

City of Kyle

FY2009-10

(Proposed)

Annual Budget



BUDGET ADDEDNUM NO. 1

Additional Information and Analysis Requested by City Council

Thomas L, Mattis, City Manager
Charles Cunningham, Director of Finance

August 7, 2009

Q& A – 2009-10 Proposed Five-Year Capital Program

From: Lucy Johnson [mailto:lucy_johnson@mac.com]

Sent: Friday, July 17, 2009 1:11 PM

To: Tom Mattis; Charles Cunningham

Subject: Possible changes to the CIP

Here is a list of small changes, suggestions, and possible questions I have about the CIP.

P. 10

Public Works - New Program

Water Truck - Will we be able to use this before buying the other equipment scheduled to be purchased in the proceeding years? It seems that, even if the rest of the council supports having the ability to completely strip and repave local roads, we shouldn't be purchasing equipment that we can't fully utilize without its complimentary units. Perhaps these items should be purchased all at once, with a C.O., in FY2013.

As shown on page 19 of the back-up detail, this item was included within the report as proposed by the staff but was listed as "Requested but not Recommended for Funding" by the City Manager. Furthermore, it was not included in the proposed FY09-10 Annual Budget, as further discussion with the staff determined that the proposed purchase would be delayed indefinitely. As we have need of a Water Truck, we will continue the current practice of renting one on a "per-job" basis.

p. 11

New Program - Park Maintenance

1/2 Pick-up Trucks, SUV Trucks - Do we need to purchase both pick-up trucks and SUVs? If we made sure that all new park trucks had 4WD, we wouldn't need two types of vehicles.

There is one (1) SUV proposed for purchase within the Parks & Rec budget for the next five years ensuing and that is for utilization by the administration/programs staff. Insofar as those services and activities stay at the same level or continue to grow, a designated vehicle supporting the staff is appropriate. The rest of the pick-up trucks planned for the next five years are all related to maintenance activities. This is not an issue that relates to 4WD capabilities.

From Parks & Recreation Director Urbanowicz, "(Long term, the department has a . . . vision of continued increase (of) maintenance staff levels as long as facilities, grounds, right of ways and parks continue to increase. Staff needs work trucks to travel and take maintenance equipment from site to site. . . We also have additional summer, seasonal staff and community service workers that must now ride in the open beds of pick up trucks, along with the tools, fuel and chemicals (creating an unsafe environment for workers). Four wheel drive is not as critical as a four door truck. The need for an additional trucks each year will remain on the high (the staff's) priority list . . . for several years."

Landscaping Trailers - Currently, we plan to purchase 3 of these in FY2011, why don't we spread these purchase out over three years?

From Parks & Recreation Director Urbanowicz, "(The projected equipment needs are specifically focused on meeting increased service demands that accompanies) additional areas to maintain, increasing the rotation schedule and

increasing the staff to reach those goals. . . (For the staff to respond effectively, various maintenance equipment) needs to get to several locations at the same time. (Current service demands indicate the need for a) long-range plan to have six crews going to six areas each day to maintain the parks, grounds, buildings and right of ways quicker and more often. (The purchase of these 3 trailers) allows us to reach 50% of that goal this upcoming year.”

p. 12

City Square Park

Benches, tables and cans - Since the Chamber intends to move Market Days back to the square, I think we should add these amenities to the square in FY2010, instead of FY2011.

This programming was designed with current plans for development of the Historic City Hall and City Square park in mind. The City Hall project is scheduled for completion early in 2010. It has been assumed and generally discussed that upon completion of that project, the master plan for the City Square Park would then be completed. It only seemed prudent that that any improvements or additions to the park would be delayed until said master plan is completed, to avoid any potential conflicts or waste of effort.

From Parks & Recreation Director Urbanowicz, “During this year’s Market Days, staff plan to bring the 3 tables from Train Depot and City Hall to the square, along with 5 tables from the pool. Staff is also looking at a possibility to purchase additional tables and benches . . . to accommodate the shoppers.”

Waterleaf Park

Cover for Playscape - It is my understanding that these covers tear and rip very easily, and may not be worth the \$20,000 cost to install them.

Vandalism is certainly a problem and concern for us at all city parks. However, these covers are very popular with families of young children as the Texas heat often prevents use of our playground during large portions of the summer. We have found these covers to be very effective and they help us maximize our investment in playground equipment.

From Parks & Recreation Director Urbanowicz, “(It is not our intention to) install these covers without security cameras to prosecute the vandals. When we had to remove the cover at Steeplechase, my phone was ringing off the walls. These are very important to have installed, but not until we can protect them. Ask any parent (of a small child) and they will tell you how important the covers are to the safety of the children playing.”

Ambient Lighting around the park - Since lighting is important to park users' safety, I think this should be put before the Fitness trail - preferably at the same time as the security cameras. We can save money on these lights by using a standard lighting system, and not solar power.

This item was included in the Parks Master Plan as previously recommended by the Parks and Recreation Committee.

From Parks & Recreation Director Urbanowicz, “These lights will be like the lights around Gregg-Clarke providing security and safety lighting at night. These are not solar lights; they will be hard-wired with electrical power. The trail is planned to be used during the day time hours and park users are begging us to install trails

(immediately). Therefore the priority to install trails before the lights was made - but if adequate funding becomes available, we can do both in 2012."

Steeplechase Park

Lighting fields & courts - If possible could this be moved up 2011? This would greatly increase the amount of time park users could spend outdoors getting some extra playtime :)

No objection from the staff insofar as funding priorities at the time allow.

Steeplechase Park

Solar Lighting - Despite being better for the environment, we could save a significant amount of money by using a standard lighting system.

This item was included in the Parks Master Plan as recommended by the Parks and Recreation Committee. And, while the suggestion that the City would "save a significant amount of money by using a standard lighting system" over the long term would certainly be disputed by some, the utilization of solar power in this instance is more an issue of operational practicality than it is cost savings.

From Parks & Recreation Director Urbanowicz, "The solar power lights that are in the 5YRCP (for) 2014 is for Plum Creek Preserve & Nature Trail, not Steeplechase. Because that park is nearly 2 miles long, and as narrow as 20 feet in some places, running electrical lines either underground or overhead is (impractical). But having a solar powered light at trail intersections along the 7 miles of looped trails as they join other subdivisions, school properties and fishing lakes, will provide security and guidance for trail users."

Plum Creek Preserve

If at all possible, I want to make sure that funding for the parking and restrooms required before the park can be made accessible to the public are included in the FY2010 budget.

Such a restriction can certainly be achieved if that is the direction of Council. However, there are other issues that would appear to have significant impact on full accessibility to the public.

From Parks & Recreation Director Urbanowicz, "Due to extreme restrictions we have with Plum Creek Watershed Partnership, Plum Creek Conservation District and Texas Parks & Wildlife, the park will be closed unless staff is present to protect the Preserve. . . .We can not allow pets in the park, all fishing will be catch & release and we must check for state fishing licenses. Until further development east of Lehman Rd, we will only be able to open the 118 acres on Lehman."

p. 13

Library

Shouldn't we be adding in placeholders for the cost of new furniture, books, and computers that will be purchased after the new library is built?

We have consistently maintained in recent years that in anticipation of the new library, arbitrarily adding financial placeholders would not be prudent without any basis for determining such needs. It still appears to me that we remain in that situation for the current year, as we still are far from being in agreement as to what exactly will be built - from which the staff will then be able to project on-going capital needs. Personally, I believe the overall funding levels currently

contemplated for the entire library project should not only allow for a substantial construction project, but also provide enough funding for initial furniture, fixtures, books, and computer needs. Next year, the 5YRCP should be able to “catch-up” in this regard.

p. 19

New Program - Traffic Control Flood Gates

Where will these new flood gates be installed? I'm not aware of any low water crossings in the city that are currently without these.

Scott Street, Sledge Street and Bunton Creek still are on the list of streets that close due to flood. Of the three, Bunton Creek is probably the most problematic – most likely to close due to high water, and no good alternative route for the citizens who live in Bunton Creek Village.

Q& A – FY2009-10 Proposed Annual Budget

From: david wilson [mailto:davidw276@yahoo.com]

Sent: Friday, July 10, 2009 1:50 PM

To: mayormikeinfo@yahoo.com; tmattis@cityofkyle.com; finance@cityofkyle.com

Subject: City of Kyle//2010 CIP workshop discussion items

Mayor Gonzalez, Mr. Mattis and Mr. Cunningham,

I want to propose a sidewalk program to improve the safety of the city foot and bicycle transportation in the city. I see the large volume of foot and bicycle traffic on Burleson which is made safer for children, in particular, with the addition of the sidewalk. (I will not detail in this email the issue of separating auto traffic from the children using the sidewalk to return home from school as that is something we are currently working on.) The streetscape in the downtown area also really adds to the positive appearance of downtown area as well as improves safety. It is in that spirit that I propose a sidewalk improvement program for our city.

With the high likelihood that the Library will be built on Scott Street, I think we should begin planning for the addition of sidewalks to connect the old part of town, the schools located in the old town area and some of the new neighborhoods with the proposed library area. I have heard from constituents on this subject and have my own ideas but want more citizen input before proposing specific routes.

Additionally, I have had a number of complaints over the last year that children who walk home to Home Town Kyle from school are walking and riding bicycles in ditches and sometimes on the edge of FM 150 into high speed traffic. I propose a sidewalk connecting Home Town Kyle and Center Street to help alleviate that child transportation and safety issue.

I have learned during the stimulus distribution process this year that every city needs to complete transportation plans that may take a number of years to complete with regular funding but have them available for full stimulus funding if made available again in the future. With stimulus funding possibilities in mind, I would like for us to additionally develop a more detailed plan for the Burleson Street connection with FM 1626 to route traffic in a northerly direction to the retail centers on FM 1626..

I fully understand that items like these may be discussed in the comprehensive planning process that has been approved but I could not let the opportunity pass to initiate this discussion as part of the CIP planning process for 2010.

Thank you,
David

From: Tom Mattis [mailto:tmattis@cityofkyle.com]

Sent: Friday, July 10, 2009 2:31 PM

To: 'david wilson'; 'mayormikeinfo@yahoo.com'; 'finance@cityofkyle.com'

Subject: RE: City of Kyle//2010 CIP workshop discussion items

David –

These are all reasonable ideas and good projects; and there would certainly be no opposition to them from the staff. I have had good prior experience (before Kyle) with an Annual Sidewalk Program where we developed a sidewalks master plan and funded a set amount each year, addressing both new sidewalks and maintenance needs over a period of time.

As you know, we have also been very successful in Kyle in recent years, having literally added thousands of feet of sidewalks, including some of the first ever built by the City in the Original Town area – but we have admittedly done those sporadically and as funding allowed.

It is my cursory opinion, however, that the projects you are describing would require significant funding. The library area, Hometown-Kyle-to-FM150, and fixing the Burleson sidewalk at St. Anthony's alone would be hundreds of thousands of dollars – maybe \$1M.

As you also know, the Burleson Street connection with FM 1626 will also require significant funding; but there is no question such a roadway would be of benefit to the City.

We can absolutely get it done - We just need a majority of the Council to give it priority and tell us where the funding will come from.

Tom

Thomas L. Mattis
City Manager
City of Kyle
100 West Center Street P.O. Box 40
(512) 262-1010 (512) 262-3800 fax

From: Beth Smith [mailto:besmith@co.hays.tx.us]
Sent: Thursday, July 23, 2009 11:33 AM
To: tmattis@cityofkyle.com; Mike Gonzales; gwhitaker@kylefire.com; 'Rick Beaman'; huckaby@budafire.org; 'Sarah'; sandrajtenorio@yahoo.com; 'Kenneth'; 'Commissioner Jeff Barton'
Cc: 'Jen Biundo'; sean@haysfreepress.com
Subject: esd

Good morning all!

Just wanted you all to know that there is evidently a bit of (expected) confusion about the esd and kyle city taxes. I went over to visit with Sean at the FP this morning and hope that I clarified well enough, but am anticipating him also calling some of you to verify and clarify as well. (I hope he does, as I always appreciate back up and check)

I also got a couple of calls yesterday from folks in the city limits asking about the fire service that the city provides and if rates increasing were due to fd? So obviously there is a lot of confusion that I think sean can clear up with everyone's help.

I explained that the City pays a portion of EMS as do all of the other cities and the county.

And that the 8.5.....cent tax that folks pay to the ESD cover all of their fire services. The esd, as you all know, does not have personnel, equip, etc...but that we contract with the KVFD for fire coverage for the area that the esd encompasses, including the city of kyle's. That tax as determined by the legislature, is not able to exceed 10 cents. I think that's a bargain for Fire coverage! Anyway, please help Sean with any questions that he may have about this and correct/clarify if needed. Thanks.

Beth

Glenn/Tom,

From my understanding, and I mentioned to Sean, is that the City does cover ins. On the trucks, and in '06 and '07 had set aside \$25,000 ea year for a special project for the new station...(yet to be determined), correct.

Also let sean know that the City does own the bldg that the kvfd now occupies as their main station. Am I leaving anything out?

From: Tom Mattis [mailto:tmattis@cityofkyle.com]
Sent: Thursday, July 23, 2009 2:49 PM
To: 'besmith@co.hays.tx.us'; 'Mike Gonzales'; 'gwhitaker@kylefire.com'; 'Rick Beaman'; 'huckaby@budafire.org'; 'Sarah'; 'sandrajtenorio@yahoo.com'; 'Kenneth'; 'Commissioner Jeff Barton'
Cc: Director of Finance; Jerry Hendrix (jhendrix@cityofkyle.com); Mike Gonzalez; mmlopez@austin.rr.com; district1rep@cityofkyle.com
Subject: RE: esd

Beth –

Thanks for the heads-up. I am not clear on what the confusion is, but I don't think there is any on our part – nor have we had anybody raise any questions about this that I am aware of. Just to clarify a few points, though:

- I also got a couple of calls yesterday from folks in the city limits asking about the fire service that the city provides and if rates increasing were due to fd? For anyone who would take the slightest bit of time to research the topic, there can be no confusion about why the City's property tax rate will likely be going up next year. There were multiple representatives of The Free Press at the Council meeting Tuesday night when the staff made a very detailed presentation about the proposed Budget and tax rate – and the presentation was primarily focused on a detailed breakdown of the proposed tax increase. At no time was there even the slightest mention of the KFD or ESD, let alone any inference that costs or services of the KFD or ESD had anything to do with the proposed tax increase .
- So obviously there is a lot of confusion that I think sean can clear up with everyone's help. There would be no reasonable basis for any confusion on this particular point. (if city tax rates increasing were due to fd?) for anyone who heard our presentation – and I believe sean was in the front row at the meeting.
- In addition, the entire budget proposal document is posted on the city's website. Again, there is no mention or remote suggestion anywhere in that document that implies in any way that our need for more tax dollars has anything to do with the KFD or ESD.
- I explained that the City pays a portion of EMS as do all of the other cities and the county. Whenever I get asked about this, I try to make it clear that that other than working together "on the street" and sharing occupancy of a building provided by the City, the KFD and ESD are totally separate entities from the SM-HC EMS. That's correct, right? The ESD doesn't have any "business" connection to EMS operations – and those tax \$\$ or funds are totally separate, correct?
- This issue may actually be part of the confusion in that, as you know, we do anticipate the City investing more in enhanced **EMS** in the coming years (and that was discussed as part of this budget proposal). So if there is confusion, it may come from the lack of understanding that fire services and EMS are provided by two totally separate entities.
- That tax as determined by the legislature, is not able to exceed 10 cents. I think that's a bargain for Fire coverage! As far as I know, we have no complaints about the level of services provided by the KFD and ESD; and I personally think the ESD tax rate is fair and appropriate.
- From my understanding, and I mentioned to Sean, is that the City does cover ins. We definitely do on our building and some, if not all, the trucks (Although I admittedly don't know exactly why we do that other than it is tradition).
- and in '06 and '07 had set aside \$25,000 ea year for a special project for the new station Funding as you have described was included in the Five-Year Capital Program at one point in time as it was anticipated many years prior that the KFD might need funding help in remodeling Station No. 1 or a new facility. Obviously, that does not appear to be the case now. However, I am not exactly clear on what the Council's position is on this particular item at present - the funds have never been requested and it has been long time since the Council discussed it.
- the City does own the bldg that the kvfd now occupies as their main station – City of Kyle taxpayers did fund the construction of the \$1.2M KFD Fire Station No. 2 that does indeed house the current KFD and SM-HC EMS main operations in Kyle – and we provide use of that

facility free of charge to both entities. Annual payments on the debt incurred for the building are paid for from annual tax dollars; and such debt does represent a very small portion of the debt portion of the city tax rate.

Hope this helps, Beth. Let me know if you have any other questions.

Tom

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City Manager
City of Kyle
100 West Center Street P.O. Box 40
(512) 262-1010 (512) 262-3800 fax

From: Mike Gonzalez [mailto:mayormikeinfo@yahoo.com]

Sent: Friday, July 24, 2009 1:27 PM

To: tom mattis

Subject: Budget Question 3

Mayor Gonzales,

Dept: Parks and Rec. / Park Maint. and Operation /Capital Outlay

Is the description for ZTR Mower correct? **This page in the budget has been updated and reprinted.**

Please provide more details on the "Parking Enhancement GC Park".

Please provide an inventory of current Park Maintenance vehicles.

Is the description for ZTR Mower correct?

The ZTR (zero turning radius) Mower is to replace one that was stolen a few months back. Had this mower not been stolen, we were going to need this one anyway to replace an 8 year old mower that has been in the "graveyard" all year. With the Toro Groundsmaster coming, we only need this 1 ZTR to continue current level of service.

Please provide more details on the "Parking Enhancement GC Park".

This is to improve the "bottom field" used for parking at special events. Smoothing out the entrance, installing a control gate and fence were some of the projects. This project was also to include additional baseball backstops and fencing as we desperately need additional fields for baseball, softball and kickball programs. Currently staff is recommending that this fund allocation be used for bleachers at Steeplechase, but that is under review and further consideration

Please provide an inventory of current Park Maintenance vehicles.

Division							
Administration							
Vehicle Number	Last 5 of VIN	Year Make	Model	Color	Miles as of 6/1/2009	Assigned Driver	
A1	98218	02 Ford	Explorer	White	54,125	Michael	
A2	13296	09 Ford	F150 Crew	White	463	Kerry	
Parks Maintenance							
Vehicle Number	Last 5 of VIN	Year Make	Model	Color	Miles as of 6/1/2009	Assigned Driver	
P1	21076	05 Ford	F150 RC	Green	21,183	David & JP	
P2	81090	06 Ford	F150 RC	Green	19,650	Amado & Joe	
P3	33623	07 Ford	F150 SC	Green	14,040	Ronnie & Gabriel	
P4	72381	07 Ford	F150 SC	Green	16,250	Arthur	
Grounds Maintenance							
Vehicle Number	Last 5 of VIN	Year Make	Model	Color	Miles as of 6/1/2009	Assigned Driver	
G1	29525	03 Ford	Ranger Sc	White	38,520	Max	
G2	31722	08 Ford	F250 CC	Red	11,946	Robert & Alex	
G3	69873	09 Ford	F250 CC	Red	1102	Bret	
Facilities Maintenance							
Vehicle Number	Last 5 of VIN	Year Make	Model	Color	Miles as of 6/1/2009	Assigned Driver	
F1	68078	02 Ford	F150 SC	White	46,822	Nathan	

From: Mike Gonzalez [mailto:mayormikeinfo@yahoo.com]
Sent: Friday, July 24, 2009 11:50 AM
To: tom mattis
Subject: Budget Question 1

Dept: Parks and Rec.

What is driving the need for property tax dollars to supplement recreation programming. i.e. increased maintenance cost for swimming pool, increased assistance margins in summer camp fees.

Mostly decrease in revenue anticipated in standard programs due to less participation by paying users. If they are to be continued at the current level of service additional funds will have to come from taxes.

From: Mike Gonzalez [mailto:mayormikeinfo@yahoo.com]
Sent: Friday, July 24, 2009 1:04 PM
To: tom mattis
Subject: so charles is now the CFO? or Asst. CM??

Proposed - Asst. CM/Director of Finance

From: Mike Gonzalez [mailto:mayormikeinfo@yahoo.com]
Sent: Friday, July 24, 2009 1:09 PM
To: tom mattis
Subject: Budget Question 2

Dept: Finance

Can proceeds from the Tax Note sale be used for items other than what was originally estimated?

Not unless there is surplus left over after all other obligations have been met. The AG is pretty adamant about this.

Please provide an inventory of all police vehicles and approx. mileage. What was our prior policy for replacing vehicles within the department. What is the impact of raising the replacement schedule to 130K miles prior to replacing a vehicle.

Prior general policy guidelines appears to have been 100,000 miles or three years.

See chart and comments on the following page.

Thanks,

MG

VEHICLE LIST												
YEAR	MAKE	MODEL	LICENSE	Mileage as of 7/30/2009	Acquisition Date	Base Date	Months in Service	Average mi/ month	Years to reach 100K	Years to reach 130K	Replacement Date 100K	Replacement Date 130K
1	2003	FORD	CV	206243	100993	10/17/2005	8/5/2009	46	2,219.23	3.76	4.88	7/18/2009 9/2/2010
2	2006	FORD	CV	208549	98385	12/5/2005	8/5/2009	44	2,241.03	3.72	4.83	8/23/2009 10/4/2010
3	2006	FORD	CV	208550	92931	12/5/2005	8/5/2009	44	2,116.80	3.94	5.12	11/10/2009 1/15/2011
4	2005	FORD	CV	882744	91672	10/29/2004	8/5/2009	57	1,605.97	5.19	6.75	1/4/2010 7/27/2011
5	2003	FORD	CV	206242	88628	10/17/2005	8/5/2009	46	1,947.52	4.28	5.56	1/25/2010 5/9/2011
6	2006	FORD	CV	208551	84632	12/5/2005	8/5/2009	44	1,927.76	4.32	5.62	3/31/2010 7/18/2011
7	2007	FORD	CV	237673	73158	10/26/2006	8/5/2009	33	2,200.51	3.79	4.92	8/8/2010 9/26/2011
8	2007	FORD	CV	237669	72303	10/28/2006	8/5/2009	33	2,179.09	3.82	4.97	8/23/2010 10/16/2011
9	2007	FORD	CV	1023405	47475	4/27/2007	8/5/2009	27	1,742.46	4.78	6.22	2/5/2012 7/13/2013
10	2008	FORD	CV	1043410	42919	10/15/2007	8/5/2009	22	1,983.38	4.20	5.46	12/26/2011 3/30/2013
11	2008	FORD	CV	1043408	37121	10/15/2007	8/5/2009	22	1,715.44	4.86	6.32	8/22/2012 2/5/2014
12	2008	FORD	CV	1043411	17752	10/15/2007	8/5/2009	22	820.36	10.16	13.21	12/8/2017 12/25/2020
13	2008	FORD	CV	1043407	17339	10/15/2007	8/5/2009	22	801.27	10.40	13.52	3/7/2018 4/18/2021
14	2008	FORD	CV	1043409	13216	10/15/2007	8/5/2009	22	610.74	13.64	17.74	6/3/2021 7/6/2025
15	2009	CHEV	LL	1043553	2267	4/20/2009	8/5/2009	4	646.20	12.90	16.76	3/9/2022 1/20/2026
			Avg vehs 1-14	58,719	9/20/2006	8/5/2009	34	1,706.70	4.88	6.35	8/7/2011	1/23/2013
	2005	FORD	CV	888970	At KFD							
	2005	FORD	CV	883088	City Car Pool							
	2001	FORD	F150 P/U	799248	125328							
	2009	FORD	F150 P/U	1043522	11857							
	2009	FORD	F150 P/U	waiting for title	4566							
Comments:												
3 yr warranty purchased originally with vehicle. Extensions beyond that are more costly.												
Insufficient maintenance cost data on vehicles run beyond their useful life.												
Raising replacement criterion to 130K miles just delays expense not a real savings.												
Does not take into account that vehicles are frequently running when they are stopped, so mileage is not necessarily a total indication of their use.												

From: Mike Gonzalez [mailto:mayormikeinfo@yahoo.com]

Sent: Friday, July 24, 2009 3:38 PM

To: tom mattis

Subject: Budget Question 5 - this one is interesting given our drought, but it will rain again

PW Street Maintenance Division

Traffic Control Flood Gates - Please provide details how many and where these will be located.

Scott Street, Sledge Street and Bunton Creek still are on the list of streets that close due to flood. Of the three, Bunton Creek is probably the most problematic - most likely to close due to high water, and no good alternative route for the citizens who live in Bunton Creek Village.

From: Mike Gonzalez [mailto:mayormikeinfo@yahoo.com]

Sent: Friday, July 24, 2009 3:54 PM

To: tom mattis

Subject: Budget Question 6 Required Reserve

Please provide the dollar amount for the 25% (20 undesignated, 5% contingency) for purposed budget and estimated impact on tax rate. What do typical cities our size carry as a reserve amount.

The chart on the following page lists audited reserves as of 9-30-2008 as a percentage of 2007-08 Expenditures for the cities listed. As shown the City of Kyle is in the lower half of the 8 cities at 36%.

If the excess reserve for 2009-10 were used to off set the proposed increase in taxes, the rate could be lowered by \$ 0.0648. This action however would drop the City into last place and would have serious financial ramifications.

Using reserves to offset the tax rate would do serious damage to the City's A+ Bond rating. With proposed issuance of debt in the future for a Library, Police Center and Rec. Center, a lowering of our rating would significantly increase the cost of borrowing. With the recent increase in long term rates, it is important that the City retain its current rating to hold down costs as much as possible.

There is a reason that City's keep a good percentage (Avg. 45%) of their funds in reserve, it is a hedge against downturns in the economy which is being experienced now and to provide a ready source of funds for emergency situations. The charter states that reserve funds should be "expended only for emergencies" . I am not sure this use would qualify as an emergency situation.

As the City grows and matures, it is important to maintain a healthy reserve as exhibited by most of the other cities on the list.

Staff would not recommend using reserves to lower the tax rate for the coming fiscal year.

	General Fund	Ending Fund	
	<u>FY 07-08 Expenditures</u>	<u>Balance 9-30-2008</u>	<u>% of Exp.</u>
Universal City	\$ 8,185,436	\$ 6,562,602	80%
New Braunfels	\$ 39,875,969	\$ 22,020,907	55%
Cedar Park	\$ 26,291,458	\$ 11,581,832	44%
Georgetown	\$ 27,670,624	\$ 11,942,495	43%
Pflugerville	\$ 18,488,537	\$ 7,837,714	42%
Kyle (now)	\$ 8,779,014	\$ 3,117,139	36%
Schertz	\$ 18,452,321	\$ 6,085,908	33%
San Marcos	\$ 35,463,761	\$ 10,120,080	29%
Kyle (2009-10)	\$ 9,040,930	\$ 2,260,233	25%
2009-10 Expenditures	\$ 9,040,930		
	25%		
	2,260,233		
Excess over requirement	856,907		
Tax Rev generated by \$0.01	132,239		
Tax Rate equal to \$856,907	\$ 0.0648		

Budget Questions & Comments

For the Proposed Annual Budget - FY2010
Submitted by Lucy Johnson, Kyle City Council

List of Contents

City Manager's Letter, City Charter and Fiscal Policy Documents

Comments by Department or Fund

- Mayor and City Council
- Executive, Administrative and Legal Services
- Human Resource Services
- Department of Finance
- Parks and Recreation
- Police Department
- Public Works
- Community Development
- Recreation Fund
- Transportation Fund
- Special Revenue Funds
- Debt Service Funds
- Public Works Fund
- CIP Funds

Design, and Presentation of Content

City Manager's Letter, City Charter, and Fiscal Policy Documents

City Manager's Letter - Council Priorities - p. 3

In the Budget Development Policy Initiative table, five policy priorities are included that are not listed in the seven departments that council had agreed were not meeting community needs and warranted a budget increase. Why were these items (communications, recycling, HR, engineering, and aquatics) included in a list of budget priorities?

The "items" in question (communications, recycling, HR, engineering, and aquatics) were included in a list of budget priorities because they received low scores from the City Council in the *Budget Development Policy Initiative* as "Meeting Public Expectations"; whereby the staff logically concluded it was the Council's desire give focus to these service areas.

While the Council expressed a desire to enhance services in these particular areas, they also expressed little or no support for additional "Funding" of these services. Therefore, they did not receive the same priority in the development of the budget – but remain as Council-identified policy issues.

This information was discussed in detail with the Council as part of the staff's presentation of the results of the Budget Development Policy Initiative on June 30.

Also, why are there check marks next all the items in the table?

"Check marks" was the selection made for bullet point graphics in the Power Point presentation

What do they signify?

They don't signify anything other than designating the items shown as bullet points.

These check marks also appear on the Debt table on the next page. **Agreed, they do.**

Ad Valorem Tax Rate - No Cash Supplement - p. 5

Would have eliminating the buy downs from previous years resulted in a lower tax rate for this year?

No; although one could make the argument that we could have spread out the buy down over a couple of years rather than one. It would have provided incremental increases over several years instead of an artificially low rate one year with a large jump the next year. In the end, we have to pay for debt service one way or the other.

- EMS - p. 5

What is this \$135,000 increase funding? A new ambulance, two new ambulances, more?

There are no specific plans tied to this increase. It is simply a budgetary allowance to provide an opportunity for the City to consider enhancing and/or expanding EMS during the next fiscal year. However, it is clear from our cursory review that any remotely significant enhancement of these services will costs at least \$135,000.

- EMS - p. 5 (continued)

The City Council expressed a willingness to provide additional funding to this service area and identified it as a service area not currently meeting public expectations in the *Budget Development Policy Initiative*.

As is typical with many budgetary projects, the purpose here is to create an opportunity for Council to agree to an increased level of funding for these services. If there is such agreement, then deliberations will begin relative to the potential elements for an increase in the level of service. It is counterproductive to invest time and effort planning before we know what level of financial commitment the Council is willing to make.

Staffing - p.8

Many of these new positions are in departments that were not marked as budget priorities by the council. Why were these positions added if the council did not support expanding these departments?

It is the staff's responsibility to develop a spending plan that includes funding necessary to provide the desired level of service. Logic would indicate that in a rapidly growing city like Kyle, costs and personnel must grow along with the town if we are simply to maintain the same service levels. The new positions included in the proposed budget are not intended to "expand" these departments – they are needed just to provide the same basic services.

Compensation - p. 11

What are the total costs of an across-the-board rise in salaries by 2%?

\$70,982 for all funds

Also, if the goal is to support our staff during the recession, it makes the most sense to offer this raise to our part-time employees first, as they are the most likely to be "under-employed" and negatively effected by the downturn.

It would not be correct to assume the City of Kyle's part-time employees are "under-employed". Most just want a part-time job. The vast majority of our part-time employees are students on summer vacation or unskilled labor. It is unclear how increasing these salaries will address any "under-employment" problems (even if the City had any). That being said, there is no real resistance to any additional increase in pay for employees, but not to the detriment of our full-time staff.

Council Priorities – Recap - p. 11

I would like a short summary of the \$3.6 million in sewer/wastewater projects the city has undertaken, along with report on how the ongoing projects are progressing.

The \$3.6M that is included in this year's proposed budget includes:

- Debt service for the Wastewater Treatment Plant Expansion costs to AquaTexas in the amount of \$365,692
- \$600,000 for improvements to the old town area to continue the work we have started by replacing the line Scott-Gonzales line. The future phases include Third Street from Scott to Sledge; Scott Street from Third to Hitching Post. (Not enough to do all of the remaining work, but should allow us to make significant progress on improving I&I issues in Original Town area).
- \$25,000 for asset valuation and control which helps finance department properly account for the valuation of our fixed assets in the sewer department.

- \$2,550,000 for the Bunton Creek Interceptor project – a high priority and is to gravity feed a large portion of the daily wastewater handled by our system currently at the Southlake lift station, decommission the Southlake Lift station and its associated maintenance costs, acquire easements for the new line, and pay a contractor to build the line.

City of Kyle Charter – p.23 - Annual Budget Provisions

It states that the budget shall include (a) *"An itemized estimate of the expense of conducting each department, division and office."* I don't know if the level of detail in our budget summaries satisfies this requirement.

The information included with the proposed FY09-10 Annual Budget clearly does provide the level of detail to comply with the technical requirements of the Kyle City Charter, specifically including Section 8.04(a). The Government Finance Officers Association of Texas (GFOAT) would certainly recognize this level of detail as providing *"An itemized estimate of the expense of conducting each department, division and office."* Most larger cities provide even less detail and breakdown appropriations by major category of expenditure. See some examples in appendix.

Section (c) describes the required narrative section. *"A narrative statement for each department indicating projects to be accomplished by the department. The narrative shall state specifically all capital expenditures proposed during the year, all major projects on which work will be performed and any extraordinary items included in the budget."* While each department listed in the budget does contain a narrative section, these sections are not uniform, and do not all contain major projects undertaken by the department.

The information included with the proposed FY09-10 Annual Budget clearly meets the technical requirements of the Charter, specifically including Section 8.04(c).

Fiscal Management Policy Document – p. 25-30

I feel that this is an excellent policy document, but I would like some more background on where it came from

Charles Cunningham, as Director of Finance, developed this document for the City, "I have been preparing budgets since 1972 beginning in the City of Ventura California where I was the Director of Management Services which included the Department of Finance among others. My first time for including a Fiscal Policy section was in the mid-70's. I brought this custom to Texas with me when I was appointed Director of Finance in the City of Taylor. When I moved to the City of Hutto, I introduced this custom there. Over the years this particular set has evolved based on local conditions and ideas gained from other cities."

and why there hasn't been much discussion over this document during council meetings during the past year.

It is assumed this comment is directed at or provided for the benefit of the City Council in general; and does not necessitate a response from the staff.

I would add, however, if it is the Council's desire to focus on the internal Fiscal Management Policies of the staff rather than financial policy issues of the proposed budget, we are eager to answer any questions they may have - and make any adjustments they may care to direct.

When was this document first placed in the budget?

The policy document was included in the Annual Budget document for the first time last year (FY08-09).

Who prepared this document?

As noted previously, Charles Cunningham, as Director of Finance.

How long has the city staff been trying to follow these guidelines?

The vast majority of the policy, specifically including budget preparation provisions, are recognized as standard operating procedures in about every city in the country. As such, it would be our assumption that these general policies have been followed by the City in one form or another since the beginning.

Under the **General Policy Section**, there seems to be a provision for city council Study Sessions. When are we planning to implement these?

Following is the workshop and budget adoptions schedule theta was again reviewed with the City Council just this week:

FY09-10 Annual Budget Development Calendar	
➤ Presentation of FY09-10 Annual Budget.....	July 21
➤ Finance Committee Wkshp--Annual Budget....	Aug 3
➤ City Council Workshop – Annual Budget.....	Aug 11
➤ First Public Hearing – Annual Budget.....	Aug 18
➤ Council Vote on Maximum Tax Rate.....	Aug 18
➤ First Public Hearing – Property Tax Rate.....	Aug 26
➤ City Council Workshop – Annual Budget.....	Aug 26

FY09-10 Annual Budget Development Calendar	
➤ Second Public Hearing – Annual Budget.....	Sept 1
➤ Second Public Hearing – Property Tax Rate.....	Sept 1
➤ First Reading - Appropriations Ordinance.....	Sept 1
➤ First Reading – Tax Rate Ordinance.....	Sept 1
➤ City Council Workshop – Annual Budget.....	Sept 8
➤ <u>Second Reading</u> -Appropriations Ordinance...	Sept 15
➤ <u>Second Reading</u> – Tax Rate Ordinance.....	Sept 15
➤ Adoption of Five-Year Capital Program.....	Sept 15

In the same paragraph, our policy also states that we will promote resident participation in the process. How does staff plan to accomplish this?

The staff will be continuing to promote resident participation in the budget development process, including the Fiscal Management Policy by creating multiple avenues for distribution of the proposed budget document so that same may be studied and commented on as wide a range of the citizenry as possible:

- 1) By providing copies for review by residents at the public library; and
- 2) By providing copies for review by residents at the Kyle City Hall in all public waiting areas; and
- 3) By making a copy of the entire budget document available on-line on the city's website; and
- 4) By making copies of the budget document available for purchase; and
- 5) By making the City Manager and Assistant City Managers available for personal contacts and meetings relative to the proposed budget; and
- 6) By accepting and encouraging letters or other contacts with the City council in general or with individual council representatives, and
- 7) By supporting and depending on the local press to publish fair and balanced stories on the content of the proposed budget, and
- 8) By making presentations on the budget as appropriate, including discussion of anticipated consequences and opportunities, encouraging comment at scheduled public hearings; and
- 9) By complying with state mandated announcements in the newspaper concerning the impact of the tax rate on households and providing schedules for public hearings at which time they are free to express their concerns or support for public programs; and
- 10) By posting on-line and making available to the public all Council comments and questions such as this "Budget and Comments" so they may be viewed and considered by anyone wishing to access them; and
- 11) By issuing press releases which by their very nature, if published and read provoke some public response if people are interested; and
- 12) By being available by phone or in person to answer any relevant questions by citizens if they call or walk-in; and
- 13) By considering the facilitation of any other reasonable effort that might promote resident participation in the budget development process.

And, as always, if there are any other ways the Councilmembers would like for the staff to promote citizen participation, we shall certainly consider them.

Under the **Proposed Budget Section, Item B**, it states, *"The budget review process will include City Council participation in the development of each of the four segments of the proposed budget and Public Hearings to allow for citizen participation in the budget preparation."* While I think this is a wonderful, long needed plan, I think it's misleading to have a statement like this (along with others like it in the policy document) included in a budget that did not follow this process.

Clearly, this statement is not "misleading" and represents the process we have followed in the past and presumably will follow this year. This comment, however, and others throughout this submission, seem to indicate a general misunderstanding of the basic budget development process.

The budget development process does not end with the presentation of the proposed Annual Budget by the City Manager (which was July 21st this year) - it is the beginning of the process, as it relates to the City Council's role..

Once the proposed budget is submitted by the City Manager in accordance with the City Charter, the City Council then has essentially two months to conduct as much “review” as it deems appropriate “in the development of each of the four segments of the proposed budget” We have already scheduled two “Public Hearings” (one more than is required) “to allow for citizen participation in the budget preparation.”

In an attempt to further clarify, the phrase “development of each of the four segments of the proposed budget” does not mean that the four segments are to be developed sequentially with Council input and citizen participation involved in each segment, with each being considered separately.

Segments do not refer to time frames, they simply define categories. All four segments or categories are prepared by staff and then reviewed by the Council in the process that goes from July 21st to final adoption on September 19th. The Council and citizens have ample opportunity to review, discuss, amend, change or otherwise address every issue in the budget during the two month review process.

Capital Outlay was separated out and considered in the Five Year Capital Program simply because of the long range nature of the expenditures, most importantly the vehicle replacement schedule and acquisition of equipment and IT products that may be funded by short or long term debt. The other three segments can and should be considered together.

It is certainly for an individual to misunderstand, but that does not make the information provided “misleading”.

I also recall that the Mayor, along with the majority of the city council, found the idea of a budget workshop or series of workshops held during the development phase of the budget process unnecessary.

Again, it is assumed this comment is directed at or provided for the benefit of the City Council in general; and does not warrant or necessitate a response from the staff.

I do not know if the majority of the council would agree with this fiscal management policy document if they read it.

Again, it is assumed this comment is directed at or provided for the benefit of the City Council in general; and does not warrant or necessitate a response from the staff.

Under the **Planning section**, it states, “The budget process will be coordinated so as to identify major policy issues for City Council consideration several months prior to the budget approval.” I was thrilled to see staff begin to implement this policy by creating a budget priority worksheet for the city council in May. Next year, let’s aim for March!

It is the staff view that four months (1/3 of the entire year) would fall under the category of “several” in this context. Again, there is a possible misunderstanding of the process. Nothing prohibits anyone from expressing opinions on city operations, programs or expenditures at any time during the year or more appropriately during the budget season from roughly June through mid- September when the budget for the following year is adopted.

The staff has clearly been supportive of and responsive to any effort by the Council to engage in any budget deliberations desired by the majority of Council. If it’s the will of Council, we could start a process in March, however, the May-September schedule provides a proper time frame that is traditional in most Texas cities.

Under the **Reporting Section**, it states *"Summary financial and budgetary reports will be presented by the Finance Director to the City Council quarterly."* Taking into account the proposed staff changes in the Finance department, who will actually be presenting these reports? Charles, or the new Chief Financial Officer?

Charles Cunningham

Under **City's Budget Process Review**, the budget development process is broken down into 5 steps. **Step 1.** States, *"Council establishes major goals and objectives for the budget year. Departmental objectives are also refined at that time."* The long-term goals for most of the departments are stated within their own budget sections, but their objectives for the upcoming fiscal year are not. Were department heads directed to make short-term objectives?

Not specifically as part of the budget development process. In most cases, the staff continues to be focused primarily on pressing issues related to the most basic service areas - staffing up their department, getting procedures established and documented, reviewing or considering changes in or new software to promote efficiency and smoother operations. This is a learning process just as development of the budget is an evolving process that makes incremental improvements each year. As the saying goes, "it is hard to remember the objective is to drain the swamp when you are up to the top of your waders in alligators". It is unreasonable at this time to expect that new Department Heads can find the time to complete this process in a formal way. If they were asked, however, they could verbalize most of what they are trying to accomplish day to day and/or "short-term objectives" for the next year - which is how the proposed budget was prepared.

Next year, following this policy, they should be, and those objectives should be included in the budget.

Comment noted.

Step 2 states *"Based on the above directions from Council, departments prepare budget estimates for the next fiscal year."* As stated before, I really like this plan and believe it should be implemented, but based on prior city council meetings, do not know if this has the universal support of the council.

Again, it is assumed this comment is directed at or provided for the benefit of the City Council in general; and does not warrant or necessitate a response from the staff.

It would be very helpful to know when this document was first created, and if it was thoroughly explained to the City Council members serving at the time.

It is assumed an explanation on the creation of the document has now been addressed as requested above.

If there is amongst the Council any confusion, lack of understanding, or desire to have further discussion of this item, that has not been communicated to the staff. Since the budget was approved and adopted last year, it was/is assumed by the staff that no further explanation was necessary.

Under **Budget Document Overview, Item 4, Section IV: Department Budget Sections:** it states, *"Each department budget section includes an organizational chart, program budgets and program trends and objectives."* The department sections in this budget lack organizational charts. Though many of them list long-term objectives, most do not have trends. Why were these items not included in the departmental budget summaries? Do the department heads know to submit this information the budget preparer?

One of the problems with a rapidly changing organization is that it is difficult to pin down a specific organizational structure that would be good for over a year and a half. Same thing with trends, this is much easier in a fully mature city but much more difficult to accomplish in a period of rapid growth. We will strive to improve.

Under **Item 5, Position Summary by Fund Section**, it describes a *"Summary of budgeted positions by fund."* Currently, we organize the budget by Fund, but the Budget Document Overview seems to state that the budget will be organized by departments first, followed by a summary of funding by fund. Why isn't this overview being followed?

The budget is organized first by fund with departmental breakdowns within each fund that contain departments. Departmental breakdowns are found in the General Fund, Community Development Fund, Recreation Fund and Utility Fund. There are no such departmental breakdowns in the CIP, Debt Service, Special Revenue Funds, etc. Departments, where they occur are subdivisions of Funds.

I am not exactly clear what is meant "the budget will be organized by departments first, followed by a summary of funding by fund" (?)

Under **Compensation Policy**, it discusses a comprehensive survey made from data compiled from TML. I would like to know who made the survey, and see a copy of it for myself. There also needs to be a way to compare the salaries of positions in our town, to the average salaries listed in the survey, to make sure that the Compensation Policy is being followed.

The last survey was conducted by the Director of Finance in the spring of 2008. The actual average reported for each classification by those cities that responded to the survey was calculated. The results were compared to each individual City of Kyle employee. A calculation was made to determine the percentage difference between the actual bi-weekly pay of each City of Kyle employee and the average of all cities in the survey that reported on that particular classification. A range for each classification was established using the survey average as a base. The minimum salary of the range was set at 10% below the average with the maximum set at 15% above the average.

For those that showed a current salary level below the minimum, a calculation was made of the percentage increase required to bring the affected employee up to at least the minimum. The maximum increase to achieve market competitiveness for the affected employee was 10% in one fiscal year. After two years, there are less than a handful of employees that have not caught up. We fully expect all employees to be caught up this year.

The electronic files used to compile the survey data and adjust salaries for all employees can be viewed in Director of Finance's office.

A Closing Comment on this Section:

I wish to emphasize again that there should be clear understanding that the budget development process does not end with the presentation of the proposed Annual Budget by the City Manager - it is the *beginning* of the process.

The staff's responsibility is to prepare an annual spending plan that is (a) based on our professional experience and expertise, (b) includes an assessment of the input received from the Council over the prior year, (d) reflects the entire staff's assessment of operational needs for the continuation of day-to-day services, and (d) attempts to represent what are known priorities and needs of the community.

What the City Council decides to do with that budget proposal is completely up to them. The Council has the power to completely do away with the entire budget as proposed by the City Manager if that is their desire (except for payment of debt.; although even could be done at the risk of lawsuits filed by the bond holders).

As the budget proposal was presented on July 21, the Council has been provided the better part of two months to take apart, examine, discuss, cut, add to, modify, change, eliminate programs, create new ones and shape the budget to their liking.

It would be possible for one to interpret some of the questions and comments in this document to suggest that staff is curtailing, limiting or preventing full and open discussion on any of the issues included in the budget - which is clearly not the case. The current staff has only opened-up and enhanced the budget development process. The staff has a specific role in this process – and we have definitely fulfilled those obligations.

The staff remains ready to answer any questions and make the necessary changes to the budget to accommodate whatever changes the majority of Council directs.

Comments By Department or Fund

General

Department Expenditures

The Employee Services Resource Category listed in every department's budget summary does not give me sufficient information to understand the true costs of hiring, firing, or adjusting the salaries of our employees. I would like to see a line-item breakdown of employee services for each department following the expenditure summary chart.

This information is contained within electronic files used to compile the survey data and adjust salaries for all employees and can be can be viewed in Director of Finance's office.

Actually, I would really love a line-item expenditure list for all the expenditure resource categories, similar to the budget supplement provided to the city council last year.

Our records don't seem to indicate that we provided line-item detail "for all the expenditure resource categories" last year, which would be very time-consuming and paper-intensive. This line item detail, however, is available for viewing in Director of Finance's office for any Councilmember who wants to see it.

Performance Indicators

Many of the so-called performance indicators listed in each department are not actual evaluators of employee performance. Some of them only reflect the growing demands of an expanding city. Others contain data I suspect to be inaccurate. Specific concerns about performance indicators for individual departments will be addressed later in this budget critique.

The Performance Indicators included with the budget have never been suggested to be “evaluators of employee performance”. They are clearly intended to provide some statistical information to “reflect the growing demands of an expanding city”. The City Manager’s Budget Message also clearly describes the Performance Indicators to be “a sample of statistical data providing a general overview of the duties and volume of work generated by each department.”

Mayor and City Council

Performance Indicators - p. 37

The performance indicators listed are actually quite brilliant, and can be reliably used to show the council's level of commitment to the job. For instance, recent decreases in the number of council and P&Z meetings, despite the increasing complexity of issues facing our expanding city, strongly points to a city council that may be falling behind the growth curve, or at least willing to passively support much longer meetings.

Again, it is assumed this comment is directed at or provided for the benefit of the City Council in general; and does not warrant or necessitate a response from the staff.

Expenditures -p. 38

Despite no changes in council member pay, there is a 1% increase in employee services. Why?

Following a breakdown of line items for employee services for Mayor/Council. As you can see, the difference is **\$182.00 consisting of **\$32.00** for Worker's Comp, and depending on how you want to view it, an additional amount of **\$150** for workshop training.**

App.	\$	2,003,837	-5%		110-100	Mayor and City Council					3,396	3,396	6.2%	
				2006-07	2007-08	2008-09			2009-10					
General Fund 110							Y-T-Date		Base Line		Total Request		% Chng	
				Actual	Actual	Adopted	3/31/2009	Amend #1	Amend #2	Request	Approve	Request	Approve	Prior Year
Expenditures														
Employee Services														
51112	Regular Part Time wages			-	7,200	7,200	2,700	5,400	7,200	7,200	7,200	7,200	7,200	0%
51141	FICA Social Security			-	200	200	207	414	414	414	414	414	414	0%
51142	Workers Compensation			27	-	-	-	-	-	32	32	32	32	0%
51171	Business-Transportation						368	500	500	800	800	800	800	60%
51172	Business-Lodging						714	1,500	1,500	1,500	1,500	1,500	1,500	0%
51173	Business-Food & Meals						559	1,000	1,000	1,200	1,200	1,200	1,200	20%
51181	Workshop Training						295	600	600	650	650	650	650	8%
51182	Professional Conferences						1,320	3,500	3,500	3,000	3,000	3,000	3,000	-14%
51183	Memberships and dues			2,283	2,300	2,300	-	886	900	950	950	950	950	6%
51184	Subscription and Books			-	-	-	122	250	250	250	250	250	250	0%
51186	Training-Transportation			7,000	4,800	4,800	137	350	350	300	300	300	300	-14%
51188	Training-Meals			-	-	-	70	100	100	200	200	200	200	100%
Subtotal Employee Services				9,310	14,500	14,500	6,699	14,500	16,314	16,496	16,496	16,496	16,496	1%
Supplies & Materials									16,314	16,496			182	

Executive, Administrative and Legal Services

Performance Indicators - p. 39

There are no Performance Indicators listed that relate to the city manager's job, the city attorney's job, or the city secretary's job. Also, the number of Public Information Requests handled for this year is way off.

Again, the Performance Indicators are not provided nor intended for purposes individual employee performance. The City Manager's Budget Message clearly describes the Performance Indicators to be "a sample of statistical data providing a general overview of the duties and volume of work generated by each department."

As to Performance Indicators "that relate to the city manager's job", one could simply compile a master list of all other Performance Indicators of all other city departments included with the budget document.

Proposed Staff Changes - p. 40

While I'm not sure that this is the time to be reorganizing staff, making Charles an assistant city manager intrigues me. However, I would like staff to create a more concise job description for this new position before moving forward. I want to know what his new responsibilities would be before I felt comfortable approving the position. Also, if there were two assistant city managers, which one would take control of the office on days when the city manager gets sick or goes on vacation?

Information will be provided relative to this inquiry in a subsequent staff report

Comments on significant changes - p. 41

In the second paragraph, it discusses the need to increase resources for HR. What new resources will HR be receiving?

These are, in some cases, a consolidation of expenses that were formally budgeted for under the respective departments before HR was staffed and before it was segregated as a separate function within the Administration department. Some of the services are conducting background checks for perspective employees which was started last year but will require a full year's funding in 2009-10; drug testing which again was only partially funded previously; advertisement for vacant positions; purchased safety and training programs at a rudimentary level; monthly employee meeting supplies; etc.

Human Resource Services - p. 43

It states, *"The department works with all divisions to improve internal processes and continually develop programs to enhance employee satisfaction."* What are these programs?

Training and various forms of employee support and outreach programs. In addition, With upgrades in our HR software package and recently appointed employees to supervisory and crew leader status, efforts need to be made to make sure all are aware of internal processes and procedures related to HR and payroll.

Also, later in the same paragraph it states, *"It is the department's goal to provide exceptional customer service to both internal and external customers."* What is currently being done to provide service to external customers? Is this really the HR department's responsibility? Shouldn't our Public Relations Officer handle external customers?

In the context of the Human Resources Department, individuals who apply or inquire about positions with the City are considered "customers". So, yes, it really is one of the HR department's responsibility's to provide services to applicants for employment positions with the City.

The City of Kyle currently does not employ a Public Relations Officer.

Performance Indicators - p. 43

I don't understand the Workers' Compensation Cost per Employee statistic. How does this relate to HR performance?

While we have yet to integrate this function into the City of Kyle's HR Department, this will be done in the future. Worker's Compensation cost per employee is a measure of the success or failure of the City's safety and training efforts to keep down on the job injuries.

Department of Finance

Mission, Goals and Objectives - p. 47

"...and focus on constant improvement in inter and intra-departmental relations through enhanced communications and more thorough appreciation of departmental needs." Since we now have an HR department, the department of Finance should reevaluate this portion of their mission statement.

Comment noted. These are inter-departmental management goals and objectives; and do not involve policy development or budgetary issues.

We would also mention, however, that financial services are provided to every single department and division in the City of Kyle from processing and accounting for revenue; processing and paying every invoice generated by the organizational units; coordinating preparation of the budget; assisting in finding funding for specific projects; amending the budget from time to time; determining best approach to accomplish any project involving labor, materials, equipment or capital needs. While most or some of these are also applicable to HR and IT for that matter, it does not make it any less relevant for Finance. If by "reevaluation" of this portion of the mission statement, the inference is that it should be strengthened, we can do that.

"To have customer service staff and supervisors participate regularly in training designed to promote and sustain high performance levels in customer service." To develop and procedures to measure the effectiveness of customer service practices on an ongoing basis." These goals need to be taken over by HR or PR.

Comment noted. These are inter-departmental management goals and objectives; and do not involve policy development or budgetary issues.

The City of Kyle currently does not have "PR".

“To develop and implement more comprehensive control over maintenance of data and an information database for optimal management of the City’s fixed assets.” Has this database been created yet? I would like to look at it sometime in the next year.

The database has been designed and is currently being populated. We are about 90 percent complete with defining all of the existing fixed assets and recording them in the joint GIS/Springbrook Fixed asset database module. The remaining task in completing the database is to develop and implement formulas for valuing some of the older infrastructure features whose original costs are not documented. When complete this will meet the requirements of having a complete record of location, measurement, condition and value of the city’s fixed assets.

Actual management of the fixed assets will require acquisition of additional software for fleet management, pavement management, utility maintenance management or in-house development of such systems. A report on this project will be ready once its completed in three to four months.

In the last paragraph it states that the Director of Finance serves as the head administrator of the department. This will obviously change with the proposed staff changes. I would like a clear department hierarchy chart to know how Charles Cunningham and the new Chief Financial Officer will share responsibilities.

It is incorrect to assume the departmental management “will obviously change”. Inasmuch as the change in title simply formalizes and reflects the duties and responsibilities currently and formerly exercised by the Director of Finance, it is not expected that day-to-day tasks and functions will change that much. See proposed Organizational Chart . There is no additional position for a Chief Financial Officer at this time.

Parks and Recreation

Program Description - p. 55

This page needs to be updated to reflect the changes in the Parks Board (now the Parks and Rec Committee).

Noted.

Personnel Resources - p. 56

I noticed we are hiring a Facilities Manager. In the Fiscal Policy Document included in the budget, under Capital Asset Maintenance and Replacement (p. 28), it discusses the role of the facilities manager, and his/her duty to create a 10-year repair/replacement schedule for all city facilities. Will he be focusing on all city buildings, or just park buildings?

All city facilities and buildings.

Parks Maintenance & Operations - p. 59

This division of Parks and Rec. is divided into three different programs. Only one of these programs is focused on parks and trails. Has staff considered that it may be in the best long-term interest of the city to give Maintenance its own department, or at least transfer them over to Public Works? This could be headed by the new Facilities manager, and focused on the maintenance of public right-of-ways, drainage, and facilities. In any case, please explain the reasons why the Parks and Recreation Department still has control of the maintenance division.

As mentioned elsewhere, the City of Kyle is an organization in transition. It is not at the end point of changes and it will go through several more stages before an organizational state of homeostasis is reached. In the meantime, some accommodations have been made that take advantage of existing management staff capabilities and interests to cover maintenance requirements of a variety of the City's infrastructure.

The eventual goal is to set up Facilities Maintenance as a separate intergovernmental service fund as is found in most fully developed cities. Under this arrangement, the "fund" essentially rents space to all of its users and uses the proceeds to maintain the facilities. So the future plan is to have Facilities Maintenance be a separate department.

Management of structural facilities (buildings) is a specialized field and is only distantly related to maintaining rights-of-way and drainage. Rights-of-way, if they are landscaped are more properly maintained by Parks Department personnel who have the equipment and skills to maintain these land areas.

Drainage structures on the other hand are for the most part integral parts of the road network and as such are more properly maintained by Street Department crews.

The reason Facilities Maintenance was originally put in the Parks Department is because they had support staff that could back-up the facilities maintenance crews when this division was originally started; the Park and Recreation Director having the most tenure of all department heads was more knowledgeable of the facilities and their needs than any other management employee; the Public Works Department for the last two years or as long as Facilities Maintenance has been in existence has been in a dramatic state of growth and development with little time nor expertise to devote to maintenance of facilities. This continues to be the case and it makes no sense to change it until the intergovernmental service fund is established.

Park Maintenance – New Program - p. 62

If we purchase a new park maintenance truck that has 4-wheel drive, would this eliminate the need for the requested SUV truck in the 5-year parks CIP schedule?

Previously answered –(5YRCP information).

Ground & Facilities Maintenance -p. 63

At the beginning of the description of the division, it states, *"Beginning in 2006, the Grounds & Facilities Division of the PARD is responsible for general maintenance and upkeep of all city-owned grounds and facilities; litter control; and improved maintenance of all right-of-ways."* I thought this was the job of Parks Maintenance & Operations. If both divisions are doing the same thing, their divisions should be combined, right?

Yes, if both divisions are doing the same thing, their divisions should be combined.

Police Department

Program Description – Operations -p. 69

Overall, I find that these two paragraphs provide more rhetoric than information. “*To Continually adapt to change and enhance its service delivery,*” should be the goal of every department, and does not make for a good, department specific vision statement for our Police force.

Comment noted.

The second paragraph it states, “It exists to dedicate itself to work in cooperation with our community partners to proactively address the public safety needs of the residents...” Which community groups have the police worked with over the last year?

Since his appointment, Chief Blake has taken the following action to build various partnerships between the KPD, community groups and area public safety colleagues, including but not limited to:

- The Hay County District Attorney
- The Superintendent of Hays CISD
- The Hays County Sheriff
- The San Marcos Chief of Police
- Constable James Kohler
- Chamber Director R. Hernandez
- State Representative Patrick Rose
- Justice of the Peace Beth Smith
- State Senator Jeff Wentworth
- Kyle Fire Chief
- San Marcos/Hays County EMS Chief

In addition, KPD Chief Blake has proactively sought out opportunities to engage public and/or attain membership/relationships with various groups not previously engaged by KPD, such as:

- Conducted presentation at the Kyle Chamber luncheon
- Implemented a Monthly Community Crime Watch initiative
- Personally attend/present information at local HOA meetings
- Became an active member of the following area public safety initiatives
- Capital Area Law Enforcement Executives Assn – Monthly meetings
- Hays County Criminal Justice Assn – Monthly meetings
- Hay County Criminal Intelligence Meetings
- Hays County Gang Intelligence Meetings
- Member of CAPCOG Public Safety Comm
- AimHIGH Regional Transportation First Responder Mobility Comm
- Developed Crime Assessment Risk reporting system for residents/businesses
- Implemented a Police Bicycle Patrol Unit
- Hays County Shattered Lives Program
- Hays County Mental Health MCOT
- State of Texas Fusion Center
- Texas Police Chiefs Assn Committee Chair, Liaison Committee to the Texas Commission on Law Enforcement Standards and Education

- Member, Texas Police Chiefs Legislative Committee - Testified before multiple House Committees during the 81st Legislative Session
- Served as agency meeting host for 27 representations of the eleven county regional CAPCOG 9-1-1 system

How do they work with these groups to lower crime?

Maintaining effective relationships and communications to promote public safety, share intelligence data, alert/inform citizens of crime trends, work collaboratively with area first responder agencies to ensure an effective, coordinated response to public safety related incidents.

Performance Indicators - p. 69

You know what would make a really good performance indicator for the Police Department? Crime statistics. Such as the number of break-ins, physical assaults, or even arrests made over the last year. Now that the Police are getting a new records system, they should have no problem including these in next year's (FY2011) budget.

Agreed. As has been discussed previously on numerous occasions, development of effective statistics had been a weakness in the KPD that will be rectified over the next year.

And, from Chief Blake, "Everyone is responsible for crime, not just the police. The existence of crime does not mean the police are not doing a good job. One needs to assess what the police are doing about it. A list of tally of criminal episodes is not just performance, it's a workload task."

Performance Indicators - p. 69

You know what would make a really good performance indicator for the Police Department? Crime statistics. Such as the number of break-ins, physical assaults, or even arrests made over the last year. Now that the Police are getting a new records system, they should have no problem including these in next year's (FY2011) budget.

Agreed. As has been discussed previously on numerous, development of effective statistics had been a weakness in the KPD that will be rectified over the next year.

Personnel Resources -p. 70

The Administrative Assistants are being reclassified as Records Clerks to better clarify their actual duties. These positions, however, are still listed under Field Services. Shouldn't these two employees be placed in the Police Communications Division? Under the description of the Communications Department, it states *"Records center personnel maintain care, custody and control of police records, prepare required state reports, provide lobby services to citizens, provide general information to the public, provide support assistance to the operations division, manage accounts payable and petty cash funds, process department open records requests, conduct national and state database queries and wanted persons entries and confirmations."* This sounds like the job of records clerks to me.

Comment noted..

Public Works

Department of Sanitation - p. 83

"Creation of the department of Sanitation is part of an effort to do away with the use of a Non-departmental budgeting unit." Excellent, I like staff's initiative in correcting the non-departmental budget problem!

Comment noted..

There is also mention of future recycling costs one day being added to the department. Are there any plans to create a city-recycling program that goes beyond what TDS offers?

The proposed FY09-10 Annual Budget includes no plans, or funding of same, to create a city-recycling program that goes beyond what TDS offers.

Department of Community Development

Overview - p. 89

This department consists of the economic development department, the planning department, and building inspection department. Other than being funded by the Community Development Fund, they are not immediately coupled with each other, and us such, we should probably not list them as the same department.

For budgetary purposes, which is the subject a matter of this discussion, it is clearly appropriate and the most accurate reflection of the funding practices that these departments be grouped together. It is agreed, however, that the Community Development "Department" terminology should probably be changed.

The fourth paragraph states, *"efforts in Economic Development have been redoubled during the current year and are expected to increase in the months ahead to recruit more businesses to the area."* Can you please give specific examples of the programs the department has double their efforts in to reach out to new businesses, along with the programs they want to increase the size of this next year?

Information will be provided relative to this inquiry in a subsequent staff report

Revenue Projections - p. 91

Some of the predictions for growth under the 2010 Growth/Trend column seem to indicate new funds of less than the cost of one new permit. How were these calculations made, and why were they not rounded up or down to the nearest permit price before publishing the final projections table?

These particular revenue projections were based on a straight-line extrapolation anticipating an average 5% across-the-board increase in revenue; projecting overall year-end revenue in this manner doesn't really have anything to do with "the nearest permit price".

Overview (continued?) - p. 92

First off, if this indeed a continuation of the overview, it needs to be included with it, and not behind the revenue projection table. Secondly, in the third paragraph, it mentions new training opportunities for the staff; I would like to know what these training opportunities are.

Information will be provided relative to this inquiry in a subsequent staff report

Comprehensive Planning

Performance Indicators - p. 93

As stated earlier, many of these Performance Indicators show the amount of workload that the department handles, but does not measure the performance of our employees.

As stated earlier, the Performance Indicators included with the budget have never been suggested to be "evaluators of employee performance". The City Manager's Budget Message clearly describes the Performance Indicators to be "a sample of statistical data providing a general overview of the duties and volume of work generated by each department."

Building Inspection - p. 97

Under the Mission Statement, it states, *"To maintain the health, safety and general welfare of homes and businesses by obtaining compliance with City codes and ordinances through public awareness, education and steadfast vigilance."* What public awareness and educational programs have been implemented by this department?

Information will be provided relative to this inquiry in a subsequent staff report

Building Inspection Expenditures - p. 99

There is an 11% or \$34,111 increase in employee services, but there are no new employees expected to be added to the department. What is the reason for this increase?

The greater than expected increase was due to an understatement of the expected final amount for Regular full time wages. As shown in the following, the subtotal for employee services should have been \$326,648 instead of \$316,474. By correcting this amount, the percentage increase drops to 7%. The proposed appropriation does not change.

	832,109		210	Building/Inspection				Building/Inspection		-6,846	-8,319	-2.0%		
App	854,114	3%	2006-07	2007-08	2008-09			2009-10						
Req	902,687	8%	Actual	Actual	Adopted	Y-T-Date	Amend #1	Amend #2	Base Line		%	Total Request		% Chng
						3/31/2009			Request	Approve		Chng	Request	
Employee														
51111 Regular Full Time wages			213,251	248,978	254,916	78,866	198,515	228,689	230,614	230,614	1%	230,614	230,614	1%
51114 Overtime wages			2,500	2,500	2,500	725	1,425	850	700	700	-18%	700	700	-18%
51121 Vacation Leave			-	-	9,277	3,009	9,277	9,277	14,474	14,474	56%	14,474	14,474	56%
51122 Sick Leave - Reg			-	-	9,277	1,216	9,277	9,277	6,754	6,754	-27%	6,754	6,754	-27%
51127 COLA			-	-	13,397	-	-	-	4,612	4,612	0%	4,612	4,612	0%
51128 Merit Increase Allow.			5,410	-	6,373	-	-	-	5,765	5,765	0%	5,765	5,765	0%
51131 Longevity Pay			-	-	1,488	864	864	864	1,920	1,920	122%	1,920	1,920	122%
51141 FICA Social Security			16,550	19,047	22,738	6,351	18,345	18,345	20,467	20,467	12%	20,467	20,467	12%
51142 Workers Compensation			1,998	2,118	4,846	4,500	4,500	4,500	2,951	2,951	-34%	2,951	2,951	-34%
51143 State Unemploy. Taxes			-	1,558	693	-	-	-	594	594	0%	594	594	0%
51144 Retirement- TMRS			18,345	22,321	25,799	9,192	22,801	22,801	23,035	23,035	1%	23,035	23,035	1%
51151 Health Insurance			24,500	25,293	28,778	12,837	26,083	26,083	26,941	26,941	3%	26,941	26,941	3%
51152 Dental Insurance			-	-	-	-	-	-	1,881	1,881	0%	1,881	1,881	0%
51153 Life Insurance			-	391	481	129	363	363	327	327	-10%	327	327	-10%
51161 Uniforms Paid			2,000	1,300	1,000	-	1,000	1,000	1,000	1,000	0%	1,000	1,000	0%
51173 Business- Food & Meals			-	-	-	10	20	20	-	-	-100%	-	-	-100%
51181 Workshop Training			-	-	-	679	1,200	1,200	1,200	1,200	0%	1,200	1,200	0%
51182 Professional Conferences			-	-	-	-	-	-	3,000	3,000	0%	3,000	3,000	0%
51183 Memberships and dues			837	-	900	1,141	1,200	1,200	1,200	1,200	0%	1,200	1,200	0%
51184 Subscription and Books			-	-	-	40	80	80	150	150	88%	150	150	88%
51186 Training-Transportation			2,500	6,000	4,500	10	2,500	1,500	1,500	1,500	0%	1,500	1,500	0%
51187 Training- Lodging			-	-	-	515	-	600	1,000	1,000	67%	1,000	1,000	67%
51188 Training- Meals			-	-	-	-	-	-	500	500	0%	500	500	0%
Subtotal Employee Service			287,891	329,505	386,963	120,084	297,449	326,648	350,585	350,585	7%	350,585	350,585	7%
													23,937	

Performance indicators - p. 97

Some good indicators of department performance might be the number of complaints, citizen attendance of educational programs, department accolades, and the speed of the average permit granting process.

Comment noted.

Economic Development

Vision Statement - p. 101

"Kyle will be the premier employment center for the southern tier of the Austin metropolitan area and will serve as a destination for the best shopping, recreation, and living in Hays County." This vision statement matched the one created by TIPS for our city back in 2007.

This vision statement comes from the Economic Development Master Plan adopted and approved by the Kyle City Council.

This group may have been unaware of the current amenities other areas of Hays County offer that Kyle would be INSANE to compete with, like the outlet center, which is the number one shopping destination in the entire state. This vision statement needs to be reviewed by the economic development committee.

Again, it is assumed this comment is directed at or provided for the benefit of the City Council in general; and does not warrant or necessitate a response from the staff.

Performance Indicators - p. 101

These are good performance indicators!

Comment noted.

Recreation Fund

Revenue Projections - p.106

All the listed programs below have gone down in revenue, we need our economic development department and PR people to focus on promoting these events next year: Building Facility Rentals, Recreation Programs, Summer Camp Fees, Fourth of July, Halloween, Santa/Christmas, Swimming Pool Annual Passes, and Swim Lessons.

Comment noted.

Special Events - p. 107

These two paragraphs need to be rewritten, as there are several repeated lines, and updates needed to reflect the changes in the city during the last year, such as the end of the Parks Board and the creation of the Parks and Recreation Committee.

Comment noted.

Performance Indicators - p. 108

All the performance indicators listed show the attendance of Kyle special events. While attendance is a good performance indicator, it is not the only one that can be used. How about showing the increase in the diversity of public programs offered over the past four years?

Comment noted.

Aquatics Program – Expenditures - p. 112

There is a 5.9% hike in Employee Services for FY2010. If we are not adding any employees (part-time or otherwise) why is this necessary?

During the current fiscal year, the Pool Manager was changed. During the transition to the new Pool Manager, the position was vacant resulting in some salary savings, in addition, the new Manager could only work part of the time and was on an hourly basis until she could start full time. All of these factors led to a lower base number from which to calculate the percentage increase.

Transportation Fund

Revenue - p. 117

There are no expected grants or other donations listed for this service. Wasn't staff going to seek out grants or other funding from local corporate partners?

It would still be our objective to do so, but sound budgeting principles would indicate it not prudent to include specifically anticipated revenues at this time.

Special Revenue Funds

Overview - p. 121

In the second paragraph, while describing the tables for each fund, it states, "The bottom portion of the table attempts to track the available fund balances beginning with [FY2007] through the estimated balance for [FY2010]. This method of reporting allows deficit spending for current operating revenue and expenses as long as the ending fund balance is a positive amount." This bottom portion, which is meant to show fund balances, does not exist on any of the special revenue fund tables.

Comment noted.

Note : The rows containing this information were hidden in the final published version for lack of time to make the calculations necessary to report with the most accurate information available. These balances will be calculated and the revised pages including balances forward will be provided at the Work Shop.

Economic Development Fund - p. 123

Under "Comments on Significant Changes" it states, *"This budget also contemplates use of some of the existing fund balance to support a significant economic development project that should begin to pay substantial dividends in the future."* What project is this line referring to?

This wording was not edited out of the description in the prior years budget, the project referred to at that time was the US Foods project. This wording will be edited out and a new page be provided to replace it.

Hotel Motel Occupancy Tax Fund - p. 131

I noticed that we are only predicting a 5% rise in tax revenue for FY2010. Shouldn't this estimate be a bit higher considering the new businesses that are set to open in the area this fall, including the new hospital?

If you will notice, the final expected amount of revenue for 2008-09 is \$20,000 less than originally adopted. With opening of the new La Quinta Inn, it was expected that this revenue source would get a good boost by doubling the

number of hotel beds. Because of economic conditions which are being felt more in the Hotel industry than other sectors, this has not been the case. Therefore we are being a little cautious in projecting hotel/motel tax revenue next year.

The current administration's track record on revenue projecting speaks for itself. As discussed with Council on numerous occasions, we have not traditionally been overly- aggressive with our revenue projections which has been of great benefit to the financial stability of the City. That being said, it is certainly Council's prerogative to set this revenue number at whatever it deems appropriate. The staff stands by its projection for next year as the appropriate amount for the budget.

Debt Service (I&S) Fund

Revenue and Expenditures Table - p. 137

For FY2009, the council approved the use of \$780,000 in unused interests to buy down the property tax rate. It appears that only \$300,000 was used, and only \$200,000 is being recommended to use in FY2010. Why is this?

The \$300,000 is actual expected income which is down \$480,000 from the original estimate. The estimated deficit thus far is \$606,578. It could be higher

The only known factor in projecting income and expenses is the amount of debt (principle and interest) that is going to be paid. All sources of income are estimates. While we like to pride ourselves on being fairly accurate in our projections, there are unknowns especially at this time of year since we are looking at potential or estimated balances at the end of this year and estimated revenue for the following year. In the case of the latter, it is difficult to estimate with any degree of accuracy the amount of income from interest and investments since this in turn also depends on cash flow (creating funds available), interest rates from our investment pools and returns on other investments. The latter has been particularly volatile over the last year and is expected to continue.

So far, we are still estimating that we will need \$606,578 to cover the shortfall for this year but we will not know for sure until the end of the year. The \$226,592 estimated balance is less than a five percent cushion in the event there is any shortfall in revenue from any source.

Also, are we required to keep a reserve balance in this fund?

No but for the reasons stated above it is prudent fiscal management to keep at least a minimum cushion, (in this case less than 5%) for potential shortfalls in revenue.

Debt Service TIF Fund - p. 139

Does this fund require a reserve balance? Why are we seeking to create an ending fund balance of \$101,239? This seems unnecessary.

Same as the above.

Public Works (Utility Fund)

Utility Billing - p. 159

An additional clerk is requested for next year, but the provided Performance Indicators don't show a significant increase in workload being handled by the department. The total utility bills printed, for instance, are only increasing by 1.05%. Why is a new clerk needed?

[Information will be provided relative to this inquiry in a subsequent staff report](#)

Wastewater Operating Division - p. 167

The performance Indicators, along with the council's wish that sewer and wastewater services be made a priority, clearly show that more money needs to be spent to maintain wastewater services. Yet the operating budget for FY2010 shows a decrease in expenditures by 3%, even with the addition of a new utility tech. I would like us to spend more money here.

[Information will be provided relative to this inquiry in a subsequent staff report](#)

CIP Funds

Sewer CIP Operating Revenue Fund - p. 179

We are going to spend \$100,000 on sewer line rehabilitation. Good. I would like a prioritized list of locations that are in need of sewer rehab.

[Information will be provided relative to this inquiry in a subsequent staff report](#)

Water CIP Impact Fee Fund - p. 185

The projected Beginning Fund Balance is a negative number. How is that possible? The proposed Ending Fund Balance is an even bigger negative number. Is there anything that can be done about this? I would like the circumstances of this fund explained to me.

[Information will be provided relative to this inquiry in a subsequent staff report](#)

2009 Limited Tax Notes - p. 191

The projected beginning Fund Balance for FY2010 is \$3,626,245. I would like of list of all expenditures from the tax notes from this year (FY2009).

2009 is not complete as yet, we are in the process of ordering some equipment and encumbering some amounts that will not be actually disbursed until October or November but will be charged to this fiscal year. I am not sure how to answer this question.

Design, Presentation of Content

Front Cover and Title Pages

While I appreciate the effort that went into the creation of these pages, and the publisher's creativity, this budget is a professional document. It presents a snapshot of the city and shows where Kyle is headed. It represents the goals and priorities for the entire city government, and will be read by local officials, the public, and even prospective companies. I know that our city lacks a style guide, and while the absence of clear style guidelines can present challenges to the publishers, it doesn't excuse them from creating a uniform, consistent, polished budget document. Clip-art and other "fun" graphics are unnecessary.

[Comment noted.](#)

City of Kyle Organizational Chart -

p. iv

This chart is unclear, and other than listing all the city departments, doesn't actually do much to inform readers about the actual organization of city government. For instance, our city manager does not take orders directly from the city's advisory boards and commissions; they exist to inform the council. Also, the departments of Community Development and Parks & Recreation actually contain multiple departments within them, and these "sub" departments should be listed on the chart.

[Comment noted.](#)

To the right is an organizational chart included in Cedar Park's last budget. I believe this type of chart would give council members and Kyle residents a clearer understanding of our city government.

[Comment noted.](#)

FY2009-10 vs. FY2010

Can we please do away with this weird labeling system of our fiscal years?

FY2009-10 implies we have a biannual budget like the state does. I think most adults also understand that a fiscal year is different from a calendar year, and will be able to grasp that FY2010 will include three months of calendar year 2009.

[Comment noted.](#)

