



Construction Underway of President George Bush Turnpike Eastern Extension

City of Rowlett, Texas  
Adopted Budget  
Fiscal Year 2010

**Rowlett**   
On the Water. On the Move.

*Rowlett*  
T E X A S

**CITY OF ROWLETT**  
**ANNUAL OPERATING BUDGET**

**FISCAL YEAR**  
**OCTOBER 1, 2009 - SEPTEMBER 30, 2010**

**CITY COUNCIL**

John E. Harper, Mayor

Steve Maggiotto, Mayor Pro-Tem

Todd W. Gottel, Deputy Mayor Pro-Tem

Cindy Rushing, Councilmember

Doug Phillips, Councilmember

Patrick Jackson, Councilmember

Chris Kilgore, Councilmember

**CITY STAFF**

Lynda Humble, City Manager

Katie Corder, Assistant City Manager

Susie Quinn, City Secretary

Brian Funderburk, Financial Services

George Harris, Fire Chief

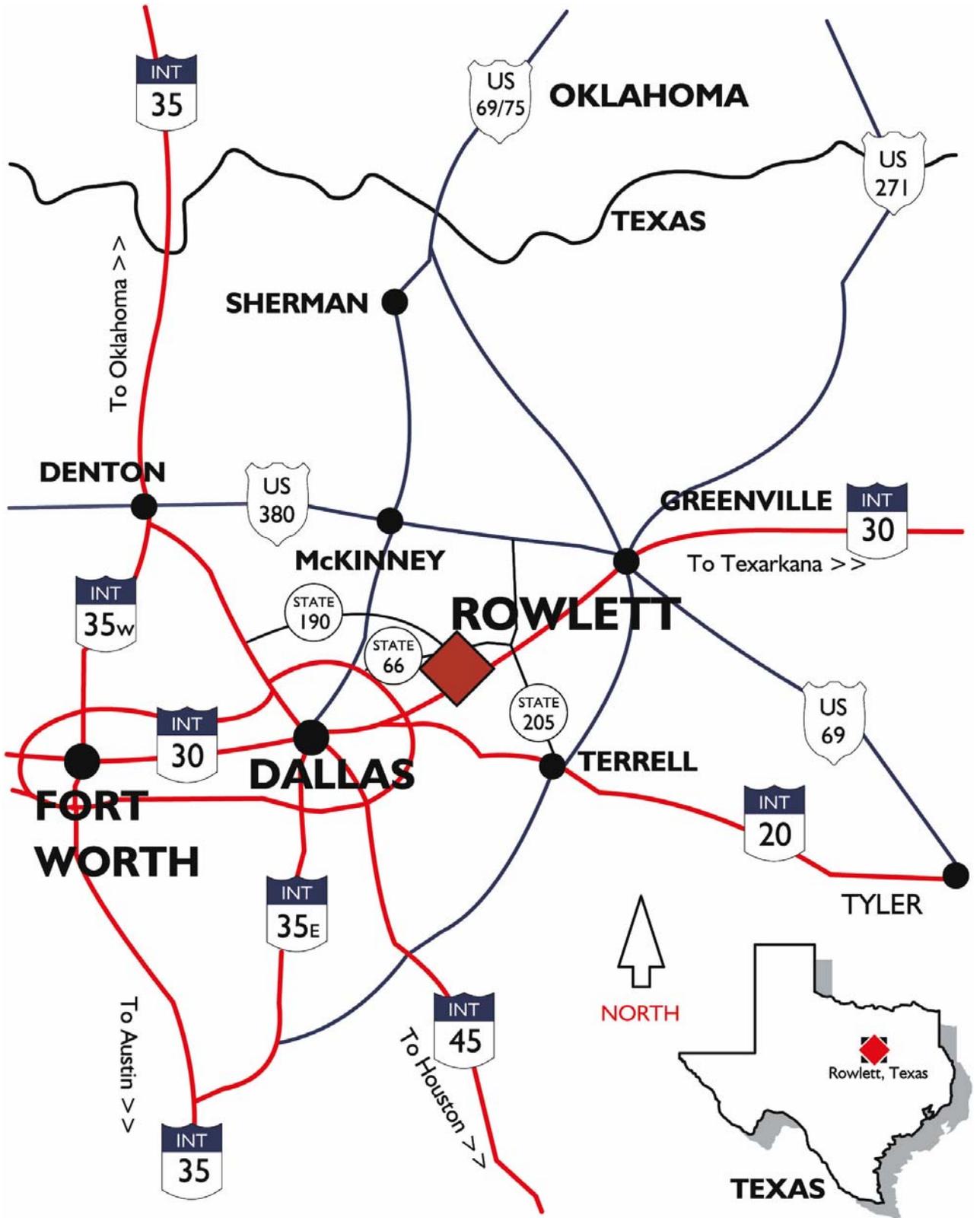
Matt Walling, Police Chief

Pat Baugh, Public Works

Ben White, Economic Development

Kathy Cockcroft, Library

# 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, 2008**

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, 2008. 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

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FY 2009-10  
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*Rowlett*  
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Mayor  
John E. Harper  
Mayor Pro Tem  
Steve Maggiotto  
Deputy Mayor  
Pro Tem  
Todd W. Gottel



City Council  
Patrick Jackson  
Chris Kilgore  
Doug Phillips  
Cindy Rushing

October 1, 2009

Dear Honorable Mayor and Councilmembers:

It is my pleasure to present the City of Rowlett's Fiscal Year (FY) 2010 Adopted Budget. The format of this proposal is based on a more traditional governmental budget, which is significantly different from the FY 2009 document format of Budgeting for Outcomes. An important enhancement is the addition of a second fiscal year, which will help provide planning perspective for the challenges facing the City. The second year budget is presented for planning purposes only and is not adopted by Council as a part of the FY 2010 budget process. Ultimately, the most important feature of this budget is the focus on "citizen-centered" government. I believe this budget more closely aligns our values and resources, which is extremely important in today's environment with shrinking resources, and puts the right resources to the right purpose at the right time. It is also important to note that this budget was developed with input from City Council, our citizens, and a great deal of research and deep thought from our staff. I am deeply appreciative of the help I have received in this endeavor. Finally, I believe that the Adopted FY 2010 Budget delivers a quality customer-centered product while at the same time addresses, perhaps, the most significant economic challenge of our time.

The goal for the FY 2010 budget is to create a healthy, sustainable organization for the next 24 to 36 months, where we can continue to provide an appropriate level of programs and services to our citizens with the fewest reductions possible. The next 24 to 36 months will hopefully provide an appropriate window of time for the economy to recover; housing values to stabilize; and for the completion and opening of the President George Bush Turnpike (PGBT) and DART Light Rail to occur, which will provide an opportunity for local economic stimulus by increasing Rowlett's commercial tax base.

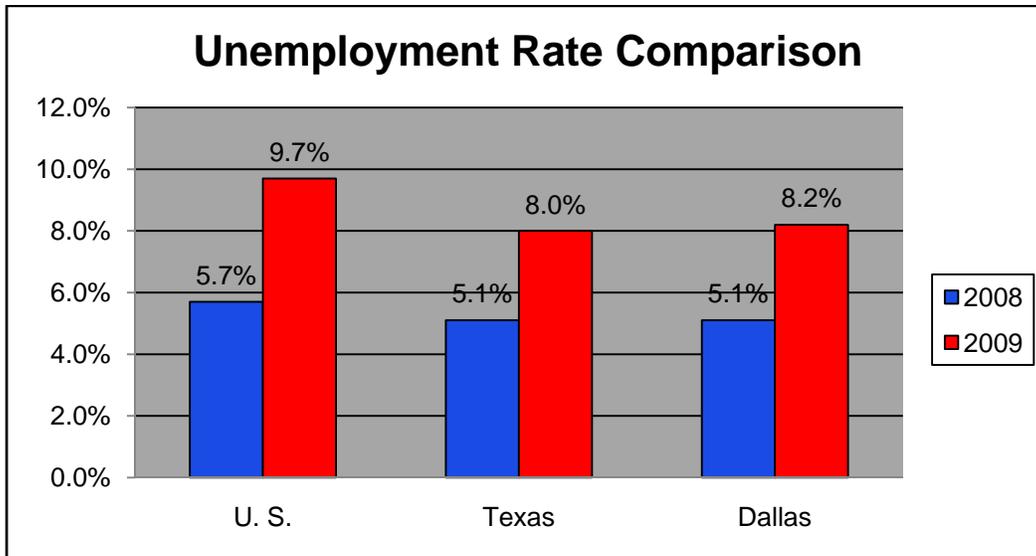
Given the uncertainty of the economic times that we are facing, this budget represents a conservative approach with built-in flexibility during FY 2010 as follows:

- 1) Anticipating further declines in our revenue sources than what we have currently experienced in FY 2009 specifically in housing values and sales tax, expenditures have been reduced by 3.9% to reflect this anticipated reduction in revenues.
- 2) The General Fund contains a balance of \$472,508 which exceeds the required 10% fund balance requirements that will be earmarked as an "emergency savings account." Should the economy continue to decline further than anticipated and negatively affect revenue projections, we use this available revenue source to bridge the difference and not have to make any additional reductions in staffing or programs/services offered.
- 3) There are identified uses of one-time funding that are projected to be spent throughout the fiscal year. Prior to actually spending the appropriated funds, staff will gauge the economic climate. If revenues are not meeting expectations, expenditures will be placed on hold so this funding can be used to bridge the revenue gap, if needed.

- 4) The Cash Capital Improvement Plan is funded at \$3.8 million, an increase of \$0.6 million over FY 2009.
- 5) This budget acknowledges that there is current capacity in the interest and sinking (I & S) portion of the tax rate for future bond sales in the amount of \$195,949. These dollars will be used by the operating and maintenance (O & M) portion of the tax rate in FY 2010 and be replaced in FY 2011, which has been accounted for in the planning of the FY 2011 budget.

We believe that we have taken a prudent, fiscally responsible approach to building this budget. However, the current economy provides a very cloudy “crystal ball,” which has made financial forecasting extremely difficult. Historical data for either revenues or expenditures has not proven particularly relevant because our history is based on the significant growth that we have enjoyed by being in close proximity to the Dallas- Fort Worth Metroplex. To provide an interesting perspective on how quickly the economy has changed, I have outlined below some of the changes that have occurred in our national, state, and local economies since the development of the FY 2009 budget.

- Unemployment continues to climb at an alarming rate. In January 2009, there was a loss of 598,000 jobs, which was the worst decline in 34 years. As depicted in the chart below, the national unemployment rate has increased 70.2% from 5.7% in June 2008 to 9.7% in June 2009. Texas unemployment rate has increased 56.9% from 5.1% in June 2008 to 8.0% in June 2009. The Dallas-Fort Worth unemployment rate has increased 60.8% from 5.1% in June 2008 to 8.2% in June 2009.



- The Troubled Asset Relief Program (TARP) has pledged \$700 billion to bailout troubled institutions including Chrysler, A.I.G., Bank of America, and Citigroup, just to name a few.
- General Motors and Chrysler Motors have both filed for bankruptcy creating an estimated job loss of 1.3 million nationwide, according to the Center for Automotive Research.
- U.S. Government funded the American Reinvestment and Recovery Bill valued at \$787 billion to create economic stimulus across the country.

- A significant liquidity crisis exists which is preventing the borrowing of capital for commercial development, which has come to a virtual standstill.
- The S&P/Case-Shiller Home Price Index, the leading measure of U.S. home prices, recorded a 19.1% decline in the 1<sup>st</sup> quarter of 2009 versus the 1<sup>st</sup> quarter of 2008, the largest decline in the indices' 21 year history.
- The Dallas housing market remains one of the top housing markets in terms of annual decline in housing values in the U.S., with an annual decline of just 5.6%. (Denver 5.5%; Boston 8.0%). All 20 metro areas tracked by Case-Shiller are showing double digit decline in the housing market. However, Dallas has suffered the least, down 11.1% from its peak in June 2007.

As noted above, I have realigned this organization to be more "citizen centered" in how programs and services are provided to our customer. We have been able to achieve additional capacity in the organization even with making reductions in expenditures by leveraging existing resources; the use of technology; and outsourcing specific programs and services to better align the organization to answer the question "what is our core business". Proposed uses of one-time revenue will add more on-going organizational capacity in FY 2011 along with additional opportunities for further outsourcing in areas such as Information Technology, Planning & Zoning, Building Maintenance and Fleet.

## **BUDGET OVERVIEW**

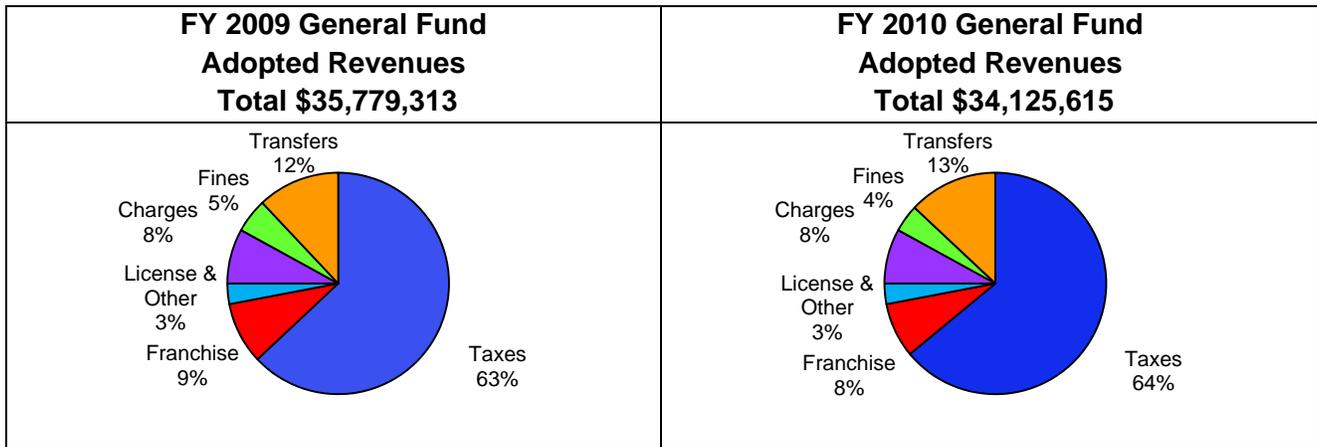
For the fifth consecutive year, the property tax rate will be unchanged at \$0.747173 per \$100 assessed valuation. Accommodating a flat tax rate was a significant challenge given a 2.4% reduction in taxable property values, not to mention reduced resources virtually across the board. As a result, the total Fiscal Year 2010 Adopted Budget is \$80,196,953. This is a decrease of \$1,421,381 or 1.7% less than the FY 2009 Approved Budget of \$81,618,334. 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 13.00 full-time equivalent positions were eliminated in FY 2010 that were either eliminated at the mid-year adjustment or as a part of this budget. 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 budgeted to be \$34,125,615 in FY 2010. This is a budgeted decline of \$1,653,698 or 4.6% when compared to the adopted FY 2009 budget. Current economic conditions, as outlined at the beginning of this overview, 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.



**Tax Revenues**

This category includes property taxes, sales taxes, and mixed beverage taxes. Overall, revenues are projected to decrease \$845,153 or 3.7% from \$22,624,518 in FY 2009 to \$21,779,365 in FY 2010. Ad valorem (property) taxes are the largest revenue source for the City and certainly, the biggest challenge for the City over the next couple of years is predicting where and when the total taxable assessed values will bottom out. For FY 2010 at least, the City received some certainty with the final assessed valuations received from both appraisal districts. However, property values in FY 2011 and sales taxes in both 2010 and 2011 are still somewhat uncertain.

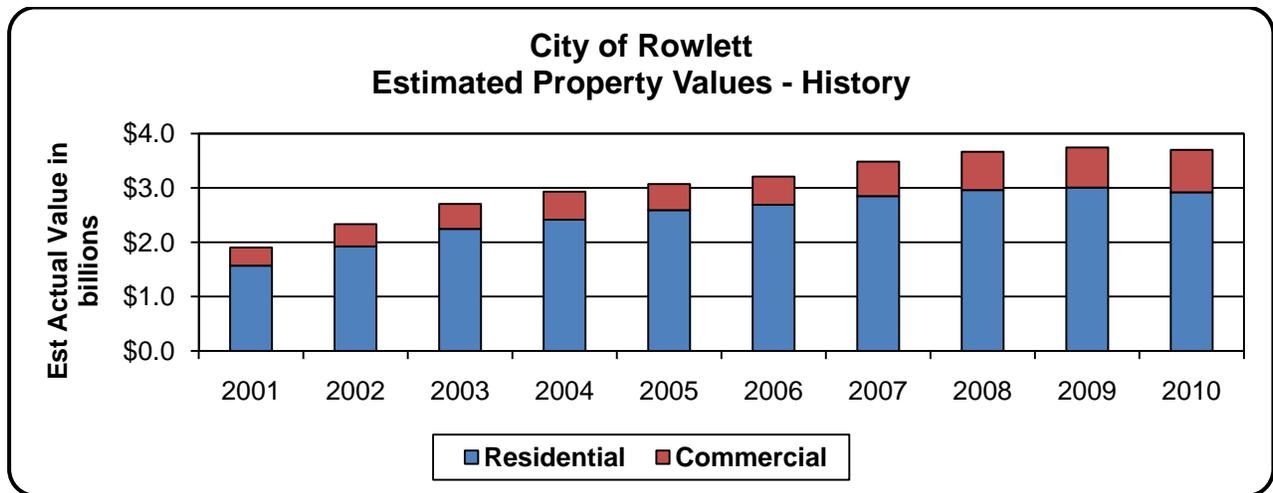
Based on the final certified assessed value provided by the Dallas Central Appraisal District and the Rockwall Central Appraisal District, the taxable assessed valuation for FY 2010 decreased \$82.7 million or 2.5%, from \$3.4 billion in FY 2009 to \$3.3 billion in FY 2010. The breakdown is as follows:

Breakdown	FY 2009 (,000s)	FY 2010 (,000s)	\$ Change	% Change
<b>Residential</b>	\$2,768,828	\$2,698,180	\$(70,648)	-2.6%
<b>Commercial</b>	599,551	587,533	(12,018)	-2.0%
<b>Total Taxable Values</b>	\$3,368,379	\$3,285,713	\$(82,666)	-2.5%

The table below illustrates the estimated market value and taxable assessed value experienced by the City of Rowlett over the past ten years and projected for 2009-2010 based on the final certified values.

<b>HISTORY OF TAX VALUES</b>					
<b>(,000s)</b>					
Year	Estimated Market Values			Less: Exemptions	Taxable Assessed Value
	Residential	Commercial	Total		
2001	1,569,744	333,932	1,903,676	(115,853)	1,787,823
2002	1,923,303	411,385	2,334,688	(170,575)	2,164,113
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

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

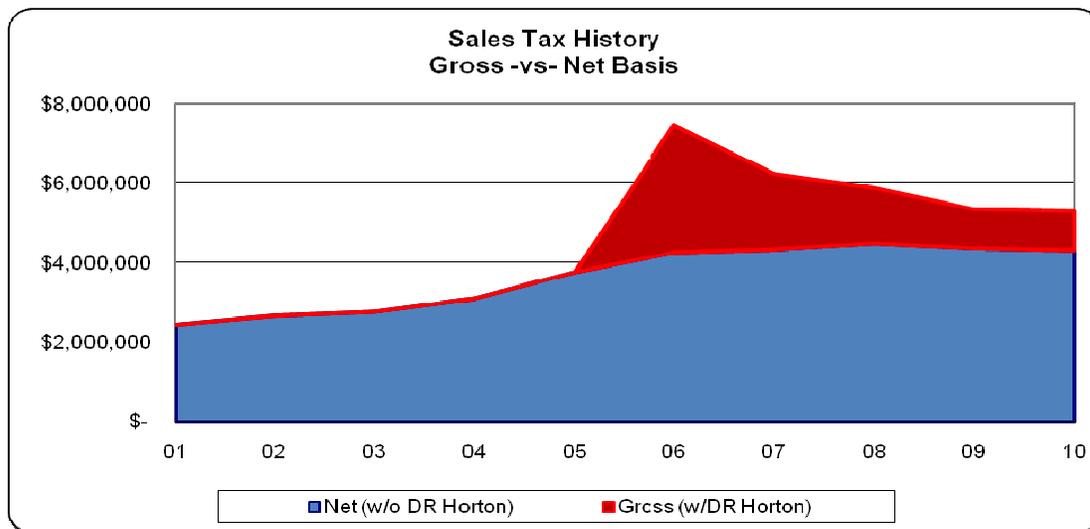


The ad valorem tax rate is split between the General Fund and the General Obligation (G.O.) Debt Service Fund. In addition, a portion is also shared with the Tax Increment Financing District Fund based on incremental increases since 2002. The G.O. Debt rate is established at a level that will provide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

Fiscal Year	O&M	Debt	Total
2001	\$0.446640	\$0.193360	\$0.640000
2002	\$0.452404	\$0.187596	\$0.640000
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

Sales tax receipts are the General Fund's second largest revenue source, estimated at \$5.3 million for FY 2010. This represents a 10.9% decrease from the FY 2009 adopted budget of \$5.9 million. (Note: the City has a significant sales tax rebate program with DR Horton that is so large it can potentially skew historical trends. As a result, the City adopts a budget with the DR Horton activity in both revenue and expenditures but also tracks trends at "net", representing the portion the City retains). On a net basis, when eliminating the skewing impact of the DR Horton rebate program, the FY 2010 estimated sales taxes equals \$4.3 million, down 8.0% compared to FY 2009 adopted budget of \$4.7 million.

The following chart shows both the gross sales taxes received, including DR Horton and the net sales taxes received after the DR Horton rebate since 2001.



Mixed beverage taxes are the smallest tax received by the City and are budgeted at \$58,157 for FY 2010. This represents an \$8,709 or 17.6% increase from the FY 2009 adopted budget of \$49,448. The City received \$54,510 in FY 2008.

## Franchise Fees

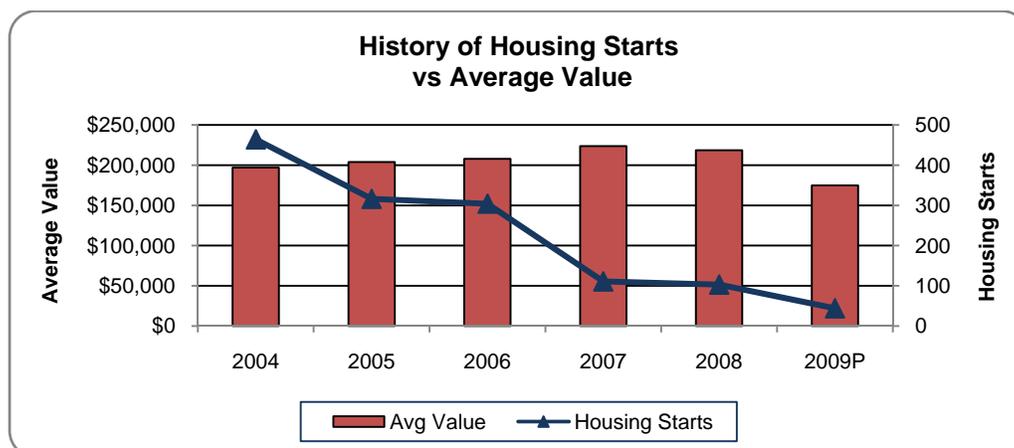
This category of revenue includes franchise fees from Electric, Telephone, Gas, Cable, and Public Education and Government (P.E.G.) Access Fees. Revenues are budgeted to decrease \$297,178 or 9.8% from \$3,035,432 in FY 2009 to \$2,738,254 in FY 2010.

Franchise	FY 2009	FY 2010	\$ Change	% Change
Electric	\$1,604,571	\$1,434,045	\$(170,526)	-10.6%
Gas	491,661	437,969	(53,692)	-10.9%
Telecommunications & Cable	878,842	866,240	(12,602)	-1.4%
PEG fees	60,358	-	(60,358)	-100.0%
<b>Total</b>	<b>\$3,035,432</b>	<b>\$2,738,254</b>	<b>\$(297,178)</b>	<b>-9.8%</b>

There are several reasons for the decline. First, franchise fees are paid on a percentage of gross revenue by the Electric and Gas companies, which are impacted by the price of natural gas based how rates are structured in the State of Texas. The overall cost of fuel has significantly declined over the past year which impacts the amount of revenue billed by these companies, thus causing a decline in franchise fees. Second, cable and telephone franchise fees are estimated to decline slightly by 1.4%, when estimated against the FY 2009 adopted budget. This decline is due to the consumer trend to utilize personal cell phones rather than having a land line for home use, and the current economy may cause consumers to reduce the types of cable services that were previously being purchased as a way to better manage their personal finances. Lastly, P.E.G. Access Fees have been moved to a separate fund for better transparency. There is specific legislation regarding the appropriate use of P.E.G. fees. With a separate fund, revenues and associated expenditures will improve the ease of review and accounting.

## 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 budgeted to decrease \$158,175 or 26.3% from \$601,359 to \$443,184, when compared to FY 2009. As noted in the graph below, Building Structures has declined \$159,100 or 64.3% given the sharp decline in the number of permits issued for new construction.



## ***Charges for Service***

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 budgeted to increase \$88,184 or 3.3% from \$2,673,028 to \$2,761,212, when compared to FY 2009. There are several notable changes in this category as follows:

- Garland Independent School District (GISD) Resource Officer revenue is budgeted at \$197,987, which includes a reimbursement for 50% of the costs for School Resource Officers 9 months of the year. \$24,590, which represents reimbursement for police overtime for GISD special events will be moved, along with all other Grant Revenue, to the new special Grants Fund, established for improved transparency. This will allow all revenue and expenditures to be in one fund improving ease of review and accounting. This fund will not carry any fund balance unless to address timing issues of expenditures.

The City receives a number of grants for specific programs and services, which will increase in FY 2010 given the City's recent success in receiving several grants through the American Recovery and Reinvestment Act, better known as the federal stimulus program. One of the mandates in accepting federal stimulus dollars is to provide transparency. A separate fund will assist us in meeting this objective.

- The most notable change in our fees for services is in Ambulance Billing which is budgeted to increase by \$109,360, when compared with FY 2009. New technology was implemented in FY 2009 that has improved the timing of the City's ability to transfer data for collection along with some increases in fees with certain billable items.
- Animal control fees are reduced by \$14,787, which more accurately reflects the historical trends of revenue actually received.
- Mowing fees are reduced by \$26,233, which represent liens filed by the City for code enforcement activities. Liens are typically paid as homes are sold, which have been negatively impacted given the declining home sale market.
- Plan Review is a new "pass-through" revenue source of \$165,000 accounted for in Charges for Service. The City is implementing outsourcing to better manage "the peaks and valleys" associated with building inspection and engineering plan review and inspection activities.
- The Wet Zone revenue is budgeted to be \$725,150, which is \$86,938 less than FY 2009, but consistent with anticipated actual revenues for FY 2009.

## ***Fines and Forfeitures***

This revenue category includes Municipal Court fines and fees assessed for various code violations and specific fees such as Court Juvenile Caseworker, Court Technology, and Court Security. Revenues are budgeted to decrease \$366,257 or 19.6% from \$1,873,263 to \$1,507,006, when compared to FY 2009. Separate funds have been established to enhance the level of transparency for the Court Juvenile Caseworker, Court Technology, and Court Security, which represents a reduction of \$145,321 in the General Fund. All three of these fees have specific legislation regarding the appropriate use for each associated fees. With each accounted for in a separate fund, it will improve the ease of review and accounting for revenues and associated expenditures.

Municipal Court fines are anticipated to be \$1,507,006, which is budgeted to be \$68,166 more than the mid-year budget adjustment. As shown below, a mid-year budget reduction was necessary to more accurately reflect a realistic revenue expectation. Several initiatives have been instituted to improve the collections of outstanding warrants, which are discussed in greater detail in the expenditure details for the General Fund.

FY 2008 Actual	FY 2009 Adopted Budget	FY 2009 Amend. Budget	FY 2010 Adopted Budget
\$1,406,645	\$1,727,942	\$1,438,840	\$1,507,006

## ***Other***

This revenue category contains all types of miscellaneous revenue including interest earnings, cell tower rentals, and donations. Other revenues are budgeted to decrease by \$46,328 or 8.1% when compared to FY 2009. Interest earnings are projected to decrease by \$79,791 or 52.7%, which is the direct result the decline in interest rates for investments. Miscellaneous revenue decreased by \$104,371 or 67.8% when compared to FY 2009. Of this amount, \$72,776 is due to the fact that the final settlement payment from TXU occurred in FY 2009 and no other payments are due in FY 2010 or beyond. Rentals/Leases have increased by \$144,432 or 93.6%, when compared to FY 2009. Of this increase, \$84,000 represents new revenue from new cell tower leases with Clearwire. The remaining \$60,432 is a more accurate reflection of the actual revenues received from cell tower leases.

## ***Internal Transfers***

This revenue category contains all of the transfers from the Utility Fund. Revenues are budgeted to decrease by \$28,793 or 0.7% from \$4,400,971 to \$4,372,178, when compared to FY 2009. In previous years, this category also contained transfers from the Refuse/Alley and Curbs. In FY 2010, revenue in the amount of \$745,000 will no longer be transferred to the General Fund, but rather transferred directly into the Cash CIP for the specific use of alley improvements. In previous years, this source of revenue was included in the General Fund transfer to the Cash CIP. By directly transferring the revenue source to the Cash CIP, it improves transparency by ensuring that the revenue is used for its intended purpose. The General Fund transfer to the Cash CIP will be reduced by this same \$745,000.

Description	FY 2009	FY 2010	\$ Change	% Change
<b>Alley Repairs – Transfer from Refuse to assist with repair costs due to damage from heavy garbage trucks. (Note: Refuse will now transfer directly to CIP for alley improvements)</b>	\$745,000	-	(\$745,000)	-100.0%

The Utility in Lieu of Tax Revenue has increased by \$69,888 or 9.9%, when compared to FY 2009. This revenue source is based on a calculation that multiplies the Utility Fund's FY 2008 audited total gross asset (less vehicles and equipment) by the current tax rate to establish the amount of the payment. For FY 2010, this revenue amount totals \$772,577.

Description	FY 2009	FY 2010	\$ Change	% Change
<b>In-lieu of Tax – Fee representing the amount of property tax that would be paid by a private franchise provider for water and sewer service. Calculated at gross assets x tax rate.</b>	\$702,689	\$772,577	\$69,888	9.9%

The Utility General & Administrative Fee has increased by \$590,868 or 31.4% to \$2,475,472. In FY 2010, the Internal Service Funds for Fleet and Information Technology have been eliminated and incorporated into the General Fund as a division. The Utility Fund would have made this same contribution to the Internal Service Fund, but will now make this contribution to the General Fund to provide reimbursement for its share of related expenses.

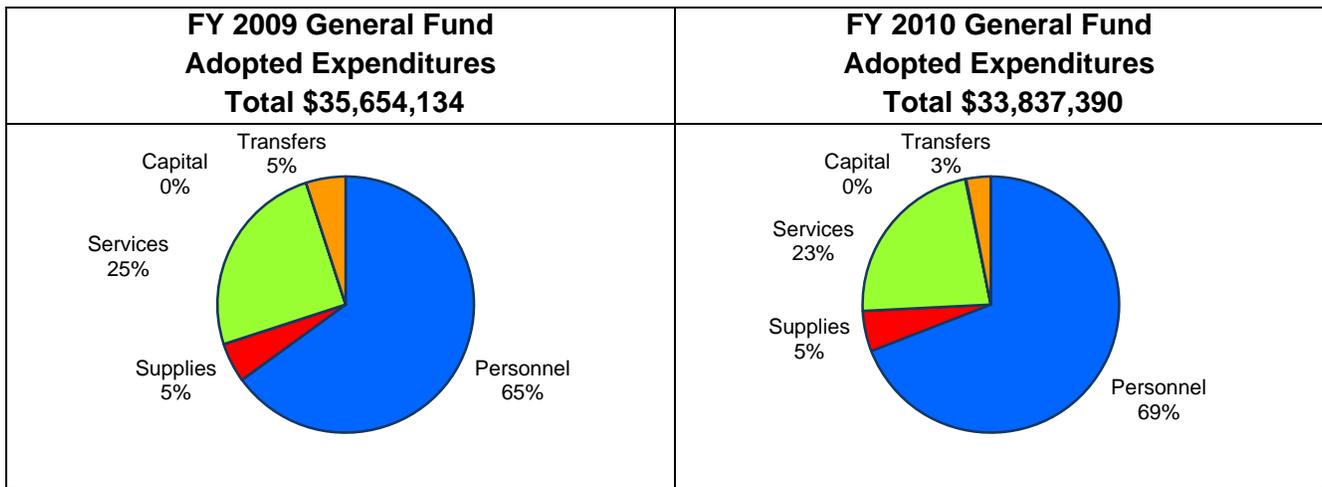
Description	FY 2009	FY 2010	\$ Change	% Change
<b>General &amp; Administrative – includes cost sharing of legal, accounting, insurance, &amp; common administrative operations. This fee is netted against services provided by the utility fund.</b>	\$1,884,604	\$2,475,472	\$590,868	31.4%

Utility in Lieu of Franchises revenue has increased by \$55,451 or 5.2% to \$1,124,129. This revenue reflects 5% of the Utility Fund revenue less interest, which is the established calculation for this revenue.

Description	FY 2009	FY 2010	\$ Change	% Change
<b>Franchise Fee – Fee representing the amount of rent paid for the use of City right-of-ways. Calculated at 5% of gross revenues.</b>	\$1,068,678	\$1,124,129	\$55,451	5.2%

## EXPENDITURES

Overall, expenditures in the General Fund are budgeted to be \$33,837,390 in FY 2010. This is a decline of \$1,816,744 or 5.1% when compared to the adopted FY 2009 budget of \$35,654,134. This year's budget does not include employee raises. In April, I held budget meetings with employees and indicated at that time that I would not include raises as a part of this budget in an effort to keep as many employees as possible during the reduction-in-force. I am very proud of our employees who have shown a level of understanding, empathy, and compassion in these economic times. We are all blessed when we consider that we are employed, have health insurance, and still receive pension contributions from our employer. There are many who can't say that and unfortunately, the number of unemployed continues to grow daily.



There are two major categories of expenditures that increased this year. The City's contribution to Texas Municipal Retirement System increased by \$121,965 because the City's required contribution increased from 13.13% in FY 2009 to 14.14% in FY 2010. The City's contribution is anticipated to increase for the next six years to pay for the City's unfunded liability associated with updated service credits and annual cost of living increases for retirees. Medical insurance for employees increased \$227,452 because of an anticipated 18% rate increase.

There are several ways that expenditures were reduced in the General Fund by more than \$1.82 million. These reductions include elimination of twelve (12) positions, reduced utility costs, savings from the elimination of two Internal Service Funds, and by reducing costs at a departmental level. An explanation of these reductions is provided below.

### ***Elimination of Positions***

The chart below shows the twelve (12) positions eliminated in the FY 2010 General Fund budget for a savings of \$800,087. Of the positions listed, the Management Intern position was eliminated at the end of its one year commitment as a part of the FY 2009 mid-year budget adjustment. Two positions, as shown below, were eliminated as a part of the reduction-in-force that was conducted in July. The remaining positions were vacant and evaluated for elimination based on need.

<b>Position</b>	<b>Incumbent</b>	<b>Department</b>	<b>Savings</b>
Accountant II	vacant/single	Finance	\$75,507
Admin. Asst (pt)	vacant/single	Purchasing	\$22,260
Chief Building Official	single	Dev Services	\$95,099
Chief Clerk	vacant/single	Court	\$68,432
Dev Services Director	Keri Samford	Dev Services	\$138,304
Maintenance Specialist	vacant/multiple	Parks & Rec.	\$54,691
Maintenance Specialist	vacant/multiple	Public Works	\$47,443
Maintenance Specialist	vacant/multiple	Public Works	\$46,940
Maintenance Crew Leader	vacant/multiple	Public Works	\$55,975
Management Intern	Brad Weber	CMO	\$49,149
Project Engineer	vacant/multiple	Public Works	\$84,956
Recreation Ops Supervisor	Kasey Rutledge	Parks & Rec.	\$61,331
			<b>\$800,087</b>

### ***Reduced Utility Costs***

On October 21, 2008, the City approved a five year contract with Cities Aggregation Power Project, Inc. ("CAPP") to negotiate an electric supply agreement for delivery of electricity and related services. The effective date was January 1, 2009 and the power agreement expires on December 31, 2013. The contract, as approved, is expected to save the City \$591,969 in FY 2009 and an additional \$82,764 in FY 2010 for an annual savings of approximately \$674,733 per year.

In addition to electric savings, staff is also budgeting lower gas and water/sewer costs for FY 2010 and FY 2011. Gas is projected to save approximately \$15,177 or 25.6% compared to the original adopted budget for FY 2009. Water/sewer is projected to save \$49,457 or 30.9% primarily due to the adoption of a lower municipal rate, based upon the wholesale price paid to the North Texas Municipal Water District.

### ***Elimination of Two Internal Service Funds***

The Adopted Budget for FY 2010 eliminates the Internal Service Funds Information Technology and Fleet Services and moves them into the General Fund. The purpose of moving the two operations back into the General Fund is two-fold. First, Internal Service Funds artificially create budgetary "double-counting" of expenditures, thus duplicate real costs. Second, they artificially require the City to maintain twice the level of reserves it realistically needs: one for the original expenditure in the Internal Service Funds and again in the funds that contribute or reimburse the costs, such as the General and Utility Funds.

Based on the original adopted budget for fiscal year 2009, the expenditure double-count is approximately \$2,033,577 and the artificial increase in reserves is \$239,023. Consolidating the costs will improve transparency, accountability, and remove the practice of expenditure double-counting. The FY 2009 budget was amended effective September 30, 2009 to force this action in FY 2009.

Expenditures in the adopted Fleet division budget are \$757,839 in FY 2010, an apparent reduction of \$598,036 or 44.1% when compared to the FY 2009 adopted budget of \$1,355,875. However, those costs that can be directly attributed to another division or function within the City (primarily capital leases) have been moved to those specific locations within this budget. As a result, comparative costs for Fleet Services for the entire City is actually \$1,106,409 in FY 2010, representing a “real” dollar decrease of \$249,466 or 18.4% over the entire budget.

The adopted operating budget includes the purchase of five (5) pieces of equipment for Public Works. While staff acknowledges the amount of work still necessary with regard to right sizing its fleet in a more strategic manner, there are pieces of equipment that are critical given the current service demands. Furthermore, whether the City replaces this equipment now or later, the outcome is not expected to be different. Therefore, staff recommends lease financing for the following equipment and splitting the annual cost of the lease 50/50 between the General and Utility Funds.

Unit #	Description	Estimated Life	Adopted Cost
63-07	1996 GMC Shamrock Jet Unit	10 years	\$130,000
25-24	1987 Mack Dump Truck (9-12 yd bed)	10 years	70,000
25-23	1990 Ford Dump Truck (6 yd bed)	10 years	60,000
25-45	1995 Wacker Roller (unit is too small)	8-10 year	38,000
25-39	1990 Box Blade Roller	10 years	110,000
		<b>Total</b>	\$408,000
		<b>Estimated annual lease (split 50/50)</b>	\$73,086

Expenditures in the adopted Information Technology division budget are \$841,478 in FY 2010, an apparent reduction of \$474,853 or 36.1% when compared to the FY 2009 adopted budget of \$1,316,331. However, those costs that can be directly attributed to another division or function within the City (i.e. software, cell phones/radio, etc.) have been moved to those specific locations within this budget. As a result, comparative costs for Information Technology for the entire City are actually \$1,265,239 in FY 2010, representing a “real” dollar decrease of \$51,092 or 3.9% over the entire budget.

For FY 2010, staff has budgeted \$41,000 for a lease program to begin changing out its oldest computer equipment (desktops, laptops, etc) over a three-year period. Beginning in FY 2011, the acquisition of technology is expected to reduce maintenance costs and/or achieve other savings that will reduce the operating budget by approximately \$149,344 and will be able to cover the ongoing costs of this program at that time.

### ***Reduced Costs by Departments***

As previously noted, I am extremely 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 deliver services to our residents. It is important to note that we believe that most of these reductions are sustainable. However, reductions, particularly in training, will not be sustainable long term and may have to be addressed in future budgets. 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 occurring in the FY 2010 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.

## BETTER LEVERAGING OF EXISTING RESOURCES

### *Transfer of Positions*

One of the main components of better leveraging our resources was to examine position functions to determine the highest and best use of that resource given existing and/or projected work demands. Positions were transferred to different departments to provide additional resources, thus increasing capacity, where needed. In several cases, positions were transferred to different funds to enhance our financial transparency.

POSITION	FROM	TO	EXPLANATION
Public Information Coordinator	Communications	City Manager	Reclassified to Community Relations Coordinator to establish relationships with HOA's & coordinate volunteers.
Juvenile Caseworker	Municipal Court- General Fund	Juvenile Diversion Fund	Enhanced Transparency – Funded by revenue with specific funding requirements.
Bailiffs	Municipal Court – General Fund	Court Security Fund	Enhanced Transparency – Funded by revenue with specific funding requirements.
Detention Officers	City Marshal	Police	This function was removed from the Police budget last year due to Budgeting for Outcomes. It has been returned to Police so the cost of warrant recovery in City Marshal's Office can more easily be tracked.
Administrative Assistant	Building Inspections	Environmental Services	Position is not warranted in Building Inspections due to sharp decline in building permits. Administrative support in Environmental Services will allow Code Enforcement to be more productive and increase the number of Tier 1 – 10 inspections.
Park Maintenance Superintendent	Parks Administration	Park Maintenance	The Superintendent position is a Park Maintenance function and should be accounted for in this budget.

<b>POSITION</b>	<b>FROM</b>	<b>TO</b>	<b>EXPLANATION</b>
Recreation Manager	Parks Administration	Recreation	The Recreation Manager position is a Recreation function and should be accounted for in this budget.
Athletic Coordinator	Split between Park Maintenance and Recreation	Recreation	The position is supervised by Recreation and will be carried in this budget.
Video Producer	Communication – General Fund	P.E.G. Fund	Enhanced Transparency – Funded by revenue with specific funding requirements.
Administrative Assistant	Public Works Administration	Fleet – General Fund; Water – Utility Fund	Position will provide administrative support to the Public Works building on Industrial Street.
Library Assistant	Library	Library	Full-time Library Assistant position was reclassified to 2 part-time Library Aides for greater flexibility with scheduling & better customer service.

### ***Outsourcing Opportunities***

When answering the question, “what is our core business,” there are several places in our organization where the private sector can provide services more efficiently and in some instances at a higher level of quality than we can. Outsourcing Building Inspection functions was previously discussed under the elimination of the Development Services department. Engineering represents another area of outsourcing that will include plan review and the management and oversight of the Capital Improvement Plan in Engineering. Council was briefed on this plan at the July 21<sup>st</sup> Council work session. In FY 2010, staff will continue to evaluate outsourcing opportunities in areas such as Fleet, Building Maintenance, and Information Technology.

## **IMPROVED EFFICIENCIES**

### ***Police***

Overtime has been reduced by \$135,688 to \$213,212 in FY 2010. Of this amount, \$100,856 represents reimbursable overtime from grants paid to the City. To provide improved transparency, a special Grants Fund has been established. This will allow all revenue and expenditures to be in one fund improving ease of review and accounting. The remaining \$34,832 will be reduced by more aggressive management of scheduling and training while on-duty and by using flex-time.

### ***City Marshal***

The Marshal’s office has done an excellent job improving the efficiency and effectiveness of their operations by utilizing existing capacity and taking advantage of technology. Several key changes and planned improvements are noted below:

- Utilization of volunteers and detention officers has increased the number of telephone calls to those persons with outstanding warrants. Changes to our internal procedures now allow call takers to take credit card payments while on the telephone rather than having to transfer the caller to someone else who may or may not be available.
- SRO Eric Mitchell created a system that visually shows outstanding warrants on Google maps, which vastly improves officer efficiency in warrant service efforts. These maps are available on computers to officers with access to the Internet, including patrol vehicles.
- Soon the Marshal's office will begin using SharePoint to create current paper forms electronically and create database of warrant activity sheets to more efficiently work warrants which will involve far fewer paper hardcopies. This information will be able to be shared among groups and generally reduce the paper trail system currently in use, which will increase efficiency.
- Soon Teleworks will be used by the Court to initiate phone calls to any warrant subjects remotely with a recorded message. The intent is to have the phone number or numbers called up to three times a day between the hours of 7:00 a.m. and 10:00 p.m. This technology is utilized by and been proven effective in improving collections by the third-party collection agency.
- In February 2010, the City of Rowlett is scheduled to join the Dallas County Scofflaw project. If a person has an outstanding warrant and it is listed on the Scofflaw database, he or she will not be allowed to register their vehicle or renew their driver's license until the warrant has been paid. Dallas County has seen a 20% reduction in their outstanding warrants between February and June.

## ***Fire***

Overtime has been reduced by \$100,014 to \$105,848 in FY 2010. Staff analyzed calls for service in FY 2008 and has adjusted the policy regard call-back overtime specifically for staffing of ambulances. In certain instances, an ambulance will be taken out of service rather than paying overtime to staff that particular piece of equipment. Each station has a paramedic engine that is staffed at all times. The paramedic engine can provide all services provided by an ambulance except the transport of a patient. If such service is required, an ambulance from another station can be dispatched while the patient is being stabilized. This better utilization of equipment and resources will improve efficiency without any anticipated degradation of service to the citizens of Rowlett.

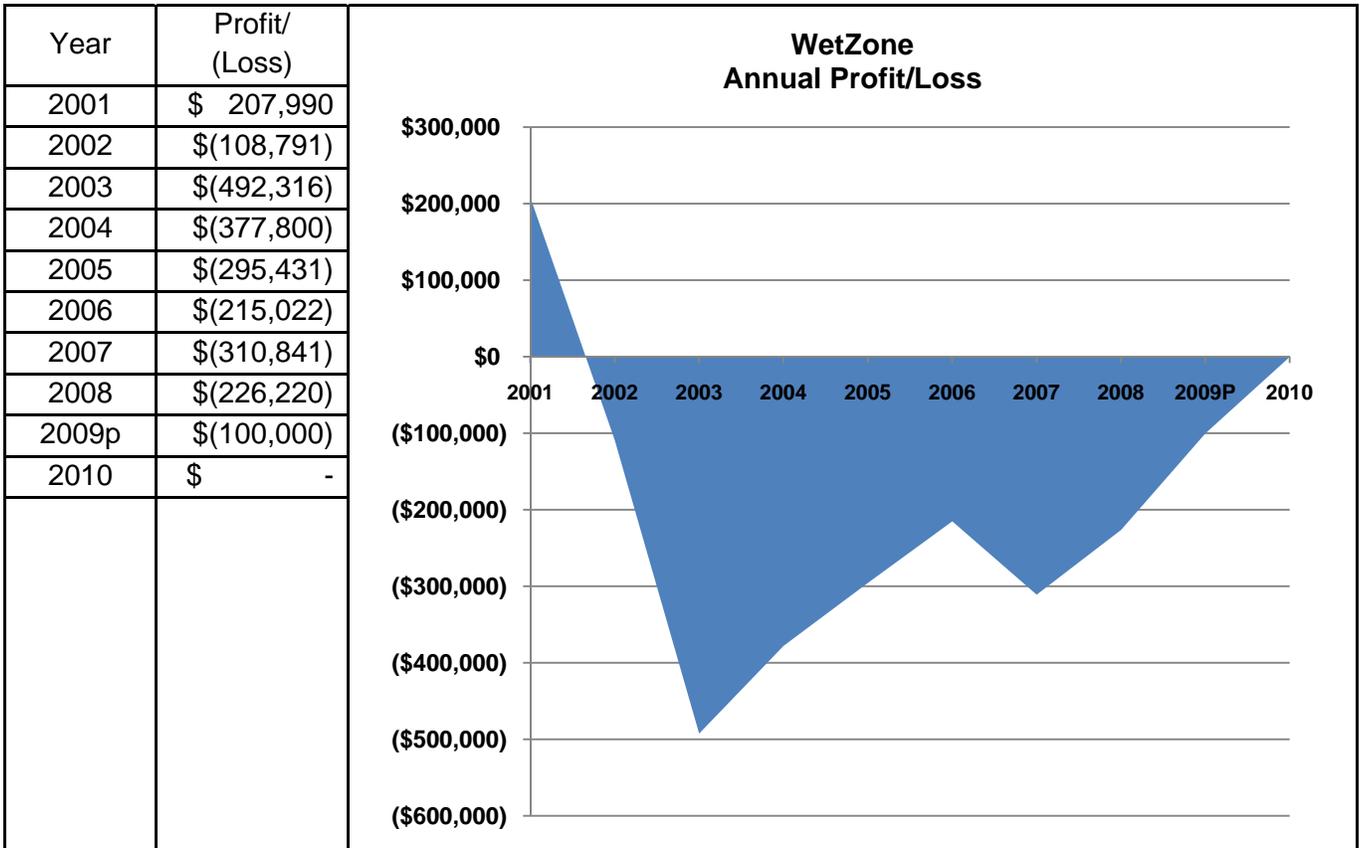
## **IMPROVED TECHNOLOGIES**

The FY 2010 budget includes funding of \$63,752 to cover the cost of outsourcing the payroll process to ADP. All payroll functions will be automated and eliminate the extremely manual system currently utilized by the City. Employees will have access to their payroll data electronically. Numerous reports will be available to our managers and supervisors that were previously unavailable given the amount of time required to produce the report. It will also add additional checks and balances to our payroll process.

# REDUCTION OF EXPENDITURES

## Wet Zone

Expenditures in this Department are budgeted to be \$725,370 in FY 2010, a reduction of \$125,158 when compared to \$850,528 in FY 2009. FY 2010 represents the 10<sup>th</sup> 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. In FY 2010, the Wet Zone is projected to breakeven due to the great work of Kyle Embry, Wet Zone Manager, and his staff. The chart below illustrates the history of subsidy that the General Fund has carried annually.



There are several notable changes to the operations of the Wet Zone in order for revenues to cover expenses. A summary is provided below.

- The Operations Manager position was eliminated in FY 2010 as a part of the reduction-in-force that occurred in July 2009. This position was one of two positions funded year round for a three month-a-year operation. Instead, a full time position will be funded only during the three months that the park is actually opened to provide supervisory support.
- Electricity has been reduced by \$20,064 due to the savings received from the five year power purchase agreement with C.A.P.P.
- Advertising has been reduced by \$25,000. Staff has focused its marketing efforts to publications that cater to a demographic audience with young children along with promoting the Wet Zone through the use of coupons in ValPak, etc. These marketing efforts seemed to work with great success in FY 2009.

- Information Technology, also shown in Purchase Services, has decreased by \$27,145.

In the FY 2010 workplan, additional work will be conducted on how to address the Wet Zone on a long-term basis. As noted above, the park will be ten years old in FY 2010 and will start having on-going maintenance issues that will have to be addressed. I am told that in order for the park to be successful and remain competitive, it must add a new attraction every 2 to 3 years, which would require a substantial investment. It seems unlikely that the City would make this type of investment given the Wet Zone's unlikely ability to cover the costs of this expenditure when compared to the list of other infrastructure needs that we are currently working to address in the community. Operational options that staff will be researching will include selling the Wet Zone; leasing/outsourcing the management of the Wet Zone; converting the Wet Zone to a community pool type resource; and closing the Wet Zone at the end of its useful life.

## **ADDITIONAL COST INCREASES**

While every effort was made to reduce costs to manage the decline in revenue for FY 2010, there are several items that are included for funding to ensure that we are able to deliver an appropriate level of services to our citizens. Outlined below is a summary of the additional cost increases.

To ensure an appropriate level of service to our customers at the Community Center, \$22,000 has been included to replace fitness equipment that is used daily by the patrons of the fitness center and requires regular replacement. In addition, carpet is scheduled to be replaced along the walking track in the amount of \$17,000.

Two part-time Building Maintenance Workers positions (equivalent of 1 full-time) were added to provide more custodial services to our public buildings. The Recreation Centre's hours of operation are Monday through Friday 6 a.m. to 9 p.m. and Saturday 8 a.m. to 6 p.m. One custodial position works from 3 a.m. to 11 a.m. Monday through Friday, which prevents a minimum level of care to be provided to this building given the number of operating hours. By having two part-time positions, staff can be scheduled at various times to better address weekend needs and hours when there is a higher traffic volume at the Centre.

Funds are budgeted in the amount of \$16,000 in Non-Departmental for a citizen survey. Staff has included an item in the FY 2010 workplan to research a more appropriate survey instrument to gauge citizen satisfaction than the current telephone survey. This funding will not be spent until a more appropriate instrument is determined.

The Rowlett Citizen Corp (RCC) has requested monetary support from the City since the economy has dramatically impacted the amount of revenue that they receive through donations. RCC provides countless hours of volunteer support to emergency services and special events, which is a tremendous benefit to the community. Therefore, \$5,000 is included in Non-Departmental to support the Rowlett Citizen Corp (RCC). Funding will be evaluated annually until donations are available again to support this worthy endeavor.

Funds in the amount of \$3,500 have been budgeted to support the creation and celebration of a Diversity Day in Rowlett. These funds will be expended in order to initiate an event that celebrates the cultural diversity of the citizens of Rowlett.

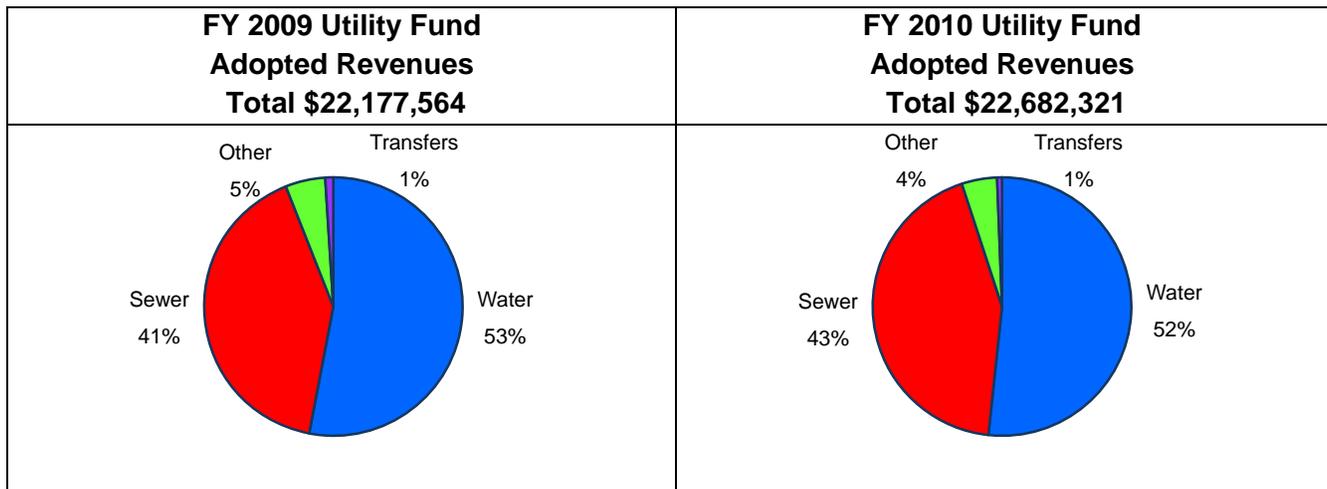
# ENTERPRISE FUNDS

## UTILITY FUND

### Revenues

Overall, revenues in the Utility Fund are budgeted at \$22,682,321 in FY 2010, when compared to \$22,177,564 in FY 2009. This is a projected increase of \$504,757 or 2.3% when compared to the adopted FY 2009 budget.

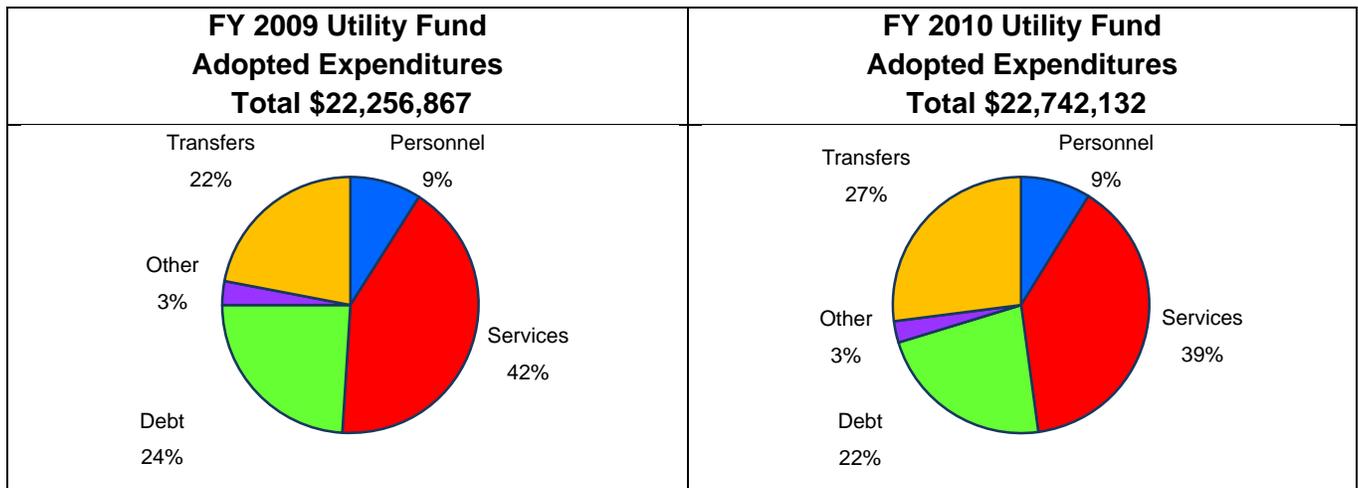
Water sales are projected to increase by approximately \$41,334 due to a combination of a projected decrease in water sales totaling \$317,093 net of a \$235,572 projected increase in water rates by North Texas Municipal Water District of 6.1%, from \$1.26 to \$1.35 per thousand gallons, and a recommended rate increase of \$123,755 based on a utility rate study. Sewer charges are projected to increase by \$594,177 primarily due to a \$271,886 increase in wastewater rates by the City of Garland of 2.8% from \$2.15 to \$2.21 per thousand gallons, and a recommended rate increase of \$205,531 based on a utility rate study. Water and Sewer Penalty is projected to increase from \$275,000 to \$400,435 due to an increase in fees approved, but not budgeted, in FY 2009. Water Meter & Tap Fees and Service Connect revenue are down a projected 28.0% collectively due to the drop in residential construction. Water and Sewer Impact Fees are also anticipated to decline 27.1% or \$55,997 due to the decline in building construction.



### Expenditures

The FY 2010 Utility Fund budget totals \$22,742,132, which represents an increase of \$485,265 or 2.2% from FY 2009 Adopted budget of \$22,256,867. The primary reason for the change is anticipated increases from North Texas Municipal Water District totaling \$273,026. While the direct purchase/contract costs for water are projected to increase, other costs have decreased such as scheduled debt service which declined by \$250,788 or 4.7% and electricity and other utilities which declined by \$255,075 or 37.4%. In addition, transfers out have increased \$1,325,474; however, \$558,706 of this amount represents the elimination of the Internal Service Funds and is now being reflected as a transfer out through the cost allocation plan. Another portion of the increase is a \$607,000 addition to the Cash CIP transfer. The remaining increase of \$159,768 in transfers out is due

to a \$34,429 increase to Economic Development Fund and an increase of \$125,339 in the formula based franchise and payment-in-lieu-of-taxes transfers to the General Fund.



## REFUSE FUND

### Revenues

Revenue in the Refuse Fund is budgeted to be \$4,469,456 in FY 2010, which is a decrease of \$89,600 or 2.0% compared to the adopted budget for FY 2009 of \$4,559,056. The single biggest reason for the decline is the elimination of the extra fuel subsidy given current and projected fuel prices which are passed on directly to the customer. If fuel prices increase above the level set at October 1, 2007, the City will be required to pay that difference to its service provider, IESI, and will amend the budget to pass that cost on to its customers.

### Expenditures

Expenditures in the Refuse Fund are projected to be \$4,636,869 in FY 2010, which is an increase of \$242,539 or 5.5% compared to the Adopted Budget for FY 2009 of \$4,394,330. The biggest change to expenditures in FY 2010 and FY 2011 is the transfer of \$350,000 to the Cash CIP to offset \$350,000 each year from the General Fund that will be transferred to the new Innovations Fund. The source of this transfer is due to a fund balance that is over and beyond the 5% level required by policy of approximately \$700,000. If this amount was taken into account, expenditures would actually reflect a decrease of \$107,461 or 2.4% due to the fuel subsidy described above.

## DRAINAGE FUND

### Revenues

Revenue in the Drainage Fund is budgeted to remain flat at \$1,309,939 in FY 2010, when compared to \$1,307,922 in FY 2009. The Drainage Fund revenue is based on a set fee of \$5.50 per month for residential customers and \$13.50 per for commercial customers based on the number of water meters. There is no anticipated growth in either segment; therefore the revenue is anticipated to remain flat.

## **Expenditures**

Expenditures in the Drainage Fund for FY 2010 are projected to be \$1,243,124, which is a decrease of \$90,023 or 6.8% compared to the Adopted budget for FY 2009 of \$1,333,147. There is a notable change in personnel in this fund. The project engineer position was eliminated from this budget. The management of the storm water program will be overseen by existing personnel in the Engineering Department. Any drainage special needs will be addressed on an as needed basis either with existing personnel or with assistance from outside consultants.

## **OTHER GOVERNMENTAL FUNDS**

### **IMPACT FEES FUND**

Revenue in this fund is budgeted to be \$91,747 in FY 2010, which is a 59.2% decrease when compared to \$225,000 in FY 2009. Fees are set by Council policy for impact fees and assessed with new construction. The steep decline in revenue in this fund reflects the sharp decline in the number of permits issued for new construction and in projected interest earnings. Expenditures are budgeted at \$591,747. The biggest change in the fund is the proposed policy to transfer \$500,000 each year over the next two fiscal years to the Cash CIP to offset \$500,000 each year from the General Fund that will be transferred to the new Innovations Fund. This transfer comes from a reserve level over and above that which is required by policy.

### **POLICE SEIZURE FUND**

Revenue in this fund is budgeted to be \$105,117 in FY 2010, which is a 250.4% increase when compared to \$30,000 in FY 2009. 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 FY 2009 for which the Police Department will be paid in FY 2010.

Expenditures in this fund are estimated to be \$250,000 in FY 2010. These expenditures have yet to be identified, but the department intends to utilize these funds to increase efficiencies by implementing technology/equipment recommendations from the Efficiency and Staffing Study, which is scheduled to be completed by the end of September. Funding will also be used 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 budgeted to be \$321,853 in FY 2010, when compared to \$252,996 in FY 2009, an increase of \$68,857. Economic Development is supported equally between the General and Utility Funds. The main reason for the increase is an intentional drawdown in FY 2009 of the fund balance in the Economic Development Fund exceeding the level required by policy.

Expenditures in this fund are budgeted to decrease \$37,210 in FY 2010 when compared to FY 2009. Staff is confident that a high quality standard will be maintained and accomplished through more targeted approach to resource allocation.

## **INNOVATIONS FUND**

The Innovations Fund is a new fund, which will have budgeted revenue of \$785,000 and is intended to be a temporary fund that will expire at the end of two years. It will include 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. The new fund will be funded over two years by transfers from the General Fund that will offset the General Fund's contributions through the use of fund balance from Impact Fees and Refuse Fund to the Cash CIP. The source of funds will be from undesignated reserves above and beyond the level required by City policy in both funds. A complete list of the one-time purchases is itemized in a separate section later in this document.

## **HOTEL/MOTEL FUND**

Revenue in the Hotel/Motel Fund is budgeted to remain flat at \$65,428, when compared to \$65,233 in FY 2009. Expenditures in this fund are budgeted to be \$170,113 in FY 2010, which will use existing fund balance in the amount of \$104,685. One-time expenditures in the amount of \$91,490 will be used for the renovation of the Coyle House.

The Downtown Events Series has been a tremendous success this year! The events series will continue in FY 2010. There is an additional \$11,041 included for funding that will include a tree lighting ceremony and lighting/decorations of City Hall to enhance our holiday activities/festivities along Main Street.

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

P.E.G. Fund is a newly created fund 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 FY 2010 is budgeted to be \$69,834. The Video Producer position is currently being paid by P.E.G. revenue and has been transferred to this fund to enhance financial transparency.

This fund includes a \$35,000 use of available fund balance to purchase much needed video editing equipment. Currently, staff spends 1 to 2 hours daily to program RTN 16. Preparing programs for viewing such as the City Council meetings and Rowlett on the Move is a very labor intensive process. This equipment will speed up these processes and provide additional capacity for this position to develop programming for viewing on both RTN 16 and video streaming on the website such as infomercials, additional talk shows on specific issues, and develop commercials for economic development uses.

## **GRANTS FUND**

Grants Fund is a newly created fund to account for revenue specifically associated with grants received by the City of Rowlett. In FY 2010, the City of Rowlett is expected to receive \$633,467, which includes funding from the American Recovery and Reinvestment Act in the amount of \$481,900 for the Energy Efficiency and Conservation Block Grant; \$33,676 for the Byrne Justice Assistance Grant; \$17,035 from Lone Star Libraries; \$76,266 in TxDOT Step Up Overtime; and \$24,590 from GISD for special events

overtime. Expenditures are anticipated to equal the amounts of the grants and are planned to be spent in their entirety in FY 2010.

## **CDBG FUND**

Revenue in this fund is budgeted to be \$217,245 in FY 2010, up from \$175,000 in FY 2009. The source of revenue is a formula calculation established by the United States Department of Housing and Urban Development, Community Development Block Grant program. The funding received by the City will go toward capital improvements in areas where this designated money can be spent.

## **TAX INCREMENT FINANCING (TIF) FUND**

Revenue is budgeted to be \$315,123 in FY 2010, which is relatively flat when compared to \$314,652 in FY 2009. The primary reason for the slight increase is that the taxable "increment" for the TIF zone actually increased by \$1,157,843 or 2.8%, from \$42,098,929 in FY 2009 to \$43,256,772 in FY 2010 even though other property values fell. This was due in part to removing properties acquired for right-of-way along the President George Bush Turnpike from the tax base, net of other increases in property value. The only cost in the fund is the transfer of \$315,123 to the Debt Service Fund to cover bonds sold in 2006 for the benefit of the TIF district.

## **JUVENILE DIVERSION FUND**

This is a newly created fund to specifically account 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 budgeted revenue for FY 2010 will be \$55,893, \$3,935 or 7.6% higher than the \$51,958 included in the adopted budget for FY 2009 in the General Fund. Expenditures are budgeted to be \$66,252 in FY 2010 to cover the personnel costs associated with the Juvenile Case Manager position.

## **COURT TECHNOLOGY FUND**

This is a newly created fund to specifically account 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 was originally included in the General Fund. The adopted revenue for FY 2010 will be \$47,738, \$5,744 or 10.7% lower than the \$53,482 included in the adopted budget for FY 2009 in the General Fund.

At this time, there is no identified use of this money. However, anticipate uses of this funding source in the future will include the purchase of electronic records management capabilities and Interactive Voice Recorder (IVR) technology, which is a smart telephone-tree type system that can answer questions and take payments over the telephone. Staff is currently researching these opportunities and will submit them for Council consideration in the future.

## **COURT SECURITY FUND**

This is a newly created fund to specifically account 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 was originally included in the General Fund. The budgeted revenue for FY 2010 will be \$36,534, \$3,347 or 8.4% lower than the \$39,881 included in the Adopted budget for FY 2009 in the General Fund.

Court security is currently provided by several bailiff positions. The funding for these positions has been transferred from the Municipal Court budget in the General Fund to this fund to improve our financial transparency. Funding for these positions is budgeted at \$16,203 in FY 2010.

## **TRAFFIC SAFETY FUND**

Revenue in this fund is generated from citations issued from red light cameras. Revenue is budgeted at \$416,058, which is a decrease of \$186,442 or 30.9% when compared to FY 2009. There are 4 locations in Rowlett where 7 cameras are currently located. Revenue in this fund was amended in FY 2009 to \$416,058 to more accurately reflect the revenue actually received.

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 \$361,158 representing a \$186,442 or 34.0% decrease when compared to FY 2009. 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 \$54,540 will be used for those purposes as allowed by law.

## **DEBT SERVICE FUND**

Revenues are budgeted at \$9,208,418 representing a decrease of \$466,168 or 4.8% compared to the FY 2009 Adopted budget of \$9,674,586. The most notable change is the reduction in property taxes needed to service the debt which is \$360,136 lower than the current fiscal year due to a scheduled reduction in debt service of \$387,763, net of other changes.

Over the next two years, scheduled annual debt service payments decline, and there are no scheduled bond sales to make up that difference, although the City is considering a bond issue to take before the voters sometime in the future. As a result, the bridge strategy recognizes that there is freed up capacity from these scheduled reductions that will benefit the General Fund. The plan establishes the fiscal year 2009 debt tax rate of \$0.252500 per \$100 of assessed value as the required level in the future at the time the City issues additional bonds.

The benefit to the General Fund in fiscal year 2010 is \$195,949. However, that amount reverts back to the Debt Service Fund in 2011. Staff is committed to protecting the debt capacity to ensure that funding for capital improvements is available in the future.

## GOLF FUND

Revenues are budgeted to remain flat at \$583,209 for FY 2010, when compared to \$579,954 for FY 2009. Expenditures in this fund include \$514,508, which pays debt service related to the Golf Course. This 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. Staff has negotiated a reduced audit fee with the City's audit firm because this audit can be conducted during the firm's off-season.

## ONE TIME EXPENDITURES LIST

As noted above, the General Fund saw a reduction in revenue in FY 2010 of \$1,653,698, which has created a cash flow question for a number of important operational programs and services. Because we recognize that the dip in the economy is temporary, we have built a bridge to maintain services until the General Fund can recover this reduction in revenue and sustain operational programs long-term. By utilizing one-time funds to make strategic one-time choices, we can continue to appropriately provide services. All funds used for one-time expenditures will be accounted for in the Innovations Fund, as previously noted.

<b>Use of One Time Funds:</b>	<b>FY 2010 Proposed</b>	<b>FY 2011 Planning</b>
<b>Additional Organizational Capacity:</b>		
Document Imaging	\$85,000	\$85,000
New Financial Software		350,000
Technological Innovations for Code, Fleet, Facilities, and other areas as identified	50,000	70,000
Park Storage Improvements and Solar Powered Trash Compactors	65,000	
Community Center Office Renovations	40,000	
<b>Community Beautification:</b>		
Median Extra Mowing	100,000	100,000
Landscaping at City Entrances	25,000	25,000
Downtown Fountain renovation	30,000	
<b>Building Maintenance:</b>		
Interior enhancements (paint, carpet, etc.)	100,000	
<b>Fleet/Equipment:</b>		
Police Vehicles (4 fully equipped)	120,000	120,000
New Computers	41,000	
<b>Long-Term Studies:</b>		
Planning Study(s)	200,000	100,000
<b>Community Assistance:</b>		
Local Rowlett Stimulus Plan	24,000	
<b>Total Funding in Innovations Fund</b>	<b>\$880,000</b>	<b>\$850,000</b>

## PLANNING FY 2011 BUDGET

This year, we implemented a two-year budget process. Given the challenges facing the organization this next year, staff focused the majority of its efforts on FY 2010, with minimal discussion on

departmental expenditures included in FY 2011. However, it provides a good snapshot of the challenges facing us next year. Many of the same assumptions used to project revenue in FY 2010 were used in FY 2011 and will be adjusted throughout FY 2010 as new information becomes available. As previously noted, staff will begin work on options to contain costs for TMRS and health insurance as a part of the FY 2010 workplan along with developing a long range funding strategy for OPEB.

## **CAPITAL IMPROVEMENTS PROGRAM**

The Five Year Capital Improvements Plan (CIP) for fiscal years ending 2010-2014 significantly different from prior years in that staff has developed a realistic five year model based upon staff capabilities and expected resources. In addition, and consistent with the Operating Budget, the Five Year Plan includes a bridge for FY 2010 – 2011, utilizing the availability of existing resources, that will hopefully provide an appropriate window of time for the economy to recover; housing values to stabilize; and for the completion and opening of the President George Bush Turnpike (PGBT) and DART Light Rail to occur, which will provide an opportunity for local economic stimulus by increasing Rowlett's commercial tax base.

The CIP will have a beginning balance of \$40.9 million as of October 1, 2009 from all sources. 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 \$19.2 million will be spent in FY 2010. The beginning balance as of October 1, 2010, is projected to be \$21.7 million. Therefore, it is not anticipated that the City will need additional resources for its Capital Improvements Plan until FY 2012. City Council reached a consensus to consider holding a bond election no earlier than November 2011. At that time, the PGBT and DART Light Rail will be completed, or close to completion, freeing up staff capacity that can be reallocated to City financed projects.

## **CHALLENGES**

As with the development of the FY 2010 budget, the CIP has several challenges that impacted how staff recommends allocating existing resources and when additional resources will be required. Those challenges include the economy, staff capacity, and the construction industry as a whole. Each challenge is discussed more in-depth below.

### ***Economy***

The single biggest challenge in designing the Five Year Capital Improvements Plan is the economy. On August 15, 2008, staff generated a one page information sheet entitled "Debt Facts and Projections for Bond Committees" that outlined the City's existing debt schedule and identified the amount of bonds the City could possibly issue in the future ***without increasing taxes or utility rates***. The amount of bonds that could be issued was greatly influenced by growth projections from Insight Research based on a 2007 report and did not include inflationary factors. The results indicated, from FY 2010-FY 2014 that the City could issue approximately \$25.2 million in governmental type bonds and \$20.5 million in utility revenue type bonds beginning as early as FY 2010.

However, soon after this information sheet was issued and the budget was adopted, the nation began reeling from a series of near catastrophic news that the nation's financial institutions were in significant economic distress based on years of mismanagement and over-valuation of sub-prime loans that

jeopardized the very fabric of our economy – credit. Once these institutions began failing, a series of vicious cycles began permeating through the nation’s economy that threatened other institutions and jobs that ultimately required the federal government to take historic action to shore up our financial institutions. How successful the federal government’s efforts were will someday be judged by historians; however, what is known now is that the recession that it precipitated has filtered through down to the states, counties and cities. The housing market has all but collapsed, bankruptcies and foreclosures have dramatically risen, and unemployment is now approaching 10%.

Given current bonding capacity based on existing property values, the first time that the City can sell bonds that will **NOT** result in a tax increase is 2012. The first time that the City can sell revenue bonds that will **NOT** result in a rate increase is 2013. A more in-depth discussion is included in the Tax and Rate Impacts section below. Given the current limitations of bonding capacity with no tax increase coupled with staff workload capacity, which is discussed in depth below, staff believes that the strategic time to consider a bond election will be in November 2011 for FY 2012.

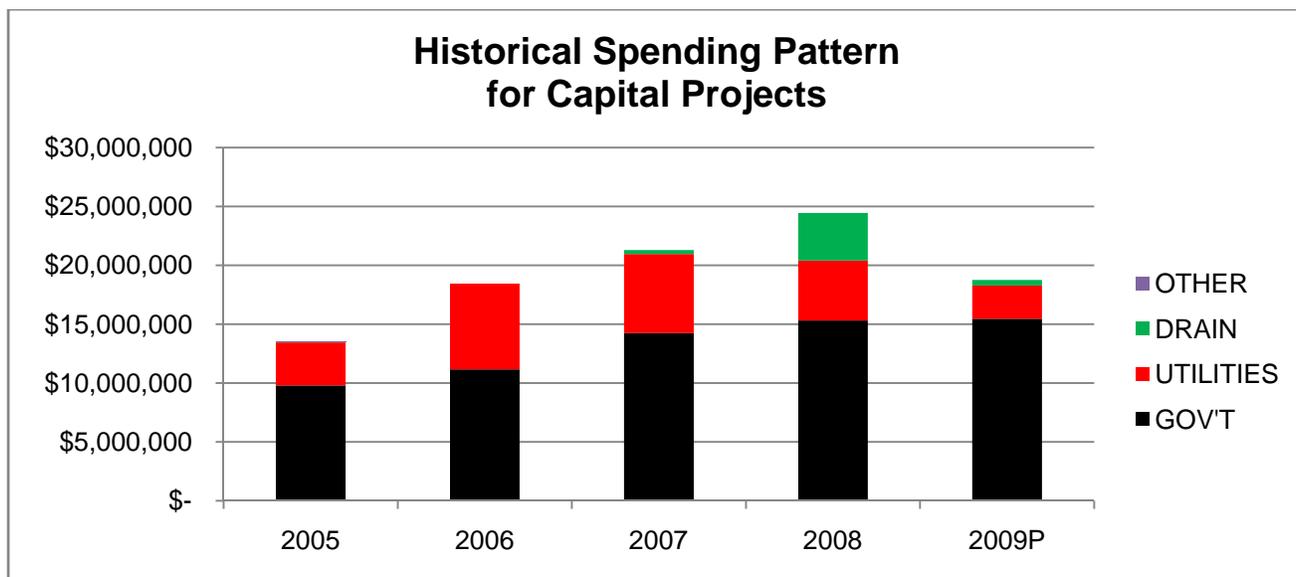
### ***Staff Workload Capacity***

When assessing the Engineering Division’s workload capacity, it is important to note the areas of responsibility for the implementation of the Capital Improvements Plan (CIP). Implementation includes management of the following:

1. Engineering design contracts;
2. Bidding process;
3. Rights of Way Acquisition;
4. Construction contract administration; and
5. Quality control through on-site inspection.

This spending plan has maximized the existing capacity of staff. It is important to note that in addition to the implementation of the City’s aggressive CIP plan, staff is actively involved in all five (5) sections of the PGBT construction and the DART Light Rail construction, which must be accounted for when considering excess capacity. This plan is intended to strike a balance between staff utilization and outsourcing to ensure the necessary resources are dedicated to deliver high quality projects on time and within budget.

This historical spending pattern for capital projects from FY 2005 – FY 2009 (projected) is listed below. Please note that the City also paid \$5.5 million to NTTA in FY 2007 which is not reflected since it did not require any staff capacity. Had this amount been included, FY 2007 would reflect a total of \$26.8 million.



### **Construction Industry**

The final challenge is changes occurring in the construction industry. It is true that since last fall, construction prices have decreased, creating significant savings in Rowlett. In some cases, those savings have allowed staff to reallocate dollars to other projects that were scheduled for later years. For example, two such projects that came in under budget are Kenwood Heights, Phases I & II, and Miller Road Reconstruction Phase I, totaling \$1.8 million that Council reallocated to the engineering and design work for the Merritt Road Widening Project at the July 7<sup>th</sup> Council meeting. However, there are four factors, driven by current economic conditions, which are worth mentioning given their potential impact to the construction industry as a whole and the cost of construction projects going forward.

First, the reduced cost of supplies used in construction prices can be attributed to the global decline in construction activities and the decline in the cost of petroleum. The typical supply versus demand model indicates that when there is a reduced demand in the market, there will be a reduction in the cost of the products. Once the demand returns for construction, the cost of supplies will increase. The same can be said for petroleum-based construction supplies. When the cost of petroleum increases, the cost of these petroleum-based construction products will increase as well. Once the economy begins to rebound, these natural swings in the market will occur.

Second, the liquidity crunch has all but halted the construction industry, creating excessive capacity in this industry. Contractors are willing to do the work at cost, eliminating the 15% - 20% profit margin, just to keep their crews busy. This impact can be felt in the unusually high number of bidders and the reduced final bid prices that we are seeing with most new projects as noted earlier.

Next, future inflation could negatively impact construction cost going forward. Depending upon how quickly the economy begins to recover from this extended recession, inflation could become an unintended consequence. Staff will continue to monitor the economy in anticipation of negative consequences that could impact the CIP over the next several years.

Finally, a large percentage of the economic stimulus money has yet to be distributed. Once construction actually begins, some of the existing capacity could be absorbed, returning construction costs to a more normal level.

Staff will continue to monitor all of these factors and assess their impact on the CIP going forward. We will continue to keep Council abreast of any anticipated changes during the quarterly CIP updates.

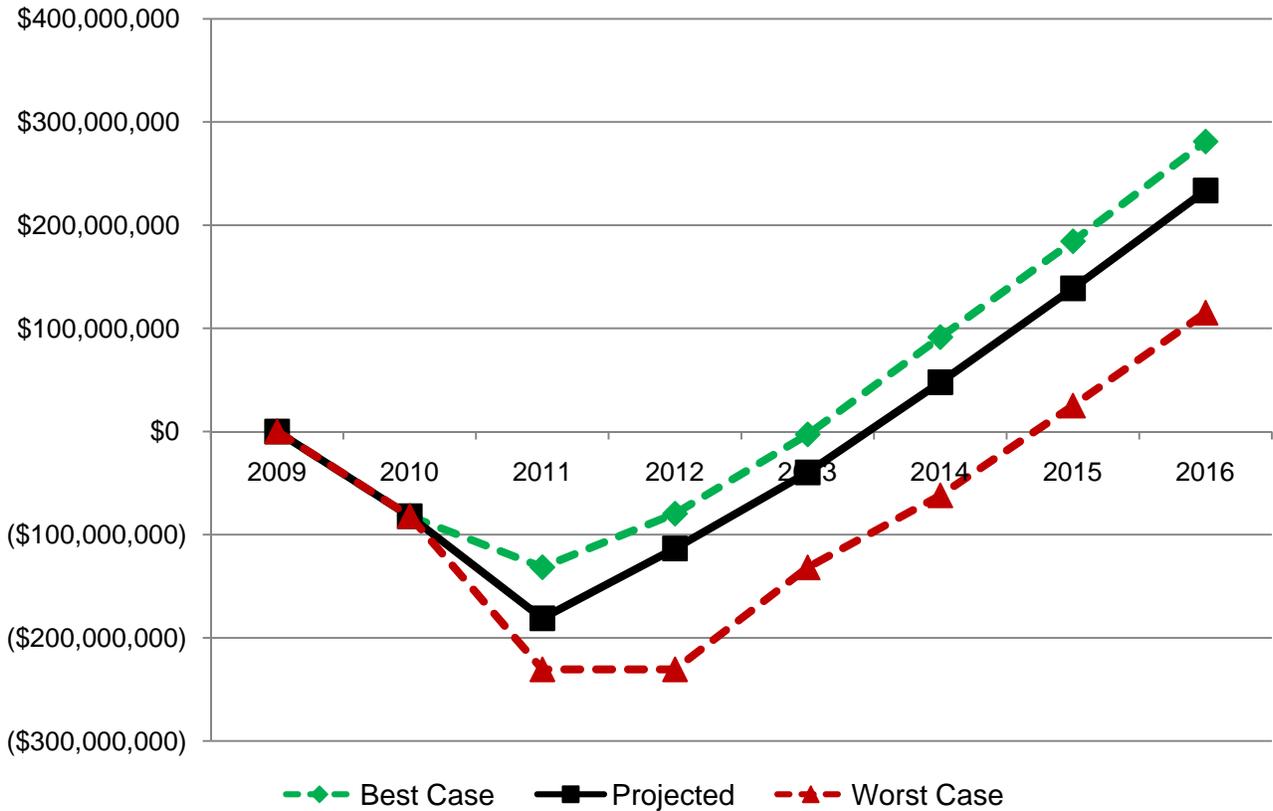
## TAX AND RATE IMPACTS

As indicated previously, the single biggest challenge to developing a fiscally responsible five year capital improvements plan is the economy. Rowlett has felt the economy’s impact most keenly in the reduction of property tax values that will be in effect for FY 2010 and the potential reduction in future years. While the decreasing scheduled debt service will help, the actual decrease in property tax values in FY 2010 and the projected decrease in FY 2011 provide significant stumbling blocks to issuing bonds at the levels of the past.

The table below reflects staff’s best estimates where and when taxable assessed values will bottom out and begin to increase again. In addition, staff has added best case and worst case scenarios to the thought process. All three scenarios assume that property values will fall again in FY 2011. The most significant difference with the worst case is that it assumes that FY 2012 will be flat before rising at a slower rate than the other two scenarios.

<b>Projected Cumulative Change in Taxable Assessed Values from 2009-2016</b>								
Category	In millions							
	2009	2010	2011	2012	2013	2014	2015	2016
Residential	2,761.8	2,679.7	2,597.6	2,638.6	2,679.7	2,729.5	2,782.2	2,837.9
Commercial	606.0	576.9	547.8	562.3	576.9	587.3	598.5	610.4
New growth (cumulative)	-	29.1	41.2	53.4	71.5	98.7	125.9	153.1
Gross Assessed Values	3,367.8	3,285.7	3,186.6	3,254.3	3,328.1	3,415.5	3,506.6	3,601.4
Cum \$ Chg	n/a	(\$82.1)	(\$181.2)	(\$113.5)	(\$39.7)	\$47.7	\$138.8	\$233.6
Cum % Chg	n/a	-2.4%	-5.4%	-3.4%	-1.2%	1.4%	4.1%	6.9%

### Projected Cumulative Change in Taxable Assessed Values from 2009-2016



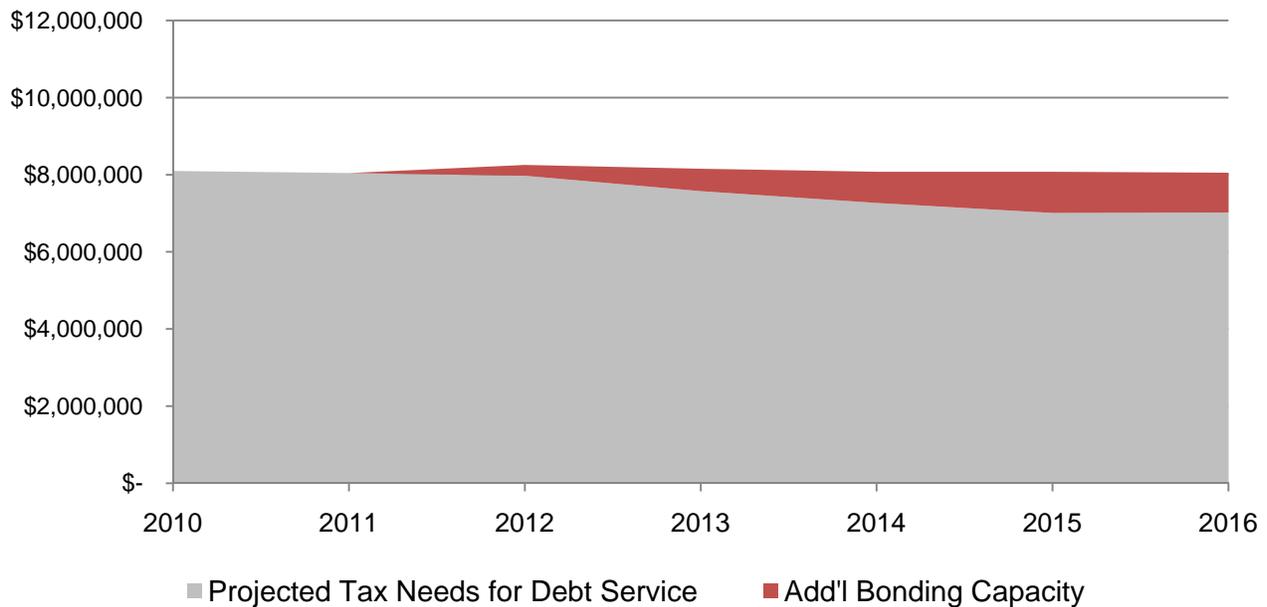
As indicated previously, the projected reduction in taxable assessed value will have a significant impact on the City's ability to issue bonds for future projects. Staff has calculated the potential for issuing bonds in the future without increasing the tax rate. The key element to this analysis is that in FY 2011 the debt service portion of the tax rate would be restored to the FY 2009 level of \$0.252500 per \$100 assessed value. At that rate, following the growth rate as indicated previously, the City would be able to issue approximately \$20.6 million in FY 2012-2014 with an additional \$25.8 million in FY 2015-2016.

**Projected Tax Needs for Debt Service and  
Additional Projected Bonding Capacity-Governmental Purposes**

Category	2009	2010	2011	5 Year CIP With No Rate Increase				
				2012	2013	2014	2015	2016
Debt Service-as scheduled*	\$8,460,666	\$8,055,602	\$8,043,655	\$7,972,414	\$7,573,312	\$7,266,991	\$7,007,837	\$7,021,536
Projected Revenue based on AV	\$8,460,666	\$8,055,602	\$8,043,655	\$8,256,013	\$8,439,746	\$8,658,154	\$8,885,675	\$9,122,615
Annual freed up bonding capacity	n/a	\$-	\$-	\$283,599	\$582,835	\$808,328	\$1,069,510	\$1,031,569
Bonds available to be sold (assumes 5%/20 yrs bonds)	n/a	\$-	\$-	\$3,485,000	\$7,160,000	\$9,930,000	\$13,140,000	\$12,675,000

\*Note: Annual amounts listed are based on the net amount needed from property taxes after all other sources are considered. Also, the annual debt service subject to change due to 1997 variable rate bonds which reset each August 15<sup>th</sup> and the regional firearms training facility which is based on number of sworn police officers on March 15<sup>th</sup> each year.

**Projected Tax Needs for Debt Service and  
Additional Projected Bonding Capacity**

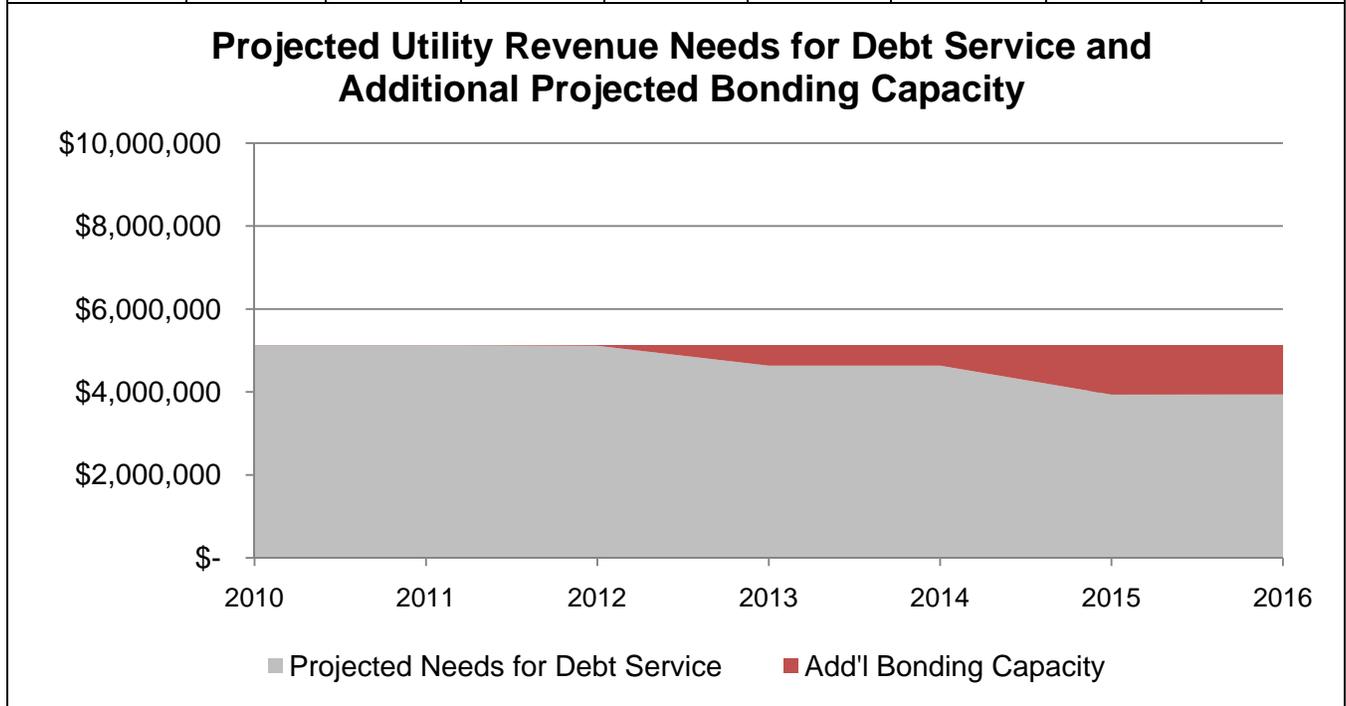


Note: The value of each cent on the tax rate for FY 2010 is \$328,571, down \$8,208 or 2.4% from FY 2009. This amount can afford to issue \$4,035,000 in 20 year tax-exempt bonds assuming a 5% interest rate.

Staff has also analyzed water and sewer revenue bonding capacity as well. While the “base” number of customers provide significant continuity and reduces the risk of wild economic swings, the “volume” of water sold is greatly dependent upon weather. As a result, staff has used a flat growth rate which does not take into account new customers. In reality, however, there will be some level of growth and that growth may accelerate to some extent after the NTTA and DART projects are completed. Based on that

analysis, staff has calculated that the City would be able to issue approximately \$6.4 million in FY 2012-2014 with an additional \$14.7 million in FY 2015-2016 without any utility rate increases.

Projected Utility Revenue Needs for Debt Service and Additional Projected Bonding Capacity-Utility Purposes								
Category	2009	2010	2011	5 Year CIP With No Rate Increase				
				2012	2013	2014	2015	2016
Debt Service-as scheduled*	\$5,137,278	\$5,133,848	\$5,131,546	\$5,117,984	\$4,638,748	\$4,638,563	\$3,940,275	\$3,944,150
Annual freed up bonding capacity	n/a	\$3,430	\$5,732	\$19,294	\$498,530	\$498,715	\$1,197,003	\$1,193,128
Bonds available to be sold (assumes 5%/20 yrs bonds)	n/a	\$-	\$-	\$235,000	\$5,885,000	\$240,000	\$14,465,000	\$195,000

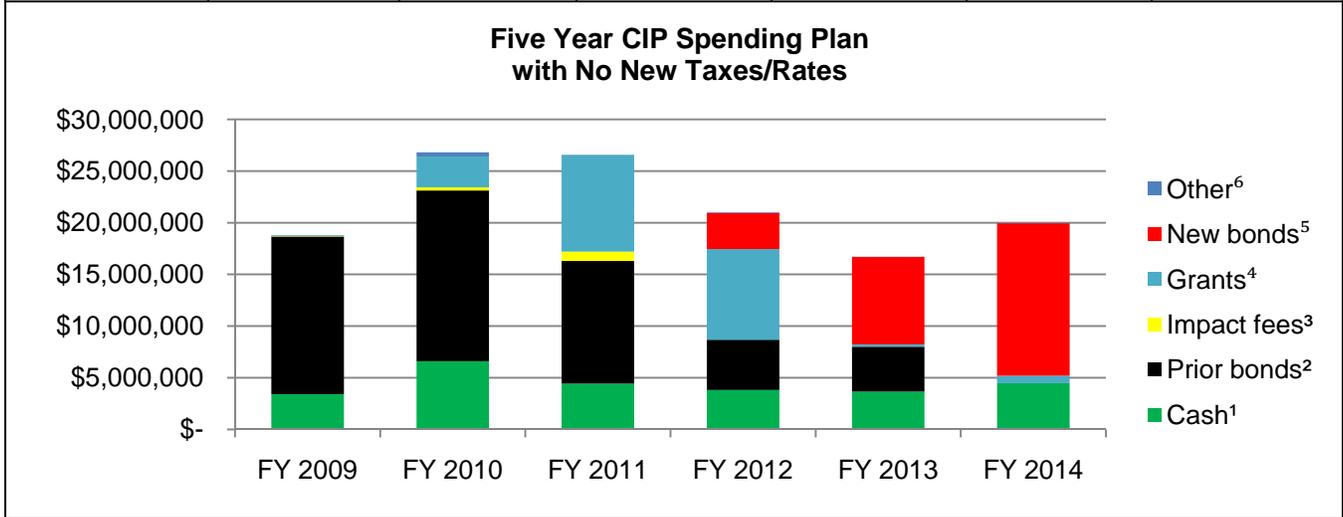


Note: the value of each dollar on the monthly utility bill for FY 2010 is \$230,399, flat from FY 2009. This amount can afford to issue \$2,830,000 in 20-year revenue bonds assuming a 5% interest rate.

## SUMMARY OF FIVE YEAR CAPITAL IMPROVEMENT PLAN

Based on the factors mentioned previously, the five-year plan 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; address the recommendations of the CIP Bond Committees; and are balanced against realistic revenue projections and staff capacity. The result of this work is that without increasing taxes or rates and considering all available funding sources, the City should be able to spend \$111.7 million over the next five years as shown in the chart below.

Five Year CIP – Funding Sources With No New Taxes/Rates						
Funding Sources	2010	2011	2012	2013	2014	Total
Cash	\$7,205,878	\$4,365,000	\$3,815,000	\$3,665,000	\$4,482,500	\$23,533,378
Prior bonds	16,589,489	11,860,822	4,861,928	4,346,768	-	37,659,007
Impact fees	297,244	905,000	-	-	-	1,202,244
Grants	2,972,000	9,350,440	8,783,560	217,000	717,000	22,040,000
New bonds-no new tax/rates	-	-	3,485,000	8,460,000	14,755,000	26,700,000
Other sources	411,163	25,000	75,900	34,700	35,000	581,763
Total	\$27,475,774	\$26,506,262	\$21,021,388	\$16,723,468	\$19,989,500	\$111,716,392



The Five Year CIP Spending Plan 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 and II;
- Includes many of the priorities established by the CIP Bond Committee;
- Increases the annual funding for Cash CIP to \$4.5 million per year;
- Completes the drawdown of the City's construction bonds issued in 2004-2006; and
- Includes the issuance of new bonds totaling \$25.7 million that is not anticipated to impact the tax rate or the utility rates beginning in 2012 for general obligation bonds and 2013 for revenue bonds.

Key issues are as follows:

- \$3.2 million is included from federal grant funds to construct Fire Station #2. If those funds are not awarded to the City for this purpose, then funds will have to be added to a future bond issue that will require a tax increase.
- \$91,490 is included from the Hotel/Motel Fund for the renovation, study and design of the Coyle House. Any additional funds for the renovation design of this facility are expected to be limited to grant funds or donations which are unknown at this time.

- The annual funding for Cash CIP presumes that the City will continue to fund \$1,450,000 a year for streets and alley improvements from the Utility and Drainage Funds at \$1,350,000 and \$100,000 respectively. While the economy necessitates this action given our bridge strategy, this practice will need to be reevaluated in the future.

## Cash CIP

The Cash CIP funding is \$3.8 million from all sources. In addition to this infusion of funding, there will be a fund balance carried forward from FY 2009 in the amount of \$3,442,906. With the use of some of the fund balance, \$123,000 will be allocated to fund the Falcon Drive P.I.D., which includes the City's 80% commitment of \$83,000 for screening wall replacement. Also included in this fund balance is \$1,602,230 carryover from FY 2009 for the Princeton Road Replacement that has been authorized by Council. It is planned that \$801,000 of the fund balance will be carried forward for funding of projects in FY 2011.

Recognizing the importance of our goal to "keep the good streets in good condition," outlined below is the five year street/alley maintenance plan that is consistent with our current commitment of approximately \$3.0 million annually.

### Five Year Street/Alley Maintenance Plan:

Description	2010	2011	2012	2013	2014
Concrete Pavement Repair	\$2,032,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000
Asphalt Rehab/Overlay	\$270,000	\$350,000	\$450,000	\$350,000	\$350,000
Alley Repair	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000
Foam Injection	\$200,000	\$150,000	\$150,000	\$150,000	\$150,000
Crack Seal	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Screen Wall Rehabilitation	\$225,000	\$0	\$50,000	\$50,000	\$50,000
<b>Total</b>	<b>\$3,627,000</b>	<b>\$2,900,000</b>	<b>\$3,050,000</b>	<b>\$2,950,000</b>	<b>\$2,950,000</b>

## NEED FOR COMPREHENSIVE STRATEGY

As noted in the beginning of this memorandum, the economy has negatively impacted both the growth projections of Insight Research and property valuations. These impacts are seen in the reduced amount of bonding capacity available to the City, even with a modest tax increase. Staff is projecting an additional reduction in property tax valuations in FY 2011 and a modest increase in FY 2012. The fact that additional resources will not be required until FY 2012 provides a window of opportunity for a comprehensive strategy to be developed by staff with policy input from Council for a bond election to fund a five-year CIP. This strategy will include revisiting projects put on-hold to ensure what is the highest and best use and their criticalness as we move closer to FY 2012.

A similar situation exists for the Utility Fund and its ability to issue revenue bonds. The Utility Fund will continue to see 10% rate increases annually to fund the cost of infrastructure improvements to provide system-wide capacity associated with the North Texas Municipal Water District. A comprehensive strategy needs to be developed for the Utility Fund to ensure that this system is maintained and the

aging infrastructure is replaced to protect the citizen's investment as well as deliver a critical service in a timely, reliable manner. These replacement costs will require additional revenue bonds which will also increase rates. A secondary piece of the rate structure will be impacted based on increased sewer charges by the City of Garland for their system-wide infrastructure improvements. The General Fund needs to begin to eliminate the Utility Fund's contribution to the Cash CIP for street and alley improvements over time. 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 increase its allocation before 2012. A policy will need to be established by Council that recognizes the delicate "balancing act" that will be required to maintain the City's system in an effort to be a good steward of this resource while passing along the costs of water and sewer that provides the capacity required for these critical services. This policy will set the funding parameters that will dictate how a five-year CIP is strategically established.

## CONCLUSION

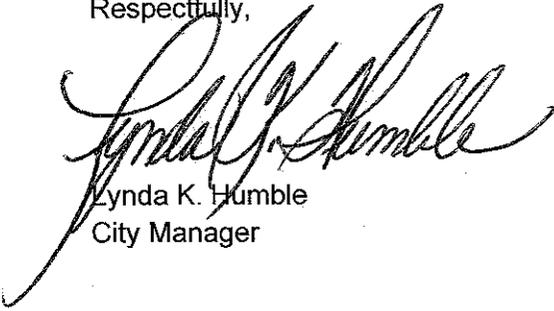
As noted at the beginning of this memorandum, the most important feature of this budget is the focus on "citizen-centered" government. It is extremely important that with shrinking resources we put the right resources to the right purpose at the right time. I believe that the Adopted FY 2010 budget delivers a quality customer-centered product while at the same time addresses, perhaps, the most significant economic challenge of our time. In addition to being "citizen-centered," it meets all of the Guiding Principles established by Council at the April Budget Summit. I have highlighted several of the principles below. (A complete list of the Guiding Principles is included in the attached budget document.)

- There will be no tax increase in FY 2009-2010.
- 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 FY 2010, 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.
- All surplus funds beyond the approved "cost of local government" will be reserved for emergency and/or approved capital improvement needs.
- 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 proud of the Executive Team and their staff who accepted my challenge to review our processes and find ways to better leverage existing resources and improve efficiencies. Job well done! A special thanks for the time and efforts of the CIP Bond Committees whose insights have been invaluable. I would also like to thank staff for their work with the CIP Bond Committees and the voluminous research that was necessary to get us to this point. I want to also extend special thanks to Brian Funderburk and Terri Doby. Brian has spent countless hours helping to

develop the strategic approach implemented in FY 2010. Both Brian and Terri spent an extraordinary amount of time working on this document to ensure it was both accurate and easy to read.

Respectfully,

A handwritten signature in black ink, appearing to read "Lynda K. Humble". The signature is fluid and cursive, with the first name "Lynda" being the most prominent.

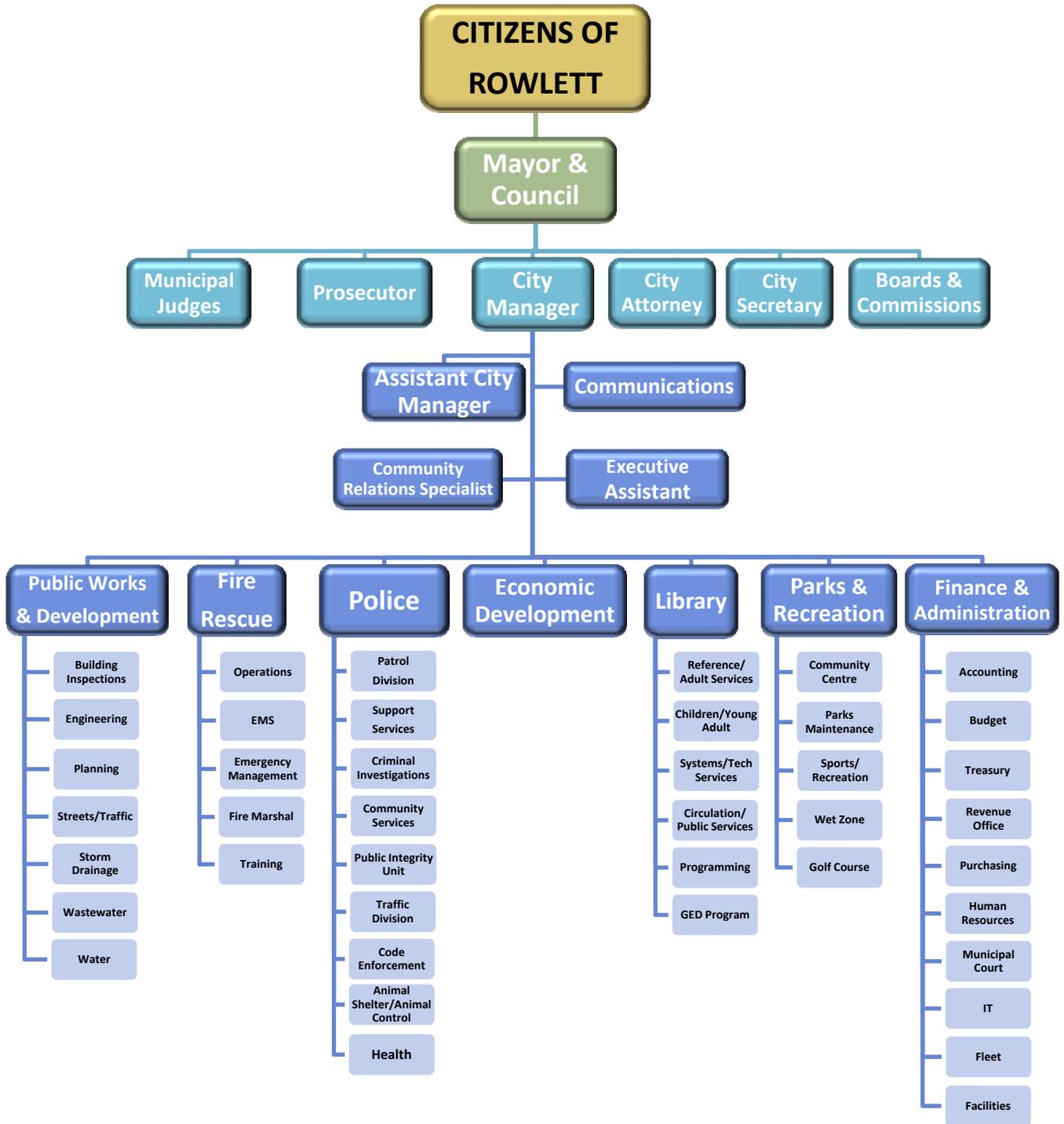
Lynda K. Humble  
City Manager

**CITY OF ROWLETT  
FY 2009-10  
CITY COUNCIL GUIDING PRINCIPLES**

- There will be no tax increase in fiscal year 2009-2010.
- Working fund balances and minimum fund balances, as directed by Council, will be met and maintained at all times.
- Utility (water and sewer) Rate increases, to City customers will be considered for fiscal year 2009-2010 based on rate study.
- Contract increases from the City's waste management contractor will be considered for passing on to City customers as a rate increase in fiscal year 2009-2010.
- Fees for services charged by the City to residents and non-residents for use of city facilities will be considered for an increase in fiscal year 2009-2010 based on cost of service.
- Managed Competition and/or outsourcing will be considered on a limited basis in fiscal year 2009-2010, as determined by the City Manager.
- Every department and every program in the City will be reviewed to determine whether re-organization or elimination is needed.
- User fees, including utility fees, will be dedicated to the purpose for which they are charged and not used to provide a subsidy of another program.
- 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.
- Major projects, whether capital or operating, will be undertaken only at a prudent pace where the highest level of oversight can be provided with current staff providing communications and coordination.
- New construction project contracts will contain incentives for performance, when appropriate and indicated by cost-benefit analysis. New City construction projects will be closely coordinated with other construction projects to minimize conflict with businesses and commuters in Rowlett.
- Consider capital investment in technology or equipment when productivity improvement can be documented as an outcome.
- Consider joint use of facilities with neighboring ISD's, cities, and counties for Arts venues, training, etc.
- Continue to seek grants opportunities for external funds. Continue to seek donor support for city programs.

**CITY OF ROWLETT  
FY 2009-10  
CITY COUNCIL GUIDING PRINCIPLES**

- Continue to seek volunteers.
- The use of city-owned assets, especially vehicles, by individual city employees will continue to be reviewed and minimized. The practice of using a city-owned vehicle to commute or to support off-duty activities will continue to be closely reviewed and reduced to a minimum required for direct service to the Rowlett Citizens.
- Updated benchmarks and monthly management reports will be established to monitor the budget and its effectiveness.
- A quarterly review of the effectiveness of the budget will be conducted with the Council Finance Committee for summary reporting to the Council as a whole.
- The Strategic Plan will be reviewed and modified where necessary to reflect the impact of the budget. The benchmarks and performance indicators associated with the goals and objectives of The Strategic Plan will be updated and published.
- All surplus funds beyond the approved "cost of local government" will be reserved for emergency and/or approved capital improvement needs.
- Approved, but unfunded, capital improvement projects that are partially designed will be reviewed and priority affirmed. Design of priority projects will be completed (within budget constraints) and maintained where contracting is delayed in anticipation of new funding.
- Perception by the Citizens of Rowlett is important. Every City employee will be centered on customer service at all times.



**CITY OF ROWLETT  
FY 2009-10  
BUDGET CALENDAR**

March 9-16	Budget meetings with CM and Departments
April 4-5	Council Retreat
April 8-9	Budget Kick-off & distribution of Budget Instruction Manuals
April 13-24	Budget Meetings with Employees
May 1	Proposals Due to Budget Office
May 4-8	Technical Review of Proposals
May 11-22	Budget Meetings with Budget Team and Departments
May 28	Preliminary Tax Roll (EVR) Due
May	Staff Retreat
June 15	Budget Meeting with Executive Team
July 13-17	Budget Meetings with Employees
July 25	Certified Tax Roll Due
July 31	Final Revenue Estimates
August 4	Proposed Budget submitted to City Council
August 10, 17, 24	City Council Work Session on Budget
August 18	1 <sup>st</sup> Public Hearing on Budget and Tax Rate
September 1	2 <sup>nd</sup> Public Hearing on Budget and Tax Rate
September 15	Regular City Council Meeting <ul style="list-style-type: none"><li>• Adopt Budget Ordinances</li><li>• Vote and adopt tax rate</li></ul>
October 1	Begin Fiscal Year

**CITY OF ROWLETT  
FY 2009 – 10  
GENERAL BUDGET PROCESS**

The City's fiscal year begins on October 1<sup>st</sup> and ends on September 30<sup>th</sup> 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 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 in early April 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 – 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 1<sup>st</sup>. By mid-November the completed Budget Document and Budget in Brief are distributed and made available to the public.

**CITY OF ROWLETT  
FY 2009 - 10  
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 Traffic Safety Fund, Impact Fees Fund, Police Seizure Fund, the Hotel/Motel Fund, Public Education and Government Fund, Grant 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 2009 - 10  
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.





**CITY OF ROWLETT  
FY 2009-10  
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	\$ 3,464,019	\$ 35,103	\$ 542,078	\$ 734,755	\$ 5,389,637	\$ 686,868	\$ 107,270	\$ 1,972,661	\$ 251,462	\$ 150,000
Current Revenues:										
Tax Revenues	21,779,365	-	8,097,728	-	-	-	-	-	-	-
Franchise Fees	2,738,254	-	-	-	-	-	-	-	-	-
Licenses and Permits	443,184	12,463	-	-	-	-	-	53,517	-	-
Charges for Service	2,761,212	-	-	-	22,370,115	4,457,962	1,307,762	-	-	-
Fines and Forfeitures	1,507,006	-	-	-	-	-	-	-	-	-
Other	524,416	5,920	43,029	-	172,809	11,494	2,177	38,230	105,117	-
<b>Total Current Revenues</b>	<b>29,753,437</b>	<b>18,383</b>	<b>8,140,757</b>	<b>-</b>	<b>22,542,924</b>	<b>4,469,456</b>	<b>1,309,939</b>	<b>91,747</b>	<b>105,117</b>	<b>-</b>
Other Sources:										
Transfers In	4,372,178	303,470	1,067,661	3,764,484	139,397	-	-	-	-	785,000
<b>Total Revenues &amp; Transfers In</b>	<b>34,125,615</b>	<b>321,853</b>	<b>9,208,418</b>	<b>3,764,484</b>	<b>22,682,321</b>	<b>4,469,456</b>	<b>1,309,939</b>	<b>91,747</b>	<b>105,117</b>	<b>785,000</b>
USES OF FUNDS:										
Current Expenditures:										
Personnel Costs	23,384,927	174,536	-	156,052	2,001,475	-	104,326	-	-	-
Supplies	1,740,353	3,950	-	-	310,565	-	15,670	-	250,000	-
Purchase Services	7,633,083	145,255	143,522	-	8,876,984	3,076,316	55,904	-	-	760,000
Capital Outlay	39,000	-	-	-	-	-	-	-	-	120,000
Capital Improvements	-	-	-	3,829,484	300,000	-	335,502	91,747	-	-
Debt Service	-	-	9,105,626	-	5,105,006	-	377,845	-	-	-
<b>Total Current Expenditures</b>	<b>32,797,363</b>	<b>323,741</b>	<b>9,249,148</b>	<b>3,985,536</b>	<b>16,594,030</b>	<b>3,076,316</b>	<b>889,247</b>	<b>91,747</b>	<b>250,000</b>	<b>880,000</b>
Other Uses:										
Transfers Out	1,040,027	-	-	-	6,148,102	1,560,553	353,877	500,000	-	-
<b>Total Expenditures &amp; Uses</b>	<b>33,837,390</b>	<b>323,741</b>	<b>9,249,148</b>	<b>3,985,536</b>	<b>22,742,132</b>	<b>4,636,869</b>	<b>1,243,124</b>	<b>591,747</b>	<b>250,000</b>	<b>880,000</b>
Ending Resources	\$ 3,752,244	\$ 33,215	\$ 501,348	\$ 513,703	\$ 5,329,826	\$ 519,455	\$ 174,085	\$ 1,472,661	\$ 106,579	\$ 55,000
% of Expenditures	11.4%	10.3%	5.4%	12.9%	32.1%	16.9%	19.6%	1605.1%	0.0%	0.0%

**CITY OF ROWLETT  
FY 2009-10  
COMBINED FUND SUMMARY**

Special Revenue Funds											Combined Total
Hotel/Motel Fund	PEG Fund	Grants Fund	CDBG Fund	TIF Fund	Juvenile Diversion Fund	Court Technology Fund	Court Security Fund	Traffic Safety Fund	Golf Course Fund		
\$ 104,685	\$ 57,547	\$ -	\$ -	\$ 874	\$ 81,111	\$ 203,649	\$ 79,050	\$ 55,451	\$ 333,632	\$ 14,249,852	
63,810	-	-	-	315,123	-	-	-	-	-	30,256,026	
-	69,834	-	-	-	-	-	-	-	-	2,808,088	
-	-	-	-	-	-	-	-	-	-	509,164	
-	-	608,877	-	-	-	-	-	-	-	31,505,928	
-	-	-	-	-	55,893	47,738	36,534	414,282	-	2,061,453	
1,618	-	24,590	217,245	-	-	-	-	1,776	583,209	1,731,630	
<b>65,428</b>	<b>69,834</b>	<b>633,467</b>	<b>217,245</b>	<b>315,123</b>	<b>55,893</b>	<b>47,738</b>	<b>36,534</b>	<b>416,058</b>	<b>583,209</b>	<b>68,872,289</b>	
-	-	-	-	-	-	-	-	-	-	10,432,190	
<b>65,428</b>	<b>69,834</b>	<b>633,467</b>	<b>217,245</b>	<b>315,123</b>	<b>55,893</b>	<b>47,738</b>	<b>36,534</b>	<b>416,058</b>	<b>583,209</b>	<b>79,304,479</b>	
12,673	63,657	100,856	-	-	64,882	-	16,203	54,540	-	26,134,127	
56,600	35,000	50,711	-	-	500	-	-	-	-	2,463,349	
100,840	-	481,900	22,000	-	870	-	-	361,158	10,000	21,667,832	
-	-	-	-	-	-	-	-	-	-	159,000	
-	-	-	195,245	-	-	-	-	-	-	4,751,978	
-	-	-	-	-	-	-	-	-	-	14,588,477	
<b>170,113</b>	<b>98,657</b>	<b>633,467</b>	<b>217,245</b>	<b>-</b>	<b>66,252</b>	<b>-</b>	<b>16,203</b>	<b>415,698</b>	<b>10,000</b>	<b>\$ 69,764,763</b>	
-	-	-	-	315,123	-	-	-	-	514,508	10,432,190	
<b>170,113</b>	<b>98,657</b>	<b>633,467</b>	<b>217,245</b>	<b>315,123</b>	<b>66,252</b>	<b>-</b>	<b>16,203</b>	<b>415,698</b>	<b>524,508</b>	<b>80,196,953</b>	
\$ -	\$ 28,724	\$ -	\$ -	\$ 874	\$ 70,752	\$ 251,387	\$ 99,381	\$ 55,811	\$ 392,333	\$ 13,357,378	
0.0%	29.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	13.4%	0.0%	19.1%	

**CITY OF ROWLETT  
FY 2010-11  
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	\$ 3,752,244	\$ 33,215	\$ 501,348	\$ 734,755	\$ 5,329,826	\$ 519,455	\$ 174,085	\$ 1,472,661	\$ 106,579	\$ 55,000
Current Revenues:										
Tax Revenues	21,094,181	-	8,043,655	-	-	-	-	-	-	-
Franchise Fees	2,797,728	-	-	-	-	-	-	-	-	-
Licenses and Permits	431,206	15,579	-	-	-	-	-	66,897	-	-
Charges for Service	2,779,034	-	-	-	23,114,507	4,527,017	1,278,152	-	-	-
Fines and Forfeitures	1,507,006	-	-	-	-	-	-	-	-	-
Other	543,956	7,400	53,786	-	172,809	13,934	2,721	47,788	106,396	-
<b>Total Current Revenues</b>	<b>29,153,111</b>	<b>22,979</b>	<b>8,097,441</b>	<b>-</b>	<b>23,287,316</b>	<b>4,540,951</b>	<b>1,280,873</b>	<b>114,685</b>	<b>106,396</b>	<b>-</b>
Other Sources:										
Transfers In	4,372,178	237,417	1,060,552	3,157,484	139,397	-	-	-	-	850,000
<b>Total Revenues &amp; Transfers In</b>	<b>33,525,289</b>	<b>260,396</b>	<b>9,157,993</b>	<b>3,157,484</b>	<b>23,426,713</b>	<b>4,540,951</b>	<b>1,280,873</b>	<b>114,685</b>	<b>106,396</b>	<b>850,000</b>
USES OF FUNDS:										
Current Expenditures:										
Personnel Costs	23,951,630	177,951	-	155,878	2,052,376	-	107,230	-	-	-
Supplies	1,747,107	3,950	-	-	309,460	-	15,670	-	250,000	-
Purchase Services	7,728,232	145,255	145,224	-	9,745,635	3,191,461	55,904	-	-	730,000
Capital Outlay	42,800	-	-	-	-	-	-	-	-	120,000
Capital Improvements	-	-	-	3,157,484	300,000	-	335,502	91,747	-	-
Debt Service	-	-	9,070,698	-	5,057,739	-	375,301	-	-	-
<b>Total Current Expenditures</b>	<b>33,469,769</b>	<b>327,156</b>	<b>9,215,922</b>	<b>3,313,362</b>	<b>17,465,210</b>	<b>3,191,461</b>	<b>889,607</b>	<b>91,747</b>	<b>250,000</b>	<b>850,000</b>
Other Uses:										
Transfers Out	1,073,403	-	-	-	5,506,673	1,562,472	353,877	500,000	-	-
<b>Total Expenditures &amp; Uses</b>	<b>34,543,172</b>	<b>327,156</b>	<b>9,215,922</b>	<b>3,313,362</b>	<b>22,971,883</b>	<b>4,753,933</b>	<b>1,243,484</b>	<b>591,747</b>	<b>250,000</b>	<b>850,000</b>
Ending Resources	\$ 2,734,361	\$ (33,545)	\$ 443,419	\$ 578,877	\$ 5,784,656	\$ 306,473	\$ 211,474	\$ 995,599	\$ (37,025)	\$ 55,000
% of Expenditures	8.2%	-10.3%	4.8%	17.5%	33.1%	9.6%	23.8%	1085.2%	0.0%	0.0%

**CITY OF ROWLETT  
FY 2010-11  
COMBINED FUND SUMMARY**

Special Revenue Funds										Combined Total
Hotel/Motel Fund	PEG Fund	Grants Fund	CDBG Fund	TIF Fund	Juvenile Diversion Fund	Court Technology Fund	Court Security Fund	Traffic Safety Fund	Golf Course Fund	
\$ -	\$ 28,724	\$ -	\$ -	\$ 874	\$ 70,752	\$ 251,387	\$ 99,381	\$ 55,811	\$ 392,333	\$ 13,578,430
63,810	-	-	-	315,123	-	-	-	-	-	29,516,769
-	69,834	-	-	-	-	-	-	-	-	2,867,562
-	-	-	-	-	-	-	-	-	-	513,682
-	-	17,035	-	-	-	-	-	-	-	31,715,745
-	-	-	-	-	55,893	47,738	36,534	414,282	-	2,061,453
1,618	-	24,590	217,245	-	-	-	-	2,220	592,239	1,786,702
<b>65,428</b>	<b>69,834</b>	<b>41,625</b>	<b>217,245</b>	<b>315,123</b>	<b>55,893</b>	<b>47,738</b>	<b>36,534</b>	<b>416,502</b>	<b>592,239</b>	<b>68,461,913</b>
-	-	-	-	-	-	-	-	-	-	9,817,028
<b>65,428</b>	<b>69,834</b>	<b>41,625</b>	<b>217,245</b>	<b>315,123</b>	<b>55,893</b>	<b>47,738</b>	<b>36,534</b>	<b>416,502</b>	<b>592,239</b>	<b>78,278,941</b>
12,673	65,194	24,590	-	-	66,427	-	16,203	54,540	-	26,684,692
56,600	15,000	17,035	-	-	500	-	-	-	-	2,415,322
9,350	-	-	22,000	-	870	-	-	361,158	-	22,135,089
-	-	-	-	-	-	-	-	-	-	162,800
-	-	-	195,245	-	-	-	-	-	-	4,079,978
-	-	-	-	-	-	-	-	-	-	14,503,738
<b>78,623</b>	<b>80,194</b>	<b>41,625</b>	<b>217,245</b>	<b>-</b>	<b>67,797</b>	<b>-</b>	<b>16,203</b>	<b>415,698</b>	<b>-</b>	<b>\$ 69,981,619</b>
-	-	-	-	315,123	-	-	-	-	505,480	9,817,028
<b>78,623</b>	<b>80,194</b>	<b>41,625</b>	<b>217,245</b>	<b>315,123</b>	<b>67,797</b>	<b>-</b>	<b>16,203</b>	<b>415,698</b>	<b>505,480</b>	<b>79,798,647</b>
\$ (13,195)	\$ 18,364	\$ -	\$ -	\$ 874	\$ 58,848	\$ 299,125	\$ 119,712	\$ 56,615	\$ 479,092	\$ 12,058,724
-16.8%	22.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	13.6%	0.0%	17.2%

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**FUND SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$2,749,367	\$3,259,898	\$3,259,898	\$3,154,966	\$3,464,019	\$3,752,244
Current Revenues:						
Tax Revenues	21,437,339	22,624,518	21,964,050	21,964,050	21,779,365	21,094,181
Franchise Fees	3,018,734	3,035,430	2,948,763	2,948,763	2,738,254	2,797,728
Licenses and Permits	551,851	601,359	413,485	413,485	443,184	431,206
Charges for Service	2,814,501	2,673,028	2,628,842	2,628,842	2,761,212	2,779,034
Fines and Forfeitures	1,547,412	1,873,263	1,579,005	1,579,005	1,507,006	1,507,006
Other	623,261	570,744	464,018	464,018	524,416	543,956
Transfers In	5,024,173	4,400,971	4,400,971	4,400,971	4,372,178	4,372,178
Total Current Revenues	<u>35,017,271</u>	<u>35,779,313</u>	<u>34,399,134</u>	<u>34,399,134</u>	<u>34,125,615</u>	<u>33,525,289</u>
Total Available Resources	<u>37,766,638</u>	<u>39,039,211</u>	<u>37,659,032</u>	<u>37,554,100</u>	<u>37,589,634</u>	<u>37,277,533</u>
Expenditures:						
Personnel Services	22,344,865	23,164,071	23,059,020	22,799,648	23,384,927	23,951,630
Supplies	1,577,550	1,642,817	1,498,510	1,498,510	1,740,353	1,747,107
Purchase Services	8,159,247	8,973,504	7,920,577	7,820,577	7,633,083	7,728,232
Capital Outlay	181,126	70,400	77,201	77,201	39,000	42,800
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	2,348,884	1,803,342	1,707,484	1,707,484	1,040,027	1,073,403
Total Expenditures	<u>34,611,672</u>	<u>35,654,134</u>	<u>34,262,792</u>	<u>33,903,420</u>	<u>33,837,390</u>	<u>34,543,172</u>
Ending Resources	<u>\$3,154,966</u>	<u>\$3,385,077</u>	<u>\$3,396,240</u>	<u>\$3,885,376</u>	<u>\$3,752,244</u>	<u>\$2,734,361</u>

**CITY OF ROWLETT  
FY 2009-10  
ECONOMIC DEVELOPMENT FUND**

**FUND SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 308,988	\$ 148,077	\$ 148,077	\$ 251,611	\$ 35,103	\$ 33,215
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	20,600	20,640	12,463	12,463	12,463	15,579
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	11,840	10,000	5,920	5,920	5,920	7,400
Transfers In	306,192	222,356	102,435	102,435	303,470	237,417
Total Current Revenues	<u>338,632</u>	<u>252,996</u>	<u>120,818</u>	<u>120,818</u>	<u>321,853</u>	<u>260,396</u>
Total Available Resources	<u>647,620</u>	<u>401,073</u>	<u>268,895</u>	<u>372,429</u>	<u>356,956</u>	<u>293,611</u>
Expenditures:						
Personnel Services	106,688	155,595	174,983	174,983	174,536	177,951
Supplies	17,978	7,000	4,318	4,318	3,950	3,950
Purchase Services	271,343	198,356	158,025	158,025	145,255	145,255
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>396,009</u>	<u>360,951</u>	<u>337,326</u>	<u>337,326</u>	<u>323,741</u>	<u>327,156</u>
Ending Resources	<u>\$ 251,611</u>	<u>\$ 40,122</u>	<u>\$ (68,431)</u>	<u>\$ 35,103</u>	<u>\$ 33,215</u>	<u>\$ (33,545)</u>

**CITY OF ROWLETT  
FY 2009-10  
DEBT SERVICE FUND**

**FUND SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 566,928	\$ 454,202	\$ 454,202	\$ 436,794	\$ 542,078	\$ 501,348
Current Revenues:						
Tax Revenues	9,332,207	8,457,864	8,460,666	8,460,666	8,097,728	8,043,655
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	86,059	90,000	43,029	43,029	43,029	53,786
Transfers In	1,029,229	1,126,722	1,075,489	1,075,489	1,067,661	1,060,552
Total Current Revenues	<u>10,447,495</u>	<u>9,674,586</u>	<u>9,579,184</u>	<u>9,579,184</u>	<u>9,208,418</u>	<u>9,157,993</u>
Total Available Resources	<u>11,014,423</u>	<u>10,128,788</u>	<u>10,033,386</u>	<u>10,015,978</u>	<u>9,750,496</u>	<u>9,659,341</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	256,229	156,366	156,366	112,441	143,522	145,224
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	10,321,400	9,493,389	9,397,986	9,361,459	9,105,626	9,070,698
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>10,577,629</u>	<u>9,649,755</u>	<u>9,554,352</u>	<u>9,473,900</u>	<u>9,249,148</u>	<u>9,215,922</u>
Ending Resources	<u>\$ 436,794</u>	<u>\$ 479,033</u>	<u>\$ 479,034</u>	<u>\$ 542,078</u>	<u>\$ 501,348</u>	<u>\$ 443,419</u>

**CITY OF ROWLETT  
FY 2009-10  
UTILITY FUND**

**FUND SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 5,889,109	\$ 3,970,960	\$ 3,970,960	\$ 5,431,445	\$ 5,389,637	\$ 5,329,826
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	19,754,519	21,734,167	21,628,756	21,628,756	22,370,115	23,114,507
Fines & Forfeitures	-	-	-	-	-	-
Other	221,205	304,000	110,602	110,602	172,809	172,809
Transfers In	164,176	139,397	139,397	139,397	139,397	139,397
Total Current Revenues	<u>20,139,900</u>	<u>22,177,564</u>	<u>21,878,755</u>	<u>21,878,755</u>	<u>22,682,321</u>	<u>23,426,713</u>
Total Available Resources	<u>26,029,009</u>	<u>26,148,524</u>	<u>25,849,715</u>	<u>27,310,200</u>	<u>28,071,958</u>	<u>28,756,539</u>
Expenditures:						
Personnel Services	1,711,310	1,934,928	1,865,856	1,865,856	2,001,475	2,052,376
Supplies	309,019	374,100	344,897	344,897	310,565	309,460
Purchase Services	7,820,488	9,469,417	9,255,451	9,255,451	8,876,984	9,745,635
Capital Outlay	96,229	-	-	-	-	-
Capital Improvements	-	300,000	300,000	300,000	300,000	300,000
Debt Service	5,698,470	5,355,794	5,355,794	5,355,794	5,105,006	5,057,739
Transfers Out	4,962,048	4,822,628	4,798,565	4,798,565	6,148,102	5,506,673
Total Expenditures	<u>20,597,564</u>	<u>22,256,867</u>	<u>21,920,563</u>	<u>21,920,563</u>	<u>22,742,132</u>	<u>22,971,883</u>
Ending Resources	<u>\$ 5,431,445</u>	<u>\$ 3,891,657</u>	<u>\$ 3,929,152</u>	<u>\$ 5,389,637</u>	<u>\$ 5,329,826</u>	<u>\$ 5,784,656</u>

**CITY OF ROWLETT  
FY 2009-10  
REFUSE FUND**

**FUND SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 628,778	\$ 628,778	\$ 628,778	\$ 532,381	\$ 686,868	\$ 519,455
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	4,244,748	4,537,556	4,443,069	4,443,069	4,457,962	4,527,017
Fines & Forfeitures	-	-	-	-	-	-
Other	21,255	21,500	11,494	11,494	11,494	13,934
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>4,266,003</u>	<u>4,559,056</u>	<u>4,454,563</u>	<u>4,454,563</u>	<u>4,469,456</u>	<u>4,540,951</u>
Total Available Resources	<u>4,894,781</u>	<u>5,187,834</u>	<u>5,083,341</u>	<u>4,986,944</u>	<u>5,156,324</u>	<u>5,060,406</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	3,000,352	3,179,591	3,086,635	3,086,635	3,076,316	3,191,461
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	242,216	242,216	240,918	240,918	238,030	239,949
Transfers Out	1,119,832	972,523	972,523	972,523	1,322,523	1,322,523
Total Expenditures	<u>4,362,400</u>	<u>4,394,330</u>	<u>4,300,076</u>	<u>4,300,076</u>	<u>4,636,869</u>	<u>4,753,933</u>
Ending Resources	<u>\$ 532,381</u>	<u>\$ 793,504</u>	<u>\$ 783,265</u>	<u>\$ 686,868</u>	<u>\$ 519,455</u>	<u>\$ 306,473</u>

**CITY OF ROWLETT  
FY 2009-10  
DRAINAGE FUND**

**FUND SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ (9,547)	\$ 102,032	\$ 102,032	\$ 108,274	\$ 107,270	\$ 174,085
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	951,715	1,300,922	1,278,151	1,278,151	1,307,762	1,278,152
Fines & Forfeitures	-	-	-	-	-	-
Other	4,353	7,000	2,177	2,177	2,177	2,721
Transfer In	-	-	-	-	-	-
Total Current Revenues	<u>956,068</u>	<u>1,307,922</u>	<u>1,280,328</u>	<u>1,280,328</u>	<u>1,309,939</u>	<u>1,280,873</u>
Total Available Resources	<u>946,521</u>	<u>1,409,954</u>	<u>1,382,360</u>	<u>1,388,602</u>	<u>1,417,209</u>	<u>1,454,958</u>
Expenditures:						
Personnel Services	92,379	189,006	138,753	138,753	104,326	107,230
Supplies	40,045	17,870	16,308	16,308	15,670	15,670
Purchase Services	124,006	89,117	89,117	89,117	55,904	55,904
Capital Outlay	-	-	-	-	-	-
Capital Improvements	113,124	335,502	335,502	335,502	335,502	335,502
Debt Service	213,557	379,937	379,937	379,937	377,845	375,301
Transfers Out	255,136	321,715	321,715	321,715	353,877	353,877
Total Expenditures	<u>838,247</u>	<u>1,333,147</u>	<u>1,281,332</u>	<u>1,281,332</u>	<u>1,243,124</u>	<u>1,243,484</u>
Ending Resources	<u>\$ 108,274</u>	<u>\$ 76,807</u>	<u>\$ 101,028</u>	<u>\$ 107,270</u>	<u>\$ 174,085</u>	<u>\$ 211,474</u>

**CITY OF ROWLETT  
FY 2009-10  
IMPACT FEES FUND**

**FUND SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 2,260,362	\$ 1,260,242	\$ 1,260,242	\$ 2,239,856	\$ 1,972,661	\$ 1,472,661
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	211,128	150,000	150,000	150,000	53,517	66,897
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	76,460	75,000	75,000	75,000	38,230	47,788
Transfer In	-	-	-	-	-	-
Total Current Revenues	<u>287,588</u>	<u>225,000</u>	<u>225,000</u>	<u>225,000</u>	<u>91,747</u>	<u>114,685</u>
Total Available Resources	<u>2,547,950</u>	<u>1,485,242</u>	<u>1,485,242</u>	<u>2,464,856</u>	<u>2,064,408</u>	<u>1,587,346</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	308,094	225,000	492,195	492,195	91,747	91,747
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	500,000	500,000
Total Expenditures	<u>308,094</u>	<u>225,000</u>	<u>492,195</u>	<u>492,195</u>	<u>591,747</u>	<u>591,747</u>
Ending Resources	<u>\$ 2,239,856</u>	<u>\$ 1,260,242</u>	<u>\$ 993,047</u>	<u>\$ 1,972,661</u>	<u>\$ 1,472,661</u>	<u>\$ 995,599</u>

**CITY OF ROWLETT  
FY 2009-10  
POLICE SEIZURE FUND**

**FUND SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 129,858	\$ 139,858	\$ 139,858	\$ 400,225	\$ 251,462	\$ 106,579
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	400,277	30,000	30,000	30,000	105,117	106,396
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>400,277</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>105,117</u>	<u>106,396</u>
Total Available Resources	<u>530,135</u>	<u>169,858</u>	<u>169,858</u>	<u>430,225</u>	<u>356,579</u>	<u>212,975</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	92,078	-	23,251	23,251	250,000	250,000
Purchase Services	23,890	-	3,250	-	-	-
Capital Outlay	13,942	-	155,512	155,512	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>129,910</u>	<u>-</u>	<u>182,013</u>	<u>178,763</u>	<u>250,000</u>	<u>250,000</u>
Ending Resources	<u>\$ 400,225</u>	<u>\$ 169,858</u>	<u>\$ (12,155)</u>	<u>\$ 251,462</u>	<u>\$ 106,579</u>	<u>\$ (37,025)</u>

**CITY OF ROWLETT  
FY 2009-10  
INNOVATIONS FUND**

**FUND SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 55,000
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	-	-	-	-	-	-
Transfers In	-	-	-	150,000	785,000	850,000
Total Current Revenues	-	-	-	150,000	785,000	850,000
Total Available Resources	-	-	-	150,000	935,000	905,000
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	760,000	730,000
Capital Outlay	-	-	-	-	120,000	120,000
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	-	-	-	-	880,000	850,000
Ending Resources	\$ -	\$ -	\$ -	\$ 150,000	\$ 55,000	\$ 55,000

**CITY OF ROWLETT  
FY 2009-10  
HOTEL MOTEL FUND**

**FUND SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 83,325	\$ 83,325	\$ 83,325	\$ 98,952	\$ 104,685	\$ -
Current Revenues:						
Tax Revenues	66,733	61,733	61,733	61,733	63,810	63,810
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	3,326	3,500	3,500	3,500	1,618	1,618
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>70,059</u>	<u>65,233</u>	<u>65,233</u>	<u>65,233</u>	<u>65,428</u>	<u>65,428</u>
Total Available Resources	<u>153,384</u>	<u>148,558</u>	<u>148,558</u>	<u>164,185</u>	<u>170,113</u>	<u>65,428</u>
Expenditures:						
Personnel Services	-	-	-	-	12,673	12,673
Supplies	-	-	-	-	56,600	56,600
Purchase Services	54,432	59,500	59,500	59,500	100,840	9,350
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>54,432</u>	<u>59,500</u>	<u>59,500</u>	<u>59,500</u>	<u>170,113</u>	<u>78,623</u>
Ending Resources	<u>\$ 98,952</u>	<u>\$ 89,058</u>	<u>\$ 89,058</u>	<u>\$ 104,685</u>	<u>\$ -</u>	<u>\$ (13,195)</u>

**CITY OF ROWLETT  
FY 2009-10  
PEG FUND**

**FUND SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ -	\$ -	\$ -	\$ -	\$ 57,547	\$ 28,724
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	69,834	69,834
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-
Total Current Revenues	-	-	-	-	69,834	69,834
Total Available Resources	-	-	-	-	127,381	98,558
Expenditures:						
Personnel Services	-	-	-	-	63,657	65,194
Supplies	-	-	-	-	35,000	15,000
Purchase Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	-	-	-	-	98,657	80,194
Ending Resources	\$ -	\$ -	\$ -	\$ -	\$ 28,724	\$ 18,364

**CITY OF ROWLETT  
FY 2009-10  
GRANTS FUND**

**FUND SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	608,877	17,035
Fines & Forfeitures	-	-	-	-	-	-
Other	-	-	-	-	24,590	24,590
Transfers In	-	-	-	-	-	-
Total Current Revenues	-	-	-	-	633,467	41,625
Total Available Resources	-	-	-	-	633,467	41,625
Expenditures:						
Personnel Services	-	-	-	-	100,856	24,590
Supplies	-	-	-	-	50,711	17,035
Purchase Services	-	-	-	-	481,900	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	-	-	-	-	633,467	41,625
Ending Resources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF ROWLETT  
FY 2009-10  
CDBG FUND**

**FUND SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 7,893	\$ -	\$ -	\$ 43,021	\$ -	\$ -
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	152,586	175,000	175,000	268,421	217,245	217,245
Transfer In	-	-	-	-	-	-
Total Current Revenues	<u>152,586</u>	<u>175,000</u>	<u>175,000</u>	<u>268,421</u>	<u>217,245</u>	<u>217,245</u>
Total Available Resources	<u>160,479</u>	<u>175,000</u>	<u>175,000</u>	<u>311,442</u>	<u>217,245</u>	<u>217,245</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	40,500	22,000	22,000	22,000	22,000	22,000
Capital Outlay	-	-	-	-	-	-
Capital Improvements	68,514	153,000	289,442	289,442	195,245	195,245
Transfers Out	8,444	-	-	-	-	-
Total Expenditures	<u>117,458</u>	<u>175,000</u>	<u>311,442</u>	<u>311,442</u>	<u>217,245</u>	<u>217,245</u>
Ending Resources	<u>\$ 43,021</u>	<u>\$ -</u>	<u>\$ (136,442)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF ROWLETT  
FY 2009-10  
TAX INCREMENT FINANCING FUND**

**FUND SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 4,377	\$ 9,810	\$ 9,810	\$ 774	\$ 874	\$ 874
Current Revenues:						
Tax Revenues	229,680	314,552	305,115	305,115	315,123	315,123
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	26	100	100	100	-	-
Transfer In	-	-	-	-	-	-
Total Current Revenues	<u>229,706</u>	<u>314,652</u>	<u>305,215</u>	<u>305,215</u>	<u>315,123</u>	<u>315,123</u>
Total Available Resources	<u>234,083</u>	<u>324,462</u>	<u>315,025</u>	<u>305,989</u>	<u>315,997</u>	<u>315,997</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	233,309	314,552	305,115	305,115	315,123	315,123
Total Expenditures	<u>233,309</u>	<u>314,552</u>	<u>305,115</u>	<u>305,115</u>	<u>315,123</u>	<u>315,123</u>
Ending Resources	<u>\$ 774</u>	<u>\$ 9,910</u>	<u>\$ 9,910</u>	<u>\$ 874</u>	<u>\$ 874</u>	<u>\$ 874</u>

**CITY OF ROWLETT  
FY 2009-10  
JUVENILE DIVERSION FUND**

**FUND SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ -	\$ -	\$ -	\$ -	\$ 81,111	\$ 70,752
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	55,893	55,893
Other	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-
Total Current Revenues	-	-	-	-	55,893	55,893
Total Available Resources	-	-	-	-	137,004	126,645
Expenditures:						
Personnel Services	-	-	-	-	64,882	66,427
Supplies	-	-	-	-	500	500
Purchase Services	-	-	-	-	870	870
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	-	-	-	-	66,252	67,797
Ending Resources	\$ -	\$ -	\$ -	\$ -	\$ 70,752	\$ 58,848

**CITY OF ROWLETT  
FY 2009-10  
COURT TECHNOLOGY FUND**

**FUND SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ -	\$ -	\$ -	\$ -	\$ 203,649	\$ 251,387
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	47,738	47,738
Other	-	-	-	-	-	-
Transfer In	-	-	-	-	-	-
Total Current Revenues	-	-	-	-	47,738	47,738
Total Available Resources	-	-	-	-	251,387	299,125
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-
Ending Resources	\$ -	\$ -	\$ -	\$ -	\$ 251,387	\$ 299,125

**CITY OF ROWLETT  
FY 2009-10  
COURT SECURITY FUND**

**FUND SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ -	\$ -	\$ -	\$ -	\$ 79,050	\$ 99,381
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	36,534	36,534
Other	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-
Total Current Revenues	-	-	-	-	36,534	36,534
Total Available Resources	-	-	-	-	115,584	135,915
Expenditures:						
Personnel Services	-	-	-	-	16,203	16,203
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	-	-	-	-	16,203	16,203
Ending Resources	\$ -	\$ -	\$ -	\$ -	\$ 99,381	\$ 119,712

**CITY OF ROWLETT  
FY 2009-10  
TRAFFIC SAFETY FUND**

**FUND SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 55,456	\$ 55,456	\$ 55,456	\$ 52,951	\$ 55,451	\$ 55,811
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	498,627	600,000	414,282	414,282	414,282	414,282
Other	3,553	2,500	1,776	1,776	1,776	2,220
Transfer In	-	-	-	-	-	-
Total Current Revenues	<u>502,180</u>	<u>602,500</u>	<u>416,058</u>	<u>416,058</u>	<u>416,058</u>	<u>416,502</u>
Total Available Resources	<u>557,636</u>	<u>657,956</u>	<u>471,514</u>	<u>469,009</u>	<u>471,509</u>	<u>472,313</u>
Expenditures:						
Personnel Services	99,743	52,400	52,400	52,400	54,540	54,540
Supplies	-	-	-	-	-	-
Purchase Services	404,942	547,600	361,158	361,158	361,158	361,158
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>504,685</u>	<u>600,000</u>	<u>413,558</u>	<u>413,558</u>	<u>415,698</u>	<u>415,698</u>
Ending Resources	<u>\$ 52,951</u>	<u>\$ 57,956</u>	<u>\$ 57,956</u>	<u>\$ 55,451</u>	<u>\$ 55,811</u>	<u>\$ 56,615</u>

**CITY OF ROWLETT  
FY 2009-10  
GOLF FUND**

**FUND SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 289,007	\$ 457	\$ 457	\$ 289,125	\$ 333,632	\$ 392,333
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	553,822	579,954	573,963	573,963	583,209	592,239
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>553,822</u>	<u>579,954</u>	<u>573,963</u>	<u>573,963</u>	<u>583,209</u>	<u>592,239</u>
Total Available Resources	<u>842,829</u>	<u>580,411</u>	<u>574,420</u>	<u>863,088</u>	<u>916,841</u>	<u>984,572</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	10,000	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	553,704	569,954	529,456	529,456	514,508	505,480
Total Expenditures	<u>553,704</u>	<u>569,954</u>	<u>529,456</u>	<u>529,456</u>	<u>524,508</u>	<u>505,480</u>
Ending Resources	<u>\$ 289,125</u>	<u>\$ 10,457</u>	<u>\$ 44,964</u>	<u>\$ 333,632</u>	<u>\$ 392,333</u>	<u>\$ 479,092</u>

**CITY OF ROWLETT  
FY 2009-10  
FLEET SERVICES FUND**

**FUND SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 373,141	\$ 358,432	\$ 358,432	\$ 296,187	\$ -	\$ -
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	979,076	1,127,734	1,126,070	1,126,070	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>979,076</u>	<u>1,127,734</u>	<u>1,126,070</u>	<u>1,126,070</u>	-	-
Total Available Resources	<u>1,352,217</u>	<u>1,486,166</u>	<u>1,484,502</u>	<u>1,422,257</u>	-	-
Expenditures:						
Personnel Services	175,704	164,206	162,900	162,900	-	-
Supplies	267,249	260,240	259,767	259,767	-	-
Purchase Services	525,482	644,504	636,511	561,511	-	-
Capital Outlay	87,595	286,925	229,643	229,643	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	75,000	-	-
Total Expenditures	<u>1,056,030</u>	<u>1,355,875</u>	<u>1,288,821</u>	<u>1,288,821</u>	-	-
Ending Resources	<u>\$ 296,187</u>	<u>\$ 130,291</u>	<u>\$ 195,681</u>	<u>\$ 133,436</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF ROWLETT  
FY 2009-10  
INFORMATION TECHNOLOGY**

**FUND SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 113,964	\$ 150,767	\$ 150,767	\$ 143,120	\$ -	\$ -
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	1,097,790	1,297,387	1,233,834	1,233,834	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	4,366	1,500	2,183	2,183	-	-
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>1,102,156</u>	<u>1,298,887</u>	<u>1,236,017</u>	<u>1,236,017</u>	-	-
Total Available Resources	<u>1,216,120</u>	<u>1,449,654</u>	<u>1,386,784</u>	<u>1,379,137</u>	-	-
Expenditures:						
Personnel Services	299,250	390,844	381,952	381,952	-	-
Supplies	61,556	45,255	43,126	43,126	-	-
Purchase Services	712,194	880,232	852,799	777,799	-	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	75,000	-	-
Total Expenditures	<u>1,073,000</u>	<u>1,316,331</u>	<u>1,277,877</u>	<u>1,277,877</u>	-	-
Ending Resources	<u>\$ 143,120</u>	<u>\$ 133,323</u>	<u>\$ 108,907</u>	<u>\$ 101,260</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF ROWLETT  
FY 2009-10  
PERSONNEL SUMMARY**

Position	FY 2007-08 Actual	FY 2008-09		FY 2009-10 Adopted	Change
		Original Budget	Estimate		
<b><u>GENERAL FUND</u></b>					
<b><u>City Council</u></b>					
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>
<b><u>City Manager</u></b>					
City Manager	1.00	1.00	1.00	1.00	-
Deputy City Manager	1.00	-	-	-	-
Assistant City Manager	-	1.00	1.00	1.00	-
Management Intern	-	1.00	-	-	(1.00)
Assistant to City Manager	1.00	-	-	-	-
Community Relations Coordinator	-	-	-	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	-
	<u>4.00</u>	<u>4.00</u>	<u>3.00</u>	<u>4.00</u>	<u>-</u>
<b><u>City Secretary</u></b>					
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>3.00</u>	<u>-</u>
<b><u>Finance Administration</u></b>					
Director	1.00	1.00	1.00	1.00	-
Assistant Director	1.00	1.00	1.00	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>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>-</u>
<b><u>Accounting</u></b>					
Accounting Manager	1.00	1.00	1.00	1.00	-
Senior Accountant	1.00	1.00	1.00	1.00	-
Accountant II	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>6.00</u>	<u>6.00</u>	<u>5.00</u>	<u>5.00</u>	<u>(1.00)</u>

**CITY OF ROWLETT  
FY 2009-10  
PERSONNEL SUMMARY**

Position	FY 2007-08 Actual	FY 2008-09		FY 2009-10 Adopted	Change
		Original Budget	Estimate		
<b><u>Municipal Court</u></b>					
Administrator	1.00	1.00	1.00	1.00	-
Juvenile Caseworker	1.00	1.00	1.00	-	(1.00)
Chief Clerk	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	-
Bailiffs	0.50	0.50	0.50	-	(0.50)
	<u>8.50</u>	<u>8.50</u>	<u>7.50</u>	<u>6.00</u>	<u>(2.50)</u>
<b><u>Purchasing</u></b>					
Purchasing Agent	1.00	1.00	1.00	1.00	-
Purchasing Buyer	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	0.50	-	-	(0.50)
	<u>3.00</u>	<u>2.50</u>	<u>2.00</u>	<u>2.00</u>	<u>(0.50)</u>
<b><u>Information Technology</u></b>					
IT Manager	-	-	-	1.00	1.00
Systems Administrator	-	-	-	2.00	2.00
IT Support Technician	-	-	-	-	-
Desk Top Support	-	-	-	1.00	1.00
HelpDesk Support Tech	-	-	-	1.00	1.00
Network Administrator	-	-	-	-	-
Administrative Assistant	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>5.00</u>	<u>5.00</u>
<b><u>Police</u></b>					
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	48.00	48.00	48.00	-
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
Crossing Guards	3.00	3.00	3.00	3.00	-
	<u>113.00</u>	<u>105.00</u>	<u>105.00</u>	<u>113.00</u>	<u>8.00</u>

**CITY OF ROWLETT  
FY 2009-10  
PERSONNEL SUMMARY**

Position	FY 2007-08 Actual	FY 2008-09		FY 2009-10 Adopted	Change
		Original Budget	Estimate		
<b><u>City Marshal</u></b>					
Marshal	1.00	1.00	1.00	1.00	-
Employee Pool	-	1.00	1.00	0.50	(0.50)
Detention Officer	-	8.00	8.00	-	(8.00)
	<u>1.00</u>	<u>10.00</u>	<u>10.00</u>	<u>1.50</u>	<u>(8.50)</u>
<b><u>Fire Rescue</u></b>					
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	-
Emergency Management Coord.	1.00	-	-	-	-
Fire Marshal	1.00	1.00	1.00	1.00	-
Deputy Fire Marshal	1.00	1.00	1.00	1.00	-
	<u>77.00</u>	<u>76.00</u>	<u>76.00</u>	<u>76.00</u>	<u>-</u>
<b><u>Animal Services</u></b>					
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	2.00	-
	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>-</u>
<b><u>Building Inspections</u></b>					
Chief Building Official	1.00	1.00	1.00	-	(1.00)
Senior Building Inspector	1.00	1.00	1.00	1.00	-
Building Inspector II	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	-	(1.00)
	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>2.00</u>	<u>(2.00)</u>
<b><u>Environmental Services</u></b>					
Environmental Service Manager	1.00	1.00	1.00	1.00	-
Code Enforcement Officer	4.00	4.00	4.00	4.00	-
Administrative Assistant	0.50	0.50	0.50	1.00	0.50
	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>	<u>6.00</u>	<u>0.50</u>
<b><u>Parks Administration</u></b>					
Director	1.00	1.00	1.00	1.00	-
Parks Maintenance Manager	1.00	1.00	1.00	-	(1.00)
Recreation Manager	1.00	1.00	1.00	-	(1.00)
Administrative Assistant	1.00	1.00	1.00	1.00	-
	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>2.00</u>	<u>(2.00)</u>

**CITY OF ROWLETT  
FY 2009-10  
PERSONNEL SUMMARY**

Position	FY 2007-08 Actual	FY 2008-09		FY 2009-10 Adopted	Change
		Original Budget	Estimate		
<b><u>Parks Maintenance</u></b>					
Parks Maintenance Manager	-	-	-	1.00	1.00
Foreman	1.00	1.00	1.00	1.00	-
Maintenance Specialist	7.00	7.00	6.00	6.00	(1.00)
Crew Leader	3.00	3.00	3.00	3.00	-
Athletic Coordinator	-	0.50	0.50	-	(0.50)
Parks Mechanic	1.00	1.00	1.00	1.00	-
	12.00	12.50	11.50	12.00	(0.50)
<b><u>Recreation</u></b>					
Recreation Manager	-	-	-	1.00	1.00
Asst. Recreation Division Manager	1.00	1.00	1.00	1.00	-
Athletic Coordinator	1.00	0.50	0.50	1.00	0.50
Community Centre Supervisor	1.00	1.00	1.00	1.00	-
Recreation Programmer	1.00	1.00	1.00	1.00	-
Front Desk Attendant	2.00	2.00	2.00	2.00	-
Recreation Aide	3.00	2.00	2.00	2.00	-
Employee Pool	-	2.00	2.00	2.00	-
	9.00	9.50	9.50	11.00	1.50
<b><u>Wet Zone</u></b>					
Wet Zone Supervisor	1.00	1.00	1.00	1.00	-
Operations Manager	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	-
	22.00	22.00	22.00	21.00	(1.00)
<b><u>Library</u></b>					
Director	-	-	1.00	1.00	1.00
Library Manager	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	6.50	6.50	5.50	5.50	(1.00)
Library Aide	-	-	1.00	1.00	1.00
Library Pool	1.50	2.00	2.50	3.00	1.00
	15.50	16.00	16.50	17.00	1.00
<b><u>Communications</u></b>					
Public Engagement Manager	1.00	1.00	1.00	1.00	-
Communications Officer	1.00	-	-	-	-
Video Producer	1.00	1.00	1.00	-	(1.00)
Public Information Coordinator	1.00	1.00	1.00	-	(1.00)
	4.00	3.00	3.00	1.00	(2.00)

**CITY OF ROWLETT  
FY 2009-10  
PERSONNEL SUMMARY**

Position	FY 2007-08 Actual	FY 2008-09		FY 2009-10 Adopted	Change
		Original Budget	Estimate		
<b><u>Call Center</u></b>					
Action Center Supervisor	-	1.00	1.00	1.00	-
Customer Service Representative	2.00	1.00	1.00	1.00	-
	2.00	2.00	2.00	2.00	-
<b><u>Building and Grounds</u></b>					
Custodian	5.00	5.00	5.00	6.00	1.00
Building Maintenance Worker	1.00	1.00	1.00	1.00	-
	6.00	6.00	6.00	7.00	1.00
<b><u>Streets</u></b>					
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	9.00	9.00	6.00	6.00	(3.00)
	17.00	17.00	14.00	14.00	(3.00)
<b><u>Fleet Services</u></b>					
Head Mechanic	-	-	-	1.00	1.00
Mechanic	-	-	-	1.00	1.00
Fleet Technician	-	-	-	1.00	1.00
Administrative Assistant	-	-	-	0.50	0.50
	-	-	-	3.50	3.50
<b><u>Public Works Administration</u></b>					
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	-
Project Engineer	1.00	1.00	1.00	-	(1.00)
Inspectors	3.00	3.00	3.00	3.00	-
Sr Administrative Assistant	2.00	2.00	2.00	1.00	(1.00)
	9.00	9.00	9.00	7.00	(2.00)
<b><u>Planning</u></b>					
Director	1.00	1.00	1.00	-	(1.00)
Asst Director	-	1.00	1.00	-	(1.00)
Planning Manager	-	-	-	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	-
Planner II	3.00	2.00	2.00	2.00	-
	5.00	5.00	5.00	4.00	(1.00)

**CITY OF ROWLETT  
FY 2009-10  
PERSONNEL SUMMARY**

Position	FY 2007-08 Actual	FY 2008-09		FY 2009-10 Adopted	Change
		Original Budget	Estimate		
<b><u>GIS</u></b>					
GIS Manager	1.00	-	-	-	-
GIS Programmer	1.00	1.00	1.00	1.00	-
GIS Technician	-	1.00	1.00	1.00	-
	2.00	2.00	2.00	2.00	-
<b><u>Human Resources</u></b>					
HR Manager	1.00	1.00	1.00	1.00	-
Human Resources Generalist	1.00	1.00	1.00	2.00	1.00
HR Technician	-	1.00	1.00	-	(1.00)
Safety Officer	1.00	-	-	-	-
	3.00	3.00	3.00	3.00	-
<b>GENERAL FUND TOTAL</b>	<b>348.00</b>	<b>348.00</b>	<b>341.00</b>	<b>342.50</b>	<b>(5.50)</b>
<b>UTILITY FUND</b>					
<b><u>Water Operations</u></b>					
Superintendent	1.00	1.00	1.00	1.00	-
Crewleader	2.00	2.00	2.00	2.00	-
Maintenance Specialist	10.00	8.00	8.00	8.00	-
Administrative Assistant	-	-	-	0.50	0.50
	13.00	11.00	11.00	11.50	0.50
<b><u>Wastewater Operations</u></b>					
Water Manager	1.00	1.00	1.00	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	4.00	6.00	6.00	6.00	-
	10.00	12.00	12.00	12.00	-
<b><u>Revenue Office</u></b>					
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	-
<b><u>Meter Services</u></b>					
Supervisor	1.00	1.00	1.00	1.00	-
Meter Maintenance Technician	-	1.00	1.00	1.00	-
Meter Reader	2.00	2.00	2.00	2.00	-
	3.00	4.00	4.00	4.00	-
<b>UTILITY FUND TOTAL</b>	<b>32.00</b>	<b>33.00</b>	<b>33.00</b>	<b>33.50</b>	<b>0.50</b>

**CITY OF ROWLETT  
FY 2009-10  
PERSONNEL SUMMARY**

Position	FY 2007-08 Actual	FY 2008-09		FY 2009-10 Adopted	Change
		Original Budget	Estimate		
<b>DRAINAGE FUND</b>					
Project Engineer	-	1.00	1.00	-	(1.00)
Maintenance Specialist	2.00	2.00	2.00	2.00	-
	2.00	3.00	3.00	2.00	(1.00)
<b>ECONOMIC DEVELOPMENT FUND</b>					
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	-
<b>PEG FUND</b>					
Video Producer	-	-	-	1.00	1.00
	-	-	-	1.00	1.00
<b>JUVENILE DIVERSION FUND</b>					
Juvenile Caseworker	-	-	-	1.00	1.00
	-	-	-	1.00	1.00
<b>COURT SECURITY FUND</b>					
Bailiff	-	-	-	0.50	0.50
	-	-	-	0.50	0.50
<b>FLEET SERVICES FUND</b>					
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)
	3.00	3.00	3.00	-	(3.00)
<b>INFORMATION TECHNOLOGY FUND</b>					
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)
Network Administrator	1.00	-	-	-	-
	5.00	5.00	5.00	-	(5.00)
<b>CITYWIDE TOTAL</b>	<b>392.00</b>	<b>394.00</b>	<b>387.00</b>	<b>382.50</b>	<b>(11.50)</b>



**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**FUND SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$2,749,367	\$3,259,898	\$3,259,898	\$3,154,966	\$3,464,020	\$3,752,245
Current Revenues:						
Tax Revenues	21,437,339	22,624,518	21,964,050	21,964,050	21,779,365	21,094,181
Franchise Fees	3,018,734	3,035,432	2,948,763	2,948,763	2,738,254	2,797,728
Licenses and Permits	551,851	601,359	413,485	413,485	443,184	431,206
Charges for Service	2,814,501	2,673,028	2,628,842	2,628,842	2,761,212	2,779,034
Fines and Forfeitures	1,547,412	1,873,263	1,579,005	1,579,005	1,507,006	1,507,006
Other	623,261	570,744	464,018	464,018	524,416	543,956
Transfers In	5,024,173	4,400,971	4,400,971	4,400,971	4,372,178	4,372,178
Total Current Revenues	<u>35,017,271</u>	<u>35,779,315</u>	<u>34,399,134</u>	<u>34,399,134</u>	<u>34,125,615</u>	<u>33,525,289</u>
Total Available Resources	<u>37,766,638</u>	<u>39,039,213</u>	<u>37,659,032</u>	<u>37,554,100</u>	<u>37,589,635</u>	<u>37,277,534</u>
Expenditures:						
Personnel Services	22,344,865	23,164,071	23,059,020	22,799,648	23,384,927	23,951,630
Supplies	1,577,550	1,642,817	1,498,510	1,498,510	1,740,353	1,747,107
Purchase Services	8,159,247	8,973,504	7,920,577	7,820,577	7,633,083	7,728,232
Capital Outlay	181,126	70,400	77,201	77,201	39,000	42,800
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	2,348,884	1,803,342	1,707,484	1,707,484	1,040,027	1,073,403
Total Expenditures	<u>34,611,672</u>	<u>35,654,134</u>	<u>34,262,792</u>	<u>33,903,420</u>	<u>33,837,390</u>	<u>34,543,172</u>
Ending Resources	<u>\$3,154,966</u>	<u>\$3,385,079</u>	<u>\$3,396,240</u>	<u>\$3,885,376</u>	<u>\$3,752,245</u>	<u>\$2,734,362</u>

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**REVENUE DETAIL**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Beginning Resources	\$ 2,749,367	\$ 3,259,898	\$ 3,259,898	\$ 3,154,966	\$ 3,464,020	\$ 3,752,245
<b>Tax Revenues:</b>						
Current taxes	12,005,050	13,976,311	13,901,963	13,901,963	12,980,384	12,431,772
Delinquent taxes	2,890,297	2,152,700	2,152,700	2,152,700	2,849,353	2,728,925
Delinquent taxes prior	397,145	328,630	328,630	328,630	395,743	379,017
City sales tax	5,882,325	5,940,416	5,345,588	5,345,588	5,292,102	5,292,102
Mixed drink tax	54,510	49,448	58,156	58,156	58,157	58,739
Penalty & Interest	208,012	177,013	177,013	177,013	203,626	203,626
<b>Total</b>	<b>21,437,339</b>	<b>22,624,518</b>	<b>21,964,050</b>	<b>21,964,050</b>	<b>21,779,365</b>	<b>21,094,181</b>
<b>Franchise Fees:</b>						
Electric	1,605,106	1,604,571	1,506,821	1,506,821	1,434,045	1,458,624
Telephone	481,439	643,619	293,747	293,747	293,748	293,748
Gas	472,864	491,661	505,869	505,869	437,969	472,864
Cable	388,153	235,223	572,492	572,492	572,492	572,492
P.E.G. access fees	71,172	60,358	69,834	69,834	-	-
<b>Total</b>	<b>3,018,734</b>	<b>3,035,432</b>	<b>2,948,763</b>	<b>2,948,763</b>	<b>2,738,254</b>	<b>2,797,728</b>
<b>Licenses and Permits:</b>						
Food service	36,300	30,766	34,122	34,122	36,000	36,000
Protective alarm	149,278	95,000	149,278	149,278	149,380	119,422
Building structures	160,059	247,500	68,826	68,826	88,400	100,000
Takeline fees	67,350	67,483	67,350	67,350	67,350	67,350
Contractor permits	50,660	60,101	47,620	47,620	47,620	50,000
Special permits	56,174	66,210	25,470	25,470	20,134	24,134
Contractor regis.	32,030	34,299	20,819	20,819	34,300	34,300
<b>Total</b>	<b>551,851</b>	<b>601,359</b>	<b>413,485</b>	<b>413,485</b>	<b>443,184</b>	<b>431,206</b>
<b>Charges for Service:</b>						
GISD resource officer	216,094	239,035	222,577	222,577	197,987	197,987
Grant revenue	287,901	-	(3,297)	(3,297)	-	-
Ambulance fees	575,419	493,253	624,564	624,564	602,613	602,613
911 Emergency	405,193	419,508	408,475	408,475	425,225	425,225
Animal control fees	56,666	73,682	58,952	58,952	58,895	58,895
Mowing fees	101,528	149,892	123,659	123,659	123,659	123,659
Rezoning fees	11,550	13,600	11,550	11,550	11,550	11,550
New addition filing	26,400	25,750	18,216	18,216	23,000	25,000
Misc. fees	18,001	16,870	16,159	16,159	13,183	13,183
Plan review	-	-	-	-	165,000	165,000
Community Centre	330,067	304,532	301,445	301,445	298,850	311,550
Parks	86,930	90,945	85,257	85,257	83,450	85,572
Wet Zone	661,582	812,088	723,000	723,000	725,150	725,150
Library fines and fees	37,170	33,873	38,285	38,285	32,650	33,650
<b>Total</b>	<b>2,814,501</b>	<b>2,673,028</b>	<b>2,628,842</b>	<b>2,628,842</b>	<b>2,761,212</b>	<b>2,779,034</b>

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**REVENUE DETAIL**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>Fines and Forfeitures:</b>						
Municipal court fines	1,406,645	1,727,942	1,438,840	1,438,840	1,507,006	1,507,006
Juvenile caseworker	50,659	51,958	55,893	55,893	-	-
Court technology	51,596	53,482	47,738	47,738	-	-
Court security	38,512	39,881	36,534	36,534	-	-
<b>Total</b>	<b>1,547,412</b>	<b>1,873,263</b>	<b>1,579,005</b>	<b>1,579,005</b>	<b>1,507,006</b>	<b>1,507,006</b>
<b>Other:</b>						
Interest earnings	146,601	151,323	71,532	71,532	71,532	89,316
Miscellaneous	53,610	153,976	49,605	49,605	49,605	49,605
Insurance payments	88,067	83,599	120,253	120,253	86,936	86,936
Rentals/Leases	218,481	154,320	194,993	194,993	298,752	299,952
Festivals	90,489	-	-	-	-	-
Donations	26,013	27,526	27,635	27,635	17,591	18,147
<b>Total</b>	<b>623,261</b>	<b>570,744</b>	<b>464,018</b>	<b>464,018</b>	<b>524,416</b>	<b>543,956</b>
<b>Internal Transfers:</b>						
Utility In Lieu of Tax	684,397	702,689	702,689	702,689	772,577	772,577
Utility G&A	2,540,452	1,884,604	1,884,604	1,884,604	2,475,472	2,475,472
Refuse/Alleys & curbs	745,000	745,000	745,000	745,000	-	-
Utility in lieu of franch.	1,054,324	1,068,678	1,068,678	1,068,678	1,124,129	1,124,129
<b>Total</b>	<b>5,024,173</b>	<b>4,400,971</b>	<b>4,400,971</b>	<b>4,400,971</b>	<b>4,372,178</b>	<b>4,372,178</b>
<b>Total Revenues</b>	<b>35,017,271</b>	<b>35,779,315</b>	<b>34,399,134</b>	<b>34,399,134</b>	<b>34,125,615</b>	<b>33,525,289</b>
<b>Total Resources</b>	<b>\$37,766,638</b>	<b>\$39,039,213</b>	<b>\$37,659,032</b>	<b>\$37,554,100</b>	<b>\$37,589,635</b>	<b>\$37,277,534</b>

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**BUDGET EXPENDITURE SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
By Function:						
City Council	\$ 283,460	\$ 336,910	\$ 329,866	\$ 329,866	\$ 331,921	\$ 350,556
City Manager	567,058	440,451	464,604	464,604	458,187	464,069
City Secretary	253,247	305,054	313,924	313,924	270,169	317,927
Finance	2,139,751	2,305,160	2,061,057	2,061,057	2,954,125	2,853,900
Police	8,947,975	10,076,296	9,708,728	9,708,728	9,315,829	9,577,676
Fire	7,317,620	7,746,926	7,632,964	7,632,964	7,361,110	7,497,205
Development Services	1,771,719	1,890,999	1,828,759	1,828,759	1,557,060	1,624,636
Parks and Recreation	3,421,905	4,048,623	3,604,440	3,604,440	3,564,359	3,694,861
Library	1,060,138	1,186,543	1,138,563	1,138,563	1,119,621	1,134,443
Communications	642,206	498,115	477,285	477,285	317,302	321,166
Public Works	3,347,603	3,560,876	3,272,761	3,272,761	4,053,168	4,130,665
Non-Departmental	4,858,990	3,258,181	3,443,613	3,084,241	2,534,539	2,576,068
<b>Total Expenditures</b>	<b>\$34,611,672</b>	<b>\$35,654,134</b>	<b>\$34,276,564</b>	<b>\$33,917,192</b>	<b>\$33,837,390</b>	<b>\$34,543,172</b>

By Category:

Personnel Services	\$22,344,865	\$23,164,071	\$23,059,020	\$22,799,648	\$23,384,927	\$23,951,630
Supplies	1,577,550	1,642,817	1,498,510	1,498,510	1,740,353	1,747,107
Purchase Services	8,159,247	8,973,504	7,920,577	7,820,577	7,633,083	7,728,232
Capital Outlay	181,126	70,400	77,201	77,201	39,000	42,800
Transfers Out	2,348,884	1,803,342	1,707,484	1,707,484	1,040,027	1,073,403
Reserves	-	-	13,772	13,772	-	-
<b>Total Expenditures</b>	<b>\$34,611,672</b>	<b>\$35,654,134</b>	<b>\$34,276,564</b>	<b>\$33,917,192</b>	<b>\$33,837,390</b>	<b>\$34,543,172</b>

**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	313.00	310.00	304.00	303.00	304.50	305.50
Continuous Part-Time	10.00	12.00	11.00	12.00	11.50	11.50
Seasonal	25.00	26.00	26.00	26.00	26.50	26.50
<b>Total</b>	<b>348.00</b>	<b>348.00</b>	<b>341.00</b>	<b>341.00</b>	<b>342.50</b>	<b>343.50</b>

**CITY OF ROWLETT  
FY 2009-2010  
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**

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

**PERFORMANCE MEASURES**

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	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Number of Council meetings	48	50	50	50	50
Proclamations presented	48	50	50	50	50
Ordinances approved	32	45	45	45	45
Resolutions approved	141	75	75	75	75
Citizen input presentations	62	50	50	50	50
Public hearings	16	12	17	17	17

**FY 2009 HIGHLIGHTS**

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- No tax increase
- Hired new City Manager
- Groundbreaking ceremonies for PBGT and DART
- Improved communication with citizens
- More transparency in local government

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**CITY COUNCIL**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 9,088	\$ 9,149	\$ 9,149	\$ 9,149	\$ 9,149	\$ 9,149
Supplies	5,246	7,000	6,200	6,200	7,662	7,871
Purchase Services	269,126	320,761	314,517	314,517	315,110	333,536
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 283,460</b>	<b>\$ 336,910</b>	<b>\$ 329,866</b>	<b>\$ 329,866</b>	<b>\$ 331,921</b>	<b>\$ 350,556</b>

**POSITION SUMMARY**

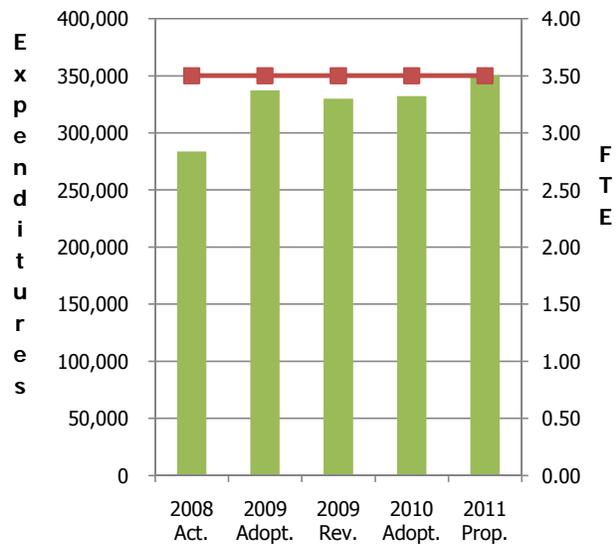
Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	-	-	-	-	-	-
Part-Time	3.50	3.50	3.50	3.50	3.50	3.50
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	3.50	\$ 283,460
2009 Adopt.	3.50	\$ 336,910
2009 Rev.	3.50	\$ 329,866
2010 Adopt.	3.50	\$ 331,921
2011 Prop.	3.50	\$ 350,556

**Notes:**

The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was increased by \$3,839 to absorb increased phone charges.

FY 2010 includes increase in legal fees of \$16,500 and a decrease in travel of \$12,445.



**CITY OF ROWLETT  
FY 2009-2010  
GENERAL FUND  
  
CITY MANAGER**

**MISSION**

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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**

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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**

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- 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.
- Develop a program to communicate with neighborhoods through Homeowner's Associations and Crime Watch groups.
- Develop a program to fully engage and utilize volunteers within the organization.

**PERFORMANCE MEASURES**

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*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 2009-2010  
GENERAL FUND**

**CITY MANAGER**

**FY 2009 HIGHLIGHTS**

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- Selected as a 2009 Finalist for the All-America City Award
- Celebrated groundbreaking for President George Bush Turnpike and DART light rail and station
- Implemented a Special Event Series focusing on Main Street
- Applied for various funding opportunities through the American Reinvestment and Recovery Act
- Coordinated the 2009 Citizen Bond Committee
- Monitored the 2009 Legislative Program through the State of Texas Legislative Session
- Assisted in the implementation of the Youth Advisory Commission

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**CITY MANAGER**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 541,544	\$ 410,476	\$ 440,659	\$ 440,659	\$ 442,612	\$ 450,034
Supplies	3,816	4,050	3,650	3,650	3,470	3,470
Purchase Services	21,698	25,925	20,295	20,295	12,105	10,565
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 567,058</b>	<b>\$ 440,451</b>	<b>\$ 464,604</b>	<b>\$ 464,604</b>	<b>\$ 458,187</b>	<b>\$ 464,069</b>

**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	4.00	4.00	3.00	3.00	4.00	4.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	4.00	\$ 567,058
2009 Adopt.	4.00	\$ 440,451
2009 Rev.	3.00	\$ 464,604
2010 Adopt.	4.00	\$ 458,187
2011 Prop.	4.00	\$ 464,069

**Notes:**

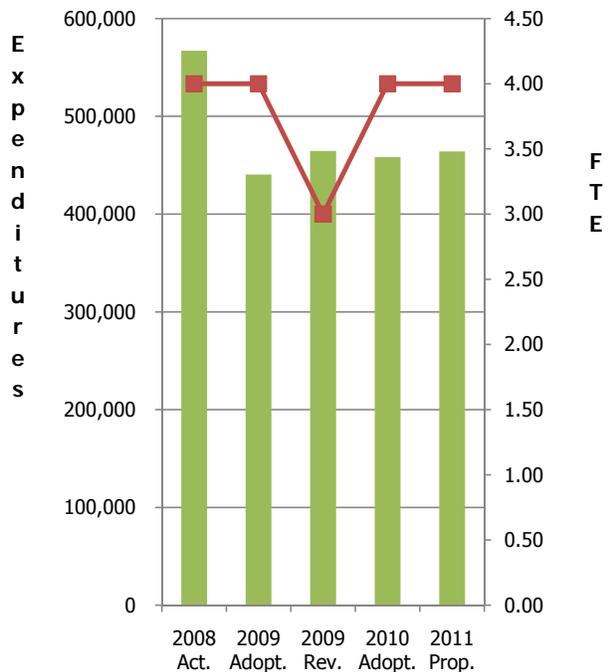
The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$11,195 in IT charges.

Assistant to the City Manager position reclassified to Assistant City Manager position in FY 2009.

Deputy City Manager position eliminated in FY 2009.

Management Intern position created in FY 2009 and eliminated in FY 2010.

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



**CITY OF ROWLETT  
FY 2009-2010  
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 Mayor and City Council candidates in 2010 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 – Possible changes in appointment process, establish an application fair for citizens 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 2009-2010  
GENERAL FUND**

**CITY SECRETARY**

**PERFORMANCE MEASURES**

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	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Council meetings (Agendas/minutes prepared)	53	50	50	50	50
Boards and Commission Agendas posted	143	150	150	150	150
Number of Council items processed	173	180	180	180	180
Elections conducted	1	2	2	1	1
Legal Notices	58	60	60	60	60
Alcohol new permits	5	3	3	3	3
Alcohol renewals	30	30	30	30	30
Record requests (public and in- house)	384	400	400	300	300
Records boxes destroyed	279	329	329	350	350

**FY 2009 HIGHLIGHTS**

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- Council Agenda Packets – Discontinued use of Legistar agenda packet program and implemented an in-house agenda program.
- Council instructed City Secretary to move toward action minutes.
- Conducted two special elections (November and May) including contract negotiation and legal publications. Provided complete access to election information via the City’s website.
- City Secretary appointed as a Trustee to the Texas Municipal Clerks Association Board of Directors.
- Certifications – Deputy City Secretary completed Course 4.

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**CITY SECRETARY**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 203,124	\$ 218,061	\$ 218,061	\$ 218,061	\$ 225,496	\$ 230,336
Supplies	5,583	4,600	4,275	4,275	2,983	3,008
Purchase Services	44,540	82,393	91,588	91,588	41,690	84,583
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 253,247</b>	<b>\$ 305,054</b>	<b>\$ 313,924</b>	<b>\$ 313,924</b>	<b>\$ 270,169</b>	<b>\$ 317,927</b>

**POSITION SUMMARY**

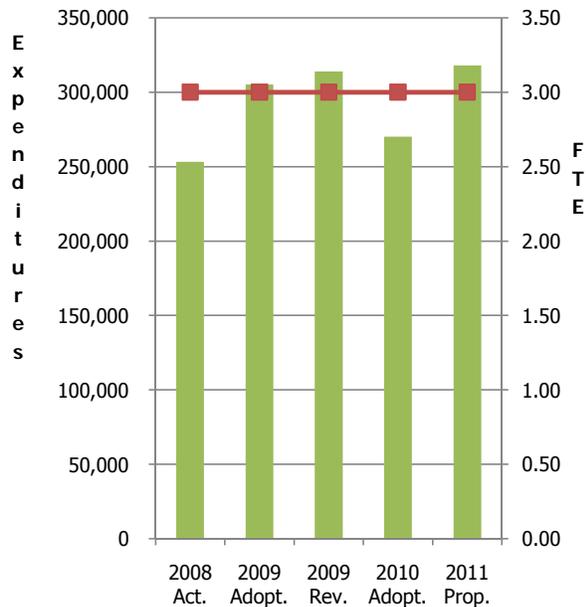
Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	3.00	3.00	3.00	3.00	3.00	3.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	3.00	\$ 253,247
2009 Adopt.	3.00	\$ 305,054
2009 Rev.	3.00	\$ 313,924
2010 Adopt.	3.00	\$ 270,169
2011 Prop.	3.00	\$ 317,927

**Note:**

The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$12,233 in IT charges.

The base budget includes \$13,105 in increased costs for elections.



**CITY OF ROWLETT  
FY 2009-2010  
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**

---

The 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 Finance & Administration are Accounting, Budget, Facilities, Fleet Services, Human Resources, Information Technology, Meter Services, Municipal Court, Purchasing, Revenue, & Treasury.

**GOALS AND OBJECTIVES**

---

- Research and evaluate financial/human resources software to replace current software.
- Complete annual stakeholders report.
- Research long-term options related to employee benefits.
- Study tax increment financing district to determine appropriate allocation of property taxes.
- Evaluate outsourcing and managed competition opportunities.

**PERFORMANCE MEASURES**

---

	FY 2008 Act.	FY 2009 Target	FY 2009 Est.	FY 2010 Bud.	FY 2011 Bud.
Produce and present high quality financial report by the end of each month	12	12	12	12	12

**CITY OF ROWLETT  
FY 2009-2010  
GENERAL FUND**

**FINANCE ADMINISTRATION**

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
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 2009 HIGHLIGHTS**

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- Won GFOA Award for Excellence in Financial Reporting for the fiscal year ended September 30, 2008 for the 5<sup>th</sup> year in a row.
- Won the GFOA Award of Distinguished Budget Presentation for fiscal year 2008-2009 for the 6<sup>th</sup> year in a row.
- Provided leadership and coordination to assist City in developing two-year budget process for FY 2009-2010 and FY 2010-2011.

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**FINANCE ADMINISTRATION**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 336,459	\$ 387,831	\$ 386,831	\$ 386,831	\$ 394,976	\$ 402,137
Supplies	5,495	7,722	3,638	3,638	5,408	5,470
Purchase Services	41,927	23,553	20,851	20,851	21,970	21,970
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 383,881</b>	<b>\$ 419,106</b>	<b>\$ 411,320</b>	<b>\$ 411,320</b>	<b>\$ 422,354</b>	<b>\$ 429,577</b>

**POSITION SUMMARY**

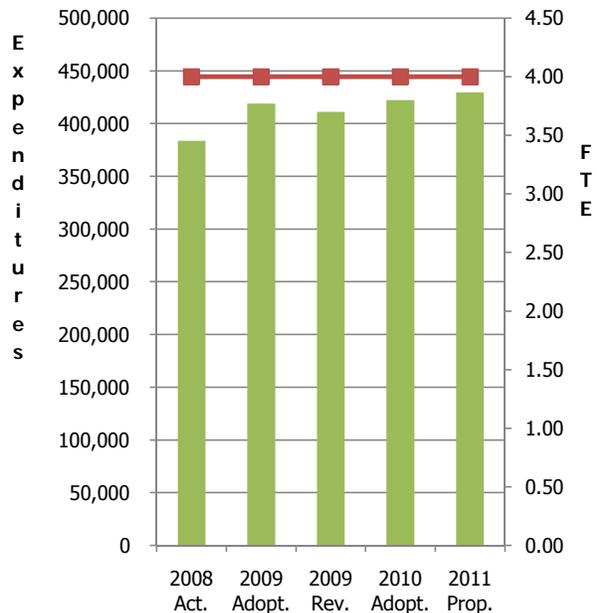
Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	4.00	4.00	4.00	4.00	4.00	4.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	4.00	\$ 383,881
2009 Adopt.	4.00	\$ 419,106
2009 Rev.	4.00	\$ 411,320
2010 Adopt.	4.00	\$ 422,354
2011 Prop.	4.00	\$ 429,577

**Notes:**

The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$9,639 in IT charges.

The base budget includes \$10,000 in software maintenance for the budget software system.



**CITY OF ROWLETT  
FY 2009-2010  
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 Divisions's responsibilities include payroll, accounts payable, accounts receivable, fixed assets, grants, capital projects, financial reporting, audit compliance, and the general ledger.

**GOALS AND OBJECTIVES**

---

- Implement a grant mentoring program partnering a department grant administrator with a finance professional to improve the overall grant and financial reporting requirements of each grant.
- Perform reconciliations for all bank accounts on a monthly basis and prepare corresponding entries in the general ledger.
- Implement ADP payroll outsourcing application.

**PERFORMANCE MEASURES**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Obtain an unqualified (clean) opinion from outside auditors	Yes	Yes	Yes	Yes	Yes
Limit audit findings through proper planning and execution of duties	3	0	0	0	0

**FY 2009 BUDGET HIGHLIGHTS**

---

- Obtained an unqualified (clean) opinion from the City's external auditors.
- Distributed monthly budget revenue and expenditure reports, on average, by the 15<sup>th</sup> of the following month.
- Won GFOA Award for Excellence in Financial Reporting for the fiscal year ended September 30, 2008 for the 5<sup>th</sup> year in a row.

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**ACCOUNTING**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 272,344	\$ 442,218	\$ 348,480	\$ 348,480	\$ 367,350	\$ 375,387
Supplies	10,918	5,550	4,630	4,630	5,805	5,805
Purchase Services	188,167	114,516	107,545	107,545	183,950	183,666
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 471,429</b>	<b>\$ 562,284</b>	<b>\$ 460,655</b>	<b>\$ 460,655</b>	<b>\$ 557,105</b>	<b>\$ 564,858</b>

**POSITION SUMMARY**

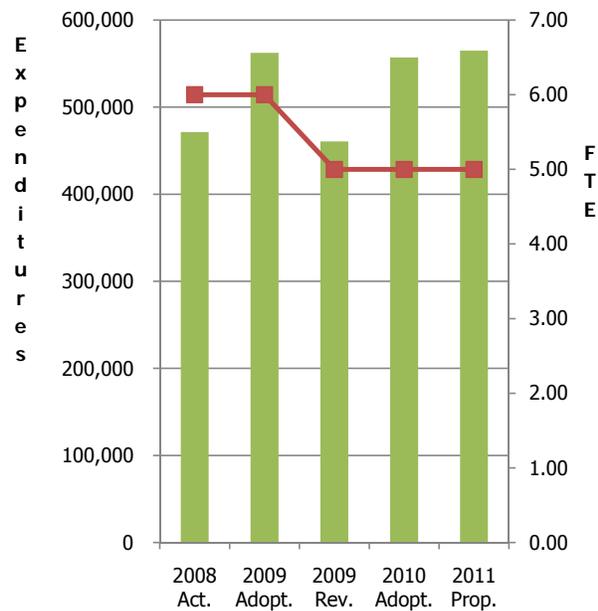
Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	6.00	6.00	5.00	5.00	5.00	5.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	6.00	\$ 471,429
2009 Adopt.	6.00	\$ 562,284
2009 Rev.	5.00	\$ 460,655
2010 Adopt.	5.00	\$ 557,105
2011 Prop.	5.00	\$ 564,858

**Note:**  
The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$14,764 in IT charges and increased by \$20,457 in software maintenance charges.

Accountant II position eliminated in FY 2009.

Outsourcing of payroll process is included in FY 2010 at a cost of \$63,752.



**CITY OF ROWLETT  
FY 2009-2010  
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 City Marshall to improve warrant collections.
- Participate in Regional Warrant Round Up programs.

**PERFORMANCE MEASURES**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Number of days between court date and issuance date of warrant(s).	N/A	N/A	N/A	14	14

**CITY OF ROWLETT  
FY 2009-2010  
GENERAL FUND**

**MUNICIPAL COURT**

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Percent of fines collected by warrant activity	52%	52%	52%	50%	50%
Percent of citations entered within 48 hours of issuance	N/A	N/A	N/A	95%	95%
Resolved 95% of cases within 30 days of arrest, excluding arrests from other agencies	N/A	N/A	N/A	95%	95%
Resolved 95% of cases within 90 days of original court date, excluding deferrals	N/A	N/A	N/A	95%	95%
Percent of docket vs citations issued	86%	85%	85%	85%	85%

**FY 2009 HIGHLIGHTS**

---

- Department has been able to maintain efficiency of the Court and process double the amount of citations with one less clerk position.
- Worked closely with the City Marshal's Office to ensure maximum efficiencies in warrant collections and revenues.
- Implemented monthly reports showing the work flow within the department and refined revenue reports.
- Filled two clerk position and the Juvenile Case Manager position.

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**MUNICIPAL COURT**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 437,457	\$ 494,268	\$ 410,710	\$ 410,710	\$ 343,150	\$ 352,089
Supplies	10,138	8,250	8,250	8,250	8,700	8,700
Purchase Services	303,609	310,000	287,013	287,013	301,483	307,407
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 751,204</b>	<b>\$ 812,518</b>	<b>\$ 705,973</b>	<b>\$ 705,973</b>	<b>\$ 653,333</b>	<b>\$ 668,196</b>

**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	8.00	8.00	7.00	7.00	6.00	6.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	0.50	0.50	0.50	0.50	-	-
<b>Total</b>	<b>8.50</b>	<b>8.50</b>	<b>7.50</b>	<b>7.50</b>	<b>6.00</b>	<b>6.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	8.50	\$ 751,204
2009 Adopt.	8.50	\$ 812,518
2009 Rev.	7.50	\$ 705,973
2010 Adopt.	6.00	\$ 653,333
2011 Prop.	6.00	\$ 668,196

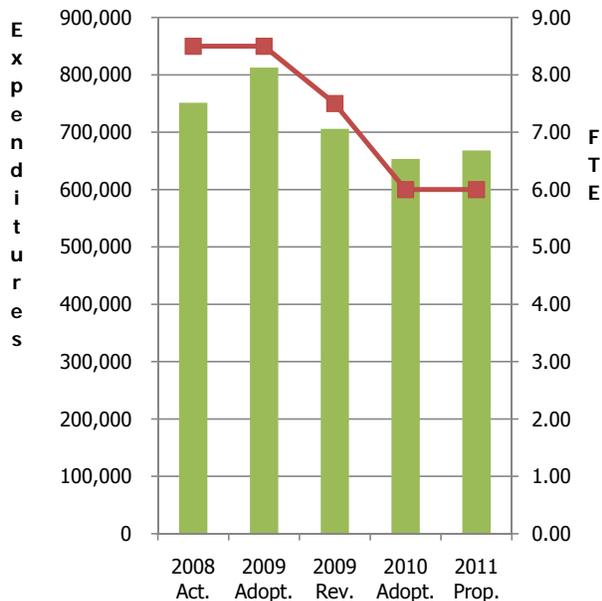
**Notes:**  
The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$15,106 in IT charges.

Chief Clerk position eliminated in FY 2009.

Juvenile Caseworker position moved to Juvenile Diversion fund in FY 2010.

Bailiffs positions moved to Court Security fund in FY 2010.

FY 2010 includes increase in credit card processing fees of \$11,275.



**CITY OF ROWLETT  
FY 2009-2010  
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**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Number of annual contracts in amounts over \$25,000	13	N/A	15	14	14
Number and value of products and services acquired through inter-local agreements	60 \$711,776	N/A	40 \$1,580,752	40 \$1,000,000	40 \$1,000,000
Number of procurements delayed due to rebids and vendor protests	0	N/A	2	4	4

**CITY OF ROWLETT  
FY 2009-2010  
GENERAL FUND**

**PURCHASING**

**FY 2009 HIGHLIGHTS**

---

- Established four new inter-local agreements with Arlington, Mequite, Duncanville, and Dallas County.
- Processed seven major construction bids.
- 14 annual bids and renewal contracts.
- 16 purchases over \$25,000 through inter-local agreements.

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**PURCHASING**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 153,459	\$ 156,587	\$ 140,402	\$ 140,402	\$ 140,171	\$ 143,337
Supplies	2,428	3,030	3,030	3,030	2,780	2,780
Purchase Services	31,692	22,132	20,442	20,442	19,181	19,181
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 187,579</b>	<b>\$ 181,749</b>	<b>\$ 163,874</b>	<b>\$ 163,874</b>	<b>\$ 162,132</b>	<b>\$ 165,298</b>

**POSITION SUMMARY**

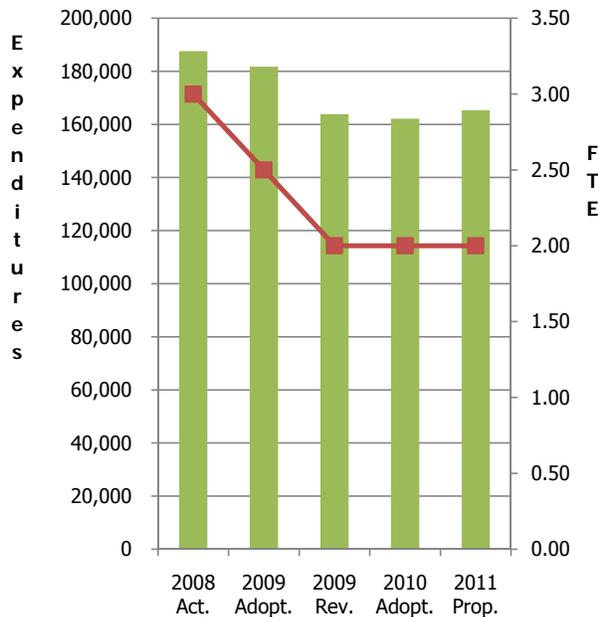
Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	3.00	2.00	2.00	2.00	2.00	2.00
Continuous Part-Time	-	0.50	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>3.00</b>	<b>2.50</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	3.00	\$ 187,579
2009 Adopt.	2.50	\$ 181,749
2009 Rev.	2.00	\$ 163,874
2010 Adopt.	2.00	\$ 162,132
2011 Prop.	2.00	\$ 165,298

**Notes:**

The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$537.

Administrative Assistant position reduced to part-time in FY 2009 and then eliminated in FY 2010.



**CITY OF ROWLETT  
FY 2009-2010  
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 consolidate and virtualize existing servers and eliminate duplicative technology.
  - To replace desktop and laptop computers and implement a 3 year lease renewal program.
  - To implement Voice Over IP and Unified Communications.
  - To investigate outsourcing applications where feasible.

**PERFORMANCE MEASURES**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Percentage of priority one tickets closed in 1 day	N/A	90%	89.15%	90%	95%
Percentage of priority two tickets closed in 3 days	N/A	80%	81.79%	85%	90%
Percentage of time IT-supported servers are available	N/A	N/A	N/A	99%	99%
Percentage of time the network is available	N/A	N/A	N/A	99%	99%

**CITY OF ROWLETT  
FY 2009-2010  
GENERAL FUND**

**INFORMATION TECHNOLOGY**

**FY 2009 HIGHLIGHTS**

---

- Increased Bandwidth to 20/20mb
- Cleaned-up Active Directory
- Created IT Asset Management
- Eliminated old wireless technology at two locations
- Created Toll Tag station for citizens
- Library and City Hall T-1 Migration
- Connected the Library to FIOS
- Upgraded Public Safety Software/Servers
- Upgraded Parks and Recreation Software
- Upgraded Nextel Direct Connect cell phones city wide at no cost.
- Completed 2,618 help desk tickets
- Improved Customer relations and support

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**INFORMATION TECHNOLOGY**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ 401,648	\$ 409,933
Supplies	-	-	-	-	37,249	4,049
Purchase Services	-	-	-	-	402,581	278,152
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 841,478</b>	<b>\$ 692,134</b>

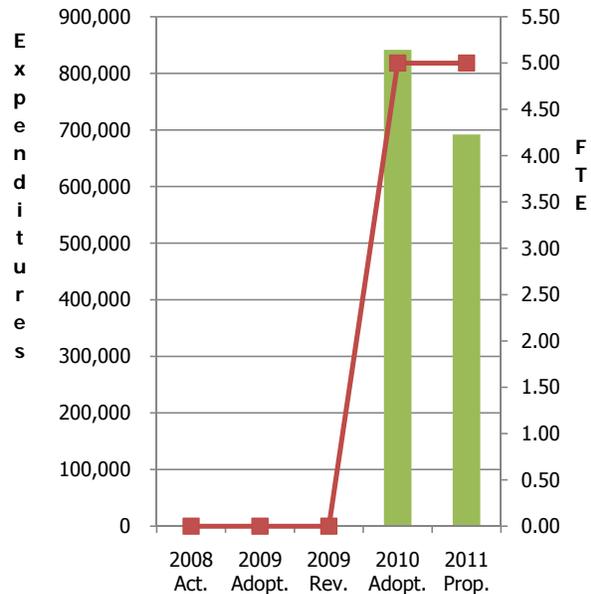
**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	-	-	-	-	5.00	5.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5.00</b>	<b>5.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	-	\$ -
2009 Adopt.	-	\$ -
2009 Rev.	-	\$ -
2010 Adopt.	5.00	\$ 841,478
2011 Prop.	5.00	\$ 692,134

**Note:**

The City merged IT and Fleet with the General Fund in FY 2010. The budget for this division was created as a result of the re-organization.



**CITY OF ROWLETT  
FY 2009-2010  
GENERAL FUND**

**POLICE**

**MISSION**

---

We are committed to serving the needs of the Rowlett Community by promoting a safe environment and enhancing the quality of life for all through:

- A quality work atmosphere where employees and creativity are valued.
- Innovative problem solving.
- Open lines of communications.
- Forging partnerships.
- Education.
- Aggressive crime suppression.

**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**

---

- Identify departmental projects/tasks that can be performed by volunteers and provide timely updates to Community Relations Coordinator
- Contact Homeowner Associations to request speaking opportunities at meetings to educate citizens on City programs to include crime watch; code enforcement; fire prevention; specific programming opportunities
- Research and evaluate financial/HR software to replace HTE
- Research, evaluate, and select public safety software for implementation in FY 2011
- Implement Phase II wireless functionality in the E911 system, conduct training and begin operations with enhancements
- Implement IT strategy and ensure it is a strategic partner to the organization
- Evaluate outsourcing and managed competition opportunities
- Evaluate policies and procedures to reduce unnecessary bureaucracy
- Conduct a training "needs" assessment and establish/implement an organizational training program
- Evaluate and enhance customer care program
- Review personnel policies to ensure they reflect vision, mission, values of organization
- Establish performance expectations for each position and evaluate on a semi-annual basis to ensure that appropriate expectations are set and being met by each employee
- Celebrate "successes" of the organization; whether department achievements or employee appreciation

**CITY OF ROWLETT  
FY 2009-2010  
GENERAL FUND**

**POLICE**

- Conduct an RFP process for health benefits to provide healthcare options to employees at reasonable prices
- Research options related to TMRS (retirement) to balance competitive retirement options with long term costs
- Establish equipment replacement plans
- Establish performance measures/guidelines to ensure quality workmanship in everything we do
- Engage city organization in a beautification program for the city
- Enforce Tier Two violations with emphasis on pools, parking on unimproved surfaces, and requiring house address numbers on front and back
- Develop and implement a plan to impact graffiti crimes
- Implement document imaging program utilizing Laser Fische software and complete Texas State Library and Archives Commission certification process in order to reduce document storage space
- Evaluate findings in the Staffing and Efficiency Report, establish priorities, and begin implementation to improve efficiencies, reduce costs, and maximize capacity

**PERFORMANCE MEASURES**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Average Response time for Priority One calls (Police)	8:43	8:43	5:99	6:00	6:00
Average response time for all Police calls	10:06	10:06	10:90	11:00	11:00
Part I Violent Crime Clearance Rate	58%	58%	66%	66%	66%
Volunteer Hours (VIPS)	1,734.50	1,734.50	2,308.65	2,308.65	2,308.65

**FY 2009 HIGHLIGHTS**

---

- Ethics Program implemented to include training program and the development of the Department's Conduct Guidelines
- Partnered with Developmental Services to address Tier I Code violations in neighborhoods utilizing VIPS volunteers and Patrol Officers
- Police Training Officer Program implemented (replaced traditional Field Training Officer model)
- Tasers deployed in the field after program development and training conducted
- Leadership Development Program implemented (includes mentoring/shadowing component, external New Supervisor's Course, and a 3-day internal departmental specific supervisors course)
- Detention Facility Video Surveillance System replacement completed

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**POLICE**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 7,793,276	\$ 8,056,609	\$ 7,877,925	\$ 7,877,925	\$ 8,512,117	\$ 8,695,914
Supplies	360,387	318,092	266,859	266,859	251,593	259,182
Purchase Services	534,905	1,005,245	897,532	897,532	418,083	478,792
Capital Outlay	161,002	70,400	59,941	59,941	-	7,800
<b>Total</b>	<b>\$ 8,849,570</b>	<b>\$ 9,450,346</b>	<b>\$ 9,102,257</b>	<b>\$ 9,102,257</b>	<b>\$ 9,181,793</b>	<b>\$ 9,441,688</b>

**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	110.00	102.00	102.00	102.00	110.00	110.00
Continuous Part-Tim	-	-	-	-	-	-
Seasonal	3.00	3.00	3.00	3.00	3.00	3.00
<b>Total</b>	<b>113.00</b>	<b>105.00</b>	<b>105.00</b>	<b>105.00</b>	<b>113.00</b>	<b>113.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	113.00	\$ 8,849,570
2009 Adopt.	105.00	\$ 9,450,346
2009 Rev.	105.00	\$ 9,102,257
2010 Adopt.	113.00	\$ 9,181,793
2011 Prop.	113.00	\$ 9,441,688

**Notes:**

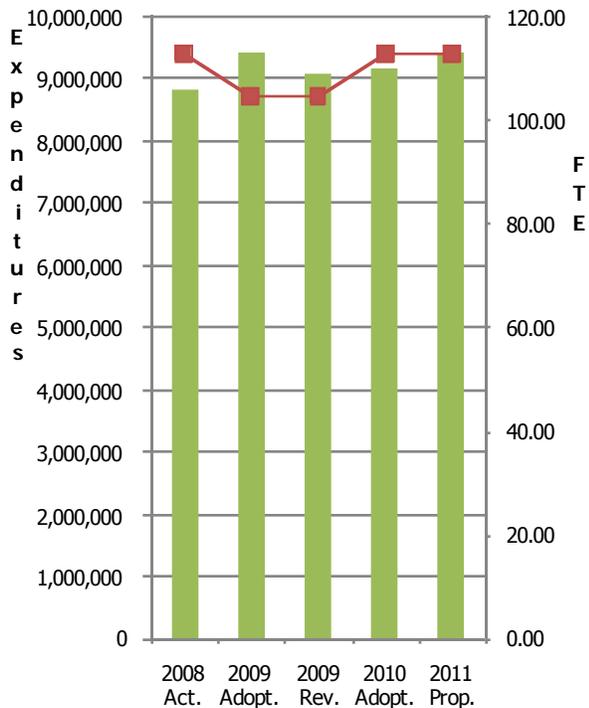
The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$268,077 in Fleet Maintenance charges and \$203,424 in IT

Two police officer positions were reclassified to sergeants in FY 2009.

Detention Officer positions were budgeted in the City Marshal division for FY 2009 but are budgeted in Police in FY 2010.

Funding for overtime has been reduced by \$135,688 in FY 2010.

FY 2010 includes decreases in fuel of \$39,878 and electricity of \$37,853.



**CITY OF ROWLETT  
FY 2009-2010  
GENERAL FUND**

**CITY MARSHAL**

**MISSION**

---

The City of Rowlett Marshal's Office will diligently protect and defend the institution of our Municipal Court and Detention Facility, the safety and security of our Judges and staff, the officers and inmates housed in our jail, and the citizens who attend Municipal Court. Further, the Marshal's Office will relentlessly pursue and bring to Justice those persons with outstanding warrants in order to insure the credibility of the Court, and encourage accountability among our citizens.

**DESCRIPTION**

---

The Rowlett City Marshal's Office recognizes the importance of the Municipal Court and Detention Center in support of our local Criminal Justice System. The Marshal's Office and Detention Services Division are comprised of full and part-time, sworn and non-sworn personnel who are dedicated to the delivery of their support functions for the Police Department and Municipal Court.

**GOALS AND OBJECTIVES**

---

- Develop and implement community service work program
- Enhance warrant recovery effort
- Partner with Dallas County Criminal Justice Division to research feasibility of implementing video magistration process to decrease detention facility daily population
- Identify departmental projects/tasks that can be performed by volunteers and provide timely updates to Community Relations Coordinator
- Research and evaluate financial/HR software to replace HTE
- Research, evaluate, and select public safety software for implementation in FY 2011
- Implement Phase II wireless functionality in the E911 system, conduct training and begin operations with enhancements
- Implement IT strategy and ensure it is a strategic partner to the organization
- Evaluate outsourcing and managed competition opportunities
- Evaluate policies and procedures to reduce unnecessary bureaucracy
- Conduct a training "needs" assessment and establish/implement an organizational training program
- Evaluate and enhance customer care program
- Review personnel policies to ensure they reflect vision, mission, values of organization
- Establish performance expectations for each position and evaluate on a semi-annual basis to ensure that appropriate expectations are set and being met by each employee
- Celebrate "successes" of the organization; whether department achievements or employee appreciation

**CITY OF ROWLETT  
FY 2009-2010  
GENERAL FUND**

**CITY MARSHAL**

- Conduct an RFP process for health benefits to provide healthcare options to employees at reasonable prices
- Research options related to TMRS (retirement) to balance competitive retirement options with long term costs
- Establish equipment replacement plans
- Establish performance measures/guidelines to ensure quality workmanship in everything we do

**PERFORMANCE MEASURES**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Warrants cleared 1-60 days	1,016	1,016	1,352	1,400	1,400

**FY 2009 HIGHLIGHTS**

---

- Use of an interactive web based mapping system that allows all personnel the ability to view and search local community maps for warrant subjects, and to share information related to those efforts.
- Use of an interactive web based mapping system to simplify the tracking of those persons on warrant related payment plans.
- The Marshal’s Office personnel interacted with thousands of citizens, with no acts of violence or injuries that would require mandatory reporting to the State were perpetrated against any persons or staff within the Court or the immediate surroundings.
- The Marshal’s office was able to address the increase in the number of new warrants being issued each week and continue to maintain and enhance a significant level of debt recovery by utilizing volunteers and existing staff.

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**CITY MARSHAL**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 96,076	\$ 571,166	\$ 571,166	\$ 571,166	\$ 123,006	\$ 124,958
Supplies	1,110	33,053	22,062	22,062	7,319	7,319
Purchase Services	1,219	21,731	13,243	13,243	3,711	3,711
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 98,405</b>	<b>\$ 625,950</b>	<b>\$ 606,471</b>	<b>\$ 606,471</b>	<b>\$ 134,036</b>	<b>\$ 135,988</b>

**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	1.00	10.00	10.00	10.00	1.00	1.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	0.50	0.50
<b>Total</b>	<b>1.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>1.50</b>	<b>1.50</b>

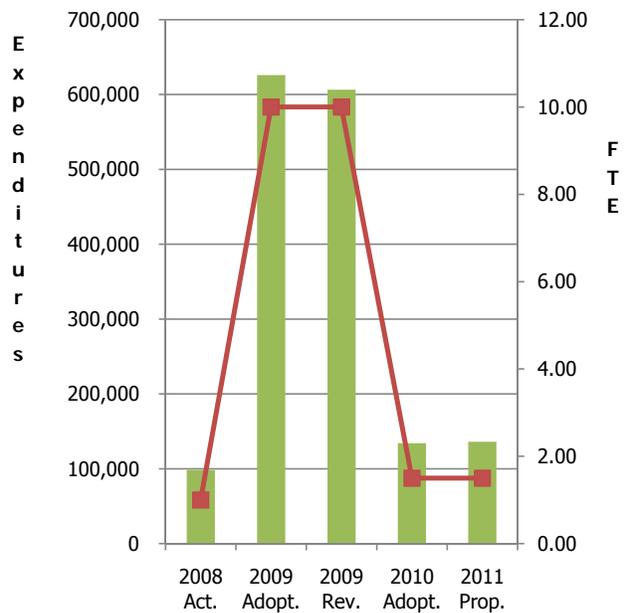
Fiscal Year	FTE's	Expenditures
2008 Act.	1.00	\$ 98,405
2009 Adopt.	10.00	\$ 625,950
2009 Rev.	10.00	\$ 606,471
2010 Adopt.	1.50	\$ 134,036
2011 Prop.	1.50	\$ 135,988

**Notes:**

The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$5,974 in Fleet Maintenance charges and \$4,360 in IT charges.

Detention Officer positions were budgeted in the City Marshal division for FY 2009 but are budgeted in Police in FY 2010.

Deputy Marshal position added in FY 2009 is reclassified to hourly assistance as needed in FY 2010.



**CITY OF ROWLETT  
FY 2009-2010  
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.
  - Provide training to certify three on- shift personnel as fire inspectors.
  - Provide fire inspection oversight on each of three shifts by a certified fire inspector.
  - Schedule fire prevention inspections by on duty shift personnel under the oversight of a certified fire inspector.
- 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.
  - Update the Emergency Operations Plan.

**CITY OF ROWLETT  
FY 2009-2010  
GENERAL FUND**

**FIRE**

- Increase the level of NIMS Certification to ensure compliance with State and Federal NIMS requirements.
- Ensure the effectiveness of ongoing emergency management training and preparedness by conducting a table top emergency management exercise involving city staff and volunteers from RCCC and CERT.
- Initiate and implement a pre- fire planning program.
  - Identify target locations and establish a pre-fire planning criteria and system.
  - Obtain Mobile Data Terminals for all fire apparatus.
- Increase department outreach to the citizens and involvement with community activities.
  - Provide opportunities for citizens to participate in emergency preparedness.
- 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.

**PERFORMANCE MEASURES**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Fire Loss in \$1000s	935	1,500	1,316	1,500	1,500
Response Time Priority 1 Calls	6:01	6:30	6:00	6:30	6:30
MICU Full Deployment	50	75	58	65	75
Structure Fires	41	40	30	40	40
Number of Fires Confined to Room of Origin	31	30	24	30	30
Percentage of Fires Confined to Room of Origin	76%	75%	80%	75%	75%

**FY 2009 HIGHLIGHTS**

---

- Major Fires: Lakeside Village Apartment Fire. This fire in an unsprinklered common attic caused \$600,000 in damage. The fire was determined to be caused by electrical malfunction in the circuit breaker box in the north side of the structure.
- Medic 3 and Medic 2 were refurbished and remounted on 2009 Dodge chassis and returned to service at Fire Station 2 and Fire Station 3.
- The response procedure for medical calls in District 1 and District 4 were reconfigured for a quicker and more efficient response time and to eliminate 33% of the calls for Engine 4, a 75 ft. Quint and our heaviest and most expensive piece of equipment to operate.

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**FIRE**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 6,416,045	\$ 6,575,805	\$ 6,575,808	\$ 6,575,808	\$ 6,643,505	\$ 6,772,770
Supplies	253,751	314,840	290,599	290,599	261,500	267,500
Purchase Services	647,824	856,281	766,557	766,557	456,105	456,935
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 7,317,620</b>	<b>\$ 7,746,926</b>	<b>\$ 7,632,964</b>	<b>\$ 7,632,964</b>	<b>\$ 7,361,110</b>	<b>\$ 7,497,205</b>

**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	77.00	76.00	76.00	76.00	76.00	76.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>77.00</b>	<b>76.00</b>	<b>76.00</b>	<b>76.00</b>	<b>76.00</b>	<b>76.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	77.00	\$ 7,317,620
2009 Adopt.	76.00	\$ 7,746,926
2009 Rev.	76.00	\$ 7,632,964
2010 Adopt.	76.00	\$ 7,361,110
2011 Prop.	76.00	\$ 7,497,205

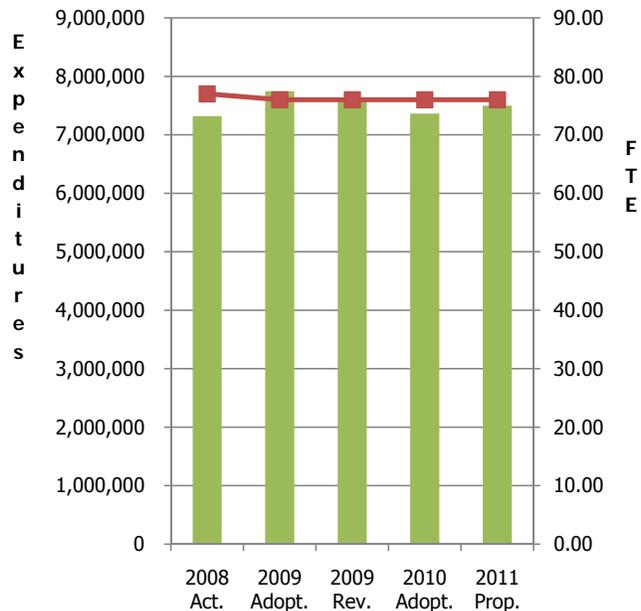
**Notes:**

The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$186,720 in Fleet Maintenance charges and \$116,628 in IT charges.

Emergency Management Coordinator was eliminated in FY 2009.

Funding for overtime has been reduced by \$100,014 in FY 2010.

FY 2010 includes decrease in electricity of \$37,764.



**CITY OF ROWLETT  
FY 2009-2010  
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**

---

- Identify departmental projects/tasks that can be performed by volunteers and provide timely updates to Community Relations Coordinator
- Analyze the efficiency of Animal Services operations and continue to conduct quality control audits on a random basis
- Enhance the relationship with the Friends of the Rowlett Animal Shelter and volunteers and improve the adoption and euthanasia rate by conducting four adoption event throughout the year with the goal of improving adoption numbers at each event
- Contact Homeowner Associations to request speaking opportunities at meetings to educate citizens on City programs to include crime watch; code enforcement; fire prevention; specific programming opportunities
- Implement IT strategy and ensure it is a strategic partner to the organization
- Evaluate outsourcing and managed competition opportunities
- Evaluate policies and procedures to reduce unnecessary bureaucracy
- Conduct a training "needs" assessment and establish/implement a new training program
- Evaluate and enhance customer care program
- Review personnel policies to ensure they reflect vision, mission, values of organization
- Establish performance expectations for each position and evaluate on a semi-annual basis to ensure that appropriate expectations are set and being met by each employee
- Celebrate "successes" of the organization; whether department achievements or employee appreciation
- Conduct an RFP process for health benefits to provide healthcare options to employees at reasonable prices
- Research options related to TMRS (retirement) to balance competitive retirement options with long term costs
- Establish equipment replacement plans
- Establish performance measures/guidelines to ensure quality workmanship in everything we do
- Engage city organization in a beautification program for the city

**CITY OF ROWLETT  
FY 2009-2010  
GENERAL FUND**

**ANIMAL SERVICES**

**PERFORMANCE MEASURES**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Number of animals impounded	2,068	2,068	1,765	1,765	1,765
% of redemptions	24.5%	24.5%	23.7%	23.7%	23.7%
% of adoptions	37.2%	37.2%	38.5%	38.5%	38.5%
% euthanized	34.1%	34.1%	33.9%	33.9%	33.9%

**FY 2009 HIGHLIGHTS**

---

- Conducted low cost animal wellness vaccination clinics at least 3 Saturdays per month. Program is well attended and a very good outreach program for the animal shelter which has helped to increase number of animal vaccinated against rabies and pet licenses sold
- Rowlett Animal Shelter co-hosted with the Friends of Rowlett Animals two Micro-Chip Clinics which resulted in 120 chips being implanted
- Rowlett Animal Shelter co-hosted an adoption event with the Friend of Rowlett Animals where more than 20 animals were placed into new homes
- Animal Services worked with the IT Department to create a page on the City's website where pictures of animals can be placed and viewed by the public.
- Animal Services Division working with the Animal Shelter Advisory Board made three recommended changes to Chapter 6 of the Code of Ordinances; waving first time impoundment fee when the animal is wearing a current pet license attached to the collar, reducing adoption fee from \$75.00 to \$25.00 when an animal is rendered sterile and remained in the adoption program for an extended period of time, and making the tethering ordinance more restrictive for those animals who are tethered outside all year long

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**ANIMAL SERVICES**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 236,238	\$ 255,373	\$ 255,373	\$ 255,373	\$ 265,505	\$ 272,790
Supplies	36,416	37,834	36,530	36,530	37,735	38,600
Purchase Services	99,317	102,996	94,328	94,328	83,330	84,251
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 371,971</b>	<b>\$ 396,203</b>	<b>\$ 386,231</b>	<b>\$ 386,231</b>	<b>\$ 386,570</b>	<b>\$ 395,641</b>

**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	5.00	5.00	5.00	5.00	5.00	5.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

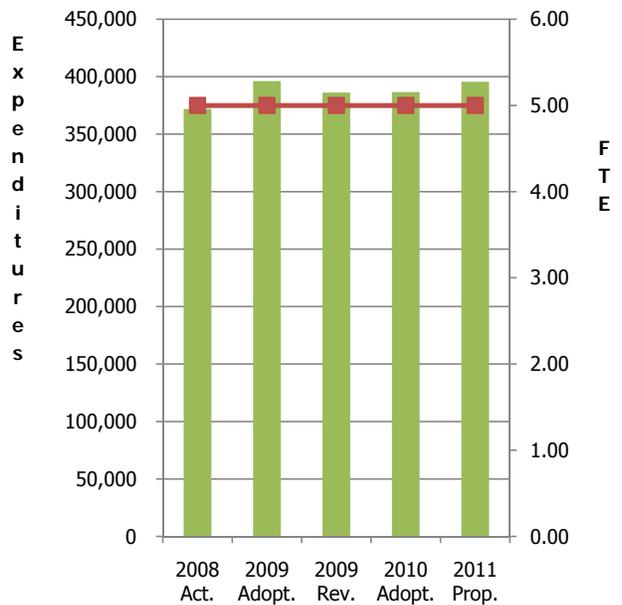
Fiscal Year	FTE's	Expenditures
2008 Act.	5.00	\$ 371,971
2009 Adopt.	5.00	\$ 396,203
2009 Rev.	5.00	\$ 386,231
2010 Adopt.	5.00	\$ 386,570
2011 Prop.	5.00	\$ 395,641

**Note:**

The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$5,643 in Fleet Maintenance charges and \$9,224 in IT charges.

FY 2010 includes increase in overtime of \$2,000.

FY 2010 includes decrease in electricity of \$7,329.



**CITY OF ROWLETT  
FY 2009-2010  
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)
- Review and recommend the adoption of the 2009 Edition of the International Code Council "Family" of Construction Codes

**PERFORMANCE MEASURES**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Plan review turnaround	N/A	N/A	N/A	14 days	14 days

**FY 2009 HIGHLIGHTS**

---

- 50 residential structures permitted at a value of \$8,764,675.
- 8 non-residential structures permitted at a value of \$10,153,000.

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**BUILDING INSPECTIONS**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 274,321	\$ 291,951	\$ 291,951	\$ 291,951	\$ 184,831	\$ 154,281
Supplies	7,909	5,750	4,707	4,707	6,180	6,253
Purchase Services	23,159	21,947	20,850	20,850	23,307	28,449
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 305,389</b>	<b>\$ 319,648</b>	<b>\$ 317,508</b>	<b>\$ 317,508</b>	<b>\$ 214,318</b>	<b>\$ 188,983</b>

**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	4.00	4.00	4.00	4.00	2.00	2.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>2.00</b>	<b>2.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	4.00	\$ 305,389
2009 Adopt.	4.00	\$ 319,648
2009 Rev.	4.00	\$ 317,508
2010 Adopt.	2.00	\$ 214,318
2011 Prop.	2.00	\$ 188,983

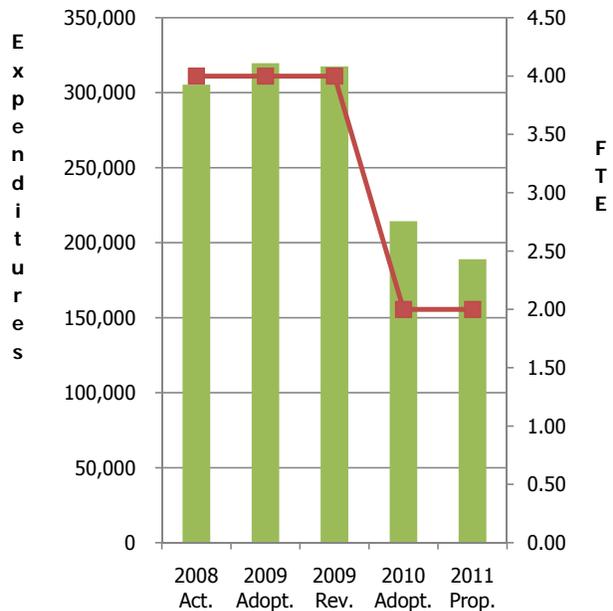
**Notes:**

The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$5,643 in Fleet Maintenance charges and \$4,134 in IT charges.

FY 2010 budget includes \$10,000 for contract inspections.

Administrative Assistant position moved to Environmental Services in FY 2010.

Chief Building Official position eliminated in FY 2010.



**CITY OF ROWLETT  
FY 2009-2010  
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**

---

- Research, analyze and implement new code enforcement software to increase efficiency and allow officers to stay in the field
- Analyze the efficiency of Code Enforcement operations
- Enforce Tier Two violations with emphasis on pools, parking on unimproved surfaces, and requiring house address numbers on front and back
- Review agricultural exemption regulation regarding required upkeep of property on major thoroughfares
- Contact Homeowner Associations to request speaking opportunities at meetings to educate citizens on City programs to include crime watch; code enforcement; fire prevention; specific programming opportunities
- Research and develop an ordinance for consideration by council that establishes residential landlord and tenant regulation
- Evaluate outsourcing and managed competition opportunities
- Evaluate policies and procedures to reduce unnecessary bureaucracy
- Conduct a training "needs" assessment and establish/implement an organizational training program
- Evaluate and enhance customer care program
- Review personnel policies to ensure they reflect vision, mission, values of organization
- Establish performance expectations for each position and evaluate on a semi-annual basis to ensure that appropriate expectations are set and being met by each employee
- Celebrate "successes" of the organization; whether department achievements or employee appreciation
- Conduct an RFP process for health benefits to provide healthcare options to employees at reasonable prices

**CITY OF ROWLETT  
FY 2009-2010  
GENERAL FUND**

**ENVIRONMENTAL SERVICES**

- Research options related to TMRS (retirement) to balance competitive retirement options with long term costs
- Establish equipment replacement plans
- Establish performance measures/guidelines to ensure quality workmanship in everything we do
- Engage city organization in a beautification program for the city

**PERFORMANCE MEASURES**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Communicable disease outbreak investigations	9	9	3	3	3
Critical food violations	111	111	83	83	83
Mosquito complaints	12	12	27	27	27
Code enforcement contacts	5,708	5,708	9,036	9,036	9,036
% voluntary compliance	90%	90%	90%	90%	90%

**FY 2009 HIGHLIGHTS**

---

- Environmental Health Manager (EHM) certified for EPI-Ready (Epidemiology)
- EHM taught Certified Pool Operator Class
- EHM conducted plan reviews and opening food inspections on eleven new establishments
- EHM Conducted plan review for major renovation at Waterview HOA Pool Complex
- EHM permitted and opened 17 commercial pool-spa locations
- Renewed Public Health contract with City of Garland
- Renewed Household Hazardous Waste contract with Dallas County
- Renewed Mosquito Control contract with Dallas County
- On track to complete Proactive Code Inspections for Residential areas for Calendar year 2009
- Code Staff attended a HOA Meeting at the Dexham Estates in September 2009.
- Code Staff began working with Waterview HOA on inspecting Code Violations at residential areas adjacent to Golf Course Areas.
- Maintained and equivalent Code Compliance Rate of about 90% in FY 2009 comparing Code Violations to contracted abatements.
- Code Staff attended Educational meetings pertaining to Foreclosed Properties and regional Code Enforcement Association collaboration practices.
- Specific Educational classes attended were the Building Professional Institute (BPI) in Arlington in May 2009, Texas Educational Extension Service (TEEX) Code Topics.

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**ENVIRONMENTAL SERVICES**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 297,397	\$ 327,899	\$ 327,899	\$ 327,899	\$ 376,784	\$ 385,961
Supplies	11,014	14,200	9,450	9,450	11,400	11,400
Purchase Services	123,679	138,330	132,221	132,221	115,917	115,917
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 432,090</b>	<b>\$ 480,429</b>	<b>\$ 469,570</b>	<b>\$ 469,570</b>	<b>\$ 504,101</b>	<b>\$ 513,278</b>

**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	5.00	5.00	5.00	5.00	6.00	6.00
Continuous Part-Time	0.50	0.50	0.50	0.50	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>5.50</b>	<b>5.50</b>	<b>5.50</b>	<b>5.50</b>	<b>6.00</b>	<b>6.00</b>

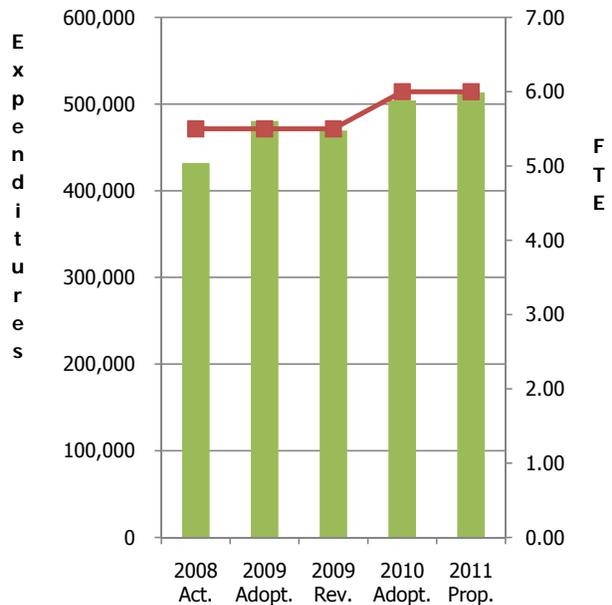
Fiscal Year	FTE's	Expenditures
2008 Act.	5.50	\$ 432,090
2009 Adopt.	5.50	\$ 480,429
2009 Rev.	5.50	\$ 469,570
2010 Adopt.	6.00	\$ 504,101
2011 Prop.	6.00	\$ 513,278

**Note:**

The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$9,405 in Fleet Maintenance charges and \$11,923 in IT charges.

The part-time Administrative Assistant was eliminated in FY 2010.

Administrative Assistant position moved from Building Inspections to Environmental Services in FY 2010.



**CITY OF ROWLETT  
FY 2009-2010  
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 2009-2010  
GENERAL FUND**

**PARKS ADMINISTRATION**

**PERFORMANCE MEASURES**

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	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Wet Zone Attendance	61,505	60,000	49,429	61,000	62,000
Community Centre Attendance	92,700	91,000	103,000	104,000	104,500
FTE capacity for actual work performed by Park Maintenance	N/A	N/A	N/A	14,731	16,541

**FY 2009 HIGHLIGHTS**

---

- Maintained 405 acres of developed park land and all associated amenities
- Revenue projections for the Athletics Division were achieved in fiscal year 2009.
- Community Programs increased program registration by 26% during FY 2009.
- Wet Zone decreased General Fund subsidy.

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**PARKS ADMINISTRATION**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 122,940	\$ 343,420	\$ 239,387	\$ 239,387	\$ 169,706	\$ 173,069
Supplies	11,641	8,944	4,944	4,944	5,809	5,809
Purchase Services	56,226	54,687	36,261	36,261	13,209	13,209
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 190,807</b>	<b>\$ 407,051</b>	<b>\$ 280,592</b>	<b>\$ 280,592</b>	<b>\$ 188,724</b>	<b>\$ 192,087</b>

**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	4.00	4.00	4.00	4.00	2.00	2.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>2.00</b>	<b>2.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	4.00	\$ 190,807
2009 Adopt.	4.00	\$ 407,051
2009 Rev.	4.00	\$ 280,592
2010 Adopt.	2.00	\$ 188,724
2011 Prop.	2.00	\$ 192,087

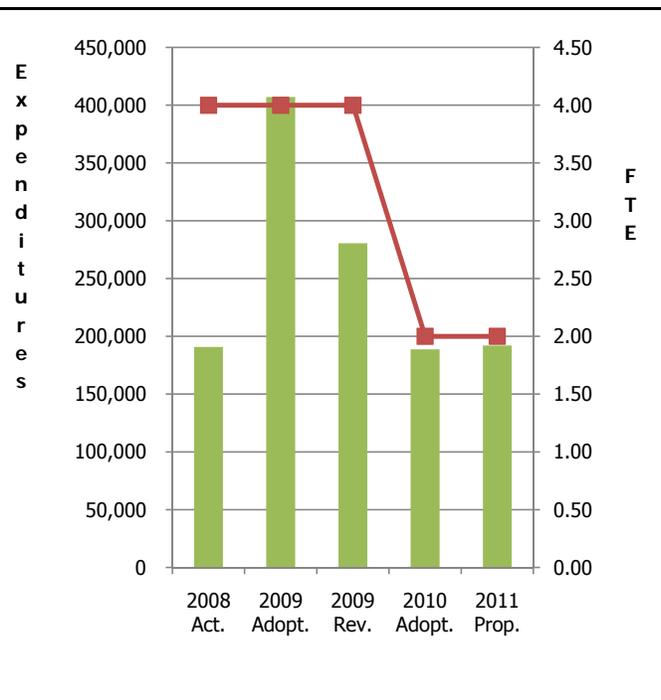
**Notes:**

The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$16,247 in IT charges.

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

Recreation Manager position moved to Recreation in FY 2010.

FY 2010 includes decreases in engineering of \$5,000 and in professional consulting of \$10,000.



**CITY OF ROWLETT  
FY 2009-2010  
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**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Average scoring of Park Condition Index	NA	NA	NA	80%	85%
Average response time to Citizen Action Center request	NA	NA	NA	24 hours	24 hours
FTE reduction percentage in travel time for park maintenance	NA	NA	NA	2.62	1.75

**CITY OF ROWLETT  
FY 2009-2010  
GENERAL FUND**

**PARKS MAINTENANCE**

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
FTE capacity for actual work performed	NA	NA	NA	14,731	16,541

**FY 2009 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

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**PARKS MAINTENANCE**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 503,053	\$ 623,312	\$ 592,020	\$ 592,020	\$ 639,993	\$ 657,479
Supplies	164,941	273,642	254,831	254,831	215,810	223,310
Purchase Services	492,257	963,602	832,123	832,123	832,595	913,938
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 1,160,251</b>	<b>\$ 1,860,556</b>	<b>\$ 1,678,974</b>	<b>\$ 1,678,974</b>	<b>\$ 1,688,398</b>	<b>\$ 1,794,727</b>

**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	12.00	12.50	11.50	11.50	12.00	12.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>12.00</b>	<b>12.50</b>	<b>11.50</b>	<b>11.50</b>	<b>12.00</b>	<b>12.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	12.00	\$ 1,160,251
2009 Adopt.	12.50	\$ 1,860,556
2009 Rev.	11.50	\$ 1,678,974
2010 Adopt.	12.00	\$ 1,688,398
2011 Prop.	12.00	\$ 1,794,727

**Notes:**

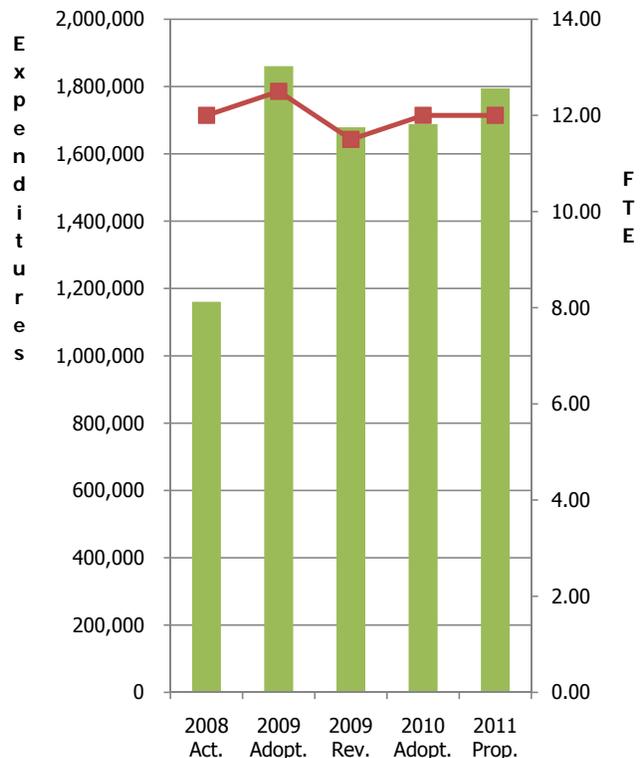
The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$28,215 in Fleet Maintenance charges and increased by \$1,823 in IT charges for additional phone service.

Maintenance Specialist position eliminated in FY 2009.

Athletic Coordinator position was split between Parks Maintenance and Recreation divisions for FY 2009 but is budgeted in Recreation in FY 2010.

Parks Maintenance Manager moved from Parks Administration to Parks Maintenance in FY 2010.

FY 2010 includes decreases in water repairs of \$9,785, horticulture of \$30,994, electricity of \$60,716, water of \$37,450 and natural gas of \$268 and increases in ball field maintenance of \$10,000 and contract labor of \$61,703.



**CITY OF ROWLETT  
FY 2009-2010  
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**

---

- Utilize the registration software training staff received in FY 2009 to improve reporting procedures, efficiency at the front desk and overall productivity.
- To assist in coordinating the new Rowlett Girls Fastpitch Softball Association and return the sport/program to Rowlett.
- To create and utilize a Gym Rental Policy and Field Reservation Policy to increase revenue for the division and the City of Rowlett.
- To continue the growth and success of the Athletic Leagues during the year by 5%
- To improve communication and assist in the positive role/revenue of the Rowlett Sports Associations through the annual Field Utilization Contracts.
- To increase sponsorships for the Rowlett Sports Associations and the City of Rowlett PARD.
- Increase the email data base by 5%
- Increase online program registration by 5%
- Create a cohesive relationship between city staff and senior population.
- Increase program registrations by 130 to achieve a 5% increase for FY 2010.
- Increase Community Centre Attendance by 10%.
- Increase RCC Memberships by 5%.
- Increase Facility Reservations over previous year.

**CITY OF ROWLETT  
FY 2009-2010  
GENERAL FUND**

**RECREATION**

**PERFORMANCE MEASURES**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Participation in Recreation Programs	33,201	34,500	34,500	35,000	35,000
Community Centre Attendance	92,700	91,000	103,000	104,000	104,500
Athletics Division - includes youth and adult leagues, tournaments	11,120	12,225	12,225	13,000	13,000

**FY 2009 HIGHLIGHTS**

---

- RCC memberships increased from previous year.
- Athletics implemented the annual field utilization agreements with the Rowlett Sports Associations.
- Revenue projections for the Athletics Division were achieved in fiscal year 2008-09.
- Community Programs increased program registration by 26% during FY 2009.
- Community Programs exceeded revenue projections.

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**RECREATION**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 431,350	\$ 425,202	\$ 425,202	\$ 425,202	\$ 558,123	\$ 569,642
Supplies	20,522	49,218	32,897	32,897	31,958	39,188
Purchase Services	278,522	456,068	383,629	383,629	332,786	337,302
Capital Outlay	-	-	17,260	17,260	39,000	35,000
<b>Total</b>	<b>\$ 730,394</b>	<b>\$ 930,488</b>	<b>\$ 858,988</b>	<b>\$ 858,988</b>	<b>\$ 961,867</b>	<b>\$ 981,132</b>

**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	7.00	5.50	5.50	5.50	7.00	7.00
Continuous Part-Time	2.00	4.00	4.00	4.00	4.00	4.00
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>9.00</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>	<b>11.00</b>	<b>11.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	9.00	\$ 730,394
2009 Adopt.	9.50	\$ 930,488
2009 Rev.	9.50	\$ 858,988
2010 Adopt.	11.00	\$ 961,867
2011 Prop.	11.00	\$ 981,132

**Notes:**

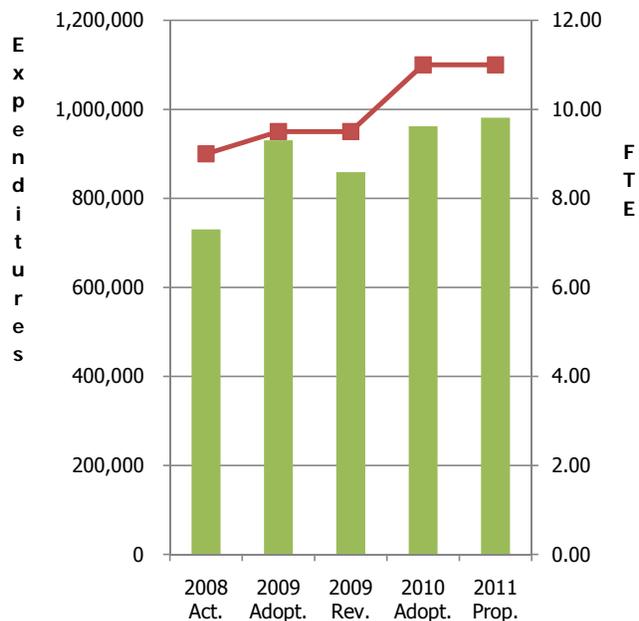
The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$11,746 in IT charges.

Recreation Manager position moved from Parks Administration to Recreation in FY 2010.

Athletic Coordinator position was split between Parks Maintenance and Recreation divisions for FY 2009 but is budgeted in Recreation in FY 2010.

FY 2010 includes \$22,000 for fitness equipment and \$17,000 to replace carpet on walking track.

FY 2010 includes decrease in electricity of \$38,006.



**CITY OF ROWLETT  
FY 2009-2010  
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.
- Ensure all state required safety codes are met and exceeded where applicable.
- Utilize 4 new quality standards set in place: Safety, Hospitality, Initiative and Proactiveness to set the stage for all decisions and programs the park implements and to help us evaluate the way we currently do business.
- To generate revenues at the level expected or above with expenses at or below projection.
- To become self sufficient of the General Fund and operate with a profit in the 2010 fiscal year and beyond.

**PERFORMANCE MEASURES**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Wet Zone Attendance	61,505	60,000	49,429	61,000	62,000

**FY 2009 HIGHLIGHTS**

---

- Detailed labor and budget projections and constant tracking helped to ensure the park stayed on course to reach its budgetary goals for the season.
- Several pricing structure changes helped to increase revenues including, season passes, private cabanas, concession menu and gift shop items.
- Daily operation analyses and staff adjustments helped to keep expenses within budget.

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**WET ZONE**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 474,601	\$ 401,982	\$ 418,982	\$ 418,982	\$ 364,005	\$ 365,550
Supplies	181,073	161,294	150,794	150,794	154,375	154,375
Purchase Services	251,698	287,252	212,316	212,316	206,990	206,990
Capital Outlay	20,124	-	-	-	-	-
<b>Total</b>	<b>\$ 927,496</b>	<b>\$ 850,528</b>	<b>\$ 782,092</b>	<b>\$ 782,092</b>	<b>\$ 725,370</b>	<b>\$ 726,915</b>

**POSITION SUMMARY**

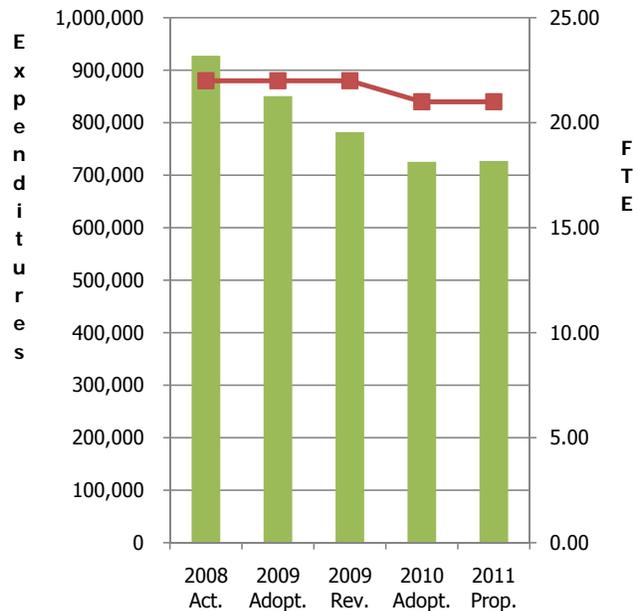
Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	2.00	2.00	2.00	2.00	1.00	1.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	20.00	20.00	20.00	20.00	20.00	20.00
<b>Total</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>	<b>21.00</b>	<b>21.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	22.00	\$ 927,496
2009 Adopt.	22.00	\$ 850,528
2009 Rev.	22.00	\$ 782,092
2010 Adopt.	21.00	\$ 725,370
2011 Prop.	21.00	\$ 726,915

**Note:**  
The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$27,145 in IT charges.

Operations Manager position was eliminated in FY 2010.

FY 2010 includes decreases in electricity of \$20,064 and advertising of \$25,000.



**CITY OF ROWLETT  
FY 2009-2010  
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**

---

- Research and evaluate new integrated library systems that will offer enriched bibliographic content, innovative management tools and shared resources with other library systems, offering improved features for the patrons. Plan for implementation.
- Design library's web pages to provide quick and easy access to services and databases.
- Enhance library program offerings to create young readers. Continue to offer baby story times; create a family space providing early literacy stations for children and wireless laptops for parents. Display a selection of parenting materials in the family space.
- Provide programs and services for adult literacy. Implement English as a Second Language (ESL) program. Continue support of the current GED program by attracting volunteer tutors. Offer basic computer courses to seniors. Provide opportunity for citizens to learn conversational Spanish.
- Offer opportunities for lifelong learning. Display local art. Initiate a monthly "artist in residence" program. Provide book clubs to encourage discussion and explorations of new perspectives. Partner with area Museums to enrich library's offerings.
- Enhance the library's volunteer program to offer more opportunities and projects.
- Maintain standards set forth by the Texas State Library and Archives Commission in order to retain accreditation.

**PERFORMANCE MEASURES**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Collection development: items added	N/A	N/A	13,969	14,500	14,700
Collection development: items withdrawn	N/A	N/A	6,939	7,000	7,200

**CITY OF ROWLETT  
FY 2009-2010  
GENERAL FUND**

**LIBRARY**

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Circulation of materials per capita	6.5	7.4	5.8*	5.9*	6.0
Visitors & program attendance per capita	3.9	4.3	4.6**	4.0*	4.1
Active users	N/A	N/A	18,975	19,100	19,200
Reference questions answered	N/A	N/A	19,553	19,750	20,000
Internet use: PC lab & wireless	N/A	N/A	40,661	41,000	41,200
New library card registration	N/A	N/A	3,815	3,900	4,000
Renewed library card registrations	N/A	N/A	3,523	3,600	3,700
Reservations for materials	N/A	N/A	18,074	18,300	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 2009 HIGHLIGHTS**

---

- Library is open 6 days per week, providing 60 hours of service to 37,254 registered borrowers
- 263,500 books were borrowed saving citizens \$3.2 million in book purchases
- 50,000 movies loaned, saving citizens \$200,000 in movie rental fees
- 40,661 PC users saved \$487,932 in Internet and PC fees
- 19,553 reference questions answered saving \$136,871
- 53 Licensed databases offered saving \$180,959
- Nine students passed their GED
- Library awarded the 2009 achievement of Excellence in Libraries Award from the Texas Municipal Library Directors Association. Of the 565 public libraries in the state of Texas, only 33 received this 2009 award.

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**LIBRARY**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 736,033	\$ 806,590	\$ 771,924	\$ 771,924	\$ 831,894	\$ 850,360
Supplies	174,053	117,821	136,716	136,716	158,921	168,646
Purchase Services	150,052	262,132	229,923	229,923	128,806	115,437
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 1,060,138</b>	<b>\$ 1,186,543</b>	<b>\$ 1,138,563</b>	<b>\$ 1,138,563</b>	<b>\$ 1,119,621</b>	<b>\$ 1,134,443</b>

**POSITION SUMMARY**

Description By Status:	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Full-Time	12.00	12.00	13.00	12.00	12.00	12.00
Continuous Part-Time	2.00	1.50	1.00	2.00	2.00	2.00
Seasonal	1.50	2.50	2.50	2.50	3.00	3.00
<b>Total</b>	<b>15.50</b>	<b>16.00</b>	<b>16.50</b>	<b>16.50</b>	<b>17.00</b>	<b>17.00</b>

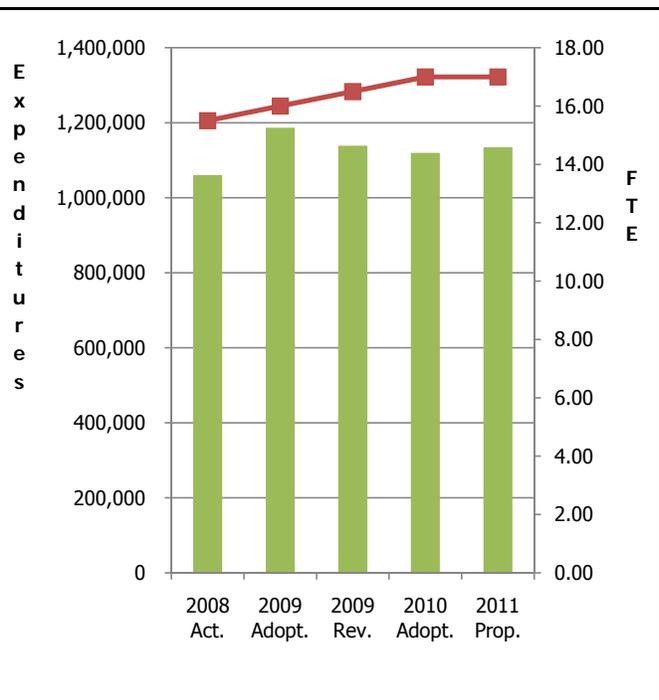
Fiscal Year	FTE's	Expenditures
2008 Act.	15.50	\$ 1,060,138
2009 Adopt.	16.00	\$ 1,186,543
2009 Rev.	16.50	\$ 1,138,563
2010 Adopt.	17.00	\$ 1,119,621
2011 Prop.	17.00	\$ 1,134,443

**Notes:**

The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$113,229 in IT charges.

Library Manager position reclassified to Library Director in FY 2009.

Library Assistant position reclassified to two part-time Library Aides in FY 2009.



**CITY OF ROWLETT  
FY 2009-2010  
GENERAL FUND**

**COMMUNICATIONS**

**MISSION**

---

To provide a comprehensive communication program utilizing the latest technologies and most effective means to deliver information to the citizens, businesses, visitors and employees of the City of Rowlett.

**DESCRIPTION**

---

The Communications Division offers our customers ease in finding the information they are seeking with the least amount of effort by informing, engaging and communicating with the public through the following communication avenues:

- Special programs on RTN16 Cable Access Channel/streaming video.
- An interactive website.
- Media contacts.
- Electronic newsletters and email subscription list serve.
- Social media.
- Community information and outreach meetings (physical and virtual).
- Outdoor signage and promotion.

**GOALS AND OBJECTIVES**

---

- Increase the number of contacts made with the public.
- Continue to monitor and implement the latest technologies in the field of communication.
- Continually survey customers to determine what information they are seeking and what avenues they prefer to receive their information.

**PERFORMANCE MEASURES**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
RTN16 Programs	12	12	12	15	20
Meeting coverage	32	32	40	55	60
ENEWS Newsletters per month	2	2	2	2	2
Construction ENEWS per month	2	2	2	2	2
Media contacts per week	3	3	5	5	5
Surveys	2	2	3	5	5
Public meetings	3	3	3	6	6

**CITY OF ROWLETT  
FY 2009-2010  
GENERAL FUND**

**COMMUNICATIONS**

**FY 2009 HIGHLIGHTS**

---

- Eliminated the printed quarterly newsletter, saving \$22,0000 annually
- Increased special programs on RTN16
- Began taping/airing Planning & Zoning meetings

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**COMMUNICATIONS**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 281,699	\$ 245,056	\$ 245,606	\$ 245,606	\$ 130,417	\$ 132,436
Supplies	24,270	24,500	11,000	11,000	11,500	11,500
Purchase Services	237,414	112,683	113,477	113,477	61,425	61,425
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 543,383</b>	<b>\$ 382,239</b>	<b>\$ 370,083</b>	<b>\$ 370,083</b>	<b>\$ 203,342</b>	<b>\$ 205,361</b>

**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	4.00	3.00	3.00	3.00	1.00	1.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>4.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>1.00</b>	<b>1.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	4.00	\$ 543,383
2009 Adopt.	3.00	\$ 382,239
2009 Rev.	3.00	\$ 370,083
2010 Adopt.	1.00	\$ 203,342
2011 Prop.	1.00	\$ 205,361

**Notes:**

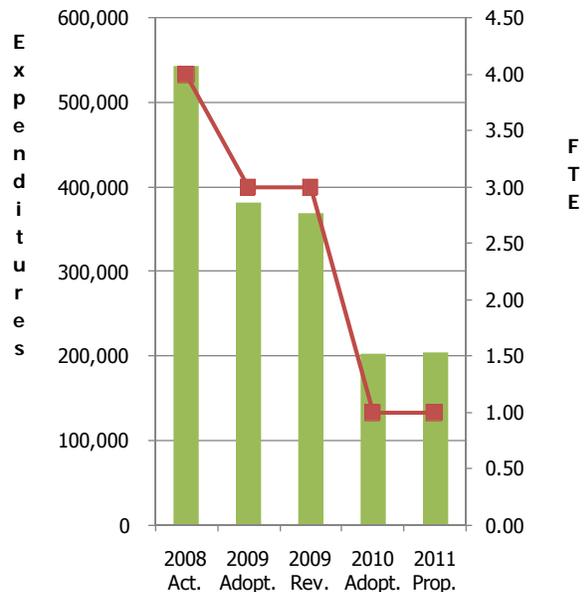
The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$12,303 in IT charges.

Communications Officer position eliminated in FY 2009.

Video Producer moved to PEG Fund in FY 2010.

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

FY 2010 includes decreases in signs of \$10,000, contract labor of \$24,000 and printing of \$22,200.



**CITY OF ROWLETT  
FY 2009-2010  
GENERAL FUND**

**CALL CENTER**

**MISSION**

---

The Action Center is responsible for providing information to inquiries and taking service requests to the City's customers.

**DESCRIPTION**

---

The 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**

---

- Market the 972-463-CITY number for our customers to receive action to their inquiries or service requests.
- Begin handling Code Enforcement telephone calls.
- Re-develop protocol for Action Center to better be a resource to city departments and our customers to dispatch issues and address citizen concerns without transferring the caller to another department.

**PERFORMANCE MEASURES**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
% of calls handled by the Action Center without transferring	N/A	N/A	62%	>62%	>62%
Average number of calls per day	N/A	N/A	245	>245	>245
Average number of calls per month	N/A	N/A	5,136	>5,136	>5,136
% of abandoned calls	N/A	N/A	6.8%	<6.8%	<6.8%
Average hold time per caller	N/A	N/A	22 seconds	22 seconds	22 seconds

**FY 2009 HIGHLIGHTS**

---

- Strategically changed locations of staff members to high volume of customer interaction areas in order to facilitate more face-to-face communication with our customers.

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**CALL CENTER**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 73,116	\$ 104,220	\$ 98,220	\$ 98,220	\$ 106,036	\$ 107,881
Supplies	24,609	1,500	500	500	500	500
Purchase Services	1,098	10,156	8,482	8,482	7,424	7,424
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 98,823</b>	<b>\$ 115,876</b>	<b>\$ 107,202</b>	<b>\$ 107,202</b>	<b>\$ 113,960</b>	<b>\$ 115,805</b>

**POSITION SUMMARY**

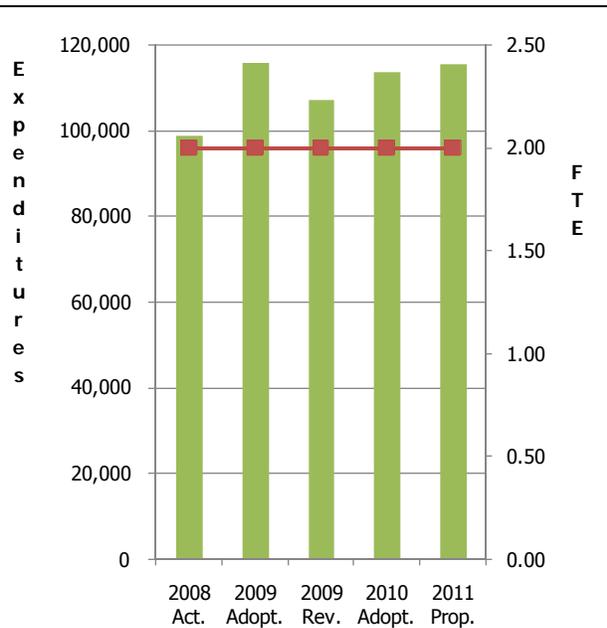
Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	1.00	1.00	1.00	1.00	1.00	1.00
Continuous Part-Time	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	2.00	\$ 98,823
2009 Adopt.	2.00	\$ 115,876
2009 Rev.	2.00	\$ 107,202
2010 Adopt.	2.00	\$ 113,960
2011 Prop.	2.00	\$ 115,805

**Notes:**

The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$1,382 in IT charges.

Customer Service Representative reclassified to Action Center Supervisor in FY 2009.



**CITY OF ROWLETT  
FY 2009-2010  
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 150,000 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**

---

- Evaluate what types of services should be provided in-house versus outsourced.
- Establish customer-centered service operating model.
- Develop 10 year plant & equipment replacement plan based on business strategy.
- Implement and complete HVAC replacement project from the federal EECBG grant program.

**PERFORMANCE MEASURES**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Preventative maintenance services performed on each building per schedule	N/A	N/A	N/A	95%	95%
Janitorial services performed on each building per schedule	N/A	N/A	N/A	95%	95%

**FY 2009 HIGHLIGHTS**

---

- Completed wood sealing and painting project at City Hall to protect building envelope.
- Completed survey of all HVAC to identify candidates for the federal EECBG program.
- Completed outside painting and repair project at Annex II.

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**FACILITIES MAINTENANCE**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 239,618	\$ 249,757	\$ 249,757	\$ 249,757	\$ 313,068	\$ 356,349
Supplies	84,549	65,448	64,703	64,703	93,283	93,283
Purchase Services	276,202	359,670	320,788	320,788	322,307	322,307
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 600,369</b>	<b>\$ 674,875</b>	<b>\$ 635,248</b>	<b>\$ 635,248</b>	<b>\$ 728,658</b>	<b>\$ 771,939</b>

**POSITION SUMMARY**

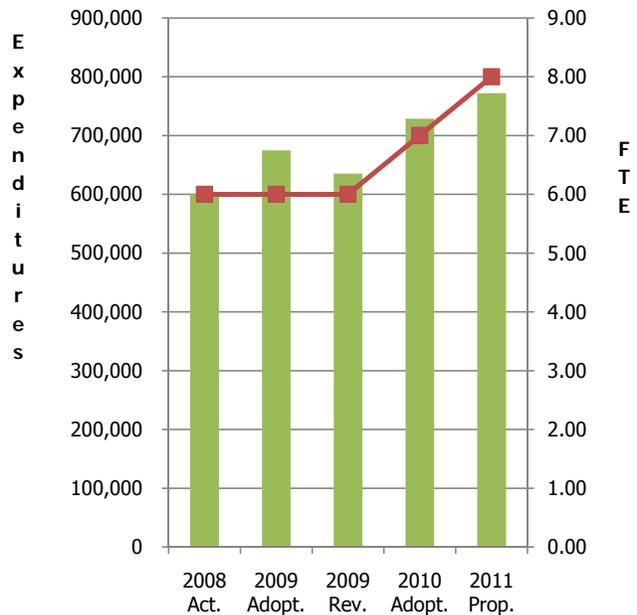
Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	5.00	5.00	5.00	5.00	6.00	7.00
Continuous Part-Time	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>7.00</b>	<b>8.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	6.00	\$ 600,369
2009 Adopt.	6.00	\$ 674,875
2009 Rev.	6.00	\$ 635,248
2010 Adopt.	7.00	\$ 728,658
2011 Prop.	8.00	\$ 771,939

**Notes:**  
The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$3,762 in Fleet Maintenance charges and increased by \$660 in IT charges for additional phone service.

Two part-time Building Maintenance Worker positions were added in FY 2010. An additional position is planned for FY 2011.

FY 2010 budget includes decreases in electricity of \$40,489 and increases in janitorial supplies of \$13,000 and plumbing supplies of \$11,000.



**CITY OF ROWLETT  
FY 2009-2010  
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 360 lane miles of concrete streets, 75 lane miles of asphalt streets and 100 lane miles of alleys. Annual system assessment identifies candidate projects for improvement through CIP funding. Maintenance efforts are programmed through a four district system that allows crews to work in each of the districts three consecutive months during a calendar year.

**GOALS AND OBJECTIVES**

---

- Achieve and average PCI rating of 70 for all existing public streets, bridges and traffic control devices

**PERFORMANCE MEASURES**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Average Pavement Condition Index (PCI) for collector streets	70	70	71	71	71
Average Pavement Condition Index (PCI) for arterial streets	71	72	72	72	72

**FY 2009 HIGHLIGHTS**

---

- Reduced staff and emphasized contract out sourcing of workload.
- Placed 1,451 tons of asphalt.
- Replaced 54,803 square yards of concrete pavement.

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**STREETS**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 837,088	\$ 908,992	\$ 844,326	\$ 844,326	\$ 780,472	\$ 800,975
Supplies	129,125	118,909	126,462	126,462	120,268	120,268
Purchase Services	916,143	1,128,867	935,969	935,969	873,797	873,797
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 1,882,356</b>	<b>\$ 2,156,768</b>	<b>\$ 1,906,757</b>	<b>\$ 1,906,757</b>	<b>\$ 1,774,537</b>	<b>\$ 1,795,040</b>

**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	17.00	17.00	14.00	14.00	14.00	14.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>17.00</b>	<b>17.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>

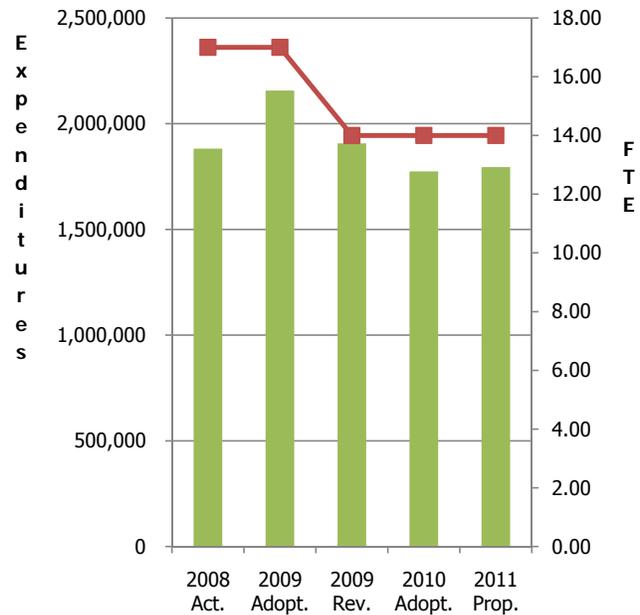
Fiscal Year	FTE's	Expenditures
2008 Act.	17.00	\$ 1,882,356
2009 Adopt.	17.00	\$ 2,156,768
2009 Rev.	14.00	\$ 1,906,757
2010 Adopt.	14.00	\$ 1,774,537
2011 Prop.	14.00	\$ 1,795,040

**Notes:**

The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$54,782 in Fleet Maintenance charges and \$7,757 in IT charges.

Three Maintenance Worker positions were eliminated in FY 2009.

FY 2010 budget includes decreases in electricity of \$159,017 and landfill charges of \$15,000.



**CITY OF ROWLETT  
FY 2009-2010  
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 412 pieces of equipment ranging from police cars, fire trucks, pickups, and yellow iron (bulldozers, backhoes, etc.). Responsibilities include the following:

- Scheduling equipment for maintenance.
- Repairing and maintaining equipment.
- Maintaining maintenance records for repairs and maintenance.
- Maintaining multi-year equipment replacement plan.
- Evaluating equipment annually to determine which pieces of equipment should actually be replaced.

**GOALS AND OBJECTIVES**

---

- Develop operating model that meets the operational strategies.
- Develop 10 year equipment replacement plan using life cycle costing principles.
- Invest in technology to implement best practice features with regard to inventory management and service.
- Evaluate each piece of equipment scheduled for replacement to determine if a new engine, body work or other repair would be worth the cost, taking into account salvage and insurance value, to keep it another year.

**PERFORMANCE MEASURES**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Percent of preventative maintenance services on each piece of equipment per schedule	N/A	N/A	N/A	95%	100%
Percent of equipment down less than 48 hours due to controllable factors	N/A	N/A	N/A	95%	100%
Number of preventable accidents or injuries with loss of work time	N/A	N/A	N/A	0	0

**CITY OF ROWLETT  
FY 2009-2010  
GENERAL FUND**

**FLEET SERVICES**

**FY 2009 HIGHLIGHTS**

---

- Maintained the City's fleet of 412 vehicles and equipment.
- Purchased and put into service seven 2009 Dodge Charger patrol cars.
- Oversaw the purchase, rebuild and outfitting of two remounts of aging ambulance boxes to new cab and chassis.

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**FLEET SERVICES**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ 210,936	\$ 216,746
Supplies	-	-	-	-	246,240	246,240
Purchase Services	-	-	-	-	300,663	300,663
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 757,839</b>	<b>\$ 763,649</b>

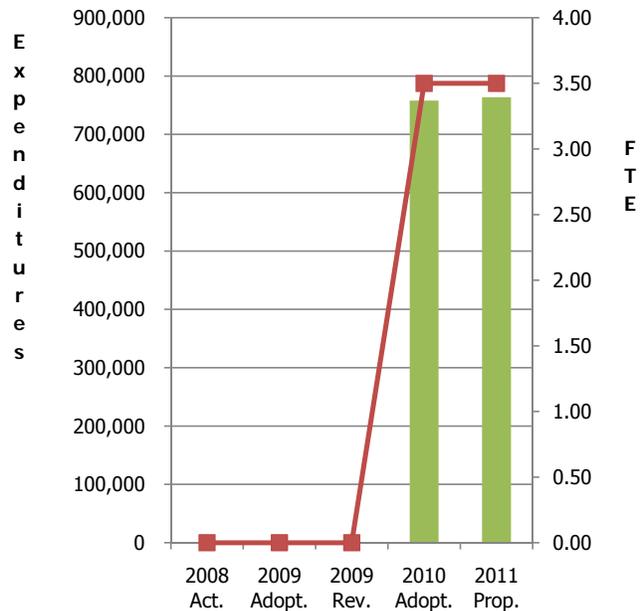
**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	-	-	-	-	3.50	3.50
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3.50</b>	<b>3.50</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	-	\$ -
2009 Adopt.	-	\$ -
2009 Rev.	-	\$ -
2010 Adopt.	3.50	\$ 757,839
2011 Prop.	3.50	\$ 763,649

**Note:**  
The City merged IT and Fleet with the General Fund in FY 2010. The budget for this division was created as a result of the re-organization.

Administrative Assistant position was moved from Public Works Administration division to be shared by Fleet Services and Water divisions.



**CITY OF ROWLETT  
FY 2009-2010  
GENERAL FUND**

**PUBLIC WORKS ADMINISTRATION**

**MISSION**

---

The mission of Public Works Administration is to provide administrative leadership for the six divisions falling under the Public Works/Utility umbrella.

**DESCRIPTION**

---

Public Works Administration provides management, administrative, and engineering oversight and support for Public Works/Utilities divisions, including Water, Wastewater, Streets and Drainage Utility. Also included are the Engineering, GIS, Planning and Building Inspections divisions.

**GOALS AND OBJECTIVES**

---

- Provide support for the day-to-day operations of
  - Engineering,
  - Street,
  - Traffic,
  - Storm drainage,
  - Waste water
  - Capital Improvement Projects program
  - Administration of the City's floodplain
- Development of policies and procedures for all the divisions within Public Works

**PERFORMANCE MEASURES**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Average Pavement Condition Index (PCI)	70.5	71	71.5	71.5	71.5
CIP implementation % on schedule	N/A	N/A	95%	95%	95%

**FY 2009 HIGHLIGHTS**

---

- Reduced staff and emphasized contract out sourcing of workload.
- Replaced 54,803 square yards of concrete pavement.
- Provided oversight of \$25,000,000 in Capital Improvement Plan and assisted in the coordination of the work on the North Texas Tollway Authority and Dallas Area Rapid Transit projects.

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**PUBLIC WORKS ADMINISTRATION**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 724,705	\$ 576,139	\$ 576,140	\$ 576,140	\$ 509,697	\$ 517,600
Supplies	22,390	31,720	29,733	29,733	32,225	32,225
Purchase Services	117,783	121,374	124,883	124,883	250,212	250,212
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 864,878</b>	<b>\$ 729,233</b>	<b>\$ 730,756</b>	<b>\$ 730,756</b>	<b>\$ 792,134</b>	<b>\$ 800,037</b>

**POSITION SUMMARY**

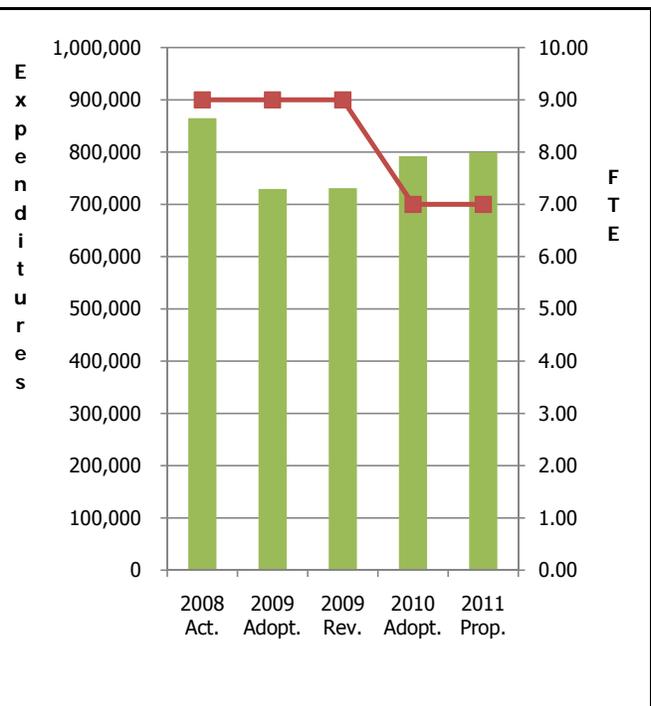
Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	9.00	9.00	9.00	9.00	7.00	7.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>7.00</b>	<b>7.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	9.00	\$ 864,878
2009 Adopt.	9.00	\$ 729,233
2009 Rev.	9.00	\$ 730,756
2010 Adopt.	7.00	\$ 792,134
2011 Prop.	7.00	\$ 800,037

**Note:**  
The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$11,286 in Fleet Maintenance charges and \$27,841 in IT charges.

Project Engineer position was eliminated and funding of \$165,000 for outsourcing of plan review was added in FY 2010.

Administrative Assistant position was moved from Public Works Administration division to be shared by Fleet Services and Water divisions.



**CITY OF ROWLETT  
FY 2009-2010  
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**

---

- Create and implement form based codes for downtown that can also be adapted throughout the city.
- Create and implement a transit oriented development plan.
- Update the comprehensive plan.
- Evaluate the *Rowlett Development Code* (RDC) for possible revisions.
- 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.

**PERFORMANCE MEASURES**

---

	FY 2008 Act.	FY 2009 Target	FY 2009 Est.	FY 2010 Bud.	FY 2011 Bud.
% goals achieved	N/A	N/A	N/A	90%	90%

**FY 2009 HIGHLIGHTS**

---

- Presented 16 zoning cases and 2 platting cases to the Planning and Zoning Commission.

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**PLANNING**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 385,605	\$ 428,214	\$ 428,214	\$ 428,214	\$ 297,731	\$ 312,533
Supplies	6,734	11,450	7,950	7,950	5,400	5,556
Purchase Services	59,114	90,567	76,771	76,771	41,174	43,866
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 451,453</b>	<b>\$ 530,231</b>	<b>\$ 512,935</b>	<b>\$ 512,935</b>	<b>\$ 344,305</b>	<b>\$ 361,955</b>

**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	5.00	5.00	5.00	5.00	4.00	4.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>4.00</b>	<b>4.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	5.00	\$ 451,453
2009 Adopt.	5.00	\$ 530,231
2009 Rev.	5.00	\$ 512,935
2010 Adopt.	4.00	\$ 344,305
2011 Prop.	4.00	\$ 361,955

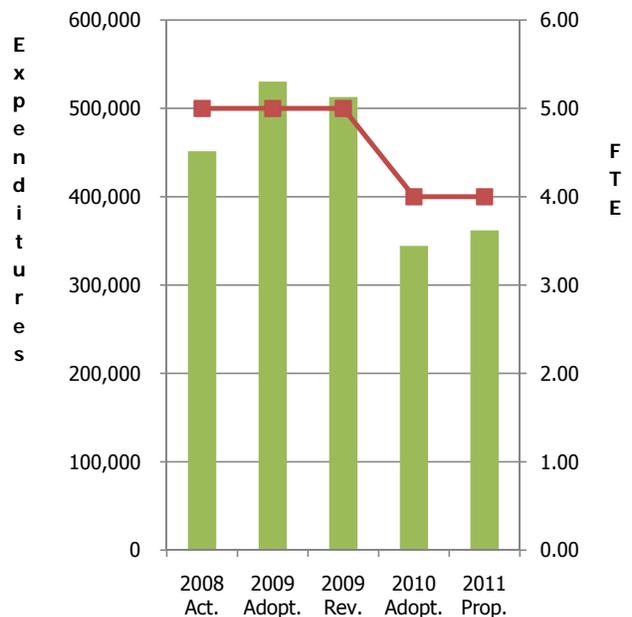
**Notes:**

The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$24,122 in IT charges.

Planner II position was reclassified to Assistant Director in FY 2009.

Director of Developmental Services was eliminated in FY 2010 and Assistant Director was reclassified to Planning Manager.

FY 2010 includes decrease in travel of \$8,200.



**CITY OF ROWLETT  
FY 2009-2010  
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.

**PERFORMANCE MEASURES**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Accuracy of data layers	N/A	N/A	90%	90%	90%

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**GEOGRAPHIC INFORMATION SYSTEMS**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 167,551	\$ 130,919	\$ 106,062	\$ 106,062	\$ 70,136	\$ 134,684
Supplies	3,339	3,500	3,500	3,500	3,500	3,500
Purchase Services	39,926	30,069	32,953	32,953	34,130	26,595
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 210,816</b>	<b>\$ 164,488</b>	<b>\$ 142,515</b>	<b>\$ 142,515</b>	<b>\$ 107,766</b>	<b>\$ 164,779</b>

**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	2.00	2.00	2.00	2.00	2.00	2.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	2.00	\$ 210,816
2009 Adopt.	2.00	\$ 164,488
2009 Rev.	2.00	\$ 142,515
2010 Adopt.	2.00	\$ 107,766
2011 Prop.	2.00	\$ 164,779

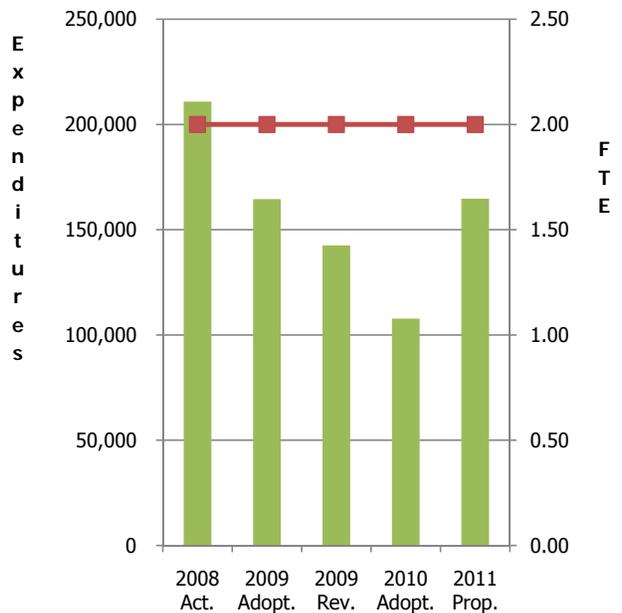
**Notes:**

The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$8,135 in IT charges.

GIS Manager position was reclassified to GIS Technician in FY 2009.

GIS Technician is unfunded in FY 2010.

FY 2010 includes increase in service contract maintenance of \$16,000.



**CITY OF ROWLETT  
FY 2009-2010  
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**

---

- RFP and award contract for new insurance consultant.
- Re-introduce a formal city-wide training program.
- Revise policy manual to reflect our organizational values and norms.
- Re-introduce a New Employee Orientation program.
- Develop and implement a revised performance evaluation system.
- Implement NEOGOV, an application tracking system.
- Re-evaluate market cities used for compensation and benefit purposes.
- Re-introduce a safety awareness program.
- Monitor and proactively respond to medical and property/liability insurance issues and claims.
- Evaluate and revise Customer Care Program to recognize employees who reflect the values and norms of the organization.

**PERFORMANCE MEASURES**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Vacancy rate	6.1%	N/A	7.4%	7.0%	7.0%
Turnover rate	N/A	N/A	11.5%	12.0%	12.0%
Percentage of worker's compensation claims with 5 or fewer days of lost time	N/A	N/A	93.2%	95%	95%
Percentage of claimants contacted within 48 hours of liability claim being received by Human Resources	N/A	N/A	N/A	95%	95%

**CITY OF ROWLETT  
FY 2009-2010  
GENERAL FUND**

**HUMAN RESOURCES**

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Percentage of pre-employment screening contact made within 24 hours of completed paperwork received by Human Resources	N/A	N/A	N/A	95%	95%
Total instruction hours of training provided	N/A	N/A	35	50	50

**FY 2009 HIGHLIGHTS**

---

- Monitored & proactively responded to medical and property/liability insurance issues and claims.
- 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
- Implemented the Public Safety Tenure Pay Plan.
- Represented the City in an EEOC claim.

**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**HUMAN RESOURCES**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 206,870	\$ 207,875	\$ 208,766	\$ 208,766	\$ 222,413	\$ 227,250
Supplies	8,213	5,400	5,100	5,100	5,280	5,800
Purchase Services	130,575	116,228	105,369	105,369	90,030	100,787
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 345,658</b>	<b>\$ 329,503</b>	<b>\$ 319,235</b>	<b>\$ 319,235</b>	<b>\$ 317,723</b>	<b>\$ 333,837</b>

**POSITION SUMMARY**

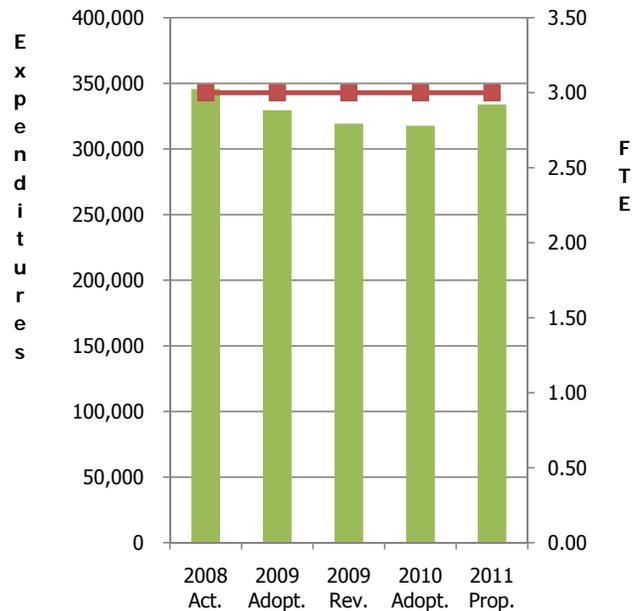
Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	3.00	3.00	3.00	3.00	3.00	3.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	3.00	\$ 345,658
2009 Adopt.	3.00	\$ 329,503
2009 Rev.	3.00	\$ 319,235
2010 Adopt.	3.00	\$ 317,723
2011 Prop.	3.00	\$ 333,837

**Notes:**  
The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$7,723 in IT charges.

Safety Officer position was reclassified to Human Resources Technician in FY 2009.

Human Resources Technician position was reclassified to Human Resources Generalist in FY 2009.



**CITY OF ROWLETT  
FY 2009-10  
GENERAL FUND**

**NON DEPARTMENTAL**

**FINANCIAL SUMMARY**

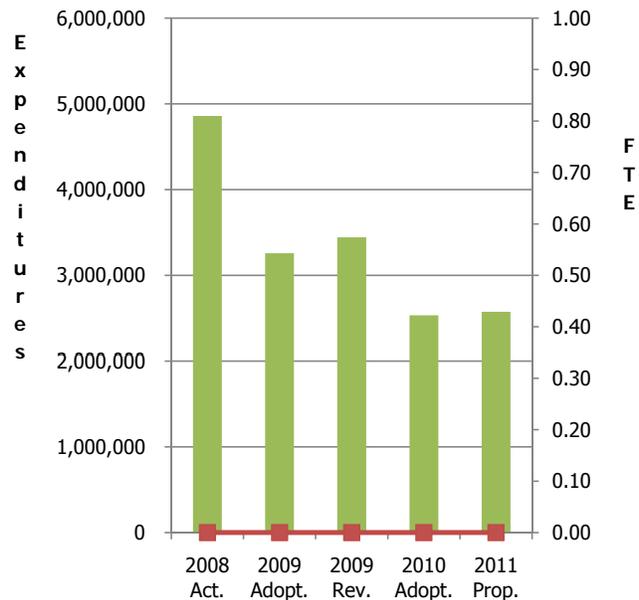
Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 2,053	\$ (485,000)	\$ -	\$ (259,372)	\$ (250,000)	\$ (250,000)
Supplies	4,853	5,500	5,500	5,500	5,500	5,500
Purchase Services	2,503,200	1,934,339	1,716,857	1,616,857	1,739,012	1,747,165
Capital Outlay	-	-	-	-	-	-
Transfers Out	2,348,884	1,803,342	1,707,484	1,707,484	1,040,027	1,073,403
Reserves	-	-	13,772	13,772	-	-
<b>Total</b>	<b>\$ 4,858,990</b>	<b>\$ 3,258,181</b>	<b>\$ 3,443,613</b>	<b>\$ 3,084,241</b>	<b>\$ 2,534,539</b>	<b>\$ 2,576,068</b>

**POSITION SUMMARY**

Description By Status:	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Full-Time	-	-	-	-	-	-
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	0.00	\$ 4,858,990
2009 Adopt.	0.00	\$ 3,258,181
2009 Rev.	0.00	\$ 3,443,613
2010 Adopt.	0.00	\$ 2,534,539
2011 Prop.	0.00	\$ 2,576,068

**Notes:**  
 FY 2010 includes decreases in transfer to CIP of \$745,000.  
 FY 2010 includes \$16,000 for a citizen survey.  
 FY 2010 includes \$5,000 for Rowlett Citizen Corp.





**CITY OF ROWLETT  
FY 2009-10  
IMPACT FEES FUND**

**BUDGET AND EXPENDITURE SUMMARY**

Description	FY 2007-08 Actual	-			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 2,260,362	\$ 1,260,242	\$ 1,260,242	\$ 2,239,856	\$ 1,972,661	\$ 1,472,661
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	211,128	150,000	150,000	150,000	53,517	66,897
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	76,460	75,000	75,000	75,000	38,230	47,788
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>287,588</u>	<u>225,000</u>	<u>225,000</u>	<u>225,000</u>	<u>91,747</u>	<u>114,685</u>
Total Available Resources	<u>2,547,950</u>	<u>1,485,242</u>	<u>1,485,242</u>	<u>2,464,856</u>	<u>2,064,408</u>	<u>1,587,346</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	308,094	225,000	492,195	492,195	91,747	91,747
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	500,000	500,000
Total Expenditures	<u>308,094</u>	<u>225,000</u>	<u>492,195</u>	<u>492,195</u>	<u>591,747</u>	<u>591,747</u>
Ending Resources	<u>\$ 2,239,856</u>	<u>\$ 1,260,242</u>	<u>\$ 993,047</u>	<u>\$ 1,972,661</u>	<u>\$ 1,472,661</u>	<u>\$ 995,599</u>

**CITY OF ROWLETT  
FY 2009-10  
IMPACT FEES FUND**

**REVENUE DETAIL**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Licenses and Permits	\$ 211,128	\$ 150,000	\$ 150,000	\$ 150,000	\$ 53,517	\$ 66,897
Other:						
Interest Income	76,460	75,000	75,000	75,000	38,230	47,788
<b>Total Revenues</b>	<b>\$ 287,588</b>	<b>\$ 225,000</b>	<b>\$ 225,000</b>	<b>\$ 225,000</b>	<b>\$ 91,747</b>	<b>\$ 114,685</b>

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	-			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	-	-
Capital Improvements	308,094	225,000	492,195	492,195	91,747	91,747
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	500,000	500,000
<b>Total</b>	<b>\$ 308,094</b>	<b>\$ 225,000</b>	<b>\$ 492,195</b>	<b>\$ 492,195</b>	<b>\$ 591,747</b>	<b>\$ 591,747</b>

**CITY OF ROWLETT  
FY 2009-10  
POLICE SEIZURE FUND**

**BUDGET AND EXPENDITURE SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 129,858	\$ 139,858	\$ 139,858	\$ 400,225	\$ 251,462	\$ 106,579
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	400,277	30,000	30,000	30,000	105,117	106,396
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>400,277</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>105,117</u>	<u>106,396</u>
Total Available Resources	<u>530,135</u>	<u>169,858</u>	<u>169,858</u>	<u>430,225</u>	<u>356,579</u>	<u>212,975</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	92,078	-	23,251	23,251	250,000	250,000
Purchase Services	23,890	-	3,250	-	-	-
Capital Outlay	13,942	-	155,512	155,512	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>129,910</u>	<u>-</u>	<u>182,013</u>	<u>178,763</u>	<u>250,000</u>	<u>250,000</u>
Ending Resources	<u>\$ 400,225</u>	<u>\$ 169,858</u>	<u>\$ (12,155)</u>	<u>\$ 251,462</u>	<u>\$ 106,579</u>	<u>\$ (37,025)</u>

**CITY OF ROWLETT  
FY 2009-10  
POLICE SEIZURE FUND**

**REVENUE DETAIL**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Interest Earnings	\$ 10,234	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,117	\$ 6,396
Miscellaneous	390,043	25,000	25,000	25,000	100,000	100,000
<b>Total Current Revenues</b>	<b>\$ 400,277</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 105,117</b>	<b>\$ 106,396</b>

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	92,078	-	23,251	23,251	250,000	250,000
Purchase Services	23,890	-	3,250	3,250	-	-
Capital Outlay	13,942	-	155,512	155,512	-	-
Transfers Out	-	-	-	-	-	-
<b>Total</b>	<b>\$ 129,910</b>	<b>\$ -</b>	<b>\$ 182,013</b>	<b>\$ 182,013</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>

**CITY OF ROWLETT  
FY 2009-2010  
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**

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- 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**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Visit local businesses	N/A	N/A	13	24	24
Host brokers, site selectors, and decision makers	N/A	N/A	44	40	45
Make new contacts with brokers, developers, site selectors, and decision makers	N/A	N/A	27	25	25
Create and distribute quarterly newsletters, email blasts and development videos	N/A	N/A	Newsletter	4 of each	4 of each

**FY 2009 HIGHLIGHTS**

---

- Created new trade show booth and exhibited at two trade shows, making 64 contacts
- Surveys sent to over 600 businesses
- Created database of all businesses in Rowlett
- Networking with site selectors, brokers, developers & hosting 28 target sector individuals

**CITY OF ROWLETT  
FY 2009-2010  
ECONOMIC DEVELOPMENT FUND**

**ECONOMIC DEVELOPMENT**

**FY 2009 HIGHLIGHTS (Cont.)**

---

- Created first ever Rowlett economic development newsletter
- Hosted Rowlett Allies Day event for development community

**CITY OF ROWLETT  
FY 2009-10  
ECONOMIC DEVELOPMENT FUND**

**BUDGET AND EXPENDITURE SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 308,988	\$ 148,077	\$ 148,077	\$ 251,611	\$ 35,103	\$ 33,215
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	20,600	20,640	12,463	12,463	12,463	15,579
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	11,840	10,000	5,920	5,920	5,920	7,400
Transfers In	306,192	222,356	102,435	102,435	303,470	237,417
Total Current Revenues	<u>338,632</u>	<u>252,996</u>	<u>120,818</u>	<u>120,818</u>	<u>321,853</u>	<u>260,396</u>
Total Available Resources	<u>647,620</u>	<u>401,073</u>	<u>268,895</u>	<u>372,429</u>	<u>356,956</u>	<u>293,611</u>
Expenditures:						
Personnel Services	106,688	155,595	174,983	174,983	174,536	177,951
Supplies	17,978	7,000	4,318	4,318	3,950	3,950
Purchase Services	271,343	198,356	158,025	158,025	145,255	145,255
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>396,009</u>	<u>360,951</u>	<u>337,326</u>	<u>337,326</u>	<u>323,741</u>	<u>327,156</u>
Ending Resources	<u>\$ 251,611</u>	<u>\$ 40,122</u>	<u>\$ (68,431)</u>	<u>\$ 35,103</u>	<u>\$ 33,215</u>	<u>\$ (33,545)</u>

**CITY OF ROWLETT  
FY 2009-10  
ECONOMIC DEVELOPMENT FUND**

**REVENUE DETAIL**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Licenses and Permits:						
Building Permits	\$ 20,600	\$ 20,640	\$ 12,463	\$ 12,463	\$ 12,463	\$ 15,579
Other:						
Interest Income	11,840	10,000	5,920	5,920	5,920	7,400
Transfers In:						
General Fund	86,096	95,858	-	-	142,543	110,919
Utility Fund	220,096	126,498	102,435	102,435	160,927	126,498
Total	306,192	222,356	102,435	102,435	303,470	237,417
Total Current Revenues	\$ 338,632	\$ 252,996	\$ 120,818	\$ 120,818	\$ 321,853	\$ 260,396

**CITY OF ROWLETT  
FY 2009-10  
ECONOMIC DEVELOPMENT FUND**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 106,688	\$ 155,595	\$ 174,983	\$ 174,983	\$ 174,536	\$ 177,951
Supplies	17,978	7,000	4,318	4,318	3,950	3,950
Purchase Services	271,343	198,356	158,025	158,025	145,255	145,255
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 396,009</b>	<b>\$ 360,951</b>	<b>\$ 337,326</b>	<b>\$ 337,326</b>	<b>\$ 323,741</b>	<b>\$ 327,156</b>

**POSITION SUMMARY**

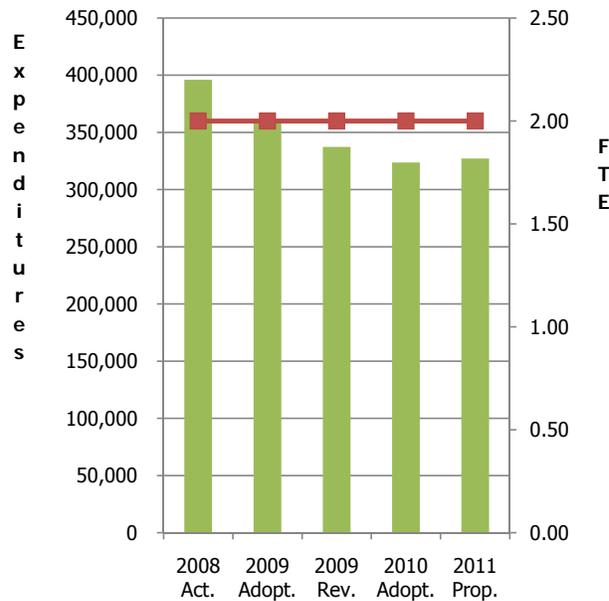
Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		

By Status:

Full-Time	2.00	2.00	2.00	2.00	2.00	2.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	2.00	\$ 396,009
2009 Adopt.	2.00	\$ 360,951
2009 Rev.	2.00	\$ 337,326
2010 Adopt.	2.00	\$ 323,741
2011 Prop.	2.00	\$ 327,156

**Note:**  
The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$11,121 in IT charges.



**CITY OF ROWLETT  
FY 2009-10  
INNOVATIONS FUND**

**BUDGET AND EXPEDITURE SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 55,000
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	-	-	-	-	-	-
Transfers In	-	-	-	150,000	785,000	850,000
Total Current Revenues	-	-	-	150,000	785,000	850,000
Total Available Resources	-	-	-	150,000	935,000	905,000
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	760,000	730,000
Capital Outlay	-	-	-	-	120,000	120,000
Transfers Out	-	-	-	-	-	-
Total Expenditures	-	-	-	-	880,000	850,000
Ending Resources	\$ -	\$ -	\$ -	\$ 150,000	\$ 55,000	\$ 55,000

**CITY OF ROWLETT  
FY 2009-10  
INNOVATIONS FUND**

**REVENUE DETAIL**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Transfers In:						
Fleet Services Fund	-	-	-	75,000	-	-
Information Tech Fund	-	-	-	75,000	-	-
Impact Fees Fund	-	-	-	-	500,000	500,000
Refuse Fund	-	-	-	-	285,000	350,000
	-	-	-	150,000	785,000	850,000
<b>Total Current Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 785,000</b>	<b>\$ 850,000</b>

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	760,000	730,000
Capital Outlay	-	-	-	-	120,000	120,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 880,000</b>	<b>\$ 850,000</b>

**CITY OF ROWLETT  
FY 2009-10  
HOTEL/MOTEL FUND**

**BUDGET AND EXPEDITURE SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 83,325	\$ 83,325	\$ 83,325	\$ 98,952	\$ 104,685	\$ -
Current Revenues:						
Tax Revenues	66,733	61,733	61,733	61,733	63,810	63,810
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	3,326	3,500	3,500	3,500	1,618	1,618
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>70,059</u>	<u>65,233</u>	<u>65,233</u>	<u>65,233</u>	<u>65,428</u>	<u>65,428</u>
Total Available Resources	<u>153,384</u>	<u>148,558</u>	<u>148,558</u>	<u>164,185</u>	<u>170,113</u>	<u>65,428</u>
Expenditures:						
Personnel Services	-	-	-	-	12,673	12,673
Supplies	-	-	-	-	56,600	56,600
Purchase Services	54,432	59,500	59,500	59,500	100,840	9,350
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>54,432</u>	<u>59,500</u>	<u>59,500</u>	<u>59,500</u>	<u>170,113</u>	<u>78,623</u>
Ending Resources	<u>\$ 98,952</u>	<u>\$ 89,058</u>	<u>\$ 89,058</u>	<u>\$ 104,685</u>	<u>\$ -</u>	<u>\$ (13,195)</u>

**CITY OF ROWLETT  
FY 2009-10  
HOTEL MOTEL FUND**

**REVENUE DETAIL**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Tax Revenues:						
Hotel/Motel Tax	\$ 66,733	\$ 61,733	\$ 61,733	\$ 61,733	\$ 63,810	\$ 63,810
Other:						
Miscellaneous	90	-	-	-	-	-
Interest Income	3,236	3,500	3,500	3,500	1,618	1,618
	<u>3,326</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>	<u>1,618</u>	<u>1,618</u>
Total Current Revenues	<u>\$ 70,059</u>	<u>\$ 65,233</u>	<u>\$ 65,233</u>	<u>\$ 65,233</u>	<u>\$ 65,428</u>	<u>\$ 65,428</u>

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ 12,673	\$ 12,673
Supplies	-	-	-	-	56,600	56,600
Purchase Services	54,432	59,500	59,500	59,500	100,840	9,350
Capital Outlay	-	-	-	-	-	-
Total	<u>\$ 54,432</u>	<u>\$ 59,500</u>	<u>\$ 59,500</u>	<u>\$ 59,500</u>	<u>\$ 170,113</u>	<u>\$ 78,623</u>

**CITY OF ROWLETT  
FY 2009-10  
PEG FUND**

**BUDGET AND EXPEDITURE SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ -	\$ -	\$ -	\$ -	\$ 57,547	\$ 28,724
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	69,834	69,834
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-
Total Current Revenues	-	-	-	-	69,834	69,834
Total Available Resources	-	-	-	-	127,381	98,558
Expenditures:						
Personnel Services	-	-	-	-	63,657	65,194
Supplies	-	-	-	-	35,000	15,000
Purchase Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	-	-	-	-	98,657	80,194
Ending Resources	\$ -	\$ -	\$ -	\$ -	\$ 28,724	\$ 18,364

**CITY OF ROWLETT  
FY 2009-10  
PEG FUND**

**REVENUE DETAIL**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Franchise Fee	\$ -	\$ -	\$ -	\$ -	\$ 69,834	\$ 69,834
Other:						
Miscellaneous	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-
<b>Total Current Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 69,834</b>	<b>\$ 69,834</b>

**CITY OF ROWLETT  
FY 2009-10  
PEG FUND**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ 63,657	\$ 65,194
Supplies	-	-	-	-	35,000	15,000
Purchase Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 98,657</b>	<b>\$ 80,194</b>

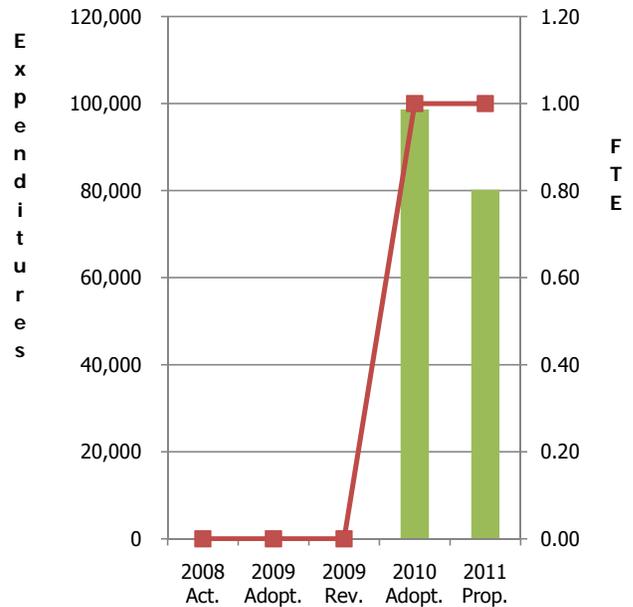
**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	-	-	-	-	1.00	1.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.00</b>	<b>1.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	-	\$ -
2009 Adopt.	-	\$ -
2009 Rev.	-	\$ -
2010 Adopt.	1.00	\$ 98,657
2011 Prop.	1.00	\$ 80,194

**Note:**

The City created the PEG Fund in FY 2010. The budget for this division was created as a result of the re-organization.



**CITY OF ROWLETT  
FY 2009-10  
GRANTS FUND**

**BUDGET AND EXPEDITURE SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	608,877	17,035
Fines & Forfeitures	-	-	-	-	-	-
Other	-	-	-	-	24,590	24,590
Transfers In	-	-	-	-	-	-
Total Current Revenues	-	-	-	-	633,467	41,625
Total Available Resources	-	-	-	-	633,467	41,625
Expenditures:						
Personnel Services	-	-	-	-	100,856	24,590
Supplies	-	-	-	-	50,711	17,035
Purchase Services	-	-	-	-	481,900	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	-	-	-	-	633,467	41,625
Ending Resources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF ROWLETT  
FY 2009-10  
GRANTS FUND**

**REVENUE DETAIL**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Grants	\$ -	\$ -	\$ -	\$ -	\$ 608,877	\$ 17,035
Other:						
Other Entity	-	-	-	-	24,590	24,590
Miscellaneous	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-
	-	-	-	-	24,590	24,590
Total Current Revenues	\$ -	\$ -	\$ -	\$ -	\$ 633,467	\$ 41,625

**CURRENT GRANT AWARDS**

Grants:		
Lone Star Libraries	\$ 17,035	\$ 17,035
TxDOT Step Up Overtime	76,266	-
Energy Efficiency and Conservation Block Grant	481,900	-
Byrne Justice Assistance Grant	33,676	-
	<u>\$ 608,877</u>	<u>\$ 17,035</u>
Other:		
GISD Security	\$ 24,590	\$ 24,590
	<u>\$ 24,590</u>	<u>\$ 24,590</u>

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ 100,856	\$ 24,590
Supplies	-	-	-	-	50,711	17,035
Purchase Services	-	-	-	-	481,900	-
Capital Outlay	-	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ 633,467	\$ 41,625

**CITY OF ROWLETT  
FY 2009-10  
CDBG FUND**

**BUDGET AND EXPENDITURE SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 7,893	\$ -	\$ -	\$ 43,021	\$ -	\$ -
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	152,586	175,000	175,000	268,421	217,245	217,245
Transfer In	-	-	-	-	-	-
Total Current Revenues	<u>152,586</u>	<u>175,000</u>	<u>175,000</u>	<u>268,421</u>	<u>217,245</u>	<u>217,245</u>
Total Available Resources	<u>160,479</u>	<u>175,000</u>	<u>175,000</u>	<u>311,442</u>	<u>217,245</u>	<u>217,245</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	40,500	22,000	22,000	22,000	22,000	22,000
Capital Outlay	-	-	-	-	-	-
Capital Improvements	68,514	153,000	289,442	289,442	195,245	195,245
Transfers Out	8,444	-	-	-	-	-
Total Expenditures	<u>117,458</u>	<u>175,000</u>	<u>311,442</u>	<u>311,442</u>	<u>217,245</u>	<u>217,245</u>
Ending Resources	<u>\$ 43,021</u>	<u>\$ -</u>	<u>\$ (136,442)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF ROWLETT  
FY 2009-10  
CDBG FUND**

**REVENUE DETAIL**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Other:						
CDBG	\$ 152,485	\$ 175,000	\$ 175,000	\$ 268,421	\$ 217,245	\$ 217,245
Interest Income	101	-	-	-	-	-
<b>Total Current Revenues</b>	<b>\$ 152,586</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>	<b>\$ 268,421</b>	<b>\$ 217,245</b>	<b>\$ 217,245</b>

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-	-
Purchase Services	40,500	22,000	22,000	22,000	22,000	22,000
Capital Improvements	68,514	153,000	289,442	289,442	195,245	195,245
Transfers	8,444	-	-	-	-	-
<b>Total</b>	<b>\$ 117,458</b>	<b>\$ 175,000</b>	<b>\$ 311,442</b>	<b>\$ 311,442</b>	<b>\$ 217,245</b>	<b>\$ 217,245</b>

**CITY OF ROWLETT  
FY 2009-10  
TAX INCREMENT FINANCING (TIF) FUND**

**BUDGET AND EXPENDITURE SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 4,377	\$ 9,810	\$ 9,810	\$ 774	\$ 874	\$ 874
Current Revenues:						
Tax Revenues	229,680	314,552	305,115	305,115	315,123	315,123
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	26	100	100	100	-	-
Transfer In	-	-	-	-	-	-
Total Current Revenues	<u>229,706</u>	<u>314,652</u>	<u>305,215</u>	<u>305,215</u>	<u>315,123</u>	<u>315,123</u>
Total Available Resources	<u>234,083</u>	<u>324,462</u>	<u>315,025</u>	<u>305,989</u>	<u>315,997</u>	<u>315,997</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	233,309	314,552	305,115	305,115	315,123	315,123
Total Expenditures	<u>233,309</u>	<u>314,552</u>	<u>305,115</u>	<u>305,115</u>	<u>315,123</u>	<u>315,123</u>
Ending Resources	<u>\$ 774</u>	<u>\$ 9,910</u>	<u>\$ 9,910</u>	<u>\$ 874</u>	<u>\$ 874</u>	<u>\$ 874</u>

**CITY OF ROWLETT  
FY 2009-10  
TAX INCREMENT FINANCING (TIF) FUND**

**REVENUE DETAIL**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Tax Revenues:						
Property Tax	\$ 229,680	\$ 314,552	\$ 305,115	\$ 305,115	\$ 315,123	\$ 315,123
Other:						
Interest Earnings	26	100	100	100	-	-
<b>Total Current Revenues</b>	<b>\$ 229,706</b>	<b>\$ 314,652</b>	<b>\$ 305,215</b>	<b>\$ 305,215</b>	<b>\$ 315,123</b>	<b>\$ 315,123</b>

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Transfers	233,309	314,552	305,115	305,115	315,123	315,123
<b>Total</b>	<b>\$ 233,309</b>	<b>\$ 314,552</b>	<b>\$ 305,115</b>	<b>\$ 305,115</b>	<b>\$ 315,123</b>	<b>\$ 315,123</b>

**CITY OF ROWLETT  
FY 2009-10  
JUVENILE DIVERSION FUND**

**BUDGET AND EXPENDITURE SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ -	\$ -	\$ -	\$ -	\$ 81,111	\$ 70,752
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	55,893	55,893
Other	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-
Total Current Revenues	-	-	-	-	55,893	55,893
Total Available Resources	-	-	-	-	137,004	126,645
Expenditures:						
Personnel Services	-	-	-	-	64,882	66,427
Supplies	-	-	-	-	500	500
Purchase Services	-	-	-	-	870	870
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	-	-	-	-	66,252	67,797
Ending Resources	\$ -	\$ -	\$ -	\$ -	\$ 70,752	\$ 58,848

**CITY OF ROWLETT  
FY 2009-10  
JUVENILE DIVERSION FUND**

**REVENUE DETAIL**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Fines:						
Juvenile Caseworker	\$ -	\$ -	\$ -	\$ -	\$ 55,893	\$ 55,893
Other:						
Interest Income	-	-	-	-	-	-
Total Current Revenues	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 55,893</u>	<u>\$ 55,893</u>

**CITY OF ROWLETT  
FY 2009-10  
JUVENILE DIVERSION FUND**

**FINANCIAL SUMMARY**

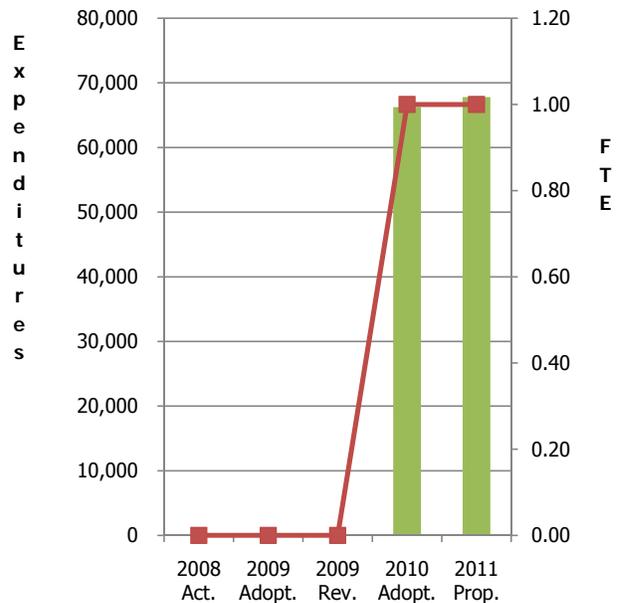
Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ 64,882	\$ 66,427
Supplies	-	-	-	-	500	500
Purchase Services	-	-	-	-	870	870
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 66,252</b>	<b>\$ 67,797</b>

**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	-	-	-	-	1.00	1.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.00</b>	<b>1.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	-	\$ -
2009 Adopt.	-	\$ -
2009 Rev.	-	\$ -
2010 Adopt.	1.00	\$ 66,252
2011 Prop.	1.00	\$ 67,797

**Note:**  
The City created the Juvenile Diversion Fund in FY 2010. The budget for this division was created as a result of the re-organization.



**CITY OF ROWLETT  
FY 2009-10  
COURT TECHNOLOGY FUND**

**BUDGET AND EXPENDITURE SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ -	\$ -	\$ -	\$ -	\$ 203,649	\$ 251,387
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	47,738	47,738
Other	-	-	-	-	-	-
Transfer In	-	-	-	-	-	-
Total Current Revenues	-	-	-	-	47,738	47,738
Total Available Resources	-	-	-	-	251,387	299,125
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-
Ending Resources	\$ -	\$ -	\$ -	\$ -	\$ 251,387	\$ 299,125

**CITY OF ROWLETT  
FY 2009-10  
COURT TECHNOLOGY FUND**

**REVENUE DETAIL**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Proposed	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Fines:						
Court Technology	\$ -	\$ -	\$ -	\$ -	\$ 47,738	\$ 47,738
Other:						
Interest Earnings	-	-	-	-	-	-
<b>Total Current Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 47,738</b>	<b>\$ 47,738</b>

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CITY OF ROWLETT  
FY 2009-10  
COURT SECURITY FUND**

**BUDGET AND EXPENDITURE SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ -	\$ -	\$ -	\$ -	\$ 79,050	\$ 99,381
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	36,534	36,534
Other	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-
Total Current Revenues	-	-	-	-	36,534	36,534
Total Available Resources	-	-	-	-	115,584	135,915
Expenditures:						
Personnel Services	-	-	-	-	16,203	16,203
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	-	-	-	-	16,203	16,203
Ending Resources	\$ -	\$ -	\$ -	\$ -	\$ 99,381	\$ 119,712

**CITY OF ROWLETT  
FY 2009-10  
COURT SECURITY FUND**

**REVENUE DETAIL**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Fines:						
Court Security	\$ -	\$ -	\$ -	\$ -	\$ 36,534	\$ 36,534
Other:						
Interest Income	-	-	-	-	-	-
Total Current Revenues	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 36,534</u>	<u>\$ 36,534</u>

**CITY OF ROWLETT  
FY 2009-10  
COURT SECURITY FUND**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ 16,203	\$ 16,203
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,203</b>	<b>\$ 16,203</b>

**POSITION SUMMARY**

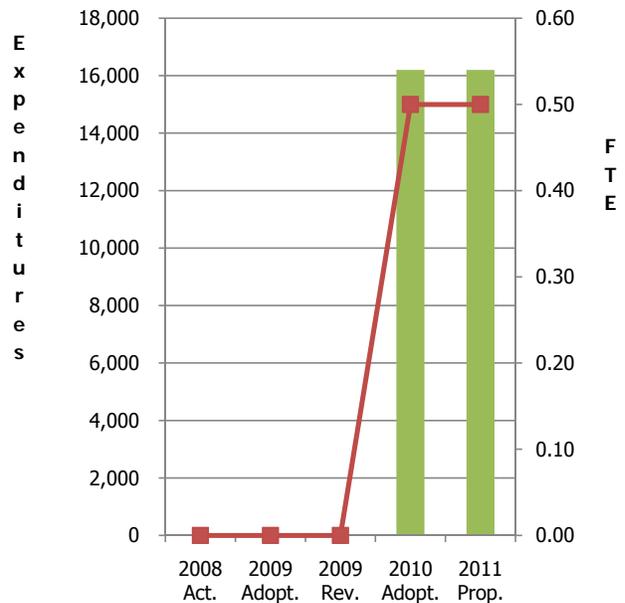
Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Full-Time	-	-	-	-	-	-
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	0.50	0.50
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.50</b>	<b>0.50</b>

By Status:

Full-Time	-	-	-	-	-	-
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	0.50	0.50
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.50</b>	<b>0.50</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	-	\$ -
2009 Adopt.	-	\$ -
2009 Rev.	-	\$ -
2010 Adopt.	0.50	\$ 16,203
2011 Prop.	0.50	\$ 16,203

**Note:**  
The City created the Court Security Fund in FY 2010. The budget for this division was created as a result of the re-organization.



**CITY OF ROWLETT  
FY 2009-10  
TRAFFIC SAFETY FUND**

**BUDGET AND EXPENDITURE SUMMARY**

Description	FY 2007-08 Actual	-			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 55,456	\$ 55,456	\$ 55,456	\$ 52,951	\$ 55,451	\$ 55,811
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	498,627	600,000	414,282	414,282	414,282	414,282
Other	3,553	2,500	1,776	1,776	1,776	2,220
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>502,180</u>	<u>602,500</u>	<u>416,058</u>	<u>416,058</u>	<u>416,058</u>	<u>416,502</u>
Total Available Resources	<u>557,636</u>	<u>657,956</u>	<u>471,514</u>	<u>469,009</u>	<u>471,509</u>	<u>472,313</u>
Expenditures:						
Personnel Services	99,743	52,400	52,400	52,400	54,540	54,540
Supplies	-	-	-	-	-	-
Purchase Services	404,942	547,600	361,158	361,158	361,158	361,158
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>504,685</u>	<u>600,000</u>	<u>413,558</u>	<u>413,558</u>	<u>415,698</u>	<u>415,698</u>
Ending Resources	<u>\$ 52,951</u>	<u>\$ 57,956</u>	<u>\$ 57,956</u>	<u>\$ 55,451</u>	<u>\$ 55,811</u>	<u>\$ 56,615</u>

**CITY OF ROWLETT  
FY 2009-10  
TRAFFIC SAFETY FUND**

**REVENUE DETAIL**

Description	FY 2007-08 Actual	-			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Fines and Forfeitures	\$ 498,627	\$ 600,000	\$ 414,282	\$ 414,282	\$ 414,282	\$ 414,282
Miscellaneous	-	-	-	-	-	-
Interest Earnings	3,553	2,500	1,776	1,776	1,776	2,220
<b>Total Current Revenues</b>	<b>\$ 502,180</b>	<b>\$ 602,500</b>	<b>\$ 416,058</b>	<b>\$ 416,058</b>	<b>\$ 416,058</b>	<b>\$ 416,502</b>

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 99,743	\$ 52,400	\$ 52,400	\$ 52,400	\$ 54,540	\$ 54,540
Supplies	-	-	-	-	-	-
Purchase Services	404,942	547,600	361,158	361,158	361,158	361,158
Capital Outlay	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
<b>Total</b>	<b>\$ 504,685</b>	<b>\$ 600,000</b>	<b>\$ 413,558</b>	<b>\$ 413,558</b>	<b>\$ 415,698</b>	<b>\$ 415,698</b>

**CITY OF ROWLETT  
FY 2009-10  
DEBT SERVICE FUND**

**BUDGET AND EXPENDITURE SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 566,928	\$ 454,202	\$ 454,202	\$ 436,794	\$ 542,078	\$ 501,348
Current Revenues:						
Tax Revenues	9,332,207	8,457,864	8,460,666	8,460,666	8,097,728	8,043,655
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	86,059	90,000	43,029	43,029	43,029	53,786
Transfers In	1,029,229	1,126,722	1,075,489	1,075,489	1,067,661	1,060,552
Total Current Revenues	<u>10,447,495</u>	<u>9,674,586</u>	<u>9,579,184</u>	<u>9,579,184</u>	<u>9,208,418</u>	<u>9,157,993</u>
Total Available Resources	<u>11,014,423</u>	<u>10,128,788</u>	<u>10,033,386</u>	<u>10,015,978</u>	<u>9,750,496</u>	<u>9,659,341</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	256,229	156,366	156,366	112,441	143,522	145,224
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	10,321,400	9,493,389	9,397,986	9,361,459	9,105,626	9,070,698
Transfers Out	-	-	-	-	-	-
Total Expenditures	<u>10,577,629</u>	<u>9,649,755</u>	<u>9,554,352</u>	<u>9,473,900</u>	<u>9,249,148</u>	<u>9,215,922</u>
Ending Resources	<u>\$ 436,794</u>	<u>\$ 479,033</u>	<u>\$ 479,034</u>	<u>\$ 542,078</u>	<u>\$ 501,348</u>	<u>\$ 443,419</u>

**CITY OF ROWLETT  
FY 2009-10  
DEBT SERVICE FUND**

**REVENUE DETAIL**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>Tax Revenues:</b>						
Current Taxes	\$ 7,245,767	\$ 7,732,864	\$ 6,679,260	\$ 6,679,260	\$ 6,388,909	\$ 6,345,651
Delinquent Taxes	1,750,446	500,000	1,466,179	1,466,179	1,402,444	1,392,948
Delinquent Prior	216,868	150,000	203,636	203,636	194,784	193,465
Penalties and Interest	119,126	75,000	111,591	111,591	111,591	111,591
<b>Total</b>	<b>9,332,207</b>	<b>8,457,864</b>	<b>8,460,666</b>	<b>8,460,666</b>	<b>8,097,728</b>	<b>8,043,655</b>
<b>Other:</b>						
Lakewood Pointe PID	-	-	-	-	-	-
Interest Income	86,059	90,000	43,029	43,029	43,029	53,786
Miscellaneous	-	-	-	-	-	-
<b>Total</b>	<b>86,059</b>	<b>90,000</b>	<b>43,029</b>	<b>43,029</b>	<b>43,029</b>	<b>53,786</b>
<b>Internal Transfers:</b>						
Refuse Fund	242,216	242,216	240,918	240,918	238,030	239,949
Drainage Fund	-	-	-	-	-	-
TIF Fund	233,309	314,552	305,115	305,115	315,123	315,123
CIP Fund	-	-	-	-	-	-
Golf Fund	553,704	569,954	529,456	529,456	514,508	505,480
<b>Total</b>	<b>1,029,229</b>	<b>1,126,722</b>	<b>1,075,489</b>	<b>1,075,489</b>	<b>1,067,661</b>	<b>1,060,552</b>
<b>Total Revenues &amp; Transfers In</b>	<b>\$ 10,447,495</b>	<b>\$ 9,674,586</b>	<b>\$ 9,579,184</b>	<b>\$ 9,579,184</b>	<b>\$ 9,208,418</b>	<b>\$ 9,157,993</b>

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-	-
Purchase Services	256,229	156,366	156,366	112,441	143,522	145,224
Capital Outlay	-	-	-	-	-	-
Debt Service	10,321,400	9,493,389	9,397,986	9,361,459	9,105,626	9,070,698
<b>Total</b>	<b>\$ 10,577,629</b>	<b>\$ 9,649,755</b>	<b>\$ 9,554,352</b>	<b>\$ 9,473,900</b>	<b>\$ 9,249,148</b>	<b>\$ 9,215,922</b>

**CITY OF ROWLETT  
FY 2009-10  
GOLF FUND**

**BUDGET AND EXPENDITURE SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 289,007	\$ 457	\$ 457	\$ 289,125	\$ 333,632	\$ 392,333
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	553,822	579,954	573,963	573,963	583,209	592,239
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>553,822</u>	<u>579,954</u>	<u>573,963</u>	<u>573,963</u>	<u>583,209</u>	<u>592,239</u>
Total Available Resources	<u>842,829</u>	<u>580,411</u>	<u>574,420</u>	<u>863,088</u>	<u>916,841</u>	<u>984,572</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	10,000	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	553,704	569,954	529,456	529,456	514,508	505,480
Total Expenditures	<u>553,704</u>	<u>569,954</u>	<u>529,456</u>	<u>529,456</u>	<u>524,508</u>	<u>505,480</u>
Ending Resources	<u>\$ 289,125</u>	<u>\$ 10,457</u>	<u>\$ 44,964</u>	<u>\$ 333,632</u>	<u>\$ 392,333</u>	<u>\$ 479,092</u>

**CITY OF ROWLETT  
FY 2009-10  
GOLF FUND**

**REVENUE DETAIL**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Other:						
Interest Income	\$ 8,018	\$ 10,000	\$ 4,009	\$ 4,009	\$ 2,005	\$ 2,005
Rentals/Leases	545,804	569,954	569,954	569,954	581,204	590,234
Miscellaneous	-	-	-	-	-	-
<b>Total Current Revenues</b>	<b>\$ 553,822</b>	<b>\$ 579,954</b>	<b>\$ 573,963</b>	<b>\$ 573,963</b>	<b>\$ 583,209</b>	<b>\$ 592,239</b>

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-	-
Purchase Services	-	-	-	-	10,000	-
Capital Outlay	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	553,704	569,954	529,456	529,456	514,508	505,480
<b>Total</b>	<b>\$ 553,704</b>	<b>\$ 569,954</b>	<b>\$ 529,456</b>	<b>\$ 529,456</b>	<b>\$ 524,508</b>	<b>\$ 505,480</b>

**CITY OF ROWLETT  
FY 2009-10  
UTILITY FUND**

**BUDGET AND EXPENDITURE SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 5,889,109	\$ 3,970,960	\$ 3,970,960	\$ 5,431,445	\$ 5,389,637	\$ 5,329,826
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	19,754,519	21,734,167	21,628,756	21,628,756	22,370,115	23,114,507
Fines & Forfeitures	-	-	-	-	-	-
Other	221,205	304,000	110,602	110,602	172,809	172,809
Transfers In	164,176	139,397	139,397	139,397	139,397	139,397
Total Current Revenues	<u>20,139,900</u>	<u>22,177,564</u>	<u>21,878,755</u>	<u>21,878,755</u>	<u>22,682,321</u>	<u>23,426,713</u>
Total Available Resources	<u>26,029,009</u>	<u>26,148,524</u>	<u>25,849,715</u>	<u>27,310,200</u>	<u>28,071,958</u>	<u>28,756,539</u>
Expenditures:						
Personnel Services	1,711,310	1,934,928	1,865,856	1,865,856	2,001,475	2,052,376
Supplies	309,019	374,100	344,897	344,897	310,565	309,460
Purchase Services	7,820,488	9,469,417	9,255,451	9,255,451	8,876,984	9,745,635
Capital Outlay	96,229	-	-	-	-	-
Capital Improvements	-	300,000	300,000	300,000	300,000	300,000
Debt Service	5,698,470	5,355,794	5,355,794	5,355,794	5,105,006	5,057,739
Transfers Out	4,962,048	4,822,628	4,798,565	4,798,565	6,148,102	5,506,673
Total Expenditures	<u>20,597,564</u>	<u>22,256,867</u>	<u>21,920,563</u>	<u>21,920,563</u>	<u>22,742,132</u>	<u>22,971,883</u>
Ending Resources	<u>\$ 5,431,445</u>	<u>\$ 3,891,657</u>	<u>\$ 3,929,152</u>	<u>\$ 5,389,637</u>	<u>\$ 5,329,826</u>	<u>\$ 5,784,656</u>

**CITY OF ROWLETT  
FY 2009-10  
UTILITY FUND**

**EXPENDITURE SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Water Operations	4,750,575	5,675,540	5,553,369	5,553,369	5,612,849	6,220,967
Wastewater Operations	3,950,229	4,561,306	4,419,222	4,419,222	4,266,764	4,560,396
Revenue Office	601,928	663,974	634,113	634,113	521,082	527,386
Meter Services	279,217	389,254	371,129	371,129	254,469	260,339
Non-Departmental	11,015,615	10,966,793	10,942,730	10,942,730	12,086,968	11,402,795
<b>Total Expenditures</b>	<b>20,597,564</b>	<b>22,256,867</b>	<b>21,920,563</b>	<b>21,920,563</b>	<b>22,742,132</b>	<b>22,971,883</b>

By Function:

By Category:

Personnel Services	1,711,310	1,934,928	1,865,856	1,865,856	2,001,475	2,052,376
Supplies	309,019	374,100	344,897	344,897	310,565	309,460
Purchase Services	7,820,488	9,469,417	9,255,451	9,255,451	8,876,984	9,745,635
Capital Outlay	96,229	-	-	-	-	-
Capital Improvements	-	300,000	300,000	300,000	300,000	300,000
Debt Service	5,698,470	5,355,794	5,355,794	5,355,794	5,105,006	5,057,739
Transfers Out	4,962,048	4,822,628	4,798,565	4,798,565	6,148,102	5,506,673
<b>Total Expenditures</b>	<b>\$ 20,597,564</b>	<b>\$ 22,256,867</b>	<b>\$ 21,920,563</b>	<b>\$ 21,920,563</b>	<b>\$ 22,742,132</b>	<b>\$ 22,971,883</b>

**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Full-Time	32.00	33.00	33.00	33.00	33.50	33.50
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>32.00</b>	<b>33.00</b>	<b>33.00</b>	<b>33.00</b>	<b>33.50</b>	<b>33.50</b>

**CITY OF ROWLETT  
FY 2009-10  
UTILITY FUND**

**REVENUE DETAIL**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>Charges for Services:</b>						
Water	\$ 10,157,285	\$ 11,688,099	\$ 11,461,278	\$ 11,461,278	\$ 11,729,433	\$ 12,371,001
Sewer	8,844,800	9,217,169	9,338,143	9,338,143	9,811,346	9,836,893
Subdivision Inspections	20,022	15,000	16,619	16,619	16,619	16,619
Water & Sewer Penalty	269,795	275,000	400,435	400,435	400,435	400,435
Miscellaneous	74,727	64,460	76,447	76,447	76,447	154,624
Water Meter & Tap Fee	35,884	40,000	18,696	18,696	18,696	18,696
Service Connect	70,250	82,000	69,126	69,126	69,126	69,126
Reconnect Fee	80,650	145,612	97,183	97,183	97,183	97,183
Impact Fees	201,106	206,827	150,829	150,829	150,830	149,930
	<u>19,754,519</u>	<u>21,734,167</u>	<u>21,628,756</u>	<u>21,628,756</u>	<u>22,370,115</u>	<u>23,114,507</u>
<b>Other:</b>						
Interest Income	221,205	304,000	110,602	110,602	172,809	172,809
G&A Transfer	164,176	139,397	139,397	139,397	139,397	139,397
Total	<u>385,381</u>	<u>443,397</u>	<u>249,999</u>	<u>249,999</u>	<u>312,206</u>	<u>312,206</u>
<b>Total Current Revenues</b>	<u><u>\$ 20,139,900</u></u>	<u><u>\$ 22,177,564</u></u>	<u><u>\$ 21,878,755</u></u>	<u><u>\$ 21,878,755</u></u>	<u><u>\$ 22,682,321</u></u>	<u><u>\$ 23,426,713</u></u>

**CITY OF ROWLETT  
FY 2009-2010  
UTILITY FUND**

**WATER**

**MISSION**

---

The mission of the Water Utility division of Public Works/Utilities is to provide Rowlett citizens 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**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
PSI (water pressure)	58	60	60	60	60
Average condition index for water	64	64	64	68	68

**FY 2009 HIGHLIGHTS**

---

- Refurbished the Martha Lane (0.75 million gallon) water tower and the Highway 66 (1 million gallon) water tower

**CITY OF ROWLETT  
FY 2009-10  
UTILITY FUND**

**WATER**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 583,297	\$ 717,932	\$ 717,932	\$ 717,932	\$ 720,876	\$ 738,917
Supplies	122,938	146,700	140,888	140,888	118,800	118,800
Purchase Services	3,995,845	4,810,908	4,694,549	4,694,549	4,773,173	5,363,250
Capital Outlay	48,495	-	-	-	-	-
<b>Total</b>	<b>\$ 4,750,575</b>	<b>\$ 5,675,540</b>	<b>\$ 5,553,369</b>	<b>\$ 5,553,369</b>	<b>\$ 5,612,849</b>	<b>\$ 6,220,967</b>

**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	13.00	11.00	11.00	11.00	11.50	11.50
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>13.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.50</b>	<b>11.50</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	13.00	\$ 4,750,575
2009 Adopt.	11.00	\$ 5,675,540
2009 Rev.	11.00	\$ 5,553,369
2010 Adopt.	11.50	\$ 5,612,849
2011 Prop.	11.50	\$ 6,220,967

**Notes:**

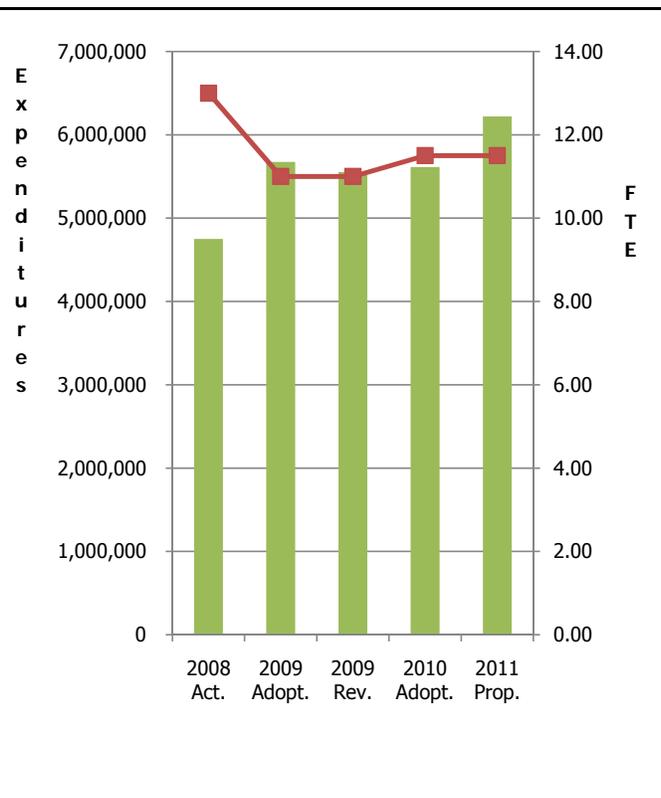
The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$156,156 in IT and Fleet Maintenance charges.

Two Maintenance Specialist positions were moved from Water to Wastewater division in FY 2009.

Funding for Water Manager was split between Water and Wastewater divisions in FY 2009; position is fully funded in Wastewater in FY 2010.

Administrative Assistant position moved from Public Works Administration to be shared by Fleet and Water divisions in FY 2010.

FY 2010 budget for water purchased is \$430,970 higher than FY 2009.



**CITY OF ROWLETT  
FY 2009-2010  
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**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Daily wastewater collection per capita (gallons)	73.1	74.5	74.5	74.5	74.5
Average condition index for sewer	57	57	57	60	60

**FY 2009 HIGHLIGHTS**

---

- Started the SSES Program to help determine areas of the City where Infiltration & Inflow (I & I) is getting into the Wastewater Collection System
- Determined which sewer lines and manholes need to be repaired and/or replaced
- Preventative maintenance was performed on all of the Flygt pumps at 20 lift stations

**CITY OF ROWLETT  
FY 2009-10  
UTILITY FUND**

**WASTEWATER**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 667,607	\$ 683,702	\$ 624,113	\$ 624,113	\$ 751,450	\$ 769,742
Supplies	113,157	131,550	122,982	122,982	136,650	136,650
Purchase Services	3,121,731	3,746,054	3,672,127	3,672,127	3,378,664	3,654,004
Capital Outlay	47,734	-	-	-	-	-
<b>Total</b>	<b>\$ 3,950,229</b>	<b>\$ 4,561,306</b>	<b>\$ 4,419,222</b>	<b>\$ 4,419,222</b>	<b>\$ 4,266,764</b>	<b>\$ 4,560,396</b>

**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	10.00	12.00	12.00	12.00	12.00	12.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>10.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	10.00	\$ 3,950,229
2009 Adopt.	12.00	\$ 4,561,306
2009 Rev.	12.00	\$ 4,419,222
2010 Adopt.	12.00	\$ 4,266,764
2011 Prop.	12.00	\$ 4,560,396

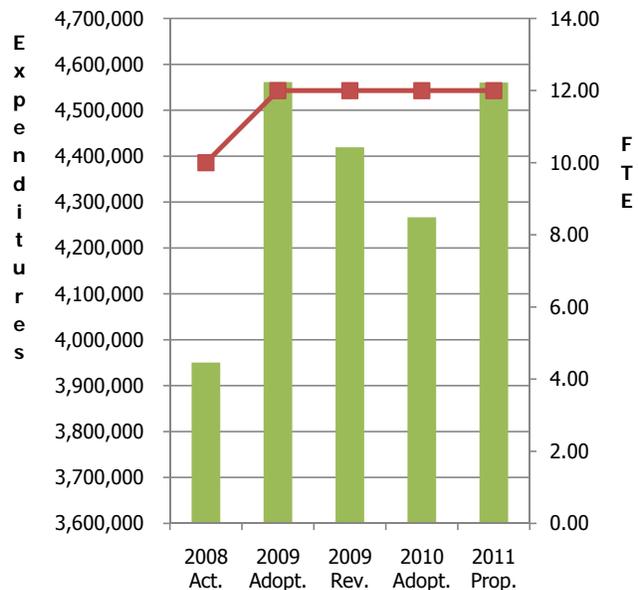
**Notes:**

The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$170,329 in IT and Fleet Maintenance charges.

Two Maintenance Specialist positions were moved to Wastewater division from Water division in FY 2009.

Funding for Water Manager was split between Water and Wastewater divisions in FY 2009; position is fully funded in Wastewater in FY 2010.

FY 2010 budget for wastewater treatment is \$106,691 higher than FY 2009.



**CITY OF ROWLETT  
FY 2009-2010  
UTILITY FUND**

**REVENUE OFFICE**

**MISSION**

---

Dedicated to delivering superior customer service through billing consistency, accuracy and treating every customer as a priority customer.

**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**

---

- Track and monitor the reasons for adjustments and off-cycle billings. Ensure that the number of accounts adjusted do not consist of more than 1% of total number of accounts billed.
- Monitor key receivables to ensure that proper fees are assessed from vendors and ensure that the activity is properly reflected in the general ledger.

**PERFORMANCE MEASURES**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Ensure that utility bills are processed within 7 days of the meter read date	7	6	7	7	7
Maintain utility bad debt at 1% or less *	.78%	1%	1%	1%	1%

\*1% of total fees and charges for each utility. This should include only items that are "billable", not other miscellaneous fees or interest.

**FY 2009 HIGHLIGHTS**

---

- Began processing all in-house payments with new remittance processor allowing for processing payments more efficiently and accurately.
- Began sending all closed accounts with a debit balance to collection agency; have collected \$29,000 in additional funds.

**CITY OF ROWLETT  
FY 2009-10  
UTILITY FUND**

**REVENUE OFFICE**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 300,752	\$ 332,106	\$ 322,623	\$ 322,623	\$ 339,694	\$ 348,609
Supplies	11,122	8,100	6,100	6,100	6,735	5,630
Purchase Services	290,054	323,768	305,390	305,390	174,653	173,147
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 601,928</b>	<b>\$ 663,974</b>	<b>\$ 634,113</b>	<b>\$ 634,113</b>	<b>\$ 521,082</b>	<b>\$ 527,386</b>

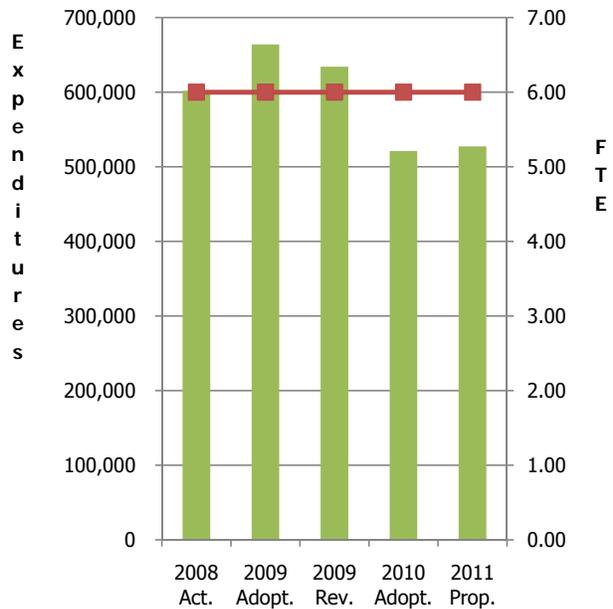
**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	6.00	6.00	6.00	6.00	6.00	6.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	6.00	\$ 601,928
2009 Adopt.	6.00	\$ 663,974
2009 Rev.	6.00	\$ 634,113
2010 Adopt.	6.00	\$ 521,082
2011 Prop.	6.00	\$ 527,386

**Note:**

The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$124,118 in IT charges.



**CITY OF ROWLETT  
FY 2009-2010  
UTILITY FUND**

**METER SERVICES**

**MISSION**

---

Excellence in service through meter reading consistency and customer responsiveness.

**DESCRIPTION**

---

The Meter Services division is responsible for installing, maintaining, and reading all City water meters.

**GOALS AND OBJECTIVES**

---

- Instill a sense of pride and ownership in our community by reporting code violations while out in the field.

**PERFORMANCE MEASURES**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
Maintain monthly average 29-31 days meter readings	30	30	30	30	30
Service and maintain 20-25% of the City's meters annually	N/A	N/A	17%	23%	23%

**FY 2009 HIGHLIGHTS**

---

- Maintenance program has improved quality of meter boxes.

**CITY OF ROWLETT  
FY 2009-10  
UTILITY FUND**

**METER SERVICES**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 157,602	\$ 201,188	\$ 201,188	\$ 201,188	\$ 189,455	\$ 195,108
Supplies	61,802	87,750	74,927	74,927	48,380	48,380
Purchase Services	59,813	100,316	95,014	95,014	16,634	16,851
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 279,217</b>	<b>\$ 389,254</b>	<b>\$ 371,129</b>	<b>\$ 371,129</b>	<b>\$ 254,469</b>	<b>\$ 260,339</b>

**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		

By Status:

Full-Time	3.00	4.00	4.00	4.00	4.00	4.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

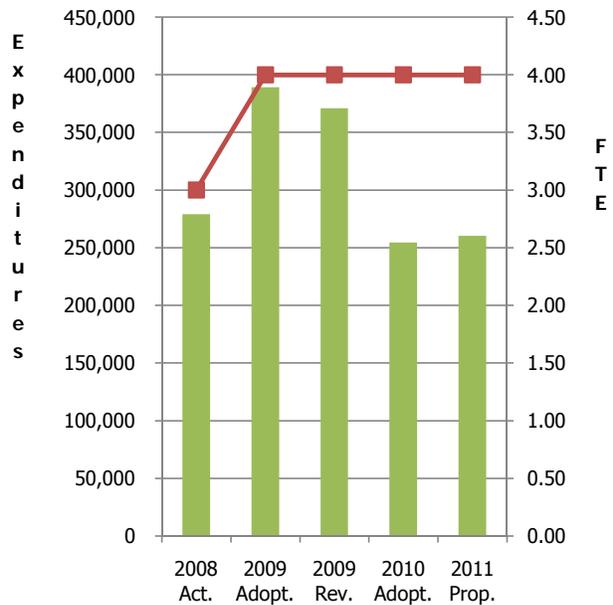
Fiscal Year	FTE's	Expenditures
2008 Act.	3.00	\$ 279,217
2009 Adopt.	4.00	\$ 389,254
2009 Rev.	4.00	\$ 371,129
2010 Adopt.	4.00	\$ 254,469
2011 Prop.	4.00	\$ 260,339

**Notes:**

The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$76,211 in IT and Fleet Maintenance charges.

Meter Maintenance Technician position was added in FY 2009.

FY 2010 budget for meter purchases has been decreased by \$27,750.



**CITY OF ROWLETT  
FY 2009-10  
UTILITY FUND**

**NON-DEPARTMENTAL**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 2,052	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-	-
Purchase Services	353,045	488,371	488,371	488,371	533,860	538,383
Capital Outlay	-	-	-	-	-	-
Capital Improvement	-	300,000	300,000	300,000	300,000	300,000
Debt Service	5,698,470	5,355,794	5,355,794	5,355,794	5,105,006	5,057,739
Transfers Out	4,962,048	4,822,628	4,798,565	4,798,565	6,148,102	5,506,673
Contingency	-	-	-	-	-	-
<b>Total</b>	<b>\$ 11,015,615</b>	<b>\$ 10,966,793</b>	<b>\$ 10,942,730</b>	<b>\$ 10,942,730</b>	<b>\$ 12,086,968</b>	<b>\$ 11,402,795</b>

**CITY OF ROWLETT  
FY 2009-10  
REFUSE FUND**

**BUDGET REVENUE AND EXPENDITURE SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 628,778	\$ 628,778	\$ 628,778	\$ 532,381	\$ 686,868	\$ 519,455
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	4,244,748	4,537,556	4,443,069	4,443,069	4,457,962	4,527,017
Fines & Forfeitures	-	-	-	-	-	-
Other	21,255	21,500	11,494	11,494	11,494	13,934
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>4,266,003</u>	<u>4,559,056</u>	<u>4,454,563</u>	<u>4,454,563</u>	<u>4,469,456</u>	<u>4,540,951</u>
Total Available Resources	<u>4,894,781</u>	<u>5,187,834</u>	<u>5,083,341</u>	<u>4,986,944</u>	<u>5,156,324</u>	<u>5,060,406</u>
Expenditures:						
Personnel Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Purchase Services	3,000,352	3,179,591	3,086,635	3,086,635	3,076,316	3,191,461
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	242,216	242,216	240,918	240,918	238,030	239,949
Transfers Out	1,119,832	972,523	972,523	972,523	1,322,523	1,322,523
Total Expenditures	<u>4,362,400</u>	<u>4,394,330</u>	<u>4,300,076</u>	<u>4,300,076</u>	<u>4,636,869</u>	<u>4,753,933</u>
Ending Resources	<u>\$ 532,381</u>	<u>\$ 793,504</u>	<u>\$ 783,265</u>	<u>\$ 686,868</u>	<u>\$ 519,455</u>	<u>\$ 306,473</u>

**CITY OF ROWLETT  
FY 2009-10  
REFUSE FUND**

**REVENUE DETAIL**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>Charges for Services:</b>						
Residential	\$ 3,494,357	\$ 3,729,351	\$ 3,597,958	\$ 3,597,958	\$ 3,661,613	\$ 3,714,741
Commercial	721,712	808,205	789,796	789,796	796,349	812,276
Fuel Surcharge	27,016	-	55,315	55,315	-	-
Miscellaneous	1,663	-	-	-	-	-
	<u>4,244,748</u>	<u>4,537,556</u>	<u>4,443,069</u>	<u>4,443,069</u>	<u>4,457,962</u>	<u>4,527,017</u>
<b>Other:</b>						
Interest Income	19,522	20,000	9,761	9,761	9,761	12,201
Discounts Earned	1,733	1,500	1,733	1,733	1,733	1,733
	<u>21,255</u>	<u>21,500</u>	<u>11,494</u>	<u>11,494</u>	<u>11,494</u>	<u>13,934</u>
<b>Total Current Revenues</b>	<u>\$ 4,266,003</u>	<u>\$ 4,559,056</u>	<u>\$ 4,454,563</u>	<u>\$ 4,454,563</u>	<u>\$ 4,469,456</u>	<u>\$ 4,540,951</u>

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-	-
Purchase Services	3,000,352	3,179,591	3,086,635	3,086,635	3,076,316	3,191,461
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	242,216	242,216	240,918	240,918	238,030	239,949
Transfers Out	1,119,832	972,523	972,523	972,523	1,322,523	1,322,523
<b>Total</b>	<u>\$ 4,362,400</u>	<u>\$ 4,394,330</u>	<u>\$ 4,300,076</u>	<u>\$ 4,300,076</u>	<u>\$ 4,636,869</u>	<u>\$ 4,753,933</u>

**CITY OF ROWLETT  
FY 2009-2010  
DRAINAGE FUND**

**DRAINAGE**

**MISSION**

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The mission of the Drainage Utility division is to provide storm water management for our community.

**DESCRIPTION**

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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**

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- Maintain the flow in the storm drainage system in compliance with the City's state permit.

**PERFORMANCE MEASURES**

---

	<b>FY 2008 Act.</b>	<b>FY 2009 Target</b>	<b>FY 2009 Est.</b>	<b>FY 2010 Bud.</b>	<b>FY 2011 Bud.</b>
% of performance measures met as listed in the City's Storm Water Management Plan (SWMP)	10%	10%	10%	10%	15%

**FY 2009 HIGHLIGHTS**

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- Improved 7,121 linear feet of the ditch line.

**CITY OF ROWLETT  
FY 2009-10  
DRAINAGE FUND**

**BUDGET REVENUE AND EXPENDITURE SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ (9,547)	\$ 102,032	\$ 102,032	\$ 108,274	\$ 107,270	\$ 174,085
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	951,715	1,300,922	1,278,151	1,278,151	1,307,762	1,278,152
Fines & Forfeitures	-	-	-	-	-	-
Other	4,353	7,000	2,177	2,177	2,177	2,721
Transfer In	-	-	-	-	-	-
Total Current Revenues	<u>956,068</u>	<u>1,307,922</u>	<u>1,280,328</u>	<u>1,280,328</u>	<u>1,309,939</u>	<u>1,280,873</u>
Total Available Resources	<u>946,521</u>	<u>1,409,954</u>	<u>1,382,360</u>	<u>1,388,602</u>	<u>1,417,209</u>	<u>1,454,958</u>
Expenditures:						
Personnel Services	92,379	189,006	138,753	138,753	104,326	107,230
Supplies	40,045	17,870	16,308	16,308	15,670	15,670
Purchase Services	124,006	89,117	89,117	89,117	55,904	55,904
Capital Outlay	-	-	-	-	-	-
Capital Improvements	113,124	335,502	335,502	335,502	335,502	335,502
Debt Service	213,557	379,937	379,937	379,937	377,845	375,301
Transfers Out	255,136	321,715	321,715	321,715	353,877	353,877
Total Expenditures	<u>838,247</u>	<u>1,333,147</u>	<u>1,281,332</u>	<u>1,281,332</u>	<u>1,243,124</u>	<u>1,243,484</u>
Ending Resources	<u>\$ 108,274</u>	<u>\$ 76,807</u>	<u>\$ 101,028</u>	<u>\$ 107,270</u>	<u>\$ 174,085</u>	<u>\$ 211,474</u>

**CITY OF ROWLETT  
FY 2009-10  
DRAINAGE FUND**

**REVENUE DETAIL**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Charges for Services:						
Residential	\$ 863,635	\$ 1,211,138	\$ 1,188,680	\$ 1,188,680	\$ 1,218,291	\$ 1,188,681
Commercial	88,080	89,784	89,471	89,471	89,471	89,471
	<u>951,715</u>	<u>1,300,922</u>	<u>1,278,151</u>	<u>1,278,151</u>	<u>1,307,762</u>	<u>1,278,152</u>
Other:						
Interest Income	<u>4,353</u>	<u>7,000</u>	<u>2,177</u>	<u>2,177</u>	<u>2,177</u>	<u>2,721</u>
Total Current Revenues	<u>\$ 956,068</u>	<u>\$ 1,307,922</u>	<u>\$ 1,280,328</u>	<u>\$ 1,280,328</u>	<u>\$ 1,309,939</u>	<u>\$ 1,280,873</u>

**CITY OF ROWLETT  
FY 2009-10  
DRAINAGE FUND**

**FINANCIAL SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 92,379	\$ 189,006	\$ 138,753	\$ 138,753	\$ 104,326	\$ 107,230
Supplies	40,045	17,870	16,308	16,308	15,670	15,670
Purchase Services	124,006	89,117	89,117	89,117	55,904	55,904
Capital Outlay	-	-	-	-	-	-
Capital Improvements	113,124	335,502	335,502	335,502	335,502	335,502
Debt Service	213,557	379,937	379,937	379,937	377,845	375,301
Transfers Out	255,136	321,715	321,715	321,715	353,877	353,877
<b>Total</b>	<b>\$ 838,247</b>	<b>\$ 1,333,147</b>	<b>\$ 1,281,332</b>	<b>\$ 1,281,332</b>	<b>\$ 1,243,124</b>	<b>\$ 1,243,484</b>

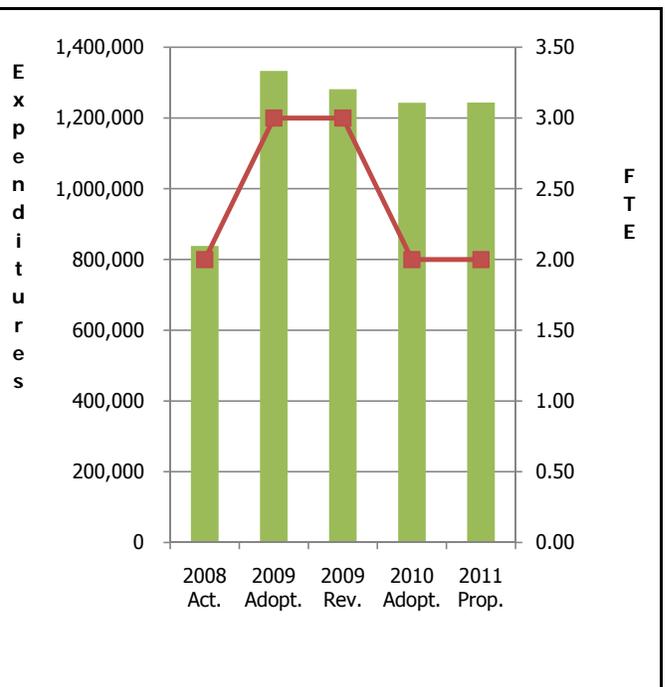
**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	2.00	3.00	3.00	3.00	2.00	2.00
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>2.00</b>	<b>2.00</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	2.00	\$ 838,247
2009 Adopt.	3.00	\$ 1,333,147
2009 Rev.	3.00	\$ 1,281,332
2010 Adopt.	2.00	\$ 1,243,124
2011 Prop.	2.00	\$ 1,243,484

**Notes:**  
The City merged IT and Fleet with the General Fund in FY 2010. As a result, the budget for this division was decreased by \$32,962 in IT and Fleet Maintenance charges.

Project Engineer position was added in FY 2009 and eliminated in FY 2010.



**CITY OF ROWLETT  
FY 2009-10  
FLEET SERVICES FUND**

**BUDGET REVENUE AND EXPENDITURE SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 373,141	\$ 420,979	\$ 420,979	\$ 296,187	\$ -	\$ -
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	979,076	1,127,734	1,126,070	1,126,070	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>979,076</u>	<u>1,127,734</u>	<u>1,126,070</u>	<u>1,126,070</u>	-	-
Total Available Resources	<u>1,352,217</u>	<u>1,548,713</u>	<u>1,547,049</u>	<u>1,422,257</u>	-	-
Expenditures:						
Personnel Services	175,704	164,206	162,900	162,900	-	-
Supplies	267,249	260,240	259,767	259,767	-	-
Purchase Services	525,482	644,504	636,511	561,511	-	-
Capital Outlay	87,595	286,925	229,643	229,643	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	75,000	-	-
Total Expenditures	<u>1,056,030</u>	<u>1,355,875</u>	<u>1,288,821</u>	<u>1,288,821</u>	-	-
Ending Resources	<u>\$ 296,187</u>	<u>\$ 192,838</u>	<u>\$ 258,228</u>	<u>\$ 133,436</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF ROWLETT  
FY 2009-10  
FLEET SERVICES**

**REVENUE DETAIL**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
General Fund Transfer	\$ 644,562	\$ 779,956	\$ 779,956	\$ 779,956	\$ -	\$ -
Utility Fund Transfer	231,135	306,164	306,164	306,164	-	-
Drainage Fund Transfer	47,311	31,614	31,614	31,614	-	-
Interest Earnings	9,376	10,000	4,688	4,688	-	-
Other	46,692	-	3,648	3,648	-	-
<b>Total Current Revenues</b>	<b>\$ 979,076</b>	<b>\$ 1,127,734</b>	<b>\$ 1,126,070</b>	<b>\$ 1,126,070</b>	<b>\$ -</b>	<b>\$ -</b>

**CITY OF ROWLETT  
FY 2009-10  
FLEET SERVICES**

**FINANCIAL SUMMARY**

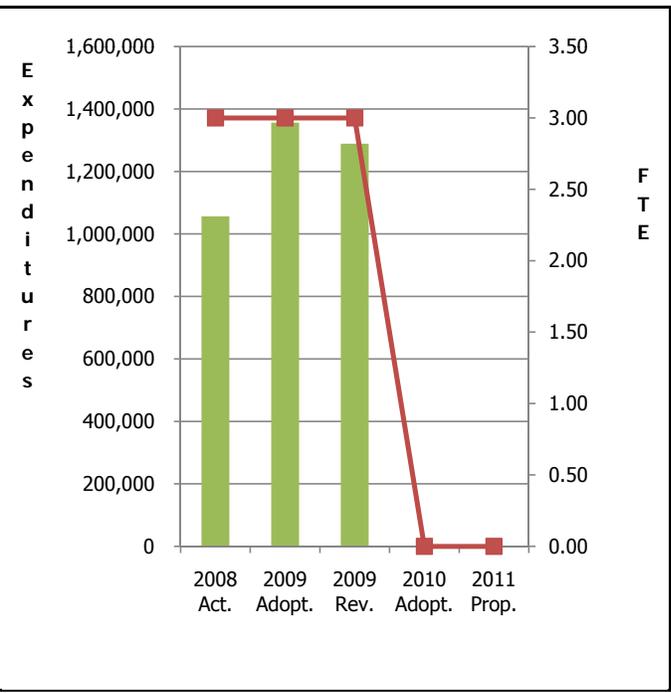
Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 175,704	\$ 164,206	\$ 162,900	\$ 162,900	\$ -	\$ -
Supplies	267,249	260,240	259,767	259,767	-	-
Purchase Services	525,482	644,504	636,511	561,511	-	-
Capital Outlay	87,595	286,925	229,643	229,643	-	-
Transfers Out	-	-	-	75,000	-	-
<b>Total</b>	<b>\$ 1,056,030</b>	<b>\$ 1,355,875</b>	<b>\$ 1,288,821</b>	<b>\$ 1,288,821</b>	<b>\$ -</b>	<b>\$ -</b>

**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>By Status:</b>						
Full-Time	3.00	3.00	3.00	3.00	-	-
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>-</b>	<b>-</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	3.00	\$ 1,056,030
2009 Adopt.	3.00	\$ 1,355,875
2009 Rev.	3.00	\$ 1,288,821
2010 Adopt.	-	\$ -
2011 Prop.	-	\$ -

**Note:**  
The City merged IT and Fleet with the General Fund in FY 2010. The budget for this division was eliminated as a result of the re-organization.



**CITY OF ROWLETT  
FY 2009-10  
INFORMATION TECHNOLOGY FUND**

**BUDGET REVENUE AND EXPENDITURE SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Revenues:						
Beginning Resources	\$ 113,964	\$ 55,530	\$ 55,530	\$ 143,120	\$ -	\$ -
Current Revenues:						
Tax Revenues	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Charges for Services	1,097,790	1,297,387	1,233,834	1,233,834	-	-
Fines & Forfeitures	-	-	-	-	-	-
Other	4,366	1,500	2,183	2,183	-	-
Transfers In	-	-	-	-	-	-
Total Current Revenues	<u>1,102,156</u>	<u>1,298,887</u>	<u>1,236,017</u>	<u>1,236,017</u>	-	-
Total Available Resources	<u>1,216,120</u>	<u>1,354,417</u>	<u>1,291,547</u>	<u>1,379,137</u>	-	-
Expenditures:						
Personnel Services	299,250	390,844	381,952	381,952	-	-
Supplies	61,556	45,255	43,126	43,126	-	-
Purchase Services	712,194	880,232	852,799	777,799	-	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	75,000	-	-
Total Expenditures	<u>1,073,000</u>	<u>1,316,331</u>	<u>1,277,877</u>	<u>1,277,877</u>	-	-
Ending Resources	<u>\$ 143,120</u>	<u>\$ 38,086</u>	<u>\$ 13,670</u>	<u>\$ 101,260</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF ROWLETT  
FY 2009-10  
INFORMATION TECHNOLOGY FUND**

**REVENUE DETAIL**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
<b>Charges for Service:</b>						
Miscellaneous	\$ 229	\$ -	\$ 26,644	\$ 26,644	\$ -	\$ -
General Fund Transfer	585,007	1,024,111	933,914	933,914	-	-
Utility Fund Transfer	16,568	252,542	252,542	252,542	-	-
Drainage Fund Transfer	482,171	548	548	548	-	-
Economic Dev. Transfer	6,823	7,356	7,356	7,356	-	-
Fleet Svcs Transfer	6,992	12,830	12,830	12,830	-	-
	<u>1,097,790</u>	<u>1,297,387</u>	<u>1,233,834</u>	<u>1,233,834</u>	-	-
<b>Other:</b>						
Capital Lease Revenue	-	-	-	-	-	-
Interest Earnings	4,366	1,500	2,183	2,183	-	-
	<u>4,366</u>	<u>1,500</u>	<u>2,183</u>	<u>2,183</u>	-	-
<b>Total Current Revenues</b>	<u>\$ 1,102,156</u>	<u>\$ 1,298,887</u>	<u>\$ 1,236,017</u>	<u>\$ 1,236,017</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF ROWLETT  
FY 2009-10  
INFORMATION TECHNOLOGY FUND**

**FINANCIAL SUMMARY**

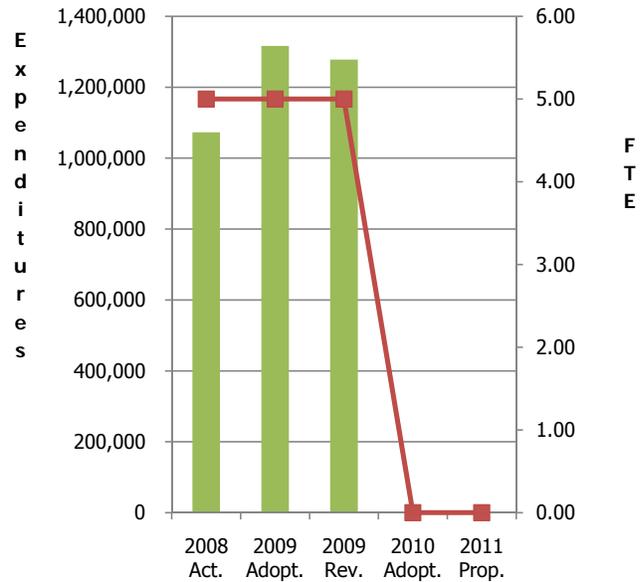
Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
Personnel Costs	\$ 299,250	\$ 390,844	\$ 381,952	\$ 381,952	\$ -	\$ -
Supplies	61,556	45,255	43,126	43,126	-	-
Purchase Services	712,194	880,232	852,799	777,799	-	-
Capital Outlay	-	-	-	-	-	-
Transfers Out	-	-	-	75,000	-	-
<b>Total</b>	<b>\$ 1,073,000</b>	<b>\$ 1,316,331</b>	<b>\$ 1,277,877</b>	<b>\$ 1,277,877</b>	<b>\$ -</b>	<b>\$ -</b>

**POSITION SUMMARY**

Description	FY 2007-08 Actual	FY 2008-09			FY 2009-10 Adopted	FY 2010-11 Proposed
		Original Budget	Amended Budget	Estimate		
By Status:						
Full-Time	5.00	5.00	5.00	5.00	-	-
Continuous Part-Time	-	-	-	-	-	-
Seasonal	-	-	-	-	-	-
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>-</b>	<b>-</b>

Fiscal Year	FTE's	Expenditures
2008 Act.	5.00	\$ 1,073,000
2009 Adopt.	5.00	\$ 1,316,331
2009 Rev.	5.00	\$ 1,277,877
2010 Adopt.	-	\$ -
2011 Prop.	-	\$ -

**Note:**  
The City merged IT and Fleet with the General Fund in FY 2010. The budget for this division was eliminated as a result of the re-organization.



**CITY OF ROWLETT  
FY 2009 - 10  
FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM**

The Five 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 five-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 five-year plan, an evaluation of how capital expenditure decisions will affect annual operations and the budget must be considered. Such an evaluation for annual, recurrent expenditures for plant improvements and equipment is generally not that difficult, as the appropriations for such recurrent expenditures generally represent a relatively consistent percentage of the annual operating budget and is on a "pay as you go" basis out of annual operating funds.

However, the impact of large, non-recurrent capital expenditures on the City's annual operating budget is more 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 five year plan and determined that the impact on the City's operating budget is minimal for most projects.

The Five Year Capital Improvements Program for 2010-2014 totals \$111.7 million representing projects in public works, public safety, parks and recreation, water and wastewater and capital equipment.

**CITY OF ROWLETT  
SUMMARY OF FIVE YEAR  
CAPITAL IMPROVEMENTS PLAN (with priority rankings) - SPENDING BASIS**

REF#	Project Number	Project Title	Ranking	Total Budget	Projected Spending	Five Year Plan-Spending Basis					Five Year Total	Notes	
						2009	2010	2011	2012	2013			2014
						Fiscal Year Ending							
<b>ALL PROJECTS</b>													
1	WA070661	12" Waterline - Lake Pointe Development	100	96,304	-	-	-	-	-	-	-	-	-
2	ST030424	Chaha/Rowlett Rd Intersection Imp	100	-	-	-	-	-	-	-	-	-	-
3	ST050573	Christine Street Reconstruction	100	-	-	-	-	-	-	-	-	-	-
4	FA030429	Community Center Expansion	100	-	-	-	-	-	-	-	-	-	-
5	PK030536	Community Park Access Road	100	-	-	-	-	-	-	-	-	-	-
6	SS050564	Emergency Sewer Lines-Hwy 66-Phase II &	100	-	-	-	-	-	-	-	-	-	-
7	ST030225	Hickox Road Recon-Phase I	100	-	-	-	-	-	-	-	-	-	-
8	ST030198	Liberty Grove & Chiesa Recon	100	140,000	140,000	-	-	-	-	-	-	-	-
9	CO030376	Main Street Project	100	169,000	169,000	-	-	-	-	-	-	-	-
10	WA060643	Oversizing water line - Enclave	100	25,000	-	-	-	-	-	-	-	-	-
11	WA060644	Oversizing water line - Mallad Reserve	100	16,013	-	-	-	-	-	-	-	-	-
12	ST030544	Rowlett Rd @ SH66 Intersection	100	75,579	-	-	-	-	-	-	-	-	-
13	ST030540	Rowlett Rd Recon-Phase 1	100	700,000	700,000	-	-	-	-	-	-	-	-
14	ST030477	Rowlett Road Irrigation	100	-	-	-	-	-	-	-	-	-	-
15	ST050571	Rowlett Road Traffic Signal	100	-	-	-	-	-	-	-	-	-	-
16	SP030531	Tollway - ROW Acquisition	100	-	-	-	-	-	-	-	-	-	-
17	DR060640	Waterview Drainage Improvements	100	192,610	188,000	-	-	-	-	-	-	-	-
18	SP060660	Waterview Raw Water Intake	100	-	-	-	-	-	-	-	-	-	-
19	ST050574	Traffic Signals-Dallock & Chiesa	90	21,861	-	-	-	-	-	-	-	-	-
20	WA060613	Miller 16" Water Line	77	347,000	347,000	-	-	-	-	-	-	-	-
21	WA030003	12" Castle Waterline	75	-	-	-	-	-	-	-	-	-	-
22	SS060646	Dexham Road 36" SS extension	72	-	-	-	-	-	-	-	-	-	-
23	PK050600	Golf Course Improvements	71	336,000	336,000	-	-	-	-	-	-	-	-
24	FA030028	Public Works Facility Renovation	66	55,000	7,000	-	-	-	-	-	-	-	-
25	ST030199	Miller Road Recon-Phase I	65	673,000	673,000	-	-	-	-	-	-	-	-
26	SS030012	Eastside Lift Station	64	-	-	-	-	-	-	-	-	-	-
27	CO030364	Point Royal Estates	64	300,000	300,000	-	-	-	-	-	-	-	-
28	SS030011	Dexham Road Lift Station	62	-	-	-	-	-	-	-	-	-	-
29	WA030390	12" Dexham-Miller Waterline	61	-	-	-	-	-	-	-	-	-	-
30	WA030006	Kirby Road - Elevated Storage Tank	59	-	-	-	-	-	-	-	-	-	-
31	SS030008	SH 66 East Sewer Line	59	-	-	-	-	-	-	-	-	-	-
32	CO030360	Kenwood Heights Sub Imp #1	58	1,787,042	1,787,042	-	-	-	-	-	-	-	-
33	CO030361	Kenwood Heights Sub Imp #2	58	1,475,836	1,475,836	-	-	-	-	-	-	-	-
34	FA070679	Municipal Facilities	56	23,891	-	65,000	-	-	-	-	65,000	-	-
35	SS030016	Rowlett Creek Meter Stations	100	-	-	-	-	-	-	-	-	-	65,000
36	ST050572	SH 66 Signalization Improvements	100	276,629	868	275,761	-	-	-	-	275,761	-	-
37	CO050599	CDBG Projects	93	363,470	363,470	680,000	217,000	217,000	217,000	217,000	217,000	1,548,000	Represents Della Street for FY 2009-2010. Funding of \$217,000 annually thereafter is based on formulae and actual spending involve the Oliver Addition to include Larry Street and Commerce Street.
38	tba	PGBT Utility Reimbursement	90	-	-	-	4,500,000	-	-	-	-	4,500,000	NTTA managed project. Amount shown represents City's portion.
39	tba	24" water line along Princeton Road from Liberty Grove Road to Dalrock Road	76	250,000	250,000	1,315,130	-	-	-	-	-	1,315,130	80/20 with NTTA for phase I & II. Costs will be revised once alignment is chosen. Phase III not included in five year plan and will require a tax increase.
40	tba	Merritt Road Interconnector PH I & II	73	100,000	100,000	1,950,000	4,450,000	-	-	-	-	13,900,000	80/20 with NTTA for phase I & II. Costs will be revised once alignment is chosen. Phase III not included in five year plan and will require a tax increase.
41	ST030379	Martin/Freedom Drive Extension	72	950,912	950,912	1,350,000	-	-	-	-	-	1,350,000	\$1,350,000 from NCTCOG.
42	SS060647	Main Street Lift Station	72	1,300,000	15,000	1,285,000	-	-	-	-	-	1,285,000	\$1,350,000 from NCTCOG.
43	CO030368	Rowlett Rd Recon-Phase 3	61	2,418,123	800,000	1,618,123	-	-	-	-	-	1,618,123	

**CITY OF ROWLETT  
SUMMARY OF FIVE YEAR  
CAPITAL IMPROVEMENTS PLAN (with priority rankings) - SPENDING BASIS**

REF#	Project Number	Project Title	Ranking	Total Budget	Projected Spending	Five Year Plan-Spending Basis					Five Year Total	Notes	
						Fiscal Year Ending							
						2009	2010	2011	2012	2013			2014
<b>ALL PROJECTS</b>													
44	tba	Princeton Road Replacement	60	2,201,822	200,000	1,602,230	-	-	-	-	-	1,602,230	
45	CO030369	Rowlett Rd Recon-Phase 2	59	4,588,094	350,000	2,050,000	2,450,000	-	-	-	-	4,500,000	\$1,300,000 in FY 2011 and FY 2012 from TxDOT.
46	SS030013	Rowlett Road Lift Station	59	1,771,947	-	1,900,000	-	-	-	-	-	1,900,000	
47	CO030362	Kenwood Heights Sub imp #3	58	6,430,000	500,000	5,930,000	-	-	-	-	-	5,930,000	
48	WA030447	Misc. Water Line Repair & Replacement	100	625,000	625,000	300,000	300,000	300,000	300,000	300,000	300,000	1,500,000	
49	tba	Asphalt Rehabilitation/Overlay	90	-	-	270,000	350,000	350,000	450,000	350,000	350,000	1,770,000	
50	tba	Crack Seal	90	-	-	150,000	150,000	150,000	150,000	150,000	150,000	750,000	Bond committee priority.
51	tba	Falcon Drive PID	90	-	-	123,000	-	-	-	-	-	123,000	City portion shown. Residents will commit \$40k.
52	tba	Foam Injection	90	-	-	200,000	150,000	150,000	150,000	150,000	150,000	800,000	Bond committee priority.
53	DR060639	Misc. Drainage Imp. Per Storm Drain MP	90	861,898	280,000	618,148	335,000	335,000	335,000	335,000	335,000	1,958,148	
54	tba	Screening Wall Rehabilitation	90	-	-	225,000	-	-	50,000	50,000	50,000	375,000	Bond committee priority.
55	tba	Sign Replacement/Pavement Marking	90	-	-	45,000	45,000	45,000	45,000	45,000	45,000	225,000	
56	tba	Traffic Signal Repair/Maintenance	90	-	-	15,000	60,000	60,000	60,000	60,000	60,000	255,000	Bond committee priority.
57	WA030325	Water Tank Refurbishing	90	39,182	55,091	85,000	750,000	750,000	750,000	750,000	817,500	1,702,500	
58	tba	Alley panel replacement	70	-	-	750,000	750,000	750,000	750,000	750,000	750,000	3,750,000	
59	ST060570	Misc. Concrete/Asphalt >60 PCI	70	5,559,544	5,100,000	2,032,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	8,032,000	Bond committee priority.
60	PK050588	Miller Road Irrigation-Landscape	41	-	-	87,810	-	-	-	-	-	87,810	Recommend using cash for landscaping rather than bonds due to estimated life.
61	PK050591	Rowlett Road Landscape	41	-	-	50,838	-	-	-	-	-	50,838	Recommend using cash for landscaping rather than bonds due to estimated life.
62	SS030442	Misc. Sewer Line Repair & Replacement	90	330,915	330,915	450,000	450,000	-	-	960,000	-	2,110,000	
63	ST030413	Miller Road Recon-Phase II	86	2,410,400	50,000	250,000	250,000	-	-	-	-	5,171,800	County to manage project and pay 50%-amt shown represents City's portion only.
64	SP060618	Downtown TOD Projects (previously Dalrock)	82	-	-	250,000	2,250,000	-	-	-	-	2,500,000	\$2,000,000 NCTCOG Grant.
65	ST050574	Traffic Management Projects	82	-	-	100,000	300,000	-	-	-	-	900,000	Projects for capacity, turn lanes, deceleration lanes, etc.
66	tba	12" water line along Castle Drive from Rowlett Road Pump Station	75	-	-	-	-	-	50,000	393,117	-	443,117	
67	tba	12" water line along Main Street west of Kirby Road	75	-	-	24,000	193,000	-	-	-	-	217,000	
68	tba	16" water line along Miller Road from Rowlett Road to Kirby Road	75	-	-	40,000	337,640	-	-	-	-	715,480	
69	ST030350	Alley Improvements	70	3,648,942	2,283,217	1,000,000	951,934	-	-	-	-	4,451,934	Bond committee priority.
70	tba	1.0MG elevated tank for upper pressure plane with 16" WL for supply	65	-	-	-	-	-	300,000	2,979,898	-	3,279,898	
71	tba	8" waterline to create looping in Upper Pressure Plane	65	-	-	-	-	-	-	-	-	277,536	
72	tba	New 2.0MG GST at Rowlett Rd. pump station and increase pumping capacity at station	65	-	-	-	-	-	-	-	-	3,052,360	
73	WA030053	36" Castler/Hickox Line	65	-	-	-	-	-	-	-	-	2,240,717	
74	FA030405	Fire Station #2	62	89,653	89,653	-	2,133,440	-	1,066,560	-	-	3,200,000	Assumes City receives \$3.2M FEMA grant. If not received, funds will have to be added to a future bond issue that will require a tax increase.
75	WA030052	Rowlett Rd Pump Station Two-Phase 1	59	3,717,093	-	-	313,200	-	1,305,000	-	-	1,618,200	\$1,000,000 in 2014-2015 from Developer.
76	tba	Garner Road Improvements	56	-	-	-	-	-	-	-	-	1,000,000	
77	WA030057	Chiesa Road Waterline #1	52	-	-	-	519,930	-	-	-	-	519,930	
78	WA030060	Chiesa Road Waterline #2	52	-	-	-	716,348	-	-	-	-	716,348	
79	WA030054	Dalrock Road Waterline	52	-	-	-	462,160	-	1,559,790	-	-	2,021,950	
80	WA100568	Dalrock Road Waterline Replace	52	-	-	-	224,610	-	1,647,138	-	-	1,871,748	
81	SS030017	Springfield Meter Station Upgrade	51	-	-	-	616,000	-	-	-	-	616,000	

CITY OF ROWLETT  
SUMMARY OF FIVE YEAR  
CAPITAL IMPROVEMENTS PLAN (with priority rankings) - SPENDING BASIS

REF#	Project Number	Project Title	Ranking	Total Budget	Projected Spending	Five Year Plan-Spending Basis					Five Year Total	Notes	
						2009	2010	2011	2012	2013			2014
						Fiscal Year Ending							
<b>ALL PROJECTS</b>													
82	PK060620	Scenic Point Park	47	-	-	705,000	-	-	-	-	-	705,000	Funded by impact fees. Also, possible matching grant from Rockwall County is not included in proposed plan.
83	PK050577	Katy RR Park	46	-	217,244	326,000	-	-	-	-	-	1,572,593	Funded by impact fees thru 2011 and GOs in 2013.
84	tba	Athletic Field Revitalization	41	-	-	-	-	-	-	-	-	1,120,449	Bond committee priority.
85	tba	Partially developed neighborhood parks	41	-	-	-	-	-	-	-	-	1,419,739	Bond committee priority. Katy is separately included in five year plan. This project is for Isaac Scruggs and Twinstar parks.
86	PK070627	Hike and Bike Trails (previously Trail System)	41	-	-	-	-	-	-	-	-	500,000	Start design for program in 2014.
87	tba	Undeveloped Parks Construction	41	-	-	-	-	-	-	-	-	400,000	Start design for program in 2014.
88	tba	Coyle House Renovation	38	-	91,490	-	-	-	-	-	-	91,490	From Hotel/Motel Tax Fund. Future costs limited to grants or donations which are unknown at this time.
89		Unallocated		-	-	-	-	-	-	-	-	7,734,563	Available for other projects.
90		Project Savings		-	-	-	-	-	-	-	-	-	
91	tba	NPDES Phase 2 implementation	100	-	-	-	-	-	-	-	-	-	Moved to Misc. Drainage Imp. Line.
92	ST030384	Traffic Signals-Undesignated	90	-	-	-	-	-	-	-	-	-	Moved to Traffic Management Projects.
93	tba	Tollway - TR Sewer Imp	70	-	-	-	-	-	-	-	-	-	Moved to PG&T Utility Reimbursement
94	SP060637	Tollway - TR Water Imp	70	-	-	-	-	-	-	-	-	-	Moved to PG&T Utility Reimbursement
95	SP060638	Tollway - DT/MU Water Imp	65	-	-	-	-	-	-	-	-	-	Moved to PG&T Utility Reimbursement
96	WA030389	30" W. Waterview/16" Princeton Line	62	-	-	-	-	-	-	-	-	-	Moved to PG&T Utility Reimbursement
97	PK050593	Sunset Park & Muddy Creek Trail, Ph. 1	41	-	-	-	-	-	-	-	-	-	Split into two other projects
98	PK060636	Streetscape Beautification	28	-	-	-	-	-	-	-	-	-	Included in Undeveloped Parks Construction
99	FA030503	City Facility Roof Covering Repl	90	-	-	-	-	-	-	-	-	-	Included in Misc. Concrete & Asphalt ->60 PCIs as part of median landscaping as needed
100	PK030472	Park Improvements	90	137,645	57,645	80,000	-	-	-	-	-	80,000	Funded by impact fees in FY 2010.
101	ST030418	Roadway Landscaping	90	-	-	-	-	-	-	-	-	-	
102	WA030002	20" Waterview/16" Darlock Line	65	-	-	-	-	-	-	-	-	-	
103	WA030001	30" NE Line - 16" Merritt Interconn	65	-	-	-	-	-	-	-	-	-	
104	ST070663	Castle Road/Merritt Road Imp.	64	-	-	-	-	-	-	-	-	-	
105	ST030206	Liberty Grove Recon-Phase I	64	-	-	-	-	-	-	-	-	-	
106	WA030070	Davis Drive/Shipman Waterline	62	-	-	-	-	-	-	-	-	-	
107	ST030233	Chaha Road Reconstruction	61	190,000	190,000	-	-	-	-	-	-	-	
108	ST030410	Hickox Road Recon-Phase 3	61	-	-	-	-	-	-	-	-	-	
109	tba	Traffic Signal/Miller & Dexam	60	-	-	-	-	-	-	-	-	-	
110	SS030015	Merritt Road Sewer Line	59	-	-	-	-	-	-	-	-	-	
111	SS030014	Muddy Creek Sewer Line	59	-	-	-	-	-	-	-	-	-	
112	SS030165	Liberty Grove/Raney SS	58	-	-	-	-	-	-	-	-	-	
113	SS030154	Vue Du Lac Subdivision Sewer	58	-	-	-	-	-	-	-	-	-	
114	ST030231	Hickox Road Recon-Phase 2	57	-	-	-	-	-	-	-	-	-	
115	WA030061	Princeton Road Waterline	57	-	-	-	-	-	-	-	-	-	
116	FA060623B	Facility Renovations	56	43,148	43,148	-	-	-	-	-	-	-	
117	SS030167	Lakeview Meadows Estates Sewer	56	-	-	-	-	-	-	-	-	-	
118	ST050575	Kyle Street (Rowlett to Smartt)	54	-	-	-	-	-	-	-	-	-	
119	ST050576	Smartt Street (Miller to Kyle)	54	-	-	-	-	-	-	-	-	-	
120	FA030051	Library Expansion	53	-	-	-	-	-	-	-	-	-	
121	SS060648	Maple Lane to SH 66 SS Replacement	53	-	-	-	-	-	-	-	-	-	
122	WA030065	Scenic Drive Waterline	52	-	-	-	-	-	-	-	-	-	
123	SS030554	South Rowlett Road Lift Station	52	-	-	-	-	-	-	-	-	-	
124	tba	Senior Citizen Center	50	-	-	-	-	-	-	-	-	-	

CITY OF ROWLETT

SUMMARY OF FIVE YEAR

CAPITAL IMPROVEMENTS PLAN (with priority rankings) - SPENDING BASIS

REF#	Project Number	Project Title	Ranking	Total Budget	Projected Spending	Five Year Plan-Spending Basis					Five Year Total	Notes	
						2009	2010	2011	2012	2013			2014
<b>ALL PROJECTS</b>													
125	SS060649	Bouvier & Lakewood SS Replacement	49	-	-	-	-	-	-	-	-	-	-
126	SS060650	Eastside Substandard Sewer	49	-	-	-	-	-	-	-	-	-	-
127	SS060651	Merritt-Hickox Sewer Line	48	-	-	-	-	-	-	-	-	-	-
128	PK030425	Park Land Purchase/Acquisition	44	-	-	-	-	-	-	-	-	-	-
129	PK050580	Wave Pool w/ Lazy River	44	-	-	-	-	-	-	-	-	-	-
130	FA030050	Env. Learning Center, Ph. 3	41	-	-	-	-	-	-	-	-	-	-
131	PK050587	Lakeside Park North Access	41	-	-	-	-	-	-	-	-	-	-
132	PK050589	Miller Road Median @ Dallock	41	-	-	-	-	-	-	-	-	-	-
133	tba	Muddy Creek Open Space/Trails	41	-	-	-	-	-	-	-	-	-	-
134	PK050590	Paddle Point Park	41	-	-	-	-	-	-	-	-	-	-
135	PK050598	Woodside Irrigation-Landscape	41	-	-	-	-	-	-	-	-	-	-
136	PK060619	General Community Park Improvements	39	-	-	-	-	-	-	-	-	-	-
137	PK060635	Lakeshore Reclamation	28	-	-	-	-	-	-	-	-	-	-
Total All Projects				44,738,553	18,757,797	27,475,774	26,506,262	21,021,388	16,723,468	19,989,500	111,716,392		

FUNDING SOURCES (ALL FUNDS):

SOURCES OF FUNDS:

Current Revenues	3,792,986	-	4,399,986	3,792,986	3,792,986	3,792,986	3,792,986	3,792,986	3,792,986	19,571,930
Previous Resources	34,555,741	17,999,681	19,245,381	12,432,836	4,883,942	4,218,782	689,514	-	-	41,470,455
Debt Financing - CO's	-	-	-	-	-	-	-	-	-	-
Debt Financing - GO's	-	-	-	-	3,485,000	7,160,000	9,930,000	20,575,000	-	6,125,000
Debt Financing - Revenue Bonds	-	-	-	-	-	1,300,000	4,825,000	-	-	17,022,000
Federal Sources	3,453,761	868	1,322,000	7,133,440	8,566,560	-	-	-	-	3,350,000
NCTCOG	-	-	1,350,000	2,000,000	-	-	-	-	-	-
County	2,210,400	-	-	-	-	-	-	-	-	-
CDBG	83,470	83,470	300,000	217,000	217,000	217,000	217,000	217,000	217,000	1,168,000
Impact Fees	642,195	57,645	447,244	905,000	-	-	-	-	-	1,352,244
Donations	-	-	-	-	-	-	-	-	-	-
Other	-	616,133	411,163	25,000	75,900	34,700	535,000	1,081,763	-	-
Total Sources	44,738,553	18,757,797	27,475,774	26,506,262	21,021,388	16,723,468	19,989,500	111,716,392		

USES OF FUNDS:

Alley Improvements	9,505,066	8,155,066	1,750,000	1,701,934	1,250,000	1,750,000	1,750,000	8,201,934
Land/Site Acquisition	504,381	504,381	-	-	-	-	-	-
Streets & Roadways	19,935,225	5,628,006	16,251,562	11,922,000	13,107,900	6,272,332	10,292,131	57,845,925
Park Improvements	489,469	489,469	297,244	1,031,000	-	2,359,668	1,609,869	5,297,781
Public Safety	154,817	154,817	-	-	-	-	-	-
Library	-	-	-	-	-	-	-	-
Recreation	-	-	-	-	-	-	-	-
Utility Improvements	13,536,721	3,285,075	8,786,968	9,717,888	5,546,928	6,291,468	6,287,500	36,630,752
Leasehold Improvements	612,874	540,983	165,000	2,133,440	1,066,560	-	-	3,365,000
Other	-	225,000	-	-	50,000	50,000	50,000	375,000
Total Uses	44,738,553	18,757,797	27,475,774	26,506,262	21,021,388	16,723,468	19,989,500	111,716,392

**CITY OF ROWLETT  
FY 2009 - 10  
CAPITAL IMPROVEMENT PROGRAM INFORMATION**

<b>PROJECT NAME: SH 66 SIGNALIZATION IMPROVEMENTS</b>							
<b>PROJECT NUMBER: ST050572</b>							
<b>Description:</b> Traffic signal upgrades along SH 66. This is a joint TxDOT/City project. A portion of the funding for this project is through a grant from TxDOT (\$22,000). This project is for the replacement of the internally illuminated street name signs at each traffic signal. The new street name signs will be in accordance to the City's current standard.							
<b>Justification:</b> Upgrade the existing street name signs for more efficient maintenance and provide motorists with adequate street name signage for improved safety.							
<b>Financial Information</b>	Project to Date	2010	2011	2012	2013	2014	Project Total
<b>Project Budget</b>	868	275,761	-	-	-	-	276,629
<b>Operating Impact</b>	-	-	-	-	-	-	-

<b>PROJECT NAME: CDBG PROJECTS</b>							
<b>PROJECT NUMBER: CO050599</b>							
<b>Description:</b> Infrastructure improvements in low to moderate income areas of the City. The City receives funding each year as part of the HUD Community Development Block Grant (CDBG) program. This years funding will be used for the reconstruction of Delia Street from Commerce Street to Rowlett Road and Commerce Street from Christine Street to Delia Street. This project also includes replacing the existing 6-inch waterline with an 8-inch waterline. Future projects in 5-year CIP will include remainder of Commerce Street and Larry Street.							
<b>Justification:</b> Replace aging infrastructure and bring infrastructure up to current City standards in low to moderate areas in the City. This project was recommended by the 2009 CIP Bond Committee.							
<b>Financial Information</b>	Project to Date	2010	2011	2012	2013	2014	Project Total
<b>Project Budget</b>	363,470	680,000	217,000	217,000	217,000	217,000	1,911,470
<b>Operating Impact</b>	-	-	-	-	-	-	-

<b>PROJECT NAME: 24" WATERLINE ALONG PRINCETON FROM LIBERTY GROVE TO DALROCK ROAD</b>							
<b>PROJECT NUMBER: TBA</b>							
<b>Description:</b> Installation of a 24" waterline along Princeton Road from Liberty Grove to Dalrock. The waterline will be installed as part of the Princeton Road Rehabilitation project while the northbound lanes are under construction.							
<b>Justification:</b> Identified in the City's Water Master Plan to increase future demand needs. Installing the waterline as part of the road improvements will save money and eliminate need to install at a later date							
<b>Financial Information</b>	Project to Date	2010	2011	2012	2013	2014	Project Total
<b>Project Budget</b>	250,000	1,315,130	-	-	-	-	1,565,130
<b>Operating Impact</b>	-	-	-	-	-	-	-

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<b>PROJECT NAME: MERRITT ROAD INTERCONNECTOR PHASE I &amp; II</b>							
<b>PROJECT NUMBER: ST030215</b>							
<b>Description:</b> Installation of connector between Merritt Rd. and Liberty Grove Rd under PGBT. Also, the reconstruction of Merritt Rd from PGBT to City Limits. 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 engineering and ROW will be completed in 2010. The construction will occur over years 2011-2012.							
<b>Justification:</b> 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.							
<b>Financial Information</b>	Project to Date	2010	2011	2012	2013	2014	Project Total
<b>Project Budget</b>	100,000	1,950,000	4,450,000	7,500,000	-	-	14,000,000
<b>Operating Impact</b>	-	-	-	-	-	-	-

<b>PROJECT NAME: MARTIN/FREEDOM DRIVE EXTENSION</b>							
<b>PROJECT NUMBER: ST030379</b>							
<b>Description:</b> 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. Construction is planned to be complete by the end of FY 2010.							
<b>Justification:</b> 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. This project was recommended by the 2009 CIP Bond Committee.							
<b>Financial Information</b>	Project to Date	2010	2011	2012	2013	2014	Project Total
<b>Project Budget</b>	950,912	1,350,000	-	-	-	-	2,300,912
<b>Operating Impact</b>	-	-	-	-	-	-	-

<b>PROJECT NAME: MAIN STREET LIFT STATION</b>							
<b>PROJECT NUMBER: SS060647</b>							
<b>Description:</b> Replacement of the Main Street Lift Station. Construction will occur in 2010.							
<b>Justification:</b> This was not identified in the Wastewater Master Plan. However, recent malfunctions at the lift station warrant replacement of the facility.							
<b>Financial Information</b>	Project to Date	2010	2011	2012	2013	2014	Project Total
<b>Project Budget</b>	15,000	1,285,000	-	-	-	-	1,300,000
<b>Operating Impact</b>	-	-	-	-	-	-	-

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<b>PROJECT NAME: ROWLETT ROAD IMPROVEMENTS PHASE 3</b>							
<b>PROJECT NUMBER: CO030368</b>							
<b>Description:</b> Rehabilitation of the existing roadway from south of Miller Road to the bridge over Lake Ray Hubbard. The rehab will consist of removing and replacing concrete panels which have failed, crack sealing, and installing additional drainage inlets for improved drainage. A new 12-inch waterline will replace the existing 8-inch waterline. Sidewalks will be installed on either side of the road. Construction will be completed by November 2010.							
<b>Justification:</b> Waterline replacement is identified in the City's Water Master Plan. Portions of the concrete pavement has failed and needs replacement.							
<b>Financial Information</b>	Project to Date	2010	2011	2012	2013	2014	Project Total
<b>Project Budget</b>	800,000	1,618,123	-	-	-	-	2,418,123
<b>Operating Impact</b>	-	-	-	-	-	-	-

<b>PROJECT NAME: PRINCETON ROAD REPLACEMENT</b>							
<b>PROJECT NUMBER: ST080687</b>							
<b>Description:</b> This project consists of removing and replacing the concrete pavement for the northbound lanes of Princeton Road from Colfax to Liberty Grove. The storm drain trench will be stabilized prior to installing the new concrete pavement. Construction is scheduled to be complete by the end of FY 2010.							
<b>Justification:</b> The pavement has failed due to the consolidation of the storm drain trench under the pavement. The pavement is damaged beyond repair.							
<b>Financial Information</b>	Project to Date	2010	2011	2012	2013	2014	Project Total
<b>Project Budget</b>	200,000	1,602,230	-	-	-	-	1,802,230
<b>Operating Impact</b>	-	-	-	-	-	-	-

<b>PROJECT NAME: ROWLETT ROAD RECONSTRUCTION - PHASE II</b>							
<b>PROJECT NUMBER: CO030369</b>							
<b>Description:</b> 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.							
<b>Justification:</b> The sewer lines are substandard and the paving Pavement Condition Index (PCI) < 65. The additional lanes will increase capacity and improve mobility							
<b>Financial Information</b>	Project to Date	2010	2011	2012	2013	2014	Project Total
<b>Project Budget</b>	350,000	2,050,000	2,450,000	-	-	-	4,850,000
<b>Operating Impact</b>	-	-	-	-	-	-	-

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<b>PROJECT NAME: ROWLETT ROAD LIFT STATION</b>							
<b>PROJECT NUMBER: SS030013</b>							
<b>Description:</b> 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. Construction will be complete by the end of FY 2010.							
<b>Justification:</b> 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.							
<b>Financial Information</b>	<b>Project to Date</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Project Total</b>
<b>Project Budget</b>	-	1,900,000	-	-	-	-	1,900,000
<b>Operating Impact</b>	-	-	-	-	-	-	-

<b>PROJECT NAME: KENWOOD HEIGHTS SUBDIVISION IMPROVEMENT PHASE 3 (PHASE 2 CONSTRUCT</b>							
<b>PROJECT NUMBER: CO030362</b>							
<b>Description:</b> The project will consist of paving reconstruction, water line installation, sewer line installation and storm drain improvements along the following roads: Magnolia Lane (Maple Ln to Kenwood), Maple Ln (Rowlett Rd to Kenwood) and Kenwood Dr (Maple to Magnolia Ln), Holly Ln, Maple Ct., Cypress Drive (from Kenwood to end of cull de sac), Cedar Alley, Redwood Alley, Mimosa Alley and Kenwood Alley (from Redwood Lane to Magnolia Lane). Construction is scheduled to be complete the end of FY 2010.							
<b>Justification:</b> The current water line and sewer lines are substandard. The PCI < 65 for the included streets and the current drainage system is insufficient in the area.							
<b>Financial Information</b>	<b>Project to Date</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Project Total</b>
<b>Project Budget</b>	500,000	5,930,000	-	-	-	-	6,430,000
<b>Operating Impact</b>	-	-	-	-	-	-	-

<b>PROJECT NAME: MISCELLANEOUS WATER LINE REPAIR AND REPLACEMENT</b>							
<b>PROJECT NUMBER: WA030447</b>							
<b>Description:</b> Repair and replacement of miscellaneous water lines throughout the City. This account also funds upgrading waterlines as part of development projects.							
<b>Justification:</b> Annual replacement program for waterlines which have deteriorated and require ongoing maintenance.							
<b>Financial Information</b>	<b>Project to Date</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Project Total</b>
<b>Project Budget</b>	625,000	300,000	300,000	300,000	300,000	300,000	2,125,000
<b>Operating Impact</b>	-	-	-	-	-	-	-

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<b>PROJECT NAME: ASPHALT REHABILITATION/OVERLAY PROJECT</b>							
<b>PROJECT NUMBER: TBA</b>							
<b>Description:</b> 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.							
<b>Justification:</b> To increase the Pavement Condition Index (PCI) on asphalt roads and temporarily repair concrete streets with a PCI < 60							
<b>Financial Information</b>	<b>Project to Date</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Project Total</b>
<b>Project Budget</b>	-	270,000	350,000	450,000	350,000	350,000	1,770,000
<b>Operating Impact</b>	-	-	-	-	-	-	-

<b>PROJECT NAME: CRACK SEAL FOR PAVEMENT</b>							
<b>PROJECT NUMBER: TBA</b>							
<b>Description:</b> Installing crack seal on asphalt and concrete roadways as a maintenance measure to extend the life of the pavement.							
<b>Justification:</b> 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.							
<b>Financial Information</b>	<b>Project to Date</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Project Total</b>
<b>Project Budget</b>	-	150,000	150,000	150,000	150,000	150,000	750,000
<b>Operating Impact</b>	-	-	-	-	-	-	-

<b>PROJECT NAME: FALCON DRIVE PUBLIC IMPROVEMENT DISTRICT</b>							
<b>PROJECT NUMBER: TBA</b>							
<b>Description:</b> Project to establish a Public Improvement District (PID) to fund replacement of a masonry screening wall along the rear of the properties along Falcon Drive. The residents will fund 20% of the cost and the City will fund 80% of the cost.							
<b>Justification:</b> To partner with the residents to establish a PID for the construction of a masonry screening wall to improve the quality of life, safety, and property values.							
<b>Financial Information</b>	<b>Project to Date</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Project Total</b>
<b>Project Budget</b>	-	123,000	-	-	-	-	123,000
<b>Operating Impact</b>	-	-	-	-	-	-	-

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<b>PROJECT NAME: FOAM INJECTION UNDER CONCRETE PAVEMENT</b>							
<b>PROJECT NUMBER: TBA</b>							
<b>Description:</b> 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.							
<b>Justification:</b> To adequately and properly maintain concrete roadways in order to increase the life of the pavement surface. This project was recommended by the 2009 CIP Bond Committee. This project was recommended by the 2009 CIP Bond Committee.							
<b>Financial Information</b>	<b>Project to Date</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Project Total</b>
<b>Project Budget</b>	-	200,000	150,000	150,000	150,000	150,000	800,000
<b>Operating Impact</b>	-	-	-	-	-	-	-

<b>PROJECT NAME: MISCELLANEOUS DRAINAGE IMPROVEMENTS</b>							
<b>PROJECT NUMBER: DR060639</b>							
<b>Description:</b> Drainage improvements throughout the City. This project will also fund the NPDES Phase 2 permit requirements.							
<b>Justification:</b> 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.							
<b>Financial Information</b>	<b>Project to Date</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Project Total</b>
<b>Project Budget</b>	280,000	618,148	335,000	335,000	335,000	335,000	2,238,148
<b>Operating Impact</b>	-	-	-	-	-	-	-

<b>PROJECT NAME: SCREENING WALL REHABILITATION</b>							
<b>PROJECT NUMBER: TBA</b>							
<b>Description:</b> Project to make repairs to existing screening walls located in the City's right-of-way.							
<b>Justification:</b> To repair and maintain existing screening walls to improve the quality of life, safety, and property values. This project was recommended by the 2009 CIP Bond Committee.							
<b>Financial Information</b>	<b>Project to Date</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Project Total</b>
<b>Project Budget</b>	-	150,000	75,000	50,000	50,000	50,000	375,000
<b>Operating Impact</b>	-	-	-	-	-	-	-

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<b>PROJECT NAME: SIGN REPLACEMENT/PAVEMENT MARKING</b>							
<b>PROJECT NUMBER: TBA</b>							
<b>Description:</b> Project to replace existing street regulatory signs and pavement markings, including striping.							
<b>Justification:</b> 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.							
<b>Financial Information</b>	Project to Date	2010	2011	2012	2013	2014	Project Total
<b>Project Budget</b>	-	45,000	45,000	45,000	45,000	45,000	225,000
<b>Operating Impact</b>	-	-	-	-	-	-	-

<b>PROJECT NAME: TRAFFIC SIGNAL REPAIR/MAINTENANCE</b>							
<b>PROJECT NUMBER: TBA</b>							
<b>Description:</b> Project to establish an annual program to make repairs to existing traffic signals located in the City.							
<b>Justification:</b> 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.							
<b>Financial Information</b>	Project to Date	2010	2011	2012	2013	2014	Project Total
<b>Project Budget</b>	-	15,000	60,000	60,000	60,000	60,000	255,000
<b>Operating Impact</b>	-	-	-	-	-	-	-

<b>PROJECT NAME: WATER TANK REFURBISHING</b>							
<b>PROJECT NUMBER: WA030325</b>							
<b>Description:</b> 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.							
<b>Justification:</b> To repair and maintain the water tanks to meet TCEQ and AWWA standards in order to keep the drinking water safe.							
<b>Financial Information</b>	Project to Date	2010	2011	2012	2013	2014	Project Total
<b>Project Budget</b>	55,091	85,000	750,000	50,000	-	817,500	1,757,591
<b>Operating Impact</b>	-	-	-	-	-	-	-

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**PROJECT NAME: ALLEY PANEL REPLACEMENT**  
**PROJECT NUMBER: TBA**

**Description:** To remove and replace damaged concrete panels in alleys with a Pavement Condition Index (PCI) of > 60.

**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.

<b>Financial Information</b>	Project to Date	2010	2011	2012	2013	2014	Project Total
<b>Project Budget</b>	-	750,000	750,000	750,000	750,000	750,000	3,750,000
<b>Operating Impact</b>	-	-	-	-	-	-	-

**PROJECT NAME: MISC CONCRETE / ASPHALT STREET REHABILITATION WITH A PCI > 60**  
**PROJECT NUMBER: ST060570**

**Description:** This project is for the rehabilitation of miscellaneous concrete and asphalt streets with a Pavement Condition Index (PCI) of greater than 60. 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 60 in order to improve the PCI to 80 or better following the improvements. The reconstruction will be like for like (asphalt for asphalt and concrete for concrete). The number of streets will be limited to the amount of funding budgeted each year. This project was recommended by the 2009 CIP Bond Committee.

**Justification:** To repair and maintain existing concrete and asphalt streets in order to extend the life of the concrete pavement. The goal is

<b>Financial Information</b>	Project to Date	2010	2011	2012	2013	2014	Project Total
<b>Project Budget</b>	5,100,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	12,600,000
<b>Operating Impact</b>	-	-	-	-	-	-	-

**PROJECT NAME: MILLER ROAD IRRIGATION-LANDSCAPING FROM ROWLETT ROAD TO DEXHAM**  
**PROJECT NUMBER: TBA**

**Description:** Install an irrigation along the median of Miller Road from Rowlett Road to Dexham Road. The installation of drought resistant plant material will be planted in the medians.

**Justification:** To reduce the annual maintenance costs of median maintenance and to improve the aesthetics of this major arterial roadway.

<b>Financial Information</b>	Project to Date	2010	2011	2012	2013	2014	Project Total
<b>Project Budget</b>	-	87,810	-	-	-	-	87,810
<b>Operating Impact</b>	-	-	-	-	-	-	-

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<b>PROJECT NAME: ROWLETT ROAD LANDSCAPING</b>							
<b>PROJECT NUMBER: TBA</b>							
<b>Description:</b> Install drought resistant plant material along the median of Rowlett Road.							
<b>Justification:</b> To reduce the annual maintenance costs of median maintenance and to improve the aesthetics of this major arterial roadway.							
<b>Financial Information</b>	Project to Date	2010	2011	2012	2013	2014	Project Total
<b>Project Budget</b>	-	50,838	-	-	-	-	50,838
<b>Operating Impact</b>	-	-	-	-	-	-	-

<b>PROJECT NAME: MISCELLANEOUS SANITARY SEWER LINE REPAIR AND REPLACEMENT</b>							
<b>PROJECT NUMBER: WA030442</b>							
<b>Description:</b> 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.							
<b>Justification:</b> 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.							
<b>Financial Information</b>	Project to Date	2010	2011	2012	2013	2014	Project Total
<b>Project Budget</b>	330,915	450,000	450,000	-	960,000	250,000	2,440,915
<b>Operating Impact</b>	-	-	-	-	-	-	-

<b>PROJECT NAME: MILLER ROAD RECON-PHASE II</b>							
<b>PROJECT NUMBER: ST030413</b>							
<b>Description:</b> This project would improve Miller Road between Dalrock and Roan Roads, including four lanes of traffic, a wide median for future expansion to six lanes, plus turn lanes at Chiesa. Construction would be concrete curb-and-gutter. This project will be constructed as part of the Dallas County MCIP program, which Dallas County will fund 50% the cost of the pavement.							
<b>Justification:</b> Miller is a major east-west thoroughfare that must be improved to handle current and future traffic. In addition, Miller serves an elementary school and needs to be lowered to improve drainage and various intersections. Completion would have all of Miller Road widened except the bridges located in the City of Dallas over Lake Ray Hubbard and Rowlett Creek.							
<b>Financial Information</b>	Project to Date	2010	2011	2012	2013	2014	Project Total
<b>Project Budget</b>	50,000	250,000	-	2,335,900	2,585,900	-	5,221,800
<b>Operating Impact</b>	-	-	-	-	-	-	-

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<b>PROJECT NAME: DOWNTOWN TRANSPORTATION ORIENTED DEVELOPMENT (TOD) PROJECTS</b>							
<b>PROJECT NUMBER: SP060618</b>							
<b>Description:</b> 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.							
<b>Justification:</b> To construct infrastructure improvements and partner with potential developers of TOD projects in the downtown area.							
<b>Financial Information</b>	<b>Project to Date</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Project Total</b>
<b>Project Budget</b>	-	250,000	2,250,000	-	-	-	2,500,000
<b>Operating Impact</b>	-	-	-	-	-	-	-

<b>PROJECT NAME: TRAFFIC MANAGEMENT PROJECTS</b>							
<b>PROJECT NUMBER: TBA</b>							
<b>Description:</b> 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.							
<b>Justification:</b> To construct traffic management improvements for improved safety and capacity of roadways.							
<b>Financial Information</b>	<b>Project to Date</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Project Total</b>
<b>Project Budget</b>	-	100,000	300,000	200,000	-	300,000	900,000
<b>Operating Impact</b>	-	-	-	-	-	-	-

<b>PROJECT NAME: 12" WATERLINE ALONG CASTLE DRIVE FROM ROWLETT RD PUMPING STATION</b>							
<b>PROJECT NUMBER: TBA</b>							
<b>Description:</b> Install a 12" waterline along Main Street west of Kirby Road. The engineering is planned for FY 2010 and the construction in FY 2011.							
<b>Justification:</b> Identified in the Water Master Plan and will complete a 12" loop along Main Street.							
<b>Financial Information</b>	<b>Project to Date</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Project Total</b>
<b>Project Budget</b>	-	-	-	50,000	393,117	-	443,117
<b>Operating Impact</b>	-	-	-	-	-	-	-

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**PROJECT NAME: 16" WATERLINE ALONG MILLER ROAD FROM ROWLETT ROAD TO KIRBY ROAD (PG)  
PROJECT NUMBER: TBA**

**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.

<u>Financial Information</u>	Project to Date	2010	2011	2012	2013	2014	Project Total
<b>Project Budget</b>	-	40,000	337,640	-	337,840	-	715,480
<b>Operating Impact</b>	-	-	-	-	-	-	-

**PROJECT NAME: ALLEY RECONSTRUCTION IMPROVEMENTS  
PROJECT NUMBER: ST030350**

**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.

<u>Financial Information</u>	Project to Date	2010	2011	2012	2013	2014	Project Total
<b>Project Budget</b>	2,283,217	1,000,000	951,934	500,000	1,000,000	1,000,000	6,735,151
<b>Operating Impact</b>	-	-	-	-	-	-	-

**PROJECT NAME: KATY RAILROAD PARK  
PROJECT NUMBER: PK050577**

**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.

<u>Financial Information</u>	Project to Date	2010	2011	2012	2013	2014	Project Total
<b>Project Budget</b>	-	217,244	326,000	-	1,029,349	-	1,572,593
<b>Operating Impact</b>	-	79,856	79,856	79,856	79,856	79,856	399,280

**CITY OF ROWLETT  
 FY 2009 - 10  
 CAPITAL IMPROVEMENT PROGRAM INFORMATION**

<b>PROJECT NAME: COYLE HOUSE RENOVATION</b>							
<b>PROJECT NUMBER: TBA</b>							
<b>Description:</b> 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.							
<b>Justification:</b> 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.							
<b>Financial Information</b>	<b>Project to Date</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Project Total</b>
<b>Project Budget</b>	-	91,490	-	-	-	-	91,490
<b>Operating Impact</b>	-	-	-	-	-	-	-



**CITY OF ROWLETT  
FY 2009 - 10  
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 \$129,347,302. This includes general obligation refunded issues, improvements, certificates of obligation, and tax notes issued during 1997 through 2010. The projected 2009-10 requirements are estimated at \$9,492,921. The total amount of outstanding debt represents 3.94% 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: \$1,706

Net debt to assessed value: 2.82%

The following table reflects the allocation of the property tax levy between Debt Service and General Fund operations for FY 2007-08 and previous years:

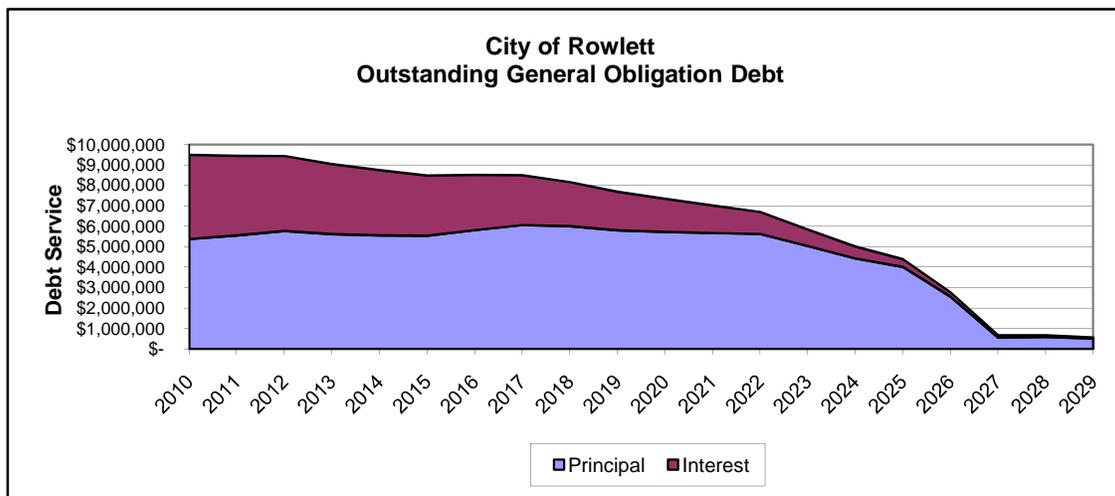
	2005-06	2006-07	2007-08	2008-09	2009-10
Debt Service	0.245394	0.268452	0.281000	0.252500	0.245153
O & M	0.501779	0.478721	0.466173	0.494673	0.502020
Total	0.747173	0.747173	0.747173	0.747173	0.747173

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 2009 - 10  
GENERAL OBLIGATION DEBT SERVICE**

**AGGREGATE DEBT SERVICE  
AS OF SEPTEMBER 30, 2007**

Date	Principal	Interest	Total P&I
2010	5,375,000.00	4,117,921.02	9,492,921.02
2011	5,550,000.00	3,901,981.17	9,451,981.17
2012	5,770,000.00	3,670,617.17	9,440,617.17
2013	5,615,000.00	3,430,350.36	9,045,350.36
2014	5,555,000.00	3,191,203.26	8,746,203.26
2015	5,535,000.00	2,952,808.98	8,487,808.98
2016	5,810,000.00	2,706,508.65	8,516,508.65
2017	6,060,000.00	2,441,187.96	8,501,187.96
2018	6,000,000.00	2,165,729.98	8,165,729.98
2019	5,800,000.00	1,893,487.87	7,693,487.87
2020	5,720,000.00	1,625,069.71	7,345,069.71
2021	5,670,000.00	1,350,821.16	7,020,821.16
2022	5,625,000.00	1,073,747.10	6,698,747.10
2023	5,030,000.00	815,188.16	5,845,188.16
2024	4,425,000.00	585,700.61	5,010,700.61
2025	4,010,000.00	379,228.62	4,389,228.62
2026	2,555,000.00	213,434.67	2,768,434.67
2027	550,000.00	116,221.88	666,221.88
2028	575,000.00	85,809.38	660,809.38
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
<b>Total</b>	<b>\$ 92,535,000.00</b>	<b>\$ 36,812,302.09</b>	<b>\$ 129,347,302.09</b>



**CITY OF ROWLETT  
FY 2009 - 10  
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%**

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2010	850,000.00	1,087,621.26	1,937,621.26
2011	885,000.00	1,050,752.51	1,935,752.51
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
<b>Total</b>	<b>\$ 23,210,000.00</b>	<b>\$ 11,892,680.74</b>	<b>\$ 35,102,680.74</b>

**CITY OF ROWLETT  
 FY 2009 - 10  
 GENERAL OBLIGATION DEBT SERVICE**

**COMBINATION TAX AND LIMITED SURPLUS REVENUE  
 CERTIFICATES OF OBLIGATION, SERIES 2005**

**Original Issue: \$22,170,000**

**Interest Rate: Various - 3.250% to 5.000%**

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2010	870,000.00	778,031.26	1,648,031.26
2011	900,000.00	748,706.26	1,648,706.26
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
<b>Total</b>	<b>\$ 18,955,000.00</b>	<b>\$ 7,339,184.50</b>	<b>\$ 26,294,184.50</b>

**CITY OF ROWLETT  
 FY 2009 - 10  
 GENERAL OBLIGATION DEBT SERVICE**

**GENERAL OBLIGATION  
 REFUNDING BONDS, SERIES 2005**

**Original Issue: \$8,615,000**

**Interest Rate: Various - 3.500% to 4.500%**

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2010	585,000.00	282,250.00	867,250.00
2011	605,000.00	259,156.25	864,156.25
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
<b>Total</b>	<b>\$ 6,975,000.00</b>	<b>\$ 1,607,981.25</b>	<b>\$ 8,582,981.25</b>

**CITY OF ROWLETT  
FY 2009 - 10  
GENERAL OBLIGATION DEBT SERVICE**

**GENERAL OBLIGATION BONDS  
SERIES 2004 A**

**Original Issue: \$6,080,000**

**Interest Rate: Various - 3.750% to 5.000%**

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2010	245,000.00	208,156.25	453,156.25
2011	255,000.00	198,781.25	453,781.25
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
<b>Total</b>	<b>\$ 4,935,000.00</b>	<b>\$ 1,832,687.50</b>	<b>\$ 6,767,687.50</b>

**CITY OF ROWLETT  
FY 2009 - 10  
GENERAL OBLIGATION DEBT SERVICE**

**COMBINATION TAX AND LIMITED SURPLUS REVENUE  
CERTIFICATES OF OBLIGATION, SERIES 2004**

Original Issue: \$4,420,000

Interest Rate: Various - 3.000% to 4.875%

Date	Principal	Interest	Total P&I
2010	155,000.00	158,718.75	313,718.75
2011	160,000.00	152,812.50	312,812.50
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
<b>Total</b>	<b>\$ 3,695,000.00</b>	<b>\$ 1,656,037.60</b>	<b>\$ 5,351,037.60</b>

**CITY OF ROWLETT  
FY 2009 - 10  
GENERAL OBLIGATION DEBT SERVICE**

**GENERAL OBLIGATION REFUNDING BONDS  
SERIES 2004**

**Original Issue: \$4,885,000**

**Interest Rate: Various - 3.500% to 5.000%**

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2010	325,000.00	140,432.50	465,432.50
2011	335,000.00	128,547.50	463,547.50
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
<b>Total</b>	<b>\$ 3,435,000.00</b>	<b>\$ 732,780.00</b>	<b>\$ 4,167,780.00</b>

**TAX & GOLF COURSE SURPLUS REVENUE NOTES TAXABLE  
SERIES 2004**

**Original Issue: \$620,000**

**Interest Rate: 5.000%**

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2010	20,000.00	500.00	20,500.00
<b>Total</b>	<b>\$ 20,000.00</b>	<b>\$ 500.00</b>	<b>\$ 20,500.00</b>

**CITY OF ROWLETT  
 FY 2009 - 10  
 GENERAL OBLIGATION DEBT SERVICE**

**GENERAL OBLIGATION BONDS  
 SERIES 2003A**

**Original Issue: \$3,815,000**

**Interest Rate: Various - 4.000% to 5.000%**

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2010	165,000.00	137,345.00	302,345.00
2011	170,000.00	130,645.00	300,645.00
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
<b>Total</b>	<b>\$ 3,075,000.00</b>	<b>\$ 1,132,510.00</b>	<b>\$ 4,207,510.00</b>

**CITY OF ROWLETT  
 FY 2009 - 10  
 GENERAL OBLIGATION DEBT SERVICE**

**COMBINATION TAX AND LIMITED SURPLUS REVENUES  
 CERTIFICATES OF OBLIGATION, SERIES 2003**

**Original Issue: \$7,060,000**

**Interest Rate: Various - 4.000% to 5.000%**

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2010	300,000.00	251,026.26	551,026.26
2011	310,000.00	238,826.26	548,826.26
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
<b>Total</b>	<b>\$ 5,620,000.00</b>	<b>\$ 2,068,404.43</b>	<b>\$ 7,688,404.43</b>

**CITY OF ROWLETT  
FY 2009 - 10  
GENERAL OBLIGATION DEBT SERVICE**

**GENERAL OBLIGATION REFUNDING BONDS  
SERIES 2003**

**Original Issue: \$8,050,000**

**Interest Rate: Various - 4.000% to 4.500%**

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2010	860,000.00	127,350.00	987,350.00
2011	875,000.00	92,650.00	967,650.00
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
<b>Total</b>	<b>\$ 3,405,000.00</b>	<b>\$ 303,475.00</b>	<b>\$ 3,708,475.00</b>

**GENERAL OBLIGATION BONDS  
SERIES 2002**

**Original Issue: \$6,385,000**

**Interest Rate: Various - 3.750% to 5.000%**

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2010	270,000.00	195,968.76	465,968.76
2011	285,000.00	185,562.51	470,562.51
2012	295,000.00	174,687.51	469,687.51
2013	305,000.00	163,056.26	468,056.26
2014	315,000.00	150,656.26	465,656.26
2015	330,000.00	137,343.76	467,343.76
2016	345,000.00	122,784.38	467,784.38
2017	360,000.00	107,137.50	467,137.50
2018	380,000.00	90,487.50	470,487.50
2019	395,000.00	72,803.13	467,803.13
2020	415,000.00	53,812.51	468,812.51
2021	435,000.00	33,353.13	468,353.13
2022	455,000.00	11,375.00	466,375.00
<b>Total</b>	<b>\$ 4,585,000.00</b>	<b>\$ 1,499,028.21</b>	<b>\$ 6,084,028.21</b>

**CITY OF ROWLETT  
 FY 2009 - 10  
 GENERAL OBLIGATION DEBT SERVICE**

**COMBINATION TAX AND LIMITED SURPLUS REVENUE  
 CERTIFICATES OF OBLIGATION, SERIES 2002**

**Original Issue: \$5,170,000**

**Interest Rate: Various - 3.750% to 5.000%**

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2010	220,000.00	157,937.50	377,937.50
2011	225,000.00	149,593.75	374,593.75
2012	235,000.00	140,968.75	375,968.75
2013	245,000.00	131,662.50	376,662.50
2014	255,000.00	121,662.50	376,662.50
2015	265,000.00	110,931.25	375,931.25
2016	280,000.00	99,175.00	379,175.00
2017	290,000.00	86,525.00	376,525.00
2018	305,000.00	73,137.50	378,137.50
2019	320,000.00	58,875.00	378,875.00
2020	335,000.00	43,518.75	378,518.75
2021	350,000.00	27,031.25	377,031.25
2022	370,000.00	9,250.00	379,250.00
<b>Total</b>	<b>\$ 3,695,000.00</b>	<b>\$ 1,210,268.75</b>	<b>\$ 4,905,268.75</b>

**CITY OF ROWLETT  
 FY 2009 - 10  
 GENERAL OBLIGATION DEBT SERVICE**

**GENERAL OBLIGATION BONDS  
 SERIES 2001**

**Original Issue: \$2,805,000**

**Interest Rate: Various - 4.200% to 5.000%**

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2010	125,000.00	88,976.26	213,976.26
2011	130,000.00	83,588.76	213,588.76
2012	135,000.00	77,923.76	212,923.76
2013	145,000.00	71,831.26	216,831.26
2014	150,000.00	65,266.26	215,266.26
2015	155,000.00	58,306.88	213,306.88
2016	165,000.00	50,762.50	215,762.50
2017	175,000.00	42,602.50	217,602.50
2018	180,000.00	34,082.50	214,082.50
2019	190,000.00	25,131.25	215,131.25
2020	200,000.00	15,500.00	215,500.00
2021	210,000.00	5,250.00	215,250.00
<b>Total</b>	<b>\$ 1,960,000.00</b>	<b>\$ 619,221.93</b>	<b>\$ 2,579,221.93</b>

**CITY OF ROWLETT  
 FY 2009 - 10  
 GENERAL OBLIGATION DEBT SERVICE**

**COMBINATION TAX AND LIMITED SURPLUS REVENUE  
 CERTIFICATES OF OBLIGATION, SERIES 2001**

**Original Issue: \$1,490,000**

**Interest Rate: Various - 4.200% to 5.000%**

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2010	65,000.00	47,176.26	112,176.26
2011	70,000.00	44,323.76	114,323.76
2012	75,000.00	41,223.76	116,223.76
2013	75,000.00	37,961.26	112,961.26
2014	80,000.00	34,511.26	114,511.26
2015	85,000.00	30,745.63	115,745.63
2016	90,000.00	26,642.50	116,642.50
2017	90,000.00	22,345.00	112,345.00
2018	95,000.00	17,905.00	112,905.00
2019	100,000.00	13,187.50	113,187.50
2020	105,000.00	8,125.00	113,125.00
2021	110,000.00	2,750.00	112,750.00
<b>Total</b>	<b>\$ 1,040,000.00</b>	<b>\$ 326,896.93</b>	<b>\$ 1,366,896.93</b>

**CITY OF ROWLETT  
FY 2009 - 10  
GENERAL OBLIGATION DEBT SERVICE**

**COMBINATION TAX AND LIMITED SURPLUS REVENUE  
CERTIFICATES OF OBLIGATION  
TAXABLE SERIES 1999A**

Original Issue: \$1,270,000

Interest Rate: 7.250%

Date	Principal	Interest	Total P&I
2010	30,000.00	81,562.50	111,562.50
2011	30,000.00	79,387.50	109,387.50
2012	35,000.00	77,212.50	112,212.50
2013	35,000.00	74,675.00	109,675.00
2014	40,000.00	72,137.50	112,137.50
2015	40,000.00	69,237.50	109,237.50
2016	45,000.00	66,337.50	111,337.50
2017	50,000.00	63,075.00	113,075.00
2018	50,000.00	59,450.00	109,450.00
2019	55,000.00	55,825.00	110,825.00
2020	60,000.00	51,837.50	111,837.50
2021	65,000.00	47,487.50	112,487.50
2022	70,000.00	42,775.00	112,775.00
2023	70,000.00	37,700.00	107,700.00
2024	80,000.00	32,625.00	112,625.00
2025	85,000.00	26,825.00	111,825.00
2026	90,000.00	20,662.50	110,662.50
2027	95,000.00	14,137.50	109,137.50
2028	100,000.00	7,250.00	107,250.00
<b>Total</b>	<b>\$ 1,125,000.00</b>	<b>\$ 980,200.00</b>	<b>\$ 2,105,200.00</b>

**CITY OF ROWLETT  
FY 2009 - 10  
GENERAL OBLIGATION DEBT SERVICE**

**GENERAL OBLIGATION TAXABLE  
SERIES 1997A**

Original Issue: \$6,500,000  
Interest Rate: 5.527%

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2010	180,000.00	316,973.46	496,973.46
2011	200,000.00	307,024.86	507,024.86
2012	215,000.00	295,970.86	510,970.86
2013	230,000.00	284,087.80	514,087.80
2014	245,000.00	271,375.70	516,375.70
2015	265,000.00	257,834.56	522,834.56
2016	285,000.00	243,188.00	528,188.00
2017	305,000.00	227,436.06	532,436.06
2018	325,000.00	210,578.70	535,578.70
2019	345,000.00	192,615.96	537,615.96
2020	365,000.00	173,547.80	538,547.80
2021	390,000.00	153,374.26	543,374.26
2022	415,000.00	131,818.96	546,818.96
2023	440,000.00	108,881.90	548,881.90
2024	475,000.00	84,563.10	559,563.10
2025	510,000.00	58,309.86	568,309.86
2026	545,000.00	30,122.16	575,122.16
<b>Total</b>	<b>\$ 5,735,000.00</b>	<b>\$ 3,347,704.00</b>	<b>\$ 9,082,704.00</b>

**GENERAL OBLIGATION REFUNDING & IMPROVEMENT BONDS  
SERIES 1997**

Original Issue: \$6,030,000  
Interest Rate: Various: 5.550% - 5.750%

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2010	110,000.00	57,895.00	167,895.00
2011	115,000.00	51,622.50	166,622.50
2012	120,000.00	45,012.50	165,012.50
2013	130,000.00	37,917.50	167,917.50
2014	140,000.00	30,187.50	170,187.50
2015	145,000.00	21,993.75	166,993.75
2016	150,000.00	13,512.50	163,512.50
2017	160,000.00	4,600.00	164,600.00
<b>Total</b>	<b>\$ 1,070,000.00</b>	<b>\$ 262,741.25</b>	<b>\$ 1,332,741.25</b>

**CITY OF ROWLETT**  
**FY 2009 - 10**  
**WATERWORKS AND SEWER SYSTEM REVENUE BONDS**

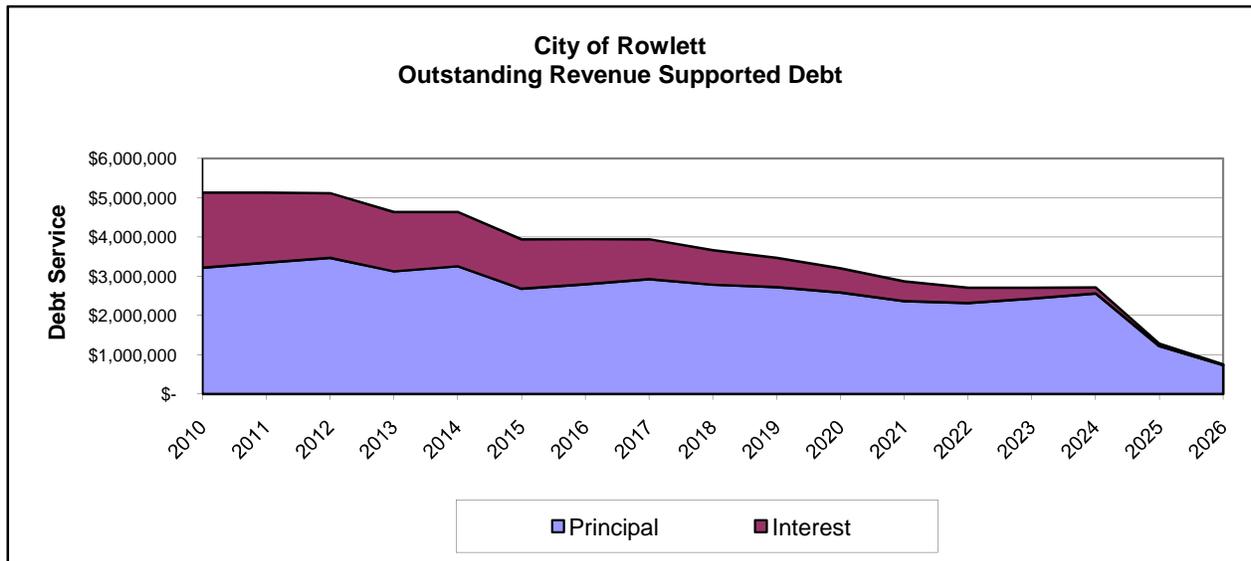
Waterworks and Sewer System Revenue Bonds are issued for a term of generally twenty years for the purpose of constructing major capital improvements, which include water and wastewater mains, pumping facilities and storage tanks. The net revenues of the Utility Fund secure the Waterworks and Sewer System Revenue Bonds.

Total outstanding waterworks and sewer system revenue debt including estimated fees equals \$59,854,000 with the FY 2009-10 requirements being \$5,133,848.

**CITY OF ROWLETT  
FY 2009 - 10  
OUTSTANDING REVENUE SUPPORTED DEBT**

**AGGREGATE DEBT SERVICE  
AS OF OCTOBER 1, 2008**

Date	Principal	Interest	Total P&I
2010	3,220,000.00	1,913,847.52	5,133,847.52
2011	3,345,000.00	1,786,546.27	5,131,546.27
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
<b>Total</b>	<b>\$ 44,560,000.00</b>	<b>\$ 15,294,000.19</b>	<b>\$ 59,854,000.19</b>



**CITY OF ROWLETT  
FY 2009 - 10  
OUTSTANDING REVENUE SUPPORTED DEBT**

**WATERWORKS AND SEWER SYSTEM REVENUE REFUNDING BONDS  
SERIES 2006**

**Original Issue: \$11,775,000**

**Interest Rate: Various: 4.000% - 4.750%**

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2010	710,000.00	436,352.50	1,146,352.50
2011	735,000.00	406,533.75	1,141,533.75
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
<b>Total</b>	<b>\$ 9,925,000.00</b>	<b>\$ 4,032,656.25</b>	<b>\$ 13,957,656.25</b>

**CITY OF ROWLETT  
FY 2009 - 10  
OUTSTANDING REVENUE SUPPORTED DEBT**

**WATERWORKS AND SEWER SYSTEM REVENUE BONDS  
SERIES 2005A**

**Original Issue: \$7,180,000**

**Interest Rate: Various: 3.200% - 4.375%**

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2010	280,000.00	249,506.26	529,506.26
2011	290,000.00	239,956.26	529,956.26
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
<b>Total</b>	<b>\$ 6,155,000.00</b>	<b>\$ 2,323,531.97</b>	<b>\$ 8,478,531.97</b>

**CITY OF ROWLETT  
FY 2009 - 10  
OUTSTANDING REVENUE SUPPORTED DEBT**

**WATERWORKS AND SEWER SYSTEM REVENUE REFUNDING BONDS  
SERIES 2005**

**Original Issue: \$7,630,000**

**Interest Rate: Various: 3.000% - 5.000%**

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2010	595,000.00	281,562.50	876,562.50
2011	615,000.00	258,850.00	873,850.00
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
<b>Total</b>	<b>\$ 6,905,000.00</b>	<b>\$ 1,623,487.50</b>	<b>\$ 8,528,487.50</b>

**WATERWORKS AND SEWER SYSTEM REVENUE BONDS  
SERIES 2004 A**

**Original Issue: \$18,585,000**

**Interest Rate: Various: 4.000% - 5.000%**

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2010	730,000.00	697,512.50	1,427,512.50
2011	760,000.00	667,712.50	1,427,712.50
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
<b>Total</b>	<b>\$ 15,220,000.00</b>	<b>\$ 6,208,243.75</b>	<b>\$ 21,428,243.75</b>

**CITY OF ROWLETT  
FY 2009 - 10  
OUTSTANDING REVENUE SUPPORTED DEBT**

**WATERWORKS AND SEWER SYSTEM REVENUE REFUNDING BONDS  
SERIES 2004**

**Original Issue: \$7,910,000**

**Interest Rate: Various: 3.500% - 4.500%**

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2010	720,000.00	172,437.50	892,437.50
2011	750,000.00	144,837.50	894,837.50
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
<b>Total</b>	<b>\$ 4,595,000.00</b>	<b>\$ 624,181.25</b>	<b>\$ 5,219,181.25</b>

**WATERWORKS AND SEWER SYSTEM REVENUE REFUNDING BONDS  
SERIES 2003**

**Original Issue: \$3,300,000**

**Interest Rate: Various: 3.750% - 4.000%**

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2010	90,000.00	9,400.00	99,400.00
2011	95,000.00	5,700.00	100,700.00
2012	95,000.00	1,900.00	96,900.00
<b>Total</b>	<b>\$ 280,000.00</b>	<b>\$ 17,000.00</b>	<b>\$ 297,000.00</b>

**CITY OF ROWLETT  
FY 2009 - 10  
OUTSTANDING REVENUE SUPPORTED DEBT**

**WATERWORKS AND SEWER SYSTEM REVENUE BONDS  
SERIES 2001**

**Original Issue: \$2,105,000**

**Interest Rate: Various: 4.100% - 5.000%**

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P&amp;I</b>
2010	95,000.00	67,076.26	162,076.26
2011	100,000.00	62,956.26	162,956.26
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
<b>Total</b>	<b>\$ 1,480,000.00</b>	<b>\$ 464,899.47</b>	<b>\$ 1,944,899.47</b>



# FINANCIAL AND FISCAL POLICIES

**CITY OF ROWLETT  
FY 2009 - 10  
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).
- 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.

**CITY OF ROWLETT  
FY 2009 - 10  
FINANCIAL AND FISCAL POLICIES**

**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.

**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

**CITY OF ROWLETT  
FY 2009 - 10  
FINANCIAL AND FISCAL POLICIES**

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 120<sup>th</sup> 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 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 IIIB3 above).

**CITY OF ROWLETT  
FY 2009 - 10  
FINANCIAL AND FISCAL POLICIES**

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 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, and Golf 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 1<sup>st</sup>, 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.
  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

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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 1<sup>st</sup>. 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 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.

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- 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 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:

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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 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

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used as a basis, barring 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 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.

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Purchases and any contracts over \$25,000 will conform to a formal bidding process outlined in the Purchasing Manual. Recommendations on purchases and contracts of \$25,000 or more will be made to the City Council for its approval. Purchases under \$25,000 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 \$1,000 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 \$1,000 may be made via a field purchase order (FPO) by the applicable Department Director to the City's Finance Department.

All documentation for the disbursement of funds by the Finance Department exceeding \$25,000 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 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.

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**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.

- 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.

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**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.
- 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

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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.

**IX. FINANCIAL CONDITIONS, RESERVES, AND STABILITY RATIOS**

**A. OPERATING RESERVES/FUND BALANCES**

1. The General Fund working capital 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.
2. The Utility Fund working capital balance should be maintained at 25% of total operating expenditures exclusive of transfers to other funds and any restricted reserves required to be set aside.
3. The Economic Development Fund working capital 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.
4. The Drainage Fund working capital balance should be maintained at 10% of total operating expenditures exclusive of transfers to other funds and any restricted reserves required to be set aside.
5. The Refuse Fund working capital balance should be maintained at 5% of total operating expenditures exclusive of transfers to other funds and any restricted reserves required to be set aside.
6. All other funds should maintain adequate working capital 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.

- 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.

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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.

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.

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- 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.
- 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.

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**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.

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**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%

**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:

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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.

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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 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.

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(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 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

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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  
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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 2009 estimated population of 54,250. 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.

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HISTORY OF ROWLETT**

In the next few years 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 the decade. 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 over 100,000 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  
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STATISTICAL DATA**

**MISCELLANEOUS DATA**

Date of Incorporation	September 4, 1952
Date of City Charter Adoption	December 6, 1979
Form of Government	Council-manager
Population (2009 Estimate)	54,250
Area - square miles	20.4
Building Permits:	
Permits issued (fiscal year)	52
Value (fiscal year)	\$18,400,048
City Employees (In FTEs):	
Full-time	343.0
Part-time	10.5
Temporary / Seasonal	29.0
Fire Protection:	
Number of stations	4
Number of employees	76.0
Police Protection:	
Number of stations	1
Number of employees	113.0
Recreation:	
Parks - number of acres:	
Developed	606.9
Undeveloped	376.5
Library:	
Volumes	100,480
Municipal Water System:	
Number of customers	19,354
Average daily consumption (gallons)	6,363,270
Miles of water mains	253
Municipal Sewer System:	
Number of customers	18,388
Miles of sewer mains	235

**CITY OF ROWLETT  
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STATISTICAL DATA**

**DEMOGRAPHIC STATISTICS**

<b>Fiscal Year</b>	<b>Population <sup>(1)</sup></b>	<b>Personal Income <sup>(2)</sup></b>	<b>Per Capita Personal Income <sup>(2)</sup></b>	<b>School Enrollment <sup>(3)</sup></b>	<b>Unemployment Rate <sup>(4)</sup></b>	
					<b>Dallas County</b>	<b>Rowlett</b>
2000	44,503	1,610,296,552	36,184	10,631	4.1%	n/a
2001	45,653	1,646,155,874	36,058	10,924	5.0%	n/a
2002	47,950	1,709,465,450	35,651	11,203	7.3%	n/a
2003	49,423	1,621,914,591	32,817	11,186	7.7%	n/a
2004	50,800	1,908,048,000	37,560	11,371	6.9%	n/a
2005	52,300	2,091,477,000	39,990	10,914	5.9%	5.0%
2006	53,100	2,217,933,900	41,769	10,716	5.3%	4.5%
2007	53,750	2,337,856,250	43,495	11,470	4.5%	3.9%
2008	54,150	2,473,016,963	45,670	11,500	4.9%	4.4%
2009	54,250	2,601,463,134	47,953	11,483	7.3%	6.6%

<sup>(1)</sup> North Central Texas Council of Governments.

<sup>(2)</sup> U.S. Department of Commerce: Bureau of Economic Analysis. Per Capita Personal Income represents the Dallas-Plano-Irving, TX Metropolitan Division. 2007 & 2008 are estimated based on changes in State of Texas personal income.

<sup>(3)</sup> Garland Independent School District and Rockwall Independent School District. Totals include only students attending schools within City of Rowlett boundaries.

<sup>(4)</sup> Texas Workforce Commission (Rowlett specific data is unavailable for years prior to 2005).

**CITY OF ROWLETT  
FY 2009 - 10  
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	3.90%
Lake Pointe Medical Center	700	2	2.54%
Wal-mart Supercenter	500	3	1.81%
City of Rowlett	393	4	1.42%
Target Corporation	275	5	1.00%
Senior Care at Lake Pointe	190	6	0.69%
Rowlett Nursing Home	152	7	0.55%
H & S Manufacturing	135	8	0.49%
Store Décor	126	9	0.46%
Albertson's, Inc.	<u>125</u>	10	<u>0.45%</u>
	<u><u>3,672</u></u>		<u><u>13.31%</u></u>

Source: City of Rowlett - Economic Development Department

**CITY OF ROWLETT  
FY 2009 - 10  
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	\$ 46,487,200	1	1.41%
Oncor Electric / Texas Utilities	26,800,780	2	0.82%
Wal Mart	20,303,560	3	0.62%
Verizon	19,212,890	4	0.58%
Target Corporation	17,450,510	5	0.53%
Home Depot USA Inc	12,126,670	6	0.37%
Gemni Rowlett Crossing LP	9,446,751	7	0.29%
Acme Realty Plaza 71 Ltd	8,013,620	8	0.24%
NWC Liberty Grove & SH66	7,677,970	9	0.23%
Safeway Inc	7,138,060	10	0.22%
	\$ <u>174,658,011</u>		<u>5.32%</u>

Source: Dallas County Tax Assessor Collector

**CITY OF ROWLETT  
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**GENERAL GOVERNMENTAL TAX REVENUE BY SOURCE**

<b>Fiscal Year</b>	<b>Property Tax</b>	<b>Sales Tax</b>	<b>Other</b>	<b>Total</b>
2000	10,653,840	2,069,208	-	12,723,048
2001	12,263,567	2,446,623	-	14,710,190
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	23,739,044	6,230,025	120,330	30,089,399
2008	25,062,391	5,882,325	121,243	31,065,959

Source: City of Rowlett - Finance Department

**CITY OF ROWLETT  
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**CONSTRUCTION ACTIVITY AND PROPERTY VALUES**

<b>FISCAL YEAR</b>	<b>COMMERCIAL CONSTRUCTION</b>		<b>RESIDENTIAL CONSTRUCTION</b>	
	<b>PERMITS</b>	<b>VALUE</b>	<b>PERMITS</b>	<b>VALUE</b>
2000	21	20,839,905	797	138,006,558
2001	16	9,934,000	828	129,178,688
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

City of Rowlett - Building Inspection Department

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**ASSESSED VALUE**

<b>Fiscal Year</b>	<b>Real Property</b>		<b>Personal Property</b>
	<b>Residential Property</b>	<b>Commercial Property</b>	<b>Commercial</b>
2001	1,621,860,839	184,642,759	94,111,680
2002	1,825,214,439	215,732,861	123,854,000
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

Source: Dallas Central Appraisal District and Rockwall Central Appraisal District

**CITY OF ROWLETT  
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**ASSESSED VALUE**

<b>Total Taxable Assessed Value</b>	<b>Total Direct Tax Rate</b>	<b>Average Home Market Value</b>	<b>Average Home Taxable Value</b>
1,900,615,278	0.64000	117,213	108,649
2,164,801,300	0.64000	126,440	116,199
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



# GLOSSARY

**CITY OF ROWLETT**  
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**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  
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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.

**DARE** – Drug Abuse Resistance Education.

**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  
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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 2009 - 10  
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 2009 - 10  
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 2009 - 10  
GLOSSARY OF BUDGET TERMS**

**TNRCC** – Texas Natural Resources Conservation Commission.

**TXDOT** – Texas Department of Transportation.



# LEGAL SECTION

**CITY OF ROWLETT  
FY 2009 - 10  
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 1<sup>st</sup>, 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 2009 - 10  
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 2009 - 10  
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

Ordinance: ORD-027-09

4000 Main Street  
P.O. Box 99  
Rowlett, TX 75030-0099  
www.rowlett.com

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**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, APPROVING AND ADOPTING A BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2009 THROUGH SEPTEMBER 30, 2010; 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, 2009 and ending September 30, 2010 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 4, 2009 and the proposed budget was made available for public inspection in accordance with Chapter 102 of the LOCAL GOVERNMENT CODE; and

**WHEREAS**, a public hearing was held, in accordance with the applicable State law, by the City of Rowlett on September 1, 2009, 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 2009-2010 fiscal year budget; and

**WHEREAS**, after full and final consideration of the proposed budget, certain revisions and amendments were proposed and accepted by the City Council, specifically: 1) that the Utility Fund Excess Reserve percentage be increased from 15% to 25%; 2) that the sum of \$607,000 be moved from the Utility Fund Excess Reserve to the cash Capital Improvements Plan to increase funding for Concrete Section Replacement and to move the second year of the Fence Remediation Program into the next fiscal year; and, 3) that utility rates be modified, notwithstanding recent amendments to the Master Fee Schedule, to comport with Alternative Number 1 as set forth in the Water and Wastewater Rate Study and Financial Forecast previously presented to the Council; and

**WHEREAS**, with the foregoing amendments, it is the opinion of the City Council of the City of Rowlett that the 2009-2010 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 City Council of the City of Rowlett, Texas, finds and determines that the premises hereof are true and correct and the recitals set forth in this Ordinance be and are hereby incorporated herein.

**Section 2:** That the annual budget of revenues and expenditures necessary for conducting affairs of the City of Rowlett for the Fiscal Year 2009-2010 (attached hereto and incorporated herein as Exhibit A), providing for a financial plan for the ensuing fiscal year is hereby approved and adopted.

**Section 3:** 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 4:** That unless modified otherwise by the City Council, the remaining budget for all capital improvements from fiscal year 2008-2009 (attached hereto and incorporated herein as Exhibit B) not completed or started as of September 30, 2009, will be automatically carried over into fiscal year 2009-2010. Furthermore, funds for the capital improvements listed for fiscal year 2009-2010 (attached hereto and incorporated herein as Exhibit B) are hereby appropriated and the entire Five Year Capital Improvements Program for fiscal years ending 2010-2014 is hereby adopted.

**Section 5:** That the rates for water and wastewater service be and are hereby revised in accordance with Exhibit C, attached hereto and incorporated herein, and shall be effective of and from October 1, 2009. The City's Master Fee Schedule shall be and is hereby adjusted and revised accordingly.

**Section 6:** 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 7:** That should 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 8:** 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 9:** That this ordinance shall become effective immediately upon its passage.

A motion was made by Mayor Pro Tem Maggiotto, seconded by Councilmember Jackson, to accept the budget as presented with the four (4) amendments (3 approved favorably, 1 failed). This Matter was adopted as ORD-27-09. The motion carried by the following vote:

**Ayes: 6 – Mayor Pro Tem Maggiotto, Deputy Mayor Pro Tem Gottel, Councilmember Phillips, Councilmember Rushing, Councilmember Jackson, and Councilmember Kilgore**

**Noes: 1 – Mayor Harper**

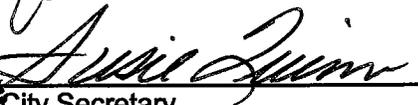
Approved by   
Mayor

Date 09/22/09

Approved to form by   
City Attorney

Date 9/22/09



Certified by   
City Secretary

Date 9-22-09



# City of Rowlett

## Official Copy

Ordinance: ORD-028-09

4000 Main Street  
P.O. Box 99  
Rowlett, TX 75030-0099  
www.rowlett.com

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**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 2009-2010 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 2009-2010; 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 2009 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 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) \$0.502020 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) \$0.245153 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, 2009 and shall become delinquent if not paid prior to February 1, 2010.

**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, 2010 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, 2010 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 invalid, 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:** That 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 9/15/2009, a motion was made by Mayor Pro Tem Maggiotto, seconded by Councilmember Rushing, to adopt the proposed ad valorem tax rate of \$0.747173 per \$100 of taxable value for Fiscal Year 2009-2010. This Matter was adopted as ORD-028-09. The motion carried by the following vote:

**Ayes: 7** Mayor Harper, Mayor Pro Tem Maggiotto, Deputy Mayor Pro Tem Gottel, Councilmember Phillips, Councilmember Rushing and Councilmember Jackson and Councilmember Kilgore

Approved by *John E. Ho*  
Mayor

Date September 15, 2009

Approved to form by *[Signature]*  
City Attorney

Date September 15, 2009

Certified by *[Signature]*  
City Secretary

Date September 15, 2009

