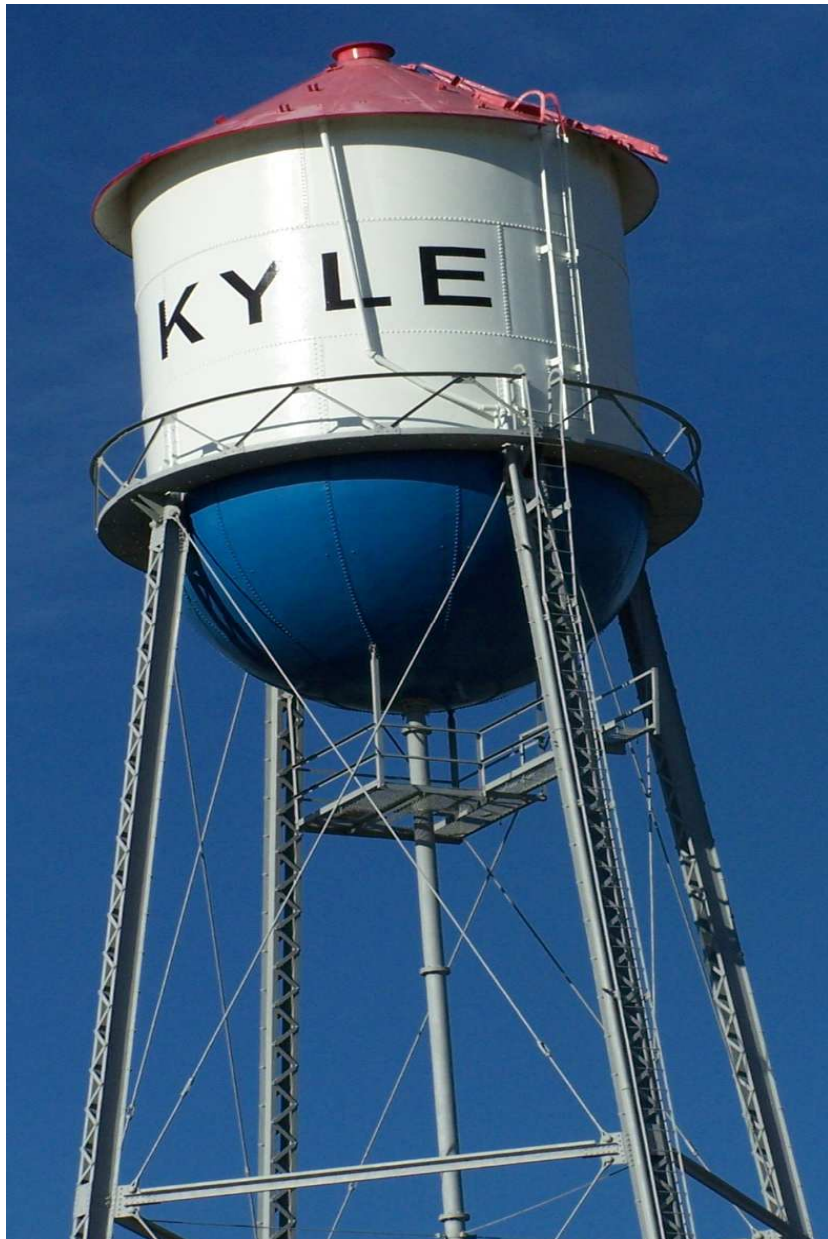


Utility Fund Public Works





OVERVIEW

Public Works - Utilities

The City of Kyle Public Works Department is a general term that refers to two (2) different budgetary departments: "Street Construction and Maintenance" and the "Utility Department". In 2007-08 the Utility Fund consisted of three operating divisions which include: Water Operations; Water Supply; and Wastewater Operations. These three divisions work under the general direction of the Director of Public Works. In the 2008-2009 fiscal year, an Administrative Division was added to the organization and for 2009-10, the Utility Billing Section was moved from the General Fund to the Utility Fund.

While overall supervision of the Utility Billing Section is provided by Finance Department staff, funding to support this operation comes directly out of the Utility Fund, so rather than transfer funds to the General Fund to cover this expense, it has been placed in the Utility Fund. Following is a table summarizing total revenue and expenses for the Utility Fund for FY 2009-10.

SUMMARY OF REVENUE AND EXPENSES

Utility Fund 310

	2007-08 Actual	2008-09 Actual	2009-10 YE Projected	2010-11 Total Adopted
Revenue Source				
Water Sales	3,345,481	3,689,785	(36,841)	4,965,050
Water Service Charges	600,603	437,024	(44,171)	400,084
Wastewater Service Charges	2,292,196	2,276,500	(123,893)	3,045,924
Use of Money and Property	2,427,291	90,993	5,500	110,001
Total - Operating Revenue	8,665,571	6,494,302	(199,404)	8,521,059

Expenditures

Water Administration	-	498,913	605,366	1,081,049
Utility Billing				370,075
Water Operations	1,285,809	1,947,460	2,243,027	2,832,060
Water Supply	1,458,801	1,458,801	1,609,408	2,365,976
Wastewater Operations	2,162,255	2,130,804	2,410,934	3,275,284
Total - Operating Expenditures	4,906,865	6,035,977	6,868,735	9,924,445

Current Year Ending Balance

(1,403,386)

Detailed Listing of Revenue

FY2010-11 Annual Budget – Revenue Projections

Utility Fund 310**Revenue Source****Water****Water Sales**

	2007-08	2008-09	2009-10				2010-11			
	Actual	Actual	Adopted	Y-T-Date	Amend # 1	Difference	Base Line	CM Approve	Program Change	Total
Water Sales- Consumption Charge	3,330,362	3,689,785	3,656,631	1,255,727	3,618,810	(37,821)	3,785,000	3,785,000	1,173,350	4,958,350
Bulk Water Sales	156	-	-	-	-	-	-	-	-	-
Refunds/ Reimbursements	8,100	-	520	1,379	1,500	980	1,500	1,500	-	1,500
Miscellaneous	937	-	5,200	-	5,200	-	5,200	5,200	-	5,200
Svc Area 2 Acreage Fee	5,926	-	-	-	-	-	-	-	-	-
Surface Water reservation Fee	-	-	-	-	-	-	-	-	-	-
<i>Subtotal</i>	3,345,481	3,689,785	3,662,351	1,257,106	3,625,510	(36,841)	3,791,700	3,791,700	1,173,350	4,965,050

Water Service Charges

Water Service Taps	157,700	80,188	95,300	9,350	23,375	(71,925)	32,000	32,000	-	32,000
Water Meter - Purchase	40,121	36,898	39,118	15,377	46,596	7,478	48,926	48,926	-	48,926
Water Service Charges	106,345	101,825	58,232	24,240	56,372	(1,860)	59,191	59,191	-	59,191
Reconnect Fees	22,365	23,322	51,428	28,500	66,279	14,851	69,593	69,593	-	69,593
Surcharges	87,240	-	0	-	-	-	-	-	-	-
Late Payment Penalties	183,599	189,969	168,894	76,452	177,794	8,900	186,684	186,684	-	186,684
Miscellaneous Water Fees	3,233	4,822	5,129	1,511	3,514	(1,615)	3,690	3,690	-	3,690
<i>Subtotal</i>	600,603	437,024	418,101	155,429	373,930	(44,171)	400,083	400,084	-	400,084

Total Water Revenue	3,946,084	4,126,809	4,080,452	1,412,535	3,999,440	-81,012	4,191,783	4,191,784	1,173,350	5,365,134
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Wastewater Service Fees**Charges For Collection/Disposal Services**

Sunset Ridge WW	-	-	-	-	-	-	-	-	-	-
Lift Station Hays CISD	8,860	6,868	6,562	3,292	7,655	1,093	8,000	8,000	-	8,000
<i>Subtotal</i>	8,860	6,868	6,562	3,292	7,655	1,093	8,000	8,000	-	8,000
Sewer Service Charges	2,044,552	2,094,429	2,572,390	869,864	2,485,325	(87,065)	2,957,537	2,957,537	-	2,957,537
Claims and Reimbursement	-	18,380	18,380	-	18,380	18,380	18,380	18,380	-	18,380
	2,044,552	2,112,809	2,590,770	869,864	2,503,705	(68,685)	2,975,917	2,975,917	-	2,975,917

Charges for Connection Services/delinquencies

Sewer Service Taps	212,808	147,264	111,086	19,175	54,786	(56,300)	56,977	56,977	-	56,977
Sewer Service Charges	500	9,529	3,120	2,550	3,120	-	5,000	5,000	-	5,000
Sewer Reconnect Fees	-	30	30	-	30	-	30	30	-	30
Surcharges	25,331	-	-	-	-	-	-	-	-	-
Late Payment Penalties	-	-	-	62,764	-	-	-	-	-	-
Miscellaneous Sewer Fees	145	-	-	-	-	-	-	-	-	-
	238,784	156,824	114,236	84,489	57,936	(56,300)	62,007	62,007	-	62,007
	2,292,196	2,276,500	2,711,568	957,644	2,569,295	(123,893)	3,045,924	3,045,924	-	3,045,924

Miscellaneous Revenue

Return on Investments	12,171	16,750	98,742	-	98,742	-	-	-	-	-
Fund Interest Earned- Sewer	65,323	-	16,750	-	16,750	-	-	-	-	-
Inspection Services Fee	24,928	-	-	-	-	-	-	-	-	-
Proceeds Sale of Equipment	17,224	74,243	-	3,737	4,000	4,000	-	-	-	-
Billable City Work	-	-	-	1,379	1,500	1,500	110,001	110,001	-	110,001
Transfer IN from CIP	2,307,645	-	-	-	-	-	-	-	-	-
Total Misc. Utility Revenue	2,427,291	90,993	115,492	5,117	120,992	5,500	110,001	110,001	-	110,001

Total - Operating Revenue	8,665,571	6,494,302	6,907,512	2,375,296	6,689,728	(199,404)	7,347,708	7,347,709	1,173,350	8,521,059
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Overall revenue is expected to grow by 4.0% over the previous year, but water and sewer rates are expected to increase resulting in the larger projections. The biggest variable is water sales which also, at least with commercial customers influences sewer service revenue as well. This year saw record rain fall putting an end to three years drought, and the sale of water has leveled off. When dry conditions return the volume of water sold will not be significantly different than in prior years.

Efforts will also continue in diversifying and increasing the City's water supply to ensure that adequate supplies will be available in the future to accommodate the City's growth.

Following are sections on each of the divisions of the Utility System with more detailed information on staffing, costs and changes proposed for 2010-11.



UTILITY ADMINISTRATION DIVISION

Expenditures appropriated in the Administrative Division include personnel assigned overall responsibility for the Utility operations including 65% of the Department Head's costs, the Utility Coordinator, departmental secretary etc. Focus of Water Operations and Supply are to provide quality and safe drinking water, which includes maintenance and development of water mains, water testing, and service connections. The Wastewater Department carries responsibility for maintenance and operation of the City's wastewater collection system; it also protects the public from pollution and environmental contamination. The wastewater treatment plant is owned by the City, but is operated by private contractors.

Personnel Resources

PW - Utilities Administration			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2009-10	FY 2010-11 Adopted	Diff.
City Manager	F	Sal.	0.00	0.50	0.50
Assistant City Manager	F	Sal.	0.00	0.50	0.50
Director of Finance	F	Sal.	0.00	0.50	0.50
Director of Human Resources	F	Sal.	0.00	0.25	0.25
Director of Public Works	F	Sal.	0.00	1.00	1.00
Utilities Superintendent	F	Sal.	1.00	1.00	0.00
Utilities Asst Superintendent	F	Sal.	1.00	0.00	-1.00
Utilities Coordinator	F	Sal.	1.00	1.00	0.00
Public Works Inspector	F	Sal.	0.00	1.00	1.00
Secretary	F	Hr.	1.00	1.00	0.00
Utility Clerk	F	Hr.	1.00	1.00	0.00
Utility Foreman	F	Sal.	1.00	1.00	0.00
F= Full Time PPT = Permanent Part time			6.00	8.75	2.75

Comments on staffing changes for 2010-11

In 2010-2011, we moved a portion of the City Manager, Assistant City Manager, and Human Resources Director and Director of Finance to assist in budgeting and to more accurately reflect the time spent in support of the Utility Fund. It appears there is an increase in staffing, but that is due to these changes as well as reauthorizing the Director of Public Works and moving the Asst Superintendent to the Superintendent position and the deauthorizing the Assistant position. Recognizing the need for resources elsewhere in the organization, there is no additional manpower proposed in this unit. Next year will likely need to see an increase in manpower in order to maintain service levels.

MANAGEMENT BY OBJECTIVES

In response to City Council requests for functional objectives, the City of Kyle has instituted a management by objectives program. The following are the mission statements, goals and objectives that each functional division under Public Works intends to use budgetary support to accomplish in the upcoming budget year.

Mission Statements

The mission of the Kyle Public Works Department is to enact a customer service oriented culture in order to manage the creation, distribution and maintenance of our public infra structure that supports a desirable way of life for our citizens. We accomplish this through training and development of our staff so that we deliver effective, timely service that is focused on the customer.

Goals

- Provide a safe work environment that promotes the safety of all employees, citizens, and properties. This is accomplished through monthly training classes (12 in all) and “tail board” meetings prior to each task. The “tail board” meetings give a synopsis of all work that is about to transpire, along with related safety issues. This allows each employee to be aware of all aspects of his/her tasks.
- To provide professional, prompt and courteous service to all of our customers, visitors, fellow employees and associated utilities.
- To provide an opportunity to pursue advanced knowledge in relations to our Admin, Water, Wastewater, and Street Departments. These courses allow for a more knowledgeable, proficient and confident employee. Many of these courses are desired, in order to maintain or upgrade our current licenses in the water and wastewater departments.

Objectives

- To hold one safety meeting per month.
- Provide at one customer service training session for employees per year.
- Send all Admin employees to at least one continuing education course.
- Send all Water employees to at least one continuing education course.
- Send all Waste Water employees to at least one continuing education course.
- Send all Street employees to at least one continuing education course.

Appropriations by Major Category of Expenditure**Utility Administration**

RESOURCE CATEGORY	2007-08	2008-09	2009-10		2010-11		
	Actual	Actual	Adopted	Amend # 2	Baseline	Prog. Chng	Total
(1)Employee Services	-	452,958	539,176	557,581	909,475	4,000	913,475
(2)Supplies & Materials	-	7,861	11,675	13,978	20,000	-	20,000
(3)Facility Operations	-	12,267	17,226	23,833	44,050	-	44,050
(4)Equipment Operations	-	17,489	23,350	22,650	28,850	-	28,850
(5)Service Fees/Contracts	-	8,338	11,071	12,789	71,675	3,000	74,675
Total	-	498,913	602,498	630,831	1,074,049	7,000	1,081,049

Comments on significant changes for 2010-11

The significant increase in this department is related to assigning Administration costs from the General Fund to the Utility Fund. Other significant increases are related to increased Utility Operations and the opening of the new Public Works facility.

Capital Outlay - No capital outlay items are included for the Utility Administration Division for 2010-11.

UTILITY BILLING

The Utility Billing Office Team, consisting of both office and field personnel, bills and collects for all City utility services, as well as handling new development services applications; utility service requests; bad debt and non-payment issues; customer assistance with conservation and utility programs; payment options and arrangements; maintenance of City utility account records; and billing inquiries.

The Utility Billing program is primarily responsible for the billing and collection of water, sewer and trash services provided by the City of Kyle. The primary duties are to bill utility consumption and uncollected charges on a monthly basis, process payments received (in person, night drop, mail, phone, and online), process late payment penalties and prepare a list for disconnects, process adjustments to utility accounts, handle utility service requests, manage bad debt and non-payment issues, maintain City utility account records and assist customers with new service, disconnects, service cancellation, and other inquiries. The Utility Billing program staff consists of one Utility Billing Supervisor and three Utility Clerks. An additional clerk is requested for next year.

	FY 07 - 08	FY 08 - 09	FY 09 - 10	FY 10 - 11
Performance Indicators	Actual	Actual	Projected	Projected
Total Utility Bills Printed	104,553	100,762	102,699	103,000
Residential Water Accounts	6,584	6,876	6,855	6,900
Commercial Water Accounts	519	349	311	350
Residential Sewer Accounts	7,519	7,884	8,018	8,200
Commercial Sewer Accounts	479	340	323	325
Residential Garbage Accounts	7,407	7,721	8,168	8,100

Personnel Resources

Utility Billing			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2009-10	FY 2010-11 Adopted	Diff.
Utility Billing Supervisor	F	Sal	1.00	1.00	0.00
Senior Utility Clerk	F	Hr.	1.00	1.00	0.00
Utility Clerk	F	Hr.	3.00	3.00	0.00
			5.00	5.00	0.00

F= Full Time PPT = Permanent Part time

Comments on Proposed staffing changes for 2010-11

There are no proposed staffing changes for FY 2010-11.

Objectives

- Operate within the annual budgetary limits for FY 2010-2011.
- For each employee to receive 16 hours of continuing education training.
- Implement fixed based meter reading system on 50% of the residential accounts by 9/30/2011.
- To respond to customer contacts (by e-mail or phone) within one business day.

Appropriations by Major Category of Expenditure**Utility Billing**

RESOURCE CATEGORY	2007-08	2008-09	2009-10		2010-11		
	Actual	Actual	Adopted	Amend #2	Baseline	Prog. Chng	Total Request
(1)Employee Services	-	-	233,554	219,567	253,600	-	253,600
(2)Supplies & Materials	-	-	39,878	46,752	37,780	220	38,000
(3)Facility Operations	-	-	4,650	5,550	4,650	-	4,650
(4)Equipment Operations	-	-	575	1,200	1,000	-	1,000
(5)Service Fees/ Contracts	-	-	36,900	136,401	72,825	-	72,825
Total	-	-	315,557	409,470	369,855	220	370,075

Comments on significant changes Proposed for 2010-11

Prior two year history of expenditures for Utility Billing is in the General Fund, it is not recorded here. This year's increases are a result of more accurately base line information tied to historical numbers. There are no significant increases in this unit this year.

Capital Outlay - No operating capital expenditures are included in the FY 10-11 budget.

Water Operating Division

The mission of the Water Operating Division is to deliver a dependable and plentiful supply of water to meet the present and future needs of customers through cost-effective management and maintenance of the infrastructure, while incorporating environmental and regulatory controls.

The Water Services Utility is responsible for the operation and maintenance of infrastructure that provides potable water for over 7,000 customers. Four water wells totaling 2.208 MGD of capacity, 7 storage tanks with a total storage capacity of 2.241 MG, 3 water pumping stations, 20 miles of water distribution piping which includes valves, 600 fire hydrants, and 6,850 meters. Department activities are regulated by the Texas Commission on Environmental Quality (TCEQ) and the Environmental Protection Agency (EPA). Department activities include: periodic operational checks and preventive maintenance at pumping facilities, inspection and acceptance of new facilities constructed by developers, repair and preventive maintenance of piping and valves, testing and maintenance of system metering, marking of all underground piping prior to excavation by contractors, and routine sampling of water for proper process controls. The operation and maintenance of treatment facilities for the City's surface water supply is performed by GBRA under a 40-year contract that began in October 7, 1998.

Performance Indicators	FY 07 - 08 Actual	FY 08 - 09 Actual	FY 09 - 10 Projected	FY 09 - 10 Projected
Water Work Orders	6,605	5,724	8,791	9,500
Ground Water Storage	6	8	8	8
Elevated Water Storage	5	5	6	6

Personnel Resources

Public Works - Utilities (Water)			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2009-10	FY 2010-11 Adopted	Diff.
PW Crew Leader	F	Hr.	1.00	1.00	0.00
Equipment Operator	F	Hr.	1.00	1.00	0.00
SCADA Technician	F	Hr.	1.00	1.00	0.00
Equipment Operator	F	Hr.	1.00	1.00	0.00
Utility Technician II	F	Hr.	1.00	1.00	0.00
Utility Technician I	F	Hr.	6.00	6.00	0.00
Utility Technician I-Meter Reader	F	Hr.	2.00	2.00	0.00
Utility Technician III	F	Hr.	1.00	1.00	0.00
			12.50	12.50	0.00

F= Full Time PPT = Permanent Part time

Comments on staffing changes for 2010-11

Recognizing the need for resources elsewhere in the organization, there are no changes proposed in this unit. Next year will likely need to see an increase in manpower in order to maintain service levels.

MANAGEMENT BY OBJECTIVES**Goals**

- To continue a methodical, technical approach, using advanced leak detection equipment, in identifying all possible water leaks throughout our system.
- Continue to comply with the State (TCEQ - Texas Commission Environmental Quality) regulated program, in which we are required monthly to flush all dead end water mains. This is done to insure water quality and chlorine levels throughout our system.
- Continue to comply with the State (TCEQ - Texas Commission Environmental Quality) regulated program, in which we are required to pull a specified number of water samples per month.

Objectives

- Our goal is to perform 2400 leak detection tests per year.
- Perform monthly flushings on 114 dead end mains.
- Take and submit 30 water samples per month / 360 per year.

Appropriations by Major Category of Expenditure**Water Operations**

RESOURCE CATEGORY	2007-08	2008-09	2009-10		2010-11		
	Actual	Actual	Adopted	Amend #2	Baseline	Prog. Chng	Total Request
(1)Employee Services	266,325	261,612	297,773	294,273	344,938	10,400	355,338
(2)Supplies & Materials	220,422	71,390	81,550	95,846	90,000	10,000	100,000
(3)Facility Operations	167,928	12,110	38,067	232,375	163,150	-	163,150
(4)Equipment Operations	19,588	16,860	53,480	48,350	69,600	-	69,600
(5)Service Fees/ Contracts	244,245	47,181	58,154	96,731	68,800	-	68,800
(6)Capital Outlay	28,000	130,000	50,000	89,225	-	370,600	370,600
(7)Transfers Out	339,301	1,408,306	1,578,376	1,576,103	1,838,398	-	1,704,573
Total	1,285,809	1,947,460	2,157,400	2,432,903	2,574,885	391,000	2,832,060

Comments on significant changes for 2010-11

The significant changes this year are associated with increasing line items to reflect actual costs. Rising energy costs, capital outlay, general fund transfers and debt payments all contribute to the significant increases.

Capital Outlay and Transfers out:

Capital outlays this year are associated with improvements to the water system infrastructure specifically on Hwy 81, and Melinda Lane. Also included are new chlorine analyzers, partial funding for a skid steer and other system repairs that need to occur for the water system to remain fully functional and dependable.



Water Supply Division

The Water Supply Department is responsible for ensuring the City has adequate water to meet both its current and future needs. This would include evaluating and projecting current and future water needs as well as determining how to meet these needs. Kyle currently receives its water from leases, mainly from Edwards Aquifer, Barton Springs, and GBRA. The City is working on a joint venture with some of the surrounding communities to provide a new source of water with the Carrizo Wilcox Agreement. This water should be available in the next five to ten years.

Appropriations by Major Category of Expenditure**Water Supply**

RESOURCE CATEGORY	2007-08	2008-09	2009-10		2010-11		
	Actual	Actual	Adopted	Amend #2	Baseline	Prog. Chng	Total Request
(5)Service Fees/ Contracts	1,279,958	1,279,958	1,317,340	1,558,358	1,442,818	-	1,442,818
(6)Capital Outlay	-	-	200,000	59,157	-	-	-
(7)Transfers Out	178,843	178,843	-	924,000	923,158	-	923,158
Total	1,458,801	1,458,801	1,517,340	2,541,515	2,365,976	-	2,365,976

Comments on significant changes for 2010-11

Assuming the same base rates and volume rates from GBRA, Barton Springs and Edwards Aquifer, projections were made using historic costs.



Wastewater Operating Division

The Wastewater Department is responsible for the operation and maintenance of infrastructure that provides wastewater for over 7,000 customers. Wastewater infrastructure includes 9 pumping stations, 600 manholes, and 30 miles of wastewater collection mains. Department activities are regulated by the Texas Commission on Environmental Quality (TCEQ) and the Environmental Protection Agency (EPA). Department activities include: periodic operational checks and preventive maintenance at pumping facilities, jet cleaning and camera inspection of collection mains and manholes, and acceptance of new facilities constructed by developers, repair and preventive maintenance of collection mains, troubleshooting and repair of system blockages, marking of all underground piping prior to excavation by contractors. The operation and maintenance of treatment facilities is performed by the AquaTex under a 23 year contract that began in Sept. 2000.

Performance Indicators	FY 07 - 08 Actual	FY 08 - 09 Projected	FY 09 - 10 Projected	FY 09 - 10 Projected
Wastewater Work Orders	36	675 *	361 **	433

* This Year we installed sewer cleanout/cap on resident side as a preventive maintenance.

** Number have reduced due to projects and less cleanout/cap installations.

Personnel Resources

Utilities (Wastewater)			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2009-10	FY 2010-11 Adopted	Diff.
PW Crew Leader	F	Hr.	1.00	1.00	0.00
Utility Technician I	F	Hr.	4.00	4.00	0.00
			5.00	5.00	0.00

Comments on staffing changes for 2010-11

Recognizing the need for resources elsewhere in the organization, there are no changes proposed in this unit. Next year will likely need to see an increase in manpower in order to maintain service levels.

Goals

- Provide a visual aide program that will allow an in-depth look into the inner structural stability of our wastewater mains and identify any maintenance related issues.
- To ensure the unrestricted flow of sewage throughout our system. To dislodge and disperse any obstacles (ie. grease / roots) that may deter the same flow and cause a potential backup. This is commonly done as a reactive measure, but we have initiated a preventive program in an effort to try and reduce the number of reactive events.
- To visually ensure the structural ability of our manholes. To identify wear and tear or corrosion that leads to inflow and infiltration. To identify build up (i.e. grease / debris) that leads to blockages.

Objectives

- Camera at least 800 feet of sewer main per month / 9,600 per year to identify maintenance issues.
- Clean 1000 feet of sewer main a month / 12,000 feet per year to reduce build up.
- Inspect / repair at least 40 manholes per month / 480 per year.

Appropriations by Major Category of Expenditure

Wastewater Operations

RESOURCE CATEGORY	2007-08	2008-09	2009-10		2010-11		
	Actual	Actual	Adopted	Amend #2	Baseline	Prog. Chng	Total Request
(1)Employee Services	137,010	224,363	287,852	298,309	376,155	-	376,155
(2)Supplies & Materials	11,871	52,065	55,680	37,232	45,680	-	45,680
(3)Facility Operations	41,161	10,350	34,445	75,650	101,100	-	101,100
(4)Equipment Operations	21,513	22,657	32,350	22,593	51,700	-	51,700
(5)Service Fees/ Contracts	1,021,415	783,600	821,460	1,233,438	1,342,100	-	1,342,100
(6)Capital Outlay	28,000	130,000	50,000	55,878	-	347,550	347,550
(7)Transfers Out	901,285	907,769	984,801	984,801	1,144,823	-	1,010,999
Total	2,162,255	2,130,804	2,266,588	2,707,901	3,061,558	347,550	3,275,284

Comments on significant changes for 2010-11

Increases in this unit are the result of showing more accurate historical costs, transferring to the general fund, debt payments, and capital outlay.

Capital Outlay and Improvements

Capital outlay for this unit is due to sewer system improvements and equipment purchases.



2010-11 Capital Improvement Funds





Capital Improvement Funds

The five year capital investment program, which was reviewed by the City Council prior to submission of the operating budget, contains detailed descriptions of capital projects proposed for the next five years. This section of the budget lists projects carried over from the prior year or those to be initiated in the 2010-11 fiscal year arranged by source of financing.

Funding for Capital Improvement Projects come from one of the following sources:

FUNDING SOURCES:

Current Operating Revenue/Reserves - Income derived from operations in the same year investments in capital items are made or use of fund balances in excess of operating expenses.

Development Fees and Grants - Special revenue funds received for specific purposes such as water and sewer impact fees, grants from other governmental agencies or other developer fees.

Proceeds from short term debt - Acquisitions from this financing may be capital lease, lease purchase agreements, loans or proceeds from sale of tax notes. The term of such agreements are from 5 to 7 years.

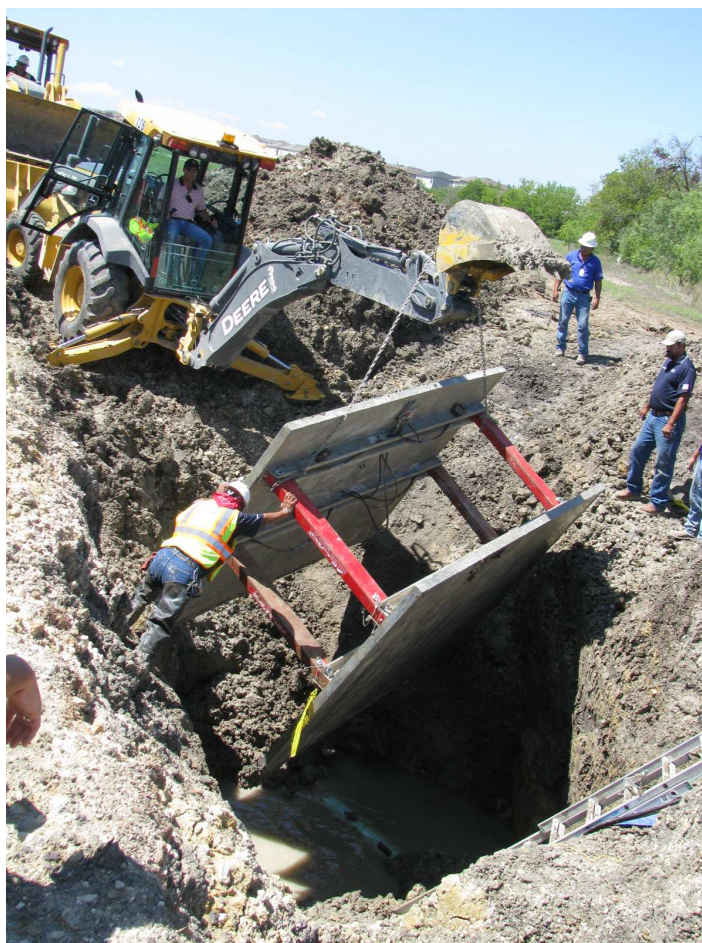
Proceeds from sale of long term debt - Income derived from sale of debt instruments such as Certificate of Obligations(COs), General Obligation Bonds (GOs) , long term loans, etc.

Capital Outlay items have been integrated into the appropriate operating budgets for the general fund, recreation fund and utility fund as have capital projects to be funded from operating revenues. Funding and appropriations for the remaining projects are contained in either the development fee funds (parks, water and sewer) or bond/debt funds.



CIP Funding from – Utility Operating Revenue

Current Operating Revenue/Reserves - Income derived from operations in the same year investments in capital items are made or use of fund balances in excess of operating expenses.





Utility CIP Improvement Funds

Water CIP Operating Revenue Fund

	2009-10			2010-11	
	Adopted	Y-T-Date	Amend #1	Requested	Approved
		2/28/2010			
<u>Current Year Revenue</u>					
Transfer from Utility Fund	\$ 262,000	\$ 262,000	\$ 321,060	\$ 318,350	\$ 318,350
Total Current Revenue	\$ 262,000	\$ 262,000	\$ 321,060	\$ 318,350	\$ 318,350
<u>Expenditures</u>					
Kohl's PRV- SCADA RTU	\$ -	\$ -	\$ 30,000	\$ 20,000	\$ 20,000
Post Oak EST SCADA RTU 204	\$ -	\$ -	\$ 18,620		
Stagecoach/Opal Tie In	\$ 76,500	\$ -	\$ 76,500		
Center St. @ FM 150 Waterline to Well #3	\$ -	\$ -	\$ 105,440	\$ 47,500	\$ 47,500
Scott Street 8" Water Line	\$ 95,000	\$ -	\$ -		
Old Highway 81 12" Water Tank	\$ 90,500	\$ -	\$ 90,500	\$ 90,500	\$ 90,500
Pump House Rd/Melinda Ln	\$ -	\$ -	\$ -	\$ 102,850	\$ 102,850
Well #4 CL2 Analyzer	\$ -	\$ -	\$ -	\$ 27,500	\$ 27,500
PW Building Ph II	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
Total Current Expenses	\$ 262,000	\$ -	\$ 321,060	\$ 318,350	\$ 318,350

Project Descriptions

Kohls Electrical project \$ 20,000

The location of this project is at the vault behind Kohl's. The cla-valve inside the vault is the junction between the high pressure plane and low pressure plane. The SCADA set up for this vault has recently been approved, however, the electrical portion was not budgeted. This project is important so that we can move water from the high pressure plane into the low pressure plane when needed.

Well 3 electrical upgrade \$ 20,000

Current facility has reached capacity. Need to upgrade so that existing transformer limits are not exceeded. Unable to install sump pump or window unit for equipment until upgrades are met.

Pump House Rd/ Melinda Ln \$ 102,850

Involves 8" water line down Pumphouse Rd and 6" water line down Melinda Ln. This project is essential to eliminate existing smaller size line that has already reached capacity and to provide necessary flows to the residents in this area. This project will also allow for fire protection services.

<i>Old Highway 81 12" Water</i>	\$	90,500
---------------------------------	----	--------

Involves the connection of existing water line on Old Highway 81 to the existing water line on Burleson. This project will increase needed flows to Downtown area. Not an Impact Fee project, but eligible if CIP is revised. Easement needed from Mattox Estate in order to begin.

<i>Well 3 CL2 Analyzers w/spare</i>	\$	27,500
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These items are essential to the daily monitoring of the amount of chlorine administered into our water system. This equipment will alert us prior to potential hazards.

<i>Well 4 CL2 Analyzers w/spare</i>	\$	27,500
-------------------------------------	----	--------

These items are essential to the daily monitoring of the amount of chlorine administered into our water system. This equipment will alert us prior to potential hazards.

<i>PW Building Ph II (.5)</i>	\$	30,000
-------------------------------	----	--------

Phase 2 is preferred to be completed as a whole, in order to provide a better finish. If needed, this can be divided into 3 parts though. The first, includes the paving of the front drive and employee parking area. The second, includes the paving continuation of the main drive located on the westside of the building and will tie-in the public parking lot to the main drive. The third, will include the paving of the remainder of everything left in the fenced in area.



Utility CIP Improvement Funds

Sewer CIP Operating Revenue Fund

	2009-10			2010-11	
	Adopted	Y-T-Date	Amend #1	Requested	Approved
		2/28/2010			
<u>Current Year Revenue</u>					
Transfer from Utility Fund	\$ 100,000	\$ -	\$ 100,000	\$ 325,000	\$ 325,000
Total Current Revenue	\$ 100,000	\$ -	\$ 100,000	\$ 325,000	\$ 325,000
<u>Expenditures</u>					
Sewer Rehabilitation	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ 100,000
Eco. Development Sewer	\$ -	\$ -	\$ -	\$ -	\$ -
RPL 10" Sewer Line - Thiele St. Un	\$ -	\$ -	\$ 76,800	\$ -	\$ -
PW Building Ph II	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
Effluent Line Upgrades	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
Abandon Barton Lift Station	\$ -	\$ -	\$ -	\$ 95,000	\$ 95,000
Total	\$ 100,000	\$ -	\$ 76,800	\$ 325,000	\$ 325,000

Project Descriptions

<i>PW Building Ph II (.5)</i>	\$	30,000
-------------------------------	----	--------

Phase 2 is preferred to be completed as a whole, in order to provide a better finish. If needed, this can be divided into 3 parts though. The first, includes the paving of the front drive and employee parking area. The second, includes the paving continuation of the main drive located on the westside of the building and will tie-in the public parking lot to the main drive. The third, will include the paving of the remainder of everything left in the fenced in area.

<i>Effluent Line Upgrades</i>	\$	100,000
-------------------------------	----	---------

Upgrades necessary to improve effluent distribution system which will be donated to the City by Plum Creek Golf Course.

<i>Abandon Barton Lift Station</i>	\$	95,000
------------------------------------	----	--------

Plum Creek gravity wastewater lines have developed within the vicinity of this lift station. Construction of a new gravity sewer line would eliminate the need for this station. This would also eliminate the daily monitoring visits to this site and any future maintenance issues involved.

<i>Sewer Rehabilitation</i>	\$	100,000
-----------------------------	----	---------

General sewer line rehabilitation that does not qualify for impact fee usage. Locations to be determined.



CIP Funding Source - Development Fees or Impact Fees

Development Fees and Grants - Special revenue funds received for specific purposes such as water and sewer impact fees, grants from other governmental agencies or other developer fees.

These projects are paid for using the following two sources:

- ❖ Development Fees
 - Parks & Recreation (PARD) CIP
- ❖ Impact Fees
 - Water CIP Impact Fee
 - Sewer CIP Impact Fee



General Government Development Fee Funds**Parks & Recreation (PAR) CIP Development Funds**

			2009-10			2010-11	
			Adopted	Y-T-Date	Amend #1	Requested	Approved
				2/28/2010			
<u>Current Year Revenue</u>							
Park Development Fees			\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income			\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Revenue			\$ -	\$ -	\$ -	\$ -	\$ -
<u>Expenditures</u>							
Park Projects			\$ -	\$ -	\$ -	\$ -	\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

Project Descriptions

Since all funds were expended during FY 2007-08 there will be no additional projects booked to this fund until additional revenue is received to pay for new projects.



Utility Impact Fee Funds

Water CIP Impact Fee Fund**Proposed****Current Year Revenue**

	2009-10			2010-11	
	Adopted	Y-T-Date 2/28/2010	Amend #1	Requested	Approved
Water Impact Fees	\$ 690,000	\$ -	\$ 690,000	\$ 350,000	\$350,000
Transfer from Utility Operating Fund	\$ 1,871,469	\$ -	\$1,871,469	\$ -	\$ -
Interest Income	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ -
Total Current Revenue	\$ 2,601,469	\$ -	\$2,601,469	\$ 350,000	\$350,000

Expenditures

Debt Service - SM Expansion	\$ 346,680	\$ -	\$ 346,680	\$ 346,680	\$346,680
Elevated Storage Tank – Post Oak	\$ 1,105,700	\$ -	\$1,105,700	\$ -	\$ -
Planning and Asset Valuation - Water	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ 25,000
Total Water CIP	\$ 1,477,380	\$ -	\$1,477,380	\$ 371,680	\$371,680

Project Descriptions**Debt Service - San Marcos Water Treatment Plant** **\$ 346,680**

Continuation; Annual debt service payments/obligations to GBRA under City's surface water supply agreement in support of expansion of San Marcos Water Treatment Plant; costs for City's portion of plant expansion mandated to meet future water needs; proposed as eligible expense of Water Capital Recovery Fees, utilizing advance funding/impact fees provided by developers; service increase for entire water system; will negatively impact costs and service without upgrade

Planning and Asset Valuation - Water **\$ 25,000**

Continuation; The asset valuation and control project started in 2007-08 and is expected to continue through 2009-10.



Wastewater CIP Impact Fee Fund

	2009-10			2010-11	
	Adopted	Y-T-Date	Amend #1	Requested	Approved
		2/28/2010			
<u>Current Year Revenue</u>					
Sewer Impact Fees	\$ 510,000	\$ -	\$ 510,000	\$ 275,000	\$ 275,000
Interest Income	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -
Total Current Revenue	\$ 610,000	\$ -	\$ 610,000	\$ 275,000	\$ 275,000
<u>Expenditures</u>					
Aqua-Texas Debt on Plant Exp.	\$ 365,692	\$ -	\$ 365,692	\$ 365,692	\$ 365,692
Main Line Interceptor – Bunton Creek	\$2,550,000	\$ -	\$ -		
Planning and Asset Valuation - Sewer	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ 25,000
Southside Sewer Project	\$ -	\$ -	\$ -	\$ 5,000,000	\$ 5,000,000
Subtotal Sewer	\$2,940,692	\$ -	\$ 390,692	\$ 5,390,692	\$ 5,390,692

Project Descriptions**Aqua-Texas Debt on Plant Expansion **\$365,692****

Continuation; Annual debt service payments/obligations to GBRA under City's surface water supply agreement in support of expansion of San Marcos Water Treatment Plant; costs for City's portion of plant expansion mandated to meet future water needs; proposed as eligible expense of Water Capital Recovery Fees, utilizing advance funding/impact fees provided by developers; service increase for entire water system; will negatively impact costs and service without upgrade

Planning and Asset Valuation - Sewer **\$25,000**

Continuation; The asset valuation and control project started in 2007-08 and is expected to continue through 2009-10.

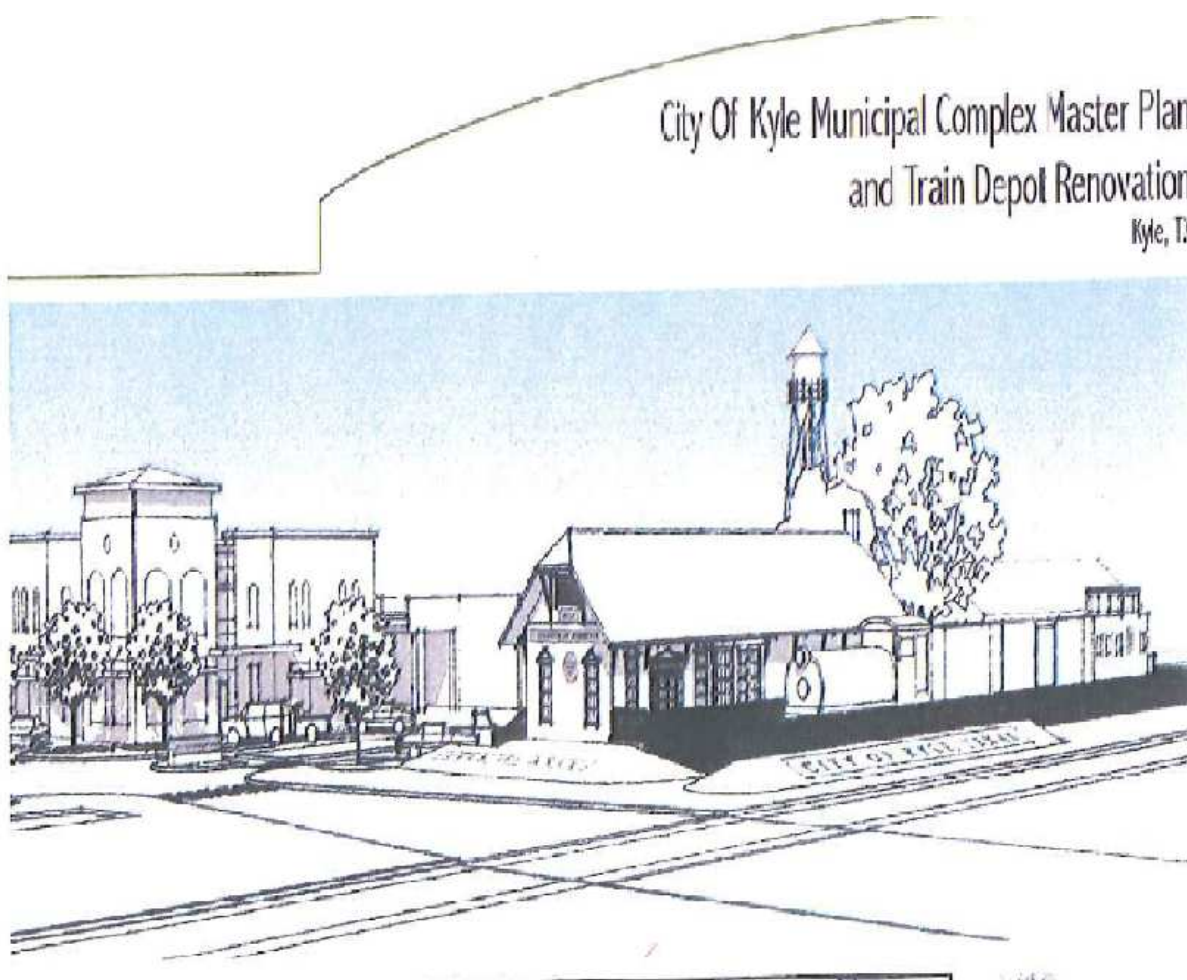
Southside Sewer Project **\$5,000,000**

New; Main line juncture for south drainage basin along I-35 to allow critical juncture for future sewer service to the area of Kyle south of the downtown area which is currently underserved, or unserved..



CIP Funding Source - Short Term Debt

Proceeds from short term debt - Acquisitions from this financing may be capital lease, lease purchase agreements, loans or proceeds from sale of tax notes. The term of such agreements are from 5 to 7 years.





General Government CIP Improvement Funds- Short Term Debt

2009 Limited Tax Notes

	2009-10			2010-11	
	Adopted	Y-T-Date	Amend #1	Requested	Approved
		2/28/2010			
<u>Current Year Revenue</u>					
No Budgeted Revenue for FY 10	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Expenditures</u>					
PW Dump Trucks (2)	\$ 125,000	\$ -	\$ 125,000	\$ -	\$ -
Police – RMS	\$ 503,000	\$ -	\$ 503,000	\$ 450,000	\$ 450,000
Flex-Net Meter Reading System	\$ 870,000	\$ -	\$ 870,000	\$ 870,000	\$ 870,000
Comp. Plan Consultant Services	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -
Renovation – Train Depot	\$ 225,000	\$ -	\$ 225,000	\$ 100,000	\$ 100,000
Renovation – City Hall on Square	\$ 750,000	\$ -	\$ 750,000	\$ -	\$ -
Total	\$2,673,000	\$ -	\$2,673,000	\$1,420,000	\$1,420,000

Project Descriptions

Police – Records Management System (RMS) \$450,000

Continuation: The current RMS system was purchased many years ago at a cost of less than \$4,000. If the adage is true that you get what you pay for, that is about all one needs to know about the current system. It is basically a document preparation and storage system and that is about it. A considerable investment has been made in supplying each officer with proper computer equipment both in the office and in their cars. A new cutting edge Computer Aided Dispatch system has also been obtained but both of these advances lose a great deal of their functionality if they are not integrated with a state of the art, Records Management System. Research has been continuing for quite some time to select the most appropriate system for Kyle.

Flex-Net Meter Reading System \$870,000

Continuation: This system is the next step in automating the meter reading system and represents a considerable advancement over the drive-by system currently in use. The proposed system is a real time constant data collecting system that does not depend on meter readers to operate. It utilizes the same meters and only requires a switch in the transmitters for each meter. The transmitters are 2 watts of 900 MHz licensed power output. Data is collected continuously by a base stations located on two water towers. Once a month the Utility Billing Supervisor simply downloads the monthly readings for pre-determined time periods into the billing software and produces the bill. By having a continuous read, the Clerks are able to call up readings by the hour or minute for a particular meter when there are any disputes about consumption or mis-reads. The system also can be set to generate automatic alarms when consumption patterns vary from normal use. This is particularly effective in identifying leaks before too much water is wasted.

Project Descriptions (Cont.)**Renovation – Train Depot****\$100,000**

Continuation: The train depot currently houses the City of Kyle Chamber of Commerce and Tourism Bureau. It is in desperate need of repair in several areas and rather than try and fund the \$50,000 or so dollars needed to just repair the roof, it is considered reasonable to go ahead with a more substantial upgrade with the intent to make it more attractive as a tourist attraction and at the same time, improve its functionality.

CIP Funding Source - Long Term Debt

Proceeds from sale of long term debt - Income derived from sale of debt instruments such as Certificate of Obligations (COs), General Obligation Bonds (GOs) , long term loans, etc.



General Government CIP Improvement Funds**CO Series 2007 Bond Funds**

	2009-10			2010-11	
	Adopted	Y-T-Date	Amend #1	Requested	Approved
		2/28/2010			
<u>Current Year Revenue</u>					
No Budgeted Revenue for FY	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Expenditures</u>					
TxDOT FM 150 Bridge	\$ 400,000	\$ -	\$ 400,000	\$ 400,000	\$ 400,000
Total	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000

Project Descriptions**TxDOT FM 150 Bridge - SIB II Supplemental (\$3M) \$400,000**

Continuation: The state will provide SIB financial assistance to the City for actual project costs of the project, being improvements to the I-35 southbound frontage roads and ramps between CR 210 and FM 1626 consisting of the replacement and widening of the CR 210 (Kyle Crossing) overpass and approaches, construction of a two-lane southbound frontage road between CR 210 and Kyle Parkway, conversion of the east frontage road from two-way to one-way (northbound) operation, and improvements to (relocate and reverse) interstate entrance and exit ramp alignments. The project will include right-of-way acquisition and utility relocations.



	2009-10			2010-11	
	Adopted	Y-T-Date	Amend #1	Requested	Approved
		2/28/2010			
<u>Current Year Revenue</u>					
No Budgeted Revenue for FY 10	\$ -	\$ -	\$ -	\$ -	-
Total Current Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Expenditures</u>					
Public Buildings:					
Build Public Works Bldg.	\$ 2,000,000	\$ -	\$ 2,500,000	\$ -	\$ -
Roads & Drains:					
SIB II Supplemental (\$3M)	\$ 2,600,000	\$ -	\$ 2,600,000	\$ 2,600,000	\$2,600,000
Utility Improvements:					
Sewer Line Rehab - Phase 1 (I & I)	\$ 600,000	\$ -	\$ 600,000	\$ 60,000	\$ 60,000
Total Expenses	\$ 5,200,000	\$ -	\$ 5,700,000	\$ 2,660,000	\$2,660,000

Project Descriptions

Roads and Drainage Project

SIB II Supplemental (\$3M) \$2,600,000

Continuation: The state will provide SIB financial assistance to the City for actual project costs of the project, being improvements to the I-35 southbound frontage roads and ramps between CR 210 and FM 1626 consisting of the replacement and widening of the CR 210 (Kyle Crossing) overpass and approaches, construction of a two-lane southbound frontage road between CR 210 and Kyle Parkway, conversion of the east frontage road from two-way to one-way (northbound) operation, and improvements to (relocate and reverse) interstate entrance and exit ramp alignments. The project will include right-of-way acquisition and utility relocations.

Utility Improvement Projects

Sewer Line Rehab – Phase 1 (I & I) \$60,000

Continuation: Upgrade of existing wastewater collection system through replacement/rehabilitation of deteriorating gravity collection main line(s) within the Tenorio Addition, south of west Center Street; designed to reduce inflow and infiltration; designed to provide enhanced service in Original Town portion of City; proposed as Capital Improvement Project utilizing advance funding/impact fees provided by developers; service increase for entire wastewater system; service will be negatively impacted without upgrade.



Other Post Employment Benefit Fund

	2007-08	2008-09	2009-10			2010-2011	
	Actual	Actual	Adopted	Y-T-Date	Amend #2	Requested	Approved
				8/24/2010			
Revenue							
Interest Earned	-	-	-	-	-	-	-
Reserves	-	-	-	-	2,125	-	-
Total Revenue	-	-	-	-	2,125	-	-
Expenditures							
Retiree Insurance Payments	-	-	-	1,771	2,125	3,542	3,542
Total Expenditures	-	-	-	1,771	2,125	3,542	3,542



APPENDIX

Appendix A-1

Salary Ranges by Class - Minimum/Maximum and Average
Full-Time Positions Only

Official Classifications

2010-11

CLASS CODE

Minimum

AVG

Maximum

CLASS CODE

POSITION

10% below AVG

15% above AVG

Exec. Administration:(Exempt)

10010	City Manager	\$116,482	\$128,130	\$147,350
10020	Assistant City Manager	\$96,798	\$106,478	\$122,450
10030	Director of Finance	\$84,540	\$92,994	\$101,448
10050	Police Chief	\$87,191	\$95,911	\$110,297
10060	Director of Public Works	\$80,742	\$88,816	\$102,138
10070	Director of Planning	\$71,888	\$79,078	\$85,887
10100	Director of Information Technology	\$69,179	\$76,097	\$82,650
10110	Director of Human Resources	\$76,449	\$84,094	\$96,708
10130	Director of Parks & Recreation	\$71,331	\$78,464	\$90,233
10150	Director of Library Services	\$61,178	\$67,295	\$77,390

Management:(Exempt)

20200	Deputy Police Chief	\$80,573	\$88,630	\$101,925
20210	Building Official	\$58,484	\$64,332	\$73,982
20220	Public Works Superintendent	\$56,884	\$62,572	\$71,959
20260	Finance Officer	\$52,840	\$58,124	\$66,843
20270	City Secretary	\$45,948	\$50,543	\$58,124
20300	Recreation Manager	\$43,727	\$48,100	\$55,315
20340	Recreation Program Coordinator	\$38,773	\$42,651	\$49,048
20350	Facilities Maintenance Foreman	\$36,418	\$40,060	\$46,069
20360	Parks/Facilities Manager	\$36,417	\$40,059	\$46,068
20390	Municipal Court Judge		\$9,480	

Supervisory:(Exempt)

30400	Utility Foreman	\$40,060	\$44,066	\$50,676
30410	Court Administrator	\$40,339	\$44,373	\$51,029
30420	Utility Billing Supervisor	\$40,755	\$44,831	\$51,555
30430	Public Works Crew Leader	\$36,712	\$40,384	\$46,441
30440	Parks Maintenance Foreman	\$36,418	\$40,060	\$46,069
30450	Parks Crew Leader	\$32,727	\$36,000	\$41,400
30460	Pool Manager	\$33,658	\$37,024	\$42,578
30470	Support Services Manager	\$39,545	\$44,785	\$50,025

Appendix A-1

Salary Ranges by Class - Minimum/Maximum and Average
Full-Time Positions Only

Official Classifications

2010-11

CLASS CODE

Minimum

AVG

Maximum

CLASS CODE

POSITION

10% below AVG

15% above AVG

Professional- Technical (Exempt)

40600	Director of Economic Development	\$67,506	\$74,257	\$85,396
40620	Director of Communications	\$52,514	\$57,766	\$66,430
40630	Utilities Coordinator	\$51,714	\$56,885	\$65,418
40640	Senior Accountant	\$50,000	\$55,000	\$63,250
40650	GIS Coordinator	\$50,000	\$55,000	\$63,250
40660	Librarian	\$48,942	\$53,836	\$61,912
40670	Public Works Inspector	\$46,689	\$51,357	\$59,061
40680	Staff Accountant	\$43,451	\$47,796	\$54,965
40690	Planning Technician	\$38,355	\$42,190	\$48,519
40700	HR Generalist	\$32,147	\$38,217	\$44,795
40710	IT Systems Technician	\$35,909	\$39,500	\$45,425
40720	Accountant I	\$34,469	\$37,916	\$43,603
40730	HR Assistant	\$30,867	\$33,954	\$39,047

Clerical - Admin Support:(Non-exempt)

61011	Executive Assistant	\$37,920	\$41,712	\$47,969
61021	Secretary	\$32,757	\$36,033	\$41,438
61031	Administrative Assistant	\$31,197	\$34,317	\$39,465
61041	Senior Utility Clerk	\$37,114	\$40,825	\$46,949
61051	Building Permits Coordinator	\$34,317	\$37,749	\$43,411
61091	Lead Dispatcher	\$31,302	\$34,780	\$38,645
61061	Accounting Technician	\$32,273	\$35,500	\$40,825
61071	Dispatcher	\$28,178	\$30,996	\$35,645
61081	Property & Evidence Technician	\$28,178	\$30,996	\$35,645
61091	Records Specialist	\$27,197	\$29,917	\$34,405
61101	Utility Clerk	\$27,197	\$29,917	\$34,405
61111	Deputy Court Clerk	\$26,875	\$29,563	\$33,997
61131	Library Clerk	\$24,444	\$26,889	\$30,922
61141	Receptionist	\$24,327	\$26,760	\$30,774
61151	Grants Administrator	\$30,000	\$35,000	\$40,000

Public Safety: (Non-exempt)

72011	Police Captain
72021	Police Sergeant
72031	Police Officer
72101	Police Cadet
72201	Animal Control Officer

See Civil Service Schedule

\$26,202

\$28,822

\$33,145

Appendix A-1

Salary Ranges by Class - Minimum/Maximum and Average
Full-Time Positions Only

Official Classifications

2010-11

CLASS CODE

CLASS CODE		Minimum	Maximum
<u>CLASS CODE</u>	POSITION	10% below AVG	15% above AVG
<u>Field Maintenance and Operations:</u>			
83011	Parks Technician I	\$23,646	\$29,913
83021	Parks Technician II	\$26,012	\$32,905
83041	Street Technician I	\$23,646	\$29,913
83051	Street Technician II	\$26,012	\$32,905
83071	Building Maintenance Technician I	\$25,495	\$32,251
83081	Building Maintenance Technician II	\$28,044	\$35,475
83111	Utility Technician I	\$25,495	\$32,251
83121	Utility Technician II	\$30,594	\$38,701
83131	Utility Technician III	\$35,183	\$44,506
83211	Equipment Operator	\$30,594	\$38,701
83271	SCADA Technician	\$31,818	\$40,250
83311	Building Inspector	\$38,907	\$49,218
83321	Code Enforcement Officer	\$37,127	\$46,966

Seasonal Part time (non-exempt)

Office Support-Interns

Rate per Hour

90011	Admin. Clerk	\$10.00	\$18.00
90021	General Office Asst.	\$10.00	\$18.00
90031	Utility Clerk	\$10.00	\$18.00
90041	Park Intern	\$10.00	\$18.00

Laborers

90111	Street	\$10.00	\$18.00
90121	Water Utility	\$10.00	\$18.00
90131	Sewer Utility	\$10.00	\$18.00
90141	Park Maintenance	\$10.00	\$18.00
90151	Facility Maintenance	\$10.00	\$18.00

Pool/Recreation

91010	Pool Manager	\$10.00	\$18.00
91011	Assistant Pool Manager	\$10.00	\$18.00
91021	Life Guards	\$10.00	\$18.00
91031	Pool Cashiers	\$10.00	\$18.00
91041	Swim Instructors	\$10.00	\$18.00
91111	Counselors	\$10.00	\$18.00
91121	Recreation Intern	\$10.00	\$18.00

Appendix A-2

Civil Service Salary Step Plan for City of Kyle, Texas Effective 10-1-2010

Class

Recruit *	\$ 38,925 (10% below Step 1 of Police Officer)
Not Civil Service	\$ 18,714

Police Officer

	10/01/10																			
Step/Years of Service	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Months of service	0-12	>13<24	>25<36	>37<48	>49<60	>61<72	>73<84	>85<96	>97<108	>109<120	>121<132	>133<144	>145<156	>157<168	>169<180	>181<192	>193<204	>205<216	>217<228	>229<240
Annual Base Salary **	\$ 43,250	\$ 44,331	\$ 45,440	\$ 46,576	\$ 47,740	\$ 48,695	\$ 49,669	\$ 50,662	\$ 51,675	\$ 52,709	\$ 53,763	\$ 54,838	\$ 55,935	\$ 57,054	\$ 58,195	\$ 59,359	\$ 60,546	\$ 61,757	\$ 62,992	\$ 64,252
% Diff Between Steps		2.5%	2.5%	2.5%	2.5%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%

Sergeant

Step	1	2	3	4	5	6	7	8	9	10	11	12	6
Years of Service	1	2	3	4	5	6	7	8	9	10	11	12	13
Months of service	0-12	13-24	25-36	37-48	49-60	61-72	73-84	85-96	97-108	109-120	121-132	133-144	144<
Annual Base Salary **	\$ 58,000	\$ 58,000	\$ 59,740	\$ 59,740	\$ 61,532	\$ 61,532	\$ 63,993	\$ 63,993	\$ 63,993	\$ 66,553	\$ 66,553	\$ 66,553	\$ 69,215
% Diff Between Steps		0.0%	3.0%	0.0%	3.0%	0.0%	4.0%	0.0%	0.0%	4.0%	0.0%	0.0%	4.0%

Captain

Step	1	2
Years of Service	1	2
Months of service	0-12	13-24
Annual Base Salary **	\$ 80,575	\$ 80,575
% Diff Between Steps		0.0%

* For reference only

** Based on 2080
hour work year.

Appendix A-3
Authorized Positions
2010-11 Fiscal Year

<u>Department</u>	<u>Classification Title</u>	<u>Status</u> *	<u>Hr./Sal.</u>	Authorized Positions		
				<u>Full time</u>	<u>Perm Part time</u>	<u>Legis/ Seasonal</u>
Executive Legislative	Mayor	L	Sal.	-	-	1.00
	Mayor Pro Tem	L	Sal.	-	-	1.00
	Councilmen	L	Sal.	-	-	5.00
	Subtotal			-	-	7.00
Executive Admin.	City Manager	F	Sal.	0.50	-	-
	Assistant City Manager	F	Sal.	0.50	-	-
	Director of Communications	F	Sal.	1.00	-	-
	City Secretary	F	Sal.	1.00	-	-
	Executive Assistant	F	Hr.	1.00	-	-
	Receptionist	F	Hr.	2.00	-	-
	Grants Administrator	F	Hr.	1.00	-	-
	Subtotal			7.00	-	-
Human Resources	Director of Human Resources	F	Sal.	0.75	-	-
	HR Generalist	F	Sal.	1.00	-	-
	HR Assistant	F	Sal.	1.00	-	-
	Subtotal			2.75	-	-
Information Technology	Director of Information Technology	F	Sal.	1.00	-	-
	IT Systems Tech	F	Sal.	2.00	-	-
	Subtotal			3.00	-	-
Financial Services	Director of Finance	F	Sal	0.50	-	-
	Finance Officer	F	Sal	1.00	-	-
	Senior Accountant	F	Sal	1.00	-	-
	Staff Accountant	F	Sal	1.00	-	-
	Accounting Technician	F	Hr.	2.00	-	-
	Subtotal			5.50	-	-
Municipal Court	Deputy Court Clerk	F	Hr.	2.00	0.50	-
	Court Administrator	F	Hr.	1.00	-	-
	Municipal Court Judge	PPT	Sal.	-	0.50	-
	Subtotal			3.00	1.00	-

<u>Department</u>	<u>Classification Title</u>	<u>Status</u> *	<u>Hr./Sal.</u>	<u>Authorized Positions</u>		
				<u>Full time</u>	<u>Perm Part time</u>	<u>Legis/ Seasonal</u>
Parks & Rec-Admin.	Director of Parks & Recreation	F	Sal.	1.00	-	-
	Parks/Facilities Manager	F	Sal.	1.00	-	-
	Administrative Assistant	F	Hr.	1.00	-	-
	Subtotal			3.00	-	-
Parks Maint.	Parks Maintenance Foreman	F	Sal.	1.00	-	-
	Parks Crew Leader	F	Hr.	1.00	-	-
	Equipment Operator	F	Hr.	2.00	-	-
	Parks Technician II	F	Hr.	3.00	-	-
	Parks Technician I	F	Hr.	5.00	-	5.00
	Subtotal			12.00	-	5.00
Facilities Maint.	Building Maintenance Technician I	F	Hr.	1.00	-	-
	Building Maintenance Technician II	F	Hr.	2.00	-	-
	Subtotal			3.00	-	-
Public Library	Director of Library Services	F	Sal.	1.00	-	-
	Librarian	F	Sal.	1.00	-	-
	Library Clerk	F	Hr.	4.00	-	-
	Library Clerk	PPT	Hr.	-	1.00	1.00
	Subtotal			6.00	1.00	1.00
Police Dept. Operations	Police Chief	F	Sal.	1.00	-	-
	Police Captain	F	Hr.	1.00	-	-
	Police Sergeant	F	Hr.	6.00	0.50	-
	Police Officer	F	Hr.	26.00	-	-
	Property & Evidence Technician	F	Hr.	1.00	-	-
	Animal Control Officer	F	Hr.	1.00	-	-
	Police Cadet	F	Hr.	1.00	-	-
	Subtotal			37.00	0.50	-
Police Dept. Comm.	Lead Dispatcher	F	Hr.	2.00	-	-
	Dispatcher	F	Hr.	7.00	-	-
	Records Specialist	F	Hr.	2.00	-	-
	Support Services Manager	F	Sal.	1.00	-	-
	Subtotal			12.00	-	-

<u>Department</u>	<u>Classification Title</u>	<u>Status *</u>	<u>Hr./Sal.</u>	<u>Authorized Positions</u>		
				<u>Full time</u>	<u>Perm Part time</u>	<u>Legis/ Seasonal</u>
PW-- Street Dept.	Street Foreman	F	Sal.	1.00	-	-
	Public Works Crew Leader	F	Hr.	1.00	-	-
	Street Technician II	F	Hr.	1.00	-	-
	Street Technician I	F	Hr.	3.00	-	-
Subtotal				6.00	-	-
General Fund				Total	100.25	2.50
						13.00

<u>Department</u>	<u>Classification Title</u>	<u>Status *</u>	<u>Hr./Sal.</u>	<u>Authorized Positions</u>		
				<u>Full time</u>	<u>Perm Part time</u>	<u>Legis/ Seasonal</u>
Planning Department	Director of Planning	F	Sal	1.00	-	-
	Planning Technician	F	Hr.	1.00	-	-
	GIS Coordinator	F	Sal	1.00	-	-
Subtotal				3.00	-	-
Building Inspection	Building Official	F	Sal	1.00	-	-
	Building Inspector	F	Hr.	2.00	-	-
	Building Permits Coordinator	F	Hr.	2.00	-	-
	Code Enforcement Officer	F	Hr.	1.00	-	-
Subtotal				6.00	-	-
Economic Development	Director of Economic Development	F	Sal	1.00	-	-
	Administrative Assistant	F	Hr.	1.00	-	-
Subtotal				2.00	-	-
Community Development Fund				Total	11.00	-
					-	-

<u>Department</u>	<u>Classification Title</u>	<u>Status *</u>	<u>Hr./Sal.</u>	<u>Authorized Positions</u>		
				<u>Full time</u>	<u>Perm Part time</u>	<u>Legis/ Seasonal</u>
Recreation Prog.	Recreation Manager	F	Sal.	1.00	-	-
	Recreation Program Coordinator	F	Sal.	1.00	-	-
	Counselors		Hr.	-	-	17.00
Subtotal				2.00	-	17.00
Aquatics Program	Pool Manager		Sal.	-	-	1.00
	Assistant Pool Manager		Hr.	-	-	2.00
	Lifeguard		Hr.	-	-	16.00
	Pool Cashiers		Hr.	-	-	3.00
Subtotal				-	-	22.00
Recreation Fund				Total	2.00	39.00
					-	

<u>Department</u>	<u>Classification Title</u>	Authorized Positions				
		<u>Status *</u>	<u>Hr./Sal.</u>	<u>Full time</u>	<u>Perm Part time</u>	<u>Legis/ Seasonal</u>
PW - Utilities Admin.	Public Works Director	F	Sal.	1.00	-	-
	Utilities Superintendent	F	Sal.	1.00	-	-
	Utilities Coordinator	F	Sal.	1.00	-	-
	Secretary - PW	F	Hr.	1.00	-	-
	Public Works Clerk	F	Hr.	1.00	-	-
	Utility Foreman	F	Hr.	1.00	-	-
	Public Works Inspector	F	Sal.	1.00	-	-
	City Manager	F	Sal.	0.50	-	-
	Assistant City Manager	F	Sal.	0.50	-	-
	Director of Finance	F	Sal.	0.50	-	-
	Director of Human Resources	F	Sal.	0.25	-	-
Subtotal				8.75	-	-
Utility Billing	Utility Billing Supervisor	F	Sal	1.00	-	-
	Senior Utility Clerk	F	Hr.	1.00	-	-
	Utility Clerk	F	Hr.	3.00	-	-
	Subtotal			5.00	-	-
PW - Utilities (Water)	Crew Leader	F	Hr.	1.00	-	-
	Equipment Operator	F	Hr.	1.00	-	-
	SCADA Technician	F	Hr.	1.00	-	-
	Utility Technician III	F	Hr.	1.00	-	-
	Utility Technician II	F	Hr.	1.00	-	-
	Utility Technician I	F	Hr.	6.00	-	-
	Utility Technician I-Meter Reader	F	Hr.	2.00	-	-
Subtotal				13.00	-	-

<u>Department</u>	<u>Classification Title</u>	Authorized Positions				
		<u>Status</u> *	<u>Hr./Sal.</u>	<u>Full time</u>	<u>Perm Part</u> <u>time</u>	<u>Legis/</u> <u>Seasonal</u>
Utilities (Wastewater)	Public Works Crew Leader	F	Hr.	1.00	-	-
	Utility Technician I	F	Hr.	4.00	-	-
	Subtotal			5.00	-	-
Utility Fund			Total	31.75	-	-
Total All Funds			Total	145.00	2.50	52.00