

# General Fund





## General Fund Summary of Revenues and Expenditures

<b>SOURCE</b>	<b>FY 2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
	<u>Actual</u>	<u>Actual</u>	<u>Final Est.</u>	<u>Proposed</u>
<b>TAXES</b>				
Property Taxes	\$ 1,725,404	\$ 1,296,534	\$ 2,168,832	\$ 1,883,345
Sales Taxes	1,914,226	2,271,171	2,710,870	2,927,740
Miscellaneous Taxes	5,847	3,706	5,594	5,818
Subtotal	3,645,477	3,571,411	4,885,296	4,816,903
<b>FRANCHISE/ACCESS FEES</b>	420,677	454,106	630,807	712,889
<b>CHARGES FOR SERVICES</b>	867,573	1,007,523	1,110,599	1,217,212
<b>FEES, PERMITS &amp; LICENSES</b>	479	539	5,095	5,299
<b>FINES &amp; FORFEITURES</b>	447,995	904,058	425,995	443,035
<b>Library Revenue</b>	70,609	69,175	102,361	92,524
<b>USE OF MONEY &amp; PROPERTY</b>				
Investment Income	228,836	76,981	233,810	198,739
Sale/Lease of City Property	-	45,883	50,398	52,414
Miscellaneous Revenue	35,189	44,252	29,056	3,698
Claims/Reimbursements	24,060	51,622	38,751	40,214
Subtotal	288,085	218,738	352,015	295,065
<b>Development Revenue</b>	8,054	220,993	339	353
<b>TRANSFERS</b>	1,088,087	1,549,999	1,350,000	1,479,956
<b>TOTAL REVENUE</b>	<b>6,837,036</b>	<b>7,996,542</b>	<b>8,862,507</b>	<b>9,063,236</b>
<b>Expenditures by Prog.</b>				
<b>ADMINISTRATION</b>				
Mayor and City Council	\$ 62,412	\$ 61,638	\$ 54,865	\$ 58,261
Executive Administration	830,584	883,243	991,370	925,102
Human Resources	-	-	-	205,972
Information Technology	90,240	118,056	159,574	172,279
Subtotal	983,236	1,062,937	1,205,809	1,361,614
<b>FINANCE</b>				
Financial Services	275,599	383,679	428,280	419,037
Municipal Court	166,125	203,040	210,906	223,186
Utility Billing	162,416	278,451	263,667	-
Subtotal	604,140	865,169	902,853	642,223
<b>PARKS AND RECREATION</b>				
Administration	-	-	208,487	219,666
Park Maintenance & Operations	877,255	822,246	569,737	703,076
Facilities Maint. & Operations	297,879	392,313	333,012	303,451
Swimming Pool	220,237	214,120	-	-
Subtotal	1,395,371	1,428,679	1,111,236	1,226,193
<b>LIBRARY</b>	179,991	249,816	286,013	348,595
<b>POLICE- Public Safety</b>				
Operations	1,530,958	1,994,235	2,464,753	2,910,254
Communications	252,303	285,403	383,864	420,194
EMS	137,732	164,636	157,437	302,484
Subtotal	1,920,993	2,444,274	3,006,054	3,632,932
<b>PUBLIC WORKS-</b>				
Street Maintenance	675,236	470,794	590,408	710,314
Sanitation	-	-	-	1,119,059
Subtotal	675,236	470,794	590,408	1,829,373
<b>NON-DEPARTMENTAL</b>	803,995	852,499	1,408,009	-
<b>TOTAL EXPENDITURES</b>	<b>6,562,962</b>	<b>7,374,167</b>	<b>8,510,382</b>	<b>9,040,930</b>
Current Surplus/(Deficit)				\$ 22,306



FY2009-10 ANNUAL BUDGET - REVENUE PROJECTIONS

General Fund

Revenue Source	2006-07 Actual	2007-08 Actual	2008-09 Adopted	2008-09 YE-Revised	Prior Year Variance	Pct	2009-10 Base Line	2009-10 Growth/Trend	2009-10 ProgChange	2009-10 Total	% Chng Prior Yr
Development Review Fees	-	216,495	-	-	(216,495)	n/a	-	-	-	-	0%
Zoning Fees	-	-	-	-	-	n/a	-	-	-	-	0%
Plat Fees	-	-	-	-	-	n/a	-	-	-	-	0%
Misc. Revenue	8,054	4,498	9,105	339	(4,159)	-92.5%	339	14	-	353	4%
<i>Subtotal</i>	8,054	220,993	9,105	339	(220,654)	n/a	339	14	-	353	4.0%
<b>Charges for Services</b>											
Solid Waste Collection	843,200	963,985	912,475	1,070,869	106,884	11.1%	1,070,869	104,229	-	1,175,098	9.7%
Collection - Penalty	24,373	43,538	27,648	39,730	(3,808)	-8.7%	39,730	2,384	-	42,114	6.0%
Miscellaneous	-	-	-	-	-	n/a	-	-	-	-	n/a
<i>Subtotal</i>	867,573	1,007,523	940,123	1,110,599	103,076	10.2%	1,110,599	106,613	-	1,217,212	9.6%
<b>Taxes</b>											
Prop. Taxes- Current	1,631,152	1,235,294	2,112,973	2,112,013	876,719	71.0%	1,977,405	221,431	(374,520)	1,824,316	-13.6%
Taxes- Delinquent	69,567	27,798	35,870	35,870	8,072	29.0%	31,834	-	-	31,834	-11.3%
Taxes- Roll Backs	3,644	17,471	3,000	3,000	(14,471)	-82.8%	10,236	-	-	10,236	241.2%
Taxes- Penalty/Int.	21,041	15,970	17,949	17,949	1,979	12.4%	16,960	-	-	16,960	-5.5%
Adjustment	-	-	(960)	-	-	n/a	-	-	-	-	n/a
<i>Subtotal Prop Taxes</i>	1,725,404	1,296,534	2,168,832	2,168,832	872,298	67.3%	2,036,434	221,431	(374,520)	1,883,345	-13.2%
City Sales Tax	1,481,679	1,521,685	1,651,166	1,816,283	294,598	19.4%	1,816,283	145,303	-	1,961,586	8.0%
Sales Tax *	432,547	749,487	813,261	894,587	145,100	19.4%	894,587	71,567	-	966,154	8.0%
<i>Subtotal Sales Taxes</i>	1,914,226	2,271,171	2,464,427	2,710,870	439,699	19.4%	2,710,870	216,870	-	2,927,740	8.0%
<i>* Prop. Tax Reduction</i>											
City Liquor Sales Tax	1,977	3,706	1,590	1,590	(2,116)	-57.1%	1,590	64	-	1,654	4.0%
Payment in Lieu of Taxes	3,870	-	4,004	4,004	4,004	n/a	4,004	160	-	4,164	4.0%
<i>Subtotal Other Taxes</i>	5,847	3,706	5,594	5,594	1,888	51.0%	5,594	224	-	5,818	4.0%
<i>Total Taxes</i>	3,645,477	3,571,411	4,638,853	4,885,296	1,313,885	36.8%	4,752,898	438,525	(374,520)	4,816,903	-1.4%
<b>Franchise Fees</b>											
Pedernales Electric	257,355	278,304	334,604	334,604	56,300	20.2%	313,122	35,790	-	348,912	4.3%
Entex Energy	50,011	55,423	78,790	78,790	23,367	42.2%	73,732	12,947	-	86,679	10.0%
Time Warner Cable	95,562	101,525	127,267	127,267	25,742	25.4%	119,096	16,959	-	136,055	6.9%
Verizon Southwest	12,789	15,294	13,528	11,982	(3,312)	-21.7%	11,982	(371)	-	11,611	-3.1%
Texas Disposal Systems	-	-	123,693	66,508	66,508	n/a	66,508	-	51,002	117,510	76.7%
Miscellaneous	4,960	3,560	3,593	11,656	8,096	227.4%	11,656	466	-	12,122	4.0%
<i>Subtotal Franchise Fees</i>	420,677	454,106	681,475	630,807	176,701	38.9%	596,096	65,791	51,002	712,889	13.0%
<b>Fees and Permits</b>											
Animal Control Permits	479	539	1,198	738	199	n/a	738	30	-	768	4.0%
Alcohol Permits	-	-	-	1,350	1,350	n/a	1,350	54	-	1,404	4.0%
Miscellaneous	-	-	1,699	3,007	3,007	n/a	3,007	120	-	3,127	4.0%
<i>Subtotal</i>	479	539	2,897	5,095	4,556	n/a	5,095	204	-	5,299	4.0%
<b>Fines and Forfeitures</b>											
Municipal Court Fines	429,094	361,189	456,550	357,185	(4,004)	-1.1%	357,185	14,287	-	371,472	4.0%
Court Admin. Fees	18,901	26,171	21,917	68,810	42,639	162.9%	68,810	2,752	-	71,562	4.0%
Warrant Revenue	-	451,298	-	-	(451,298)	n/a	-	-	-	-	n/a
State Tax Fines	-	3,764	-	-	(3,764)	n/a	-	-	-	-	n/a
DPS Fines	-	14,654	-	-	(14,654)	n/a	-	-	-	-	n/a
Omni Fines	-	46,983	-	-	(46,983)	n/a	-	-	-	-	n/a
<i>Subtotal</i>	447,995	904,058	478,467	425,995	(478,063)	-52.9%	425,995	17,040	-	443,035	4.0%
<b>Library Revenue</b>											
Thrift Shop Donations	34,400	25,800	34,400	52,250	26,450	102.5%	40,000	1,600	-	41,600	-20.4%
Library Revenue	10,749	10,335	9,985	20,328	9,993	96.7%	20,328	813	-	21,141	4.0%
Hays County Support	23,260	27,912	23,260	24,655	(3,257)	-11.7%	24,655	-	-	24,655	0.0%
Lone Star Grant	2,200	5,128	5,128	5,128	-	0.0%	5,128	-	-	5,128	0.0%
<i>Subtotal</i>	70,609	69,175	72,773	102,361	33,186	48.0%	90,111	2,413	-	92,524	-9.6%

## FY2009-10 ANNUAL BUDGET - REVENUE PROJECTIONS

## General Fund

## Revenue Source

Revenue Source	2006-07 Actual	2007-08 Actual	2008-09 Adopted	2008-09 YE-Revised	Prior Year Variance	Pct	2009-10 Base Line	2009-10 Growth/Trend	2009-10 ProgChange	2009-10 Total	% Chng Prior Yr
Miscellaneous Revenue											
Police Dept Revenues	3,874	3,069	2,999	3,006	(63)	-2.0%	3,006	120	-	3,126	4.0%
CAPCOG 911 Grant	-	40,000	-	25,500	(14,500)	n/a	-	-	-	-	n/a
Other	30,354	408	-	-	(408)	n/a	-	-	-	-	n/a
Solicitor Permits	960	775	1,042	550	(225)	-29.0%	550	22	-	572	4.0%
Subtotal	35,189	44,252	4,041	29,056	(15,196)	-34.3%	3,556	142	-	3,698	-87.3%
Non-departmental											
Sale of City Property	-	738	-	-	(738)	n/a	-	-	-	-	
Lease of City Property	-	45,145	50,398	50,398	5,253	n/a	50,398	2,016	-	52,414	0.0%
Reimbursement of Claims	-	4,862	36,575	36,575	31,713	n/a	36,575	1,463	-	38,038	n/a
Interest Earned	236,494	112,757	231,580	233,810	121,053	107.4%	233,810	(35,072)	-	198,739	-15.0%
Unrealized Gain/Loss	(7,658)	(36,256)	-	-	36,256	n/a	-	-	-	-	n/a
Refunds	24,060	46,760	22,000	2,176	(44,584)	-95.3%	2,176	-	-	2,176	0.0%
Prior Period Adjustments	-	480	-	-	(480)	n/a	-	-	-	-	n/a
Transfer In- CO Series 2001	90,652	(1)	-	-	1	n/a	-	-	-	-	n/a
Transfer from Comm. Dev.	-	-	-	-	-	n/a	-	-	-	-	n/a
Transfer from Util. Fund	997,435	1,550,000	1,350,000	1,350,000	(200,000)	-12.9%	1,350,000	54,000	75,956	1,479,956	9.6%
Subtotal	1,340,983	1,724,486	1,690,553	1,672,959	(51,527)	-3.0%	1,672,959	22,407	75,956	1,771,322	5.9%
Total Revenue	6,837,036	7,996,542	8,518,287	8,862,507	865,965	10.8%	8,657,648	653,149	(247,562)	9,063,235	2.3%
Prior Year Fund Balance	-	-	-	-	-	-	-	-	-	-	
Reserves	-	-	-	-	-	-	-	-	-	-	
Total Current Funds Available	6,837,037	7,996,542	8,518,286	8,862,507	865,965		8,657,648	653,149	(247,562)	9,063,235	2.3%



## Mayor and City Council Executive Administration

The City of Kyle Department of Administration is divided into four budgetary categories: Mayor and Council, Executive, Human Resources and Information Technology. They are collectively responsible for all administrative, legislative, and administrative functions of the city. All meetings of the City Council, Planning Commission, and other committees are coordinated through the first two of these departments. The employees of this department often deal directly with City Council and act as official liaison between that body and the general citizenry.

<b><u>MAYOR AND CITY COUNCIL</u></b>				
<b>Performance Indicators</b>	<b>FY 06-07 Actual</b>	<b>FY 07-08 Actual</b>	<b>FY 08-09 Projected</b>	<b>FY 09 – 10 Projected</b>
Ordinances Proposed	28	34	40	42
Resolutions Proposed	53	60	57	60
Agenda Items Considered	493	338	506	521
Council Meetings Held	39	42	36	37
Planning and Zoning Commission Meetings Held	18	23	21	20

### **Personnel Resources**

<b>Executive Legislative</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hr./Sal.</b>	<b>FY 2008-09</b>	<b>FY 2009-10</b>	<b>Diff.</b>
Mayor	L	Sal.	1.00	1.00	0.00
Mayor Pro Tem	L	Sal.	1.00	1.00	0.00
Councilmen	L	Sal.	5.00	5.00	0.00
L= Legislative		Total	7.00	7.00	0.00

Section 3.01. of the City Charter states that “The governing body of the city shall be a city council composed of six (6) council members and a mayor, each elected for a term of three years. The council places shall be designated 1, 2, 3, 4, 5 and 6, and the mayor and council members for Places 1, 3 and 5 shall be elected from the city at-large. Council members for Places 2, 4 and 6 shall be

elected from single member districts established by ordinance for the 2002 and subsequent elections. The terms of the members of the council shall be staggered, with two council members being elected each year and the mayor being elected each third year.

**Appropriations by Major Category of Expenditure**

**Mayor and City Council**

RESOURCE CATEGORY	2006-07	2007-08	2008-09		2009-10				% Diff.
	Actual	Actual	Adopted	Re- estimate	Baseline	% Diff.	Prog. Change	Total Proposed	
(1)Employee Services	9,310	14,500	14,500	16,314	16,496	1%	-	16,496	1%
(2)Supplies & Materials	3,447	2,792	2,750	710	800	13%	-	800	13%
(5)Service Fees/ Contracts	27,912	14,346	13,913	7,841	10,965	40%	-	10,965	40%
(7)Contributions	21,743	30,000	30,000	30,000	30,000	0%	-	30,000	0%
<b>Total</b>	<b>62,412</b>	<b>61,638</b>	<b>61,163</b>	<b>54,865</b>	<b>58,261</b>	<b>6%</b>	<b>-</b>	<b>58,261</b>	<b>6%</b>

**Comments on significant changes proposed for FY 2009-10**

No significant changes are proposed for this activity for FY 09-10. Total requests are only 6% above last year's expected re-estimate.

**Capital Outlay**

**Mayor Council** - No operating capital expenditures are included in the FY 09-10 Proposed budget.



### Executive, Administrative and Legal Services

The City Manager's Office is responsible for administration of all City affairs and serves as the liaison between the policymaking and administrative branches of City Government. The City Manager, appointed by City Council, is the chief administrative and executive officer of the City. Responsibilities of the City Manager's Office include coordinating activities to accomplish the City Council goals and objectives in an effective manner. The City Manager also acts as the City's representative and liaison to local groups, service organizations and businesses in the community, as well as at the State and Federal levels of government.

<b>Performance Indicators</b>	<b>FY 06-07 Actual</b>	<b>FY 07-08 Actual</b>	<b>FY 08-09 Projected</b>	<b>FY 09 - 10 Projected</b>
Number of Public Information Requests handled	N/A	2	2	2
Number of Council/Special Meetings	37	42	45	42
Number of Press Releases	29	34	35	35
Number of Media Contacts	260	290	325	325
Number of Media Events	8	3	2	3

### Personnel Resources

#### Executive Administration

			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hr./Sal.</b>	<b>FY 2008-09</b>	<b>FY 2009-10 Proposed</b>	<b>Diff.</b>
City Manager	F	Sal.	1.00	1.00	0.00
Asst City Mgr	F	Sal.	1.00	2.00	1.00
Dir. of Comm.	F	Sal.	1.00	1.00	0.00
City Secretary	F	Sal.	1.00	1.00	0.00
HR Director	F	Sal.	1.00	0.00	-1.00
Executive Assistant	F	Hr.	1.00	1.00	0.00
Personnel Assist.	F	Hr.	1.00	0.00	-1.00
Receptionist	F	Hr.	1.00	1.00	0.00
Total			8.00	7.00	-1.00

F= Full Time PPT =  
Permanent Part time

**Comments on Proposed staffing changes for 2009-10**

As any local government organization grows, certain functions that were once combined in one unit before become sufficiently large to merit a separate department or division of their own. Such is the case with Human Resources. With two full time staff members and responsibilities for providing services to all other departments, it is important to begin to segregate the cost of this operation from that of general administration. For this reason, the HR function is being moved to its own organizational unit in FY 2009-10. With this change, the two staff position are removed from this department and moved to another.

In addition, it is recommended that the Director of Finance position be moved to the Manager's office with a new title of Assistant City Manager. However, it is understood that the position will retain much of the same responsibilities formerly held but will also provide a much broader range of support for the City Manager as directed.

**Appropriations by Major Category of Expenditure****Executive, Administrative and Legal Services**

RESOURCE CATEGORY	2006-07	2007-08	2008-09		2009-10				% Diff.
	Actual	Actual	Adopted	Re- estimate	Baseline	% Diff.	Prog. Change	Total Proposed	
(1)Employee Services	512,165	607,737	713,926	703,417	588,500	-16%	116,538	705,037	0%
(2)Supplies & Materials	52,300	43,460	52,099	51,300	39,290	-23%	-	39,290	-23%
(3)Facility Operations	45,118	34,321	8,886	9,471	10,010	6%	-	10,010	6%
(4)Equipment Operations	7,055	7,055	11,327	7,700	7,800	1%	-	7,800	1%
(5)Service Fees/ Contracts	213,946	190,671	180,831	219,482	162,965	-26%	-	162,965	-26%
<b>Total</b>	<b>830,584</b>	<b>883,243</b>	<b>967,069</b>	<b>991,370</b>	<b>808,565</b>	<b>-18%</b>	<b>-</b>	<b>925,102</b>	<b>-7%</b>

**Comments on significant changes proposed for FY 2009-10**

The net impact of moving the Director of Finance's position to the City Manager's office but moving the HR function out to its own division, contributed to an actual decrease in the City Manager's Office budget by 7%. The 26% reduction in Service Fees is mostly attributable to distributing the cost of contracted legal services to the departments that use those services in the past, these charges were all centralized in the City Manager's budget.

While the combined HR and City Manager's budget would show an increase of 14% over last year's amount, this is more attributable to the need to increase resources for HR than any increases for general management.

**Capital Outlay**

**Executive Administration** - No operating capital expenditures are included in the FY 09-10 Proposed budget.





### Human Resource Services

The Human Resources (HR) Department provides employee and organizational support to attract, retain and develop quality employees. The department works with all divisions to improve internal processes and continually develop programs to enhance employee satisfaction. In addition, the department facilitates City-wide programs and services such as compensation and benefits administration, employment, employee relations, policy interpretation, and risk management. It is the department's goal to provide exceptional customer service to both internal and external customers.

<b>Performance Indicators</b>	<b>FY 06-07 Actual</b>	<b>FY 07-08 Actual</b>	<b>FY 08-09 Projected</b>	<b>FY 09 - 10 Projected</b>
Time to Fill Position	N/A	N/A	30 days	20 days
Turnover Rate (Annual)	N/A	N/A	0.04	0.04
Workers' Compensation Cost per Employee	N/A	N/A	\$72.99	\$72.99

### Personnel Resources

<b>Human Resources</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hr./Sal.</b>	<b>FY 2008-09</b>	<b>FY 2009-10 Proposed</b>	<b>Diff.</b>
HR Director	F	Sal.	0.00	1.00	1.00
Personnel Assistant	F	Sal.	0.00	1.00	1.00
F= Full Time    PPT = Permanent Part time			Total	0.00	2.00
				2.00	2.00

### Comments on Proposed staffing changes for 2009-10

Starting with FY 09-10 the Human Resources is being moved to its own Division instead of being included with Executive Administration. There is no net increase in personnel from this action

**Appropriations by Major Category of Expenditure****Human Resource Services**

RESOURCE CATEGORY	2006-07	2007-08	2008-09		2009-10				% Diff.
	Actual	Actual	Adopted	Re-estimate	Baseline Proposed	% Diff.	Prog. Change	Total Proposed	
(1)Employee Services	New Division in 2009-10				152,597	0%	2,525	155,122	0%
(2)Supplies & Materials					8,300	0%	1,125	9,425	0%
(4)Equipment Operations					2,500	0%	-	2,500	0%
(5)Service Fees/ Contracts					38,800	0%	125	38,925	0%
<b>Total</b>					202,197	0%	3,775	205,972	0%

**Comments on significant changes proposed for FY 2009-10**

Establishment of a separate division for HR is the biggest change for this unit. Estimates of costs were based on assumptions about the partial use of resources in the former budgetary unit. It will take at least a year to establish a baseline of expenses for HR on its own.

**Capital Outlay**

**Executive Administration** - No operating capital expenditures are included in the FY 09-10 Proposed budget.

### Information Technology

Information Technology is key to the City of Kyle's ability to grow, respond to emergencies, and efficiently provide services to its citizens. Investments in IT applications and infrastructure provide management with the tools to more effectively observe and manage the financial, physical, and human resources of the City, as well as increase productivity of all employees.

Information Technology's duties include but are not limited to the following:

- Systems and data processing, comprising computer-based systems design and implementation, applications, and operating software.
- Telecommunications systems and networks, comprising the integration of planning, development, and implementation of all systems and network services.
- Delivery of applications and other information services products which meet the users' specifications in terms of quality and cost.
- Protection of the City's computer data and information assets and resources.
- Identification of opportunities in the development and support of new and existing technologies.
- Training of employees in the use of various aspects of information technology.

<b>Performance Indicators</b>	<b>FY 06-07 Actual</b>	<b>FY 07-08 Actual</b>	<b>FY 08-09 Projected</b>	<b>FY 09 – 10 Projected</b>
Computers	65	65	25	25
Thin Clients	3	3	120	150
Servers	12	20	32	25*
Laptops	20	25	25	30
Work Orders	300	400	500	500

\* The number of servers decreases in FY 09-10 due to consolidation of servers (to increase efficiency).

### Personnel Resources

<b>Information Technology</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hr./Sal.</b>	<b>FY 2008-09</b>	<b>FY 2009-10 Proposed</b>	<b>Diff.</b>
Info. Tech Director	F	Sal.	1.00	1.00	0.00
IT Systems Tech	F	Sal.	1.00	1.00	0.00
F= Full Time    PPT = Permanent Part time			Total		
			2.00	2.00	0.00

**Comments on proposed staffing changes for 2009-10**

There are no personnel changes proposed for Information Technology in FY 09-10.

**Appropriations by Major Category of Expenditure****Information Technology**

RESOURCE CATEGORY	2006-07	2007-08	2008-09		2009-10				% Diff.
	Actual	Actual	Adopted	Re- estimate	Baseline	% Diff.	Prog. Change	Total Proposed	
(1)Employee Services	10,140	86,355	137,647	138,654	143,204	3%	-	143,204	3%
(2)Supplies & Materials	13,000	7,737	7,625	7,620	6,175	-19%	-	6,175	-19%
(3)Facility Operations	-	1,962	2,800	2,800	3,450	23%	-	3,450	23%
(4)Equipment Operations	50,000	1,369	2,000	2,000	2,000	0%	-	2,000	0%
(5)Service Fees/ Contracts	6,100	2,633	11,900	8,500	12,450	46%	5,000	17,450	105%
(6)Capital Outlay	11,000	18,000	-	-	-	0%	-	-	0%
<b>Total</b>	<b>90,240</b>	<b>118,056</b>	<b>161,972</b>	<b>159,574</b>	<b>167,279</b>	<b>5%</b>	<b>5,000</b>	<b>172,279</b>	<b>8%</b>

**Comments on significant changes proposed for FY 2009-10**

The 105% increase in Service Fees reflects IT's portion of software License and Maintenance fees that will be in effect in 2009-10. These are occasioned by the new software that was purchased through the Tax Notes. Overall the net increase in costs are 8%.

**Capital Outlay**

**Information Technology** - No operating capital expenditures are included in the FY 09-10 proposed budget.



## **Department of Finance**

**Mission:**

“To manage the City’s funds and debt with the highest degree of security, accuracy and prudence; strive to maintain a high level of customer service in each and every contact with the public; and focus on constant improvement in inter and intra-departmental relations through enhanced communications and more thorough appreciation of departmental needs.”

**Goals and Objectives:**

- To reach and maintain consistency and regularity in compilation of data and preparation of information for all financial reporting.
- To provide quality assistance to all departments in preparation and administration of the annual budget.
- To have customer service staff and supervisors participate regularly in training designed to promote and sustain high performance levels in customer service.
- To develop methods and procedures to measure the effectiveness of customer service practices on an ongoing basis.
- To develop and implement more comprehensive control over maintenance of data and an information database for optimal management of the City’s fixed assets.
- To ramp up assistance to departments in acquisition and disposal of supplies, materials and fixed assets.

The Director of Finance serves as head administrator of the Finance Department’s programs. Major areas of responsibility include financial administration and planning, accounting, payroll, utility billing and collection, purchasing, risk management, budget operations and treasury management. In addition, Utility Billing and the Municipal Court are under the purview of the Department of Finance.

**FINANCIAL SERVICES**

The newly proposed position of Chief Financial Officer, under direction of the Assistant City Manager, is expected to maintain the City's financial accounting records in an accurate and efficient manner, provide timely, meaningful financial reports and assist the City Manager and various operating department directors in preparing the annual operating budget and strategic business plans. Other duties of the department include processing accounts payable transactions for all City Programs, publishing the City's monthly, quarterly and annual financial statements, administering the City's cash management and investment program, coordinating the capital improvement program, invoicing miscellaneous receivables and maintaining records of the City's fixed assets.

<b>Performance Indicators</b>	<b>FY 06-07 Actual</b>	<b>FY 07-08 Actual</b>	<b>FY 08-09 Projected</b>	<b>FY 09 - 10 Projected</b>
Total AP Checks Processed	3,309	3,988	4,055	4,663
Total Vendors Maintained	1,989	2,393	2,634	2,897
Payroll Checks & DD Processed	2,599	2,790	3,280	3,772
Total Value-Payroll Checks (Net)	\$2,281,104	\$2,834,967	\$3,425,600	\$3,939,440
Federal W/H	\$291,226	\$387,522	\$453,401	\$521,411
FICA	\$235,374	\$291,092	\$340,578	\$391,665

**Personnel Resources****Financial Services -  
Administration**

			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hr./Sal.</b>	<b>FY 2008-09</b>	<b>FY 2009-10 Proposed</b>	<b>Diff.</b>
Dir. of Finance	F	Sal	1.00	0.00	-1.00
Chief Financial Officer	F	Sal	0.00	1.00	1.00
Sr. Accountant	F	Sal	1.00	1.00	0.00
Staff Accountant	F	Sal	1.00	1.00	0.00
Accounting Tech.	F	Hr.	1.00	1.00	0.00
Total			4.00	4.00	0.00

**Comments on Proposed staffing changes for 2009-10**

Responsibility for providing general direction to Financial Services will still reside with the new position of Assistant City Manager in the Department of Administration and Legal Services. A new position of Chief Financial Officer will be added to provide supervision for day to day operation in the Department. Results of the Council Assessment Survey indicated that additional support is needed in the department of Financial Services and this approach will provide continuity of leadership as well as expand the number of actual man hours assigned to this function.

**Appropriations by Major Category of Expenditure****Finance - Financial Services**

RESOURCE CATEGORY	2006-07	2007-08	2008-09		2009-10				% Diff.
	Actual	Actual	Adopted	Re-estimate	Baseline	% Diff.	Prog. Change	Total Proposed	
(1)Employee Services	205,946	275,607	317,611	316,679	215,626	-32%	69,940	285,566	-10%
(2)Supplies & Materials	9,010	11,697	8,775	8,430	7,625	-10%	-	7,625	-10%
(3)Facility Operations	3,400	1,700	1,810	1,900	1,960	3%	-	1,960	3%
(4)Equipment Operations	2,200	1,731	1,900	1,350	900	-33%	-	900	-33%
(5)Service Fees/ Contracts	54,043	92,944	66,706	99,921	122,986	23%	-	122,986	23%
(6)Capital Outlay	1,000	-	-	-	-	0%	-	-	0%
<b>Total</b>	<b>275,599</b>	<b>383,679</b>	<b>396,803</b>	<b>428,280</b>	<b>349,097</b>	<b>-18%</b>	<b>69,940</b>	<b>419,037</b>	<b>-2%</b>

**Comments on significant changes proposed for FY 2009-10**

No new net positions and an overall reduction of appropriations by -2%. The 23% increase in Service Fees, mostly in anticipation of an increase in Central Appraisal District charges for appraisal services are offset by decreases in employee services.

**Capital Outlay**

**Finance** - No operating capital expenditures are included in the FY 09-10 Proposed budget.





**MUNICIPAL COURT**

The City of Kyle Municipal Court provides for proper adjudication of all Class C Misdemeanor violations and other judicial activities as required. Primary duties of the Municipal Court program staff are to enter all tickets issued, accept payments on tickets and handle payment arrangements, process quarterly court reports, assemble and ensure accuracy and completeness of docket files, process dismissals, process warrants, and assist the Judge during night court and jury trials. The Municipal Court program staff consists of one Municipal Judge (appointed by City Council), one Court Administrator, and two Deputy Court Clerks. All staff is responsible for presenting a fair and courteous environment for those who are charged with a Class C Misdemeanor violation.

Performance Indicators	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Projected	FY 09 – 10 Projected
Violations Filed	4,397	3,933	4,010	4,050
Completed Cases	2,613	2,274	2,245	2,470
Dismissed Cases	1,614	1,613	1,261	1,387
Total Completed	4,227	3,887	3,506	3,857
Cases Still Open	1,684	2,085	1,649	1,814
Warrants Issued	2,125	3,302	2,725	2,998
Warrants Cleared	1,546	1,263	1,076	1,184

## Personnel Resources

Municipal Court			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2008-09	FY 2009-10 Proposed	Diff.
Court Clerk	F	Hr.	2.00	2.00	0.00
Court Administrator	F	Hr.	1.00	1.00	0.00
F= Full Time		Total	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>

<b>Judge</b>	<b>PPT</b>	<b>Sal.</b>	<b>0.50</b>	<b>0.50</b>	<b>0.00</b>
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PPT = Permanent Part time

### Comments on proposed staffing changes for FY 2009-10

There are no staffing changes for Municipal Court in FY09-10.

**Appropriations by Major Category of Expenditure****Municipal Court**

RESOURCE CATEGORY	2006-07	2007-08	2008-09		2009-10				% Diff.
	Actual	Actual	Adopted	Re- estimate	Baseline	% Diff.	Prog. Change	Total Proposed	
(1)Employee Services	128,856	160,740	171,138	161,308	168,736	5%	-	168,736	5%
(2)Supplies & Materials	7,800	5,000	4,640	5,100	4,750	-7%	-	4,750	-7%
(3)Facility Operations	3,000	-	1,596	1,100	1,200	9%	-	1,200	9%
(4)Equipment Operations	250	500	-	430	500	0%	-	500	16%
(5)Service Fees/ Contracts	26,219	36,800	35,289	42,968	48,000	12%	-	48,000	12%
<b>Total</b>	166,125	203,040	212,664	210,906	223,186	6%	-	223,186	6%

**Comments on significant changes proposed for FY 2009-10**

The slight increase overall of 6% is due mostly to an increase in salaries and benefits for staff plus a 12% increase in Service fees which includes contacted services of the City's prosecutor.

**Capital Outlay**

**Municipal Court** - No operating capital expenditures are included in the FY 09-10 proposed budget.

**UTILITY BILLING**

The Utility Billing function has been moved to the Utility Fund. (See page 161)

**Personnel Resources**

<b>Utility Billing</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hr./Sal.</b>	<b>FY 2008-09</b>	<b>FY 2009-10 Proposed</b>	<b>Diff.</b>
Utility Billing Supv.	F	Sal	1.00	0.00	-1.00
Sr. Utility Clerk	F	Hr.	1.00	0.00	-1.00
Utility Clerk	F	Hr.	2.00	0.00	-2.00
F= Full Time Total			<b>4.00</b>	<b>0.00</b>	<b>-4.00</b>

**Comments on Proposed staffing changes for 2009-10**

All positions have been moved to the Utility Fund.

**Appropriations by Major Category of Expenditure**

RESOURCE CATEGORY	2006-07	2007-08	2008-09		2009-10				% Diff.
	Actual	Actual	Adopted	Re-estimate	Baseline	% Diff.	Prog. Change	Total Proposed	
(1)Employee Services	112,788	164,195	188,605	184,953	Moved to Utility Fund				
(2)Supplies & Materials	28,000	51,127	37,690	39,461					
(3)Facility Operations	3,162	1,944	2,139	4,400					
(4)Equipment Operations	3,804	3,100	1,500	326					
(5)Service Fees/ Contracts	14,662	58,084	33,400	34,527					
Total	162,416	278,451	263,335	263,667					

**Comments on significant changes proposed for FY 2009-10**

Appropriations for this fund will be directly paid from The Utility Fund beginning in FY 2009-10.

**Capital Outlay**

**Utility Billing** - No operating capital expenditures are included in the FY 09-10 Proposed budget.



## **PARKS and RECREATION**

### **Program Description**

The City of Kyle Parks and Recreation Department has continued to evolve as the city grows and develops. Today the department has four divisions within the department: Administrative, Maintenance, Development and Recreation. Funding for these divisions comes from various sources that include General, Recreational, Grants, Developmental, User Fees and Donations. In addition to providing all administrative support to the City Parks Board, all parks maintenance, special events, and community activities are coordinated by and through this department.

### **Vision**

The Kyle Parks and Recreation Department strives to maintain, provide and develop an array of recreational opportunities and services aimed at improving the quality of life for our community.

### **Mission**

We display this commitment by providing quality parks, programming and special events, while continuously seeking innovation through courage to adapt to the changing needs of our growing community.

### **General Statement**

The Kyle Parks and Recreation Department (PARD) are responsible for the acquisition, design, development and maintenance of the park, trail system and the Municipal Pool in Kyle. The Kyle PARD is also responsible for organized recreational programs and activities such as aquatics, instructional classes, special events, summer camps.

The department is also primarily responsible for monitoring and recommending, to the City Manager and City Council, policies, procedures and land dedication relative to parks and/or needs and programs. In addition to providing all administrative support to the City Parks Board, all parks maintenance, special events, and community activities are coordinated by and through this department. Plans call for continued expansion and upgrade of park facilities and programs as reflected in the increase in workload as shown in the Parks Maintenance and Operation Division.

### **ADMINISTRATION**

The City of Kyle PARD Administration operates all day-to-day functions that include scheduling of facilities, registration of program participants, depositing funds in bank and answering all questions of citizens relating to parks, recreation and special events. The PARD Administrative Staff include the Department Director, Maintenance Manager and Administrative Assistant. The Staff attend all Parks Board meetings, special committee meetings that are related to Parks and Recreation and Planning Commission and City Council meetings as the agenda warrants. And finally, the PARD Administrative Staff leads the planning and funding process for future parks, trails, recreational facilities and programs.

### **DEVELOPMENT**

The PARD is responsible for monitoring and recommending to the City Manager and City Council policies, procedures, and land dedication relative to parks and/or needs and programs. The Proposed Park Master Plans call for continued expansion and upgrade of park facilities and programs as reflected by the Master Plan. The current parks in the City's Park system are being upgraded and replaced while new park projects are being designed, engineered and developed. This PARD division oversees all CIP projects, large and small, in the department.

### **Personnel Resources**

<b>Parks &amp; Recreation - Admin.</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hr./Sal.</b>	<b>FY 2008-09</b>	<b>FY 2009-10 Proposed</b>	<b>Diff.</b>
Dir. of Parks/Rec	F	Sal.	1.00	1.00	0.00
Parks/Facilities Mgr.	F	Sal.	1.00	1.00	0.00
Admin. Assistant	F	Hr.	1.00	1.00	0.00
F= Full Time    PPT = Permanent Part time			<b>3.00</b>	<b>3.00</b>	<b>0.00</b>

### **Comments on Proposed staffing changes for 2009-10**

There are no staffing changes for Parks & Recreation Administration in FY 09-10.

**Appropriations by Major Category of Expenditure****Parks and Recreation Administration**

RESOURCE CATEGORY	2006-07	2007-08	2008-09		2009-10				% Diff.
	Actual	Actual	Adopted	Re- estimate	Baseline	% Diff.	Prog. Change	Total Proposed	
(1)Employee Services	-	-	170,241	158,487	197,957	25%	-	197,957	25%
(2)Supplies & Materials	-	-	7,228	7,235	6,100	-16%	-	6,100	-16%
(3)Facility Operations	-	-	-	2,700	3,150	17%	-	3,150	17%
(4)Equipment Operations	-	-	520	590	520	-12%	-	520	-12%
(5)Service Fees/ Contracts	-	-	7,400	12,475	11,939	-4%	-	11,939	-4%
(6)Capital Outlay	-	-	27,000	27,000	-	-100%	-	-	-100%
<b>Total</b>	-	-	212,389	208,487	219,666	5%	-	219,666	5%

**Comments on significant changes proposed for FY 2009-10**

The 25% increase in Employee Services is due to a full year's funding of the Facilities Manager's position. It was authorized to begin mid-year in 2008-09. Apart from this increase, the increase department-wide is 5%.

**Capital Outlay**

**Parks & Recreation Administration** - No operating capital expenditures are included in the FY 09-10 proposed budget.



### Parks Maintenance & Operations

The Maintenance Division is responsible for maintaining public grounds that include parks, trails, public drainage and utility areas, public right of ways and all public buildings. This division is further split into three programs: one focused on the parks and trails; one focused on the public drainage, utility and right of ways; and one focused on the public buildings. The PARD Maintenance Staff maintains all City Parklands, Trails and Open Spaces. This includes general cutting, trimming and litter control. The PARD Maintenance Staff constructs trails, maintains play grounds, public restrooms and general electrical and plumbing repairs to the parks facilities. The PARD Maintenance Staff participates in all City sponsored special events and programs with the set up, take down and maintenance during the events and programs.

<b>Performance Indicators</b>	<b>FY 06-07 Actual</b>	<b>FY 07-08 Actual</b>	<b>FY 08-09 Projected</b>	<b>FY 09 - 10 Projected</b>
Park Board Meetings Held	10	9	9	9
<b>Field Rentals &amp; Usage</b>				
Gregg-Clarke Pavilion	5,550	2,934	1,410	1,500
Gregg-Clarke Softball	7,989	3,143	8,005	8,000
Gregg-Clarke Football	4,212	7,960	6,380	6,500
<b>Total Gregg-Clarke Park</b>	<b>17,751</b>	<b>14,037</b>	<b>15,795</b>	<b>16,000</b>
Steeplechase Pavilion	1,070	5,895	1,500	2,000
Steeplechase Baseball	n/a	2,785	735	2,000
Steeplechase Football	n/a	3,120	10,350	10,500
<b>Total Steeplechase Park</b>	<b>1,070</b>	<b>11,800</b>	<b>12,585</b>	<b>14,500</b>
Total Waterleaf Park	n/a	n/a	200	500
City Hall/Community Rooms	735	538	415	500

### Personnel Resources

<b>Parks &amp; Grounds Maintenance</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hr./Sal.</b>	<b>FY 2008-09</b>	<b>FY 2009-10 Proposed</b>	<b>Diff.</b>
Field Foreman	F	Sal.	1.00	1.00	0.00
Crew Leader *	F	Sal.	1.00	1.00	0.00
Equipment Op	F	Hr.	1.00	1.00	0.00
Parks Maint. Tech II	F	Hr.	2.00	2.00	0.00
Parks Maint. Tech I *	F	Hr.	5.50	7.00	1.50
F= Full Time PPT = Permanent Part time			<b>10.50</b>	<b>12.00</b>	<b>1.50</b>

**Comments on Proposed staffing changes for 2009-10**

Current staff of 8.5 techs maintain 89 acres of developed parkland, 275 acres of undeveloped parkland and nearly 30 square miles of public right of ways, easements, public grounds and utility yards. The average Parks Department Maintenance Tech in Texas maintains 12 – 15 acres. Kyle PARD Techs each maintain over 60 acres. The additional staff requests will reduce each Techs maintenance responsibility to less than 45 acres/Tech during the peak season and 50 acres/Tech during the rest of the year. This reduction in acre/Tech responsibility will increase level of service and reduce the complaints from citizens. A tighter maintenance rotation improves the health, safety, welfare and quality of life in Kyle.

**Appropriations by Major Category of Expenditure****Parks & Grounds Maintenance**

RESOURCE CATEGORY	2006-07	2007-08	2008-09		2009-10				% Diff.
	Actual	Actual	Adopted	Re-estimate	Baseline	% Diff.	Prog. Change	Total Proposed	
(1)Employee Services	365,330	453,866	447,814	426,123	486,571	14%	80,613	567,184	33%
(2)Supplies & Materials	79,138	80,497	2,638	10,601	11,263	6%	-	11,263	6%
(3)Facility Operations	37,374	45,350	26,472	25,400	27,217	7%	-	27,217	7%
(4)Equipment Operations	16,852	21,360	19,505	24,025	24,000	0%	-	24,000	0%
(5)Service Fees/ Contracts	172,561	172,840	9,056	19,983	6,912	-65%	-	6,912	-65%
(6)Capital Outlay	206,000	48,333	71,000	63,605	78,500	23%	-	66,500	5%
<b>Total</b>	<b>877,255</b>	<b>822,246</b>	<b>576,485</b>	<b>569,737</b>	<b>634,463</b>	<b>11%</b>	<b>80,613</b>	<b>703,076</b>	<b>23%</b>

**Comments on significant changes proposed for FY 2009-10**

The 23% increase in this division is led by a 33% increase in employee services. In addition to the normal increases in existing staff, this amount reflects cost of adding 1.5 authorized positions. In lieu of adding more permanent positions that were requested, \$38,000 was included to fund seasonal help that will be hired during the growing season. Other than employee services other increases are nominal.

**Capital Outlay***Mowers & Trimmers*

\$ 4,200

Replacement - Routine upgrade of departmental push mowers and trimmers, along with chainsaws, tillers and assorted power tools. Parks and Grounds Maintenance Crews need to access areas that larger mowers and tractors can not reach. This allows for effective equipment rotation as well as addition mowers and trimmers. By replacing outdated equipment and rotating with new, maintenance costs are reduced and level of service can be maintained.

*ZTR Mower*

(1) \$ 16,000

Replacement - All the City Parks have Picnic Tables, Park Benches and Trashcans that require replacement. Additionally, new tables, benches and trashcans are needed when new sections of parks get users and visitors. These items will be placed in various parks around the City.

*Tables, Benches & Trashcans*

\$ 5,000

Replacement - All the City Parks have Picnic Tables, Park Benches and Trashcans that require replacement. Additionally, new tables, benches and trashcans are needed when new sections of parks get users and visitors. These items will be placed in various parks around the City.

Subtotal- Replace

\$ 25,200

**Capital  
Improvements**

Greg Clark Park

*Parking Enhancement GC Park -*

\$ 12,500

Replacement - Continuing a parking project started several years ago when a bridge was constructed to access the lower parking lot from Center Street. This project would level out the bridge and parking surface and add a semipermeable surface to prevent ruts when using the parking lot. A fence would also be part of this project to prevent parking on the future ball fields in this area. Special events such as Easter, July 4 and Kyle Fair use this parking area and this project would greatly improve those community special events.

Total- Replace

\$ 37,700



**Park Maintenance**  
**New**  
**Program**

*Park Maintenance Truck -*

\$ 24,000

New - Increase of staff has maximized the current fleet. Safety of employees to make sure they travel to assignment with seatbelts rather than the open bed of the truck. This request also includes decals, lights, liners, tools and misc. equipment associated with a new vehicle. Anticipation that the staff will continue to increase. This vehicle will safely transport 5 .

***Storage Container -***

\$ 4,800

New - Storage of equipment and materials used in recreational programs are currently being stored in 2 rental units. Purchase of this one unit would equal the rent charges of two years, saving the department money. Water tight and wind resistant units are safe alternative.

Total – New

\$ 28,800

**Total Parks - Maintenance**

**\$ 66,500**

## **GROUNDS & FACILITIES MAINTENANCE**

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. Currently, the City of Kyle is 8 miles long along the Interstate and 5 miles wide at the widest point of city limits. The City is divided into twelve sections, taking the nearly 17 square miles and breaking it down into twelve – 1.50 square miles. The Maintenance staff works one section at a time by picking the litter, trimming the brush and trees, cutting the grass and cleaning the streets in all the City's right-of-ways, drainage ditches and property. The Maintenance Staff maintains all City Parklands, Trails and Open Spaces. This includes general cutting, trimming and litter control. The Maintenance Staff constructs trails, maintains play grounds, public restrooms and general electrical and plumbing repairs to the parks facilities. The Maintenance Staff participates in all City sponsored special events and programs with the set up, take down and maintenance during the events and programs.

### **Personnel Resources**

<b>Grounds &amp; Facilities Maintenance</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hr./Sal.</b>	<b>FY 2008-09</b>	<b>FY 2009-10 Proposed</b>	<b>Diff.</b>
Bldg. Maint. Tech. II	F	Hr.	1.00	1.00	0.00
Bldg. Maint. Tech. I	F	Hr.	2.00	2.00	0.00
F= Full Time    PPT = Permanent Part time			<b>3.00</b>	<b>3.00</b>	<b>0.00</b>

### **Comments on Proposed staffing changes for 2009-10**

There are no staffing changes for Grounds & Facilities Maintenance in FY 09-10.

**Appropriations by Major Category of Expenditure****Grounds and Facilities Maintenance**

RESOURCE CATEGORY	2006-07	2007-08	2008-09		2009-10				% Diff.
	Actual	Actual	Adopted	Re- estimate	Baseline	% Diff.	Prog. Change	Total Proposed	
(1)Employee Services	98,524	216,593	133,008	106,633	133,628	25%	-	133,628	25%
(2)Supplies & Materials	8,800	15,518	16,640	12,290	14,000	14%	1,425	15,425	26%
(3)Facility Operations	4,500	46,941	80,293	113,185	122,007	8%	-	122,007	8%
(4)Equipment Operations	10,250	25,634	27,498	6,950	4,500	-35%	600	5,100	-27%
(5)Service Fees/ Contracts	45,805	44,976	51,692	25,954	27,292	5%	-	27,292	5%
(6)Capital Outlay	130,000	42,651	68,000	68,000	-	-100%	-	-	-100%
<b>Total</b>	<b>297,879</b>	<b>392,313</b>	<b>377,130</b>	<b>333,012</b>	<b>301,426</b>	<b>-9%</b>	<b>2,025</b>	<b>303,451</b>	<b>-9%</b>

**Comments on significant changes proposed for FY 2009-10**

Despite the 25% increase forecast for employee services, the proposed appropriations for this activity actually shows a reduction of 9%. This is made possible by a decrease of \$68,000 in capital outlay from the year before.

**Capital Outlay**

**Grounds & Facilities Maintenance** - No operating capital expenditures are included in the FY 09-10 proposed budget.

### AQUATIC PROGRAMS

Recreation Programming and the Swimming Pool (Aquatics Program) were moved to a separate fund (Recreation Fund). Details for this fund can be found beginning on page 113.

#### **Appropriations by Major Category of Expenditure**

RESOURCE CATEGORY	2006-07	2007-08	2008-09		2009-10				% Diff.
	Actual	Actual	Adopted	Re- estimate	Baseline	% Diff.	Prog. Change	Total Proposed	
(1)Employee Services	122,908	114,591	<div>Moved to Recreation Fund FY2008-09</div>						
(2)Supplies & Materials	22,723	24,462							
(3)Facility Operations	16,210	20,563							
(4)Equipment Operations	1,178	1,800							
(5)Service Fees/ Contracts	12,586	12,700							
(6)Capital Outlay	44,632	40,004							
Total	220,237	214,120							

#### **Comments on significant changes proposed for FY 2009-10**

Need to show prior history for another two years.



## Kyle Community Library

The Kyle Community Library provides a wide range of library services and educational opportunities for the community. The mission of the Kyle Community Library is to serve as a resource for informational, educational, recreational, and cultural enrichment by providing the community with convenient access to books, periodicals, audiovisual materials, information services, including but not limited to those found on the internet, and educational programs. These services are made available for patrons of all ages and backgrounds.

The Library is staffed by librarians and clerks. In general, the staff performs patron assistance, collection development, cataloging, inventory, volunteer management, budgeting and purchasing, recordkeeping and reporting, scheduling and supervising library facilities, and public relations.

<b>Performance Indicators</b>	<b>FY 06-07 Actual</b>	<b>FY 07-08 Actual</b>	<b>FY 08-09 Projected</b>	<b>FY 09 – 10 Projected</b>
Circulation Count	39,233	50,103	55,200	60,400
Inter Library Loan	520	577	610	645
Video Loans	11,829	13,305	15,907	17,500
Library Cards Issued	1,912	1,974	1,997	2,015
Patron Count	42,342	83,627*	72,225*	73,050
Volunteer Hours	1,514	1,725	2,082	2,150

\*The decrease for Patron Count between FY 08 and FY 09 is due to a change in the type of counter used.

### Personnel Resources

<b>Public Library</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hr./Sal.</b>	<b>FY 2008-09</b>	<b>FY 2009-10 Proposed</b>	<b>Diff.</b>
Library Director	F	Sal.	1.00	1.00	0.00
Librarian	F	Sal.	1.00	1.00	0.00
Assistant Librarian	F	Hr	3.00	3.00	0.00
F= Full Time    PPT = Permanent Part time			<b>5.00</b>	<b>5.00</b>	<b>0.00</b>

<b>Clerk Librarian</b>	<b>PPT</b>	<b>Hr.</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>
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### Comments on Proposed staffing changes for 2009-10

There are no staffing changes for the Kyle Community Library in FY 09-10.

**Appropriations by Major Category of Expenditure****Kyle Community Library**

RESOURCE CATEGORY	2006-07	2007-08	2008-09		2009-10				% Diff.
	Actual	Actual	Adopted	Re- estimate	Baseline	% Diff.	Prog. Change	Total Proposed	
(1)Employee Services	124,878	190,734	209,113	208,051	271,298	30%	-	271,298	30%
(2)Supplies & Materials	21,541	36,418	41,278	41,928	46,000	10%	-	46,000	10%
(3)Facility Operations	13,179	18,052	19,087	22,431	18,173	-19%	-	18,173	-19%
(4)Equipment Operations	2,500	1,200	1,200	6,900	4,500	-35%	-	4,500	-35%
(5)Service Fees/ Contracts	3,393	3,412	6,703	6,703	8,623	29%	-	8,623	29%
(6)Capital Outlay	14,500	-	-	-	-	0%	-	-	0%
<b>Total</b>	<b>179,991</b>	<b>249,816</b>	<b>277,381</b>	<b>286,013</b>	<b>348,595</b>	<b>22%</b>	<b>-</b>	<b>348,595</b>	<b>22%</b>

**Comments on significant changes proposed for FY 2009-10**

The 30% increase in employee services contemplates a full-time Library Director for the 2009-10 Fiscal Year. The position has always been authorized but not fully funded until this year. Other line items, with the exception of a modest increase in supplies and materials (more books), show decreases.

**Capital Outlay**

**Library** - No operating capital expenditures are included in the FY 09-10 proposed budget.



## **Police Department**

### **Program Description - Operations**

The Operation Division of the Kyle Police Department provides direct public safety services to the citizens of Kyle. The vision and goal of the Operations Division is to continually adapt to change and enhance its service delivery to meet the public safety needs of our vibrant, growing and ever changing community.

It exists to dedicate itself to work in cooperation with our community partners to proactively address the public safety needs of the residents, enhance their quality of life and to provide them the type of service excellence so justly deserved by our city and our citizens.

The Operations Division consists of two functional work components: the Uniformed Patrol Division and the Investigations Division.

### **POLICE OPERATIONS**

<b>Performance Indicators</b>	<b>FY 06-07</b>	<b>FY 07-08</b>	<b>FY 08-09</b>	<b>FY 09 - 10</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Projected</b>
Police Reports	1,688	1,808	1,862	1,918
Self Initiated Police Activity (Traffic Stops)	4,789	4,019	4,140	4,264
Traffic Violations	3,672	3,130	3,224	3,321
Security Checks	825	875	901	928

**Personnel Resources**

<b>Police Dept. Field Services</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hr./Sal.</b>	<b>FY 2008-09</b>	<b>FY 2009-10 Proposed</b>	<b>Diff.</b>
Police Chief	F	Sal.	1.00	1.00	0.00
Captain	F	Sal.	1.00	1.00	0.00
Sergeant-Patrol	F	Hr.	5.00	5.00	0.00
Sergeant-Admin	F	Hr.	0.00	1.00	1.00
Detective	F	Hr.	0.00	2.00	2.00
Police Patrolman	F	Hr.	23.00	24.00	1.00
Admin. Assistant	F	Hr.	2.00	0.00	-2.00
Records Clerk	F	Hr.	0.00	2.00	2.00
Animal Control	F	Hr.	1.00	1.00	0.00
F= Full Time    PPT = Permanent Part time			<b>33.00</b>	<b>37.00</b>	<b>4.00</b>

**Comments on proposed staffing changes for 2009-10**

While there is a demonstrated need to add more police officers than contemplated here, the needs of the department may still be improved with the addition of one Sergeant and one more patrol officer that may be assigned to detective duties.

The proposal to change the Administrative Assistant positions to Records Clerks is a response to properly classifying the two incumbents based on their actual duties.

**Appropriations by Major Category of Expenditure****Police Department – Operations**

RESOURCE CATEGORY	2006-07	2007-08	2008-09		2009-10				% Diff.
	Actual	Actual	Adopted	Re- estimate	Baseline	% Diff.	Prog. Change	Total Proposed	
(1)Employee Services	1,178,129	1,422,865	2,079,729	1,859,649	2,291,820	23%	128,785	2,420,604	30%
(2)Supplies & Materials	25,500	60,392	79,139	76,139	59,003	-23%	6,750	65,753	-14%
(3)Facility Operations	32,589	77,384	41,049	56,620	52,973	-6%	-	52,973	-6%
(4)Equipment Operations	72,347	87,291	116,340	89,444	71,060	-21%	-	71,060	-21%
(5)Service Fees/ Contracts	84,054	81,405	94,396	109,195	106,381	-3%	-	106,381	-3%
(6)Capital Outlay	138,340	264,897	273,706	273,706	150,482	-45%	43,000	193,482	-29%
<b>Total</b>	<b>1,530,958</b>	<b>1,994,235</b>	<b>2,684,360</b>	<b>2,464,753</b>	<b>2,731,719</b>	<b>11%</b>	<b>178,535</b>	<b>2,910,254</b>	<b>18%</b>

**Comments on significant changes proposed for FY 2009-10**

Employee Services reflects an increase of 30% over the previous year's estimated expenditures. Most of the difference is due to the fact that many of the budgeted positions in 2008-09 were unfilled for much of the year, thus reducing the base against which the 2009-10 appropriations are measured. The source of another increase is the two new positions being added. All other expenditures are reduced somewhat from the previous year with the biggest decrease in capital outlay. Last year was a catch up year on some capital outlay items. At an 18% increase, the police department is beneficiary of the largest dollar increase of any department.

**Capital Outlay****Replacement Equipment**

*Patrol Vehicles( R )* (3) \$ 122,982

**Replacement:** Annual upgrade of departmental vehicle pool consistent with replacement schedule and increased operational growth; growth in population and increased demand for police/patrol services has accelerated prior replacement schedules; will replace existing vehicle with mileage in excess of 100,000 miles.

Breakdown of Costs for each vehicle:

Base Price plus minor accessories:	\$ 26,500
Radar K- Band with Dual Antenna	\$ 2,144
Coban - Mobile Digital A/V	\$ 5,850
Incar laptops and printers	\$ 6,500
	\$ 40,994

*900 MHz Mobile Radios* (2) \$ 3,461

Complete upgrade/replacement of departmental communication equipment due to change in dispatching; essential for maintaining existing service levels; anticipated growth in population and development will increase demand for general police services.

*900 MHz Handheld Radios* (2) \$ 4,410

Complete upgrade/replacement of departmental communication equipment due to change in dispatching; essential for maintaining existing service levels; anticipated growth in population and development will increase demand for general police services.

*Mobile Digital Video Systems* (5) \$ 27,500

Annual program to upgrade remaining digital A/V system for each patrol unit; will provide enhanced investigative capabilities at accident/crime scenes and improve officer safety.

*Taser Guns* (3) \$ 2,400

Officer safety equipment and capabilities; provides opportunities for use of effective, but less than lethal force; program to provide all patrol officers with own unit; enhancement that will increase officer safety/service levels without upgrade.

Subtotal- Replace

\$ 160,753

**New Program**

Patrol Vehicles (1) \$ 43,000

New (1) - \$43,000. – Patrol interceptor to meet patrol staffing increases associated with growth.  
This vehicle purchase includes base vehicle and equipment

Digital Cameras (1) \$ 350

Annual program to upgrade equipment & provide camera for each patrol unit; will provide enhanced investigative capabilities at accident/crime scenes and improved officer safety.

Taser Guns (8) (1) \$ 6,400

Officer safety equipment and capabilities; provides opportunities for use of effective, but less than lethal force; program to provide all patrol officers with own unit; enhancement that will increase officer safety/service levels without upgrade.

Subtotal- New

\$ 49,750

**Total Police Department**

**\$ 210,503**



**POLICE COMMUNICATIONS****Program Description – Support Services**

The Support Services Division is comprised of the police records unit and the 9-1-1 dispatch center. This Division exists to provide essential support services to police personnel and the public.

Dispatch center personnel in this Division provide all 911, emergency and non-emergency communications for the Kyle Police Department, and provide after-hour and weekend lobby services for walk-in service requests. In addition, they maintain all police paper and computer database records, conduct national and state database queries and wanted persons entries and confirmations.

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.

**POLICE COMMUNICATIONS**

<b>Performance Indicators</b>	<b>FY 06-07 Actual</b>	<b>FY 07-08 Actual</b>	<b>FY 08-09 Projected</b>	<b>FY 09 – 10 Projected</b>
Dispatched Calls For Service	10,650	13,551	13,958	14,376
No. of 911 Calls	1,462	3,498	3,603	3,711
Reports Processed	1,686	1,808	1,862	1,918
Record Services (Walk-ins/Phone contacts)	1,150	1,462	1,506	1,551

**Personnel Resources**

<b>Police Dept. Communications</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hr./Sal.</b>	<b>FY 2008-09</b>	<b>FY 2009-10 Proposed</b>	<b>Diff.</b>
Head Dispatcher	F	Hr.	1.00	1.00	0.00
Dispatcher	F	Hr.	7.00	7.00	0.00
Property & Inventory Spec.	F	Hr.	1.00	1.00	0.00
F= Full Time PPT = Permanent Part time			<b>9.00</b>	<b>9.00</b>	<b>0.00</b>
<b>Total Police Department</b>			<b>42.00</b>	<b>46.00</b>	<b>4.00</b>



**Comments on Proposed staffing changes for 2009-10**

There are no staffing changes for PD Communications in FY 09-10.

**Appropriations by Major Category of Expenditure****Police Department – Communications**

RESOURCE CATEGORY	2006-07	2007-08	2008-09		2009-10				% Diff.
	Actual	Actual	Adopted	Re- estimate	Baseline	% Diff.	Prog. Change	Total Proposed	
(1)Employee Services	232,954	282,340	403,532	377,061	411,844	9%	-	411,844	9%
(2)Supplies & Materials	100	1,462	3,536	4,816	300	-94%	-	300	-94%
(4)Equipment Operations	5,549	1,000	-	-	-	0%	-	-	0%
(5)Service Fees/Contracts	-	600	-	1,987	8,050	305%	-	8,050	305%
(6)Capital Outlay	13,700	-	-	-	-	0%	-	-	0%
<b>Total</b>	<b>252,303</b>	<b>285,403</b>	<b>407,068</b>	<b>383,864</b>	<b>420,194</b>	<b>9%</b>	<b>-</b>	<b>420,194</b>	<b>9%</b>

**Comments on significant changes proposed for FY 2009-10**

Service Fees/Contracts is increased approximately \$6,000 to pay for a T-1 line needed to operate the new dispatch console. The 9% overall increase reflects mostly increases in employee services. The base for this line item in 2008-09 was reduced by the unfilled Property Tech position.

**Capital Outlay**

**PD Support Services** - No operating capital expenditures are included in the FY 09-10 Proposed budget.

**PUBLIC SAFETY**

The Public Safety division of the budget is used to record contributions by the City for the Emergency Management Services (EMS).

**Appropriations by Major Category of Expenditure****Public Safety**

RESOURCE CATEGORY	2006-07	2007-08	2008-09		2009-10				% Diff.
	Actual	Actual	Adopted	Re- estimate	Baseline	% Diff.	Prog. Change	Total Proposed	
(3)Facility Operations	1,000	2,666	2,932	-	-	0%	-	-	0%
(4)Equipment Operations	2,000	2,000	1,500	1,500	1,500	0%	-	1,500	0%
(5)Service Fees/ Contracts	129,732	129,970	150,662	150,937	165,984	10%	135,000	300,984	99%
(6)Capital Outlay	-	25,000	25,000	-	-	0%	-	-	0%
(7)Transfers Out	5,000	5,000	-	5,000	-	-100%	-	-	-100%
<b>Total</b>	<b>137,732</b>	<b>164,636</b>	<b>180,094</b>	<b>157,437</b>	<b>167,484</b>	<b>6%</b>	<b>135,000</b>	<b>302,484</b>	<b>92%</b>

**Comments on significant changes proposed for FY 2009-10**

The Survey Assessment completed by the Council indicated an interest in improving the Emergency Management Services which is currently contracted out. The program change included here adds a total of \$135,000 as support for improvements in that effort.

**Capital Outlay**

**Public Safety** - No operating capital expenditures are included in the FY 09-10 proposed budget.



## Public Works

### Program Description

The City of Kyle Public Works Department is a general term used to refer to what are actually three (3) different budgetary departments: Street Construction and Maintenance, Water and Wastewater Operations. All of these departments work under the general direction of the Director of Public Works, but also work in conjunction with the Parks Maintenance staff.

### STREET MAINTENANCE DIVISION

The Street Construction and Maintenance Department is responsible for maintenance of all streets and roads including general street maintenance, drainage ditches and detention ponds, maintaining all stop, yield, speed limit and street name signs.

### STREET MAINTENANCE DIVISION

<b>Performance Indicators</b>	<b>FY 06-07 Actual</b>	<b>FY 07-08 Actual</b>	<b>FY 08-09 Projected</b>	<b>FY 09 - 10 Projected</b>
Street Work Orders	164	259	514	625

### Personnel Resources

<b>Public Works- Street Department</b>			<b>Authorized Positions</b>		
<b>Classification Title</b>	<b>Status *</b>	<b>Hr./Sal.</b>	<b>FY 2008-09</b>	<b>FY 2009-10 Proposed</b>	<b>Diff.</b>
Public Works Director	F	Sal.	0.35	0.35	0.00
Street Superintendent	F	Sal.	1.00	1.00	0.00
Public Works Inspector	F	Sal.	1.00	1.00	0.00
Street- Crew Leader	F	Sal.	1.00	1.00	0.00
Equipment Operator I	F	Hr.	1.00	2.00	1.00
Street Maint. Tech II	F	Hr.	1.00	1.00	0.00
Street Maint. Tech. I	F	Hr.	1.00	1.00	0.00
F= Full Time   PPT = Permanent Part time			<b>6.35</b>	<b>7.35</b>	<b>1.00</b>

### Comments on Proposed staffing changes for 2009-10

Addition of one more street Technician that is authorized to be hired in May 2010 is a continuation of a program to build a street maintenance staff capable of providing a systematic program of street maintenance for the City.

**Appropriations by Major Category of Expenditure****PW Street Maintenance Division**

RESOURCE CATEGORY	2006-07	2007-08	2008-09		2009-10				% Diff.
	Actual	Actual	Adopted	Re- estimate	Baseline	% Diff.	Prog. Change	Total Proposed	
(1)Employee Services	179,142	243,396	318,786	312,630	383,990	23%	20,123	404,113	29%
(2)Supplies & Materials	29,315	30,753	46,650	46,650	68,650	47%	-	68,650	47%
(3)Facility Operations	116,500	131,950	144,584	148,501	150,021	1%	-	150,021	1%
(4)Equipment Operations	8,500	19,152	24,150	24,150	28,830	19%	-	28,830	19%
(5)Service Fees/ Contracts	20,141	8,512	9,363	8,797	18,700	113%	-	18,700	113%
(6)Capital Outlay	321,638	36,731	38,000	49,680	20,000	-60%	20,000	40,000	-19%
(7)Transfers Out	-	300	-	-	-	0%	-	-	0%
<b>Total</b>	<b>675,236</b>	<b>470,794</b>	<b>581,533</b>	<b>590,408</b>	<b>670,192</b>	<b>14%</b>	<b>40,123</b>	<b>710,314</b>	<b>20%</b>

**Comments on significant changes proposed for FY 2009-10**

The significant increases in personnel costs (29%) are partly due to the new position, but also more money for training, normal increases for existing personnel and understatement of the base year because of salary savings from vacant positions. This department is fully staffed now and requires full funding for all budgeted positions in 2009-10.

Increase in supplies and materials is based on acquisition of new equipment to facilitate application of materials in maintenance activities. More investment in asphalt, sand and gravel and other construction material is requested. Likewise, with more equipment the cost of operations will go up more than just allowing for inflation. Service and fee increases are for additional engineering services.

**Capital Outlay and Improvements****Replacement Program***Supervisors Truck -*

\$ 20,000

To replace Supervisor's truck that has exceeded its useful life.

Subtotal- Replacement \$20,000

**New Program***Traffic Control Flood Gates*

(1) \$ 10,000

New: Upgrade of departmental safety equipment providing enhanced control of vehicular traffic at low-water crossings during times of flooding; permanently-installed gates will replace currently-utilized barricades that provide minimal control; will provide enhanced safety for both staff and general public; will negatively impact service and increase costs without upgrade.

*Paint/Striping Machine*

(1) \$ 10,000

New: Small motorized single nozzle painting machine to be used for street striping, crosswalk striping, parking striping, etc.

Subtotal- New \$ 20,000

**Total Public Works Department****\$ 40,000**





### Department of Sanitation

Creation of the department of Sanitation is part of an effort to do away with the use of a Non-departmental budgeting unit. Formerly, the cost of providing contract services for collection and disposal of solid wastes was charged to non-departmental. This account provides an appropriate place to charge these costs. In addition, recycling costs through whatever programs will be set up in the future will be charged to this department.

#### Appropriations by Major Category of Expenditure

RESOURCE CATEGORY	2006-07	2007-08	2008-09		2009-10				% Diff.
	Actual	Actual	Adopted	Re- estimate	Baseline	% Diff.	Prog. Change	Total Proposed	
(5)Service Fees/ Contracts	-	-	-	-	1,119,059	0%	-	1,119,059	0%
<b>Total</b>	-	-	-	-	1,119,059	0%	-	1,119,059	0%

#### Comments on significant changes Proposed for 2009-10

Charges reflect the cost of providing solid waste collection and disposal services by Texas Disposal Service.



### **GENERAL FUND - NON-DEPARTMENTAL**

Starting with the FY 2009-10 Budget the Non-Departmental Division will no longer be used. The Non-Departmental account reflected expenditures for services whose benefits were generally distributed throughout the general fund. The charges are now expended directly in one or more operating divisions.

#### **Appropriations by Major Category of Expenditure**

RESOURCE CATEGORY	2006-07	2007-08	2008-09		2009-10				% Diff.
	Actual	Actual	Adopted	Re- estimate	Baseline	% Diff.	Prog. Change	Total Proposed	
(1)Employee Services	-	7,747	-	-					
(2)Supplies & Materials	64	-	-	-					
(3)Facility Operations	-	4,684	5,153	-					
(5)Service Fees/ Contracts	798,931	840,068	882,075	1,017,401					
(6)Capital Outlay	5,000	-	-	-					
(7)Transfers Out	-	-	270,608	390,608					
Total	803,995	852,499	1,157,836	1,408,009					

#### **Comments on significant changes proposed for 2009-10**

All expenses from this department are now recorded in one or more operating departments. This department will no longer be used.

Retirees medical premiums will be charged to a new trust and agency fund for Other Post Employment Benefits (OPEB). Most energy charges will be allocated to Facility Maintenance. Service fees are fees paid to TDS, will now be charged to sanitation.

Transfers out are no longer needed because revenue for programs such as Recreation, Community Development and the like will be recorded to those funds without going through the general fund.

