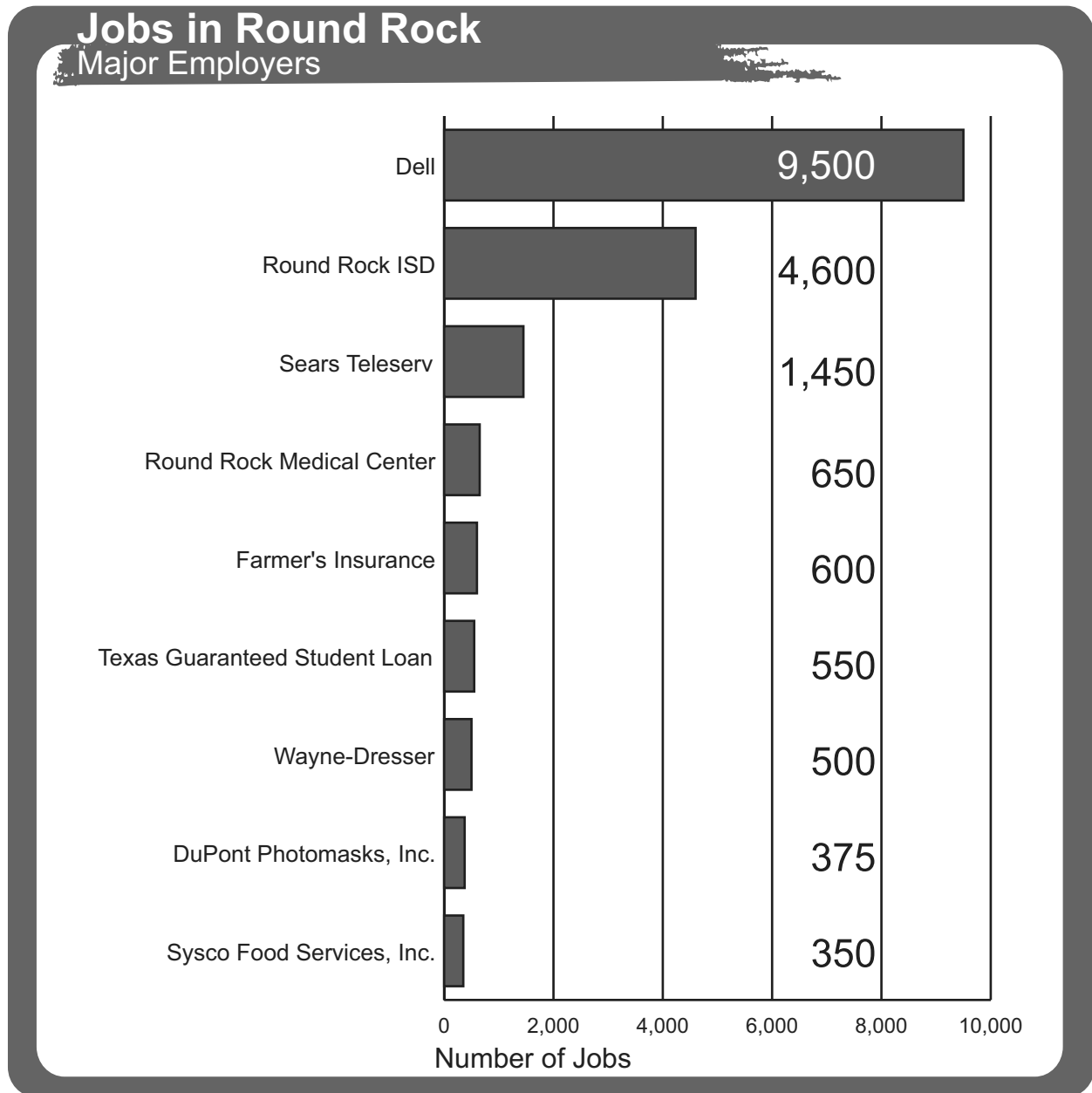
Maintenance & Operations Component	\$0.20922
Debt Service Component	\$0.17050

Summary:

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

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

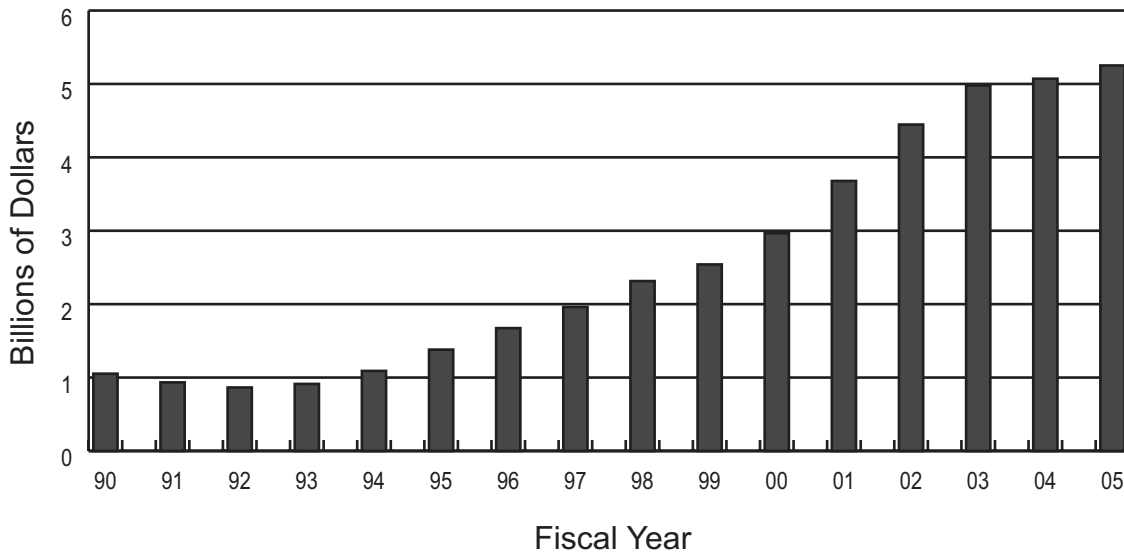
Source: Williamson Country Appraisal District



Specific information regarding the major employers in the community is provided by the above chart. The chart illustrates the importance of Dell 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.

Taxable Property Values Multi-Year Trend

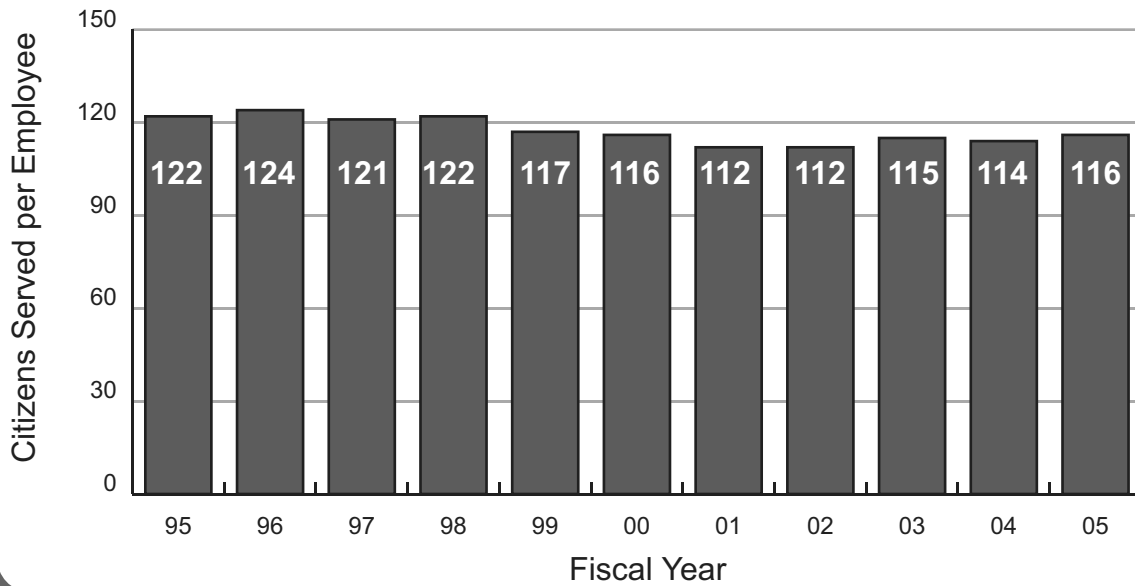


The property value comparison for several fiscal years indicates continued growth in property values. The certified tax roll indicates that values have increased steadily. The reflected values include new property added to the roll as of January 1 of each year.

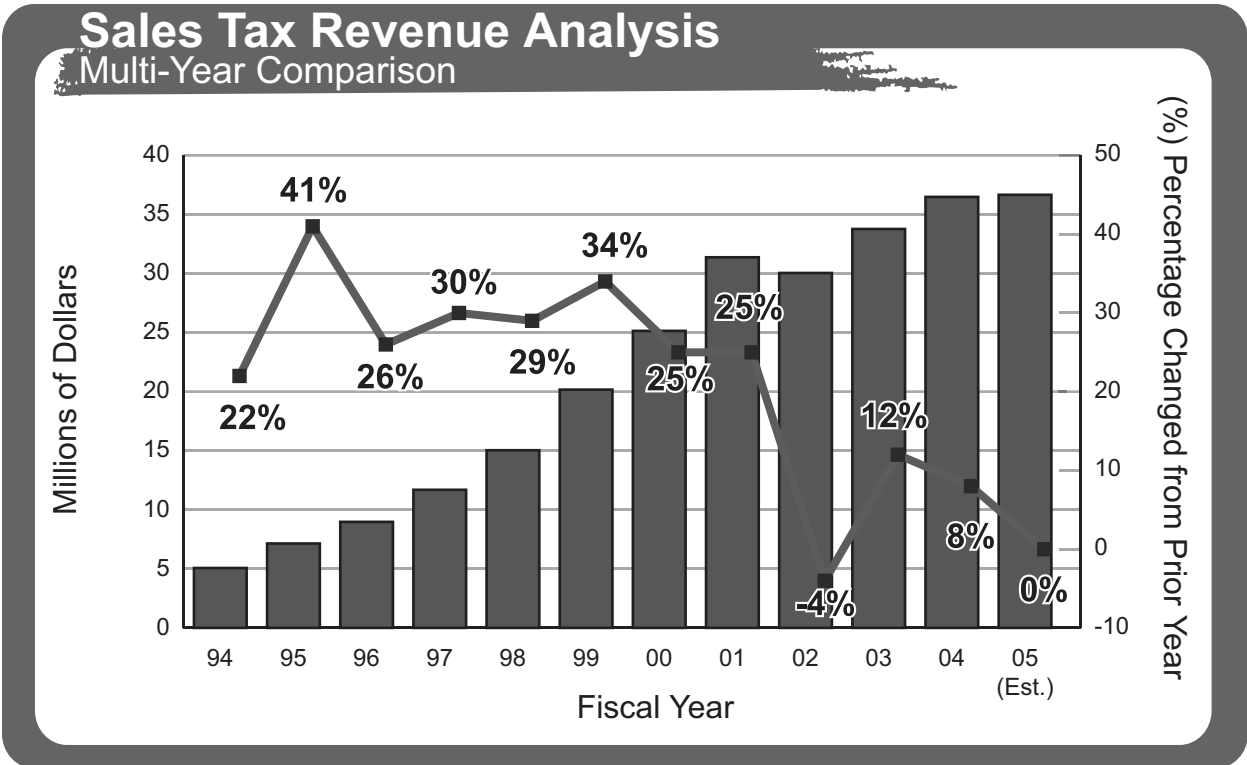
Fiscal Year	Taxable Assessed Valuation	Fiscal Year	Taxable Assessed Valuation
1990	\$ 1,052,509,796	1998	\$ 2,314,286,302
1991	934,207,000	1999	2,540,922,164
1992	864,708,918	2000	2,965,017,390
1993	913,079,155	2001	3,678,007,528
1994	1,090,306,343	2002	4,446,753,347
1995	1,380,376,965	2003	4,978,982,250
1996	1,673,266,815	2004	5,071,176,374
1997	1,961,647,818	2005	5,251,484,692

Round Rock Citizens Served

National Average= 1 Employee to 100 Citizens



Fiscal Year	Population	Employees (FTEs)	Citizens Served Per Employee
1995	41,360	340	122
1996	43,895	354	124
1997	46,485	384	121
1998	49,990	411	122
1999	53,860	462	117
2000	61,136	525	116
2001	66,495	596	112
2002	71,275	639	112
2003	75,402	655	115
2004	79,850	703	114
2005	84,200	727	116

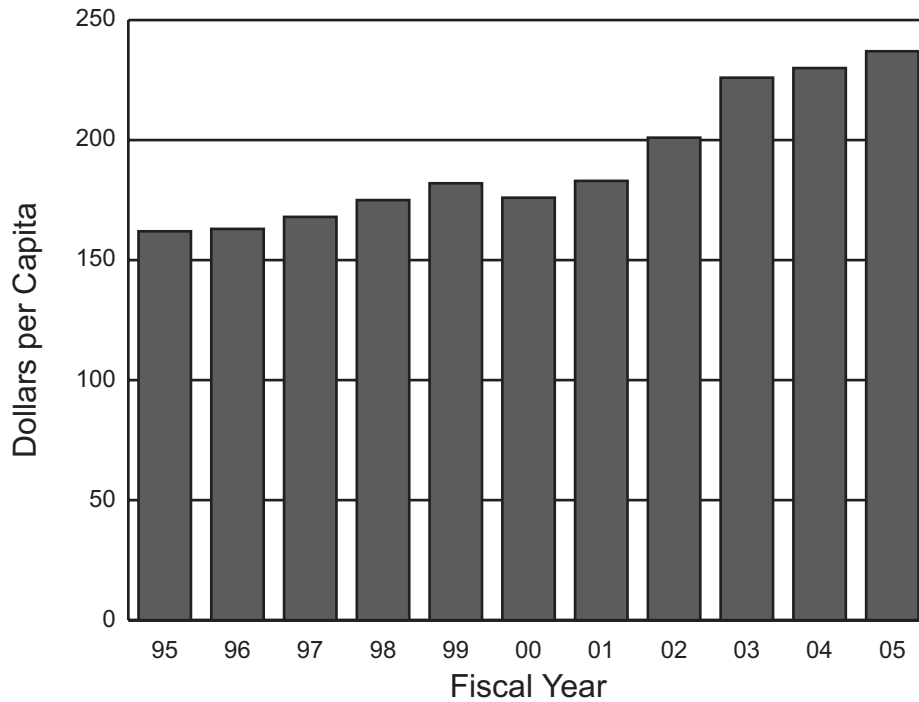


This chart illustrates growth characteristics in the City's commercial and economic bases. In 1988, voters authorized an additional 1/2 cent sales tax designation for the purpose of property tax reduction.

The data has been expressed in both actual dollars collected and as a percent change from the prior year and reflects a slight increase in the projected revenue for fiscal year 2005 to keep us in line with our conservative financial strategy.

Fiscal Year	Amount	Fiscal Year	Amount
1994	\$ 5,069,127	2000	\$ 25,142,236
1995	7,144,296	2001	31,369,798
1996	8,974,296	2002	30,043,138
1997	11,689,671	2003	33,767,748
1998	15,038,239	2004	36,482,227
1999	20,166,740	2005	36,660,000

Property Taxes per Capita Multi-Year Comparison



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

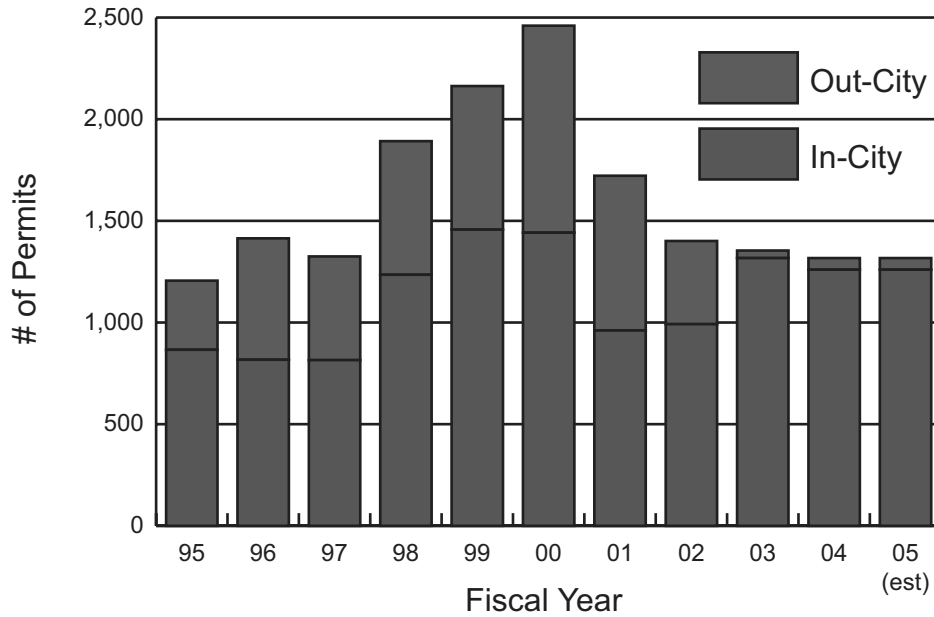
Fiscal Year	Taxable Assessed Valuation	Population	Property Tax Levy*	Taxes per Capita ¹
1995	\$1,380,376,965	41,360	\$6,749,505	163
1996	1,673,266,815	43,895	7,133,973	163
1997	1,961,647,818	46,485	7,823,051	168
1998	2,314,286,302	49,990	8,726,410	175
1999	2,540,922,164	53,860	9,782,550	182
2000	2,965,017,390	61,136	10,761,531	176
2001	3,678,007,528	66,495	12,148,827	183
2002	4,446,753,247	71,275	14,321,659	201
2003	4,978,982,250	75,402	17,038,077	226
2004	5,071,176,374	79,850	18,349,189	230
2005	5,251,484,692	84,200	19,940,938	237

* General Fund and Debt Service Fund

¹ Unadjusted for inflation

Building Permits Issued

Single Family Residential Construction



The graph above illustrates the number of single 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 services.

Fiscal Year	In-City	Out-City
1995	866	340
1996	817	597
1997	815	510
1998	1,235	657
1999	1,457	706
2000	1,442	1,018
2001	961	761
2002	992	409
2003	1,317	37
2004	1,260	57
2005 (est.)	1,230	20



Financial Summaries for All Funds

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

	Projected Beginning Fund Balance/ Working Capital 10/1/2004	Budgeted Revenue & Financing Sources 2004-2005	Budgeted Expenditures & Financing Uses 2004-2005	Budgeted Ending Fund Balance/ Working Capital 9/30/2005
General Fund	\$25,255,430	\$61,283,900	(\$61,279,307)	\$25,260,023
I&S G.O. Bonds Fund	954,585	10,119,055	(10,396,277)	677,363
I&S Revenue Bonds Fund	716,588	1,062,000	(1,020,258)	758,330
Water / Wastewater Utility Fund	18,722,959	25,935,700	(25,932,108)	18,726,551
Utility Impact Fees Fund	13,152,157	5,062,000	(10,500,000)	7,714,157
Hotel Occupancy Tax Fund	2,097,540	1,630,000	(1,678,265)	2,049,275
Law Enforcement Fund	147,464	36,378	(110,500)	73,342
Ron Sproull Memorial Endowment Fund	108,238	950	(7,188)	102,000
Municipal Court Fund	145,579	68,884	(134,500)	79,963
Library Fund	12,892	800	(3,500)	10,192
Total Fund Balance/ Working Capital	\$61,313,432	\$105,199,667	(\$111,061,903)	\$55,451,196

Budget Summaries

Financial Summaries for All Funds

Financial Summaries for All Funds

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

	General Fund	I&S GO Bonds Fund	I&S Revenue Bonds Fund	Water / Wastewater Utility Fund	Utility Impact Fees Fund
Estimated Fund Balance / Working Capital 10/01/04	\$25,255,430	\$954,585	\$716,588	\$18,722,959	\$13,152,157
Less Reserves ¹	(21,872,171)	0	0	(9,335,559)	0
Estimated Revenue (FY 2004-2005)	59,643,900	8,974,000	20,000	25,935,700	5,062,000
Interfund Transfers	1,640,000	1,145,055	1,042,000	(3,387,000)	0
Total Funds Available	64,667,159	11,073,640	1,778,588	31,936,100	18,214,157
Budgeted Expenditures	(61,279,307)	(10,396,277)	(1,020,258)	(22,545,108)	(10,500,000)
Estimated Unreserved Fund Balance / Working Capital 9/30/05	\$3,387,852	\$677,363	\$758,330	\$9,390,992 ²	\$7,714,157
Estimated percentage change in fund balance/working capital	1.82%	-29.04%	5.83%	1.92%	-41.35%

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

I&S GO Bonds Fund - 29% decline reflects an annual scheduled use of excess fund balance.

Utility Impact Fee Fund - 41% decline reflects the funding of designated utility capital projects.

Law Enforcement Fund - 50% decline due to budgeted law enforcement capital expenditures.

Municipal Court Fund - 45% decline due to budgeted court technology and school crosswalk upgrades.

Library Fund - 21% decline due to budgeted purchase of library books and videos.

¹ Reserves are established in accordance with operating reserve policies.

² Funds are designated for capital improvements and debt service for the Utility System. See Capital Projects Funds Expenditures Tab.

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

Financial Summaries for All Funds (Cont.)

Hotel Occupancy Tax Fund	Law Enforcement Fund	Ron Sproull Memorial Endowment Fund	Municipal Court Fund	Library Fund	Total For All Funds
\$2,097,540	\$147,464	\$108,238	\$145,579	\$12,892	\$61,313,432
(1,000,000)	(49,914)	(102,000)	(22,000)	(10,192)	(32,391,836)
1,630,000	36,378	950	68,884	800	101,372,612
0	0	0	0	0	440,055 ³
2,727,540	133,928	7,188	192,463	3,500	130,734,263
(1,678,265)	(110,500)	(7,188)	(134,500)	(3,500)	(107,674,903)
\$1,049,275	\$23,428	\$0	\$57,963	\$0	\$23,059,360
-2.30%	-50.26%	-5.76%	-45.07%	-20.94%	-9.56%



Budget Summaries

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

Combined Financial Summaries for All Funds FY 2004-2005

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

Combined Revenues by Type - FY 2004-2005

Revenue & Financing Sources	General Fund	Debt Service Funds	Water / Wastewater Utility Fund	Impact Fees Fund	Special Revenue Funds	Total All Funds
Property Taxes	\$10,865,000	\$8,934,000	\$-	\$-	\$-	\$19,799,000
Sales Taxes	36,660,000	-	-	-	-	36,660,000
Franchise Fees	4,510,000	-	-	-	-	4,510,000
Water Sales	-	-	14,850,000	-	-	14,850,000
Sewer Sales	-	-	8,440,000	-	-	8,440,000
Other	9,248,900	2,247,055	2,645,700	5,062,000	-	19,203,655
Hotel Occupancy Tax Fund	-	-	-	-	1,630,000	1,630,000
Law Enforcement Fund	-	-	-	-	36,378	36,378
Ron Sproull Memorial Endowment Fund	-	-	-	-	950	950
Municipal Court Fund	-	-	-	-	68,884	68,884
Library Fund	-	-	-	-	800	800
Total Revenue & Financing Sources	\$61,283,900	\$11,181,055	\$25,935,700	\$5,062,000	\$1,737,012	\$105,199,667

Budget Summaries

Combined Financial Summaries for All Funds

Combined Financial Summaries for All Funds (Cont.)

Combined Expenditures by Function - FY 2004-2005

Expenditures	General Fund	Debt Service Funds	Water / Wastewater Utility Fund	Impact Fees Fund	Special Revenue Funds	Total All Funds
Public Safety	\$22,346,491	\$-	\$-	\$-	\$-	\$22,346,491
Public Works	11,273,402	-	-	-	-	11,273,402
General Services	9,929,850	-	-	-	-	9,929,850
Library	1,961,803	-	-	-	-	1,961,803
Parks	7,405,867	-	-	-	-	7,405,867
Water / Wastewater Utility	-	-	25,932,108	-	-	25,932,108
Other	8,361,894	-	-	10,500,000	-	18,861,894
Debt Service Funds	-	11,416,535	-	-	-	11,416,535
Hotel Occupancy Tax Fund	-	-	-	-	1,678,265	1,678,265
Law Enforcement Fund	-	-	-	-	110,500	110,500
Ron Sproull Memorial Endowment Fund	-	-	-	-	7,188	7,188
Municipal Court Fund	-	-	-	-	134,500	134,500
Library Fund	-	-	-	-	3,500	3,500
Total Expenditures	\$61,279,307	\$11,416,535	\$25,932,108	\$10,500,000	\$1,933,953	\$111,061,903

Combined Expenditures by Category - FY 2004-2005

Expenditures	General Fund	Debt Service Funds	Water / Wastewater Utility Fund	Impact Fees Fund	Special Revenue Funds	Total All Funds
Personnel Services	\$37,237,933	\$-	\$6,309,629	\$-	\$-	\$43,547,562
Contractual Services	7,880,013	-	10,454,508	-	-	18,334,521
Materials and Supplies	3,646,632	-	1,777,267	-	-	5,423,899
Other Services and Charges	10,624,707	-	2,460,021	-	-	13,084,728
Capital Outlay	1,890,022	-	543,683	-	-	2,433,705
Debt Service Funds	-	11,416,535	-	-	-	11,416,535
Other	-	-	4,387,000	10,500,000	-	14,887,000
Hotel Occupancy Tax Fund	-	-	-	-	1,678,265	1,678,265
Law Enforcement Fund	-	-	-	-	110,500	110,500
Ron Sproull Memorial Endowment Fund	-	-	-	-	7,188	7,188
Municipal Court Fund	-	-	-	-	134,500	134,500
Library Fund	-	-	-	-	3,500	3,500
Total Expenditures	\$61,279,307	\$11,416,535	\$25,932,108	\$10,500,000	\$1,933,953	\$111,061,903

General Fund 2004-2005

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Revenue & Financing Sources	\$55,875,892	\$56,355,350	\$60,340,507	\$61,283,900	\$63,273,900
Expenditures					
Personnel Services	31,440,576	34,332,335	33,808,136	37,237,933	37,816,093
Contractual Services	5,124,751	7,536,515	5,573,175	7,880,013	8,513,910
Materials and Supplies	3,126,949	3,566,000	3,382,347	3,646,632	3,567,127
Other Services and Charges	9,079,256	9,266,862	10,058,527	10,144,707	10,058,790
Economic Development	50,000	50,000	225,000	480,000	500,000
Capital Outlay	1,168,760	1,599,471	1,343,019	1,890,022	1,689,685
Transfers	4,062,948	0	5,945,609	0	0
Total Expenditures	54,053,240	56,351,183	60,335,813	61,279,307	62,145,605
Net Change in Operations	\$1,822,652	\$4,167	\$4,694	\$4,593	\$1,128,295

Budget Summaries

Interest & Sinking G.O. Bonds Fund

Interest & Sinking G.O. Bonds Fund 2004-2005

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Revenue & Financing Sources	\$8,431,185	\$9,260,055	\$9,260,055	\$10,119,055	\$9,347,055
Expenditures					
Other Services and Charges	8,281,897	9,464,783	9,464,783	10,396,277	9,528,505
Total Expenditures	8,281,897	9,464,783	9,464,783	10,396,277	9,528,505
Net Change in Operations	\$149,288	(\$204,728)	(\$204,728)	(\$277,222)	(\$181,450)

Interest & Sinking Revenue Bonds Fund 2004-2005

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Revenue & Financing Sources	\$1,379,883	\$1,326,000	\$1,326,000	\$1,062,000	\$330,000
Expenditures					
Other Services and Charges	1,394,094	1,284,175	1,284,175	1,020,258	288,510
Total Expenditures	1,394,094	1,284,175	1,284,175	1,020,258	288,510
Net Change in Operations	(\$14,211)	\$41,825	\$41,825	\$41,742	\$41,490

Budget Summaries

Water / Wastewater Utility Fund

Water / Wastewater Utility Fund 2004-2005

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Revenue & Financing Sources	\$24,697,197	\$24,483,700	\$24,483,700	\$25,935,700	\$26,435,700
Expenditures					
Personnel Services	4,918,743	5,813,484	5,794,364	6,309,629	6,447,268
Contractual Services	7,868,670	9,192,367	9,125,017	10,454,508	11,274,874
Materials and Supplies	1,532,291	1,982,805	1,956,099	1,777,267	1,852,850
Other Services and Charges	964,825	2,122,339	2,121,166	2,460,021	2,461,946
Capital Outlay	344,487	541,628	352,571	543,683	50,000
Debt Service/Transfers	27,272,893	4,781,000	5,134,483	4,387,000	4,387,000
Total Expenditures	42,901,909	24,433,623	24,483,700	25,932,108	26,473,938
Net Change in Operations	\$5,542,863	\$50,077	\$0	\$3,592	(\$38,238)

Utility Impact Fees Fund 2004-2005

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Revenue & Financing Sources	\$6,356,650	\$4,900,000	\$4,900,000	\$5,062,000	\$6,081,000
Expenditures					
Capital Projects	4,472,500	12,212,500	12,212,500	10,500,000	12,500,000
Total Expenditures	4,472,500	12,212,500	12,212,500	10,500,000	12,500,000
Net Change in Operations	\$1,884,150	(\$7,312,500)	(\$7,312,500)	(\$5,438,000)	(\$6,419,000)

Budget Summaries

Hotel Occupancy Tax Fund

Hotel Occupancy Tax Fund 2004-2005

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget
Revenue & Financing Sources	\$2,318,707	\$1,620,000	\$1,620,000	\$1,630,000
Expenditures				
Multi-Purpose Stadium / Convention Facility	2,181,183	751,300	751,300	626,990
Program Support	52,966	23,500	23,500	5,617
Arts Support	27,490	27,460	27,460	19,000
Tourism Support	195,303	162,683	162,683	32,000
Contingency - Mid Year Events	0	46,157	26,157	20,000
Museum Support	8,000	8,000	8,000	8,000
Convention & Visitors Bureau	0	0	580,247	728,158
Capital Projects	0	0	38,500	238,500
Total Expenditures	2,464,942	1,019,100	1,617,847	1,678,265
Net Change in Operations	(\$146,235)	\$600,900	\$2,153	(\$48,265)

Law Enforcement Fund 2004-2005

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget
Revenue & Financing Sources	\$59,804	\$36,082	\$36,082	\$36,378
Expenditures				
Local	15,000	0	0	0
State	0	15,000	15,000	0
Federal	11,732	67,000	67,000	110,500
Total Expenditures	26,732	82,000	82,000	110,500
Net Change in Operations	\$33,072	(\$45,918)	(\$45,918)	(\$74,122)

Budget Summaries

Ron Sproull Memorial Endowment Fund

Ron Sproull Memorial Endowment Fund 2004-2005

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget
Revenue & Financing Sources	\$1,341	\$937	\$937	\$950
Expenditures				
Round Rock Memorial Park	0	3,000	3,000	7,188
Total Expenditures	0	3,000	3,000	7,188
Net Change in Operations	\$1,341	(\$2,063)	(\$2,063)	(\$6,238)

Municipal Court Fund 2004-2005

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget
Revenue & Financing Sources	\$62,312	\$60,490	\$60,490	\$68,884
Expenditures				
Child Safety Fines	0	26,000	26,000	18,000
Technology Fees	5,332	107,000	107,000	89,000
Security Fees	13,820	45,000	45,000	27,500
Total Expenditures	19,152	178,000	178,000	134,500
Net Change in Operations	\$43,160	(\$117,510)	(\$117,510)	(\$65,616)

Budget Summaries

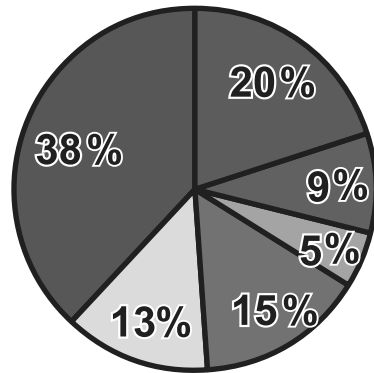
Library Fund

Library Fund 2004-2005

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget
Revenue & Financing Sources	\$34,629	\$0	\$919	\$800
Expenditures				
Books & Materials	21,421	0	1,235	3,500
Total Expenditures	0	0	0	3,500
Net Change in Operations	\$13,208	\$0	(\$316)	(\$2,700)

Revenue by Type: \$97,358,655

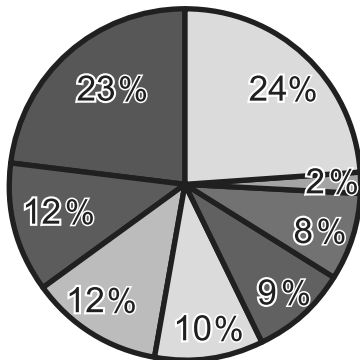
(Combined General, G.O. & Revenue Debt Service, and Utility Funds/Net of Inter-fund Transfers)



Sales Tax	\$36,660,000
Other	\$13,099,655
Water Sales	\$14,850,000
Franchise Fees	\$4,510,000
Sewer Sales	\$8,440,000
Property Tax	\$19,799,000

Uses by Function: \$96,880,952

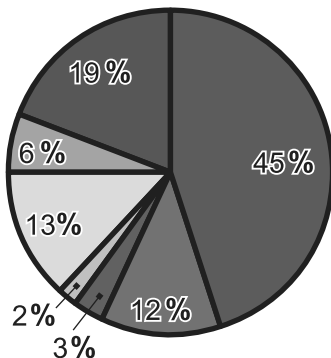
(Combined General, G.O. & Revenue Debt Service, and Utility Funds/Net of Inter-fund Transfers)



Other	\$8,361,894	Public Safety	\$22,346,491
PARD	\$7,405,867	Debt Service	\$11,416,535
Library	\$1,961,803	Public Works	\$11,273,402
Utility	\$24,185,110	General Services	\$9,929,850

Uses by Category: \$96,880,952

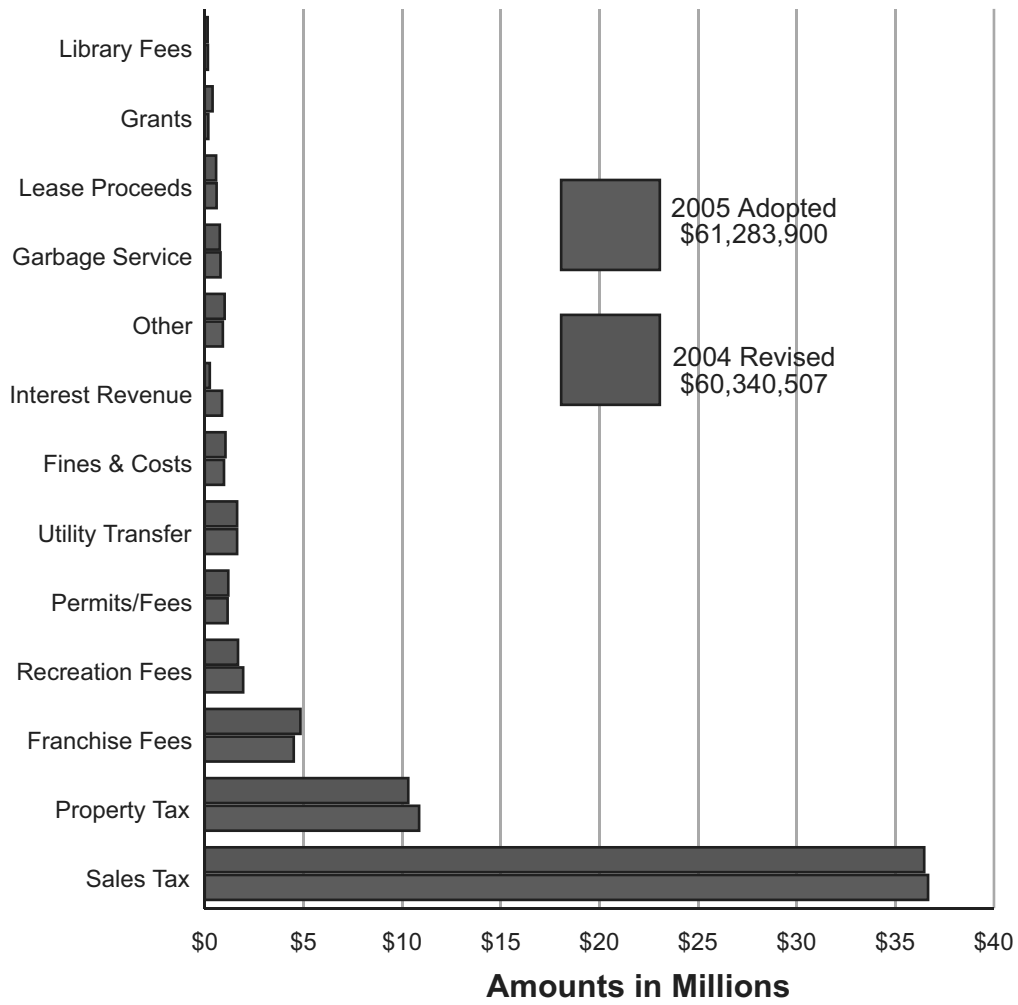
(Combined General, G.O. & Revenue Debt Service, and Utility Funds/Net of Inter-fund Transfers)



Other	\$2,640,002	Contractual	\$18,334,521
Debt Service	\$11,416,535	Materials/Supplies	\$5,423,899
Personnel	\$43,547,562	Other Svcs./Chgs	\$13,084,728
		Capital	\$2,433,705

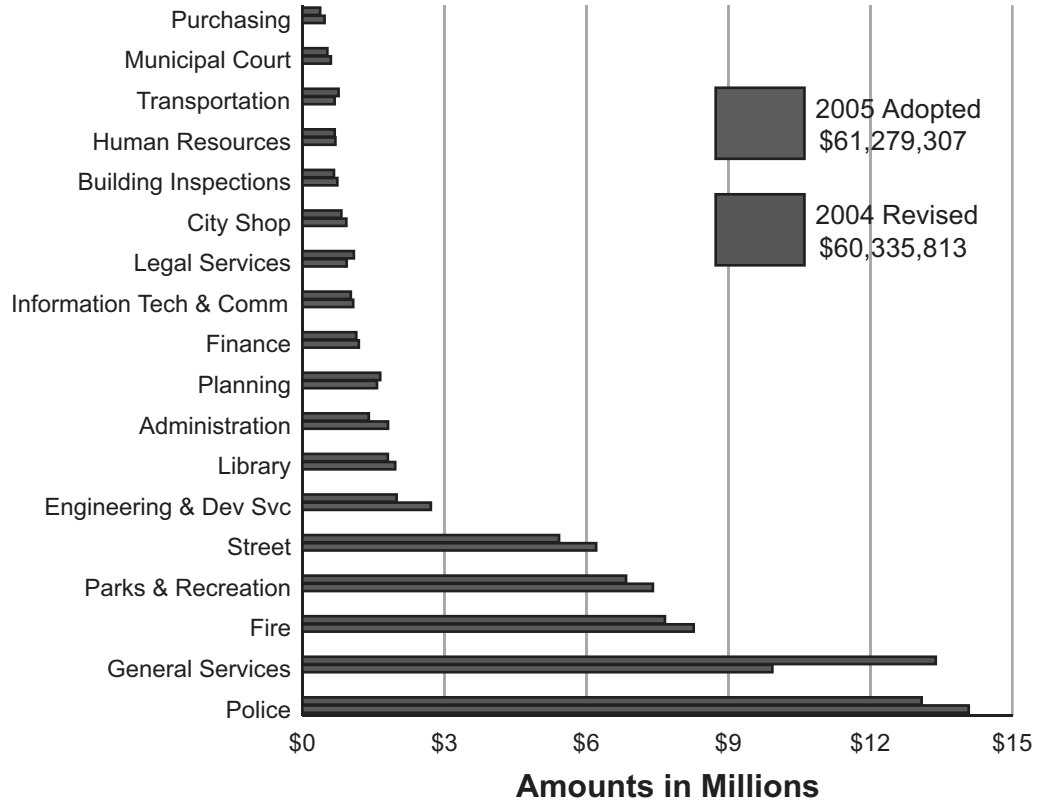
General Fund Revenues

2005 Adopted Compared to 2004 Revised Budget



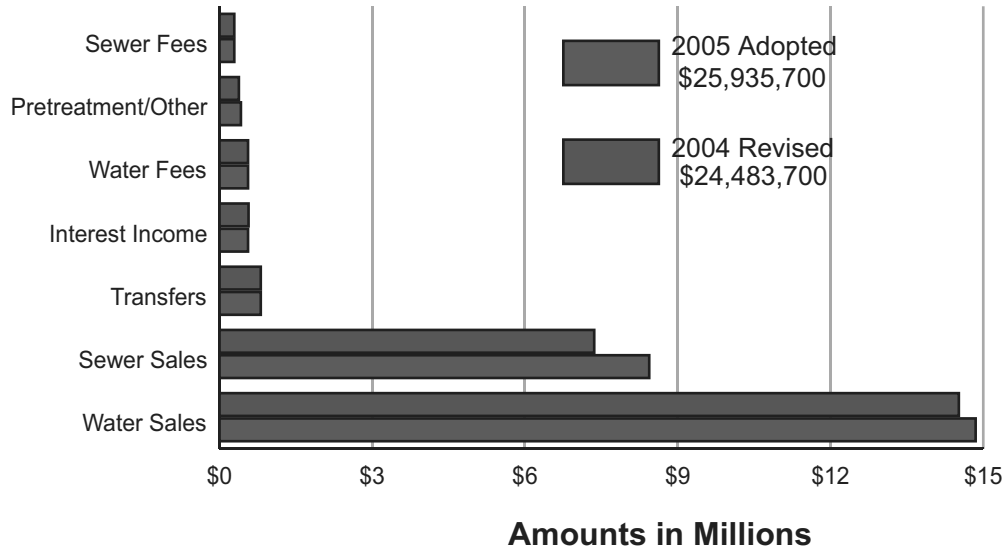
General Fund Expenditures

2005 Adopted Compared to 2004 Revised Budget

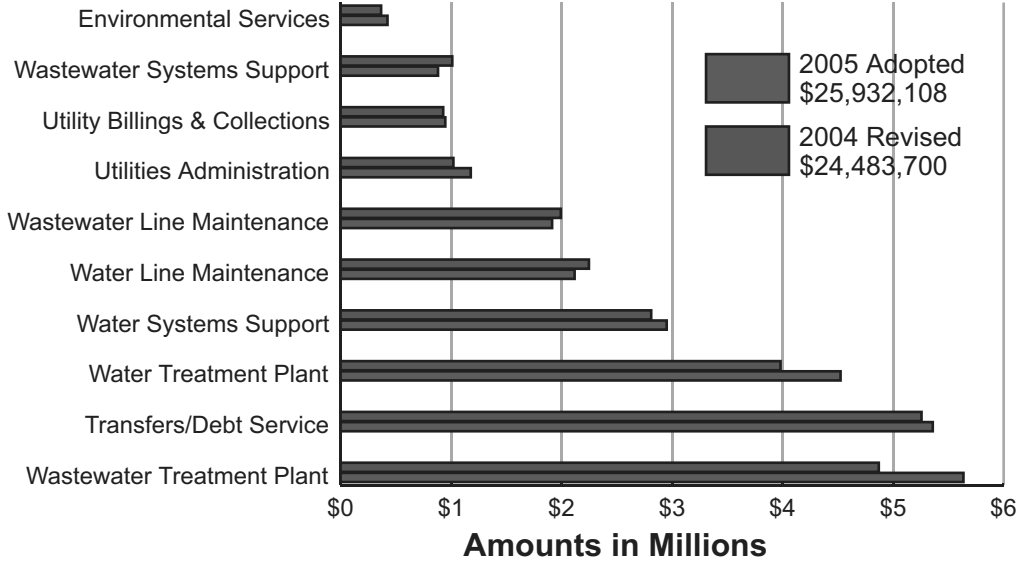


Utility Fund Revenues

2005 Adopted Compared to 2004 Revised Budget



Utility Fund Expenditures 2005 Adopted Compared to 2004 Revised Budgets





General Fund Revenues

Acct. #	Account Title	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Property Taxes						
4110	Current Property Taxes	\$9,751,578	\$10,030,000	\$10,230,000	\$10,765,000	\$12,300,000
4111	Delinquent Taxes	61,799	50,000	50,000	60,000	60,000
4112	Penalty & Interest - Delinquent Taxes	15,126	10,000	10,000	12,000	12,000
4113	Penalty & Interest - Current Taxes	49,729	25,000	25,000	28,000	28,000
	Sub Total	9,878,232	10,115,000	10,315,000	10,865,000	12,400,000
Sales Tax						
4120	Sales Tax	33,767,748	33,050,000	36,465,000	36,660,000	37,000,000
	Sub Total	33,767,748	33,050,000	36,465,000	36,660,000	37,000,000
Bingo/Mixed Drink Tax						
4122	Mixed Drink Tax	180,376	175,000	175,000	175,000	175,000
4124	Bingo Tax	24,809	24,000	24,000	24,000	24,000
	Sub Total	205,185	199,000	199,000	199,000	199,000
Franchise Fees						
4115	Franchise - TXU Gas	355,147	320,000	720,000	340,000	350,000
4116	Franchise - SW Bell	555,670	600,000	600,000	575,000	575,000
4117	Franchise - TU Electric	2,671,571	2,805,000	2,805,000	2,900,000	3,000,000
4118	Franchise - Cablevision	457,334	500,000	500,000	470,000	475,000
4119	Franchise - Garbage Collection	216,256	225,000	225,000	225,000	225,000
	Sub Total	4,255,978	4,450,000	4,850,000	4,510,000	4,625,000
Building Permits/Inspections						
4214	Building Permits	352,798	320,000	320,000	330,000	340,000
4216	Building Reinspections	95,650	150,000	130,000	95,000	95,000
4225	Subdivision Development Fee	372,481	225,000	225,000	225,000	225,000
4226	Developer Landscape Fees	0	6,000	6,000	6,000	6,000
4410	Structural Steel Inspections	(1,766)	15,000	15,000	15,000	15,000
	Sub Total	819,163	716,000	696,000	671,000	681,000
Other Permits						
4212	Beer & Liquor License	1,453	600	600	600	600

Revenue Estimates

General Fund Revenues

General Fund Revenues (Cont.)

Acct. #	Account Title	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Other Permits (Cont.)						
4218	Electrical License/Code Book	\$34,290	\$20,000	\$20,000	\$20,000	\$20,000
	Sub Total	35,743	20,600	20,600	20,600	20,600
Garbage/Fire Protection Fees						
4302	Garbage Services	571,251	575,000	600,000	593,000	610,000
4306	Garbage Penalty	78,670	70,000	70,000	75,000	75,000
4617	Fire Protection Service - MUD Contract	244,331	240,000	260,000	250,000	250,000
	Sub Total	894,252	885,000	930,000	918,000	935,000
Recreation Fees						
4401	Swim Pool Agreements	36,754	30,000	30,000	30,000	30,000
4402	Recreation Programs - Pool	80,463	105,000	105,000	106,000	106,000
4403	Recreation Programs	626,043	573,000	638,000	870,000	870,000
4404	Swim Pool Receipts	94,571	110,000	110,000	101,000	101,000
4405	Sports League Fees	242,185	240,000	240,000	280,000	280,000
4406	Ballfield Lights	33,220	30,000	30,000	33,000	33,000
4409	Recreation Programs - Seniors	29,513	37,000	37,000	52,000	52,000
4413	Membership Fees- Madsen	516,832	540,000	495,000	475,000	475,000
	Sub Total	1,659,581	1,665,000	1,685,000	1,947,000	1,947,000
Library Fees						
4221	Library Fees-Non Resi- dential	51,227	46,000	46,000	48,000	48,000
4411	Library - Photocopy	13,629	14,000	14,000	14,000	14,000
4515	Library Fines	57,144	55,000	55,000	60,000	62,000
4516	Lost Book Charges	9,334	4,800	4,800	11,000	12,000
4517	Library Miscellaneous Receipts	2,017	1,200	1,200	1,200	1,200
	Sub Total	133,351	121,000	121,000	134,200	137,200
Filing/Other Fees						
4217	Filing Fees	124,908	150,000	150,000	125,000	125,000
4224	GIS Fees	24,394	18,000	18,000	18,000	18,000
4626	Subscription/Agenda Lists	0	400	400	0	0

General Fund Revenues (Cont.)

Acct. #	Account Title	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Filing/Other Fees (Cont.)						
4637	Reproductions - Plats	\$1,434	\$2,000	\$2,000	\$2,000	\$2,000
4219	Annual Site Plan Fees	0	0	0	46,000	46,000
	Sub Total	150,736	170,400	170,400	191,000	191,000
Fines & Costs						
4511	Police Dept. Fines & Costs	839,646	900,000	1,050,000	975,000	1,000,000
	Sub Total	839,464	900,000	1,050,000	975,000	1,000,000
Rentals						
4408	Facility Rental - Parks/ Rec	41,389	38,000	38,000	41,000	41,000
4412	Meeting Room Revenue	20,084	25,000	25,000	25,000	25,000
	Sub Total	61,473	63,000	63,000	66,000	66,000
Grants						
4682	Victims of Crime Assist. Grant	22,043	0	0	0	0
4685	Federal Grant - Cops in School	110,158	75,000	100,000	40,000	0
4688	State Grant - Safe & Drug-Free	0	0	0	0	0
4689	Federal Grant - Technology/Equip	21,419	0	0	15,000	0
4623	Fire Dept. EMT Grant	31,080	22,000	22,000	32,000	32,000
4683	State Grant - Training	9,550	8,000	8,000	8,000	8,000
4695	Planning Grant - THC	5,000	5,000	5,000	5,000	5,000
4679	CDBG Reimbursement	62,762	60,000	60,000	70,000	70,000
4663	Miscellaneous	14,990	5,000	201,338	10,000	10,000
	Sub Total	277,002	175,000	396,338	180,000	125,000
Interest						
4610	Interest Income	977,978	825,000	255,000	875,000	875,000
4612	Increase/Decrease in Fair Value	(233,432)	200	200	200	200
	Sub Total	744,546	825,200	255,200	875,200	875,200
Capital Lease Proceeds						
4616	Capitalized Lease Proceeds	0	575,000	575,000	600,000	600,000
	Sub Total	0	575,000	575,000	600,000	600,000

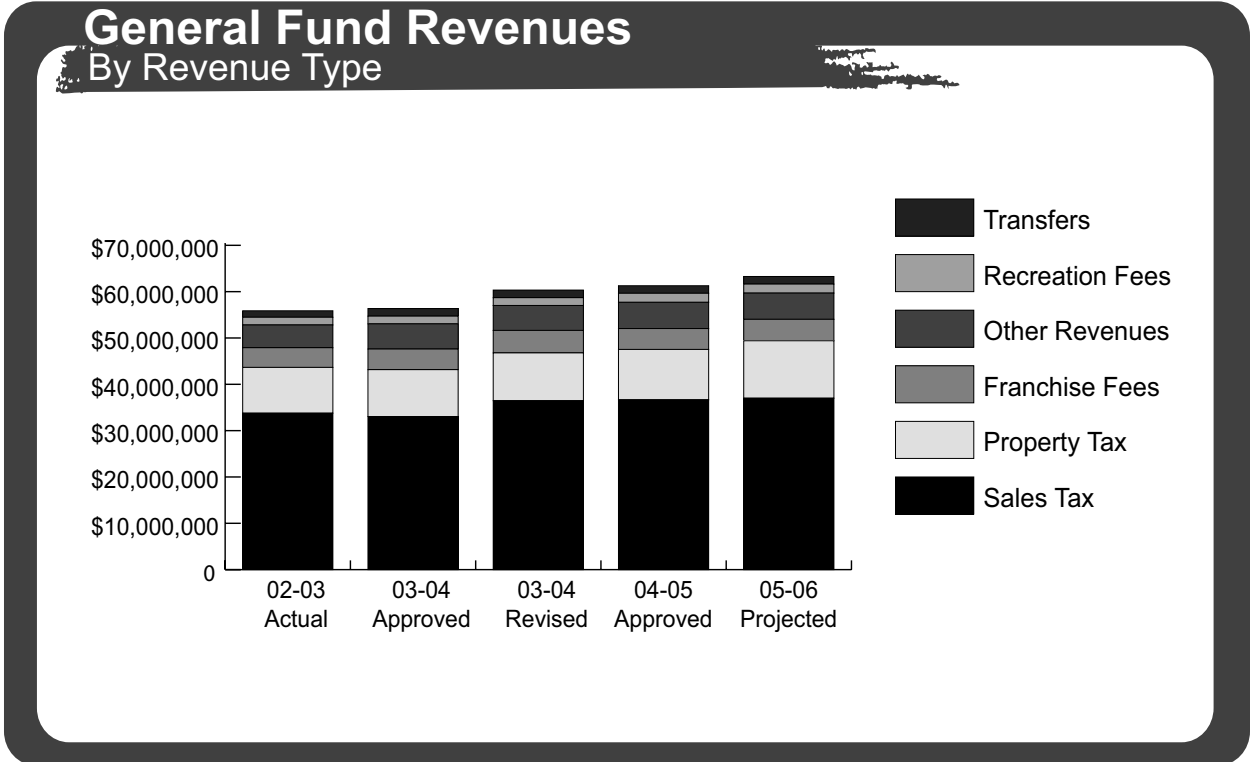
Revenue Estimates

General Fund Revenues

General Fund Revenues (Cont.)

Acct. #	Account Title	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Transfers						
7200	Transfer from Utility Fund	\$1,400,000	\$1,640,000	\$1,640,000	\$1,640,000	\$1,640,000
	Sub Total	1,400,000	1,640,000	1,640,000	1,640,000	1,640,000
Other Revenues						
4308	PARD Brush Recycling Fees	100,488	80,000	80,000	120,000	120,000
4407	Police Dept. - Miscellaneous	12,254	20,000	20,000	20,000	20,000
4615	Miscellaneous Revenue	232,883	30,000	30,000	30,000	30,000
4619	Returned Check Fee	360	400	400	400	400
4625	Outlaw Trail / Sportsfest Contrib.	0	11,250	11,250	0	0
4628	Donations/Contributions	4,350	2,000	2,000	2,000	2,000
4636	Insurance Proceeds	10,886	5,000	28,000	5,000	5,000
4638	Street Cuts	0	1,000	1,000	1,000	1,000
4639	Proceeds - Sale of Assets	48,788	31,000	31,000	31,000	31,000
4660	4B Corporation Reimbursement	0	184,000	184,000	184,000	184,000
4664	Camera Operator Reimbursement - RRISD	572	500	500	500	500
4669	Court Fund Reimbursement	12,977	40,000	20,000	25,000	25,000
4670	RRISD Reimbursement	223,665	220,000	274,000	250,000	250,000
4671	GO Bond Funds Reimbursement	66,064	136,000	202,819	136,000	136,000
4672	Recycling Revenue	10,760	12,000	12,000	10,000	10,000
4301	Lot Clearing Services	12,628	7,000	7,000	12,000	12,000
4305	Brush Hauling Revenue	10,648	5,000	5,000	5,000	5,000
7680	Transfer from Fire Safety Fund	5,933	0	0	0	0
	Sub Total	753,256	785,150	908,969	831,900	831,900
Total General Fund Revenues		\$55,875,892	\$56,355,350	\$60,340,507	\$61,283,900	\$63,273,900

General Fund Revenues (Cont.)



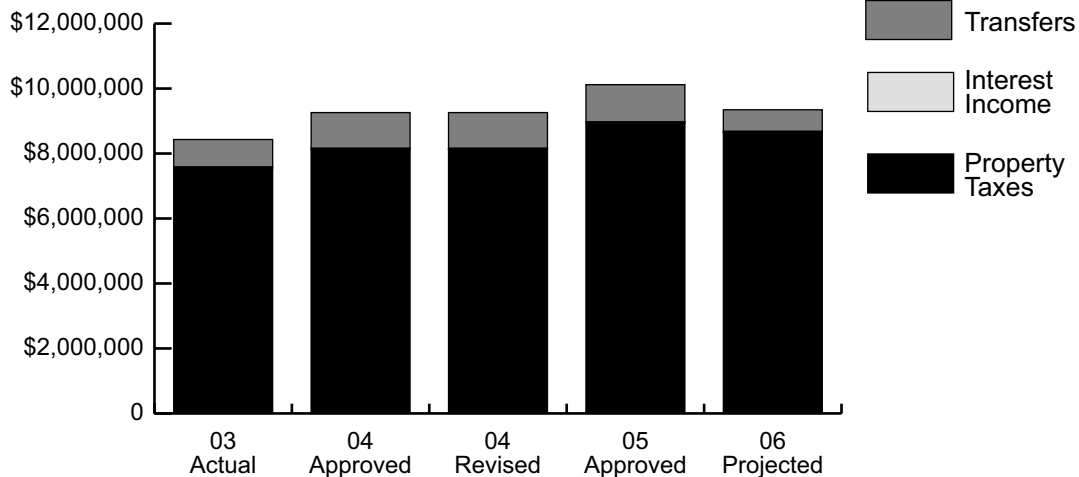
Revenue Estimates

Debt Service Funds Revenues

I & S General Obligation Fund

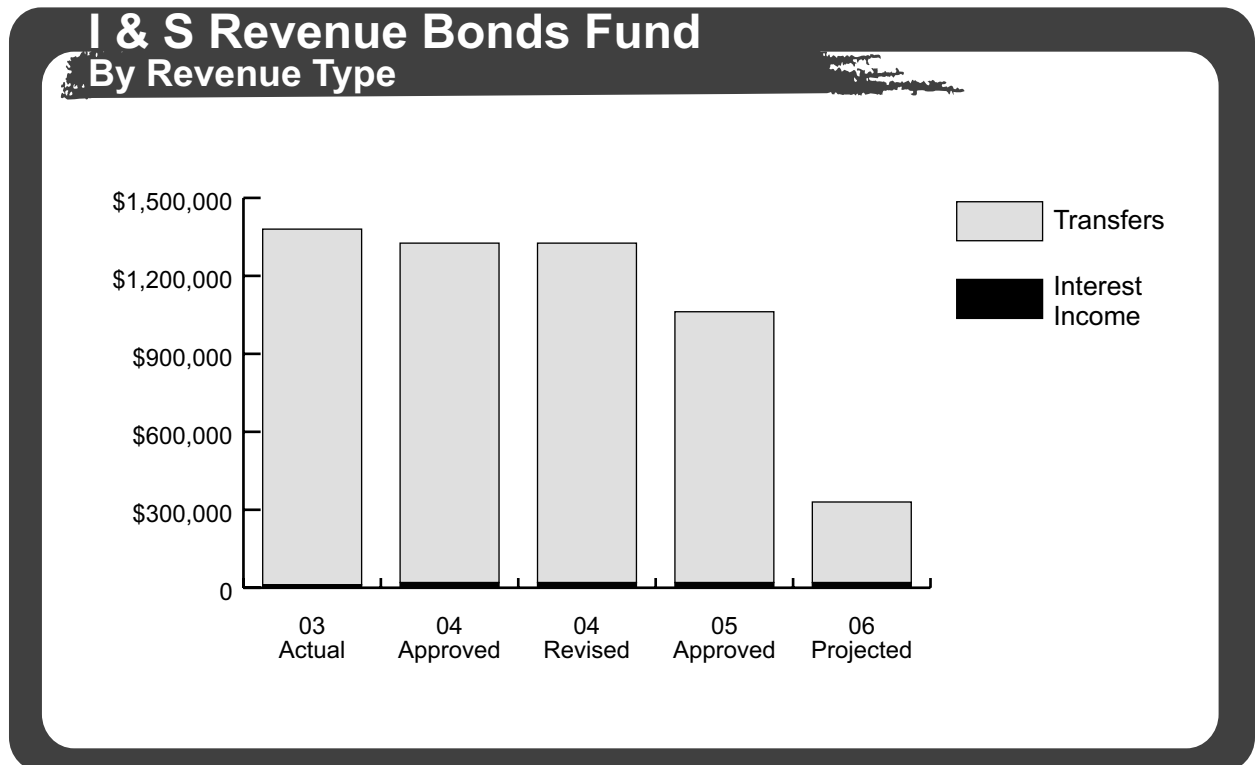
Acct #	Account Title	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
4110	Current Property Taxes	\$7,433,340	\$8,042,000	\$8,042,000	\$8,856,000	\$8,563,000
4111	Delinquent Taxes	67,442	40,000	40,000	40,000	40,000
4112	Penalty & Interest Delinquent Taxes	13,929	13,000	13,000	13,000	13,000
4113	Penalty & Interest Current Taxes	38,468	25,000	25,000	25,000	25,000
4610	Interest Income	39,938	40,000	40,000	40,000	40,000
7200	Transfer from Utility Fund	398,013	660,000	660,000	705,000	226,000
7855	Transfer from Golf Course	440,055	440,055	440,055	440,055	440,055
Total I & S General Obligation Bonds Fund Revenues		\$8,431,185	\$9,260,055	\$9,260,055	\$10,119,055	\$9,347,055

I & S G. O. Bonds Fund By Revenue Type



I & S Revenue Bonds Fund

Acct #	Account Title	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
4610	Interest Income	\$11,493	\$20,000	\$20,000	\$20,000	\$20,000
7200	Transfer from Utility Fund	1,368,390	1,306,000	1,306,000	1,042,000	310,000
Total I & S Revenue Bonds Fund Revenues		\$1,379,883	\$1,326,000	\$1,326,000	\$1,062,000	\$330,000



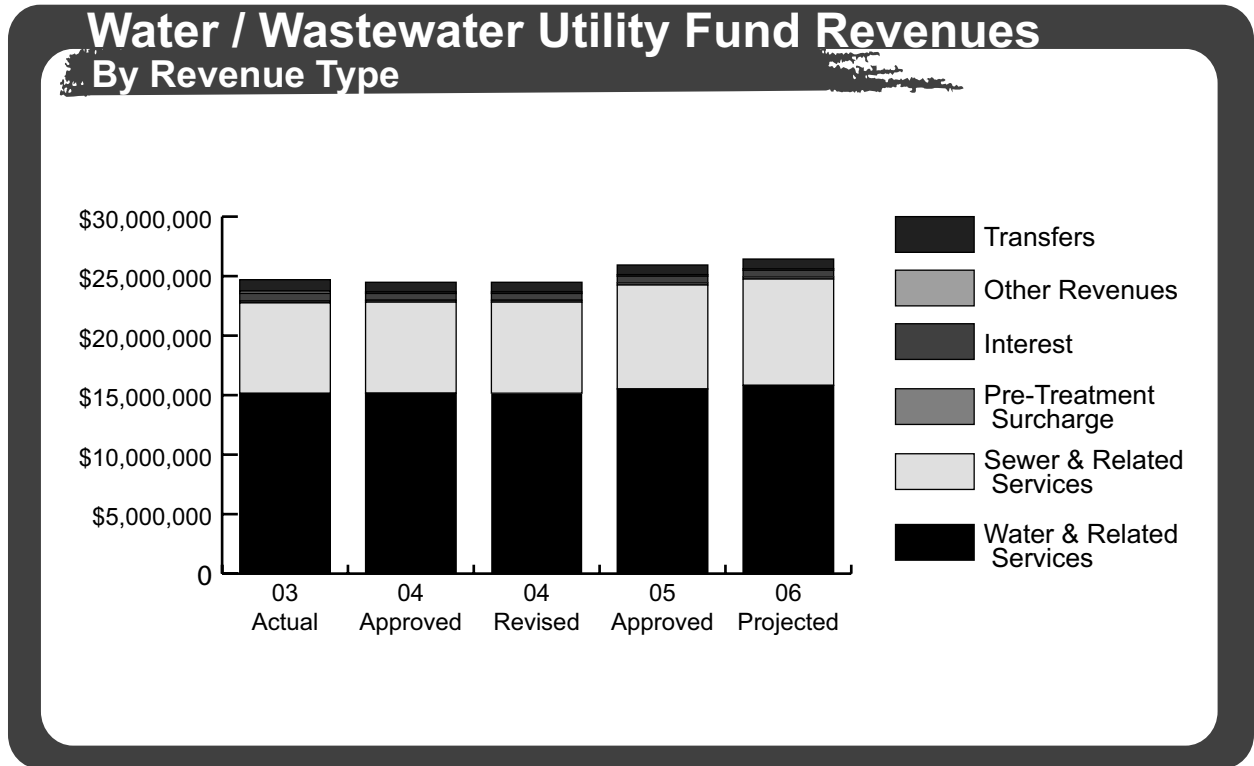
Revenue Estimates

Water / Wastewater Utility Fund Revenues

Water / Wastewater Utility Fund Revenues

Acct#	Account Title	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Water & Related Services						
4444	Connection & Transfer Fee	\$87,340	\$80,000	\$80,000	\$84,000	\$84,000
4801	Water Service	14,446,424	14,520,000	14,520,000	14,850,000	15,150,000
4805	Water Insp. & Meter Setting Fee	141,629	135,000	135,000	135,000	135,000
4807	Water Penalty	365,359	340,000	340,000	340,000	340,000
4831	Reconnect Charges	44,630	25,000	25,000	48,000	48,000
4833	Meters and Fittings Sales	65,754	65,000	65,000	65,000	65,000
	Sub Total	15,151,136	15,165,000	15,165,000	15,522,000	15,822,000
Sewer & Related Services						
4821	Sewer Service	7,300,476	7,362,000	7,362,000	8,440,000	8,640,000
4825	Sewer Inspection Fee	139,100	120,000	120,000	125,000	125,000
4826	Sewer Discharge Permits	2,500	3,000	3,000	3,000	3,000
4827	Sewer Penalty	160,418	165,000	165,000	165,000	165,000
	Sub Total	7,602,494	7,650,000	7,650,000	8,733,000	8,933,000
Pre-Treatment Surcharge						
4443	Industrial Pre-Treatment Surcharge	146,954	160,000	160,000	180,000	180,000
	Sub Total	146,954	160,000	160,000	180,000	180,000
Interest						
4610	Interest Income	995,622	570,000	570,000	560,000	560,000
4612	Increase/Decrease in Fair Value	(347,302)	200	200	200	200
	Sub Total	648,320	570,200	570,200	560,200	560,200
Other Revenues						
4615	Miscellaneous Revenue	185,513	115,000	115,000	115,000	115,000
4619	Returned Check Fee	8,087	6,000	6,000	8,000	8,000
4629	Gain/Loss on Sale of Assets	0	5,000	5,000	5,000	5,000
4639	Proceeds - Sale of Assets	194	0	0	0	0
7270	Transfer from Reserve Fund	142,000	0	0	0	0
7250	Transfer from Wastewater Impact Fees	812,500	812,500	812,500	812,500	812,500
	Sub Total	1,148,293	938,500	938,500	940,500	940,500
Total Water / Wastewater Utility Fund Revenues		\$24,697,197	\$24,483,700	\$24,483,700	\$25,935,700	\$26,435,700

Water / Wastewater Utility Fund Revenues (Cont.)

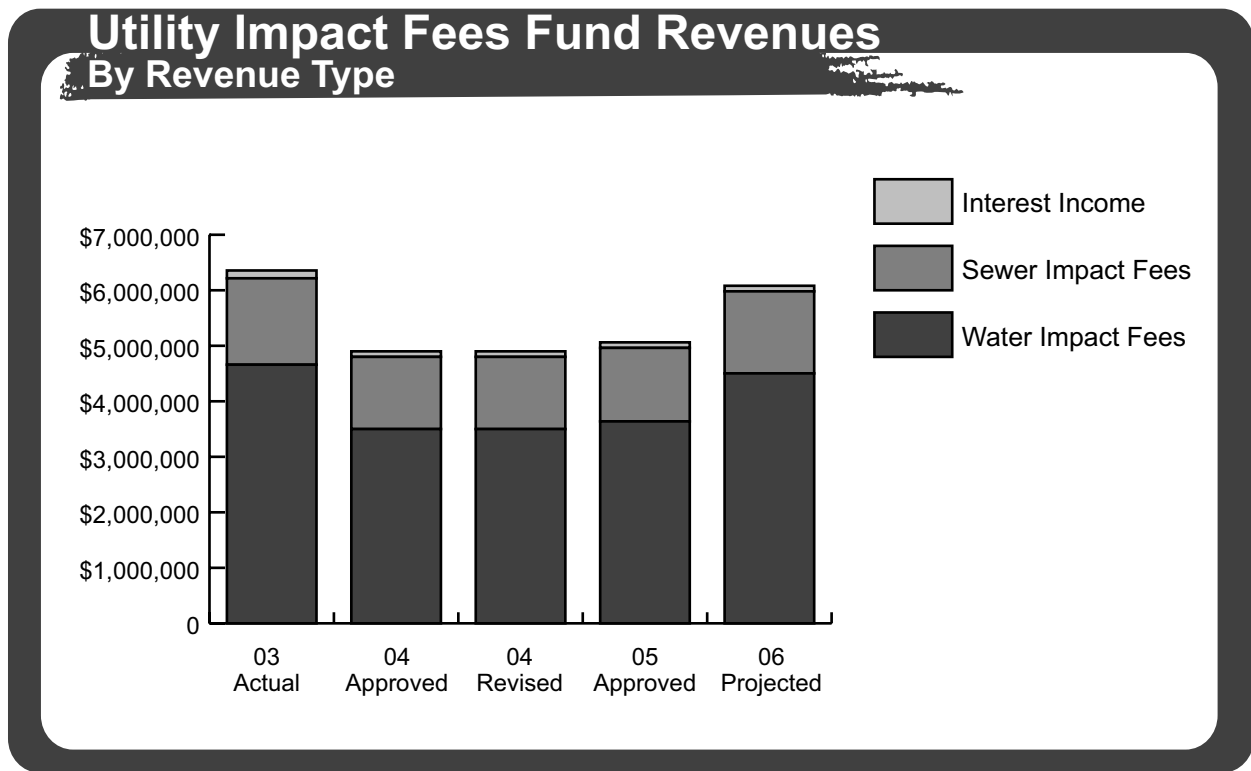


Revenue Estimates

Utility Impact Fees Fund Revenues

Utility Impact Fees Fund Revenues

Acct #	Account Title	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
4610	Interest Income	\$140,915	\$100,000	\$100,000	\$100,000	\$100,000
4802	Water Impact Fees	4,156,333	3,000,000	3,000,000	3,200,000	3,963,000
4808	Commercial Water Impact Fees	503,098	500,000	500,000	438,000	540,000
4822	Sewer Impact Fees	1,437,033	1,000,000	1,000,000	1,174,000	1,301,000
4828	Commercial Sewer Impact Fees	119,271	300,000	300,000	150,000	177,000
Total Utility Impact Fees Fund Revenues		\$6,356,650	\$4,900,000	\$4,900,000	\$5,062,000	\$6,081,000



Hotel Occupancy Tax Fund Revenues

Acct #	Account Title	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget
4123	Occupancy Tax	\$1,618,744	\$1,600,000	\$1,600,000	\$1,620,000
4610	Interest Income	28,891	20,000	20,000	10,000
7594	Transfer from Conv. Ctr.	671,071	0	0	0
Total Hotel Occupancy Tax Fund Revenues		\$2,318,706	\$1,620,000	\$1,620,000	\$1,630,000

Revenue Estimates

Law Enforcement Fund Revenues

Law Enforcement Fund Revenues

Acct #	Account Title	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget
4610	Interest Income - State & Local	\$658	\$464	\$464	\$450
4610	Interest Income - Federal	886	618	618	928
4654	State & Local Seizure Income	58,260	5,000	5,000	0
4665	Federal Seizure Income	0	30,000	30,000	35,000
Total Law Enforcement Fund Revenues		\$59,804	\$36,082	\$36,082	\$36,378

Ron Sproull Memorial Endowment Fund Revenues

Acct #	Account Title	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget
4610	Interest Income	\$1,341	\$937	\$937	\$950
Total Ron Sproull Memorial Endowment Fund Revenues		\$1,341	\$937	\$937	\$950

Revenue Estimates

Municipal Court Fund Revenues

Municipal Court Fund Revenues

Acct #	Account Title	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget
4519	Child Safety Fines	\$6,346	\$6,000	\$6,000	\$6,500
4509	Technology Fees	31,094	30,000	30,000	34,800
4510	Security Fees	23,317	23,000	23,000	26,000
4610	Interest Income	1,555	1,490	1,490	1,584
Total Municipal Court Fund Revenues		\$62,312	\$60,490	\$60,490	\$68,884

Library Fund Revenues

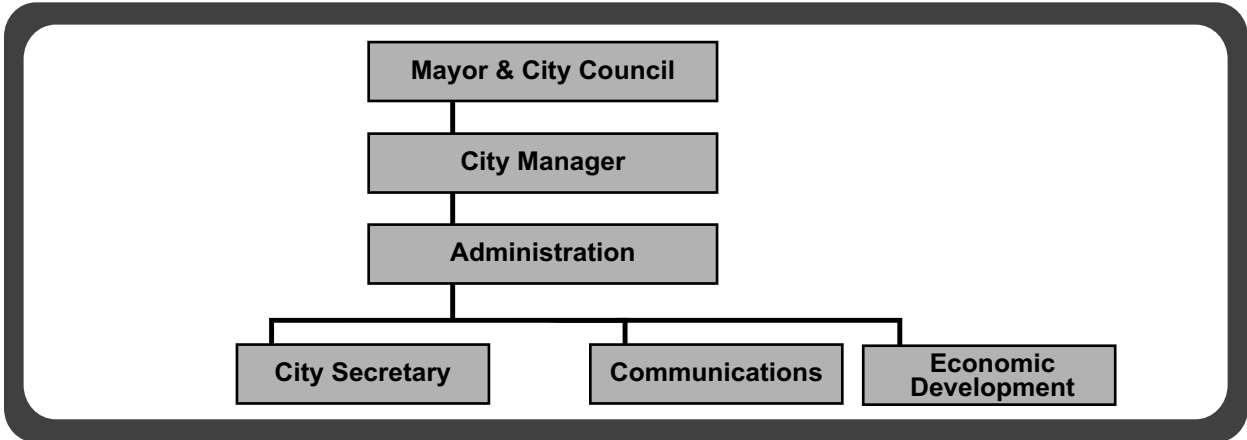
Acct #	Account Title	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget
4628	Library Donations	\$34,324	\$0	\$776	\$800
4610	Interest Income	305	0	143	0
Total Library Fund Revenues		\$34,629	\$0	\$919	\$800



Administration

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

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



Departmental Program Summary:

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

Programs:

Mayor and Council: The Mayor and six Council members, acting as the elected representatives of the citizens of Round Rock, formulate public policy to meet community needs and assure orderly development in the City. The City Council is responsible for appointing the City Manager, City Attorney, 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 City program activities and service levels, reviewing and adopting all ordinances and resolutions, and approving purchases and contracts as prescribed by City Charter and State Law.

Office of the City Manager: The City Manager provides the general administration of the City while executing the policies and objectives formulated by 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 is responsible for: attending all City Council meetings and keeping an accurate record of minutes; the custodian of all official City records, which includes ordinances, resolutions, contracts, easements, and deeds; publications and postings of legal notices; monitors the terms and attendance of all Boards and Commissions of the City; coordinating municipal elections and is the Records Management Officer of the City.

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.

Economic Development: The formation of the Economic Development initiative was created to promote business recruitment, retention and expansion, and the marketing of the City of Round Rock under the direction of the City Manager and Executive Director of Community Development.

Departmental Program Summary (cont.)

The primary function is to work closely with the City's managerial staff, Chamber of Commerce, tourism committee, and citizens and representatives of local businesses to develop and implement a variety of broad-based development strategies and programs. The Economic Development department is responsible for accomplishing all departmental goals and objectives in coordination with City strategic goals and objectives. This department will also assist with the management of the tourism program.

FY 2003-2004 Highlights:

Administration was actively involved in implementing thriving new projects during FY 2003-2004. The development of these tasks continues to follow the efforts of City Council priorities.

- Economic Development and Tourism were high priorities for the City Council and the City staff. The City has created a partnership with the Round Rock Chamber of Commerce to establish a strong foundation for a new economic development program.
- The City and the RRISD have formed a joint effort to promote continuous communication to our citizens through the sharing of technologies and the possibility of an additional government access channel for RRISD sole use.
- The President's Roundtable, a quarterly meeting developed by the mayor to improve communication between homeowners and the City, has increased in participation and involvement over the past year. In addition, these meetings have assisted in promoting community awareness within both Homeowners and Neighborhood Associations throughout the City of Round Rock.
- The strategic calendar has been introduced to provide the City staff and the City Council with an outline of various upcoming city projects.
- City staff and City Council have continued to research and monitor important legislative issues regarding Streamlined Sales Tax which could have a serious effect upon City sales tax revenue.
- The City was successful in securing initial funding for the first building of the Round Rock Higher Education Center, expected to open in Fall 2005.
- The City conducted its 2003-2004 biennial survey of citizens, which reflected that 46% of the Round Rock residents have lived in the city for 5 years or less. In an effort to tie the survey into the progress

and growth of the City, an overview of the survey has been incorporated into the Key Measurements section of the Administration Department Strategic Budget.

FY 2004-2005

Overview and Significant Changes:

- The City Manager's office will focus on the Strategic goals set by City Council. The City's mission for the economic development plan will be to continue with the recruitment of new businesses, improve the appearance of Round Rock, appropriate planning for city infrastructure projects, and expand on various opportunities to communicate with the residents, businesses, and employees of the City of Round Rock.
- The City Manager created a new position in Administration, Executive Director of Community Development, and has contributed additional funds to the Round Rock Chamber of Commerce in a continuing effort to diversify the local economic base and assist with the implementation of the new economic development program. In addition, the City Manager's office will focus on the development of the Northeast Quadrant of the city.
- 2004-2005 will be the first full fiscal year of the public/private partnership between the City of Round Rock and the Round Rock Chamber of Commerce. A fully staffed economic development program will be active and housed at the Round Rock Chamber of Commerce. Details regarding this program can be found in the Chamber of Commerce Tab.
- The City Manager's office will continue working on legislative initiatives including Streamlined Sales Tax and securing additional appropriations for the Round Rock Higher Education Center.
- The City continues to develop different avenues of communication through quarterly meetings with former Council Members who are still actively involved with the community.
- To foster career growth and development among aspiring City employees, the Administration Department created a new Executive Development Program that promotes leadership and excellence by exposing professionals to executive-level responsibilities and overall City operations.
- The City will begin developing a new operating agreement with Forest Creek Golf Club to enhance the utilization, maintenance and beautification of the golf course.

FY 2004-2005 Overview and Significant Changes (Con't)

- The City Secretary's office will launch a new page on the city website that will house official records, election information, council minutes, the City Charter, and other official documents in one centralized location. In addition, an automated council submission plan will be implemented to aid in an efficient and accurate agenda submittal process.
- The Communication Director will continue to develop a five-year communication plan with input from the City Council, Directors, employees, citizens and businesses. The plan will establish goals and priorities for the City's communications efforts with its primary target audiences: external customers (citizens, visitors, businesses and organizations), internal customers (Council Members and employees), and the media.
- The Communications Director will begin redesigning the City website to improve its aesthetics, usability, and interactivity, as well as, bring the website into compliance with Section 508 of the Americans with Disabilities Act (ADA). The City will contract services from a vendor to design the site in a manner that meets our strategic goals for communication and customer service.
- The Communications Director will initiate a process and supervise a new program that will enable the City Council and Planning and Zoning meetings to be digitally recorded and available for future viewing. Using this system, meetings can be captured on digital video, encoded onto a hard drive, and made available for viewing by City staff and external customers through streaming media via our website. The availability of searchable archives will allow a section of any meeting to be retrieved at anytime using a simple keyword search. Agendas, supporting documents, and video from the meetings would be incorporated into a single window on a web browser and accessible by staff and the public.

New Programs for FY 2004-2005:

In-house Video Production: In order to expand the City's programming on Channel 10 in a cost effective and timely manner, we are bringing video production in-house. This service is currently outsourced for Take 5 Round Rock, Mayor's Quarterly Report and special programming like bond election educational programs. The in-house production would allow for more original programming on Channel 10, begin development of City of Round Rock Public Service Announcements, and provide employee training videos.

Departmental Goals:

- Intensify the City's strong commitment to economic development. (City Goal 1)
- Implement the General Plan and Strategic Plan with emphasis on the Northeast quadrant. (City Goal 2)
- Continue to improve the quality and accountability of all City operations through performance measurement and customer surveys. (City Goal 5)
- Continue implementation of the City's High Performance Organization philosophy. (City Goal 5)
- Continue to improve the government access channel and website to facilitate better citizen communication. (City Goal 6)
- Continue management supervision of new capital construction projects. (City Goal 4)
- Continue management oversight of development processes, both public and private. (City Goal 5)
- Continue implementation of the Transportation Plan for the City. (City Goal 4)
- Promote economic development compatible with City of Round Rock goals and diversify the economic base of the community. (City Goal 1)

General Fund Expenditures

Administration

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Demand			
Total City Operating Expenditures	\$106,631,139	\$95,568,471	\$98,627,950
City Population	75,402	79,850	84,200
Taxable Property Base	\$4,978,982,250	\$5,071,176,374	\$5,251,484,692
Elections	1	1	1
Input			
Dept. Operating Expenditures	\$1,269,100	\$1,404,401	\$1,809,893
No. of Depart. Employees (FTE)	9.00	9.50	10.50
Efficiency			
Expenditures as a % of General Fund	2.35%	2.33%	2.95%
Authorized Personnel as a % of General Fund Personnel (FTE)	1.66%	1.65%	1.76%
Effectiveness			
Expressed as the results of independent, departmental customer satisfaction surveys, of actual customers served, by each City operating department. (% Good to Excellent)			
Building Inspections	91%	93%	DISC*
Planning and Community Development	Excellent	Excellent	DISC*
Police Department	85%	85%	DISC*
Finance Department	Excellent	Excellent	DISC*
Fire Department	99%	98%	DISC*
Parks and Recreation	91%	95%	DISC*
Human Resources	Very Good	Excellent	DISC*
Library (Biennial Survey)	N/A	N/A	DISC*
Street Department	95%	95%	DISC*
City Shop	95%	95%	DISC*
Water Utility	97%	97%	DISC*
Wastewater Utility	95%	95%	DISC*
Composite Average	94%	94%	DISC*

*DISC: Discontinued - this measure has been changed and will be presented in a new format for 05-06.

Summary of Key Measurement Indicators (Cont.)

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
------------------------	---------------------	------------------------	------------------------

Effectiveness (Cont.)

Biennial City-wide Citizen Survey Results

Expressed as data gathered from the City-wide citizen survey, which is conducted every two (2) years.

In general, do you think the City of Round Rock is headed in the right direction or the wrong direction?	76% - Right Direction	77% - Right Direction	78% - Right Direction
In general, do you think the quality of life in the City of Round Rock is getting better, getting worse, or staying about the same?	43% - Getting Better	45% - Getting Better	46% - Getting Better
When you call the City of Round Rock on the telephone for services or information, how would you describe the service you receive: excellent, good, only fair, or poor?	N/A**	74% - Good to Excellent	75% - Good to Excellent
Do you feel safe walking alone in your neighborhood at night?	82% - Yes	84% - Yes	85% - Yes
What kind of job do you think the City of Round Rock is doing in managing traffic: excellent, good, only fair, or poor?	42% - Good to Excellent	47% - Good to Excellent	50% - Good to Excellent
What kind of job would you say the City of Round Rock is doing of keeping you informed of city programs and services: excellent, good, only fair or poor?	59% - Good to Excellent	64% - Good to Excellent	68% - Good to Excellent
Would you say the City of Round Rock is doing an excellent, good, only fair, or poor job of listening to and responding to the needs of citizens?	54% - Good to Excellent	63% - Good to Excellent	68% - Good to Excellent

*Trend: This measurement will be discontinued beginning in the 2004-2005 budget and be replaced with information gathered in the Citywide Citizen Survey, which is conducted every two years. Independent department survey information will continue to be located within each department's strategic budget section.

**This is a new question, introduced during the 2003-2004 City-wide survey, thus no information is available from the 2001-2002 survey.

General Fund Expenditures

Administration

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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
% Customers satisfied	94%	94%	94%	94%	DISC
In general, do you think the City of Round Rock is headed in the right direction or the wrong direction?	76% - Right Direction	**N/A	77% - Right Direction	**N/A	78% - Right Direction

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

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

Summary of Key Departmental Goals (cont.)

Key Goal 2: Continue to improve the government access channel and website to facilitate better citizen communication.

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

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

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

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
% say informed (Obj. A), Good to Excellent	59%	62%	*N/A	64%	65%
Source of information: % City web page/Channel 10 (Obj. B)	21% / 50%	25% / 55%	*N/A	29% / 52%	32% / 54%
% say City listened and responded	54%	55%	*N/A	63%	64%
Source of information: Utility Bill Insert	62%	62%	*N/A	63%	64%
E-Newsletter Subscribers	800	1,300	*N/A	1,525	1,750

Trend: As Internet access has increased, citizens have been able to better utilize the City website resulting in more participation in services, such as the E-Newsletter.

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

Key Goal 3: Promote economic development compatible with City of Round Rock goals.

Objective A: Review and amend economic incentive programs to promote economic diversification.

Measure	Actual 2001-2002	Forecast 2001-2002	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Commercial/Industrial/Residential tax abatement review	100%	100%	100%	100%	N/A
Downtown reinvestment zone review	100%	100%	100%	100%	100%
Negotiations with potential industries	3	5	5	5	5
Development and Redevelopment area plans	2	2	1	1	2

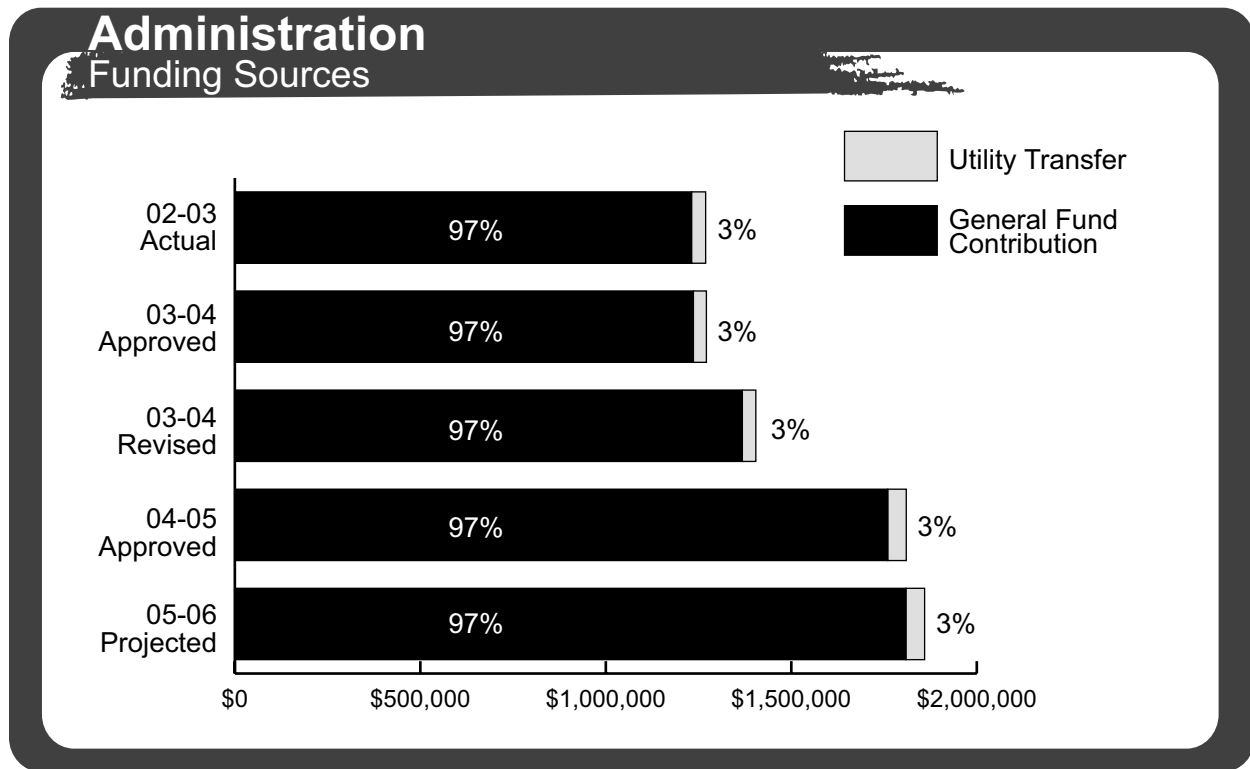
DISC: Discontinued – This measure has been completed and will not be reported on next year.

N/A: Not applicable during this time frame.

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

General Fund Expenditures

Administration

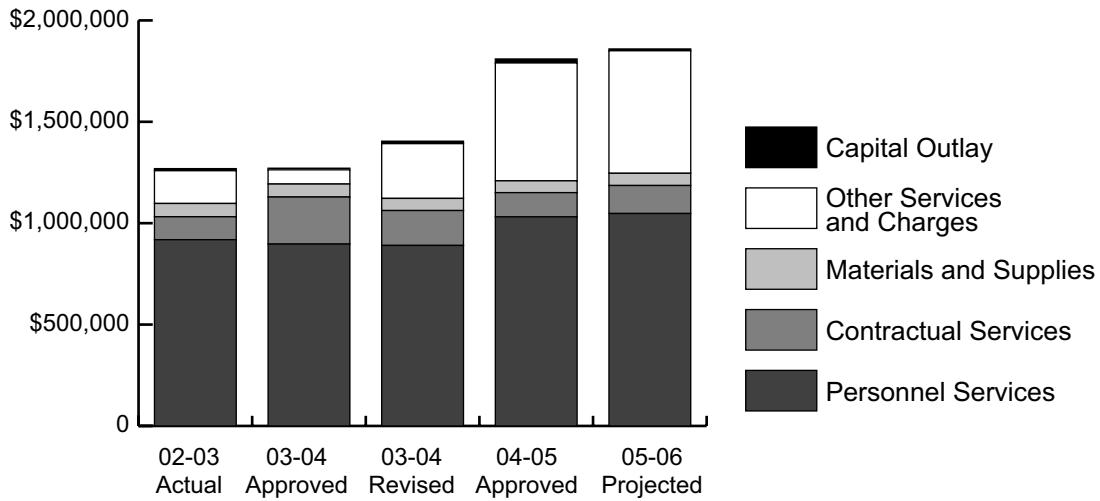


Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
City Manager	1	1	1	1.00	1.00	1.00
Assistant City Manager/Chief Financial Officer	1	1	1	1.00	1.00	1.00
Assistant City Secretary	1	1	1	1.00	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
Information Specialist	1	1	1	1.00	1.00	1.00
Executive Administrative Assistant	2	2	2	2.00	2.00	2.00
Assistant to City Manager	1	0	0	1.00	0.00	0.00
Administrative Tech II*	0	1	1	0.00	1.00	1.00
Exec Dir of Comm. Development**	0	.5	.5	0.00	0.50	0.50
Producer	0	0	1	0.00	0.00	1.00
Total	9	9.5	10.5	9.00	9.50	10.50

*Position was added during FY 2003-2004 mid-year revision.

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

Administration Expenditures by Category



Summary of Expenditures:

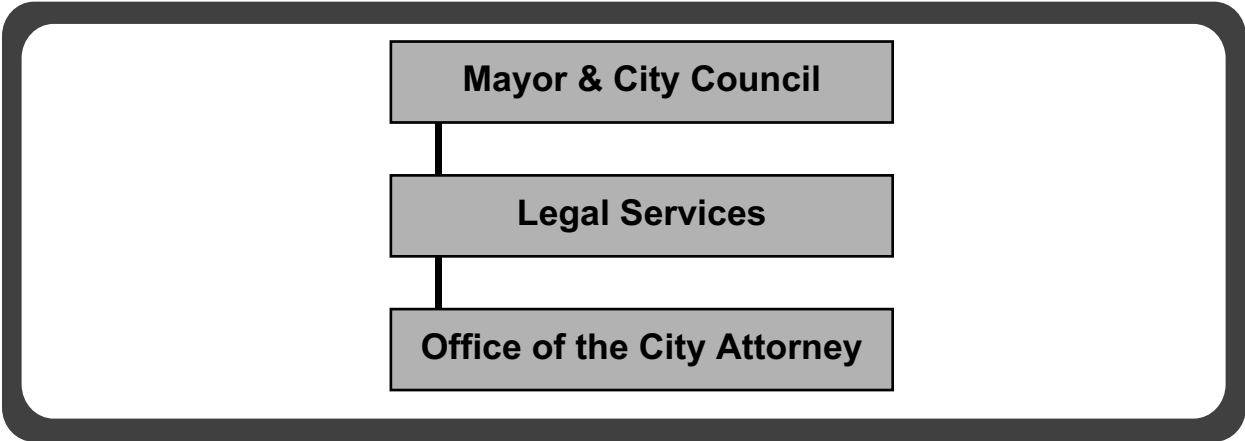
	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$918,648	\$897,024	\$890,301	\$1,031,598	\$1,047,795
Contractual Services	112,989	232,100	172,100	119,083	138,083
Materials and Supplies	65,634	64,000	59,850	58,287	60,187
Other Services and Charges	161,458	70,000	270,000	581,275	604,275
Capital Outlay	10,371	8,000	12,150	19,650	9,000
Total Expenditures:	\$1,269,100	\$1,271,124	\$1,404,401	\$1,809,893	\$1,859,340
Expenditures per Capita:	\$16.83	\$15.92	\$17.59	\$21.50	\$21.01



Legal Services

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

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



Departmental Program Summary:

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

Programs:

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

FY 2003-2004 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 Senior Citizens Center, Fire Stations No. 2 and 6, and the Dell Diamond Expansion.
- 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, Sam Bass Road, County Road 122, 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 Animal Control, Protected Tree, and Solicitation Ordinances.
- Negotiating for the purchase of numerous tracts of land for the new Fire Stations, future parks and other municipal purposes.

Departmental Program Summary (Cont.)

- 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 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 council to the commissioners.

FY 2004-2005

Overview and 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 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 2004-2005:

The Legal Department is proposing no new programs for FY 04-05.

Departmental Goals:

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

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Demand			
City Population	75,402	79,850	84,200
Input			
Dept. Operating Expenditures	\$904,068	\$1,088,490	\$936,500
No. of Dept. FTE's	0.00	0.00	0.00
Workload in Hours:			
General Fund			
Non-Litigation	5,369	5,500	5,600
Litigation	415	200	250
Municipal Court	958	900	950
Transportation	926	800	850
Utility Fund			
Non-Litigation	891	1,200	1,250
Litigation	3	25	50
Total Hours	8,562	8,625	8,950
Efficiency			
Expenditures as a % of General Fund	1.67%	1.80%	1.53%
Authorized Personnel as a % of General Fund Personnel	0.00%	0.00%	0.00%

General Fund Expenditures

Legal Services

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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Achieve 90% approval rating	95%	95%	N/A	99%	99%
Trend: N/A: Not Applicable - Survey results not available.					

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

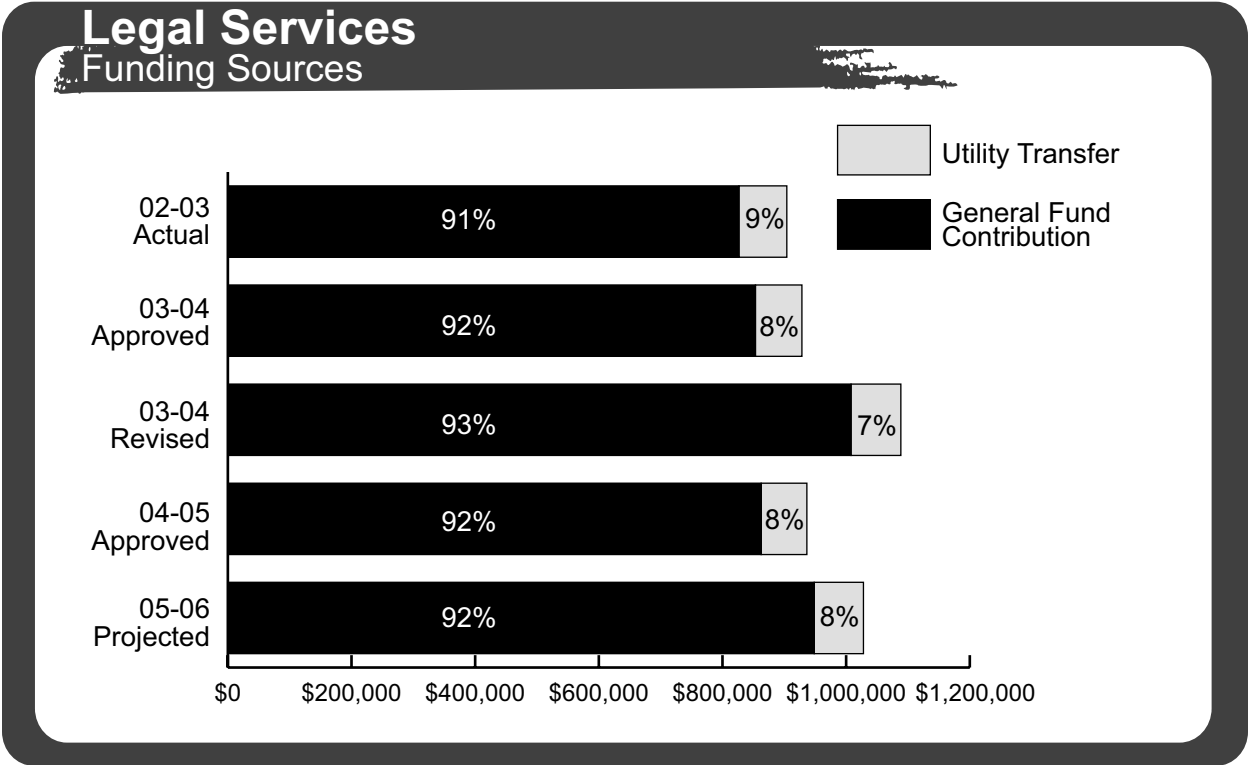
Objective A: To obtain a possession agreement or title within six months.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Percentage obtained within six months	70%	80%	N/A	100%	80%
Trend: N/A: Not Applicable - No ROW needed during FY 02-03, which accounts for the variance between 02-03 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 (C.L.E.) related to municipalities.

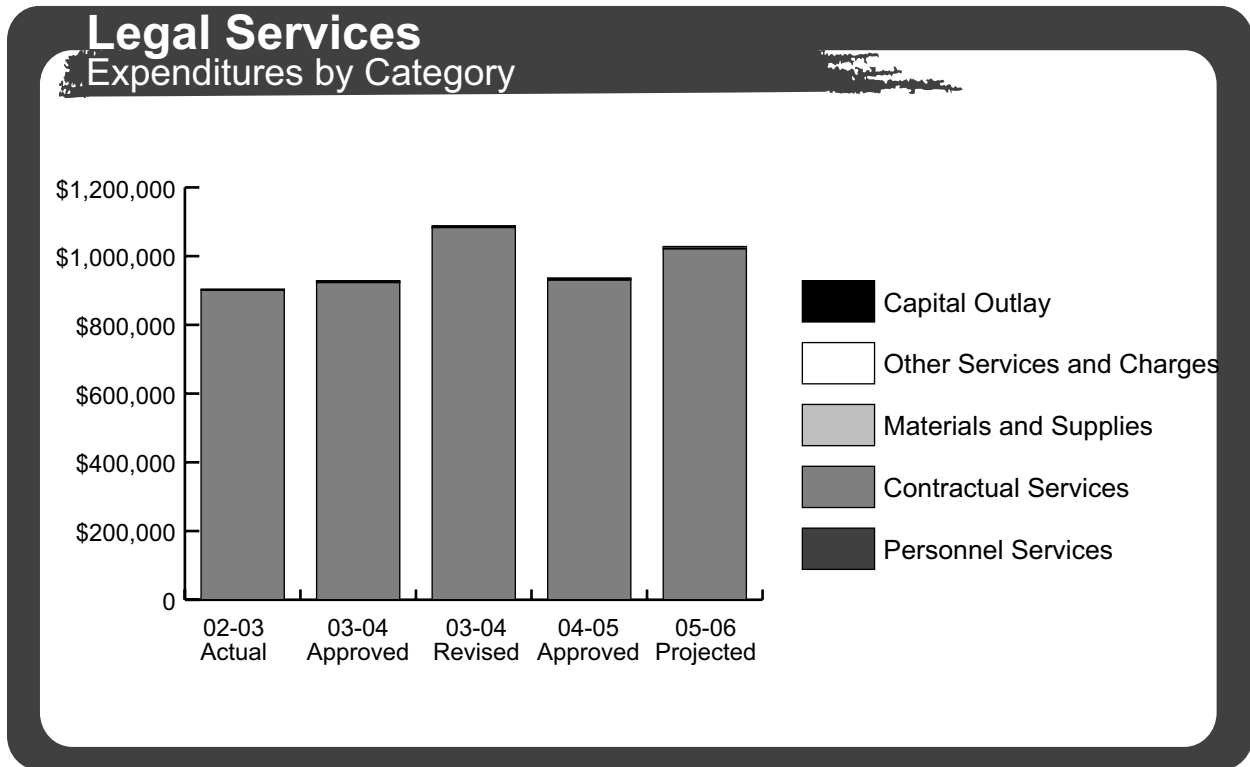
Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Attend 15 hours of C.L.E. per attorney	7/7	7/7	7/7	7/7	7/7



Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
None	0	0	0	0.00	0.00	0.00

General Fund Expenditures

Legal Services



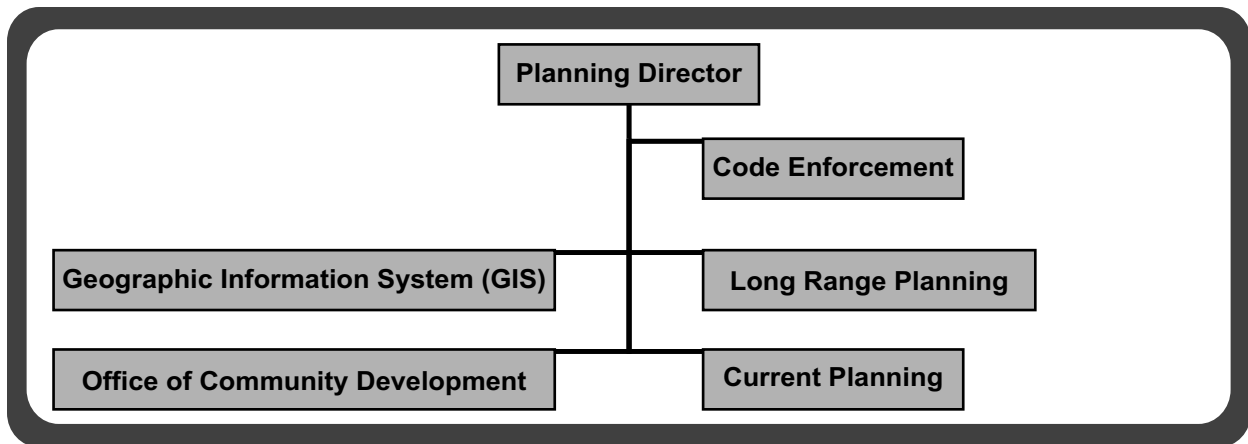
Summary of Expenditures:

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$0	\$0	\$0	\$0	\$0
Contractual Services	900,655	922,990	1,082,991	930,000	1,021,000
Materials and Supplies	0	0	0	0	0
Other Services and Charges	0	2,750	760	3,000	3,000
Capital Outlay	3,413	2,750	4,740	3,500	4,000
Total Expenditures:	\$904,068	\$928,490	\$1,088,490	\$936,500	\$1,028,000
Expenditures per Capita:	\$11.99	\$11.63	\$13.63	\$11.12	\$11.62

Planning & Community Development

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

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



Departmental Program Summary:

Planning & Community Development consists of two cost centers and five programs, the programs are described in detail below.

Programs:

Long Range Planning: oversees the development & implementation of the General Plan, corridor plans, area plans, neighborhood plans, redevelopment 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 Adjustment (ZBA) and chairs 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 assis-

tance of GIS efforts.

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 2003-2004 Highlights:

The planning department completed a number of major projects during fiscal year 2003-2004. These included the following:

- Finalization and adoption of a comprehensive revision of the Subdivision Ordinance.
- Comprehensive revisions to the Protected Tree Ordinance.
- Implementation of the Kiosk Sign program.
- Southwest Downtown Neighborhood & Redevelopment Plan.
- Higher Education Campus (HEC).
- Establishment of server based GIS system to better serve city-wide needs.
- Adoption of comprehensive Tax Abatement Criteria.
- Implementation of annexation agreements.
- Phase one annexation plan.
- Implementation of Computer Aided Dispatch (GIS & Police).
- Revisions to the General plan to update Transportation section.
- Revisions to the General plan to update Parks section.
- Manufactured housing zoning district.
- Revise Sign Ordinance.
- Phase 2 annexation plan for exempt property.
- Add new Commercial Zoning Districts.
- Develop criteria for diverse housing opportunities.
- Finalize extra-territorial jurisdiction (ETJ) exchanges with surrounding communities.
- Site Plan Ordinance.
- Implement new Subdivision Ordinance.
- Refine & standardize development review process.
- Implement new Tree Protection Ordinance.
- Improve customer service and speed development review processes.

FY 2004-2005

Overview and Significant Changes:

The Planning Department work program for the 2004-2005 fiscal year will include a number of major projects based on the Strategic Plan goals 1, 2 & 3. This will include the following:

- Review and revision of the Round Rock General plan 2000 with emphasis on the northeast sector.
- Plan for the area surrounding the new university campus.
- Start neighborhood & redevelopment plan for second "downtown" area.

New Programs for FY 2004-2005:

The Planning Department is proposing no new programs for FY 04-05.

Departmental Goals:

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

General Fund Expenditures

Planning & Community Development

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Demand			
City Population	75,402	79,850	84,200
Population Growth Rate	5.8%	5.9%	5.4%
Total Number of Dwelling Units	27,095	27,727	30,256
Acres of Commercially Zoned Property	2,851	3,300	3,630
Undeveloped Residential Lots	2,000	1,200	1,800
Input			
Operating Expenditures	\$1,435,607	\$1,645,379	\$1,577,425
Number of FTE Positions	20.75	20.75	20.75
Long Range Planning Hours	8,077	8,077	10,400 (50)
Current Planning Hours	10,207 (90)	10,207 (90)	10,400 (110)
Geographic Information System	6,880	6,749	8,320
Economic Development/Admin	2,704	5,408	16,640 (100)
Code Enforcement	7,800	7,800	7,800 (80)
Community Development	3,235 (115)	5,200	4,313 (153)
Note: () indicates hours outside of a normal 8-5 workday			
Output			
Number of Plats Reviewed	93	102	105
Number of Zoning Applications	31	40	35
Number of ZBA* Applications	2	12	12
Number of Housing Applications	59	34	50
Number of Historic Preservation Applications	13	12	13
Work Sessions	12	18	12
Number of Site Development Plans Reviewed (DRC)**	156	208	228
Efficiency			
Planning Expenditures as a % of General Fund	2.66%	2.73%	2.57%
Authorized Personnel as a % of General Fund FTE	3.83%	3.59%	3.49%
Effectiveness			
Average Number of Days to Review & Process Subdivision Plats	28	28	28
Average Number of Days to Review & Process Zonings	60	75	60
Average Number of Days to Review & Process Planned Unit Developments (PUDs)	120	120	120
Average Number of Days to Review & Process DRC plans	18	18	18
% of Projects/Plans Completed on Schedule	95%	95%	95%
Survey Yes/No	Yes	Yes	Yes
Customer Satisfaction Rating			
(Good to Excellent)	Excellent	Excellent	Excellent

*ZBA - Zoning Board of Adjustments

**DRC - Development Review Committee

Summary of Key Departmental Goals

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

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

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Prepare SW Downtown Plan	N/A	30%	30%	100%	DISC
Revise General Plan 2000 / Prepare NE Quadrant Plan (Trend 1)	N/A	20%	0%	10%	100%
Finalize ETJ boundaries (Trend 1)	N/A	20%	50%	75%	100%
Update General Plan Parks Section	N/A	20%	20%	100%	DISC
Update General Plan Transportation Section	N/A	40%	40%	100%	DISC
Prepare development plan for the area surrounding the new university campus (Trend 2)	N/A	N/A	N/A	N/A	100%
Revise sign ordinance (Trend 3)	N/A	N/A	N/A	N/A	100%
Revise Zoning Ordinance to add more commercial districts (Trend 4)	N/A	N/A	N/A	N/A	100%
Prepare site plan ordinance (Trend 5)	N/A	N/A	N/A	N/A	50%
Begin neighborhood and redevelopment plan for second "downtown" area (Trend 6)	N/A	N/A	N/A	N/A	30%
Implement new subdivision ordinance (Trend 1)	N/A	N/A	N/A	N/A	100%
Implement new tree protection ordinance (Trend 1)	N/A	N/A	N/A	N/A	100%

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

N/A: Not applicable – this measure was not implemented during this time frame.

Trend 1: Improved development standards are resulting in more quality development practices in the private sector. New sign kiosk program being implemented to eliminate bandit signs.

Trend 2: The new university campus will create demands for new land uses for the area surrounding the campus. The creation of a development plan will enable staff to develop appropriate development standards for the area.

Trend 3: The existing sign ordinance does not address signage along arterials nor does it reflect the updated standards in the new zoning ordinance. An updated and revised sign ordinance will improve overall community appearance.

Trend 4: A minor revision to the zoning ordinance to create more commercial districts will provide developers with options regarding the "intensity" of the land which they choose to develop. The ability to select a specific intensity will provide varying development standards and ultimately increase the efficiency of the development review process.

Trend 5: The creation of a Site Plan ordinance will provide a straightforward and easy way to maneuver the site plan review process. This will increase the efficiency of the Development Review Committee.

Trend 6: The development of an area plan for the "second downtown" area will include strategies to provide mixed-use development for the downtown area north of Round Rock Avenue.

General Fund Expenditures

Planning & Community Development

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 the 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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Adopt new Subdivision Ordinance	80%	100%	60%	100%	DISC
Implementation of GIS Enterprise System	N/A	50%	50%	100%	DISC
Adopt revised Parks chapter to General Plan	20%	20%	20%	100%	DISC
Prepare Downtown West End redevelopment plan	N/A	30%	30%	100%	DISC
Adopt revised Transportation Chapter to General Plan	N/A	40%	40%	100%	DISC
Prepare Phase 2 annexation plan for exempt property	N/A	N/A	N/A	N/A	100%

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

N/A: Not applicable – this measure is new and was not implemented during this time frame.

Trend: Increased demand for a comprehensive approach to growth management and the coordination of comprehensive annexations with utility and road construction warrants completion of Phase 2 Annexation Plan.

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

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

Objective B: Develop affordable housing plan.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Homelessness Initiative Plan	N/A	N/A	N/A	50%	100%
CDBG 5 Year Consolidated Plan	N/A	100%	25%	100%	N/A
Adopt new Subdivision Ordinance	80%	100%	60%	100%	DISC
Affordable Housing Plan	50%	50%	50%	100%	DISC
Impediments to Fair Housing Plan	N/A	N/A	N/A	100%	DISC
Identify redevelopment areas to accommodate affordable housing	N/A	100%	50%	50%	DISC

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

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

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

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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Development tracking system implementation foreplanning department development process	50%	100%	0%	N/A	N/A
Update and streamline Development Packet	50%	100%	100%	N/A	DISC
Refine and standardize development review process	N/A	N/A	N/A	N/A	100%
Improve customer services and speed development review processes	N/A	N/A	N/A	N/A	100%
Number of plats reviewed	156	250	93	102	105
Number of zoning applications	30	40	31	40	35
Number of ZBA applications	15	20	2	15	12
Number of HPC applications	12	12	13	13	18
Number of new development plans reviewed	95	110	156	208	228
Number of down payment assistance applications	45	20	59	30	50
Number of home repair applications	N/A	N/A	N/A	20	25

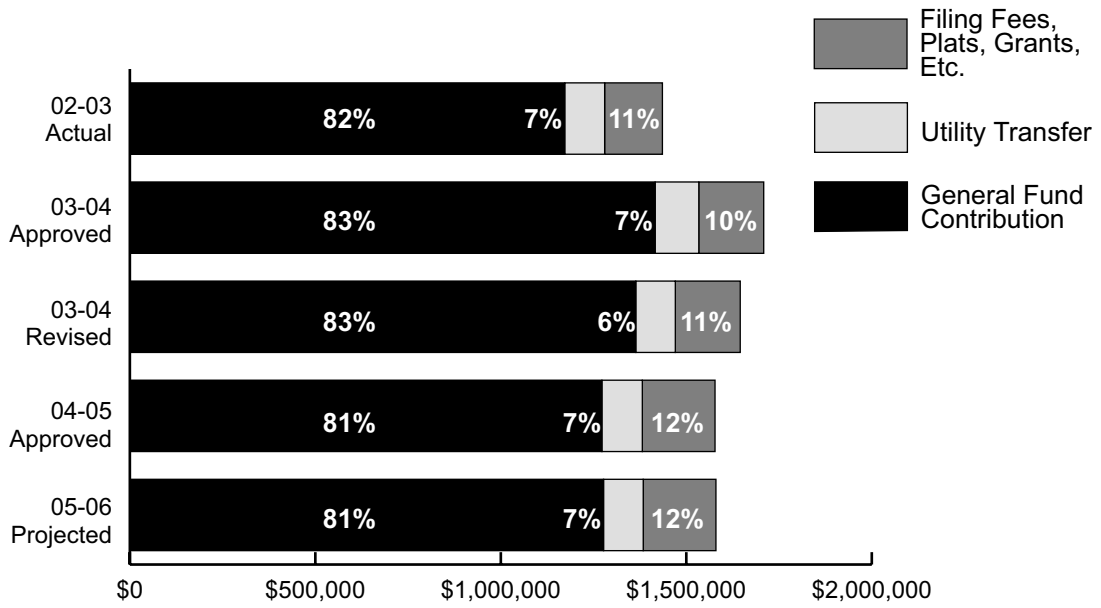
N/A: Not applicable – this measure is new and was not implemented during this time frame. The need for a development tracking system is under study.

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

Trend: 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.

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

Planning & Community Development
Funding Sources



General Fund Expenditures
Planning & Community Development

Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
Planning Director [#]	1	1	1	1.00	1.00	1.00
Assistant Director [#]	1	0	0	1.00	0.00	0.00
Principal Planner	0	1	1	0.00	0.75	0.75
Graphic Info. Systems Coordinator	1	1	1	1.00	1.00	1.00
Senior Planner	4	4	4	3.75	4.00	4.00
Planner	0	1	1	0.00	1.00	1.00
Community Development Coordinator	1	1	1	1.00	1.00	1.00
Geographic Info. Systems Analyst	1	2	2	2.00	2.00	2.00
Geographic Info. Systems Tech	0	1	1	0.00	1.00	1.00
Zoning Enforcement Officer	2	1	1	1.00	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	3	2	2	3.00	2.00	2.00
Office Manager	1	1	1	1.00	1.00	1.00
Administrative Assistant	0	1	1	0.00	1.00	1.00
Administrative Technician III	2	2	2	2.00	2.00	2.00
Intern	2	0	0	1.00	0.00	0.00
Economic Development Director *	1	0	0	1.00	0.00	0.00
Total	22	21	21	20.75	20.75	20.75

It should be noted that the Planning Department was restructured during FY 03-04. Higher-level position changes are noted below.

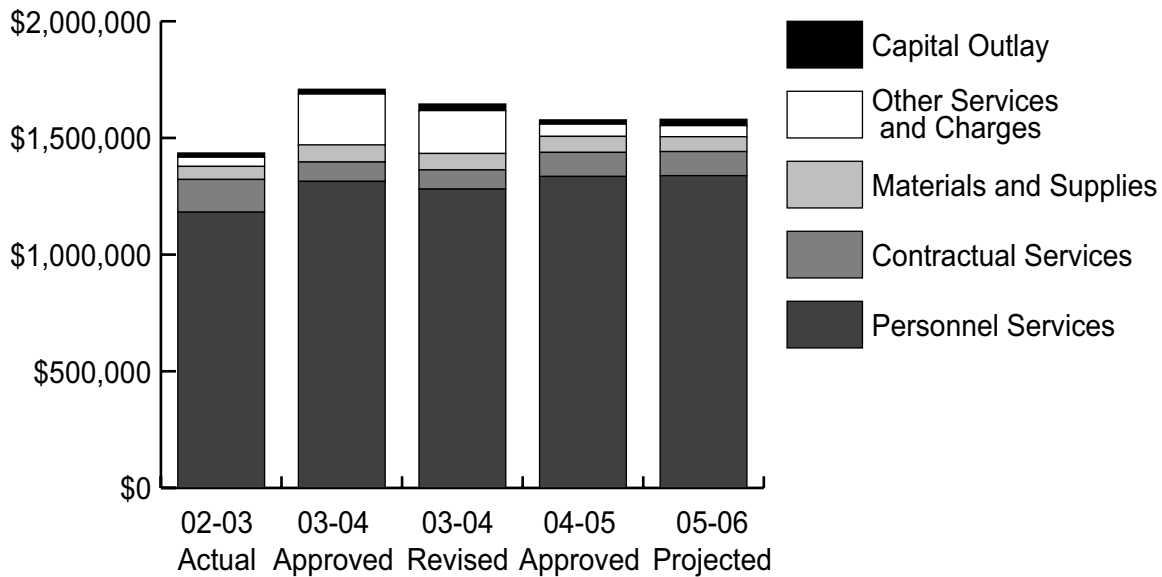
[#]This position was moved to Tourism during Budget Revision I of FY 03-04.

[#]During Budget Revision I for FY 03-04, the original planning director was moved and split between Economic Development (under Administration) and Tourism (under Hotel/Motel); the assistant director then moved into the planning director position.

General Fund Expenditures

Planning & Community Development

Planning & Community Development Expenditures by Category



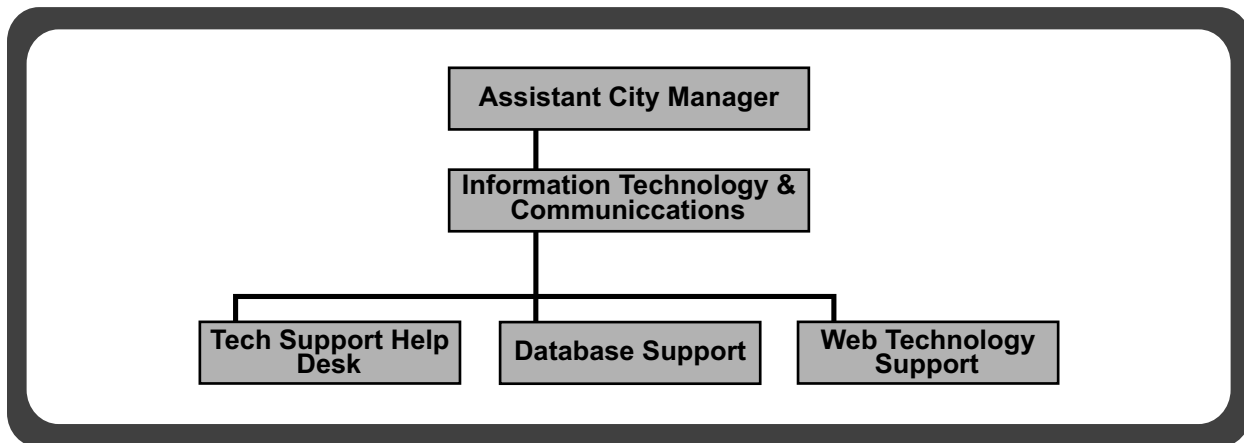
Summary of Expenditures:

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$1,181,964	\$1,313,916	\$1,280,639	\$1,334,952	\$1,338,499
Contractual Services	140,253	82,924	82,424	103,173	103,173
Materials and Supplies	55,849	73,480	70,380	68,569	63,684
Other Services and Charges	39,335	217,800	183,675	52,330	47,330
Capital Outlay	18,205	20,536	28,261	18,400	27,200
Total Expenditures:	\$1,435,607	\$1,708,656	\$1,645,379	\$1,577,425	\$1,579,886
Expenditures per Capita:	\$19.04	\$21.40	\$20.61	\$18.73	\$17.85

Information Technology & Communications

The Information, Technology and Communications Department's (ITC) main functions are to maintain and support the hardware and software infrastructure within the City government. 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 Department consists of four programs described below:

Programs:

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

Database Support: Database support is currently the primary duty of two 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.

GIS Project Coordination: ITC is beginning this year with the new GIS Specialist to help coordinate the use of

GIS (Geographical Information Systems) data throughout the city. In addition to helping directly with the existing GIS users, in Planning, Public Works, Police and Fire, ITC will guide all departments to take advantage of the many opportunities GIS data can offer. With both standard GIS programs and new development we hope to tie many of our processes to the primary data key of location to increase our productivity and understanding of the services provided to our citizens.

FY 2003-2004 Highlights:

During FY 2003-2004, the Information Technology Department:

- Expanded wireless LAN to include the Water Plant.
- Expanded Intranet portal system.
- Assisted HR staff in training non-computer users for portal system.
- Hired GIS Specialist.
- Assisted HR in online time entry system.
- Relocated public web servers for increased flexibility and lowered costs.
- Upgraded Liberty imaging system from 7.0 to 7.5.

General Fund Expenditures

Information Technology & Communications

FY 2003-2004 Highlights (Cont.)

- Expanded imaging system to Municipal Court and Administration departments.
- Completed network security audit project.
- Implemented Parks & Recreation Department E-commerce project.
- Upgraded Human Resources system to ver. 3.05.01.
- Upgraded Human Resources database to Oracle 9i.
- Moved Parks & Recreation Department, Planning and Municipal Court into the new McConico Building.
- Implemented Customer Relationship Management system for Code Enforcement.
- Upgraded GIS system to SQL based SDE version.
- Developed Cartegraph work order system.
- Placed initial Mobile Data Terminals in Fire Vehicles.

FY 2004-2005

Overview and Significant Changes:

For FY 2004-2005, the Information Technology Department plans will:

- Implement PeopleSoft Budgets module.
- Rollout PeopleSoft distributed reporting.
- Switch ITC Helpdesk to Customer Relationship Manager system.
- Continue with the server replacement project.
- Expand the Imaging system usage.
- Major Library system upgrade.
- Expand electronic document management system.
- Increase database system integrations and data sharing city wide.
- Expand Customer Relationship Manager system.

- Work on various GIS Projects.
- Cartegraph work order system expansion.
- Complete Fire Department Mobile Data Terminal rollout.
- Expand E-commerce opportunities.

New Programs for FY 2004-2005:

The Information Technology & Communications Department is proposing no new programs for FY 04-05.

Departmental Goals:

- Increase efficiency and safety for public safety personnel through use of modern standard technology. (City Goal 5.3)
- Increase and improve City web presence in the public arena. (City Goal 5.1)
- Increase ITC Help Desk productivity and decrease total response time. (City Goal 5.1)
- Increase GIS system usage and data layer sharing throughout city. (City Goal 5.2)
- Continue to increase data safety and network resistance to hostile interference. (City Goal 5.5)
- Increase Portal system usage and user training level throughout city. (City Goal 5.2)
- Develop database systems integrations plan. (City Goal 5.2)

Summary of Key Measurement Indicators

Measurement Indicators	2002-2003 Actual	2003-2004 Estimated	2004-2005 Projected
Demand			
Large Scale Systems	53	60	65
Personal Computers	564	671	760
Local Area Networks (LAN)	7	7	8
Total City Employees (FTE's)	653.50	703.00	726.75
Input			
Operating Expenditures	\$896,966	\$1,024,030	\$1,074,280
Information Tech. (FTE's)	12.00	13.00	13.00
Hours Available	24,960	27,040	27,040
Output			
Help Call Distribution / Total Clients / Total Servers			
Administration	6.4%/ 17 / 0	6.1%/23/0	6%/24/0
Finance	9.7%/ 24 / 4	10.2%/32/5	10%/35/5
Fire Department	7.8%/ 44 / 3	8%/57/5	9%/67/5
Human Resources	4.9%/ 9 / 1	5.3%/12/1	5%/14/2
ITC	9.7%/ 13 / 10	8.9%/27/13	11%/55/14
Library	11%/ 107 / 7	10.5%/110/7	9%/115/7
Municipal Court	5.1%/ 10 / 1	6%/16/1	7%/18/1
PARD	7.6%/ 45 / 4	8%/55/3	9%/70/4
Planning	8.1%/ 24 / 4	8.6%/30/5	8%/33/6
Police Department	18.5%/ 195 / 10	17.5% /221/10	16%/235/10
Public Works	6.9%/ 65 / 8	7.3%/75/9	7%/80/10
Utility Billing	4.3%/ 11 / 1	3.6%/13/1	3%/14/1
Efficiency			
Information Tech. Expenditures as a % of General Fund	1.66%	1.70%	1.75%
FTE's as a % of General Fund	2.22%	2.25%	2.18%
Information Tech. Expenditures / Total Servers + Clients	\$1,454	\$1,401	\$1,302
Information Tech. Expenditures / Total City Employees	\$1,373	\$1,457	\$1,478
Effectiveness			
Avg. Days to close Help Calls:			
All Calls	1.60	1.67	1.55
Critical Priority	.97	.94	.85
Serious Priority	1.63	1.7	1.55
Low Priority	2.07	2.2	2.00
Procurement Call	1.63	1.75	1.55

General Fund Expenditures

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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Total Police Department systems	138	195	190	200	215
Police Mobile Stations	50	75	75	80	90
Police Department Help Desk activity	21%	19%	18.5	17.5%	16%
Total Fire Department systems*	26	28	44	62	72
Fire Mobile Stations*	N/A	N/A	N/A	14	16
Fire Department Help Desk activity*	7%	7.8%	7.8%	8%	9%

Trend: N/A – Not applicable.

*Fire Department statistics are new for FY04-05.

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

Objective A: Redevelop public website using professional standards.

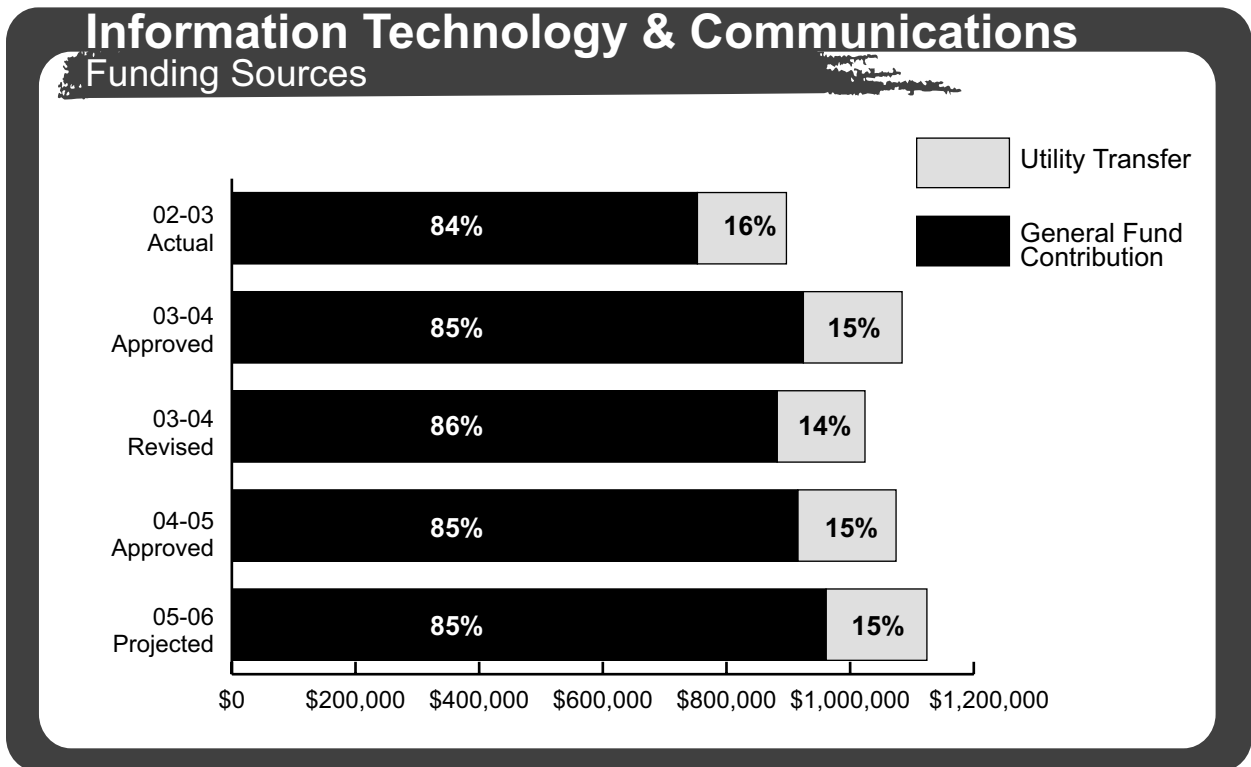
Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Total sessions served per month avg.	85,000	85,000	77,000	169,702	180,000
Total page view hits per month avg.	143,973	135,000	150,000	750,038	1,000,000
Total web pages available	1,100	1,200	2,200	2,700	3,000

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

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

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

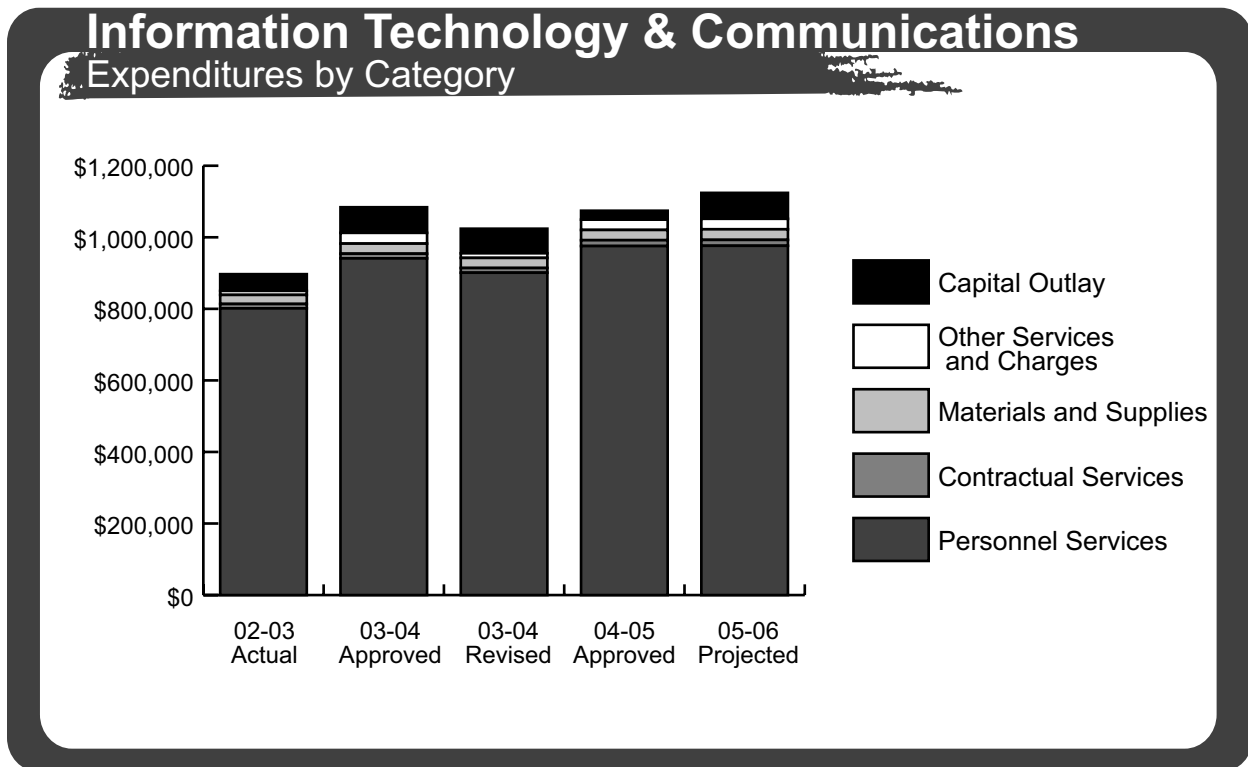
Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Avg. days to close Serious Priority call	1.62	1.60	1.63	1.7	1.55
Avg. days to close all calls	1.58	1.50	1.60	1.67	1.55
Avg. days to close Critical Priority call	.98	.95	.97	.94	.85
Avg. days to close Low Priority call	2.10	2.0	2.07	2.2	2.0
Avg. days to close Procurement call	1.65	1.5	1.63	1.75	1.55



Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
Information Technology & Communications Manager	1	1	1	1.00	1.00	1.00
Technology Coordinator	1	1	1	1.00	1.00	1.00
System Support Technician	1	1	1	1.00	1.00	1.00
Systems Administrator III	1	1	1	1.00	1.00	1.00
Systems Support Specialist	1	1	1	1.00	1.00	1.00
Network Administrator I-III	4	4	4	4.00	4.00	4.00
Computer Support Specialist	1	1	1	1.00	1.00	1.00
Web Administrator	1	1	1	1.00	1.00	1.00
Database Administrator	1	1	1	1.00	1.00	1.00
GIS Specialist	0	1	1	0.00	1.00	1.00
Total	12	13	13	12.00	13.00	13.00

General Fund Expenditures

Information Technology & Communications



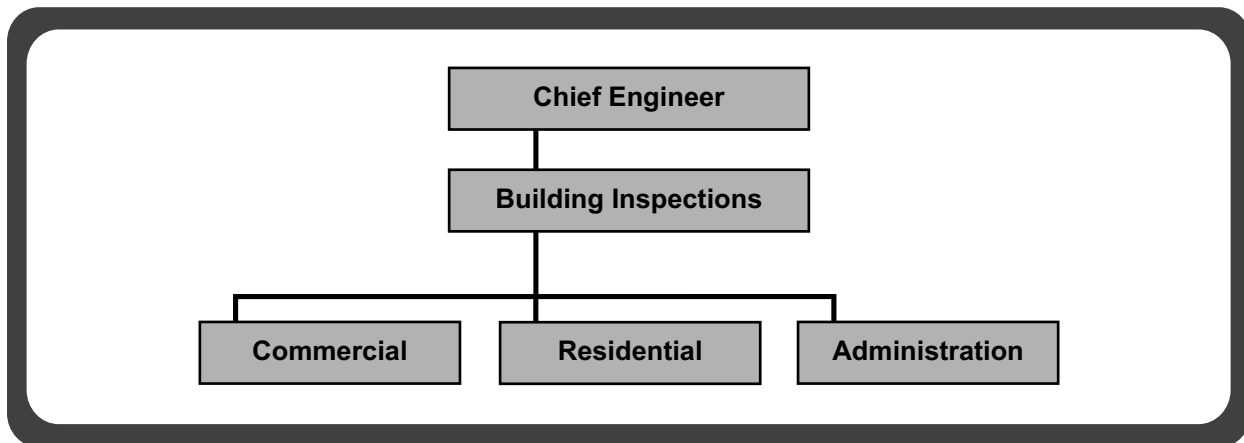
Summary of Expenditures:

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$801,309	\$941,024	\$901,024	\$975,526	\$976,267
Contractual Services	12,324	13,119	13,119	16,374	16,474
Materials and Supplies	25,304	28,220	28,220	28,630	29,680
Other Services and Charges	11,242	30,035	12,920	28,750	29,250
Capital Outlay	46,787	71,632	68,747	25,000	72,500
Total Expenditures:	\$896,966	1,084,030	\$1,024,030	\$1,074,280	\$1,124,171
Expenditures per Capita:	\$11.90	\$13.58	\$12.82	\$12.76	\$12.70

Building Inspections

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

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



Departmental Program Summary:

Building Inspections 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 2003-2004 Highlights:

Customer focus was the main concern this year with regards to our efficiency and prompt turn around time on permits.

- Implementation of the single form permit application enabled us to decrease the time it takes to get

- through the permitting process.
- Early in FY 03-04 we were able to take an in-depth look at and install procedures allowing us to increase efficiency and become faster at what we do.
- Prior to procedure changes the turn around time for residential permits was 2-3 days and multiple reports we generated daily. The change allowed us to cease generating the multiple reports and improve residential permit turn around time to 1 day if not the same day the application was made. For commercial permits we were able to stream line the paperwork and plans that were required at time of submittal. Due to the review time involved, turn around time for commercial permits can be a little as 3 days or as long as until all paperwork is complete. Turn around time for large commercial projects is usually 3-4 weeks.

General Fund Expenditures

Building Inspections

FY 2004-2005

Overview and Significant Changes:

For FY 2004-2005 BI will continue to look at and adjust the permitting process as needed to ensure both internal and external customers are served in a timely and efficient manner.

- Fast and Clean Approach - Application, Review and Permit Issuance, with little or no mistakes.
- Significant changes for this new fiscal year will be the scanning of files, which will give staff the capability to search permit files electronically, rather than having to go look up the actual document. The scanning of the files also allows everyone connected to the server to have access to the files.
- Continue to strive to meet division goals as stated with particular emphasis on providing quality service in a timely manner to our customers.
- The Building Inspection Department will also be replacing two vehicles that are on the Eligible Vehicle Replacement Schedule in FY04-05. Currently the vehicles have over 100,000 miles illustrating the Department's commitment of the preservation and utilization of City assets.

New Programs for FY 2004-2005:

The Building Inspection Department is proposing no new programs for FY 04-05.

Departmental Goals:

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

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Demand			
Applications For Building Permits	3,259	2,942	3,420
Input			
Operating Expenditures	\$668,264	\$668,505	\$739,213
Number of Full Time Equivalents (FTE)	12.00	12.00	12.00
Total Employee Hours	24,960	24,960	24,960
Output			
Single-Family Permits	1,354	1,200	1,400
Duplex Permits	0	0	0
Multi-Family Permits	1	1	2
Commercial Permits	30	40	46
Industrial Permits	0	1	0
Other (electrical, plumbing, mechanical, signs, etc.)	1,875	1,700	1,972
Efficiency			
Dept. Expenditures as a % of General Fund	1.24%	1.11%	1.21%
Dept. FTE's as a % of General Fund	2.22%	2.11%	2.02%
Cost per Inspection	\$12.81	\$19.00	\$13.96
Time per Inspection	45 min	1 hr.	42 min
Effectiveness			
Average Inspections per Day	80	75	85
Overall Effectiveness Rating (Good to Excellent)	93%	Target: 93%	93%

General Fund Expenditures

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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Conduct customer satisfaction survey. (Target 90% good to excellent)	92%	93%	93%	93%	93%

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

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Maintain 95% responsiveness rating	95%	95%	97%	100%	95%

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

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

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

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Maintain 90% accuracy rating on daily tracking report	92%	93%	95%	93%	97%

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

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

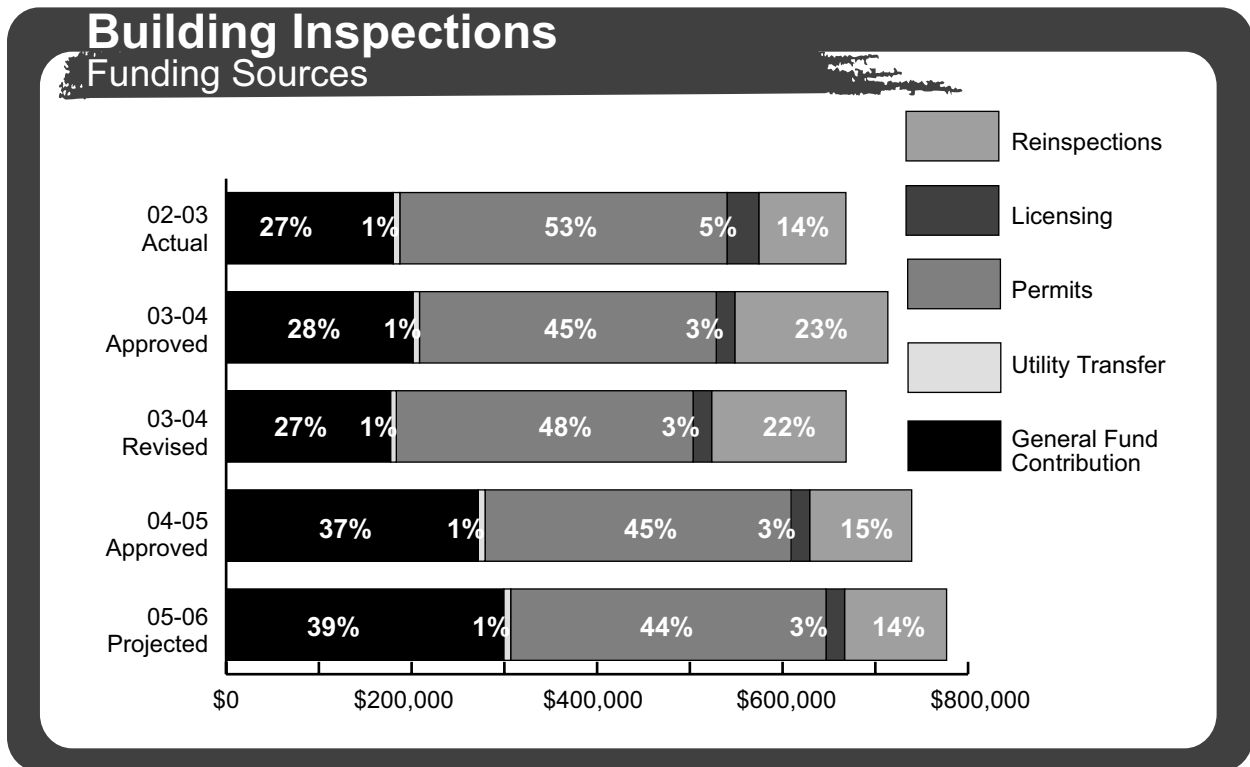
Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
All inspectors attend two certifications classes per year	90%	100%	90%	90%	90%

Trend: Because of the tremendous workload during 01-02, not as many Inspectors were send to certification classes as would have been preferred.

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

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Attend six hours of professional training	90%	100%	100%	100%	100%

Trend: The classes offered by the City will help us meet our objective.

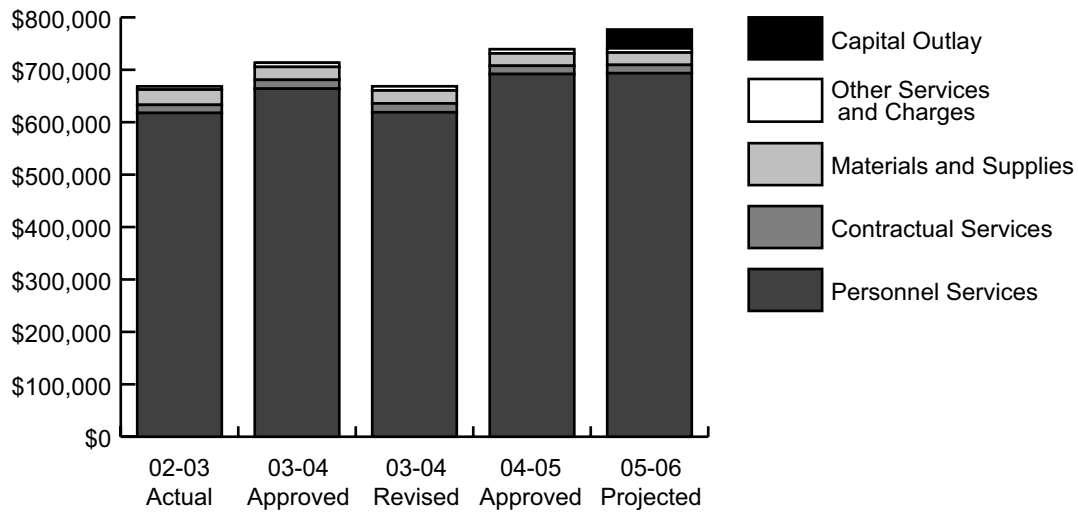


Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
Chief Building Official	1	1	1	1.00	1.00	1.00
Chief Electrical Inspector	1	1	1	1.00	1.00	1.00
Senior Building Inspector	2	2	2	2.00	2.00	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	4	4	4	4.00	4.00	4.00
Administrative Technician II	1	1	1	1.00	1.00	1.00
Building Permits Technician	1	1	1	1.00	1.00	1.00
Total	12	12	12	12.00	12.00	12.00

General Fund Expenditures

Building Inspections

Building Inspections Expenditures by Category



Summary of Expenditures:

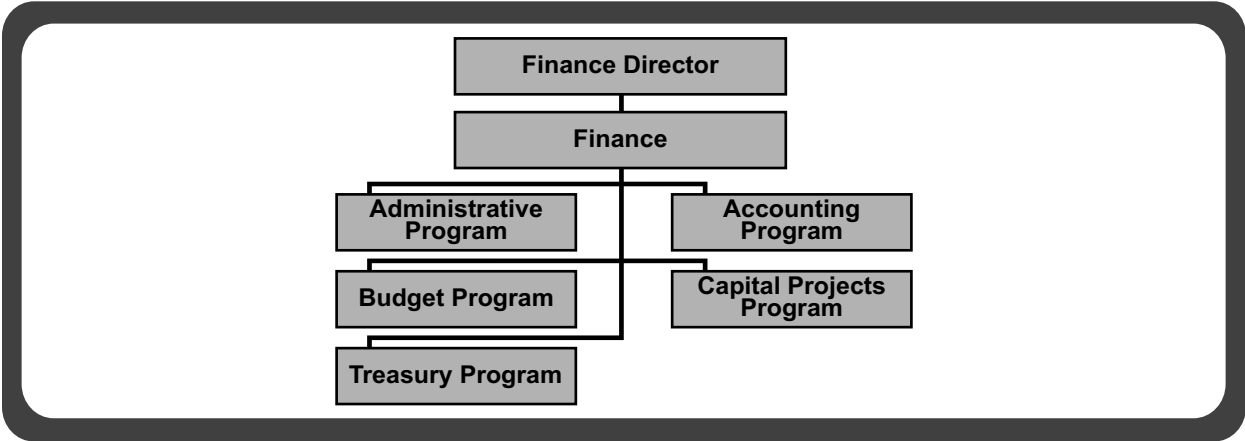
	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$617,639	\$663,955	\$618,955	\$691,853	\$693,488
Contractual Services	15,461	16,900	16,900	15,800	15,800
Materials and Supplies	29,127	24,650	24,650	23,560	23,560
Other Services and Charges	6,038	8,000	8,000	8,000	8,000
Capital Outlay	0	0	0	0	36,000
Total Expenditures:	\$668,264	\$713,505	\$668,505	\$739,213	\$776,848
Expenditures per Capita:	\$8.86	\$8.94	\$8.37	\$8.78	\$8.78

Finance

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

The Director of Finance is responsible for the City’s financial policies, debt management and the day-to-day operations of the Finance Department and its program divisions. Major areas of responsibility 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.

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

Programs (Cont.)

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 2003-2004 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 Finance Department completed a major upgrade to the Financial Accounting System in October 2003. The upgrade moved the accounting system to a web-based system, which will allow greater accessibility to accounting information for City departments.
- The Accounting Program continued the internal financial reporting via the City's web portal to enhance the financial reporting capabilities to the departments as well as an upgrade of the payroll information system and will be implementing Employee Self Service and Time Reporting modules in late summer and early fall 2004.
- The Accounting Program also updated 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. An Accounting Technician II position was added in May 2003 in order to provide added capabilities in the administration of contract management.

- The Budget Program began the "Strategic Budgeting" Process in March, 2001 to link departmental performance and employee key result areas (KRA's) to the Budget as part of the City's ongoing performance measurement efforts. This effort was continually being refined in FY 2004. The Budget Process was refined to streamline the timeline and to allow an increased level of customer service from the Budget area to the departments. The Budget expenditure and revenue projection tools and the historical database containing prior year expenditure and revenue information was continued to be used to increase the accuracy of all projections. Reactions from the departments to all budget-related changes were very favorable. Services from the local United Way were again enlisted successfully to assist in the review and allocation of social service agency funding and program monitoring.
- The Capital Projects program continues to develop the comprehensive 5-year CIP plan. The Plan is a comprehensive document for the Council and community to use which lists all of the general, utility and transportation projects planned for the next 5 to 6 years.
- The Treasury Program completed implementation of investment portfolio software to enhance portfolio reporting and analysis.

FY 2004-2005**Overview and Significant Changes:**

The Finance Department will continue to focus on long-term financial planning initiatives in 2005 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, 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 enhanced use of a new financial software current modules and implementation of new modules.

New Programs for FY 2004-2005:

The Finance Department is proposing no new programs for FY 04-05.

Departmental Goals:

- Improve efficiency of monthly financial reporting to the other departments via the web portal and on-line report generation. (City Goal 5)
- Implement the Time Management module for the payroll system to provide further efficiencies in time entry and the payroll process. (City Goal 5)
- Continue rotation and training of Accounting Technician I personnel. (City Goal 5)
- Coordinate the annual budget/budget revision processes to ensure the timely presentation of budget information to management and City Council. (City Goal 5)
- Implement the Budget Module of the PeopleSoft Financial System. (City Goal 5)
- 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.

General Fund Expenditures

Finance

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Demand			
Total City Operating Expenditures	\$106,631,139	\$95,568,471	\$98,627,950
Total City Employees (FTE's)	653.50	703.00	726.75
City Population	75,402	79,850	84,200
Taxable Property Base	\$4,978,982,250	\$5,071,176,374	\$5,251,484,692
Input			
Dept. Operating Expenditures	\$1,106,949	\$1,139,342	\$1,193,070
No. of Department FTE's	16.50	16.50	16.50
Output			
Payroll Checks Issued	17,390	18,850	19,500
# of Vouchers Processed	22,671	18,800	19,750
Audits	3	3	3
Interim Financial Reports	24	24	24
# of Journal Entries Processed	1,297	1,350	1,400
# of Deposits Processed	2,200	2,500	2,650
# of Project Managers	12	15	15
# of active CIP contracts	205	212	210
Total Project Expenditures	\$45,681,365	\$47,000,000	\$47,500,000
Average Value of Investments	\$196,479,000	\$195,000,000	\$196,000,000
Efficiency			
Finance Expenditures as a % of General Fund	2.05%	1.89%	1.95%
Auth. Personnel as a % of General Fund Personnel	3.05%	2.86%	2.77%
Effectiveness			
Interest Rate on Investments as Compared to Market	1.76%	1.25%	1.50%
	1.12%	.95%	1.20%
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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Daily Reports available on the City's Intranet/Web Portal	Yes	Yes	Yes	Yes	Yes

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

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

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

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

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Budget turned in by July 22	Yes	Yes	Yes	Yes	Yes
Distribute Operating Budget by December 31st	Yes	Yes	Yes	Yes	Yes
Meet Finance Director's deadlines for budget revisions	Yes	Yes	Yes	Yes	Yes

General Fund Expenditures

Finance

Summary of Key Departmental Goals (cont.)

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

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

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
5-Year CIP financial plan available on the City's web site	No	Yes	Yes	Yes	Yes

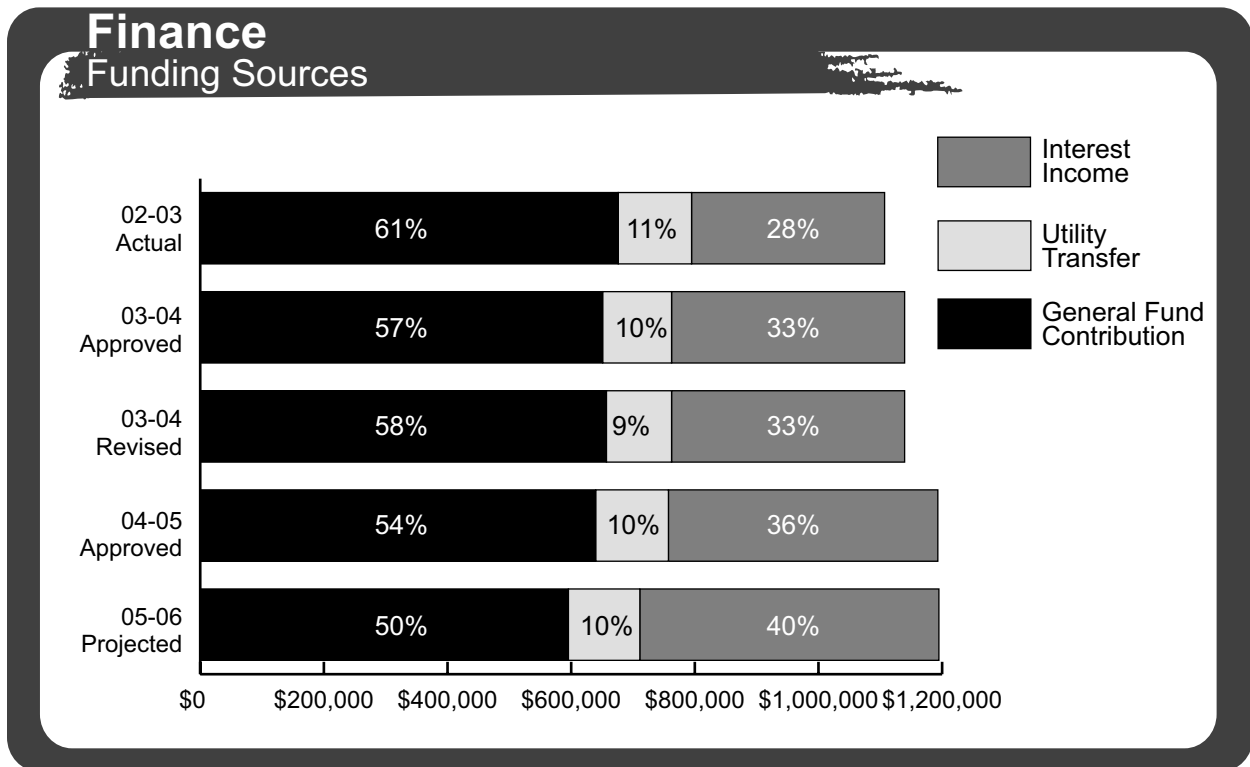
Trend: The CIP Web document is on the City's website along with project detail worksheets and a web map. This CIP website will continue to be updated with new project information as needed using the CIP Master List as the key. The Finance Department, IT and Public Works have made this a joint effort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

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

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

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Ave. # of employees processed per payroll	646	665	669	725	750
Maximum # of employees processed in a single pay period	713	750	777	810	850

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



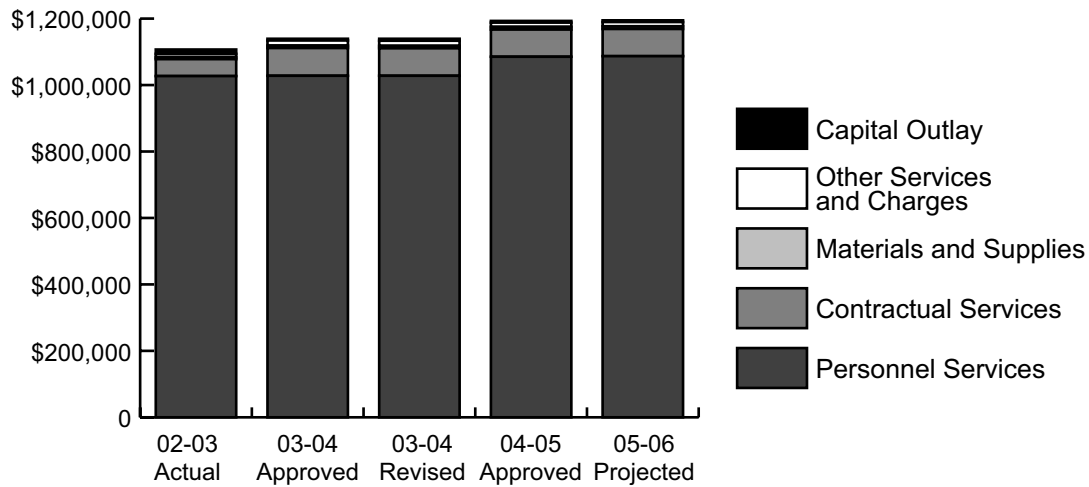
Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
Finance Director	1	1	1	1.00	1.00	1.00
Controller	1	1	1	1.00	1.00	1.00
Finance Programs Mgr.	1	1	1	1.00	1.00	1.00
Accounting Supervisor	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**	4	4	4	4.00	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	1	1	1	0.50	0.50	0.50
Total	17	17	17	16.50	16.50	16.50

** Moved from Utility Billing during FY2002-2003 mid-year revision

General Fund Expenditures

Finance

Finance Expenditures by Category



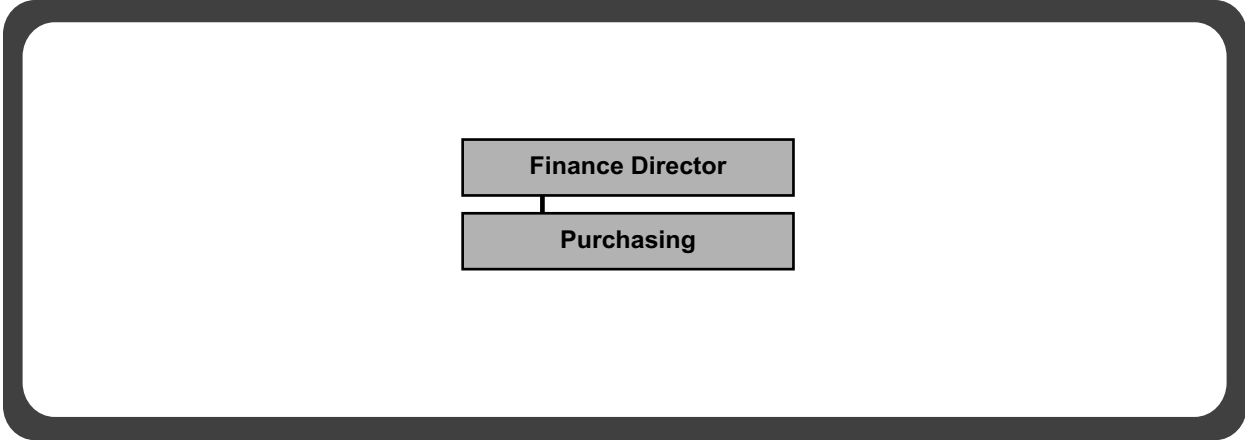
Summary of Expenditures:

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$1,027,054	\$1,027,992	\$1,027,992	\$1,085,260	\$1,086,990
Contractual Services	50,912	83,450	82,700	81,800	81,800
Materials and Supplies	6,124	7,400	7,400	8,110	8,110
Other Services & Charges	9,833	15,300	15,300	12,800	12,800
Capital Outlay	13,026	5,200	5,950	5,100	5,100
Total Expenditures	\$1,106,949	\$1,139,342	\$1,139,342	\$1,193,070	\$1,194,800
Expenditures per Capita	\$14.68	\$14.27	\$14.27	\$14.17	\$13.50

Purchasing

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

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



Departmental Program Summary:

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

Programs:

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

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

Additional functions include, but are not limited to:

- Administration of telecommunications (wire and wireless)

- Audit billing of all telecommunication vendors
- Administration of the procurement card program
- Audit procurement cardholder statements
- Assist in resolving delivery and billing issues
- Assist in new vendor maintenance for 1099 reports
- Administration of the pager program
- Audit billing for pager service vendor
- Verify that capital procurements are authorized in current FY budget
- Provide assistance for janitorial services and building repairs
- Monitoring Electric Deregulation Contract
- Administer Annual Contracts
- Provide primary assistance for City-wide security systems
- Administer Fuel-Man program, including monitoring and reconciliation of weekly invoices

General Fund Expenditures

Purchasing

FY 2003-2004 Highlights:

Highlights for Fiscal Year 2003-2004 include:

- Continued reduction in the turnaround time for issuance of purchase orders (PO's).
- Continued improvement in the documentation supporting purchase orders.
- Continued improvement in user compliance to Purchasing Policies and Procedures to maintain fiscal responsibility and accountability.
- Continued reduction in the number of check requests, which increased the number of purchase orders issued by the Purchasing Department resulting in better budgeting via encumbrances.
- Continuing to maximize cooperative purchasing methods for better value purchases for the City of Round Rock.
- Continuing to secure more annual contracts for supplies and materials.
- Providing vendor search through the City of Austin Purchasing web site.
- Providing vendor search through the Texas Building and Procurement Commission's Centralized Master Bidder Listing.

FY 2004-2005

Overview and Significant Changes:

During FY 2004-2005, the Purchasing Department will continue to increase its ability to support other City departments through the following efforts:

- Working with other departments to resolve facility maintenance issues for all City departments, including janitorial and asset management issues.
- Administer and monitor the Uniform rental and Boot programs for all departments to ensure contract compliance and City/employee satisfaction in the services and products provided.
- Administer and audit the ProCard program through the financial intermediary, Bank One, for authorized City users.
- Administer and audit the Fuelman programs to consolidate and control fuel purchases by authorized City users.

- Administer the Nextel mobile phones, AT&T wireless pagers and Southwestern Bell programs.
- Acquire and coordinate auction services for all departments for timely and appropriate disposal of obsolete and unwanted items.
- Continue to arrange for car rental services for City employees traveling to various locations.
- Continue to coordinate purchases of furniture, office supplies, toner cartridges & stationery/printed materials.

New Programs for FY 2004-2005:

Contract Specialist: This program will fund the addition of a Contract Specialist position (1.0 FTE). A Contract Specialist is needed to address a growing need in the City for a trained professional qualified to analyze and administer contracts with various vendors. Duties of the Contract Specialist will include negotiating, executing and managing contracts; preparing, reviewing and supervising purchasing specification packages and administration of resulting contracts.

Departmental Goals:

- Obtain more on-line vendors. (City Goal 5.5)
- Implement a new pro-card program that allows uploading of pro-card charges. (City Goal 5.5)
- Continue to secure more annual contracts. (City Goal 5.6)
- Post bids on the Internet. (City Goal 5.5)
- Post purchasing guidelines on the Intranet. (City Goal 6.5)
- Add the ProCard procedures to the Intranet and allow for on-line review of ProCard purchases. (City Goal 5.5)
- Adding information and forms to the Web-site. (City Goal 6.5)
- Implement pilot project to allow on-line entry of purchase requests. (City Goal 5.5)
- Hold more training sessions for internal and external service growth. (City Goal 5.2)
- Obtain an annual contract for uniforms, janitorial services and water treatment chemicals. (City Goal 5.6)

Departmental Goals (Cont.)

- Increase support to city departments. (City Goal 5.2)
- Continue implementation of a citywide security system, including keyless entry. (City Goal 5.2)
- Continue the formal training of the purchasing staff. (City Goal 5.2)
- Encourage prior planning of procurements. (City Goal 5.2)
- Continue to review and research E-procurement. (City Goal 5.5)
- Decrease the time it takes to produce a purchase order from a purchase request. (City Goal 5.2)
- Increase the involvement in contract review and improvement. (City Goal 5.2)
- Increase cooperative purchasing opportunities. (City Goal 5.6)
- Continue purchasing policies and procedures “question and answer” sessions by Purchasing Staff for all City Departments through scheduling with the Human Resource Department. (City Goal 5.2)

General Fund Expenditures

Purchasing

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Demand			
Operating Departments Served	24	26	26
Input			
Operating Expenditures	\$327,353	\$376,573	\$469,818
No. of Department (FTE's)	7.00	7.00	8.00
Output			
No. of Purchase Orders Processed	3,031	3,450	3,250
Value of Purchase Orders Processed	\$10,392,620	\$9,000,000	\$10,500,000
Number of Purchase Orders (P.O.'s)			
Issued Over \$500	2,069	2,350	2,250
Value of P.O.s over \$500	\$10,178,742	\$8,250,000	\$10,250,000
No. of P.O.'s Issued Under \$500	880	1,300	1,000
Value of P.O.'s Issued Under \$500	\$213,878	\$325,000	\$250,000
No. of Cooperative P.O.'s Issued	15	60	40
Value of Cooperative P.O.'s Issued	\$501,596	\$1,300,000	\$1,150,000
No. of Blanket P.O.'s Issued	104	190	150
Value of Blanket P.O.'s Issued	\$408,932	\$1,600,000	\$1,250,000
No. of Specifications Written	14	16	25
No. of Pro-Card Purchases	12,277	14,000	14,000
Value of Pro-Card Purchases	\$1,474,874	\$1,725,000	\$1,600,000
Efficiency			
Purchasing Expenditures as a % of General Fund	.61%	.62%	.77%
Authorized Personnel as a % of General Fund Personnel	1.29%	1.21%	1.34%
Effectiveness			
Average Time to Issue Purchase Order (Hours)	8	9	8

Summary of Key Departmental Goals

Key Goal 1: Continue to secure more annual contracts.

Objective A: Increase number of annual contracts.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Number of annual contracts	18	22	20	24	35
Number of blanket orders	174	185	340	190	375

Trend: Blanket purchase orders increasing used to help reduce check requests and provide better budgeting for departments via encumbrances.

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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Total number of training hours	107	128	139	150	150

Key Goal 3: Develop an on-line vendor's list.

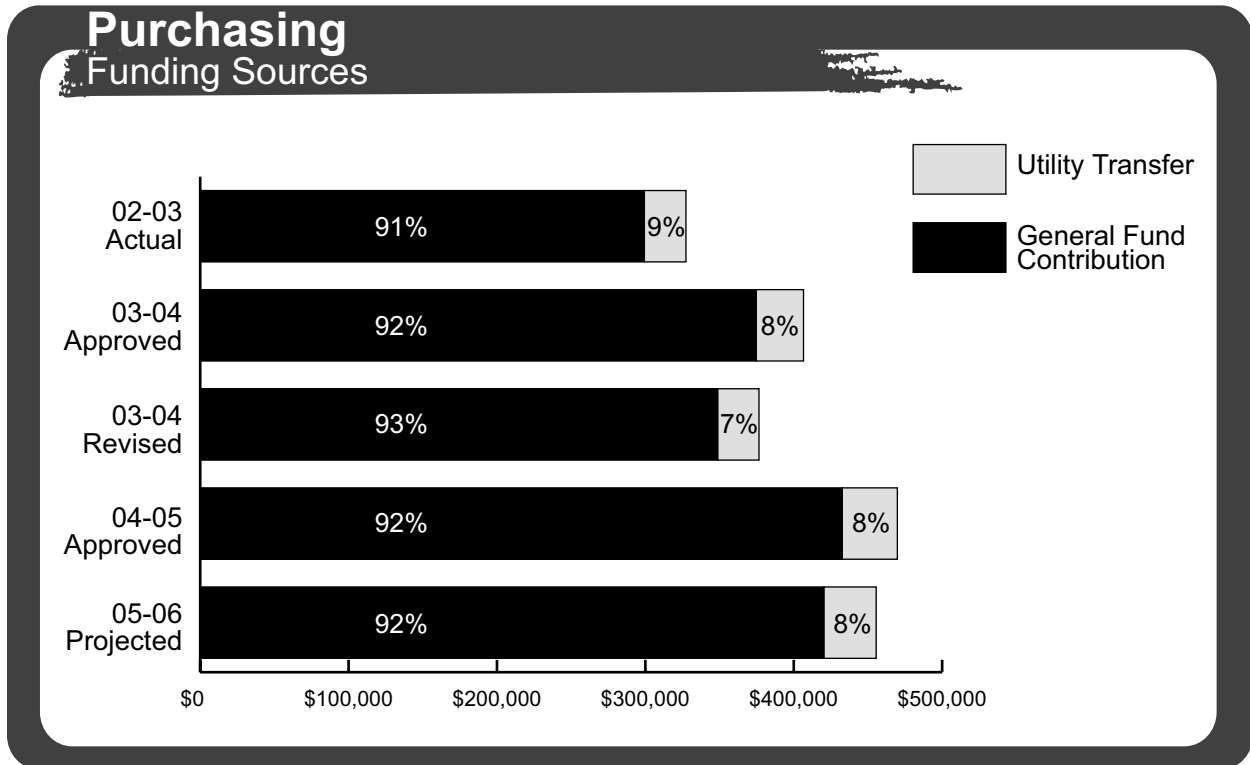
Objective A: Place vendor list on Intranet.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Number of vendors on list	N/A	350	N/A	N/A	350

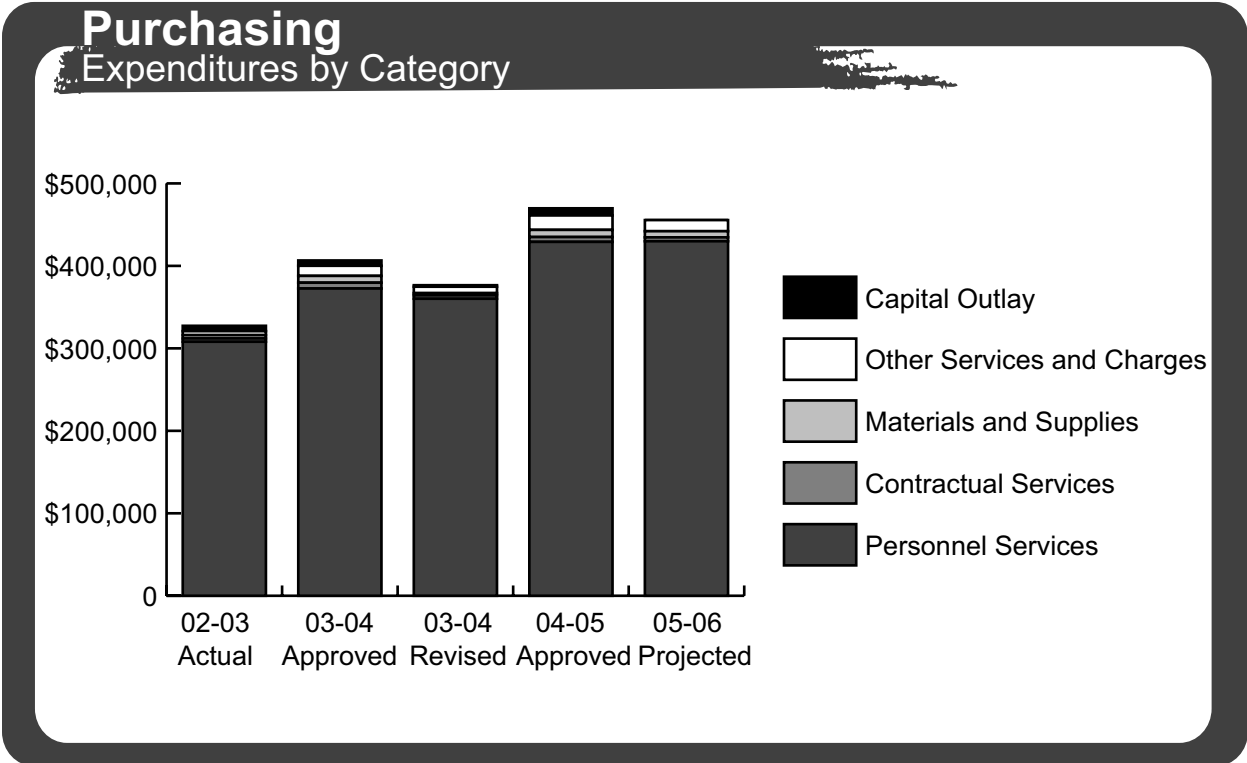
Trend: N/A – Not applicable. This program will not be implemented until FY 04-05.

General Fund Expenditures

Purchasing



Authorized Personnel	Positions			Full Time Equivalent		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 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	1	1	1	1.00	1.00	1.00
Buyer	2	2	2	2.00	2.00	2.00
Contract Specialist	0	0	1	0.00	0.00	1.00
Total	7	7	8	7.00	7.00	8.00



Summary of Expenditures:

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$308,018	\$372,573	\$360,173	\$429,133	\$429,893
Contractual Services	3,935	7,050	4,050	5,850	4,700
Materials and Supplies	4,078	8,250	2,750	8,675	7,445
Other Services & Charges	4,813	12,250	7,750	17,500	13,500
Capital Outlay	6,509	6,450	1,850	8,660	0
Total Expenditures	\$327,353	\$406,573	\$376,573	\$469,818	\$455,538
Expenditures per Capita	\$4.34	\$5.09	\$4.72	\$5.58	\$5.15



General Services

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). 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 2003-2004 Highlights:

Included in the total budget for FY 2004 was funding for the Dell economic development agreement. Fiscal year 2004 saw the third year of the Sears revenue sharing agreement, which shares a portion of sales tax realized from the sale of Sears Teleserve merchandise online. Other areas of focus were:

- Continued funding for the City's legislative lobbying efforts.
- Funded software system consulting for the financial system upgrade.
- Provided 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.
- During 2003-2004, the City entered into a public/private partnership with the Round Rock Chamber of Commerce. A fully staffed economic development program will be active and housed at the Round Rock Chamber of Commerce. The City's contribution to this partnership is found in the Administration Department.

FY 2003-2004 Highlights (Cont.)

- 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 2004-2005 funding in the amount of \$200,000.

2004-2005

Overview and Significant Changes:

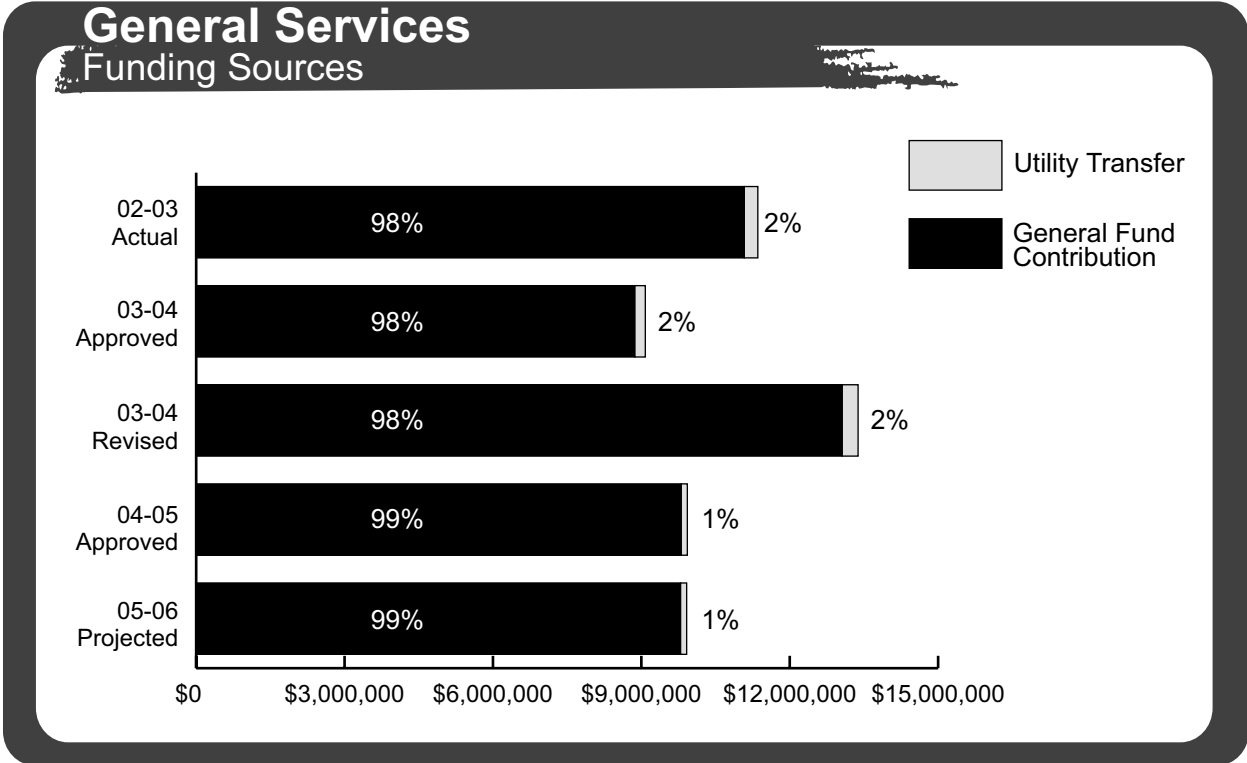
- For FY 2005, the Dell economic development agreement amount is expected to slightly increase. Estimates of the revenue sharing with Dell in FY 2005 are budgeted at \$7,435,000. (Please reference the Budget Message for a complete discussion of this program.)
- Sears revenue sharing agreement, which shares a portion of local sales tax realized from online product sales, is expected to be \$100,000, reflecting the third year of the agreement.
- Funding for a job-creation economic development agreement with DPT, Inc., is included in this section at an estimated \$10,000.
- Continue funding for legislative lobbyist agreement at \$75,000.
- Continue utilizing the joint United Way/City Social Service for funding recommendations.

New Programs for FY 2004-2005:

The General Services Department is proposing no new programs for FY 04-05.

Departmental Goals:

- Provide general financial monitoring, oversight, and support to the City of Round Rock for all expenditures that are not allocable to any specific department. (City Goal 5.1)
- Respond to all administrative and departmental fiscal needs as necessary.
- Implement social service recommendations.
- Support economic development programs. (City Goal 1.2)
- Continue implementation of new financial reporting model effective fiscal years ending September 30, 2004 and beyond.

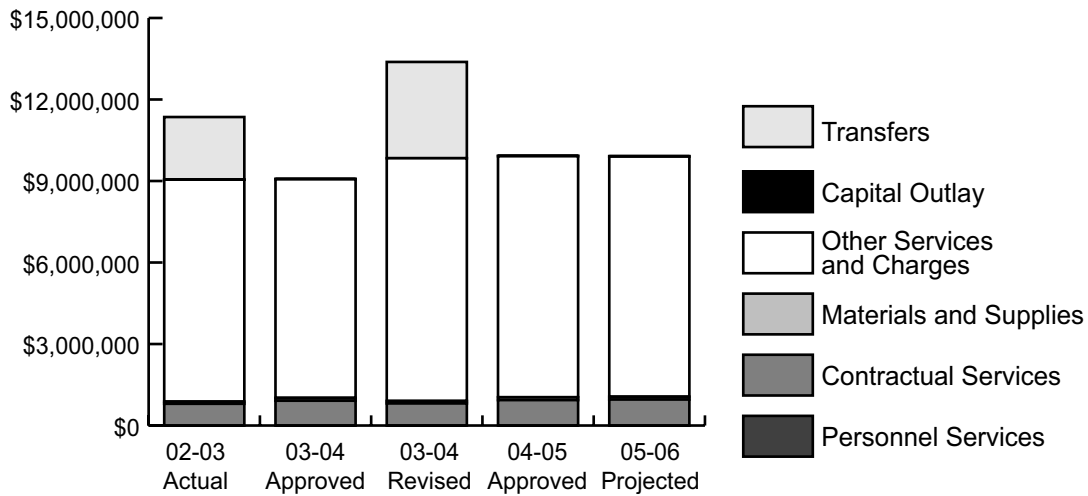


Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
None	0	0	0	0.00	0.00	0.00

General Fund Expenditures

General Services

General Services Expenditures by Category



Summary of Expenditures:

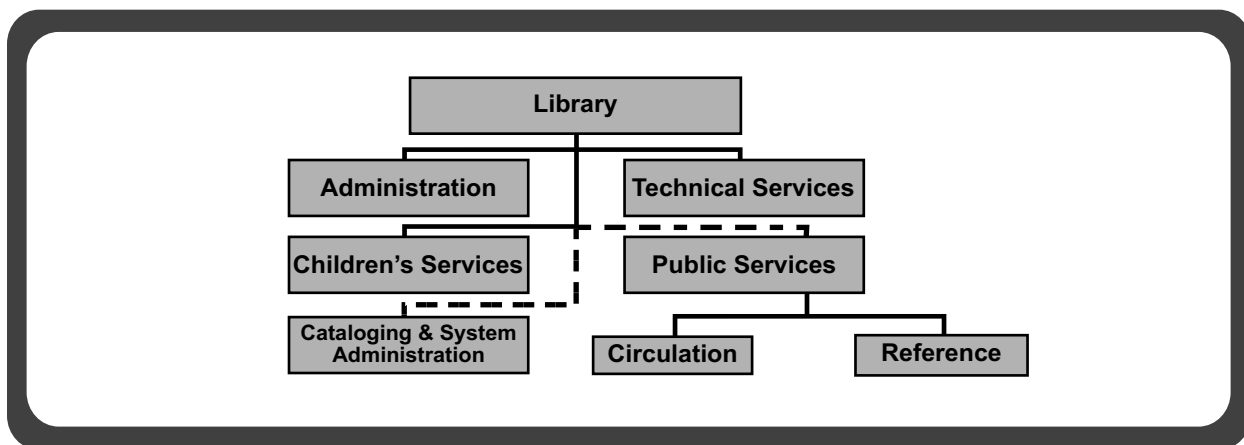
	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$0	\$0	\$0	\$0	\$0
Contractual Services	800,218	913,575	813,575	936,350	957,150
Materials and Supplies	81,285	105,000	90,500	105,000	105,000
Other Services & Charges	8,167,761	8,043,590	8,933,090	8,870,500	8,835,800
Capital Outlay	2,005	18,000	64,459	18,000	18,000
Transfers	2,303,490	0	3,480,311	0	0
Total Expenditures	\$11,354,758	\$9,080,165	\$13,381,935	\$9,929,850	\$9,915,950
Expenditures per Capita	\$150.59	\$113.72	\$167.59	\$117.93	\$112.04

Library

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 six programs described below:

Programs:

Administration and Technical / Cataloging Services:

This cost center serves three distinct functions:

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

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

Cataloging Services and System Administration:

This program either edits existing, purchased cataloging records or creates new records when records cannot be found. It also manages the day-to-day behavior of the

software that manages the library’s circulation and cataloging processes, as well as glean information from the data to assist the staff in making process improvements and collect statistics related to the library’s daily work.

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

Circulation Services: Circulation, performs functions normally associated with “checking out” and “checking in” materials—signing up new users, checking out resources, following up on late books and delinquent fines, interlibrary loan, and managing donations of books and audiovisuals.

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

Children’s Services: The children’s cost center provides programs and materials targeting infants through middle school age levels. It continues to

Programs (Cont.)

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.

FY 2003-2004 Highlights:

Despite a fairly flat budget, the staff was able to accomplish the following process changes, improvements or enhancements to the library collection and work flows:

- Completed the review of the reference collection, removing materials to provide for more space for the circulating collection.
- Expanded Spanish collection through additional shelving.
- Added a major business database, Reference USA, accessible remotely (an upgrade from in-house use only).
- Increased our involvement in the Capstone Program, utilizing graduate students from the University of Texas and the University of North Texas to provide professional-level hands on assistance and perform various user studies.
- Expanded brochure collection explaining information resources.
- Added a computer basics course for the public.
- Genealogy instruction expanded, including a Lock-In which was attended by genealogists throughout central Texas.
- Greatly expanded the genealogy collection.
- Added to the 16mm film collection through the transfer of the CTLS (Central Texas Library System) collection from the Killeen Public Library.
- Improved the children's calendar process in terms of being able to post the calendar to the Internet and standardized the various calendars agency-wide.
- Heavily weeded the children's collection, assisting in reducing the amount of mending required in Technical Services.
- Improved the work flow process and management of volunteers in the book check-in process, maximizing volunteer efficiency and effectiveness through the hiring of a Library Tech as budgeted.
- We improved the damaged book check-in process, resulting in a 73% increase in the amount of funds received for damaged materials.
- We have an active HSE (Health, Safety, and Environment)-certified representative on staff.
- Email notification of books on hold and overdues has been fully implemented, reducing costs in postage, mailers, and staff time.
- Increased the turnaround speed in picking up holds books, allowing more availability of popular materials.
- Reclassified the music collection and rearranged it to make browsing easier for the public.
- Reduced the damage rate of DVDs by changing out DVD casing.
- Contracted with vendor to preprocess and precatalog videos and DVDs, placing 80% of the material received onto the shelf within 24 hours of receipt.
- Improved processes to delete multiple entries of authors and subjects in the public database, making it easier for public use.
- Certain features of the improved library catalog has assisted the patron in more effective use of the library's materials, in particular the best seller and heavily read lists.
- Fully implemented the wireless laptop program, expanding resources for the public.
- Provided improved, easy access for wireless users who have their own PCs.
- Provided additional access to the public through a newer self-check system; the older self-check system failed during the contract period and the "guts" were fully replaced, providing a second viable system.
- Added reference librarian as budgeted to, along with existing staff, provide professional coverage during all the hours the library is open.
- Summer Reading Program was streamlined to further reduce paperwork and increase accuracy of statistical reporting.

FY 2003-2004 Highlights (Cont.)

- Completed the biennial survey and discovered that an online survey does not work as well here as only 20% of the surveys were filled out on line.
- Studied the need for youth programming and children's reference in the RRPL (Round Rock Public Library).
- Assisted the Friends in holding the Mystery Night Play, including seven members of library and city staff in the play (this is a major fundraiser; the play is written by a staff member).
- Hosted various city trainings and departmental culture workshops for other departments.
- Instituted patron-initiated interlibrary loan.
- Library staff was actively involved in HPO-oriented work groups, facilitation for other departments, and training development.
- Continued to retain top-notch volunteers and receive new ones.
- Staff from the library oversaw the implementation of the department culture survey, including the online questionnaire portion.
- Provided public access to the availability of meeting room space through the library's website—this is an automatic function, not requiring reloading.
- We revamped sections of the library's website to improve end-user usability, e.g., genealogy page, increased number of bibliographies, loaded the library's budget and strategic budget.
- Initiated discussions with other libraries re: impact of new HEC (Higher Education Campus) on public library services.
- Computer training room computers upgraded, providing better service to public and city training staff.
- Created a training video for Summer Reading Program volunteers.
- Provided a video on the Summer Reading Program for area schools rather than doing site visits.
- Actively promoted library programs through Take 5.
- Added Spanish language brochure and registration form.
- Improved Spanish language collection through the hiring of a Collection Developer who is multilingual.
- Fully implemented a Braille collection for youth. This was a patron initiated service.
- Cross-trained staff in the public services division.

FY 2004-2005

Overview and Significant Changes:

The staff should be able to accomplish the following process changes, improvements, or enhancements to the library collection and work flows. The library staff will continue to look at areas to improve in. Among the known processes or enhancements coming up include:

- Capstone student to do bibliographies on local families.
- Offer Saturday classes with the addition of the reference staff person hired in FY 03-04.
- Computer training room computers will be upgraded to city standards in terms of OS (operating system) and other products.
- Check out selected single issues of periodicals
- Heavily weed sections of the library for new materials to get us through 2006; after that time we will be full.
- Add additional brochures in Spanish and English.
- Market the collection in-house more vigorously.

New Programs for FY 2004-2005:

Upgrade P/T Librarian II Position: With the increase of public use of the library averaging about 14% per year over the past 4 years, children's programming has become increasingly full. We need to add a couple of regular programs and begin a program for infants and parents to encourage early reading and parent/child relationships. This department has had no new staffing in over seven years. Considering the success of this division, these hours are sorely needed to continue an improved level of service.

Departmental Goals:

- Maintain the property including grounds, buildings, etc. (City Goal 5)
- Meet or exceed Texas Library Association standards. (City Goal 5)
- Encourage diversity in hiring to reflect the city's population. (City Goal 5)
- Maintain adequate equipment, software, and related services to meet staff and public needs. (City Goal 5)
- Continue to develop existing and/or institute new collections. (City Goal 5)
- Continue to develop existing services and/or institute new services to meet user needs. (City Goal 5)
- Review existing processes to evaluate effectiveness. (City Goal 5)
- Offer appropriate staff training. (City Goal 5)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Input			
Operating Expenditures	\$1,697,610	\$1,806,257	\$1,961,803
Number of Positions (FTE's)	26.25	27.25	27.50
Number of Volunteer Hours	8,083	6,000	6,000
Population	75,402	79,850	84,200
Output			
Number of Items Circulated	545,921	595,054	648,609
Number of Card Holders	40,532	42,321	44,626
Number of Items in the Library	134,899	145,000	153,000
Number of Reference Requests	25,767	27,000	28,000
Number of Program Attendees	25,199	25,955	26,734
Number of Items Added to Collection	18,533	22,000	25,000
Number of Items Withdrawn From Collection	8,751	14,000	16,000
Number of Library Visits	258,017	280,000	305,000
Efficiency			
Dept. Expenditures as a % of General Fund	3.14%	2.99%	3.20%
Dept. FTE's as a % of General Fund	4.85%	4.72%	4.62%
Effectiveness			
% Increase in Circulation	11%	9%	11%
% Increase in Number of Patrons	8%	5%	5%
% Increase in Reference Questions Answered	-1%	5%	4%
% Increase in Program Attendance	5%	2%	2%
% of City Residents Registered as Card Holders	54%	53%	53%
Number of Books Checked Out per Capita	7.24	7.6	7.6
Customer service satisfaction level of good/excellent (biennial in-house survey)	N/A	97%	N/A
Library services/quality level of good/excellent (biennial in-house survey)	N/A	96%	N/A

General Fund Expenditures

Library

Summary of Key Departmental Goals

Key Goal 1: Continue to develop existing services and/or institute new services to meet user needs.

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

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Based on data from focus group, suggest appropriate area for land acquisition.					
Acquire land	N/A	N/A	N/A	N/A	TBD
Contract architectural services for concept design (2004-5)	N/A	N/A	N/A	N/A	TBD

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

Trend: The status of a branch is up in the air. Of particular concern is the creation of the Higher Education Center (HEC) which does not plan on having a library on its site until 2009. Also, as projected, we will be full (as in for every book added a book gets withdrawn) by the spring of 2006, assuming we can get a more vigorous weeding program going, in which case we will be full by fall 2005 in most areas. While there has been discussion of a cooperative branch with the high school in the southeast corner, there has been no substantive movement in that direction. Also, this indicator should change to 3 branch libraries, 2 of which are immediately needed.

Key Goal 2: Continue to develop existing services 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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Increase the number of volumes added to the library annually	11%	11%	5%	5%	7%
Improve the quality of the collection by withdrawing 1/10 of the collection annually	5%	10%	6%	10%	10%
Measure overall satisfaction rate of the circulating adult collection	N/A	90%	N/A	90%	N/A

N/A: Not Applicable

Trend: We've been able to get more material out on the shelf due in part to the measures addressed elsewhere in this document. In terms of weeding, we strive for the 10%, but there is limited manpower to get to the shelves to do it. The satisfaction survey was done in 03/04 instead of 02/03, hence actual number is available for that measurement.

Summary of Key Departmental Goals (Cont.)

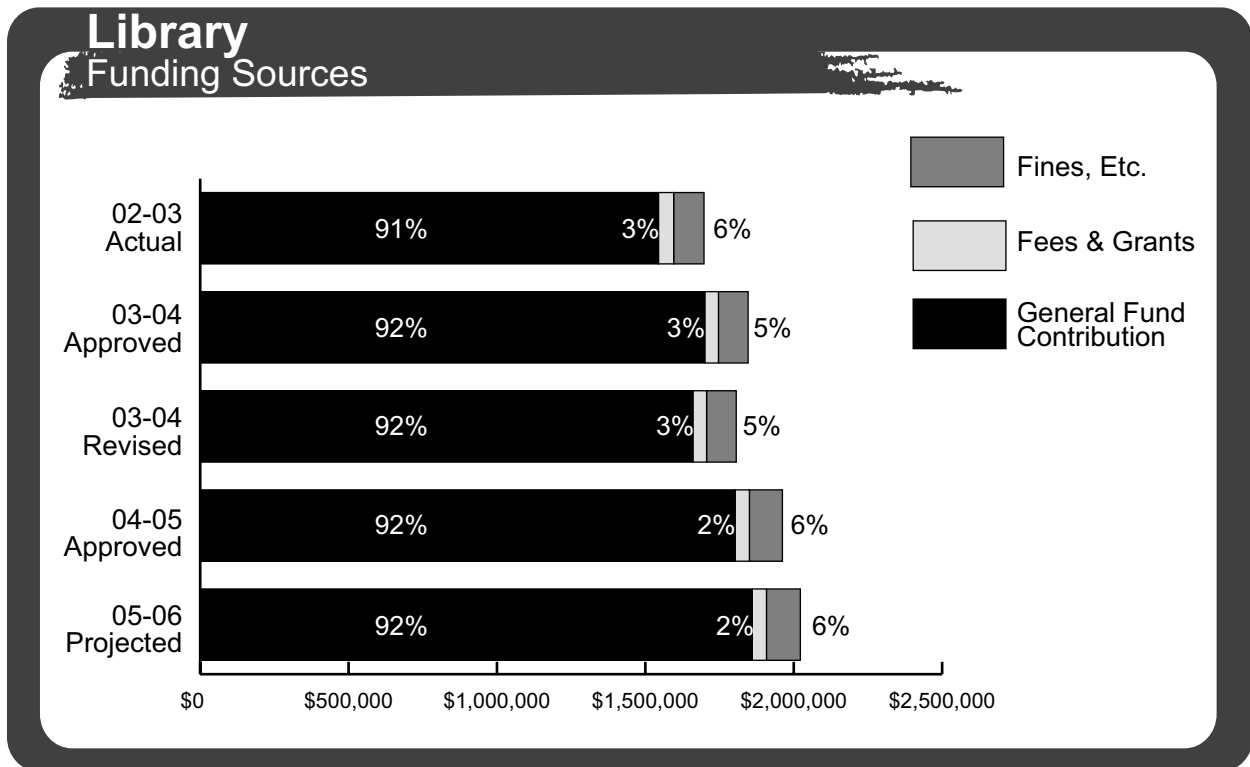
Objective B: Preserve the genealogical and historical collections.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Improve the genealogy collection by adding more volumes to Round Rock Public Library (RRPL)	149 added, 107 new items owned by RRPL	155 added, 112 new items owned by RRPL	137 added, 123 new items owned by RRPL	160 added, 120 new items owned by RRPL	170 added, 130 new items owned by RRPL
Increase number of participants in genealogy classes. Numbers are annual figures.	46	75	155	100	100
Increase number of people using collection (registered users). Numbers are annual figures.	286	300	297	350	365
Identify and institute a process for preserving local history materials	Existing collection reviewed and organized	Identify methodology & equipment needed	Added listing of local history materials owned to library website	Create consortia agreements with other entities to house materials	Create family files on early Round Rock families

Trend: Genealogy: Most of the collection is currently on loan from the Williamson County Genealogical Society (WCGS). We are adding our own materials to this collection, increasing that amount as the budget improves in this area. WCGS had a change in their library collection leadership. Their allocated funds were not spent in 02/03 and added only about 14 items to the collection. The new librarian is expecting to add more titles during 03/04. We are continually looking to add appropriate local history items to the collection. Items we cannot maintain or properly store, we refer to the Williamson County Historical Museum.

General Fund Expenditures

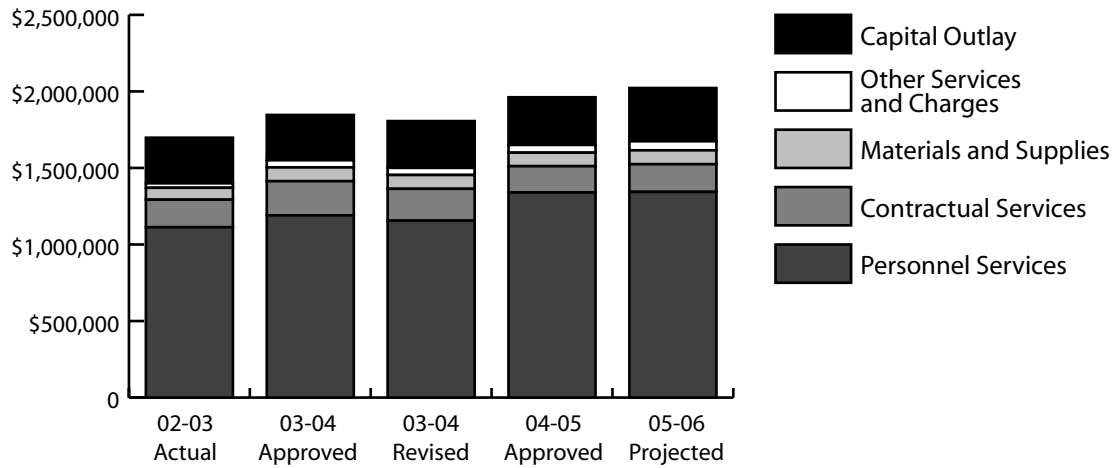
Library



Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
Library Director	1	1	1	1.00	1.00	1.00
Public Services Manager/Librarian III	1	4	4	1.00	4.00	4.00
Librarian II	2	2	2	2.00	2.00	2.00
Librarian II – Part Time	0	2	2	0.00	1.25	1.50
Librarian I	3	2	2	3.00	2.00	2.00
Librarian I – Part Time	3	1	1	1.50	0.25	0.25
Library Supervisor/Library Tech V	1	1	1	1.00	1.00	1.00
Library Technician IV - Part Time	0	1	1	0.00	0.75	0.75
Library Technician III	3	4	4	3.00	4.00	4.00
Library Technician II	2	2	2	2.00	2.00	2.00
Library Technician II - Part Time	2	2	2	0.75	0.75	0.75
Library Technician I	2	3	3	2.00	3.00	3.00
Library Technician I - Part Time	6	4	4	3.00	1.75	1.75
Library Aide	1	1	1	1.00	1.00	1.00
Senior Library Aide	3	1	1	3.00	0.50	0.50
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	32	33	33	26.25	27.25	27.50

Note: Library personnel were restructured during FY 03-04.

Library Expenditures by Category



Summary of Expenditures:

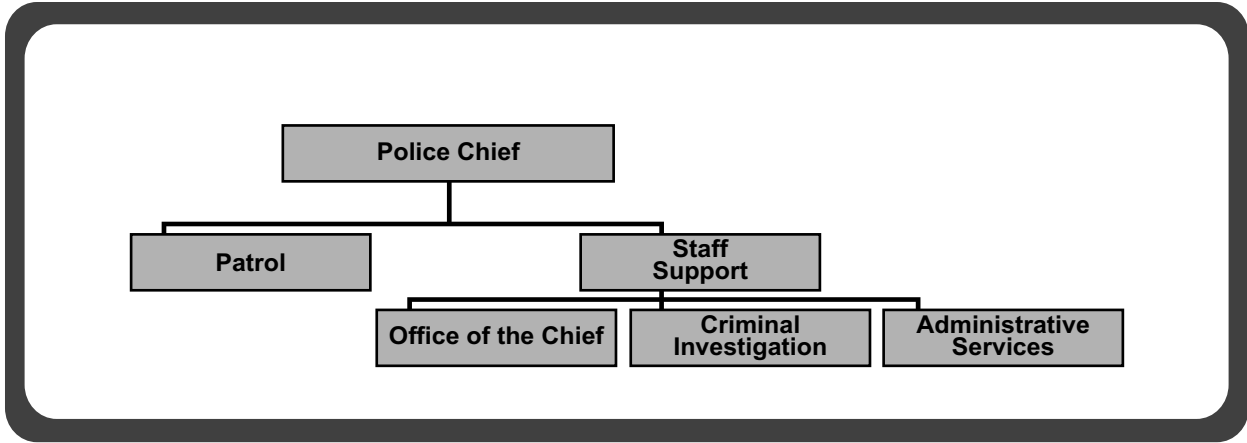
	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$1,112,747	\$1,190,330	\$1,155,560	\$1,339,968	\$1,343,743
Contractual Services	180,122	223,138	208,138	171,633	180,598
Materials and Supplies	77,631	90,267	90,267	88,335	90,911
Other Services and Charges	29,126	46,650	46,650	50,485	59,140
Capital Outlay	297,984	295,872	305,642	311,382	347,850
Total Expenditures:	\$1,697,610	\$1,846,257	\$1,806,257	\$1,961,803	\$2,022,242
Expenditures per Capita:	\$22.51	\$23.12	\$22.62	\$23.30	\$22.85



Police

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 Round Rock Police Department provides public safety and promotes a high quality of life.



Departmental Program Summary:

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

Programs:

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

The Animal Control Unit, also housed in this division, enforces local ordinances regarding the care and keeping of domestic animals in the City. The Unit investigates nuisances, animal bites, animal abuse complaints, and it provides public education regarding animal control.

The Unit also impounds and quarantines animals when appropriate. Also, Central Supply provides a variety of supply functions.

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

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

Programs (Cont.)

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

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

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

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

FY 2003-2004 Highlights:

- During fiscal 2004, the Department focused on the need to maintain civilian and officer staff levels that supports its commitment to the Community Policing approach to law enforcement. Hiring additional civilian employees freed commissioned officers from administrative responsibilities so they may focus more specifically on proactive police functions. In addition, the Department:
- Fully implemented a \$1.2 million replacement of its Computer Aided Dispatch and Records Management Systems;
- Saw the retirement of Chief Paul Conner and his replacement by Bryan Williams from McKinney Police Department;
- Conducted what became a very positive a public input process about revising the City's Animal Control ordinance through City Council approval;
- Continued along its police accreditation path, with accreditation planned for completion in 2004; and
- Continued planning the construction of a new Police Headquarters Building.

FY 2004-2005

Overview and Significant Changes:

The City has maintained a goal of 1.78 police officers per 1,000 city residents as a way of ensuring adequate police personnel to fulfill its mission. As the city has grown rapidly in recent years, it has struggled to maintain a sufficient number of officers to approach this goal. Although seven officers and 3.5 FTE civilian positions were added in FY 03-04, the Department's commissioned officer strength dropped to a dangerously low level below which the Department would begin considering service reductions. In FY 04-05, the Department seeks to make significant strides toward the City's commissioned manpower goal by hiring additional officers. Three additional civilian workers are part of an overall staffing package. Other areas to consider in FY 04-05 are:

- Establishing certification pay for dispatchers; and
- Equipment to improve the Department's investigations, less lethal force options, and investigative capability.

New Programs for FY 2004-2005:

New Police Personnel: This program seeks to hire seven new officers to maintain a ratio of 1.50 officers per thousand city residents. In all, this program would take positions originally intended to establish another of the Department's proactive units to establish a fifth Patrol Division sector and would provide additional manpower to relieve administrative and caseload issues in the Criminal Investigations Division (CID). Creating an Edward Sector would allow officers to respond more quickly to areas that are at the "edges" of the city. The geographic beat reconfiguration that would occur as a result of creating a new sector further would reduce call volumes facing beat officers. This portion of the program would bring on a lieutenant, two sergeants, and a single officer to fill out the necessary sector staffing beyond existing resources. In CID, this program seeks to add a lieutenant's position to provide adequate administrative support for the division and provides for two additional detectives to address caseload issues.

Departmental Goals:

- Respond to the City's growth.
(City Goals 1.1, 1.4, 2.1-6, 3.2, 4.1-4, 5.1-3, 5.5, and 6.3)
- Improve our work environment.
(City Goals 5.2-3, 5.5 and 6.5)
- Maintain/improve community relations and public support.
(City Goals 3.2, 5.3, 5.5, 6.1-4, and 6.6)
- Integrate proactively with other departments/ agencies.
(City Goals 2.1-4, 3.1-5, 4.1-4, 5.1-3, 5.5-6, 6.3, and 6.5)
- Maintain a low crime rate.
(City Goals 1.1, 1.4, 5.3, and 5.5)
- Manage traffic issues in a growing community.
(City Goals 1.1, 1.4, 2.1-2, 4.1-4, 5.1-3, 5.5 and 6.3)
- Maintain a well-trained, professional department.
(City Goals 5.1-3 and 5.5)
- Ensure an adequate emergency response for large-scale events.
(City Goals 1.4, 5.3, and 5.5)

General Fund Expenditures

Police

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Demand			
City Population	75,402	79,850	84,200
Calls for Police Service*	82,967	79,500	80,400
Index Crimes Reported**	1,813	1,872	2,023
Crimes per 1,000 residents**	25.5	23.4	24.0
Input			
Dept. Operating Expenditures	\$11,770,301	\$13,084,251	\$14,078,351
Dept. FTE's	153.00	165.50	172.50
Man-Hours Applied	318,240	344,240	358,800
Officers per Thousand Population	1.49	1.49	1.50
Output			
Traffic collisions requiring a report	2,360	2,400	2,500
Traffic collisions per 1,000 population	31.2	30.0	29.7
Average Response Time to Emergency Calls***	8.0 min.	11 min.	11 min.
% Clearance Rate for Part I Offenses**	28%	30%	30%
% Recovery Rate for Stolen Property*	33%	29%	29%
Efficiency			
Dept. Expenditures as a % of General Fund	21.78%	21.69%	22.97%
Personnel FTE's as a % of General Fund	28.25%	28.66%	28.98%
Man-Hours per Call for Service Report*	4.1	4.3	5.0
Cost per Call for Service	\$141.87	\$163.64	\$164.79
Effectiveness			
Overall satisfaction with the Police Department rated as excellent or good	88%	88%	88%
Police services received rated as excellent or good	83%	86%	86%
Percent of citizens who feel safe or fairly safe walking in their neighborhoods at night	84%	85%	85%

* Implementation of a new Computer Aided Dispatch system counts a number of activity categories that previously were captured as police events as "out of service" events and tracks them separately. As a result, the Department expects the drop indicated in FY 03-04 to be an artifact of that system change, and calls will continue to increase as they have in the past – generally concurrent with population growth.

** Index crimes indicated as Actual 2002-03 are for calendar 2002; for Estimated 2003-04, they are for calendar 2003; and so on.

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

Summary of Key Departmental Goals

Key Goal 1: 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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Calls for Police Service	75,245	77,000	75,402	79,500	80,400
Emergency Response Time (minutes)	5.2	6.0	8.0	11.0	11.0
Commissioned peace officers per 1,000 population	1.50	1.49	1.49	1.49	1.50
Crimes per 1,000 (from Uniform Crime Reports)	25.4	27.0	25.5	23.4	24.0
Crimes indexed to the state average for cities of a similar size (100 = average for that year)	50.1	52.0	47.6	49.1	51.0

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 2000). Calls for police service have been increasing at a rapid rate during the past several years, but they flatten in 02/03 before beginning to rise again in 03/04. This is due to the Department’s implementation of a new Computer Aided Dispatch (CAD) system, which pulls some categories of calls out of a “police incident” category and designates them to be “out of service” calls. The Department treats 02/03 as a “blip” and expects to continue to see an upward trend in police calls for service. “Crimes per 1,000” represents the number of Part 1 crimes reported to the FBI. Indexing Round Rock’s crimes to an average of Part 1 crimes for Texas cities between 50,000 and 100,000 population underscores how the City has one of the lowest crime rates in the state for cities our size. Regarding emergency response time, the new CAD system counts as emergency calls 911 hang-ups and logs time somewhat differently than the old system, resulting in a longer response time. Dispatchers are addressing this in part by immediately dispatching units to the scene upon receiving a call and providing critical follow-up details as the officer is en route to the scene. Regardless, the Department will be evaluating its 7.0 minute-response time goal to determine whether it can be realistically achieved under the new system.

General Fund Expenditures

Police

Summary of Key Departmental Goals (cont.)

Key Goal 2: Maintain/improve community relations and public support.

Objective A: Provide leadership to get the public more involved through problem-solving, neighborhood associations, increased community participation in the National Night Out event, and the Citizens Police Academy (CPA).

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Number of neighborhood associations & related activities participated in	81	85	230	275	300
Neighborhood participation in National Night Out	21	22	31	30	32

Trend: Participation in these areas generally has been growing. The growth in neighborhood-related activities is in large part the result of better tracking within the Department. The National Night Out event continues to grow and involved a record number of neighborhoods in 2003; the subsequent forecasts are somewhat conservative in light of the past three years of participation.

Key Goal 3: Maintain a Low Crime Rate.

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

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Overall satisfaction with department rated as "excellent" or "good"	85.0%	91.9%	88.0%	88.0%	DISC
Police services received rated as "excellent" or "good"	85.0%	86.0%	83.0%	86.0%	DISC
% Citizens feel "safe" or "fairly safe" in their neighborhoods at night	85.0%	85.2%	85.0%	85.0%	DISC

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

Summary of Key Departmental Goals (cont.)

Key Goal 4: Integrate Proactively with Other Departments/Agencies.

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

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Overall satisfaction with department rated as "excellent" or "good"	85.0%	91.9%	88.0%	88.0%	DISC

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

Key Goal 5: Maintain/improve community relations and public support.

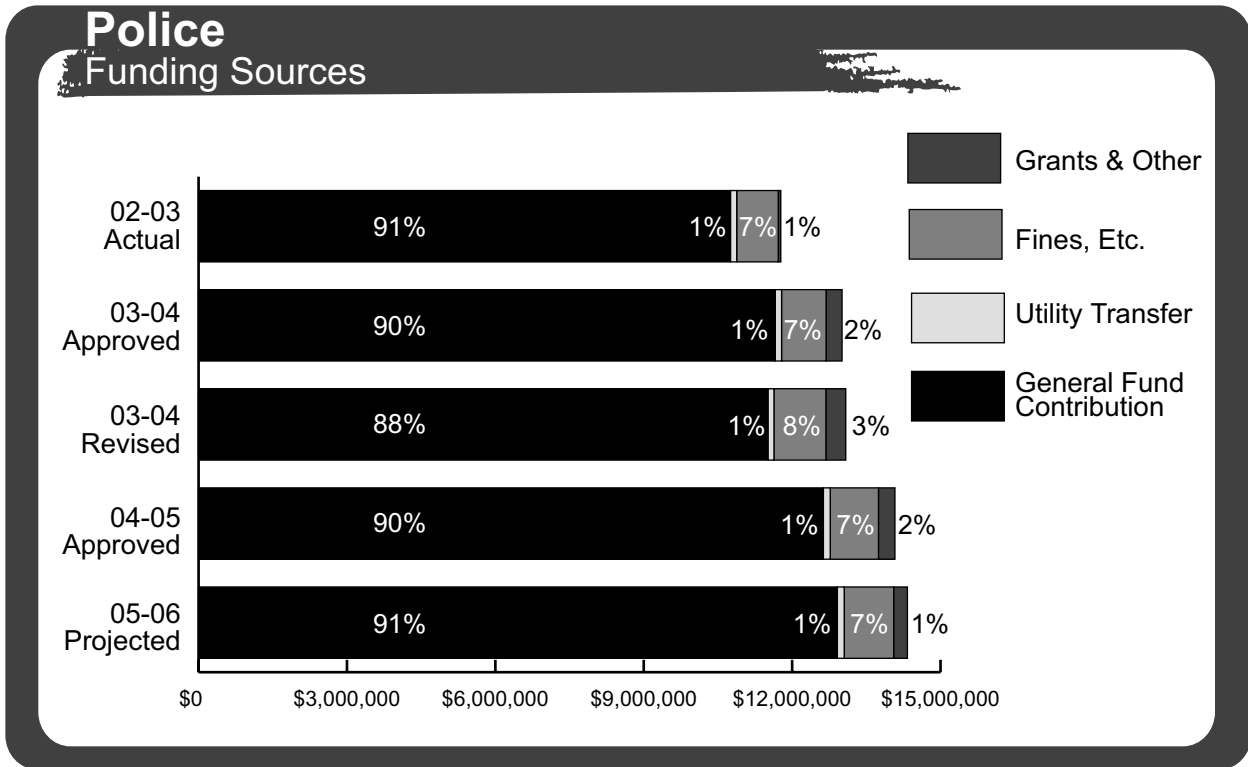
Objective A: Provide leadership to get the public more involved through problem-solving, neighborhood associations, increased community participation in the National Night Out event, and the Citizens Police Academy(CPA).

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Volunteer hours of service	4,465	4,475	5,507	5,000	5,000
Families served by Blue Santa program	360	320	451	450	500
Number served by the Telephone Assurance Program (TAP)	23	24	31	30	30

Trend: Participation in community programs generally has been growing. Volunteer service rose significantly in 02/03 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 2001-02 following a retirement.

General Fund Expenditures

Police



General Fund Expenditures

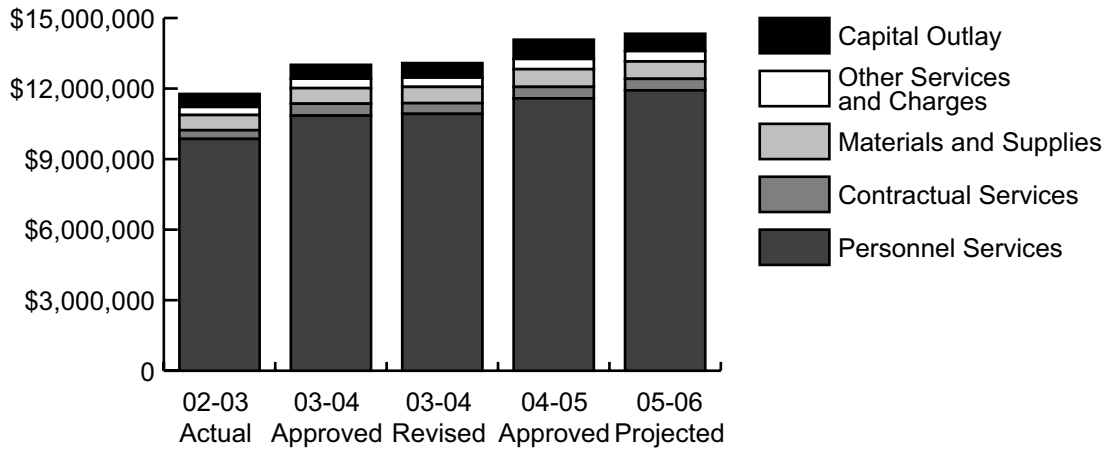
Police

Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 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	7	5.00	5.00	7.00
Senior Police Sergeant/Sergeant	26	26	28	26.00	26.00	28.00
Victims Assist. Coordinator	1	1	1	1.00	1.00	1.00
Victims Assist. Counselor P/T	0	2	2	1.00	1.00	1.00
Crime Scene Specialist	1	1	1	1.00	1.00	1.00
Crime Scene Technician P/T	0	1	1	0.00	0.50	0.50
Police Officer	77	84	87	77.00	84.00	87.00
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	3	3	3	3.00	3.00	3.00
Senior Communication Operator	4	5	5	4.00	5.00	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	16	14	14	16.00	14.00	14.00
Logistics Officer	1	1	1	1.00	1.00	1.00
Project Specialist	1	1	1	1.00	1.00	1.00
Senior Animal Control Officer	1	1	1	1.00	1.00	1.00
Administrative Technician I-II	1	3	3	1.00	3.00	3.00
Records Technician	3	4	4	3.00	4.00	4.00
Warrant Clerk	0	0	0	0.00	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	1	1	0.00	1.00	1.00
Accreditation Manager	0	1	1	0.00	1.00	1.00
Total	153	167	174	153.00	165.50	172.50

General Fund Expenditures

Police

Police Expenditures by Category



Summary of Expenditures:

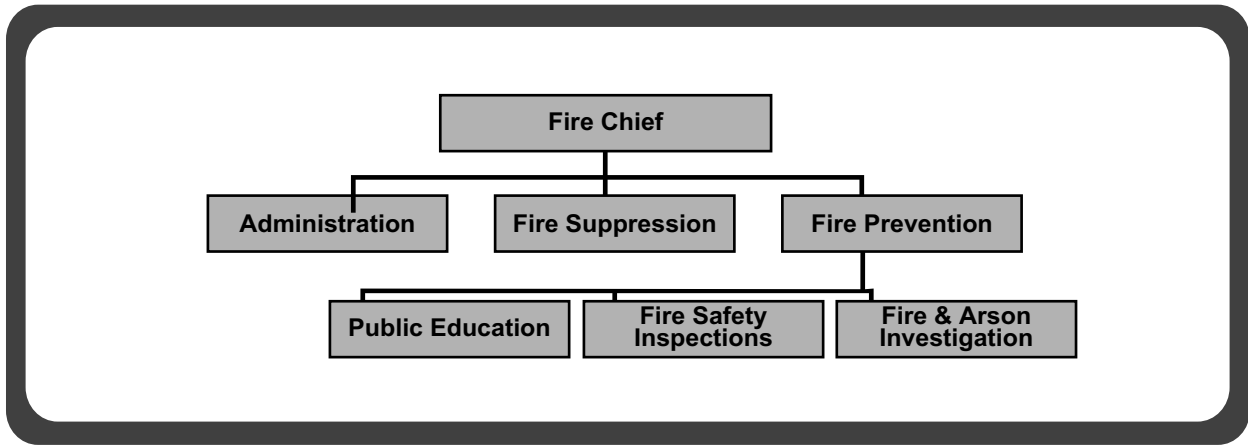
	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$9,859,269	\$10,848,219	\$10,923,219	\$11,583,355	\$11,924,685
Contractual Services	369,487	507,976	455,151	487,493	488,832
Materials and Supplies	646,177	661,586	692,236	753,047	739,139
Other Services and Charges	342,325	403,674	394,974	434,506	440,675
Capital Outlay	553,043	587,796	618,671	819,950	737,350
Total Expenditures:	\$11,770,301	\$13,009,251	\$13,084,251	\$14,078,351	\$14,330,681
Expenditures per Capita:	\$156.10	\$162.92	\$163.86	\$167.20	\$161.93

Fire

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

Mission: 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 three 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 Suppression: 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 stand by during repairs of ruptured gas lines when required. In addition, it is the responsibility of the station's suppression personnel to provide medical assistance at private residences, businesses, special events, and vehicle accidents, both emergency and non-emergency in nature. Fire suppression personnel also respond to vehicle accident entrapment, water rescues, high/low angle rescues, vehicle unlock services when a child, pet or medication is involved, body recoveries and disasters. In addition, suppression personnel provide a number of public services such as fire safety and truck demonstrations at schools, private residences and local businesses, removing animals from trees, hazardous material fluid clean-ups, carbon monoxide detection, bee and water removal, smoke detector battery exchange, medical stand by during community festivals, softball tournaments, Easter egg hunt, Fourth of July events, bicycle races, and long distance runs. For fire suppression personnel there are three shifts and each station is 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 Fire headquarters. Additional personnel, including a Lieutenant, Driver and Firefighter are based at Central and man the aerial platform truck.

Programs (Cont.)

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

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

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

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

FY 2003-2004 Highlights:

Round Rock Fire Department accomplishments:

During FY 2003-2004, the Department and City of Round Rock Emergency Operation Center were evaluated in the following areas; alerts/notifications, communications, coordination and control, emergency public information, emergency medical services, public safety, and resource management. This was a multi-jurisdiction exercise conducted and evaluated by the National Emergency Response and Rescue Training Center. The City of Round Rock received many commendations for a well-developed Emergency Management Plan and for having a staff that is very dedicated and knowledgeable in the area of emergency management.

- Received 3,787 emergency and 1,289 non-emergency calls during FY 2002-2003, due to the City's

continuous growth these numbers are expected to increase during FY 2003-2004.

- Responded to 21 fires that were extinguished in a timely manner consequently stopping further loss of property.
- In partnership with Round Rock Police Department, the Round Rock Fire Department purchased and distributed 30 Automated External Defibrillators (AED's) that were placed in police patrol cars and city owned public buildings.
- The fire department received an excellent rating from the Texas Commission of Fire Protection on equipment, personal protection gear, maintenance of equipment and record keeping.
- The fire department received a Federal Emergency Management Agency grant for \$186,000, which helped the City to purchase additional Mobile Computer Terminals, an extrication rescue tool system, 3 thermal imager cameras and a video conferencing system for the training division. With these additional items, our Firefighters will be able to better serve our citizens.
- Mobile data terminal technology allows complete digital communications between fire apparatus, command vehicles, and the dispatch center. This high level of communication reduces the amount of radio traffic required for information delivery. Reducing the amount of radio traffic required between apparatus and dispatch leaves valuable radio channels open for firefighters who need to communicate from an emergency scene.
- Thermal imaging cameras provide firefighters a means of finding a person in a smoke filled or darkened area quickly. By reducing the time it takes to search an area, the chances of getting a person to safety are increased. In addition, thermal imaging cameras are used to identify hot spots in a structural fire, consequently allowing fire suppression personnel to concentrate their initial offensive attack in the area needed, keeping damage to a minimum and/or locating a missing person or a person ejected from a vehicle during the time of darkness.
- The video conferencing system for the training division will allow the firefighters to stay in their home fire stations while receiving direct delivery, real time, two-way interactive training. The trainers can teach a class from inside the Round Rock training network, or save us money by delivering the training from their home location anywhere the internet can con-

FY 2003-2004 Highlights (Cont.)

nect us with. We estimate this reduction in travel will save us \$30,000 in the first year alone.

- Our current extrication rescue tool system, because of its age, is not always operational. A more modern rescue tool set is better suited for the newer vehicle components. This will enhance the rescue crew's ability to quickly free a person entrapped in a vehicle.
- Placing Fire Station 6 in the Northeast area where there is continuous growth. By building station 6, manning it, and equipping it properly, our response time will be significantly reduced and give us the resources to meet our call response goal of 6 minutes or less for this area.
- Rebuilding of Fire Station 2 is due to the current poor condition of the station. It is an eye sore for the public and the living conditions for the firefighters is less than desirable.
- Put into service Computer Aided Dispatching (CAD), which utilizes rip and run printers giving our firefighters valuable call information, such as where they are going, what task they must prepare for, and what equipment they will need to accomplish the mission.

FY 2004-2005

Overview and Significant Changes:

During the upcoming fiscal years, the Round Rock Fire Department will place a continued emphasis on maintaining appropriate staffing levels, training, equipment and additional stations. The Fire Department will continue to focus on what is required to better serve our citizens in the areas of rescue, emergency medical service, fire protection and prevention.

- Two more fire stations phased in through FYs 2005 – 2009: the Fire Department received 3,787 emergency and 1,289 non-emergency calls last year. Station #1 is the closest station to the Northwest/Northeast side and ran 1,982 calls last year. Three hundred twenty of these calls were in the Northwest/Northeast side of the City. The Fire Department currently made only 47.7% of its calls in the Northwest/Northeast area at or under the 6-minute response goal with some calls taking as long as 26 minutes. If the Northwest/Northeast area grows as projected, the percentage rate of 6 minutes or less will continue

to deteriorate. During peak traffic times, inclement weather, and/or while traveling through school zones, response time increases. Stations placed in the Northwest and another in the Northeast area would significantly reduce our response time in these areas and give us the resources to meet our goal of 6 minutes or less, thus providing our citizens with excellent service.

- Advanced Lifesaving Support (ALS), phased in through FYs 2005 – 2009: the concept of providing paramedic care with quick response teams would prove to be invaluable almost immediately. In fact in most cities, which have instituted paramedic engine companies, have seen a dramatic increase in the number of cardiac saves for their communities.
- Replace one engine: this will reduce our out of service time, the cost of maintenance and the engine being replaced has met the replacement criteria.
- Four person manning phased in through FYs 2005 – 2009: increasing an engine company from a crew of three- to a four-man company will indirectly reduce the loss of life and property for our citizens. A four-man crew decreases the time it takes to begin an initial attack on a fire thus limiting the spread of fire as close to the point of origin as possible. Studies have found that firefighters working as a crew of three are more likely to become fatigued or injured quicker than a four-man crew.

New Programs for FY 2004-2005:

Fire Staffing: This new program will add seven new firefighters to the Fire department. These firefighters will be assigned to Central and other stations until the replacement ladder is purchased. This program will also promote 6 Fire Lieutenants to Fire Captains make them responsible for the maintenance and management of the staff assigned to that station and promote 2 Fire Lieutenants to Fire Captain for Training and hire 1 Firefighter.

Departmental Goals:

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

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Demand			
Incident Volume (emergency and non-emergency calls)	5,076	5,300	5,600
City Population	75,402	79,850	84,200
Input			
Operating Expenditures	\$6,614,520	\$7,660,797	\$8,268,141
Number of Personnel	82.00	94.00	101.00
Output			
Priority Calls Answered	3,787	4,355	4,964
Non-Emergency Calls Answered	1,289	1,544	1,760
Efficiency			
Fire Dept. Expenditures as a % of General Fund	12.24%	12.70%	13.49%
Fire Dept FTE's as a % of General Fund	15.14%	16.28%	16.97%
Effectiveness			
Priority Calls With Response Time Less Than 6 Minutes	83.4%	84%	86%
Fire Loss per \$1,000 Valuation	\$0.10	\$0.18	\$0.15
Customer Service Rating (Good to Excellent)	N/A	98%	98%
Public Education Evaluation Rating (Good to Excellent)	98.7%	98%	98%

N/A - Not available. No survey cards were sent out this year during 2002-2003.

General Fund Expenditures

Fire

Summary of Key Departmental Goals

Key Goal 1: Meet the 6-minute response time and respond to emergencies in a timely, efficient 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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
% of response calls 6 minutes or less	84%	85%	69.9%	85%	85%
% of response good to excellent	98%	98%	N/A	98%	98%
Structure fires loss vs. property value	34%	30%	8%	30%	30%

Trend: N/A – Not applicable. Station #1 is responsible for responding to calls in the Northeast and Northwest areas in the City, but due to the distance of these areas getting there in 6 minutes or less is difficult. The amount of property loss due to fires is 8%. Survey cards were not mailed out for 2002-2003.

Key Goal 2: Respond to non-emergency requests for assistance in a timely manner.

Objective A: Non-emergency services calls answered.

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

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
# of emergency calls answered	N/A	N/A	1,515	1,700	1,900
# of non-emergency calls answered	N/A	N/A	467	550	700
# of man hours used on non-emergency calls	N/A	N/A	1,000	1,200	1,800

Trend: N/A – Note applicable. With Firehouse 5.0 we can track the number of emergency calls, non-emergency calls and the man-hours used. This information will be used to determine where and what resources are needed in the future. The Firehouse system did not allow tracking the number of emergency and non-emergency calls by station before 02/03.

Summary of Key Departmental Goals (Cont.)

Key Goal 3: Recruit and maintain a well-trained, diverse, and competitive workforce, and deliver a high level of department performance.

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

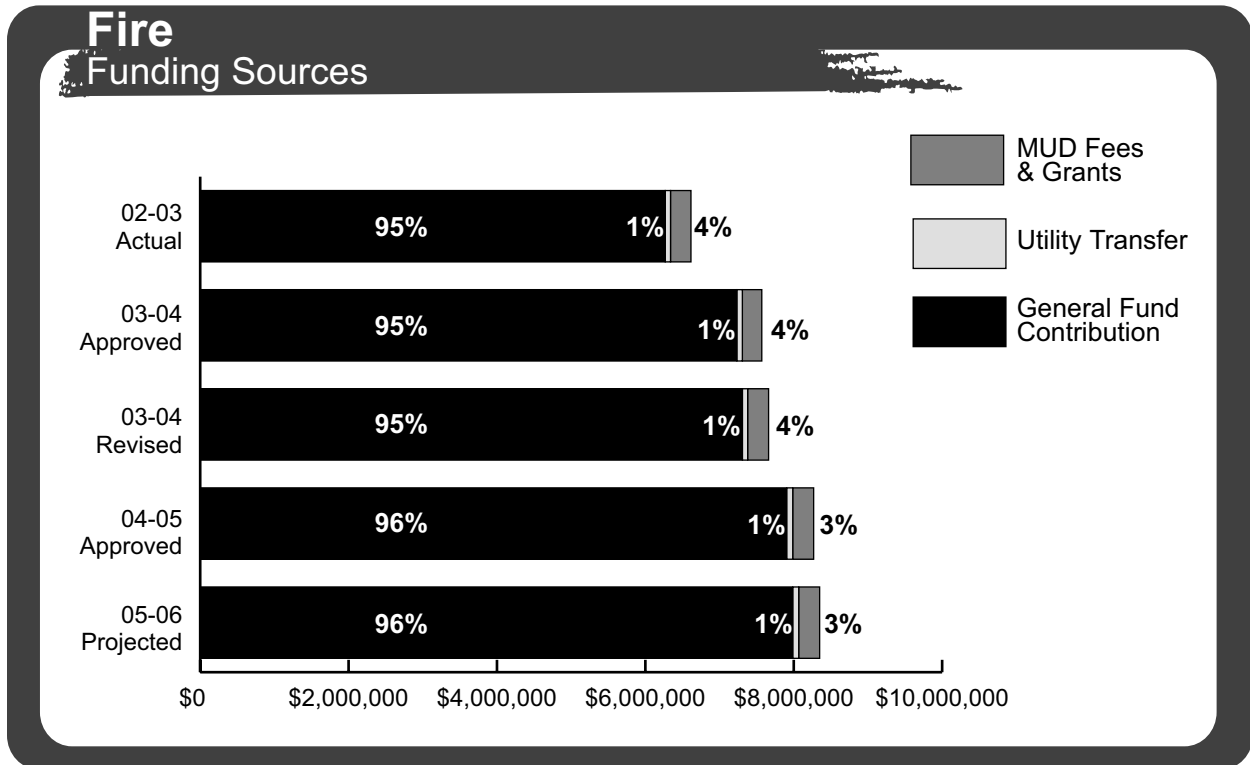
Objective B: Provide an additional 16 hours of training per year for officer development.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Meet or exceed company training 20 hours per month	99%	100%	94%	100%	100%
Officers with 16 hours of additional training	84%	100%	20%	100%	100%

Trend: The increase in training hours enables the city to meet Insurance Services Office and accreditation standards for firefighter training and officer training requirements. Our goal is to meet 100% of all requirements in both of these areas. Our training section is going to ensure that our officers get the required training for 03/04.

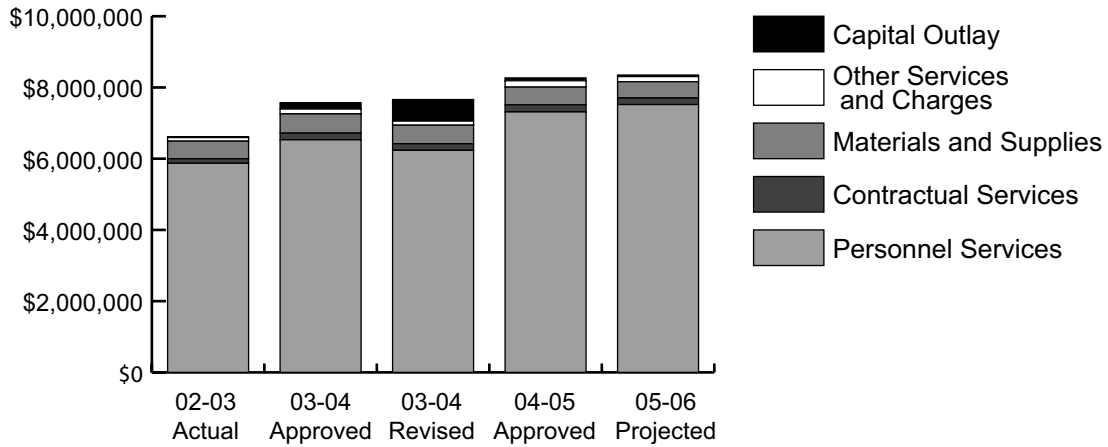
General Fund Expenditures

Fire



Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 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	8	0.00	0.00	8.00
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	21	13	18.00	21.00	13.00
Fire Inspector/Safety Inspector	2	2	2	2.00	2.00	2.00
Driver	18	21	21	18.00	21.00	21.00
Firefighter	30	36	43	30.00	36.00	43.00
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	94	101	82.00	94.00	101.00

Fire Expenditures by Category



Summary of Expenditures:

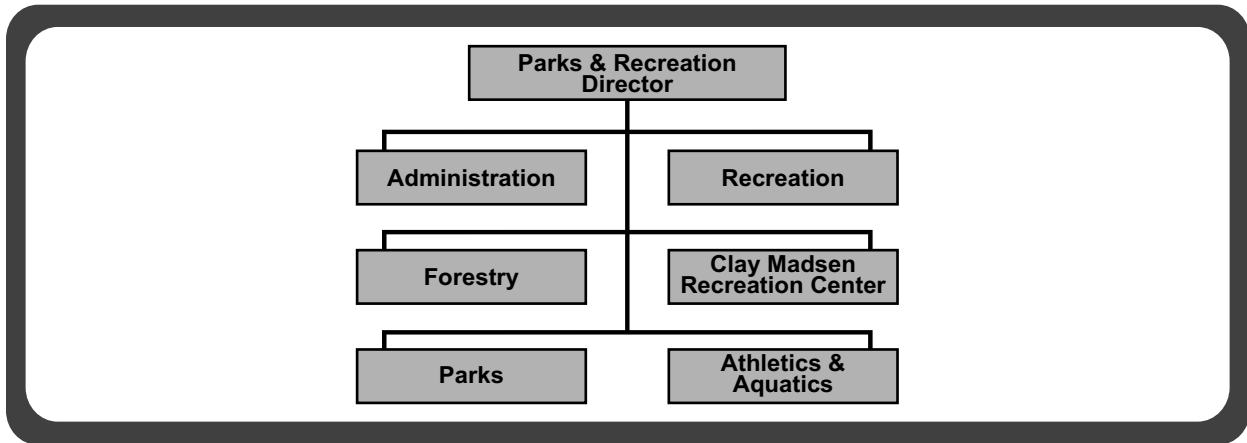
	2002-2003 Actual	2002-2003 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$5,871,325	\$6,530,465	\$6,235,520	\$7,313,224	\$7,519,467
Contractual Services	128,868	187,320	185,520	199,668	186,443
Materials and Supplies	491,992	540,144	519,484	496,748	453,280
Other Services and Charges	102,739	136,500	114,700	178,901	146,500
Capital Outlay	20,396	174,800	605,573	79,600	43,200
Total Expenditures:	\$6,614,520	\$7,569,229	\$7,660,797	\$8,268,141	\$8,348,890
Expenditures per Capita:	\$87.72	\$94.79	\$95.94	\$98.20	\$94.34



Parks & Recreation

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, which include athletics, aquatics, instructional classes, special events, senior citizen activities, and the Clay Madsen Recreation Center.

Mission: The Round Rock Parks and Recreation Department's mission is to enhance our customer's quality of life through diversified leisure opportunities. This is accomplished through acquisition, preservation, development, and management of parkland, public-green-spaces, facilities, and 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 development 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 in-line hockey. The aquatics section operates and maintains facilities as well as develops and supervises programs for all indoor and outdoor pools. Programs include swimming lessons for children and adults, lifeguard and safety classes, special events and recreational swims.

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

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

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

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.

General Fund Expenditures

Parks & Recreation

Programs (Cont.):

Program development reflects the needs and desires of the community as expressed in surveys, suggestion boxes, and focus groups. This division is also responsible for the Summertime Express Bus Service. Program cost recovery is generated through activity fees and/or sponsorships.

FY 2003-2004 Highlights:

The Parks and Recreation Department have several large accomplishments for fiscal year 2003-2004. The addition of the Marketing Specialist has greatly increased our exposure throughout the city as well as adding dollars to our department in sponsorships. Breaking ground on the new Senior Activity Center is certainly important to our senior population. Our special events are growing by leaps and bounds and we continue our efforts to beautify this city. In addition, PARD received the Texas Recreation and Parks Society Gold Medal City Award, which is the highest award in Texas for a Parks and Recreation Department.

- Educated the community through media articles and press releases in the Round Rock Leader, Austin American Statesman, Austin Chronicle, and Williamson County Sun. Obtained 2,912.13 column inches and an ad equivalency of more than \$31,917.68.
- Secured \$42,588 in corporate sponsorships.
- Increased awareness of events by securing free radio promotions valued at \$103,950 and 92.35 minutes of television news coverage.
- Enacted a centralized phone information system to allow customers to receive information on our department 24 hours a day.
- Construction began on the new Senior Activity Center.
- Completed Clay Madsen Fitness Room Expansion.
- CMRC held 12 special events, five of them new for this fiscal year.
- Athletics/Aquatics hosted several established special events as well as adding the Texas Road Rash inline-skating marathon and securing a bid for the 2006 Games of Texas.
- Added one hour of Summer Swim Lessons to the schedule and had our first ever Swimmin' Cinema sell out.
- Aquatic Maintenance staff completed the backwash compliance project at Lake Creek Pool and resurfaced the deck ahead of schedule.
- Upgraded three playgrounds. Stella, Lancehaven and Greenhill.
- Cleared Brushy Creek East Trail site for trail construction.
- Planted 350 trees in eight parks/locations with 650 volunteers and pruned and removed 2,500 trees.
- Brush Recycling Center generated \$120,000, a \$6,000 increase over last year (while serving 8,000-10,000 customers) and residential brush pickup generated \$10,000 in revenue, serving 500 customers.
- Educated the community about trees through 40 articles and press releases in the Round Rock Leader and Austin American Statesman and other media outlets. Since November 2003, started a monthly column in the Gardening section of the Round Rock Leader on trees and tree education.
- Awarded hosting of Texas Tree Conference in Round Rock Marriott on Sept. 15-17, 2004, that brings several hundreds tree professionals from all over the state to our city.
- Added McNeil fields and the Clay Madsen Recreation Center to the central irrigation system.
- Completed three (3) playground replacements, five (5) park development/renovation projects, and two (2) landscape projects. The projects/parks completed were Frontier, Kinningham, and Joanne Land Playgrounds, Buck Egger, Bradford, Chisholm Trail Crossing, and High Country Parks, the Brushy Creek East Trail Project, as well as the Downtown and Dell Way Extension landscape projects.
- Completed three (3) Master Planning projects - Baylor Memorial Park Conceptual Master Plan, The Greater-Lake Creek Parks Conceptual Master Plan, and the Citywide Trails Master Plan.
- Completed four (4) technological enhancements - ParkView - GIS Web Viewer, the Park Planning and Development Web Page, a Park inventory Update, and the PARD Database Modifications.
- The Wall Tract was acquired in an effort to expand Old Settlers Park at Palm Valley.

FY 2004-2005

Overview and Significant Changes:

PARD has undergone a few significant changes over fiscal year 2004-2005.

- The revision of the Tree Protection and Preservation Ordinance has placed all administration and enforcement under PARD instead of divided between Planning and PARD.
- We have been awarded the bid for the 2006 Games of Texas, which will be an event that incorporates most neighboring cities as well as the county.
- Finally, construction began on the new Senior Activity Center, which will significantly increase the services we are able to provide to the senior population.

New Programs for FY 2004-2005:

New Senior Activity Center: This program is focused on personnel and supplies for the new Senior Activity Center which broke ground on March 9, 2004 and is expected to be completed around June, 2005.

Texas Amateur Athletic Federation (TAAF) - Games of Texas: This is to fund the initial payment for the bid, which we were awarded last fall. In addition, we will secure advertising and some artwork that will be required.

Departmental Goals:

- Ensure a high level of internal and external customer service. (City Goal 5 and 6)
- Achieve and maintain a high standard of PARD services as related to planning, development, maintenance of facilities, programs and customer service. (City Goal 5 and 6)
- Foster positive learning and work environment by providing training, education and employee development. (City Goal 5.2)
- Continue to invest in and utilize appropriate technology as a key element to providing high quality, cost effective services. (City Goal 5.5)
- Improve and upgrade current aquatic facilities. (City Goal 5.1)
- Achieve and maintain cost recovery of operational expenses.

- Improve timeliness of park development projects from planning to construction. (City Goal 3 and 5)
- Develop and maintain beautification in key areas. (City Goal 3)
- Continue to expand the citywide Urban Forestry program. (City Goal 3.3)
- Continue improvements and growth of brush and mulch management for the Brush Recycling Center and Residential Brush Pick-up program. (City Goal 3 and 5)
- Monitor and develop Senior Center facility memberships and programs. (City Goal 5)
- Maximize the usage of programming space obtained for Athletic /Aquatic programs. (City Goal 5.1)
- Improve and upgrade current aquatic facilities. (City Goal 5.1)
- Provide staff and the public with clean, well-maintained facilities. (City Goal 5)
- Upgrade existing technological systems. (City Goal 5.5)
- Provide consistent planning, development, and renovation of the parks and recreation system as outlined in the Parks, Recreation and Open Space Master Plan and the City's strategic plan. (City Goal 5 and 3)
- Continue to evaluate and improve the level of service provided to our customers. (City Goal 5)
- Continue to plan and implement a landscape program to improve the City's image. (City Goal 3)
- Improve public awareness of the Tree Program. (City Goal 3.3)

General Fund Expenditures

Parks & Recreation

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Demand			
Square Miles in Round Rock	28	28.23	28.4
City Population	75,402	79,850	84,200
Total Park Acres	1,573	1,573	1,600
Total Number of Parks	72	77	82
Acres Scheduled to Mow	27,500	22,000	22,500
Input			
PARC Expenditures	\$6,379,369	\$6,839,134	\$7,405,867
PARC Employees (FTE's)	83.25	90.00	90.50
Output			
Number of Work Orders	9,499	11,000	12,000
Number of Man Hours	59,900	64,000	70,000
Number of Recreation Enrollees	314,814	320,000	320,000
Number of Trees Planted	238	350	350
Recommended parkland acres per 1,000 population	25	25	25
Actual	40	44	44
Efficiency			
Dept. Expenditures as a % of General Fund	11.80%	11.34%	12.09%
Dept FTE's as a % of General Fund	15.37%	15.58%	15.20%
Effectiveness			
% of Parks Projects Completed as Scheduled	75%	85%	90%
Customer Satisfaction Survey (% Good to Excellent)			
Parks	80%	85%	90%
Recreation	98%	94%	96%
Administration	97%	100%	100%

Summary of Key Departmental Goals

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

Objective A: Playground addition, renovation or replacement.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
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Design and assist with the construction supervision of three (3) playgrounds per year (Number Completed)	4	3	3	5	3
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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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
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Percent of projects on target (all categories below):					
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Planning	N/A	100%	100%	100%	100%
Design	N/A	100%	100%	90%	90%
Construction	N/A	80%	80%	85%	85%

Trend: N/A – Not applicable. Comprehensive planning and the timely execution of park planning projects helps set the tone for the future growth and 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 to 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.

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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
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Corridors: litter pick ups/year	12	16	16	16	16
Downtown: litter pickups/year	240	240	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 Public Works is responsible for the mowing and PARD is responsible for the 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.

General Fund Expenditures

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.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Program survey results are above average or better	93%	94%	92%	94%	94%
Recover program cost	61%	75%	51%	75%	60%
Monitor customer complaints	Yes	Yes	Yes	Yes	Yes
Secure cash and in-kind sponsorships	N/A*	\$10,000	\$18,215*	\$30,000	\$35,000

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.

N/A – Not applicable as this item was not measured at this time.

*Large jump is due to the fact that we hired a Marketing Specialist.

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

Objective A: Survey customers.

Objective B: Adequately staff and train all positions.

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

Objective D: Reorganize CMRC Staff.

Objective E: Training of CDL drivers.

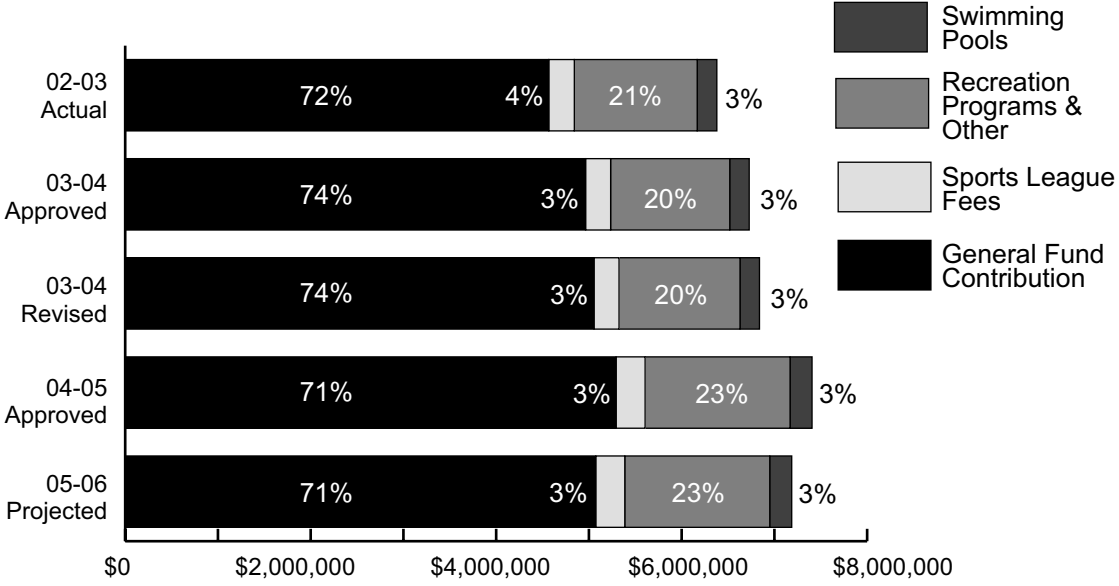
Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Membership survey results above average or better	N/A	90%	90%	93%	93%
Program survey results above average or better	94%	93%	94%	95%	95%
Maintain a 75% Cost Recovery*	68%	75%	70%	75%	moved
Provide 12 hours of training per FTE and 6 hours of training per PTE per year	12 hrs/FTE 6 hrs/PTE	15 hrs/FTE	6 hrs/PTE	15 hrs/FTE	6 hrs/PTE
Staff must be Lifeguard Certified within 3 months of hire (excluding admin and custodial)**	N/A	N/A	N/A	N/A	100%
Maintain Commercial Drivers License certifications on staff	2	6	4	6	8

Trend: N/A – Not applicable. 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.

*This measure will be part of key goal two for future years.

**This is a new staff requirement.

Parks & Recreation
Funding Sources



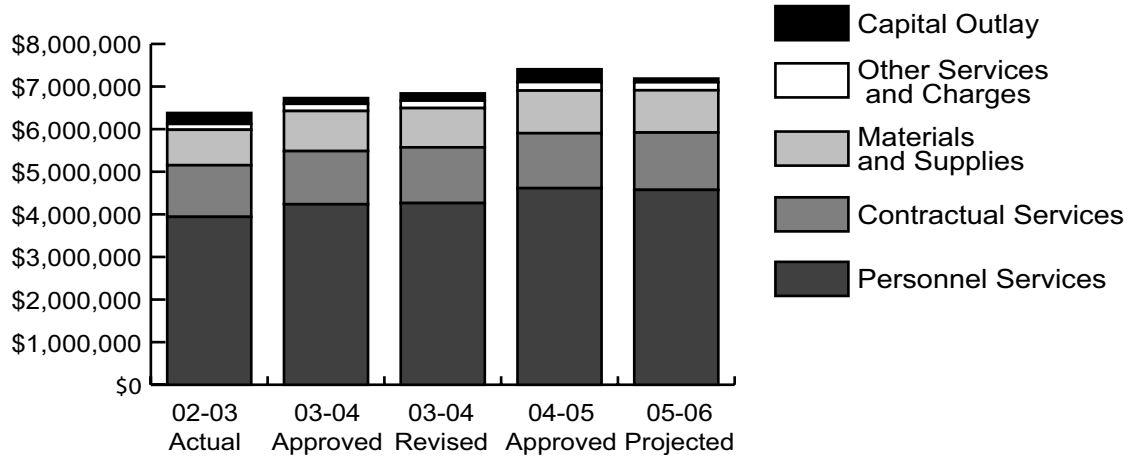
General Fund Expenditures

Parks & Recreation

Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
Parks and Recreation Director	1	1	1	1.00	1.00	1.00
PARD 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
Park Development Manager	1	1	1	1.00	1.00	1.00
Park Development Specialist	1	2	2	1.00	2.00	2.00
Athletic/Aquatics Manager	1	1	1	1.00	1.00	1.00
Marketing Specialist	1	1	1	1.00	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
General Maintenance Crew Leader	1	1	1	1.00	1.00	1.00
Construction Foreman	1	1	1	1.00	1.00	1.00
Groundskeeper Crew Leader	4	4	4	4.00	4.00	4.00
Parks Specialist Crew Leader	1	1	1	1.00	1.00	1.00
Parks Specialist I/II	6	6	6	6.00	6.00	6.00
Aquatic/Athletic Supervisor	2	2	2	2.00	2.00	2.00
Forestry Foreman	1	1	1	1.00	1.00	1.00
Forestry Technician	3	3	3	3.00	3.00	3.00
Brush Service Representative	2	2	2	2.00	2.00	2.00
Construction/ Maintenance Worker I/II	9	9	9	9.00	9.00	9.00
Groundskeeper I/II	15	16	16	15.00	16.00	16.00
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	3	3	3	3.00	3.00	3.00
Recreation Facility Shift Leaders	2	2	2	2.00	2.00	2.00
Recreation Technicians	0	9	9	0.00	3.25	3.25
Recreation Facility Leaders - FT	2	2	2	2.00	2.00	2.00
Recreation Facility Leaders - PT	6	6	6	3.00	3.00	3.00
General Services Custodian - FT	1	1	1	1.00	1.00	1.00
General Services Custodian - PT	2	2	2	1.25	1.25	1.25
Management Analyst I	1	1	1	1.00	1.00	1.00
Administrative Technician	0	2	3	0.00	1.00	1.50
Arborist	0	1	1	0.00	1.00	1.00
VOE/Intern	2	1	1	1.00	0.50	0.50
Total	88	101	102	83.25	90.00	90.50

Note: Intern position converted to Park Designer during FY 03-04 budget revisor . Several contract positions were converted to employee status in FY 04-05.

Parks & Recreation Expenditures by Category



Summary of Expenditures:

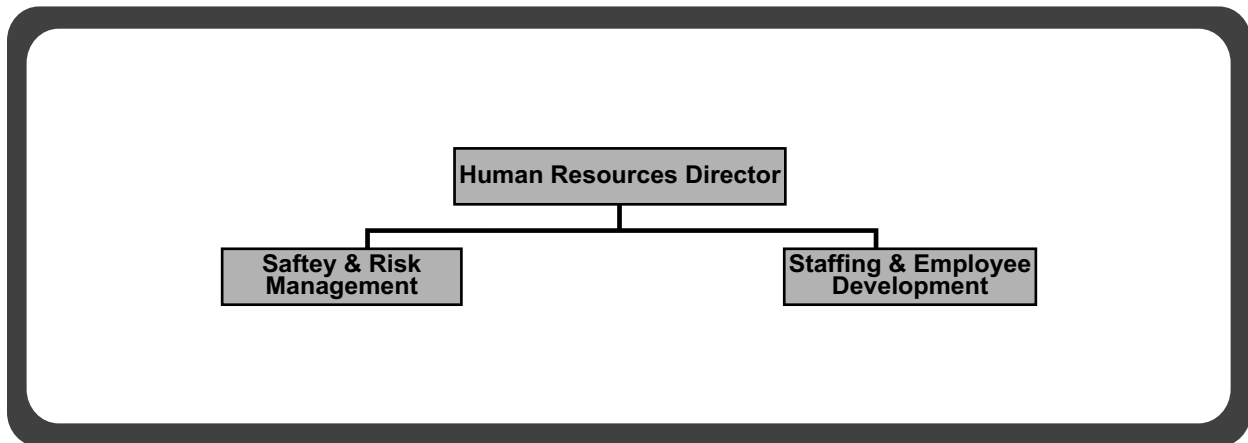
	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$3,941,188	\$4,237,391	\$4,264,562	\$4,614,134	\$4,574,610
Contractual Services	1,212,138	1,247,581	1,307,947	1,290,451	1,345,825
Materials and Supplies	832,355	940,903	921,983	1,000,322	992,072
Other Services and Charges	136,407	168,763	175,058	199,810	188,120
Capital Outlay	257,280	133,750	169,584	301,150	86,110
Total Expenditures:	\$6,379,369	\$6,728,388	\$6,839,134	\$7,405,867	\$7,186,737
Expenditures per Capita:	\$84.60	\$84.26	\$85.65	\$87.96	\$81.21



Human Resources

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

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



Departmental Program Summary:

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

Programs:

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

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

Safety and Risk Management: Safety and Risk Management integrates and facilitates risk management thinking and 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.

FY 2003-2004 Highlights:

Fiscal Year 03-04 was very productive and exciting for the department. Both planned projects, as well as a few new initiatives were accomplished, which met the needs of our customers. It was a very busy but fulfilling year.

- In support of the City's High Performance Organization (HPO) initiative, the Human Resources department along with various department representatives reviewed and revised the Performance Management Process (PMP). The changes this committee implemented include a six-point performance rating scale to allow more accurate assessment of employee performance, an employee evaluation manual that fully describes the process, an employee evaluation plan, an employee evaluation form, and a defined audit process for reviewing PMP's.

General Fund Expenditures

Human Resources

FY 2003-2004 Highlights (Cont.)

- After two years of conducting the current New Employee Orientation program, it was time for change. A group of employees with varied tenure with the city revised the current orientation program to provide a cohesive and educational program for incoming employees. The new orientation program includes information about the High Performance Organization (HPO) initiative, City financials, department descriptors, the City's Portal and Web-based Email system, and the popular City bus tour. This program is approximately three (3) days and occurs each month for the incoming new employees.
- With the tremendous growth the City has experienced in the last few years, security and employee identification has become a top priority. To address this issue, the department has implemented a photo ID-badge system for all regular employees. The photo ID-badge system brings uniformity to employee identification and also assists the City staff in differentiating employees from citizens.
- During this fiscal year, the department invested a lot of time and effort into technology to streamline our business processes while maintaining great customer service. In order to automate additional payroll processes, the department upgraded the current Highline software to version (3.05.01).
- 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. Primary focus was placed on technical training to include the Portal, web-based email, and on-line timesheets.
- In an effort to assist our primarily Spanish-speaking employees, the department instituted an English as a Second Language (ESL) program for approximately 20 employees. The foundation of this program is based on the key concepts and phrases necessary to function within our organization, ranging from health and safety to professional conduct. The participants in this program have already advanced one to two competency levels, which is well above national standards.
- New this year, the department coordinated and conducted its first annual Financial Fair. Approximately 25 vendors were on hand to assist employees with their finance related questions. Individuals walked away with a wealth of knowledge from the various vendors and on site seminars. There were a variety of presentations conducted by key vendors including IRS, TMRS and Nationwide Retirement. Over 180 employees attended the event; the participation and response proved to be a great success.
- In late February and early March, the department organized and conducted a nationwide search for a new Police Chief. Approximately 100 applications were received from over 25 different states. After a thorough review and selection process, we successfully hired a new Police Chief.
- 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.
- As a result of continuous training, employee awareness programs, and ongoing initiatives, the City experienced a reduction in the frequency and severity of workers' compensation claims for 2002-03 and has seen an ultimate reduction of the annual workers' compensation insurance payments by over \$140,000.
- With the continued rise in healthcare costs, the department created an insurance focus group to review the City's health benefit plan design. The focus group developed education for City staff on plan utilization. The focus group also analyzed health benefit options from other organizations and conducted a City-wide insurance survey to allow employees to vote on different plan options. Based on the survey results, the department implemented a High and Low health benefit plan, which allows employees to choose a plan that's right for them.
- The Citywide Public Access Defibrillator program is in the process of distributing over 30 automated external defibrillators (AED's) throughout the City. With the assistance of the departments, Risk Management will continue to provide guidance and training in the administration of this program.
- City Security Planning is currently in its initial stages of development by an appointed committee regarding building safety and security measures such as camera surveillance systems, electronic access cards and most importantly, employee security awareness training. In support of the employees' safety and security and to protect the City's assets and resources, Risk Management is leading this initiative by providing assessments and guidance for this ongoing process.
- The second annual Education Fair was held in conjunction with Round Rock Independent School

FY 2003-2004 Highlights (Cont.)

District (RRISD) to promote continued education in Round Rock. Approximately 100 City employees attended the morning session to discover how they can utilize the City's Education Assistance program. The afternoon session was reserved for RRISD seniors. There were over 15 area schools/universities in attendance and it was a great opportunity for the Round Rock Higher Education Center to highlight its new campus. For those employees interested in continuing their education, this year's fair provided a great opportunity to explore education options.

- The fourth annual Health, Safety, and Environment (HSE) Awareness Week was held during the first week of September 2003. Over 450 employees attended various informative sessions that were offered throughout the week.
- In mid-December, the department coordinated and conducted facilitator training with world-class instructors leading the way. Employees interested in becoming facilitators for the City were required to apply for the program. A committee selected 19 employees to complete the facilitator training. These employees are now trained facilitators. In early 2004, these facilitators spent many hours facilitating the departmental work culture survey throughout the City with positive, qualitative results.
- Throughout the year, the department reviewed, revised, and implemented many Human Resources Policies and Procedures. Some of the many policies and procedures which were revised included Inclement Weather, Sick Leave, Use of City-Owned Mobile Telephones, Uniforms and General Dress Guidelines, Use and Care of City Property and Equipment, Reporting and Recording Accidents, and many more.
- With the recent change in federal law, the Health Insurance Portability and Accountability Act, the department created standards for the handling of Protected Health Information by setting boundaries on how individually identifiable health information may be used and disclosed. A notice of privacy practices for protected health information was distributed during open enrollment outlining individual rights regarding their health insurance.

FY 2004-2005

Overview and Significant Changes:

During the Fiscal Year 2004-2005, the department will continue to provide excellent customer service to employees and citizens. We are committed to reviewing our current practices and procedures to ensure the efficiency and effectiveness of our programs, initiatives, and services.

- 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.
- In addition to the upgrade, the department implemented five separate modules: Time Management, Workflow, Employee Self-Service, Manager Self-Service, and Training & Development. With the implementation of these modules, employees now have the ability to maintain many Human Resources functions online including on-line timesheets, personal information, and career development. These modules also allow supervisors to manage their teams' Human Resources functions online.

General Fund Expenditures

Human Resources

New Programs for FY 2004-2005:

Promotion: Our current Human Resource Generalist has added exceptional value to our work team and with this value she has also obtained the designation of Senior Professional in Human Resources (SPHR), the highest level of national certification for a Human Resources Generalist. HR is requesting that this position be upgraded to Senior Human Resources Generalist.

Departmental Goals:

- Provide timely and efficient customer service activities regarding employment, classification, job audits, and public information requests. (City Goal 5.2)
- Ensure compliance with Federal, State and local human resource management policies and regulations. (City Goal 6.5)
- Ensure benefits and salaries are competitive with the market through research and survey studies in order to retain and recruit a qualified and diverse workforce. (City Goal 5)
- Provide direction for ensuring the organization's compliance with health, safety, and environmental laws and applicable practices related to safe practices in the work place. (City Goal 5.3)
- Provide consultation to supervisors and employees; review and work to resolve employee relation's issues. (City Goal 6.1)
- Maintain properly classified positions, organizational specific job specifications, internal salary equity, and compliance with Fair Labor Standards Act (FLSA) and American with Disabilities Act (ADA) statutes.
- Monitor, evaluate and enhance the Performance Management Process system to ensure that it reflects the city's commitment to "Success of the Organization," and promote the continued development of employees. (City Goal 5.1)
- Respond to and/or investigate charges of discrimination received from internal sources and/or Texas Commission on Human Rights and/or Equal Employment Opportunity Commission (EEOC). (City Goal 6.1)
- Ensure that all employees have an opportunity to learn and to grow by offering a wide variety of organizational learning and development opportunities. (City Goal 5.2)
- Utilize technology to streamline processes and procedures in order to enhance services provided.

(City Goal 5.5)

- Continue to implement and nurture the High Performance Organization initiative throughout the city. (City Goal 5.2)
- Continue to promote the educational assistance program in an effort to educate all employees on the benefits of this program. (City Goal 5.2)
- Continue to educate employees regarding city provided benefits including health insurance coverage, flexible spending accounts, retirement benefits, deferred compensation, EAP programs, etc. through educational materials and seminars. (City Goal 5.2)
- Protect the city's assets/resources by minimizing the internal/external exposures and associated risks. (City Goal 5.3 & 5.6)
- Minimize exposure to workers' compensation losses and reduce the number of accidents and incidents. (City Goal 6.5)
- Provide a reasonably safe and healthful environment for employees and the public. Accommodate a family oriented work schedule with an effort to minimize the risk of pollution exposures to health and the environment. (City Goal 5.3)
- Minimize interruptions of services provided to our internal and external customers. (City Goal 5)
- Develop and implement new citywide programs and initiatives. (City Goal 5.2)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Demand			
Number of Budgeted Positions (FTE's)	653.50	703.00	726.75
Number of Seasonal Positions	119	130	140
Input			
Operating Expenditures	\$623,299	\$683,726	\$698,387
Personnel Positions (FTE's)	7.50	7.75	7.75
Output			
Number of job postings processed	147	155	160
Number of applications received	5,672	7,500	8,000
Number of personnel actions audited and processed	3,228	5,000	6,200
Number of benefit changes audited and entered	1,364	2,000	2,600
Number of chargeable Workers Compensation claims	74	65	60
Number of formal training sessions	166	185	190
Number of formal training hours conducted	696	775	800
Number of Field Observations and HSE audits	23	25	30
Number/hours conducting investigations and claims processing	400 hours/120 claims	450hours/140 claims	500 hours/160 claims
Efficiency			
Number of positions filled	237	275	325
Number of New Hires – Regular	131	145	185
Number of New Hires – Seasonal/Temporary	106	135	160
Dept. Expenditures as a % of General Fund	1.15%	1.13%	1.14%
Dept. FTE's as a % of General Fund	1.39%	1.34%	1.30%
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	15%	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 workers' compensation losses	36%	38%	40%
Customer Satisfaction Rating	Very Good	Excellent	Excellent

General Fund Expenditures

Human Resources

Summary of Key Departmental Goals

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

Objective A: 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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Number of monitoring and consultations	30	32	33	35	36
Monitored improvement in the overall health and fitness level	15%	16%	16%	17%	18%

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

Objective A: Continue to conduct labor market salary surveys.

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

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

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
A: Internal and external surveys	16	20-25	20-25	20-25	25-30
Ongoing job audits	25	25	25	30	30
Market study	N/A	March	March	N/A	March
B. Employee reported issues	220	75	70	70	70
C. Request for Proposal for Network Providers, Insurance Carriers, Stop Loss Carriers & TPA	August	N/A	N/A	N/A	August

Trend: N/A – Not applicable. Market studies are conducted every two years. The study was last conducted in March 2003; the next study will be conducted March 2005.

Summary of Key Departmental Goals (cont.)

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

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

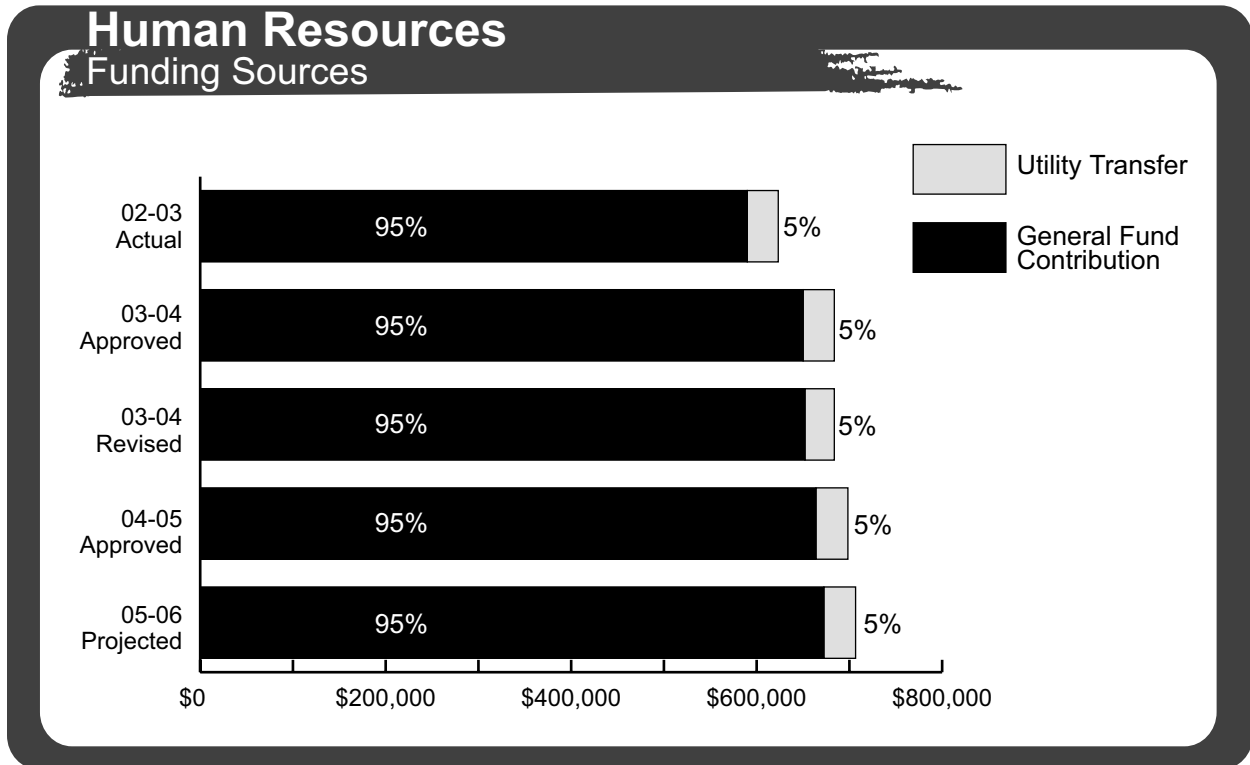
- (a) Provide seminars to all employees that address technical, job specific, professional, and personal development.
- (b) Continue to provide all employees seminars targeted toward their health and benefit to include financial, health, and fitness seminars, as well as continue to provide updates within the health and benefit arena.
- (c) Facilitate and provide classes targeted toward employees' health, safety, and security to include but not limited to heavy equipment and earth moving machine safe operations.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Conduct in-house training programs	136	125	166	185	190
Training hours conducted	529	720	696	775	800

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 2-4 hours, which increases the number of programs offered but decreases the number of hours in training.

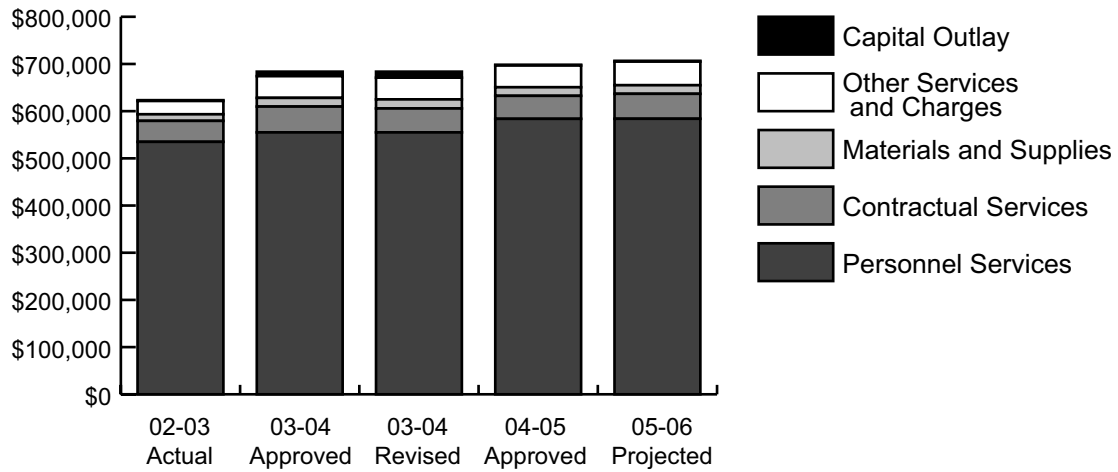
General Fund Expenditures

Human Resources



Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 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
Senior Human Resource Generalist	1	1	1	1.00	1.00	1.00
Human Resources Generalist	1	1	1	1.00	1.00	1.00
Human Resources Assistant	1	1	1	1.00	1.00	1.00
Human Resources Assistant - P/T	1	1	1	0.50	0.75	0.75
Total	8	8	8	7.50	7.75	7.75

Human Resources Expenditures by Category



Summary of Expenditures:

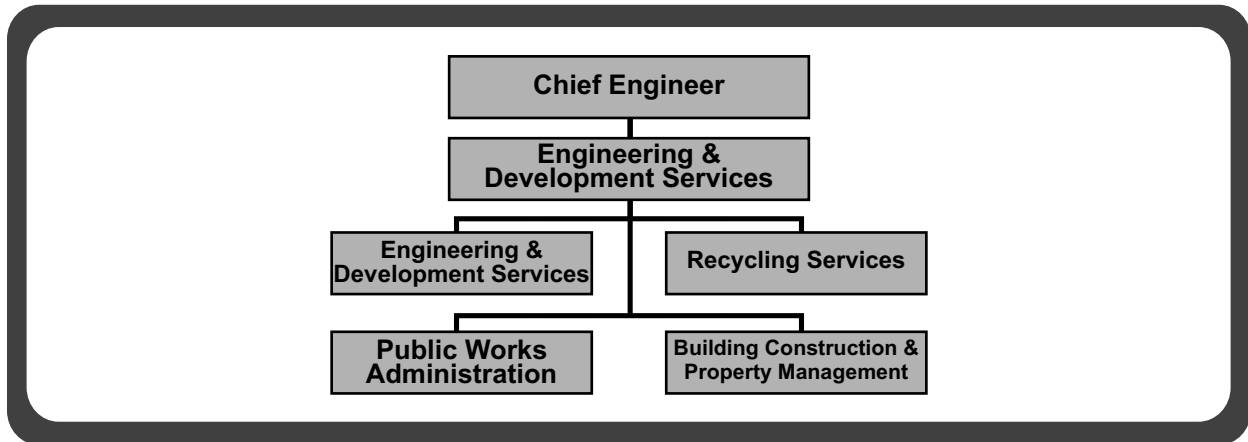
	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$535,013	\$555,011	\$555,011	\$583,757	\$583,890
Contractual Services	44,417	54,730	50,730	48,730	52,880
Materials and Supplies	13,972	18,400	19,245	18,200	18,200
Other Services and Charges	28,142	46,000	46,000	46,000	50,000
Capital Outlay	1,755	9,585	12,740	1,700	1,700
Total Expenditures:	\$623,299	\$683,726	\$683,726	\$698,387	\$706,670
Expenditures per Capita:	\$8.27	\$8.56	\$8.56	\$8.29	\$7.98



Engineering & Development Services

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

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



Departmental Program Summary:

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

Programs:

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

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

The Project Management Section of Public Works Administration is responsible for oversight of all City Capital

Improvement Projects. To ensure accountability, fiscal responsibility, quality deliverables and on-time projects throughout all city departments, this section will develop and maintain consistent and standardized policies, procedures, practices and management tools for project management and reporting.

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

Building Construction & Property Management:

Building Construction & Property Management is responsible for the architectural planning and construction management of all new city facilities built with General Obligation Bond and capital improvement dollars. Building Construction and Property Management works with all the various city departments in developing their building projects. This department ensures accountability, fiscal responsibility, quality deliverables and on-time projects. This department will develop and maintain consistent and standardized policies, procedures, practices, management tools and reporting. Cost estimates, budget figures and project specifications will be developed by this department for new building construction and existing building renovations. Building Construction and Property management is responsible for initiating and conducting building maintenance projects for the City. The department will work closely with all other City departments in planning for maintenance, repair and

Programs (Cont.)

remodeling of facilities. A preventive maintenance and tracking system will be developed to inventory and account for controlled assets.

Recycling Services: Recycling Services consists of a single drop off recycling center, four oil-recycling stations, and an in-house city recycling office. 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.

FY 2003-2004 Highlights:

To accommodate the changing needs of the City and facilitate more efficient and effective communication, a complete reorganization of Public Works began in the Spring of 2004 to better reflect the organization's mission and goals.

Engineering and Development Services:

- Reviewed approximately one hundred construction plan submittals.
- Reviewed approximately one hundred twenty five plat submittals.
- Performed inspections from start of construction to issuance of Certificate of Occupancy (CO)/Acceptance on approximately one hundred construction projects.
- Performed inspections on approximately fifty street cut/right-of-way (ROW) permits issued.
- Performed half a dozen wastewater analyses including the entire McNutt Creek basin.
- Provided engineering services for 2003 Street Maintenance Program, constructed at a cost of approximately \$1.8 million.
- Management of \$1 million City wastewater collection system rehabilitation.
- Project management for approximately \$9 million G.O. Bond and CIP, street, sidewalk, drainage and utility improvements.
- Developed construction guidelines, specifications, and standards in conjunction with subdivision ordinance re-write.
- Reorganization of the department to ensure better response to development pressure for streamlined development review process.

Public Works Administration:

- Continue to work with Finance and Legal staff to improve the Project Management Procedure Manual. This has become a great tool for the Project Managers and their assistants to manage their Capital Improvement Projects.
- Scanned water and wastewater work orders into scanned into digital images in-house which is cost-effective to the city. These files will be linked to the current database, which will make it easier for data retrieval. Also, supervisors will be able to access the work orders through networking.
- Processed 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.
- Worked with City Administration and Legal staff to streamline the agenda submittal process.
- Produced outstanding work order reports to monitor the lag time of jobs to ensure the customer requests are serviced in a timely manner.
- P.W. Administration's project management team set up a quarterly process for updating all citywide project schedules.
- Coordination of all activities for all city projects transferred to the P.W. Administration's Project Management Team staff.
- Created new reporting mechanisms to keep management abreast of current status on projects.
- Established a project management plan for the Project Management Program. This plan will provide a roadmap for developing and maintaining consistent and standardized policies, procedures, practices and management tools for project management and reporting throughout the city to ensure accountability, fiscal responsibility, quality deliverables and on-time projects throughout all city departments.
- Developed and implemented a new program for evaluating consultants for the Public Works Administration Project Management Team.
- The Transportation and Utilities Administration

FY 2003-2004 Highlights (Cont.)

Departments of Public Works were moved to a new facility to accommodate an ever-increasing need to add staff to better serve the needs of our citizens.

- Added to the City's main web page a link to a listing of the current CIP projects out for bid provides interested contractor's another avenue to get information about contracting opportunities.
- Established a minor emergency protocol team was established that will work together with all other departments in P.W. Administration's operations to establish guidelines and procedures when dealing with a minor emergency.

Building Construction & Property Management:

- Construction completed on McConico Building in April 2003. Municipal Court, Planning & Development and Parks and Recreation Departments moved into new offices.
- Building purchased and remodeled at 212 Commerce Cove for Transportation and Utilities Administration, remodeling completed February 2004.
- Plans completed and construction started for Senior Activity Center and Parking Garage at Municipal Office Complex on Bagdad Street.
- Plans completed and construction started for Fire Station #6 on Joe Dimaggio Blvd.
- New PARD yard site at 300 S. Burnet Street completed November 2003.
- PARD Soccer Field Concession/Restroom Facility completed May 2003.
- Convention Center/Dell Diamond renovations completed March 2004.
- Two General Service Custodians hired to provide cleaning services during daytime working hours for facilities that directly serve the citizens of Round Rock. The facilities include City Hall, the Library and the Police Station.

Recycling Services:

- The recycling center added fiberboard to its list of recyclable commodities, and a traffic counter was installed to better track participation levels.

FY 2004-2005

Overview and Significant Changes:

To accommodate the changing needs of the City and facilitate more efficient accountability and effective communication, a complete reorganization of EDS will be done in 04-05 budget year. P.W. Administration, Engineering & Development Services, and Building Construction are being separated with their own separate divisions and also, Property Management section will be brought under the Building Construction.

- Will continue to look for ways to more efficiently and effectively meet the demands of its internal and external customers.
- Addition of a construction inspector position to meet the demands imposed by PARD projects and to better facilitate construction through the ROW/Street Cut permits process.
- Ensure collection of continuing education hours by engineers as required by State law.
- Public Works Administration will continue to provide efficient service to both internal and external customers with project management and customer requests.
- The addition of a Systems Analyst/Data Manager to provide support for creating enabling technology solutions for the Project Management Program and the entire P.W. Administration's operations; and
- The completion of the planning phases of implementing a new Project Management Program.
- Building Construction & Property Management will develop a preventive maintenance and tracking system for the more than 300,000 square feet of buildings owned by the city.
- Construction plans to be completed for the new Police building on Old Settlers Blvd. and also for Fire Station #2 on Bagdad Street. Construction of Fire Station #2 to start mid-year of 2004 and completed early 2005 and the construction of the Police Department starting early 2005 and finishing mid-year 2006.

New Programs for FY 2004-2005:

Recycling Center Attendant Promotion: Promotion of existing Recycling Center Attendant I to a Recycling Center Attendant II. This program is intended to provide adequate compensation to a position that has experienced significant job growth. The amount of mulch loaded by the on-site attendant has increased 50% from a monthly average of 209 to 400 cubic yards loaded per month. An experienced qualified forklift trained driver is needed for this program to continue. Additional heavy power equipment is used to process oil filters and to maintain the compost program.

Facility Maintenance Tech: This new program will staff an additional (1 FTE) needed to help maintain existing city's building maintenance needs. The city currently has over 270,000 square feet of buildings that are maintained by the Facility Maintenance Tech and the Facility Maintenance Coordinator. Additional help is needed to keep up with the work orders for building maintenance. Existing staff can not provide a proper building preventive maintenance program without additional help.

Departmental Goals:

- Perform accurate and timely review of annexation proposals, plats and construction plans for conformance to City ordinances, policies and other applicable laws. (City goals 1.1, 3.2, 4.1, and 5.4, implementation of City goals 2.5, 4.4, and 5.1)
- Perform accurate and timely inspection of private utility company construction and, public infrastructure construction projects to ensure compliance with plans, applicable City codes and specifications, and other applicable laws. (City goals 1.1, 3.2, and 5.4, and implementation of City goals 5.1)
- Issue permits in a timely manner ensuring compliance with City specifications, policies and ordinances. (City goals 1.1, 3.2 and 5)
- Ensure efficient and timely construction of infrastructure improvements assigned to the Department. (City goals 3, 3.4, 4, and 5.4 implementation of City goals 5.1)
- Respond in a timely manner and facilitate appropriate and feasible resolution to concerns and issues posed by internal and external customers. (City goals 1.1, 5.2, 5.5 and 6.3, implementation of City goals 5.1)

- Stay up-to-date on and appropriately implement changes in technology, requirements, means and methods in the fields of engineering, construction and municipal administration. (City goal 5.2, and 5.5, implementation of City goals 5.1)
- Efficiently manage and interpret general and technical information in order to respond accurately and timely to internal and external customer questions and requests. (City goals 1.1, 5.2, 5.5, 6.3 and 6.5)
- Promptly and courteously respond to resident requests for service. (City goal 6.3)
- Provide accurate and effective ways to communicate. (City goal 6.2, 6.4)
- Develop and maintain consistent and standardized policies, procedures, practices and management tools for project management and reporting to ensure accountability, fiscal responsibility, quality deliverables and on-time projects throughout all city departments. (City Goals #1.1, 2.1, 2.2, 5.1, 5.5 & 6.5)
- Provide Project Management for all departments in the construction of building projects from start to finish. Monitor project budgets and schedules. (City goal 5.1)
- Provide facilities to meet the needs of both citizens and city employees. (City goal 5.1)
- Maintain existing buildings and provide preventive measures to insure the use and longevity of buildings for citizens and employees of the city. (City goal 5.1)
- Provide resource management including solid waste and waterways. (City Goal 5.6)

General Fund Expenditures
Engineering & Development Services

Summary of Key Measurement Indicators:

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Demand			
City Population	75,402	79,850	84,200
Private Development Projects	53	60	65
Capital Improvement Projects	40	29	33
Daily Recycling Customers	75	80	85
Input			
Operating Expenditures	\$2,365,997	\$1,992,005	\$2,714,877
Number of Personnel (FTE's)	41.25	30.75	36.75
Total Employee Hours	85,800	63,960	76,440
Output			
Plat Reviews	110	125	150
Construction Plans Reviewed	84	90	95
Water/Wastewater (W/WW) Work Orders Processed	5,712	6,000	6,500
Capital Value Addition/Dollars (Subdivisions)	\$26,044,775	\$35,000,000	45,000,000
CIP Improvements value	\$43,926,701	\$45,000,000	46,000,000
Tons of materials recycled/processed	482	490	495
Efficiency			
Dept. Expenditures as a % of General Fund	4.38%	3.30%	4.43%
Dept. FTE's as a % of General Fund	7.62%	5.32%	6.17%
W/WW Work Orders Processed per Day	22	23	25
CIP Improvements value in \$ (\$/man-hours)	\$1,568,810	\$2,142,857	\$1,840,000
Avg. cost/ton of material recycled/processed	\$178.38	\$190	\$190
Effectiveness			
Customer Satisfaction Survey	98%	100%	100%
Construction Projects Inspected/ Accepted	147	150	160
Capital Value Addition/Hour Inspection	\$2,504	\$3,565	\$4,326
Recycling Revenue Generated	\$10,760	\$11,000	\$11,500

*It should be noted that comparisons may vary significantly in some areas as the Transportation Services Engineering & Administration Division was separated into its own department in FY 03-04. Further, Property management was brought under EDS during FY 04-05 during a department restructuring into three separate divisions.

General Fund Expenditures

Engineering & Development Services

Summary of Key Departmental Goals

Key Goal 1: Perform accurate and timely review of annexation proposals, plats and construction plans for conformance to City ordinances, policies and other applicable laws.

Key Goal 2: Ensure efficient and timely construction of infrastructure improvements assigned to the Department.

Key Goal 3: Respond in a timely manner and facilitate appropriate and feasible resolution to concerns and issues posed by internal and external customers.

Objective A: Improve timeliness of development reviews and inspections to encourage economic development within the city of Round Rock.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Plats reviewed	147	150	110	125	150
Construction plans reviewed	80	90	84	90	95
CIP improvements value	\$32,770,284	\$40,000,000	\$43,926,701	\$45,000,000	\$46,000,000
Construction projects inspected	126	200	147	150	160
Capital value addition/hour inspection	\$2,625	\$2,806	\$2,504	\$3,565	\$4,326
Review subdivision construction plan submittals within 12 working days of the receipt.	N/A	N/A	N/A	90%	90%
Review site construction plan submittals within 7 working days of receipt.	N/A	N/A	N/A	90%	90%
Review minor plan revision submittals within 2 working days of receipt.	N/A	N/A	N/A	90%	90%
G.O. Bond/CIP projects completed on schedule	N/A	N/A	N/A	90%	90%
Respond to e-mails and telephone calls within 24 hours of receipt	N/A	N/A	N/A	90%	90%

Trend: N/A – Not applicable. Increase in developments occurs as the economy recovers. Number of development projects increase as the population increases. Influx of bond projects and more emphasis on roadway projects adds to the demand for review and inspection. Time sensitive measures are new for FY 04-05 and reflect EDS' commitment to customer satisfaction by responding and completing requests in a timely manner. This should help make the City of Round Rock more customer-friendly and help make economic development the number one priority of the City.

Note: CIP projects, shown as Key Goal 4 last year, were integrated into Key Goal 2 and the Measure above.

Summary of Key Departmental Goals (Cont.)

Key Goal 4: Promptly and courteously respond to resident requests for service .

Key Goal 5: Provide accurate and effective ways to communicate.

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

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Water/Wastewater (W/WW) work orders processed	7,386	8,000	5,712	6,000	6,500
W/WW work orders processed daily	28	29	22	23	25
On-line work requests processed	441	500	512	550	600
Customer Satisfaction Survey (%)	100%	100%	98%	100%	100%

Trend: The demand for online service request is steadily increasing due to customers' awareness and convenience.

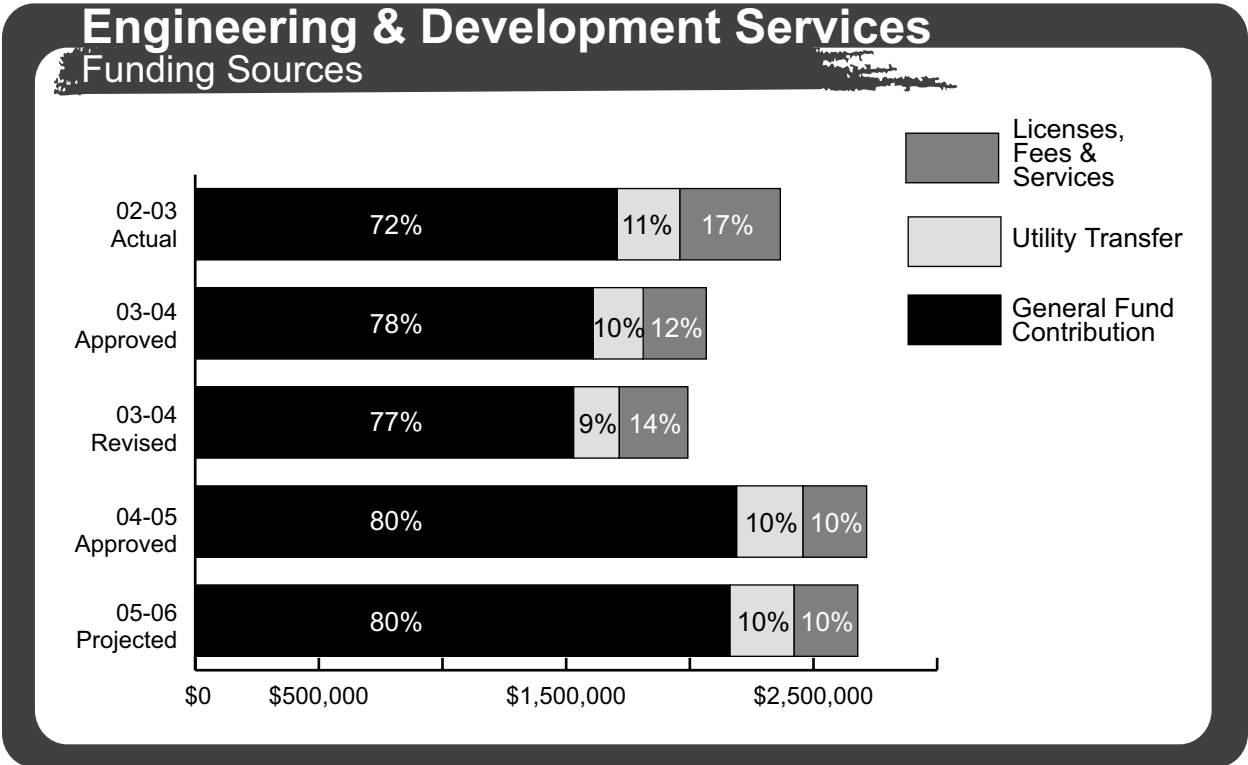
Key Goal 6: Provide resource management including solid waste and waterways.

Objective A: Improve Recycling Services.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Tons of materials processed (paper, plastic, tin/steel, aluminum, cardboard, batteries, propane tanks, oil filters)	402	425	399	405	410
Gallons of materials processed (oil, antifreeze, gasoline, and other automotive fluids)	21,735	22,000	23,000	24,000	25,000
Average Number of customers/day (Open 7 days a week)	70	75	75	80	85
Commodities/Items Accepted (newspaper, magazines, phone books, junk mail, #1 & #2 plastics, dyed plastics, aluminum, tin, steel, cardboard, fiberboard, oil, antifreeze, oil filters, power steering/brake/transmission fluid, gas, batteries, propane tank, leaves and grass clippings)	17	17	19	20	20

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.

General Fund Expenditures
Engineering & Development Services



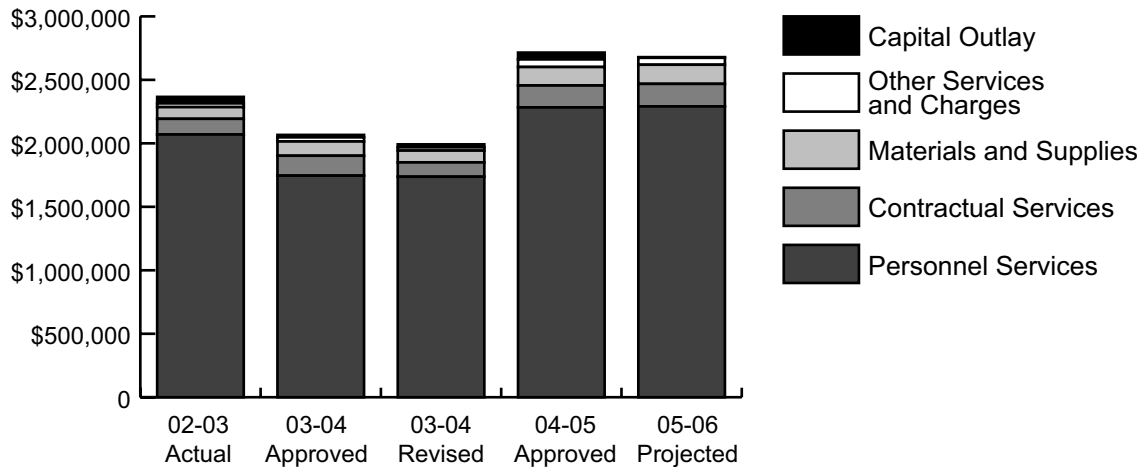
General Fund Expenditures
Engineering & Development Services

Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
Chief of P. W. Operations	1	1	1	1.00	1.00	1.00
City Engineer	1	1	1	1.00	1.00	1.00
Chief Construction Inspector	1	1	1	1.00	1.00	1.00
Construction Inspector I/II	5	5	5	5.00	5.00	5.00
Development Serv. Manager	1	1	1	1.00	1.00	1.00
Engineer	1	1	1	1.00	1.00	1.00
Engineering Associate	3	2	2	3.00	2.00	2.00
Engineering Technician	2	3	3	2.00	3.00	3.00
Senior Designer	1	1	1	1.00	1.00	1.00
Senior Engineer	1	2	2	1.00	2.00	2.00
Intern (GIS and Engineering) – P/T	3	2	2	1.50	1.00	1.00
Office Manager	1	1	1	1.00	1.00	1.00
Administrative Technician II/III	6	5	6	6.00	5.00	6.00
Project Manager (bond)	0	1	1	0.00	1.00	1.00
Liaison Construction Manager	1	1	1	1.00	1.00	1.00
Facility Maintenance Coordinator	1	0	1	1.00	0.00	1.00
General Services Custodian	3	0	3	3.00	0.00	3.00
Project Manager (bond)	2	1	1	2.00	1.00	1.00
Recycling Center Representative	3	3	3	2.75	2.75	2.75
Traffic Services Director	1	0	0	1.00	0.00	0.00
Traffic Operations Supervisor	1	0	0	1.00	0.00	0.00
Traffic Engineering Technician	1	0	0	1.00	0.00	0.00
Traffic Engineering Associate	1	0	0	1.00	0.00	0.00
Geographic Info. Syst.Tech./ Analyst	2	0	0	2.00	0.00	0.00
Facility Maintenance Technician	0	0	1	0.00	0.00	1.00
Total	43	32	38	41.25	30.75	36.75

Note: This department was reorganized in FY 04-05 with the Facility Maintenance-related personnel being moved into the Engineering & Development Services Department, Building Construction & Property Management Division.

General Fund Expenditures
Engineering & Development Services

Engineering & Development Services
Expenditures by Category



Summary of Expenditures:

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$2,069,639	\$1,745,538	\$1,737,285	\$2,282,877	\$2,290,687
Contractual Services	123,505	156,920	112,420	172,760	177,834
Materials and Supplies	92,255	112,300	93,150	145,690	150,720
Other Services and Charges	29,113	32,500	25,600	59,850	54,400
Capital Outlay	51,486	19,200	23,550	53,700	5,450
Total Expenditures:	\$2,365,997	\$2,066,458	\$1,992,005	\$2,714,877	\$2,679,091
Expenditures per Capita:	\$31.38	\$25.88	\$24.95	\$32.24	\$30.27

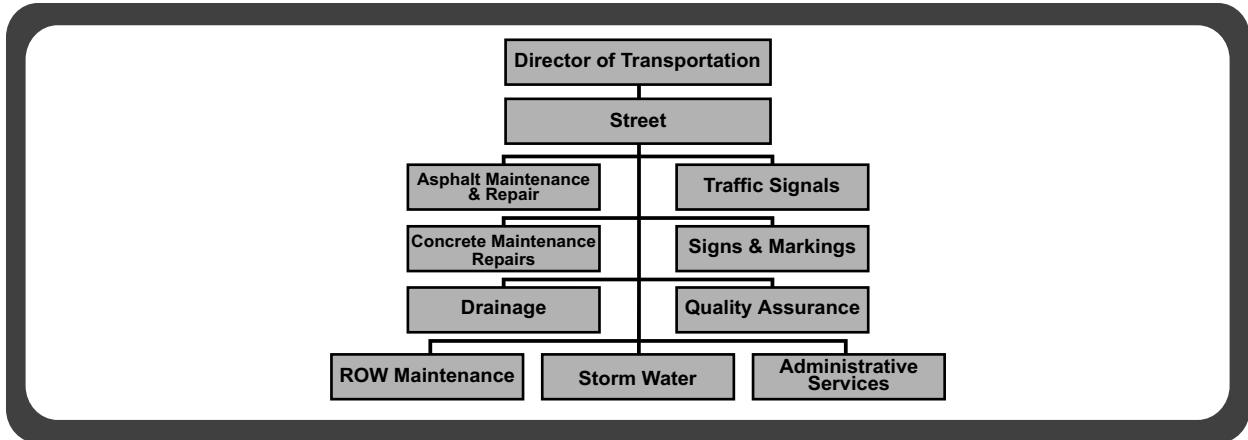
Street

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

- Manage repairs to streets, sidewalks, curbs, gutters and driveways caused by water breaks.
- Manage crack sealing program and repair potholes.
- Provide the annual seal coat and overlay program.
- Install required traffic control signs and markings.
- Maintain existing signage and markings.
- Maintain Drainage for streets and ROW.
- Mow ROW, drainage channels and detention ponds.
- Manage City street sweeping program.
- Perform special City projects on an as needed basis

- Participate with Public Safety in emergency situations: (ie: HazMat spills, barricades, sand bagging, removing and repairing storm damage.
- Maintain all City of Round Rock traffic signals and flashers.
- Maintain all City of Round Rock School Zones.
- Maintain all TXDOT Traffic Signals and Flashers.
- Maintain all TXDOT School Zones.
- Management of Storm Water channel.

Mission: Ensure optimum performance of City's transportation and drainage utility systems with continuous improvements and maintenance.



Departmental Program Summary:

The Street Department is comprised of a single program with multiple components. These are described in detail below:

Programs:

Asphalt Maintenance/Repair is responsible for maintaining city roadways, parking lots, trails, maintaining stock materials for street / utility materials storage bays, crack sealing, pot holes, asphalt repairs and asphalt paving projects.

Concrete Maintenance Repairs is responsible for maintaining city sidewalks, driveways and approaches, city Americans with Disabilities Act ramps, maintaining curbs and gutters and concrete repairs;

Drainage is responsible for maintaining drainage channels, flow lines for creeks, above ground drainage systems, maintenance and repair of storm sewer lines,

inspection for storm sewer lines, inlet boxes, drainage culverts, and low water crossings.

ROW Maintenance is responsible for maintaining city rights-of-way including roadside mowing of medians; overflow channels, detention ponds, and creek beds; and developing unimproved ROW for mowing, chemical application, and pesticide application.

Traffic Signals is responsible for maintaining, inspecting and managing traffic signals, operating the intelligent traffic system, installing and maintaining school zone signals, managing the school zone management system.

Signs and Markings is responsible for installing, inspecting, maintaining and managing traffic control signs; application of paint, stencils or thermal plastic stop bars, lane lines, crosswalks and road markings.

Quality Assurance coordinates and inspects street special projects. Performs storm sewer utility locates for other city divisions.

Programs (Cont.)

Administration Services provides indirect support to street division staff, time keeping, inventory management, record keeping, coordinates training and orientation; directly supports the superintendent, work order tracking, and manages office.

Storm Water is responsible for inspecting storm sewer lines, inlet boxes, drainage culverts and low water crossings.

FY 2003-2004 Highlights:

The Street Department consists of nine areas of responsibility which have experienced increased responsibilities in each discipline. The department has increased efficiency without adding personnel and has implemented self-directed work teams in each area. Listed below are further highlights.

- 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 and improve the City Street Sweeping Program.
- Evaluate and 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, Inflow & Infiltration, 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.
- Evaluate and improve the Signs and Marking Pro-

gram to continue to meet Manual of Uniform Traffic Control Devices requirements.

- Evaluate, monitor and improve all Street Department responsibilities.

FY 2004-2005**Overview and Significant Changes:**

The Street Department seeks to continue its outstanding level of service to the community through implementing new Programs by:

- Continuing to move toward becoming High Performance Organization.
- Assisting Transportation Engineer to develop and implement the City's flashing crosswalk guidelines.
- Developing and implement the Storm Sewer Management and Inspection Program in accordance with Environmental Protection Agency and Texas Commission on Environmental Quality regulations.
- Work with the Fire Department to ensure emergency preemption at all City traffic signals, and to develop and install flashing "Fire Truck Exiting" signage at all fire stations to provide safe exiting and return of fire engines to and from emergencies.

New Programs for FY 2004-2005:

The Street Department is proposing no new programs for FY 04-05.

Departmental Goals:

- Maintain and operate the City's transportation systems. (City Goal 4)
- Ensure that municipal utility drainage systems are sized to accommodate future development without compromising service to existing customers. (City Goal 5.4)
- Implement Storm Water Program Year 2 requirements. (City Goal 5)
- Continually improve and maintain utility drainage systems. (City Goal 5)

General Fund Expenditures

Street

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Demand			
Miles of Paved Streets (Lane Miles)*	220	266	266
Miles of Drainage Ways	92	92	92
Number of Signalized Flashers	36	36	42
Number of Signalized Intersections	60	60	70
Input			
Operating Expenditures	\$5,329,403	\$5,422,851	\$6,207,597
Number of Personnel (FTEs)	49.00	48.00	48.00
Street Repairs - Material & Labor	\$492,144	\$495,613	\$530,306
Drainage ROW - Material & Labor	\$297,900	\$310,000	\$331,700
Mowing ROW – Material & Labor	\$337,114	\$339,490	\$363,254
Signs And Striping – Material & Labor	\$233,593	\$235,240	\$251,707
Signals – Material & Labor	\$299,062	\$296,170	\$316,902
Output			
Man Hours to Maintain Streets	23,040	23,040	23,040
Man Hours to Maintain Mowing ROW	19,733	19,733	19,733
Man Hours to Maintain Drainage ROW	19,100	19,100	19,100
Man Hours to Maintain Signs & Striping	12,480	12,480	12,480
Man Hours to Maintain Signals	12,480	12,480	12,480
Seal Coat Program	\$1,434,396	\$1,550,000	\$1,915,000
Efficiency			
Dept. Expenditures as a % of General Fund	9.86%	8.99%	10.13%
Dept. FTE's as a % of General Fund	9.05%	8.31%	8.06%
Street Repairs - Cost per Lane Mile	\$2,237	\$1,863	\$1,993
Drainage ROW - Cost per Mile	\$3,238	\$3,369	\$3,605
Mowing ROW – Cost Per Lane Mile	\$1,532	\$1,276	\$1,365
Signs & Striping – Cost Per Lane Mile	\$1,061	\$884	\$946
Signals – Cost Per Street Mile	\$1,359	\$1,113	\$1,191
Effectiveness			
Customer Satisfaction Rating (Fair to Excellent)	Not Available	Good	Good

*Note: Actual and estimated figures are in Road Miles. Projected figures are in Lane Miles, so that will be the unit of measure going forward.

Summary of Key Departmental Goals

Key Goal 1: Maintain and Operate the City's transportation systems.

Objective A: Plan and Manage Street and ROW Maintenance.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Upgrade 15% of City Streets Annually	\$950,000	\$1,210,000	\$1,434,396	\$1,550,000	\$1,915,000
Cost Per Lane Mile: Asphalt Repairs	\$2,500	\$3,000	\$3,500	\$3,500	\$4,000
Cost Per Mile: ROW Mowing	\$1,300	\$1,400	\$1,468	\$1,400	\$1,500
Number of Miles Crack Sealed	50	75	75	75	75
Number of pot holes repaired annually	2,500	3,000	3,000	3,000	3,000

Objective B: Manage and Improve City's Traffic Control Measures.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Cost per Pedestrian Crosswalk	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Cost per Mile: Signs	\$2,600	\$2,700	\$1,061	\$884	\$946
Cost per Mile: Pavement Markings	\$2,600	\$2,700	\$1,061	\$884	\$946
Cost per Mile: Traffic Signals	\$1,300	\$1,500	\$1,359	\$1,113	\$1,191
Cost per School Zone	\$12,000	\$12,000	\$12,000	\$13,000	\$13,500
Enhance Traffic Signal Coordination	60%	75%	70%	75%	80%

Trend: Traffic signal coordination is improving through synchronizing of all city signals

Objective C: Develop and Maintain information database for City transportation systems.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Implement "Work Director" software	60%	80%	75%	100%	100%
Implement Pavement Mgmt Program	75%	80%	80%	80%	90%
Implement Sign Mgmt Program	75%	75%	75%	75%	85%
Implement Signals Program	\$225,000	\$200,000	\$200,000	\$150,000	\$175,000
Integrate traffic systems with Public Works	50%	60%	60%	60%	60%

General Fund Expenditures

Street

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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Purchase Storm Water Management Software	\$15,000	\$5,000	\$0	\$5,000	\$5,000
Identify all City Drainage systems	50%	75%	75%	75%	75%
Integrate with PW Project Central	75%	95%	80%	90%	95%

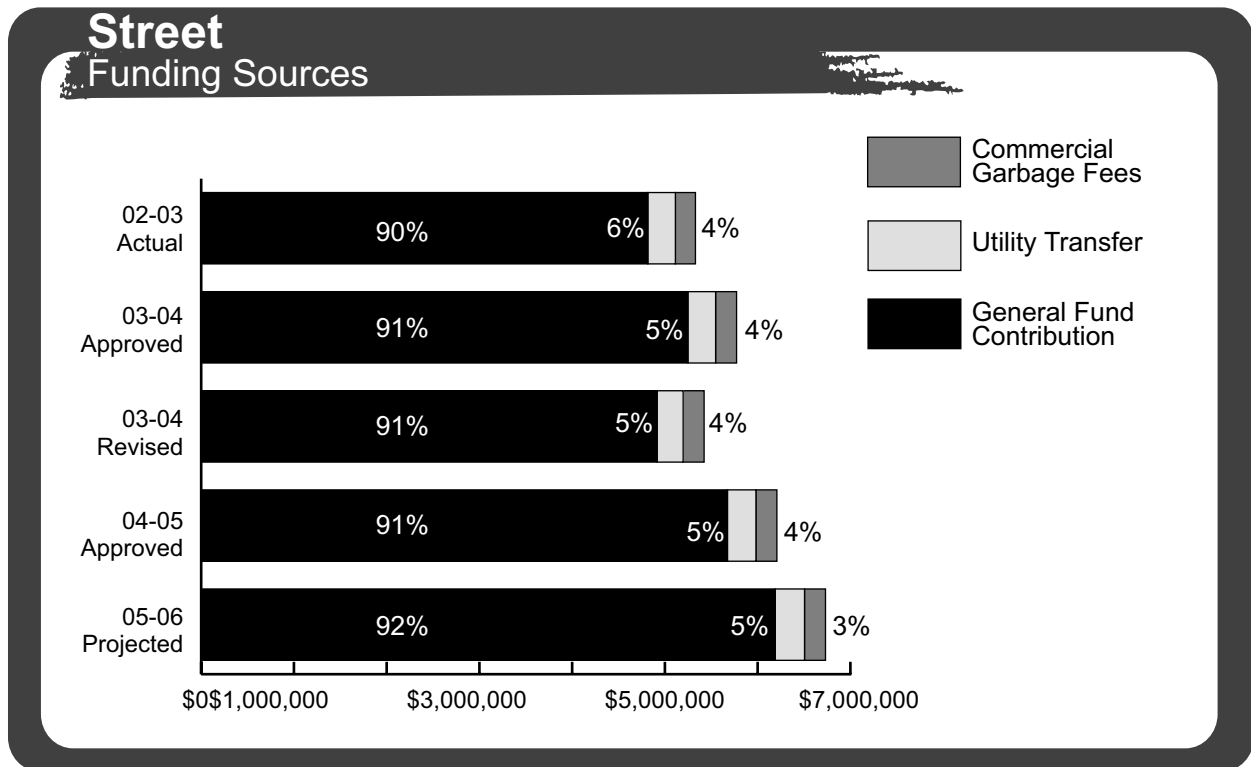
Trend: The street department projected to identify all drainage systems and to coordinate with Public Works and Engineering to integrate into singular database.

Key Goal 3: Continually improve and maintain utility drainage systems.

Objective A: Develop and Implement an in house Drainage ROW Management System.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Purchase ROW Management Software	\$5,000	\$15,000	\$0	\$7,500	\$7,500
Develop, Implement and Maintain ROW management program	60%	85%	75%	85%	90%

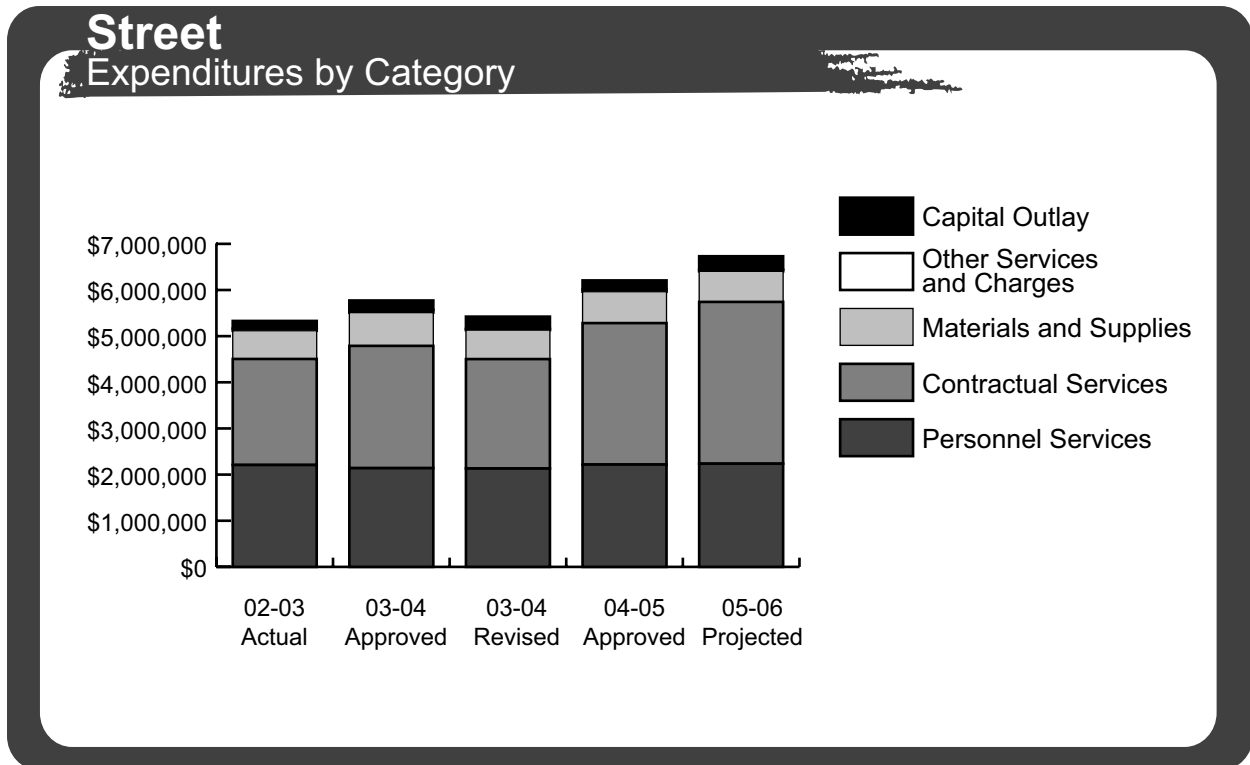
Trend: The Street department has completed 85% of the installation of Right of Way maintenance program. This includes implementation of software to monitor and schedule.



Authorized Personnel	Position			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
Public Works Operations Manager	1	0	0	1.00	0.00	0.00
Street & Drainage Superintendent	1	1	1	1.00	1.00	1.00
Street Supervisor	5	4	4	5.00	4.00	4.00
Street Division Foreman	0	3	0	0.00	3.00	0.00
Traffic Signal Technician III	4	2	2	4.00	2.00	2.00
Traffic Signal Technician I/II	0	2	2	0.00	2.00	2.00
Maintenance Crew Leader	11	2	2	11.00	2.00	2.00
Equipment Operator III	0	8	11	0.00	8.00	11.00
Equipment Operator II	0	11	11	0.00	11.00	11.00
Equipment Operator I	0	6	6	0.00	6.00	6.00
Maintenance Worker I/II	25	5	5	25.00	5.00	5.00
Administrative Technician II/III	2	2	2	2.00	2.00	2.00
Street Quality Assurance	0	2	2	0.00	2.00	2.00
Total	49	48	48	49.00	48.00	48.00

General Fund Expenditures

Street



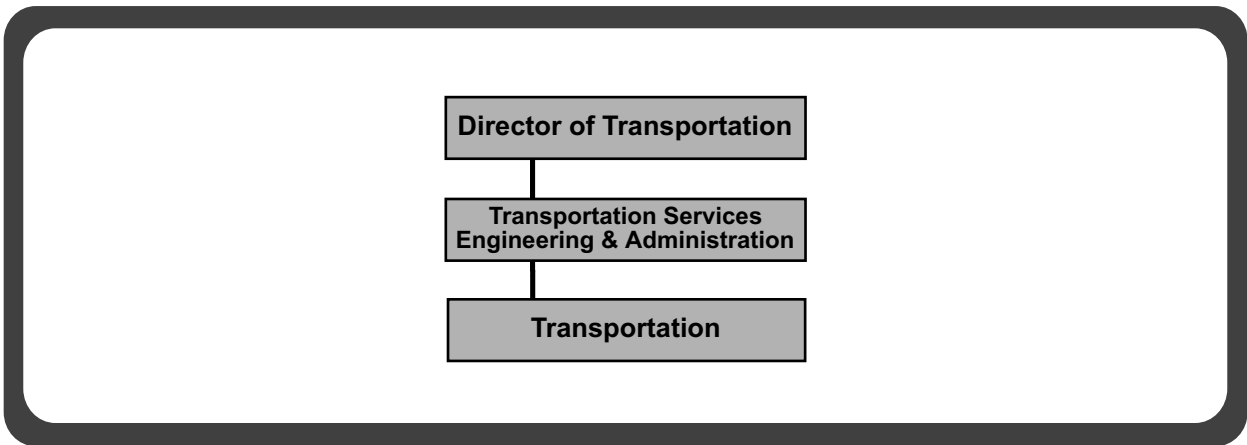
Summary of Expenditures:

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$2,208,759	\$2,139,851	\$2,131,351	\$2,217,613	\$2,236,272
Contractual Services	2,296,600	2,649,600	2,371,600	3,065,291	3,505,694
Materials and Supplies	612,025	720,500	627,500	680,093	662,593
Other Services and Charges	45,796	57,000	27,000	46,000	36,000
Capital Outlay	166,223	205,900	265,400	198,600	291,000
Total Expenditures:	\$5,329,403	\$5,772,851	\$5,422,851	\$6,207,597	\$6,731,559
Expenditures per Capita:	\$70.68	\$72.30	\$67.91	\$73.72	\$76.06

**Transportation Services
Engineering & Administration**

Transportation Services Engineering and Administration (TSEA) manages transportation programs for the City of Round Rock. TSEA's focus is to ensure that high quality maintenance, repair, rehabilitation, expansion and improvements are built by the private sector and the City through a comprehensive approach to planning, design, construction, and inspection. TSEA's efforts to provide a viable community for our customers extends beyond City limits with regional coordination efforts in transportation master plans and projects. TSEA is also responsible for the administration of the Street Maintenance Program and the public services provided by Street and the Shop/ Vehicle Maintenance Facility.

Mission Statement: The purpose of Transportation Services Engineering and Administration is to provide effective transportation systems and public administration that enhances the quality of life for the citizens of Round Rock and is on schedule and within budget.



Departmental Program Summary:

Transportation Services Engineering and Administration is a new department, which was formed in Fiscal Year 2003-2004. The rapid expansion of the City's population and related transportation issues has necessitated the need to better identify transportation programs and associated costs. The primary focus of the Transportation Services program is improving traffic flow and personal mobility by effectively and efficiently planning and facilitating the City's transportation system at both the local and regional levels.

Program:

Transportation: Transportation Services is tasked with planning, designing, building and operating the City's transportation system. The Transportation Master Plan, along with the Transportation Element of the General Plan, provide the roadmap to address mobility issues and lays out a road network that will efficiently move traffic as the City and surrounding areas continue to grow. The Street Maintenance Program improves the integrity and service life of city streets. The Traffic Calming Program provides the guiding principles and methodology for addressing speed and/or traffic volume reduction as

concerns arise at the residential customer level. At the regional level, solutions are sought through coordination with the Capital Area Metropolitan Planning Organization (CAMPO), Texas Department of Transportation (TXDOT), Texas Turnpike Authority (TTA), Central Texas Regional Mobility Authority (CTRMA), Williamson and Travis Counties, and area municipalities.

FY 2003-2004 Highlights:

Transportation Services Engineering and Administration continued to see an increase in design and construction of roadways as funding from the 2002 General Obligation Bond and the Transportation Capital Improvement Program became available. The impact of transportation projects is threefold. Transportation projects not only improve traffic flow and personal mobility, but they also reduce vehicle emissions by improving intersection circulation and signalization.

- Construction was completed on Chisholm Trail Road from Wolle Road to Hotel Center and Double Creek Drive Phase I. Construction is underway for the Forest Creek Drive extension, Double Creek Drive Phase II, FM 1460, which is managed by Texas Department of Transportation, and Gattis School Road improvements.

FY 2003-2004 Highlights (Cont.)

- Traffic signal construction was completed at the intersections of Gattis School Road and High Country, Gattis School Road and Red Bud Lane, FM 3406 and Plantation, Hesters Crossing and Rawhide, N. Mays Street and Texas Avenue and N. Mays Street and Old Settlers Blvd.
- Engineering was completed for Ledbetter Street reconstruction, County Road 122 and Kiphen Road Phase II. Engineering is on-going for the Sam Bass Road and Chisholm Trail Road reconstruction and the Creek Bend Blvd. and Chisholm Parkway extensions. Engineering was initiated on the IH 35 Area Improvements from Westinghouse Road to FM 1431.
- The Comprehensive Transportation Master Plan and Chapter 7, Transportation, of the City of Round Rock General Plan 2000 were updated to reflect changing roadway requirements, both internal and external to the City, and challenges impacting the City and the region, specifically, air quality and congestion. Both plans address future mobility as the City continues to grow.
- The traffic calming process of education, enforcement and engineering, which is established city-wide as a Traffic Calming Program (TCP) for reducing vehicle volumes and speeds on residential streets, was successfully completed on Buckboard Blvd. Positive results were obtained using the education and enforcement elements of the program, so engineering was not required. The education and enforcement elements of the TCP were initiated on Forest Ridge Blvd., Lake Forest Drive and Settlement Drive. The results of the education and enforcement will determine if engineering will be required. Willow Way, Bradford Park Drive, Dixie Lane and Tower Drive were also considered for the TCP, but did not meet the minimum volume and/or speed criteria. TSEA also acquired a TCP speed monitoring trailer, which is used primarily for the enforcement element of the program. The trailer provides drivers with immediate feedback on how fast they are traveling, so they can adjust their speed accordingly.
- TSEA performs traffic light warrant, flow, volume and/or speed studies outside the residential target areas of the Traffic Calming Program. Typically, these studies are the result of roadway planning, citizen complaints, fatalities and/or City Council/staff requests. An extensive study was performed in the Oaklands and Oakwood subdivisions as the result of homeowner concerns. The study included collection of traffic light warrant, flow, volume and speed data, and review of stop sign, speed limit sign and children at play sign locations and lane configurations. The initial actions taken as a result of the study included additional sign locations and changes to lane configurations. Traffic light locations, if any, will be determined by the Texas Department of Transportation because RM 620 is on the State road system.
- The Street Maintenance Program achieved its goal of paving one-eighth (1/8) of the City's streets with asphalt concrete. The City has in excess of 648 lane miles in the maintenance program, which protects the structural integrity and extends the service life of City roadways.
- As approved in FY 02-03, three (3) General Services Custodians and one (1) Administration Technician II were hired. The custodians provided cleaning services during normal business hours for facilities that directly serve the citizens of Round Rock. The facilities included, but were not limited to, City Hall, the Library and the Police Station.
- Due to fiscal constraints, Property Management was unable to purchase software for developing a preventative maintenance and tracking system. The system will eventually create an inventory of facilities and equipment and account for controlled assets.

FY 2004-2005

Overview and Significant Changes:

Design and construction of roadways, which are funded by the 2002 General Obligation Bond and the Transportation Capital Improvement Program, will continue to dominate the activities in Transportation Services Engineering and Administration. Sale of the 2004 GO Bond will also provide funds to transition from the roadway engineering phase to the construction Phase. New programs expected to be implemented are discussed below under New Programs for FY 2004-2005.

- TSEA will continue to provide a comprehensive, highly organized and integrated approach to planning, building, managing and maintaining the City's transportation network in accordance with the approved Transportation Master Plan. TSEA will also closely coordinate the transition of new roadways into the Street Maintenance Program and new traffic signals to the Street Department.
- Laurel Ridge, Eagle Ridge, Meadow Lake and Preserve at Stone Oak subdivisions are under consideration as candidates for the Traffic Calming Program. TSEA will perform traffic volume and speed studies to determine whether these subdivisions meet the minimum criteria for the TCP. Additional subdivisions will be added as requested by the citizens of Round Rock.
- Property Management, including the Facility Maintenance Coordinator, custodians and administrative technician, are moving to Building Construction and Property Management. This move will better facilitate the transition of newly constructed facilities to operational and maintainable facilities.
- TSEA will also be participating in the development of the Capital Area Metropolitan Planning Organization 2030 Transportation Plan. The City has become a key player due to the addition of Round Rock to the Metropolitan Statistical Area (MSA), which is now known as the Austin/Round Rock MSA.

New Programs for FY 2004-2005:

The Transportation Services Engineering & Administration Department is proposing no new programs for FY 04-05.

Departmental Goals:

The City Strategic Plan identifies the guiding goals for Transportation Services Engineering and Administration as follows:

- Plan and facilitate the City's transportation system, at the local and regional level, to enable traffic flow and personal mobility. (City Goal 4)
- Plan the City's transportation systems. (City Goal 4.1)
- Implement transportation projects and systems. (City Goal 4.2)
- Maintain and operate the City's transportation system. (City Goal 4.3)
- Ensure transportation services meet the needs of residents, customers and employees through the development of annual department goals, objectives, and strategic budgeting. (City Goal 5.1)
- Maintain relationships and encourage cooperation and collaboration with local jurisdictions and regional entities to address regional transportation issues and provide improved services. (City Goal 5.6)
- Engage potentially affected interests about transportation policies, programs and projects in a timely, effective dialogue. (City Goal 6.1)
- Develop clear avenues of communications with citizens and respond to citizens' inquiries, complaints and/or suggestions in a timely manner. (City Goal 6.2)

General Fund Expenditures

Transportation Services

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Demand			
City Population	75,402	79,850	84,200
Road and Street Improvement Projects	N/A	16	12
Lane Miles of Roads and Streets	624	648	676
Input			
Operating Expenditures	N/A	\$765,375	\$682,378
Number of Personnel (FTE's)	N/A	12.50	7.50
Total Employee Hours	N/A	26,000	15,600
Output			
Road and Street Improvements Value	N/A	\$50,283,412	\$47,604,000
Road and Street Preventative Maintenance Value	\$1,434,396	\$1,550,000	\$1,915,000
Efficiency			
General Fund Expenditures as a % of General Fund	N/A	1.27%	1.11%
Dept. FTE's as % of General Fund	N/A	2.16%	1.26%
Road and Street Improvements Value per Employee	N/A	\$4,384,476	\$18,832,739
Road and Street Preventative Maintenance Value per Employee	\$6,200,000	\$5,610,000	\$7,800,000
Effectiveness			
Percent of Road and Street Preventative Maintenance (Seal Coat)	14.0%	12.5%	12.5%

Note: Some indicators are not applicable (N/A) because Transportation Services Engineering and Administration was a new department in fiscal year 2003-2004. Prior to fiscal year 2003-2004, the function of TSEA resided in other departments.

Summary of Key Departmental Goals

Key Goal 1: Plan and facilitate the City’s transportation system, at the local and regional level, to enable traffic flow and personal mobility.

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

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Road and Street Improvements Value	\$26,198,843	\$34,947,028	\$34,947,028	\$50,283,412	\$47,604,000
Road and Street Improvements Value per Employee	\$15,699,486	\$11,424,028	\$6,200,000	\$4,384,476	\$7,800,000

Trend: The values shown represent active projects 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; consequently, 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 obligations or decrease due to increased revenue/debt obligations. Compounding the fiscal issues are schedule delays resulting from 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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
City of Round Rock Survey	N/A	69.6%	69.6%	N/A	60.0%

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 the latest update to the TMP and transportation related communication through the media, both television and print, Transportation Services Engineering and Administration forecasts a decrease of 9.6 points in the 2004 survey. Since the survey is only conducted every other year, the forecast and actual measures are not applicable (NA) for the non-survey years. The next survey is scheduled to occur in calendar year 2004.

General Fund Expenditures

Transportation Services

Summary of Key Departmental Goals (Cont.)

Objective C: Pave one-eighth of the City's lane miles per year.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Street Maintenance	76	78	87	83	85

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 648 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.

Key Goal 2: Develop clear avenues of communications with citizens and respond to citizens' inquiries, complaints and/or suggestions in a timely manner.

Objective A: Improve Citizen familiarization with the Transportation Master Plan.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
City of Round Rock Survey	N/A	30.7%	30.7%	N/A	DISC

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 City Council. The objective of Transportation Services Engineering and Administration is to improve citizen familiarization by 10 points for the 2004 survey through the update of the Transportation Master Plan, use of the City's web site and pamphlet distribution. The next survey is scheduled to occur in calendar year 2004, but the question regarding citizen familiarization with the Transportation Master Plan was removed. This measure will be discontinued (DISC) and not reported next year.

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

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
48 Hour Follow-Up	N/A	N/A	N/A	90%	90%

Trend: Transportation Services Engineering and Administration (TSEA) receives requests for service via phone calls, e-mail and written correspondence. Given the diversity of the requests, an immediate answer is not always possible. TSEA attempts to provide the resident an answer within 48 hours, but at a minimum TSEA follows up with the resident by confirming the request was received and is being processed. Based on 03/04 year to date actuals, TSEA is maintaining a pace of 88%. This below forecast trend is attributed to Holidays (3-day weekends), a misunderstanding of how the "48 Hour Follow-Up" is measured and limited staffing. TSEA staff was provided additional explanation about the measure, but the other factors are not within TSEA's control. Based on the trend analysis, TSEA is revising the 03/04 forecast down to 90%. The 02/03 forecast was an error because TSEA was a new department in fiscal year 2003-2004 and no data was collected prior to forming the department.

Summary of Key Departmental Goals (Cont.)

Key Goal 3: Ensure transportation services meet the needs of residents, customers and employees through the development of annual department goals, objectives, and strategic budgeting.

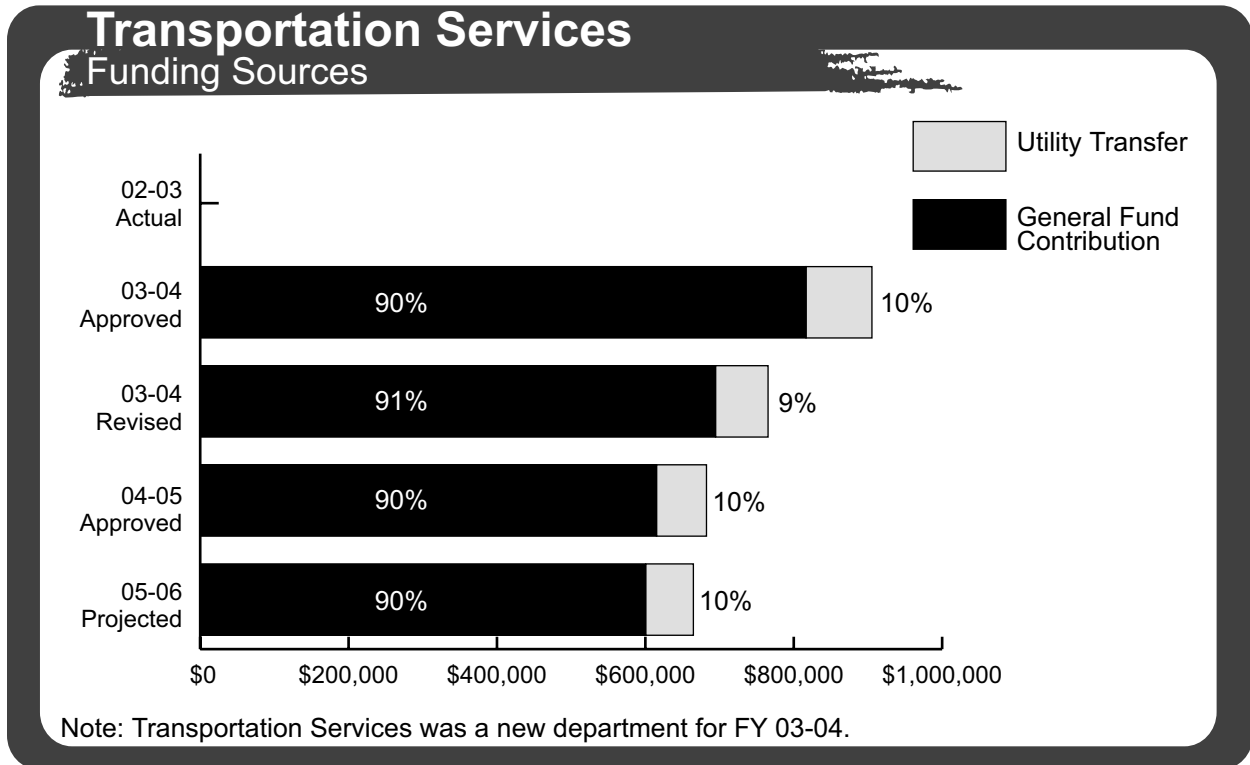
Objective: Meet the Budget Offices deadlines and quality requirements for developing annual department goals, objectives, and strategic budget.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Golden Budgie Score	N/A	N/A	N/A	197	190

Trend: Every year, the City Budget Office tracks the progress of budget preparation using a checklist that was developed as a tool to pinpoint areas for improvement in a Department's Budget Submission. Transportation Services Engineering and Administration uses the checklist as a tool for preparing subsequent year budgets. The Golden Budgie Score measures the performance of all City departments and the highest possible score is 200 points. The department with the highest score receives the Golden Budgie Award. TSEA's actual score for FY 03/04 was 197. This year, FY 04/05, the criterion for the Golden Budgie Award was enhanced due to a significant increase in scores over recent years. With this in mind, TSEA forecasts the Golden Budgie Score lower than the score for FY 03/04, but TSEA will still strive for a high level of performance, which is in line with the spirit of a High Performance Organization. Since this is a new objective for TSEA, the forecast and actual measures are not applicable (NA) prior to 02/03 as the department was not in existence.

General Fund Expenditures

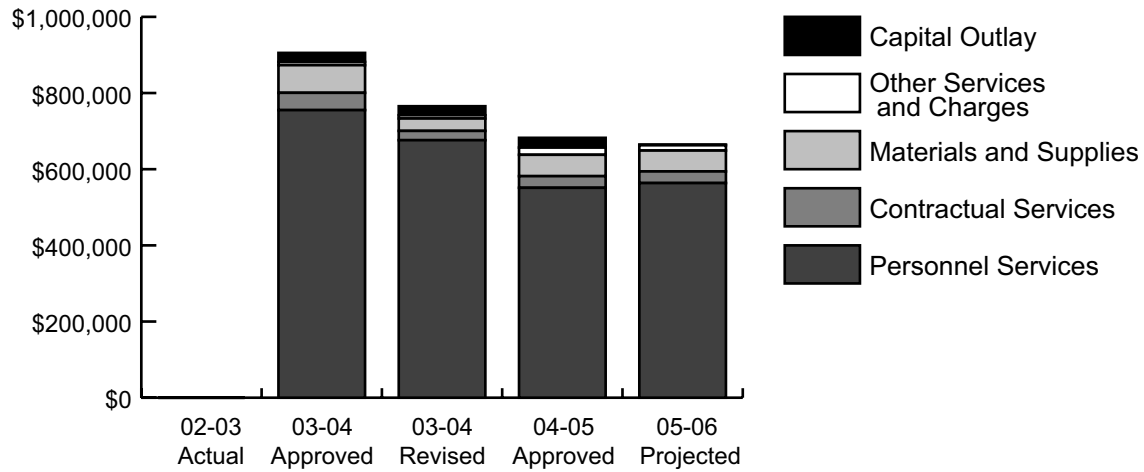
Transportation Services



Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
Director of Transportation Services	0	1	1	0.00	1.00	1.00
Traffic Engineering Associate	0	1	1	0.00	1.00	1.00
Traffic Operations Supervisor	0	1	1	0.00	1.00	1.00
Traffic Engineering Technician	0	1	1	0.00	1.00	1.00
Traffic Project Manager (bond)	0	1	1	0.00	1.00	1.00
Traffic Admin. Tech. III	0	1	1	0.00	1.00	1.00
Traffic Intern Part Time	0	1	1	0.00	0.50	0.50
Public Works Operations Manager	0	1	1	0.00	1.00	1.00
Facility Maintenance Coordinator	0	1	0	0.00	1.00	0.00
General Services Custodian	0	3	0	0.00	3.00	0.00
Administrative Tech II -Bldg. Maint.	0	1	0	0.00	1.00	0.00
Total	0	13	8	0.00	12.50	7.50

* Note: Transportation Services Engineering & Administration was a new department for FY 03-04. Prior to FY 03-04, all positions shown above resided in other department budgets. This department was reorganized in FY 04-05 with the Facility Maintenance-related personnel being moved to the Engineering & Development Services Department, Building Construction & Property Management Division.

Transportation Services Expenditures by Category



Note: Transportation Services was a new department for FY 03-04

Summary of Expenditures:

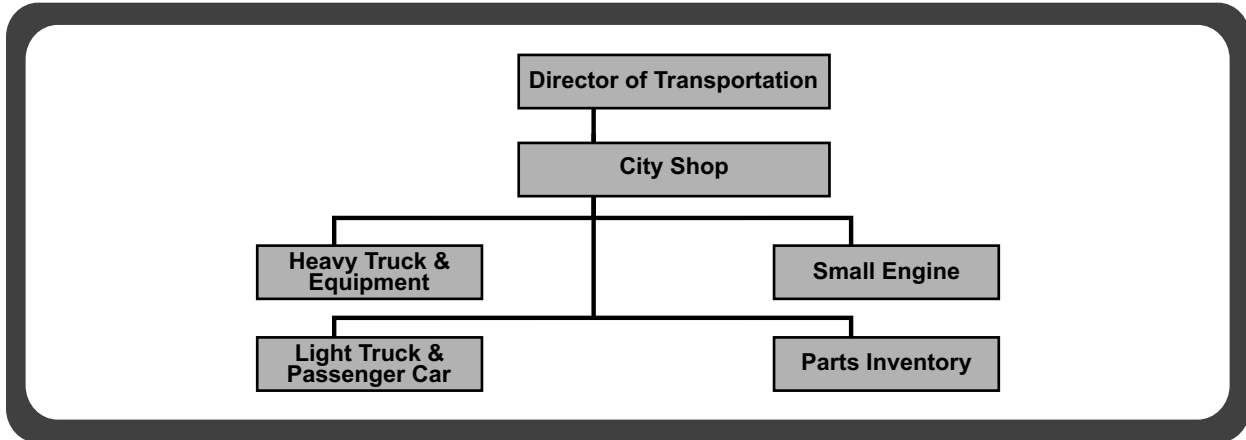
	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$0	\$755,153	\$676,153	\$551,179	\$563,637
Contractual Services	0	45,422	24,422	30,538	30,538
Materials and Supplies	0	72,550	32,550	56,131	54,812
Other Services and Charges	0	8,450	8,450	18,900	13,900
Capital Outlay	0	23,800	23,800	25,630	1,825
Total Expenditures:	\$0	\$905,375	\$765,375	\$682,378	\$664,712
Expenditures per Capita:	\$0.00	\$11.34	\$9.59	\$8.10	\$7.51



City Shop

City Shop, also known as 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/Vehicle Maintenance Facility consists of a single program with four components. These are described below.

Programs:

Vehicle Maintenance Facility is comprised of four teams:

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

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

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

Parts Inventory Team: The Parts Inventory Team inventories parts and orders new parts.

FY 2003-2004 Highlights:

The Vehicle Maintenance Facility has made several changes this year to try and improve our customer service rating, they are as follows:

The City Shop/Vehicle Maintenance Facility is currently undergoing software product review for its maintenance programs to determine a software package that will fulfill the needs of the City of Round Rock’s growing fleet.

We have purchased new service manual software thus eliminating the need for leasing the same product. By doing so we have the ability to receive factory service bulletins and part number updates that were not available with the leased product.

The tire storage container has been acquired and is in use. Due to the change in large tire suppliers, we have purchased an additional container to store a larger supply of large truck and fire truck tires.

FY 2004-2005

Overview and Significant Changes:

The implementation of the new Maintenance Software will allow the Vehicle Maintenance Facility to supply timely and valuable information to Finance, Purchasing, Transportation, and other departments, examples include: budget- approved equipment; vehicles meeting replacements schedules; vehicle repair costs; etc.

- Use of the new software ensures that vehicles remain in the fleet until they meet the requirements for replacement.
- Changes in the replacement criteria the software also provides the Vehicle Maintenance Facility with the ability to determine which vehicles meet established pool criteria. Pooled vehicle are vehicles which meet replacement criteria, and are replaced at the departmental level, with the vehicle then being held for approximately one year by the City Shop until finally auctioned off. The City Shop uses these vehicles as "loaners" while departmental vehicles are in the City Shop being repaired.

New Programs for FY 2004-2005:

The City Shop Department is proposing no new programs for FY 04-05.

Departmental Goals:

- Provide safe and operational vehicles and equipment in a cost effective and timely manner. (City Goal 5.1)
- Ensure City facilities and equipment meets the needs of City employees and City residents with attention to maintenance, modernization, and expansion. (City Goal 5.1)
- Insure we supply accurate vehicle and equipment information to city departments. (City Goal 5.1)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Demand			
# Departments Services by Vehicle Maintenance	13	15	15
Input			
Operating Expenditures	\$859,266	\$824,449	\$929,337
Number of Personnel (FTE's)	14.00	14.00	14.00
Output			
Police Department Work Orders	1,320	1,350	1,450
Fire Department Work Orders	417	450	500
Public Works Work Orders	1,944	2,000	2,100
Parks and Recreation Work Orders	804	850	950
Efficiency			
Dept. Expenditures as a % of General Fund	1.59%	1.37%	1.52%
Dept. FTE's as a % of General Fund	2.59%	2.42%	2.35%
Cost per Work Order:			
Police Department	\$130	\$135	\$135
Fire Department	\$145	\$150	\$150
Public Works	\$125	\$125	\$125
Parks and Recreation	\$115	\$120	\$130
Effectiveness			
Customer Satisfaction Rating (Good to Excellent)	92%	95%	95%

General Fund Expenditures

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) and repairs are performed in an accurate and timely manner.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
80% of major repairs in 3 days or less	50%	80%	70%	90%	95%
40% of preventive maintenance repairs in 8 hours or less	50%	80%	70%	90%	95%

Objective B: Insure all line mechanics are provided with 100% current repair manuals and current city fleet data.

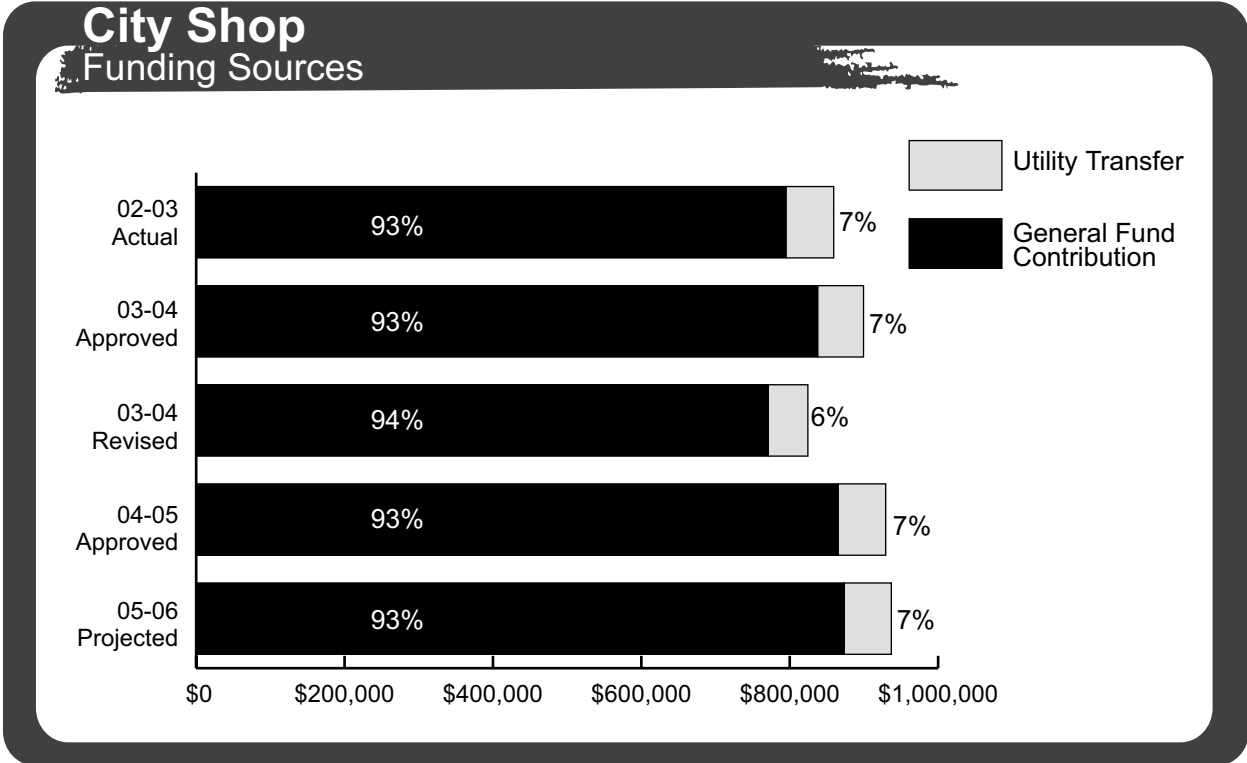
Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
100% current repair manuals/Software at annual inventory	80%	100%	90%	95%	100%
Maintain 95% accuracy on vehicle maintenance reports	90%	95%	95%	98%	98%

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

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Acquire and maintain a minimum of 90% of all pertinent Automotive Service Excellent (ASE), Emergency Vehicle Technician certifications	50%	50%	70%	90%	100%
Maintain retention rate of 90% of qualified personnel	90%	90%	90%	100%	100%

Objective D: Ensure excellent customer satisfaction on all maintenance and repair services.

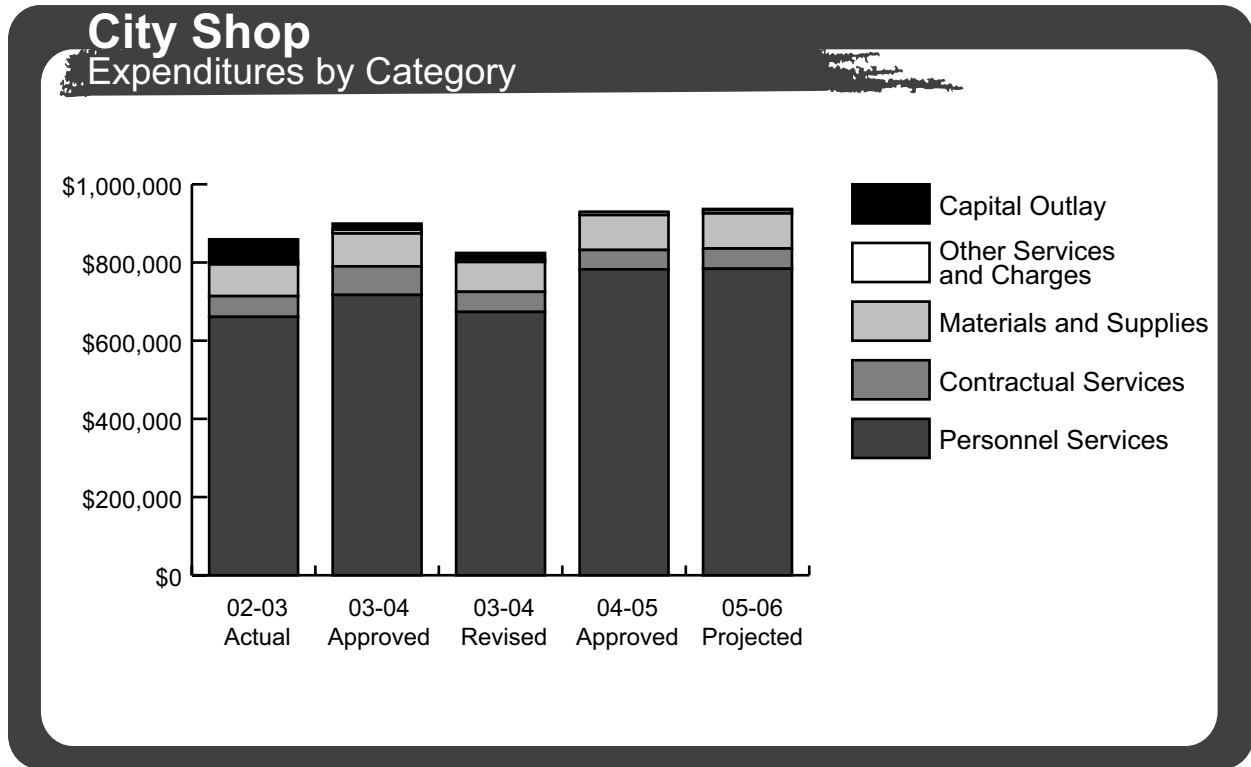
Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Achieve 95% customer rating of excellent on surveys	92%	95%	90%	95%	95%



Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
Shop Superintendent	1	1	1	1.00	1.00	1.00
Shop Foreman	0	2	2	0.00	2.00	2.00
Mechanic III	5	3	3	5.00	3.00	3.00
Mechanic II	5	5	5	5.00	5.00	5.00
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

General Fund Expenditures

City Shop



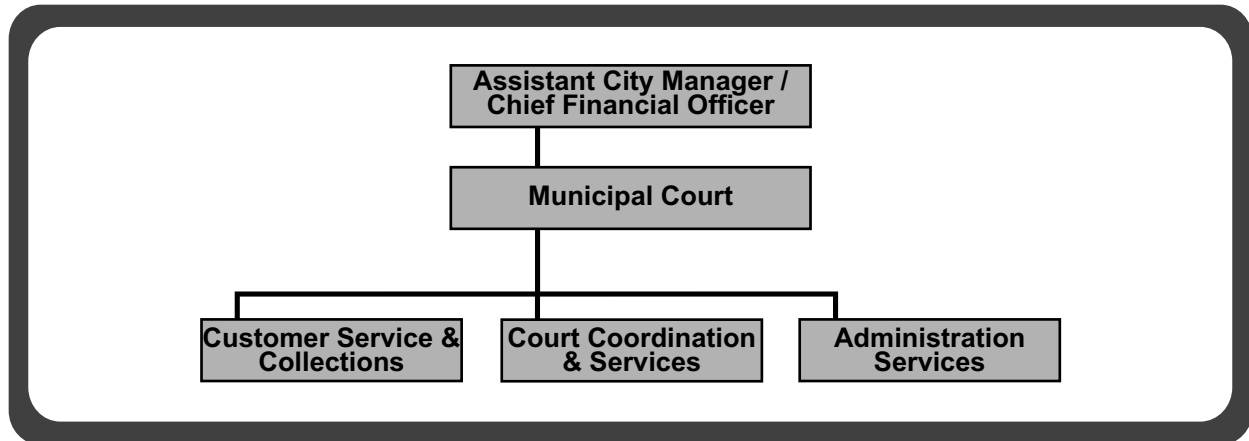
Summary of Expenditures:

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$660,859	\$716,999	\$673,499	\$782,301	\$783,931
Contractual Services	53,124	73,000	51,500	49,776	51,843
Materials and Supplies	80,966	84,250	76,250	89,260	89,760
Other Services and Charges	6,914	9,000	7,000	8,000	8,000
Capital Outlay	57,403	16,200	16,200	0	3,400
Total Expenditures:	\$859,266	\$899,449	\$824,449	\$929,337	\$936,933
Expenditures per Capita:	\$11.40	\$11.26	\$10.32	\$11.04	\$10.59

Municipal Court

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. The reorganization has provided adequate staffing within our new facility.

Customer Service & Collections: This component is the largest of the three components containing five (5) FTEs. This team receives cases filed, assists customers (defendants) by phone, in person and by correspondence with payments or disposition processing. This team is responsible for processing cases in default including arrest warrants, notices, driver license default reporting, and the new responsibility of coordination of files submitted to our collection agency.

Court Coordination & Services: This component is responsible for preparing case files for pending court appearances; and coordinating witnesses, translators, defendants, prosecutors, judges and the technical needs

for pending cases. This team includes the court bailiffs, who are responsible for the safety and security of court participants.

Administration Services: This component 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.

FY 2003-2004 Highlights:

Fiscal year 2003 proved to be an unusual legislative year. One example was the \$30.00 State Traffic Fee, which became effective on September 1, 2003, and then changed to a State Traffic Fine in January, 2004. Additionally, the court was honored with a very special occasion when the city council passed a resolution for "Municipal Court Week" in November of 2003. Some of our successes are as follows:

- Municipal Court Week Celebration – November 3-7, 2004.
- Court Clerk Certification Program –1 Clerk certified at Level III, 3 clerks preparing for Level II exam

FY 2003-2004 Highlights:

- Photograph "Mug Shot" attachments embedded in the court record – The INCODE software allows a photo (maximum of 4) to be taken by an "eye ball" camera and attached to the defendant's name record.
- Collection contract – Cases in default after 60 days will be submitted to a collection agency at no cost to the city. The defendant will pay the 30% collection agent fee in addition to the balance owed.
- Document imaging hardware has been purchased and the paper reduction/records management process is being supported by volunteer services provided by Round Rock Volunteer Center.
- E-mail appearances have been so successful that the link has been moved to a better location and the task is assigned to a customer service representative.
- Income based payment schedules for fine & costs This process set a "pay in full" expectation while providing other payment options to individuals in need after proof of income is presented to the court.
- Friends of the court – A group of volunteers who serve as aids to court staff for basic clerical and citizen interaction during court sessions.
- An implementation plan is drafted for automated ticket writers with the anticipation that upon completion of this project, 80% of all traffic citations will be filed electronically.
- Judicial findings are being made electronically during court by judges.
- The per day allowable jail credit and community service credits were reduced from \$100 to \$50 for an 8 hour period and as a result may increase the overall demand for community service hours.
- Evaluate options for interactive e-business & voice response in partnership with other city departments.
- Continue to evaluate the need to become a "Court of Record" whereby all judicial proceeding would be recorded.

New Programs for FY 2004-2005:

The Municipal Court Department is proposing no new programs for FY 04-05.

Departmental Goals:

- Minimize unresolved cases through effective collection methods. (City Goal 5.5)
- Become a paperless court through the use of document imaging. (City Goal 5.1)
- Release a court procedures manual. (City Goal 5.1)
- Ensure safety of court participants during court sessions. (City Goal 5.3)
- Monitor complaints and suggestions by court participants. (City Goal 6.3)
- Provide public access to court records. (City Goal 6.4)
- Communicate applicable fines, fees and processes to customers. (City Goal 5.2 & 6.2)

FY 2004-2005

Overview and Significant Changes:

- The next year we will concentrate on measurement of delinquent cases.
- Measure & evaluate the collection process and consider future efforts.
- Respond to training needs for civilian employees who file complaints in Municipal Court.
- Conduct in house technical training on INCODE, and other Microsoft applications.

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Demand			
Enforcement Demands:			
Class "C" Misdemeanors Filed (SL)	1,098	1,200	1,200
Non Parking Violations Filed (NP)	10,973	11,000	12,000
Parking Violations Filed (PA)	288	250	250
Ordinance Violations Filed (CO)	795	900	900
Search Warrants	30	30	30
Felony/County Warrants	436	450	450
Defense Demands:			
Cases Handled by Court Staff	24,369	25,000	25,000
Judge Trials/Hearings	1,505	1,500	1,500
Jury Trials	45	45	45
Youth Hearings	852	850	850
Input			
Operating Expenditures	\$450,409	\$528,313	\$602,523
Number of Personnel (FTE's)	8.00	9.00	9.00
Number of Judges (contract)	1	1	1
Scheduled Court Room Hours	500	500	500
Output			
Collections:			
City Fines & Costs Collected	\$891,913	\$1,076,585	\$925,000
State Costs Collected	\$319,989	\$565,000	\$565,000
Dispositions:			
Fines Paid Before Trial	4,962	5,000	5,000
Compliance Dismissals (Insurance & Vehicle Violations)	1,547	2,000	2,000
Dismissals by Deferral with Sanctions	2,133	2,100	2,100
Cases Appealed	3	5	5
Dismissals by Motion	519	500	500
Class C Warrants Issued	2,535	2,700	2,700
Efficiency			
Dept. Expenditures as a % of General Fund	.83%	.88%	.98%
Dept. FTE's as a % of General Fund	1.48%	1.56%	1.51%
Number Hearings to Judge/Clerk	4,490	4,500	4,500
Number of Customers per Clerk	4,061	4,000	4,000
Effectiveness			
% Cases to Warrants	19%	15%	15%
% Cases Disposed	69%	85%	85%

General Fund Expenditures

Municipal Court

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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
% of cases disposed before Warrant	80%	95%	84%	84%	90%
% of cases cleared within 30 days of final judgment	42%	60%	38%	33%	35%
% of fines paid within 90 days of final judgment	65%	62%	69%	69%	70%

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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Number of refund checks issued	23	25	N/A	N/A	DISC
Number of subsequent contacts required to finalize transaction	N/A	N/A	N/A	N/A	DISC

Trend: Fine and fees are somewhat fixed for the remaining period of 03. 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. N/A – Not applicable as this measure was never fully developed and therefore the tracking was not completed. We did not know that there were 60 overpayments for varying reasons. DISC – Discontinued, this measure will not be reported on next year and will be replaced by another measure.

Summary of Key Departmental Goals (cont.)

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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Number of sessions with Bailiff	100	111	114	300*	DISC
Number of sessions without a Bailiff	9	5	1	1	DISC
Number of calls for Police services to assist court customers	3	3	2	2	DISC

Trend: DISC – Discontinued, this measure will not be reported on next year and will be replaced by another measure. 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.*The number of days were being counted in this number and this number anticipated docket types rather than days. (i.e. Mondays we host 4 docket types at 4 different times).

Key Goal 4: Ensure required penalty enhancements be applied to youth cases.

Objective A: Maintain relationship with youth officials countywide.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
# of mandatory transfers of Youth cases to JV Court (County)	13	20	10	20	DISC
# of optional Transfers of Youth cases to JV Court (County)	5	5	1	5	DISC

Trend: DISC – Discontinued, this measure will not be reported next year and will be replaced by another measure. This is an area where all municipal courts anticipate longer court sessions as well as increased caseloads.

Key Goal 5: Enhance public confidence in the ethics and security related to the application of Municipal Court fines and costs.

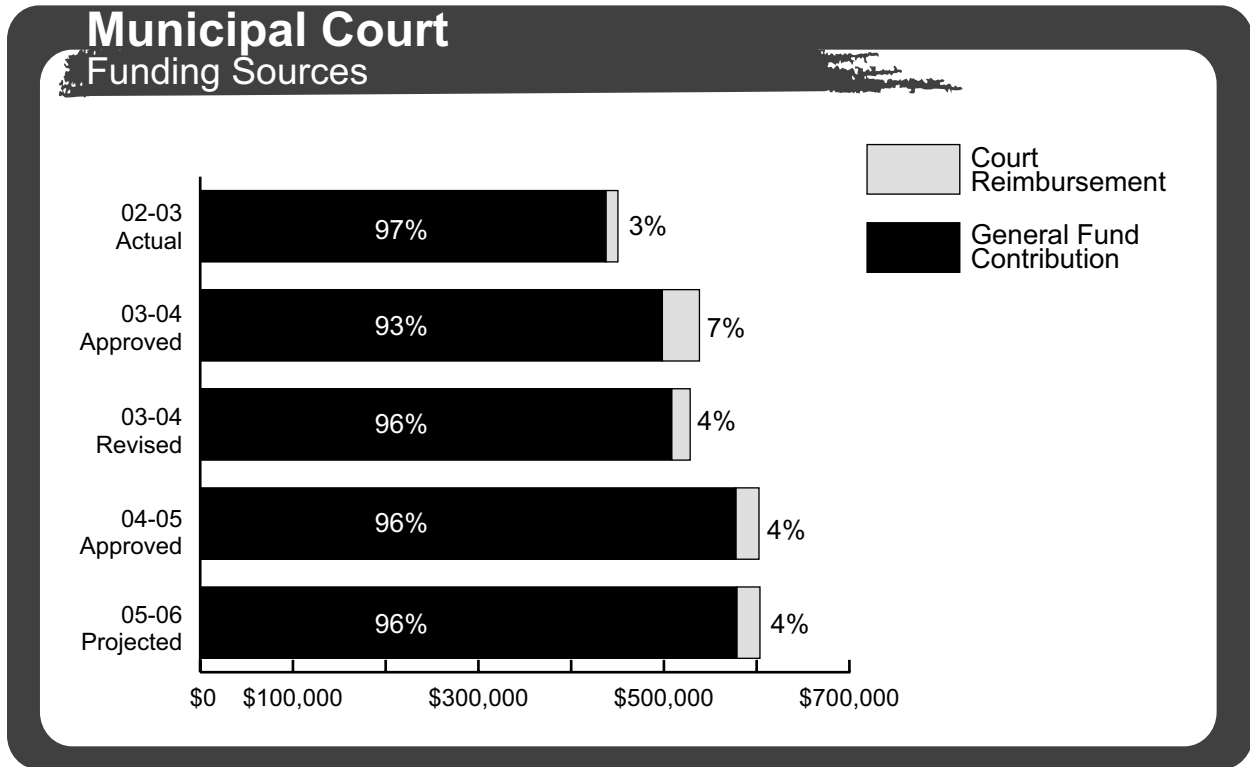
Objective A: Maintain a continuous audit process in the clerk’s office utilizing periodic customer contact and random verifications of payments.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
% of errors in cash or payment audits	3	20	2	20	DISC
% of payments misapplied by staff error	0	0	2	0	DISC
# of case audits performed	N/A	5	2	5	DISC

Trend: DISC – Discontinued, this measure will not be reported next year and will be replaced by another measure. 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”.

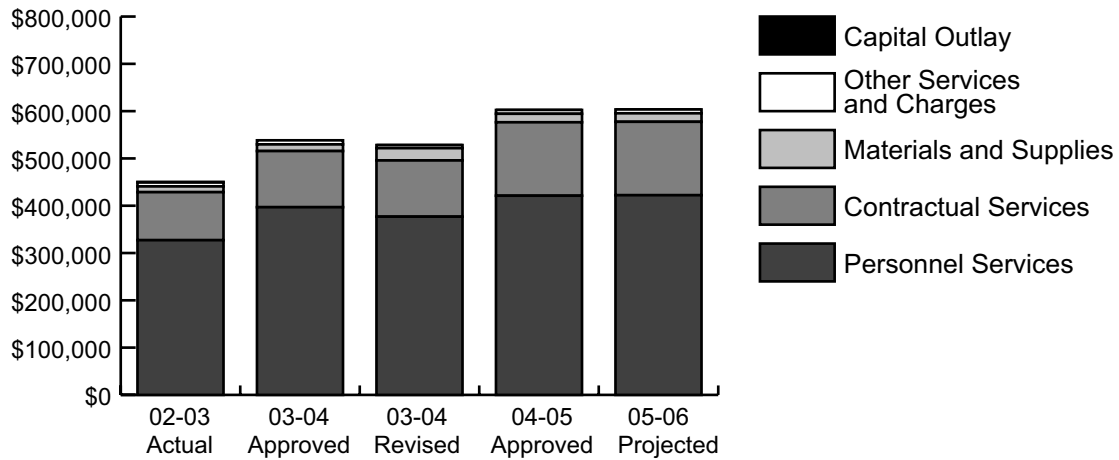
General Fund Expenditures

Municipal Court



Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
Court Administrator/Clerk	1	1	1	1.00	1.00	1.00
Sr. 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-Court Cashier	0	2	2	0.00	1.00	1.00
Bailiff – P/T	2	2	2	1.00	1.00	1.00
Total	9	11	11	8.00	9.00	9.00

Municipal Court Expenditures by Category



Summary of Expenditures:

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$327,146	\$396,893	\$376,893	\$421,206	\$422,240
Contractual Services	101,542	118,720	118,888	155,243	155,243
Materials and Supplies	12,174	14,100	25,932	17,974	17,974
Other Services and Charges	8,214	8,600	6,600	8,100	8,100
Capital Outlay	1,333	0	0	0	0
Total Expenditures:	\$450,409	\$538,313	\$528,313	\$602,523	\$603,557
Expenditures per Capita:	\$5.97	\$6.74	\$6.62	\$7.16	\$6.82



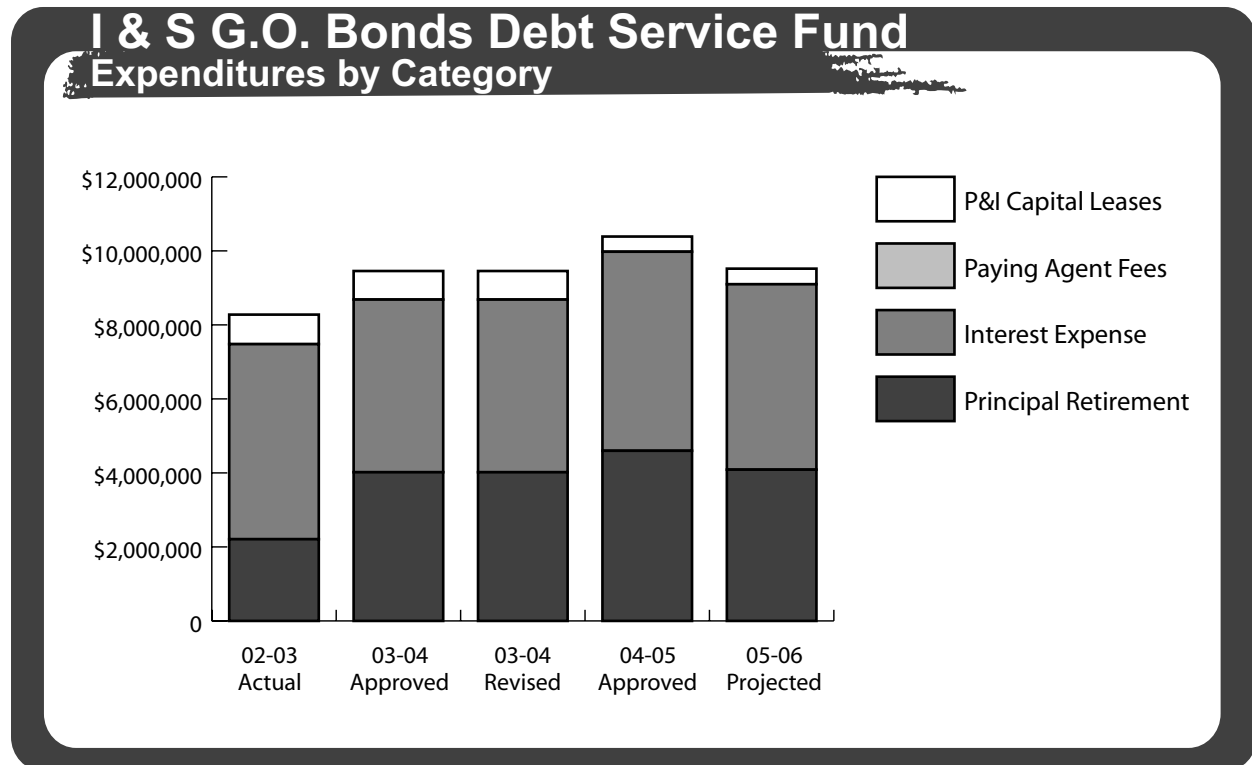


Interest & Sinking - G.O. Bonds Program Description

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

Debt Service Funds Expenditures

I & S G.O. Bonds Debt Service Fund



Summary of Expenditures:

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Principal Retirement	\$2,208,000	\$4,018,000	\$4,018,000	\$4,598,000	\$4,088,000
Interest Expense	5,271,654	4,666,328	4,666,328	5,379,175	5,010,198
Paying Agent Fees	4,296	9,000	9,000	9,000	9,000
P&I Capital Leases	797,947	771,455	771,455	410,102	421,307
Total Expenditures:	\$8,281,897	\$9,464,783	\$9,464,783	\$10,396,277	\$9,528,505
Expenditures per Capita:	\$109.84	\$118.53	\$118.53	\$123.47	\$107.67

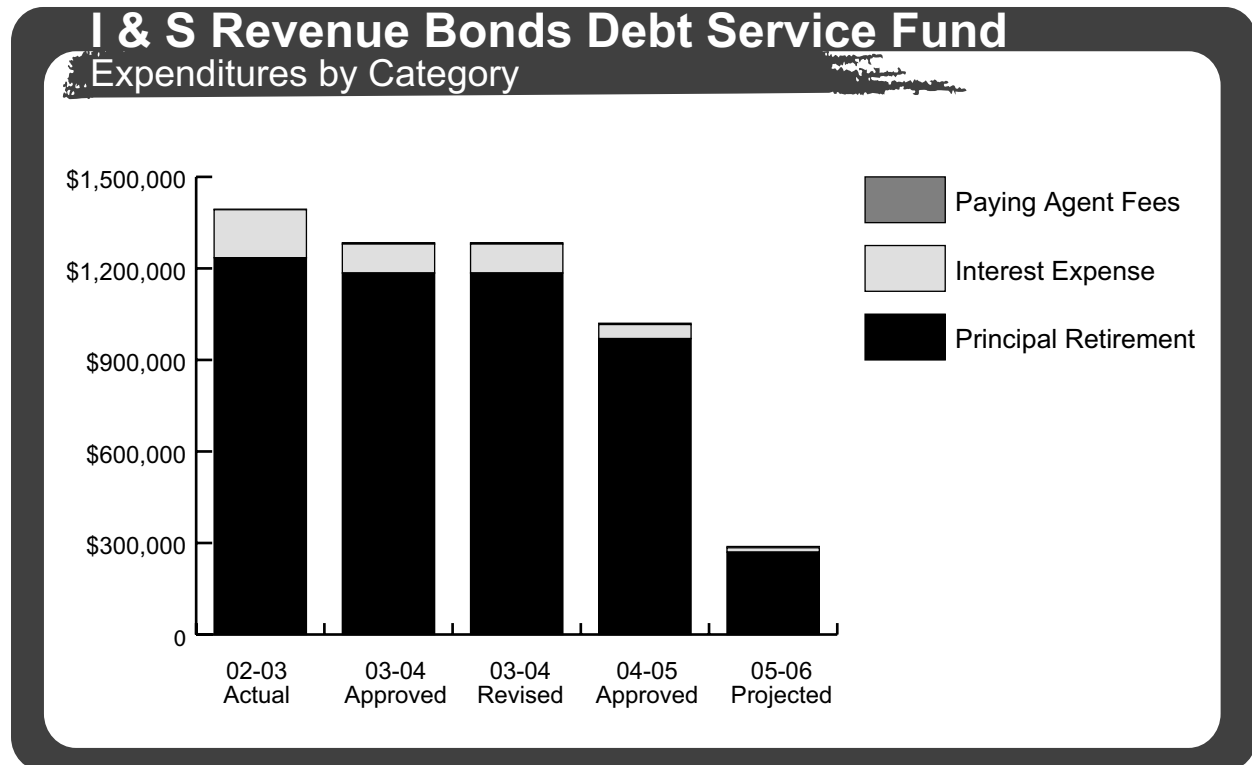


Interest & Sinking - Revenue Bonds Program Description

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

Debt Service Funds Expenditures

I & S Revenue Bonds Debt Service Fund



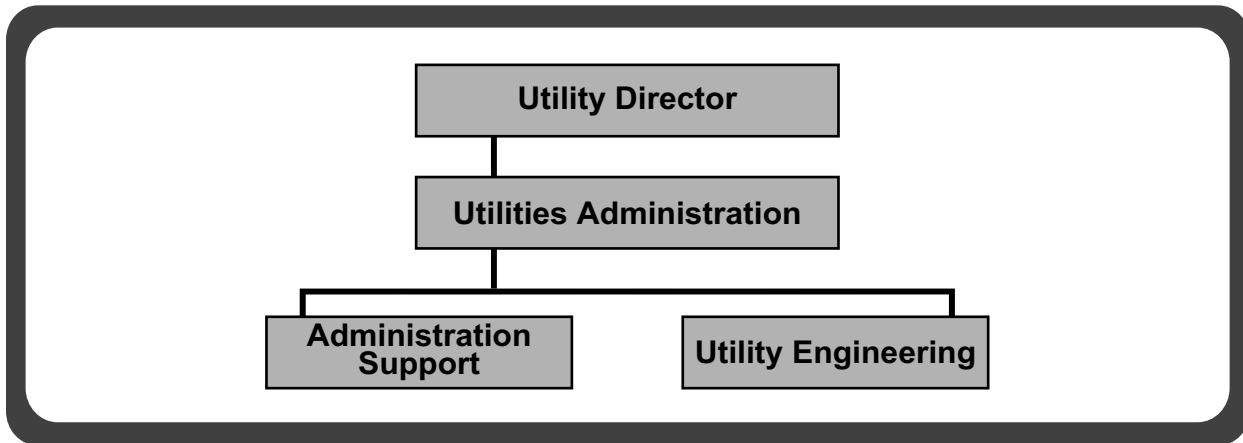
Summary of Expenditures:

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Principal Retirement	\$1,235,000	\$1,185,000	\$1,185,000	\$970,000	\$270,000
Interest Expense	157,358	94,975	94,975	46,058	14,310
Paying Agent Fees	1,736	4,200	4,200	4,200	4,200
Total Expenditures:	\$1,394,094	\$1,284,175	\$1,284,175	\$1,020,258	\$288,510
Expenditures per Capita:	\$18.49	\$16.08	\$16.08	\$12.12	\$3.26

Utilities Administration

Utilities Administration oversees the city's Raw Water Supply, Utility Engineering, Capital Improvements Program, Water Treatment Plant, Environmental Services (Industrial Waste Pretreatment, Recycling Services, and Analytical Services), Water Line Maintenance, Water Systems Support, Wastewater Systems Support, Wastewater Line Maintenance, and Wastewater Treatment Plant.

Mission: To ensure adequate future water supply for the city, ensure installation of water and wastewater infrastructure to meet existing and future growth needs, economical operation of the utilities system and ensure compliance with state and federal regulations.



Departmental Program Summary:

The Utilities Administration Department consists of the Administration Support and Utility Engineering programs, and is responsible for providing support and oversight to seven other departments, as described below.

Utilities Department work culture to handle the changing work environment within the City and in the utilities industry. We worked with an outside consultant to help resolve internal conflicts and focus the management team on resolving issues to help improve internal and external customer service and continue to interface with other departments to ensure the orderly growth of the city.

Programs:

Administration Support: Utility Administration oversees and supports Utility Engineering and seven Divisions that include: Water Systems Support, Water Line Maintenance, Wastewater Line Maintenance, Wastewater Systems Support, Environmental Services, Wastewater Treatment Plant and Water Treatment Plant.

Utility Engineering: Utility Engineering is responsible for the management, inspection and coordination of all Utility Capital Improvement Projects (C.I.P.) including negotiating professional services contracts, providing general engineering support for Public Works and other departments in the City, and managing and coordinating the Utility GIS, Mapping and Utility Systems Computer Modeling Programs.

- Ensured the city has adequate water supply by beginning the implementation of a Reuse Utility by negotiating an agreement with the Lower Colorado River Authority (LCRA) to begin construction of a project to utilize reuse water for irrigating Old Settler's Park.
- Maintained a comprehensive, integrated Water Distribution System modeling program.
- Developed a comprehensive, integrated Wastewater Collection System modeling program.
- Completed a Water Distribution System Master Plan.
- Completed a Wastewater Collection System Master Plan.
- Amended the City's Impact Fee Ordinance to provide adequate financial resources to promote orderly growth of the City.
- Completed expanding the Water Treatment Plant to 48 Million-Gallon Per Day capacity.

FY 2003-2004 Highlights:

During the FY03-04 budget year, we began implementing several programs that will ensure adequate future water supply, distribution, fire protection capability, wastewater collection and treatment for the City and to prepare the

FY 2003-2004 Highlights (Cont.)

- Began Construction of a 36" water line to provide water service and fire protection to the Round Rock Higher Education Center.
- Selected an Engineering Firm to begin developing a Phase I Construction Plans to provide wastewater service to the McNutt Creek Basin.
- Designed and installed a new pump station in the Stone Oak Subdivision to cure chronic low-pressure problems in the area.
- Completed Construction of a 2.7 million gallon elevated storage tank at Barton Hill.
- Developed a series of Brown Bag sessions within the department to further emphasis of the High Performance Organization work culture.
- Utilities Administration relocated to 212 Commerce from the Public Works building on Enterprise, because of growth of utility staff and space requirements in the Public Works building on Enterprise.
- Several major projects were substantially completed including the Water Treatment Plant Expansion and Barton Hill Elevated Storage.
- Assumed responsibility for completing the reuse water project from PARD as part of our initiative for Utilities and Public Works to construct projects for internal customers.
- Conducted a comprehensive series of workshops with Dr. Lewis to help resolve interdivisional conflicts.
- Developed an emergency response plan in response to a major water leak where water pressure, service and fire protection was lost to approximately 12,000 citizens.
- Added a Senior Utility Engineer to assist with the additional workload of the Utility Capital Improvements Program.

FY 2004-2005

Overview and Significant Changes:

During the 2004-2005 budget year, Utilities Administration expects to continue with its busy schedule as well as:

- Complete two major improvement projects.
- Accepted additional responsibility of the reuse utility.
- Continue our work culture change initiative.

New Programs for FY 2004-2005:

Administrative Technician III: As identified in the Department Program Summary, the Utilities Department is responsible for several programs. Additionally, the Director represents the City on several state and national committees including Brazos Region 'G' Water Planning Group, Chair of the Water Quality Committee for the Texas Section of the American Water Works Association and the National American Water Works Association Peer Review Team. Because of these programs, the department needs a dedicated FTE to assist the Director with budget management and personnel and tracking and to assist the Chief Utility Engineer with the Capital Improvements Program.

Departmental Goals:

- Ensure an adequate future water supply. (City Goal 5.4)
- Maintain 100% compliance with state and federal regulations. (City Goal 5.4)
- Ensure efficient utility services by providing a highly reliable and efficient waste distribution system and wastewater collection system meeting all Environmental Protection Agency (EPA), Texas Commission of Environmental Quality (TCEQ) and the Safe Drinking Water Act regulations. (City Goal 5.4)
- Develop a Utility Master Plan for the McNutt Creek drainage basin. (City Goal 2.1)
- Ensure all utility CIP are adequately and efficiently coordinated, managed and inspected. (City Goal 2.1 and City Goal 5.4)
- Develop and maintain a comprehensive, integrated in-house wastewater collection system-modeling program, including system inventory, mapping and management system to ensure efficient and adequate system expansion. (City Goal 2.5 and City Goal 5.4)
- Ensure efficient utility services and adequate system expansions with future land use and City's financial capacity in mind. (City Goal 2.1 and City Goal 5.4)
- Maintain a comprehensive, integrated in-house water distribution system-modeling program, including system inventory, mapping and management system to ensure efficient and adequate system expansions. (City Goal 2.5 and City Goal 5.4)

Water / Wastewater Utility Fund Expenditures

Utilities Administration

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Demand			
Raw Water Under Contract	31,498	31,498	31,498
Water Use in Acre Feet	15,604	16,000	18,400
Number of Water Connections	24,054	25,081	26,100
Service Population	85,104	95,000	100,000
Miles of Water Line	394	405	497
Miles of Wastewater Lines	242	280	300
Number of Wastewater Lift Stations (sites)	12	13	8
Water Pumping Stations (sites)	14	14	15
Input			
Department Operating Expenditures	N/A	\$1,020,753	\$1,177,898
Raw Water Cost Per Acre Foot	\$33.15	\$39	\$45.42
Number of Authorized FTE's#	N/A	11.00	12.00
OutputGallons of Water Delivered	6,367,489,000	4,916,400,000	6,894,605,000
Gallons Wastewater Treated	3,455,378,000	3,637,240,000	3,928,219,200
Dollars of CIP Completed	N/A	\$20,000,000	\$21,000,000
Efficiency			
Utility Administration Expenditures as a % of Utility Fund	N/A	4.17%	4.54%
Authorized Personnel as a % of Utility Fund FTE's	N/A	9.02%	9.38%
Water Use/Water Under Contract	49.54%	55.00%	58.40%
Effectiveness			
Number TCEQ Violations	2	0	0
Wastewater Removal Efficiency	98%	99%	99%

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

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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Raw Water Under Contract in acre feet	24,554	31,498	31,498	31,498	31,498
Actual Raw Water Use in acre feet	15,976	16,775	15,604	17,278	18,400

Trend: This was a new measure for FY 03/04. A 9% increase is forecasted in FY 03-04 and FY 04-05.

Key Goal 2: Maintain a comprehensive, integrated in-house water distribution system-modeling program, including system inventory, mapping and management system to ensure efficient and adequate system expansions.

Objective A: Develop, implement and maintain a valve location program for input into our in-house water distribution system model and GIS Mapping System.

Objective B: Integrate water distribution system computer model into our GIS and SCADA systems.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
% of water system modeled	0%	98%	99%	98%	99%
Miles of Water Line added to System by (%) of System	4.5%	3.5%	5%	4.5%	5%

Trend: Currently the total miles of water line system is 380 miles.

Water / Wastewater Utility Fund Expenditures

Utilities Administration

Summary of Key Departmental Goals (cont.)

Key Goal 3: Develop and maintain a comprehensive, integrated in-house wastewater collection system-modeling program, including system inventory, mapping and management system to ensure efficient and adequate system expansions.

Objective A: Utilize our "Utility Systems Analyst" to help develop, implement and maintain an in-house wastewater collection system model to analyze and manage system operations and upgrades.

Objective B: Purchase a computer and modeling software to develop in-house system model.

Objective C: Integrate wastewater collection system computer model into our GIS and SCADA systems.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
% of system modeled	0%	90%	95%	98%	99%
Miles of Wastewater line added to System by % of System	8.5%	4.2%	16%	5%	5%
Miles of Wastewater line connected directly to regional wastewater line	10	14	16	20	20

Trend: Currently the total miles of wastewater line are 280 miles (including 16 miles of regional wastewater lines).

Key Goal 4: Ensure efficient utility services and adequate system expansions with future land use and City's financial capacity in mind.

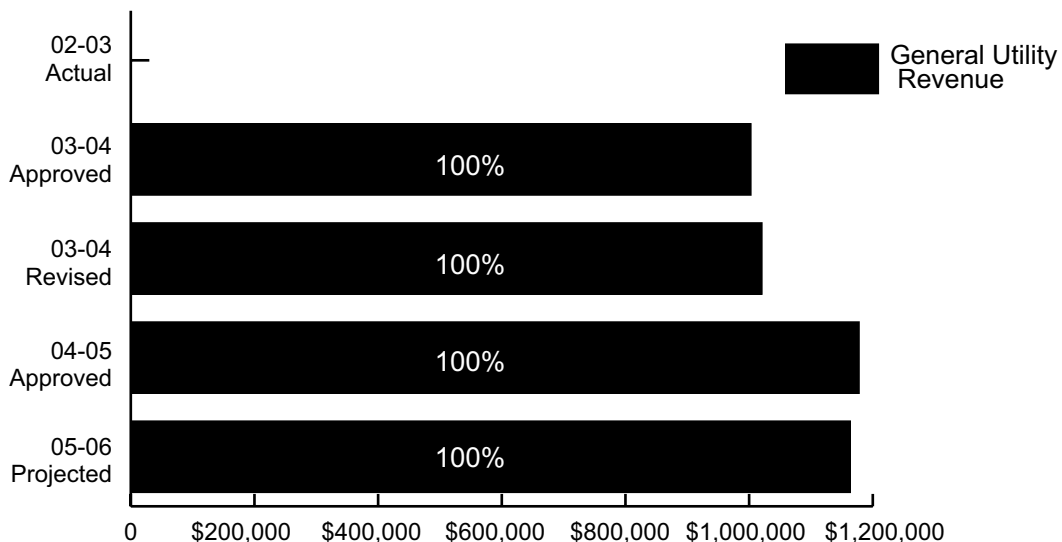
Objective A: Ensure all utility CIP are adequately and efficiently coordinated, managed and inspected.

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

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
(\$ for Construction of Utility CIP Improvements	\$24,000,000	\$20,800,000	\$17,639,000	\$20,000,000	\$18,000,000
(\$ of Total Utility CIP Improvements	\$30,000,000	\$26,000,000	\$19,446,000	\$23,000,000	\$21,000,000
(\$ for Engineering of Utility CIP Improvements	\$6,000,000	\$5,200,000	\$1,807,000	\$3,000,000	\$3,000,000

Trend: Utility infrastructure is built in order to meet the growing needs of the community.

Utilities Administration Funding Sources



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

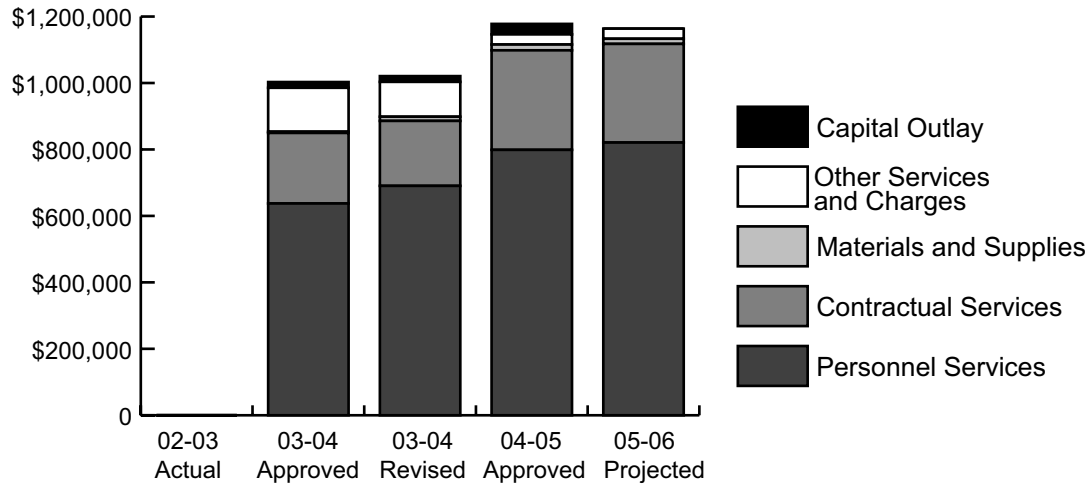
Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
Utility Director	0	1	1	0.00	1.00	1.00
Chief Utility Engineer	0	1	1	0.00	1.00	1.00
Utility CIP Construction Inspector	0	1	1	0.00	1.00	1.00
Utility Systems Analyst	0	1	1	0.00	1.00	1.00
Facilities Maintenance Technician	0	1	1	0.00	1.00	1.00
W/WW Line Maint. Inspector	0	2	2	0.00	2.00	2.00
Const. Inspector (Special Projects)	0	1	1	0.00	1.00	1.00
GIS Analyst	0	1	1	0.00	1.00	1.00
GIS Technician	0	1	1	0.00	1.00	1.00
Senior Utility Engineer	0	1	1	0.00	1.00	1.00
Administrative Tech III	0	0	1	0.00	0.00	1.00
Total	0	11	12	0.00	11.00	12.00

Water / Wastewater Utility Fund Expenditures

Utilities Administration

Utilities Administration

Expenditures by Category



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

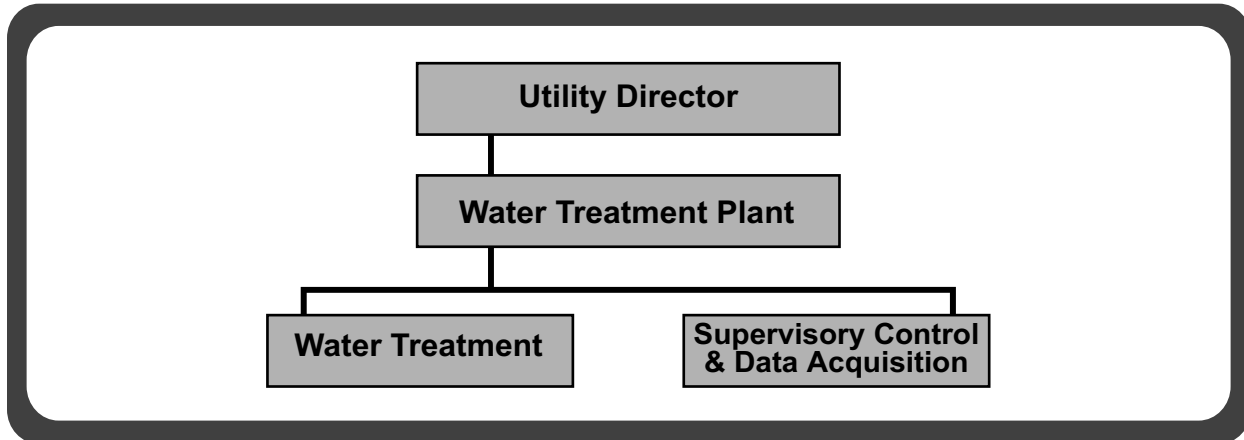
Summary of Expenditures:

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$0	\$637,450	\$690,450	\$798,825	\$820,823
Contractual Services	0	212,252	195,500	299,570	296,870
Materials and Supplies	0	3,800	12,552	17,435	15,440
Other Services and Charges	0	132,096	104,923	30,500	30,500
Capital Outlay	0	17,328	17,328	31,568	0
Total Expenditures:	\$0	\$1,002,926	\$1,020,753	\$1,177,898	\$1,163,633
Expenditures per Capita:	\$0.00	\$12.56	\$12.78	\$13.99	\$13.15

Water Treatment Plant

The primary activity of the Water Treatment Plant Department is the treatment of surface and ground water sources to a level that meets or exceeds state and federal regulations. This is accomplished by utilizing sophisticated equipment, innovative treatment technologies and state certified waterworks operators. The Water Treatment Plant is also responsible for the operation of the computer system used to monitor and control the treatment and distribution of water and collection of wastewater.

Mission: Provide the highest quality, best tasting drinking water of sufficient quantity, volume and pressure for domestic use and fire protection.



Departmental Program Summary:

The Water Treatment Plant consists of a single program divided into two components described in detail below:

Programs:

The Water Treatment Plant consists of the following programs:

Water Treatment: The water treatment program is responsible for treating and distributing surface and ground water. The surface water treatment plant is designed to treat 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.

FY 2003-2004 Highlights:

During the summer of the 2003-2004 fiscal year, the Water Treatment Plant completed the construction a 24 million gallon per day expansion. This expansion included the addition of new chlorine facilities, improvements to the wash water recycling process, an increase in solids handling capacity, additional office space and a training facility. Other department highlights are listed below.

- Pressure monitoring was installed in two critical locations in the distribution system. These projects included the automation of isolation valves at each location.
- A full time maintenance technician was hired to help implement a preventative maintenance program for the pumps and motors within the treatment plant.
- Another full time water plant operator was hired to help staff the new expansion.
- The department cosponsored a Safety Conference with the Water Environment Association of Texas.
- The department hosted an open house celebrating the completion of the Phase V expansion.
- The treatment facilities were inspected by the Texas Commission on Environmental Quality and no deficiencies were noted.

FY 2004-2005

Overview and Significant Changes:

During the fiscal year 2004-2005, the water treatment department will continue to accomplish department goals and will focus on the following activities.

- Enhancing the department's safety program.
- Improving conservation efforts throughout the treatment facilities.
- Implementing a training and education program for Utility personnel.
- Improving security in and around the treatment facility.

New Programs for FY 2004-2005:

The Water Treatment Department does not propose any new programs.

Departmental Goals:

- Provide surface and groundwater treatment in compliance with all rules and regulations. (City Goal 5.4)
- Improve system automation and data management through innovation and technology. (City Goal 5.5)
- Continue to plan and project future needs for additional treatment capacity. (City Goal 5.1)
- Improve public education and awareness regarding the quality of the drinking water and water conservation issues. (City Goal 6.1)
- Continue to develop and empower employees. (City Goal 5.2 and 6.0)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Demand			
Number of Water Connections	24,054	25,081	26,100
Raw Surface Water Pumped (gallons)	5,048,850,000	5,250,804,000	5,460,836,000
Round Rock Population	75,402	79,850	84,200
Raw Water Quality (TU)	2.21	4.0	4.0
Input			
Operating Expenditures (\$)	3,978,187	3,980,647	4,523,967
Raw Water Costs (\$)	857,687	1,784,028	1,784,028
Plant Electrical Costs (\$)	77,907	109,069	109,069
Chemical Costs (\$)	196,421	200,349	204,356
Maintenance Costs (\$)	76,341	80,000	88,000
Number of FTE's	16.50	17.50	17.50
Output			
Surface Water Treated (gallons)	4,945,883,000	5,143,718,000	5,349,467,000
Ground Water Treated (gallons)	1,412,606,000	1,440,858,000	1,460,000,000
Sludge Produced (tons)	222	275	280
Efficiency			
Treatment Cost per 1,000 Gallons:			
Chemical Cost per 1,000 (\$)	.0309	.0308	.0296
Electrical Cost per 1,000 (\$)	.0157	.0160	.0163
Production Efficiency:			
Treated H2O/Pumped H2O	98%	98%	98%
Authorized Personnel as a % of Utility Fund FTE's	14.73%	14.34%	13.67%
Department Expenditures as a % of Utility Fund	9.27%	16.26%	17.45%
Effectiveness			
Number of TCEQ Violations	2	0	0

Water / Wastewater Utility Fund Expenditures

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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Treated water quality (NTU)	.1	.08	.08	.08	.08
Number of treatment violations	0	2	2	0	0

Trend: The maximum limit for treated water quality is 0.3 NTU (Nephelometric Turbidity Units). The two treatment violations were for exceeding the running annual average limit for haloacetic acids. The department implemented corrective measures in March, 2003 and has been compliant with all regulations since.

Objective B: Improve operational and production efficiency.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Organic removal rate	98.3%	98%	96%	98%	97%
Chemical feed rate (ml/min)	800	810	395	500	420
Electrical costs (\$/1,000 gallons)	.08	.08	0.0157	.16	0.0183

Trend: Electrical costs for 2001/2002 and 2002/2003 include some delivered water components. The decrease in electrical costs for 2002/2003 is related to the implementation of power monitoring within the facilities and optimization of equipment operation through the use of variable speed motors.

Objective C: Improve facilities maintenance.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Number of mechanical failures	5	7	5	7	4
System downtime (hours)	4	24	18	24	6

Trend: The system downtime is related to the Phase V expansion activities. With the completion of the expansion in the summer of 2004, a decrease in downtime is expected in 2004/2005. None of the mechanical failures resulted in system downtime.

Summary of Key Departmental Goals (cont.)

Key Goal 2: Improve system automation and data management through innovation and technology.

Objective A: Monitor and control water and wastewater systems.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Number of remote sites monitored	34	35	36	37	37
Successful communications with remote sites	98%	98%	98%	99%	98%

Trend: While the regional wastewater project has allowed the city to decommission several remote sites (lift stations), it is expected that continued growth will result in the number of sites monitored increasing moderately each year.

Objective B: Improve system efficiency.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Treated water costs (operating costs per thousand gallons)	\$0.80	\$1.00	\$0.63	\$0.61	\$0.66
Number of mechanical failures	5	7	5	7	4

Trend: The treatment costs for FY 03/04 are expected to increase as the need to operate the new Phase V plant more frequently to meet system demands.

Water / Wastewater Utility Fund Expenditures

Water Treatment Plant

Summary of Key Departmental Goals (cont.)

Key Goal 3: Improve public education and awareness regarding the quality of the drinking water and water conservation issues.

Objective A: Improve water conservation awareness.

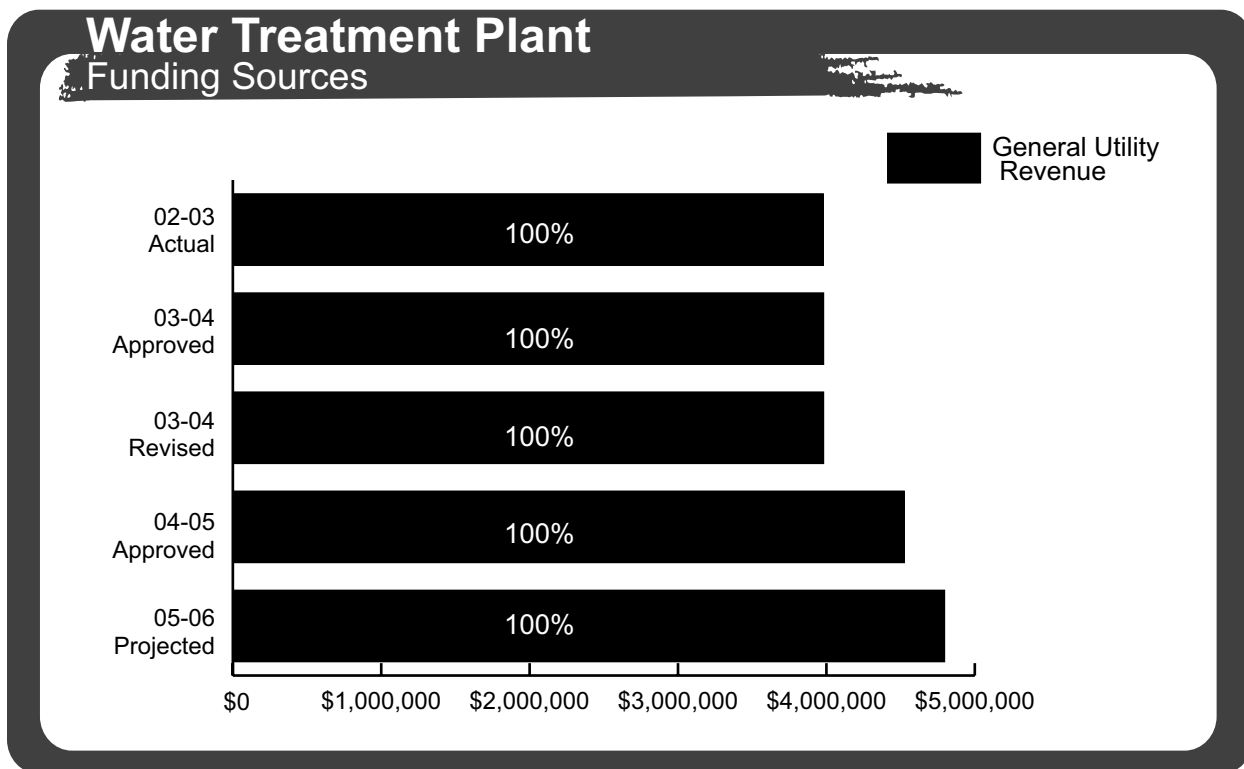
Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Number of consumers reached	69,850	77,915	75,402	79,850	84,200
Change in water system peak day production (Total system water production, ground water and surface water)	+15%	+5%	+7%	+5%	+5%
Water system peak day production per capita (Total system water production in gallons per day per person)	458	458	441	454	454

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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Number of households reached	23,064	24,217	24,054	25,017	26,018
Number of customer inquiries	N/A	36	30	50	50

Trend: The water utility is working on several projects designed to facilitate communication with the public. The goal is to improve the customer confidence in the drinking water by openly and accurately communicating with the public.

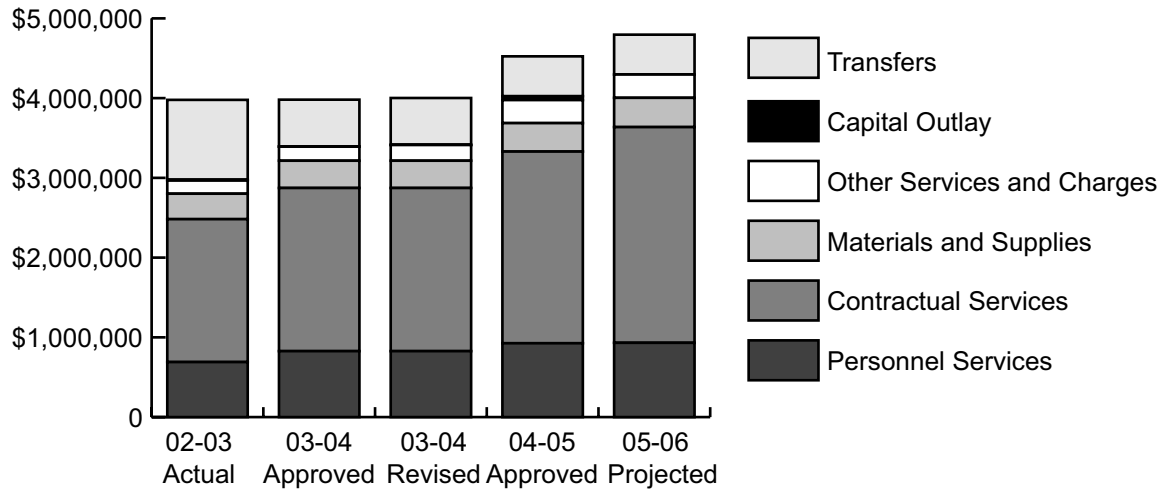


Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
Environmental Resources						
Mgr.	1	1	1	1.00	1.00	1.00
Water Plant Supervisor	1	1	1	1.00	1.00	1.00
SCADA Technician	1	1	1	1.00	1.00	1.00
Water Plant Operator II	4	4	4	4.00	4.00	4.00
Water Plant Operator I	4	5	5	4.00	5.00	5.00
Water Plant Operator Trainee	1	1	1	1.00	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	1	1	1	1.00	1.00	1.00
Senior Plant Operator	1	1	1	1.00	1.00	1.00
VOE/Intern	1	1	1	0.50	0.50	0.50
Total	17	18	18	16.50	17.50	17.50

Water / Wastewater Utility Fund Expenditures

Water Treatment Plant

Water Treatment Plant Expenditures by Category



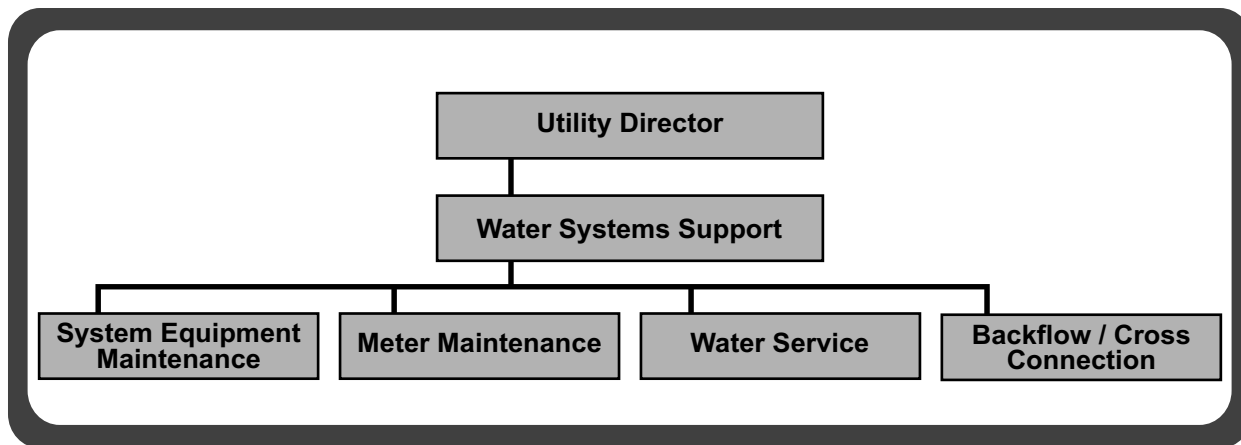
Summary of Expenditures:

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$690,391	\$827,078	\$827,078	\$925,995	\$931,809
Contractual Services	1,791,763	2,046,050	2,025,050	2,404,112	2,705,004
Materials and Supplies	319,332	342,020	342,020	356,560	367,060
Other Services and Charges	164,715	176,000	197,000	289,000	292,000
Capital Outlay	11,987	2,000	2,000	48,300	0
Transfers	1,000,000	587,500	587,500	500,000	500,000
Total Expenditures:	\$3,978,187	\$3,980,648	\$3,980,648	\$4,523,967	\$4,795,873
Expenditures per Capita:	\$52.76	\$49.85	\$49.85	\$53.73	\$54.19

Water Systems Support

The Water System Support Department is responsible for the operation, maintenance, and repair of the city's water distribution system. Responsibilities are discharged through the utilization of multiple maintenance crews. Reporting lines of authority and accountability are shown below.

Mission: Provide customers with safe, adequate, reliable, and high quality water services.



Departmental Program Summary:

The Water Systems Support Department consists of a single program with four components described below:

Programs:

Water System Support consists of a) System Equipment Maintenance, b) Meter Maintenance, c) Water Service and d) Backflow/Cross-Connection. These components are under the direction of the Utility Support Supervisor, whose position is in Wastewater Systems Support.

System Equipment Maintenance: This component assures system reliability and safety through its Water System Equipment Maintenance program by performing routine inspections of twenty-seven water distribution control sites (i.e. wells, storage tanks, booster pump stations, pressure reducing valves, etc.). Maintenance and repairs are performed on motors, pumps, electrical controls (i.e. solenoid valves, control panels, starters, etc.), and pressure control valves. In order to maximize the system's reliability, Water Systems Support maintains an emergency response team that is on call twenty-four hours, three hundred sixty-five days per year. 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 approximately 25,000-commercial/residential water meters monthly, connect/reconnect water services and customer/billing rereads.

Backflow/Cross-Connection: Ensure safe and potable drinking water to the customers and maintain compliance with State Regulations.

FY 2003-2004 Highlights:

The Utility Department actively works to maintain, upgrade and expand the utility water system to improve quality and reliability for our customers now and in the future.

- Expanding the 890-pressure plane by including the 863-pressure plane, that was for the downtown area.
- Utilization of the Water Model to improve water distribution and future system design.
- Installing altitude valves at 2 elevated storage tanks to improve water distribution.
- Adding a waterline bypass at the Southeast Booster Pump Site to ensure water service for Southeast Sector.
- Water Storage Tank Rehab Program improves tank appearance and longevity.

FY 2004-2005

Overview and Significant Changes:

During FY 2004-2005, the utility staff will actively participate in providing our customers with the best quality of service and reliability in the water distribution system.

- The new Barton Hill Elevated Tank completion will improve water storage and distribution.
- 1431 Tank Site improvements adds reliability and adequate distribution pressure to northwest water distribution area.
- To participate in long range water service strategies with the Brazos-Colorado Alliance.
- Training and licensing of staff will continue to meet state regulation.

New Programs for FY 2004-2005:

Water Distribution Operator: The Distribution operators will monitor and operate the water distribution system to ensure adequate storage tank levels, distribution pump operations and water/wastewater distribution system alarm monitoring. The city's growth is demanding more service, SCADA and equipment in the water distribution system. The Water Treatment Operators are servicing these tasks. With the Water Treatment Plant doubling in size, this requires more maintenance and monitoring to ensure adequate and reliable treatment. The treatment plant size increase will reduce the time needed to monitor and operate the water/wastewater distribution system.

Departmental Goals:

- To provide and retrieve accurate data from the distribution system to maintain a comprehensive and integrated in-house water system distribution computer model. (Key Goal 5.5)
- Ensure citizens receive quality service and safe water in a timely manner by maintaining a highly competent staff through comprehensive continuing education, training, and certification programs. (Key Goal 5.4)
- Maintain a reliable and efficient water distribution system, while meeting all Environmental Protection Agency (EPA), Texas Commission on Environmental Quality (TCEQ) and Safe Drinking Water Act regulations. (Key Goal 5.4)
- Ensure the efficient distribution, accountability and reliability of our water resources. (Key Goal 5.5)
- Increase staff to keep up with the distribution system growth, and establish a water distribution Supervisory Control and Data Acquisition (SCADA) program to make this department as efficient and productive as possible. (Key Goal 5.1)
- Maintain a highly competent and reliable staff through comprehensive continuing education, training, and certification program. (Key Goal 5.2)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Demand			
Pumping Sites	14	14	15
Pumps	43	40	47
Ground Storage Tanks	8	8	7
Stand Pipes	3	3	2
Elevated Tanks	7	7	8
Active Meters	24,485	23,500	25,750
Buildings Maintained	12	12	13
Telemetry Sites	27	26	29
Input			
Operating Expenditures	\$2,549,964	\$2,810,639	\$2,950,778
Number of Employees (FTE's)	*21.00	19.00	21.00
Output			
Water Delivered(Gals)	6,367,489,000	4,916,400,000	6,894,605,000
Meters Installed	1,379	2,150	1,500
Meters Rebuilt	36	125	50
Meter Change-Outs	2,112	2,100	2,250
Yearly total of meter reads	286,816	271,500	288,000
Meter disconnects/reconnects	4,635	2,000	5,000
Emergency Call-Outs	222	300	250
Efficiency			
Expenditures as % of Utility Fund	5.94%	11.48%	11.38%
Authorized Personnel as a % of Utility Fund FTE's	18.75%	15.57%	16.41%
% meter rereads	3.0%	2.0%	2.0%
Effectiveness			
% Emergency Response Within 1 Hour	98%	98%	98%
WSS Water Unit Cost (per 1,000 gallons)	\$0.40	\$0.57	\$.43

* Personnel transferred to Utilities Administration Department created in FY 03-04.

Water / Wastewater Utility Fund Expenditures

Water Systems Support

Summary of Key Departmental Goals

Key Goal 1: 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: 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 water distribution system computer model into our GIS and SCADA systems.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
% of water system modeled	0	98%	99%	98%	DISC

Trend: DISC – Discontinued as this measure will move to the new Utility Administration Department.

Key Goal 2: Ensure citizens receive quality service and safe water in a timely manner by maintaining a highly competent staff through comprehensive continuing education, training, and certification programs.

Objective A: Maintain an adequate and qualified work force to meet quality service delivery needs.

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

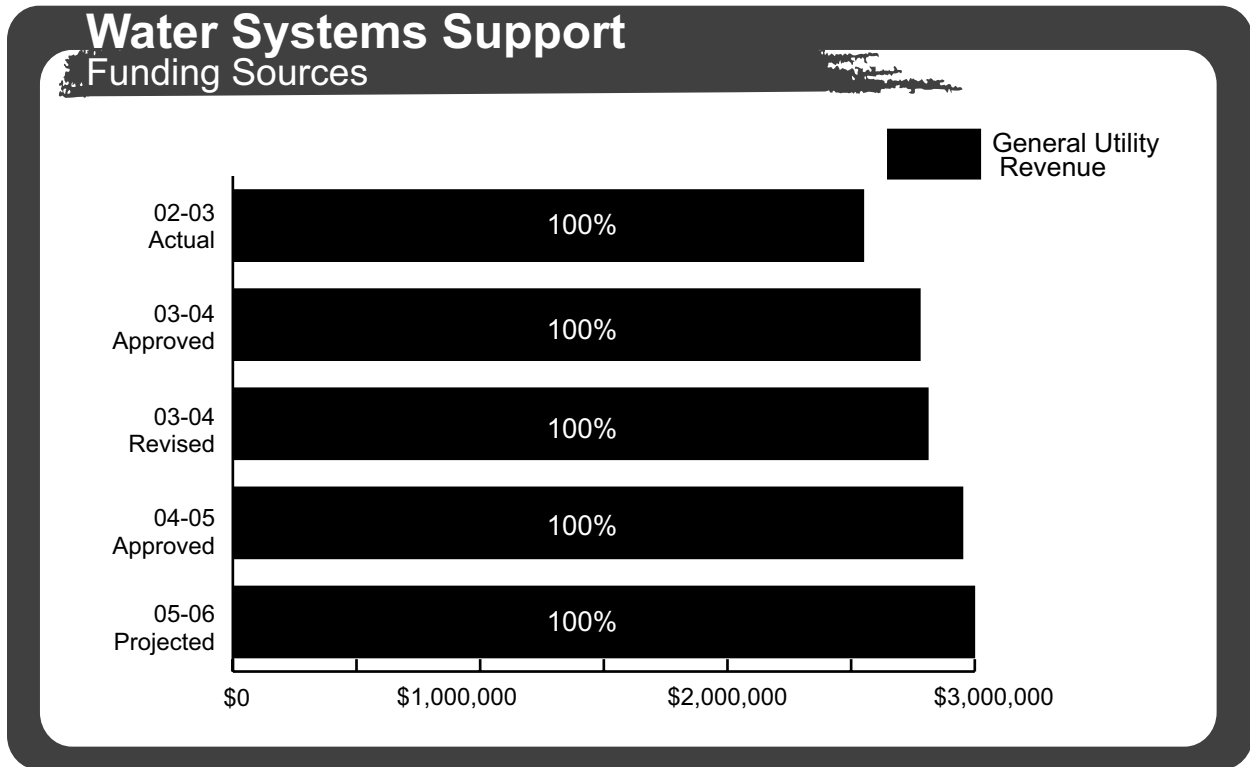
Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Open positions/retention rate/new hires	90%	100%	90%	100%	100%
Miles of waterlines added to system/% of system	4.5%	3.5%	5.0%	4.5%	5.0%
Number of work orders	8,617	9,000	9,381	9,500	9,750
Average response time/average time to complete (Measure in hours)	.5	.5	.5	.5	.5

Key Goal 3: Ensure the efficient distribution, accountability and reliability of our water resources.

Objective A: Active participation to create long-range water service strategies with the Lower Colorado-Brazos Alliance and other area municipalities in order to provide customers with efficient and reliable service.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
% of water accounted for	95%	95%	92%	95%	95%
% of city's total electric bill	38%	55%	40%	40%	42%

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

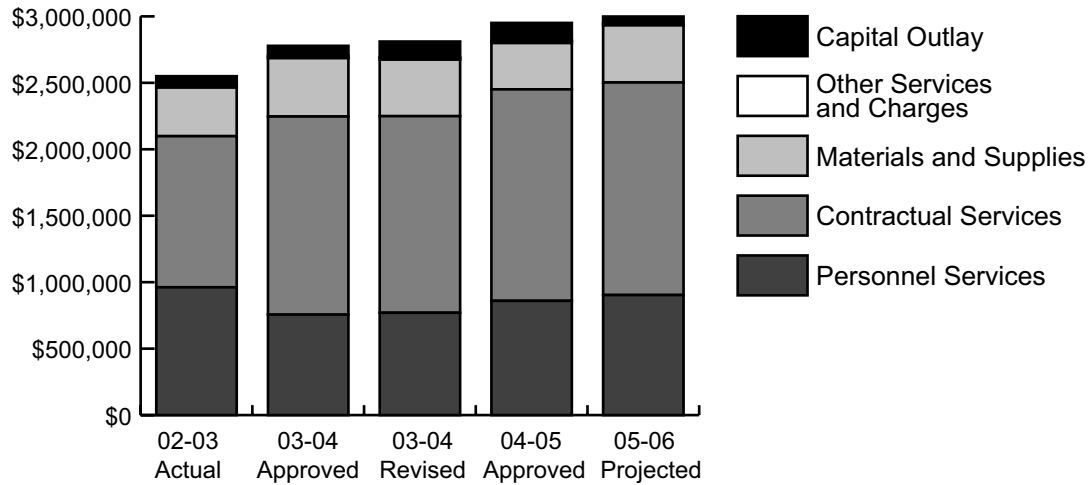


Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
Chief Utility Engineer	1	0	0	1.00	0.00	0.00
Utility Construction Inspector	1	0	0	1.00	0.00	0.00
Meter Shop Supervisor	1	1	1	1.00	1.00	1.00
Senior System Mechanic	1	1	1	1.00	1.00	1.00
Water Service Representative	4	5	5	4.00	5.00	5.00
Senior Meter Maintenance Technician	2	2	2	2.00	2.00	2.00
Water Service Supervisor	1	1	1	1.00	1.00	1.00
Senior Water Service Representative	1	1	1	1.00	1.00	1.00
Facility Maintenance Coordinator	1	0	0	1.00	0.00	0.00
System Mechanic	3	3	3	3.00	3.00	3.00
Meter Maintenance Technician	2	2	2	2.00	2.00	2.00
Backflow Prevention 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	1	0	0	1.00	0.00	0.00
Administrative Technician II	0	1	1	0.00	1.00	1.00
Water Distribution Operator	0	0	2	0.00	0.00	2.00
Total	21	19	21	21.00	19.00	21.00

Water / Wastewater Utility Fund Expenditures

Water Systems Support

Water Systems Support Expenditures by Category



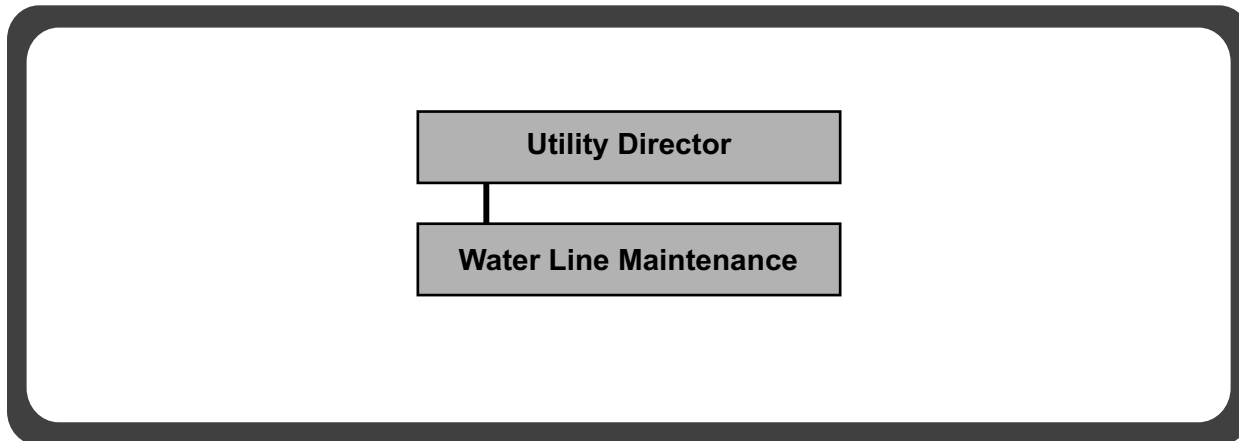
Summary of Expenditures:

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$961,620	\$755,839	\$769,839	\$859,576	\$903,431
Contractual Services	1,136,992	1,490,800	1,479,300	1,591,449	1,599,292
Materials and Supplies	365,854	439,150	425,550	348,533	430,059
Other Services and Charges	17,271	16,500	16,500	17,271	16,000
Capital Outlay	68,227	76,100	119,450	133,950	50,000
Total Expenditures:	\$2,549,964	\$2,778,389	\$2,810,639	\$2,950,778	\$2,998,782
Expenditures per Capita:	\$33.82	\$34.80	\$35.20	\$35.04	\$33.88

Water Line Maintenance

The Water Line Maintenance Department is responsible for the maintenance and repair of approximately 394 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 2003-2004 Highlights:

During FY 03-04 the Water Line Maintenance Department has increased the number of employees who hold certification with water and wastewater licenses by 35%. We have added a fourth employee to weekend on-call duties as a first responder. This will allow the on-call crew to be well rested for any confirmed emergencies.

- Implemented a valve maintenance program which will help ensure valves are accessible and in working order during routine and emergency shutdowns.
- Increase the percentage of the personnel receiving TCEQ certification.
- Implemented a spoil haul off program (dirt) which allows our crews to save time by dumping at the yard site versus driving across town and back to the service center for fresh materials. This has saved time and money.
- Purchased a backhoe vibra-plate that will allow crews to properly compact soil in a timely and efficient manner.
- Purchased a hydraulic pipe cutter, this equipment will save time and ensure safety during water main repairs.
- Created positions for flushing personnel, which will free up a three-person crew and allow this crew to be more productive.
- Responded to 3,810 water directed calls during business and non-business hours, this averages 423 work orders per crew.

FY 2004-2005

Overview and Significant Changes:

During FY 04-05, Water Line Maintenance will activity 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.
- Utility staff actively striving to obtain all required water certifications.

New Programs for FY 2004-2005:

Laptop Computer: Laptop computer "Tough Book" will be downloaded with up-to-date maps & blue prints of water and wastewater lines, as well as Cartegraph work order system. Tough book laptop computers are designed to be used out in the field as they are water resistant and designed for work that would damage a normal laptop.

Departmental Goals:

- Maintain a comprehensive, integrated in-house water distribution system-modeling program, including system inventory, mapping, and management to ensure efficient and adequate system expansions. (City Goal 5.1 & 5.4)
- Ensure citizens receive quality service in a timely manner. (City Goal 5.2)
- Maintain a highly reliable and efficient water distribution system by complying with all state and federal requirements. (City Goal 5.4)
- Maintain a highly competent staff through comprehensive continuing education, training and certification program upgrades. (City Goal 5.1)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Demand			
Number of Customers/ Connections	24,054	25,017	26,018
Number Miles of Water Lines	394	405	497
Input			
Operating Expenditures	\$2,028,617	\$2,246,958	\$2,117,649
Department FTE's	32.00	31.00	31.00
Number of Crews-8; 3-man crews, 1;2-man crews, 1;1man crew	10	10	10
Output			
Work Orders – Water	3,810	4,267	4,867
Water Delivered	5,546,938,200	4,916,400,000	5,700,000,000
Efficiency			
Department Expenditures as a % of Utility Fund	4.73%	9.18%	8.17%
Department FTE's as a % of Utility Fund	28.57%	25.41%	24.22%
Expenditures per Work Order - Water	\$532.45	\$526.59	\$435.10
Water Line Maint Unit cost per 1,000 gallons	\$.37	\$.046	\$.37
Work order per mile – Water	9.67	10.5	9.79
Effectiveness			
% Emergency Response Within 30 Minutes	100%	100%	100%
Annual work orders by crew	423	513	540
Average work order per crew per day	1.6	2.0	2.16
Customer Satisfaction Rating	94%	97%	96%
Excellent	55%	39%	75%
Good	22%	75%	21%

Water / Wastewater Utility Fund Expenditures

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 work force to meet quality service delivery needs.

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

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
% of responses under 30 minutes	100%	100%	100%	100%	100%
% of personnel certified	80%	80%	66%	70%	75%

Trend: Measure of “% of responses under 30 minutes” has been strengthened from “under one hour” as reported in FY 02-03.

Key Goal 2: Maintain a highly reliable and efficient water distribution system by complying with all state and federal regulations.

Objective A: Maintain an adequate and experienced work force to meet quality service delivery needs.

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

Objective C: Integrate water distribution system computer model with our GIS and SCADA systems.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Compliance with state & federal regs.	100%	100%	100%	100%	100%

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

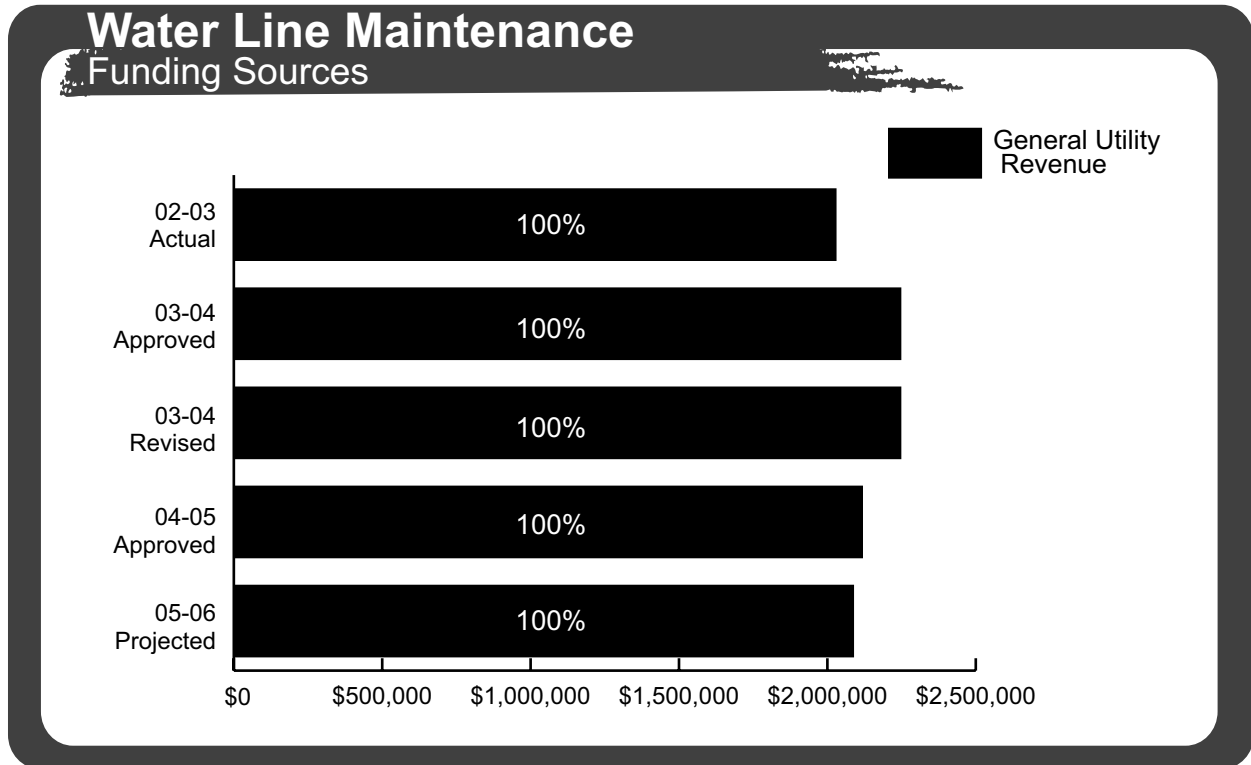
Key Goal 3: Maintain a highly competent staff through comprehensive continuing education, training and certification program upgrades.

Objective A: Maintain an adequate and experienced work force to meet quality service delivery needs.

Objective B: Perform an annual evaluation of staff’s compliance with applicable EPA and TCEQ rules.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Total number of staff	32	30	32	31	31
% of staff holding required license	N/A	44%	60%	70%	70%
% of staff holding multiple licenses	N/A	37%	44%	50%	55%

Trend: N/A – Not applicable as no data was collected at this time. This is a new Key Goal and set of measures for FY 03-04.



Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
Utility Director*	1	0	0	1.00	0.00	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	3	4	4	3.00	4.00	4.00
Utility Worker I	7	9	9	7.00	9.00	9.00
Utility Worker Trainee	8	6	6	8.00	6.00	6.00
Special Projects Inspector*	1	0	0	1.00	0.00	0.00
Utility Supervisor	2	2	2	2.00	2.00	2.00
Total	32	31	31	32.00	31.00	31.00

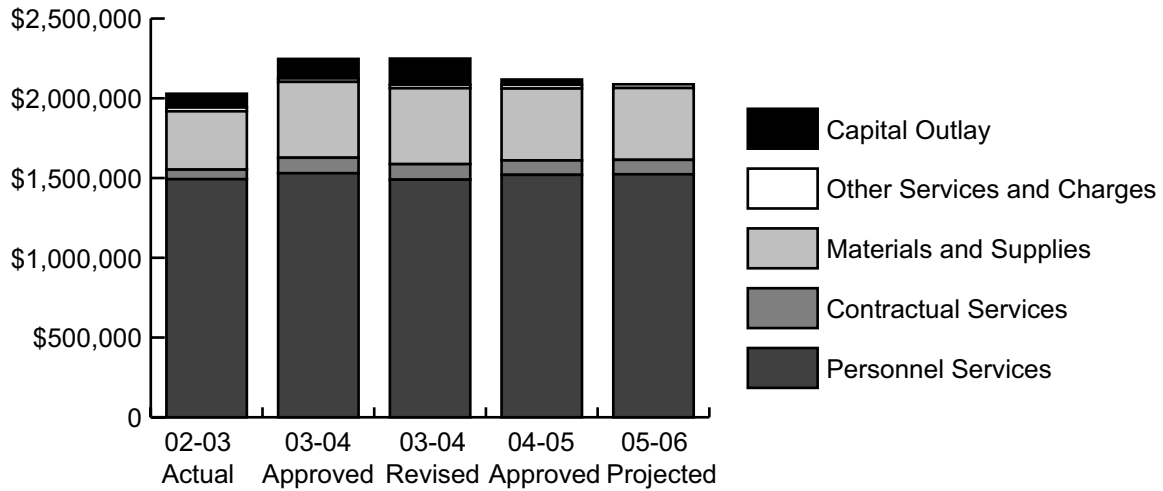
* Indicates personnel moved to Utilities Administration Department.

Water / Wastewater Utility Fund Expenditures

Water Line Maintenance

Water Line Maintenance

Expenditures by Category



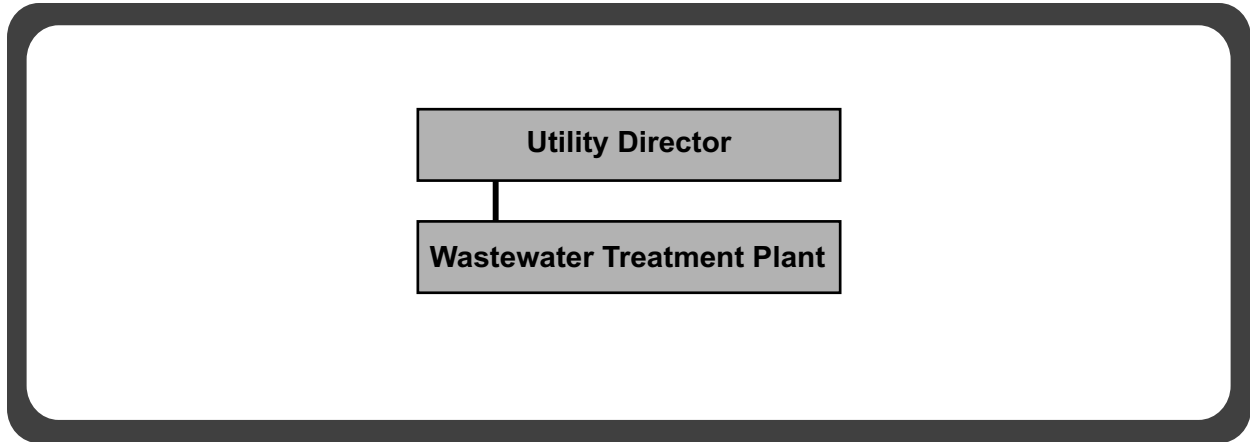
Summary of Expenditures:

	Actual 2002-2003	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$1,492,699	\$1,530,061	\$1,489,941	\$1,520,055	\$1,523,480
Contractual Services	60,201	97,265	97,265	90,490	90,490
Materials and Supplies	365,618	475,832	473,832	450,586	450,586
Other Services and Charges	23,665	21,300	21,300	23,053	23,053
Capital Outlay	86,436	122,500	164,620	33,465	0
Total Expenditures:	\$2,028,617	\$2,246,958	\$2,246,958	\$2,117,649	\$2,087,609
Expenditures per Capita:	\$26.90	\$28.14	\$28.14	\$25.15	\$23.59

Wastewater Treatment Plant

The primary activity of the Wastewater Treatment Plant Department is the treatment of residential, commercial and industrial wastewater to a level that meets or exceeds state and federal regulations. This is accomplished by utilizing sophisticated equipment, advanced treatment technologies and state certified wastewater treatment plant operators provided by the Lower Colorado River Authority (LCRA) / Brazos River Authority (BRA) Alliance.

Mission: Provide the highest quality treated effluent for irrigation, utility, recreation, aquatic habitat and future drinking water uses.



Departmental Program Summary:

The Wastewater Treatment Plant is a single program described in detail below:

New Programs for FY 2004-2005:

The Wastewater Treatment Plant does not propose any new programs.

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.

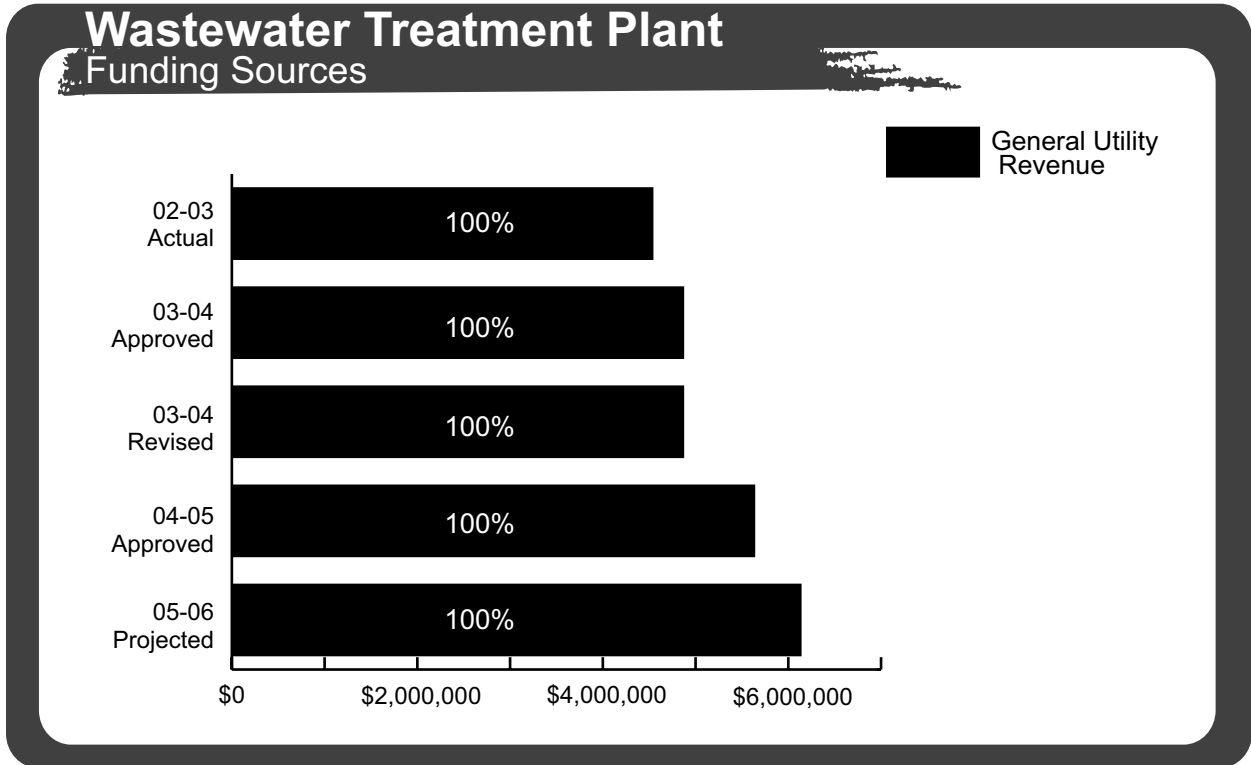
Water / Wastewater Utility Fund Expenditures

Wastewater Treatment Plant

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Demand			
Total Amount of Wastewater Treated (In Millions of Gallons/Day)	3,161	3,434	3,680
Raw BOD (Biochemical Oxygen Demand)	176	214	200
Raw TSS (total suspended solids)	226	321	300
Raw Ammonia	23.00	28.07	25.00
Input			
Department Expenditures/Contractual Costs*	\$4,538,656	\$4,870,000	\$5,636,000
Department FTE's	0.00	0.00	0.00
Output			
Effluent BOD	1.90	1.87	2.00
Effluent TSS	3.00	2.37	3.00
Effluent Ammonia	.29	.26	.30
Efficiency			
Department Expenditures as a % of Utility Fund	10.58%	19.89%	21.73%
Department FTE's as a % of Utility Fund	0.00%	0.00%	0.00%
Removal Efficiency:			
BOD	99.0%	99%	99.0%
TSS	98.7%	99%	98.9%
Ammonia	98.8%	99%	98.5%
Effectiveness			
Number of Excursions (an unintentional or temporary incident wherein there is a discharge of wastewater with pollutant parameters in excess of a prescribed limit)	0	0	0

*Note: City Purchases Wastewater Treatment from LCRA/BRA

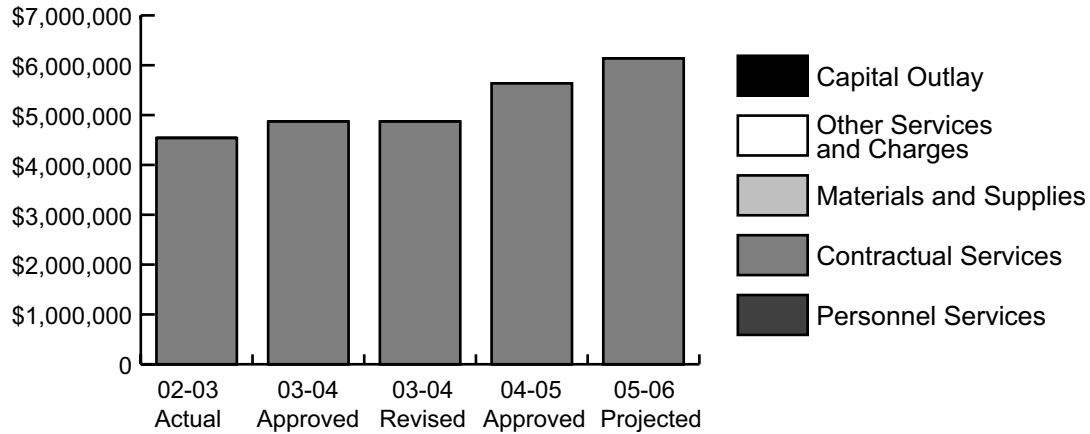


Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
None	0	0	0	0.00	0.00	0.00

Water / Wastewater Utility Fund Expenditures

Wastewater Treatment Plant

Wastewater Treatment Plant Expenditures by Category



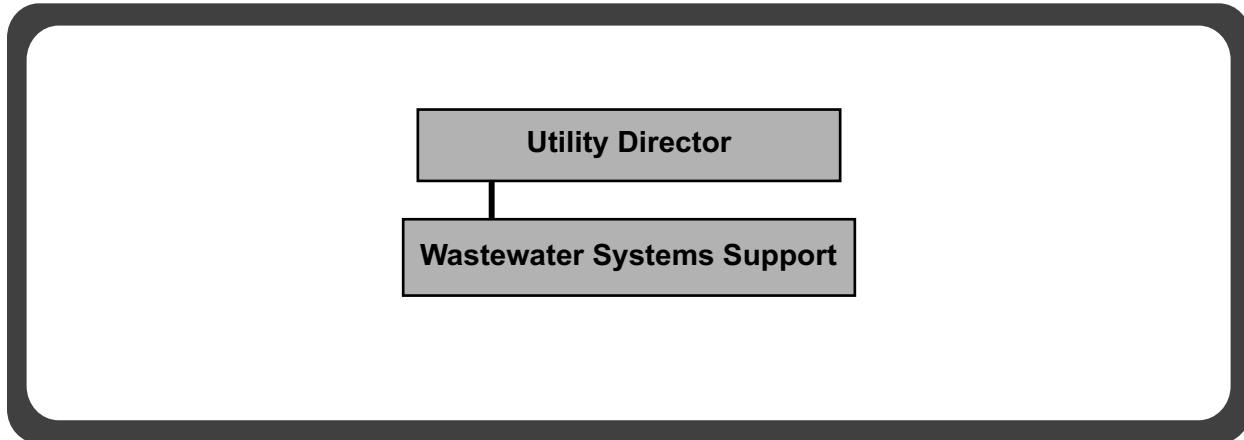
Summary of Expenditures:

	Actual 2002-2003	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$0	\$0	\$0	\$0	\$0
Contractual Services	4,538,656	4,870,000	4,870,000	5,636,000	6,136,000
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:	\$4,538,656	\$4,870,000	\$4,870,000	\$5,636,000	\$6,136,000
Expenditures per Capita:	\$60.19	\$60.99	\$60.99	\$66.94	\$69.33

Wastewater Systems Support

The Wastewater Systems Support Department is responsible for the operation, maintenance and repair of the city's wastewater collection system. Wastewater Systems Support is structured utilizing multiple water/wastewater maintenance crews. Reporting lines of authority and accountability are shown below.

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 13 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.

FY2003-2004 Highlights:

The city's growth has put a higher demand on the existing wastewater collection system, increasing the responsibilities of the department.

- Oakbluff Lift Station had to be rehabilitated to ensure reliable wastewater collection.
- Stone Oak Lift Station, located in the Northwest, was added to the collection system.

- Using a degreaser at Oaklands and Creekbend lift stations to lower the grease build up at wet well and pipe.
- Rehabilitated Oaksprings lift station pump #2 lift pipe due to corrosion to ensure operation.
- Discover a pump design error at Hilton Head Lift Station.

FY 2004-2005

Overview and Significant Changes:

The completion of the regional wastewater line should reduce the responsibilities of Wastewater System Support.

- 5 lift stations shall be demolished and introduced into the new regional wastewater line.
- The Forest Creek Subdivision has 5 lift stations and 4 have backup generators, leaving one lift station vulnerable. This remaining lift station (Forest Creek) is one of the oldest and most active.
- Improve the Hilton Head lift station reliability with a new pumping design.

New Programs for FY 2004-2005:

The Wastewater Systems Support Department does not propose any new programs.

Departmental Goals:

- Develop and maintain an in-house wastewater-modeling program, including system inventory, mapping, and Supervisory Control and Data Acquisition (SCADA) management system to ensure efficient and adequate system expansions. (City Goal 5.5)
- Ensure our wastewater system is reliable and in compliance with all applicable Environmental Protection Agency (EPA) and Texas Commission on Environmental Quality (TCEQ) regulations. (City Goal 5.4)
- Fully and efficiently utilize the regional wastewater system to enhance the reliability of our wastewater collection system. (City Goal 5.4)
- Maintain a highly competent staff through a comprehensive continuing education, training and certification program. (City Goal 5.2)
- Show continual improvement and implementation of our wastewater systems lift stations and wastewater SCADA system. (City Goal 5.5)

Water / Wastewater Utility Fund Expenditures

Wastewater Systems Support

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Demand			
Wastewater Lift Stations	12	13	8
Pumps	25	27	15
Telemetry System (Sites)	12	13	8
Input			
Operating Budget	\$359,868	\$1,010,621	\$881,550
Number of Personnel (FTE's)	4	4	4
Wastewater Collected	3,494,571,066	4,715,663,000	4,800,000,000
Output			
Maintenance on Wastewater Lift Stations	12	*8	8
Maintenance on Telemetry System	12	*8	8
Number of Emergency Call Outs (resident/city/etc.)	39	48	*25
Efficiency			
Yearly Cost per Site Maintained (operational exclusive of personnel)	\$13,426	\$11,250	\$14,250
Expenditures as % of Utility Fund	.84%	4.13%	3.40%
Department FTE's as a % of Utility Fund	3.57%	3.28%	3.13%
Effectiveness			
% of Emergency Calls Responded To Within 1 Hour	99%	99%	100%
WWSS Unit Cost per 1,000 gallons	\$.10	\$.21	\$.18

*The Brazos-Colorado Alliance has installed a regional wastewater mainline alleviating five lift stations in 10/04.

Water / Wastewater Utility Fund Expenditures

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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Miles of wastewater line videotaped per year/% of system	6%	16%	6%	4%	DISC
Miles of wastewater lines rehabilitated (% of system)	5%	5%	9%	10%	DISC
% of manholes inspected per year	4%	6%	6%	9%	DISC
% of manholes rehabilitated	2%	1.7%	4%	6%	DISC

Trend: DISC – Discontinued. This Key Goal & Measures will not be reported in this department subsequent to FY 03-04, as they will be reported in 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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
% of system modeled	0%	90%	95%	98%	99%
Number of lift stations taken off-line	3	0	0	4	5
Miles of wastewater line connected directly to lift stations	8	8	8	8	4

Summary of Key Departmental Goals (Cont.)

Key Goal 3: Maintain a highly competent and reliable staff through a comprehensive continuing education, training and certification program.

Objective A: Maintain an adequate and experienced work force to meet quality service delivery needs.

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

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Number of Staff	4	4	4	4	4
% of staff holding required license	100%	100%	100%	100%	100%
% of staff holding multiple licenses	75%	100%	100%	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.

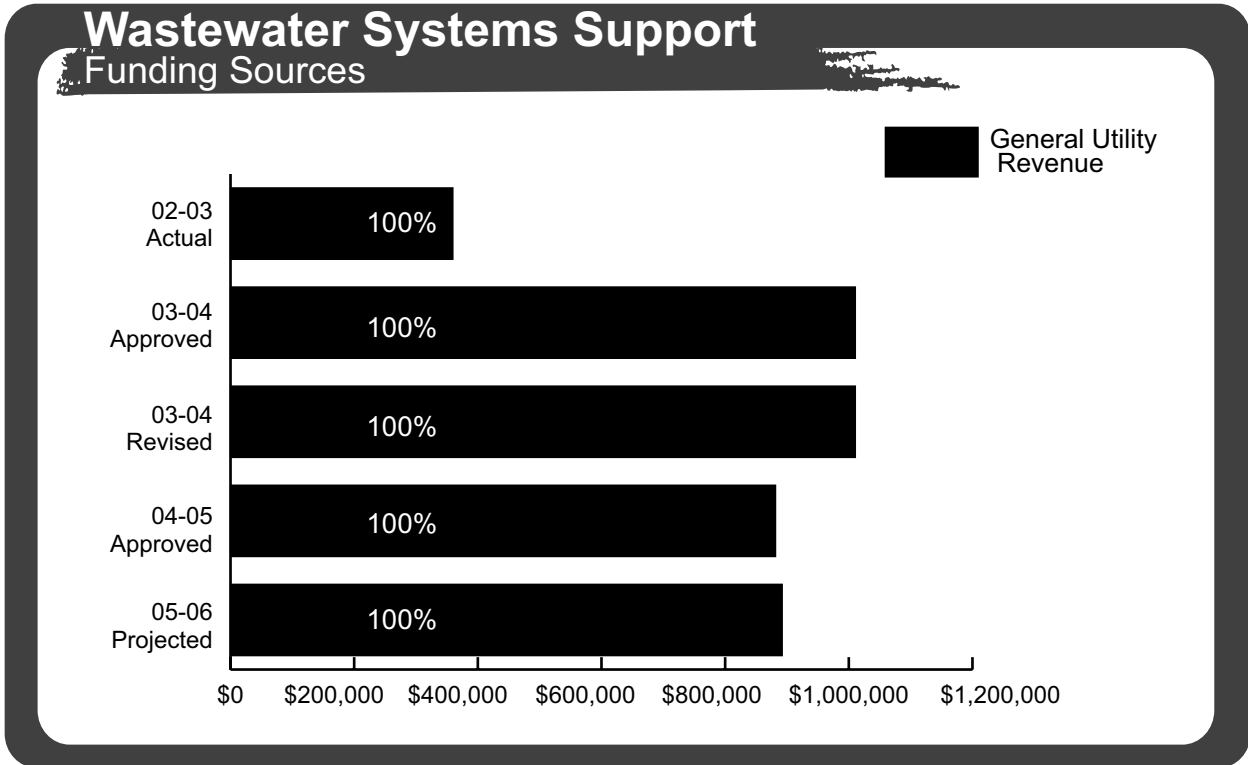
Objective B: Maintain equipment to ensure public safety.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Number of lift stations	14	12	12	13	8
% of lift stations on WW SCADA system	100%	0%	100%	0%	100%

Trend: This is a new set of measures for FY 03-04. The Brazos-Colorado Alliance has installed a wastewater main, which should reduce the number of lift stations to eight in FY 03-04 from twelve in FY 02-03.

Water / Wastewater Utility Fund Expenditures

Wastewater Systems Support

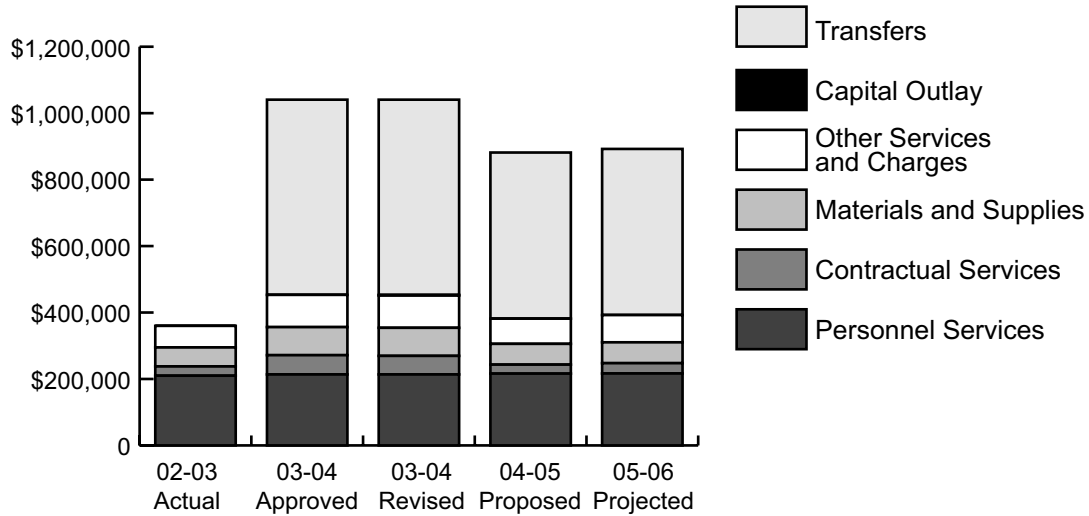


Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
Utility Support Supervisor	1	1	1	1.00	1.00	1.00
Utility Electrician Supervisor	1	1	1	1.00	1.00	1.00
System Mechanic#	0	1	1	0.00	1.00	1.00
System Mechanic Supervisor	1	1	1	1.00	1.00	1.00
Electronics Specialist	1	0	0	1.00	0.00	0.00
Total	4	4	4	4.00	4.00	4.00

Indicates title change

Wastewater Systems Support

Expenditures by Category



Summary of Expenditures:

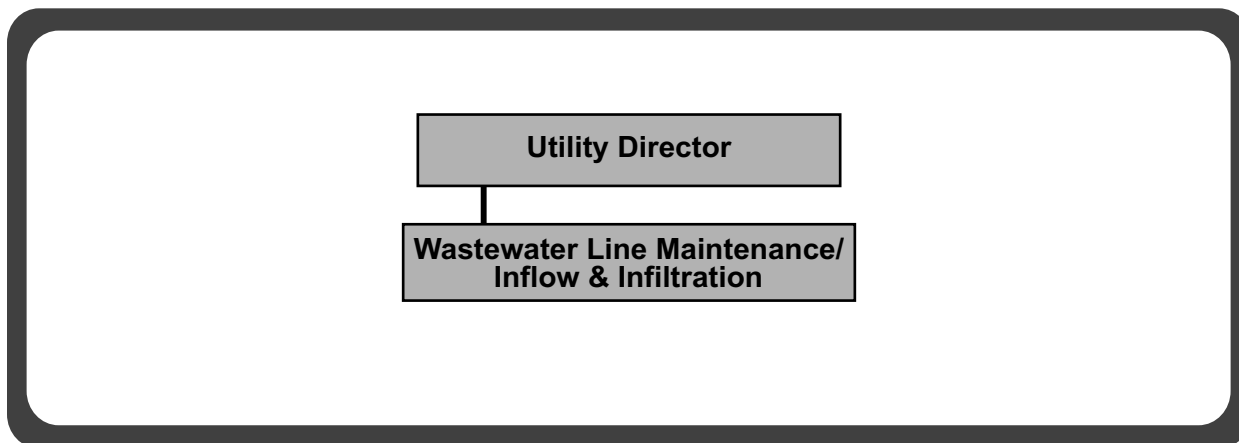
	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$209,892	\$213,621	\$213,621	\$216,143	\$216,573
Contractual Services	27,835	58,000	55,900	27,068	30,998
Materials and Supplies	57,224	84,500	84,500	62,535	62,778
Other Services and Charges	64,916	67,000	67,000	75,804	82,000
Capital Outlay	0	0	2,100	0	0
Transfers	0	587,500	587,500	500,000	500,000
Total Expenditures:	\$359,868	\$1,010,621	\$1,010,621	\$881,550	\$892,349
Expenditures per Capita:	\$4.77	\$12.66	\$12.66	\$10.47	\$10.08



Wastewater Line Maintenance

The Wastewater Line Maintenance Department is responsible for the maintenance and repair of the City's Wastewater Collection System. Wastewater Line Maintenance is structured utilizing multiple three-man Maintenance Crews under the direction of the Wastewater Line Maintenance Supervisor who reports to the Utility Operations Manager - all of whom report to the Utility Director.

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



Departmental Program Summary:

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

Programs:

Wastewater Line Maintenance: Wastewater Line Maintenance and I & I are one division however are considered two separate cost centers with the same goals. Wastewater Line Maintenance Crews are dispatched on a continuous basis to repair line breaks and remedy service problems. This program operates on a twenty-four/seven basis with on-call personnel after hours, 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 2003-2004 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. 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 44,875 linear feet of wastewater lines in basins LC10 and LC14. The Department also responded to over 322 sewage back-ups. 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.

- 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 351 wastewater manholes.
- It should be noted that the City's wastewater collection system consists of 39 wastewater sub-drainage basins, over 270 miles of lines and 5,500 wastewater manholes.

FY 2004-2005

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.

- With the addition of the Utility Repair crew, the WWLM Department will assist the camera crew by point repairs, gaining access to inaccessible locations and repairs of manholes in order to stay in compliance with state and federal law.
- 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.
- Utility staff will actively participate in long-range wastewater service strategies with the BCA, and other area utility providers.

New Programs for FY 2004-2005:

Utility Repair Crew: A three person crew equipped with a 1.5 ton 4-wheel drive Utility Bed Pick-up. Acquiring and maintaining access on easements for line inspection and cleaning crews. Repairing manholes by grouting, and replacing lids and rings. Make point repairs on wastewater mains, allowing for completion for inspection and cleaning.

Laptop: Laptop computer "Tough Book" will be downloaded with up-to-date maps & blue prints of water and wastewater lines, as well as Cartegraph work order system. Tough book laptop computers are designed to be used out in the field as they are water resistant and designed for work that would damage a normal laptop.

Departmental Goals:

- Protect the public health by developing and maintaining a comprehensive, integrated in-house wastewater collection system-modeling program, including system inventory, mapping, and management to ensure efficient and adequate system expansions. (City Goal 5.1)
- Ensure citizens receive quality service in a timely manner. (City Goal 5.2)
- Ensure our wastewater system is reliable and in compliance with all applicable state and federal regulations. Fully and efficiently utilize the regional wastewater system to enhance the reliability of our wastewater collection system. (City Goal 5.4)
- Maintain a highly competent and reliable staff through a comprehensive continuing education, training and certification program. (City Goal 5.1)
- Continual improvement and implementation of our wastewater systems inflow and infiltration (I&I) reduction program to ensure the protection of our natural resources. (City Goal 5.4)

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Demand			
Miles of Sewer Mains	242	280	300
Input			
Operating Expenditures	\$1,495,207	\$1,992,461	\$1,914,039
Number of Employees	23	23	26
Number of Hours Worked	47,480	47,840	54,080
Total Amount of Wastewater Treated **	Not available	3,637,240,000	Not available
Output			
Feet of Line Investigated –TV	209,798	142,817	151,363
Mainline	209,798	142,817	151,363
Laterals	27,267	24,000	28,630
Efficiency			
Expenditures as a % of Utility Fund	3.49%	8.14%	7.38%
Authorized Personnel as % of Utility Fund	20.54%	18.85%	20.31%
Effectiveness			
Located Number Gallons per Minute I&I*	312	1,500	750
Repaired Number of Gallons per Minute I&I	312	2,000	750
Manholes Repaired	239	150	250
Line Stoppages Corrected	322	650	338
% Customer Satisfaction Rating (Good to Excellent)	95%	95%	95%
Unit Cost			
Wastewater Line Maint unit cost (per 1,000 gallons)**	Not available	\$.55	Not available

*Located number of gallons per minute is estimated based on the feet of line televised. In 2002-2003, we are televising a large amount of line; 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 2003-2004.

Water / Wastewater Utility Fund Expenditures

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 utility repair crew to comply with TCEQ's Edwards Aquifer Rules.

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

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Miles of WWL videotaped / % system	6%	16%	6%	4%	10%
Miles of WWL added to System / % increase to system	8.5%	4.2%	11%	5%	5%
Miles of WWL repaired or replaced / miles of system	4%	6%	6%	9%	5%
Number of manholes rehab. / % system	2%	1.7%	4%	6%	4%

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

Key Goal 2: Ensure our wastewater system is reliable and in compliance with all applicable state and federal regulations. Fully and efficiently utilize the regional wastewater system to enhance the reliability of our wastewater collection system.

Objective A: Maintain an adequate and experienced work force to meet quality service delivery needs.

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

Objective C: Perform an annual evaluation of system's compliance with applicable TCEQ rules.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Number of work orders	3,654	3,704	2,447	3,754	3,941
Average response time / average time to complete	15minutes/ 12hours	15 minutes/ 12hours	15 minutes/ 12hours	15 minutes/ 12hours	15 minutes/ 12hours

Trend: Work orders ballooned in FY '01/02 as more workers were hired and activities were tracked in greater detail. Work orders should remain about the same as departmental policies may reduce the scope of activities necessitating the completion of a work order.

Summary of Key Departmental Goals (cont.)

Key Goal 3: Maintain a highly competent and reliable staff through a comprehensive continuing education, training and certification program.

Objective A: Maintain an adequate and experienced work force to meet quality service delivery needs.

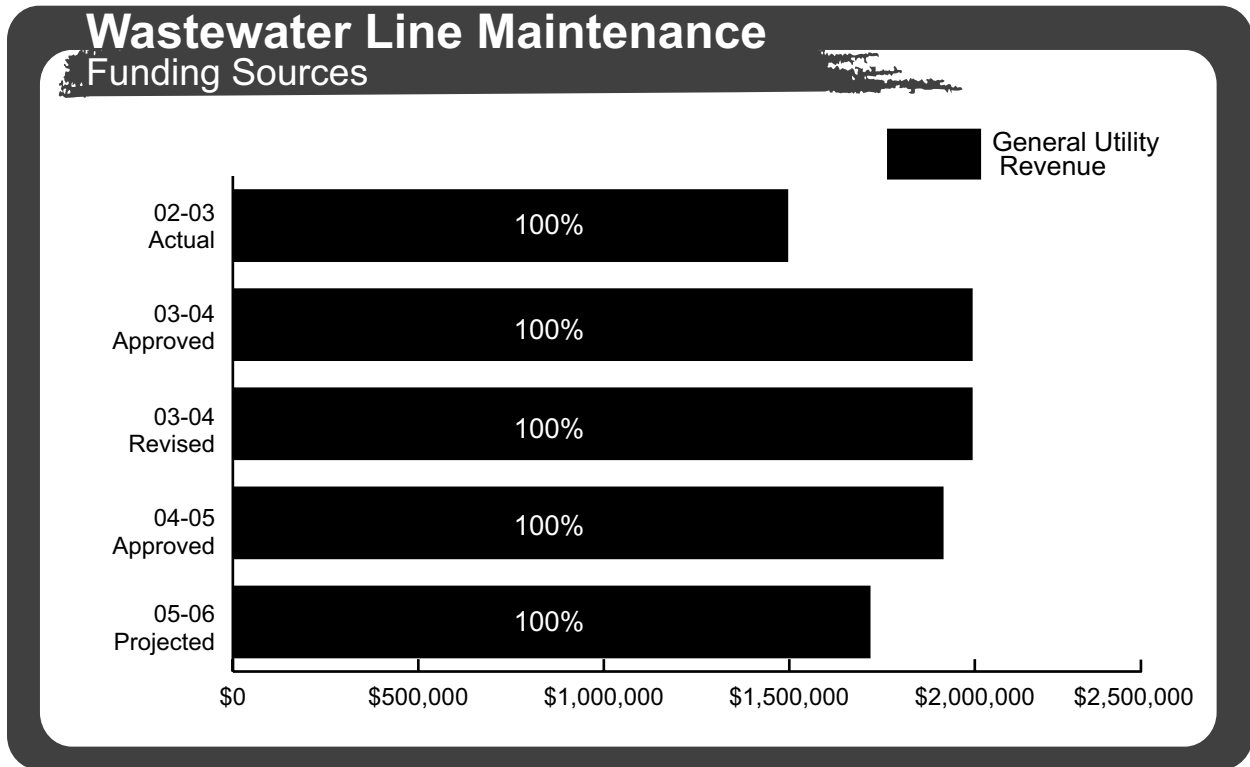
Objective B: Perform an annual evaluation of staff's compliance with applicable EPA and TCEQ rules.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Total number of staff	20	23	23	23	26
% of staff holding required license	N/A	68%	62%	70%	68%
% of staff holding multiple licenses	N/A	13%	28%	35%	40%

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

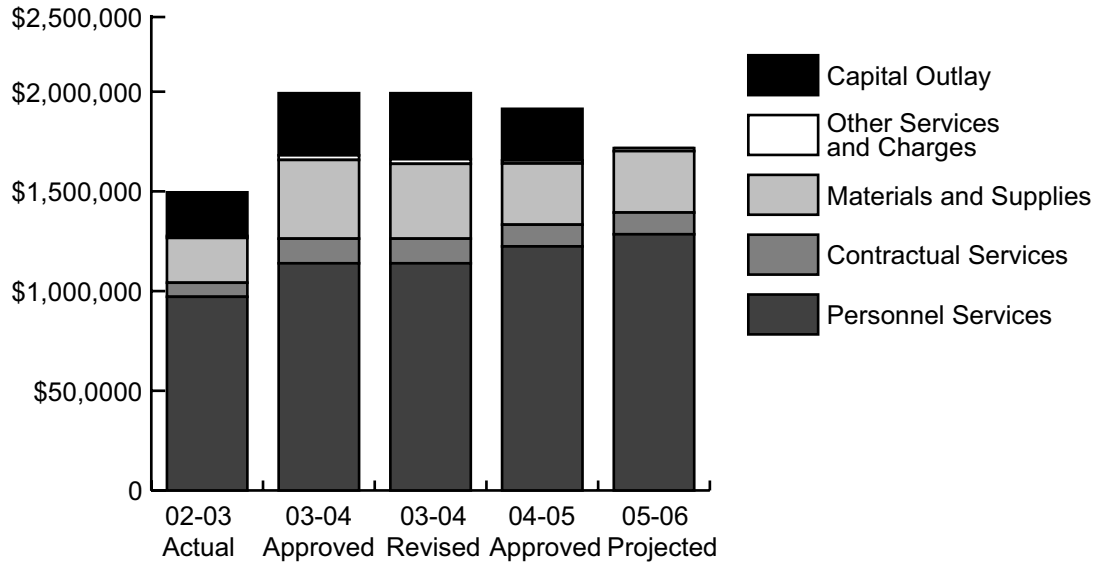
Water / Wastewater Utility Fund Expenditures

Wastewater Line Maintenance



Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 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 Line Maint. Inspector	2	0	0	2.00	0.00	0.00
Utility Crew Leader I&I	3	3	4	3.00	3.00	4.00
Utility Crew Leader	4	4	4	4.00	4.00	4.00
Utility Worker I & I Operations Technician	1	1	1	1.00	1.00	1.00
Utility Worker II I&I	2	2	3	2.00	2.00	3.00
Utility Worker II	4	5	5	4.00	5.00	5.00
Utility Worker I I&I	2	2	3	2.00	2.00	3.00
Utility Worker I	2	2	2	2.00	2.00	2.00
First Reponse Crew Leader	1	1	1	1.00	1.00	1.00
I&I Coordinator	0	1	1	0.00	1.00	1.00
Total	23	23	26	23.00	23.00	26.00

Wastewater Line Maintenance Expenditures by Category



Summary of Expenditures:

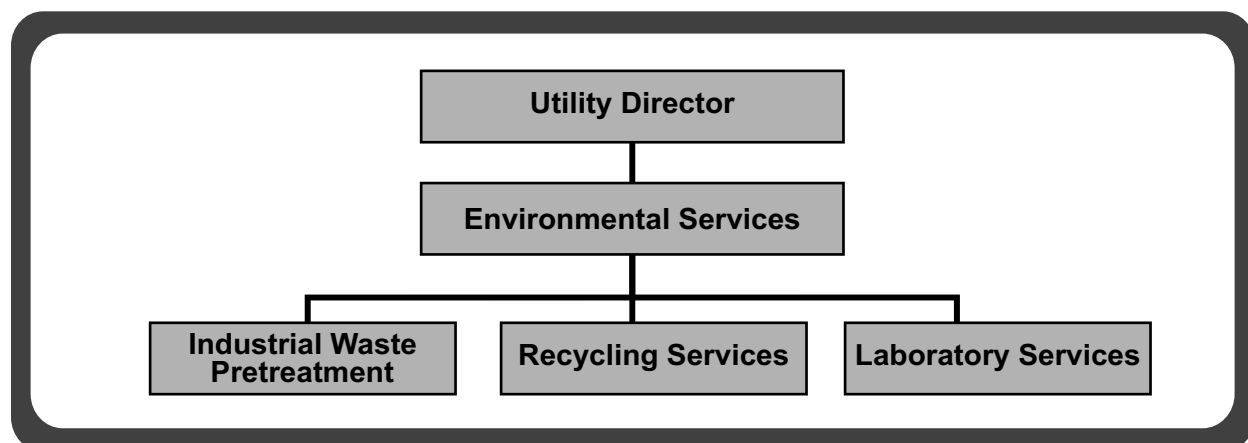
	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$971,480	\$1,139,461	\$1,139,461	\$1,224,073	\$1,284,938
Contractual Services	70,518	123,500	123,502	108,913	108,913
Materials and Supplies	224,693	394,700	375,242	306,803	308,003
Other Services and Charges	9,886	23,250	23,250	15,250	15,250
Capital Outlay	218,630	311,550	331,006	259,000	0
Total Expenditures:	\$1,495,207	\$1,992,461	\$1,992,461	\$1,914,039	\$1,717,104
Expenditures per Capita:	\$19.83	\$24.95	\$24.95	\$22.73	\$19.40



Environmental Services

Environmental Services consists of several primary activities: Industrial Waste Pretreatment, Recycling Services, and Laboratory Services. These activities are accomplished through implementing and encouraging pollution prevention activities, enforcing environmental regulations, and quantifying pollutant concentrations.

Mission: To provide resource preservation, conservation, and protection through the implementation and enforcement of environmental regulations and stewardship.



Departmental Program Summary:

As depicted above, the Environmental Services Department consists of three programs which are described below:

Programs:

The Environmental Services Department consists of three primary activities: Industrial Waste Pretreatment, Recycling Services, and Laboratory Services.

Industrial Waste Pretreatment: is mandated by the Environmental Protection Agency (EPA) and the Texas Commission on Environmental Quality (TCEQ). This component is designed to protect the wastewater collection and treatment systems, public health, environment, and public waterways from the adverse impact of pollutant discharges. The pretreatment program includes permitting, inspecting, sampling, and testing of local businesses and industries to ensure compliance with applicable regulations.

Recycling Services: consists of a single drop off recycling center, four oil-recycling stations, and an in-house city recycling office. The collection of hazardous home chemicals is also incorporated in this program. Recycling centers are open to the public seven days a week.

Laboratory Services: provides testing services to a variety of customers. These include the city Water Treatment

and Building Construction Inspections Departments, citizen inquiries, and municipal accounts. The laboratory has been certified by the Texas Department of Health since 1996 and maintains the highest standard of quality control. Laboratory Services is responsible for generating data required to recover waste treatment costs passed on by the Brazos River Authority (BRA).

FY 2003-2004 Highlights:

During the 2003-2004 budget year, the Environmental Services Department initiated many activities designed to update the industrial waste pretreatment program. These activities included calculating new discharge limits for industrial users, modifying the written pretreatment program, amending the city ordinance governing non-domestic wastewater discharges to the sewer system and obtaining approval for these changes from the city council and Texas Commission on Environmental Quality. Other department highlights are listed below.

- The Industrial Waste Pretreatment program achieved 90% compliance by all industrial and commercial businesses.
- An oil and grease program was implemented to try and reduce the amount of grease entering the wastewater collection system. Including the distribution of printed material to residential areas, airing of Public Service Announcements and the implementation of a grease trap maintenance program.

FY 2003-2004 Highlights (Cont.)

- The certified water laboratory expanded its municipal water accounts from 27 to 30.
- As part of the Household Hazardous Waste and Recycling programs, residential paint collections were conducted each month at the Recycling Center.
- A permanent Household Hazardous Waste (HHW) Collection Facility was established in July 2004.
- Over 468 tons of material was diverted from the landfill and waterways through the recycling/HHW programs.
- The Re-Use Program diverted over 10 tons of re-usable products such as household chemicals, automotive products, pesticides, fertilizers, etc. This resulted in a cost savings to the city of nearly \$14,604.

FY 2004-2005

Overview and Significant Changes:

During the 2004-2005 fiscal year, the Environmental Services Department will continue to accomplish departmental goals and will focus on the following activities.

- Improving recycling and home chemical disposal services by expanding the services currently offered to citizens within the confines of the current budget.
- Operating a permanent environmental collection facility and implementing ways to accept waste from outside entities in Williamson County through inter-local agreements.
- Expanding the existing customer base of water laboratory.
- Continuing to enforce the rules and regulations in accordance with the Environmental Protection Agency (EPA), Texas Commission on Environmental Quality (TCEQ) and City of Round Rock's Pretreatment Ordinance.
- Devising a plan for obtaining National Environmental Laboratory Accreditation Conference (NELAC) certification of the laboratory.
- Improving the oil and grease program through education, innovation and enforcement.

New Programs for FY 2004-2005:

The Environmental Services Department does not propose any new programs.

Departmental Goals:

The Environmental Services Operational Plan identifies the following goals derived from the City Strategic Plan.

- Provide laboratory testing services to internal and external customers. (City Goal 5.4)
- Provide resource management including solid waste and waterways. (City Goal 5.6)
- Conduct pollution prevention activities. (City Goal 3.5)
- Implement and enforce the rules and regulations governing non-domestic wastewater discharges into the sanitary sewer. (City Goal 5.4)
- Continue to develop and empower employees. (City Goal 5.2 and 6.0)

Summary of Key Measurement Indicators

Measure	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Demand			
Number of Water Lab Accounts (municipal)	29	75	142
Daily Recycling Customers	30	80	155
Number of Businesses/Industries Monitored	32	85	155
Input			
Operating Expenditures	\$339,624	\$366,606	\$424,416
Number of Employees (FTE's)	5	5	5
Output			
Industrial Waste			
Number of Inspections (Industrial)	279	300	325
Laboratory Services			
Bacteriological Samples (Lab)	3,588	3,800	4,000
Industrial/Commercial Samples (Lab)	698	800	825
Special Samples (Lab)	184	482	200
Recycling Services			
Tons of Material Processed (Recycle)	490	200	500
Efficiency			
Laboratory Services			
Average cost per Water Sample (Lab)	5.20	5.50	5.50
Average cost per Wastewater Sample (Lab)	26.86	28.75	28.00
Expenditures as % of Utility Fund	.79%	1.50%	1.64%
Authorized Personnel as % of Utility Fund	4.46%	4.10%	3.91%
Industrial Waste			
Average cost per Sampling Event (Indust.)	31.50	31.50	31.50
Recycling Services			
Average cost per ton of material recycled	178.38	160.00	160.00
Effectiveness			
% Error of Results	5%	5%	5%
% of Users in Compliance	90%	90%	90%
Tons of Material Diverted	450	468	480
Revenue Generated	\$184,934	\$160,000	\$160,000

Water / Wastewater Utility Fund Expenditures

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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Number of water tests (bacteriological, fluoride, chlorine, hardness)	2,921	3,000	3,588	3,800	4,000
Number of wastewater tests (total suspended solids, total dissolved solids, pH, volatile organics, etc.)	1,228	1,300	698	800	825

Trend: The number of water tests is increasing because the laboratory has increased the number of customer contracts (see Objective B). 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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Number of contracts/customers	24	27	29	30	32

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 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Percent error of results (<10% acceptable range)	7%	5%	5%	5%	5%
Spike recovery	92%	92%	92%	92%	92%

Trend: Spike recovery is the amount of material retrieved from a sample that has been injected with a known concentration of pollutant. The target range for spike recovery is 85 to 100%, with 100% recovery being the best achievable.

Summary of Key Departmental Goals (cont.)**Key Goal 2: Provide resource management including solid waste and waterways.****Objective A:** Improve household hazardous waste management.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Tons of material disposed or recycled (Material handled by a Hazardous Waste Contractor such as paint and household chemicals)	8.4	9	5	7	8
Tons of material Re-Used/Re-issued (Mate- rial put into the Re-Use Program such as usable paint, pesticides, automotive fluids, etc.)	1.36	5	7.3	10	11
\$ Saved by Re-Use vs. Disposal (average per year)	\$3,310	\$12,170	\$12,170	\$14,604	\$15,000
Number of participants bringing household hazardous waste	331	600	629	750	800

Trend: As the program gains more public recognition, 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.

Key Goal 3: Conduct pollution prevention activities.**Objective A:** Conduct the industrial waste pretreatment program.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Number of Industries on Industrial Waste Program	15	15	15	15	15
Number of commercial businesses on Surcharge Program	133	156	127	165	150
Number of citations issued	14	10	10	10	10

Trend: The number of commercial businesses increases as the city grows commercially. It is the goal of the Industrial Waste Pretreatment Program to achieve compliance with local rules and regulations, thereby reducing the number of citations issued.

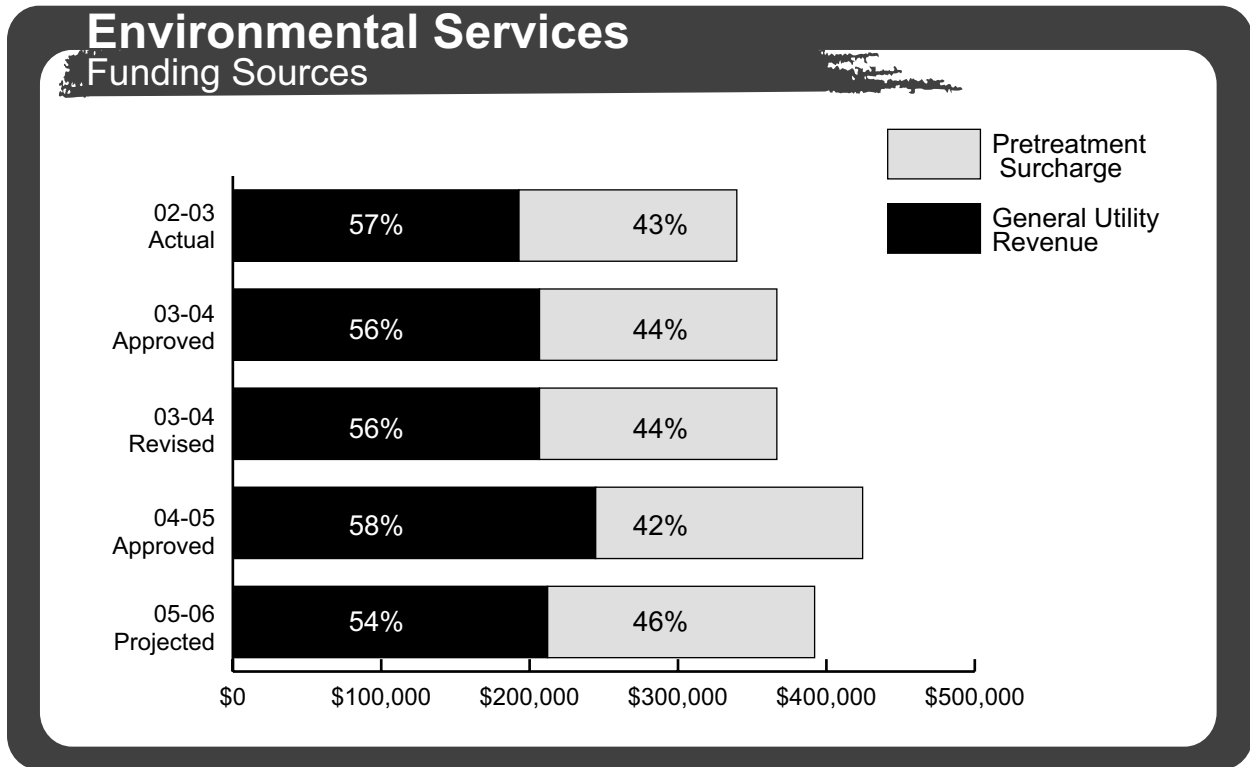
Objective B: Reduce waste concentrations entering the wastewater treatment plant and collection system.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Tons of potential waste diverted from water / wastewater streams (Re-Use Program and HHW collections)	9.76	14	12.3	17	19

Trend: The amount of material prevented from entering the water and wastewater streams will increase as the household hazardous waste management program progresses.

Water / Wastewater Utility Fund Expenditures

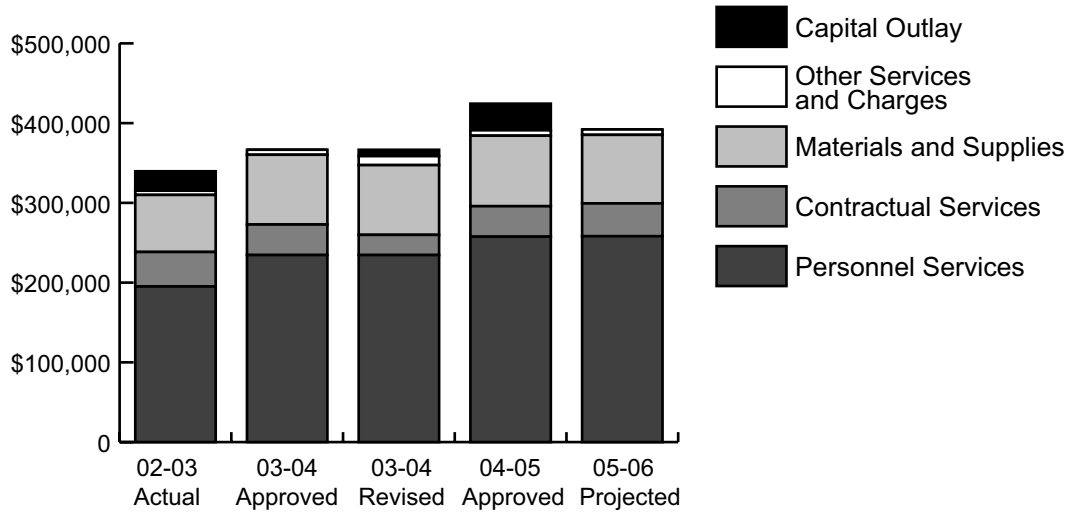
Environmental Services



Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
Environmental Laboratory Analyst	1	1	1	1.00	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	1	1	1	1.00	1.00	1.00
Total	5	5	5	5.00	5.00	5.00

Environmental Services

Expenditures by Category



Summary of Expenditures:

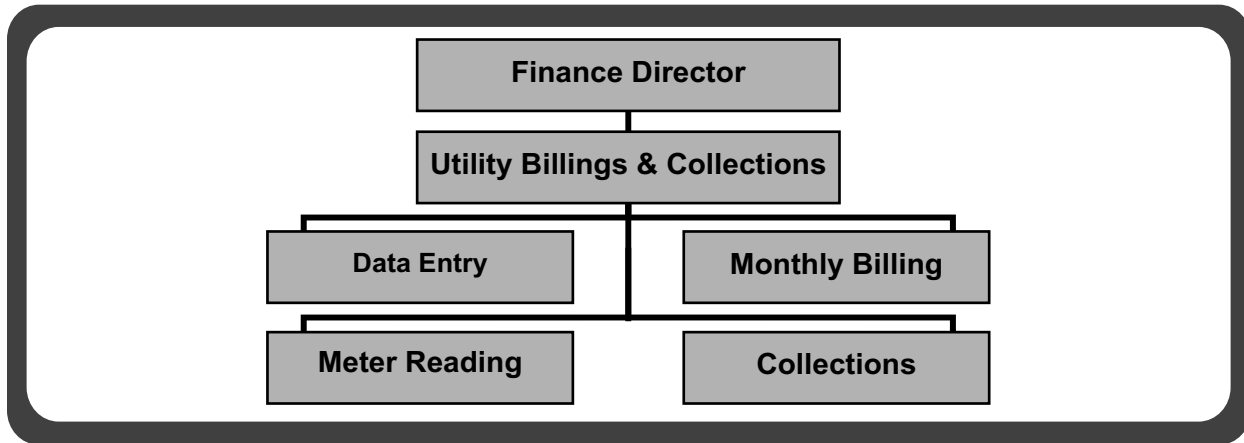
	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$195,118	\$234,576	\$234,576	\$257,616	\$258,153
Contractual Services	43,296	38,300	25,300	38,190	41,190
Materials and Supplies	71,557	87,480	87,480	88,460	85,960
Other Services and Charges	5,282	6,250	11,250	6,750	6,750
Capital Outlay	24,371	0	8,000	33,400	0
Total Expenditures:	\$339,623	\$366,606	\$366,606	\$424,416	\$392,053
Expenditures per Capita:	\$4.50	\$4.59	\$4.59	\$5.04	\$4.43



Utility Billings & Collections

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 System 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.

FY 2003-2004 Highlights:

The City’s customer base continues to increase as it has in the past years. The volume of customers that continue to be affected adversely by the economy also continues to be evident within our customer base.

- Round Rock’s customer base increased by approximately 1,200 accounts in FY 2003.
- Average of 1,700 customers per quarter are dependent on extensions to bring their payments current.
- Collection of past due accounts increased by 50% due to additional field staff assistance.
- New window based software installed on utility billing system and implemented with minimal problems.
- Additional drive by drop box will be installed prior to the end of the year.

FY 2004-2005

Overview and Significant Changes:

The utility billing departments fee schedules and deposits are in need of revising. In addition we must continue to pursue alternative methods for payments, internet customer account access and efficient check processing. Updating our existing computer technology for gathering readings in the field is a priority as well.

- New fee schedule for field operations.
- Increase in deposits for both residential and commercial accounts.
- Change in operational policies for field services.
- Analyze the impact of refunding deposits based on good customer history.
- Additional office staffing needs due to higher concentration on past due accounts.
- ACH Method for check processing.
- Meter reading handheld upgrade.

New Programs for FY 2004-2005:

The Utility Billings & Collections Departments does not propose any new programs.

Departmental Goals:

- Provide accurate, professional and courteous service to all our citizens. (City Goal 5.2)
- Stay abreast of technology updates for department-related activities. (City Goal 5.5)
- Encourage ongoing training for all customer service representatives. (City Goal 5.2)
- Continue to pursue a working relationship with the field staff and the utility office. (City Goal 6.5)
- Streamline daily check processing collections through ACH bank method. (City Goal 5.5)
- Continue to research and provide alternative payment options by offering on-line payments, internet customer account access and new account applications. (City Goal 5.5)
- Maintain a priority for delinquent account field collection.

Summary of Key Measurement Indicators

Measurement Indicators	Actual 2002-2003	Estimated 2003-2004	Projected 2004-2005
Demand			
Customer Base	24,054	25,081	26,100
Input			
Operating Expenditures	\$786,533	\$928,372	\$947,418
Number of Personnel (FTE's)	10.50	11.50	11.50
Output			
Number of Work Orders Processed	19,602	20,000	21,000
Number of Payments Collected	266,586	280,000	290,000
Total Dollars Collected	26,152,874	\$27,000,000	28,000,000
Efficiency			
Utility Billing Expenditures as a % of Utility Fund	1.83%	3.79%	3.65%
% of Utility Fund Personnel	9.38%	9.43%	8.98%
Effectiveness			
Data Entry Error Rate	12	12	14

Water / Wastewater Utility Fund Expenditures

Utility Billings & Collections

Summary of Key Departmental Goals

Key Goal 1: Provide accurate, professional and courteous service to all our citizens.

Objective A: Implement an annual survey to measure customer satisfaction.

Objective B: To give our customers accurate information regarding their account status as measured by their response on the annual customer survey.

Objective C: To provide ongoing training to our CSR's which will enable them to meet this goal.

Objective D: Obtain an 85% or higher satisfaction rate.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Annual Survey implemented by 7/1/02					
Surveys mailed/returned	600/32	600/50	600/40	600/60	600/60
% of Customers satisfied	100%	95%	99%	95%	95%
No. hours CSR training	16	16	14	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 daily check processing collections through ACH bank method.

Objective A: Complete a study by 12/31/04 that determines the feasibility of processing checks through an automated clearinghouse system.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Feasibility study completed by 12/31/04/					
No. of checks processed.	18,000	19,000	19,400/mo	20,000/mo	22,000/mo

Trend: Check collection volume is a considerable large portion of daily collections that need an efficient handling process.

Key Goal 3: Streamline new account process by offering on-line applications and on-line payments to customers.

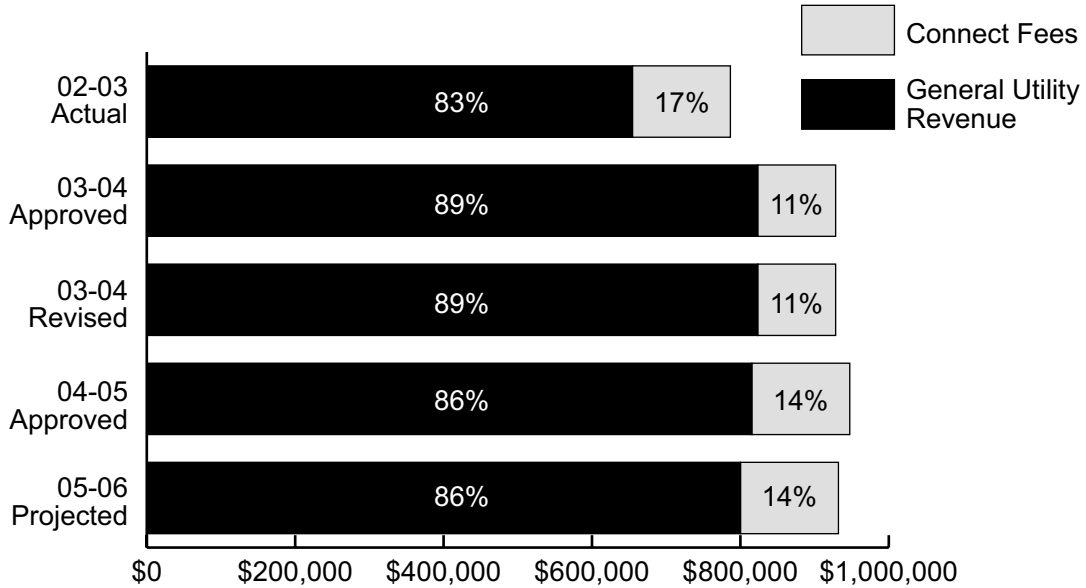
Objective A: Implement program by 7/01/03 and provide options for new customer service requests.

Measure	Actual 2001-2002	Forecast 2002-2003	Actual 2002-2003	Forecast 2003-2004	Forecast 2004-2005
Program Implemented by 7/01/03					
Volume of customers who submit	TBD	TBD	TBD	TBD	DISC

Trend: DISC-Discontinued. This measure will be discontinued and not reported on next year. This program is still under review and will not be implemented at this time. A new Key Goal and related measure(s) will be reported next year.

Utility Billings & Collections

Funding Sources



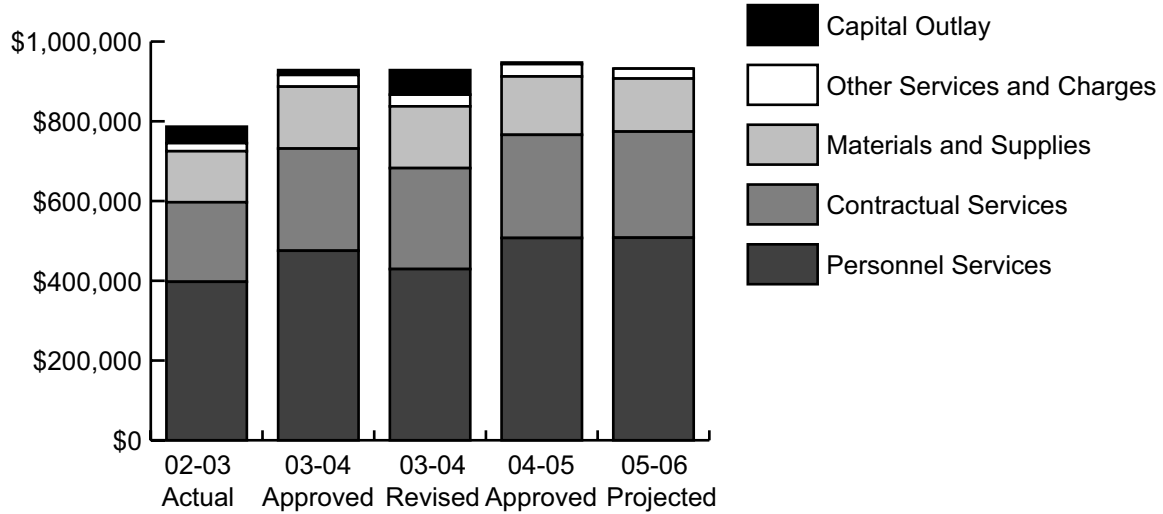
Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
Utility Office Manager	1	1	1	1.00	1.00	1.00
Customer Service Supervisor	1	1	1	1.00	1.00	1.00
Sr. Customer Service Representative	1	1	1	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	0.50	0.50	0.50
Field Services Coordinator	1	1	1	1.00	1.00	1.00
Utility Accountant I	0	1	1	0.00	1.00	1.00
Total	11	12	12	10.50	11.50	11.50

Water / Wastewater Utility Fund Expenditures

Utility Billings & Collections

Utility Billings & Collections

Expenditures by Category



Summary of Expenditures:

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 Projected Budget
Personnel Services	\$397,544	\$475,398	\$429,398	\$507,347	\$508,063
Contractual Services	199,410	256,200	253,200	258,717	266,117
Materials and Supplies	128,014	155,323	154,923	146,355	132,963
Other Services and Charges	20,240	29,300	29,300	31,000	25,000
Capital Outlay	41,327	12,150	61,550	4,000	0
Total Expenditures:	\$786,533	\$928,371	\$928,371	\$947,418	\$932,143
Expenditures per Capita:	\$10.43	\$11.63	\$11.63	\$11.25	\$10.53

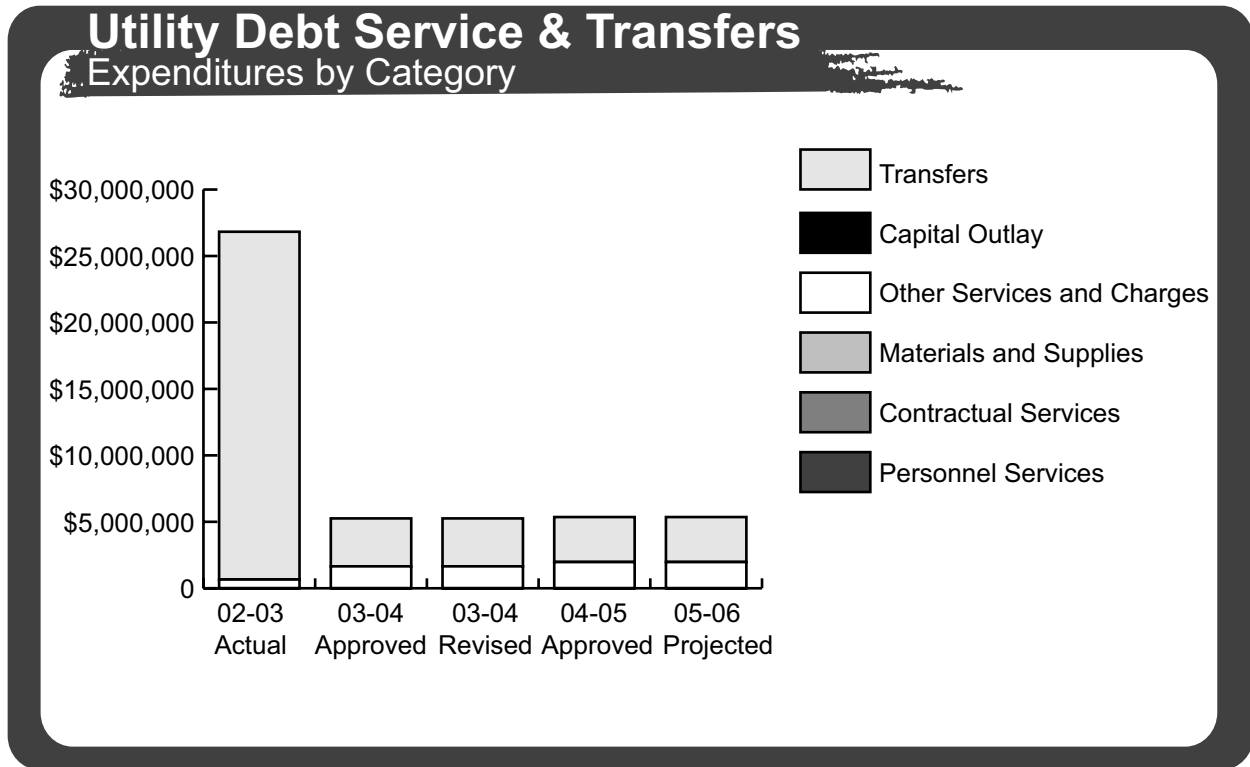


Utility Debt Service & Transfers - Program Description

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

Water / Wastewater Utility Fund Expenditures

Utility Debt Service & Transfers



Summary of Expenditures:

	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget	2005-2006 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	658,851	1,650,643	1,650,643	1,971,393	1,971,393
Capital Outlay	0	0	0	0	0
Transfers	26,166,402*	3,606,000	3,606,000	3,387,000	3,387,000
Total Expenditures:	\$26,825,253	\$5,256,643	\$5,256,643	\$5,358,393	\$5,358,393

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

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.

Capital Improvement Program

As the City of Round Rock looks to the future, City leaders and staff envision a community that has planned for growth and development and provides its citizens with quality services and programs. Based on the 2000 census, the City of Round Rock is the 9th fastest growing city in the U.S. and the fastest growing city in the nation with a population over 25,000. The City of Round Rock must meet the challenges of growth by providing adequate capital improvements for the citizens of Round Rock. Capital improvement projects are a major component in planning for the future of the City.

The backbone of any community comes from its infrastructure - - a City cannot sustain growth without adequate facilities and transportation and utility systems. The City's capital improvement program plays a major role in how the City will function in the future as a sustainable community. Many of these improvement projects have a significant impact on the City's plans and operations to stimulate growth in the local economy.

The City of Round Rock has systematically developed the Capital Improvement Program (CIP) using the City's Strategic Goals as a starting point. The Strategic Goals form the policy basis for preparing master planning documents. The master planning documents provide near-term planning horizons for selecting projects to be included in the multiyear CIP, which is a minimum of five years in length. Project management tools and sound business practices establish well defined project requirements, schedules and cost estimates for properly planning and funding the CIP. These tools and practices also include reporting status during project execution and maintaining the capital improvement for its useful life span.

Strategic Planning

The City views its planning and operations in a strategic manner. Goals for the City and its operating departments are developed in relation to the City's Strategic Plan and provide a common view of where efforts and resources are to be directed and where we wish to be over the next five years and beyond. The City's goals developed within the Strategic Plan provide direction for developing the Capital Improvement Program. The specific goals relating to capital improvements are listed below. The Strategic Goals also form the policy direction for preparing master planning documents.

Goal #2	Round Rock will review the General Plan with emphasis on the Northeast Quadrant of the city to provide for educational, business, residential, and retail uses.
2.1	Develop a plan to identify future land uses, major transportation routes, utility requirements and a comprehensive park system for the Northeast Quadrant.
Goal #3	Round Rock will improve the image and appearance of the community.
3.4	Develop a corridor beautification plan for arterials, including significant entryways. This addresses "edges"
Goal #4	Round Rock will plan and facilitate the City's transportation systems, at the local and regional level, to improve traffic flow and personal mobility.
4.1	Plan the City's transportation systems.
4.2	Implement transportation projects and systems.
4.3	Maintain and operate City's transportation systems.
4.4	Protect the function of the city's arterial roadway system by adopting land use and access policies that concentrate high intensity land uses, minimize strip development, and limit direct driveway access and curb cuts along major roadways.

Strategic Planning (Cont.)

Goal #5	Round Rock will plan and implement effective and efficient services within the City's financial capacity to meet the needs of residents, customers and employees.
5.1	Ensure city services, facilities and equipment meets the needs of residents, customers and employees through the development of annual departmental goals, objectives, and strategic budgeting.
5.3	Provide a safe environment by promoting a high quality, cost efficient public safety program.
5.4	Provide a high quality, cost efficient public water and wastewater utility system that complies with all applicable state and federal standards and regulations.
5.6	Establish partnerships among the City, other local governments, local businesses and social service providers to address regional issues and provide improved services.

Master Planning

With the Strategic Goals as the policy direction, the City of Round Rock uses a comprehensive approach to master planning. Planning is driven by the demand of the community, which is created by the growth and development of the City. The City is committed to providing outstanding service by supporting the promotion of growth and economic development in the community.

The master planning environment includes assessing the needs of the community through citizen and customer surveys, research into technological innovation, demographic trend analysis and observation of other factors affecting the community, assessing the needs of each City department for their area of responsibility, and making assumptions concerning the community's general needs for an ultimate growth scenario. Ultimate growth is based on the total development of land within the present city limit and the Extra Territorial Jurisdiction (ETJ). Once compiled, the assessment of needs is combined with the City Council and staff view of the City's business purpose to provide a foundation for master planning. Key master planning documents provide the City with a guide for up to 50 years into the future.

Typically, the City will update these plans every ten years with a major amendment at the five-year midpoint. To keep pace with the development and growth of the city, the City will make additional amendments to the plans on an as needed basis. The updates and amendments are presented to the public in formal hearings and the City Council adopts the changes by ordinance. The planning documents include a:

- General Plan
- Comprehensive Transportation Master Plan – Planning horizons of 2010, 2020 and ultimate build out.
- Water Master Plan – Planning horizons of 10, 20 and 30 years and ultimate build out for infrastructure and beyond 30 years for water reserves.
- Wastewater Master Plan – Planning horizon of 10 years and ultimate build out for infrastructure.
- Parks and Open Space Plan – Planning horizon of five years and ultimate build out.
- Citywide Trails Master Plan – Planning horizon of ultimate build out.

As planning has become a critical component of the City's work structure, staff continually look for new and innovative ways to combine sound solutions with the clear and consistent business principles that meet the ever-changing needs of the citizens - - thus allowing the City to create a sound business plan and roadmap for the City's future.

Project Selection

Round Rock's capital improvement project selection process is systematic and deliberate. Typically, the steps are:

- 1. Defining eligible projects.** The master planning process and documents provide potential projects to be included in the multiyear Capital Improvement Program (CIP), which is a minimum of five years in length. Round Rock also uses a general definition for eligible projects as items generally costing greater than \$50,000, provides a fixed asset or equipment and has a life span of at least five years. Some common examples of capital improvements include streets and expressways, public libraries, water and wastewater lines, and park and recreation facilities.
- 2. Developing a priority ranking system.** The master planning process and documents establish near-term planning horizons for initially ranking capital improvement projects. City staff determines the timing, cost and priorities for each individual project to further refine project ranking, which is coordinated with the City Manager to aid in translating Council priorities into project priorities. The ranking process then begins a formal process, which may include public hearings, and consideration or approval by a board, citizen task force and/or City Council. In the case of a general obligation bond, approval must be obtained from the voters.
- 3. Identifying, assessing and coordinating potential funding sources.** Key elements of developing, assessing and coordinating potential internal and external funding sources is identifying the funding sources, assessing the City's financial condition and its ability to service existing and new debt and coordinating the best source of funds for needed capital improvements. This evaluation process is performed by the Director of Finance and is used to provide the foundation for the proposed CIP.
- 4. Preparing the Spending Plan.** Based on the prioritized list of needed improvements and the assessment of sources and availability of funding, the CIP spending plan is prepared. The plan identifies the capital improvements that are programmed (to be constructed) in the next fiscal year. After preparation, the CIP spending plan is presented to the government body for ratification, and becomes the official and legal policy of the City. The approved funding plan is the authority required for City staff to execute projects.

Project Management

The City of Round Rock strives to execute projects that meet the needs of the citizens within schedule and cost constraints. To achieve these objectives, City staff uses a comprehensive method for managing projects, which begins during the master planning process and continues through project close out.

The project management process starts with translating the needs of the citizens and the City into technical requirements or project scope. With a firm scope, rough order of magnitude project cost estimates, reasonable schedules and annual operating cost estimates are developed. The estimates and schedules are used as a key element in the priority ranking process. Developing annual operating cost estimates is not only critical in evaluating the project during the ranking process, but it provides important information, like personnel requirements, maintenance costs, etc., which is used to plan and develop future budgets.

As the project transitions from planning into execution, City staff actively manages the project by monitoring the project scope to prevent scope creep and refining the scope, if needed, to adjust for unforeseen challenges. The cost estimates and schedules developed during the planning process are also refined and adjusted as the project moves through the design process, so accurate cash flows are available for determining the timing and size of expenditures. In the case of general obligation bonds, accurate timing and size of the issuance can reduce issuance costs and the net ad valorem tax impact to property owners.

The City of Round Rock is constantly striving to improve the Capital improvement Program by implementing best practices for project management. Recent improvements to project scheduling and cash flow projections, which were applied to all CIP projects, have allowed the City to reduce the amount of the 2nd General Obligation Bond Issuance

Project Management (Cont.)

from \$29.8 million to \$20.0 million while maintaining schedule objectives. This reduction has reduced the net ad valorem tax impact to property owners. In the future, the City will continue to diligently manage the CIP to enhance the quality of life for the citizens of Round Rock on time and within budget.

Project Reporting

The City of Round Rock considers external and internal communication as an important element of good government and good project management. Throughout the Capital Investment Program process, City staff maintains open lines of communication with the public, the City Council, the City Manager and the City Directors through the use of public meetings, presentations, progress and status reports and a "Capital Improvements Projects" web page. The project managers are also readily available to address any issues or challenges that may occur during project execution. Regularly scheduled reporting cycles requires the project managers to continuously monitor project progress/status and results in a reduction of crisis management.

Future Project Operating Costs

As mentioned previously, annual operating cost estimates are developed by the project manager during the master planning process and are used as a key element in the priority ranking process. Annual operating costs can include personnel, scheduled repair and maintenance and utilities. To prepare for the future and avoid shortfalls, the City uses the annual operating cost estimates to plan and develop future budgets. If practical, the City will establish new programs tailored specifically to repair and maintain similar capital improvements, like streets and utilities. One such program is the annual Street Maintenance Program, which was established to improve the integrity and service life of the existing City's streets using sealcoat, crack seal and overlay. A pavement management system has been established to protect the City's investment in the 648 lane-mile street system. The objective of the City's pavement management system is to provide serviceable streets in the most cost-effective way possible. To meet this goal, the street conditions are surveyed and then combined with the data on the streets' maintenance history, original design, and traffic uses. This information is used to determine whether maintenance is needed and what type of resurfacing is appropriate. The annual project typically encompasses approximately one-eighth of the lane miles of asphalt concrete paving. The amount of lane miles increases annually due to the construction of new roads and streets and development of subdivisions and commercial properties.

Five-Year Capital Improvement Program Project Summary

The Capital Improvements Program (CIP) is a multiyear plan covering a minimum of five years that forecasts spending for all anticipated capital projects. The plan addresses both repair and replacement of existing infrastructure as well as the development or acquisition of new facilities, property, improvements and capital equipment to accommodate future growth. As a planning tool, it enables the City to identify needed capital projects and coordinate facility financing, construction, operation and scheduling. The Capital Improvement Program encompasses three distinct components.

General Government- These projects include municipal facilities, parks and park improvements, sidewalks, landscaping, traffic signals, street, regional detention, drainage improvements, public safety capital equipment and facilities. Projects in this component are funded from general government resources such as property tax, sales tax and the issuance of authorized bonds. Regional detention projects are primarily funded through developer fees.

Transportation- In August 1997, the Citizens of Round Rock authorized the adoption of an additional sales and use tax within the City at the rate of one-half of one percent, with the proceeds thereof to be used for streets, roads, drainage and other related transportation system improvements. The additional revenue is not part of the City's general operating budget but is budgeted and spent by a non-profit economic development corporation established expressly for the above purposes with the approval of the Round Rock City Council. Since 1998, the Round Rock Transportation System Development Corporation (RRTSDC) and the City have utilized the sales tax revenue stream to leverage a maximum number of transportation projects in the City of Round Rock.

Five-Year Capital Improvement Program Project Summary (Cont.)

Water and Wastewater Utility- These projects are major water and wastewater repairs, replacements and the development or acquisition of new facilities. Water and wastewater utility projects are funded from the sale of water and wastewater services, utility impact fees and the issuance of revenue bonds.

General Government

The General Government component includes projects in the categories of public service facilities, park projects and park improvements, sidewalks, landscaping, traffic signals, street and drainage improvements, public safety capital equipment and facilities. Funding for general government projects is derived from general government resources such as property tax, sales tax, issuance of authorized bonds and developer fees.

Public Service Facilities

- Municipal Office Complex Phase One
- Municipal Office Complex Phase Two
- Southwest Downtown Area Infrastructure Improvements
- Public Works Building Expansion
- Public Works Maintenance Office and Warehouse
- Public Works Vehicle Maintenance and Yardsite Renovation

These projects address a rapidly increasing need for public service facilities as the City's population grows and quality of life expectations increase. City staff will grow with these expectations. A new municipal complex will provide the unique and specific requirements of a city building. Phase one will consist of a new facility for Municipal Court, Planning and Parks and Recreation. Phase Two intended components are the construction of a new city hall building, parking lot and a campus green. The Public Works building expansion will allow for the additional space needed for services that are intrinsic in the operation of the City. The Vehicle Maintenance and Yardsite Facility is undergoing renovation to both the building and the yard to more efficiently accommodate growing personnel and equipment. The Maintenance Office and Warehouse will provide housing for the maintenance department as well as provide warehouse storage for the City. The Southwest Downtown Area Infrastructure Improvements provide the capacity for the City to contain a 13 acre municipal office campus, a trailhead park and greenbelt along Lake Creek, and potentially more commercial and residential use in the downtown area. Improvements consist of streets, sidewalks, drainage, utilities and streetscapes.

Information Technology

- Document Imaging Project
- Human Resource System Enhancement
- Peoplesoft Software Upgrade
- Network Security Audit

These projects are major improvements to the City's Information Technology systems. Document imaging reduces the need for storage of paper documents and allows for easy access to the scanned documents. The payroll department processes paychecks for over 700 employees and this enhancement to the Human Resource System allows all departments the ability to enter timesheets directly to the payroll department. The system also streamlined its current functionality. This reduces staff preparation and paperwork. Peoplesoft Software was chosen in 1998 to replace the City's financial software. This upgrade was in line with the newest technology changes and the software is now web-based.

Public Safety Equipment and Facilities

- Fire Engine Replacement Program
- Fire Station #2 Replacement
- New Fire Station #6
- Computer Aided Dispatch/Records Management
- Police Building "A" Renovation
- New Police Department Building

Five-Year Capital Improvement Program Project Summary (Cont.)

The Fire Engine Replacement Program will ensure older engines are replaced when they reach aging capacity. There are four fire engines that will be replaced over the next six years. Fire Station Number Two is located in the downtown area of the city and is a much older building. The replacement will safely accommodate personnel and equipment, as well as remaining in the present area. Fire Station Number Six will be constructed to serve the growing population and expected increase of emergency calls in northeast Round Rock. This will provide better dispersion of station resources.

The computer aided dispatch and records management upgrade will assist Police and Fire personnel with wireless data transfer. The current police facility received possession of a vacated building near the current facility which will be outfitted to meet police building requirements and provide temporary space for a growing department. A new Police Department Building will house current and anticipated growth in personnel and equipment. The new building will be designed and constructed to the specific needs of a police station.

Parks and Recreation

- City Wide Trails
- Neighborhood Parks
- Old Settler's Park
- Purchase Parkland
- Chisholm Trail Statuary
- PARD Yardsite Renovation
- Clay Madsen Recreation Center Fitness Expansion
- Senior Citizen's Center
- West Side Recreation Center
- High Country Park

The development of City Wide Trails is to encourage walking and biking in the community and to support local and regional transportation systems. The Neighborhood Park projects will focus on new park development and renovations of existing parks and will provide safe, usable and attractive facilities within our own neighborhoods.

In the City's commitment to the development of Old Settler's Park, there is a continuation of building out the park to provide more diversified programs and recreational facilities. Plans already include new ball field lights and soccer fields.

A preservation of the community's past will develop with the participation of the Chisholm Trail Statuary which includes cast copper statues of frontier settlers in a park setting.

The Parks and Recreation department is renovating their yardsite in conjunction with the new office facility. This will include an open yard area as well as facilities for storage and personnel.

An expansion of the Clay Madsen Recreation Center will provide additional space and equipment for the fitness center and weight room.

A new Senior Citizens Center will house the expansion of various programs for the seniors. The current facility is overcrowded and outdated. The new center is being designed with the cooperation of the senior citizens and the Parks and Recreation Department administration.

A West Side Recreation Center is scheduled to meet the overwhelming response in memberships the City has received since opening our first recreation center in July 2000. This will allow for growing memberships along with new and current programs.

Sidewalks, Landscapes and Traffic Signals

Five-Year Capital Improvement Program Project Summary (Cont.)

- Downtown Sidewalks
- Mays Street Sidewalks
- 1998 Citywide Sidewalk Program
- 2001 Citywide Sidewalk Program-Phase One
- Forest Creek Safety and Sidewalk Improvements
- County Road 122 Sidewalks
- Corridor Enhancements 2000
- Corridor Enhancements 2002
- Downtown Parking and Traffic Circulation
- Traffic Signals-Variou Locations
- Public Transportation Study

Sidewalks are needed along streets for increased access to schools, parks and commercial areas. Road and crossing safety issues such as handrails and fencing will be addressed. The Downtown Sidewalk Program has seen the replacement of the existing worn red brick pavers in the downtown area. Many other areas of the City have been targeted for sidewalks within the various projects.

The Corridor Enhancement projects are designed to improve the aesthetics of corridors along specified city streets. The improvements could include fencing, signage and landscaping.

Downtown Parking and Traffic Circulation Infrastructure is designed to meet the needs of the downtown area with parking facilities, traffic control, and pedestrian paths, as well as provide increased safety at busy intersections. Target areas will be determined through traffic counts and analyses.

The Public Transportation Study is the process of assessing the future needs and options for public transportation in Round Rock.

Streets, Drainage and Storm Water Control

- Berglund Streets Improvements
- Chisholm Trail North
- County Road 122
- Street Seal Coat Program
- Gattis School Road Intersection and Safety
- Creekbend Boulevard
- Chisholm Trail Reconstruction
- Chisholm Parkway Extension
- Sam Bass Road
- Downtown Streets-Phase One
- Various Round Rock West Streets
- Austin and Liberty Avenue
- Dennis Drive Improvements
- Ledbetter Street
- Louis Henna and Doublecreek Turn Lanes
- Southcreek Channel Improvements
- Bowman Road Drainage
- Messick Loop-Hanlac Trail Channel Improvements
- Hester's Crossing Channel Improvements
- Onion Branch Stormwater Drainage Study
- Wayne Drive Culvert & Channel Improvements
- Shaded Way Drainage Improvements

These projects will cover a myriad of infrastructure needs such as repair, relocation, replacement and reconstruction

Five-Year Capital Improvement Program Project Summary (Cont.)

of major and local roadways. These projects will include the accompanying drainage and underground utilities. This will greatly improve and enhance the mobility of citizens and decrease congestion. New and improved streets will provide better road safety and access to key areas.

The Street Seal Coat Program is an annual preventative maintenance program designed to systematically seal coat city streets. Areas of the city are designated each year depending on the existing age of the seal coat.

Storm water channels require "wet" maintenance and are often overgrown with weeds, erosion and silting. Channel improvements will correct these safety concerns and eliminate higher maintenance costs.

Transportation

In 1997 the citizens of Round Rock voted to authorize an additional one half cent sales tax for the specific purpose to build roads and major arterials. The Transportation component of the Capital Improvement Program covers those projects funded through this additional sales tax.

Transportation Projects

- Arterial A
- Forest Creek Drive
- Double Creek Drive
- A.W. Grimes Boulevard
- Arterial C
- County Road 113
- FM 1460
- Greenlawn Boulevard Extension
- Greenlawn Boulevard Interchange
- Palm Valley Feasibility Study
- IH-35 Turnarounds
- Prime Strategies-Coordination of Agencies for SH45.
- FM 620
- County Road 122 Phase 2
- State Highway 45
- South Mays Street Improvements
- Traffic Signals
- Traffic Signal Coordination
- US Highway79-from CR195 to CR110
- US Highway79-from FM1460 to CR195
- Transportation Consulting
- IH-35 Area Improvements
- Hester's Crossing Bridge Replacement
- County Road 122 Phase 3

Transportation projects are new road and road betterments as planned through the City's Comprehensive Transportation Master Plan. This Master Plan has elements to provide an adequate future transportation system, identify environmentally sensitive areas, and develop roadway design standards. Transportation is an important concern of the citizens and the administration of Round Rock. The projects listed above have been approved and are on the City's Transportation Capital Improvement Program. The TCIP is a short term view of the City's needs for transportation.

Five-Year Capital Improvement Program Project Summary (Cont.)

Water and Wastewater Utility

The final component of the City of Round Rock's Capital Improvement Program is the Water and Wastewater Utility. This includes projects in the categories of major water and wastewater lines, processing facilities, water transmissions, water storage, and water operations. This includes major repairs, replacements and new development. Funding for water and wastewater projects is derived from the sale of water and wastewater services, utility impact fees and the issuance of revenue bonds.

Water Utility

- Water Billing System Upgrade
- East Water Transmission Line-Phase One
- East Water Transmission Line-Phase Two
- East Water Transmission Line-Phase Three-A
- East Water Transmission Line-Phase Three-A2
- East Water Transmission Line-Phase Three-B
- East Water Transmission Line-Phase Four
- Fern Bluff Tank Improvements
- Water Tanks Rehabilitation
- Water Treatment Plant Expansion- Phase V
- Ground Water Filtration
- Water Systems Improvements and Main Well Site
- 12 Inch Waterline-Hotel Center to LaQuinta
- Waterline Improvements
- Raw Water Pump Station Upgrade
- Upgrade Water System Model
- Southcreek Pressure Relief Valve Project
- High Country Pressure Relief Valve
- A.W. Grimes Waterline
- Barton Hills Storage Tanks
- West Round Rock Line, Tank and Standpipe
- Modification of two 30 inch Raw Water Lines-D.B. Woods
- Deerfoot Drive 8 inch Waterline
- Relocation of Waterline at SH29 and CR265
- Southeast Ground 16 inch Waterline Bypass
- Gattis School Road 12 inch Waterline
- FM1431 (Stone Oak) Booster Pump Station
- 2003 Water Distribution Plan
- Electric Generators/High Service Pumps
- Forest Creek 16" Waterline
- Kensington Park Waterline
- 1431 Elevated Storage Tank
- HEC Campus Waterlines and PRV
- CR112 Ext. Waterline and PRV
- Meadowlake and Settlement Waterlines
- Highway 79 12" Waterline
- Doublecreek 16" Waterline & Connections
- South Arterial A 16" Waterline
- Southcreek 12" Waterline
- 12" Creekbend Waterline
- Lake Travis Supply and Treatment System

Five-Year Capital Improvement Program Project Summary (Cont.)

Water Utility (Cont.)

Water system lines, storage improvements and system improvements are ongoing capital repairs or betterments. These projects improve, strengthen or increase the city's water utility system to provide the level of service required by our citizen's and businesses. Expanding water services is necessary to accommodate the City's current growth and future growth. Major renovations and repairs keep the water system running efficiently and effectively.

Reclaimed Water Utility

- Water Re use at Old Settlers Park

This project involves using treated wastewater for irrigation of Old Settler's Park. Recycling the treated wastewater is an environmentally friendly, economical and safe solution for large irrigation.

Regional Water and Wastewater

- Lake Stillhouse Hollow Pipeline

Lake Stillhouse Hollow pipeline is a recently completed pipeline is a reserved capacity at the present time, but allows the City access to the additional water when needed.

Wastewater Utility

- Sanitary Sewer Engineering Study/Repairs
- Wastewater Basin Inspection and Repairs
- Chandler Creek Interceptor
- Wastewater Line at Water Treatment Plant Improvements
- Avery Farms Wastewater Interceptor
- 2003 Wastewater Collection System Master Plan
- 10 Inch Wastewater Line at 620 and Briarwood
- Westinghouse Wastewater Line
- McNutt Creek Wastewater Improvements
- Rehabilitation of Lift Stations - Oak Bluff, The Shops, Forest Creek and Trevino Court
- Chandler Creek
- Future Wastewater Interceptor

Wastewater system line improvements are line extensions to serve a growing customer base, ongoing capital repairs or betterments. Completed repairs and renovations provide significant treatment cost reductions in the future by preventing ground water from seeping into collector lines.

Regional Wastewater

- Wastewater Treatment Plant Rehabilitation
- Wastewater Tunnel

The Brushy Creek Regional Wastewater System capital expenditures include line extensions constructed by the Brazos River Authority/Lower Colorado River Authority Alliance on behalf of the system customers.

Capital Improvement Program Project Cost Summary

The following table summarizes the project cost of the City of Round Rock Capital Improvement Program. Included in the total project cost, is the City of Round Rock's funded amount and all other outside funding. The annual operating costs are the anticipated operating costs expected in the first fiscal year of a new program associated with the completion of a capital project.

Project/Program Title	Total Project Cost	Annual Operating Costs
General		
Public Service Facilities		
Public Works Building Expansion	\$969,069	\$25,000
Municipal Office Complex Phase One	\$5,768,856	\$60,000
Municipal Office Complex Phase Two	\$11,845,000	\$60,000
Public Works Maintenance Office And Warehouse	\$513,901	
Public Works Vehicle Maintenance Yardsite	\$667,074	
SW Downtown Area Infrastructure	\$6,045,000	\$15,000
Information Technology		
Document Imaging Project	\$100,000	
Human Resource System Enhancement	\$101,950	
Network Security Audit	\$60,000	
Peoplesoft Software Upgrade	\$198,050	
Public Safety Equipment And Facilities		
Fire Engine Replacement Program	\$1,630,000	
Fire Station No. Two Replacement	\$1,625,000	
Fire Station No. Six	\$2,300,000	\$520,000
Computer Aided Dispatch/records Management	\$1,996,199	\$60,000
New Police Department Building	\$6,570,000	
Police Building "A" Renovation	\$95,186	
Parks and Recreation		
Senior Citizens Center	\$4,630,000	\$416,000
City Trail Systems-a	\$685,000	\$20,760
City Wide Trails	\$790,000	\$27,000
Old Settlers Park Improvements	\$4,155,160	\$30,000
Old Settlers Park Phase Two	\$1,220,058	\$30,000
Purchase Parkland	\$1,908,897	
Chisholm Trail Statuary	\$148,000	\$3,000
Pard Yardsite Renovation	\$1,300,000	
Clay Madsen Recreation Center Fitness Expansion	\$105,181	
West Side Recreation Center	\$7,000,000	\$1,200,000
Neighborhood Parks	\$915,698	

Capital Projects Funds Expenditures

CIP Project Cost Summary

Capital Improvement Program Project Cost Summary (Cont.)

Project/Program Title	Total Project Cost	Annual Operating Costs
General (Cont.)		
Sidewalks, Landscapes and Traffic Signals		
Downtown Sidewalks	\$740,426	
Mays Street Sidewalks	\$155,000	
1998 Citywide Sidewalk Program	\$261,000	
Citywide Sidewalks-Phase One	\$1,000,000	
Forest Creek Safety and Sidewalk Improvements	\$250,000	
County Road 122 Sidewalks	\$1,010,000	
2000 Corridor Enhancements	\$100,000	
2002 Corridor Enhancements-Phs. 1	\$500,000	\$10,000
Downtown Parking and Traffic Circulation	\$4,000,000	\$30,000
Traffic Signals-Variou Locations	\$1,290,000	
Public Transportation Study	\$186,000	
Streets, Drainage and Storm Water Control		
Berglund Streets Improvements	\$961,064	
Chisholm Trail North	\$1,079,412	
County Road 122 Improvements	\$3,058,382	
2001 Seal Coat Program	\$1,146,000	
2002 Seal Coat Program	\$1,122,894	
2003 Seal Coat Program	\$1,966,239	
Louis Henna and Doublecreek Turn Lanes	\$112,700	
Gattis School Road Intersection & Safety	\$2,910,000	
Creekbend Boulevard	\$5,175,000	
Chisholm Trail Reconstruction	\$6,160,000	
Chisholm Parkway Extension	\$1,300,000	
Sam Bass Road	\$3,820,000	
Downtown Streets Phase 1	\$2,190,000	
Various Round Rock West Streets	\$1,775,000	
Austin and Liberty Avenue	\$3,895,000	
Eggers Acres-Dennis Drive Improvements	\$1,570,000	
Ledbetter Street	\$280,000	
Southcreek Channel Improvements	\$1,780,000	
Bowman Road Drainage	\$1,499,999	
Messick Loop-Hanlac Trail Channel Improvements	\$640,000	
Hester's Crossing Channel Improvements	\$150,000	
Onion Branch Stormwater	\$315,000	
Wayne Dr. Culvert & Channel Improvements	\$25,000	
Shaded Way Improvements	\$130,000	
General Projects Total	\$115,898,395	

Capital Improvement Program Project Cost Summary (Cont.)

Project/Program Title	Total Project Cost	Annual Operating Costs
Transportation		
Arterial A	\$1,150,000	
Forest Creek	\$4,378,319	
Double Creek Drive	\$2,850,000	
A.W. Grimes Blvd.	\$23,550,000	
Arterial C	\$800,000	
CR 113	\$8,590,000	
FM 1460	\$8,800,000	
Greenlawn Extension	\$4,458,695	
Greenlawn Interchange	\$17,000,000	
IH35 Turnarounds	\$7,036,562	
Prime Strategies-Coordination of agencies for SH45	\$52,326	
RM 620	\$11,000,000	
SH45	\$272,576,911	
South Mays Street Improvements	\$4,980,000	
Traffic Signals	\$1,400,000	
Traffic Signal Coordination	\$100,000	
US 79-from CR195 to CR110	\$6,350,000	
US 79-from FM1460 to CR195	\$11,012,745	
Transportation Consulting	\$341,961	
IH35 Area Improvements	\$6,000,000	
Hester's Crossing Bridge Replacement	\$7,650,000	
Palm Valley Feasibility Study	\$87,400	
County Rd. 122 Phase Two	\$596,706	
County Rd. 122 Phase Three	\$3,793,536	
Transportation Projects Total	\$404,555,161	
Water / Wastewater Utility		
Water Utility		
Water System Improvements	\$5,863,200	
West Round Rock Line, Tank & Standpipe	\$3,600,000	
12 Inch Waterline at Hotel Center	\$75,935	
Water Distribution Model Upgrade	\$200,000	
Barton Hill Elevated Tanks	\$3,155,000	
East Transmission Line Phase 1	\$3,133,871	

Capital Projects Funds Expenditures

CIP Project Cost Summary

Capital Improvement Program Project Cost Summary (Cont.)

Project/Program Title	Total Project Cost	Annual Operating Costs
Water Utility (Cont.)		
East Transmission Line Phase 2	\$3,138,198	
A.W. Grimes Waterline	\$1,007,340	
Fern Bluff Tank Improvements	\$65,494	
Groundwater Filtration	\$4,000,000	
High Country Pressure Reducing Valve	\$138,650	
Main Well Site Improvements-Lake Creek	\$2,067,280	
Water Tanks Rehabilitation	\$1,500,000	
Raw Water Pump Station-Lake Georgetown	\$2,500,000	
SouthCreek Pressure Improvements	\$189,701	
20 MGD Water Treatment Plant Expansion-Phase 5	\$17,486,072	
Two 30" Waterline Modification-D.B. Woods	\$250,000	
Deerfoot Dr. 8" Waterline	\$78,957	
2003 Water Distribution Plan	\$180,000	
Utility Billing System Upgrade	\$80,000	
Relocate Waterline at SH29 and CR265	\$2,638,090	
Southeast Ground 16" Waterline Bypass	\$46,000	
Gattis School Road 12" Waterline	\$359,055	
FM1431 (Stone Oak) Booster Pump Station ¹	\$410,000	
East Transmission Line Phase 3-A *	\$1,025,000	
East Transmission Line Phase 3-B *	\$5,247,000	
East Transmission Line Phase 3-A-2	\$928,000	
Forest Creek 16" Waterline	\$340,798	
Electric Generators-High Service Pumps	\$500,000	
PRV Installation Program	\$250,000	
A.W. Grimes Waterline Phase 2	\$300,000	
Kensington Park 16" Waterline *	\$441,000	
1431 Elevated Storage Tank *	\$1,800,000	
HEC Campus Waterlines and PRV *	\$840,500	
CR 112 Ext. Waterline and PRV *	\$912,000	
Meadowlake and Settlement Waterlines *	\$919,000	
Highway 79 12" Waterline *	120,000	
Doublecreek 16" Waterline *	\$1,176,000	
Doublecreek 12" and 16" Waterline and Connections*	\$317,500	
South Arterial "A" 16" Waterline *	\$525,000	
Southcreek 12" Waterline *	\$392,000	
East Transmission Line Phase 4 *	\$1,800,000	
Water Tanks Rehabilitation *	\$1,100,000	
12" Creek Bend Water Line	\$420,000	

Capital Improvement Program Project Cost Summary (Cont.)

Project/Program Title	Total Project Cost	Annual Operating Costs
Water Utility (Cont.)		
Waster Distribution Model and Master Plan Update *	\$75,000	
Ground Water Treatment at Lake Creek Phase 2 *	\$4,000,000	
Lake Travis Raw Supply System *	\$6,099,544	
Lake Travis Treated Supply System*	\$60,995,444	
Wastewater Utility		
Westinghouse Wastewater Line	\$1,530,444	
Water Treatment Plant Wastewater Line	\$463,800	
Sanitary Sewer Inspection & Repair	\$1,962,256	
10" WW Line Briarwood & 620	\$100,000	
Wastewater Basin Inspection FY01-02	\$371,573	
Basin Inspections & Repairs FY02-03	\$1,869,435	
Basin Inspections & Repairs FY03-04	\$4,017,696	
Basin Inspections & Repairs FY04-05	\$3,062,960	
Basin Inspections & Repairs FY05-06	\$2,924,086	
Avery Farms Interceptor	\$2,050,000	
2003 Wastewater Collection System Plan	\$233,000	
McNutt Creek Wastewater Systems Improvements	\$9,000,000	
Chandler Creek Interceptor	\$5,148,932	
Kiphen Road Wastewater Line	\$150,000	
Flow Monitoring Study	\$200,000	
Basin Inspections and Repairs FY06-07 *	\$3,552,669	
Basin Inspections and Repairs FY07-08 *	\$4,561,992	
Basin Inspections and Repairs FY08-09 *	\$1,857,575	
Rehabilitation of Oak Bluff Lift Station *	\$489,600	
Rehabilitation of the Shops Lift Station *	\$71,424	
Rehabilitation of Forest Creek Lift Station *	\$336,960	
Rehabilitation of Trevino Court Lift Station *	\$146,880	
Chandler Creek Improvements *	\$1,932,500	
Future Interceptor *	\$3,000,000	
Regional Wastewater Utility		
East Wastewater Treatment Plant Expansion **	\$32,651,020	
Brushy Creek Tunnel **	\$11,100,414	
Water Re-use		
Old Settler's Park Irrigation	\$1,800,000	
Water / Wastewater Utility Projects Total	\$247,383,127	

*These utility projects are in the planning phase for future construction.

**LCRA regional projects.

Capital Projects Funds Expenditures

CIP Funding Summary

Capital Improvement Program Funding Summary

As described within the three components of the City of Round Rock's Capital Improvements Projects there are specified funding sources. These are the City's identified funding sources for the Capital Improvement Program.

General Government Funding Sources

2001- \$89,800,000 Authorized General Obligation Bonds

2002 General Obligation Bonds-First Issue	\$35,000,000
2004 General Obligation Bonds-Second Issue	\$20,000,000
Future General Obligation Bonds-Third Issue	\$34,800,000
2000 Certificates of Obligation	\$10,750,000
1998 General Obligation Bonds	\$8,905,000
1997 Certificates of Obligation	\$5,185,000
General Self Financed Construction	\$14,704,023
Regional Detention Fees	\$620,000

Transportation Funding Sources

Transportation Construction Fund

2001 Sales Tax Revenue Bonds	\$25,890,000
State Infrastructure Bank Loans	\$31,000,000
Transportation Sales Tax *	\$61,344,766

Water and Wastewater Utility Funding Sources

Utility Construction Funding **	\$95,637,823
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*1/2 cent sales tax, future borrowings and participation funding.

** Funding for Utility construction projects include cash transfers from Water and Wastewater Services, (pay as you go financing), Impact Fees, where applicable and the future issuance of revenue bonds.

Capital Improvement Program Project Funding Detail

The following tables identify the funding source name, type and a list of capital projects that utilize that source. Some projects will appear in more than one table as the project has multiple funding sources.

General Government Funding Sources

2001 Authorized General Obligation Bonds

Project/Program Title	Total Project Cost	First Issue Funding 2002	Second Issue Funding 2004	Third Issue Funding
Public Service Facilities				
Public Works Building Expansion ¹	\$969,069	\$700,000		
Municipal Office Complex Phs. Two	\$11,845,000		\$200,000	\$11,645,000
SW Downtown Area Infrastructure	\$6,045,000	\$5,045,000	\$1,000,000	
Public Safety Equipment and Facilities				
Fire Engine Replacement Program	\$1,630,000	\$800,000	\$410,000	\$420,000
Fire Station No. 2 Replacement	\$1,625,000	\$1,625,000		
New Police Department Building	\$6,570,000	\$1,965,000	\$4,605,000	
Fire Station No. Six	\$2,300,000	\$2,300,000		
Parks and Recreation				
Senior Citizens Center	\$4,630,000	\$4,630,000		
City Trail Systems-A	\$685,000			\$685,000
Old Settlers Park Improvements ²	\$4,155,160	\$1,120,000	\$2,870,000	
West Side Recreation Center	\$7,000,000	\$10,000	\$200,000	\$6,790,000
Neighborhood Parks ³	\$915,698	\$310,000	\$525,000	
Sidewalks, Landscapes and Traffic Signals				
Citywide Sidewalks-Phase One	\$1,000,000	\$333,000	\$333,000	\$334,000
Forest Creek Safety and Sidewalk Improvements	\$250,000	\$250,000		
County Road 122 Sidewalks	\$1,010,000		\$1,010,000	
2002 Corridor Enhancements-Phs. 1	\$500,000	\$220,000	\$140,000	\$140,000
Downtown Parking and Traffic Circulation	\$4,000,000	\$2,031,500	\$1,491,300	\$477,200
Traffic Signals-Variou Locations	\$1,290,000	\$431,000	\$182,500	\$676,500
Streets, Drainage and Storm Water Control				
Gattis School Road Intersection & Safety	\$2,910,000	\$2,910,000		
Creekbend Boulevard	\$5,175,000	\$1,228,000	\$500,000	\$3,447,000
Chisholm Trail Reconstruction	\$6,160,000	\$1,530,000	\$2,000,000	\$2,630,000
Chisholm Parkway Extension	\$1,300,000	\$450,000	\$500,000	\$350,000
Sam Bass Road	\$3,820,000	\$1,035,000	\$1,960,000	\$825,000
Downtown Streets Phase 1	\$2,190,000	\$2,190,000		

Capital Projects Funds Expenditures

CIP Program Project Funding Detail

Capital Improvement Program Project Funding Detail (Cont.)

2001 Authorized General Obligation Bonds (continued)

Project/Program Title	Total Project Cost	First Issue Funding 2002	Second Issue Funding 2004	Third Issue Funding
Streets, Drainage and Storm Water Control				
Various Round Rock West Streets	\$1,775,000	\$1,775,000		
Austin and Liberty Avenue	\$3,895,000		\$665,000	\$3,230,000
Eggers Acres-Dennis Drive Improvements	\$1,570,000		\$423,000	\$1,147,000
Ledbetter Street	\$280,000			\$280,000
Southcreek Channel Improvements	\$1,780,000	\$1,780,000		
Bowman Road Drainage	\$1,499,999		\$775,000	\$724,999
Messick Loop-Hanlac Trail Channel Improvements	\$640,000			\$640,000
Issuance Costs		\$331,500	\$210,200	\$358,301
Total 2001 Authorized General Obligation Bonds		\$35,000,000	\$20,000,000	\$34,800,000

¹ Public Works Building Expansion has funding in General Self Finance Construction Funds.

² Old Settlers Park Improvements has funding in 2000 Certificates of Obligation and 1998 General Obligation Bonds.

³ Neighborhood Parks has funding in 2000 Certificates of Obligation and 1998 General Obligation Bonds.

Capital Improvement Program Project Funding Detail (Cont.)

2000 Certificates of Obligation

Project/Program Title	Total Project Cost	2000 C.O. Funding
Public Facilities		
Public Works Maintenance Office and Mini-Warehouse ¹	\$513,901	\$254,478
Municipal Office Complex Phase One ²	\$5,768,856	\$5,686,377
Parks and Recreation		
Neighborhood Parks ^{2a}	\$915,698	\$76,770
Old Settlers Improvements ^{2b}	\$4,155,160	\$65,160
Citywide Trails ³	\$790,000	\$500,000
Sidewalks		
Downtown Sidewalks ⁴	\$740,426	\$205,717
Completed Projects		\$3,714,049
Issuance Costs		\$247,449
Total 2000 Certificates of Obligation		\$10,750,000

¹ Public Works Maintenance Office & Mini-Warehouse has funding in General Self Financed Construction.

² Municipal Office Complex Phase One has funding in General Self Financed Construction.

^{2a} Neighborhood Parks has funding in the 2001 GO's and 1998 GO's.

^{2b} Old Settlers Improvements has funding in the 2001 GO's and 1998 GO's.

³ City-wide Trails has funding in General Self Financed Construction.

⁴ Downtown Sidewalks has funding in the 1998 GO's and General Self Financed Construction.

Capital Projects Funds Expenditures

CIP Program Project Funding Detail

Capital Improvement Program Project Funding Detail (Cont.)

1998 General Obligation Bonds

Project/Program Title	Total Project Cost	1998 G.O. Funding
Parks and Recreation		
Old Settlers Park Phase Two ¹	\$1,220,058	\$952,959
Old Settlers Improvements ^{1a}	\$4,155,160	\$100,000
Neighborhood Parks ^{1b}	\$915,698	\$3,928
Streets, Drainage and Storm Water Control		
Downtown Sidewalks ²	\$740,426	\$61,426
Berglund Streets Improvements	\$961,064	\$961,064
Chisholm Trail North	\$1,079,412	\$1,079,412
County Road 122 Improvements ³	\$3,058,382	\$1,458,382
Completed Projects		\$4,228,829
	Issuance Costs	\$59,000
Total 1998 General Obligation Bonds		\$8,905,000

¹ Old Settlers Park Phase Two has funding in General Self Financed Construction.

^{1a} Old Settlers Improvements has funding in 2001 GO's and 2000 CO's.

^{1b} Neighborhood Parks has funding in 2001 GO's and 2000 CO's.

² Downtown Sidewalks has funding in General Self Financed Construction and 2000 CO's.

³ County Road 122 Improvements has funding in General Self Financed Construction.

Capital Improvement Program Project Funding Detail

1997 Certificates of Obligation

Project/Program Title	Total Project Cost	1997 C.O. Funding
SIDEWALKS, LANDSCAPES AND TRAFFIC SIGNALS		
Louis Henna and Doublecreek Turn Lanes	\$112,700	\$112,700
Mays Street Sidewalks	\$155,000	\$155,000
Completed Projects		\$4,732,300
	Issuance Costs	\$185,000
Total 1997 Certificates of Obligation		\$5,185,000

Capital Improvement Program Project Funding Detail (Cont.)

General Self Financed Construction

Project/Program Title	Total Project Cost	General Self Financed Funding
Public Service Facilities		
Municipal Office Complex Phase One ¹	\$5,768,856	\$82,479
P.W. Maintenance Office & Warehouse ^{1a}	\$513,901	\$259,423
P.W. Vehicle Maintenance Yardsite	\$667,074	\$667,074
Public Works Building Expansion ^{1b}	\$969,069	\$269,069
Public Safety Equipment and Facilities		
Police Building "A" Renovation	\$95,186	\$95,186
Computer Aided Dispatch & Records	\$1,996,199	\$1,996,199
Parks and Recreation		
Citywide Trails ²	\$790,000	\$290,000
Old Settlers Park Phase Two ³	\$1,220,058	\$267,099
Chisholm Trail Statuary	\$148,000	\$148,000
Clay Madsen Recreation Center Fitness Renovation	\$105,181	\$105,181
Yard Site Renovation	\$1,300,000	1,300,000
Parkland Purchase	\$1,908,897	\$1,908,897
Sidewalks, Landscapes and Traffic Signals		
Downtown Sidewalks ⁴	\$740,426	\$473,283
1998 Citywide Sidewalk Program	\$261,000	\$261,000
1999-2000 Corridor Enhancement Program	\$100,000	\$100,000
Streets, Drainage and Storm Water Control		
County Road 122 ⁵	\$3,058,382	\$1,600,000
Public Transportation Study	\$186,000	\$186,000
2001 Seal Coat Program	\$1,146,000	\$1,146,000
2002 Seal Coat Program	\$1,122,894	\$1,122,894
2003 Seal Coat Program	\$1,966,239	\$1,966,239
Information Technology		
Document Imaging Project	\$100,000	\$100,000
Human Resource System Enhancement	\$101,950	\$101,950
Network Security Audit	\$60,000	\$60,000
Peoplesoft Software Upgrade	\$198,050	\$198,050
Total General Self Financed Construction		\$14,704,023

¹ Municipal Office Complex Phase One has funding in 2000 CO's.

^{1a} P.W. Maintenance Office & Warehouse has funding in the 2000 CO's.

^{1b} Public Works Building Expansion has funding in 2002 GO's.

² Citywide Trails has funding in 2000 CO's.

³ Old Settlers Park Phase Two has funding in 1998 GO's.

⁴ Downtown Sidewalks has funding in the 1998 GO's and the 2000 CO's.

⁵ County Rd. 122 has funding in the 1998 GO's

Capital Projects Funds Expenditures

CIP Program Project Funding Detail

Capital Improvement Program Project Funding Detail (Cont.)

Regional Detention Fees

Project/Program Title	Total Project Cost	Regional Detention Funding
Drainage and Stormwater Control		
Hester's Crossing Channel Improvements	\$150,000	\$150,000
Onion Branch Stormwater	\$315,000	\$315,000
Wayne Dr. Culvert & Channel Improvements	\$25,000	\$25,000
Shaded Way Improvements	\$130,000	\$130,000
Total Regional Detention Fees		\$620,000

Transportation Fund

Project/Program Title	Total Project Cost	Round Rock Transportation Funding*	Other Funding
Transportation Projects			
Arterial A	\$1,150,000	\$1,150,000	
Forest Creek	\$4,378,319	\$3,006,179	\$1,372,140
Double Creek Drive	\$2,850,000	\$2,850,000	
A.W. Grimes Blvd.	\$23,550,000	\$20,801,354	\$2,748,646
Arterial C	\$800,000	\$800,000	
CR 113	\$8,590,000	\$7,367,350	\$1,222,650
FM 1460	\$8,800,000	\$600,000	\$8,200,000
Greenlawn Extension	\$4,458,695	\$3,825,000	\$633,695
Greenlawn Interchange	\$17,000,000	\$5,000,000	\$12,000,000
IH35 Turnarounds	\$7,036,562	\$3,533,562	\$3,503,000
Prime Strategies-Coordination of agencies for SH45	\$52,326	\$52,326	
RM 620	\$11,000,000	\$2,500,000	\$8,500,000
SH45	\$272,576,911	\$31,376,911	\$241,200,000
South Mays Street Improvements	\$4,980,000	\$4,980,000	
Traffic Signals	\$1,400,000	\$1,400,000	
Traffic Signal Coordination	\$100,000	\$100,000	
US 79-from CR195 to CR110	\$6,350,000	\$2,550,000	\$3,800,000
US 79-from FM1460 to CR195	\$11,012,745	\$8,012,745	\$3,000,000
Transportation Consulting	\$341,961	\$341,961	
IH35 Area Improvements	\$6,000,000	\$6,000,000	
Hester's Crossing Bridge Replacement	\$7,650,000	\$7,650,000	
Palm Valley Feasibility Study	\$87,400	\$87,400	
County Rd. 122 Phase Two	\$596,706	\$596,706	
County Rd. 122 Phase Three	\$3,793,536	\$3,653,272	\$140,264
Total Transportation Fund		\$118,234,766	\$286,320,395

*This funding includes sales tax revenue, state infrastructure bank loans and sales tax revenue bonds.

Capital Improvement Program Project Funding Detail (Cont.)

Water / Wastewater

Utility Funding

Project/Program Title	Total Cost	Utility Funding
Water Utility		
Water System Improvements	\$5,863,200	\$5,863,200
West Round Rock Line, Tank & Standpipe	\$3,600,000	\$3,600,000
12Inch Waterline at Hotel Center	\$75,935	\$75,935
Water Distribution Model Upgrade	\$200,000	\$200,000
Barton Hill Elevated Tanks	\$3,155,000	\$3,155,000
East Transmission Line Phase 1	\$3,133,871	\$3,133,871
East Transmission Line Phase 2	\$3,138,198	\$3,138,198
East Transmission Line Phase 3-A	\$1,025,000	\$1,025,000
East Transmission Line Phase 3-A-2	\$928,000	\$928,000
A.W. Grimes Waterline	\$1,007,340	\$1,007,340
Fern Bluff Tank Improvements	\$65,494	\$65,494
Groundwater Filtration	\$4,000,000	\$4,000,000
High Country Pressure Reducing Valve	\$138,650	\$138,650
Main Well Site Improvements-Lake Creek	\$2,067,280	\$2,067,280
Water Tanks Rehabilitation	\$1,500,000	\$1,500,000
Raw Water Pump Station-Lake Georgetown	\$2,500,000	\$2,500,000
SouthCreek Pressure Improvements	\$189,701	\$189,701
20 MGD Water Treatment Plant Expansion-Phase 5	\$17,486,072	\$17,486,072
Two 30" Waterline Modification-D.B. Woods	\$250,000	\$250,000
Deerfoot Dr. 8" Waterline	\$78,957	\$78,957
2003 Water Distribution Plan	\$180,000	\$180,000
Utility Billing System Upgrade	\$80,000	\$80,000
Relocate Waterline at SH29 and CR265	\$2,638,090	\$2,638,090
Southeast Ground 16" Waterline Bypass	\$46,000	\$46,000
Gattis School Road 12" Waterline	\$359,055	\$359,055
FM1431(Stone Oak) Booster Pump Station	\$410,000	\$410,000
Forest Creek 16" Waterline	\$340,798	\$340,798
Electric Generator-High Service Pumps	\$500,00	\$500,00
A.W. Grimes Waterline Phase 2	\$300,00	\$300,00
PRV Installation Program Phase 1	\$250,000	\$250,000
East Transmission Line Phase 3-B	\$5,247,000	\$5,247,000

Capital Projects Funds Expenditures

CIP Program Project Funding Detail

Capital Improvement Program Project Funding Detail (Cont.)

Water / Wastewater

Utility Funding (continued)

Project/Program Title	Total Cost	Utility Funding
Wastewater Utility		
Westinghouse Wastewater Line	\$1,530,444	\$1,530,444
Water Treatment Plant Wastewater Line	\$463,800	\$463,800
Sanitary Sewer Inspection & Repair	\$1,962,256	\$1,962,256
10" WW Line Briarwood & 620	\$100,000	\$100,000
Wastewater Basin Inspection FY01-02	\$371,573	\$371,573
Basin Inspections & Repairs FY02-03	\$1,869,435	\$1,869,435
Basin Inspections & Repairs FY03-04	\$4,017,696	\$4,017,696
Basin Inspections & Repairs FY04-05	\$3,062,960	\$3,062,960
Basin Inspections & Repairs FY05-06	\$2,924,086	\$2,924,086
Avery Farms Interceptor	\$2,050,000	\$2,050,000
2003 Wastewater Collection System Plan	\$233,000	\$233,000
Kiphen Rd. Wastewater Line	\$150,000	\$150,000
Flow Monitoring Study	\$200,000	\$200,000
McNutt Creek Wastewater Systems Improvements	\$9,000,000	\$9,000,000
Chandler Creek Interceptor	\$5,148,932	\$5,148,932
Water Re-use		
Old Settler's Park Irrigation	\$1,800,000	\$1,800,000
Total Water / Wastewater Utility Fund		\$95,637,823

Capital Improvement Program Project Proposed Expenditures

The following tables provide actual and estimated capital expenditures through fiscal year 2006.

General Government Projects

Project	Estimated Total Project Cost	Expenditures Through 09/30/04	2004-2005 Proposed Expenditures	2005-2006 Proposed Expenditures
Public Service Facilities				
Public Works Building Expansion	\$969,069	\$956,565	\$12,504	
Municipal Office Complex Phase One	\$5,768,856	\$5,768,856		
Municipal Office Complex Phase Two*	\$11,845,000		\$100,000	\$100,000
Public Works Maintenance Office and Warehouse	\$513,901	Completed		
Public Works Vehicle Maintenance Yardsite	\$667,074	Completed		
SW Downtown Area Infrastructure*	\$6,045,000	\$530,464	\$3,007,925	\$2,005,280
Information Technology				
Document Imaging Project	\$100,000	Completed		
Human Resource System Enhancement	\$101,950	\$48,776	\$53,174	
IT Network Security Audit	\$60,000		\$60,000	
Peoplesoft Software Upgrade	\$198,050	\$167,541	\$30,509	
Public Safety Equipment & Facilities				
Fire Engine Replacement Program*	\$1,630,000	\$814,549	\$410,000	
Fire Station No. Two Replacement	\$1,625,000	\$353,945	\$1,271,055	
Fire Station No. Six	\$2,300,000	\$1,582,276	\$717,724	
Computer Aided Dispatch/Records Management	\$1,996,199	\$1,348,199	\$648,000	
New Police Department Building*	\$6,570,000	\$1,120,808	\$812,532	\$2,302,500
Police Building "A" Renovation	\$95,186	\$95,186		
Parks and Recreation				
Senior Citizens Center	\$4,630,000	\$864,291	\$3,765,709	
City Trail Systems-A*	\$685,000			
City Wide Trails	\$790,000	\$643,438	\$146,562	
Old Settlers Park Improvements	\$4,155,160	\$603,873	\$2,317,118	\$1,234,169
Old Settlers Park Phase Two	\$1,220,058	Completed		
Purchase Parkland	\$1,908,897	\$1,908,897		
Chisholm Trail Statuary	\$148,000	Completed		
PARD Yardsite Renovation	\$1,300,000	\$1,245,943	\$54,057	
Clay Madsen Recreation Center Fitness Expansion	\$105,181	\$105,181		
West Side Recreation Center*	\$7,000,000		\$10,000	\$200,000
Neighborhood Parks	\$915,698	\$293,251	\$622,447	

Capital Projects Funds Expenditures

CIP Program Project Proposed Expenditures

Capital Improvement Program Project Proposed Expenditures (Cont.) General Government Projects (Cont.)

Project	Estimated Total Project Cost	Expenditures Through 09/30/04	2004-2005 Proposed Expenditures	2005-2006 Proposed Expenditures
Sidewalks,landscapes and Traffic Signals				
Downtown Sidewalks	\$740,426	Completed		
Mays Street Sidewalks	\$155,000	\$25,964	\$129,036	
1998 Citywide Sidewalk Program	\$261,000	Completed		
Citywide Sidewalks-Phase One	\$1,000,000	\$650,895	\$349,105	
Forest Creek Safety and Sidewalk Improve- ments	\$250,000	\$94,406	\$155,594	
County Road 122 Sidewalks	\$1,010,000		\$585,000	\$425,000
2000 Corridor Enhancements	\$100,000	\$100,000		
2002 Corridor Enhancements-Phs.1*	\$500,000	\$25,079	\$334,921	
Downtown Parking and Traffic Circulation*	\$4,000,000	\$1,428,150	\$2,064,367	
Traffic Signals-Variou Locations*	\$1,290,000	\$430,999	\$182,501	
Public Transportation Study	\$186,000	\$160,243	\$25,757	
Streets, Drainage and Storm Water Control				
Berglund Streets Improvements	\$961,064	\$246,228	\$714,836	
Chisholm Trail North	\$1,079,412	\$896,986	\$182,426	
County Road 122 Improvements	\$3,058,382	\$772,921	\$2,285,461	
2001 Seal Coat Program	\$1,146,000	Completed		
2002 Seal Coat Program	\$1,122,894	Completed		
2003 Seal Coat Program	\$1,966,239	\$1,965,753	\$486	
Louis Henna and Doublecreek Turn Lanes	\$112,700	\$106,654	\$6,046	
Gattis School Road Intersection & Safety	\$2,910,000	\$289,225	\$1,479,420	\$1,141,355
Creekbend Boulevard*	\$5,175,000	\$158,808	\$1,069,192	\$500,000
Chisholm Trail Reconstruction*	\$6,160,000	\$180,948	\$1,150,000	\$2,199,052
Chisholm Parkway Extension*	\$1,300,000	\$54,214	\$645,786	\$250,000
Sam Bass Road*	\$3,820,000	\$124,669	\$1,860,000	\$1,010,331
Downtown Streets Phase 1	\$2,190,000	\$751,712	\$1,438,288	
Various Round Rock West Streets	\$1,775,000	\$485,101	\$1,289,899	
Austin and Liberty Avenue*	\$3,895,000		\$465,000	\$200,000
Eggers Acres-Dennis Dr. Improvements*	\$1,570,000		\$206,500	\$216,500
Ledbetter Street	\$280,000	\$100,372	\$179,628	
Southcreek Channel Improvements	\$1,780,000	\$236,660	\$1,543,340	
Bowman Road Drainage*	\$1,499,999		\$467,500	\$307,500
Messick Loop-Hanlac Trail Channel Im- provements *	\$640,000			
Hester's Crossing Channel Improvements	\$150,000	\$144,664	\$5,336	

Capital Improvement Program Project Proposed Expenditures (Cont.)
General Government Projects (Cont.)

Project	Estimated Total Project Cost	Expenditures Through 09/30/04	2004-2005 Proposed Expenditures	2005-2006 Proposed Expenditures
Streets, Drainage and Storm Water Control (Cont.)				
Onion Branch Stormwater	\$315,000	\$52,736	\$262,265	
Wayne Dr. Culvert & Channel Improvements	\$25,000	\$21,671	\$3,329	
Shaded Way Improvements	\$130,000	\$106,333	\$23,667	
Total	\$115,897,395	\$28,063,430	\$33,144,002	\$12,091,687

* Funding beyond fiscal year 2005-2006 will be required.

**Additional outside funding will be required.

Capital Projects Funds Expenditures

CIP Program Project Proposed Expenditures

Capital Improvement Program Project Proposed Expenditures Transportation Projects

Project	Estimated Total Project Cost	Expenditures Through 09/30/04	2004-2005 Proposed Expenditures	2005-2006 Proposed Expenditures
Arterial A	\$1,150,000	\$1,105,641	\$44,359	
Forest Creek**	\$4,378,319	\$962,488	\$3,338,216	
Double Creek Drive	\$2,850,000	\$2,000,894	\$849,106	
A.W. Grimes Blvd.**	\$23,550,000	\$15,048,729	\$4,661,397	\$3,073,929
Arterial C*	\$800,000			
CR 113* **	\$8,590,000	\$1,551,249	\$722,470	\$4,050,747
FM 1460**	\$8,800,000	\$512,834	\$87,616	
Greenlawn Extension**	\$4,458,695	\$3,825,000		
Greenlawn Interchange* **	\$17,000,000			
IH35 Turnarounds**	\$7,036,562	\$3,533,562		
Prime Strategies - Coordination of agencies for SH45	\$52,326	\$52,326		
RM 620 **	\$11,000,000			\$2,500,000
SH45**	\$272,576,911	\$31,455,972	\$5,770,939	
South Mays Street Improvements	\$4,980,000	\$4,690,787	\$289,214	
Traffic Signals	\$1,400,000	\$485,391	\$914,609	
Traffic Signal Coordination	\$100,000	\$37,052	\$62,948	
US 79-from CR195 to CR110**	\$6,350,000	\$2,285,892	\$264,108	
US 79-from FM1460 to CR195**	\$11,012,745	\$3,154,268	\$4,858,477	
Transportation Consulting	\$341,961	\$125,546	\$216,415	
IH35 Area Improvements	\$6,000,000	\$221,643	\$5,778,357	
Hester's Crossing Bridge Replacement	\$7,650,000	\$89,308	\$1,489,014	\$6,071,678
Palm Valley Feasibility Study	\$87,400	\$8,159	\$79,241	
County Rd. 122 Phase Two	\$596,706		\$596,706	
County Rd. 122 Phase Three**	\$3,793,536	\$238,824	\$2,158,539	\$1,255,909
Total	\$404,555,161	\$71,385,565	\$32,181,731	\$16,952,263

* Funding beyond fiscal year 2005-2006 will be required.

**Additional outside funding will be required.

Capital Projects Funds Expenditures
CIP Program Project Proposed Expenditures

Capital Improvement Program Project Proposed Expenditures
Water / Wastewater
Utility Projects

Project	Estimated Total Project Cost	Expenditures Through 09/30/04	2004-2005 Proposed Expenditures	2005-2006 Proposed Expenditures
Water Utility				
Water System Improvements	\$5,863,200	\$5,803,065	\$60,135	
West Round Rock Line, Tank & Standpipe	\$3,600,000			\$3,600,000
12Inch Waterline at Hotel Center	\$75,935	\$72,672	\$3,262	
Water Distribution Model Upgrade	\$200,000	\$178,173	\$21,827	
Barton Hill Elevated Tanks	\$3,155,000	\$2,903,525	\$251,475	
East Transmission Line Phase 1	\$3,133,871	\$2,812,871	\$321,000	
East Transmission Line Phase 2	\$3,138,198	\$2,838,198	\$300,000	
East Transmission Line Phase 3-A	\$1,025,000	\$80,669	\$944,331	
A.W. Grimes Waterline	\$1,007,340	\$1,007,340		
Fern Bluff Tank Improvements	\$65,494	Completed		
Groundwater Filtration*	\$4,000,000	\$39,030		
High Country Pressure Reducing Valve	\$138,650	\$138,269	\$381	
Main Well Site Improvements-Lake Creek	\$2,067,280	\$2,019,473	\$47,807	
Water Tanks Rehabilitation	\$1,500,000	\$1,020,091	\$479,909	
Raw Water Pump Station-Lake Georgetown	\$2,500,000		\$1,400,000	\$1,100,000
SouthCreek Pressure Improvements	\$189,701	\$189,701		
20 MGD Water Treatment Plant Expansion-Phase 5	\$17,486,072	\$16,988,914	\$497,158	
Two 30" Waterline Modification-D.B. Woods	\$250,000	\$244,778	\$5,222	
Deerfoot Dr. 8" Waterline	\$78,957	\$75,961	\$2,996	
2003 Water Distribution Plan	\$180,000	\$137,465	\$42,535	
Utility Billing System Upgrade	\$80,000	\$65,034	\$14,966	
Relocate Waterline at SH29 and CR265	\$2,638,090	\$232,213	\$2,405,877	
Southeast Ground 16" Waterline Bypass	\$46,000	\$38,951	\$7,049	
Gattis School Road 12" Waterline	\$359,055	\$21,890	\$337,165	
FM1431 (Stone Oak) Booster PumpStation**	\$410,000	\$35,079	\$374,921	

Capital Projects Funds Expenditures

CIP Program Project Proposed Expenditures

Capital Improvement Program Project Proposed Expenditures (Cont.)

Water / Wastewater

Utility Projects (Cont.)

Project	Estimated Total Project Cost	Expenditures Through 09/30/04	2004-2005 Proposed Expenditures	2005-2006 Proposed Expenditures
Water Utility (Cont.)				
East Transmission Line Phase 3-A-2	\$928,000	\$3,650	\$924,350	
Forest Creek 16" Waterline**	\$340,798		\$340,798	
Electric Generator -High Service Pumps	\$500,000		\$500,000	
AW Grimes Waterline Phase 2	\$300,000		\$300,000	
PRV Installation Program Phase 1	\$250,000		\$250,000	
East Transmission Line Phase 3-B	\$5,247,000		\$360,000	\$4,887,000
Wastewater Utility				
Westinghouse Wastewater Line	\$1,530,444	\$216,161	\$1,314,283	
Water Treatment Plant Wastewater Line	\$463,800	\$55,544	\$408,256	
Sanitary Sewer Inspection & Repair	\$1,962,256	\$1,871,535	\$90,721	
10" WW Line Briarwood & 620	\$100,000		\$100,000	
Wastewater Basin Inspection FY01-02	\$371,573	\$313,889	\$57,684	
Basin Inspections & Repairs FY02-03	\$1,869,435	\$784,239	\$1,085,196	
Basin Inspections & Repairs FY03-04	\$4,017,696	\$231,567	\$3,065,249	\$720,880
Basin Inspections & Repairs FY04-05	\$3,062,960		\$2,244,682	\$818,278
Basin Inspections & Repairs FY05-06*	\$2,924,086		\$520,179	\$2,127,227
Avery Farms Interceptor	\$2,050,000	\$206,818	\$1,843,182	
2003 Wastewater Collection System Plan	\$233,000	\$157,077	\$75,923	
Kiphen Rd. Wastewater Line	\$150,000		\$150,000	
Flow Monitoring Study	\$200,000		\$120,000	\$80,000
McNutt Creek Wastewater Systems Improvements	\$9,000,000	\$74,750	\$3,947,792	\$4,977,458
Chandler Creek Interceptor	\$5,148,932	\$5,148,932		
Water Re-use				
Old Settler's Park Irrigation	\$1,800,000		\$1,603,459	\$196,541
Total	\$95,637,823	\$46,007,524	\$26,819,770	\$18,507,384

* Funding beyond fiscal year 2005-2006 will be required.

**Additional outside funding will be required.

Capital Improvement Program Project Proposed Expenditures Summary

Category	Estimated Total Project Cost	Expenditures Through 09/03/04	2004-2005 Proposed Expenditures	2005-2006 Proposed Expenditures
General Government Projects	\$115,897,395	\$28,063,430	\$33,144,002	\$12,091,687
Transportation Projects	404,555,161	71,385,565	32,181,731	16,952,263
Water / Wastewater Utility Projects	95,637,823	46,007,524	26,819,770	18,507,384
Grand Total - All Capital Improvement Projects	\$616,090,379	\$145,456,519	\$92,145,503	\$47,551,334

Capital Projects Funds Expenditures

Estimated Annual Operating Cost Detail

Estimated Annual Operating Cost Detail

The annual operating costs are the anticipated operating costs expected in the first year of a new program associated with the completion of a capital project.

Project/Program Title	Estimated Annual Operating Costs	Budget Category	Fiscal Year 2004-2005	Fiscal Year 2005-2006
General				
Public Service Facilities				
Public Works Building Expansion	\$25,000		\$25,000	\$25,000
Municipal Office Complex Phase One	60,000		60,000	60,000
Municipal Office Complex Phase Two	60,000			
SW Area Downtown Area Infrastructure	15,000			15,000

Breakdown by Budget Category

Personnel Costs		
Contractual Services	85,000	85,000
Materials and Supplies		
Other Expenses		15,000
Capital Outlay		

Public Safety Equipment and Facilities				
Fire Station No. Six	\$520,000		\$520,000	\$520,000
Computer Aided Dispatch/Records Management	60,000		60,000	60,000

Breakdown by Budget Category

Personnel Costs	\$350,000	\$480,000
Contractual Services	60,000	80,000
Materials and Supplies	80,000	20,000
Other Expenses	10,000	
Capital Outlay	80,000	

Estimated Annual Operating Cost Detail (Cont.)

Project/Program Title	Estimated Annual Operating Costs	Budget Category	Fiscal Year 2004-2005	Fiscal Year 2005-2006
Parks and Recreation				
Senior Citizens Center	\$416,000		\$416,000	\$270,000
Citywide Trail Systems-A	20,760		20,760	20,760
Citywide Trails	27,000		27,000	27,000
Old Settler's Park Improvements	30,000		30,000	30,000
Old Settler Park Phase Two	30,000			30,000
Chisholm Trail Statuary	3,000		3,000	3,000
West Side Recreation Center	1,200,000			

Breakdown by Budget Category

Personnel Costs	\$70,000	\$70,000
Contractual Services	147,760	147,760
Materials and Supplies	110,000	140,000
Other Expenses	43,000	23,000
Capital Outlay	126,000	

Sidewalks, Landscapes and Traffic Signals

2002 Corridor Enhancements-Phs. 1	\$10,000	\$10,000	\$10,000
Downtown Parking and Traffic Circulation	30,000	10,000	30,000

Breakdown by Budget Category

Personnel Costs		
Contractual Services		
Materials and Supplies	20,000	40,000
Other Expenses		
Capital Outlay		

Water / Wastewater Utility

Water system lines, storage improvements and system improvements are ongoing capital repairs or betterments. These projects will have a small effect on the overall system operations in that they will require periodic maintenance. However, this maintenance cost is not a specific incremental cost, but is expected to be handled by existing crews and equipment. Operating and maintenance expenses will grow over time as the customer base and utility system expand.





Hotel Occupancy Tax Fund - Program Description

This fund accounts for the levy and use of the hotel-motel bed tax. Proceeds from this tax are to be used toward tourism, community events, cultural enhancements and promotion of the City. Included is funding for the Convention & Visitors Bureau which was established during the FY 2003-2004 mid-year revision.

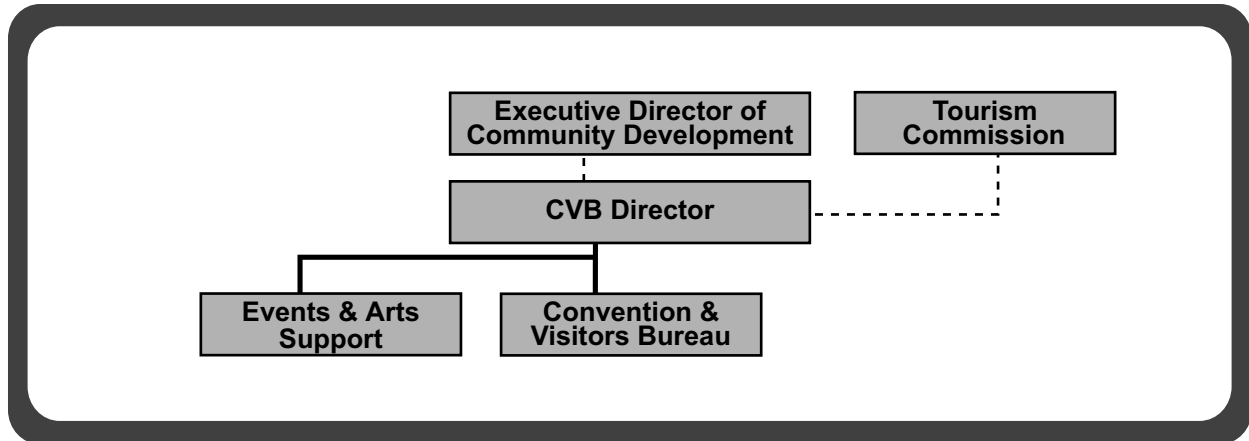
Special Revenue Funds Expenditures

Hotel Occupancy Tax Fund

Convention & Visitors Bureau

The function of this department is to implement the City's Long Range Tourism Plan and represent the City in all other functions related to tourism and the Convention & Visitors Bureau. The Convention & Visitors Bureau consists of an Executive Director; which is partially funded from this budget, a Director, Convention and Visitors Bureau; an Events Coordinator; and an Office Manager.

Mission: To Position and promote Round Rock as "The Sports Capital of Texas" and the destination of choice for visitors through implementation of the Long Range Tourism Plan.



Departmental Program Summary:

This is a new department for the City. During 2003, a Long Range Tourism Plan was presented by Destination Development. This plan outlined the activities and programs that need to be developed in order for Round Rock to become the "Sports Capital of Texas." The plan was adopted by Round Rock City Council in December of 2003.

The plan also recommended the creation of a Tourism Commission. This Commission is made up of representatives from various organizations and businesses which have a stake in the tourism industry of Round Rock. The commission will provide recommendations to City staff and City leadership regarding how the City should proceed with tourism activities.

The department consists of two programs described below:

Programs:

Events & Arts Support: This program provides funding for special events and arts activities held within the City. Funding will be provided for those events or activities which demonstrate they can bring outside dollars into the

Round Rock economy.

Convention & Visitors Bureau: The purpose of this program to establish a pro-active aggressive marketing and sales campaign for the City. The primary goal of this program is to increase occupancies of local lodging facilities and to increase tourism spending in Round Rock.

FY 2003-2004 Highlights:

This is the first year for the Tourism Department. The Long Range Tourism Plan was adopted by Council in December 2003. Since then we have accomplished many things that contributed to the creation of this department:

- Established a Convention and Visitors Bureau.
- Appointed a Tourism Commission.
- Partially staffed the Convention and Visitors Bureau.
- Contracted for the marketing/advertising/P.R. campaign for the Tourism Department.
- Developed a gateway schematic plan.
- Completed the Dell Diamond Expansion.

FY 2004-2005**Overview and Significant Changes:**

This first full year of operation will focus on the advertising and marketing of Round Rock as the "Sports Capital of Texas." The staff will continue to evaluate the needs of the City to ensure the plan is being implemented by:

- Working with the Tourism Commission to identify funding for the events and arts programs.
- Reviewing and evaluating Tourism Commissions recommendations.
- Increasing the number occupancies of local lodging facilities.
- Continue aggressive marketing and Public Relation campaign to gain name recognition.
- Continue to aggressively recruit sports activities to Round Rock.

New Programs for FY 2004-2005:

This fund does not propose any new programs for FY 04-05.

Departmental Goals:

- Develop a City of Round Rock way-finding signage plan. (City Goal 3)
- Open and staff the Visitor Information Center. (City Goal 1)
- Continue aggressive sales and advertising effort. (City Goal 1)
- Increase the number of occupancies for local lodging facilities.

Special Revenue Funds Expenditures

Hotel Occupancy Tax Fund

Hotel Occupancy Tax Fund

Summary of Expenditures:

Account Title	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget
Multi-Purpose Stadium / Convention Facility				
Transfer to Revenue Fund at Trustee Bank	\$602,990	\$619,240	\$619,240	\$494,990
Transfer to Convention Center Expansion Fund	800,000	0	0	0
Transfer to Convention Center Revenue	671,071	0	0	0
Property Insurance	30,111	32,000	32,000	32,000
Contingency and Trustee Fees	0	25,000	25,000	25,000
Capital Repair at Trustee Bank	77,010	75,060	75,060	75,000
Sub - Total	2,181,182	751,300	751,300	626,990
Tourism Events				
Antique Fair	9,684	0	0	0
El Amistad	8,000	0	0	0
Quilt Round Up	10,000	0	0	0
Cowboy Christmas Ball	8,000	4,000	4,000	0
Daffodil Days	1,018	1,500	1,500	1,617
Fiesta Amistad	0	6,000	6,000	4,000
Frontier Days Advertising	8,000	6,000	6,000	0
Old Settlers Reunion	2,500	6,000	6,000	0
Parks & Recreation Convention Marketing	846	0	0	0
Pony Natl. Girls Softball Tourney	3,500	0	0	0
Sunrise Kiwanis Club Basketball	1,418	0	0	0
Sub - Total	52,966	23,500	23,500	5,617
Arts Support				
Choir	10,000	10,000	10,000	10,000
Sam Bass Theater	9,500	9,500	9,500	9,000
Ballet Folklorico	7,990	7,960	7,960	0
Sub - Total	27,490	27,460	27,460	19,000

Special Revenue Funds Expenditures

Hotel Occupancy Tax Fund

Hotel Occupancy Tax Fund (Cont.)

Summary of Expenditures (Cont.)

Account Title	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget
Tourism Support				
Chamber of Commerce	\$86,900	\$84,000	\$84,000	\$24,000
Event Advertising	65,000	45,327	45,327	8,000
Tourism Study	31,136	33,356	33,356	0
Unallocated	12,268	0	0	0
Sub - Total	195,304	162,683	162,683	32,000
Unallocated Contingency	0	46,157	26,157	20,000
Sub - Total	0	46,157	26,157	20,000
Museum Support				
Palm House Museum	8,000	8,000	8,000	8,000
Sub - Total	8,000	8,000	8,000	8,000
Convention & Visitors Bureau				
Personnel	0	0	102,347	264,858
Contractual Services	0	0	353,900	290,200
Materials & Supplies	0	0	5,000	19,600
Other Services & Charges	0	0	46,500	122,500
Capital Outlay	0	0	72,500	31,000
Sub-Total	0	0	580,247	728,158
Capital Projects				
Transfer to Capital Project Fund	0	0	0	238,500
Wayfinding - City	0	0	38,500	0
Sub-Total	0	0	38,500	238,500
Fund Total	\$2,464,942	\$1,019,100	\$1,617,847	\$1,678,265

Special Revenue Funds Expenditures

Hotel Occupancy Tax Fund

Hotel Occupancy Tax Fund (Cont.)

Convention & Visitors Bureau*

Authorized Personnel	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
Director of Sales	0	1	1	0.00	1.00	1.00
Events Coordinator	0	1	1	0.00	1.00	1.00
Office Manager	0	1	1	0.00	1.00	1.00
Executive Director of Community Development#	0	0.5	0.5	0.00	0.50	0.50
Total	0	3.5	3.5	0.00	3.50	3.50

* This is a new department established in the FY 2003-2004 mid-year revision.

Position split between Convention & Visitors Bureau & Administration.



Law Enforcement Fund - Program Description

This fund accounts for the forfeiture of contraband gained from the commission of criminal activity. Proceeds from this fund are to be used for law enforcement purposes.

Special Revenue Funds Expenditures

Law Enforcement Fund

Law Enforcement Fund

Summary of Expenditures:

Account Title	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget
Local				
Computer Equipment	\$15,000	\$0	\$0	\$0
Sub - Total	15,000	0	0	0
State				
Machinery & Equipment	0	15,000	15,000	0
Sub - Total	0	15,000	15,000	0
Federal				
Travel & Training	0	15,000	15,000	0
Machinery & Equipment	0	0	0	38,000
Audio/Visual Equipment	0	0	0	25,000
Computer Equipment	11,732	52,000	52,000	13,500
Computer Software	0	0	0	34,000
Sub - Total	11,732	67,000	67,000	110,500
Fund Total	\$26,732	\$82,000	\$82,000	\$110,500



Ron Sproull Memorial Endowment Fund - Program Description

This fund is an endowment created to provide improvements to the park system in the City.

Special Revenue Funds Expenditures

Ron Sproull Memorial Endowment Fund

Ron Sproull Memorial Endowment Fund

Summary of Expenditures:

Account Title	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget
Round Rock Memorial Park				
Playground Equipment	\$0	\$0	\$0	\$7,188
Landscaping	0	3,000	3,000	0
Sub - Total	0	3,000	3,000	7,188
Fund Total	\$0	\$3,000	\$3,000	\$7,188



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.

Special Revenue Funds Expenditures

Municipal Court Fund

Municipal Court Fund

Summary of Expenditures:

Account Title	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget
Child Safety Fines				
School Crosswalk Upgrades	\$0	\$26,000	\$26,000	\$18,000
Sub - Total	0	26,000	26,000	18,000
Technology Fees				
Seasonal Hire	0	0	0	35,000
Computer Equipment	5,332	52,000	52,000	22,000
Computer Software	0	30,000	30,000	30,000
Maintenance	0	10,000	10,000	1,000
Training	0	15,000	15,000	1,000
Sub - Total	5,332	107,000	107,000	89,000
Security Fees				
Security Services	12,977	40,000	40,000	25,000
Court Costs	149	0	0	0
Equipment/Supplies	694	5,000	5,000	1,500
Training	0	0	0	1,000
Sub - Total	13,820	45,000	45,000	27,500
Fund Total	\$19,152	\$178,000	\$178,000	\$134,500



Library Fund - Program Description

This fund accepts donations by patrons of the library for various books and videos to be purchased and housed in the Library.

Special Revenue Funds Expenditures

Library Fund

Library Fund

Summary of Expenditures:

Account Title	2002-2003 Actual	2003-2004 Approved Budget	2003-2004 Revised Budget	2004-2005 Approved Budget
Round Rock Public Library				
Books & Materials	\$21,421	\$0	\$1,235	\$3,500
Fund Total	\$21,421	\$0	\$1,235	\$3,500



Debt Schedules

Debt Schedules

Purpose of Bonds Issued

Purpose of Bonds Issued

Issue	Amount Issued	Engineering & Development Services	Police
2004 G.O. & Refunding Bonds	\$31,945,000	Streets, Bridges and Sidewalks	Facilities
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 Certificates of Obligation	69,000	Street/Shop Improv.	Improvements
WW&SS Revenue Bonds, 1987	2,910,000	---	---
WW&SS Refunding Bonds, 1995	7,220,000	---	---

Debt Schedules
Purpose of Bonds Issued

Fire	Parks	Library	Water/ Wastewater	Other
Facilities	---	---	---	Municipal Complex, Partial Refunding
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	---
---	---	---	---	Refund O/S Bonds

Debt Schedules

Schedule of G. O. Debt Service

Schedule of General Obligation Debt Service

Fiscal Year 2004-2005

Issue	Interest Rates/%	Date of Issue	Date of Maturity	Amount Issued	10/1/04 Amount O/S (Net of Refunding)
2004 G.O. & Refunding Bonds	2.00 - 5.25	15-Jul-04	15-Aug-24	\$31,945,000	\$31,945,000
2002 G.O. & Refunding Bonds	3.25 - 5.50	1-May-02	15-Aug-27	45,465,000	41,505,000
2000 Comb. Tax/Rev C.O.	5.00-6.25	15-May-00	15-Aug-20	10,750,000	10,450,000
1998 G.O. Bonds	4.80-6.75	1-Jul-98	15-Aug-23	8,905,000	8,635,000
1998 Comb. Tax/Rev C.O.	4.40-6.40	1-Jul-98	15-Aug-18	2,550,000	2,090,000
1997 G.O. Refunding Bonds	4.10-5.38	15-Nov-97	1-Aug-25	5,300,000	4,625,000
1997 Comb. Tax/Rev C.O.	5.25-6.50	15-Apr-97	15-Aug-17	5,185,000	4,305,000
1996 G.O. & Refunding Bonds	4.50 - 5.80	15-Aug-96	15-Aug-21	13,125,000	1,255,000
1995 Comb. Tax/Rev C.O.	4.60 - 6.25	15-Mar-95	15-Aug-25	7,940,000	1,425,000
1975 Certificates of Obligation	5.0	1-Aug-75	1-Aug-07	69,000	9,000
Capital Leases	Var.	Var.	Var.	1,150,000	772,001
Total				\$132,384,000	\$107,016,001

Schedule of General Obligation Debt Service (Cont.)

Fiscal Year 2004-2005

Issue	2004-2005 Principal	2004-2005 Interest	Total Principal & Interest
2004 G.O. & Refunding Bonds	\$210,000	\$1,566,378	\$1,776,378
2002 G.O. & Refunding Bonds	3,185,000	2,008,288	5,193,288 #
2000 Comb. Tax/Rev C.O.	100,000	619,015	719,015
1998 G.O. Bonds	55,000	450,995	505,995
1998 Comb. Tax/Rev C.O.	150,000	101,255	251,255
1997 G.O. Refunding Bonds	195,000	241,259	436,259 ##
1997 Comb. Tax/Rev C.O.	245,000	237,698	482,698
1996 G.O. & Refunding Bonds	235,000	68,314	303,314
1995 Comb. Tax/Rev C.O.	220,000	85,523	305,523 ##
1975 Certificates of Obligation	3,000	450	3,450
Capital Leases	380,666	29,436	410,102
Total	\$4,978,666	\$5,408,611	10,387,277
	# Less amount funded by UTILITY FUND		(701,964)
	## Less self-supporting GOLF FUND		(440,055)
	Add paying agent fees		9,000
	Total to be paid from PROPERTY TAXES		\$9,254,258

Debt Schedules

Schedule of Revenue Bonds Debt Service

Schedule of Revenue Bonds Debt Service

Fiscal Year 2004-2005

Issue	Interest Rates/%	Date of Issue	Date of Maturity	Amount Issued	10/1/04 Amount Outstanding
WW&SS Refunding Bonds Series 1995	3.85 - 5.10	15-Jul-95	1-Feb-05	\$7,220,000	\$715,000
WW&SS Rev Bonds Series 1987	5.30	1-Feb-87	1-Aug-06	2,910,000	525,000
Total				\$10,130,000	\$1,240,000

Schedule of Hotel Occupancy Tax (H.O.T.) Revenue Bonds

Fiscal Year 2004-2005

Issue	Interest Rates/%	Date of Issue	Date of Maturity	Amount Issued	10/1/04 Amount Outstanding
Hotel Occupancy Tax Rev. Bonds Series 1999	3.85 - 5.10	15-Mar-99	1-Dec-24	\$8,605,000	\$8,545,000

Schedule of Revenue Bonds Debt Service (Cont.)**Fiscal Year 2004-2005**

Issue	2004-2005 Principal	2004-2005 Interest	Total Principal & Interest
WW&SS Refunding Bonds Series 1995	\$715,000	\$18,233	\$733,233
WW&SS Rev Bonds Series 1987	255,000	27,825	282,825
Total	\$970,000	\$46,058	1,016,058
		Add self-supporting UTILITY FUND debt (from G.O. schedule)	701,964
		Add paying agent fees	4,200
Total			\$1,722,222

Schedule of Hotel Occupancy Tax (H.O.T.) Revenue Bonds (Cont.)**Fiscal Year 2004-2005**

Issue	2004-2005 Principal	2004-2005 Interest	Total Principal & Interest
Hotel Occupancy Tax Rev. Bonds Series 1999	\$45,000	\$490,115	\$535,115

Debt Schedules

G. O. Bonds Payment Schedule

2004 - 2005 General Obligation Bonds Payment Schedule

2004-2005	Leases	1975 C.O.	1995 Tax / Rev. C.O. ##	1996 G.O. & Refunding	1997 Tax / Rev C.O.	1997 G.O. Refunding ##
Oct						
Nov						
Dec			\$42,761			
Jan						
Feb		\$225		\$34,157	\$118,849	\$120,629
Mar	\$190,333					
	14,718					
Apr						
May						
Jun			220,000			
			42,762			
Jul						
Aug		3,000		235,000	245,000	195,000
		225		34,157	118,849	120,630
Sep	190,333					
	14,718					
Total	\$410,102	\$3,450	\$305,523	\$303,314	\$482,698	\$436,259

	Leases	G.O. Debt	Utility Supported Debt	Golf Supported Debt	Total
Total Payments - Dec				\$42,761	\$42,761
Total Payments - Feb		\$2,570,953	\$30,919	105,200	2,707,072
Total Payments - Mar	\$205,051				205,051
Total Payments - Jun		126,242		136,520	262,762
Total Payments - Aug		6,137,961	671,045	155,574	6,964,580
Total Payments - Sept	205,051				205,051
Total - All Payments	\$410,102	\$8,835,156	\$701,964	\$440,055	\$10,387,277

Includes self-supporting utility debt.

Includes golf-supported debt.

2004 - 2005 General Obligation Bonds Payment Schedule (Cont.)

2004-2005	1998 Tax / Rev C.O.	1998 G.O.	2000 Tax / Rev C.O.	2002 G.O. & Refunding (#)	2004 G.O. & Refunding
Oct					
Nov					
Dec					
Jan					
Feb	\$50,628	\$225,498	\$309,508	\$1,004,144	\$843,434
Mar					
Apr					
May					
Jun					
Jul					
Aug	150,000	55,000	100,000	3,185,000	210,000
Sep	50,627	225,497	309,507	1,004,144	722,944
Total	\$251,255	\$505,995	\$719,015	\$5,193,288	\$1,776,378

(#) Includes self-supporting utility debt.

(##) Includes golf-supported debt.

Debt Schedules

Revenue Bonds Payment Schedule

2004 - 2005 Revenue Bonds Payment Schedule

2004-2005	1987 WW&SS Rev Bonds	1995 WW&SS Refunding	1999 H.O.T. Rev. Bonds
Oct P I			
Nov P I			
Dec P I			\$45,000 245,620
Jan P I			
Feb P I	\$13,913	\$715,000 18,233	
Mar P I			
Apr P I			
May P I			
Jun P I			244,495
Jul P I			
Aug P I	255,000 13,912		
Sep P I			
Total	\$282,825	\$733,233	\$535,115

	Utility Supported Debt	H.O.T. Rev. Supported Debt	Total
Total Payments - Dec		\$290,620	\$290,620
Total Payments - Feb	\$747,146		747,146
Total Payments - Jun		244,495	244,495
Total Payments - Aug	268,912		268,912
Total - All Payments	\$1,016,058	\$535,115	\$1,551,173

Property Tax Summary

Tax Levies, Rates and Collections for Twenty-Two Years (Real & Personal Property)

Year	Bases & Rate		Taxable Value	Tax Levy	
			\$	\$	
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
2004 - 2005	100%	@	0.37972	5,251,484,692	19,940,938

Tax Information and Levy

Property Tax Analysis

Property Tax Analysis - Fiscal Year 2004-2005

Average Residential Property Value (2004-2005)	\$151,448
Last Year's Effective Tax Rate (*)	\$0.357152
Last Year's Rollback Tax Rate	\$0.399985
Last Year's Adopted Tax Rate	\$0.357152
This Year's Effective Tax Rate	\$0.364530
This Year's Rollback Tax Rate	\$0.419910
This Year's Adopted Tax Rate	\$0.379720

Tax Levy:

	Maintenance & Operations	Debt	Total Rate & Levy
Taxable Value	\$5,251,484,692	\$5,251,484,692	\$5,251,484,692
x Maint & Operations Rate / 100	0.209220		
x Debt Rate / 100		0.170500	0.379720
Total Levy	\$10,987,156	\$8,953,782	\$19,940,938
x Collection Rate (rounded estimate)	0.98	0.98	0.98
= Estimated Tax Revenue	\$10,765,000	\$8,856,000	\$19,621,000

(*) All tax rate figures are net of the sales tax gain rate (discussed in the budget message)

Property Tax & Debt Summary

City of Round Rock
Analysis of Debt Issuance
September 2004

Current Tax Base \$5,251,484,692
 (Total taxable value of all property, net of exemptions)

Adopted City Tax Rate 37.9720 Cents per \$100 valuation

Operations Tax Rate	20.922 Cents
Debt Service Tax Rate (G.O.)	17.050 Cents
Total Tax Rate	37.972 Cents

Average Residential Property Value \$151,448

GENERAL OBLIGATION BONDS CURRENTLY OUTSTANDING:

General Obligation Debt	\$106,244,000
Less: Self - Supporting G.O. System Debt (Utility Related)	(1,467,740)
Net General Obligation Debt	\$104,776,260

Maturities through the year 2027

REVENUE BONDS CURRENTLY OUTSTANDING:

Revenue Debt (Waterworks and Sewer Utility System)	\$1,240,000
Add: Self - Supporting G.O. Debt (Utility Related)	1,467,740
Net Revenue Debt (Waterworks and Sewer Utility System)	2,707,740
Revenue Debt (Hotel Occupancy Tax)	8,545,000
Total	\$11,252,740

Maturities through the year 2025

TOTAL OUTSTANDING DEBT **\$116,029,000**



Authorized Personnel - General Fund

Department - ID#	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
Administration - 12	9	9.5	10.5	9.00	9.50	10.50
Legal Services - 13	0	0	0	0.00	0.00	0.00
Planning & Comm. Dev. - 14	22	21	21	20.75	20.75	20.75
Information Technology - 15	12	13	13	12.00	13.00	13.00
Building Inspections - 16	12	12	12	12.00	12.00	12.00
Finance - 17	17	17	17	16.50	16.50	16.50
Purchasing - 18	7	7	8	7.00	7.00	8.00
General Services - 19	0	0	0	0.00	0.00	0.00
Library - 20	32	33	33	26.25	27.25	27.50
Police - 21	153	167	174	153.00	165.50	172.50
Fire - 22	82	94	101	82.00	94.00	101.00
Parks & Recreation - 23	88	101	102	83.25	90.00	90.50
Human Resources - 24	8	8	8	7.50	7.75	7.75
Eng & Dev Services - 25	43	32	38	41.25	30.75	36.75
Street - 26	49	48	48	49.00	48.00	48.00
Transportation - 27	0	13	8	0.00	12.50	7.50
City Shop - 28	14	14	14	14.00	14.00	14.00
Municipal Court - 29	9	11	11	8.00	9.00	9.00
Total	557	600.5	618.5	541.50	577.50	595.25

Personnel Schedules

Authorized Personnel

Authorized Personnel - Utility Fund

Department - ID#	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
Utilities Administration - 40	0	11	12	0.00	11.00	12.00
Water Treatment Plant - 41	17	18	18	16.50	17.50	17.50
Water Systems Support - 42	21	19	21	21.00	19.00	21.00
Water Line Maintenance - 43	32	31	31	32.00	31.00	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 Line Maintenance - 63	23	23	26	23.00	23.00	26.00
Environmental Services - 64	5	5	5	5.00	5.00	5.00
Utility Billings & Collections - 81	11	12	12	10.50	11.50	11.50
Total	113	123	129	112.00	122.00	128.00

Authorized Personnel - Hotel Occupancy Tax Fund

Department - ID#	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
Convention & Visitors Bureau	0	3.5	3.5	0.00	3.50	3.50
Total	0	3.5	3.5	0.00	3.50	3.50

Authorized Personnel Summary

Department - ID#	Positions			Full Time Equivalents		
	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved	2002-2003 Actual	2003-2004 Revised	2004-2005 Approved
General Fund	557	600.5	618.5	541.50	577.50	595.25
Utility Fund	113	123	129	112.00	122.00	128.00
Hotel Occupancy Tax Fund	0	3.5	3.5	0.00	3.50	3.50
Total Authorized Positions	670	727	751	653.50	703.00	726.75

Pay & Classification - by Title

October 1, 2004

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 Support Manager	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
Arborist	10
Assistant City Manager	20
Assistant City Secretary	11
Ass't Director Planning & Comm Development	16
Ass't 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	13
Chief of PW Operations	18
Chief Residential Inspector	12
Chief Utility Engineer	15
City Engineer	17
City Secretary	14
Code Enforcement Officer	9

Personnel Schedules

Pay & Classification - by Title

Pay & Classification - by Title

October 1, 2004

Classification	Range
Code Enforcement Supervisor	11
Communications Director	15
Communications Operator	8
Communications Operator Manager	13
Community Development Coordinator	12
Computer Support Specialist	8
Const/Maintenance Crew Leader	7
Construction Inspector I	9
Construction Inspector II	11
Construction/Maintenance Foreman	8
Construction/Maintenance Worker I	4
Construction/Maintenance Worker II	5
Contract Specialist	11
Controller	16
Convention & Visitors Bureau Director	15
Court Administrator	13
Court Bailiff	9
Crime Scene Specialist	11
Custodian I	2
Custodian II (2 on MATRIX)	3
Customer Service Representative 1	5
Customer Service Representative II	6
Customer Service Supervisor	10
Database Administrator	13
Deputy Clerk I	6
Deputy Clerk II	7
Developmental Services Manager	14
Engineer	13
Engineering Assistant	11
Engineering Associate	12
Engineering Tech II	10
Engineering Technician	8
Environmental Lab Analyst	9
Environmental Quality Specialist	9
Environmental Services Supervisor	12
Equipment Operator I	5
Equipment Operator II	6
Equipment Operator III	7

Pay & Classification - by Title

October 1, 2004

Classification	Range
Events Coordinator	11
Evidence Tech	8
Executive Administrative Assistant	11
Executive Director of Community Development	18
Facility Controls Electrician	8
Facility Maintenance Coordinator	11
Facility Maintenance Tech	6
Field Laboratory Technician	6
Field Service Coordinator	7
Finance Director	17
Financial Services Manager	15
Fire Chief	18
Flushing Technician	7
Forestry Foreman	8
Forestry Manager	13
Forestry Technician	5
General Services Custodian	5
GIS Analyst	12
GIS Coordinator	15
GIS Specialist (ITC)	12
GIS Technician	8
Groundskeeper Crewleader	7
Groundskeeper I	4
Groundskeeper II	5
Human Resource Assistant	6
Human Resource Benefit Manager	12
Human Resource Clerk	5
Human Resource Director	17
Human Resources Generalist	11
I&I Coordinator	8
Information Specialist	10
Information Systems Manager	16
Irrigation Tech I	4
Irrigation Tech II	5
Liaison Construction Manager	16
Librarian I	10
Librarian II	12
Librarian III	13

Personnel Schedules

Pay & Classification - by Title

Pay & Classification - by Title

October 1, 2004

Classification	Range
Library Aide	3
Library Director	17
Library Services Manager	13
Library Tech IV	8
Library Tech V	10
Library Technician I	5
Library Technician II	6
Library Technician III	7
Logistics Officer (FD / PD)	10
Management Analyst I	11
Management Analyst II	13
Marketing Specialist (PARD)	12
Mechanic I	6
Mechanic II	9
Mechanic III	10
Meter Maintenance Technician	6
Meter Shop Supervisor	10
Network Administrator I	10
Network Administrator II	12
Network Administrator III	13
Office Manager	9
Operations Technician (I&I)	8
PARD Director	17
Park Development Specialist	12
Parks Development Manager	13
Parks Manager	13
Parks Specialist Crew Leader	8
Parks Specialist I	6
Parks Specialist II	7
Parks Supervisor	9
Parts Inventory Supervisor	8
Parts Inventory Technician	5
Patrol Projects Specialist	9
Payroll Specialist	9
Planner	11
Planning & Comm. Development Dir	17
Planning Technician	8
Police Chief	18

Pay & Classification - by Title

October 1, 2004

Classification	Range
Principal Planner	14
Producer	8
Project Manager	13
Project Specialist	9
Public Affairs/Business Develop Director	15
Public Works Operation Manager	15
Purchaser	10
Purchasing Assistant	8
Purchasing Manager	14
Purchasing Supervisor	12
Purchasing Technician	5
Quality Assurance Specialist (ST)	9
Receptionist	4
Records Supervisor	8
Records Technician	5
Recreation Bldg. Attendant	2
Recreation Center Supervisor (Senior)	10
Recreation Center Manager (Madsen)	11
Recreation Facility Leader	5
Recreation Manager	13
Recreation Program Coordinator	9
Recreation Shift Leader	8
Recycling Attendant II @ PW	5
Recycling Center Attendant I @PW	3
Safety & Risk Manager	15
Safety & Risk Technician	10
SCADA Technician	9
Senior Animal Control Officer	7
Senior Building Inspector	11
Senior Code Enforcement Officer	10
Senior Communications Operator	9
Senior Customer Service Representative	7
Senior Deputy Clerk	8
Senior Engineer	14
Senior HR Generalist	12
Senior Library Aide	4
Senior Meter Maintenance Technician	7
Senior Planner	12

Personnel Schedules

Pay & Classification - by Title

Pay & Classification - by Title

October 1, 2004

Classification	Range
Senior System Mechanic	8
Senior Utility Services Manager	15
Senior Utility Technician	7
Senior Water Plant Operator	10
Senior Water Service Representative	6
Shop Foreman	11
Shop Superintendent	13
Signs & Markings Foreman	8
Signs & Markings Tech I	5
Signs & Markings Tech II	6
Signs & Markings Tech III	7
Street & Drainage Superintendent	14
Street Foreman	8
Street Inventory Technician	8
Street Maint Worker I	4
Street Maint Worker II	5
Street Supervisor	9
System Mechanic	7
System Mechanic Supervisor	9
System Support Specialist I	9
System Support Specialist II	10
System Support Specialist III	11
System Support Technician	8
Systems Administrator I	12
Systems Administrator II	13
Systems Administrator III	15
Technical Coordinator	15
Traffic Engineer	13
Traffic Engineering Associate	12
Traffic Engineering Technician	8
Traffic Operations Supervisor	12
Traffic Signal Tech III	9
Traffic Signal Technician I	6
Traffic Signal Technician II	8
Transportation Project Manager	13
Transportation Services Director	17
Treasury & Finance Supervisor	13
Utility Director	17

Pay & Classification - by Title

October 1, 2004

Classification	Range
Utility CIP Construction Specialist	11
Utility Crew Leader	8
Utility Line Locator	9
Utility Office Manager	12
Utility Operations Manager	14
Utility Supervisor	10
Utility Supply Specialist	9
Utility Support Electrician	9
Utility Support Electrician Supervisor	10
Utility Support Supervisor	11
Utility Support Systems Supervisor	10
Utility Systems Analyst	10
Utility Systems Integrator	13
Utility Worker I	4
Utility Worker II	5
Utility Worker III	6
Victims Services Advocate	8
Victims Services Coordinator	11
Water Distribution Operator	7
Water Plant Operator II	9
Water Plant Operator I	7
Water Plant Supervisor	11
Water Service Representative	5
Water Service Supervisor	8
WEB Administrator	12

Personnel Schedules

Pay & Classification - by Range

Pay & Classification - by Range

October 1, 2004

Pay Range 2	\$15,510 - \$22,644
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Intern
Vocational Occupation Education Intern (V.O.E.)
Custodian I

Pay Range 3	\$16,934 - \$24,976
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Custodian II
Library Aide
Recycling Center Attendant

Pay Range 4	\$18,557 - \$27,519
-------------	---------------------

Construction/Maintenance Worker I
Groundskeeper I
Irrigation Tech I
Receptionist
Senior Library Aide
Street Maint Worker I
Utility Worker I

Pay Range 5	\$20,317 - \$30,322
-------------	---------------------

Administrative Technician I
Animal Control Officer
Brush Service Rep
Construction/Maintenance Worker II
Customer Service Representative 1
Equipment Operator I
Forestry Technician
General Services Custodian
Groundskeeper II
Human Resource Clerk
Irrigation Tech II
Library Technician I
Parts Inventory Technician
Purchasing Technician
Records Technician
Recycling Attendant II @ PW
Recreation Facility Leader
Signs & Markings Tech I

Pay & Classification - by Range

October 1, 2004

Pay Range 5 (Cont.)	\$20,317 - \$30,322
Street Maint Worker II	
Utility Worker II	
Water Service Representative	
Pay Range 6	\$22,264 - \$33,410
Accounting Technician I	
Administrative Technician II	
Backflow Prevent Technician	
Customer Service Representative II	
Deputy Clerk I	
Equipment Operator II	
Facility Maintenance Tech	
Field Laboratory Technician	
Human Resource Assistant	
Library Technician II	
Mechanic I	
Meter Maintenance Technician	
Parks Specialist I	
Senior Water Service Representative	
Signs & Markings Tech II	
Traffic Signal Technician I	
Utility Worker III	
Pay Range 7	\$24,396 - \$36,812
Administrative Technician III	
Building Permit Specialist	
Const/Maintenance Crew Leader	
Deputy Clerk II	
Equipment Operator III	
Field Service Coordinator	
Flushing Technician	
Groundskeeper Crewleader	
Library Technician III	
Parks Specialist II	
Senior Animal Control Officer	
Senior Customer Service Representative	
Senior Meter Maintenance Technician	
Senior Utility Technician	
Signs & Markings Tech III	

Personnel Schedules

Pay & Classification - by Range

Pay & Classification - by Range

October 1, 2004

Pay Range 7 (Cont.)	\$24,396 - \$36,812
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System Mechanic

Water Distribution Operator

Water Plant Operator I

Pay Range 8	\$26,735 - \$40,563
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Accounting Technician II

Administrative Assistant

Animal Control Supervisor

Communications Operator

Construction/Maintenance Foreman

Computer Support Specialist

Engineering Technician

Evidence Tech

Facility Controls Electrician

Forestry Foreman

GIS Technician

I&I Coordinator

Library Tech IV

Operations Technician (I&I)

Parks Specialist Crew Leader

Parts Inventory Supervisor

Planning Technician

Producer

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

Utility Crew Leader

Victims Services Advocate

Water Service Supervisor

Pay & Classification - by Range

October 1, 2004

Pay Range 9 **\$29,285 - \$44,694**

- Building Inspector
- Buyer
- Code Enforcement Officer
- Construction Inspector I
- Court Bailiff
- Environmental Lab Analyst
- Environmental Quality Specialist
- Mechanic II
- Office Manager
- Parks Supervisor
- Patrol Projects Specialist
- Payroll Specialist
- Project Specialist
- Quality Assurance Specialist (ST)
- 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 Specialist
- Utility Support Electrician
- Water Plant Operator II

Pay Range 10 **\$32,064 - \$49,250**

- Accountant I
- Arborist
- Aquatic Programs Supervisor
- Athletic Programs Supervisor
- Customer Service Supervisor
- Engineering Tech II
- Information Specialist
- Librarian I
- Library Tech V
- Logistics Officer (FD / PD)
- Mechanic III

Personnel Schedules

Pay & Classification - by Range

Pay & Classification - by Range

October 1, 2004

Pay Range 10 (Cont.)	\$32,064 - \$49,250
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Meter Shop Supervisor
Network Administrator I
Purchaser
Recreation Center Supervisor (Senior)
Safety & Risk Technician
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

Pay Range 11	\$35,098 - \$54,268
--------------	---------------------

Accreditation Manager
Administrative Support Manager
Assistant City Secretary
Budget Analyst
Code Enforcement Supervisor
Construction Inspector II
Contract Specialist
Crime Scene Specialist
Engineering Assistant
Events Coordinator
Executive Administrative Assistant
Facility Maintenance Coordinator
Human Resources Generalist
Management Analyst I
Planner
Recreation Center Manager (Madsen)
Senior Building Inspector
Shop Foreman
System Support Specialist III
Utility CIP Construction Specialist
Utility Support Supervisor
Victims Services Coordinator
Water Plant Supervisor

Pay & Classification - by Range

October 1, 2004

Pay Range 12 **\$38,458 - \$59,802**

- Accountant II
- Chief Design Technician
- Chief Residential Inspector
- Community Development Coordinator
- Engineering Associate
- Environmental Services Supervisor
- GIS Analyst
- GIS Specialist (ITC)
- Human Resource Benefit Manager
- Librarian II
- Marketing Specialist (PARD)
- Network Administrator II
- Park Development Specialist
- Purchasing Supervisor
- Senior HR Generalist
- 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 Operator Manager
- Court Administrator
- Database Administrator
- Engineer
- Forestry Manager
- Librarian III
- Library Services Manager
- Management Analyst II
- Network Administrator III

Personnel Schedules

Pay & Classification - by Range

Pay & Classification - by Range

October 1, 2004

Pay Range 13 (Cont.)	\$43,093 - \$67,440
Parks Development Manager	
Parks Manager	
Project Manager	
Recreation Manager	
Shop Superintendent	
Systems Administrator II	
Traffic Engineer	
Transportation Project Manager	
Treasury & Finance Supervisor	
Utility Systems Integrator	
Pay Range 14	\$48,282 - \$76,058
Chief Building Official	
City Secretary	
Developmental Services Manager	
Principle Planner	
Purchasing Manager	
Senior Engineer	
Street & Drainage Superintendent	
Utility Operations Manager	
Pay Range 15	\$54,120 - \$85,782
Chief Utility Engineer	
Communications Director	
Convention & Visitors Bureau Director	
Financial Services Manager	
GIS Coordinator	
Public Affairs/Business Develop Director	
Public Works Operation Manager	
Safety & Risk Manager	
Senior Utility Services Manager	
Systems Administrator III	
Technical Coordinator	
Pay Range 16	\$61,974 - \$98,894
Ass't Director Planning & Comm Development	
Ass't PARD Director	
Controller	

Pay & Classification - by Range

October 1, 2004

Pay Range 16 (Cont.) **\$61,974 - \$98,894**

Information Systems Manager

Liaison Construction Manager

Pay Range 17 **\$70,986 - \$114,017**

City Engineer

Finance Director

Human Resource Director

Library Director

PARD Director

Planning & Comm. Development Dir

Transportation Services Director

Utility Director

Pay Range 18 **\$80,901 - \$131,863**

Chief of PW Operations

Executive Director of Community Development

Fire Chief

Police Chief

Pay Range 20 **\$106,178 - \$175,194**

Assistant City Manager

Personnel Schedules

Pay & Classification - Public Safety

Pay & Classification - Public Safety

Tenure-Based Progression
October 1, 2004

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 - General Fund

Department	Description of Items	FY 2004-2005 Approved
Administration		
	Printer	\$1,750
	Projector	1,000
	Laptop Computers	4,000
	Desktop Computer	1,700
	Upgrades	1,000
	Desk	1,200
	Video Camera	4,000
	Lighting Kits	2,000
	Desktop Computer	1,500
	Computer Software	1,500
	Total -Administration	\$19,650
Legal Services		
	Law Library	\$3,500
	Total-Legal	\$3,500
Planning & Community Development		
	Desktop Computers	\$3,400
	Computer Workstation	4,500
	Computer Software	10,500
	Total- Planning	\$18,400
Information Technology & Communications		
	High-speed Client Workstations	\$5,500
	Mid-speed Client Workstations	4,500
	Network Security Upgrade	15,000
	Total- Information Technology	\$25,000
Finance		
	Desktop Computers	\$5,100
	Total- Finance	\$5,100
Purchasing		
	Desktop Computers	\$5,475
	Computer Monitors	935
	Computer Software	2,250
	Total -Purchasing	\$8,660
General Services		
	A/C Condensing Units	\$18,000
	Total- General Services	\$18,000

Capital Outlay Detail
General Fund

Capital Outlay - General Fund

Department	Description of Items	FY 2004-2005 Approved
Library		
	Desktop Computers	\$25,500
	Books & Library Materials	103,582
	Journals	15,700
	Audio Visual Materials	60,470
	Law Library	6,580
	Computer Software	2,550
	Non-fiction Books	53,000
	Reference Books	44,000
	Total - Library	\$311,382
Police		
	Handheld Radios	\$49,700
	Unmarked Police Vehicle-Replacements	70,000
	Marked Police Vehicle-Replacements	346,500
	Desktop Computers	17,000
	Computer Server	25,000
	Printer	1,750
	Marked Police Vehicles	150,000
	Unmarked Police Vehicles	160,000
	Total-Police	\$819,950
Fire		
	1/2 ton Vehicle	\$18,000
	1/2 ton Vehicle	22,000
	Desktop Computers	21,600
	Computer Servers	14,000
	Laptop Computers	4,000
	Total-Fire	\$79,600
Parks & Recreation		
	Treadmills	\$10,800
	Shredder Mower	4,400
	Scoreboards	7,200
	1/2 ton Vehicle	18,300
	3/4 ton Vehicle	28,300
	1/2 ton Vehicle	18,300
	1/2 ton Vehicle	18,300
	3/4 ton Vehicle	20,300
	1/2 ton Vehicle	17,300
	1/2 ton Vehicle	18,300
	Desktop Computers	13,600

Capital Outlay - General Fund

Department	Description of Items	FY 2004-2005 Approved
Parks & Recreation (Cont.)		
	Trail Maintenance (Asphalt repairs)	\$10,000
	Tennis Court Maintenance	5,000
	Standardized Park Signs	7,500
	Irrigation Materials	10,000
	Landscape Materials	4,500
	Fencing	3,000
	Exercise Equipment	68,300
	Senior Center Facility Equipment	4,500
	Printer	1,750
	Computer Software	11,500
	Total- Parks & Recreation	\$301,150
Human Resources		
	Desktop Computer	\$1,700
	Total-Human Resources	\$1,700
Engineering & Development Services		
	Desktop Computers	\$10,200
	Computer Software	12,500
	Tools and Equipment	2,000
	3/4 ton Vehicle	29,000
	Total- Engineering & Development Services	\$53,700
Street		
	Mowers	\$29,000
	Sign Trailer	6,200
	Backhoe Trailer	6,200
	Pull Behind Sprayer	6,500
	3/4 ton Vehicle	22,000
	1/2 ton Vehicle	18,000
	Traffic Signal Computer	10,000
	Traffic Cad Computer	5,000
	Laptop Computer	5,500
	School Zone Signals	15,000
	Camera Synchronization	20,000
	Signalization	51,000
	Sign Traffic Cad 2005	4,200
	Total - Street	\$198,600

Capital Outlay Detail

General Fund

Capital Outlay - General Fund

Department	Description of Items	FY 2004-2005 Approved
Transportation Services Engineering & Administration		
	1/2 ton Vehicle	\$24,630
	Computer Software	1,000
	Total-Transportation Services Engineering & Administration	\$25,630
	Total-General Fund Capital Outlay	\$1,890,022

Capital Outlay - Water / Wastewater Utility Fund

Department	Description of Item	FY 2004-2005 Approved
Utilities Administration		
	GPS Units	\$11,375
	GIS Workstation	8,200
	Computer Software	10,293
	Desktop Computer	1,700
	Total- Utilities Administration	\$31,568
Water Treatment Plant		
	Alum Pump	\$7,600
	Ammoniator Gas Feed	7,000
	Ammoniator Liquid Feed	8,000
	1/2 ton Vehicle	24,000
	Desktop Computer	1,700
	Total- Water Treatment Plant	\$48,300
Water Systems Support		
	1/2 ton Vehicle	\$24,750
	1/2 ton Vehicle	24,750
	1/2 ton Vehicle	24,750
	New Commercial & Bulk Meters	50,000
	Desktop Computer	1,700
	Computer Software	8,000
	Total- Water Systems Support	\$133,950
Water Line Maintenance		
	Track Hoe/Excavator	\$27,465
	Laptop Computer	6,000
	Total- Water Line Maintenance	\$33,465

Capital Outlay - Water / Wastewater Utility Fund

Department	Description of Item	FY 2004-2005 Approved
Wastewater Line Maintenance		
	1/2 ton Vehicle	\$29,750
	Two-way radios	2,750
	1/2 ton Vehicle	50,000
	12 Yard Dump Truck	71,500
	Trailer for Backhoe	9,000
	4X4 Backhoe	90,000
	Laptop Computer	6,000
	Total - Wastewater Line Maintenance	\$259,000
Environmental Services		
	3/4 ton Vehicle	\$30,000
	Desktop Computer	3,400
	Total - Environmental Services	\$33,400
Utility Billings & Collections		
	Building Improvements	\$4,000
	Total - Water / Wastewater Utility Billings & Collections	\$4,000
	Total - Water / Wastewater Utility Fund Capital Outlay	\$543,683





Financial Statistics

Financial Statistics

General Revenues By Source

General Revenues By Source ¹ Last Ten Years

Fiscal Year Ended 9-30	Taxes & Franchise	Licenses & Permits	Charges For Services	Fines & Forfeitures
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
2003	66,699,982	801,108	3,451,103	1,043,055
Total	\$369,314,629	\$6,829,023	\$19,479,658	\$7,942,612

¹ Above data are for General, Special Revenue, and Debt Service Funds.

General Revenues By Source (Cont.)
Last Ten Years

Special Assessments	Intergovernmental	Hotel Occupancy Tax	Investment & Other	Total
\$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
4,963	754,431	1,618,744	1,985,789	76,359,175
\$420,325	\$5,367,940	\$7,469,000	\$19,204,193	\$436,027,380

Financial Statistics

General Expenditures By Function

General Expenditures By Function Last Ten Years

Fiscal Year Ended 9-30	General Government	Public Safety	Public Works	Culture & Recreation	Debt Service	Total
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
2003	17,231,171	18,099,093	7,277,171	8,412,271	13,561,167	64,580,873
	\$89,906,556	\$108,549,570	\$43,688,674	\$45,898,808	\$82,496,052	\$370,539,660

* The capital project expenditures in the Special Revenue Funds are included in Public Works.

Note - Above data are for General, Special Revenue and Debt Service Funds.

Property Tax Levies And Collections
Last Ten Years

Fiscal Year	Total Tax Levy	Current Tax Collections	% of Levy Collected	Delinquent Tax Collections	Total Tax Collections	% of Total Tax Collection to Tax Levy
	\$	\$	%	\$	\$	%
1994	6,137,825	6,127,354	99.83	107,983	6,235,337	101.59
1995	6,904,316	6,837,807	99.04	76,971	6,914,778	100.15
1996	7,295,538	7,188,878	98.54	87,561	7,276,439	99.74
1997	7,883,421	7,809,238	99.06	73,884	7,883,122	100.00
1998	8,692,342	8,601,905	98.96	82,119	8,684,024	99.90
1999	9,888,321	9,790,084	99.01	92,895	9,882,979	99.95
2000	10,804,487	10,686,138	98.90	122,565	10,808,703	100.04
2001	12,296,243	12,181,034	99.06	361,469	12,542,503	102.00
2002	14,487,121	14,335,048	98.95	196,322	14,531,370	100.31
2003	17,312,012	17,129,231	98.94	185,073	17,314,304	100.01

Financial Statistics

Assessed Value of Taxable Property

Assessed Value of Taxable Property Last Ten Years

Gross Assessed Value				
Fiscal Year	Assessment Ratio	Real Property	Personal Property	Total
	%	\$	\$	\$
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
2003	100	4,536,275,722	832,454,143	5,368,729,865

Assessed Value of Taxable Property (Cont.)
Last Ten Years

Reductions to Gross Assessed Value Property Tax Exemptions				Total Taxable Assessed Valuation
Over 65	Disabled & Deceased Veterans	Freeport, Property Redevelopment, Agricultural & Other		
\$	\$	\$		\$
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
26,861,588	3,718,500	279,116,463		5,059,033,314

Financial Statistics

Property Tax Rates

Property Tax Rates - Direct & Overlapping Governments Per \$100 of Assessed Value

Last Ten Years

Fiscal Year	Round Rock Independent School District			Total
	City	Williamson County		
	\$	\$	\$	\$
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
2003	0.3422	1.7924	0.4154	2.5500

Source: Williamson County Tax Office

**Ratio of Net General Bonded Debt
To Assessed Value & Net Bonded Debt Per Capita**

Last Ten Years

Fiscal Year Ended 9-30	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
		\$	\$	\$	\$	%	\$
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
2003	77,600	5,059,033	90,432,000 ²	2,304,816	88,127,184	1.74	1,135.66

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 \$7,586,096 at September 30, 2003

Financial Statistics

Computation of Legal Debt Margin

Computation of Legal Debt Margin

September 30, 2003

Total assessed value			\$5,059,033,314
<hr/>			
Debt limit - Maximum serviceable at permitted allocation of \$1.50 per \$100 of assessed value			\$906,860,750
Amount of debt applicable to debt limit:			
	Total General Obligation Debt		\$90,432,000
Less:	Amount available in Debt Service Fund	\$2,304,816	
	Amounts considered self-supporting	7,586,096	
	Other deductions allowed by law:		
	Special Assessment Bonds		
	Total deductions		9,890,912
<hr/>			
	Total amount of debt applicable to debt limit		80,541,088
<hr/>			
Legal debt margin			\$826,319,662
<hr/>			

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, 2002, assessed valuation of \$5,059,033,314 at 100% collection, tax revenue of \$75,885,500 would be produced. This revenue could service the debt on \$906,860,750 issued as 20-year serial bonds at 5.50% (with level debt service payment).

Computation of Direct & Overlapping Debt September 30, 2003

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	\$90,432,000 *	100.00	\$90,432,000
Round Rock ISD	378,379,131 **	28.68	108,519,135
Williamson County	376,880,000 *	19.50	73,491,600
Georgetown ISD	69,337,210 **	0.03	20,801
Travis County	444,189,644 *	0.46	2,043,272
Total	\$1,359,217,985		\$274,506,808

*Gross Debt as of 9-30-03

**Gross Debt as of 8-31-03

Source: City of Round Rock Finance Department and Texas Municipal Reports

Financial Statistics

Ratio of Annual Debt Service Expenditures

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
	\$	\$	\$	\$	%
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
2003	2,960,432	5,321,465	8,281,897 ²	64,580,873	12.8

¹ Includes General, Special Revenue, and Debt Service Funds.

² Total debt service for general bonded debt does not include self-supporting Hotel Tax and Sales Tax Revenue Bond and State Infrastructure Loan payments, which totaled \$5,279,270 for fiscal year ended September 30, 2003.

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
	\$	\$	\$	\$	
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
2003	24,895,722	15,328,369	9,567,353	1,392,358	6.87

¹ Water and Sewer Fund operating and non-operating revenues

² Water and Sewer Fund operating expenses, excluding depreciation

³ Excludes lawsuit settlement proceeds of \$6,120,000

Demographic Statistics

Last Ten Years

Fiscal Year	¹ Population	² Per Capita Income	³ School Enrollment	⁴ Unemployment Rate
		\$		%
1994	40,665	17,146	23,951	1.5
1995	42,880	18,273	24,971	1.9
1996	45,355	19,053	26,107	1.7
1997	47,760	20,737	27,223	1.9
1998	50,905	21,929	28,455	1.8
1999	56,030	23,453	30,100	1.5
2000	60,340	26,149	31,572	1.3
2001	68,835	28,552	32,652	3.9
2002	73,295	29,822	34,120	4.7
2003	77,600	26,940	35,579	4.7

Sources:

¹ Planning Department, City of Round Rock

² Texas Workforce Commission; data is for Williamson County, which is representative of the City; data for City not available

³ Round Rock Independent School District

⁴ Texas Workforce Commission; data is for the City of Round Rock

Property Value, Construction And Bank Deposits

Last Ten Years

Fiscal Year Ended 9-30	¹	²	³		³	
	Commercial Bank Deposits	Property Value	Commercial Construction Units	Commercial Construction Value	Residential Construction Units	Residential Construction Value
	\$	\$		\$		\$
1994	N/A	1,136,170,110	11	5,181,021	1,234	97,948,985
1995	N/A	1,488,192,454	37	74,665,483	1,000	91,621,287
1996	N/A	1,807,630,969	57	150,287,986	1,065	104,926,563
1997	N/A	2,118,159,277	55	73,791,058	962	82,813,943
1998	N/A	2,506,507,357	54	185,095,131	1,355	124,003,089
1999	N/A	2,793,047,747	52	67,529,071	1,667	152,341,464
2000	N/A	3,175,143,893	83	139,196,103	1,724	174,489,516
2001	N/A	3,983,128,977	56	93,120,082	1,363	173,065,113
2002	N/A	4,831,282,371	37	47,137,000	1,401	156,999,872
2003	N/A	5,368,729,865	30	26,568,200	1,353	155,048,240

Sources:

- ¹ Round Rock Chamber of Commerce and FDIC
- ² Round Rock Independent School District Tax Office
- ³ City Inspection Department

N/A - Information is unavailable on a local basis

Financial Statistics

Principal Taxpayers

Principal Taxpayers

September 30, 2003

Name of Taxpayer	Type of Business	Net Assessed Valuation	% of Total Net Assessed Valuation
Dell Computer Holdings, LP	Electronic Equipment	\$211,653,232	4.184 %
DDR DB Development Ventures	Property Management	65,675,000	1.298
Dell Computer Corp.	Electronic Equipment	61,552,844	1.217
DuPont Photomasks, Inc.	Chemicals	53,246,169	1.052
Oncor Electric Delivery Co.	Electric Utility	34,207,020	0.676
Limestone Ranch, LLP	Property Management	30,712,160	0.607
Southwestern Bell Telephone	Telecommunications	26,284,760	0.520
La Frontera Multi-Family	Property Management	22,227,016	0.439
Lodge at Warner Ranch, LP	Property Management	22,220,333	0.439
Sysco Food Services, Inc.	Food Service Manufacturer	21,790,617	0.431
Total		\$549,569,151	10.863 %

Hotel Taxpayers

September 30, 2003

Taxpayer	Total Collections Year Ended September 30, 2003	Number of Rooms
La Quinta Inn	\$85,873	116
Courtyard by Marriott	114,542	113
Red Roof Inn	69,445	107
Baymont Inn	65,186	93
Best Western Executive Inn	51,477	67
Days Inn & Suites	22,383	49
Super 8 Motel	40,597	62
Extended Stay America	41,433	138
Wingate Inn	56,545	101
Amerisuites	37,343	90
Residence Inn	101,063	96
Hilton Garden Inn	128,614	122
Comfort Suites	51,551	62
Springhill Suites	94,831	104
Hampton Inn	131,316	93
Staybridge Suites	62,467	81
Austin Marriott North	419,098	295
Candlewood Suites	43,877	98
Lodge at Warner Ranch	1,103	5
Total	\$1,618,744	1,892

Financial Statistics

Hotel Occupancy Tax Collection History

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
	\$	\$	\$	\$	\$
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
2003	401,794	367,136	410,803	439,011	1,618,744

Miscellaneous Statistics
September 30, 2003

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	80 Salaried
	45 Volunteer

Police Protection ² -

Number of stations	1
Number of police officers	110

Municipal Water Department ² -

Number of consumers	23,822
Average monthly consumption	447,000,000 Gallons

Residential, Commercial, Industrial Building Permits ²	1,383
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Recreation and Culture ²

Number of parks	72
Number of libraries	1
Number of library volumes	143,157 (approx.)

Employees ²	654
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¹ Source: Round Rock Chamber of Commerce

² Source: City of Round Rock



City of Round Rock
Fiscal Year 2004-2005
Budget Calendar

JANUARY 2004						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2004						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

MARCH 2004						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2004						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2004						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2004						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

February

- 23 Budget Kick Off Meeting

March

- 12 Draft Strategic Budgets & New Programs due from Departments
- 22 Personnel Worksheets issued to Departments

April

- 2 Personnel Worksheets due back from Departments
- 5 Draft Strategic Budgets returned to Departments for revision
- 12 Strategic Budget revisions & New Programs due from Departments
- 26 Budget Worksheets/Revenue Projections provided to Departments

May

- 14 Completed Budget Worksheets/Revenue Projections due from Departments

June

- 18 Draft of Budget Team document presented
- 25 Budget Team review meetings held

July

- 23 City Manager's Proposed Budget submitted to City Council

- 25 Tax roll certification by Chief Appraiser (official date)

Mid-August

Publication of Tax Rates (Effective, Rollback)

September

- 9 FY2004-2005 Proposed Budget to Council for Approval (1st Reading)
- FY2004-2005 Proposed Tax Rate to Council for Approval (1st Reading)

Televised town hall meeting on the Proposed Budget

Public hearing on the Budget

- 23 FY2004-2005 Proposed Budget to Council for Approval (2nd Reading)

FY2004-2005 Proposed Tax Rate to Council for Approval (2nd Reading)

Public hearing on the Budget

FY2004-2005 Budget Adopted by Council

FY2004-2005 Tax Rate Adopted by Council

October

- 1 FY2004-2005 Budget becomes effective

JULY 2004						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2004						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2004						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2004						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2004						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2004						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

ARTICLE 8

FINANCIAL ADMINISTRATION

SECTION 8.01 FISCAL YEAR

The fiscal year of the City shall begin on the first day of each October and end on the last day of September of the succeeding year. All funds collected by the City during any fiscal year, including both current and delinquent revenues, shall belong to such fiscal year and, except for funds derived to pay interest and create a sinking fund on the bonded indebtedness of the City, may be applied to the payment of expenses incurred during such fiscal year, except as provided in this Charter. Any revenues uncollected at the end of any fiscal year, and any unencumbered funds actually on hand, shall become resources of the next succeeding fiscal year.

SECTION 8.02 PUBLIC RECORD

Copies of the budget adopted shall be public records and shall be made available to the public for inspection upon request.

SECTION 8.03 ANNUAL BUDGET

(a) Content.

The budget shall provide a complete financial plan of all City funds and activities and, except as required by law or this Charter, shall be in such form as the City Manager deems desirable or the City Council may require. A budget message explaining the budget both in fiscal terms and in terms of the work programs shall be submitted with the budget. It shall outline the proposed financial policies of the City for the ensuing fiscal year, describe the important features of the budget, indicate any major changes, from the current year in financial policies, expenditures, and revenues, with reasons for such changes. It shall also summarize the City's debt position and include such other material as the City Manager deems desirable. The budget shall begin with a clear general summary of its contents and shall show in detail all estimated income, indicating the proposed property tax levy, and all proposed expenditures, including debt service, for the ensuing fiscal year. The proposed budget expenditures shall not exceed the total of estimated income. The budget shall be so arranged as to show comparative figures for actual and estimated income and expenditures of the current fiscal year and actual income and expenditures of the preceding fiscal year, compared to the estimate for the budgeted year. It shall include in separate sections:

- (1) an itemized estimate of the expense of conducting each department, division, and office;

- (2) reasons for proposed increases or decreases of such items of expenditure compared with the current fiscal year;
 - (3) a separate schedule for each department, indicating tasks to be accomplished by the department during the year, and additional desirable tasks to be accomplished, if possible;
 - (4) a statement of the total probable income of the City from taxes for the period covered by the estimate;
 - (5) tax levies, rates, and collections for the preceding five years;
 - (6) an itemization of all anticipated revenue from sources other than the tax levy;
 - (7) the amount required for interest on the City's debts, for sinking fund and for maturing serial bonds;
 - (8) the total amount of outstanding City debts, with a schedule of maturities on bond issue;
 - (9) anticipated net surplus or deficit for the ensuing fiscal year of each utility owned or operated by the City and the proposed method of its disposition (subsidiary budgets for each such utility giving detailed income and expenditure information shall be attached as appendices to the budget);
 - (10) a Capital Improvement Program, which may be revised and extended each year to indicate capital improvements pending or in process of construction or acquisition, and shall include the following items:
 - i. a summary of proposed programs;
 - ii. a list of all capital improvements which are proposed to be undertaken during the five (5) fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;
 - iii. cost estimates, method of financing and recommended time schedules for each such improvement; and
 - iv. the estimated annual cost of operating and maintaining the facilities to be constructed or acquired; and
 - (11) such other information as may be required by the City Council.
- (b) Submission.

On or before the first day of August of each year, the City Manager shall submit to the City Council a proposed budget and an accompanying message. The City

Council shall review the proposed budget and revise same as deemed appropriate prior to general circulation for public hearing.

(c) Public Notice and Hearing.

The City Council shall post in the City Hall and publish in the official newspaper a general summary of the proposed budget and a notice stating:

- (1) the times and places where copies of the message and budget are available for inspection by the public; and
- (2) the time and place, not less than two (2) weeks after such publication, for a public hearing on the budget.

(d) Amendment Before Adoption.

After the hearing, the City Council may adopt the budget with or without amendment. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs or amounts, except expenditures required by law or for debt service or for estimated cash deficit, provided that no amendment to the budget shall increase the authorized expenditures to an amount greater than the total of estimated income plus funds available from prior years.

(e) Adoption.

The budget shall be finally adopted not later than the final day of the last month of the fiscal year. Adoption of the budget shall constitute a levy of the property tax therein proposed. Should the City Council take no final action on or prior to such day the budget, as submitted, together with its proposed tax levy, shall be deemed to have been finally adopted by the City Council. No budget shall be adopted or appropriations made unless the total of estimated revenues, income and funds available shall be equal to or in excess of such budget or appropriations, except as otherwise provided in this Article.

(Charter amendment approved by voters January 20, 1996)

SECTION 8.04 ADMINISTRATION OF BUDGET

(a) Payments and Obligations Prohibited.

No payment shall be made or obligation incurred against any allotment or appropriation except in accordance with appropriations duly made and unless the City Manager or designee first certifies that there is a sufficient unencumbered balance in such allotment or appropriations and that sufficient funds therefrom are or will be available to cover the claim or meet the obligation when it becomes due and payable. Any authorization of payment or incurring of obligation in violation of the provisions of this Charter shall be void and any payment so made illegal. Such action shall be the cause for removal of any officer who knowingly authorized or made such payment or incurred such obligations, and such officer shall also be

liable to the City for any amount so paid. However, this prohibition shall not be construed to prevent the making or authorizing of payments or making of contracts for capital improvements to be financed wholly or partly by the issuance of bonds, time warrants, certificates of indebtedness, or certificates of obligation, or to prevent the making of any contract or lease providing for payments beyond the end of the fiscal year, provided that such action is made or approved by ordinance.

(b) Financial Reports.

The City Manager shall submit to the City Council at least quarterly the financial condition of the City by budget item, budget estimate versus accruals for the fiscal year to date. The financial records of the City will be maintained on an accrual basis to support this type of financial management.

(Charter amendment approved by voters January 20, 1996; May 6, 2000)

ORDINANCE NO. G-04-09-23-12A1

AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR THE CITY OF ROUND ROCK, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2004, AND ENDING SEPTEMBER 30, 2005, 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, 2004, and ending September 30, 2005, and

WHEREAS, proper and timely notice that public hearings on such budget would be held on September 9, 2004, and September 23, 2004, 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 9, 2004, and September 23, 2004, 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, 2004 and ending September 30, 2005, is hereby in all things approved and adopted and it shall be effective as of October 1, 2004.

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 9th day of September, 2004.

READ, APPROVED and ADOPTED on second reading this the 23rd day of September, 2004.


NYLE MAXWELL, Mayor
City of Round Rock, Texas

ATTEST:


CHRISTINE R. MARTINEZ, City Secretary

ORDINANCE NO. 0-04-09-23-12A2

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 2004.

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 2004 upon all property, real, personal and mixed, within the corporate limits of said City subject to taxation, a tax of 20.922 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 2004 upon all property, real, personal and mixed, within the corporate limits of said City subject to taxation, a tax of 17.050 cents on each One Hundred Dollars (\$100.00) valuation of property.

SUMMARY

Maintenance and operation of the Municipal Government	20.922 cents
Interest and Sinking	<u>17.050 cents</u>
Total Tax per \$100.00 of valuation	37.972 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 9th day of September, 2004.

READ, APPROVED and ADOPTED on second reading this the 23rd day of September, 2004.


MIKE MAXWELL, Mayor
City of Round Rock, Texas

ATTEST:
Christine R. Martinez
CHRISTINE R. MARTINEZ, City Secretary

ORDINANCE NO. G-04-09-23-12A3

AN ORDINANCE AMENDING CHAPTER 10, SECTIONS 10.201 AND 10.202, CODE OF ORDINANCES (1995 EDITION), CITY OF ROUND ROCK, TEXAS, AMENDING WATER AND WASTEWATER UTILITY RATES; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ROUND ROCK, TEXAS, THAT:

I.

That Chapter 10, Section 10.201(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 \$1.91 per 1,000 gallons of water used by all customers.
2. Effective January 1, 2005, the water rate for retail customers shall be \$1.96 per 1,000 gallons of water used by all customers.

(ii) 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 Charge	Effective January 1, 2005
½ inch	\$11.60	\$ 11.72
¾ inch	16.33	16.33
1 inch	25.78	25.78
1½ inch	49.40	49.40
2 inch	77.75	77.75
3 inch	143.90	143.90
4 inch	238.40	238.40
6 inch	758.15	758.15
8 inch	1,325.15	1,325.15
10 inch	2,081.15	2,081.15
12 inch	2,553.65	2,553.65

II.

That Chapter 10, Section 10.202(1), Code of Ordinances (1995 Edition), City of Round Rock is hereby amended to read as follows:

(1) Sewer Rates for Retail Customers

(a) Inside City Limits:

The rate schedule for retail customers of the city's sanitary sewer system shall be hereinafter set forth.

(i) Rates

1. The sewer rate for retail customers shall be \$2.12 per 1,000 gallons of water used for all users.
2. Effective January 1, 2005, the sewer rate for retail customers shall be \$2.26 per 1,000 gallons of water used for all users.

(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 Charge</u>	<u>Effective January 1, 2005</u>
5/8"	\$ 8.90	\$ 9.08
3/4"	11.85	11.85
1"	17.00	17.00
1 1/2"	31.00	31.00
2"	47.80	47.80
3"	87.00	87.00
4"	143.00	143.00
6"	451.00	451.00
8"	787.00	787.00
10"	1,235.00	1,235.00
12"	1,515.00	1,515.00

III.

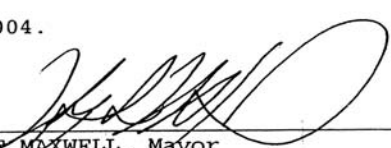
A. All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed.

B. The invalidity of any section or provision of this ordinance shall not invalidate other sections or provisions thereof.

C. The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this Ordinance and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

READ and APPROVED on first reading this the 9th day of September, 2004.

READ, APPROVED and ADOPTED on second reading this the 23rd day of September, 2004.



NYLE MAXWELL, Mayor
City of Round Rock, Texas

ATTEST:



CHRISTINE R. MARTINEZ, City Secretary

Revenue Footnotes

This section reflects changes greater than \$5,000 from Revised Budget 2003-2004 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	Reflects estimated activity
Sales Taxes	
4120	Reflects conservative assumptions. See Budget Message for details
Franchise Fees	
4115	Reduction due to one-time adjustment in prior year
4116	Reflects reduced expectations based on actual prior results
4117	Reflects increased customer base for this utility provider
4118	Reflects reduced expectations based on actual prior results
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
Garbage/Fire Protection Fees	
4302	Reflects estimated activity
4617	Reflects estimated activity
Recreation Fees	
4403	Reflects increased number of participants and expansion of programs
4404	Reflects estimated program activity
4405	Reflects increased number of participants
4409	Reflects increased number of participants and expansion of programs
4413	Reflects estimated membership at the recreation center
Library Fees	
4516	Reflects actual and estimated program activity
Filing/Other Fees	
4217	Reflects actual and estimated activity
4219	New site plan fee associated with development review process
Fines & Costs	
4511	Reflects estimated activity
Rentals	
4412	Reflects estimated activity
Grants	
4623	Reflects increase in grant allocation

Revenue Footnotes (Cont.)

General Fund Revenues

Revenue Account Number	Explanation of changes from the prior year
Grants (Cont.)	
4685	Reduction due to expiration of prior year funding agreement
4689	Reflects new grant award
4679	Reflects increase in grant allocation
4663	Reduction due to expiration of prior year funding agreement
Interest	
4610	Reflects anticipated increase in market rates and available cash for investing
Capital Lease Proceeds	
4616	Reflects scheduled items financed through capital lease program
Other Revenues	
4308	Reflects estimated program activity
4625	Reflects amounts reclassified to recreation programs
4636	Reflects actual and estimated activity
4670	Reflects actual and estimated activity
4671	Reflects construction management services provided

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
7200	Reflects increase of 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

Revenue Footnotes (Cont.)

Water / Wastewater Utility Fund Revenues

Revenue Account Number	Explanation of changes from the prior year
Water & Related Services	
4801	Reflects growth in customer base; consumption
4831	Reflects actual and estimated activity
Sewer & Related Services	
4821	Reflects growth in customer base; sewer activity
Pre-Treatment Surcharge	
4443	Reflects monitoring and treatment of non-domestic waste discharges
Interest	
4610	Reduction reflects scheduled decrease in cash available for investing

Utility Impact Fees Fund Revenues

Revenue Account Number	Explanation of changes from the prior year
4802	Reflects actual and estimated activity
4808	Reflects actual and estimated activity
4822	Reflects actual and estimated activity
4828	Reflects actual and estimated activity

Hotel Occupancy Tax 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 scheduled decrease in cash available for investing

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.

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.

Outputs - These are program performance indicators that measure the quantity of work performed by the program. These are units of service delivered by the program to its customers. Sometimes this is called workload.

Performance Budget - A budget that focuses upon activities rather than line item expenditures. Work load and unit cost data are collected in order to assess efficiency of services.

Program - A logical division or classification of activities within the City or within a Department. See also Department.

Property Tax - Taxes that are levied on both real and personal property according to the property's valuation and tax rate.

Revenue - Funds received as income. It includes such items as tax payments, fees from specific services, fines, interest income, franchise fees, etc.

Revenue Bond - Bonds whose principal and interest are payable exclusively from user fees (e.g. Water and Wastewater utility rates).

Repair and Replacement Fund - A utility fund established for major wastewater system improvements. Funding originated through the conveyance of a portion of the City's regional wastewater plant to the City of Austin.

Sales Tax - Levied on applicable sales of goods and services at the rate of 8.25 percent in Round Rock. The City receives revenue from the sales tax at the rate of 1.5 percent. The Round Rock Transportation System Corp. receives 0.5 percent. Revenue from the remaining portion of the rate is collected by the state.

Special Revenue Fund - A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes (e.g. Hotel/Motel Special Revenue Fund).

Strategic Budget – A budget that is closely linked to the City’s Strategic Plan and Departmental Goals, Objectives, and Performance Measures. Strategic Budgeting is the process that the City of Round Rock utilizes to link the City’s Strategic Plan and individual Departmental strategy and performance to the City’s Budget.

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
Cindy Demers, CPA
Jerry Galloway, CPA

Assistant City Manager/CFO
Director
Controller

Noelle Jones, CPA Finance Programs Manager
Elaine Wilson, CTP Treasury & Finance Supervisor
Cheryl Delaney, MBA Budget Supervisor
Robbie Sorrell, CPA Budget Analyst I
Debbie Hunt Accounting Supervisor
Lynn Olsen Accountant II
Sandy Smith Accounting Technician I

Margarett Stevens Accounting Technician II
Becky Martinez Payroll Specialist
Anne Keneipp Accounting Technician II
Karen D'Amato Accounting Technician I
Becca Ramsey Accounting Technician II
Dodi Lilja Accounting Technician I
Sharla Wojcik Utility Accountant I
Judy Morris Accounting Technician II

