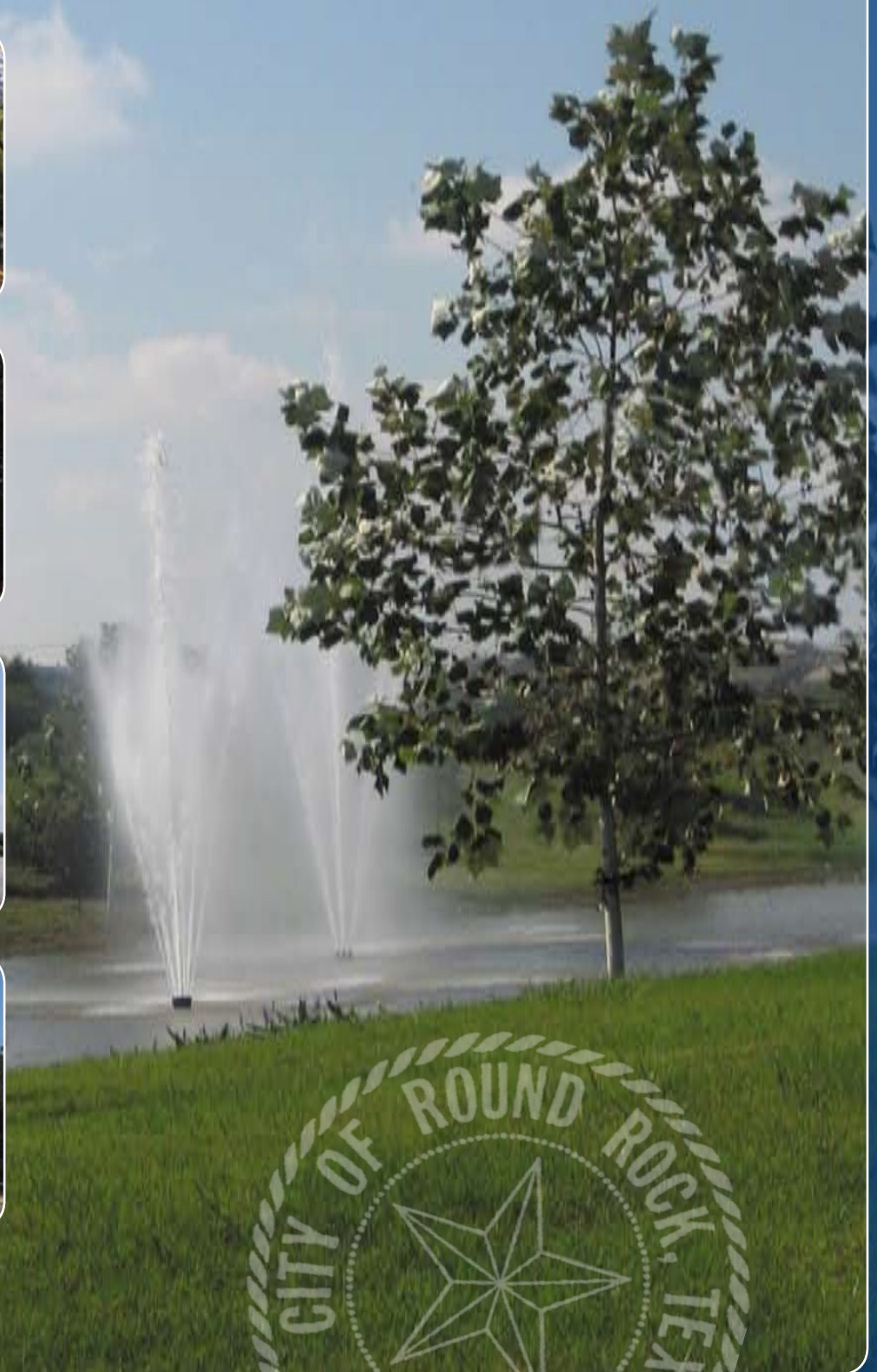




ROUND ROCK, TEXAS  
PURPOSE. PASSION. PROSPERITY.

# Annual Operating Budget 2008-2009



# City of Round Rock Annual Budget

For the Fiscal Year  
OCTOBER 1, 2008 • SEPTEMBER 30, 2009

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## CITY LEADERSHIP:

**ALAN MCGRAW** Mayor  
**JOE CLIFFORD** Mayor Pro-Tem

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**RUFUS HONEYCUTT** Council Member  
**GEORGE WHITE** Council Member  
**SCOTT RHODE** Council Member  
**CARLOS T. SALINAS** Council Member  
**KRIS WHITFIELD** 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  
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PRESENTED TO

**City of Round Rock  
Texas**

For the Fiscal Year Beginning

**October 1, 2007**

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Round Rock, Texas for its annual budget for the fiscal year beginning October 1, 2007. 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 a 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  
2008-2009 Operating Budget**

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## Budget Message





## Budget Message



September 26, 2008

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

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

Presented herewith is the City Manager's adopted operating budget for fiscal year October 1, 2008 through September 30, 2009. This document contains spending plans and revenue estimates for the General Fund, the Debt Service Fund, the Water/Wastewater Utility Fund and the Special Revenue Funds.

The total FY 2008-09 adopted operating budget is \$134,854,343. This figure includes \$86,125,615 for the General Fund, \$13,039,874 for the Debt Service Fund and \$35,688,854 for the Water/Wastewater Utility Fund.

Spending plans and revenue estimates are provided for Special Revenue Funds with expenditures as follows: \$2,325,690 for the Hotel Occupancy Tax Fund, \$406,132 for the Parks Improvement & Acquisitions Fund, \$112,460 for the Municipal Court Fund, \$3,000 for the Library Fund and \$250,000 for the Tree Replacement 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 (2009-2010 projected budget) reflects only the extended cost of the programs and operating commitments, which are adopted for 2008-2009.

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

### Document Organization and Presentation

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

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

The **Budget Summaries Tab** includes a summary of the 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 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. 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 along with 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 the 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, Utility and Hotel Occupancy Tax Funds.

The **Financial Statistics Tab** provides City statistical information for the fiscal year ended September 30, 2007.

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 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 ten 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, open house forums, 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.

The Round Rock City Council has 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, the goals and related budgetary requirements for meeting these goals have been developed by each operating department.

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 the City follows to link the City's Strategic Plan and individual departmental strategy and performance, to the budget.

## 10-Year Operational Plan

In the fall of 2005, the City conducted a 10-year operational analysis to determine the resources required to fund operations in future years. This analysis was conducted due in large part to continuing trends in population growth and increased funding pressures. This is especially evident in the current cost trends experienced in the public safety sector for the City and the region as a whole. These factors impact resources available for all City services.

The analysis consisted of projecting operational costs for a 10-year period incorporating the financial needs of the City's departments based on the current strategic priorities. Revenues available for operations were projected utilizing anticipated growth trends and existing financial policies. Once the financial information was compiled, public input was solicited. The goal was to develop informed consent from the public on service levels for long-term financial planning.

The focus of the exercise was on the seven (7) general fund core services, all competing for limited resources: library services, maintain order and enforce laws, provide fire response, provide emergency medical response, provide open space/park facilities, provide recreational facilities/activities, and provide urban infrastructure.

Through a series of open house forums and on-line input, approximately 600 citizens participated in the process. The results of the analysis found:

- a) The City should stay the course on levels of service;
- b) A preference for increased levels of service in public safety and maintenance of urban infrastructure;
- c) A preference for user fees to pay for services and;
- d) The City should continue to operate efficiently and aggressively implement cost controls.

The 10-Year Operational Plan results are an important planning tool in this and future budgets.

## 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 2008-2009

- 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.

**A detailed description of the City's Strategic Goals is in the Appendix Section.**

### Budget Priorities and Changes in Funding

The development of the budget for the 2008-2009 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 an economic slowdown and, secondly, to maintain city services to meet the needs of a larger community.

This year, the budget is influenced by a unique combination of a general economic slowdown and continued population growth. Consequently, while the City must respond to lower sales tax revenue projections, demand for services from a growing population remains strong. In order to balance these conditions, a conservative budget strategy was utilized. New or expanded programs will be considered during the fiscal year if local economic conditions will support them. Generally, the City must continue to meet the demands of a larger day time population created by steady job growth, growing commercial/industrial, retail and healthcare sectors and a larger residential population. Operating departments have proposed funding requests to meet these needs.

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.

An underlying budgetary influence is the City's business model as approximately 57% of General Fund revenue is provided by 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 City's adopted 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 philosophy which strives to simultaneously deliver high product and service quality, outstanding customer value and sound financial performance. Specifically, the process this year began with a City Council work session to discuss fiscal policy and economic outlook. The City Manager, Assistant City Manager/Chief Financial Officer and Finance Director met to refine operating guidelines and soon thereafter budget files and workbooks were provided to the operating departments. In addition, the FY 2008-09 adopted budget was developed under guidelines established by the City's Financial Management Policy adopted by the City Council in March of 2005. Specifically, the policy is designed to manage the City's growing operational reliance on sales tax generated by a single taxpayer. The policy is discussed in detail in the Sales Tax Collection section of this letter. Under these guidelines, city departments developed their draft strategic budget documents, initial operating requirements and program proposals and then worked together as a team to develop a budget proposal that fit within revenue expectations and key departmental goals.

As required by the City's Charter, the proposed budget is to be provided to the City Council by August 1. Concurrently, copies of the proposed budget and the City's strategic budget are made available to the public on the City's website and 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.

## Budget Key Dates

<b>February</b>	City Council Work Session Budget Kickoff
<b>March-May</b>	Departmental submission of budget documents
<b>June</b>	Executive review of Proposed Budget
<b>July</b>	City Manager submits Proposed Budget to City Council Tax roll certification by chief appraiser
<b>August</b>	Publication of proposed tax rates
<b>September</b>	Proposed Budget submitted and approved by City Council (2 readings)
<b>October</b>	Budget becomes effective

### **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 current fiscal year ending on September 30, 2008 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.

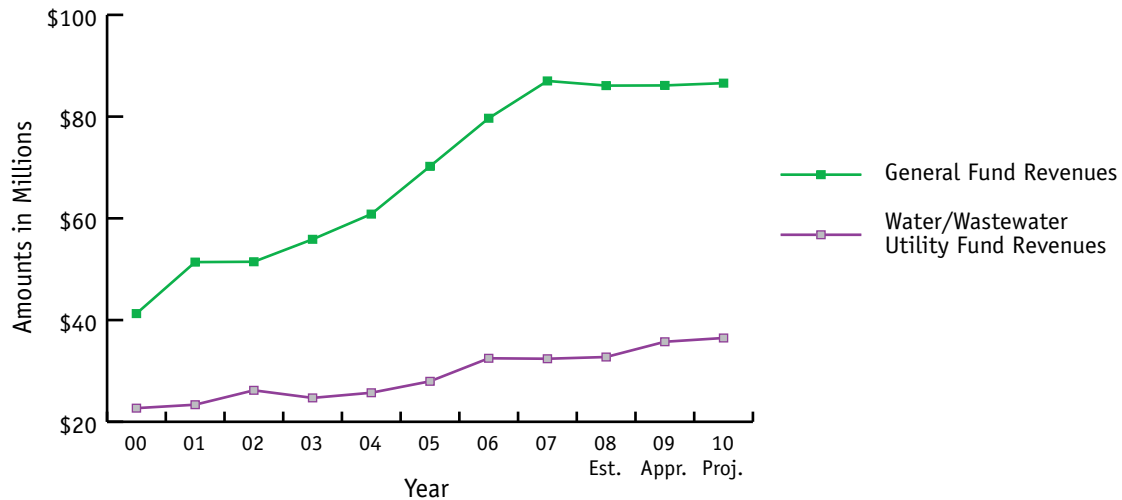
### **Trend Analysis**

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. While in the past Round Rock has enjoyed a relatively stable upward revenue trend, recently the City has seen more moderate growth.

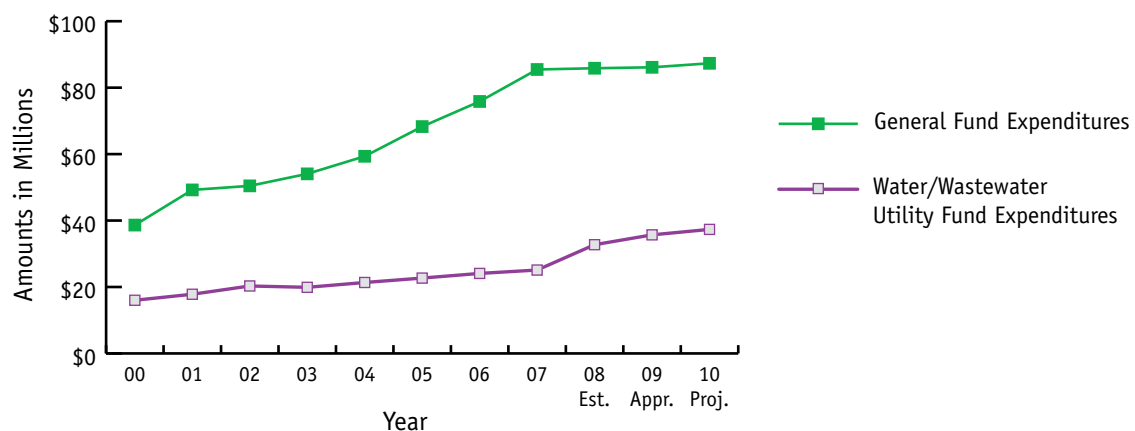
### General Fund & Water/Wastewater Utility Fund Revenues



### 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



Note: FY 03, FY 05, FY 06, and FY 08 Water / Wastewater Utility Fund Expenditures exclude one-time \$23 million, \$12.3 million, \$5 million and \$8.5 million transfers to Construction Fund, respectively.



## Economic Outlook and Revenue Projections for Fiscal Year 2008-09

Despite the general economic slowdown mentioned earlier, current indicators show that the regional economy remains healthy and Round Rock remains fairly strong in population growth and economic activity.

In considering this spending plan, it is important to keep in mind the fact that Round Rock is located within Williamson County, which is one of the fastest growing counties in the State. Since 1990, Williamson County has soared 187% to 400,774, and the City of Round Rock has grown 6.2% on an average annual basis, thus making Round Rock one of the fastest growing cities in Texas. The Austin-Round Rock Metropolitan Statistical Area (MSA) has more than doubled in population to 1.6 million since 1990. 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 historical and projected population growth for the area including comparison figures for Texas and the United States.

	1980	1990	2000	2009 Estimate	% Change 1980-1990	% Change 1990-2000
Round Rock	11,812	30,923	61,136	97,500	162%	98%
Williamson County	76,521	139,551	249,967	400,774	82%	79%
Austin - Round Rock MSA	585,051	781,572	1,249,763	1,598,161	34%	60%
Texas	14,229,191	16,986,510	20,851,820	23,904,380	19%	23%
United States	226,545,805	248,709,873	281,421,906	301,621,157	10%	13%

Source: U.S. Census Bureau & entity estimates

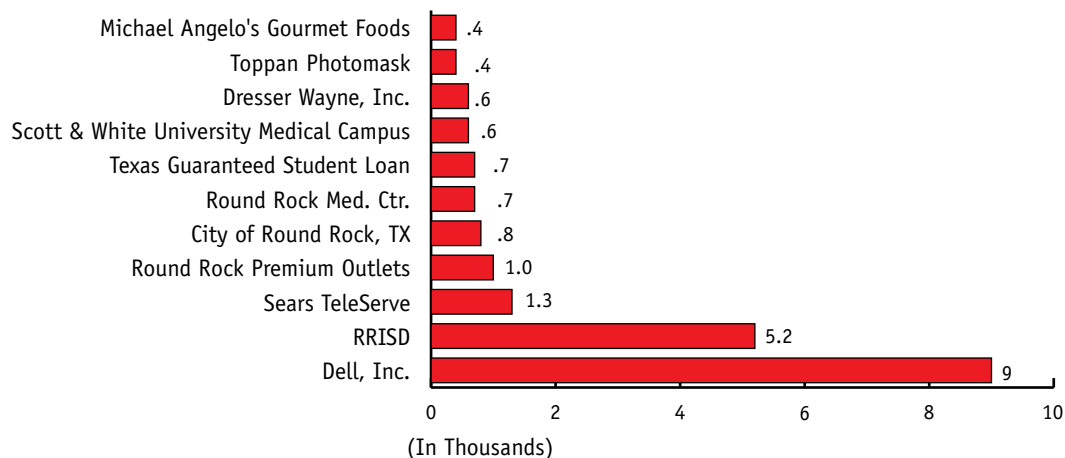
The adopted budget reflects continued growth in and around the City, even with the slowing national building trend. Modest growth in building activity is expected, fueled by continued in-migration to the community while job creation will also continue its healthy growth trends. The current unemployment rate in Round Rock is 3.3% and remains lower than the Austin metro and statewide rates of 3.7% and 4.3%, respectively.

A growing population directly influences the housing industry and, ultimately, the property tax base. As indicated by the following chart, 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, although on a more moderate level. It is important to note that Round Rock's extra-territorial jurisdiction (ETJ) contains over 9,000 acres of undeveloped property which will influence the demand for City services into the future.

**Residential Building Permits**

Year	Building Permits	Monthly Average
1999	2,163	180
2000	2,460	205
2001	1,722	143
2002	1,401	117
2003	1,354	113
2004	1,317	110
2005	1,332	111
2006	1,403	117
2007	859	72
2008	380	32
2009 (projected)	500	42

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 strong over the past several years.

**Jobs in Round Rock****Major Employers**

Recent years' retail activity in Round Rock has seen strength and expansion including the opening of Round Rock Premium Outlets in August 2006. The outlet center provides over 430,000 square feet of retail space containing 130 stores in an outdoor village setting, a movie theater and a planned hotel. From 5 to 7 million shoppers are expected to visit the outlet center annually. Swedish furniture maker IKEA also opened its third Texas store in Round Rock in November 2006. In September 2008, REI opened a major retail store joining the other retail stores and helping to further anchor the retail hub. These major retail destinations located in north Round Rock on Interstate 35 provide continued expansion and diversification of Round Rock's economy.

Round Rock has historically been successful in attracting successful global leaders in the high tech industry. KoMiCo, a multinational corporation based in Korea and a Samsung contractor, recently opened their doors in Round Rock. Within the next four years, they are expected to bring 120 jobs to the community.

Round Rock is also continuing to see significant growth in the medical industry. St. David's Round Rock Medical

Center, originally constructed in 1983, completed a \$58 million expansion in April of 2006, which almost doubled its size. In addition to the new patient tower, the expanded facility includes a full-service cardiovascular center and new intensive care unit. Since 2000, the hospital has spent approximately \$98 million on renovations and facility expansions.

Scott & White, a major regional health care organization, has expanded its operations in Round Rock by developing an \$81 million Scott & White University Medical Campus in north Round Rock. This complex includes a Scott & White Clinic and private physician medical office building which opened in October 2006 and a 76-bed hospital and diagnostic center which opened in the summer of 2007.

The Seton Family of Hospitals opened Seton Medical Center Williamson in the spring of 2008. The 360,000 square foot facility was constructed on 74 acres in north Round Rock. The facility is state-of-the-art in design, technology and delivery of complex care. The first phase of the campus includes a 181-bed hospital, ambulatory surgery center and a diagnostic and imaging center. It also includes the first of several medical office buildings. The medical center will be a hub for new major growth and economic development in the region. In the initial years of operation, the medical center will generate more than 1,400 new jobs and provide an estimated total positive economic impact of more than \$190 million.

The City recognizes that a highly educated workforce is an important component of a well-rounded economic foundation. The City was instrumental in successfully obtaining state legislation for funding of the first permanent building for the Round Rock Higher Education Center (RRHEC) in northeast Round Rock. The campus opened in the fall of 2005. In conjunction with Texas State University-San Marcos, it is anticipated that the new campus will become a full-service college including a planned nursing school strategically located in close proximity to the growing health care facilities in north Round Rock.

The state legislature has set aside funds for Texas A&M University System Health Science Center to build a clinical campus in Round Rock. Construction on the first phase of this project is scheduled to begin in the summer 2008 and completed in the fall 2009. The first building is expected to be about 134,000 square feet and will include both educational space and clinical facilities. The Health Science Center's new campus is expected to provide clinical training for third- and fourth-year medical students, who, for the most part, will have spent their first two years at the College Station campus of Texas A&M. It is anticipated that the students will do clinical rotations among Round Rock's three hospitals.

In May 2008, Round Rock citizens voted to join the jurisdiction of the Austin Community College (ACC). Round Rock residents will pay taxes of 9.58 cents per \$100 of assessed property value to support the college. The district will build the campus in northeast Round Rock which will eventually accommodate approximately 12,000 students. This move will also allow ACC to double its nursing program, and will open the door to develop its new health science and hi-tech center.

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 opposite projects the changes in population for the City.

## City of Round Rock Population Projections

Year	Population	Year	Population
1999	53,860	2005	84,200
2000	61,136	2006	88,500
2001	66,495	2007	90,100
2002	71,275	2008	93,700
2003	75,402	<b>2009</b>	<b>97,500</b>
2004	79,850	2014 (est.)	103,300

## Revenue Assumptions

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

## The Property Tax Rate and Property Tax Revenue

The total certified value of all taxable property, as rendered by the Williamson Central Appraisal District, is shown in the chart below. The certified value is 9.5% above the prior year value and again continues to reflect the strong regional economy. The certified tax roll as provided by the Appraisal District indicates the following:

	Adopted for FY 2008	Adopted for FY 2009
Total Taxable Value	\$7,417,279,787	\$8,121,902,884
Tax Rate	<b>36.522 Cents/\$100</b>	<b>36.522 Cents/\$100</b>

A calculation of the tax rate levy is provided in the **Tax Information & 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 maintains the tax rate of 36.522 cents per \$100 of property value, which is the same rate of 36.522 cents per \$100 as last year. Under this budget, the adopted tax rate is above the effective tax rate of 35.096 cents per \$100 of property value, which results in a tax increase. The property tax increase is necessary to help defray the anticipated decline in sales tax revenues. 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.

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) full-year funding of a new police building;
- c) debt service (principal and interest payments on debt);
- d) funding for economic development;
- e) fleet and equipment replacement;
- f) computer infrastructure and support.

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 Operations 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 ½ 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 proposed tax rate calculation is provided in the **Tax Information & Levy Tab** section of this budget.

### **Sales Tax Collections**

The City's economy generated approximately \$68.1 million in sales tax revenue for fiscal year 2007-2008. This amount includes the ½% or \$17 million in additional sales and use tax for transportation improvements as described below. The remaining 1½% generated approximately \$51.1 million for general operations, property tax reduction and capital projects. This figure is 2.3% below the original budget and 1.2% below the prior year actual collections. For 2008-2009, the budget is \$49,025,000 in sales tax revenue for operations, property tax reduction and capital projects, a 4.1% decrease from FY 2007-08 actuals.

The sales tax revenue source is extremely important to the City in that it reduces property taxes and makes up approximately 57% of the general revenue. A graphic illustration of the City's sales tax revenue performance is shown in the City Profile Tab section following this letter. The sales tax as a revenue figure is subject to economic cycles and discretionary buying characteristics of the consumer and, accordingly, must be monitored and projected carefully. This is especially important now due to reduced sales tax performance.

### **Financial Management Policy**

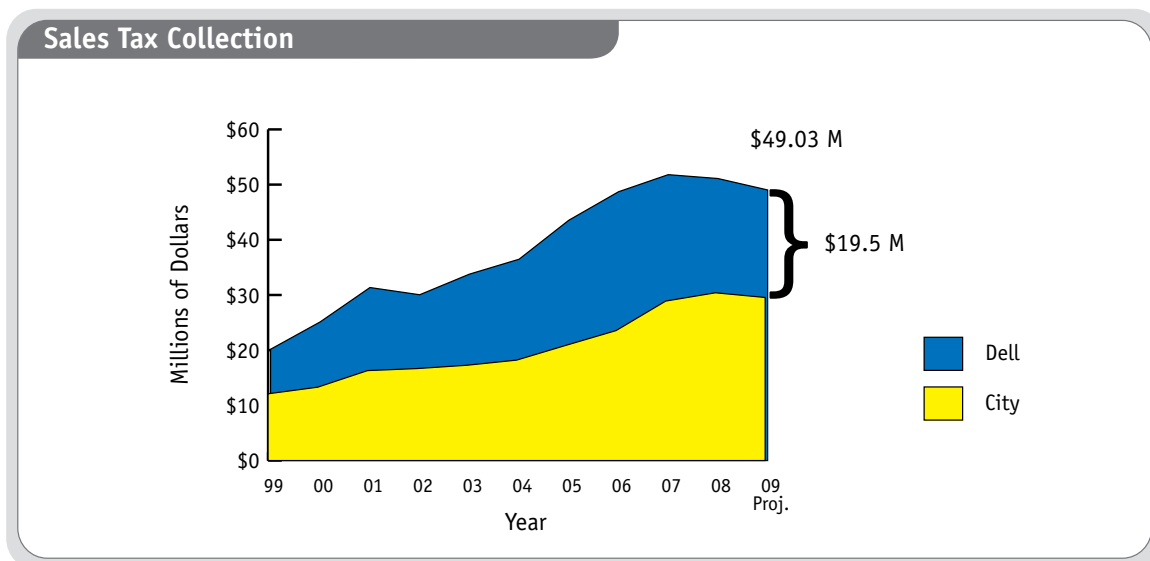
Because of the significant reliance on sales tax, the City has developed a financial management policy directed at reducing the General Fund's operational reliance on sales tax generated from Dell, Inc. The policy is designed to provide a consistent, long-term approach for the fiscal management of the City's operating funds to balance revenue requirements with the service needs of a growing population. Specifically, the policy is intended to help the City avoid the risk of a combined high property tax rate and a high reliance on sales tax. The policy is designed to better manage the continued operational reliance on sales tax generated from Dell by limiting the amount of Dell sales tax used to fund continuing general operations. The policy states that Dell must remain 50% or less of total sales tax revenue used for operations and that the estimated growth in sales tax collections from Dell must be at least 1% below the estimated growth of sales tax from all other sources. Amounts collected beyond the set operational limitation are set aside for two objectives: (1) to fund capital improvements and/or one-time expenditures as approved by the City Council to minimize the need to borrow additional funds and/or; (2) to retire existing general debt. In the long-term, this policy is expected to help manage the City's property tax rate as well as maintain financial flexibility.

The FY 2008-09 adopted budget is in compliance with the City's financial management policy. The amount of sales tax generated by Dell budgeted for operations is 40% of the total amount of sales tax used for operations. Additionally, this budget contains \$921,000 designated for the City's capital improvement program.

#### **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 \$19.5 million next year in local sales tax revenue. The City shares a portion of the proceeds with the Company and the remainder is used toward citywide property tax rate reduction, general expenses and capital improvements. The chart below shows the relative impact of sales taxes paid by Dell on the City's total sales tax receipts. Budgetary details of the agreement are reflected in the Sales Tax Revenue line item and the Economic Development section of the General Services Department.



#### **Additional Sales and Use Tax for Transportation System Improvements**

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

#### **Franchise Fee Revenue**

Franchise fee revenue represents a significant portion of the City's general revenue. Franchise fee revenue is derived from major public utilities operating within the City and is intended to reimburse the City for use of public streets and rights of way. The fee is primarily applicable to electric utilities, gas utilities, telecommunications providers, cable providers and all commercial garbage haulers. The fee is generally computed as a percentage of gross receipts and the percentages vary among the franchisees. The franchise fee revenue growth is expected to reflect population and commercial development growth rates.

### **Licenses, Permits and Fees**

Revenues from these categories are intended to cover the costs of general governmental services such as building inspection, plat recording and consultation, subdivision review, site plan fees to assist in recovering costs associated with the development review process, and other various services. No significant changes are anticipated for these revenue sources. This budget also contains estimates for new fire inspection fees for commercial construction to insure code compliance through several stages in the construction 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 to increase consistently with the rate of growth. As a direct result of higher fuel costs, garbage service fees were increased by \$.81 per month, effective summer 2008, which is reflected in this adopted budget.

### **Fire Protection Fees**

In 2006, voters in the City of Round Rock extraterritorial jurisdiction (ETJ) voted to form Emergency Services District #9 (ESD) for the purpose of providing fire and medical emergency services to the ETJ. The ESD has contracted with the City of Round Rock to provide these services to certain areas of the ESD. These areas include areas the City previously serviced under contractual agreements with individual municipal utility districts. The fees are included in the current budget and are intended to offset the costs of providing fire and emergency service for the ESD.

### **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 increased focus on traffic law enforcement.

### **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 \$750,000 for FY 2008-09 and is purchased by the City and financed over a period of three years by a qualified leasing company. The program enables the City to take advantage of low cost tax-exempt financing. The lease/purchase program financing is recorded in the General Fund through the account "Capitalized Lease Proceeds". Servicing of the lease payments is recorded in the Debt Service Fund. Funding for the lease payments is calculated in the debt component of the tax rate.

### **Utility Fund Transfer**

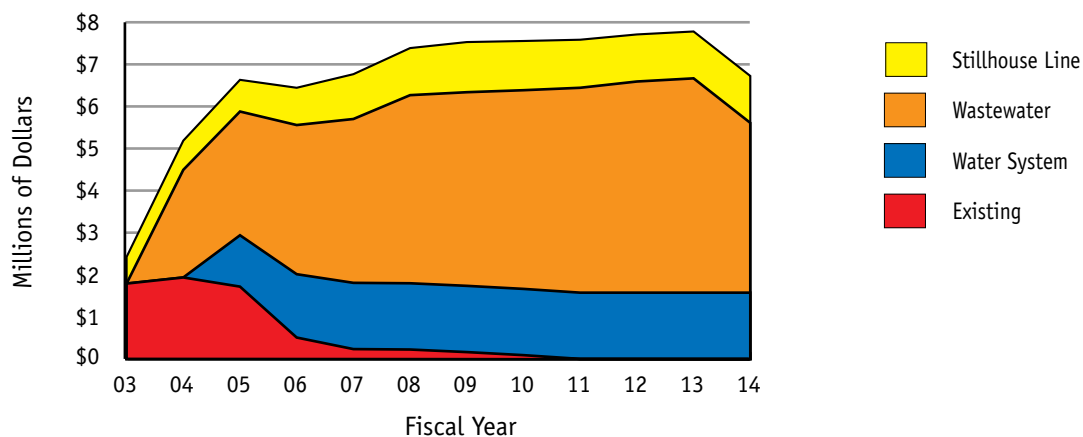
The transfer from the Utility Fund to the General Fund is \$1,690,000 and represents approximately 4.7% of the Utility Fund's revenues. The transfer is designed to reimburse the General Fund for services that fund provides to the Utility Fund such as office space, financial services, administrative services, engineering services, infrastructure repair, information technology and various other services and benefits.

### **Water/Wastewater Utility Rates and Revenue**

The Water and Wastewater Utility operations are funded primarily through user fees. The City's growing customer base and recent summer seasons have placed the City's water utility system under a substantial test as the effects of increased population continued to create a high demand 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 \$103.1 million from 2005 to 2010 for water system improvements. For this same time period, wastewater improvements constructed by the City will require \$24.9 million. The combined capital program for this time period totals \$128 million and is to be funded through utility rates, impact fees and funds borrowed by the City and the Lower Colorado River Authority/Brazos River Authority Alliance (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.

#### Proposed Water/Wastewater Debt Service



The City completed an update to its comprehensive utility rate study in 2006. Findings from the study indicated 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 an average 5.8% utility rate increase effective in January 2009. 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 has been factored into the projected water sales of \$18,138,000. The City provides treated water to a variety of retail and wholesale customers (those defined as metered connections). For the fiscal year 2007-2008, the customer base increased to 31,899 and gallons of water sold are expected to reach 5.8 billion. The number of utility customers is projected at 32,380 and water sales are projected at 5.5 billion gallons for next fiscal year. Water sales are conservatively estimated using customer base projections, while at the same time taking into account adverse weather conditions.

#### Industrial Pre-Treatment Surcharge

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

#### Water/Wastewater Impact Fees

Water and wastewater impact fees are collected for all new residential and commercial connections to the City's utility. Currently, the fees are \$4,296 per LUE (living unit equivalent) for water, and \$1,306 per LUE for wastewater. These fees are designed to help offset the cost of serving new connections to the utility system, and, under the



authority by which these fees are collected, the fees are restricted in their use. Specifically, impact fees the City collects are set aside for designated utility projects and may also be used toward current debt service on existing facilities, which serve new connections. The City is in the process of updating the Utility Master Plan and the impact fees required.

### Personnel and Compensation

#### Personnel

The City currently supports a staff of 829 full-time equivalent (FTE) positions allocated among the operating departments. This employment level will be increased by 9 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	2	Police Officers
	2	Telecommunications Operators
Parks & Recreation	2	Parks Maintenance Workers
Eng & Dev Services	1	Planning Technician
Utilities Administration	1	Water Conservation Coordinator
Environmental Services	1	Senior Laboratory Analyst
Total	9	

#### Personnel Compensation

This budget allocates approximately \$1 million of current payroll for employee performance based compensation increases to be implemented throughout the year.

#### Texas Municipal Retirement System (TMRS)

The City provides pension benefits for all of its full-time employees through the state-wide Texas Municipal Retirement System. Along with the employee contributions, the City has allocated approximately \$5.5 million in this adopted budget for funding of future retirement benefits for employees. Several changes have been adopted by TMRS. The major changes include a change in actuarial cost methods and changing the amortization period for actuarial liabilities. The City is evaluating how these changes will affect future employer contributions to the plan.

#### Educational Assistance

In an effort to allow employees the advantage of further education, the City offers all full-time employees up to \$2,000 per year in educational assistance. This adopted budget includes \$81,000 for the upcoming year.

### New and Existing Program Highlights

This section provides highlights of programs contained in this adopted budget. For new programs, if any, 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 continues funding of the Chamber of Commerce at \$480,000 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 two new police officers and two civilian telecommunication operator positions. This staffing level will allow the department to continue to meet the needs of our community as well

as the staffing strategies set forth in the comprehensive 10-year strategic operating plan. These civilian positions will continue to help reduce the commissioned officers' administrative time. Also included in this budget are the operating expenditures related to the new, 123,000 square foot police headquarters which opened in April 2008.

### **Fire Services**

In 2005, the City contracted with Management Advisory Group (MAG), a nationally recognized fire service consulting firm, to perform a comprehensive review of the City's fire service. The results of this study identified several areas of focus to improve overall fire service to the community. This budget represents implementation of the City's fire strategic plan to ensure fire services are available to the growing community while managing the long-term fiscal impact. This adopted budget includes operational expenses for a total of seven fire stations, the newest of which opened in November 2007. Fire department personnel total 129 full-time equivalent staff members.

### **Parks and Recreation Services**

The City continues to invest significant funds in Old Settler's Park (OSP) - Round Rock's 600-acre recreational and sports park facility. In 2007, the City issued certificates of obligation to fund the construction of the sports complex. The debt service on those bonds is included in the adopted budget. Two new Parks Maintenance staff and additional equipment for the upkeep of new Athletic Fields at the Old Settler's Park complex are included in this budget, as well as funding for the maintenance of the City's park system and funding to provide programs and special events for the community's enjoyment.

### **Engineering and Development Services**

Included in the 2008-2009 budget is the funding for the Storm Water Management Program, which involves coordination and oversight of the state-mandated Municipal Separate Storm Sewer System permit. As part of this permit, the City is required to provide or insure public education and outreach, public involvement and participation, illicit discharge detection and elimination, pollution prevention, construction site storm water runoff control and post-construction runoff control. To help implement this program, a new full-time Planning Technician will be added to the department's staff.

### **Street Maintenance Programs**

The City continues to invest resources in its street maintenance programs to improve the traffic flow and personal mobility for citizens. The seal coat program was formalized several years ago and is funded with general government funds. It 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 approved at \$3,425,800 a \$292,765 increase over the previous year.

### **Equipment Replacement Program**

The City has progressed in the design and implementation of an equipment replacement program. Funding is approved in this 2008-2009 budget plan for continuation of the program. Equipment designated for replacement meets replacement criteria of a) old age, b) high mileage and c) cumulative repair costs in excess of the equipment market value. Maintaining the schedule of replacement is instrumental in moderating the City's overall fleet maintenance costs. Equipment funding is contained within the capital outlay section of each operating department.

### **Maintenance of City-Owned Buildings**

The City has a substantial investment in buildings, plant and equipment. This budget provides additional funding for the repair and maintenance of City 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. The City utilized an internal funding review process to 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. However, after reviewing the marketplace and updating the plan design, the City selected another network provider and administrator for the health insurance program in 2006. Results of this change have shown cost savings over previous years. Total health plan funding is scheduled at \$6.7 million.

### **Public Transportation Services**

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

The City also recently completed a five year public transportation finance and implementation strategy. The first priority is to implement a park and ride connector express shuttle from south Round Rock to the Tech Ridge Capital Metro Park and Ride Facility in north Austin. The finance strategy includes utilizing a combination of federal and local dollars to implement the program.

### **Information Technology**

The City recently completed an agreement with Round Rock Independent School District to provide the City with access to the District's fiber optic network ring located throughout Round Rock. This fiber network will provide the infrastructure necessary to significantly improve network speed and data flow throughout City departments. This budget also provides 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 readily able to communicate via the Internet with commercial enterprises and institutions, as well as providing citizens fast and direct access to the City's departments. This budget contains funding for this on-going plan.

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. To ensure that the IT staff is fully trained in new hardware and software enhancements throughout the City, this adopted budget provides allocated funding for staff development.

### **Utility Fund**

In an effort to keep up with growing service level demands, three new programs are being implemented as additions in the Utility Fund. The Utilities Administration department will add a Water Conservation Coordinator who will be responsible for promoting conservation to the water customers of the City through educational and outreach efforts. This department is also adding one vehicle to accommodate the staff's required duties of making off-site trips to oversee Capital Improvement projects, gather GIS data, etc. The Environmental Services department will be adding a Senior Laboratory Analyst, which is necessary to help handle the increase in the water and wastewater laboratory workload, as well as helping to monitor quality control.

### **Other Programs**

Each operating department budget contains information about all planned spending and programs.

## Water/Wastewater Utility System Operations

### Water System

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

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

### Reserve Water

The City has water supply reserves of 18,134 acre feet from Lake Stillhouse. Additionally, through the Brazos River Authority (BRA), the City has secured water supply reserves of 20,928 acre feet from the Lower Colorado River Authority (LCRA). The additional reserves are expected to provide adequate water capacity beyond the year 2040 and the increased costs are reflected in the adopted operating budget. Round Rock also maintains an emergency water supply agreement with the City of Austin.

### 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. Several 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 approach, 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 pro forma 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. In addition, operating costs are increasing due to various factors such as inflation and growth. The City is closely monitoring these costs and their impacts on current and future utility rates.

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

## General Capital Improvement Projects

Capital projects scheduled for the upcoming year have been funded by cash and various debt issues as detailed in the **Capital Projects Funds Expenditures Tab** section of this document. In November 2001, voters authorized the issuance of \$89,800,000 in general obligation bonds. In May 2002, a portion of this authorization, \$35,000,000 in General Obligation Bonds, Series 2002 was issued and in August 2004, \$20,000,000 in additional General Obligation Bonds, Series 2004 was issued. The balance, \$34,800,000 of the authorization, was issued in July of 2007. 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, total \$128 million for the years 2005 to 2010. Out of this figure \$31.5 million is scheduled for the ensuing fiscal year. Additionally, Round Rock in partnership with the cities of Leander and Cedar Park have created the Brushy Creek Regional Utility Authority (BCRUA) to facilitate construction and operation of a regional water facility that will provide treated water from Lake Travis to the cities. This regional approach is expected to provide significant cost savings for the construction as well as economies of scale for the ongoing operations, as one plant will be designed to serve all three communities. The first phase of this project is expected to be completed by 2011 and future financial requirements of this project are incorporated in the City's utility rate planning model.

Financing for the current and future years is to be provided primarily by operating funds, capital recovery (impact) fees, and funds borrowed through the issuance of revenue bonds.

### **Bonded Debt and Debt Service**

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

The City benefits substantially in reduced interest costs resulting from recently upgraded bond ratings by Moody's Investors Service of Aa2, 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 2008, 21 hotels with 2,173 rooms were open for business maintaining solid occupancy rates. This strong industry bodes well for the hotel occupancy tax collections which support local tourism events and debt service for the Dell Diamond/Convention Center complex. To ensure continued development and success of Round Rock's tourism industry, the City and the Chamber of Commerce engaged a tourism consultant to provide a long-range tourism plan for Round Rock. The plan recommends special emphasis on sporting events resulting in new growth in the industry. With several area sports facilities in place and statewide events being planned, Round Rock has developed a marketing strategy as the "Sports Capital of Texas." Tourism is expected to become an expanded component of the City's overall economic development strategy.

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

### **Financial Policies**

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

#### **Fund Balance/Working Capital**

It is the policy of the City to maintain a General Fund balance equivalent to at least three months of operations. Working capital in the Water/Wastewater Utility Fund, net of restricted assets/liabilities is also maintained at a minimum of three months of operations. This adopted budget adheres to these policies for these funds. The Interest & Sinking G.O. Bonds Fund maintains a fund balance in compliance with federal arbitrage regulations. Balances in



excess of the above levels are earmarked for future uses or reduced to the target levels over an appropriate length of time.

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

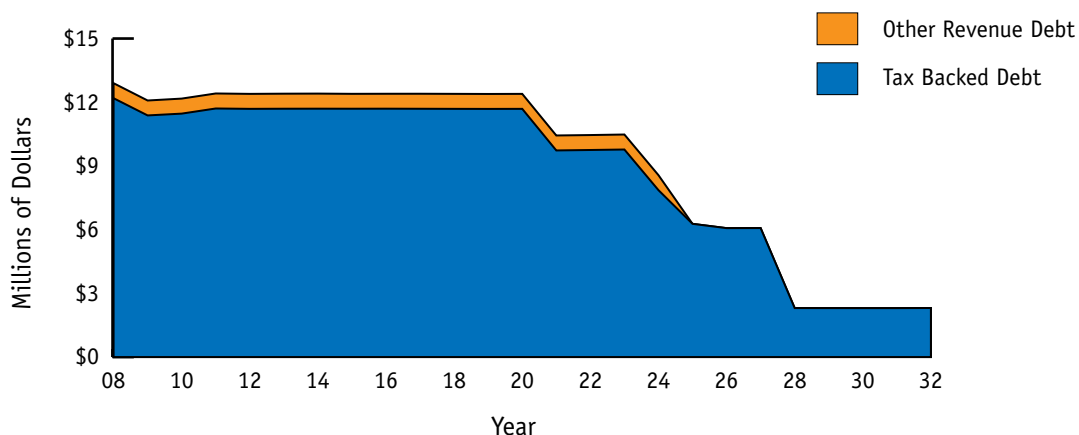
### Financial Management Policy

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

### Debt Issuance Policy

There is no direct debt limitation in the City Charter or under state law. The City operates under a Home Rule Charter (Article XI, Section 5, Texas Constitution), approved by the voters, that limits the maximum tax rate, for all City purposes to \$2.50 per \$100 assessed valuation. Administratively, the Attorney General of the State of Texas will permit allocation of \$1.50 of the \$2.50 maximum tax rate for general obligation debt service. Assuming the maximum tax rate for debt service of \$1.50 on the January 1, 2008, certified assessed valuation of \$8,121,902,884 at 95% collection, tax revenue of \$115,737,116 would be produced. This revenue could service the debt on \$1,383,102,803, 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.

### Principal and Interest Payment on Debt



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 invest-

ment 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

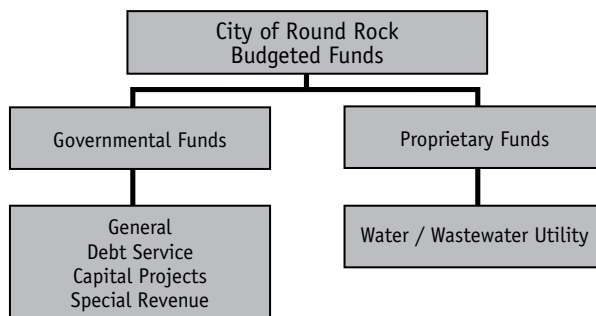
All payables for incurred expenses are accounted for, aged and paid at the latest permissible time to maximize the City's investment earning capability. All discounts are taken.

### 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.



### Governmental Funds

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

#### General Fund

The General Fund is the most important of the funds and is used to account for all resources not required to be accounted for in another fund and not otherwise devoted to specific activities. Most of the financial transactions for the City are reported in this fund. Only one General Fund exists and it finances the operations of basic city services such as police, fire, library, transportation, parks, recreation, municipal court, community planning/development/zoning and administration. The services provided by the City are classified according to activity and presented as operating departments in the budget.

#### Debt Service Funds

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

**Special Revenue Funds**

This fund type is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The Hotel Occupancy Tax Fund is included in this document.

**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.

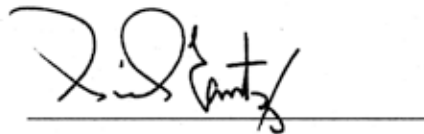
In closing, we believe this budget provides the traditional level of quality service the citizens of Round Rock expect. Attention has also been given to preservation of the City's infrastructure and development of new service programs with an entrepreneurial spirit. With the prudent strategies implemented to diversify our economic base, 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, Jerry Galloway, Cheryl Delaney, Elaine Wilson, Sherri Crone, Pat Bryan, Chris Childs, Howard Baker, Randy Barker, Ric Bowden, Becca Ramsey, Margaret Stevens, Karen D'Amato, Carolyn Brooks, Sandi Talbert, Margie Howard, Brenda Fuller, Linda Borden, Deborah Knutson, Joan Sharp, Misty Gray, Anne Keneipp, Judy Morris, Lynn Olsen, Sylvia Willhite, Christi McAllister, Dodi Lilja, Cindy Savary, Claudia Tapia, Tameka Leonard, Diana Birdwell and Ashley Brown.

Sincerely,

A handwritten signature in black ink, appearing to read 'James R. Nuse', written over a horizontal line.

James R. Nuse, P.E.  
City Manager

A handwritten signature in black ink, appearing to read 'David Kautz', written over a horizontal line.

David Kautz, CGFO  
Assistant City Manager / Chief Financial Officer





## City Profile

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





## City Profile

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





Rufus Honeycutt  
*Place 1*



Alan McGraw  
*Mayor*



Joe Clifford  
Mayor Pro-Tem  
*Place 3*

## Round Rock City Council



George White  
*Place 2*



Carlos T. Salinas  
*Place 4*



Scott Rhode  
*Place 5*

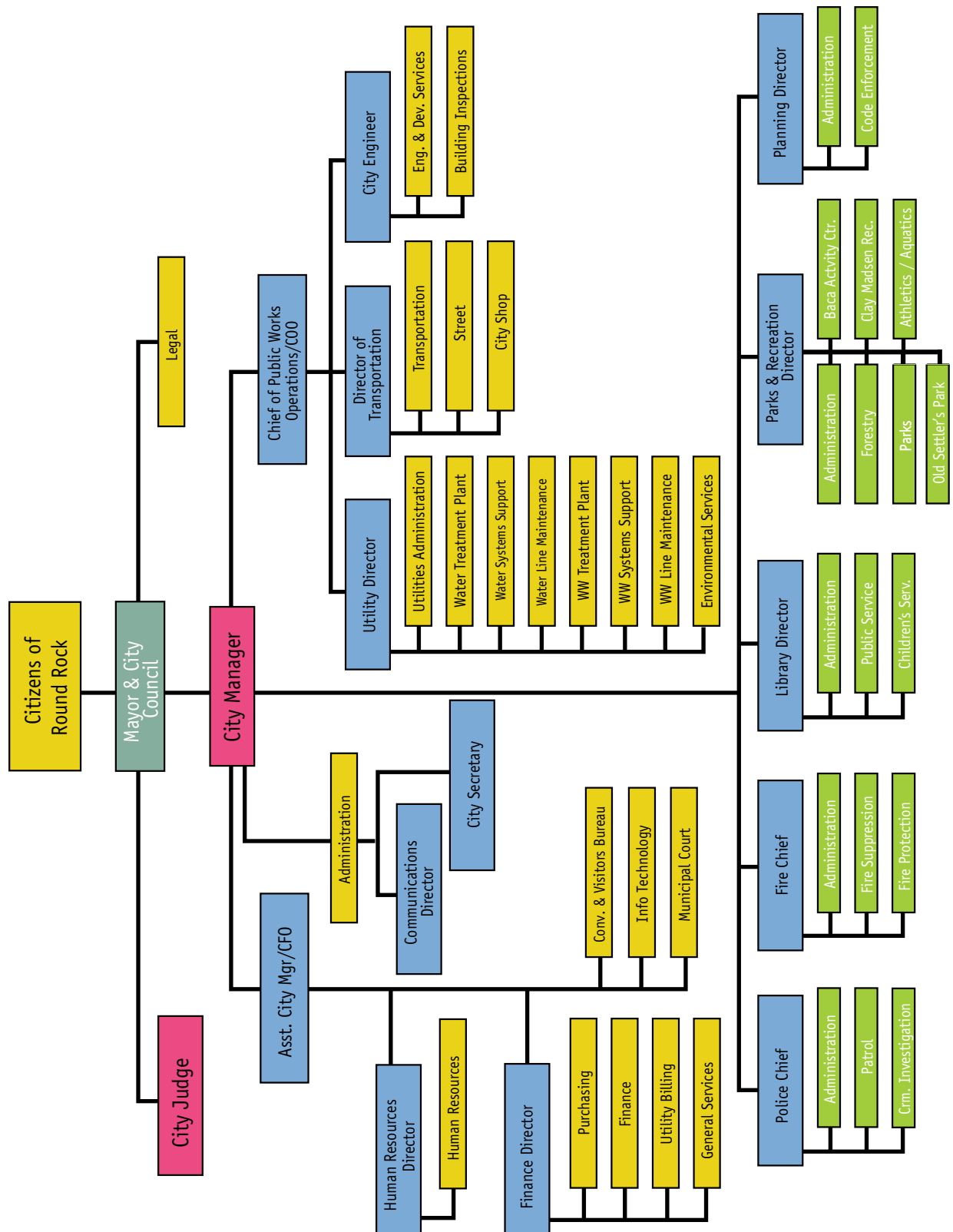


Kris Whitfield  
*Place 6*





## City Organization Chart



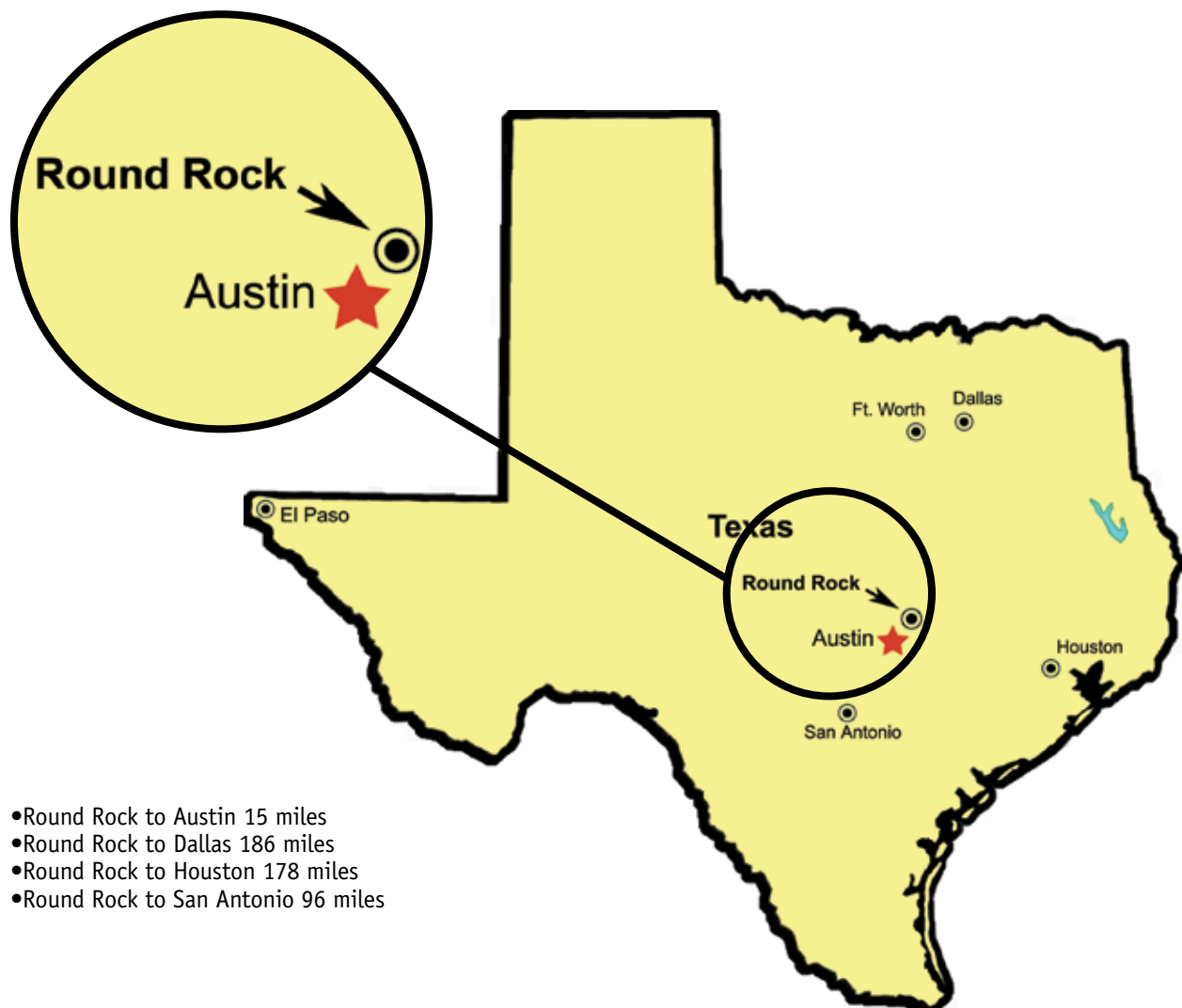


## Location

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

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

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



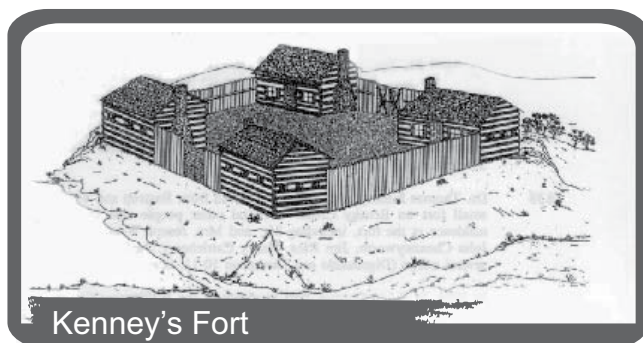
- Round Rock to Austin 15 miles
- Round Rock to Dallas 186 miles
- Round Rock to Houston 178 miles
- Round Rock to San Antonio 96 miles



# History of Round Rock

In the more than 150 years since its “birth,” Round Rock has been home to cowboys, famous outlaws, lawmen, entrepreneurs, businessmen, and Texas heroes. 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. It is known today as Brushy Creek .

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. Kenney’s Fort went on to achieve statewide prominence during the “Archives War” of 1842. Twenty-six men, sympathizers with Sam Houston’s plans to move the Capital to the City of Houston, plundered the Republic of Texas’ archives from their official repository in Austin. 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 Capital of the Republic, and later the State.



Kenney's Fort

Despite the danger of Indian attack, 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 Williamson County out of the Milam District. 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, includ-

ing an attorney, two blacksmiths, a Texas Ranger, fifty farmers, one schoolteacher, and two preachers. In January 1861, Williamson County was one of three Texas counties that voted against secession from the Union. Despite their reluctance to secede – 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 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 1 mile east to take advantage of the newly constructed International and Great Northern Railroad line, and the “New” Round Rock was born.

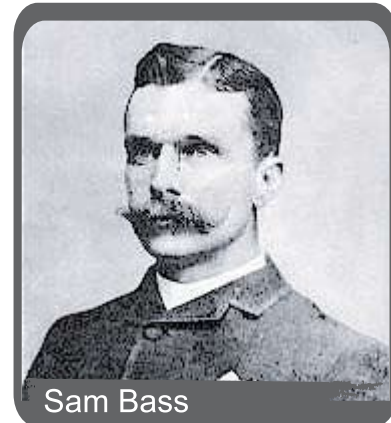
Today, the “Old Town” section of the “New Town” still contains many historic structures and is the centerpiece of an evolving historical, cultural, recreational, and commercial area. Known throughout the state as a progressive center of learning and religion as evidenced by the then presence of the Greenwood Masonic Institute, the Round Rock Institute, and numerous churches of all denominations, the City still attracted its share of “undesirables.” In 1878, the famous outlaw Sam Bass was mortally wounded in a shootout with town deputies while attempting to rob a local bank. John Wesley Hardin, known as the “fastest gun in the west,” was an 1870 graduate of the Greenwood Masonic Institute. And Mrs. Mable Smith’s son “Soapy,” went on from Round Rock to become the “greatest con man in Alaska” during the Klondike Gold Rush of 1898.

## City Profile

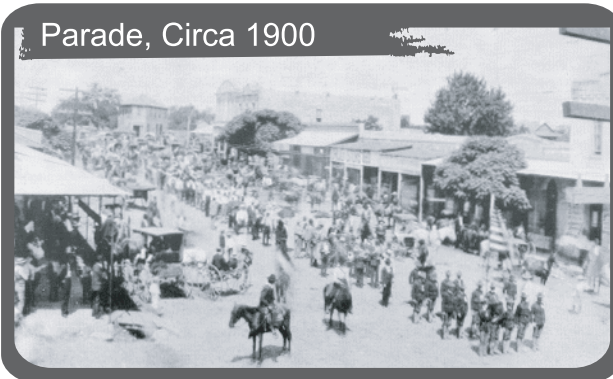
### History of Round Rock

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

Infused with the same energy driving its more distinguished sons and daughters, Round Rock citizens first voted to incorporate the "New Town" in 1877, and in 1878, Mr. W.T. Smith served as the City's "Worthy Mayor." The City was incorporated in its present state in 1913, and Jack Jordan was elected the first Mayor of the new-formed government. Serving as the first City Council Members were: John A. Nelson, Dr. W.G. Weber, E.J. Walsh, J. A. Jackson, W. A. Gannt, and A.K. Anderson. The newly formed City Government promptly began improving utilities, services and streets. Telephone service began operation in the early 1900s. In 1913, the first streetlights and speed limit signs (12 mph) were installed, and citizens voted for the incorporation of Common School District #19.



Sam Bass



Parade, Circa 1900

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 Co. assumed operations. Natural gas and City water were added in 1936. In 1938, the City constructed a \$90,000 city-wide 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 have fought in the Korean, Vietnam, Desert Storm wars and continue to serve in the armed services.

But not even the intervention of war could keep Round Rock down for long. Even before the relocation of Dell Computer to Round Rock, city industry received national acclaim as a business friendly community producing quality products. A broom made at the Round Rock Broom Company (est. 1876) won a gold medal at the 1904 Saint Louis World's Fair. A barrel of lime produced at the Round Rock White Lime Plant was also judged superior at the 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.



Street Scene, Circa 1900



Today, Round Rock is a progressive community, home to international industry, several large shopping malls, major medical facilities, several university complexes, a professional quality golf course, and a minor league baseball team, the Round Rock Express. City services are recognized as among the best (and the best value) in the Central Texas area, and the City continues to have a reputation for being one of the safest cities in the United States. And yet, Round Rock refuses to forget its roots. Its downtown historic district retains many of the buildings that stood at the turn of the last century and annual events still celebrate the City's cultural heritage.

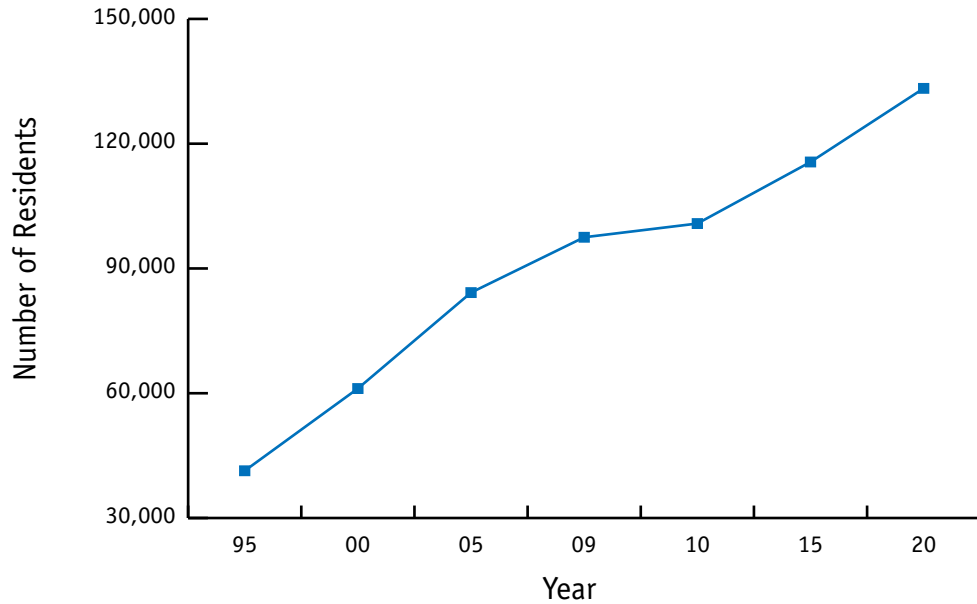
Round Rock continues to have a bright future through dynamic leadership and a firm commitment to its citizens. With Purpose, Passion and Prosperity as our driving forces, Round Rock continues to be a great place to call home.



**ROUND ROCK, TEXAS**  
PURPOSE. PASSION. PROSPERITY.

### City Population

#### Multi-Year Trend

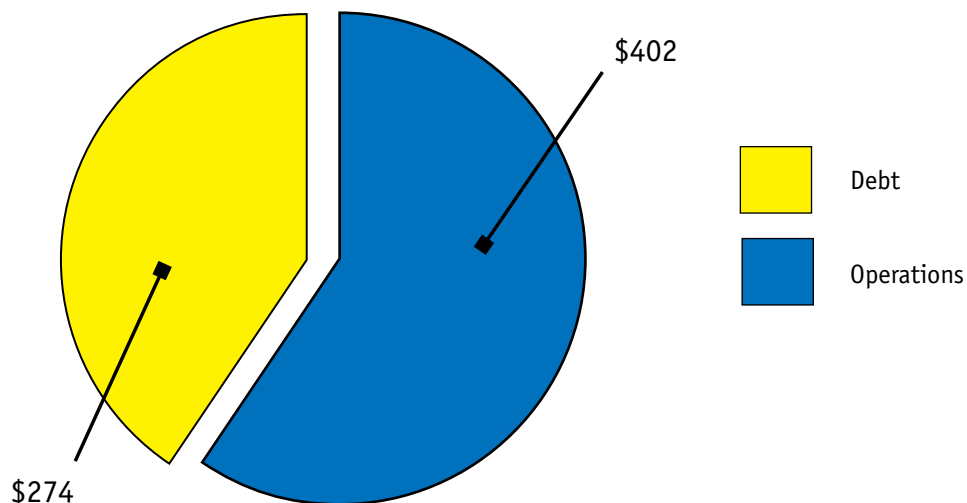


Population trends, both historical and projected, are important indicators for determining service demands. Further analysis of the demographic profile of a community's population trend provides useful information in determining customer service expectations.

Year	Population
1995	41,360
2000	61,136
2005	84,200
2009	97,500
2010	100,800
2015	115,600
2020	133,300

## Tax Bill For \$185,325 Home

Total Tax Bill: \$677



Last Year's Adopted Tax Rate	\$0.36522
This Year's Effective Tax Rate	\$0.35096
This Year's Rollback Rate	\$0.37593
<b>This Year's Adopted Tax Rate</b>	<b>\$0.36522</b>

Maintenance & Operations Component	\$0.21716
Debt Service Component	\$0.14806

## Summary:

**This year's tax bill for an average residential property:**  
 $\$185,325 / \$100 \times \$0.36522 = \$676.84$

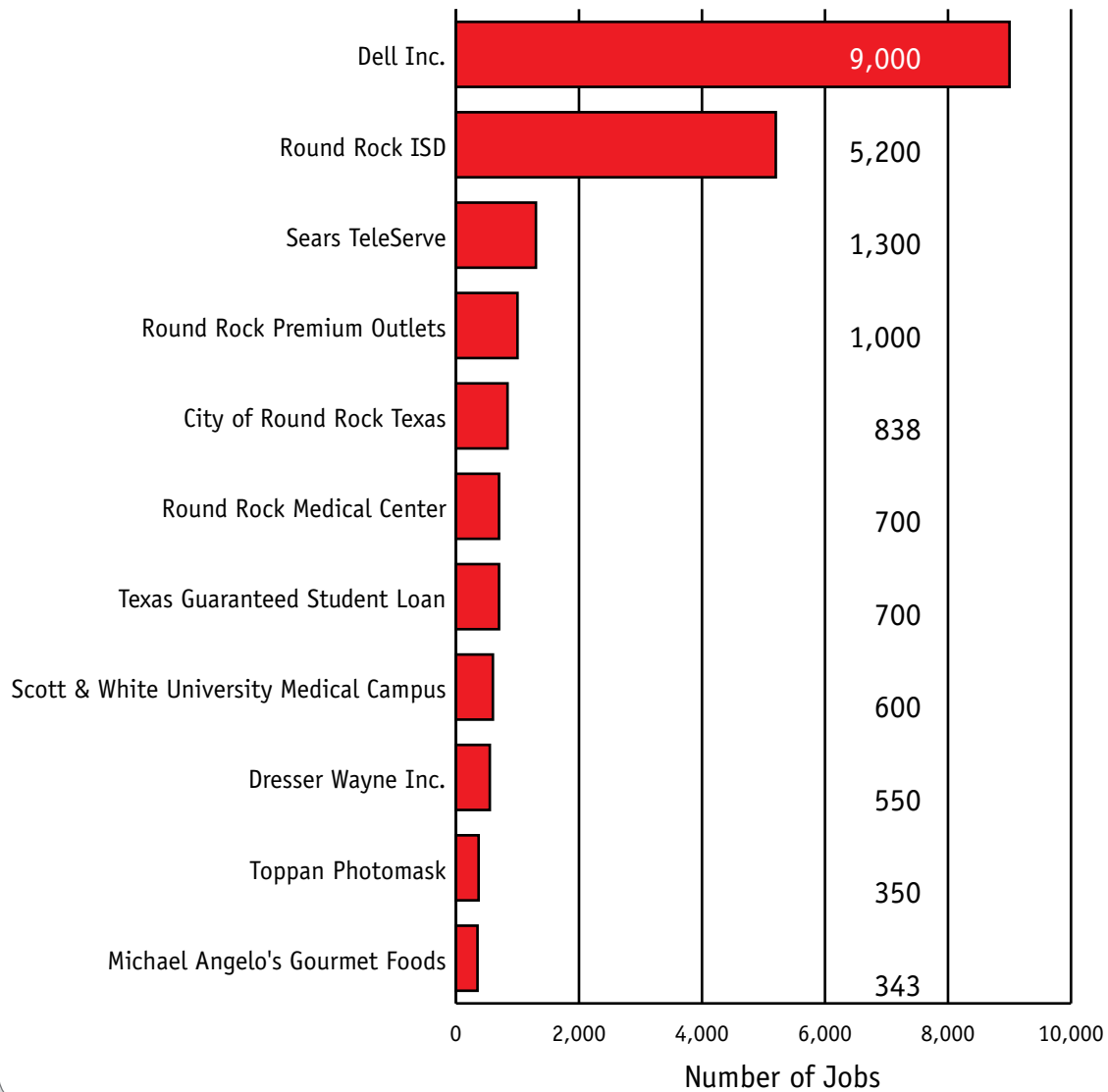
**Last year's tax bill for an average residential property:**  
 $\$176,214 / \$100 \times \$0.36522 = \$643.56$

Source: Williamson Central Appraisal District



### Jobs in Round Rock

#### Major Employers

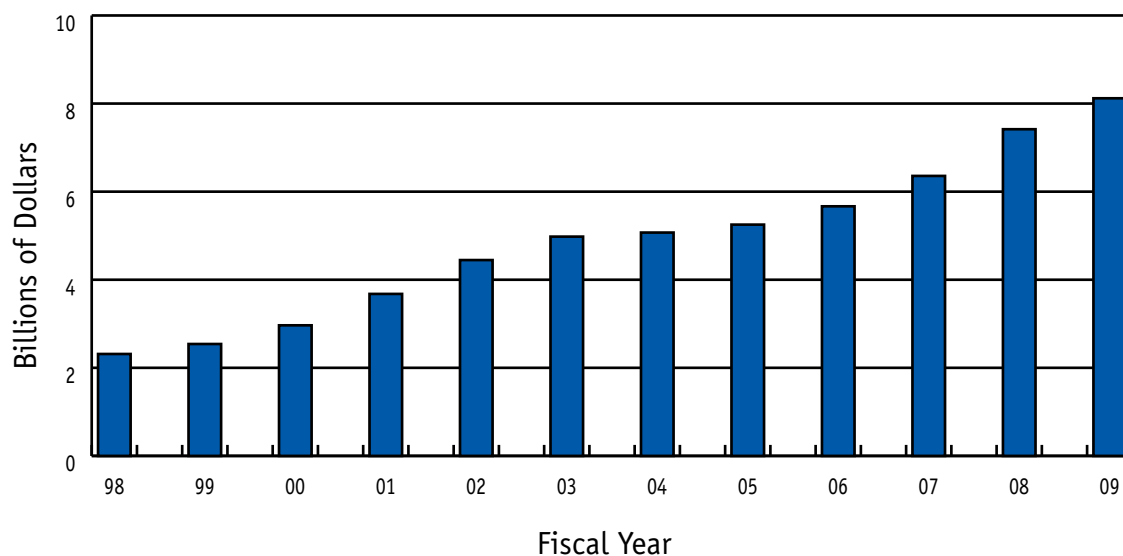


Specific information regarding the major employers in the community is provided by the above chart. The chart illustrates the importance of Dell, Inc. to the City's economy as well as the diversity of the companies making up our local economy.

Job creation in terms of basic jobs, those that import capital while exporting products or services, has been strong over the past several years. 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 as well.

## Taxable Property Values

## Multi-Year Trend

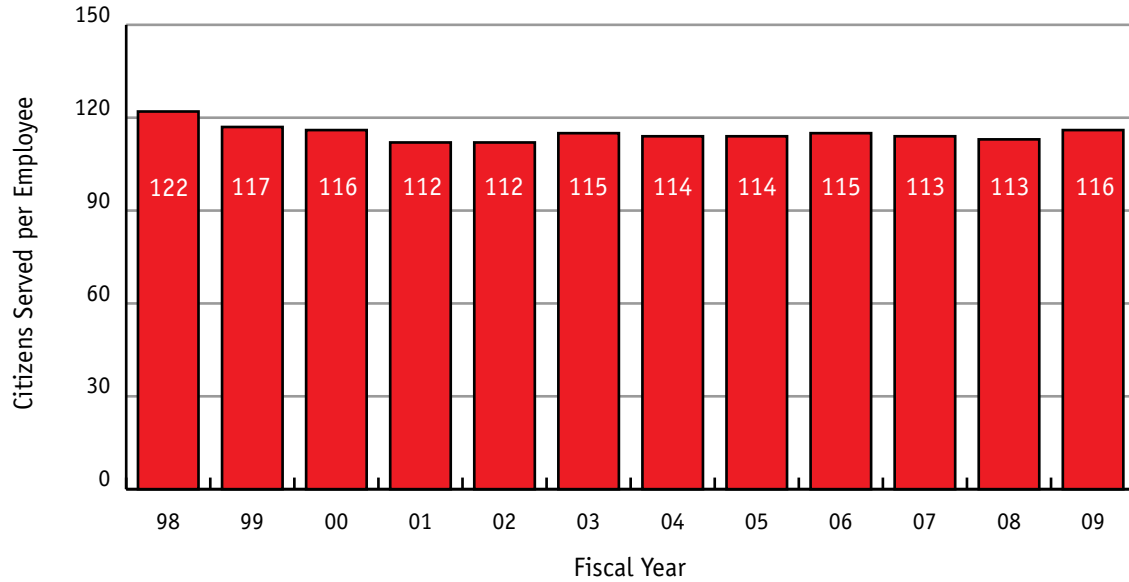


The property value comparison for several fiscal years indicates continued growth in property values. The certified tax roll indicates that values have increased steadily. The reflected values include new property added to the roll as of January 1 of each year.

Fiscal Year	Taxable Assessed Valuation	Fiscal Year	Taxable Assessed Valuation
1998	\$2,314,286,302	2004	\$5,071,176,374
1999	2,540,922,164	2005	5,251,484,692
2000	2,965,017,390	2006	5,667,029,945
2001	3,678,007,528	2007	6,356,956,240
2002	4,446,753,347	2008	7,417,279,787
2003	4,978,982,250	2009	8,121,902,884

### Round Rock Citizens Served

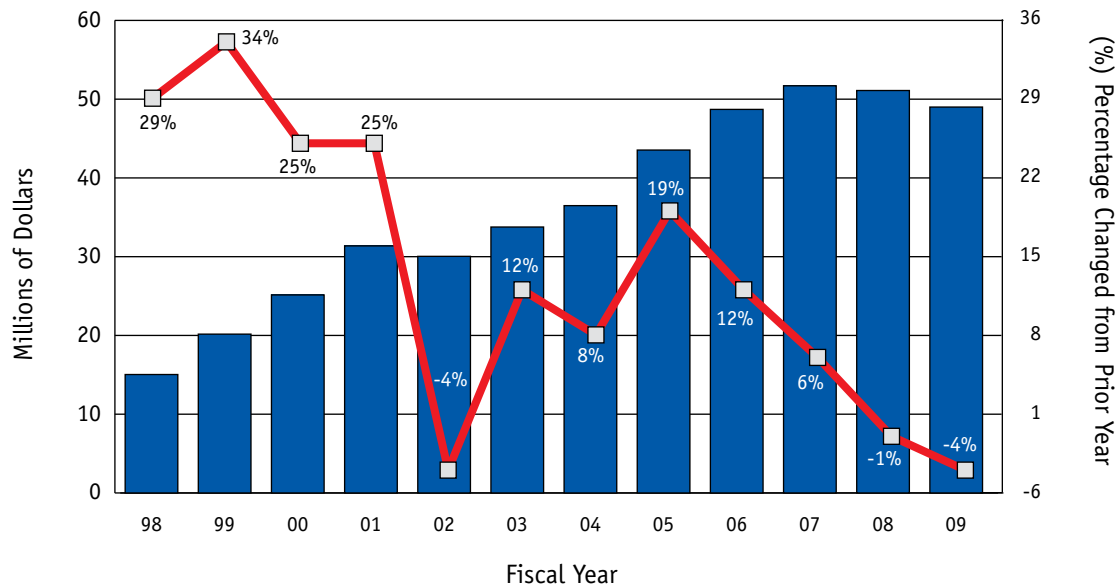
National Average = 1 Employee to 100 Citizens



Fiscal Year	Population	Employees (FTEs)	Citizens Served Per Employee
1998	49,990	411	122
1999	53,860	462	117
2000	61,136	525	116
2001	66,495	596	112
2002	71,275	639	112
2003	75,402	655	115
2004	79,850	703	114
2005	84,200	738	114
2006	88,500	771	115
2007	90,100	794	113
2008	93,700	829	113
2009	97,500	838	116

## Sales Tax Revenue Analysis

## Multi-Year Comparison



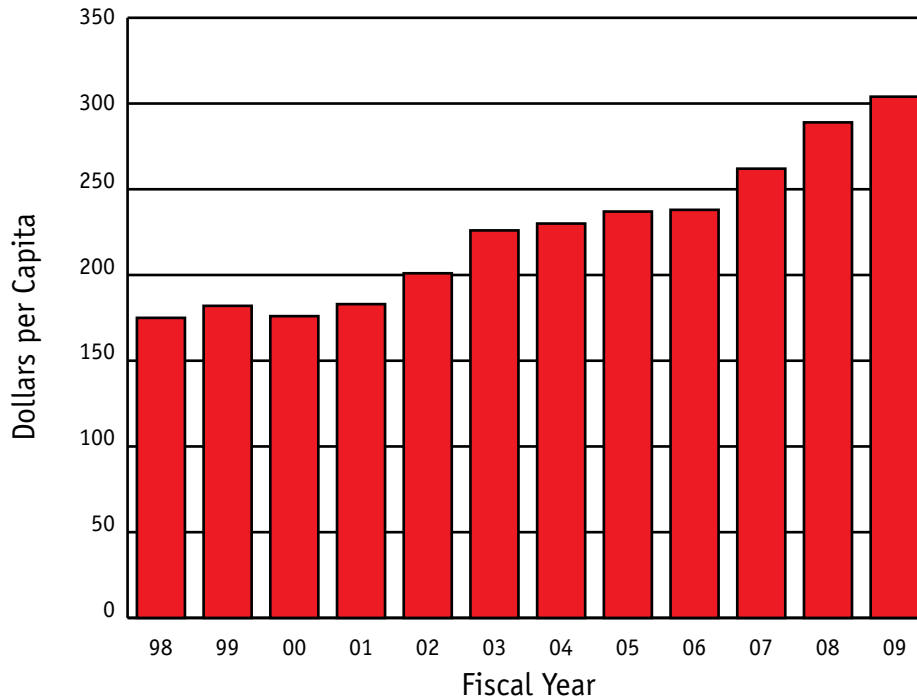
This chart illustrates growth characteristics in the City's commercial and economic bases. In 1988, voters authorized an additional 1/2 cent sales tax designation for the purpose of property tax reduction.

The data has been expressed in both actual dollars collected and as a percent change from the prior year and reflects a decrease in the projected revenue for Fiscal Year 2009 due to the recent economic downturn.

Fiscal Year	Amount	Fiscal Year	Amount
1998	\$15,038,239	2004	\$36,482,227
1999	20,166,740	2005	43,539,387
2000	25,142,236	2006	48,701,773
2001	31,369,798	2007	51,741,069
2002	30,043,138	2008	51,097,126
2003	33,767,748	2009	49,025,000

## Property Taxes per Capita

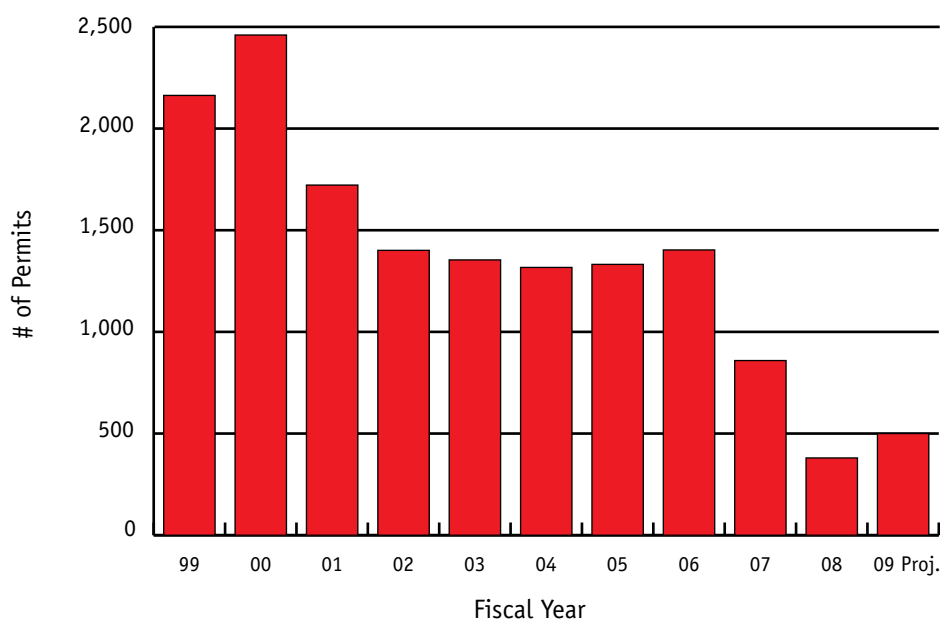
## Multi-Year Comparison



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 <sup>1</sup>
1998	\$2,314,286,302	49,990	\$8,726,410	\$175
1999	2,540,922,164	53,860	9,782,550	182
2000	2,965,017,390	61,136	10,761,531	176
2001	3,678,007,528	66,495	12,148,827	183
2002	4,446,753,347	71,275	14,321,659	201
2003	4,978,982,250	75,402	17,038,077	226
2004	5,071,176,374	79,850	18,349,189	230
2005	5,251,484,692	84,200	19,940,938	237
2006	5,667,029,945	88,500	21,027,515	238
2007	6,356,956,240	90,100	23,587,486	262
2008	7,417,279,787	93,700	27,089,389	289
2009	8,121,902,884	97,500	29,662,814	304

\* General Fund and Debt Service Fund    <sup>1</sup> Unadjusted for inflation

**Building Permits Issued****Single Family Residential Construction**

The graph above illustrates the number of single family residential building permits issued and anticipated to be issued by the City for the indicated fiscal years. This information is an excellent indicator of current and future demand for City services.

Fiscal Year	Permits
1999	2,163
2000	2,460
2001	1,722
2002	1,401
2003	1,354
2004	1,317
2005	1,332
2006	1,403
2007	859
2008	380
2009 (Proj.)	500







## Budget Summaries

### Financial Summaries for All Budget Summaries

- Combined Financial Summaries
- General Fund
- Interest & Sinking G.O. Bonds Fund
- Interest & Sinking Revenue Bonds Fund
- Water / Wastewater Utility Fund
- Utility Impact Fees Fund
- Hotel Occupancy Tax Fund
- Law Enforcement Fund
- Parks Improvement & Acquisitions Fund
- Municipal Court Fund
- Library Fund
- Tree Replacement Fund

### Revenue & Expenditure Graphs





## Budget Summaries



## 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. Revenue detail by category can be found in the Revenue Estimates section. 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.

	<b>Projected Beginning Fund Balance/ Working Capital 10/1/2008</b>	<b>Budgeted Revenue &amp; Financing Sources 2008-09</b>	<b>Budgeted Expenditures &amp; Financing Uses 2008-09</b>	<b>Budgeted Ending Fund Balance/ Working Capital 9/30/2009</b>
General Fund	\$34,584,602	\$86,128,274	(\$86,125,615)	\$34,587,261
I&S G.O. Bonds Fund	1,152,393	12,813,000	(13,039,874)	925,519
I&S Revenue Bonds Fund	2,103	711,000	(711,000)	2,103
Water & Wastewater Utility Fund	20,204,006	35,736,000	(35,688,854)	20,251,152
Utility Impact Fees Fund	6,858,577	4,650,000	(7,306,000)	4,202,577
Hotel Occupancy Tax Fund	5,661,976	2,900,000	(2,325,690)	6,236,286
Law Enforcement Fund	259,074	7,000	0	266,074
Parks Improvement & Acquisitions Fund	136,117	440,132	(406,132)	170,117
Municipal Court Fund	262,279	96,850	(112,460)	246,669
Library Fund	15,248	600	(3,000)	12,848
Tree Replacement Fund	788,440	70,500	(250,000)	608,940
Total Fund Balance/Working Capital	\$69,924,815	\$143,553,356	(\$145,968,625)	\$67,509,546

## 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, inter-fund transfers are itemized to enable the reader to develop a true sense of revenue and expenditures. Inter-fund 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 10/01/08	\$34,584,602	\$1,152,393	\$2,103	\$20,204,006	\$6,858,577
Less Reserves <sup>1</sup>	(30,071,453)	0	0	(12,847,987)	0
Estimated Revenue (FY 2008-09)	84,438,274	12,195,000	0	35,736,000	4,650,000
Inter-fund Transfers	1,690,000	618,000	711,000	(2,566,000)	0
Total Funds Available	90,641,423	13,965,393	713,103	40,526,019	11,508,577
Budgeted Expenditures	(86,125,615)	(13,039,874)	(711,000)	(33,122,854)	(7,306,000)
Estimated Fund Balance/ Working Capital 9/30/09	\$4,515,808	\$925,519	\$2,103	\$7,403,165 <sup>2</sup>	\$4,202,577 <sup>2</sup>
Estimated percentage change in fund balance/working capital	0.01%	-19.69%	0.00%	0.23%	-38.73%

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

**I&S GO Bonds Fund** - 20% decline reflects an annual scheduled use of available fund balance.

**Utility Impact Fees Fund** - 39% decline reflects the funding of designated utility capital projects.

**Hotel Occupancy Tax Fund** - 10% increase reflects future funding needs for the long-range tourism plan.

**Parks Improvement & Acquisitions Fund** - 25% increase reflects scheduled resources in excess of uses.

**Library Fund** - 16% decline due to budgeted purchase of library books and videos.

**Tree Replacement Fund** - 23% decrease reflects scheduled use of available fund balance.

<sup>1</sup> Reserves are established in accordance with operating reserve policies.

<sup>2</sup> Funds are designated for capital improvements and debt service for the Utility System.

See Capital Projects Funds Expenditures Tab.

<sup>3</sup> Reflects transfer of \$453,000 from the golf course operator for debt service.



## Financial Summaries for All Funds (cont.)

Hotel Occupancy Tax Fund	Law Enforcement Fund	Parks Improvement & Acquisitions Fund	Municipal Court Fund	Library Fund	Tree Replacement Fund	Total For All Funds
\$5,661,976	\$259,074	\$136,117	\$262,279	\$15,248	\$788,440	\$69,924,815
(1,450,000)	(25,907)	(13,445)	(96,850)	(1,500)	(84,462)	(44,591,604)
2,900,000	7,000	440,132	96,850	600	70,500	140,534,356
0	0	0	0	0	0	453,000 <sup>3</sup>
7,111,976	240,167	562,804	262,279	14,348	774,478	166,320,567
(2,325,690)	0	(406,132)	(112,460)	(3,000)	(250,000)	(143,402,625)
\$4,786,286	\$240,167	\$156,672	\$149,819	\$11,348	\$524,478	\$22,917,942
10.14%	2.70%	24.98%	-5.95%	-15.74%	-22.77%	-3.45%



## Budget Summaries

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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, Parks Improvement & Acquisitions Fund, Municipal Court Fund, Library Fund, and Tree Replacement Fund.

## Combined Financial Summaries for All Funds FY 2008-09

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

### Combined Revenues by Type - FY 2008-09

Revenue & Financing Sources	General Fund	Debt Service Funds	Water/Wastewater Utility Fund	Impact Fees Fund	Special Revenue Funds	Total All Funds
Property Taxes	\$17,651,000	\$12,045,000	0	0	0	\$29,696,000
Sales Taxes	49,025,000	0	0	0	0	49,025,000
Franchise Fees	6,220,000	0	0	0	0	6,220,000
Water Sales	0	0	\$20,316,500	0	0	20,316,500
Sewer Sales	0	0	15,419,500	0	0	15,419,500
Other	13,232,274	1,479,000	0	\$4,650,000	0	19,361,274
Hotel Occupancy Tax Fund	0	0	0	0	\$2,900,000	2,900,000
Law Enforcement Fund	0	0	0	0	7,000	7,000
Parks Improvement & Acquisitions Fund	0	0	0	0	440,132	440,132
Municipal Court Fund	0	0	0	0	96,850	96,850
Library Fund	0	0	0	0	600	600
Tree Replacement Fund	0	0	0	0	70,500	70,500
<b>Total Revenue &amp; Financing Sources</b>	<b>\$86,128,274</b>	<b>\$13,524,000</b>	<b>\$35,736,000</b>	<b>\$4,650,000</b>	<b>\$3,515,082</b>	<b>\$143,553,356</b>

## Budget Summaries

### Combined Financial Summaries for All Funds

#### Combined Financial Summaries for All Funds (cont.)

#### Combined Expenditures by Function - FY 2008-09

Expenditures & Financing Uses	General Fund	Debt Service Funds	Water/Wastewater Utility Fund	Impact Fees Fund	Special Revenue Funds	Total All Funds
Public Safety	\$35,013,125	0	0	0	0	\$35,013,125
Public Works	15,150,123	0	0	0	0	15,150,123
General Services	13,002,270	0	0	0	0	13,002,270
Library	2,475,777	0	0	0	0	2,475,777
Parks	9,394,756	0	0	0	0	9,394,756
Utility	0	0	\$35,688,854	0	0	35,688,854
Other	11,089,564	0	0	\$7,306,000	0	18,395,564
Debt Service	0	\$13,750,874	0	0	0	13,750,874
Hotel Occupancy Tax Fund	0	0	0	0	\$2,325,690	2,325,690
Law Enforcement Fund	0	0	0	0	0	0
Parks Improvement & Acquisitions Fund	0	0	0	0	406,132	406,132
Municipal Court Fund	0	0	0	0	112,460	112,460
Library Fund	0	0	0	0	3,000	3,000
Tree Replacement Fund	0	0	0	0	250,000	250,000
Total Expenditures	\$86,125,615	\$13,750,874	\$35,688,854	\$7,306,000	\$3,097,282	\$145,968,625

#### Combined Expenditures by Category - FY 2008-09

Expenditures & Financing Uses	General Fund	Debt Service Funds	Water/Wastewater Utility Fund	Impact Fees Fund	Special Revenue Funds	Total All Funds
Personnel Services	\$52,139,189	0	\$7,577,489	0	0	\$59,716,678
Contractual Services	12,286,455	0	16,896,893	0	0	29,183,349
Materials and Supplies	5,930,290	0	2,074,204	0	0	8,004,494
Other Services and Charges	12,917,012	0	2,150,545	0	0	15,067,557
Capital Outlay	1,931,668	0	187,562	0	0	2,119,230
Debt Service	0	\$13,750,874	0	0	0	13,750,874
Other	921,000	0	6,802,161	\$7,306,000	0	15,029,161
Hotel Occupancy Tax Fund	0	0	0	0	\$2,325,690	2,325,690
Law Enforcement Fund	0	0	0	0	0	0
Parks Improvement & Acquisitions Fund	0	0	0	0	406,132	406,132
Municipal Court Fund	0	0	0	0	112,460	112,460
Library Fund	0	0	0	0	3,000	3,000
Tree Replacement Fund	0	0	0	0	250,000	250,000
Total Expenditures	\$86,125,615	\$13,750,874	\$35,688,854	\$7,306,000	\$3,097,282	\$145,968,625

## General Fund 2008-09

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Revenue & Financing Sources	\$87,009,741	\$85,097,884	\$86,092,884	<b>\$86,128,274</b>	\$86,577,599
<b>Expenditures</b>					
Personnel Services	42,185,135	49,608,604	48,042,309	<b>52,139,189</b>	53,082,914
Contractual Services	6,706,592	11,292,639	11,227,639	<b>12,286,455</b>	12,704,681
Materials and Supplies	4,239,412	4,737,194	4,737,194	<b>5,930,290</b>	6,116,020
Other Services and Charges	12,781,010	13,675,128	12,426,410	<b>12,437,012</b>	12,528,956
Economic Development	471,193	480,000	480,000	<b>480,000</b>	480,000
Capital Outlay	6,278,856	3,959,718	4,098,442	<b>1,931,668</b>	1,497,550
Transfers	12,805,500	1,100,000	4,836,289	<b>921,000</b>	921,000
Total Expenditures	85,467,698	84,853,283	85,848,283	<b>86,125,615</b>	87,331,121
Net Change in Operations	\$1,542,043	\$244,601	\$244,601	<b>\$2,659</b>	(\$753,522)



## Budget Summaries

### Individual Summaries of Revenues & Expenditures

#### Interest & Sinking G.O. Bonds Fund 2008-09

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Revenue & Financing Sources	\$21,562,121	\$13,380,000	\$13,380,000	<b>\$12,813,000</b>	\$12,836,000
<b>Expenditures</b>					
Other Services and Charges	9,358,790	13,527,520	13,527,520	<b>13,039,874</b>	13,082,958
Total Expenditures	9,358,790	13,527,520	13,527,520	<b>13,039,874</b>	13,082,958
Net Change in Operations	\$12,203,331	(\$147,520)	(\$147,520)	<b>(\$226,874)</b>	(\$246,958)

**Interest & Sinking Revenue Bonds Fund 2008-09**

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Revenue & Financing Sources	\$573	\$300,000	\$300,000	<b>\$711,000</b>	\$906,000
<b>Expenditures</b>					
Other Services and Charges	5,966	300,000	300,000	<b>711,000</b>	906,000
Total Expenditures	5,966	300,000	300,000	<b>711,000</b>	906,000
Net Change in Operations	(\$5,393)	\$0	\$0	<b>\$0</b>	\$0

## Budget Summaries

### Individual Summaries of Revenues & Expenditures

#### Water/Wastewater Utility Fund 2008-09

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Revenue & Financing Sources	\$32,395,120	\$32,735,000	\$32,735,000	<b>\$35,736,000</b>	\$36,476,000
<b>Expenditures</b>					
Personnel Services	6,143,570	7,058,207	7,058,207	<b>7,577,489</b>	7,638,471
Contractual Services	12,510,332	16,349,200	16,389,200	<b>16,896,893</b>	18,455,357
Materials and Supplies	1,593,013	1,884,498	1,884,498	<b>2,074,204</b>	2,074,418
Other Services and Charges	996,537	2,042,074	2,002,074	<b>2,150,545</b>	3,687,803
Capital Outlay	263,277	515,045	515,045	<b>187,562</b>	124,764
Debt Service/Transfers	3,597,247	4,880,700	13,380,700*	<b>6,802,161</b>	5,354,700
Total Expenditures	25,103,976	32,729,724	41,229,724	<b>35,688,854</b>	37,335,512
Net Change in Operations	\$7,291,144	\$5,276	(\$8,494,724)	<b>\$47,146</b>	(\$859,512)

\* Includes one-time scheduled transfer of \$8.5 million in available working capital for Utility Construction projects.

## Utility Impact Fees Fund 2008-09

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Revenue and Financing Sources	\$11,229,732	\$7,500,000	\$7,500,000	<b>\$4,650,000</b>	\$4,650,000
<b>Expenditures</b>					
Capital Projects	6,001,895	9,000,000	9,000,000	<b>7,306,000</b>	8,350,000
Total Expenditures	6,001,895	9,000,000	9,000,000	<b>7,306,000</b>	8,350,000
Net Change in Operations	\$5,227,837	(\$1,500,000)	(\$1,500,000)	<b>(\$2,656,000)</b>	(\$3,700,000)

## Budget Summaries

### Individual Summaries of Revenues & Expenditures

#### Hotel Occupancy Tax Fund 2008-09

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget
Revenue and Financing Sources	\$2,995,339	\$2,680,000	\$2,680,000	<b>\$2,900,000</b>
<b>Expenditures</b>				
Multi-Purpose Stadium/Convention Facility	1,871,820	975,000	975,000	<b>970,000</b>
Tourism Events	15,000	21,500	21,500	<b>25,500</b>
Arts Support	13,000	26,000	26,000	<b>29,000</b>
Tourism Support	0	21,500	21,500	<b>9,745</b>
Museum Support	15,506	0	0	<b>0</b>
Convention & Visitors Bureau	545,683	737,933	737,933	<b>791,445</b>
Capital Projects	490,500	500,000	500,000	<b>500,000</b>
Total Expenditures	2,951,509	2,281,933	2,281,933	<b>2,325,690</b>
Net Change in Operations	\$43,830	\$398,067	\$398,067	<b>\$574,310</b>



**Law Enforcement Fund 2008-09**

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget
Revenue and Financing Sources	\$145,836	\$8,300	\$8,300	<b>\$7,000</b>
<b>Expenditures</b>				
Local	42,233	196,265	196,265	<b>0</b>
Federal	290,571	109,700	109,700	<b>0</b>
Total Expenditures	332,804	305,965	305,965	<b>0</b>
Net Change in Operations	(\$186,968)	(\$297,665)	(\$297,665)	<b>\$7,000</b>

## Budget Summaries

### Individual Summaries of Revenues & Expenditures

#### Parks Improvement & Acquisitions Fund 2008-09

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget
Revenue and Financing Sources	\$36,894	\$320,550	\$320,550	<b>\$440,132</b>
<b>Expenditures</b>				
Parkland Development	0	293,050	293,050	<b>406,132</b>
Total Expenditures	0	293,050	293,050	<b>406,132</b>
Net Change in Operations	\$36,894	\$27,500	\$27,500	<b>\$34,000</b>

**Municipal Court Fund 2008-09**

	<b>2006-07 Actual</b>	<b>2007-08 Approved Budget</b>	<b>2007-08 Revised Budget</b>	<b>2008-09 Approved Budget</b>
Revenue and Financing Sources	\$95,873	\$94,650	\$94,650	<b>\$96,850</b>
<b>Expenditures</b>				
Child Safety Fines	13,635	20,000	20,000	<b>20,000</b>
Technology Fees	14,148	43,220	43,220	<b>56,860</b>
Security Fees	32,206	35,200	35,200	<b>35,600</b>
Total Expenditures	59,989	98,420	98,420	<b>112,460</b>
Net Change in Operations	\$35,884	(\$3,770)	(\$3,770)	<b>(\$15,610)</b>

## Budget Summaries

### Individual Summaries of Revenues & Expenditures

#### Library Fund 2008-09

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget
Revenue and Financing Sources	\$3,858	\$3,500	\$3,500	<b>\$600</b>
<b>Expenditures</b>				
Books & Materials	3,312	5,000	5,000	<b>3,000</b>
Total Expenditures	3,312	5,000	5,000	<b>3,000</b>
Net Change in Operations	\$546	(\$1,500)	(\$1,500)	<b>(\$2,400)</b>

**Tree Replacement Fund 2008-09**

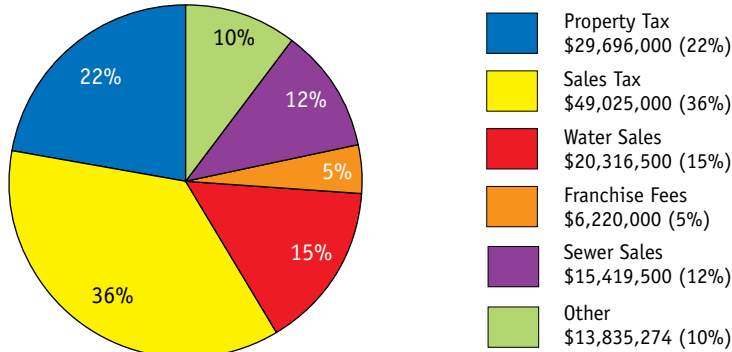
	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget
Revenue and Financing Sources	\$321,974	\$12,000	\$12,000	<b>\$70,500</b>
<b>Expenditures</b>				
Tree Replacement	0	250,000	250,000	<b>250,000</b>
Total Expenditures	0	250,000	250,000	<b>250,000</b>
Net Change in Operations	\$321,974	(\$238,000)	(\$238,000)	<b>(\$179,500)</b>

## Budget Summaries

### Revenue & Expenditure Graphs

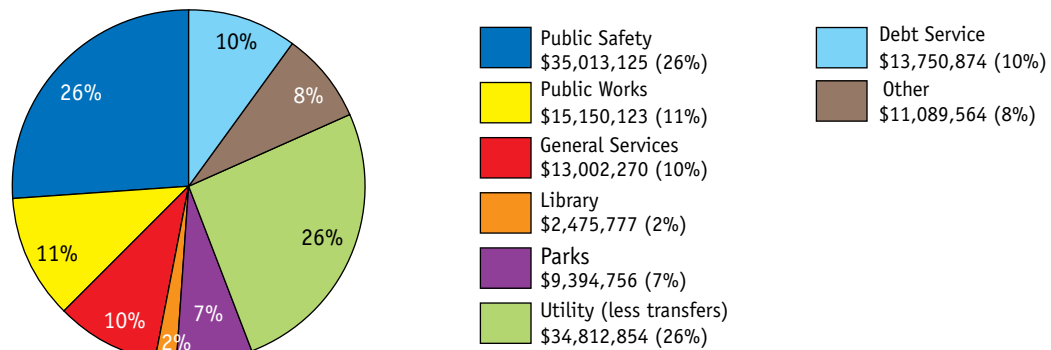
#### Revenue by Type: \$134,512,274

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



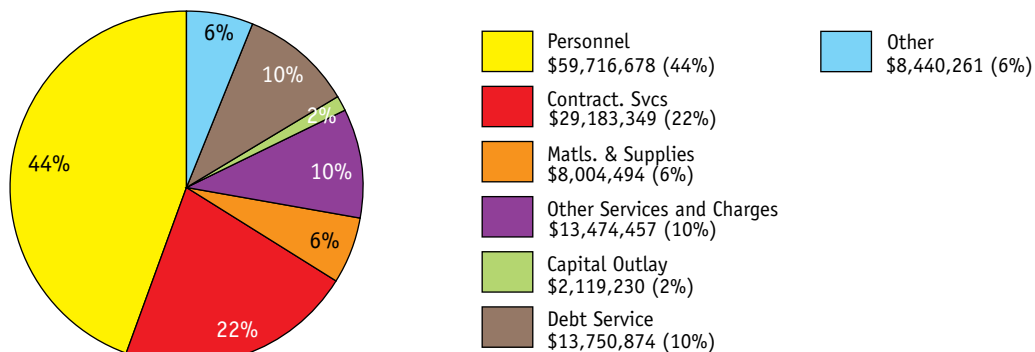
#### Uses by Function: \$ 134,689,343

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



#### Uses by Category: \$134,689,343

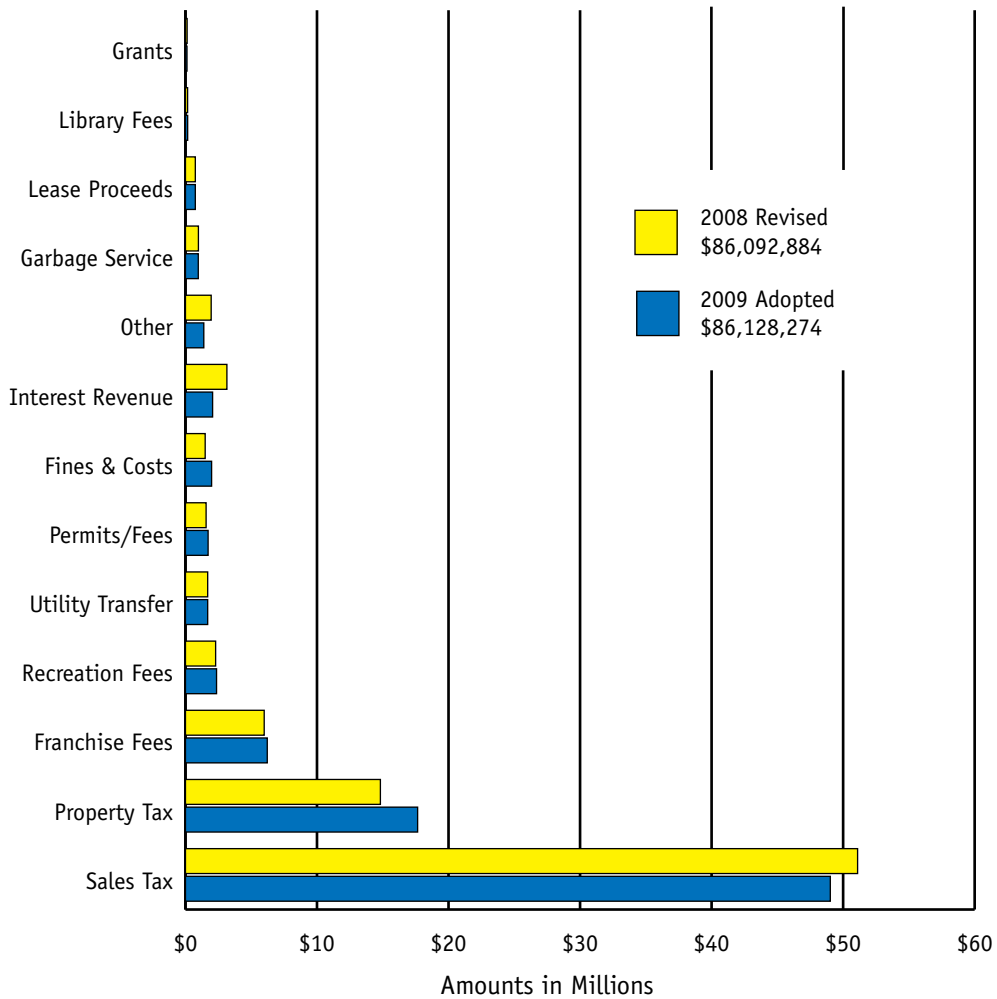
(Combined General, G. O. & Revenue Debt Service, and Utility Funds/Net of Inter-fund Transfers)





General Fund Revenues

2009 Adopted Compared to 2008 Revised Budget

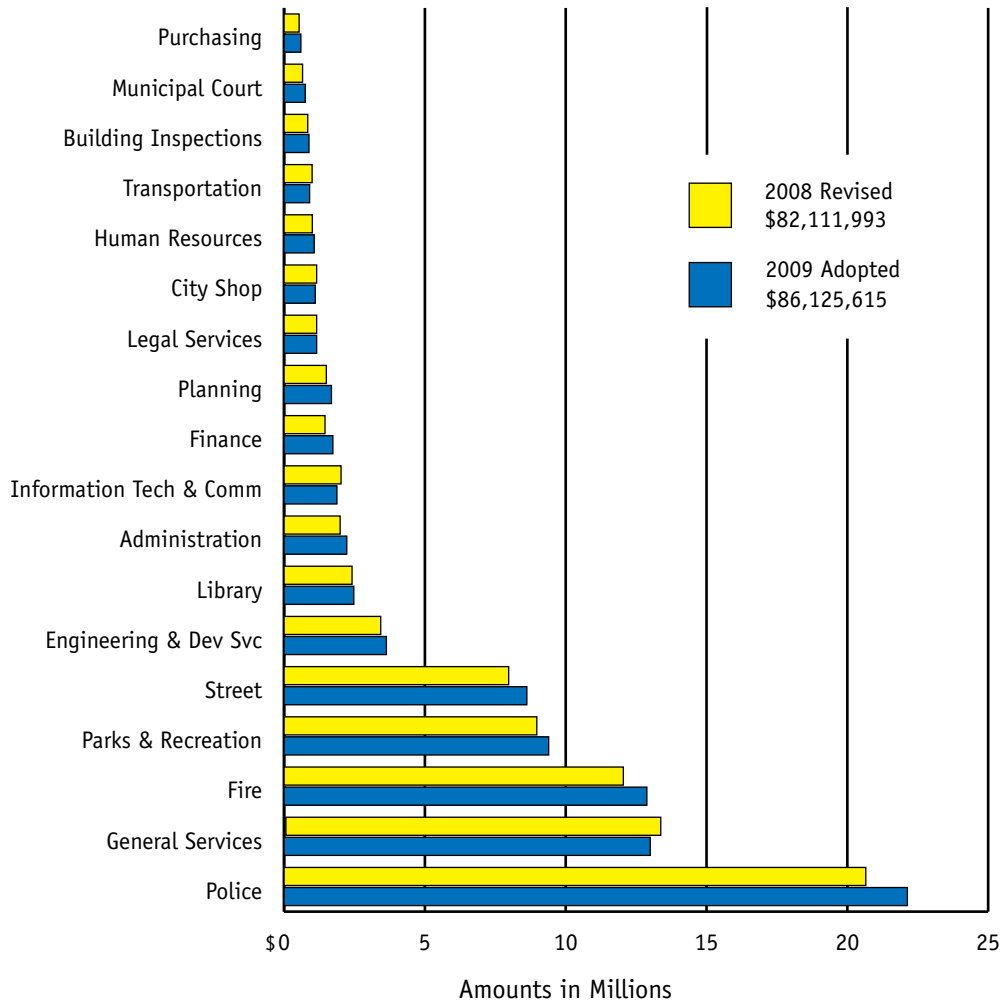


## Budget Summaries

### Revenue & Expenditure Graphs

#### General Fund Expenditures

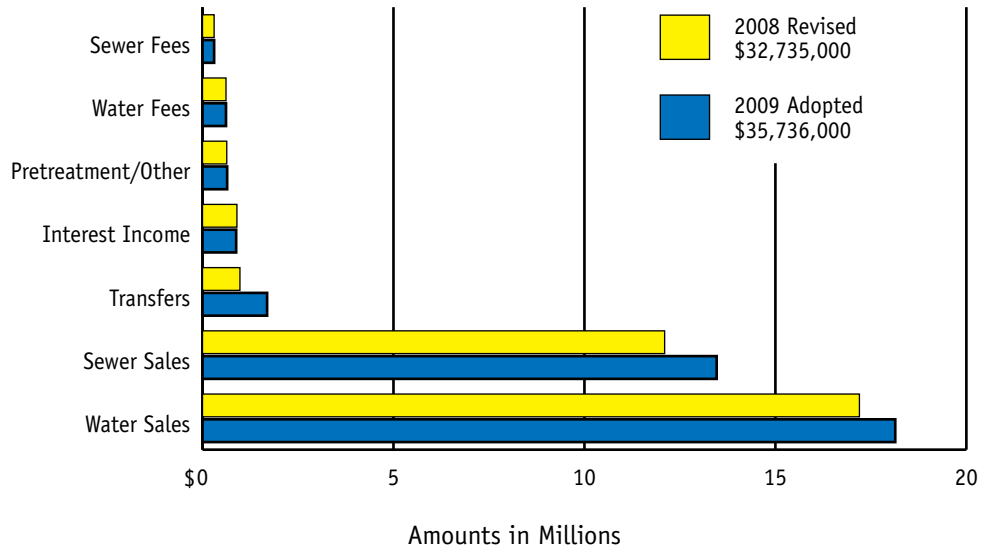
##### 2009 Adopted Compared to 2008 Revised Budget



Note: For comparative purposes, one time transfer of \$3.7 Million for FY 2008 to construction fund not shown

### Utility Fund Revenues

2009 Adopted Compared to 2008 Revised Budget

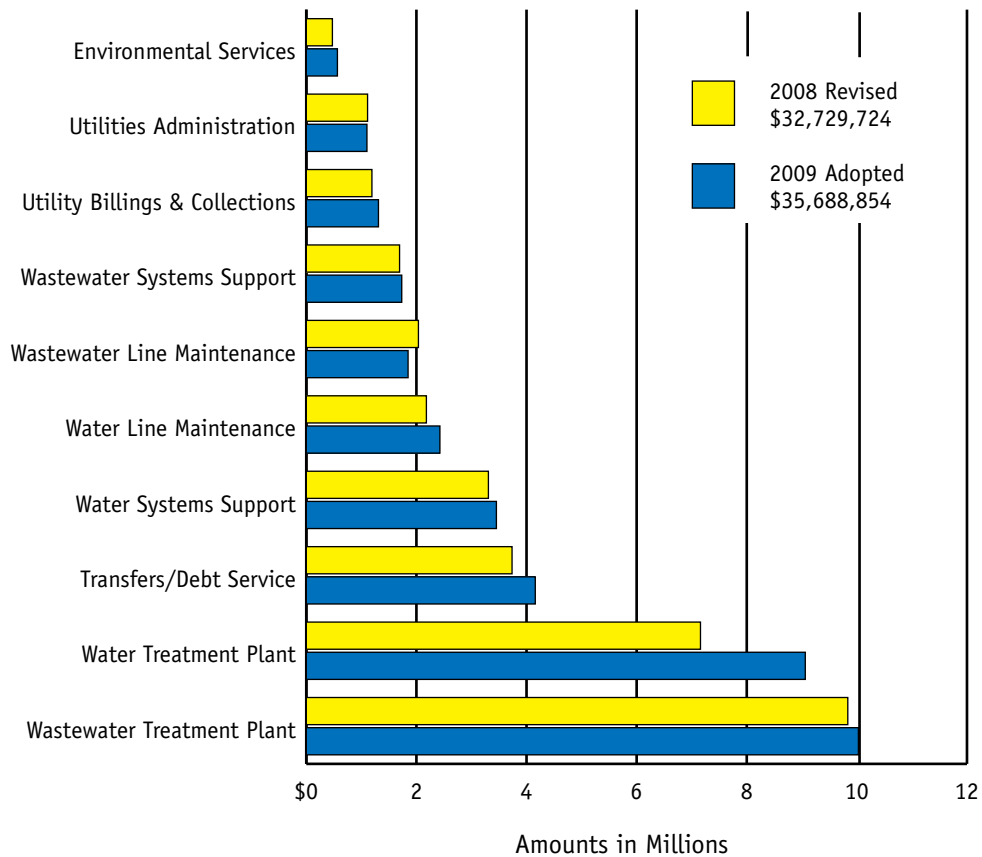


## Budget Summaries

### Revenue & Expenditure Graphs

#### Utility Fund Expenditures

2009 Adopted Compared to 2008 Revised Budgets



Note: For comparative purposes, one time transfer of \$8.5 Million for FY 2008 to construction fund not shown



## Revenue Estimates

### General Fund

### Debt Service

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

### Water / Wastewater Utility Fund

### Utility Impact Fees Fund

### Hotel Occupancy Tax Fund

### Parks Improvement &

### Acquisitions Fund

### Law Enforcement Fund

### Municipal Court Fund

### Library Fund

### Tree Replacement Fund





## Revenue Estimates

This section reflects revenue projections for the current fiscal year. Some specific revenues, such as property tax revenue and sales tax revenue, are forecast using different assumptions or specific calculations. Detailed descriptions of the methods used to project specific revenue trends and underlying economic assumptions can be found in the budget message. Additional information regarding changes in individual revenue items can be found in the footnotes section of the Appendix.



## General Fund Revenues

Acct#	Account Title	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
<b>Property Taxes</b>						
4110	Current Property Taxes	\$14,031,422	\$14,350,000	\$14,550,000	<b>\$17,461,000</b>	\$16,700,000
4111	Delinquent Taxes	79,193	125,000	167,000	<b>125,000</b>	125,000
4112	Penalty & Interest - Delinquent Taxes	20,369	20,000	21,000	<b>20,000</b>	20,000
4113	Penalty & Interest - Current Taxes	64,132	45,000	82,000	<b>45,000</b>	45,000
	Sub Total	14,195,116	14,540,000	14,820,000	<b>17,651,000</b>	16,890,000
<b>Sales Tax</b>						
4120	Sales Tax	51,741,069	52,300,000	51,100,000	<b>49,025,000</b>	50,250,000
	Sub Total	51,741,069	52,300,000	51,100,000	<b>49,025,000</b>	50,250,000
<b>Bingo/Mixed Drink Tax</b>						
4122	Mixed Drink Tax	231,356	210,000	260,000	<b>232,000</b>	232,000
4124	Bingo Tax	26,028	28,000	28,000	<b>28,000</b>	28,000
	Sub Total	257,384	238,000	288,000	<b>260,000</b>	260,000
<b>Franchise Fees</b>						
4115	Franchise - Gas	676,920	720,000	777,000	<b>900,000</b>	900,000
4116	Franchise - Telephone	597,753	575,000	620,000	<b>600,000</b>	600,000
4117	Franchise - Electric	3,196,661	3,000,000	3,125,000	<b>3,200,000</b>	3,200,000
4118	Franchise - Cable	1,027,888	900,000	1,040,000	<b>1,100,000</b>	1,100,000
4119	Franchise - Garbage Collection	385,739	370,000	425,000	<b>420,000</b>	420,000
	Sub Total	5,884,961	5,565,000	5,987,000	<b>6,220,000</b>	6,220,000
<b>Building Permits/Inspections</b>						
4214	Building Permits	497,693	375,000	375,000	<b>350,000</b>	350,000
4216	Building Reinspections	93,047	100,000	52,000	<b>100,000</b>	100,000
4220	Fire Inspection Fees	0	0	40,000	<b>60,000</b>	60,000
4225	Subdivision Development Fee	310,700	225,000	175,000	<b>225,000</b>	225,000
4226	Developer Landscape Fees	18,000	13,000	13,000	<b>13,000</b>	13,000
4410	Structural Steel Inspections	64,694	15,000	-15,000	<b>15,000</b>	15,000
	Sub Total	984,134	728,000	640,000	<b>763,000</b>	763,000
<b>Other Permits</b>						
4212	Beer & Liquor License	28,058	22,000	22,000	<b>25,000</b>	25,000
	Sub Total	28,058	22,000	22,000	<b>25,000</b>	25,000



## Revenue Estimates

### General Fund

#### General Fund Revenues (cont.)

Acct#	Account Title	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
<b>Garbage/Fire Protection Fees</b>						
4302	Garbage Services	773,364	740,000	815,000	<b>820,000</b>	820,000
4306	Garbage Penalty	102,667	95,000	95,000	<b>95,000</b>	95,000
4617	Fire Protection Service - MUD Contract	682,494	661,884	761,884	<b>775,000</b>	775,000
	Sub Total	1,558,525	1,496,884	1,671,884	<b>1,690,000</b>	1,690,000

#### Recreation Fees

4401	Swim Pool Agreements	42,416	49,000	89,000	<b>32,000</b>	32,000
4402	Recreation Programs - Pool	66,361	67,000	76,000	<b>70,000</b>	70,000
4402	Recreation Programs - Pool-Madsen	35,864	40,000	40,000	<b>36,400</b>	36,400
4403	Recreation Programs	9,315	0	7,000	<b>9,500</b>	9,500
4403	Recreation Programs-Madsen	856,509	800,000	760,000	<b>893,009</b>	938,132
4403	Recreation Programs - Baca	79,262	40,000	95,000	<b>94,300</b>	103,800
4404	Swim Pool Receipts	293,107	360,000	330,000	<b>367,000</b>	367,000
4405	Sports League Fees	271,399	275,000	302,000	<b>315,075</b>	315,075
4406	Ballfield Lights	41,490	30,000	25,000	<b>41,500</b>	41,500
4409	Recreation Programs - Seniors	52	0	0	<b>0</b>	0
4409	Recreation Programs - Baca	70,174	55,000	55,000	<b>75,000</b>	82,500
4413	Membership Fees-Madsen	366,842	500,000	480,000	<b>397,990</b>	317,992
4413	Membership Fees-Baca	30,081	25,000	35,000	<b>32,000</b>	35,200
	Sub Total	2,162,872	2,241,000	2,294,000	<b>2,363,774</b>	2,349,099

#### Library Fees

4221	Library Fees-Non Residential	53,929	50,000	50,000	<b>50,000</b>	50,000
4411	Library - Photocopy	17,625	16,000	16,000	<b>16,000</b>	16,000
4515	Library Fines	92,258	85,000	85,000	<b>90,000</b>	90,000
4516	Lost Book Charges	12,027	11,000	11,000	<b>11,000</b>	11,000
4517	Library Miscellaneous Receipts	713	1,000	1,000	<b>1,000</b>	1,000
	Sub Total	176,552	163,000	163,000	<b>168,000</b>	168,000

#### Filing/Other Fees

4217	Filing Fees	98,674	132,000	82,000	<b>71,000</b>	71,000
4224	GIS Fees	27,650	42,000	7,000	<b>11,000</b>	11,000
4637	Reproductions - Plats	1,630	2,000	2,000	<b>2,000</b>	2,000
4219	Annual Site Plan Fees	1,500	100,000	55,000	<b>75,000</b>	75,000
	Sub Total	129,454	276,000	146,000	<b>159,000</b>	159,000

## General Fund Revenues (cont.)

Acct#	Account Title	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
<b>Fines &amp; Costs</b>						
4511	Police Dept. Fines & Costs	1,469,013	1,500,000	1,500,000	<b>1,700,000</b>	1,700,000
4512	Red Light Camera Fees	0	0	0	<b>288,000</b>	288,000
	Sub Total	1,469,013	1,500,000	1,500,000	<b>1,988,000</b>	1,988,000
<b>Rentals</b>						
4408	Facility Rental - Parks/Rec	84,293	65,000	73,000	<b>65,000</b>	65,000
4412	Meeting Room Revenue	17,658	20,000	14,000	<b>30,000</b>	30,000
	Sub Total	101,951	85,000	87,000	<b>95,000</b>	95,000
<b>Grants</b>						
4623	Fire Dept. EMT Grant	31,982	32,000	32,000	<b>32,000</b>	32,000
4683	State Grant - Training	10,830	10,000	10,000	<b>10,000</b>	10,000
4695	Planning Grant - THC	0	5,000	0	<b>5,000</b>	5,000
4679	CDBG Reimbursement	61,233	60,000	60,000	<b>60,000</b>	60,000
4663	Miscellaneous	65,480	10,000	25,000	<b>10,000</b>	10,000
	Sub Total	169,525	117,000	127,000	<b>117,000</b>	117,000
<b>Interest</b>						
4610	Interest Income	3,663,715	2,250,000	3,150,000	<b>2,062,500</b>	2,062,500
4612	Increase/Decrease in Fair Value	394,272	1,000	1,000	<b>1,000</b>	1,000
	Sub Total	4,057,987	2,251,000	3,151,000	<b>2,063,500</b>	2,063,500
<b>Capital Lease Proceeds</b>						
4616	Capitalized Lease Proceeds	750,000	750,000	750,000	<b>750,000</b>	750,000
	Sub Total	750,000	750,000	750,000	<b>750,000</b>	750,000

## Revenue Estimates

### General Fund

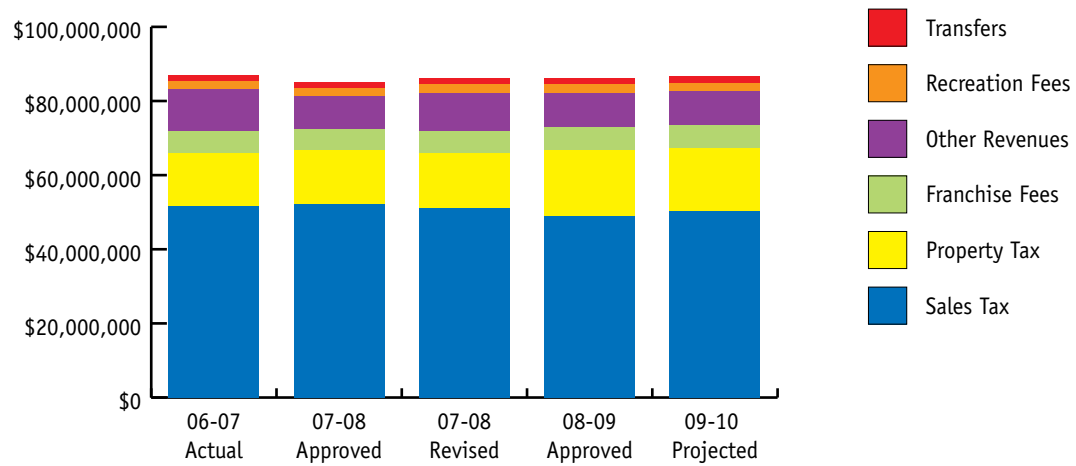
#### General Fund Revenues (cont.)

Acct#	Account Title	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
<b>Transfers</b>						
7200	Transfer from Utility Fund	1,690,000	1,690,000	1,690,000	<b>1,690,000</b>	1,690,000
	Sub Total	1,690,000	1,690,000	1,690,000	<b>1,690,000</b>	1,690,000
<b>Other Revenues</b>						
4308	PARD Brush Recycling Fees	29,163	30,000	30,000	<b>30,000</b>	30,000
4407	Police Dept. - Miscellaneous	23,319	20,000	35,000	<b>20,000</b>	20,000
4213	Licensing Fees-Animal Control Ordinance	16,144	40,000	15,000	<b>15,000</b>	15,000
4615	Miscellaneous Revenue	487,561	100,000	275,000	<b>100,000</b>	100,000
4619	Returned Check Fee	0	1,000	1,000	<b>1,000</b>	1,000
4628	Donations/Contributions	11,570	5,000	5,000	<b>5,000</b>	5,000
4629	Gain/Loss on Sale of Assets	7,472	0	0	<b>0</b>	0
4636	Insurance Proceeds	109,439	5,000	70,000	<b>5,000</b>	5,000
4638	Street Cuts	1,200	1,000	1,000	<b>1,000</b>	1,000
4639	Proceeds - Sale of Assets	63,096	40,000	190,000	<b>40,000</b>	40,000
4646	FTA Reimbursement	253,171	250,000	250,000	<b>250,000</b>	250,000
4660	4B Corporation Reimbursement	184,000	190,000	190,000	<b>190,000</b>	190,000
4669	Court Fund Reimbursement	32,121	20,000	20,000	<b>20,000</b>	20,000
4670	RRISD Reimbursement	358,383	385,000	400,000	<b>375,000</b>	375,000
4672	Recycling Revenue	35,814	20,000	45,000	<b>30,000</b>	30,000
4301	Lot Clearing Services	21,789	16,000	16,000	<b>16,000</b>	16,000
4303	Rental Income	0	0	105,000	<b>0</b>	0
4305	Brush Hauling Revenue	18,898	12,000	8,000	<b>2,000</b>	2,000
	Sub Total	1,653,140	1,135,000	1,656,000	<b>1,100,000</b>	1,100,000
Total General Fund Revenues		\$87,009,741	\$85,097,884	\$86,092,884	<b>\$86,128,274</b>	\$86,577,599

## General Fund Revenues (cont.)

## General Fund Revenues

## By Revenue Type



## Revenue Estimates

### Debt Service Funds

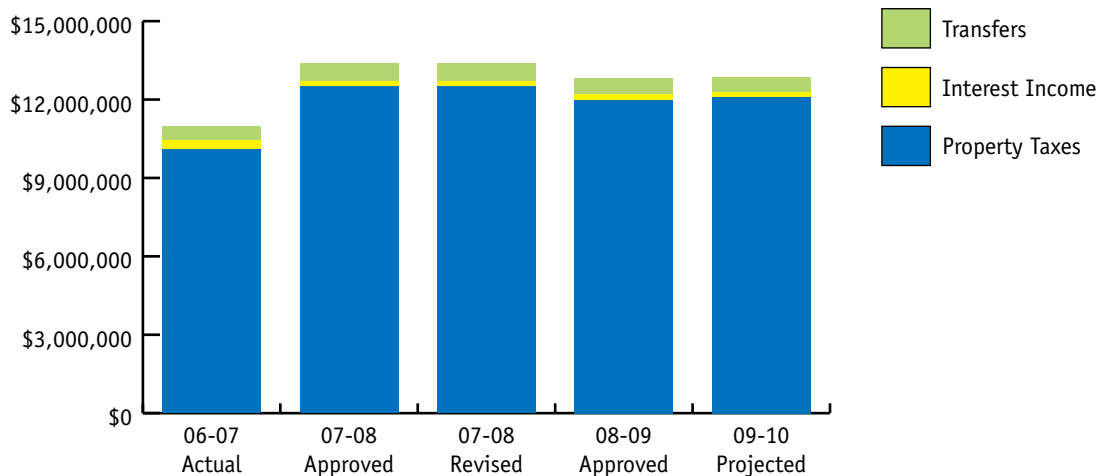
#### I & S General Obligation Bonds Fund Revenue

Acct#	Account Title	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
4110	Current Property Taxes	\$10,031,925	\$12,425,000	\$12,425,000	<b>\$11,905,000</b>	\$12,013,000
4111	Delinquent Taxes	65,440	80,000	80,000	<b>80,000</b>	80,000
4112	Penalty & Interest - Delinquent Taxes	17,768	15,000	15,000	<b>15,000</b>	15,000
4113	Penalty & Interest - Current Taxes	45,608	30,000	30,000	<b>45,000</b>	30,000
4610	Interest Income	289,472	150,000	150,000	<b>150,000</b>	150,000
4635	Proceeds - Refunded Bonds*	10,295,000	0	0	<b>0</b>	0
4640	Proceeds - Bond Premium*	288,687	0	0	<b>0</b>	0
7200	Transfer from Utility Fund	233,247	226,000	226,000	<b>165,000</b>	92,000
7855	Transfer from Golf Course	294,974	454,000	454,000	<b>453,000</b>	456,000
Total	I&S General Obligation Bonds Funds Revenues	\$21,562,121	\$13,380,000	\$13,380,000	<b>\$12,813,000</b>	\$12,836,000

\*Note: These proceeds are not graphically represented - refunding entries only.

#### I & S G. O. Bonds Fund

##### By Revenue Type

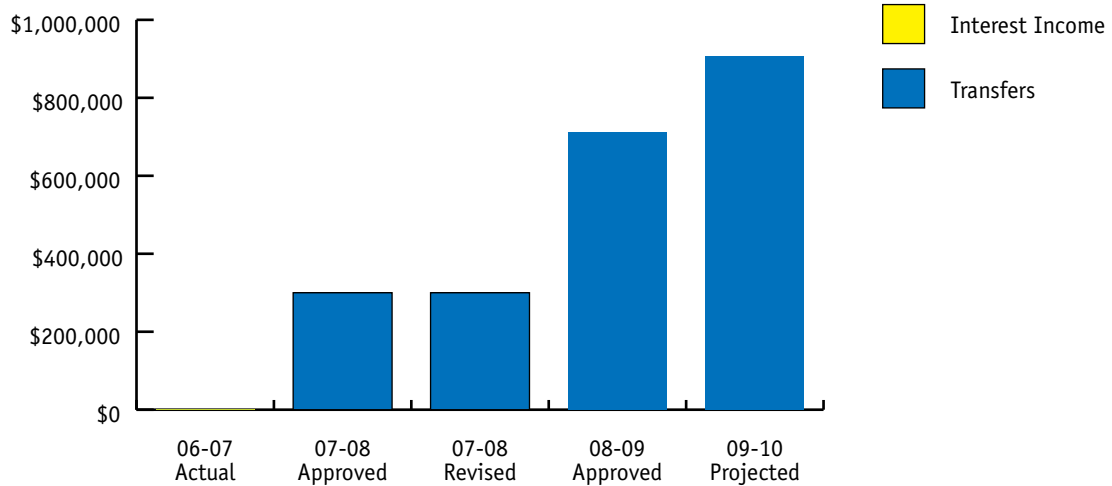


## I &amp; S Revenue Bonds Fund Revenues

Acct#	Account Title	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
4610	Interest Income	\$573	\$0	\$0	\$0	\$0
7200	Transfer from Utility Fund	0	300,000	300,000	711,000	906,000
Total	I&S Revenue Bonds Fund Revenues	\$573	\$300,000	\$300,000	\$711,000	\$906,000

## I &amp; S Revenue Bonds Funds

## By Revenue Type





## Revenue Estimates

### Water/Wastewater Utility Fund

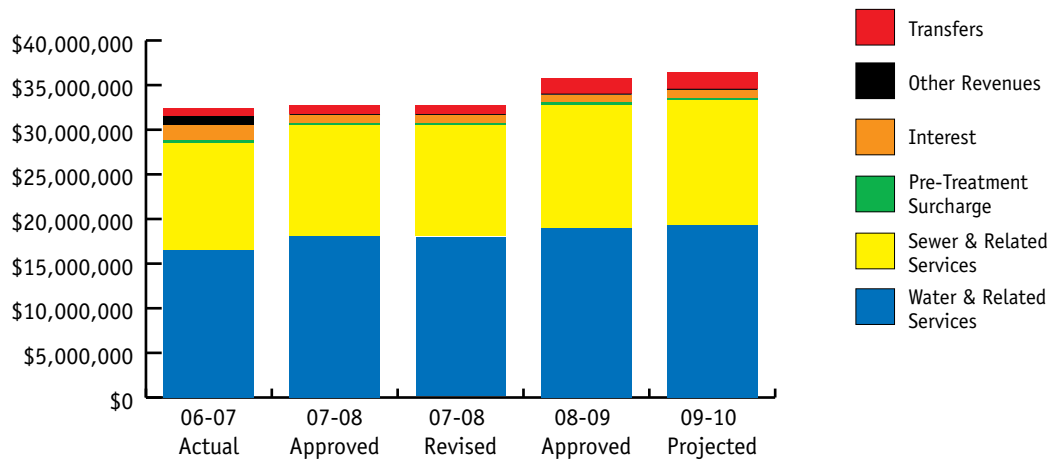
#### Water/Wastewater Utility Fund Revenues

Acct#	Account Title	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
<b>Water &amp; Related Services</b>						
4420	Convenience Fees	\$58,930	\$45,000	\$45,000	<b>\$45,000</b>	\$55,000
4444	Connection & Transfer Fee	204,750	175,000	175,000	<b>175,000</b>	175,000
4801	Water Service	15,505,183	17,200,000	17,200,000	<b>18,138,000</b>	18,400,000
4805	Water Insp. & Meter Setting Fee	105,243	100,000	100,000	<b>100,000</b>	100,000
4807	Water Penalty	333,558	340,000	340,000	<b>340,000</b>	340,000
4831	Reconnect Charges	189,760	175,000	175,000	<b>175,000</b>	175,000
4833	Meters and Fittings Sales	141,307	85,000	85,000	<b>85,000</b>	85,000
	Sub Total	16,538,731	18,120,000	18,120,000	<b>19,058,000</b>	19,330,000
<b>Sewer &amp; Related Services</b>						
4821	Sewer Service	11,672,429	12,100,000	12,100,000	<b>13,462,000</b>	13,700,000
4825	Sewer Inspection Fee	126,617	100,000	100,000	<b>100,000</b>	100,000
4826	Sewer Discharge Permits	9,350	4,000	4,000	<b>4,000</b>	4,000
4827	Sewer Penalty	239,781	200,000	200,000	<b>200,000</b>	225,000
	Sub Total	12,048,177	12,404,000	12,404,000	<b>13,766,000</b>	14,029,000
<b>Pre-Treatment Surcharge</b>						
4443	Industrial Pre-Treatment Surcharge	220,657	200,000	200,000	<b>210,000</b>	220,000
	Sub Total	220,657	200,000	200,000	<b>210,000</b>	220,000
<b>Interest</b>						
4610	Interest Income	1,454,950	900,000	900,000	<b>880,000</b>	880,000
4612	Increase/Decrease in Fair Value	219,887	1,000	1,000	<b>1,000</b>	1,000
	Sub Total	1,674,837	901,000	901,000	<b>881,000</b>	881,000
<b>Other Revenues</b>						
4615	Miscellaneous Revenue	979,437	110,000	110,000	<b>110,000</b>	110,000
4619	Returned Check Fee	22,636	15,000	15,000	<b>15,000</b>	15,000
4628	Donations/Contributions	0	0	0	<b>0</b>	0
4629	Gain/Loss on Sale of Assets	0	5,000	5,000	<b>5,000</b>	5,000
4636	Insurance Proceeds	56,806	0	0	<b>0</b>	0
4680	Intergovernmental Revenue	41,339	0	0	<b>0</b>	0
7250	Transfer from Water Impact Fees	0	0	0	<b>711,000</b>	906,000
7250	Transfer from Wastewater Impact Fees	812,500	980,000	980,000	<b>980,000</b>	980,000
	Sub Total	1,912,718	1,110,000	1,110,000	<b>1,821,000</b>	2,016,000
<b>Total Water/Wastewater Utility Fund Revenues</b>						
		\$32,395,120	\$32,735,000	\$32,735,000	<b>\$35,736,000</b>	\$36,476,000

## Water/Wastewater Utility Fund Revenues (cont.)

## Water/Wastewater Utility Fund Revenues

## By Revenue Type



## Revenue Estimates

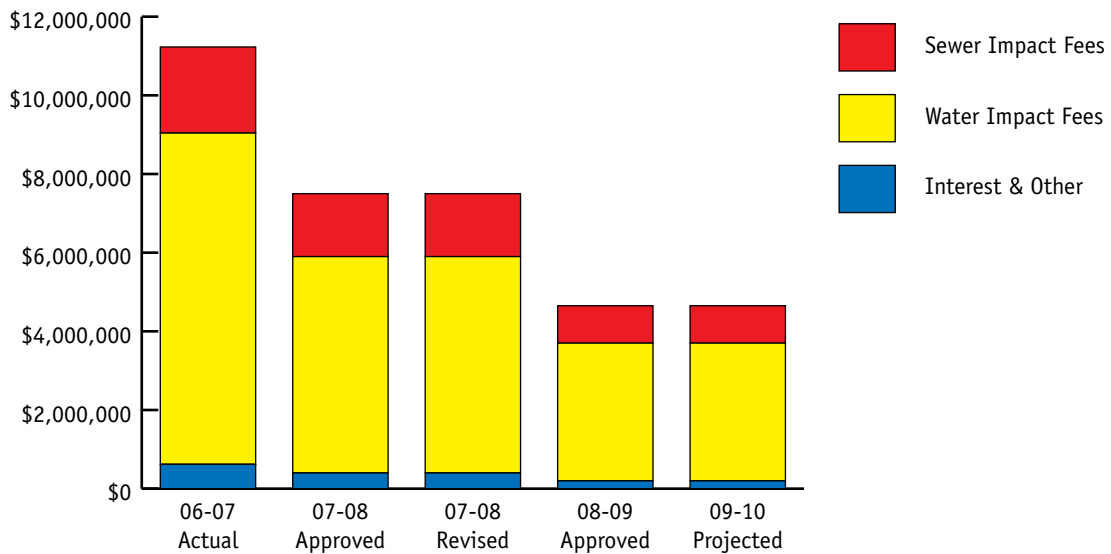
### Utility Impact Fees Fund

#### Utility Impact Fees Fund Revenues

Acct#	Account Title	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
4610	Sewer Impact Fees	\$2,189,332	\$1,600,000	\$1,600,000	<b>\$950,000</b>	\$950,000
4802	Water Impact Fees	8,419,758	5,500,000	5,500,000	<b>3,500,000</b>	3,500,000
4822	Interest & Other	620,642	400,000	400,000	<b>200,000</b>	200,000
Total	Utility Impact Fees Fund Revenues	\$11,229,732	\$7,500,000	\$7,500,000	<b>\$4,650,000</b>	\$4,650,000

#### Utility Impact Fees Fund Revenues

##### By Revenue Type



**Hotel Occupancy Tax Fund Revenues**

<b>Acct#</b>	<b>Account Title</b>	<b>2006-07 Actual</b>	<b>2007-08 Approved Budget</b>	<b>2007-08 Revised Budget</b>	<b>2008-09 Approved Budget</b>
4123	Occupancy Tax	\$2,838,689	\$2,600,000	\$2,600,000	<b>\$2,800,000</b>
4610	Interest Income	149,150	80,000	80,000	<b>100,000</b>
4615	Misc Revenue	7,500	0	0	<b>0</b>
Total Hotel Occupancy Tax Fund Revenues		\$2,995,339	\$2,680,000	\$2,680,000	<b>\$2,900,000</b>

## Revenue Estimates

### Law Enforcement Fund

#### Law Enforcement Fund Revenues

Acct#	Account Title	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget
4610	Interest Income	\$15,503	\$6,300	\$6,300	\$7,000
4654	State & Local Seizure Income	130,248	0	0	0
4665	Federal Drug Seizure Income	85	2,000	2,000	0
Total Law Enforcement Fund Revenues		\$145,836	\$8,300	\$8,300	\$7,000

**Parks Improvement & Acquisitions Fund Revenues**

<b>Acct#</b>	<b>Account Title</b>	<b>2006-07 Actual</b>	<b>2007-08 Approved Budget</b>	<b>2007-08 Revised Budget</b>	<b>2008-09 Approved Budget</b>
4405	Sports League Fees	\$8,140	\$7,500	\$7,500	<b>\$7,000</b>
4610	Interest Income	28,754	20,000	20,000	<b>27,000</b>
4628	Donations/Contributions - Developers	0	293,050	293,050	<b>406,132</b>
<b>Total Parks Improvement &amp; Acquisitions Fund Revenues</b>		<b>\$36,894</b>	<b>\$320,550</b>	<b>\$320,550</b>	<b>\$440,132</b>



## Revenue Estimates

### *Municipal Court Fund*

#### **Municipal Court Fund Revenues**

<b>Acct#</b>	<b>Account Title</b>	<b>2006-07 Actual</b>	<b>2007-08 Approved Budget</b>	<b>2007-08 Revised Budget</b>	<b>2008-09 Approved Budget</b>
4509	Technology Fees	\$44,369	\$45,000	\$45,000	<b>\$43,000</b>
4510	Security Fees	33,276	35,000	35,000	<b>32,100</b>
4519	Child Safety Fines	10,801	11,000	11,000	<b>17,000</b>
4610	Interest Income	7,427	3,650	3,650	<b>4,750</b>
Total Municipal Court Fund Revenues		\$95,873	\$94,650	\$94,650	<b>\$96,850</b>

## Library Fund Revenues

Acct#	Account Title	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget
4610	Interest Income	\$496	\$500	\$500	<b>\$300</b>
4628	Library Donations	3,362	3,000	3,000	<b>300</b>
Total Library Fund Revenues		\$3,858	\$3,500	\$3,500	<b>\$600</b>

## Revenue Estimates

### *Tree Replacement Fund*

#### Tree Replacement Fund Revenues

Acct#	Account Title	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget
4226	Tree replacement fees	\$315,435	\$1,500	\$1,500	<b>\$50,000</b>
4610	Interest Income	6,014	10,000	10,000	<b>20,000</b>
4628	Donations/Contributions	525	500	500	<b>500</b>
Total Tree Replacement Fund Revenues		\$321,974	\$12,000	\$12,000	<b>\$70,500</b>



## General Fund Expenditures

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





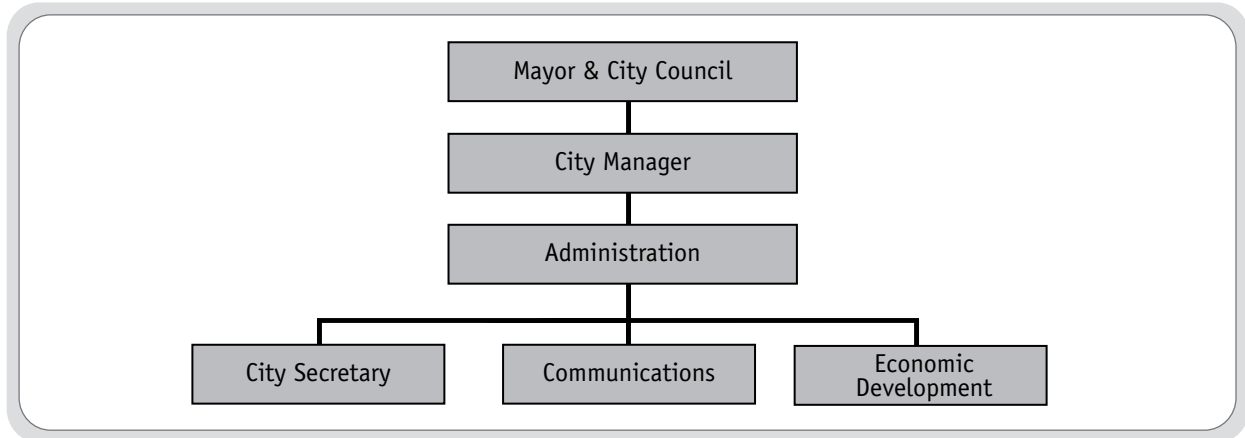
## General Fund Expenditures



## Administration Department

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

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



### Departmental Program Summary:

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

#### Programs:

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

**Office of the City Manager:** The City Manager's Office handles the general administration of the City and executes the policies and objectives of the City Council. As Chief Administrators, the City Manager and Assistant City Managers are directly responsible to the Mayor and City Council. They oversee the day-to-day operations of the City by coordinating all City department activities and functions.

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

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

**Economic Development:** Under the Economic Development Partnership with the Chamber of Commerce, the City's economic priority is to promote business recruitment, retention and expansion as well as market the City of Round Rock. The City's managerial staff, Chamber of Commerce, tourism committee, and citizens and representatives of local businesses work closely together to develop and implement development strategies and programs.



## General Fund Expenditures

### Administration

#### FY 2007-08 Highlights:

- The City received their first upgrade in bond rates since 1998 by Moody's Investment Service to Aa2 and Standard & Poor's to AA.
- City employees voted the City Manager's department the Outstanding Customer Service Award by Department/Division during the 2007 Customer Service Awareness day event in October 2007.
- The City's website was awarded the Silver Circle Award by City-County Communications and Marketing Association (3CMA), a national organization of government communicators.
- The City's "Budget Video" won for special or one-time programming at the TAMI Awards by the Texas Association of Municipal Information Officers (TAMIO). Round Rock News won for electronic newsletter and an electronic recycling PSA won the public service announcement category. The Top 10 Events of 2006 was a finalist for special or one-time programming as well.
- The Top 10 Events of 2006 took home third place in the 2007 Programming Awards for the Texas Association of Telecommunications Officers and Advisors (TATOA).

#### FY 2008-09

##### Overview and Significant Changes:

- The Communication Division launched a new social media site, the 'City Forum', which includes articles, pictures, and blogs giving City employees an opportunity to participate and share in the City's successes and events.
- The Administration Department has recently reorganized the department hiring a new City Secretary, Assistant City Secretary, and Emergency Management Coordinator. Through this transition the Administration Department is able to continue to offer commendable customer service to employees and citizens. The City Secretary's office plans to utilize technology to improve city-wide processes creating efficient methods and saving time and paper. In addition, the Emergency Management Coordinator position is working closely with the Fire Department, Police Department and City Manager's office to better facilitate a city-wide emergency management plan.

#### New Programs for FY 2008-09:

Administration is proposing no new programs for FY 2008-09.

#### FY 2009-10 Overview and Beyond:

The Administration Department will:

- Continue progression of the regional transportation system.
- Continue development of a new city hall policy center.
- Continue development of a special event center.

#### Departmental Goals:

- 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)
- Implement the General Plan and Strategic Plan with emphasis on the Northeast quadrant. (City Goal 2)
- Continue implementation of the City's High Performance Organization philosophy. (City Goal 5)
- Intensify the City's strong commitment to economic development. (City Goal 1)

**Departmental Goals: (cont.)****Mayor & City Council**

- Plan and implement effective and efficient services within the City's financial capacity to meet the needs of residents, customers and employees.

<b>Objective:</b> Formulate public policy to meet community needs and assure orderly development in the City.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
As part of the City Council's role to review and adopt all ordinances and resolutions, zoning districts, annexations as prescribed by City Charter and State Law.	412	377	285	295

**City Manager's Office**

- Continually improve the organization's performance by focusing on work culture, innovation, customer service, process improvement and personal growth. (City Goal 5.2)

<b>Objective:</b> Oversee the day-to-day operations of the City by coordinating all City department activities and functions by developing an efficient process that saves time and provides proper documentation when managing routine purchases and requests.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
*City Manager Approvals	242	241	265	280
**Public Concerns	61	124	150	175

\*Ordinance G-04-06-24-16E4 authorized the City Manager to execute contracts and/or expend funds for budgeted items in the maximum amount of \$50,000.

\*\*Most of these requests are received via e-mail to the City Council and/or City Manager's office.

**City Secretary's Office**

- Ensure City services, facilities and equipment meets the needs of residents, customers and employees through the development of annual departmental goals, objectives, and strategic budgeting. (City Goal 5.1)

<b>Objective:</b> Respond to Open Records Requests with accurate documentation according to the Public Information Act.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Open Records Requests	*48	*79	140	165

\*This count is not an accurate count as some requests are handled directly from the Police department and Legal department. FY 2008-09 budget approved the purchase of software (FOIA Systems) which will improve the records management and also provide a more accurate count of public information requests that are received on behalf of the City of Round Rock.

**Communication Department**

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

<b>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.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Source of information: Utility Bill Insert	66%	N/A*	68%	N/A*
E-Newsletter Subscribers	2,225**	1,087***	1,752	2,100

## General Fund Expenditures

### Administration

#### Departmental Goals: (cont.)

**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. Actual 06-07 E-Newsletter subscribers will have to re-subscribe due to changes in the City's website. This may impact subscriber numbers, which is why forecast is constant.

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

\*\* Total as of December 2004

\*\*\* The subscriber count went down when we launched the City's new web site in June 2006 because the new eSubscription tool required everyone to re-subscribe to the newsletter.

#### Economic Development

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

<b>Objective:</b> Develop an environment that encourages businesses to locate or relocate to Round Rock through the use of site development and incentives.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Negotiations with potential industries	5	5	6	5

#### Summary of Key Measurement Indicators

<b>Measurement Indicators</b>	<b>Actual 2006-07</b>	<b>Estimated 2007-08</b>	<b>Projected 2008-09</b>
<b>Demand</b>			
# of Elections	1	1	1
<b>Input</b>			
Operating Expenditures	\$1,721,986	\$1,990,609	\$2,226,167
Number Authorized FTEs	11.00	13.00	13.00
<b>Efficiency</b>			
Expenditures as a % of General Fund	2.02%	2.42%	2.58%
Authorized Personnel as a % of General Fund FTEs	1.66%	1.87%	1.85%
<b>Effectiveness</b>			
<b>Biennial City-wide Citizen Survey</b>			
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?	**N/A	82% Right Direction	**N/A
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?	**N/A	47% Getting Better	**N/A

## Summary of Key Measurement Indicators (cont.)

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
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	53% Good to Excellent	**N/A
Do you feel safe walking alone in your neighborhood at night?	**N/A	88% Yes	**N/A
What kind of job do you think the City of Round Rock is doing in managing traffic: excellent, good, only fair, or poor?	**N/A	51% Good to Excellent	**N/A
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?	**N/A	68% Good to Excellent	**N/A
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?	**N/A	56% Good to Excellent	**N/A

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

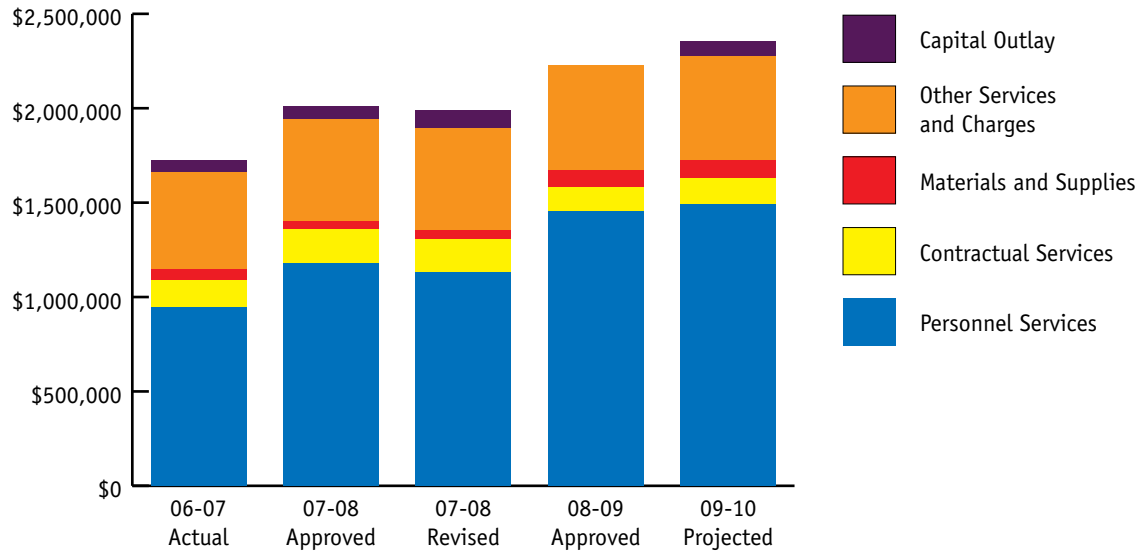
Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
City Manager	1	1	1	1.00	1.00	1.00
Assistant City Manager/Chief Financial Officer	1	1	1	1.00	1.00	1.00
Assistant City Manager	0	1	1	0.00	1.00	1.00
Assistant City Secretary	1	1	1	1.00	1.00	1.00
Communications Director	1	1	1	1.00	1.00	1.00
City Secretary	1	1	1	1.00	1.00	1.00
Information Specialist	1	1	1	1.00	1.00	1.00
Executive Administrative Assistant	2	1	1	2.00	1.00	1.00
Administrative Technician II	1	1	1	1.00	1.00	1.00
Administrative Technician III	0	1	1	0.00	1.00	1.00
Administrative Support Coordinator	0	1	1	0.00	1.00	1.00
Technology Specialist	1	1	1	1.00	1.00	1.00
Emergency Management Coordinator	1	1	1	1.00	1.00	1.00
Total	11	13	13	11.00	13.00	13.00

## General Fund Expenditures

### Administration

#### Administration

##### Expenditures by Category



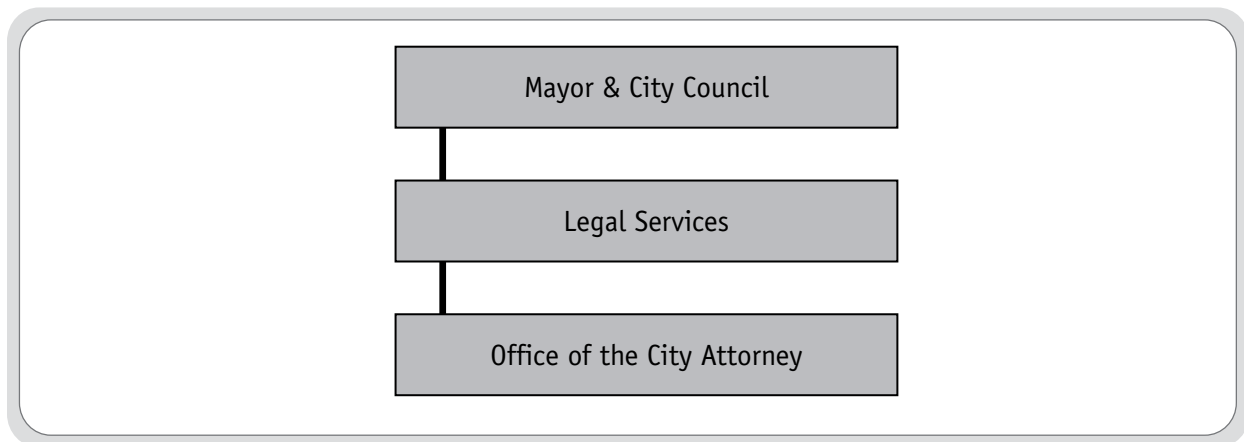
### Summary of Expenditures:

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$946,938	\$1,180,620	\$1,130,620	<b>\$1,454,363</b>	\$1,489,066
Contractual Services	141,243	176,246	176,246	<b>127,194</b>	141,701
Materials and Supplies	61,741	43,693	43,693	<b>88,355</b>	93,855
Other Services and Charges	513,460	541,650	541,650	<b>556,255</b>	551,255
Capital Outlay	58,602	67,800	98,400	<b>0</b>	79,000
<b>Total Expenditures:</b>	<b>\$1,721,986</b>	<b>\$2,010,009</b>	<b>\$1,990,609</b>	<b>\$2,226,167</b>	<b>\$2,354,877</b>
Expenditures per Capita:	\$19.11	\$21.45	\$21.24	<b>\$22.83</b>	\$23.36

## Legal Services Department

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

#### Program:

**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 periodically 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 2007-08 Highlights:

During 2007-08, the Legal Services Department devoted significant effort to the following areas:

- Assisted various City Departments in amending existing ordinances and adopting new ordinances, including amendments to the Round Rock Home Rule Charter, the Red Light Camera Ordinance, Noise Ordinance, Graffiti Ordinance, Right-of-Way Management Ordinance, Parking in Yards Ordinance, and Charter.
- Negotiated and drafted numerous agreements regarding the City's Water and Wastewater Utilities, including agreements regarding the Brushy Creek Regional Utility Authority; the Regional Wastewater Treatment System; Lake Georgetown Raw Water Line; and, the Stillhouse Hollow Raw Water Line.
- Acquired needed right of way and negotiated and drafted numerous agreements regarding several transportation projects including the Kippen Road project; the IH 35/Hesters Crossing project; Creek Bend Blvd.; and, Wyoming Springs.

#### **FY 2008-09**

##### **Overview and Significant Changes:**

Legal Services continues to devote significant time and effort with respect to the following matters:

- The acquisition of rights-of-way and contractual issues related to transportation and utility projects, in particular the Brushy Creek Regional Water Authority.
- Responding to the growing number of open record requests.
- Assisting in the completion of the first recodification of the Code of Ordinances in twelve years.

##### **New Programs for FY 2008-09:**

Legal Services is proposing no new programs for FY 2008-09.

##### **FY 2009-10 Overview and Beyond:**

Anticipating the potential increase for services as the City continues to grow in size and complexity, the Legal Services Department will use the following methods to meet the demand:

- Develop ways to utilize technology and other tools to provide legal services more efficiently.
- Carefully monitoring the City's need for legal services, and when appropriate and necessary, will provide additional staff to make certain that the demands are met.



**Departmental Goals:**

- To provide competent, professional, and timely legal advice to the City Council, Administration, and Department Directors. (City Goal 5)
- To attend all City Council, Planning & Zoning, and Development Review Board meetings; and, as needed, at board and commission meetings and other meetings providing legal advice on actions and procedures. (City Goal 5)
- To represent the City in all claims made by and against it. (City Goal 5)
- To prosecute all complaints, traffic tickets, code enforcement violations, and other offenses filed in Municipal Court. (City Goal 5)
- To represent the City in all contract and real estate matters, including eminent domain. (City Goal 5)
- 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)

## General Fund Expenditures

### Legal Services

#### Summary of Key Measurement Indicators

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
<b>Input</b>			
Operating Expenditures	\$882,623	\$1,156,400	\$1,156,700
Number Authorized FTEs	0.00	0.00	0.00
Workload in Hours:			
General	5,991	6,230	6,541
Utilities	504	524	550
Construction	1,343	1,396	1,466
Total Hours	7,837	8,151	8,557
<b>Efficiency</b>			
Expenditures as a % of General Fund	1.03%	1.41%	1.35%
Authorized Personnel as a % of General Fund FTEs	0.00%	0.00%	0.00%

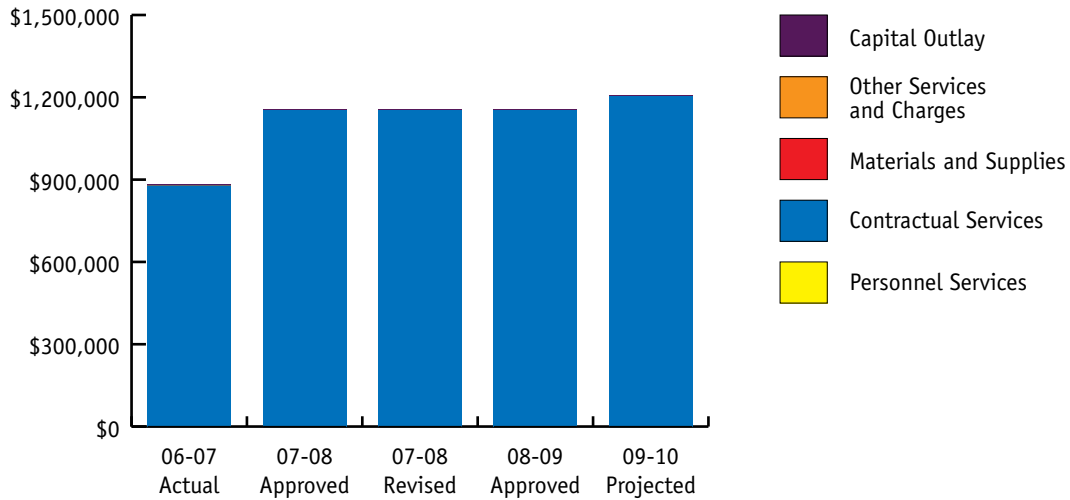
Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
None	0	0	0	0.00	0.00	0.00
Total	0	0	0	0.00	0.00	0.00

## General Fund Expenditures

### Legal Services

#### Legal Services

##### Expenditures by Category



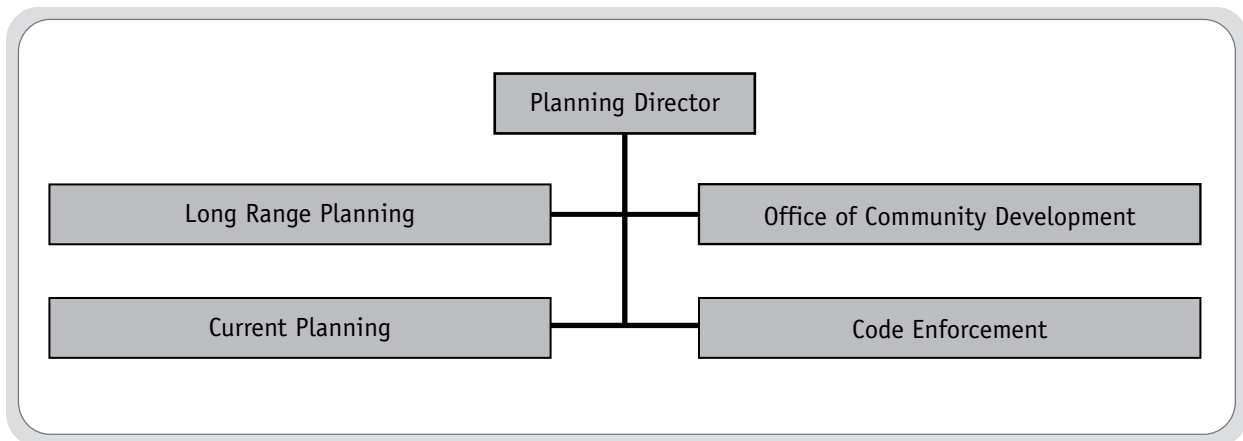
### Summary of Expenditures:

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$0	\$0	\$0	\$0	\$0
Contractual Services	876,597	1,152,200	1,152,200	<b>1,152,500</b>	1,203,500
Materials and Supplies	0	0	0	0	0
Other Services and Charges	890	0	0	0	0
Capital Outlay	5,136	4,200	4,200	<b>4,200</b>	4,200
<b>Total Expenditures:</b>	<b>\$882,623</b>	<b>\$1,156,400</b>	<b>\$1,156,400</b>	<b>\$1,156,700</b>	<b>\$1,207,700</b>
<b>Expenditures per Capita:</b>	<b>\$9.97</b>	<b>\$12.83</b>	<b>\$12.83</b>	<b>\$12.34</b>	<b>\$12.39</b>

## Planning & Community Development Department

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

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



### Departmental Program Summary:

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

### Programs:

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

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

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

**Office of Community Development:** is responsible for the development and management of neighborhood revitalization and economic development programs funded by Community Development Block Grant (CDBG) funds. Staff prepares and conducts meetings with the Community Development Advisory Commission and attends all Round Rock Housing Authority board meetings. This office is responsible for ensuring compliance with federal regulations, developing, implementing, and monitoring CDBG funded programs, and reporting directly to the San Antonio HUD field office.

#### **FY 2007-08 Highlights:**

The Planning and Community Development Department completed a number of projects during fiscal year 2007-2008, in addition to its ongoing review and processing of plats, site plans and zoning applications, which included Planned Unit Developments (PUDs). The Planning Department:

- Finalized development agreements and PUDs for the Avery and May Tracts in northeast Round Rock.
- Continued implementation of the comprehensive annexation program.
- Completed ordinance updates: enabled residential to office conversions provided the conversion met specified design and location criteria; developed increased compatibility standards for eating establishments and indoor entertainment venues adjacent to residential zoning districts; and enacted expiration regulations for zoning and site plan applications.

#### **FY 2008-09**

##### **Overview and Significant Changes:**

The Planning Department's current and long range planning programs for the fiscal year 2008-09 include a number of major projects based on City Strategic Plan Goals 1, 2 & 3. In addition, the current planning program continues its ongoing review and processing of plats, site plans, and zoning applications, which include Planned Unit Developments (PUDs). With respect to the Office of Community Development, significant changes to the federal budget require collaboration between units of local government in order to receive funding for housing and economic development programs. The Planning Department is:

- Updating the General Plan 2000 including coordination with the Transportation Master Plan and Parks Master Plan revision processes.
- Participating in the Downtown Development Plan process.
- Developing new Five Year Consolidated Plan (CDBG).

##### **New Programs for FY 2008-09:**

Planning & Community Development is proposing no new programs for FY 2008-09.

#### **FY 2009-10 Overview and Beyond:**

The Planning Department will continue its current and long range planning programs for fiscal years 2009-10 and beyond to include a number of major projects based on City Strategic Plan goals. In addition, the current planning program will continue its ongoing review and processing of plats, site plans and zoning applications, which include Planned Unit Developments (PUDs). The Planning Department will:

- Revise ordinances as needed to improve processes, standards, and development options, including the introduction of new mixed-use districts.
- Review and adjust the development review process to maximize efficiencies.
- Prepare redevelopment plans and area plans as needed.

**Departmental Goals:**

- Provide for the orderly, economic expansion of the City of Round Rock. (City Goal 1)
- Prepare development or redevelopment area plans for portions of the City where exceptional opportunity for economic expansion exists. (City Goals 1, 2, and 3)
- Encourage a broad range of housing opportunities to ensure a viable community, a suitable living environment, and expanded economic opportunities for persons of low-to-moderate income. (City Goal 2.3)
- Update procedures and development packets to increase efficiency, accountability, and improve customer service. (City Goals 5.1 and 5.2)
- Develop processes to improve citizen communication and community input. (City Goals 6.1, 6.2, and 6.3)
- Review and update major plans and development ordinances to meet current community needs and to improve overall appearance of Round Rock; streamline procedures to improve public services and increase efficiencies. (City Goals 2, 3, and 5.2)

<b>Objective:</b> Update major plans and development ordinances to meet community needs, preserve neighborhood integrity and improve overall city appearance.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Revise General Plan 2000	N/A	N/A	15%	85%
Revise Sign Ordinance	25%	50%	0%	25%
Commence the implementation process for the Downtown Development Plan	N/A	N/A	N/A	50%
Begin development of 5 Year Consolidated Plan (2010-2015) (CDBG)	N/A	N/A	N/A	75%

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

**Trend 1:** The existing General Plan 2000 was completed in 1999 and an update is now warranted due to the exponential growth sustained over the past decade. In addition, projected growth in the northeast quadrant will create demand for new land uses in the area. The plan will also address ongoing Certificate, Conformance and Necessary (CCN) issues.

**Trend 2:** The existing sign ordinance does not address signage along arterials, nor does it reflect updated standards in the new zoning ordinance. An updated and revised sign ordinance will improve overall community appearance and assist with the implementation of General Plan recommendations.

**Trend 3:** The implementation of a plan for an expanded downtown area will include strategies to provide for mixed-use development to encourage comprehensive redevelopment and identify areas where significant density is appropriate.

**Trend 4:** Improved development standards in key growth areas are resulting in better quality development in Round Rock. Key growth areas are recognizing the need for denser, more compact development.



## General Fund Expenditures

### Planning & Community Development

#### Department Goals: (cont.)

- Provide efficient and effective processing of development applications. (City Goal 5.2)

<b>Objective:</b> Improve development processes to maximize efficiency and user friendliness to the public.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Refine and standardize development review process	N/A	75%	10%	15%
Number of plats reviewed	122	126	47	50
Number of zoning and PUD applications	44	37	18	20
Number of ZBA applications	5	2	2	2
Number of HPC applications	18	11	9	9
Number of DRC (site) plans reviewed	210	239	153	150
Number of down payment assistance applications Home Owner's Assistance Program (HOAP)	30	4	Discontinued	Discontinued
Number of home repair applications	12	25	40	40
Number of CDBG sub-recipient grant applications	17	10	21	20

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

**Trend 1:** The ongoing review of development processes is resulting in improved accountability and better service to the public. The City continues an ongoing review of its development review processes to assess overall effectiveness and to identify potential inefficiencies.

**Trend 2:** The number of development applications has slowed primarily for single family developments due to the economic down turn and increased difficulties in obtaining credit.

**Trend 3:** The number of applications for home repair 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.

- Provide fair, efficient, consistent, and courteous code enforcement. (City Goal 6.1)

<b>Objective:</b> Increase efficiency and effectiveness of code enforcement.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Code violations	893	1,277	987	1,025
Signs removed from right of way	6,713	7,474	7,144	7,415

**Trend 1:** The increase in home foreclosures due to the economic downturn will require increased enforcement to ensure proper maintenance of these properties.

**Trend 2:** The increased number of code enforcement requests indicates the need to review and update nuisance ordinances.

<b>Objective:</b> To review and amend ordinances to better address neighborhood concerns.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Update the weedy lot ordinance	N/A	N/A	25%	75%
Review requirements for parking in yards and develop implementation processes	N/A	N/A	100%	Discontinued

N/A: Not applicable during this time frame.

## Summary of Key Measurement Indicators

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
<b>Demand</b>			
Population	90,100	93,700	97,500
Population Growth Rate (annual)	5.50%	3.30%	3.80%
Total Number of Dwelling Units	32,864	33,856	35,020
Acres of Commercially Zoned Property	3,176	3,230	3,360
Approved Single-Family Lots	467	802	800
<b>Input</b>			
Operating Expenditures	<b>\$1,699,819</b>	<b>\$1,500,310</b>	<b>\$1,682,003</b>
Number Authorized FTEs	<b>21.75</b>	<b>19.75</b>	<b>19.75</b>
Long Range Planning Hours	4,030	6,110	6,110
Current Planning Hours	16,510	18,590	18,590
Administrative Hours (Planning)	6,240	6,240	6,240
Geographic Information System Hours	8,320	<i>reassigned to ITC Dept</i>	<i>reassigned to ITC Dept</i>
Code Enforcement Hours	7,280	7,280	7,280
Community Development Hours	3,120	3,120	3,120
<b>Output</b>			
Number of Plats Reviewed	126	47	50
Number of Zoning & PUD Applications	37	18	20
Number of ZBA Applications	2	2	2
Number of HOAP Applications	4	0	0
Number of Home Repair Applications	25	40	40
Number of Historic Preservation Applications	11	9	9
Number of DRC (site) plans reviewed	239	153	150
<b>Efficiency</b>			
Expenditures as a % of General Fund	<b>1.99%</b>	<b>1.77%</b>	<b>1.95%</b>
Authorized Personnel as a % of General Fund FTEs	<b>3.29%</b>	<b>2.83%</b>	<b>2.81%</b>
Average Number of Days to Review & Process Subdivision Plats	28	28	28
Average Number of Days to Review & Process Zonings	60	60	60
Average Number of Days to Review & Process PUDs	120	120	120
Average Number of Days to Approve DRC Plans (3 reviews)	84	84	84
<b>Effectiveness</b>			
% of Projects/Plans Completed on Schedule	95%	95%	95%
Survey Yes/No	No	Yes	Yes
Customer Satisfaction Rating (Good to Excellent)	N/A	Excellent	Pending

## General Fund Expenditures

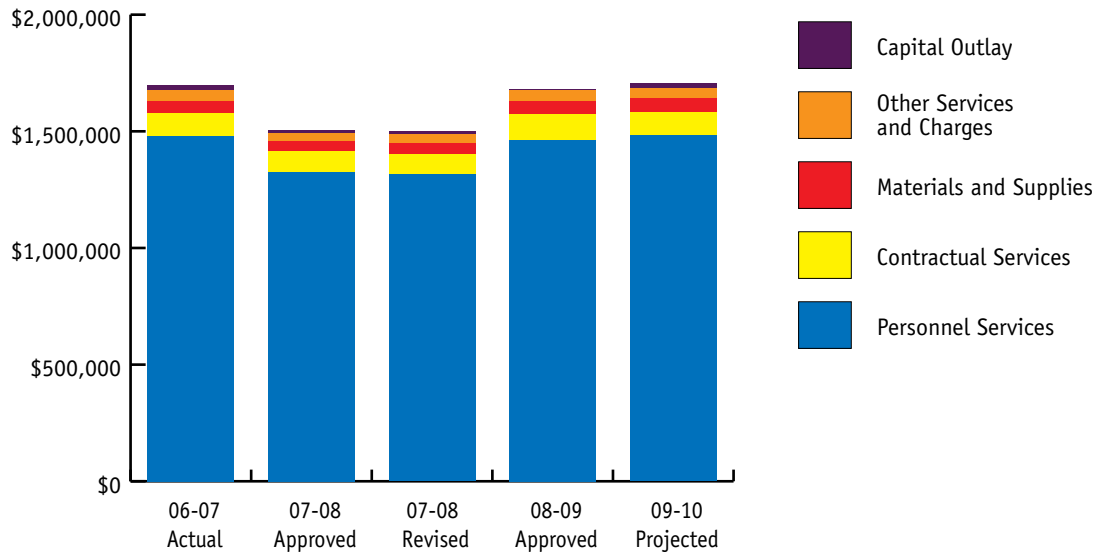
### Planning & Community Development

Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Planning & Comm. Dev. Director	1	1	1	1.00	1.00	1.00
Planning Coordinator	1	1	1	0.75	0.75	0.75
Principal Planner	1	1	2	1.00	1.00	2.00
Geographic Info. Systems Coordinator	1	0	0	1.00	0.00	0.00
Senior Planner	3	3	2	3.00	3.00	2.00
Planner	2	2	2	2.00	2.00	2.00
Associate 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	2	0	0	2.00	0.00	0.00
Geographic Info. Systems Technician	1	0	0	1.00	0.00	0.00
Code Enforcement Supervisor	1	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	3	3	3.00	3.00	3.00
Office Manager	1	1	1	1.00	1.00	1.00
Administrative Technician II	0	1	1	0.00	1.00	1.00
Administrative Technician III	1	1	1	1.00	1.00	1.00
Community Development Assistant	1	1	1	1.00	1.00	1.00
<b>Total</b>	<b>22</b>	<b>20</b>	<b>20</b>	<b>21.75</b>	<b>19.75</b>	<b>19.75</b>

\*GIS moved from Planning to ITC for FY 2007-08 forward.

## Planning &amp; Community Development

## Expenditures by Category



## Summary of Expenditures:

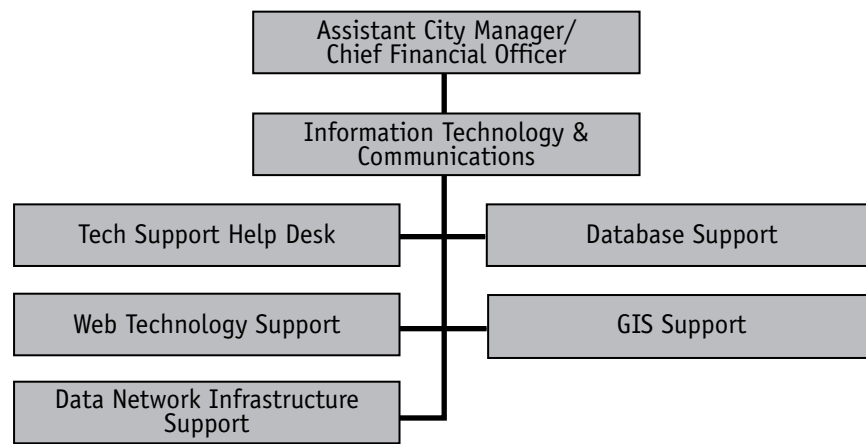
	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$1,480,730	\$1,325,551	\$1,315,551	<b>\$1,462,293</b>	\$1,482,874
Contractual Services	95,354	85,943	85,943	<b>110,986</b>	101,009
Materials and Supplies	54,219	45,690	45,690	<b>54,800</b>	57,436
Other Services and Charges	43,937	34,926	39,926	<b>47,924</b>	42,924
Capital Outlay	25,580	13,200	13,200	<b>6,000</b>	23,595
<b>Total Expenditures:</b>	<b>\$1,699,819</b>	<b>\$1,505,310</b>	<b>\$1,500,310</b>	<b>\$1,682,003</b>	<b>\$1,707,838</b>
Expenditures per Capita:	\$18.87	\$16.07	\$16.01	<b>\$17.25</b>	\$16.94



## Information Technology & Communications Department

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

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



### Departmental Program Summary:

The Round Rock Information Technology Department consists of five 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 (Human Resources) Oracle databases are the primary areas of support and maintenance, support for database systems city-wide is provided through this program. The Cartegraph work order database systems have become a much larger portion of the support duties. 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 Intranets.

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

**Data Network Infrastructure Support:** The Network Administrator staff is responsible for the planning, implementation and management of the data connectivity throughout the City government and with various outside entities. The security of this network, both protection from external forces and the integrity of internal resources is a primary duty in this program.

#### **FY 2007-08 Highlights:**

ITC was able to improve the City's technology infrastructure by accomplishing the following:

- Installed fiber connections to the Round Rock Independent School District (RRISD) fiber ring enabling high speed connectivity between City Hall/Library, McConnico/Baca/Fire Station 2, Public Works/Central Fire, Police Station and the Luther Peterson facilities.
- Added Public Safety GIS Analyst to the staff.
- Increased Internet throughput by 400% and upgraded e-mail service.

#### **FY 2008-09**

##### **Overview and Significant Changes:**

ITC continues to address the City's needs to improve and develop ways of utilizing technologies to improve all departments' effectiveness and efficiencies. ITC is accomplishing this by:

- Improving the City's management and utilization of the Public Safety radio communications system.
- Completing city-wide systems and business process analysis, and produce long-term roadmap for technical systems.
- Increasing data storage, backup computing and redundant networking capabilities.

##### **New Programs for FY 2008-09:**

Information Technology and Communications is proposing no new programs in FY 2008-09.

#### **FY 2009-10 Overview and Beyond:**

ITC will continue to address the City's costs and capabilities in use of technology. ITC will accomplish this by:

- Migrating voice and video communications to a more integrated, cost effective platform.
- Utilizing increased bandwidth from city-wide fiber to enhance all city employees' work processes.
- Migrating single server to database ratio to Virtual Machine model for cost savings and flexibility.



**Departmental Goals:**

- Increase GIS system usage and data layer sharing throughout the City. (City Goal 5.2)
- Manage application use and training to maximize productivity and return on investment for major software systems. (City Goal 5.5)
- Continue to increase data safety and network resistance to hostile interference. (City Goal 5.5)
- Increase Portal system usage and user training level throughout the City. (City Goal 5.2)
- Develop database systems integrations plan. (City Goal 5.2)
- Increase efficiency and safety for public safety personnel through use of modern standard technology. (City Goal 5.3)

<b>Objective:</b> Successfully procure and implement new Police/Dispatch system, including wireless connectivity to mobile stations within police cars.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Total Police Department systems	240	265	322	341
Police Mobile Stations	110	125	156	166
Police Department Help Desk activity (as percentage of the City)	18.1%	17.4%	17.3%	18%
Total Fire Department systems	71	75	84	85
Fire Mobile Stations	25	25	32	32
Fire Department Help Desk activity (as percentage of the City)	8.3%	8%	8%	8%

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

- Increase and improve City web presence in the public arena. (City Goal 5.1)

<b>Objective:</b> Implement online payment options to increase convenience for the citizens and cost savings for the City.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Water Utility payments (avg/month)	N/A	1,950	2,250	2,917
Parks and Recreation Department payments (avg/month)	N/A	30	250	250
Municipal Court (not yet implemented)	N/A	N/A	N/A	N/A

**Trend:** Online payments only reflect City systems; many more are made through private banking institutions. The trend is for a greater increase in private payments rather than City based systems in the utility billing area. Data is unavailable for 05-06 as online payments only began in 06-07.

## General Fund Expenditures

### Information Technology & Communications

#### Department Goals: (cont.)

- Provide technical assistance and repairs for all computer users in the city. (City Goal 5)

<b>Objective:</b> Keep City employees productive and efficient by quickly solving technical issues. Figures are average calls closed per month.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Parks and Recreation Department	N/A	30	31	34
Finance	N/A	24	24	26
Administration	N/A	11	12	13
Fire Department	N/A	22	26	29
Municipal Court	N/A	6	4	5
Planning	N/A	12	6	9
Police Department	N/A	78	80	90
Purchasing	N/A	4	5	5
Utility Billing	N/A	5	7	6
Human Resources	N/A	4	4	4

**Note:** Implemented this year, new data is becoming available from the IssueTrack HelpDesk system. This chart represents average monthly calls closed by area where implementation has been completed. Data of this type was unavailable using the old methods so N/A is listed for previous years.

## Summary of Key Measurement Indicators

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
<b>Demand</b>			
Total Systems Supported	790	1059	1188
Large Scale Systems	67	83	90
Personal Computers	715	976	1098
Local Area Networks (LAN)	8	8	8
<b>Input</b>			
Operating Expenditures	\$1,140,116	\$2,022,816	\$1,876,067
Number Authorized FTEs	17.00	22.00	22.00
<b>Output</b>			
Help Call Distribution (avg/month)			
Total Logged Calls	192	194	216
Administration	11	12	13
Finance	24	24	26
Fire Department	22	26	29
Human Resources	4	4	4
Municipal Court	6	4	5
PARD	30	31	34
Planning	12	6	9
Police Department	78	80	90
Utility Billing	5	7	6
<b>Efficiency</b>			
Expenditures as a % of General Fund	1.33%	2.46%	2.18%
Authorized Personnel as a % of General Fund FTEs	2.57%	3.16%	3.13%
Information Tech. Expenditures/Total Servers + Clients	\$1,443	\$1,863	\$1,579
Information Tech. Expenditures/Total City Employees	\$1,481	\$2,497	\$2,285
<b>Effectiveness</b>			
Avg. Days to close Help Calls *:			
All Calls	5.68	5.55	5.55
Critical Priority	0.83	0.80	0.80
Serious Priority	1.50	1.50	1.50
Low Priority	1.85	1.80	1.80
Procurement Call	1.50	1.45	1.45

Note - GIS transferred into ITC April, 2007.

\* Note: Implemented this year, new data is becoming available from the IssueTrack HelpDesk system. This chart represents average monthly calls closed by area where implementation has been completed.

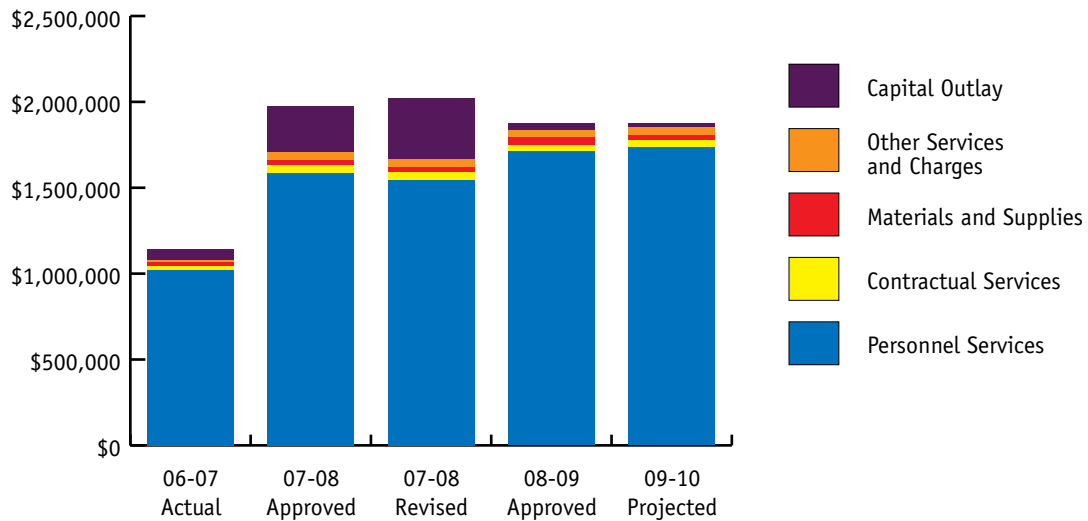
## General Fund Expenditures

### Information Technology & Communications

Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Information Systems Manager	1	1	1	1.00	1.00	1.00
Computer Support Technician	2	2	2	2.00	2.00	2.00
Database Administrator	2	2	2	2.00	2.00	2.00
GIS Analyst	0	2	2	0.00	2.00	2.00
GIS Coordinator	0	1	1	0.00	1.00	1.00
GIS Specialist	1	2	2	1.00	2.00	2.00
GIS Technician	0	1	1	0.00	1.00	1.00
Network Administrator I-III	4	4	4	4.00	4.00	4.00
Senior Network Administrator	1	1	1	1.00	1.00	1.00
Systems Administrator I-III	3	3	3	3.00	3.00	3.00
System Analyst	1	1	1	1.00	1.00	1.00
Systems Support Specialist	1	1	1	1.00	1.00	1.00
Web Administrator	1	1	1	1.00	1.00	1.00
Total	17	22	22	17.00	22.00	22.00

## Information Technology &amp; Communications

## Expenditures by Category



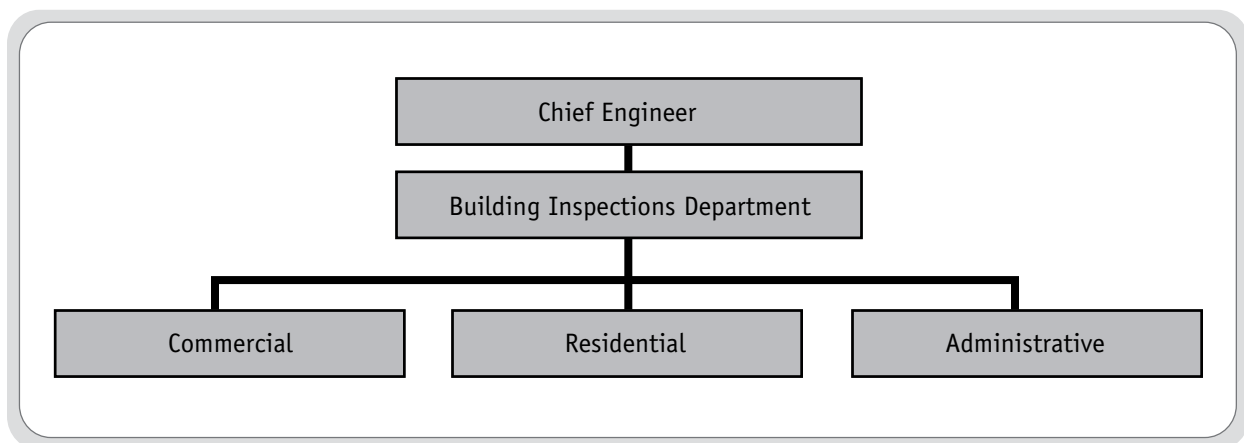
## Summary of Expenditures:

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$1,021,523	\$1,586,732	\$1,546,732	<b>\$1,711,158</b>	\$1,734,220
Contractual Services	18,215	42,681	42,681	<b>37,335</b>	42,835
Materials and Supplies	23,480	32,926	32,926	<b>42,916</b>	30,264
Other Services and Charges	16,108	43,077	43,077	<b>45,757</b>	45,757
Capital Outlay	60,790	267,900	357,400	<b>38,900</b>	23,300
<b>Total Expenditures:</b>	<b>\$1,140,116</b>	<b>\$1,973,316</b>	<b>\$2,022,816</b>	<b>\$1,876,067</b>	<b>\$1,876,376</b>
Expenditures per Capita:	\$12.65	\$21.06	\$21.59	<b>\$19.24</b>	\$18.61

#### ***Building Inspections Department***

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

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



#### **Departmental Program Summary:**

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

#### **Programs:**

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

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

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

#### **FY 2007-08 Highlights:**

- Single family permits continued to decrease while commercial permits have continued at a relatively brisk pace.
- We are completing the last inspections of three hospitals, complete with nursing homes and medical office space behind these structures.
- Started seven multi-family projects which has not occurred in the last 10 years.

**FY 2008-09****Overview and Significant Changes:**

- There continues to be growth in multi-family housing with a tremendous amount of medical office and new universities on the horizon.
- Better computerized system in place to track inactive and expired applications/permits.
- Teamwork and the continuation of cross-training is being emphasized in order to adequately handle the commercial blitz.

**New Programs for FY 2008-09:**

Building Inspections is proposing no new programs for FY 2008-09.

**FY 2009-10 Overview and Beyond:**

- To continue being proactive in helping to control spending, while improving services provided to the community.



## General Fund Expenditures

### Building Inspections

#### Departmental Goals:

- Ensure customers receive quality service in a timely manner. (City Goal 1.1, 5.1, and 6.3)

<b>Objective:</b> Provide information and guidance in a professional, efficient fashion and provide inspections within 24 hours of customer request.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Conduct customer satisfaction survey (Target: 90% of responses rating good to excellent)	92%	93%	93%	92%
Maintain 95% responsiveness rating	98%	95%	95%	95%

- Maintain accurate information system for files and data management that provides easy and effective tracking for internal and external customers. (City Goal 5.5)

<b>Objective:</b> Implement development tracking of daily inspection activities for private development projects.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Maintain 90% accuracy rating on daily tracking report	91%	93%	95%	96%

- Guarantee professional workforce that provides state-of-the-industry inspection services. (City Goal 3.2 and 5.2)

<b>Objective:</b> Train and educate personnel in state-required and code-related certification programs.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
All inspectors obtain two certification classes per year	90%	95%	95%	85%
Attend six hours of professional training	100%	100%	100%	100%

## Summary of Key Measurement Indicators

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
<b>Demand</b>			
Applications For Building Permits	3,700	3,900	3,200
<b>Input</b>			
Operating Expenditures	<b>\$758,207</b>	<b>\$840,469</b>	<b>\$883,521</b>
Number Authorized FTEs	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>
Total Employee Hours	24,960	24,960	24,960
<b>Output</b>			
Single-Family Permits	1,556	1,200	600
Duplex Permits	0	0	0
Multi-Family Permits	2	3	3
Commercial Permits	55	60	70
Industrial Permits	2	1	5
Other (electrical, plumbing, mechanical, signs, etc.)	2,085	2,636	2,522
<b>Efficiency</b>			
Expenditures as a % of General Fund	<b>0.89%</b>	<b>1.02%</b>	<b>1.03%</b>
Authorized Personnel as a % of General Fund FTEs	<b>1.81%</b>	<b>1.72%</b>	<b>1.71%</b>
Cost per Inspection	\$21.60	\$23.13	\$29.00
Time per Inspection	1 Hr.	1 Hr.	1.27 Hr.
<b>Effectiveness</b>			
Average Inspections per Day	105	106	67
Overall Effectiveness Rating (Good to Excellent)	93%	93%	92%

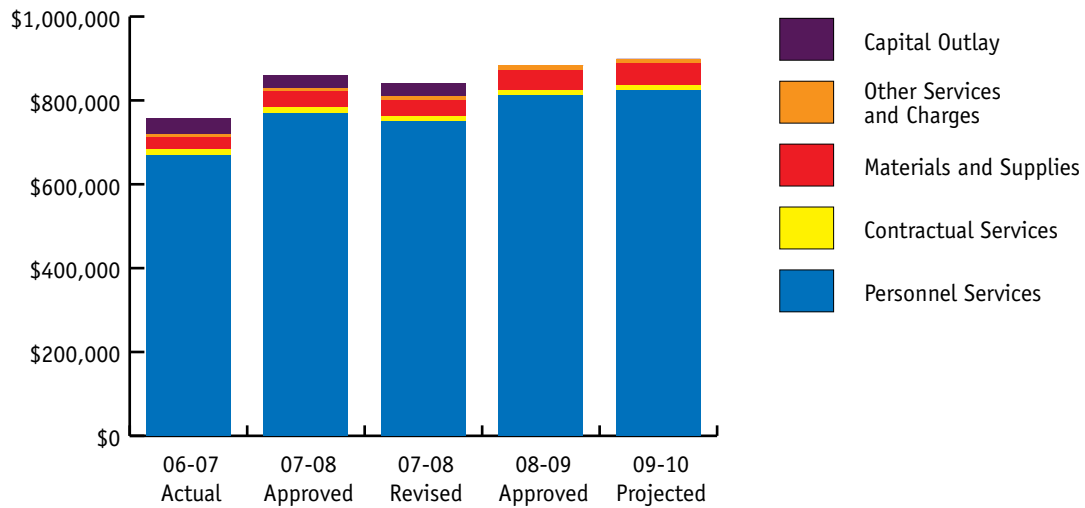
## General Fund Expenditures

### Building Inspections

Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 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	3	3	2.00	3.00	3.00
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	3	3	4.00	3.00	3.00
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

## Building Inspections

## Expenditures by Category



## Summary of Expenditures:

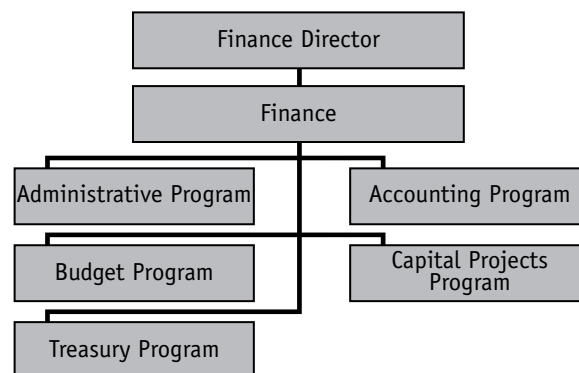
	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$669,801	\$769,784	\$749,784	<b>\$810,981</b>	\$823,460
Contractual Services	13,418	12,623	12,623	<b>12,943</b>	13,943
Materials and Supplies	30,393	38,260	38,260	<b>48,614</b>	50,528
Other Services and Charges	5,976	7,802	7,802	<b>10,983</b>	10,983
Capital Outlay	38,618	32,000	32,000	<b>0</b>	0
<b>Total Expenditures:</b>	<b>\$758,207</b>	<b>\$860,469</b>	<b>\$840,469</b>	<b>\$883,521</b>	<b>\$898,913</b>
<b>Expenditures per Capita:</b>	<b>\$8.42</b>	<b>\$9.18</b>	<b>\$8.97</b>	<b>\$9.06</b>	<b>\$8.92</b>

### Finance Department

Management responsibility for all of the City's financial activity is centralized in the Finance Department. The Assistant City Manager/Chief Financial Officer develops, oversees and communicates strategic financial planning and programs. 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, performing 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:** The Budget Office is responsible for producing the City's annual operating budget and providing various subsidiary budgets to management and City Council. It is also responsible for generating projections and monitoring of departmental budgets.

**Capital Projects Program:** This program is responsible for the financial planning and management of the City's capital improvement project funds. This involves working closely with various city departments and project managers to develop budgeting, cash flows, disbursements, monthly balancing and reporting of capital projects. This program 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.

**Programs: (cont.)**

**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 2007-08 Highlights:**

The Finance department continued to receive the Distinguished Budget Presentation and 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 submitted have met certain rigorous, nationally recognized accounting and reporting standards. In addition, the Finance department has:

- Upgraded the payroll system which provided additional efficiencies.
- Implemented new software for the automation of travel expense management.
- Developed a strategic work plan strategy for the Finance department.

**FY 2008-09****Overview and Significant Changes:**

The Finance department continues to search for and implement new technology processes to better manage the financial needs of the City. The Finance department is:

- Implementing the strategic work plan to efficiently manage outstanding projects.
- Selecting and planning an implementation of a financial system solution. This solution will provide improved reporting capabilities and efficiencies for the accounting staff.
- Identifying the resources needed to support the Brushy Creek Regional Utility Authority.

**New Programs for FY 2008-09:**

Finance is proposing no new programs in FY 2008-09.

**FY 2009-10 Overview and Beyond:**

The Finance department will establish a direction for the City in this economic climate by continuing to evaluate and proactively anticipate the needs of a growing staff and community. In the future the Finance department will:

- Continue to improve internal processes to maximize productivity without compromising accounting practice requirements.
- Continue to develop a 10-year departmental strategy. Identify future services and resource requirements for the Finance department.
- Continue to support and identify resources needed for the Brushy Creek Regional Utility Authority.

## General Fund Expenditures

### Finance

#### Departmental Goals:

- Continue improvement of financial reporting to departments via the web portal and on-line report generation. (City Goal 5)
- Develop and implement career ladder for Finance department staff. (City Goal 5)
- Review and improve year-end process. (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)

<b>Objective:</b> Create efficiencies in the annual budget process.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Number of business days to complete departmental budgets	45	45	40	45
Number of business days to complete budget book	40	30	25	25
Number of budget amendments	1	1	1	1

- Continue to develop a comprehensive 5-year CIP Program that includes the three major components; Utility, General and Transportation.
- Review and analyze needs for a new financial system.
- Improve consistency, efficiency, and correctness in processing of receipts and payments.

<b>Objective:</b> Improve financial internal controls.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Number of internal control reviews	1	1	1	1

<b>Objective:</b> Better utilization of technology and communication tools.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Number of automated processes developed and implemented	1	DISC	DISC	DISC
Number of documents converted to PDF format and/or available on CD's	2	DISC	DISC	DISC
Number of Electronic Payments Received -				
Number of Online Payments Received - Utility Billing	2,944	23,802	33,000	35,000
Dollar Amount of Online Payments Received - Utility Billing	\$316,400	\$2.3 million	\$3.2 million	\$3.5 million
Number of Other Electronic Payments Received - Utility Billing	N/A	48,723	65,000	67,000
Dollar Amount-Other Electronic Payments Received - Utility Billing	N/A	\$3.4 million	\$5.0 million	\$5.2 million
Number of Online Payments Received - PARD	N/A	460	2,300	3,000
Dollar Amount of Online Payments Received - PARD	N/A	\$51,000	\$227,000	\$300,000

DISC = Discontinued  
N/A - Not applicable



## Summary of Key Measurement Indicators

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
<b>Input</b>			
Operating Expenditures	\$1,298,198	\$1,453,678	\$1,732,925
Number Authorized FTEs	19.50	22.50	22.50
<b>Output</b>			
Payroll Checks Issued	21,651	21,975	22,300
# of Vouchers Processed	15,500	16,000	16,000
Audits	3	3	3
Interim Financial Reports	24	24	24
# of Contracts Managed	57	75	90
# of Journal Entries Processed	1,180	1,100	1,200
# of Deposits Processed	4,177	4,200	4,300
# of Project Managers	17	18	18
# of Active CIP Contracts	235	208	230
Total Project Expenditures	\$56,500,000	\$98,000,000	\$104,000,000
Average Value of Investments	\$245,850,000	\$284,325,000	\$275,000,000
<b>Efficiency</b>			
Expenditures as a % of General Fund	1.52%	1.77%	2.01%
Authorized Personnel as a % of General Fund FTEs	2.95%	3.23%	3.20%
<b>Effectiveness</b>			
Interest Rate on Investments as	5.12%	3.50%	3.00%
Compared to Market	4.84%	2.00%	1.75%
Compliance with Financial Policies	Yes	Yes	Yes
General Obligation Bond Rating (S&P)	AA-	AA	AA

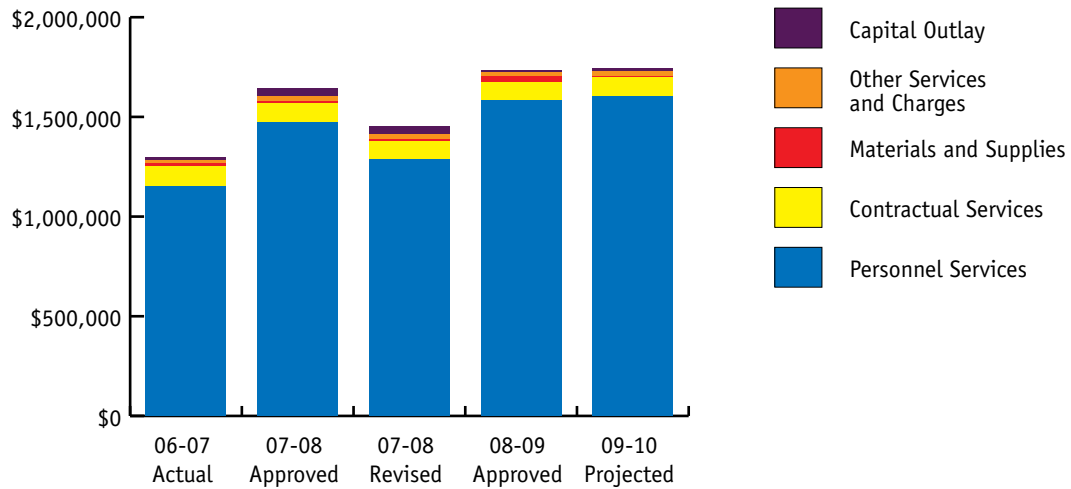
## General Fund Expenditures

### Finance

Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Finance Director	1	1	1	1.00	1.00	1.00
Controller	1	1	1	1.00	1.00	1.00
Assistant Finance Director	1	1	1	1.00	1.00	1.00
Finance Programs Manager	1	1	1	1.00	1.00	1.00
Accounting Supervisor	1	1	1	1.00	1.00	1.00
Treasury Accountant	1	1	1	1.00	1.00	1.00
Budget Supervisor	1	1	1	1.00	1.00	1.00
Accountant II	1	1	1	1.00	1.00	1.00
Accountant I	1	1	1	1.00	1.00	1.00
Accounting Technician II	4	4	4	4.00	4.00	4.00
Budget Analyst	1	1	1	1.00	1.00	1.00
Payroll Coordinator	1	1	1	1.00	1.00	1.00
Accounting Technician I	4	5	5	3.50	4.50	4.50
Administrative Technician III	1	1	1	1.00	1.00	1.00
Business Consultant	0	1	1	0.00	1.00	1.00
Grant Administrator	0	1	1	0.00	1.00	1.00
Total	20	23	23	19.50	22.50	22.50

## Finance

## Expenditures by Category



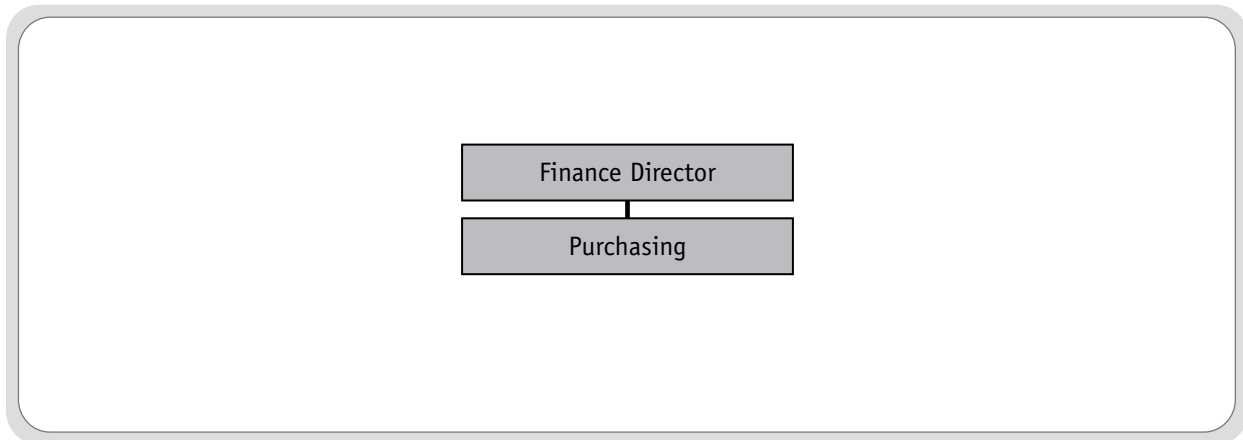
## Summary of Expenditures:

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$1,152,171	\$1,474,459	\$1,284,459	<b>\$1,583,165</b>	\$1,604,075
Contractual Services	100,250	92,469	92,469	<b>92,160</b>	93,478
Materials and Supplies	14,525	11,050	11,050	<b>25,500</b>	9,900
Other Services and Charges	16,715	24,500	24,500	<b>24,600</b>	24,600
Capital Outlay	14,537	41,200	41,200	<b>7,500</b>	10,600
<b>Total Expenditures:</b>	<b>\$1,298,198</b>	<b>\$1,643,678</b>	<b>\$1,453,678</b>	<b>\$1,732,925</b>	<b>\$1,742,653</b>
Expenditures per Capita:	\$14.41	\$17.54	\$15.51	<b>\$17.77</b>	\$17.29

#### ***Purchasing Department***

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

*Mission: Procure and/or assist in the procurement needs of the City 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:

#### **Program:**

**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 (wired and wireless),
- Administration of the procurement card program
- Assist in resolving delivery and billing issues
- Assist in vendor maintenance for 1099 reports
- Administration of the pager program
- Verification that capital procurements are authorized in current fiscal year budget
- Monitoring Electric Deregulation Contract
- Administration of Annual Contracts
- Administration of Fuel-Man program, including monitoring and reconciliation of weekly invoices
- Administration of city's uniform program, including weekly rental and special purchases

**FY 2007-08 Highlights:**

During FY 2007-08, the Purchasing Department continued support abilities for other city departments through the following programs:

- Increased Procurement limits required for formal bids or proposals, quotes, and procurement cards.
- Reviewed and recommended process improvements to travel process.
- Completed participation with Finance in the training of processes and responsibilities called "Training Wheels" to all city departments.

**FY 2008-09****Overview and Significant Changes:**

During FY 2008-09, the Purchasing Department continues to increase its ability to support other city departments through the following:

- Implementation of Online Vendor Database.
- Implementation of online requisitions.
- Coordinate joint Inter-Local Agreement (ILA) with cities in Williamson County.

**New Programs for FY 2008-09:**

Purchasing is proposing no new programs for FY 2008-09.

**FY 2009-10 Overview and Beyond:**

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

- Upgrading Financial System with Purchasing software.
- Introducing E-procurement on city website.
- Requesting new a Purchaser/Buyer position.

### Departmental Goals:

- 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)
- Increase support to city departments. (City Goal 5.2)
- Increase awareness and understanding of individual departmental needs through attendance at weekly and monthly staff meetings. (City Goal 5.2)
- Encourage prior planning of procurements and anticipation of potential contract advantages. (City Goal 5.2)
- Continue to review and research E-procurement and Contract Management software. (City Goal 5.5)
- Decrease the time it takes to produce a purchase order from a purchase request. (City Goal 5.2)
- Increase cooperative purchasing opportunities. (City Goal 5.6)
- Obtain and develop on-line vendor registration. (City Goal 5.5)

<b>Objective:</b> Secure online vendor registration and place vendor list on the Intranet for user access.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Number of vendors on list	N/A	N/A	500	500

**Trend:** This program will not be implemented until the 4th Quarter FY 2007-08, pursuant to development of in-house vendor database.

**Departmental Goals: (cont.)**

- Continue to secure more annual contracts to eliminate repetitive and redundant purchases. (City Goal 5.6)

<b>Objective:</b> Increase number of annual contracts and blanket purchase orders.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Number of annual contracts	36	45	60	100
Number of blanket orders	220	220	230	240

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

- Continue the formal training of the purchasing staff. (City Goal 5.2)

<b>Objective:</b> Offer every staff person at least 21 hours of training.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Total number of training hours	165	192	252	270



## General Fund Expenditures

### Purchasing

#### Summary of Key Measurement Indicators

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
<b>Demand</b>			
Operating Departments Served	29	29	29
<b>Input</b>			
Operating Expenditures	\$485,322	\$533,261	\$596,359
Number Authorized FTEs	8.00	9.00	9.00
<b>Output</b>			
No. of Purchase Orders Processed	2,700	2,500	2,600
Value	\$7,050,000	\$8,515,000	\$10,000,000
Number of Purchase Orders (P.O.'s)			
Issued Over \$500	1,000	2,000	2,200
Value	\$6,785,000	\$8,400,000	\$9,885,000
No. of P.O.'s Issued Under \$500	1,700	500	500
Value	\$265,000	\$115,000	\$115,000
No. of Cooperative P.O.'s Issued	95	150	175
Value	\$2,050,000	\$2,000,000	\$3,500,000
No. of Blanket P.O.'s Issued	250	150	150
Value	\$2,105,000	\$1,200,000	\$1,200,000
No. of Specifications Written	40	30	30
No. of Pro-Card Purchases	16,000	19,500	20,000
Value	\$1,970,000	\$2,700,000	\$3,000,000
<b>Efficiency</b>			
Expenditures as a % of General Fund	0.57%	0.65%	0.69%
Authorized Personnel as a % of General Fund FTEs	1.21%	1.29%	1.28%
<b>Effectiveness</b>			
Average Time to Issue Purchase Order (Hours)	8	8	8

# General Fund Expenditures

## Purchasing

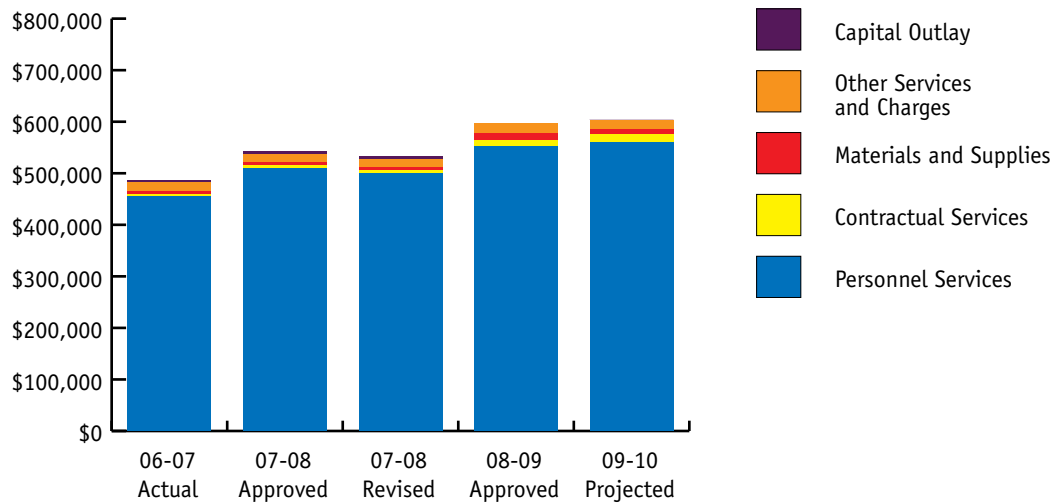
Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Purchasing Manager	1	1	1	1.00	1.00	1.00
Purchasing Supervisor	1	1	1	1.00	1.00	1.00
Contract Specialist	1	1	1	1.00	1.00	1.00
Purchaser	1	1	1	1.00	1.00	1.00
Buyer	2	2	2	2.00	2.00	2.00
Purchasing Assistant	2	2	2	2.00	2.00	2.00
Purchasing Technician	0	1	1	0.00	1.00	1.00
Total	8	9	9	8.00	9.00	9.00

## General Fund Expenditures

### Purchasing

#### Purchasing

##### Expenditures by Category



### Summary of Expenditures:

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$455,330	\$509,858	\$499,858	<b>\$551,574</b>	\$560,552
Contractual Services	4,775	5,378	5,378	<b>12,885</b>	13,835
Materials and Supplies	5,249	7,350	7,350	<b>13,400</b>	10,800
Other Services and Charges	16,046	15,350	15,350	<b>18,500</b>	18,500
Capital Outlay	3,922	5,325	5,325	<b>0</b>	0
<b>Total Expenditures:</b>	<b>\$485,322</b>	<b>\$543,261</b>	<b>\$533,261</b>	<b>\$596,359</b>	<b>\$603,687</b>
Expenditures per Capita:	\$5.39	\$5.80	\$5.69	<b>\$6.12</b>	\$5.99



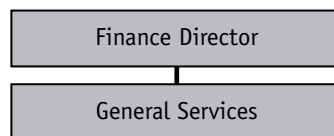
## General Fund Expenditures

### General Services

#### General Services Department

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

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



#### Departmental Program Summary:

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

##### Program:

**General Services:** General Services is a support department for the City of Round Rock. This purely fiscal responsibility center captures expenditures associated with non-allocable costs for city-wide related items. Examples of expenditures include various utility and maintenance costs for City Hall and city-wide expenditure items such as taxes and insurance. This section of the budget also provides funding for economic development efforts and the economic development and revenue sharing agreement between the City, Dell Inc. and other entities (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.

The process of funding social service agencies is as follows. A team consisting of Council members and city staff reviews agency applications using set criteria. Funding recommendations are presented to the City Council through the budget process.

#### FY 2007-08 Highlights:

The General Services department continued to provide financial support for economic development activities and city-wide initiatives. The General Services department achieved the following:

- Supported community organizations through the City social service funding process.
- Provided funding for Dell and other economic development agreements.
- Continued funding for the City's legislative lobbying efforts.
- Continued public/private partnership with Round Rock Chamber of Commerce to support the City's economic development plan.
- Funded CARTS (Capital Area Rural Transit System), the City's current transit system which provides affordable transportation to citizens.

**FY 2008-09****Overview and Significant Changes:**

The General Services department supports city-wide initiatives by funding non-allocable expenses in a fiscally responsible manner. The initiatives for FY 2008-09 are:

- Enhancing the public transit services for citizens.
- Funding for economic development revenue sharing agreements.
- Utilizing the City's social services process for funding recommendations.

**New Programs for FY 2008-09:**

General Services is proposing no new programs for FY 2008-09.

**FY 2009-10 Overview and Beyond:**

As the City continues to grow, the General Services department will support city-wide initiatives as appropriate. In the upcoming years, services will:

- Continue efforts to further develop a comprehensive community transit system.
- Continue funding for economic development revenue sharing agreements.

**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. (City Goal 5.1)
- Implement social service recommendations. (City Goal 5.6)
- Support economic development programs. (City Goal 1.2)

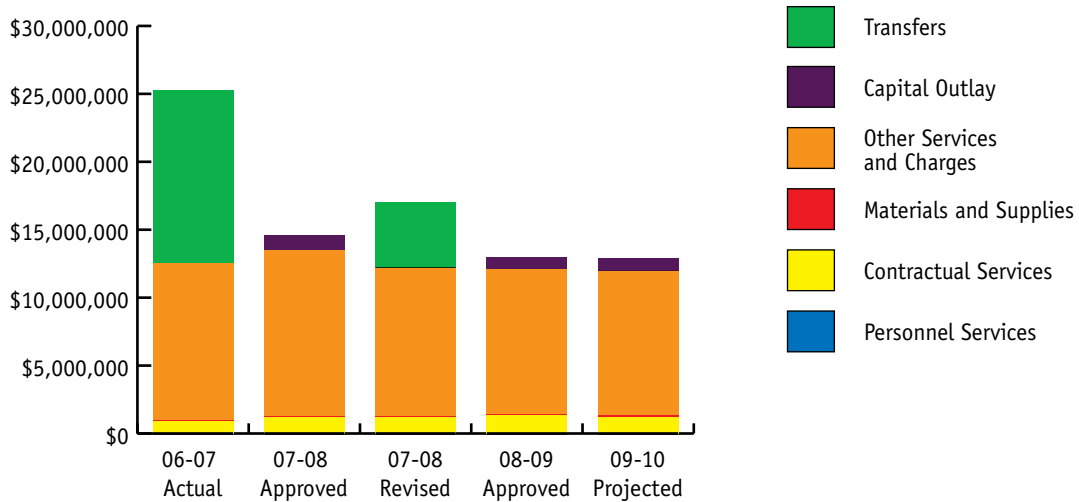
## General Fund Expenditures

### General Services

Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
None	0	0	0	0.00	0.00	0.00
Total	0	0	0	0.00	0.00	0.00

## General Services

## Expenditures by Category



## Summary of Expenditures:

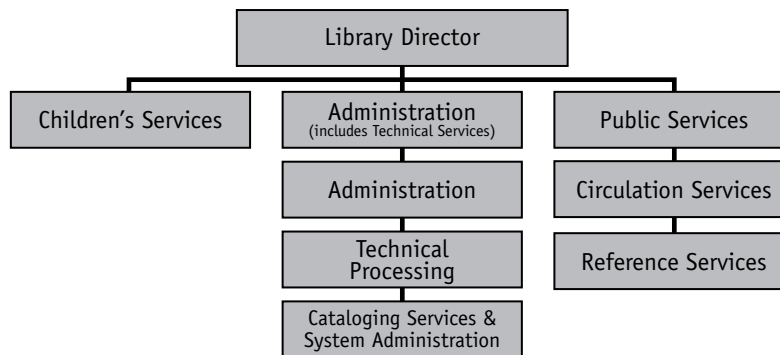
	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$0	\$0	\$0	\$0	\$0
Contractual Services	943,711	1,238,271	1,238,271	1,354,444	1,241,004
Materials and Supplies	59,981	71,800	71,800	72,000	75,370
Other Services and Charges	11,491,675	12,146,606	10,882,606	10,636,826	10,650,476
Capital Outlay	0	18,000	18,000	18,000	0
Transfers	12,805,500	1,100,000	4,836,289	921,000	921,000
<b>Total Expenditures:</b>	<b>\$25,300,867</b>	<b>\$14,574,677</b>	<b>\$17,046,966</b>	<b>\$13,002,270</b>	<b>\$12,887,850</b>
<b>Expenditures per Capita:</b>	<b>\$280.81</b>	<b>\$155.55</b>	<b>\$181.93</b>	<b>\$133.36</b>	<b>\$127.86</b>



### Library Department

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

*Mission: The Round Rock Public Library proudly serves its dynamic and growing community by providing high quality resources, services, and programs.*



#### Departmental Program Summary:

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

#### Programs:

##### Administration and Technical/Cataloging Services:

This cost center serves three distinct functions:

The *Administrative Support* program houses the director, an administrative assistant who provides library-wide support and manages the room reservation system, and a building maintenance staff person.

The *Computer Support* function includes a librarian providing software support and an IT staff member on "permanent loan" from the IT department providing networking support.

The third function, *Acquisitions and Materials Processing*, is responsible for the entire cycle of materials acquisitions, from ordering material through readying the item for use.

**Public Services:** This cost center provides direct public service and is composed of the following main functions: checking out material; answering questions from the public and staff; training in database use; interlibrary lending; genealogy; local history collection development; teen programming, materials selection, and teen room oversight; adult programming; personal computer use monitoring and assistance; and, copying services.

**Children's Services:** This cost center provides programs and materials targeting infants through sixth grade. This division also selects material for this age group.

**FY 2007-08 Highlights:**

The library continues to provide services at a maintenance level. Discussions ensued about the feasibility of a 22,000-25,000 square foot branch library in the northeast part of the City, as part of a strip center development. The library has been represented on an arts and culture team.

- The children's department produced a DVD for the Texas State Library and Archives Commission to be used by libraries statewide for the Summer Reading Program.
- A panel of seven diverse representatives of Round Rock in the 1940s and 1950s jump started an interest in Round Rock's history. This panel was part of the 2nd Annual Round Rock Reads.
- The library experienced two reorganizations with the merging of reference and circulation functions and resultant cross-training and the merging of technical processing and cataloging, which is also undergoing cross-training.

**FY 2008-09****Overview and Significant Changes:**

The library will continue to function at a maintenance level. However, there will be a major renovation of the facility starting in August of 2008, though the bulk of the work will be done in 2009. Also, a decision will need to be made as to a branch location as well as financial commitment to purchase equipment and provide staff for the branch, with an opening of 2009-10 or 2010-11. The Library Department will:

- Complete the remodeling of the library.
- Develop more fully the historical archives and provide leadership to the Digital Photo Collection Scanning Day to take place in the fall.
- Finalize the location and funding of a significant library branch.

**New Programs for FY 2008-09:**

The Library Department proposes no new programs for FY 2008-09.

**FY 2009-10 Overview and Beyond:**

The library has been in "maintenance" mode for over 10 years, a long time for a department serving the public directly. There have been no new significant programs added. All change has been incremental. The City will be investigating the addition of a branch library to serve the increasing needs of Round Rock. Proposals will be considered to add a branch as part of a strip center in the northeast part of town. The City will also be assessing the possibility of a third branch for the 2013 time period. Alternatively, the downtown plan may affect the location of the library as well. Regardless of the downtown plan, the addition of two branches will be needed. The Library Department will:

- Secure a library site and have it open and staffed by FY 2010-11.
- Identify a possible library site in FY 2009-10 in the northwest part of town to be opened by FY 2012-13.
- Ensure that there will be library programming for newborns through the elderly, both mobile and homebound.

## General Fund Expenditures

### Library

#### Departmental Goals:

- Improve and expand facilities to meet the needs of the community. (City Goal 5)

<b>Objective:</b> Continue to work on branch access.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Number of meetings related to this topic	0	12	12	24

**Trend:** While this is a hard number to measure, active discussion on this topic needs to continue. The meetings in 2006-07 were on the feasibility of a school-public library project. The focus in 2007-08 has changed to a stand-alone branch to be located on the north side of town. Regardless, there is no current commitment to fund a branch through bond proceeds. Alternative funding will be needed if there is not a bond issue.

- Continue to develop existing services and/or institute new collections. (City Goal 5)

<b>Objective:</b> Increase the number of attendees at programs other than children's programming.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Number of adults attending programs	1,261	533	400	400
Number of adults in summer reading program	998	1,132	1,100	1,100
Number of teens attending programs	165	479	550	550
Number of teens in summer reading program	273	384	500	500
Increase the circulation by youth aged 13-16	11,267	12,796	14,000	14,000

**Trend:** Adult programming is dropping due to a lack of focus—and staffing—to do it properly, contrasted with teens, which has had funding to run a pilot test of the service. In all cases, lack of additional funding will result in forecasts similar to those in FY 2007-08.

<b>Objective:</b> Increase the circulation of collections targeting specific cultural groups.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Increase the circulation of Spanish language material	1%	3%	3%	3%
Increase the circulation of Indian movies (Bollywood)	N/A	N/A	N/A	10%
Increase the circulation of Asian language materials (full year statistics in 2008-09)	N/A	N/A	N/A	10%

**Trend:** We have spent heavily in the last two years to strengthen the Spanish language collection, and we are marketing the material. We will start to collect separate statistics on Bollywood and Chinese language circulation (the latter funded by a local business). Full year statistics for Bollywood will be FY 2007-08; Chinese will be FY 2008-09.

N/A – Not applicable

**Departmental Goals: (cont.)**

- Research and implement ways of marketing the library. (City Goal 5)

<b>Objective:</b> Improve the amount of publicity we are producing about the library that is going outside of the library, excluding existing children's programming support.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Number of articles/materials in the newspaper and similar print sources (water bill, neighborhood associations, etc)	40	60	90	90
Number of television spots (Channel 10, 8, and other media)	4	6	8	8
Number of events involving library participation and promotion outside the library	14	14	14	14

**Trend:** Over the years we have had great library usage in terms of checking out materials. Children's programming has remained static as we have not increased space, though the addition of a staff member to the children's department has resulted in some increase in program attendance. Circulation is flat, partly due to the Internet. And, there are many new residents who are unfamiliar with us. Marketing is needed to refresh the brand and introduce the library to a new set of users, and entice the users whose children have grown up.

<b>Objective:</b> Increase summer reading participation of students from our neighborhood school, Berkman Elementary.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Number of Berkman students completing the summer reading program	10	20	35	40

**Trend:** This is a new focus. We are putting resources into this area through FY 2007-09. In FY 2007-08, we spoke to students about all the different types of people needed to work in a library, and we will be hosting our second open house there in May for both the parents and the children. We were also present at the Día de Los Niños activities each year.

## General Fund Expenditures

### Library

#### Summary of Key Measurement Indicators

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
<b>Input</b>			
Operating Expenditures	\$2,243,532	\$2,412,703	\$2,475,777
Number Authorized FTEs	29.25	29.25	29.25
Number of Volunteer Hours	8,076	8,000	9,000
Number of Card Holders	44,820	45,500	48,000
Number of Items in the Library	150,057	162,000	165,000
<b>Output</b>			
Number of Items Circulated	725,370	750,000	770,000
Number of Reference Requests	13,847	12,000	11,750
Number of Program Attendees	30,692	31,800	32,500
Number of Items Added to Collection	19,279	20,000	20,000
Number of Items Withdrawn From Collection	14,958	12,000	12,000
Number of Library Visits	302,077	311,000	320,000
Number of Library Website Visits	643,667	700,000	770,000
Number of Database Visits	17,655	18,000	20,000
Number of Computer Users	150,000	160,000	160,000
<b>Efficiency</b>			
Expenditures as a % of General Fund	2.63%	2.94%	2.87%
Authorized Personnel as a % of General Fund FTEs	4.42%	4.20%	4.16%
Circulation/staff	24,799	25,641	26,325
% Increase in Reference Questions Answered	-5%	-13%	-2%
% Increase in Program Attendance	16%	4%	2%
Number of Books Checked Out per Capita	8.20	8.32	8.22
<b>Effectiveness</b>			
% Increase in Circulation	12%	3%	3%
% Increase in Number of Patrons	8%	2%	2%
% of City Residents Registered as Card Holders	51%	50%	51%

## General Fund Expenditures

*Library*

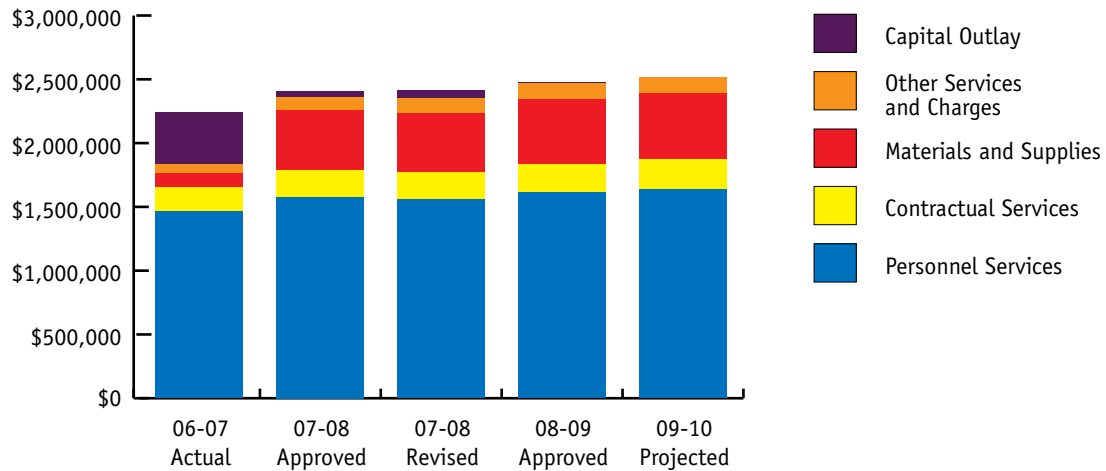
Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Library Director	1	1	1	1.00	1.00	1.00
Library Services Manager	4	4	4	4.00	4.00	4.00
Librarian II	5	6	6	5.00	6.00	6.00
Librarian II – P/T	0	0	0	0.00	0.00	0.00
Librarian I	1	1	1	1.00	1.00	1.00
Librarian I – P/T	2	1	1	0.75	0.25	0.25
Library Supervisor	1	1	1	1.00	1.00	1.00
Library Technician IV	3	3	4	3.00	3.00	4.00
Library Technician IV - P/T	1	0	0	0.75	0.00	0.00
Library Technician III	6	7	3	6.00	7.00	3.00
Library Technician III - P/T	1	1	1	0.50	0.50	0.50
Library Technician II	1	1	2	1.00	1.00	2.00
Library Technician II - P/T	1	1	1	1.00	1.00	0.25
Library Technician I	1	0	3	1.00	0.00	3.00
Library Technician I - P/T	2	3	3	0.75	1.50	1.25
Administrative Technician III	1	1	1	1.00	1.00	1.00
General Services Custodian	1	1	1	1.00	1.00	1.00
Library Aide - P/T	1	0	0	0.50	0.00	0.00
<b>Total</b>	<b>33</b>	<b>32</b>	<b>33</b>	<b>29.25</b>	<b>29.25</b>	<b>29.25</b>

## General Fund Expenditures

### Library

#### Library

##### Expenditures by Category



### Summary of Expenditures:

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$1,464,619	\$1,576,665	\$1,558,815	<b>\$1,611,951</b>	\$1,637,454
Contractual Services	193,257	211,636	211,636	<b>226,150</b>	236,016
Materials and Supplies	104,798	464,952	464,952	<b>508,818</b>	520,617
Other Services and Charges	75,521	106,899	117,181	<b>119,858</b>	118,995
Capital Outlay	405,337	48,595	60,119	<b>9,000</b>	0
<b>Total Expenditures:</b>	<b>\$2,243,532</b>	<b>\$2,408,747</b>	<b>\$2,412,703</b>	<b>\$2,475,777</b>	<b>\$2,513,082</b>
Expenditures per Capita:	\$24.90	\$25.71	\$25.75	<b>\$25.39</b>	\$24.93



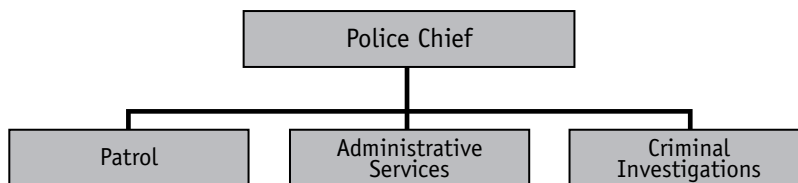


#### Police Department

The Police Department is responsible for the provision of public safety as well as enforcement of federal, state, and city laws and ordinances through proactive and responsive patrol of the City by state-commissioned peace officers. As its business model, the Department believes that the best way to fight crime is to bring leadership to the community, forging strategic partnerships that address quality-of-life issues before they become serious public safety or crime issues. The Department also is responsible for animal control and emergency (fire and

police) radio dispatch functions in the City limits, as well as maintaining the recruiting, training, crime victim, and support functions necessary to maintain a police force of the highest quality.

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



#### Departmental Program Summary:

The Round Rock Police Department consists of three 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 and School Resource Officer program also are based on this structure. Two task forces proactively address general crime and quality-of-life 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. Animal Control investigates nuisances, animal bites, and animal abuse complaints, and it provides public education regarding animal control. The Unit also impounds and quarantines animals when appropriate.

**Administrative Services:** Administrative Services is comprised of the following:

*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 operation and administration. The Office of the Chief houses the Internal Affairs Detail and the Logistics 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 Logistics 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. Central Supply, also housed in this unit, provides a variety of supply and logistics-related functions.

*Administrative Services Division:* This division provides the Department with technical and administrative support services related to communications, police records, evidence and property, training and recruiting functions, accreditation, facilities management, and community services functions. The division ensures that 24-hour, two-way radio communications are conducted in compliance with federal regulations. This division is responsible for handling emergency and other citizen requests for police and fire service, dispatching police/fire units as required

## Programs: (cont.)

or referring citizens to an appropriate service or agency. This unit also provides after-hours dispatch for all City departments.

The Administrative Services Division 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. This program also 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; and various volunteer programs.

**Criminal Investigation Division (CID):** CID is responsible for a variety of police services through functional units focusing on Crimes Against Persons, Property Crimes, Narcotics, and White Collar Crimes. Through these units, various categories of crimes are investigated, and the Department's criminalistics and victim services functions are delivered.

## FY 2007-08 Highlights:

Fiscal 2007-08 was a watershed year at the Round Rock Police Department, as we completed several projects that will improve operations and positively impact the community in the years to come. The most important highlights of the year were:

- Completion of the new Police Headquarters building in North Round Rock. The Department occupied this 123,000-square-foot building on a 72-acre tract in April after more than a year of renovation to the former Tellabs building. The project cost approximately \$20.3 million and is expected to house the Department for decades.
- Migration of the radio communications system shared by the City, Williamson County, and several other cities from analog technology to the latest digital technology. This project – supported by a \$6 million federal grant – provides better encryption and tremendous improvements in the ability of public safety agencies to communicate during emergency events.
- The re-accreditation of the Department through the Commission on the Accreditation of Law Enforcement Agencies (CALEA). The Department completed the three-year recertification process in December 2007. Accredited police departments meet hundreds of standards for best practices and ensure proper management systems are in place.

## FY 2008-09

### Overview and Significant Changes:

The Department's focus in fiscal 2008-09 will shift into other areas largely growing from developments during fiscal 2007-08:

- We will propose transforming the currently unused portion of the Department's 72-acre tract into a regional training facility.
- The Communications Unit will pursue accreditation through CALEA. Accreditation specific to this function will require our Communications Unit to show it operates via a comprehensive, well-considered, and uniform set of written directives.
- The Department will see the first full fiscal year of the Red Light Camera program, initiated in 2007-08 after exhaustive review, analysis and program development by a team representing all affected City Departments. This program is an important component of the City's overall traffic safety program.

## New Programs for FY 2008-09:

**New Officers (FTEs 2):** Based on the Department's staffing model, this program adds two Police Officer positions in the Patrol Division to allow the department to maintain current service levels amid growth in demand for police services.

**Telecommunications Operators (FTEs 2):** This program would add two Telecommunications Operators to the Communications Unit to keep pace with the growth in demand for radio dispatch and 911- and telephone-answering services in the City.

## FY 2009-10 Overview and Beyond:

As we move beyond a two-year horizon, the Department plans to continue to focus on strategic initiatives while maintaining its service levels:

- By 2009-10, we anticipate fully ramping up a Commercial Vehicle Enforcement team to provide enforcement of the traffic laws governing commercial trucks and vehicles.
- Continue transforming the Police Headquarters tract into a regional law enforcement training facility.
- Continue to seek improvements to the county-owned Radio Communications System that provide better radio coverage to our public safety personnel operating within the City.

## General Fund Expenditures

### Police

#### Departmental Goals:

- Reduce Crime. (City Goals 1.1, 1.4, 5.3, and 5.5)

<b>Objective:</b> Maintain police and support staff equipment and personnel levels consistent with the demand for services produced by a growing city population.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Percent of citizens who feel safe walking in their neighborhood alone at night	79.0%	N/A	88.0%	N/A
Percent of citizens who cite "crime" as one of the three biggest issues facing Round Rock in the next five years	13.5%	N/A	13.0%	N/A

**Trend:** The Department added four additional commissioned personnel in FY 2005-06 and eleven in FY 2006-07. The measures shown here "skip" alternating years because the data source is the City's biennial survey of citizens. The percentage of survey respondents who feel safe in their neighborhoods at night rose several points between the 2006 and 2008 surveys. Also, the percentage of respondents who feel crime is one of the three biggest issues facing the City in the coming years fell slightly in the 2008 survey, compared with the 2005-06 results.

N/A – Not applicable

- Reduce Crime. (City Goals 1.1, 1.4, 5.3, and 5.5)

<b>Objective:</b> Provide incentives for residential and business alarm owners to reduce the City's overall number of false alarms by operating an Alarm program.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
False/Cancelled Alarm Calls	3,313	3,266	3,357	3,374
Percent of External Calls for Police Service	6.6%	5.9%	5.5%	5.3%

**Trend:** Reducing the number of false alarms to which the Department responds increases the amount of time officers have to spend on self-initiated activity. This indicator is, therefore, one indicator of our ability to work to reduce crime. Since the Department initiated an Alarm Program in 2001, false or cancelled alarm calls have fallen from 13.4 percent of the Department's calls for service to a forecasted 5.5 percent in FY 2007-08. False alarms are projected to increase in FY 2007-08 and FY 2008-09, but at a slower rate than growth in calls for service. Please note that historical data have been recalculated to correct an error in previous years' calculations.

**Departmental Goals: (cont.)**

- Plan for and Adapt to Change. (City Goals 1.1, 1.4, 2.1-6, 3.2, 4.1-4, 5.1-3, 5.5, and 6.3)
- Expand Logistic Capabilities. (City Goals 5.1-3, 5.5 and 6.3)
- Expand and Improve Community Relationships. (City Goals 3.2, 5.3, 5.5, 6.1-4, and 6.6)

<b>Objective:</b> Foster an internal culture that develops a positive relationship with our diverse community.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Number of events showcasing the Department's services to residents	4	4	3	4
Overall satisfaction with department—percentage rated as “excellent” or “good”	79.0%	N/A	80.0%	N/A

**Trend:** In 2008, the Department discontinued ‘Apoyandonos! en El Dia de Los Niños’ and did not participate in the annual Spring Fling event at Old Town Elementary School. The Department did plan to continue its annual Public Safety Day and National Night Out events, and it conducted an Open House for the new facility in May 2008. Overall citizen satisfaction, as captured in the City's biennial survey, appears to be holding steady at a high level.

N/A – Not applicable

- Plan Traffic Flow and Enforcement. (City Goals 1.1, 1.4, 2.1-2, 4.1-4, 5.1-3, 5.5 and 6.3)

<b>Objective:</b> Fine-tune the Department's traffic enforcement response.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Number of traffic collisions for which a report is required	1,907	1,990	1,728	1,875
Collisions per 1,000 population	22.1	21.9	18.4	19.2

**Trend:** With the major construction projects along IH-35 a few years behind the City, collisions have held steady the past two years and, in FY 2007-08, were actually trending 13 percent below the FY 2006-07 level. The Department expects to see collisions to increase in the future, with the City's growth.

- Enhance Staff Capacity and Capabilities. (City Goals 5.1-3 and 5.5)

<b>Objective:</b> Operate an effective and efficient training program to prepare members to act decisively and correctly in a broad spectrum of situations.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Number of personnel drawing bilingual pay	25	27	23	25

**Trend:** The Department saw the number of Spanish-speaking personnel on staff decline in FY 2007-08 due in part to some retirements, but it expects to rebound somewhat in this area during FY 2008-09.

## General Fund Expenditures

### Police

#### Summary of Key Measurement Indicators

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
<b>Demand</b>			
Calls for Police Service	55,221	61,250	63,744
Traffic Stops	27,542	31,874	32,874
Other Self-Initiated	30,193	27,701	34,075
Total Police Events	112,956	120,825	130,693
Index Crimes Reported*	2,512	2,449	2,560
Crimes per 1,000 residents*	27.9	26.1	26.3
<b>Input</b>			
Operating Expenditures	<b>\$17,902,934</b>	<b>\$20,655,597</b>	<b>\$22,131,997</b>
Number Authorized FTEs	<b>193.00</b>	<b>208.00</b>	<b>212.00</b>
Man-Hours Applied	401,440	432,640	440,960
<b>Output</b>			
Traffic collisions	1,990	1,728	1,875
Traffic collisions per 1,000 population	21.9	18.4	19.2
Average Response Time to Emergency Calls**	5:10 minutes	5:15 minutes	5:15 minutes
Clearance Rate for Part I Offenses*	17%	15%	13%
Recovery Rate for Stolen Property*	14%	21%	20%
<b>Efficiency</b>			
Expenditures as a % of General Fund	<b>20.96%</b>	<b>25.16%</b>	<b>25.70%</b>
Authorized Personnel as a % of General Fund FTEs	<b>29.15%</b>	<b>29.84%</b>	<b>30.18%</b>
Man-Hours per Police Event	3.6	3.6	3.4
Cost per Police Event	\$158.49	\$177.12	\$169.34
<b>Effectiveness</b>			
Overall satisfaction with the Police Department rated as excellent or good	"No 2007 survey; 2006 result: 79.0% "	80%	Next survey in 2010
Percent of citizens who feel safe walking in their neighborhood alone at night	"No 2007 survey; 2006 result: 79.0% "	88%	Next survey in 2010
Percent of citizens who feel crime will be one of the three biggest issues the City will face in five years	"No 2007 survey; 2006 result: 13.5% "	13%	Next survey in 2010

\*Data Source is the FBI's Uniform Crime Reporting system for the calendar year in which the fiscal year ends.

\*\*The time elapsed from the call being dispatched to police on-scene arrival.

## General Fund Expenditures

*Police*

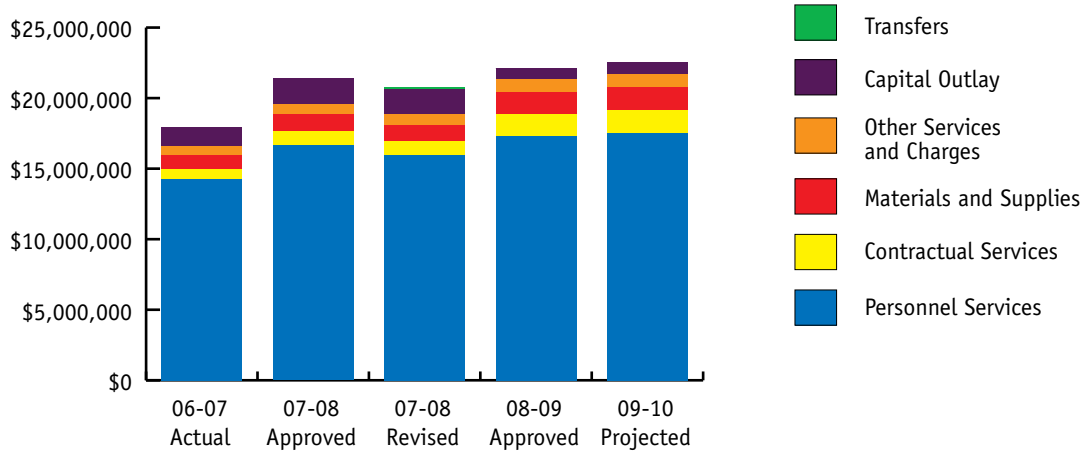
Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Accreditation Manager	1	1	1	1.00	1.00	1.00
Administrative Assistant	1	1	1	1.00	1.00	1.00
Administrative Manager	0	1	1	0.00	1.00	1.00
Administrative Technician III	5	5	5	5.00	5.00	5.00
Administrative Technician I-II	2	0	0	2.00	0.00	0.00
Animal Control Officer	5	5	5	5.00	5.00	5.00
Animal Control Supervisor	1	1	1	1.00	1.00	1.00
Assistant Police Chief	1	1	1	1.00	1.00	1.00
Communications Training Officer	0	3	3	0.00	3.00	3.00
Crime Scene Specialist I-II	2	2	2	2.00	2.00	2.00
Evidence Control Supervisor	1	1	1	1.00	1.00	1.00
Evidence Technician	1	1	1	1.00	1.00	1.00
Investigative Support Tech	0	1	1	0.00	1.00	1.00
Investigative Support Tech - P/T	0	1	1	0.00	1.00	1.00
Logistics Officer	1	1	1	1.00	1.00	1.00
Management Analyst I-II	3	2	2	3.00	2.00	2.00
Police Captain	3	3	3	3.00	3.00	3.00
Police Chief	1	1	1	1.00	1.00	1.00
Police Lieutenant	6	6	6	6.00	6.00	6.00
Police Officer	96	106	108	96.00	106.00	108.00
Police Sergeant	28	29	29	28.00	29.00	29.00
Project Specialist	1	1	1	1.00	1.00	1.00
Public Safety Officer	1	3	3	1.00	2.00	2.00
Records Supervisor	1	1	1	1.00	1.00	1.00
Records Technician	4	4	4	4.00	4.00	4.00
Report Taker	0	3	3	0.00	3.00	3.00
TCO Supervisor	5	5	5	5.00	5.00	5.00
Telecommunications Manager	1	1	1	1.00	1.00	1.00
Telecommunications Operator I-III	20	17	19	20.00	17.00	19.00
Victims Advocate - P/T	2	0	0	1.00	0.00	0.00
Victims Advocate - F/T	0	1	1	0.00	1.00	1.00
Victims Assist. Coordinator	1	1	1	1.00	1.00	1.00
<b>Total</b>	<b>194</b>	<b>209</b>	<b>213</b>	<b>193.00</b>	<b>208.00</b>	<b>212.00</b>

## General Fund Expenditures

### Police

#### Police

##### Expenditures by Category



### Summary of Expenditures:

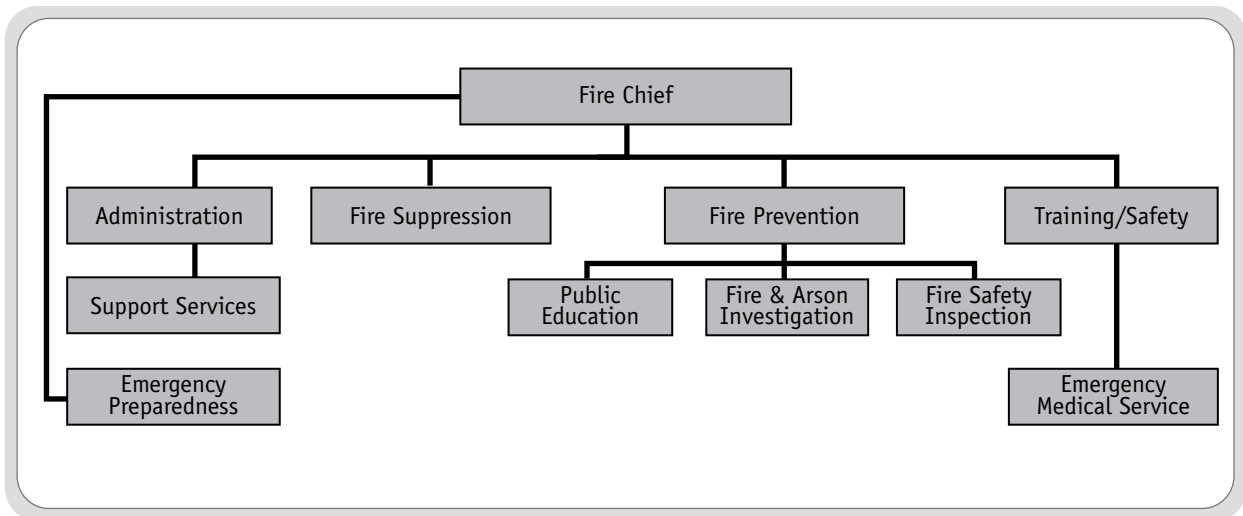
	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$14,282,247	\$16,640,077	\$15,960,077	<b>\$17,311,541</b>	\$17,539,458
Contractual Services	646,074	1,008,487	943,487	<b>1,541,197</b>	1,573,127
Materials and Supplies	1,062,754	1,199,009	1,199,009	<b>1,598,147</b>	1,678,325
Other Services and Charges	597,659	718,265	718,265	<b>892,694</b>	891,594
Capital Outlay	1,314,199	1,834,759	1,834,759	<b>788,418</b>	872,916
<b>Total Expenditures:</b>	<b>\$17,902,934</b>	<b>\$21,400,597</b>	<b>\$20,655,597</b>	<b>\$22,131,997</b>	<b>\$22,555,420</b>
<b>Expenditures per Capita:</b>	<b>\$198.70</b>	<b>\$228.39</b>	<b>\$220.44</b>	<b>\$226.99</b>	<b>\$223.76</b>

## Fire Department

The Round Rock Fire Department's primary responsibility 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 realms of fire and emergency services through our training/safety program. The demands placed on personnel also necessitate the need for physical fitness and the most effective procedural training in order for firefighters to perform to the best of their ability in crisis situations. Attention is also given to the maintenance of all fire apparatus and peripheral equipment such as fire hydrants so that all tools will function properly when needed.

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

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



### Departmental Program Summary:

The Round Rock Fire Department, (RRFD) consists of four general cost centers; Administration, Fire Suppression, Fire Prevention, and Training/Safety.

### Programs:

**Administration:** This division is responsible for the overall management and strategic planning of the Fire Department. In addition, this division is responsible for the professional development of our firefighters, recruiting functions, staffing, personnel, payroll, strategic budget, information technology, software support, scheduling tours, demonstrations, and public Cardio Pulmonary Resuscitation (CPR) classes. This division also functions as the on-call Emergency Operations Commander when required or as assigned by the Fire Chief, responding to and taking command of all greater alarm incidents and any incident when requested by the on-duty Battalion Chief or when directed by the Fire Chief.

*Support Services*, is responsible for asset accountability, vehicle maintenance, new programs, contracts, facilities maintenance, long range planning, procurement of fire equipment, office and janitorial supplies, expenditure of funds and maintaining the required records for National Firefighter Protection Association, (FPA), Texas Commission on Fire Protection, and Insurance Services Office, Inc, (ISO).

**Fire Prevention:** This division is responsible for public education, fire safety inspections, and fire and arson investigations.

The *Public Education* section 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.

The *Fire & Arson Investigation* section is responsible for ensuring that all fires are investigated within the City of Round Rock as to cause and origin. Fire personnel



#### Programs: (cont.)

certified as both arson investigators and Texas Peace Officers are responsible for conducting criminal investigations on those fires found to be incendiary in nature.

The *Fire Safety Inspection* section identifies and inspects all commercial businesses to ensure they are in compliance with fire safety code regulations before they are allowed to open for business. In addition, it ascertains those properties that should be inspected semi-annually and those qualifying for biennial inspection programs.

**Training and Safety:** This division is responsible for planning, coordinating and directing the training and safety programs, development of policies and procedures, overseeing the medical First Responder Advanced Provider (FRAP) program as well as providing continuing education for the Emergency Medical Technicians (EMT). This division also functions as both the administrator and manager of the training records and certifications for the firefighters and EMTs. This division works with the Texas Commission on Fire Protection and the Texas Department of State Health Services to maintain the certifications required for completing our mission goals. This division also coordinates training with other departments and outside agencies in order to provide excellent fire and emergency medical service to our citizens. The division provides the much needed function of Safety Officer using the guideline set forth in National Firefighter Protection Association (NFPA) 1500 and manages the Firefighter Wellness program in conjunction with the City's Human Resources Department.

The *Emergency Medical Service Coordinator* is responsible for the implementation of the (FRAP) program, continued education in medical services, and manages the City's Automatic External Defibrillator (AED) program.

**Fire Suppression:** This division has seven fire stations staffed 24/7 with fire suppression personnel. The division is primarily responsible for fire suppression for all structural, vehicle, grass, dumpster, and other fires within the City of Round Rock and Williamson County Emergency Service District No. 9. The personnel at these stations also provide mutual aid to other communities surrounding the City. In addition, it is the responsibility of the station's suppression personnel to provide medical assistance, both emergency and non-emergency. Fire suppression personnel also respond to vehicle accidents, vehicle entrapments, water rescues, high/low angle rescues, hazardous material clean-ups, provides carbon monoxide detection monitors and standbys during the repairs of ruptured gas lines.

#### FY 2007-08 Highlights:

The Department was re-inspected by an Insurance Services Office, Inc. (ISO) Field Representative and all indications are the City will go from a 2/8 ISO rating to a rating of 2; this will contribute to even lower fire insurance premiums for both commercial and homeowners' properties. The Fire Department has updated the 10-Year Projected Departmental Summary to use as a guideline for the Strategic Budget; for staffing, fire apparatuses, equipment and new stations. We have provided the City Management a ten (10) year fire apparatus replacement plan, and completed our first formal recruit academy for seventeen new firefighters that graduated in November 2007. Twelve of the new firefighters were hired to staff Fire Station #7, and 5 new firefighters were hired as replacements to fill existing vacant positions within the Fire Department. The Department implemented the First Responder Advance Provider credentialing process in 2006; as a result we now have 4 credentialed FRAP, and at the end of fiscal year 07-08, we will have a total of 10 FRAP that are credentialed to provide Advance Life Support (ALS) to our citizens. Before this program was put into place none of our paramedics could provide ALS. Following are three additional highlights:

- Fire Station #7 at 2811 Oakmont Drive opened November 13, 2007 that serves the areas of Mayfield Ranch, Teravista, Stone Oaks, Vista Oaks, Scott & White and Seaton hospitals, the Round Rock Higher Education Center, the Round Rock Premium Outlets, and many other businesses that exist, are under construction, or being developed for the future. The Northeast area of Round Rock is our fastest growing area.
- Two new fire apparatus (Quint 3 and Rescue 3) were assigned to Station #3, 1991 Rawhide Drive, on October 22, 2007. Rescue 3 is a smaller, less expensive fire apparatus staffed by a two person crew whose primary mission is to respond to Emergency Medical Service (EMS) calls. This leaves the larger, more expensive fire apparatus in the station available for fire calls. Station #3 is our busiest station for EMS calls and it is located in the City's most congested traffic area. By assigning a Rescue apparatus to Station #3 we now have a smaller vehicle to respond to District Three's EMS calls which make up approximately 70% of all of Station #3's calls. The smaller and more agile Rescue apparatus will save wear and tear on the larger fire apparatus such as Quint 3.
- The Fire Department implemented a Fee Base Service program that was approved by the City Council for the following services: sprinkler system plan review,

**FY 2007-08 Highlights: (cont.)**

alarm plan review, new building plan review, subpoenaed records, construction re-inspections, day care/foster care license, hospital/nursing home inspection, hydrant flow test, open burning permit, environmental inquiry records, and copy of fire or inspection report. Approximate revenues the City will receive from this program is estimated at \$60,000 annually.

**FY 2008-09****Overview and Significant Changes:**

The City has implemented elements of the 10-Year Projected Departmental Summary. This Summary was reviewed and supported by our citizens allowing the Department to reach the Camry level of service. This Summary projects future stations placement, staffing, apparatuses and equipment. The Department will evaluate its operation and ensure that the provided resources are used efficiently and meet the fire service demand for a growing population. During this fiscal year the Department will:

- Continue to have excellent relationships with our community through programs like the Public Education program, which delivers fire and life safety information to the citizens of Round Rock through elementary schools, festivals and business family days.
- Identify and inspect all commercial businesses; ascertain those properties that should be inspected semi-annually and those that qualify for self-inspection programs.
- Continue to provide excellent fire service and continuation of the paramedic program that allows our first responder to provide advance lifesaving support (ALS) to our citizens.

**New Programs for FY 2008-09:**

The Fire Department is proposing no new programs in FY 2008-09.

**FY 2009-10 Overview and Beyond:**

We have guidelines for future fire stations, station locations, type and number of apparatuses and what future staffing should be. This will ensure that we have the means to give our citizens proper fire services. This was derived from a 10 Year Projected Budget Summary for the Department along with the assessments of the current (ISO) Protection Classification with suggested improvements and previous assessments on management, fire protection services, fire related emergency response services and emergency medical services within the City:

- The building, staffing and equipping Station 8.
- The building, staffing and equipping Station 9.
- Ensure future fire stations, station locations, type and number of apparatuses and future staffing meet the needs of our department and citizens.

## General Fund Expenditures

### Fire

#### Departmental Goals:

- Meet the 6-minute response time goal and respond to emergencies in a timely, efficient manner. (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)
- 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)
- Recruit and maintain a well-trained, diverse, and competitive workforce, and deliver a high level of departmental performance. (City Goal 5.3)
- Maintain a healthy and safe workforce. (City Goal 5.1)

<b>Objective:</b> Offer competitive pay to attract personnel and establish and implement an aggressive recruitment program.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
# of applicants	213	219	220	220

**Trend:** The number of applicants attests to a strong recruiting program. Our personnel are paid competitive wages. New firefighters employed by the City are well trained and diverse, due to our aggressive training and recruiting program.

- Ensure city services, facilities and equipment meets the needs of residents, customers and employees through the development of annual department goals, objectives, and strategic budgeting. (City Goal 5.1) )

<b>Objective:</b> Purchase replacement fire equipment and structural fire fighting gear as needed.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Percentage of equipment that meets fire industry standards in accordance with the National Fire Protection Association	100%	100%	100%	100%

**Trend:** The replacement equipment allows the firefighters to perform their tasks in an efficient manner, thus saving lives and property, thus serving the needs of our citizens.

### Departmental Goals: (cont.)

- Maintain up-to-date technology and equipment to meet the City's current and future needs. (City Goal 5.5)

<b>Objective:</b> Purchase replacement equipment as needed.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Keep computers/software current through upgrades or replacement	Yes	Yes	Yes	Yes
Purchase Firehouse upgrades when they become available	Yes	Yes	Yes	Yes

**Trend:** The personnel in the Department, when responding to calls and performing general administration duties, have the needed computers and software that allows them to perform their duties in an efficient and timely manner, such as the mobile computers terminals installed in the apparatus. It shows them where they are and the area where they need to go. The Firehouse software allows the firefighters to input and record the "who, what, where and when" for any call they respond to.

- Meet ISO standards to maintain or reduce the cost of fire insurance for property owners. (City Goal 5.3)

<b>Objective:</b> To receive a rating of 3 from ISO.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
ISO Rating	4	2/8	2	2

**Trend:** The Department was re-inspected by an Insurance Services Office, Inc. (ISO) Field Representative in 2007 and all indications are the City will go from 2/8 ISO rating to a rating of 2 which will contribute to even lower fire insurance premiums for both commercial and homeowners' properties.

- Maintain a well-trained, diverse, and competitive workforce, and deliver a high level of department performance. (City Goal 5.3)

<b>Objective:</b> Company training at fire stations 20 hours per member per month.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Meet or exceed company training 20 hours per month	75%	100%	100%	100%

<b>Objective:</b> Provide an additional 16 hours of training per year for officer development.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Officers with 16 hours of additional training	90%	100%	100%	100%

**Trend:** The Department's goal is to meet 100% of all requirements in both of these training areas. Our training section reached their goal of 100% training for company and additional officer training in FY 2006-07 as stated in the previous FY Strategic Budget. Their goal now is to ensure 100% training for the firefighters in both these areas is maintained for the upcoming years. Completing this training enables the City to meet Insurance Services Office requirements in this area.

**Departmental Goals: (cont.)**

- Expand public education. (City Goal 5.3)

<b>Objective:</b> Conduct fire and life safety programs for elementary and pre-school aged children.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
# School age kids attending training	10,086	11,746	12,400	13,000

**Trend:** As a result of this program, School Age children learn a safe behavior that promotes life safety, such as “matches and lighters are tools, not toys”; “wear a helmet when you ride a bike or skateboard,” and swimming safety.

- Maintain a safe environment for all citizens by developing partnerships with the community. (City Goal 5.6)

<b>Objective:</b> Conduct annual inspections of all existing non-residential building and non-residential constructions.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
% of existing commercial buildings inspected annually	52%	84%	95%	100%
% of new building inspections	100%	100%	100%	100%

**Trend:** New and existing commercial buildings are inspected to ensure they meet the fire safety code regulations. Due to the increase in new construction, our inspection of existing commercial buildings was 52% in FY 2005-06. The Fire Prevention Section temporal use of personnel from Fire Suppression Section during FY 2006-07 to inspect existing commercial buildings resulted in 32% more existing commercial buildings being inspected. With the addition of a new Fire Inspector to the Prevention Section their goal is to inspect 95% of existing commercial buildings in FY 2007-08 and 100% thereafter. All new commercial buildings in Round Rock are inspected to make sure they comply with fire code regulations before they are allowed to open for business.

## Summary of Key Measurement Indicators

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
<b>Input</b>			
Operating Expenditures	\$10,296,004	\$12,045,693	\$12,881,128
Number Authorized FTEs	124.00	129.00	129.00
<b>Demand</b>			
Incident Volume (emergency and non-emergency calls)	7,463	8,400	9,000
<b>Output</b>			
Priority Calls Answered	4,592	5,400	6,000
Non-Emergency Calls Answered	2,871	3,000	3,500
<b>Efficiency</b>			
Expenditures as a % of General Fund	12.05%	14.67%	14.96%
Authorized Personnel as a % of General Fund FTEs	18.73%	18.51%	18.36%
<b>Effectiveness</b>			
Priority Calls With Response Time Less Than 6 Minutes	83%	85%	85%
Fire Loss per \$1,000 Valuation	\$0.07	\$0.08	\$0.08
Insurance Services Offices, Inc. (ISO) rating	2/8	2	2

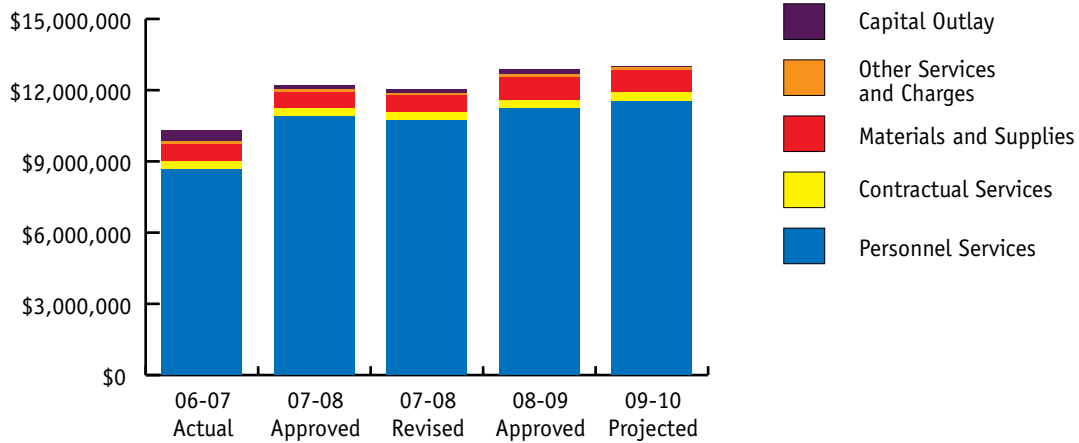
## General Fund Expenditures

### Fire

Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Fire Chief	1	1	1	1.00	1.00	1.00
Assistant Fire Chief	1	1	1	1.00	1.00	1.00
Battalion Chief Shift	3	3	3	3.00	3.00	3.00
Battalion Chief Administrator	2	2	2	2.00	2.00	2.00
Battalion Chief/Fire Marshal	1	1	1	1.00	1.00	1.00
Administrative Manager	1	1	1	1.00	1.00	1.00
Fire Captains Shift	11	11	12	11.00	11.00	12.00
Fire Logistics Officer II	1	1	1	1.00	1.00	1.00
EP Coordinator Captain	1	1	0	1.00	1.00	0.00
EMS Coordinator Captain	1	1	1	1.00	1.00	1.00
In-Service Training Captain	1	1	2	1.00	1.00	2.00
In-Service Training Driver	1	1	1	1.00	1.00	1.00
Fire Prevention Captain	1	1	1	1.00	1.00	1.00
Fire Lieutenant Shift	19	19	18	19.00	19.00	18.00
Fire Inspector Lieutenant	2	2	3	2.00	2.00	3.00
Driver Shift	24	24	24	24.00	24.00	24.00
Firefighter Shift	50	54	53	50.00	54.00	53.00
Office Manager	1	1	1	1.00	1.00	1.00
Administrative Technician I/II	2	2	2	2.00	2.00	2.00
Logistics Technician	0	1	1	0.00	1.00	1.00
<b>Total</b>	<b>124</b>	<b>129</b>	<b>129</b>	<b>124.00</b>	<b>129.00</b>	<b>129.00</b>

## Fire

## Expenditures by Category



## Summary of Expenditures:

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$8,667,503	\$10,892,311	\$10,737,866	<b>\$11,241,752</b>	\$11,523,910
Contractual Services	323,219	342,374	342,374	<b>350,889</b>	402,005
Materials and Supplies	753,149	688,089	688,089	<b>955,417</b>	908,362
Other Services and Charges	108,412	122,800	122,800	<b>125,400</b>	125,400
Capital Outlay	443,721	154,564	154,564	<b>207,670</b>	61,054
<b>Total Expenditures:</b>	<b>\$10,296,004</b>	<b>\$12,200,138</b>	<b>\$12,045,693</b>	<b>\$12,881,128</b>	<b>\$13,020,731</b>
Expenditures per Capita:	\$114.27	\$130.20	\$128.56	<b>\$132.11</b>	\$129.17



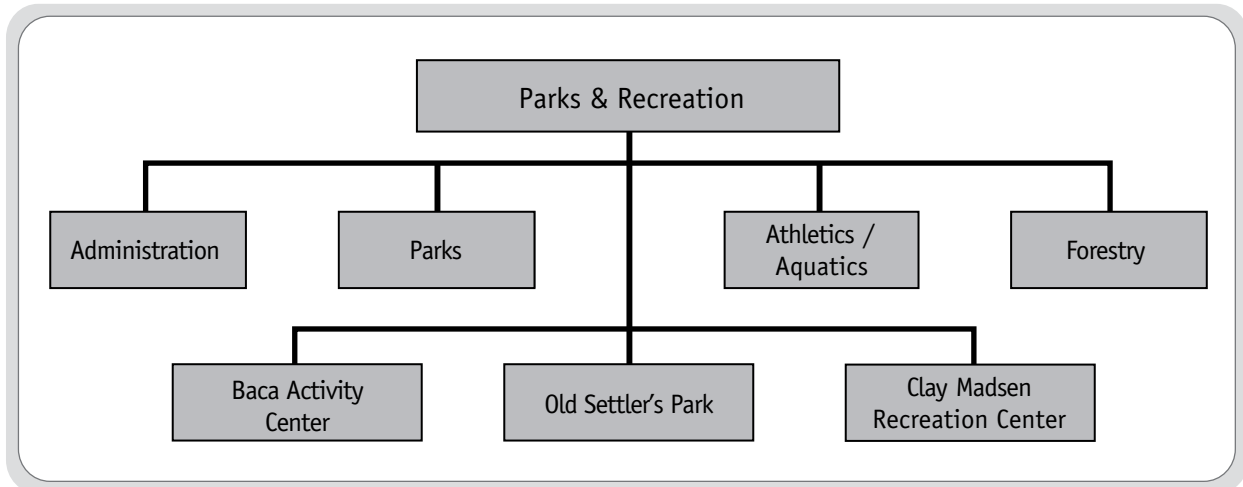


## Parks & Recreation Department

The Parks & 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 and senior citizen activities. PAR also manages the Clay Madsen Recreation Center and the Allen R. Baca Senior/Activity Center.

*Mission: Dedicating and empowering people to create a positive and memorable experience in people's lives.*

*Vision: To provide an active, vibrant, and beautiful city with diversified, quality parks and a recreation system that produces economic, health, and social benefits for the entire community.*



### Departmental Program Summary:

PAR consists of six divisions described below:

#### Programs:

**Administration:** The Administration Division is responsible for a variety of specific functions, such as marketing promotions, facility reservations, park planning and development. This group also provides support functions including program registration, record retention, data input, technology support and other administrative support to other divisions.

**Athletics and Aquatics:** This group has two distinct functional areas. One responsibility of the Athletics and Aquatics Division is for the development and supervision of youth and adult athletic leagues. Athletic programs include adult softball, flag football, and basketball as well as youth basketball, kickball, and volleyball. This division has the responsibility for aquatic programs, pool maintenance and special events. The aquatics section operates and maintains facilities as well as develops and supervises programs for all indoor and outdoor pools. Programs include 'learn to swim' lessons for children and adults, lifeguard and safety classes, special events and recreational swims.

**Forestry:** The Forestry Division is responsible for the beautification, conservation and preservation of Round Rock's urban landscape utilizing comprehensive tree planting and management programs. Services include: tree planting events, tree care, maintenance of trees in parks and rights-of-way, brush-recycling, mulch management, residential curbside brush pick-up, storm damage to trees 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.

**Old Settler's Park:** In an effort to better manage our cost for athletic field maintenance, Old Settler's Park was set up as cost center within the Parks Division. The Old Settler's Park cost center was set up to better track the expenditures of events and maintenance at the park as a whole. This new alignment will also give us the ability to track costs for supporting the Sports Capital of Texas promotion with the Convention and Visitor's Bureau.

**Parks:** The Parks Division is responsible for grounds maintenance, athletic field maintenance, chemical applications, irrigation systems, construction projects, horticulture, and playgrounds that fall within the 2,126 acres of park land. In addition, approximately 65 miles

#### Programs: (cont.)

of corridor clean up are maintained by this division. 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, the Parks Division provides support services for other activities within the department such as Christmas Family Night, Outlaw Trail, Texas Road Rash, and 4th of July Fireworks Celebration.

**Recreation:** The Recreation Division, consisting of the Baca Activity and Clay Madsen Recreation Center (CMRC) is responsible for the development, implementation, and evaluation of recreation programs for all ages. This includes special events, instructional classes, and senior activities. Program development reflects the needs and desires of the community as expressed in surveys, suggestion boxes, and focus groups.

The *Allen R. Baca Senior/Community Center* is primarily a senior facility that is committed to providing social, recreational and educational opportunities to seniors, other citizens of Round Rock and surrounding communities. The diversity of programs offered includes computer classes, games, instructional classes, fitness, strength opportunities and special events. This facility is also used for rentals and provides a variety of set ups for the renter's needs.

The *Clay Madsen Recreation Center* 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.

#### FY 2007-08 Highlights:

This was an exciting year with the start of several major construction projects and the beginning of several key strategic processes for our future growth. PARD finished the Greater Lake Creek Park Redevelopment and trail, the first dog park (Doggie Depot) and started the revitalization of the baseball fields at Old Settler's Park and the new girl's softball complex. Strategically the department began to move forward with the Parks and Recreation Master Plan, the Asset Condition Assessment, the Commission for Accreditation of Park and Recreation Agencies (CAPRA) accreditation and reorganization of the Park and Recreation Operations division. These strategic alignments provide a solid framework for future growth and management of the Parks and Recreation System:

- Comprehensive Master Plan for Parks and Recreation Department.

- Park and Recreation Asset Condition Assessment.
- Construction on the revitalization of baseball fields and new softball fields at Old Settler's Park.

#### FY 2008-09

##### Overview and Significant Changes:

FY 2008-09 will be a year of re-calibration and change for the Parks and Recreation Department. The final recommendations of the Master Plan and the continued journey to CAPRA accreditation will play a key role in the shaping of PARD's future. The continued population growth and demand for programs and facilities requires us to constantly review processes and seek the optimal solutions. The Westside Recreation Center design process should be finished and construction should be started as well as the opening of the new girl's field at Old Settler's Park:

- Master Plan adopted by City Council.
- Construction started on Westside Recreation Center and Brushy Creek Trail.
- PARD to petition for accreditation.

##### New Programs for FY 2008-09:

**Athletic Fields Maintenance (FTEs 2):** This program adds an additional two person crew with capital assets and supplies to maintain the five additional baseball / softball fields at Old Settler's Park.

##### FY 2008-09 Overview and Beyond:

The Master Plan will drive our next addition to the system. We expect to continue adding trails to the Trail Master plan which improves connectivity for the City. Systematic renovation is beginning to replace several of our aged assets in some parks. Also, a renewed effort to improve the aesthetics of our community will be taking place with the development of downtown and along our major corridors:

- Opening the Westside Recreation Center and New Trail addition of Brushy Creek Trail.
- Begin Construction on the new Adult Softball Complex at Old Settler's Park.
- Implement action plans approved in the Parks and Recreation Master Plan.

**Departmental Goals:**

- 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)
- Continue to evaluate and improve the level of service provided to all customers.
- Achieve and maintain cost recovery of operational expenses. (City Goal 5.3)

<b>Objective:</b> Survey customers and increase sponsorships and partnerships.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Program survey results are above average or better	95%	95%	95%	95%
Secure cash and in-kind sponsorships	\$12,205	\$18,455	\$25,000	\$25,000

**Trend:** Surveys tell us what we are doing right and what we are doing wrong. Our target is for 95% of our respondents to rate us average or better on program surveys. Fundraising and sponsorships/partnerships will help us to recover program costs. This is primarily used to reduce cost for our community wide special events.

<b>Objective:</b> Survey customers, adequately train staff and obtain needed certifications.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Membership survey results above average or better	82%	93%	85%	85%
Program survey results above average or better	95%	95%	95%	93%

**Trend:** Surveys tell us what we are doing right and what we are doing wrong. The survey indicates over the past three years for average or better results are positively impacted for programming. We are still working to meet a goal of 95% of average or better on member and program surveys.

- Develop and maintain beautification in key areas. (City Goal 3)
- Continue to expand the city-wide Urban Forestry program. (City Goal 3.3)

<b>Objective:</b> Increase number of trees planted and volunteer participation, and implement routine maintenance on trees in parks and other public property.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Number of trees planted*	843	133	772	500
Number of volunteers at tree planting	260	175	133	200
Number of trees pruned	693	1,476	2,188	1,500
Number of trees removed	166	202	232	250

**Trend:** The need for trees to improve air quality and aesthetics is an important part of our vibrant community and contributes to the quality of life. The implementation of the Tree Preservation Ordinance is paying dividends with an increasing number of new trees planted and better maintenance of our older established trees. Tree planting spiked in FY 2007-08 with the acceptance of 600 trees planted by IKEA as part of compliance to the Tree Preservation fund. Based on the current development slow down with the economy, we expect less trees to be planted in FY 2008-09. We expect tree pruning to moderate since we put forth significant effort to prune larger street trees in the Round Rock West area to accommodate safety vehicles.

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

## General Fund Expenditures

### Parks & Recreation

#### Departmental Goals: (cont.)

- Improve the level of service in Playgrounds, Athletic Fields and Training. (City Goal 5)

<b>Objective:</b> Maintain existing playgrounds, upgrade maintenance on all baseball and softball fields and provide training for all positions.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
90% of employees receiving a minimum of 16 hours training annually	90%	90%	90%	Discontinued

**Trend:** The measure is discontinued since training hours do not equate to improved service or value added to our citizens and customers. PARD is looking for measures that better reflect our objectives and provide meaningful actionable information.

- Achieve and maintain cost recovery of operational expenses. (City Goal 5.3)
- Monitor and develop Allen R. Baca Center facility, memberships and programs. (City Goal 5)

<b>Objective:</b> Evaluate new facility needs while increasing membership revenues and participation.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Membership growth	590	798	950	1,000
Participation growth	22,112	24,746	27,000	30,000
Survey results above average or better	N/A	87%	90%	90%
Revenue Generated	\$100,498	\$179,517	\$193,000	\$169,300

**Trend:** Since the Senior Center facility opening in 2005, the growth of its memberships and participation has continued to increase. The revenue from rental and customer satisfaction is continuing to grow at this facility in the past 4 years.

- Improve public awareness of the Tree Program by writing regular articles in *Round Rock Leader*. (City Goal 3.3)

<b>Objective:</b> Increase educational and outreach programs and receive a satisfaction rating of 90% or better for forestry services.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Number of education and outreach services performed **(Articles, TV, Presentations, handouts)	30	40	37	40
Number of surveys rated above average/excellent	100%	100%	100%	100%

**Trend:** More citizens are requesting outreach opportunities and informational materials. Forestry related issues were covered on TV and newsprints with numerous articles, presentations to civic groups, students and Home Owners Associations as well as events such as Arbor Day festivities and State Forestry Conference. The surveys are provided at the time of service delivery. Our goal is to maintain 95% as average or excellent.

\*\* This number now includes all Public Relations.

**Departmental Goals: (cont.)**

- Ensure a high level of internal and external customer service. (City Goal 5 and 6)

**Objective:** Provide appropriate training for all administrative staff including improving communication by ensuring the customer receives the appropriate information and continually explore new technology fields that aid in improved customer service.

	Actual 05-06	Actual 06-07	Forecast 07-08	Forecast 08-09
Percent of customers who rate overall performance as above average to excellent	100%	98%	100%	100%

**Trend:** The survey PARD performs shows how well the Department is responding to the needs of our customers. It also demonstrates that the communication and training is effective. Our training is providing results as shown by our maintaining our customer performance levels at the rating of 100% of responses are average to excellent.

- Improve timeliness of park development projects from planning to construction. (City Goals 3 and 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)

**Objective:** Continue to plan, design and construct projects within an appropriate time frame, plus playground additions, renovations or replacement.

	Actual 05-06	Actual 06-07	Forecast 07-08	Forecast 08-09
Percent of projects on target (all categories below):				
Planning	95%	100%	100%	100%
Design	95%	95%	100%	100%
Construction	90%	95%	95%	95%

**Trend:** 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.

### Departmental Goals: (cont.)

- Continue to evaluate and improve the level of service provided to our athletic/aquatic customers. (City Goal 5)
- Achieve and maintain cost recovery of operational expenses. (City Goal 5.3)

**Objective:** Survey customers and train staff, coaches, and parents for sports knowledge/practices/conduct/safety, improve cooperation between PARD and RRISD, and maintain facilities according to State codes.

	Actual 05-06	Actual 06-07	Forecast 07-08	Forecast 08-09
Survey results are above average or better regarding customer satisfaction levels	85%	84%	86%	88%
Percentage of aquatics personnel fulfilling required training hours	95%	96%	96%	DISC
Percentage space "Needed" vs. "Obtained" from RRISD	80%	81%	85%	86%
Youth Athletic Participants	1,115	1,208	1,800	1,900
Adult Athletic Participants	8,042	7,580	10,000	10,000
Recreation Pool Attendance	112,322	116,513	125,000	125,000

**Trend:** The surveys provide us a glimpse in to how well we are meeting customer expectations. The past 3 years indicates a status quo position for customer satisfaction. Equally challenging is finding space for our growing programs as evident by the increase in participants and the gap between needed space and obtained space. This challenge of space should be mitigated slightly when the new recreation center is open in late 2009.

## Summary of Key Measurement Indicators

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
<b>Demand</b>			
Square Miles in Round Rock	30.46	30.46	Discontinued
Total Park Acres	2,104	2,126	2,126
Total Number of Parks	80	80	82
Acres of Parkland scheduled to mow every 14 days or longer.	523	461	461
Acres scheduled to mow on a 3.5 to 7 day cycle. (3.5 days is for fields)	188	170	170
<b>Input</b>			
Operating Expenditures	\$8,425,971	\$8,973,935	\$9,394,756
Number Authorized FTEs	92.50	94.50	96.50
<b>Output</b>			
Number of Work Orders	9,357	10,293	11,837
Number of Recreation Participants	371,201	380,000	390,000
Number of Trees Planted	133	772	500
Recommended parkland acres per 1,000 population	25	25	25
Actual	23.4	22.7	22.3
<b>Efficiency</b>			
Expenditures as a % of General Fund	9.86%	10.93%	10.91%
Authorized Personnel as a % of General Fund FTEs	14.05%	13.49%	13.74%
<b>Effectiveness</b>			
% of Park Projects Completed as Scheduled	95%	96%	98%
Annual Customer Satisfaction Survey (% Good to Excellent)			
Parks: Appearance, maintenance and facility upkeep			
% stating above average to superior	85%	90%	90%
Recreation	88%	90%	90%
Forestry	100%	100%	100%
Administration	100%	100%	100%



## General Fund Expenditures

### Parks & Recreation

Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Administrative Assistant	1	1	1	1.00	1.00	1.00
Administrative Technician I	3	3	3	2.00	2.00	2.00
Administrative Technician II	3	3	3	3.00	3.00	3.00
Assistant PARD Director	1	1	1	1.00	1.00	1.00
Athletics/Aquatics Manager	1	1	1	1.00	1.00	1.00
Athletics/Aquatics Programs Supervisor	2	2	2	2.00	2.00	2.00
Brush Service Representative	2	2	2	2.00	2.00	2.00
Bus Driver	1	1	1	0.50	0.50	0.50
Forestry Crew Leader	0	1	1	0.00	1.00	1.00
Forestry Foreman	1	1	1	1.00	1.00	1.00
Forestry Manager	1	1	1	1.00	1.00	1.00
Forestry Supervisor	1	1	1	1.00	1.00	1.00
Forestry Technician	3	4	4	3.00	4.00	4.00
General Services Custodian	4	4	4	2.75	2.75	2.75
Groundskeeper Foreman	1	1	1	1.00	1.00	1.00
Marketing Specialist	1	1	1	1.00	1.00	1.00
Office Manager	2	2	2	2.00	2.00	2.00
PARD Director	1	1	1	1.00	1.00	1.00

(Info continued on next page)

# General Fund Expenditures

## Parks & Recreation

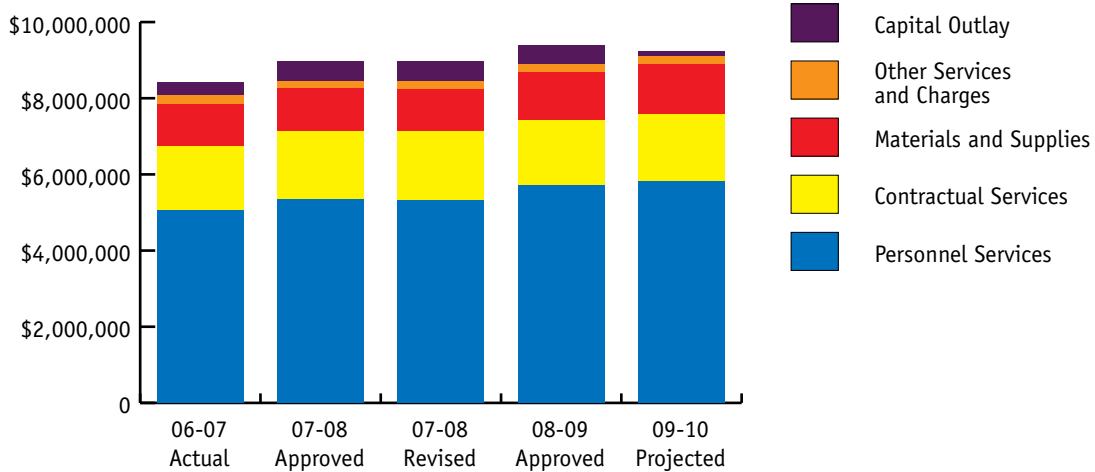
Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Park Development Manager	1	1	1	1.00	1.00	1.00
Park Development Specialist	2	2	2	2.00	2.00	2.00
Parks Maintenance Crew Leader	7	7	7	7.00	7.00	7.00
Parks Maintenance Foreman	2	2	2	2.00	2.00	2.00
Parks Maintenance Worker I	6	6	6	6.00	6.00	6.00
Parks Maintenance Worker II	20	20	22	20.00	20.00	22.00
Parks Maintenance Worker III	6	6	6	6.00	6.00	6.00
Parks Manager	1	1	1	1.00	1.00	1.00
Parks Supervisor - Const/Grounds	3	3	3	3.00	3.00	3.00
Rec Ctr Supervisor - Senior Ctr/CMRC	2	2	2	2.00	2.00	2.00
Recreation Assistant Shift Leader	0	0	3	0.00	0.00	2.00
Recreation Leader I/II	16	16	13	8.00	8.00	6.00
Recreation Manager	1	1	1	1.00	1.00	1.00
Recreation Program Coordinator	4	4	4	4.00	4.00	4.00
Recreation Shift Leader	2	2	2	2.00	2.00	2.00
Recreation Shift Leader - P/T	1	1	1	0.25	0.25	0.25
System Analyst	1	1	1	1.00	1.00	1.00
<b>Total</b>	<b>104</b>	<b>106</b>	<b>108</b>	<b>92.50</b>	<b>94.50</b>	<b>96.50</b>

## General Fund Expenditures

### Parks & Recreation

#### Parks & Recreation Department

##### Expenditures by Category



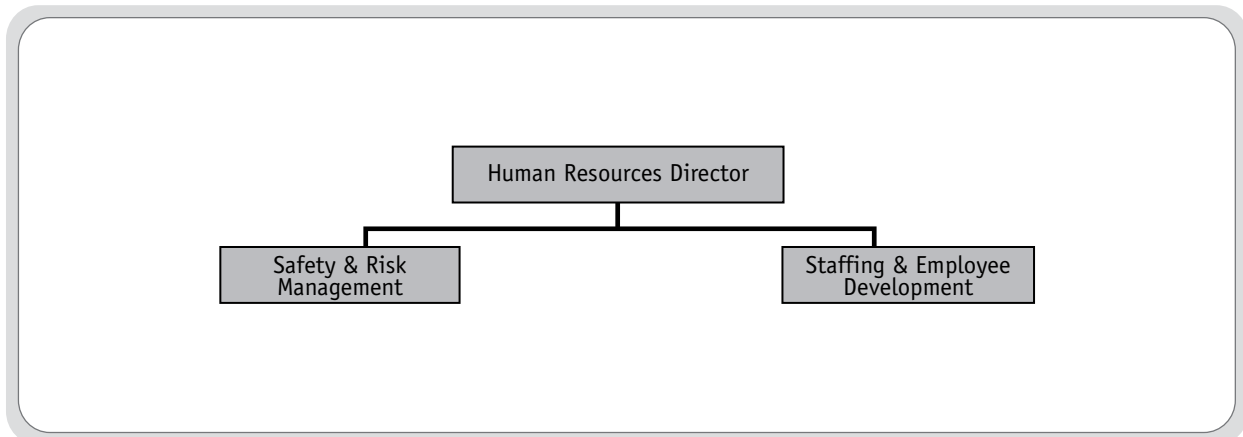
#### Summary of Expenditures:

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$5,047,419	\$5,330,884	\$5,320,884	<b>\$5,704,829</b>	\$5,822,161
Contractual Services	1,680,638	1,806,700	1,806,700	<b>1,717,533</b>	1,760,446
Materials and Supplies	1,109,812	1,108,719	1,108,719	<b>1,258,977</b>	1,313,730
Other Services and Charges	244,104	196,807	196,807	<b>213,537</b>	212,207
Capital Outlay	343,998	540,825	540,825	<b>499,880</b>	125,582
<b>Total Expenditures:</b>	<b>\$8,425,971</b>	<b>\$8,983,935</b>	<b>\$8,973,935</b>	<b>\$9,394,756</b>	<b>\$9,234,125</b>
Expenditures per Capita:	\$93.52	\$95.88	\$95.77	<b>\$96.36</b>	\$91.61

## Human Resources Department

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

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



### Departmental Program Summary:

Human Resources Department consists of a single program with two components described below:

### Program:

**Administration:** The Human Resources program 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:

*Safety and Risk Management* integrates and facilitates risk management thinking and occupational safety and health practices into business planning and daily operations. Risk Management, 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.

*Staffing and Employee Development's* 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.

### FY 2007-08 Highlights:

While many positive, exciting accomplishments were made in the Human Resources department in FY 2007-08, the entire year can be summarized in two words: Proactive and Effective. At the beginning of the 2008 calendar year, Human Resources decided on a theme for the year: "Doing our Best... Striving for Success..." The major accomplishments of this year revolved around that theme. The Department took great strides in proactively tackling challenges, while recommending solutions that were effective for the organization. Our major accomplishments for the fiscal year are as follows:

- The Department continued to encourage employees to be proactive with their health by sponsoring a variety of educational sessions and activities in support of the Department's "Spotlight on Wellness" campaign. To determine the campaign's effectiveness, in FY 2007-08 the Department compared employees' baseline health information with employees' recent health information. This information was not only used to determine the effectiveness of the program, but also as our guiding light for future revisions.

#### Highlights: (cont.)

- In our continued effort to maximize efficiency by using appropriate and effective software programs, the Department implemented an online Talent Management System (TMS). In “going live” with this system, the department recognized immediate efficiency in the Recruiting process throughout the organization and also experienced a reduction in time-to-hire. The Talent Management System allows for managers to submit online requisitions, applicants can create personal profiles and apply for positions online, plus hiring supervisors and Human Resources can track applicants online in real-time. Additionally, the system streamlined the performance management process by going web-based. The Talent Management System was a major accomplishment for the Department in FY 2007-08.
- While Organizational Learning and Development has always been successful in the City, FY 2007-08 observed learning taken to the next level. After the introduction of the Round Rock Employee Education (R2E2) Program, (more specifically the Customer Service and Supervisor Academies the previous fiscal year), twenty-five Round Rock employees have graduated from these respective Academies within this fiscal year. The City worked with other area municipalities to coordinate and conduct the Customer Service and Supervisor Academies. In working with area Cities, the program became a very positive, educational experience for all involved. This fiscal year the Round Rock Employee Education (R2E2) program introduced another Lead Worker Academy as well as a Manager Academy. Additional work was also completed on the next Academy: Basic Business Skills. FY 2007-08 once again showed that the City of Round Rock is indeed a “Learning Organization.”

#### FY 2008-09

##### Overview and Significant Changes:

To stay a competitive employer and become a “best of breed” municipality, the City needs to continue to review and revise, where appropriate, programs that directly affect its employees. In FY 2008-09, Human Resources will spend a significant amount of time and resources ensuring the right employee programs and reward systems are in place to assist the Organization in completing its Strategic Goals:

- With the strength of the Central Texas job market compared to the lagging National job market, the importance of equitable pay, compared to the market, continues to be a focus of the City. In the latter part of 2008 and throughout 2009, Human Resources will once again conduct a thorough compensation market study of the City’s Pay and Classification Plan as well as each job within the City. This is an incredibly time consuming, complex task, but it’s also one of the most important projects completed by Human Resources for

the Organization. The completion of the biannual market study directly affects the City’s ability to attract and retain its employees.

- In Fiscal Year 2008-09, Human Resources will embark on a thorough review and analysis of the City’s current Benefits Program. While this review will include our existing health, dental, and vision medical coverage, the assessment will include much more. Decisions will be made on the Health and Benefit Plan Design, a Supplemental Benefit Plan for Retirees, appropriate Employee Leave Plans, as well as continued Spotlight on Wellness initiatives.
- In support of the previous two significant initiatives, the Department will review the City’s current Total Rewards Program as well as develop and implement a Strategic Communication Plan for the Total Rewards Program designed not only around compensation and benefits, but also around work-life strategies. This initiative will assist employees in understanding all of the important components of the City’s Total Rewards Program, not just their hourly rate or medical premiums.

#### New Programs for FY 2008-09:

Human Resources Department is proposing no new programs for FY 2008-09.

#### FY 2009-10 Overview and Beyond:

As the City continues to grow, the Organization needs to continue to grow with it in order to effectively meet the needs of the community. As the City staff grows, it’s also important that the Human Resources department keeps pace with that growth. In looking at FY 2009-10 and beyond, the focus for the Department will be to achieve and maintain adequate Human Resources staffing levels to serve the citizens and employees of the City:

- In FY 2009-10, the Department will be requesting two additional professional staff members. One team member will be dedicated to the Recruiting and Compensation efforts and another team member will be working on the implementation and maintenance of the Department’s Information System.
- After many years of anticipation, the Department expects to implement a full employee and manager self-service system, which would dramatically change the way Human Resources’ business is completed throughout the organization. While the implementation of this system brings an increased level of efficiency, it will not reduce the amount of work required of the HR staff. Instead it allows the Department to focus on strategic, human resources related functions instead of managing paper.

**Departmental Goals:**

- Protect the City's assets and resources and minimize exposure to workers' compensation losses and reduce the number of accidents and incidents. (City Goal 5.3 and 5.6)
- Utilize technology to streamline processes and procedures in order to enhance services provided. (City Goal 5.5)
- Continue to educate employees regarding city-provided benefits including health insurance coverage, flexible spending accounts, retirement benefits, deferred compensation, Employee Assistance Program, etc. through educational materials and seminars. (City Goal 5.2)
- Maintain properly classified positions, organizational specific job specifications, internal salary equity, and compliance with Fair Labor Standards Act (FLSA) and Americans with Disabilities Act (ADA) statutes. (City Goal 5.1)
- Monitor, evaluate and enhance the Performance Management Process system to ensure that it reflects the City's goals and objectives while promoting the continued development of employees. (City Goal 5.1)
- Ensure benefits and salaries are competitive with the market through research and survey studies in order to recruit and retain a qualified and diverse workforce. (City Goal 5)
- Manage health care costs in an effort to minimize financial impact to the City. (City Goal 5.1)

<b>Objective:</b> Develop a comprehensive city-wide wellness plan.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Conduct Health Presentations and/or Health Screenings monthly for all employees and their dependents covered by our Health Plan. Participation goal is equal to 60% over 12 months	55%	55%	60%	65%
<b>Objective:</b> Organize city-wide wellness events that encourage physical activity. Events are intended to be fun, to allow employees to get to know each other better, and to encourage us all to become healthier people.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Event participation - Over the course of fiscal year, the department anticipates offering quarterly events with at least 50% of the employees/dependents participating in at least one event each year	40%	50%	60%	70%
<b>Objective:</b> Implement health care initiatives that focus on early intervention and alternative care. This includes the health risk assessments, disease management, and predictive modeling.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Percentage of eligible Employees who completed the Health Risk Assessment	N/A	55%	75%	85%

**Trend:** Given all the efforts put toward health care benefits, the Department expects to see a reduction in medical claims costs, an increase in completed health risk assessments, and overall healthier employees.

## General Fund Expenditures

### Human Resources

#### Departmental Goals: (cont.)

- Develop and implement the Round Rock Employee Education (R2E2) program. (City Goal 5.2)

<b>Objective:</b> Implement, at a minimum, four R2E2 academies to include the Manager, Supervisor, Lead Work, and Basic Business Skills Academies.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Employees Enrolled (each Academy will have between 15 and 20 employees enrolled)	N/A	25	35	40
Successful completion rate (Goal: 75% or greater)	N/A	100%	95%	95%

- While each fiscal year additional Academies will be developed and added to the curriculum, participation from other central Texas cities will also increase, thus allowing for fewer dedicated Round Rock spots. The net result will be more overall participation but with fewer Round Rock employees per Academy.
- Continue to review and enhance, as needed, the City's Safety and Fitness programs. (City Goal 5.3)

<b>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.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Monitored improvement in the overall health and fitness level	25%	30%	40%	45%

**Trend:** Based on the work of the Safety and Risk Management team, the Department continues to expect a lower experience modifier.

## Summary of Key Measurement Indicators

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
<b>Demand</b>			
Number of Budgeted Positions (Total City FTEs)	793.50	829.00	838.00
Number of Seasonal Positions	172	180	190
<b>Input</b>			
Operating Expenditures	<b>\$859,845</b>	<b>\$1,002,592</b>	<b>\$1,068,340</b>
Number Authorized FTEs	<b>9.75</b>	<b>10.75</b>	<b>10.75</b>
<b>Output</b>			
Number of job postings processed	153	160	169
Number of personnel actions audited and processed	519	545	573
Number of chargeable Workers Compensation claims	109	103	98
Number of formal training sessions	175	184	193
Number of formal training hours conducted	690	725	760
Number of hours conducting investigations/ claims processing	1625 hrs/325	1706 hrs/341	1791 hrs/358
<b>Efficiency</b>			
Expenditures as a % of General Fund	<b>1.01%</b>	<b>1.22%</b>	<b>1.24%</b>
Authorized Personnel as a % of General Fund FTEs	<b>1.47%</b>	<b>1.54%</b>	<b>1.53%</b>
Number of positions filled	221	232	243
Number of New Hires – Regular	140	147	154
Number of New Hires – Seasonal/Temporary	81	85	90
<b>Effectiveness</b>			
Turnover Rate	17%	15%	12%
Rate of Favorable Unemployment Claims	90%	90%	85%
Reduction in the number of Property Liability accidents and incidents	18%	20%	15%
Reduction in number of workers' compensation losses	Increase of 9%	Decrease by 18%	Decrease by 15%
Customer Satisfaction Rating (Bi-annual Survey)	N/A	Good/Excellent	N/A

N/A - Not applicable



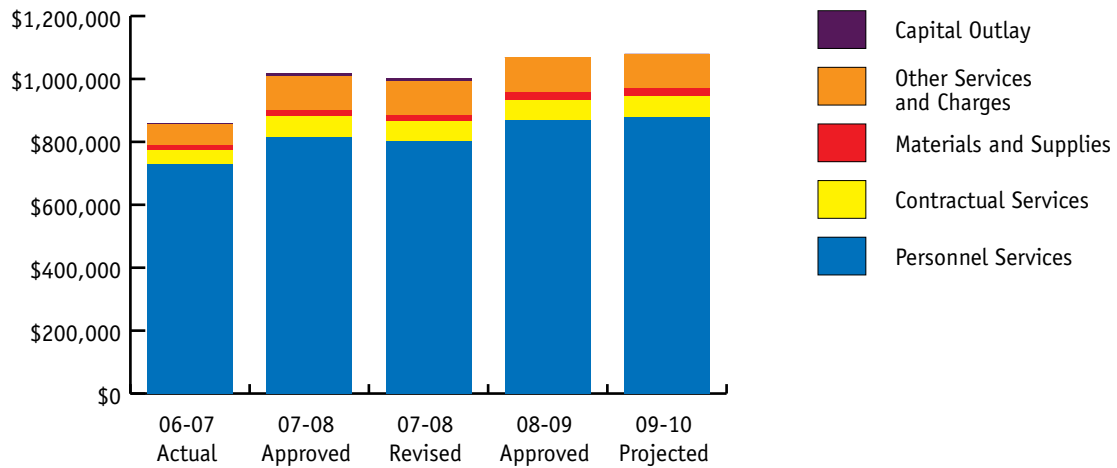
## General Fund Expenditures

### Human Resources

Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Human Resources Director	1	1	1	1.00	1.00	1.00
Human Resources Benefits Manager	1	1	1	1.00	1.00	1.00
Safety/Risk Manager	1	1	1	1.00	1.00	1.00
Safety Program Coordinator	1	1	1	1.00	1.00	1.00
Senior Human Resource Manager	1	1	1	1.00	1.00	1.00
Human Resources Generalist	2	3	3	2.00	3.00	3.00
Human Resources Assistant III	1	1	1	1.00	1.00	1.00
Human Resources Assistant I	1	1	1	1.00	1.00	1.00
Human Resources Assistant II - P/T	1	1	1	0.75	0.75	0.75
Total	10	11	11	9.75	10.75	10.75

## Human Resources

## Expenditures by Category



## Summary of Expenditures:

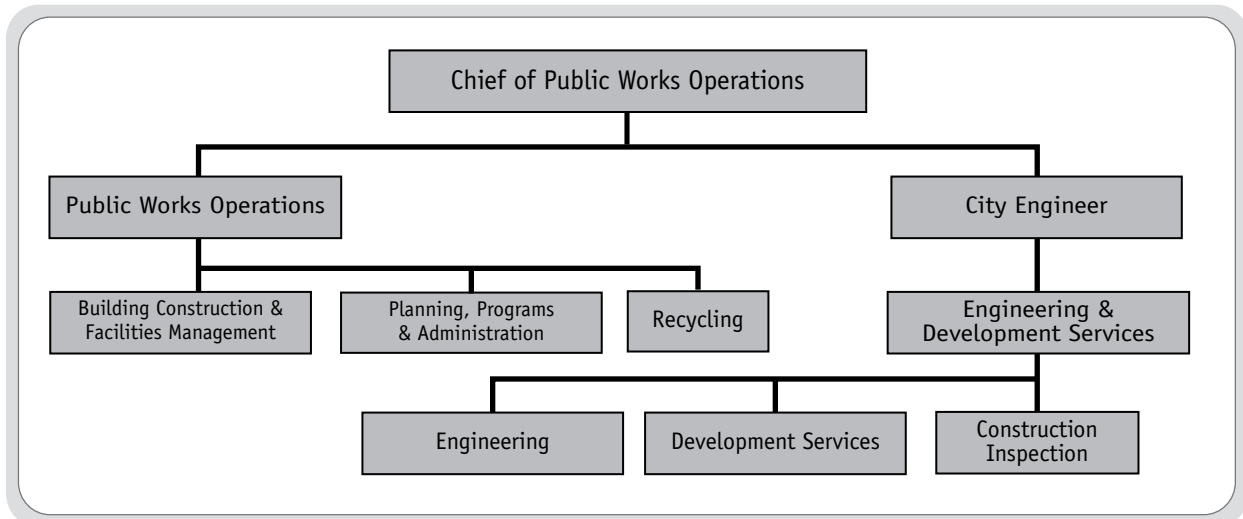
	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$730,647	\$816,670	\$801,670	<b>\$867,884</b>	\$878,837
Contractual Services	42,649	63,703	63,703	<b>64,490</b>	66,722
Materials and Supplies	16,410	19,140	19,140	<b>26,066</b>	24,659
Other Services and Charges	66,187	108,529	108,529	<b>109,900</b>	109,900
Capital Outlay	3,952	9,550	9,550	<b>0</b>	0
<b>Total Expenditures:</b>	<b>\$859,845</b>	<b>\$1,017,592</b>	<b>\$1,002,592</b>	<b>\$1,068,340</b>	<b>\$1,080,117</b>
Expenditures per Capita:	\$9.54	\$10.86	\$10.70	<b>\$10.96</b>	\$10.72



## Engineering & Development Services Department

The Engineering & Development Services Department Budget consists of four programs: 1) Engineering and Development Services (E&DS), 2) Planning, Programs and Administration, 3) Building Construction and Facilities Maintenance and 4) Recycling.

*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 Budget consists of the four programs described below:

#### Programs:

##### Engineering and Development Services Department:

Engineering and Development Services program provides new development and public infrastructure plan review, project management, and inspection services to ensure: proper and safe development by the private sector; and proper, safe, cost-effective rehabilitation and/or expansion of city infrastructure in conjunction with the City's Capital Improvements or other improvements programs. ED&S provides technical assistance to various City departments and the public. The department is also responsible for archiving infrastructure plans, issuing right-of-way permits, performing flood plain management duties and managing the Storm Water Management Program.

##### Building Construction & Facilities Maintenance:

Building Construction & Facilities Maintenance program 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 Facilities Maintenance works with all the various city departments in developing

their building projects. Cost estimates, budget figures and project specifications are developed by this department for new building construction and existing building renovations. This department is also responsible for initiating and conducting city building maintenance projects, and works closely with all other City departments in planning for maintenance, repair and remodeling of facilities.

##### Planning, Programs and Administration:

The Planning, Programs and Administration staff support all activities of the Chief of Public Works Operations who is responsible for providing leadership, direction and oversight to all Public Works programs including Transportation Services, Water and Wastewater Utility Services and Engineering and Development Services. The office is also responsible for coordinating projects and activities with other departments within the City and is responsible for oversight of the City's Capital Improvement Program. The Chief of Public Works Operations' staff develops and maintains 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. The administration function of the office provides customer support for internal and external customers, as well administrative support for the main office operations.

## General Fund Expenditures

### Engineering & Development Services

#### Programs: (cont.)

##### Recycling Services:

Recycling Services program consists of a single drop off recycling center, four oil-recycling stations, and an in-house City recycling program. Recycling center is open to the public seven days a week. These services are administered through the Environmental Services Department, but funded through Engineering & Development Services Engineering and Administration program.

#### FY 2007-08 Highlights:

##### Engineering and Development Services Department:

- Submitted the State-mandated Municipal Separate Storm Sewer System (MS4) Permit.
- Worked on the Right-of-Way (ROW) Management Ordinance and accordingly implemented the new ROW and Street Cut Permit process.
- Reviewed over 100 development plans and associated plats, including Seton Hospital, La Frontera Square, University Oaks, etc.

##### Planning, Programs and Administration:

- Obtained a \$400,000 earmark from Congressman John Carter for the Main Street Improvements/Downtown Revitalization Project.
- Obtained a \$500,000 earmark from Congressman John Carter for a railroad quiet zone along the Union Pacific Railroad.
- Obtained \$541,784 in federal funding for express transit (bus) service between Round Rock and Austin.

##### Building Construction & Facilities Maintenance:

- Completed \$21,000,000 remodel of Tellabs Building for Police Department. This is a 90,000 square feet of remodeled space providing the Police Department with one of the top facilities in the State, which includes a state of the art Dispatch/911 Center and Emergency Operations Command Center.
- Completed Fire Station #7, which will provide much needed Fire Protection for the growing northeast portion of the City along University Boulevard.
- Provided project management on several project improvements at Forest Creek Golf Course, assisting the course management company, On-course Strategies.

The renovation and addition to Clubhouse/Pro Shop will provide awards/dining facility to help the Golf Course secure golf tournaments, as they compete for tournaments with area courses.

- Facilities Maintenance acquired software that will enable the department to track maintenance work orders and set up preventive maintenance programs.

##### Recycling Services:

In the FY 2007-08 budget year, the Recycling Center continued to focus on activities dedicated to enhancing the residential drop off recycling services. These activities included:

- Implementation of a recycling pilot study at Memorial Park. Four recycling bins for the collection of plastic bottles and aluminum cans were built and placed throughout the area.
- Installation of a second large bailer for the recycling of plastics. More plastics can be baled at a more cost effective rate.
- Moved and re-established a used oil waste recycling center at Egger Park on Mays Street.

#### FY 2008-09

##### Overview and Significant Changes:

##### Engineering and Development Services Department:

- The Engineering Division has identified the need for a Drainage Master Plan for the City. Because of the rapid growth the City has experienced in recent years, a comprehensive study to identify drainage issues is needed. This study would identify areas of the City that have potential drainage issues that could impact developed areas within the City. These identified areas would be addressed in the future with Capital Improvement Projects.
- Implementing Storm Water Management Program.
- Updating and overhauling of Design and Construction Standard manuals.

##### Planning, Programs and Administration:

- Implement express transit (bus) service between Round Rock and Austin. The service benefits commuters and reverse commuters, as well as transit dependent riders.

**Overview and Significant Changes: (cont.)**

- Implement the Red-light Camera Program. The program improves safety at intersections.

**Building Construction & Facilities Maintenance:**

- The Building Construction Department will work with City Administration in developing plans with KA Hickman Architects to remodel the existing three story building at 221 East Main Street and the newly purchased two story building at 231 East Main Street. These buildings will house the Finance, Purchasing, Utility Billing, IT, and Human Resources departments.
- The Building Construction Department will be working with the Architect firms of Architecture Plus and Barnes, Gromatzky & Kosarek as plans are developed to build the City Hall Policy Center at the Municipal Office Complex at Brown & Bagdad Street.
- The Building Construction Department will work with PARD Department in developing plans for the Westside Recreation Center to be built on the campus of Round Rock High School.
- Facilities Maintenance will be working on inventorying air conditioning systems and other infrastructure for the City buildings to implement a preventive maintenance program that will be tracked with the new software program that has been purchased.

**Recycling Services:**

In FY 2008-09, the Recycling Center will continue to concentrate on pollution prevention activities. The department is focusing on the following significant activities:

- With the success of the park recycling pilot study, we shall implement additional recycling options at various city parks for the collection of plastic bottles and aluminum cans.
- Continue to research new materials to bring into the recycling collection facility. A partnership with Goodwill Industries for the recycling of computers will be explored.
- Consider options to place additional used oil recycling units at other city operated parks.

**New Programs for FY 2008-09:**

**Storm Water Management Program (FTE 1):** The Storm Water Management Program involves coordinating and overseeing the State-mandated Municipal Separate Storm Sewer System (MS4) Permit. This new program will require tasks from multiple departments within the City which will be coordinated by the Engineering and Development Services Department. This program includes one Planning Technician position which will be responsible for a great deal of the work associated with the implementation of the Storm Water Management Program.

**FY 2009-10 Overview and Beyond:****Engineering and Development Services Department:**

The Engineering and Development Services Department will be implementing:

- Recommendations generated from the Storm Water Master Plan.
- Storm Water Ordinance Resolution generated from the Storm Water Permit.

**Planning, Programs and Administration:**

- Planning, Programs and Administration will continue to pursue federal funding for facility, transportation and utility capital improvement projects.

**Recycling Services:**

As we transition from a medium to a large sized city, the Recycling Center will concentrate on activities geared towards improving pollution prevention and adding more materials to the recycling list. The Recycling Center will focus on the following tasks in FY 2009-10:

- The department will continue to research and seek out additional materials that can be recycled at the drop off recycling center. As new technologies emerge additional opportunities will present themselves.
- Continue to develop techniques to reduce labor and increase efficiency through use of community service workers and Round Rock ISD programs.
- Participate in additional outreach projects at area schools, home owner associations and other media outlets to encourage city-wide recycling.

#### **Departmental Goals:**

##### **Engineering and Development Services Department:**

- 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 Goal 5.1)
- Ensure efficient and timely construction of infrastructure improvements assigned to the Department. (City Goals 3, 3.4, 4, and 5.4 implementation of City goal 5.1)
- Respond in a timely manner and facilitate appropriate and feasible resolution to concerns and issues posed by internal and external customers. Promptly and courteously respond to resident requests for service. 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, 5.1, 5.2, 5.5, 6.3 and 6.5)

##### **Building Construction & Facilities Maintenance:**

- Provide facilities to meet the needs of both citizens and city employees. 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)
- Building Construction Department will work on the completion of new construction projects as the Westside Recreation Center is completed. The City Hall Policy Center should be completed at the end of 2010.
- Facilities Maintenance Department will continue to research and develop preventive maintenance programs for the increased square footage of buildings that the City has built over the past several years. Facilities Maintenance will strive to provide the best maintenance programs that will keep aging buildings owned by the City in the best possible conditions, to maintain the programs of the different departments.

**Departmental Goals: (cont.)**

<b>Objective:</b> Improve timeliness of development reviews and inspections to encourage economic development within the City of Round Rock.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Plats reviewed	163	140	130	130
Construction plans reviewed	90	100	90	90
Capital Improvement Projects Value	\$34,045,000	\$57,827,308	\$55,000,000	\$58,000,000
Construction projects inspected	114	85	115	120
Capital value addition of development/hours of construction inspection	\$1,509	\$1,659	\$2,404	\$2,060
Review subdivision construction plan submittals within 12 working days of receipt	85%	80%*	85%	85%
Review site construction plan submittals within Development Review Committee (DRC) schedule	100%	100%	100%	100%
Review minor plan revision submittals within 2 working days of receipt	85%	80%*	85%	85%
General Obligation (G.O.) Bond/CIP projects completed on schedule	85%	90%	90%	90%
Respond to e-mails and telephone calls within 24 hours of receipt	90%	90%	90%	95%

**Engineering and Development Services Department:**

**Trend:** Increase in developments occurs as the economy recovers. Number of development projects increase as the population increases. Influx of bond projects and more emphasis on roadway projects adds to the demand for review and inspection. Time sensitive measures 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.

\* Decrease in percentage of goal is due to the department experienced vacant positions for a substantial period of time, which was caused by upward trend in the job market and lack of availability of qualified applicants.

**Planning, Programs and Administration:**

<b>Objective:</b> Promptly and courteously respond to resident requests for service.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Water/Wastewater (W/WW) work orders processed	15,117	16,000	N/A	N/A
W/WW work orders processed daily	58	62	N/A	N/A
On-line work requests processed	550	300	N/A	N/A
Customer Satisfaction Survey (%)	100%	99%	N/A	N/A

**Trend:** At the beginning of FY 2007-08, the processing of water/wastewater work orders and on-line work requests was transferred to Utilities, which is the department responsible for performing the work.



## General Fund Expenditures

### Engineering & Development Services

#### Departmental Goals: (cont.)

##### Recycling Services:

- Improve and expand recycling services to fulfill the growing needs of the community. (City Goal 5.1)

<b>Objective:</b> Improve and Expand Recycling Services.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Tons of materials processed and recycled (paper, plastic, tin/steel, aluminum, cardboard, batteries, propane tanks, oil filters)	536	553	600	625
Gallons of materials processed and recycled (oil, antifreeze, gasoline, and other automotive fluids)	20,490	15,460 *	21,000	23,000
Average Number of customers per day (Open 7 days a week)	105	109	123	127
Categories of Commodities/Items Accepted PAPER (newspaper, magazines, phone books, junk mail, office paper, cardboard, chipboard), PLASTIC (#1 & #2 plastics, dyed plastic), METALS (aluminum, tin, steel, brass, copper), AU- TOMOTIVE FLUIDS (oil, antifreeze, oil filters, power steering/ brake/transmission fluid, gas, diesel) BATTERIES (automotive, NiCad, Lithium ion, Nickel hydride), CELL PHONES, INKJET CAR- TRIDGES, REGULAR and COMPACT FLUORESCENT LIGHT BULBS, PROPANE TANKS, STYROFOAM PACKING PEANUTS, NON-FREON APPLIANCES, LEAVES and GRASS CLIPPINGS	11**	11	13	13

**Trend:** Increase in materials processed and recycled is due to increase in population and increase in awareness of the drop off center.

\* Number of gallons decreased in FY 2006-07 due to vendor issues. New vendor in place and volumes are expected to increase in FY 2007-08.

\*\* A large number of materials were consolidated into the paper, plastic, metals and automotive categories. It should be noted that household hazardous waste activities are monitored and reported under the Environmental Services budget.

## Summary of Key Measurement Indicators

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
<b>Demand</b>			
Private Development Projects	53	60	60
Capital Improvement Projects	32	55	60
Daily Recycling Customers	109	123	127
<b>Input</b>			
Operating Expenditures	\$2,673,306	\$3,431,321	\$3,632,614
Number Authorized FTEs	40.75	43.75	44.75
Total Employee Hours	86,840	93,080	93,080
<b>Output</b>			
Plat Reviews	140	130	130
Construction Plans Reviewed	100	90	90
Street Cut and Right-of-Way Permits Approved	58	110	115
Water/Wastewater (W/WW) Work Orders Processed	11,498	Work order processing transferred to Utilities	Work order processing transferred to Utilities
Capital Value Addition/Dollars (Development)	\$24,149,945	\$35,000,000	\$30,000,000
CIP Improvements value	\$57,827,308	\$55,000,000	\$58,000,000
Tons of materials recycled/processed	553	600	625
<b>Efficiency</b>			
Expenditures as a % of General Fund	3.13%	4.18%	4.22%
Authorized Personnel as a % of General Fund FTEs	6.31%	6.42%	6.23%
W/WW Work Orders Processed per Day	44.2	Work order processing transferred to Utilities	Work order processing transferred to Utilities
CIP Improvements value in (\$/man-hours)	\$1,635.39	\$1,555.43	\$1,640.27
Avg. cost/ton of material recycled/processed	\$178	\$158	\$158
<b>Effectiveness</b>			
Customer Satisfaction Survey	99%	Survey reporting transferred to Utilities	Survey reporting transferred to Utilities
Construction Projects Inspected/Accepted	85	115	120
Capital Value Addition/Hour Inspection	\$1,659	\$2,404	\$2,060
Recycling Revenue Generated from Commodities	\$32,166	\$48,000	\$52,000
Recycling Revenue Generated from \$0.35 per residential connection fee	\$120,878	\$124,206	\$126,000

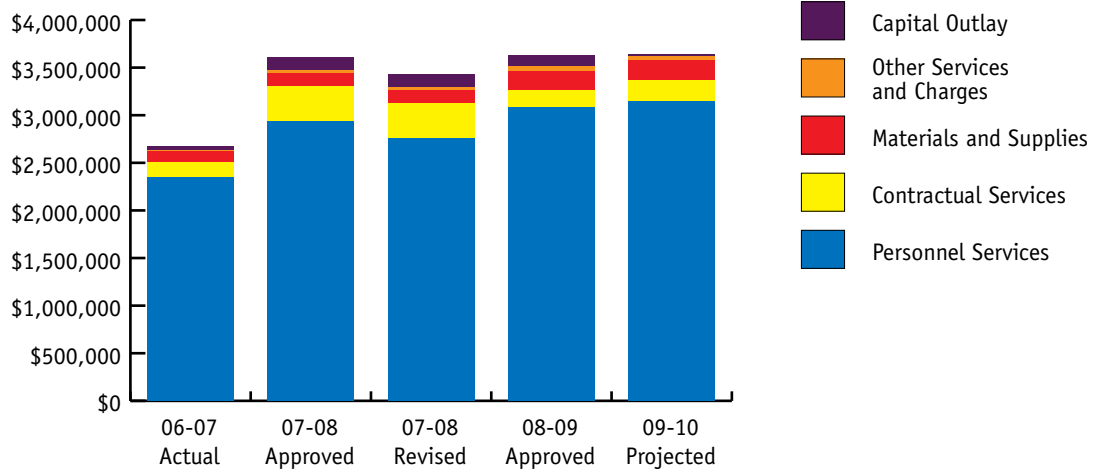
## General Fund Expenditures

### Engineering & Development Services

Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Administrative Support Specialist	0	1	1	0.00	1.00	1.00
Administrative Support Manager	1	0	0	1.00	0.00	0.00
Administrative Technician II/III	5	5	5	5.00	5.00	5.00
Assistant City Engineer	0	1	1	0.00	1.00	1.00
Chief Construction Inspector	1	1	1	1.00	1.00	1.00
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
Construction Inspector I/II/Spec. Proj.	6	6	6	6.00	6.00	6.00
Contract Technician	0	1	1	0.00	1.00	1.00
Development Serv. Manager	1	0	0	1.00	0.00	0.00
Engineer	3	3	3	3.00	3.00	3.00
Engineering Aide	1	1	0	1.00	1.00	0.00
Engineering Assistant	1	1	1	1.00	1.00	1.00
Engineering Technician	3	3	3	3.00	3.00	3.00
Facility Maintenance Coordinator	1	1	1	1.00	1.00	1.00
Facility Maintenance Technician	3	3	3	3.00	3.00	3.00
General Services Custodian	3	5	5	3.00	5.00	5.00
Liaison Construction Manager	1	1	1	1.00	1.00	1.00
Management Analyst I	1	1	1	1.00	1.00	1.00
P.W. Planning & Programs Administrator	1	1	1	1.00	1.00	1.00
Programs Manager	0	1	1	0.00	1.00	1.00
Planning Technician	1	1	2	1.00	1.00	2.00
Project Manager I (bond)	1	1	2	1.00	1.00	2.00
Project Manager II	1	1	1	1.00	1.00	1.00
Recycling Attendant I	2	2	2	1.75	1.75	1.75
Recycling Attendant II	1	1	1	1.00	1.00	1.00
Senior Engineer	1	0	0	1.00	0.00	0.00
<b>Total</b>	<b>41</b>	<b>44</b>	<b>45</b>	<b>40.75</b>	<b>43.75</b>	<b>44.75</b>

## Engineering &amp; Development Services

## Expenditures by Category



## Summary of Expenditures:

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$2,352,133	\$2,932,744	\$2,753,744	<b>\$3,080,388</b>	\$3,144,285
Contractual Services	147,953	369,709	369,709	<b>188,348</b>	223,326
Materials and Supplies	116,578	135,898	135,898	<b>192,446</b>	206,698
Other Services and Charges	20,104	36,370	36,370	<b>50,937</b>	49,187
Capital Outlay	36,538	135,600	135,600	<b>120,495</b>	14,500
<b>Total Expenditures:</b>	<b>\$2,673,306</b>	<b>\$3,610,321</b>	<b>\$3,431,321</b>	<b>\$3,632,614</b>	<b>\$3,637,995</b>
Expenditures per Capita:	\$29.67	\$38.53	\$36.62	<b>\$37.26</b>	\$36.09

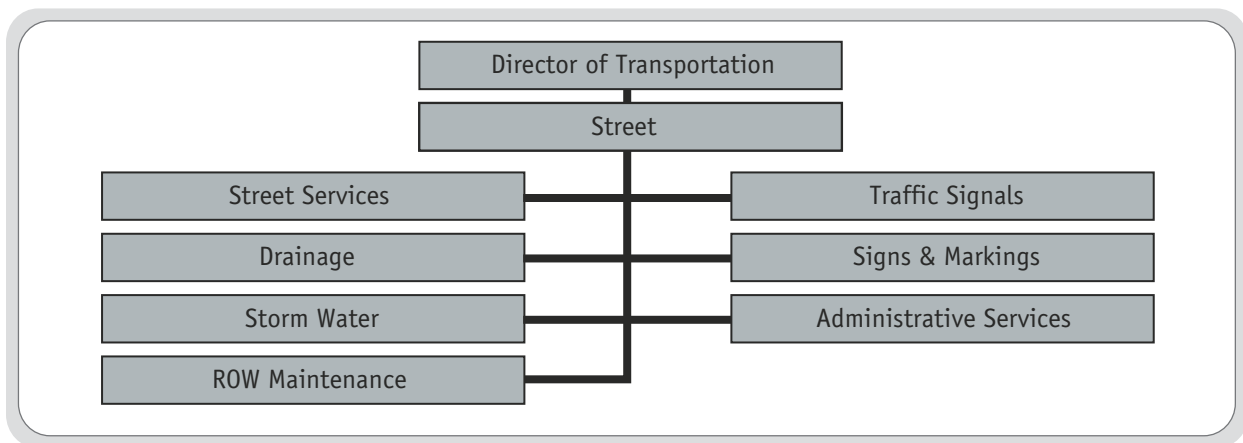


## Street Department

The Street Department is responsible for the maintenance and repair of all City streets and rights-of-way (ROW). Duties include: managing repairs to streets, sidewalks, curbs, gutters and driveways caused by water breaks; crack sealing program, potholes, seal coat and overlay program; existing signage and markings; Drainage Utility; ROW maintenance, mow drainage channels and retention ponds; City street sweeping program; maintaining all City traffic signals and flashers; City School Zones; all Texas Division of Transportation (TxDOT) Traffic Signals and Flashers, all TxDOT School

Zones, and Storm Water channel; participating with Public Safety in emergency situations (e.g. HazMat spills, barricades, sand bagging, removing and repairing storm damage); installing required traffic control signs and markings; and performing special City projects on an as needed basis.

*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:

**Street Services:** Includes Asphalt Maintenance and Repair which is responsible for maintaining city roadways, parking lots, trails, materials for street/utility materials storage bays, crack sealing, pot holes, asphalt repairs and paving projects; and Concrete Maintenance which is responsible for City sidewalks, driveways, approaches, City ADA ramps, curbs and gutters and concrete repairs.

**Drainage:** Responsible for maintaining drainage channels, flow lines for creeks, above ground drainage systems, maintenance and repair of storm sewer lines, provides storm sewer utility locating for other city divisions and "one call"/Utility Spotting.

**ROW Maintenance:** 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.

**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 the office.

**Traffic Signals:** Responsible for maintaining, inspecting and managing traffic signals, operating the intelligent traffic system, installing and maintaining school zone signals, as well as managing the School Zone Management system.

**Signs and Markings:** 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.

**Storm Water:** Responsible for inspecting storm sewer lines, inlet boxes, drainage culverts and low water crossings.

#### **FY 2007-08 Highlights:**

The Street Department has three (3) general areas of responsibility: Street Services, Drainage and Traffic. The Street Department has experienced an increase in responsibilities in each discipline. The Department has increased efficiency without adding personnel. Listed below are further highlights:

- Poured approximately 1,500 yards of concrete in various projects.
- Laid approximately 2,000 tons of asphalt for road repairs and reconstruction.
- Maintained approximately 600 acres of drainage and rights-of-way.
- Continue to implement Intelligent Traffic System. Traffic Signals is currently working with a beta ACTRA ITS from Siemens and implementing communication lines from each intersection to a central computer (data and video).
- Establish a separate Drainage Utility Fund to comply with EPA & TCEQ mandates. This Fund will have specific fees to support operations.

#### **FY 2008-09**

##### **Overview and Significant Changes:**

The Street Department seeks to continue its outstanding level of service to the community through implementing and continuing the following:

- Implementation of storm water maintenance plan.
- Oversight of city-wide mowing contract.
- Implementation of bridge maintenance program.

##### **New Programs for FY 2008-09:**

The Street Department is proposing no new programs for FY 2008-09.

##### **FY 2009-10 Overview and Beyond:**

Due to the steady population growth and the rapid expansion of development in Round Rock, the Street Department will manage the City's Street Services (Street and Concrete Maintenance); Traffic Signals and Signs and Markings; Drainage and Storm Water systems; Right of Way Maintenance and associated projects through new innovative ways:

- Propose expanding contract mowing maintenance of city rights-of-way and drainage channels and ponds. This will allow re-assignment of full-time employees to Street Services and Drainage, minimizing the need to add additional full-time employees to the Street Department.

**Departmental Goals:**

- Implement Storm Water Program Year 2 requirements. (City Goal 5)
- Maintain and operate the City's transportation systems. (City Goal 4.3)

**Objective:** Plan and manage Street and ROW maintenance, and manage and improve City's traffic control measures, and develop and maintain information database for City transportation systems.

	Actual 05-06	Actual 06-07	Forecast 07-08	Forecast 08-09
Upgrade 15% of City Streets Annually	\$1,915,000	\$3,000,510	\$3,133,035	\$3,425,800
Cost per Lane Mile: Street Repairs	\$477	\$600	\$624	\$700
Cost per Mile: ROW Mowing	\$2,684	\$3,509	TBD*	\$4,000
Number of Miles Crack Sealed	75	100	150	200
Number of potholes repaired annually	4,000	4,000	4,000	4,000
Cost per Pedestrian Crosswalk	\$25,000	\$25,000	\$25,000	\$25,000
Cost per Mile: Signs & Markings	\$226	\$285	\$285	\$263
Cost per Mile: Traffic Signals	\$285	\$359	\$359	\$344
Cost per School Zone	\$15,000	\$15,000	\$15,000	\$15,000
Enhance Traffic Signal Coordination	85%	90%	75%	95%
Implement "Work Director" software	90%	95%	100%	100%
Implement Pavement Management Program	0%	75%	100%	70%
Implement Sign Management Program	75%	85%	95%	95%
Implement Signals Program	\$120,000	\$120,000	\$120,000	\$120,000
Integrate traffic systems with Public Works	60%	70%	80%	80%

**Trend:** Traffic signal coordination is improving synchronizing of all the City signals.

\* Cost savings are anticipated with privatization of ROW mowing.

- Ensure that municipal utility drainage systems are sized to accommodate future development without compromising service to existing customers. (City Goal 5.4)

**Objective:** Develop and implement an in-house Utility Drainage Systems Modeling, Inventory and Management System Model for City Drainage Systems.

	Actual 05-06	Actual 06-07	Forecast 07-08	Forecast 08-09
Purchase Storm Water management software	\$0	\$0	TBD**	TBD**
Identify all City Drainage systems	50%	80%	90%	90%
Integrate with Public Works (PW) Project Central	25%	50%	75%	75%

**Trend:** The Street Department is projected to identify all drainage systems and to coordinate with Public Works and Engineering to integrate into singular database.

\*\* Software has not been identified.



## General Fund Expenditures

### Street

#### Departmental Goals: (cont.)

- Continually improve and maintain utility drainage systems. (City Goal 5)

<b>Objective:</b> Develop and Implement an in-house Drainage ROW Management System.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Contract ROW–Drainage Mowing	\$0	\$100,000	\$79,000	\$129,000
Develop, Implement and Maintain ROW management program	85%	95%	50% *	75%

**Trend:** The Street Department is continuing to implement all the requirements of the Right of Way maintenance program. This includes implementation of software to monitor and schedule.

\* Moved 50% of the ROW mowing to contract source.

#### Summary of Key Measurement Indicators

<b>Measurement Indicators</b>	<b>Actual 2006-07</b>	<b>Estimated 2007-08</b>	<b>Projected 2008-09</b>
<b>Demand</b>			
Miles of Paved Streets	1,036	1,036	1,100
Miles of Drainage Ways	92	100	120
Number of Signalized Intersections	57	59	59
Number of Signalized Flashers	93	93	100
<b>Input</b>			
Operating Expenditures	<b>\$7,274,739</b>	<b>\$7,974,638</b>	<b>\$8,620,349</b>
Number Authorized FTEs	<b>48.00</b>	<b>48.00</b>	<b>48.00</b>
Street Repairs - Material & Labor	\$621,572	\$624,677	\$686,677
Drainage ROW - Material & Labor	\$322,786	\$324,352	\$324,352
Mowing ROW – Material & Labor	\$425,770	\$427,701	\$427,701
Signs And Striping – Material & Labor	\$295,026	\$296,465	\$289,765
Signals – Material & Labor	\$371,441	\$373,184	\$378,124
<b>Output</b>			
Staff Hours to Maintain Streets	22,880	27,040	27,040
Staff Hours to Maintain Concrete	14,560	14,560	14,560
Staff Hours to Maintain Drainage	14,560	22,880	22,880
Staff Hours to Maintain Mowing ROW	14,560	4,160	4,160
Staff Hours to Maintain Drainage ROW	10,400	4,160	4,160
Staff Hours to Maintain Signs/ Striping	14,000	10,400	10,400
Staff Hours to Maintain Signals	10,400	10,400	10,400
Seal Coat Program	\$3,000,510	\$3,133,035	\$3,425,800
<b>Efficiency</b>			
Expenditures Per Capita	\$80.74	\$85.96	\$88.41
Expenditures as a % of General Fund	<b>8.52%</b>	<b>9.71%</b>	<b>10.01%</b>
Authorized Personnel as a % of General Fund FTEs	<b>7.25%</b>	<b>6.89%</b>	<b>6.83%</b>
Street Repairs - Cost per Lane Mile	\$600	\$600	\$624
Drainage ROW - Cost per Mile	\$3,509	\$3,509	\$2,703
Mowing ROW – Cost Per Lane Mile	\$411	\$411	\$389
Signs & Striping – Cost Per Lane Mile	\$285	\$285	\$263
Signals – Cost Per Lane Mile	\$359	\$359	\$344
<b>Effectiveness</b>			
Customer Satisfaction Rating (Fair to Excellent)	Good	Good	Good

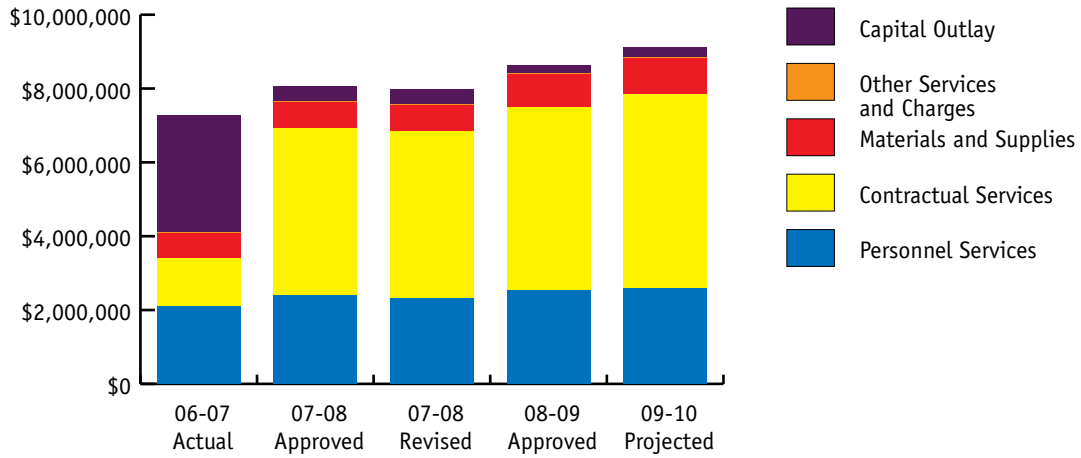
Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Street & Drainage Superintendent	1	1	1	1.00	1.00	1.00
Asst Street and Drainage Superintendent	1	1	1	1.00	1.00	1.00
Street Supervisor	4	4	4	4.00	4.00	4.00
Signs & Street Division Foreman	3	3	3	3.00	3.00	3.00
Traffic Signal Technician I-III	4	4	4	4.00	4.00	4.00
Equipment Operator III	9	12	12	9.00	12.00	12.00
Equipment Operator II	9	14	14	9.00	14.00	14.00
Equipment Operator I	6	2	2	6.00	2.00	2.00
Street Maintenance Worker I/II	4	0	0	4.00	0.00	0.00
Signs & Marking Technician II-III	4	4	4	4.00	4.00	4.00
Administrative Technician III	1	1	1	1.00	1.00	1.00
Line Locator	2	2	2	2.00	2.00	2.00
<b>Total</b>	<b>48</b>	<b>48</b>	<b>48</b>	<b>48.00</b>	<b>48.00</b>	<b>48.00</b>

## General Fund Expenditures

### Street

#### Street

#### Expenditures by Category



#### Summary of Expenditures:

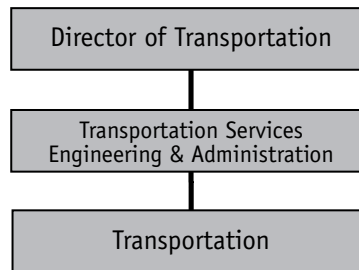
	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$2,089,148	\$2,386,603	\$2,306,603	<b>\$2,529,059</b>	\$2,579,036
Contractual Services	1,309,190	4,523,897	4,523,897	<b>4,979,597</b>	5,273,156
Materials and Supplies	684,365	712,967	712,967	<b>875,577</b>	959,236
Other Services and Charges	10,816	28,521	28,521	<b>29,711</b>	42,711
Capital Outlay	3,181,221	402,650	402,650	<b>206,405</b>	266,303
<b>Total Expenditures:</b>	<b>\$7,274,739</b>	<b>\$8,054,638</b>	<b>\$7,974,638</b>	<b>\$8,620,349</b>	<b>\$9,120,442</b>
Expenditures per Capita:	\$80.74	\$85.96	\$85.11	<b>\$88.41</b>	\$90.48

## Transportation Services Engineering & Administration Department

Transportation Services Engineering and Administration (TSEA) Department manages transportation programs for the City of Round Rock. TSEA's focus is to ensure that high quality maintenance, repair, rehabilitation, expansion and improvements are built by the private sector and the City through a comprehensive approach to planning, design, construction, and inspection. TSEA's efforts to provide mobility for the community extend beyond city limits, with regional coordination efforts in transportation master planning and project coordination. TSEA is also responsible for the administration of

the Street Maintenance Program and the public services provided by the Street Maintenance Division and the Shop/Vehicle Maintenance Facility.

*Mission: Provide effective transportation systems and public administration that enhances the quality of life for the citizens of Round Rock on time and within budget.*



### Departmental Program Summary:

Transportation Services Engineering and Administration is responsible for managing and executing the Transportation Capital Improvement Program (TCIP) funded by ½ cent sales tax through 4B Corporation and projects approved by the citizens of Round Rock in the 2002 General Obligation (GO) Bond Election. The Street Maintenance and Traffic Calming Programs sustain the improvements achieved by the TCIP and GO Bond projects. The rapid expansion of the City's population and employment and related transportation issues, including mobility, air quality and congestion, requires vigilant management of the City's transportation programs and associated costs. The primary goal of the Transportation Services Department is improving local and regional mobility and traffic flow, which positively impacts air quality and congestion, by effectively and efficiently planning and facilitating the City's transportation system at both the local and regional levels. The success of TSEA also fulfills the City's obligations under the 03 Flex Agreement and Early Action Compact Clean Air Action Plan Transportation Emission Reduction Measures.

### Program:

**Transportation:** Transportation Services is tasked with planning, designing, building and operating the City's transportation system. The Transportation Master Plan, along with the Transportation Element of the General Plan and the Transportation Capital Improvement Program, provides the roadmap to address mobility issues and lays out a road network that will efficiently move traffic as the City, the County and the region continue to grow. The Street Maintenance Program improves the integrity and service life of City streets. The Traffic Calming Program provides the guiding principles and methodology for addressing speed and/or traffic volume reduction as concerns arise at the residential customer level. At the regional level, solutions are sought through coordination and cooperation with the Capital Area Metropolitan Planning Organization (CAMPO), Texas Department of Transportation (TxDOT), Central Texas Turnpike System (CTTS), Central Texas Regional Mobility Authority (CTRMA), Williamson and Travis Counties, and area municipalities including Georgetown, Pflugerville and numerous utility districts.

## General Fund Expenditures

### *Transportation Services Engineering & Administration*

#### **FY 2007-08 Highlights:**

The design and construction of roadways which were funded by the TCIP and the 2002 GO Bond, the Street Maintenance Program and traffic signal warrant, and volume and speed studies continued to dominate the activities in Transportation Services Engineering and Administration. Sale of the third issuance of the 2002 GO Bond provided funds to transition projects from the roadway engineering phase to the construction phase:

- TSEA has completed a significant number of roadway and traffic signals projects. The roadway projects were Red Bud Lane from US 79 to County Road 123; AW Grimes Blvd. from US 79 to Creek Ridge Blvd.; IH 35 Area Improvements from Westinghouse Road to Chandler Road; and Seton Parkway. The traffic signal projects were FM 3406 and Wyoming Springs Drive; FM 3406 and Creek Bend Boulevard; FM 3406 and Chisholm Trail Road; and University Boulevard and Sunrise Road.
- The Street Maintenance Program paved 135 lane miles of city streets.
- TSEA performed 180 traffic signal warrant, volume and speed studies.

#### **FY 2008-09**

##### **Overview and Significant Changes:**

Design and construction of roadways, which are funded by the TCIP and the 2002 GO Bond, the Street Maintenance Program and traffic signal warrant, volume and speed studies continue to dominate the activities in Transportation Services Engineering and Administration. Sale of the third issuance of the 2002 GO Bond is providing funds to transition projects from the roadway engineering phase to the construction Phase:

- TSEA is completing a significant number of roadway and traffic signals projects. The roadway projects are Kiphen Road from the Missouri, Kansas, Texas Railroad to County Road 122, IH 35 Hester's Crossing Bridge Replacement; Wyoming Springs; and Meister Lane. The traffic signal projects are Gattis School Road and Surrey Drive; Gattis School Road and South Creek Drive; Gattis School Road and Via Sonoma Trail; Gattis School Road and Round Rock Ranch Drive West; Old Settlers Boulevard and Greenhill Drive; US 79 and Joe DiMaggio Boulevard; A.W. Grimes and Logan Drive; and University Boulevard and Seton Parkway.
- The Street Maintenance Program is paving 137 lane miles of city streets.

- TSEA is performing 190 traffic signal warrant, volume and speed studies.

#### **New Programs for FY 2008-09:**

**Reverse Commuter Service:** This program will provide the Citizens of Round Rock with peak hour public transportation to and from the Capital Metropolitan Transportation Authority's (CapMetro) service area. This will allow Round Rock residents access to Austin by public transportation and transit users who live in Austin access to Round Rock employers.

#### **FY 2009-10 Overview and Beyond:**

Due to the steady population growth and the rapid expansion of development in Round Rock, Transportation Services Engineering and Administration will no longer be adequately staffed to effectively and efficiently manage the City's transportation system and associated projects. If approved by City Council, TSEA will also be responsible for the City's Public Transportation (transit) System:

- With the expansion of the Express Transit service, TSEA will also propose the addition of a Transit Specialist (1.0 FTE) position and a Transit Administrative Technician position (1.0 FTE) in FY 2010-11 to assist the Transit Administrator. Safe and easy access to transit will provide access to transportation for economically disadvantaged and physically disabled citizens and reduce single occupant vehicle trips, pollutant emissions, traffic congestion and travel time delays.
- Beyond FY 2009-10, TSEA will be developing an arterial street lighting program and potentially an expansion of the transit system, if approved by City Council.

**Departmental Goals:**

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

<b>Objective:</b> Efficiently provide strategic planning and engineering support for local, state, and regional projects.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Road and Street Improvements Expenditures	\$19,500,000	\$19,000,000	\$34,400,000	\$40,400,000

**Trend:** The amounts shown represent active projects using funds from sales tax revenue, General Obligation Bonds, the City Utility Fund, and Williamson County. In general, the project cycle is two to three years; consequently, the expenditures on projects can vary widely from year to year. The length of the project cycle can increase due to reduced revenue/debt obligations or decrease due to increased revenue/debt obligations. Compounding the fiscal issues are schedule delays resulting from railroad permits, right-of-way acquisition, environmental regulation, utility adjustment and inclement weather.

<b>Objective:</b> Pave one-eighth of the City's lane miles per year.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Street Maintenance (lane miles/yr)	124	130	135	137

**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 997 lane-mile street system. The goal of the City's pavement management system is to provide serviceable streets in the most cost-effective way possible. To accomplish this goal, the street conditions are surveyed and then combined with the data on the streets' maintenance history, original design, and traffic uses. This information is used to determine whether maintenance is needed and what type of resurfacing is appropriate. The annual project typically encompasses approximately one-eighth of the lane miles of asphalt concrete paving, which is used for forecasting FY 2005-06 and FY 2006-07. The amount of lane miles increases annually due to the construction of new roads and streets and development of subdivisions and commercial properties.

<b>Objective:</b> Meet the Budget Office's deadlines and quality requirements for developing annual department goals, objectives, and strategic budget.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Golden Budgie Score	198	194	198	203

**Trend:** Every year, the City Budget Office tracks the progress of budget preparation using a checklist that was developed as a tool to pinpoint areas for improvement in a Department's Budget Submission. Transportation Services Engineering and Administration uses this tool for preparing subsequent year budgets. The Golden Budgie Score measures the performance of all City departments and the highest possible score is 200 points. In FY 2008-09, an additional five points per budget phase was potentially awarded to departments who submitted complete, well-planned workpapers ahead of the Budget deadlines. The department with the highest score receives the Golden Budgie Award. In FY 2005-06, TSEA received the Golden Budgie Award for Budget Worksheet.

## General Fund Expenditures

### Transportation Services Engineering & Administration

#### Summary of Key Measurement Indicators

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
<b>Demand</b>			
Road and Street Improvement Projects	15	15	19
Lane Miles of Roads and Streets	1,036	989	1,300
Lane Miles of Roads and Streets Paved under the Street Maintenance Program	130	135	137
<b>Input</b>			
Operating Expenditures	<b>\$845,520</b>	<b>\$994,577</b>	<b>\$907,048</b>
Number Authorized FTEs	<b>8.50</b>	<b>8.50</b>	<b>8.50</b>
Total Employee Hours	17,680	17,680	17,680
<b>Output</b>			
Road and Street Improvements Expenditures	\$19,000,000	\$34,400,000	\$40,400,000
Road and Street Preventative Maintenance Expenditures	\$3,005,000	\$3,005,000	\$3,005,000
<b>Efficiency</b>			
Expenditures as a % of General Fund	<b>0.99%</b>	<b>1.21%</b>	<b>1.05%</b>
Authorized Personnel as a % of General Fund FTEs	<b>1.28%</b>	<b>1.22%</b>	<b>1.21%</b>
Road and Street Improvements Expenditures per Employee	\$2,235,294	\$4,047,059	\$4,752,941
Road and Street Preventative Maintenance Expenditures per Employee	\$353,529	\$353,529	\$353,529
<b>Effectiveness</b>			
Road and Street Preventative Maintenance (Seal Coat) as a % of Lane Miles of Roads and Street	12.5%	8.0%	10.0%

## General Fund Expenditures

### Transportation Services Engineering & Administration

Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Director of Transportation Services	1	1	1	1.00	1.00	1.00
Project Manager II	1	1	1	1.00	1.00	1.00
Project Manager II - P/T	1	1	1	0.50	0.50	0.50
Traffic Operations Supervisor	1	1	1	1.00	1.00	1.00
Traffic Engineering Technician I	1	1	1	1.00	1.00	1.00
Transportation Planner III	1	1	1	1.00	1.00	1.00
Traffic Administrative Technician III	1	1	1	1.00	1.00	1.00
Public Works Operations Manager	1	1	1	1.00	1.00	1.00
Traffic Engineering Technician II	1	1	1	1.00	1.00	1.00
Total	9	9	9	8.50	8.50	8.50

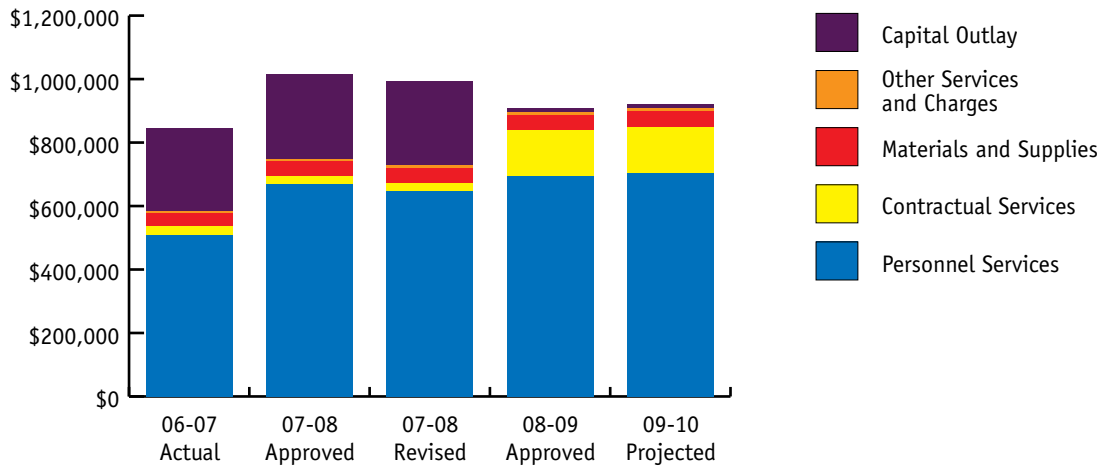


## General Fund Expenditures

### Transportation Services Engineering & Administration

#### Transportation Services

##### Expenditures by Category



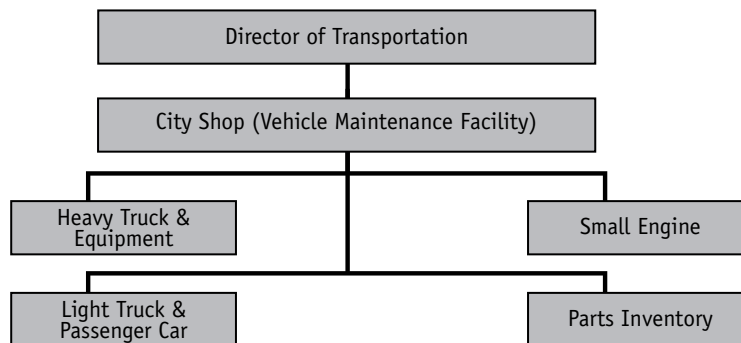
#### Summary of Expenditures:

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$507,875	\$668,747	\$648,747	<b>\$694,535</b>	\$703,041
Contractual Services	27,748	25,039	25,039	<b>144,548</b>	146,093
Materials and Supplies	41,283	46,126	46,126	<b>46,355</b>	48,410
Other Services and Charges	8,115	8,115	8,115	<b>11,610</b>	11,610
Capital Outlay	260,499	266,550	266,550	<b>10,000</b>	10,000
<b>Total Expenditures:</b>	<b>\$845,520</b>	<b>\$1,014,577</b>	<b>\$994,577</b>	<b>\$907,048</b>	<b>\$919,154</b>
Expenditures per Capita:	\$9.38	\$10.83	\$10.61	<b>\$9.30</b>	\$9.12

## City Shop Department

City Shop, also known as Vehicle Maintenance Facility (VMF), provides general support to City Departments by performing maintenance and repair for the vehicle fleet and small equipment.

*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 and orders new parts.

### FY 2007-08 Highlights:

In FY 2007-08 the Vehicle Maintenance Facility:

- Completed the purchase of the new fleet maintenance software program. The data transfer was started mid-year and should be going live by the end of June.
- The final details were completed on the Parts Room Expansion, Storage Area Roof/Cover and Small Engine Shop/Office Expansion. The construction will begin by the end of the fiscal year.
- A new Auto Lift was installed in the Light Truck/Auto section. It allows the shop foreman to assist with preventive maintenance work requests. The result has been an increase in preventative maintenance being scheduled daily.

### FY 2008-09

#### Overview and Significant Changes:

In FY 2008-09 the Vehicle Maintenance Facility is:

- Working on ways to improve our service by reducing the parts kitting time.

#### **FY 2008-09**

##### **Overview and Significant Changes: (cont.)**

- Working on ways to improve technology used by the technicians to process work orders more effectively and better document vehicle data.
- Continuing to find ways to improve the technicians' productivity and reduce the customer's downtime.

##### **New Programs for FY 2008-09:**

City Shop is proposing no new programs for FY 2008-09.

##### **FY 2009-10 Overview and Beyond:**

In FY 2009-10 the Vehicle Maintenance Facility will:

- Add a second shift to meet our increased work load. It will also allow us to delay the cost of a new facility (\$2,700,000.00) to the year 2014. We will be able use the facility for twice the number of activities since we will have double the number of operation hours.
- Implement our Certification/Cross Training Pay. This will encourage our techs to continue pursuing training and education as well as compensating those who already have certifications.
- Implement a Heavy Truck/Equipment Replacement Program. This program will be similar to our vehicle replacement program.

**Departmental Goals:**

- 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)
- Ensure we supply accurate vehicle and equipment information to city departments. (City Goal 5.1)
- Provide safe and operational vehicles and equipment in a cost-effective and timely manner. (City Goal 5.1).

<b>Objective:</b> To ensure all vehicle and equipment preventive maintenance (PM) and repairs are performed in an accurate and timely manner.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
80% of major repairs in 3 days or less	90%	95%	95%	95%
40% of preventive maintenance repairs in 8 hours or less	90%	95%	95%	95%
<b>Objective:</b> Ensure all line mechanics are provided with 100% current repair manuals and current City fleet data.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
100% current repair manuals/software at annual inventory	90%	100%	100%	100%
Maintain 100% accuracy on vehicle maintenance reports	95%	100%	100%	100%
<b>Objective:</b> Ensure all Vehicle Maintenance Fleet (VMF) personnel are trained to a level required by their job description. Obtain training for specialty equipment that the City acquires. Retain qualified personnel to service the fleet.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Acquire and maintain a minimum of 90% of all pertinent Automotive Service Excellent (ASE), Emergency Vehicle Technician certifications	80%	90%	90%	95%
Maintain retention rate of 90% of qualified personnel	90%	100%	100%	100%
<b>Objective:</b> Ensure excellent customer satisfaction on all maintenance and repair services.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Achieve 100% customer rating of excellent on surveys	95%	95%	98%	98%

## General Fund Expenditures

### City Shop

#### Summary of Key Measurement Indicators

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
<b>Demand</b>			
# Departments Services by Vehicle Maintenance	18	19	19
<b>Input</b>			
Operating Expenditures	\$1,042,312	\$1,156,675	\$1,106,590
Number Authorized FTEs	15.00	15.00	15.00
<b>Output</b>			
Police Department Work Orders	1,600	1,600	1,600
Fire Department Work Orders	500	700	850
Public Works Work Orders	2,200	2,200	2,000
Parks and Recreation Work Orders	1,100	1,100	1,500
Code Enforcement Work Orders	10	10	15
Human Resources Work Orders	6	6	10
IS & S	2	2	5
<b>Efficiency</b>			
Expenditures as a % of General Fund	1.22%	1.41%	1.28%
Authorized Personnel as a % of General Fund FTEs	2.27%	2.15%	2.14%
Cost per Work Order			
Police Department	\$175	\$200	\$275
Fire Department	\$250	\$300	\$400
Public Works	\$200	\$225	\$250
Parks and Recreation	\$150	\$175	\$200
Code Enforcement	\$150	\$150	\$100
Human Resources	\$150	\$150	\$100
IS & S	\$100	\$100	\$150
<b>Effectiveness</b>			
Customer Satisfaction Rating (Good to Excellent)	95%	95%	95%

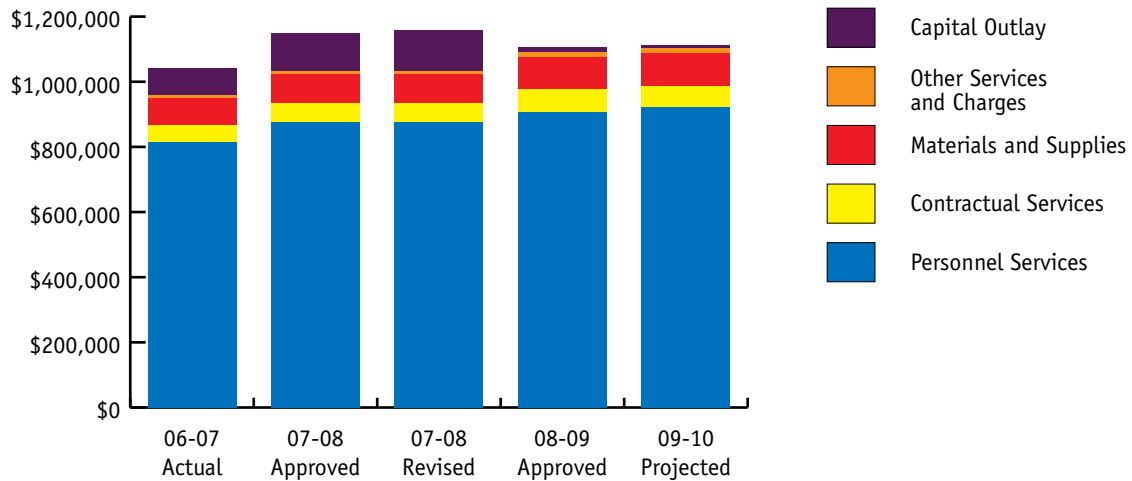
Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Shop Superintendent	1	1	1	1.00	1.00	1.00
Shop Foreman	2	2	2	2.00	2.00	2.00
Mechanic III	3	3	4	3.00	3.00	4.00
Mechanic II	6	6	5	6.00	6.00	5.00
Shop Supervisor	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	15	15	15	15.00	15.00	15.00

## General Fund Expenditures

### City Shop

#### City Shop

##### Expenditures by Category



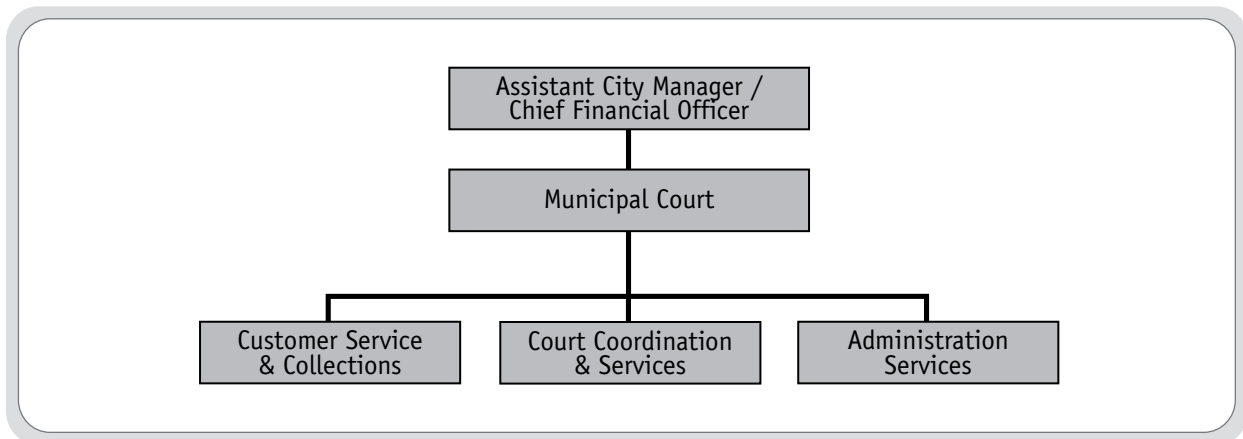
### Summary of Expenditures:

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$815,230	\$876,610	\$876,610	<b>\$908,455</b>	\$923,373
Contractual Services	52,084	55,601	55,601	<b>68,494</b>	62,891
Materials and Supplies	81,254	89,723	89,723	<b>99,441</b>	102,452
Other Services and Charges	11,539	10,641	10,641	<b>15,000</b>	15,000
Capital Outlay	82,206	117,000	124,100	<b>15,200</b>	6,500
<b>Total Expenditures:</b>	<b>1,042,312</b>	<b>1,149,575</b>	<b>1,156,675</b>	<b>1,106,590</b>	<b>1,110,216</b>
<b>Expenditures per Capita:</b>	<b>\$11.57</b>	<b>\$12.27</b>	<b>\$12.34</b>	<b>\$11.35</b>	<b>\$11.01</b>

## Municipal Court Department

Municipal Court is the first level of the judicial branch of government. The jurisdiction of Municipal Court is limited to criminal "Class C" misdemeanors and administrative proceedings related to animals and junked vehicles, all which must have occurred within the territorial limits of the City of Round Rock. The cases processed in Municipal Court can be filed by a peace officer, prosecutor, citizen, and a variety of City employees, including fire officials, code enforcement, environmental services, and animal control employees.

*Mission: Round Rock Municipal Court is a well-organized team dedicated to providing efficient and equal justice under the law without unnecessary delay or expense. Court support personnel are dedicated to swift enforcement of court judgments and proficient case and records management.*



### Departmental Program Summary:

The Round Rock Municipal Court Department consists of a single program divided into three components. Each component involves different roles which allows the staff opportunities to perform functions within other components. This keeps the court team abreast of changes that may impact assigned tasks. These cross-trained units have been very effective for a learning environment. The operational areas are described below:

#### Program:

The *Customer Service & Collections* component is the largest of the three components, consisting of a staff of six FTEs. This team assists defendants with disposition processing and payments. The team is responsible for all new case filings, enforcement of judgments and appearances, including arrest warrant processing, court notices, and driver license reporting.

The *Court Coordination & Services* component has a staff of two FTEs and is responsible for preparing case files for pending court appearances and coordinating witnesses, translators, defendants, prosecutors, judges and the technical needs for impending cases. This team includes the court bailiffs, who are responsible for the safety and security of court participants.

The *Administration Services* component consists of a staff of two FTEs and oversees all FTEs. It is responsible for coordinating the administrative functions of court support staff, prosecutors and judges. This unit is responsible for developing statistics, measurements, costing, reporting, and records and case flow management.

### FY 2007-08 Highlights:

Municipal Court has continued to successfully implement new technology and procedures to increase efficiency. The Municipal Court has:

- Continued to increase the use of technology by adding a projection system inside the courtroom.
- Coordinated with the Police Department to establish a Court Liaison (police representative) to enable our two departments to work more efficiently as a team.
- Developed a process for requesting Deferred Disposition in the customer service area to reduce the Pre-Trial docket.



#### **FY 2008-09**

##### **Overview and Significant Changes:**

Municipal Court continues to evaluate the needs of our customers and would like to accomplish the following in FY 2008-09:

- Consider a process for online payments of court costs, fines and fees.
- Improve communication inside the courtroom with Spanish speaking defendants by implementing translation of the Judge's opening statements.
- Redesign the Records Retention Program by completing destruction of cases that are in the previous Court Management System, Cisco (Phase 1), and completing the written process of destroying records for our current Court Management System, Incode (Phase II).

##### **New Programs for FY 2008-09:**

Municipal Court is proposing no new programs for FY 2008-09. The Municipal Court relies on the Court Technology Fund and the Court Security Fund for extra needs, as much as possible.

##### **FY 2009-10 Overview and Beyond:**

In FY 2009-10, Municipal Court is planning to:

- Evaluate the need to improve case flow management inside the courtroom.
- Continue to improve customer service needs with the use of technology such as a Kiosk in the lobby to pay online; begin adding enhancements such as driver's license readers or signature pads to move us closer to becoming paperless.
- Continue to evaluate our processes in accordance with the Court Collections Program mandated by SB 1863 and consider adding an additional FTE to administer in-house collections efforts.

**Departmental Goals:**

- Minimize outstanding cases through effective resolution methods. (City Goal 5.5)

<b>Objective:</b> Produce a monthly report that demonstrates measurements at each collection stage.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
% of cases disposed before Warrant	82%	89%	87%	87%
% of cases cleared within 30 days of final judgment	40%	39%	34%	34%
% of fines paid within 90 days of final judgment	63%	63%	63%	65%
# of cases from initial appearance (IA) to Warrant	2,903	2,682	3,000	3,000
# of cases to Collection Agency	1,265	1,701	2,000	2,000
# of cases sent to Omni Base (If you fail to take care of your ticket the court will enter your drivers license number into the OMNI system to prevent you from renewing your drivers license until the matter is resolved.)	2,491	2,670	2,900	2,900

**Trend 1:** 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.

**Trend 2:** Assess changes for state mandated collections program for cities with 100,000 + populations.

- Develop and maintain an efficient records management process. (City Goal 5)

<b>Objective:</b> Image case records upon completion.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
# of records scanned	17,033	0*	0*	0*
Written Process developed	Yes	Yes	Yes	Yes

\* This process has been temporarily suspended due to connectivity issues and poor performance of the software (effective 10/06). In the future, the court would like to add enhancements to the existing court management software that will allow scanning directly to the case file, as opposed to a separate system that is not linked to the case file; this will eventually lead us to becoming paperless.

<b>Objective:</b> Monitor the demand for information requests and background checks.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
# of Requests for information (individual)	468	309	400	400
# of Bulk listings produced	53	51	52	52
# of Agencies requesting Bulk Listings	15	14	14	15

**Trend:** Requests for background investigations are dropping but are still received at a high rate.

- Respond effectively to customer demands. (Goal 6)

<b>Objective:</b> Implement a forum for input and communication from internal customers.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
# Comments Cards Received	81	57	80	80
Average rating for customer service (includes staff availability, knowledge of staff, attitude, promptness and communication)	3.53*	4.42*	4.50*	4.60*
Average rating on system issues (including phone system, location of court, payment options, website, court appearance, citation form)	3.10*	3.50*	3.60*	3.75*

## General Fund Expenditures

### Municipal Court

#### Departmental Goals: (cont.)

Objective: Streamline jury duty process using technology.	Actual 05-06	Actual 06-07	Forecast 07-08	Forecast 08-09
# Jurors called for service	2,410	3,952	3,539	4,800

#### Summary of Key Measurement Indicators:

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
<b>Demand</b>			
<b>Enforcement Demands:</b>			
Class "C" Misdemeanors Filed (SL)	981	1,000	1,000
Non Parking Violations Filed (NP)	13,319	15,000	16,000
Parking Violations Filed (PA)	853	500	500
Ordinance Violations Filed (CO)	1,373	1,500	1,500
Search Warrants	16	25	25
Felony/County Warrants	455	450	450
<b>Defense Demands:</b>			
Cases Handled by Court Staff	30,495	34,000	34,500
Judge Trials/Hearings	4,450	4,700	4,700
Jury Trials	33	80	80
Youth Hearings	1,006	1,100	1,100
<b>Input</b>			
Operating Expenditures	<b>\$616,398</b>	<b>\$656,044</b>	<b>\$751,003</b>
Number Authorized FTEs	<b>10.50</b>	<b>10.50</b>	<b>10.50</b>
Number of Judges	2	2	2
Scheduled Court Room Hours	595	880	880
<b>Output</b>			
<b>Collections:</b>			
City Fines & Costs Collected	\$1,501,133	\$1,600,000	\$1,600,000
State Costs Collected	\$701,401	\$800,000	\$800,000
<b>Dispositions:</b>			
Fines Paid Before Trial	4,028	4,500	4,500
Compliance Dismissals (Insurance & Vehicle Violations)	2,278	2,500	2,500
Dismissals by Deferral with Sanctions	1,916	2,000	2,000
Cases Appealed	9	10	10
Dismissals by Motion	1,038	1,300	1,300
Class C Warrants Issued	4,185	3,800	3,800
<b>Efficiency</b>			
Expenditures as a % of General Fund	<b>0.72%</b>	<b>0.80%</b>	<b>0.87%</b>
Authorized Personnel as a % of General Fund FTEs	<b>1.59%</b>	<b>1.51%</b>	<b>1.49%</b>
Number Hearings to Judge/Clerk	5,489	5,880	5,880
Number of Customers per Clerk	3,588	3,580	3,630
<b>Effectiveness</b>			
% Cases to Warrants	25%	21%	20%
% Cases Disposed	75%	79%	80

# General Fund Expenditures

*Municipal Court*

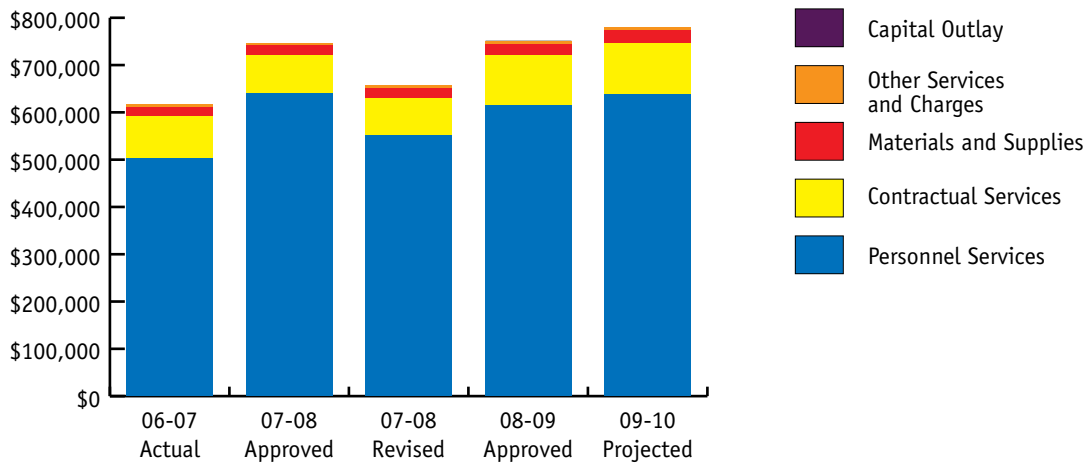
Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Court Administrator/Clerk	1	1	1	1.00	1.00	1.00
Senior Deputy Clerk	1	1	1	1.00	1.00	1.00
Customer Service Supervisor	0	1	1	0.00	1.00	1.00
Deputy Clerk I-III	6	5	5	6.00	5.00	5.00
Deputy Clerk - P/T	2	2	2	1.50	1.50	1.50
Court Bailiff - P/T	2	2	2	1.00	1.00	1.00
Total	12	12	12	10.50	10.50	10.50

## General Fund Expenditures

### Municipal Court

#### Municipal Court

##### Expenditures by Category



### Summary of Expenditures:

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$501,821	\$640,289	\$550,289	<b>\$615,261</b>	\$637,112
Contractual Services	90,217	79,683	79,683	<b>104,760</b>	109,592
Materials and Supplies	19,421	21,802	21,802	<b>23,461</b>	25,382
Other Services and Charges	4,939	4,270	4,270	<b>7,521</b>	7,521
Capital Outlay	0	0	0	<b>0</b>	0
<b>Total Expenditures:</b>	<b>\$616,398</b>	<b>\$746,044</b>	<b>\$656,044</b>	<b>\$751,003</b>	<b>\$779,607</b>
<b>Expenditures per Capita:</b>	<b>\$6.84</b>	<b>\$7.96</b>	<b>\$7.00</b>	<b>\$7.70</b>	<b>\$7.73</b>





## Debt Service Funds Expenditures

Interest & Sinking - G.O. Bonds

Interest & Sinking - Revenue Bonds







## Debt Service Funds Expenditures





### **Interest & Sinking - G.O. Bonds Program Description**

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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.

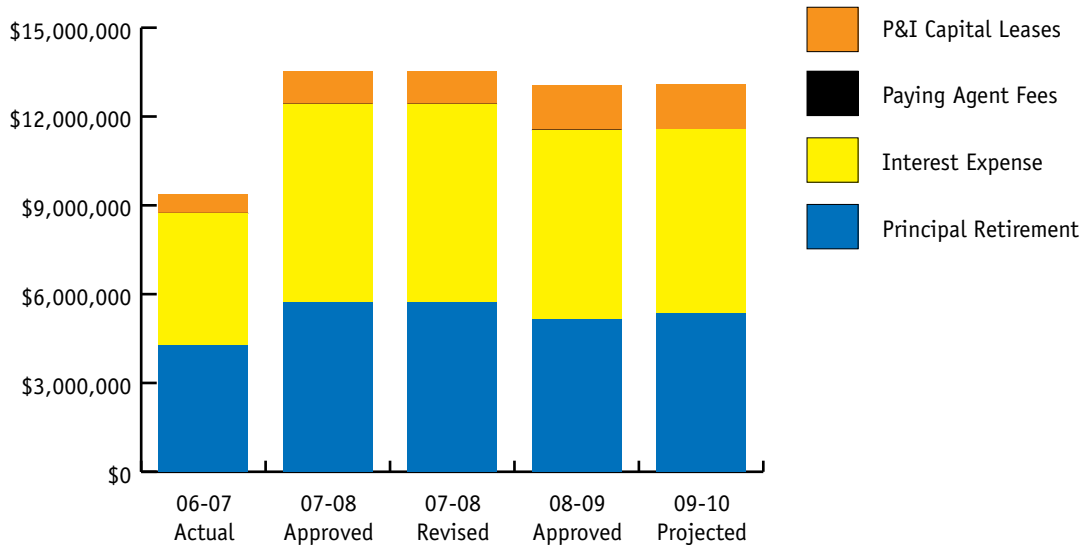


## Debt Service Funds Expenditures

### Interest & Sinking G.O. Bonds

#### I & S G. O. Bonds Debt Service Fund

##### Expenditures by Category



#### Summary of Expenditures:

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Principal Retirement	\$4,275,000	\$5,720,000	\$5,720,000	<b>\$5,160,000</b>	\$5,365,000
Interest Expense	4,452,831	6,693,373	6,693,373	<b>6,381,463</b>	6,188,438
Paying Agent Fees	3,762	9,000	9,000	<b>9,000</b>	9,000
P&I Capital Leases	627,197	1,105,147	1,105,147	<b>1,489,411</b>	1,520,520
Total Expenditures:	\$9,358,790	\$13,527,520	\$13,527,520	<b>\$13,039,874</b>	\$13,082,958
Expenditures per Capita:	\$103.87	\$144.37	\$144.37	<b>\$133.74</b>	\$129.79



### **Interest & Sinking - Revenue Bonds Program Description**

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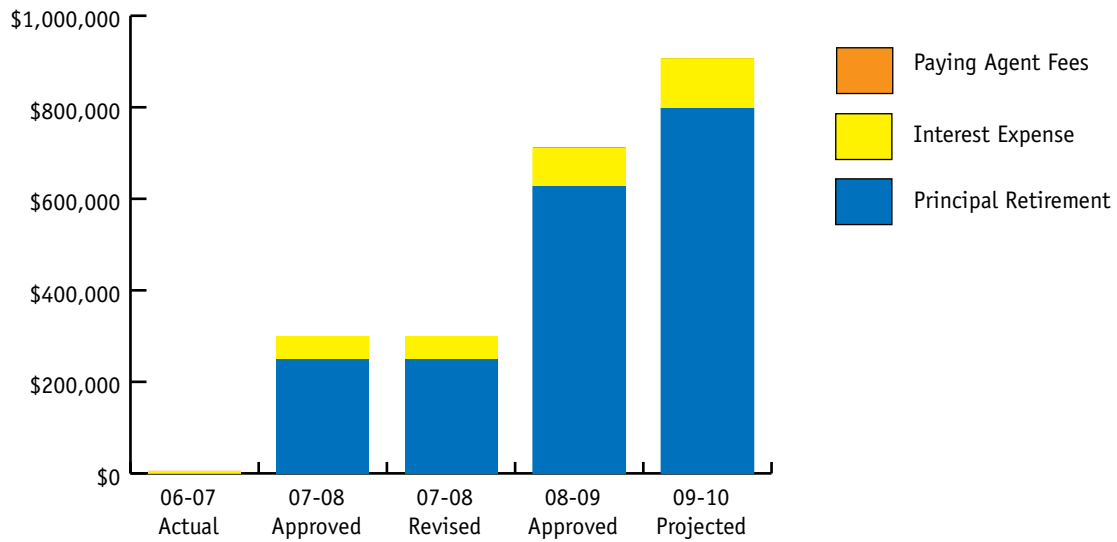
To provide for the scheduled retirement of the City's Bonded and other long-term debt. See also the Debt Schedules Section of this budget.

## Debt Service Funds Expenditures

### Interest & Sinking Revenue Bonds

#### I & S Revenue Bonds Debt Service Fund

##### Expenditures by Category



#### Summary of Expenditures:

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Principal Retirement	\$0	\$250,000	\$250,000	<b>\$626,500</b>	\$797,000
Interest Expense	5,966	50,000	50,000	<b>84,500</b>	109,000
Paying Agent Fees	0	0	0	<b>0</b>	0
<b>Total Expenditures:</b>	<b>\$5,966</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$711,000</b>	<b>\$906,000</b>
<b>Expenditures per Capita:</b>	<b>\$0.07</b>	<b>\$3.20</b>	<b>\$3.20</b>	<b>\$7.29</b>	<b>\$8.99</b>



## **Water / Wastewater Utility Fund Expenditures**

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





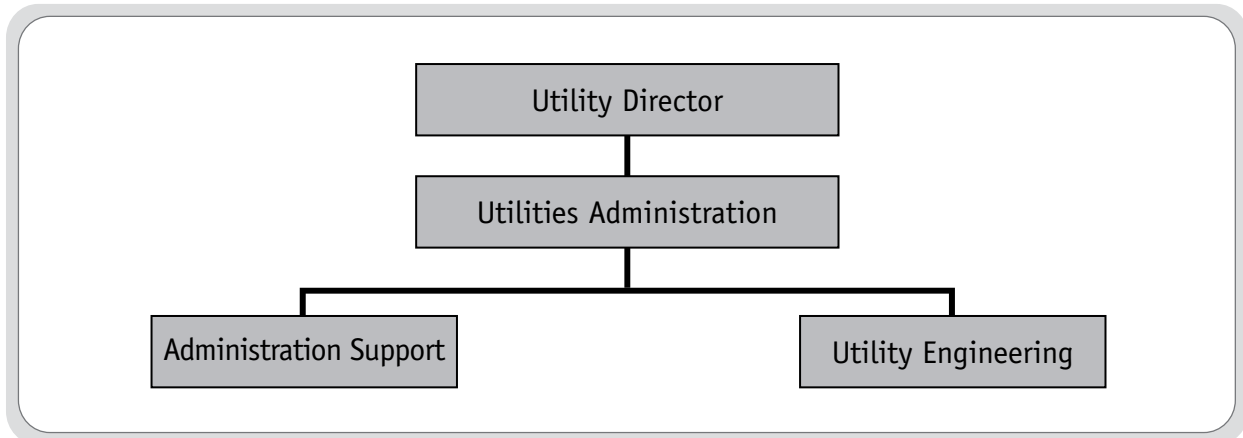
## Water / Wastewater Utility Fund Expenditures



## Utilities Administration Department

Utilities Administration oversees the City's raw water supply, Utility Engineering, Utility GIS and Mapping, Capital Improvements Program, Water Treatment Plant, Environmental Services (Industrial Waste Pretreatment, Recycling Services, and Analytical Laboratory), Water Line Maintenance, Water Systems Support, Wastewater Line Maintenance, Wastewater Systems Support, and Wastewater Treatment Plant.

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



### Departmental Program Summary:

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

### Programs:

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

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

### FY 2007-08 Highlights:

During FY 2007-08, we continued to implement several programs that will ensure future water supply and treatment, water distribution, fire protection capability,

wastewater collection and treatment for the City. We also equipped the Utilities Department work culture to handle the changing work environment within the City and in the utilities industry. The following are highlights:

- **Water**
  - Contracted with engineering firms to complete the design of the Brushy Creek Regional Water Supply System to supply Lake Travis water to Cedar Park, Round Rock and Leander by the summer of 2011.
  - We will complete the last segment of the treated water line to deliver Lake Travis water to the City of Round Rock by 2014.
  - Began the construction of the 2005 Raw Water Delivery System Improvements to deliver 52 million gallons per day (MGD) of Lake Georgetown and Lake Stillhouse water to our 48 MGD Water Treatment Plant (WTP) that is being re-rated to a 52 MGD WTP. The raw water pipeline and intake improvement are to be in service by the summer of 2009.
  - Completed the construction phase of the East water transmission line, Phase 3B-1, 16,900 linear feet of 36-inch and 30-inch water line from FM 1460, along CR 112, CR 117 and CR 122 to Kiphen Road.
  - Completed the construction of the East water transmission line, Phase 3B-2, 5,400 linear feet of 30-inch water line from Kiphen Road along CR 112 to SH 79.

#### FY 2007-08 Highlights: (cont.)

- Rehabilitated the Westinghouse Road water tank and wells. The wells will have new pumps and controls installed and the tank will have its foundation problem corrected and the tank will be painted and rehabilitated.
- Completed a city-wide Water Master Plan and proposed new impact fees.
- Completed construction of the Kensington Park water line, 3,700 linear feet of 16-inch water line, from the S 81 Elevated Tank through Kensington Park to Gattis School Road, in order to use more ground water from our Lake Creek wells.
- Completed pre-chlorinated pipe bursting of asbestos-cement water lines in Greenlawn Place, Windy Park, and Windy Terrace subdivisions.
- Completed the construction of the RM 1431 36-inch water line, 5,500 linear feet of line. This line will serve the Cedar Park/Round Rock interconnect and be the first leg in our distribution system to deliver water to Round Rock from the BCRUA water supply system.
- **Wastewater**
  - Completed the construction of the McNutt Wastewater Interceptor, 8,500 linear feet of 48-inch wastewater line.
  - Completed the rehabilitation of wastewater line and manholes in Basins BC22-Z, CC32-Z, and OC30-Z under the TCEQ mandated Edwards Aquifer Program.
  - Completed the Inflow & Infiltration Flow Monitoring Study of our wastewater system to better predict the actual storm water inflow rates in our wastewater system.
  - Completed a city-wide Wastewater Master Plan and implemented new impact fees.
  - Completed the Forest Creek Interceptor vs. Lift Station Upgrades Economic Study.
  - Completed the inspection of wastewater line and manholes in Basins LC18-Z, OC25-Z, BC23-Z, OC27-Z, OC29-Z, and LC19-Z under the TCEQ mandated Edwards Aquifer Program.

#### FY 2008-09

##### Overview and Significant Changes:

During FY 2008-09, we plan to:

- **Water**
  - Begin the construction phase of the Lake Travis Water Supply System to provide future long-term water supply demands and stay ahead of growth.
  - Rehabilitate and paint the 1431 Standpipe, SE elevated and SE ground tanks.
  - Start rehabilitation and/or upgrade to several Forest Creek area lift stations.
  - Complete the design and construction of the Old Settler's Park reclaimed water line and pump station.
  - Complete construction of the raw water delivery system improvements to enable the City to access all of the water available in the Lake Georgetown/Stillhouse water system.
  - Continue with the three-year project to improve the Geographic Information System (GIS) and Global Positioning System (GPS) as a service to the public. The system will give developers a more precise location of utilities, help the Fire Department with fire hydrant flow data and fire hydrant position during emergencies, and assist field crews with maintaining fire hydrants and locating manholes.
  - Complete the construction of the RM 1431-2 million gallon elevated water storage tank.
  - Complete the construction of High Service Pump number eleven (11) at the City's Water Treatment Plant, in order to have a firm capacity of 52 million gallons per day.
  - Continue to complete a city-wide Water Master Plan and implement new impact fees.
  - Continue to complete the Inflow & Infiltration Flow Monitoring Study of our wastewater system to better predict the actual storm water inflow rates in our wastewater system.
  - Complete a comprehensive set of City of Round Rock Standard Construction Details for water system improvements.
- **Wastewater**
  - Complete the rehabilitation of wastewater line and manholes in Basins LC09-Z, BC20-Z, and OC30-Z under the TCEQ mandated Edwards Aquifer Program.



**FY 2008-09****Overview and Significant Changes: (cont.)**

- Complete the inspection of wastewater line and manholes in Basins BC21-Z, OC24-Z, and LC35-Z under the TCEQ mandated Edwards Aquifer Program.

**New Programs for FY 2008-09:**

In an effort to provide adequate tools for staff the Utilities Administration Department is proposing the following new programs for FY 2008-09:

**Water Conservation Coordinator (FTE 1):** This position will lead the effort in establishing a city-wide conservation program, to include public education, and program implementation and analysis.

**Vehicle:** Because of the amount of field work that is required of the Utilities Administration employees, such as oversight of Capital Improvement Projects, collection of GIS data, and off-site meeting attendance, an additional vehicle is needed to provide adequate transportation to fulfill current job requirements.

**FY 2009-10 Overview and Beyond:**

In FY 2009-10, we expect to:

- Schedule rehabilitation and/or upgrades to several Forest Creek area lift stations.
- Continue with the three-year project to improve the Geographic Information System (GIS) and Global Positioning System (GPS) as a service to the public. The system will help developers with more precise location of utilities, the Fire Department with fire hydrant flow data and fire hydrant position during emergencies, and assist field crews with maintaining fire hydrants and locating manholes.
- Complete a comprehensive set of City of Round Rock Standard Construction Details for water system improvements.
- Complete the rehabilitation of wastewater line and manholes in Basins LC-18Z, OC25-Z, BC23-Z, OC27-Z, OC29-Z, OC26-Z, and LC19-Z under the TCEQ mandated Edwards Aquifer Program.



## Water/Wastewater Utility Fund Expenditures

### Utilities Administration

#### Departmental Goals:

- Ensure efficient utility services by providing a highly reliable and efficient water distribution system and wastewater collection system that meets all Environmental Protection Agency (EPA), Texas Commission of Environmental Quality (TCEQ) and the Safe Drinking Water Act (SDWA) regulations. (City Goal 5.4)
- Ensure all utility Capital Improvement Projects are adequately and efficiently coordinated, managed and inspected. (City Goal 2.1 and 5.4)
- Maintain 100% compliance with state and federal regulations. (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 5.4)
- Ensure an adequate future water supply. (City Goal 5.4)

<b>Objective:</b> Ensure that water availability is sufficient to cover water use.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Raw Water under Contract in acre feet	31,498	45,782	45,782	45,782
Actual Raw Water Use in acre feet	17,900	19,200	20,500	21,935

**Trend:** We are forecasting a 7% increase in raw water use between fiscal years.

- Develop and maintain a comprehensive, integrated in-house water distribution and wastewater collection system-mapping system, including GPS of fire hydrants, valves and manholes. (City Goal 2.5 and 5.4)

<b>Objective:</b> Use 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.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
% of wastewater system modeled (10" lines and larger)	95%	99%	99%	99%

<b>Objective:</b> Integrate wastewater collection system computer model into our GIS and SCADA systems.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Miles of wastewater line added to collection system	21	24	27	27
Miles of wastewater line connected directly to regional wastewater line	20	20	20	20

**Trend:** Currently there are 481 miles of wastewater line (including 26 miles of regional wastewater lines) and 7,369 manholes in the system.

- 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 5.4)

<b>Objective:</b> Develop, implement and maintain a valve location program for input into our in-house water distribution system model computer model for GIS Mapping and SCADA systems.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
% of water system modeled	98%	99%	99%	99%
Miles of water line added to distribution system	20	35	38	38

**Trend:** Currently there are 376 miles of water lines in the City's system.

**Summary of Key Measurement Indicators:**

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
<b>Demand</b>			
Number of Water Connections	29,208	30,960	30,617
Round Rock Service Population	90,100	93,700	97,500
Round Rock Utility Service Population	112,506	117,185	121,864
<b>Input</b>			
Operating Expenditures	<b>\$943,809</b>	<b>\$1,112,766</b>	<b>\$1,101,399</b>
Number Authorized FTEs	<b>10.00</b>	<b>10.00</b>	<b>9.00</b>
<b>Output</b>			
Dollars CIP Completed	\$12,000,000	\$28,500,000	\$24,000,000
<b>Efficiency</b>			
Expenditures as a % of Utility Fund	<b>3.76%</b>	<b>3.40%</b>	<b>3.09%</b>
Auth. Personnel as % of Utility Funded FTEs	<b>7.87%</b>	<b>7.66%</b>	<b>6.82%</b>

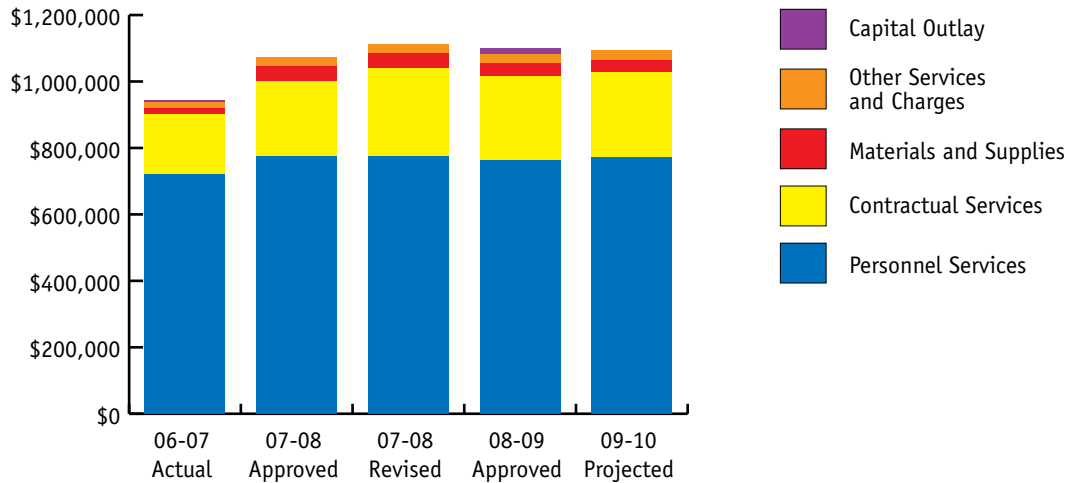
Authorized Personnel	Positions			Full Time Equivalents		
	2006- 2007 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Utility Director	1	1	1	1.00	1.00	1.00
Chief Utility Engineer	1	1	1	1.00	1.00	1.00
Utility CIP Specialist	1	1	1	1.00	1.00	1.00
Utility Systems Analyst	1	1	1	1.00	1.00	1.00
Water Conservation Coordinator	0	0	1	0.00	0.00	1.00
Utility Locaters	2	2	0	2.00	2.00	0.00
GIS Analyst	1	1	1	1.00	1.00	1.00
GIS Technician	1	1	1	1.00	1.00	1.00
Senior Utility Engineer	1	1	1	1.00	1.00	1.00
Administrative Technician III	1	1	1	1.00	1.00	1.00
Total	10	10	9	10.00	10.00	9.00

## Water/Wastewater Utility Fund Expenditures

### Utilities Administration

#### Utilities Administration

##### Expenditures by Category



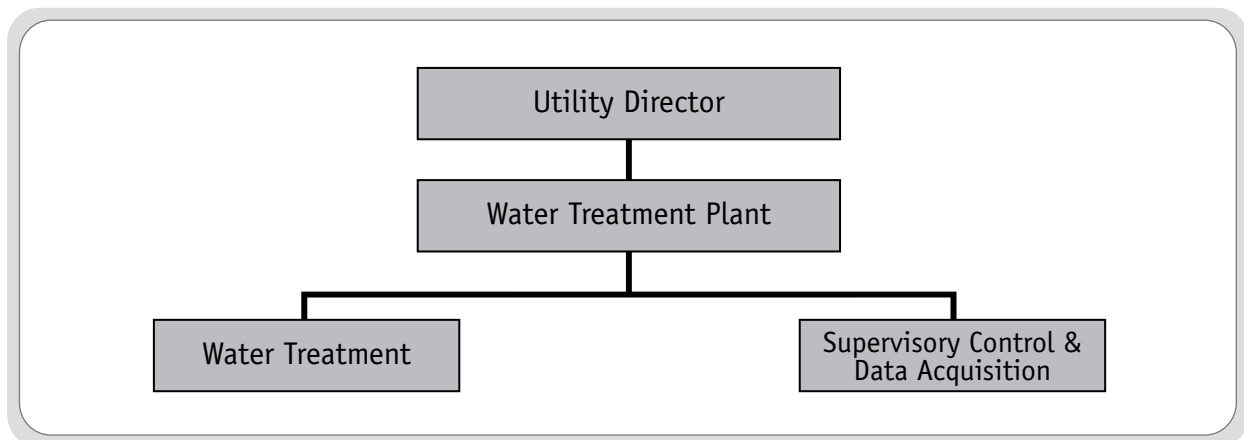
#### Summary of Expenditures:

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$721,775	\$775,034	\$775,034	<b>\$763,532</b>	\$773,058
Contractual Services	178,718	225,765	265,765	<b>252,915</b>	252,915
Materials and Supplies	20,489	44,317	44,317	<b>37,302</b>	38,736
Other Services and Charges	17,193	27,650	27,650	<b>27,650</b>	27,650
Capital Outlay	5,634	0	0	<b>20,000</b>	0
<b>Total Expenditures:</b>	<b>\$943,809</b>	<b>\$1,072,766</b>	<b>\$1,112,766</b>	<b>\$1,101,399</b>	<b>\$1,092,359</b>
Expenditures per Capita:	\$10.48	\$11.45	\$11.88	<b>\$11.30</b>	\$10.84

## Water Treatment Plant Department

The primary activity of the Water Treatment Plant Department is the treatment of surface and ground water sources to a level that meets or exceeds state and federal regulations. This is accomplished by utilizing sophisticated equipment, innovative treatment technologies and state certified waterworks operators. The Water Treatment Plant is also responsible for the operations 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:

**Water Treatment:** The water treatment program treats and distributes surface and ground water. The surface water treatment plant can treat 48 million gallons of water per day. The ground water treatment plant can treat up to 9 million gallons of water per day.

#### Supervisory Control and Data Acquisition (SCADA):

The SCADA program maintains and operates 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 devices that allow the operator to control and monitor equipment. This automation allows operations to be more efficient.

### FY 2007-08 Highlights:

In FY 2007-08, the Water Treatment Plant Department focused on improving security and optimizing treatment systems. The department implemented several programs intended to achieve those goals. Listed below, are the department highlights:

- The department worked with the City of Cedar Park, the City of Leander and Camp Dresser and McKee to finalize the design of the regional water treatment facility.
- The Texas Commission on Environmental Quality accepted the City's proposal to re-rate the surface water treatment facilities to 52 million gallons per day.
- Improvements to the security system such as swipe cards, surveillance cameras and an automated gate were added to the plant facility.

### *Water Treatment Plant*

#### **FY 2008-09**

##### **Overview and Significant Changes:**

Improving efficiencies, optimizing treatment and meeting new regulatory requirements continue to dominate the Water Treatment Department activities. In particular, the department is focusing on the following:

- Implementing the monitoring requirements for the Stage Two Disinfectant Byproduct Rule.
- Replacing a portion of the Supervisory Control and Data Acquisition (SCADA) computers. These computers are responsible for monitoring and operating the water system through automated controls.
- Implementing a more aggressive water conservation program.

##### **New Programs for FY 2008-09:**

The Water Treatment Plant Department is proposing no new programs for FY 2008-09.

#### **FY 2009-10**

##### **Overview and Beyond:**

In the upcoming years, the Water Treatment Department will concentrate on activities geared toward maintaining and optimizing existing facilities as well as planning to meet the future needs of the City and its customers. The Water Treatment Department will focus on the following activities in FY 2009-10:

- The department will propose implementation of a water conservation program that includes conservation rates and rebates.
- The water treatment plant will continue to monitor the progress of new regulations that may impact our treatment techniques. New rules regarding disinfectant byproducts, ground water treatment and source water quality will be at the forefront of our considerations.
- As portions of the surface water treatment facilities begin to age, the department will focus on preventive maintenance and routine equipment replacement/upgrade.

**Departmental Goals:**

- Monitor peak day consumption to ensure that planned treatment capacity expansions will meet future needs. (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)
- Provide surface and groundwater treatment in compliance with all rules and regulations. (City Goal 5.4)

<b>Objective:</b> Improve operational and production efficiency.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Treated water quality (NTU)	.11	.12	.13	.14
Number of treatment violations	0	0	0	0
Organic removal rate	95.6%	97.4%	97.5%	95.0%
Chemical feed rate (ml/min)	400	400	450	430
Electrical costs (\$/1,000 gallons)	0.0205	.0375	0.0303	.0316

**Trend:** The maximum limit for treated water quality, as set forth by the United States Environmental Protection Agency, is 0.3 NTU (Nephelometric Turbidity Units). We strive to achieve a reading of .15 or better.

**Trend:** In regards to the organic removal rate, we strive to achieve a removal rate of 95% or better.

**Trend:** The increase in electrical costs per 1,000 gallons treated is related to a steady increase in the electrical rate.

- Improve system automation and data management through innovation and technology. (City Goal 5.5)

<b>Objective:</b> Improve system efficiency.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Treated water costs (operating costs per thousand gallons)	\$5811	\$7729	\$9366	\$9831
Number of mechanical failures	5	5	5	5
Annual system downtime (hours)	168*	12	12	12

**Trend:** The cost to treat water continues to increase. This is related to a steady increase in raw water rates, electrical rate increases and a severe increase in the cost of treatment chemicals.

\* During July 2006, the water treatment plant lost a major treatment component. That portion of the plant was out of service for approximately one hundred and fifty hours while parts were secured and the repair was made.

# Water/Wastewater Utility Fund Expenditures

## Water Treatment Plant

### Summary of Key Measurement Indicators

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
<b>Demand</b>			
Number of Water Connections	29,380	29,935	30,653
Raw Surface Water Pumped (gallons)	4,536,770,000	5,782,779,100	5,990,169,900
Ground Water Pumped (gallons)	1,352,730,000	1,278,632,200	1,229,370,000
Round Rock Service Population	92,120	95,110	98,058
Raw Water Quality (TU)	4.7	5.6	5.6
<b>Input</b>			
Operating Expenditures	<b>\$5,732,168</b>	<b>\$7,159,455</b>	<b>\$9,063,267</b>
Number Authorized FTEs	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>
Raw Water Costs	\$2,639,793	\$3,098,000	\$3,146,000
Plant Electrical Costs	\$170,241	\$175,000	\$189,035
Chemical Costs	\$341,773	\$400,000	\$400,000
Maintenance Costs	\$53,701	\$58,000	\$70,500
<b>Output</b>			
Surface Water Treated (gallons)	4,662,052,000	5,860,927,000	6,106,272,400
Ground Water Treated (gallons)	1,352,730,000	1,278,632,200	1,229,370,000
Sludge Produced (loads)	120	156	156
<b>Efficiency</b>			
Treatment Cost per 1,000 Gallons:			
Chemical Cost per 1,000 (\$)	0.075333993	0.069170894	0.066776069
Electrical Cost per 1,000 (\$)	0.037524715	0.030262266	0.031557536
Production Efficiency:			
Treated H2O/Pumped H2O	102%	101%	102%
Authorized Personnel as % of Utility Fund	<b>13.67%</b>	<b>13.67%</b>	<b>12.88%</b>
Expenditures as a % of Utility Fund	<b>22.83%</b>	<b>21.87%</b>	<b>25.40%</b>
<b>Effectiveness</b>			
Number of TCEQ Violations	0	0	0

# Water/Wastewater Utility Fund Expenditures

## Water Treatment Plant

Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Senior Utility Services Manager	1	1	1	1.00	1.00	1.00
Water Plant Supervisor	1	1	1	1.00	1.00	1.00
SCADA Technician	1	1	1	1.00	1.00	1.00
Water Plant Operator II	4	4	4	4.00	4.00	4.00
Water Plant Operator I	5	5	5	5.00	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
Water Plant Maintenance Technician	1	1	1	1.00	1.00	1.00
Senior Water Plant Operator	1	1	1	1.00	1.00	1.00
Total	17	17	17	17.00	17.00	17.00

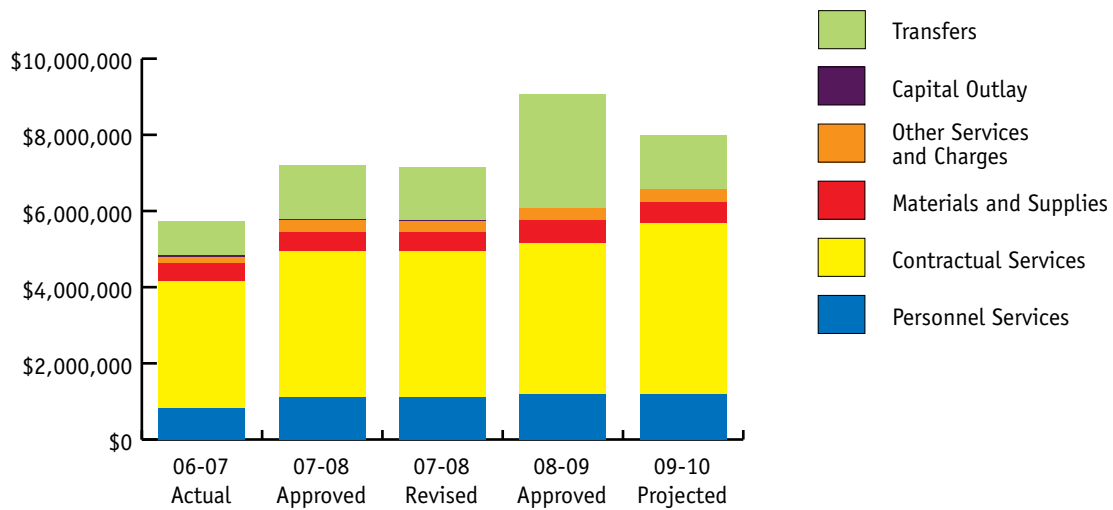


## Water/Wastewater Utility Fund Expenditures

### Water Treatment Plant

#### Water Treatment Plant Department

##### Expenditures by Category



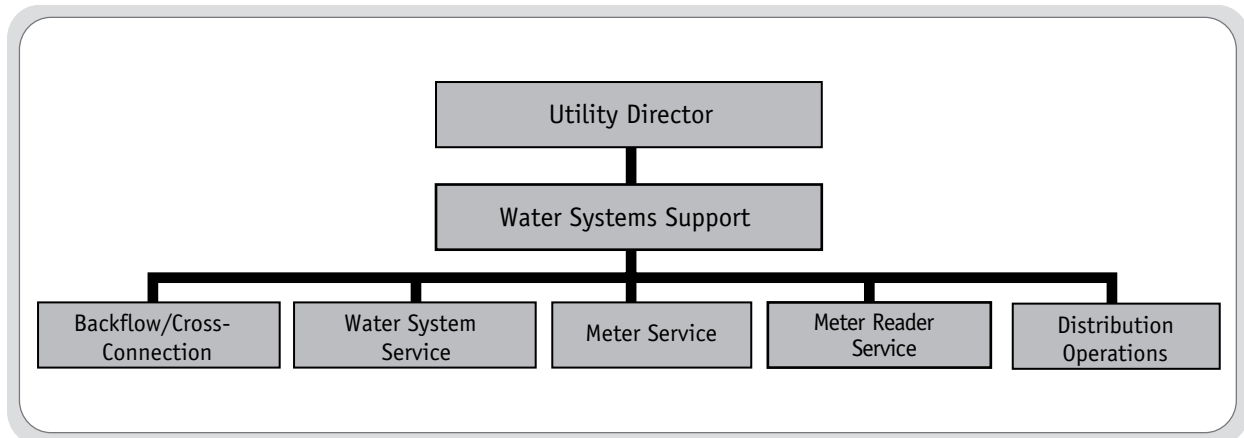
#### Summary of Expenditures:

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$834,826	\$1,124,894	\$1,124,894	<b>\$1,206,670</b>	\$1,206,954
Contractual Services	3,326,181	3,810,688	3,810,688	<b>3,952,443</b>	4,464,796
Materials and Supplies	452,233	523,453	523,453	<b>596,524</b>	571,678
Other Services and Charges	177,477	310,220	270,220	<b>318,470</b>	327,133
Capital Outlay	51,450	17,500	17,500	<b>5,000</b>	12,500
Transfers	890,000	1,412,700	1,412,700	<b>2,984,161</b>	1,412,700
<b>Total Expenditures:</b>	<b>\$5,732,168</b>	<b>\$7,199,455</b>	<b>\$7,159,455</b>	<b>\$9,063,267</b>	<b>\$7,995,760</b>
<b>Expenditures per Capita:</b>	<b>\$63.62</b>	<b>\$76.84</b>	<b>\$76.41</b>	<b>\$92.96</b>	<b>\$79.32</b>

## Water Systems Support Department

The Water Systems Support Department is responsible for the operation, maintenance, and repair of the City's water distribution system. Responsibilities are discharged through the utilization of multiple maintenance crews. Reporting lines of authority and accountability are shown below.

*Mission: Provide customers with safe, adequate, reliable, and high quality water services.*



### Departmental Program Summary:

The Water Systems Support Department consists of a single program with five components:

### Programs:

Water Systems Support consists of: a) Backflow/Cross-Connection; b) Water System Service; c) Meter Service; d) Meter Reader Service; and e) Distribution Operations. These components are under the direction of the Utility Support Superintendent, whose position is in Wastewater Systems Support.

**Backflow/Cross-Connection:** Personnel perform on-site inspections and update information on residential/commercial customers for required cross-connection device certification to keep the water safe for the public. This ensures safe and potable drinking water to the customers. It also maintains compliance with state regulations and the cross-connection policies defined by city ordinance.

**Water System Service:** Assures system reliability and safety through its Water System Equipment Maintenance program by performing routine inspections of 53 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 24 hours a day, 365 days per year.

**Meter Service:** Ensures water use accountability by testing, repairing and replacing commercial/residential meters. This process maximizes meter performance and accuracy. It allows personnel to oversee all of the new commercial and residential meter installations. The service also maintains all wholesale fire hydrant meter accounts.

**Meter Reader Service:** Personnel accurately and efficiently read approximately 30,000-commercial/residential water meters monthly. Meters are reread for inaccurate field readings and high/low consumption if flagged by the Utility Billing Department.

**Distribution Operations:** Personnel monitor and operate the water distribution system to ensure storage tank levels are adequate for disinfection and fire protection. Distribution pumps are operated to provide adequate water supply and pressure. The lift station and pumping stations are operated and monitored to ensure equipment is operating correctly to prevent failures that would cause a sewage spill.

#### **FY 2007-08 Highlights:**

The City's growth has called for increasing the raw water pumping capacity and delivering more water to its southeast sector. The City has also been delivering treated water to the City of Cedar Park to supplement their potable water supply.

- Lake Georgetown Raw Water Delivery Project Pump Delivery completed.
- Completion of 30-inch treated Water Transmission line including two new Pressure Reducing Valve sites.
- Delivery of treated water to the City of Cedar Park.

#### **FY 2008-09**

##### **Overview and Significant Changes:**

Water System Support continues to improve the pump capacity at the intake structure. The raw water delivery line will be increased in size to improve the delivery capacity to the Water Treatment Plant. The High Service Pumps will be increased to get water to Cedar Park and additional storage will be added to the Northwest Sector.

- Start of Lake Georgetown Raw Water Line Improvements.
- Construction of new High Service Pump #11.
- The start of construction on a new 1431 2 MGD Elevated Tank.

##### **New Programs for FY 2008-09:**

The Water Systems Support Department is proposing no new programs for FY 2008-09.

##### **FY 2009-10 Overview and Beyond:**

- Completion of the 1431 2 MGD Elevated Tank.
- Start of the construction of the Lake Travis Water Supply for future growth and demand.
- 1431 Standpipe, SE Elevated and SE Ground water tanks painting and rehabilitation.

**Departmental Goals:**

- Provide and retrieve accurate data from the distribution system to maintain a comprehensive and integrated in-house water system distribution computer model. (City Goal 5.5)
- Increase staff to keep up with the distribution system growth, and establish a water distribution Supervisory Control and Data Acquisition (SCADA) program to make this department as efficient and productive as possible. (City Goal 5.1)
- Maintain a reliable and efficient water distribution system, while meeting all Environmental Protection Agency (EPA), Texas Commission on Environmental Quality (TCEQ) and Safe Drinking Water Act regulations. (City Goal 5.4)
- Ensure citizens receive quality service and safe water in a timely manner by maintaining a highly competent staff through comprehensive continuing education, training, and certification programs. (City Goal 5.4)

<b>Objective:</b> Maintain an adequate and qualified work force and equipment to meet quality service delivery needs.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Retention rate of new hires	100%	100%	100%	100%
Distribution system growth %	5.3%	6.0%	7.0%	6.0%
Number of work orders	13,479	14,828	14,500	14,500
Average response time/average time to complete (Measure in hours)	.5	.5	.5	.5

**Trend:** The construction of the Lake Project will be done in FY 2008 and there is not any significant growth until the project with Cedar Park and Leander begins in 2009.

- Ensure the efficient distribution, accountability and reliability of our water resources. (City Goal 5.5)

<b>Objective:</b> 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.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
% of water accounted for	90.0%	89.0%	92.0%	92.0%
% of City's total electric bill (utility usage)	53.6%	51.0%	53.5%	53.5%

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

- Maintain a highly competent and reliable staff through comprehensive continuing education, training, and certification program. (City Goal 5.2)

<b>Objective:</b> Maintain an adequate and qualified work force to meet quality service delivery needs.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Total Number of Utility Support staff	19	20	21	21
% of staff holding required licenses	95.0%	100%	100%	100%
% of staff holding multiple licenses	60.0%	52%	60%	60%

# Water/Wastewater Utility Fund Expenditures

## Water Systems Support

### Summary of Key Measurement Indicators

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
<b>Demand</b>			
Pumping Sites	14	14	15
Pumps	50	50	50
Pressure Reducing Control valves	54	60	63
Ground Storage Tanks (includes Clearwells)	8	8	8
Stand Pipes	3	3	3
Elevated Tanks	7	7	8
Active Meters	29,380	29,935	30,653
Buildings Maintained	13	14	14
Telemetry Sites	23	24	25
<b>Input</b>			
Operating Expenditures	<b>\$2,621,980</b>	<b>\$3,307,489</b>	<b>\$3,452,869</b>
Authorized FTEs	<b>20.00</b>	<b>21.00</b>	<b>21.00</b>
Meter Read % increase	4.2%	5.0%	5.0%
Equipment Maintenance % increase	5.8%	5.0%	5.0%
<b>Output</b>			
Surface Water-Pumped (gallons)	5,811,014,000	5,985,343,000	6,123,795,000
Ground Water-Pumped (gallons)	1,916,250,000	1,916,250,000	1,913,000,000
Meters Installed	1,062	1,400	1,400
Meters Rebuilt	70	50	50
Meter Change-Outs	1,584	1,500	1,500
Yearly total of meter reads	352,346	375,400	383,500
Emergency Call-Outs	30	50	50
<b>Efficiency</b>			
% meter rereads (From Utility Billing)	11.90%	10.00%	10.00%
Authorized Personnel as % of Utility Fund	<b>15.63%</b>	<b>16.06%</b>	<b>15.91%</b>
Expenditures as a % of Utility Fund	<b>10.44%</b>	<b>10.11%</b>	<b>9.67%</b>
<b>Effectiveness</b>			
% Emergency Response Within 1 Hour	100%	100%	100%
WSS Water Unit Maintenance & Pumping Cost (per 1,000 gallons)	\$0.34	\$0.42	\$0.43

# Water/Wastewater Utility Fund Expenditures

## Water Systems Support

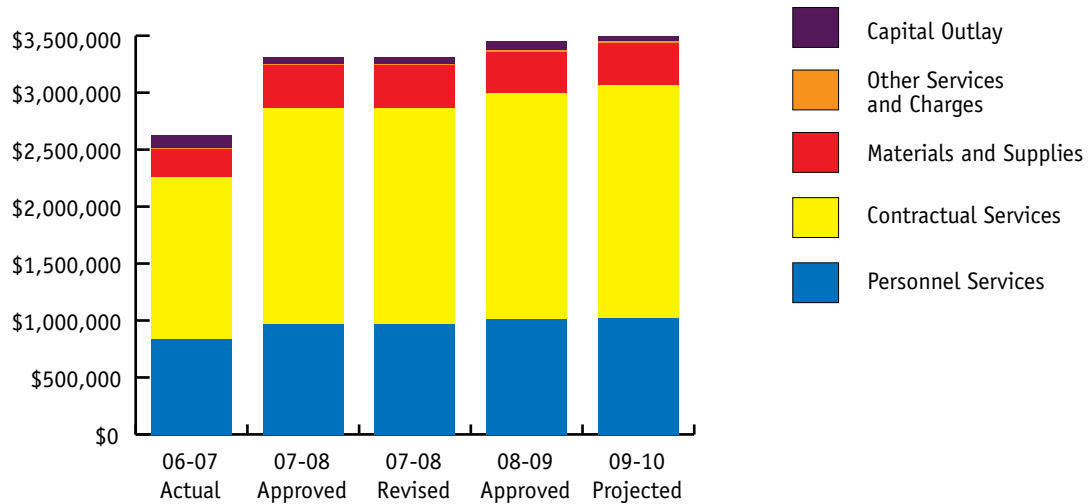
Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Administrative Technician III	1	1	1	1.00	1.00	1.00
Meter Reader I/II	4	4	4	4.00	4.00	4.00
Meter Reader III	1	1	1	1.00	1.00	1.00
Meter Reader Supervisor	1	1	1	1.00	1.00	1.00
Meter Service Technician I/II	3	4	4	3.00	4.00	4.00
Meter Service Technician III	1	1	1	1.00	1.00	1.00
Meter Shop Supervisor	1	1	1	1.00	1.00	1.00
W/WW System Mechanic I/II	4	4	4	4.00	4.00	4.00
W/WW System Mechanic III	2	2	2	2.00	2.00	2.00
Water Distribution Operator I/II	1	1	1	1.00	1.00	1.00
Water Distribution Operator III	1	1	1	1.00	1.00	1.00
Total	20	21	21	20.00	21.00	21.00

## Water/Wastewater Utility Fund Expenditures

### Water Systems Support

#### Water Systems Support

##### Expenditures by Category



#### Summary of Expenditures:

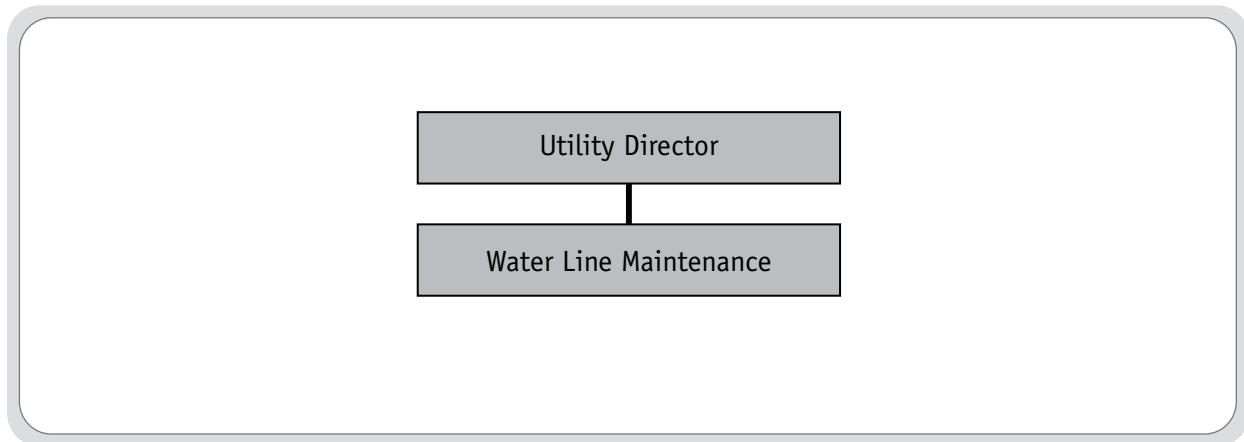
	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$838,002	\$966,500	\$966,500	<b>\$1,010,594</b>	\$1,020,493
Contractual Services	1,413,881	1,901,661	1,901,661	<b>1,988,019</b>	2,043,436
Materials and Supplies	249,095	370,728	370,728	<b>358,752</b>	375,021
Other Services and Charges	11,048	11,700	11,700	<b>13,000</b>	13,000
Capital Outlay	109,955	56,900	56,900	<b>82,504</b>	40,000
<b>Total Expenditures:</b>	<b>\$2,621,980</b>	<b>\$3,307,489</b>	<b>\$3,307,489</b>	<b>\$3,452,869</b>	<b>\$3,491,949</b>
<b>Expenditures per Capita:</b>	<b>\$29.10</b>	<b>\$35.30</b>	<b>\$35.30</b>	<b>\$35.41</b>	<b>\$34.64</b>

## Water Line Maintenance Department

The Water Line Maintenance Department (WLM) maintains approximately 503 miles of water lines and 6,717 valves and 3,915 fire hydrants in the City's Water Distribution system. Water Line Maintenance uses multiple three-man maintenance crews and a three-man night crew under the direction of a Water Line Maintenance Supervisor, who

reports to the Utility 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:

#### Program:

**Water Line Maintenance:** This program operates 24 hours a day, 365 days a year. Water Line Maintenance crews repair water line breaks and repair service leaks, including flushing dead-end water mains in accordance with Texas Commission on Environmental Quality (TCEQ). Crews also perform preventative maintenance on all valves and fire hydrants and existing water utility locations in accordance with State law, Texas Line Locate Bill and "One Call." Water Line Maintenance has one evening shift crew. This crew takes after hour calls and saves the City on overtime.

### FY 2007-08 Highlights:

This last year brought many new challenges for the WLM

department. This year we were able to assist the Round Rock Fire Department with lowering the International Organization for Standardization (ISO) rating from a Class 4 to a Class 2, which saves the citizens of Round Rock 8% to 12% on their insurance rates. Other significant achievements were:

- Water Line Maintenance Department was able to obtain a full time Valve Maintenance Coordinator. The Coordinator has been able to make significant changes to our Valve Maintenance Program.
- Water Line Maintenance was tasked with researching all City of Round Rock water shut downs for the Construction Inspectors and preplan the water shut downs with the Construction Inspectors.
- Water Line Maintenance also was tasked to follow a work flow model that was generated by the Geographical Information System (GIS) department. Our role in the work flow model is to attend all "Final Walk-Throughs" and locate every valve and fire hydrant into the Global Positioning System (GPS) during the "Final Walk-Through."



#### **FY 2008-09**

##### **Overview and Significant Changes:**

Water Line Maintenance is in the process of improving our maintenance programs. One of the improvements is to acquire the Valve Exerciser Machine that was budgeted for FY 2007-08. Our goal is to operate 52% of the valves of the Water Distribution system from the current 3%. Some more examples of improvements would be:

- Continue to provide assistance to the GIS department with the three-year long project dealing with GPS and red-lining maps.
- Provide safety training to all employees.
- Improve customer service through the training provided by the City of Round Rock Customer Service Academy.

##### **New Programs for FY 2008-09:**

Water Line Maintenance is proposing no new programs for FY 2008-09.

##### **FY 2009-10 Overview and Beyond:**

Water Line Maintenance will be requesting one additional Utility Repair Crew to assist with the Fire Hydrant Maintenance Program. Currently we have 3,915 fire hydrants, and we are only able to maintain 600 a year, with two three-person crews. With this additional crew we will be able to increase the number of fire hydrants maintained from 600 to 900. In the future we will:

- Continue setting up training for all Water Line Maintenance employees. Examples are Backhoe training, Trench Safety, Texas Engineering Extension Service (TEEX) and Texas Water Works Association (TWWA) training.
- Ensure every employee is TCEQ licensed.
- Improve our valve and hydrant programs.
- Add additional GPS training.

**Departmental Goals:**

- Maintain a comprehensive, integrated in-house water distribution system-modeling program, including system inventory, mapping, and management to ensure an efficient and adequate system. (City Goal 5.1 and 5.4)
- Ensure citizens receive quality service in a timely manner. (City Goal 5.2)

<b>Objective:</b> Maintain an adequate and experienced work force and adequate equipment to meet quality service delivery needs.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
% of responses under 30 minutes	100%	100%	100%	100%
% of personnel certified	90%	100%	90%	90%

- Maintain a highly reliable and efficient water distribution system by complying with all state and federal requirements. (City Goal 5.4)

<b>Objective:</b> Integrate water distribution system computer model with our GIS and Supervisory Control And Data Acquisition (SCADA) systems.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Compliance with state & federal regulations	100%	100%	100%	100%

- Maintain a highly competent staff through comprehensive continuing education, training and certification program upgrades. (City Goal 5.1)

<b>Objective:</b> Perform an annual evaluation of staff's compliance with applicable EPA and TCEQ rules.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Total number of staff	32	31	31	32
% of staff holding required license(s)	90%	100%	90%	95%
% of staff holding multiple licenses	75%	90%	90%	90%

## Water/Wastewater Utility Fund Expenditures

### Water Line Maintenance

#### Summary of Key Measurement Indicators

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
<b>Demand</b>			
Number of Customers/Connections	29,380	29,925	30,657
Number Miles of Water Lines	481	487	503
<b>Input</b>			
Number of Crews: 8; 3-man crews, 1; 2-man crews, 1; 1-man crew	10	10	10
Operating Expenditures	<b>\$1,938,486</b>	<b>\$2,181,238</b>	<b>\$2,426,664</b>
Authorized FTEs	<b>31.00</b>	<b>31.00</b>	<b>32.00</b>
<b>Output</b>			
Work Orders – Water	4,000	4,000	4,226
<b>Efficiency</b>			
Expenditures per Work Order - Water	\$484.62	\$545.31	\$574.22
Water Line Maint Unit cost per 1,000 gallons	\$0.25	\$0.33	\$0.30
Work order per mile – Water	8.32	8.21	8.40
Authorized Personnel as % of Utility Fund	<b>24.41%</b>	<b>23.75%</b>	<b>24.24%</b>
Expenditures as a % of Utility Fund	<b>7.72%</b>	<b>6.66%</b>	<b>6.80%</b>
<b>Effectiveness</b>			
% Emergency Response Within 30 Minutes	100%	100%	100%
Annual work orders by crew	400	400	423
Average work order per crew per day	1.6	1.6	1.7
Customer Satisfaction (Rating of Good/Excellent)	98%	80%	90%

# Water/Wastewater Utility Fund Expenditures

## Water Line Maintenance

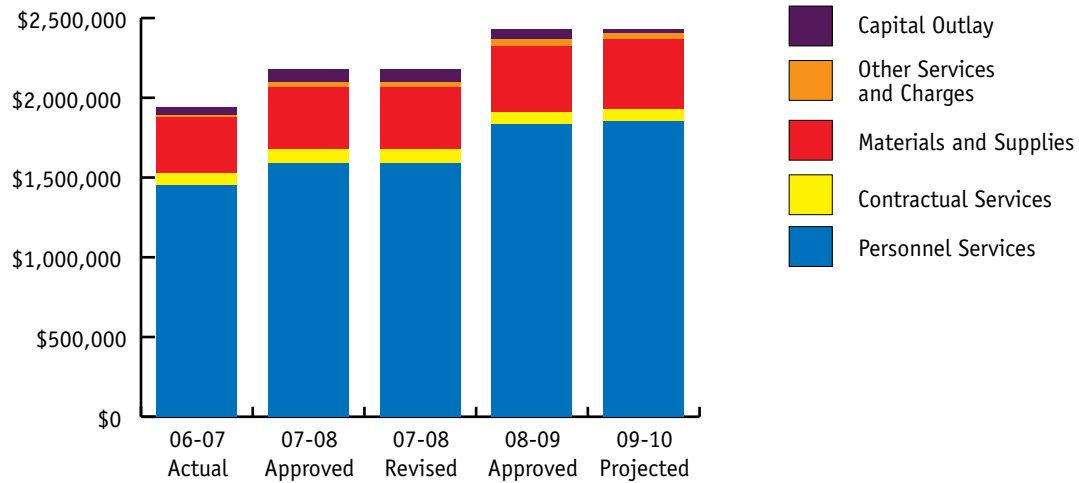
Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Utility Operations Manager	1	1	1	1.00	1.00	1.00
Utility Crew Leader	9	9	9	9.00	9.00	9.00
Utility Line Locator	0	0	1	0.00	0.00	1.00
Utility Worker III	8	8	8	8.00	8.00	8.00
Utility Worker I-II	10	10	10	10.00	10.00	10.00
Flushing Technician	1	1	1	1.00	1.00	1.00
Utility Supervisor	2	2	2	2.00	2.00	2.00
<b>Total</b>	<b>31</b>	<b>31</b>	<b>32</b>	<b>31.00</b>	<b>31.00</b>	<b>32.00</b>

## Water/Wastewater Utility Fund Expenditures

### Water Line Maintenance

#### Water Line Maintenance

##### Expenditures by Category



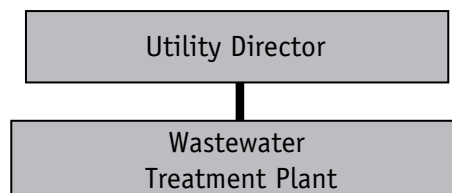
#### Summary of Expenditures:

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$1,453,304	\$1,590,846	\$1,590,846	<b>\$1,833,490</b>	\$1,853,747
Contractual Services	73,544	83,956	83,956	<b>73,495</b>	74,838
Materials and Supplies	349,000	392,770	392,770	<b>418,991</b>	438,461
Other Services and Charges	17,262	29,666	29,666	<b>37,875</b>	37,875
Capital Outlay	45,377	84,000	84,000	<b>62,813</b>	22,403
<b>Total Expenditures:</b>	<b>\$1,938,486</b>	<b>\$2,181,238</b>	<b>\$2,181,238</b>	<b>\$2,426,664</b>	<b>\$2,427,324</b>
Expenditures per Capita:	\$21.51	\$23.28	\$23.28	<b>\$24.89</b>	\$24.08

### Wastewater Treatment Plant Department

The primary activity of the Wastewater Treatment Plant Department is the treatment of residential, commercial and industrial wastewater to a level that meets or exceeds state and federal regulations. This is accomplished by using 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:

#### Program:

**Wastewater Treatment Plant:** The Wastewater Treatment Plant's major function is to treat 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, which owns, operates, and controls the Wastewater Treatment Plant.

It should be noted that this operation has been conveyed to the Lower Colorado River Authority.

#### New Programs for FY 2008-09:

The Wastewater Treatment Plant is proposing no new programs for FY 2008-09.

## Water/Wastewater Utility Fund Expenditures

### Wastewater Treatment Plant

#### Summary of Key Measurement Indicators

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
<b>Demand</b>			
Total Amount of Wastewater Treated (In Millions of Gallons/Day)	3,637,240,000	3,928,219,200	4,317,220,000
Raw BOD (Biochemical Oxygen Demand)	250	250	250
Raw TSS (total suspended solids)	250	250	250
Raw Ammonia	12	12	12
<b>Input</b>			
Department Expenditures/Contractual Costs*	\$7,052,775	\$9,835,262	\$10,027,724
Department FTEs	0.00	0.00	0.00
<b>Output</b>			
Effluent BOD	2	2	2
Effluent TSS	2	2	2
Effluent Ammonia	1	1	1
<b>Efficiency</b>			
Removal Efficiency			
BOD	99%	99%	99%
TSS	99%	99%	99%
Ammonia	92%	92%	92%
Expenditures as a % of Utility Fund	28.09%	30.05%	28.10%
<b>Effectiveness</b>			
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

# Water/Wastewater Utility Fund Expenditures

## Wastewater Treatment Plant

Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Total	0	0	0	0.00	0.00	0.00

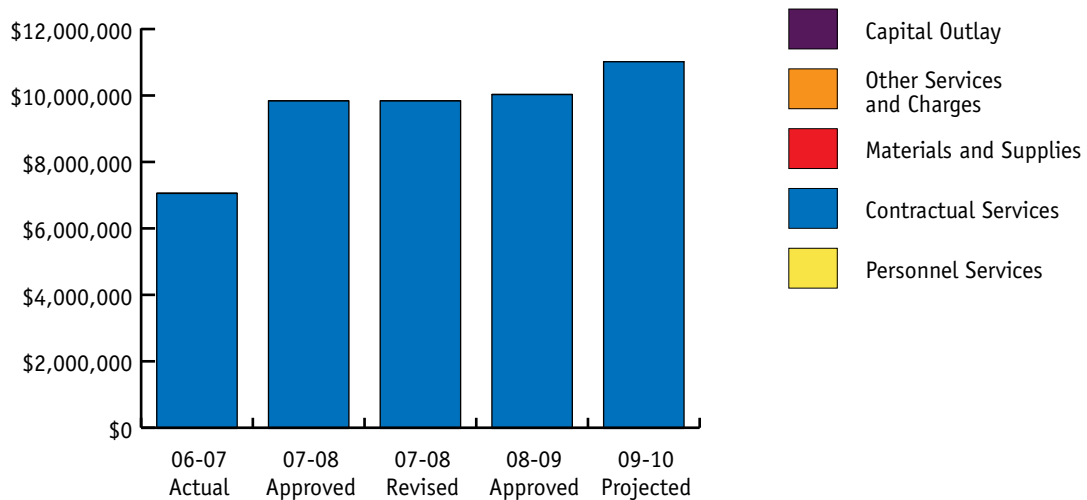


## Water/Wastewater Utility Fund Expenditures

### Wastewater Treatment Plant

#### Wastewater Treatment Plant

##### Expenditures by Category



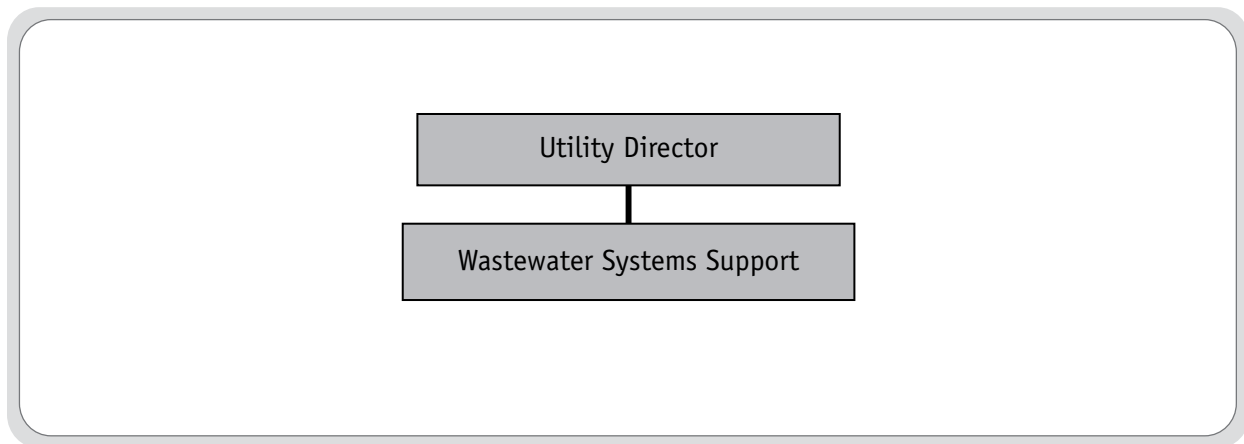
#### Summary of Expenditures:

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$0	\$0	\$0	\$0	\$0
Contractual Services	7,052,775	9,835,262	9,835,262	10,027,724	11,016,496
Materials and Supplies	0	0	0	0	0
Other Services and Charges	0	0	0	0	0
Capital Outlay	0	0	0	0	0
<b>Total Expenditures:</b>	<b>\$7,052,775</b>	<b>\$9,835,262</b>	<b>\$9,835,262</b>	<b>\$10,027,724</b>	<b>\$11,016,496</b>
<b>Expenditures per Capita:</b>	<b>\$78.28</b>	<b>\$104.97</b>	<b>\$104.97</b>	<b>\$102.85</b>	<b>\$109.29</b>

## Wastewater Systems Support Department

The Wastewater Systems Support Department is responsible for the operation, maintenance and repair of the City's Wastewater Collection System Lift Stations. 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:

#### Program:

**Wastewater Systems Support:** This department maintains the mechanical and electrical equipment on the City's 11 lift stations and is under the direction of the Utility Support Superintendent. 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. Wastewater Systems Support maintains an emergency response team that is on call 24 hours a day, 365 days per year.

### FY 2007-08 Highlights:

The City's growth has placed more and more demands on the wastewater system.

- Completion of the McNutt Lift Station that receives water from the McNutt Interceptor and pumps it to the BRA Wastewater Plant.
- Completion of the Forest Creek Lift Station Study.

### FY 2008-09

#### Overview and Significant Changes:

- Possible upgrade of Forest Creek Lift Stations.

#### New Programs for FY 2008-09:

Wastewater Systems Support is proposing no new programs for FY 2008-09.

### FY 2009-10 Overview and Beyond:

- Lift Station rehab or upgrades in the Forest Creek Area.
- Completion of city-wide Wastewater Master Plan.

## Water/Wastewater Utility Fund Expenditures

### Wastewater Systems Support

#### 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)
- Fully and efficiently use the regional wastewater system to enhance the reliability of our wastewater collection system. (City Goal 5.4)
- 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)

<b>Objective:</b> Coordinate our GIS with our SCADA system to locate and track collection and pumping.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
% of system modeled	80%	95%	98%	100%

<b>Objective:</b> Maintain lift stations to ensure 100% operational capability and coordinate collection and pumping with the regional collection system.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Number of lift stations taken off-line	0	0	0	0
Miles of wastewater line connected directly to lift stations	8.0	8.5	8.5	8.5

- Maintain a highly competent staff through a comprehensive continuing education, training and certification program. (City Goal 5.2)

<b>Objective:</b> Maintain an adequate and experienced work force to meet quality service delivery needs. Perform annual evaluations of staff's compliance with applicable EPA and TCEQ rules.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Number of Staff	4	4	4	4
% of staff holding required license(s)	100%	100%	100%	100%
% of staff holding multiple licenses	100%	100%	100%	100%

- Show continual improvement and implementation of our wastewater systems lift stations and wastewater SCADA system. (City Goal 5.5)

<b>Objective:</b> Establish a wastewater SCADA system to monitor lift stations. Maintain equipment to ensure public safety.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Number of lift stations	11	11	12	12

## Summary of Key Measurement Indicators

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
<b>Demand</b>			
Wastewater Lift Stations	11	12	12
Pumps	22	24	24
Telemetry System (Sites)	11	12	12
<b>Input</b>			
Operating Expenditures	\$1,181,763	\$1,693,995	\$1,733,602
Number Authorized FTEs	4.00	4.00	4.00
Wastewater Collected	3,637,240,000	3,928,219,200	4,317,220,000
<b>Output</b>			
Maintenance on Wastewater Lift Stations	11	12	12
Number of Emergency Call Outs (resident/city/etc.)	16	25	25
<b>Efficiency</b>			
Expenditures as a % of Utility Fund	4.71%	5.18%	4.86%
Authorized Personnel as a % of Utility Fund FTEs	3.13%	3.07%	3.03%
Yearly Cost per Site Maintained (exclusive of WW Construction Funds)	\$38,310	\$40,705	\$41,000
<b>Effectiveness</b>			
% of Emergency Calls Responded to within 1 Hour	100%	100%	100%
WWSS Unit Cost per 1,000 gallons	\$0.25	\$0.31	\$0.39

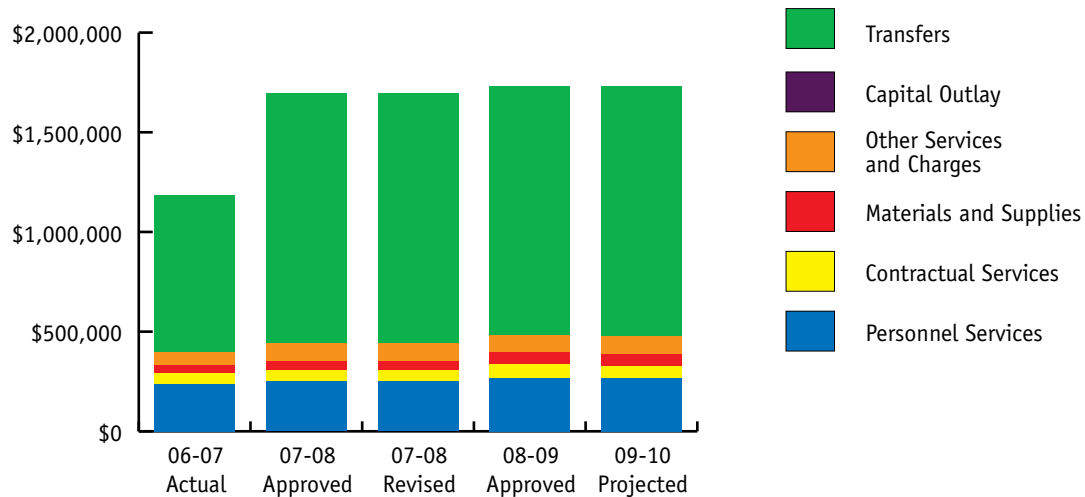
## Water/Wastewater Utility Fund Expenditures

### Wastewater Systems Support

Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Utility Support Superintendent	1	1	1	1.00	1.00	1.00
System Mechanic IV	1	1	1	1.00	1.00	1.00
System Mechanic II	1	1	1	1.00	1.00	1.00
System Mechanic Supervisor	1	1	1	1.00	1.00	1.00
Total	4	4	4	4.00	4.00	4.00

## Wastewater Systems Support

## Expenditures by Category



## Summary of Expenditures:

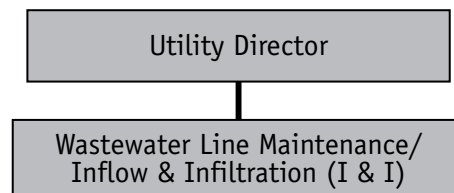
	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$238,344	\$250,691	\$250,691	<b>\$267,329</b>	\$267,822
Contractual Services	53,492	54,804	54,804	<b>70,196</b>	59,694
Materials and Supplies	37,852	47,500	47,500	<b>56,327</b>	58,129
Other Services and Charges	68,076	89,000	89,000	<b>87,750</b>	91,688
Capital Outlay	0	0	0	<b>0</b>	0
Transfers	784,000	1,252,000	1,252,000	<b>1,252,000</b>	1,252,000
<b>Total Expenditures:</b>	<b>\$1,181,763</b>	<b>\$1,693,995</b>	<b>\$1,693,995</b>	<b>\$1,733,602</b>	<b>\$1,729,332</b>
<b>Expenditures per Capita:</b>	<b>\$13.12</b>	<b>\$18.08</b>	<b>\$18.08</b>	<b>\$17.78</b>	<b>\$17.16</b>



## Wastewater Line Maintenance Department

The Wastewater Line Maintenance (WWLM) Department is responsible for the maintenance and repair of the City's Wastewater Collection System. Wastewater Line Maintenance uses multiple three-man Maintenance Crews under the direction of the Wastewater Line Maintenance Supervisor reporting 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:

#### Program:

**Wastewater Line Maintenance:** Wastewater Line Maintenance (WLM) and Inflow & Infiltration (I&I) are one department but are considered two separate cost centers with the same goals. Wastewater Line Maintenance Crews repair line breaks and remedy service problems. This program operates on a 24/7 basis with on-call personnel after hours, weekends, and holidays. Under the current inspection, correction and documentation requirements of the Texas Commission on Environmental Quality (TCEQ) Edwards Aquifer Rules (Chapter 213), the Wastewater Line Maintenance identifies and corrects inflow and infiltration into the City's wastewater collection system during rainy periods. This requires testing and certification of all Wastewater facilities every seven years. Wastewater Line Maintenance (WWLM) also performs preventative maintenance and locates existing water and wastewater utility lines as needed in accordance to the Texas Line Locate Bill One Call.

### FY 2007-08 Highlights:

The Department has been working on improving service, and meeting mandated rules.

- Successfully completed the schedule line cleaning, manhole inspections and video inspection program mandated by TCEQ. These basins (LC09, BC20, LC17) consist of 101,966 linear feet of wastewater lines and 332 manholes.
- WWLM has successfully completed this year's in-house rehabilitation of wastewater lines program. The program saved \$186,650 by eliminating the need to contract this operation outside of the City. These savings can be used to pay for repairs needed in the Non-Edwards basins. Repairs will help reduce the number of collection lines needing repairs.
- The wastewater department continues to train its staff in order to meet all requirements set by TCEQ as well as their development needs. The department has also invested in training that will help employees be more productive and handle many issues. Some of the training provided are backhoe, forklift, Trench Safety, Confined Space, Competent Person and Conflict Resolution. We have encouraged our employees to go beyond their minimum licensing requirements.



#### **FY 2008-09**

##### **Overview and Significant Changes:**

The City continues to work on reducing the amount of inflow & infiltration (I&I) in the collection system. The department also continues to repair and/or replace old lines by:

- Reducing the number of line segments on our line cleaning program. We have a list of wastewater lines not affected by the Edwards Aquifer Rules that need rehabilitation. Line segments have been repaired or replaced and removed from the list as funds become available.
- With the purchase of the new portable unit, the department can survey areas that were inaccessible for our current camera vans, such as creeks, drainage channels and backyard easements. The portable inspections unit will improve video quality and be less intrusive to the customer.
- With the replacement of the combination truck, the department can increase the number of lift stations and collection lines cleaned per month. The new system also has additional storage capacity and a higher debris removal rate. The older combination truck is running at approximately 50% capacity due to maintenance issues, reducing the amount of work that could be done on a daily basis.

##### **New Programs for FY 2008-09:**

The Wastewater Line Maintenance Department is proposing no new programs in FY 2008-09.

##### **FY 2009-10 Overview and Beyond:**

The City will continue to upgrade our modeling system by:

- Continuing to dedicate one person to help with GPS/GIS three year mapping project. This person will also help map manholes and end-of-line clean outs in order to improve the GPS of the City.
- Continuing to install and monitor the wastewater meters in selected locations throughout the City to help identify I&I in the collection system.
- The department has completed the first seven-year schedule without any delays. The department is currently waiting for the approval from TCEQ for the proposed schedule to begin the next cycle.

**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 use the regional wastewater system to enhance the reliability of our wastewater collection system. (City Goal 5.4)

<b>Objective:</b> Acquire and maintain adequate equipment and supplies to meet quality service delivery needs.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Number of work orders	3,548	3,902	4,293	4,320
Average response time /average time to complete	30 mins/ 12 hours	30 mins/ 12 hours	30 mins/ 12 hours	30 mins/ 12 hours

- Maintain a highly competent and reliable staff through a comprehensive continuing education, training and certification program. (City Goal 5.1)

<b>Objective:</b> Maintain an adequate and experienced work force to meet quality service delivery needs. Perform an annual evaluation of staff's compliance with applicable EPA and TCEQ rules.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Total number of staff	26	26	27	27
% of staff holding required license(s)	92%	100%	100%	95%
% of staff holding multiple licenses	69%	85%	90%	90%

- 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)

<b>Objective:</b> 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. Implement RJN Group, Inc.'s recommendations for I&I reduction through line and manhole repair, replacement, and rehabilitation.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Miles of WWL videotaped as % of system	7%	9%	9%	8%
Miles of WWL added to system as % of increase to system	7%	7%	5%	3%
Miles of WWL repaired or replaced as % of miles to system	4%	4%	4%	4%
Number of manholes rehab as % of system	5%	4%	5%	3%

**Trend:** Rehabilitation of part of the system (Edwards Aquifer Recharge Zone) is now on a seven-year program per state mandate. Percentages have dropped significantly in most measures as a result of compliance mandates and revision of estimates. Basins are different in size and linear feet.

## Water/Wastewater Utility Fund Expenditures

### Wastewater Line Maintenance

#### Summary of Key Measurement Indicators

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
<b>Demand</b>			
Miles of Sewer Mains	376	392	400
<b>Input</b>			
Operating Expenditures	\$1,581,287	\$2,036,553	\$1,848,607
Authorized FTEs	26.00	27.00	28.00
Wastewater Collected	3,637,240,000	3,928,219,200	4,317,220,000
<b>Output</b>			
Feet of Line Investigated – TV	152,515	161,291	156,934
Mainline	119,502	141,291	117,415
Laterals	33,013	20,000	39,519
Manholes Inspected	111	242	457
<b>Efficiency</b>			
Per capita sewer calls	0.00502	0.00444	0.00739
Total wastewater service calls	444	400	692
Authorized Personnel as % of Utility Fund	20.31%	20.69%	21.21%
Wastewater Line Maint unit cost (per 1,000 gallons)	36.63%	32.47%	29.07%
Expenditures as a % of Utility Fund	6.30%	6.22%	5.18%
<b>Effectiveness</b>			
Located Number Gallons per Minute I&I **	750	750	813
Repaired Number of Gallons per Minute I&I	685	850	583
Manholes Repaired	250	75	165
Line Stoppages Corrected	250	250	388
% Customer Satisfaction Rating (Good to Excellent)	95%	95%	95%

\*\* Estimated from flow data provided by Brazos River Authority.

# Water/Wastewater Utility Fund Expenditures

## Wastewater Line Maintenance

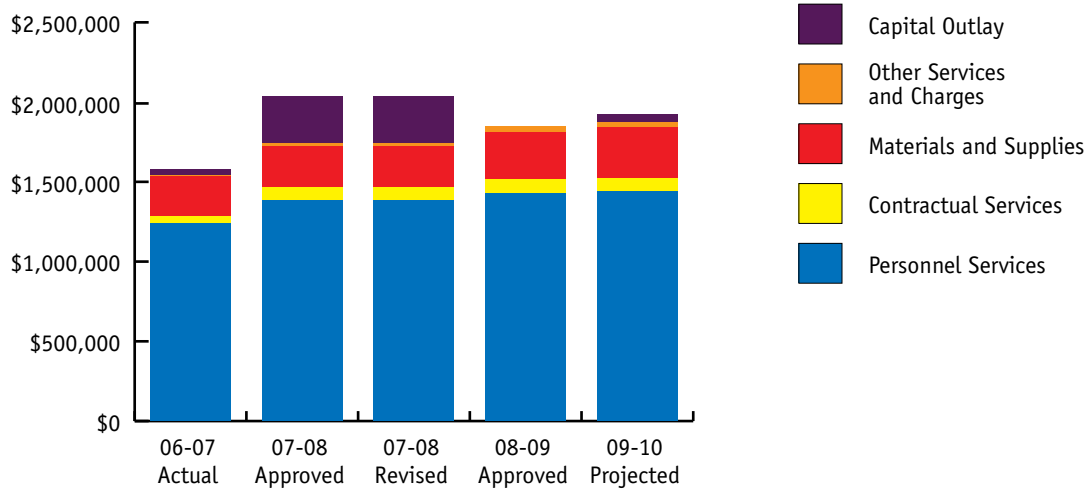
Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Administrative Technician I/III	1	2	2	1.00	2.00	2.00
I&I Coordinator	1	1	1	1.00	1.00	1.00
Utility Crew Leader	4	4	4	4.00	4.00	4.00
I&I Utility Crew Leader	4	4	4	4.00	4.00	4.00
Utility Supervisor	1	1	1	1.00	1.00	1.00
Utility Worker I&I Ops Tech	1	1	1	1.00	1.00	1.00
Utility Worker I/II/III	14	14	15	14.00	14.00	15.00
Total	26	27	28	26.00	27.00	28.00

## Water/Wastewater Utility Fund Expenditures

### Wastewater Line Maintenance

#### Wastewater Line Maintenance

##### Expenditures by Category



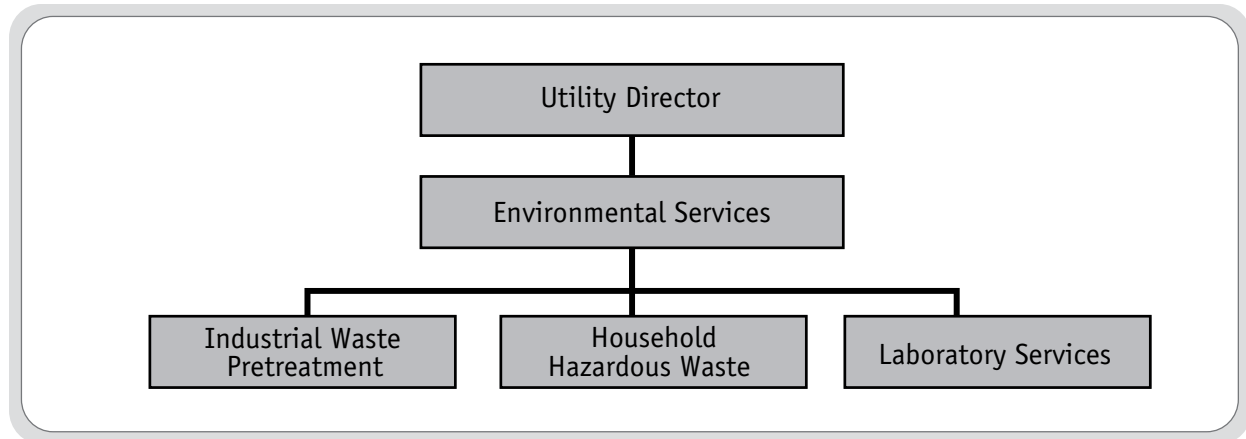
#### Summary of Expenditures:

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$1,236,928	\$1,381,942	\$1,381,942	<b>\$1,429,539</b>	\$1,438,387
Contractual Services	46,883	87,361	87,361	<b>83,913</b>	86,345
Materials and Supplies	251,318	250,867	250,867	<b>300,455</b>	316,966
Other Services and Charges	9,057	19,438	19,438	<b>34,700</b>	34,700
Capital Outlay	37,101	296,945	296,945	<b>0</b>	49,861
<b>Total Expenditures:</b>	<b>\$1,581,287</b>	<b>\$2,036,553</b>	<b>\$2,036,553</b>	<b>\$1,848,607</b>	<b>\$1,926,258</b>
Expenditures per Capita:	\$17.55	\$21.73	\$21.73	<b>\$18.96</b>	\$19.11

## Environmental Services Department

Environmental Services consists of several primary activities: Industrial Waste Pretreatment, Household Hazardous Waste 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:

The Environmental Services Department consists of three programs which are described below:

#### Programs:

**Industrial Waste Pretreatment:** mandated by the Environmental Protection Agency (EPA) and the Texas Commission on Environmental Quality (TCEQ), this component protects the wastewater collection and treatment systems, public health, the environment, and public waterways from pollutant discharges. The pretreatment program includes permitting, inspecting, sampling and testing of local businesses and industries to ensure compliance with regulations.

**Household Hazardous Waste Services (HHW):** provides the safe and correct disposal of hazardous home chemicals and paint. This program helps divert hazardous materials from landfills and drinking water supplies and reduces the potential of illegal dumping. The City has conducted HHW services since 1996 and became a TCEQ approved permanent collection facility in December 2004.

**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 provides data needed to recover waste treatment costs passed on by the Brazos River Authority (BRA).

### FY 2007-08 Highlights:

In FY 2007-08, the Environmental Services Department continued to focus on activities dedicated to enhancing the laboratory services, industrial waste pretreatment and household hazardous waste programs. These activities included:

- The laboratory submitted an application and gained National Environmental Laboratory Accreditation Conference (NELAC) accreditation. NELAC is required for all reporting laboratories and allows outside business to continue.
- The certified/accredited water lab managed more than 157 water system/contract accounts on a monthly basis and analyzed more than 9,332 samples.
- The laboratory created an inter-local agreement to provide residential Household Hazardous Waste (HHW) services to Brushy Creek MUD. This provides

#### **FY 2007-08 Highlights: (cont.)**

proper disposal of HHW and will reduce improper disposal that could affect Round Rock's watershed and sewer shed.

- Discussions with Williamson County Commissioners also occurred in an effort to determine county interest in the HHW program.

#### **FY 2008-09**

##### **Overview and Significant Changes:**

In FY 2008-09, the Environmental Services Department is continuing to concentrate on pollution prevention activities. The department is focusing on the following activities:

- The department will develop and offer HHW disposal options to Williamson County and individual citizens for a fee. This program will ensure proper disposal of household chemicals and will reduce water pollution.
- The laboratory will maintain necessary accreditation (NELAC) for the production of reportable and defensible data.
- The department will implement the necessary quality assurance and quality controls procedures required to maintain the TCEQ approved Industrial Pretreatment Program. Streaming requirements will begin to be implemented.

##### **New Programs for FY 2008-09:**

In an effort to conserve natural resources and preserve the integrity of the watershed, several environmental programs are expanding. In order to implement and coordinate these programs, one new position is necessary.

Environmental Laboratory Analyst (FTE 1): This program proposes a full-time position to assist with the increased sample load. The number of outside accounts handled by the lab increases each year and is only expected to grow. NELAC also requires additional quality assurance and quality controls and this position will fulfill those requirements.

#### **FY 2009-10 Overview and Beyond:**

As we transition from a medium to a large sized city, the Environmental Services Department will concentrate on activities geared towards improving pollution prevention and expanding laboratory testing services as well as planning to meet the future needs of the community. The Environmental Services Department will focus on the following tasks in FY 2009-10:

- The department will continue to develop and offer HHW disposal options to Williamson County, other municipalities and individual citizens for a set standard fee with a voucher system. This program will ensure continued proper disposal of household chemicals, will reduce the possibility of pollution to our area water sources and will support itself financially.
- The laboratory will maintain necessary accreditation (NELAC) for the production of reportable and defensible data.
- The department will maintain the TCEQ approved Industrial Pretreatment Program.

**Departmental Goals:**

- 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)
- Provide laboratory testing services to internal and external customers. (City Goal 5.4)

<b>Objective:</b> Perform water and wastewater tests and increase contract testing services.	<b>Actual</b>	<b>Actual</b>	<b>Forecast</b>	<b>Forecast</b>
<b>Objective:</b> Improve internal quality control.	<b>05-06</b>	<b>06-07</b>	<b>07-08</b>	<b>08-09</b>
Number of water tests in lab and in field (bacteriological, fluoride, chlorine, hardness)	12,564	13,548	15,000	16,000
Number of water tests (total suspended solids, total dissolved solids, pH, volatile organics, etc.)	859	924	925	1,000
Number of Water Systems and Contractors Using Water Laboratory Services/Number of contracts/customers	118	125	157	170

**Trend:** The number of water tests is increasing because the laboratory has increased the number of customer contracts. In FY 2007-08, the laboratory program became a subcontractor for a Cryptosporidium lab that manages multiple water systems for the Long Term 2 Enhanced Surface Water Treatment Rule (LT2) program.

- Provide resource management including solid waste and waterways. (City Goal 5.6)

<b>Objective:</b> Increase the amount of material being disposed of properly, participation rate, and regionalize the HHW program.	<b>Actual</b>	<b>Actual</b>	<b>Forecast</b>	<b>Forecast</b>
	<b>05-06</b>	<b>06-07</b>	<b>07-08</b>	<b>08-09</b>
Tons of non-recyclable material disposed (Material handled by a Hazardous Waste Contractor such as paint and household chemicals)	17.0	9.7	11.0	15.0
Tons of material Re-Used/Re-issued (Material put into the Re-Use Program such as usable paint, pesticides, automotive fluids, etc.)	25.5	17.9	25.0	32.0
Amount Saved by Re-Use vs. Disposal (average per year)	\$29,562	\$29,521	\$30,000	\$32,000
Number of participants bringing household hazardous waste	872	982	1,200	1,400
Number of participating governmental entities (in addition to the City)	0	0	0	2
Number of non-City participants	0	0	0	400

**Trend:** The City has conducted and managed HHW services since 1996. The current facility was designated as an official permanent HHW facility by the TCEQ in December 2004.

**Trend:** In 2007-08, improved advertising and program awareness resulted in increased participation.



### Departmental Goals: (cont.)

- Conduct pollution prevention activities. (City Goal 3.5)

<b>Objective:</b> Conduct the industrial waste pretreatment program, surcharge and grease management program for commercial dischargers.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Number of Industries on Industrial Waste Program	15	15	17	17
Number of violations issued	20	23	33	20
Number of commercial businesses on Surcharge Program	85	91	102	110
Number of field violations issued	5	13	8	10

**Trend:** The number of surcharge customers is expected to increase with the development of the Premium Outlets area and the Northeast Quadrant.

## Summary of Key Measurement Indicators

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
<b>Demand</b>			
<b>Industrial Waste</b>			
Number of Businesses/Industries Monitored	106	122	127
<b>Laboratory Services</b>			
Contract Account Managed	125	157	170
<b>Household Hazardous Waste Services</b>			
Yearly HHW Customers	982	1,200	1,400
<b>Input</b>			
Operating Expenditures	\$407,394	\$473,990	\$565,112
Number Authorized FTEs	5.00	5.00	6.00
<b>Output</b>			
<b>Industrial Waste</b>			
Number of Inspections (Industrial)	334	300	350
<b>Laboratory Services</b>			
Bacteriological Samples (Lab)	8,995	9,296	10,000
Industrial/Commercial Samples (Lab)	334	250	350
Other Samples (Lab)	4,553	5,520	5,000
<b>Household Hazardous Waste Services</b>			
Total Tons of Material Received	27.6	36.0	47.0
Tons Recycled	17.9	25.0	32.0
Tons Disposed	9.7	11.0	15.0
<b>Efficiency</b>			
<b>Industrial Waste</b>			
Average cost per Sampling Event	\$31.50	\$31.50	\$31.50
<b>Laboratory Services</b>			
Average cost per Water Sample	\$3.86	\$3.95	\$3.95
Average cost per Wastewater Sample	\$7.78	\$9.00	\$9.00
<b>Household Hazardous Waste Services</b>			
Average disposal cost per participant	\$10.24	\$8.55	\$8.55
<b>Effectiveness</b>			
Expenditures as a % of Utility Fund	1.62%	1.45%	1.58%
Authorized Personnel as a % of Utility Fund FTEs	3.91%	3.83%	4.55%
% of Significant Users in Compliance	87.0%	87.0%	87.0%
Tons of HHW Material Processed	27.6	36.0	47.0
Revenue Generated	\$324,216	\$340,000	\$340,000

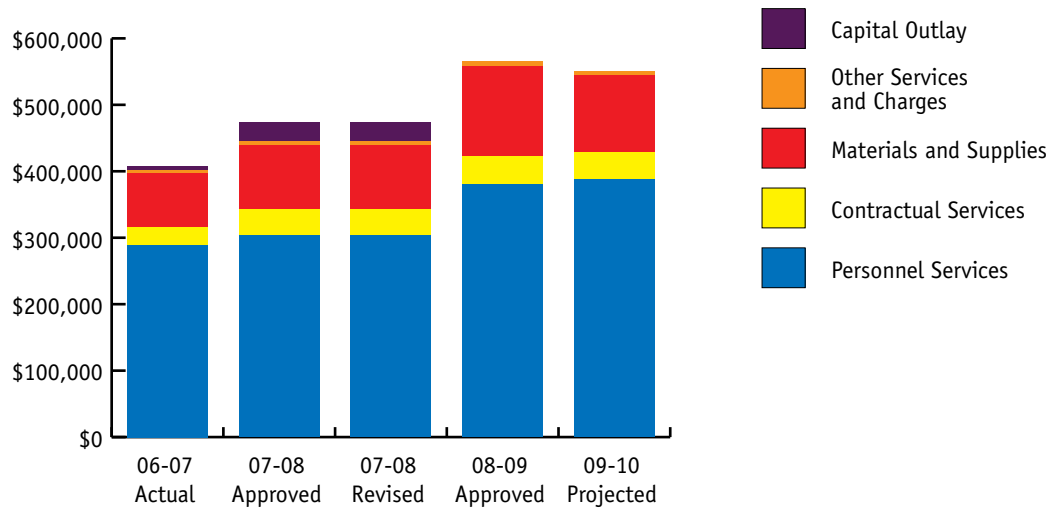
## Water/Wastewater Utility Fund Expenditures

### Environmental Services

Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Environmental Lab Analyst	1	1	2	1.00	1.00	2.00
Pretreatment Compliance 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	6	5.00	5.00	6.00

## Environmental Services

## Expenditures by Category



## Summary of Expenditures:

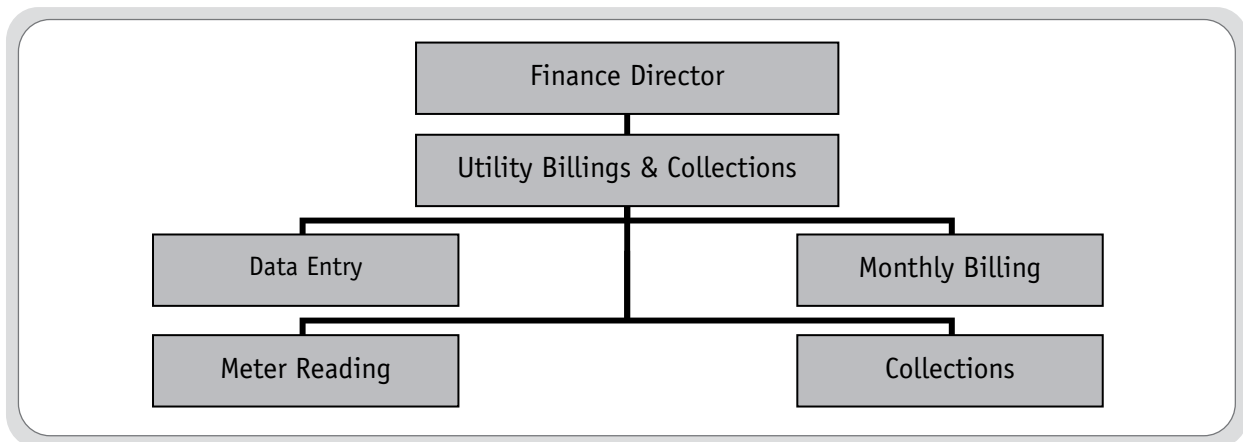
	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$288,980	\$303,521	\$303,521	<b>\$380,602</b>	\$387,457
Contractual Services	26,019	38,933	38,933	<b>41,957</b>	41,828
Materials and Supplies	82,582	96,336	96,336	<b>135,253</b>	114,512
Other Services and Charges	3,726	6,700	6,700	<b>7,300</b>	6,700
Capital Outlay	6,087	28,500	28,500	<b>0</b>	0
<b>Total Expenditures:</b>	<b>\$407,394</b>	<b>\$473,990</b>	<b>\$473,990</b>	<b>\$565,112</b>	<b>\$550,497</b>
<b>Expenditures per Capita:</b>	<b>\$4.52</b>	<b>\$5.06</b>	<b>\$5.06</b>	<b>\$5.80</b>	<b>\$5.46</b>



## Utility Billings & Collections Department

The Utility Billing Office handles the accounting, billing, and collection of all customer water, sewer, and garbage billings; connects and disconnects service; and provides assistance to customers.

*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:

#### Program:

**Data Entry:** The office staff track all new meters in order to provide water service to new connections. Utility Systems Support Division and Building Inspections Division provide the information used to create accounts in the City's main database. The office reviews existing accounts monthly for correct occupant billing information. We depend upon our customers to inform us of any changes of occupancy.

**Meter Reading:** Utility Systems Support staff read meters. The Utility Billing staff works closely with Utility Systems Support staff to maintain the reading schedule and meet deadlines.

**Monthly Billing:** The staff in this office calculates and invoices all monthly billings.

**Collections:** The office staff collect current and past due monies owed to the City of Round Rock. The collection process occurs throughout the month to ensure that accounts are collected in a timely manner.

### FY 2007-08 Highlights:

- Our Friendly Rock program continued to be a highlight for our department this past year. We have continued to work on increasing participation to this donation program. The program is administered by the Round Rock Serving Center and assists those citizens in need to pay their water bill. As per the direction of the City Council, we have changed the bill format to include the Friendly Rock donation as a recurring amount on the bill. Our customers do have the option to pay the amount billed with or without the additional \$1.00 for Friendly Rock without penalty.
- We have started a new recognition program for customer service called "Positive Praises." The recognition program is designed to acknowledge our service representatives for providing excellent customer service to our customers. Our customers have the opportunity to provide feedback to us about their interactions with our service representatives by completing survey cards that are sent to them by mail and are also available in our lobby area. This recognition has been quite motivating to our customer service area, and we have had several staff members recognized during the first several months.
- Our department implemented a career path for several of our key positions within the utility billing office.

#### **FY 2007-08 Highlights: (cont.)**

This career path helps promote, retain and reward our employees for their performance during the first two years of employment. We look forward to completing our first year of implementation and evaluation of measuring performance on this new program.

#### **FY 2008-09**

##### **Overview and Significant Changes:**

- There are plans for changes to our existing City Hall building that include the placement of a drive through drop box. This will hopefully resolve our on-going traffic issues each month. Our first due date coincides with the first week of the month. This normally creates a higher volume of drive through and walk-in traffic. The plan is to place a drive through payment drop box within view of our current drive through window. This will allow our customers to simply drop off their payment and not have to wait in the drive through lane. The drive through lane would then be used exclusively for customers who need a validated receipt for their transaction.
- The utility billing office is considering providing an electronic application for requesting new service. This application would be part of a service package request for all utility services in the Round Rock area. In addition, the option to receive electronic billing statements will be a new service that will be implemented in the coming year.
- The merging of meter information that is currently housed in both the utility support and utility billing area will occur during this coming year. As noted by the most recent water audit, a central location should be designated for this key information. The current utility billing system would be the most logical place to maintain and update this information on an ongoing basis. This update should be completed within the first quarter of the new fiscal year.

##### **New Programs for FY 2008-09:**

The Utility Billing Department is proposing no new programs in FY 2008-09.

#### **FY 2009-10 Overview and Beyond:**

- We plan to upgrade our phone system to a system with automated phone options. Our call volume has increased over the last 10-15 years since our current phone system was implemented. We have a need to provide our customers a higher level of phone service with options to pay their bill by phone, to listen to their billing information or to speak to a live person for assistance. Although our phone lines have been updated recently to add an additional information line, this type of technology would provide our customers with these improved options.
- We will continue to research the technology options that our customers request. The ability to view payment history and current billing is a feature that is important to our customers and the billing office. We need to be able to transact all customer requests for service electronically. All of these features are available with current technology.
- In the near future, we would like to implement a paperless field work order process. This would allow our field technicians to submit completed work orders, access customer information and have access to up-to-date customer information electronically. This will save time and provide an instantly up-to-date database at all times.

**Departmental Goals:**

- Continue to review and research payment options surveyed by customer response. (City Goal 5.5)
- Continue to maintain a priority for collection of past due delinquent accounts. (City Goal 5.5)
- Stay abreast of technology updates for department-related activities. (City Goal 5.5)
- Continue to pursue a cohesive working relationship with support staff and the utility office. (City Goal 6.5)
- Provide accurate, professional and courteous service to all our citizens. (City Goal 5.2)

<b>Objective:</b> Implement an annual survey to measure customer satisfaction and obtain an 85% or higher satisfaction rate.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Surveys mailed/returned	6,500/95	6,832/114	7,000/125	7,500/150
% of Customers satisfied	89%	90%	92%	95%

**Trend:** Customer satisfaction continues to be difficult to measure since a considerable volume of survey cards are mailed but less than 1% are returned. We have implemented additional survey card access by making them accessible to our walk-in lobby traffic. We will continue to explore additional survey options in future years.

<b>Objective:</b> To provide ongoing training to our Customer Service Representatives in order to maintain satisfactory levels of customer interaction.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
No. hours CSR training	96	178	150	150

**Trend:** It is vital that our customer service representatives understand the level of customer service needed to interact with our customers in unique situations. This percentage of our customer base is the most demanding on our customer service skills. Training is the key to maintaining a high level of customer service.

<b>Objective:</b> To automate the large volume of paper check processing through clearinghouse systems and other electronic means of processing.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
No. of checks processed	18,311/mo	13,916/mo	14,000/mo	14,000/mo

**Trend:** Check collection volume is a large portion of daily collections that needs an efficient handling process. Since the implementation of online payments and electronic conversion of payments by some banks, the volume of checks handled by the utility office has decreased. The volume of online payments and electronic check conversions were in excess of 72,500 items during the last fiscal year.

- Streamline daily online recurring paper check collections through electronic bank method. (City Goal 5.5)

<b>Objective:</b> To decrease the volume of online paper checks by converting these checks into electronic transactions.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
No. of online recurring paper checks processed	1,582/mo	1,419/mo	1,200/mo	1,000/mo

**Trend:** We have a large volume of online checks that are recurring payments from customers who use their own banking relationships to pay their monthly utility bill. With the assistance of the finance department and the bank, a significant portion of these checks have been converted to be received electronically. As of 2007 this process has become routine and a large number of banks do send recurring payments to us electronically. The conversion of the online paper checks to the electronic form helps significantly with the daily workload.



## Water/Wastewater Utility Fund Expenditures

### Utility Billings & Collections

#### Summary of Key Measurement Indicators

Measurement Indicators	Actual 2006-07	Estimated 2007-08	Projected 2008-09
<b>Demand</b>			
Customer Base	29,678	30,000	31,000
<b>Input</b>			
Operating Expenditures	\$1,053,939	\$1,191,976	\$1,310,511
Number Authorized FTEs	14.50	15.00	15.00
<b>Output</b>			
Number of Work Orders Processed	15,717	16,500	16,800
Number of Payments Collected	306,588	307,000	308,000
Total Dollars Collected	\$33,695,221	\$34,000,000	\$35,000,000
<b>Efficiency</b>			
Authorized Personnel as % of Utility Fund	11.33%	11.49%	11.36%
Expenditures as a % of Utility Fund	4.20%	3.64%	3.67%
<b>Effectiveness</b>			
Payment Processing Data Entry Error Rate	0.01%	0.01%	0.01%

# Water/Wastewater Utility Fund Expenditures

## Utility Billings & Collections

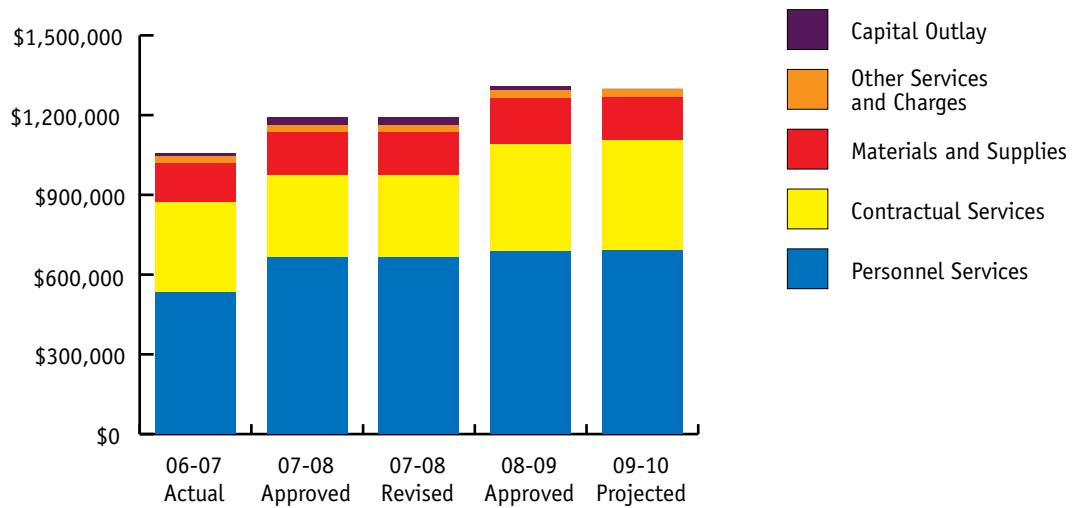
Authorized Personnel	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Utility Office Manager	1	1	1	1.0	1.0	1.0
Customer Service Supervisor	1	1	1	1.0	1.0	1.0
Senior Customer Service Representative	1	1	1	1.0	1.0	1.0
Customer Service Representative	5	5	5	5.0	5.0	5.0
Receptionist	1	1	1	1.0	1.0	1.0
Customer Service Representative - P/T	1	2	2	0.5	1.0	1.0
Field Services Coordinator	1	1	1	1.0	1.0	1.0
Utility Accountant I	1	1	1	1.0	1.0	1.0
Water Service Representative	2	2	2	2.0	2.0	2.0
Senior Water Service Representative	1	1	1	1.0	1.0	1.0
<b>Total</b>	<b>15</b>	<b>16</b>	<b>16</b>	<b>14.5</b>	<b>15.0</b>	<b>15.0</b>

## Water/Wastewater Utility Fund Expenditures

### Utility Billings & Collections

#### Utility Billings & Collections

##### Expenditures by Category



#### Summary of Expenditures:

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 Projected Budget
Personnel Services	\$531,411	\$664,779	\$664,779	<b>\$685,734</b>	\$690,554
Contractual Services	338,839	310,770	310,770	<b>406,232</b>	415,009
Materials and Supplies	150,444	158,527	158,527	<b>170,600</b>	160,916
Other Services and Charges	25,572	26,700	26,700	<b>30,700</b>	32,648
Capital Outlay	7,673	31,200	31,200	<b>17,245</b>	0
<b>Total Expenditures:</b>	<b>\$1,053,939</b>	<b>\$1,191,976</b>	<b>\$1,191,976</b>	<b>\$1,310,511</b>	<b>\$1,299,126</b>
<b>Expenditures per Capita:</b>	<b>\$11.70</b>	<b>\$12.72</b>	<b>\$12.72</b>	<b>\$13.44</b>	<b>\$12.89</b>



## **Utility Debt Service & Transfers - Program Description**

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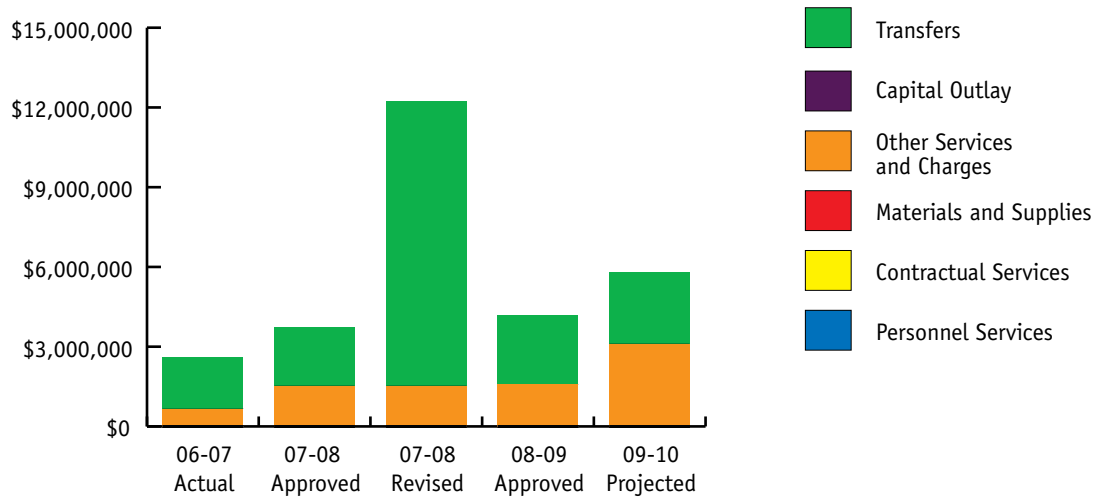
To provide for the scheduled retirement of the City's bonded and other long-term debt. See also the Debt Schedules Section of this budget.

## Water/Wastewater Utility Fund Expenditures

### Utility Debt Service & Transfers

#### Utility Debt Service & Transfers

##### Expenditures by Category



### Summary of Expenditures:

	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget	2009-10 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	667,126	1,521,000	1,521,000	<b>1,593,100</b>	3,116,410
Capital Outlay	0	0	0	0	0
Transfers	1,923,247	2,216,000	10,716,000	<b>2,566,000</b>	2,690,000
<b>Total Expenditures:</b>	<b>\$2,590,373</b>	<b>\$3,737,000</b>	<b>\$12,237,000</b>	<b>\$4,159,100</b>	<b>\$5,806,410</b>
<b>Expenditures per Capita:</b>	<b>\$28.75</b>	<b>\$39.88</b>	<b>\$130.60</b>	<b>\$42.66</b>	<b>\$57.60</b>



## Capital Projects Funds Expenditures

### Capital Improvement Program

- General Government
- Transportation
- Water / Wastewater Utility

### CIP - Project Cost Summary

### CIP - Funding Summary

### CIP - Project Funding Detail

### CIP - Project Proposed Expenditures

### Estimated Annual Operating Cost Detail





## Capital Projects Funds Expenditures

This section shows the Capital Improvement process which utilizes City Strategic Goals to develop a Capital Improvement multi-year plan. The following schedules provide the status of various projects currently underway or to be expected to be started during the fiscal year. The projects are organized by type and include funding sources and the effects on the current operating budget. Major construction or development projects may span multiple fiscal years and correspondingly, are not budgeted annually. General authority for project expenditures is obtained upon the issuance of bonds or establishment of other funding sources.



## ***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. As one of the fastest growing cities in the U.S., 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 public 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 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 the City's 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 executing the CIP. These tools and practices also include project reporting during the execution and over the useful life of the improvement.

### **Strategic Planning**

The City approaches its planning and operations strategically. Goals for the City and its operating departments are developed in relation to the City's Strategic Plan and provide a common vision for where the City's efforts and resources are to be directed over the next five years and beyond. The City's goals, developed within the Strategic Plan, provide direction for developing the Capital Improvement Program. Specific goals relating to capital improvements include:

Goal #2	Review the General Plan with emphasis on the Northeast Quadrant of the City to provide for educational, business, residential and retail uses.
2.1	Develop a plan to identify future land uses, major transportation routes, utility requirements and a comprehensive park system for the Northeast Quadrant.
Goal #3	Improve the image and appearance of Round Rock.
3.4	Develop a corridor beautification plan for arterials, including significant entryways. This addresses "edges."
Goal #4	Plan and facilitate the City's transportation systems, at the local and regional level, to improve traffic flow and personal mobility.
4.1	Plan the City's transportation systems.
4.2	Implement transportation projects and systems.
4.3	Maintain and operate City's transportation systems.
4.4	Protect the function of the City's arterial roadway system by adopting land use and access policies that concentrate high intensity land uses, minimize strip development, and limit direct driveway access and curb cuts along major roadways.



#### Strategic Planning (cont.)

Goal #5	Plan and implement effective and efficient services within the City's financial capacity to meet the needs of residents, customers and employees.
5.1	Ensure City services, facilities and equipment meet 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 and promoting growth and economic development in the community.

The master planning environment includes assessing the needs of the community through citizen and customer surveys, researching technological innovation, demographic trend analysis and observation of other factors affecting the community, assessing the needs of each city department for its area of responsibility, and making informed 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 limits and the extra territorial jurisdiction (ETJ). Once compiled, this needs assessment is combined with the City Council's direction and staff's view of the City's business purpose to provide a foundation for master planning, and this guides the City's efforts for up to 50 years into the future.

Typically, the City will update its planning documents every ten years with a major amendment at the five-year midpoint. To keep pace with development and growth, 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 and 20 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.
- Parks and Open Space Plan – Planning horizon of five years and ultimate build-out.
- City-Wide 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, 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 arterial roadways, 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 the project's technical requirements or scope. With the scope established, a preliminary project cost estimate, a reasonable schedule and an annual operating cost estimate 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, such as 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 changes during the project and refining the scope, if needed, to adjust for unforeseen challenges. The cost estimates and schedules developed during the planning process are also refined and adjusted as the project moves through the design process, so accurate cash flows are available for determining the timing and size of expenditures. In the case of general obligation bonds, accurate timing and size of the issuance can reduce issuance costs and the net ad valorem tax impact to property owners.

The City of Round Rock is constantly striving to improve the Capital Improvement Program by implementing best practices for project management. In the future, the City will continue to diligently manage the CIP to enhance the quality of life for the citizens of Round Rock and keep projects on time and within budget.

## Capital Projects Funds Expenditures

### Capital Improvement Program

#### 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 Improvement 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 the Capital Improvement Program web pages. Project managers are also readily available to address any issues or challenges that may occur during project execution. Regularly scheduled reporting cycles require the project managers to continuously monitor project progress/status and result in a reduction in unexpected delays.

#### 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 an important element in ranking project priority. Annual operating costs can include personnel, scheduled repair and maintenance and utilities in the case of buildings. 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 approximate 1,000 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 Improvement Program is a multiyear plan covering a minimum of five years that forecasts spending for all anticipated capital projects. The plan addresses 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 arterial roadways 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 purpose 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 to leverage other sources of funding and maximize the number of transportation projects in the City of Round Rock.

**Water and Wastewater Utility** - These projects are major water and wastewater repairs, replacements and the development or acquisition of new facilities. Water and wastewater utility projects are funded from the sale of water and wastewater services, utility impact fees and the issuance of revenue bonds.

## Five-Year Capital Improvement Program Project Summary (cont.)

### General Government

The General Government component includes projects in the categories of public service facilities, park projects and park improvements, sidewalks, landscaping, traffic signals, street and drainage improvements, public safety capital equipment and facilities. Funding for general government projects is derived from general government resources such as property tax, sales tax, issuance of authorized bonds and developer fees.

### Public Service Facilities

- Business Center Complex
- City Hall Policy Center
- Southwest Downtown Area Infrastructure Improvements
- Public Works Master Plan
- Vehicle Maintenance Expansion
- Downtown Redevelopment Plan
- City Gateway Entrances
- Library Renovations

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. Planned municipal facilities include the Business Center Complex and the City Hall Policy Center, which will provide the unique and specific requirements of a city. The recently completed McConico building provides new space for Municipal Court, Planning and Parks and Recreation. The Downtown Redevelopment Plan will be addressing integrated land use, transportation and economic issues. City Gateway Entrances will provide for a community entry sign along IH35. The City Library will be receiving the necessary structural renovations for improved work areas and customer service.

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

- Fiber Optic Networking
- Financial Information Services

The Fiber Optic Networking project will cover the construction of lateral connections from various city facilities to the RRISD ring system. It will also provide the equipment necessary to light the connections for use in the data/telecommunications network system serving the City. Updating the Financial Information Services will serve our current and future needs for comprehensive finance software.

### Public Safety Equipment and Facilities

- Two Fire Engine Replacements
- New Police Department Building -COMPLETED
- Police CAD Program Upgrade
- Digital Radio and Public Safety Equipment

#### Five-Year Capital Improvement Program Project Summary (cont.)

##### Public Safety Equipment and Facilities (cont.)

The Fire Engine Replacement Program will ensure older engines are replaced when they reach aging capacity. New Radios and Equipment will replace aging equipment to strengthen public safety communication and will be compatible with other local entities.

##### Parks and Recreation

- City-Wide Trails
- Old Settler's Park Improvements
- Bowman Park
- Strategic Parks and Recreation Master Plan
- West Side Recreation Center
- Greater Lake Creek Park
- Old Settler's Park Practice Fields
- YMCA Pool Contribution

The development of city-wide trails is to encourage walking and biking in the community and to support local and regional transportation systems. Several trail projects have been completed. The Neighborhood Park projects focuses on new park development and renovations of existing parks. This program will provide safe, usable and attractive facilities within our own neighborhoods. Many existing park renovations and new park construction projects have been completed.

In the City's commitment to the development of Old Settler's Park, there is a continuation of building out the park to provide more diversified programs and recreational facilities. The park has seen the installation of a new playground, new ball field lights, ball fields, parking lots and soccer fields. One of the largest facilities is the Rockin' River Aquatic Center which opened in the summer of 2006. With the focus on the City of Round Rock as the "Sports Capital of Texas" many of the projects have expanded the ability to offer abundant and attractive sports facilities. The most recent program to be added to the park is the second phase of the OSPV Sports Complex Improvements. This will include several new and renovated ball field complexes and a new restroom and pro shop facility for the tennis complex.

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.

The City of Round Rock is contributing to a community pool with the YMCA. This pool will serve both YMCA members and the Round Rock citizens.

## Five-Year Capital Improvement Program Project Summary (cont.)

### Sidewalks, Landscapes and Traffic Signals

- Mays Street Sidewalks
- Corridor Enhancements
- Downtown Parking and Traffic Circulation
- Traffic Signals-Various Locations

The Corridor Enhancement projects are designed to improve the aesthetics of corridors along specified city streets. The improvements could include fencing, signage and landscaping. This is an on-going project for the City with several streets completed with new fencing.

Downtown Parking and Traffic Circulation Infrastructure is designed to meet the needs of the downtown area with parking facilities, traffic control, and pedestrian paths, as well as provide increased safety at busy intersections. An underground parking garage has been completed and is located under the Baca Senior and Activity Center.

Several traffic signals at needed intersections throughout the City have been installed and are in operation. Design and placement of additional signals are ongoing.

### Streets, Drainage and Storm Water Control

- Street Improvements
- Berglund Streets Improvements
- Street Seal Coat Program
- Gattis School Road Intersection and Safety
- Creekbend Boulevard
- Chisholm Trail Reconstruction
- Chisholm Parkway Extension
- Sam Bass Road
- Austin and Liberty Avenue
- Dennis Drive Improvements
- Ledbetter Street
- Southcreek Channel Improvements
- Bowman Road Drainage
- Messick Loop-Hanlac Trail Channel Improvements

These projects will cover a myriad of infrastructure needs such as repair, relocation, replacement and reconstruction of major and local roadways. These projects will include the accompanying drainage and underground utilities. This will greatly improve and enhance the mobility of citizens and decrease congestion. New and improved streets will provide better road safety and access to key areas.

The Street Seal Coat Program is an annual preventative maintenance program designed to systematically seal coat city streets. Areas of the City are designated each year depending on the existing age of the seal coat.

Stormwater channels require "wet" maintenance and are often overgrown with weeds, erosion and silting. Channel improvements will correct these safety concerns and eliminate higher maintenance costs.

#### Five-Year Capital Improvement Program Project Summary (cont.)

##### Transportation

In 1997 the citizens of Round Rock voted to authorize an additional one half cent sales tax for the specific purpose to build roads and major arterials. The Transportation component of the Capital Improvement Program covers those projects funded through this additional sales tax.

##### Transportation Projects

- Arterial A
- County Road 113-Kiphen Road-Old Settlers Blvd.
- FM 1460-North Grimes Blvd.
- RM 620
- Traffic Signals
- US Highway 79-from FM1460 to CR195
- Transportation Consulting
- IH-35 Area Improvements
- Hester's Crossing Bridge Replacement
- Seton Parkway Phase One
- Wyoming Springs Drive
- Arterial M-North Mays Extension

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 (TCIP). The TCIP is a short term view of the City's needs for transportation. The IH-35 Improvements will make easier access for the Premium Outlet stores area. Several traffic signals are completed and others are being planned, designed and installed.

**Five-Year Capital Improvement Program Project Summary (cont.)****Water and Wastewater Utility**

The final component of the City of Round Rock's Capital Improvement Program is the Water and Wastewater Utility. This includes projects in the categories of major water and wastewater lines, processing facilities, water transmissions, water storage, and water operations. This includes major repairs, replacements and new development. Funding for water and wastewater projects is derived from the sale of water and wastewater services, utility impact fees and the issuance of revenue bonds.

**Water Utility**

- Ground Water Filtration
- Lake Georgetown Raw Water Delivery System Improvements
- 2005 GPS/GIS Project
- Manville/CR 122 Water Improvements
- Highway 79 12" Waterline
- Water Distribution System Model and Master Plan
- South Arterial A 16" Waterline
- Southcreek 12" Waterline
- RM 1431 2 Million Gallon Elevated Tank
- 7.5 Million Gallons per Day High Service Pumps
- CR 112 24" Waterline
- 12" Creekbend Waterline
- RM1431 36" Waterline Improvements
- FM 1460 Waterline

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 citizens and businesses. Expanding water services is necessary to accommodate the City's current and future growth. Major renovations and repairs keep the water system running efficiently and effectively. We are currently upgrading the pumps and raw waterlines at Lake Georgetown to increase the supply of water delivered to the water treatment plant. The scheduled completion date is in the spring of 2009, and once completed, the water treatment plant will have the capacity to treat and deliver 52 million gallons per day versus the current 39 million gallons per day.



#### Five-Year Capital Improvement Program Project Summary (cont.)

##### Reclaimed Water Utility

- Water Reuse at Old Settlers Park

This project involves using treated wastewater for irrigation of Old Settler's Park. Recycling the treated wastewater is an environmentally friendly, economical and safe solution for large irrigation.

##### Regional Water

- Lake Travis Regional Water Supply

The City of Round Rock completed a study in September 2005 that evaluated alternatives for use of the water rights in Lake Travis owned by the City. The study concluded that a joint project with Cedar Park would offer economic benefits to both cities. The City of Leander is also participating in this regional system to obtain additional capacity. The regional system will ultimately provide 105.8 MGD of treated water capacity, with Cedar Park receiving 15 MGD, Round Rock receiving 40.8 MGD and Leander receiving 50 MGD. Phase I of the project is scheduled for completion in the summer of 2011. It will consist of a regional water treatment plant, new raw water intake structure and pipelines, and new treated water transmission lines that will service the three cities. The system will be owned and operated by the Brushy Creek Regional Utility Authority (BCRUA), a local government corporation, which was created by the three participating cities.

##### Wastewater Utility

- Wastewater Basin Inspection and Rehabilitations
- McNutt Creek Wastewater Improvements
- Chandler Creek Interceptor
- Forest Creek Interceptor/Lift Station Replacement
- 2005 GPS/GIS Project
- Wastewater Master Plan & Impact Fee Update

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

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. This rehabilitation will increase capacity at the plant by 10 MGD and is near completion.

### 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
<b>General</b>		
<b>Public Service Facilities</b>		
Business Center Complex	\$6,000,000	
City Hall Policy Center	7,845,000	\$60,000
SW Downtown Area Infrastructure	7,565,994	15,000
Vehicle Maintenance Expansion	170,000	
Downtown Redevelopment Plan	500,000	
City Gateway Entrances	250,000	
Library Renovations	500,000	
Public Works Master Plan	50,000	
<b>Information Technology</b>		
Fiber Optic Networking	342,855	
Financial Information Services	538,568	
<b>Public Safety Equipment And Facilities</b>		
Two Fire Engine Replacement Vehicles	1,000,000	
Police Department CAD Upgrade	537,851	
Digital Radio and Public Safety Equipment	2,845,000	
New Police Department Building	21,845,226	
<b>Parks And Recreation</b>		
City Trail Systems-A	685,000	20,760
Old Settler's Sports Complex	18,200,000	
Bowman Park	180,000	
Strategic Parks and Recreation Master Plan	165,415	
West Side Recreation Center	8,043,500	1,200,000
Greater Lake Creek Park	1,501,531	
Old Setter's Park Practice Fields	331,000	
YMCA Pool Contribution	2,000,000	

## Capital Projects Funds Expenditures

### CIP Project Cost Summary

#### Capital Improvement Program Project Cost Summary (cont.)

Project/Program Title	Total Project Cost	Annual Operating Costs
<b>General (cont.)</b>		
<b>Sidewalks, Landscapes and Traffic Signals</b>		
Mays Street Sidewalks	155,000	
Corridor Enhancements	899,986	10,000
Downtown Parking and Traffic Circulation	4,000,000	30,000
Traffic Signals-Various Locations	1,290,000	
<b>Streets, Drainage and Storm Water Control</b>		
Street Improvements	1,000,000	
Berglund Streets Improvements	1,088,849	
2006 Seal Coat Program	4,202,239	
2007 Seal Coat Program	2,978,826	
Gattis School Road Intersection & Safety	3,132,229	
Creekbend Boulevard	6,675,000	
Chisholm Trail Reconstruction	6,160,000	
Chisholm Parkway Extension	1,300,000	
Sam Bass Road	3,820,000	
Austin and Liberty Avenue	3,895,000	
Eggers Acres-Dennis Drive Improvements	1,570,000	
Ledbetter Street	280,000	
Southcreek Channel Improvements	1,882,669	
Bowman Road Drainage	1,500,000	
Messick Loop-Hanlac Trail Channel Improvements	640,000	
<b>General Projects Total</b>	<b>\$127,566,737</b>	

**Capital Improvement Program Project Cost Summary (cont.)**

<b>Project/Program Title</b>	<b>Total Project Cost</b>	<b>Annual Operating Costs</b>
<b>Transportation</b>		
Arterial A	\$21,418,000	
CR 113-Kiphen Rd.-Old Settlers Blvd.	15,246,561	
FM 1460-North Grimes	16,762,384	
RM 620	11,000,000	
Traffic Signals	4,430,000	
US 79-from FM1460 to CR195	12,662,745	
Transportation Consulting	656,351	
IH35 Area Improvements	14,311,866	
Hester's Crossing Bridge Replacement	17,880,000	
Seton Parkway	2,000,000	
Wyoming Springs Drive	6,400,000	
Arterial M-North Mays Extension	3,550,000	
Transportation Projects Total	\$126,317,907	

## Capital Projects Funds Expenditures

### CIP Project Cost Summary

#### Capital Improvement Program Project Cost Summary (cont.)

<b>Project/Program Title</b>	<b>Total Project Cost</b>	<b>Annual Operating Costs</b>
<b>Water/Wastewater Utility</b>		
<b>Water Utility</b>		
Groundwater Filtration*	\$6,000,000	
Water Tanks Rehabilitation	765,000	
Lake Georgetown Raw Water Delivery System Improvements	15,780,827	
2007 Water Master Plan & Impact Fee Update	52,250	
Manville/CR 122 Water Improvements	100,000	
2005 GPS/GIS Project	265,868	
RM1431 2MG Elevated Tank	4,685,000	
RM 1431 36" Waterline Improvements	2,687,025	
7.5 MGD High Service Pumps	1,100,000	
Greenslopes Asbestos Waterline Improvements	810,200	
12" Creekbend Waterline*	420,000	
CR112 24" Waterline*	1,500,000	
Highway 79 12" Waterline *	120,000	
FM 1460 Waterline*	650,000	
South Arterial "A" 16" Waterline *	791,250	
Southcreek 12" Waterline *	512,000	
Regional Water Supply and Treatment System	67,500,000	

**Capital Improvement Program Project Cost Summary (cont.)**

<b>Project/Program Title</b>	<b>Total Project Cost</b>	<b>Annual Operating Costs</b>
<b>Water/Wastewater Utility</b>		
<b>Wastewater Utility</b>		
Basin Inspections and Repairs FY 2003-04 Non-Edwards	1,396,966	
Basin Inspections and Repairs FY 2005-06	2,680,607	
McNutt Creek Wastewater Systems Improvements	12,704,347	
2005 GPS/GIS Project	383,455	
2007 Wastewater Master Plan & Impact Fee Update	98,700	
Forest Creek Interceptor*	2,027,688	
Basin Inspections and Repairs FY 2006-07	2,232,450	
Basin Inspections and Repairs FY 2007-08	3,360,015	
Basin Inspections and Repairs FY 2008-09 *	601,331	
Basin Inspections and Repairs FY 2009-10*	1,521,377	
Chandler Creek Wastewater Interceptor*	2,240,297	
Future Interceptor *	3,000,000	
<b>Regional Wastewater Utility</b>		
East Wastewater Treatment Plant Expansion **	32,625,020	
<b>Water Re-Use</b>		
Old Settler's Park Irrigation	1,800,000	
<b>Utility Projects Total</b>	<b>\$170,411,673</b>	

\*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

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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
2008 General Obligation Bonds-Third Issue	\$34,800,000
General Obligation Bond Interest	\$886,696
2000 Certificates of Obligation	\$10,750,000
1998 General Obligation Bonds	\$8,905,000
General Self Financed Construction	\$41,099,397
2007 Certificates of Obligation	\$14,500,000

#### Transportation Funding Sources

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Transportation Construction Fund

2001 Sales Tax Revenue Bonds	\$25,890,000
State Infrastructure Bank Loans	\$50,058,410
Transportation Sales Tax *	\$101,522,734

#### Water and Wastewater Utility Funding Sources

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Utility Construction Funding **	\$127,930,734
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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	GO Bond Interest
<b>Public Service Facilities</b>					
Business Center Complex (1)	\$6,000,000			\$4,000,000	
City Hall Policy Center	7,845,000		\$200,000	\$7,645,000	
SW Downtown Area Infrastructure (2)	7,565,994	\$5,045,000	1,000,000		20,994
<b>Public Safety Equipment and Facilities</b>					
New Police Department Building (3)	21,845,226	1,965,000	4,605,000		243,341
<b>Parks and Recreation</b>					
City Trail Systems-A	685,000			685,000	
Bowman Park (4)	180,000			97,000	50,000
West Side Recreation Center (5)	8,043,500	10,000	200,000	6,790,000	
Greater Lake Creek Park (6)	1,501,531	276,106	155,944	50,000	217,427
<b>Sidewalks, Landscapes and Traffic Signals</b>					
Corridor Enhancements (7)	899,986	220,000	140,000	140,000	
Downtown Parking and Traffic Circulation	4,000,000	2,031,500	1,491,300	477,200	
Traffic Signals-Various Locations	1,290,000	431,000	182,500	676,500	



## Capital Projects Funds Expenditures

### CIP 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	GO Bond Interest
<b>STREETS, DRAINAGE AND STORM WATER CONTROL</b>					
Berglund Streets Improvements (8)	1,088,849	116,190			
Gattis School Road Intersection & Safety	3,132,229	2,793,810			\$338,419
Creekbend Boulevard (9)	6,675,000	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	
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 (10)	1,882,669	1,780,000			16,515
Bowman Road Drainage	1,499,999		775,000	724,999	
Messick Loop-Hanlac Trail Channel Improvements	640,000			640,000	
<b>Completed Projects Costs through 09-30-08</b>		15,756,894	4,992,056	607,000	
Issuance Costs		331,500	210,200	<b>358,301</b>	
<b>Total General Obligation Bonds and Interest</b>		<b>\$35,000,000</b>	<b>\$20,000,000</b>	<b>\$34,800,000</b>	<b>\$886,696</b>

- (1) Business Center Complex has funding in General Self Finance Construction Fund.
- (2) Southwest Downtown Infrastructure has funding in General Self Finance Construction Fund.
- (3) Police Department Building has funding in General Self Finance Construction Fund.
- (4) Bowman Park has funding in the Park Development Fund.
- (5) West Side Recreation Center has funding in General Self Finance Construction Fund.
- (6) Greater Lake Creek Park has funding in General Self Finance Construction Fund. This project has also been funded with a \$500,000 Texas Parks and Wildlife grant and a \$200,000 LCRA grant.
- (7) Corridor Enhancements has funding in General Self Finance Construction Fund.
- (8) Berglund Streets Improvements has funding in the 1998 GO's and the 1997 CO's (F400-now closed).
- (9) Creekbend Boulevard has received \$1,500,000 in funding from Texas Department of Transportation.
- (10) Southcreek Channel Improvements has received \$86,154 in funding from Dell Computers.

**Capital Improvement Program Project Funding Detail (cont.)****2000 Certificate of Obligation**

<b>Project/Program Title</b>	<b>Total Project Cost</b>	<b>1998 G. O. Funding</b>
<b><u>Streets, Drainage and Storm Water Control</u></b>		
Strategic Parks and Recreation Master Plan (1)	\$165,415	\$137,857
<b><u>Completed Projects</u></b>		10,364,694
Issuance Costs		247,449
<b>Total 2000 General Obligation Bonds</b>		<b>\$10,750,000</b>

(1) Strategic Parks and Recreation Master Plan has funding in General Self Finance Construction Fund.

**1998 General Obligation Bonds**

<b>Project/Program Title</b>	<b>Total Project Cost</b>	<b>1998 G. O. Funding</b>
<b><u>Streets, Drainage and Storm Water Control</u></b>		
Berglund Streets Improvements (1)	\$1,088,849	\$961,425
<b><u>Completed Projects</u></b>		7,884,575
Issuance Costs		59,000
<b>Total 1998 General Obligation Bonds</b>		<b>\$8,905,000</b>

(1) Berglund Streets Improvements has funding in the 2001 GO's and the 1997 CO's which is a closed fund.

## Capital Projects Funds Expenditures

### CIP Project Funding Detail

#### Capital Improvement Program Project Funding Detail (cont.)

##### General Self Financed Construction

Project/Program Title	Total Project Cost	General Self Financed Funding
<b>Public Service Facilities</b>		
Business Center Complex (1)	\$6,000,000	\$2,000,000
Southwest Downtown Infrastructure (2)	7,565,994	1,500,000
Vehicle Maintenance Expansion	170,000	170,000
Downtown Redevelopment Plan	500,000	500,000
City Gateway Entrances	250,000	250,000
Library Renovations	500,000	500,000
Public Works Master Plan	50,000	50,000
<b>Information Technology</b>		
Fiber Optic Networking	342,855	342,855
Financial Information Services	538,658	538,658
<b>Public Safety Equipment and Facilities</b>		
Two Fire Replacement Vehicles	1,000,000	1,000,000
Police Department CAD Upgrade	537,851	537,851
Digital Radio and Public Safety Equipment	2,845,000	2,845,000
New Police Department Building (3)	21,845,226	15,031,885
<b>Parks and Recreation</b>		
Old Settler's Sports Complex (4)	18,200,000	5,700,000
West Side Recreation Center (5)	8,043,500	1,043,500
Strategic Park and Recreation Master Plan (6)	165,415	27,557
Greater Lake Creek Park (7)	1,501,531	102,054
Old Settler's Practice Fields	331,000	331,000
<b>Sidewalks, Landscapes and Traffic Signals</b>		
Mays Street Sidewalks (8)	155,000	47,986
Corridor Enhancements (9)	899,986	399,986
<b>Streets, Drainage and Storm Water Control</b>		
Street Improvements	1,000,000	1,000,000
2006 Seal Coat Program	4,202,239	4,202,239
2007 Seal Coat Program	2,978,826	2,978,826
<b>Total General Self Financed Funding</b>		<b>\$41,099,397</b>

(1) Business Center Complex has funding in the 2001 GO's.

(2) Southwest Downtown Infrastructure has funding in the 2001 GO's.

(3) New Police Department Building has funding in the 2001 GO's.

(4) Old Settler's Complex has funding in the 2007 CO's.

(5) West Side Recreation Center has funding in the 2001 GO's.

(6) Strategic Park and Recreation Master Plan has funding in the 2000 CO's.

**Capital Improvement Program Project Funding Detail (cont.)**

- (7) Greater Lake Creek Park has funding in the 2001 GO's.  
 (8) Mays Street Sidewalks has funding in the 1997 CO's (Fund 400-now closed)  
 (9) Corridor Enhancements has funding in the 2001 GO's.

**2007 Certificates of Obligation**

<b>Project/Program Title</b>	<b>Total Project</b>	<b>2007 Certificate of Obligation Funding</b>
<b>Drainage and Channel Improvements</b>		
YMCA Pool Contribution	\$2,000,000	\$2,000,000
OSPV Park Improvements	18,200,000	12,500,000
<b>Total 2007 Certificates of Obligation</b>		<b>\$14,500,000</b>

- (1) Old Settler's Sports Complex has funding in General Self Finance Construction Fund.

**Transportation****Transportation Fund**

<b>Project/Program Title</b>	<b>Total Project Cost</b>	<b>Round Rock Transportation Funding</b>	<b>Other Funding</b>
<b>Transportation</b>			
Arterial A	\$21,418,000	\$21,418,000	
CR 113-Kiphen Rd.	15,246,561	12,898,314	2,348,247
FM 1460-North Grimes	16,762,384	8,562,384	8,200,000
RM 620	11,000,000	2,500,000	8,500,000
Traffic Signals	4,430,000	4,430,000	
US 79-from FM1460 to CR195	12,662,745	9,662,745	3,000,000
Transportation Consulting	656,351	656,351	
IH35 Area Improvements	14,311,866	10,269,090	4,042,776
Hester's Crossing Bridge Replacement	17,880,000	17,880,000	
Seton Parkway Phase One	2,000,000	2,000,000	
Wyoming Springs Drive	6,400,000	3,400,000	3,000,000
Arterial M-North Mays Extension	3,550,000	3,550,000	
<b>Completed Projects</b>		<b>80,244,260</b>	
<b>Total Transportation Fund</b>		<b>\$177,471,144</b>	<b>\$29,091,023</b>

## Capital Projects Funds Expenditures

### CIP Project Funding Detail

#### Capital Improvement Program Project Funding Detail (cont.)

##### Water/Wastewater Utility

##### Utility Funding

Project/Program Title	Total Cost	Utility Funding
<b>Water Utility</b>		
Water Tanks Rehabilitation	765,000	765,000
Groundwater Filtration	6,000,000	6,000,000
Lake Georgetown Raw Water Delivery System Improvements	15,780,827	15,780,827
2007 Water Master Plan & Impact Fee Update	52,250	52,250
Manville/CR 122 Water Improvements	100,000	100,000
2005 GPS/GIS Project	265,868	265,868
RM 1431 2MG Elevated Tank	4,685,000	4,685,000
RM 1431 36" Waterline Improvements	2,687,025	2,687,025
7.5 MGD High Service Pumps	1,100,000	1,100,000
CR 112 24" Waterline	1,500,000	1,500,000
Greenslopes Asbestos Waterline Improvements	810,200	810,200
Regional Water Supply and Treatment System	67,500,000	67,500,000

**Capital Improvement Program Project Funding Detail (cont.)****Water/Wastewater Utility****Utility Funding (cont.)**

<b>Project/Program Title</b>	<b>Total Cost</b>	<b>Utility Funding</b>
<b>Wastewater Utility</b>		
Basin Inspections & Repairs FY 2003-04	1,396,966	1,396,966
Basin Inspections & Repairs FY 2005-06	2,680,607	2,680,607
McNutt Creek Wastewater Systems Improvements	12,704,347	12,704,347
2005 GPS/GIS Project	383,455	383,455
2007 Wastewater Master Plan & Impact Fee Update	98,700	98,700
Basin Inspections & Repairs FY 2006-07	2,232,450	2,232,450
Basin Inspections & Repairs FY 2007-08	3,360,015	3,360,015
Forest Creek Interceptor	2,027,688	2,027,688
<b>Water Re-Use</b>		
Old Settler's Park Irrigation	1,800,000	1,800,000
<b>Total Utility Fund</b>		<b>\$127,930,398</b>

## Capital Projects Funds Expenditures

### CIP Project Proposed Expenditures

#### Capital Improvement Program Project Proposed Expenditures

##### General Government Projects

Project	Estimated Total Project Cost	Expenditures Through 9/30/08	2008-09 Proposed Expenditures	2009-10 Proposed Expenditures
<b>PUBLIC SERVICE FACILITIES</b>				
Business Center Complex	\$6,000,000	\$3,247,966	\$2,752,034	\$0
City Hall Policy Center	7,845,000	97,144	377,313	7,370,543
SW Downtown Area Infrastructure	7,565,994	2,455,994	3,930,000	1,180,000
Vehicle Maintenance Expansion	170,000	17,745	152,255	
Downtown Redevelopment Plan	500,000		500,000	
City Gateway Entrances	250,000	5,669	244,331	
Library Renovations	500,000	100,000	400,000	
Public Works Master Plan	50,000	50,000		
<b>INFORMATION TECHNOLOGY</b>				
Fiber Optic Networking	342,855	342,855		
Financial Information Services	538,568	63,198	475,370	
<b>PUBLIC SAFETY EQUIPMENT AND FACILITIES</b>				
Two Fire Engine Replacement Vehicles	1,000,000	1,000,000		
Police Department CAD Upgrade	537,851	131,334	406,517	
Digital Radio and Public Safety Equipment	2,845,000	2,534,765	310,235	
New Police Department Building	21,845,226	21,845,226		

**Capital Improvement Program Project Proposed Expenditures (cont.)****General Government Projects**

<b>Project</b>	<b>Estimated Total Project Cost</b>	<b>Expenditures Through 9/30/08</b>	<b>2008-09 Proposed Expenditures</b>	<b>2009-10 Proposed Expenditures</b>
<b>PARKS AND RECREATION</b>				
City Trail Systems-A	685,000	397,000	288,000	
Old Settler's Sports Complex	18,200,000	13,038,823	5,161,177	
Bowman Park	180,000	180,000		
Strategic Parks and Recreation Master Plan	165,415	165,415		
West Side Recreation Center	8,043,500	85,855	542,740	7,414,905
Greater Lake Creek Park	1,501,531	1,501,531		
Old Setter's Park Practice Fields	331,000		331,000	
YMCA Pool Contribution	2,000,000	2,000,000		
<b>SIDEWALKS, LANDSCAPES AND TRAFFIC SIGNALS</b>				
Mays Street Sidewalks	155,000	155,000		
Corridor Enhancements	899,986	899,986		
Downtown Parking and Traffic Circulation	4,000,000	1,972,272	149,728	1,878,000
Traffic Signals-Various Locations	1,290,000	1,290,000		



## Capital Projects Funds Expenditures

### CIP Project Proposed Expenditures

#### Capital Improvement Program Project Proposed Expenditures (cont.)

##### General Government Projects (cont.)

Project	Estimated Total Project Cost	Expenditures Through 9/30/08	2008-09 Proposed Expenditures	2009-10 Proposed Expenditures
<b>STREETS, DRAINAGE AND STORM WATER CONTROL</b>				
Street Improvements	1,000,000		1,000,000	
Berglund Streets Improvements	1,088,849	1,088,849		
2006 Seal Coat Program	4,202,239	4,202,239		
2007 Seal Coat Program	2,978,826		2,978,826	
Gattis School Road Intersection & Safety	3,132,229	3,132,229		
Creekbend Boulevard	6,675,000	790,861	2,506,121	3,378,018
Chisholm Trail Reconstruction	6,160,000	318,136	1,575,792	4,266,072
Chisholm Parkway Extension	1,300,000	90,313	170,035	1,039,652
Sam Bass Road	3,820,000	1,204,485	1,190,824	1,424,691
Austin and Liberty Avenue	3,895,000	1,327,033	2,567,967	
Eggers Acres-Dennis Drive Improvements	1,570,000	667,694	902,306	
Ledbetter Street	280,000	145,404	134,596	
Southcreek Channel Improvements	1,882,669	1,882,669		
Bowman Road Drainage	1,500,000	529,416	970,584	
Messick Loop-Hanlac Trail Channel Improvements	640,000		640,000	
<b>General Government Projects Total</b>	<b>\$127,566,738</b>	<b>\$68,957,106</b>	<b>\$30,657,751</b>	<b>\$27,951,881</b>

**Capital Improvement Program Project Proposed Expenditures****Transportation Projects**

<b>Project</b>	<b>Estimated Total Project Cost</b>	<b>Expenditures Through 9/30/08</b>	<b>2008-09 Proposed Expenditures</b>	<b>2009-10 Proposed Expenditures</b>
<b>TRANSPORTATION</b>				
Arterial A	\$21,418,000	\$5,386,080	\$12,934,085	\$3,097,835
CR113-Kippen Rd.-Old Settlers Blvd.**	15,246,561	12,558,954	2,428,083	
FM1460-North Grimes**	16,762,384	1,062,384	4,670,000	2,830,000
RM620**	11,000,000			2,500,000
Traffic Signals	4,430,000	2,036,049	2,393,951	
US79-from FM1460 to CR195**	12,662,745	9,662,745		
Transportation Consulting	656,351	434,621	221,730	
IH35 Area Improvements**	14,311,866	10,269,090		
Hester's Crossing Bridge Replacement	17,880,000	17,880,000		
Seton Parkway	2,000,000	2,000,000		
Wyoming Springs Drive	6,400,000	194,000	5,004,000	1,202,000
Arterial M-North Mays Extension	3,550,000	1,017,542	1,659,000	873,458
<b>Transportation Projects Total</b>	<b>\$126,317,907</b>	<b>\$62,501,465</b>	<b>\$29,310,849</b>	<b>\$10,503,293</b>

\*\*Additional outside funding will be required.

## Capital Projects Funds Expenditures

### CIP Project Proposed Expenditures

#### Capital Improvement Program Project Proposed Expenditures

##### Water/Wastewater

##### Utility Projects

Project	Estimated Total Project Cost	Expenditures Through 9/30/08	2008-09 Proposed Expenditures	2009-10 Proposed Expenditures
<b>WATER UTILITY</b>				
Groundwater Filtration*	\$6,000,000	\$79,330	\$0	\$0
Water Tanks Rehabilitation	765,000	165,000	600,000	
2007 Water Master Plan & Impact Fee Study	52,250	52,250		
Lake Georgetown Raw Water Delivery System Improvements	15,780,827	12,045,827	3,735,000	
Manville/CR 122 Water Improvements	100,000		100,000	
2005 GPS/GIS Project	265,868	216,828	49,040	
RM 1431 2MG Elevated Tank	4,685,000	668,775	3,463,886	531,944
RM 1431 36" Waterline Improvements	2,687,025	1,912,025	775,000	
7.5 MGD High Service Pumps	1,100,000	750,000	350,000	
CR 112 24" Waterline	1,500,000		720,000	780,000
Greenslopes Asbestos Waterline Improvements	810,200		810,200	
Regional Water Supply and Treatment System*	67,500,000	12,990,201	13,604,049	16,295,032

**Capital Improvement Program Project Proposed Expenditures (cont.)****Water/Wastewater****Utility Projects (cont.)**

<b>Project</b>	<b>Estimated Total Project Cost</b>	<b>Expenditures Through 9/30/08</b>	<b>2008-09 Proposed Expenditures</b>	<b>2009-10 Proposed Expenditures</b>
<b>RECLAIMED WATER</b>				
Reclaimed Water at Old Settler's Park	1,800,000		1,800,000	
<b>WASTEWATER UTILITY</b>				
Basin Inspections & Repairs FY 2003-04 Non-Edwards	1,396,966			1,396,966
Basin Inspections & Repairs FY 2005-06 McNutt Creek Wastewater Systems Improvements	2,680,607	2,680,607		
2007 Wastewater Master Plan & Impact Fee Update	12,704,347	12,704,347		
Basin Inspections & Repairs FY 2006-07	98,700	98,700	904,927	
Basin Inspections & Repairs FY 2007-08	2,232,450	1,327,523	2,500,000	548,840
Forest Creek Interceptor	3,360,015	311,175	1,977,688	
2005 GPS/GIS Project	2,027,688	50,000	133,288	
	383,455	250,167		
<b>Utility Projects Total</b>	<b>\$127,930,398</b>	<b>\$46,302,755</b>	<b>\$31,523,078</b>	<b>\$19,552,782</b>

\* Funding beyond fiscal year 2009-2010 will be required.

## Capital Projects Funds Expenditures

### *CIP Project Proposed Expenditures*

#### Capital Improvement Program Project Proposed Expenditures Summary

Category	Estimated Total Project Cost	Expenditures Through 9/30/08	2008-09 Proposed Expenditures	2009-10 Proposed Expenditures
General Government Projects	\$127,566,738	\$68,957,106	\$30,657,751	\$27,951,881
Transportation Projects	126,317,907	62,501,465	29,310,849	10,503,293
Utility Projects	127,930,398	46,302,755	31,523,078	19,552,782
<b>Grand Total All Capital Improvement Projects</b>	<b>\$381,815,043</b>	<b>\$177,761,326</b>	<b>\$91,491,678</b>	<b>\$58,007,956</b>

**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

<b>Project/Program Title</b>	<b>Estimated Annual Operating Costs</b>	<b>Budget Category</b>	<b>Fiscal Year 2008-09</b>	<b>Fiscal Year 2009-10</b>
<b>GENERAL</b>				
<b>PUBLIC SERVICE FACILITIES</b>				
City Hall Policy Center	\$60,000		\$0	\$0
SW Area Downtown Area Infrastructure	\$15,000		\$0	\$15,000
<b>Breakdown by Budget Category</b>				
		Personnel Costs	\$0	\$0
		Contractual Services	0	0
		Materials and Supplies	0	0
		Other Expenses	0	15,000
		Capital Outlay	0	0
<b>PUBLIC SAFETY EQUIPMENT AND FACILITIES</b>				
New Police Building	\$250,000		\$250,000	\$255,000
<b>Breakdown by Budget Category</b>				
		Personnel Costs	\$0	\$0
		Contractual Services	170,000	175,000
		Materials and Supplies	80,000	80,000
		Other Expenses	0	0
		Capital Outlay	0	0

## Capital Projects Funds Expenditures

### Estimated Annual Operating Cost Detail

#### Estimated Annual Operating Cost Detail (cont.)

Project/Program Title	Estimated Annual Operating Costs	Budget Category	Fiscal Year 2008-09	Fiscal Year 2009-10
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#### **PARKS AND RECREATION**

CityWide Trail Systems-A	\$20,760		\$10,000	\$20,760
West Side Recreation Center	1,200,000		0	0

#### **Breakdown by Budget Category**

Personnel Costs	\$0	\$0
Contractual Services	0	0
Materials and Supplies	10,000	20,760
Other Expenses	0	0
Capital Outlay	0	0

#### **SIDEWALKS, LANDSCAPES, AND TRAFFIC SIGNALS**

Corridor Enhancements	\$10,000		\$10,000	\$10,000
Downtown Parking and Traffic Circulation	30,000		30,000	30,000

#### **Breakdown by Budget Category**

Personnel Costs	\$0	\$0
Contractual Services	20,000	20,000
Materials and Supplies	20,000	20,000
Other Expenses	0	0
Capital Outlay	0	0

#### **STREETS, DRAINAGE AND STORM WATER CONTROL**

Street, drainage and channel repairs and reconstruction projects will require maintenance which will be addressed by current crews and programs.

#### **UTILITY**

Water system lines, storage improvements and system improvements are ongoing capital repairs or betterments. These projects will have a small effect on the overall system operations in that they will require periodic maintenance. However, this maintenance cost is not a specific incremental cost, but is expected to be handled by existing crews and equipment. Operating and maintenance expenses will grow over time as the customer base and utility system expand.







## Special Revenue Funds Expenditures

Hotel Occupancy Tax Fund

Law Enforcement Fund

Parks Improvement

& Acquisitions Fund

Municipal Court Fund

Library Fund

Tree Replacement Fund





## Special Revenue Funds Expenditures

Special Revenue  
Funds Expenditures





### **Hotel Occupancy Tax Fund - Program Description**

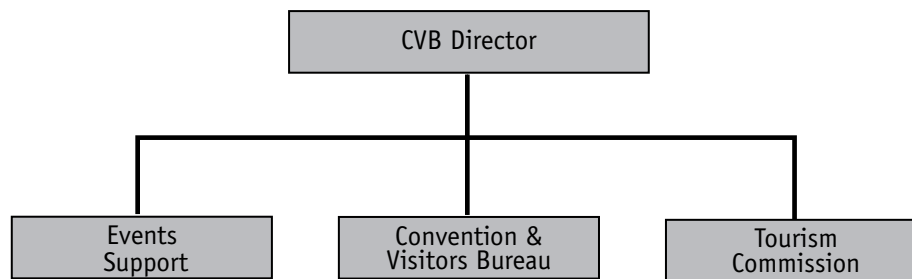
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This fund accounts for the levy and use of the hotel - motel bed tax. Proceeds from this tax are to be used toward tourism, community events, cultural enhancements and promotion of the City. Included is funding for the Convention & Visitors Bureau.

## 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 (CVB). The Tourism Department consists of a Director of Convention and Visitors Bureau; a Marketing Specialist; and an Office Manager.

*Mission: To Promote Economic Diversity by Developing the Tourism Industry in Round Rock.*



### Departmental Program Summary:

During 2003, Destination Development presented a long range Tourism Plan. This plan outlined the activities and programs that need to be developed in order for Round Rock to become the "Sports Capital of Texas." The Round Rock City Council adopted the plan in December of 2003.

The department consists of three programs described below:

#### Programs:

**Events & Arts Support:** This program provides funding for special events and activities held within Williamson County. Funding will be provided for those events or activities which demonstrate they can bring money into the Round Rock economy from outside our city limits.

**Convention & Visitors Bureau:** The purpose of this program is to establish a pro-active aggressive marketing and sales campaign for the City. The primary goal of this program is to increase occupancies of local lodging facilities and to increase tourism spending in Round Rock.

**Tourism Commission:** The Commission consists of representatives from various organizations and businesses which have a stake in the tourism industry of Round Rock. The commission will provide recommendations to city staff and city leadership regarding how the City should proceed with tourism activities.

### FY 2007-08 Highlights:

- Three "Be A Fan" videos were run on the City television broadcasts to kick off the community campaign.
- Implemented new industry specific software for sales and service tracking and management.
- Updated long-range Tourism Plan.

### FY 2008-09

#### Overview and Significant Changes:

The staff continues to evaluate the needs of the City to ensure the Tourism Plan is being implemented by:

- Development of Special Events Center.
- Work with the Tourism Commission on the event funding program with possible changes to the event funding process.
- Continue marketing plan and public relations campaigns and aggressively recruit conferences/tournaments to Round Rock.

#### **New Programs for FY 2008-09:**

The Convention and Visitors Bureau is proposing no new programs for FY 2008-09.

#### **FY 2008-10 Overview and Beyond:**

The CVB will continue to use sales and marketing efforts and find new ways to promote Round Rock as new tourism products come on-line.

- Special Events Center

**Departmental Goals:**

- Be diligent in measuring the return on investment for the CVB.
- Implement the City of Round Rock Tourism Way Finding Plan. (City Goal 3)

<b>Objective:</b> Implementation of tourism directional way finding signage plan.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
% of construction of directional signage complete	50%	100%	N/A	50%

**Trend:** The RFP and selection process for design is the foundation for the entire project. Project implementations anticipated in summer 2008. This measure will be discontinued in FY 2009.

<b>Objective:</b> Continually evaluate and update tourism directional signage plan.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Signage plan up-dated	N/A	Yes	N/A	Yes

**Trend:** This measure will be implemented during FY 2008-09.

- Continue aggressive sales and marketing effort. (City Goal 1)

<b>Objective:</b> Continue marketing efforts for trade shows, direct mail and other activities and continue to build relationships and network with target markets.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
Advertising/PR percentage of budget	20%	20%	20%	20%
Trade Shows/Direct Marketing	4/3	5/3	7/3	9/4
Building Relationships/Networking	Ongoing	Ongoing	Ongoing	Ongoing

**Trend:** This is the CVB's core business and will always be a department goal. This year the CVB will continue to focus on its internal audience through public relations and marketing efforts. A significant focus this year will also be external target markets. The Advertising/PR measurements are percentages based on a 5 year plan.

- Provide exceptional service to our guests. (City Goal 5.2)

<b>Objective:</b> Provide promotional items and tourist information and materials before/during conferences and tournaments.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
# of Promotional items/printed materials	26,936	20,438	10,000	11,000

**Trend:** With an Event Coordinator on staff, a plan has been developed to provide exceptional service to our guests. Actual promotional items and printed materials may vary in numbers from projections because of conferences/tournaments that come up during the year. Changes due to Games of Texas, Certified Folder and increased leads.

## Special Revenue Funds Expenditures

### Hotel Occupancy Tax Fund

#### Departmental Goals: (cont.)

<b>Objective:</b> Promote local businesses (especially restaurants & attractions) to encourage tourism and serve as a resource to conference/tournament planners for needed services (i.e. RFP's for hotels, transportation, caterers, volunteers, etc.).	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
RFP's sent to hotels	23	25	28	35
Promotional Activities	Ongoing	Ongoing	Ongoing	Ongoing

**Trend:** Leads from marketing activities and discovery of CVB websites have lead to increased leads.

- Monitor the Visitor Information Center to improve and enhance service/information for visitors.

<b>Objective:</b> Supply resource materials and monitor distribution.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
# of materials supplied	5,200	1,000	1,000	1,000

**Trend:** The Visitor Information Center has moved to the Premium Outlet Center

- Distribute Round Rock information at various outlets.

<b>Objective:</b> Supply resource materials.	<b>Actual 05-06</b>	<b>Actual 06-07</b>	<b>Forecast 07-08</b>	<b>Forecast 08-09</b>
# of materials supplied	13,120	213,667	70,000	40,000

**Trend:** This includes visitor packets, Certified Folder, Hotels, etc. Changes due to Games of Texas, Certified Folder and increased leads.



**Hotel Occupancy Tax Fund****Summary of Expenditures:**

<b>Account Title</b>	<b>2006-07 Actual</b>	<b>2007-08 Approved Budget</b>	<b>2007-08 Revised Budget</b>	<b>2008-09 Approved Budget</b>
<b>MULTI-PURPOSE STADIUM/CONVENTION FACILITY</b>				
Transfer to Reserve Fund at Trustee Bank	\$10,000	\$0	\$0	\$0
Transfer to Debt Serv. Fund at Trustee Bank	668,405	715,000	715,000	710,000
Transfer to Conv. Center Expansion Fund	1,043,963	0	0	0
Property Insurance	35,000	40,000	40,000	40,000
Contingency and Trustee Fees	14,452	45,000	45,000	45,000
Capital Repair at Trustee Bank	0	75,000	75,000	75,000
Transfer to Capital Improvement Fund	100,000	100,000	100,000	100,000
Sub - Total	1,871,820	975,000	975,000	970,000
<b>TOURISM EVENTS</b>				
Round Rock Baseball Tournaments	0	0	0	14,000
Varsity Sports Marketing Group	0	0	0	5,000
United Martial Artist for Community Development	0	0	0	5,000
Fiesta Amistad	0	1,500	1,500	1,500
Super Series National	0	10,000	10,000	0
Round Rock College Classic	0	10,000	10,000	0
Pony Sectional Softball	10,000	0	0	0
Texas LaCrosse Showdown	5,000	0	0	0
Sub - Total	15,000	21,500	21,500	25,500
<b>ARTS SUPPORT</b>				
Choir	8,000	8,000	8,000	0
Sam Bass Theater	5,000	5,000	5,000	0
Contingency -Mid year events	0	13,000	13,000	29,000
Sub - Total	13,000	26,000	26,000	29,000



## Special Revenue Funds Expenditures

### Hotel Occupancy Tax Fund

#### Hotel Occupancy Tax Fund

#### Summary of Expenditures (cont):

Account Title	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget
<b>TOURISM SUPPORT</b>				
Tourism Study	\$0	\$21,500	\$21,500	\$9,745
Sub - Total	0	21,500	21,500	9,745
<b>MUSEUM SUPPORT</b>				
Palm House Museum	15,506	0	0	0
Sub - Total	15,506	0	0	0
<b>CONVENTION &amp; VISITORS BUREAU</b>				
Personnel	198,869	274,880	274,880	294,441
Contractual Services	208,270	249,212	249,212	261,169
Materials & Supplies	14,157	18,840	18,840	35,335
Other Services & Charges	118,040	186,500	186,500	200,500
Capital Outlay	6,348	8,500	8,500	0
Sub-Total	545,683	737,933	737,933	791,445
<b>CAPITAL PROJECTS</b>				
Transfer to Capital Project Fund	490,500	500,000	500,000	500,000
Sub-Total	490,500	500,000	500,000	500,000
Fund Total	\$2,951,509	\$2,281,933	\$2,281,933	\$2,325,690

**Hotel Occupancy Tax Fund****Convention & Visitors Bureau**

<b>Authorized Personnel</b>	<b>Positions</b>			<b>Full Time Equivalents</b>		
	<b>2006-07 Actual</b>	<b>2007-08 Revised</b>	<b>2008-09 Approved</b>	<b>2006-07 Actual</b>	<b>2007-08 Revised</b>	<b>2008-09 Approved</b>
Executive Director - Community Development	1	1	1	0.50	0.50	0.50
Director CVB	1	1	1	1.00	1.00	1.00
Marketing Assistant	1	1	1	1.00	1.00	1.00
Office Manager	1	1	1	1.00	1.00	1.00
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>



### **Law Enforcement Fund - Program Description**

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This fund accounts for the forfeiture of contraband gained from the commission of criminal activity. Proceeds from this fund are to be used for law enforcement purposes.

**Law Enforcement Fund****Summary of Expenditures:**

<b>Account Title</b>	<b>2006-07 Actual</b>	<b>2007-08 Approved Budget</b>	<b>2007-08 Revised Budget</b>	<b>2008-09 Approved Budget</b>
<b>LOCAL</b>				
Machinery & Equipment	\$18,204	\$46,265	\$46,265	<b>\$0</b>
Vehicles	0	125,000	125,000	<b>0</b>
Computer Equipment	6,447	25,000	25,000	<b>0</b>
Computer Software	17,582	0	0	<b>0</b>
Sub - Total	42,233	196,265	196,265	<b>0</b>
<b>FEDERAL</b>				
Machinery & Equipment	42,043	7,600	7,600	<b>0</b>
Vehicles	0	23,000	23,000	<b>0</b>
Audio/Visual Equipment	207,459	22,000	22,000	<b>0</b>
Computer Equipment	5,111	0	0	<b>0</b>
Computer Software	35,958	57,100	57,100	<b>0</b>
Sub - Total	290,571	109,700	109,700	<b>0</b>
Fund Total	\$332,804	\$305,965	\$305,965	<b>\$0</b>



### **Parks Improvement & Acquisitions Fund**

---

This fund accounts for the collection and expenditure of fees from two specific parks and recreation related sources: sports league teams fees used for the improvement and maintenance of facilities; and, park development fees collected from developers of subdivisions who choose to provide cash in lieu of designating parkland. These funds are restricted based on guidelines provided in the subdivision ordinance.

**Parks Improvement & Acquisitions Fund****Summary of Expenditures:**

<b>Account Title</b>	<b>2006-07 Actual</b>	<b>2007-08 Approved Budget</b>	<b>2007-08 Revised Budget</b>	<b>2008-09 Approved Budget</b>
<b>PARKLAND DEVELOPMENT</b>				
Parkland Development	\$0	\$293,050	\$293,050	<b>\$406,132</b>
Sub - Total	0	293,050	293,050	<b>406,132</b>
<b>Fund Total</b>	<b>\$0</b>	<b>\$293,050</b>	<b>\$293,050</b>	<b>\$406,132</b>



### **Municipal Court Fund - Program Description**

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This fund accounts for fees collected on conviction of certain Municipal Court offenses and is intended to enhance the safety of children, provide technology for processing court cases, and create a security plan for the courtroom.

**Municipal Court Fund****Summary of Expenditures:**

<b>Account Title</b>	<b>2006-07 Actual</b>	<b>2007-08 Approved Budget</b>	<b>2007-08 Revised Budget</b>	<b>2008-09 Approved Budget</b>
<b>CHILD SAFETY FINES</b>				
School Crosswalk Upgrades	\$13,635	\$20,000	\$20,000	<b>\$20,000</b>
Sub - Total	13,635	20,000	20,000	<b>20,000</b>
<b>TECHNOLOGY FEES</b>				
Computer Equipment	8,599	12,000	12,000	<b>38,600</b>
Computer Software	5,000	9,000	9,000	<b>11,760</b>
Equipment & Machinery	0	16,500	16,500	<b>0</b>
Supplies	549	4,100	4,100	<b>5,000</b>
Training Expenses/Maintenance	0	1,120	1,120	<b>1,000</b>
Travel Expenses	0	500	500	<b>500</b>
Sub - Total	14,148	43,220	43,220	<b>56,860</b>
<b>SECURITY FEES</b>				
Security Services	32,121	35,000	35,000	<b>35,000</b>
Training Expenses/Maintenance	85	200	200	<b>600</b>
Sub - Total	32,206	35,200	35,200	<b>35,600</b>
Fund Total	\$59,989	\$98,420	\$98,420	<b>\$112,460</b>





### **Library Fund - Program Description**

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This fund accepts donations by patrons of the library for various books and videos to be purchased and housed in the Library.

**Library Fund****Summary of Expenditures:**

<b>Account Title</b>	<b>2006-07 Actual</b>	<b>2007-08 Approved Budget</b>	<b>2007-08 Revised Budget</b>	<b>2008-09 Approved Budget</b>
<b>ROUND ROCK PUBLIC LIBRARY</b>				
Books & Materials	\$3,312	\$5,000	\$5,000	<b>\$3,000</b>
Sub - Total	3,312	5,000	5,000	<b>3,000</b>
Fund Total	\$3,312	\$5,000	\$5,000	<b>\$3,000</b>



### **Tree Replacement Fund - Program Description**

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This fund accounts for developer contributions used solely for the purpose of purchasing and planting trees in public rights-of-way, public parkland or any other city-owned property.

**Tree Replacement Fund****Summary of Expenditures:**

Account Title	2006-07 Actual	2007-08 Approved Budget	2007-08 Revised Budget	2008-09 Approved Budget
<b>TREE REPLACEMENT</b>				
Tree Planting	\$0	\$250,000	\$250,000	<b>\$250,000</b>
Sub - Total	0	250,000	250,000	<b>250,000</b>
Fund Total	\$0	\$250,000	\$250,000	<b>\$250,000</b>





## Debt Schedules

Purpose of Bonds Issued

Schedule of G.O. Debt Service

Schedule of Revenue Bonds

Debt Service

Schedule of Hotel Occupancy

Tax (H.O.T.) Revenue Bonds

G.O. Debt Payment Schedule

Revenue Bonds Payment Schedule





## Debt Schedules





## Debt Schedules

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## Debt Schedules

### *Schedule of Bonded Debt by Purpose*

#### Purpose of Bonds Issued

Issue	Amount Issued	Engineering & Dev. Services	Police
2007 Comb. Tax/Rev C.O.	\$14,915,000	---	---
2007 G.O. & Refunding Bonds	44,770,000	Streets, Bridges and Sidewalks	---
2007 H.O.T. Rev. Refunding Bonds	8,920,000	---	---
2006 Utility System Revenue Bonds	8,415,000	---	---
2005 G. O. Refunding Bonds	19,915,000	---	---
2004 G.O. & Refunding Bonds	31,945,000	Streets, Bridges and Sidewalks	Construct, Improve Facilities
2002 G.O. & Refunding Bonds	45,465,000	Streets, Bridges, Sidewalks/ Building Expansion	Construct, Improve Facilities
2000 Comb. Tax/Rev C.O.	1,800,000	Hwy. Right of Way/Street Impr.	---
1998 G.O. Bonds	3,750,000	Street, Drainage, Mtn. Facility	---
1998 Comb. Tax/Rev C.O.	955,000	---	---
1997 G. O. Refunding Bonds	5,300,000	---	---
1996 G.O. & Refunding Bonds	2,220,000	Street/Traffic Light Impr.	Building Impr.
1995 Comb. Tax/Rev C.O.	2,875,000	Maintenance Yd./Impr.	---

Fire	Parks	Library	Water/ Wastewater	Other
---	Park Improvements	---	---	---
Engine Replacement	Recreation Center	---	---	Municipal Complex/ Partial Refunding
---	---	---	---	Convention Ctr.
---	---	---	Regional Water Project	---
---	---	---	---	Partial Refund
Construct, Improve Facilities	---	---	---	Municipal Complex/ Partial Refunding
Construct, Improve Facilities	---	---	---	Municipal Complex/ Partial Refunding
Ladder Truck	Park Land	---	---	Municipal Complex
Trucks, Station Const.	Facility Improvements	---	---	---
---	Recreation Center	---	---	---
---	---	---	---	Partial Refund
Building Impr.	Rec. Center & Drainage	Expansion	---	---
Pumper Truck	---	---	---	Golf Course

## Debt Schedules

### *Schedule of General Obligation Debt Service*

#### **Schedule of General Obligation Debt Service**

**Fiscal Year 2008-09**

<b>Issue</b>	<b>Interest Rates/%</b>	<b>Date of Issue</b>	<b>Date of Maturity</b>	<b>Amount Issued (Net of Refunding)</b>	<b>10/1/08 Amount O/S (Net of Refunding)</b>
2007 Comb. Tax/Rev C.O.	4.00 - 4.63	7/01/07	8/15/27	\$14,915,000	\$14,540,000
2007 G.O. & Refunding Bonds	4.00 - 5.00	7/01/07	8/15/32	44,770,000	43,300,000
2005 G.O. Refunding Bonds	2.25 - 5.00	1/15/05	8/15/22	19,915,000	18,945,000
2004 G.O. & Refunding Bonds	2.00 - 5.25	7/15/04	8/15/24	31,945,000	29,210,000
2002 G.O. & Refunding Bonds	4.00 - 5.50	5/01/02	8/15/27	45,465,000	28,605,000
2000 Comb. Tax/Rev C.O.	5.00 - 6.25	5/15/00	8/15/20	1,800,000	760,000
1998 G.O. Bonds	6.75	7/01/98	8/15/23	3,750,000	0
1998 Comb. Tax/Rev C.O.	4.40 - 6.40	7/01/98	8/15/18	955,000	0
1997 G.O. Refunding Bonds	4.10 - 5.38	11/15/97	8/01/25	5,300,000	0
1996 G.O. & Refunding Bonds	4.50 - 5.80	8/15/96	8/15/21	2,220,000	0
1995 Comb. Tax/Rev C.O.	4.60 - 6.25	3/15/95	8/15/25	2,875,000	0
Capital Leases	Var.	Var.	Var.	5,330,000	4,379,323
<b>TOTAL</b>				<b>\$179,240,000</b>	<b>\$139,739,323</b>

## Schedule of General Obligation Debt Service (cont.)

Fiscal Year 2008-09

Issue	2008-09 Principal	2008-09 Interest	Total Principal & Interest
2007 Comb. Tax/Rev C.O.	\$470,000	\$626,831	\$1,096,831
2007 G.O. & Refunding Bonds	720,000	2,063,635	2,783,635 **
2005 G.O. Refunding Bonds	835,000	882,381	1,717,381
2004 G.O. & Refunding Bonds	1,380,000	1,372,200	2,752,200 **
2002 G.O. & Refunding Bonds	1,400,000	1,394,413	2,794,413 *
2000 Comb. Tax/Rev C.O.	355,000	42,003	397,003
1998 G.O. Bonds	0	0	0
1998 Comb. Tax/Rev C.O.	0	0	0
1997 G.O. Refunding Bonds	0	0	0
1996 G.O. & Refunding Bonds	0	0	0
1995 Comb. Tax/Rev C.O.	0	0	0
Capital Leases	1,351,767	137,644	1,489,411
<b>TOTAL</b>	<b>\$6,511,767</b>	<b>\$6,519,107</b>	<b>\$13,030,874</b>
* Less amount funded by UTILITY FUND			(161,912)
** Less self-supporting GOLF FUND			(452,269)
Add paying agent fees			9,000
Total to be paid from PROPERTY TAXES			<u>\$12,425,693</u>

## Debt Schedules

### *Schedule of Revenue Bonds - Debt Service & H.O.T.*

#### **Schedule of Revenue Bonds Debt Service**

Fiscal Year 2008-09

Issue	Interest Rates/%	Date of Issue	Date of Maturity	10/1/08	Amount O/S (Net of Refunding)
				Amount Issued	
2006 Utility System Revenue Bonds	2.20 - 2.95	various	8/1/26	\$8,415,000	\$8,290,000
Total				\$8,415,000	\$8,290,000

#### **Schedule of Hotel Occupancy Tax (H.O.T.) Revenue Bonds**

Fiscal Year 2008-09

Issue	Interest Rates/%	Date of Issue	Date of Maturity	10/1/08	Amount O/S
				Amount Issued	
Hotel Occupancy Tax Rev., Refunding Bonds Series 2007	4.00 - 4.50	1/15/07	12/1/24	\$8,920,000	\$8,575,000
Total - Funded by Hotel Occupancy Tax Revenues				\$8,920,000	\$8,575,000

**Schedule of Revenue Bonds Debt Service (cont.)**

Fiscal Year 2008-09

<b>Issue</b>	<b>2008-09 Principal</b>	<b>2008-09 Interest</b>	<b>Total Principal &amp; Interest</b>
2006 Utility System Revenue Bonds	\$626,500	\$84,500	\$711,000
<b>Total</b>	<b>\$626,500</b>	<b>\$84,500</b>	<b>\$711,000</b>
Add self-supporting UTILITY FUND debt (from G.O. schedule)			161,912
Add paying agent fees			0
<b>Total</b>			<b>\$872,912</b>

**Schedule of Hotel Occupancy Tax (H.O.T.) Revenue Bonds (cont.)**

Fiscal Year 2008-09

<b>Issue</b>	<b>2008-09 Principal</b>	<b>2008-09 Interest</b>	<b>Total Principal &amp; Interest</b>
Hotel Occupancy Tax Rev. Refunding Bonds Series 2007	\$360,000	\$347,436	\$707,436
<b>Total - Funded by Hotel Occupancy Tax Revenues</b>	<b>\$360,000</b>	<b>\$347,436</b>	<b>\$707,436</b>

## Debt Schedules

### General Obligation Bonds Payment Schedule

#### 2008-09 General Obligation Bonds Payment Schedule

2008-09		Leases	1998 Tax/Rev C.O.	1998 G.O.	2000 Tax/Rev C.O.	2002 G.O. & Refunding (*)	2004 G.O. & Refunding(**)
Oct	P I						
Nov	P I						
Dec	P I						
Jan	P I						
Feb	P I				\$21,001	\$697,206	\$686,100
Mar	P I	\$675,884 68,822					
Apr	P I						
May	P I						
Jun	P I						
Jul	P I						
Aug	P I				355,000 21,002	1,400,000 697,207	1,380,000 686,100
Sep	P I	675,885 68,822					
Total		\$1,489,411	\$0	\$0	\$397,003	\$2,794,413	\$2,752,200

	Leases	G.O. Debt	Utility Supported Debt	Golf Supported Debt	Total
Total Payments - December					
Total Payments - January					
Total Payments - February		\$3,054,633	\$4,962	\$131,135	\$3,190,730
Total Payments - March	\$744,706				744,706
Total Payments - June					
Total Payments - July					
Total Payments - August		7,872,649	156,950	321,134	8,350,733
Total Payments - September	744,706				744,706
Total - All Payments	\$1,489,411	\$10,927,282	\$161,912	\$452,269	\$13,030,874

(\*) Includes self-supporting utility debt.

(\*\*) Includes golf supported debt.

## 2008-09 General Obligation Bonds Payment Schedule (cont.)

2008-09		2005 G.O. Refunding	2007 G.O. & Refunding(**)	2007 Tax/Rev C.O.
Oct	P I			
Nov	P I			
Dec	P I			
Jan	P I			
Feb	P I	\$441,191	\$1,031,817	\$313,415
Mar	P I			
Apr	P I			
May	P I			
Jun	P I			
Jul	P I			
Aug	P I	835,000 441,190	720,000 1,031,818	470,000 313,416
Sep	P I			
Total		\$1,717,381	\$2,783,635	\$1,096,831

(\*) Includes self-supporting utility debt.      (\*\*) Includes golf supported debt.



## Debt Schedules

### Revenue Bond Payment Schedule

#### 2008-09 Revenue Bonds Payment Schedule

2008-09		2006 Utility Rev. Bonds	2007 H.O.T. Rev. Bonds
Oct	P I		
Nov	P I		
Dec	P I		\$360,000 177,318
Jan	P I		
Feb	P I	\$42,250	
Mar	P I		
Apr	P I		
May	P I		
Jun	P I		170,118
Jul	P I		
Aug	P I	626,500 42,250	
Sep	P I		
Total		\$711,000	\$707,436

	Utility Supported Debt	H.O.T. Rev. Supported Debt	Total
Total Payments - December		\$537,318	\$537,318
Total Payments - February	\$42,250		42,250
Total Payments - June		170,118	170,118
Total Payments - August	\$668,750		668,750
Total - All Payments	\$711,000	\$707,436	\$1,418,436



## Tax Information and Levy

Property Tax Summary

Property Tax Analysis

Property Tax and Debt Summary







## Tax Information and Levy



## Property Tax Summary

## Tax Levies, Rates and Collections for Twenty-Two Years (Real &amp; Personal Property)

Year	Bases & Rate			Taxable Value	Tax Levy
			\$	\$	\$
1987 - 1988	100%	@	0.42500	1,208,589,000	5,136,503
1988 - 1989	100%	@	0.42000	1,164,006,000	4,888,825
1989 - 1990	100%	@	0.48365	1,052,509,000	5,090,460
1990 - 1991	100%	@	0.54911	934,207,000	5,129,824
1991 - 1992	100%	@	0.62479	864,708,918	5,402,615
1992 - 1993	100%	@	0.62459	913,079,155	5,703,001
1993 - 1994	100%	@	0.56924	1,090,306,343	6,206,479
1994 - 1995	100%	@	0.48896	1,380,376,965	6,749,505
1995 - 1996	100%	@	0.42635	1,673,266,815	7,133,973
1996 - 1997	100%	@	0.39880	1,961,647,818	7,823,051
1997 - 1998	100%	@	0.37707	2,314,286,302	8,726,410
1998 - 1999	100%	@	0.38500	2,540,922,164	9,782,550
1999 - 2000	100%	@	0.36295	2,965,017,390	10,761,531
2000 - 2001	100%	@	0.33031	3,678,007,528	12,148,827
2001 - 2002	100%	@	0.32207	4,446,753,347	14,321,659
2002 - 2003	100%	@	0.34220	4,978,982,250	17,038,077
2003 - 2004	100%	@	0.35715	5,071,176,374	18,349,189
2004 - 2005	100%	@	0.37972	5,251,484,692	19,940,938
2005 - 2006	100%	@	0.37105	5,667,029,945	21,027,515
2006 - 2007	100%	@	0.37105	6,356,956,240	23,587,486
2007 - 2008	100%	@	0.36522	7,417,279,787	27,089,389
2008 - 2009	100%	@	0.36522	8,121,902,884	29,662,814

## Tax Information and Levy

### Property Tax Analysis

#### Property Tax Analysis - Fiscal Year 2008-09

Average Residential Property Value (2008-09)	\$185,325
Last Year's Effective Tax Rate *	\$0.35022
Last Year's Rollback Tax Rate	\$0.42427
Last Year's Adopted Tax Rate	\$0.36522
This Year's Effective Tax Rate *	\$0.35096
This Year's Rollback Tax Rate	\$0.37593
This Year's Adopted Tax Rate	\$0.36522

#### Tax Levy:

	Maintenance & Operations	Debt	Total Rate & Levy
<b>Taxable Value</b>	\$8,121,902,884	\$8,121,902,884	\$8,121,902,884
<b>x Maint &amp; Operations Rate / 100</b>	0.21716		
<b>x Debt Rate / 100</b>		0.14806	0.36522
<b>Total Levy</b>	\$17,637,524	\$12,025,289	\$29,662,814
<b>x Collection Rate (rounded estimate)</b>	0.99	0.99	0.99
<b>= Estimated Tax Revenue</b>	\$17,417,925	\$11,904,766	\$29,322,691

\* 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 2008**

Current Tax Base \$8,121,902,884  
(Total taxable value of all property, net of exemptions)

Adopted City Tax Rate 36.522 Cents per \$100 valuation

<b>Operations Tax Rate</b>	<b>21.716 Cents</b>
<b>Debt Service Tax Rate (G.O.)</b>	<b>14.806 Cents</b>
<b>Total Tax Rate</b>	<b>36.522 Cents</b>

Average Residential Property Value \$185,325

**GENERAL OBLIGATION BONDS CURRENTLY OUTSTANDING:**

General Obligation Debt	\$135,360,000
Less: Self - Supporting G.O. System Debt (Utility Related)	(237,412)
<b>Net General Obligation Debt</b>	<b>\$135,122,588</b>
Maturities through the year 2032	

**REVENUE BONDS CURRENTLY OUTSTANDING:**

Revenue Debt (Waterworks and Sewer Utility System)	\$8,290,000
Add: Self - Supporting G.O. Debt (Utility Related)	237,412
<b>Net Revenue Debt (Waterworks and Sewer Utility System)</b>	<b>8,527,412</b>
<b>Revenue Debt (Hotel Occupancy Tax)</b>	<b>8,575,000</b>
<b>Total</b>	<b>\$17,102,412</b>

Maturities through the year 2025

**TOTAL OUTSTANDING DEBT** **\$152,225,000**







## Personnel Schedules

### Authorized Personnel

- General Fund
- Water / Wastewater Utility Fund
- Hotel Occupancy Tax Fund

### Pay & Classification Plan

- Listing by Title
- Listing by Range
- Public Safety





# Personnel Schedules



**Authorized Personnel - General Fund**

Department	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Administration	11	13	13	11.00	13.00	13.00
Legal Services	0	0	0	0.00	0.00	0.00
Planning & Community Development	22	20	20	21.75	19.75	19.75
Information Technology	17	22	22	17.00	22.00	22.00
Building Inspections	12	12	12	12.00	12.00	12.00
Finance	20	23	23	19.50	22.50	22.50
Purchasing	8	9	9	8.00	9.00	9.00
General Services	0	0	0	0.00	0.00	0.00
Library	33	32	33	29.25	29.25	29.25
Police	194	209	213	193.00	208.00	212.00
Fire	124	129	129	124.00	129.00	129.00
Parks & Recreation	104	106	108	92.50	94.50	96.50
Human Resources	10	11	11	9.75	10.75	10.75
Engineering & Development Services	41	44	45	40.75	43.75	44.75
Streets	48	48	48	48.00	48.00	48.00
Transportation	9	9	9	8.50	8.50	8.50
City Shop	15	15	15	15.00	15.00	15.00
Municipal Court	12	12	12	10.50	10.50	10.50
Total	680	714	722	660.50	695.50	702.50

## Personnel Schedules

### Authorized Personnel by Fund

#### Authorized Personnel - Utility Fund

Department	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Utilities Administration	10	10	9	10.00	10.00	9.00
Water Treatment Plant	17	17	17	17.00	17.00	17.00
Water Systems Support	20	21	21	20.00	21.00	21.00
Water Line Maintenance	31	31	32	31.00	31.00	32.00
Wastewater Treatment Plant	0	0	0	0.00	0.00	0.00
Wastewater Systems Support	4	4	4	4.00	4.00	4.00
Wastewater Lines Maintenance	26	27	28	26.00	27.00	28.00
Environmental Services	5	5	6	5.00	5.00	6.00
Utility Billings & Collections	15	16	16	14.50	15.00	15.00
Total	128	131	133	127.50	130.00	132.00

#### Authorized Personnel - Hotel Occupancy Tax Fund

Department	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
Convention & Visitors Bureau	4	4	4	3.50	3.50	3.50
Total	4	4	4	3.50	3.50	3.50

#### Authorized Personnel Summary

Department	Positions			Full Time Equivalents		
	2006-07 Actual	2007-08 Revised	2008-09 Approved	2006-07 Actual	2007-08 Revised	2008-09 Approved
General Fund	680	714	722	660.50	695.50	702.50
Utility Fund	128	131	133	127.50	130.00	132.00
Hotel Occupancy Tax Fund	4	4	4	3.50	3.50	3.50
Total Authorized Positions	812	849	859	791.50	829.00	838.00

**Pay & Classification - by Title/October 1, 2008**

<b>Classification</b>	<b>Range</b>
Accountant I	10
Accountant II	12
Accounting Supervisor	13
Accounting Technician I	6
Accounting Technician II	8
Accreditation Manager	11
Administrative Assistant	9
Administrative Manager	15
Administrative Specialist	11
Administrative Support Coordinator	11
Administrative Technician I	5
Administrative Technician II	6
Administrative Technician III	8
Animal Control Officer	6
Animal Control Supervisor	10
Arborist	10
Assistant City Engineer	16
Assistant City Manager	20
Assistant City Secretary	11
Assistant Finance Director	16
Assistant Fire Chief	STEP
Assistant PARD Director	16
Assistant Police Chief	18
Assistant Street & Drainage Superintendent	12
Associate Planner	11
Athletics/Aquatics Manager	14
Athletics/Aquatics Program Supervisor	10
Bridge Maintenance Specialist	9
Brush Service Representative	5
Budget Analyst I	11
Budget Analyst II	12
Budget Supervisor	13
Building Inspector	9
Building Permits Technician	8
Bus Driver	4
Business Consultant	13
Buyer I	8
Buyer II	9
Call Taker	6
Chief Building Official	15
Chief Commercial Inspector	13
Chief Construction Inspector	13

## Personnel Schedules

### Pay & Classification

#### Pay & Classification - by Title/October 1, 2008

Classification	Range
Chief Electrical Inspector	12
Chief of PW Operations	19
Chief Residential Inspector	12
Chief Utility Engineer	15
City Engineer	18
City Manager	NO RANGE
City Secretary	14
Code Enforcement Officer	9
Code Enforcement Supervisor	11
Commercial Inspector	11
Communications Director	17
Communications Training Officer	10
Community Development Assistant	9
Community Development Coordinator	13
Computer Support Technician	8
Construction Inspector I	9
Construction Inspector II	11
Contract Specialist	11
Contract Technician	6
Controller	16
Court Administrator	13
Court Bailiff	9
Crime Scene Specialist I	11
Crime Scene Specialist II	12
Custodian	4
Customer Service Representative I/II	6
Customer Service Representative III	7
Customer Service Supervisor - Municipal Court	10
Customer Service Supervisor - Utility Billing	10
Data Base Administrator	14
Deputy Clerk I	6
Deputy Clerk II	7
Director, Convention & Visitor's Bureau	15
Driver	STEP
Emergency Management Coordinator	14
Engineer Assistant I	10
Engineer Assistant II	11
Engineer Assistant III	12
Engineer Associate I	12
Engineer Associate II	13
Engineer I/II	14
Engineer III	15

**Pay & Classification - by Title/October 1, 2008**

<b>Classification</b>	<b>Range</b>
Engineering Technician I	8
Engineering Technician II	9
Environmental Lab Analyst	9
Environmental Systems Supervisor	12
Equipment Operator I	5
Equipment Operator II	6
Equipment Operator III	7
Evidence Control Supervisor	11
Evidence Technician	8
Executive Assistant	11
Facility Controls Electrician	9
Facility Maintenance Coordinator	12
Facility Maintenance Technician	8
Field Laboratory Technician	6
Field Service Representative I/II/III/IV	7
Field Services Coordinator	7
Finance Director	18
Finance Programs Manager	15
Fire Battalion Chief	STEP
Fire Captain	STEP
Fire Chief	19
Fire Lieutenant	STEP
Firefighter	STEP
Forestry Crew Leader	8
Forestry Foreman	9
Forestry Manager	15
Forestry Supervisor	11
Forestry Technician	5
General Services Custodian	5
GIS Analyst	12
GIS Coordinator	16
GIS Specialist	13
GIS Technician I	8
GIS Technician II	10
Grants Coordinator	11
HR Benefits Manager	13
Human Resource Assistant I	6
Human Resource Assistant II	7
Human Resource Assistant III	8
Human Resource Generalist	11
Human Resources Director	18
I&I Coordinator	9



## Personnel Schedules

### Pay & Classification

#### Pay & Classification - by Title/October 1, 2008

Classification	Range
Information Specialist	11
Information Technology & Communications Manager	17
Librarian I	10
Librarian II	12
Library Director	18
Library Manager	13
Library Technician I	5
Library Technician II	6
Library Technician III	7
Library Technician IV	9
Line Locator	9
Logistics Officer	10
Logistics Technician	8
Management Analyst I	11
Management Analyst II	13
Marketing Specialist I	11
Marketing Specialist II	13
Mechanic I	6
Mechanic II	9
Mechanic III	10
Meter Reader I	5
Meter Reader II	6
Meter Reader III	7
Meter Reader Supervisor	9
Meter Service Technician I	6
Meter Service Technician II	7
Meter Service Technician III	8
Meter Shop Supervisor	9
Network Administrator I	11
Network Administrator II	12
Network Administrator III	13
Office Manager	9
Operations Technician I&I	8
PARD Director	18
Parks Development Manager	15
Parks Development Specialist	12
Parks Maintenance Crew Leader	8
Parks Maintenance Foreman	9
Parks Maintenance Worker I/II	6
Parks Maintenance Worker III	7
Parks Manager	14
Parks Supervisor	10

**Pay & Classification - by Title/October 1, 2008**

<b>Classification</b>	<b>Range</b>
Parts Inventory Technician	6
Payroll Coordinator	12
Payroll Technician	8
Planner	12
Planning & Community Development Director	18
Planning & Programs Administrator	16
Planning Coordinator	16
Planning Technician	9
Police Cadet	STEP
Police Captain	STEP
Police Chief	19
Police Lieutenant	STEP
Police Officer	STEP
Police Reserve Officer	STEP
Police Sergeant	STEP
Pretreatment Compliance Specialist	10
Principal Planner	14
Program Manager	14
Project Manager I	12
Project Manager I (Part-Time)	12
Project Manager II	13
Project Specialist I	9
Public Safety Officer	9
Public Works Operations Manager	15
Purchaser	11
Purchasing Assistant	7
Purchasing Manager	15
Purchasing Supervisor	13
Purchasing Technician	6
PW Liaison Construction Manager	16
Receptionist	5
Records Supervisor	10
Records Technician	6
Recreation Assistant Shift Leader	7
Recreation Building Attendant	2
Recreation Center Supervisor/CMRC	11
Recreation Leader I	4
Recreation Leader II	5
Recreation Manager	14
Recreation Program Coordinator	9
Recreation Shift Leader	8
Recycling Attendant I	4



### Pay & Classification - by Title/October 1, 2008

Classification	Range
Recycling Attendant II	5
Report Taker	7
Report Taker Supervisor	8
Safety/Risk Manager	15
Safety Program Coordinator	11
SCADA Field Technician	11
Senior Building Inspector	11
Senior Code Enforcement Officer	10
Senior Deputy Clerk	10
Senior Engineer	14
Senior Human Resource Manager	15
Senior Network Administrator	15
Senior Planner	13
Senior Utility Engineer	14
Senior Utility Services Manager	15
Senior Utility Worker	7
Shop Foreman	11
Shop Superintendent	14
Shop Supervisor	11
Sign Pick up	4
Signs & Markings Tech I	5
Signs & Markings Technician II	6
Signs & Markings Technician III	7
Street & Drainage Crew Leader	8
Street & Drainage Superintendent	14
Street Foreman	9
Street Supervisor	9
System Administrator I	12
System Administrator II	14
System Administrator III	16
System Support Specialist	10
Systems Analyst	11
Systems Analyst II	12
Technology Specialist	12
Telecommunication Operations Manager	14
Telecommunications Operator I	9
Telecommunications Operator II	9
Telecommunications Supervisor	12
Traffic Operations Supervisor	12
Traffic Signal Supervisor	11
Traffic Signal Technician I	6
Traffic Signal Technician II	8

**Pay & Classification - by Title/October 1, 2008**

<b>Classification</b>	<b>Range</b>
Traffic Signal Technician III	9
Transportation Planner II	14
Transportation Services Director	18
Treasury Accountant	12
Utility Director	18
Utility Capital Improvement Project Construction Specialist	11
Utility Crew Leader	8
Utility Inventory Specialist	9
Utility Line Locator	9
Utility Office Manager	12
Utility Operations Manager	15
Utility Supervisor	11
Utility Support Superintendent	12
Utility System Integrator	13
Utility Systems Analyst	12
Utility Worker I/II	6
Utility Worker III	7
Victims Services Advocate	8
Victims Services Coordinator	11
Water/Wastewater System Mechanic I	6
Water/Wastewater System Mechanic II	7
Water/Wastewater System Mechanic III	8
Water/Wastewater System Mechanic IV	9
Water/Wastewater System Mechanic Supervisor	11
Water Distribution Operator I	7
Water Distribution Operator II	8
Water Distribution Operator III	9
Water Plant Operator I	7
Water Plant Operator II	9
Water Plant Supervisor	11
Waterline Maintenance Coordinator	9
Web Administrator	12

## Personnel Schedules

### *Pay & Classification - by Range*

#### **Pay & Classification - by Range/October 1, 2008**

<b>PAY RANGE 2</b>	<b>\$16,619.20 - \$24,252.80</b>
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Recreation Building Attendant

<b>PAY RANGE 4</b>	<b>\$19,884.80 - \$29,473.60</b>
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Bus Driver

Custodian

Recycling Center Attendant I

Recreation Leader I\*

<b>PAY RANGE 5</b>	<b>\$21,756.80 - \$32,489.60</b>
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Administrative Technician I

Brush Service Representative

Customer Service Representative I\*

Equipment Operator I

Field Service Representative I\*

Forestry Technician

General Services Custodian

Library Technician I\*

Meter Reader I\*

Parks Maintenance Worker I

Recreation Leader II\*

Recycling Attendant II

Receptionist

Signs & Markings Technician I

Utility Worker I\*

**Pay & Classification - by Range/October 1, 2008****PAY RANGE 6****\$23,857.60 - \$35,796.80**

Accounting Technician I  
Administrative Technician II  
Animal Control Officer  
Contract Technician  
Customer Service Representative II\*  
Deputy Clerk I  
Equipment Operator II  
Field Laboratory Technician  
Field Service Representative II\*  
Human Resources Assistant I  
Library Technician II\*  
Mechanic I  
Meter Reader II\*  
Meter Service Technician I\*  
Parks Maintenance Worker II  
Parts Inventory Technician  
Purchasing Technician  
Records Technician  
Signs & Markings Technician II  
Traffic Signal Technician I  
Utility Worker II\*  
Water Service Representative  
W/WW System Mechanic I\*

**PAY RANGE 7****\$26,124.80 - \$39,436.80**

Customer Service Representative III\*  
Deputy Clerk II  
Equipment Operator III  
Field Services Coordinator  
Field Service Representative III / IV\*  
Human Resources Assistant II  
Library Technician III\*  
Meter Reader III\*  
Meter Service Technician II\*  
Parks Maintenance Worker III  
Purchasing Assistant  
Recreation Assistant Shift Leader\*  
Report Taker  
Senior Utility Worker  
Signs & Markings Technician III  
Utility Worker III  
W/WW System Mechanic II\*  
Water Distribution Operator I\*

## Personnel Schedules

### *Pay & Classification - by Range*

#### **Pay & Classification - by Range/October 1, 2008**

##### **PAY RANGE 8**

**\$28,641.60 - \$43,451.20**

Accounting Technician II  
Administrative Technician III  
Building Permit Technician  
Buyer I  
Computer Support Technician  
Engineering Technician I\*  
Evidence Control Technician  
Facility Maintenance Technician  
Forestry Crew Leader  
GIS Technician I  
Human Resources Assistant III  
Logistics Technician  
Meter Service Technician III  
Operations Technician (I&I)  
Parks Maintenance Crew Leader  
Payroll Technician  
Recreation Shift Leader\*  
Report Taker Supervisor  
Telecommunications Operator I\*  
Traffic Signal Technician II  
Utility Crew Leader  
Victims Services Advocate  
W/WW System Mechanic III  
Water Distribution Operator II\*  
Water Plant Operator I

**Pay & Classification - by Range/October 1, 2008****PAY RANGE 9****\$31,366.40 - \$47,881.60**

Administrative Assistant  
 Bridge Maintenance Specialist  
 Building Inspector  
 Buyer II  
 Code Enforcement Officer  
 Community Development Assistant  
 Construction Inspector I  
 Court Bailiff  
 Engineering Technician II\*  
 Environmental Lab Analyst  
 Facility Controls Electrician  
 Forestry Foreman  
 I&I Coordinator  
 Library Technician IV  
 Line Locator  
 Mechanic II  
 Meter Reader Supervisor  
 Office Manager  
 Parks Maintenance Foreman  
 Planning Technician  
 Project Specialist I  
 Public Safety Officer  
 Recreation Program Coordinator  
 Street Foreman  
 Telecommunications Operator II\*  
 Traffic Signal Technician III  
 Utility Inventory Specialist  
 W/WW System Mechanic IV  
 Water Distribution Operator III  
 Waterline Maintenance Coordinator  
 Water Plant Operator II

**PAY RANGE 10****\$34,340.80- \$52,748.80**

Accountant I  
 Animal Control Supervisor  
 Athletics/Aquatics Program Supervisor  
 Communications Training Officer  
 Customer Service Supervisor  
 Engineering Assistant I\*  
 GIS Technician II  
 Librarian I\*

## Personnel Schedules

### *Pay & Classification - by Range*

#### **Pay & Classification - by Range/October 1, 2008**

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**PAY RANGE 10 (cont.)****\$34,340.80 - \$52,748.80**

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Logistics Officer  
Mechanic III  
Meter Shop Supervisor  
Parks Supervisor  
Pretreatment Compliance Specialist  
Records Supervisor  
Senior Code Enforcement Officer  
Senior Deputy Clerk  
Street Supervisor  
System Support Specialist I  
Water Conservation Specialist

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**PAY RANGE 11****\$37,606.40 - \$58,136.00**

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Accreditation Manager  
Assistant City Secretary  
Associate Planner\*  
Budget Analyst I  
Code Enforcement Supervisor  
Commercial Inspector  
Construction Inspector II  
Contract Specialist  
Crime Scene Specialist I  
Engineering Assistant II\*  
Evidence Control Supervisor  
Executive Administrative Assistant  
Forestry Supervisor  
Human Resources Generalist  
Information Specialist  
Management Analyst I  
Marketing Specialist I  
Network Administrator I  
Purchaser  
Recreation Center Supervisor  
Safety Program Coordinator  
SCADA Technician  
Senior Building Inspector  
Shop Foreman  
Shop Supervisor  
Systems Analyst I  
Traffic Signal Supervisor  
Utility CIP Construction Specialist  
Utility Supervisor  
Victims Services Coordinator  
W/WW System Mechanic Supervisor  
Water Plant Supervisor

**Pay & Classification - by Range/October 1, 2008****PAY RANGE 12****\$41,204.80 - \$64,064.00**

Accountant II  
Assistant Street & Drainage Superintendent  
Budget Analyst II  
Chief Electrical Inspector  
Chief Residential Inspector  
Crime Scene Specialist II  
Engineering Assistant III\*  
Engineering Associate I\*  
Environmental Systems Supervisor  
Facility Maintenance Coordinator  
GIS Analyst  
Librarian II\*  
Network Administrator II  
Parks Development Specialist  
Payroll Coordinator  
Planner\*  
Project Manager I  
Systems Administrator I  
Systems Analyst II  
Technology Specialist  
Telecommunication Supervisor  
Traffic Operations Supervisor  
Treasury Accountant  
Utility Office Manager  
Utility Support Superintendent  
Utility Systems Analyst  
WEB Administrator

**PAY RANGE 13****\$46,155.20 - \$72,238.40**

Accounting Supervisor  
Budget Supervisor  
Chief Commercial Inspector  
Chief Construction Inspector  
Community Development Coordinator  
Court Administrator  
Engineering Associate II\*  
GIS Specialist  
Human Resources Benefit Manager  
Library Manager  
Management Analyst II  
Marketing Specialist II  
Purchasing Supervisor  
Project Manager II  
Senior Planner\*  
Utility Systems Integrator



## Personnel Schedules

### *Pay & Classification - by Range*

#### **Pay & Classification - by Range/October 1, 2008**

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<b>PAY RANGE 14</b>	<b>\$51,729.60 - \$81,473.60</b>
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Athletics/Aquatics Manager  
City Secretary  
Database Administrator  
Emergency Management Coordinator  
Engineer I/II\*  
Parks Manager  
Principal Planner\*  
Programs Manager  
Public Services Manager  
Recreation Manager  
Shop Superintendent  
Street & Drainage Superintendent  
Systems Administrator II  
Telecommunications Operations Manager  
Transportation Planner II

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<b>PAY RANGE 15</b>	<b>\$57,969.60 - \$91,894.40</b>
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Administrative Manager  
Budget Manager  
Chief Building Official  
Engineer III\*  
Financial Programs Manager  
Forestry Manager  
Parks Development Manager  
Public Works Operation Manager  
Purchasing Manager  
Senior Network Administrator  
Senior Utility Services Manager  
Senior Human Resources Manager  
Utility Operations Manager

**Pay & Classification - by Range/October 1, 2008****PAY RANGE 16** **\$66,393.60 - \$105,934.40**

Assistant City Engineer  
 Assistant Finance Director  
 Assistant PARD Director  
 Director, Convention & Visitors Bureau  
 GIS Coordinator  
 Planner Coordinator  
 Planning & Programs Administrator  
 PW Liaison Construction Manager  
 Safety & Risk Manager  
 Systems Administrator III

**PAY RANGE 17** **\$76,044.80 - \$122,137.60**

Communications Director  
 ITC Manager

**PAY RANGE 18** **\$86,673.60 - \$141,252.80**

Assistant Police Chief  
 City Engineer  
 Finance Director  
 Human Resources Director  
 Library Director  
 PARD Director  
 Planning & Community Development Director  
 Transportation Services Director  
 Utilities Director

**PAY RANGE 19** **\$98,904.00 - \$163,196.80**

Chief of PW Operations  
 Fire Chief  
 Police Chief

**PAY RANGE 20** **\$113,734.40 - \$187,678.40**

Assistant City Manager

\*Denotes job is part of a Career Ladder

## Personnel Schedules

### *Pay & Classification - Public Safety*

#### **Pay & Classification - Public Safety/October 1, 2008 Tenure-Based Progression**

##### **POLICE DEPARTMENT**

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Police Officer	\$44,090 - \$65,619
Police Sergeant	\$61,642 - \$78,584
Police Lieutenant	\$75,043 - \$90,790
Police Captain	\$86,081 - \$104,932

##### **FIRE DEPARTMENT**

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Firefighter	\$38,176 - \$58,502
Driver	\$50,698 - \$64,355
Lieutenant	\$57,454 - \$70,791
Captain	\$65,112 - \$77,867
Battalion Chief	\$73,790 - \$85,642
Assistant Chief	\$81,182 - \$95,680



## Capital Outlay Detail

General Fund

Water / Wastewater Utility Fund

Hotel Occupancy Tax Fund





## Capital Outlay Detail

Capital Outlay Detail



**Capital Outlay - General Fund**

Department	FY 2008-09 Approved
Description of Items	

**Legal Services**

Law Library	\$4,200
Total - Legal Services	\$4,200

**Planning & Community Development**

Computer Software	\$6,000
Total - Planning & Community Development	\$6,000

**Information Technology & Communications**

Computer Hardware	\$38,900
Total - Information Technology & Communications	\$38,900

## Capital Outlay Detail

### General Fund

#### Capital Outlay - General Fund

Department Description of Items	FY 2008-09 Approved
<b>Finance</b>	
Computer Server	\$7,500
Total - Finance	\$7,500
<b>General Services</b>	
A/C Condensing Units	\$18,000
Total - General Services	\$18,000
<b>Library</b>	
Air Conditioner Replacement	\$9,000
Total - Library	\$9,000

## Capital Outlay - General Fund

Department	Description of Items	FY 2008-09 Approved
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**Police**

Air Conditioner Replacement	\$9,500
Marked Police Vehicles	582,530
Unmarked Police Vehicles	169,952
Replacement K-9	5,500
½ ton Vehicle	20,936
<b>Total - Police</b>	<b>\$788,418</b>

**Fire**

Vehicles	\$61,970
Thermal Imager Cameras	39,000
Programmable Extractor for Turnout Gear	7,000
Emergency Generator	22,000
Fire Station - Bay Doors	20,000
Fire Station - Awning	8,000
Fire Station - Refurbish Floors	8,000
Fire Station - Painting	12,000
Fire Station - Bay Doors	10,000
Computer Servers	13,000
Computer Software	6,700
<b>Total - Fire</b>	<b>\$207,670</b>



## Capital Outlay Detail

### General Fund

#### Capital Outlay - General Fund

Department		
Description of Items		FY 2008-09 Approved

##### **Parks & Recreation**

Mowers/Tractors	\$216,000
Loader and Attachments	46,000
Fitness Equipment	22,800
¾ ton Vehicles	23,580
Computer Servers	15,000
Floor Resurface	16,500
Hallway Renovations	24,000
Trail Maintenance	20,000
Standardized Park Signs	15,000
Tennis Court Maintenance	56,000
Pool Renovations	45,000

Total - Parks & Recreation	\$499,880
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##### **Engineering & Development Services**

Air Conditioner Replacement	\$12,000
Portable Air Coolers	8,000
Computer Servers	15,000
Computer Software	6,000
Vehicle Replacements	79,495

Total - Engineering & Development Services	\$120,495
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**Capital Outlay - General Fund**

Department		FY 2008-09 Approved
Description of Items		
<b>Street</b>		
Message Board		\$19,397
Fork Lift		22,000
¾ ton Vehicle		26,146
½ ton Vehicle		20,362
Signalization Equipment		118,500
Total - Street		\$206,405
<b>Transportation Services Engineering &amp; Administration</b>		
Shelters		\$10,000
Total - Transportation Services Engineering & Administration		\$10,000
<b>City Shop</b>		
Engine Analyzer		\$8,200
Car Wash Pump Assembly		7,000
Total - City Shop		\$15,200
Total - General Fund		\$1,931,668

## Capital Outlay Detail

### Water/Wastewater Utility Fund

#### Capital Outlay - Water/Wastewater Utility Fund

##### Department

##### Description of Items

FY 2008-09 Approved

##### Utilities Administration

Vehicle	\$20,000
Total - Utilities Administration	\$20,000

##### Water Treatment Plant

Computer	\$5,000
Total - Water Treatment Plant	\$5,000

##### Water Systems Support

½ ton Vehicles	\$42,504
Water Meters	40,000
Total - Water Systems Support	\$82,504

##### Water Line Maintenance

Heavy Duty Truck	\$43,061
½ ton Vehicle	19,752
Total - Water Line Maintenance	\$62,813

##### Utility Billings & Collections

Vehicle	\$17,245
Total - Utility Billings & Collections	\$17,245

Total - Water/Wastewater Utility	\$187,562
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# Financial Statistics

Statistics as of September 30, 2007





## Financial Statistics



## Net Assets by Component

**Last Five Years**  
**(Accrual Basis of Accounting)**

	Fiscal Year				
	2003	2004	2005	2006	2007
Governmental activities-					
Invested in capital assets, net of related debt	\$162,113,491	\$213,971,965	\$191,409,740	\$218,160,338	\$207,796,040
Restricted	62,407,428	30,619,598	77,452,591	72,855,857	116,954,632
Unrestricted	59,450,222	59,840,433	66,432,282	75,249,052	84,650,547
Total governmental activities net assets	\$283,971,141	\$304,431,996	\$335,294,613	\$366,265,247	\$409,401,219
Business-type activities-					
Invested in capital assets, net of related debt	\$133,189,058	\$153,895,969	\$166,695,648	\$184,270,630	\$203,541,558
Restricted	27,313,591	21,409,980	20,737,192	17,534,251	21,938,288
Unrestricted	30,211,234	30,540,616	35,012,093	44,027,327	46,524,348
Total business-type activities net assets	\$190,713,883	\$205,846,565	\$222,444,933	\$245,832,208	\$272,004,194
Primary government-					
Invested in capital assets, net of related debt	\$295,302,549	\$367,867,934	\$358,105,388	\$402,430,968	\$411,337,598
Restricted	89,721,019	52,029,578	98,189,783	90,390,108	138,892,920
Unrestricted	89,661,456	90,381,049	101,444,375	119,276,379	131,174,895
Total primary government activities net assets	\$474,685,024	\$510,278,561	\$557,739,546	\$612,097,455	\$681,405,413

Note: City of Round Rock, Texas first applied GASB Statement No. 34 in fiscal year 2003; therefore, government-wide financial information for years prior to fiscal year 2003 is not available.

# Financial Statistics

## Changes in Net Assets

### Changes in Net Assets

**Last Five Years  
(Accrual Basis of Accounting)**

	Fiscal Year				
	2003	2004	2005	2006	2007
<b>Expenses:</b>					
Governmental activities-					
General government	\$19,642,141	\$19,713,687	\$20,282,360	\$21,634,710	\$21,926,050
Public safety	19,066,383	20,966,487	22,762,219	27,724,273	28,879,882
Public works	16,588,968	18,072,178	20,919,303	24,804,177	27,114,039
Culture and recreation	9,325,558	10,246,850	10,921,173	11,714,066	11,905,643
Interest on long-term debt	7,393,065	7,433,425	8,358,830	7,950,242	7,463,588
Total governmental activities expenses	72,016,115	76,432,627	83,243,885	93,827,468	97,289,202
Business-type activities-					
Water and sewer utility	20,182,559	22,543,579	25,051,538	27,783,218	28,873,665
Golf course	162,996	173,136	215,595	150,029	167,906
Total business-type activities expenses	20,345,555	22,716,715	25,267,133	27,933,247	29,041,571
Total primary government expenses	92,361,670	99,149,342	108,511,018	121,760,715	126,330,773
<b>Program revenues:</b>					
Governmental activities-					
Charges for services-					
General government	1,356,528	1,409,825	1,352,613	2,021,621	1,766,153
Public safety	1,437,534	1,712,535	2,674,255	2,371,379	2,851,787
Public works	1,149,150	872,929	1,040,788	1,139,836	1,337,371
Culture and recreation	1,976,438	2,137,179	1,941,047	2,408,710	2,489,438
Operating grants and contributions	672,000	660,273	625,905	1,057,821	931,269
Capital grants and contributions	17,982,478	11,768,405	14,435,954	12,548,335	17,322,551
Total govt. activities program revenues	24,574,128	18,561,146	22,070,562	21,547,702	26,698,569
Business-type activities-					
Charges for services-					
Water and sewer utility	24,002,196	24,962,107	27,161,741	30,566,103	30,968,868
Golf course	453,238	486,097	427,504	476,082	476,025
Capital grants and contributions	98,866	661,869	1,187,383	2,310,171	4,383,669
Total business-type activities program revenues	24,554,300	26,110,073	28,776,628	33,352,356	35,828,562
Total primary govt. program revenues	49,128,428	44,671,219	50,847,190	54,900,058	62,527,131
Net (expense) revenue-					
Governmental activities	(47,441,987)	(57,871,481)	(61,173,323)	(72,279,766)	(70,590,633)
Business-type activities	4,208,745	3,393,358	3,509,495	5,419,109	6,786,991
Total primary government net expense	(43,233,242)	(54,478,123)	(57,663,828)	(66,860,657)	(63,803,642)

Note: City of Round Rock, Texas first applied GASB Statement No. 34 in fiscal year 2003; therefore, government-wide financial information for years prior to fiscal year 2003 is not available.

**Changes in Net Assets (Cont.)**

**Last Five Years**  
**(Accrual Basis of Accounting)**

	Fiscal Year				
	2003	2004	2005	2006	2007
<b>General revenues and other changes in net assets:</b>					
Governmental activities-					
Taxes-					
Property	\$17,463,237	\$18,699,378	\$20,486,575	\$21,632,249	\$24,409,535
Franchise	4,255,978	4,687,213	4,488,608	4,990,439	5,499,222
Sales	45,023,664	48,642,969	58,052,509	64,935,779	68,988,092
Hotel occupancy	1,618,744	1,650,148	1,905,049	2,268,619	2,838,689
Public service	205,185	210,090	212,565	227,784	257,384
Investment earnings	1,990,200	1,585,398	3,932,154	7,232,842	9,912,657
Miscellaneous	334,869	121,610	206,057	122,499	152,805
Transfers	2,238,068	2,735,530	2,752,423	1,840,189	1,668,221
<b>Total governmental activities</b>	<b>73,129,945</b>	<b>78,332,336</b>	<b>92,035,940</b>	<b>103,250,400</b>	<b>113,726,605</b>
Business-type activities-					
Impact fees	6,215,734	5,810,326	8,648,921	9,261,152	10,609,090
Unrestricted grants and contributions	9,206,954	8,056,091	6,165,506	8,134,901	9,388,762
Investment earnings	901,541	588,816	997,802	2,363,692	1,055,364
Miscellaneous	-	19,621	29,067	48,610	-
Transfers	(2,238,068)	(2,735,530)	(2,752,423)	(1,840,189)	(1,668,221)
<b>Total business-type activities</b>	<b>14,086,161</b>	<b>11,739,324</b>	<b>13,088,873</b>	<b>17,968,166</b>	<b>19,384,995</b>
<b>Total primary government</b>	<b>87,216,106</b>	<b>90,071,660</b>	<b>105,124,813</b>	<b>121,218,566</b>	<b>133,111,600</b>
<b>Change in net assets:</b>					
Governmental activities	25,687,958	20,460,855	30,862,617	30,970,634	43,135,972
Business-type activities	18,294,906	15,132,682	16,598,368	23,387,275	26,171,986
<b>Total primary government</b>	<b>\$43,982,864</b>	<b>\$35,593,537</b>	<b>\$47,460,985</b>	<b>\$54,357,909</b>	<b>\$69,307,958</b>

Note: City of Round Rock, Texas first applied GASB Statement No. 34 in fiscal year 2003; therefore, government-wide financial information for years prior to fiscal year 2003 is not available.



**Fund Balances of Governmental Funds****Last Ten Fiscal Years**

(Modified Accrual Basis of Accounting)

	1998	1999	2000	2001
General fund-				
Reserved	\$-	\$-	\$-	\$-
Unreserved	13,695,770	17,022,971	19,881,188	22,185,654
Total general fund	\$13,695,770	\$17,022,971	\$19,881,188	\$22,185,654
All other governmental funds-				
Reserved for-				
Federal seizure	\$100,837	\$103,298	\$121,389	\$131,924
Non-current loans receivable	23,140	19,181	19,181	19,181
Debt service	1,083,021	1,876,382	1,471,892	2,132,743
Nonexpendable endowments	100,000	100,000	100,000	100,000
Authorized construction	21,138,176	23,358,845	26,673,808	31,551,635
Unreserved, reported in-				
Special revenue funds	3,468,957	6,600,155	13,147,967	16,005,647
Capital projects funds	2,854,950	4,291,154	7,173,012	13,307,241
Permanent fund	10,387	7,122	7,361	3,969
Total all other governmental funds	\$28,779,468	\$36,356,137	\$48,714,610	\$63,252,340

**Fund Balances of Governmental Funds (Cont.)****Last Ten Fiscal Years**

(Modified Accrual Basis of Accounting)

2002	2003	2004	2005	2006	2007
\$-	\$46,600	\$23,200	\$-	\$-	\$-
23,261,921	25,204,136	26,759,957	28,705,017	32,472,684	34,340,001
\$23,261,921	\$25,250,736	\$26,783,157	\$28,705,017	\$32,472,684	\$34,340,001
\$36,633	\$84,044	\$112,857	\$357,985	\$391,661	\$343,448
19,181	19,181	19,181	19,181	19,181	19,181
2,074,841	2,304,816	2,338,493	2,600,354	3,200,508	3,058,395
100,000	100,000	100,000	100,000	-	-
66,939,857	58,100,810	79,421,798	75,863,062	70,912,738	115,324,128
23,560,762	10,411,681	5,519,397	4,535,452	4,731,971	5,876,872
15,251,568	25,872,318	24,633,882	26,432,736	29,682,330	32,022,916
6,096	7,437	8,611	4,262	-	-
\$107,988,938	\$96,900,287	\$112,154,219	\$109,913,032	\$108,938,389	\$156,644,940

## Changes in Fund Balances of Governmental Funds

## Last Ten Fiscal Years

(Modified Accrual Basis of Accounting)

	1998	1999	2000	2001
<b>Revenues-</b>				
Taxes and franchise	\$29,617,637	\$39,598,214	\$47,424,826	\$58,333,682
Licenses, permits and fees	669,622	743,791	970,656	799,550
Charges for services	1,611,370	1,609,133	2,268,857	3,010,382
Fines and forfeitures	898,496	879,865	729,172	834,185
Intergovernmental	88,713	694,221	1,122,445	1,260,810
Hotel occupancy tax	434,356	616,483	1,017,826	1,354,429
Investment and other	2,653,755	3,200,016	4,124,001	5,508,858
Contributions	17,697	7,657,065	11,323,039	791,421
Total revenues	35,991,646	54,998,788	68,980,822	71,893,317
<b>Expenditures-</b>				
General government	6,440,010	8,897,742	11,979,536	14,675,517
Public safety	9,583,146	10,958,903	12,698,746	15,074,503
Public works	3,122,374	4,035,009	5,234,245	6,240,934
Culture and recreation	3,318,654	4,079,773	5,170,540	7,232,737
Capital projects	8,658,863	20,499,156	40,367,935	30,831,239
Debt service-				
Principal retirement	4,244,493	4,268,300	4,156,328	5,095,748
Interest and fiscal charges	3,042,789	3,320,740	3,739,412	4,938,673
Other charges	-	-	-	-
Total expenditures	38,410,329	56,059,623	83,346,742	84,089,351
Excess of revenues over (under) expenditures	(2,418,683)	(1,060,835)	(14,365,920)	(12,196,034)
<b>Other financing sources (uses)-</b>				
Proceeds from sale of capital assets	-	-	-	-
Lease purchase proceeds	250,000	500,000	525,000	1,000,000
Issuance of debt	16,436,240	8,183,664	26,423,117	25,435,000
Premium on bonds issued	-	-	-	-
Payment to refunded bond excrow agent	(5,116,489)	-	-	-
Transfers in	7,602,084	10,914,358	20,770,546	20,430,957
Transfers out	(4,067,210)	(7,633,317)	(18,136,054)	(17,827,727)
Total other financing sources (uses)	15,104,625	11,964,705	29,582,609	29,038,230
Net change in fund balances	\$12,685,942	\$10,903,870	\$15,216,689	\$16,842,196
Capital outlay including amounts reported under departmental current expenditures	\$10,117,606	\$22,503,476	\$43,457,868	\$34,495,580
Debt service as a percentage of noncapital expenditures	25.8%	22.6%	19.8%	20.2%

## Changes in Fund Balances of Governmental Funds (Cont.)

## Last Ten Fiscal Years

(Modified Accrual Basis of Accounting)

2002	2003	2004	2005	2006	2007
\$59,029,046	\$66,699,982	\$71,743,446	\$83,437,892	\$91,672,097	\$99,100,555
628,550	801,108	679,754	1,218,975	970,570	1,585,091
3,282,764	3,451,103	3,727,507	4,100,595	4,311,153	3,569,077
1,078,089	1,043,055	1,286,754	1,455,280	1,696,474	1,849,523
735,590	754,431	746,042	885,038	1,165,978	2,578,680
1,477,050	1,618,744	1,650,148	1,905,049	2,268,619	2,838,689
3,701,703	3,610,459	2,637,520	4,853,019	8,640,878	11,424,988
269,114	828,134	626,201	1,258,618	165,670	826,807
70,201,906	78,807,016	83,097,372	99,114,466	110,891,439	123,773,410
15,071,967	17,231,171	18,343,416	20,638,875	22,163,330	22,207,904
16,767,233	18,099,093	19,818,241	21,674,409	25,785,545	28,456,892
6,448,449	7,277,171	7,430,727	7,587,502	8,506,994	8,719,701
7,568,798	8,412,271	9,088,693	9,382,752	10,021,489	10,711,796
19,412,193	25,564,047	20,138,116	27,972,915	36,896,924	36,542,219
5,777,190	5,179,568	6,879,318	7,518,388	7,090,383	11,940,981
5,732,117	8,381,599	7,343,728	8,046,683	7,698,552	7,052,015
-	-	929,692	313,483	-	1,447,120
76,777,947	90,144,920	89,971,931	103,135,007	118,163,217	127,078,628
(6,576,041)	(11,337,904)	(6,874,559)	(4,020,541)	(7,271,778)	(3,305,218)
-	-	-	-	1,423,235	-
575,000	-	575,000	600,000	600,000	3,250,000
60,448,959	-	31,945,000	19,915,000	6,201,378	80,110,000
-	-	1,209,144	1,361,510	-	573,448
(11,084,861)	-	(12,803,761)	(20,927,719)	-	(32,722,583)
13,565,477	14,761,767	18,998,512	27,802,722	29,387,915	45,681,150
(11,115,669)	(12,523,699)	(16,262,983)	(25,050,299)	(27,547,726)	(44,012,929)
52,388,906	2,238,068	23,660,912	3,701,214	10,064,802	52,879,086
\$45,812,865	\$(9,099,836)	\$16,786,353	\$(319,327)	\$2,793,024	\$49,573,868
\$20,906,177	\$26,877,769	\$21,407,334	\$29,621,906	\$38,693,259	\$39,815,761
20.6%	21.4%	22.1%	21.6%	18.6%	21.8%

## Actual and Taxable Assessed Value of Property

## Last Ten Years

Fiscal Year	Actual Assessed Value			Less: Tax Exempt Property	Total Taxable Assessed Valuation	Total Direct Tax Rate
	Real Property	Personal Property	Total			
	\$	\$	\$	\$	\$	\$
1998	2,077,547,602	428,959,755	2,506,507,357	201,165,548	2,305,341,809	0.3770
1999	2,306,196,524	486,851,223	2,793,047,747	224,652,682	2,568,395,065	0.3850
2000	2,670,155,112	504,988,781	3,175,143,893	198,291,225	2,976,852,668	0.3629
2001	3,270,519,641	712,609,336	3,983,128,977	260,491,609	3,722,637,368	0.3303
2002	3,977,561,419	853,720,952	4,831,282,371	333,154,352	4,498,128,019	0.3221
2003	4,536,275,722	832,454,143	5,368,729,865	309,696,551	5,059,033,314	0.3422
2004	4,603,800,464	786,481,840	5,390,282,304	250,319,487	5,139,962,817	0.3571
2005	4,794,995,393	726,483,588	5,521,478,981	190,331,290	5,331,147,691	0.3797
2006	5,199,431,315	749,984,473	5,949,415,788	175,933,206	5,773,482,582	0.3711
2007	5,929,650,836	783,793,471	6,713,444,307	198,475,704	6,514,968,603	0.3711

Source: Williamson Central Appraisal District

Note - Property in the City is assessed each year. Property is assessed at actual value; therefore, the assessed values are equal to actual value. Tax rates are per \$100 of assessed value.

## Property Tax Rates- Direct and Overlapping Governments

Per \$100 of Assessed Value  
Last Ten Years

Fiscal Year	City Direct Rates			Overlapping Rates		Total Direct and Overlapping Rates
	Operating Rate	Debt Service Rate	Total Direct	Round Rock Independent School District	Williamson County	
	\$	\$	\$	\$	\$	\$
1998	0.1710	0.2060	0.3770	1.6396	0.2960	2.3126
1999	0.1746	0.2104	0.3850	1.7575	0.2990	2.4424
2000	0.1783	0.1846	0.3629	1.7111	0.2995	2.3735
2001	0.159	0.1713	0.3303	1.7086	0.3477	2.3866
2002	0.1792	0.1429	0.3221	1.7387	0.3543	2.4151
2003	0.1941	0.1481	0.3422	1.7924	0.4154	2.5500
2004	0.2018	0.1553	0.3571	1.8643	0.4482	2.6696
2005	0.2092	0.1705	0.3797	1.8572	0.4789	2.7158
2006	0.2089	0.1622	0.3711	1.8334	0.4997	2.7042
2007	0.2164	0.1547	0.3711	1.6406	0.4997	2.5114

Source: Williamson County Tax Office

## Principal Property Taxpayers

Current Year and Nine Years Ago

Name of Taxpayer	2007			1998		
	Net Assessed Valuation	Rank	% of Total Net Assessed Valuation	Net Assessed Valuation	Rank	% of Total Net Assessed Valuation
Dell Computer Holdings, LP	\$194,498,569	1	2.985%	\$105,031,146	1	4.556%
Baltgem Development Corp.	89,922,556	2	1.380	-	-	-
Toppan Photomasks, Inc.	64,471,351	3	0.990	-	-	-
Dell Computer Corp.	61,470,057	4	0.944	-	-	-
Columbia/St. David Healthcare	54,099,616	5	0.830	-	-	-
TXU Electric Delivery Co.	40,319,229	6	0.619	17,590,607	9	0.763
Drever, Limestone, LP	33,440,000	7	0.513	-	-	-
2800 La Frontera #1A, LTD	29,697,634	8	0.456	-	-	-
CPG Round Rock, LP	27,979,206	9	0.429	-	-	-
Warner Ranch Associates, LP	26,616,320	10	0.409	-	-	-
Cypress Semiconductor	-	-	-	66,776,700	2	2.897
McNeil Consumer Products Co.	-	-	-	24,756,072	3	1.074
Res. Of Limestone Ridge, LTD	-	-	-	24,353,831	4	1.056
DuPont Photo Mask	-	-	-	19,760,076	5	0.857
Steeplechase Downs	-	-	-	18,850,000	6	0.818
Westinghouse Motor Company	-	-	-	18,432,137	7	0.800
Sysco Food Services	-	-	-	16,904,720	8	0.733
Southwestern Bell	-	-	-	16,768,229	10	0.727
	\$622,514,538		9.555%	\$329,223,518		14.281%

## Property Tax Levies and Collections

## Last Ten Years

Fiscal Year	Taxes Levied for the Fiscal Year	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
		Amount	Percentage Of Levy		Amount	Percentage Of Levy
	\$	\$	%	\$	\$	%
1998	8,781,495	8,601,905	97.95	173,437	8,775,342	99.93
1999	10,008,870	9,790,084	97.81	208,743	9,998,827	99.90
2000	10,945,988	10,686,138	97.63	234,544	10,920,682	99.77
2001	12,410,721	12,181,034	98.15	201,553	12,382,587	99.77
2002	14,556,117	14,335,048	98.48	184,554	14,519,602	99.75
2003	17,293,787	17,129,231	99.05	116,866	17,246,097	99.72
2004	18,330,900	18,117,224	98.83	165,839	18,283,063	99.74
2005	20,283,627	20,103,093	99.11	125,510	20,228,603	99.73
2006	21,442,944	21,260,880	99.15	112,696	21,373,576	99.68
2007	24,173,791	24,010,335	99.32	-	24,010,335	99.32



## Taxable Sales by Category

## Last Ten Calendar Years

Year	Retail Trade	Wholesale Trade	Services	Manufacturing	Utilities
1997	\$392,274,394	\$267,680,121	\$41,467,789	\$25,858,915	\$12,185,660
1998	505,585,336	351,229,337	51,849,137	25,164,801	13,640,254
1999	623,057,498	538,396,409	127,142,719	14,127,476	18,530,905
2000	768,898,220	597,548,751	196,444,145	19,815,573	24,734,436
2001	912,414,869	731,001,387	216,072,525	20,451,976	29,741,180
2002	1,002,120,502	719,007,415	216,666,201	22,555,006	33,689,361
2003	1,085,691,925	876,997,596	229,692,253	13,208,185	24,017,807
2004	1,125,319,697	924,947,365	245,301,178	19,188,881	13,748,708
2005	1,022,046,302	1,164,889,028	254,537,151	23,056,605	13,835,732
2006	1,204,017,407	1,286,347,769	221,260,860	20,117,751	15,736,435
	\$8,641,426,150	\$7,458,045,178	\$1,800,433,958	\$203,545,169	\$199,860,478

Source: Texas Comptroller of Public Accounts

Note: Sales information is not available on a fiscal year basis.

## Taxable Sales by Category (Cont.)

Last Ten Calendar Years

Construction	Finance, Real Estate	Other	Total	City Direct Sales Tax Rate	State Sales Tax Rate	Overlapping
\$12,853,681	\$465,058	\$6,849,649	\$759,635,267	1.5%	6.25%	7.75%
12,679,159	194,228	7,678,957	968,021,209	1.5%-2.0%	6.25%	8.25%
11,771,642	280,530	7,275,680	1,340,582,859	2.0%	6.25%	8.25%
11,026,539	422,839	7,908,943	1,626,799,446	2.0%	6.25%	8.25%
12,984,689	1,156,703	6,723,785	1,930,547,114	2.0%	6.25%	8.25%
12,140,945	1,031,156	6,041,356	2,013,251,942	2.0%	6.25%	8.25%
14,337,144	780,350	6,327,026	2,251,052,286	2.0%	6.25%	8.25%
13,090,903	568,076	7,268,203	2,349,433,011	2.0%	6.25%	8.25%
14,962,938	-	210,644,879	2,703,972,635	2.0%	6.25%	8.25%
16,882,448	-	136,663,624	2,901,026,294	2.0%	6.25%	8.25%
<b>\$132,730,088</b>	<b>\$4,898,940</b>	<b>\$403,382,102</b>	<b>\$18,844,322,063</b>			

## Financial Statistics

### Hotel Taxpayers/Hotel Occupancy Tax Collection History

#### Hotel Taxpayers

September 30, 2007

Taxpayer	Total Collections Year Ended September 30, 2007	Number of Rooms
La Quinta Inn	129,053	116
Courtyard by Marriott	181,386	113
Red Roof Inn	109,305	107
Baymont Inn	118,176	93
Best Western Executive Inn	93,372	67
Days Inn & Suites	48,242	49
Super 8 Motel	16,705	62
Extended Stay America # 6030	70,796	138
Wingate Inn	112,692	101
Holiday Inn	136,356	90
Residence Inn	200,292	96
Hilton Garden Inn	213,886	122
Comfort Suites	83,815	62
Springhill Suites	161,170	104
Hampton Inn	182,234	93
Staybridge Suites	113,774	81
Austin Marriott North	668,851	295
Candlewood Suites	66,995	98
Lodge at Warner Ranch	-	5
Extended Stay America # 6197	58,928	104
Country Inn & Suites	72,661	61
<b>Total</b>	<b>2,838,689</b>	<b>2,057</b>

#### 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
	\$	\$	\$	\$	\$
1998	102,162	99,392	101,966	130,835	434,355
1999	121,858	134,096	163,087	197,442	616,483
2000	219,642	215,824	255,911	326,448	1,017,825
2001	323,789	308,735	333,479	388,426	1,354,429
2002	360,606	307,427	368,583	440,434	1,477,050
2003	401,794	367,136	410,803	439,011	1,618,744
2004	406,795	352,486	414,176	476,691	1,650,148
2005	448,789	401,171	476,219	578,870	1,905,049
2006	521,640	459,601	578,711	708,667	2,268,619
2007	594,826	695,452	729,813	818,598	2,838,689

## Ratios of Outstanding Debt by Type

Last Ten Years

Fiscal Year	Governmental Activities			Business-Type Activities	Total Primary Government	Percentage of Personal Income	Per Capita
	General Obligations Bonds	Certificates of Obligation	Other Debt Obligations	Revenue Bonds			
	\$	\$	\$	\$	\$	%	\$
1998	47,290,000	14,338,000	1,322,901	8,808,475	71,759,376	6.43	1,410
1999	43,930,000	13,931,000	9,926,601	7,516,550	75,304,151	5.73	1,344
2000	40,705,000	24,299,000	25,902,273	6,139,625	97,045,898	6.15	1,608
2001	37,640,000	23,622,000	51,438,524	4,887,700	117,588,224	5.98	1,708
2002	71,835,000	20,805,000	64,873,333	3,560,775	161,074,108	7.37	2,198
2003	70,265,000	20,167,000	61,901,766	2,358,850	154,692,616	7.40	1,993
2004	87,965,000	18,279,000	59,615,448	1,206,925	167,066,373	7.57	2,042
2005	98,680,000	3,471,000	57,400,061	270,000	159,821,061	6.60	1,858
2006	95,020,000	2,968,000	61,274,055	-	159,262,055	6.17	1,774
2007	124,960,000	16,120,000	58,318,074	355,000	199,753,074	7.43	2,159

Note: Details regarding the City's outstanding debt can be found in the notes to the financial statements.

See the Schedule of Demographic and Economic Statistics for personal income and population data.

### Ratios of Net General Bonded Debt Outstanding To Assessed Value & Net Bonded Debt Per Capita

Last Ten Years

Fiscal Year Ended 9-30	<sup>1</sup> Population	Net Assessed Value (in thousands)	<sup>2</sup> 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
		\$	\$	\$	\$	%	\$
1998	50,905	2,305,342	61,628,000 <sup>(2)</sup>	1,083,021	60,544,979	2.63	1,189
1999	56,030	2,568,395	57,861,000 <sup>(2)</sup>	1,876,382	55,984,618	2.18	999
2000	60,340	2,976,853	65,004,000 <sup>(2)</sup>	1,471,892	63,532,108	2.13	1,053
2001	68,835	3,722,637	61,262,000 <sup>(2)</sup>	2,132,743	59,129,257	1.59	859
2002	73,295	4,498,128	92,640,000 <sup>(2)</sup>	2,074,841	90,565,159	2.01	1,236
2003	77,600	5,059,033	90,432,000 <sup>(2)</sup>	2,304,816	88,127,184	1.74	1,136
2004	81,825	5,139,963	106,244,000 <sup>(2)</sup>	2,338,493	103,905,507	2.02	1,270
2005	86,000	5,331,148	102,151,000 <sup>(2)</sup>	2,600,354	99,550,646	1.87	1,158
2006	89,800	5,773,483	97,988,000 <sup>(2)</sup>	3,200,508	94,787,492	1.64	1,056
2007	92,500	6,514,969	141,080,000 <sup>(2)</sup>	3,058,395	138,021,605	2.12	1,492

Note: Includes Certificates of Obligation and General Obligation Bonds

<sup>1</sup> Source: Planning Department, City of Round Rock

<sup>2</sup> Gross bonded debt includes self-supporting debt funded by enterprise funds. Gross self-supporting debt totaled \$5,530,433 at September 30, 2007.

## Computation of Direct and Overlapping Debt

September 30, 2007

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	\$141,080,000	*	100.00%	\$141,080,000
Round Rock Independent School District	420,227,658	**	31.98	134,388,805
Williamson County	538,879,941	*	27.13	146,198,128
Georgetown ISD	149,454,977	**	0.01	14,945
Travis County	524,037,442	*	0.39	2,043,746
<b>Total</b>	<b>\$1,773,680,018</b>			<b>\$423,725,624</b>

\*Gross Debt as of 9-30-07

\*\*Gross Debt as of 6-30-07

Source: City of Round Rock Finance Department and Texas Municipal Reports

## Legal Debt Margin Information

## Last Ten Fiscal Years

	1998	1999	2000	2001
Debt limit	\$413,245,740	\$460,399,550	\$533,617,920	\$667,304,112
Total net debt applicable to limit	48,776,558	45,458,417	53,744,875	50,262,992
Legal debt margin	\$364,469,182	\$414,941,133	\$479,873,045	\$617,041,120

Total net debt applicable to the limit as a percentage of debt limit	11.80%	9.87%	10.07%	7.53%
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## Legal Debt Margin Calculation for Fiscal Year 2007

Total assessed value		\$6,514,968,603
Debt limit - Maximum serviceable at permitted allocation of \$1.50 per \$100 of assessed value		\$1,167,845,500
Amount of debt applicable to debt limit: Total General Obligation Debt	\$141,080,000	
Less:		
Amount available in Debt Service Fund	(3,058,395)	
Amounts considered self-supporting	(5,530,433)	
Total net debt applicable to debt limit		132,491,172
Legal debt margin		\$1,035,354,328

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, 2006, assessed valuation of \$6,514,968,603 at 100% collection, tax revenue of \$97,724,529 would be produced. This revenue could service the debt on \$1,167,845,500 issued as 20-year serial bonds at 5.50% (with level debt service payment).

**Legal Debt Margin Information (Cont.)****Last Ten Fiscal Years**

2002	2003	2004	2005	2006	2007
\$806,315,251	\$906,860,750	\$921,367,824	\$955,638,811	\$1,034,929,880	\$1,167,845,500
82,569,295	80,541,088	97,029,376	93,578,032	89,029,039	132,491,172
\$723,745,956	\$826,319,662	\$824,338,448	\$862,060,779	\$945,900,841	\$1,035,354,328
10.24%	8.88%	10.53%	9.79%	8.60%	11.34%



## Schedule of Revenue Bond Coverage

## Last Ten Years

Fiscal Year Ended 9-30	Gross Revenue <sup>1</sup>	Direct Operating Expenses <sup>2</sup>	Net Revenue Available for Debt Service	Debt Service Requirements Principal and Interest	Revenue Bond Coverage
	\$	\$	\$	\$	
1998	18,031,066	8,632,306	9,398,760	1,751,339	5.37
1999	19,065,800	8,762,007	10,303,793	1,745,175	5.90
2000	23,867,459	10,561,505	13,305,954	1,765,565	7.54
2001	24,333,346	12,645,648	11,687,698	1,575,210	7.42
2002	25,436,842	13,840,556	11,596,286	1,583,835	7.32
2003	24,895,722	15,328,369	9,567,353	1,392,358	6.87
2004	25,583,013	16,467,400	9,115,613	1,279,975	7.12
2005	28,197,344	18,452,453	9,744,891	1,016,058	9.59
2006	32,985,447	20,962,289	12,023,158	284,310	42.29
2007	31,921,522	21,369,755	10,551,767	5,966	1768.65

## Sources:

<sup>1</sup> Water and Sewer Fund operating and non-operating revenues.

<sup>2</sup> Water and Sewer Fund operating expenses, excluding depreciation.

## Demographic and Economic Statistics

### Last Ten Years

Fiscal Year	Population <sup>1</sup>	Personal Income	Per Capita Income <sup>2</sup>	Median Age <sup>3</sup>	Education Level in Years of Formal Schooling <sup>3</sup>	School Enrollment <sup>4</sup>	Unemployment Rate <sup>3</sup>
		\$	\$				%
1998	50,905	1,116,295,745	21,929	29.9	14.0	28,455	1.8
1999	56,030	1,314,071,590	23,453	30.0	14.1	30,100	1.5
2000	60,340	1,577,830,660	26,149	30.1	14.3	31,572	1.3
2001	68,835	1,965,376,920	28,552	30.5	14.2	32,652	3.9
2002	73,295	2,185,803,490	29,822	30.8	14.1	34,120	4.7
2003	77,600	2,090,544,000	26,940	31.2	14.2	35,579	4.7
2004	81,825	2,207,556,675	26,979	30.6	14.2	36,608	3.1
2005	86,000	2,423,308,000	28,178	30.5	14.3	37,909	3.7
2006	89,800	2,581,211,200	28,744	30.6	14.7	39,112	3.3
2007	92,500	2,686,755,000	29,046	31.0	14.7	40,342	3.5

#### Sources:

<sup>1</sup> Planning Department, City of Round Rock

<sup>2</sup> Texas Workforce Commission; data is for Williamson County, which is representative of the City; data for City not available.

<sup>3</sup> Round Rock Chamber of Commerce

<sup>4</sup> Round Rock Independent School District

## Principal Employers

## Current Year and Nine Years Ago

Name of Employer	2007			1998		
	Employees	Rank	% of Total City Employment	Employees	Rank	% of Total City Employment
			%			%
Dell, Inc.	10,000	1	20.59	8,000	1	25.29
Round Rock Independent School District	5,175	2	10.65	3,850	2	12.17
Sears Customer Care	1,300	3	2.68			
City of Round Rock, Texas	793	4	1.63	424	9	1.34
Round Rock Medical Center	710	5	1.46			
Texas Guaranteed Student Loan	670	6	1.38			
Dresser Wayne, Inc.	550	7	1.13	485	6	1.53
Toppan Photomask	368	8	0.76			
Michael Angelo's Gourmet Foods	350	9	0.72	450	7	1.42
Classic Automotive	349	10	0.72			
Farmer's Insurance				850	3	2.69
Amp Packaging & Carroll Touch				650	4	2.05
Westinghouse Motor Company				550	5	1.74
Tellabs Texas, Inc.				439	8	1.39
Sysco Foods				387	10	1.22

## Full-Time Equivalent City Government Employees by Function

## Last Ten Years

	Full-time Equivalent Employees as of September 30									
	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007
Function:										
General government	75	91	109	120	132	134	142	148	158	163
Public safety-										
Police-										
Officers	83	89	89	100	107	112	119	126	131	135
Civilians	30	31	35	37	42	41	47	47	55	58
Fire-										
Firefighters & officers	56	69	70	72	78	78	90	104	111	119
Civilians	2	2	3	4	4	4	4	4	4	5
Public works-										
Street	31	37	41	49	49	49	48	48	48	48
Shop	8	8	10	14	14	14	14	14	15	15
Culture & recreation-										
Library	25	26	27	23	24	26	27	28	29	29
Parks & Recreation	39	44	62	79	81	83	90	91	93	93
Water	59	60	65	66	78	80	90	93	92	93
Sewer	16	16	21	32	29	32	32	35	35	35
Total	424	473	532	596	638	653	703	738	771	793

Source: Finance Department, City of Round Rock

## Operating Indicators

## Last Ten Fiscal Years

	1998	1999	2000	2001
Function:				
Police-				
Arrests	2,494	2,389	1,836	1,512
Accident reports	1,077	2,712	2,095	2,675
Index crimes reported	1,154	1,037	1,053	2,061
Crimes per thousand residents	23.54	19.93	20.20	30.90
Officers per thousand of population	1.71	1.73	1.52	1.50
Fire-				
Incident volume	3,600	4,334	4,334	5,109
Priority calls answered	3,050	3,050	3,050	3,236
Non-emergency calls answered	550	1,284	1,284	1,873
Priority calls-response less than 6 minutes	80%	78%	78%	82%
Public Works-				
Street-				
Street resurfacing (lane miles)	69	76	81	81
Potholes repaired annually	N/A	N/A	N/A	2,500
Signals maintained	5	5	5	28
Shop-				
Work orders	2,700	2,750	2,975	2,960
Number of departments served	11	11	13	13
Culture and Recreation-				
Library-				
Number of items circulated	345,716	347,290	385,658	435,632
Number of card holders	25,400	26,713	27,333	35,637
Number of library visits	179,606	182,839	200,000	285,176
Parks & Recreation-				
Total park acres maintained	1,081	1,095	1,173	1,173
Number of athletic fields maintained	34	38	38	38
Number of trees planted	N/A	N/A	N/A	N/A
Number of recreation enrollees	100,027	99,586	112,783	255,670
Water-				
New connections	1,000	1,200	1,500	1,800
Line maintenance work orders	5,500	5,800	5,000	5,113
Average monthly consumption	307,000,000	334,000,000	412,000,000	385,000,000
Sewer-				
Average monthly treatment	225,300,000	245,100,000	234,110,666	262,719,166
Line feet reviewed for infiltration & inflow	30,000	30,000	35,000	35,000

Source: City of Round Rock Finance Department  
N/A - Data not available

## Operating Indicators (Cont.)

## Last Ten Fiscal Years

2002	2003	2004	2005	2006	2007
1,735	1,684	2,625	3,592	4,013	3,754
2,667	2,360	2,669	1,942	1,907	1,985
1,495	1,813	1,679	2,326	2,072	2,225
20.90	25.50	21.00	28.30	22.80	24.70
1.50	1.49	1.49	1.50	1.50	1.50
5,352	5,076	5,219	6,709	6,430	7,500
3,936	3,787	3,959	5,376	4,977	5,500
1,396	1,289	1,260	1,333	1,453	2,000
80%	83%	78%	86%	83%	88%
84	84	72	71	124	130
2,500	3,000	3,223	3,223	4,000	4,000
30	36	36	42	52	57
2,960	4,485	4,650	4,468	4,118	5,418
13	13	15	15	18	18
492,493	545,921	648,609	647,343	671,816	690,000
37,457	40,532	42,321	41,448	42,792	43,500
246,185	258,017	288,100	298,996	302,900	306,000
1,187	1,573	1,532	1,532	1,547	1,850
38	38	38	38	38	38
N/A	238	350	325	843	500
285,242	314,814	330,036	359,128	372,998	375,000
1,850	1,172	1,578	1,228	1,549	1,181
3,267	3,810	5,938	5,434	4,242	4,400
438,000,000	447,000,000	439,000,000	474,500,000	553,600,000	432,101,000
262,750,000	263,416,666	286,166,666	287,948,166	303,103,333	327,351,600
77,655	110,236	142,817	163,143	181,316	152,515

## Capital Asset Statistics

## Last Ten Fiscal Years

	1998	1999	2000	2001
Function:				
Police-				
Number of stations	1	1	1	1
Number of patrol units	56	79	87	103
Fire-				
Number of stations	4	4	5	5
Number of fire trucks	3	5	5	6
Public Works-				
Street-				
Lane miles	178	201	215	215
Drainage miles	74	81	90	90
Number of street lights	4,610	4,610	4,610	4,610
Number of traffic signals	5	5	5	28
Shop-				
Repair facilities	1	1	1	1
Number of bays	10	10	10	10
Culture and Recreation-				
Library-				
Number of library books	90,030	95,076	107,262	115,853
Number of library facilities	1	1	1	1
Parks & Recreation-				
Total park acres	1,081	1,095	1,173	1,173
Number of athletic fields	34	38	38	38
Number of parks	35	35	57	60
Number of tennis courts	9	9	9	9
Number of pools	3	3	3	3
Water-				
Number of miles of water lines	250	275	299	299
Pumping stations	12	13	14	14
Tanks	18	19	19	19
Treatment capacity (millions of gallons/day)	21	21	27	30
Sewer-				
Number of miles of sewer mains	175	198	200	220
Wastewater lift stations	14	16	16	16

Source: City of Round Rock Finance Department

## Capital Asset Statistics (Cont.)

## Last Ten Fiscal Years

2002	2003	2004	2005	2006	2007
1	1	1	1	1	1
103	120	126	136	142	186
5	5	5	6	6	6
6	8	9	10	10	11
220	220	266	898	997	1,036
92	92	92	92	92	92
4,610	4,610	4,656	4,702	4,796	5,034
30	36	36	42	52	57
1	1	1	1	1	1
10	19	19	19	19	19
130,000	134,899	150,436	160,559	133,111	147,000
1	1	1	1	1	1
1,187	1,573	1,532	1,532	1,547	1,850
38	38	38	38	38	38
76	72	70	52	52	57
9	9	21	23	23	23
4	4	4	4	5	5
299	394	394	425	458	481
14	14	14	14	14	14
19	18	18	18	18	18
35	48	48	48	48	48
220	242	242	355	365	376
13	12	12	11	11	11



## Top Ten Water Customers

September 30, 2007

Name of Customer	Type of Business	Water Consumption in Gallons	% of Total Water Consumption in Gallons
Fern Bluff Municipal Utility District	Municipal Utility District	271,971,600	5.486
Williamson County Municipal Utility District # 10	Municipal Utility District	157,991,300	3.187
Chandler Creek Municipal Utility District	Municipal Utility District	149,157,000	3.009
Vista Oaks Municipal Utility District	Municipal Utility District	105,587,500	2.130
Dell, Inc.	Electronic Equipment	103,174,000	2.081
Round Rock Independent School District	Public Schools	77,598,000	1.565
Michael Angelo's	Food Production	67,322,000	1.358
Cypress Semiconductor	Electronic Components	40,823,100	0.823
Cintas Corp.	Uniform Rental	38,153,100	0.770
Aquasource--Tonkawa Springs	Water Service Provider	36,827,000	0.743
Total		1,048,604,600	21.152

**Water/Sewer Retail Rates**

September 30, 2007

Water rates for retail customers inside the City limits are as follows:

Volume Rate	Monthly Service Charge	
\$2.02 per 1,000 gallons of water used by all customers	Meter Size Base Serving Customer	Monthly Water Service Charge \$
	5/8 inch	11.95
	3/4 inch	16.66
	1 inch	26.30
	1 1/2 inch	50.39
	2 inch	79.31
	3 inch	146.78
	4 inch	243.17
	6 inch	758.15
	8 inch	1,325.15
	10 inch	2,081.15
	12 inch	2,553.65

Sewer rates for retail customers inside the City limits are as follows:

Volume Rate	Monthly Service Charge	
\$2.63 per 1,000 gallons of water used by all customers*	Meter Size Base Serving Customer	Monthly Sewer Service Charge \$
	5/8 inch	10.31
	3/4 inch	13.45
	1 inch	19.29
	1 1/2 inch	35.17
	2 inch	54.22
	3 inch	98.68
	4 inch	162.20
	6 inch	478.06
	8 inch	834.22
	10 inch	1,309.10
	12 inch	1,605.90

\*Sewer customers' volume is measured as the rate per 1,000 gallons of the lesser of a three month winter average or actual water use.





## Appendix

Budget Calendar

Strategic Goals

Home Rule Charter

Ordinances

Revenue Footnotes

Glossary of Terms

Acronyms

Finance Department Staff





## Appendix



JANUARY 2008						
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 2008						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH 2008						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

APRIL 2008						
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 2008						
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 2008						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24	25	26	27	28	29

## City of Round Rock Fiscal Year 2008-09 Operating Budget Calendar

### January - February

Develop Budget Materials

### February

- 13 Budget Kick-off meetings
- 13 Budget materials distributed

### March

- 7 Personnel Worksheets, Capital Outlay & Revenue Projections due

### April

- 4 Budget Worksheets due
- 25 New Programs & Capital Outlay documents due

### May

- 16 Strategic Budget & 10 Year Plan documents due

### June

- 23 Budget Team document presented

### July

- 7 Budget Team review meetings held

- 25 Tax roll certification by Chief Appraiser (official date)
- 30 City Manager's Proposed Budget submitted to City Council

### Mid - August

Publication of Tax Rates (Effective, Rollback)

### September

- 11 Proposed Budget to Council for Approval (1st Reading)
- Proposed Tax Rate to Council for Approval (1st Reading)
- Public hearings
- 25 Proposed Budget to Council for Approval (2nd Reading)
- Proposed Tax Rate to Council for Approval (2nd Reading)
- Public hearings
- Budget Adopted by Council
- Tax Rate Adopted by Council

### October

- 1 Budget becomes effective

JULY 2008						
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 2008						
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 2008						
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 29	23 30	24	25	26	27	28

OCTOBER 2008						
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 2008						
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 2008						
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 29	23 30	24 31	25	26	27	28

#### Strategic Goals for the City of Round Rock, TX

**Goal 1: 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.**

- 1.1 Continue to develop the environment that encourages businesses to locate or relocate to Round Rock.
- 1.2 Continue to recruit new businesses and industry other than retail to expand and diversify Round Rock's economic base.
- 1.3 Expand the retail opportunities in Round Rock.
- 1.4 Continue to position and promote Round Rock as the "Sports Capital of Texas" and the destination of choice for visitors.

**Goal 2: Review the General Plan with emphasis on the Northeast Quadrant of the City to provide for educational, business, residential, and retail uses.**

- 2.1 Continue to develop a plan to identify future land uses, major transportation routes, utility requirements and a comprehensive park system for the Northeast Quadrant.
- 2.2 Continue to plan for portions of the northeast quadrant near IH-35 to identify opportunities for redevelopment and establishment of a comprehensively designed city center.
- 2.3 Continue to identify areas in the northeast quadrant suitable for diverse housing.
- 2.4 Continue to develop new zoning districts required to implement the northeast plans.
- 2.5 Continue to use the Comprehensive Annexation Plan based on the orderly and economic expansion of the City's infrastructure.
- 2.6 Continue to negotiate comprehensive extraterritorial jurisdiction (ETJ) exchange to rationalize ultimate city boundaries with surrounding communities.

## Strategic Goals for the City of Round Rock, TX (Cont.)

### **Goal 3: Improve the image and appearance of Round Rock.**

- 3.1 Continue to develop long term goals for the City's historic districts in an effort to promote their economic viability.
- 3.2 Ensure strong, consistent code enforcement to maintain neighborhood integrity.
- 3.3 Continue with the plan for the planting and maintenance of trees, landscaping, trails, etc.
- 3.4 Continue with the corridor beautification plan for arterials, including significant entryways.
- 3.5 Continue to develop long term goals which will establish Round Rock as one of the cultural icons of Central Texas.

### **Goal 4: Plan and facilitate the City's transportation systems, at the local and regional level, to improve traffic flow and personal mobility.**

- 4.1 Plan the City's transportation systems.
- 4.2 Implement transportation projects and systems.
- 4.3 Maintain and operate City's transportation systems.
- 4.4 Protect the function of the City's arterial roadway system by adopting land use and access policies that concentrate high intensity land uses, minimize strip development, and limit direct driveway access and curb cuts along major roadways.



#### Strategic Goals for the City of Round Rock, TX (Cont.)

**Goal 5: Plan and implement effective and efficient services within the City's financial capacity to meet the needs of residents, customers and employees.**

- 5.1 Ensure City services, facilities and equipment meets the needs of residents, customers and employees through the development of annual departmental goals, objectives, and strategic budgeting.
- 5.2 Continually improve the organization's performance by focusing on work culture, innovation, customer service, process improvement and personal growth.
- 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.
- 5.5 Utilize technology to provide efficient, cost-effective customer services.
- 5.6 Establish partnerships among the City, other local governments, local businesses and social service providers to address regional issues and provide improved services.

## Strategic Goals for the City of Round Rock, TX (Cont.)

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

- 6.1 Engage potentially affected interests in timely, effective dialogue about City policies, programs and projects.
- 6.2 Use various types of media, including local access television and websites, to provide citizens, businesses and visitors with information about Round Rock government activities.
- 6.3 Quickly respond to citizen complaints and suggestions.
- 6.4 Continue to enhance the media policy, and conduct media training, to ensure City news is clearly communicated to the public.
- 6.5 Continue to develop programs and policies that enhance internal communications among various departments and employees.
- 6.6 Continue to implement the results of the five-year Communications Plan with input from City Council, staff and citizens.

## ARTICLE 8

### FINANCIAL ADMINISTRATION

#### **N 8.01 FISCAL YEAR**

The fiscal year of the City shall begin on the first day of each October and end on the last September of the succeeding year. All funds collected by the City during any fiscal year, both current and delinquent revenues, shall belong to such fiscal year and, except for funds used to pay interest and create a sinking fund on the bonded indebtedness of the City, shall 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 on hand, shall become resources of the next succeeding fiscal year.

#### **N 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.

#### **N 8.03 ANNUAL BUDGET**

i) 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-08-09-25-13C1

AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR THE CITY OF ROUND ROCK, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2008, AND ENDING SEPTEMBER 30, 2009, 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, 2008, and ending September 30, 2009, and

WHEREAS, proper and timely notice that public hearings on such budget would be held on September 4, 2008, and September 11, 2008, was given and made in accordance with the law and within the time limits set forth by law; and

WHEREAS, such public hearings were held in accordance with law on September 11, 2008, and September 25, 2008, prior to final adoption of this ordinance; Now Therefore

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROUND ROCK, TEXAS, THAT:

The attached budget for the fiscal year beginning October 1, 2008 and ending September 30, 2009, is hereby in all things approved and adopted and it shall be effective as of October 1, 2008.

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.

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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 11<sup>th</sup> day of September, 2008.

READ, APPROVED and ADOPTED on second reading this the 25<sup>th</sup> day of September, 2008.

  
ALAN MCGRAW, Mayor  
City of Round Rock, Texas

ATTEST:

  
SARA L. WHITE, City Secretary



ORDINANCE NO. G-08-09-25-13C2

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 2008.

BE IT ORDAINED BY THE CITY 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 2008 upon all property, real, personal and mixed, within the corporate limits of said City subject to taxation, a tax of 21.716 cents on each One Hundred Dollars (\$100.00) valuation of property. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$21.00.

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 2008 upon all property, real, personal and mixed, within the corporate limits of said City subject to taxation, a tax of 14.806 cents on each One Hundred Dollars (\$100.00) valuation of property.

## SUMMARY

Maintenance and operation of the Municipal Government	21.716 cents
Interest and Sinking	<u>14.806</u> cents
Total Tax per \$100.00 of valuation	36.522 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 11<sup>th</sup> day of September, 2008.

READ, APPROVED and ADOPTED on second reading this the 25<sup>th</sup> day of September, 2008.

  
ALAN MCGRAW, Mayor  
City of Round Rock, Texas

ATTEST:

  
SARA L. WHITE, City Secretary

ORDINANCE NO. G-08-09-25-123

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 CITY COUNCIL OF THE CITY OF ROUND ROCK, TEXAS:

## I.

That Chapter 10, Section 10.201(6), Code of Ordinances (1995 Edition), City of Round Rock is hereby amended to read as follows:

(6) Water Rates for Retail Customers

- (a) Except as provided below, the following schedule of monthly rates or charges for retail commercial and residential services furnished by the City's water system shall be and such is hereby adopted and established as follows:

(i) Volume Rates

1. The water rate for retail Customers shall be \$2.13 per 1,000 gallons of water used.
2. Effective January 1, 2009, the water rate for retail Customers shall be \$2.24 per 1,000 gallons of water used.

(ii) Monthly Service Charge

Except as provided below, in addition to the foregoing rates, each Customer shall also pay a monthly water service charge pursuant to the following schedule regardless of the amount of water used.

<u>Meter Size</u>	<u>Current Monthly Service Charge</u>	<u>Monthly Service Charge Effective January 1, 2009</u>
3/8 inch	\$ 12.55	13.18
1/2 inch	17.49	18.36
1 inch	27.62	29.00
1 1/2 inch	52.91	55.56
2 inch	83.28	87.44
3 inch	154.12	161.83
4 inch	255.33	268.10
6 inch	796.06	835.86
8 inch	1,391.41	1,460.98
10 inch	2,185.21	2,294.47
12 inch	2,681.33	2,815.40

## II.

That Chapter 10, Section 10.202(1), Code of Ordinances (1995 Edition), City of Round Rock is hereby amended to read as follows:

(1) Sewer Rates for Retail Customers(a) Inside City Limits:

The rate schedule for retail Customers of the City's sanitary sewer System shall be hereinafter set forth.

(i) Volume Rates

1. The sewer rate for retail Customers shall be \$2.82 per 1,000 gallons of water used for all users.
2. Effective January 1, 2009, the sewer rate for retail Customers shall be \$3.02 per 1,000 gallons of water used for all users.

(ii) Monthly Service Charge

Except as provided below, in addition to the foregoing rates, each Customer shall also pay a monthly sewer service charge pursuant to the following schedule regardless of the amount of water used.

<u>Meter Size</u>	<u>Current Monthly Service Charge</u>	<u>Monthly Service Charge Effective January 1, 2008</u>
5/8"	\$11.03	11.80
3/4"	14.39	15.40
1"	20.64	22.08
1 1/2"	37.63	40.26
2"	58.02	62.08
3"	105.59	112.98
4"	173.55	185.70
6"	511.52	547.33
8"	892.62	955.10
10"	1,400.74	1,498.79
12"	1,718.31	1,838.59

## 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 11<sup>th</sup> day of September, 2008.

READ, APPROVED and ADOPTED on second reading this the 25<sup>th</sup> day of September, 2008.

  
ALAN MCGRAW, Mayor  
City of Round Rock, Texas

ATTEST:

  
SARA L. WHITE, City Secretary

## Revenue Footnotes

This section reflects changes greater than \$10,000 from Revised Budget 2007-2008 to the indicated operating funds' revenue accounts. Actual amounts are located in the Revenue Estimates section of this document. Please see the Budget Message for details on major revenue sources and underlying economic assumptions.

### General Fund Revenues

Revenue Acct. Number	Explanation of changes from the prior year
<b>Property Taxes</b>	
4110	Reflects growth in property values and new property added to tax roll
4111	Reflects conservative assumptions
4113	Reflects trend of current property tax collections
<b>Sales Taxes</b>	
4120	Reflects current and expected economic conditions. See Budget Message for details
<b>Bingo/Mixed Drink Tax</b>	
4122	Reflects actual and estimated activity
<b>Franchise Fees</b>	
4115	Reflects increased franchise fee percentage for this utility provider
4116	Reflects conservative assumptions
4117	Reflects estimated actual usage and weather conditions
4118	Estimate based on current and previous usage
<b>Building Permits/Inspections</b>	
4214	Reflects estimated building activity
4216	Reflects actual and estimated activity
4220	Reflects first full-year estimate for fire inspection fee program
4225	Reflects estimated subdivision development activity
4410	Reflects estimated activity
<b>Garbage/Fire Protection Fees</b>	
4617	Estimate based on current and previous usage
<b>Recreation Fees</b>	
4401	Reflects estimated decrease participation in swim pool agreements
4403	Reflects estimated increased participation in recreation programs
4404	Reflects estimated increased participation in swimming programs
4405	Reflects estimated increased participation in sports leagues
4406	Reflects actual and estimated activity
4409	Reflects estimated increased participation in Senior recreation programs
4413	Reflects conservative assumptions based on recent trends
<b>Filing/Other Fees</b>	
4217	Reflects actual and estimated activity
4219	Reflects assumptions based on recent trends
<b>Fines &amp; Costs</b>	
4511	Reflects estimated increased activity
4512	Reflects first year estimate for red light camera program

**Revenue Footnotes (cont.)**

<b>Revenue Acct. Number</b>	<b>Explanation of changes from the prior year</b>
<b>Rentals</b>	
4412	Increased to reflect increased and actual activity
<b>Grants</b>	
4663	Scheduled reduction in grant activity
<b>Interest</b>	
4610	Reflects anticipated market rates and available cash for investing
<b>Other Revenues</b>	
4407	Reflects actual and estimated activity
4615	Reflects actual and estimated activity
4636	Reflects actual and estimated activity
4639	Reflects actual and estimated activity
4670	Reflects actual and estimated activity
4672	Reflects conservative assumption based on estimated activity
4303	Reflects conservative assumption based on rental area capacity diminishing

**I&S General Obligation Bonds Fund Revenues**

4110	Reflects requirements of scheduled debt service and the corresponding property tax levy
4113	Reflects trend of increased delinquent property tax collections
7200	Reflects scheduled transfer from Utility fund for debt requirements

**I&S Revenue Bonds Fund Revenues**

7200	Reflects estimated additional debt service obligations
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**Water/Wastewater Utility Fund Revenues**

<b>Water &amp; Related Services</b>	
4801	Reflects growth in customer base and a rate increase. See Budget Message for details
<b>Sewer &amp; Related Services</b>	
4821	Reflects growth in customer base and a rate increase. See Budget Message for details
<b>Interest</b>	
4610	Reflects anticipated market rates and available cash for investing

**Revenue Footnotes (cont.)**

<b>Revenue Acct. Number</b>	<b>Explanation of changes from the prior year</b>
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**Other Revenues**

7250	Scheduled funding for increased treatment costs
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**Utility Impact Fee Fund Revenues**

4610	Reflects anticipated increase in market rates and available cash for investing
4802	Reflects anticipated water impact fee collections for residential building
4808	Reflects anticipated water impact fee collections for commercial building
4822	Reflects anticipated wastewater impact fee collections

**Hotel Occupancy Tax Revenues**

4123	Reflects estimated increased occupancy
4610	Reflects anticipated increase in market rates and available cash for investing

**Park Improvements & Acquisitions**

4628	Reflects developer contributions in lieu of designated parkland
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**Tree Replacement Fund Revenues**

4226	Reflects developer contributions for trees in public areas in the City
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### Glossary of Terms

**Accrual Basis** - A method of accounting that recognizes the financial effect of events, and interfund activities when they occur, regardless of the timing of related cash flows.

**Ad Valorem Tax** - A tax levied on the assessed value of real property (also known as “property taxes”).

**Amortize** - To provide for the gradual extinguishment of (as a mortgage) usually by contribution to a sinking fund at the time of each periodic payment.

**Appropriation** - A specific amount of money authorized by City Council to make expenditures and incur obligations for specific purposes, frequently used interchangeably with “expenditures”.

**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 Central 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 specific sum of money, called the face value or principal amount, at a specific date or dates in the future, called the maturity date, together with periodic interest at a specified rate.

**Bonded Debt** - The 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.

**Budget Calendar** - The schedule of key dates or milestones, which the City follows in preparation, adoption, and administration of the budget.

**Budget Year** - From October 1st through September 30th, which is the same as the fiscal year.

**Capital Improvement Program** - A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a fixed period of several future years. Examples include land, improvements to land, easements, buildings, building improvements and infrastructure.

**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

**CDBG** - Community Development Block Grant – Federal HUD entitlement funds to meet a variety of needs of low income citizens including housing, infrastructure, equipment, facilities and public services.

**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 Central 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** - The payment of principal and interest on borrowed funds.

**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.).

**Depreciation** - The decrease in value of physical assets due to use and the passage of time.

**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.

**Encumbrance** - Commitments related to unperformed (executory) contracts for goods or services.

**Enterprise Fund** - A fund used to account for operations financed and operated in a manner similar to private business enterprises in that they are self supported by user fees. These funds use full accrual accounting.

**Expenditure** - The actual outflow of funds paid for an asset obtained or goods and services obtained.

**Expense** - A charge incurred in an accounting period, whether actually paid in that accounting period or not.

**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.

**Full Time Equivalent (FTE)** - A quantifiable unit of measure utilized to convert hours worked by part time, seasonal employees into hours worked by full-time employees. Full-time employees work 2080 hours annually. A part-time employee working 1040 hours annually represents a .5 FTE.

## Appendix

### Glossary

**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.

**GAAP** - Generally Accepted Accounting Principles.

**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.)

**Governmental Fund** - It refers to the General Fund, all Special Revenue Funds and Debt Service Funds.

**Grant** - Contributions or gifts of cash or other assets from another government to be used for a specific purpose, activity or facility.

**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.

**Inventory** - A detailed listing of property currently held by the City.

**Levy** - To impose taxes, special assessments, or service charges for the support of City activities.

**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.

**Long-Term Debt** - Any unmatured debt that is not a fund liability with a maturity of more than one year.

**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.

**Policy** - A plan, course of action, or guiding principle, designed to set parameters for decisions and actions.

**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.

**Reserve** - An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

**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.

**Risk Management** - An organized effort to protect the City's assets against loss, utilizing the most economical methods.

**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 Base** - The total value of all real and personal property in the City as of January 1st of each year, as certified by the Appraisal Review Board.

**Tax Levy** - The total amount of taxes imposed by the City on taxable property, as determined by the Williamson Central Appraisal District.

**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 Central 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.

## List of Acronyms

BCRUA	Brushy Creek Regional Utility Authority
BRA	Brazos River Authority
CAFR	Comprehensive Annual Financial Report
CDBG	Community Development Block Grant
CID	Criminal Investigations Division
CIP	Capital Improvement Program
CMRC	Clay Madsen Recreation Center
CO's	Certificate of Obligations Debt
EPA	Environmental Protection Agency
ESD	Emergency Service District
ETJ	Extraterritorial Jurisdiction
FTE	Full-Time Equivalent
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GO's	General Obligations Debt
HPO	High Performance Organization
I & S	Interest & Sinking
LCRA	Lower Colorado River Authority
LUE	Living Unit Equivalent
NRMSIR's	Nationally Recognized Municipal Securities Information Repositories
O & M	Operations & Maintenance
P & Z	Planning & Zoning Commission
RRHEC	Round Rock Higher Education Center
RRISD	Round Rock Independent School District
SCADA	Supervisory Control and Data Acquisition
SDWA	Safe Drinking Water Act
SEC	Securities and Exchange Commission
TCEQ	Texas Commission on Environmental Quality
TML	Texas Municipal League
TWDB	Texas Water Development Board
WCAD	Williamson Central Appraisal District

### Accounting & Budget

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**ROUND ROCK, TEXAS**  
PURPOSE. PASSION. PROSPERITY.

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