



**Construction of President George Bush Turnpike Eastern Extension
Overpass at Miller Rd**

**City of Rowlett, Texas
Adopted Budget
Fiscal Year 2012**



Rowlett
T E X A S

CITY OF ROWLETT
ANNUAL OPERATING BUDGET

FISCAL YEAR
OCTOBER 1, 2011 - SEPTEMBER 30, 2012

CITY COUNCIL

Todd Gottel, Mayor

Doug Phillips, Mayor Pro-Tem

Chris Kilgore, Deputy Mayor Pro-Tem

Donna Davis, Councilmember

Ron Miller, Councilmember

Michael Gallops, Councilmember

Carl Pankratz, Councilmember

CITY STAFF

Lynda Humble, City Manager

Brian Funderburk, Assistant City Manager

George Harris, Fire Chief

Kathy Freiheit, Library

Matt Walling, Police Chief

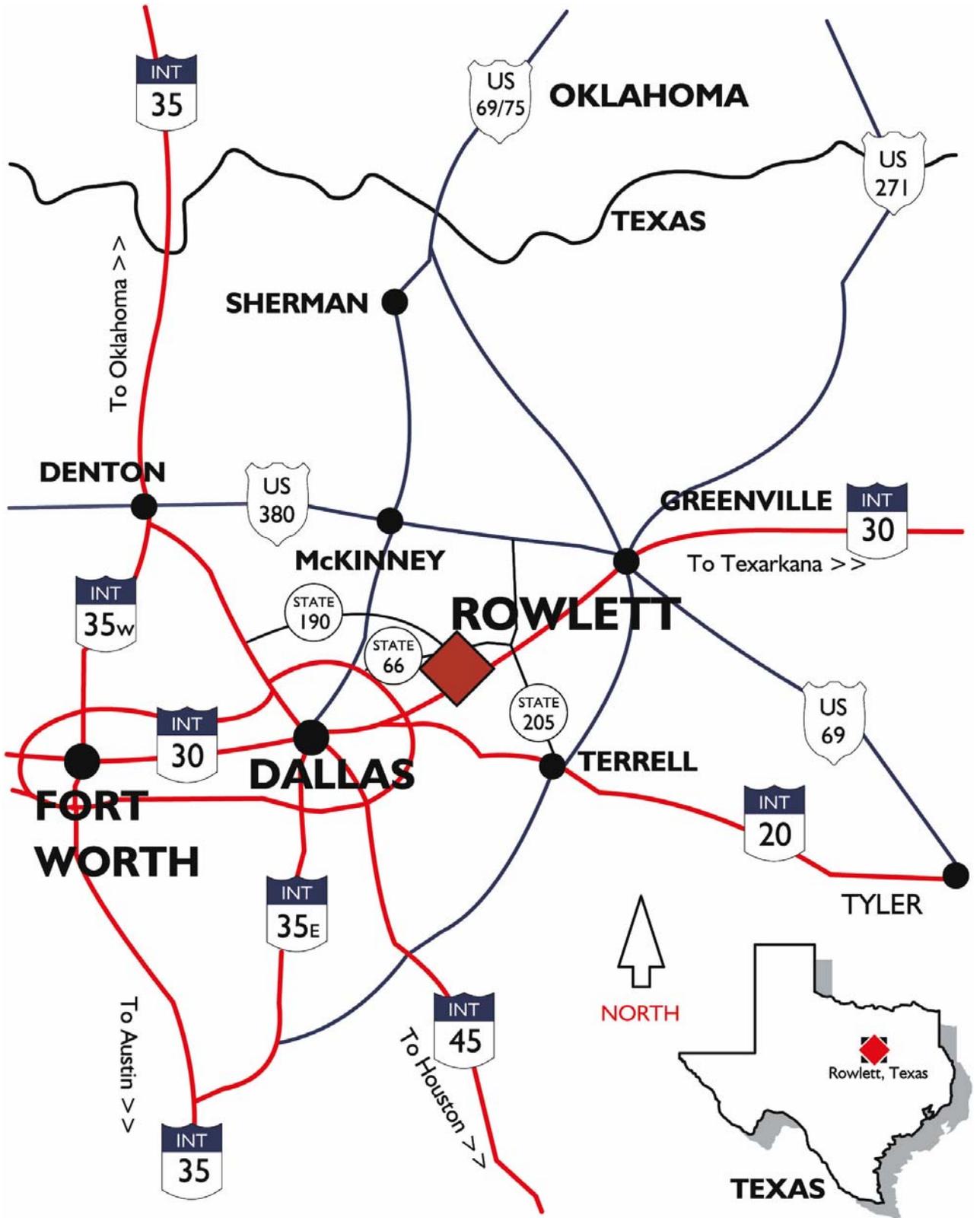
Shante Jordan, Human Resources

Ann Honza, Finance

Jermel Stevenson, Parks

Jim Proce, Public Works

CITY OF ROWLETT LOCATION MAP





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Rowlett
Texas**

For the Fiscal Year Beginning

October 1, 2010

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Rowlett, Texas for the Annual Budget beginning October 1, 2010. In order to receive this award, a government 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 our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

Rowlett
T E X A S

The logo features the word "Rowlett" in a dark green, cursive script font. Below it, the word "TEXAS" is written in a smaller, dark green, all-caps sans-serif font. A thick, dark red swoosh underline starts under the "T" and "E" of "Rowlett" and extends to the right, ending under the "S" of "TEXAS".

**CITY OF ROWLETT
FY 2011-12
TABLE OF CONTENTS**

INTRODUCTION

Budget Message.....	1
Organization Chart	64
Budget Calendar	65
General Budget Process.....	66
Description of Fund Structure.....	67

SUMMARIES

Combined Fund Summary FY 2011-12	70
Combined Fund Summary FY 2012-13	72
General Fund Summary	74
Economic Development Summary	75
Debt Service Fund	76
Utility Fund	77
Refuse Fund	78
Drainage Fund	79
Impact Fee Fund	80
Police Seizure Fund	81
Innovations Fund	82
Hotel Motel Fund	83
PEG Fund.....	84
Grants Fund	85
CDBG Fund	86
TIF Fund.....	87
Juvenile Diversion Fund	88
Court Technology	89
Court Security	90
Traffic Safety Fund	91
Golf Fund.....	92
Employee Benefits Fund	93
Personnel Detail	94

GENERAL FUND

General Fund Summary	101
General Fund Revenue Detail	102
General Fund Expenditure Summary	104
City Council.....	105
City Manager.....	107
City Secretary	110
Finance Administration	113
Accounting.....	116
Municipal Court	118
Purchasing	121
Information Technology.....	124
Police	127
City Marshal.....	130
Fire	131
Animal Services.....	134

**CITY OF ROWLETT
FY 2011-12
TABLE OF CONTENTS**

Building Inspections	137
Environmental Services.....	139
Parks Administration.....	142
Parks Maintenance	145
Recreation	148
Wet Zone.....	151
Library.....	154
Communications.....	157
Citizen Action Center	158
Facilities Maintenance.....	160
Streets	162
Fleet Services.....	164
Public Works Administration.....	166
Planning	169
Geographic Information Services.....	172
Human Resources	175
Non Departmental.....	178

SPECIAL REVENUE FUNDS

Impact Fees Fund	179
Police Seizure Fund	181
Economic Development Fund	183
Innovations Fund	187
Hotel Motel Fund.....	189
PEG Fund.....	191
Grants Fund.....	194
CDBG Fund	196
TIF Fund.....	198
Juvenile Diversion Fund	200
Court Technology Fund.....	203
Court Security Fund.....	205
Traffic Safety Fund	208
Debt Service Fund	210
Golf Fund.....	212

ENTERPRISE FUNDS

Utility Fund Summary	215
Utility Fund Expenditure Summary.....	216
Utility Fund Revenue Detail	217
Water / Wastewater Administration	218
Water	221
Wastewater	224
Revenue Office	227
Meter Services	229
Utility Non Departmental	231
Refuse Fund	232
Drainage Fund	234

**CITY OF ROWLETT
FY 2011-12
TABLE OF CONTENTS**

INTERNAL SERVICE FUND

Employee Benefits Fund239

TWO YEAR CAPITAL IMPROVEMENTS PROGRAM

Overview of Two-Year CIP241
Summary of Two-Year CIP.....242
Two-Year CIP Program Information.....245

DEBT SERVICE

Overview of General Obligation Debt Service259
General Obligation Debt Service Schedules260
Overview of Revenue Bonds271
Revenue Debt Service Schedules.....272

SUPPLEMENTAL INFORMATION

Financial and Fiscal Policies.....279
Statistical Information305
Glossary317
Legal Requirements.....325

Rowlett
T E X A S



October 1, 2011

Dear Honorable Mayor and Councilmembers:

Mayor
Todd Gottel

Mayor Pro Tem
Doug Phillips

**Deputy Mayor
Pro Tem**
Chris Kilgore

City Council
Donna Davis
Michael Gallops
Ron Miller
Carl Pankratz

City Manager
Lynda K. Humble

ROWLETT VISION~
*A unique community
where families enjoy
life and feel at home*

Rowlett.com
City of Rowlett
4000 Main Street
Rowlett, TX 75088

972.463.CITY
972.412.6118 Fax

This budget for Fiscal Year 2012 (“FY2012”) reflects the third (3rd) budget that I have presented to you as City Manager. In reviewing all three (3) budgets, there has been a consistent theme regarding the economic challenges we are facing today. In all three budgets I have indicated that we are facing declining revenue sources, high unemployment, and limited liquidity in the lending market. This year, we are anticipating the economic realities and debate surrounding raising or not raising the nation’s debt ceiling and the possibility of seeing the nation’s credit rating downgraded from AAA to AA. Each of the three years, economists have made predictions regarding the speed with which we will see changes.

Last year, economists suggested that there is a “new normal” and our current economic challenges are here to stay for the next five (5) to ten (10) years. Because this economic prediction seems the most reasonable and likely, it became obvious to staff last year that it was no longer prudent to make decisions in one-year increments hoping next year gets better. Therefore, we approached the budgeting process from a much different and more strategic perspective. Staff constructed a rolling five-year financial model that allows us to see how the decisions we make today will impact our future. We have found that given the continued economic uncertainty of the national, state, and local economies that the first 24 months are the most useful. Years 3 – 5 are not particularly helpful because Rowlett’s property tax valuations, our primary source of revenue, continue to decline annually. Until there is stability in this source of revenue, future years are too uncertain to offer any real meaningful strategic information.

While there is economic uncertainty, Rowlett continues to have a bright future given the opening of President George Bush Turnpike Eastern Extension (PGBT) scheduled for December 2011. DART light rail service is scheduled to open in December 2012, bringing the end of the DART Blue Line to Rowlett. As we celebrate the opening of both, Rowlett citizens should be extremely proud of this community’s long-term vision. It is hard to believe that Rowlett has waited 44 years for PGBT and 28 years for DART. Both offer transportation opportunities that currently do not exist in Rowlett and will serve to provide a gateway into Rowlett for the travelling public. The planning decisions made now will set the stage for development choices made in the future. Because we recognized the importance of these planning decisions in previous years, *Realize Rowlett 2020* was implemented in FY2011 as a “community vision” update to the City’s comprehensive plan. *Realize Rowlett 2020* involved significant community input that included an economic component to ensure the plan recognized the market realities and created a community vision based on realistic

expectations. City Council is expected to adopt the *Realize Rowlett 2020 plan* in September 2011.

Last year, we began to view the budget in the context of a five (5) year “sustainable” financial strategy. We recognized that planning for our future will require a “balancing act,” with no clear answer as to the right choices. Given that the City of Rowlett’s list of “needs” already exceeds available revenues, this “balancing act” presents additional challenges from the budget perspective due to the requirements of providing for current citizens while simultaneously funding opportunities for future development to grow and diversify the tax base. We also recognized that strategic planning that prepares for the future must occur from a land-use perspective as well as a financial perspective, as noted above.

As noted in last year’s budget memo, staff is constantly focused on what does the “new normal” mean for the City of Rowlett? This concept is particularly challenging for Rowlett because we are in the top tier of tax rates in Dallas County. We also have a high debt structure and are also above the median average of this category when compared to 23 other Metroplex cities. Rowlett’s water rates also continue to be among the highest when compared to other Metroplex cities. Because we are in the top tier of these comparisons, we appreciate the “price sensitivity” that exists for our citizens and work diligently on a daily basis to provide a high level of accountability to our citizens so they receive great value in programs and services in return for their tax dollars.

As a part of this high level of accountability to our citizens, we began last year providing information that addresses the following questions in order to better address long-term sustainability in our financial strategy.

- Where does the City’s money come from?
- Where does the City spend its money?
- What does sustainability mean to the City of Rowlett?
- How is the City of Rowlett going to achieve sustainability?
- What are the challenges facing the City in the next five (5) years to provide sustainability?
- What is the plan to address these challenges?

While the City still has a long way to go to achieve optimal sustainability, which will be discussed more later, I am very pleased with our progress to achieve affordable sustainability and create a 24 month plan of stability for FY2012 and FY2013.

Before I address the questions listed above, it is important to note that the budget preparation process for FY2012 and FY2013 began almost immediately following the adoption of the FY2011 budget in September 2010. Given our financial modeling, we knew that we would have to bridge the projected budgetary shortfall we believed would occur in FY2012, primarily due to an expected continued decline in property tax values. (Note: the projected decline of an additional 1½% was proven to be very accurate.) Therefore, we began to make strategic

decisions such as departmental reorganizations, operational budget reductions and a reduction in force (RIF) as early as February 2011. We recognized the need to further leverage our remaining resources and examine the functions provided by each position throughout the City to determine the highest and best use of that resource given existing and projected work demands. As a result, I instructed staff to conduct a budget exercise to identify possible reductions for FY2012. In this exercise, staff was directed to:

- Conduct a line-item budget review based on a three (3) year history. During this process departmental staff reviewed actual expenses for the fiscal years ending 2008, 2009 and 2010 against the expected expenses for fiscal year 2011. It was emphasized at that time that all non-personnel line-items were to be evaluated before any reductions were made to current personnel; and
- Conduct an independent analysis of their organization in terms of operational efficiency, program execution, resource allocation (including staffing), and overall delivery of essential city services.

As a result of this exercise, staff identified more than \$667,000 in reductions. In accordance to City policy, eliminated positions were identified based on the functional needs of the department and the City. The need for specific positions, services, programs and the needs of the department to deliver services were key factors in the evaluation. After consideration, it was determined that four budgeted positions would be eliminated effective September 30, 2011 and the affected individuals were notified in early March. It was very important to me, as City Manager, that affected employees would have as much time as possible to seek other employment in these challenging economic times. In addition, a vacant position was also eliminated. The departments affected by these changes include the following:

- Citizen Action Center
- Communications
- Finance
- Public Works
- Building Inspections

Since February, there have been some adjustments made to the above reference plan. Further explanation of these changes can be found later in this memorandum.

I also want to note that cost reducing measures began in the City of Rowlett in 2007. As a result, Rowlett employees have certainly been doing their part since that time to ensure that our citizens continue to receive great value for their tax dollars. Most cities have recently started reducing their budgets over the past two (2) to three (3) years as a result of the declining economy. The FY2012 adopted budget will represent the fifth (5th) straight year that employees have been making sacrifices in an effort to do more with less. Examples of these sacrifices include:

- **No Cost of Living Adjustments since October 2008.** In October 2008, as a part of FY2009 Budget, non-public safety employees received a 3% across the board salary

adjustment (COLA). Employees, topped out in their range, received their adjustment as a lump sum payment. In April 2009, adjustments were made to the police/fire tenure pay plans, which did not affect all police/fire personnel.

While the economic times have changed the expectation of annual raises, there are still numerous cities in the Metroplex providing raises for their employees. In the FY2011 budget, the Cities of Addison, Allen, Frisco, Lewisville, and Richardson, which are included in Rowlett's 23 Metroplex comparison cities, gave some form of raise. In FY2010, these cities, along with the Cities of Coppell, DeSoto, and Mesquite gave a raise, except for Richardson.

Every year the City of Rowlett does not provide a raise to their employees, the City continues to drop in its ability to be competitive with other Metroplex cities in retaining and recruiting quality, competent employees.

- **Employees' share of healthcare costs continues to rise without raises.** In this environment of no annual raises, the employee's portion of healthcare has risen between 25% - 40% depending upon plan choices since 2008. During this same period of time, other daily essentials such as gasoline and food have risen with no cost of living offset. Therefore, our employees are doing more with less in their personal lives, just as they are in their work lives.
- **With the planned reductions in FY2012, employees have experienced their third (3rd) reduction-in-force (RIF) since 2007.** The continued instability of job loss from year to year has taken a toll on the morale of the organization.
- **There are 40.25 fewer employees in the FY2012 budget than in 2007 providing better quality service than in the recent past.** After four (4) years of "doing more with less", this is no longer just a saying to subscribe to, but has become a way of life for the City's employees. The last City of Rowlett adopted budget that has equivalent employment numbers was FY2003.
- **Training has been reduced to minimum levels to meet certifications or accreditations.** These reductions include nothing to promote professional growth or re-engineering the organization for the future. While this may be acceptable on a short-term basis, it is questionable from a sustainability perspective, if the City of Rowlett wants to have any competitive edge in years to come as it embraces its future through the development from PGBT and DART Light Rail.
- **There is an untold psychological toll on employees due to the continuous uncertainty and inability to create a sense of normalcy from one year to the next.** There is no way to quantify the psychological toll on the organization as we move into the fifth (5th) straight year of reductions. However, the impact can be heard in the personal stories of each and every employee from a personal perspective as well as the professional choices that have been made in order to

reduce organizational costs, find a different way of doing something, or simply make do with antiquated equipment just to ensure their job gets done. In spite of these challenges, the organization is blessed to have employees that see public service as a calling and have a strong need to make a difference everyday in the lives of those they serve.

- **There has been a significant negative impact on employee morale.** Five (5) straight years of reductions has taken a significant toll on City staff. Many are committed to the City and organization, but need to regain some semblance of normalcy from year to year that does not exist when cuts are made annually. If this pattern continues, many employees will look at other employment opportunities, even though the “grass may not be greener on the other side,” just to create a sense of stability from one year to the next.

The FY2013 planning budget represents the last budget that can absorb further personnel reductions without reducing City services. More discussion regarding FY2013 planning budget can be found later in this document.

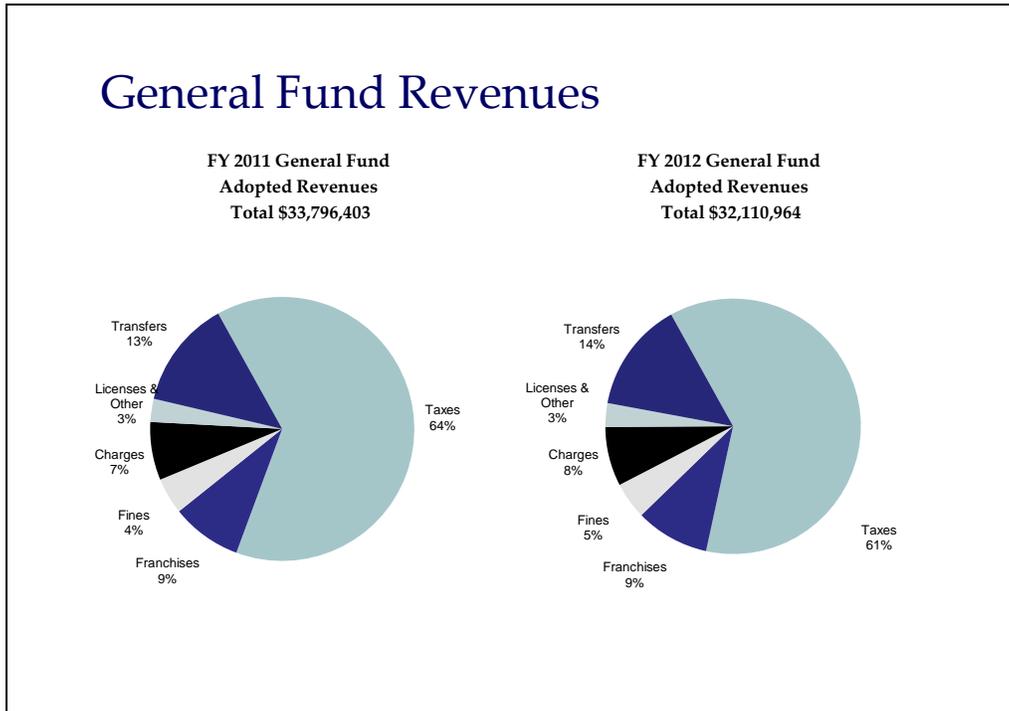
I wish there was adequate room in this memorandum to list the many examples where staff has developed additional capacity or carved out operational efficiencies providing the ability to reallocate precious dollars where needed. **I cannot say enough about the sacrifices that our employees have endured to make the City of Rowlett financially stable in these tough economic times. The City of Rowlett is very blessed to have our dedicated employees, who do a great job day in and day out, in providing a consistently high level of value to our citizens.** I also greatly appreciate the conservative, fiscally responsible approach taken by you, our elected leaders. Your time and energy used to ensure that the City of Rowlett remains a healthy, vibrant community is one of the reasons our residents choose to live in Rowlett.

WHERE DOES THE CITY’S MONEY COME FROM?

In order to make long-term strategic decisions about how the City of Rowlett must approach the “new normal”, it is important to understand where the City’s money comes from. This information will help better explain what impact the national economy is having locally and what changes must occur for our revenue stream to improve.

As you can see from Chart 1 below, the City of Rowlett’s predominate source of revenue is taxes. The 63% of revenue generated from taxes is made up of property tax, sales tax, and mixed beverage tax, with property tax representing 72% of this amount.

CHART 1



Currently, the City assesses just under \$0.75 per \$100 of valuation (\$0.7472). Chart 2 below shows a further breakdown of how the taxes are allocated. The City of Rowlett allocates 1% of its 2% sales tax to pay for participation in DART. To generate the same sales tax revenue through property tax, it takes \$0.18 per \$100 in value. In addition, the City of Rowlett offers a number of exemptions on property tax valuations, which are subtracted from the amount of taxes that Rowlett is eligible to collect but have elected not to collect. Those exemptions equal \$0.10 per \$100 in value. **Therefore, \$0.28 of the \$0.75 cents per \$100 in value collected is used to offset Rowlett's portion of allocated sales tax and property tax revenues that are used for other purposes**, specifically the Senior Tax Freeze, Regular Homestead Exemption, Over 65 & Disabled Exemption and DART Property Tax Equivalent.

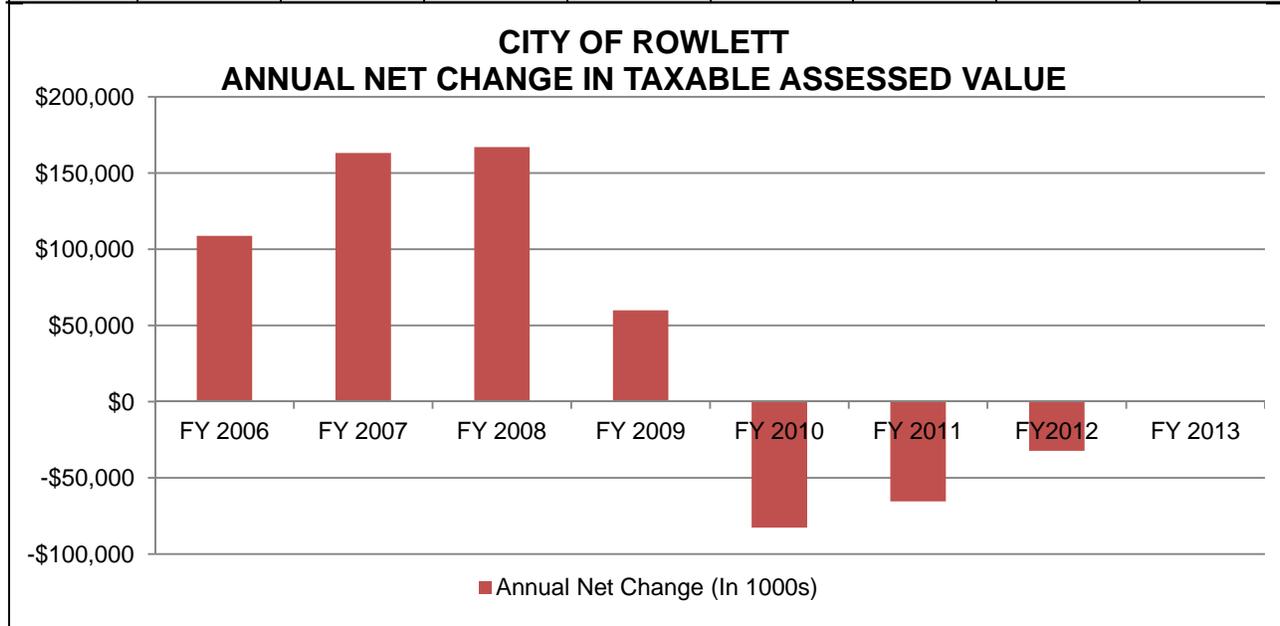
CHART 2

City of Rowlett Breakdown of Property Tax Rate Fiscal Years 2006-2011						
	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011
Debt Service	\$0.25	\$0.27	\$0.28	\$0.25	\$0.25	\$0.26
Base Operations	\$0.21	\$0.21	\$0.21	\$0.26	\$0.21	\$0.21
DART Property Tax equivalent	\$0.25	\$0.20	\$0.18	\$0.17	\$0.19	\$0.18
Senior Tax Freeze Tax rate equivalent	\$0.00	\$0.03	\$0.04	\$0.03	\$0.05	\$0.05
Regular Homestead Exemption Tax rate equivalent	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01
Over 65 & Disabled Exemption Tax rate equivalent	\$0.03	\$0.03	\$0.03	\$0.03	\$0.04	\$0.04
Total	\$0.75	\$0.75	\$0.75	\$0.75	\$0.75	\$0.75
Revenue Value of DART and Tax Exemptions	\$8,525,869	\$8,363,785	\$8,420,386	\$8,044,622	\$9,124,168	\$8,756,131
* All categories shaded in yellow make up the Operations & Maintenance "O&M" portion of the tax rate, which is reflected in the General Fund portion of the budget.						

Now that the heavy dependence on property tax collections is clear, one can truly appreciate the impact that the loss of \$196.4 million in property valuations is having on the City of Rowlett (see Chart 3). This \$196.4 million loss in property valuations represents the third consecutive year of reduced property tax valuations. In FY2010, there was a 2.5% reduction, totaling \$82.7 million in lost property tax values. In FY2011, there was a 2.0% reduction, totaling \$65.4 million. In FY2012, there will be yet another 1.5% reduction, which totals an additional \$48.3 million in lost tax valuations. Staff is currently anticipating that tax values will now finally begin to stabilize since the appraisal districts generally cycle through all residential properties every three years. However, there are weaknesses in the national and local economies that may still play a role in the future, not to mention the current federal debt on the national debt ceiling.

CHART 3

CITY OF ROWLETT								
TAXABLE ASSESSED VALUE & ANNUAL NET CHANGE								
FISCAL YEARS 2006 THRU 2012 AND PROJECTED 2013								
	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Taxable Assessed Value (in 1000s)	\$2,978,280	\$3,141,399	\$3,308,400	\$3,368,379	\$3,285,713	\$3,220,265	\$3,171,900	\$3,171,900
Annual Net Change (in 1000s)	\$108,825	\$163,119	\$167,001	\$59,979	\$(82,666)	\$(65,448)	\$(48,365)	\$0
Property Tax Rate	\$0.747173	\$0.747173	\$0.747173	\$0.747173	\$0.747173	\$0.747173	\$0.747173	\$0.747173
Tax Value per Penny	\$297,828	\$314,140	\$330,840	\$336,838	\$328,571	\$322,027	\$317,190	\$317,190

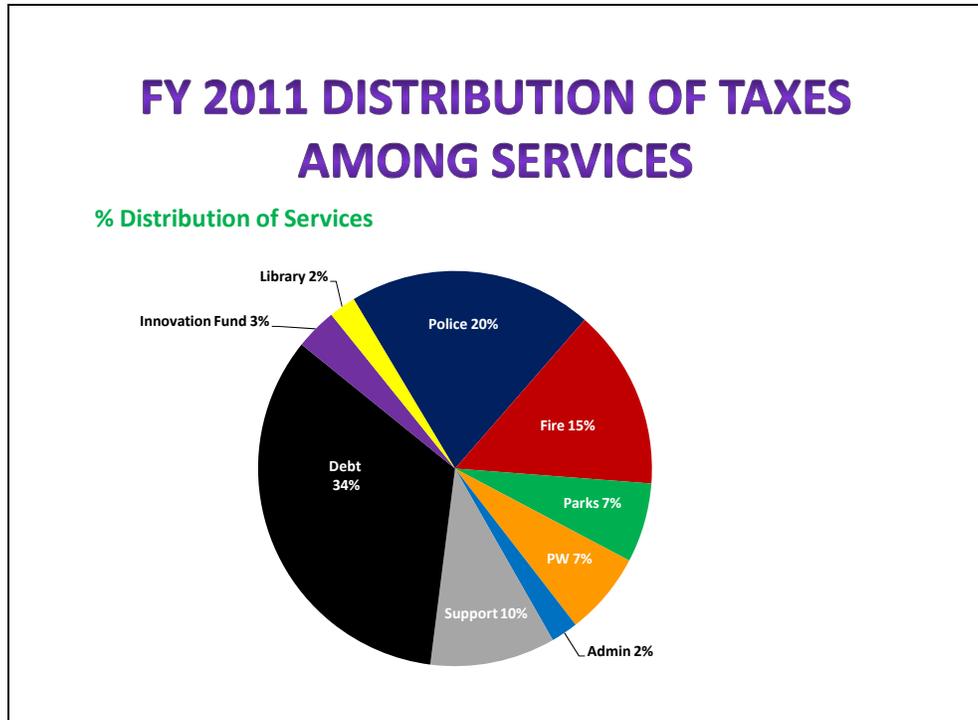


WHERE DOES THE CITY SPEND ITS MONEY?

The City of Rowlett is a service organization whose only “product” is providing service to its citizens. As illustrated in Chart 4, approximately 66% of the \$.7472 per \$100 assessed value tax rate is allocated to operations and maintenance (O&M). O&M is the portion of the tax rate that goes into the General Fund to fund the general operations of the City. As shown below, the largest operational allocations go to Police at 20% and Fire at 15%. Support, which is allocated 10%, includes Finance, Municipal Court, Informational Technology, Fleet, Building Maintenance, etc. Administration, which is allocated 2%, includes City Council, City Manager’s Office, and City Secretary’s Office. The remaining 34% of the tax rate is allocated to debt payments for all

general obligation debt and certificates of obligations debt issued on behalf of the City, which are paid through an interest and sinking fund (I&S).

CHART 4



During FY2011, staff developed a campaign, “*Rowlett. My Community. My Money. My Choice.*” to engage residents of Rowlett in an effort to accomplish two (2) things. First, staff recognized the need to educate residents about where the City spends its money, specifically about citizens’ tax dollars and the current level of efficient programs and services provided. Second, staff sought input on a myriad of programs and functions provided by the City and asked questions about how our citizens felt about their community and the value received for their hard earned tax dollars. In summary, the ultimate goal of “*Rowlett. My Community. My Money. My Choice.*” was to educate citizens on the value of the programs and services they receive for their tax dollar but to also receive input on possible service reductions and to gauge citizens’ willingness to raise the tax rate to save those services.



This campaign was conducted over a two and a half month period. Over 25 public meetings were held all across the City, meeting with HOAs, civic groups, business leaders, and groups of interested citizens. Each program took approximately an hour and twenty minutes. In addition, citizens were provided the opportunity to take the survey online. Each household was given the ability to take the survey up to two times per utility account, but accommodations were also made to include citizens without a water account.

In all, approximately 500-520 respondents participated either in-person or on-line. (Note: not everyone answered every question.) There were some interesting statistics generated from these survey results. As shown in Chart 5 below, 60% of our residents indicated that the taxes that they paid were Low to About Right. Only 11% felt they were Very High. Even more surprising, nearly 74% of our citizens were willing to increase taxes 1-4 cents to continue operating the City at its current level, as shown in Chart 6 below.

CHART 5

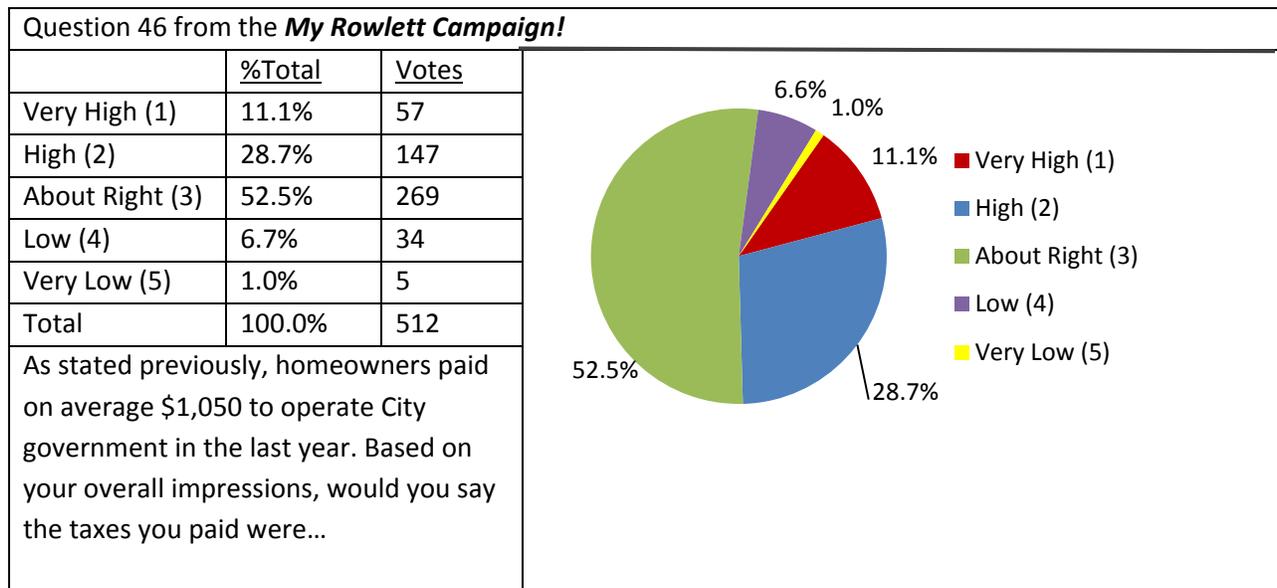
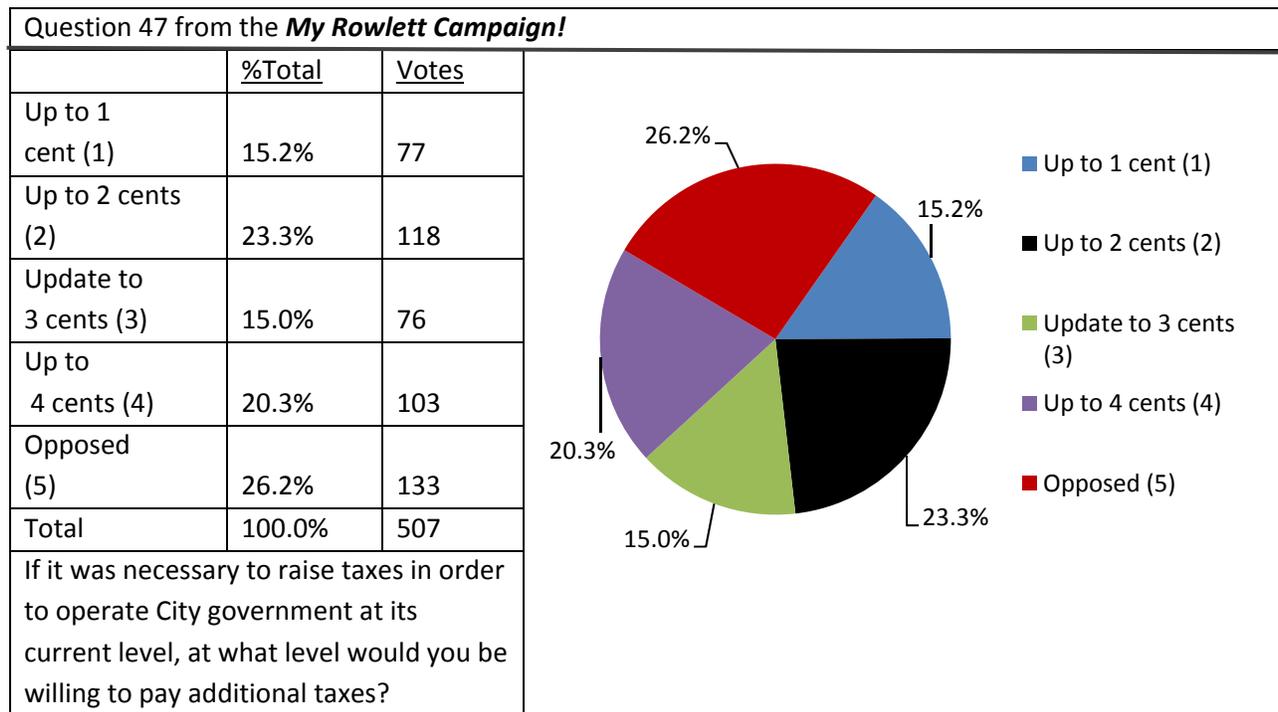


CHART 6



There were several components of the educational portion of the “*Rowlett. My Community. My Money. My Choice.*” Campaign that were utilized to educate citizens about their tax dollars. First, the City of Rowlett has had the same tax rate for seven (7) consecutive years. Contrary to popular opinion, Rowlett does not have the highest tax rate in Dallas County. In 2011, the City ranked 7th in Dallas County in total tax rate, as shown in Chart 7 below.

CHART 7

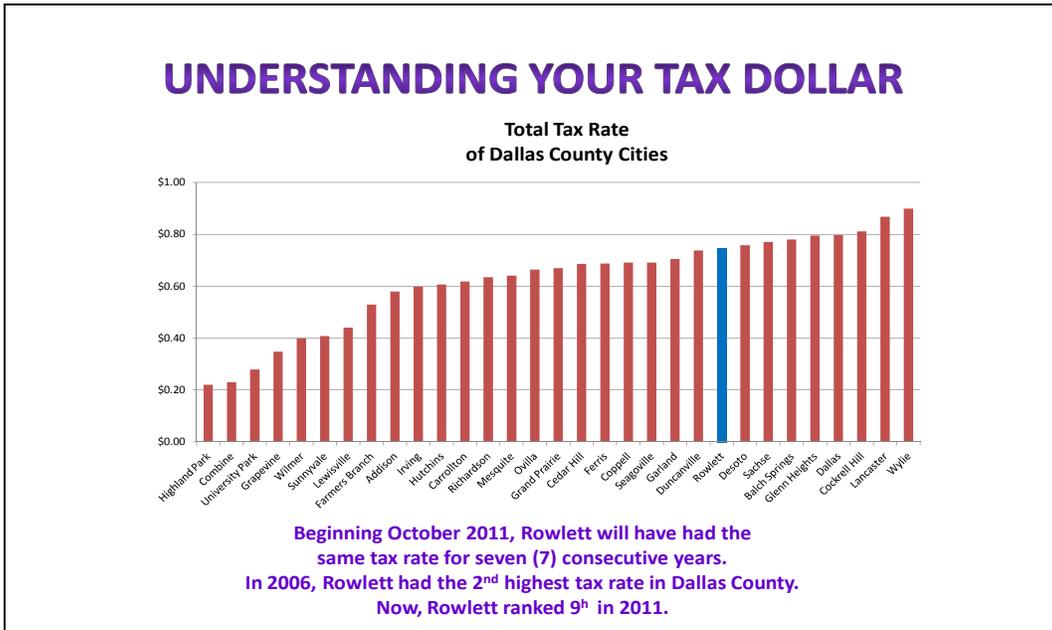


Chart 8 shows the impact of multiple years of declining property tax valuations. The average taxable home value has decreased by \$9,183 since 2007, resulting in citizens paying on average \$69 less in taxes per year for essentially the same services.

CHART 8

DECLINING AVERAGE TAXABLE VALUES

Impact of Declining Rowlett Tax Valuations (Source: Dallas County Appraisal District)					
	2007	2008	2009	2010	2011
Average Taxable Home Value	\$149,231	\$148,783	\$143,507	\$140,502	\$140,048
City Paid Taxes	\$1,115	\$1,112	\$1,073	\$1,050	\$1,046

Rowlett Residents are paying an average of \$69 less per year in taxes today than 4 years ago.

CHART 9

HOW YOUR TAX DOLLARS ARE DISTRIBUTED BY TAXING ENTITIES

Taxing Entity	2010-2011 Tax Rate	Percent of Total Tax Bill
Garland ISD	\$1.2500	47.8%
City of Rowlett	\$0.7471	28.5%
Parkland Hospital	\$0.2740	10.5%
Dallas County	\$0.2531	9.6%
Dallas County Community College	\$0.0949	3.6%

The City's tax rate comprises only a small portion (28.5%) of your total property tax bill. Other taxing entities make up the majority of the tax bill each year.

Many citizens believe that all of the taxes paid to the Dallas County Tax Assessor at the end of each year are paid to the City of Rowlett. As shown in Chart 9 above, the City of Rowlett actually receives a small portion of the taxes paid, totaling 28.5%, based on the average taxable home value. The largest recipient of the taxes paid is Garland Independent School District, receiving nearly half of the total (47.8%).

Another important component of educating our citizens was to explain the efficiency in which programs and services are delivered daily that adds to the value of their tax dollars. As shown in Chart 10 below, the City of Rowlett has reduced the number of full-time employees by over 40 since 2007. This is equivalent to the same number of employees on the City of Rowlett's payroll in 2003. When you compare Rowlett's employees per 1000 population, we are 4th from the bottom per capita, making the City of Rowlett very efficient in providing the high level of value in programs and services to our citizens on a daily basis.

CHART 10

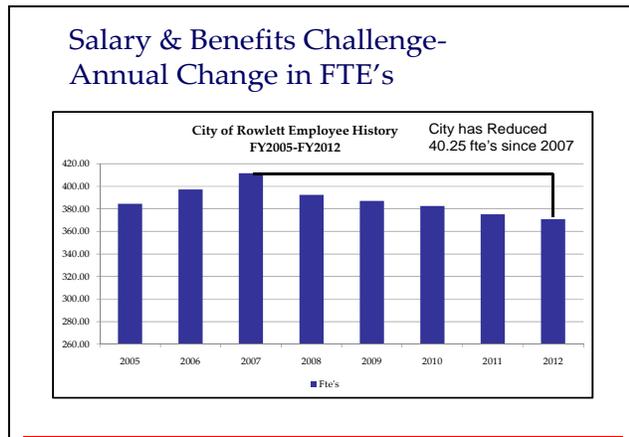
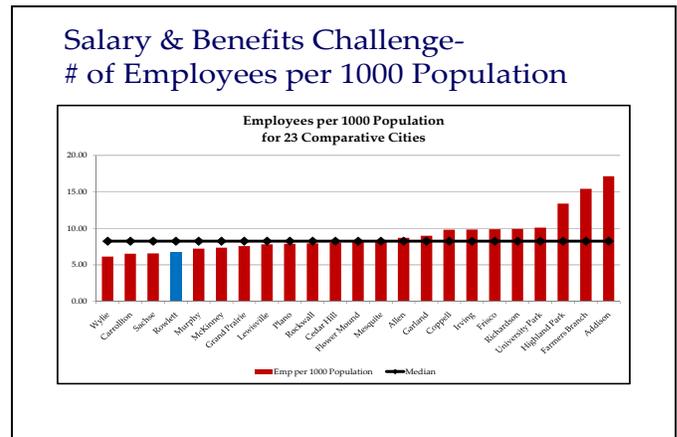


CHART 11



HOW WILL AN IMPROVING ECONOMY IMPACT THE CITY OF ROWLETT?

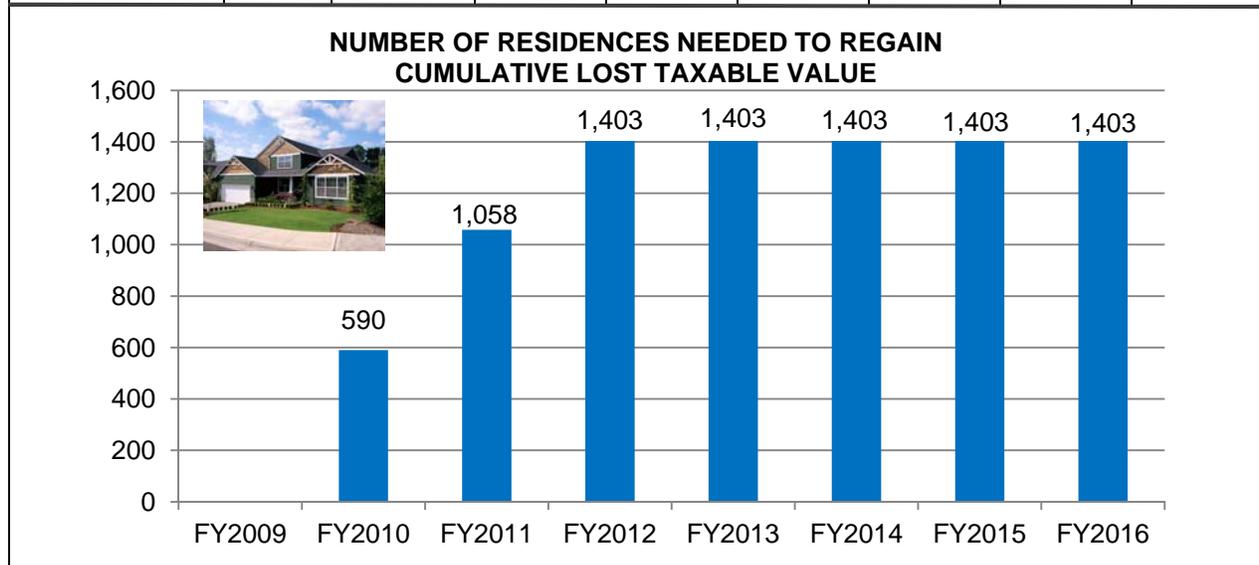
Job creation is the number one factor that will impact the national economy. Unfortunately, the national unemployment rate remains high at 9.2% as of June 2011, with only 18,000 non-farm jobs added for the month. There are currently 14.1 million people unemployed, 6.3 million of those individuals have now been unemployed for more than 27 weeks, accounting for 44% of the total unemployed population. A sobering statistic that suggests the “new normal” is indeed a correct prediction with a longer time span than just five years for recovery. The current labor market continues to negatively impact consumer confidence and the housing market's ability to rebound. While the State of Texas' and Metroplex's economies are in much better shape than the national economy, these national trends do impact the credit markets and access to capital, regardless of their locations.

So, how will an improving economy impact the City of Rowlett? Over the past two years as previously shown in Chart 3, the City of Rowlett has experienced a \$196.4 million decline in

property tax valuation, which totals a loss in revenue of \$1.5 million. It is anticipated that the City will not experience future declines in its property tax values in FY2013 and beyond. **However, to put this into context, the City of Rowlett's economy would have to grow by 1,403 new houses in FY2012 to recoup lost revenue for the past two years, assuming the average taxable value of \$140,048 per home as established by Dallas Central Appraisal District. See Chart 12.**

CHART 12

Projected Number of Residences Needed to Regain Cumulative Lost Taxable Value								
Description	Fiscal Year							
	2009	2010	2011	2012	2013	2014	2015	2016
CUMULATIVE LOST TAX VALUATION (1,000s)	n/a	\$82,666	\$148,114	\$196,479	\$196,479	\$196,479	\$196,479	\$196,479
2011 average DCAD Residential Taxable Value	n/a	\$140,048	\$140,048	\$140,048	\$140,048	\$140,048	\$140,048	\$140,048
No. of New Residences Needed to Regain Lost Value	n/a	590	1,058	1,403	1,403	1,403	1,403	1,403



Based on permits issued for new construction in 2011, we can begin to anticipate what increases in new construction will need to be for FY2012 to offset the loss in valuations. Construction built during 2011 will be valued by the Dallas Central Appraisal District in January 2012 and assessed in October 2012 as revenue for the City of Rowlett in its FY2013 budget. **Permits issued for new construction as of June, 2011, totaled \$15.0 million, which**

equates to \$112,067 in new revenue for the City of Rowlett for its FY2013 budget. This is significantly less than what is required to offset the loss in revenue over the past several years.

While there has been some interest on the part of the development community to begin to develop new home subdivisions and additional commercial projects, there has been nothing approved that suggests there will be significant new construction added in FY2012 to impact the FY2013 budget. Therefore, our current economic situation is not likely to change for the next three (3) to four (4) years.

The City of Rowlett is fortunate to have PGBT under construction and scheduled for completion in 2011 and DART Light Rail scheduled for completion at the end of FY2012. Both provide economic development opportunities that should begin to positively impact the City's ability to generate new property valuations to restore lost revenue due to the existing \$196.4 million decline in property tax valuations.

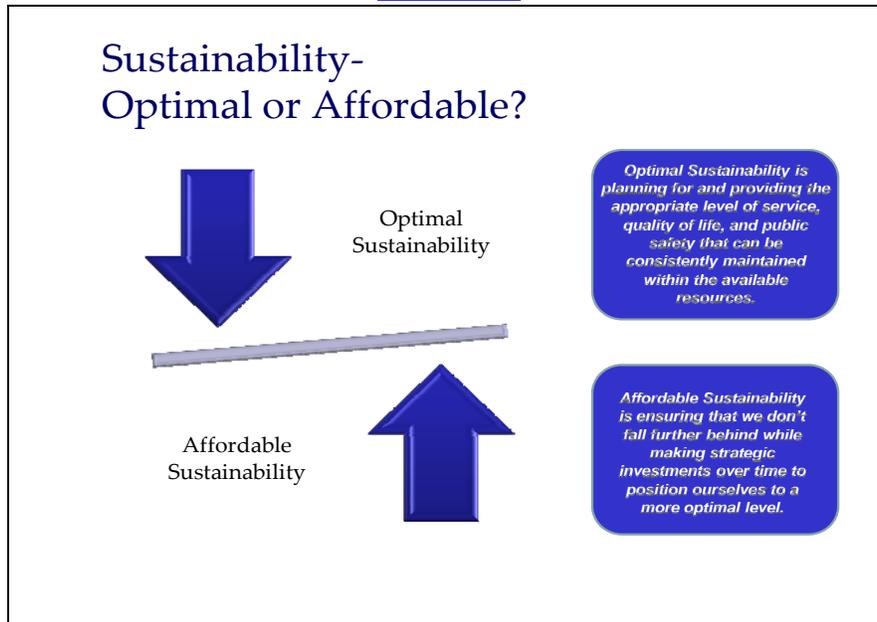
HOW IS THE CITY OF ROWLETT GOING TO ACHIEVE SUSTAINABILITY?

Because the City's revenues are shrinking and expenditures continue to rise, it is important for the City to find the appropriate balance between services offered and the City's ability to pay for those services in order to achieve sustainability. Not only does Rowlett need the appropriate level of employees to provide these services, but our employees must have the right tools, such as equipment and technology, to provide those services. In order to achieve sustainability in future years, this could mean service reductions to Rowlett citizens, additional reduction in force, and changes to benefits offered to employees. Decisions made today impact tomorrow's ability to pay and must be made with the definition of sustainability in mind.

As recognized last year, because this economic condition is likely to last for at least the next five years, it is no longer prudent to make decisions in one-year increments hoping next year gets better. Therefore, we must continue implementation of a multi-year plan that addresses the City's current and future needs and the ability to fund those decisions currently and in the future. **Simply put, we have to evaluate all changes the organization makes, for whatever reason, and assume that these changes are permanent.**

Last year, staff developed a definition of sustainability. Simply translated, our definition of sustainability is providing services that we can maintain and afford - this year, next year, and the year after. What staff has come to understand is this definition represents optimal sustainability, as shown in Chart 13, which the City simply cannot afford at this time. Although staff recognizes the importance of striving for optimal sustainability, we must achieve affordable sustainability to ensure the City does not fall further behind in operational and maintenance needs. This is critical to continue providing the consistent level of services that our citizens have come to expect. As future revenues improve, so will our commitment toward optimal sustainability.

CHART 13



As previously noted, staff identified \$667,000 in reductions in expenditures in February 2011 in preparation of the FY2012 budget. Of the \$667,000 in reductions made, approximately \$361,000 went toward offsetting the loss in property tax revenue due to the 1½% decline in property valuations. The remaining portion of these reductions was reallocated to achieve a more affordable level of sustainability throughout the organization. More details regarding the reallocation of the remaining \$306,000 will be providing in the next section of this memorandum.

WHAT ARE THE CHALLENGES FACING US AS A CITY IN THE NEXT FIVE YEARS TO PROVIDE SUSTAINABILITY AND WHAT IS THE PLAN TO ADDRESS THESE CHALLENGES?

As a part of our Five (5) Year Financial Strategy to achieve sustainability last year, staff identified five (5) critical guiding principles in working toward sustainability. It is important to state these principles again this year because all are important cornerstones in achieving a successful multi-year plan.

1. Develop a core motivated workforce that is excited about providing the “right” programs and services to our citizens. The City of Rowlett is a service organization. We make nothing and have nothing to sell other than our service. Our employees are critical to providing a high level of service. It is said that there is a direct correlation between how employees are valued and how they treat their customers.
2. Evaluate annually services offered to ensure best value. Often cities begin offering programs and/or services and never stop to evaluate what is the real benefit of this program to determine whether or not the programs represent the best value of available

programming dollars. Therefore, we will continue to conduct cost versus benefit analysis on our programs asking the following questions:

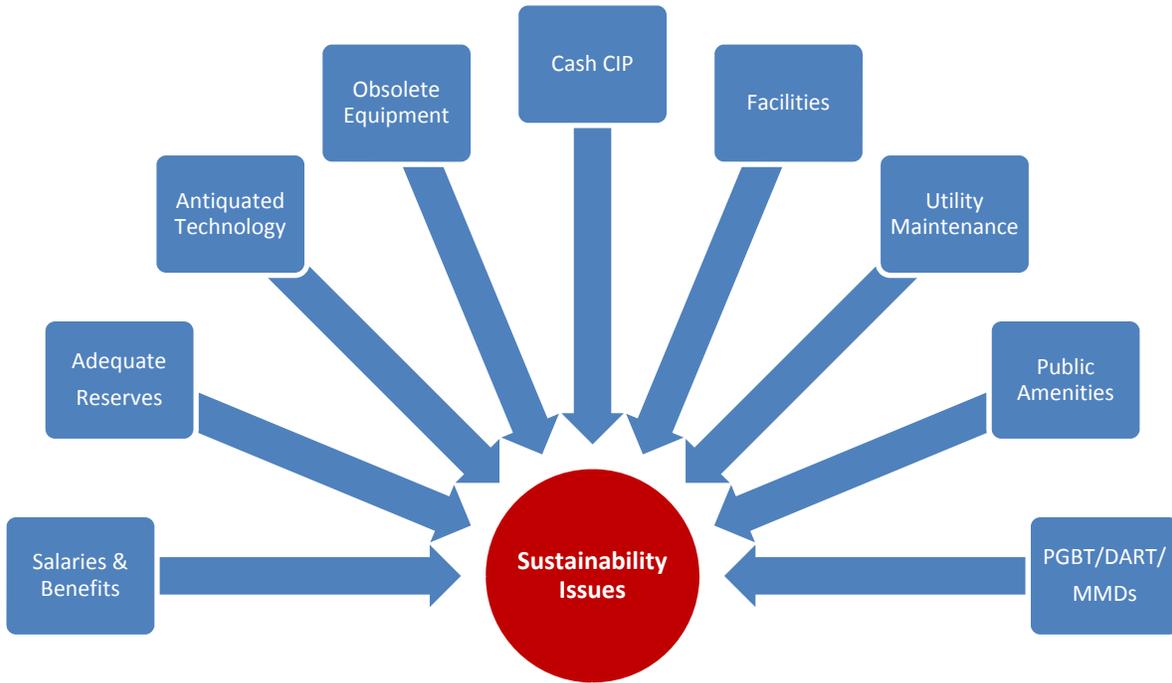
- Do these programs/services really provide a benefit to our citizens which can be clearly defined?
If yes, does the time and resources allocated to these programs/services benefit an appropriate number of our citizens based on the amount of investment?
If not, we will quit providing this program or service.
- Are we the appropriate venue to provide these programs/services?
If not, is managed competition, outsourcing, or regionalism a better approach?

3. Utilize technology effectively to work smarter not harder.
4. Maintain appropriate financial reserves and continue fiscal discipline to manage the peaks and mitigate the valleys of economic change.
5. Look Forward. Provide Now. Endure.

These guiding principles have already shown to be important as I outline below the strides the organization has made in achieving a level of affordable sustainability.

Last year, staff gave considerable effort to identify a number of challenges facing us as an organization and/or community, as noted in Chart 14 below. Many of these challenges, as noted last year, can be managed within a multi-year plan through implementation on an incremental basis. Each challenge is identified below, along with the progress we have made in FY2011 or will make in FY2012 and FY2013.

CHART 14



Salary & Benefits

CHART 15

Salary and Benefits Challenge

- *To balance the continuation of services offered to our citizens while providing competitive pay and benefits to the employees that must provide those services.*
- *This balance will ensure that we continue to embrace our philosophy of being a "citizen centered organization" with a workforce of employees motivated to provide exceptional customer service.*

CHART 16

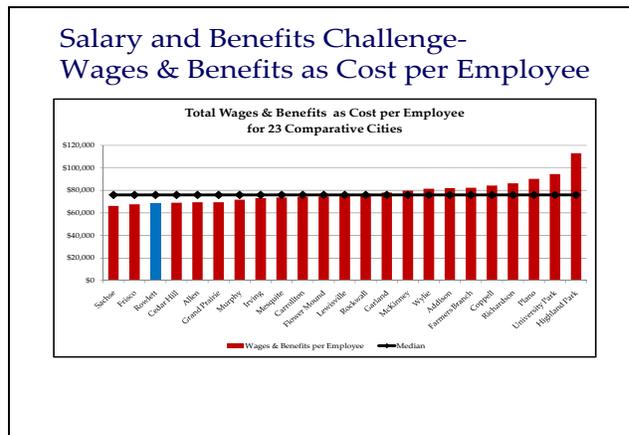


Chart 15 outlines the Salary & Benefits challenge identified by staff last year. I believe the single biggest challenge facing the City of Rowlett is our ability to be competitive regarding salary and benefits with other Metroplex cities. As you can see from Chart 16 above, the City of Rowlett is in the lowest tier when compared to 23 Metroplex cities for wages and benefits as a cost per employee. As previously noted, our employees have not had a cost of living

adjustment since FY2008. Many cities during this same time period have given salary adjustments.

As City Manager, I appreciate that giving salary increases are not possible as long as property values continue to decline. However, it remains my number one priority to address the City's pay plans once property tax valuations become flat and/or begin to grow. In order for the City of Rowlett to be competitive regionally for economic development, we must be able to provide excellent programs and services at a great value to our citizens and businesses. This will require us to be able to retain the quality employees we currently have and attract quality employees in the future.

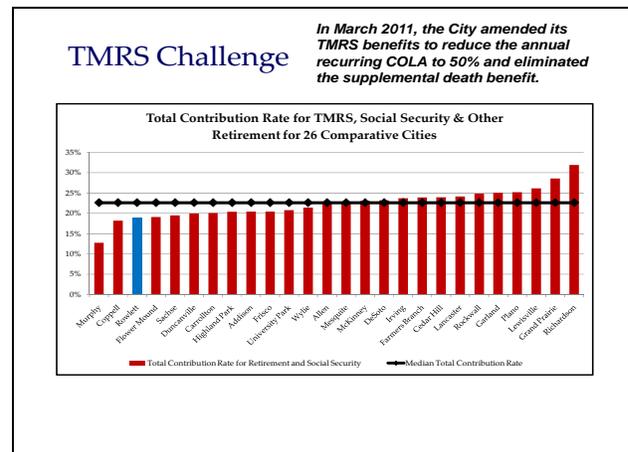
Texas Municipal Retirement System (TMRS)

Chart 17 outlines the TMRS challenge identified by staff last year. Survey comparisons show that the City of Rowlett's contribution rate for TMRS and other pension related expenses are in the lowest tier when compared to 26 other Metroplex cities, as shown in Chart 18.

CHART 17



CHART 18



The City Council and employees recently concluded an exhaustive four month process to discuss, debate, and receive information on a myriad of issues related to employee benefits, including the Texas Municipal Retirement System (“TMRS”). The City Council recognized that it had a fiduciary responsibility to examine these benefits as the City was in an 8-year phase-in period that would have ultimately increased the annual budget another \$700,000 annually in just five years. As a part of this process, Council asked for employees’ input regarding their benefits. After having numerous meetings with employees to educate them on their retirement benefits and seek their input, the City Council formally adopted a reduction in the annual cost of living adjustment from 70% to 50% and eliminated the supplemental death benefit for both employees and retirees with a 7-0 vote on March 15, 2011. **The decision to amend the plan effective January 1, 2012 will result in a decrease in FY2012 and will eliminate the remaining phase-in periods, thus saving the City in excess of \$500,000 annually at the previously**

projected phase-in rate. From that perspective, the City Council made a difficult, fiscally responsible decision to reduce that impact on future budgets, while still working to ensure the City of Rowlett remains competitive regarding its benefits.

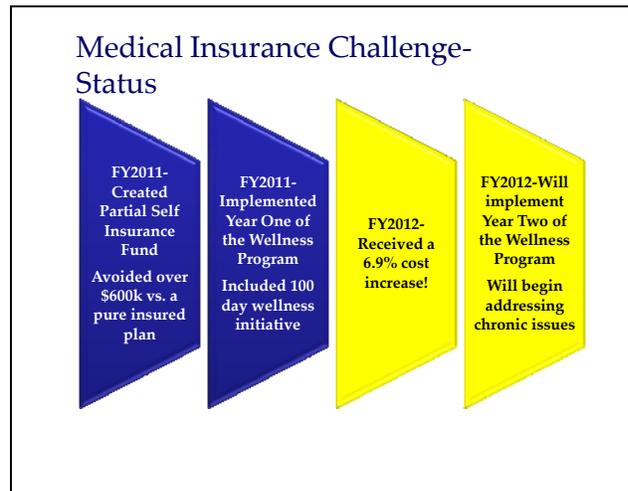
Medical Insurance

Chart 19 outlines the medical insurance challenge identified by staff last year. In FY2010, staff developed a five year benefits strategy to begin to address the rising costs of employee healthcare from a long-term perspective. FY2011 represents the first year of implementation, which included the creation of a partially self-funded insurance plan; the creation of a wellness program; the creation of a culture of health through education and biometric screenings; and communication and pro-active management of plan performance issues. Results of the organization’s progress are shown in Chart 20 below.

CHART 19



CHART 20



Antiquated Technology

Chart 21 outlines the antiquated technology challenge identified by staff last year. Utilizing funding in the Innovation and Bridge Fund and additional funding from the use of the FY2010 surplus, the City began making significant improvements in its replacement of critical software in FY2011. Not only is this important from an obsolescence perspective, but it will enable us to stay current with technology that our citizens expect to receive as a part of their customer service experience. Results of the organization’s progress are shown in Chart 22 below.

CHART 21

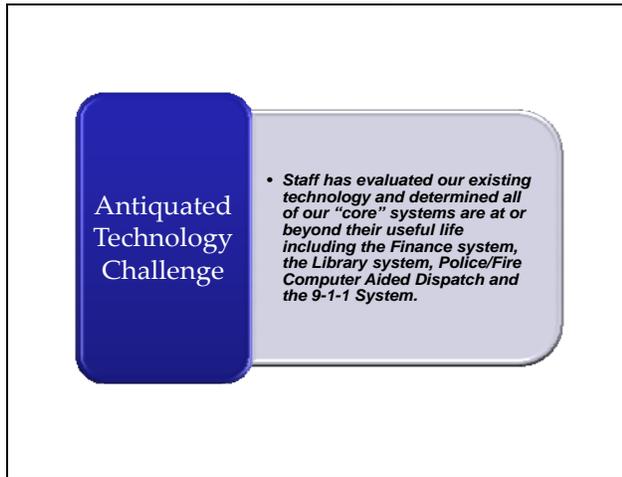
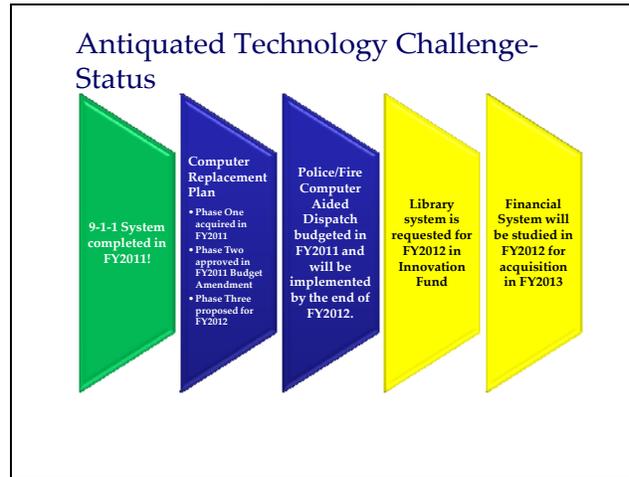


CHART 22



Obsolete Equipment

Chart 23 outlines the obsolete equipment challenge identified by staff last year. Beginning in FY2012, there are six (6) police cars budgeted annually along with the lease payments for all fire trucks and ambulances. Council agreed in February 2011 to spend \$250,000 annually in FY2012 and FY2013 from the Cash CIP Fund Balance, using one-time funding, to replace the most significant obsolete equipment in the fleet. There is approximately \$2.8 million needed in additional funding for replacement costs of non public safety equipment over the next five (5) years. Results of the organization’s progress are shown in Chart 24 below.

CHART 23

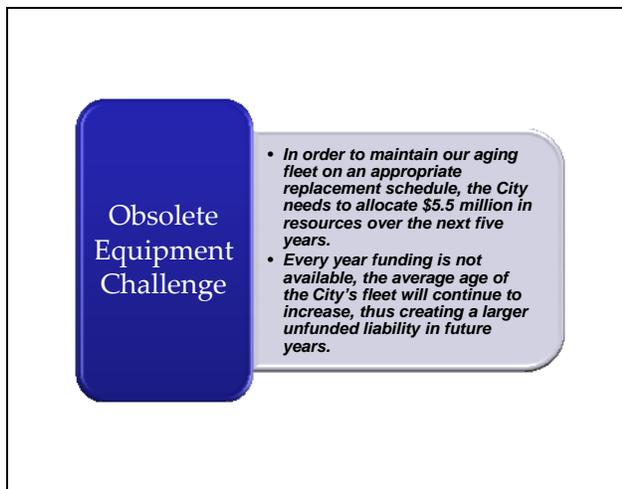


CHART 24

Obsolete Equipment Challenge-Affordable Strategy

Equipment Type	Strategy
Police Patrol	6 new patrol vehicles are allocated in the General Fund's Financial Model beginning in FY 2012
Fire Engines	All multi-year leases are allocated in the General Fund's Financial Model beginning in FY 2012
Ambulances	All multi-year leases are allocated in the General Fund's Financial Model beginning in FY 2012 *1 st Ambulance – purchase new; 2 nd Ambulance – remount
All other equipment (sedans, pick-up trucks, yellow iron, etc.)	Based on obsolescence (i.e. the point in which spare parts are no longer readily available and the risk associated with buying parts from used vehicles or salvage yards exceeds the value in retaining the equipment) Council has agreed to utilize excess Cash CIP Funds totaling \$500k to replace 25 of these types of vehicles over the next two years. (\$250,000 in FY 2012; \$250,000 in FY 2013)

Cash CIP

Chart 25 outlines the Cash CIP challenge identified by staff last year. Beginning in FY2012, \$250,000 will be transferred annually from the Refuse Fund for alley replacements, thus allowing \$250,000 from the Utility Fund to be used for utility maintenance. Results of the organization's progress are shown in Chart 26 below.

CHART 25

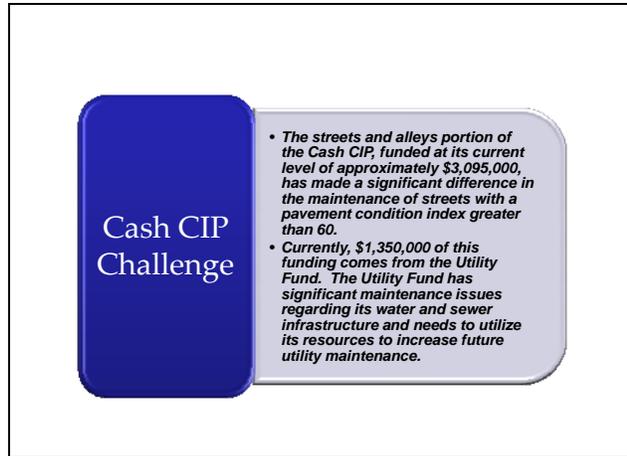
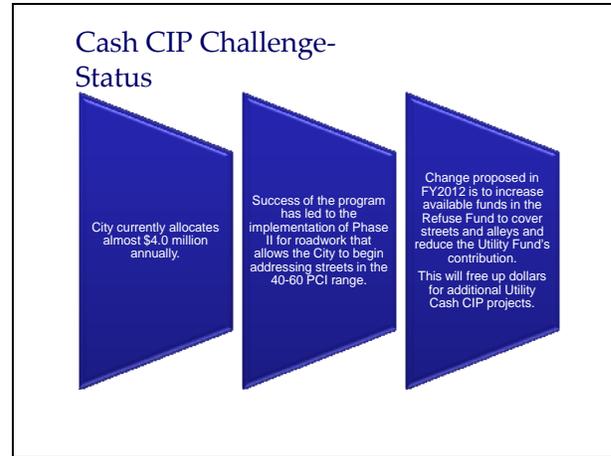


CHART 26



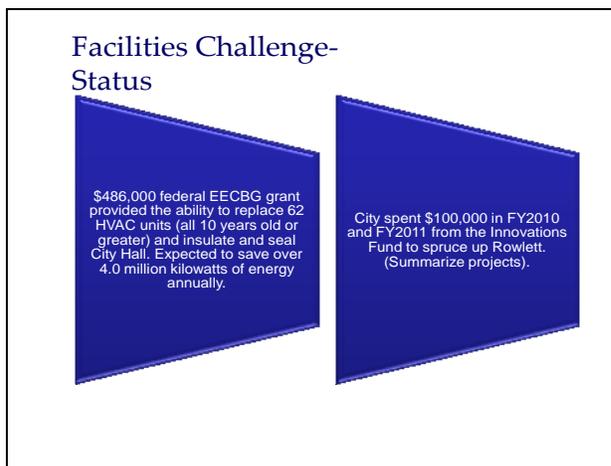
Facilities

Chart 27 outlines the Facilities challenge identified by staff last year. The Innovations Fund has been helpful in addressing a number of facility concerns by utilizing one-time revenues. Results of the organization's progress are shown in Chart 28 below.

CHART 27



CHART 28



Utility Fund

Chart 29 outlines the Utility Fund challenge identified by staff last year. The General Fund needs to wean the Utility Fund's contribution to the Cash CIP for street and alley improvements over time which has been the current practice for the past several years. A more appropriate use of the Utility Fund's contribution would be to fund its own maintenance needs. However, given the current economic conditions, the General Fund is not in a position to begin reducing this allocation until after FY2013. Chart 30 shows the importance of funding an appropriate level of maintenance. The longer maintenance is deferred, the more expensive it becomes.

CHART 29

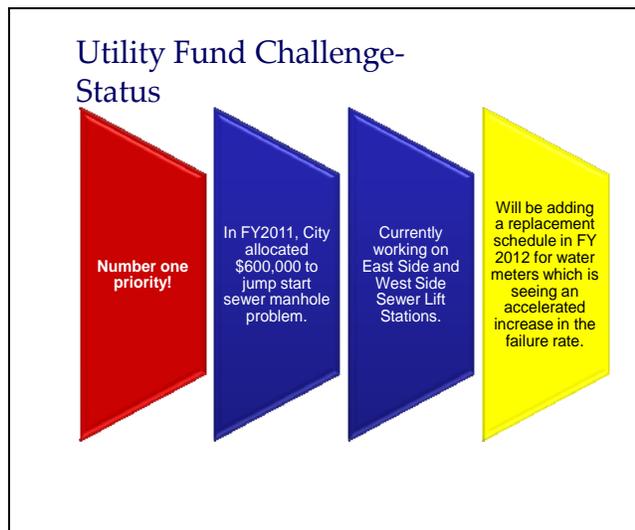
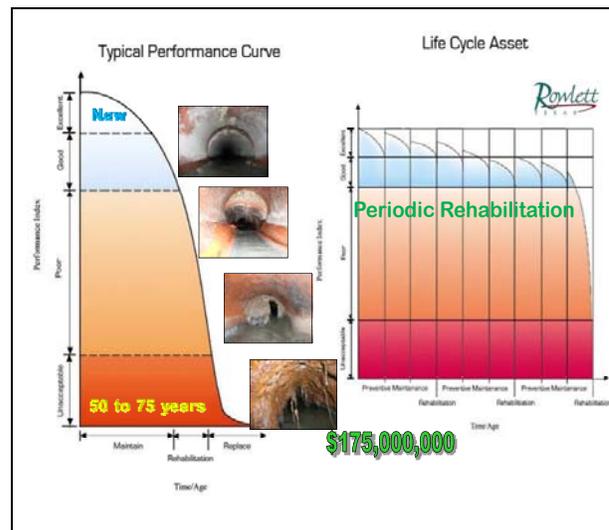


CHART 30



Public Amenities

Chart 31 outlines the Facilities challenge identified by staff last year. The Innovations Fund has been helpful in addressing a number of public amenities concerns by utilizing one-time revenues. Results of the organization's progress are shown in Chart 32 below.

CHART 31

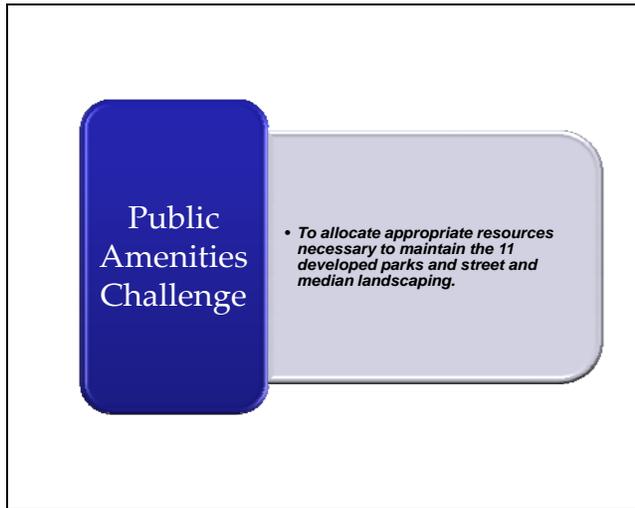
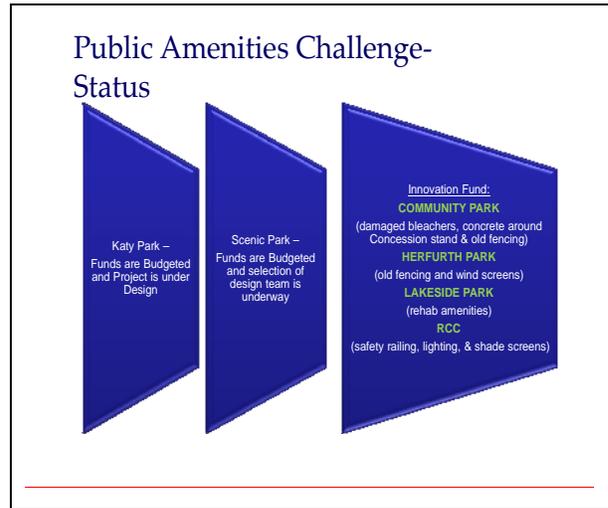


CHART 32



PGBT/DART/MMDs Challenge

Chart 33 outlines the challenges identified by staff this year related to Rowlett’s development opportunities. Results of the organization’s progress are shown in Chart 34 below.

CHART 33

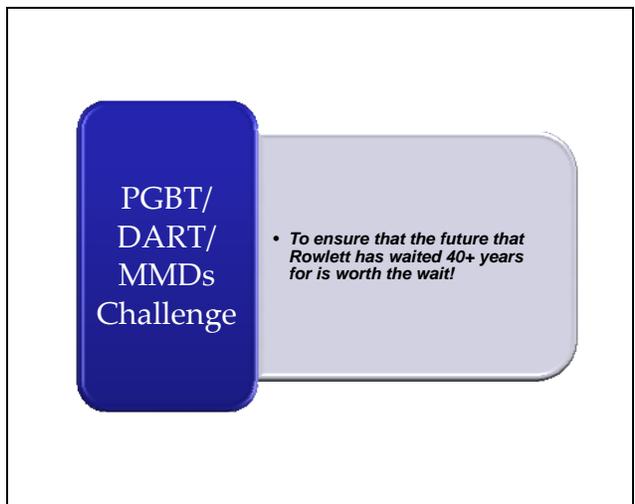
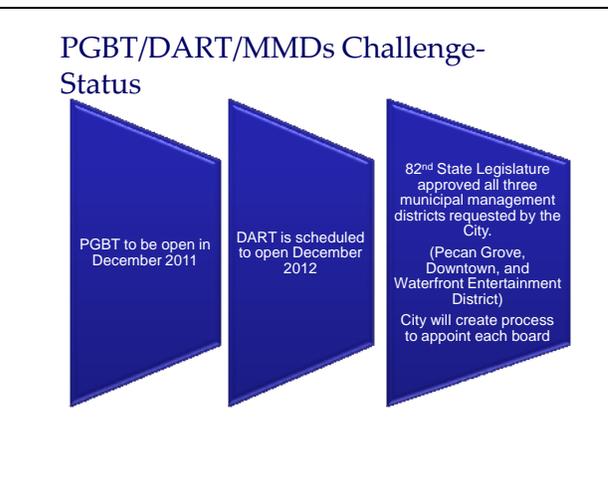


CHART 34



FIVE (5) YEAR FINANCIAL MODEL

Planning for the Future

The City of Rowlett's significant dependence on residential property taxes as its primary source of revenue requires us to make long-term decisions regarding how limited resources are allocated in future years. The housing market is not likely to rebound quickly so offsetting lost revenue from reduced property tax valuations of \$196.4 million will take years. Knowing that our current situation is our future situation for at least the next three years, financial decisions must be made with sustainability in mind as noted throughout this memorandum. Any change must be viewed as permanent. To this point, this memorandum has identified where the City's money comes from; how the City spends its money; and defined the need for sustainability and the associated challenges to provide the necessary framework to understand future challenges regarding revenues and expenditures included in the five (5) year financial model.

As previously noted, this five year financial planning model allows us to see how the decisions we make today will impact our future. In most cases the model won't change the decisions we make today, but will allow us to see their future impact. Identifying these impacts today provides opportunities for strategic planning rather than encountering "unintended consequences" of today's decisions in the future.

Assumptions must be made in any financial model projecting what future conditions will most likely be. Assumptions will be refined on a regular basis to ensure the most accurate forecast is given based on current relevant data. Notable assumptions in this financial model include:

- Maintains the target ending reserve exceeding 15% in FY2012 dropping to the minimum 13% in FY2013 and after;
- Uses surplus above 13% reserve requirement in FY2013 to balance budget and provide consistent service levels for the entire budget year;
- Assumes an additional decline of 1.5% in taxable assessed value in FY2012 and remaining flat in FY2013 through FY2016;
- Assumes sales tax will remain flat in FY2012 and FY2013, compared to FY2011, and grow approximately 2.0% per year thereafter;
- Eliminates 5.25 FTE's in FY2012 with savings continuing through FY2016;
- Provides no employee raises FY2012 through FY2016;
- Retirement benefit costs are reduced in FY2012 and FY2013 and remain flat thereafter;
- Increases employee health benefit costs 7% in FY2012 and thereafter;
- Continues existing cost containment measures keep supplies and purchased services at or below inflation, approximately 2% - 3%;
- Beginning in FY2012, the operating budget has 6 police cars and leases for 4 fire trucks and 3 ambulances built in every year; and

- Beginning in FY2012 & FY2013, the lease payments for key technology initially paid by the Innovations Fund is built in every year.

CHART 35

SUMMARY OF FIVE YEAR FINANCIAL MODEL FOR THE GENERAL FUND						
	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016
Beg Reserve	\$6,530,427	\$5,375,891	\$5,376,774	\$4,916,779	\$4,330,032	\$4,298,293
Total Resources	33,793,677	33,435,640	33,564,380	33,844,347	34,131,887	34,427,316
Total Uses	34,948,213	33,434,758	34,024,375	34,431,093	34,163,626	34,402,469
End Reserve	\$5,375,891	\$5,376,774	\$4,916,779	\$4,330,032	\$4,298,293	\$4,323,141
% Surplus	16.6%	16.7%	15.0%	13.0%	13.0%	13.0%
Future adjustments that may be necessary to meet reserve requirement if revenues do not increase.				n/a	\$675,000	\$875,000
Equivalent tax rate (in cents per \$100 taxable assessed value)				n/a	2.1	2.7
Why are Fiscal Years 2014-2016 shaded?						
The City of Rowlett has a lot of moving pieces in evaluating the future. The national economy certainly is at the top of the list; however, the impact PGBT and DART will have on Rowlett is still undetermined and the timing with which new developments will be added will take time to mature and understand.						

From a sustainability perspective, it is important to underscore that with the exception of 6 police cars each year and the leases for the fire trucks and ambulances totaling \$2.6 million, the adopted five (5) year model, as noted in Chart 35 above, does not include \$2.8 million needed for replacement costs for non public safety equipment over the next five (5) years nor any additional funding required for maintenance of facilities, parks, or medians. Furthermore, there are no employee raises projected in the model. Raises are problematic when there is nearly a 1 to 1 correlation between the amount of salary and benefits paid and amount received from annual property taxes when those taxes are flat and/or decreasing.

In preparing the budget for FY2011, staff developed a strategy to permanently increase the minimum required reserve in the General Fund from 10% to 13% and maintain a budgetary “target” of 15% thru FY2012. There were a number of factors compelling those changes but even through extraordinary times, the General Fund has proven relatively resilient given the stability of its sales tax base and high number of residential properties.

For FY2012, the City has an opportunity to push off further adjustments in services to FY2014. Staff anticipates an ending reserve in FY2011 that will exceed 16.6%, nearly \$1.2 million above and beyond the 13% minimum requirement. As a result, while FY2012 is balanced, staff recommends a strategy to hold those reserves at the current time and use them in FY2013, if necessary, to provide an important “bridge” to FY2014.

FY2014 is important for several reasons. First, PGBT and DART light rail will both be completed by the beginning of FY2014 (October 1, 2013). Traffic patterns and volumes are expected to change in response to new transportation opportunities. In addition, economic development opportunities will also change due to the addition of three new municipal management districts located in strategic parts of the city. Finally, the City will run out of the capital construction bonds issued in 2004-2007 making November, 2013 a key date for a possible general bond election. Therefore, if we can use surplus operating funds to bridge this critical juncture, the City will have an opportunity to place its future squarely in the hands of its citizens without prematurely reducing services or making other short-term decisions.

Chart 36 below visually illustrates the strategy to hold the surplus dollars derived from FY2011 until needed in FY2013.

CHART 36

17%	62	\$5.78	Available for one-time purposes	Hold Reserves to "Bridge" FY2013 Gap			
16%	58	\$5.44					
15%	55	\$5.10	2-yr Target @ 15%				
14%	51	\$4.76					
13%	47	\$4.42	New Min Policy @ 13%				
12%	44	\$4.08					
11%	40	\$3.74					
10%	36	\$3.40	FY2010 Policy @ 10%				
9%	33	\$3.06					
8%	29	\$2.72					
7%	25	\$2.38					
6%	22	\$2.04					
5%	18	\$1.70					
4%	15	\$1.36					
3%	11	\$1.02					
2%	7	\$0.68					
1%	4	\$0.34					
Percent	Days	Millions*	FY2011	FY2012	FY2013	FY2014	FY2015
*Based on FY2011 projected expenditures.							

Because we have developed this five (5) year financial model, we have time to plan, which is the most critical resource needed, to make the difficult, yet necessary decisions regarding our future. We will be able to balance future needs with smart reductions and economic development that will occur with PGBT opening at the end of 2011 and DART Light Rail at the

end of 2012. We will continue to evaluate every vacancy to determine the best use of available resources. Employees will be encouraged to continue to evaluate annually services offered to ensure best value and utilize technology effectively to work smarter not harder. In addition, we can involve citizens through education and participation in developing strategies to make the right decisions regarding what services are offered based on what the City can afford to provide.

FY2012 BUDGET OVERVIEW

As previously noted, FY2012 represents the second year of implementation of a Five (5) Year Sustainability Financial Plan. All decisions regarding revenue projections follow the same fiscally conservative approach that was utilized in the development of the FY2011 budget. Expenditures were evaluated based from the perspective of organizational sustainability.

For the **seventh** consecutive year, the property tax rate will be unchanged at \$0.747173 per \$100 assessed valuation. Accommodating a flat tax rate was a significant challenge given a projected 1.5% reduction in taxable property values, which came on the heels of a 2.5% reduction in FY2010 and a 2.0% reduction in FY2011. As a result, the total FY2012 Adopted Budget is \$80,268,596. This is a decrease of \$2,869,944 or 3.5% compared to the FY2011 Approved Budget of \$83,138,540. There are two key reasons for the decrease as follows:

- The elimination of several one-time transfers for equipment, technology and capital investment totaling of \$2,150,000.
- A reduction in salaries, benefits and operating costs in the General Fund to accommodate the 1.5% decline in property tax values and discussed with the City Council in February 2011 totaling \$667,000, net of other changes.

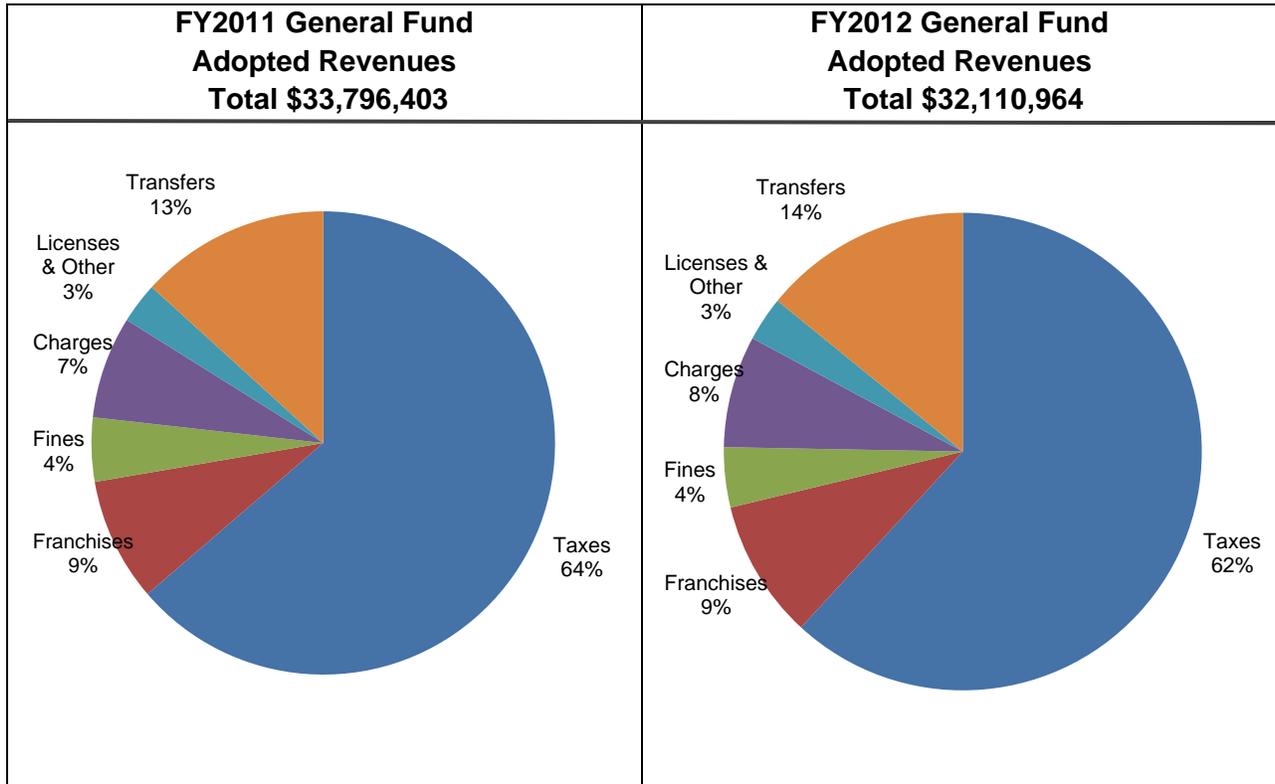
Details concerning the major components of the decrease and other changes are explained in the individual fund narratives immediately following. In total, a net reduction of 4.25 Full-time Equivalent positions (FTE's) across all funds are eliminated in FY2012. Details regarding position additions and other changes are also included within the following fund overview.

GENERAL FUND

Revenues

Overall, revenues in the General Fund are projected to be \$32,110,964 in FY2012. This is a projected decrease of \$1,685,439 or 5.0% when compared to the adopted FY2011 budget of \$33,796,403. Current economic conditions, as outlined at the beginning of this memorandum, have had a negative impact on the City's ability to generate revenue. An explanation by category is provided below of the anticipated revenues and an explanation regarding these projections.

CHART 37



Tax Revenues

This category, as shown in Chart 37 above, includes property taxes, sales taxes, and mixed beverage taxes. Overall, revenues are projected to decrease \$348,048 or 1.6% from \$21,527,355 in FY2011 to \$21,179,307 in FY2012. Ad valorem (property) taxes are the largest single revenue source for the City. The biggest challenge over the next couple of years is predicting where and when the total taxable assessed values will bottom out. Property values in FY2013 and years beyond remain uncertain, but staff is projecting tax values to flatten by FY2013.

Based on the final certified assessed value provided by the Dallas Central Appraisal District and the Rockwall Central Appraisal District, the taxable assessed valuation for FY2012 will decrease \$48.4 million or 1.5%, from \$3.22 billion in FY2011 to \$3.17 billion in FY2012. Chart 38 provides a breakdown as follows:

CHART 38

Breakdown	FY2011 (,000s)	FY2012 (,000s)	\$ Change	% Change
Residential	\$2,617,685	\$2,579,834	(\$37,851)	-1.4%
Commercial	602,580	592,066	(10,514)	-1.7%
Total Taxable Values	\$3,220,265	\$3,171,900	(\$48,365)	-1.5%

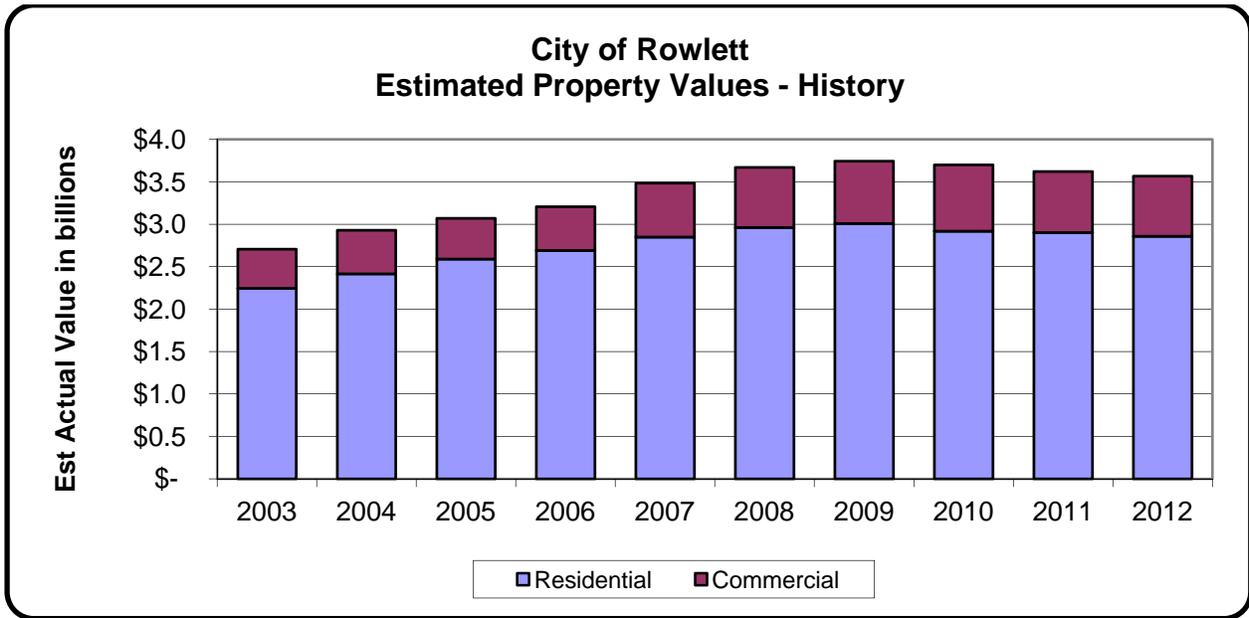
Chart 39 below illustrates the estimated market value and taxable assessed value experienced by the City of Rowlett over the past ten years and projected for FY2012 based on the final certified values.

CHART 39

HISTORY OF TAX VALUES (,000s)					
Year	Estimated Market Values			Less: Exemptions	Taxable Assessed Value
	Residential	Commercial	Total		
2003	2,244,659	461,522	2,706,181	(184,629)	2,521,552
2004	2,415,871	513,884	2,929,755	(245,362)	2,684,393
2005	2,591,155	479,484	3,070,639	(199,815)	2,870,824
2006	2,692,224	514,579	3,206,803	(224,441)	2,982,362
2007	2,848,863	635,390	3,484,253	(342,854)	3,141,399
2008	2,961,439	708,959	3,670,398	(361,998)	3,308,400
2009	3,008,071	736,137	3,744,208	(375,829)	3,368,379
2010	2,918,386	781,622	3,700,008	(414,295)	3,285,713
2011	2,901,798	719,781	3,621,579	(401,314)	3,220,265
2012	2,850,329	727,932	3,578,261	(406,361)	3,171,900

Chart 40 below illustrates the actual history of estimated property values experienced by the City of Rowlett over the past ten years.

CHART 40



The ad valorem tax rate is split between the General Fund and the General Debt Service Fund. In addition, a portion is also shared with the Tax Increment Financing District Fund based on incremental increases since 2002. The General Obligation Debt rate is established at a level that will provide for the principal and interest on the City’s debt each year. Chart 41 below provides a ten year comparison of the tax rate split between operations and debt service.

CHART 41

Fiscal Year	O&M	Debt	Total
2003	\$0.433127	\$0.206873	\$0.640000
2004	\$0.462267	\$0.177733	\$0.640000
2005	\$0.474134	\$0.202811	\$0.676945
2006	\$0.501779	\$0.245394	\$0.747173
2007	\$0.478721	\$0.268452	\$0.747173
2008	\$0.466173	\$0.281000	\$0.747173
2009	\$0.494673	\$0.252500	\$0.747173
2010	\$0.502020	\$0.245153	\$0.747173
2011	\$0.494673	\$0.252500	\$0.747173
2012	\$0.490833	\$0.256340	\$0.747173

Mixed beverage taxes are the smallest tax revenue source received by the City and are estimated at \$58,338 for FY2012. The City received \$59,934 in FY2010 and expects to receive \$58,338 in FY2011.

Sales tax receipts are the General Fund's second largest revenue source, estimated at \$4.4 million for FY2012. This represents a significant decrease from the FY2011 adopted budget of \$5.7 million as a result of the termination of the DR Horton agreement. In essence, the agreement provided an economic development incentive to DR Horton by providing grants equal to a percentage of sales tax income received by the City from DR Horton's sale of taxable items. House Bill 590, adopted by the 82nd Texas Legislative session, redefined the "place of business of the retailer" for the purposes of determining the site/location where a taxable sale may occur. The new law, effective September 1, 2011, provides, among other things, that an office operated for the purpose of buying and selling goods to be used by the business is not a "place of business of the retailer" for sales tax purposes. The Comptroller's Office has informed DR Horton that this legislative change will apply to the existing arrangement between DR Horton and the City, which will render the Economic Development Incentive Agreement invalid as of September 1, 2011.

CHART 42

Sales Tax Revenues	Adopted FY2011	Adopted FY2012	\$ Change	% Change
Sales Taxes	\$5,682,373	\$4,357,697	(\$1,324,676)	-23.3%
Less DR Horton Rebate	1,167,463	0	(1,167,463)	-100.0%
Sales Taxes	\$4,514,910	\$4,357,697	(\$157,213)	-3.5%

Franchise Fees

This category of revenue includes franchise fees from Electric, Gas, Phone, and Cable. Revenues are projected to increase \$110,045 or 3.7% from the FY2011 adopted budget of \$2,911,231 to \$3,018,276 in FY2012 as shown in Chart 44 below. The City received \$2,930,137 in FY2010 and expects to receive \$2,979,231 in FY2011.

CHART 43

Franchise	Adopted FY2011	Adopted FY2012	\$ Change	% Change
Electric	\$1,476,975	\$1,579,744	\$102,769	7.0%
Gas	427,602	431,878	4,276	1.0%
Telecommunications	276,941	276,941	0	0.0%
Cable	729,713	729,713	0	0.0%
Total	\$2,911,231	\$3,018,276	\$107,045	3.7%

Licenses and Permits

This category of revenue includes permit fees for food service, protective alarms, building structures, and the takeline area along with licenses for contractors and special permits. Revenues are projected to increase \$7,782 or 1.8% from \$426,770 to \$434,552, when compared to FY2011. The City received \$435,164 in FY2010 and expects to receive \$426,770 in FY2011 as shown in Chart 45 below.

CHART 44

Licenses & Permits	Adopted FY2011	Adopted FY2012	\$ Change	% Change
Food Service	\$32,900	\$32,900	\$0	0.0%
Protective Alarm	166,059	166,059	0	0.0%
Construction Related	160,421	168,203	7,782	4.9%
Takeline	67,390	67,390	0	0.0%
Total	\$426,770	\$434,552	\$7,782	1.8%

Fees and Charges

This category includes an assortment of revenues including fees for ambulance billing, emergency phone 9-1-1, animal control, mowing, and rezoning along with revenue from the Community Centre, Parks, Wet Zone, and the Library. Revenues are projected to increase \$17,704 or 0.7% from \$2,410,953 to \$2,428,657, when compared to FY2011 as shown in Chart 45 below. The City received \$2,418,512 in FY2010 and expects to receive \$2,490,953 in FY2011.

One change that bears note is that the City switched its billing and collections contractor in May 2011 for ambulance services. While the City has been able to recover its data from its previous contractor, the new company has not yet begun billing and collecting on new claims. In addition, the City will need to hire a third company to bill and collect on outstanding claims from the prior company. As a result, staff has taken the prudent measure to reduce revenue expectations for ambulance fees in FY2012 pending the completion and implementation of these changes.

CHART 45

Fees and Charges	Adopted FY2011	Adopted FY2012	\$ Change	% Change
GISD Resource Officer	\$199,967	\$201,967	\$2,000	1.0%
Ambulance Fees	561,587	500,000	(61,587)	-11.0%
911 Emergency Fees	455,904	455,904	0	0.0%
Mowing / Liens	137,963	137,963	0	0.0%
Community Centre	322,915	395,573	72,658	22.5%
Parks	87,300	97,564	10,264	11.8%
Wet Zone	528,500	522,869	(5,631)	-1.1%
Other	116,817	116,817	0	0.0%
Total	\$2,410,953	\$2,428,657	\$17,704	0.7%

Fines and Forfeitures

This revenue category includes Municipal Court fines and fees assessed for various code violations and specific fees such as the Judicial Fund. Separate funds were established in FY2010 to enhance the level of transparency for the Court Juvenile Caseworker, Court Technology, and Court Security. All three of these fees have specific legislation regarding the appropriate use for each associated fees. Revenues are projected to decline \$200,000 or 13.3%, to \$1,307,006 when compared to the adopted budget for FY2011 as shown in Chart 47 below. The City received \$1,971,144 in FY2010 and expects to receive \$1,307,006 in FY2011 when excluding the dedicated court fees mentioned previously.

CHART 46

Court Fines	Adopted FY2011	Adopted FY2012	\$ Change	% Change
Court fines	\$1,500,000	\$1,300,000	(\$200,000)	-13.3%
Judicial Fund	7,006	7,006	0	0.0%
Total	\$1,507,006	\$1,307,006	(\$200,000)	-13.3%

Other

This revenue category contains all types of miscellaneous revenue including interest earnings, cell tower rentals, and donations. Other revenues are projected to increase \$390 or 0.07% from \$533,243 to \$533,633, when compared to FY2011. The City received \$739,352 in FY2010 and expects to receive \$598,344 in FY2011.

Internal Transfers

This revenue category contains all of the transfers from the Utility, Refuse and Drainage Funds. Revenues are projected to increase by \$54,364 or 1.2% from \$4,479,845 to \$4,534,209, when compared to FY2011 as shown in Chart 48 below. The City received \$4,372,178 in FY2010 and expects to receive \$4,479,845 in FY2011.

The Utility in Lieu of Tax Revenue has increased \$8,081 or 1.0% when compared to FY2011 as shown in Chart 48 below. This revenue source is based on a calculation that multiplies the Utility Fund's FY2010 audited total gross capital assets by the current tax rate to establish the amount of the payment. For FY2012, this revenue amount totals \$816,154 (\$109,232,267 divided by \$100 times \$0.747173). General & Administrative fees remain flat at \$2,517,722. Utility in Lieu of Franchise revenue increased \$46,283 or 4.0%. This revenue reflects 5.0% of the Utility Fund revenue less interest, which is the established calculation for this revenue.

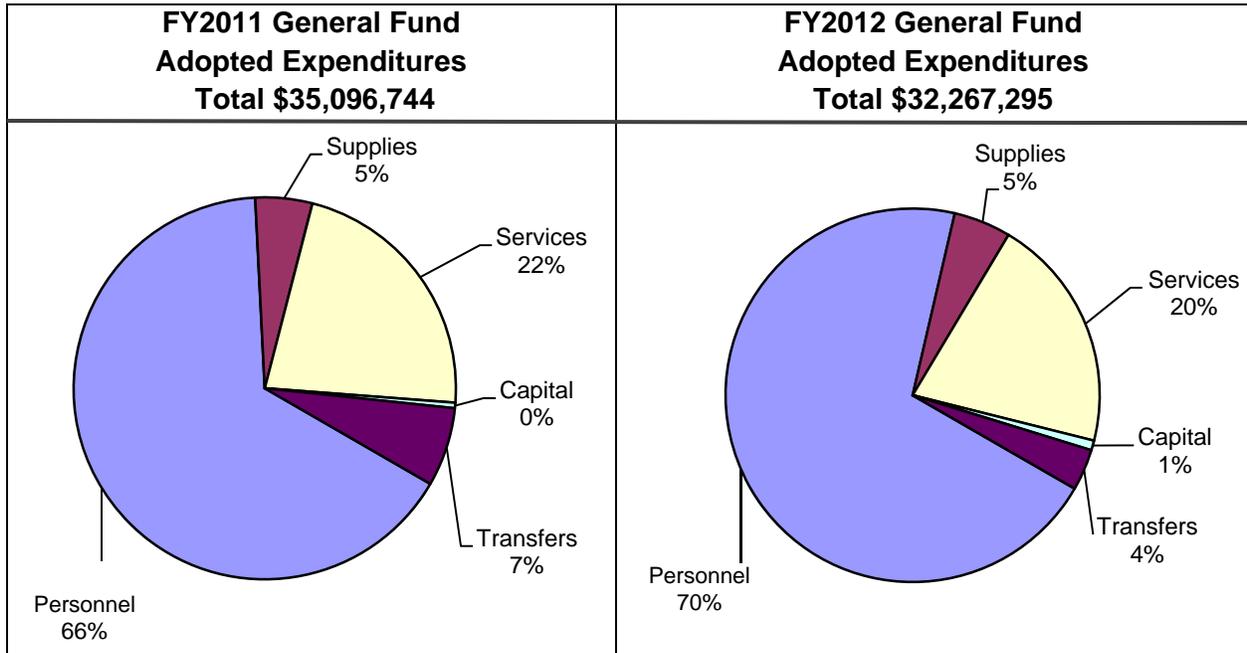
CHART 47

Internal Transfers	Adopted FY2011	Adopted FY2012	\$ Change	% Change
Utility in lieu of tax	\$808,073	\$816,154	\$8,081	1.0%
G & A	2,517,722	2,517,722	0	0.0%
Utility franchise	1,154,050	1,200,333	46,283	4.0%
Total	\$4,479,845	\$4,534,209	\$54,364	1.2%

Expenditures

Overall, expenditures in the General Fund are projected to be \$33,434,758 in FY2012, as shown in Chart 49 below. This is a projected decrease of \$1.7 million or 4.7% when compared to the Adopted FY2011 budget of \$35,096,744. For the third straight year, the budget does not include employee raises. With continuing uncertainties in the current economy, another 1.5% reduction in taxable assessed values and the prospect of a long recovery, the City cannot sustain an employee pay increase at this time and must prioritize its remaining scarce resources strategically. As City Manager, I continue to be proud of employees who have shown a level of understanding, empathy, and compassion in these economic times.

CHART 48



There are several ways that expenditures were reduced in the General Fund by more than \$2.8 million. These reductions include elimination of 5.25 fte's, reducing costs at a departmental level, eliminating the DR Horton sales tax rebate and a reduction in transfers to other funds of \$1.2 million.

COST REDUCTIONS

As I have previously mentioned, I continue to be very proud of the spirit of teamwork that staff has shown by accepting my challenge to review existing processes in an effort to find better, more efficient ways to continue to deliver services to our residents. It is important to note that we believe that these reductions, which are discussed below, are sustainable. Unless revenues rebound in coming years, more reductions are inevitable in FY2014. However, we believe the adopted FY2012 and FY2013 planning budgets represent 24 months of stability before additional reductions will be required.

The attached budget document contains a page for each department/division that provides a financial summary, position summary, and an explanation in the notes section of any notable change that is projected to occur in the FY2012 budget. We have been able to reduce costs and in many cases improve how we deliver service to our customers by better leveraging existing resources, improving efficiencies, improving technology, and reducing overall costs. Outlined below are examples of how we have accomplished the reduction of costs while in some cases, improved our service delivery to our citizens.

Reduced Costs by Departments

As previously discussed, property tax values declined for the third straight year. In addition, increases in employee benefits for health insurance, continuing lease payments for fire trucks, and the acquisition of new patrol cars each year has created the need to reduce operations to reallocate available resources to match those increases. With price sensitivity and the strategy to maintain the same tax rate, the City must reduce a dollar for every dollar increase. Much like a see-saw, what goes up must come down. Staff has accomplished this by decreasing operating costs and by eliminating positions.

In FY2011, staff continued the cost containment measures begun in FY2010. In addition, revenues will be higher in FY2011 than originally projected, based on the conservative approach taken by the City. The combination of increased revenues and reduced costs has provided a significant surplus in FY2011. While the 1.5% decline in taxable assessed value will hurt, the significant surplus and the great job by staff to continue conservatively spending funds provides time to strategically evaluate additional reductions in FY2014, protect the City's core functions, and have the least impact to our customers. **Without the benefit of this surplus and the conservative actions of our employees, we would have had to make much deeper reductions in FY2012 and FY2013.**

Key operating reductions are as follows:

- A net of 5.25 FTE's were permanently eliminated for FY2012, resulting in net savings of \$329,327 and is discussed more in detail below.
- All departments were required to scrub their departmental budgets in order to help limit any additional position eliminations. The recommended reductions include overtime, supplies, training, and purchase services.

Elimination of Positions

Chart 49 below shows the net 5.25 positions eliminated in the FY2012 General Fund budget. Total savings for these changes is \$329,327.

CHART 49

Description	Fte's	Savings
Move Administrative Assistant in City Secretary's Office to Citizen Action Center and upgrade position to Senior Customer Service Representative; and eliminate one part-time Action Center Representative.	-1.50	(\$80,480)
Eliminate Accounting Specialist I	-1.00	(48,756)
Eliminate Building Inspector II	-1.00	(73,216)
Eliminate Public Engagement Manager (Previously planned to downgrade this position)	-1.00	(131,688)
Eliminate Administrative Assistant that was funded in both Fleet Services and the Utility Fund; split funding for Senior Administrative Assistant between Public Works Administration and the Utility Fund; and add a part-time Administrative Assistant to Public Works.	-0.50	(31,432)
Reclassify Planning Intern to Planner I	0.75	36,245
Eliminate unfunded GIS Technician	-1.00	0
TOTAL	-5.25	(\$329,327)

IMPROVED EFFICIENCIES

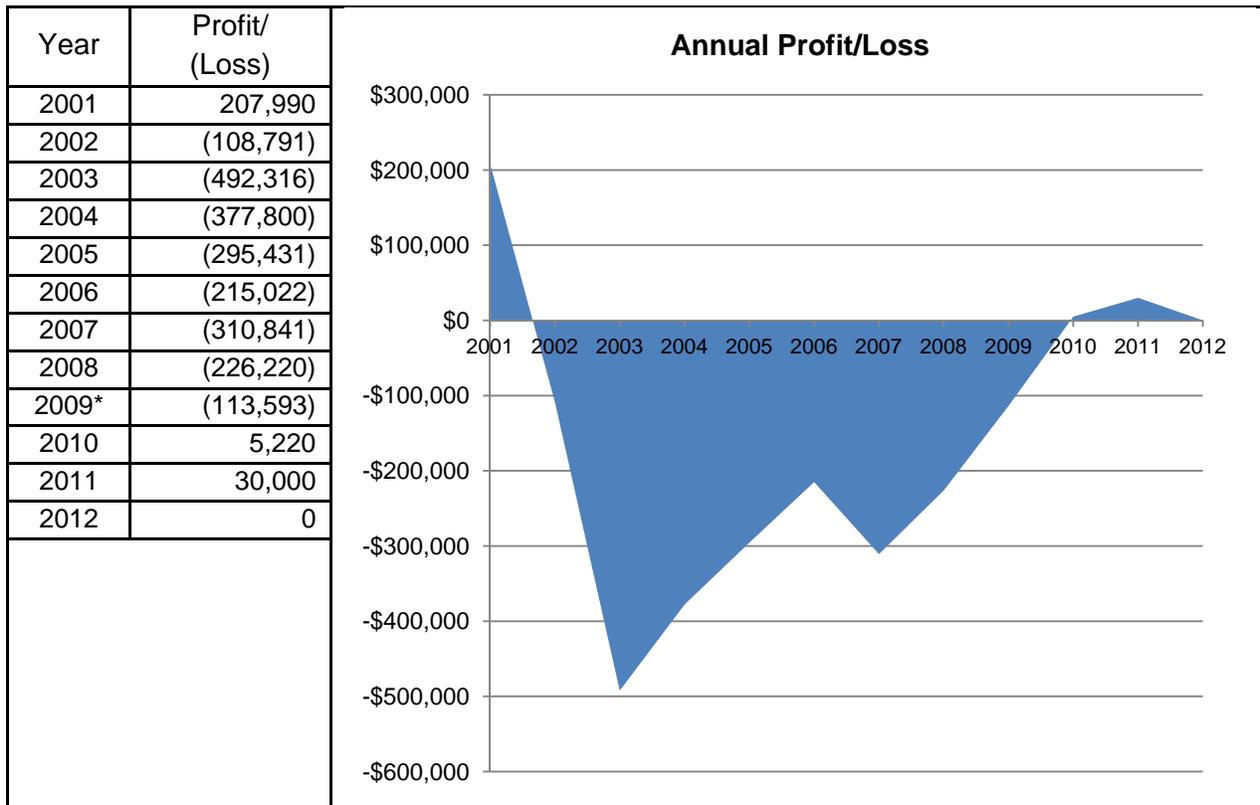
Wet Zone

Expenditures in this Department are estimated to be \$511,226 in FY2012, a reduction of \$11,791 when compared to \$523,017 in FY2011. FY2010 was the 10th year anniversary of the Wet Zone. In its ten year history, the first year of operation was the only year that the Wet Zone made a profit. As a result of many cost reducing measures and attentive monitoring of revenues, the Wet Zone is projected to have a small surplus or breakeven for the second consecutive year.

One issue of note is that for FY2011, the Wet Zone is anticipated to have a surplus of approximately \$30,000 primarily because the full-time manager position was not filled for the entire year. If this position had been filled all year, the Wet Zone would be much closer to breakeven. Because this is expected to be a one-time occurrence, staff recommends carrying over the FY2011 surplus to provide additional, much needed maintenance to this facility during FY2012.

Chart 50 below illustrates the history of subsidy that the General Fund has carried annually.

CHART 50



Volunteerism

Volunteerism is a very important initiative to the City of Rowlett. We have publicly vowed to NEVER tell a potential volunteer “no, we don’t have anything for you right now.” Volunteers can really tell the story of the City in the community and we strive to create new and innovative methods to utilize them. Volunteers become a ‘member’ of the City staff and communicate the positive and realistic story of how their City works and operates, how well tax dollars are spent, and the array of services we provide to their families, friends and neighbors.

We also hope to attract professional-level volunteers; they are such an asset and save the City serious tax dollars. **As shown below, volunteer hours from October through June total \$420,329 in savings to the city representing more than 20,757 hours of volunteering.** One example of how a volunteer has really made a difference is Lee Shaw, the 2009 Volunteer of the Year, who serves as the City’s Emergency Management Coordinator. Lee, who had a professional career in emergency management, totally re-wrote our Emergency Operations Manual last year and now assists in grant-writing, safety training for City staff and covers the Fire Rescue office full-time, when called upon. When Lee first asked to volunteer, we didn’t have a ‘set’ assignment for her, but Fire Rescue created one to suit her experience and desire to help. Lee’s volunteer work has replaced a full-time position previously paying between \$50,000 and \$70,000 per year.

CHART 51

VOLUNTEER'S ORGANIZATION IMPACT				
Month	Total Volunteers	Total Hours	Full Time Employee Equivalency*	Cost Savings**
Oct 2010	151	2018	11.64	\$40,870
Nov 2010	149	2233	12.88	\$45,208
Dec 2010	402	3603	20.79	\$72,961
Jan 2011	156	2117	12.21	\$42,874
Feb 2011	127	1767	10.20	\$35,787
Mar 2011	182	2340	13.50	\$47,380
Apr 2011	232	2808	16.20	\$56,857
May 2011	123	2189	12.63	\$44,327
Jun 2011	123	1682	9.71	\$34,065
TOTAL	1,645	20,757	13.31	\$420,329

*Based on one worker at 8 hours per day.

** The Volunteer Center of North Texas' estimates the value of a volunteer hour at \$20.25.

ENTERPRISE FUNDS

UTILITY FUND

Revenues

Overall, revenues in the Utility Fund are projected to be \$24,025,444 in FY2012, when compared to \$23,345,591 in FY2011. This is a projected increase of \$679,853 or 2.9% when compared to the adopted FY2011 budget. The City received \$21,596,701 in FY2010 and expects to receive \$23,345,591 in FY2011. An explanation by category is provided below in Chart 52 and 53 of the anticipated revenues and an explanation regarding these projections.

CHART 52

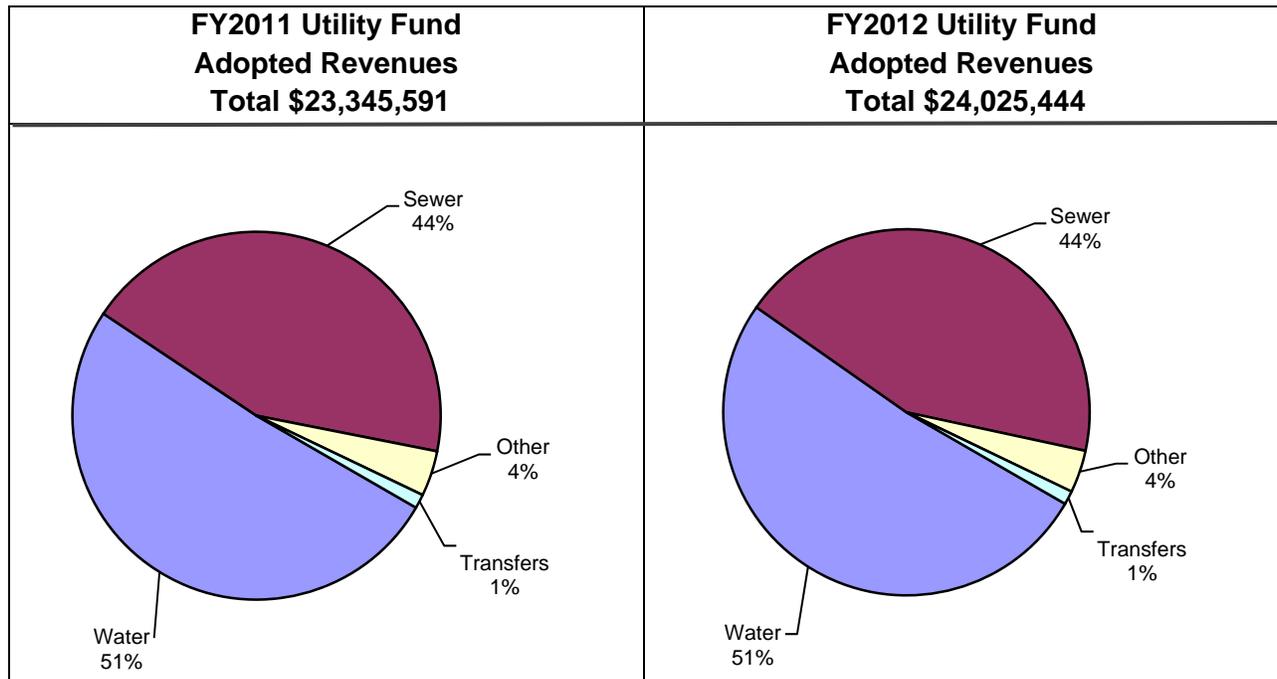


CHART 53

Utility Fund Revenues	Adopted FY2011	Adopted FY2012	\$ Change	% Change
Water charges	\$11,911,377	\$12,334,621	\$423,244	3.6%
Sewer charges	10,214,094	10,499,770	285,676	2.8%
Other	930,723	901,656	(29,067)	-3.1%
Transfers in	289,397	289,397	0	0.0%
Total	\$23,345,591	\$24,025,444	\$679,853	2.9%

Water Charges

This category of revenue includes water charges to residential, commercial and municipal customers. Water charges are projected to increase on a budgetary basis by approximately \$423,244 or 3.6% due to a projected increase in water rates by North Texas Municipal Water District of 8.5%, from \$1.42 to \$1.54 per thousand gallons. The City received \$10,971,126 in FY2010 and expects to receive \$11,911,377 in FY2011.

The adopted rate increases the average utility customer (assuming 10,000 gallons per month) by \$1.60 or 3.3% per month in FY2012. The model passes on “only” the 8.5% increase from North Texas Municipal Water District and affects residential customers as shown in Chart 54 below:

CHART 54

Residential Customers Only	FY2011	FY2012
Fixed Rate	\$10.60	\$10.60
Volume Rate	\$ 3.74	\$ 3.90
Fee @ 10,000 gallons per month	\$48.00	\$49.60
Dollar change	n/a	\$ 1.60
Percent change	n/a	3.3%

Sewer Charges

This category of revenue includes sewer charges to residential, commercial and municipal customers. Sewer charges are projected to increase on a budgetary basis by approximately \$285,676 or 2.8% due to a projected increase in sewer treatment services by the City of Garland of 9.5%, from \$2.21 to \$2.42 per thousand gallons. The City received \$9,684,859 in FY2010 and expects to receive \$10,214,094 in FY2011.

The adopted rate increases the average utility customer (assuming 10,000 gallons per month) by \$2.10 or 3.6% per month in FY2012. The model passes on “only” the 9.5% increase from the City of Garland and affects residential customers as shown in Chart 55 below:

CHART 55

Residential Customers Only	FY2011	FY2012
Fixed Rate	\$16.17	\$16.17
Volume Rate	\$ 4.18	\$ 4.39
Fee @ 10,000 gallons per month	\$57.97	\$60.07
Dollar change	n/a	\$ 2.10
Percent change	n/a	3.6%

Other Revenues

Transfers from other funds is adopted to remain the same at \$289,397, including a \$150,000 payment from the Golf Fund as part of a two-year plan to return \$300,000 loaned to the Golf Fund for the settlement agreement with American Golf. In FY2007, the Utility Fund loaned the Golf Fund \$300,000 to fund part of a series of golf course and related drainage improvements under a settlement agreement with American Golf totaling \$1.3 million. All other utility revenues are projected to decrease \$29,067 or 3.1%, from \$930,723 to \$901,656 due to the elimination of credit card fees for utility payments.

Expenditures

The FY2012 Utility Fund budget proposal totals \$23,815,437, which represents an increase of \$519,951 or 2.2% from the FY2011 adopted budget of \$23,295,486. The primary reason for the increase is due to an anticipated increase from North Texas Municipal Water District for water purchases and from the City of Garland for sewer treatment. Direct purchase costs for water and sewer are projected to increase by \$822,774 in FY2012, a combined increase of 11.4%. An explanation by category is provided below in Chart 56 and 57 of the adopted expenditures and an explanation regarding these expenses.

CHART 56

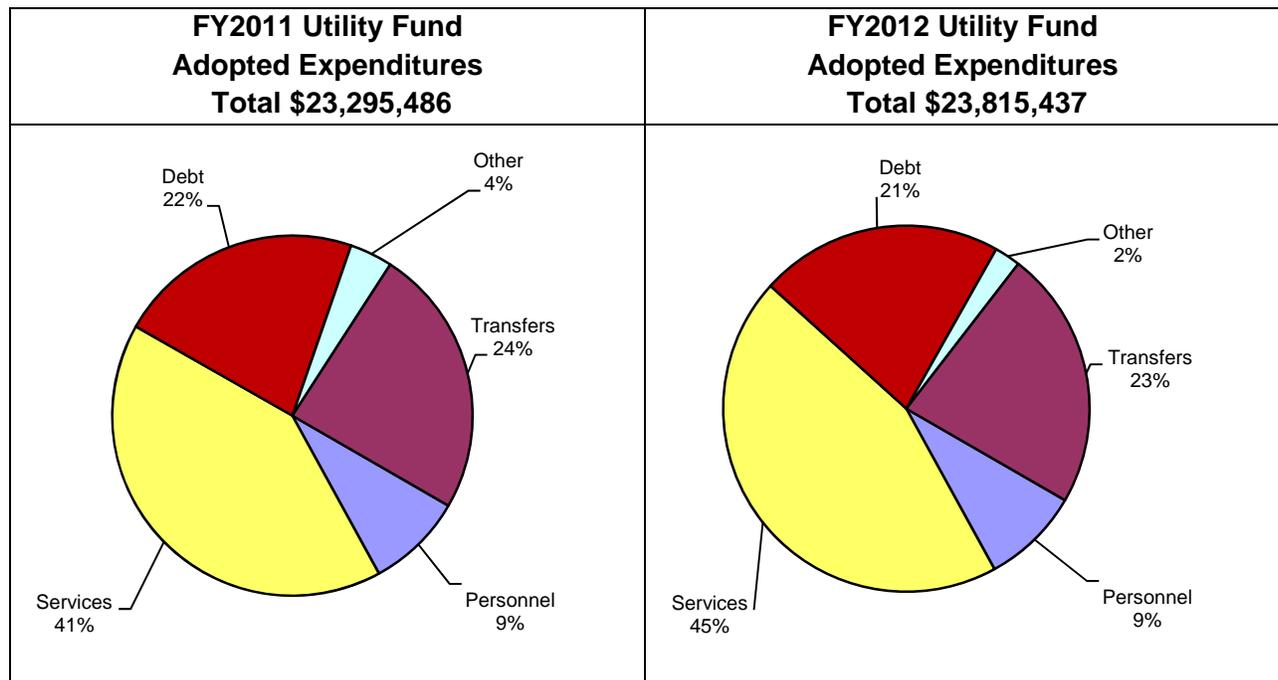


CHART 57

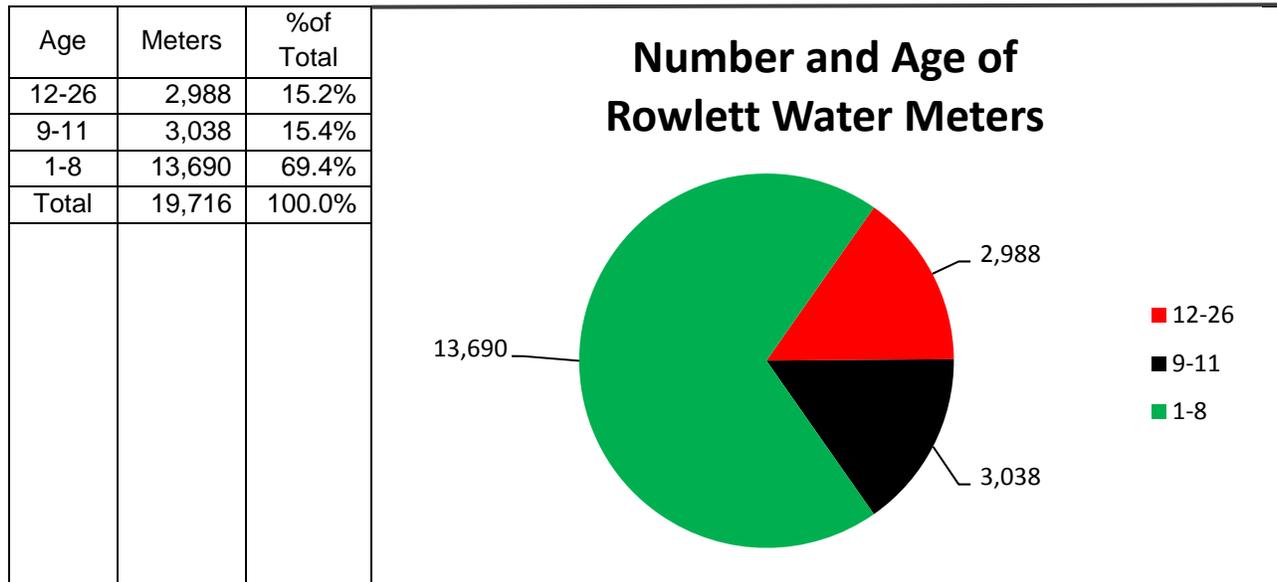
Utility Fund Expenditures	Adopted FY2011	Adopted FY2012	\$ Change	% Change
Personnel Costs	\$2,026,772	\$2,068,381	\$41,609	2.1%
Water/Sewer Contract Services	7,222,597	8,045,371	822,744	11.4%
Other Purchase Services and Supplies	2,377,159	2,583,273	206,114	8.7%
Debt Service	5,134,046	5,117,984	(16,062)	-0.3%
Capital Improvements	900,000	550,000	(350,000)	-38.9%
Transfers to Other Funds	5,634,912	5,450,428	(184,484)	-3.3%
Total	\$23,295,486	\$23,815,437	\$519,951	2.2%

While direct increases from the City of Rowlett’s water provider and sewer treatment contract accounts for the bulk of the total increase, net of other changes, there are two other changes of substance that should be discussed here.

First, in FY2011, the City began experiencing a noticeable increase in water meter failures. Water meters are designed to fail in favor of the customer; therefore, we anticipate that our revenues have been impacted. In FY2005, the City contracted to replace nearly 50% of all of its water meters and converted 100% of all water meters to “radio read”. This left nearly 9,000+/- meters, many of which had been replaced or rebuilt over a seven year period. We now have approximately 3,000 water meters that are older than 12 years, 90% that are 12-16 years old and 10% that are even older.

Staff recognizes that the City must immediately address the first 3,000 meters now and build a long-term plan to begin replacing the remaining 16,000 meter over a ten to twelve year period. The cost to replace the first set of meters is \$399,788. **Since these meters are the oldest and most likely to be experiencing a high degree of failure, staff is proposing to finance this replacement with a three year lease totaling \$156,537 annually and hire a meter maintenance technician to begin the replacement program.** In addition, staff is beginning to pull a random sample of the oldest water meters for testing purposes to determine what impact it is having on revenues. Once this initial step is taken, staff will work on developing a long-term strategy during FY2012 and will make recommendations to Council after that work is done. Chart 58 below depicts the number and age of the City’s water meters.

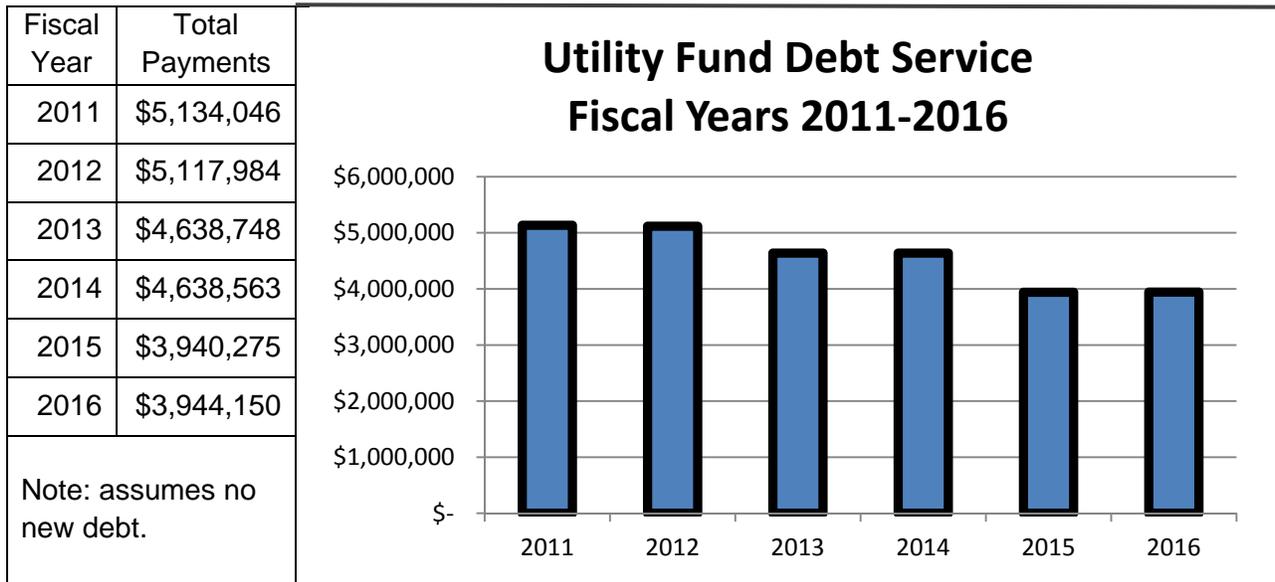
CHART 58



Second, a significant change for FY2012 is to make a permanent \$250,000 increase in the Refuse Fund to transfer to the General Cash CIP for streets and alleys. The strategy behind this change is to allow the Utility Fund to reduce its transfer to the General Cash CIP Fund by a like amount and transfer those dollars to the Utility Cash CIP instead. This increases the annual allocation to the Utility Cash CIP from \$300,000 to \$550,000. Please note that in FY2012, staff will also begin working on a Request for Proposal (RFP) for residential and commercial trash services that may cause this strategy to change in FY2013.

Finally, as indicated, debt service payments are scheduled to decrease slightly by \$16,062 next year; however, payments will decline approximately \$1.2 million over the next five years as shown in Chart 59:

CHART 59



In FY2013, the declining debt service frees up about \$479,236 in annual debt service payments which could issue revenue bonds exceeding \$8.5 million. As a result, staff has included the restoration of that debt service in FY2013 as part of the two year budget process for planning purposes and has included those additional bond proceeds as part of the adopted Capital Improvements Plan in order to fund the interim pressure plane improvements.

REFUSE FUND

Revenues

Revenue in the Refuse Fund is projected to be \$4,550,646 in FY2012, which is a slight decrease of \$4,340 or 0.1% compared to the adopted budget for FY2011 of \$4,554,986. The City received \$4,488,499 in FY2010 and expects to receive \$4,475,734 in FY2011. The main reason for the decrease in FY2012 is that a adopted increase was included in the adopted FY2011 but was not adopted.

At this time, even though fuel prices have increased, staff does not anticipate fuel prices in FY2012 increasing to the levels they were in FY2008 and FY2009. Therefore, there is no extra fuel subsidy programmed in FY2012. If fuel prices increase during the year above the level set with the October 1, 2007 contract, the City will be required to pay that difference to its service provider, IESI, and will pass that cost on to its customers, which will require a budget amendment at that time. Under the contract, IESI is permitted to request a cost of living adjustment. For FY2012, they have requested an increase of 2.47% totaling approximately \$70,769 that will be passed on to our customers.

CHART 60

Residential Customers Only	FY2011	FY2012
One Polycart	\$12.95	\$13.12
Recycling Service	\$2.06	\$2.10
Total Monthly Refuse Charge	\$15.01	\$15.22
Dollar change	n/a	\$0.21
Percent change	n/a	1.4%

Expenditures

Expenditures in the Refuse Fund are projected to be \$4,543,466 in FY2012, which is a decrease of \$343,729 or 7.0% compared to the adopted budget for FY2011 of \$4,887,195. The biggest change to expenditures in FY2012 is an elimination of a one-time transfer of \$600,000 to the General Cash CIP Fund for additional alley improvements offset by an increase of \$70,769 in residential and commercial collection expense. The budget also includes \$38,500 in funding for any potential overruns during the annual cleanup in March and \$14,932 for residential use of the landfill program which allows each residential account to use the Garland landfill twice a year.

A significant change for FY2012 is to make a permanent increase to the transfer to the General Cash CIP of \$250,000. The purpose of this change is to allow the Utility Fund to reduce its transfer to the General Cash CIP Fund by a like amount and transfer those dollars to the Utility Cash CIP instead. Please note that in FY2012, staff will also begin working on an RFP for residential and commercial trash services that may cause this strategy to change in FY2013.

DRAINAGE FUND

Revenues

Revenue in the Drainage Fund is projected to increase \$13,066 or 1.0% to \$1,320,414 in FY2012, when compared to \$1,307,348 in FY2011. The Drainage Fund revenue is based on a set fee of \$5.50 per month for residential customers and \$13.50 per month for commercial customers based on the number of water meters. The City received \$1,306,484 in FY2010 and expects to receive \$1,307,348 in FY2011.

Expenditures

Expenditures in the Drainage Fund for FY2012 are projected to be \$1,546,376, which is an increase of \$245,393 or 18.9% compared to the adopted budget for FY2011 of \$1,300,983. The main reason for the increase is an additional transfer of \$248,000 to the Drainage Cash CIP to

cover drainage improvements on Chiesa & Pendridge. The Drainage Fund is projected to have an ending reserve in FY2011 of \$982,847 which will be used to cover this additional transfer.

OTHER GOVERNMENTAL FUNDS

IMPACT FEES FUND

Revenue in this fund is projected to be \$44,357 in FY2012, which is a 6.5% increase when compared to \$41,642 in FY2011. Fees are set by Council policy for impact fees and assessed with new construction. Expenditures are budgeted at \$30,000, which is \$158,285 or 84.1% less than the \$188,285 adopted in FY2011. The biggest change in the fund is elimination of the transfer of \$160,000 in FY2011 to the General Cash CIP Fund.

POLICE SEIZURE FUND

Revenue in this fund is projected to be \$100,550 in FY2012, which is a 0.2% decrease when compared to \$100,764 in FY2011. Revenue for this fund is generated by the sale of real and personal property legally confiscated by the Rowlett Police Department. Revenue is based on police activity in FY2011 for which the Police Department will be paid in FY2012.

Expenditures in this fund are estimated to be \$125,000 in FY2012, which is a 50.0% decrease when compared to \$250,000 in FY2011. The Police Department typically utilizes these funds to purchase equipment, technology and supplies to enhance/improve staff's current ability to provide public safety services and increase officer safety and performance, as needs are identified.

ECONOMIC DEVELOPMENT FUND

Revenue in this fund is projected to be \$316,694 in FY2012, up \$21,554 or 7.3% when compared to the FY2011 adopted budget of \$295,140. Economic Development is supported equally between the General and Utility Funds.

Expenditures in this fund are projected to increase \$8,767 or 2.7% in FY2012, from \$329,603 to \$338,370. Staff remains confident that a high quality standard will be maintained and accomplished through our targeted approach strategy to resource allocation.

INNOVATIONS FUND

The Innovations Fund was created in FY2010, and is intended to be a temporary fund that will expire in a few years. It includes technology, equipment, plans & studies, and building repairs that are viewed to be critical, that are expected to improve customer service or that will be more efficient. In FY2010 and FY2011, the fund was funded by transfers from the General Fund. Based on the transfers made in FY2010 and FY2011, the Fund is projected to have \$660,354 to

carry into FY2012 to spend, in addition to balances from projects not completed or equipment not acquired.

Chart 61 below outlines staff's recommendations with regard to the use of these funds.

CHART 61

Funding Sources	FY2010*	FY2011	FY2012
General Fund	\$935,000	\$130,000	\$0
Add'l General Fund transfer from (FY2010 Surplus)	-	1,300,000	0
Total	\$935,000	\$1,430,000	\$0

*\$150,000 was actually transferred at the end of FY2009.

Use of One Time Funds:	FY2010	FY2011*	FY2012
SCBA Replacement (fire)-to be financed over 3 years			18,000
Jaws of Life (fire)			35,000
Law enforcement software (police)			129,128
Firehouse software (fire)			19,799
Library software (library)			80,412
Balance			378,015
Total Funding	\$676,990	\$1,027,656	\$660,354

*FY2011 includes changes from the July 19, 2011 Council Meeting.

HOTEL/MOTEL FUND

Revenue in the Hotel/Motel Fund is projected to increase \$3,925 or 8.9% to \$48,275, when compared to \$44,350 in FY2011.

Expenditures in this fund are projected to be \$42,749 in FY2012, down \$1,601 or 3.6% compared to the FY2011 adopted budget. The Downtown Events Series has been a tremendous success again this year! The events series will continue to include the following:

- Veterans Day – November
- Holiday Parade – November
- Tree Lighting – December
- Diversity Day – March
- Easter Egg Hunt – March
- Memorial Day/Touch-A-Truck – May
- Fireworks on Main – July
- Movies on Main – September

Additional funding for special events totaling \$50,830 has been included in the General Fund to cover expenses above and beyond what the Hotel/Motel Fund can afford.

PUBLIC EDUCATION AND GOVERNMENT (P.E.G.) FUND

P.E.G. Fund was created in FY2010 to account for revenue generated for purposes of programming related to the Public, Education, and Government Channel, which is known as Rowlett Television Channel 16. Revenue for FY2012 is anticipated to be \$85,042, up \$6,757 or 8.6% compared to the FY2011 budget of \$78,285. The Creative Services Producer position is currently being paid by P.E.G. revenue and is included in this fund at \$67,779 to enhance financial transparency.

GRANTS FUND

The Grants Fund is a fund to account for revenue specifically associated with grants received by the City of Rowlett. In FY2012, the City of Rowlett is expected to receive \$24,590 in projected reimbursements from the Garland Independent School District for police overtime on special events. The annual library grant from the State totaling approximately \$14,000 to \$17,000 annually has been eliminated by the 82nd Texas Legislature and as a result has been absorbed by the General Fund.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND

Revenue in this fund is anticipated to be \$217,245 in FY2012, flat from FY2011. The source of revenue is a formula calculation established by the United States Department of Housing and Urban Development, Community Development Block Grant program. \$22,000 of the funds will go to administrative costs as provided under the rules of the grant and the remaining \$195,245 will go toward capital improvements in qualifying areas of the City.

TAX INCREMENT FINANCING (TIF) FUND

Revenue is anticipated to be \$290,845 in FY2012, which represents a decline of \$2,938 or 1.0% compared to the \$293,783 approved in FY2011. The primary reason for the decrease is that the taxable "increment" for the TIF zone is projected to decrease by \$553,548 or 1.4%, from \$40,244,932 in FY2011 to \$39,691,384 in FY2012. This is the second reduction in the ten year history of the fund. The only cost in the fund is the transfer of \$290,845 to the Debt Service Fund to cover bonds sold in 2006 for the benefit of the TIF district.

JUVENILE DIVERSION FUND

This fund, created in FY2010, specifically accounts for revenue that is generated on court fines for the purpose of paying salary and benefits for a juvenile case manager position as permitted under Article 102.0174 of the Texas Code of Criminal Procedure. This particular fee was added to the municipal code on October 2, 2007 and was originally included in the General Fund. The

projected revenue for FY2012 will be \$41,602, a \$17,094 or 29.1% decrease compared to the FY2011 budget of \$58,696. Expenditures are projected to be \$73,136 in FY2012 to cover the personnel costs associated with the Juvenile Case Worker position.

COURT TECHNOLOGY FUND

This fund, created in FY2010, specifically accounts for revenue that is generated on court fines for the purpose of acquiring qualifying technology for the municipal court as permitted under Article 102.0172 of the Texas Code of Criminal Procedure. This particular fee was originally added to the municipal code on September 9, 1999, amended on October 5, 2004, and originally included in the General Fund. The projected revenue for FY2012 will be \$33,670, a \$13,464 or 28.6% decrease compared to the FY2011 budget of \$47,134. Expenditures total \$33,670 and cover lease payment for printer technology and annual maintenance costs for software for electronics records management and Interactive Voice Recorder (IVR) technology, a smart telephone-tree type system that can answer questions and take payments over the telephone.

COURT SECURITY FUND

This fund, created in FY2010, specifically accounts for revenue that is generated on court fines for the purpose of providing security services for the municipal court as permitted under Article 102.017 of the Texas Code of Criminal Procedure. This particular fee was originally added to the municipal code on June 5, 2007, and originally included in the General Fund. The projected revenue for FY2012 will be \$25,044, an \$11,225 or 30.9% decrease compared to the FY2011 budget of \$36,269.

Court security is currently provided by several bailiff positions. Funding for these positions is anticipated to be \$24,851 in FY2012.

TRAFFIC SAFETY FUND

Revenue in this fund is generated from citations issued from red light cameras. Revenue is projected to be \$297,926, a reduction of \$50,610 or 14.5% compared to FY2011 budget of \$348,536. The reduction can be attributed to a change in behavior of the motoring public, who now stop for red traffic signals rather than running them. There are four (4) locations in Rowlett, where seven (7) cameras are currently located.

The single biggest expenditure is the contract cost the City pays its vendor for the operation, billing and administration of the red light cameras totaling \$296,088. Under Section 707 of Title 7 of the Texas Transportation Code, the City is permitted to retain 50% of any annual surplus for specified traffic safety related programs (i.e. pedestrian safety, public safety, intersection improvements and traffic enforcement). Therefore, the remaining \$1,838 will be used for those purposes as allowed by law.

DEBT SERVICE FUND

Revenues are adopted at \$8,996,721 representing a decrease of \$6,927 or 0.08% compared to the FY2011 adopted budget of \$9,003,648. The most notable change in FY2012 is an increase in the debt service portion of the tax rate, from \$0.252500 per \$100 assessed value to \$0.256340 to cover the projected 1.5% decrease in taxable assessed value.

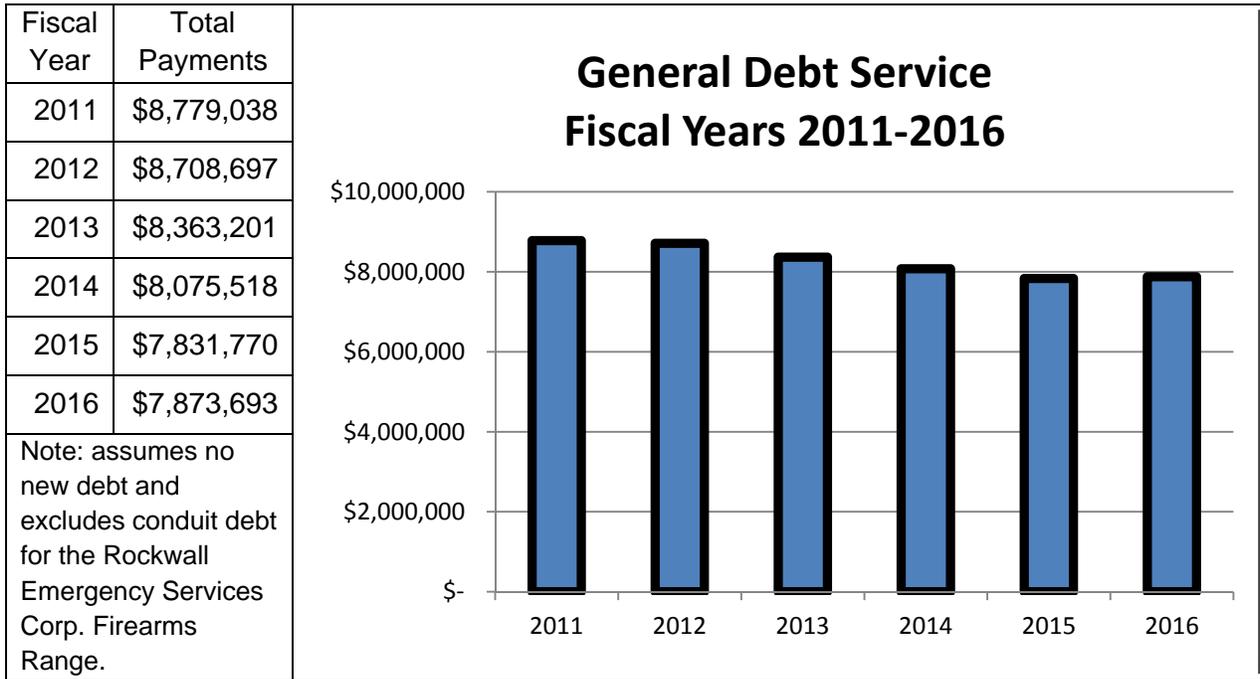
Expenditures are adopted at \$8,950,468 representing a decrease of \$78,803 or 0.9% compared to the FY2011 adopted budget of \$9,029,271. The most significant change is the reduction in principal and interest payment on debt by \$69,078 or 0.8%, due in part to the bond refunding last fiscal year saving approximately \$70,000 annually.

Over the next five years, debt service payments are scheduled to decline approximately \$0.9 million; however, for Fiscal Year 2012, that amount is relatively flat at \$8.7 million before declining again in Fiscal Year 2013. The wild card for this fund continues to be the variable rate bond which annually sets on August 15th of each year and affects the amount of the transfer from the Golf Course Fund as well as an equal amount to be paid.

Over the past few years, Council and staff have discussed strategies to utilize some of the freed up bonding capacity until the next bond election for one-time purchases of equipment and other needs. **However, with the 4.5% decline in taxable assessed value in FY2010 and FY2011 and another 1.5% decline in FY2012, that additional capacity has now been lost and, there is no additional capacity for this strategy in the near future with all remaining capacity now needed to pay existing debt service.**

As indicated, debt service payments are scheduled to decrease by \$69,078 next year; however, payments will decline approximately \$0.9 million over the next five years as follows in Chart 62.

CHART 62



GOLF FUND

Revenues are adopted to increase \$3,608 or 0.6% to \$595,847 for FY2012, when compared to \$592,239 for FY2011. This change is due to an increase in scheduled rent payments from American Golf.

Expenditures in this fund total \$565,464, an increase of \$15,914 or 2.9% due to a projected increase in debt service. The fund pays debt service on the 1997A variable rate bond which is tied to the London Interbank Loan Offer Rate (LIBOR) that resets August 15th each year. This rate is currently at 1.27% but is expected to increase slightly, when it resets on August 15, 2011. Again next year, \$10,000 has been appropriated for a financial audit, which is allowed under the terms of the lease, for the City to audit their financial statements. This audit was not performed in the current fiscal year but is recommended to begin next year.

As a result of the increase in scheduled rent payments and decrease in debt service, the fund is projected to have an annual surplus again in Fiscal Year 2012 totaling \$30,383. Therefore, staff recommends completing the two year strategy to repay a \$300,000 loan to the Utility Fund given in 2007 to assist with the cost of the settlement agreement with American Golf and maintaining a minimum reserve equal to one year's debt service based on the scheduled debt payment for FY2012 totaling \$405,464.

Generally, any surplus above and beyond this minimum can be available to address capital improvement and maintenance recommendations made by the Golf Advisory Board. However,

given the relative volatility of the one-year LIBOR rate, staff recommends being very cautious with any surpluses to ensure funds are available to cover the strategy of maintaining a one-year debt service reserve.

EMPLOYEE HEALTH BENEFITS FUND

In Fiscal Year 2011, the City of Rowlett created the Employee Health Benefits Fund as a separate internal service fund to account for a partial self-insurance strategy for health care in an effort to address spiraling health care costs and promote wellness. Partial self-insurance also gives the City the ability to gain greater access to population specific claim detail, which provides increased ability for medical case management and cost containment. This information plays an integral role in the development of a sound wellness program, which is essential to maintaining a healthy workforce, reducing absenteeism, and mitigating increasing health and prescription drug costs.

As with any internal service fund, the City budgets a fixed amount for its share of employee health costs in each operating department. The Fund then “charges” each operating department its share each pay period and collects the employee contributions for their share. The fund “offers” a base level of insurance that each employee is required to accept unless they buy up to a richer plan from their contributions or opt out provided that they prove they have other insurance. Common expenses that are included in the fund are claims payments, stop loss insurance, wellness services, medical/Rx administration, etc. The ultimate budget impact is contingent on plan design and benefit selections that are made by employees.

A key to the success of this fund is that the City is empowered to select the most competitive services independent of each other. In other words, if a carrier/provider increases its fees and is no longer competitive, the City can re-bid just that component and keep all remaining pieces in place.

With the partial self-insurance funding model, the City essentially is the ‘insurance company’ by partially assuming the responsibility for funding health benefits for our employees up to our Individual and Aggregate Stop-Loss limits. With this method, the City pays lower administrative and stop loss fees instead of fixed premiums to an insurance carrier. In addition, the employee pays a co-pay or deductible and then the Employee Benefits Fund is responsible for the remainder, much like an insurance company.

The budget for this Fund is \$3.3 million which includes the City’s contribution of \$2.7 million and the employees’ share of \$0.6 million. Other benefits, such as dental insurance, workers compensation, disability, etc., are budgeted and paid within each fund and are not a part of this fund. The FY2012 Budget is based on known increases in claims administration and stop loss insurance and an expected net claims and administrative cost increase of approximately 6.8% as shown in Chart 63 below.

CHART 63

Revenues	FY2011 Budget	FY2012 Adopted	\$Change	%Change
City share	\$2,635,110	\$2,686,869	\$51,759	*2.0%
Employee/Retiree share	456,634	**619,721	163,087	35.7%
Other	10,000	10,000	-	0.0%
Total	\$3,101,744	\$3,316,590	\$214,846	6.9%
*The 2.0% budget is somewhat affected by the reduction in the number of employees and the fact that the FY2011 budget inadvertently included the amount segregated for dental insurance (approximately \$107,575).				
**This number is annualized based on 9 months of actual data (\$435,198/9x12) times the increase in the total plan expenditures of 6.8% for a total of \$619,722.				

Expenditures also total \$3.3 million with the biggest contributing cost being \$2.7 million for claims allocated in Chart 64 below.

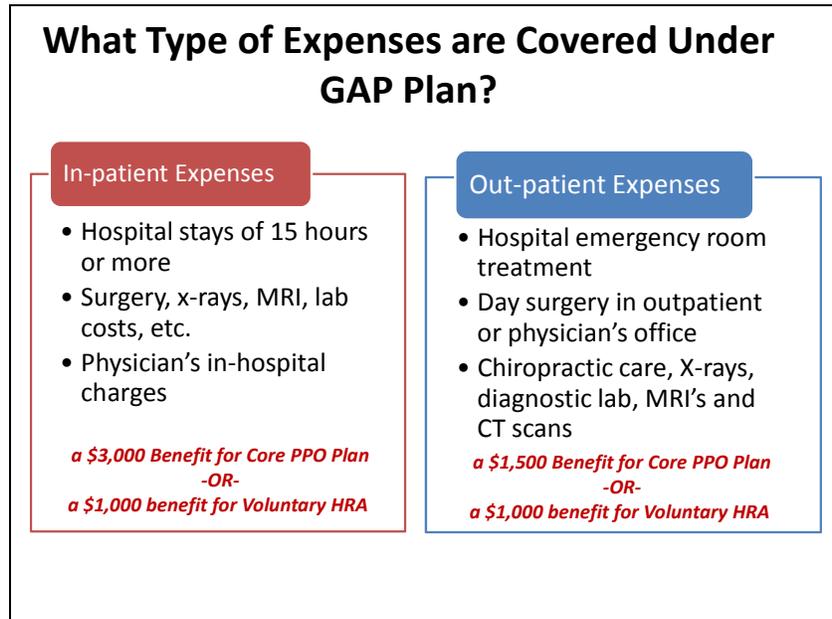
CHART 64

Expenditures	FY2011 Budget	FY2012 Adopted	\$Change	%Change
Total claims + IBNR	\$2,539,556	\$2,677,232	\$137,676	5.4%
Administration	120,998	125,838	4,840	4.0%
Stop loss premiums	251,511	314,389	62,878	25.0%
Gap Plan contributions	n/a	21,245	24,245	n/a
Total plan expenditures	2,933,815	3,138,704	204,889	6.9%
Other (wellness, etc)	167,929	177,886	9,957	5.9%
Total	\$3,101,744	\$3,316,590	\$214,846	6.9%

In October 2011, we will add a new medical plan option which provides another level of customization to the City's benefit offerings. This option will address the desires of a high percentage of employees who are willing to have a higher deductible to have lower premiums. The new medical plan is a traditional PPO, which will reinstate the highly desired co-pays that our employees requested. The medical plan will have a deductible of \$3,000 for individuals and \$6,000 for family and will have the lowest premiums of all plan offerings. Realizing that the deductibles on this plan could be cost prohibitive for our employees, the City will provide a free GAP plan to assist them in meeting their deductibles and coinsurance limits.

As depicted in Chart 65 below, there are two (2) covered benefit levels under the GAP plan, in-patient and out-patient. The in-patient benefit pays all hospital related expenses for each covered family member up to \$3,000. The out-patient benefit pays diagnostic testing and other related expenses for four (4) different occurrences up to \$1,500 each occurrence. Employees who elect to enroll in our HRA plan will have the option to purchase GAP coverage with \$1,000 for both benefit levels.

CHART 65



CAPITAL IMPROVEMENTS PLAN

INTRODUCTION

Last fiscal year, staff included an abbreviated version of the Capital Improvements Plan (CIP) as part of the FY2011 adopted budget. The main reason for that is that Rowlett remains challenged with economic reality and yet may be poised to see new development now that PGBT is virtually complete and DART will soon follow. However, additional work must be performed on the Water & Sewer Fund to have a sense of what projects are needed in the next few years and what impact the opening of PGBT and DART will have on our traffic patterns.

As a result, staff is proposing a “two-year” Capital Improvements Plan in FY2012 versus a Five Year model. This provides additional time to resolve three key issues:

- Better assess the underground maintenance issues for the utility system.
- Allow the economy time to mature and see when and where the City's falling property tax values will stabilize. Our major concern is asking for a bond election and telling the public it will cost them one amount, only to have the property tax values decline again and we have to raise that amount.
- Allow PGBT to open and see what, if any, impact it will have on traffic patterns to determine if projects should be reprioritized.

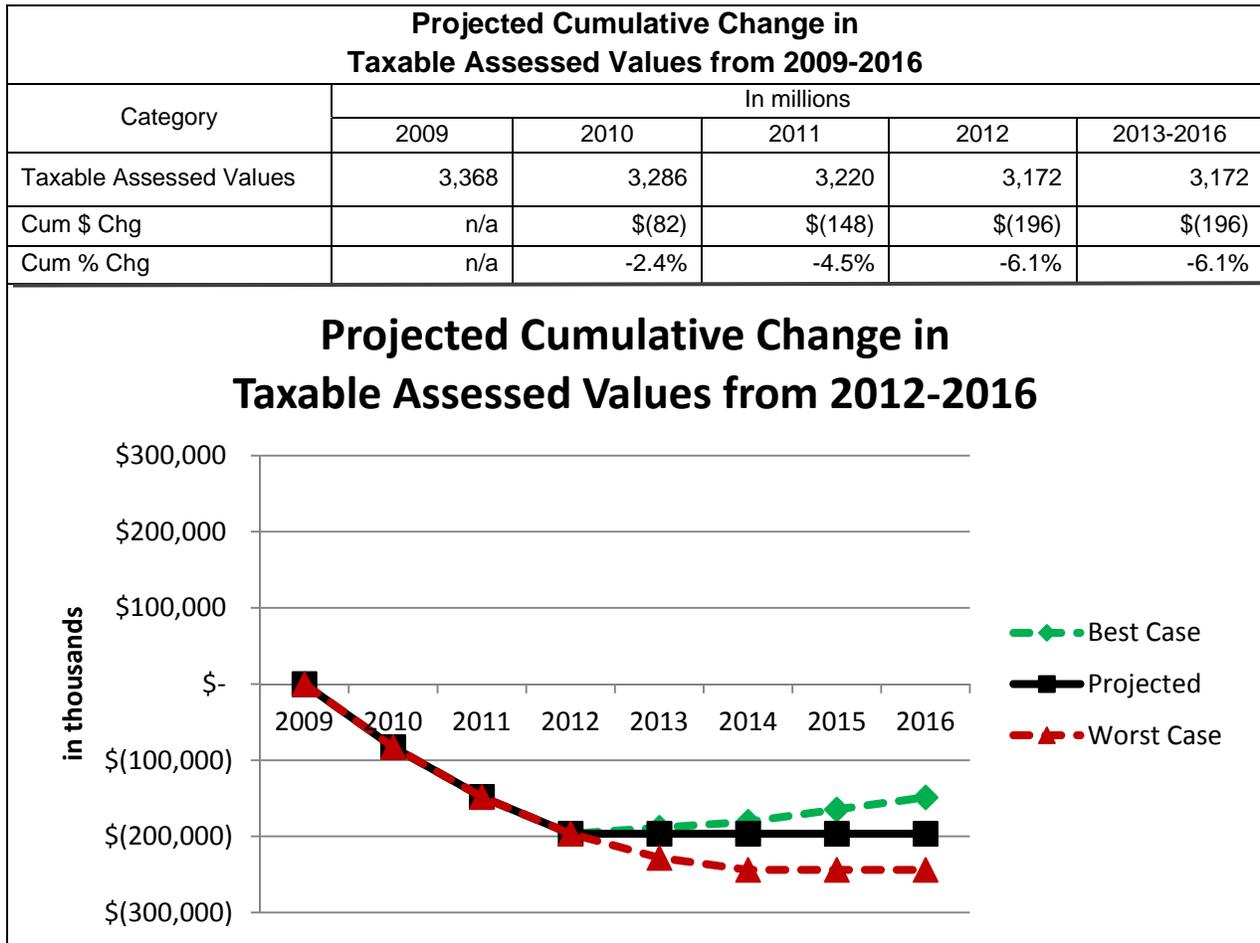
The CIP will have a beginning balance of \$10.7 million as of October 1, 2011 from existing bonds, impact fees, and cash funded projects. Based on staff capacity and existing resources to manage projects and ensure quality along with the City's past spending practices, staff is estimating that \$8.9 million will be spent in FY2012, including new grant dollars and cash transfers; and the bulk of the remaining funds will be spent in FY2013 with a smaller amount in FY2014. Therefore, it is anticipated that the City will not run out of funds or projects from "bond related" projects until the end of FY2012 for governmental projects and the middle of FY2014 for utility projects. However, in 2012 Rowlett Road Phase II will be funded by TxDOT and Dallas County will start construction of the Miller Road Bridge Expansion. By that time, the PGBT and DART will be complete and free up quite a bit of staff capacity that can be reallocated to new projects.

PROJECTED IMPACT ON TAXABLE ASSESSED VALUES

Rowlett has felt an impact in its reduction in property tax values in FY2010, FY2011 and again in FY2012 with a lasting impact on future years. While the decreasing debt service in future years will help, the combined decrease in taxable valuation between FY2010-FY2012 provide a significant stumbling block to issuing bonds at the levels issued in the past. This total 6.0% decline in taxable values equates to \$196.4 million dollars and affects revenues by \$1.5 million over three years.

Chart 66 below reflects staff's three different scenarios where and when taxable assessed values will bottom out. All three scenarios include the additional decline in property values for FY2012. The most significant difference with the worst case is that it assumes that tax values will continue to decline through 2014 before flattening out in 2015.

CHART 66



SUMMARY OF TWO YEAR CAPITAL IMPROVEMENT PLAN:

Based on the factors mentioned previously, staff has developed a two year plan consisting of a comprehensive listing of carefully selected and coordinated capital improvements, which have been identified as necessary to accomplish the City’s long-range goals and policies, address the recommendations of the CIP Bond Committees, and balanced against realistic revenue projections and staff capacity.

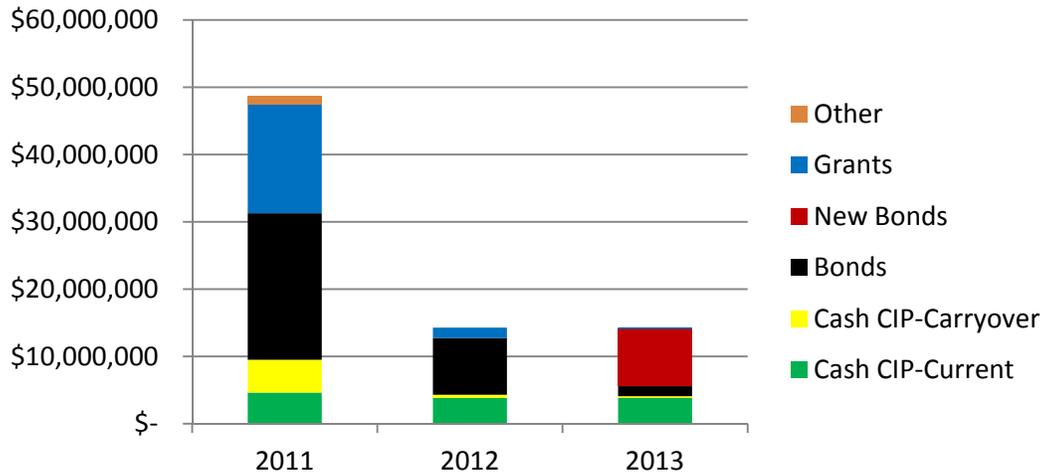
With the exception of utility revenue bonds, this model does not currently include any future funding that may come from new bonds. The result of this work is that, without increasing taxes, and considering all available funding sources, the City should be able to spend \$28.8 million over the next two years as shown in Chart 67 below.

CHART 67

Two year CIP – Funding Sources

Funding Sources	2011	2012	2013	Total- Two Year
Cash	\$9,517,925	\$4,560,047	\$4,085,502	\$8,645,549
Prior bonds	22,287,420	8,439,056	1,507,296	9,946,352
New bonds	-	-	8,500,000	8,500,000
Grants	16,214,222	1,495,245	195,245	1,690,490
Other sources	1,219,556	-	-	-
Total	\$49,239,123	\$14,494,348	\$14,288,043	\$28,782,391

**Proposed Two Year CIP
Funding Sources**



The Two Year CIP, as adopted, contains the following benefits:

- Fulfills the City’s obligations regarding the PGBT project, including a \$4.5 million payment to NTTA for water/sewer improvements;
- Sets aside the City’s share of the Merritt Road Interconnector Project Phases I;
- Maintains the annual funding for Cash CIP; and
- Completes the drawdown of the City’s construction bonds issued in 2004-2006.

Cash CIP

The Cash CIP is adopted to have \$3.8 million in funding from all sources. In addition to this projected infusion of funding, there will be a fund balance carried forward from FY2011 in the amount of \$726,545. The proposal includes setting aside \$500,000, as previously discussed,

from the fund balance carried forward for capital equipment replacement in FY2012 and FY2013.

Recognizing the importance of our goal to “keep the good streets in good condition,” outlined below in Chart 68 is the adopted five year street/alley maintenance plan that is consistent with our current commitment of approximately \$3.2 million annually.

CHART 68

Adopted Five Year Street/Alley Maintenance Plan

	FY2012	FY2013	Total
Concrete Pavement Repair	\$1,430,000	\$1,500,000	\$2,930,000
Asphalt Rehab/Overlay	450,000	350,000	800,000
Alley Improvements	295,000	395,000	690,000
Alley Panel Replacement	500,000	500,000	1,000,000
Foam Injection	100,000	100,000	200,000
Crack Seal	150,000	150,000	300,000
Screen Wall Rehabilitation	50,000	50,000	100,000
Sign Replacement/ Pavement Marking	90,000	90,000	180,000
Traffic Signal Repair/ Maintenance	30,000	30,000	60,000
Sidewalks	70,000	-	70,000
Total	\$3,165,000	\$3,165,000	\$6,330,000

Since the inception of the Cash CIP, the philosophy of “Keeping the Good Streets Good” has been to set aside funds to perform maintenance on streets in good condition (Pavement Condition Index - PCI > 60) to prevent these streets from falling into the reconstruction category. It has been proven that for every \$1.00 spent on preventative maintenance, it saves approximately \$8.00 in reconstruction costs. Beginning in FY2011, enough progress had been made on streets with a PCI >60 that staff has been able to begin adding streets with a PCI between 40-60 to the annual maintenance schedule.

Staff believes that this type of maintenance performed on the next category of streets with a PCI 40-60 can improve the condition of these streets and extend their life by seven (7) to ten (10) years. By extending the life of these streets, it spreads the amount of funds needed to reconstruct these streets over several bond elections.

FY2012 ORGANIZATIONAL WORKPLAN

Staff has developed the organizational workplan for FY2012. The organization vision and goals established last year will continue forward in FY2012. A copy of the workplan is attached to this budget document. A summary of some of the major components of this workplan are summarized in Charts 69 - 73 below.

CHART 69

FY2012 Workplan		
Public Amenities		
<i>Create a Master Plan and Design Scenic Point Park</i>	<i>Design and Construct Katy Park</i>	<i>Evaluate Library's Hours of Service and Operational Opportunities to Align with the Strategic Plan Adopted in 2011</i>

CHART 70

FY2012 Workplan	
Facilities	
<i>Conduct a Study for a Government Center and Bond Election</i>	<i>Evaluate Potential Location of a New Public Works Facility</i>

CHART 71

FY2012 Workplan		
Planning		
<i>Initiate a Process to Create and Adopt a Specific Area Plan</i>	<i>Initiate a Process to Revise the Rowlett Code Of Ordinances</i>	<i>Initiate a Form Based Code and Green Code Manual in Conjunction with the Water's Edge Project</i>

CHART 72

FY2012 Workplan		
Development		
<i>Evaluate and Negotiate Lease Agreement for Waters Edge project.</i>	<i>Study Tax Increment Financing District to Determine Appropriate Allocation of Property Taxes</i>	<i>Implement and Organize the City's three Municipal Management Districts</i>

CHART 73

FY2012 Workplan		
Other		
<i>Implement a Waste Collection and Disposal Services Contract which meets the needs of the Customers of Rowlett</i>	<i>Evaluate and Assess the Utilities Systems and Processes</i>	<i>Implement Year Two of Five Year Employee Benefit Strategy and Continue the Wellness Program</i>

CONCLUSION

As previously stated, the City of Rowlett has time to plan, which is the most critical resource needed, to make the difficult, yet necessary decisions regarding our future. We believe the adopted FY2012 and FY2013 planning budgets represent 24 months of stability, if surpluses above required reserves are used to bridge any revenue shortfalls in FY2013. This will result in an effort to protect the quality level of programs and services provided to our citizens for as long as possible. Further service reductions may be needed in FY2014, if revenues continue to fall or remain flat. However, we will continue to evaluate every vacancy to determine the best use of available resources. Employees will be encouraged to continue to evaluate annually services offered to ensure best value and utilize technology effectively to work smarter not harder. In addition, we can involve citizens through education and participation in developing a strategy to make the right decisions regarding what services are offered based on what the City can afford to provide.

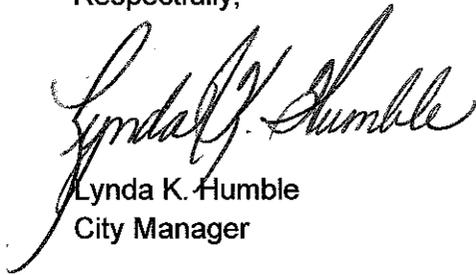
The FY2012 budget continues to remain focused on “citizen-centered” government, while continuing to create a level of affordable sustainability for the organization.

- There will be no tax increase in FY2012.
- Working fund balances and minimum fund balances, as directed by Council, will be met and maintained at all times.
- Managed competition and/or outsourcing will be considered on a limited basis in FY2012, as determined by the City Manager.
- Enterprise funds will stand on their own. If fees for service do not provide a positive contribution margin at a minimum, such programs will be considered for elimination or privatization.
- Perception by the citizens of Rowlett is important. Every City employee will be centered on customer service at all times.

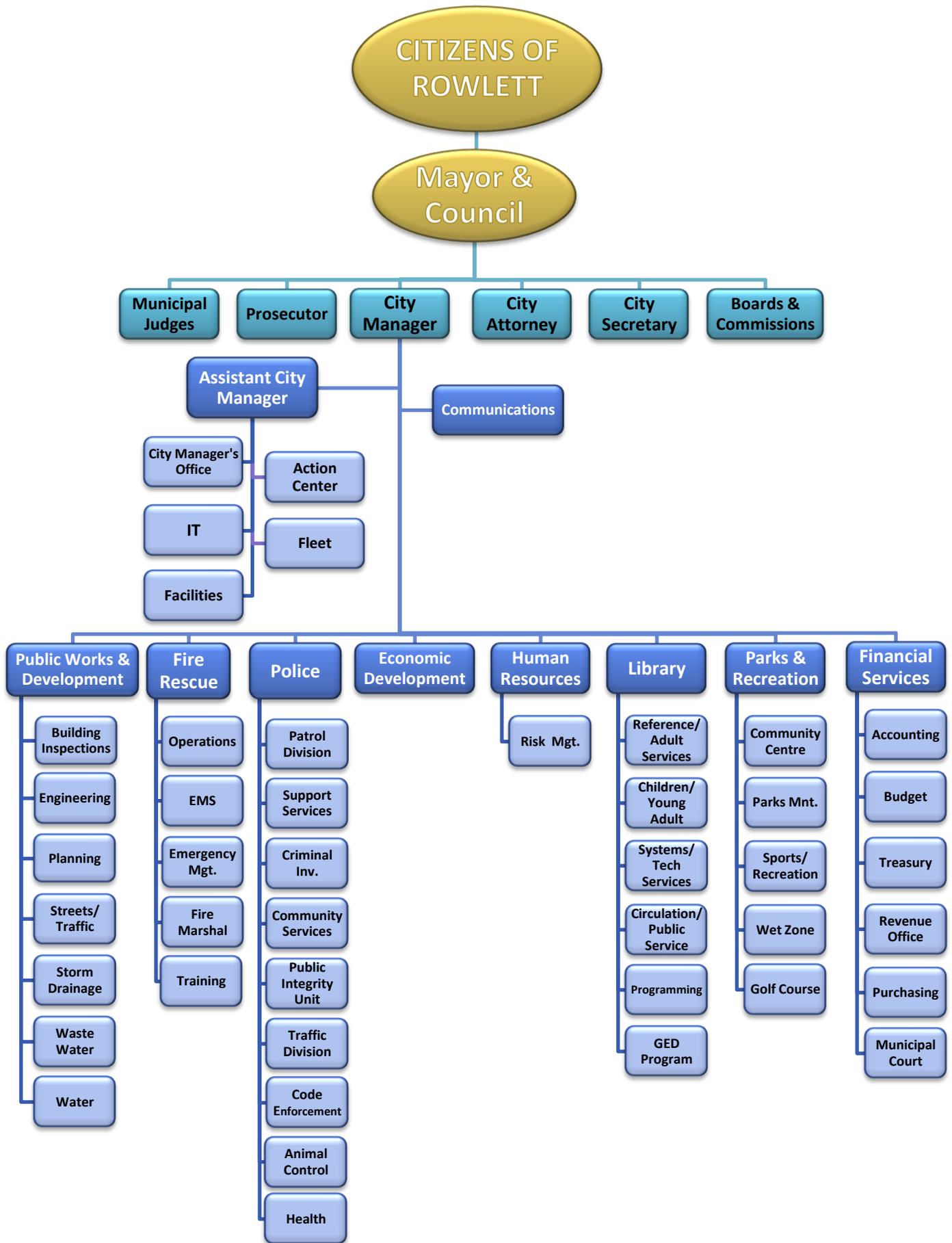
As previously noted, budgets do not build themselves. I appreciate all of the input provided by City Council and our citizens. I remain extraordinarily proud of the Executive Team and their staff who have diligently reviewed processes and found ways to better leverage existing resources and improve efficiencies on a daily basis. Their work all year long has provided the necessary reductions to cover approximately \$360,000 in revenue shortfall; reallocate resources to work toward affordable sustainability; and created surpluses that have allowed us to have a plan for 24 months of financial stability. Job well done!

I want to also extend special thanks to Brian Funderburk, Ann Honza, and Terri Doby. Brian has spent countless hours helping to develop the strategic approach implemented in FY2011 and adopted for the FY2012 and FY2013 planning budgets. Brian excels at financial strategic planning and analysis. The City of Rowlett is very fortunate to have someone of Brian's caliber as its Chief Financial Officer. Ann and Terri spend an extraordinary amount of time throughout the year on our financial reports and have worked on this document to ensure it was both accurate and easy to read.

Respectfully,



Lynda K. Humble
City Manager



**CITY OF ROWLETT
FY 2011-12
BUDGET CALENDAR**

Friday, Jan 21	Staff Budget Retreat
Tuesday, Mar 15	Equipment Replacement Schedules due (Police, Fire, Parks, IT, Fleet, and Bldg Maintenance)
Thursday, March 17	Budget Kickoff / Distribution of Budget Instruction Manuals
Thursday, March 31	Meetings with DCAD and RCAD on taxable value forecast
Friday, April 15	Complete budget submission due from staff (FY 2012 & 2013)
May	Staff meetings to review use of FY 2011 surplus and Innovations Fund
Wednesday, May 25	Preliminary Tax Roll (EVR) Due
June	City Council Retreat with new City Council
June 7	City Council Work Session on Citizen Survey Results
June 9 – 10	Utility Fund Budget Retreat
June 13 - 16	Budget meetings with CM and Departments
Monday, June 20	Draft FY 2012 Work plans & Performance measures due
Tuesday, June 21	City Council FY 2011 budget amendment to Innovations Fund
Monday, July 18	Final FY 2012 Work plans & Performance measures due
Monday, July 25	Certified Tax Roll Due
Tuesday, August 2	Proposed Budget presented to City Council
Tuesday, August 2	Proposed 5-year CIP presented to City Council
August 8, 15, 22	City Council Work Session on Budget
Tuesday, August 16	1st Public Hearing on Budget and Tax Rate
Tuesday, September 6	2nd Public Hearing on Budget and Tax Rate
Tuesday, September 20	Regular City Council Meeting
	Adopt Budget Ordinances
	Vote and adopt tax rate
Saturday, October 1	Begin Fiscal Year

CITY OF ROWLETT
FY 2011 – 12
GENERAL BUDGET PROCESS

The City's fiscal year begins on October 1st and ends on September 30th of each year. The budget process is truly a year-round endeavor. Throughout the fiscal year the Budget Officer and the Finance Department closely monitor and track the budget while preparing forecasts for all expenditures and revenues.

The budget planning process generally begins in late February or early March when the Budget Officer develops a Budget Calendar and departments are given preliminary direction from the City Manager regarding appropriate budget guidelines and strategy. The Budget Instruction Manual is distributed to officially begin the annual budget process.

Budget proposals are due from every department at the beginning of May. Throughout May and June, proposals are reviewed jointly by the City Manager's Office, Finance staff and departments.

In late July the certified tax roll is released from the Dallas Central Appraisal District and the Rockwall County Appraisal District. This information provides the City a firm estimate of the property tax revenues that can be expected in the coming year.

This review process culminates in the crafting of a proposed budget, which is submitted to the City Council in early August. In August and September the City Council discusses the budget at Council Work Sessions and Meetings. Two public hearings are held in late August and early September. The tax rate ordinance and budget ordinance is voted upon at the second City Council meeting in September.

The fiscal year begins on October 1st. By mid-November the completed Budget Document is distributed and made available to the public.

CITY OF ROWLETT
FY 2011 - 12
DESCRIPTION OF FUND STRUCTURE

The financial structure of the budget is organized by funds. A fund is generally defined as a fiscal and accounting entity which has its own self-balancing set of accounts for recording cash and other financial resources, as well as any liabilities or residual equities or balances. Normally, funds are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

The two types of funds utilized in this budget are Governmental and Proprietary. Governmental funds are used for most government activities, while Proprietary funds are based on the premise that the city service should be conducted as a business with user fees covering expenses. Listed below are descriptions of the funds maintained by the City.

The budgets for the Governmental Funds are prepared on the modified accrual basis of accounting. Under this basis of accounting, revenues are recognized when they become both available and measurable except where the accrual basis is specified by generally accepted accounting principles. Expenditures being recognized when the services or goods are received and the liabilities are incurred. Budgets for the Proprietary Funds are prepared on the full accrual basis of accounting under which transactions are recognized when they occur regardless of timing or related cash flows.

Budgetary control is maintained at the department level in each departmental budget, and encumbrances are entered at the time a purchase order is issued. Open encumbrances are recorded as reservations of fund balance as of September 30 of each year, and the subsequent year's budget is increased to reflect these carried-forward encumbrances. Unspent and unencumbered appropriations lapse at the end of the fiscal year, except for capital projects.

GOVERNMENTAL TYPE FUNDS

General Fund – the general operating fund for the City. Revenues include: property, sales and other taxes, franchise fees, fines, licenses and fees for services. Operating expenditures provide support for most traditional tax-supported municipal services, such as Public Safety, Parks and Recreation, Libraries, Administration, Planning and Zoning, Neighborhood Services and Public Works operations.

Special Revenue Funds – account for the accumulation and disbursement of legally restricted resources to expenditures for a specific purpose. Funds under this category include the Economic Development Fund, Traffic Safety Fund, Impact Fees Fund, Police Seizure Fund, Innovations Fund, Hotel/Motel Fund, Public Education and Government Fund, Grants Fund, CDBG Fund, Golf Course Fund, Juvenile Diversion Fund, Court Technology Fund, Court Security Fund, and the Tax Increment Financing Fund.

Debt Service Funds – account for the accumulation of resources for expenditures related to general long-term debt, including principal, interest, and other related costs. The resources are generated by a tax levy based on property values and are used to pay debts incurred through the sale of bonds, certificates of obligation, notes payable and other debt instruments. The bonds finance long-term capital improvements to streets, parks, buildings and other infrastructure.

CITY OF ROWLETT
FY 2011 - 12
DESCRIPTION OF FUND STRUCTURE

Capital Project Funds – account for the accumulation of resources designated to construct or acquire capital facilities and improvements. Resources include proceeds from sales of general obligation bonds, certificates of obligation, DART Local Assistance Funds, TxDOT funds, CDBG funds, Impact fees and transfers from operating funds.

PROPRIETARY TYPE FUNDS

Enterprise Funds – account for operations that are financed and operated in a manner similar to private business; the intent of the City is to provide goods or services to the general public on a continuing basis that will be financed or recovered through user charges. The City maintains the following Enterprise Funds: Utility Fund (Water and Wastewater), Refuse Fund and Drainage Fund.

Internal Service Funds – funds designed to account for goods or services provided by one city department for another. The City's Internal Service Fund is the Employee Benefits Fund. Charges are billed to departments to recover costs that are incurred.



**CITY OF ROWLETT
FY 2011-12
COMBINED FUND SUMMARY**

Description	Governmental Funds				Enterprise Funds			Impact Fees Fund	Police Seizure Fund	Innovations Fund
	General Fund	Economic Development	Debt Service Fund	Capital Projects Fund	Utility Fund	Refuse Fund	Drainage Fund			
Beginning Resources	\$ 5,375,891	\$ 70,036	\$ 208,731	\$ 507,758	\$ 3,773,501	\$ 314,308	\$ 982,847	\$ 455,597	\$ 121,679	\$ 660,354
Current Revenues:										
Tax Revenues	19,854,631	-	8,045,463	-	-	-	-	-	-	-
Franchise Fees	3,018,276	-	-	-	-	-	-	-	-	-
Licenses and Permits	434,552	1,500	-	-	-	-	-	31,000	-	-
Charges for Service	2,428,657	-	-	-	23,609,875	4,544,951	1,319,680	-	-	-
Fines and Forfeitures	1,307,006	-	-	-	-	-	-	-	-	-
Other	533,633	250	13,293	-	126,172	5,695	734	13,357	100,550	-
Total Current Revenues	27,576,755	1,750	8,058,756	-	23,736,047	4,550,646	1,320,414	44,357	100,550	-
Other Sources:										
Transfers In	4,534,209	314,944	937,965	3,200,000	289,397	-	-	-	-	-
Total Revenues & Transfers In	32,110,964	316,694	8,996,721	3,200,000	24,025,444	4,550,646	1,320,414	44,357	100,550	-
USES OF FUNDS:										
Current Expenditures:										
Personnel Costs	22,680,207	202,810	-	176,509	2,068,381	-	107,109	-	-	-
Supplies	1,597,367	4,450	-	-	310,284	-	53,681	-	125,000	-
Purchase Services	6,560,999	131,110	135,499	-	10,109,657	3,074,287	70,768	-	-	229,339
Capital Outlay	272,000	-	-	250,000	208,703	-	-	-	-	53,000
Capital Improvements	-	-	-	2,988,491	550,000	-	583,502	30,000	-	-
Debt Service	-	-	8,814,969	-	5,117,984	-	377,439	-	-	-
Total Current Expenditures	31,110,573	338,370	8,950,468	3,415,000	18,365,009	3,074,287	1,192,499	30,000	125,000	282,339
Other Uses:										
Transfers Out	1,156,722	-	-	-	5,450,428	1,469,179	353,877	-	-	-
Total Expenditures & Uses	32,267,295	338,370	8,950,468	3,415,000	23,815,437	4,543,466	1,546,376	30,000	125,000	282,339
Ending Resources	\$ 5,219,560	\$ 48,360	\$ 254,984	\$ 292,758	\$ 3,983,508	\$ 321,488	\$ 756,885	\$ 469,954	\$ 97,229	\$ 378,015
% of Expenditures	16.8%	14.3%	2.8%	8.6%	21.7%	10.5%	63.5%	1566.5%	77.8%	0.0%

**CITY OF ROWLETT
FY 2011-12
COMBINED FUND SUMMARY**

Hotel/Motel Fund	PEG Fund	Special Revenue Funds								Internal Service Funds	Combined Total
		Grants Fund	CDBG Fund	TIF Fund	Juvenile Diversion Fund	Court Technology Fund	Court Security Fund	Traffic Safety Fund	Golf Course Fund	Employee Benefits Fund	
\$ -	\$ 22,530	\$ -	\$ 20,476	\$ 1,000	\$ 98,044	\$ 227,048	\$ 55,356	\$ 32,391	\$ 496,376	\$ 838,569	\$ 14,262,492
47,698	-	-	-	290,845	-	-	-	-	-	-	28,238,637
-	85,042	-	-	-	-	-	-	-	-	-	3,103,318
-	-	-	-	-	-	-	-	-	-	-	467,052
-	-	-	-	-	41,602	33,670	25,044	297,458	-	3,306,590	35,209,753
577	-	24,590	217,245	-	-	-	-	468	595,847	10,000	1,704,780
48,275	85,042	24,590	217,245	290,845	41,602	33,670	25,044	297,926	595,847	3,316,590	70,365,951
-	-	-	-	-	-	-	-	-	-	-	9,276,515
48,275	85,042	24,590	217,245	290,845	41,602	33,670	25,044	297,926	595,847	3,316,590	79,642,466
11,484	67,779	24,590	-	-	73,136	-	24,851	1,838	-	-	25,438,694
6,300	-	-	-	-	-	-	-	-	-	-	2,097,082
24,965	-	-	22,000	-	-	33,670	-	296,088	10,000	3,316,590	24,014,972
-	-	-	-	-	-	-	-	-	-	-	783,703
-	-	-	195,245	-	-	-	-	-	-	-	4,347,238
-	-	-	-	-	-	-	-	-	-	-	14,310,392
42,749	67,779	24,590	217,245	-	73,136	33,670	24,851	297,926	10,000	3,316,590	\$ 70,992,081
-	-	-	-	290,845	-	-	-	-	555,464	-	9,276,515
42,749	67,779	24,590	217,245	290,845	73,136	33,670	24,851	297,926	565,464	3,316,590	80,268,596
\$ 5,526	\$ 39,793	\$ -	\$ 20,476	\$ 1,000	\$ 66,510	\$ 227,048	\$ 55,549	\$ 32,391	\$ 526,759	\$ 838,569	\$ 13,636,362
12.9%	58.7%	0.0%	9.4%	0.0%	90.9%	674.3%	223.5%	10.9%	5267.6%	25.3%	19.2%

**CITY OF ROWLETT
FY 2012-13
COMBINED FUND SUMMARY**

Description	Governmental Funds				Enterprise Funds			Impact Fees Fund	Police Seizure Fund	Innovations Fund
	General Fund	Economic Development	Debt Service Fund	Capital Projects Fund	Utility Fund	Refuse Fund	Drainage Fund			
Beginning Resources	\$ 5,219,560	\$ 48,360	\$ 254,984	\$ 292,758	\$ 3,983,508	\$ 321,488	\$ 756,885	\$ 469,954	\$ 97,229	\$ 378,015
Current Revenues:										
Tax Revenues	19,854,631	-	7,649,425	-	-	-	-	-	-	-
Franchise Fees	3,058,509	-	-	-	-	-	-	-	-	-
Licenses and Permits	442,723	1,500	-	-	-	-	-	31,000	-	-
Charges for Service	2,482,696	-	-	-	24,218,133	4,658,575	1,332,877	-	-	-
Fines and Forfeitures	1,307,006	-	-	-	-	-	-	-	-	-
Other	534,027	250	13,293	-	126,172	5,695	734	13,357	100,550	-
Total Current Revenues	27,679,592	1,750	7,662,718	-	24,344,305	4,664,270	1,333,611	44,357	100,550	-
Other Sources:										
Transfers In	4,560,112	314,944	939,352	3,200,000	139,397	-	-	-	-	-
Total Revenues & Transfers In	32,239,704	316,694	8,602,070	3,200,000	24,483,702	4,664,270	1,333,611	44,357	100,550	-
USES OF FUNDS:										
Current Expenditures:										
Personnel Costs	23,008,820	203,460	-	179,853	2,084,005	-	108,033	-	-	-
Supplies	1,606,590	4,450	-	-	310,284	-	47,270	-	100,550	-
Purchase Services	6,812,780	131,110	138,632	-	10,690,716	3,150,227	70,768	-	-	-
Capital Outlay	272,000	-	-	250,000	208,703	-	-	-	-	-
Capital Improvements	-	-	-	3,027,905	550,000	-	335,502	30,000	-	-
Debt Service	-	-	8,469,018	-	5,117,984	-	378,902	-	-	-
Total Current Expenditures	31,700,190	339,020	8,607,650	3,457,758	18,961,692	3,150,227	940,475	30,000	100,550	-
Other Uses:										
Transfers Out	1,156,722	-	-	-	5,476,331	1,470,566	353,877	-	-	-
Total Expenditures & Uses	32,856,912	339,020	8,607,650	3,457,758	24,438,023	4,620,793	1,294,352	30,000	100,550	-
Ending Resources	\$ 4,602,352	\$ 26,034	\$ 249,404	\$ 35,000	\$ 4,029,187	\$ 364,965	\$ 796,144	\$ 484,311	\$ 97,229	\$ 378,015
% of Expenditures	14.5%	7.7%	2.9%	1.0%	21.2%	11.6%	84.7%	1614.4%	0.0%	0.0%

**CITY OF ROWLETT
FY 2012-13
COMBINED FUND SUMMARY**

Hotel/Motel Fund	PEG Fund	Special Revenue Funds								Internal Service Funds	Combined Total
		Grants Fund	CDBG Fund	TIF Fund	Juvenile Diversion Fund	Court Technology Fund	Court Security Fund	Traffic Safety Fund	Golf Course Fund	Employee Benefits Fund	
\$ 5,526	\$ 39,793	\$ -	\$ 20,476	\$ 1,000	\$ 66,510	\$ 227,048	\$ 55,549	\$ 32,391	\$ 526,759	\$ 838,569	\$ 13,636,362
47,175	-	-	-	290,845	-	-	-	-	-	-	27,842,076
-	85,042	-	-	-	-	-	-	-	-	-	3,143,551
-	-	-	-	-	-	-	-	-	-	-	475,223
-	-	-	-	-	41,602	33,670	25,044	297,458	-	3,306,590	35,998,871
577	-	24,590	217,245	-	-	-	-	468	600,628	10,000	1,704,780
47,752	85,042	24,590	217,245	290,845	41,602	33,670	25,044	297,926	600,628	3,316,590	70,812,087
-	-	-	-	-	-	-	-	-	-	-	9,153,805
47,752	85,042	24,590	217,245	290,845	41,602	33,670	25,044	297,926	600,628	3,316,590	79,965,892
11,484	68,200	24,590	-	-	73,542	-	24,851	1,838	-	-	25,788,676
6,300	-	-	-	-	-	-	-	-	-	-	2,075,444
24,965	-	-	22,000	-	-	33,670	-	296,088	10,000	3,316,590	24,697,546
-	-	-	-	-	-	-	-	-	-	-	730,703
-	-	-	195,245	-	-	-	-	-	-	-	4,138,652
-	-	-	-	-	-	-	-	-	-	-	13,965,904
42,749	68,200	24,590	217,245	-	73,542	33,670	24,851	297,926	10,000	3,316,590	71,396,925
-	-	-	-	290,845	-	-	-	-	405,464	-	9,153,805
42,749	68,200	24,590	217,245	290,845	73,542	33,670	24,851	297,926	415,464	3,316,590	80,550,730
\$ 10,529	\$ 56,635	\$ -	\$ 20,476	\$ 1,000	\$ 34,570	\$ 227,048	\$ 55,742	\$ 32,391	\$ 711,923	\$ 838,569	\$ 13,051,524
24.6%	83.0%	0.0%	9.4%	0.0%	0.0%	0.0%	0.0%	10.9%	0.0%	0.0%	18.3%

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

FUND SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$5,397,016	\$6,369,845	\$6,369,845	\$6,633,322	\$5,375,891	\$5,219,560
Current Revenues:						
Tax Revenues	22,631,932	21,527,355	21,527,355	21,585,355	19,854,631	19,854,631
Franchise Fees	2,930,137	2,911,231	2,911,231	2,979,231	3,018,276	3,058,509
Licenses and Permits	435,164	426,770	426,770	465,441	434,552	442,723
Charges for Service	2,418,512	2,410,953	2,410,953	2,227,332	2,428,657	2,482,696
Fines and Forfeitures	1,971,144	1,507,006	1,507,006	1,307,006	1,307,006	1,307,006
Other	739,352	533,243	533,243	598,344	533,633	534,027
Transfers In	4,372,178	4,479,845	4,479,845	4,479,845	4,534,209	4,560,112
Total Current Revenues	<u>35,498,419</u>	<u>33,796,403</u>	<u>33,796,403</u>	<u>33,642,554</u>	<u>32,110,964</u>	<u>32,239,704</u>
Total Available Resources	<u>40,895,435</u>	<u>40,166,248</u>	<u>40,166,248</u>	<u>40,275,876</u>	<u>37,486,855</u>	<u>37,459,264</u>
Expenditures:						
Personnel Services	22,798,481	23,114,972	23,119,972	22,831,882	22,680,207	23,008,820
Supplies	1,565,798	1,690,650	1,690,650	1,690,650	1,597,367	1,606,590
Purchase Services	7,680,316	7,787,726	7,677,726	7,677,726	6,560,999	6,812,780
Capital Outlay	1,177,491	162,242	162,242	162,242	272,000	272,000
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	1,040,027	2,341,154	2,026,154	2,537,485	1,156,722	1,156,722
Total Expenditures	<u>34,262,113</u>	<u>35,096,744</u>	<u>34,676,744</u>	<u>34,899,985</u>	<u>32,267,295</u>	<u>32,856,912</u>
Ending Resources	<u>\$6,633,322</u>	<u>\$5,069,504</u>	<u>\$5,489,504</u>	<u>\$5,375,891</u>	<u>\$5,219,560</u>	<u>\$4,602,352</u>

**CITY OF ROWLETT
FY 2011-12
ECONOMIC DEVELOPMENT FUND**

FUND SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 85,890	\$ 67,423	\$ 67,423	\$ 104,499	\$ 70,036	\$ 48,360
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	3,400	3,400	3,400	1,500	1,500
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	802	1,000	1,000	1,000	250	250
Transfers In	303,470	290,740	290,740	290,740	314,944	314,944
Total Current Revenues	<u>304,272</u>	<u>295,140</u>	<u>295,140</u>	<u>295,140</u>	<u>316,694</u>	<u>316,694</u>
Total Available Resources	<u>390,162</u>	<u>362,563</u>	<u>362,563</u>	<u>399,639</u>	<u>386,730</u>	<u>365,054</u>
Expenditures:						
Personnel Services	169,883	177,148	177,148	177,148	202,810	203,460
Supplies	3,796	4,450	4,450	4,450	4,450	4,450
Purchase Services	111,984	148,005	148,005	148,005	131,110	131,110
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>285,663</u>	<u>329,603</u>	<u>329,603</u>	<u>329,603</u>	<u>338,370</u>	<u>339,020</u>
Ending Resources	<u>\$ 104,499</u>	<u>\$ 32,960</u>	<u>\$ 32,960</u>	<u>\$ 70,036</u>	<u>\$ 48,360</u>	<u>\$ 26,034</u>

**CITY OF ROWLETT
FY 2011-12
DEBT SERVICE FUND**

FUND SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 388,835	\$ 247,588	\$ 247,588	\$ 234,354	\$ 208,731	\$ 254,984
Current Revenues:						
Tax Revenues	7,989,708	8,064,580	8,064,580	8,064,580	8,045,463	7,649,425
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	13,286	15,786	15,786	15,786	13,293	13,293
Transfers In	932,969	923,282	923,282	923,282	937,965	939,352
Total Current Revenues	<u>8,935,963</u>	<u>9,003,648</u>	<u>9,003,648</u>	<u>9,003,648</u>	<u>8,996,721</u>	<u>8,602,070</u>
Total Available Resources	<u>9,324,798</u>	<u>9,251,236</u>	<u>9,251,236</u>	<u>9,238,002</u>	<u>9,205,452</u>	<u>8,857,054</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	327,048	145,224	145,224	145,224	135,499	138,632
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	8,763,396	8,884,047	8,884,047	8,884,047	8,814,969	8,469,018
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>9,090,444</u>	<u>9,029,271</u>	<u>9,029,271</u>	<u>9,029,271</u>	<u>8,950,468</u>	<u>8,607,650</u>
Ending Resources	<u>\$ 234,354</u>	<u>\$ 221,965</u>	<u>\$ 221,965</u>	<u>\$ 208,731</u>	<u>\$ 254,984</u>	<u>\$ 249,404</u>

**CITY OF ROWLETT
FY 2011-12
UTILITY FUND**

FUND SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 4,113,433	\$ 4,365,568	\$ 4,365,568	\$ 3,759,940	\$ 3,773,501	\$ 3,983,508
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	21,429,738	22,931,271	22,931,271	22,944,408	23,609,875	24,218,133
Fines & Forfeitures	-	-	-	-	-	-
Other	27,566	124,923	124,923	124,923	126,172	126,172
Transfers In	139,397	139,397	139,397	139,397	289,397	139,397
Total Current Revenues	<u>21,596,701</u>	<u>23,195,591</u>	<u>23,195,591</u>	<u>23,208,728</u>	<u>24,025,444</u>	<u>24,483,702</u>
Total Available Resources	<u>25,710,134</u>	<u>27,561,159</u>	<u>27,561,159</u>	<u>26,968,668</u>	<u>27,798,945</u>	<u>28,467,210</u>
Expenditures:						
Personnel Services	1,697,922	2,026,772	2,026,772	2,026,772	2,068,381	2,084,005
Supplies	258,613	314,142	314,142	314,142	310,284	310,284
Purchase Services	8,424,304	9,095,614	9,095,614	8,995,295	10,109,657	10,690,716
Capital Outlay	16,247	190,000	190,000	190,000	208,703	208,703
Capital Improvements	300,000	900,000	900,000	900,000	550,000	550,000
Debt Service	5,105,006	5,134,046	5,134,046	5,134,046	5,117,984	5,117,984
Transfers Out	6,148,102	5,634,912	5,634,912	5,634,912	5,450,428	5,476,331
Total Expenditures	<u>21,950,194</u>	<u>23,295,486</u>	<u>23,295,486</u>	<u>23,195,167</u>	<u>23,815,437</u>	<u>24,438,023</u>
Ending Resources	<u>\$ 3,759,940</u>	<u>\$ 4,265,673</u>	<u>\$ 4,265,673</u>	<u>\$ 3,773,501</u>	<u>\$ 3,983,508</u>	<u>\$ 4,029,187</u>

**CITY OF ROWLETT
FY 2011-12
REFUSE FUND**

FUND SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 782,924	\$ 743,160	\$ 743,160	\$ 715,769	\$ 314,308	\$ 321,488
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	4,482,505	4,549,291	4,549,291	4,470,039	4,544,951	4,658,575
Fines & Forfeitures	-	-	-	-	-	-
Other	5,994	5,695	5,695	5,695	5,695	5,695
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>4,488,499</u>	<u>4,554,986</u>	<u>4,554,986</u>	<u>4,475,734</u>	<u>4,550,646</u>	<u>4,664,270</u>
Total Available Resources	<u>5,271,423</u>	<u>5,298,146</u>	<u>5,298,146</u>	<u>5,191,503</u>	<u>4,864,954</u>	<u>4,985,758</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	2,995,101	3,059,723	3,059,723	3,059,723	3,074,287	3,150,227
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	238,030	239,949	239,949	239,949	241,656	243,043
Transfers Out	1,322,523	1,577,523	1,577,523	1,577,523	1,227,523	1,227,523
Total Expenditures	<u>4,555,654</u>	<u>4,877,195</u>	<u>4,877,195</u>	<u>4,877,195</u>	<u>4,543,466</u>	<u>4,620,793</u>
Ending Resources	<u>\$ 715,769</u>	<u>\$ 420,951</u>	<u>\$ 420,951</u>	<u>\$ 314,308</u>	<u>\$ 321,488</u>	<u>\$ 364,965</u>

**CITY OF ROWLETT
FY 2011-12
DRAINAGE FUND**

FUND SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 709,857	\$ 602,689	\$ 602,689	\$ 976,482	\$ 982,847	\$ 756,885
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	1,305,614	1,306,614	1,306,614	1,306,614	1,319,680	1,332,877
Fines & Forfeitures	-	-	-	-	-	-
Other	870	734	734	734	734	734
Transfer In	-	-	-	-	-	-
Total Current Revenues	<u>1,306,484</u>	<u>1,307,348</u>	<u>1,307,348</u>	<u>1,307,348</u>	<u>1,320,414</u>	<u>1,333,611</u>
Total Available Resources	<u>2,016,341</u>	<u>1,910,037</u>	<u>1,910,037</u>	<u>2,283,830</u>	<u>2,303,261</u>	<u>2,090,496</u>
Expenditures:						
Personnel Services	104,217	106,635	106,635	106,635	107,109	108,033
Supplies	9,155	53,831	53,831	53,831	53,681	47,270
Purchase Services	36,177	75,837	75,837	75,837	70,768	70,768
Capital Outlay	-	-	-	-	-	-
Capital Improvements	335,502	335,502	335,502	335,502	583,502	335,502
Debt Service	200,931	375,301	375,301	375,301	377,439	378,902
Transfers Out	353,877	353,877	353,877	353,877	353,877	353,877
Total Expenditures	<u>1,039,859</u>	<u>1,300,983</u>	<u>1,300,983</u>	<u>1,300,983</u>	<u>1,546,376</u>	<u>1,294,352</u>
Ending Resources	<u>\$ 976,482</u>	<u>\$ 609,054</u>	<u>\$ 609,054</u>	<u>\$ 982,847</u>	<u>\$ 756,885</u>	<u>\$ 796,144</u>

**CITY OF ROWLETT
FY 2011-12
IMPACT FEES FUND**

FUND SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 1,977,525	\$ 587,420	\$ 587,420	\$ 602,240	\$ 455,597	\$ 469,954
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	20,962	28,285	28,285	28,285	31,000	31,000
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	11,411	13,357	13,357	13,357	13,357	13,357
Transfer In	-	-	-	-	-	-
Total Current Revenues	<u>32,373</u>	<u>41,642</u>	<u>41,642</u>	<u>41,642</u>	<u>44,357</u>	<u>44,357</u>
Total Available Resources	<u>2,009,898</u>	<u>629,062</u>	<u>629,062</u>	<u>643,882</u>	<u>499,954</u>	<u>514,311</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	67,658	28,285	28,285	28,285	30,000	30,000
Debt Service	-	-	-	-	-	-
Transfers Out	1,340,000	160,000	160,000	160,000	-	-
Total Expenditures	<u>1,407,658</u>	<u>188,285</u>	<u>188,285</u>	<u>188,285</u>	<u>30,000</u>	<u>30,000</u>
Ending Resources	<u>\$ 602,240</u>	<u>\$ 440,777</u>	<u>\$ 440,777</u>	<u>\$ 455,597</u>	<u>\$ 469,954</u>	<u>\$ 484,311</u>

**CITY OF ROWLETT
FY 2011-12
POLICE SEIZURE FUND**

FUND SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 265,637	\$ 175,656	\$ 175,656	\$ 270,915	\$ 121,679	\$ 97,229
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	273,584	100,764	100,764	100,764	100,550	100,550
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>273,584</u>	<u>100,764</u>	<u>100,764</u>	<u>100,764</u>	<u>100,550</u>	<u>100,550</u>
Total Available Resources	<u>539,221</u>	<u>276,420</u>	<u>276,420</u>	<u>371,679</u>	<u>222,229</u>	<u>197,779</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	181,658	250,000	250,000	250,000	125,000	100,550
Purchase Services	81,119	-	-	-	-	-
Capital Outlay	5,529	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>268,306</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>125,000</u>	<u>100,550</u>
Ending Resources	<u>\$ 270,915</u>	<u>\$ 26,420</u>	<u>\$ 26,420</u>	<u>\$ 121,679</u>	<u>\$ 97,229</u>	<u>\$ 97,229</u>

**CITY OF ROWLETT
FY 2011-12
INNOVATIONS FUND**

FUND SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 146,717	\$ 55,000	\$ 55,000	\$ 715,957	\$ 660,354	\$ 378,015
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	3,009	-	-	-	-	-
Transfers In	785,000	1,745,000	1,430,000	1,430,000	-	-
Total Current Revenues	<u>788,009</u>	<u>1,745,000</u>	<u>1,430,000</u>	<u>1,430,000</u>	-	-
Total Available Resources	<u>934,726</u>	<u>1,800,000</u>	<u>1,485,000</u>	<u>2,145,957</u>	<u>660,354</u>	<u>378,015</u>
Expenditures:						
Personnel Services	-	107,615	107,615	107,615	-	-
Supplies	-	-	-	-	-	-
Purchase Services	123,190	410,259	697,041	1,030,567	229,339	-
Capital Outlay	95,579	53,000	323,000	347,421	53,000	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>218,769</u>	<u>570,874</u>	<u>1,127,656</u>	<u>1,485,603</u>	<u>282,339</u>	-
Ending Resources	<u>\$ 715,957</u>	<u>\$ 1,229,126</u>	<u>\$ 357,344</u>	<u>\$ 660,354</u>	<u>\$ 378,015</u>	<u>\$ 378,015</u>

**CITY OF ROWLETT
FY 2011-12
HOTEL MOTEL FUND**

FUND SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 78,684	\$ -	\$ -	\$ (6,336)	\$ -	\$ 5,526
Current Revenues:						
Tax Revenues	38,118	43,773	43,773	50,109	47,698	47,175
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	407	577	577	577	577	577
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>38,525</u>	<u>44,350</u>	<u>44,350</u>	<u>50,686</u>	<u>48,275</u>	<u>47,752</u>
Total Available Resources	<u>117,209</u>	<u>44,350</u>	<u>44,350</u>	<u>44,350</u>	<u>48,275</u>	<u>53,278</u>
Expenditures:						
Personnel Services	11,991	12,085	12,085	12,085	11,484	11,484
Supplies	26,878	7,300	7,300	7,300	6,300	6,300
Purchase Services	84,676	24,965	24,965	24,965	24,965	24,965
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>123,545</u>	<u>44,350</u>	<u>44,350</u>	<u>44,350</u>	<u>42,749</u>	<u>42,749</u>
Ending Resources	<u>\$ (6,336)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,526</u>	<u>\$ 10,529</u>

**CITY OF ROWLETT
FY 2011-12
PEG FUND**

FUND SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 22,139	\$ 1,767	\$ 1,767	\$ 9,017	\$ 22,530	\$ 39,793
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	85,328	78,285	78,285	78,285	85,042	85,042
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>85,328</u>	<u>78,285</u>	<u>78,285</u>	<u>78,285</u>	<u>85,042</u>	<u>85,042</u>
Total Available Resources	<u>107,467</u>	<u>80,052</u>	<u>80,052</u>	<u>87,302</u>	<u>107,572</u>	<u>124,835</u>
Expenditures:						
Personnel Services	62,104	64,772	64,772	64,772	67,779	68,200
Supplies	1,385	-	-	-	-	-
Purchase Services	168	-	-	-	-	-
Capital Outlay	34,793	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>98,450</u>	<u>64,772</u>	<u>64,772</u>	<u>64,772</u>	<u>67,779</u>	<u>68,200</u>
Ending Resources	<u>\$ 9,017</u>	<u>\$ 15,280</u>	<u>\$ 15,280</u>	<u>\$ 22,530</u>	<u>\$ 39,793</u>	<u>\$ 56,635</u>

**CITY OF ROWLETT
FY 2011-12
GRANTS FUND**

FUND SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ -	\$ -	\$ -	\$ (331,325)	\$ -	\$ -
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	321,196	17,035	17,035	348,360	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	-	24,590	24,590	24,590	24,590	24,590
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>321,196</u>	<u>41,625</u>	<u>41,625</u>	<u>372,950</u>	<u>24,590</u>	<u>24,590</u>
Total Available Resources	<u>321,196</u>	<u>41,625</u>	<u>41,625</u>	<u>41,625</u>	<u>24,590</u>	<u>24,590</u>
Expenditures:						
Personnel Services	104,985	24,590	24,590	24,590	24,590	24,590
Supplies	46,746	17,035	17,035	17,035	-	-
Purchase Services	13,659	-	-	-	-	-
Capital Outlay	487,131	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>652,521</u>	<u>41,625</u>	<u>41,625</u>	<u>41,625</u>	<u>24,590</u>	<u>24,590</u>
Ending Resources	<u>\$ (331,325)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF ROWLETT
FY 2011-12
CDBG FUND**

FUND SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ (108,744)	\$ -	\$ -	\$ 20,976	\$ 20,476	\$ 20,476
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	619,654	217,245	217,245	216,745	217,245	217,245
Transfer In	-	-	-	-	-	-
Total Current Revenues	<u>619,654</u>	<u>217,245</u>	<u>217,245</u>	<u>216,745</u>	<u>217,245</u>	<u>217,245</u>
Total Available Resources	<u>510,910</u>	<u>217,245</u>	<u>217,245</u>	<u>237,721</u>	<u>237,721</u>	<u>237,721</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	22,500	22,000	22,000	22,000	22,000	22,000
Capital Outlay	-	-	-	-	-	-
Capital Improvements	467,434	195,245	195,245	195,245	195,245	195,245
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>489,934</u>	<u>217,245</u>	<u>217,245</u>	<u>217,245</u>	<u>217,245</u>	<u>217,245</u>
Ending Resources	<u>\$ 20,976</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,476</u>	<u>\$ 20,476</u>	<u>\$ 20,476</u>

**CITY OF ROWLETT
FY 2011-12
TAX INCREMENT FINANCING FUND**

FUND SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Current Revenues:						
Tax Revenues	306,425	293,783	293,783	293,783	290,845	290,845
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	30	-	-	-	-	-
Transfer In	-	-	-	-	-	-
Total Current Revenues	<u>306,455</u>	<u>293,783</u>	<u>293,783</u>	<u>293,783</u>	<u>290,845</u>	<u>290,845</u>
Total Available Resources	<u>307,455</u>	<u>294,783</u>	<u>294,783</u>	<u>294,783</u>	<u>291,845</u>	<u>291,845</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	306,455	293,783	293,783	293,783	290,845	290,845
Total Expenditures	<u>306,455</u>	<u>293,783</u>	<u>293,783</u>	<u>293,783</u>	<u>290,845</u>	<u>290,845</u>
Ending Resources	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>

**CITY OF ROWLETT
FY 2011-12
JUVENILE DIVERSION FUND**

FUND SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 90,360	\$ 102,710	\$ 102,710	\$ 105,297	\$ 98,044	\$ 66,510
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	77,008	58,696	58,696	58,696	41,602	41,602
Other	753	-	-	-	-	-
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>77,761</u>	<u>58,696</u>	<u>58,696</u>	<u>58,696</u>	<u>41,602</u>	<u>41,602</u>
Total Available Resources	<u>168,121</u>	<u>161,406</u>	<u>161,406</u>	<u>163,993</u>	<u>139,646</u>	<u>108,112</u>
Expenditures:						
Personnel Services	62,824	65,949	65,949	65,949	73,136	73,542
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>62,824</u>	<u>65,949</u>	<u>65,949</u>	<u>65,949</u>	<u>73,136</u>	<u>73,542</u>
Ending Resources	<u>\$ 105,297</u>	<u>\$ 95,457</u>	<u>\$ 95,457</u>	<u>\$ 98,044</u>	<u>\$ 66,510</u>	<u>\$ 34,570</u>

**CITY OF ROWLETT
FY 2011-12
COURT TECHNOLOGY FUND**

FUND SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 214,091	\$ 211,979	\$ 211,979	\$ 224,240	\$ 227,048	\$ 227,048
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	62,198	47,134	47,134	47,134	33,670	33,670
Other	1,384	-	-	-	-	-
Transfer In	-	-	-	-	-	-
Total Current Revenues	<u>63,582</u>	<u>47,134</u>	<u>47,134</u>	<u>47,134</u>	<u>33,670</u>	<u>33,670</u>
Total Available Resources	<u>277,673</u>	<u>259,113</u>	<u>259,113</u>	<u>271,374</u>	<u>260,718</u>	<u>260,718</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	26,317	-	-	-	-	-
Purchase Services	10,631	44,326	44,326	44,326	33,670	33,670
Capital Outlay	16,485	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>53,433</u>	<u>44,326</u>	<u>44,326</u>	<u>44,326</u>	<u>33,670</u>	<u>33,670</u>
Ending Resources	<u>\$ 224,240</u>	<u>\$ 214,787</u>	<u>\$ 214,787</u>	<u>\$ 227,048</u>	<u>\$ 227,048</u>	<u>\$ 227,048</u>

**CITY OF ROWLETT
FY 2011-12
COURT SECURITY FUND**

FUND SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 69,524	\$ 101,042	\$ 101,042	\$ 76,353	\$ 55,356	\$ 55,549
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	46,457	36,269	36,269	20,769	25,044	25,044
Other	545	-	-	-	-	-
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>47,002</u>	<u>36,269</u>	<u>36,269</u>	<u>20,769</u>	<u>25,044</u>	<u>25,044</u>
Total Available Resources	<u>116,526</u>	<u>137,311</u>	<u>137,311</u>	<u>97,122</u>	<u>80,400</u>	<u>80,593</u>
Expenditures:						
Personnel Services	39,343	16,203	16,203	41,766	24,851	24,851
Supplies	-	-	-	-	-	-
Purchase Services	830	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>40,173</u>	<u>16,203</u>	<u>16,203</u>	<u>41,766</u>	<u>24,851</u>	<u>24,851</u>
Ending Resources	<u>\$ 76,353</u>	<u>\$ 121,108</u>	<u>\$ 121,108</u>	<u>\$ 55,356</u>	<u>\$ 55,549</u>	<u>\$ 55,742</u>

**CITY OF ROWLETT
FY 2011-12
TRAFFIC SAFETY FUND**

FUND SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 38,981	\$ 39,449	\$ 39,449	\$ 31,923	\$ 32,391	\$ 32,391
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	363,218	348,068	348,068	348,068	297,458	297,458
Other	380	468	468	468	468	468
Transfer In	-	-	-	-	-	-
Total Current Revenues	<u>363,598</u>	<u>348,536</u>	<u>348,536</u>	<u>348,536</u>	<u>297,926</u>	<u>297,926</u>
Total Available Resources	<u>402,579</u>	<u>387,985</u>	<u>387,985</u>	<u>380,459</u>	<u>330,317</u>	<u>330,317</u>
Expenditures:						
Personnel Services	9,548	1,838	1,838	1,838	1,838	1,838
Supplies	-	-	-	-	-	-
Purchase Services	361,108	346,230	346,230	346,230	296,088	296,088
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>370,656</u>	<u>348,068</u>	<u>348,068</u>	<u>348,068</u>	<u>297,926</u>	<u>297,926</u>
Ending Resources	<u>\$ 31,923</u>	<u>\$ 39,917</u>	<u>\$ 39,917</u>	<u>\$ 32,391</u>	<u>\$ 32,391</u>	<u>\$ 32,391</u>

**CITY OF ROWLETT
FY 2011-12
GOLF FUND**

FUND SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 388,964	\$ 559,746	\$ 559,746	\$ 581,475	\$ 496,376	\$ 526,759
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	583,693	592,239	592,239	589,239	595,847	600,628
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>583,693</u>	<u>592,239</u>	<u>592,239</u>	<u>589,239</u>	<u>595,847</u>	<u>600,628</u>
Total Available Resources	<u>972,657</u>	<u>1,151,985</u>	<u>1,151,985</u>	<u>1,170,714</u>	<u>1,092,223</u>	<u>1,127,387</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	-	10,000	10,000	10,000	10,000	10,000
Capital Outlay	2,698	-	-	124,788	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	388,484	539,550	539,550	539,550	555,464	405,464
Total Expenditures	<u>391,182</u>	<u>549,550</u>	<u>549,550</u>	<u>674,338</u>	<u>565,464</u>	<u>415,464</u>
Ending Resources	<u>\$ 581,475</u>	<u>\$ 602,435</u>	<u>\$ 602,435</u>	<u>\$ 496,376</u>	<u>\$ 526,759</u>	<u>\$ 711,923</u>

**CITY OF ROWLETT
FY 2011-12
EMPLOYEE BENEFITS FUND**

FUND SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ -	\$ -	\$ -	\$ -	\$ 838,569	\$ 838,569
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	3,091,744	3,091,744	3,091,744	3,306,590	3,306,590
Fines & Forfeitures	-	-	-	-	-	-
Other	-	10,000	10,000	11,367	10,000	10,000
Transfers In	-	-	-	511,331	-	-
Total Current Revenues	-	3,101,744	3,101,744	3,614,442	3,316,590	3,316,590
Total Available Resources	-	3,101,744	3,101,744	3,614,442	4,155,159	4,155,159
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	-	3,101,744	3,101,744	2,775,873	3,316,590	3,316,590
Capital Outlay	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	-	3,101,744	3,101,744	2,775,873	3,316,590	3,316,590
Ending Resources	\$ -	\$ -	\$ -	\$ 838,569	\$ 838,569	\$ 838,569

**CITY OF ROWLETT
FY 2011-12
PERSONNEL SUMMARY**

Position	FY 2009-10 Actual	FY 2010-11		FY 2011-12 Adopted	Change
		Original Budget	Estimate		
<u>GENERAL FUND</u>					
<u>City Council</u>					
Mayor	0.50	0.50	0.50	0.50	-
Councilmember	3.00	3.00	3.00	3.00	-
	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>-</u>
<u>City Manager</u>					
City Manager	1.00	1.00	1.00	1.00	-
Assistant City Manager	1.00	1.00	1.00	1.00	-
Community Relations Coordinator	1.00	1.00	1.00	-	(1.00)
Community Relations Manager	-	-	-	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	-
	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>-</u>
<u>City Secretary</u>					
City Secretary	1.00	1.00	1.00	1.00	-
Assistant City Secretary	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	-	(1.00)
	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>2.00</u>	<u>(1.00)</u>
<u>Finance Administration</u>					
Director	1.00	1.00	1.00	1.00	-
Assistant Director	1.00	-	-	-	-
Budget Officer	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
	<u>4.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>-</u>
<u>Accounting</u>					
Accounting Manager	1.00	1.00	1.00	1.00	-
Senior Accountant	1.00	1.00	1.00	1.00	-
Accounting Specialist IV	1.00	1.00	1.00	1.00	-
Accounting Specialist III	1.00	1.00	1.00	1.00	-
Accounting Specialist I	1.00	1.00	1.00	-	(1.00)
	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>4.00</u>	<u>(1.00)</u>
<u>Municipal Court</u>					
Administrator	1.00	1.00	1.00	1.00	-
Senior Clerk	1.00	1.00	1.00	1.00	-
Court Clerk	4.00	4.00	4.00	4.00	-
	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>-</u>
<u>Purchasing</u>					
Purchasing Agent	1.00	1.00	1.00	1.00	-
Purchasing Buyer	1.00	1.00	1.00	1.00	-
	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>-</u>

**CITY OF ROWLETT
FY 2011-12
PERSONNEL SUMMARY**

Position	FY 2009-10 Actual	FY 2010-11		FY 2011-12 Adopted	Change
		Original Budget	Estimate		
<u>Information Technology</u>					
IT Manager	1.00	1.00	1.00	1.00	-
Systems Administrator	2.00	2.00	2.00	2.00	-
Desk Top Support	1.00	1.00	1.00	1.00	-
HelpDesk Support Tech	1.00	1.00	1.00	1.00	-
	5.00	5.00	5.00	5.00	-
<u>Police</u>					
Police Chief	1.00	1.00	1.00	1.00	-
Assistant Police Chief	1.00	1.00	1.00	1.00	-
Lieutenant	6.00	6.00	6.00	6.00	-
Sergeant	6.00	8.00	8.00	8.00	-
Support Services Director	1.00	1.00	1.00	1.00	-
School Resource Officer	5.00	5.00	5.00	5.00	-
Detectives / Investigators	10.00	10.00	10.00	10.00	-
Police Officer	50.00	43.00	43.00	43.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Communications Supervisor	1.00	1.00	1.00	1.00	-
Communications Officer	14.00	14.00	14.00	14.00	-
Records Supervisor	1.00	1.00	1.00	1.00	-
Senior Administrative Assistant	1.00	1.00	1.00	1.00	-
Records Clerk	2.00	2.00	2.00	2.00	-
Property/Evidence Technician	2.00	2.00	2.00	2.00	-
Detention Officer	8.00	8.00	8.00	8.00	-
Warrants Officer	-	-	-	1.00	1.00
Warrant Clerk	-	-	-	1.00	1.00
Crossing Guards	3.00	3.00	3.00	3.00	-
	113.00	108.00	108.00	110.00	2.00
<u>City Marshal</u>					
Marshal	1.00	-	-	-	-
Warrants Officer	-	1.00	1.00	-	(1.00)
Employee Pool	-	-	-	-	-
Warrant Clerk	0.50	1.00	1.00	-	(1.00)
	1.50	2.00	2.00	-	(2.00)
<u>Fire Rescue</u>					
Fire Chief	1.00	1.00	1.00	1.00	-
Assistant Chief	2.00	2.00	2.00	2.00	-
Senior Administrative Assistant	1.00	1.00	1.00	1.00	-
Captain	12.00	12.00	12.00	12.00	-
Driver/Engineer	12.00	12.00	12.00	12.00	-
Firefighter	45.00	45.00	45.00	45.00	-
Emergency Med. Services Coord.	1.00	1.00	1.00	1.00	-
Fire Marshal	1.00	1.00	1.00	1.00	-
Deputy Fire Marshal	1.00	1.00	1.00	1.00	-
	76.00	76.00	76.00	76.00	-

**CITY OF ROWLETT
FY 2011-12
PERSONNEL SUMMARY**

Position	FY 2009-10 Actual	FY 2010-11		FY 2011-12 Adopted	Change
		Original Budget	Estimate		
<u>Animal Services</u>					
Animal Control Supervisor	1.00	1.00	1.00	1.00	-
Animal Control Officer	2.00	2.00	2.00	2.00	-
Shelter Attendant	2.00	2.00	2.00	2.25	0.25
	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.25</u>	<u>0.25</u>
<u>Building Inspections</u>					
Chief Building Official	-	-	-	-	-
Senior Building Inspector	1.00	1.00	1.00	1.00	-
Building Inspector II	1.00	1.00	1.00	-	(1.00)
Administrative Assistant	-	-	-	-	-
	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>1.00</u>	<u>(1.00)</u>
<u>Environmental Services</u>					
Environmental Service Manager	1.00	1.00	1.00	1.00	-
Code Enforcement Officer	4.00	4.00	4.00	4.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>-</u>
<u>Parks Administration</u>					
Director	1.00	1.00	1.00	1.00	-
Parks Maintenance Manager	-	-	-	-	-
Recreation Manager	-	-	-	-	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>-</u>
<u>Parks Maintenance</u>					
Parks Maintenance Manager	1.00	1.00	1.00	1.00	-
Foreman	1.00	1.00	1.00	1.00	-
Maintenance Specialist	6.00	6.00	6.00	6.00	-
Crew Leader	3.00	3.00	3.00	3.00	-
Athletic Coordinator	-	-	-	-	-
Parks Mechanic	1.00	1.00	1.00	1.00	-
	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>-</u>
<u>Recreation</u>					
Recreation Manager	1.00	1.00	1.00	1.00	-
Asst. Recreation Division Manager	1.00	1.00	1.00	1.00	-
Athletic Coordinator	1.00	1.00	1.00	1.00	-
Community Centre Supervisor	1.00	1.00	1.00	1.00	-
Recreation Programmer	1.00	-	-	-	-
Front Desk Attendant	2.00	2.00	2.00	2.00	-
Recreation Aide	2.00	2.00	2.00	2.00	-
Employee Pool	2.00	2.00	2.00	2.00	-
	<u>11.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>-</u>

**CITY OF ROWLETT
FY 2011-12
PERSONNEL SUMMARY**

Position	FY 2009-10 Actual	FY 2010-11		FY 2011-12 Adopted	Change
		Original Budget	Estimate		
<u>Wet Zone</u>					
Wet Zone Supervisor	1.00	1.00	1.00	1.00	-
Cashier	2.50	2.50	2.50	2.50	-
Lifeguard	15.00	15.00	15.00	15.00	-
Concessions	1.25	1.25	1.25	1.25	-
Custodian	1.25	1.25	1.25	1.25	-
	21.00	21.00	21.00	21.00	-
<u>Library</u>					
Director	1.00	1.00	1.00	1.00	-
Librarian II	1.00	1.00	1.00	1.00	-
Librarian I	3.50	3.50	3.50	3.50	-
Sr Administrative Assistant	1.00	1.00	1.00	1.00	-
Library Program Coordinator	1.00	1.00	1.00	1.00	-
Library Assistant	5.50	5.50	5.50	5.50	-
Library Aide	1.00	1.00	1.00	1.00	-
Library Pool	3.00	3.00	3.00	3.00	-
	17.00	17.00	17.00	17.00	-
<u>Communications</u>					
Public Engagement Manager	1.00	1.00	1.00	-	(1.00)
Video Producer	-	-	-	-	-
	1.00	1.00	1.00	-	(1.00)
<u>Citizen Action Center</u>					
Action Center Supervisor	1.00	1.00	1.00	-	(1.00)
Administrative Assistant	-	-	-	1.00	1.00
Customer Service Representative	1.00	1.00	1.00	0.50	(0.50)
	2.00	2.00	2.00	1.50	(0.50)
<u>Building and Grounds</u>					
Custodian	6.00	6.00	6.00	6.00	-
Building Maintenance Worker	1.00	1.00	1.00	1.00	-
	7.00	7.00	7.00	7.00	-
<u>Streets</u>					
Superintendent	1.00	1.00	1.00	1.00	-
Supervisor	1.00	1.00	1.00	1.00	-
Crew Leader	4.00	4.00	4.00	4.00	-
Traffic Technician	2.00	2.00	2.00	2.00	-
Maintenance Worker	6.00	6.00	6.00	6.00	-
	14.00	14.00	14.00	14.00	-

**CITY OF ROWLETT
FY 2011-12
PERSONNEL SUMMARY**

Position	FY 2009-10 Actual	FY 2010-11		FY 2011-12 Adopted	Change
		Original Budget	Estimate		
<u>Fleet Services</u>					
Head Mechanic	1.00	1.00	1.00	1.00	-
Mechanic	1.00	1.00	1.00	1.00	-
Fleet Technician	1.00	1.00	1.00	1.00	-
Administrative Assistant	0.50	0.50	0.50	-	(0.50)
	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.00</u>	<u>(0.50)</u>
<u>Public Works Administration</u>					
Director	1.00	1.00	1.00	1.00	-
City Engineer	1.00	1.00	1.00	1.00	-
Assistant City Engineer	1.00	1.00	1.00	1.00	-
Inspectors	3.00	3.00	3.00	3.00	-
Sr Administrative Assistant	1.00	1.00	1.00	0.50	(0.50)
Administrative Assistant	-	-	-	0.50	0.50
	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>-</u>
<u>Planning</u>					
Director	-	-	-	-	-
Asst Director	-	-	-	-	-
Planning Manager	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	-	-	(1.00)
Development Technician	-	-	1.00	1.00	1.00
Planner II	1.00	1.00	-	-	(1.00)
Senior Planner	-	-	1.00	1.00	1.00
Planner I	-	-	-	1.00	1.00
Planning Intern	0.25	0.25	0.25	-	(0.25)
	<u>3.25</u>	<u>3.25</u>	<u>3.25</u>	<u>4.00</u>	<u>0.75</u>
<u>GIS</u>					
GIS Programmer	1.00	1.00	1.00	1.00	-
GIS Technician	1.00	1.00	1.00	-	(1.00)
	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>1.00</u>	<u>(1.00)</u>
<u>Human Resources</u>					
HR Manager	1.00	1.00	1.00	1.00	-
Human Resources Generalist	1.00	2.00	2.00	2.00	-
HR Technician	1.00	-	-	-	-
	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>-</u>
GENERAL FUND TOTAL	<u>341.75</u>	<u>335.25</u>	<u>335.25</u>	<u>330.25</u>	<u>(5.00)</u>

**CITY OF ROWLETT
FY 2011-12
PERSONNEL SUMMARY**

Position	FY 2009-10 Actual	FY 2010-11		FY 2011-12 Adopted	Change
		Original Budget	Estimate		
UTILITY FUND					
<u>Water / Sewer Administration</u>					
Administrative Assistant	-	0.50	0.50	-	(0.50)
Sr. Administrative Assistant	-	-	-	0.50	0.50
ROW Inspector	-	1.00	1.00	1.00	-
Water Manager	-	1.00	1.00	1.00	-
Superintendent	-	1.00	1.00	1.00	-
	-	3.50	3.50	3.50	-
<u>Water Operations</u>					
Superintendent	1.00	-	-	-	-
Crewleader	2.00	2.00	2.00	2.00	-
Maintenance Specialist	8.00	7.00	7.00	7.00	-
Administrative Assistant	0.50	-	-	-	-
	11.50	9.00	9.00	9.00	-
<u>Wastewater Operations</u>					
Water Manager	1.00	-	-	-	-
Crewleader	2.00	2.00	2.00	2.00	-
Electrician	2.00	2.00	2.00	2.00	-
Water Quality Technician	1.00	1.00	1.00	1.00	-
Maintenance Specialist	6.00	6.00	6.00	6.00	-
	12.00	11.00	11.00	11.00	-
<u>Revenue Office</u>					
Revenue Manager	1.00	1.00	1.00	1.00	-
Accounting Specialist III	1.00	1.00	1.00	1.00	-
Senior Customer Service Rep	2.00	2.00	2.00	2.00	-
Customer Service Rep	2.00	2.00	2.00	2.00	-
	6.00	6.00	6.00	6.00	-
<u>Meter Services</u>					
Supervisor	1.00	1.00	1.00	1.00	-
Meter Maintenance Technician	1.00	1.00	1.00	1.00	-
Meter Reader	2.00	2.00	2.00	3.00	1.00
	4.00	4.00	4.00	5.00	1.00
UTILITY FUND TOTAL	33.50	33.50	33.50	34.50	1.00
DRAINAGE FUND					
Maintenance Specialist	2.00	2.00	2.00	2.00	-
	2.00	2.00	2.00	2.00	-
ECONOMIC DEVELOPMENT FUND					
Director	1.00	1.00	1.00	1.00	-
Economic Development Specialist	1.00	1.00	1.00	1.00	-
	2.00	2.00	2.00	2.00	-

**CITY OF ROWLETT
FY 2011-12
PERSONNEL SUMMARY**

Position	FY 2009-10 Actual	FY 2010-11		FY 2011-12 Adopted	Change
		Original Budget	Estimate		
PEG FUND					
Video Producer	1.00	1.00	1.00	-	(1.00)
Creative Services Producer	-	-	-	1.00	1.00
	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>-</u>
JUVENILE DIVERSION FUND					
Juvenile Caseworker	1.00	1.00	1.00	1.00	-
	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>-</u>
COURT SECURITY FUND					
Bailiff	0.50	0.50	0.50	0.50	-
	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>-</u>
CITYWIDE TOTAL	<u>381.75</u>	<u>375.25</u>	<u>375.25</u>	<u>371.25</u>	<u>(4.00)</u>

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

FUND SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	A mended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 5,397,016	\$ 6,369,845	\$ 6,369,845	\$ 6,633,322	\$ 5,375,891	\$ 5,219,560
Current Revenues:						
Tax Revenues	22,631,932	21,527,355	21,527,355	21,585,355	19,854,631	19,854,631
Franchise Fees	2,930,137	2,911,231	2,911,231	2,979,231	3,018,276	3,058,509
Licenses and Permits	435,164	426,770	426,770	465,441	434,552	442,723
Charges for Service	2,418,512	2,410,953	2,410,953	2,227,332	2,428,657	2,482,696
Fines and Forfeitures	1,971,144	1,507,006	1,507,006	1,307,006	1,307,006	1,307,006
Other	739,352	533,243	533,243	598,344	533,633	534,027
Transfers In	4,372,178	4,479,845	4,479,845	4,479,845	4,534,209	4,560,112
Total Current Revenues	<u>35,498,419</u>	<u>33,796,403</u>	<u>33,796,403</u>	<u>33,642,554</u>	<u>32,110,964</u>	<u>32,239,704</u>
Total Available Resources	<u>40,895,435</u>	<u>40,166,248</u>	<u>40,166,248</u>	<u>40,275,876</u>	<u>37,486,855</u>	<u>37,459,264</u>
Expenditures:						
Personnel Services	22,798,481	23,114,972	23,119,972	22,831,882	22,680,207	23,008,820
Supplies	1,565,798	1,690,650	1,690,650	1,690,650	1,597,367	1,606,590
Purchase Services	7,680,316	7,787,726	7,677,726	7,677,726	6,560,999	6,812,780
Capital Outlay	1,177,491	162,242	162,242	162,242	272,000	272,000
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	1,040,027	2,341,154	2,026,154	2,537,485	1,156,722	1,156,722
Total Expenditures	<u>34,262,113</u>	<u>35,096,744</u>	<u>34,676,744</u>	<u>34,899,985</u>	<u>32,267,295</u>	<u>32,856,912</u>
Ending Resources	<u>\$ 6,633,322</u>	<u>\$ 5,069,504</u>	<u>\$ 5,489,504</u>	<u>\$ 5,375,891</u>	<u>\$ 5,219,560</u>	<u>\$ 4,602,352</u>

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

REVENUE DETAIL

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Beginning Resources	\$ 5,397,016	\$ 6,369,845	\$ 6,369,845	\$ 6,633,322	\$ 5,375,891	\$ 5,219,560
Tax Revenues:						
Current taxes	13,204,468	12,756,183	12,756,183	12,756,183	12,463,453	12,463,453
Delinquent taxes	2,715,320	2,612,712	2,612,712	2,612,712	2,557,394	2,557,394
Delinquent taxes prio	263,485	235,780	235,780	235,780	235,780	235,780
City sales tax	6,228,228	5,682,373	5,682,373	5,740,373	4,357,697	4,357,697
Mixed drink tax	59,934	58,338	58,338	58,338	58,338	58,338
Penalty & Interest	160,497	181,969	181,969	181,969	181,969	181,969
Total	22,631,932	21,527,355	21,527,355	21,585,355	19,854,631	19,854,631
Franchise Fees:						
Electric	1,504,344	1,476,975	1,476,975	1,524,975	1,579,744	1,611,339
Telephone	269,432	276,941	276,941	276,941	276,941	276,941
Gas	423,368	427,602	427,602	439,602	431,878	440,516
Cable	732,993	729,713	729,713	737,713	729,713	729,713
Total	2,930,137	2,911,231	2,911,231	2,979,231	3,018,276	3,058,509
Licenses and Permits:						
Food service	36,675	32,900	32,900	34,075	32,900	32,900
Protective alarm	166,011	166,059	166,059	166,059	166,059	166,059
Building structures	57,618	66,345	66,345	79,844	69,662	73,145
Takeline fees	67,830	67,390	67,390	67,390	67,390	67,390
Contractor permits	60,860	47,620	47,620	64,396	50,001	52,501
Special permits	29,895	22,341	22,341	29,562	23,219	24,141
Contractor regis.	16,275	24,115	24,115	24,115	25,321	26,587
Total	435,164	426,770	426,770	465,441	434,552	442,723
Charges for Service:						
GISD resource office	210,653	199,967	199,967	199,967	201,967	206,006
Ambulance fees	558,855	561,587	561,587	370,133	500,000	550,000
911 Emergency	415,985	455,904	455,904	455,904	455,904	455,904
Animal control fees	57,806	56,403	56,403	56,403	56,403	56,403
Mowing fees	111,786	137,963	137,963	137,963	137,963	137,963
Rezoning fees	8,700	9,675	9,675	9,675	9,675	9,675
New addition filing	2,581	781	781	781	781	781
Misc. fees	45,618	14,636	14,636	22,469	14,636	14,636
Plan review	1,025	-	-	-	-	-
Community Centre	392,763	322,915	322,915	322,915	395,573	395,573
Parks	97,564	87,300	87,300	87,300	97,564	97,564
Wet Zone	478,380	528,500	528,500	528,500	522,869	522,869
Library fines and fees	36,796	35,322	35,322	35,322	35,322	35,322
Total	2,418,512	2,410,953	2,410,953	2,227,332	2,428,657	2,482,696

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

REVENUE DETAIL

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Fines and Forfeitures:						
Municipal court fines	1,971,144	1,507,006	1,507,006	1,307,006	1,307,006	1,307,006
Total	1,971,144	1,507,006	1,507,006	1,307,006	1,307,006	1,307,006
Other:						
Interest earnings	64,445	39,022	39,022	39,022	39,412	39,806
Miscellaneous	217,258	60,834	60,834	125,935	60,834	60,834
Insurance payments	106,688	94,111	94,111	94,111	94,111	94,111
Rentals/Leases	308,669	308,669	308,669	308,669	308,669	308,669
Festivals	20,152	13,800	13,800	13,800	13,800	13,800
Donations	22,140	16,807	16,807	16,807	16,807	16,807
Total	739,352	533,243	533,243	598,344	533,633	534,027
Internal Transfers:						
Utility In Lieu of Tax	772,577	808,073	808,073	808,073	816,154	824,316
Utility G&A	2,475,472	2,517,722	2,517,722	2,517,722	2,517,722	2,517,722
Refuse/Alleys & curb	-	-	-	-	-	-
Utility in lieu of franc	1,124,129	1,154,050	1,154,050	1,154,050	1,200,333	1,218,074
Total	4,372,178	4,479,845	4,479,845	4,479,845	4,534,209	4,560,112
Total Revenues	35,498,419	33,796,403	33,796,403	33,642,554	32,110,964	32,239,704
Total Resources	\$40,895,435	\$40,166,248	\$40,166,248	\$40,275,876	\$37,486,855	\$37,459,264

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

BUDGET EXPENDITURE SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Function:						
City Council	\$ 254,158	\$ 342,452	\$ 342,452	\$ 342,452	\$ 308,147	\$ 306,987
City Manager	726,912	721,281	721,281	721,281	601,452	602,629
City Secretary	293,253	275,930	275,930	275,930	231,923	243,699
Finance Administration	320,190	319,541	319,541	319,541	304,451	305,488
Accounting	481,955	557,176	557,176	557,176	509,859	561,460
Municipal Court	718,472	691,227	691,227	691,227	681,000	683,670
Purchasing	150,941	163,482	163,482	163,482	159,663	160,495
Information Technology	790,046	819,031	819,031	805,031	840,610	891,388
Police	9,046,819	9,380,820	9,177,820	8,909,820	9,483,460	9,619,839
Fire	8,043,962	7,567,402	7,557,402	7,543,402	7,752,551	7,887,197
Animal Services	372,011	396,762	393,762	393,762	405,514	407,816
Building Inspections	211,659	185,331	185,331	185,331	99,940	100,543
Environmental Services	458,089	507,918	507,918	507,918	483,422	486,030
Parks Administration	318,049	191,520	191,520	239,520	174,953	175,735
Parks Maintenance	1,621,024	1,709,326	1,709,326	1,609,236	1,745,916	1,751,404
Recreation	814,824	883,428	883,428	829,428	913,315	916,077
Wet Zone	481,150	523,017	523,017	523,017	511,226	511,524
Library	1,085,018	1,126,905	1,106,905	1,106,905	1,150,531	1,155,597
Citizen Action Center	117,962	116,552	111,552	111,552	81,225	81,886
Facilities Maintenance	637,086	775,325	770,325	770,325	716,747	719,543
Streets	1,795,770	1,809,316	1,809,316	1,809,316	1,744,918	1,751,289
Fleet Services	583,709	727,593	612,593	612,593	554,024	555,340
Public Works Admin	578,327	630,581	630,581	630,581	604,437	605,867
Planning	219,493	299,041	294,041	294,041	336,964	338,563
GIS	91,403	103,836	103,836	103,836	101,350	101,761
Human Resources	276,760	334,348	334,348	334,348	351,937	352,325
Non-Departmental	3,773,071	3,937,603	3,883,603	4,508,934	1,417,760	1,582,760
Total Expenditures	\$ 34,262,113	\$ 35,096,744	\$ 34,676,744	\$ 34,899,985	\$ 32,267,295	\$ 32,856,912

By Category:

Personnel Services	\$ 22,798,481	\$ 23,114,972	\$ 23,119,972	\$ 22,831,882	\$ 22,680,207	\$ 23,008,820
Supplies	1,565,798	1,690,650	1,690,650	1,690,650	1,597,367	1,606,590
Purchase Services	7,680,316	7,787,726	7,677,726	7,677,726	6,560,999	6,812,780
Capital Outlay	1,177,491	162,242	162,242	162,242	272,000	272,000
Transfers Out	1,040,027	2,341,154	2,026,154	2,537,485	1,156,722	1,156,722
Total Expenditures	\$ 34,262,113	\$ 35,096,744	\$ 34,676,744	\$ 34,899,985	\$ 32,267,295	\$ 32,856,912

POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	304.50	297.50	297.50	297.50	292.50	292.50
Continuous Part-Time	12.00	11.50	11.50	11.50	11.50	11.50
Seasonal	26.00	26.25	26.25	26.25	26.25	26.25
Total	342.50	335.25	335.25	335.25	330.25	330.25

**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

CITY COUNCIL

MISSION

To provide high quality services, utilize best practices, and promote well-planned growth while enhancing our community's sense of home.

DESCRIPTION

The City Council provides leadership as an elected body for the City of Rowlett. Through its policy making role, the City Council develops a vision, mission and strategies to meet the current and future needs of the community.

GOALS AND OBJECTIVES

- No tax increase
- Work toward creating surplus amounts
- Grants and volunteer programs should be expanded
- Work with neighboring cities
- Develop Strategic Plan

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Number of Council meetings	41	35	40	30	30
Proclamations presented	49	40	50	40	40
Ordinances approved	30	35	35	35	35
Resolutions approved	176	120	150	120	120
Citizen input presentations	57	40	40	40	40
Public hearings	12	20	20	20	20

FY 2011 HIGHLIGHTS

- No tax increase since FY2005-2006
- Improved communication with citizens
- More transparency in local government

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND

CITY COUNCIL**

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 9,784	\$ 9,149	\$ 9,149	\$ 9,149	\$ 9,149	\$ 9,149
Supplies	6,354	7,871	7,871	7,871	7,871	6,450
Purchase Services	238,020	325,432	325,432	325,432	291,127	291,388
Capital Outlay	-	-	-	-	-	-
Total	\$ 254,158	\$ 342,452	\$ 342,452	\$ 342,452	\$ 308,147	\$ 306,987

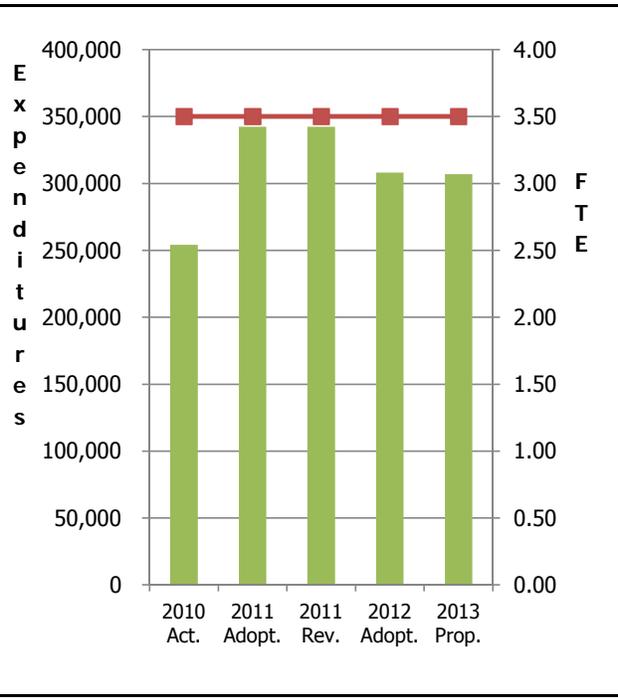
POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	-	-	-	-	-	-
Part-Time	3.50	3.50	3.50	3.50	3.50	3.50
Seasonal	-	-	-	-	-	-
Total	3.50	3.50	3.50	3.50	3.50	3.50

Fiscal Year	FTE's	Expenditures
2010 Act.	3.50	\$ 254,158
2011 Adopt.	3.50	\$ 342,452
2011 Rev.	3.50	\$ 342,452
2012 Adopt.	3.50	\$ 308,147
2013 Prop.	3.50	\$ 306,987

Notes:
 FY 2011 includes increases in legal fees in the amount of \$5,887.

 FY 2012 includes decreases in legal fees in the amount of \$37,387.



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND

CITY MANAGER**

MISSION

The City Manager's office is responsible for the efficient and effective provision of municipal services through leadership and direction to the staff of the City, and execution of policies approved by the City Council.

DESCRIPTION

The City Manager's office leads, directs and coordinates all City operations and staff, in order to fulfill municipal policies and purposes and to achieve the City Council's identified vision, mission and strategies for the community. The City Manager provides professional advice and information to the City Council to ensure informed decision making by the City's policy body; encourages and provides for citizen input regarding City operations, services and programs; engages in special studies and projects to ensure productive operations; serves as liaison to other governmental entities as appropriate; provides for the creation of and adherence to an annual budget while keeping the City Council advised regarding the financial condition and needs of the City.

GOALS AND OBJECTIVES

- To support, through leadership, the development in the community and in the local government organization of an atmosphere that nurtures continuous improvement.
- Ensure effective and accountable stewardship and use of public assets.
- Complete community preparedness for the opening of PGBT in December 2011 and DART light rail in December 2012.
- Continue program to communicate with neighborhoods through Homeowner's Associations and Crime Watch groups.
- Continue program to engage and utilize volunteers within the organization.

PERFORMANCE MEASURES

NOTE: As stated above, it is the purpose of the City Manager's Office to provide leadership and management in all levels of the organization. Very few performance measures rest solely in the City Manager's Office. Therefore, it is difficult for the City Manager's Office to measure its performance as a stand-alone department, because the actual measurements will be provided in the departments responsible for the work.

**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

CITY MANAGER

FY 2011 HIGHLIGHTS

- Held 25 meetings with 271 attendees and 295 on-line participants with the *Rowlett – My Community, My Choice, My Money* campaign to engage the community regarding taxes and strategic budget issues.
- Developed a two-year financial strategy for FY2012 and FY2013 to provide budget stability.

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

CITY MANAGER

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 531,722	\$ 505,951	\$ 505,951	\$ 505,951	\$ 530,002	\$ 530,979
Supplies	9,402	4,200	4,200	4,200	15,700	15,900
Purchase Services	8,656	14,256	14,256	14,256	55,750	55,750
Capital Outlay	-	-	-	-	-	-
Total	\$ 549,780	\$ 524,407	\$ 524,407	\$ 524,407	\$ 601,452	\$ 602,629

POSITION SUMMARY

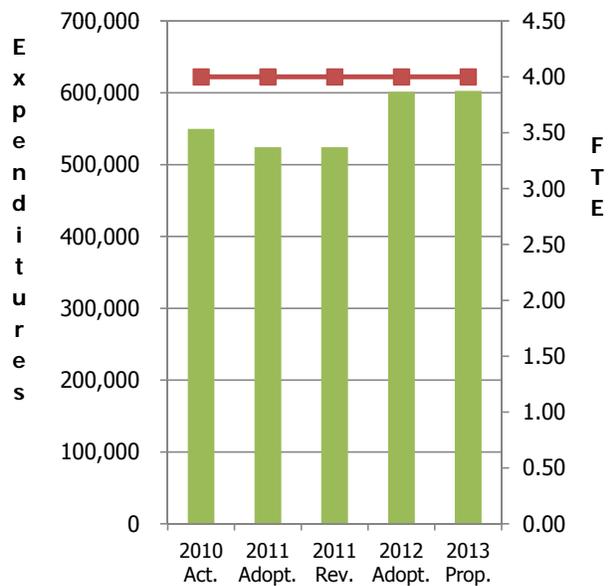
Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	4.00	4.00	4.00	4.00	4.00	4.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	4.00	4.00	4.00	4.00	4.00	4.00

Fiscal Year	FTE's	Expenditures
2010 Act.	4.00	\$ 549,780
2011 Adopt.	4.00	\$ 524,407
2011 Rev.	4.00	\$ 524,407
2012 Adopt.	4.00	\$ 601,452
2013 Prop.	4.00	\$ 602,629

Notes:

Community Relations Coordinator position moved from Communications Office to City Manager's Office in FY 2010.

The Communications division was absorbed into the City Manager's Office in FY 2012.



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

CITY SECRETARY

MISSION

To facilitate, support, and enhance official council business and communications between the council, staff, press, and the public; and perform official duties of the City Secretary Department.

DESCRIPTION

The City Secretary's Office is under contract with the City Council in compliance with the City Charter. The City Secretary is responsible for the following six areas: City Council agendas, meetings, and minutes; elections; customer service; open records requests; records management; Board and Commission agendas and appointments.

GOALS AND OBJECTIVES

- Council Agenda Packets – Continue streamlining process for electronic submittal of agenda items through cooperative efforts with all City Departments to streamline both submittals and follow-up procedures for ordinances/resolutions.
- General Election for City Council candidates in 2011 and possible run-off including contract negotiation and legal publication.
- Records Management – Update current imaging program to comply with state's recommendations to move toward a more electronic records program (with the ability to destroy paper documents on-site after completing imaging process). Provide more records on the city's website to reduce number of open record requests.
- Boards/Commission – Continue the 2010 established application fair for citizens and volunteers participation.
- Alcohol Permitting – Continue processing numerous off-premise and mixed beverage permits and subsequent renewals.
- Certifications – Continue toward TMCCP and IIMC recertification for City Secretary and certification of Deputy City Secretary.

**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

CITY SECRETARY

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Council meetings (Agendas/minutes prepared)	51	45	45	45	45
Boards and Commission Agendas posted	119	100	100	100	100
Number of Council items processed	298	155	155	155	155
Elections conducted	2	1	0	1	1
Legal Notices	38	40	40	40	40
Alcohol new permits	4	3	3	3	3
Alcohol renewals	30	31	34	31	34
Record requests (public)	203	200	200	200	200
Records boxes destroyed	366	350	350	350	350

FY 2011 HIGHLIGHTS

- Conducted an Election in May, a Run-off Election in June and a Special Election in July including contract negotiations and legal publications. Provided complete access to election information via the City's website.
- The Deputy City Secretary completed her Texas Municipal Clerk Certification Program training and is now a registered Texas Municipal Clerk.

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

CITY SECRETARY

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 232,118	\$ 227,595	\$ 227,595	\$ 227,595	\$ 188,774	\$ 189,471
Supplies	4,820	6,948	6,948	6,948	2,725	2,905
Purchase Services	56,315	41,387	41,387	41,387	40,424	51,323
Capital Outlay	-	-	-	-	-	-
Total	\$ 293,253	\$ 275,930	\$ 275,930	\$ 275,930	\$ 231,923	\$ 243,699

POSITION SUMMARY

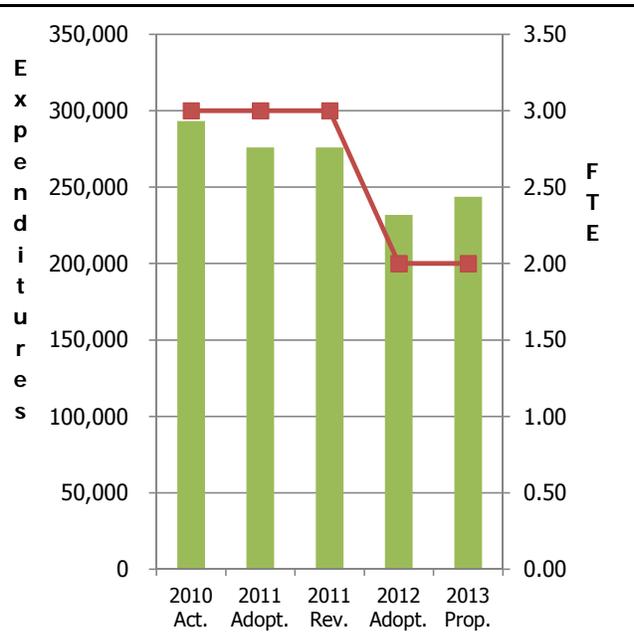
Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	3.00	3.00	3.00	3.00	2.00	2.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	3.00	3.00	3.00	3.00	2.00	2.00

Fiscal Year	FTE's	Expenditures
2010 Act.	3.00	\$ 293,253
2011 Adopt.	3.00	\$ 275,930
2011 Rev.	3.00	\$ 275,930
2012 Adopt.	2.00	\$ 231,923
2013 Prop.	2.00	\$ 243,699

Note:

FY 2011 includes funding of \$3,800 for the purchase of a heavy duty shredder.

Administrative Assistant position moved to the Citizen Action Center in FY 2012.



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

FINANCE ADMINISTRATION

MISSION

To provide high quality financial leadership, promote fiscal responsibility, instill public confidence, and make customers our number one priority. Critical principles related to this mission are as follows:

- Provide timely and accurate financial information to stakeholders; and
- Comply with regulatory agencies and bond covenants regarding financial management, accounting and control; and
- Utilize best practices to meet or exceed industry standards of financial management and reporting; and
- Be a resource to City managers on financial matters, operational performance and customer service; and
- Be a role model in the City organization for business management, ethical values and organizational performance; and
- To treat every citizen and employee as a priority customer.

DESCRIPTION

Finance Administration provides high quality and strategic leadership for the entire organization. It provides fiduciary oversight, advocates high level customer service, and promotes public accountability and transparency. Responsibilities under the Department of Financial Services are Accounting, Budget, Meter Services, Municipal Court, Purchasing, Revenue, & Treasury.

GOALS AND OBJECTIVES

- Research and evaluate operational efficiency opportunities, including but not limited to, automation of processes.
- Develop reporting mechanism to other departments providing detailed analysis of revenues generated by those departments.
- Complete monthly economic dashboard report.
- Research long-term options related to employee benefits.
- Study tax increment financing district to determine appropriate allocation of property taxes.
- Continued to evaluate outsourcing and managed competition opportunities.

**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

FINANCE ADMINISTRATION

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Produce and present high quality financial report by the end of each month	12	12	12	12	12
Win GFOA Award for Excellence in Financial Reporting	Yes	Yes	Yes	Yes	Yes
Win GFOA Award for Distinguished Budget Presentation	Yes	Yes	Yes	Yes	Yes

FY 2011 HIGHLIGHTS

- Expanded the reporting model for revenues and receivables to ensure the City does not only monitor major trends, but evaluates the underlying causes of those trends to enhance information available for budgetary purposes.
- Developed a monthly economic dashboard to complement the comprehensive monthly financial report.
- Established the self-insurance fund to account for partial self-funding of employee health benefits.
- Received the GFOA Award for Excellence in Financial Reporting for the seventh year in a row.
- Received the GFOA Award for Distinguished Budget Presentation for the eighth year in a row.

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

FINANCE ADMINISTRATION

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 295,392	\$ 297,456	\$ 297,456	\$ 297,456	\$ 282,415	\$ 283,452
Supplies	2,815	1,250	1,250	1,250	1,250	1,250
Purchase Services	21,983	20,835	20,835	20,835	20,786	20,786
Capital Outlay	-	-	-	-	-	-
Total	\$ 320,190	\$ 319,541	\$ 319,541	\$ 319,541	\$ 304,451	\$ 305,488

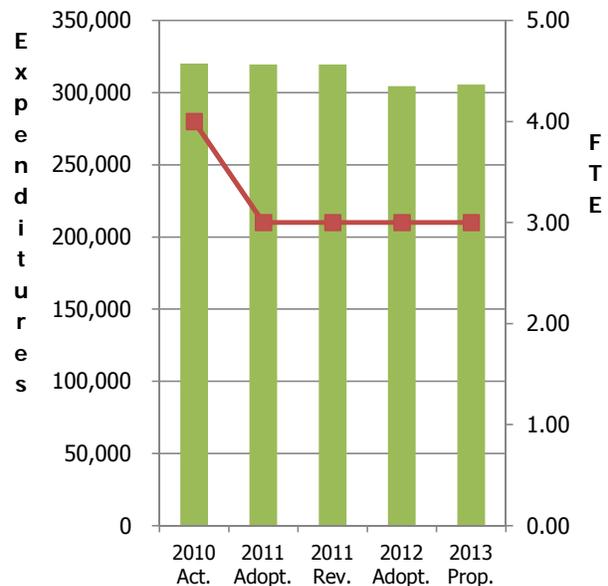
POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	4.00	3.00	3.00	3.00	3.00	3.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	4.00	3.00	3.00	3.00	3.00	3.00

Fiscal Year	FTE's	Expenditures
2010 Act.	4.00	\$ 320,190
2011 Adopt.	3.00	\$ 319,541
2011 Rev.	3.00	\$ 319,541
2012 Adopt.	3.00	\$ 304,451
2013 Prop.	3.00	\$ 305,488

Notes:

The Assistant Director of Finance was eliminated in FY 2011.



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

ACCOUNTING

MISSION

To provide high quality financial accounting services, promote and enforce practices that further fiscal responsibility, and make our internal/external customers and citizens our number one priority.

DESCRIPTION

The Accounting Division is responsible for the accurate and timely recordation of the collection and disbursement of City funds and the reporting of these transactions in accordance with Generally Accepted Accounting principles (GAAP). The Division's responsibilities include payroll, accounts payable, accounts receivable, fixed assets, grants, capital projects, financial reporting, audit compliance, and the general ledger.

GOALS AND OBJECTIVES

- Continue to perform reconciliations for all bank accounts on a monthly basis and prepare corresponding entries in the general ledger.
- Continue to evaluate policies and procedures in conjunction with systems flow analysis and ensure proper internal controls.
- Evaluate performance measures to ensure the right things are measured to reflect the division.

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2012 Bud.
Obtain an unqualified (clean) opinion from outside auditors	Yes	Yes	Yes	Yes	Yes
Limit audit findings through proper planning and execution of duties	0	0	0	0	0

FY 2011 BUDGET HIGHLIGHTS

- Implemented the accounting processes and procedures for a partially self-funded medical claims fund.
- Evaluated processes and consolidated functions to reduce one FTE for FY 2012 while maintaining adequate internal controls.
- Received a clean audit opinion and no findings.

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

ACCOUNTING

FINANCIAL SUMMARY

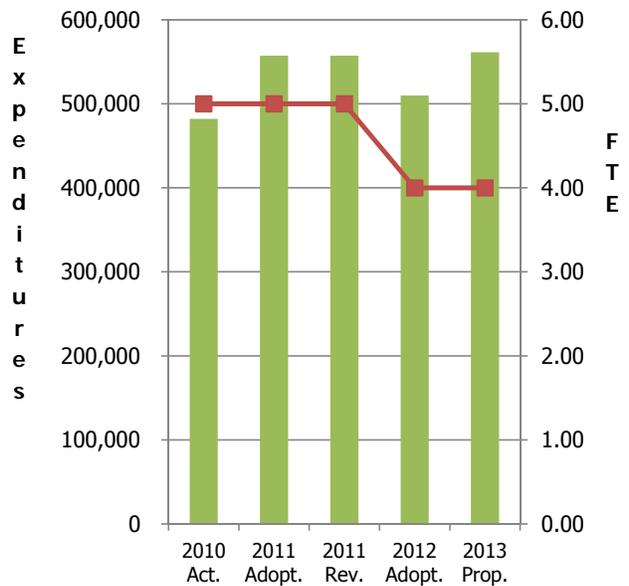
Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 351,836	\$ 366,028	\$ 366,028	\$ 366,028	\$ 318,770	\$ 320,317
Supplies	2,695	5,005	5,005	5,005	3,855	4,250
Purchase Services	127,424	186,143	186,143	186,143	187,234	236,893
Capital Outlay	-	-	-	-	-	-
Total	\$ 481,955	\$ 557,176	\$ 557,176	\$ 557,176	\$ 509,859	\$ 561,460

POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	5.00	5.00	5.00	5.00	4.00	4.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	5.00	5.00	5.00	5.00	4.00	4.00

Fiscal Year	FTE's	Expenditures
2010 Act.	5.00	\$ 481,955
2011 Adopt.	5.00	\$ 557,176
2011 Rev.	5.00	\$ 557,176
2012 Adopt.	4.00	\$ 509,859
2013 Prop.	4.00	\$ 561,460

Notes:
Accounting Specialist I position is eliminated in FY 2012.



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

MUNICIPAL COURT

MISSION

To process and adjudicate cases accurately and timely. Assist the public in a positive and courteous manner that assures fair and quality service. Provide professional court proceedings that follow applicable laws and ensure the rights of all individuals are observed.

DESCRIPTION

Municipal Court processes and adjudicates class "C" misdemeanor criminal cases which occur within the territorial limits of the City. Class "C" misdemeanors include Transportation Code, Penal Code, Education Code, Health and Safety Code, Alcoholic Beverage Code and the Code of Ordinances for the City of Rowlett. Examples of crimes that the court processes include: Transportation Code-Speeding, Penal Code-Disorderly Conduct, Education Code-Disruption of Class, Health and Safety Code-Minor Possession Tobacco, Alcoholic Beverage Code-Minor Possession Alcohol and City of Rowlett Code of Ordinances-Animal at Large. The Municipal Court also provides magistrates for the police department for Juvenile warnings, adult arraignments, issuance of search warrants, emergency protective orders and issuance of Class "B" and Class "A" misdemeanor and felony warrants.

GOALS AND OBJECTIVES

- Demonstrate commitment to employee development and growth.
- Utilize technology to create more efficient processes.
- Maintain Court staffing level to effectively and efficiently provide for necessary core services.
- Ensure all court revenue is correctly collected and forwarded to the proper state agencies and city accounts.
- Maintain accurate statistical records for reports to State agencies and City Departments.
- Continue to attend Training Conferences/Classes to maintain Certification Levels as well as keeping abreast with Legislative UpDates/Changes, Case Law, Statutes, Attorney Generals Opinions and duties of the clerk for Municipal Court.
- Continue to work with the Warrant Division to improve warrant collections.
- Participate in Regional Warrant Round Up programs.

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Number of days between court date and issuance date of warrant(s).	14	14	14	14	14

**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

MUNICIPAL COURT

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Percent of fines collected by warrant activity	59%	50%	50%	50%	50%
Percent of citations entered within 48 hours of issuance	100%	95%	95%	95%	95%
Percent of docket vs. citations issued	122.2%	85%	85%	85%	85%

FY 2011 HIGHLIGHTS

- Department maintained efficiency of the Court.
- Worked closely with the Warrant division to ensure maximum efficiencies in warrant collections and revenues.
- Continued monthly reports showing the work flow within the department and implemented refined revenue reports.

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

MUNICIPAL COURT

FINANCIAL SUMMARY

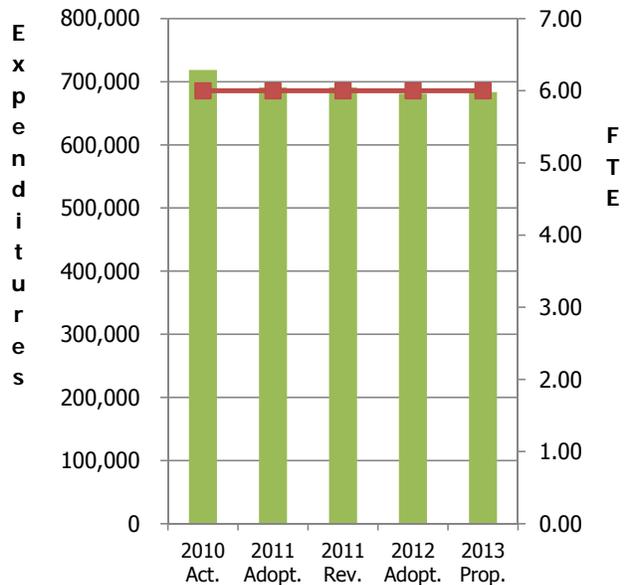
Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 341,255	\$ 351,992	\$ 351,992	\$ 351,992	\$ 355,110	\$ 357,780
Supplies	4,891	4,700	4,700	4,700	4,700	4,700
Purchase Services	372,326	334,535	334,535	334,535	321,190	321,190
Capital Outlay	-	-	-	-	-	-
Total	\$ 718,472	\$ 691,227	\$ 691,227	\$ 691,227	\$ 681,000	\$ 683,670

POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	6.00	6.00	6.00	6.00	6.00	6.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	6.00	6.00	6.00	6.00	6.00	6.00

Fiscal Year	FTE's	Expenditures
2010 Act.	6.00	\$ 718,472
2011 Adopt.	6.00	\$ 691,227
2011 Rev.	6.00	\$ 691,227
2012 Adopt.	6.00	\$ 681,000
2013 Prop.	6.00	\$ 683,670

Notes:



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

PURCHASING

MISSION

To identify, select, and acquire needed products, equipment and services as economically as possible within acceptable standards of quality and time for all City departments, to promote the highest ethical standards of conduct in the performance of public purchasing and to provide excellent service to our employees, vendors, and citizens.

DESCRIPTION

The Purchasing Division is responsible for the acquisition of goods and services for the City, including managing bids, quotes, and requests for proposals; promoting the use of established purchasing practices and conducting purchasing in accordance with Texas Local Government Code and Rowlett's purchasing policies and procedures; establishing annual contracts, bids and inter-local cooperative purchasing agreements; administer the procurement card program; process CIP pay applications and blanket POs; assist departments in developing specifications which ensure competitive bids; maintain central vendor files; prepare agenda items; and coordinate surplus/salvage goods for auction.

GOALS AND OBJECTIVES

- To maximize resources utilizing cooperative purchasing agreements with other governmental entities.
- To provide purchasing management and support to departments and supplies in a timely and cost effective manner.
- To provide quality bid documents and promote positive supplier relationships in all phases of the purchasing cycle.

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Number of annual contracts and contract renewals	33	20	44	20	20
Number and value of products and services acquired through inter-local agreements	121 \$3,596,898	70 \$700,000	86 \$1,600,000	70 \$1,000,000	70 \$1,000,000
Number of procurements delayed due to rebids and vendor protests	2	4	2	4	4

**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

PURCHASING

FY 2011 HIGHLIGHTS

- Established two new inter-local agreements with the City of North Richland Hills & City Fort Worth
- Processed fourteen construction bids
- Processed three RFQs
 - City Prosecutor
 - Engineering Services
 - Master Plan Scenic Pointe Park
- Processed five mowing contracts
- Processed eighteen innovation purchases by September 30, 2011
- 44 Annual bids and contract renewals
- 86 Purchases through interlocal agreements
- 25 Rowlett vendor transactions totaling \$5,296,617
- \$2,503,249 savings/cost avoidance (high to low bid)
- 7,534 procurement card transactions totaling \$1,438,438.60

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

PURCHASING

FINANCIAL SUMMARY

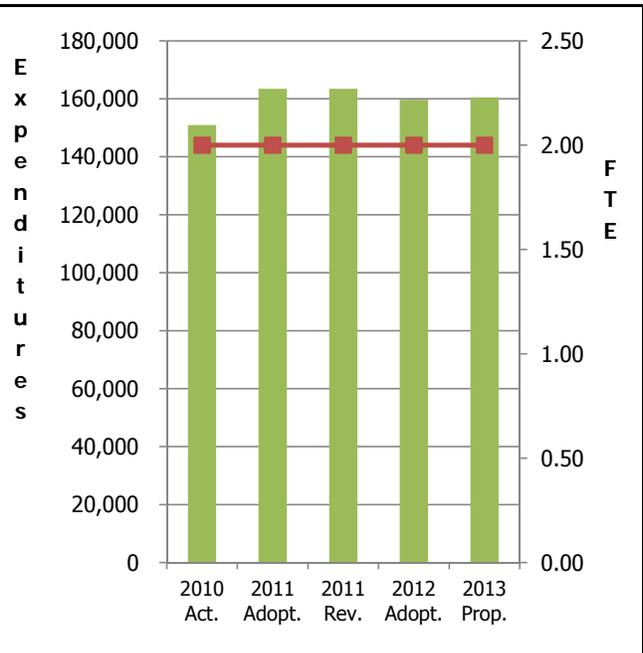
Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 132,435	\$ 141,572	\$ 141,572	\$ 141,572	\$ 138,941	\$ 139,773
Supplies	1,771	2,780	2,780	2,780	2,380	2,380
Purchase Services	16,735	19,130	19,130	19,130	18,342	18,342
Capital Outlay	-	-	-	-	-	-
Total	\$ 150,941	\$ 163,482	\$ 163,482	\$ 163,482	\$ 159,663	\$ 160,495

POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	2.00	2.00	2.00	2.00	2.00	2.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	2.00	2.00	2.00	2.00	2.00	2.00

Fiscal Year	FTE's	Expenditures
2010 Act.	2.00	\$ 150,941
2011 Adopt.	2.00	\$ 163,482
2011 Rev.	2.00	\$ 163,482
2012 Adopt.	2.00	\$ 159,663
2013 Prop.	2.00	\$ 160,495

Notes:



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

INFORMATION TECHNOLOGY

MISSION

Information Technology is dedicated to providing high-quality professional service and support in all areas related to technology for our citizens, the public, and city staff.

DESCRIPTION

Information Technology is responsible for providing strategic direction, acquisition, project management, service and support for all major computer systems, microcomputer systems, local/wide area networks, web services, and telecommunication systems throughout the City.

GOALS AND OBJECTIVES

- Create an organization that embraces innovation and creates opportunities to improve efficiencies & effectiveness.
 - To eliminate duplicative technology.
 - To replace desktop and laptop computers on a 3 year lease renewal program.
 - To investigate and implement outsourcing of applications where feasible.
 - To continue to be a strategic partner with the departments in order to meet the City's goals.

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Percentage of priority one tickets closed in 1 day	93%	90%	90%	90%	90%
Percentage of priority two tickets closed in 3 days	78%	85%	85%	85%	85%
Percentage of time IT-supported servers are available	99%	99%	99%	99%	99%
Percentage of time the network is available	100%	100%	100%	100%	100%

**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

INFORMATION TECHNOLOGY

FY 2011 HIGHLIGHTS

- Changed internet connections through which email is transmitted from T1 to FIOS. This change resulted in speed increase from a 1.5 MB to a 20MB connection.
- Upgraded the City's Active Directory to 2008 R2. This upgrade provides enhanced management capabilities throughout the City's network.
- Upgraded all Tough Books in the Police Department paid for by federal grant funds.
- Updated internet connection for the Police Department to FIOS resulting in speed increase from 1.5 MB to 35MB connection.
- Replaced outdated and unsupported voicemail system. The upgraded system allows us to implement voicemail to email functionality. This feature has enhanced our ability to communicate more efficiently.
- Upgraded core phone system to support VoIP.
- Put public access thin clients in three fire stations (1, 3 and 4) so that residents can pay their bills online at these locations.
- Replaced 100 desktop computers citywide, eliminating obsolete technology that was four to seven years old.
- Upgraded wireless at City Hall. This upgrade enables consistent and stable connectivity for staff and citizens at City Hall.
- Set up new GIS server for maps.
- Implemented new video surveillance system at Police Department.

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

INFORMATION TECHNOLOGY

FINANCIAL SUMMARY

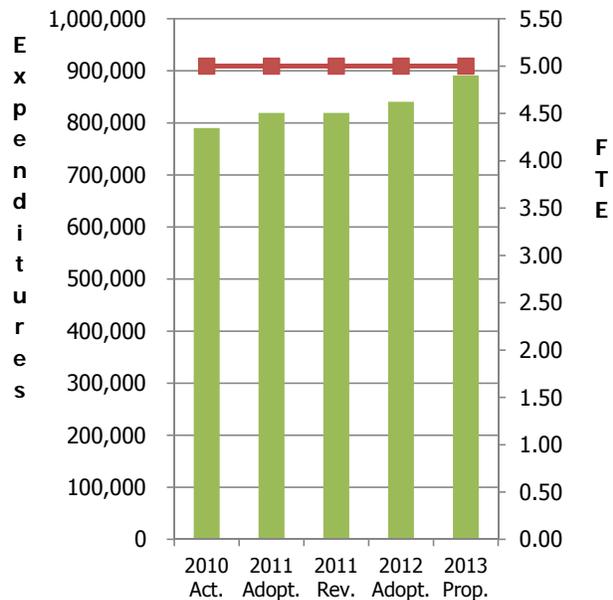
Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 373,853	\$ 404,952	\$ 404,952	\$ 390,952	\$ 413,415	\$ 415,307
Supplies	12,644	3,720	3,720	3,720	1,520	2,120
Purchase Services	259,561	410,359	410,359	410,359	425,675	473,961
Capital Outlay	143,988	-	-	-	-	-
Total	\$ 790,046	\$ 819,031	\$ 819,031	\$ 805,031	\$ 840,610	\$ 891,388

POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	5.00	5.00	5.00	5.00	5.00	5.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	5.00	5.00	5.00	5.00	5.00	5.00

Fiscal Year	FTE's	Expenditures
2010 Act.	5.00	\$ 790,046
2011 Adopt.	5.00	\$ 819,031
2011 Rev.	5.00	\$ 819,031
2012 Adopt.	5.00	\$ 840,610
2013 Prop.	5.00	\$ 891,388

Notes:
FY 2012 includes an \$25,122 increase for software maintenance.



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

POLICE

MISSION

We are committed to providing exceptional services to the community at every opportunity through adherence to our core values, including:

- Innovative problem solving.
- Providing educational opportunities.
- Aggressive crime prevention.
- Forging partnerships.

DESCRIPTION

The Rowlett Police Department is a professional law enforcement agency which provides quality police services to the citizens of Rowlett through proactive preventive patrol, crime prevention education, criminal investigations, and a problem solving approach to policing.

GOALS AND OBJECTIVES

- Build Camaraderie, trust and pride
- Celebrate successes of the organization
- Evaluate the impact of PGBT to the community after being open for six months
- Evaluate the impact of DART on the community/Research and propose city ordinances to Council
- Implement new Public Safety Software
- Improve Physical Fitness/Wellness Program
- Implement Lexipol General Orders POLICY AND Procedures system
- Conduct training and implement new performance evaluation tool
- Obtain Texas Police Chief's Foundation's Recognized Agency status
- Implement and train on value based City Personnel Policies
- Instill Proactive Code Enforcement by all employees
- Enhance and improve effectiveness of the Police Honor Guard

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Average Response time for Priority One calls (Police)	5:45	6:00	6:06	6:00	6:00
Average response time for all Police calls	10:43	11:00	11:06	11:00	11:00
Volunteer Hours	9,072	9,000	5,212	6,000	6,000

**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

POLICE

FY 2011 HIGHLIGHTS

- Implementation of a new 911 system
- Selection of a vendor for the replacement of the Police and Fire Department's Public Safety Software System including Computer Aided Dispatch, Records Management System, Mobile System and Firehouse software
- Conducted a successful department supervisor's retreat and developed the 2011-2012 Work Plan
- Implemented Physical Fitness/Wellness program
- Received International Chiefs Of Police Community Policing Award as a Finalist for 50,001 – 100,000 population

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

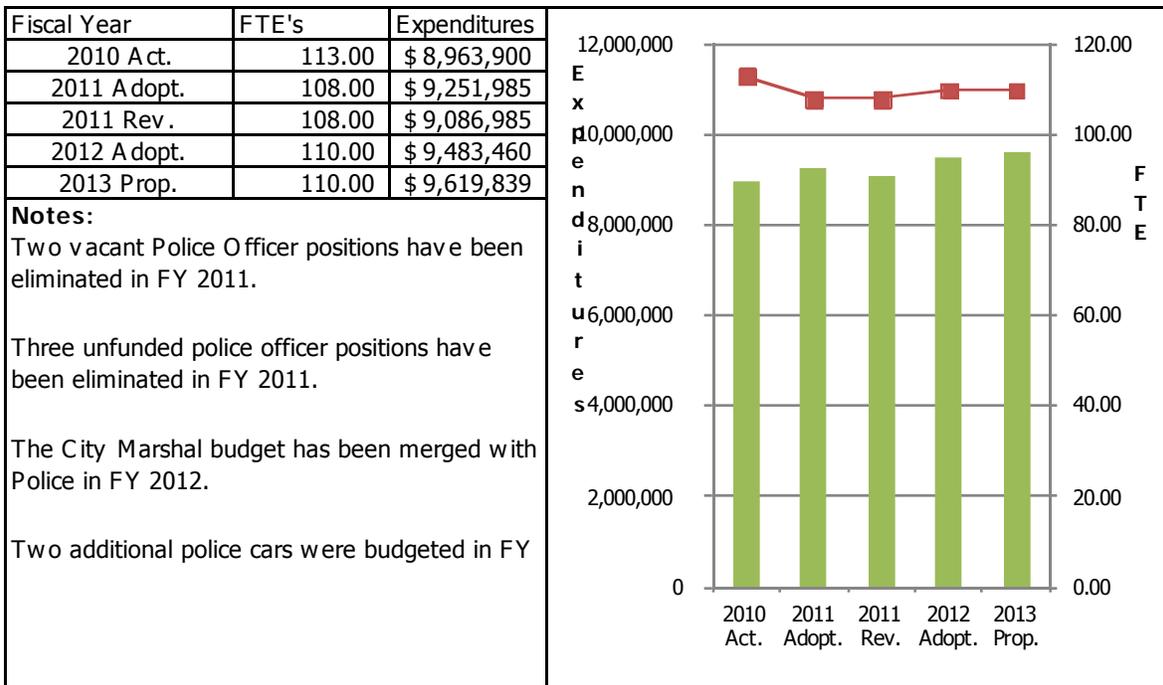
POLICE

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 8,311,057	\$ 8,426,627	\$ 8,261,627	\$ 8,027,627	\$ 8,472,636	\$ 8,514,034
Supplies	255,787	292,445	292,445	292,445	291,163	300,432
Purchase Services	333,307	392,671	392,671	392,671	469,661	555,373
Capital Outlay	63,749	140,242	140,242	140,242	250,000	250,000
Total	\$ 8,963,900	\$ 9,251,985	\$ 9,086,985	\$ 8,852,985	\$ 9,483,460	\$ 9,619,839

POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	110.00	105.00	105.00	105.00	107.00	107.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	3.00	3.00	3.00	3.00	3.00	3.00
Total	113.00	108.00	108.00	108.00	110.00	110.00



**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

CITY MARSHAL

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 83,046	\$ 124,405	\$ 86,405	\$ 52,405	\$ -	\$ -
Supplies	(2,313)	-	-	-	-	-
Purchase Services	2,186	4,430	4,430	4,430	-	-
Capital Outlay	-	-	-	-	-	-
Total	\$ 82,919	\$ 128,835	\$ 90,835	\$ 56,835	\$ -	\$ -

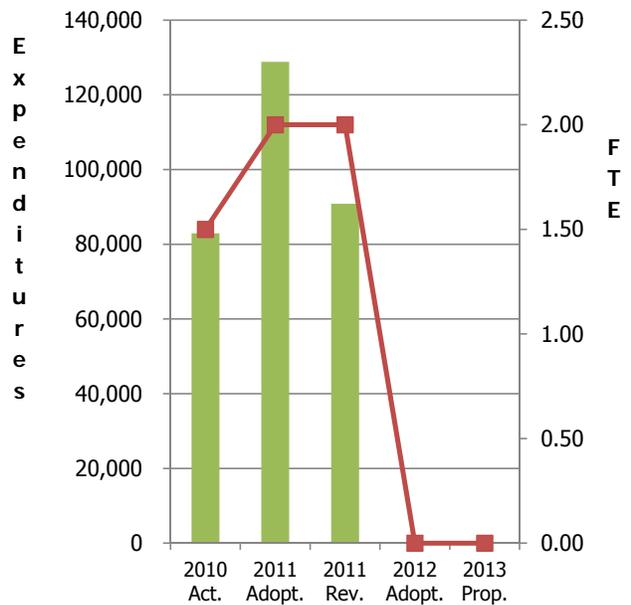
POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	1.00	2.00	2.00	2.00	-	-
Continuous Part-Time	0.50	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	1.50	2.00	2.00	2.00	-	-

Fiscal Year	FTE's	Expenditures
2010 Act.	1.50	\$ 82,919
2011 Adopt.	2.00	\$ 128,835
2011 Rev.	2.00	\$ 90,835
2012 Adopt.	-	\$ -
2013 Prop.	-	\$ -

Notes:

The City Marshal budget has been merged with Police in FY 2012.



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

FIRE

MISSION

To protect the lives and property of the community we serve from fire, and to minimize suffering and injury from accident or illness.

DESCRIPTION

Rowlett Fire Rescue Operations provides emergency and non emergency services to an area of 21 square miles. Twenty-three firefighters per shift staff four strategically located stations on a twenty-four hour basis, responding to over 4,000 incidents annually. Four Advanced Life Support Paramedic Engines and three Mobile Intensive Care Unit ambulances operating out of four strategically placed fire stations provide fire and EMS service to Rowlett's citizens, businesses and visitors. Fire Rescue's primary focus is to provide emergency services in the areas of fire suppression, specialized rescue and emergency medical services in less than 5 minutes, once notified of the event. Common emergency response areas include building fires, fire alarms, and vehicle accidents involving injuries and/or extrication, injured and sick citizens and hazardous materials incidents. Fire Rescue has long been identified as the agency to call when in doubt, and as a result Fire Rescue is often called to assist citizens in non-emergency situations. Firefighters respond to a variety of good intent, animal rescue, assisting the disabled and elderly, installing infant car seats, smoke detectors and batteries. The Fire Marshal's Office conducts annual fire prevention inspections in all commercial occupancies and investigates the cause and origin of all fires. Emergency Management is operated out of the Fire Administration offices and is responsible for the maintenance of the Emergency Operations Plan and the operation of the Emergency Operations Center located at Fire Station 1.

GOALS AND OBJECTIVES

- Improve safety and reduce hazards in commercial occupancies by increasing the efficiency and effectiveness of the fire inspection program.
 - Fire prevention inspections are being performed by all 12 engine companies. Shift personnel have been certified as fire inspectors and a certified inspector has been assigned to each operational shift.
- Evaluate staffing and apparatus placement.
 - Conduct an in-house study of staffing and apparatus placement.
- Raise the level of emergency preparedness and the emergency operation plan to Advanced.
 - Conduct training in emergency operations for all department directors and familiarize them with the Emergency Operations Plan.

**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

FIRE

- Conduct two table top exercises to ensure emergency preparedness is at the proper level. Exercises will be conducted prior to the spring and winter storm seasons.
- Implement a pre- fire planning program.
 - Target locations have been designated and the department has established a pre-fire planning criteria and system.
 - Obtain Mobile Data Terminals for all fire apparatus.
 - All target locations will be pre-planned during FY 2011. Information will be collected in a database accessible to all on-duty operations staff.
- Increase department outreach to the citizens and involvement with community activities.
 - Provide opportunities for citizens to participate in emergency preparedness, including conducting a Citizens Fire Academy during the current fiscal year.
- Rowlett Fire Rescue will provide proactive support for neighborhood improvement programs.
 - Increase the knowledge base in the operations division and establish a sense of responsibility for the neighborhoods surrounding each Fire Station.
 - Operations personnel will continue to identify and report code violations.
- Improve neighborhood safety.
 - Implement a fire hydrant testing program. All fire hydrants in the City will be tested by operations personnel.

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Fire Loss in \$1000s	842	2,000	850.5	2,000	1000
Response Time Priority 1 Calls	5:40	5.50	5.52	5.00	5.00
Structure Fires	39	40	40	40	40
Number of Fires Confined to Room of Origin	29	30	30	30	30
Percentage of Fires Confined to Room of Origin	75%	65%	75%	65%	75%

FY 2011 HIGHLIGHTS

- Over 1900 Fire Hydrants tested by shift personnel
- All commercial occupancies inspected by Fire Marshal or shift personnel.
- Deployed to Palo Pinto, Travis County, Ennis and Bastrop on state wide mutual aid for wildfires.
- Pre fire planning program implemented for all targeted occupancies including hazardous material and places of assembly.

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

FIRE

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 6,531,562	\$ 6,758,888	\$ 6,748,888	\$ 6,734,888	\$ 6,810,063	\$ 6,887,820
Supplies	237,242	275,379	275,379	275,379	261,990	261,990
Purchase Services	371,429	533,135	533,135	533,135	680,498	737,387
Capital Outlay	903,729	-	-	-	-	-
Total	\$ 8,043,962	\$ 7,567,402	\$ 7,557,402	\$ 7,543,402	\$ 7,752,551	\$ 7,887,197

POSITION SUMMARY

Description By Status:	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Full-Time	76.00	76.00	76.00	76.00	76.00	76.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	76.00	76.00	76.00	76.00	76.00	76.00

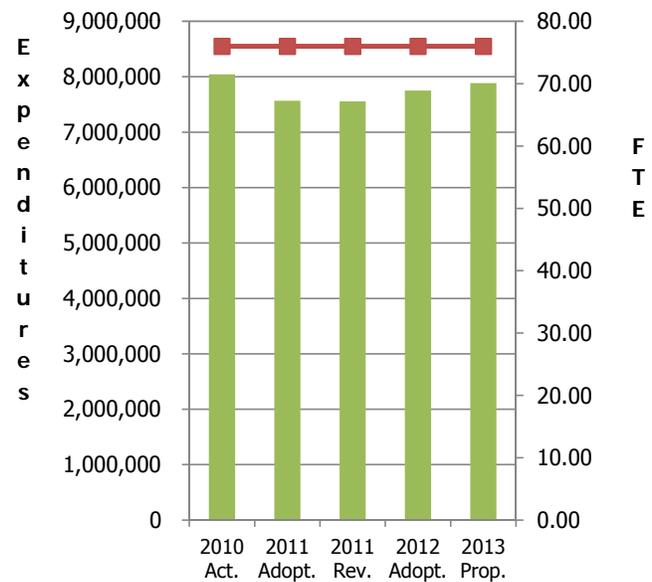
Fiscal Year	FTE's	Expenditures
2010 Act.	76.00	\$ 8,043,962
2011 Adopt.	76.00	\$ 7,567,402
2011 Rev.	76.00	\$ 7,557,402
2012 Adopt.	76.00	\$ 7,752,551
2013 Prop.	76.00	\$ 7,887,197

Notes:

Deputy Fire Marshal is unfunded in FY 2011.

\$110,000 in motor vehicle maintenance was moved from Fleet Services to Fire during FY 2011.

Lease payments for fire apparatus were increased \$45,690 in FY 2012.



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

ANIMAL SERVICES

MISSION

Animal Services is responsible for the enforcement of the City's Animal Control Ordinances and the Texas Health and Safety codes which pertain to the control, care, and regulation of animals.

DESCRIPTION

Primary functions are to safeguard the public's health and safety and to ensure responsible supervision and humane treatment for all animals within our jurisdiction.

GOALS AND OBJECTIVES

- Build Camaraderie, trust and pride
- Celebrate successes of the organization
- Evaluate the impact of PGBT to the community after being open for six months
- Evaluate the impact of DART on the community/Research and propose city ordinances to Council
- Implement a waste collection and disposal services contract
- Implement new Public Safety Software
- Improve Physical Fitness/Wellness Program
- Improve animal adoption rate
- Implement Lexipol General Orders POLICY AND Procedures system
- Conduct training and implement new performance evaluation tool
- Obtain Texas Police Chief's Foundation's Recognized Agency status
- Implement and train on value based City Personnel Policies
- Instill Proactive Code Enforcement by all employees

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Number of animals impounded	1,747	1,765	1,254	1,765	1,792
% of redemptions	22.7 %	23.7%	28.3%	23.7%	23.9%
% of adoptions	35.0%	38.5%	27.7%	38.5%	38.9%
% euthanized	32.9%	33.9%	38.3%	33.9%	33.9%

**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

ANIMAL SERVICES

FY 2011 HIGHLIGHTS

- The Rowlett Animal Shelter completed four scheduled adoption events this year.
- Strategic Governmental Resources completed their assessment with 90% of the recommendations listed in the study have been implemented.
- Installed a security fence to help limit/prevent access to the side and back of Animal Shelter.
- Successfully utilizing the city's website for Lost/Found as well as Intake animals.
- Increased our number of volunteers for after school hours.
- Began working with Rockwall County Community Service Supervision to take on more community service volunteers.
- The Animal Services Advisory Board reviewed Rowlett City Ordinances to ensure compliance with State Law-ordinances are in compliance with state law.
- Lowered the ceilings at the animal shelter to address heating and cooling issues. Eagle Scout built the fenced in play area for animals at the shelter.

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

ANIMAL SERVICES

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 237,931	\$ 267,628	\$ 264,628	\$ 264,628	\$ 277,271	\$ 279,573
Supplies	35,766	38,676	38,676	38,676	38,906	38,906
Purchase Services	98,314	90,458	90,458	90,458	89,337	89,337
Capital Outlay	-	-	-	-	-	-
Total	\$ 372,011	\$ 396,762	\$ 393,762	\$ 393,762	\$ 405,514	\$ 407,816

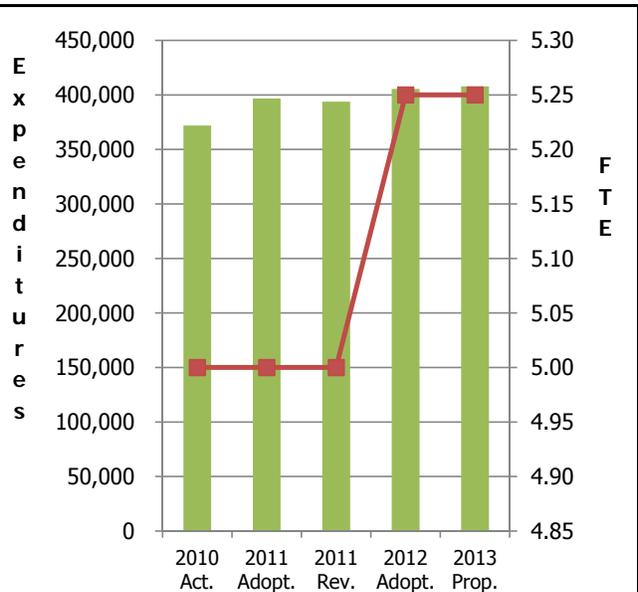
POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	5.00	5.00	5.00	5.00	5.00	5.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	0.25	0.25
Total	5.00	5.00	5.00	5.00	5.25	5.25

Fiscal Year	FTE's	Expenditures
2010 Act.	5.00	\$ 372,011
2011 Adopt.	5.00	\$ 396,762
2011 Rev.	5.00	\$ 393,762
2012 Adopt.	5.25	\$ 405,514
2013 Prop.	5.25	\$ 407,816

Notes:

A temporary/seasonal position was added to help during summer months when volunteers are less available.



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

BUILDING INSPECTIONS

MISSION

The Building Inspection Department provides for the health and safety of the community through the development and enforcement of the City's Building Codes, the Code of Ordinances, and other related codes.

DESCRIPTION

Building Inspections is responsible for issuing permits for all new construction, interior finish outs, remodeling, pools, fences, sprinklers, drives, walks, patios, miscellaneous contractors' permits, signs, etc. Building Inspections also inspects all of the above to ensure compliance with the City's Building Codes and Ordinances.

GOALS AND OBJECTIVES

- Review and improve the Rowlett Development Code (RDC).
- Monitor third party inspection procedure.
- Track permit revenues vs. expenses.
- Provide high level of customer service to customers.

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Plan review turnaround	10 days	10 days	10 days	10 days	10 days

FY 2011 HIGHLIGHTS

- Established third party inspection processes and adopted fees schedules.
- Implemented the use of third party provider for new construction permits and plan reviews reducing overhead expenses.

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

BUILDING INSPECTIONS

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 190,919	\$ 150,853	\$ 150,853	\$ 150,853	\$ 74,030	\$ 74,433
Supplies	4,760	6,502	6,502	6,502	4,485	4,485
Purchase Services	15,980	27,976	27,976	27,976	21,425	21,625
Capital Outlay	-	-	-	-	-	-
Total	\$ 211,659	\$ 185,331	\$ 185,331	\$ 185,331	\$ 99,940	\$ 100,543

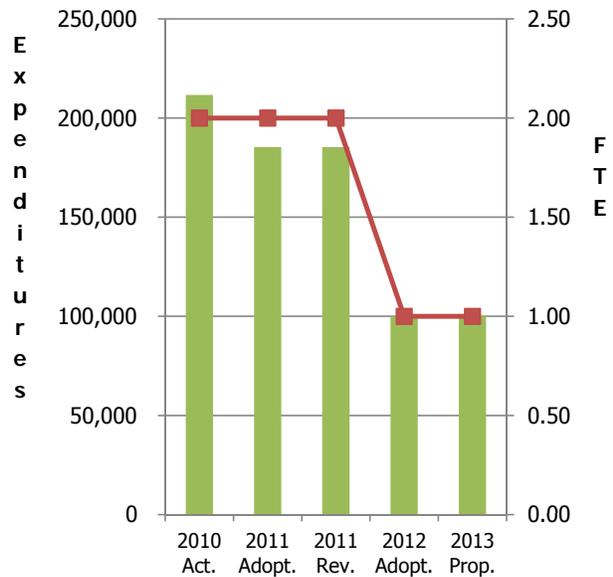
POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	2.00	2.00	2.00	2.00	1.00	1.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	2.00	2.00	2.00	2.00	1.00	1.00

Fiscal Year	FTE's	Expenditures
2010 Act.	2.00	\$ 211,659
2011 Adopt.	2.00	\$ 185,331
2011 Rev.	2.00	\$ 185,331
2012 Adopt.	1.00	\$ 99,940
2013 Prop.	1.00	\$ 100,543

Notes:

Building Inspector II position eliminated in FY 2012.



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

ENVIRONMENTAL SERVICES

MISSION

To assist the residents of our community in providing an optimum environment conducive to good health, aesthetically pleasing surroundings, and protection of property values in the City of Rowlett.

DESCRIPTION

The Environmental Services Department enforces regulations to a variety of City Codes. The Department consists of Code Enforcement and Health. Code Enforcement's jurisdiction addresses codes on private residential property, and, at times, commercial property. A proactive Code Enforcement program is in place to help maintain and protect property values.

GOALS AND OBJECTIVES

- Celebrate successes of the organization
- Evaluate the impact of PGBT to the community after being open for six months
- Evaluate the impact of DART on the community/Research and propose city ordinances to Council
- Implement a waste collection and disposal services contract
- Implement new Public Safety Software
- Improve Physical Fitness/Wellness Program
- Implement Lexipol General Orders POLICY AND Procedures system
- Conduct training and implement new performance evaluation tool
- Obtain Texas Police Chief's Foundation's Recognized Agency status
- Implement and train on value based City Personnel Policies
- Instill Proactive Code Enforcement by all employees

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Total food inspections	104	125	147	125	125
Average # of violations per inspection	2	2	2	2	2
% Critical violations	42%	40%	37%	40%	40%
% Non-critical violations	58%	60%	63%	60%	60%
Mosquito complaints	17	17	20	17	17
Code enforcement contacts	14,565	14,000	12,025	14,000	14,000
% voluntary compliance	95%	90%	94%	90%	90%

**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

ENVIRONMENTAL SERVICES

FY 2011 HIGHLIGHTS

- Code Enforcement has completed six neighborhood sweeps totaling 994 violations which resulted in 94% compliance from the neighborhoods swept.
- Overall code compliance is at 94% with 716 contracts out of 12,669 cases.
- Three air quality tests have been performed by Dougherty Sprague Environmental. Three remain.
- Sound sampling is ongoing but no major violations have been noted.
- Code Enforcement is continuing to work with citizens and Public Works to ensure repair of sidewalks. As of September, 2011 – 171 Proposal letters sent by Public Works; 52 Pro-active sidewalks addressed by Code Enforcement and 117 Sidewalks have been repaired by Public Works.

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

ENVIRONMENTAL SERVICES

FINANCIAL SUMMARY

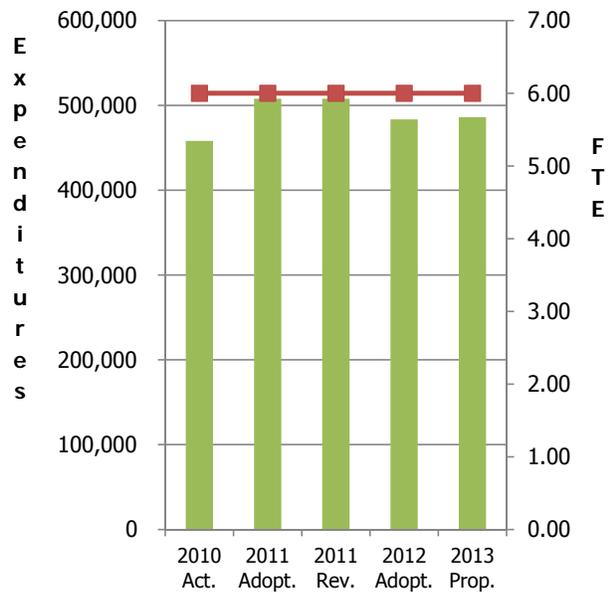
Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 379,747	\$ 380,989	\$ 380,989	\$ 380,989	\$ 377,418	\$ 380,026
Supplies	12,940	13,653	13,653	13,653	12,978	12,978
Purchase Services	65,402	113,276	113,276	113,276	93,026	93,026
Capital Outlay	-	-	-	-	-	-
Total	\$ 458,089	\$ 507,918	\$ 507,918	\$ 507,918	\$ 483,422	\$ 486,030

POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	6.00	6.00	6.00	6.00	6.00	6.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	6.00	6.00	6.00	6.00	6.00	6.00

Fiscal Year	FTE's	Expenditures
2010 Act.	6.00	\$ 458,089
2011 Adopt.	6.00	\$ 507,918
2011 Rev.	6.00	\$ 507,918
2012 Adopt.	6.00	\$ 483,422
2013 Prop.	6.00	\$ 486,030

Notes:



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

PARKS ADMINISTRATION

MISSION

To provide quality customer care for our community by offering the best choices for Parks & Recreation services, promoting a safe, fun, family environment while creating memories and a sense of home.

DESCRIPTION

Provides management and administrative support to the Parks Division, Recreation Division, Wet Zone, Park and Recreation Advisory Board, Senior Advisory Board, Golf Advisory Board, and the Athletic Forum.

GOALS AND OBJECTIVES

- Continue to pursue the values, beliefs and roles documented by the Master Planning Process.
- Continue to improve the levels of satisfaction that the community indicates towards components of the Parks and Recreation Department and towards the Department as a whole.
- Ensure that facilities are maintained both for the safety of the public and also to ensure the longevity of the facilities and amenities.
- Ensure leisure and recreation related opportunities that meet and balance the identified and documented needs and preferences of individuals and groups within the community.
- Provide facilities, programs and services that give all citizens reasonable opportunities to participate in a wide range of recreation activities.
- Ensure the quality of leisure and recreation experience by creating environments and facilities that meet the needs of people and their activities. The Parks and Recreation Department believes the provision of a safe and secure environment enhances the leisure and recreation experience of program participants and facility users.
- The quality of leisure and recreation experience may be affected by the level of use at the facility. Crowding or the perception of crowding may impact the facility use patterns. The Parks and Recreation Department will monitor the carrying capacity and patterns of use for all Parks and Recreation facilities.
- Continue to provide programs that are enjoyable, allow self-expression, provide opportunities for learning, creativity and socialization, provide a reasonable challenge and promote a healthy lifestyle.
- Facilitate, support and/or initiate the development of higher level skill and interest programs.
- Evaluate program and facility scheduling on a regular basis.

**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

PARKS ADMINISTRATION

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Wet Zone Attendance	50,000	61,000	61,000	62,000	62,000
FTE capacity for actual work performed by Park Maintenance	14,731	16,541	16,541	16,541	16,541

FY 2011 HIGHLIGHTS

- Increased the number of participants involved in the Learn to Swim program and Swim Team program by 5%. This was an excellent opportunity to touch the lives of over 700 children per summer by teaching lifelong skills of variations of swim.
- The department worked with the Parks and Recreation Advisory Board to build a playground in Kenwood Heights.
- Began the development phase of Katy Railroad Park by selecting the design firm and holding a series of public input meetings on design.
- Partnered with the Senior Advisory Board to hold the second annual Senior Health Fair. The event has over 150 participants.
- Worked with the Golf Advisory Board and American Golf to resolve outstanding litigation issues as well as begin preventive maintenance repairs and enhancements to the golf course.
- Developed the While you Wait Teen Out of School program servicing 3,000 students. The department partnered with the Library Department, Police Department, Coyle Middle School, Rowlett High School and Downtown Rowlett Association. The program provides a physical fitness based program and curriculum for students at Coyle Middle School and Rowlett High School.
- Restructured the Community Centre membership in an effort to provide a benefits based model to the membership.

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

PARKS ADMINISTRATION

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 291,972	\$ 171,057	\$ 171,057	\$ 219,057	\$ 157,610	\$ 158,392
Supplies	3,576	5,809	5,809	5,809	5,809	5,809
Purchase Services	22,501	14,654	14,654	14,654	11,534	11,534
Capital Outlay	-	-	-	-	-	-
Total	\$ 318,049	\$ 191,520	\$ 191,520	\$ 239,520	\$ 174,953	\$ 175,735

POSITION SUMMARY

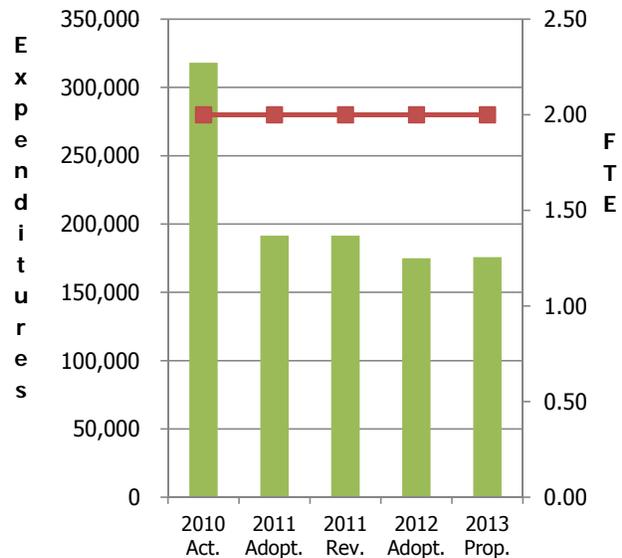
Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	2.00	2.00	2.00	2.00	2.00	2.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	2.00	2.00	2.00	2.00	2.00	2.00

Fiscal Year	FTE's	Expenditures
2010 Act.	2.00	\$ 318,049
2011 Adopt.	2.00	\$ 191,520
2011 Rev.	2.00	\$ 191,520
2012 Adopt.	2.00	\$ 174,953
2013 Prop.	2.00	\$ 175,735

Notes:

Parks Maintenance Manager position moved to Parks Maintenance in FY 2010.

Recreation Manager position moved to Recreation in FY 2010.



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

PARKS MAINTENANCE

MISSION

To create an opportunity to serve citizens with integrity and competence through proper management of city parks, open space, facilities, amenities and recreation services enhancing and promoting the "Quality of Life" for the citizens of our community through an enriching environment.

DESCRIPTION

Park Maintenance Division strives to meet the needs of our citizens by providing a high standard of customer service and offering safe, well maintained grounds, facilities and amenities that are aesthetically pleasing. This division continually strives to improve the variety of recreation and leisure amenities for guests while enhancing the quality of parks, open space and natural areas.

GOALS AND OBJECTIVES

- Create a "Your Park" atmosphere to the citizens by providing trained, helpful, friendly, professional maintenance staff.
- Develop a "Can Do" attitude with staff on providing support for special events and special requests.
- Provide the highest level of maintenance standards possible for the citizens and guests of Rowlett focusing on a consistently safe, clean, aesthetically pleasing recreational environment.
- Enhance level of customer service to citizens through personal interaction and follow through that provides quicker responses and providing accurate information in a timely fashion.
- Continue to train and educate staff on all aspects of maintenance, safety practices, techniques enhancing maintenance quality and productivity.
- Enhance park amenities thorough scheduled routine inspections, repairs and Park Condition Index evaluations.

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Average scoring of Park Condition Index	80%	85%	80%	85%	85%
Average response time to Citizen Action Center request	24 hours	24 hours	24 hours	24 hours	24 hours
Document a bi-monthly playground certification and inspections policy	N/A	N/A	24	24	24

**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

PARKS MAINTENANCE

FY 2011 HIGHLIGHTS

- Maintained 405 acres of developed park land and all associated amenities.
- Responsible for 82 irrigation controllers operating 11,832 irrigation head in 986 zones.
- Maintained 1,621 trees in streetscapes along Princeton Road, Dalrock Road, Interstate 30, and Highway 66.
- Development of Kenwood Heights Park playground and signage.
- Rowlett Baseball program relocation to Community Park.
- Constructed a paddle trail kiosk, and dock at Paddle Point Park.
- Built a maintenance accessory structure at Community Park for park maintenance.
- Added a maintenance and office area at Herfurth Park.
- Completed a median enhancement project at Dalrock and Rowlett Roads entry monuments.
- Completed a median landscape project on Rowlett Rd.
- Completed a median landscape project on Miller Rd.

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

PARKS MAINTENANCE

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 596,870	\$ 648,227	\$ 648,227	\$ 548,137	\$ 661,452	\$ 666,940
Supplies	164,458	218,297	218,297	218,297	216,597	216,597
Purchase Services	825,775	842,802	842,802	842,802	867,867	867,867
Capital Outlay	33,921	-	-	-	-	-
Total	\$ 1,621,024	\$ 1,709,326	\$ 1,709,326	\$ 1,609,236	\$ 1,745,916	\$ 1,751,404

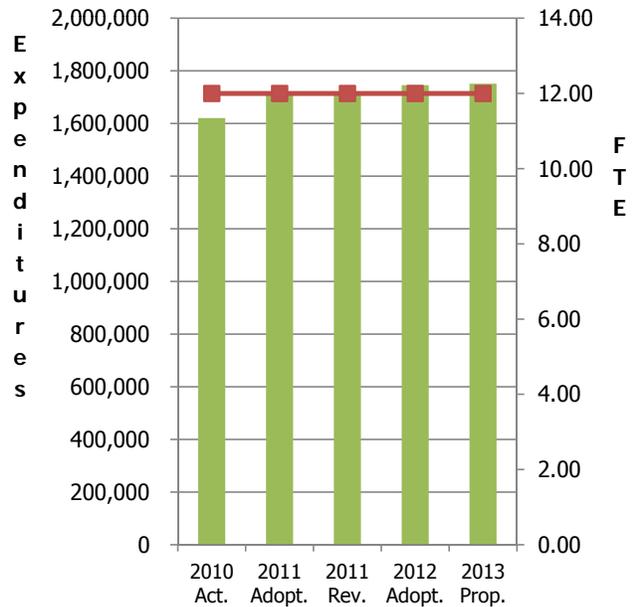
POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	12.00	12.00	12.00	12.00	12.00	12.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	12.00	12.00	12.00	12.00	12.00	12.00

Fiscal Year	FTE's	Expenditures
2010 Act.	12.00	\$ 1,621,024
2011 Adopt.	12.00	\$ 1,709,326
2011 Rev.	12.00	\$ 1,709,326
2012 Adopt.	12.00	\$ 1,745,916
2013 Prop.	12.00	\$ 1,751,404

Notes:

FY 2011 includes an \$12,744 increase for water and sewer expenses.



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

RECREATION

MISSION

To provide quality customer care for our community by offering the best choices for Parks & Recreation services, promoting a safe, fun, family environment while creating memories and a sense of home.

DESCRIPTION

The Rowlett Community Centre enhances public health, wellness and leisure opportunities by providing recreational and cultural activities to Rowlett residents. The Rowlett Community Centre (RCC) provides recreational activities to all ages. RCC services and programs include health and wellness seminars, senior citizen programs, state of the art fitness facilities, two gymnasiums, two racquetball courts, indoor walking track, youth and adult programs, room rentals and special events. The Community Athletic Division provides community wide adult and youth leisure activities, athletic programs and special events. The Athletics Division assists all sports associations with field maintenance coordination, user group contracts, facility scheduling, athletic programming, tournaments and special events. Community Programs provides recreation opportunities through fitness, education and fun programs. Programs are offered for all ages of the population.

GOALS AND OBJECTIVES

- Increase citizens' awareness of Center for Disease Control standards for the desired level of physical activities in all age groups.
- Provide an increased level of outdoor recreation education and opportunities to take advantage of the natural resources we have available.
- Maintain a high level of satisfactory customer service for Recreation users by providing accurate information in a timely fashion.
- Increase the level of participation in organized Recreation programs by 10% for users between the ages of 11 and 15.
- Increase member retention by 10%.
- Increase the number of new member by 5%.
- Improve communication with the general public regarding the recreational opportunities offered by the Parks and Recreation Department.

**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

RECREATION

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Number of course enrollments	1,735	3,250	4,277	3,580	3,580
Member retention	1,956	N/A	1,983	2,180	2,180
# of new members	2,539	N/A	2,584	2,710	2,710
# visits for users ages 11 - 15	3,105	N/A	3,450	3,795	3,795

FY 2011 HIGHLIGHTS

- Kenwood Heights Playground: The KaBOOM! playground project was a huge success. The department increased our volunteer base with more than 250 volunteers on site to build the playground. The new park includes a new accessible playground, benches, picnic tables, a tree mural and directional signs.
- Little Sweetheart Dance: In 2011, the very successful Little Sweetheart Dance hosted 117 father/daughter couples, a 44% increase compared to the 81 father/daughter couples hosted in 2010. This led to an increase in revenue, \$4,625.00 in 2011, compared to the previous year's \$3,675.00.
- Shape Up Rowlett: In 2011, the Rowlett Community Centre hosted a new program, Shape Up Rowlett. This 12 week weight loss challenge, was offered free of charge to RCC members, in hopes of creating a friendly, competitive atmosphere to assist members in achieving their personal weight loss goals. 51 members participated in the challenge and several requests were made for the program to return next year.
- Senior Health Fair: The Parks and Recreation Department in conjunction with the Rowlett Senior Advisory Board hosted the 2nd Annual Senior Health Fair on Tuesday, April 5th. There were more than 35 vendors in attendance and at least 200 visitors to the event. The vendors gave away many door prizes with a total value of over \$1500.
- Kid Fish: Kid Fish took place on Saturday, April 9 at Community Park. There were more than 400 people in attendance. The pond was stocked with 500 pounds of catfish and young anglers enjoyed an afternoon of fishing with their families.
- Paddle Trail: Paddle Point Creek Paddle Trail was added a new edition to the Texas Parks and Wildlife Paddling Trail system. The 6.4 mile trail is the launching point for several outdoor recreation programs including Kayak College and Twilight Paddling Trips.

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

RECREATION

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 421,913	\$ 501,631	\$ 501,631	\$ 447,631	\$ 502,556	\$ 504,818
Supplies	57,444	36,288	36,288	36,288	34,563	34,563
Purchase Services	303,363	323,509	323,509	323,509	354,196	354,696
Capital Outlay	32,104	22,000	22,000	22,000	22,000	22,000
Total	\$ 814,824	\$ 883,428	\$ 883,428	\$ 829,428	\$ 913,315	\$ 916,077

POSITION SUMMARY

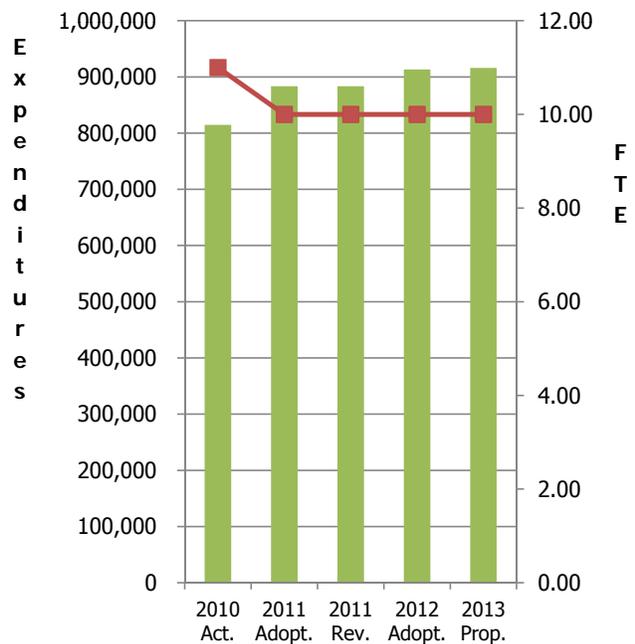
Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	7.00	6.00	6.00	6.00	6.00	6.00
Continuous Part-Time	4.00	4.00	4.00	4.00	4.00	4.00
Seasonal	-	-	-	-	-	-
Total	11.00	10.00	10.00	10.00	10.00	10.00

Fiscal Year	FTE's	Expenditures
2010 Act.	11.00	\$ 814,824
2011 Adopt.	10.00	\$ 883,428
2011 Rev.	10.00	\$ 883,428
2012 Adopt.	10.00	\$ 913,315
2013 Prop.	10.00	\$ 916,077

Notes:

Recreation Programmer position was eliminated in FY 2011.

\$41,000 of the Special Events budget supported by the General Fund has been added to Recreation in FY 2012.



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

WET ZONE

MISSION

The Wet Zone Family Water Park provides for the citizens of Rowlett and surrounding communities a water recreation environment focused on family interaction and leisure enjoyment.

DESCRIPTION

The Wet Zone is a family oriented water park facility that offers a safe, clean, fun and friendly environment for families to bring their children. Aside from the daily park operation for guests, the park offers ancillary features for an additional fee to help subsidize the cost of operations. These include water fitness classes, swimming lessons, swim team, and special events. The park offers an inexpensive entertainment option for Rowlett residents and non-residents alike.

GOALS AND OBJECTIVES

- To offer a safe, clean, fun and friendly environment and ensure all state required safety codes are met and exceeded where applicable.
- Increase the number of participants involved in our Learn to Swim program and Swim Team program by 5%. This is an excellent opportunity to touch the lives of over 700 children per summer by teaching lifelong skills of variations of swim.
- To encourage families to reach the GetFit Texas goals of 150 min per week of exercise for adults and 300 minutes per week of exercise for children through our learn to swim, open swim and special events.
- Provide healthier snack options at Haley’s Hunger Hut in addition to our traditional concession type food in accordance with the Center for Disease Control’s “Recommended Community Strategies and measurements to prevent obesity in the United States.”
- Provide at least 1 physical fitness class and a special event targeted to Active Adults (50 & better) participating at Wet Zone Water Park.

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Wet Zone Attendance	50,000	61,000	45,000	55,000	55,000

**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

WET ZONE

FY 2011 HIGHLIGHTS

- Detailed labor and budget projections and constant tracking continued to help ensure the park stayed on course to reach its budgetary goals for the season, resulting in a profit for the facility.
- Increased numbers of participants in youth and adult fitness type programs (Learn to Swim, Swim Team, Water aerobics) helped our attendees reach their goals of exercise for the week.
- Daily operations and staff adjustments continued to help keep expenses within budget without jeopardizing the future operating capacity of the facility.

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

WET ZONE

FINANCIAL SUMMARY

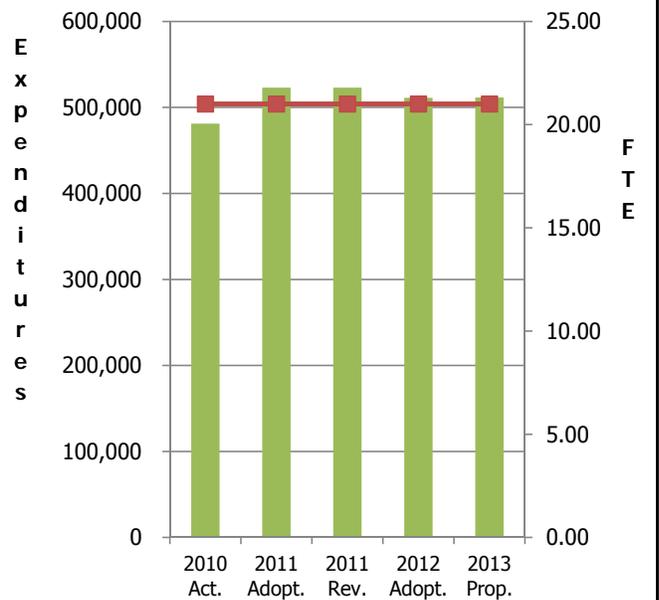
Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 284,079	\$ 281,074	\$ 281,074	\$ 281,074	\$ 282,261	\$ 282,679
Supplies	78,043	99,925	99,925	99,925	99,925	99,925
Purchase Services	119,028	142,018	142,018	142,018	129,040	128,920
Capital Outlay	-	-	-	-	-	-
Total	\$ 481,150	\$ 523,017	\$ 523,017	\$ 523,017	\$ 511,226	\$ 511,524

POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	1.00	1.00	1.00	1.00	1.00	1.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	20.00	20.00	20.00	20.00	20.00	20.00
Total	21.00	21.00	21.00	21.00	21.00	21.00

Fiscal Year	FTE's	Expenditures
2010 Act.	21.00	\$ 481,150
2011 Adopt.	21.00	\$ 523,017
2011 Rev.	21.00	\$ 523,017
2012 Adopt.	21.00	\$ 511,226
2013 Prop.	21.00	\$ 511,524

Notes:



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

LIBRARY

MISSION

Rowlett Public Library serves as a vital community center that strives to provide free access to all information for all people.

DESCRIPTION

The Rowlett Public Library is a service-based department of the City of Rowlett designed to provide library materials, programs, and services to enhance the educational, informational, recreational, and civic life of the residents of the community.

GOALS AND OBJECTIVES

- Evaluate, select and implement integrated library system (ILS) with capabilities for enriched bibliographic content, remote access, and innovative user/management tools
- Increase number of library visitors and program attendance
- Increase number of active library users
- Expand library program offerings to teens and 'tweens
- Increase technology education programs and number of users of online resources, including OverDrive
- Continue collection weeding, replacing or withdrawing materials
- Continue support for current GED and ESL programs
- Continue offering basic computer instruction for seniors
- Analyze library space utilization for maximized use
- Maintain standards set forth by the Texas State Library & Archives Commission to retain accreditation

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Collection development: items added	13,354	13,800	13,161	13,800	13,800
Collection development: items withdrawn	7,503	7,200	32,751	7,400	7,400
Circulation of materials per capita	5.3	6.0	4.9	6.0	6.0
Visitors & program attendance per capita	3.9	4.1	3.8	4.2	4.2
Active users	18,691	20,700	17,809	22,700	22,700
Reference questions answered	19,490	20,000	15,331	20,500	20,500

**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

LIBRARY

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Internet use: PC lab & wireless	42,671	41,200	35,289	42,500	42,500
New library card registration	3,311	3,477	2,906	3,650	3,650
Renewed library card registrations	3,932	4,129	3,741	4,350	4,350
Reservations for materials	18,155	18,500	13,860	18,500	18,500

*The library changed its statistical reporting method in November, 2008. Multi-unit items are no longer counted by the number of units contained in the item but by the unit alone.

** In October 2008, 24,982 visited the library's meeting room for early voting for the Presidential election resulting in an unusually high attendance.

FY 2011 HIGHLIGHTS

- Library was open 6 days per week, providing 60 hours of service to 41,349 registered borrowers. A total of 214,313 visitors used the library facility.
- 272,442 items were borrowed, saving citizens more than \$3 million dollars.
- 60,462 movies were loaned, saving citizens \$242,000 in movie rental fees.
- 35,289 PC Lab users saved over \$425,000 in Internet Service and computing costs.
- 19,490 reference questions were answered at a savings of \$136,000.
- 49 licensed databases were offered for a savings of \$160,000.
- 3 students passed their GED
- Library was awarded the 2010 Achievement of Excellence in Libraries Award from the Texas Municipal Library Directors Association. Of the more than 500 public libraries in the state of Texas, only 27 received this award.

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

LIBRARY

FINANCIAL SUMMARY

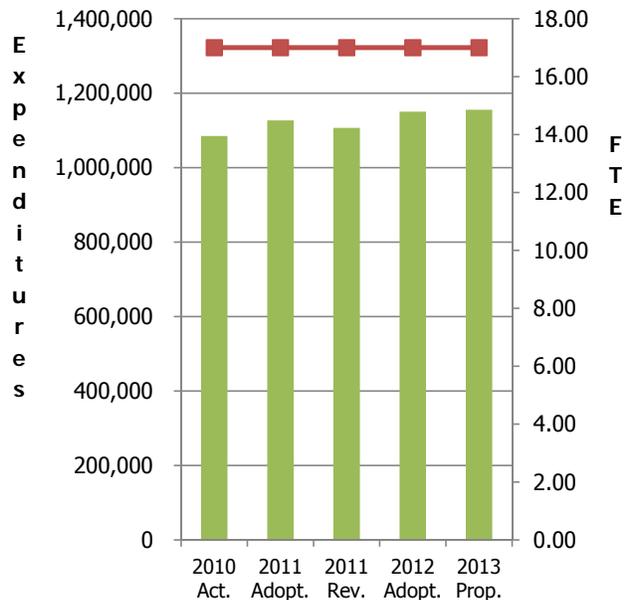
Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 809,025	\$ 839,801	\$ 819,801	\$ 819,801	\$ 870,997	\$ 876,063
Supplies	148,396	166,721	166,721	166,721	165,846	165,846
Purchase Services	127,597	120,383	120,383	120,383	113,688	113,688
Capital Outlay	-	-	-	-	-	-
Total	\$ 1,085,018	\$ 1,126,905	\$ 1,106,905	\$ 1,106,905	\$ 1,150,531	\$ 1,155,597

POSITION SUMMARY

Description By Status:	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Full-Time	12.00	12.00	12.00	12.00	12.00	12.00
Continuous Part-Time	2.00	2.00	2.00	2.00	2.00	2.00
Seasonal	3.00	3.00	3.00	3.00	3.00	3.00
Total	17.00	17.00	17.00	17.00	17.00	17.00

Fiscal Year	FTE's	Expenditures
2010 Act.	17.00	\$ 1,085,018
2011 Adopt.	17.00	\$ 1,126,905
2011 Rev.	17.00	\$ 1,106,905
2012 Adopt.	17.00	\$ 1,150,531
2013 Prop.	17.00	\$ 1,155,597

Notes:



**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

COMMUNICATIONS

FINANCIAL SUMMARY

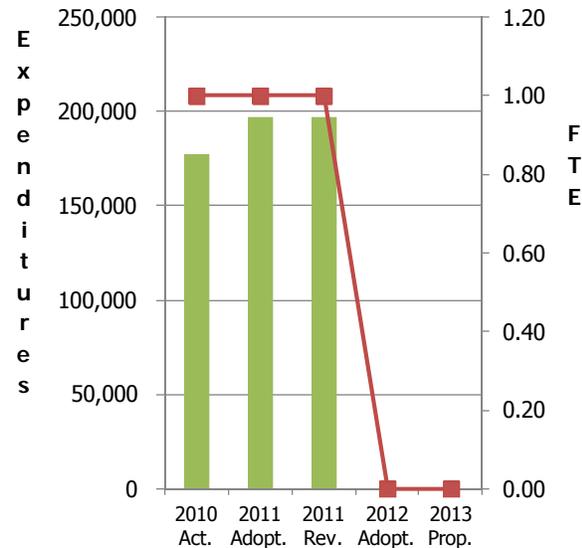
Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 125,046	\$ 131,116	\$ 131,116	\$ 131,116	\$ -	\$ -
Supplies	18,893	12,500	12,500	12,500	-	-
Purchase Services	33,193	53,258	53,258	53,258	-	-
Capital Outlay	-	-	-	-	-	-
Total	\$ 177,132	\$ 196,874	\$ 196,874	\$ 196,874	\$ -	\$ -

POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	1.00	1.00	1.00	1.00	-	-
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	1.00	1.00	1.00	1.00	-	-

Fiscal Year	FTE's	Expenditures
2010 Act.	1.00	\$ 177,132
2011 Adopt.	1.00	\$ 196,874
2011 Rev.	1.00	\$ 196,874
2012 Adopt.	-	\$ -
2013 Prop.	-	\$ -

Notes:
The Public Engagement Manager and the Communications division was eliminated in FY 2012.



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

CITIZEN ACTION CENTER

MISSION

To actively provide a timely response to residents, businesses and customers requesting service or information.

DESCRIPTION

The Citizen Action Center handles customer inquiries and service requests from 7:30am – 5:00pm, Monday through Friday. The primary source of communication is via the telephone with the Action Center assisting in Utility Billing calls and handling the main lines for Public Works, Code Enforcement, the City’s main line, and the new telephone line of 972-463-CITY. The Action Center offers service through the website and walk-up customers as well. The Action Center is also responsible for the administration of the Citizen Action Center, which is a software program that allows citizens 24 hours a day, 7 days a week interaction with the City.

GOALS AND OBJECTIVES

- Continue to market the 972-463-CITY number for our customers to receive action to their inquiries or service requests.

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
% of calls handled by the Action Center without transferring	58%	>60%	59%	>60%	>60%
% of abandoned calls	6.6%	<7.0%	8.1%	<7.0%	<7.0%
Average handling time by agent	1:39	1:45	1:37	1:45	1:45
Average hold time per caller	0:29	0:30	0:27	0:30	0:30

FY 2011 HIGHLIGHTS

- Reorganized department to reduce employee hours from 100 to 60 saving the City nearly \$30,000 annually.

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

CITIZEN ACTION CENTER

FINANCIAL SUMMARY

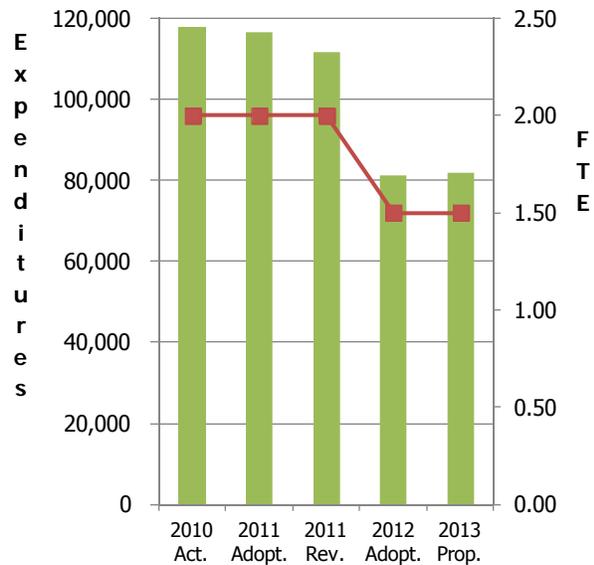
Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 103,604	\$ 106,252	\$ 101,252	\$ 101,252	\$ 71,978	\$ 72,386
Supplies	475	500	500	500	500	500
Purchase Services	13,883	9,800	9,800	9,800	8,747	9,000
Capital Outlay	-	-	-	-	-	-
Total	\$ 117,962	\$ 116,552	\$ 111,552	\$ 111,552	\$ 81,225	\$ 81,886

POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	1.00	1.00	1.00	1.00	1.00	1.00
Continuous Part-Time	1.00	1.00	1.00	1.00	0.50	0.50
Seasonal	-	-	-	-	-	-
Total	2.00	2.00	2.00	2.00	1.50	1.50

Fiscal Year	FTE's	Expenditures
2010 Act.	2.00	\$ 117,962
2011 Adopt.	2.00	\$ 116,552
2011 Rev.	2.00	\$ 111,552
2012 Adopt.	1.50	\$ 81,225
2013 Prop.	1.50	\$ 81,886

Notes:
A part-time position was eliminated in FY 2012.



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

FACILITIES

MISSION

To ensure that City buildings are kept in good repair in a manner that promotes pride from our citizens, customers and staff, and to optimize the life cycle of each building.

DESCRIPTION

Facilities is responsible for maintaining 20 City facilities comprising over 190,000 square feet of floor space. The division oversees building repairs and custodial efforts, as well as all renovation, remodeling, demolition or additions to facilities to assure proper compliance with maintenance standards and to reduce cost of ownership.

GOALS AND OBJECTIVES

- Institute a proactive departmental approach to encourage employee morale and performance.
- Conduct more frequent meetings with employees for input and insight.
- Implement the *Building Champion* program to create accountability to our customers and promote pride among our customers and employees.

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Preventative maintenance services performed on each building per schedule	90%	95%	90%	95%	85%
Janitorial services performed on each building per schedule	80%	95%	95%	95%	85%

FY 2011 HIGHLIGHTS

- Completed Phase II of the federal EECBG grant program.
- Installed carpet on perimeter of Library and office areas.
- Installed carpet in both upstairs offices at RCC.
- Raised witness platform to offer Judge a clearer view.
- Replaced VCT at west entrance of City Hall.
- Upgraded PD roof in order to receive a ten year warranty extension.
- Purchased and installed a \$4K dishwasher to sanitize bowls at Animal Shelter

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

FACILITIES MAINTENANCE

FINANCIAL SUMMARY

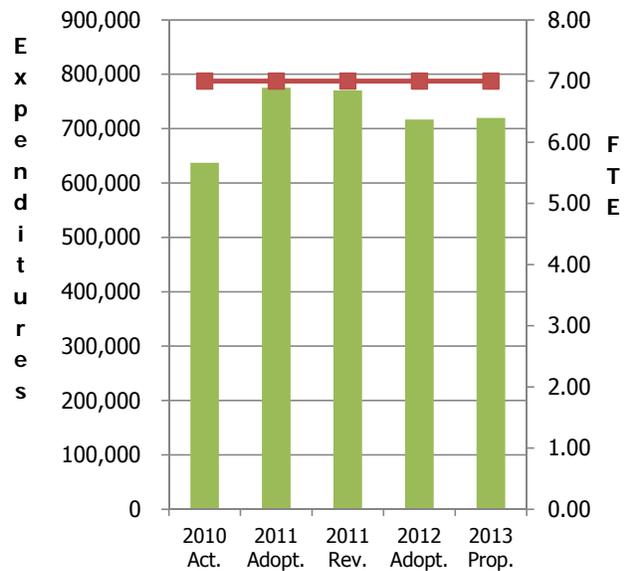
Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 230,236	\$ 321,310	\$ 316,310	\$ 316,310	\$ 313,511	\$ 316,307
Supplies	116,429	109,525	109,525	109,525	96,525	96,525
Purchase Services	290,421	344,490	344,490	344,490	306,711	306,711
Capital Outlay	-	-	-	-	-	-
Total	\$ 637,086	\$ 775,325	\$ 770,325	\$ 770,325	\$ 716,747	\$ 719,543

POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	6.00	6.00	6.00	6.00	6.00	6.00
Continuous Part-Time	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal	-	-	-	-	-	-
Total	7.00	7.00	7.00	7.00	7.00	7.00

Fiscal Year	FTE's	Expenditures
2010 Act.	7.00	\$ 637,086
2011 Adopt.	7.00	\$ 775,325
2011 Rev.	7.00	\$ 770,325
2012 Adopt.	7.00	\$ 716,747
2013 Prop.	7.00	\$ 719,543

Notes:
In FY 2011 funding for building repairs was increased by \$69,250.



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

STREETS

MISSION

To ensure that all City streets, roadways and alleys meet or exceed minimum condition standards set by the City Council.

DESCRIPTION

The Streets Division oversees the maintenance and repair of the streets and alleys. The city has over 466 lane miles of concrete streets, 68 lane miles of asphalt streets and 105 lane miles of alleys. Annual system assessment identifies candidate projects for improvement through CIP funding.

GOALS AND OBJECTIVES

- Achieve and average PCI rating of 75 for all existing public streets, bridges and traffic control devices

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Average Pavement Condition Index (PCI) for collector streets	74	74	77	76	76
Average Pavement Condition Index (PCI) for arterial streets	80	72	81	80	80

FY 2011 HIGHLIGHTS

- Reduced staff and emphasized contract out sourcing of workload.
- The contractor and city staff have placed 6,823 tons of asphalt.
- The contractors have replaced 33,588 square yards of concrete pavement.

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

STREETS

FINANCIAL SUMMARY

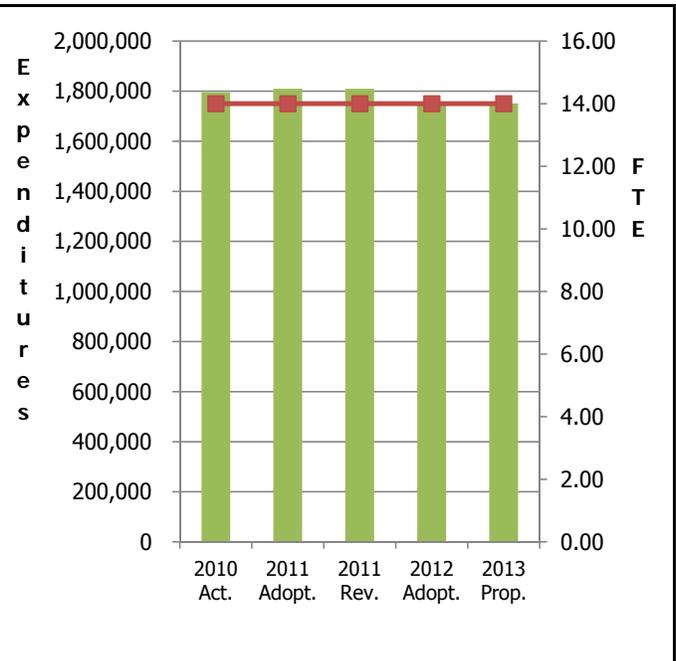
Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 779,170	\$ 786,970	\$ 786,970	\$ 786,970	\$ 795,235	\$ 801,606
Supplies	91,362	83,053	83,053	83,053	67,085	67,085
Purchase Services	925,238	939,293	939,293	939,293	882,598	882,598
Capital Outlay	-	-	-	-	-	-
Total	\$ 1,795,770	\$ 1,809,316	\$ 1,809,316	\$ 1,809,316	\$ 1,744,918	\$ 1,751,289

POSITION SUMMARY

Description By Status:	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Full-Time	14.00	14.00	14.00	14.00	14.00	14.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	14.00	14.00	14.00	14.00	14.00	14.00

Fiscal Year	FTE's	Expenditures
2010 Act.	14.00	\$ 1,795,770
2011 Adopt.	14.00	\$ 1,809,316
2011 Rev.	14.00	\$ 1,809,316
2012 Adopt.	14.00	\$ 1,744,918
2013 Prop.	14.00	\$ 1,751,289

Notes:



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

FLEET SERVICES

MISSION

To maintain the City's equipment to manufacturer's specifications and to optimize the life cycle of each piece of equipment without jeopardizing safety or best practices.

DESCRIPTION

Fleet Services operates a central garage that is responsible for maintaining 426 pieces of equipment ranging from police cars, fire trucks, pickups, and yellow iron (bulldozers, backhoes, etc.).

GOALS AND OBJECTIVES

- Maintain operating model that meets the operational strategies.
- Update 10 year equipment replacement plan using life cycle costing principles.

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Percent of preventative maintenance services on each piece of equipment per schedule	95%+/-	95%+/-	95%+/-	95%+/-	95%+/-
Percent of equipment down less than 48 hours due to controllable factors	95%+/-	95%+/-	95%+/-	95%+/-	95%+/-
Number of preventable accidents or injuries with loss of work time	0	0	1	0	0

FY 2011 HIGHLIGHTS

- Successfully completed the first stage of fleet size Right Size exercise; down sized the Fleet by 17 units.
- Replaced the aging Sewer Jet Truck with new updated Jet/Camera Truck. This new unit will be taking the place of two existing units, doing the job of two trucks and 4 personnel to only one crew of 2 persons & one truck.
- Updated vehicle & equipment replacement list to a 5 to 7 year replacement plan.

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

FLEET SERVICES

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 185,348	\$ 213,465	\$ 208,465	\$ 208,465	\$ 186,635	\$ 187,949
Supplies	182,631	246,993	246,993	246,993	214,004	214,004
Purchase Services	215,730	267,135	157,135	157,135	153,385	153,387
Capital Outlay	-	-	-	-	-	-
Total	\$ 583,709	\$ 727,593	\$ 612,593	\$ 612,593	\$ 554,024	\$ 555,340

POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	3.50	3.50	3.50	3.50	3.00	3.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	3.50	3.50	3.50	3.50	3.00	3.00

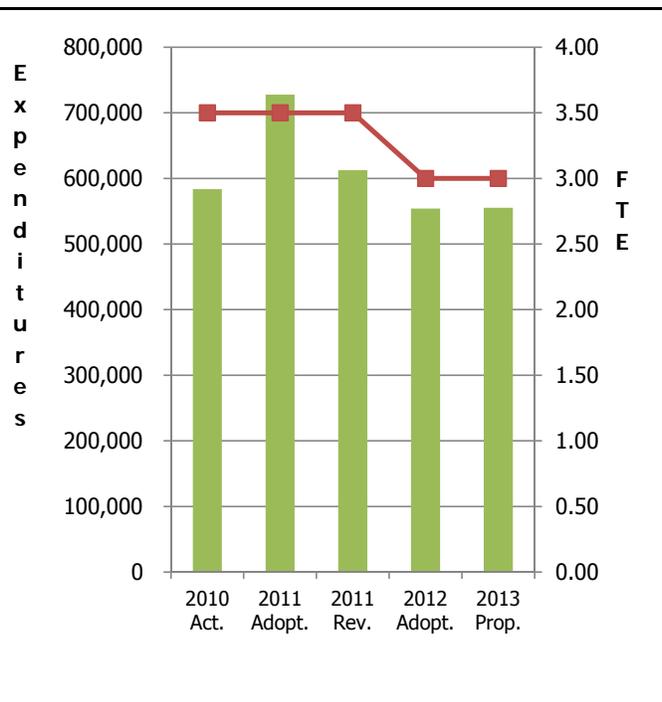
Fiscal Year	FTE's	Expenditures
2010 Act.	3.50	\$ 583,709
2011 Adopt.	3.50	\$ 727,593
2011 Rev.	3.50	\$ 612,593
2012 Adopt.	3.00	\$ 554,024
2013 Prop.	3.00	\$ 555,340

Notes:

During FY 2011 \$36,543 was moved from the Fleet Services budget to the Streets division budget to fund the lease-purchase of equipment.

Maintenance costs for fire vehicles was moved to the Fire Department during FY 2011.

Part-time Administrative Assistant position was eliminated in FY 2012.



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

PUBLIC WORKS ADMINISTRATION

MISSION

The mission of Public Works Administration is to provide administrative and strategic leadership for the all divisions falling under the Public Works and Development Services Department; to provide excellent customer service to our community, which includes all residents, visitors, developers, builders, employees, departments, and governmental service provider and other regulatory agencies; to provide support to other City departments and divisions as needed.

DESCRIPTION

Public Works Administration provides management, administrative, and engineering oversight to the Department and other departments in the City and support for the Public Works and Development Department, including Engineering, GIS, & Capital Improvements, Streets/Drainage/Traffic, Utilities, Planning & Zoning, and Building Permitting.

GOALS AND OBJECTIVES

- Provide support for the day-to-day operations of
 - Utilities
 - Engineering & Capital Improvements
 - Streets & Drainage
 - Traffic Operations
 - Storm Water Management & Administration of the City's floodplain
 - Planning & Zoning
 - Building Permitting
 - CDBG; NTTA; DART; HUD; NTMWD coordination
- Oversee and track all department work plan items.
- Development of policies and procedures for all the divisions within Public Works/Development.
- Review of all operations and development of standard operating procedures.
- Completion of Utilities analysis and development of short and long term maintenance plan; Implement reorganization plans; Implement facility security plan; Implement heightened response policy with regard to water leaks and breaks and lift station failures; Implement staff survey and data analysis; Implement safety task force; Review, assess, and select a work reporting system; replace and upgrade SCADA system; implement AWWA standards and EUM BMPs; Initiate APWA self assessment process; research and plan for related short and long term planning processes.
- Development of performance measures for department.
- Development of construction and design standard and refined project delivery methods for all City Capital Improvement Projects.

**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

PUBLIC WORKS ADMINISTRATION

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Average Pavement Condition Index (PCI)	77	73	78	78	78
CIP implementation % on schedule	75%	75%	75%	85%	95%

FY 2011 HIGHLIGHTS

- Reduced Building Inspections Department by one inspector and began outsourcing the inspections by a third party provider reducing operating overhead.
- Administered and managed multiple large Capital Improvement Projects
- Negotiated the resolution to facilitate the completion of the Rowlett Road Lift Station, Rowlett Creek Treatment Plant Meter, and Dalrock Road Railroad Crossing.
- Worked on first phase of evaluation of department operations for the development of a long term operation plan in preparation of self-assessment process.
- Initiated improvements in GIS mapping systems.

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

PUBLIC WORKS ADMINISTRATION

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 500,791	\$ 512,946	\$ 512,946	\$ 512,946	\$ 489,781	\$ 491,211
Supplies	20,704	29,249	29,249	29,249	29,129	29,129
Purchase Services	56,832	88,386	88,386	88,386	85,527	85,527
Capital Outlay	-	-	-	-	-	-
Total	\$ 578,327	\$ 630,581	\$ 630,581	\$ 630,581	\$ 604,437	\$ 605,867

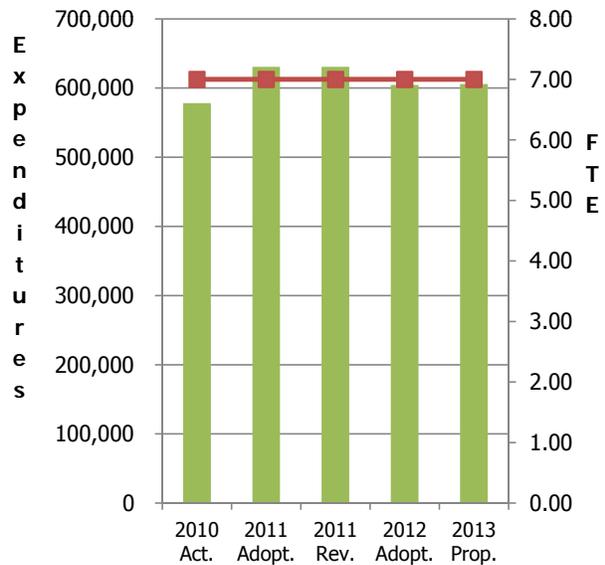
POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	7.00	7.00	7.00	7.00	6.50	6.50
Continuous Part-Time	-	-	-	-	0.50	0.50
Seasonal	-	-	-	-	-	-
Total	7.00	7.00	7.00	7.00	7.00	7.00

Fiscal Year	FTE's	Expenditures
2010 Act.	7.00	\$ 578,327
2011 Adopt.	7.00	\$ 630,581
2011 Rev.	7.00	\$ 630,581
2012 Adopt.	7.00	\$ 604,437
2013 Prop.	7.00	\$ 605,867

Notes:
Senior Administrative Assistant is funded 50% in the Utility Fund in FY 2012.

Administrative Assistant was reduced to part-time in FY 2012.



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

PLANNING

MISSION

To manage land use development through the administration of the Rowlett Development Code, implementation of the Comprehensive Plan, and other development plans, ordinances, policies and procedures of the City. In addition, prepare plans or studies that serve to guide future target development in the community all while maintaining a high level of integrity and customer service.

DESCRIPTION

The Planning Department is responsible for developing, maintaining and enforcing development regulations, production of plans for future growth, and interacting with other City departments to accomplish those goals and the goals of their department. Products under the responsibility of the department include the Rowlett Development Code, Master Thoroughfare Plan, Comprehensive Plan, demographic studies, Take Area Ordinance, Downtown Plan. The department is the staff liaison to the Planning and Zoning Commission and Board of Adjustment.

GOALS AND OBJECTIVES

- Evaluate and Update the comprehensive plan.
- Evaluate the *Rowlett Development Code* (RDC) for possible revisions.
- Specific Area Plan: work with consultant to establish a specific area plan based on Comprehensive Plan prioritizations.
- Rowlett Code of Ordinance amendments: ensure that discrepancies are corrected and certain requirements clarified.
- Continue to improve the development process by making it more user friendly and customer service oriented.
- As updated web capabilities become available devise a way to make approved ordinances, PD's, zoning, development plans, plats, etc. available for download on-line.
- Improve internal development process: re-evaluate internal development review and ensure a timely and detailed review.

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Target	FY 2012 Est.
% goals achieved	75%	75%	75%	75%	75%

CITY OF ROWLETT
FY 2011-2012
GENERAL FUND

PLANNING

FY 2011 HIGHLIGHTS

- On September 20, 2011, the Rowlett City Council unanimously adopted the Realize Rowlett 2020 Vision Plan as the City's Comprehensive Plan. This approval followed an aggressive six month visioning process wherein community stakeholders were engaged at every step. The Realize Rowlett 2020 Plan will provide a measure of predictability and clarity in the primary step of the development process. It is the **first** step in proactively planning for the next phase of the City's future.
- Several RDC revisions were adopted throughout the year including major revisions to Landscaping and Temporary Use standards.

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

PLANNING

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 186,804	\$ 265,493	\$ 260,493	\$ 260,493	\$ 300,362	\$ 301,961
Supplies	2,526	4,036	4,036	4,036	4,036	4,036
Purchase Services	30,163	29,512	29,512	29,512	32,566	32,566
Capital Outlay	-	-	-	-	-	-
Total	\$ 219,493	\$ 299,041	\$ 294,041	\$ 294,041	\$ 336,964	\$ 338,563

POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	4.00	3.00	3.00	3.00	4.00	4.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	0.25	0.25	0.25	-	-
Total	4.00	3.25	3.25	3.25	4.00	4.00

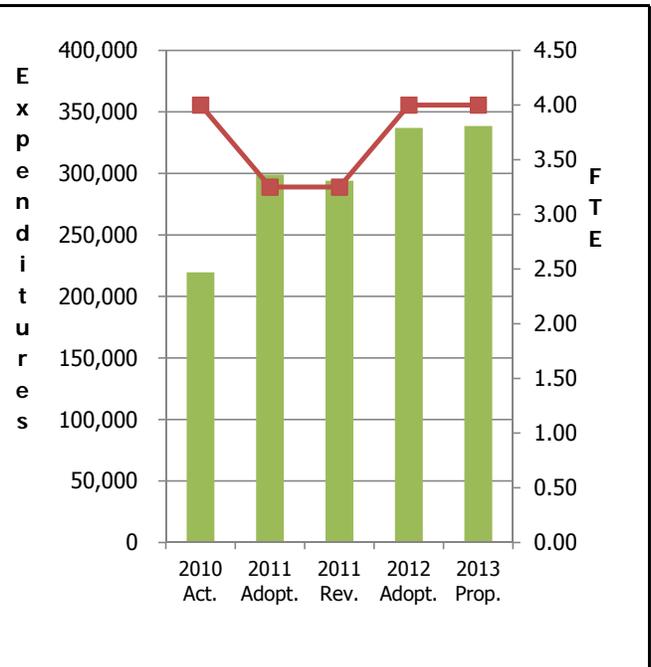
Fiscal Year	FTE's	Expenditures
2010 Act.	4.00	\$ 219,493
2011 Adopt.	3.25	\$ 299,041
2011 Rev.	3.25	\$ 294,041
2012 Adopt.	4.00	\$ 336,964
2013 Prop.	4.00	\$ 338,563

Notes:
 Planner II was eliminated in FY 2011 and a Planning Intern was added.

 Administrative Assistant was reclassified to a Development Services Technician in FY 2012.

 Planner II was reclassified to a Senior Planner in FY 2012.

 Planning Intern was reclassified to Planner I in FY 2012.



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

GEOGRAPHIC INFORMATION SERVICES

MISSION

To develop, maintain and automate City's geographic information and support City staff, citizens and the development community in accessing this information in an efficient manner.

DESCRIPTION

The Geographical Information Systems (GIS) division maintains a computer based mapping system used for creation, storage, and maintenance of spatial (geographic) digital data pertaining to road, water, sewer and draining systems, property ownership, zoning, land use, etc. This data is used by most of the City departments in their day to day operations and in various long and short range estimates and projections.

GOALS AND OBJECTIVES

- The primary goal of the GIS division is to provide streamlined and centralized services to internal and external customers.
- Integrate GIS into daily operation, planning, and management of major city departments.
- Share data among city users through the development of spatial data warehouse; improve data accuracy and integrity through the establishment and enforcement of standards.
- Upgrade GIS system to most current format.
- Provide assistance, information, and training to staff regarding GIS/GPS.
- Develop interactive map application to make geographic and related information available online for the convenience and benefit of our staff and citizens.

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Accuracy of data layers	90%	90%	90%	90%	90%

**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

GEOGRAPHIC INFORMATION SERVICES

FY 2011 HIGHLIGHTS

- Coordinated the works and activities of multiple departments, and ensure that the right data, maps and GIS related services are delivered effectively and in a timely manner.
- Developed City new interactive mapping site (<http://emap.rowlett.com>) to allow citizens and City staff easily access and search GIS data. This project saves \$4800 annually. (*Previously the City expended \$4800 for an annual maintenance fee to NCTCOG by using their mapping service.)
- Developed Traffic Counts Google map to provide users with Google map capability and allows developers, citizens and staffs to easily access the traffic counts information.
- Developed the water field work order application to make the work order available online for the convenience and benefit of our staff.
- Created detailed, easy to read GPS user menu for Public Works and Fire Dept.

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

GEOGRAPHIC INFORMATION SYSTEMS

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 69,578	\$ 70,837	\$ 70,837	\$ 70,837	\$ 71,450	\$ 71,861
Supplies	469	3,500	3,500	3,500	3,200	3,200
Purchase Services	21,356	29,499	29,499	29,499	26,700	26,700
Capital Outlay	-	-	-	-	-	-
Total	\$ 91,403	\$ 103,836	\$ 103,836	\$ 103,836	\$ 101,350	\$ 101,761

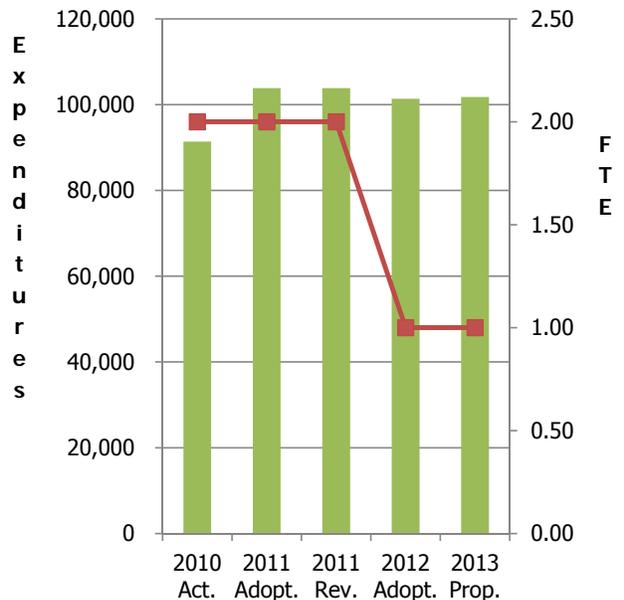
POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	2.00	2.00	2.00	2.00	1.00	1.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	2.00	2.00	2.00	2.00	1.00	1.00

Fiscal Year	FTE's	Expenditures
2010 Act.	2.00	\$ 91,403
2011 Adopt.	2.00	\$ 103,836
2011 Rev.	2.00	\$ 103,836
2012 Adopt.	1.00	\$ 101,350
2013 Prop.	1.00	\$ 101,761

Notes:

GIS Programmer is unfunded in FY 2010 and 2011 and was eliminated in FY 2012.



**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

HUMAN RESOURCES

MISSION

To recruit and retain highly qualified work force and to minimize risk to the City.

DESCRIPTION

Human Resources/Risk Management partners with employees, managers and external customers to provide systems, resources and programs that meet strategic organization goals, comply with legal requirements and meet customers' needs in a timely, efficient responsive and flexible manner. Human Resources/Risk Management is responsible recruitment and staffing, benefits administration, organizational development, risk management, employee relations, compensation and classification, and legal compliance.

GOALS AND OBJECTIVES

- Implement The Rowlett Way customer service training program.
- Implement and train on revised policy manual.
- Re-introduce a New Employee Orientation program.
- Monitor and proactively respond to medical and property/liability insurance issues and claims.

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Vacancy rate	5.94%	7.0%	8.06%	7.0%	7.0%
Turnover rate	8.39%	12.0%	15.82%	12.0%	12.0%
Percentage of worker's compensation claims with 5 or fewer days of lost time	82.00%	95%	93.33%	95%	95%
Percentage of claimants contacted within 48 hours of liability claim being received by Human Resources	100.00%	95%	100.00%	95%	95%
Percentage of pre-employment screening contact made within 24 hours of completed paperwork received by Human Resources	98.75%	95%	96%	95%	95%
Total instruction hours of training provided	53	50	80	50	50

**CITY OF ROWLETT
FY 2011-2012
GENERAL FUND**

HUMAN RESOURCES

FY 2011 HIGHLIGHTS

- Implemented Year 1 of the City's 5 Year Benefit Strategy, which included transitioning from a fully insured plan to partial self funding.
- Formed a Wellness Committee and Wellness Campuses Champions who are responsible for forming the City's Wellness Program.
- Coordinated and sponsored 4th Annual Benefits Fair and 1st Annual Wellness Day.
- Conducted a training needs assessment in conjunction with the University of North Texas.
- Offered a new CORE PPO/GAP plan to address employees' needs who have a high risk tolerance for healthcare.
- Developed and facilitated over 50 employee engagement meetings in an effort to assist employees with new benefit offerings.
- Developed webinars and spreadsheets to assist employees in determining which benefit offering would best fit their families' needs.
- Conducted training on the revised performance review tool and process.
- Conducted onsite & offsite biometric screenings from in which 268 employees participated and only 10 employees waived participation. The 10 employees who waived will receive a 5% increase in premiums (on top of any other potential premium changes) upon plan renewal.
- Monitored & proactively responded to medical and property/liability insurance issues and claims.
- Conducted a 26 city comprehensive benefit survey as a component of the TMRS retirement evaluation process.
- Assisted departments with various employee relations issues.
- Represented the City in numerous unemployment compensation claims.
- Provided training opportunities on various human resources/safety related topics.
- Participated in the Live Healthy America Challenge with a total of 22 teams and 142 employees motivated to live a healthier lifestyle.

**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

HUMAN RESOURCES

FINANCIAL SUMMARY

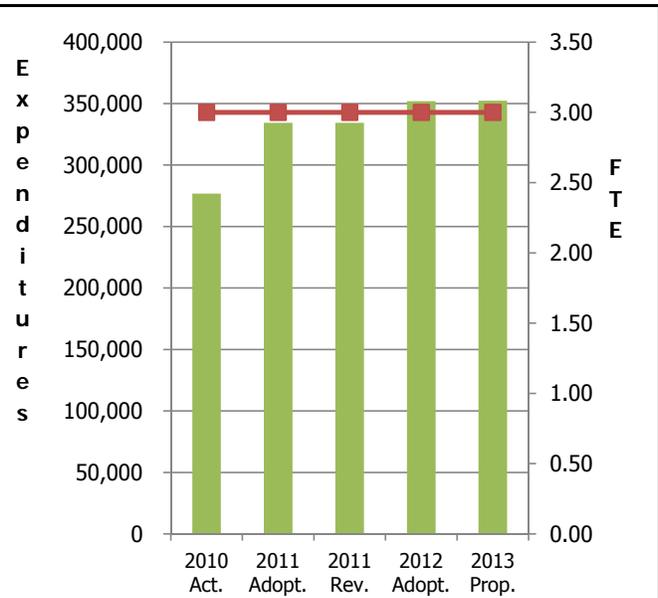
Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 205,035	\$ 225,708	\$ 225,708	\$ 225,708	\$ 243,385	\$ 244,533
Supplies	3,910	5,625	5,625	5,625	5,125	5,125
Purchase Services	67,815	103,015	103,015	103,015	103,427	102,667
Capital Outlay	-	-	-	-	-	-
Total	\$ 276,760	\$ 334,348	\$ 334,348	\$ 334,348	\$ 351,937	\$ 352,325

POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	3.00	3.00	3.00	3.00	3.00	3.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	3.00	3.00	3.00	3.00	3.00	3.00

Fiscal Year	FTE's	Expenditures
2010 Act.	3.00	\$ 276,760
2011 Adopt.	3.00	\$ 334,348
2011 Rev.	3.00	\$ 334,348
2012 Adopt.	3.00	\$ 351,937
2013 Prop.	3.00	\$ 352,325

Notes:
FY 2011 includes an additional \$11,878 for enhanced benefits consulting services.



**CITY OF ROWLETT
FY 2011-12
GENERAL FUND**

NON DEPARTMENTAL

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 6,353	\$ (375,000)	\$ (114,000)	\$ -	\$ (515,000)	\$ (350,000)
Supplies	86,908	5,500	5,500	5,500	5,500	5,500
Purchase Services	2,639,783	1,965,949	1,965,949	1,965,949	770,538	770,538
Capital Outlay	-	-	-	-	-	-
Transfers Out	1,040,027	2,341,154	2,026,154	2,537,485	1,156,722	1,156,722
Total	\$ 3,773,071	\$ 3,937,603	\$ 3,883,603	\$ 4,508,934	\$ 1,417,760	\$ 1,582,760

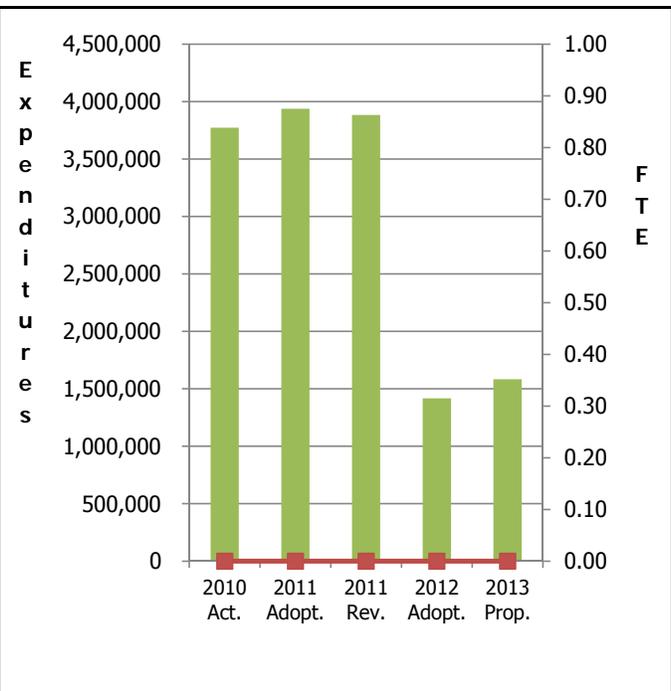
POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	-	-	-	-	-	-
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	-	-	-	-	-	-

Fiscal Year	FTE's	Expenditures
2010 Act.	0.00	\$ 3,773,071
2011 Adopt.	0.00	\$ 3,937,603
2011 Rev.	0.00	\$ 3,883,603
2012 Adopt.	0.00	\$ 1,417,760
2013 Prop.	0.00	\$ 1,582,760

Notes:
FY 2011 includes an increase in sales tax credits of \$191,130.

Transfers decreased by \$1.7 million in FY 2012.



**CITY OF ROWLETT
FY 2011-12
IMPACT FEES FUND**

BUDGET AND EXPENDITURE SUMMARY

Description	FY 2009-10 Actual	-			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 1,977,525	\$ 587,420	\$ 587,420	\$ 602,240	\$ 455,597	\$ 469,954
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	20,962	28,285	28,285	28,285	31,000	31,000
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	11,411	13,357	13,357	13,357	13,357	13,357
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>32,373</u>	<u>41,642</u>	<u>41,642</u>	<u>41,642</u>	<u>44,357</u>	<u>44,357</u>
Total Available Resources	<u>2,009,898</u>	<u>629,062</u>	<u>629,062</u>	<u>643,882</u>	<u>499,954</u>	<u>514,311</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	67,658	28,285	28,285	28,285	30,000	30,000
Debt Service	-	-	-	-	-	-
Transfers Out	1,340,000	160,000	160,000	160,000	-	-
Total Expenditures	<u>1,407,658</u>	<u>188,285</u>	<u>188,285</u>	<u>188,285</u>	<u>30,000</u>	<u>30,000</u>
Ending Resources	<u>\$ 602,240</u>	<u>\$ 440,777</u>	<u>\$ 440,777</u>	<u>\$ 455,597</u>	<u>\$ 469,954</u>	<u>\$ 484,311</u>

**CITY OF ROWLETT
FY 2011-12
IMPACT FEES FUND**

REVENUE DETAIL

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Licenses and Permits	\$ 20,962	\$ 28,285	\$ 28,285	\$ 28,285	\$ 31,000	\$ 31,000
Other:						
Interest Income	11,411	13,357	13,357	13,357	13,357	13,357
Total Revenues	\$ 32,373	\$ 41,642	\$ 41,642	\$ 41,642	\$ 44,357	\$ 44,357

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	-			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	-	-
Capital Improvements	67,658	28,285	28,285	28,285	30,000	30,000
Debt Service	-	-	-	-	-	-
Transfers Out	1,340,000	160,000	160,000	160,000	-	-
Total	\$ 1,407,658	\$ 188,285	\$ 188,285	\$ 188,285	\$ 30,000	\$ 30,000

**CITY OF ROWLETT
FY 2011-12
POLICE SEIZURE FUND**

BUDGET AND EXPENDITURE SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 265,637	\$ 175,656	\$ 175,656	\$ 270,915	\$ 121,679	\$ 97,229
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	273,584	100,764	100,764	100,764	100,550	100,550
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>273,584</u>	<u>100,764</u>	<u>100,764</u>	<u>100,764</u>	<u>100,550</u>	<u>100,550</u>
Total Available Resources	<u>539,221</u>	<u>276,420</u>	<u>276,420</u>	<u>371,679</u>	<u>222,229</u>	<u>197,779</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	181,658	250,000	250,000	250,000	125,000	100,550
Purchase Services	81,119	-	-	-	-	-
Capital Outlay	5,529	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>268,306</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>125,000</u>	<u>100,550</u>
Ending Resources	<u>\$ 270,915</u>	<u>\$ 26,420</u>	<u>\$ 26,420</u>	<u>\$ 121,679</u>	<u>\$ 97,229</u>	<u>\$ 97,229</u>

**CITY OF ROWLETT
FY 2011-12
POLICE SEIZURE FUND**

REVENUE DETAIL

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		

Revenues:

Interest Earnings	\$ 717	\$ 764	\$ 764	\$ 764	\$ 550	\$ 550
Miscellaneous	272,867	100,000	100,000	100,000	100,000	100,000
Total Current Revenues	\$ 273,584	\$ 100,764	\$ 100,764	\$ 100,764	\$ 100,550	\$ 100,550

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		

Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	181,658	250,000	250,000	250,000	125,000	100,550
Purchase Services	81,119	-	-	-	-	-
Capital Outlay	5,529	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total	\$ 268,306	\$ 250,000	\$ 250,000	\$ 250,000	\$ 125,000	\$ 100,550

**CITY OF ROWLETT
FY 2011-2012
ECONOMIC DEVELOPMENT FUND**

ECONOMIC DEVELOPMENT

MISSION

To provide economic development services to our existing business, prospective business and community, in order to attract investment to the City of Rowlett, and to promote a sustainable, vibrant economy.

DESCRIPTION

The Economic Development Department raises the awareness of the City of Rowlett locally, regionally, and nationally. The department promotes the positive demographics and aspects of the City as a place to live, work, and do business. The department expands and diversifies the tax base and eases the tax burden on homeowners by retaining and expanding existing business, as well as, encouraging new retail, commercial, and industrial growth.

GOALS AND OBJECTIVES

- To promote development opportunities in Rowlett nationally, regionally, and locally.
- To recruit businesses to Rowlett in order to expand the tax base.
- To maintain and expand current businesses in Rowlett.

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Visit local businesses	107*	25	15	25	25
Host brokers, site selectors, and decision makers	66	40	30	40	40
Make new contacts with brokers, developers, site selectors, and decision makers	26	25	20	25	25
Create and distribute quarterly newsletters, email blasts and development videos	4 of each	4 of each	2 of each	4 of each	4 of each

*The higher number of businesses visited included the door to door visits to communicate lane closings for construction projects and will not be a constant year after year.

FY 2011 HIGHLIGHTS

- Held second annual Economic Development Forum in spring of 2011.
- Implemented second annual economic stimulus program for local businesses to encourage residents to purchase locally.

**CITY OF ROWLETT
FY 2011-12
ECONOMIC DEVELOPMENT FUND**

BUDGET AND EXPENDITURE SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 85,890	\$ 67,423	\$ 67,423	\$ 104,499	\$ 70,036	\$ 48,360
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	3,400	3,400	3,400	1,500	1,500
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	802	1,000	1,000	1,000	250	250
Transfers In	303,470	290,740	290,740	290,740	314,944	314,944
Total Current Revenues	<u>304,272</u>	<u>295,140</u>	<u>295,140</u>	<u>295,140</u>	<u>316,694</u>	<u>316,694</u>
Total Available Resources	<u>390,162</u>	<u>362,563</u>	<u>362,563</u>	<u>399,639</u>	<u>386,730</u>	<u>365,054</u>
Expenditures:						
Personnel Services	169,883	177,148	177,148	177,148	202,810	203,460
Supplies	3,796	4,450	4,450	4,450	4,450	4,450
Purchase Services	111,984	148,005	148,005	148,005	131,110	131,110
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>285,663</u>	<u>329,603</u>	<u>329,603</u>	<u>329,603</u>	<u>338,370</u>	<u>339,020</u>
Ending Resources	<u>\$ 104,499</u>	<u>\$ 32,960</u>	<u>\$ 32,960</u>	<u>\$ 70,036</u>	<u>\$ 48,360</u>	<u>\$ 26,034</u>

**CITY OF ROWLETT
FY 2011-12
ECONOMIC DEVELOPMENT FUND**

REVENUE DETAIL

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Licenses and Permits:						
Building Permits	\$ -	\$ 3,400	\$ 3,400	\$ 3,400	\$ 1,500	\$ 1,500
Other:						
Interest Income	802	1,000	1,000	1,000	250	250
Transfers In:						
General Fund	142,543	143,670	143,670	143,670	156,722	156,722
Utility Fund	160,927	147,070	147,070	147,070	158,222	158,222
Total	303,470	290,740	290,740	290,740	314,944	314,944
Total Current Revenues	\$ 304,272	\$ 295,140	\$ 295,140	\$ 295,140	\$ 316,694	\$ 316,694

**CITY OF ROWLETT
FY 2011-12
ECONOMIC DEVELOPMENT FUND**

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 169,883	\$ 177,148	\$ 177,148	\$ 177,148	\$ 202,810	\$ 203,460
Supplies	3,796	4,450	4,450	4,450	4,450	4,450
Purchase Services	111,984	148,005	148,005	148,005	131,110	131,110
Capital Outlay	-	-	-	-	-	-
Total	\$ 285,663	\$ 329,603	\$ 329,603	\$ 329,603	\$ 338,370	\$ 339,020

POSITION SUMMARY

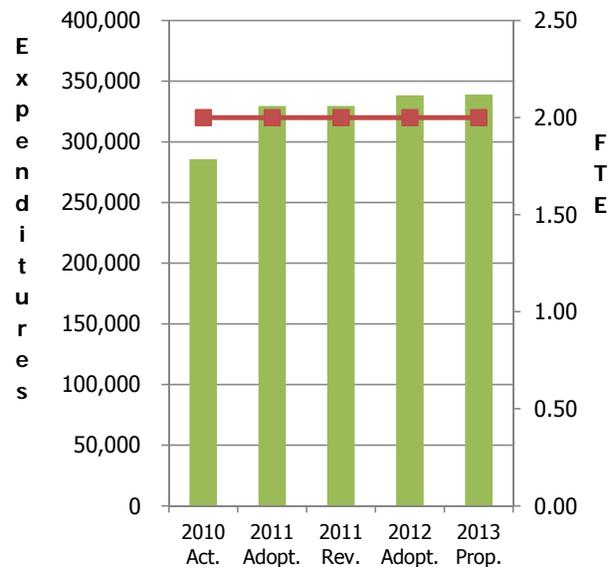
Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		

By Status:

Full-Time	2.00	2.00	2.00	2.00	2.00	2.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	2.00	2.00	2.00	2.00	2.00	2.00

Fiscal Year	FTE's	Expenditures
2010 Act.	2.00	\$ 285,663
2011 Adopt.	2.00	\$ 329,603
2011 Rev.	2.00	\$ 329,603
2012 Adopt.	2.00	\$ 338,370
2013 Prop.	2.00	\$ 339,020

Notes:



**CITY OF ROWLETT
FY 2011-12
INNOVATIONS FUND**

BUDGET AND EXPEDITURE SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 146,717	\$ 55,000	\$ 55,000	\$ 715,957	\$ 660,354	\$ 378,015
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	3,009	-	-	-	-	-
Transfers In	785,000	1,745,000	1,430,000	1,430,000	-	-
Total Current Revenues	788,009	1,745,000	1,430,000	1,430,000	-	-
Total Available Resources	934,726	1,800,000	1,485,000	2,145,957	660,354	378,015
Expenditures:						
Personnel Services	-	107,615	107,615	107,615	-	-
Supplies	-	-	-	-	-	-
Purchase Services	123,190	410,259	697,041	1,030,567	229,339	-
Capital Outlay	95,579	53,000	323,000	347,421	53,000	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	218,769	570,874	1,127,656	1,485,603	282,339	-
Ending Resources	\$ 715,957	\$ 1,229,126	\$ 357,344	\$ 660,354	\$ 378,015	\$ 378,015

**CITY OF ROWLETT
FY 2011-12
INNOVATIONS FUND**

REVENUE DETAIL

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Other:						
Interest Earnings	3,009	-	-	-	-	-
Transfers In:						
General Fund	785,000	1,745,000	1,430,000	1,430,000	-	-
Fleet Services Fund	-	-	-	-	-	-
Information Tech Fund	-	-	-	-	-	-
Impact Fees Fund	-	-	-	-	-	-
Refuse Fund	-	-	-	-	-	-
	<u>785,000</u>	<u>1,745,000</u>	<u>1,430,000</u>	<u>1,430,000</u>	<u>-</u>	<u>-</u>
Total Current Revenues	<u>\$ 788,009</u>	<u>\$ 1,745,000</u>	<u>\$ 1,430,000</u>	<u>\$ 1,430,000</u>	<u>\$ -</u>	<u>\$ -</u>

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ 107,615	\$ 107,615	\$ 107,615	\$ -	\$ -
Supplies	-	-	-	-	-	-
Purchase Services	123,190	410,259	697,041	1,030,567	229,339	-
Capital Outlay	95,579	53,000	323,000	347,421	53,000	-
Total	<u>\$ 218,769</u>	<u>\$ 570,874</u>	<u>\$ 1,127,656</u>	<u>\$ 1,485,603</u>	<u>\$ 282,339</u>	<u>\$ -</u>

**CITY OF ROWLETT
FY 2011-12
HOTEL/MOTEL FUND**

BUDGET AND EXPEDITURE SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 78,684	\$ -	\$ -	\$ (6,336)	\$ -	\$ 5,526
Current Revenues:						
Tax Revenues	38,118	43,773	43,773	50,109	47,698	47,175
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	407	577	577	577	577	577
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>38,525</u>	<u>44,350</u>	<u>44,350</u>	<u>50,686</u>	<u>48,275</u>	<u>47,752</u>
Total Available Resources	<u>117,209</u>	<u>44,350</u>	<u>44,350</u>	<u>44,350</u>	<u>48,275</u>	<u>53,278</u>
Expenditures:						
Personnel Services	11,991	12,085	12,085	12,085	11,484	11,484
Supplies	26,878	7,300	7,300	7,300	6,300	6,300
Purchase Services	84,676	24,965	24,965	24,965	24,965	24,965
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>123,545</u>	<u>44,350</u>	<u>44,350</u>	<u>44,350</u>	<u>42,749</u>	<u>42,749</u>
Ending Resources	<u>\$ (6,336)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,526</u>	<u>\$ 10,529</u>

**CITY OF ROWLETT
FY 2011-12
HOTEL MOTEL FUND**

REVENUE DETAIL

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Tax Revenues:						
Hotel/Motel Tax	\$ 38,118	\$ 43,773	\$ 43,773	\$ 50,109	\$ 47,698	\$ 47,175
Other:						
Miscellaneous	-	-	-	-	-	-
Interest Income	407	577	577	577	577	577
	407	577	577	577	577	577
Total Current Revenues	\$ 38,525	\$ 44,350	\$ 44,350	\$ 50,686	\$ 48,275	\$ 47,752

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 11,991	\$ 12,085	\$ 12,085	\$ 12,085	\$ 11,484	\$ 11,484
Supplies	26,878	7,300	7,300	7,300	6,300	6,300
Purchase Services	84,676	24,965	24,965	24,965	24,965	24,965
Capital Outlay	-	-	-	-	-	-
Total	\$ 123,545	\$ 44,350	\$ 44,350	\$ 44,350	\$ 42,749	\$ 42,749

**CITY OF ROWLETT
FY 2011-12
PEG FUND**

BUDGET AND EXPEDITURE SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 22,139	\$ 1,767	\$ 1,767	\$ 9,017	\$ 22,530	\$ 39,793
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	85,328	78,285	78,285	78,285	85,042	85,042
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>85,328</u>	<u>78,285</u>	<u>78,285</u>	<u>78,285</u>	<u>85,042</u>	<u>85,042</u>
Total Available Resources	<u>107,467</u>	<u>80,052</u>	<u>80,052</u>	<u>87,302</u>	<u>107,572</u>	<u>124,835</u>
Expenditures:						
Personnel Services	62,104	64,772	64,772	64,772	67,779	68,200
Supplies	1,385	-	-	-	-	-
Purchase Services	168	-	-	-	-	-
Capital Outlay	34,793	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>98,450</u>	<u>64,772</u>	<u>64,772</u>	<u>64,772</u>	<u>67,779</u>	<u>68,200</u>
Ending Resources	<u>\$ 9,017</u>	<u>\$ 15,280</u>	<u>\$ 15,280</u>	<u>\$ 22,530</u>	<u>\$ 39,793</u>	<u>\$ 56,635</u>

**CITY OF ROWLETT
FY 2011-12
PEG FUND**

REVENUE DETAIL

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Franchise Fee	\$ 85,328	\$ 78,285	\$ 78,285	\$ 78,285	\$ 85,042	\$ 85,042
Other:						
Miscellaneous	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-
Total Current Revenues	\$ 85,328	\$ 78,285	\$ 78,285	\$ 78,285	\$ 85,042	\$ 85,042

**CITY OF ROWLETT
FY 2011-12
PEG FUND**

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 62,104	\$ 64,772	\$ 64,772	\$ 64,772	\$ 67,779	\$ 68,200
Supplies	1,385	-	-	-	-	-
Purchase Services	168	-	-	-	-	-
Capital Outlay	34,793	-	-	-	-	-
Total	\$ 98,450	\$ 64,772	\$ 64,772	\$ 64,772	\$ 67,779	\$ 68,200

POSITION SUMMARY

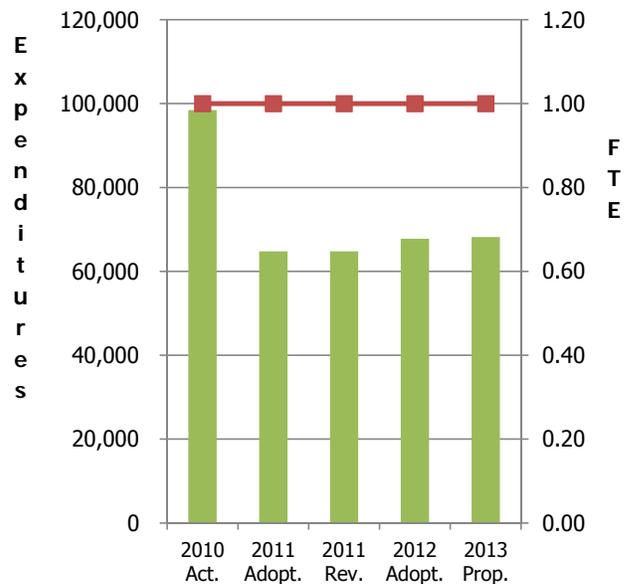
Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		

By Status:

Full-Time	1.00	1.00	1.00	1.00	1.00	1.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	1.00	1.00	1.00	1.00	1.00	1.00

Fiscal Year	FTE's	Expenditures
2010 Act.	1.00	\$ 98,450
2011 Adopt.	1.00	\$ 64,772
2011 Rev.	1.00	\$ 64,772
2012 Adopt.	1.00	\$ 67,779
2013 Prop.	1.00	\$ 68,200

Note:
FY 2010 includes \$35,000 in one-time equipment purchases.



**CITY OF ROWLETT
FY 2011-12
GRANTS FUND**

BUDGET AND EXPEDITURE SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ -	\$ -	\$ -	\$ (331,325)	\$ -	\$ -
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	321,196	17,035	17,035	348,360	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	-	24,590	24,590	24,590	24,590	24,590
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>321,196</u>	<u>41,625</u>	<u>41,625</u>	<u>372,950</u>	<u>24,590</u>	<u>24,590</u>
Total Available Resources	<u>321,196</u>	<u>41,625</u>	<u>41,625</u>	<u>41,625</u>	<u>24,590</u>	<u>24,590</u>
Expenditures:						
Personnel Services	104,985	24,590	24,590	24,590	24,590	24,590
Supplies	46,746	17,035	17,035	17,035	-	-
Purchase Services	13,659	-	-	-	-	-
Capital Outlay	487,131	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>652,521</u>	<u>41,625</u>	<u>41,625</u>	<u>41,625</u>	<u>24,590</u>	<u>24,590</u>
Ending Resources	<u>\$ (331,325)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF ROWLETT
FY 2011-12
GRANTS FUND**

REVENUE DETAIL

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Grants	\$ 321,196	\$ 17,035	\$ 17,035	\$ 348,360	\$ -	\$ -
Other:						
Other Entity	-	24,590	24,590	24,590	24,590	24,590
Miscellaneous	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-
	-	24,590	24,590	24,590	24,590	24,590
Total Current Revenues	\$ 321,196	\$ 41,625	\$ 41,625	\$ 372,950	\$ 24,590	\$ 24,590

CURRENT GRANT AWARDS

Other:			
GISD Security		\$ 24,590	\$ 24,590
		\$ 24,590	\$ 24,590

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 104,985	\$ 24,590	\$ 24,590	\$ 24,590	\$ 24,590	\$ 24,590
Supplies	46,746	17,035	17,035	17,035	-	-
Purchase Services	13,659	-	-	-	-	-
Capital Outlay	487,131	-	-	-	-	-
Total	\$ 652,521	\$ 41,625	\$ 41,625	\$ 41,625	\$ 24,590	\$ 24,590

**CITY OF ROWLETT
FY 2011-12
CDBG FUND**

BUDGET AND EXPENDITURE SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ (108,744)	\$ -	\$ -	\$ 20,976	\$ 20,476	\$ 20,476
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	619,654	217,245	217,245	216,745	217,245	217,245
Transfer In	-	-	-	-	-	-
Total Current Revenues	<u>619,654</u>	<u>217,245</u>	<u>217,245</u>	<u>216,745</u>	<u>217,245</u>	<u>217,245</u>
Total Available Resources	<u>510,910</u>	<u>217,245</u>	<u>217,245</u>	<u>237,721</u>	<u>237,721</u>	<u>237,721</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	22,500	22,000	22,000	22,000	22,000	22,000
Capital Outlay	-	-	-	-	-	-
Capital Improvements	467,434	195,245	195,245	195,245	195,245	195,245
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>489,934</u>	<u>217,245</u>	<u>217,245</u>	<u>217,245</u>	<u>217,245</u>	<u>217,245</u>
Ending Resources	<u>\$ 20,976</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,476</u>	<u>\$ 20,476</u>	<u>\$ 20,476</u>

**CITY OF ROWLETT
FY 2011-12
CDBG FUND**

REVENUE DETAIL

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Other:						
CDBG	\$ 619,634	\$ 217,245	\$ 217,245	\$ 216,745	\$ 217,245	\$ 217,245
Interest Income	20	-	-	-	-	-
Total Current Revenues	\$ 619,654	\$ 217,245	\$ 217,245	\$ 216,745	\$ 217,245	\$ 217,245

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-	-
Purchase Services	22,500	22,000	22,000	22,000	22,000	22,000
Capital Improvements	467,434	195,245	195,245	195,245	195,245	195,245
Transfers	-	-	-	-	-	-
Total	\$ 489,934	\$ 217,245	\$ 217,245	\$ 217,245	\$ 217,245	\$ 217,245

**CITY OF ROWLETT
FY 2011-12
TAX INCREMENT FINANCING (TIF) FUND**

BUDGET AND EXPENDITURE SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Current Revenues:						
Tax Revenues	306,425	293,783	293,783	293,783	290,845	290,845
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	30	-	-	-	-	-
Transfer In	-	-	-	-	-	-
Total Current Revenues	<u>306,455</u>	<u>293,783</u>	<u>293,783</u>	<u>293,783</u>	<u>290,845</u>	<u>290,845</u>
Total Available Resources	<u>307,455</u>	<u>294,783</u>	<u>294,783</u>	<u>294,783</u>	<u>291,845</u>	<u>291,845</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	306,455	293,783	293,783	293,783	290,845	290,845
Total Expenditures	<u>306,455</u>	<u>293,783</u>	<u>293,783</u>	<u>293,783</u>	<u>290,845</u>	<u>290,845</u>
Ending Resources	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>

**CITY OF ROWLETT
FY 2011-12
TAX INCREMENT FINANCING (TIF) FUND**

REVENUE DETAIL

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Tax Revenues:						
Property Tax	\$ 306,425	\$ 293,783	\$ 293,783	\$ 293,783	\$ 290,845	\$ 290,845
Other:						
Interest Earnings	30	-	-	-	-	-
Total Current Revenues	\$ 306,455	\$ 293,783	\$ 293,783	\$ 293,783	\$ 290,845	\$ 290,845

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Transfers	306,455	293,783	293,783	293,783	290,845	290,845
Total	\$ 306,455	\$ 293,783	\$ 293,783	\$ 293,783	\$ 290,845	\$ 290,845

**CITY OF ROWLETT
FY 2011-12
JUVENILE DIVERSION FUND**

BUDGET AND EXPENDITURE SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 90,360	\$ 102,710	\$ 102,710	\$ 105,297	\$ 98,044	\$ 66,510
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	77,008	58,696	58,696	58,696	41,602	41,602
Other	753	-	-	-	-	-
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>77,761</u>	<u>58,696</u>	<u>58,696</u>	<u>58,696</u>	<u>41,602</u>	<u>41,602</u>
Total Available Resources	<u>168,121</u>	<u>161,406</u>	<u>161,406</u>	<u>163,993</u>	<u>139,646</u>	<u>108,112</u>
Expenditures:						
Personnel Services	62,824	65,949	65,949	65,949	73,136	73,542
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>62,824</u>	<u>65,949</u>	<u>65,949</u>	<u>65,949</u>	<u>73,136</u>	<u>73,542</u>
Ending Resources	<u>\$ 105,297</u>	<u>\$ 95,457</u>	<u>\$ 95,457</u>	<u>\$ 98,044</u>	<u>\$ 66,510</u>	<u>\$ 34,570</u>

**CITY OF ROWLETT
FY 2011-12
JUVENILE DIVERSION FUND**

REVENUE DETAIL

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Fines:						
Juvenile Caseworker	\$ 77,008	\$ 58,696	\$ 58,696	\$ 58,696	\$ 41,602	\$ 41,602
Other:						
Interest Income	753	-	-	-	-	-
Total Current Revenues	<u>\$ 77,761</u>	<u>\$ 58,696</u>	<u>\$ 58,696</u>	<u>\$ 58,696</u>	<u>\$ 41,602</u>	<u>\$ 41,602</u>

**CITY OF ROWLETT
FY 2011-12
JUVENILE DIVERSION FUND**

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 62,824	\$ 65,949	\$ 65,949	\$ 65,949	\$ 73,136	\$ 73,542
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total	\$ 62,824	\$ 65,949	\$ 65,949	\$ 65,949	\$ 73,136	\$ 73,542

POSITION SUMMARY

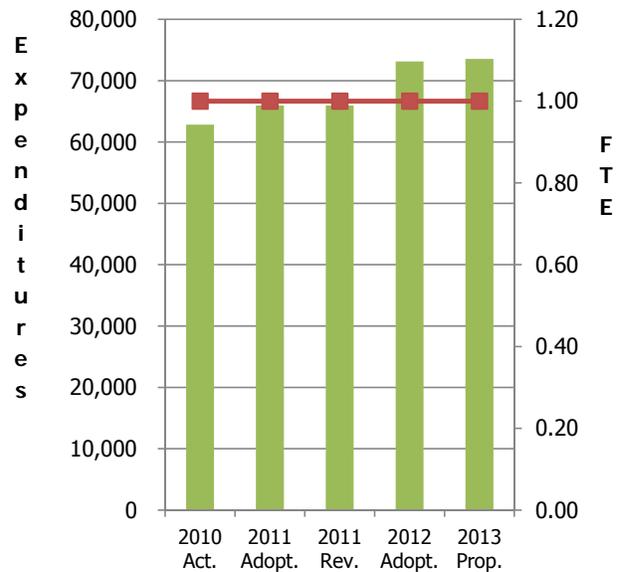
Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		

By Status:

Full-Time	1.00	1.00	1.00	1.00	1.00	1.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	1.00	1.00	1.00	1.00	1.00	1.00

Fiscal Year	FTE's	Expenditures
2010 Act.	1.00	\$ 62,824
2011 Adopt.	1.00	\$ 65,949
2011 Rev.	1.00	\$ 65,949
2012 Adopt.	1.00	\$ 73,136
2013 Prop.	1.00	\$ 73,542

Notes:



**CITY OF ROWLETT
FY 2011-12
COURT TECHNOLOGY FUND**

BUDGET AND EXPENDITURE SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 214,091	\$ 211,979	\$ 211,979	\$ 224,240	\$ 227,048	\$ 227,048
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	62,198	47,134	47,134	47,134	33,670	33,670
Other	1,384	-	-	-	-	-
Transfer In	-	-	-	-	-	-
Total Current Revenues	<u>63,582</u>	<u>47,134</u>	<u>47,134</u>	<u>47,134</u>	<u>33,670</u>	<u>33,670</u>
Total Available Resources	<u>277,673</u>	<u>259,113</u>	<u>259,113</u>	<u>271,374</u>	<u>260,718</u>	<u>260,718</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	26,317	-	-	-	-	-
Purchase Services	10,631	44,326	44,326	44,326	33,670	33,670
Capital Outlay	16,485	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>53,433</u>	<u>44,326</u>	<u>44,326</u>	<u>44,326</u>	<u>33,670</u>	<u>33,670</u>
Ending Resources	<u>\$ 224,240</u>	<u>\$ 214,787</u>	<u>\$ 214,787</u>	<u>\$ 227,048</u>	<u>\$ 227,048</u>	<u>\$ 227,048</u>

**CITY OF ROWLETT
FY 2011-12
COURT TECHNOLOGY FUND**

REVENUE DETAIL

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Fines:						
Court Technology	\$ 62,198	\$ 47,134	\$ 47,134	\$ 47,134	\$ 33,670	\$ 33,670
Other:						
Interest Earnings	1,384	-	-	-	-	-
Total Current Revenues	\$ 63,582	\$ 47,134	\$ 47,134	\$ 47,134	\$ 33,670	\$ 33,670

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	26,317	-	-	-	-	-
Purchase Services	10,631	44,326	44,326	44,326	33,670	33,670
Capital Outlay	16,485	-	-	-	-	-
Transfers	-	-	-	-	-	-
Total	\$ 53,433	\$ 44,326	\$ 44,326	\$ 44,326	\$ 33,670	\$ 33,670

**CITY OF ROWLETT
FY 2011-12
COURT SECURITY FUND**

BUDGET AND EXPENDITURE SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 69,524	\$ 101,042	\$ 101,042	\$ 76,353	\$ 55,356	\$ 55,549
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	46,457	36,269	36,269	20,769	25,044	25,044
Other	545	-	-	-	-	-
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>47,002</u>	<u>36,269</u>	<u>36,269</u>	<u>20,769</u>	<u>25,044</u>	<u>25,044</u>
Total Available Resources	<u>116,526</u>	<u>137,311</u>	<u>137,311</u>	<u>97,122</u>	<u>80,400</u>	<u>80,593</u>
Expenditures:						
Personnel Services	39,343	16,203	16,203	41,766	24,851	24,851
Supplies	-	-	-	-	-	-
Purchase Services	830	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>40,173</u>	<u>16,203</u>	<u>16,203</u>	<u>41,766</u>	<u>24,851</u>	<u>24,851</u>
Ending Resources	<u>\$ 76,353</u>	<u>\$ 121,108</u>	<u>\$ 121,108</u>	<u>\$ 55,356</u>	<u>\$ 55,549</u>	<u>\$ 55,742</u>

**CITY OF ROWLETT
FY 2011-12
COURT SECURITY FUND**

REVENUE DETAIL

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Fines:						
Court Security	\$ 46,457	\$ 36,269	\$ 36,269	\$ 20,769	\$ 25,044	\$ 25,044
Other:						
Interest Income	545	-	-	-	-	-
Total Current Revenues	<u>\$ 47,002</u>	<u>\$ 36,269</u>	<u>\$ 36,269</u>	<u>\$ 20,769</u>	<u>\$ 25,044</u>	<u>\$ 25,044</u>

**CITY OF ROWLETT
FY 2011-12
COURT SECURITY FUND**

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 39,343	\$ 16,203	\$ 16,203	\$ 41,766	\$ 24,851	\$ 24,851
Supplies	-	-	-	-	-	-
Purchase Services	830	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total	\$ 40,173	\$ 16,203	\$ 16,203	\$ 41,766	\$ 24,851	\$ 24,851

POSITION SUMMARY

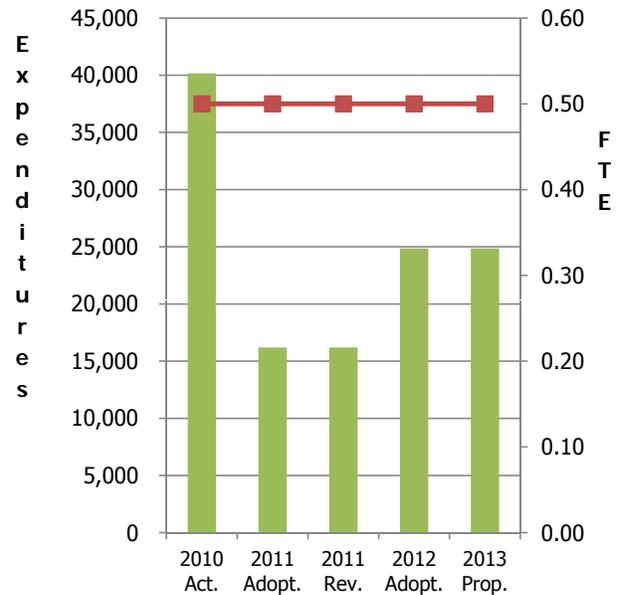
Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		

By Status:

Full-Time	-	-	-	-	-	-
Continuous Part-Time	-	-	-	-	-	-
Seasonal	0.50	0.50	0.50	0.50	0.50	0.50
Total	0.50	0.50	0.50	0.50	0.50	0.50

Fiscal Year	FTE's	Expenditures
2010 Act.	0.50	\$ 40,173
2011 Adopt.	0.50	\$ 16,203
2011 Rev.	0.50	\$ 16,203
2012 Adopt.	0.50	\$ 24,851
2013 Prop.	0.50	\$ 24,851

Notes:



**CITY OF ROWLETT
FY 2011-12
TRAFFIC SAFETY FUND**

BUDGET AND EXPENDITURE SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 38,981	\$ 39,449	\$ 39,449	\$ 31,923	\$ 32,391	\$ 32,391
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	363,218	348,068	348,068	348,068	297,458	297,458
Other	380	468	468	468	468	468
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>363,598</u>	<u>348,536</u>	<u>348,536</u>	<u>348,536</u>	<u>297,926</u>	<u>297,926</u>
Total Available Resources	<u>402,579</u>	<u>387,985</u>	<u>387,985</u>	<u>380,459</u>	<u>330,317</u>	<u>330,317</u>
Expenditures:						
Personnel Services	9,548	1,838	1,838	1,838	1,838	1,838
Supplies	-	-	-	-	-	-
Purchase Services	361,108	346,230	346,230	346,230	296,088	296,088
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>370,656</u>	<u>348,068</u>	<u>348,068</u>	<u>348,068</u>	<u>297,926</u>	<u>297,926</u>
Ending Resources	<u>\$ 31,923</u>	<u>\$ 39,917</u>	<u>\$ 39,917</u>	<u>\$ 32,391</u>	<u>\$ 32,391</u>	<u>\$ 32,391</u>

**CITY OF ROWLETT
FY 2011-12
TRAFFIC SAFETY FUND**

REVENUE DETAIL

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Fines and Forfeitures	\$ 363,218	\$ 348,068	\$ 348,068	\$ 348,068	\$ 297,458	\$ 297,458
Miscellaneous	-	-	-	-	-	-
Interest Earnings	380	468	468	468	468	468
Total Current Revenues	\$ 363,598	\$ 348,536	\$ 348,536	\$ 348,536	\$ 297,926	\$ 297,926

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 9,548	\$ 1,838	\$ 1,838	\$ 1,838	\$ 1,838	\$ 1,838
Supplies	-	-	-	-	-	-
Purchase Services	361,108	346,230	346,230	346,230	296,088	296,088
Capital Outlay	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total	\$ 370,656	\$ 348,068	\$ 348,068	\$ 348,068	\$ 297,926	\$ 297,926

**CITY OF ROWLETT
FY 2011-12
DEBT SERVICE FUND**

BUDGET AND EXPENDITURE SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 388,835	\$ 247,588	\$ 247,588	\$ 234,354	\$ 208,731	\$ 254,984
Current Revenues:						
Tax Revenues	7,989,708	8,064,580	8,064,580	8,064,580	8,045,463	7,649,425
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	13,286	15,786	15,786	15,786	13,293	13,293
Transfers In	932,969	923,282	923,282	923,282	937,965	939,352
Total Current Revenues	<u>8,935,963</u>	<u>9,003,648</u>	<u>9,003,648</u>	<u>9,003,648</u>	<u>8,996,721</u>	<u>8,602,070</u>
Total Available Resources	<u>9,324,798</u>	<u>9,251,236</u>	<u>9,251,236</u>	<u>9,238,002</u>	<u>9,205,452</u>	<u>8,857,054</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	327,048	145,224	145,224	145,224	135,499	138,632
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	8,763,396	8,884,047	8,884,047	8,884,047	8,814,969	8,469,018
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>9,090,444</u>	<u>9,029,271</u>	<u>9,029,271</u>	<u>9,029,271</u>	<u>8,950,468</u>	<u>8,607,650</u>
Ending Resources	<u>\$ 234,354</u>	<u>\$ 221,965</u>	<u>\$ 221,965</u>	<u>\$ 208,731</u>	<u>\$ 254,984</u>	<u>\$ 249,404</u>

**CITY OF ROWLETT
FY 2011-12
DEBT SERVICE FUND**

REVENUE DETAIL

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Tax Revenues:						
Current Taxes	\$ 6,447,243	\$ 6,511,243	\$ 6,511,243	\$ 6,511,243	\$ 6,412,334	\$ 6,087,655
Delinquent Taxes	1,325,981	1,333,628	1,333,628	1,333,628	1,413,420	1,342,061
Delinquent Prior	136,487	117,531	117,531	117,531	117,531	117,531
Penalties and Interest	79,997	102,178	102,178	102,178	102,178	102,178
Total	7,989,708	8,064,580	8,064,580	8,064,580	8,045,463	7,649,425
Other:						
Interest Income	13,286	15,786	15,786	15,786	13,293	13,293
Total	13,286	15,786	15,786	15,786	13,293	13,293
Internal Transfers:						
Refuse Fund	238,030	239,949	239,949	239,949	241,656	243,043
TIF Fund	306,455	293,783	293,783	293,783	290,845	290,845
Golf Fund	388,484	389,550	389,550	389,550	405,464	405,464
Total	932,969	923,282	923,282	923,282	937,965	939,352
Total Revenues & Transfers In	\$ 8,935,963	\$ 9,003,648	\$ 9,003,648	\$ 9,003,648	\$ 8,996,721	\$ 8,602,070

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-	-
Purchase Services	327,048	145,224	145,224	145,224	135,499	138,632
Capital Outlay	-	-	-	-	-	-
Debt Service	8,763,396	8,884,047	8,884,047	8,884,047	8,814,969	8,469,018
Total	\$ 9,090,444	\$ 9,029,271	\$ 9,029,271	\$ 9,029,271	\$ 8,950,468	\$ 8,607,650

**CITY OF ROWLETT
FY 2011-12
GOLF FUND**

BUDGET AND EXPENDITURE SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 388,964	\$ 559,746	\$ 559,746	\$ 581,475	\$ 496,376	\$ 526,759
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	1,642	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	582,051	592,239	592,239	589,239	595,847	600,628
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>583,693</u>	<u>592,239</u>	<u>592,239</u>	<u>589,239</u>	<u>595,847</u>	<u>600,628</u>
Total Available Resources	<u>972,657</u>	<u>1,151,985</u>	<u>1,151,985</u>	<u>1,170,714</u>	<u>1,092,223</u>	<u>1,127,387</u>
Expenditures:						
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-	-
Purchase Services	-	10,000	10,000	10,000	10,000	10,000
Capital Outlay	2,698	-	-	124,788	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	388,484	539,550	539,550	539,550	555,464	405,464
Total Expenditures	<u>391,182</u>	<u>549,550</u>	<u>549,550</u>	<u>674,338</u>	<u>565,464</u>	<u>415,464</u>
Ending Resources	<u>\$ 581,475</u>	<u>\$ 602,435</u>	<u>\$ 602,435</u>	<u>\$ 496,376</u>	<u>\$ 526,759</u>	<u>\$ 711,923</u>

**CITY OF ROWLETT
FY 2011-12
GOLF FUND**

REVENUE DETAIL

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Other:						
Licenses and Permits	\$ 1,642	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	3,347	2,005	2,005	2,005	2,005	2,005
Rentals/Leases	578,704	590,234	590,234	587,234	593,842	598,623
Miscellaneous	-	-	-	-	-	-
Total Current Revenues	\$ 583,693	\$ 592,239	\$ 592,239	\$ 589,239	\$ 595,847	\$ 600,628

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-	-
Purchase Services	-	10,000	10,000	10,000	10,000	10,000
Capital Outlay	2,698	-	-	124,788	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	388,484	539,550	539,550	539,550	555,464	405,464
Total	\$ 391,182	\$ 549,550	\$ 549,550	\$ 674,338	\$ 565,464	\$ 415,464



**CITY OF ROWLETT
FY 2011-12
UTILITY FUND**

BUDGET AND EXPENDITURE SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 4,113,433	\$ 4,365,568	\$ 4,365,568	\$ 3,759,940	\$ 3,773,501	\$ 3,983,508
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	21,429,738	22,931,271	22,931,271	22,944,408	23,609,875	24,218,133
Fines & Forfeitures	-	-	-	-	-	-
Other	27,566	124,923	124,923	124,923	126,172	126,172
Transfers In	139,397	139,397	139,397	139,397	289,397	139,397
Total Current Revenues	<u>21,596,701</u>	<u>23,195,591</u>	<u>23,195,591</u>	<u>23,208,728</u>	<u>24,025,444</u>	<u>24,483,702</u>
Total Available Resources	<u>25,710,134</u>	<u>27,561,159</u>	<u>27,561,159</u>	<u>26,968,668</u>	<u>27,798,945</u>	<u>28,467,210</u>
Expenditures:						
Personnel Services	1,697,922	2,026,772	2,026,772	2,026,772	2,068,381	2,084,005
Supplies	258,613	314,142	314,142	314,142	310,284	310,284
Purchase Services	8,424,304	9,095,614	9,095,614	8,995,295	10,109,657	10,690,716
Capital Outlay	16,247	190,000	190,000	190,000	208,703	208,703
Capital Improvements	300,000	900,000	900,000	900,000	550,000	550,000
Debt Service	5,105,006	5,134,046	5,134,046	5,134,046	5,117,984	5,117,984
Transfers Out	6,148,102	5,634,912	5,634,912	5,634,912	5,450,428	5,476,331
Total Expenditures	<u>21,950,194</u>	<u>23,295,486</u>	<u>23,295,486</u>	<u>23,195,167</u>	<u>23,815,437</u>	<u>24,438,023</u>
Ending Resources	<u>\$ 3,759,940</u>	<u>\$ 4,265,673</u>	<u>\$ 4,265,673</u>	<u>\$ 3,773,501</u>	<u>\$ 3,983,508</u>	<u>\$ 4,029,187</u>

**CITY OF ROWLETT
FY 2011-12
UTILITY FUND**

EXPENDITURE SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Water / Wastewater Admin	\$ -	\$ 361,953	\$ 361,953	\$ 361,953	\$ 365,262	\$ 366,939
Water Operations	5,006,770	5,619,366	5,619,366	5,579,047	6,134,273	6,539,356
Wastewater Operations	4,318,636	4,283,758	4,283,758	4,223,758	4,588,624	4,773,441
Revenue Office	533,407	562,317	562,317	562,317	614,292	616,986
Meter Services	237,865	268,769	268,769	268,769	458,717	461,129
Non-Departmental	11,853,516	12,199,323	12,199,323	12,199,323	11,654,269	11,680,172
Total Expenditures	\$ 21,950,194	\$ 23,295,486	\$ 23,295,486	\$ 23,195,167	\$ 23,815,437	\$ 24,438,023

By Function:

By Category:

Personnel Services	\$ 1,697,922	\$ 2,026,772	\$ 2,026,772	\$ 2,026,772	\$ 2,068,381	\$ 2,084,005
Supplies	258,613	314,142	314,142	314,142	310,284	310,284
Purchase Services	8,424,304	9,095,614	9,095,614	8,995,295	10,109,657	10,690,716
Capital Outlay	16,247	190,000	190,000	190,000	208,703	208,703
Capital Improvements	300,000	900,000	900,000	900,000	550,000	550,000
Debt Service	5,105,006	5,134,046	5,134,046	5,134,046	5,117,984	5,117,984
Transfers Out	6,148,102	5,634,912	5,634,912	5,634,912	5,450,428	5,476,331
Total Expenditures	\$ 21,950,194	\$ 23,295,486	\$ 23,295,486	\$ 23,195,167	\$ 23,815,437	\$ 24,438,023

POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Full-Time	33.50	33.50	33.50	33.50	34.50	34.50
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	33.50	33.50	33.50	33.50	34.50	34.50

**CITY OF ROWLETT
FY 2011-12
UTILITY FUND**

REVENUE DETAIL

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Charges for Services:						
Water	\$ 10,971,126	\$ 11,911,377	\$ 11,911,377	\$ 11,948,105	\$ 12,334,621	\$ 12,778,846
Sewer	9,684,859	10,214,094	10,214,094	10,190,503	10,499,770	10,663,803
Subdivision Inspections	1,500	5,643	5,643	5,643	5,643	5,643
Water & Sewer Penalty	528,775	509,160	509,160	509,160	514,252	514,252
Miscellaneous	48,281	41,388	41,388	41,388	16,371	16,371
Water Meter & Tap Fee	14,479	18,696	18,696	18,696	15,000	15,000
Service Connect	57,494	69,126	69,126	69,126	61,784	61,784
Reconnect Fee	102,612	97,183	97,183	97,183	97,183	97,183
Impact Fees	20,612	64,604	64,604	64,604	65,251	65,251
	<u>21,429,738</u>	<u>22,931,271</u>	<u>22,931,271</u>	<u>22,944,408</u>	<u>23,609,875</u>	<u>24,218,133</u>
Other:						
Interest Income	27,566	124,923	124,923	124,923	126,172	126,172
G&A Transfer	139,397	139,397	139,397	139,397	139,397	139,397
Transfer in from Golf	-	150,000	150,000	150,000	150,000	-
Total	<u>166,963</u>	<u>414,320</u>	<u>414,320</u>	<u>414,320</u>	<u>415,569</u>	<u>265,569</u>
Total Current Revenues	<u>\$ 21,596,701</u>	<u>\$ 23,345,591</u>	<u>\$ 23,345,591</u>	<u>\$ 23,358,728</u>	<u>\$ 24,025,444</u>	<u>\$ 24,483,702</u>

**CITY OF ROWLETT
FY 2011-2012
UTILITY FUND**

WATER / WASTEWATER ADMINISTRATION

MISSION

To Mission of the Utilities (Water and Wastewater Administration) Division is to provide administrative and strategic leadership to the division and support all divisions within the Public Works and Development Department; to provide excellent customer service to our community, which includes all residents, visitors, developers, builders, employees, departments, and governmental service provider and other regulatory agencies; to provide support to other City departments and divisions as needed.

DESCRIPTION

Utilities (Water/Wastewater Administration) provides management, administrative and support for the division and to provide Drainage, Facilities, Fleet Services, Street, Traffic, Water and Wastewater.

GOALS AND OBJECTIVES

- Provide support for the day-to-day operations of all divisions in the Department.
- Development of policies and procedures for all the divisions within Utilities.
- Work on and Update Department Work Plans Quarterly to include initiatives developed by Public Works Administration.
- Regulate all activities within the public right-of-way.
- Implement heightened security initiatives for all crucial Utilities facilities.
- Implement heightened response to water leaks, water breaks, and lift station failures.
- Implement procurement of SCADA replacement, upgrades, and monitoring processes.
- Implement the initiation of AWWA Effective Utility Management (EUM) BMPs and self assessment phase of APWA accreditation.
- Implement identified safety standards, processes, and safety task force findings.

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Process Right-of-Way Permits	n/a	5-10 days	2-3 days	5-10 days	5-10 days
Process Invoices / Payments	n/a	10 days	10 days	10 days	10 days

**CITY OF ROWLETT
FY 2011-2012
UTILITY FUND**

WATER / WASTEWATER ADMINISTRATION

FY 2011 HIGHLIGHTS

- Continue monitoring Water Pressure throughout the city and operate the SCADA System to maintain water pressure as high as possible during peak water usage times.
- Work on implementing the Interim Upper Pressure Plane improvements.
- Work with Engineering on overseeing the continuing work on the "SSES" Sanitary Sewer Evaluation Survey Program and the Manhole Rehab Program.

**CITY OF ROWLETT
FY 2011-12
UTILITY FUND**

WATER / WASTEWATER ADMINISTRATION

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ 268,208	\$ 268,208	\$ 268,208	\$ 275,137	\$ 276,814
Supplies	-	48,440	48,440	48,440	47,900	47,900
Purchase Services	-	45,305	45,305	45,305	42,225	42,225
Capital Outlay	-	-	-	-	-	-
Total	\$ -	\$ 361,953	\$ 361,953	\$ 361,953	\$ 365,262	\$ 366,939

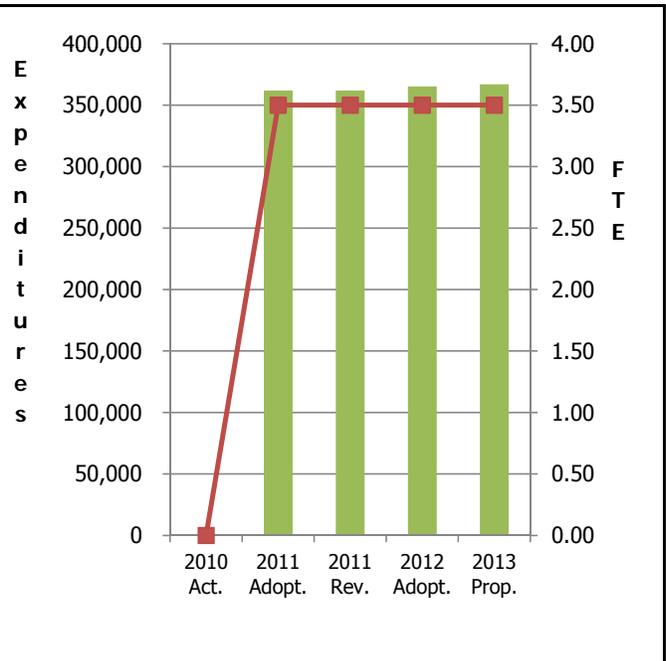
POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	-	3.50	3.50	3.50	3.50	3.50
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	-	3.50	3.50	3.50	3.50	3.50

Fiscal Year	FTE's	Expenditures
2010 Act.	-	\$ -
2011 Adopt.	3.50	\$ 361,953
2011 Rev.	3.50	\$ 361,953
2012 Adopt.	3.50	\$ 365,262
2013 Prop.	3.50	\$ 366,939

Notes:

The City created the Water / Wastewater Administration division in FY 2011 to better account for the administrative costs of the utilities fund.



**CITY OF ROWLETT
FY 2011-2012
UTILITY FUND**

WATER

MISSION

The mission of the Water Utility division of Public Works/Utilities is to provide Rowlett citizens within the service area with an adequate supply of high quality, clean water.

DESCRIPTION

The Water Utility maintains the City's water distribution system and has responsibility for repairing water lines, replacing water main lines, flushing dead-end lines, taking and analyzing water samples, and the inspecting and operating of valves and hydrants. Ensure that the Citywide consumption rate is at or below the NTMWD's average per capita/per day rate by providing adequate maintenance to the water system as well as educating the customer on water conservation measures.

GOALS AND OBJECTIVES

- Management of the Water Distribution System
 - Repair/replacement of water lines, valves and fire hydrants
 - Exercising of valves and fire hydrants to ensure proper operation
- Upgrading of the System Control and Data Acquisition (SCADA) Network to help better operate the Water Distribution System
- Minimize the number of overtime hours
- Work on Water Master Plan
 - Pressure Priority – Increasing of water pressure throughout the City

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
PSI (water pressure)	60	60	60	60	60
Average condition index for water	64	68	68	68	70

**CITY OF ROWLETT
FY 2011-2012
UTILITY FUND**

WATER

FY 2011 HIGHLIGHTS

- Interim Upper Pressure Plane work was started to improve the water pressure in the Northwest Sector of the city. Water pressure should increase by approximately 10 psi.
- TCEQ came out and performed their inspection of our Water Distribution System; maintaining our "Superior Water System" rating.
- Annual inspections done on our Elevated Water Towers and Ground Storage Tanks.
- Preventative maintenance was performed on the 3 of the 4 pumps, motors and valves at Merritt Road Water Station.
- Continue to work with the Fire Department on the flushing, exercising and testing on all of the fire hydrants throughout the City to insure that they are working properly.
- Sent out Backflow letter and survey to residence and businesses to figure out how many backflow devices we have in the city that need to be inspected and tested. This program was placed on hold until City Staff has further discussion on what the process and procedures are going to be, along with how the City is going to enforce the requirements for Backflow Prevention.

**CITY OF ROWLETT
FY 2011-12
UTILITY FUND**

WATER

FINANCIAL SUMMARY

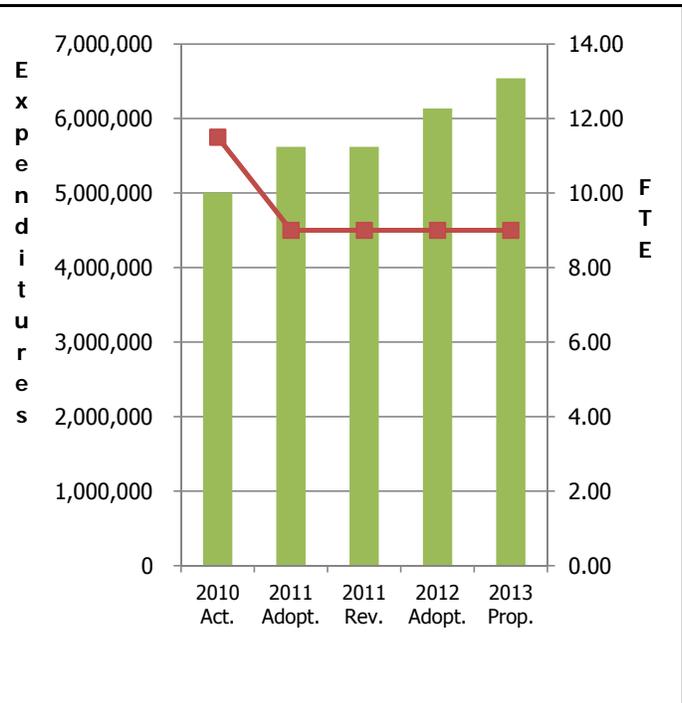
Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 521,170	\$ 558,817	\$ 558,817	\$ 558,817	\$ 550,311	\$ 554,281
Supplies	90,754	87,557	87,557	87,557	86,557	86,557
Purchase Services	4,389,047	4,877,992	4,877,992	4,837,673	5,402,405	5,803,518
Capital Outlay	5,799	95,000	95,000	95,000	95,000	95,000
Total	\$ 5,006,770	\$ 5,619,366	\$ 5,619,366	\$ 5,579,047	\$ 6,134,273	\$ 6,539,356

POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	11.50	9.00	9.00	9.00	9.00	9.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	11.50	9.00	9.00	9.00	9.00	9.00

Fiscal Year	FTE's	Expenditures
2010 Act.	11.50	\$ 5,006,770
2011 Adopt.	9.00	\$ 5,619,366
2011 Rev.	9.00	\$ 5,619,366
2012 Adopt.	9.00	\$ 6,134,273
2013 Prop.	9.00	\$ 6,539,356

Notes:
 Water Superintendent, Maintenance Specialist, and Administrative Assistant positions are moving to Water / Sewer Administration division from Water division in FY 2011.
 \$73,427 has been added for the lease-purchase of equipment in FY 2011.
 \$95,000 has been added for long term maintenance in FY 2011.
 FY 2012 budget for water is \$554,792 higher than in FY 2011 and increases \$394,577 in FY 2013.



**CITY OF ROWLETT
FY 2011-2012
UTILITY FUND**

WASTEWATER

MISSION

The mission of the Wastewater Utility division of Public/Works Utilities is to provide sewage services to the citizens of Rowlett.

DESCRIPTION

The Wastewater Utility division maintains the City's wastewater system and has responsibility for resolving customer issues associated with the wastewater system, inspecting lift stations and metering stations on a weekly basis, maintaining and repairing all of the pumps, motors and wet wells at each site, and repairing and replacing sewer main lines.

GOALS AND OBJECTIVES

- Management of the Wastewater Collection System
 - Repair/replacement of sewer lines, valves
 - Perform regular maintenance on pumps and motors, lift stations and water towers
- Upgrading of the SCADA System to help better operate the Wastewater Collection System
 - Minimize the number of overtime hours
 - Work on Master Plan
 - Elimination of Infiltration & Inflow (I & I) in the Wastewater Collection System
 - Completion of the Sanitary Sewer Evaluation Survey (SSES) Program

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Daily wastewater collection per capita (gallons)	68.3	68	68	70	70
Average condition index for sewer	60	60	63	64	70

FY 2011 HIGHLIGHTS

- Continue the SSES Program to help determine areas of the City where Infiltration & Inflow (I & I) is getting into the Wastewater Collection System. The evaluation of Basin 15 was completed, including smoke testing, cleaning and camera of the lines and manholes.
- Manhole Rehab work done on approximately 230 manholes that had a Priority 1 rating.

**CITY OF ROWLETT
FY 2011-2012
UTILITY FUND**

WASTEWATER

- Rehabilitation of the Westside Lift Station wet wells, junction chamber, manholes and sluice gates were completed.
- Replacement of the discharge header piping at Eastside Lift Station.
- Evaluation of the 24-inch Sewer Force Main under Lake Ray Hubbard from Eastside Lift Station to Westside Lift Station to determine the pipe condition.
- Purchase of a new combination Jet/Camera Truck to help clean and inspect sewer lines.
- Preventative maintenance was performed on all of the Flygt Pumps at 20 lift stations.
- Liberty Grove Railroad Track Lift Station was replaced by a new lift station that was built as part of the PGBT Project.
- Worked with the City of Garland to finalize the work on the new Wastewater Flow Meter located at the Rowlett Creek Treatment Plant on Centerville Road. Final calibrations and adjustments were made to the new flow meter at the end of September.
- New Main Street Lift Station was placed in operation on July 24th and the old lift station was taken off line and demolished.
- New Rowlett Road Lift Station was completed and is soon to be put into service pending the finalization of modifications / changes to the pumps and overhead hoist crane.

**CITY OF ROWLETT
FY 2011-12
UTILITY FUND**

WASTEWATER

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 648,220	\$ 658,800	\$ 658,800	\$ 658,800	\$ 663,868	\$ 668,739
Supplies	120,878	113,311	113,311	113,311	113,311	113,311
Purchase Services	3,549,538	3,416,647	3,416,647	3,356,647	3,716,445	3,896,391
Capital Outlay	-	95,000	95,000	95,000	95,000	95,000
Total	\$ 4,318,636	\$ 4,283,758	\$ 4,283,758	\$ 4,223,758	\$ 4,588,624	\$ 4,773,441

POSITION SUMMARY

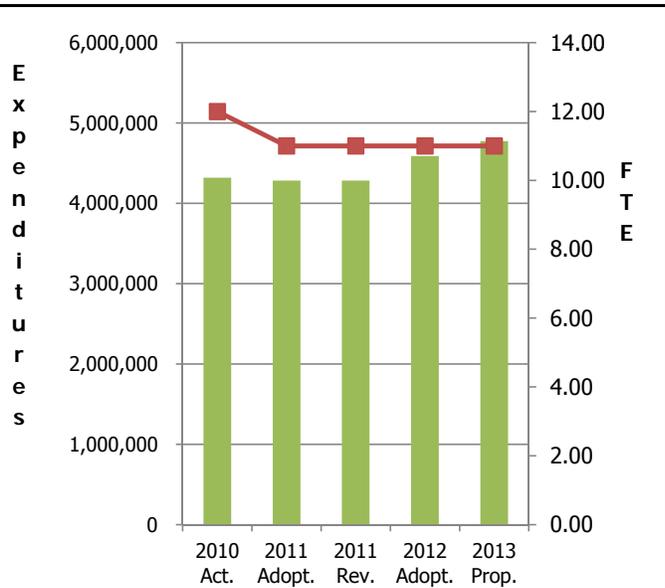
Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	12.00	11.00	11.00	11.00	11.00	11.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	12.00	11.00	11.00	11.00	11.00	11.00

Fiscal Year	FTE's	Expenditures
2010 Act.	12.00	\$ 4,318,636
2011 Adopt.	11.00	\$ 4,283,758
2011 Rev.	11.00	\$ 4,283,758
2012 Adopt.	11.00	\$ 4,588,624
2013 Prop.	11.00	\$ 4,773,441

Notes:
Water Manager position is moving to Water / Sewer Administration division from Wastewater division in FY 2011.

\$95,000 has been added for long term maintenance in FY 2011.

FY 2012 budget for wastewater treatment is \$302,008 higher than in FY 2011.



**CITY OF ROWLETT
FY 2011-2012
UTILITY FUND**

REVENUE OFFICE

MISSION

The Revenue Office is dedicated to delivering prompt, superior customer service through billing consistency and accuracy.

DESCRIPTION

Revenue Services serves as the principal business office of the City and is responsible for the billing and collection efforts for water, sewer, refuse and drainage fees, code enforcement/lot mowing, and provides oversight to contract billing services such as ambulance, property and sales taxes, and red light camera enforcement. This includes responding to customer concerns and issues, enforcing non- or late- payment practices and managing changes to the customer database.

GOALS AND OBJECTIVES

- Continue to track key performance indicators via monthly Utility Billing Statistical Report: water & sewer consumption, account adjustment history/counts, off-cycle counts and various payment statistics.
- Continue to expand reporting model for all key receivables to ensure that not only is the City monitoring major trends but evaluating the underlying causes of those trends to enhance information available to explain variances for future budgetary purposes. One revenue type will be evaluated each quarter.

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Ensure that utility bills are processed within 7 days of the meter read date	6.3	6	7	7	7
Maintain utility bad debt at 1% or less *	.89%	.02%	.90%	.90%	.90%

*1% of total fees and charges for each utility. This should include only items that are "billable", not other miscellaneous fees or interest.

FY 2011 HIGHLIGHTS

- Attained new ambulance billing contract with Intermedix.

**CITY OF ROWLETT
FY 2011-12
UTILITY FUND**

REVENUE OFFICE

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 337,174	\$ 346,370	\$ 346,370	\$ 346,370	\$ 346,929	\$ 349,623
Supplies	5,233	4,430	4,430	4,430	4,430	4,430
Purchase Services	180,552	211,517	211,517	211,517	244,230	244,230
Capital Outlay	10,448	-	-	-	18,703	18,703
Total	\$ 533,407	\$ 562,317	\$ 562,317	\$ 562,317	\$ 614,292	\$ 616,986

POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	6.00	6.00	6.00	6.00	6.00	6.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	6.00	6.00	6.00	6.00	6.00	6.00

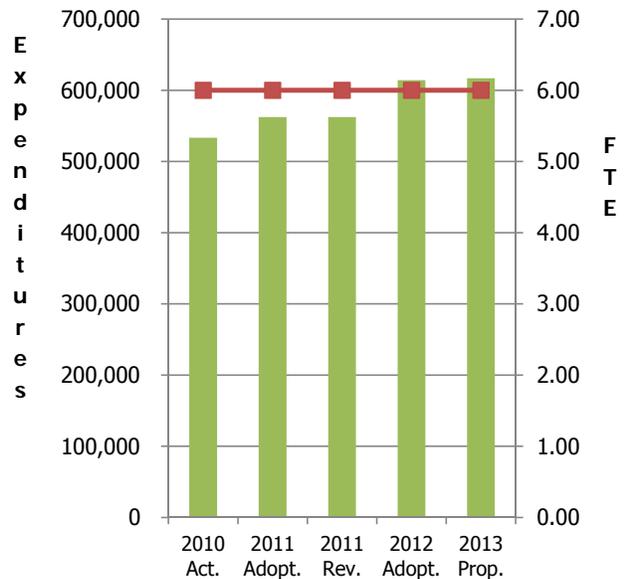
Fiscal Year	FTE's	Expenditures
2010 Act.	6.00	\$ 533,407
2011 Adopt.	6.00	\$ 562,317
2011 Rev.	6.00	\$ 562,317
2012 Adopt.	6.00	\$ 614,292
2013 Prop.	6.00	\$ 616,986

Notes:

\$25,164 has been added in FY 2011 for an electronic bill payment service.

\$18,203 has been added in FY 2012 for IVR / Teleworks.

\$30,000 has been added in FY 2012 for lock box processing.



**CITY OF ROWLETT
FY 2011-2012
UTILITY FUND**

METER SERVICES

MISSION

Meter Services strives for excellence in service through meter reading consistency and customer responsiveness.

DESCRIPTION

The Meter Services division is primarily responsible for installing, maintaining, and reading all City water meters every 29-31 days. This department also rechecks meter readings, investigates leaks, takes final readings and disconnects water service on delinquent accounts.

GOALS AND OBJECTIVES

- To attain our projected 3,033 meter replacement exchange for FY11-12.
- Continuing to instill a sense of pride and ownership in our community by reporting code violations while out in the field.
- Establish a level of billing consistency through regular meter reading and timely processing of customer's bills.

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
Maintain monthly average 29-31 days meter readings	30.5	30	30	30	30
Service and maintain 20-25% of the City's meters annually	10.59%	20%	17%	20%	20%

FY 2011 HIGHLIGHTS

- With an increased effort we should be able to overcome the staffing shortages in October and November and the February ice storms to accomplish the maintenance goal of 20%
- We are currently maintaining the average days between meter readings.

**CITY OF ROWLETT
FY 2011-12
UTILITY FUND**

METER SERVICES

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 185,005	\$ 194,577	\$ 194,577	\$ 194,577	\$ 232,136	\$ 234,548
Supplies	41,748	60,404	60,404	60,404	58,086	58,086
Purchase Services	11,112	13,788	13,788	13,788	168,495	168,495
Capital Outlay	-	-	-	-	-	-
Total	\$ 237,865	\$ 268,769	\$ 268,769	\$ 268,769	\$ 458,717	\$ 461,129

POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		

By Status:

Full-Time	4.00	4.00	4.00	4.00	5.00	5.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	4.00	4.00	4.00	4.00	5.00	5.00

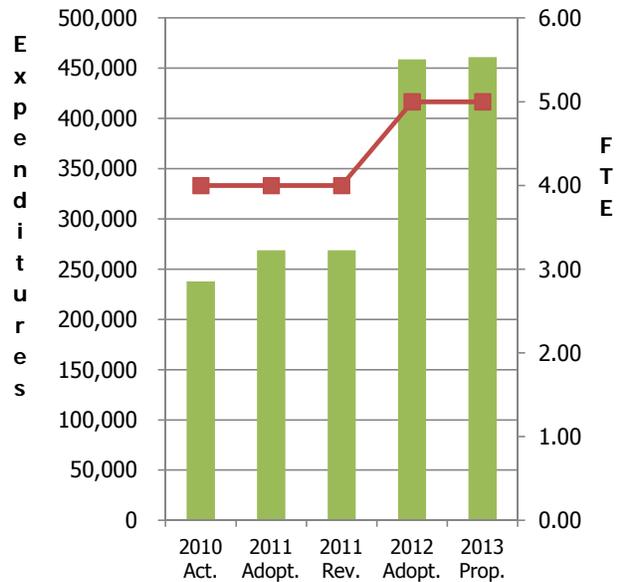
Fiscal Year	FTE's	Expenditures
2010 Act.	4.00	\$ 237,865
2011 Adopt.	4.00	\$ 268,769
2011 Rev.	4.00	\$ 268,769
2012 Adopt.	5.00	\$ 458,717
2013 Prop.	5.00	\$ 461,129

Notes:

\$10,500 has been added for meter purchases in FY 2011.

Meter Maintenance Specialist has been added to assist with the meter replacement program.

\$168,537 in FY 2012 and \$310,857 in FY 2013 has been added for the lease-purchase of meters for the meter replacement program.



**CITY OF ROWLETT
FY 2011-12
UTILITY FUND**

NON-DEPARTMENTAL

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 6,353	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-	-
Purchase Services	294,055	530,365	530,365	530,365	535,857	535,857
Capital Outlay	-	-	-	-	-	-
Capital Improvement	300,000	900,000	900,000	900,000	550,000	550,000
Debt Service	5,105,006	5,134,046	5,134,046	5,134,046	5,117,984	5,117,984
Transfers Out	6,148,102	5,634,912	5,634,912	5,634,912	5,450,428	5,476,331
Total	\$ 11,853,516	\$ 12,199,323	\$ 12,199,323	\$ 12,199,323	\$ 11,654,269	\$ 11,680,172

**CITY OF ROWLETT
FY 2011-12
REFUSE FUND**

BUDGET AND EXPENDITURE SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 782,924	\$ 743,160	\$ 743,160	\$ 715,769	\$ 314,308	\$ 321,488
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	4,482,505	4,549,291	4,549,291	4,470,039	4,544,951	4,658,575
Fines & Forfeitures	-	-	-	-	-	-
Other	5,994	5,695	5,695	5,695	5,695	5,695
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>4,488,499</u>	<u>4,554,986</u>	<u>4,554,986</u>	<u>4,475,734</u>	<u>4,550,646</u>	<u>4,664,270</u>
Total Available Resources	<u>5,271,423</u>	<u>5,298,146</u>	<u>5,298,146</u>	<u>5,191,503</u>	<u>4,864,954</u>	<u>4,985,758</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	2,995,101	3,059,723	3,059,723	3,059,723	3,074,287	3,150,227
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	238,030	239,949	239,949	239,949	241,656	243,043
Transfers Out	1,322,523	1,577,523	1,577,523	1,577,523	1,227,523	1,227,523
Total Expenditures	<u>4,555,654</u>	<u>4,877,195</u>	<u>4,877,195</u>	<u>4,877,195</u>	<u>4,543,466</u>	<u>4,620,793</u>
Ending Resources	<u>\$ 715,769</u>	<u>\$ 420,951</u>	<u>\$ 420,951</u>	<u>\$ 314,308</u>	<u>\$ 321,488</u>	<u>\$ 364,965</u>

**CITY OF ROWLETT
FY 2011-12
REFUSE FUND**

REVENUE DETAIL

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Charges for Services:						
Residential	\$ 3,621,460	\$ 3,677,779	\$ 3,677,779	\$ 3,613,292	\$ 3,697,996	3,790,446
Commercial	861,045	871,512	871,512	856,747	846,955	868,129
Fuel Surcharge	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
	<u>4,482,505</u>	<u>4,549,291</u>	<u>4,549,291</u>	<u>4,470,039</u>	<u>4,544,951</u>	<u>4,658,575</u>
Other:						
Interest Income	4,161	3,962	3,962	3,962	3,962	3,962
Discounts Earned	1,833	1,733	1,733	1,733	1,733	1,733
	<u>5,994</u>	<u>5,695</u>	<u>5,695</u>	<u>5,695</u>	<u>5,695</u>	<u>5,695</u>
Total Current Revenues	<u>\$ 4,488,499</u>	<u>\$ 4,554,986</u>	<u>\$ 4,554,986</u>	<u>\$ 4,475,734</u>	<u>\$ 4,550,646</u>	<u>\$ 4,664,270</u>

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-	-
Purchase Services	2,995,101	3,059,723	3,059,723	3,059,723	3,074,287	3,150,227
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	238,030	239,949	239,949	239,949	241,656	243,043
Transfers Out	1,322,523	1,577,523	1,577,523	1,577,523	1,227,523	1,227,523
Total	<u>\$ 4,555,654</u>	<u>\$ 4,877,195</u>	<u>\$ 4,877,195</u>	<u>\$ 4,877,195</u>	<u>\$ 4,543,466</u>	<u>\$ 4,620,793</u>

**CITY OF ROWLETT
FY 2011-2012
DRAINAGE FUND**

DRAINAGE

MISSION

The mission of the Drainage Utility division is to provide storm water management for our community.

DESCRIPTION

The Drainage Utility division provides adequate storm water runoff to prevent flooding, clears drainage ditches and inlets to eliminate standing water, and educates our citizens on ways to prevent water pollution in area waterways and Lake Ray Hubbard. Also, provides regularly scheduled sweeping of streets to reduce sediment and heavy metals from entering the storm sewer systems.

GOALS AND OBJECTIVES

- Maintain the flow in the storm drainage system in compliance with the City's state permit.

PERFORMANCE MEASURES

	FY 2010 Act.	FY 2011 Target	FY 2011 Est.	FY 2012 Bud.	FY 2013 Bud.
% of performance measures met as listed in the City's Storm Water Management Plan (SWMP)	10%	10%	10%	10%	10%

FY 2011 HIGHLIGHTS

- Improved 3,459 linear feet of the ditch line.
- Inspected 645 inlets and cleaned 45
- Arterial /Collectors: 6 cycles annual : 530 curb miles

**CITY OF ROWLETT
FY 2011-12
DRAINAGE FUND**

BUDGET AND EXPENDITURE SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 709,857	\$ 602,689	\$ 602,689	\$ 976,482	\$ 982,847	\$ 756,885
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	1,305,614	1,306,614	1,306,614	1,306,614	1,319,680	1,332,877
Fines & Forfeitures	-	-	-	-	-	-
Other	870	734	734	734	734	734
Transfer In	-	-	-	-	-	-
Total Current Revenues	<u>1,306,484</u>	<u>1,307,348</u>	<u>1,307,348</u>	<u>1,307,348</u>	<u>1,320,414</u>	<u>1,333,611</u>
Total Available Resources	<u>2,016,341</u>	<u>1,910,037</u>	<u>1,910,037</u>	<u>2,283,830</u>	<u>2,303,261</u>	<u>2,090,496</u>
Expenditures:						
Personnel Services	104,217	106,635	106,635	106,635	107,109	108,033
Supplies	9,155	53,831	53,831	53,831	53,681	47,270
Purchase Services	36,177	75,837	75,837	75,837	70,768	70,768
Capital Outlay	-	-	-	-	-	-
Capital Improvements	335,502	335,502	335,502	335,502	583,502	335,502
Debt Service	200,931	375,301	375,301	375,301	377,439	378,902
Transfers Out	353,877	353,877	353,877	353,877	353,877	353,877
Total Expenditures	<u>1,039,859</u>	<u>1,300,983</u>	<u>1,300,983</u>	<u>1,300,983</u>	<u>1,546,376</u>	<u>1,294,352</u>
Ending Resources	<u>\$ 976,482</u>	<u>\$ 609,054</u>	<u>\$ 609,054</u>	<u>\$ 982,847</u>	<u>\$ 756,885</u>	<u>\$ 796,144</u>

**CITY OF ROWLETT
FY 2011-12
DRAINAGE FUND**

REVENUE DETAIL

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Charges for Services:						
Residential	\$ 1,205,671	\$ 1,202,085	\$ 1,202,085	\$ 1,202,085	\$ 1,214,106	\$ 1,226,247
Commercial	99,943	104,529	104,529	104,529	105,574	106,630
	<u>1,305,614</u>	<u>1,306,614</u>	<u>1,306,614</u>	<u>1,306,614</u>	<u>1,319,680</u>	<u>1,332,877</u>
Other:						
Interest Income	<u>870</u>	<u>734</u>	<u>734</u>	<u>734</u>	<u>734</u>	<u>734</u>
Total Current Revenues	<u>\$ 1,306,484</u>	<u>\$ 1,307,348</u>	<u>\$ 1,307,348</u>	<u>\$ 1,307,348</u>	<u>\$ 1,320,414</u>	<u>\$ 1,333,611</u>

**CITY OF ROWLETT
FY 2011-12
DRAINAGE FUND**

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 104,217	\$ 106,635	\$ 106,635	\$ 106,635	\$ 107,109	\$ 108,033
Supplies	9,155	53,831	53,831	53,831	53,681	47,270
Purchase Services	36,177	75,837	75,837	75,837	70,768	70,768
Capital Outlay	-	-	-	-	-	-
Capital Improvements	335,502	335,502	335,502	335,502	583,502	335,502
Debt Service	200,931	375,301	375,301	375,301	377,439	378,902
Transfers Out	353,877	353,877	353,877	353,877	353,877	353,877
Total	\$ 1,039,859	\$ 1,300,983	\$ 1,300,983	\$ 1,300,983	\$ 1,546,376	\$ 1,294,352

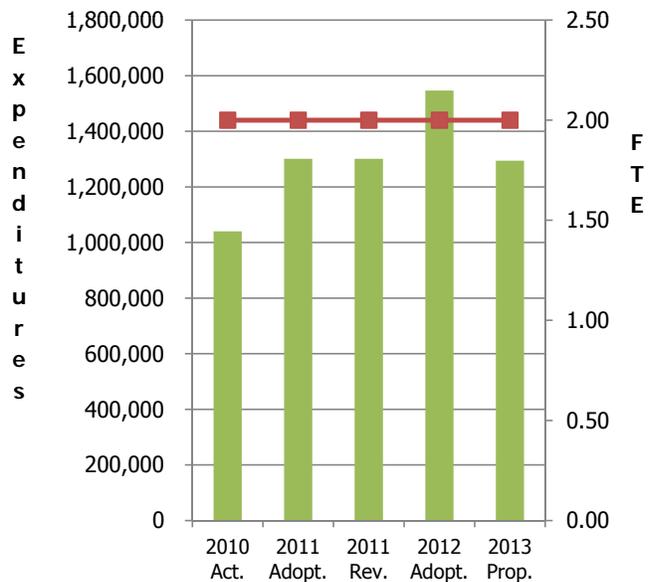
POSITION SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	2.00	2.00	2.00	2.00	2.00	2.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
Total	2.00	2.00	2.00	2.00	2.00	2.00

Fiscal Year	FTE's	Expenditures
2010 Act.	2.00	\$ 1,039,859
2011 Adopt.	2.00	\$ 1,300,983
2011 Rev.	2.00	\$ 1,300,983
2012 Adopt.	2.00	\$ 1,546,376
2013 Prop.	2.00	\$ 1,294,352

Notes:
\$36,000 was added for repairs and \$19,800 for service contract maintenance in FY 2011.

\$248,000 was added for drainage cash CIP improvements in FY 2012.





**CITY OF ROWLETT
FY 2011-12
EMPLOYEE BENEFITS FUND**

BUDGET AND EXPENDITURE SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ -	\$ -	\$ -	\$ -	\$ 838,569	\$ 838,569
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	3,091,744	3,091,744	3,091,744	3,306,590	3,306,590
Fines & Forfeitures	-	-	-	-	-	-
Other	-	10,000	10,000	11,367	10,000	10,000
Transfer In	-	-	-	511,331	-	-
Total Current Revenues	-	3,101,744	3,101,744	3,614,442	3,316,590	3,316,590
Total Available Resources	-	3,101,744	3,101,744	3,614,442	4,155,159	4,155,159
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	-	3,101,744	3,101,744	2,775,873	3,316,590	3,316,590
Capital Outlay	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	-	3,101,744	3,101,744	2,775,873	3,316,590	3,316,590
Ending Resources	\$ -	\$ -	\$ -	\$ 838,569	\$ 838,569	\$ 838,569

**CITY OF ROWLETT
FY 2011-12
EMPLOYEE BENEFITS FUND**

REVENUE DETAIL

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Charges for Services:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Contributions	-	3,091,744	3,091,744	3,091,744	2,686,869	2,686,869
City Contributions	-	-	-	-	-	-
COBRA Contributions	-	-	-	-	619,721	619,721
Retiree Contributions	-	-	-	-	-	-
City HRA Contributions	-	-	-	-	-	-
	-	3,091,744	3,091,744	3,091,744	3,306,590	3,306,590
Other:						
Interest Income	-	-	-	1,367	-	-
Miscellaneous	-	10,000	10,000	10,000	10,000	10,000
	-	10,000	10,000	11,367	10,000	10,000
Transfers:						
Transfer from General Fund	-	-	-	511,331	-	-
	-	-	-	511,331	-	-
Total Current Revenues	\$ -	\$ 3,101,744	\$ 3,101,744	\$ 3,614,442	\$ 3,316,590	\$ 3,316,590

FINANCIAL SUMMARY

Description	FY 2009-10 Actual	FY 2010-11			FY 2011-12 Adopted	FY 2012-13 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-	-
Purchase Services	-	3,101,744	3,101,744	2,775,873	3,316,590	3,316,590
Capital Outlay	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total	\$ -	\$ 3,101,744	\$ 3,101,744	\$ 2,775,873	\$ 3,316,590	\$ 3,316,590

**CITY OF ROWLETT
FY 2011 - 12
TWO-YEAR CAPITAL IMPROVEMENTS PROGRAM**

The Two Year Capital Improvements Program consists of a comprehensive listing of carefully selected and coordinated capital improvements, which have been identified as necessary to accomplish the City's long-range goals and policies. The development of the two-year plan is an annual process, which includes identification of needed projects through public solicitation and staff input, development of appropriate financing mechanisms, recommendations from the City staff, and evaluation and final approval from City Council.

During the development of the two-year plan, an evaluation of how capital expenditure decisions will affect annual operations and the budget must be considered. The impact of large, non-recurrent capital expenditures on the City's annual operating budget is difficult, as such expenditures generally require additional funding above the fiscal capacity of the City's annual operating budget. Therefore, careful scrutiny of such non-recurrent expenditures is critical for the following reasons:

1. Due to their larger cost and longer life, capital expenditures for long-range public improvements may have to be financed on a "pay as you use" basis through the issuance of long-term debt that coincides with the projected life of the improvement.
2. Such capital expenditures, therefore, may require a consistent application of effort and funds over a span of years.
3. The political and economic impacts of investments in long-range capital improvements extend far into the future.
4. Decisions to invest in long-range capital improvements are often irreversible, except at considerable financial and managerial cost to the City.
5. Such capital investment decisions may significantly alter or influence the City's ability to grow and prosper.

As a result of these considerations, the City has analyzed the projects included in this two year plan and determined that the impact on the City's operating budget is minimal for most projects.

The Two Year Capital Improvements Program for 2012-2013 totals \$28.8 million representing projects in public works, public safety, parks and recreation, water and wastewater and capital equipment.

**CITY OF ROWLETT
SUMMARY OF ADOPTED TWO YEAR CAPITAL IMPROVEMENTS PLAN FOR FISCAL YEARS ENDING 2012-2013
(with priority rankings)**

Project Number	Project Title	Ranking	Carryover 2010	New Funding	2011		Total Budget	Proposed 2012	Total Proposed 2013	Two Year Total	Notes	
					Approved Amendments	Total Proposed 2013						
ALL PROJECTS												
WA060643	Oversizing water line - Enclave	100	25,000	-	-	-	25,000	-	-	-	-	
WA060644	Oversizing water line - Mallard Reserve	100	16,013	-	-	-	16,013	-	-	-	-	
DR060640	Waterview Drainage Improvements	100	4,791	17,033	-	-	21,824	-	-	-	-	
PK050600	Golf Course Improvements	71	327,377	-	(170,523)	-	156,854	-	-	-	-	
FA030028	Public Works Facility Renovation	66	7,000	-	-	-	7,000	-	-	-	-	
ST030199	Miller Road Recon-Phase I	65	320,000	-	-	-	320,000	-	-	-	-	
FA030405	Fire Station #2	62	87,133	-	-	-	87,133	-	-	-	-	
ST030233	Chaha Road Reconstruction	61	39,221	-	-	-	39,221	-	-	-	-	
CO030368	Rowlett Rd Recon-Phase 3	61	3,687	-	99,235	-	102,922	-	-	-	-	
SS030013	Rowlett Road Lift Station	59	1,434,686	4,624	-	-	1,439,310	-	-	-	-	
CO030360	Kenwood Heights Sub Imp #1	58	8,650	-	-	-	8,650	-	-	-	-	
CO030361	Kenwood Heights Sub Imp #2	58	23,380	-	-	-	23,380	-	-	-	-	
CO030362	Kenwood Heights Sub Imp #3	58	103,062	-	(101,927)	-	1,135	-	-	-	-	
FA070679	Municipal Facilities	56	31,433	-	-	-	31,433	-	-	-	-	
SP090703	Coyle House Renovation	38	20,884	176,000	-	-	196,884	-	-	-	-	
WA110720	PGBT Utility Reimbursement	90	-	3,700,000	(300,000)	-	3,400,000	-	-	-	-	
WA090688	24" water line along Princeton Road from Liberty Grove Road to Dalrock Road	76	241,646	-	(200,670)	-	40,976	-	-	-	-	
ST030215	Merritt Road Interconnector PH I & II	73	1,158,029	11,993,250	-	-	13,151,279	200,000	-	200,000	80/20 with NTTA. Total cost is \$14M. Costs will be revised once alignment is chosen. Includes \$11.2M grant.	
ST030379	Martin/Freedom Drive Extension	72	1,488,900	15,769	62,216	-	1,566,885	-	-	-	\$1,350,000 from NCTCOG.	
SS060647	Main Street Lift Station	72	463,353	3,848	-	-	467,201	-	-	-	-	
CO030369	Rowlett Rd Recon-Phase 2	59	4,287,214	1,150,800	758,126	-	6,196,140	1,300,000	-	1,300,000	80/20 grant in 2009.	
SS100704	Eastside Lift Station	tba	726,200	207,957	100,000	-	1,034,157	-	-	-	-	
SS100705	Westside Lift Station	tba	594,496	7,752	200,000	-	802,248	-	-	-	-	
WA030447	Misc. Water Line Repair & Replacement	100	524,205	31,282	-	-	555,487	250,000	300,000	550,000	-	
ST090689	Asphalt Rehabilitation/Overlay	90	39,544	350,000	-	-	389,544	450,000	350,000	800,000	-	
ST090690	Crack Seal	90	150,000	150,000	-	-	300,000	150,000	150,000	300,000	-	
ST090691	Falcon Drive PID	90	9,815	-	-	-	9,815	-	-	-	-	
ST090692	Foam Injection	90	12,034	150,000	-	-	162,034	100,000	100,000	200,000	-	
DR060639	Misc. Drainage Imp. Per Storm Drain MP	90	673,817	-	-	-	673,817	133,800	305,502	439,302	-	
ST090693	Screening Wall Rehabilitation	90	77,012	-	50,000	-	127,012	50,000	50,000	100,000	-	
ST090694	Sign Replacement/Pavement Marking	90	22,336	90,000	80,000	-	192,336	90,000	90,000	180,000	-	
ST090695	Traffic Signal Repair/Maintenance	90	15,000	60,000	-	-	75,000	30,000	30,000	60,000	-	
WA030325	Water Tank Refurbishing	90	51,387	750,000	-	-	801,387	50,000	-	50,000	-	
ST090696	Alley panel replacement	70	169,772	500,000	-	-	669,772	500,000	500,000	1,000,000	-	
ST060570	Misc. Concrete/Asphalt >60 PCI	70	1,321,611	1,500,000	-	-	2,821,611	1,430,000	1,500,000	2,930,000	This project will be used for median landscaping projects	
ST110715	Sidewalk Replacement	70	-	-	30,000	-	30,000	70,000	-	70,000	-	
ST080687	Princeton Road Replacement	60	(62,667)	-	178,888	-	116,221	-	-	-	-	
PK050588	Miller Road Irrigation-Landscape	41	87,810	-	-	-	87,810	-	-	-	-	

**CITY OF ROWLETT
SUMMARY OF ADOPTED TWO YEAR CAPITAL IMPROVEMENTS PLAN FOR FISCAL YEARS ENDING 2012-2013
(with priority rankings)**

Project Number	Project Title	Ranking	Carryover 2010	2011			Total Budget	Proposed 2012	Total Proposed 2013	Two Year Total	Notes
				New Funding	Approved Amendments	Approved Amendments					
ALL PROJECTS											
PK050591	Rowlett Road Landscape	41	50,838	-	-	-	50,838	-	-	-	
PK050577	Katy RR Park	46	189,643	326,000	-	-	515,643	-	-	-	
DR110721	Stormwater Management	tba	-	30,000	-	-	30,000	30,000	30,000	60,000	
DR110712	Penridge & Chiesa Erosion Control	tba	-	200,800	-	-	200,800	114,200	-	114,200	
ST110716	Kyle Drainage Imp.	tba	-	475,711	-	-	475,711	524,289	-	524,289	
tba	Capital Equipment	tba	-	-	-	-	-	250,000	250,000	500,000	
CO050599	CDBG Projects	93	213,499	342,084	(36,981)	-	518,602	195,245	195,245	390,490	
SS030442	Misc. Sewer Line Repair & Replacement	90	125,674	669,272	-	-	794,946	250,000	250,000	500,000	
PK030472	Park Improvements	90	60,000	-	-	-	60,000	-	-	-	Funded by impact fees
ST030413	Miller / Chiesa Intersection (formerly Miller Road Recon-Phase II)	86	260,769	-	-	-	260,769	-	-	-	Cost shown is City share. County to share 50/50 paving costs estimated to be \$4.5M (\$2.25M in 2010 and 2011)-City pay, not manage.
SP060618	Downtown TOD Projects (previously Dalrock Park-N-Ride)	82	250,000	2,286,150	-	-	2,536,150	-	-	-	Grant from NCTCOG will fund \$2M.
ST050574	Traffic Management Projects	82	75,450	150,000	-	-	225,450	200,000	-	200,000	Projects for capacity, turn lanes, deceleration lanes, etc.
WA110709	Castle Hills 12" waterline (including easements)	75	-	532,665	-	-	532,665	-	-	-	
WA090700	16" water line Main Street	75	24,000	-	-	-	24,000	-	-	627,400	
WA090702	16" water line Miller RR-PGBT	75	11,100	-	-	-	11,100	-	-	852,400	
ST030350	Alley Improvements	70	1,534,321	1,938,311	(80,000)	-	3,392,632	295,000	395,000	690,000	
tba	2.25MG elevated tank for upper pressure plane @ Hwy 66	65	-	-	-	-	-	1,000,000	3,229,120	4,229,120	
SS030015	18" Merritt Road Sewer Line	59	-	-	-	-	-	1,900,000	-	1,900,000	
WA030052	Rowlett Road Pump Station and associated work	59	-	302,550	-	-	302,550	2,250,000	2,150,000	4,400,000	
WA100568	12" Dalrock and Chiesa	52	-	-	-	-	-	-	1,100,000	1,100,000	
PK060620	Scenic Point Park	47	-	705,000	-	-	705,000	-	-	-	
tba	12" Water Miller east of Chiesa	tba	-	-	-	-	-	-	-	250,000	
WA110710	36" Merritt Road Waterline	tba	-	2,203,450	-	-	2,203,450	-	-	-	
tba	Kenwood Park	tba	29,643	-	-	-	29,643	-	-	-	
tba	Martha Elevated Tank Refurbishment	tba	-	-	-	-	-	-	100,000	100,000	
tba	Miller Road/Rowlett Creek Bridge	tba	-	-	-	-	-	623,443	-	623,443	
tba	PGBT Water & Miller Heights to RHS	tba	-	-	-	-	-	-	350,000	350,000	
ST110717	Southbound Dalrock @66 turn lane design	tba	-	120,000	-	-	120,000	-	-	-	
SS110719	SSES Implementation	tba	-	101,683	-	-	101,683	249,768	623,376	873,144	
	Unallocated fund balance		-	-	-	-	-	1,808,603	510,000	2,318,603	
	Total All Projects		17,328,768	31,241,991	668,364	-	49,239,123	14,494,348	14,288,043	28,782,391	

CITY OF ROWLETT
SUMMARY OF ADOPTED TWO YEAR CAPITAL IMPROVEMENTS PLAN FOR FISCAL YEARS ENDING 2012-2013
(with priority rankings)

Project Number	Project Title	Ranking	Carryover 2010	2011		Total Budget	Proposed 2012	Total Proposed 2013	Two Year Total	Notes
				New Funding	Approved Amendments					

ALL PROJECTS

FUNDING SOURCES (ALL FUNDS):

SOURCES OF FUNDS:

Current Revenues	-	4,647,986	-	4,647,986	4,083,502	3,835,502	7,919,004	
Previous Resources	14,099,122	12,204,758	853,479	27,157,359	8,915,601	1,757,296	10,672,897	
Debt Financing - CO's	-	-	-	-	-	-	-	
Debt Financing - GO's	-	-	-	-	-	-	-	
Debt Financing - Revenue Bonds	-	-	-	-	-	8,500,000	8,500,000	
Federal Sources	2,495,620	11,200,000	-	13,695,620	1,300,000	-	1,300,000	
NCTCOG	-	2,000,000	-	2,000,000	-	-	-	
County	-	-	-	-	-	-	-	
CDBG	213,499	342,084	(36,981)	518,602	195,245	195,245	390,490	
Impact Fees	499,643	286,000	(210,350)	575,293	-	-	-	
Donations	-	150,000	-	150,000	-	-	-	
Other	20,884	411,163	62,216	494,263	-	-	-	
Total Sources	17,328,768	31,241,991	668,364	49,239,123	14,494,348	14,288,043	28,782,391	

USES OF FUNDS:

Alley Improvements	9,323,737	2,438,311	(80,000)	11,682,048	795,000	895,000	1,690,000	
Land/Site Acquisition	504,381	-	-	504,381	-	-	-	
Streets & Roadways	962,634	19,113,449	674,357	20,750,440	3,807,688	2,415,245	6,222,933	
Park Improvements	456,039	297,244	-	753,283	1,031,000	-	1,031,000	
Public Safety	154,817	-	-	154,817	-	-	-	
Library	-	-	-	-	-	-	-	
Recreation	-	-	-	-	-	-	-	
Utility Improvements	5,280,429	9,116,987	194,530	14,591,946	6,752,057	10,167,798	16,919,855	
Leasehold Improvements	569,719	276,000	(170,523)	675,196	-	-	-	
Other	77,012	-	50,000	127,012	2,108,603	810,000	2,918,603	
Total Uses	17,328,768	31,241,991	668,364	49,239,123	14,494,348	14,288,043	28,782,391	

**CITY OF ROWLETT
FY 2011 - 2012
CAPITAL IMPROVEMENT PROGRAM INFORMATION**

**PROJECT NAME: ROWLETT ROAD RECONSTRUCTION - PHASE II
PROJECT NUMBER: CO2046**

Description: Replacing approximately 1,920 LF of existing four lane roadway with a new six lane divided thoroughfare. Drainage improvements replacing approximately 1,700 LF of 8" water main and replacing approximately 2,100 LF of 8" sanitary sewer. The City received a grant from NCTCOG which will fund 80% of the project. The engineering will be completed in FY 2010 and construction is scheduled to begin by June 2010 and completed in FY 2011.

Justification: The sewer lines are substandard and the paving Pavement Condition Index (PCI) < 65. The additional lanes will increase capacity and improve mobility

<u>Financial Information</u>	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	5,083,410	1,150,800	1,300,000	-	-	-	7,534,210
Operating Impact	-	-	-	-	-	-	-

**PROJECT NAME: KYLE ROAD DRAINAGE
PROJECT NUMBER: CO2098**

Description: This project is for the culvert replacement under Kyle Road along Long Branch. The project includes adding additional capacity to the existing culverts under Kyle Street as well as reconstructing Kyle Street from Rowlett Road to west of the culverts. The culverts for Long Branch under Rowlett Road will be upgraded as part of the Rowlett Road, Phase 2 project and the culverts under Miller Road were upgraded with the Miller Road reconstruction project.

Justification: The existing culverts do not provide adequate hydraulic capacity for the 100-year flood event along Long Branch. This project

<u>Financial Information</u>	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	-	475,711	524,289	-	-	-	1,000,000
Operating Impact	-	-	-	-	-	-	-

**PROJECT NAME: MISCELLANEOUS DRAINAGE IMPROVEMENTS
PROJECT NUMBER: DR2065**

Description: Drainage improvements throughout the City. This project will also fund the NPDES Phase 2 permit requirements.

Justification: Projects identified and prioritized in the Storm Drainage Master Plan. The NPDES Phase 2 permit is a mandated permit the City must comply with and enforce.

<u>Financial Information</u>	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	885,569	-	133,800	305,502	-	-	1,324,871
Operating Impact	-	-	-	-	-	-	-

**CITY OF ROWLETT
FY 2011 - 2012
CAPITAL IMPROVEMENT PROGRAM INFORMATION**

**PROJECT NAME: PENRIDGE & CHIESA EROSION CONTROL DRAINAGE PROJECT
PROJECT NUMBER: DR2094**

Description: The project is a drainage project to stabilize the erosion which has occurred at the culvert under Chiesa Road near the intersection of Pendridge Circle. The project involves constructing gabion walls at the downstream of the culvert and rehabilitating the culvert and wingwalls.

Justification: The erosion control improvements is necessary to ensure the integrity of Chiesa Road remains stable and in tact. Without these improvements, the existing culvert could be compromised and more money spent on a new culvert and roadway failure.

Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	-	200,800	114,200	-	-	-	315,000
Operating Impact	-	-	-	-	-	-	-

**PROJECT NAME: 2011 STORMWATER MANAGEMENT
PROJECT NUMBER: DR2103**

Description: This project provides funding for the City's stormwater management program, which is required by federal and state law. The project will satisfy specific storm water quality improvements and the six minimum control measures required by the City's approved stormwater permit.

Justification: This project is required by federal and state law under the terms of the City's approved stormwater permit.

Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	-	30,000	30,000	-	-	-	60,000
Operating Impact	-	-	-	-	-	-	-

**PROJECT NAME: KATY RAILROAD PARK
PROJECT NUMBER: PK2079**

Description: Park improvements to the existing Katy Railroad Park including a new playground, backstops, and pavilion. The design is planned for FY 2010 and the construction is planned for FY 2011 and 2013.

Justification: Identified in the Parks Open Space and Master Plan. This project was recommended by the CIP Bond Committee.

Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	217,244	286,000	-	-	-	-	503,244
Operating Impact	-	79,856	79,856	79,856	79,856	79,856	399,280

**CITY OF ROWLETT
FY 2011 - 2012
CAPITAL IMPROVEMENT PROGRAM INFORMATION**

PROJECT NAME: SCENIC POINT PARK							
PROJECT NUMBER: PK2100							
Description:							
Justification:							
Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	-	705,000	-	-	-	-	705,000
Operating Impact	-	79,856	79,856	79,856	79,856	79,856	399,280

PROJECT NAME: COYLE HOUSE RENOVATION							
PROJECT NUMBER: SP1018							
Description: Restoration of the Coyle House which was relocated to Pecan Grove Park near the Community Centre as part of the PGBT project. The design is planned for FY 2010 and the construction will be funded by private donations and/or grants in future years.							
Justification: The restoration is a requirement of the five party agreement executed by the City for the relocation of the Coyle House as part of the PGBT project.							
Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	91,490	176,000	-	-	-	-	267,490
Operating Impact	-	-	-	-	-	-	-

PROJECT NAME: DOWNTOWN TRANSPORTATION ORIENTED DEVELOPMENT (TOD) PROJECTS							
PROJECT NUMBER: SP2087							
Description: This project will fund infrastructure improvements in the downtown area and for TOD projects. The funding is 80% funded by NCTCOG and the City will fund the remaining 20%. This funding was originally set forth for the Dalrock Park N Ride project but the project was abandoned due to lack of support from DART and other agencies.							
Justification: To construct infrastructure improvements and partner with potential developers of TOD projects in the downtown area.							
Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	250,000	2,286,150	-	-	-	-	2,536,150
Operating Impact	-	-	-	-	-	-	-

**CITY OF ROWLETT
FY 2011 - 2012
CAPITAL IMPROVEMENT PROGRAM INFORMATION**

PROJECT NAME: MISCELLANEOUS SANITARY SEWER LINE REPAIR AND REPLACEMENT
PROJECT NUMBER: SS1102

Description: Repair and replacement of miscellaneous sanitary sewer lines throughout the City. The candidate projects will be determined once the Sanitary Sewer Evaluation Study (SSES) is complete and the projects prioritized.

Justification: Annual replacement program for sanitary sewer lines which have deteriorated and require ongoing maintenance. The replacement and/or rehabilitation of these lines will reduce the Infiltration/Inflow (I/I) into the system, which decreases operational costs for treating the water which enters the system from other sources.

Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	680,300	669,272	250,000	250,000	-	-	1,849,572
Operating Impact	-	-	-	-	-	-	-

PROJECT NAME: ROWLETT ROAD LIFT STATION
PROJECT NUMBER: SS1105

Description: A new 4,250 gpm (6.1 MGD) lift station is to be constructed adjacent to the existing Rowlett Road lift station. The new lift station will replace the existing Rowlett Road lift station and serve the future wastewater flow in the area approximately south of State Highway 66, east of Rowlett Road, and north of Miller Road.

Justification: Identified in Wastewater Master Plan. The existing lift station is over 30 years old and serves approximately 1/3 of the City's sewer and is in need of replacement.

Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	2,554,684	4,624	-	-	-	-	2,559,308
Operating Impact	-	-	-	-	-	-	-

PROJECT NAME: MAIN STREET LIFT STATION
PROJECT NUMBER: SS1141

Description: Replacement of the Main Street Lift Station. Project also includes replacement of several gravity sewer lines which discharge into the lift station and have deteriorated along with a portion of the force main from the lift station which has broken several times due to deterioration. This project was bid together with the Rowlett Road Lift Station.

Justification: Recent malfunctions at the lift station warrant replacement of the facility. The concrete wet well is collapsing and deteriorated from sewer gases. Replacement of this lift station is identified in the City's Sanitary Sewer Overflow (SSO) remediation plan, which was required by the Texas Commission on Environmental Quality (TCEQ) due to overflows of the system during rain events.

Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	1,771,562	3,848	-	-	-	-	1,775,410
Operating Impact	-	-	-	-	-	-	-

**CITY OF ROWLETT
FY 2011 - 2012
CAPITAL IMPROVEMENT PROGRAM INFORMATION**

**PROJECT NAME: WESTSIDE LIFT STATION
PROJECT NUMBER: SS1158**

Description: Rehabilitation of the City's Westside Lift Station located on the west side of Lake Ray Hubbard north of SH 66. This lift station serves approximately 65% of the City's customers. This project resulted due to the wet well deteriorating beyond repair due hydrogen sulfide gas attack to the concrete. The walls of the wet well were spalling off to the bottom of the wet well and the pumps were damaged when the concrete chunks were sucked into the pumps. This project was also identified during the City's Sanitary Sewer Evaluation Study (SSES).

Justification: The rehabilitation of this lift station is required to continue providing sewer service to 65% of the customers of the City. If this project is not done, the lift station will continue to fail and the City will be required to spend money on temporary pumping to keep repairing the lift station.

Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	892,000	7,752	-	-	-	-	899,752
Operating Impact	-	-	-	-	-	-	-

**PROJECT NAME: EASTSIDE LIFT STATION
PROJECT NUMBER: SS1159**

Description: Rehabilitation of the City's Eastside Lift Station located on the east side of Lake Ray Hubbard north of SH 66. This lift station serves approximately 31% of the City's customers. This project was identified during the City's Sanitary Sewer Evaluation Study (SSES). The rehabilitation involves installing new larger pumps to bypass the Westside Lift Station.

Justification: Currently the Eastside Lift Station pumps sewer to the Westside Lift Station where the sewer is pumped again to the west before discharging into the Rowlett Creek Wastewater Plant in Garland. The rehabilitation of the Eastside Lift Station will eliminate the need to pump to the Westside Lift Station saving millions in energy costs over the life of the lift station. The existing pumps are deteriorated. If this project is not completed, the City will continue to pay to pump the sewer twice and the lift station could fail requiring emergency repairs and potentially placing the sanitary sewer service in jeopardy.

Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	726,200	207,957	-	-	-	-	934,157
Operating Impact	-	-	-	-	-	-	-

**PROJECT NAME: MANHOLE REHAB
PROJECT NUMBER: SS2088**

Description: This project is part of the City's Sanitary Sewer Evaluation Study (SSES), which assesses, identifies, and recommends improvements to the City's aging sanitary sewer collection system. During the SSES, manholes were inspected and the ones which require rehabilitation were identified. This project will repair the manholes in the worst condition.

Justification: The rehabilitation of the manholes is required to maintain the integrity of the City's sanitary sewer system. Without rehabilitation, the deteriorated manholes would allow outside groundwater to enter the system along with debris and the earth backfill around the manhole.

Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	-	600,000	-	-	-	-	600,000
Operating Impact	-	-	-	-	-	-	-

**CITY OF ROWLETT
FY 2011 - 2012
CAPITAL IMPROVEMENT PROGRAM INFORMATION**

**PROJECT NAME: MERRITT ROAD SEWER LINE
PROJECT NUMBER: SS2093**

Description: This project will be constructed with the Merritt Road reconstruction project. This project involves constructing a sewer line per the Wastewater Master Plan along Merritt Road from Hickox to the PGBT.

Justification: The construction of the sewer line is necessary to serve the Northshore development area as well as the area along Merritt Road. This project needs to be constructed while Merritt Road is reconstructed.

Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	-	100,000	1,900,000	-	-	-	2,000,000
Operating Impact	-	-	-	-	-	-	-

**PROJECT NAME: 2011 SANITARY SEWER EVALUATION STUDY (SSES) IMPLEMENTATION
PROJECT NUMBER: SS2101**

Description: This project is a continuation of conducting an assessment to the City's sanitary sewer collection system.

Justification: The SSES required to maintain the integrity of the City's sanitary sewer system. The SSES identifies areas within the system which need to be rehabilitated. Without rehabilitation, the deteriorated portions of the system would allow outside groundwater to enter the system along with possible failures which may cause a disruption in service to customers.

Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	-	101,683	249,768	-	-	-	351,451
Operating Impact	-	-	-	-	-	-	-

**PROJECT NAME: ALLEY RECONSTRUCTION IMPROVEMENTS
PROJECT NUMBER: ST2011**

Description: Miscellaneous alley improvements throughout the city. The alleys chosen for reconstruction each year are based on pavement conditioning index. The priority is given to the alleys with the worst rating. Each year, additional alleys will be reconstructed. The candidates will be determined by their Pavement Condition Index, drainage, and safety.

Justification: Pavement condition index is less than 60. This project was recommended by the CIP Bond Committee.

Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	3,298,942	1,938,311	295,000	395,000	-	-	5,927,253
Operating Impact	-	-	-	-	-	-	-

**CITY OF ROWLETT
FY 2011 - 2012
CAPITAL IMPROVEMENT PROGRAM INFORMATION**

PROJECT NAME: MISC CONCRETE / ASPHALT STREET REHABILITATION WITH A PCI > 40
PROJECT NUMBER: ST2052

Description: This project is for the rehabilitation of miscellaneous concrete and asphalt streets with a Pavement Condition Index (PCI) of greater than 40. Each year, funds will be budgeted in the CIP to rehabilitate the chosen streets based on the rating of each street with a priority being given to the lowest rated streets above 40 in order to improve the PCI to 80 or better following the improvements.

Justification: To repair and maintain existing concrete and asphalt streets in order to extend the life of the concrete pavement.

Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	7,622,815	1,500,000	1,430,000	1,500,000	-	-	12,052,815
Operating Impact	-	-	-	-	-	-	-

PROJECT NAME: MARTIN DRIVE RECONSTRUCTION
PROJECT NUMBER: ST2056

Description: Reconstruct Martin Drive from SH 66 to Industrial. Martin Drive will be shifted to the east at the SH 66 intersection to align with the future extension of Freedom Drive north of SH 66 when the vacant parcel develops. A new traffic signal will be installed and the pavement will be widened to accommodate additional turn lanes. The City received a grant from NCTCOG in the amount of \$1,350,000 to help fund the project.

Justification: Martin Drive will serve as the primary route for access to the DART light rail station. DART is reconstructing Martin Drive from Industrial to the railroad tracks. The additional turn lanes and traffic signal at SH 66 will improve mobility and decrease delay for motorists as traffic increases due to the new light rail station.

Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	2,467,441	15,769	-	-	-	-	2,483,210
Operating Impact	-	-	-	-	-	-	-

PROJECT NAME: MERRITT ROAD INTERCONNECTOR PHASE I & II
PROJECT NUMBER: ST2074

Description: This project is phase one and two of a three phased project. All three phases make up the installation of connector between Merritt Rd. and Liberty Grove Rd under PGBT. Phase I is from the Sachse city limits to Hickox Road. Phase II is from Hickox Road to the PGBT and Phase III is from the PGBT to Liberty Grove. Phase III will be addressed at a later date when the vacant parcels of land are developed. The roadway will be a 4-lane divided roadway. This project will be funded on a 80 (TxDOT)/20 (City) match using excess toll revenue funds. The TxDOT funds are not fully committed at this time given the economic downturn but the City is working collaboratively with the North Central Texas Council of Governments to get the funds fully committed.

Justification: Improved mobility and increased capacity on Merritt Road from the PGBT since there will not be service roads along the PGBT from Merritt Road to the City limits. This project was recommended by the 2009 CIP Bond Committee.

Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	1,932,837	11,993,250	200,000	-	-	-	14,126,087
Operating Impact	-	-	-	-	-	-	-

**CITY OF ROWLETT
FY 2011 - 2012
CAPITAL IMPROVEMENT PROGRAM INFORMATION**

PROJECT NAME: ALLEY PANEL REPLACEMENT							
PROJECT NUMBER: ST2075							
Description: To remove and replace damaged concrete panels in alleys with a Pavement Condition Index (PCI) of > 60. The concrete pavement repairs consist of removing the failed pavement and installing new pavement.							
Justification: To repair and maintain existing alleys in order to extend the life of the concrete pavement. The goal is to increase the PCI of these alleys to 80 or better.							
Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	750,000	500,000	500,000	500,000	-	-	2,250,000
Operating Impact	-	-	-	-	-	-	-

PROJECT NAME: TRAFFIC MANAGEMENT PROJECTS							
PROJECT NUMBER: ST2076							
Description: This project will fund traffic management projects along roadways in the City such as median openings/closings, turn lanes, deceleration lanes, intersection improvements, etc. This funding will also be used to partner and cost participate with developers to construct traffic management projects for development projects.							
Justification: To construct traffic management improvements for improved safety and capacity of roadways.							
Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	100,000	150,000	200,000	-	-	-	450,000
Operating Impact	-	-	-	-	-	-	-

PROJECT NAME: ASPHALT REHABILITATION/OVERLAY PROJECT							
PROJECT NUMBER: ST2077							
Description: Overlays and repairs to existing asphalt roadways. This project will fund asphalt overlays to existing concrete streets which are in need of reconstruction as a temporary repair to achieve a smooth street until funding becomes available to reconstruct the concrete roadway.							
Justification: To increase the Pavement Condition Index (PCI) on asphalt roads and temporarily repair concrete streets with a PCI < 60							
Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	389,457	350,000	450,000	350,000	-	-	1,539,457
Operating Impact	-	-	-	-	-	-	-

**CITY OF ROWLETT
FY 2011 - 2012
CAPITAL IMPROVEMENT PROGRAM INFORMATION**

**PROJECT NAME: CRACK SEAL FOR PAVEMENT
PROJECT NUMBER: ST2078**

Description: Installing crack seal on asphalt and concrete roadways as a maintenance measure to extend the life of the pavement. Streets usually need to be crack sealed every 2-4 years for optimum effect.

Justification: To adequately and properly maintain asphalt and concrete roadways in order to increase the life of the pavement surface. This project was recommended by the 2009 CIP Bond Committee.

Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	150,000	150,000	150,000	150,000	-	-	600,000
Operating Impact	-	-	-	-	-	-	-

**PROJECT NAME: FOAM INJECTION UNDER CONCRETE PAVEMENT
PROJECT NUMBER: ST2080**

Description: Installing foam below pavement which has settled to raise the elevation of the pavement back to its original elevation for improved riding surface and drainage to extend the life of the pavement.

Justification: To adequately and properly maintain concrete roadways in order to increase the life of the pavement surface. High Density Polyurethane Foam Injection gives the City another cost effective tool to help us preserve and improve the overall PCI rating of existing roads. This prevents premature failure of pavement and costly reconstruction.

Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	200,000	150,000	100,000	100,000	-	-	550,000
Operating Impact	-	-	-	-	-	-	-

**PROJECT NAME: SCREENING WALL REHABILITATION
PROJECT NUMBER: ST2084**

Description: Project to make repairs to existing screening walls located in the City's right-of-way.

Justification: To repair and maintain existing screening walls to improve the quality of life, safety, and property values.

Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	225,000	-	50,000	50,000	-	-	325,000
Operating Impact	-	-	-	-	-	-	-

**CITY OF ROWLETT
FY 2011 - 2012
CAPITAL IMPROVEMENT PROGRAM INFORMATION**

**PROJECT NAME: SIGN REPLACEMENT/PAVEMENT MARKING
PROJECT NUMBER: ST2085**

Description: Project to replace existing street regulatory signs and pavement markings, including striping.

Justification: To bring the City up to the current standards for street signs in accordance to the Texas Manual on Uniform Traffic Control Devices (TMUTCD) and provide proper pavement markings to improve the safety of motorists.

Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	45,000	90,000	90,000	90,000	-	-	315,000
Operating Impact	-	-	-	-	-	-	-

**PROJECT NAME: TRAFFIC SIGNAL REPAIR/MAINTENANCE
PROJECT NUMBER: ST2086**

Description: Project to establish an annual program to make repairs to existing traffic signals located in the City. In the 2010 federal census, the City of Rowlett will exceed 50,000 in population and the responsibilities of the traffic signals on the state highway system will be transferred to the City of Rowlett for construction, maintenance and operations. This will increase the signalized intersections that the City is responsible for maintaining from 15 to 23 locations.

Justification: To repair and maintain existing traffic signals in the City to keep signals safe. The City will be required to take over the maintenance of the signals along Lakeview Parkway from TxDOT after the 2010 census. This project was recommended by the 2009 CIP Bond Committee.

Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	15,000	60,000	30,000	30,000	-	-	135,000
Operating Impact	-	-	-	-	-	-	-

**PROJECT NAME: LARRY STREET (CDBG PROJECTS)
PROJECT NUMBER: ST2096**

Description: This project is a part of a Community Development Block Grant (CDBG) funded in part by the federal government (HUD) for improvements to areas with low to moderate income. The improvements include reconstructing Larry Street along with a portion of Commerce Street between Delia and Larry Street. Also included is the installation of an underground storm water system, a new waterline and fire hydrants, and reconstruction of the sanitary sewer lines under the pavement.

Justification: The existing asphalt roads will be replaced with concrete curb and gutter streets. The waterline and fire hydrants will provide adequate fire protection. The majority of the funding for the project is from federal funds.

Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	213,221	342,084	195,246	195,245	-	-	945,796
Operating Impact	-	-	-	-	-	-	-

**CITY OF ROWLETT
FY 2011 - 2012
CAPITAL IMPROVEMENT PROGRAM INFORMATION**

**PROJECT NAME: 2011 SIDEWALK IMPROVEMENT PROGRAM
PROJECT NUMBER: ST2097**

Description: This project will fund repairs to existing sidewalks and also construct new sidewalks. The City will seek grant funding for the installation of several sidewalks.

Justification: To adequately and properly maintain concrete sidewalks in areas of high pedestrian traffic.

<u>Financial Information</u>	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	-	30,000	70,000	-	-	-	100,000
Operating Impact	-	-	-	-	-	-	-

**PROJECT NAME: LAKEVIEW PARKWAY (SH 66) AND DALROCK INTERSECTION IMPROVEMENTS
PROJECT NUMBER: ST2099**

Description: This project is for the design of intersection improvements along Dalrock Road at the intersection of Lakeview Parkway. The construction cost will be funded in a separate project once the design is complete. The design will include additional turn lanes for northbound and southbound Dalrock Road in an effort to reduce the delay experienced by motorists at the intersection.

Justification: The existing lane configuration does not provide enough capacity during the morning and evening peak traffic times. Motorists experience longer than normal delays during the peak times.

<u>Financial Information</u>	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	-	120,000	-	-	-	-	120,000
Operating Impact	-	-	-	-	-	-	-

**PROJECT NAME: MISCELLANEOUS WATER LINE REPAIR AND REPLACEMENT
PROJECT NUMBER: WA1108**

Description: Repair and replacement of miscellaneous water lines throughout the City. This account also funds upgrading waterlines as part of development projects.

Justification: Annual replacement program for waterlines which have deteriorated and require ongoing maintenance.

<u>Financial Information</u>	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	925,000	31,282	250,000	300,000	-	-	1,506,282
Operating Impact	-	-	-	-	-	-	-

**CITY OF ROWLETT
FY 2011 - 2012
CAPITAL IMPROVEMENT PROGRAM INFORMATION**

**PROJECT NAME: WATER TANK REFURBISHING
PROJECT NUMBER: WA1118**

Description: Project to repair and repaint the City's water distribution tanks. The design will occur in one year and the refurbishment will occur in subsequent years.

Justification: To repair and maintain the water tanks to meet TCEQ and AWWA standards in order to keep the drinking water safe.

Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	124,182	750,000	50,000	-	-	-	924,182
Operating Impact	-	-	-	-	-	-	-

**PROJECT NAME: 16" WATERLINE ALONG MAIN STREET WEST OF KIRBY ROAD (PGBT)
PROJECT NUMBER: WA1156**

Description: Install a 16" waterline along Main Street west of Kirby Road. The engineering is planned for FY 2010 and the construction in FY 2011.

Justification: Identified in the Water Master Plan and will complete a 16" loop along Main Street.

Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	24,000	-	-	627,400	-	-	651,400
Operating Impact	-	-	-	-	-	-	-

**PROJECT NAME: 16" WATERLINE ALONG MILLER ROAD FROM ROWLETT ROAD TO KIRBY ROAD (PGBT)
PROJECT NUMBER: WA1157**

Description: Install a 16" waterline along Miler Road from Rowlett Road to Kirby Road (PGBT). The engineering is planned for FY 2010 and the construction in FY 2011-2013.

Justification: Identified in the Water Master Plan and will complete a 16" loop along Miller Road for improved pressure and capacity in the southwest quadrant of the City.

Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	40,000	-	-	852,400	-	-	892,400
Operating Impact	-	-	-	-	-	-	-

**CITY OF ROWLETT
FY 2011 - 2012
CAPITAL IMPROVEMENT PROGRAM INFORMATION**

PROJECT NAME: CASTLE ROAD 12" WATERLINE PROJECT NUMBER: WA2091							
Description: This project involves constructing a 12" waterline along Castle Road from Toler Road to the Rowlett Road Pump Station. This project is shown on the City's Water Master Plan.							
Justification: This project is shown on the City's Water Master Plan. This project is necessary to develop an Upper Pressure Plan in the City's water distribution system in order to increase the system water pressure for the northwest portion of the City.							
Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	-	532,665	-	-	-	-	532,665
Operating Impact	-	-	-	-	-	-	-

PROJECT NAME: 36" MERRITT ROAD WATERLINES PROJECT NUMBER: WA2092							
Description: This project will be constructed with the Merritt Road reconstruction project. This project involves constructing a 16" and 36" waterline per the Water Master Plan along Merritt Road from the Merritt Road Water Pump Station to the PGBT.							
Justification: The construction of the waterlines is necessary to serve the Northshore development area as well as the northeastern portions of the City. This project needs to be constructed while Merritt Road is reconstructed.							
Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	-	2,203,450	-	-	-	-	2,203,450
Operating Impact	-	-	-	-	-	-	-

PROJECT NAME: UPPER PRESSURE PLANE AND ROWLETT ROAD PUMP STATION IMPROVEMENTS PROJECT NUMBER: WA2095							
Description: This project will involve installing pressure actuated valves in strategic locations in the northwest quadrant of the City to establish an interim upper pressure plane until permanent improvements can be constructed to complete the development of the upper pressure plane. Pumps at the Rowlett Road Pump Station will also be installed to serve the interim pressure plane. The upper pressure plane is required to increase the system pressure for the customers in the northwest quadrant of the City.							
Justification: This development of the upper pressure plane is shown on the City's Water Master Plan. This project is necessary to develop an interim Upper Pressure Plan in the City's water distribution system until permanent improvements are installed to increase the system water pressure for the northwest portion of the City.							
Financial Information	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	-	302,550	2,250,000	2,150,000	-	-	4,702,550
Operating Impact	-	-	-	-	-	-	-

**CITY OF ROWLETT
FY 2011 - 2012
CAPITAL IMPROVEMENT PROGRAM INFORMATION**

**PROJECT NAME: PGBT UTILITY REIMBURSEMENT PROJECT
PROJECT NUMBER: WA2102**

Description: This project is for the reimbursement to the North Texas Tollway Authority (NTTA) for the cost of installing water and sanitary sewer betterments and new infrastructure during the construction of the PGBT. The City is required to pay for new infrastructure and betterments under the Interlocal Agreement with the NTTA.

Justification: The new water and sanitary sewer infrastructure along the PGBT corridor is required to provide utility service to the existing and future developments along the corridor. Installing the betterments and new infrastructure at the same time the PGBT is constructed will save the rate payers millions of dollars in lieu of installing the improvements at a later date when the PGBT is open to traffic. The new utilities will provide economic development opportunities as well.

<u>Financial Information</u>	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	-	3,700,000	-	-	-	-	3,700,000
Operating Impact	-	-	-	-	-	-	-

**PROJECT NAME: 2.25MG ELEVATED TANK FOR UPPER PRESSURE PLAN @ HWY 66
PROJECT NUMBER: TBD**

Description:

Justification:

<u>Financial Information</u>	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	-	-	1,000,000	3,229,120	-	-	4,229,120
Operating Impact	-	-	-	-	-	-	-

**PROJECT NAME: MILLER ROAD/ROWLETT CREEK BRIDGE
PROJECT NUMBER: TBD**

Description:

Justification:

<u>Financial Information</u>	Project to Date	2011	2012	2013	2014	2015	Project Total
Project Budget	-	-	623,443	-	-	-	623,443
Operating Impact	-	-	-	-	-	-	-

**CITY OF ROWLETT
FY 2011 - 12
GENERAL OBLIGATION DEBT SERVICE**

The City of Rowlett issues general obligation bonds for a term of generally twenty years, for the purpose of constructing major capital improvements that include municipal facilities, parks and streets.

The Debt Service Fund accounts for the accumulation of resources for, and the payment of, general long-term debt principal and interest. The resources of this fund are generated by a tax levy based upon property values. Payments of principal and interest are made for general obligation bonds, certificates of obligation, and tax notes.

Current outstanding debt including principal and interest equals \$107,324,153. This includes general obligation refunded issues, improvements, certificates of obligation, and tax notes issued during 1997 through 2012. The projected 2011-12 requirements are estimated at \$9,132,389. The total amount of outstanding debt represents 3.38% of assessed value.

The State of Texas limits the ad valorem tax rate to \$2.50 per \$100 valuation. Rowlett's rate of \$0.747173 falls well under this limit. The city currently operates with the following general obligation debt ratios:

Net debt per capita: \$1,451

Net debt to assessed value: 2.57%

The following table reflects the allocation of the property tax levy between Debt Service and General Fund operations for FY 2011-12 and previous years:

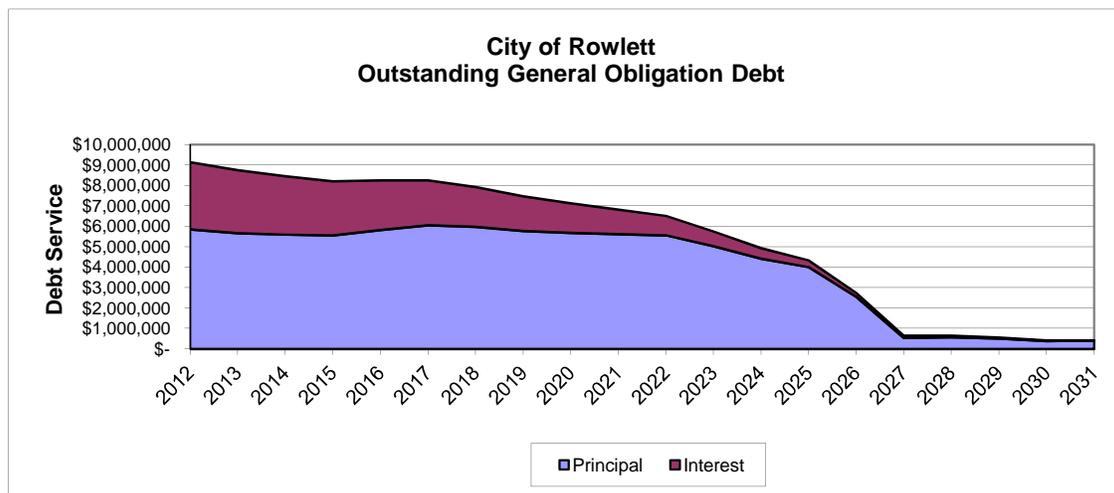
	2007-08	2008-09	2009-10	2010-11	2011-12
Debt Service	0.281000	0.252500	0.245153	0.252500	0.256340
O & M	0.466173	0.494673	0.502020	0.494673	0.490833
Total	0.747173	0.747173	0.747173	0.747173	0.747173

The tables on the following pages detail each current outstanding bond issue that is owed by the City. The tables show the date of issue, the years remaining on the payment schedule, and the amount of principal and interest in each year. The first table is a summary of all outstanding issues.

**CITY OF ROWLETT
FY 2011 - 12
GENERAL OBLIGATION DEBT SERVICE**

**AGGREGATE DEBT SERVICE
AS OF OCTOBER 1, 2011**

Date	Principal	Interest	Total P&I
2012	5,845,000.00	3,287,389.03	9,132,389.03
2013	5,670,000.00	3,072,102.28	8,742,102.28
2014	5,595,000.00	2,860,195.28	8,455,195.28
2015	5,555,000.00	2,652,153.15	8,207,153.15
2016	5,815,000.00	2,434,725.77	8,249,725.77
2017	6,050,000.00	2,193,283.40	8,243,283.40
2018	5,980,000.00	1,940,085.78	7,920,085.78
2019	5,775,000.00	1,690,266.53	7,465,266.53
2020	5,685,000.00	1,447,087.15	7,132,087.15
2021	5,615,000.00	1,201,099.52	6,816,099.52
2022	5,560,000.00	953,643.14	6,513,643.14
2023	5,030,000.00	719,743.76	5,749,743.76
2024	4,420,000.00	510,555.01	4,930,555.01
2025	4,005,000.00	326,346.26	4,331,346.26
2026	2,550,000.00	184,417.51	2,734,417.51
2027	540,000.00	112,076.88	652,076.88
2028	565,000.00	83,698.38	648,698.38
2029	505,000.00	53,771.88	558,771.88
2030	390,000.00	31,006.25	421,006.25
2031	410,000.00	10,506.25	420,506.25
Total	\$ 81,560,000.00	\$ 25,764,153.21	\$ 107,324,153.21



**CITY OF ROWLETT
 FY 2011 - 12
 GENERAL OBLIGATION DEBT SERVICE**

**GENERAL OBLIGATION TAXABLE
 REFUNDING BONDS, SERIES 2010A**

Original Issue: \$1,175,000

Interest Rate: Various - 1.570% to 5.710%

Date	Principal	Interest	Total P&I
2012	50,000.00	49,963.00	99,963.00
2013	45,000.00	49,178.00	94,178.00
2014	50,000.00	47,882.00	97,882.00
2015	50,000.00	46,442.00	96,442.00
2016	55,000.00	45,002.00	100,002.00
2017	55,000.00	42,956.00	97,956.00
2018	55,000.00	40,910.00	95,910.00
2019	60,000.00	38,457.00	98,457.00
2020	65,000.00	35,781.00	100,781.00
2021	65,000.00	32,882.00	97,882.00
2022	70,000.00	29,625.50	99,625.50
2023	70,000.00	26,118.50	96,118.50
2024	75,000.00	22,611.50	97,611.50
2025	80,000.00	18,854.00	98,854.00
2026	85,000.00	14,846.00	99,846.00
2027	85,000.00	9,992.50	94,992.50
2028	90,000.00	5,139.00	95,139.00
Total	\$ 1,105,000.00	\$ 556,640.00	\$ 1,661,640.00

**CITY OF ROWLETT
 FY 2011 - 12
 GENERAL OBLIGATION DEBT SERVICE**

**GENERAL OBLIGATION
 REFUNDING BONDS, SERIES 2010**

Original Issue: \$10,825,000

Interest Rate: Various - 2.000% to 4.000%

Date	Principal	Interest	Total P&I
2012	920,000.00	351,800.00	1,271,800.00
2013	945,000.00	328,487.50	1,273,487.50
2014	970,000.00	304,550.00	1,274,550.00
2015	990,000.00	280,050.00	1,270,050.00
2016	1,025,000.00	249,737.50	1,274,737.50
2017	1,060,000.00	210,600.00	1,270,600.00
2018	935,000.00	170,700.00	1,105,700.00
2019	975,000.00	132,500.00	1,107,500.00
2020	1,015,000.00	92,700.00	1,107,700.00
2021	1,050,000.00	51,400.00	1,101,400.00
2022	760,000.00	15,200.00	775,200.00
Total	\$ 10,645,000.00	\$ 2,187,725.00	\$ 12,832,725.00

**CITY OF ROWLETT
FY 2011 - 12
GENERAL OBLIGATION DEBT SERVICE**

**COMBINATION TAX AND LIMITED SURPLUS REVENUE
CERTIFICATES OF OBLIGATION, SERIES 2006**

Original Issue: \$26,280,000

Interest Rate: Various - 4.250% to 5.125%

Date	Principal	Interest	Total P&I
2012	930,000.00	1,012,183.76	1,942,183.76
2013	975,000.00	970,483.76	1,945,483.76
2014	1,015,000.00	925,708.76	1,940,708.76
2015	1,055,000.00	880,452.51	1,935,452.51
2016	1,105,000.00	834,552.51	1,939,552.51
2017	1,160,000.00	783,521.26	1,943,521.26
2018	1,220,000.00	727,301.26	1,947,301.26
2019	1,275,000.00	668,668.76	1,943,668.76
2020	1,335,000.00	607,834.38	1,942,834.38
2021	1,395,000.00	542,087.50	1,937,087.50
2022	1,470,000.00	470,462.50	1,940,462.50
2023	1,545,000.00	395,087.50	1,940,087.50
2024	1,625,000.00	315,837.50	1,940,837.50
2025	1,710,000.00	231,393.75	1,941,393.75
2026	1,805,000.00	141,321.88	1,946,321.88
2027	335,000.00	86,484.38	421,484.38
2028	350,000.00	68,931.25	418,931.25
2029	370,000.00	50,481.25	420,481.25
2030	390,000.00	31,006.25	421,006.25
2031	410,000.00	10,506.25	420,506.25
Total	\$ 21,475,000.00	\$ 9,754,306.97	\$ 31,229,306.97

**CITY OF ROWLETT
FY 2011 - 12
GENERAL OBLIGATION DEBT SERVICE**

**COMBINATION TAX AND LIMITED SURPLUS REVENUE
CERTIFICATES OF OBLIGATION, SERIES 2005**

Original Issue: \$22,170,000

Interest Rate: Various - 3.375% to 4.500%

Date	Principal	Interest	Total P&I
2012	930,000.00	717,243.76	1,647,243.76
2013	965,000.00	681,668.76	1,646,668.76
2014	1,005,000.00	642,268.76	1,647,268.76
2015	1,045,000.00	601,268.76	1,646,268.76
2016	1,090,000.00	558,568.76	1,648,568.76
2017	1,130,000.00	513,462.51	1,643,462.51
2018	1,180,000.00	465,818.76	1,645,818.76
2019	1,225,000.00	415,450.01	1,640,450.01
2020	1,280,000.00	362,218.76	1,642,218.76
2021	1,340,000.00	301,518.76	1,641,518.76
2022	1,405,000.00	237,284.38	1,642,284.38
2023	1,465,000.00	173,587.50	1,638,587.50
2024	1,530,000.00	106,200.00	1,636,200.00
2025	1,595,000.00	35,887.50	1,630,887.50
Total	\$ 17,185,000.00	\$ 5,812,446.98	\$ 22,997,446.98

**GENERAL OBLIGATION
REFUNDING BONDS, SERIES 2005**

Original Issue: \$8,615,000

Interest Rate: Various - 4.250% to 4.500%

Date	Principal	Interest	Total P&I
2012	630,000.00	232,125.00	862,125.00
2013	660,000.00	204,750.00	864,750.00
2014	685,000.00	177,850.00	862,850.00
2015	715,000.00	149,850.00	864,850.00
2016	745,000.00	120,650.00	865,650.00
2017	775,000.00	88,312.50	863,312.50
2018	615,000.00	57,037.50	672,037.50
2019	640,000.00	28,800.00	668,800.00
2020	320,000.00	7,200.00	327,200.00
Total	\$ 5,785,000.00	\$ 1,066,575.00	\$ 6,851,575.00

**CITY OF ROWLETT
 FY 2011 - 12
 GENERAL OBLIGATION DEBT SERVICE**

**GENERAL OBLIGATION BONDS
 SERIES 2004 A**

Original Issue: \$6,080,000

Interest Rate: Various - 3.750% to 4.750%

Date	Principal	Interest	Total P&I
2012	260,000.00	189,125.00	449,125.00
2013	275,000.00	178,750.00	453,750.00
2014	285,000.00	167,550.00	452,550.00
2015	295,000.00	155,950.00	450,950.00
2016	305,000.00	143,950.00	448,950.00
2017	320,000.00	131,250.00	451,250.00
2018	335,000.00	117,112.50	452,112.50
2019	350,000.00	100,825.00	450,825.00
2020	365,000.00	83,862.50	448,862.50
2021	385,000.00	66,987.50	451,987.50
2022	400,000.00	49,325.00	449,325.00
2023	420,000.00	30,612.50	450,612.50
2024	440,000.00	10,450.00	450,450.00
Total	\$ 4,435,000.00	\$ 1,425,750.00	\$ 5,860,750.00

**CITY OF ROWLETT
FY 2011 - 12
GENERAL OBLIGATION DEBT SERVICE**

**COMBINATION TAX AND LIMITED SURPLUS REVENUE
CERTIFICATES OF OBLIGATION, SERIES 2004**

Original Issue: \$4,420,000

Interest Rate: Various - 3.750% to 4.875%

Date	Principal	Interest	Total P&I
2012	165,000.00	146,718.75	311,718.75
2013	170,000.00	140,225.00	310,225.00
2014	175,000.00	133,325.00	308,325.00
2015	180,000.00	126,225.00	306,225.00
2016	195,000.00	118,725.00	313,725.00
2017	195,000.00	110,803.13	305,803.13
2018	215,000.00	101,943.76	316,943.76
2019	225,000.00	92,043.76	317,043.76
2020	230,000.00	81,806.26	311,806.26
2021	240,000.00	71,231.26	311,231.26
2022	250,000.00	60,206.26	310,206.26
2023	260,000.00	48,568.76	308,568.76
2024	275,000.00	36,025.01	311,025.01
2025	110,000.00	26,812.51	136,812.51
2026	115,000.00	21,328.13	136,328.13
2027	120,000.00	15,600.00	135,600.00
2028	125,000.00	9,628.13	134,628.13
2029	135,000.00	3,290.63	138,290.63
Total	\$ 3,380,000.00	\$ 1,344,506.35	\$ 4,724,506.35

**CITY OF ROWLETT
 FY 2011 - 12
 GENERAL OBLIGATION DEBT SERVICE**

**GENERAL OBLIGATION REFUNDING BONDS
 SERIES 2004**

Original Issue: \$4,885,000

Interest Rate: Various - 3.700% to 4.600%

Date	Principal	Interest	Total P&I
2012	345,000.00	115,450.00	460,450.00
2013	365,000.00	101,250.00	466,250.00
2014	375,000.00	86,262.50	461,262.50
2015	395,000.00	69,687.50	464,687.50
2016	415,000.00	50,425.00	465,425.00
2017	430,000.00	30,375.00	460,375.00
2018	450,000.00	10,350.00	460,350.00
Total	\$ 2,775,000.00	\$ 463,800.00	\$ 3,238,800.00

**CITY OF ROWLETT
FY 2011 - 12
GENERAL OBLIGATION DEBT SERVICE**

**GENERAL OBLIGATION BONDS
SERIES 2003A**

Original Issue: \$3,815,000

Interest Rate: Various - 4.000% to 5.000%

Date	Principal	Interest	Total P&I
2012	175,000.00	123,745.00	298,745.00
2013	185,000.00	116,406.25	301,406.25
2014	190,000.00	108,530.00	298,530.00
2015	200,000.00	100,117.50	300,117.50
2016	210,000.00	91,017.50	301,017.50
2017	220,000.00	81,287.50	301,287.50
2018	230,000.00	70,935.00	300,935.00
2019	240,000.00	59,887.50	299,887.50
2020	250,000.00	48,093.75	298,093.75
2021	265,000.00	35,375.00	300,375.00
2022	280,000.00	21,750.00	301,750.00
2023	295,000.00	7,375.00	302,375.00
Total	\$ 2,740,000.00	\$ 864,520.00	\$ 3,604,520.00

**COMBINATION TAX AND LIMITED SURPLUS REVENUES
CERTIFICATES OF OBLIGATION, SERIES 2003**

Original Issue: \$7,060,000

Interest Rate: Various - 4.000% to 5.000%

Date	Principal	Interest	Total P&I
2012	325,000.00	226,126.26	551,126.26
2013	335,000.00	212,675.01	547,675.01
2014	350,000.00	198,286.26	548,286.26
2015	365,000.00	182,864.38	547,864.38
2016	385,000.00	166,217.50	551,217.50
2017	400,000.00	148,455.00	548,455.00
2018	420,000.00	129,590.00	549,590.00
2019	440,000.00	109,375.00	549,375.00
2020	460,000.00	87,712.50	547,712.50
2021	485,000.00	64,375.00	549,375.00
2022	510,000.00	39,500.00	549,500.00
2023	535,000.00	13,375.00	548,375.00
Total	\$ 5,010,000.00	\$ 1,578,551.91	\$ 6,588,551.91

**CITY OF ROWLETT
 FY 2011 - 12
 GENERAL OBLIGATION DEBT SERVICE**

**GENERAL OBLIGATION REFUNDING BONDS
 SERIES 2003**

Original Issue: \$8,050,000

Interest Rate: Various - 4.000% to 4.500%

Date	Principal	Interest	Total P&I
2012	900,000.00	54,900.00	954,900.00
2013	520,000.00	22,950.00	542,950.00
2014	250,000.00	5,625.00	255,625.00
Total	\$ 1,670,000.00	\$ 83,475.00	\$ 1,753,475.00

**CITY OF ROWLETT
 FY 2011 - 12
 GENERAL OBLIGATION DEBT SERVICE**

**GENERAL OBLIGATION TAXABLE
 SERIES 1997A**

**Original Issue: \$6,500,000
 Interest Rate: 1.270%**

Date	Principal	Interest	Total P&I
2012	215,000.00	68,008.50	283,008.50
2013	230,000.00	65,278.00	295,278.00
2014	245,000.00	62,357.00	307,357.00
2015	265,000.00	59,245.50	324,245.50
2016	285,000.00	55,880.00	340,880.00
2017	305,000.00	52,260.50	357,260.50
2018	325,000.00	48,387.00	373,387.00
2019	345,000.00	44,259.50	389,259.50
2020	365,000.00	39,878.00	404,878.00
2021	390,000.00	35,242.50	425,242.50
2022	415,000.00	30,289.50	445,289.50
2023	440,000.00	25,019.00	465,019.00
2024	475,000.00	19,431.00	494,431.00
2025	510,000.00	13,398.50	523,398.50
2026	545,000.00	6,921.50	551,921.50
Total	\$ 5,355,000.00	\$ 625,856.00	\$ 5,980,856.00

CITY OF ROWLETT
FY 2011 - 12
WATERWORKS AND SEWER SYSTEM REVENUE BONDS

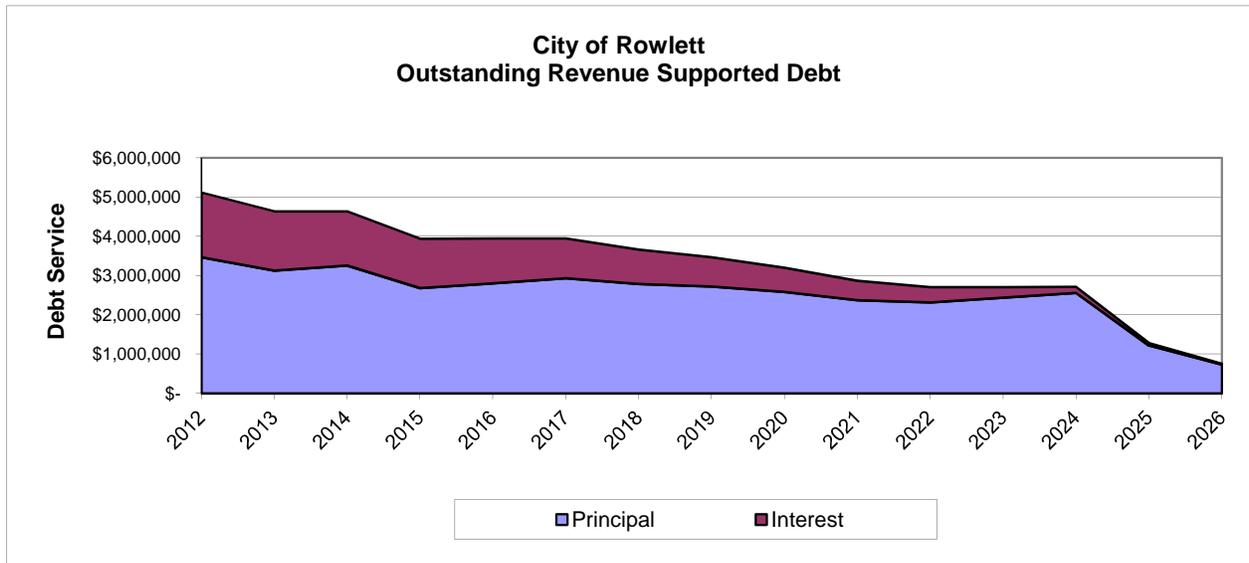
Waterworks and Sewer System Revenue Bonds are issued for a term of generally twenty years for the purpose of constructing major capital improvements, which include water and wastewater mains, pumping facilities and storage tanks. The net revenues of the Utility Fund secure the Waterworks and Sewer System Revenue Bonds.

Total outstanding waterworks and sewer system revenue debt including estimated fees equals \$49,588,606 with the FY 2011-12 requirements being \$5,117,984.

**CITY OF ROWLETT
FY 2011 - 12
OUTSTANDING REVENUE SUPPORTED DEBT**

**AGGREGATE DEBT SERVICE
AS OF OCTOBER 1, 2011**

Date	Principal	Interest	Total P&I
2012	3,470,000.00	1,647,983.77	5,117,983.77
2013	3,125,000.00	1,513,747.52	4,638,747.52
2014	3,255,000.00	1,383,562.52	4,638,562.52
2015	2,680,000.00	1,260,275.02	3,940,275.02
2016	2,800,000.00	1,144,150.02	3,944,150.02
2017	2,930,000.00	1,013,470.02	3,943,470.02
2018	2,785,000.00	876,365.64	3,661,365.64
2019	2,725,000.00	744,291.88	3,469,291.88
2020	2,585,000.00	617,636.25	3,202,636.25
2021	2,370,000.00	499,497.50	2,869,497.50
2022	2,320,000.00	386,988.75	2,706,988.75
2023	2,435,000.00	272,740.63	2,707,740.63
2024	2,560,000.00	152,528.13	2,712,528.13
2025	1,220,000.00	62,912.50	1,282,912.50
2026	735,000.00	17,456.25	752,456.25
Total	\$ 37,995,000.00	\$ 11,593,606.40	\$ 49,588,606.40



**CITY OF ROWLETT
FY 2011 - 12
OUTSTANDING REVENUE SUPPORTED DEBT**

**WATERWORKS AND SEWER SYSTEM REVENUE REFUNDING BONDS
SERIES 2006**

Original Issue: \$11,775,000

Interest Rate: Various: 4.250% - 4.750%

Date	Principal	Interest	Total P&I
2012	770,000.00	374,552.50	1,144,552.50
2013	400,000.00	349,690.00	749,690.00
2014	420,000.00	331,740.00	751,740.00
2015	440,000.00	312,940.00	752,940.00
2016	460,000.00	293,240.00	753,240.00
2017	480,000.00	271,490.00	751,490.00
2018	505,000.00	248,096.25	753,096.25
2019	530,000.00	223,912.50	753,912.50
2020	550,000.00	198,935.00	748,935.00
2021	580,000.00	172,517.50	752,517.50
2022	605,000.00	144,518.75	749,518.75
2023	635,000.00	115,068.75	750,068.75
2024	670,000.00	84,075.00	754,075.00
2025	700,000.00	51,537.50	751,537.50
2026	735,000.00	17,456.25	752,456.25
Total	\$ 8,480,000.00	\$ 3,189,770.00	\$ 11,669,770.00

**CITY OF ROWLETT
FY 2011 - 12
OUTSTANDING REVENUE SUPPORTED DEBT**

**WATERWORKS AND SEWER SYSTEM REVENUE BONDS
SERIES 2005A**

Original Issue: \$7,180,000

Interest Rate: Various: 3.400% - 4.375%

Date	Principal	Interest	Total P&I
2012	300,000.00	229,026.26	529,026.26
2013	315,000.00	217,198.76	532,198.76
2014	325,000.00	204,058.76	529,058.76
2015	340,000.00	189,946.26	529,946.26
2016	355,000.00	176,046.26	531,046.26
2017	370,000.00	161,361.26	531,361.26
2018	385,000.00	145,835.63	530,835.63
2019	400,000.00	129,495.00	529,495.00
2020	415,000.00	112,276.25	527,276.25
2021	435,000.00	94,105.00	529,105.00
2022	455,000.00	74,970.00	529,970.00
2023	475,000.00	54,796.88	529,796.88
2024	495,000.00	33,578.13	528,578.13
2025	520,000.00	11,375.00	531,375.00
Total	\$ 5,585,000.00	\$ 1,834,069.45	\$ 7,419,069.45

**CITY OF ROWLETT
FY 2011 - 12
OUTSTANDING REVENUE SUPPORTED DEBT**

**WATERWORKS AND SEWER SYSTEM REVENUE REFUNDING BONDS
SERIES 2005**

Original Issue: \$7,630,000

Interest Rate: Various: 3.750% - 5.000%

Date	Principal	Interest	Total P&I
2012	635,000.00	233,850.00	868,850.00
2013	670,000.00	207,750.00	877,750.00
2014	700,000.00	181,225.00	881,225.00
2015	720,000.00	153,700.00	873,700.00
2016	755,000.00	124,200.00	879,200.00
2017	785,000.00	89,475.00	874,475.00
2018	535,000.00	56,475.00	591,475.00
2019	565,000.00	28,975.00	593,975.00
2020	330,000.00	7,425.00	337,425.00
Total	\$ 5,695,000.00	\$ 1,083,075.00	\$ 6,778,075.00

**WATERWORKS AND SEWER SYSTEM REVENUE BONDS
SERIES 2004 A**

Original Issue: \$18,585,000

Interest Rate: Various: 4.000% - 5.000%

Date	Principal	Interest	Total P&I
2012	790,000.00	636,712.50	1,426,712.50
2013	825,000.00	604,412.50	1,429,412.50
2014	860,000.00	569,637.50	1,429,637.50
2015	895,000.00	532,343.75	1,427,343.75
2016	935,000.00	492,287.50	1,427,287.50
2017	985,000.00	446,625.00	1,431,625.00
2018	1,035,000.00	396,125.00	1,431,125.00
2019	1,085,000.00	343,125.00	1,428,125.00
2020	1,140,000.00	287,500.00	1,427,500.00
2021	1,200,000.00	229,000.00	1,429,000.00
2022	1,260,000.00	167,500.00	1,427,500.00
2023	1,325,000.00	102,875.00	1,427,875.00
2024	1,395,000.00	34,875.00	1,429,875.00
Total	\$ 13,730,000.00	\$ 4,843,018.75	\$ 18,573,018.75

**CITY OF ROWLETT
FY 2011 - 12
OUTSTANDING REVENUE SUPPORTED DEBT**

**WATERWORKS AND SEWER SYSTEM REVENUE REFUNDING BONDS
SERIES 2004**

Original Issue: \$7,910,000

Interest Rate: Various: 4.000% - 4.500%

Date	Principal	Interest	Total P&I
2012	775,000.00	113,368.75	888,368.75
2013	805,000.00	80,800.00	885,800.00
2014	840,000.00	47,900.00	887,900.00
2015	165,000.00	27,593.75	192,593.75
2016	170,000.00	20,368.75	190,368.75
2017	180,000.00	12,600.00	192,600.00
2018	190,000.00	4,275.00	194,275.00
Total	\$ 3,125,000.00	\$ 306,906.25	\$ 3,431,906.25

**WATERWORKS AND SEWER SYSTEM REVENUE REFUNDING BONDS
SERIES 2003**

Original Issue: \$3,300,000

Interest Rate: Various: 4.000%

Date	Principal	Interest	Total P&I
2012	95,000.00	1,900.00	96,900.00
Total	\$ 95,000.00	\$ 1,900.00	\$ 96,900.00

**CITY OF ROWLETT
FY 2011 - 12
OUTSTANDING REVENUE SUPPORTED DEBT**

**WATERWORKS AND SEWER SYSTEM REVENUE BONDS
SERIES 2001**

Original Issue: \$2,105,000

Interest Rate: Various: 4.250% - 5.000%

Date	Principal	Interest	Total P&I
2012	105,000.00	58,573.76	163,573.76
2013	110,000.00	53,896.26	163,896.26
2014	110,000.00	49,001.26	159,001.26
2015	120,000.00	43,751.26	163,751.26
2016	125,000.00	38,007.51	163,007.51
2017	130,000.00	31,918.76	161,918.76
2018	135,000.00	25,558.76	160,558.76
2019	145,000.00	18,784.38	163,784.38
2020	150,000.00	11,500.00	161,500.00
2021	155,000.00	3,875.00	158,875.00
Total	\$ 1,285,000.00	\$ 334,866.95	\$ 1,619,866.95



FINANCIAL AND FISCAL POLICIES

**CITY OF ROWLETT
FY 2011 - 2012
FINANCIAL AND FISCAL POLICIES**

I. STATEMENT OF PURPOSE

The City recognizes that the community of Rowlett is a unique, dynamic environment with a rich, cultural history and desires to enhance and protect that environment through the adoption of fiscally responsible policies that will maintain or improve the financial health and well being of the City. In order to accomplish this, it is critical to understand the external economic factors operating in the community, identify existing and/or emerging problems before they reach serious proportions, and consider the financial impact decisions have on the City's financial condition. The goals of these financial and fiscal policies are as follows:

- A. To protect the City's policy-making ability by ensuring that policy decisions are not hindered by financial problems or emergencies.
- B. To assist sound management of the City by providing accurate and timely information on financial condition.
- C. To provide sound principles to guide the important decisions of the City Council and of management which have significant fiscal impact.
- D. To establish operational principles that minimize the cost of local government, to the extent consistent with services provided by the City, and which minimize financial risk.
- E. To employ revenue policies that prevent undue or unbalanced reliance on certain revenues, which distribute the costs of municipal services fairly, and which provide adequate funds to operate desired programs.
- F. To provide funding capacity for the ongoing maintenance of the City's essential public facilities and infrastructure.
- G. To protect and enhance the City's credit rating and prevent default on any municipal debts.
- H. To insure the legal use of all City funds through a good system of financial security and internal control.

The scope of these policies generally spans, among other issues, accounting, auditing, financial reporting, internal controls, operating and capital budgeting, revenue management, cash and investment management, expenditure control, debt management, and planning concepts, in order to:

- Present fairly and with full disclosure the financial position and results of financial operations of the City in conformity with generally accepted accounting principles (GAAP).

CITY OF ROWLETT
FY 2011 - 2012
FINANCIAL AND FISCAL POLICIES

- Determine and demonstrate compliance with finance-related legal and contractual issues in accordance with provisions of the Texas Local Government Code, Home Rule Charter, and other pertinent legal documents and mandates.
- Demonstrate good fiscal administration of the City's funds and promote accountability to its citizens.

II. GENERAL IMPLEMENTATION AND COMPLIANCE GUIDELINES

- A. **FINANCE AND AUDIT COMMITTEE.** A committee designated as the Finance and Audit Committee will be appointed by the Mayor and consist of 3 members of the City Council. The Finance and Audit Committee will meet as requested with the City Manager and the Director of Financial Services and the City's independent auditor for these purposes:
1. Financial and fiscal policy review.
 2. Auditor selection recommendation.
 3. Investment policy review and guidance.
 4. Communications with the City's independent auditor.
- B. **PERIODIC REVIEW.** Based upon the results and recommendations of the Finance and Audit Committee, on a periodic basis, the City Council will approve the financial and fiscal policies as reviewed and refined to reflect current laws in effect at the time, as well as significant changes in the City, which will impact the prevailing policy.
- C. **IMPLEMENTATION, COMPLIANCE, ACCOUNTABILITY AND REVIEW.** The Director of Financial Services will be accountable for implementing these policies and will to the best of his or her knowledge make the Finance and Audit Committee and the City Council aware of any variances in practice from these policies or any other deviation from prudent financial practices in accordance with GAAP, the City Charter, state laws or ethics of the profession. Any variances will be presented at meetings of the Finance and Audit Committee with notification sent to the City Council in writing.
- D. The Finance and Audit Committee may have bylaws approved by the City Council that may further define its role and responsibilities. Such bylaws shall be approved by resolution.

**CITY OF ROWLETT
FY 2011 - 2012
FINANCIAL AND FISCAL POLICIES**

III. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

A. ACCOUNTING. The City is solely responsible for the reporting of its financial affairs, both internally and externally. The Director of Financial Services is the City's Chief Financial Officer and is responsible for establishing the Chart of Accounts and for properly recording financial transactions.

B. EXTERNAL AUDITING.

1. Qualifications of the External Auditor. In conformance with Section 6.01 of the City's Charter and according to the provisions of Texas Local Government Code, Title 4, Chapter 103, the City will be audited annually by outside independent accountants ("external auditor").
2. External Auditor Repute. The external auditor must be a CPA firm of regional reputation and must demonstrate that it has the breadth and depth of staff to conduct the City's audit in accordance with generally accepted auditing standards and contractual requirements. The external auditor must be registered as a partnership or corporation of certified public accountants, holding a license under Article 41a-1, Section 9, of the Civil Statutes of Texas, capable of demonstrating that it has sufficient staff which will enable it to conduct the City's audit in accordance with generally accepted auditing standards as required by the City Charter and applicable state and federal laws.
3. Timing. Pursuant to Section 103.003(a) of the Texas Local Government Code, the annual financial statement, including the external auditor's opinion on the City's financial statements, shall be filed in the office of the City Secretary within 120 days of the City's fiscal year end. In the event that it is impossible to complete the audit within the specified timeframe, an unaudited financial report, certified by the Director of Financial Services, shall be filed with the City Secretary by the 120th day deadline to be replaced by the final audited financial statements when completed.
4. Management Letter. The external auditor will prepare and will review the Management Letter with the City Council within 60 days of its receipt and in accordance with the City Charter. The Director of Financial Services shall respond in writing to the City Manager and City Council regarding the external auditor's Management Letter, addressing the issues contained therein and will meet with the Audit Committee to discuss the findings and response. The City Council shall schedule its formal acceptance of the external auditor's report upon the resolution of any issues resulting from its

**CITY OF ROWLETT
FY 2011 - 2012
FINANCIAL AND FISCAL POLICIES**

review. Pursuant to Section 6.01 of the City's Charter, the written report will be presented to City Council in a regular meeting.

5. Responsibility of External Auditor to City Council. The external auditor is accountable to the City Council and will have access to direct communication with the City Council if City Staff is unresponsive to external auditor recommendations or if the external auditor considers such communication necessary to fulfill its legal and professional responsibilities.
6. Rotation of External Auditor. Pursuant to Section 6.01 of the Home Rule Charter, no firm or certified public accountant shall complete more than five (5) consecutive annual audits. Year to year authorization to continue shall be done no later than 60 days prior to the beginning of the fiscal year to facilitate audit planning purposes.
7. External Auditor Requirements. The external auditor will provide the following to City Staff:
 - a. Detailed invoices accounting for time spent both by audit phase and level of auditor will be submitted to the City with each invoice.
 - b. Copies of all work papers, including diskettes and schedules, will be furnished to the City upon completion of the audit.

C. FINANCIAL AND FISCAL REPORTING.

1. External Financial Reporting.
 - a. Scope. A final financial report, either a general purpose financial statement (GPFS) or a Comprehensive Annual Financial Report (CAFR) shall be prepared in accordance with generally accepted accounting principles (GAAP) and recommended practices of the Government Finance Officers Association (GFOA).
 - b. Timing. The report shall be presented to the City Council within 120 calendar days of the City's fiscal year end (see IIB3 above).
2. Internal Fiscal Reporting. Pursuant to Section 3.13(6) of the Home Rule Charter, the City Council shall require quarterly financial reports, sufficient to plan, monitor, and control the City's fiscal affairs. Internal financial reporting objectives are addressed throughout these policies.
 - a. Timing. Pursuant to Section 4.03(10) of the Home Rule Charter, on a quarterly basis the Finance Department shall prepare a written report of the City's financial affairs. The City Manager shall orally present

**CITY OF ROWLETT
FY 2011 - 2012
FINANCIAL AND FISCAL POLICIES**

said report at a public meeting of the City Council. Each report shall accurately reflect the City's current position in regards to revenue and expenditure performance, as well as any additional information that reflects the City's current and future fiscal position. Said report shall also include a status report of the City's capital improvements program.

IV. OPERATING BUDGET

A. PREPARATION. Budgeting is an essential element of the financial planning, control, and evaluation process of municipal government. The City's "operating budget" is the City's annual financial operating plan. The City shall attempt to balance the budget consistent with the needs and desires of the community and available resources and will not generally rely upon one-time measures to balance the budget. The budget shall be prepared and presented to meet the requirements of Section 102 of the Texas Local Government Code.

1. Scope. The scope of the budget includes the following funds for which the City will adopt a formal budget: General Fund, Debt Service, Police Seizures Fund, Hotel/Motel Tax Fund, Tax Increment Financing Fund, Utility Fund, Economic Development Fund, Traffic Safety Fund, Refuse Fund, Drainage Fund, Impact Fees Fund, Innovations Fund, Public Education and Government (P.E.G.) Fund, Grants Fund, CDBG Fund, Juvenile Diversion Fund, Court Technology Fund, Court Security Fund, Golf Fund, and Employee Benefits Fund.
2. Budgetary Process. The budget is prepared by the City Manager or designee who is responsible to transmit the document to the City Council. In order to meet the requirements of Section 102.005 of the Texas Local Government Code, the budget shall be delivered to the City Council 45 days prior to the beginning of each fiscal year end, filed with the City Secretary, and should be approved by the City Council prior to the fiscal year end. In the event that a budget is not adopted prior to October 1st, the preceding fiscal year budget shall be deemed adopted, which may be amended or supplemented, as the City Council deems appropriate pursuant to Section 6.02 of the Home Rule Charter.
3. Basis of Budgeting. The basis of budgeting will be the same as the basis of accounting; that is, that budgets for the General Fund and the Special Revenue Funds are prepared on the modified accrual basis of accounting, and budgets for the Utility (Proprietary) Funds are prepared on a full accrual basis, except that capital purchases and depreciation are not adjusted until year-end financial reporting.

**CITY OF ROWLETT
FY 2011 - 2012
FINANCIAL AND FISCAL POLICIES**

4. Proposed Budget Format. A proposed budget shall be prepared by the City Manager, within the provisions of Section 102 of the Texas Local Government Code. The budget shall include five basic segments for review and evaluation. These segments are: (1) personnel costs, (2) operations and maintenance costs, (3) capital and other (non-capital) project costs, (4) debt service, and (5) revenues. At minimum, a four-column format should be used such that prior year actual, current year budget and revised, and next year proposed are all clearly shown. The budget format should also clearly indicate an opening fund balance, the operating results of each fund, and a closing fund balance, carried over to each subsequent year of the budget. Where possible, the budget should be defined by programs and services provided to the budget and the corresponding costs and benefits of each. In order to meet the Texas Local Government Code, the proposed budget shall also contain the outstanding obligations of the City; the cash on hand to the credit of each fund; and the estimated tax rate required to cover the proposed budget.
5. City Council Participation. The budget review process shall include City Council participation in the review prior to the budget adoption. The budget process will span sufficient time to address policy and fiscal issues by the City Council. The budget process will be coordinated so as to identify major policy issues for City Council consideration prior to the budget approval date so that proper decision analysis can be made.
6. Filing and Adoption. Upon the presentation of a proposed budget document acceptable to the City Council, the City Council shall call and publicize a public hearing and adopt by Ordinance such budget as the City's Official Budget, effective for the fiscal year beginning October 1st. A copy of the proposed budget shall be filed with the City Secretary in accordance with the provisions of Section 102 of the Texas Local Government Code. Within 45 days after the adoption of the budget or a budget amendment, the budget officer shall provide for the filing of a true copy of the approved budget or amendment in the office of Dallas and Rockwall counties.
7. Amending the Official Budget. Amendments to the Official Budget shall be made at regularly scheduled City Council meetings. Budget transfers shall be made at the discretion of the City Manager, as outlined and defined in Section VI.A of these policies.
8. Encumbrances. Encumbrances outstanding at the end of each fiscal year that the City intends to pay during the succeeding fiscal year may be appropriated in that subsequent year's official budget by means of budget

**CITY OF ROWLETT
FY 2011 - 2012
FINANCIAL AND FISCAL POLICIES**

amendment as appropriations expire at year-end. However, budgeted funds for encumbrances on items ordered but not yet received by year-end will automatically be carried over.

9. **BALANCED BUDGET.** The operating budget will be balanced where the proposed resources (prior year fund balance plus current year revenues) are equal to or greater than the proposed expenditures.

10. **FORECASTING.** The budgeting process for the annual budget necessitates the preparation of future projections of both revenues and expenditures. It should be recognized that the balanced budget requirement forces the conservative estimate of revenues and expenditures. Inherent in the forecasting process is the identification of assumptions used in the forecasting calculations. A statement of assumptions should be included in the presentation of forecasts.

11. **CONTROL.** Operating Expenditure Control is addressed in Section VI.A. of these Policies.

- B. **PERFORMANCE MEASURES AND PRODUCTIVITY INDICATORS.** Where appropriate, performance measures and productivity indicators will be used as guidelines and reviewed for efficiency and effectiveness. This information will be included in the annual budgeting process.

- C. **MULTI-YEAR PLANNING MODEL.** As part of the annual budget process, the City will maintain a five-year operating plan to model the effect of significant changes over time. Said model should include major components such as (1) personnel costs, (2) operations and maintenance costs, (3) capital and other (non-capital) project costs, (4) debt service, and (5) revenues and will identify basic assumptions used in the model.

V. REVENUE MANAGEMENT.

- A. The City will strive for the following optimum characteristics in its revenue system:
 1. **SIMPLICITY.** The City, where possible and without sacrificing accuracy, will strive to keep the revenue system simple in order to reduce compliance costs and to make it more understandable to the taxpayer or service recipient. The City will avoid nuisance taxes or charges as revenue sources.

 2. **CERTAINTY.** Knowledge and understanding of revenue sources increases the reliability of the revenue system. The City will understand its revenue

CITY OF ROWLETT
FY 2011 - 2012
FINANCIAL AND FISCAL POLICIES

sources and enact consistent collection policies to provide assurances that the revenue base will materialize according to budgets and plans.

3. **EQUITY.** The City shall make every effort to maintain equity in its revenue system structure; i.e., the City shall seek to minimize or eliminate all forms of subsidization between entities, funds, services, utilities, and customers. The City shall strive for a balance in the revenue system; i.e., the revenue base will have the characteristics of fairness and neutrality as it applies to cost of service, willingness to pay, and ability to pay.
 4. **ADMINISTRATION.** The benefits of a revenue will be expected to exceed the cost of producing the revenue. The cost of collection will be reviewed annually for cost effectiveness as a part of the indirect cost and cost of services analysis. Where appropriate, the City will use the administrative processes of State or Federal collection agencies in order to reduce administrative costs.
 5. **DIVERSIFICATION AND STABILITY.** In order to protect the City from fluctuations in a revenue source due to fluctuations in the economy and variations in weather, a diversified revenue system will be maintained which will provide stability of income. This stability is also achieved by a balance between elastic and inelastic sources of revenues.
 6. **GRANTS AND RESTRICTED REVENUES.** In order to maintain flexibility in the revenue system, restricted revenues will be closely monitored. Any potential grants will be examined for matching requirements.
- B. The following considerations and issues will guide the City in its revenue policies concerning specific sources of funds:
1. **COST/BENEFIT OF ABATEMENT.** The City will use due caution in the analysis of any tax or fee incentives that are used to encourage development. Ideally, a cost/benefit (fiscal impact) analysis will be performed as a part of such caution.
 2. **NON-RECURRING REVENUES.** One-time or non-recurring revenues will not be used to finance current ongoing operations. Nonrecurring revenues should be used only for one-time expenditures such as long-lived capital needs. They will not be used for budget balancing purposes.
 3. **PROPERTY TAX REVENUES.** All real and business personal property located within the City shall be valued at 100% of the fair market value for any given year based on the current appraisal supplied to the City by the

**CITY OF ROWLETT
FY 2011 - 2012
FINANCIAL AND FISCAL POLICIES**

Dallas Central Appraisal District. Reappraisal and reassessment shall be done regularly as required by State law. A 98% collection rate shall serve each year as a goal for tax collections. All delinquent taxes shall be aggressively pursued each year by the County's Tax Assessor/Collector. Delinquent tax accounts shall be submitted for collection each year to an attorney selected by the City Council. A penalty shall be assessed on all delinquent property taxes, which shall include all court costs, as well as an amount for compensation of the attorney as permitted by State law and in accordance with the attorney's contract with the City.

4. **INTEREST INCOME.** Interest earned from investment of available monies, whether pooled or not, will be distributed to the funds in accordance with the operating and capital budgets. Wherever possible, the distribution will be in accordance with the equity balance of the fund from which monies were provided to be invested.
5. **USER-BASED FEES AND SERVICE CHARGES.** For services associated with a user fee or charge, a fee should offset the direct and indirect costs of that service where possible or appropriate. There will be a periodic review of fees and charges to ensure that fees provide adequate coverage of costs of services.
6. **UTILITY RATES.** The City will review and adopt utility rates periodically that will generate revenues required to fully cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital needs. At a minimum, this review should be conducted every 2 years. This policy does not preclude drawing down cash balances to finance current operations. However, it is best that any extra cash balance be used instead to finance capital projects. Components of Utility Rates will include transfers to the General Fund as follows:
 - a. **General and Administrative Charge.** An administrative fee will be charged to the Utility Fund for services of general overhead, such as administration, finance, personnel, data processing, and legal counsel.
 - b. **Franchise payment (in lieu of tax).** A rate of 5% of gross sales will be charged to the Utility Fund, consistent with the rates charged to private utilities operating within the City.
 - c. **Payment in lieu of Property Tax (PILOT).** A fee will be charged to the Utility Fund to equate to property taxes lost due to municipal ownership. Gross book value will be used as a basis, barring

**CITY OF ROWLETT
FY 2011 - 2012
FINANCIAL AND FISCAL POLICIES**

absence of known market value. The existing tax rate will be applied to this base to determine the PILOT charge.

7. REVENUE MONITORING. Revenues actually received will be regularly compared to budgeted revenues and variances will be investigated. This process will be summarized in the appropriate budget report.
8. INTERFUND COST ALLOCATION. The expenditures of all funds of the City, except for debt service and capital project funds shall be evaluated on an annual basis to identify and allocate the general and administrative overhead costs between operating funds. The model for this allocation shall be developed by the Finance Department and approved by the City Manager.

C. The City will utilize the following policies regarding utility billings and collections:

1. USE OF ESTIMATES. In the advent of technical or other factors that prevent the Utility Office from issuing a bill based on actual water/sewer consumption, the City may utilize appropriate administrative techniques to estimate the amount of the water/sewer consumption utilized.
2. WATER LEAKS. Water leaks are the responsibility of the property owner, both in terms of the cost of repairs and the cost associated with the lost water. However, water leaks resulting from the City's piping infrastructure will not be the responsibility of the property owner.
3. APPEALS. Utility customers may appeal staff decisions regarding their utility account. Customers will be required to submit the basis of their appeal in writing. The City Manager (or his designee) after duly reviewing the available information, shall have the authority to make adjustments to customer accounts based upon, but not limited to, questionable water leaks, technical difficulties, customer history, etc.

VI. EXPENDITURE CONTROL

A. APPROPRIATIONS. The level of budgetary control is at the fund level.

1. BUDGET ADJUSTMENTS. Budget adjustments are transfers of approved funds from one line-item within a department or from one department to another within a fund. Budget transfers never increase the total appropriation of a given fund. Budget adjustments within the same department under \$10,000 may be approved by the Department Director and Director of Financial Services with notification to the City Manager. Budget adjustments

**CITY OF ROWLETT
FY 2011 - 2012
FINANCIAL AND FISCAL POLICIES**

exceeding \$10,000 or between departments within the same fund shall be made at the discretion and approval of the City Manager.

2. BUDGET AMENDMENTS. Budget amendments increase or decrease the total appropriation of a given fund. The City Council shall approve all budget amendments at a regularly scheduled City Council meeting.
- B. PURCHASING. All purchases should be in accordance with the City's purchasing policies as defined in the Purchasing Manual and Chapters 252 and 271 of the Texas Local Government Code as amended. Purchases under \$50,000 but exceeding \$15,000 require the approval of the City Manager in addition to the Department Director.

The purchase of goods or services at a total cost of \$3,000 or more shall be made through purchase orders. Written purchase orders shall also be used for vendors requiring formal City authorization regardless of the dollar amount.

Any payment for the purchase of goods or services by the City at a total cost of less than \$3,000 may be made via a procurement card or a field purchase order (FPO).

All documentation for the disbursement of funds by the Finance Department exceeding \$50,000 shall require the signature of the City Manager and the Director of Financial Services or designee in addition to the respective Department Director or designee prior to processing.

C. CONTRACT MODIFICATIONS.

1. Once a contract is approved by the City Council, minor modifications (Administrative Modifications) that change the scope of work and increases the original contract amount by less than \$25,000 may be approved by the City Manager with written notification to the City Council listing the purpose and cause of such change order and certifying the availability of funds.
2. Major modifications (Change Orders) that change the scope of work and increases the original contract amount by more than \$25,000 must be approved by the City Council.
3. Pursuant to Texas Local Government Code, Article 252.048, contract modifications over 25% of the original amount awarded will be re-advertised for bids.

- E. PROMPT PAYMENT. All invoices approved for payment by the proper City authorities shall be paid by the Finance Department within thirty (30) calendar days

**CITY OF ROWLETT
FY 2011 - 2012
FINANCIAL AND FISCAL POLICIES**

of receipt in accordance with the provisions of Article 601f, Section 2 of the State of Texas Civil Statutes.

The Director of Financial Services shall establish and maintain proper procedures which will enable the City to take advantage of all purchase discounts, when possible, except in the instance where payments can be reasonably and legally delayed in order to maximize the City's investable cash.

- F. **RISK MANAGEMENT.** The City will aggressively pursue every opportunity to provide for the public's and city employees' safety and to manage its risks. The goal shall be to minimize the risk of loss of resources through liability claims with an emphasis on safety programs. All reasonable options will be investigated to minimize risks. Such options may include risk transfer, insurance, and risk retention. Where risk is retained, reserves will be established based upon actuarial determinations and will not be used for purposes other than for financing losses.

VII. ASSET MANAGEMENT

- A. **INVESTMENTS.** The City's designated Investment Officer(s) shall promptly invest all City funds with the Bank Depository in accordance with the provisions of the current Bank Depository Agreement or in any negotiable instrument that the City Council has authorized under the provisions of the State of Texas Public Funds Investment Act, and in accordance with the City Council approved Investment Policies. The Investment Policies shall designate the City's Investment Officer(s).

As required by the Public Funds Investment Act (PFIA), a report on investment performance will be provided to the City Council. The Director of Financial Services shall prepare and provide a written quarterly report of the City's investment portfolio to the City Council, detailing each City investment instrument with its rate of return and maturity date.

- B. **CASH MANAGEMENT.** The City's cash flow will be managed to maximize the cash available to invest. Such cash management will entail the centralization of cash collections, where feasible, including property tax payments, utility bills, building and related permits and licenses, and other collection offices as appropriate.

The Director of Financial Services or designee may transfer funds, via electronic transfer, through verbal or written instructions to the City's Depository only for payment of any obligation of the City. Payment authorization shall be in accordance with the pay authorization criteria as defined in the current Bank Depository Agreement, approved by City Council, stipulating the conditions and control procedures on such activity.

**CITY OF ROWLETT
FY 2011 - 2012
FINANCIAL AND FISCAL POLICIES**

- C. **FIXED ASSETS AND INVENTORY.** A fixed asset of the City shall be defined as a purchased or otherwise acquired piece of equipment, vehicle, furniture, fixture, capital improvement, addition to existing capital investments, land, buildings or accessioned Library materials. The cost or value of any such acquisition, other than accessioned Library materials, must be \$5,000 or more with an expected useful life greater than three years. Public Infrastructure, including but not limited to street and alley improvements, drainage improvements, etc., exceeding \$100,000 in value and with an expected useful life of greater than five years, will also be capitalized. Depreciation guidelines may be promulgated by the Director of Financial Services but should never exceed the expected useful life of the asset. Buildings and land, including right-of-way acquisition, shall be capitalized at any value.

The City's fixed assets shall be reasonably safeguarded and properly accounted for and sufficiently insured. Responsibility for the safeguarding of the City's fixed assets lies with the Department Director in whose department the fixed asset is assigned. The Finance Department shall supervise the marking of fixed assets with City numbered property tags or other identification process and shall maintain the permanent records of the City's fixed assets including description, cost, department of responsibility, date of acquisition, depreciation and expected useful life. The Finance Department shall also perform an annual inventory of assets using informal sampling at the department level. Such inventory shall be performed by the Director of Financial Services or designee in the presence of designated department personnel from the department of responsibility.

VIII. CAPITAL IMPROVEMENTS

- A. **PREPARATION.** The City's capital budget will be called the Five Year Capital Improvements Plan (CIP), and include all capital projects funds and all capital resources. The budget will be prepared annually on a fiscal year basis. The capital budget will be prepared with the involvement of all applicable city departments.
- B. **ADOPTION.** A copy of the Five Year Capital Improvements Plan shall be made available to each council member and to the public prior to City Council discussions concerning the proposed program. A public hearing shall be held each year to allow any citizen to be heard for or against any project or the amount of any project contained herein. The CIP budget shall be adopted annually by majority vote of City Council as part of the adoption of the Operating Budget.
- C. **CONTROL.** All capital project expenditures must be appropriated in the capital budget. The Finance Department must certify the availability of appropriations prior to presenting a capital projects contract to the City Council for approval. Any remaining project funds not completed or started at the end of a fiscal year will be automatically carried over into the following fiscal year.

**CITY OF ROWLETT
FY 2011 - 2012
FINANCIAL AND FISCAL POLICIES**

- D. **CONTINGENCIES.** It is appropriate for certain types of capital projects to include a contingency to cover unforeseen costs and prevent undue delays. This amount can vary due to the type and complexity of the project. The City has an approved Capital Projects Policy identifying the appropriate level of contingencies by project type (see Appendix).
- E. **REPORTING.** Monthly reports, beginning with the first months' activity in fiscal year 2003-2004, should be prepared on the progress of each active project in the CIP. The reports should contain data on each project, identifying any changes in the financial status of the project and identifying the status of the project. Said reports will be prepared to enable Department Directors to manage their capital budgets and to enable the Finance Department to monitor and control the capital budget as authorized by the City Manager.
- F. **PROGRAM PLANNING.** The capital budget will include capital improvements planned for future years. The planning time frame should normally be at least five years. The replacement and maintenance for capital items should also be projected for the next five years. Future maintenance and operational costs will be considered, so that these costs can be included in the operating budget.
- G. **FINANCING PROGRAMS.** Where applicable, assessments, impact fees, pro-rata charges, or other fees should be used to fund capital projects that have a primary benefit to specific, identifiable property owners.

Recognizing that long-term debt is usually a more expensive financing method, alternative financing sources will be explored before debt is issued. When debt is issued, it will be used to acquire major assets with expected lives that equal or exceed the average life of the debt issue. The exceptions to this requirement are the traditional costs of marketing and issuing the debt, capitalized labor for design and construction of capital projects, and small component parts which are attached to major equipment purchases.

- H. **INFRASTRUCTURE MAINTENANCE.** The City recognizes that deferred maintenance increases future capital costs. Therefore, a portion of the City's operating budget will be set aside each year to maintain the quality of the City's infrastructure. The amount will be established annually, as part of the budget process, so that necessary repairs will be made.

**CITY OF ROWLETT
FY 2011 - 2012
FINANCIAL AND FISCAL POLICIES**

IX. FINANCIAL CONDITIONS, RESERVES, AND STABILITY RATIOS

A. OPERATING RESERVES/FUND BALANCES

1. Defined: Under generally accepted accounting principles (GAAP), governmental entities maintain several types of funds with different accounting basis. As a result, the methodology for determining the level of operating reserves is different. For funds falling under the modified accrual basis of accounting (generally governmental fund types such as the general fund and special revenue funds), the operating reserve will be defined as Fund Balance under GAAP. For funds falling under the full accrual basis of accounting (generally business-type activities such as the utility, drainage and refuse funds), the operating reserve will be defined as Unrestricted Net Assets under GAAP.
2. The General Fund operating reserve balance should be at least 13% of the Fund's annual expenditures exclusive of transfers to other funds and any restricted reserves required to be set aside.
3. The Utility Fund operating reserve balance should be maintained at least 20% of total operating expenditures exclusive of transfers to other funds and any restricted reserves required to be set aside.
4. The Economic Development Fund operating reserve balance should be at least 10% of the Fund's annual expenditures exclusive of transfers to other funds and any restricted reserves required to be set aside.
5. The Drainage Fund operating reserve balance should be maintained at least 10% of total operating expenditures exclusive of transfers to other funds and any restricted reserves required to be set aside.
6. The Refuse Fund operating reserve balance should be maintained at least 5% of total operating expenditures exclusive of transfers to other funds and any restricted reserves required to be set aside.
7. The Golf Fund operating reserve balance should be maintained at least 5% of total operating expenditures exclusive of transfers to other funds and any restricted reserves required to be set aside
8. All other funds should maintain adequate operating reserves to accomplish their mission. The Director of Financial Services and the City Manager shall annually evaluate those needs and include such recommendations as part of the annual budget process.

**CITY OF ROWLETT
FY 2011 - 2012
FINANCIAL AND FISCAL POLICIES**

- B. LIABILITIES AND RECEIVABLES. Procedures will be taken so as to maximize any discounts offered by creditors. Current liabilities will be paid within 30 days of receiving the invoice. Generally, the City will exhaust all normal collection efforts before taking extraordinary procedures, such as utilizing collection agencies or shutting off service. Generally, Accounts Receivables older than 90 days will be turned over to a collection agency or other appropriate medium to ensure collection. In addition, the City will take all reasonable and necessary steps to perfect such receivables. NSF checks shall be automatically processed a second time by the bank before being sent back to the City.

The City Manager is authorized to write-off uncollectible accounts that are delinquent for more than 365 days, if the proper delinquency procedures have been followed. Property and labor liens are exempt from the preceding write-off criteria.

C. CAPITAL AND DEBT SERVICE FUNDS.

1. Monies in the Capital Projects Funds should be used within 36 months of receipt. Balances will be used to generate interest income to offset construction costs.
2. Budgeted funds in the Capital Improvements Program for projects not started or completed will automatically carryover into the next fiscal year. Any capital improvement included in the capital improvements program that has not started nor any funds spent for three consecutive years after being duly appropriated will require action by the City Council to be reappropriated.
3. General Obligation Debt Service Funds will not have reserves or balances in excess of one month of principal and interest plus 15% of the principal outstanding for unrefunded debt issued prior to September 1, 1986. This maximum is dictated by Federal law and does not include the amounts accrued for the next debt service payment.

The policy above does not preclude the debt service reserves normally established to market revenue bonds. The City's policy and bond ordinance requirements are to maintain these debt service reserves at the level of the average annual debt service.

4. Revenue Obligations will maintain Debt Coverage Ratios as specified by the bond covenants. Net revenues must be at least equal to 1.25 times average annual debt service and 1.10 times maximum annual debt service of outstanding parity bonds.

**CITY OF ROWLETT
FY 2011 - 2012
FINANCIAL AND FISCAL POLICIES**

Both these tests must be met in order to issue additional bonds. In addition, the City must have net revenues (adjusted) that exceed current debt by 1.2 times, as a promise to the existing bondholders that rates will be maintained to pay all operating and financing costs.

D. COMPENSATED ABSENCES. The City will establish an additional reserve within its operating funds to pay for accrued reimbursable vacation and sick leave.

X. TREASURY AND DEBT MANAGEMENT

A. CASH MANAGEMENT. Periodic review of cash flow position will be performed to determine performance of cash management and investment policies. A detailed policy structure will be followed with respect to Cash/Treasury Management. The underlying theme will be that idle cash will be invested with the intent to, in this order, 1) safeguard assets, 2) maintain liquidity, and 3) maximize return. Where legally permitted, pooling of investments will be utilized.

The City will adhere to the investments authorized through the State of Texas Public Funds Investment Act, with amendments, and will additionally establish a comprehensive Investment Policies and Guidelines. Such policies will clarify acceptable investment securities, brokers, terms, and other pertinent investment information.

B. TYPES OF DEBT

1. Leases and Lease Purchase Agreements.
2. Long-term debt will not be used for operating purposes, and the life of a bond issue will not exceed the useful life of a project financed by that bond issue.
3. When appropriate, self-supporting revenues will pay debt service in lieu of tax revenues.

C. ANALYSIS OF FINANCING ALTERNATIVES. The City will explore all financing alternatives in addition to long-term debt including leasing, grants and other aid, developer contributions, impact fees, and use of reserves of current monies.

D. DISCLOSURE. Full disclosure of operations will be made to the bond rating agencies and other users of financial information. The City staff, with the assistance of financial advisors and bond counsel, will prepare the necessary materials for presentation to the rating agencies, will aid in the production of Offering Statements, and will take responsibility for the accuracy of all financial information released.

CITY OF ROWLETT
FY 2011 - 2012
FINANCIAL AND FISCAL POLICIES

- E. **FEDERAL REQUIREMENTS.** The City will maintain procedures to comply with arbitrage rebate and other Federal requirements.
- F. **DEBT STRUCTURING.** The City will issue bonds with an average life of 20 years or less, not to exceed the life of the asset acquired.

The structure should approximate level debt service unless operational matters dictate otherwise or if market conditions indicate a potential savings could result from modifying the level payment stream. Consideration of market factors, such as the tax-exempt qualification, minimum tax alternative, and so forth will be given during the structuring of long-term debt instruments.

G. **DEBT ISSUANCE.**

1. **Method of Sale.** The City will use a competitive bidding process in the sale of bonds unless the nature of the issue warrants a negotiated bid. In situations where a competitive bidding process is not elected, the City will publicly present the reasons why, and the City will participate with the financial advisor in the selection of the underwriter or direct purchaser.
2. **Bidding Parameters.** The notice of sale will be carefully constructed so as to ensure the best possible bid for the City, in light of the existing market conditions and other prevailing factors. Parameters to be examined include:
 - Limits between lowest and highest coupons
 - Coupon requirements relative to the yield curve
 - Method of underwriter compensation discount or premium coupons
 - Use of True Interest Cost vs. Net Interest Cost
 - Use of bond insurance
 - Deep discount bonds
 - Variable rate bonds
 - Call provisions
3. **Bond Issuance Costs.** The City will be involved in the selection of all financial advisors, underwriters, paying agents, and bond counsel. The City shall evaluate the merits of rotating professional advisors and consultants and the kinds of services and fee structures available from independent financial advisors, investment banking firms, and commercial banks. The City will carefully itemize and scrutinize all costs associated with the issuance of bonds.

CITY OF ROWLETT
FY 2011 - 2012
FINANCIAL AND FISCAL POLICIES

XI. INTERNAL CONTROLS

- A. WRITTEN PROCEDURES. Wherever possible, written procedures will be established and maintained by the Director of Financial Services for all functions involving cash handling and/or accounting throughout the City. These procedures will embrace the general concepts of fiscal responsibility set forth in this policy statement.

- B. DEPARTMENT DIRECTORS RESPONSIBLE. Each Department Director is responsible to ensure that good internal controls are followed throughout his or her Department, that all Finance Department directives or internal controls are implemented, and that all independent auditor internal control recommendations are addressed.

**CITY OF ROWLETT
FY 2011 - 2012
FINANCIAL AND FISCAL POLICIES**

**APPENDIX A
CAPITAL PROJECTS POLICY**

I. STATEMENT OF PURPOSE

These procedures are to be followed when deviation from the scope of a construction project results in a change in the total contract amount.

II. DEFINITIONS AS APPLIED TO THIS POLICY

- A. Total Contract Budget – The contract amount plus the approved contingency amount.
- B. Administrative Modification – An item of work that changes the scope of the work and/or the contract amount within the total contract budget and the total cost of such modification is less than \$25,000.
- C. Major Modification – An item of work that changes the scope of the work and/or the contract amount by more than the total contract budget or an item of work that is a change in the scope of the project where the price of such work exceeds \$25,000.
- D. Contingency amount – A fixed sum of money added to the contract amount and approved by the City Council. The contingency amount is intended to cover any additional costs associated with the project when the actual work performed by the contractor exceeds the estimated unit quantities listed in the contract. The contingency is also intended to cover any modifications to the contract that are necessary to complete the project. The amount of contingency depends upon the total contract amount and complexity of the project. A schedule is attached. The schedule may be modified if an unusually complex project is considered.

Contingency Amount Schedule

Project Type	Contract Amount	Contingency Percentage
Water/Sanitary Sewer	\$1 - \$400,000	10%
Water/Sanitary Sewer	\$400,001 – up	5%
Street construction, new	\$1 - \$250,000	10%
Street construction, new	\$250,001 – up	5%
Street reconstruction	\$1 - \$500,000	15%
Street reconstruction	\$500,001 – up	10%
Building construction, new	\$1 - \$100,000	10%
Building construction, new	\$100,001 – up	5%
All other projects	All costs	10%

**CITY OF ROWLETT
FY 2011 - 2012
FINANCIAL AND FISCAL POLICIES**

**APPENDIX A
CAPITAL PROJECTS POLICY (continued)**

III. Policy application:

- A. 'Administrative Modifications' for minor changes in the work not inconsistent with the overall intent of the Contract Documents and not involving an increase in the total contract budget may be approved by the following with the exceptions provided herein:
1. Public Works Director/City Engineer - Minor changes in the work not inconsistent with the overall intent of the Contract Documents where the cost of such modification does not exceed 25% of the contingency amount and the cost of such modification is under \$25,000. All modifications must be accompanied by a written cost quote approved by the City Engineer. Such modifications shall be in the form of a change order. The Public Works Director shall provide written notification to the City Manager listing the purpose and cause of such change order and certifying the availability of funds. Administrative modifications costing more than 25% of the contract contingency amount must be approved by the City Manager
 2. City Manager - Minor changes in the work not inconsistent with the overall intent of the Contract Documents where the cost of such modification exceeds 25% of the contingency amount and the cost of such modification is under \$25,000. Such modifications shall be in the form of a change order. All modifications must be accompanied by a written cost quote approved by the City Engineer. The City Manager shall provide written notification to the City Council listing the purpose and cause of such change order and certifying the availability of funds.
- B. 'Major Modifications' must be approved by City Council action if the amount of such modification is greater than \$25,000 or if the modification exceeds the total contract budget. Such modifications shall be in the form of a change order. All modifications must be accompanied by a written cost quote approved by the City Engineer.
- C. Pursuant to Texas Local Government Code, Article 252.048, contract modifications that increase the original amount awarded by 25% will be readvertised for bids. Contract modifications that decrease the original amount by 25% must have the contractor's consent.

**CITY OF ROWLETT
FY 2011 - 2012
FINANCIAL AND FISCAL POLICIES**

**APPENDIX A
CAPITAL PROJECTS POLICY (continued)**

EXCERPTS FROM THE CITY'S STANDARD FORM OF AGREEMENT FOR CAPITAL
IMPROVEMENTS

7.02 ESTIMATED QUANTITIES.

(A) This agreement, including the specifications, plans, and estimate, is intended to show clearly all work to be done and material to be furnished hereunder. Where the estimated quantities are shown for the various classes of work to be done and material to be furnished under this contract, they are approximate and are to be used only as a basis for estimating the probable cost of the work and for comparing the proposals offered for the work. It is understood and agreed that the actual amount of work to be done and material to be furnished under this contract may differ somewhat from these estimates, and that where the basis for payment under this contract is the unit price method, payment shall be for the actual amount of such work done and the material furnished.

(B) Where payment is based on the net price method, the CONTRACTOR agrees that he will make no claim for damages, anticipated profits or otherwise on account of any differences which may be found between the quantities of work actually done, the material actually furnished under this contract and the estimated quantities contemplated and contained in the proposal; provided, however, that in case the actual quantity of any major item should become as much as twenty percent (20%) more than, or twenty percent (20%) less than the estimated or contemplated quantity for such items, then either party to this Agreement, upon demand, shall be entitled to a revised consideration upon the portion of the work above or below twenty percent (20%) of the estimated quantity.

(C) A "Major Item" shall be construed to be any individual bid item incurred in the proposal that has a total cost equal to or greater than five (5) per cent of the total contract cost, computed on the basis of the proposal quantities and the contract unit prices.

8.01 CHANGE ORDERS.

(A) Without invalidating this Agreement, the CITY may, at any time or from time to time order additions, deletions or revisions to the work; such changes will be authorized by a written Change Order to be prepared by the PROJECT MANAGER for execution by the CITY and the CONTRACTOR. The Change Order shall set forth the basis for any change in contract price, as hereinafter set forth for Extra Work, and any change in contract time which may result from the change.

(B) In the event the CONTRACTOR shall refuse to execute a Change Order which has been prepared by the PROJECT MANAGER and executed by the CITY, the PROJECT

**CITY OF ROWLETT
FY 2011 - 2012
FINANCIAL AND FISCAL POLICIES**

MANAGER may in writing instruct the CONTRACTOR to proceed with the work as set forth in the Change Order and the CONTRACTOR may make claim against the CITY for Extra work involved therein, as hereinafter provided.

8.02 MINOR CHANGES.

(A) The PROJECT MANAGER may authorize, in writing, minor changes in the work not inconsistent with the overall intent of the Contract Documents and not involving an increase in Contract Price. If the CONTRACTOR believes that any minor change or alteration authorized by the PROJECT MANAGER involves Extra Work and entitles him to an increase in the Contract Price, the CONTRACTOR shall make written request to the PROJECT MANAGER for a written Field Order.

(B) In any case, the CONTRACTOR by copy of his communication to the PROJECT MANAGER or otherwise in writing shall advise the CITY of his request to the PROJECT MANAGER for a written Field Order and that the work involved may result in an increase in the Contract Price.

(C) Any request by the CONTRACTOR for a change in Contract Price shall be made prior to beginning the work covered by the proposed change.

8.03 EXTRA WORK. It is agreed that the basis of compensation to the CONTRACTOR for work either added or deleted by a Change Order or for which a claim for Extra Work is made shall be determined by one or more of the following methods:

Method (A) -- By agreed unit prices; or

Method (B) -- By agreed lump sum; or

Method (C) -- If neither Method (A) nor Method (B) be agreed upon before the Extra Work is commenced, then the CONTRACTOR shall be paid the "actual field cost" of the work, plus fifteen (15%) percent.

In the event said Extra Work be performed and paid for under Method (C), then the provisions of this paragraph shall apply and the "actual field cost" is hereby defined to include the cost to the CONTRACTOR of all workmen, such as foremen, timekeepers, mechanics and laborers, and materials, supplies, teams, trucks, rentals on machinery and equipment, for the time actually employed or used on such Extra Work, plus actual transportation charges necessarily incurred, together with all power, fuel, lubricants, water and similar operating expenses, also all necessary incidental expenses incurred directly on account of such Extra Work, including Social Security, pension and disability benefits and other payroll taxes, and, a ratable proportion of premiums on Performance and Payment Bonds and Maintenance Bonds, Public Liability and Property Damage and Worker's Compensation and all other insurance as

**CITY OF ROWLETT
FY 2011 - 2012
FINANCIAL AND FISCAL POLICIES**

may be required by any law or ordinance, or directed by the CITY, or by them agreed to. The PROJECT MANAGER may direct the form in which accounts of the "actual field cost" shall be kept and the records of these accounts shall be made available to the PROJECT MANAGER. The PROJECT MANAGER or CITY may also specify in writing, before the work commences, the method of doing the work and type and kind of machinery and equipment to be used; otherwise these matters shall be determined by the CONTRACTOR. Unless otherwise agreed upon, the prices of the use of machinery and equipment shall be determined by using one hundred percent (100%) unless otherwise specified, of the latest schedule of Equipment Ownership Expense adopted by the Associated General Contractors of America. Where practicable the terms and prices for the use of machinery and equipment shall be incorporated in the Written Extra Work Order. The fifteen percent (15%) of the "actual field cost" to be paid the CONTRACTOR shall cover and compensate him for his profit, overhead, general superintendence and field office expense, and all other elements of cost and expense not embraced within the "actual field cost" as herein defined, save that where the CONTRACTOR'S Camp or Field Office must be maintained primarily on account of such Extra Work; then the cost to maintain and operate the same shall be included in the "actual field cost".

No claim for Extra Work of any kind will be allowed unless ordered in writing by the PROJECT MANAGER. In case any orders or instructions, either oral or written, appear to the CONTRACTOR to involve Extra Work for which he should receive compensation or an adjustment in the construction timer, he shall make written request to the PROJECT MANAGER for written order authorizing such Extra Work. Should a difference of opinion arise as to what does or does not constitute Extra Work, or as to the payment therefore, and the PROJECT MANAGER insists upon its performance, the CONTRACTOR shall proceed with the work after making written request for written order and shall keep an accurate account of the "actual field cost" thereof, as provided under method (C).

10.15 WORK ORDER CHANGES. It is further agreed that the quantities of work to be done at unit prices and materials to be furnished may be increased or diminished as may be considered necessary, in the opinion of the PROJECT MANAGER, to complete the work fully as planned and that all quantities or work, whether increased or decreased, are to be performed at the unit prices set forth except as provided for in the specifications. The CITY reserves the right to increase or decrease the amount of work to be done by any amount not to be exceeded by twenty-five percent (25%) of the original contract amount. In the event the increase pertains to items not originally bid, the Contractor shall submit a bid in writing to the PROJECT MANAGER for approval. It is further agreed that lump sum prices may be increased to cover additional work ordered by the PROJECT MANAGER but not shown on the plans or required by the specifications, in accordance with the provision of the general conditions; similarly, they may be decreased to cover deletion or work so ordered.



STATISTICAL SECTION

**CITY OF ROWLETT
FY 2011 - 12
HISTORY OF ROWLETT**

Daniel Rowlett led a small immigrant company of several families from Kentucky to Texas in 1835. They settled in the Tulip Bend area of the Red River near present day Bonham. For military service performed during the Texas revolution he earned a land grant located in Collin County, near present day Allen. A large creek ran through the land and came to be known as Rowlett's Creek. Daniel Rowlett became a leading citizen of Fannin County and never lived near the creek that bore his name. Rowlett is buried in the "Old English Cemetery" in Bonham.

The area now known as Rowlett was divided between two immigration companies: the W.S. Peters Colony and the Charles Mercer Colony. The Peters land was west of Rowlett Road. The Mercer Colony, while generally south of Peters, held a strip of eastern Dallas County east of Rowlett Road. American settlers began moving into this area in the 1840's. Dallas County was organized in 1846. French and German speaking settlers began arriving in Texas as early as 1844. They started colonies in central Texas before moving to the north in the 1850's.

The first post office was opened on April 5, 1880 and was named Morris for Postmaster Austin Morris. The name was later changed to Rowlett, recognizing Rowlett Creek, a major tributary of the east fork of the Trinity River. Railroads began to spread westward after the Civil War bringing new waves of settlers. The roots of many Texas towns were a railroad and a cotton gin. The Greenville & Dallas Railroad reached Rowlett in 1889. By the turn of the century, Rowlett was a thriving farm community, with many stores and services along with its own school and churches.

In 1921 the Bankhead Highway, the second transcontinental paved highway in America, reached Rowlett. It ran from Washington D.C. to San Diego. The city of Rowlett was incorporated in 1952 by a vote of 84 citizens.

In the 1960's Interstate Highway 30 was built providing a more direct route to Dallas, bypassing Rowlett. The completion of Lake Ray Hubbard in 1971 made Rowlett a lakefront community and growth became inevitable. From a population of 5,100 in 1978, Rowlett has grown to over 51,000 today.

The City has doubled in population over the past ten years. The North Central Texas Council of Governments provided a 2011 estimated population of 56,230. The City is primarily residential but has seen growth in its commercial development over the past few years. The City is actively pursuing all alternatives to realize a continued growth of its commercial tax base.

Operating under a Council-City Manager form of government, the City provides a full range of services. These services include police and fire protection; the construction and maintenance of roadways and infrastructure; recreational services; and general administrative services. In addition to general governmental activities, the City provides water and sewer, drainage and sanitation services. Sewage treatment is provided by the City of Garland and IESI Solid Waste Management ("IESI") provides sanitation collection. The North Texas Municipal Water District provides water for the City. Rowlett is one of the most dynamic communities in North Texas. As one of the fastest growing cities in the country, we see new faces and new developments everyday. Our community is rich with a history of volunteerism and therefore a great part of what you will see and experience in Rowlett has been made possible by the hard work of our citizens.

**CITY OF ROWLETT
FY 2011 - 12
HISTORY OF ROWLETT**

In the next year the President George Bush Turnpike will come through the center of town. The tollway will bisect the largest Tax Increment Finance District in the State of Texas and certainly open doors to enormous commercial and retail development. DART (Dallas Area Rapid Transit) will extend its light rail system into downtown Rowlett around the end of 2012. The downtown revitalization underway now is designed to complement the rail station with retail uses, restaurants, and urban residential development.

Whether you are a visitor, a newcomer or a long-time resident or business person, there is much to discover in this fast-growing city. While Metroplex amenities are easily reached, Rowlett residents have plenty of reasons to stay close to home. The sparkling Lake Ray Hubbard offers boating, fishing, waterskiing, windsurfing or simply a beautiful area for a family outing. Another cool water spot is The Wet Zone, Rowlett's Family Water Park. Owned and operated by the city, the popular water park draws people each summer with its dynamic water rides, kiddie play areas, a lazy river, a beach entry pool, a lap pool, private party pavilions, swimming lessons and water aerobics.

Rowlett offers sports enthusiasts of all ages first-class ballparks, walking and jogging trails and tennis, while golfers throughout the Metroplex praise the Waterview Golf Club. Throughout the year, Rowlett hosts exciting events such as Easter Egg Hunt in April and the Fireworks on Main in July. Other citywide events include the Downtown Holiday Tree Lighting and Holiday Parade.

Welcome to Rowlett!

**CITY OF ROWLETT
FY 2011 - 12
STATISTICAL DATA**

MISCELLANEOUS DATA

Date of Incorporation	September 4, 1952
Date of City Charter Adoption	December 6, 1979
Form of Government	Council-manager
Population (2011 Estimate)	56,230
Area - square miles	20.4
Building Permits:	
Permits issued (fiscal year)	24
Value (fiscal year)	\$5,719,425
City Employees (In FTEs):	
Full-time	332.00
Part-time	10.00
Temporary / Seasonal	29.25
Fire Protection:	
Number of stations	4
Number of employees	76.0
Police Protection:	
Number of stations	1
Number of employees	110.0
Recreation:	
Parks - number of acres:	
Developed	607.9
Undeveloped	376.6
Library:	
Volumes	75,103
Municipal Water System:	
Number of customers	19,311
Average daily consumption (gallons)	7,227,667
Miles of water mains	255
Municipal Sewer System:	
Number of customers	18,323
Miles of sewer mains	236

**CITY OF ROWLETT
FY 2011 - 12
STATISTICAL DATA**

DEMOGRAPHIC STATISTICS

Fiscal Year	Population ⁽¹⁾	Personal Income ⁽²⁾	Per Capita Personal Income ⁽²⁾	School Enrollment ⁽³⁾	Unemployment Rate ⁽⁴⁾	
					Dallas County	Rowlett
2002	47,950	\$ 1,709,465,450	\$ 35,651	11,203	7.3%	n/a
2003	49,423	\$ 1,770,183,591	\$ 35,817	11,186	7.3%	n/a
2004	50,800	\$ 1,908,048,000	\$ 37,560	11,371	6.3%	n/a
2005	52,300	\$ 2,091,477,000	\$ 39,990	10,914	5.7%	4.7%
2006	53,100	\$ 2,217,933,900	\$ 41,769	10,716	5.0%	4.2%
2007	53,750	\$ 2,353,981,250	\$ 43,795	11,470	4.8%	4.0%
2008	54,150	\$ 2,353,250,700	\$ 43,458	11,500	5.8%	5.4%
2009	54,250	\$ 2,265,697,000	\$ 41,764	11,483	8.7%	8.2%
2010	54,500	\$ 2,298,899,380	\$ 42,182	11,555	8.4%	7.7%
2011	56,230	\$ 2,395,592,353	\$ 42,603	11,382	8.7%	7.9%

⁽¹⁾ North Central Texas Council of Governments.

⁽²⁾ U.S. Department of Commerce: Bureau of Economic Analysis. Per Capita Personal Income represents the

⁽³⁾ Garland Independent School District and Rockwall Independent School District. Totals include only students attending schools within City of Rowlett boundaries.

⁽⁴⁾ Texas Workforce Commission (Rowlett specific data is unavailable for years prior to 2005).

**CITY OF ROWLETT
FY 2011 - 12
STATISTICAL DATA**

PRINCIPAL EMPLOYERS

<u>Employer</u>	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total City Employment</u>
Garland ISD (City schools only)	1,076	1	3.98%
Lake Pointe Medical Center	700	2	2.59%
Wal-mart Supercenter	500	3	1.85%
City of Rowlett	375	4	1.39%
Target Corporation	275	5	1.02%
Senior Care at Lake Pointe	190	6	0.70%
Rowlett Nursing Home	152	7	0.56%
Store Décor	126	8	0.47%
Albertson's, Inc.	125	9	0.46%
H & S Manufacturing	<u>85</u>	10	<u>0.31%</u>
	<u><u>3,604</u></u>		<u><u>13.32%</u></u>

Source: City of Rowlett - Economic Development Department

**CITY OF ROWLETT
FY 2011 - 12
STATISTICAL DATA**

PRINCIPAL PROPERTY TAXPAYERS

<u>Taxpayer</u>	<u>Taxable Assessed Value</u>	<u>Rank</u>	<u>Percentage of Total Taxable Assessed Value</u>
Lake Pointe Medical Center	\$ 41,779,430	1	1.27%
Oncor Electric / Texas Utilities	25,637,100	2	0.78%
Wal Mart	20,048,020	3	0.61%
Verizon	18,240,320	4	0.56%
Target Corporation	16,456,770	5	0.50%
Home Depot Dev Properties LP	11,318,380	6	0.34%
Gemni Rowlett Crossing LP	9,239,270	7	0.28%
LPMA LP	7,891,000	8	0.24%
NWC Liberty Grove & SH66	7,677,970	9	0.23%
Safeway Inc	7,165,970	10	0.22%
	\$ <u><u>165,454,230</u></u>		<u><u>5.04%</u></u>

Source: Dallas County Tax Office

**CITY OF ROWLETT
FY 2011 - 12
STATISTICAL DATA**

GENERAL GOVERNMENTAL TAX REVENUE BY SOURCE

Fiscal Year	Property Tax	Sales Tax	Other	Total
2002	\$ 13,968,939	\$ 2,673,082	\$ -	16,642,021
2003	\$ 16,303,292	\$ 2,767,989	\$ 77,481	19,148,762
2004	\$ 17,436,453	\$ 3,097,455	\$ 87,162	20,621,070
2005	\$ 19,679,705	\$ 3,760,344	\$ 98,303	23,538,352
2006	\$ 22,385,053	\$ 7,458,230	\$ 111,619	29,954,902
2007	\$ 23,739,045	\$ 6,230,025	\$ 120,329	30,089,399
2008	\$ 25,062,391	\$ 5,882,325	\$ 121,243	31,065,958
2009	\$ 25,027,004	\$ 5,666,751	\$ 110,779	30,804,534
2010	\$ 24,566,105	\$ 6,228,227	\$ 98,052	30,892,384
2011	\$ 24,205,902	\$ 5,767,527	\$ 124,748	30,098,177

Source: City of Rowlett - Finance Department

**CITY OF ROWLETT
FY 2011 - 12
STATISTICAL DATA**

CONSTRUCTION ACTIVITY AND PROPERTY VALUES

FISCAL YEAR	COMMERCIAL CONSTRUCTION		RESIDENTIAL CONSTRUCTION	
	PERMITS	VALUE	PERMITS	VALUE
2002	8	7,516,000	695	118,827,629
2003	8	7,745,000	648	117,372,047
2004	9	7,977,547	464	91,376,561
2005	13	12,841,999	316	63,731,052
2006	22	24,004,450	304	60,283,655
2007	14	10,769,625	111	25,205,096
2008	13	12,530,540	84	15,158,440
2009	8	10,703,000	44	7,697,048
2010	2	450,000	26	3,691,677
2011	3	9,944,350	24	5,719,425

City of Rowlett - Building Inspection Department

**CITY OF ROWLETT
FY 2011 - 12
STATISTICAL DATA**

ASSESSED VALUE

Fiscal Year	Real Property		Personal Property
	Residential Property	Commercial Property	Commercial
2003	\$ 2,131,093,820	\$ 243,363,884	\$ 147,094,667
2004	\$ 2,288,830,196	\$ 262,650,254	\$ 134,743,342
2005	\$ 2,442,868,291	\$ 290,096,791	\$ 136,489,993
2006	\$ 2,524,253,455	\$ 312,762,573	\$ 141,263,626
2007	\$ 2,644,059,239	\$ 344,222,532	\$ 153,116,905
2008	\$ 2,746,432,445	\$ 398,474,199	\$ 163,492,973
2009	\$ 2,768,828,188	\$ 423,841,859	\$ 175,708,877
2010	\$ 2,669,370,503	\$ 440,728,069	\$ 175,614,639
2011	\$ 2,617,685,294	\$ 430,067,954	\$ 172,511,943
2012	\$ 2,579,833,775	\$ 422,208,376	\$ 169,857,465

Source: Dallas Central Appraisal District and Rockwall Central Appraisal District

**CITY OF ROWLETT
FY 2011 - 12
STATISTICAL DATA**

ASSESSED VALUE

Total Taxable Assessed Value	Total Direct Tax Rate	Average Home Market Value	Average Home Taxable Value
\$ 2,521,552,371	\$ 0.64000	\$ 139,939	\$ 129,289
\$ 2,686,223,792	\$ 0.64000	\$ 144,980	\$ 134,470
\$ 2,869,455,075	\$ 0.64000	\$ 149,854	\$ 139,073
\$ 2,978,279,654	\$ 0.67695	\$ 152,239	\$ 140,697
\$ 3,141,398,676	\$ 0.74717	\$ 156,782	\$ 144,872
\$ 3,308,399,617	\$ 0.74717	\$ 160,887	\$ 149,231
\$ 3,368,378,924	\$ 0.74717	\$ 160,642	\$ 150,324
\$ 3,285,713,211	\$ 0.74717	\$ 157,691	\$ 146,809
\$ 3,220,265,191	\$ 0.74717	\$ 155,660	\$ 143,656
\$ 3,171,899,616	\$ 0.74717	\$ 158,632	\$ 143,576



GLOSSARY

**CITY OF ROWLETT
FY 2011 - 12
GLOSSARY OF BUDGET TERMS**

Accrual Accounting – The basis of accounting where transactions are recognized in the financial statements when they occur, regardless of when cash is received or spent.

ADA – Americans with Disabilities Act.

Ad Valorem Tax – A tax computed from the assessed valuation of land and improvements (See Property Tax).

Appropriation – A legal authorization granted by a legislative body to make expenditures and incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

Appropriation Ordinance – An ordinance which gives appropriations legal effect. It is the method by which the expenditure side of the annual operating budget is enacted into law by the City Council.

Assessed Valuation – Valuation set upon real estate or other property by a government as a basis for levying taxes (Note: Property values in Rowlett are established by the Dallas County Appraisal District and the Rockwall County Appraisal District).

Assets – Resources owned or held by the City which have monetary value.

Audit – An examination of organization financial statements and the utilization of resources.

Balance Sheet – A financial statement that presents the assets, liabilities, reserves and balances of a specific governmental fund as of a specified date.

Balanced Budget – A budget adopted by the legislative body and authorized by ordinance where the proposed expenditures are equal to or less than the proposed resources.

Bond – A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. The most common types of bonds are general obligation and revenue. Bonds are most frequently used to finance the construction of large capital projects.

Budget – A plan of financial operation that links all planned revenues and expenditures with various municipal services. The term "budget" usually indicates a financial plan for a single fiscal year.

Budget Document – The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body.

Budgetary Control – The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available resources.

**CITY OF ROWLETT
FY 2011 - 12
GLOSSARY OF BUDGET TERMS**

Capital Improvement Program Budget – A Capital Improvement Program (CIP) budget is a separate budget from the operating budget. Items in the CIP are usually construction projects or major capital purchases designed to improve and maintain the value of the City's assets.

Capital Outlay – Expenditures that result in the acquisition of or addition to fixed assets. Fixed assets are defined as a piece of equipment, vehicle, furniture or fixture that cost at least \$5,000 and has a useful life of greater than 3 years.

Cash Management – The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest interest and return available for temporary cash balances.

CIP – Capital Improvement Program.

Contingency Fund – A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Current Taxes – Taxes that are levied and due within one year.

DART – Dallas Area Rapid Transit.

Debt Service – The City's obligation to pay the principal and interest of all bonds or other debt instruments according to a pre-determined payment schedule.

Debt Service Fund – A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. May also be called a sinking fund.

Delinquent Taxes – Taxes remaining unpaid on and after the date on which a penalty for non-payment is attached.

Depreciation – (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset which is charged as an expense during a particular period.

Disbursement – Payment for goods and services in cash or by check.

EMS – Emergency Medical Service.

Encumbrances – The pledge to expend appropriated funds to purchase an item or service. To encumber funds means to set aside funds for future expenditures.

**CITY OF ROWLETT
FY 2011 - 12
GLOSSARY OF BUDGET TERMS**

Enterprise Fund – A governmental accounting 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.

Expenditure – The actual outflow of funds paid for an asset obtained or goods and services obtained.

Fiscal Year – A 12-month period to which the annual operating budget applies and at the end of which the City determines its financial position and the results of its operations. The Fiscal Year for Rowlett begins October 1 and ends September 30.

FLSA – Fair Labor Standards Act

Fixed Assets – Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, machinery and equipment.

Full Faith and Credit – A pledge of the general taxing power of a government to repay debt obligations. This term is typically used in reference to general obligation bonds.

Fund – A fiscal and accounting entity with a self-balancing set of accounts that records all financial transactions for specific activities or government functions.

Fund Balance – The excess in a fund of current assets over current liabilities; sometimes called working capital in enterprise funds. A negative fund balance is often referred to as a deficit.

GAAP – Generally Accepted Accounting Principles.

GASB – Government Accounting Standards Board.

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 fire and police protection, health services, parks and recreation, libraries, street maintenance, and general administration.

General Ledger – A file that contains the accounts needed to reflect the financial positions and the results of operations of the City.

General Obligation Debt – Monies owed on interest and principal to holders of the City's general obligation bonds. The debt is supported by revenue provided from real property which is assessed through the taxation power of the local government unit.

Generally Accepted Accounting Principals – Detailed accounting standards and practices for state and local governments as prescribed by the Governmental Accounting Standards Board (GASB).

GIS – Geographic Information System.

**CITY OF ROWLETT
FY 2011 - 12
GLOSSARY OF BUDGET TERMS**

GISD– Garland Independent School District.

GFOA – Government Finance Officers Association.

Goals – Targets or plans that are reflective of major departmental activities.

Governmental Fund – A fiscal and accounting entity with a self-balancing set of accounts that records all financial transactions for specific activities or government functions. Governmental Funds include the General Fund, Special Revenue funds, Debt Service funds, and Capital Projects funds.

Grants – Contributions of assets from another government to be used or expended for a specified purpose, activity, or facility.

Interfund Transfers – Amounts transferred from one fund to another.

Internal Service Fund – A fund used to account for the financing of goods or services provided by one department to another on a cost reimbursement basis.

Levy – To impose taxes, special assessments, or service charges for the support of City services.

Liabilities – Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

Line-Item Budget – A budget that lists each expenditure category (personnel, supplies, services, etc.) separately, along with the dollar amount budgeted for each specified category.

Modified Accrual Accounting – A basis of accounting in which expenditures are accrued but revenues are accounted when they are measurable and available to pay current liabilities. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability while revenues are not recorded until they are measurable and available to pay current liabilities. This type of accounting basis is conservative and is recommended as the standard for most governmental funds.

NCTCOG – North Central Texas Council of Governments.

NTMWD – North Texas Municipal Water District.

NTTA – North Texas Tollway Authority.

Operating Budget – The plan for current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law.

**CITY OF ROWLETT
FY 2011 - 12
GLOSSARY OF BUDGET TERMS**

Ordinance – A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

Performance Measure – Measurements that reflect the service that is being provided and permit objective evaluation of the service program.

PGBT – President George Bush Tollway.

Property Tax – Taxes are levied on both real and personal property according to the property's valuation and tax rate.

Proprietary Fund – A fiscal and accounting entity with a self-balancing set of accounts that records all financial transactions for specific activities or government functions. Proprietary Funds include Enterprise funds and Internal Service funds.

Reserve – An account used to earmark a portion of fund balance to indicate that it is not appropriated for expenditure. A reserve may also be an account used to earmark a portion of fund equity as legally segregated for a specific future use.

Revenue – Funds that the City receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income.

Revenue Bonds – Bonds whose principal and interest are payable exclusively from earnings of an Enterprise Fund.

ROW – Right-of-Way.

Sinking Fund – See Debt Service Fund.

Tax Rate – A percentage applied to all taxable property to raise general revenues. It is derived by dividing the total tax levy by the taxable net property valuation.

Taxes – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, for example, sanitation service charges.

Tax Increment Finance District (TIF) – A geographical area or district created under Texas law to encourage development of the area within its boundaries by the reinvestment of the incremental tax growth generated by property value increases and new development within the district.

TMRS – Texas Municipal Retirement System.

**CITY OF ROWLETT
FY 2011 - 12
GLOSSARY OF BUDGET TERMS**

TNRCC – Texas Natural Resources Conservation Commission.

TXDOT – Texas Department of Transportation.



LEGAL SECTION

**CITY OF ROWLETT
FY 2011 - 12
LEGAL REQUIREMENTS**

The legal requirements of the budget are governed by the Section 6.02 of the City of Rowlett Home Rule Charter and Chapter 102 of the Texas Local Government Code.

CITY OF ROWLETT HOME RULE CHARTER, ARTICLE VI, SECTION 6.02 – BUDGET

The Fiscal year of the City shall begin on the first day of October and end on the last day of September of each calendar year. Each year and in sufficient time to provide for all necessary hearing, the City Manager shall prepare and submit to the City Council a budget to cover all proposed expenditures of the City for the succeeding fiscal year. Such budgets shall be prepared and administered pursuant to the applicable general laws of this state. In the event that the budget is not enacted prior to October 1st, the preceding fiscal year budget shall be deemed adopted, which may be amended or supplemented, as the City Council deems appropriate.

TEXAS LOCAL GOVERNMENT CODE, CHAPTER 102 – MUNICIPAL BUDGET

§ 102.002 Budget Officer

The mayor of a municipality serves as the budget officer for the governing body of the municipality except as provided by Subsection (b).

(b) If the municipality has the city manager form of government, the city manager serves as the budget officer.

§ 102.002. Annual Budget Required

The budget officer shall prepare each year a municipal budget to cover the proposed expenditures of the municipal government for the succeeding year.

§ 102.003. Itemized Budget; Contents

(a) The budget officer shall itemize the budget to allow as clear a comparison as practicable between expenditures included in the proposed budget and actual expenditures for the same or similar purposes made for the preceding year. The budget must show as definitely as possible each of the projects for which expenditures are set up in the budget and the estimated amount of money carried in the budget for each project.

(b) The budget must contain a complete financial statement of the municipality that shows:

- (1) the outstanding obligations of the municipality;
- (2) the cash on hand to the credit of each fund;
- (3) the funds received from all sources during the preceding year;
- (4) the funds available from all sources during the ensuing year;
- (5) the estimated revenue available to cover the proposed budget; and

**CITY OF ROWLETT
FY 2011 - 12
LEGAL REQUIREMENTS**

(6) the estimated tax rate required to cover the proposed budget.

§ 102.004. Information Furnished by Municipal Officers and Boards

In preparing the budget, the budget officer may require any municipal officer or board to furnish information necessary for the budget officer to properly prepare the budget.

§ 102.005. Proposed Budget Filed With Municipal Clerk; Public Inspection

(a) The budget officer shall file the proposed budget with the municipal clerk before the 30th day before the date the governing body of the municipality makes its tax levy for the fiscal year.

(c) The proposed budget shall be available for inspection by any person. If the municipality maintains an Internet website, the municipal clerk shall take action to ensure that the proposed budget is posted on the website.

§ 102.006. Public Hearing on Proposed Budget

(a) The governing body of a municipality shall hold a public hearing on the proposed budget. Any taxpayer of the municipality may attend and may participate in the hearing.

(b) The governing body shall set the hearing for a date occurring after the 15th day after the date the proposed budget is filed with the municipal clerk but before the date the governing body makes its tax levy.

(c) The governing body shall provide for public notice of the date, time, and location of the hearing.

§ 102.0065. Special Notice by Publication for Budget Hearing

(a) The governing body of a municipality shall publish notice before a public hearing relating to a budget in at least one newspaper of general circulation in the county in which the municipality is located.

(b) Notice published under this section is in addition to notice required by other law, except that if another law requires the governing body to give notice, by publication, of a hearing on a budget this section does not apply.

(c) Notice under this section shall be published not earlier than the 30th or later than the 10th day before the date of the hearing.

§ 102.007. Adoption of Budget

(a) At the conclusion of the public hearing, the governing body of the municipality shall take action on the proposed budget.

**CITY OF ROWLETT
FY 2011 - 12
LEGAL REQUIREMENTS**

(b) The governing body may make any changes in the budget that it considers warranted by the law or by the best interest of the municipal taxpayers.

§ 102.008. Approved Budget Filed With Municipal Clerk; Posting on Internet

On final approval of the budget by the governing body of the municipality, the governing body shall file the budget with the municipal clerk; and if the municipality maintains an Internet website, take action to ensure that a copy of the budget is posted on the website.

§ 102.009. Levy of Taxes and Expenditure of Funds Under Budget; Emergency Expenditure

(a) The governing body of the municipality may levy taxes only in accordance with the budget.

(b) After final approval of the budget, the governing body may spend municipal funds only in strict compliance with the budget, except in an emergency.

(c) The governing body may authorize an emergency expenditure as an amendment to the original budget only in a case of grave public necessity to meet an unusual and unforeseen condition that could not have been included in the original budget through the use of reasonably diligent thought and attention. If the governing body amends the original budget to meet an emergency, the governing body shall file a copy of its order or resolution amending the budget with the municipal clerk, and the clerk shall attach the copy to the original budget.

(d) After the adoption of the budget or a budget amendment, the budget officer shall provide for the filing of a true copy of the approved budget or amendment in the office of the county clerk of the county in which the municipality is located.

§ 102.010. Changes in Budget for Municipal Purposes

This chapter does not prevent the governing body of the municipality from making changes in the budget for municipal purposes.

§ 102.011. Circumstances Under Which Charter Provisions Control

If a municipality has already adopted charter provisions that require the preparation of an annual budget covering all municipal expenditures and if the municipality conducts a public hearing on the budget as provided by Section 102.006 and otherwise complies with the provisions of this chapter relating to property tax increases, the charter provisions control. After the budget has been finally prepared and approved, a copy of the budget and the amendment to the budget shall be filed with the county clerk, as required for other budgets under this chapter.



City of Rowlett
Official Copy

4000 Main Street
P.O. Box 99
Rowlett, TX 75030-0099
www.rowlett.com

Ordinance: ORD-023-11

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, APPROVING AND ADOPTING A BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2011 THROUGH SEPTEMBER 30, 2012; AND PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR BE MADE IN ACCORDANCE WITH SAID BUDGET; PROVIDING A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, an annual budget for the fiscal year beginning October 1, 2011 and ending September 30, 2012 has been duly created by the budget officer of the City of Rowlett, Texas in accordance with Chapter 102 of the LOCAL GOVERNMENT CODE; and

WHEREAS, the City Manager for the City of Rowlett filed the proposed budget in the office of the City Secretary on August 2, 2011 and the proposed budget was made available for public inspection in accordance with Chapter 102 of the LOCAL GOVERNMENT CODE; and

WHEREAS, one public hearing was held, in accordance with the applicable State law, by the City of Rowlett on August 16, 2011, in accordance with Chapter 102 of the LOCAL GOVERNMENT CODE, following due publication of notice thereof, at which time all citizens and parties of interest were given the opportunity to be heard regarding the proposed 2011-2012 fiscal year budget; and

WHEREAS, after full and final consideration, it is the opinion of the City Council of the City of Rowlett that the 2011-2012 fiscal year budget of revenues and expenditures as hereinafter set forth should be adopted and approved.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS:

Section 1: That the annual budget of revenues and expenditures necessary for conducting affairs of the City of Rowlett for the Fiscal Year 2011-2012 (attached hereto and incorporated herein as Exhibit A), providing for a financial plan for the ensuing fiscal year is hereby approved and adopted.

Section 2: That expenditures during the fiscal year shall be made in accordance with this budget, unless otherwise authorized by proper amendment; said budget document shall be on file for public inspection in the office of the City Secretary. Upon approval of the budget, the budget officer shall file a true copy thereof with the County Clerk.

Section 3: That unless modified otherwise by the City Council, the remaining budget for all capital improvements from fiscal year 2010-2011 (attached hereto and incorporated herein as Exhibit B) not completed or started as of September 30, 2011, will be automatically carried over into fiscal year 2011-2012. Furthermore, funds for the capital improvements listed for fiscal year 2011-2012 (attached hereto and incorporated herein as Exhibit B) are hereby appropriated and the entire Two Year Capital Improvements Program for fiscal years ending 2012-2013 is hereby adopted.

Section 4: That all budget amendments and transfers of appropriations budgeted from one account or activity to another for the prior fiscal year be and are hereby ratified, and the budget ordinances, heretofore enacted by the City Council, be and are hereby amended to the extent of such transfers and amendments, for all purposes.

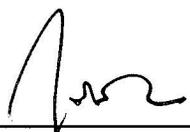
Section 5: That any word, sentence, section, subsection, subdivision, paragraph, clause, phrase or provision of this ordinance shall be adjudged invalid or held unconstitutional, the same shall not affect the validity of this ordinance as a whole or any part of the provision hereof, other than the part so decided to be invalid or unconstitutional.

Section 6: That all provisions of the ordinances of the City of Rowlett in conflict with the provisions of this ordinance be and the same are hereby repealed, and all other provisions of the ordinances of the City of Rowlett not in conflict with the provisions of this ordinance shall remain in full force and effect.

Section 7: This ordinance shall become effective immediately upon its passage.

At a meeting of the City Council on September 20, 2011, a motion was made by Mayor Pro Tem Phillips, seconded by Councilmember Davis, to approve this Ordinance. The motion passed by the following vote:

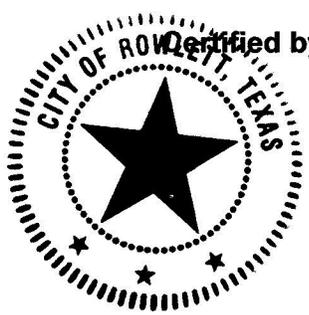
Ayes: 7 Mayor Gottel, Mayor Pro Tem Phillips, Deputy Mayor Pro Tem Kilgore, Councilmember Davis, Councilmember Pankratz, Councilmember Miller and Councilmember Gallops

Approved by  _____
Mayor

Date September 20, 2011

Approved to form by 
City Attorney

Date September 20, 2011



Certified by 
Deputy City Secretary

Date September 20, 2011



City of Rowlett

Official Copy

Ordinance: ORD-024-11

4000 Main Street
P.O. Box 99
Rowlett, TX 75030-0099
www.rowlett.com

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, ADOPTING THE TAX RATE AND LEVYING AD VALOREM TAXES FOR THE FISCAL YEAR 2011-2012 TO PROVIDE REVENUE FOR THE PAYMENT OF CURRENT EXPENDITURES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, following public notice duly posted and published in all things as required by law, public hearings were held, by and before the City Council of the City of Rowlett, the subject of which was the proposed tax rate for the City of Rowlett for Fiscal Year 2011-2012; and

WHEREAS, the City Council, upon full consideration of the matter, is of the opinion that the tax rate hereinafter set forth is proper and should be approved and adopted.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS:

Section 1: That there is hereby levied and shall be assessed for the tax year 2011 on all taxable property, real, personal and mixed, situated within the corporate limits of the City of Rowlett, Texas, and not exempt by the Constitution of the State of Texas and valid State laws, a tax of \$0.747173 on each and every \$100 assessed valuation of taxable property apportioned and distributed as follows:

(a) \$0.490833 on each and every \$100 valuation of said property is hereby reviewed and assessed to provide revenue for maintenance and operations of the City government and current expenses thereof; and

(b) \$0.256340 on each and every \$100 valuation of said property is hereby reviewed and assessed for the purpose of creating a sinking fund to pay the interest principal on all outstanding bonds of the City, not otherwise provided for.

Section 2: That all ad valorem taxes shall become due and payable on October 1, 2011 and all ad valorem taxes for the year shall become delinquent if not paid prior to February 1, 2012.

Section 3: That a delinquent tax shall incur all penalty and interest authorized by law including a penalty of six percent (6%) on the amount of the tax for the first calendar month it is delinquent, plus one percent

(1%) for each additional month or portion of a month the tax remains unpaid prior to July 1 of the year in which it becomes delinquent. A tax delinquent on July 1, 2012 incurs a total penalty of twelve percent (12%) of the amount of delinquent tax without regard to the number of months the tax has been delinquent. A delinquent tax shall also accrue interest at the rate of one percent (1%) for each month or portion of a month the tax remains unpaid. Taxes that remain delinquent on July 1, 2012 incur an additional penalty of twenty percent (20%) of the amount of taxes, penalty and interest due; such additional penalty is to defray costs of collection due to a contract with the City's tax collection attorney pursuant to Section 33.07 of the Texas Property Tax Code, as amended.

Section 4: That the City shall have available all the rights and remedies provided by law for the enforcement of the collection of taxes levied under this ordinance.

Section 5: That the tax roll as presented to the City Council, together with any supplements hereto, be and the same are hereby approved.

Section 6: That should any word, sentence, section, paragraph, subdivision, clause, phrase or section of this ordinance, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinance which shall remain in full force and effect.

Section 7: All ordinances of the City of Rowlett, Texas, in conflict with the provisions of this ordinance be, and the same are hereby, repealed; provided, however that all other provisions of said ordinances not in conflict with the provisions of this ordinance shall remain in full force and effect.

Section 8: This ordinance shall become effective immediately upon its passage.

At a meeting of the City Council on September 20, 2011, a motion was made by Mayor Pro Tem Phillips, seconded by Councilmember Davis, to approve this Ordinance with the proposed ad valorem tax rate of \$0.747173 per \$100 of taxable value for FY 2011-2012. The motion passed by the following vote:

Ayes: 7 Mayor Gottel, Mayor Pro Tem Phillips, Deputy Mayor Pro Tem Kilgore, Councilmember Davis, Councilmember Pankratz, Councilmember Miller and Councilmember Gallops

Approved by



Mayor

Date September 20, 2011

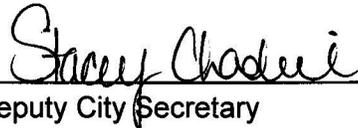
Approved to form by



City Attorney

Date September 20, 2011

Approved by



Deputy City Secretary

Date September 20, 2011

