



City of Round Rock

City Council - Packet Briefing

Meeting Agenda - Final

Alan McGraw, Mayor
Craig Morgan, Mayor Pro-Tem, Place 1
Rene Flores, Place 2
Frank Leffingwell, Place 3
Will Peckham, Place 4
Writ Baese, Place 5
Kris Whitfield, Place 6

Tuesday, August 23, 2016

7:30 AM

City Council Chambers, 221 East Main St.

A. CALL WORK SESSION TO ORDER - 7:30 A.M.

B. ROLL CALL

C. STAFF BRIEFING:

C1. Consider staff briefings and Councilmember discussion and/or questions regarding items on the agenda for the August 25, 2016 City Council meeting.

D. PRESENTATIONS/DISCUSSIONS:

D1. Consider discussion regarding the FY2016/2017 Proposed Budget.

E. ADJOURNMENT

POSTING CERTIFICATION

I certify that this notice of the Round Rock City Council Meeting was posted on this 19th day of August 2016 at 5:00 p.m. as required by law in accordance with Section 551.043 of the Texas Government Code.

*/ORIGINAL SIGNED/
Meagan Spinks, Deputy City Clerk*



City of Round Rock

City Council

Meeting Agenda - Final

Alan McGraw, Mayor
Craig Morgan, Mayor Pro-Tem, Place 1
Rene Flores, Place 2
Frank Leffingwell, Place 3
Will Peckham, Place 4
Writ Baese, Place 5
Kris Whitfield, Place 6

Thursday, August 25, 2016

7:00 PM

City Council Chambers, 221 East Main St.

A. CALL REGULAR SESSION TO ORDER – 7:00 P.M.

B. ROLL CALL

C. PLEDGES OF ALLEGIANCE

D. CITIZEN COMMUNICATION

Any citizen wishing to speak during citizen communication regarding an item on or off the agenda may do so after completing the required registration card. All comments must be no more than 3 minutes in length. Any comments regarding items not on the posted agenda may not be discussed or responded to by the City Council. The Mayor may deny any presenter the opportunity to address the City Council if the presentation or comments offered is substantially repetitive of those previous made, per §2-26(b)(d), of the Round Rock Code of Ordinances, 2010 Edition.

E. CONSENT AGENDA:

All items listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Council member in which event, the item will be removed from the consent agenda and considered separately.

- E.1 [2016-3722](#) [Consider approval of the minutes for the July 26, 2016 City Council Retreat, July 28, 2016 Special Called City Council meeting and August 11, 2016 Regular City Council meeting.](#)
- E.2 [2016-3687](#) [Consider a resolution accepting the City's Quarterly Financial and Investment Report for the quarter ended June 30, 2016.](#)
- E.3 [2016-3714](#) [Consider a resolution authorizing the Mayor to execute Term Renewal Agreement No. 1 with Pruitt Building Services, Inc. for janitorial services.](#)

F. STAFF PRESENTATIONS:

- F.1 [2016-3729](#) [Consider a presentation regarding the results of the City of Round Rock biennial survey.](#)

G. RESOLUTIONS:

- G.1 [2016-3724](#) [Consider a resolution nominating ProPortion Foods as a qualified Enterprise Project to be eligible to participate in the Enterprise Zone Program.](#)
- G.2 [2016-3676](#) [Consider a resolution authorizing the Mayor to execute an Agreement with Community Impact Newspaper for the Design, Printing, and Distribution of Program Guides.](#)
- G.3 [2016-3702](#) [Consider a resolution approving the FY 2016-2017 Operating Budget for the Round Rock Transportation and Economic Development Corporation.](#)
- G.4 [2016-3745](#) [Consider a resolution authorizing the City Manager to execute contracts for pre-approved budgeted items in the maximum amount of \\$200,000.](#)
- G.5 [2016-3746](#) [Consider a resolution approving and adopting Financial Policies.](#)

H. PUBLIC HEARINGS:

- H.1 [2016-3701](#) [Consider public testimony regarding the 2016 Property Tax Rate for the City of Round Rock.\(Second Public Hearing\)](#)
- H.2 [2016-3698](#) [Consider public testimony regarding the FY 2016-2017 Annual Budget for the City of Round Rock. \(First Public Hearing\)](#)

I. ORDINANCES:

- I.1 [2016-3699](#) [Consider an ordinance adopting the 2016 Property Tax Rate for the City of Round Rock. \(First Reading\)\(Requires Two Readings\)](#)
- I.2 [2016-3700](#) [Consider an ordinance adopting the FY 2016-2017 Annual Budget for the City of Round Rock. \(First Reading\)\(Requires Two Readings\)](#)
- I.3 [2016-3730](#) [Consider an ordinance amending Chapter 14, Article IX to prohibit vaping in public places. \(First Reading\)\(Requires Two Readings\)](#)

J. COUNCIL COMMENTS REGARDING ITEMS OF COMMUNITY INTEREST**K. EXECUTIVE SESSION:**

- K.1 [2016-3748](#) [Consider Executive Session as authorized by §551.072, Government Code, to deliberate the purchase of and/or value of the leasehold interest of the Chamber of Commerce building at 212 E. Main Street.](#)

L. ADJOURNMENT

**Pursuant to the terms of Section 3.13 of the Round Rock Home Rule Charter, the second reading of this ordinance may be dispensed with by an affirmative vote of all the City Council members present.*

In addition to any executive session already listed above, the City Council for the City of Round Rock reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code for the following purposes:

§551.071 Consultation with Attorney

§551.072 Deliberations regarding Real Property

§551.073 Deliberations regarding Gifts and Donations

§551.074 Personnel Matters

§551.076 Deliberations regarding Security Devices

§551.087 Deliberations regarding Economic Development Negotiations

POSTING CERTIFICATION

I certify that this notice of the Round Rock City Council Meeting was posted on this 19th day of August 2016 at 5:00 p.m. as required by law in accordance with Section 551.043 of the Texas Government Code.

/ORIGINAL SIGNED/

Meagan Spinks, Deputy City Clerk



City of Round Rock

Agenda Item Summary

Agenda Number: E.1

Title: Consider approval of the minutes for the July 26, 2016 City Council Retreat, July 28, 2016 Special Called City Council meeting and August 11, 2016 Regular City Council meeting.

Type: Minutes

Governing Body: City Council

Agenda Date: 8/25/2016

Dept Director: Sara White, City Clerk

Cost:

Indexes:

Attachments: 072616 Draft Semi Annual Retreat Minutes, 072816 Special Called Draft Minutes, 081116 Draft Minutes

Department: City Clerk's Office

Text of Legislative File 2016-3722

City of Round Rock

Meeting Minutes

City Council

Semi-Annual Retreat

Tuesday, July 26, 2016

CALL SESSION TO ORDER

The City Council met in special session for the semi-annual retreat at Verde Mexican Parrilla, located at 2000 S Interstate 35, Round Rock. Mayor McGraw called the meeting to order at 9:51 a.m.

ROLL CALL

Present: 7- Mayor Alan McGraw
Mayor Pro-Tem Craig Morgan
Councilmember Rene Flores
Councilmember Frank Leffingwell
Councilmember Will Peckham
Councilmember Writ Baese
Councilmember Kris Whitfield

Absent: 0-

OPENING REMARKS BY THE CITY MANAGER

Laurie Hadley, City Manager opened the retreat with a few brief remarks on the day.

PRESENTATIONS:

D.1 Consider a presentation and discussion regarding the FY 2016-2017 budget.

Susan Morgan, CFO made the presentation to the City Council and went over the proposed budget in detail.

D.2 Consider a presentation and discussion regarding the Play for All Abilities Park.

Rick Atkins, Parks and Recreation Director made the presentation to the City Council.

D.3 Consider a presentation and discussion regarding the tiered water rates.

Michael Thane, Utilities and Environmental Services Director made the presentation to the City Council.

D.4 Consider a presentation and discussion regarding the annual street maintenance fund.

Gary Hudder, Transportation Director made the presentation to the City Council.

ADJOURNMENT

There being no further business, the meeting adjourned at 3:11 p.m.

Respectfully Submitted,

*Sara L White
City Clerk*



City of Round Rock

Meeting Minutes - Draft

City Council

Special Called Meeting

Thursday, July 28, 2016

CALL SESSION TO ORDER

Mayor McGraw called the meeting to order at 5:31 p.m.

ROLL CALL

Present: 6 - Mayor Alan McGraw
Mayor Pro-Tem Craig Morgan
Councilmember Frank Leffingwell
Councilmember Will Peckham
Councilmember Writ Baese
Councilmember Kris Whitfield

Absent: 1 - Councilmember Rene Flores

PRESENTATIONS:

Consider a presentation, discussion and public comment regarding the Natatorium Feasibility Study.

Brooks Bennett, Assistant City Manager, and George Deines with Councilman-Hunsaker, made the presentation.

Mayor McGraw opened the public comment period.

The following people spoke during the public comment period:

Trip Fell, 17008 Pagosa Springs Ct.

David Hansen

Alan Talkington, 131 Tuckrabbit Run

Jon Sloan, 1802 Shadowbrook

Liz Howells, 1818 Bluffwood

Alan Talkington, 2909 Cedar Crest

Pamela Buchanon, 2615 Deep River Circle

Robert Nerhood, 1338 River Forest Drive

Brendan Hansen, 311 Blue Ridge Trail

ADJOURNMENT

There being no further business, Mayor McGraw adjourned the special called meeting at 6:50 pm.

Respectfully Submitted,

Sara L. White, City Clerk



City of Round Rock

Meeting Minutes - Draft City Council

Thursday, August 11, 2016

CALL REGULAR SESSION TO ORDER – 7:00 P.M.

The Round Rock City Council met in regular session on Thursday, August 11, 2016 in the City Council chambers at 221 E. Main Street. Mayor McGraw called the meeting to order at 7:00 pm.

ROLL CALL

Present:	7 - Mayor Alan McGraw Mayor Pro-Tem Craig Morgan Councilmember Frank Leffingwell Councilmember Rene Flores Councilmember Will Peckham Councilmember Writ Baese Councilmember Kris Whitfield
Absent:	0

PLEDGES OF ALLEGIANCE

Mayor McGraw, along with boy scouts from troop 365, led the following Pledges of Allegiance: United States and Texas

CITIZEN COMMUNICATION

Rafael Gonzalez, 300 University Blvd, with Baylor Scott & White, spoke to the City Council regarding a comprehensive smoke free environment in the City of Round Rock.

Marinda Stewart spoke to the City Council in favor of a black box at the Baca Center.

Ryan Crowder with Penfold Theatre spoke to the Council in favor of the black box project at the Baca Center.

Vernon Fristoe spoke to the City Council against a black box at the Baca Center.

John Atkinson spoke to the City Council against a black box at the Baca Center.

Irene Franco spoke to the City Council against a black box at the Baca Center

Patricia Dinges spoke to the City Council against a black box at the Baca Center.

Rilla Chaca spoke to the City Council regarding the proposed black box at the Baca Center.

Ken Wood spoke to the City Council regarding the proposed black box at the Baca Center.

Charlotte Barbine spoke to the City Council in favor of a black box at the Baca Center.

Lawrence Domzalski spoke to the City Council against the proposed black box at the Baca Center.

Linda Eminson spoke to the City Council in favor of the proposed black box at the Baca Center.

Al McClymorch spoke to the City Council regarding the proposed black box at the Baca Center.

Terry Lea Davies spoke to the City Council against the proposed black box at the Baca Center.

Robert Strange spoke to the City Council against the proposed black box at the Baca Center.

Robert Mata spoke to the City Council against the proposed black box at the Baca Center.

APPROVAL OF MINUTES:**E.1 [2016-3685](#)**

Consider approval of the minutes for the July 28, 2016 City Council meeting.

A motion was made by Mayor Pro-Tem Morgan, seconded by Councilmember Baese, to approve the minutes. The motion carried by the following vote:

Aye: 7 - Mayor McGraw
Mayor Pro-Tem Morgan
Councilmember Leffingwell
Councilmember Flores
Councilmember Peckham
Councilmember Baese
Councilmember Whitfield

Nay: 0

Absent: 0

ORDINANCES:

F.1 [2016-3671](#)

Consider an ordinance amending Article IV, Chapter 42, Sections 42-472 through 42-493 regarding wreckers. (First Reading)*

Allen Banks, Police Chief, made the staff presentation.

A motion was made by Councilmember Peckham, seconded by Councilmember Leffingwell, that this ordinance be approved. The motion carried by the following vote:

Aye: 7 - Mayor McGraw
Mayor Pro-Tem Morgan
Councilmember Leffingwell
Councilmember Flores
Councilmember Peckham
Councilmember Baese
Councilmember Whitfield

Nay: 0

Absent: 0

A motion was made by Mayor Pro-Tem Morgan, seconded by Councilmember Baese, to dispense with the second reading and adopt the ordinance. The motion carried by the following vote:

Aye: 7 - Mayor McGraw
Mayor Pro-Tem Morgan
Councilmember Leffingwell
Councilmember Flores
Councilmember Peckham
Councilmember Baese
Councilmember Whitfield

Nay: 0

Absent: 0

RESOLUTIONS:**G.1** [2016-3673](#)

Consider a resolution amending "Appendix A: Fees, Rates, and Charges" to the Code of Ordinances, City of Round Rock, Texas, by repealing fees, rates and charges related to wreckers.

Allen Banks, Police Chief, made the staff presentation.

A motion was made by Councilmember Whitfield, seconded by Councilmember Leffingwell, that this resolution be approved. The motion carried by the following vote:

Aye: 7 - Mayor McGraw
 Mayor Pro-Tem Morgan
 Councilmember Leffingwell
 Councilmember Flores
 Councilmember Peckham
 Councilmember Baese
 Councilmember Whitfield

Nay: 0

Absent: 0

G.2 [2016-3661](#)

Consider a resolution authorizing the City Manager to issue a Purchase Order to Motorola for portable handheld radios and car mount radios for the Police Department.

Allen Banks, Police Chief, made the staff presentation.

A motion was made by Councilmember Flores, seconded by Councilmember Peckham, that this resolution be approved. The motion carried by the following vote:

Aye: 7 - Mayor McGraw
 Mayor Pro-Tem Morgan
 Councilmember Leffingwell
 Councilmember Flores
 Councilmember Peckham
 Councilmember Baese
 Councilmember Whitfield

Nay: 0

Absent: 0

G.3 [2016-3659](#)

Consider a resolution authorizing the Mayor to execute an Agreement with LinkedIn for job recruiting services.

Valerie Francois, Human Resources Director, made the staff presentation.

A motion was made by Councilmember Whitfield, seconded by Councilmember Leffingwell, that this resolution be approved. The motion carried by the following vote:

Aye: 7 - Mayor McGraw
Mayor Pro-Tem Morgan
Councilmember Leffingwell
Councilmember Flores
Councilmember Peckham
Councilmember Baese
Councilmember Whitfield

Nay: 0

Absent: 0

G.4 [2016-3666](#)

Consider a resolution authorizing the Mayor to execute an Alternative Standards Agreement with the Estate of David G. Carlin. et al.

Brad Wiseman, Planning and Development Services Director made the staff presentation.

A motion was made by Councilmember Whitfield, seconded by Mayor Pro-Tem Morgan, that this resolution be approved. The motion carried by the following vote:

Aye: 7 - Mayor McGraw
Mayor Pro-Tem Morgan
Councilmember Leffingwell
Councilmember Flores
Councilmember Peckham
Councilmember Baese
Councilmember Whitfield

Nay: 0

Absent: 0

G.5 [2016-3683](#)

Consider a resolution authorizing the Mayor to execute a Contract for Purchase and Sale with Crown Investments, LLC for the purchase of right of way necessary for the University Boulevard Widening Project (Parcel 17).

Steve Sheets, City Attorney, made the staff presentation.

A motion was made by Councilmember Peckham, seconded by Mayor Pro-Tem Morgan, that this resolution be approved. The motion carried by the following vote:

Aye: 7 - Mayor McGraw
Mayor Pro-Tem Morgan
Councilmember Leffingwell
Councilmember Flores
Councilmember Peckham
Councilmember Baese
Councilmember Whitfield

Nay: 0

Absent: 0

G.6 [2016-3670](#)

Consider a resolution authorizing the Mayor to execute an amendment to the Williamson County Regional Animal Shelter Interlocal Agreement.

Lorie Lankford, Assistant Finance Director made the staff presentation.

A motion was made by Councilmember Whitfield, seconded by Councilmember Peckham, that this resolution be approved. The motion carried by the following vote:

Aye: 7 - Mayor McGraw
 Mayor Pro-Tem Morgan
 Councilmember Leffingwell
 Councilmember Flores
 Councilmember Peckham
 Councilmember Baese
 Councilmember Whitfield

Nay: 0

Absent: 0

G.7 [2016-3678](#)

Consider a resolution to set the maximum property tax rate for 2016, establish the dates for the two public hearings, and set the dates for tax rate adoption.

Susan Morgan, CFO, made the staff presentation.

A motion was made by Mayor Pro-Tem Morgan, seconded by Councilmember Baese, that this resolution be approved. The motion carried by the following vote:

Aye: 7 - Mayor McGraw
 Mayor Pro-Tem Morgan
 Councilmember Leffingwell
 Councilmember Flores
 Councilmember Peckham
 Councilmember Baese
 Councilmember Whitfield

Nay: 0

Absent: 0

G.8 [2016-3677](#)

Consider a resolution approving the proposed BCRUA Operating Budget for Fiscal Year 2016-2017.

Michael Thane, Utilities and Environmental Services Director, made the staff presentation.

A motion was made by Councilmember Flores, seconded by Councilmember Leffingwell, that this resolution be approved. The motion carried by the following vote:

Aye: 7 - Mayor McGraw
Mayor Pro-Tem Morgan
Councilmember Leffingwell
Councilmember Flores
Councilmember Peckham
Councilmember Baese
Councilmember Whitfield

Nay: 0

Absent: 0

G.9 [2016-3665](#)

Consider a resolution authorizing the Mayor to execute a Contract for Engineering Services with Garza EMC, LLC for the Settlers Crossing Lift Station Bypass Project.

Michael Thane, Utilities and Environmental Services Director, made the staff presentation.

A motion was made by Mayor Pro-Tem Morgan, seconded by Councilmember Whitfield, that this resolution be approved. The motion carried by the following vote:

Aye: 7 - Mayor McGraw
Mayor Pro-Tem Morgan
Councilmember Leffingwell
Councilmember Flores
Councilmember Peckham
Councilmember Baese
Councilmember Whitfield

Nay: 0

Absent: 0

G.10 [2016-3664](#)

Consider a resolution authorizing the Mayor to execute Supplemental Contract No. 1 with CP&Y, Inc. for the Southeast Ground Storage Tank Pump Improvements & S81 Elevated Tank Pump Station Project.

Michael Thane, Utilities and Environmental Services Director, made the staff presentation.

A motion was made by Councilmember Peckham, seconded by Councilmember Baese, that this resolution be approved. The motion carried by the following vote:

Aye: 7 - Mayor McGraw
Mayor Pro-Tem Morgan
Councilmember Leffingwell
Councilmember Flores
Councilmember Peckham
Councilmember Baese
Councilmember Whitfield

Nay: 0

Absent: 0

G.11 [2016-3629](#)

Consider a resolution authorizing the Mayor to execute an Agreement with Carrier Corporation for the purchase and installation of Air Handling Units at Clay Madsen Recreation Center.

Chad McDowell, General Services Director, made the staff presentation.

A motion was made by Councilmember Flores, seconded by Councilmember Peckham, that this resolution be approved. The motion carried by the following vote:

Aye: 7 - Mayor McGraw
Mayor Pro-Tem Morgan
Councilmember Leffingwell
Councilmember Flores
Councilmember Peckham
Councilmember Baese
Councilmember Whitfield

Nay: 0

Absent: 0

G.12 [2016-3630](#)

Consider a resolution authorizing the Mayor to execute an Agreement with Carrier Corporation for the purchase and installation of HVAC controls at Clay Madsen Recreation Center.

Chad McDowell, General Services Director, made the staff presentation.

A motion was made by Councilmember Leffingwell, seconded by Councilmember Flores, that this resolution be approved. The motion carried by the following vote:

Aye: 7 - Mayor McGraw
Mayor Pro-Tem Morgan
Councilmember Leffingwell
Councilmember Flores
Councilmember Peckham
Councilmember Baese
Councilmember Whitfield

Nay: 0

Absent: 0

G.13 [2016-3679](#)

Consider a resolution authorizing the City Manager to issue a Purchase Order to Silsbee Ford for the purchase of (3) 2017 F-Series Trucks for the Utility Department and Transportation Department.

Chad McDowell, General Services Director, made the staff presentation.

A motion was made by Councilmember Peckham, seconded by Councilmember Leffingwell, that this resolution be approved. The motion carried by the following vote:

Aye: 7 - Mayor McGraw
Mayor Pro-Tem Morgan
Councilmember Leffingwell
Councilmember Flores
Councilmember Peckham
Councilmember Baese
Councilmember Whitfield

Nay: 0

Absent: 0

G.14 [2016-3680](#)

Consider a resolution authorizing the City Manager to execute a Purchase Order to Professional Turf Products, LP for the purchase of turf/lawn equipment.

Chad McDowell, General Services Director, made the staff presentation.

A motion was made by Mayor Pro-Tem Morgan, seconded by Councilmember Leffingwell, that this resolution be approved. The motion carried by the following vote:

Aye: 7 - Mayor McGraw
Mayor Pro-Tem Morgan
Councilmember Leffingwell
Councilmember Flores
Councilmember Peckham
Councilmember Baese
Councilmember Whitfield

Nay: 0

Absent: 0

APPOINTMENTS

H.1 [2016-3703](#)

Consider confirming the City Manager's appointment of Billy Wusterhausen as Interim Fire Chief pursuant to Title 5, Chapter 143, Section 143.013 of the Texas Local Government Code.

Bryan Williams, Assistant City Manager, made the staff presentation.

A motion was made by Councilmember Baese, seconded by Councilmember Whitfield, that the City Manager's appointment of Billy Wusterhausen to Interim Fire Chief be confirmed. The motion carried by the following vote:

Aye: 7 - Mayor McGraw
Mayor Pro-Tem Morgan
Councilmember Leffingwell
Councilmember Flores
Councilmember Peckham
Councilmember Baese
Councilmember Whitfield

Nay: 0

Absent: 0

COUNCIL COMMENTS REGARDING ITEMS OF COMMUNITY INTEREST

ADJOURNMENT

There being no further business, Mayor McGraw adjourned the meeting at 8:29 pm.

Respectfully Submitted,

Sara L. White, City Clerk



City of Round Rock

Agenda Item Summary

Agenda Number: E.2

Title: Consider a resolution accepting the City's Quarterly Financial and Investment Report for the quarter ended June 30, 2016.

Type: Resolution

Governing Body: City Council

Agenda Date: 8/25/2016

Dept Director: Susan Morgan, CFO

Cost:

Indexes:

Attachments: Resolution, Exhibit A, Round Rock by the Numbers - Q3 FY 2015-16

Department: Finance Department

Text of Legislative File 2016-3687

The attached report provides a summary of the City's investments and financial highlights for the quarter ending June 30, 2016. The financial summary is a new addition for this fiscal year and has two components. The first page provides quarterly revenue and economic highlights and will be updated each time for the most recent quarter. The second page is a summary of annual budget and city financial facts that will stay consistent quarter to quarter for each fiscal year. The second report is the City's quarterly investment report. Investing and reporting are governed by the City's investment policy and General Government Code Chapter 2256 - referred to as the Public Funds Investment Act (PFIA). This quarterly report is prepared by the City's investment advisor, Valley View Consulting, LLC in close coordination with City staff. Section 2256.023 of the PFIA states that a written report of investments be submitted to the government body at least quarterly. The report meets those requirements and is available on the City's website. The investment activity during the quarter was in compliance with the City's investment policy and the PFIA. Staff recommends approval.

RESOLUTION NO. R-2016-3687

WHEREAS, Chapter 2256, Texas Government Code, Section 2256.023 of the Public Funds Investment Act states that a written report of investments be submitted to the governing body at least quarterly; and

WHEREAS, a Quarterly Investment Report for the quarter ending June 30, 2016 for the City of Round Rock has been submitted to the City Council; and

WHEREAS, the City Council desires to acknowledge the receipt and acceptance of the attached Quarterly Investment Report, Now Therefore

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ROUND ROCK, TEXAS,

That the Quarterly Investment Report, attached hereto as Exhibit "A" and incorporated herein, is hereby received and accepted.

The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

RESOLVED this 25th day of August, 2016.

ALAN MCGRAW, Mayor
City of Round Rock, Texas

ATTEST:

SARA L. WHITE, City Clerk




QUARTERLY INVESTMENT REPORT

For the Quarter Ended


June 30, 2016

Prepared by
Valley View Consulting, L.L.C.


The investment portfolio of the City of Round Rock, Texas is in compliance with the Public Funds Investment Act and the Investment Policy and Strategies.



Chief Financial Officer



Accounting Manager




Valley View Consulting, LLC



Deputy Chief Financial Officer



Treasury Accountant



Dated

Disclaimer: These reports were compiled using information provided by the City. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment advisor fees.

Summary Holdings by Investment Category (Security Sector)

June 30, 2016

Description	YTM @ Cost	Book Value	Market Value
Cash	0.34%	\$ 19,780,993	\$ 19,780,993
Certificates of Deposit	0.94%	119,469,604	119,469,604
Local Government Investment Pool	0.40%	31,796,779	31,796,779
Money Market Accounts	0.47%	24,882,988	24,882,988
Municipal	0.88%	15,480,376	15,517,708
US Agency	0.66%	92,530,433	92,623,590
US Treasury	0.62%	36,499,415	36,536,111
Total / Average	0.71%	\$ 340,440,589	\$ 340,607,773

March 31, 2016

Description	YTM @ Cost	Book Value	Market Value
Cash	0.35%	\$ 19,496,088	\$ 19,496,088
Certificates of Deposit	0.87%	91,800,954	91,800,954
Local Government Investment Pool	0.34%	47,013,279	47,013,279
Money Market Accounts	0.40%	27,060,842	27,060,842
Municipal	0.87%	15,819,172	15,854,311
US Agency	0.64%	107,063,550	107,081,064
US Treasury	0.60%	45,000,722	45,026,363
Total / Average	0.63%	\$ 353,254,607	\$ 353,332,901

Average Yield

	Current Quarter (1)	Fiscal Year- to-Date (2)
Total Portfolio	0.71%	0.61%
TexPool Yield	0.36%	0.29%
Rolling Three Mo. Treas. Yield	0.26%	0.22%
Rolling Six Mo. Treas. Yield	0.42%	0.35%
Rolling 1 Yr. Treas. Yield	0.49%	0.41%
Rolling 2 Yr. Treas. Yield	0.68%	0.63%

Interest Income

Interest Income (Approximate)	\$ 554,253	\$ 1,399,652
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WAM at 6/30/2016 Policy WAM Max

Total Portfolio	254 days	540 days
Pooled Funds	298 days	540 days

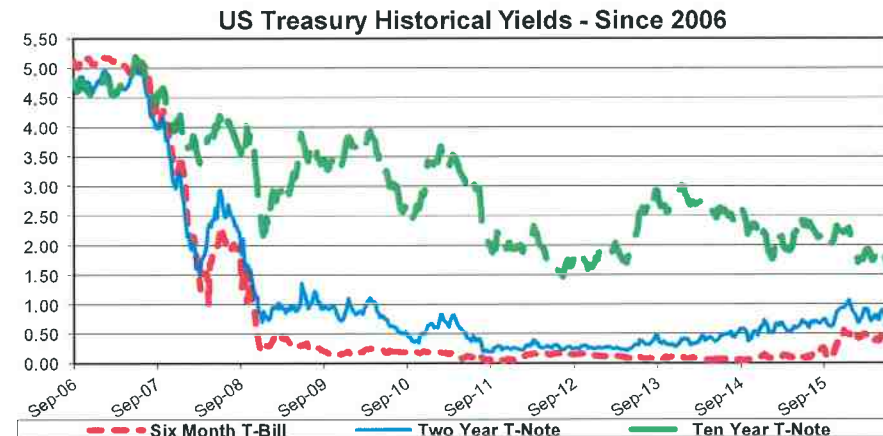
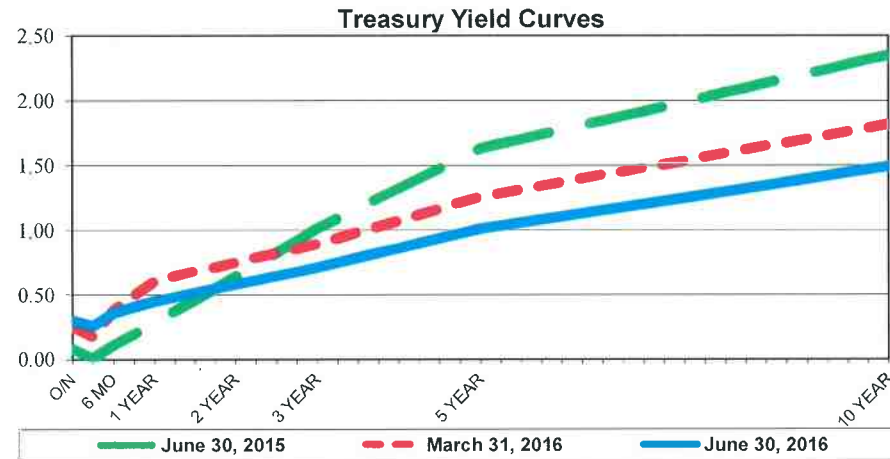
(1) Average Yield calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

(2) Fiscal Year-to-Date Average Yields calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

Economic Overview

6/30/2016

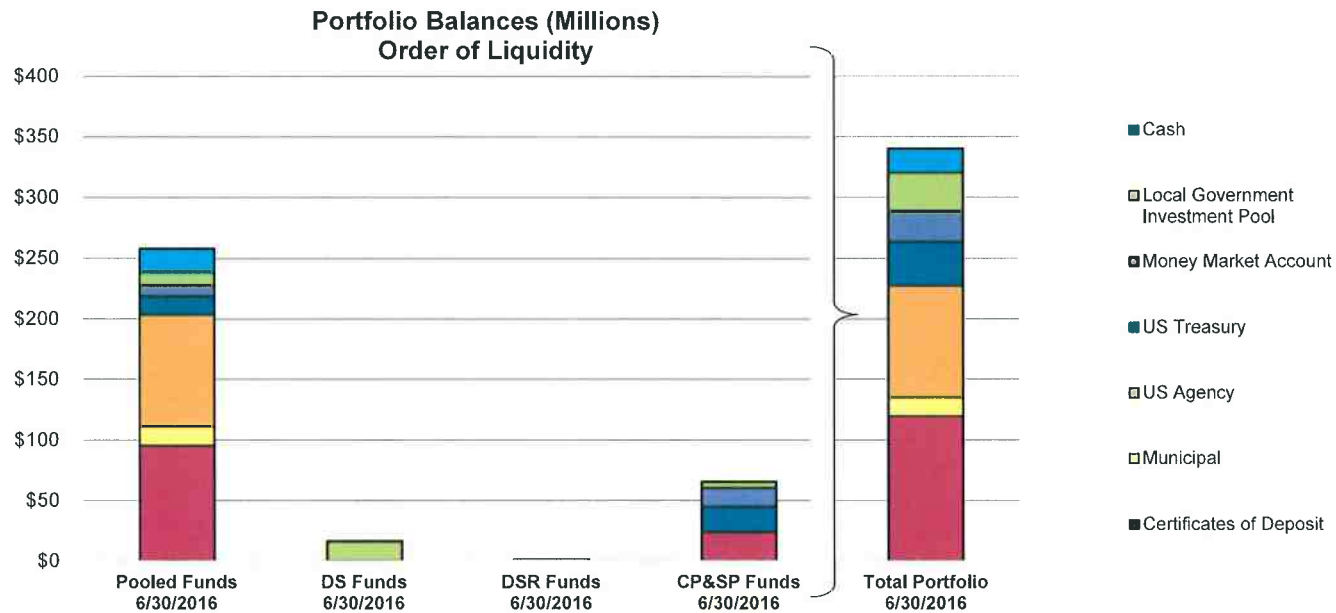
The Federal Open Market Committee (FOMC) maintained the Fed Funds target range of 0.25% - 0.50% (actual Fed Funds trading +/-35 to 40 bps). The June FOMC meeting expressed concerns over reduced economic expectation. First Quarter US GDP was revised up to +1.1% (final revision). The June Non-Farm Payroll surged 287k new jobs, although other unemployment data remained modest. The British "Brexit" vote to leave the European Union Global jolted the markets. The US Stock markets plunged, then recovered. Treasury yields dove on the flight to quality. Taxable municipal bonds or CDs offer the best interest earnings opportunity, if available.



Holdings by Investment Category

June 30, 2016

	Pooled Funds		Debt Service Funds		Debt Service Reserve Funds		Capital Project & Special Purpose Funds		Total Portfolio	
Description	Book Value	% of Portfolio	Book Value	% of Portfolio	Book Value	% of Portfolio	Book Value	% of Portfolio	Book Value	% of Portfolio
Cash	\$ 19,777,125	6%	\$ 3,868	0%	\$ —	0%	\$ —	0%	\$ 19,780,993	6%
Certificates of Deposit	95,432,879	28%	—	0%	—	0%	24,036,725	7%	119,469,604	35%
Investment Pools	10,787,515	3%	16,194,922	5%	8,249	0%	4,806,094	1%	31,796,779	9%
Money Market Accounts	8,502,664	2%	—	0%	800,265	0%	15,580,058	5%	24,882,988	7%
Municipal	15,480,376	5%	—	0%	—	0%	—	0%	15,480,376	5%
US Agency	92,530,433	27%	—	0%	—	0%	—	0%	92,530,433	27%
US Treasury	15,503,779	5%	—	0%	—	0%	20,995,637	6%	36,499,415	11%
Total / Average	\$ 258,014,772	76%	\$ 16,198,790	5%	\$ 808,514	0%	\$ 65,418,514	19%	\$ 340,440,589	100%



Investment Holdings by Investment Category

June 30, 2016

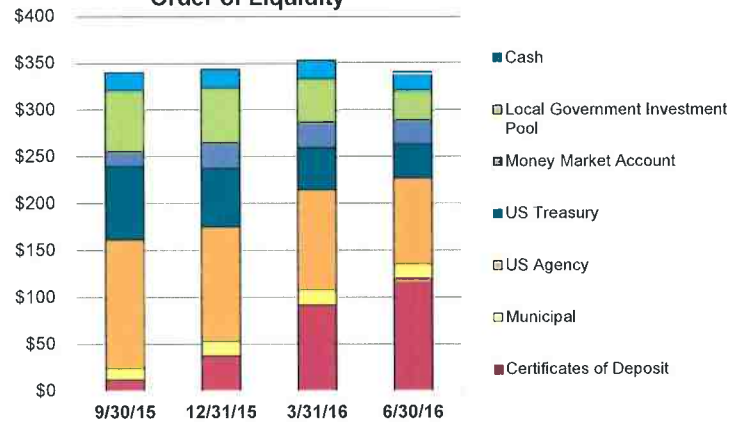
Description	Book Value	% of Portfolio	Portfolio Limitation
Cash	\$ 19,780,993	6%	100%
Certificates of Deposit	119,469,604	35%	75%
Investment Pools	31,796,779	9%	100%
Money Market Accounts	24,882,988	7%	50%
Municipal	15,480,376	5%	35% / 5%
US Agency	92,530,433	27%	Combined
US Treasury	36,499,415	11%	75%
Total / Average	\$ 340,440,589	100%	PASSED

Quarterly Transactions By Investment Category

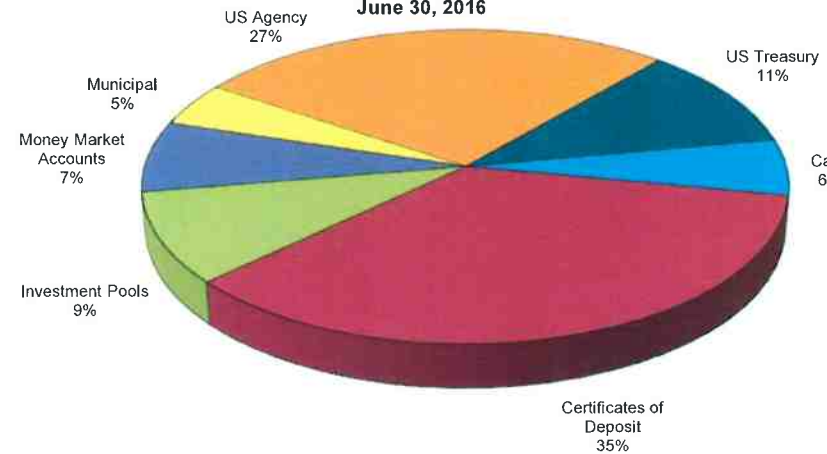
June 30, 2016

Description	Buys	Sells	Maturities	Calls	Interest	Net Cash Equivalent Deposit/(Withdrawal)
Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 284,905
Certificates of Deposit	34,678,704	-	7,010,053	-	198,486	-
Investment Pools	-	-	-	-	35,379	(15,216,500)
Money Markets Accounts	-	-	-	-	22,146	(2,177,854)
Municipal Securities	-	-	300,000	-	132,718	-
US Agency	-	-	14,500,000	-	182,875	-
US Treasury	-	-	8,500,000	-	52,500	-
Totals	\$ 34,678,704	\$ -	\$ 30,310,053	\$ -	\$ 624,104	\$ (17,109,449)

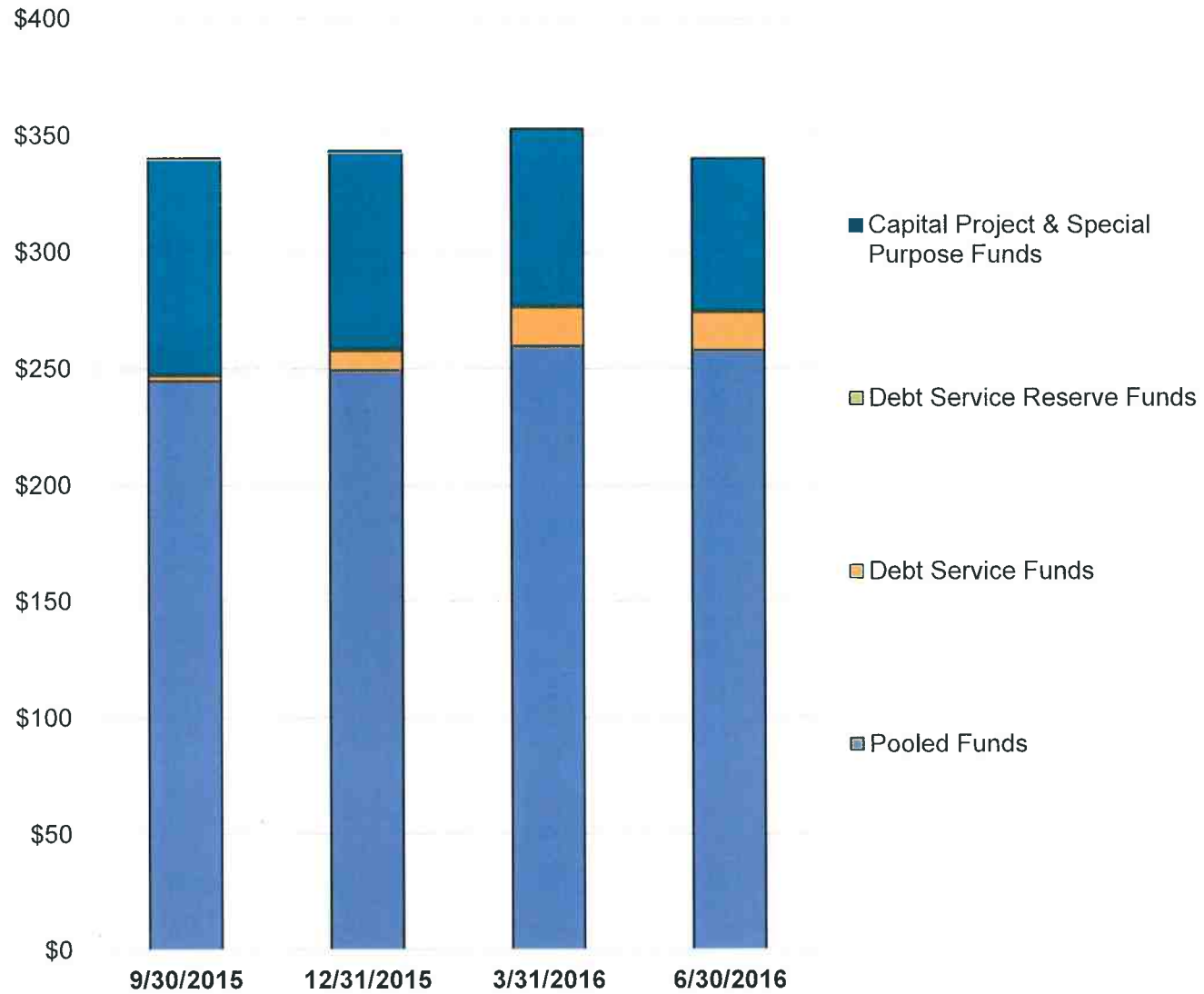
**Portfolio Balances (Millions)
Order of Liquidity**



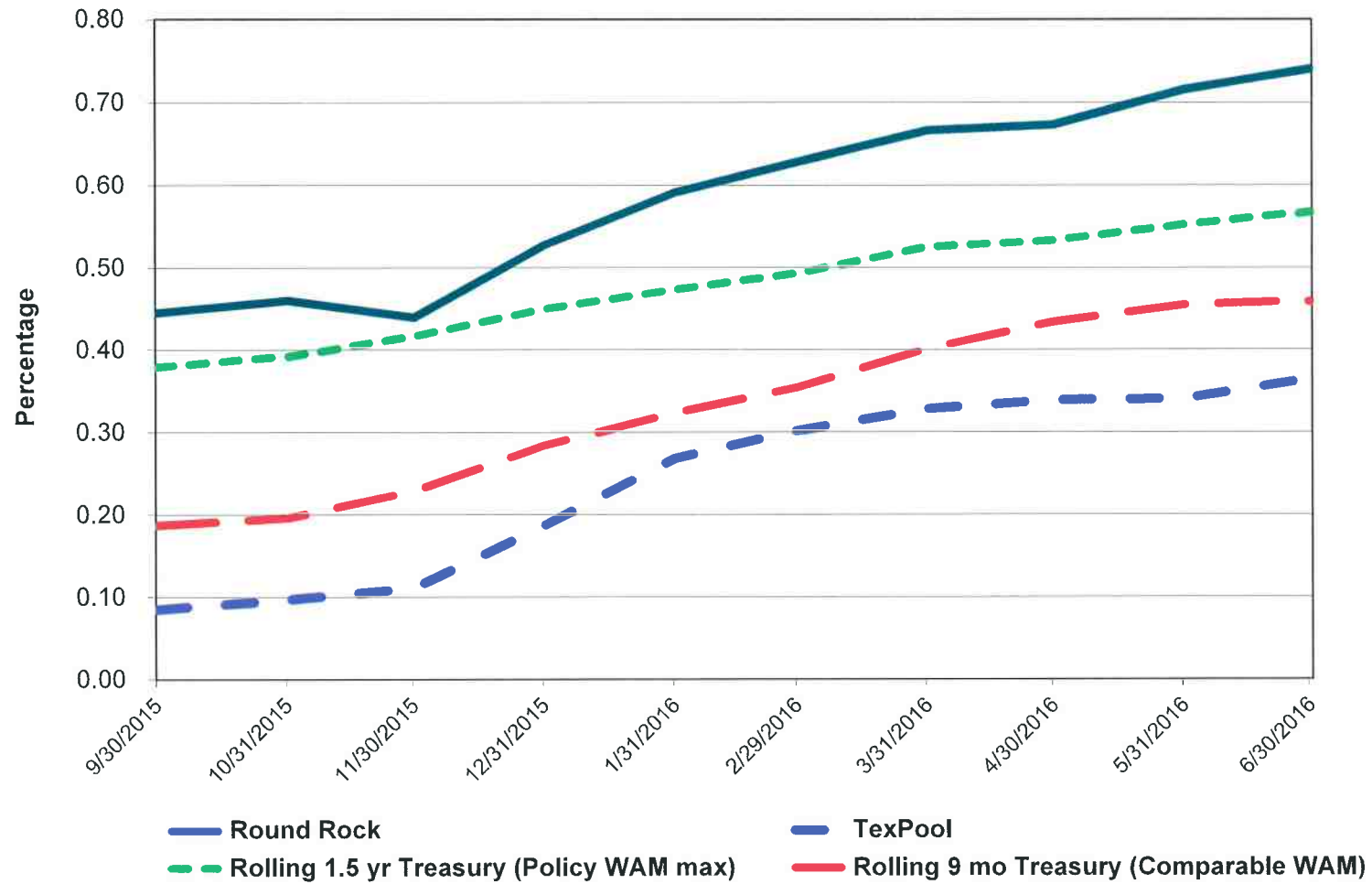
**Portfolio Composition
June 30, 2016**



Portfolio Balances By Fund (Millions)



City of Round Rock Pooled Funds Performance



Holdings by Allocation and Portfolio (Fund)
June 30, 2016

Issuer	Coupon Rate	Credit Rating	Settlement Date	Face Amount/ Shares	Book Value	Market Price	Market Value	Maturity Date	YTM @ Book
Fund 000 - Pooled Investments									
East West Bank	0.35%		06/27/16	\$ 3,501,007	\$ 3,501,007	100.00	\$ 3,501,007	N/A	0.35%
Green Bank	0.55%		06/09/16	5,001,658	5,001,658	100.00	5,001,658	N/A	0.55%
JPMorgan Chase	0.34%		09/30/15	19,777,125	19,777,125	100.00	19,777,125	N/A	0.34%
TexSTAR	0.39%	AAAm	09/30/15	189,683	189,683	100.00	189,683	N/A	0.39%
TexPool	0.36%	AAAm	09/30/15	5,583,132	5,583,132	100.00	5,583,132	N/A	0.36%
TexasDAILY	0.44%	AAAm	09/30/15	5,014,700	5,014,700	100.00	5,014,700	N/A	0.44%
LegacyTexas Bank	0.52%		12/04/15	5,012,663	5,012,663	100.00	5,012,663	07/01/16	0.52%
Treasury	0.50%	Aaa/AA+/AAA	11/21/14	5,000,000	5,000,464	100.01	5,000,585	07/31/16	0.39%
Union State Bank	0.60%		08/13/15	5,000,000	5,000,000	100.00	5,000,000	08/11/16	0.60%
FNMA	0.63%	Aaa/AA+/AAA	11/21/14	5,000,000	5,001,102	100.03	5,001,400	08/26/16	0.48%
FNMA	0.63%	Aaa/AA+/AAA	01/29/15	5,000,000	5,001,611	100.03	5,001,400	08/26/16	0.42%
FHLB	2.00%	Aaa/AA+/AAA	11/21/14	5,000,000	5,014,027	100.28	5,014,241	09/09/16	0.55%
FHLB	0.50%	Aaa/AA+/AAA	01/29/15	5,000,000	5,000,244	100.01	5,000,418	09/28/16	0.48%
FFCB	0.58%	Aaa/AA+/AAA	01/29/15	5,000,000	5,000,994	100.04	5,001,949	10/14/16	0.51%
Treasury	0.38%	Aaa/AA+/AAA	11/21/14	5,000,000	4,997,699	100.02	5,000,976	10/31/16	0.51%
FHLB	0.63%	Aaa/AA+/AAA	12/04/14	5,000,000	5,000,861	100.06	5,003,065	11/18/16	0.58%
FHLMC	0.60%	Aaa/AA+/AAA	01/29/15	5,000,000	5,000,892	100.05	5,002,650	11/28/16	0.56%
Union State Bank	0.42%		06/04/15	245,000	245,000	100.00	245,000	12/04/16	0.42%
FHLB	1.63%	Aaa/AA+/AAA	01/29/15	5,000,000	5,022,632	100.48	5,023,903	12/09/16	0.60%
FHLMC	0.80%	Aaa/AA+/AAA	12/30/13	4,000,000	4,000,000	100.15	4,006,000	12/30/16	0.80%
Anderson ISD	1.10%	-/AA+/-	03/10/15	500,000	500,638	100.31	501,530	01/05/17	0.85%
FHLMC	0.50%	Aaa/AA+/AAA	01/29/15	4,500,000	4,497,135	99.97	4,498,560	01/27/17	0.61%
Mahtomedi MN	0.00%	Aa2/AA-/-	03/03/15	535,000	533,122	99.58	532,769	02/01/17	0.60%
FHLB	0.72%	Aaa/AA+/AAA	02/17/15	5,000,000	4,999,843	100.11	5,005,499	02/13/17	0.73%
McKinney ISD TX	2.00%	Aaa/AAA/-	04/07/15	2,290,000	2,309,542	100.91	2,310,839	02/15/17	0.63%
Union State Bank	0.60%		02/25/16	5,000,000	5,000,000	100.00	5,000,000	02/23/17	0.60%
Treasury	0.88%	Aaa/AA+/AAA	02/27/14	5,500,000	5,505,616	100.29	5,515,683	02/28/17	0.72%
FHLB	0.75%	Aaa/AA+/AAA	03/30/15	6,000,000	6,001,834	100.13	6,007,713	03/24/17	0.71%
FFCB	0.70%	Aaa/AA+/AAA	04/06/15	6,000,000	5,999,173	100.09	6,005,218	04/06/17	0.72%
FFCB	0.65%	Aaa/AA+/AAA	09/08/15	2,000,000	1,999,178	100.04	2,000,881	05/01/17	0.70%
Tulsa County OK	2.00%	-/AA-/-	05/28/15	3,165,000	3,200,350	101.12	3,200,575	05/01/17	0.65%
Union State Bank	0.60%		05/12/16	2,000,000	2,000,000	100.00	2,000,000	05/11/17	0.60%
FHLB	0.75%	Aaa/AA+/AAA	09/08/15	5,000,000	5,000,952	100.13	5,006,346	06/15/17	0.73%
FFCB	0.68%	Aaa/AA+/AAA	09/08/15	5,000,000	4,996,505	100.12	5,006,022	07/03/17	0.75%
FHLMC	0.75%	Aaa/AA+/AAA	01/07/16	5,000,000	4,987,852	100.15	5,007,400	07/14/17	0.99%
Southside Bank	0.85%		01/25/16	5,010,596	5,010,596	100.00	5,010,596	07/25/17	0.85%
Arlington TX	2.50%	Aa1/AAA/-	06/17/15	3,000,000	3,055,360	102.18	3,065,250	08/15/17	0.84%
FNMA	0.88%	Aaa/AA+/AAA	02/17/15	5,000,000	5,000,055	100.28	5,013,800	08/28/17	0.87%
FHLB	0.90%	Aaa/AA+/AAA	09/08/15	5,000,000	5,005,544	100.34	5,017,128	09/28/17	0.81%

Holdings by Allocation and Portfolio (Fund)
June 30, 2016

Issuer	Coupon Rate	Credit Rating	Settlement Date	Face Amount/ Shares	Book Value	Market Price	Market Value	Maturity Date	YTM @ Book
Independent Bank	0.95%		03/30/16	10,023,945	10,023,945	100.00	10,023,945	09/30/17	0.95%
Southside Bank	0.97%		12/08/15	5,024,346	5,024,346	100.00	5,024,346	10/01/17	0.97%
Southside Bank	1.00%		12/08/15	5,025,100	5,025,100	100.00	5,025,100	11/01/17	1.00%
Southside Bank	1.03%		12/08/15	5,025,854	5,025,854	100.00	5,025,854	12/01/17	1.03%
Southside Bank	1.12%		01/06/16	7,520,942	7,520,942	100.00	7,520,942	01/08/18	1.12%
Southside Bank	1.00%		01/25/16	5,012,466	5,012,466	100.00	5,012,466	01/25/18	1.00%
Independent Bank	1.00%		02/25/16	13,031,967	13,031,967	100.00	13,031,967	02/25/18	1.00%
LegacyTexas Bank	1.05%		06/20/16	5,000,000	5,000,000	100.00	5,000,000	03/20/18	1.05%
R Bank	1.50%		05/13/16	7,500,000	7,500,000	100.00	7,500,000	05/14/18	1.50%
Texas A&M University System	1.54%	Aaa/AAA/-	10/28/15	3,570,000	3,605,946	101.31	3,616,696	05/15/18	0.99%
LegacyTexas Bank	1.10%		06/03/16	5,000,000	5,000,000	100.00	5,000,000	06/04/18	1.10%
LegacyTexas Bank	1.10%		06/20/16	5,000,000	5,000,000	100.00	5,000,000	06/20/18	1.10%
Corpus Christi-Ref	1.81%	Aa2/AA/-	03/14/16	2,250,000	2,275,419	101.78	2,290,050	03/01/19	1.37%
Sub Total / Average	0.85%			257,810,184	258,014,772	100.14	258,158,726		0.74%
Fund 170 - Interest & Sinking GO Bonds									
TexasDAILY	0.44%	AAAam	04/30/16	9,248,549	9,248,549	100.00	9,248,549	N/A	0.44%
TexPool	0.36%	AAAam	09/30/15	3,247,851	3,247,851	100.00	3,247,851	N/A	0.36%
Sub Total / Average	0.42%			12,496,400	12,496,400	100.00	12,496,400		0.42%
Fund 210 - Interest & Sinking Debt Service									
JPMorgan Chase	0.34%		09/30/15	3,868	3,868	100.00	3,868	N/A	0.34%
Sub Total / Average	0.34%			3,868	3,868	100.00	3,868		0.34%
Fund 460 - Bond Fund									
TexPool	0.36%	AAAam	09/30/15	1,600,333	1,600,333	100.00	1,600,333	N/A	0.36%
East West Bank	0.35%		03/31/14	27,601	27,601	100.00	27,601	N/A	0.35%
LegacyTexas Bank	0.35%		11/23/15	2,009,197	2,009,197	100.00	2,009,197	N/A	0.35%
Southside Bank	0.52%		01/26/16	10,020,616	10,020,616	100.00	10,020,616	N/A	0.52%
Treasury	0.88%	Aaa/AA+/AAA	03/24/14	7,000,000	7,002,951	100.12	7,008,476	09/15/16	0.67%
Treasury	0.63%	Aaa/AA+/AAA	03/24/14	7,000,000	6,994,840	100.13	7,008,750	12/15/16	0.79%
Treasury	0.50%	Aaa/AA+/AAA	07/14/15	7,000,000	6,997,846	100.02	7,001,640	03/31/17	0.54%
Southside Bank	0.78%		04/01/16	4,000,000	4,000,000	100.00	4,000,000	04/03/17	0.78%
R Bank	1.01%		01/05/16	7,017,474	7,017,474	100.00	7,017,474	06/30/17	1.01%
Sub Total / Average	0.67%			45,675,220	45,670,856	100.04	45,694,086		0.67%
Fund 461 - CO Bond Fund									
TexPool	0.36%	AAAam	10/31/15	139	139	100.00	139	N/A	0.36%
East West Bank	0.35%		02/13/15	1,513,448	1,513,448	100.00	1,513,448	N/A	0.35%
LegacyTexas Bank	0.35%		11/23/15	2,009,197	2,009,197	100.00	2,009,197	N/A	0.35%
LegacyTexas Bank	0.70%		01/06/16	4,011,642	4,011,642	100.00	4,011,642	07/06/16	0.70%
Southside Bank	0.78%		04/01/16	6,000,000	6,000,000	100.00	6,000,000	04/03/17	0.78%
Sub Total / Average	0.64%			13,534,426	13,534,426	100.00	13,534,426		0.64%

Holdings by Allocation and Portfolio (Fund)
June 30, 2016

Issuer	Coupon Rate	Credit Rating	Settlement Date	Face Amount/ Shares	Book Value	Market Price	Market Value	Maturity Date	YTM @ Book
Fund 591 - Reserves Fund									
Green Bank	0.55%		06/09/16	800,265	800,265	100.00	800,265	N/A	0.55%
TexPool	0.36%	AAAm	09/30/15	8,249	8,249	100.00	8,249	N/A	0.36%
Sub Total / Average	0.55%			808,514	808,514	100.00	808,514		0.55%
Fund 602 - Interest & Sinking Revenue Bonds									
TexPool	0.36%	AAAm	09/30/15	3,698,521	3,698,521	100.00	3,698,521	N/A	0.36%
Sub Total / Average	0.36%			3,698,521	3,698,521	100.00	3,698,521		0.36%
Fund 863 - Drainage Utility Revenue Bond									
TexPool	0.36%	AAAm	10/31/15	3,205,622	3,205,622	100.00	3,205,622	N/A	0.36%
LegacyTexas Bank	0.70%		03/30/16	1,502,619	1,502,619	100.00	1,502,619	12/30/16	0.70%
LegacyTexas	0.80%		01/07/16	1,504,990	1,504,990	100.00	1,504,990	01/06/17	0.80%
Sub Total / Average	0.55%			6,213,232	6,213,232	100.00	6,213,232		0.55%
Total / Average	0.79%			\$ 340,240,364	\$ 340,440,589	100.11	\$ 340,607,773		0.71%

Book Value Comparison

June 30, 2016

Issuer	Coupon Rate	Settlement Date	Maturity Date	Beginning Book Value	Total Buys/ Increases	Total Sells/ Decreases	Ending Book Value	Change in Book Value
Fund 000 - Pooled Investments								
JPMorgan Chase	N/A	09/30/15	N/A	\$ 19,491,290	\$ 679,286	\$ 393,451	\$ 19,777,125	\$ 285,835
TexPool	N/A	09/30/15	N/A	13,826,466	2,613,580	10,856,913	5,583,132	(8,243,333)
TexSTAR	N/A	09/30/15	N/A	5,186,027	3,656	5,000,000	189,683	(4,996,344)
TexasDAILY	N/A	09/30/15	N/A	5,009,317	5,382	—	5,014,700	5,382
East West Bank	N/A	06/27/16	N/A	—	3,501,007	—	3,501,007	3,501,007
Green Bank	N/A	06/09/16	N/A	—	5,001,658	—	5,001,658	5,001,658
FAMC	0.43%	06/20/14	04/04/16	1,999,985	—	2,000,000	—	(1,999,985)
FFCB	0.55%	02/27/14	04/28/16	2,500,286	—	2,500,000	—	(2,500,286)
FFCB	0.50%	02/27/14	05/04/16	2,500,159	—	2,500,000	—	(2,500,159)
Union State Bank	0.45%	05/14/15	05/12/16	2,000,000	—	2,000,000	—	(2,000,000)
FHLMC	0.50%	03/27/14	05/13/16	2,499,931	—	2,500,000	—	(2,499,931)
LegacyTexas Bank	0.50%	12/04/15	06/01/16	5,005,881	4,172	5,010,053	—	(5,005,881)
Chemeketa OR	3.00%	03/10/15	06/15/16	301,587	—	300,000	—	(301,587)
FFCB	0.45%	07/31/14	06/20/16	4,999,141	—	5,000,000	—	(4,999,141)
LegacyTexas Bank	0.52%	12/04/15	07/01/16	5,006,116	6,546	—	5,012,663	6,546
Treasury	0.50%	11/21/14	07/31/16	5,001,826	—	—	5,000,464	(1,362)
Union State Bank	0.60%	08/13/15	08/11/16	5,000,000	—	—	5,000,000	—
FNMA	0.63%	01/29/15	08/26/16	5,004,183	—	—	5,001,611	(2,572)
FNMA	0.63%	11/21/14	08/26/16	5,002,861	—	—	5,001,102	(1,759)
FHLB	2.00%	11/21/14	09/09/16	5,032,006	—	—	5,014,027	(17,979)
FHLB	0.50%	01/29/15	09/28/16	5,000,491	—	—	5,000,244	(247)
FFCB	0.58%	01/29/15	10/14/16	5,001,847	—	—	5,000,994	(853)
Treasury	0.38%	11/21/14	10/31/16	4,995,997	—	—	4,997,699	1,702
FHLB	0.63%	12/04/14	11/18/16	5,001,416	—	—	5,000,861	(556)
FHLMC	0.60%	01/29/15	11/28/16	5,001,429	—	—	5,000,892	(537)
Union State Bank	0.42%	06/04/15	12/04/16	245,000	—	—	245,000	—
FHLB	1.63%	01/29/15	12/09/16	5,035,346	—	—	5,022,632	(12,713)
FHLMC	0.80%	12/30/13	12/30/16	4,000,000	—	—	4,000,000	—
Anderson ISD	1.10%	03/10/15	01/05/17	500,945	—	—	500,638	(307)
FHLMC	0.50%	01/29/15	01/27/17	4,495,899	—	—	4,497,135	1,236
Mahtomedi MN	0.00%	03/03/15	02/01/17	532,331	—	—	533,122	791
FHLB	0.72%	02/17/15	02/13/17	4,999,781	—	—	4,999,843	63
McKinney ISD TX	2.00%	04/07/15	02/15/17	2,317,274	—	—	2,309,542	(7,732)
Union State Bank	0.60%	02/25/16	02/23/17	5,000,000	—	—	5,000,000	—
Treasury	0.88%	02/27/14	02/28/17	5,507,719	—	—	5,505,616	(2,103)
FHLB	0.75%	03/30/15	03/24/17	6,002,459	—	—	6,001,834	(625)
FFCB	0.70%	04/06/15	04/06/17	5,998,904	—	—	5,999,173	269
FFCB	0.65%	09/08/15	05/01/17	1,998,933	—	—	1,999,178	245

Book Value Comparison

June 30, 2016

Issuer	Coupon Rate	Settlement Date	Maturity Date	Beginning Book Value	Total Buys/ Increases	Total Sells/ Decreases	Ending Book Value	Change in Book Value
Tulsa County OK	2.00%	05/28/15	05/01/17	3,210,896	—	—	3,200,350	(10,547)
Union State Bank	0.60%	05/12/16	05/11/17	—	2,000,000	—	2,000,000	2,000,000
FHLB	0.75%	09/08/15	06/15/17	5,001,200	—	—	5,000,952	(248)
FFCB	0.68%	09/08/15	07/03/17	4,995,640	—	—	4,996,505	864
FHLMC	0.75%	01/07/16	07/14/17	4,984,936	—	—	4,987,852	2,917
Southside Bank	0.85%	01/25/16	07/25/17	5,000,000	10,596	—	5,010,596	10,596
Arlington TX	2.50%	06/17/15	08/15/17	3,067,617	—	—	3,055,360	(12,257)
FNMA	0.88%	02/17/15	08/28/17	5,000,067	—	—	5,000,055	(12)
FHLB	0.90%	09/08/15	09/28/17	5,006,652	—	—	5,005,544	(1,109)
Independent Bank	0.95%	03/30/16	09/30/17	10,000,000	23,945	—	10,023,945	23,945
Southside Bank	0.97%	12/08/15	10/01/17	5,012,092	12,254	—	5,024,346	12,254
Southside Bank	1.00%	12/08/15	11/01/17	5,012,466	12,634	—	5,025,100	12,634
Southside Bank	1.03%	12/08/15	12/01/17	5,012,840	13,014	—	5,025,854	13,014
Southside Bank	1.12%	01/06/16	01/08/18	7,500,000	20,942	—	7,520,942	20,942
Southside Bank	1.00%	01/25/16	01/25/18	5,000,000	12,466	—	5,012,466	12,466
Independent Bank	1.00%	02/25/16	02/25/18	13,000,000	31,967	—	13,031,967	31,967
LegacyTexas Bank	1.05%	06/20/16	03/20/18	—	5,000,000	—	5,000,000	5,000,000
R Bank	1.50%	05/13/16	05/14/18	—	7,500,000	—	7,500,000	7,500,000
Texas A&M University System	1.54%	10/28/15	05/15/18	3,610,728	—	—	3,605,946	(4,782)
LegacyTexas Bank	1.10%	06/03/16	06/04/18	—	5,000,000	—	5,000,000	5,000,000
LegacyTexas Bank	1.10%	06/20/16	06/20/18	—	5,000,000	—	5,000,000	5,000,000
Corpus Christi-Ref	1.81%	03/14/16	03/01/19	2,277,794	—	—	2,275,419	(2,375)
Sub Total/Average Fund 000 - Pooled Investments				259,695,759	36,453,106	38,060,417	258,014,772	(1,680,987)
Fund 170 - Interest & Sinking GO Bonds								
TexPool	N/A	09/30/15	N/A	12,376,178	3,493	9,131,819	3,247,851	(9,128,326)
TexasDAILY	N/A	04/30/16	N/A	—	9,248,549	—	9,248,549	9,248,549
Sub Total/Average Fund 170 - Interest & Sinking GO Bonds				12,376,178	9,252,042	9,131,819	12,496,400	120,223
Fund 210 - Interest & Sinking Debt Service								
JPMorgan Chase	N/A	09/30/15	N/A	4,797	—	930	3,868	(930)
Sub Total/Average Fund 210 - Interest & Sinking Debt Service				4,797	—	930	3,868	(930)

Book Value Comparison

June 30, 2016

Issuer	Coupon Rate	Settlement Date	Maturity Date	Beginning Book Value	Total Buys/ Increases	Total Sells/ Decreases	Ending Book Value	Change in Book Value
Fund 460 - Bond Fund								
TexPool	N/A	09/30/15	N/A	1,021,731	1,300,602	722,000	1,600,333	578,602
East West Bank	N/A	03/31/14	N/A	27,577	24	—	27,601	24
LegacyTexas Bank	N/A	11/23/15	N/A	6,007,459	1,737	4,000,000	2,009,197	(3,998,263)
Southside Bank	N/A	01/26/16	N/A	10,008,265	12,351	—	10,020,616	12,351
Treasury	0.50%	03/24/14	06/15/16	6,999,081	—	7,000,000	—	(6,999,081)
Treasury	0.88%	03/24/14	09/15/16	7,006,439	—	—	7,002,951	(3,488)
Treasury	0.63%	03/24/14	12/15/16	6,992,044	—	—	6,994,840	2,795
Treasury	0.50%	07/14/15	03/31/17	6,997,130	—	—	6,997,846	716
Southside Bank	0.78%	04/01/16	04/03/17	—	4,000,000	—	4,000,000	4,000,000
R Bank	1.01%	01/05/16	06/30/17	7,000,000	17,474	—	7,017,474	17,474
Sub Total/Average Fund 460 - Bond Fund				52,059,726	5,332,188	11,722,000	45,670,856	(6,388,870)
Fund 461 - CO Bond Fund								
TexPool	N/A	10/31/15	N/A	2,777,879	260	2,778,000	139	(2,777,740)
East West Bank	N/A	02/13/15	N/A	5,010,082	3,366	3,500,000	1,513,448	(3,496,634)
LegacyTexas Bank	N/A	11/23/15	N/A	6,007,459	1,737	4,000,000	2,009,197	(3,998,263)
LegacyTexas Bank	0.70%	01/06/16	07/06/16	4,004,591	7,050	—	4,011,642	7,050
Southside Bank	0.78%	04/01/16	04/03/17	—	6,000,000	—	6,000,000	6,000,000
Sub Total/Average Fund 461 - CO Bond Fund				17,800,012	6,012,414	10,278,000	13,534,426	(4,265,586)
Fund 591 - Reserves Fund								
TexPool	N/A	09/30/15	N/A	807,726	522	800,000	8,249	(799,478)
Green Bank	N/A	06/09/16	N/A	—	800,265	—	800,265	800,265
Sub Total/Average Fund 591 - Reserves Fund				807,726	800,788	800,000	808,514	788
Fund 602 - Interest & Sinking Revenue Bonds								
TexPool	N/A	09/30/15	N/A	4,304,086	7,731	613,295	3,698,521	(605,564)
Sub Total/Average Fund 602 - Interest & Sinking Revenue Bonds				4,304,086	7,731	613,295	3,698,521	(605,564)
Fund 863 - Drainage Utility Revenue Bond								
TexPool	N/A	10/31/15	N/A	1,703,870	1,501,753	—	3,205,622	1,501,753
Treasury	0.50%	02/18/15	06/30/16	1,500,485	—	1,500,000	—	(1,500,485)
LegacyTexas Bank	0.70%	03/30/16	12/30/16	1,500,000	2,619	—	1,502,619	2,619
LegacyTexas	0.80%	01/07/16	01/06/17	1,501,968	3,022	—	1,504,990	3,022
Sub Total/Average Fund 863 - Drainage Utility Revenue Bond				6,206,323	1,507,394	1,500,000	6,213,232	6,909
Total / Average				\$ 353,254,607	\$ 59,365,663	\$ 72,106,461	\$ 340,440,589	\$ (12,814,018)

Market Value Comparison
June 30, 2016

Issuer	Coupon Rate	Settlement Date	Maturity Date	Beginning Market Value	Total Buys/ Increases	Total Sells/ Decreases	Ending Market Value	Change in Market Value
Fund 000 - Pooled Investments								
JPMorgan Chase	N/A	09/30/15	N/A	\$ 19,491,290	\$ 679,286	\$ 393,451	\$ 19,777,125	\$ -
TexPool	N/A	09/30/15	N/A	13,826,466	2,613,580	10,856,913	5,583,132	-
TexSTAR	N/A	09/30/15	N/A	5,186,027	3,656	5,000,000	189,683	-
TexasDAILY	N/A	09/30/15	N/A	5,009,317	5,382	-	5,014,700	-
East West Bank	N/A	06/27/16	N/A	-	3,501,007	-	3,501,007	-
Green Bank	N/A	06/09/16	N/A	-	5,001,658	-	5,001,658	-
FAMC	0.43%	06/20/14	04/04/16	2,000,018	-	2,000,000	-	(18)
FFCB	0.55%	02/27/14	04/28/16	2,500,150	-	2,500,000	-	(150)
FFCB	0.50%	02/27/14	05/04/16	2,500,038	-	2,500,000	-	(38)
Union State Bank	0.45%	05/14/15	05/12/16	2,000,000	-	2,000,000	-	-
FHLMC	0.50%	03/27/14	05/13/16	2,502,025	-	2,500,000	-	(2,025)
LegacyTexas Bank	0.50%	12/04/15	06/01/16	5,005,881	4,172	5,010,053	-	-
Chemeketa OR	3.00%	03/10/15	06/15/16	301,608	-	300,000	-	(1,608)
FFCB	0.45%	07/31/14	06/20/16	4,998,905	-	5,000,000	-	1,095
LegacyTexas Bank	0.52%	12/04/15	07/01/16	5,006,116	6,546	-	5,012,663	-
Treasury	0.50%	11/21/14	07/31/16	5,002,145	-	-	5,000,585	(1,560)
Union State Bank	0.60%	08/13/15	08/11/16	5,000,000	-	-	5,000,000	-
FNMA	0.63%	01/29/15	08/26/16	5,010,500	-	-	5,001,400	(9,100)
FNMA	0.63%	11/21/14	08/26/16	5,010,500	-	-	5,001,400	(9,100)
FHLB	2.00%	11/21/14	09/09/16	5,032,035	-	-	5,014,241	(17,795)
FHLB	0.50%	01/29/15	09/28/16	4,996,050	-	-	5,000,418	4,368
FFCB	0.58%	01/29/15	10/14/16	4,999,635	-	-	5,001,949	2,314
Treasury	0.38%	11/21/14	10/31/16	4,997,460	-	-	5,000,976	3,516
FHLB	0.63%	12/04/14	11/18/16	5,000,435	-	-	5,003,065	2,630
FHLMC	0.60%	01/29/15	11/28/16	4,999,250	-	-	5,002,650	3,400
Union State Bank	0.42%	06/04/15	12/04/16	245,000	-	-	245,000	-
FHLB	1.63%	01/29/15	12/09/16	5,035,475	-	-	5,023,903	(11,573)
FHLMC	0.80%	12/30/13	12/30/16	4,006,400	-	-	4,006,000	(400)
Anderson ISD	1.10%	03/10/15	01/05/17	502,305	-	-	501,530	(775)
FHLMC	0.50%	01/29/15	01/27/17	4,498,515	-	-	4,498,560	45
Mahtomedi MN	0.00%	03/03/15	02/01/17	531,485	-	-	532,769	1,284
FHLB	0.72%	02/17/15	02/13/17	5,000,050	-	-	5,005,499	5,449
McKinney ISD TX	2.00%	04/07/15	02/15/17	2,317,801	-	-	2,310,839	(6,962)
Union State Bank	0.60%	02/25/16	02/23/17	5,000,000	-	-	5,000,000	-
Treasury	0.88%	02/27/14	02/28/17	5,513,101	-	-	5,515,683	2,582
FHLB	0.75%	03/30/15	03/24/17	6,000,234	-	-	6,007,713	7,479
FFCB	0.70%	04/06/15	04/06/17	5,994,996	-	-	6,005,218	10,222
FFCB	0.65%	09/08/15	05/01/17	1,997,638	-	-	2,000,881	3,243
Tulsa County OK	2.00%	05/28/15	05/01/17	3,209,563	-	-	3,200,575	(8,989)
Union State Bank	0.60%	05/12/16	05/11/17	-	2,000,000	-	2,000,000	-

Market Value Comparison
June 30, 2016

Issuer	Coupon Rate	Settlement Date	Maturity Date	Beginning Market Value	Total Buys/ Increases	Total Sells/ Decreases	Ending Market Value	Change in Market Value
FHLB	0.75%	09/08/15	06/15/17	4,992,665	—	—	5,006,346	13,681
FFCB	0.68%	09/08/15	07/03/17	4,992,240	—	—	5,006,022	13,782
FHLMC	0.75%	01/07/16	07/14/17	5,001,900	—	—	5,007,400	5,500
Southside Bank	0.85%	01/25/16	07/25/17	5,000,000	10,596	—	5,010,596	—
Arlington TX	2.50%	06/17/15	08/15/17	3,075,900	—	—	3,065,250	(10,650)
FNMA	0.88%	02/17/15	08/28/17	5,008,900	—	—	5,013,800	4,900
FHLB	0.90%	09/08/15	09/28/17	5,002,510	—	—	5,017,128	14,618
Independent Bank	0.95%	03/30/16	09/30/17	10,000,000	23,945	—	10,023,945	—
Southside Bank	0.97%	12/08/15	10/01/17	5,012,092	12,254	—	5,024,346	—
Southside Bank	1.00%	12/08/15	11/01/17	5,012,466	12,634	—	5,025,100	—
Southside Bank	1.03%	12/08/15	12/01/17	5,012,840	13,014	—	5,025,854	—
Southside Bank	1.12%	01/06/16	01/08/18	7,500,000	20,942	—	7,520,942	—
Southside Bank	1.00%	01/25/16	01/25/18	5,000,000	12,466	—	5,012,466	—
Independent Bank	1.00%	02/25/16	02/25/18	13,000,000	31,967	—	13,031,967	—
LegacyTexas Bank	1.05%	06/20/16	03/20/18	—	5,000,000	—	5,000,000	—
R Bank	1.50%	05/13/16	05/14/18	—	7,500,000	—	7,500,000	—
Texas A&M University System	1.54%	10/28/15	05/15/18	3,625,442	—	—	3,616,696	(8,747)
LegacyTexas Bank	1.10%	06/03/16	06/04/18	—	5,000,000	—	5,000,000	—
LegacyTexas Bank	1.10%	06/20/16	06/20/18	—	5,000,000	—	5,000,000	—
Corpus Christi-Ref	1.81%	03/14/16	03/01/19	2,290,208	—	—	2,290,050	(158)
Sub Total/Average Fund 000 - Pooled Investments				259,755,576	36,453,106	38,060,417	258,158,726	10,461
Fund 170 - Interest & Sinking GO Bonds								
TexPool	N/A	09/30/15	N/A	12,376,178	3,493	9,131,819	3,247,851	—
TexasDAILY	N/A	04/30/16	N/A	—	9,248,549	—	9,248,549	—
Sub Total/Average Fund 170 - Interest & Sinking GO Bonds				12,376,178	9,252,042	9,131,819	12,496,400	—
Fund 210 - Interest & Sinking Debt Service								
JPMorgan Chase	N/A	09/30/15	N/A	4,797	—	930	3,868	—
Sub Total/Average Fund 210 - Interest & Sinking Debt Service				4,797	—	930	3,868	—
Fund 460 - Bond Fund								
TexPool	N/A	09/30/15	N/A	1,021,731	1,300,602	722,000	1,600,333	—
East West Bank	N/A	03/31/14	N/A	27,577	24	—	27,601	—
LegacyTexas Bank	N/A	11/23/15	N/A	6,007,459	1,737	4,000,000	2,009,197	—
Southside Bank	N/A	01/26/16	N/A	10,008,265	12,351	—	10,020,616	—
Treasury	0.50%	03/24/14	06/15/16	7,003,003	—	7,000,000	—	(3,003)
Treasury	0.88%	03/24/14	09/15/16	7,013,944	—	—	7,008,476	(5,468)
Treasury	0.63%	03/24/14	12/15/16	7,004,095	—	—	7,008,750	4,655
Treasury	0.50%	07/14/15	03/31/17	6,991,796	—	—	7,001,640	9,844
Southside Bank	0.78%	04/01/16	04/03/17	—	4,000,000	—	4,000,000	—
R Bank	1.01%	01/05/16	06/30/17	7,000,000	17,474	—	7,017,474	—
Sub Total/Average Fund 460 - Bond Fund				52,077,870	5,332,188	11,722,000	45,694,086	6,028

Market Value Comparison
June 30, 2016

Issuer	Coupon Rate	Settlement Date	Maturity Date	Beginning Market Value	Total Buys/ Increases	Total Sells/ Decreases	Ending Market Value	Change in Market Value
Fund 461 - CO Bond Fund								
TexPool	N/A	10/31/15	N/A	2,777,879	260	2,778,000	139	—
East West Bank	N/A	02/13/15	N/A	5,010,082	3,366	3,500,000	1,513,448	—
LegacyTexas Bank	N/A	11/23/15	N/A	6,007,459	1,737	4,000,000	2,009,197	—
LegacyTexas Bank	0.70%	01/06/16	07/06/16	4,004,591	7,050	—	4,011,642	—
Southside Bank	0.78%	04/01/16	04/03/17	—	6,000,000	—	6,000,000	—
Sub Total/Average Fund 461 - CO Bond Fund				17,800,012	6,012,414	10,278,000	13,534,426	—
Fund 591 - Reserves Fund								
TexPool	N/A	09/30/15	N/A	807,726	522	800,000	8,249	—
Green Bank	N/A	06/09/16	N/A	—	800,265	—	800,265	—
Sub Total/Average Fund 591 - Reserves Fund				807,726	800,788	800,000	808,514	—
Fund 602 - Interest & Sinking Revenue Bonds								
TexPool	N/A	09/30/15	N/A	4,304,086	7,731	613,295	3,698,521	—
Sub Total/Average Fund 602 - Interest & Sinking Revenue Bonds				4,304,086	7,731	613,295	3,698,521	—
Fund 863 - Drainage Utility Revenue Bond								
TexPool	N/A	10/31/15	N/A	1,703,870	1,501,753	—	3,205,622	—
Treasury	0.50%	02/18/15	06/30/16	1,500,819	—	1,500,000	—	(819)
LegacyTexas Bank	0.70%	03/30/16	12/30/16	1,500,000	2,619	—	1,502,619	—
LegacyTexas	0.80%	01/07/16	01/06/17	1,501,968	3,022	—	1,504,990	—
Sub Total/Average Fund 863 - Drainage Utility Revenue Bond				6,206,657	1,507,394	1,500,000	6,213,232	(819)
Total / Average				\$ 353,332,901	\$ 59,365,663	\$ 72,106,461	\$ 340,607,773	\$ 15,671

Holdings by Allocation and Portfolio (Fund)
March 31, 2016

Issuer	Coupon Rate	Credit Rating	Settlement Date	Face Amount/ Shares	Book Value	Market Price	Market Value	Maturity Date	YTM @ Book
Fund 000 - Pooled Investments									
JPMorgan Chase	0.35%		09/30/15	\$ 19,491,290	\$ 19,491,290	100.000	\$ 19,491,290	N/A	0.35%
TexSTAR	0.35%	AAAm	09/30/15	5,186,027	5,186,027	100.000	5,186,027	N/A	0.35%
TexPool	0.33%	AAAm	09/30/15	13,826,466	13,826,466	100.000	13,826,466	N/A	0.33%
TexasDAILY	0.41%	AAAm	09/30/15	5,009,317	5,009,317	100.000	5,009,317	N/A	0.41%
FAMC	0.43%	Aaa/AA+/AAA	06/20/14	2,000,000	1,999,985	100.001	2,000,018	04/04/16	0.50%
FFCB	0.55%	Aaa/AA+/AAA	02/27/14	2,500,000	2,500,286	100.006	2,500,150	04/28/16	0.40%
FFCB	0.50%	Aaa/AA+/AAA	02/27/14	2,500,000	2,500,159	100.002	2,500,038	05/04/16	0.43%
Union State Bank	0.45%		05/14/15	2,000,000	2,000,000	100.000	2,000,000	05/12/16	0.45%
FHLMC	0.50%	Aaa/AA+/AAA	03/27/14	2,500,000	2,499,931	100.081	2,502,025	05/13/16	0.52%
LegacyTexas Bank	0.50%		12/04/15	5,005,881	5,005,881	100.000	5,005,881	06/01/16	0.50%
Chemeketa OR	3.00%	-/AA+/-	03/10/15	300,000	301,587	100.536	301,608	06/15/16	0.44%
FFCB	0.45%	Aaa/AA+/AAA	07/31/14	5,000,000	4,999,141	99.978	4,998,905	06/20/16	0.53%
LegacyTexas Bank	0.52%		12/04/15	5,006,116	5,006,116	100.000	5,006,116	07/01/16	0.52%
Treasury	0.50%	Aaa/AA+/AAA	11/21/14	5,000,000	5,001,826	100.043	5,002,145	07/31/16	0.39%
Union State Bank	0.60%		08/13/15	5,000,000	5,000,000	100.000	5,000,000	08/11/16	0.60%
FNMA	0.63%	Aaa/AA+/AAA	01/29/15	5,000,000	5,004,183	100.210	5,010,500	08/26/16	0.42%
FNMA	0.63%	Aaa/AA+/AAA	11/21/14	5,000,000	5,002,861	100.210	5,010,500	08/26/16	0.48%
FHLB	2.00%	Aaa/AA+/AAA	11/21/14	5,000,000	5,032,006	100.641	5,032,035	09/09/16	0.55%
FHLB	0.50%	Aaa/AA+/AAA	01/29/15	5,000,000	5,000,491	99.921	4,996,050	09/28/16	0.48%
FFCB	0.58%	Aaa/AA+/AAA	01/29/15	5,000,000	5,001,847	99.993	4,999,635	10/14/16	0.51%
Treasury	0.38%	Aaa/AA+/AAA	11/21/14	5,000,000	4,995,997	99.949	4,997,460	10/31/16	0.51%
FHLB	0.63%	Aaa/AA+/AAA	12/04/14	5,000,000	5,001,416	100.009	5,000,435	11/18/16	0.58%
FHLMC	0.60%	Aaa/AA+/AAA	01/29/15	5,000,000	5,001,429	99.985	4,999,250	11/28/16	0.56%
Union State Bank	0.42%		06/04/15	245,000	245,000	100.000	245,000	12/04/16	0.42%
FHLB	1.63%	Aaa/AA+/AAA	01/29/15	5,000,000	5,035,346	100.710	5,035,475	12/09/16	0.60%
FHLMC	0.80%	Aaa/AA+/AAA	12/30/13	4,000,000	4,000,000	100.160	4,006,400	12/30/16	0.80%
Anderson ISD	1.10%	-/AA+/-	03/10/15	500,000	500,945	100.461	502,305	01/05/17	0.85%
FHLMC	0.50%	Aaa/AA+/AAA	01/29/15	4,500,000	4,495,899	99.967	4,498,515	01/27/17	0.61%
Mahtomedi MN	0.00%	Aa2/AA-/-	03/03/15	535,000	532,331	99.343	531,485	02/01/17	0.60%
FHLB	0.72%	Aaa/AA+/AAA	02/17/15	5,000,000	4,999,781	100.001	5,000,050	02/13/17	0.73%
McKinney ISD TX	2.00%	Aaa/AAA/AA	04/07/15	2,290,000	2,317,274	101.214	2,317,801	02/15/17	0.63%
Union State Bank	0.60%		02/25/16	5,000,000	5,000,000	100.000	5,000,000	02/23/17	0.60%
Treasury	0.88%	Aaa/AA+/AAA	02/27/14	5,500,000	5,507,719	100.238	5,513,101	02/28/17	0.72%
FHLB	0.75%	Aaa/AA+/AAA	03/30/15	6,000,000	6,002,459	100.004	6,000,234	03/24/17	0.71%
FFCB	0.70%	Aaa/AA+/AAA	04/06/15	6,000,000	5,998,904	99.917	5,994,996	04/06/17	0.72%
FFCB	0.65%	Aaa/AA+/AAA	09/08/15	2,000,000	1,998,933	99.882	1,997,638	05/01/17	0.70%
Tulsa County OK	2.00%	-/AA-/-	05/28/15	3,165,000	3,210,896	101.408	3,209,563	05/01/17	0.65%
FHLB	0.75%	Aaa/AA+/AAA	09/08/15	5,000,000	5,001,200	99.853	4,992,665	06/15/17	0.73%
FFCB	0.68%	Aaa/AA+/AAA	09/08/15	5,000,000	4,995,640	99.845	4,992,240	07/03/17	0.75%

Holdings by Allocation and Portfolio (Fund)
March 31, 2016

Issuer	Coupon Rate	Credit Rating	Settlement Date	Face Amount/ Shares	Book Value	Market Price	Market Value	Maturity Date	YTM @ Book
FHLMC	0.75%	Aaa/AA+/AAA	01/07/16	5,000,000	4,984,936	100.038	5,001,900	07/14/17	0.99%
Southside Bank	0.85%		01/25/16	5,000,000	5,000,000	100.000	5,000,000	07/25/17	0.85%
Arlington TX	2.50%	Aa1/AAA/AAA	06/17/15	3,000,000	3,067,617	102.530	3,075,900	08/15/17	0.84%
FNMA	0.88%	Aaa/AA+/AAA	02/17/15	5,000,000	5,000,067	100.178	5,008,900	08/28/17	0.87%
FHLB	0.90%	Aaa/AA+/AAA	09/08/15	5,000,000	5,006,652	100.050	5,002,510	09/28/17	0.81%
Independent Bank	0.95%		03/30/16	10,000,000	10,000,000	100.000	10,000,000	09/30/17	0.95%
Southside Bank	0.97%		12/08/15	5,012,092	5,012,092	100.000	5,012,092	10/01/17	0.97%
Southside Bank	1.00%		12/08/15	5,012,466	5,012,466	100.000	5,012,466	11/01/17	1.00%
Southside Bank	1.03%		12/08/15	5,012,840	5,012,840	100.000	5,012,840	12/01/17	1.03%
Southside Bank	1.12%		01/06/16	7,500,000	7,500,000	100.000	7,500,000	01/08/18	1.12%
Southside Bank	1.00%		01/25/16	5,000,000	5,000,000	100.000	5,000,000	01/25/18	1.00%
Independent Bank	1.00%		02/25/16	13,000,000	13,000,000	100.000	13,000,000	02/25/18	1.00%
Texas A&M University System	1.54%	Aaa/AA+/AA+	10/28/15	3,570,000	3,610,728	101.553	3,625,442	05/15/18	0.99%
Corpus Christi-Ref	1.81%	Aa2/AA-/AA	03/14/16	2,250,000	2,277,794	101.787	2,290,208	03/01/19	1.37%
Sub Total / Average	0.78%			259,417,495	259,695,759	100.130	259,755,576		0.67%
Fund 170 - Interest & Sinking GO Bonds									
TexPool	0.33%	AAAm	09/30/15	12,376,178	12,376,178	100.000	12,376,178	N/A	0.33%
Sub Total / Average	0.33%			12,376,178	12,376,178	100.000	12,376,178		0.33%
Fund 210 - Interest & Sinking Debt Service									
JPMorgan Chase	0.35%		09/30/15	4,797	4,797	100.000	4,797	N/A	0.35%
Sub Total / Average	0.35%			4,797	4,797	100.000	4,797		0.35%
Fund 460 - Bond Fund									
TexPool	0.33%	AAAm	09/30/15	1,021,731	1,021,731	100.000	1,021,731	N/A	0.33%
East West Bank	0.35%		03/31/14	27,577	27,577	100.000	27,577	N/A	0.35%
LegacyTexas Bank	0.35%		11/23/15	6,007,459	6,007,459	100.000	6,007,459	N/A	0.35%
Southside Bank	0.49%		01/26/16	10,008,265	10,008,265	100.000	10,008,265	N/A	0.49%
R Bank	1.01%		01/05/16	7,000,000	7,000,000	100.000	7,000,000	06/30/17	1.01%
Treasury	0.50%	Aaa/AA+/AAA	07/14/15	7,000,000	6,997,130	99.883	6,991,796	03/31/17	0.54%
Treasury	0.63%	Aaa/AA+/AAA	03/24/14	7,000,000	6,992,044	100.059	7,004,095	12/15/16	0.79%
Treasury	0.88%	Aaa/AA+/AAA	03/24/14	7,000,000	7,006,439	100.199	7,013,944	09/15/16	0.67%
Treasury	0.50%	Aaa/AA+/AAA	03/24/14	7,000,000	6,999,081	100.043	7,003,003	06/15/16	0.56%
Sub Total / Average	0.61%			52,065,031.50	52,059,726	100.025	52,077,870		0.62%
Fund 461 - CO Bond Fund									
TexPool	0.33%	AAAm	10/31/15	2,777,879	2,777,879	100.000	2,777,879	N/A	0.33%
East West Bank	0.35%		02/13/15	5,010,082	5,010,082	100.000	5,010,082	N/A	0.35%
LegacyTexas Bank	0.35%		11/23/15	6,007,459	6,007,459	100.000	6,007,459	N/A	0.35%
LegacyTexas Bank	0.70%		01/06/16	4,004,591	4,004,591	100.000	4,004,591	07/06/16	0.70%
Sub Total / Average	0.43%			17,800,012	17,800,012	100.000	17,800,012		0.43%

Holdings by Allocation and Portfolio (Fund)
March 31, 2016

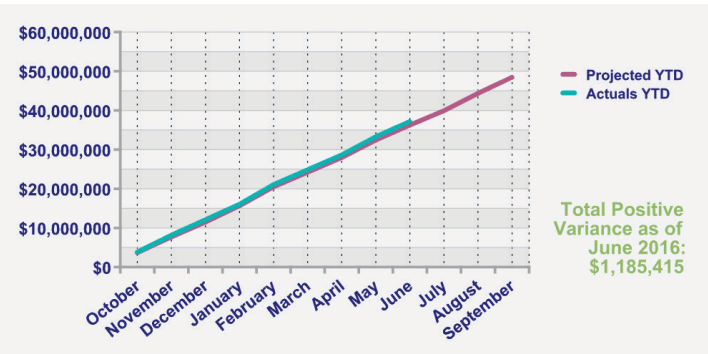
Issuer	Coupon Rate	Credit Rating	Settlement Date	Face Amount/ Shares	Book Value	Market Price	Market Value	Maturity Date	YTM @ Book
Fund 591 - Reserves Fund									
TexPool	0.33%	AAAm	09/30/15	807,726	807,726	100.000	807,726	N/A	0.33%
Sub Total / Average	0.33%			807,726	807,726	100.000	807,726		0.33%
Fund 602 - Interest & Sinking Revenue Bonds									
TexPool	0.33%	AAAm	09/30/15	4,304,086	4,304,086	100.000	4,304,086	N/A	0.33%
Sub Total / Average	0.33%			4,304,086	4,304,086	100.000	4,304,086		0.33%
Fund 863 - Drainage Utility Revenue Bond									
TexPool	0.33%	AAAm	10/31/15	1,703,870	1,703,870	100.000	1,703,870	N/A	0.33%
Treasury	0.50%	Aaa/AA+/AAA	02/18/15	1,500,000	1,500,485	100.055	1,500,819	06/30/16	0.37%
LegacyTexas Bank	0.70%		03/30/16	1,500,000	1,500,000	100.000	1,500,000	12/30/16	0.70%
LegacyTexas	0.80%		01/06/16	1,501,968	1,501,968	100.000	1,501,968	01/06/17	0.80%
Sub Total / Average	0.57%			6,205,838	6,206,323	100.013	6,206,657		0.54%
Total / Average	0.71%			\$352,981,163	\$353,254,607	100.100	\$353,332,901		0.63%



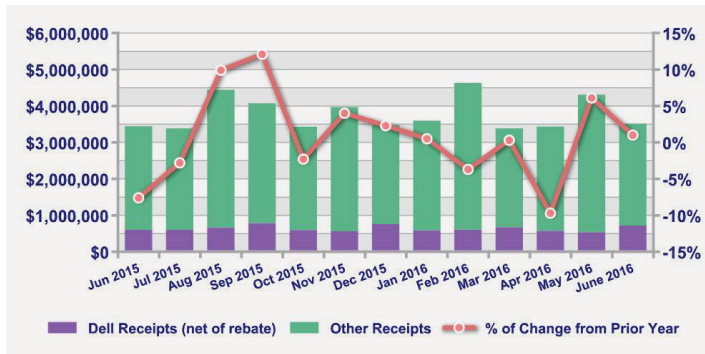
Round Rock by the Numbers

FY 2015/16 – Third Quarter – 6/30/16

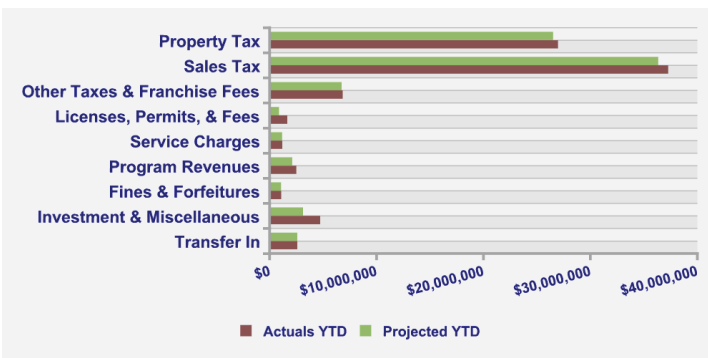
Sales Tax Actuals vs. Projections – Gen Fund Only



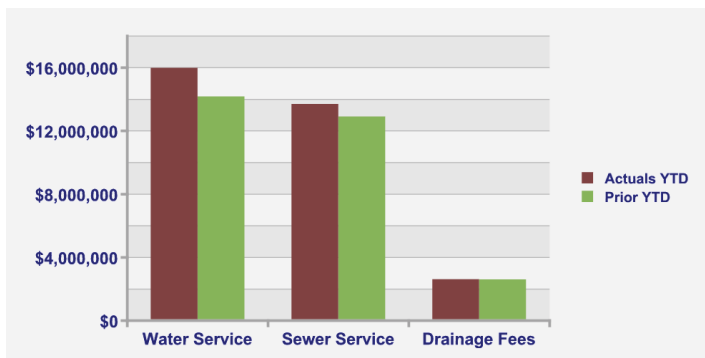
Rolling 12 Month – General Fund Sales Tax



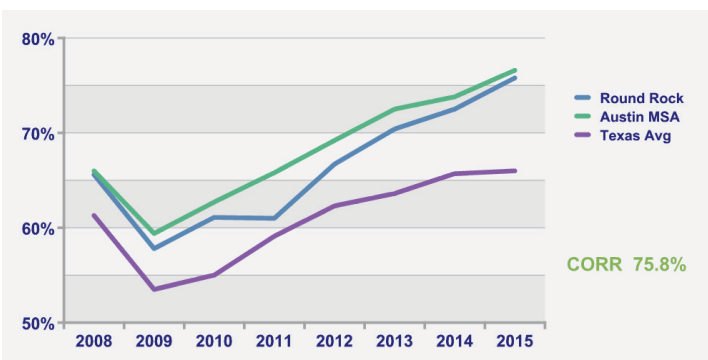
General Fund Revenues



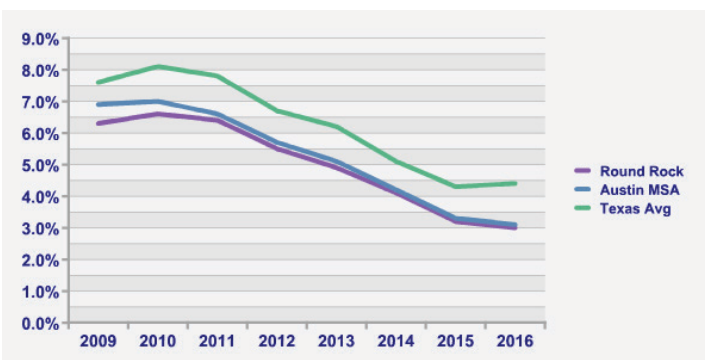
Utility Revenues



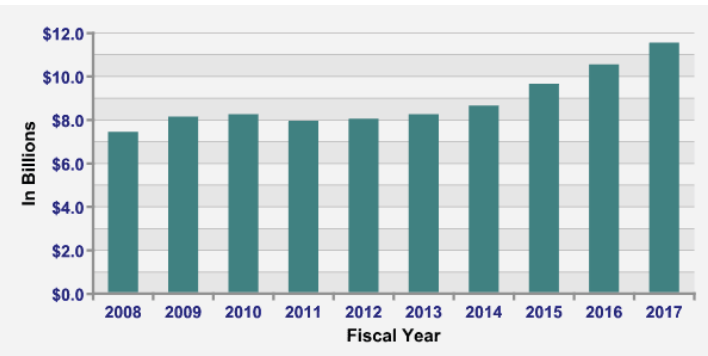
Hotel Occupancy Rates



Unemployment Data



Preliminary Appraisal Values



Notes & Comments

- Certified appraised values for FY2017 are \$11.3 billion. Approximately \$0.8 billion higher than in FY2016. In FY2017, \$161.5 million in new property value was added to the tax rolls.
- Local economy and retail sales remain strong in the 3rd fiscal quarter resulting in better than projected sales tax collections and HOT revenues.
- Dell sales tax collections are still declining, but are within projections.



Round Rock by the Numbers

FY 2015/16 – Annual Facts

Tax Information

	2015/16	2014/15
Population	113,968	110,800
Property Tax Rate	\$ 0.41465	0.41465
M&O .25446	Debt .16019	
Average Home Value	\$ 216,594	198,578
Taxable Property Value (billions)	\$ 10.2	9.6
Property Tax per Capita	\$ 377.84	336

Taxing Entities

CORR tax	\$	0.41
Williamson County tax	\$	0.44
RRISD tax	\$	1.34
ACC tax	\$	0.09
Upper Brushy Creek tax	\$	0.02
Total Tax Rate (includes CORR)	\$	2.31

Debt Information

GO Bond Rating:	S & P	AA+
	Moody's	Aa1

Outstanding as of 9/30/2015 (millions)

GO & CO Bonds	\$	187.6
Utility / Drainage	\$	78.1 / 8
HOT	\$	5.7
Sports Center	\$	7.5
Type B	\$	11.9 + 13 (SIB)

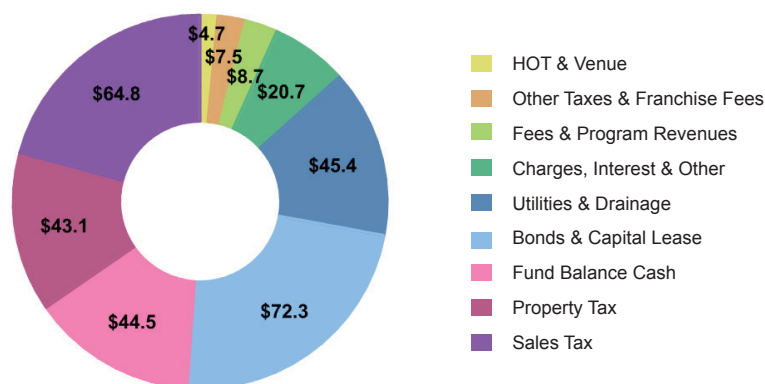
City Employees

FTEs	903.13	Dept Total
Sworn Police	163	247.50
Firefighters	136	142

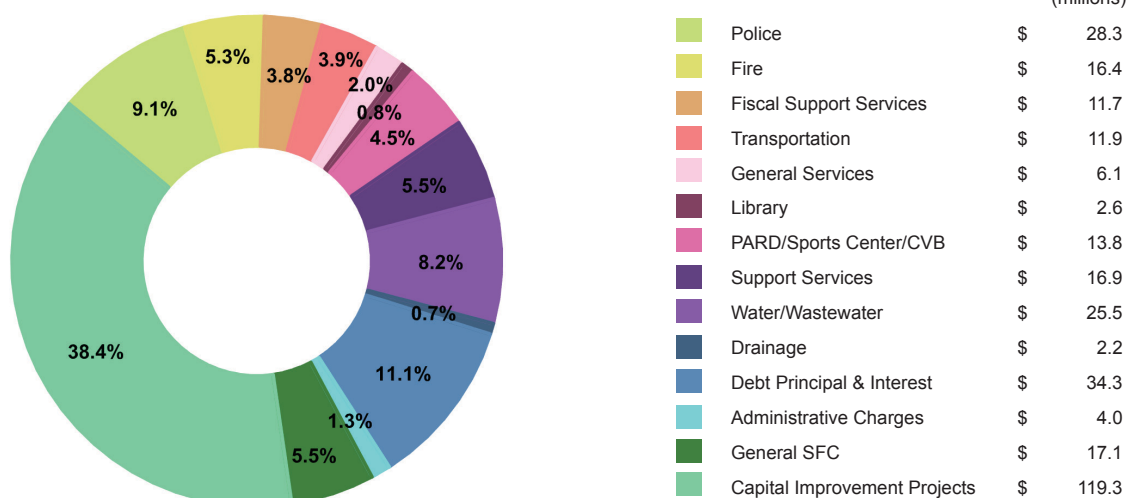
Top 10 Property Taxpayers (sorted by rank as of Dec 2015)

Dell Computer Holdings, LP
 CPG Round Rock, LP (Premium Outlets)
 Seton Healthcare
 Dell Computer Corp.
 Baltgem Development Group (La Frontera Village)
 Columbia / St. Davids Healthcare
 CMF 15 Portfolio, LLC (Colonial Grand Apt)
 Oncor Electric Delivery Co.
 Las Brisas Luxury Apartment Homes, LLP
 FST La Frontera LLC (La Frontera @ Hesters Xing)

Total City Revenues 2015/16 (millions)



Total Adopted Budget 2015/16 – \$311.7 million





City of Round Rock

Agenda Item Summary

Agenda Number: E.3

Title: Consider a resolution authorizing the Mayor to execute Term Renewal Agreement No. 1 with Pruitt Building Services, Inc. for janitorial services.

Type: Resolution

Governing Body: City Council

Agenda Date: 8/25/2016

Dept Director: Chad McDowell, General Services

Cost: \$362,355.00

Indexes: General Fund

Attachments: Resolution, Exhibit A, Form 1295

Department: General Services Department

Text of Legislative File 2016-3714

With this agreement we would like to extend the term of the Agreement for the first of two (2) allowable consecutive twelve (12) month renewal terms.

Cost: \$362,355.00

Funding Source: General Fund

Staff recommends approval.

RESOLUTION NO. R-2016-3714

WHEREAS, the City of Round Rock has previously entered into an Agreement for Janitorial Services With Pruitt Building Services, Inc. (“Agreement”) on August 22, 2013; and

WHEREAS, it has become necessary to extend the term of the Agreement for the first of two allowable consecutive twelve month renewal terms; and

WHEREAS, the City Council desires to renew said Agreement with Pruitt Building Services, Inc., Now Therefore

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ROUND ROCK, TEXAS,

That the Mayor is hereby authorized and directed to execute on behalf of the City Term Renewal Agreement No. 1 to “City of Round Rock Agreement For Janitorial Services With Pruitt Building Services, Inc.”, a copy of same being attached hereto as Exhibit “A” and incorporated herein for all purposes.

The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

RESOLVED this 25th day of August, 2016.

ALAN MCGRAW, Mayor
City of Round Rock, Texas

ATTEST:

SARA L. WHITE, City Clerk

**TERM RENEWAL AGREEMENT NO. 1
TO "CITY OF ROUND ROCK AGREEMENT FOR
JANITORIAL SERVICES WITH
PRUITT BUILDING SERVICES, INC."**

CITY OF ROUND ROCK)	
)	
STATE OF TEXAS)	KNOW ALL BY THESE PRESENTS:
)	
COUNTY OF WILLIAMSON)	
COUNTY OF TRAVIS)	

This Term Renewal Agreement No. 1 to "City of Round Rock Agreement for Janitorial Services with Pruitt Building Services, Inc.," hereinafter called the "Renewal Agreement," is made by and between the City of Round Rock, Texas, a Texas home-rule municipality, whose offices are located at 221 East Main Street, Round Rock, Texas 78664-5299, hereinafter called "City," and Pruitt Building Services, Inc., a Texas corporation whose offices are located at 3430 Alameda #117, Fort Worth, Texas 76126, hereinafter called "Services Provider."

WHEREAS, City and Services Provider executed the referenced "Agreement for Janitorial Services with Pruitt Building Services, Inc.," hereinafter called the "Agreement," on August 22, 2013, by Resolution No. R-13-08-22-G4; and

WHEREAS, pursuant to Section 2.01(B) of the Agreement, the initial term of the Agreement was for thirty-six (36) months with two (2) allowable successive twelve (12) month renewal periods from the effective date of the Agreement; and

WHEREAS, the initial term of the Agreement expires on August 22, 2016; and

WHEREAS, the parties desire to extend the term of the Agreement for the first of two (2) allowable consecutive twelve (12) month renewal terms; and

NOW THEREFORE, premises considered, and in consideration of the mutual promises and obligations in the Agreement and this Renewal Agreement, the City and Services Provider agree as follows:

I.

Pursuant to Section 2.01 of the Agreement, the term of the Agreement is renewed for the first allowable twelve (12) month renewal period. The twelve (12) month renewal term shall commence upon expiration of the initial term of the Agreement.

II.

This Renewal Agreement embodies the first of two (2) allowable twelve (12) month renewal periods and shall extend the original Agreement as to time only with no other changes in terms or conditions of the original Agreement.

IN WITNESS WHEREOF, the City and Services Provider have executed this Renewal Agreement to be effective as of the last date of due execution by both parties.

CITY OF ROUND ROCK, TEXAS

PRUITT BUILDING SERVICES, INC.

By: _____
Printed Name: _____
Title: _____
Date Signed: _____

By: Kurt Smith
Printed Name: KURT SMITH
Title: GENERAL PARTNER
Date Signed: July 20, 2016

ATTEST:

By: _____
Sara L. White, City Clerk

FOR CITY, APPROVED AS TO FORM:

By: _____
Stephan L. Sheets, City Attorney



CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Pruitt Building Services, Inc
Fort Worth, TX United States

Certificate Number:
2016-86892

Date Filed:
07/19/2016

Date Acknowledged:

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City of Round Rock

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

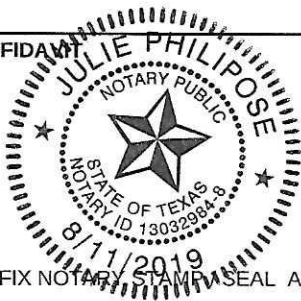
City of Round Rock Custodial
Custodial Services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.



6 AFFIDAVIT



AFFIX NOTARY SEAL ABOVE

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Kurt Smith
Signature of authorized agent of contracting business entity

Sworn to and subscribed before me, by the said Kurt Smith, this the 17th day of July, 2016, to certify which, witness my hand and seal of office.

[Signature]
Signature of officer administering oath

Julie Philpote
Printed name of officer administering oath

Notary
Title of officer administering oath

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
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City of Round Rock

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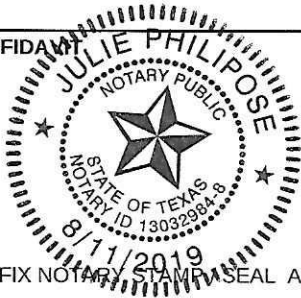
City of Round Rock Custodial
Custodial Services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.



6 AFFIDAVIT



AFFIX NOTARY SEAL ABOVE

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Kurt Smith
Signature of authorized agent of contracting business entity

Sworn to and subscribed before me, by the said Kurt Smith, this the 17th day of July, 2016, to certify which, witness my hand and seal of office.

[Signature]
Signature of officer administering oath

Julie Philipose
Printed name of officer administering oath

Notary
Title of officer administering oath

**TERM RENEWAL AGREEMENT NO. 1
TO "CITY OF ROUND ROCK AGREEMENT FOR
JANITORIAL SERVICES WITH
PRUITT BUILDING SERVICES, INC."**

CITY OF ROUND ROCK)	
)	
STATE OF TEXAS)	KNOW ALL BY THESE PRESENTS:
)	
COUNTY OF WILLIAMSON)	
COUNTY OF TRAVIS)	

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WHEREAS, City and Services Provider executed the referenced "Agreement for Janitorial Services with Pruitt Building Services, Inc.," hereinafter called the "Agreement," on August 22, 2013, by Resolution No. R-13-08-22-G4; and

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WHEREAS, the initial term of the Agreement expires on August 22, 2016; and

WHEREAS, the parties desire to extend the term of the Agreement for the first of two (2) allowable consecutive twelve (12) month renewal terms; and

NOW THEREFORE, premises considered, and in consideration of the mutual promises and obligations in the Agreement and this Renewal Agreement, the City and Services Provider agree as follows:

I.

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II.

This Renewal Agreement embodies the first of two (2) allowable twelve (12) month renewal periods and shall extend the original Agreement as to time only with no other changes in terms or conditions of the original Agreement.

IN WITNESS WHEREOF, the City and Services Provider have executed this Renewal Agreement to be effective as of the last date of due execution by both parties.

CITY OF ROUND ROCK, TEXAS

PRUITT BUILDING SERVICES, INC.

By: _____
Printed Name: _____
Title: _____
Date Signed: _____

By: Kurt Smith
Printed Name: KURT SMITH
Title: GENERAL PARTNER
Date Signed: July 20, 2016

ATTEST:

By: _____
Sara L. White, City Clerk

FOR CITY, APPROVED AS TO FORM:

By: _____
Stephan L. Sheets, City Attorney



City of Round Rock

Agenda Item Summary

Agenda Number: F.1

Title: Consider a presentation regarding the results of the City of Round Rock biennial survey.

Type: Presentation

Governing Body: City Council

Agenda Date: 8/25/2016

Dept Director: Will Hampton, Communications and Marketing Directors

Cost:

Indexes:

Attachments:

Department: Communications and Marketing Department

Text of Legislative File 2016-3729



City of Round Rock

Agenda Item Summary

Agenda Number: G.1

Title: Consider a resolution nominating ProPortion Foods as a qualified Enterprise Project to be eligible to participate in the Enterprise Zone Program.

Type: Resolution

Governing Body: City Council

Agenda Date: 8/25/2016

Dept Director: Ben White, Round Rock Chamber

Cost:

Indexes:

Attachments: Resolution

Department: Administration

Text of Legislative File 2016-3724

ProPortion Foods recently agreed with the City of Round Rock on an incentive proposal to relocate their business from California to Round Rock. The company will be moving into 101 Chisholm Trail, the former Sysco building. The company has asked Round Rock to nominate their project as a Texas Enterprise Zone Project Designee. Below is information on the Enterprise Zone Project from the State Comptroller's office:

Enterprise Zone Program

Program Objective

The Texas Enterprise Zone Program is an economic development tool for local communities to partner with the State of Texas to promote job creation and capital investment in economically distressed areas of the state.

Participation

Local communities must nominate a company as an Enterprise Project to be eligible to participate in the Enterprise Zone Program. Legislation limits allocations to the state and local communities per biennium. The state accepts applications quarterly with deadlines on the first working day of March, June, September and December.

Benefits to Participation

Designated projects are eligible to apply for state sales and use tax refunds on qualified expenditures. The level and amount of refund is related to the capital investment and jobs created or retained at the qualified business site.

Participation Requirements

Communities may nominate projects, for a designation period up to five years,

non-inclusive of a 90-day window prior to the application deadline. Employment and capital investment commitments must be incurred and met within this timeframe.

Projects may be physically located in or outside of an Enterprise Zone.

If located within a zone, the company commits that at least 25% of their new employees will meet economically disadvantaged or enterprise zone residence requirements.

If located outside of a zone, the company commits that at least 35% of their new employees will meet economically disadvantaged or enterprise zone residency requirements.

Even though ProPortion Foods will not be locating inside a designated Enterprise Zone, Proportion Foods still qualifies for this State incentive but would need to hire 35% of their new employees that either meet economically disadvantage or enterprise zone residency requirements. As stated above, communities can nominate any project that creates jobs and capital investment for this designation. In the past Round Rock has nominated Dell and Dresser Wayne. This is a State Incentive and would not affect the City finically. Staff recommends Council recommending the Proportion Project for the Texas Enterprise Zone Program.

There is no cost to adopt this resolution as it simply nominates the projects for participation in the program.

Staff recommends approval.

RESOLUTION NO. R-2016-3724

A RESOLUTION NOMINATING PROPORTION FOODS, LLC AS A QUALIFIED ENTERPRISE PROJECT UNDER THE CITY OF ROUND ROCK'S PARTICIPATION IN THE TEXAS ENTERPRISE ZONE PROGRAM PURSUANT TO THE TEXAS ENTERPRISE ZONE ACT, CHAPTER 2302, TEXAS GOVERNMENT CODE; AFFIRMING AVAILABILITY OF CERTAIN LOCAL INCENTIVES; PROVIDING FOR NOTICE OF THE NOMINATION OF THE QUALIFIED ENTERPRISE PROJECT TO THE TEXAS ECONOMIC DEVELOPMENT BANK; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Round Rock, Texas duly passed Ordinance No. G-09-10-22-10A1 on October 22, 2009, which ordinance established the City's participation in the Texas Enterprise Zone Program pursuant to the Texas Enterprise Zone Act, Chapter 2302, Texas Government Code; and

WHEREAS, in relation to passage of such ordinance, all statutorily-mandated requirements of public hearing and notice were timely fulfilled; and

WHEREAS, in accordance with V.T.C.A., Government Code, Section 2303.4051, Section 2 of such ordinance identified and summarized local incentives that, at the election of the City's governing body, are or may be made available to qualified enterprise projects, and such local incentives currently remain unchanged; and

WHEREAS, in accordance with V.T.C.A., Government Code, Section 2303.204, Section 3 of such ordinance designated the City's liaison to oversee enterprise projects it has nominated and to communicate and negotiate with the Texas Economic Development Bank or the Texas Economic Development and Tourism Office within the Office of the Governor, with enterprise projects, and with other entities in an enterprise zone or affected by an enterprise project, including a qualified business, within the jurisdiction of the City; and

WHEREAS, pursuant to the Texas Enterprise Zone Act, V.T.C.A., Government Code, Chapter 2303 (the "Act"), specifically in accordance with Section 2303.404, Subchapter F of the Act, ProPortion Foods, LLC has applied to the City for designation as an enterprise project for its Round Rock facility; and

WHEREAS, the project or activity considered herein is not located in an area designated as an enterprise zone; and

WHEREAS, the City Council desires to create the proper economic and social environment to induce the investment of private resources in productive business enterprises located in certain areas of the City, and to provide employment to residents of such areas; and

WHEREAS, the City finds that ProPortion Foods, LLC meets the criteria for incentives adopted by the City on the grounds that it will be located at a qualified business site, that being 101 Chisholm Trail, Round Rock, Texas 78681, and will retain employment base and create a higher level of employment, economic activity, and stability, Now Therefore

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ROUND ROCK, TEXAS,

Section 1. That local incentives heretofore delineated in Ordinance No. G-09-10-22-10A1 remain unchanged, and such incentives are or may be made available to qualified enterprise projects, all in accordance with V.T.C.A., Government Code, Section 2303.4051.

Section 2. That the City hereby nominates ProPortion Foods, LLC for enterprise project status.

Section 3. That the City Council hereby finds that ProPortion Foods, LLC meets the criteria for designation as an enterprise project under the Act on the following grounds:

A. ProPortion Foods, LLC's Round Rock facility at 101 Chisholm Trail, Round Rock, Texas 78681 is a "qualified business" under Section 2303.402 of the Act;

B. There has been and will continue to be a high level of cooperation between public, private, and neighborhood entities in the area; and

C. The designation of ProPortion Foods, LLC's Round Rock facility at 101 Chisholm Trail, Round Rock, Texas 78681 as an enterprise project will contribute significantly to the achievement of the plans of the City for development and revitalization of the area.

Section 4. That the City's liaison is directed to oversee the instant nominated enterprise project and to communicate and negotiate with the Texas Economic Development Bank or the Texas Economic Development and Tourism Office within the Office of the Governor, with other enterprise projects, and with other entities in an enterprise zone or affected by an enterprise project, including a qualified business, within the jurisdiction of the City.

Section 5. That the enterprise project shall take effect on date of designation of the enterprise project by the Texas Economic Development and Tourism Office within the Office of the Governor, and shall terminate on the same date five (5) years therefrom.

Section 6. That this Resolution shall take effect immediately upon its adoption and approval.

The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

RESOLVED this 25th day of August, 2016.

ALAN MCGRAW, Mayor
City of Round Rock, Texas

ATTEST:

SARA L. WHITE, City Clerk



City of Round Rock

Agenda Item Summary

Agenda Number: G.2

Title: Consider a resolution authorizing the Mayor to execute an Agreement with Community Impact Newspaper for the Design, Printing, and Distribution of Program Guides.

Type: Resolution

Governing Body: City Council

Agenda Date: 8/25/2016

Dept Director: Rick Atkins, Parks and Recreation Director

Cost: \$86,400.00

Indexes: General Fund

Attachments: Resolution, Exhibit A, Form 1295

Department: Parks and Recreation Department

Text of Legislative File 2016-3676

The Community Impact Newspaper is the only FREE non-subscriber based publication that is directly mailed to every address in Round Rock which no other publication offers this service to reach ALL residents.

Our program guides are inserted into the Community Impact Newspaper and distributed to all Round Rock residents without having to pay direct mail costs. The City saves \$12,480 in direct mail cost per program guide.

Invitation for bids were solicited in accordance with IFB No. 16-016 for the design, printing, and distribution of Fall-Winter-Spring and Summer Program Guides. The renewal of this contract locks in pricing for a 4-year term to avoid annual price increases. The IFB solicitation was advertised in the Austin American Statesman newspaper and posted to the City of Round Rock website.

Based on bid responses received from the Community Impact Newspaper and Signature Offset, the Parks and Recreation Department recommends the below respondent for a contract award with the City of Round Rock based on the best value to the City and best value criteria as follows:

- (1) The reputation of the bidder and of the bidders goods or services.
- (2) The quality of the bidders goods and services.
- (3) The extent to which the goods or services meet the municipalities needs.

(4) The bidders past relationship with the municipality.

Cost: \$86,400.00

Source of Funds: General Fund

Staff recommends approval.

RESOLUTION NO. R-2016-3676

WHEREAS, the City of Round Rock has duly advertised for bids to purchase design, printing and distribution services for the City of Round Rock's Parks and Recreation Summer Program Guides, and

WHEREAS, Section 252.043 of the Texas Local Government Code requires a city to award a contract to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the city based on criteria set forth in §252.043(b); and

WHEREAS, the City has determined that Community Impact Newspaper will provide goods and services at the best value for the City; and

WHEREAS, the City Council wishes to accept the bid of Community Impact Newspaper, Now
Therefore

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ROUND ROCK, TEXAS,

That the Mayor is hereby authorized and directed to execute on behalf of the City an Agreement for Design, Printing and Distribution of Summer Program Guides From Community Impact Newspaper, a copy of said Agreement being attached hereto as Exhibit "A" and incorporated herein.

The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

RESOLVED this 25th day of August, 2016.

ALAN MCGRAW, Mayor
City of Round Rock, Texas

ATTEST:

SARA L. WHITE, City Clerk

EXHIBIT

"A"

**CITY OF ROUND ROCK
AGREEMENT FOR DESIGN, PRINTING AND DISTRIBUTION
OF SUMMER PROGRAM GUIDES FROM
COMMUNITY IMPACT NEWSPAPER**

THE STATE OF TEXAS

CITY OF ROUND ROCK

COUNTY OF WILLIAMSON

COUNTY OF TRAVIS

§
§
§
§
§
§

KNOW ALL BY THESE PRESENTS:

That this Agreement for design, printing and distribution services for the City of Round Rock's Parks and Recreation Summer Program Guides (referred to herein as the "Agreement"), is made and entered into on this the ____ day of the month of _____, 2016, by and between the CITY OF ROUND ROCK, TEXAS, a home-rule municipality whose offices are located at 221 East Main Street, Round Rock, Texas 78664 (referred to herein as the "City") and COMMUNITY IMPACT NEWSPAPER, whose offices are located at 16225 Impact Way, Suite 1, Pflugerville, Texas 78660 (referred to herein as the "Services Provider").

RECITALS:

WHEREAS, City desires to purchase design, printing and distribution services for the City's Summer Program Guides, and City desires to procure same from Services Provider; and

WHEREAS, City has issued its "Invitation for Bid" for the provision of said goods and services, and City has selected the Bid submitted by the Services Provider; and

WHEREAS, the parties desire to enter into this Agreement to set forth in writing their respective rights, duties, and obligations;

NOW, THEREFORE, WITNESSETH:

That for and in consideration of the mutual promises contained herein and other good and valuable consideration, sufficiency and receipt of which are hereby acknowledged, it is mutually agreed between the parties as follows:

1.01 DEFINITIONS

A. **Agreement** means the binding legal contract between City and Services Provider whereby City is obligated to buy specified services and Services Provider is obligated to sell same. The Agreement includes the following: (a) City's Invitation for Bid designated Solicitation Number 16-016 dated April 2016; (b) Services Provider's Response to the IFB; (c) contract award; and (d) any exhibits, addenda, and/or amendments thereto. Any inconsistencies or conflicts in the contract documents shall be resolved by giving preference in the following

order:

- (1) This Agreement;
- (2) Services Provider's Response to IFB;
- (3) City's Invitation for Bids, exhibits, and attachments.

B. **City** means the City of Round Rock, Williamson and Travis Counties, Texas.

C. **Effective Date** means the date upon which the binding signatures of both parties to this Agreement are affixed.

D. **Force Majeure** means acts of God, strikes, lockouts, or other industrial disturbances, acts of the public enemy, orders of any kind from the government of the United States or the State of Texas or any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, hurricanes, storms, floods, restraint of the government and the people, civil disturbances, explosions, or other causes not reasonably within the control of the party claiming such inability.

E. **Goods and services** mean the specified services, supplies, materials, commodities, or equipment.

2.01 EFFECTIVE DATE, INITIAL TERM, AND ALLOWABLE RENEWALS

A. This Agreement shall be effective on the date it has been signed by both parties hereto, and shall remain in full force and effect unless and until it expires by operation of the term stated herein, or until terminated or extended as provided herein.

B. The term of this Agreement is for forty-eight (48) months from the effective date hereof.

C. City reserves the right to review the relationship at any time, and may elect to terminate this Agreement with or without cause or may elect to continue.

3.01 CONTRACT DOCUMENTS AND EXHIBITS

City selected Services Provider to supply the services as outlined in the IFB and Response to IFB submitted by Services Provider, all as specified in Exhibit "A." The intent of these documents is to formulate an Agreement listing the responsibilities of both parties as outlined in the IFB and as offered by Services Provider in its Response to the IFB.

The services which are the subject of this Agreement are described in Exhibit "A" and, together with this Agreement, comprise the total Agreement and they are fully a part of this Agreement as if repeated herein in full.

4.01 ITEMS AWARDED; SCOPE OF WORK

A. **Items Awarded.** All bid items on page eleven (11) of Exhibit "A" ("Attachment A: Bid Form") are awarded to Services Provider.

B. **Scope of Work.** For purposes of this Agreement, City has issued documents delineating the required services (specifically Invitation for Bid Solicitation Number 16-016, dated April 2016). Services Provider has issued its response agreeing to provide all such required service in all specified particulars. All such referenced documents are included in Exhibit "A" attached hereto and made a part hereof for all purposes. When taken together with the appended exhibits, this Agreement shall evidence the entire understanding and agreement between the parties and shall supersede any prior proposals, correspondence or discussions.

Services Provider shall satisfactorily provide all services described under the attached exhibits within the contract term specified in Section 2.01. Services Provider's undertakings shall be limited to performing services for the City and/or advising City concerning those matters on which Services Provider has been specifically engaged. Services Provider shall perform its services in accordance with this Agreement, in accordance with the appended exhibits, in accordance with due care, and in accordance with prevailing industry standards for comparable services.

5.01 COSTS

City agrees to pay Services Provider the amounts set forth on pages ten (10) through fifteen (15) ("Attachment A: Bid Form") of the attached Exhibit "A" for the bid items listed on said pages.

6.01 INVOICES

All invoices shall include, at a minimum, the following information:

- A. Name and address of Services Provider;
- B. Purchase Order Number;
- C. Description and quantity of items received or services provided; and
- D. Delivery or performance dates.

7.01 INTERLOCAL COOPERATIVE CONTRACTING/PURCHASING

Authority for local governments to contract with one another to perform certain governmental functions and services, including but not limited to purchasing functions, is granted under Government Code, Title 7, Chapter 791, Interlocal Cooperation Contracts,

Subchapter B and Subchapter C, and Local Government Code, Title 8, Chapter 271, Subchapter F, Section 271.101 and Section 271.102.

Other governmental entities within the State of Texas may be extended the opportunity to purchase off of the City's bid, with the consent and agreement of the successful vendor(s) and the City. Such agreement shall be conclusively inferred for the vendor from lack of exception to this clause in the vendor's response. However, all parties hereby expressly agree that the City is not an agent of, partner to, or representative of those outside agencies or entities and that the City is not obligated or liable for any action or debts that may arise out of such independently-negotiated "piggyback" procurements.

8.01 NON-APPROPRIATION AND FISCAL FUNDING

This Agreement is a commitment of City's current revenues only. It is understood and agreed that City shall have the right to terminate this Agreement at the end of any City fiscal year if the governing body of City does not appropriate funds sufficient to purchase the services as determined by City's budget for the fiscal year in question. City may effect such termination by giving Services Provider a written notice of termination at the end of its then current fiscal year.

9.01 PROMPT PAYMENT POLICY

In accordance with Chapter 2251, V.T.C.A., Texas Government Code, payment to Services Provider will be made within thirty (30) days of the day on which City receives the performance, supplies, materials, equipment, and/or deliverables, or within thirty (30) days of the day on which the performance of services was complete, or within thirty (30) days of the day on which City receives a correct invoice for the performance and/or deliverables or services, whichever is later. Services Provider may charge interest on an overdue payment at the "rate in effect" on September 1 of the fiscal year in which the payment becomes overdue, in accordance with V.T.C.A., Texas Government Code, Section 2251.025(b); however, this Policy does not apply to payments made by City in the event:

- A. There is a bona fide dispute between City and Services Provider, a contractor, a subcontractor or supplier about the goods delivered or the service performed that cause the payment to be late; or
- B. The terms of a federal contract, grant, regulation, or statute prevent City from making a timely payment with federal funds; or
- C. There is a bona fide dispute between Services Provider and a subcontractor or between a subcontractor and its supplier about the goods delivered or the service performed that causes the payment to be late; or
- D. Invoices are not mailed to City in strict accordance with instructions, if any, on the purchase order or the Agreement or other such contractual agreement.

10.01 GRATUITIES AND BRIBES

City may, by written notice to Services Provider, cancel this Agreement without liability to Services Provider if it is determined by City that gratuities or bribes in the form of entertainment, gifts, or otherwise were offered or given by Services Provider or its agents or representatives to any City officer, employee or elected representative with respect to the performance of this Agreement. In addition, Services Provider may be subject to penalties stated in Title 8 of the Texas Penal Code.

11.01 TAXES

City is exempt from Federal Excise and State Sales Tax; therefore, tax shall not be included in Services Provider's charges.

12.01 ORDERS PLACED WITH ALTERNATE SERVICES PROVIDERS

If Services Provider cannot provide the goods as specified, City reserves the right and option to obtain the products or services from another supplier or suppliers.

13.01 INSURANCE

Services Provider shall meet all requirements as stated in the attached IFB, including all attachments and exhibits thereto, and Services Provider's bid response and as set forth at: http://www.roundrocktexas.gov/wp-content/uploads/2014/12/corr_insurance_07.20112.pdf.

14.01 CITY'S REPRESENTATIVE

City hereby designates the following representatives authorized to act in its behalf with regard to this Agreement:

Roger Heaney
Marketing Specialist
Parks and Recreation Department
301 W. Bagdad Avenue, Suite 250
Round Rock, Texas 78664
(512) 341-3361

15.01 RIGHT TO ASSURANCE

Whenever either party to this Agreement, in good faith, has reason to question the other party's intent to perform hereunder, then demand may be made to the other party for written assurance of the intent to perform. In the event that no written assurance is given within the reasonable time specified when demand is made, then and in that event the demanding party may treat such failure as an anticipatory repudiation of this Agreement.

16.01 DEFAULT

If Services Provider abandons or defaults under this Agreement and is a cause of City purchasing the specified goods elsewhere, Services Provider agrees that it may be charged the difference in cost, if any, and that it will not be considered in the re-advertisement of the service and that it may not be considered in future bids for the same type of work unless the scope of work is significantly changed.

Services Provider shall be declared in default of this Agreement if it does any of the following:

- A. Fails to make any payment in full when due;
- B. Fails to fully, timely and faithfully perform any of its material obligations under this Agreement;
- C. Fails to provide adequate assurance of performance under the "Right to Assurance" section herein; or
- D. Becomes insolvent or seeks relief under the bankruptcy laws of the United States.

17.01 TERMINATION AND SUSPENSION

A. City has the right to terminate this Agreement, in whole or in part, for convenience and without cause, at any time upon thirty (30) days' written notice to Services Provider.

B. In the event of any default by Services Provider, City has the right to terminate this Agreement for cause, upon ten (10) days' written notice to Services Provider.

C. Services Provider has the right to terminate this Agreement only for cause, that being in the event of a material and substantial breach by City or by mutual agreement to terminate evidenced in writing by and between the parties.

D. In the event City terminates under subsections (A) or (B) of this section, the following shall apply: Upon City's delivery of the referenced notice to Services Provider, Services Provider shall discontinue all services in connection with the performance of this Agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such orders and contracts are chargeable to this Agreement. Within thirty (30) days after such notice of termination, Services Provider shall submit a statement showing in detail the goods and/or services satisfactorily performed under this Agreement to the date of termination. City shall then pay Services Provider that portion of the charges, if undisputed. The parties agree that Services Provider is not entitled to compensation for services it would have performed under the remaining term of the Agreement except as provided herein.

18.01 INDEMNIFICATION

Services Provider shall defend (at the option of City), indemnify, and hold City, its successors, assigns, officers, employees and elected officials harmless from and against all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, attorney's fees, and any and all other costs or fees arising out of, or incident to, concerning or resulting from the fault of Services Provider, or Services Provider's agents, employees or subcontractors, in the performance of Services Provider's obligations under this Agreement, no matter how, or to whom, such loss may occur. Nothing herein shall be deemed to limit the rights of City or Services Provider (including, but not limited to the right to seek contribution) against any third party who may be liable for an indemnified claim.

19.01 COMPLIANCE WITH LAWS, CHARTER AND ORDINANCES

A. Services Provider, its agents, employees and subcontractors shall use best efforts to comply with all applicable federal and state laws, the Charter and Ordinances of the City of Round Rock, as amended, and with all applicable rules and regulations promulgated by local, state and national boards, bureaus and agencies.

B. Services Provider acknowledges and understands that City has adopted a Storm Water Management Program (SWMP) and an Illicit Discharge Ordinance, Sections 14-139 through 14-152 of the City's Code of Ordinances, to manage the quality of the discharges from its Municipal Separate Storm Sewer System (MS4) and to be in compliance with the requirements of the Texas Commission on Environmental Quality (TCEQ) and the Texas Pollutant Discharge Elimination System (TPDES). The Services Provider agrees to perform all operations on City-owned facilities in compliance with the City's Illicit Discharge Ordinance to minimize the release of pollutants into the MS4. The Services Provider agrees to comply with of the City's stormwater control measures, good housekeeping practices and any facility specific stormwater management operating procedures specific to a certain City facility. In addition, the Services Provider agrees to comply with any applicable TCEQ Total Maximum Daily Load (TMDL) Requirements and/or I-Plan requirements.

20.01 ASSIGNMENT AND DELEGATION

The parties each hereby bind themselves, their successors, assigns and legal representatives to each other with respect to the terms of this Agreement. Neither party shall assign, sublet or transfer any interest in this Agreement without prior written authorization of the other party.

21.01 NOTICES

All notices and other communications in connection with this Agreement shall be in writing and shall be considered given as follows:

1. When delivered personally to the recipient's address as stated in this Agreement;
or
2. Three (3) days after being deposited in the United States mail, with postage prepaid to the recipient's address as stated in this Agreement.

Notice to Services Provider:

Community Impact Newspaper
16225 Impact Way, Suite 1
Pflugerville, TX 78660

Notice to City:

City Manager
221 East Main Street
Round Rock, TX 78664

AND TO:

Stephen L. Sheets, City Attorney
309 East Main Street
Round Rock, TX 78664

Nothing contained herein shall be construed to restrict the transmission of routine communications between representatives of City and Services Provider.

22.01 APPLICABLE LAW; ENFORCEMENT AND VENUE

This Agreement shall be enforceable in Round Rock, Texas, and if legal action is necessary by either party with respect to the enforcement of any or all of the terms or conditions herein, exclusive venue for same shall lie in Williamson County, Texas. This Agreement shall be governed by and construed in accordance with the laws and court decisions of the State of Texas.

23.01 EXCLUSIVE AGREEMENT

This document, and all appended documents, constitutes the entire Agreement between Services Provider and City. This Agreement may only be amended or supplemented by mutual agreement of the parties hereto in writing, duly authorized by action of the City Manager or City Council.

24.01 DISPUTE RESOLUTION

City and Services Provider hereby expressly agree that no claims or disputes between the parties arising out of or relating to this Agreement or a breach thereof shall be decided by any arbitration proceeding, including without limitation, any proceeding under the Federal Arbitration Act (9 USC Section 1-14) or any applicable state arbitration statute.

25.01 SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this section shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.

26.01 MISCELLANEOUS PROVISIONS

Standard of Care. Services Provider represents that it employs trained, experienced and competent persons to perform all of the services, responsibilities and duties specified herein and that such services, responsibilities and duties shall be performed in a manner according to generally accepted industry practices.

Time is of the Essence. Services Provider understands and agrees that time is of the essence and that any failure of Services Provider to fulfill obligations for each portion of this Agreement within the agreed timeframes will constitute a material breach of this Agreement. Services Provider shall be fully responsible for its delays or for failures to use best efforts in accordance with the terms of this Agreement. Where damage is caused to City due to Services Provider's failure to perform in these circumstances, City may pursue any remedy available without waiver of any of City's additional legal rights or remedies.

Force Majeure. Neither City nor Services Provider shall be deemed in violation of this Agreement if it is prevented from performing any of its obligations hereunder by reasons for which it is not responsible as defined herein. However, notice of such impediment or delay in performance must be timely given, and all reasonable efforts undertaken to mitigate its effects.

Multiple Counterparts. This Agreement may be executed in multiple counterparts, any one of which shall be considered an original of this document; and all of which, when taken together, shall constitute one and the same instrument.

[Signatures on the following page.]

IN WITNESS WHEREOF, City and Services Provider have executed this Agreement on the dates indicated.

City of Round Rock, Texas

By: _____
Printed Name: _____
Title: _____
Date Signed: _____

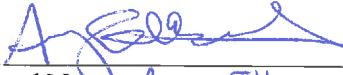
Attest:

By: _____
Sara White, City Clerk

For City, Approved as to Form:

By: _____
Stephan L. Sheets, City Attorney

Community Impact Newspaper

By:  _____
Printed Name: Amy Ellsworth
Title: General Manager
Date Signed: 7/11/16



City of Round Rock, Texas
Purchasing Division
221 East Main Street
Round Rock, Texas 78664-5299
www.roundrocktexas.gov

INVITATION FOR BID

Program Guides

SOLICITATION - IFB No. 16-016

April 2016

EXHIBIT "A"

**CITY OF ROUND ROCK
INVITATION FOR BID
FOR
PROGRAM GUIDES**

**PART I
GENERAL**

1. **PURPOSE:** The City of Round Rock, herein after "the City" seeking formal bids for a multi-year contract with a qualified Individual, Firm or Corporation, hereafter referred to as "Respondent", for the design, printing and distribution by direct mail or other means to approximately 32,000 City of Round Rock – Parks and Recreation Department program guides to City of Round Rock residents. An additional quantity of 3,000 program guides shall also be printed and delivered to the City of Round Rock – Parks and Recreation Department (PARC) at 301 W. Bagdad, Round Rock, Texas 78664
2. **BACKGROUND:** The City of Round Rock – Parks and Recreation Department distributes program guides to all Round Rock residents two times a year for the Summer and Spring/Fall/Winter. The program guides are full color and are inserted into the Community Impact Newspaper that are distributed to all Round Rock Residents. The program guides list and promote all PARC special events and programming.
3. **ATTACHMENTS:** Attachment A through C, are herein made part of this invitation for bid:
 - 3.1 **Attachment A:** Bid Sheet
 - 3.2 **Attachment B:** Reference Sheet
 - 3.3 **Attachment C:** Addendum Acknowledgment Form
4. **CLARIFICATION:** For questions or clarification of specifications, you may contact:

Mike Schurwon, CPPB, CTPM
Purchaser
Purchasing Department
City of Round Rock
E-mail: mschurwon@roundrocktexas.gov

The individual listed above may be contacted by e-mail for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the City of Round Rock through the Purchasing Department.
5. **RESPONDENT QUALIFICATIONS:** The City has established the following minimum qualifications. Respondents who do not meet the minimum qualifications will not be considered for award. The Respondent shall:
 - 5.1. Be firms, corporations, individuals or partnerships normally engaged in providing program guides as specified herein and have adequate organization, facilities, equipment, financial capability, and personnel to ensure prompt and efficient delivery of City of Round Rock - Parks and Recreation program guide to the City of Round Rock residents and the City of Round Rock – Parks and Recreation Department;

- 5.2. Be domiciled in or have a home office inside the United States. Respondents domiciled outside the United States, or not having a home office inside the United States will not be included for consideration in this procurement process;
6. **SUBCONTRACTORS:** Respondent shall not subcontract or otherwise engage subcontractors for the required printing and distribution of program guides. The City seeks to do business directly with a company experienced in providing the required design, printing and distribution of program guides.
7. **DAMAGE:** The Respondent shall be responsible for damage to the City's equipment and/or property, the workplace and its contents by its work, negligence in work, its personnel and equipment usage.
8. **SAFETY:** The City reserves the right to remove any employee from any City of Round Rock resident's property for violation of federal, state, and local health, safety and environmental laws, ordinances, rules and regulations. The Respondent shall:
- 8.1. Ensure that all employees comply with all Occupational Safety and Health Administration (OSHA), State, City, and Dell Diamond Baseball Stadium safety and occupational health standards and other applicable federal, state, and local health, safety, and environmental laws ordinances, rules and regulations during delivery of outdoor light fixtures;
- 8.2. Be held responsible for the safety of their employees and unsafe acts or conditions that may cause injury or damage to any persons or property within and around the delivery site. In case of conflict, the most stringent safety requirement shall govern;
- 8.3. Indemnify and hold the City and Dell Diamond Baseball Stadium harmless from and against all claims, demands, suits, actions, judgments, fines penalties and liability of every kind arising from the breach of the Successful Respondents' obligations under this paragraph.
9. **PRICING:** The Respondent shall determine and submit a fixed cost for the printing, delivery, and distribution of all City of Round Rock – Parks and Recreation Department program guide and shall include all incidental costs, labor, overhead charges, travel, payroll expenses, freight, equipment acquisition and maintenance, demurrage, fuel surcharges, delivery charges, costs associated with obtaining permits, insurance, bonds and risk management. No separate line item charges.
10. **ACCEPTANCE/INSPECTION:** All program guide deliveries shall be made directly to approximately 32,000 City of Round Rock residents. An additional delivery of 3,000 program guides shall also be delivered to the City of Round Rock – Parks and Recreation Department. The awarded vendor will be notified within one (1) business day if the program guide delivered are not in full compliance with the specifications. In the event the program guide are not printed to the satisfaction of the City of Round Rock – Parks and Recreation Department, the City shall notify awarded vendor the same business day in order to reschedule the required program guide for the redelivery once any printing deficiencies have been corrected and program guides have been reprinted. If any agreement or purchase order is cancelled for non-acceptance, the required program guides may be purchased elsewhere and the vendor may be charged liquidated damages.

PART II
SPECIFICATIONS

1. **SCOPE:** The City of Round Rock is requesting invitation for bids for the design (City of Round Rock – Parks and Recreation Department to provided text, photos, and logos), printing, and distribution by direct mail or other means approximately 32,000 each, program guides to City of Round Rock residents as outlined below:
2. **PROPRIETARY PURCHASE:** This solicitation is being advertised in accordance with Texas Government Code, Title 10, Subtitle D, Chapter 2155, Subchapter B, Section 2155.067.
3. **PRODCUT SPECIFICATIONS:**
 - 3.1. Fall-Winter - Spring Program Guides –“Design, Printing, and Distribution”
Quantity: 32,000
Number of Pages: 60
Cover: 100# Gloss – 4 pages
Interior Pages: 35#80 Hi-Brite-56 pages
Full color throughout
Frequency: One time publication
Text, photos, and logos to be provided by City of Round Rock (client)
Delivery: Deliver program guide to 32,000 plus Round Rock residents
 - 3.2. Fall-Winter - Spring Program Guides – “Printing Only”
Quantity: 3,000
Number of Pages: 60
Cover: 100# Gloss – 4 pages
Interior Pages: 35#80 Hi-Brite-56 pages
Full color throughout
Frequency: One time publication
Text, photos, and logos to be provided by City of Round Rock (client)
Delivery: Price to include delivery to the City of Round Rock - Parks and Recreation Department, 301 W. Bagdad, Round Rock, Texas 78664
 - 3.3. Summer Program Guides –“Design, Printing, and Distribution”
Quantity: 32,000
Number of Pages: 60
Cover: 100# Gloss – 4 pages
Interior Pages: 35#80 Hi-Brite-56 pages
Full color throughout
Frequency: One time publication
Text, photos, and logos to be provided by City of Round Rock (client)
Delivery: Deliver program guide to 32,000 plus Round Rock residents
 - 3.4. Summer Program Guides – “Printing Only”
Quantity: 3,000
Number of Pages: 60
Cover: 100# Gloss – 4 pages
Interior Pages: 35#80 Hi-Brite-56 pages
Full color throughout
Frequency: One time publication
Text, photos, and logos to be provided by City of Round Rock (client)

City of Round Rock
Program Guides
IFB No. 16-016
Class/Items: 966-60 / 966-63
April 2016

Delivery: Price to include delivery to the City of Round Rock - Parks and Recreation Department, 301 W. Bagdad, Round Rock, Texas 78664

NOTE: Delivery dates exclude the City of Round Rock and Dell Diamond Baseball Stadium holidays as follows: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Day (and either working day before or after).

4. **POINT OF CONTACT / DESIGNATED REPRESENTATIVE:**

4.1. **Respondent's point of contact:** In order to maintain consistent standards of quality work performed, the City shall be provided with a designated and identified point of contact upon award of the contract to include contact information. The City's designated representative shall be notified by the Respondent immediately should the point of contact change.

4.2. **The City's designated representative:** The City's designated representative shall be:

Roger Heaney
Marketing/Communications/Media Relations
City of Round Rock – Parks & Recreation Division
rheaney@roundrocktexas.gov

5. **WORKFORCE:** Successful Respondent shall:

- 5.1. Ensure respondent's employees provide the products in a timely, professional and efficient manner;
- 5.2. Ensure respondent's employees, while delivering the required program guides on City of Round Rock and resident's property, wear a company uniform that clearly identifies them as the Respondent's employee;
- 5.3. Employ all personnel for work in accordance with the requirements set forth by the United States Department of Labor. The City reserves the right to verify citizenship or right to work in the United States.

6. **ORDER QUANTITY:** The quantities shown on the solicitation are estimates only. No guarantee of any minimum or maximum purchase is made or implied. The City will only order the outdoor program guide needed to satisfy requirements within budgetary constraints, which may be more or less than indicated.

PART III
SCHEDULE AND RESPONSE INSTRUCTIONS

1. **SCHEDULE OF EVENTS:** It is the City's intention to comply with the following solicitation timeline:

EVENT	DATES
Solicitation released	April 28, 2016
Deadline for submission of questions	May 6, 2016 @ 5:00 PM, CST
City responses to questions or addendums	May 9 2016 @ 5:00 PM, CST
Deadline for submission of responses	May 17, 2016 @ 3:00 PM, CST

All questions regarding the solicitation shall be submitted in writing by May 6, 2016, @ 5:00 p.m., CST on the due date noted above. A copy of all the questions submitted and the City's response to the questions shall be posted on the City's webpage in the form of an addendum at <http://www.roundrocktexas.gov/bids>

Questions shall be submitted to the City contact named herein. The City reserves the right to modify these dates. Notice of date change will be posted to the City's website.

2. **SOLICITATION UPDATES:** Respondents shall be responsible for monitoring the City's website at <http://www.roundrocktexas.gov/bids> for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancellations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.
3. **RESPONSE DUE DATE:** Signed and sealed responses are due at or before May 17, 2016 @ 3:00 p.m., on the due date noted in Part III, Section 1. Mail or hand deliver sealed responses to:

City of Round Rock
221 E. Main Street – City Hall 1st Floor Reception Desk
Attn: Mike Schurwon, CPPB, CTPM
Purchaser
Round Rock, Texas 78664-5299

- 3.1 Sealed responses shall be clearly marked on the outside of packaging with the solicitation address as listed above, bid number (IFB No. 16-016), title (Program Guides), due date and "DO NOT OPEN".
- 3.2 Facsimile or electronically transmitted responses are not acceptable.
- 3.3 Responses cannot be altered or amended after opening.
- 3.4 No response can be withdrawn after opening without written approval from the City for an acceptable reason.
- 3.5 The City will not be bound by any oral statement or offer made contrary to the written specifications.
- 3.6 Samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.

4. **BEST VALUE EVALUATION AND CRITERIA:** The City reserves the right to reject any or all responses, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City. All solicitations received may be evaluated based on the best value for the City and Dell Diamond Baseball Stadium. In determining best value, the City may consider:

- 4.1 Purchase price;
- 4.2 Reputation of Respondent and of Respondent's goods and services;
- 4.3 Quality of the Respondent's goods and services;
- 4.4 The extent to which the goods and services meet the Dell Diamond Baseball Stadium needs;
- 4.5 Respondent's past performance with the City;
- 4.6 The total long-term cost to the City to acquire the Respondent's goods or services;
- 4.7 Delivery time (will be a factor in determining an award);
- 4.8 Any relevant criteria specifically listed in the solicitation.

Respondents may be contacted for clarification of bid and/or to discuss details of the program guides they are proposing. This may include a presentation and/or the request for additional material/information to clarify.

5. **AWARD:** The City reserves the right to enter into an Agreement or a Purchase Order with a single award, split award, primary and secondary award, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff recommendation and executed agreement. Award announcement will appear on the City's website at: <http://www.roundrocktexas.gov/bids>
6. **POST AWARD MEETING:** The City and Successful Respondent(s) may have a post award meeting to discuss, but not be limited to the following:
- 6.1 The method to provide a smooth and orderly transition of services performed from the current contractor;
 - 6.2 Provide City contact(s) information for implementation of agreement.
 - 6.3 Identify specific milestones, goals and strategies to meet objectives.
7. **NON-APPROPRIATION:** The resulting agreement is a commitment of the City's current revenues only. It is understood and agreed the City shall have the right to terminate the agreement in the City's current fiscal year if the governing body of the City does not appropriate funds sufficient to purchase the estimated quantities, as determined by the City's budget for the fiscal year in question. The City may affect such termination by giving Vendor a written notice of termination at the end of its then current fiscal year.

PART IV

RESPONSE REQUIREMENTS

The City of Round Rock makes no warranty that this checklist is a full comprehensive listing of every requirement specified in the solicitation. This list is only a tool to assist participating Respondents in compiling their final responses. Respondents are encouraged to carefully read the entire solicitation.

Respondents shall submit one (1) evident signed "Original" response and two (2) copies of the response requirements including any required attachments. The samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.

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April 2016

This invitation for bid (IFB) does not commit the City to contract for any supply or service. Respondents are advised that the City will not pay for any administrative costs incurred in response preparation to this IFB; all costs associated with responding to this IFB will be solely at the interested parties' expense. Not responding to this IFB does not preclude participation in any future IFB/RFQ/RFP.

For your bid to be responsive, all required items identified below shall be submitted with your proposal.

Attachment A: Responses shall be submitted on itemized, signed bid sheet provided herein. Failure to itemize or sign solicitation may result in disqualification. Submission of responses on forms other than the City's solicitation document may result in disqualification of the response.

Attachment B: Provide the name, address, telephone number and e-mail of at least three (3) municipal, government agencies or firms of comparable size that have utilized similar service within the last two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. Any negative responses received may result in disqualification of submittal.

Attachment C: Provide signed copy of the addendum acknowledgement form or a signed copy of each issued addendum with bid upon submission.

Additional Information Requested:

Contract Information: Respondent shall provide information of any current established contract with a local City, County, Municipality, Cooperative Agreement, Comptroller of Public Accounts (CPA) Texas Smart Buy Contract, Texas Multiple Award Schedule (TXMAS), General Services Administration (GSA), Inter-local Agreement, or any other contractual resource.

The following items shall be made available upon request by the City prior to award and the approval of any contract:

Proof of insurance for General Liability, Worker's Compensation and standard automobile liability coverage as set forth by the Insurance Requirements as identified on the City's website at: <http://www.roundrocktexas.gov/bids>

PART V

CONFIDENTIALITY OF CONTENT

1. **CONFIDENTIALITY OF CONTENT:** All documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.
 - 1.1 Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.
 - 1.2 If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.

PART VI

GENERAL TERMS AND CONDITIONS / INSURANCE REQUIREMENTS

(ITEMS BELOW APPLY TO AND BECOME A PART OF THE CONTRACT)

1. **INSURANCE:** The Respondent shall meet or exceed all insurance requirements set forth by the Insurance Requirements as identified on the City's website at: <http://www.roundrocktexas.gov/bids>
2. **DEFINITIONS, TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Respondent agrees that the City's standard Definitions, Terms and Conditions, in effect at the time of release of the solicitation, shall govern unless specifically provided otherwise in a separate agreement or on the face of a purchase order. Said Definitions, Terms and Conditions are subject to change without notice. It is the sole responsibility of respondents to stay apprised of changes. The City's Definitions, Terms and Conditions can be obtained from the City's website <http://www.roundrocktexas.gov/bids>
3. **PROMPT PAYMENT POLICY:** Payments will be made in accordance with the Texas Prompt Payment Law, Texas Government Code, Subtitle F, Chapter 2251. The City will pay Vendor within thirty days after the acceptance of the supplies, materials, equipment, or the day on which the performance of services was completed or the day, on which the City receives a correct invoice for the supplies, materials, equipment or services, whichever is later. The Vendor may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply to payments made by the City in the event:

PART VI

GENERAL TERMS AND CONDITIONS / INSURANCE REQUIREMENTS

(CONTINUED)

(ITEMS BELOW APPLY TO AND BECOME A PART OF THE CONTRACT)

- 3.1 There is a bona fide dispute between the City and Vendor concerning the supplies, materials, services or equipment delivered or the services performed that causes the payment to be late; or
- 3.2 The terms of a federal agreement, grant, regulation, or statute prevent the City from making a timely payment with Federal Funds; or
- 3.3 There is a bona fide dispute between the Vendor and a subcontractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or
- 3.4 The invoice is not mailed to the City in strict accordance with instructions, if any, on the purchase order or agreement or other such contractual agreement.

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ATTACHMENT A: BID FORM
(Total of 5 pages starting on pages 10 of 17 – 15 of 17))
PURCHASING DEPARTMENT
221 E. Main Street • Round Rock, Texas 78664-5299

SOLICITATION INFORMATION	Solicitation Number: #16-016 Solicitation Name: PROGRAM GUIDES Opening Date: May 17, 2016 Opening Time: On or Before 3:00 p.m. CST Opening Location: City of Round Rock City Hall 221 E. Main Street Round Rock, TX 78664	RESPONDENT INFORMATION	Tax ID Number: _____ Business Name: _____ Address: _____ Address: _____ Contact: _____ Telephone: _____ E-mail: _____ Website: _____
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HOW DID YOU HEAR ABOUT THIS SOLICITATION?	<input type="checkbox"/> Newspaper <input type="checkbox"/> City's Website <input type="checkbox"/> E-mail Announcement <input type="checkbox"/> ESBD <input type="checkbox"/> Other			
1st TIME RESPONDING TO THE CITY?	<input type="checkbox"/> Yes <input type="checkbox"/> No	ARE YOU REGISTERED WITH VENDOR CENTRAL?	<input type="checkbox"/> Yes <input type="checkbox"/> No Register at: http://roundrocktexas.gov/departments/purchasing/	

Bidder(s) to quote pricing to provide program guides for line items 1 - 16 as follows:					
Item #	Description	Quantity	Unit of Measure	Unit Price	Extended Price
1	Parks & Recreation 2016 - 2017– Fall-Winter-Spring Program Guide "Design, Printing, and Distribution" Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department.	32,000	Ea.		

	Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department.				
2	Attachment A: Bid Form (Continued) Parks & Recreation 2016 – 2017 – Fall-Winter-Spring Program Guide "Printing Only" Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department. Price to include delivery to CoRR, Parks & Recreation Dept., 301 W. Bagdad, Round Rock, TX 78664.	3,000	Each	\$0.48	\$1,440
3	Parks & Recreation 2017–Summer Program Guide "Design, Printing, and Distribution" Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department.	32,000	Each	\$0.63	\$20,160
4	Parks & Recreation 2017 – Summer Program Guide "Printing Only" Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock –	3,000	Each	\$0.48	\$1,440

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Class/Items: 966-60 / 966-63
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	Parks & Recreation Department. Price to include delivery to CoRR, Parks & Recreation Dept., 301 W. Bagdad, Round Rock, TX 78664.				
5	Attachment A: Bid Form (Continued) Parks & Recreation 2017– 2018 Fall-Winter-Spring Program Guide "Design, Printing, and Distribution" Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department.	32,000	Each	\$0.63	\$20,160
6	Parks & Recreation 2017 – 2018 – Fall-Winter-Spring Program Guide "Printing Only" Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department. Price to include delivery to CoRR, Parks & Recreation Dept., 301 W. Bagdad, Round Rock, TX 78664.	3,000	Each	\$0.48	\$1,440
7	Parks & Recreation 2018–Summer Program Guide "Design, Printing, and Distribution" Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication	32,000	Each	\$0.63	\$20,160

	Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department.				
8	Attachment A: Bid Form (Continued) Parks & Recreation 2018 – Summer Program Guide "Printing Only" Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department. Price to include delivery to CoRR, Parks & Recreation Dept., 301 W. Bagdad, Round Rock, TX 78664.	3,000	Each	\$0.48	\$1,440
9	Parks & Recreation 2018– 2019 Fall-Winter-Spring Program Guide "Design, Printing, and Distribution" Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department.	32,000	Each	\$0.63	\$20,160
10	Parks & Recreation 2018 – 2019 – Fall-Winter-Spring Program Guide "Printing Only" Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be	3,000	Each	\$0.48	\$1,440

	provided by City of Round Rock – Parks & Recreation Department. Price to include delivery to CoRR, Parks & Recreation Dept., 301 W. Bagdad, Round Rock, TX 78664.				
11	Attachment A: Bid Form (Continued) Parks & Recreation 2019–Summer Program Guide "Design, Printing, and Distribution" Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department.	32,000	Each	\$0.63	\$20,160
12	Parks & Recreation 2019 – Summer Program Guide "Printing Only" Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department. Price to include delivery to CoRR, Parks & Recreation Dept., 301 W. Bagdad, Round Rock, TX 78664.	3,000	Each	\$0.48	\$1,440
13	Parks & Recreation 2019 – 2020 Fall-Winter-Spring Program Guide "Design, Printing, and Distribution" Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be	32,000	Each	\$0.63	\$20,160

	provided by City of Round Rock – Parks & Recreation Department.				
14	Attachment A: Bid Form (Continued) Parks & Recreation 2019 – 2020 – Fall-Winter-Spring Program Guide "Printing Only" Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department. Price to include delivery to CoRR, Parks & Recreation Dept., 301 W. Bagdad, Round Rock, TX 78664.	3,000	Each	\$0.48	\$1,440
15	Parks & Recreation 2020–Summer Program Guide "Design, Printing, and Distribution" Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department.	32,000	Each	\$0.63	\$20,160
16	Parks & Recreation 2020 – Summer Program Guide "Printing Only" Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be	3,000	Each	\$0.48	\$1,440

City of Round Rock
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	provided by City of Round Rock - Parks & Recreation Department. Price to include delivery to CoRR, Parks & Recreation Dept., 301 W. Bagdad, Round Rock, TX 78664.				
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**ATTACHMENT B:
 RESPONDENT'S REFERENCE SHEET**

PLEASE COMPLETE AND RETURN THIS FORM WITH THE SOLICITATION RESPONSE

SOLICITATION NUMBER: #16-016

RESPONDENT'S NAME: Community Impact Newspaper DATE: 5/16/16

Provide the name, address, telephone number and e-mail of at least three (3) Municipal and/or Government agencies or firms of comparable size that have utilized similar service within the last two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. Any negative responses received may result in disqualification of submittal.

1. Company's Name City of Austin
 Name of Contact Kay Owens
 Title of Contact Public Information Office Graphic Designer
 E-Mail Address Kay.owens@austintexas.gov
 Present Address 625 E. 10th St. #300
 City, State, Zip Code Austin, TX 78701
 Telephone Number (512) 972-0148 Fax Number: ()
2. Company's Name City of Frisco
 Name of Contact Dana Baird
 Title of Contact Communications + Media Relations Director
 E-Mail Address dbaird@friscotexas.gov
 Present Address 6101 Frisco Square Blvd.
 City, State, Zip Code Frisco, TX 75034
 Telephone Number (972) 292-5080 Fax Number: ()
3. Company's Name Lone Star College - University Center
 Name of Contact

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Title of Contact Becky Ramirez
Dean
E-Mail Address Rebecca.L.Duncan-Ramirez@lonestar.edu
Present Address 3232 College Park Dr.
City, State, Zip Code Conroe, TX 77384
Telephone Number (936) 273-7505 Fax Number: ()

FAILURE TO PROVIDE THE REQUIRED INFORMATION WITH THE SOLICITATION RESPONSE
MAY AUTOMATICALLY DISQUALIFY THE RESPONSE FROM CONSIDERATION FOR AWARD.


**ATTACHMENT C:
ADDENDUM ACKNOWLEDGMENT FORM**

NOTE: If multiple addendums have been issued, respondents may complete and return this attachment with their proposal in place of the individual addendums to be submitted. Failure to provide either this form or the individual addendums with signatures may result in disqualification of the proposal.

Addenda Acknowledgment: The undersigned acknowledges the receipt of the following Addenda:

Addendum #: _____ Dated: _____
Addendum #: _____ Dated: _____
Addendum #: _____ Dated: _____
Addendum #: _____ Dated: _____
Addendum #: _____ Dated: _____

Respondent (Company): Community Impact Newspaper

Signature (in ink): 

Name Amy Ellsworth (Typed/printed):

Title: 5/16/16 General Manager Date:

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:
2016-98570

Date Filed:
08/12/2016

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

JG Media dba Community Impact Newspaper
Pflugerville, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City of Round Rock

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

Summer Program Guide
Design & Printing of Summer Program Guide

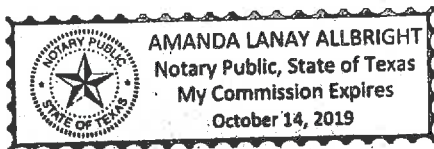
4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.



6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



Jennifer Simon
Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said Jennifer Simon, this the 12th day of August, 2016, to certify which, witness my hand and seal of office.

Amanda Allbright
Signature of officer administering oath

Amanda Allbright
Printed name of officer administering oath

Notary
Title of officer administering oath



City of Round Rock

Agenda Item Summary

Agenda Number: G.3

Title: Consider a resolution approving the FY 2016-2017 Operating Budget for the Round Rock Transportation and Economic Development Corporation.

Type: Resolution

Governing Body: City Council

Agenda Date: 8/25/2016

Dept Director: Susan Morgan, CFO

Cost:

Indexes:

Attachments: Resolution, Exhibit A

Department: Finance Department

Text of Legislative File 2016-3702

The Round Rock Transportation and Economic Development Corporation budget is funded from a 1/2% sales tax established for the purposes of providing transportation improvements and economic development activities. In August of 1997, voters authorized the adoption of an additional sales and use tax within the City at the rate of one-half of one percent, with the proceeds thereof to be used for streets, roads, drainage and other related transportation system improvements, including the payment of maintenance and operating expenses associated with such authorized projects. The additional sales and use tax became effective January 1, 1998. In November, 2011, voters authorized the Type B sales tax to be used for other economic development purposes as allowed by state law.

This budget will provide funding for debt service and administrative, financial, legal and engineering services and economic development activities of the Round Rock Transportation and Economic Development Corporation. Per the policy adopted in 2009, revenues are allocated 90% to transportation needs and 10% to economic development purposes. The economic development purpose includes the annual contract with the Chamber of Commerce. The balance is available for incentives and other related needs as they are identified. The fund also includes \$5.8 million in fund reserves from prior years' unused economic development allocations.

The Round Rock Transportation and Economic Development Corporation approved this proposed Operating Budget for the Round Rock Transportation and Economic Development Corporation for FY 2016-17 at their meeting on August 25, 2016 at 6:00pm.. The Corporation oversees the Type B budget with further approval of the City Council.

Staff recommends approval.

RESOLUTION NO. R-2016-3702

WHEREAS, the Round Rock Transportation and Economic Development Corporation has submitted a proposed operating budget for fiscal year 2016-2017, and

WHEREAS, the City Council wishes to approve said proposal, Now Therefore

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ROUND ROCK, TEXAS,

That the operating budget submitted by and for the Round Rock Transportation and Economic Development Corporation for fiscal year 2016-2017, attached hereto as Exhibit "A", is hereby approved.

The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

RESOLVED this 25th day of August, 2016.

ALAN MCGRAW, Mayor
City of Round Rock, Texas

ATTEST:

SARA L. WHITE, City Clerk

EXHIBIT

"A"

City of Round Rock Type B Funds
5 Year Estimated Available

As of: 08/04/16

	Actual FY2015	Projected FY2016	Proposed FY2017	FY2018	FY2019	FY2020	FY2021
Beginning Fund Balance	30,596,530	34,067,222	34,301,302	19,933,650	11,105,927	11,809,541	11,909,541
Revenue							
Sales Tax and Estimated Sales Tax	16,905,212	16,633,333	16,433,333	16,467,000	16,547,610	16,671,978	16,837,284
Interest	141,395	170,439	100,000	100,000	100,000	100,000	100,000
RM620 Improvement Project-Williamson Co. Participation		1,000,000	2,000,000				
Grant Proceeds	500,000	500,000					
Donations/contributions	123,765		653,084	615,584	37,500		
Williamson Co. Participation-Kenney Ft. Blvd. 2-3				1,500,000			
Williamson Co. Participation-University Blvd.		1,000,000	1,500,000				
Williamson Co. Participation-Roundville Ln.				1,500,000			
Other	289,977						
Total Revenue	17,960,349	19,303,772	20,686,417	20,182,584	16,685,110	16,771,978	16,937,284
Transportation Expenditures							
TCIP Projects (including TCIP amendment #37)	6,647,731	11,087,934	28,281,536	22,206,906	4,142,402	500,000	500,000
Projects to be determined					5,000,000	9,302,670	9,438,262
Other Items: Commons, Street Sweeping, Paving Contract & Traffic							
Signals	48,411	998,550	800,000	816,000	832,320	848,966	865,946
Debt Service (after refunding)	6,643,660	5,019,875	4,020,199	4,022,431	4,024,195	4,015,491	4,009,348
Due to General Fund	300,000	300,000	309,000	318,270	327,818	337,653	340,000
Total Transportation	13,639,802	17,406,359	33,410,735	27,363,607	14,326,735	15,004,780	15,153,556
Economic Dev. Expenditures							
Chamber Agreement	525,000	535,000	535,000	535,000	535,000	535,000	535,000
Downtown Improvements & Marketing		50,000	90,200	80,200	80,200	80,200	80,200
Economic Devel Projects	324,855	1,078,333	1,018,133	1,031,500	1,039,561	1,051,998	1,068,528
Total Economic Development **	849,855	1,663,333	1,643,333	1,646,700	1,654,761	1,667,198	1,683,728
Total Expenditures	14,489,657	19,069,692	35,054,068	29,010,307	15,981,496	16,671,978	16,837,284
Net Revenues	3,470,692	234,080	(14,367,651)	(8,827,723)	703,614	100,000	100,000
Fund Balance	34,067,222	34,301,302	19,933,650	11,105,927	11,809,541	11,909,541	12,009,541
Fund Reserve (1.25 times Debt Svc requirements) (1)	(6,600,000)	(6,274,844)	(5,025,249)	(5,028,039)	(5,030,244)	(5,019,364)	(5,011,685)
Economic Devel Projects to be determined	(5,840,666)	(5,840,666)	(5,840,666)	(5,840,666)	(5,840,666)	(5,840,666)	(5,840,666)
Available Fund Balance	21,626,556	22,185,792	9,067,736	237,223	938,632	1,049,512	1,157,190

Note: Future Debt Service Requirements

Current Debt

FY2022	1,459,255
FY2023	1,459,255
FY2024	debt paid in full

Note:

(1) Debt Service Coverage Recommendation - set at 1.25x to allow for full use of annual revenues and /or fund balance - not a bond covenant requirement

** Council Policy - adopted in 2009

- No less than 90% revenues will be used for transportation projects
- Remaining 10% for Economic Development covered under the code
- Round Rock ED Partnership - Chamber agreement
- Remaining funds for lawful ED purposes



City of Round Rock

Agenda Item Summary

Agenda Number: G.4

Title: Consider a resolution authorizing the City Manager to execute contracts for pre-approved budgeted items in the maximum amount of \$200,000.

Type: Resolution

Governing Body: City Council

Agenda Date: 8/25/2016

Dept Director: Susan Morgan, CFO

Cost:

Indexes:

Attachments: Resolution, Exhibit A - Authorized Purchases

Department: Finance Department

Text of Legislative File 2016-3745

Exhibit A provides a clearly stated list of pre-approved budgeted items included in the FY 2016/17 Annual Budget. Pursuant to Chapter 2, Section 2-326 of the Code of Ordinances which authorizes the City Manager to execute contracts and/or expend funds for budgeted items in the maximum amount of \$200,000.00 for budgeted items specifically approved in advance by the Council, this exhibit provides a specific list. Upon approval of this resolution all items between \$50,000.00 and \$200,000.00 included on Exhibit A will be considered authorized purchases for FY 2016/17 and will be purchased in accordance with the City's financial policies and with the City Manager's approval without any further approval or action from the City Council.

Staff recommends approval.

RESOLUTION NO. R-2016-3745

WHEREAS, Sec. 4.01(f) of the Round Rock Charter provides that the City Council may by ordinance set the maximum amount for which the City Manager is authorized to execute contracts and/or expend funds for budgeted items, and

WHEREAS, the City Council has previously adopted Sec. 2-326(b) of the Code of Ordinances, which authorizes the City Manager to execute contracts and/or expend funds for budgeted items in the maximum amount of \$200,000.00 for budgeted items specifically approved in advance by the Council, and

WHEREAS, the City Council wishes to authorize the City Manager to execute contracts and/or expend funds for budgeted items in the maximum amount of \$200,000.00 for those budgeted items specifically approved in advance by the Council, which are listed in Exhibit A, attached hereto and incorporated herein by reference, Now Therefore

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROUND ROCK, TEXAS:

Pursuant to Sec. 2-326(b) of the Code of Ordinances, the city manager is hereby authorized to execute contracts and/or to expend funds for budgeted items in the maximum amount of \$200,000, provided that all such contracts and expenditures are:

- (1) specifically for items listed in Exhibit A attached to this Resolution, and
- (2) in compliance with state laws requiring competitive bids.

The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

RESOLVED this 25th day of August, 2016.

ALAN MCGRAW, Mayor
City of Round Rock, Texas

ATTEST:

SARA L. WHITE, City Clerk

EXHIBIT

"A"



City of Round Rock

Authorized Purchases FY 2016-2017 Proposed Budget EXHIBIT A

**Authorized Purchases
FY2016/17 Master Capital List
MOBILE EQUIPMENT/VEHICLES**

8/16/2016

Department	Mobile Equipment/Vehicle Purchased	Mobile Equipment/Vehicle Replaced	Total
<i>Items less than \$50,000 are considered approved for purchase and will not return to Council:</i>			
CAPITAL LEASE			
Building Construction/Facility Maint.	Ford F250	Ford F250	\$ 33,000
Code Enforcement	Ford F150	Ford Ranger	25,000
Fire - Administration	Ford F150 Crew Cab V-8	Ford Ranger	40,000
Fire - Administration	Ford F150 Crew Cab V-8	Ford F150	30,000
Fire - Prevention	Ford F150 Crew Cab V-8	Ford Expedition	45,000
Fleet Maintenance	Ford Expedition	Ford Expedition	33,000
Fleet Maintenance	Ford F450	Ford F450	45,000
Human Resources	Ford Expedition	Ford Expedition	33,000
Inspection Services	Ford F150	Ford F150	25,000
Inspection Services	Ford F150	Ford F150	25,000
Inspection Services	Ford F150	Ford F150	25,000
PARD - OSP	Ford F250	Ford F250	33,000
PARD - Parks	Toro 360	Toro 30626	27,000
PARD - Parks	Ford F250	Ford F250	33,000
PARD - Parks	Ford F250	Ford F250	33,000
PARD - Parks	Ford F350	Ford F350	33,000
Police - Patrol	Ford F150 Crew Cab	Ford F150	30,000
Transportation-Street Maintenance	Ford F150	Ford F150	25,000
Transportation-Street Maintenance	Ford F150	Ford F150	25,000
Transportation-Street Maintenance	Ford F250	Ford F250	33,000
Transportation-Street Maintenance	Ford F150 Crew Cab 4x4	Chevrolet Colorado	30,000
DRAINAGE FUNDS			
Drainage	Ford F250 4x4	Ford F250	45,000
Drainage	Ford F250 4x4	Ford F250	45,000
GENERAL SELF FINANCE			
Fire	Fire Code Inspector Vehicle (new position)		39,000
Planning	Building Plan Examiner Vehicle (new position)		25,000
Police	Community Affairs Specialist Vehicle (new position)		25,000
Police	Ticket Writers		18,500
Transportation	Construction Inspector Vehicle (new position)		28,000
UTILITY FUNDS			
Environmental Services	Ford Explorer	Ford Explorer	25,000
Wastewater Line Maintenance	Ford F150	Ford F150	25,000
Wastewater Line Maintenance	Ford F450	Ford F450	33,000
Wastewater System Support	Ford F150	Ford F150	25,000
Water Line Maintenance	Ford F150	Ford F150	25,000
Water Line Maintenance	Ford F150	Ford F150	25,000
Water System Support	Ford F150	Ford F150	25,000
Water System Support	Ford F150	Ford F150	25,000
<i>Items \$50,000 - \$199,999 will be approved by the City Manager and will not return to Council unless a contract or Mayor's signature is needed:</i>			
CAPITAL LEASE			
Fire - Station 6	Ford F350 Crew Cab Long bed w/ gooseneck attach.	Ford Excursion	60,000
PARD - Parks	Ford F450	Ford F450	55,000
Police - Admin	Ford Explorer PPV	Crown Victoria	52,000
Police - CID	Ford Taurus	Ford Crown Victoria	52,000
Police - Patrol	Ford Explorer PPV	Ford Crown Victoria	52,000
Police - Patrol	Ford Explorer PPV	Ford Crown Victoria	52,000
Police - Patrol	Ford Explorer PPV	Ford Crown Victoria	52,000
Police - Patrol	Ford Explorer PPV	Ford Crown Victoria	52,000
Police - Patrol	Ford Explorer PPV	Ford Crown Victoria	52,000
Police - Patrol	Ford Explorer PPV	Ford Crown Victoria	52,000
Transportation-Street Maintenance	Freightliner Dump Truck	Ford Louisville Dump Truck	112,000
DRAINAGE FUNDS			
Drainage	Freightliner Dump Truck	Ford Louisville Dump Truck	112,000
Drainage	John Deere 260	John Deere 323 Skid Steer	60,000
Drainage	John Deere 5320	Case 4x4 Tractor	50,000
GENERAL SELF FINANCE			
Fire	Assistant Fire Chief Vehicle (new position)		55,000
Police - Patrol	Patrol Officer Vehicle (new position)		54,000
Police - Patrol	Patrol Officer Vehicle (new position)		54,000
Police - Patrol	Patrol Officer Vehicle (new position)		54,000
Police - Patrol	Patrol Officer Vehicle (new position)		54,000
Police	Traffic Officer Vehicle (new position)		54,000
Police	Sergeant Vehicle (new position)		54,000
Police	Lieutenant Vehicle (new position)		54,000
UTILITY FUNDS			
Wastewater Line Maintenance	Ford E550 Camera Van	Ford E550	180,000
Water Line Maintenance	Ford F450	Ford F450	55,000
Water Line Maintenance	Ford F450	Ford F450	55,000
Water Line Maintenance	Vactron PMD500SDTE	Vactron	60,016
Water Line Maintenance	Freightliner Dump Truck	Sterling LT7500	112,000
TOTAL			\$ 2,802,516

**Authorized Purchases
FY2016/17 Master Capital List
ITEMS BETWEEN \$50,000 and \$199,999**

8/16/2016

Items between \$50,000 and \$199,999 will be approved by the City Manager and will not return to Council unless a contract or Mayor's signature is needed:

Department	Description	Total
DEPARTMENT OPERATIONS - Amounts are estimated		
City Wide	Copiers Contract	\$ 163,000
Communications	Rhyme and Reason Design Contract	60,000
Finance	Printing and Mailing - Utility Bills	100,000
General Services	Rescue Vehicle Parts and Supplies (Siddons-Martin)	90,000
General Services	Automotive Parts and Supplies (NAPA Auto Parts)	150,000
General Services	Equipment for John Deere Tractors, Bulldozers, Etc. (RDO Equipment)	88,000
General Services	Lawn Maintenance Equipment Parts and Repairs (Professional Turf Products)	55,000
General Services	New Tires/Tubes and Installation Services (Goodyear Commercial)	116,000
Information Technology	Presidio Cisco SmartNet	83,500
Information Technology	Microsoft ELA	195,340
Information Technology	Sungard PD System	182,600
Information Technology	CityWorks	63,000
Information Technology	GIS System	51,000
Information Technology	Tyler - Utility Billing	50,000
Police	Miller Uniforms	130,000
Police	Motorola Dispatch Services Agreement	66,790
Utilities	Reoccurring Water System Fees (TCEQ)	74,000
GENERAL SELF FINANCE		
Facilities Maintenance Repair and Replacement Fund* - part of \$750,000 allocation		
City Wide	McConico - Flooring (Lobby 1st & 2nd floor), Painting	60,000
Fire	Logistics - Fencing, Painting, OH Doors, Parking Lot - Remodel for Logistics	80,000
Fire	Station 6 - Countertops, HVAC, Painting	75,000
PARD	CMRC - Exterior Doors, HVAC - AHUs	140,000
Police	Flooring, Painting, Lighting	50,000
Information Technology Repair and Replacement Fund* - part of \$750,000 allocation		
Support Services	Fiber Network Expansion - Expand City Fiber Network to City Parks and Facilities	150,000
Support Services	Network Hardware Refresh - Replace aging edge network routing & switching infrastructure	100,000
Support Services	VDI Hardware Refresh	50,000
Support Services	Parking Navigation System - Enhance parking experience in Intermodal parking facility	150,000
Support Services	Virtual Server Expansion - Virtual Server Infrastructure Improvements - On-Premise or Cloud	50,000
Support Services	Network Security Improvements - Enhance network security & improve monitoring & reporting capabilities	50,000
Support Services	Datacenter Improvements - Datacenter SAN storage Improvements	50,000
Support Services	General Services Lifecycle Management Software	50,000
Parks & Recreation Repair and Replacement Fund* - part of \$750,000 allocation		
PARD	OSP Rabb Pavilion Improvements	100,000
PARD	OSP Remote Control Field Improvements	90,000
PARD	OSP General Site Improvements	190,000
PARD	OSP Rabb Pavilion Restroom	175,000
PARD	OSP Rabb Playground Replacement	195,000
LAW ENFORCEMENT FUND		
Police	Add Radio Capabilities to Remaining Dispatch Consoles	115,000
Police	Hard Body Armor Replacements	100,000
TOTAL		\$ 3,738,230

**Only purchases of \$50,000 and above are included.*

Authorized Purchases
FY2016/17 Master Capital List
ITEMS OVER \$200,000

8/16/2016

Items \$200,000 and above will go to Council before proceeding with the purchase (1)

Department		Description	Total
DEPARTMENT OPERATIONS			
Information Technology	Munis (\$60,100 paid quarterly)		\$ 240,450
TOTAL			\$ 240,450

Note:

(1) This list is the exception to the \$200,000 threshold

Authorized Purchases
FY2016/17 Master Capital List
SELF FINANCED CAPITAL PROJECTS AND EQUIPMENT

8/16/2016

All of these items will go back to Council before proceeding:

Department	Description	Details/Explanation	Total
GENERAL SELF FINANCE			
Administration	Forest Creek Golf Course Improvements & Operations	Includes \$1.9M from prior year	\$ 3,900,000
Fire	RRFD Radio Apex Replacement	First year of a three year plan	368,000
PARD	Play for All Abilities Park Expansion	Matching funds	500,000
Police	Animal Shelter Phase 1	Includes \$300K from prior year	2,800,000
Police	Public Safety Radio Replacements	Second year of a multi-year plan	400,000
Police	Body Worn Cameras	Purchase body worn cameras for sworn officers	139,000
Sports Center	Sports Center Drainage	From prior year	92,000
Transportation	Net Impact of Transit Service Expansion Pilot Program		184,500
Transportation	Sign Replacement Program	Costs split over two years	350,000
GENERAL FUND			
Transportation	Net Impact of Transit Service Expansion Pilot Program		184,500
TOTAL			\$ 8,918,000

Authorized Purchases
FY2016/17 Master Capital List
DELL DIAMOND

8/16/2016

Funding Source	Item	Total
Repair and Maintenance Fund	HVAC Replacement (8 units)	\$ 100,000
Repair and Maintenance Fund	Wall-pad and Rail-pad Replacement	100,000
Repair and Maintenance Fund	Dugout/Bullpen Steps Replacement	30,000
Repair and Maintenance Fund	Building Maintenance and Repairs (e.g. lights, painting, trellis)	20,000
Capital Improvement Fund	Addition of Sewer/Water on Backside of Facility	50,000
Capital Improvement Fund	Elevator Interior Improvements	50,000
		\$ 350,000



June 27, 2016

Brian Stillman
Senior Project Manager
City of Round Rock, TX

Dear Brian,

Please accept this letter as our request for City approval to access funds contained in Capital Repair Fund #593, Capital Improvement Fund #595 and Hot Fund for the following projects:

Repair and Maintenance Fund #593

- | | |
|---|-----------|
| - HVAC Replacement (8 Units) | \$100,000 |
| - Wall-pad and Rail-pad replacement | \$100,000 |
| - Dugout/Bullpen Steps replacement | \$30,000 |
| - Building maintenance and repairs e.g. lights, painting, trellis | \$20,000 |

Capital Improvement Fund #595

- | | |
|---|----------|
| - Addition of sewer/water on backside of facility | \$50,000 |
| - Elevator Interior Improvements | \$50,000 |

Hot Fund

- | | |
|-----------------------------------|-----------|
| - Convert general lighting to LED | \$270,000 |
|-----------------------------------|-----------|

We thank you for your consideration and are available to answer any questions you may need help with.

Respectfully,

Chris Almendarez
President, Round Rock Express





City of Round Rock

Agenda Item Summary

Agenda Number: G.5

Title: Consider a resolution approving and adopting Financial Policies.

Type: Resolution

Governing Body: City Council

Agenda Date: 8/25/2016

Dept Director: Susan Morgan, CFO

Cost:

Indexes:

Attachments: Resolution, Exhibit A

Department: Finance Department

Text of Legislative File 2016-3746

The Chief Financial Officer has prepared updated financial policies to be adopted in conjunction with the adoption of the City of Round Rock Budget for FY 2016-17. The financial policy incorporates and updates existing policies to create a comprehensive City Financial Policy as reviewed with Council on August 9, 2016. This Financial Policy is attached as ***Exhibit A***.

Staff recommends approval.

RESOLUTION NO. R-2016-3746

WHEREAS, the City's Chief Financial Officer has submitted proposed Financial Policies in conjunction with the adoption of the City of Round Rock Budget for FY 2016-2017, and

WHEREAS, the City Council wishes to approve said Financial Policies, Now Therefore

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ROUND ROCK, TEXAS,

That the Financial Policies submitted by the Chief Financial Officer, a copy of which is attached hereto as Exhibit A, are hereby approved and adopted.

The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

RESOLVED this 25th day of August, 2016.

ALAN MCGRAW, Mayor
City of Round Rock, Texas

ATTEST:

SARA L. WHITE, City Clerk

EXHIBIT

"A"



City of Round Rock

Financial Policies

FY 2016-2017 Proposed Budget

EXHIBIT A

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PURPOSE

The City of Round Rock has an important responsibility to its citizens, taxpayers, ratepayers, and customers to carefully account for public funds, to manage the City's finances wisely, and to plan for the adequate funding of public services. ***These policies implement and enhance the City Council's strategic goal which states "The City of Round Rock is a financially sound city providing high value services."*** To facilitate this responsibility, certain financial policies have been developed and implemented within the parameters established by provisions of the Texas Local Government Code and the Round Rock City Charter. These policies, as itemized below, are adopted by the City Council annually and are considered the basis for financial management, planning and budget preparation. These policies guide both the City of Round Rock and its component unit, the Round Rock Transportation and Economic Development Corporation (RRTEDC).

FUND STRUCTURE & BASIS OF ACCOUNTING

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

GOVERNMENTAL FUNDS

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

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

- **General Fund**
The General Fund is the primary fund for core government services and is used to account for all resources not required to be accounted for in another fund and not otherwise devoted to specific activities. Most of the financial transactions for the City are reported in this fund. The services provided by the City are classified according to activity and presented as operating departments in the budget.
- **Debt Service Funds**
This fund type is used to account for resources used to service the principal and interest on long-term debt such as general obligation bonds, revenue bonds, certificates of obligation and tax-exempt leases classified as debt.

- **Capital Project Funds**

Capital Projects funds are used to account for resources restricted for the acquisition or development of major capital equipment and structures. Financing sources are usually provided by transfers from other funds, bond issue proceeds, or grants-in-aid. Capital projects are generally tracked on a project-length basis. The required financing is not appropriated on an annual basis, or any other period-length basis, but is approved at the outset of the project. The expected expenditures under the Capital Improvement Programs (called CIP) are presented as part of the overall budget adoption to accurately reflect the City's total expected use of funds in any given budget year, but these estimates are not considered binding appropriations.

- **Special Revenue Funds**

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

PROPRIETARY FUNDS

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

Proprietary funds are used to account for the City's activities that are similar to commercial enterprise accounting. These funds include the Utility Fund and the Drainage Fund.

- **Utility Fund**

The Utility Fund consists of utility administration, water and wastewater operations, billing and collections, environmental services, and utility fiscal support. It is the policy of the City that the water and wastewater operations be self-sufficient and not cross subsidize the other. Rates will be set to reflect cost of service by customer class where practical. The Utility Fund also accounts for the debt service and capital improvements of the utility system.

- **Water** – Water operations include water line maintenance, water systems support, and the water treatment plant.
- **Wastewater** – Wastewater operations include wastewater line maintenance, wastewater systems support, and the wastewater treatment plant.

- **Drainage Fund**

The Drainage Fund administers all aspects of the City's Storm Water Program including planning, engineering, programs, operations and maintenance associated with storm water drainage, floodplain management, and water quality management. The Drainage Fund collects fees based on a property's impact to the City's drainage system. The fund also accounts for the debt service and capital improvements of the drainage system.

STRATEGIC PLANNING AND GOALS

City Council Strategic Plan

The Council's Strategic Plan consists of the long-term Vision (15 years), five year Goals, and near term Policy and Management priorities. The Vision, Goals, and Priorities are reviewed by Council and staff annually and are amended and refined by the City Council at its annual Strategic Planning Retreat.

Council Vision and Goals

The Council has further defined the City's Strategic Plan around six (6) goals. These goals become the City's strategic direction for development and implementation of its master planning, capital improvement programs for infrastructure, long-term financial plans and annual budgets. The goals may be reprioritized or refined from year to year, but generally stay consistent.

1. Financially Sound City Providing High Value Services
2. City Infrastructure: Today and for Tomorrow
3. Great Community to Live
4. "The Sports Capital of Texas" for Tourism and Residents
5. Authentic Downtown – Exciting Community Destination
6. Sustainable Neighborhoods – Old and New

LONG-TERM FINANCIAL PLANNING

A Five-Year Financial Forecast and Plan will be maintained and updated annually that will identify potential tax impacts, rate adjustments, and other factors that will enable or impede the implementation of the City's Strategic Goals. Five-year plans will be created and updated for each of the City's major operating funds, including:

- General Fund, including impacts to the Maintenance and Operations (M&O) and Debt portions of the property tax rate
- Utility Fund
- Drainage Fund
- RRTEDC (also known as Type B) fund
- Hotel Occupancy Tax (HOT) Fund
- Sports Center Fund
- Multi-Purpose Field Complex Fund

The financial forecasts will assess long-term financial implications of current and proposed policies and programs, and assist with the development of strategies to achieve the City's goals.

ANNUAL BUDGET

Preparation

The Round Rock Charter (Section 8.03) requires that "the budget will provide a complete financial plan for all City funds and activities and, except as required by law or this Charter, shall be in such a form as the City Manager deems desirable or the City Council may require." The

budget shall be submitted on or before the first day of August of each year to the City Council.

Guiding Principles:

- The annual budget will be prepared to address Council Strategic Goals and direction.
- Long-term financial needs identified in the five-year plans will be considered and addressed when appropriate.
- Current expenditures (operating and recurring capital) are to be funded with current, on-going revenues.

Proposed Budget

A proposed budget shall be prepared by the City Manager with participation of all of the City's Department Directors within the provision of the Round Rock Charter and the City Council's strategic goals. A copy of the proposed budget will be available for citizen review at Round Rock City Hall and the Round Rock Public Library.

Balanced Budget

A primary goal of the City is to adopt and maintain a balanced operating budget using sustainable funding sources that are expected to continue to be available in subsequent fiscal years.

Revenues and Expenditures

The annual budget is staff and Council's best estimate of the revenues, expenditures, and available fund balances at the time of preparation. Therefore, transfers and amendments may be needed from time to time due to changing conditions.

Administrative Allocations

Allocations for general support services to the Utilities Fund, Drainage Fund, RRTEDC and any other operating funds will be reviewed, documented, and adjusted if necessary at least once every three years to assure reasonable cost of services is allocated to those funds.

Personnel

The annual budget will also include the approved number of full time equivalents (FTEs) for the City. Budget approval is considered approval of the FTEs. The City Manager may transfer and/or repurpose FTEs among departments and funds as needed to meet the needs of the community. If a transfer changes the total appropriations for any particular fund, then City Council approval is necessary.

In order to maintain effective staffing levels, the Police department may exceed total budgeted FTEs by 4.0 FTEs to accommodate planned departures and retirements in light of the long personnel recruitment and training times required. The department must stay within the appropriated budget for that fiscal year and receive advanced approval from the City Manager.

Fund Balance

Balances in excess of authorized reserves will be used to fund pay-as-you-go repair and maintenance programs, major capital projects and other one-time needs.

Adoption

Upon finalization of the budget proposal, the City Council will hold a public hearing, and subsequently adopt by ordinance the final budget as amended. State law requires at least 60 percent of the members of the governing body to vote in favor of an ordinance setting a property tax rate that exceeds the effective tax rate. The budget shall be finally adopted not later than the final day of the last month of the fiscal year. The budget will be effective for the fiscal year beginning October 1st.

The budget document will be submitted annually to the Government Finance Officers Association (GFOA) for evaluation and consideration for the Distinguished Budget Presentation Award.

Reporting

Summary financial reports will be presented to the City Council quarterly. These reports will be in a format appropriate to enable the City Council to quickly review the overall budget and financial status.

Budget Amendments

The City will amend the budget at year end, if needed, for revenue-based expenditures that exceeded budgeted amounts due to increased revenues. The City will also amend the budget if necessary as part of the mid-year review process if any known adjustments are needed and approved at that time. The Chief Financial Officer (CFO) must certify availability of revenues or funding sources prior to amendment.

Emergency Appropriations

The Round Rock Charter (Section 8.05) allows for emergency appropriations “to meet a pressing need for public expenditure, for other than regular or recurring requirements, to protect the public health, safety or welfare.” An ordinance must be adopted by favorable votes of five (5) or more to the City Council members.

CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET

A City goal is to maintain City facilities and infrastructure in order to provide services to the citizens within the community, meet growth related needs, and comply with state and federal regulations.

Preparation

The City will maintain and periodically update master plans to maintain and expand its infrastructure including, but not limited to: City Facilities, Drainage, Parks and Recreation, Transportation, Water and Wastewater. The City annually updates a five-year CIP schedule. The capital budget will include all capital projects, capital resources, and estimated operational impacts. Capital projects are generally tracked on a project-length basis. The required financing is not appropriated on an annual basis but is approved at the outset of the project. The expected expenditures under the CIP schedule are presented as part of the overall budget adoption to accurately reflect the City’s total expected use of funds in any given budget year but these estimates are not considered binding appropriations in that year.

Financing Programs

When determining the financing options for CIP, the City will first evaluate available funds in the Self Finance Construction Funds. Where applicable, assessments, impact fees, pro rata charges, or other fees should be used when a specific developer can be identified as specifically benefitting from a particular project. Once other financing options have been considered, long-term debt financing will be explored to acquire major assets with expected lives equal to or exceeding the average life of the debt issue.

Short-term financing, including capital leasing and other tax-supported obligations, can be used to fund vehicles, computers, and other operating equipment provided the impact to the tax rate is minimal.

CAPITAL MAINTENANCE AND REPLACEMENT

The City recognizes that deferred maintenance increases future capital costs. Assessments are made annually as part of the budget preparation process to ensure major repairs, replacements, and maintenance necessary to preserve the City's capital investments are funded. To the extent that prior year excess fund balances are available, the City will annually fund allocations to the following:

- Fleet Maintenance and Replacement
- Information Technology
- Facilities Maintenance
- Parks and Recreation
- Public Safety Equipment

BUDGET CONTINGENCY PLAN

The City will take immediate corrective action at any time during the fiscal year if expenditure and revenue estimates are such that an operating deficit is projected at year end. Corrective actions in order of the precedence they will be explored are:

1. Reduce transfers to Self Finance Construction Funds for pay-as-you-go CIP.
2. Deferral of capital purchases
3. Expenditure reductions
4. Hiring freezes
5. Freeze merit increases
6. Use of fund balance, including repair and maintenance funds
7. Increase fees
8. Lay-off employees

The use of fund balance, which is a one-time revenue source, may be used to fund an annual operating deficit only with a subsequent approval of a plan to replenish the fund balance if it is expended below policy level.

FUND RESERVES AND DESIGNATIONS

The City of Round Rock will maintain budgeted minimum reserves in the ending working capital/fund balances of its operating and debt funds to provide a secure, healthy financial base for the City in the event of a natural disaster or other emergency and to maintain or enhance its credit worthiness.

General Fund

- **Reserve**
In recognition of the City's reliance on sales tax revenues, the fund balance reserve in the General Fund should equal one hundred twenty (120) days or 33% of annual budgeted General Fund operating expenditures.
- **Designation**
Concentration Risk account: For any single sales tax payer that represents more than 5% of the City's net General Fund revenues, the city will designate a concentration risk fund at or above the City's annual net exposure to that revenue source. If at any time a single tax payer drops below that threshold or no tax payer meets this threshold, this account may be gradually reduced and used for one-time expenditures.

Self Finance Construction Funds

These designated funds support the City's pay-as-you-go philosophy for repair and maintenance and major capital projects to reduce or eliminate the use of long-term debt where possible. The funding sources are year-end transfers from the respective fund using excess fund balance.

- **General Self Finance Construction (GSFC)**
Transfers from the General Fund provides funding for repair and maintenance of fleet, facilities, parks, information technology, public safety equipment, one-time programs and general capital improvements.
- **Utility Self Finance Construction (USFC)**
Transfers from the Utility fund provides funding for major capital improvements of the Utility System.

Utilities Fund

- **Reserve**
Working capital reserves should be 33% or one hundred twenty (120) days of operating expenses and annual payments for long-term water contract costs. The City will maintain 1.35 times average annual debt service, which is above the bond covenant minimum requirement of 1.25 times average annual debt service.

Drainage Fund

- **Reserve**
Working capital reserves should be 25% or ninety (90) days of operating expenses, net of debt service requirements. The City will maintain 1.35 times average annual debt service, which is above the bond covenant minimum requirement of 1.25 times average annual debt service.

Hotel Occupancy Tax (HOT) Fund

- **Reserve**

Fund balance reserves should be 25% or ninety (90) days of operating expenditures, net of debt service requirements and other designations. The bond covenants also require 1.40 times average annual debt service to be reserved.
- **Designations**
 - **Capital Infrastructure**

The City Council may designate available fund balance for the maintenance of assets considered part of the City's "Sports Capital of Texas" strategic goal and to meet the statutory requirements for the use of these funds. These projects may include the city-owned Dell Diamond baseball stadium and conference center, the Round Rock Sports Center, Champion Fields at Old Settlers Park (OSP) – Baseball and Softball, and the OSP Multi-Purpose Field Complex.
 - **Promotion of the Arts**

A minimum of five percent (5%) of HOT revenues, net of any rebates, is designated to fund the promotion of the Arts. The City will ensure that these funds are used to promote tourism as required by statute through an annual review of the use of the funds.

Round Rock Transportation and Economic Development Corporation (RRTEDC) (Type B)

- **Transportation Projects**

No less than 90% of Type B funds received will be used for transportation projects. Transportation capital improvement projects (TCIP) will be reviewed by staff at least quarterly and will be presented to the Type B board at the next scheduled meeting, as needed.
- **Economic Development Purposes**

The remaining 10% of Type B funds may be used for economic development purposes covered under local government code including:

 - City funding for the Round Rock Economic Development Partnership for ongoing programs.
 - Any remaining funds will be placed into a dedicated economic development account to be used for any lawful purpose under the local government code and in accordance with economic development strategies.

The economic incentive program payments (EIPs) will be reviewed by staff at least quarterly and will be presented to the Type B board at its next scheduled meeting, as needed.

- **Designation**

The City Council designates an account equal to 1.25 times average annual debt service as an internal assurance that debt service requirements will be met due to sales tax being the only funding source for these debt payments. This is a self-imposed designation and should not be construed as a requirement of the debt or a commitment to bond holders.

Sports Center

- **Reserve**
Fund balance reserves should be 25% or ninety (90) days of operating expenses, net debt service requirements and other designations.
- **Designation**
It is the goal of the City Council to establish a capital replacement account of \$3 million to ensure the facility is maintained.
 - **Investment Reimbursement**
At such time as revenues are sufficient to meet operations, reserve and replacement funds, this fund is expected to repay the GSFC and HOT for initial investment in the Sports Center Facility.

Multi-Purpose Field Complex

- **Reserve**
Fund balance reserves should be 25% or ninety (90) days of operating expenses. Operations not covered by tournament and field rentals will be funded by transfers from the General Fund and HOT Fund at 50% from each fund.
- **Designation**
It is the goal of the City Council to establish a capital replacement account once the complex is fully operational.

REVENUES

The City will maintain a diverse and stable revenue system. In order to protect the City from revenue shortfalls and to maintain a stable level of service, revenues will be estimated realistically and conservatively taking into account the volatile nature of various revenue streams. The analysis will include probable economic changes and their impacts on revenues, historical collection rates, and trends. The benefits of a revenue source should exceed the cost of administration and collection of that revenue.

- **Property Tax**
All real and business personal property located within the City will be valued at 100% of the fair market value for any given year based on current appraisals supplied by Williamson Central Appraisal District and Travis Central Appraisal District.
- **Sales Tax**
Used to fund the recurring operations of the General Fund and the transportation improvements and economic development activities of the RRTEDC (Type B) fund. Sales tax revenue fluctuates due to changes in economic conditions and will be closely monitored to ensure the needs of the City are met. When financially advisable, a transfer from the General Fund sales tax may be budgeted to fund pay-as-you-go one time capital expenditures or projects.
- **User Fees and Charges**
For services associated with a user fee or charge, the direct and/or indirect costs of that service will be offset by a fee where possible. The City will review fees and charges no less than once every two years to ensure fees provide adequate coverage for the cost of services. The City Council will determine how much of the cost of a service should be recovered by fees and charges.

- **Utility Rates**

Rates will be reviewed periodically and adopted to generate sufficient revenues to fully cover operating expenses, meet debt coverage requirements and provide an adequate level of working capital. Utility revenues will be budgeted based on an average year's rainfall/consumption. The rate analysis will anticipate neither drought nor wet conditions. Adjustments to the utility rates will be made based on revenue requirements over the five-year forecast for the Utility Fund. When financially feasible, a transfer from the Utility Fund will be budgeted to fund pay-as-you-go one time capital expenditures or projects. It is the City's goal to have growth pay for growth through impact fees and developer contributions where practical.

- **Franchise Fees**

Derived from major public utilities operating within the City, franchise fees are intended to reimburse the City for use of public streets and rights of way.

- **Hotel Occupancy & Venue Taxes**

Taxes imposed on hotel room nights allowed by statutory and charter authority. The use of these revenues are limited by state law to specific tourism promoting activities. The revenues will be estimated using actual properties and occupancy rates and prior year revenue collections.

- **Non-Recurring Revenues**

One-time or non-recurring revenues should not be used to finance current ongoing operations.

EXPENDITURES

- **Appropriations & Transfers**

All expenses of the City will be made in accordance with the adopted annual budget or as legally amended. The legal level of control is at the fund level. The City Manager is authorized to transfer budgeted amounts among departments within any fund; however, any transfers or amendments that change the total expenditures of any fund must be approved by the City Council.

- **Procurement**

In accordance with state law and city ordinances, the City is to provide for the fair and equitable treatment of all persons involved in public purchasing with the City of Round Rock, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity while meeting all legally mandated federal, state, and local requirements. Competitive pricing will be sought in accordance with the following guidelines to ensure the best value is obtained through the procurement of products and services.

- **Formal Approvals**

City Manager or City Council approval is required as detailed below.

- City Manager Approval
 - Any outside agreement/contract that requires a signature under \$50,000.00
- City Council Approval
 - Any item the City Manager deems necessary to require City Council approval;
 - Any outside agreement/contract over \$50,000.00;
 - All intergovernmental agreements

- **Authorized Purchases**

The adopted annual budget will include an Authorized Purchases list that considers certain planned purchases as approved in advance by Council. This policy allows the City Manager to approve items as listed without going back to Council under certain conditions.

- Routine equipment and technology purchases as included in the budget and the budget list are considered approved by Council, unless:
 - Item is \$200,000 or greater, unless the Council makes an exception,
 - Item contains a contract requiring the Mayor's signature;
 - Purchase deviates from the original purchase as designated on the list;
 - Cost exceeds the greater of 10% or \$10,000; or
 - Council has designated that item(s) come back for approval
- Capital projects and funding agreements will be presented to Council for consideration and approval.

CASH MANAGEMENT AND INVESTMENTS

The City Council has formally approved a separate Investment Policy for the City of Round Rock that meets the requirements of the Public Funds Investment Act (PFIA), Section 2256 of the Texas Local Government Code. This policy is reviewed annually by the City Council and applies to all financial assets held by the City and applies to all entities (component units) included in the City's Comprehensive Annual Financial Report (CAFR) and/or managed by the City. The City will maintain cash management and investment policies and procedures and will maintain public trust through responsible actions as custodians of public funds.

- **Cash Management Philosophy**

The City shall maintain a comprehensive cash management program to include the effective collection of all accounts receivable, the prompt deposit of receipts to the City's depository, the payment of obligations, and the prudent investment of idle funds in accordance with this policy.

- **Investment Objectives**

The City's investment program will be conducted as to accomplish the following, listed in priority order:

- Safety of the principal invested.
- Liquidity and availability of cash to pay obligations when due.
- Maximize earnings (yield) to the greatest extent possible consistent with the City's investment policy.

DEBT

The City of Round Rock establishes the following policy concerning the issuance and management of debt. This policy is to improve the quality of decisions in relation to the City's financing activities, provide a comprehensive view of the City's long-term debt and make it easier for decision-makers to understand issues concerning debt issuance and management. It is the intent of this policy that the City's debt be managed and monitored so as to enhance or maintain its credit rating with major ratings agencies.

CONDITIONS OF DEBT ISSUANCE

Debt should be issued for the purpose of meeting the needs of the community through funding of capital projects and equipment but without constituting an unreasonable burden to taxpayers.

Long-term debt is only issued to finance the acquisition and/or construction of capital improvements. Additionally, only capital needs identified in the capital improvement program will be considered. Refunding bonds will only be issued if the present value of debt service savings exceeds three percent of the par value of the refunded bonds.

TYPES OF DEBT

- **General Obligation Bonds**
General Obligation (GO) Bonds may only be issued with a majority approval of a popular vote. The use of the proceeds from GO Bonds is limited to the acquisition or improvement of real property and other uses allowed by law and applicable bond ordinances. Libraries, parks and public safety facilities are all types of facilities that could be financed with GO Bonds. To the extent that property tax revenues are used to fund debt service, an increase to the property tax will be proposed.
- **Enterprise Revenue Bonds**
Enterprise Revenue Bonds finance facilities for a revenue producing enterprise, and are payable from revenue sources within that enterprise. Municipal Water and Sewer and Solid Waste are examples of revenue producing enterprises within the City.
- **Refunding Obligations**
Pursuant to the Government Code and various other financing statutes applicable in particular situations, the City Council is authorized to provide for the issuance of bonds for the purpose of refunding any long-term obligation of the City. Absent any significant non-economic factors, a refunding should produce minimum net debt service savings (net of reserve fund earnings and other offsets) of at least 3% of the par value of the refunded bonds on a net present value basis, using the refunding issue's True Interest Cost (TIC) as the discount rate, unless the Finance Department determines that a lower savings percentage is acceptable for issues or maturities with short maturity dates.

- **Tax Anticipation Notes**

Proceeds from Tax Anticipation Notes are used to fund projects whose source of payment is future tax revenues. These instruments have a term of one to three years and are for a specific purpose such as temporary financing for capital improvements, cash flow needs and major equipment leasing.

- **Leases**

Leases may be used to finance major capital purchases, other than infrastructure, including fleet, major system upgrades and large equipment purchases.

- **Assessment Bonds**

Proceeds from Assessment Bonds may be used to finance local public improvements, provided that said improvements benefit the parcels of land to be assessed. Local streets, street lights, landscaping, sidewalks and sanitary sewers are some examples of local improvements commonly financed by assessment bonds.

- **Internal borrowing between City funds**

The City can authorize use of existing long-term reserves as “loans” between funds. The borrowing fund will repay the loan at a rate consistent with current market conditions. Loans will be repaid within ten (10) years. A loan will be considered an investment of working capital reserves by the lending fund.

- **Other Obligations**

There may be special circumstances when other forms of debt are appropriate and may be evaluated on a case-by-case basis. Such other forms include, but are not limited to limited tax notes, non-enterprise revenue bonds, bond anticipation notes, grant anticipation notes and judgment or settlement obligation bonds.

RESTRICTION ON DEBT ISSUANCE

- The City of Round Rock **will not** use long-term debt to finance current operations or normal maintenance.
- Derivative products **will not** be used by the City.
- Swaps **will not** be entered into without establishment of a Swap Policy.
- Variable rate debt **will not** be entered into without establishment of a Variable Rate Debt Policy.

LIMITATIONS ON OUTSTANDING DEBT

There is no direct debt limitation in the Round Rock City Charter or under State law. The City operates under a Home Rule Charter (Article XI, Section 5, Texas Constitution) approved by voters in August 1977 that limits maximum tax rate, for all City purposes to \$2.50 per \$100 assessed valuation. Administratively, the Attorney General of the State of Texas will permit allocation of \$1.50 of the \$2.50 maximum tax rate for general obligation debt service.

CHARACTERISTICS OF DEBT ISSUANCE

When the City finances capital projects by issuing bonds, it will pay back the bonds within standard terms that include the following:

- Term may be up to 30 years depending on cash flow assumptions, or useful life of asset being financed.
- Call provisions will be shortest possible optional call consistent with optimal pricing.
- The City will seek level or declining debt repayment schedules and will avoid issuing debt that provides for balloon principal payments reserved at the end of the term of the issue.
- The City will avoid variable-rate debt due to the potential volatility of such instruments. Therefore, the City will avoid the use of variable-rate debt for its general obligation bond issues.
- The Debt service program will be managed in conformity with applicable bond covenants.

Commercial insurance or other credit enhancements to the bond rating shall be considered when cost-effective.

DEBT ISSUANCE PROCESS

The City shall utilize the services of an independent, Municipal Securities Rulemaking Board-registered financial advisor on all debt financing. Although not required, the City may utilize a request for proposals (RFP) selected pool of underwriters to mitigate time constraints and reduce overhead costs to the City in procuring such services. Bond counsel will be used for each transaction.

The Finance Department shall review each debt issuance transaction on a case-by-case basis to determine the most appropriate method of sale.

- **Competitive Sale**

In a competitive sale, bids for the purchase of the bonds are opened at a specified place and time and are awarded to the underwriter (or syndicate) whose conforming bid represents the lowest true interest cost (TIC) to the City. This method is most advantageous when the debt to be issued is less complex, the municipal bond market for high-grade credits is stable, and the sale of the City's bonds is assured.

- Bond sales shall be cancelable at any time prior to the time bids are to be received.
- Upon award to the bidder whose conforming bid represents the lowest true interest cost, the City may restructure the bonds in accordance with the Official Notice of Sale. The City shall reserve the unfettered right to reject all bids or waive bid irregularities.

- **Negotiated Sale**

In a negotiated sale, the City chooses the initial buyer of the bonds in advance of the sale date. The initial buyer is usually an investment banking firm, or a syndicate of investment banking firms interested in reoffering the bonds to investors through an underwriting process. This type of sale allows the City to discuss different financing techniques with the underwriter in advance of the sale date. This method is most advantageous when the debt issue is complex, debt structuring flexibility is required (as would be the case in a bond refunding) or the municipal bond market is unstable or uncertain.

- **Direct Purchase**

In a direct purchase, the City may select a private purchaser willing to bid a below market rate or other preferential financing terms. Such transactions often allow debt to be issued more efficiently by eliminating the need for bond ratings and other associated issuance costs. Such financing will be analyzed on a case-by-case basis, depending primarily on rates prevailing in the market from time to time.

RATING AGENCY COMMUNICATION & DISCLOSURE

The City will seek to maintain and improve its current bond ratings so its borrowing costs are reduced and its access to credit is preserved. In conjunction with the financial advisor, the City will open a line of communication with at least one of the rating agencies (Standard and Poor's, Moody's or Fitch) when issuing new bonds or refunding existing bonds to obtain an affirmed or upgraded rating.

Full disclosure of the City's operations will be made to the bond rating agencies. City staff, with the assistance of the financial advisors and bond counsel, will prepare the necessary materials for presentation to rating agencies.

The City will adhere to the recommended disclosure guidelines as endorsed by the Public Securities Association, the Government Finance Officers Association, the Municipal Securities Rulemaking Board, the Government Accounting Standards Board, and the nationally recognized municipal securities information repository (NRMSIR) and any state information depository (SID) that is designated by the State of Texas and approved by the staff of the United States Securities and Exchange Commission (the SEC). SEC Rule 15c2-12 defines disclosure required by the SEC.

BOND REIMBURSEMENT RESOLUTIONS

The City may utilize bond reimbursements as a tool to manage its debt issues due to arbitrage requirements and project timing. In so doing, the City uses its capital reserve "cash" to delay bond issues until such time when issuance is favorable and beneficial to the City.

The City Council may authorize a bond reimbursement resolution for general capital projects that have a direct impact on the City's ad valorem tax rate when the bonds will be issued within the term of the existing City Council. In the event of unexpected circumstances that delay the timing of projects, or market conditions that prohibit financially sound debt issuance, the approved project can be postponed and considered by a future council until circumstantial issues can be resolved.

The City Council may also authorize revenue bond reimbursements for approved utility and other self-supporting capital projects within legislative limits.

The total outstanding bond reimbursements may not exceed the total amount of the City's reserve funds.

INVESTMENT OF BOND PROCEEDS

The City maintains in its Investment Policy document approved by the City Council, the strategy and policies for investing bond proceeds. The City's Investment Policy complies, and will at all times comply, with the provisions of the Public Funds Investment Act, Chapter 2256, Texas Government Code, as amended. Interest on bond proceeds is restricted such that it may only be used to fund projects that have the same purpose as the purpose for which the bonds were originally issued. Construction proceeds are typically invested in short-term securities so that they are liquid. Interest and sinking funds may be invested longer as they have to be maintained for the life of the issue.

FEDERAL REQUIREMENTS

The City will maintain written procedures to follow post issuance compliance rules, arbitrage rebate and other Federal requirements.

- Post issuance tax compliance rules will include records retention, arbitrage rebate, use of proceeds, and
- Continuing disclosure requirements under SEC Rule 15c2-12, MSRB standards, or as may be required by bond covenants or related agreements.

ECONOMIC DEVELOPMENT

The City will actively promote economic development and business retention with prescribed business focus areas to maintain and expand the long-term business, financial and employment base for the community. These efforts will be accomplished through a contract with the Chamber of Commerce and in partnership with City staff, Council and local business leadership.

- An economic development plan or strategy will be developed and periodically reviewed and updated as conditions change.
- Financial incentive guidelines will be established and periodically reviewed.
- Both economic impact and direct financial impact to the City will be evaluated and considered for each incentive proposal.
- Risks will be assessed as part of each proposed agreement and mitigated by emphasizing performance based programs and financial surety provisions where possible for any up front investments by the City or its partners.

Approved incentive agreements will be monitored for compliance with reporting of that compliance made to the City Manager at least annually.

ACCOUNTING, AUDITING AND FINANCIAL REPORTING

- **Accounting**
The City is solely responsible for the recording and reporting of its financial affairs, both internally and externally. The Chief Financial Officer (CFO) is responsible for establishing the structure for the City's Chart of Accounts and for assuring that procedures are in place to properly record financial transactions and report the City's

financial position.

- **Audit of Accounts**

In accordance with the Round Rock City Charter, an independent audit of City accounts will be performed every year. The auditor is retained by and is accountable to the City Council and will have no personal interest, directly or indirectly, in the financial affairs of the City or any of its officers. The auditing firm will serve for up to 5 years, at which time, the City will re-solicit proposals for these services if deemed necessary by the City Council. The actual need to rotate an auditing firm will be considered, but only at the discretion of the City Council in providing for the best financial oversight of the City.

- **External Reporting**

Upon completion and acceptance of the annual audit by the City's auditors, the City will prepare a written Comprehensive Annual Financial Report (CAFR) which will be presented to the City Council within 180 calendar days of the City's fiscal year end. The CAFR will be prepared in accordance with Generally Accepted Accounting Principles (GAAP) and will be presented annually to the Government Finance Officer Association (GFOA) for evaluation and consideration for the Certificate of Achievement in Financial Reporting.

- **Receivables Policy**

All receivables of the City are accounted for, aged and collected at the earliest opportunity. Delinquent receivables are processed expediently and collection agencies are utilized when appropriate.

- **Payables Policy**

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

INTERNAL CONTROLS

The Finance Department is responsible for designing appropriate controls for City departments and departments are responsible for implementation. Inherent in these responsibilities is the recognition that the cost of an internal control should not exceed the benefits expected to be derived. The objective of internal controls is to provide management with reasonable, but not necessarily absolute, assurance that assets are safeguarded from fraud and are recorded properly.

- **Department Policies**

Where appropriate, this City will maintain appropriate policies to manage budgetary expenditures and control, procurements, personnel, and staffing management. These policies will be developed, updated, and approved by the City Manager as necessary.

- **Written Procedures**

Wherever possible, written procedures will be established and maintained by the CFO for all functions involving cash handling and/or accounting throughout the City.

- **Internal Audit Program**

An internal audit program will be maintained by the CFO to ensure compliance with City policies and procedures and to prevent the potential for fraud.

EMPLOYEES & COMPENSATION

The City's policy as an employer is to attract and retain quality employees who provide excellent, friendly service to the Round Rock community in an effective and efficient manner.

To meet the goal of a quality workforce, the City strives to maintain competitive compensation and benefit programs.

- Proposed budgets will include an amount adequate to cover changes in market salaries, and may include funds for performance-based merit increases as determined by the City Manager.
- The City will maintain a health insurance program providing quality benefits in a cost effective manner.

SELF INSURANCE & RISK MANAGEMENT

The City will maintain an internal service fund to account for the self-funded health insurance coverage for all City employees. In addition to the basic coverage provided to each employee, employees may purchase dependent coverage through payroll deductions. Coverage will be financed by contributions from both the City and the employee through payroll deductions.

The City will make a diligent effort to avoid or prevent loss of City assets and to reduce the City's exposure to liability. All reasonable options will be investigated to finance risk exposure. If risk is retained, reserves will be established based on actuarial determinations.

FEDERAL AND STATE GRANTS

The City will seek State and Federal grants where applicable and practical. The benefits of the grant should exceed the cost of administration of the grant when possible. Council should approve the application of all grants that will have future funding requirements.



City of Round Rock

Agenda Item Summary

Agenda Number: H.1

Title: Consider public testimony regarding the 2016 Property Tax Rate for the City of Round Rock.(Second Public Hearing)

Type: Public Hearing

Governing Body: City Council

Agenda Date: 8/25/2016

Dept Director: Susan Morgan, CFO

Cost:

Indexes:

Attachments:

Department: Finance Department

Text of Legislative File 2016-3701

The Texas Tax Code requires the City Council to hold two public hearings on the proposed tax rate prior to adoption if the proposed rate exceeds the current effective tax rate.

The 2016 proposed tax rate of \$0.42500 exceeds the effective tax rate of \$0.39428. The increase in the proposed rate over the effective rate is to provide funding for additional fire and police staff, operations of two new fire stations, transportation improvements, operations for a new multipurpose field complex, and additional funding for staff compensation & benefit cost increases. The debt portion of the proposed tax rate is fixed at \$0.15313, the amount necessary to meet the City's debt payment obligations. However, the M&O portion (General fund operational portion) of the rate can vary. The Council can adopt a final M&O tax rate that is lower than the proposed rate included in the published notices, but it cannot adopt a higher M&O rate without repeating the notice and hearing process and giving taxpayers the opportunity to hear and comment about the higher tax increase. The Rollback Rate for 2016 is \$0.42961.

Summary of Proposed Tax Rate:

Maintenance & Operations portion	\$0.27187
<u>Debt portion</u>	<u>\$0.15313</u>
Proposed 2016 Tax Rate	\$0.42500

2015 Tax Rate	\$0.41465
2016 Effective Tax Rate	\$0.39428
2016 Rollback Tax Rate	\$0.42961

This is the second public hearing of the proposed tax rate, fulfilling the requirements of the Texas Local Government Code, Section 102.006 providing for public comment. The second public hearing and the first reading of the Ordinance to adopt the proposed tax rate are tonight. The second reading and final adoption is scheduled for September 8, 2016.

Staff will provide an overview presentation for both this hearing and the FY2016-2017 Annual Budget.



City of Round Rock

Agenda Item Summary

Agenda Number: H.2

Title: Consider public testimony regarding the FY 2016-2017 Annual Budget for the City of Round Rock. (First Public Hearing)

Type: Public Hearing

Governing Body: City Council

Agenda Date: 8/25/2016

Dept Director: Susan Morgan, CFO

Cost:

Indexes:

Attachments: 42.5 Attachment 1 FY17_Highlights

Department: Finance Department

Text of Legislative File 2016-3698

This public hearing fulfills the requirements of the Texas Local Government Code, Section 102.006 providing for public comment on the proposed FY 2016/17 Annual Budget.

The City Manager's original proposed budget as presented at the July 26, 2016 Budget Workshop totaled \$322,284,950, after receiving further direction net changes were made in the amount of \$1,250,000. The totals by fund are presented below:

General Fund	\$106,711,934
General Capital Projects & Equipment Fund	\$75,756,427
Debt Service Fund	\$17,664,167
Utility Fund	\$63,034,150
Drainage Fund	\$12,208,916
Hotel Occupancy Tax Fund	\$8,066,334
Sports Center Fund	\$2,066,597
Type B Fund	\$35,054,068
Special Revenue Funds	\$2,972,357
Total FY 2016/17 Annual Budget	\$323,534,950

The proposed 2016/17 Annual Budget was reviewed by the City Council at a Budget Retreat on July 26, 2016. The items presented in this proposed budget address Council's Strategic Goals for FY 2016/17 and are summarized on **Attachment 1, FY2017 Proposed Budget - Highlights**.

The complete proposed FY 2016/17 Annual Budget workbook can be found on the City of Round Rock's website. A hard copy is available for review in the Round Rock Public Library. The first reading of the ordinance regarding the FY 2016/17 Annual Budget is being held tonight. The second reading of the ordinance will be on September 8, 2016.

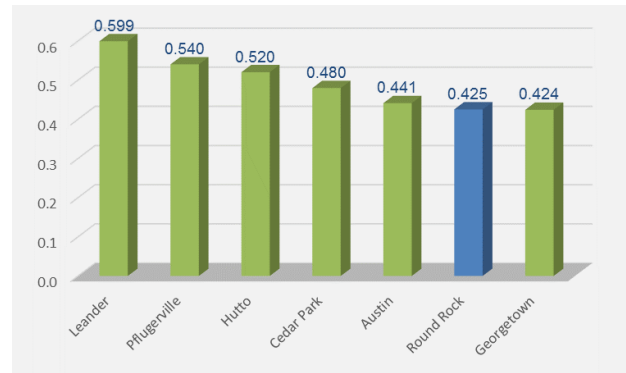
What is the total Proposed Budget?

The total Proposed Budget for FY2017 is \$323.5 million. The General Fund Proposed Budget is \$97.5 million.

What is the proposed tax rate?

The proposed maximum property tax rate for FY2017 is \$0.425 per \$100 of valuation.

- » The proposed tax rate is an increase of 3.07 cents over the effective rate of \$0.39428.
- » Total estimated taxable value for FY2017 is \$11.3B (up 7.6% from FY2016 taxable valuation of \$10.5B).
- » The average home, valued at \$240,179 will pay \$1,021 per year in city property taxes which is an increase of \$74 per year or \$6.15 per month.
- » At this tax rate, the City still has one of the lowest rates in Central Texas, and is among the lowest rates in the state for medium-sized cities.



What will the 3 cent tax increase pay for?

The increase is needed to cover the operating costs of the new fire stations and Multi-Purpose Field Complex (0.5 cents), Public Safety additions and salary increases (1.5 cents) and much needed repairs for neighborhood streets (1 cent).

Are there any changes in rates for other the City services?

There are **NO** proposed increases in the City's retail garbage, drainage, water or wastewater rates.

What are the funding priorities in this proposed budget?

The proposed budget meets the demands of growth while maintaining our high level of services within the direction provided by the City Council. The proposal highlights are summarized below.

- » An additional **Fire Code Inspector** and an additional **Assistant Fire Chief** to ensure the Fire Department has the resources to provide fire and life safety support for the growing City population. The operations for two new fire stations on Red Bud Lane & Lisa Rae Drive, scheduled to open November 2016, is included.
- » **Seven (7) new Police Officers & a Community Affairs Specialist civilian position in Police** to continue to keep the City safe.
- » The new tournament-class **Multi-Purpose Field Complex is scheduled to be completed and open in May 2017**. The proposal includes funds for operations and the five (5) positions needed to run the new facility in Old Settlers Park.
- » **Three (3) positions are proposed to keep up with the pace of development** in Round Rock. Planning & Development includes a new Building Plans Examiner and a new Development Coordinator, and a Construction Inspector is added to Transportation.
- » Streets and transportation needs are addressed by a **pilot program to expand the City's transit service** by connecting it with the greater Austin area system **and significantly increasing annual street maintenance funding**.

What major Capital Projects are planned or underway for FY2017?

The City has \$140 million in capital projects planned for FY2017, including:

- » Parks trail expansions including Lake Creek Trail, Heritage Trail East, & Heritage Trail West.
- » Improvements to Play for All Abilities Park, Kinningham Park, Joanne Land Playgroud, and the Rabb Pavilion and Playground in Old Settlers Park.
- » Completing Creekbend Blvd and the Southwest Downtown Phase 5 roadway projects.
- » Continuing design and right of way work on the University Blvd widening and the East Bagdad Extension.
- » Expansions and rehabilitation projects to maintain the City's Water, Wastewater and Stormwater Drainage system.



City of Round Rock

Agenda Item Summary

Agenda Number: I.1

Title: Consider an ordinance adopting the 2016 Property Tax Rate for the City of Round Rock. (First Reading)(Requires Two Readings)

Type: Ordinance

Governing Body: City Council

Agenda Date: 8/25/2016

Dept Director: Susan Morgan, CFO

Cost:

Indexes:

Attachments: Ordinance

Department: Finance Department

Text of Legislative File 2016-3699

This ordinance sets the ad valorem tax rate for the tax year 2016. The rate is based on net taxable property value at January 1, 2016, to assess taxes for collection during fiscal year 2016/17. **The proposed tax rate for 2016 is \$0.42500 per \$100 valuation.**

The 2016 proposed tax rate of \$0.42500 exceeds the effective tax rate of \$0.39428. The increase in the proposed rate over the effective rate is to provide funding for additional fire and police staff, operations of two new fire stations, transportation improvements, operations for a new multipurpose field complex, and additional funding for staff compensation & benefit cost increases. Under this proposal, total City taxes on the average home with an appraised value of \$240,179 will be \$1,021 per year, an increase of \$74 annually over the effective tax rate, the rate required to collect the same amount of taxes as in 2015.

The proposed tax rate provides adequate funding for the proposed FY 2016/17 City Manager's Budget.

STATE LAW REQUIRES THAT THE MOTION TO ADOPT THE ORDINANCE BE STATED AS FOLLOWS:

"I move that the property tax rate be increased by the adoption of the tax rate of \$0.42500, which is effectively a 7.79 percent increase in the tax rate. The total rate of \$0.42500 consists of a Maintenance and Operations rate of \$0.27187 and a debt rate of \$0.15313."

Summary of Proposed Tax Rate:

Maintenance & Operations portion \$0.27187

Debt portion \$0.15313

Proposed 2016 Tax Rate \$0.42500

2015 Tax Rate \$0.41465

2016 Effective Tax Rate \$0.39428

2016 Rollback Tax Rate \$0.42961

A second public hearing and first reading regarding the tax rate are being held tonight. The tax rate will be presented for second reading and final adoption on September 8, 2016.

Senate Bill 1760 went into effect January 1, 2016 and changed the tax rate legislation such that 60% or 5 votes of the City Council must vote in favor of the tax ordinance increasing the tax rate.

1) requires at least 60 percent of the members of the governing body of a city to vote in favor of an ordinance setting a property tax rate that exceeds the effective tax rate;

2) requires a city that proposes a tax rate that exceeds the lower of the effective tax rate or the rollback rate to include a sentence describing the proposed use of the additional revenue attributable to the tax rate increase. (This information has been added to the City's notice.)

Staff recommends approval.

ORDINANCE NO. 2016-3699

AN ORDINANCE LEVYING TAXES FOR THE MAINTENANCE AND OPERATION OF THE MUNICIPAL GOVERNMENT OF THE CITY OF ROUND ROCK, TEXAS, AND PROVIDING FOR THE INTEREST AND SINKING FUND FOR THE YEAR 2016.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROUND ROCK, TEXAS:

I.

That there is hereby levied and there shall be collected for the maintenance and operation of the municipal government of the City of Round Rock, Texas, for the year 2016 upon all property, real, personal and mixed, within the corporate limits of said City subject to taxation, a tax of 42.50 cents on each One Hundred Dollars (\$100.00) valuation of property. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 10.96 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$26.86.

That there is hereby levied and there shall be collected for the City of Round Rock, Texas, to provide for Interest and Sinking Funds for the year 2016 upon all property, real, personal and mixed, within the corporate limits of said City subject to taxation, a tax of 15.313 cents on each One Hundred Dollars (\$100.00) valuation of property.

SUMMARY

Maintenance and operation of the Municipal Government	27.187 cents
Interest and Sinking	15.313 cents
Total Tax per \$100.00 of valuation	42.50 cents

That the City Clerk shall ensure that the City's home page of its internet website shall include the following statement: "THE CITY OF ROUND ROCK ADOPTED A TAX RATE THAT WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 10.96 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$26.86."

II.

All monies collected under this ordinance for the specific items herein named, be and the same are hereby appropriated and set apart for the specific purpose indicated in each item and that the Assessor and Collector of Taxes, and the City Chief Financial Officer shall keep these accounts so as to readily and distinctly show the amount collected, the amounts expended and the amount on hand at any time, belonging to such funds. All receipts for the City not specifically apportioned by this ordinance are hereby made payable to the General Fund of the City.

The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this Ordinance and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

READ and **APPROVED** on first reading this the ____ day of _____, 2016.

READ, APPROVED and ADOPTED on second reading this the _____ day of _____, 2016.

ALAN MCGRAW, Mayor
City of Round Rock, Texas

ATTEST:

SARA L. WHITE, City Clerk



City of Round Rock

Agenda Item Summary

Agenda Number: I.2

Title: Consider an ordinance adopting the FY 2016-2017 Annual Budget for the City of Round Rock. (First Reading)(Requires Two Readings)

Type: Ordinance

Governing Body: City Council

Agenda Date: 8/25/2016

Dept Director: Susan Morgan, CFO

Cost:

Indexes:

Attachments: Ordinance, Exhibit A, Attachment 1, Attachment 2

Department: Finance Department

Text of Legislative File 2016-3700

The City Manager's original proposed budget as presented at the July 26, 2016 Budget Workshop totaled \$322,284,950, after receiving further direction net changes were made in the amount of \$1,250,000. The revisions are summarized on **Attachment 2 - Revision Summary Schedule**. The totals by fund are presented below:

General Fund	\$106,711,934
General Capital Projects & Equipment Fund	\$75,756,427
Debt Service Fund	\$17,664,167
Utility Fund	\$63,034,150
Drainage Fund	\$12,208,916
Hotel Occupancy Tax Fund	\$8,066,334
Sports Center Fund	\$2,066,597
Type B Fund	\$35,054,068
<u>Special Revenue Funds</u>	<u>\$2,972,357</u>
Total FY 2016/17 Annual Budget	\$323,534,950

The budget proposal above assumes a property tax rate of \$0.425.

The proposed 2016/17 Annual Budget was reviewed by the City Council at a Budget Retreat on July 26, 2016. The items presented in this proposed budget address Council's Strategic Goals for FY 2016/17 and are summarized on **Attachment 1 - FY2017 Proposed Budget - Highlights**.

Exhibit A of the FY 2016/17 Budget ordinance includes a summary of the revenues and expenses for all of the funds for the City of Round Rock.

The Financial Policies and Authorized Purchases, as presented at the Council Packet Briefing on August 9, 2016, will be adopted by separate resolutions.

The complete proposed FY 2016/17 Annual Budget workbook can be found on the City of Round Rock's website. A hard copy is available for review in the Round Rock Public Library. A public hearing and first reading of the ordinance regarding the FY 2016/17 Annual Budget are being held tonight. The second reading of the ordinance will be on September 8, 2016.

Staff recommends approval.

ORDINANCE NO. 2016-3700

AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR THE CITY OF ROUND ROCK, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016, AND ENDING SEPTEMBER 30, 2017, DIRECTING THE CITY CLERK TO FILE A TRUE COPY OF THE BUDGET WITH THE COUNTY CLERKS OF WILLIAMSON AND TRAVIS COUNTIES, TEXAS.

WHEREAS, the City Manager of the City of Round Rock, Texas, has heretofore submitted, in accordance with the state law and the City's Charter, a budget for said City, for the fiscal year beginning October 1, 2016, and ending September 30, 2017; and

WHEREAS, proper and timely notice that a public hearing on such budget would be held on August 25, 2016 was given and made in accordance with the law and within the time limits set forth by law; and

WHEREAS, such public hearing was held in accordance with law on August 25, 2016, prior to final adoption of this ordinance; Now Therefore

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROUND ROCK, TEXAS, THAT:

The budget submitted by the City Manager for the fiscal year beginning October 1, 2016 and ending September 30, 2017, as summarized in Exhibit "A" attached hereto, is hereby in all things approved and adopted and it shall be effective as of October 1, 2016.

In accordance with §102.008(a)(1), Local Government Code, the Director of Finance is directed to file with the City Clerk a true copy of the final budget as adopted by the City Council, and the City Clerk is directed to certify as a true copy said budget and file it with this ordinance in the official records of the City.

In accordance with §102.008(a)(2)(A), Local Government Code, the City Clerk is directed to ensure that a copy of the budget, including the cover page, is posted on the City's website.

In accordance with §102.008(a)(2)(B), Local Government Code, the City Clerk is directed to ensure that the record vote described by §102.007 (d)(2), Local Government Code is posted on the City's website at least until the first anniversary of the date this ordinance is adopted.

In accordance with §102.009(d), Local Government Code, the City Clerk is directed to file a certified copy of this ordinance along with a true copy of the budget with the County Clerk of Williamson County and the County Clerk of Travis County.

The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this Ordinance and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

READ and **APPROVED** on first reading this the ____ day of _____, 2016.

READ, APPROVED and **ADOPTED** on second reading this the ____ day of _____, 2016.

ALAN MCGRAW, Mayor
City of Round Rock, Texas

ATTEST:

SARA L. WHITE, City Clerk

Exhibit A

	Total Budget	General Fund	General Capital Projects & Equipment	Debt Service Fund	Utility Fund	Drainage Fund	Type B Fund	HOT Fund	Sports Center Fund	Special Revenue Funds	
Proposed Tax Rate of \$0.42500											
Estimated Fund Balance/Working Capital (1)	\$276,190,057	\$49,374,486	\$83,021,473	\$515,659	\$83,676,159	\$13,382,086	\$34,301,302	\$6,672,657	\$3,314,673	\$1,931,562	
Revenues & Sources											Revenues & Sources
Property Tax	48,512,000	31,150,000		17,362,000							Property Tax
Sales Tax	60,325,333	43,892,000					16,433,333				Sales Tax
Hotel Occupancy Tax	5,210,000							4,100,000	1,110,000		Hotel Occupancy Tax
Other Taxes & Franchise Fees	7,428,000	7,428,000									Other Taxes & Franchise Fees
Licenses, Permits, & Fees	5,751,100	1,226,100			4,250,000					275,000	Licenses, Permits, & Fees
Service Charges	50,270,864	1,428,000			45,458,676	3,384,188					Service Charges
Program Revenues	4,698,808	3,254,000						140,000	1,030,000	274,808	Program Revenues
Fines & Forfeitures	1,232,000	990,000								242,000	Fines & Forfeitures
Investment & Miscellaneous	13,782,125	4,749,400	520,907	4,000	2,795,999	850,000	4,253,084	10,000	54,000	544,735	Investment & Miscellaneous
Bond Proceeds	30,875,000		30,875,000								Bond Proceeds
Capital Lease	3,052,000				3,052,000						Capital Lease
Transfers In	14,116,000	3,355,800	9,250,000	310,200						1,200,000	Transfers In
Total Revenues	245,253,230	97,473,300	43,697,907	17,676,200	52,504,675	4,234,188	20,686,417	4,250,000	2,194,000	2,536,543	Total Revenues
Expenditures & Uses											Expenditures & Uses
Administration	3,795,839	1,864,562					934,200	345,000		652,077	Administration
Communications	644,924	644,924									Communications
Finance	5,862,510	3,351,957			2,074,150					436,403	Finance
Fire	16,851,726	16,851,726									Fire
Fiscal Support	8,971,044	6,435,361			1,517,550		1,018,133				Fiscal Support
General Services	3,995,693	3,995,693									General Services
Human Resources	1,262,041	1,262,041									Human Resources
Information Technology	4,241,251	4,241,251									Information Technology
Legal Services	1,275,000	1,275,000									Legal Services
Library	2,687,310	2,670,276								17,034	Library
Parks & Recreation	11,910,941	10,950,434								960,507	Parks & Recreation
Planning & Development	3,404,687	3,404,687									Planning & Development
Police	29,083,628	28,550,992								532,636	Police
Recycling	144,420	144,420									Recycling
Sports Management & Tourism	2,792,214							1,199,097	1,593,117		Sports Management & Tourism
Transportation	12,268,610	11,468,610					800,000				Transportation
Utilities & Drainage	26,744,018				24,678,434	2,065,584					Utilities & Drainage
Debt Service	33,484,915			17,664,167	10,147,500	577,332	4,020,199	702,237	373,480		Debt Service
Transfers Out	14,116,000	9,600,000			3,151,800	204,000		850,000		310,200	Transfers Out
Proposed Uses - General SFC	7,034,400		7,034,400								Proposed Uses - General SFC
GSFC - Designated, not yet spent	19,844,192		19,844,192								GSFC - Designated, not yet spent
Fleet Replacement	4,034,016		3,052,000		670,016	312,000					Fleet Replacement
Capital Improvement Projects	109,085,571		45,825,835		20,794,700	9,050,000	28,281,536	4,970,000	100,000	63,500	Capital Improvement Projects
Total Expenditures	323,534,950	106,711,934	75,756,427	17,664,167	63,034,150	12,208,916	35,054,068	8,066,334	2,066,597	2,972,357	Total Expenditures
Net Revenues	(78,281,720)	(9,238,634)	(32,058,520)	12,033	(10,529,475)	(7,974,728)	(14,367,651)	(3,816,334)	127,403	(435,814)	Net Revenues
Less Reservations											Less Reservations
Contingency	52,915,707	32,162,438			13,906,019	789,896	5,025,249	473,525	423,279	135,301	Contingency
Concentration Risk Fund	6,100,000	6,100,000									Concentration Risk Fund
Debt Reserves	1,365,692			527,692				838,000			Debt Reserves
Bond Proceeds (2)	47,164,655		47,164,655								Bond Proceeds (2)
Designations - Projects (2)	9,701,113						5,840,666		2,500,000	1,360,447	Designations - Projects (2)
Total Reservations	117,247,167	38,262,438	47,164,655	527,692	13,906,019	789,896	10,865,915	1,311,525	2,923,279	1,495,748	Total Reservations
Available Ending Fund Balance/Working Capital	\$80,661,170	\$1,873,414	\$3,798,298	\$0	\$59,240,665	\$4,617,462	\$9,067,736	\$1,544,798	\$518,797	\$0	Available Ending Fund Balance/Working Capital

(1) \$53,850,000 of this estimated beginning fund balance/working capital is reserved for Contingency or for Debt Reserves.

(2) Designated for future projects

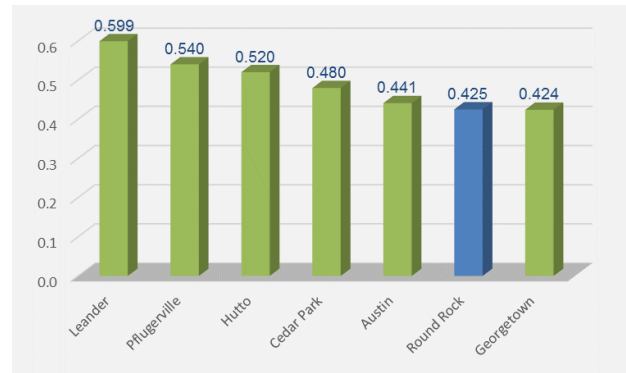
What is the total Proposed Budget?

The total Proposed Budget for FY2017 is \$323.5 million. The General Fund Proposed Budget is \$97.5 million.

What is the proposed tax rate?

The proposed maximum property tax rate for FY2017 is \$0.425 per \$100 of valuation.

- » The proposed tax rate is an increase of 3.07 cents over the effective rate of \$0.39428.
- » Total estimated taxable value for FY2017 is \$11.3B (up 7.6% from FY2016 taxable valuation of \$10.5B).
- » The average home, valued at \$240,179 will pay \$1,021 per year in city property taxes which is an increase of \$74 per year or \$6.15 per month.
- » At this tax rate, the City still has one of the lowest rates in Central Texas, and is among the lowest rates in the state for medium-sized cities.



What will the 3 cent tax increase pay for?

The increase is needed to cover the operating costs of the new fire stations and Multi-Purpose Field Complex (0.5 cents), Public Safety additions and salary increases (1.5 cents) and much needed repairs for neighborhood streets (1 cent).

Are there any changes in rates for other the City services?

There are **NO** proposed increases in the City's retail garbage, drainage, water or wastewater rates.

What are the funding priorities in this proposed budget?

The proposed budget meets the demands of growth while maintaining our high level of services within the direction provided by the City Council. The proposal highlights are summarized below.

- » An additional **Fire Code Inspector** and an additional **Assistant Fire Chief** to ensure the Fire Department has the resources to provide fire and life safety support for the growing City population. The operations for two new fire stations on Red Bud Lane & Lisa Rae Drive, scheduled to open November 2016, is included.
- » **Seven (7) new Police Officers & a Community Affairs Specialist civilian position in Police** to continue to keep the City safe.
- » The new tournament-class **Multi-Purpose Field Complex is scheduled to be completed and open in May 2017**. The proposal includes funds for operations and the five (5) positions needed to run the new facility in Old Settlers Park.
- » **Three (3) positions are proposed to keep up with the pace of development** in Round Rock. Planning & Development includes a new Building Plans Examiner and a new Development Coordinator, and a Construction Inspector is added to Transportation.
- » Streets and transportation needs are addressed by a **pilot program to expand the City's transit service** by connecting it with the greater Austin area system **and significantly increasing annual street maintenance funding**.

What major Capital Projects are planned or underway for FY2017?

The City has \$140 million in capital projects planned for FY2017, including:

- » Parks trail expansions including Lake Creek Trail, Heritage Trail East, & Heritage Trail West.
- » Improvements to Play for All Abilities Park, Kinningham Park, Joanne Land Playgroud, and the Rabb Pavilion and Playground in Old Settlers Park.
- » Completing Creekbend Blvd and the Southwest Downtown Phase 5 roadway projects.
- » Continuing design and right of way work on the University Blvd widening and the East Bagdad Extension.
- » Expansions and rehabilitation projects to maintain the City's Water, Wastewater and Stormwater Drainage system.



ATTACHMENT 2
City of Round Rock FY 2016-17 Proposed Budget
Revision Summary Schedule

ALL FUNDS CHANGES

Proposed 2016-17 Budget - As presented July 26, 2016	\$322,284,950
Sign Replacement Program Spread over 2 years - reduce \$700,000 to \$350,000	(350,000)
City Matching fund of \$500,000 for Play for All Abilities Park Expansion	500,000
General Fund partial funding Transit Pilot Program (1)	184,500
Move part of Transit Pilot Program from GSFC to General Fund	(184,500)
	<u>150,000</u>

Revised 2016-17 All Funds Budget - after workshop **\$322,434,950**

Option: Additional Streets Maintenance funding from \$0.4250 Property Tax Rate 1,100,000

Alternate 2016-17 All Funds Budget **\$323,534,950**

	2016-17 Proposed On July 26, 2016	2016-17 Proposed Changes	2016-17 Revised Proposed
GENERAL FUND Operating			
Revenues			
General Fund Revenues with \$0.41465 Property Tax Rate	\$96,188,800		\$96,188,800
Other Revenues		\$184,500	184,500
Total General Fund Revenues	\$96,188,800	\$184,500	\$96,373,300

Expenditures			
Administration	\$1,864,562		\$1,864,562
Communications	644,924		644,924
Finance	3,351,957		3,351,957
Fire	16,851,726		16,851,726
Fiscal Support & Legal Services	8,060,361		8,060,361
General Services	3,995,693		3,995,693
Human Resources	1,262,041		1,262,041
IT	4,241,251		4,241,251
Library	2,670,276		2,670,276
Parks & Recreation	10,950,434		10,950,434
Planning	3,404,687		3,404,687
Police	28,550,992		28,550,992
Recycling	144,420		144,420
Transportation (1)	10,184,110	\$184,500	10,368,610
Total General Fund Expenditures	\$96,177,434	\$184,500	\$96,361,934

Net Revenue **\$11,366**

	2016-17 Changes	2016-17 Revised Totals
2016/17 Budget Adjustments for \$0.425 Tax Rate		
General Fund - Operating		
Add'l Property Tax Revenue with \$0.4250 Property Tax Rate	\$1,100,000	97,473,300
Increase to General Fund Budget - Transportation	\$1,100,000	97,461,934

Net Revenue - Revised **\$11,366**

Notes:

1 - Move 50% of the \$184,500 Transit Pilot program to General Fund. The service expansion is still considered a one year pilot program



City of Round Rock

Agenda Item Summary

Agenda Number: I.3

Title: Consider an ordinance amending Chapter 14, Article IX to prohibit vaping in public places. (First Reading)(Requires Two Readings)

Type: Ordinance

Governing Body: City Council

Agenda Date: 8/25/2016

Dept Director: Laurie Hadley, City Manager

Cost:

Indexes:

Attachments: Ordinance

Department: Administration

Text of Legislative File 2016-3730

This ordinance will amend the current smoking ordinance to include vaping and prohibit vaping in public places throughout the city.

Staff recommends approval.

ORDINANCE NO. O-2016-3730

AN ORDINANCE AMENDING CHAPTER 14, ARTICLE IX, CODE OF ORDINANCES (2010 EDITION), CITY OF ROUND ROCK, TEXAS, TO PROHIBIT VAPING IN PUBLIC PLACES; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROUND ROCK, TEXAS:

I.

That Chapter 14, Article IX, Code of Ordinances (2010 Edition), City of Round Rock, Texas, is hereby amended to read as follows:

ARTICLE IX. SMOKING OF TOBACCO PRODUCTS AND VAPING IN PUBLIC PLACES ^[6]

[Sec. 14-241. Definitions.](#)

[Sec. 14-242. Prohibition.](#)

[Sec. 14-243. Exemptions.](#)

[Sec. 14-244. Requirements for designated smoking/vaping bars.](#)

[Sec. 14-245. Unlawful.](#)

[Sec. 14-246. Injunction.](#)

[Secs. 14-247—14-270. Reserved.](#)

Sec. 14-241. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Air purification system means an electrically powered hospital grade filter that:

- (1) Has an air-exchange rate of four times per hour or once every 15 minutes for the designated smoking vaping bar;
- (2) As its first stage, contains a minimum 30 percent rated pleated prefilter;
- (3) As its second stage, contains a HEPA filter media that is rated to remove not less than 99.97 percent of 0.3 microns; and
- (4) As its third stage, contains an industrial grade processed carbon composite adsorber filter specifically designed for removal of environmental tobacco smoke, vapor, and gases.

Bar means any establishment:

- (1) That derives more than 50 percent of its gross receipts from the sale of alcoholic beverages;
- (2) That is not located within, and does not share any common entryway or common enclosed area (other than a covered sidewalk or pedestrian way) with any other place not otherwise listed in section 14-243(a); and

1 (3) In which the serving of food, if any, is merely incidental to the primary business of serving
2 alcoholic beverages.

3 *Common areas* means areas such as restrooms, lobbies, service line areas, public telephone areas,
4 and other areas commonly used by the public.

5 *Designated smoking/vaping bar* means a bar which serves food and/or mixed drinks and which the
6 owner or operator has designated all or any portion thereof for smoking and/or vaping. All designated
7 smoking/vaping bars shall be equipped with an air purification system and/or an exhaust system, which
8 shall be designed by a professional engineer and shall otherwise comply with the requirements of section
9 14-244.

10 Electronic cigarette or e-cigarette means an electronic device containing a nicotine-based liquid that
11 is vaporized and inhaled.

12 *Enclosed area* means any area covered by a roof and having at least one wall. Vehicular drive-
13 through lanes and open outdoor concourses of sports arenas shall not be considered enclosed areas.

14 *Exhaust* means air removed from a space and discharged to the exterior of the building.

15 *Health care facility* means any office or institution providing individual care or treatment of human
16 medical, physiological or psychological illness, which definition shall include but not be limited to
17 hospitals, doctor's offices, nursing and convalescent homes and senior citizen residential facilities.

18 *Nonprofit private club* means any building, premises or portion thereof which is wholly owned or
19 leased and operated by an organization meeting the requirements of chapter 501(c) of the United States
20 Internal Revenue Code, as amended.

21 *Place of employment* means any enclosed area under the control of a public or private employer and
22 which employees normally frequent during the course of employment, including but not limited to work
23 areas, employee and employer offices, employee lounges, employee restrooms, conference rooms and
24 employee cafeterias. A residence, including a home occupation, is not considered to be a place of
25 employment.

26 *Public conveyance* means any mass transit vehicle or school bus.

27 *Public place* means any enclosed area to which the public is invited or in which the public is
28 permitted, not including the offices or work areas not entered by the public in the normal course of
29 business or use of the premises. A residence is not a public place.

30 *Retail tobacco store* means an establishment whose primary purpose is to offer for sale, and sell to
31 consumers, tobacco and tobacco products and accessories.

32 Retail vaping store means an establishment whose primary purpose is to offer for sale, and sell to
33 consumers e-cigarettes, vaping products and/or vaping accessories.

34 *Service line* means a line of persons formed for the securing of a service or product on a first-come
35 first-served basis.

36 *Smoking* means the lighting, holding, carrying of, inhaling and exhaling of the smoke of a tobacco
37 product, which definition includes but is not limited to the carrying or holding of a lighted pipe, cigar or
38 cigarette of any kind or any other lighted smoking equipment or device.

39 *Sports arena* means an indoor or outdoor facility primarily used for sports, cultural or other similar
40 events.

41 *Tobacco product* means the product derived from the dried leaves of any one of the various species
42 of *Nicotiana*, including, but not limited to, the species *Nicotiana tabacum*, the broad leafed native
43 American plant, which is utilized for smoking.

44 Vape or Vaping means the act of inhaling and exhaling the vapor emitted by an e-cigarette.

1 **Sec. 14-242. Prohibition.**

- 2 (a) Except as provided in section 14-243(a), smoking and/or vaping is unlawful inside of and outside
3 within five feet of any entrance or open window of the following places:
- 4 (1) Common areas, except as provided in section 14-243(a).
5 (2) Elevators.
6 (3) Places of employment.
7 (4) Public conveyances.
8 (5) Public places.
9 (6) Public restrooms.
10 (7) Taxicabs.
11 (8) Service lines.
12 (9) Sports arenas.
- 13 (b) No smoking and no vaping shall be designated by signs posted in conspicuous locations located at
14 any entrance to and within all public places and places of employment. Such signs shall be visible to
15 the public and clearly recite the phrase "No Smoking, No Vaping" and/or use the international no-
16 smoking and no vaping symbols.

17 **Sec. 14-243. Exemptions.**

- 18 (a) Smoking and vaping is lawful in the following places:
- 19 (1) Retail tobacco stores and retail vaping stores, including any common areas.
20 (2) Smoking and/or vaping as a part of a theatrical production.
21 (3) In bars, including common areas, which do not serve food and which serve alcoholic beverages
22 pursuant to a wine and beer retailer's permit issued by the state alcoholic beverage
23 commission.
24 (4) Subject to compliance with section 14-244, in a designated smoking/vaping bar.
25 (5) Separate patient care and/or sleeping quarters of health care facilities and convalescence
26 facilities which have been designated as a smoking/vaping room by the owner or operator,
27 provided however that lobbies, hallways and other common or public areas shall ~~be remain~~ remain
28 ~~nonsmoking areas no smoking and no vaping areas~~.
29 (6) Hotel and lodging rooms, provided however that hotel lobbies, hallways and other public areas
30 shall ~~be nonsmoking areas remain no smoking and no vaping areas~~.
31 (7) Open outdoor concourse of a sports arena, which has been designated as a smoking/vaping
32 area by the owner or operator.
33 (8) Non-profit private clubs.
- 34 (b) The owner or operator of all public places listed in subsection (a) of this section that have both no
35 smoking/no vaping and areas where smoking/vaping is permitted ~~areas~~ shall post signs in
36 conspicuous locations located at any entrance to and within such public places. Such signs shall be
37 visible to the public and clearly recite the phrase "Smoking or Vaping ~~in~~ Designated Areas Only."
- 38 (c) The owner or operator of all public places listed in subsection (a) of this section where the entire
39 premises is or has been designated as a smoking/vaping area shall post signs in conspicuous
40 locations located at any entrance to and within such public places. Such signs shall be visible to the
41 public and clearly recite the phrase "Smoking and/or Vaping is Permitted Throughout the Premises."

1 **Sec. 14-244. Requirements for designated smoking bars.**

- 2 (a) In order to have a designated smoking/vaping bar, the owner or operator of a bar not included within
3 section 14-243(a)(5) must have a valid permit issued therefor by the city pursuant to subsection (b)
4 of this section and shall:
- 5 (1) Provide the designated smoking/vaping bar with exhaust and/or air purification systems that will
6 provide a minimum of four air changes per hour for the entire designated smoking/vaping bar;
- 7 (2) Properly maintain in accordance with manufacturer's recommendations the exhaust and air
8 purification systems used in designated smoking/vaping bars and keep a log and receipts for all
9 such maintenance, including filter replacement;
- 10 (3) Allow city personnel to inspect such systems and maintenance logs at all reasonable times;
- 11 (4) Provide signs conspicuously posted in the bar which state "Smoking/Vaping In this Area Only"
12 or, if the entire premises has been designated a smoking bar, provide signs conspicuously
13 posted at any entrances which state "Smoking/Vaping is Permitted Throughout the Premises";
14 and
- 15 (5) Provide receptacles for the extinguishment of smoking materials located within all designated
16 smoking/vaping bars.
- 17 (b) In order to maintain a designated smoking/vaping bar, the owner or operator of the premises must
18 apply for and receive a permit issued by the city in compliance with the following:
- 19 (1) An application for the permit shall be submitted on forms provided by the city.
- 20 (2) The fee for processing the application shall be as currently established or as hereafter adopted
21 by resolution of the city council from time to time.
- 22 (3) Prior to the permit being issued, the system as described in subsection (a)(1) of this section for
23 the proposed designated smoking/vaping bar must successfully pass a test showing the system
24 works properly.
- 25 (4) If the system fails two successive tests, the applicant shall pay a re-testing fee as currently
26 established or as hereafter adopted by resolution of the city council from time to time for each
27 additional test.
- 28 (c) The owner or operator of a designated smoking/vaping bar shall be required to pass additional tests
29 from time to time as determined by the city.
- 30 (d) Failure to pass a test shall result in the denial of the application for a permit, or the revocation of an
31 existing permit to operate a designated smoking/vaping bar, and the bar shall be deemed to be
32 nonsmoking and non-vaping until successfully tested or retested.
- 33 (e) Failure to maintain the exhaust and/or air purification systems so that said systems will not provide a
34 minimum of four air changes per hour for the entire designated smoking/vaping bar shall result in the
35 revocation of an existing permit to operate a designated smoking/vaping bar, and such bar shall be
36 deemed to be nonsmoking and non-vaping until such time that it can be demonstrated that said
37 systems are operating satisfactorily.

38 **Sec. 14-245. Unlawful.**

39 A person commits an offense if he:

- 40 (1) Knowingly, intentionally or by criminal negligence smokes or vapes in an area designated as
41 prohibited under section 14-242;
- 42 (2) Knowingly, intentionally or by criminal negligence fails to post any sign as required by this
43 article;
- 44 (3) Knowingly, intentionally or by criminal negligence fails to designate nonsmoking and non-vaping
45 areas and smoking and vaping areas as required by this article;

- (4) Knowingly, intentionally or by criminal negligence designates or maintains a smoking/vaping area in violation of the requirements of this article; or
- (5) Knowingly, intentionally or by criminal negligence violates any other provision of this article.

Sec. 14-246. Injunction.

In accordance with V.T.C.A., Local Government Code § 54.016, the city may obtain against the owner or owner's representative with control over the premises an injunction that:

- (1) Prohibits specific conduct that violates this article; and/or
- (2) Requires specific conduct that is necessary for compliance with this article.

Secs. 14-247—14-270. Reserved.

II.

This Ordinance shall be effective on and after January 1, 2017.

III.

A. All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed.

B. The invalidity of any section or provision of this ordinance shall not invalidate other sections or provisions thereof.

C. The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this Ordinance and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

READ and **APPROVED** on first reading this the ____ day of _____, 2016.

READ, APPROVED and ADOPTED on second reading this the _____ day of _____, 2016.

ALAN MCGRAW, Mayor
City of Round Rock, Texas

ATTEST:

SARA L. WHITE, City Clerk



City of Round Rock

Agenda Item Summary

Agenda Number: K.1

Title: Consider Executive Session as authorized by §551.072, Government Code, to deliberate the purchase of and/or value of the leasehold interest of the Chamber of Commerce building at 212 E. Main Street.

Type: Executive Session

Governing Body: City Council

Agenda Date: 8/25/2016

Dept Director:

Cost:

Indexes:

Attachments:

Department:

Text of Legislative File 2016-3748