

Community Development

Planning, Building and Inspection & Economic Development





OVERVIEW

The Department of Community Development currently consists of three operating divisions whose purposes in general are to (i.) guide development and growth of the City through application of professional planning principles and techniques; (ii) ensure the health and safety of the citizens of the City of Kyle through enforcement of city codes and regulations related to construction of residential and commercial developments; and (iii) to promote development of economic opportunities in the City and region through recruitment efforts for businesses and identification of opportunities for expanding employment.

Dramatic changes in the economy over the last year or so, has affected each of the three divisions within the department in different ways. The slowdown in construction of new housing has affected both the focus of work of the staff as well as the income generated from this activity. Increases in commercial development have taken up much of the slack in inspection formally needed for residential development. For most of the 2008-09 fiscal year one of the three Building Inspector positions was left vacant. While this position has not been eliminated, no funds are requested to be appropriated for this position for the 2009-10 fiscal year. This position will remain vacant until such time that the work load increases to a point that an additional inspector is needed again.

The slowdown in actual construction has not been seen to the same extent in planning for future developments. Interest in and applications for commercial developments primarily but to some extent residential development too, have keep the planning staff busy and are expected to continue to do so into the next year. In the meantime, this is allowing staff to review and recommend to the Council, Ordinances that need to be updated. Efforts are also focused on continuing to build Geographic Information System (GIS) files as needed and beginning in the current fiscal year, a project to implement a comprehensive software solution for planning and development activities will be implemented.

Likewise, 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.

The chart on the following page contains a summary of revenue and expenditures for the Community Development Fund. While normally included with the General Fund in some cities, tracking revenue and expenditures related to community development activities provides a much greater level of control over these activities than if they are simply buried inside the General Fund.

In years past, this fund was self-supporting and generated a considerable surplus due to intense developmental activity. The chart shown on page 98 shows the level of residential development reached its peak in March of 2006 when building permits for 186 homes were received. Between April 2006 and August 2008, the level of activity was fairly consistent until a downward trend began in the fall of 2008, the spring of 2009 however showed perhaps a turnaround of sorts that is expected to continue at least into the fall.

Due to the uncertainty of the economy rebounding to pre-2007 levels next year, expenditure for 2009-10 are being held in check with a proposed rate of growth of only 4%.

SUMMARY OF REVENUE AND EXPENDITURES

Community Development Fund

	<i>FY 2006-07</i>	<i>FY 2007-08</i>	<i>FY 2008-09</i>	<i>FY 2009-10</i>
Revenue	<u><i>Actual</i></u>	<u><i>Actual</i></u>	<u><i>YE-Projected</i></u>	<u><i>Proposed</i></u>
Current Property Taxes	---	---	---	302,407
Construction Inspection	767,267	611,102	424,822	517,367
Other Inspections	23,997	21,215	11,160	11,718
Land Use Planning and Review	<u>54,745</u>	<u>33,444</u>	<u>22,151</u>	<u>22,622</u>
Total - Operating Revenue	846,009	665,760	458,133	854,114
Int. Earnings	8,547	2,129	---	---
Prior Year Fund Balance	<u>234,453</u>	<u>302,713</u>	<u>363,802</u>	<u>-----</u>
Total - Funds Available	<u>1,089,009</u>	<u>970,603</u>	<u>821,935</u>	<u>854,114</u>
Expenditures				
Building Inspection Dept.	534,399	712,575	403,050	404,905
Planning Dept.	554,610	258,028	271,853	283,895
Economic Development	<u>-----</u>	<u>-----</u>	<u>147,032</u>	<u>165,313</u>
Total - Expenditures	<u>1,089,009</u>	<u>970,603</u>	<u>821,935</u>	<u>854,114</u>
Projected Surplus/(Deficit)				<u>-----</u>

FY 2009-10 Annual Budget- Revenue Projections

The following chart contains a detailed listing of historical, current and projected revenue for the respective fiscal years as indicated. As shown, for the past several years, insufficient revenue has been generated to cover direct expenses of the three departments contained in this fund.

Planning and Development Fund 210

Revenue Source	2006-07 Actual	2007-08 Actual	2008-09 Adopted	2008-09 YE - Revised	Pct Diff.	2009-10 Base Line	2009-10 Growth/Trend	2009-10 Prog Change	2009-10 Total	% Chng Prior Yr
Taxes										
Property Taxes- Current	-	-	-	-	-	-	-	302,470	302,470	n/a
City Sales Tax	-	-	-	-	-	-	-	-	-	n/a
<i>Subtotal</i>	-	-	-	-	-	-	-	302,470	302,470	n/a
Construction Inspection										
Building Inspection Permit	641,027	500,973	765,972	378,773	-24.4%	378,773	21,420	60,029	460,222	21.5%
Demolition Permits	290	620	948	50	-91.9%	50	3	8	61	21.5%
Electrical Inspection Only	1,410	2,575	3,730	1,886	-26.8%	1,886	107	299	2,292	21.5%
Gasline Inspection Only	1,125	1,350	2,012	1,500	11.1%	1,500	85	238	1,823	21.5%
Plumbing Inspection Only	15,350	13,785	20,115	9,586	-30.5%	9,586	542	1,519	11,647	21.5%
Re-inspections	107,570	90,548	139,746	18,600	-79.5%	18,600	1,052	2,948	22,600	21.5%
Refund/reimbursement	-	1,251	2,090	0	n/a	-	-	-	-	n/a
Fire Inspections	-	-	-	14,427	n/a	14,427	-	-	14,427	0.0%
Miscellaneous	496	-	-	-	n/a	-	-	-	-	n/a
<i>Subtotal</i>	767,267	611,102	934,613	424,822	-30.5%	424,822	23,208	65,040	513,070	20.8%
Other Inspections										
Sign Permits	7,957	2,365	3,175	7,150	202.3%	7,150	404	-	7,554	5.7%
House Moving	3,130	3,060	3,377	990	-67.6%	990	56	-	1,046	5.7%
Remodeling	6,700	8,482	9,709	0	n/a	-	-	-	-	n/a
Swimming Pool	3,165	3,563	3,713	0	n/a	-	-	-	-	n/a
Contractor License Fees	3,045	3,745	4,021	3,020	-19.4%	3,020	171	-	3,191	5.7%
Miscellaneous	-	-	-	-	n/a	-	-	-	-	n/a
<i>Subtotal</i>	23,997	21,215	23,995	11,160	-47.4%	11,160	631	-	11,791	5.7%
Land Use Planning and Review										
Development Review Fees	48,769	28,457	35,457	17,695	-37.8%	17,695	1,001	2,804	21,500	21.5%
Zoning Amendment Fees	600	2,305	1,431	200	-91.3%	200	11	32	243	21.5%
Variance/Cond Use Fees	4,263	2,682	3,765	3,756	40.0%	3,756	212	595	4,564	21.5%
Miscellaneous	1,114	-	2,124	500	n/a	500	28	(52)	476	-4.7%
<i>Subtotal</i>	54,745	33,444	42,777	22,151	-33.8%	22,151	1,253	3,379	26,783	20.9%
Total - Operating Revenue	846,009	665,760	1,001,385	458,133		458,133	25,092	370,890	854,114	86.4%
Interest Earnings	8,547	2,129	-	-		-	-	-	-	n/a
PY-Fund Balance/Reserves	234,453	302,713	-	363,802		-	-	-	-	-100.0%
	243,000	304,842	-	363,802		-	-	-	-	
Total Funds Available	1,089,009	970,603	1,001,385	821,935	-15.3%	458,133	25,092	370,890	854,114	3.9%

This trend is expected to continue in 2009-10 but rather than show the shortfall being covered by reserves or fund balance as in past years, the 2009-10 revenue detail shows current property taxes as a new line item. The \$302,470 revenue represents about \$.02 cents of the total O&M tax rate.

While it is anticipated that the local economy will gradually improve during the next year, this is not a foregone conclusion so once again, projections are on the conservative side going forward. The opening of the new Seton hospital in September of '09, as well as another big box store shortly thereafter, should give impetus to more commercial development and with the new jobs coming, a boost to residential development as well.

In the meantime, the strategy for each of these departments in the next year is to tighten up on processes and procedures, take advantage of training opportunities to increase the skills and knowledge of staff in their respective fields and implement new process control software that should provide more efficient and consistent service when activity picks up again.

The following three sections contain proposed expenditure plans for each of the three divisions that compose the Community Development department.

COMPREHENSIVE PLANNING**Mission:**

To provide current and long range planning, to implement the goals of the community, to preserve and enhance the quality of life and to provide for orderly growth and development.

Responsibilities:

The Planning Department is responsible for receiving all subdivision plats, zoning requests, and site development permit applications. The Department coordinates interdepartmental review of plans and prepares reports for the Planning and Zoning Commission, City Council, and Board of Adjustment. The Department maintains official records of zonings, subdivisions and variances issued or approved by the City. The Department is responsible for implementing and periodically updating the City's Comprehensive Plan and providing land use and development information to other city departments as well as the public. The Department is responsible for preparation, maintenance and updates to the city's GIS system.

The Planning section is responsible for guiding the City's long range planning efforts and the City's comprehensive plan for future growth and development. This department also provides census and demographic information, in addition to growth and development information to the community for projecting population, building, and development trends and impacts. In accordance with growth management policies established by the comprehensive plan and the Council, the Planning Department develops annexation policies and an annexation plan for the orderly growth of the city. This department also manages the City's mapping.

Following is a table reflecting performance indicators for the Planning Department:

Performance Indicators	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Projected	FY 09-10 Projected
Subdivision plat applications	22	39	21	21
No. of new lots platted	2,251	1,022	470	935
Site plans	25	20	17	16
Variances to Board of Adjustment	0	1	12	3
Rezoning applications	12	13	6	8

City of Kyle
Personnel Resources

2009-10 Proposed Budget

Planning Department			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2008-09	FY 2009-10 Proposed	Diff.
Director of Planning	F	Sal	1.00	1.00	0.00
Planning Technician	F	Hr.	1.00	1.00	0.00
City Engineer	F	Sal.	1.00	1.00	0.00
GIS Technician	F	Sal	1.00	1.00	0.00
F= Full Time PPT = Permanent Part time			4.00	4.00	0.00

Comments on proposed staffing changes for 2009-10

While there are no additional positions requested for 2009-10, it should be understood that the City Engineer's position is currently vacant. The duties and responsibilities of this position are still being contracted out. It is not expected that this position will be filled in the coming fiscal year and no funds have been requested to be appropriated for this position.

Appropriations by Major Category of Expenditure

Planning Department

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	115,566	188,917	286,517	230,727	236,010	2%	-	236,010	2%
(2)Supplies & Materials	3,096	7,218	7,518	4,350	5,468	26%	-	5,468	26%
(3)Facility Operations	1,600	2,402	2,642	450	450	0%	-	450	0%
(4)Equipment Operations	-	1,000	1,000	1,000	1,050	5%	-	1,050	5%
(5)Service Fees/Contracts	153,800	58,491	76,856	35,326	40,917	16%	-	40,917	16%
(6)Capital Outlay	280,548	-	-	-	-	0%	-	-	0%
Total	554,610	258,028	374,533	271,853	283,895	4%	-	283,895	4%

Comments on significant changes proposed for 2009-10

The overall increase for this department is 4% above the estimate for the end of the current fiscal year. Supplies and materials were increased for printing and other supplies for the GIS program. The approximate \$10,000 increase in service fees is for the annual maintenance and licensing fee for the new Planning software.

Capital Outlay - No capital outlay items are included for the Planning Department for 2009-10.



Building Inspection**Mission:**

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.

Responsibilities:

The Building Inspections Department is responsible for permitting all construction and conducting inspections of the work. Additionally, this department is responsible for Code Enforcement and Event Permits.

Building Inspection Services issues building construction permits and performs inspections which lead to the final Certificate of Occupancy (CO). This department assists in the coordination between the City and the construction industry with plan review, permitting and on-site inspections. Inspection Services ensures that the construction phase of the development process meets the expectations of the community for the overall public health, safety and welfare through the administration and implementation of applicable City codes and ordinances. This department is also responsible for flood plain administration and review, according to the regulations established by the Federal Emergency Management Agency (FEMA). These regulations have been integrated into Inspection Services to create efficiency and provide better customer response for the enforcement of adopted land use and development codes. Code Enforcement's goal is to ensure quality and safe land use through the enforcement of fire, building, nuisance and Unified Development Codes and ordinances.

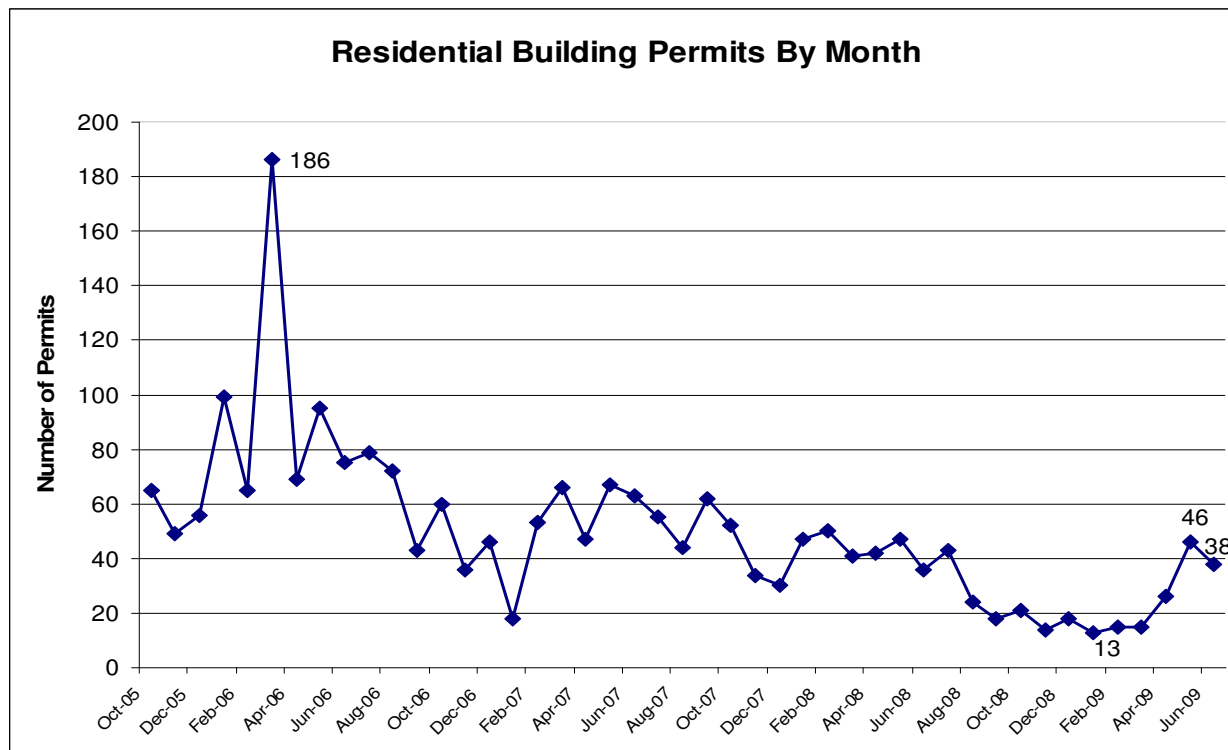
Following is a table reflecting performance indicators for the Building Inspections Department:

Performance Indicators	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Projected	FY 09-10 Projected
Building Permits	653	534	328	377
Electrical Permits	20	34	22	25
Remodel or Alterations	84	119	40	46
Sign Permits	87	34	194	223
Mobile Home Move-ins	35	35	12	14

City of Kyle

2009-10 Proposed Budget

The following chart shows the pattern of building permits that have been issued monthly from October 2005 to June 2009. The maximum number of permits issued were 186 in March of 2006 and the least amount in the reporting period were 13 which occurred in February (short month) of 2009. Since then the number climbed steadily to 46 in May of '09, but were off by 17% in the following month. The trend is expected to go back up in succeeding months and stay around the 40 permits per month level through the fall.



Residential Permits				
Month	2005-06	2006-07	2007-08	2008-09
October	65	60	52	21
November	49	36	34	14
December	56	46	30	18
January	99	18	47	13
February	65	53	50	15
March	186	66	41	15
April	69	47	42	26
May	95	67	47	46
June	75	63	36	38
July	79	55	43	0
August	72	44	24	0
September	43	62	18	0
Total	953	617	464	206
Avg.	79	51	39	26

Building Inspection			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2008-09	FY 2009-10 Proposed	Diff.
Building Official	F	Sal	1.00	1.00	0.00
Building Inspector	F	Hr.	3.00	3.00	0.00
Permit Coordinator	F	Hr.	1.00	1.00	0.00
Code Enforcement Off.	F	Hr.	1.00	1.00	0.00
Administrative Asst.	F	Hr.	1.00	1.00	0.00
			7.00	7.00	0.00

* F= Full Time PPT = Permanent Part time

Comments on proposed staffing changes for 2009-10

No changes in staffing are proposed for Building Inspection services for 2009-10. One Building Inspector position is authorized but not expected to be filled. No funds have been budgeted for this position.

Appropriations by Major Category of Expenditure

Building Inspections

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	287,891	329,505	386,963	316,474	350,585	11%	-	350,585	11%
(2)Supplies & Materials	12,671	18,638	9,200	7,540	8,750	16%	-	8,750	16%
(3)Facility Operations	12,077	5,000	5,000	4,286	4,501	5%	-	4,501	5%
(4)Equipment Operations	12,116	11,016	12,500	8,495	8,478	0%	-	8,478	0%
(5)Service Fees/Contracts	154,645	322,376	31,000	49,254	32,592	-34%	-	32,592	-34%
(6)Capital Outlay	55,000	26,040	17,000	17,000	-	0%	-	-	0%
Total	534,399	712,575	461,663	403,050	404,905	0%	-	404,905	0%

Comments on significant changes proposed for 2008-09

Building Inspection Division appropriations show no overall increase from the previous year. The 16% increase in Supplies and Materials only represents an actual dollar amount increase of \$1,210. The dramatic reduction in Service Fees is reflective of the attorney's fees associated with the successful defense of a lawsuit filed against the City by the Austin Home Builders Association in association with the NAACP. In addition to some expenses related to defending the City in the appeal process, this category includes the cost of maintenance and license fees for new software.

Capital Outlay -

No replacement or new equipment is contemplated for this activity for the coming year.

Economic Development**Vision Statement:**

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 in shopping, recreation, and living in Hays County.

Mission:

The Economic Development Department seeks to create new job opportunities, expand the local tax base and raise the local per capita income level by marketing Kyle as the community of choice for business looking to expand or relocate their operations. The Department also works closely with our existing employers to identify any issues/concerns that could hinder their future growth and expansion in the City.

The Economic Development function leads and coordinates the community's economic development efforts. Its staff works to improve the social, employment, and physical conditions of the City by increasing the City of Kyle's economic base and the availability of quality jobs. In addition, the department undertakes projects that will foster partnership among private and public entities, and implements economic development goals and strategies listed herein and adopted by City Council. Operations of the department include business development, community promotion, and City and regional industrial recruitment and retention/expansion programs. In the past, this activity was combined with the Planning Department. For 2008-09, it is proposed that this Department be separated out from Planning.

Performance Indicators	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Projected	FY 09-10 Projected
# of Recruiting/Prospects Contacted (Yearly Average)	N/A	N/A	75	79
# of Active Prospective Projects (Rolling Average per Month)	N/A	N/A	90	95

City of Kyle
Personnel Resources

2009-10 Proposed Budget

Economic Development			Authorized Positions		
Classification Title	Status *	Hr./Sal.	FY 2008-09	FY 2009-10 Proposed	Diff.
Dir Economic Develop.	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			2.00	2.00	0.00

Comments on proposed staffing changes for 2009-10

No changes in staffing are recommended for the 2009-10 Fiscal Year.

Appropriations by Major Category of Expenditure

Economic Development

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	-	-	131,012	138,212	149,932	8%	-	149,932	8%
(2)Supplies & Materials	-	-	1,675	2,160	2,800	30%	-	2,800	30%
(3)Facility Operations	-	-	1,800	2,512	2,638	5%	-	2,638	5%
(4)Equipment Operations	-	-	-	-	-	0%	-	-	0%
(5)Service Fees/Contracts	-	-	750	4,148	5,620	35%	4,324	9,944	140%
Total	-	-	135,237	147,032	160,989	9%	4,324	165,313	12%

Comments on significant changes proposed for 2009-10

The increase of 12% in total appropriations for economic development is due to an 8% increase in employee services and a 140% increase in Service Fees. The former is partly due to a delay in hiring the Administrative Asst. position which lowered the estimated expenditures for the base year (2008-09). In 2009-10 this position is funded for a full year. The \$5,796 increase in fees is for a new annual IT license and maintenance fee and an increase in outside printing.

Capital Outlay - No capital outlay items are included for the Economic Development Department.