

ADMINISTRATION

Mayor and City Council Executive Administration Finance

PERFORMANCE INDICATORS

The City of Kyle Administration Departments is divided into three budgetary categories: Mayor and Council, Executive, and Finance; and are collectively responsible for all administrative, legislative, financial, and planning administration functions of the city. All meetings of the City Council, Planning Commission, and other committees are coordinated through these departments. The employees of this department often deal directly with City Council and act as official liaison between that body and the general citizenry. The Finance Department has primary responsibility for all appropriate record-keeping and financial administration of all city funds.

	FY 03-04 Actual	FY 04-05 Actual	FY 05-06 Projected	FY 06-07 Projected
Ordinances Approved	22	47	50	50
Resolutions Approved	26	55	45	45
Meeting Packets Prepared	40	44	45	45
Budgetary Checks Issued	2,518	2,760	3,201	3,425
Total Value of Checks	\$11.994M	\$8.277M	\$12.631M	\$13.515M

PERSONNEL

Eleven (11) Full-Time Positions One (1) Shared Full-Time Position (1/3)	City Manager Assistant City Manager City Secretary Director of Communications Director of Finance Accountant Accounting Clerk Administrative Assistant (4-1/3)
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CAPITAL EXPENDITURES AND PROJECTS

A narrative specifically listing and explaining capital expenditures proposed for this department is detailed within the "City of Kyle FY2006-2007 Five-Year Capital Program" previously submitted to City Council.

ADMINISTRATION -MAYOR AND CITY COUNCIL
EXPENDITURE DETAIL

	<i>FY2003-04</i> <i>Actual</i>	<i>FY2004-05</i> <i>Actual</i>	<i>FY2005-06</i> <i>Projected</i>	<i>FY2006-07</i> <i>Proposed</i>	<i>FY2007-08</i> <i>Projected</i>
<i>SALARIES AND BENEFITS</i>					
Base Salaries	8,050	6,800	8,133	8,400	8,400
Social Security	0	0	0	0	0
Municipal Retirement System	0	0	0	0	0
Workman's Compensation	28	0	28	27	28
Medical Insurance	0	0	0	0	0
Unemployment Insurance	0	0	0	0	0
Other	0	0	0	0	0
<i>Subtotal</i>	<u>\$8,078</u>	<u>\$6,800</u>	<u>\$8,161</u>	<u>\$8,427</u>	<u>\$8,428</u>
<i>SUPPLIES AND MATERIALS</i>					
Minor Supplies	1,215	3,929	2,333	2,567	2,644
Office Supplies	986	815	800	880	906
<i>Subtotal</i>	<u>\$2,200</u>	<u>\$4,744</u>	<u>\$3,133</u>	<u>\$3,447</u>	<u>\$3,550</u>
<i>SERVICES & OTHER CHARGES</i>					
Insurance	1,000	0	1,323	1,521	1,567
Elections	5,128	6,227	7,877	8,462	8,716
Elections - Legal Services	3,298	0	2,240	2,500	2,575
Other Contracted Services	10,025	13,900	7,673	8,441	8,694
OCS - Ordinance Codification	0	3,240	12,385	0	0
OCS - Community Branding	0	0	0	15,000	0
Community Support					
CCA/Meals on Wheels Prog	0	0	0	8,000	8,000
Hays-Caldwell Women's Ctr	0	7,000	7,140	7,300	7,000
Kyle Chamber of Commerce	2,500	2,500	2,500	2,500	2,500
New Community Event	0	0	0	20,000	0
Dues & Memberships	4,782	5,371	2,075	2,283	3,060
Travel & Training	3,124	3,025	2,566	7,000	7,210
Advertising	122	0	200	200	206
Miscellaneous	25,000	0	0	0	0
<i>Subtotal</i>	<u>\$54,979</u>	<u>\$41,263</u>	<u>\$45,979</u>	<u>\$83,207</u>	<u>\$49,528</u>
<i>CAPITAL OUTLAY</i>	\$ -	\$ -	\$ 42,500	\$ -	\$ -
TOTALS	<u>\$65,257</u>	<u>\$52,807</u>	<u>\$99,774</u>	<u>\$95,081</u>	<u>\$61,506</u>

ADMINISTRATION - EXECUTIVE EXPENDITURE DETAIL

	<i><u>FY2003-04</u></i> <i><u>Actual</u></i>	<i><u>FY2004-05</u></i> <i><u>Actual</u></i>	<i><u>FY2005-06</u></i> <i><u>Projected</u></i>	<i><u>FY2006-07</u></i> <i><u>Proposed</u></i>	<i><u>FY2007-08</u></i> <i><u>Projected</u></i>
<i>SALARIES AND BENEFITS</i>					
Base Salaries	200,171	246,723	265,926	434,640	452,026
Market Maint Adjustment	n/a	n/a	n/a	7,347	7,641
Merit Increase	n/a	n/a	n/a	14,230	14,799
Overtime	2,406	1,844	4,226	2,825	2,938
Social Security	15,366	18,990	19,842	34,901	36,297
Municipal Retirement System	16,668	21,305	23,420	39,737	41,326
Workman's Compensation	1,109	601	0	2,007	2,087
Medical Insurance	14,749	20,135	14,816	40,906	42,542
Life Insurance	n/a	n/a	187	593	617
Unemployment Insurance	950	806	20,413	2,700	2,808
Car Allowance	6,140	6,000	6,000	6,000	6,000
Deferred Compensation	10,000	0	0	0	0
Other	340	0	0	0	0
<i>Subtotal</i>	<u>\$267,900</u>	<u>\$316,405</u>	<u>\$354,830</u>	<u>\$585,886</u>	<u>\$609,082</u>
<i>SUPPLIES AND MATERIALS</i>					
Minor Supplies	12,045	7,739	12,011	15,013	15,464
Office Supplies	7,345	6,063	3,999	4,999	5,149
<i>Subtotal</i>	<u>\$19,390</u>	<u>\$13,802</u>	<u>\$16,010</u>	<u>\$20,012</u>	<u>\$20,612</u>
<i>SERVICES & OTHER CHARGES</i>					
Equipment Maintenance	6,197	9,956	10,886	9,013	9,283
Buildings & Grounds Maint	572	1,525	438	845	871
Insurance	3,940	7,627	12,000	12,000	12,360
Utilities	8,923	7,381	19,174	23,967	24,686
Audit Services	8,908	0	0	0	0
Communications	7,307	8,261	10,735	16,103	16,586
Comm - Public Relations	n/a	n/a	0	0	0
Other Contracted Services	1,823	16,260	44,376	55,470	57,134
Engineering	2,223	5,519	714	2,819	2,903
Dues & Memberships	1,450	1,345	1,947	2,433	2,506
Travel & Training	5,208	4,982	6,000	6,000	6,180
Advertising	3,307	3,754	2,653	4,047	4,169
Legal Services	17,380	33,497	55,525	35,467	36,531
Legal Services - Litigation	n/a	29,069	57,991	15,000	15,450
HC Central Appraisal District	14,717	17,398	18,660	23,187	23,882
Development Review Fees	0	130,253	0	0	0
City Hall Relocation Misc	0	0	12,804	0	0
Miscellaneous	2,495	2,998	1,329	2,527	2,602
<i>Subtotal</i>	<u>\$84,447</u>	<u>\$279,824</u>	<u>\$255,232</u>	<u>\$208,878</u>	<u>\$215,144</u>
<i>CAPITAL OUTLAY</i>	\$ 8,134	\$ -	\$ 188,101	\$ -	\$ -
TOTALS	<u>\$379,871</u>	<u>\$610,031</u>	<u>\$814,173</u>	<u>\$814,776</u>	<u>\$844,838</u>

ADMINISTRATION - FINANCE
EXPENDITURE DETAIL

	<i>FY2003-04</i> <i><u>Actual</u></i>	<i>FY2004-05</i> <i><u>Actual</u></i>	<i>FY2005-06</i> <i><u>Projected</u></i>	<i>FY2006-07</i> <i><u>Proposed</u></i>	<i>FY2007-08</i> <i><u>Projected</u></i>
<i>SALARIES AND BENEFITS</i>					
Base Salaries	67,062	52,026	40,327	146,980	152,859
Market Maint Adjustment	n/a	n/a	n/a	2,295	4,586
Merit Increase	n/a	n/a	n/a	4,154	4,320
Overtime	0	0	0	1,000	1,040
Social Security	4,869	4,357	3,085	11,737	12,206
Municipal Retirement System	5,732	4,988	3,512	13,364	13,899
Workman's Compensation	437	120	60	675	702
Medical Insurance	6,370	3,714	2,911	13,148	13,674
Life Insurance	n/a	n/a	n/a	187	194
Unemployment Insurance	525	137	130	810	842
Other	0	0	0	0	0
<i>Subtotal</i>	<u>\$84,995</u>	<u>\$65,342</u>	<u>\$50,025</u>	<u>\$194,350</u>	<u>\$204,323</u>
<i>SUPPLIES AND MATERIALS</i>					
Minor Supplies	722	1,217	950	1,300	1,339
Office Supplies	1,248	1,796	2,245	2,410	2,482
<i>Subtotal</i>	<u>\$1,970</u>	<u>\$3,012</u>	<u>\$3,195</u>	<u>\$3,710</u>	<u>\$3,821</u>
<i>SERVICES & OTHER CHARGES</i>					
Equipment Maintenance	1,469	406	1,616	1,164	1,199
Insurance	125	150	150	150	155
Auditing Services	5,478	31,844	29,000	32,000	32,960
Other Contracted Services	9,538	18,985	47,053	13,775	14,188
Communications	1,676	1,581	2,954	2,400	2,472
Dues & Memberships	780	780	200	490	505
Travel & Training	1,492	3,271	500	1,300	1,339
Miscellaneous	0	9,339	815	0	0
<i>Subtotal</i>	<u>\$20,558</u>	<u>\$66,356</u>	<u>\$82,289</u>	<u>\$51,279</u>	<u>\$52,817</u>
<i>CAPITAL OUTLAY</i>	\$ 114,018	\$ 7,909	\$ 21,500	\$ 14,500	\$ -
TOTALS	<u>\$221,541</u>	<u>\$142,619</u>	<u>\$157,009</u>	<u>\$263,839</u>	<u>\$260,962</u>